

COVID Reference Guide for COVID-19 Vaccine Ordering

The simple four step process all done the same day.

1. **Submit temperature logs** every time you place an order or, at minimum, every 28 days.
 - a. Email tempcheck@phila.gov and upload files to PhilaVax if you have a digital data logger provided by us, only email if you are using your own approved temperature logging device.
2. **Update your inventory by:**
 - a. **Accepting** pending transfers and shipments (**DO NOT** dismiss the links!).
 - b. **Complete wastage** as daily if applicable (what's in your unit should be the count in PhilaVax).
 - c. **Complete and close a reconciliation** every time you place an order.
 - i. You only need to reconcile your COVID location for COVID-19 vaccine orders.
3. **Complete and submit** a COVID-19 vaccine order **by Wednesdays at 5 pm** (you can only order once per week).
 - a. Ensure you have all green check marks on the recon before closing it. **Any red stop signs on a closed reconciliation will result in a rejected order.**
 - b. For partial orders (less than the minimum order quantity), use the [Monday.com order form](#).
4. **Check on order status on Fridays at 12 pm** to make sure it was approved.
 - a. **Orders through PhilaVax:** *Inventory > Vaccines > Vaccine Orders > Search > Select most recent order date.*
 - b. **Partial orders through Monday.com form:** approval/rejection emails will be sent from covidproviders@phila.gov. Email us with any questions.

NOTE:

- You can order COVID vaccine weekly at maximum, so you would do these steps once weekly at maximum and once per month at minimum, regardless whether you're placing orders.
- Order as much vaccine as you think you need; **orders or doses** will be adjusted by the ordering team depending on what the Immunization program can allocate.
 - **REMINDER:** You should be **submitting temp logs, reconciling vaccines, and placing orders all the same day.**

Tips:

- **Always** accept new shipments and process returns before doing reconciliations.
 - *Never Dismiss shipment links or manually add inventory! This leads to inventory issues.*
- When accepting shipments, **receive COVID-19 vaccine into the COVID-19 inventory location.**
- Select **PANDEMIC** under funding source when accepting shipments of COVID-19 vaccine.
*****Do not merge vaccines together when accepting shipments, click "Proceed with Create" if sent to the duplicate screen.*****
- **Never do adjustments to reconcile vaccines or otherwise. You need to complete a reconciliation to update the Immunization Program to how you're using your doses and to update your on-hand count.**
- Contact tempcheck@phila.gov for any temperature related help.

If your inventory is inaccurate (number of doses, merged LOT #s, missing vaccines) or you're having trouble, contact dphproviderhelp@phila.gov first.