

# Inventory & Ordering

## Online Ordering Vaccines Job Aid

Your order cannot be processed until your clinic's temperature logs and reconciliation have been received.

### Step-by-Step Instructions

1. Select **Inventory -> Vaccines -> Vaccine Orders** from the left-side navigation panel.
2. Click on **Add New Vaccine Order** in the upper right hand corner.

The screenshot shows the PhilaVax interface. On the left, a navigation menu lists 'Home', 'Patients', 'Immunizations', 'IZ Quick Add', 'Inventory', 'Vaccines', 'On-Hand', 'Electronic Decrementing', 'Reconciliation', 'Vaccine Orders', and 'Vaccine Returns'. The 'Vaccine Orders' item is highlighted with a black arrow labeled '1'. At the top right, there is a 'PATIENT SEARCH' button and an 'Add New Vaccine Order' button, with a black arrow labeled '2' pointing to it. Below the navigation is a search area with filters for 'Clinic' (set to ALL), 'Order Status' (set to ALL), and 'Order Type' (set to ALL). There are also date range filters for 'Order Date Range' and 'Date Submitted to VTrackS Date Range'. A 'Search' button is visible at the bottom right of the search area.

3. Select your site pin from the dropdown menu.
4. Is this a flu order?
  - a. If this **IS** a flu order, check the small box and click **"Next"**. You will only be allowed to order flu vaccines in this particular session. You will have to complete a separate order for all other vaccines.
  - b. If this is **NOT** a flu order, leave the box unchecked and click **"Next"**.

The screenshot shows the 'Vaccine Order' form. At the top right, there are 'Cancel' and 'Next' buttons. Below is the 'Add - Select Clinic' section. A dropdown menu for 'Clinic \*' has 'PROJ01 - PDPH - DDC' selected, with a black arrow labeled '3' pointing to it. Below the dropdown are two checkboxes: 'Will this be an Influenza order?' and 'Will this be a COVID-19 order?'. A black arrow labeled '4' points to the first checkbox.

5. Take the time to verify that the info in the Shipping Info box is correct.
    - a. If it **IS** correct, certify it by checking the small box (see below). Then Click **"Next"**.
- I have reviewed the above shipping information and I certify the information is correct.**
- b. If It is **NOT** correct, pick up the phone and contact if it is **NOT** correct, email [dphproviderhelp@phila.gov](mailto:dphproviderhelp@phila.gov) for assistance.

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- In the **Vaccine Products** box, click the first dropdown bar and select your first vaccine.
- Inside the **Qty** box, type in the amount needed by package - not by individual doses (example: if you need 30 Daptacel, you will type in "3" for 3 boxes of 10 doses.)
- Click anywhere outside of that **Qty** box and note the number automatically populated in the **Total Doses** box. Click **Add to Order** after you are done entering the information for that vaccine.

Vaccine Order Learn More Cancel Links Update

**Edit**

**View Vaccine Inventory Reconciliation**

Clinic: [REDACTED] Last Approved Order Date: 03/17/2022

Order Number: [REDACTED] Order Date: 03/21/2022 Order Status: IN WORK Priority Reason: [REDACTED] Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments: [REDACTED]

VFC Program Comments: [REDACTED]

**Vaccine | Mfg | NDC | Brand/Packaging**

BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Add To Order Clear

There are no vaccines in this order

Total Doses: 0 Total Cost: \$0.00

- Repeat steps 6 through 8 for the remainder of your order.
- Review your vaccine selections and quantities for accuracy. Once your order is correct, click the arrow (down) to the right of the Update at the top of the page and click **Submit to VFC Program for Approval**. The page will refresh and the **Order Status** will change to **Submitted for Approval**.

### YOUR ORDER MUST SAY SUBMITTED FOR APPROVAL AND NOT IN WORK FOR US TO RECEIVE IT.

- Log back in the day after you submit your order to check the status of your order. You have a maximum of 2 days to respond to any rejection comments before the entire ordering process must be repeated.

Vaccine Order Learn More Cancel Links Update

**Edit**

**View Vaccine Inventory Reconciliation**

Clinic: [REDACTED] Last Approved Order Date: 03/17/2022

Order Number: [REDACTED] Order Date: 03/21/2022 Order Status: IN WORK Priority Reason: [REDACTED] Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments: [REDACTED]

VFC Program Comments: [REDACTED]

**Vaccine | Mfg | NDC | Brand/Packaging**

BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Add To Order Clear

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
Hib (PRP-T)	PMC	49281-0545-03	ActHib (5 pack - 1 dose vial)	FED	1	5	5	50.10	VFC
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	ADU	1	10	10	539.30	VFAAR
							<b>Total Doses</b>	<b>Total Cost</b>	
							15	\$589.40	

Things to remember:

- If your Order has been rejected, view the comments and address the issues discussed. The Order can then be resubmitted to VFC.
- If you make a mistake and need to change your order, click the red x to remove that line from your cart.
- You can only place an order every 25 days.
- You should try and keep only 4-6 week supply of vaccines in your storage units.