

# COVID Vaccine Ordering Guide

## Guide to Place Your First Fall 2023/2024 COVID-19 Order

Your order cannot be processed until your temperature logs have been received. Please submit temp logs as you normally do for other orders.

1. Log in to PhilaVax
2. Under “**Default Provider/Clinic**”, type in your site pin.

PhilaVax  
Philadelphia's Immunization Information System  
a service from the Philadelphia Department of Public Health

Home  
Patients  
Immunizations  
Z Quick Add  
Inventory  
Clinic Tools  
Program Tools  
Reports  
Outreach  
VTrackS Interface  
Administration  
HL7 Management

Default Provider/Clinic

Provider/Clinic \*

[PROJ01-PDPH - DDC - IMMUNIZATION PROGRAM] PDPH - DDC - IMMUNIZATION PROGRAM - PROJ01 (PROJ01)

Select a clinic by typing provider, clinic, vfc pin, or clinic code

News

Modify News

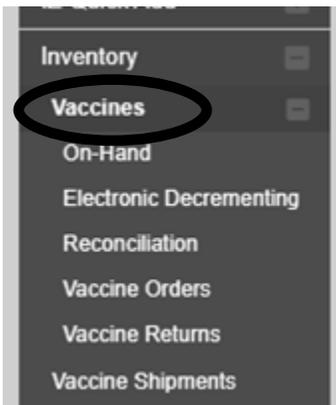
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3. On the left-hand side, select the “Inventory” module:



The screenshot shows the PhilaVax web application interface. On the left is a vertical navigation menu with the following items: Home, Patients, Immunizations, IZ Quick Add, **Inventory** (circled in red), Clinic Tools, Program Tools, Reports, Outreach, VTrckS Interface, Administration, and HL7 Management. The main content area features the PhilaVax logo and the text "Philadelphia's Immunization Information System a service from the Philadelphia Department of Public Health". Below this is a section titled "Default Provider/Clinic" with an information icon. It contains a "Provider/Clinic \*" field with a dropdown menu showing "[PROJ01-PDPH - DDC - IMMUNIZATION PROGRAM] PDPH - DDC- IMMUNIZATION PROGRAM - PROJ01 (PROJ01)". Below the dropdown is the instruction "Select a clinic by typing provider, clinic, vfc pin, or clinic code". Further down is a "News" section with a "Modify News" link.

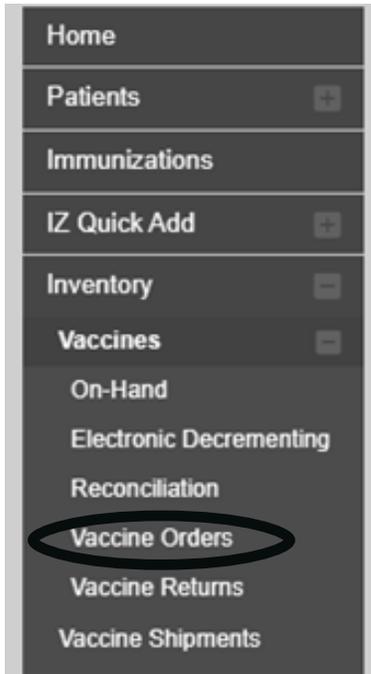
4. Select “Vaccines”:



The screenshot shows a dropdown menu for the 'Inventory' module. The menu items are: Inventory, **Vaccines** (circled in red), On-Hand, Electronic Decrementing, Reconciliation, Vaccine Orders, Vaccine Returns, and Vaccine Shipments.

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5. Select “Vaccine Orders”:



6. Select the “Add New Vaccine Order” button in the upper right-hand corner:

Vaccine Orders  [Learn More](#)



## Search

Clinic	Order Status	Order Type
(ALL) ▾	(ALL) ▾	(ALL) ▾
Order Date Range	Date Submitted to VTrckS Date Range	
From: 06/14/2023  Through: 09/14/2023 	From: MM/DD/YYYY 	Through: MM/DD/YYYY 
<input type="button" value="Previous Criteria"/>	<input type="button" value="Clear"/>	<input type="button" value="Search"/>

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7. Select the inventory location under the “Clinic” drop down.

Vaccine Order i Learn More Cancel Next

**Add - Select Clinic**

Clinic \*  
PDPH - DDC- IMMUNIZATION PROGRAM

Will this be an Influenza order?  Will this be a COVID-19 order?

8. Click the box that says, “Will this be a COVID-19 order?”, then click “Next” in the upper right-hand corner.

Vaccine Order i Learn More Cancel Next

**Add - Select Clinic**

Clinic \*  
PDPH - DDC- IMMUNIZATION PROGRAM

Will this be an Influenza order?  Will this be a COVID-19 order?

9. Confirm your site’s name, primary shipping contact, address, and hours of operation on the “Vaccine Order Pre-Check” page. Make sure to put a checkmark in the box:

**Special Instructions: NO SPECIAL INSTRUCTIONS**

I have reviewed the above shipping information and I certify the information is correct.

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10. Select the **“Next”** button to move to the next step once you’ve completed this review.

You are now on the **“COVID-19 Order”** page. The COVID-19 vaccine products that are available to order will populate automatically onto the page. You will see empty boxes for **“Intent”**, **“Dose Number”**, **“Ancillary Kit”**, and **“Qty of Packages”**. All boxes need to be completed to place an order.

The screenshot shows the 'COVID-19 Order' page. At the top right, there are 'Cancel' and 'Next to Off Program' buttons. Below the title, there is a 'Clear Comments' button and a text area for comments. The main part of the page is a table with the following columns: CDS, Name, NDC, Manufacturer Code, Manufacturer, Cost per Package, Doses per Package, Intent, Dose Number, Ancillary Kit, and Qty of Packages. Two rows of vaccine products are visible, each with a 'Clear All Rows' button on the right.

**\*\*IMPORTANT:** Ancillary kits are no longer being supplied by the federal government, but until PhilaVax is updated, we will still need something in that box, it cannot be empty. If it is pre-populated with “Yes”, simply leave it, otherwise, you will select “no”. See Step 11 below. **No ancillary kits will be provided regardless of the “Yes” or “No” indication.**

11. Complete the **“Intent”** box. Most sites will only have one **“Intent”** available to them, either Adult or VFC. If your site orders both Adult and VFC products, you will have both. Please select the Intent you need for this order:

The image shows a close-up of the 'Intent' dropdown menu. The first dropdown is open, showing 'ADULT' as the selected option. Below it is another empty dropdown menu.

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12. Complete the “**Dose Number**” box. For all orders in Fall of 2023, please select “**Booster**” from the drop down:

**Dose Number**

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BOOSTER ▾

▾

*Updates will be coming to PhilaVax in October will remove the need to complete this box.*

13. Complete the “**Ancillary Kit**” box. Please also note that ancillary kits are no longer being supplied by the federal government, but until PhilaVax is updated, we will still need something in that box, it cannot be empty. If it is pre-populated with “**Yes**”, simply leave it, otherwise, you will select “**No**”.

**Ancillary Kit**

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YES ▾

NO ▾

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14. Complete the “Qty of Packages” box:

Qty of Packages



1

15. Complete a quick review to ensure you’ve entered something into each box by clicking the blue shopping cart:



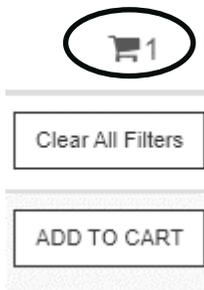
CVR	Name	NDC	Manufacturer Code	Manufacturer	Cost per Package	Doses per Package	Intent	Dose Number	Accessory Kit	Qty of Packages	
338	COMIRVATI 2023-2024 (15) (0.3mL vials)	8088-2382-10	PHIL	PFIZER INC (INDUSTRIAL PARKS, LEBERS, and PHOENIX)	\$64.00	10	ADULT	BOOSTER	YES	1	ADD TO CART

16. Select “ADD TO CART”:



ADD TO CART

You will see a blue pop-up notice at the bottom of your screen letting you know your order has been added to your cart. You will also see a little shopping cart picture above the “ADD TO CART” button, which will indicate the number of products you have in your cart:



1

Clear All Filters

ADD TO CART

Click on the shopping cart to review what is in your cart:



CVR	Name	NDC	Manufacturer	Doses per Package	Intent	Dose Number	Accessory Kit	Qty of Packages	Total Doses	Total	
338	COMIRVATI 2023-2024 (15) (0.3mL vials)	8088-2382-10	PFIZER INC (INDUSTRIAL PARKS, LEBERS, and PHOENIX)	10	ADULT	BOOSTER	YES	1	10	\$640.00	REMOVE

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To add multiple products to your order, repeat steps 11 – 16.

- When you've added all desired COVID-19 products, select the **"Submit to VFC Program"** button at the top right-hand side of the screen:



A pop-up will display:

Submit to VFC Program

Are you sure you want to submit this order to the VFC Program?

If you are ready, select **"OK"**, if you want to review again or need to change something, select **"Cancel"**.

Once you select **"OK"** you will see a green pop-up:

✓ **Success** Order number 20230914PROJ0101 was submitted to VFC Program.



Your order has now been submitted for processing. Check back in 48 – 72 hours to review any updates