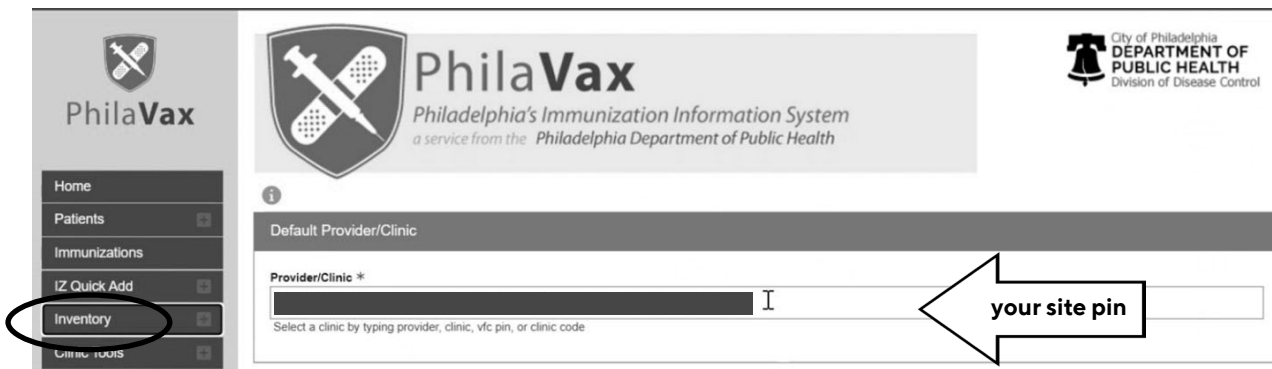


# COVID Accepting Shipments Guide

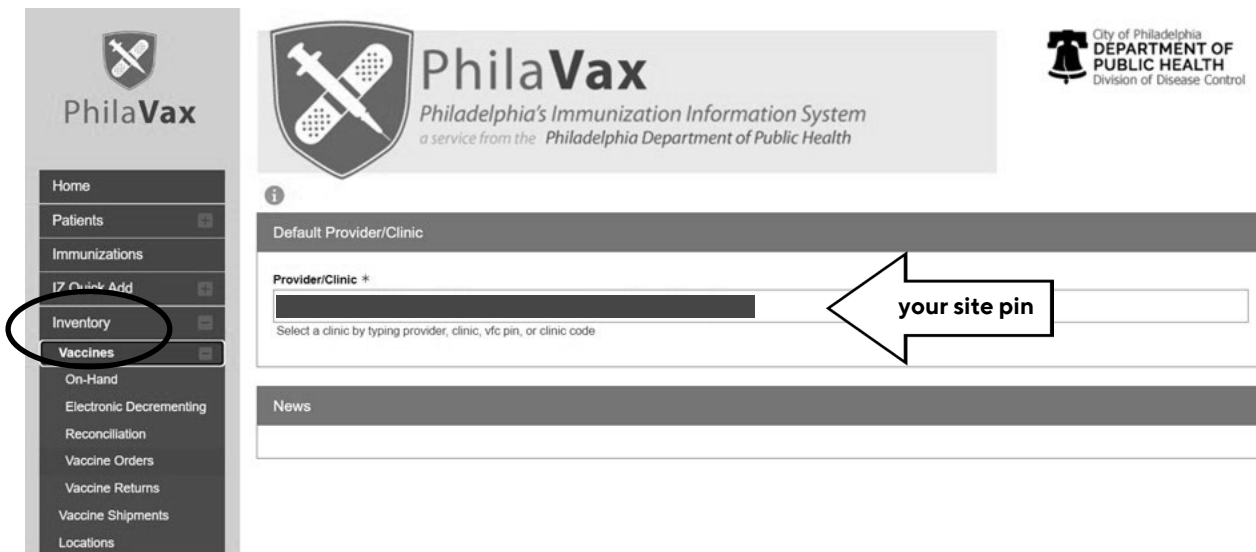
## Accepting COVID Vaccine Shipments

Follow these steps to accept your COVID vaccine shipment into your inventory. If you have any questions reach out to [dphproviderhelp@phila.gov](mailto:dphproviderhelp@phila.gov).

1. Type in the site pin on PhilaVax home screen.



2. Select the "Inventory", then "Vaccines" then "On-Hand" from the left-hand navigation plane.



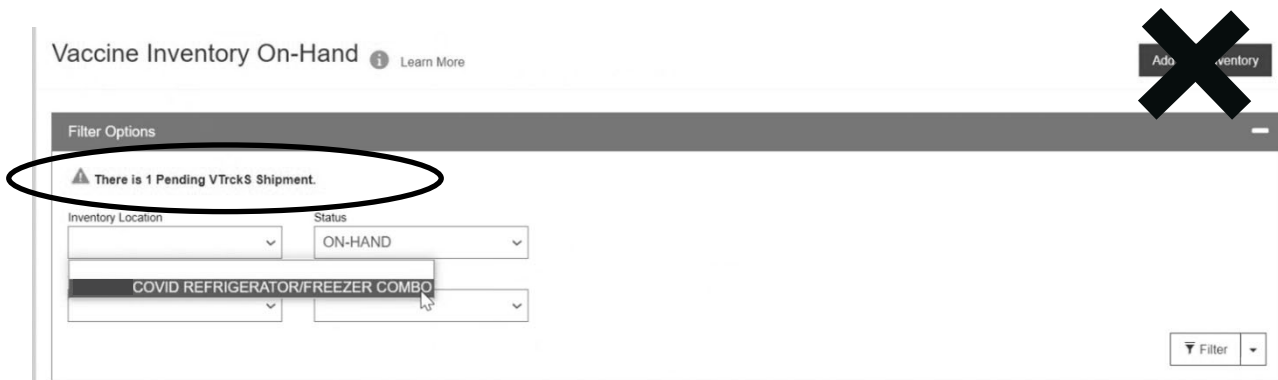
# COVID Accepting Shipments Guide

3. Select “COVID REFRIGERATOR/FREEZER COMBO” from the Inventory Location drop down. Then click “Filter”.

**\*NOTE:** Make sure the site pin is correct!



4. Next, click on the blue “Pending VTrcks Shipment” link at the top.



# COVID Accepting Shipments Guide

5. Click “Receive” to receive the vaccines into your COVID inventory.

**\*\*IMPORTANT NOTE:** NEVER dismiss shipments. Reach out to [dphproviderhelp@phila.gov](mailto:dphproviderhelp@phila.gov) with any questions.

Pending VTrckS Shipments  Learn More


X

**Pending VTrckS Shipments**

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped	Actions
20230726P1097101 / 1	07/31/2023	COVID Bivalent (PFR 12+)	59267-0304-02	GK0928	180	Details <b>Receive</b> Dismiss ?


6. In the next screen, **double click the time box** (the date box is prefilled for you.) Confirm all the information in the fields indicated by the red asterix “\*” match what’s printed on the vaccine packing slip.

**\*\*IMPORTANT NOTE:** Make sure you select the “COVID REFRIGERATOR/FREEZER COMBO” (plus the correct site pin) Inventory Location to avoid misplacing your vaccines.

/accine Inventory  Learn More

Cancel Create

View

- ✓ **Date/Time \*** 09/18/2023 HH:MM AM/PM (HH:MM A/P)
- ✓ **Inventory Location \*** COMBO 
- ✓ **Vaccine | Mfg | NDC | Brand \*** COVID BIVALENT (PFR 12+) | PFR | 59267-0304-02 | PFIZER COVID-19 12+ YRS (PFR) (PFR MDV)
- ✓ **Lot Number \*** GK0928
- ✓ **Expiration Date \*** 02/29/2024
- ✓ **Funding Source \*** PANDEMIC
- ✓ **Doses Adjusted \*** 180

Container Id

Comments RECEIVED FROM SHIPMENT 0512804823 ON 07/28/2023 FOR VACCINE ORDER 20230726P1097101, LINE ITEM 1, ADU INTENT.


# COVID Accepting Shipments Guide

- Click **“Create”** in the top right.

Vaccine Inventory Learn More Cancel Create

**View**

Date/Time \* 09/18/2023 02:49 PM (HH:MM A/P)

Inventory Location \* COVID REFRIGERATOR/FREEZER COMBO 

Vaccine | Mfg | NDC | Brand \* COVID BIVALENT (PFR 12+) | PFR | 59267-0304-02 | PFIZER COVID-19 12+ YRS (10 X 2.0ML MDV)

Lot Number \* GK0928

Expiration Date \* 02/29/2024

Funding Source \* PANDEMIC

Doses Adjusted \* 180

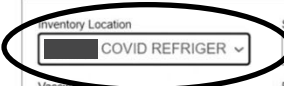
Container Id

Comments RECEIVED FROM SHIPMENT 0512804823 ON 07/28/2023 FOR VACCINE ORDER 20230726P1097101, LINE ITEM 1, ADU INTENT.

- Once you click **“Create”**, confirm that the vaccines have been added successfully to your On-Hand inventory by selecting the Inventory Location then, click **“Filter”**.

Vaccine Inventory On-Hand Learn More Add Inventory

**Filter Options**

Inventory Location COVID REFRIGER  Status ON-HAND

Vaccine Funding Source

Filter

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Action
									Clear
P10971 COVID REFRIGERATOR/FREEZER COMBO (AGGREGATE REPORTER)	COVID BIVALENT (PFR 12+) (PFIZER COVID-19 12+ YRS (10 X 2.0ML MDV))	PFR	59267-0304-02	GK0928	02/29/2024	PANDEMIC	180		Action

