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

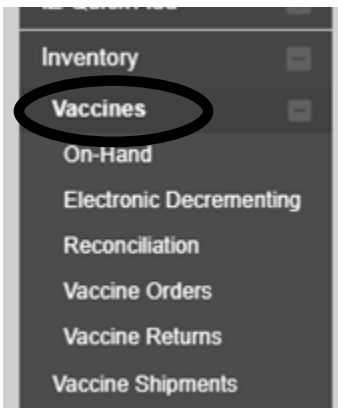2. Under **"Default Provider/Clinic"**, type in your site pin.

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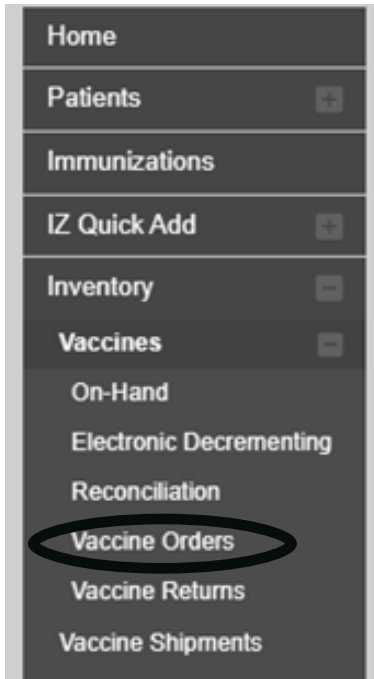3. On the left-hand side, select the **"Inventory"** module:

4. Select **"Vaccines"**:
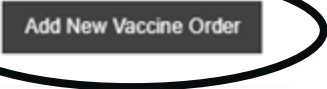
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5. Select **"Vaccine Orders"**:

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

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7. Select the inventory location under the **"Clinic"** drop down.

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

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:

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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.

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:

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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

| 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

| YES ⌄ |

| NO ⌄ |

Department of Public Health
Immunization Program
CITY OF PHILADELPHIA

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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:

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:

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

17. 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