

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 *

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

News

Modify News

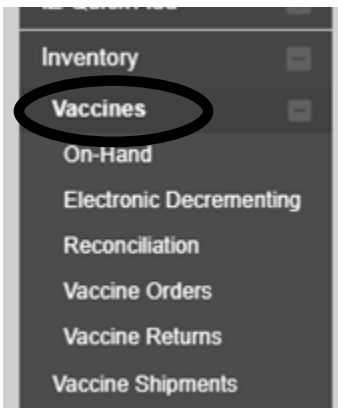
your site pin

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

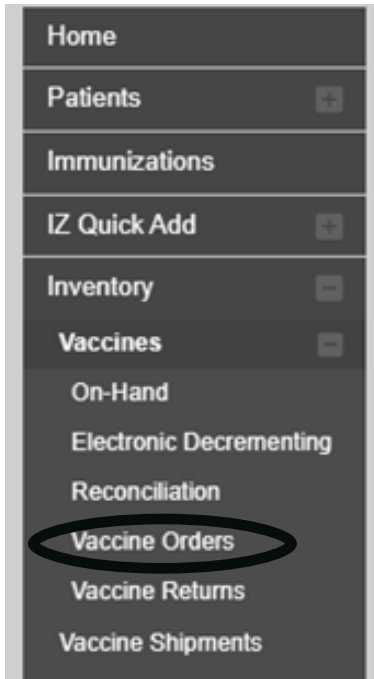


4. Select “Vaccines”:



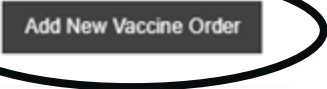
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5. Select “Vaccine Orders”:







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

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 *
your site

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 *
your site

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.

CDS	Name	NDC	Manufacturer Code	Manufacturer	Cost per Package	Doses per Package	Intent	Dose Number	Ancillary Kit	Qty of Packages
038	COMBIVAX 2023-2024 (10 + 5 0.5ML VIAL)	0000-0000-10	PFK	PFIZER INC. INCLUDES ANCELLARY KIT		10			YES	
312	Spikevax 2023-2024 (10 + 5 0.5ML VIAL)	0077-0000-00	WHD	MODERNA		10				

****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:

ADULT ▼

▼

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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 ▾

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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	Infant	Dose Number	Auxiliary Kit	Qty of Packages	
338	COMIRVATI 2023-2024 (15) (0.3mL vials)	8088-2382-10	PKR	PFIZER, INC. (INCLUDES PFIZER, LISIENA, AND PHARMA)	\$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	Infant	Dose Number	Auxiliary Kit	Qty of Packages	Total Doses	Total	
338	COMIRVATI 2023-2024 (15) (0.3mL vials)	8088-2382-10	PFIZER, INC. (INCLUDES PFIZER, LISIENA, AND PHARMA)	10	ADULT	BOOSTER	YES	1	10	\$640.00	Remove

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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