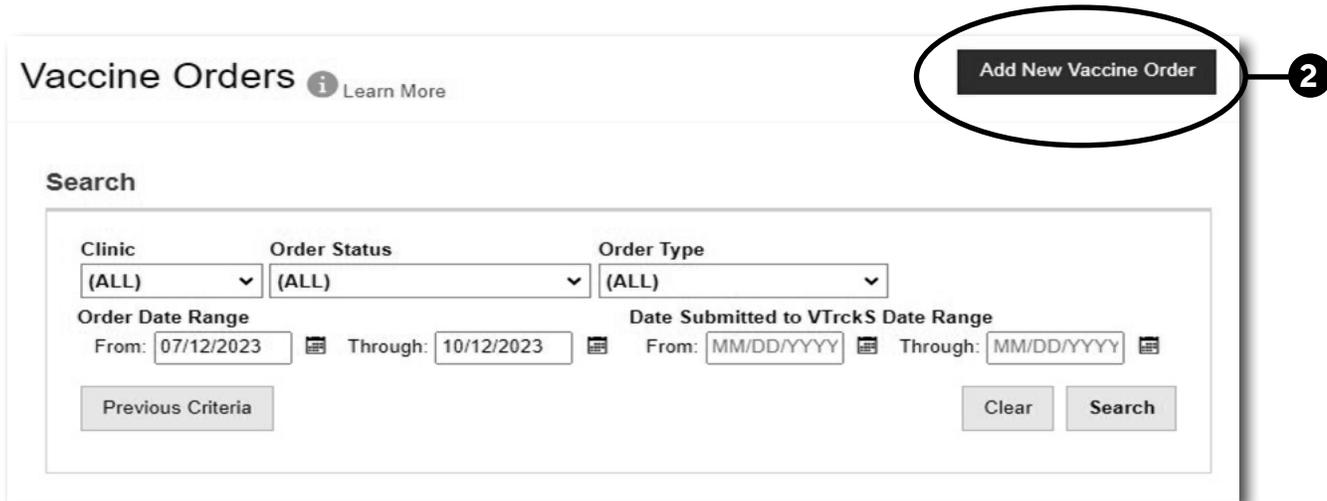


Guide to Online Ordering Vaccines

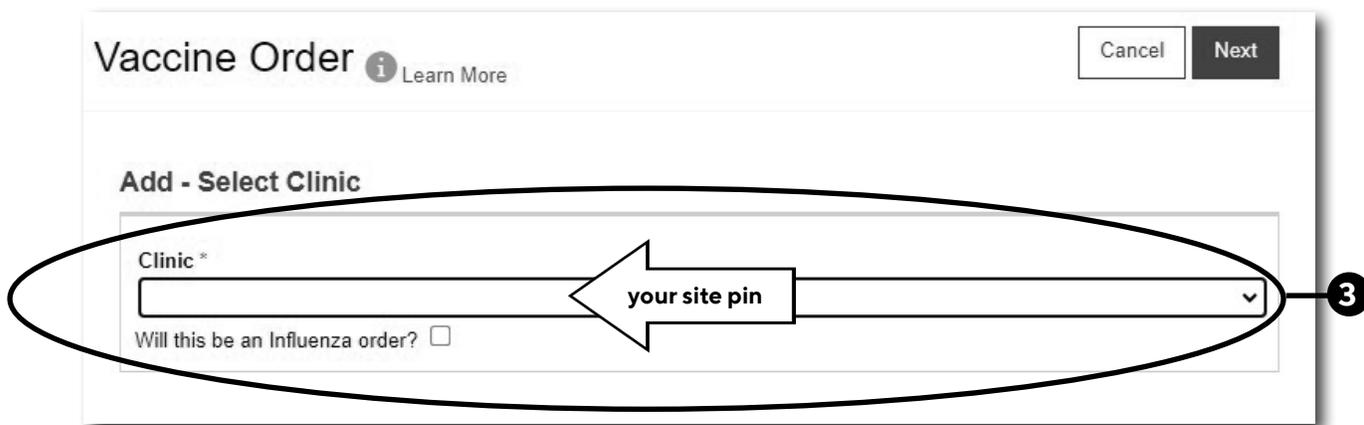
Follow these steps to order vaccines through PhilaVax. Your order cannot be processed until your clinic's temperature logs and reconciliation have been submitted. Flu and COVID vaccine are ordered separately from other Routine vaccines. Step 4 outlines how to order flu and COVID vaccine for your eligible patients. If you have any questions reach out to dphproviderhelp@phila.gov.

1. Type in your site pin on PhilaVax home screen under **Default Provider/Clinic**. Select **Inventory**, then **Vaccines** then **Vaccine Orders** from the left-hand navigation pane.
2. Click **Add New Vaccine Order** at the top right.



The screenshot shows the 'Vaccine Orders' interface. At the top right, a button labeled 'Add New Vaccine Order' is circled in black with a '2' next to it. Below the header is a search section with three dropdown menus for 'Clinic' (set to '(ALL)'), 'Order Status' (set to '(ALL)'), and 'Order Type' (set to '(ALL)'). There are also date range fields for 'Order Date Range' and 'Date Submitted to VTrckS Date Range'. At the bottom of the search section are 'Previous Criteria', 'Clear', and 'Search' buttons.

3. Select your site pin from the **Clinic** dropdown.



The screenshot shows the 'Vaccine Order' page. At the top right are 'Cancel' and 'Next' buttons. Below the header is a section titled 'Add - Select Clinic'. A dropdown menu for 'Clinic *' is circled in black with a '3' next to it. An arrow points to the dropdown with the text 'your site pin'. Below the dropdown is a checkbox labeled 'Will this be an Influenza order?'.

Guide to Online Ordering Vaccines

4. a) To order **routine vaccines**, not including flu or COVID, click **Next**.

b) To order **Flu**, click the box next to 'Will this be an Influenza order?', then click **Next**.

c) To order **COVID-19**, click the box next to 'Will this be a COVID-19 order?', then click **Next**.

Vaccine Order i Learn More

Cancel **Next**

Add - Select Clinic

Clinic *
[Dropdown menu] your site pin

Will this be an Influenza order? 4b

Will this be a COVID-19 order? 4c

5. Confirm the shipping information by clicking the box next to 'I have reviewed the above shipping information and I certify the information is correct.', then click **Next**.

Vaccine Order Pre-Check i

Confirm Shipping Information

Clinic: [Redacted]

Email: [Redacted] OV

Phone: [Redacted]

Primary Shipping Contact

Name: [Redacted]

Phone: [Redacted]

Fax: [Redacted]

Email: [Redacted] OV

Shipping Address

1101 MARKET ST
PHILADELPHIA, PA 19107

Delivery Information

| Day Of Week | Delivery Time 1 | | Delivery Time 2 | |
|-------------|-----------------|-------|-----------------|----|
| | From | To | From | To |
| Monday | 09:00 | 15:00 | | |
| Tuesday | 09:00 | 15:00 | | |
| Wednesday | 09:00 | 15:00 | | |
| Thursday | 09:00 | 15:00 | | |
| Friday | | | | |
| Saturday | | | | |
| Sunday | | | | |

Special Instructions: NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct. 5

Cancel **Next**

Guide to Online Ordering Vaccines

6. Type the brand name of vaccine you need to order in the **Vaccine Mfg NDC Brand/Packaging box**, then:

a) Select the **Intent**. *Make sure to select the correct intent for each vaccine for add.*

| Program | Intent |
|---------------------|-----------|
| VFC | Pediatric |
| VFAAR | Adult |
| BAP | Adult |
| Outbreak (eg Hep A) | Adult |

b) Type in the number of **packages** you want to order. Do not enter the number of doses.

c) Click **Add to Order**.

d) Click **Update** to save your progress.

e) To add multiple vaccine products, repeat the steps above.

Vaccine Order Learn More Cancel Links Update

Edit

View Vaccine Inventory Reconciliation

Clinic: [Redacted] Last Approved Order Date: 09/27/2023

Order Number: [Redacted] Order Date: 10/12/2023 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 **6**

Intent **6a** Quantity **6b** Packages Doses Per Package Total Doses Cost Per Package Total Cost (\$)

6c Add To Order Clear

There are no vaccines in this order

Total Doses: 0 Total Cost: \$0.00

Guide to Online Ordering Vaccines

- Review your order before submitting it.
 - If you need to make changes to your order, click the **red x** to remove that line item from your order.
 - You can only place a routine order every 25 days. Flu and COVID-19 orders may be placed as often as needed.
 - Try and keep only a 4-6-week supply of vaccines in your storage units.
- To submit your order, click the dropdown arrow next to **Update**, then click **Submit to VFC Program**.

The screenshot shows the 'Vaccine Order' form. At the top right, there are buttons for 'Cancel', 'Links', and 'Update'. The 'Update' button has a dropdown arrow and is circled in red. Below the 'Update' button is a 'Submit to VFC Program' button. The form contains several sections: 'Edit', 'COVID-19 Order' with a 'View Vaccine Inventory Reconciliation' checkbox, 'Clinic' and 'Last Approved Order Date' (10/03/2023), 'Order Number' (20231011PU053701), 'Order Date' (10/11/2023), 'Order Status' (IN WORK), 'Priority Reason', and 'Date Submitted to VTrckS'. There are also 'Clinic Comments' and 'VFC Program Comments' text areas. A search bar for 'Vaccine | Mfg | NDC | Brand/Packaging' is present. Below this is a table with columns: Vaccine, Mfg, NDC, Brand/Packaging, Intent, Quantity of Packages, Doses Per Package, Total Doses, Cost Per Package, Total Cost (\$), and Fund Type. The table contains one row for COVID-19 (MOD) 12+yrs, MOD 80777-0102-95, Spikevax 2023-2024 (10 x 0.5mL ADU vials), with 10 total doses and a total cost of \$856.10. There are 'Add To Order' and 'Clear' buttons.

Check your order status in 2 – 3 days to review notes from our ordering team in the VFC Program Comments box.

Use our **Guide to Check Order Status**, linked here, to guide you through the process.