

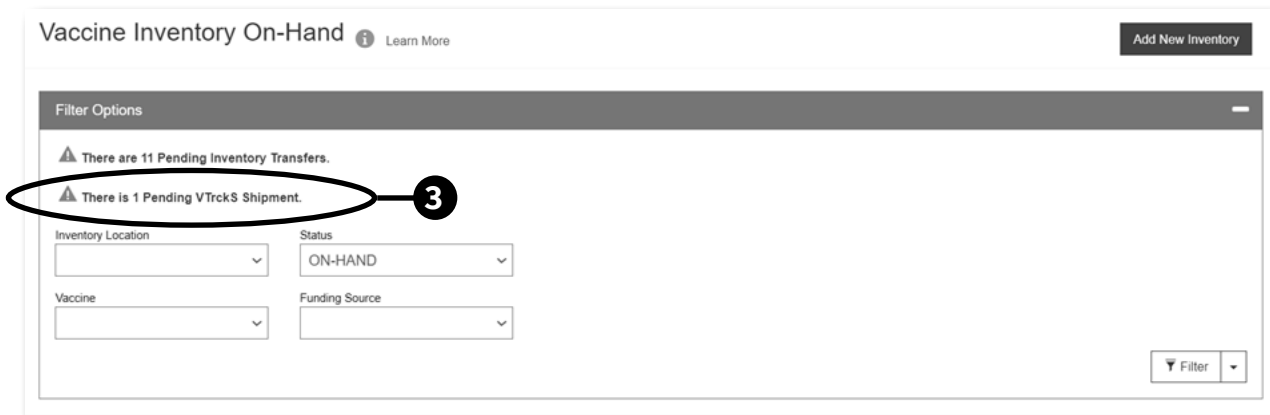
Guide to Accepting Vaccine Shipments

Follow these steps to accept your vaccine shipments into your correct inventory. You must accept all shipments and transfers before starting your reconciliation. *Never dismiss shipments.* If you have any questions reach out to dphproviderhelp@phila.gov.

1. Log in to PhilaVax with your personal username and password.
2. Type in the site pin on PhilaVax home screen, then click **Inventory**, then **Vaccines**, then **On-Hand** from the left-hand navigation plane



3. Next, click on the blue **Pending VTrckS Shipment** link at the top.



Guide to Accepting Vaccine Shipments

- Click **Receive** to receive the vaccines into your correct inventory location. For COVID, you will select your COVID location. For all other routine vaccines, you will select your Pediatric or Adult inventory locations, respectively.

Pending VTrckS Shipments Learn More

Cancel

Pending VTrckS Shipments

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

- 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 asterisk "*" match what's printed on the vaccine packing slip. Then click **Create**.

****IMPORTANT NOTE:** Make sure you select the correct inventory location (plus the correct site pin) Inventory Location to avoid misplacing your vaccines.

Vaccine Inventory Learn More

Cancel Create

View

✓ Date/Time * 09/18/2023 HH:MM AM/PM (HH:MM A/P) 5

✓ Inventory Location * [Redacted]

✓ Vaccine | Mfg | NDC | Brand * COVID BIVALENT (PFR 12+) | PFR | 59267-0304-02 | PFIZER COVID-19 12+

✓ Lot Number * GK0928

✓ Expiration Date * 02/29/2024

✓ Funding Source * [Redacted]

✓ Doses Adjusted * 180

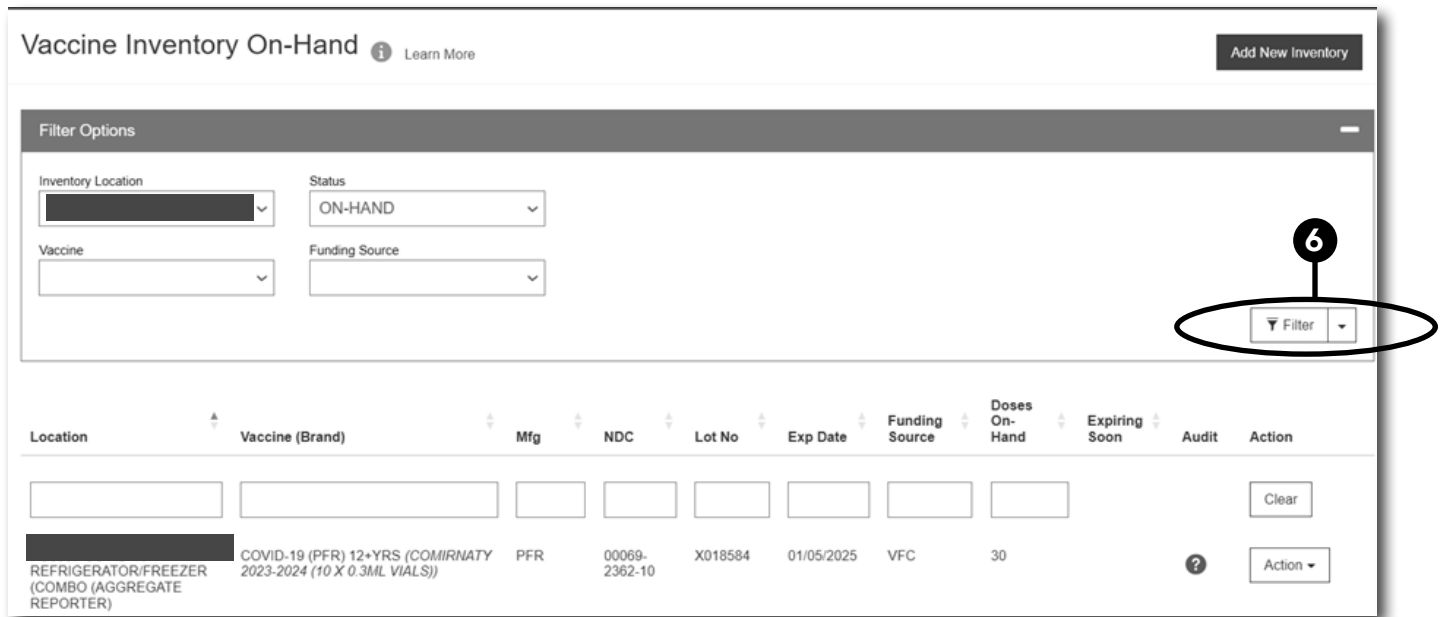
Container Id [Redacted]

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

confirm pin and vaccine location

Guide to Accepting Vaccine Shipments

- After clicking **Create**, confirm that the vaccines have been added to your On-Hand inventory by selecting the *correct* Inventory Location then, click **Filter**.



Vaccine Inventory On-Hand Learn More Add New Inventory

Filter Options

Inventory Location: [Redacted] Status: ON-HAND

Vaccine: [Redacted] Funding Source: [Redacted]

Filter

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
[Redacted]	COVID-19 (PFPR) 12+YRS (COMIRNATY 2023-2024 (10 X 0.3ML VIALS))	PFR	00069-2362-10	X018584	01/05/2025	VFC	30			Action

Reach out to dphproviderhelp@phila.gov if you have any questions or find any discrepancies with your vaccine inventory.