

Inventory & Ordering

Ordering Vaccine Guide

Your order cannot be processed until your clinic's [temperature data](#) and [reconciliation](#) have been submitted. Flu and COVID vaccine are ordered separately from other routine vaccines. Step 5 outlines how to order flu and COVID vaccine for your eligible patients.

If you have any questions reach out to DPHproviderhelp@phila.gov.

Follow these steps to order vaccines through PhilaVax.

1. Log in to [PhilaVax](#) with your personal username and password.
2. Type in your **site pin** under **Default Provider/Clinic**.
3. Click **Inventory**, then **Vaccines**, then **Vaccine Orders** from the left-hand navigation plane.
4. Click **Add New Vaccine Order** at the top right.

The screenshot shows the PhilaVax interface. On the left is a blue navigation menu with the following items: Patients, Immunizations, IZ Quick Add, Inventory, Vaccines, On-Hand, Electronic Decrementing, Reconciliation, Vaccine Orders, and Vaccine Returns. A circled number '3' is next to the 'Vaccines' menu item. The main content area is titled 'Vaccine Orders' with a 'Learn More' link. In the top right corner of this area is a button labeled 'Add New Vaccine Order', with a circled number '4' next to it. Below the title is a search section with three dropdown menus: 'Clinic' (set to '(ALL)'), 'Order Status' (set to '(ALL)'), and 'Order Type' (set to '(ALL)'). Below these are two date range fields: 'Order Date Range' (From: 01/16/2026, Through: 04/16/2026) and 'Date Submitted to VTrckS Date Range' (From: MM/DD/YYYY, Through: MM/DD/YYYY). There are 'Previous Criteria', 'Clear', and 'Search' buttons at the bottom of the search section.

5. Select your site pin from the **Clinic dropdown** and complete the vaccine order details:
 - 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**.

The screenshot shows the 'Vaccine Order' form. At the top right are 'Cancel' and 'Next' buttons. Below the title is a section labeled 'Add - Select Clinic' with a circled number '5' next to it. This section contains a dropdown menu for 'Clinic' with the selected value 'PROJ01 - PDPH - DDC'. Below the dropdown are two checkboxes: 'Will this be an Influenza order?' (with a circled '5b' next to it) and 'Will this be a COVID-19 order?' (with a circled '5c' next to it). The 'Next' button is visible in the top right corner.

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

Special Instructions: NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct. ☐ **6**

Cancel Next

7. Review the instructions in the yellow field and check the box to proceed.
 - a. Type the brand name of vaccine you need to order in the **Vaccine | Mfg | NDC | Brand/Packaging** field.
 - b. Select the **Intent**.
 - o **Pediatric** for VFC.
 - o **Adult** for VFAAR or Outbreak.
 - c. Input the **Quantity of Packages**.
 - d. Click **Add To Order**.
 - e. Click **Update**.
 - f. To add multiple vaccine products, repeat the steps above.

Vaccine Order ? [Learn More](#)
Cancel [Links](#) **Update**

Edit

- Review the status of your order 2 business days after submitting.
- You must complete the following on the same day the order is submitted:
 - Email temperature data to TempCheck@phila.gov
 - Upload temperature data to PhilaVax
 - Complete your reconciliation
- Special Note for Flu:** The recon must be completed before the first order of the season and within 60 days of subsequent orders.

Please check the box to proceed ☒ **7e**

[View Vaccine Inventory Reconciliation](#)

Clinic

PDPH - DDC- IMMUNIZATION PROGRAM

Last Approved Order Date

02/06/2026

Order Number

20260416PROJ0101

Order Date

04/16/2026

Order Status

IN WORK

Priority Reason

Date Submitted to VTrckS

MM/DD/YYYY

Clinic Comments

VFC Program Comments

7a Vaccine | Mfg | NDC | Brand/Packaging

BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

7b Intent

7c Quantity of Packages

Doses Per Package

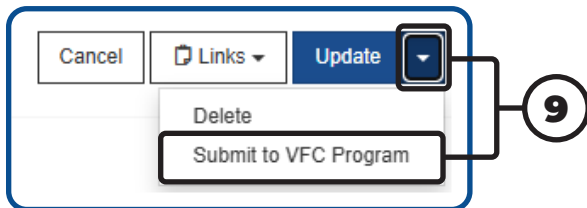
Total Doses

Cost Per Package

Total Cost (\$)

7d Add To Order Clear

8. 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.
9. To submit your order, click the **dropdown arrow ▼ next to Update**, then click **Submit to VFC Program**.



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](#) to guide you through the process.

If you need additional assistance, reach out to DPHproviderhelp@phila.gov for help!