

Inventory & Ordering

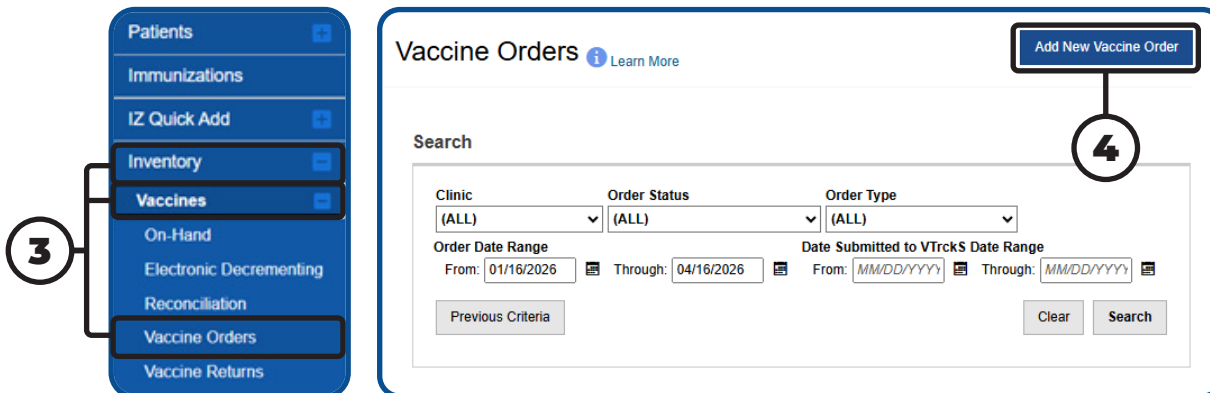
Ordering Vaccine Guide

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 5 outlines how to order flu and COVID vaccine for your eligible patients.

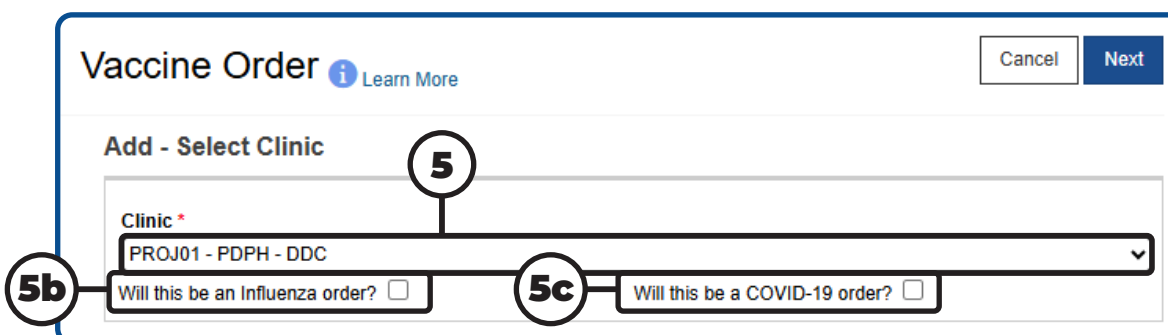
If you have any questions reach out to DPHproviderhelp@phila.gov.

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.



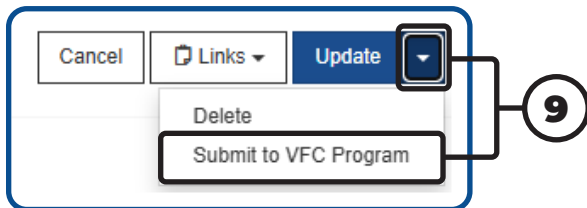
5. Select your site pin from the **Clinic dropdown** and complete the vaccine order details:
 - a. To order routine vaccines, not including flu or COVID, click **Next**.
 - b. To order Flu, click the box next to '**Will this be an Influenza order?**', then click **Next**.
 - c. To order COVID-19, click the box next to '**Will this be a COVID-19 order?**', then click **Next**.



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**.

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.

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!