

# Inventory & Ordering

## Accepting 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](mailto:dphproviderhelp@phila.gov).

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

The screenshot shows the PhilaVax interface. On the left, a navigation menu includes 'Home', 'Patients', 'Immunizations', 'IZ Quick Add', 'Inventory', 'Vaccines', 'On-Hand', 'Electronic Decrementing', and 'Reconciliation'. The 'On-Hand' option under 'Vaccines' is circled with a '2'. The main area has a header with the PhilaVax logo and 'Philadelphia's Immunization Information System'. Below this is a 'Default Provider/Clinic' section with a text input field labeled 'Provider/Clinic \*'. An arrow labeled 'Your site pin' points to this field. Below the input field is a 'News' section.

3. Next, click on the **blue "There are \_\_\_ Pending VTrckS Shipments"**, link at the top. (If there is no alert here, you have no shipments pending).

The screenshot shows the 'Vaccine Inventory On-Hand' page. At the top, there is a blue alert banner with two messages: 'There are 11 Pending Inventory Transfers.' and 'There is 1 Pending VTrckS Shipment.' A circled '3' points to the 'There is 1 Pending VTrckS Shipment.' link. Below the alert are filter options for 'Inventory Location', 'Status', 'Vaccine', and 'Funding Source'. A 'Filter' button is at the bottom right.

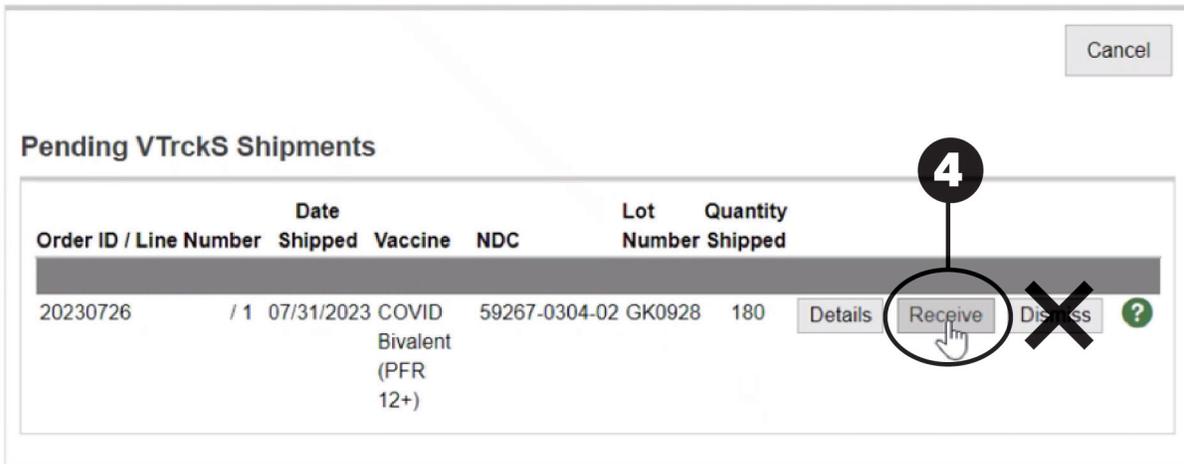
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4. Click **Receive** to **receive the vaccines into your correct inventory location**.

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](#)

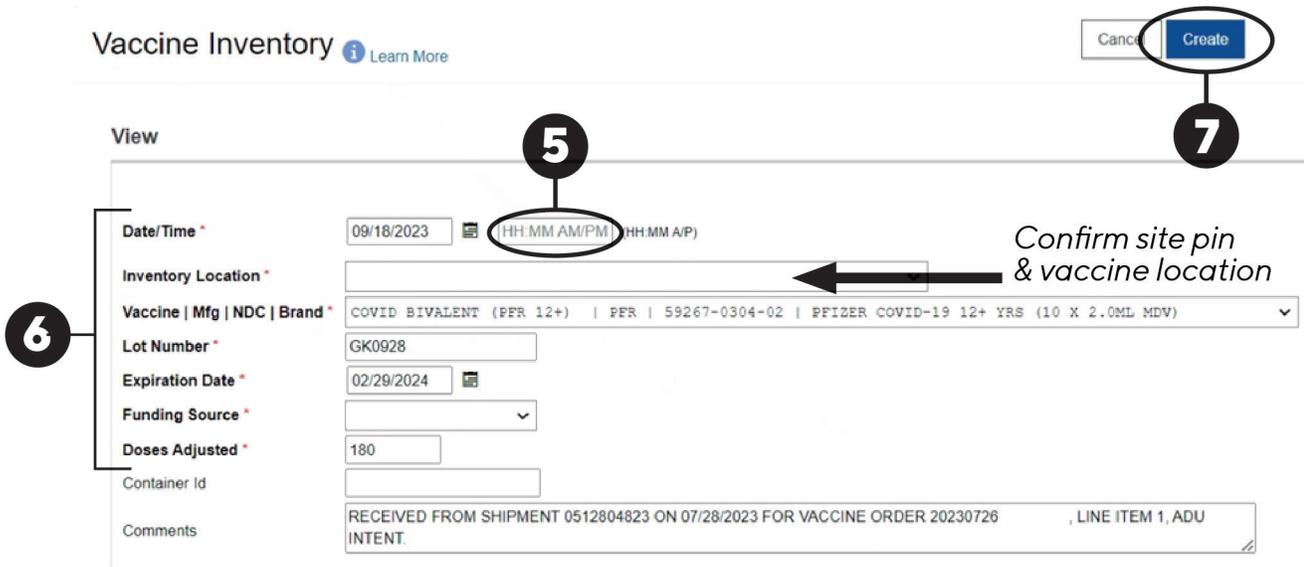


Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped	
20230726 / 1	07/31/2023	COVID Bivalent (PFR 12+)	59267-0304-02	GK0928	180	<span>Details</span> <span>Receive</span> <span>Dismiss</span> <span>?</span>

5. **Double click the time box** (the date box is prefilled for you.)

6. Confirm all the information in the fields indicated by the **red asterisk \* match** what's printed on the **vaccine packing slip**.

7. Click **Create**.



Vaccine Inventory  [Learn More](#) Cancel Create

View

**5**

**6**

**7**

*Confirm site pin & vaccine location*

Date/Time \* 09/18/2023 [calendar icon] (HH:MM AM/PM) (HH:MM A/P)

Inventory Location \* [text box]

Vaccine | Mfg | NDC | Brand \* COVID BIVALENT (PFR 12+) | PFR | 59267-0304-02 | PFIZER COVID-19 12+ YRS (10 X 2.0ML MDV)

Lot Number \* GK0928

Expiration Date \* 02/29/2024 [calendar icon]

Funding Source \* [dropdown]

Doses Adjusted \* 180

Container Id [text box]

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

**Important note:** Make sure you select the **correct inventory location** (plus the correct site pin) to avoid misplacing your vaccines.

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- Repeat steps 4 through 7 for each vaccine in the shipment.
- Confirm that the vaccines have been added to your **On-Hand** inventory by **selecting the correct Inventory Location (a)** then, click **Filter (b)**.

Vaccine Inventory On-Hand [Learn More](#) Add New Inventory

**9a** Inventory Location  Status

Vaccine  Funding Source

**9b** Filter

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
										Clear
COVID-19 REFRIGERATOR/FREEZER (COMBO (AGGREGATE REPORTER))	COVID-19 (PFR) 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](mailto:dphproviderhelp@phila.gov) if you have any questions or find any discrepancies with your vaccine inventory.