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**.

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 plane.

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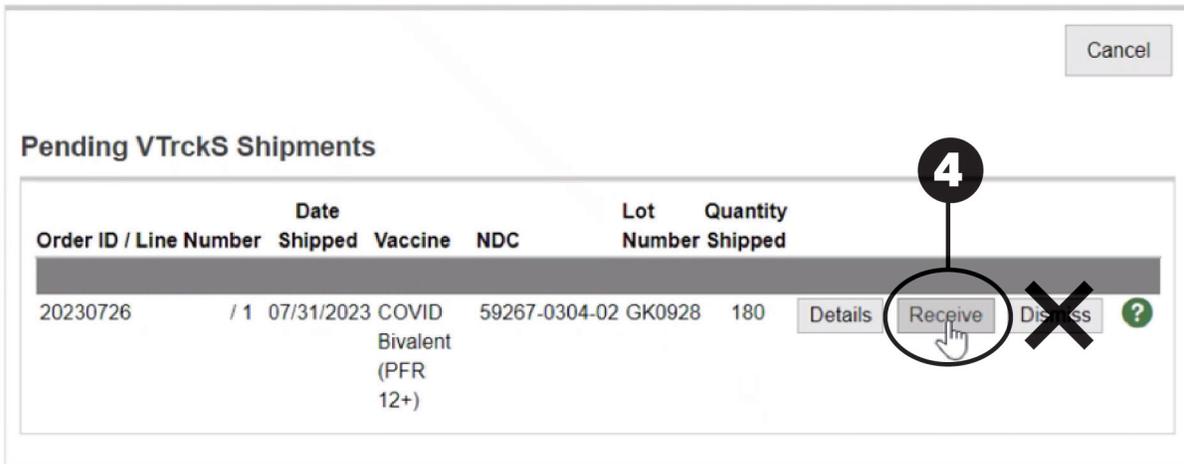
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4. Click **Receive** to **receive the vaccines into your correct inventory location**.

   For **COVID**, you will select your **COVID location**. For all other **routine vaccines**, you will select your **Pediatric or Adult inventory locations**, respectively.

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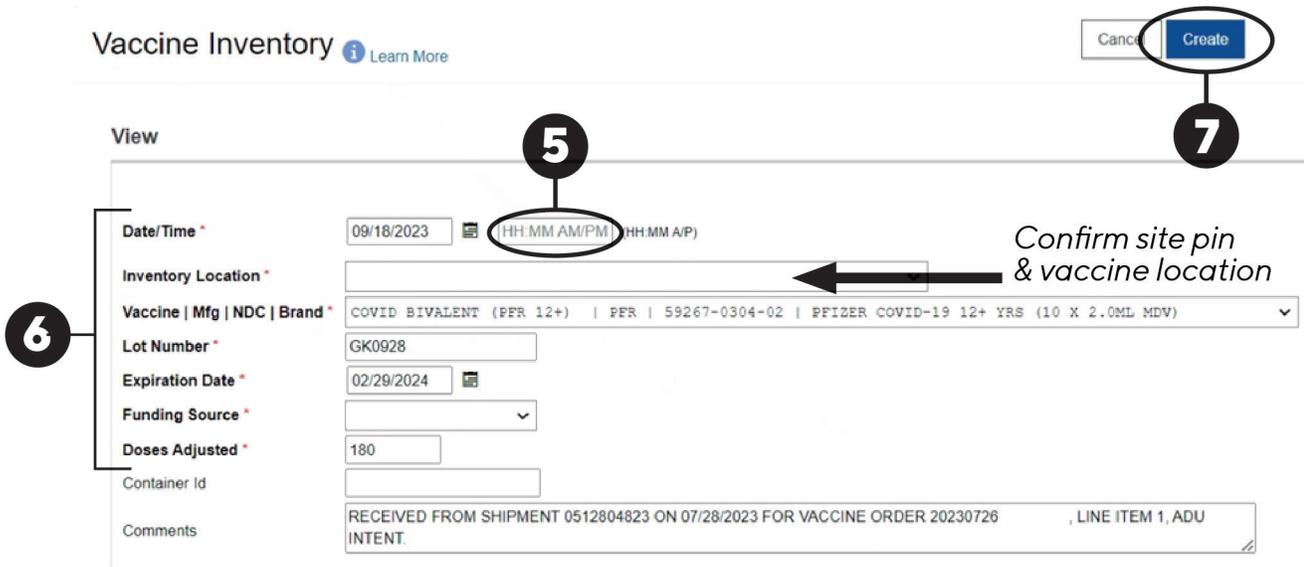
Important note: Make sure you select the **correct inventory location** (plus the correct site pin) to avoid misplacing your vaccines.

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8. **Repeat steps 4 through 7 for each vaccine in the shipment**.

9. Confirm that the vaccines have been added to your **On-Hand inventory** by **selecting the correct Inventory Location (a)** then, click **Filter (b)**.

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