

## 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
3. Click **Inventory**, then **Vaccines**, then **On-Hand** from the left-hand navigation plane.
4. 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 image shows two screenshots from the PhilaVax web application. The first screenshot, on the left, shows the home screen with a navigation menu on the left. Step 3 is indicated by a circled '3' pointing to the 'Inventory' menu item. Step 2 is indicated by a circled '2' pointing to the 'Provider/Clinic' input field. The second screenshot, on the right, shows the 'Vaccine Inventory On-Hand' page. Step 4 is indicated by a circled '4' pointing to a blue alert box that says 'There is 1 Pending VTrckS Shipment.'

5. 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.

The image shows a screenshot of the 'Pending VTrckS Shipments' table. Step 5 is indicated by a circled '5' pointing to the 'Receive' button in the action column of the first row. The table has the following data:

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped	
P 20230726P	07/31/2023	COVID Bivalent (PFR 12+)			180	Details Receive Dismiss ?

6. **Double click the time box** (the date box is prefilled for you.)
7. Confirm all the information in the fields indicated by the **red asterisk \*** **match** what's printed on the **vaccine packing slip**.
8. Click **Create**.
9. **Repeat steps 5 through 8** for each vaccine in the shipment.

The screenshot shows the 'Vaccine Inventory' form. Callout 6 points to the time selection box (HH:MM AM/PM). Callout 7 points to the 'Date/Time' field (09/18/2023) and the 'Inventory Location' dropdown (REFRIGERATOR/FREEZER COMBO). Callout 8 points to the 'Create' button. Other fields include '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), 'Funding Source' (PANDEMIC), and 'Doses Adjusted' (180). The 'Comments' section contains: 'RECEIVED FROM SHIPMENT ON 07/28/2023 FOR VACCINE ORDER 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.

10. Confirm that the vaccines have been added to your **On-Hand inventory**:
  - a. Select the correct **Inventory Location**.
  - b. Click **Filter**.

The screenshot shows the 'Filter Options' dialog with 'Inventory Location' set to 'COVID-19 REFRIC' and 'Status' set to 'ON-HAND'. Callout 10a points to the 'Inventory Location' dropdown. Callout 10b points to the 'Filter' button. Below the dialog is a table of vaccine inventory:

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
COVID-19 REFRIGERATOR/FREEZER (COMBO (AGGREGATE REPORTER))	COVID-19 (PFR) 12+YRS (COMIRNATY 2023-2024 (10 X 0.3ML VIALS))	PFR			01/05/2025	VFC	30			Clear Action

Reach out to [dphproviderhelp@phila.gov](mailto:dphproviderhelp@phila.gov) if you have any questions or find any discrepancies with your vaccine inventory.