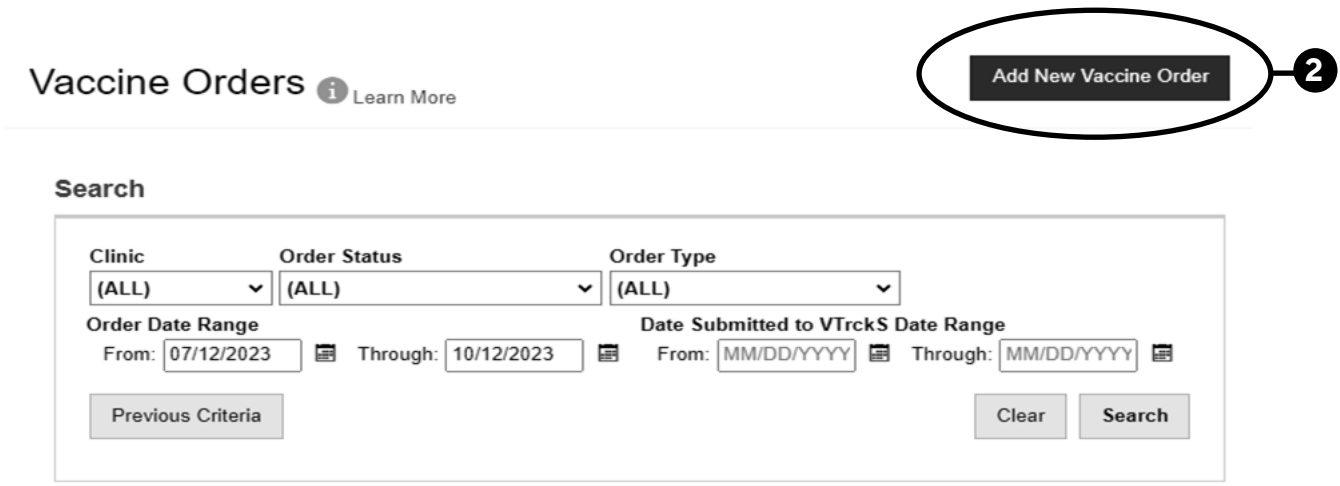


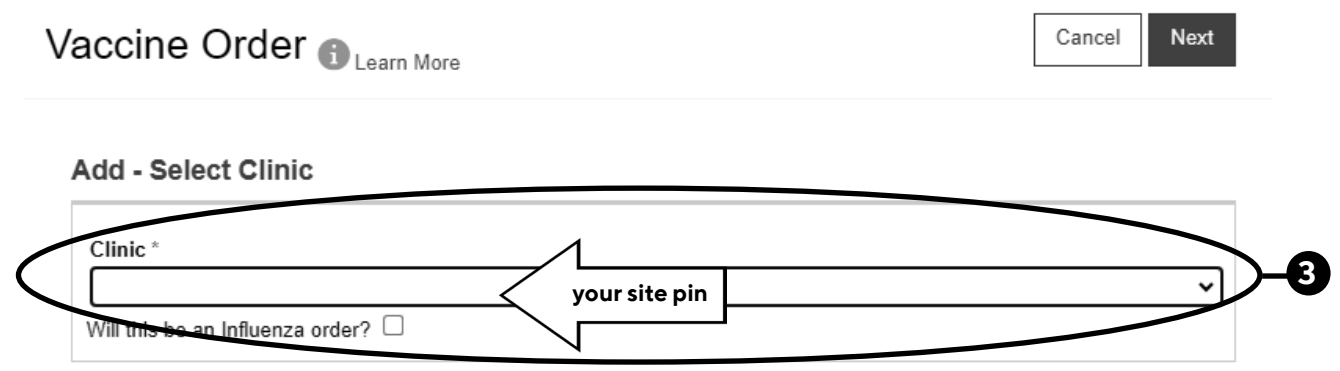
# Guide to Online Ordering Vaccines

Follow these steps to order vaccines through PhilaVax. 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 4 outlines how to order flu and COVID vaccine for your eligible patients. If you have any questions reach out to [dphproviderhelp@phila.gov](mailto:dphproviderhelp@phila.gov).

1. Type in your site pin on PhilaVax home screen under **Default Provider/Clinic**. Select **Inventory**, then **Vaccines** then **Vaccine Orders** from the left-hand navigation plane.
2. Click **Add New Vaccine Order** at the top right.



3. Select your site pin from the **Clinic** dropdown.



# Guide to Online Ordering Vaccines

4. Complete the vaccine inventory adjustment 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**.

Vaccine Order i Learn More Cancel Next

**Add - Select Clinic**

Clinic \*

Will this be an Influenza order?  4b Will this be a COVID-19 order?  4c

5. 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**.

## Vaccine Order Pre-Check i

**Confirm Shipping Information**

Clinic:

Email:

Phone:

**Primary Shipping Contact**

Name:

Phone:

Fax:

Email:

**Shipping Address**

1101 MARKET ST  
PHILADELPHIA, PA 19107

**Delivery Information**

Day Of Week	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	09:00	15:00		
Tuesday	09:00	15:00		
Wednesday	09:00	15:00		
Thursday	09:00	15:00		
Friday				
Saturday				
Sunday				

**Special Instructions:** NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct.  5

Cancel Next

# Guide to Online Ordering Vaccines

6. Type the brand name of vaccine you need to order in the **Vaccine Mfg NDC Brand/Packaging** box, then:

a) Select the **Intent**. Make sure to select the correct intent for each vaccine for add.

Program	Intent
VFC	Pediatric
VFAAR	Adult
BAP	Adult
Outbreak (eg Hep A)	Adult

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 an COVID-19 order?', then click **Next**.

d) Click **Update** to save your progress.

e) To add multiple vaccine products, repeat the steps above.

Vaccine Order Learn More Cancel Links Update

**Edit**

View Vaccine Inventory Reconciliation

Clinic  Last Approved Order Date

Order Number  Order Date  Order Status  Priority Reason  Date Submitted to VTrckS

Clinic Comments

VFC Program Comments

**Vaccine | Mfg | NDC | Brand/Packaging** 6

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

Intent	Quantity	Pack	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6a

6c There are no vaccines in this order

Total Doses  Total Cost

# Guide to Online Ordering Vaccines

7. 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.

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

**Vaccine Order** ? **i** Learn More

Cancel Links **Update** (dropdown arrow) Submit to VFC Program

**Edit**

**COVID-19 Order**  
View Vaccine Inventory Reconciliation

Clinic: [Redacted] Last Approved Order Date: 10/03/2023

Order Number: 20231011PU053701 Order Date: 10/11/2023 Order Status: IN WORK Priority Reason: [Redacted] Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments: [Redacted]

VFC Program Comments: [Redacted]

**Vaccine | Mfg | NDC | Brand/Packaging**  
BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
[Dropdown]	[Input]	[Input]	[Input]	[Input]	[Input]

Add To Order Clear

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
COVID-19 (MOD) 12+yrs	MOD	80777-0102-95	Spikevax 2023-2024 (10 x 0.5mL ADU vials)	ADU	1	10	10	856.10	VFAAR
				Total Doses	Total Cost				
				10	\$856.10				

If you need additional assistance, reach out to [dpproviderhelp@phila.gov](mailto:dpproviderhelp@phila.gov) for help! 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, linked here](#), to guide you through the process.