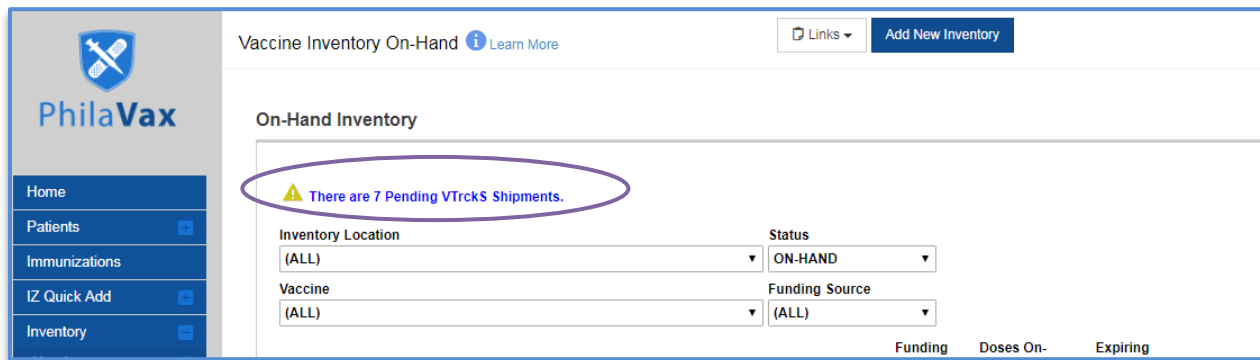


# Online Ordering: Accepting Shipments

<https://vax.phila.gov>

Questions? Contact Mohan Nagaraja (215-685-6872) or Joani Schmeling (215-685-6490) or email us at [DPHProviderHelp@phila.gov](mailto:DPHProviderHelp@phila.gov)

- 1) From the left-side navigation panel select **Inventory** → **Vaccines** → **On-Hand** from the dropdown menus.
- 2) Click on the blue alert that reads: **There are # Pending VTrckS Shipments**, located just above the **Inventory Location** box. (If there is no alert here, you have no shipments pending).



- 3) Click **Receive** (one-by-one) to verify shipment & stock of each vaccine received by your clinic.

Pending VTrckS Shipments i

### Pending VTrckS Shipments

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped				
20160729PU024101 / 1	08/29/2016	DTaP-HepB-IPV	58160-0811-52	33E9E	10	Details	Receive	Dismiss	?
20160729PU024101 / 2	08/29/2016	Hep B, ped/adol	58160-0820-11	EG9Y2	10	Details	Receive	Dismiss	?
20160729PU024101 / 3	08/29/2016	Hib (PRP-T)	49281-0545-03	UI610AAA	20	Details	Receive	Dismiss	?
20160729PU024101 / 4	08/29/2016	Meningococcal B OMV	00005-0100-10	N11902	10	Details	Receive	Dismiss	?
20160729PU024101 / 5	08/29/2016	MMR	00006-4681-00	M002419	10	Details	Receive	Dismiss	?
20160729PU024101 / 6	08/29/2016	Polio-IPV	49281-0860-10	M14771M	20	Details	Receive	Dismiss	?

- 4) Verify the vaccine identification information and select the appropriate Funding Source on the vaccine shipment information page.
- 5) Click **Create**.

### Vaccine Inventory Cancel **Create**

**View**

Date *	<input type="text" value="08/23/2016"/>
Inventory Location *	<input type="text" value="PDPH"/>
Vaccine   Mfg   NDC   Brand *	INFLUENZA INJ TRI   NOV   66521-0116-10   FLUVIRIN 2013-2014 (5.0 ML VIAL)
Lot Number *	<input type="text" value="1308501"/>
Expiration Date *	<input type="text" value="03/31/2014"/>
Funding Source *	<input type="text" value="VFAAR"/>
Doses Adjusted *	<input type="text" value="50"/>
Container Id	<input type="text"/>
Comments	<input type="text" value="RECEIVED FROM SHIPMENT 0504250332 ON 10/16/2013 FOR VACCINE ORDER 20131015AD003401"/>

- 6) Repeat steps 3 thru 5 for each vaccine in the shipment. The vaccines will be added to your inventory and can be reviewed on the **On-Hand** page.

\*If you see this pop-up message and if the vaccine is in any way unique (**less than 100% match**), click **Proceed with Create** in the upper right hand corner. If the vaccine identification is the same (**100% match**), click **Add To This Inventory Line Item**.

#### Possible Duplicates

The following Inventory items have been found with similar criteria.  
If any of the following record(s) are the inventory item you are trying to create, select the item below.

Vaccine	Mfg	NDC	Lot No	Exp Date	Fund Src	Doses On-Hand	Match Confidence	
DTaP (Infanrix) (Infanrix (0.5 mL x 10 vials))	SKB	58160-11	F43Z7	10/31/2016	VFC	22	100%	Add To This Inventory Line Item
DTaP (Infanrix) (Infanrix (0.5 mL x 10 vials))	SKB	58160-11	GD4L2	10/17/2016	VFC	0	82%	Add To This Inventory Line Item
DTaP (Infanrix) (Infanrix (0.5 mL x 10 vials))	SKB	58160-11	MZ977	10/17/2015	VFC	0	81%	Add To This Inventory Line Item
DTaP (Infanrix) (Infanrix (0.5 mL x 10 syr))	SKB	58160-52	93HY5	10/08/2015	VFC	0	81%	Add To This Inventory Line Item
DTaP (Infanrix) (Infanrix (0.5 mL x 10 vials))	SKB	58160-11	AC7AG	10/17/2016	VFC	0	79%	Add To This Inventory Line Item