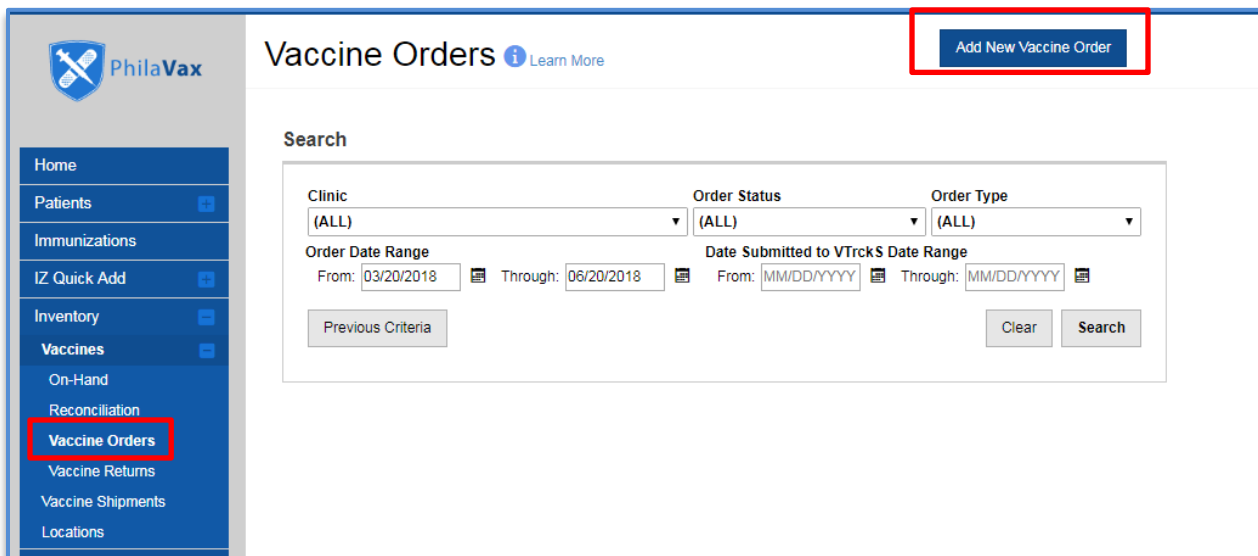


Online Ordering: Ordering Vaccine

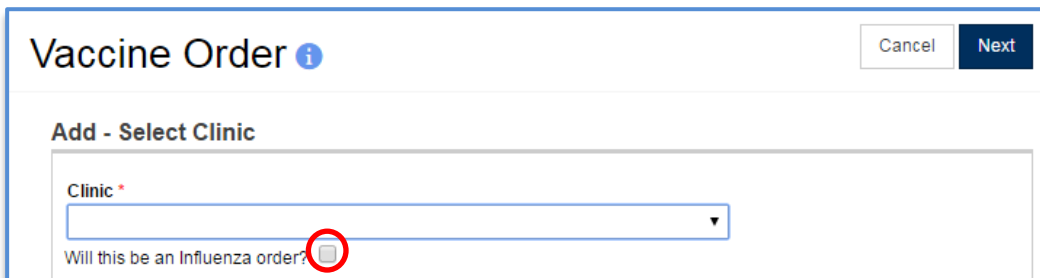
Your order cannot be processed until your clinic's temperature logs and reconciliation are received.

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

- 1) Select **Inventory** → **Vaccines** → **Vaccine Orders** from the menu on the left of your screen.
- 2) Click on **Add New Vaccine Order** in the upper right hand corner.



- 3) Select your clinic (it begins with your clinic's PIN).
- 4) Is this a flu order?
 - a. If this **IS** a flu order, check the small box and then click **"Next"**. You will only be allowed to order flu vaccines in this particular session. You will have to complete a separate order for all other vaccines.
 - b. If this is **NOT** a flu order, leave the box **unchecked** and click **"Next"**.



- 5) Take the time to verify that the info in the Shipping Info box is correct.
 - a. If it **IS** correct, certify it by checking the small box (see below). Then click **"Next"**.
I have reviewed the above shipping information and I certify the information is correct.



b. If it is **NOT** correct, pick up the phone and contact the VFC/VFAAR program right away.

- 6) In the **Vaccine Products** box, click the first dropdown bar and select your first vaccine.
- 7) Inside the **Qty** box, type in the amount needed by package – not by individual doses (example: if you need 30 Daptacel, you will type in “3” for 3 boxes of 10 doses).
- 8) Click anywhere outside of that **Qty** box and note the number automatically populated in the **Total Doses** box. Click **Add to Order** after you are done entering the information for that vaccine.

- 9) Repeat steps 6 through 8 for the remainder of your order.
- 10) Review your vaccine selections and quantities for accuracy. Once your order is correct, click the **arrow (▼)** to the right of **Update** at the top of the page and click **Submit to VFC Program for Approval**. The page will refresh and the **Order Status** will change to **Submitted for Approval**.

YOUR ORDER MUST SAY SUBMITTED FOR APPROVAL AND NOT IN WORK FOR US TO RECEIVE IT.

- 11) Log back in the day after you submit your order to check the status of your order. You have a maximum of 2 days to respond to any rejection comments before the entire ordering process must be repeated.

Things to remember:

- If your Order has been rejected, view the comments and address the issues discussed. The Order can then be resubmitted to VFC.
- Click the red x should you make an error and need to change your selection.
- You can only place an order every 25 days and you should try and keep only a 4-6 week supply of vaccines in your storage units.