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.

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

https://vax.phila.gov
4) Verify the vaccine identification information and select the appropriate Funding Source on the vaccine shipment information page.

5) Click **Create**.

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**.