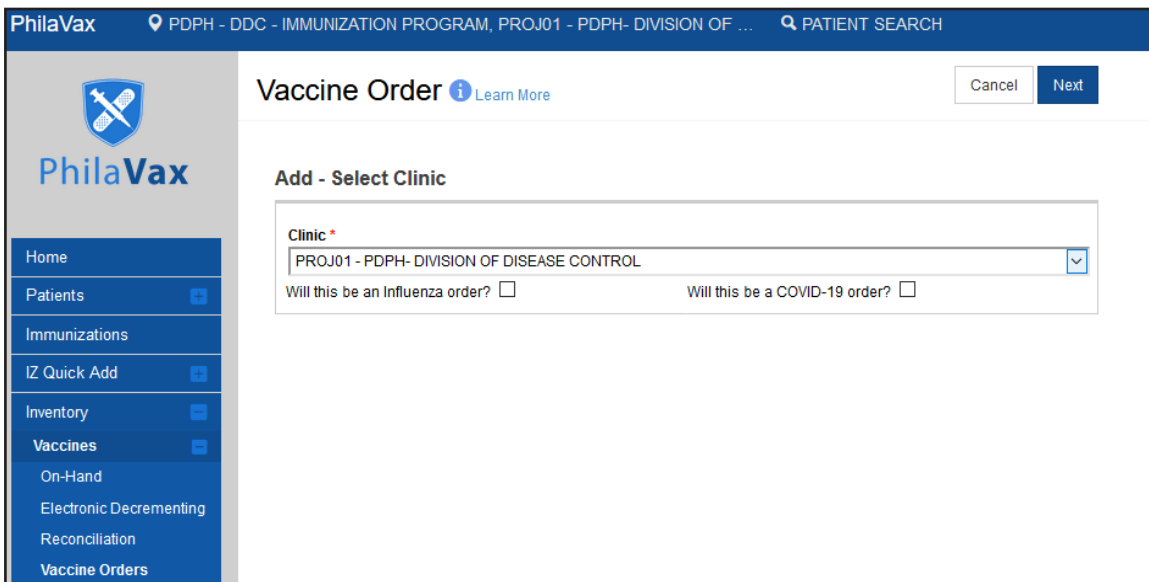


Online Ordering: Ordering Vaccines COVID-19

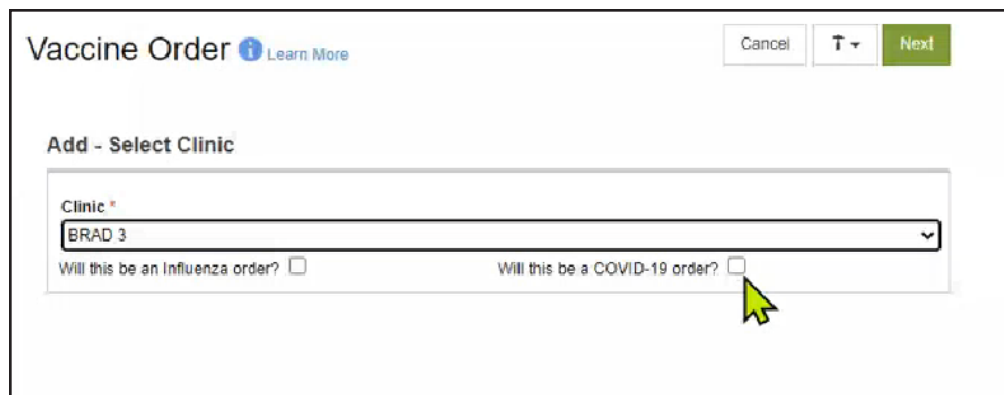
Do you have questions about the online ordering process? Email us at dphproviderhelp@phila.gov or call us at 215.685.6872.

Your order cannot be processed until your clinic has been enrolled into our COVID-19 vaccine program.

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



3. Select your clinic (it begins with your clinic's PIN).
4. Mark that this will be a **COVID-19 order** (see below).



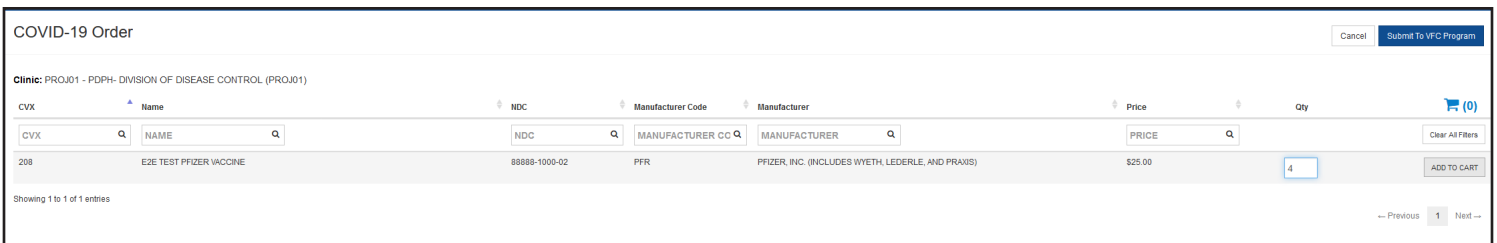
5. Take the time to verify that the info in the Shipping Info box is correct.
 - If it is correct, certify it by checking the small box (see below). Then click **Next**.
 - If it NOT correct, pick up the phone and call us right away

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

Online Ordering: Ordering Vaccines COVID-19

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6. Inside the **Qty box**, type in the amount needed by package – not by individual doses (see below).
7. Click **Add to Cart** after you are done entering the information for that vaccine (see below).
8. Repeat steps 6 and 7 for the remainder of your order.



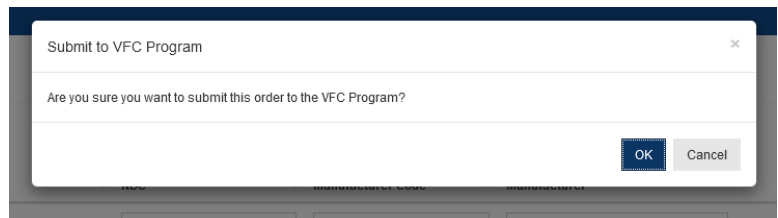
CVX	Name	NDC	Manufacturer Code	Manufacturer	Price	Qty
208	EZE TEST PFIZER VACCINE	88888-1000-02	PFR	PFIZER, INC. (INCLUDES WYETH, LEDELE, AND PRAVIO)	\$25.00	4

9. Click on the **Shopping Cart** button to review your order.



10. Click **Submit to VFC Program for Approval** and verify your order in the next pop up box.

Submit To VFC Program



Submit to VFC Program

Are you sure you want to submit this order to the VFC Program?

OK Cancel

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.

If your Order is rejected, view the comments and address the issues discussed. The Order can then be resubmitted.