

VFC/VFAAR Reference Guide for VFC/VFAAR Vaccine Ordering

The simple four step process all done the same day.

1. **Submit temperature logs** every time you place an order.
 - a. Email tempcheck@phila.gov and upload files to PhilaVax if you have a digital data logger provided by us, only email if you are using your own approved temperature logging device.
2. **Update your inventory by:**
 - a. **Accepting** pending transfers and shipments (**DO NOT** dismiss the links!).
 - b. **Complete wastage** as daily if applicable (what's in your unit should be the count in PhilaVax).
 - c. **Complete and close a reconciliation** every time you place an order.
 - i. If you have a COVID inventory location, you **do need not need** to create a reconciliation for COVID vaccines **unless** you are also placing a COVID vaccine order.
3. **Complete and submit** a VFC/VFAAR vaccine order.
 - a. Ensure you have all green check marks on the recon before closing it. **Any red stop signs on a closed reconciliation will result in a rejected order.**
 - b. There is no cutoff time to place orders.
4. **Check on order status two (2) days after order placement** to make sure it was approved.
 - a. Check order status in PhilaVax. Be sure to select the correct Site Pin:
 - i. *Inventory > Vaccines > Vaccine Orders > Search > Select most recent order date.*

NOTE:

- You can **order VFC/VFAAR vaccine every 25 – 28 days max**, so you would do these steps every time you place an order and at the least, every month regardless of if you're placing orders.
 - **REMINDER:** You should be **submitting temp logs, reconciling vaccines, and placing orders all the same day.**

Tips:

- **Always** accept new shipments and process returns before doing reconciliations.
 - *Never Dismiss shipment links or manually add inventory! This leads to inventory issues.*
- When accepting shipments, **receive VFC/VFAAR vaccine into the PEDS/ADULT inventory location.**
- **Do not merge vaccines together when accepting shipments, click 'Proceed with Create' if sent to the duplicates screen.**
- **Never do adjustments to reconcile vaccines or otherwise. You need to complete a reconciliation to update the Immunization Program to how you're using your doses and to update your on-hand count.**
- Contact tempcheck@phila.gov for any temperature related help.

If your inventory is inaccurate (number of doses, merged LOT #s, missing vaccines) or you're having trouble, contact dphproviderhelp@phila.gov first.