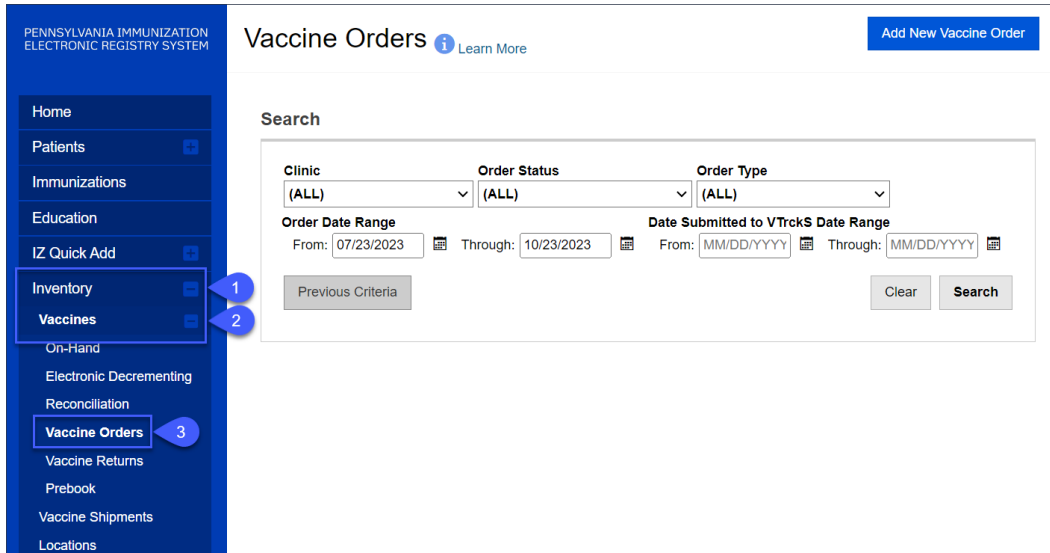
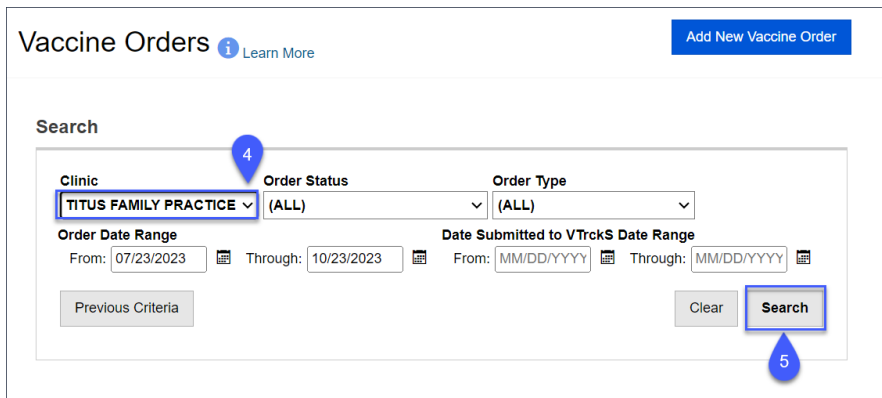


Create and Submit a Vaccine Order



1. Click **Inventory**.
2. Click **Vaccines**.
3. Click **Vaccine Orders**.



The **Search** screen displays.

4. Select the appropriate **Clinic**.
Order Status, Order Type, Order Date Range and Date Submitted to VTrckS Date Range can be used to narrow search results, if needed.
5. Click **Search**.

Vaccine Orders [Learn More](#) Add New Vaccine Order

6

Search

Clinic: TITUS FAMILY PRACTICE |
 Order Status: (ALL) |
 Order Type: (ALL)

Order Date Range: From: 07/23/2023 Through: 10/23/2023 |
 Date Submitted to VTrckS Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Previous Criteria Clear Search

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
TITUS FAMILY PRACTICE - 669915					
2023102366991501	10/23/2023	APPROVED			View
2023101966991501	10/19/2023	APPROVED			View
2023101966991502	10/19/2023	SUBMITTED FOR APPROVAL			View
2023101966991503	10/19/2023	SUBMITTED FOR APPROVAL			View
2023101866991501	10/18/2023	APPROVED	PRIORITY		View

The Search results display.

Additional information for previous orders can be viewed, if needed.

NOTE: If the clinic has any orders in **IN WORK** or **REJECTED** status, the following message displays: **This clinic currently has an open vaccine order. Click OK to continue editing the open order.**

6. Click **Add New Vaccine** to start a new order.

Vaccine Order [Learn More](#) Cancel Next

8

Add - Select Clinic

Clinic * 7

TITUS FAMILY PRACTICE

Will this be an Influenza order? |
 Will this be a COVID-19 order?

The **Add-Select Clinic** screen displays.

7. Select the appropriate **Clinic**.
8. **NOTE:** If the order is for influenza or COVID-19 vaccines only, click the appropriate checkbox. Only one can be checked per order and only that vaccine can be included in that order. If you want to order non flu or COVID-19 vaccines, do not check either box.
9. Click **Next**.

Vaccine Order Pre-Check i

Shipping Address
104 GETTYSBURG
MECHANICSBURG, PA 17055

Delivery Information

Day Of Week	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:00	15:00		
Tuesday	08:00	15:00		
Wednesday	08:00	15:00		
Thursday	08:00	15:00		
Friday	08:00	15:00		
Saturday				
Sunday				

Special Instructions: NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct. 9 10

Cancel **Next**

The Confirm Shipping Information screen displays.

10. Click the **checkbox** after the statement confirming all shipping information is correct.
11. Click **Next**.

Vaccine Order ? i Learn More

Cancel Links **Update**

Edit 15

[View Vaccine Inventory Reconciliation](#)

Clinic: TITUS FAMILY PRACTICE | Last Approved Order Date: 10/19/2023

Order Number: 2023102466991503 | Order Date: 10/24/2023 | Order Status: IN WORK | Priority Reason: | Date Submitted to VTrackS: MM/DD/YYYY

Clinic Comments:
VFC Program Comments:
Vaccine | Mfg | NDC | Brand/Packaging: 11

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
PEDIATRIC	1	10	10	1870.10	1870.10

Add To Order 14 Clear

There are no vaccines in this order

Total Doses: 0 | Total Cost: \$0.00

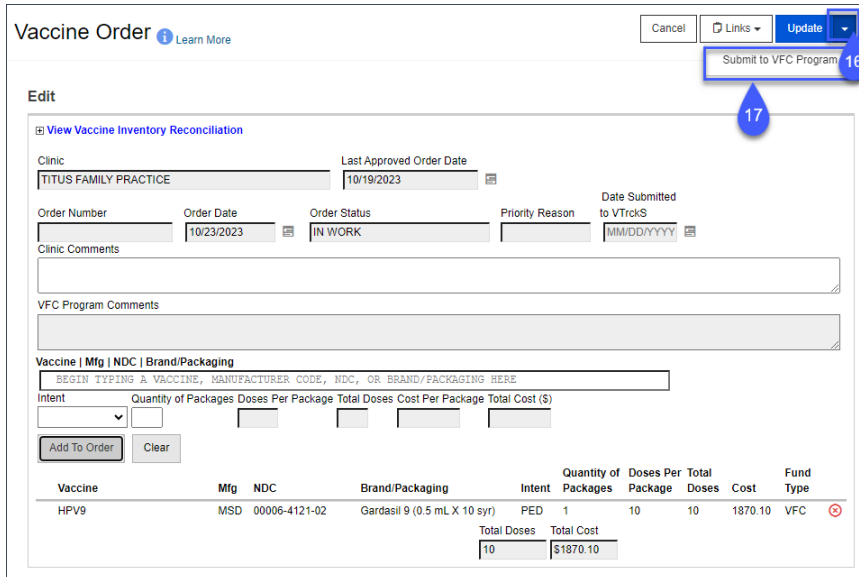
The **Edit** screen displays.

Click **Links** to view the following:

- Current Inventory On-Hand
- Vaccine Order Details

Information can be entered in **Clinic Comments**, if needed.

12. Begin typing the **Vaccine, Mfg, NDC, or Brand Packaging** name and select the appropriate result.
13. Select the **Intent**.
14. Enter the **Quantity of Packages**.
15. Click **Add to Order**.
Continue Steps 11-14 until all vaccines have been added to the order.
16. Click **Update** to save changes.



Vaccine Order [Learn More](#) Cancel Links Update Submit to VFC Program

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic: TITUS FAMILY PRACTICE | Last Approved Order Date: 10/19/2023

Order Number: | Order Date: 10/23/2023 | Order Status: IN WORK | Priority Reason: | Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments:
VFC Program Comments:
Vaccine | Mfg | NDC | Brand/Packaging:
BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)

Add To Order Clear

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
HPV9	MSD	00006-4121-02	Gardasil 9 (0.5 mL X 10 syr)	PED	1	10	10	1870.10	VFC
					Total Doses	Total Cost			
					10	\$1870.10			

NOTE: To delete a line item from the order, click **X** at the end of the line.

17. Click the drop-down arrow beside **Update**.
18. Click **Submit to VFC Program** to submit the order for approval. Once submitted, a vaccine order can't be modified.



The Success message displays.

Vaccine Order ? [Learn More](#) Cancel Links

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic: TITUS FAMILY PRACTICE Last Approved Order Date: 10/19/2023

Order Number: 2023102366991501 Order Date: 10/23/2023 **Order Status: SUBMITTED FOR APPROVAL** Priority Reason: Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments:

VFC Program Comments:

Vaccine | Mfg | NDC | Brand/Packaging

BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
HPV9	MSD	00006-4121-02	Gardasil 9 (0.5 mL X 10 syr)	PED	1	10	10	1870.10	VFC
Total Doses							10		
Total Cost								\$1870.10	

The **Order Status** changes to **Submitted for Approval**.