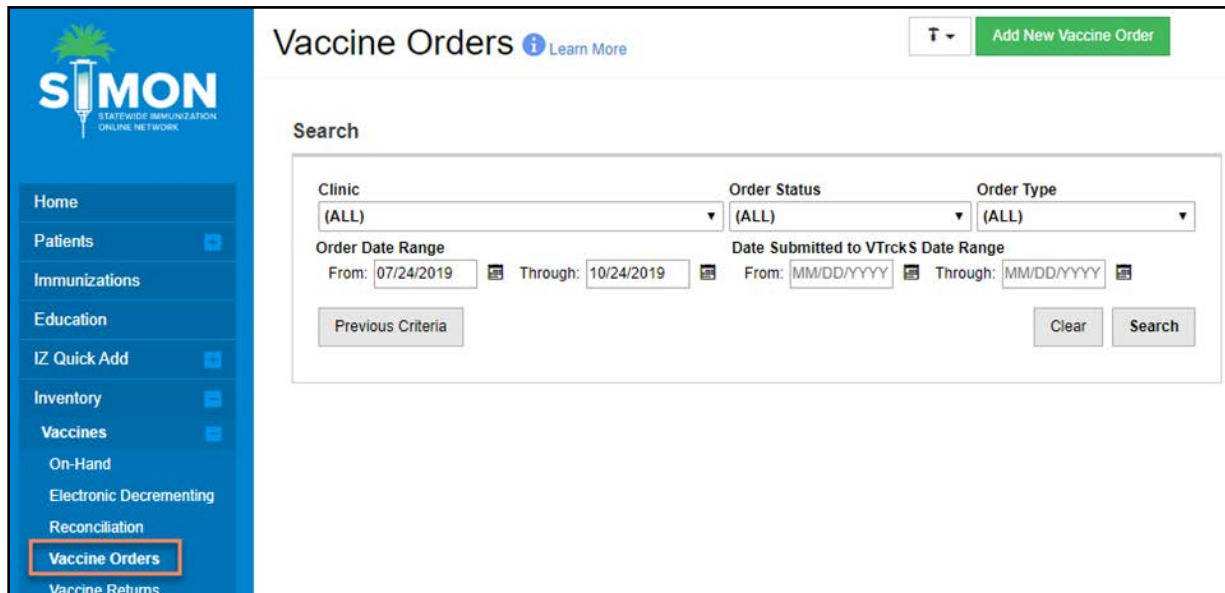


## Create and Submit a Vaccine Order

1. From the main menu, click 'Inventory > Vaccines > Vaccine Orders'.
2. Click 'Add New Vaccine Order'.



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

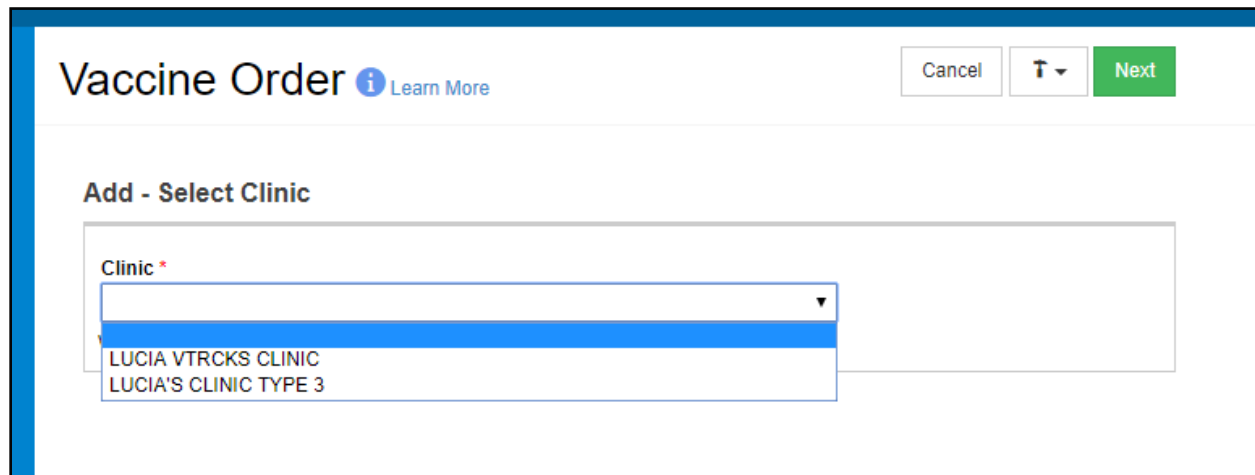
**Search**

Clinic: (ALL) Order Status: (ALL) Order Type: (ALL)

Order Date Range: From: 07/24/2019 Through: 10/24/2019 Date Submitted to VTrckS Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

[Previous Criteria](#) [Clear](#) [Search](#)

3. Select Clinic by using the drop-down to create an order for a specific clinic.



Vaccine Order [Learn More](#) [Cancel](#) ⌵ [Next](#)

**Add - Select Clinic**

Clinic \*

LUCIA VTRCKS CLINIC  
LUCIA'S CLINIC TYPE 3

4. Select 'Next'.

5. Review the clinic information to make sure the primary shipping contact and shipping address is correct.
6. Make sure the delivery hours are correct.
7. If information is NOT correct, clinic should submit change request in Clinic Tools > Clinic Information.
8. Click the check box at the bottom of the screen confirming the information is correct.
9. Click 'Next'.

Add Vaccine Order Creation Process i

Cancel
T →
Next

**Add**

**Clinic:** LUCIA VTRCKS CLINIC

**Primary Shipping Contact**

**Name:** JOEY ROBERTS  
**Phone:** 303-999-9999x54321  
**Fax:**  
**Email:** JOEY@CLINIC.ORG

**Shipping Address**

7935 E PRENTICE AVE  
UNIT 305-W  
MANGILAO, GU 96923

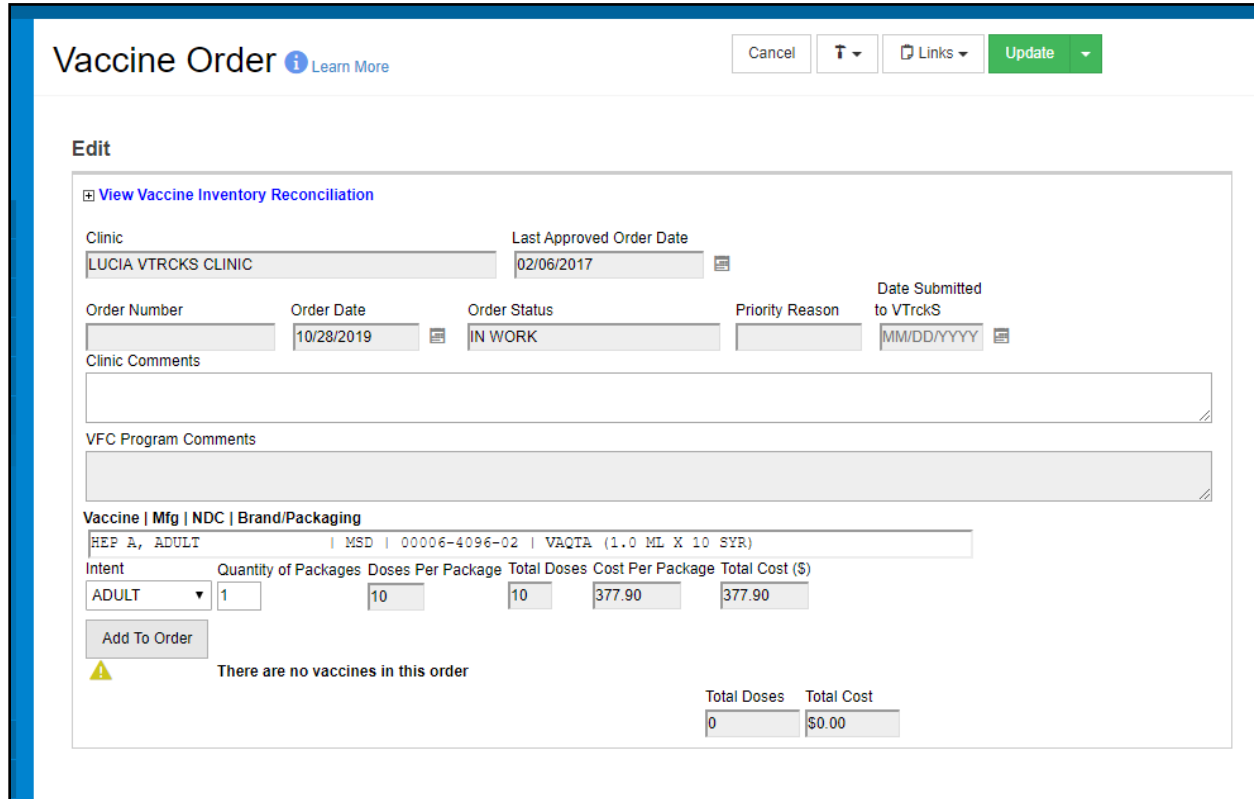
**Delivery Information**

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:00	12:00	13:00	17:00
Tuesday	08:00	12:00	13:00	17:00
Wednesday	08:00	12:00	13:00	17:00
Thursday	08:00	12:00	13:00	17:00
Friday	08:00	12:00	13:00	17:00
Saturday				
Sunday				

**Special Instructions:** NO SPECIAL INSTRUCTIONS

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

10. Optional: Enter comments for the VFC Program in the “Clinic Comments” box.
11. Search for Vaccine to Order:
  - a. You can search by vaccine name, manufacturer, NDC, or Brand/Packaging.
  - b. Select the item that needs to be ordered from the auto-populated options.
12. Select the ‘Intent’: either Adult or Pediatric.
13. Enter the quantity of packages you would like to order, and it will auto-populate the doses per package and total cost.



**Vaccine Order** [Learn More](#) Cancel Links Update

**Edit**

[View Vaccine Inventory Reconciliation](#)

Clinic: LUCIA VTRCKS CLINIC | Last Approved Order Date: 02/06/2017

Order Number: | Order Date: 10/28/2019 | Order Status: IN WORK | Priority Reason: | Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments:

VFC Program Comments:

**Vaccine | Mfg | NDC | Brand/Packaging**

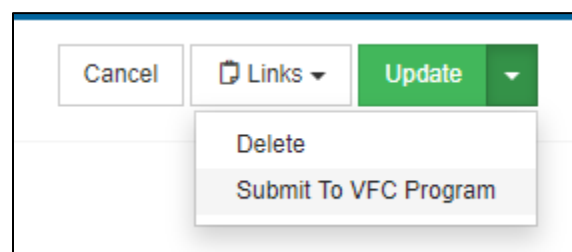
HEP A, ADULT | MSD | 00006-4096-02 | VAQTA (1.0 ML X 10 SYR)

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
ADULT	1	10	10	377.90	377.90

**Warning:** There are no vaccines in this order

Total Doses: 0 | Total Cost: \$0.00

14. Click ‘Update’ to save your order as you add line items.
15. Once all line items have been added, select the ‘Update’ dropdown and click ‘Submit To VFC Program’. A green success message is displayed confirming your changes were saved.



16. The clinic will get a notification when the order is approved or rejected.
17. Clinic will also get a notification when approved order has shipped.