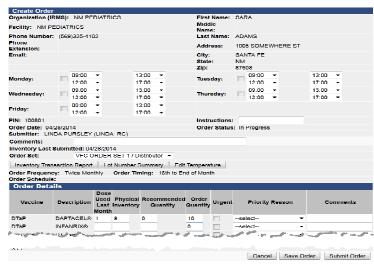# VFC Vaccine Online Ordering Provider Quick Reference Guide:
Placing a Vaccine Order

PLACING AN ORDER

1. Using the Navigation Menu, click on **Orders/Transfers Menu** and then click **Create/View Orders** to show the *Current Order/Transfer List*.

2. Click the **Create Order** button at the bottom of screen to open the *Create Order* screen.

3. Vaccine Delivery Information: Review your vaccine delivery information (Delivery Address, Contact, Delivery Days and Times). **Ensure that the boxes are checked every time an order is placed. If no shipping information is included, no days/times will be transferred to McKesson at the time of the order and could result in vaccines shipments arriving at undesired times.**

Please Note: Notify the Immunization Division immediately if your Delivery Address or Contact Name is incorrect – Do not continue with your order. Please use the current process to update your contact information using the Provider Change of Contact Information Form. If the Delivery Days or Times have changed, correct it and once you submit your order, the information will be saved.

4. Order Details: To place an order, review the following information that is prepopulated on the order screen:

a. **Doses Used Last Month** (required for all products)
b. **Physical Inventory** (required for all products)
c. **Enter the Order Quantity** (required for products you want to order)
d. Enter zero for vaccines not being ordered (required).
e. Enter Comments (if desired.)
   Note: Use this field to notify the Immunization Division of anything special about the vaccine order quantity. The Immunization Division may also add comments to the field that you can see on the order history.

> **Quality Assurance Checks:** The VFC Vaccine Online Ordering system automatically does a quality assurance check on your order before it is submitted.
> - If any information was entered incorrectly, an error message will show on the top of the page in red or in pop up boxes. Correct the noted mistakes and re-submit.
> - If your order is outside your assigned frequency and timing, or your order quantity is outside of the threshold for the recommended order quantity, a dialogue box will open. Select an *Exception Comment* from the dropdown menu and click the **Submit** button to continue. You can click the **Cancel** button to exit the pop up box and go back to the order or click the **Save** button to exit and save the order.

5. **Optional**: Select a Priority Reason from the dropdown menu to request an urgent order.

Please Note: The function should not be used unless your county is in an outbreak status.

6. Double check your entries and click one of the following buttons at the bottom to continue:

a. Click **Submit Order** to send the order to the Immunization Division. You cannot change orders after submitting. Contact the Immunization Division immediately if you need to make changes.
b. Click **Save Order** to save, but not submit. Saved orders are listed on your *Inbound Order* screen. Saved orders can be re-opened and submitted at any time. You may also delete saved orders if they will not be used.
c. Click the **Cancel** button to cancel the order and exit the *Create Order* screen. Nothing will be submitted or saved.