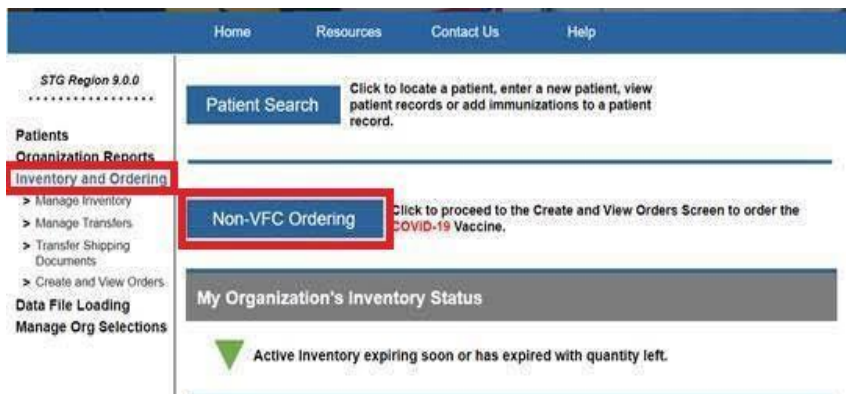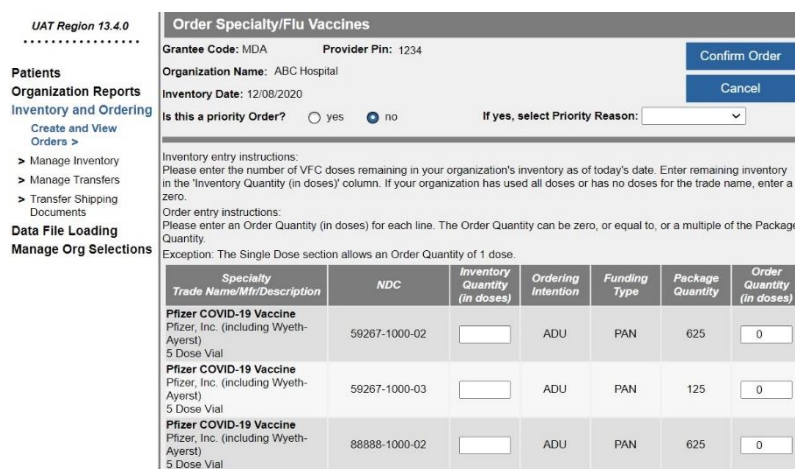## Ordering COVID-19 Vaccines

When the vaccine is more widely available, providers will be able to place their order in ImmuNet. Non-VFC providers can click the blue '**Non-VFC Ordering'** button (or click the left menu **Inventory and Ordering** then click **Create and View Orders**). Existing VFC providers can click on the VFC Inventory/Order blue button or use the left menu links.



Go to the **'Order Specialty/Flu Vaccines'** screen and place the number of COVID-19 vaccines you want to order. For first time orders, put '0' in the Inventory Quantity. This column must be populated with COVID-19 vaccine doses on hand when you are ready to place your subsequent orders (see next section about reporting inventory).
For more detailed information about the Specialty/Flu order screen, please refer to pages 5-9 of the VFC Vaccine Inventory/Order Guide here.



**Reporting Inventory**
You will be required to report your remaining inventory (in the Inventory Quantity column) each time you place a new order in the ImmuNet Order Specialty/Flu page.

## Check the Status of your COVID-19 vaccine order

To check the status of your CoVid-19 vaccine order, please follow the steps below:

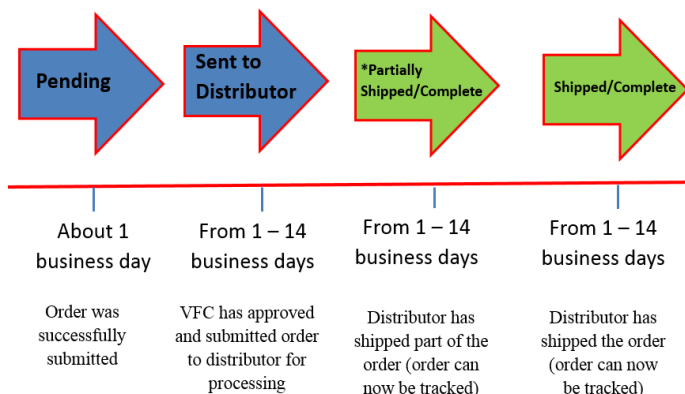1. If you are a Non-VFC provider, please click on the '**Non-VFC Ordering'** in the center of the screen. For VFC providers, please click on '**VFC Inventory/Orders'**;



2. Go to the bottom section of the screen called **Current Reports**. The first line item listed is the most current order submitted. To view the status of the order, go to the end of that row, under the column **Order Status**.

**Current Reports**

| Report ID | User | Submit Date | Order Status |
|-----------|------|-------------|--------------|
|           |      |             | pending      |

3. Normal VFC vaccine order process takes about 14 business days. This timeframe may be different for COVID-19 vaccines, but below is the general process. You can check the **Current Reports** screen **every few days** to view your order status.



| Pending | Sent to Distributor | *Partially Shipped/Complete | Shipped/Complete |
|---------|---------------------|-----------------------------|------------------|
| About 1 business day | From 1 – 14 business days | From 1 – 14 business days | From 1 – 14 business days |
| Order was successfully submitted | VFC has approved and submitted order to distributor for processing | Distributor has shipped part of the order (order can now be tracked) | Distributor has shipped the order (order can now be tracked) |

4. When **Order Status** says '**Partially Shipped/Complete**' or '**Shipped/Complete**', you may track the vaccine shipment(s). Click on the blue link under **Order Status** to view the order's delivery information and to track the vaccine shipment.

**Current Reports**

| Report ID | User | Submit Date | Order Status |
|-----------|------|-------------|--------------|
|           |      |             | Partially Shipped/Complete |

5. Delivery carrier and tracking number information will be displayed for each vaccine that will be shipped. Go to the respective delivery carrier's website and enter the tracking number to track that shipment.



**Reporting Administered Doses**

Once you receive your shipment and start administering the vaccines, you will need to report administered doses under the same Organization ID that you place your orders, in order for ImmuNet's Decrement Inventory functionality to work correctly. You can refer to the Manage Inventory guide if you need to modify your inventory