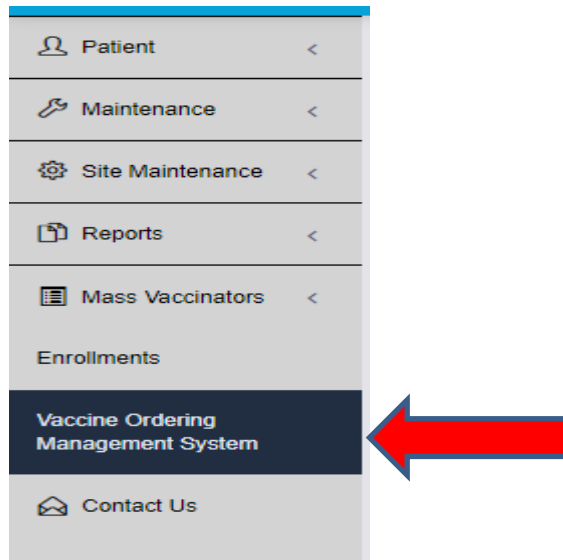


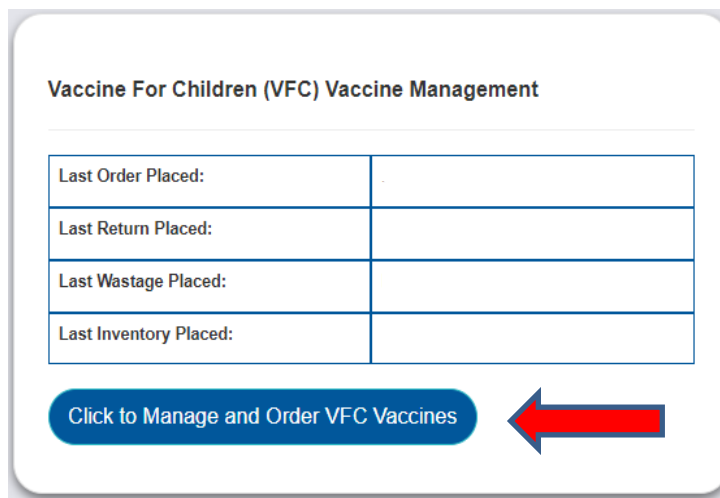
# VFC Ordering

Vaccine orders can only be submitted by the Site Administrator, Primary Coordinator, or Backup Coordinator. Additionally, Inventory must be completed within 14 days of an order. You must also have an Approved Enrollment Status to submit an order.

**Step 1: Select Vaccine Ordering Management System from the left menu**



**Step 2: From the VFC Vaccine Management widget click to Manage and Order VFC Vaccines**



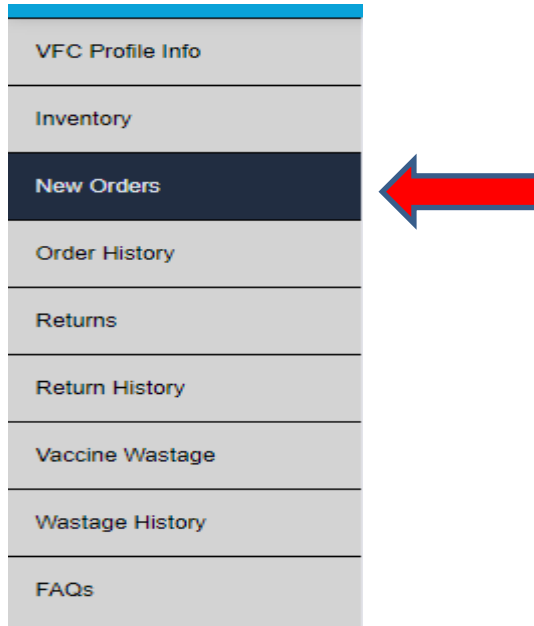
Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

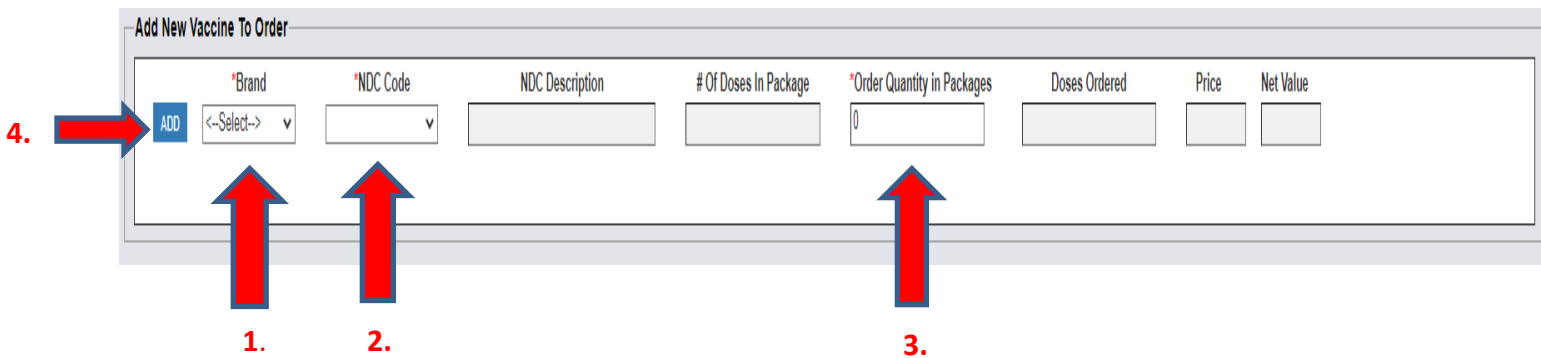
1-800-469-4599 [www.alabamapublichealth.gov/immunization/index.html](http://www.alabamapublichealth.gov/immunization/index.html) 07/11/22

### Step 3: Review VFC Profile Information: Site Information, Shipping Address Information, and Business Hours

### Step 4: Select New Orders from the left menu



### Step 5: Choose Brand and NDC Code from dropdown then use the arrows or enter the number of packages



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**Step 6: Repeat Step 5 until order is complete**

**Step 7: Click either the Save or Submit button**

**SAVE ORDER** = Save will save the order

**SUBMIT ORDER TO ADPH** = Submit will submit the order to ADPH



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