Providers will follow the steps below to enter a vaccine order. VTrckS will guide the provider through inventory on hand support documentation in the same process.

Click on your Order Vaccines link to validate the last time a supporting document was created.

Each supporting document will be displayed with the last submitted date. Ensure the last submitted date is within the required date range set by the grantee. If any supporting documents are past due, be prepared to enter them now through this guided vaccine order process. Click on Order Catalog to begin your order.

Enter the NDC quantity before adding to the shopping cart.

Click on the Shopping Cart icon to update the transaction directly OR Mark the Check Box to select the NDC and then click on the Add to Cart button to update the transaction.

Click on the checkout XX item(s) button at the top of the screen to move to the order screen to finalize the order.
Inventory on Hand support document is required for this order.

Whenever the Next button displays, it means there are supporting documents that need to be completed.

Click in the following required field and enter the following information, Order Intention needs to be updated for MIX vaccines. Click on the Update button to refresh the NDC values.

To continue click the Next button to manage the pending supporting document OR Click on Cancel to cancel the vaccine order.

The inventory on hand screen is displayed to create and submit the document before continuing with the vaccine order. Notice the order is still pending with 2 items. After updating the inventory quantity or adding a new NDC, click the Checkout button.

This is the last chance to Cancel the order. If you cancel the order, any other support documents will be canceled also.
After completing and submitting the mandatory supporting documents, review the vaccine order and determine if any changes are needed before the order is processed. Click on Continue Shopping – to make necessary changes, OR Click on Order – to submit the vaccine order.

Click Ok to send the order to the grantee.

The vaccine order has been submitted and the Order and Inventory on Hand Confirmation have been created. The order can now either be printed or closed at this time. To exit the screen click on the link to return to the home screen.