## **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

Ω Patient	<	
Maintenance	<	
🕸 Site Maintenance	<	
P Reports	<	
Mass Vaccinators	<	
Enrollments		
Vaccine Ordering Management System		
🛆 Contact Us		

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

Vaccine Fo	r Children (VFC) Vaccin	e Management	
Last Order P	laced:		
Last Return	Placed:		
Last Wastag	e Placed:		
Last Invento	ry Placed:		
Click to M	lanage and Order VFC Va	accines	
			immprint
PROGRAM	Alabama Departmen	t of Public Health	
Immunizati	on Division, 201 Monr	oe St, Montgomery,	AL 36104
1-800-469-4599 www	.alabamapublichealth	.gov/immunization/i	ndex.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** 

VFC Profile Info	
Inventory	
New Orders	
Order History	
Returns	
Return History	
Vaccine Wastage	
Wastage History	
FAQs	

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

	Add New Vaccine To Order							
4.	ADD <-Select->	*NDC Code	NDC Description	# Of Doses In Package	*Order Quantity in Packages 0	Doses Ordered	Price Net Value	
					1			
	1	2						
	1.	۷.			3.			
		ALABAMA Vaccines for Child PROGRAM	ren Alabama Depa		c Health	nmprin	t	
	Immunization Division, 201 Monroe St, Montgomery, AL 36104							
	1-800-469-4599 www.alabamapublichealth.gov/immunization/index.html 07/11/22							

Step 6: Repeat Step 5 until order is complete

Step 7: Click either the Save or Submit button









Alabama Department of Public Health

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