Place a COVID-19 Vaccine Order

1. **Login into system**
   a. Make sure you are logged into the correct provider/clinic

2. **Click Inventory from the right menu:**

3. **Click Vaccines:**
4. Click Vaccine Orders:

5. Click Add New Vaccine Order:

6. Click on the drop down and click on the one clinic you see in the list (you will see only one clinic):
7. Choose COVID-19 vaccine order and click Next:
8. On the pop-up screen, check that Primary Shipping Contact has correct Name, Phone #, Email, and that Shipping Address is correct. If not – please call or email OSIIS helpdesk to correct this information.

9. If all information is correct, click “I have reviewed...” and Next.

I have reviewed the above shipping information and I certify the information is correct. ☐
10. Place order on this screen. IMPORTANT: QTY is the quantity of packages. As of right now, Moderna 1pck = 100 doses; Pfizer 1pck = 1,170 doses; Janssen 1pck = 100 doses.

11. Once you have selected the type you want:

12. Once you have added to cart you will receive a notice at the bottom for cart confirmation:

Info 1 Pfizer COVID-19 (195 x 6 (0.3mL/dose) MDV) added to cart.
13. If you want to review your order before placing click on the icon: (If the order is correct, close the pop-up window; if the order is wrong – click remove and go back to step 10.

14. Click Submit to VFC Program, click OK:

15. Order status will change to Submitted for Approval, once approved by the VFC program the order status will change to Approved.

***If the order has mistakes, it will be rejected and a note with needed corrections will be attached. You will have to make the necessary changes to the order and re-submit it as soon as possible.