

COVID-19 Vaccine Ordering

JANUARY 7, 2022



INSTRUCTIONS

All COVID-19 vaccine requests are submitted electronically in Florida SHOTS. The Vaccines for Children (VFC) Program office will then approve your order request and submit the request to the Centers for Disease Control and Prevention for processing. This guide provides step-by-step instructions to follow and successfully complete your site's COVID-19 order request.

Before submitting an Order Request, your site should address its pending receipts and transfers from other VFC sites that appear in Florida SHOTS. Be sure to record doses administered daily and make inventory adjustments when they occur.

An [Order Inventory Worksheet](#) is available in Florida SHOTS and can assist to take a physical count of vaccine on hand and record doses administered necessary for creating an order request.

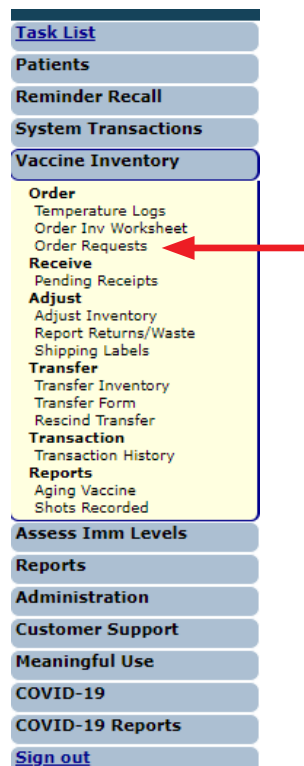
STEP 1

Log into [Florida SHOTS](#).

STEP 2

Click on “**Order Requests**” from the “**Vaccine Inventory**” drop-down menu. This will bring up the **Order Request** page for your VFC site.

NOTE: If you work with multiple VFC sites within your organization, you will have to select the PIN for site you wish to work with from the VFC PINs drop-down list.



STEP 3

Once on the **Order Request** page, click on the “**Effort**” drop-down list and select “**COVID-19 (not VFC elig)**”. Then click the “**Add New COVID-19 NonVFC Order Request**” button.

Order Request VT99 : CKM61194

PIN: VFC Shipping Address

Org Name: TEST ORG FOR TRAINING VFC Shipping Contact Info

Site Name: Line 1: 12345 TRAINING AVE

Central Pharmacy: No Line 2:

[Temp Logs for PIN: 701597](#) City: TALLAHASSEE

State: FL Zip: 32311

Phone: (123)456-7890

Fax: (000)000-0000

Email: NOTVALID@FLSHOTS.COM

Contact: [STEELE DOUGLAS](#)

Order Request#	Type	Inv As Of Date	Status	Created Date	Created By	Last Update Date	Last Updated By	View Orders
222435	COVID-19 NonVFC	01/03/2022	Terminated	2022-01-04 11:06	SMELT,BRITTANY	2022-01-04 11:52	TerminateRequest: SMELT,BRITTANY	
222434	COVID-19 NonVFC	01/03/2022	Terminated	2022-01-04 10:48	SMELT,BRITTANY	2022-01-04 11:03	TerminateRequest: SMELT,BRITTANY	
193031	COVID-19 NonVFC Special		Orders Generated	2021-01-27 15:42	BROGDON,WENDY SWEIGERT	2021-01-27 16:24	BROGDON,WENDY SWEIGERT	View
191434	COVID-19 NonVFC Special		Orders Generated	2020-12-31 18:35	BROGDON,WENDY SWEIGERT	2020-12-31 20:14	BROGDON,WENDY SWEIGERT	View

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Effort:

On this page you will see:

- **PIN** — Identification number that the VFC Program office provided to your site
- **Org Name** — Name of the organization as it is listed in Florida SHOTS
- **Site Name** — Name of the site as listed in Florida SHOTS
- **VFC Shipping Address** — Address to which the VFC Program office ships your site's VFC vaccine

STEP 4

Click “**OK**” on the pop-up message asking if you want to create a new order request.

flshotstest.doh.ad.state.fl.us says

Are you sure you want to create a new COVID-19 NonVFC order request?

STEP 5

The “Create New COVID-19 NonVFC Order Request” page displays.

Create New COVID-19 NonVFC Order Request VT99 : CKM61194

Organization: TEST ORG FOR TRAINING
 Order Request Create Date: 01/04/2022
 Inventory As of Date: 01/03/2022

Order Request Status: ** New **
 Order Request #:
 Request Type: COVID-19 NonVFC

VFC PIN: 701597
 Name of Physician's office, practice, clinic, etc.: COVID ORDER TEST SITE
 Delivery Address (Number and Street - No PO Boxes): 12345 TRAINING AVE, TALLAHASSEE, FL 32311

Contact Person: STEELE, DOUGLAS
 Telephone: (123)456-7890
 Fax: (000)000-0000

Provider's designated ordering schedule is: ALL: Any day of any month.
 The Provider orders Vaccines of Type: Both (DirectShip and Non-DS)

Order Request Notes
 Note:

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Submit **Return to Order Request List** **Go to Service Site** **Go to Temp Logs** **Cancel**

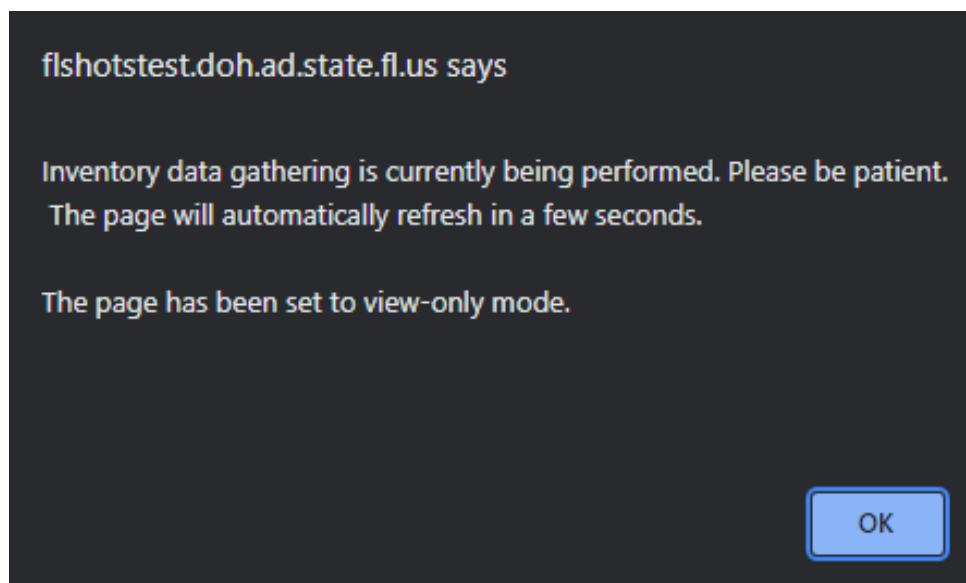
Important information on this page:

- **Provider's designated ordering schedule is** — The schedule your site is on to complete its regularly scheduled VFC Order Request
- **The Provider Orders Vaccines of Type** — Tells you whether your site can order direct-ship, non-direct ship, or both types of VFC vaccine
- **Order Request Notes** — Information that you want to communicate to the VFC Program office regarding this order request

Follow these steps to create an Order Request:

- Enter the Inventory As of Date. (Inventory counts should be accurate as of the end of the day specified).
- Click on “**Submit.**”

You will receive this message while Florida SHOTS gathers your site's inventory data.



STEP 6

After the current inventory data is gathered, the **“Order Request – Doses Administered And Inventory Levels”** page will display.

Order Request - Doses Administered And Inventory Levels VT99 : CKM61194

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Organization: TEST ORG FOR TRAINING
 Order Request Create Date: 01/04/2022
 Inventory As of Date:
 Usage Period: 364 days

Order Request Status: Open
Warning - VFC re-enrollment overdue
 Order Request #: 222436
 Request Type: COVID-19 NonVFC

VFC PIN: 701597
 Name of Physician's office, practice, clinic, etc.
 COVID ORDER TEST SITE
 Delivery Address (Number and Street - No PO Boxes)
 12345 TRAINING AVE
 TALLAHASSEE, FL 32311

Contact Person
 STEELE, DOUGLAS
 Telephone
 (123)456-7890
 Fax
 (000)000-0000

Provider's designated ordering schedule is: ALL: Any day of any month.
 The Provider orders Vaccines of Type: Both (DirectShip and Non-D5)
 Vaccine Category: COVID-19

Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Recorded	Xfer Out	Adjust ments/ Returns	Calc Inv On-Hand	Current Inv
COVID-19 Moderna 10 90777-0273-99	(10 doses per Multi-Dose Vials) x 10 \$ 0.0100	010M20A	12/31/2069	0	300		325			-25	
		012L20A	12/31/2069	0	300		293			7	
Total for all 90777-0273-99 lots:				0	600	0	618			-18	0
Shots Recorded: COVID-19 JANSSEN		1855194	04/09/2022				21			-21	
		206A21A	09/21/2021				13			-13	
		201A21A	08/07/2021				45			-45	
		206A21A	08/07/2021				30			-30	
		201A21A	06/23/2021				123			-123	
		201A21A	05/05/2021				38			-38	
Total for all Shots Recorded: COVID-19 JANSSEN lots:							279			-279	
		047C21A	02/02/2028				1			-1	
		939906	01/28/2023				40			-40	
		061E21A	01/17/2022				94			-94	
		043B21A	10/03/2021				49			-49	

Enter the doses administered (**“Doses Admin”**) and current inventory (**“Current Inv”**) amounts for each vaccine lot listed on your site's Doses Administered and Inventory Levels page.

If there are any differences between the number of vaccines you have entered in the **“Doses Administered”** and what Florida SHOTS has calculated in the **“Shots Recorded”** or in the **“Calc Inv On-Hand”** and **“Current Inventory”** fields, the box will turn pink. If this occurs, double-check the amounts that you have entered are correct. If your records do NOT equal the amount Florida SHOTS has calculated, ensure that the vaccine was properly documented in the patient record or perform an inventory adjustment to account for these doses.

NOTE: Your site must enter a number, even if that number is “0”, in each **“Doses Admin”** and **“Current Inv”** field for each lot listed. You will NOT be able to proceed with order request.

Once all the fields have been completed, check the **“Inventory entry finalized for this VFC PIN?”** box and click **“Submit.”**

lots:

Shots Recorded: COVID-19 PFIZER	FH8028	02/28/2022				11		-11
	FF2590	12/21/2021				89		-89
	30135BA	11/30/2021				155		-155
	FC3183	10/31/2021				92		-92
	FA6780	09/30/2021				216		-216
	FA6780	09/01/2021				37		-37
	FA6780	07/23/2021				42		-42
	ENG208	--				1		-1
Total for all Shots Recorded: COVID-19 PFIZER lots:						643		-643
Total for all COVID-19 Brands:				0	600	0	2461	-1861

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☒ Inventory entry finalized for this VFC PIN?

STEP 7

This brings you to the “**COVID-19 NonVFC – Doses Requested and Approved**” page. From here, begin filling in the “**# of Doses Requested**” field for your order request.

Important information on this page:

- **Vaccine Category** — Generic name used to group vaccines having similar components
- **Brand Name** — Name the manufacturer provides the vaccine
- **Packaging \$ per dose** — How the manufacturer ships the vaccine to your site, the presentation of this brand, and the dollar amount per dose
- **# of Doses Requested** — The number of doses you will need until your next scheduled order
- **# of Doses Approved** — The amount approved by the VFC Program
- **Total Cost to VFC for Doses Approved** — Cost by vaccine to the VFC Program office
- **Projection Info** — The amount of vaccine that Florida SHOTS projects the site will need based on what the site's inventory shows through its doses administered, current inventory, transfers, and adjustments

NOTE: Pay close attention to the “**Doses Available**” column. You can order up to the amount listed. If you enter an amount that exceeds that number, a warning will appear in this column.

COVID-19 NonVFC - Doses Requested and Approved
VT99 : UNIONCHD

Organization: UNION CHD
Order Request Create Date: 01/04/2022

Order Request Status: [Inventory Verified](#)
Order Request #: 222431
Request Type: COVID-19 NonVFC
Print

VFC PIN: 630033
Name of Physician's office, practice, clinic, etc.
UNION CHD
Delivery Address (Number and Street - No PO Boxes)
495 E MAIN ST
LAKE BUTLER, FL 32054

Contact Person
CLARK, TRICIA K
Telephone
(386)496-3211
Fax
(386)496-1599

Provider's designated ordering schedule is: ALL: Any day of any month.
The Provider orders Vaccines of Type: Both (DirectShip and Non-DS)

Presentation: COVID-19 Janssen

Brand Name	Packaging \$ per dose	Intent	# of Doses* Requested	# of Doses* Approved	Total Cost to VFC for Doses Approved	Doses Available
COVID-19 JANSSEN 59676-0580-15	(5 doses per Multi-Dose Vials) x 10 \$ 0.0100	ADU	<input type="text"/>	<input type="text"/>	\$ 0.00	10000 doses

Presentation: COVID-19 Moderna 10

Brand Name	Packaging \$ per dose	Intent	# of Doses* Requested	# of Doses* Approved	Total Cost to VFC for Doses Approved	Doses Available
COVID 19 Moderna 10 80777-0273-99	(10 doses per Multi Dose Vials) x 10 \$ 0.0100	ADU	<input type="text"/>	<input type="text"/>	\$ 0.00	10000 doses

Presentation: COVID-19 Pfizer 5-11

Brand Name	Packaging \$ per dose	Intent	# of Doses* Requested	# of Doses* Approved	Total Cost to VFC for Doses Approved	Doses Available

# of Doses* Requested	# of Doses* Approved	Total Cost to VFC for Doses Approved	Doses Available
<input type="text" value="25000"/>	<input type="text"/>	\$ 0.00	20000 doses Warning: The requested doses exceed the # of doses available

STEP 8

Review the “**Requested Doses by Presentation Summary**” chart at the bottom of the page.

NOTE: If you entered an amount that exceeded the doses available for that vaccine type, you will be required to select a “**Reason for Overage**” in the drop-down box.

Requested Doses by Presentation Summary

Presentation	Doses Available	Requested Doses	Approved Doses	Reason for Overage
COVID-19 Janssen	20000	25000 *	0	--- select ---
COVID-19 Moderna 10	20000	0	0	--- select ---
COVID-19 Moderna 14	19880	0	0	--- select ---
COVID19 Pfizer 1170 Ultra-cold	19890	0	0	--- select ---
COVID19 Pfizer 450 Ultra-cold	19800	0	0	--- select ---

STEP 9

When you are ready to submit your order request, check the “**Request Complete - Ready for VFC Approval**” check box, then click “**Submit.**”

Total Cost to VFC for this Order Request: \$ 0.00

☒ Request Complete - Ready for VFC Approval

☐ Order Quantities Approved - Ready for Export
(Differences between Doses Approved and Doses Requested exist)

HELP DESK**FREE TECHNICAL SUPPORT:**

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials