

# COVID-19 Vaccine Ordering

JANUARY 10, 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.

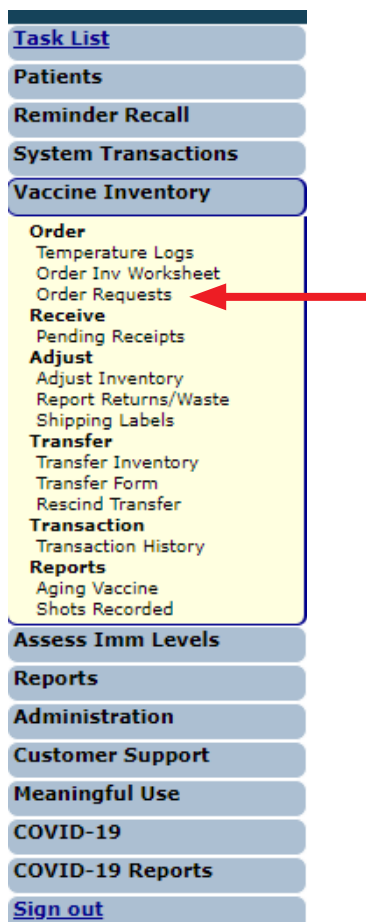
### STEP 1

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 : UN**

PIN: 630033  
Org Name: UNION CHD  
Site Name: UNION CHD  
Central Pharmacy: No [Edit Site Info](#)  
[Temp Logs for PIN: 630033](#)

**VFC Shipping Address**  
Line 1: 495 E MAIN ST  
Line 2:  
City: LAKE BUTLER  
State: FL Zip: 32054

**VFC Shipping Contact Info**  
Phone: (386)496-3211  
Fax: (386)496-1599  
Email: NOTVALID@FLSHOTS.COM  
Contact: [CLARK,TRICIA K](#) [Change](#)

Order Requests

Order Request#	Type	Inv As Of Date	Status	Created Date Created By	Last Update Date Last Updated By
222430	COVID-19 NonVFC	01/04/2022	Terminated	2022-01-04 10:01 SWEET WOOD,MEGAN	2022-01-04 10:01 TerminateRequest: SWEET WOOD,MEGAN
222427	COVID-19 NonVFC	12/22/2021	Terminated	2021-12-22 14:38 KRISHNAMOORTHY,BASKAR	2022-01-04 09:54 TerminateRequest: SWEET WOOD,MEGAN
222223	Adult Scheduled	12/02/2021	Terminated by System	2021-12-02 15:49 CARTER,PAMELA	2021-12-22 10:21 ExportOrders: KRISHNAMOORTHY,BASKAR
217733	VFC/PED Flu		Orders Generated	2021-10-20 14:06 CARTER,PAMELA	2021-10-21 14:54 COBB, JIM D
217387	VFC/PED Scheduled	10/15/2021	Orders Generated	2021-10-15 15:50 CARTER,PAMELA	2021-10-20 13:40 COBB, JIM D

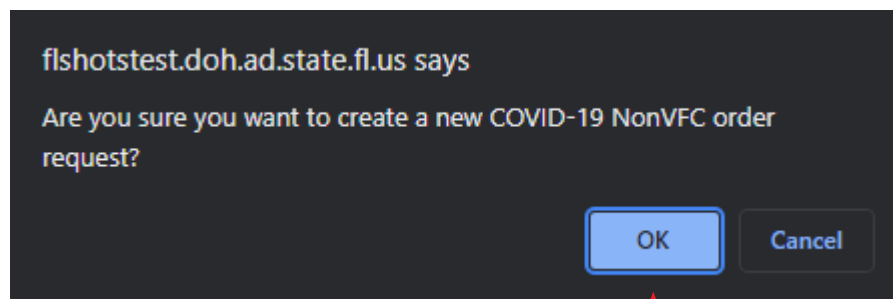
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Effort: COVID-19 (not VFC elig) [Add New COVID-19 NonVFC Order Request](#)

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

**NOTE:** You may receive the following pop-up message after clicking the order request button. Click “**OK**” to continue.



**STEP 4**

This brings you to the “**Create New COVID-19 NonVFC Order Request**” page. Fill in the “**Inventory As of Date**” field then click “**Submit**.”

**Create New COVID-19 NonVFC Order Request**

Organization: UNION CHD  
 Order Request Create Date: 01/04/2022  
 Inventory As of Date: 12/26/2021

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

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)

**Order Request Notes**  
 Note:

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

**STEP 5**

The system will then take you to the “**Order Request – Doses Administered And Inventory Levels**” page.

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

**Order Request - Doses Administered And Inventory Levels**

Organization: UNION CHD  
 Order Request Create Date: 01/04/2022  
 Inventory As of Date: 12/26/2021  
 Usage Period: 30 days  
 Last Order's Inv Date: 11/26/2021

Order Request Status: **Open**  
 Order Request #: 222437  
 Request Type: COVID-19 NonVFC

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)

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	(10 doses per Multi-Dose Vials) x 10	050H21A	03/26/2022	100	30	112	112		30	48	48
Covid-19 Pfizer 450	(5 doses per Multi-Dose Vials) x 25	FC3183	12/09/2021	42		6	6		0	36	36
Total for all COVID-19 Brands:				142	30	118	118		30	84	84

**Order Request Notes**

☒ Inventory entry finalized for this VFC PIN?

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

Confirm your current inventory on hand matches with what the system has listed. Check off the “**Inventory entry finalized for this VFC PIN?**” box and click “**Submit**” to continue.

## STEP 6

Once on the “COVID-19 NonVFC – Doses Requested and Approved” page begin filling in the “# of Doses Requested” field for your order request.

**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

(Go to Bottom)

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 59676-0500-15	(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
COVID-19 Pfizer 5-11 59267-1055-04	(10 doses per Multi-Dose Vials) x 10 \$ 0.0100	PED	<input type="text"/>	<input type="text"/>	\$ 0.00	10000 doses

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 sites inventory shows through its doses administered, current inventory, transfers, and adjustments

**STEP 7**

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

Presentation	Doses Available	Requested Doses	Approved Doses	Reason for Overage
COVID-19 Janssen	10000	300	0	--- select ---
COVID-19 Moderna 10	10000	300	0	--- select ---
COVID-19 Pfizer 5-11	10000	300	0	--- select ---
COVID19 Pfizer 1170 Ultra-cold	9360	1170	0	--- select ---

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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)

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

**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