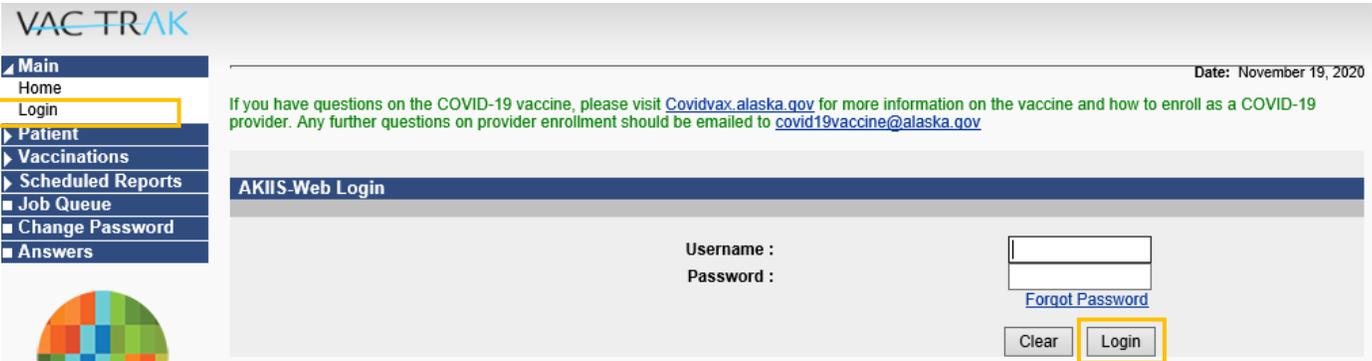


How to Submit a Vaccine Order
 How to Track the Vaccine Order Status
 How to Receive a Vaccine Order in
VAC TRAK
 State of Alaska's Immunization Information System

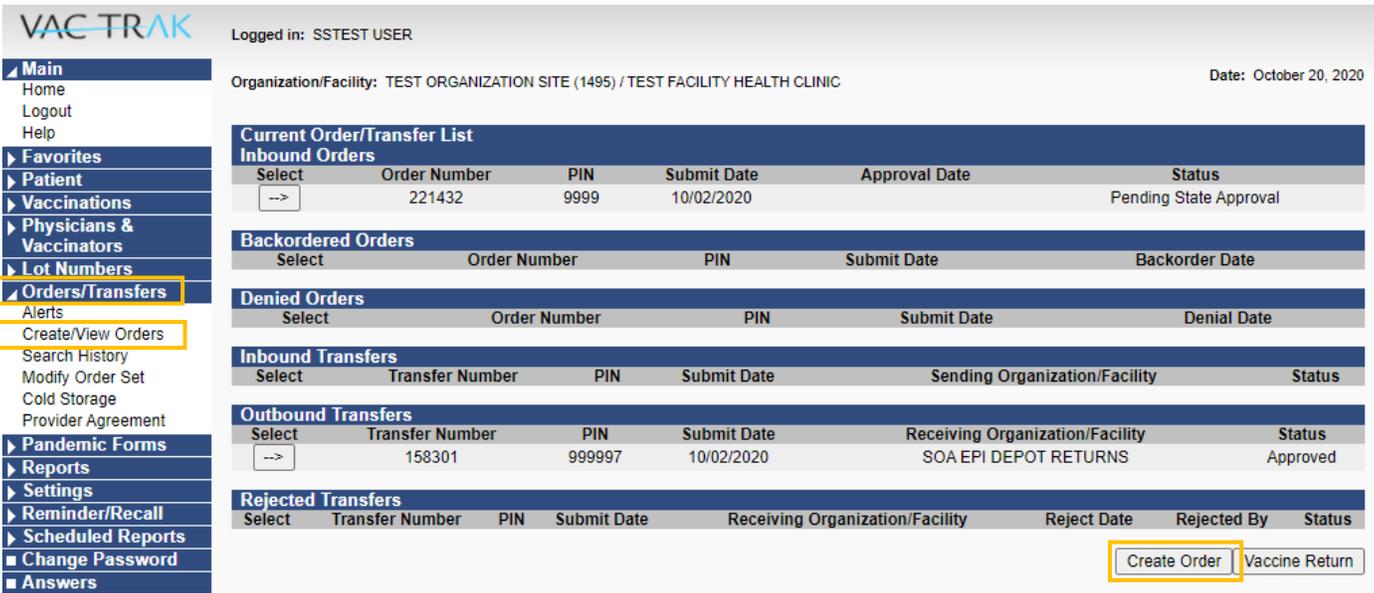
Note: Only Vaccine Coordinators and Backup Vaccine Coordinators can order vaccine and perform inventory management tasks in VacTrAK. To be designated as a VC or BuVC, have your facility administrator fill out the [Request to Add or Modify User Form](#) and submit it to VacTrAK@alaska.gov

How to Submit a Vaccine Order

- Login to <https://vactrak.alaska.gov>



- Click on **Orders/Transfers**
 - Click on **Create/View Orders**
 - Click on **Create Order**



- If it has been more than 14 days since you have clicked on Submit Monthly Inventory, VacTrAK will route you to your **Reconcile Inventory** page
 - Review the **Quantity on Hand** column and compare to the physical doses stored in your storage unit. If there is a difference, please research and resolve the cause. Examples may include:
 - Not all vaccine administration data has been submitted to VacTrAK
 - Administered doses are caught in [Correct Lot Decrementing](#)
 - Wasted, spoiled, or expired doses were not yet [reconciled from inventory](#)
 - Click on **Submit Monthly Inventory**
 - You will then see the **Create Order** page

Logged in: SSTEST USER
Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC
Date: October 13, 2020

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	123AB	12/31/2069	20		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+

Inventory Last Submitted: 11/29/2020

Legend:
 Public Lots
 Private Lots
 Expired Vaccines
 Expires in 30 days or less

Print Reset Save
Submit Monthly Inventory

- Choose the appropriate **Order Set**
 - Type in **Order Quantity**
 - Click **Submit Order**

Logged in: SSTEST USER
Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC
Date: October 20, 2020

Create Order

Organization: TEST ORGANIZATION SITE
 Facility: TEST FACILITY HEALTH CLINIC
 Phone Number:
 Phone Extension:
 Email: TESTEMAIL@EMAIL.COM

First Name: TEST VC
 Middle Name:
 Last Name: COORDINATOR
 Address: 101 FIRST ST
 City: ANCHORAGE
 State: AK
 Zip: 99501

Monday: 09:00 17:00 --select-- --select--
 Wednesday: 09:00 17:00 --select-- --select--
 Friday: 09:00 17:00 --select-- --select--
 Tuesday: 09:00 17:00 --select-- --select--
 Thursday: 09:00 17:00 --select-- --select--

PIN: 9999
 Order Date: 10/20/2020
 Submitter: SSTEST USER (SSTESTUSER)
 Message to Depot:
 Inventory Last Submitted: 10/14/2020
 Last Order Submitted: 10/02/2020 11:22:31 AM
 Order Set: COVID-19 ORDER SET / Pandemic

Accountability:	Last Date Submitted:	Past Due?
Inventory Management	02/28/2021	No
IQIP Participation	02/28/2021	No
VFC Site Visit Follow Up	02/28/2021	No
Training - Back-up Vaccine Coordinator	02/28/2021	No
VFC - Other	02/28/2021	No
VFC Provider Agreement	02/28/2021	No
Training - Vaccine Coordinator	02/28/2021	No

Doses Administered Report Inventory Transaction Report Lot Number Summary Edit Temperature

Order Frequency: Order Timing:
 Order Schedule:

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments	Accept MDV if first available
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	Pfizer COVID-19 Vaccine	PAN	0	10	20	<input type="checkbox"/>	--select--		<input type="checkbox"/>

Cancel Save Order Submit Order

How to Track the Order Status over time

- Click on Create/View Orders
 - Shipped status** = Order has been shipped by the manufacturer or distributor and is in transit
 - Click on **Select** to view order and tracking number

Logged in: SSTEST USER
 Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC
 Date: October 20, 2020
Order 221432 Successfully Created and Pending State Approval

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	221432	9999	10/02/2020		Pending State Approval
-->	221472	9999	11/19/2020	11/19/2020	Shipped

Buttons: Create Order, Vaccine Return

- Copy/paste tracking number into FedEx or UPS website to view shipment in transit (the tracking number in VacTrak is not hyperlinked)

Logged in: SSTEST USER
 Organization: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC
 Date: November 19, 2020

Receive Order

Organization: TEST ORGANIZATION SITE
 Facility: TEST FACILITY HEALTH CLINIC
 Phone Number:
 Phone Extension:
 Email: TESTEMAIL@EMAIL.COM
 Order Number: 221432
 PIN: 9999
 Order Date: 10/02/2020
 Submitter:
 Receiver:
 Original Order#: 221432
 Order Set / Order Type: COVID-19 ORDER SET / Pandemic

First Name: TEST VC
 Middle Name:
 Last Name: COORDINATOR
 Address: 101 FIRST ST
 ANCHORAGE , AK 99501
 VTrckS Shipping Instructions:
 Order Status: Shipped
 Approver:

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting
20			COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	PUB	PFIZER, INC-PFF	123AB		--select--

Comments: Tracking # 1712345678

Buttons: Cancel, Receive

How to Receive an Order

- After the shipment arrives via FedEx or UPS, unpack and verify the vaccine shipment according to [Pfizer's video instructions](#)
 - If there are any problems with the shipment or order, follow the instructions on the box and also email vaccinedepot@alaska.gov
- Login to VacTrAK
 - Click on **Create/View Orders**
 - Click on **Select** to open order

VAC-TRAK Logged in: SSTEST USER

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC Date: October 20, 2020

Current Order/Transfer List

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	221432	9999	10/02/2020		Pending State Approval
-->	221472	9999	11/19/2020	11/19/2020	Shipped

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
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Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
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Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status
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Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status
-->	158301	999997	10/02/2020	SOA EPI DEPOT RETURNS	Approved

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status
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Create Order Vaccine Return

- Type in the number of **doses** received
 - Click **Receive**

VAC-TRAK Logged in: SSTEST USER

Organization: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC Date: November 19, 2020

Receive Order

Organization: TEST ORGANIZATION SITE
 Facility: TEST FACILITY HEALTH CLINIC
 Phone Number:
 Email: TESTEMAIL@EMAIL.COM
 Order Number: 221432
 PIN: 9999
 Order Date: 10/02/2020
 Submitter:
 Receiver:
 Original Order#: 221432
 Order Set / Order Type: COVID-19 ORDER SET / Pandemic

First Name: TEST VC
 Middle Name:
 Last Name: COORDINATOR
 Address: 101 FIRST ST
 ANCHORAGE, AK 99501
 VTrck\$ Shipping Instructions:
 Order Status: Shipped
 Approver:

Order Details

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting
20	20		COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	PUB	PFIZER, INC-PFF	123AB		--select--

Comments Tracking # 1Z12345678

Cancel Receive

- The doses are now populated in the VacTraK Inventory page
 - To view the inventory, click on **Lot Numbers**
 - Click on **Reconciliation**

VAC-TRAK Logged in: SSTEST USER

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC Date: October 13, 2020

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	123AB	12/31/2069	20		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+

Inventory Last Submitted: 11/29/2020

Print Reset Save
Submit Monthly Inventory

- If vaccine doses were transferred to you by another enrolled provider, you must fill out a Transfer Form and submit it to vaccinedepot@alaska.gov
 - Immunization Program staff will electronically transfer the doses from the other provider's inventory to your inventory
 - Do not manually add a new lot to your VacTraK inventory or try to transfer the doses yourself