Orders & Distribution

California COVID-19 Vaccination Program
Welcome

COVID-19 vaccines and ancillary kits are procured and distributed by the federal government at no cost to providers.

This lesson introduces orders and distribution plus myCAvax functionality sites will use to submit orders and track shipments.

By the end of this lesson, you’ll be able to
- list options for requesting vaccine,
- explain how you’ll be notified of orders & shipments, and
- bookmark key resources to guide you on the job.
What You’ll Learn

1. Orders
2. Distribution
COVID-19 vaccine products may be used for primary series, and additional and booster doses as authorized. Vaccine may be requested using these options:

- Submit **Vaccine Order Requests** (Standard and Small Order)
- Request doses in **Vaccine Marketplace** (vaccine may arrive more quickly)

**Resources:** Bookmark **Vaccine Product Information Guide** for details about vaccines, kits, dimensions, PPE, and needle sizes.

Bookmark **COVID-19 Vaccine Product Guide** for administration storage and handling details.
Vaccine Order Requests

Orders

Location Coordinators may submit requests for any products in myCAvax; availability is dependent on supply. Ancillary kits are automatically added to match product.

Submit Standard & Small Orders Mondays by 5 PM

Reviewed & Approved by LHDs or Multi-County Entities

Processed by California Department of Public Health

Standard Order transmitted to CDC cannot be canceled

AmerisourceBergen
Small Orders fulfilled by Redistributor (TPR)

Pfizer vaccines only

Vaccine Product Information Guide

Vaccine Product Comparison Guide

Ordering Vaccines
Vaccine Order Requests (Cont.)

Orders

When placing a New Vaccine Order Request in myCAvax:

- Check inventory on hand first; order what’s needed based on current and future vaccination efforts; re-order as needed
- Report number of doses administered (since previous order) and doses on hand (at time of order) with each order
- Vaccines ship to the location’s shipping address in myCAvax
- Locations may order multiple COVID-19 vaccine products on the same vaccine order request
- Orders will be automatically marked as Small Order if requesting fewer than the Standard Order minimum doses
- Locations may opt out of ancillary kits for adult vaccines

Resources: Bookmark Ordering Vaccines for details in this lesson.
Vaccine Order Requests (Cont.)

Orders

For Small Orders (Redistributor)

Submit order requests in smaller quantities only when a standard-size order cannot be accommodated, or doses cannot be found on the Vaccine Marketplace.

Locations must be enabled as small-order eligible by their local health department to use the Small Order functionality. Your local health department may limit minimum order size and delivery options.

Orders may be fulfilled by LHDs or redistributed by AmerisourceBergen, California’s Third-Party Redistributor (TPR). An automated email will be sent when vaccine order fulfillment is pending.

Resources: See Ordering Vaccines for additional guidance.
Vaccine Order Requests (Cont.)

Orders

To minimize shipment delays: Ensure your location’s information is accurate and complete in myCAvax before placing any vaccine order request:

- shipping and administration addresses
- phone numbers and emails (for primary & backup Location Coordinators)
- receiving days and hours (locations must offer full-day receiving hours, or minimally a four-hour window on a weekday other than Monday)
Vaccine Marketplace

Orders

For quicker delivery, check Vaccine Marketplace in myCAvax to see if doses are available locally before placing a vaccine order request.

Vaccine Marketplace allows providers to post inventory (excess or short-dated that can't be used) to minimize wastage and request doses. Diluent and ancillary kits must be transported with vaccine. COVID Call Center can match Marketplace requests to available supply.

California also offers a courier service that transports vaccine across any distance, or for providers who are unable to transport/pickup. COVID Call Center can arrange for vaccine transport.

Resources: See Ordering Vaccines for job aids, recorded trainings, and FAQs.
What You’ll Learn

1. Orders
2. Distribution
CDC uses its contract with McKesson to fulfill orders and ship vaccine products and associated ancillary supplies. Vaccine products with ultra-cold temperature requirements (currently Pfizer-BioNTech) will ship directly from the manufacturer.

See [Ordering & Distribution Cadence](#) for expected vaccine delivery schedule; kits arrive within 24-48 hours of vaccine.

<table>
<thead>
<tr>
<th>Shipper</th>
<th>Pfizer-BioNTech Products</th>
<th>Pfizer Ancillary Kit</th>
<th>Moderna Vaccine</th>
<th>Janssen Vaccine</th>
<th>Standard Ancillary Kit</th>
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How Will I Be Notified of Shipments?

Distribution

Location Coordinators (Point of Contact on the order) receive these emails:

• **Order status changes** (pending, approved, rejected)
• **Order acknowledgement** (order was received by McKesson)
• **Advance shipment notices** (vaccine, ancillary kits, and Pfizer initial dry ice recharge kit) by McKesson and Pfizer
• **Pfizer temperature monitoring report** (in-transit temperatures in thermal shippers)

**Resources:** Refer to [Vaccine Management at a Glance](#), Critical Systems & Senders, for senders your IT contact should whitelist to ensure emails aren’t blocked by your firewall.
How Can I Track Shipments?

Distribution

Providers can track shipments in myCAvax using the **Shipment** menu option. Click on **Shipment ID** to access this information:

- Product and Quantity Ordered
- Carrier
- Date Shipped
- ShipmentTracking Number (only for order status COMPLETE)
Never reject a vaccine shipment. COVID-19 vaccines have different receiving protocols and storage requirements. Refer to these resources for receiving and storing Pfizer vaccine products, Moderna, and Janssen (J&J) vaccines.

For small orders, refer to Receiving Redistributed Small Orders and video.

Report shipping incidents in myCAvax (including product viability, damage or packing slip discrepancies) when discovered to receive replacements. See job aid for vendor contact numbers.

Resources: See Ordering Vaccines for details.
You have now completed the lesson. You should now be able to perform the following tasks:

• **list options for requesting vaccine**
  Submit vaccine order requests (Standard or Small Order - Redistributor) and post requests for doses in Vaccine Marketplace

• **explain how you’ll be notified of orders & shipments**
  Location Coordinators receive emails of order status changes, order confirmation, and advance shipment notices for products & kits

• **bookmark key resources to guide you on the job**
  [Ordering Vaccines, Vaccine Management at a Glance](#)
Got Questions?

Go to [eziz.org/covid](http://eziz.org/covid) for program updates, videos & job aids, provider support, alerts, and more!

**Program Education and Support:**
- Provider Office Hours
- myCAvax Training
- Weekly Calendar of Webinars and Trainings
- Frequently Asked Questions
- Guide to Other COVID-19 Vaccine Websites

**Alerts:**
- Medi-Cal News Flash
  - FQHC, RHC and Tribal FQHC Providers May Now Submit Claims for COVID-19 Vaccine Administration

**Updated Vaccination Schedule**
- Interim Clinical Considerations Updated for 2nd Booster: March 31
- COVID-19 Vaccine Timing by Age (Eligibility Chart)
  - Spanish: Calendario de la Vacuna COVID-19 por Edad (Tabla de Elegibilidad)
- COVID-19 Vaccine Timing for 2nd Dose
- COVID-19, Myocarditis, and Vaccines Fact Sheet
Looking for myCAvax Training Resources?

The Knowledge Center now houses job aids and videos on use of myCAvax for Providers, LHDs, and MCEs.

Look for this prompt at the bottom of myCAvax system screens to access training resources:

Need help? View our job aids in the Knowledge Center, or contact us.
Done!

• You have completed the **Orders & Distribution** lesson.
• Click “EXIT” at the top of page.