

Placing Vaccine Order Requests



Target Audience

Providers LHD CDPH



Purpose & Overview

This job aid explains how to place both Standard and Locally-fulfilled vaccine order requests in myCAVax. Placing a vaccine order request is the first step in procuring vaccine doses.

Standard vaccine order requests for BAP are due in the myCAVax system on Mondays at 5 pm PST if locations want to receive vaccine orders between Tuesday and Thursday of the following week.

For additional assistance placing a BAP COVID-19 order, review these job aid(s) — [COVID-19 Product guide](#) and [Shipping Cadence](#). For additional assistance placing an SGF order, review [Pediatric / Adult Influenza Vaccine](#) and [Ordering and Distribution Cadence](#).

Note: Vaccine brand and package size availability are constantly changing. For the most up-to-date information about which vaccines are available to order, visit eiz.org/resources/covid-vaccine.

Note: Order fulfillment is subject to shipper / manufacturer schedules and may be delayed. For the most up-to-date information on upcoming closures that may affect fulfillment timelines, visit eiz.org/resources/covid-vaccine.

For any troubleshooting support please contact the myCAVax Help Desk.

Call: 1-833-502-1245

Email: myCAVax.HD@cdph.ca.gov

Last Updated on March 14, 2024



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3.	Vaccines for Adults (VFA): Additional Specifications Pages 15– 28

For any troubleshooting support please contact the myCAvax Help Desk.

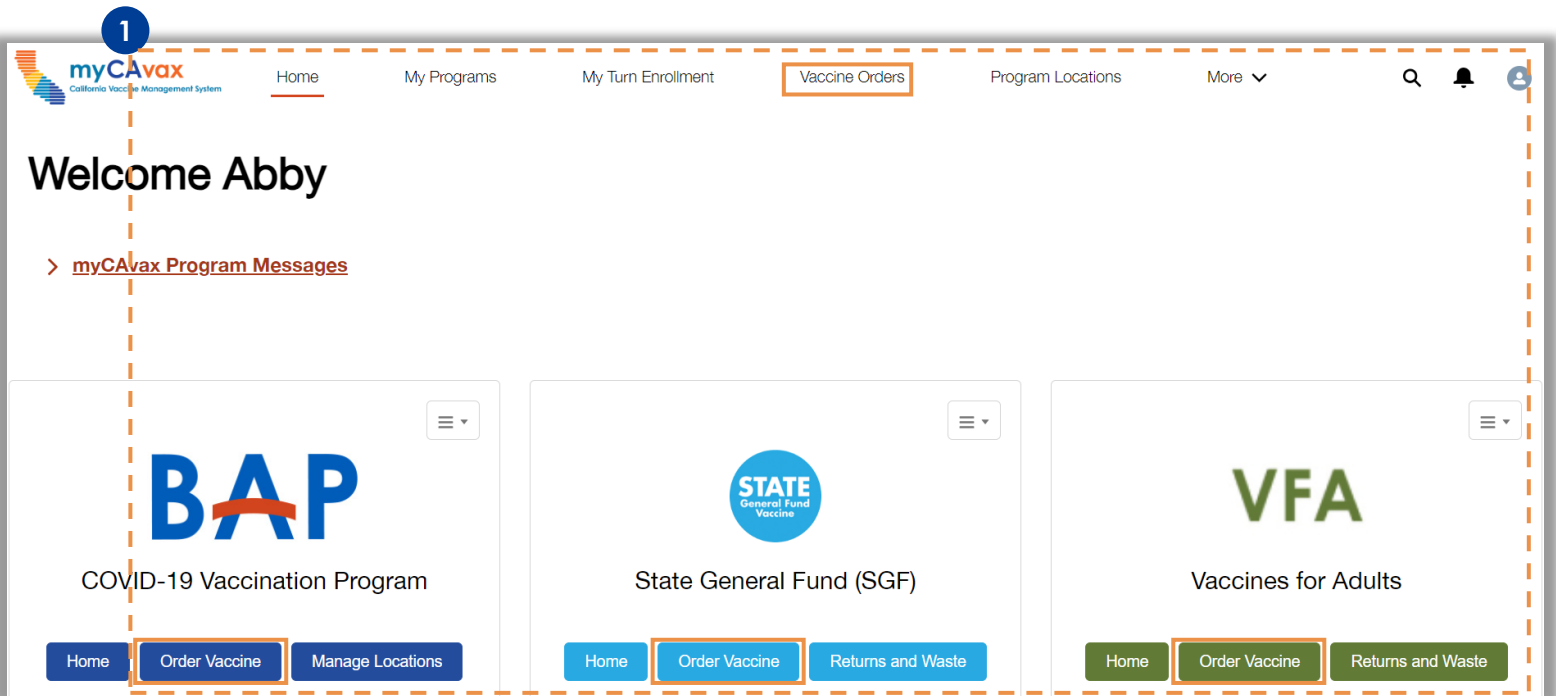
Call: 1-833-502-1245

Email: myCAvax.HD@cdph.ca.gov

Last Updated on March 14, 2024

Part One: Placing a Vaccine Order Request (1 of 10)

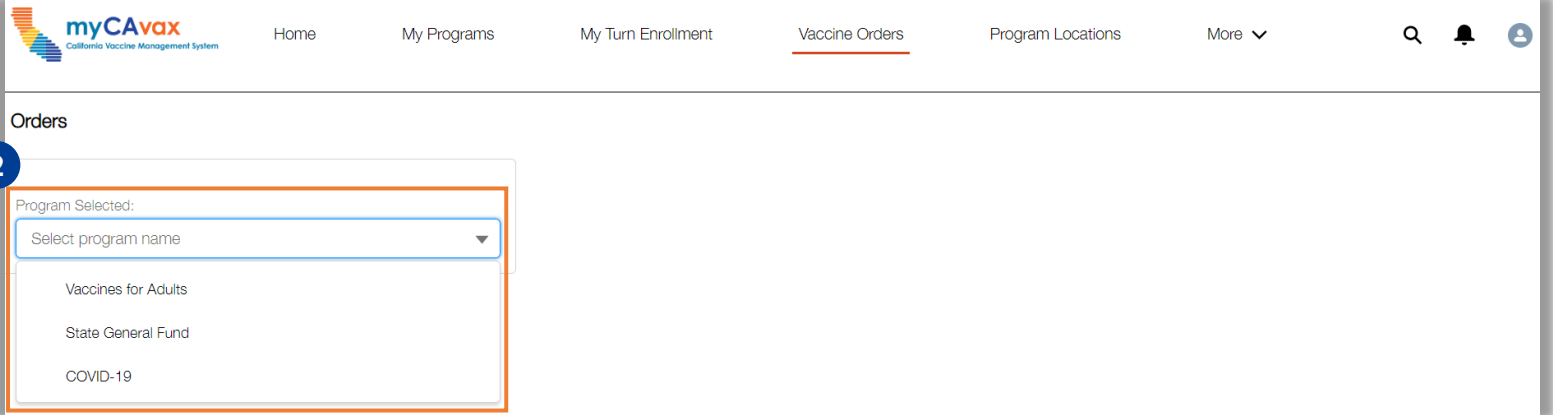
1. Click the 'Vaccine Orders' tab on the navigation bar. Alternatively, click the 'Order Vaccine' button on the program tiles to navigate to the respective program's 'Orders' page.



The screenshot displays the myCAVax user interface. At the top, a navigation bar includes the myCAVax logo, a 'Home' link, and several menu items: 'My Programs', 'My Turn Enrollment', 'Vaccine Orders' (highlighted with an orange box), 'Program Locations', and 'More'. Below the navigation bar, a 'Welcome Abby' message is shown, followed by a link to 'myCAVax Program Messages'. The main content area features three program tiles: 'BAP COVID-19 Vaccination Program', 'STATE General Fund Vaccine (SGF)', and 'VFA Vaccines for Adults'. Each tile has a menu icon in the top right corner and a row of action buttons at the bottom. The 'Order Vaccine' button on each tile is highlighted with an orange box. A dashed orange line with a '1' in a blue circle at the top left indicates the path from the 'Vaccine Orders' tab to the 'Order Vaccine' buttons.

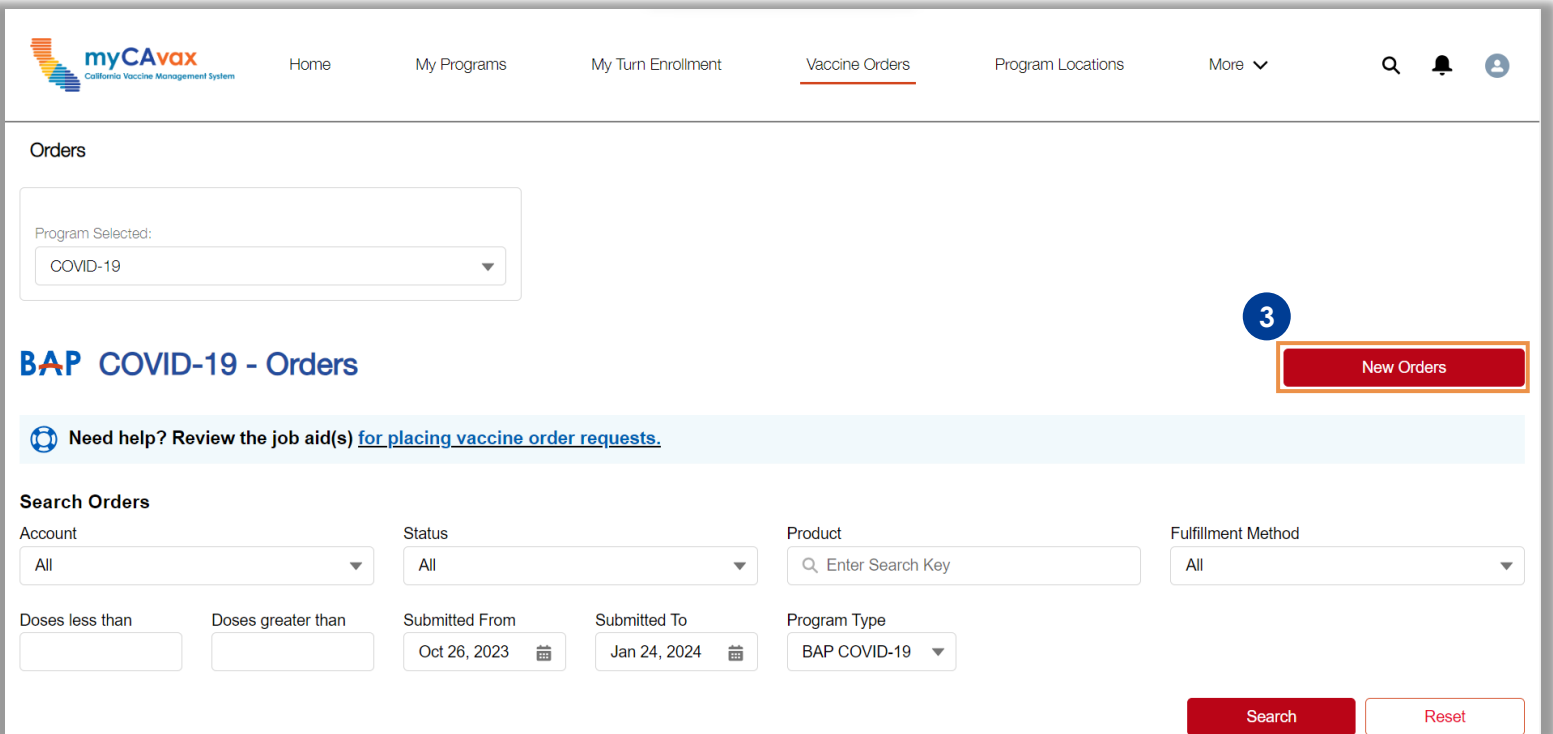
Part One: Placing a Vaccine Order Request (2 of 10)

2. Select the relevant program from the 'Program Selected' dropdown.



The screenshot shows the myCAVax interface with the 'Vaccine Orders' page selected in the navigation bar. The 'Program Selected' dropdown menu is open, displaying three options: 'Vaccines for Adults', 'State General Fund', and 'COVID-19'. A blue circle with the number '2' is positioned to the left of the dropdown menu.

3. Click the 'New Orders' button to begin placing a vaccine order request.

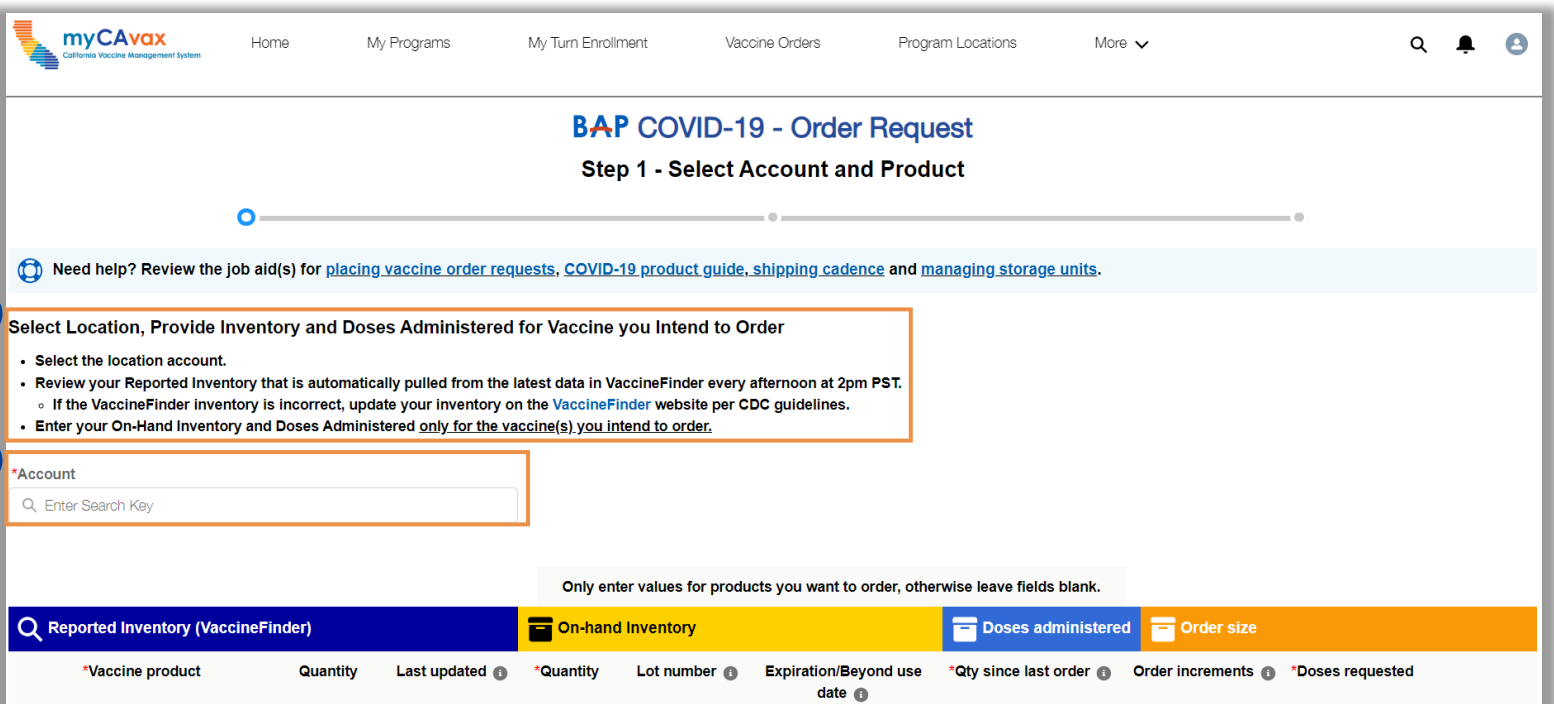


The screenshot shows the myCAVax interface with the 'BAP COVID-19 - Orders' page. The 'Program Selected' dropdown menu is set to 'COVID-19'. A red 'New Orders' button is highlighted with a blue circle containing the number '3'. Below the button, there is a link: 'Need help? Review the job aid(s) for placing vaccine order requests.' Below this, there is a 'Search Orders' section with various filters: Account (All), Status (All), Product (Enter Search Key), Fulfillment Method (All), Doses less than, Doses greater than, Submitted From (Oct 26, 2023), Submitted To (Jan 24, 2024), and Program Type (BAP COVID-19). There are 'Search' and 'Reset' buttons at the bottom right.

Note: Outbreak orders are also visible on the 'COVID-19 - Orders' page.

Part One: Placing a Vaccine Order Request (3 of 10)

- Before placing a new order request, read and review the message under Step 1 on the 'Order Request' page.
- From the 'Account' field, search for and select the Provider Location that will receive the vaccine order request.



BAP COVID-19 - Order Request
Step 1 - Select Account and Product

Need help? Review the job aid(s) for [placing vaccine order requests](#), [COVID-19 product guide](#), [shipping cadence](#) and [managing storage units](#).

4 Select Location, Provide Inventory and Doses Administered for Vaccine you Intend to Order

- Select the location account.
- Review your Reported Inventory that is automatically pulled from the latest data in VaccineFinder every afternoon at 2pm PST.
 - If the VaccineFinder inventory is incorrect, update your inventory on the [VaccineFinder](#) website per CDC guidelines.
- Enter your On-Hand Inventory and Doses Administered only for the vaccine(s) you intend to order.

5 *Account

Q Enter Search Key

Only enter values for products you want to order, otherwise leave fields blank.

Reported Inventory (VaccineFinder)			On-hand Inventory			Doses administered		Order size	
*Vaccine product	Quantity	Last updated ⓘ	*Quantity	Lot number ⓘ	Expiration/Beyond use date ⓘ	*Qty since last order ⓘ	Order increments ⓘ	*Doses requested	

Note: You will view only location accounts that have an active Program Location.

Part One: Placing a Vaccine Order Request (4 of 10)

You may see the following messages on the 'Order Request' page while trying to place orders.

*Account
 Reshma's Unicorn Island

Account status: This location is scheduled for a temporary closure from 12/6/2023 until 12/7/2023. If this is not accurate, update the temporary closure dates on the location account.

Only enter values for products you want to order, otherwise leave fields blank.

Vaccine Products	On-hand Inventory	Doses administered	Order size		
Vaccine product	*Quantity	Lot number	Expiration/Beyond use date	*Qty since last order	*Doses requested
Bridge Access Program Pfizer Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)	<input type="text"/>	<input type="text"/>	<input type="text"/> +	<input type="text"/>	0 <input type="text"/>
Bridge Access Program Moderna Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)	<input type="text"/>	<input type="text"/>	<input type="text"/> +	<input type="text"/>	0 <input type="text"/>
Mpox JYNNEOS (0 mos - 100+ yrs)	<input type="text"/>	<input type="text"/>	<input type="text"/> +	<input type="text"/>	0 <input type="text"/>

Note: If the location account is scheduled for temporary closure, you will view a message on the vaccine ordering step. This message is for information only and you can proceed with placing your order.

Only enter values for products you want to order, otherwise leave fields blank.

Vaccine Products	On-hand Inventory	Doses administered	Order size		
Vaccine product	*Quantity	Lot number	Expiration/Beyond use date	*Qty since last order	*Doses requested
Bridge Access Program Pfizer Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)	<input type="text"/>	<input type="text"/>	<input type="text"/> +	<input type="text"/>	0 <input type="text"/>
Your location does not have a storage unit on file to support storage of this product. Required Storage: Refrigerated (2C to 8C) or Ultra-Frozen (-60C to -80C). Learn how to manage storage units.					
Bridge Access Program Moderna Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)	<input type="text"/>	<input type="text"/>	<input type="text"/> +	<input type="text"/>	0 <input type="text"/>
Your location does not have a storage unit on file to support storage of this product. Required Storage: Refrigerated (2C to 8C). Learn how to manage storage units.					
Mpox JYNNEOS (0 mos - 100+ yrs)	<input type="text"/>	<input type="text"/>	<input type="text"/> +	<input type="text"/>	0 <input type="text"/>

Note: If the location account does not have the required storage unit, you cannot place a vaccine order request for the corresponding product. A message appears on the screen with details of the required storage and a link to the **Managing Storage Units** job aid.

Part One: Placing a Vaccine Order Request (5 of 10)

You can place order requests for multiple vaccine products on the same form. Fill out all the fields detailed below for each 'Vaccine product' row that you would like to include in the order.

6. Select the 'Vaccine product' (s) you would like to order by filling in details in the respective rows. Vaccine products are color-coded, grouped by product grouping, and sorted from smallest to largest.
7. Under 'On-hand Inventory,' enter the 'Lot Number' and 'Quantity' of that lot number, and the 'Expiration/Beyond use date' (whichever date is earlier). If there are multiple lots of the same product or they have different expiration / beyond use dates, click the 'Plus +' icon to add another row of information.
8. Under 'Doses administered,' enter the 'Qty since last order' (this is the number of doses administered of the requested products since the last order request). If you have not administered any doses or if you are requesting this product for the first time, enter 0.

Only enter values for products you want to order, otherwise leave fields blank.

6 Vaccine Products	7 On-hand Inventory	8 Doses administered	Order size			
Vaccine product	*Quantity	Lot number	Expiration/Beyond use date	*Qty since last order	*Doses requested	Clear Row
Bridge Access Program Pfizer Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)	67	HFD73482	12/12/2023 🗑️ +	56	0	🗑️ Clear Row
Moderna Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)			🗑️ +		0	🗑️ Clear Row
Mpxx JYNNEOS (0 mos - 100+ yrs)			🗑️ +		0	🗑️ Clear Row

Note: When requesting doses for a vaccine, you must enter the on-hand inventory 'Quantity.' You may enter 0 to indicate no existing inventory but you cannot proceed with the order request if the 'Quantity' is null. If the on-hand inventory 'Quantity' is greater than zero, you must provide the related vaccine 'Lot number' and 'Expiration/Beyond use date.'

Part One: Placing a Vaccine Order Request (6 of 10)

9. Select the number of 'Doses Requested' by clicking the 'up / down arrows' to automatically toggle through the available multiples of that product. The doses increment in multiples of the lot size for Standard orders and in multiples of the package size for Locally-fulfilled orders. Click the 'Trash' icon to clear a row.
10. Click the 'Next' button to continue or click the 'Save as draft' button to save your progress on the order. To discard your order request, click the 'Cancel' button.

Only enter values for products you want to order, otherwise leave fields blank.

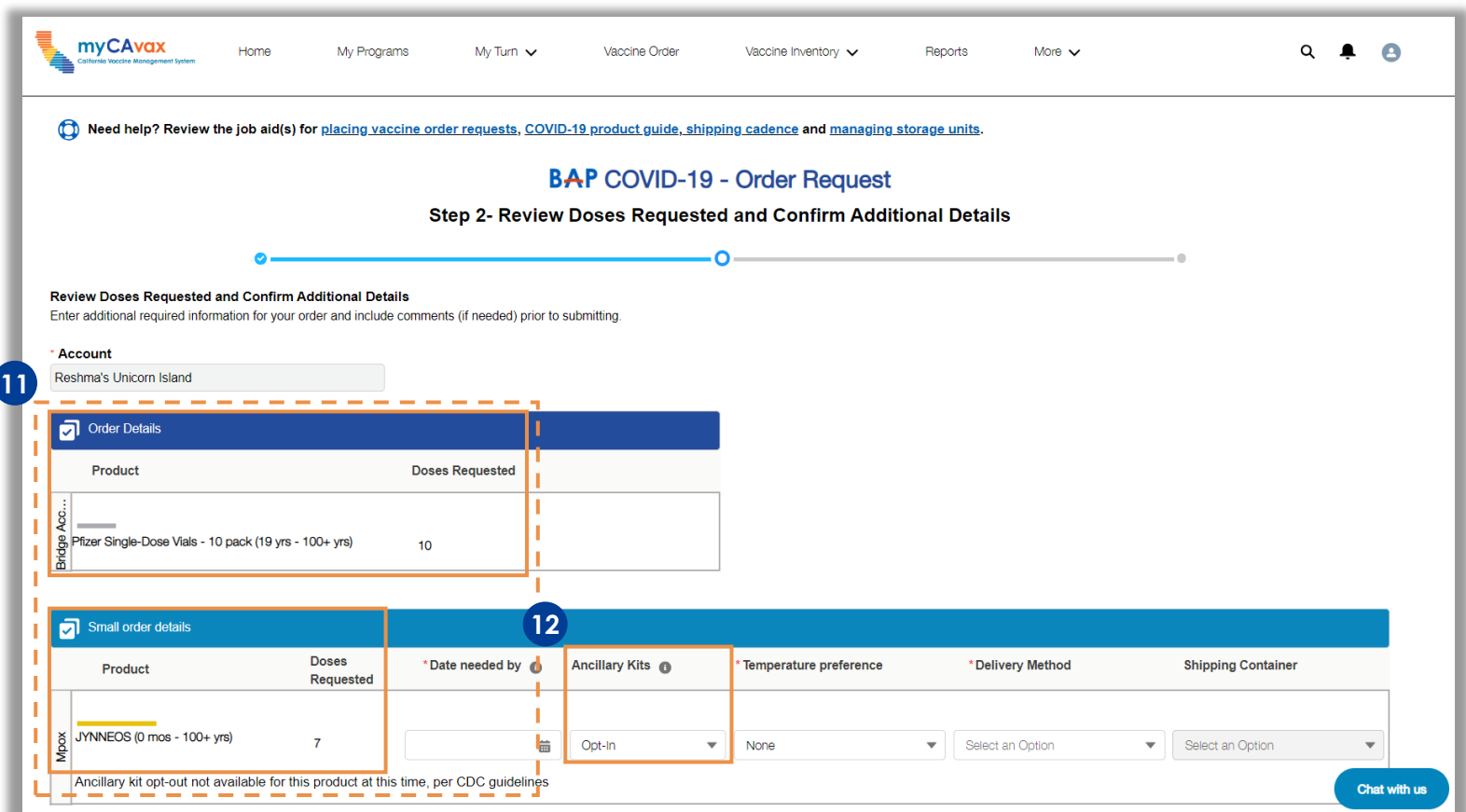
Vaccine Products	On-hand Inventory	Doses administered	Order size		
Vaccine product	Quantity	Lot number	Expiration/Beyond use date	Qty since last order	Doses requested
Bridge Access Program Pfizer Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)	67	HFD73482	12/12/2023 +	56	40 Clear Row
Moderna Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)			+	0	Clear Row
Mpxx JYNNEOS (0 mos - 100+ yrs)			+	0	Clear Row

Cancel
Save as draft
Next

Note: When selecting the 'Vaccine product,' make sure it is both the correct vaccine brand and dose age range (adult vs pediatric doses).

Part One: Placing a Vaccine Order Request (7 of 10)

11. Review the 'Order Details' and 'Small order details' sections as applicable to ensure that the 'Product' and 'Doses Requested' fields are correct.
12. On eligible products, you can choose to opt-in or opt-out of 'Ancillary Kits.' If opt-out is not an option on a product, you would see a message on-screen confirming the non-eligibility.



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Need help? Review the job aid(s) for [placing vaccine order requests](#), [COVID-19 product guide](#), [shipping cadence](#) and [managing storage units](#).

BAP COVID-19 - Order Request

Step 2- Review Doses Requested and Confirm Additional Details

Review Doses Requested and Confirm Additional Details
Enter additional required information for your order and include comments (if needed) prior to submitting.

* Account
Reshma's Unicorn Island

Order Details

Product	Doses Requested
Pfizer Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)	10

Small order details

Product	Doses Requested	* Date needed by	Ancillary Kits	* Temperature preference	* Delivery Method	Shipping Container
Mpix JYNNEOS (0 mos - 100+ yrs)	7		Opt-in	None	Select an Option	Select an Option

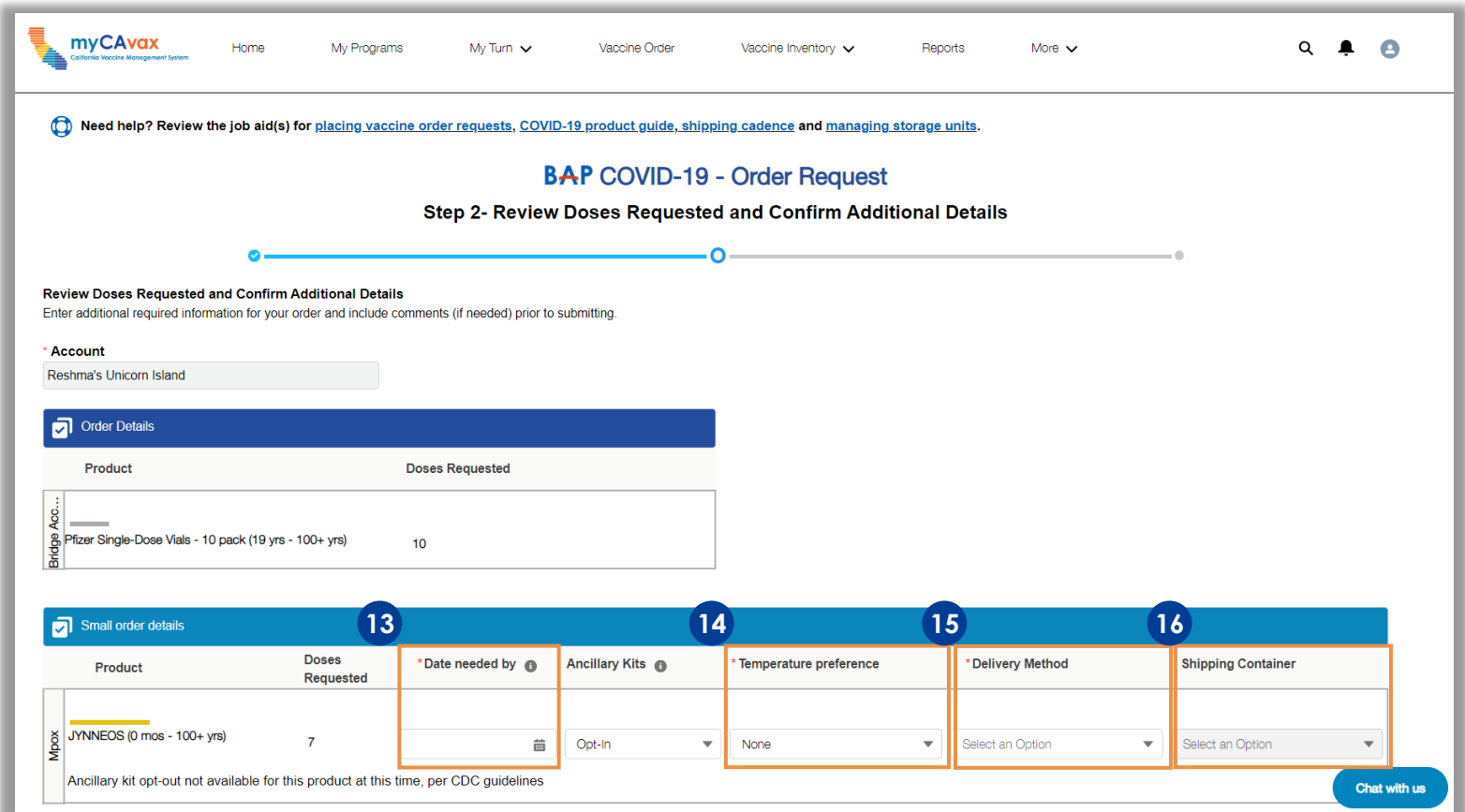
Ancillary kit opt-out not available for this product at this time, per CDC guidelines

Chat with us

Part One: Placing a Vaccine Order Request (8 of 10)

Steps 13–16 are required for Locally-fulfilled orders only. For placing Standard orders, proceed to step 18.

13. Enter the 'Date needed by' but note that this is a request and not a guaranteed delivery date of the vaccine.
14. Select a 'Temperature preference.'
15. Select the 'Delivery Method' (i.e., 'Delivery' or 'Pick Up' depending on availability).
16. If you choose to 'Pick Up,' select an approved 'Shipping Container.'



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BAP COVID-19 - Order Request

Step 2- Review Doses Requested and Confirm Additional Details

Review Doses Requested and Confirm Additional Details
 Enter additional required information for your order and include comments (if needed) prior to submitting.

* Account
 Reshma's Unicorn Island

Order Details

Product	Doses Requested
Bridge Acc... Pfizer Single-Dose Vials - 10 pack (19 yrs - 100+ yrs)	10

Small order details

Product	Doses Requested	* Date needed by	Ancillary Kits	* Temperature preference	* Delivery Method	Shipping Container
Mpax JYNNEOS (0 mos - 100+ yrs)	7		Opt-In	None	Select an Option	Select an Option

Ancillary kit opt-out not available for this product at this time, per CDC guidelines

Chat with us

Part One: Placing a Vaccine Order Request (9 of 10)

17. Enter 'Comments' about your order, if applicable.
18. Review the current shipping hours of the location and click 'Update Hours' to modify them. Select the checkbox that confirms the shipping hours are accurate.
19. Select the 'Enable temporary closure' checkbox, if applicable, and enter the closure start and end dates.
20. Click 'Submit' to place the order request or click 'Save as draft' to visit the order request later. The order is not processed in the 'Draft' status. A success message appears upon successfully submitting the order.

17

Comments(Optional)

Additional comments or notes about your order

18

Current Shipping hours for Reshma's Unicorn Island ✎ Update Hours

Delivery days and times	Hours of Availability	Break/Lunch Closure
Monday	7:00am - 6:00pm	None - None
Tuesday	7:00am - 6:00pm	None - None
Wednesday	7:00am - 6:00pm	None - None
Thursday	7:00am - 6:00pm	None - None
Friday	7:00am - 6:00pm	None - None

I confirm the shipping hours above are accurate

19

Temporary Closure

If your location will be temporarily closed and cannot accept deliveries, please enter the dates below. This will not affect your current shipping hours.

Enable temporary closure

Start date

End date

20

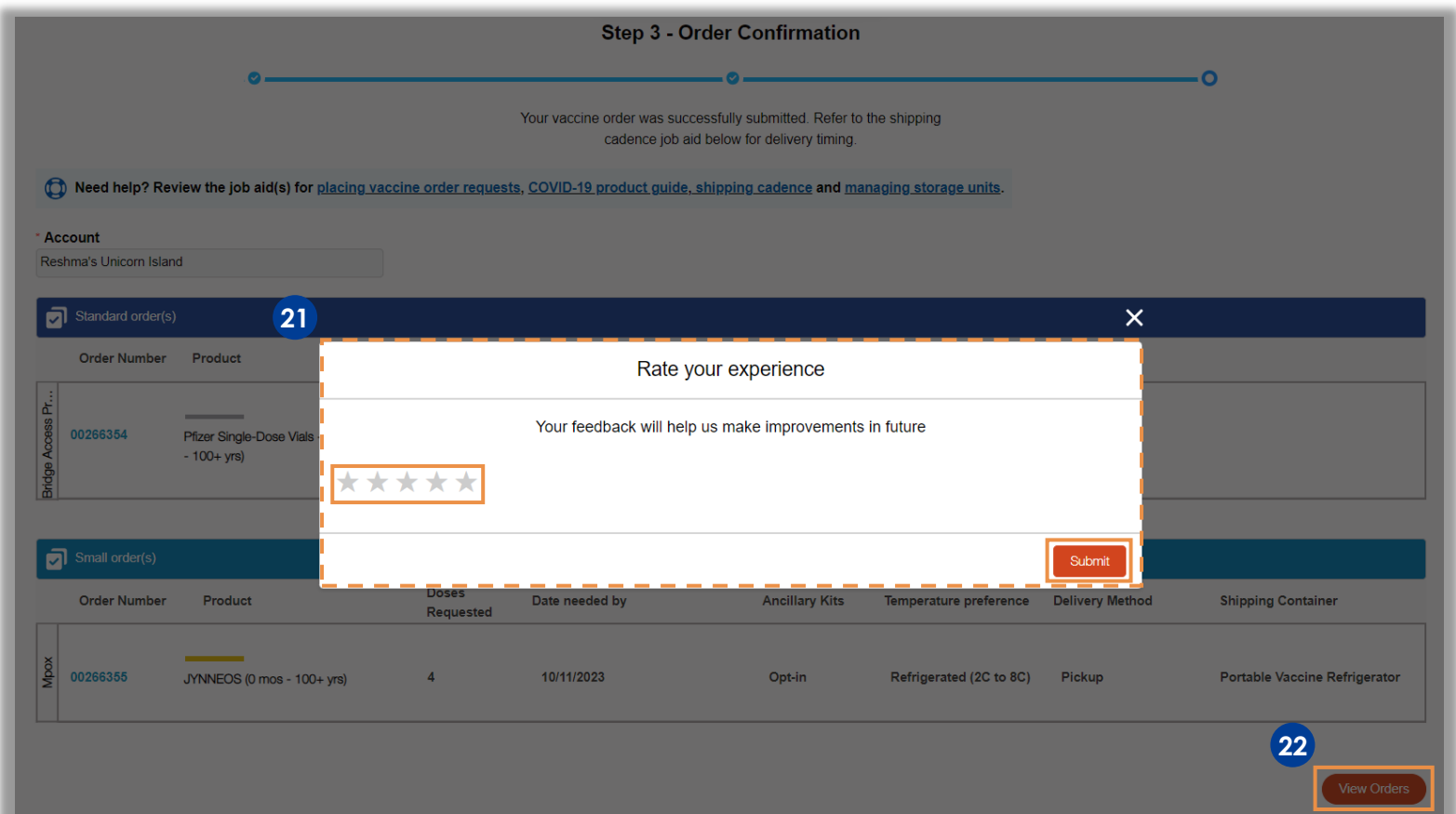
Success
Order(s) Updated Successfully.

Note: If you only place Standard Orders, the 'Small order details' section will not appear and vice versa.

Note: Standard ancillary kits, designed for use with the Moderna vaccine, contain needles, syringes, alcohol pads, vaccination cards, needle info cards, and PPE (e.g., face shields and surgical masks) for vaccinators. Each standard adult ancillary kit contains supplies to administer 100 doses of vaccine.

Part One: Placing a Vaccine Order Request (10 of 10)

- 21. You may review your order(s) (Standard and Locally-fulfilled) on the 'Order Confirmation' page. Enter your feedback in the 'Rate your experience' pop-up window and click 'Submit.' (optional)
- 22. Review the vaccine order request details or click 'View Orders' to navigate to the 'Orders' page.



Step 3 - Order Confirmation

Your vaccine order was successfully submitted. Refer to the shipping cadence job aid below for delivery timing.

Need help? Review the job aid(s) for [placing vaccine order requests](#), [COVID-19 product guide](#), [shipping cadence](#) and [managing storage units](#).

Account
Reshma's Unicorn Island

Standard order(s) **21**

Order Number	Product
00266354	Pfizer Single-Dose Vials - 100+ yrs)

Rate your experience

Your feedback will help us make improvements in future

★ ★ ★ ★ ★

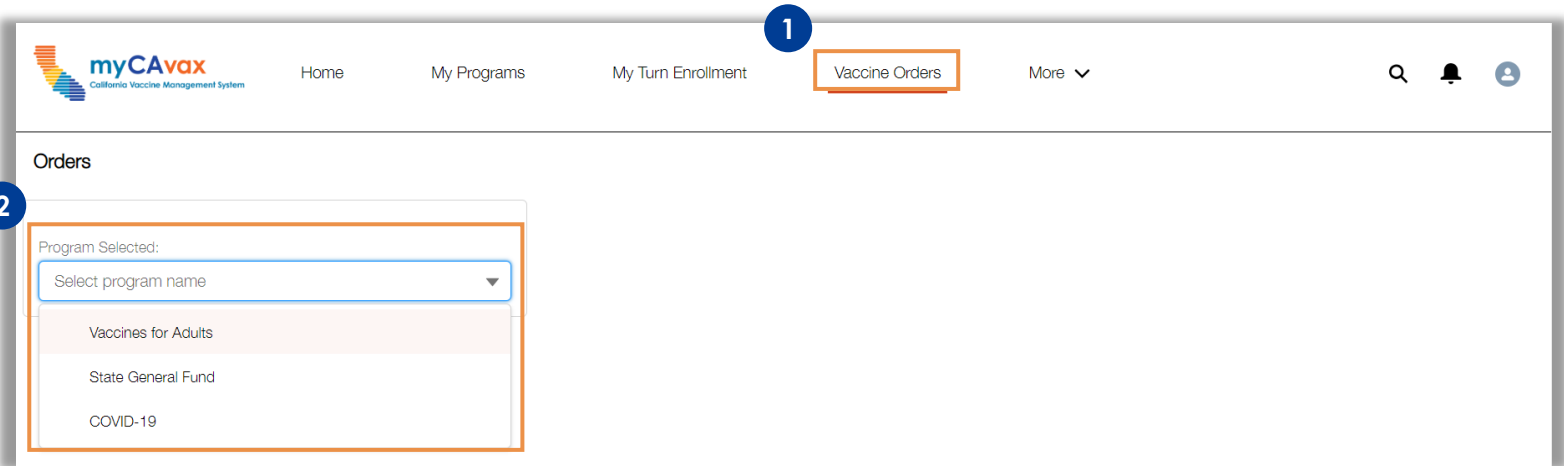
Small order(s)

Order Number	Product	Doses Requested	Date needed by	Ancillary Kits	Temperature preference	Delivery Method	Shipping Container
00266355	JYNNEOS (0 mos - 100+ yrs)	4	10/11/2023	Opt-in	Refrigerated (2C to 8C)	Pickup	Portable Vaccine Refrigerator

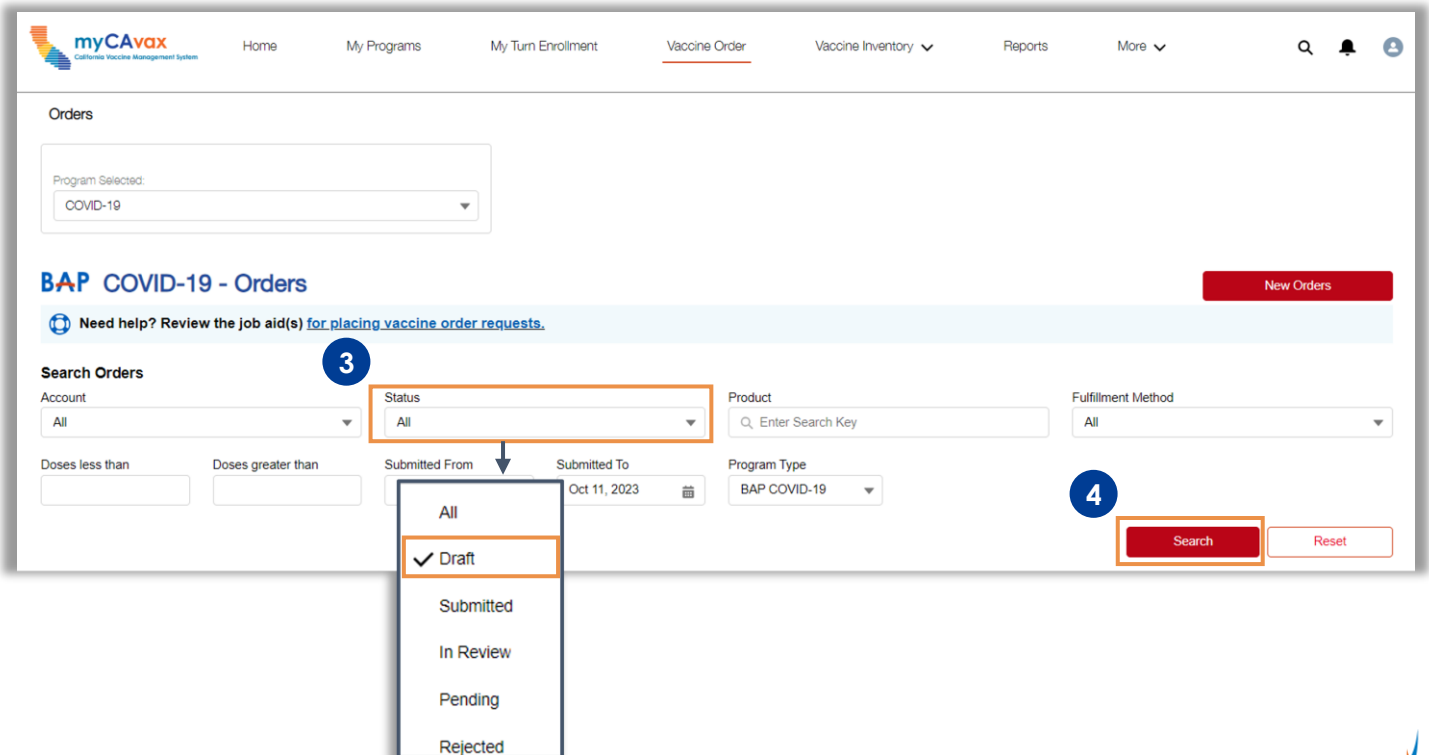
22

Part Two: Submitting a Draft Order (1 of 3)

1. Click the 'Vaccine Orders' tab on the navigation bar.
2. Select the required program from the 'Program Selected' dropdown.

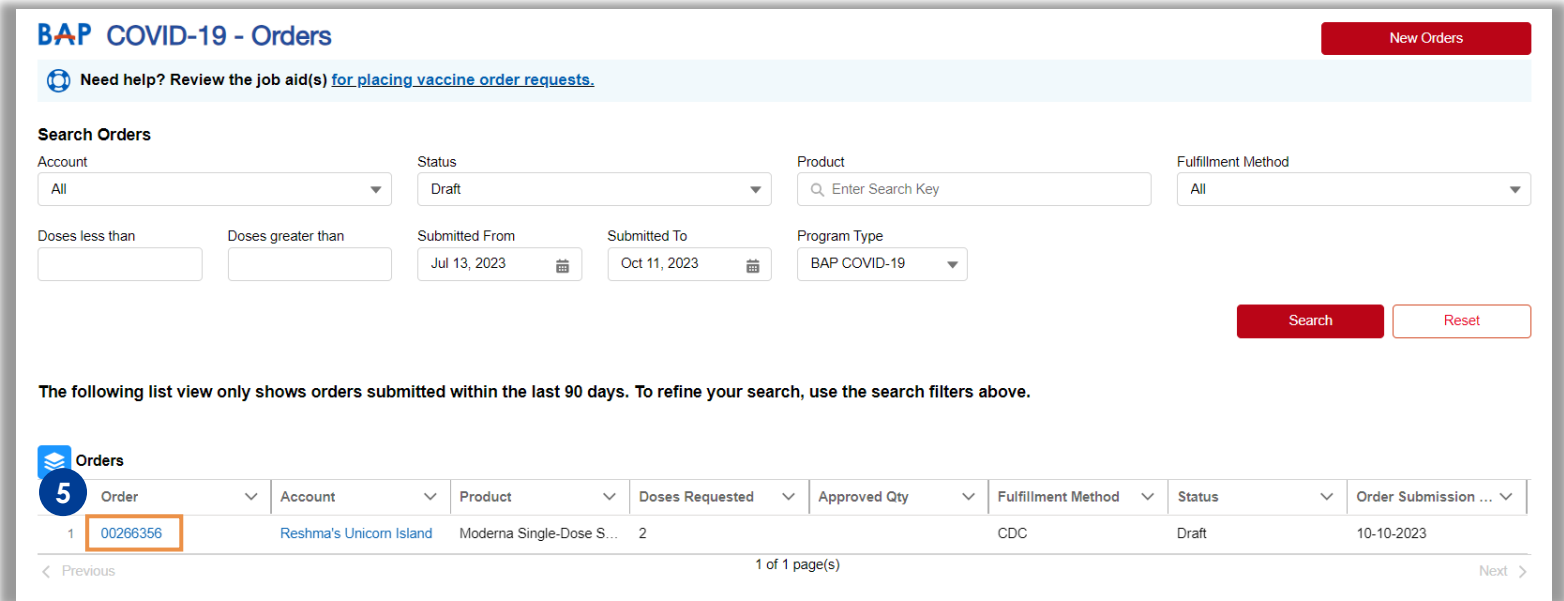


3. Select 'Draft' from the 'Status' dropdown on the 'Search Orders' section.
4. Click the 'Search' button.



Part Two: Submitting a Draft Order (2 of 3)

- Click the 'Order Number' hyperlink of the order in the 'Draft' status that you would like to edit.



BAP COVID-19 - Orders New Orders

[Need help? Review the job aid\(s\) for placing vaccine order requests.](#)

Search Orders

Account: All | Status: Draft | Product: Q Enter Search Key | Fulfillment Method: All

Doses less than: | Doses greater than: | Submitted From: Jul 13, 2023 | Submitted To: Oct 11, 2023 | Program Type: BAP COVID-19

Search Reset

The following list view only shows orders submitted within the last 90 days. To refine your search, use the search filters above.

Orders

Order	Account	Product	Doses Requested	Approved Qty	Fulfillment Method	Status	Order Submission ...
1 00266356	Reshma's Unicom Island	Moderna Single-Dose S...	2		CDC	Draft	10-10-2023

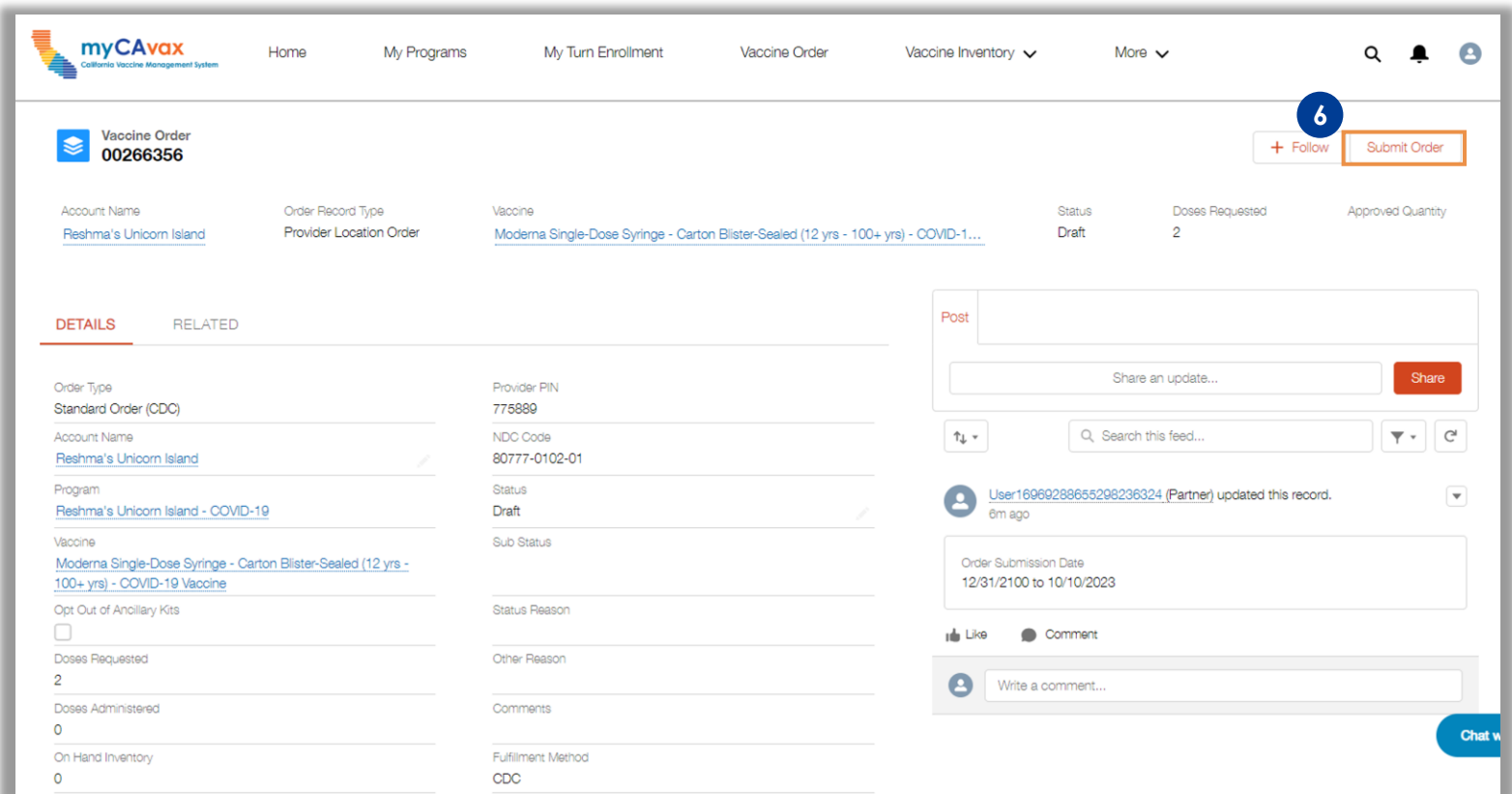
< Previous 1 of 1 page(s) Next >

Note: Orders in the 'Draft' status automatically expire after 7 days.

Note: Providers will receive a warning email 4 days after the creation of the draft order reminding that the order will automatically expire 7 days from the date of creation of the order. They will also receive an email after the draft order has been deleted.

Part Two: Submitting a Draft Order (3 of 3)

6. Click the 'Submit Order' button to navigate to the respective program's 'Order Request' page and edit the draft order.
7. Review the order and repeat steps 6–20 of [Part One: Placing a Vaccine Order Request](#) in this job aid to submit the order.



The screenshot shows the myCAVax interface for a draft vaccine order. The order ID is 00266356. The account name is Reshma's Unicorn Island. The order record type is Provider Location Order. The vaccine is Moderna Single-Dose Syringe - Carton Blister-Sealed (12 yrs - 100+ yrs) - COVID-1... The status is Draft, and 2 doses are requested. The 'Submit Order' button is highlighted with a red box and a circled '6'.

Account Name	Order Record Type	Vaccine	Status	Doses Requested	Approved Quantity
Reshma's Unicorn Island	Provider Location Order	Moderna Single-Dose Syringe - Carton Blister-Sealed (12 yrs - 100+ yrs) - COVID-1...	Draft	2	

DETAILS RELATED

Order Type Standard Order (CDC)	Provider PIN 775889
Account Name Reshma's Unicorn Island	NDC Code 80777-0102-01
Program Reshma's Unicorn Island - COVID-19	Status Draft
Vaccine Moderna Single-Dose Syringe - Carton Blister-Sealed (12 yrs - 100+ yrs) - COVID-19 Vaccine	Sub Status
Opt Out of Ancillary Kits <input type="checkbox"/>	Status Reason
Doses Requested 2	Other Reason
Doses Administered 0	Comments
On Hand Inventory 0	Fulfillment Method CDC

Post

Share an update... **Share**

Search this feed...

User16969288655298236324 (Partner) updated this record. 6m ago

Order Submission Date
12/31/2100 to 10/10/2023

Like Comment

Write a comment...

Chat w

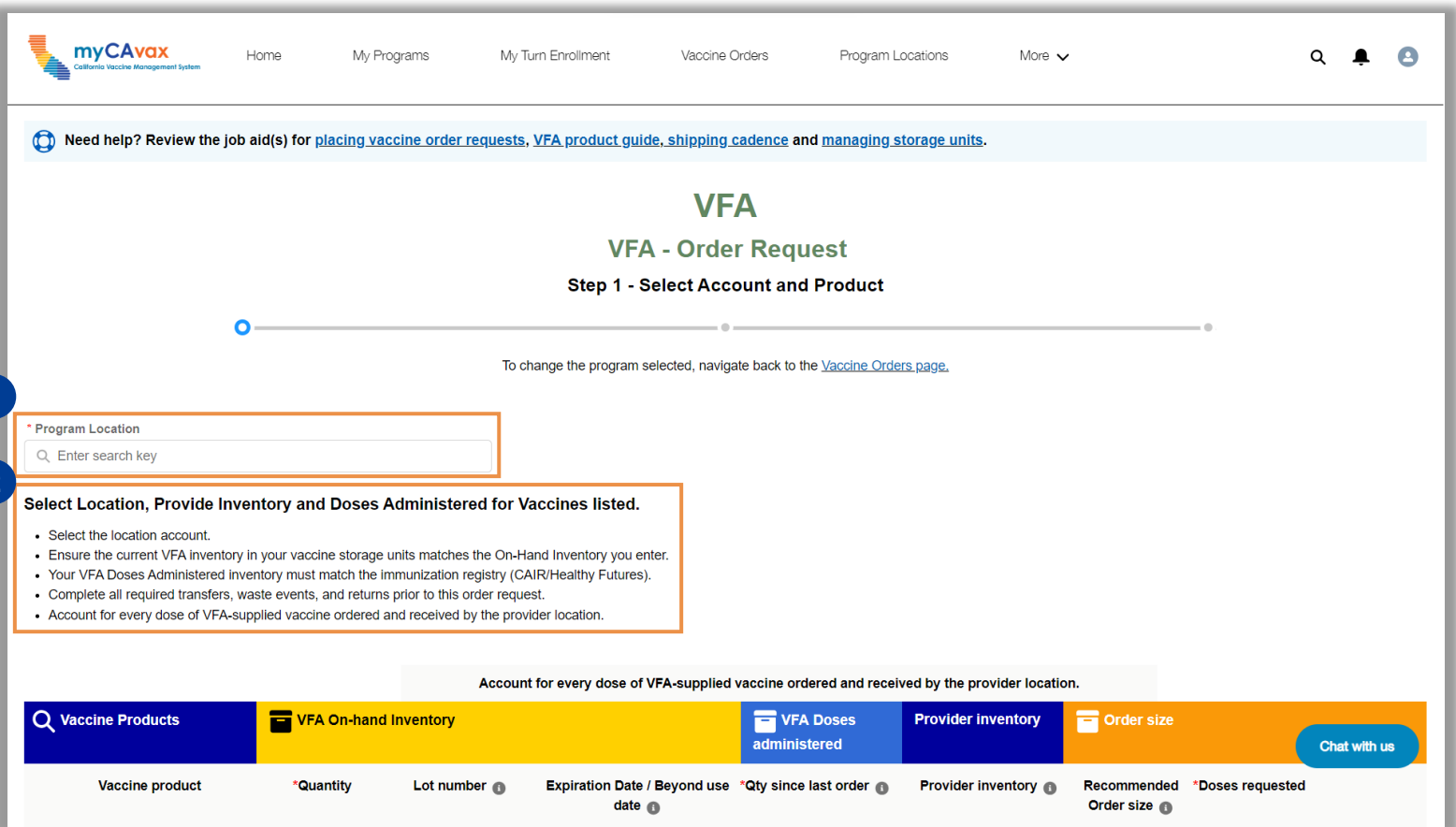
Note: You can change the order request type of a draft order from Standard to Locally-fulfilled and vice-versa by altering the 'Doses Requested' value before submitting the order.

Note: If your order was submitted successfully, the order request status changes from 'Draft' to 'Submitted.'

Part Three: Vaccines for Adults (VFA): Additional Specifications (1 of 14)

Placing Vaccine Order Requests

1. Under step 1 on the 'VFA - Order Request' page, search and select the Program Location from the 'Program Location' field.
2. Before placing a new order request, read and review the message under the 'Program Location' field.



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Need help? Review the job aid(s) for [placing vaccine order requests](#), [VFA product guide](#), [shipping cadence](#) and [managing storage units](#).

VFA

VFA - Order Request

Step 1 - Select Account and Product

To change the program selected, navigate back to the [Vaccine Orders page](#).

1 **Program Location**

2 **Select Location, Provide Inventory and Doses Administered for Vaccines listed.**

- Select the location account.
- Ensure the current VFA inventory in your vaccine storage units matches the On-Hand Inventory you enter.
- Your VFA Doses Administered inventory must match the immunization registry (CAIR/Healthy Futures).
- Complete all required transfers, waste events, and returns prior to this order request.
- Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

Vaccine product	*Quantity	Lot number	Expiration Date / Beyond use date	*Qty since last order	Provider inventory	Recommended Order size	*Doses requested
<div style="display: flex; justify-content: space-between;"> <div>Vaccine Products</div> <div>VFA On-hand Inventory</div> <div>VFA Doses administered</div> <div>Provider inventory</div> <div>Order size</div> <div>Chat with us</div> </div>							

Note: The step-by-step process is depicted when placing VFA vaccine order requests. The process is similar for the LHD 317 program.

Part Three: Vaccines for Adults (VFA): Additional Specifications (2 of 14)

You can place order requests for multiple VFA vaccine products on the same form. Fill out all the fields detailed below for each 'Vaccine product' row that you would like to include in the order.

- Select the 'Vaccine product' (s) you would like to order by filling in details in the respective rows. Vaccine products are color-coded, grouped by product grouping, and sorted from smallest to largest.
- Under 'VFA On-hand Inventory,' enter the 'Lot Number' and 'Quantity' of that lot number, and the 'Expiration / Beyond use date' (whichever date is earlier). If there are multiple lots of the same product or they have different expiration / beyond use dates, click the 'Plus **+**' icon to add another row of information.
- Under 'VFA Doses administered,' enter the 'Qty since last order' (this is the number of doses administered of the requested products since the last order request). If you have not administered any doses or if you are requesting this product for the first time, enter 0.

Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

Vaccine Products		VFA On-hand Inventory	VFA Doses administered	Provider inventory	Order size			
Vaccine product	*Quantity	Lot number	Expiration Date / Beyond use date	*Qty since last order	Provider inventory	Recommended Order size	*Doses requested	
Hepatitis A Adult Havrix Single Dose Syringes - 10 Per Box	30	VFD38743	1/29/2025	50	-50	40	0	Clear Row
Adult Vaxta Single Dose Syringes - 10 Per Box							0	Clear Row
Hepatitis B Adult Engerix B Single Dose Syringes - 10 Per Box							0	Clear Row
Adult Hepsiv-B Single Dose Syringes - 5 Per Box							0	Clear Row

Note: If the doses are expired, you must remove them from your storage unit and log a waste event before placing an order. If the doses are nearing expiry, you will see a reminder indicating the same.

Part Three: Vaccines for Adults (VFA): Additional Specifications (3 of 14)

- Select the number of 'Doses Requested' by clicking the 'up / down arrows' to automatically toggle through the available multiples of that product. The doses increment in multiples of the lot size. Click the 'Trash' icon to clear a row.
- Complete the 'VFA On-hand Inventory' and 'VFA Doses administered' sections for all the vaccines available for reporting even if you do not intend to order those. However, these fields are not required if your Provider Inventory is zero.

Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

Vaccine product	*Quantity	Lot number	Expiration Date / Beyond use date	*Qty since last order	Provider inventory	Recommended Order size	*Doses requested
Hepatitis A Adult Havrix Single Dose Syringes - 10 Per Box	30	VFD38743	1/29/2025	50	-50	40	40
Hepatitis B Adult Vaxta Single Dose Syringes - 10 Per Box	0			0		0	0
Hepatitis B Adult Engerix B Single Dose Syringes - 10 Per Box	0			0		0	0
Hepatitis B Adult HepHisav-B Single Dose Syringes - 5 Per Box	0			0		0	0

Note: The 'Provider Inventory' and 'Recommended Order size' fields are populated based on your 'VFA Doses administered' field.

Note: If you enter a value beyond the 'Recommended Order size,' you will see a warning message indicating the same.


Part Three: Vaccines for Adults (VFA): Additional Specifications (4 of 14)

- Click the 'Next' button to continue or click the 'Save as draft' button to save your progress on the order. To discard your order request, click the 'Cancel' button.

Zoster	Adult Shingrix Single Dose Vials - 10 Per Box	0		+	0		0	0	Clear Row
	Adult Shingrix Single Dose Vials - 1 Per Box	0		+	0		0	0	Clear Row

Cancel
Save as draft
Next

- Under step 2 on the 'VFA - Order Request' page, review the 'Standard Order Details' section to ensure that the 'Product' and 'Doses Requested' fields are correct.


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🔍
🔔
👤

Need help? Review the job aid(s) for [placing vaccine order requests](#), [VFA product guide](#), [shipping cadence](#) and [managing storage units](#).

VFA

VFA - Order Request

Step 2 - Review Doses Requested and Confirm Additional Details

●

●

To change the program selected, navigate back to the [Vaccine Orders page](#).

Program Location

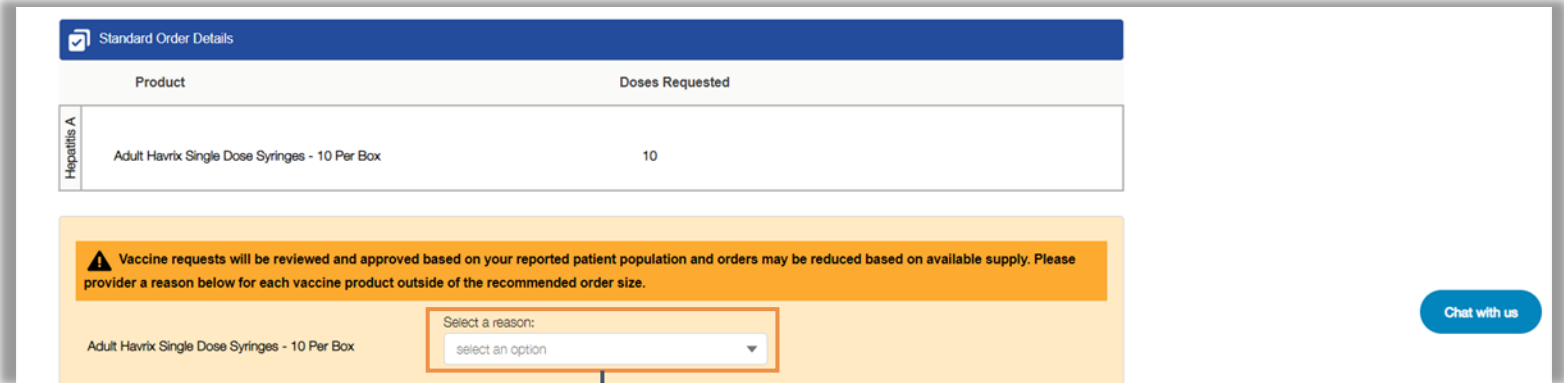
Reshma's Unicorn Island - Vaccines for Adults

Enter additional required information for your order and include comments (if needed) prior to submitting.

Standard Order Details		
Product	Doses Requested	
Hepatitis A	Adult Havrix Single Dose Syringes - 10 Per Box	10

Part Three: Vaccines for Adults (VFA): Additional Specifications (5 of 14)

If you order beyond the recommended size, you must select a reason from the 'Select a reason' dropdown.



Product	Doses Requested
Hepatitis A Adult Havrix Single Dose Syringes - 10 Per Box	10

⚠ Vaccine requests will be reviewed and approved based on your reported patient population and orders may be reduced based on available supply. Please provide a reason below for each vaccine product outside of the recommended order size.

Adult Havrix Single Dose Syringes - 10 Per Box

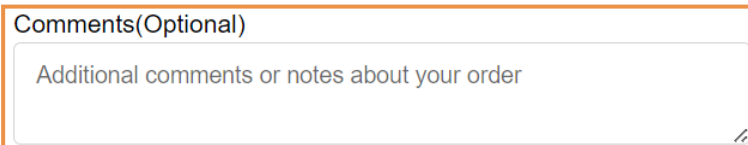
Select a reason:
select an option

Chat with us

- Special Events
- Increased patient demand
- Clinicians have been added to our Program
- Other

10. Enter 'Comments' about your order, if applicable.

10



Comments(Optional)

Additional comments or notes about your order

Part Three: Vaccines for Adults (VFA): Additional Specifications (6 of 14)

11. Review the current shipping and vaccination address of the Program Location and click the 'Update Address' button to modify them.

11

Current Shipping and Vaccine Administration for Reshma's Unicorn Island - VFA

 Update Address

Updating address for Reshma's Unicorn Island - VFA will only affect the VFA program. If you need to update the address for your location, please visit our [Managing myCAVax Provider Accounts job aid](#).

Street Address 1

Street Address 2

City

State CA

Zip Code

Delivery Instructions

Part Three: Vaccines for Adults (VFA): Additional Specifications (7 of 14)

12. Review the current shipping hours of the location and click the 'Update Hours' button to modify them. Select the checkbox that confirms the shipping hours are accurate.
13. Select the 'Enable temporary closure' checkbox, if applicable, and enter the closure start and end dates.
14. Click the 'Submit' button to place the order request or click the 'Save as draft' button to visit the order request later. The order is not processed in the 'Draft' status.

12

Current Shipping hours for Reshma's Unicorn Island - VFA [Update Hours](#)

Updating shipping hours for Reshma's Unicorn Island - VFA will only affect the VFA program.

Delivery days and times	Hours of Availability	Break/Lunch Closure
Monday	7:00am - 7:00pm	None - None
Tuesday	7:00am - 7:00pm	None - None
Wednesday	7:00am - 7:00pm	None - None
Thursday	7:00am - 7:00pm	None - None
Friday	7:00am - 7:00pm	None - None

I confirm the shipping hours above are accurate.

Temporary Closure

If your location will be temporarily closed and cannot accept deliveries, please enter the dates below. This will not affect your current shipping hours. Updating temporary closure dates is account-wide and will affect all programs.

Enable temporary closure

Start date	End date
<input type="text"/>	<input type="text"/>

14

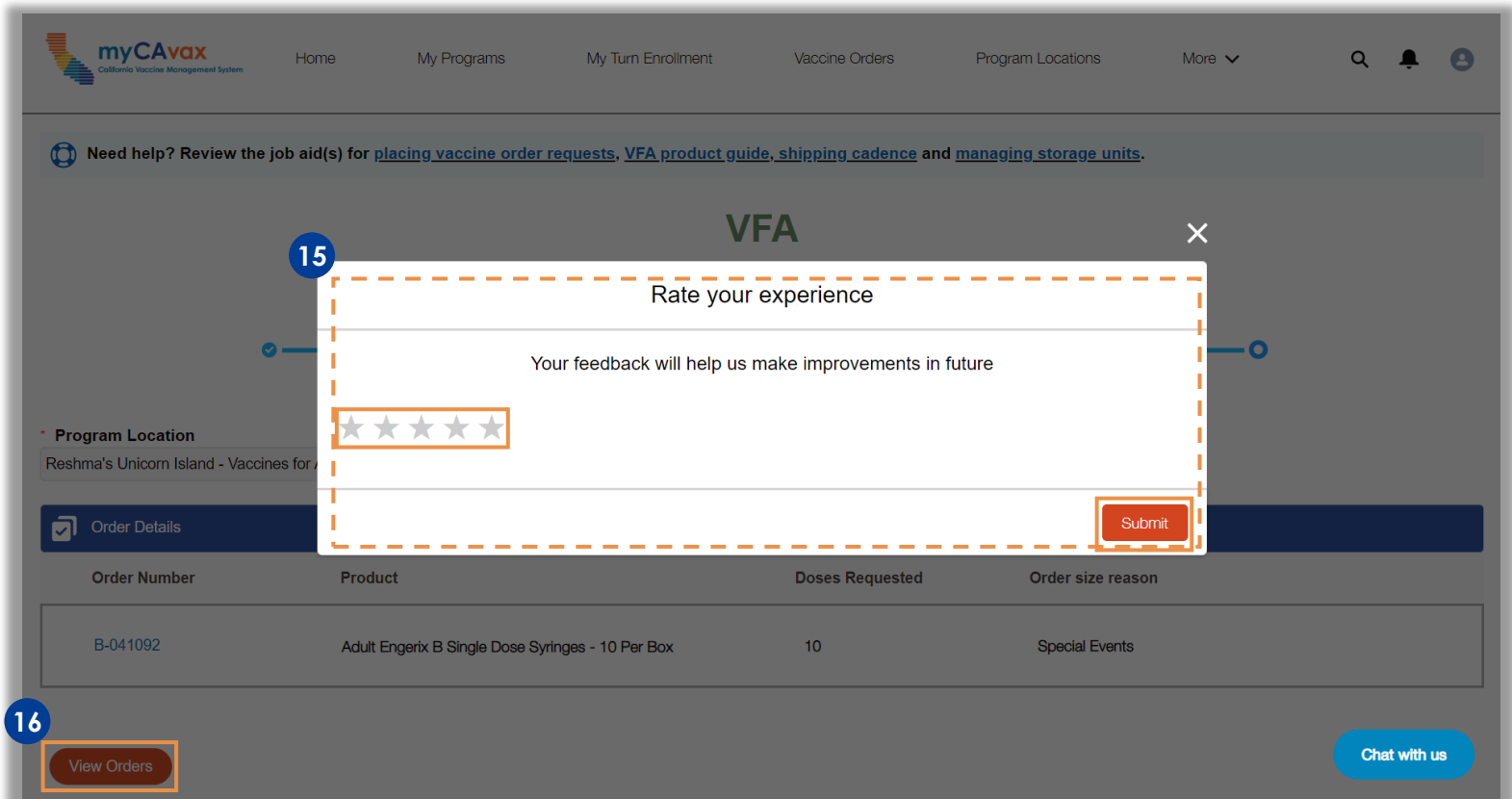
[Previous](#)

[Save as draft](#)

[Submit](#)

Part Three: Vaccines for Adults (VFA): Additional Specifications (8 of 14)

15. You may review your order on the 'Order Confirmation' page. Enter your feedback in the 'Rate your experience' pop-up window and click 'Submit.' (optional)
16. Review the vaccine order request details or click 'View Orders' to navigate to the 'Vaccines for Adults - Orders' page.



The screenshot displays the myCAvax interface. At the top, there is a navigation bar with links for Home, My Programs, My Turn Enrollment, Vaccine Orders, Program Locations, and More. A search icon, a notification bell, and a user profile icon are also present. Below the navigation bar, a message reads: "Need help? Review the job aid(s) for [placing vaccine order requests](#), [VFA product guide](#), [shipping cadence](#) and [managing storage units](#)." The main content area is titled "VFA" and features a "Rate your experience" pop-up window. This window contains the text "Your feedback will help us make improvements in future" and a five-star rating system. A "Submit" button is located at the bottom right of the pop-up. Below the pop-up, there is a table with the following data:

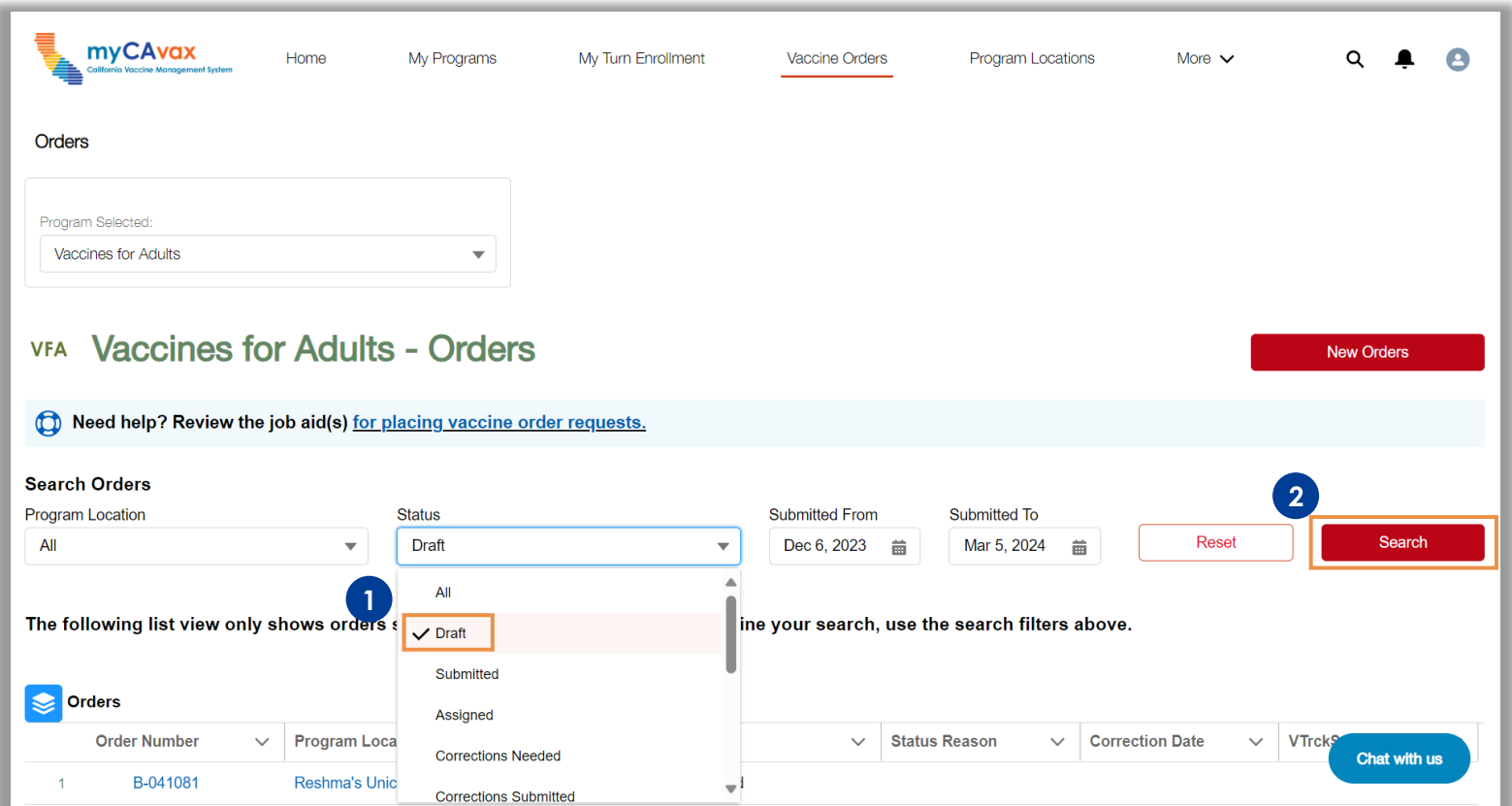
Order Number	Product	Doses Requested	Order size reason
B-041092	Adult Engerix B Single Dose Syringes - 10 Per Box	10	Special Events

At the bottom left of the page, there is a "View Orders" button, and at the bottom right, there is a "Chat with us" button.

Part Three: Vaccines for Adults (VFA): Additional Specifications (9 of 14)

Submitting a Draft Order

1. On the 'Vaccines for Adults - Orders' page, select 'Draft' from the 'Status' dropdown in the 'Search Orders' section.
2. Click the 'Search' button.



myCAvax California Vaccine Management System

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Orders

Program Selected: Vaccines for Adults

VFA Vaccines for Adults - Orders New Orders

Need help? Review the job aid(s) [for placing vaccine order requests.](#)

Search Orders

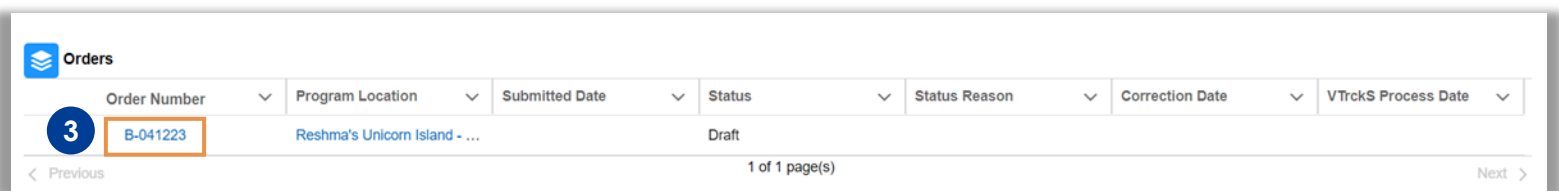
Program Location: All Status: Draft Submitted From: Dec 6, 2023 Submitted To: Mar 5, 2024 Reset Search

The following list view only shows orders s... fine your search, use the search filters above.

Order Number	Program Location	Status	Status Reason	Correction Date	VTTrackS
1 B-041081	Reshma's Unic...	Draft			

Chat with us

3. Click the 'Order Number' hyperlink of the order in the 'Draft' status that you would like to edit.



Orders

Order Number	Program Location	Submitted Date	Status	Status Reason	Correction Date	VTTrackS Process Date
3 B-041223	Reshma's Unicorn Island - ...		Draft			

1 of 1 page(s)

Note: Orders in the 'Draft' and 'Corrections Needed' statuses automatically expire after 14 days from the 'Last Modified Date.'

Part Three: Vaccines for Adults (VFA): Additional Specifications (10 of 14)

4. Review the order and repeat steps 3–13 of [Part Three: Vaccines for Adults \(VFA\): Additional Specifications](#). Click the 'Submit Order' button at the bottom of the page to submit the draft order.

Current Shipping hours for Reshma's Unicorn Island - VFA [Update Hours](#)

Updating shipping hours for Reshma's Unicorn Island - VFA will only affect the VFA program. We allow a minimum of 4 hours of availability on any day except Monday.

Delivery days and times	Hours of Availability	Break/Lunch Closure
Monday	7:00am - 7:00pm	None - None
Tuesday	7:30am - 7:30pm	None - None
Wednesday	None - None	None - None
Thursday	None - None	None - None
Friday	None - None	None - None

I confirm the shipping hours above are accurate.

Temporary Closure
If your location will be temporarily closed and cannot accept deliveries, please enter the dates below. This will not affect your current shipping hours. Updating temporary closure dates is account-wide and will affect all programs.

Enable temporary closure

4

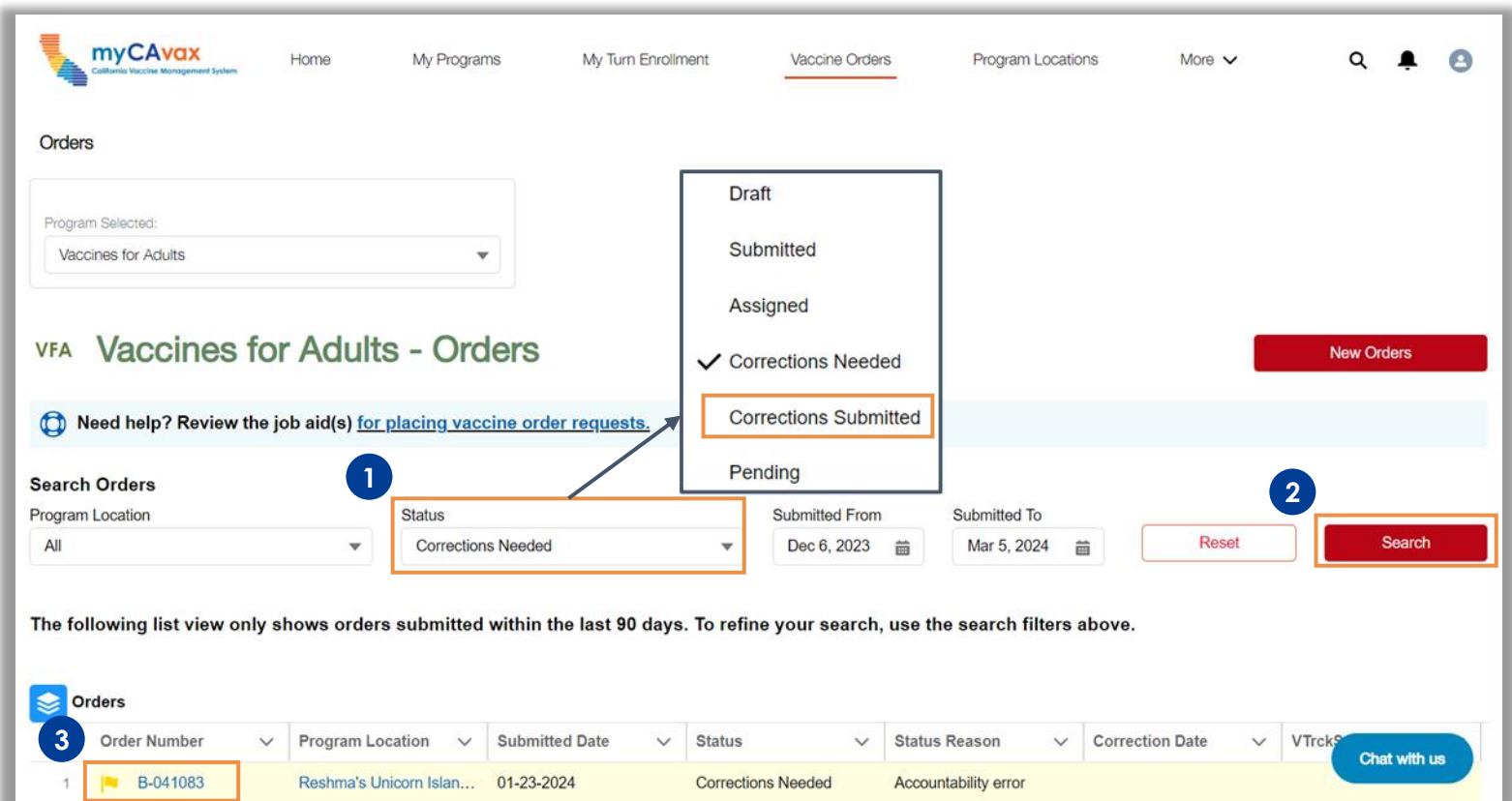
[Cancel](#) [Submit Order](#)

Note: If the draft order is beyond the recommended order size, the 'Order size reason' field is mandatory.

Part Three: Vaccines for Adults (VFA): Additional Specifications (11 of 14)

Addressing Corrections in an Order

1. On the 'Vaccines for Adults - Orders' page, select 'Corrections Needed' from the 'Status' dropdown in the 'Search Orders' section.
2. Click the 'Search' button.
3. Click the 'Order Number' hyperlink.



myCAVax California Vaccine Management System

Home My Programs My Turn Enrollment Vaccine Orders Program Locations More

Orders

Program Selected: Vaccines for Adults

VFA Vaccines for Adults - Orders

Need help? Review the job aid(s) [for placing vaccine order requests.](#)

New Orders

Search Orders

Program Location: All

Status: Corrections Needed

Submitted From: Dec 6, 2023

Submitted To: Mar 5, 2024

Reset Search

The following list view only shows orders submitted within the last 90 days. To refine your search, use the search filters above.

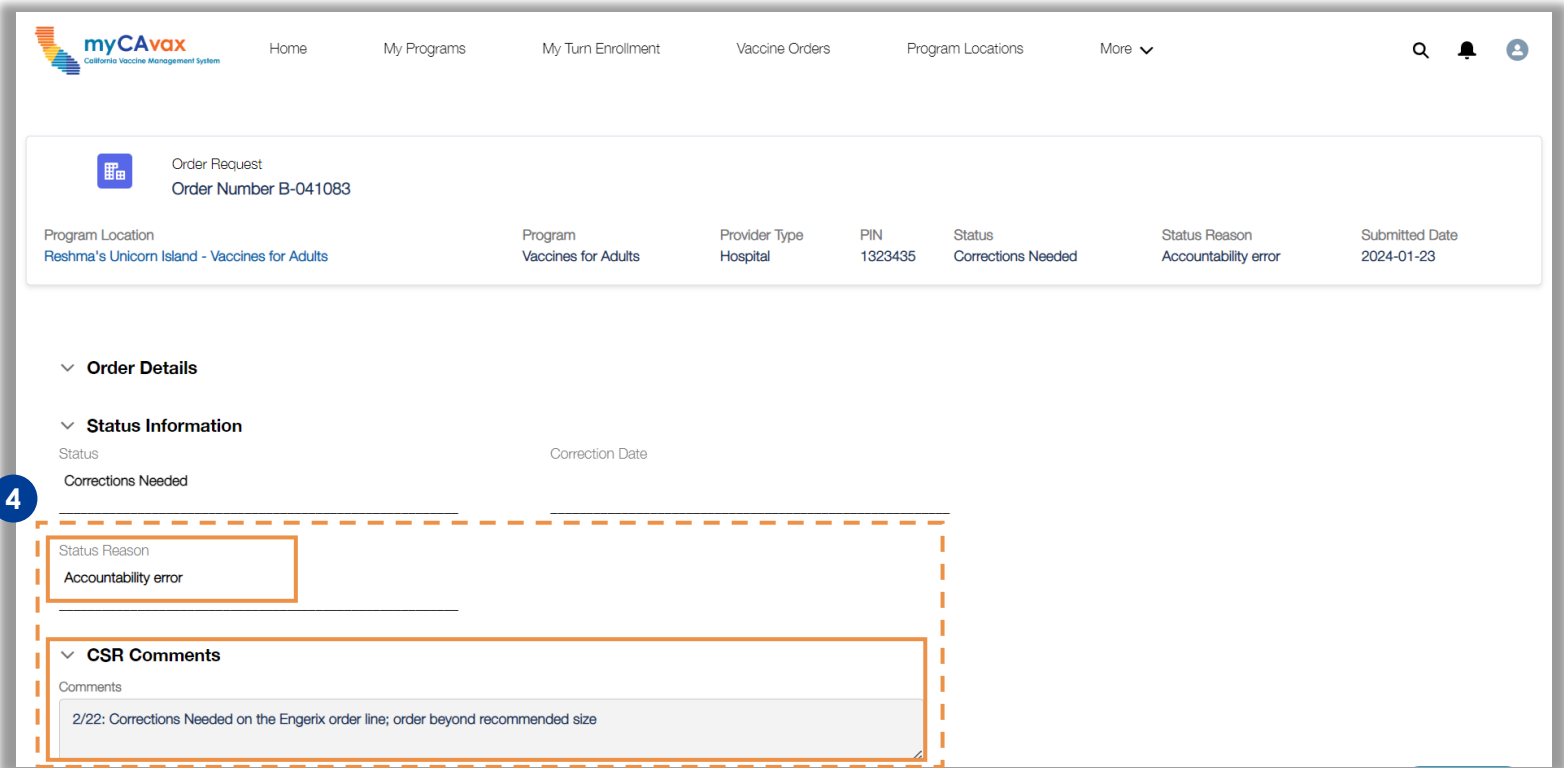
Orders	Order Number	Program Location	Submitted Date	Status	Status Reason	Correction Date	VTrack
1	B-041083	Reshma's Unicorn Islan...	01-23-2024	Corrections Needed	Accountability error		

Chat with us

Note: When the status of the order changes to 'Corrections Needed,' providers associated with the Program Location will receive email notifications.

Part Three: Vaccines for Adults (VFA): Additional Specifications (12 of 14)

4. Review the 'Status Reason' field and the comments from the CSR under the 'CSR Comments.'



myCAVax California Vaccine Management System

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Order Request
Order Number B-041083

Program Location	Program	Provider Type	PIN	Status	Status Reason	Submitted Date
Reshma's Unicorn Island - Vaccines for Adults	Vaccines for Adults	Hospital	1323435	Corrections Needed	Accountability error	2024-01-23

Order Details

Status Information

Status	Correction Date
Corrections Needed	

Status Reason
Accountability error

CSR Comments

Comments
2/22: Corrections Needed on the Engerix order line; order beyond recommended size

Part Three: Vaccines for Adults (VFA): Additional Specifications (13 of 14)

5. Make the necessary changes on the relevant order line and add any 'Comments,' if required.

Order Line(s)

Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

Vaccine Products | VFA On-hand Inventory | VFA Doses administered | Inventory Summary | Order size

Vaccine product	*Quantity	Lot number	Expiration Date / Beyond use date	*Doses administered since last order	Estimated inventory	Variance	Recommended Order size	*Doses requested	Order size reason	Please specify "Other"
Hepatitis A Adult Havrix Single Dose Syringes - 10 Per Box	0		+					0	-Select-	Clear
Hepatitis A Adult Vaqta Single Dose Syringes - 10 Per Box	0		+					0	-Select-	Clear
Hepatitis B Adult Engerix B Single Dose Syringes - 10 Per Box	30		+	40			30	20	Increas...	Clear
Hepatitis B Adult Hepisav-B Single Dose Syringes - 5 Per Box	0		+					0	-Select-	Clear

Comments

Note: If the order in the 'Corrections Needed' status is beyond the recommended order size, the 'Order size reason' field is mandatory.

Part Three: Vaccines for Adults (VFA): Additional Specifications (14 of 14)


6. Select the checkbox that confirms the shipping hours are accurate.

Current Shipping hours for Reshma's Unicorn Island - VFA

Updating shipping hours for Reshma's Unicorn Island - VFA will only affect the VFA program. We allow a minimum of 4 hours of availability on any day except Monday.

Delivery days and times	Hours of Availability	Break/Lunch Closure
Monday	7:00am - 7:00pm	None - None
Tuesday	7:30am - 7:30pm	None - None
Wednesday	None - None	None - None
Thursday	None - None	None - None
Friday	None - None	None - None

I confirm the shipping hours above are accurate.

 Update Hours

7. Click the 'Submit Order' button to submit the corrections made to the order.

Updating shipping hours for Reshma's Unicorn Island - VFA will only affect the VFA program. We allow a minimum of 4 hours of availability on any day except Monday.

Delivery days and times	Hours of Availability	Break/Lunch Closure
Monday	7:00am - 7:00pm	None - None
Tuesday	7:30am - 7:30pm	None - None
Wednesday	None - None	None - None
Thursday	None - None	None - None
Friday	None - None	None - None

I confirm the shipping hours above are accurate.

Temporary Closure

If your location will be temporarily closed and cannot accept deliveries, please enter the dates below. This will not affect your current shipping hours. Updating temporary closure dates is account-wide and will affect all programs.

Enable temporary closure

Cancel

Submit Order