



Vaccine Ordering and Tracking System (VTrckS) Training

VTrckS: Overview

- What is VTrcks?
 - VTrckS stands for Vaccine Tracking System and is the new vaccine ordering system from the Centers for Disease Control and Prevention (CDC)
 - SAMS access is required through Identity Proofing
- How will VTrckS help me?
 - VTrckS will enable you to place and track a vaccine order online
 - VTrckS will enable you to submit doses administered, inventory on hand and temperature log information online

Learning Objectives

- At the end of this webinar, you will be able to:
 - ▣ Navigate through the provider ordering site
 - ▣ Create supporting documents
 - Inventory on Hand
 - Doses Administered
 - Temperature Log
 - ▣ Create a vaccine order
 - ▣ Create a return
 - Expired, wasted and transfers



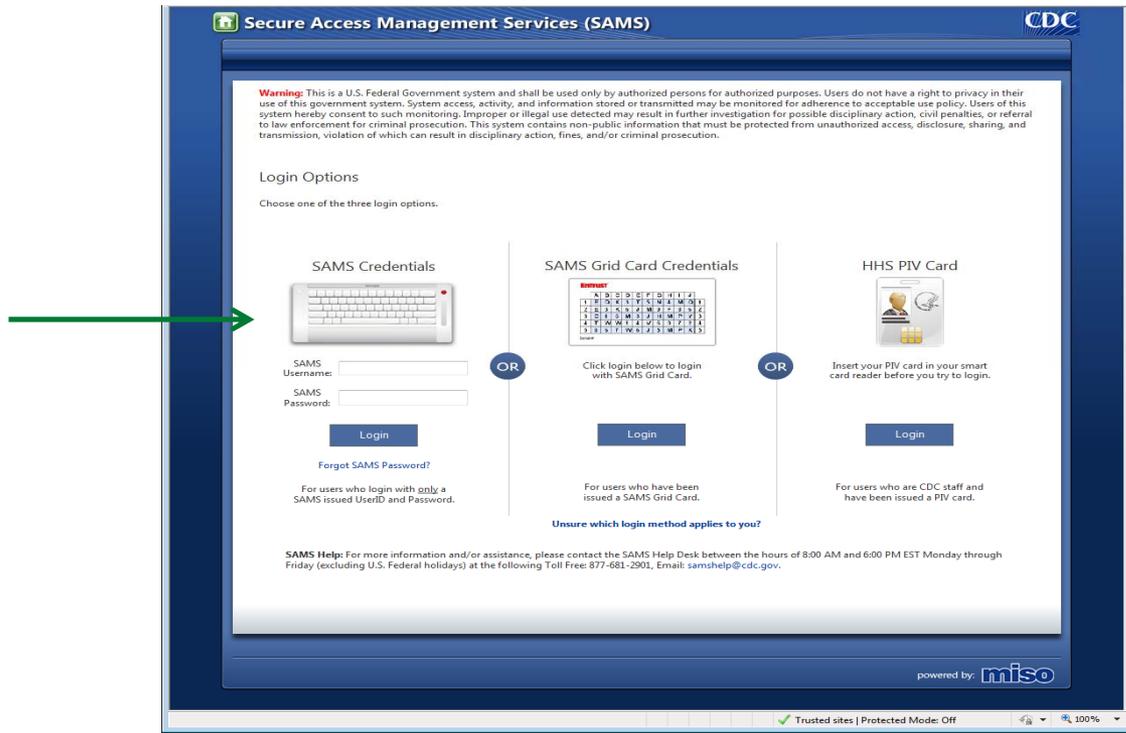
Navigation

VTrckS: Login Access - SAMS

- Open internet browser and type <https://sams.cdc.gov>.



- Enter SAMS Username (e-mail address provided at SAMS Registration) and SAMS Password and then click on the Login button.



VTrckS: Login Access – Home Page

- The provider home page allows the user to select a number of different functions as well as displaying useful information

The screenshot shows the VTrckS provider home page for UNIVERSITY PEDIATRICS IN BURLINGTON. The page includes a header with the provider's name, PIN, and address, a navigation bar with various links, a messages section, and a table of recent orders.

Provider name, PIN and address: UNIVERSITY PEDIATRICS IN BURLINGTON, Provider PIN - VTA 61504, 1 SOUTH PROSPECT STREET, BURLINGTON, VT 05401

Home Page Link: CDC VTrckS Vaccine Ordering Site

Quick Links bar: Universal Search | Order Catalog | Order Vaccines | Inventory on Hand | Doses Administered | Temperature Log | Returns Catalog | Returns

My Details button (to update contact information) Log Out button: My Details | Log Out

Messages from CDC and your Grantee: Provider can now see messages from CDC or VT Immunization Program

Your Recent Orders: Order History - Displays prior vaccine orders

VTrckS Order ID	Description	Status	Order Date
0500321019		Completed	03/02/2011
0500321018		Completed	03/02/2011
0500321017		Completed	03/02/2011
0500321016		Completed	03/02/2011
0500321015		Completed	03/02/2011
0500321014		Completed	03/02/2011
0500321013		Completed	03/02/2011
0500321012		Completed	03/02/2011
0500321011		Completed	03/02/2011
0500321010		Completed	03/02/2011
0500321009		Completed	03/02/2011
0500209598		Completed	02/03/2011
0500209597		Completed	02/03/2011
0500209596		Completed	02/03/2011
0500209595		Completed	02/03/2011

VTrckS: Home Page – Supporting Documents

- The home page includes the following supporting document links:
 - ▣ Doses Administered
 - ▣ Inventory on Hand
 - ▣ Temperature Logs

Welcome P1_10VTA_500 P1_10VTA_500

UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504

1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site



[Transaction in Progress](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

VTrckS: My Details

- Your contact information, including shipping hours and instructions are located in My Details. You can maintain your telephone number, fax number and email address.

cdc My Details

[Close](#)

Change your address data and confirm your entries with 'Save'

If you wish to change any address data or other data you do not see here please e-mail or call your grantee.

Provider Contact Phone

Provider Contact Fax

Provider Contact E-Mail

Provider Name UNIVERSITY PEDIATRICS IN BURLINGTON

Provider Address 1 SOUTH PROSPECT STREET BURLINGTON VT 05401

Provider PIN VTA 61504

Provider ID 40067890

Provider Phone (802) 847-4696

Shipping Hours

Day	From	To	From	To
MONDAY	08:00	12:00	13:00	17:00
TUESDAY	08:00	12:00	13:00	17:00
WEDNESDAY	08:00	12:00	13:00	17:00
THURSDAY	08:00	12:00	13:00	17:00
FRIDAY	08:00	12:00	13:00	17:00

Shipping Instructions

VTrckS: Universal Search

- The Universal Search is located on the quick link bar
- You have the ability to search for a vaccine request order by the following:
 - ▣ Order number
 - ▣ Order description
 - ▣ Order Status
 - ▣ Order Date

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  [Transaction in Progress](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Search For:

VTrckS Order ID:

Description:

Status:

Order Date:

VTrckS: Log Out

- To log out of the VTrckS Vaccine Ordering site click on the [Log Out](#) link

Welcome *P1_10VTA_500 P1_10VTA_500* UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  [Transaction in Progress](#) [My Details](#) [Log Out](#) ←

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

[Messages and Recent Order History](#)

Creating Supporting Documents

VTrckS: Supporting Docs – Doses Administered

- Before each vaccine order, you create your doses administered using the following steps:
- Step 1: Click on the [Doses Administered](#) link to create your doses administered

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  [Transaction in Process](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

[Messages and Recent Order History](#)

VTrckS: Supporting Docs – Doses Administered

- Step 2: The reporting date range is a required field. Enter the **From** (starting inventory date) and **To** (ending inventory date) dates using the MM/DD/YYYY format or click the calendar button to select the dates.
- Step 3: Enter the number of doses administered for each NDC
 - Note: NDCs with doses that weren't administered, mark the check box located to the left of the brand name and click the update button. New vaccines can be added by typing the NDC number in a blank field. Use the search function if the NDC is unknown.
- Step 4: Once the required fields are entered, click the **update** button to refresh doses and NDC values.

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site Transaction in Process My Details | Log Out

Universal Search | Order Catalog | Order Vaccines | Inventory on Hand | Doses Administered | Temperature Log | Returns Catalog | Returns

Doses Administered

Reporting Date Range

From: (mm/dd/yyyy)

To: (mm/dd/yyyy)

Brand	NDC	<1Yr.	1Yr.	2Yrs.	3-5Yrs.	6Yrs.	7-10 Yrs.	11-12Yrs.	13-18Yrs.	19-24Yrs.	25-44Yrs.	45-64Yrs.	65+Yrs.	Unknown	Wasted	Not Used
<input type="checkbox"/> ACTHIB	49281-0545-05													77		
<input type="checkbox"/> BOOSTRIX	58160-0842-11													30		
<input type="checkbox"/> ENGERIX B	58160-0820-11													15		
<input type="checkbox"/> GARDASIL	00006-4045-41													58		
<input type="checkbox"/> HAVRIX	58160-0825-11													53		
<input type="checkbox"/> INFANRIX	58160-0810-11													22		
<input type="checkbox"/> IPOL	49281-0860-10													13		
<input type="checkbox"/> KINRIX	58160-0812-11													12		
<input type="checkbox"/> M-M-R II	00006-4681-00													39		
<input type="checkbox"/> MENACTRA	49281-0589-05													19		
<input type="checkbox"/> PEDIARIX	58160-0811-51													58		
<input type="checkbox"/> PREVNAR 13	00005-1971-02													82		
<input type="checkbox"/> ROTARIX	58160-0805-11													44		
<input type="checkbox"/> VARIVAX	00006-4827-00													37		
<input type="checkbox"/>																
<input type="checkbox"/>																
<input type="checkbox"/>																
<input type="checkbox"/>																

VTrckS: Supporting Docs – Doses Administered

- Step 5: Click the Save button to save the Doses Administered if you need to make edits later. To finalize, click [Submit](#).

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site Transaction in Process [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Doses Administered

Reporting Date Range

From: (mm/dd/yyyy) To: (mm/dd/yyyy)

Brand	NDC	<1Yr.	1Yr.	2Yrs.	3-5Yrs.	6Yrs.	7-10 Yrs.	11-12Yrs.	13-18Yrs.	19-24Yrs.	25-44Yrs.	45-64Yrs.	65+Yrs.	Unknown	Wasted	Not Used
<input type="checkbox"/> ACTHIB	49281-0545-05													77		
<input type="checkbox"/> BOOSTRIX	58160-0842-11													30		
<input type="checkbox"/> ENGERIX B	58160-0820-11													15		
<input type="checkbox"/> GARDASIL	00006-4045-41													58		
<input type="checkbox"/> HAVRIX	58160-0825-11													53		
<input type="checkbox"/> INFANRIX	58160-0810-11													22		
<input type="checkbox"/> IPOL	49281-0860-10													13		
<input type="checkbox"/> KINRIX	58160-0812-11													12		
<input type="checkbox"/> M-M-R II	00006-4681-00													39		
<input type="checkbox"/> MENACTRA	49281-0589-05													19		
<input type="checkbox"/> PEDIARIX	58160-0811-51													58		
<input type="checkbox"/> PREVJAR 13	00005-1971-02													82		
<input type="checkbox"/> ROTARIX	58160-0805-11													44		
<input type="checkbox"/> VARIVAX	00006-4827-00													37		
<input type="checkbox"/>																
<input type="checkbox"/>																
<input type="checkbox"/>																
<input type="checkbox"/>																
<input type="checkbox"/>																

VTrckS: Supporting Docs – Doses Administered

- Step 6: Doses Administered has been submitted and the [Document Status](#) has been created.
- Step 7: To exit the screen click the [Home](#) button to return to the home page.

Welcome *P1_10VTA_500 P1_10VTA_500* UNIVERSITY PEDIATRICS IN BURLINGTON
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CDC VTrckS Vaccine Ordering Site [Transaction in Process](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

[Doses Administered](#)

Document Number: 300010409
Document Status: SUBMITTED
VTrckS Contact ID : 20116408
VTrckS Contact Name : P1_10VTA_500 P1_10VTA_500

Reporting Date Range

From: 12/20/2011 To: 1/26/2012

Brand	NDC	<1Yr.	1Yr.	2Yrs.	3-5Yrs.	6Yrs.	7-10Yrs.	11-12Yrs.	13-18Yrs.	19-24Yrs.	25-44Yrs.	45-64Yrs.	65+Yrs.	Unknown	Wasted	Not Used
ACTHIB	49281-0545-05															77
BOOSTRIX	58160-0842-11															30
ENGERIX B	58160-0820-11															15
GARDASIL	00006-4045-41															58
HAVRIX	58160-0825-11															53
INFANRIX	58160-0810-11															22
IPOL	49281-0860-10															13
KINRIX	58160-0812-11															12
M-M-R II	00006-4681-00															39
MENACTRA	49281-0589-05															19
PEDIARIX	58160-0811-46															58
PREVNAR 13	00005-1971-02															82
ROTARIX	58160-0805-11															44
VARIVAX	00006-4827-00															37

VTrckS: Supporting Docs – Inventory on Hand

- Before each vaccine order, you create your inventory on hand using the following steps:
- Step 1: Click on the [Inventory on Hand](#) link

Welcome *P1_10VTA_500 P1_10VTA_500* UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
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 CDC VTrckS Vaccine Ordering Site  [Transaction in Progress](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

[Messages and Recent Order History](#)

VTrckS: Supporting Docs – Inventory on Hand

□ Step 2: Print the Inventory on Hand list

- ▣ **Note:** Inventory on Hand will be auto populated with the previous inventory on hand list submission plus any vaccines that have been shipped to you since you last completed an inventory on hand. You will have to update the doses column based on your current physical inventory.
- ▣ **Note:** Printing the Inventory on Hand list will help you when you go to the refrigerator/freezer

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON 1 SOUTH PROSPECT STREET
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 CDC VTrckS Vaccine Ordering Site  Transaction in Progress [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Inventory On Hand

	Brand	NDC	NDC Description	LOT#	QTY(Doses)	Expiration Date mm/dd/yyyy
<input type="checkbox"/>	HAVRIX	<input type="text" value="58160-0825-11"/>	HEP A (PED); SDV; 10-pack	AHAVB469AA	<input type="text" value="50"/>	04/12/2013 
<input type="checkbox"/>	KINRIX	<input type="text" value="58160-0812-11"/>	DTAP-IPV; SDV; 10-pack	AC20B178CB	<input type="text" value="10"/>	04/06/2013 
<input type="checkbox"/>		<input type="text" value=""/> 		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 
<input type="checkbox"/>		<input type="text" value=""/> 		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 
<input type="checkbox"/>		<input type="text" value=""/> 		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 
<input type="checkbox"/>		<input type="text" value=""/> 		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 
<input type="checkbox"/>		<input type="text" value=""/> 		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 

[Update](#)

[Print](#) [Cancel](#) [Save](#) [Submit](#)

VTrckS: Supporting Docs – Inventory on Hand

- Step 3: Back at the computer, validate the NDC and Lot # before entering/editing the quantity (doses). Enter quantities. Click the Update button.
 - ▣ **Note:** When an NDC and Lot # does not have an inventory, mark the check box to the left and choose Update.
 - ▣ **Note:** Vaccines can be added by typing the required fields (NDC, Lot #, Quantity and Expiration Date)

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site Transaction in Process [My Details](#) | [Log Out](#)

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[Inventory On Hand](#)

	Brand	NDC	NDC Description	LOT#	QTY(Doses)	Expiration Date mm/dd/yyyy
<input type="checkbox"/>	HAVRIX	<input type="text" value="58160-0825-11"/>	HEP A (PED); SDV; 10-pack	AHAVB469AA	<input type="text" value="50"/>	<input type="text" value="04/12/2013"/>
<input type="checkbox"/>	KINRIX	<input type="text" value="58160-0812-11"/>	DTAP-IPV; SDV; 10- pack	AC20B178CB	<input type="text" value="10"/>	<input type="text" value="04/06/2013"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

VTrckS: Supporting Docs – Inventory on Hand

- Step 4: Click the Save button to save the inventory on hand if you will need to make edits later. To finalize, click [Submit](#).
 - ▣ Note: Perform the following tasks if needed:
 - Print – Prints the document
 - Cancel – Cancels the Inventory on Hand

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site [Transaction in Process](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

[Inventory On Hand](#)

	Brand	NDC	NDC Description	LOT#	QTY(Doses)	Expiration Date mm/dd/yyyy
<input type="checkbox"/>	HAVRIX	<input type="text" value="58160-0825-11"/>	HEP A (PED); SDV; 10-pack	AHAVB469AA	<input type="text" value="50"/>	<input type="text" value="04/12/2013"/>
<input type="checkbox"/>	KINRIX	<input type="text" value="58160-0812-11"/>	DTAP-IPV; SDV; 10-pack	AC20B178CB	<input type="text" value="10"/>	<input type="text" value="04/06/2013"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

[Update](#)

[Print](#) [Cancel](#) [Save](#) [Submit](#)

VTrckS: Supporting Docs – Inventory On Hand

- Step 5: Inventory on Hand has been submitted and [Document Status](#) has been created.
- Step 6: To exit the screen click the [Home](#) button to return to the home page.

Welcome *P1_10VTA_500 P1_10VTA_500* UNIVERSITY PEDIATRICS IN BURLINGTON
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 CDC VTrckS Vaccine Ordering Site  [Transaction in Process](#) [My Details](#) | [Log Out](#)

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[Inventory On Hand](#)

Document Number: 300010411

Document Status: SUBMITTED

VTrckS Contact ID : 20116408

VTrckS Contact Name : P1_10VTA_500 P1_10VTA_500

Brand	NDC Code	NDC Description	LOT#	QTY(Doses)	Expiration Date
HAVRIX	58160-0825-11	HEP A (PED); SDV; 10-pack	AHAVB469AA	50	04/12/2013
KINRIX	58160-0812-11	DTAP-IPV; SDV; 10- pack	AC20B178CB	10	04/06/2013

[Print](#) [Home](#)

VTrckS: Supporting Docs – Temperature Log

- ❑ You create your temperature log document using the following steps:
- ❑ Step 1: Click on the Temperature Log link to create the temperature log document

Welcome P1_10VTA_500 P1_10VTA_500

UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504

1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site



[Transaction in Process](#) | [My Details](#) | [Log Out](#)

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[Messages and Recent Order History](#)

VTrckS: Supporting Docs – Temperature Log

- Step 2: Click in the [Submit Temperature Log Details](#) area and enter the following information:
 - Temperature logs from (starting inventory date) to (ending inventory date) faxed (date when faxed)
 - **Note:** You will need to continue to fax us your temperature logs since your last order. It is a VTrckS requirement that you attest to submission to the Immunization Program. Please write your PIN # and practice name on your temp logs.
- Step 3: Once the information is entered, click the [Update](#) button.

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 CDC VTrckS Vaccine Ordering Site  [Transaction in Progress](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

[Temperature Log](#)

Submit Temperature Log Details

Temperature logs from 12/27/11 to 1/26/12 faxed on 1/26/12. |

VTrckS: Supporting Docs – Temperature Log

- Step 5: Temperature Log has been submitted and the [Document Status](#) has been created
- Step 6: To exit the screen, click the [Home](#) button to return to the home page

Temperature Log

Document Number: 300010433

Document Status: SUBMITTED

VTrckS Contact ID : 20115952

VTrckS Contact Name : P1_02VTA_500 P1_02VTA_500

Temperature Log Details

Temperature logs from 12/27/11 to 1/26/12 faxed on 1/26/12.

Print

Home

Vaccine Ordering

Vaccine Ordering Overview

- After submitting your inventory on hand, doses administered, temperature logs and have verified your shipping hours, days and location, you are now ready to place your vaccine order
- Resources available on the Immunization Program website that can assist in placing a vaccine order:
 - ▣ Quick Reference Guide for ordering vaccines
 - ▣ A calculator to estimate vaccine need

<http://healthvermont.gov/hc/imm/VaccineTrackingSystemVTrckS.aspx>

Vaccine Ordering – Order Catalog

- After submitting your inventory on hand, doses administered, temperature logs and have verified your shipping hours, days and location, you create your vaccine order using the following steps:
- Step 1: Click on the Order Catalog link from the quick links bar

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CDC VTrckS Vaccine Ordering Site [Transaction in Process](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Messages and Recent Order History

Messages from CDC and your Grantee

Vaccine Ordering – Order Catalog

- Step 2: Confirm the NDC and Enter the quantity in doses, not boxes.
- Step 3: Add each vaccine individually by clicking on the shopping cart , or mark the check box to the right and click Add to Cart to update the transaction

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
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 CDC VTrckS Vaccine Ordering Site  [Transaction in Process](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Vaccine Order Catalog

Search in NDC NDC Description Brand

Products Per Page

Brand	NDC NDC Description	QTY(Doses)	<input type="checkbox"/>
 VARIVAX	00006-4827-00 VAR; SDV; 10-pack	<input type="text" value="10"/> 	<input checked="" type="checkbox"/>

Vaccine Ordering – Order Catalog

- Step 3: To view more than 5 products per page, select the drop down box to view all. After selecting all the vaccines to order, click on the Checkout # Items button at the top of the screen to move to the order screen and finalize the order.

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Vaccine Order Catalog

Search in NDC NDC Description Brand

Products Per Page 5 ▼

Brand	NDC NDC Description	QTY(Doses)		
 VARIVAX	00006-4827-00 VAR; SDV; 10-pack	<input type="text" value="10"/>		

Vaccine Ordering – Order Catalog

- Step 4: Click in the order intention field and mark adult or pediatric intention and click update. Aside from HPV, identify the population where the majority will be used.
- Step 5: To finalize the order, click Checkout

HPV (Gardasil)	Tdap Adacel
VFA only practices = choose order intention ADULT	To order for both Adult and Pediatric, you will need add Adacel twice. Choose Pediatric on one order intention and Adult on the other.
VFC/VFA practices = choose order intention PEDIATRIC	

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site 1 Item(s) to the value of 7.50 USD My Details | Log Out

Universal Search | Order Catalog | Order Vaccines | Inventory on Hand | Doses Administered | Temperature Log | Returns Catalog | Returns

Create Vaccine Order

Your Reference: Priority: Normal

Your Description: Priority Reason:

Inventory on Hand Last Submitted on 07/30/2012
Doses Administered Last Submitted on 07/30/2012
Temperature Log Last Submitted on 07/30/2012
Messages/Warnings

Default Delivery Settings For Items

Deliver To: 1 SOUTH PROSPECT STREET, BURLINGTON, VT 05401

MONDAY 08:00-12:00 and 13:00-17:00
 TUESDAY 08:00-12:00 and 13:00-17:00
 WEDNESDAY 08:00-12:00 and 13:00-17:00
 THURSDAY 08:00-12:00 and 13:00-17:00
 FRIDAY 08:00-12:00 and 13:00-17:00

Shipping Instructions:

Item	Brand	NDC	NDC Description	QTY (Doses)	Order Intention	Item Total Value
10	VARIVAX	00006-4827-00	VAR; SDV; 10-pack	10	ADULT	7.50 USD

5 New Items

Vaccine Ordering – Order Catalog

- Step 6: Review the vaccine order and determine if any changes are needed before the order is processed. Click on Continue Shopping to make changes. To finalize, click Order to submit.

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site 1 Item(s) to the value of 697.34 USD [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Your Vaccine Order Review

Your Reference: _____ Total Value: **697.34 USD**
 Your Description: _____
 Priority: Normal
 Order Reason: _____

Default Delivery Settings For Items
 Delivery Address: 1 SOUTH PROSPECT STREET, BURLINGTON, VT 05401
 Delivery Hours:
 MONDAY 08:00-12:00 and 13:00-17:00
 TUESDAY 08:00-12:00 and 13:00-17:00
 WEDNESDAY 08:00-12:00 and 13:00-17:00
 THURSDAY 08:00-12:00 and 13:00-17:00
 FRIDAY 08:00-12:00 and 13:00-17:00

Shipping Instructions: _____

Item	Brand	NDC	QTY(Doses)	NDC Description	Order Intention	Total Value Unit Value
10	VARIVAX	00006-4827-00	10	VAR; SDV; 10-pack	Pediatric	697.34 USD 697.34 USD / 10 DOS

[Continue Shopping](#) [Order](#)

Vaccine Ordering – Order Catalog

- Step 7: Click OK to send the order to the Immunization Program

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTckS Vaccine Ordering Site 1 Item(s) to the value of 697.34 USD My Details | Log Out

Universal Search | Order Catalog | Order Vaccines | Inventory on Hand | Doses Administered | Temperature Log | Returns Catalog | Returns

Your Vaccine Order Review

Your Reference: Total Value: 697.34 USD
Your Description:
Priority: Normal
Order Reason:
Default Delivery Settings For Items
Delivery Address: 1 SOUTH PROSPECT STREET, BURLINGTON, VT 05401
MONDAY 08:00-12:00 and 13:00-17:00
TUESDAY 08:00-12:00 and 13:00-17:00
Delivery Hours: WEDNESDAY 08:00-12:00
THURSDAY 08:00-12:00
FRIDAY 08:00-12:00
Shipping Instructions:

Message from webpage

Do you really want to send the order?

OK Cancel

Item	Brand	NDC	Order Intention	Total Value Unit Value
10	VARIVAX	00006-4827-00	iatric	697.34 USD / 10 DOS

Vaccine Ordering – Order Catalog

- The vaccine order has been submitted and the order confirmation has been created. The order can be printed or closed. To exit, click on the [CDC VTrckS Vaccine Ordering Site](#) link to return to the home page.

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401
 Provider PIN - VTA 61504

 [Transaction in Process](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Your Vaccine Order Receipt

Your order was received and is being processed.

Order confirmation: 500406032
 Your Reference:
 Priority: Normal
 Order Reason:

Overall Status: Submitted
 Total Value: 697.34 USD

Your Description:
 Deliver To: 1 SOUTH PROSPECT STREET, BURLINGTON, VT 05401
 MONDAY 08:00-12:00 and 13:00-17:00
 TUESDAY 08:00-12:00 and 13:00-17:00
 Delivery Hours: WEDNESDAY 08:00-12:00 and 13:00-17:00
 THURSDAY 08:00-12:00 and 13:00-17:00
 FRIDAY 08:00-12:00 and 13:00-17:00
 Shipping Instructions:

Item	Brand	Item Details	Order Intention	QTY(Doses)	Total Value Unit Value	Status
10	VARIVAX	00006-4827-00 : VAR; SDV; 10-pack	Pediatric	10	697.34 USD 697.34 USD / 10 DOS	Submitted

[Print](#) [Close](#)

Expired, Wasted, and Transferred Vaccine

VTrckS: Expired, Wasted, Transferred

- There are three types of return transactions in VTrckS
 - ▣ **Vaccine Return:** Select vaccine return for Expired and non viable unopened vaccine that is to be sent back to the distributor
 - ▣ **Wasted:** Select wasted to document non-viable vaccine that is not able to be returned to the distributor (ex. open multi-dose vial or non viable vaccine with the cap removed)
 - ▣ **Transferred:** Select transfer to document the redistribution of viable vaccine to and from other providers

VTrckS: Expired, Wasted, Transferred

- You create your return using the following steps:
- Step 1: Click on the Returns Catalog link

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  [Transaction in Progress](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | **[Returns Catalog](#)** | [Returns](#)

Messages and Recent Order History

Messages from CDC and your Grantee

VTrckS: Expired, Wasted, Transferred

- Step 2: Enter the quantity (doses) being returned. Add each line individually by clicking on the shopping cart , or mark the check box to the right and click Add to Cart to update the transaction

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  Checkout 0 Item(s) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Vaccine Return Catalog

Search in NDC NDC Description Brand

Products Per Page

Brand	NDC NDC Description	QTY(Doses)	<input type="checkbox"/>
 PREVNAR 13	00005-1971-02 PCV13; SYR; 10-pack	<input type="text" value="1"/> 	<input type="checkbox"/>

Page: 2 3 4 5 6 7 8 9 10 Next

VTrckS: Expired, Wasted, Transferred

- Step 3: Select the applicable return type and click submit
 - ▣ Note: Select the words Vaccine Return for expired vaccine or non viable vaccine with the caps on that will be returned to the distributor. Choose wasted for vaccine that can not be returned to the distributor

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  Checkout 0 Item(s) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

What type of Return would you like to create?

VTrckS: Expired, Wasted, Transferred

- Step 4: Click on Checkout # Item(s) at the top of the screen to move to the next screen and finalize the order

The screenshot displays the top navigation bar of the CDC VTrckS Vaccine Ordering Site. The header includes a welcome message for user P1_10VTA_500, the organization name UNIVERSITY PEDIATRICS IN BURLINGTON with provider PIN - VTA 61504, and the address 1 SOUTH PROSPECT STREET, BURLINGTON, VT 05401. The CDC logo and site name are on the left, while a shopping cart icon with the text 'Checkout 1 Item(s)' is highlighted with a green box on the right. Below the header is a navigation menu with links for Universal Search, Order Catalog, Order Vaccines, Inventory on Hand, Doses Administered, Temperature Log, Returns Catalog, and Returns. The main content area is titled 'Vaccine Return Catalog' and features a search bar with radio buttons for 'NDC', 'NDC Description', and 'Brand'. The search bar is empty, and there are 'Search' and 'Clear' buttons below it.

VTrckS: Expired, Wasted, Transferred

- Step 4: Enter the following required information:
 - ▣ Number of boxes: This is the number of UPS shipping labels you will need sent to you from the distributor
 - ▣ Return reason: Select the reason for the return from the drop down menu
- Step 5: Select Checkout to finalize

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site 1 Item(s) to the value of 0.00 USD My Details | Log Out

Universal Search | Order Catalog | Order Vaccines | Inventory on Hand | Doses Administered | Temperature Log | Returns Catalog | Returns

Create Vaccine Return

Your Description:

Shipping Conditions: Standard

Number of Boxes: 1

Return Reason: Expired vaccine

Messages/Warnings

Item	Brand	NDC	NDC Description	QTY(Doses)	Lot Number	Expiry Date mm/dd/yyyy
1000	PREVNAR 13	00005-1971-02	PCV13; SYR; 10-pack	1	917243	03/01/2012

5 New Items

VTrckS: Expired, Wasted, Transferred

- Step 6: Review the return and click on Return Vaccine to finalize

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  1 Item(s) to the value of 0.00 USD [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Your Return Order Review

Your Description:
Return Reason: Expired vaccine
Number of Boxes: 1
Shipping Conditions: Standard

Item	Brand	NDC	QTY(Doses)	NDC Description	Lot Number	Expiry Date
1000	PREVNAR 13	00005-1971-02	1	PCV13; SYR; 10-pack	917243	03/01/2012

[Continue Shopping](#) [Return Vaccines](#)

VTrckS: Expired, Wasted, Transferred

- The vaccine return has been submitted and the return confirmation has been created. Print the receipt to serve as your packing slip. To exit, click on the

 link to return to the home page.

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

  Transaction in Process [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Your Return Order Receipt

Thank You!
Your return was received and is being processed.

Return Confirmation: 600001116 **Overall Status: Submitted**
Your Description: Expired vaccine
Return Reason: Expired vaccine
Shipping Conditions: Standard
Number of Boxes: 1

Item	Brand	Item Details	QTY(Doses)	Lot Number	Expiry Date	Status
1000	PREVNAR 13	00005-1971-02 : PCV13; SYR; 10-pack	1	917243	03/01/2012	Submitted

[Print](#) [Close](#)

VTrckS: Expired, Wasted, Transferred

- To document transfer in and out of vaccine
 - ▣ Follow steps 1 and 2 from the previous return transaction slides. Step 3, choose Transfer. Step 4, enter “Transfer to PIN #” or “Transfer from PIN #” in the description line. Complete by following the remaining steps from the previous return transaction slides.

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site 1 Item(s) to the value of 0.00 USD My Details | Log Out

Universal Search | Order Catalog | Order Vaccines | Inventory on Hand | Doses Administered | Temperature Log | Returns Catalog | Returns

Create Transfer Return

Your Description:

Return Reason:

Messages/Warnings

Item	Brand	NDC	NDC Description	QTY(Doses)	Lot Number	Expiry Date mm/dd/yyyy
<input type="checkbox"/>	1000	PREVNAR 13	<input type="text" value="00005-1971-02"/>	PCV13; SYR; 10-pack	<input type="text" value="10"/>	<input type="text"/>

5 New Items

VTrckS: Expired, Wasted, Transferred

- Review your transfer. Click Return Vaccines to finalize.

Welcome *P1_10VTA_500 P1_10VTA_500* UNIVERSITY PEDIATRICS IN BURLINGTON
Provider PIN - VTA 61504 1 SOUTH PROSPECT STREET
BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  1 Item(s) to the value of 0.00 USD [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Your Transfer Return Order Review

Your Description: Transfer to VTA 10015
Return Reason: Other

Item	Brand	NDC	QTY(Doses)	NDC Description	Lot Number	Expiry Date
1000	PREVNAR 13	00005-1971-02	10	PCV13; SYR; 10-pack	917244	01/01/2013

[Continue Shopping](#) [Return Vaccines](#)

VTrckS: Expired, Wasted, Transferred

- Your transfer has been documented and a confirmation is provided

Welcome P1_10VTA_500 P1_10VTA_500 UNIVERSITY PEDIATRICS IN BURLINGTON 1 SOUTH PROSPECT STREET
Provider PIN - VTA 61504 BURLINGTON, VT 05401

 CDC VTrckS Vaccine Ordering Site  [Transaction in Progress](#) [My Details](#) | [Log Out](#)

[Universal Search](#) | [Order Catalog](#) | [Order Vaccines](#) | [Inventory on Hand](#) | [Doses Administered](#) | [Temperature Log](#) | [Returns Catalog](#) | [Returns](#)

Your Transfer Return Order Receipt

Thank You!
Your return was received and is being processed.

Return Confirmation:	600001119	Overall Status:	Submitted
Your Description:	Transfer to VTA 10015		
Return Reason	Other		

Item	Brand	Item Details	QTY(Doses)	Lot Number	Expiry Date	Status
1000	PREVNAR 13	00005-1971-02 : PCV13; SYR; 10-pack	10	917244	01/01/2013	Submitted

[Print](#) [Close](#)

Contact Information

- Vermont Department of Health Immunization Program
 - ▣ Resources available on the website:
<http://healthvermont.gov/hc/imm/VaccineTrackingSystemVTrckS.aspx>
 - ▣ Contact an Immunization staff person at (802) 863-7638
 - ▣ Contact your Local Health Designee