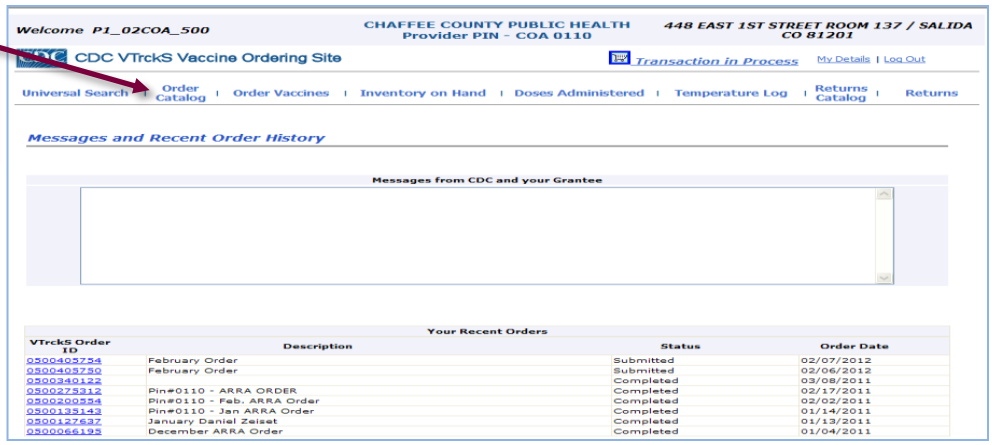
Order Vaccines through the Order Catalog Quick Reference Guide

Providers will follow the steps below to order vaccines using the order catalog in VTrckS

Click on the **Order Catalog** link to select the NDC's for a vaccine order.



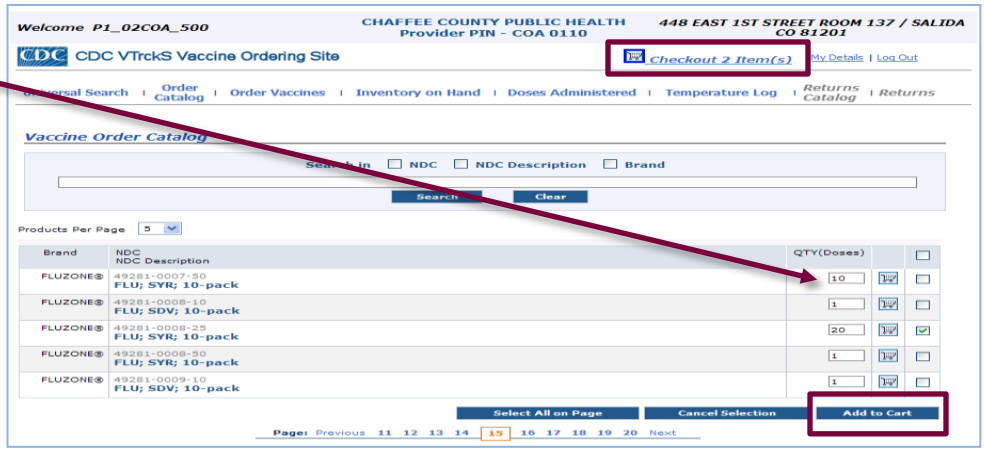
Enter the **NDC quantity** before adding to the shopping cart.

Click on the **Shopping Cart** icon to update the transaction directly

OR

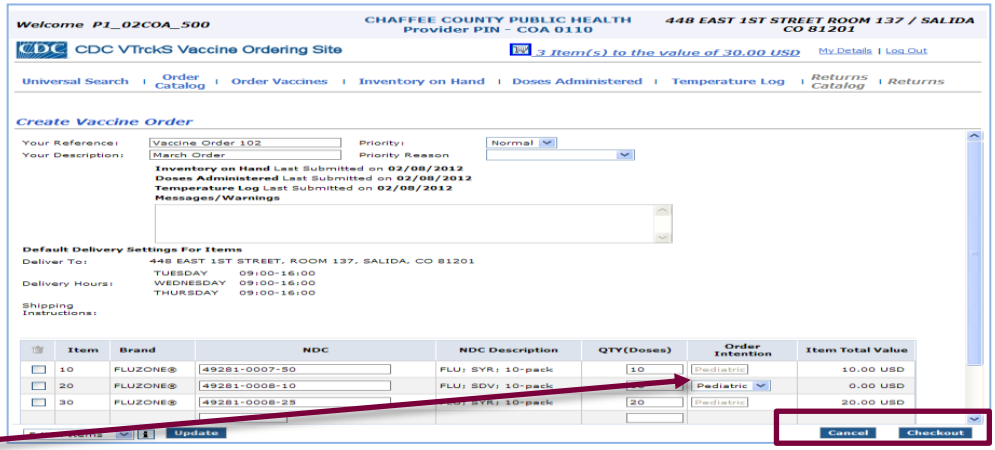
Mark the **Check Box** to select the NDC and then click on the **Add to Cart** button to update the transaction.

Click on the **checkout XX item(s)** button at the top of the screen to move to the order screen to finalize the order.

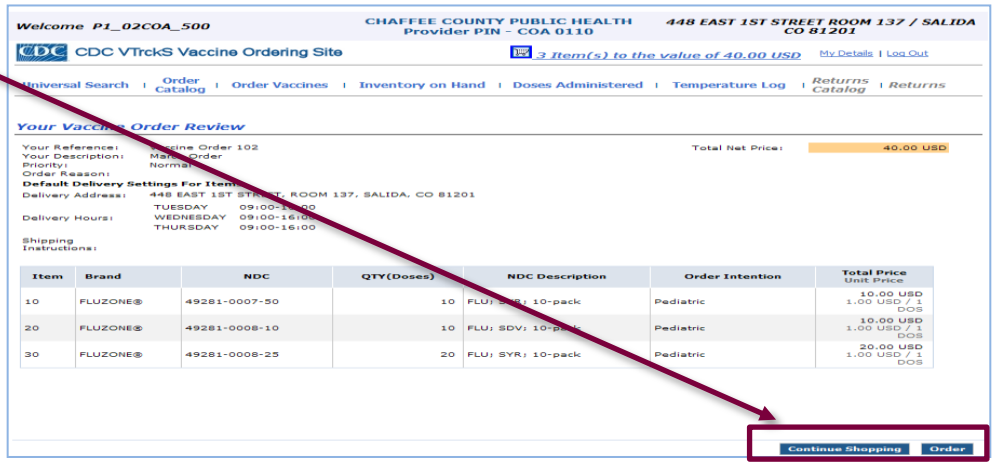


Click in the following required fields and enter the following information:, **Order Intention** – needs to be updated for MIX vaccines. Click on the **Update** button the refresh the NDC values.

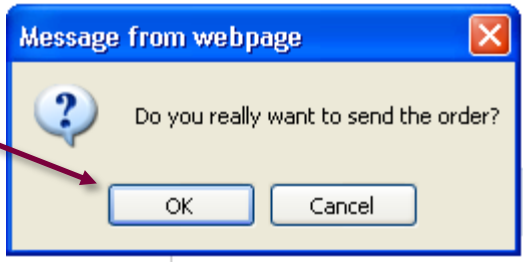
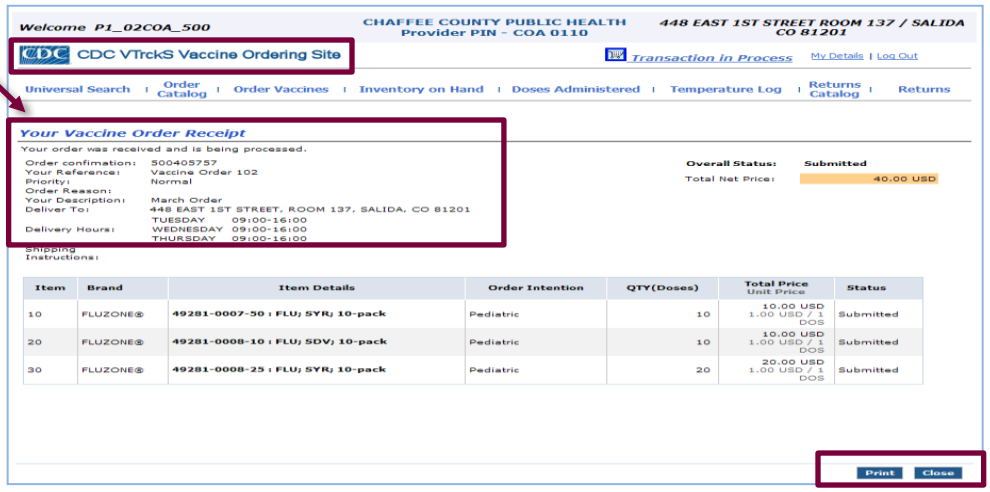
Perform one of the following tasks
Cancel – cancels the vaccine order, OR
Checkout – takes the user to the vaccine order review screen.



Review the vaccine order and determine if any changes are needed before the order is processed.
Click on **Continue Shopping** – to make necessary changes,
OR
Click on **Order** – to submit the vaccine order.



Click **OK** to send the order to the grantee.



The vaccine order has been submitted and the **Order Confirmation** has been created. The order can now either be printed or closed at this time.
To exit the screen click on the CDC VTrckS Vaccine Ordering Site link to return to the home page.