HOW TO ORDER COVID-19 VACCINE IN MCIR (E-ORDERING)

Review the guidance below for placing COVID-19 vaccine orders in MCIR. This functionality is only accessible to currently enrolled COVID-19 Vaccine Providers. Please note that orders are not automatically approved upon placement – They are reviewed by Local Health Department (LHD) staff who may approve, revise, or reject orders and contact you for follow-up. Before fulfilling requests for vaccine orders, LHDs may assess your site for readiness, request temperature logs, or other materials to assure COVID-19 vaccine is managed appropriately.

Preliminary Step if Not Yet Performed: Add “E-Order Contacts”

- Only staff designated as “E-Order Contacts” in your MCIR site’s VFC tab will have the ability to place a vaccine order by having visibility of the following links:

- If the appropriate staff do not have the above links and need to be designated as “E-Order Contacts”, follow this tip sheet!
  - As indicated in the tip sheet, this ability to add E-Order Contacts is limited to the MCIR Site Administrator at your office. Not sure who your MCIR Site Administrator is? Contact your Regional MCIR Office.

- When adding E-Order contacts, be sure to checkmark the user for email notifications in step 9 of the tip sheet above. This generates notifications when orders are approved and shipped.

How to Place an E-Order for COVID-19 Vaccine

1. Login to MCIR via MiLogin.

2. From your MCIR Home Screen, select the link Place Outbreak Vaccine Orders located in the VFC Program section.
3. The “Vaccine Search” screen will appear. In the vaccine drop-down, select “COVID-19”. Selecting manufacturer is optional. Click “Search.”

4. If vaccine is available, those products will appear in the search results. Begin your order by clicking “Add to Order” for the products desired. In this example, an order will be placed for each product available.

5. Once “Add to Order” is selected, the product(s) will display as “Added.”

6. Click on the “View Order” button to proceed.
7. The products will now display with minimum order quantities shown in the “# of Doses” fields for each product. Next, determine if “a” or “b” applies:
   a. If the defaulted quantities shown in the “# of Doses” field are appropriate and no changes are needed, click “Continue Order”, and proceed to step 10.
   b. If quantities need to be modified, proceed to step 8.

8. Modify order quantities in the “# of Doses” field as needed. Orders are placed by number of doses (not vials). Doses entered must be in increments of the minimum order quantity (increments of 100 for Janssen, 140 for Moderna 14-dose vials, 100 for Moderna 10-dose vials, 1170 for Pfizer, etc.). Below is an example of modifying quantities accordingly. Once modified, click the “Update Order” button.
   a. If you attempt to enter inaccurate increments, you will receive error messages to adjust accordingly.
9. After updating, the system will “lock in” your updated quantities and the “Continue Order” button will be accessible. Click the “Continue Order” button.

10. The “Shipping Information” screen will appear. Ensure this is accurate and that shipping hours are compliant - Per CDC: “Locations should offer full-day receiving hours to the extent possible. When that is not possible, COVID-19 Vaccine Providers must be available to receive shipments during a 4-hour window on a weekday other than Monday.” If incorrect or noncompliant information appears below, click “Edit” and revise. Once accurate and compliant, click “Continue Order.”
11. An order review screen will now appear with shipping information, products ordered, and doses ordered. If edits are needed, select the button for the section needing revision (Shipping Info or View Order). You may also cancel if needed. If the information is correct, select “Submit Order” which will complete the order process and be submitted to the Local Health Department for review.

12. The Order History screen will appear upon submission. “Order Status” will be “Awaiting Approval” as it is sent to the Local Health Department. You may also review order status as needed - For information on viewing order history and status, see this tip sheet.

Find additional tip sheets at the MDHHS COVID-19 Provider Guidance & Education website and the MCIR COVID-19 Provider Webpage.