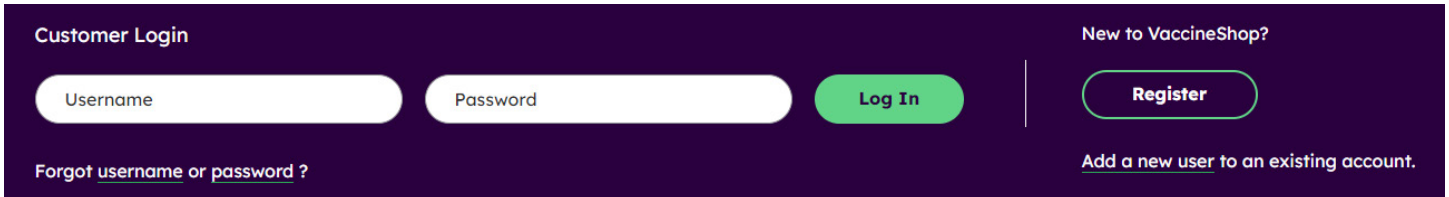


Quick Guide

VaccineShop

Logging On

From the homepage, simply click the login button and enter your current username and password. If you've forgotten either, simply click the **Forgot username or password** link.



The login section features a dark blue header with the text "Customer Login" on the left and "New to VaccineShop?" on the right. Below the header, there are two white input fields for "Username" and "Password", followed by a green "Log In" button. To the right of the login fields is a "Register" button. Below the "Log In" button is a link "Forgot username or password?". Below the "Register" button is a link "Add a new user to an existing account."

Creating a New Username

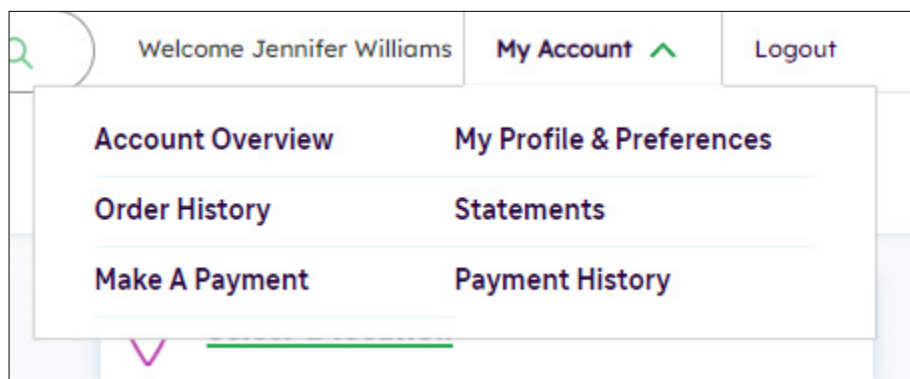


If you're new to VaccineShop or need to add a new user to an existing account, you can do so by clicking the **Add a new user** link, which is to the right of the login section.

Account Overview

Once logged in, you will land on the **Account Overview** page. This page represents a snapshot of your account showing your most recent **Order, Invoices, Payments, Credits & Statements**. Additionally, you will find links to expanded historical views of all of those, as well as links to **Reports** and more.

You can also click the **My Account** link in the upper right corner to navigate to specific sections to manage your business:



- **Account Overview:** This is the main landing page
- **Order History:** View your order history and order shipment statuses
- **My Profile & Preferences:** View and change your account or user settings
- **Make a Payment:** Pay invoices, or simply view your credits, invoices, and scheduled payments
- **Statements:** View your historical statements
- **Payment History:** Review payment history

Managing Your Account

My Profile & Preferences

In the **My Profile & Preferences** section of VaccineShop, you can make any necessary changes to the user, account data, billing, shipping and payment information.



Preferences

User profile

User

Account

Billing

Payment

Influenza

Name

Edit

We recommend checking your account information from time to time to ensure all are accurate and up-to-date.

- **User:** Your role, email address, and password hint question
- **Account:** Address, shipping hours, and license information
- **Billing:** Invoice and statement delivery preferences
- **Payment:** Review your payment methods, update or change credit cards or checking accounts on file, and confirm your defaults
- **Influenza:** Manage your **Influenza Vaccine Locator** and **Recurring Reservation** opt-in preferences

Managing Your Account

Credits & Invoices

Under the **My Account** link in the upper right corner, navigate to **Make A Payment**. Here you will find a comprehensive dashboard to:

1. Review your credits and apply them to an invoice
2. Make payment on an invoice
3. Review your scheduled payments

Home / Make A Payment

Make A Payment





1
Credits


If an invoice already has a scheduled payment, you must cancel it before you can apply a credit.

You have no recent credits.

2

Open invoices

We accept the following cards    

	Payment option	Invoice #	Account #	Location	Invoice date	Due date	Invoice balance	Prompt Pay discount	Payment amount
<input type="radio"/>	Pay Now	CC PYMT 11/23/22			03/09/2023	03/09/2023 	\$1,950.34	—	<input type="text"/>

3
Scheduled payments

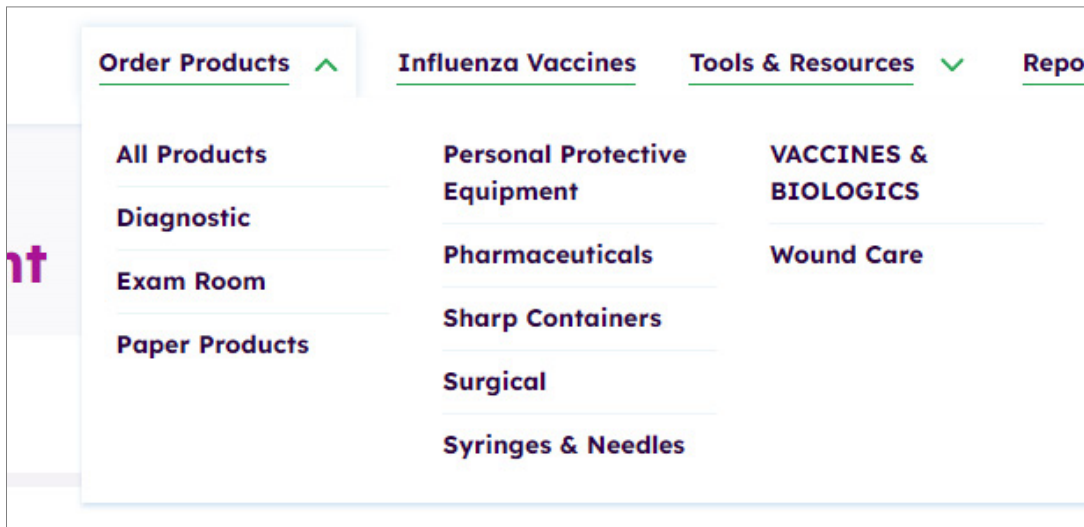
You have no scheduled payments.

Ordering Products

There are multiple ways to order products on the website. This guide will show you how to order through the product catalog. You can find guides covering other ordering methods, including saved orders, on the online support center.

Product Catalog

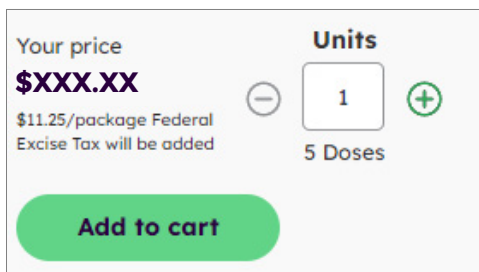
Under the **Order Products** link in the website header, you will find a full product catalog. You can click the menu title to see all items from all categories, or click one of the individual categories to navigate deeper.



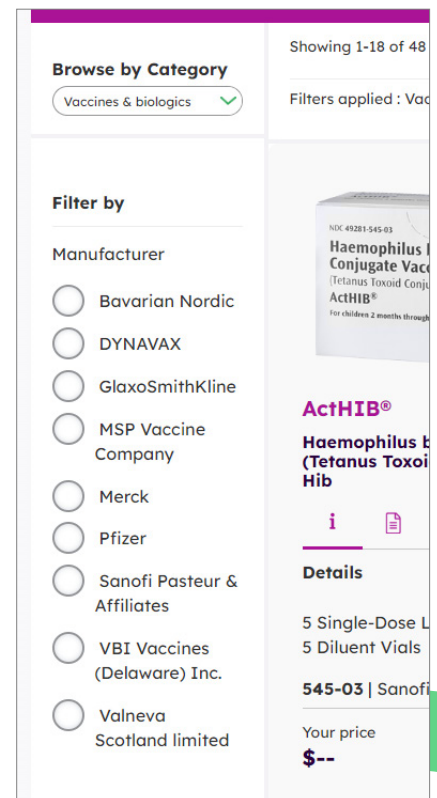
Once on the **Order Products** page, you can use the **Filters** in the left column to refine the listings and find the specific products you are looking for.

- Browse by category
- Filter by manufacturer, disease state, age, and more

Once you find the items you need, simply use the **Units box** to define how many you need, and click the **Add to cart** button.



NOTE: You'll enter the number of boxes or unit you need in the **Units box**. However, you'll see the number of doses directly below the field.

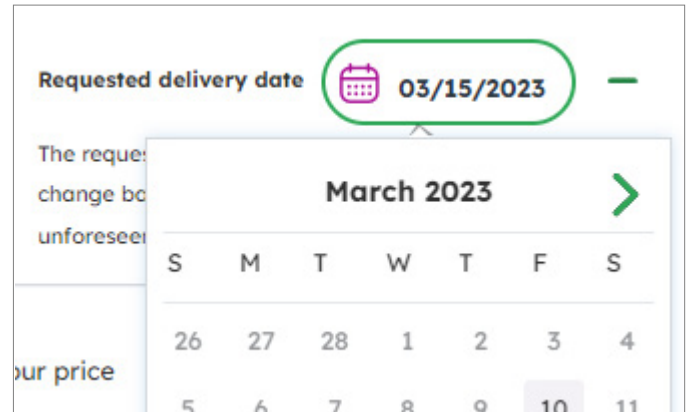


Completing an Order

When you are ready to purchase the items you have added, simply click on the **Cart** icon: 

On the **Cart** page, you will be able to review pricing and quantities of all the items you've added.

Use the calendar module at the top of the page to select your **Requested delivery date**. By default, the system will automatically choose the next possible delivery date.

Once satisfied, you can click the **Proceed to checkout** button to review and finalize your order.

Proceed to checkout

Once on the **Checkout** page, you will be able to add information or make final checks, such as:

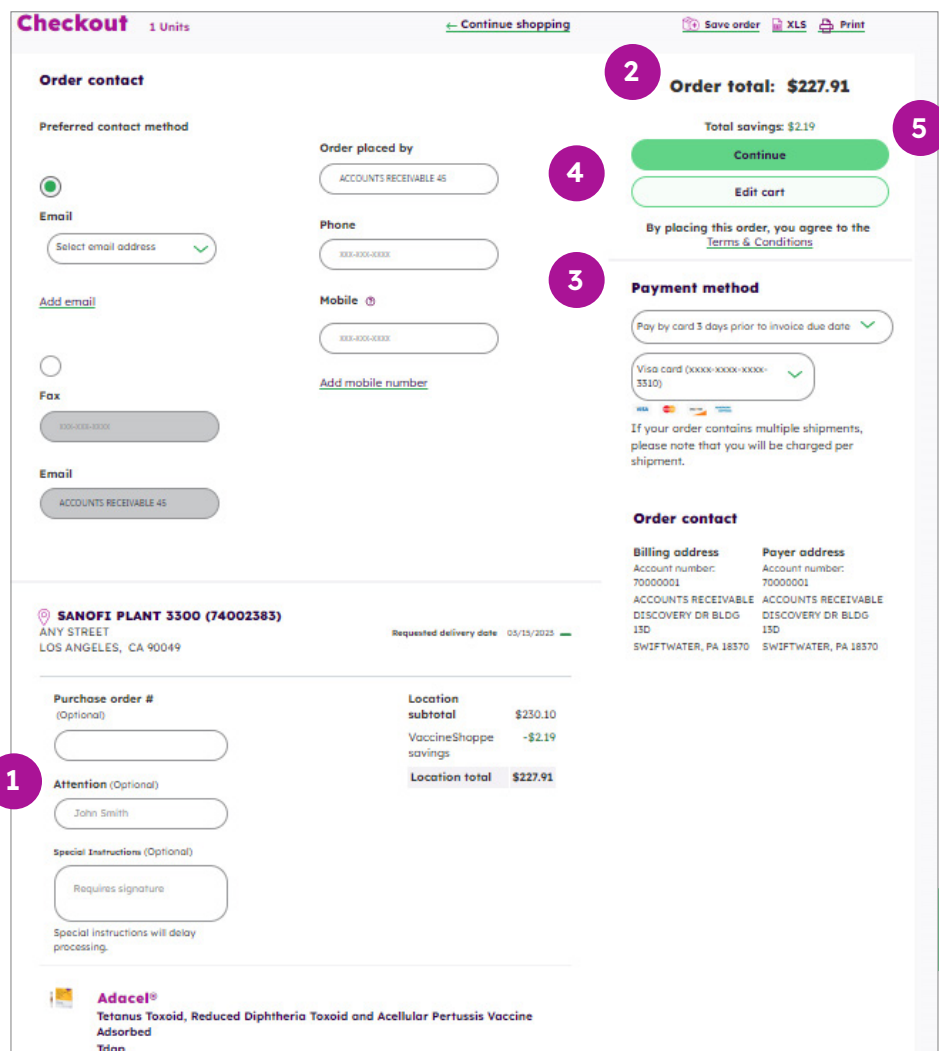
1. Adding a PO, attention line, and special instructions

2. Checking your totals

3. Selecting your payment method

4. Edit cart: This will take you back to the **Cart** page allowing you to adjust quantities and items

5. Continue: This will provide one final prompt for payment confirmation, completing the order



Checkout 1 Units [← Continue shopping](#) [Save order](#) [XLS](#) [Print](#)

Order contact

Preferred contact method: ☒ Email ☐ Fax

Email: ☒

Add email:

Fax:

Email:

Order placed by:

Phone:

Mobile: [Add mobile number](#)

Order total: \$227.91

Total savings: \$2.19

[Continue](#) [Edit cart](#)

By placing this order, you agree to the [Terms & Conditions](#)

Payment method

Pay by card 5 days prior to invoice due date ☒

Visa card (XXXX-XXXX-XXXX-XXXX) ☒

If your order contains multiple shipments, please note that you will be charged per shipment.

Order contact

Billing address

Account number: 70000001

ACCOUNTS RECEIVABLE

DISCOVERY DR BLDG

15D

SWIFTWATER, PA 18570

Payer address

Account number: 70000001

ACCOUNTS RECEIVABLE

DISCOVERY DR BLDG

15D

SWIFTWATER, PA 18570

Purchase order # (Optional):

Attention (Optional):

Special Instructions (Optional):

Special instructions will delay processing.

Location subtotal \$230.10

VaccineShopper savings -\$2.19

Location total \$227.91

Requested delivery date 03/15/2023

SANOFI PLANT 3300 (74002383)

ANY STREET

LOS ANGELES, CA 90049

Adacel®

Tetanus Toxoid, Reduced Diphtheria Toxoid and Acellular Pertussis Vaccine

Adsorbed

Tdap

Influenza Vaccine Reservations

Influenza Vaccines Dashboard

When you select **Influenza** in the header menu, you will be taken to your **Influenza Dashboard**. Here, you can manage your current **Influenza Vaccine Reservations** or create new ones.

1. You will see all active formula years on the left side of the page. If there are 2 formulas available, you will see reservations under each, and the ability to create a new reservation under each specific year
2. Make payment on an invoice:
 - a. You will see the **Reserve Doses Now** link in the left column
 - b. You will also see a **Reserve Doses Now** button in the center of the **Dashboard**
3. If you have any open reservations for a specific year (not yet fully shipped), you can add to that reservation rather than making a new one.

Home / Influenza Vaccines

ACCOUNTS RECEIVABLE ... (700000001)
[Change location](#)

Influenza Vaccines

2022-2023 reservations

VO6735183 ✓

2023-2024 reservations

VO6731021 ✓

Waitlist
0 units

Recurring reservations
Enrolled

Reservation VO6735183

2022-2023 Formula | Confirmed ✓

Edit reservation

View reservation details

My shipments

200 of 200
Doses TBD

Download shipping info:
[XLS](#)

Schedule Shipments

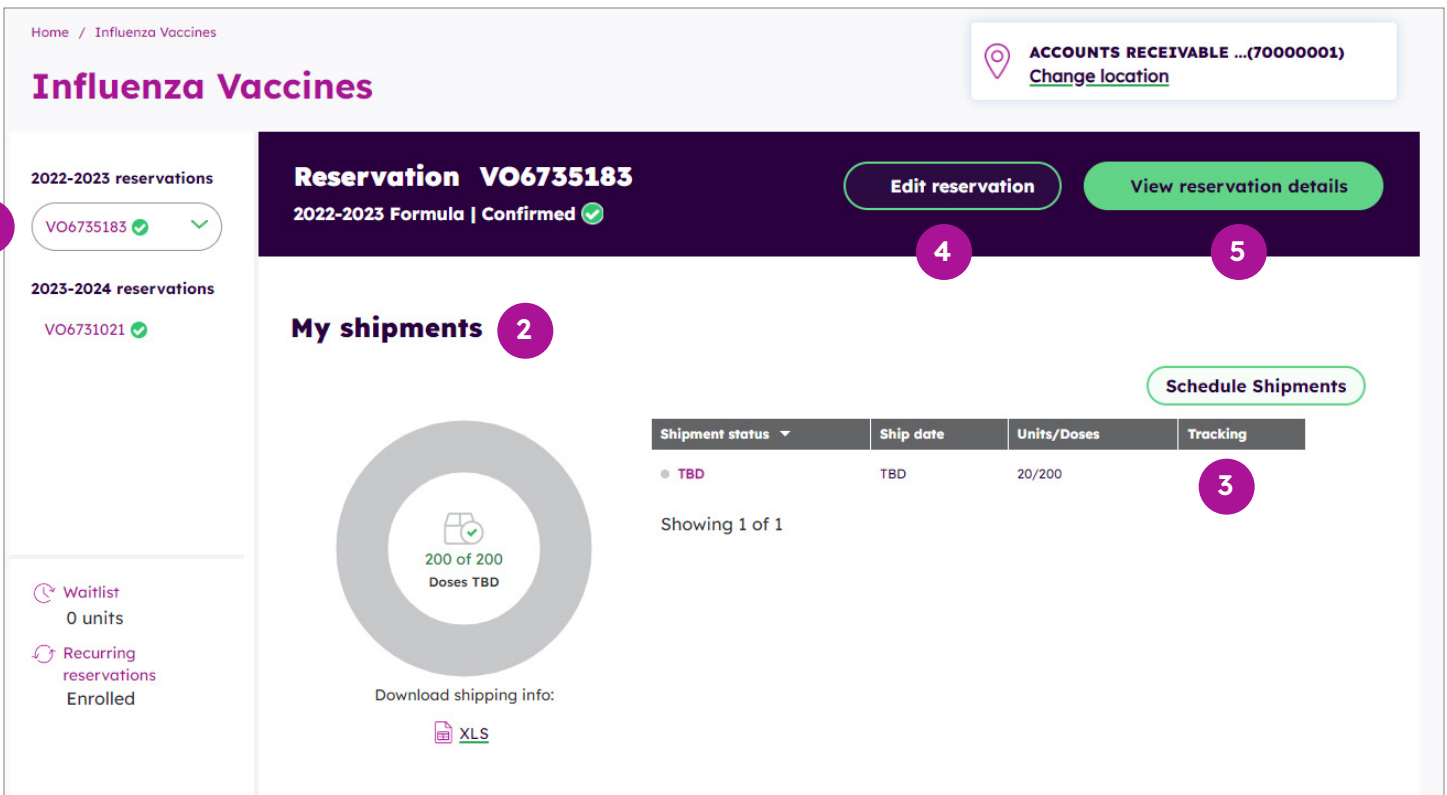
Shipment status	Ship date	Units/Doses	Tracking
TBD	TBD	20/200	

Showing 1 of 1

My Shipments

Once you select a specific reservation from the left side of the page, your center dashboard will update with information on shipments within that specific reservation.

- 1. Select Reservation:** Select a reservation in the left column by clicking on the number to open the data in the main dashboard. You may also have a drop-down for selecting the reservation
- 2. My Shipments Charts:** The data in the middle of the page will populate with shipments specific to that reservation, including all TBD, scheduled, and shipped
- 3. Tracking:** Information will populate as each shipment is tendered to a carrier
- 4. Edit Reservation:** If you need to make changes to your reservation (add or remove doses), click the **Edit reservation** button at the top of the dashboard and step through the screens to submit changes
- 5. View Details:** If you simply need to view info for the existing reservation, but don't need to adjust, the **View reservation details** button will provide you with a thorough overview



Home / Influenza Vaccines

Influenza Vaccines

ACCOUNTS RECEIVABLE ... (700000001)
[Change location](#)

2022-2023 reservations

VO6735183 ✓

2023-2024 reservations

VO6731021 ✓

Reservation VO6735183
2022-2023 Formula | Confirmed ✓

[Edit reservation](#) [View reservation details](#)

My shipments

Schedule Shipments

Shipment status	Ship date	Units/Doses	Tracking
TBD	TBD	20/200	

Showing 1 of 1

200 of 200 Doses TBD

Download shipping info: [XLS](#)

Waitlist
0 units

Recurring reservations
Enrolled

If you have questions, please reach out to our customer service team at **1-800-VACCINE (1-800-822-2463)** or [click here to email](#)