

HOW TO: REVIEW COVID-19 ORDERS & RECEIVE NOTIFICATIONS

By adding users to your MCIR site as “E-Order Contacts”, they can review order history and receive notifications about order shipments, including Tracking IDs.

1. To obtain access to the features below, sites must first add users as “E-Order Contacts” to your MCIR Site – Follow [this tip sheet](#)!

- Be sure to checkmark the user for notifications (step 9).

Receiving Shipping Notices & Tracking IDs

For Pfizer vaccine, the manufacturer will send an email notice to the primary contact at the facility level, which includes a Tracking ID. For Pfizer-initiated emails, it may arrive in your Spam email box, so be aware to check this. However, **by adding “E-Order Contacts” to your MCIR site and marking them for notifications, they will receive shipment notices via email.** This email also includes a Tracking ID. The email will come from: mcir@michigan.gov.

Example of email notice:

Subject: Your (VFC PIN) MCIR order (Order number here) has been shipped

This is a system generated email. Please do not reply to this message.

Your VFC SNS Vaccine vaccine order Order number here for VFC PIN PIN has been shipped and your MCIR public inventory has been updated accordingly.

Please anticipate a vaccine delivery based on your (unknown) tracking number: TRACKING ID HERE

If you cannot click on the tracking number, you may paste the following into a browser...

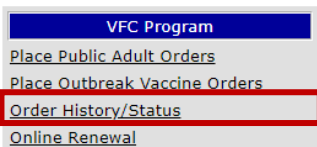
(Unfortunately tracking link is not available. Could not determine carrier for 'UPS PREMIER GOLD SER'.) The tracking number is: TRACKING ID HERE

If you have any issues with your vaccine delivery, please contact your Local Health Department.

Reviewing Order Product and Quantity

“E-Order Contacts” can also review order details, including the type and quantity of vaccine that may have been allocated and submitted to CDC for ordering.

1. From the MCIR Home Screen, select **Order History/Status** from the VFC Program section



2. Order numbers will be listed. “Type” for COVID-19 vaccine is “Hzv”. Click on the Order Number.

A screenshot of the MCIR Order History/Status page. The page has a navigation bar with tabs for "Person", "Rem/Rcl", "VIM", "Imp/Exp", "VFC", "My Site", "Adm", "Rpts", and "Oth". Below the navigation bar is a table with the following data:

Order Number	Order Date	PO Number	Order Status	Type	Who
20201211-847007-1DMN3N	12/11/2020		Awaiting Distributor Shipment	Hsv	DHHS Order_Log

3. Order Information will appear, showing product and number of doses. Below is an example:

View Order
[Print Help](#)
[Home](#) [Exit](#)

Person
Rem/Rcl
VIM
Imp/Exp
VFC
My Site
Adm
Rpts
Oth

[Adult Orders](#)
[Outbrk Vac Orders](#)
[View Order](#)
[Order Hist](#)
[Renewal](#)

Provider Information

Site:	Facility Type:
County:	Approver:
VFC Pin:	Phone:

Order Information

Order #:	Order Date:	12/11/2020	PO#:
Order Type:	SNS Vaccine	Order Status:	Awaiting Distributor Shipment
Ordered By:	wildtk	<input type="checkbox"/> Expedite Order	
Shipping Address:			
Shipping Hours:			
Mon	0700 - 1600		
Tues	0700 - 1600		
Wed	0700 - 1600		
Thurs	0700 - 1600		
Fri	0700 - 1600		

Order Details		Order Log				
Description	NDC	On Hand	Avg Monthly	1Mo Proj	3Mo Proj	Ordered
COVID-19 - Pfizer (COVID-19 PFR 195 CTN) SARS-COV-2 (COVID-19) vaccine, mRNA, spike protein, LNP, P-F, 30 mcg/0.3mL dose, 195 MDVs	59267-1000-02	0	0	0	0	975

Done

Find additional MCIR tip sheets at www.mcir.org.

Find additional COVID-19 information at our [COVID-19 Provider Guidance & Education website](#).