

## HOW TO REVIEW AND REVISE SHIPPING INFORMATION

**IMPORTANT:** All COVID-19 Vaccine Providers must review shipping information which is located in their MCIR VFC “Shipping” tab. This must be reviewed **prior to any orders being placed, and ensure updates are made immediately if information changes.** Reviewing this information is particularly important for COVID-19 Providers that were previously VFC Providers but unenrolled – the “Shipping” tab could have outdated information. The information in the “Shipping” tab is captured at the time of ordering and submitted to CDC as-is. Shipping information applies to all public vaccine orders (VFC and COVID-19).

**When reviewing shipping information, ensure the following:**

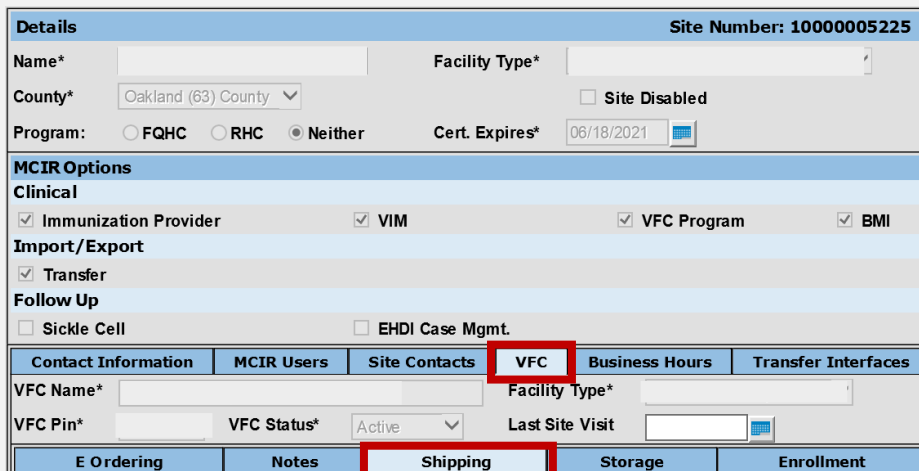
- “**Shipping Hours**” reflect the days and hours you are available to receive vaccine delivery. Per CDC: To support efficient distribution of vaccine, locations **should offer full-day receiving hours to the extent possible.** When that is not possible, COVID-19 Vaccine Providers **must be available to receive shipments during a 4-hour window on a weekday other than Monday.**
- “**Shipping Address**” reflect the address where vaccine will be shipped. Ensure this is accurate and that it shows as “Valid.”

**INSTRUCTIONS:** Please follow the instructions below to review shipping hours and revise if needed.

1. To review/revise shipping hours, you must be associated as an **E-Order Contact**. If you are not an E-Order Contact, [start here](#) before proceeding with next steps.
2. From your MCIR Home Screen, select “**Edit My Site**”



3. Select the “**VFC**” tab.

A screenshot of the MCIR VFC site details page. The page is titled 'Details' and shows 'Site Number: 1000005225'. It contains various fields for site information, including Name, County, Program, Facility Type, and Cert. Expires. Below these fields are sections for 'MCIR Options' (Clinical, Import/Export, Follow Up) and a tabbed interface. The 'VFC' tab is highlighted with a red box. At the bottom of the page, there are several tabs: 'E Ordering', 'Notes', 'Shipping', 'Storage', and 'Enrollment'. The 'Shipping' tab is highlighted with a red box, and a red arrow points to it from the text below.

4. Click on the “**Shipping**” tab
5. Verify all shipping information for compliancy and accuracy. Follow these steps for review/revision:

**A. REVIEW SHIPPING HOURS AND ENSURE COMPLIANCY:**

- From the Shipping tab, review **“Shipping Hours”** for compliancy (**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**). In this example, the below hours are noncompliant and must be corrected.

Contact Information	MCIR Users	Site Contacts	VFC	Business Hours	Transfer Interfaces
VFC Name*			Facility Type*	▼	
VFC Pin*	VFC Status*	Active ▼	Last Site Visit	[Calendar Icon]	
E Ordering	Notes	Shipping	Storage	Enrollment	
Shipping Contact* ▼					
<b>Shipping Address (Edit)</b>					
Address: 1200 N Telegraph Rd Bldg 34E					
Country: Bldg 34e, Michigan 48344 County: Oakland Address Status: Invalid Address Updated: 08/31/2020					
<b>Shipping Hours (Edit)</b>					
Monday	9:00 A.M. - 12:00 P.M.				
Tuesday	9:00 A.M. - 12:00 P.M.				
Wednesday	9:00 A.M. - 12:00 P.M.				
Thursday	9:00 A.M. - 12:00 P.M.				
Friday	NO SHIPPING				

- Next to the words **“Shipping Hours”** select **“Edit”**.

Contact Information	MCIR Users	Site Contacts	VFC	Business Hours	Transfer Interfaces
VFC Name*			Facility Type*	▼	
VFC Pin*	VFC Status*	Active ▼	Last Site Visit	[Calendar Icon]	
E Ordering	Notes	Shipping	Storage	Enrollment	
Shipping Contact* ▼					
<b>Shipping Address (Edit)</b>					
Address: 1200 N Telegraph Rd Bldg 34E					
Country: Bldg 34e, Michigan 48344 County: Oakland Address Status: Invalid Address Updated: 08/31/2020					
<b>Shipping Hours (Edit)</b>					
Monday	9:00 A.M. - 12:00 P.M.				
Tuesday	9:00 A.M. - 12:00 P.M.				
Wednesday	9:00 A.M. - 12:00 P.M.				
Thursday	9:00 A.M. - 12:00 P.M.				
Friday	NO SHIPPING				

- A window will pop-up to make revisions. Modify hours appropriately:

**Edit Hours**

Hours - hh[:mm]										Copy Business Hours			
<input checked="" type="checkbox"/> Monday	9:00	A.M.	▼	-	3:30	P.M.	▼	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	▼
<input checked="" type="checkbox"/> Tuesday	9:00	A.M.	▼	-	3:30	P.M.	▼	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	▼
<input checked="" type="checkbox"/> Wednesday	9:00	A.M.	▼	-	3:30	P.M.	▼	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	▼
<input checked="" type="checkbox"/> Thursday	9:00	A.M.	▼	-	3:30	P.M.	▼	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	▼
<input type="checkbox"/> Friday	9:00	A.M.	▼	-	4:00	P.M.	▼	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	▼

\* 12:00 PM is assumed to be Noon. 12:00 AM is assumed to be Midnight.

- Click **“Submit”**

- Hours will now be updated in the “Shipping Hours” area.

Shipping Hours (Edit)	
Monday	9:00 A.M. - 3:30 P.M.
Tuesday	9:00 A.M. - 3:30 P.M.
Wednesday	9:00 A.M. - 3:30 P.M.
Thursday	9:00 A.M. - 3:30 P.M.
Friday	NO SHIPPING

Shipping Instructions	<input type="text"/>
-----------------------	----------------------

Please note that the “Shipping Instructions” area is not included in the delivery instruction to McKesson/Merck. DO NOT USE THIS AREA. Please use signage at your office to relay instructions to your carrier. Always ensure deliveries are immediately attended to and stored appropriately.

### B. REVIEW AND REVISE SHIPPING ADDRESS:

- From the VFC “Shipping” tab, review the information in “Shipping Address” area. Ensure address is both accurate and “Valid”. In this example, the “Address Status” is “Invalid”

Contact Information	MCIR Users	Site Contacts	VFC	Business Hours	Transfer Interfaces
VFC Name*	<input type="text"/>		Facility Type*	<input type="text"/>	<input type="text"/>
VFC Pin*	<input type="text"/>	VFC Status* <input type="text" value="Active"/>	Last Site Visit	<input type="text"/>	<input type="text"/>
E Ordering	Notes	Shipping	Storage	Enrollment	
Shipping Contact* <input type="text"/>					
Shipping Address (Edit)					
Address:		1200 N Telegraph Rd Bldg 34E Bldg 34e		Address Status: Invalid	
Country: United States		City: Pontiac, MI 48344		Address Updated: 08/31/2020	
		County: Oakland			

- Next to the words “Shipping Address”, click “Edit”

Shipping Address (Edit)					
Address:		1200 N Telegraph Rd Bldg 34E Bldg 34e		Address Status: Invalid	
Country: United States		City: Pontiac, MI 48344		Address Updated: 08/31/2020	
		County: Oakland			

3. A window will appear for revisions. Update with correct information, and the “Valid” checkbox automatically updates if an accurate USPS address was entered:

**Edit Shipping Address**

**Edit Address**

**Address Details**

Country\* United States  **Valid**  Keep as Entered

Street\* 1200 N Telegraph Rd Bldg 34E

City\* Pontiac State\* MI Postal Code\* 48341

County\* Oakland

4. Click “Submit”

5. Address now appears as “Valid” within the Shipping Address section:

**Shipping Address (Edit)**

Address: 1200 N Telegraph Rd Bldg 34E

Country: United States      County: Oakland      Address Status: Valid

Postal Code: 48341      Address Updated: 08/31/2020