



[Process for Ordering VFC Vaccine](#)

Please be sure to use the latest version of the NM VFC vaccine ordering and inventory form. This can be accessed on our website: <http://www.immunizenm.org/Provider/vfcforms.shtml> . Replace all previous versions of the order form with the version currently posted on the website.

If your site does not receive VFC emails or if your contact needs to be updated, please call 505-827-2147 or email these requests and changes to the following email address: vaccine.orders@state.nm.us. Please include your VFC pin number, the name of your practice, plus an email address *and* the person's name associated with the email address. At least one email address is required for participation in VFC. Email is NM VFC's primary way of communicating vaccine updates to you.

Two options are now available for ordering VFC vaccines: via email and fax

IMPORTANT: Do not send order via both email and fax since this may result in duplication of orders.

Email process:

- Save the new order form to your computer.
- Open the saved form and fill it out completely. Include all VFC vaccines in your inventory, not just the vaccines you are ordering. Be sure to fill in all identifying information at the top of the form, plus doses on hand, lot numbers and expiration dates.
- The form allows you to type in each separate field and it will expand as the information is entered. Two page order forms are acceptable; however, please do not use a font larger than 12 point. Enter only in the columns marked "Doses Requested"; "Doses On Hand"; "Lot Numbers"; and "Expiration Dates". Do not make any other changes to the form.
- Choose "Save As" and in addition to the name of the document *VFC Order Form*, add the date you are placing the order. This will help you reference your order in the future.
- Send an email to vaccine.orders@state.nm.us with the order attached. If you need help with attaching the order or have any other questions about this process, please call 505-827-2415 or 505-827-2147.

Benefits

- You will be sent an email confirming the receipt of your order. This is not available with faxed orders.
- Each time you order, you can open the previous saved order and make changes as necessary, instead of having to rewrite information each time (e.g. lot numbers and expiration dates). Remember to save the changes you make by adding the current date to the document name.
- Typed orders are easier to read, with fields increasing to accommodate all lot numbers in your stock.

Fax Process

- Completely fill out the VFC order form including all VFC vaccines in your inventory, not just the vaccines you are ordering. Be sure to fill in all identifying information at the top of the order form, doses on hand, lot numbers and expiration dates.
- Fax to 505-827-1064 or 505-827-1741.