

# Influenza Reservation Quick Guide

# Creating a Reservation

	E •
Order Products 🗸	Influenza vaccines
Account overview	
Account ov	verview

Log into VaxServe.com and navigate to the *Influenza vaccines* link from the top header.

Select the appropriate season from the left panel and click *Reserve Doses Now*.

*Any existing reservations will be visible here. For information on confirming or editing a reservation, see page 2.* 

2022-2023 reservations Reserve Doses Now	New reservation 2022-2023 Formula
2021-2022 reservations	
	<ul> <li>Reserve your 2022-2023 influenza vaccines by Feb 23, 2022</li> <li>Stay in control with easy ways to adjust your reservation</li> <li>Better manage inventory by customizing your shipping schedule</li> <li>Get extra support from real-time shipping alerts and reimbursement guides</li> </ul>
	Reserve Doses Now



## **New Reservation:**

- **Enter number of units for each presentation you wish to reserve.** *The corresponding number of doses will update under the units.*
- Once complete, click Update estimated total, then click *Save and continue* to proceed to *Verify payment* page.

3 On the *Verify payment* tab, confirm ship-to address. If needed, add PO and attention line for shipping.

1 Se	ect vaccines	2 Verify payment
/erify payment and sl	nipping details	
Ship to	PO#	Subtotal
Account #: 33024982	123456	Excise tax <sup>1</sup> Online Savings <sup>2</sup>
	Attention (Optional)	Total
	John Smith	Prompt Pay discount <sup>3</sup>
	Special Instructions (Optional)	Total with Prompt Pay
	Requires Signature	
	Special instructions will delay processing.	

#### 4 Confirm order total and contract pricing (if applicable).

# Payment method Bill me later Image: Image:

# Receiving hours Image: Community of the servation 2021-2022 formula reservation Image: Community of the servation Please indicate the hours your location is available to reservation Image: Community of the servation of

#### From the right panel on the Verify payment page:

#### Select payment method. Select method from the drop-down.

Adjusting payment method will update <u>only</u> for this reservation.



reservation.				
Name	John Smith			
Phone	570-555-5556			
Mobile 🕜	570-555-5557			
Email	johnsmith@email.com			
Placed by	John Smith			

#### Confirm reservation contact information.

To make changes select *Edit*.

*Opt in for SMS notifications for this reservation only by adding a mobile number.* 

#### Confirm receiving hours. To make changes select *Edit*.

Updating receiving hours will update only for this reservation.

Need assistance? Contact our support center Mon - Fri 8:00 AM - 8:00 PM (ET)





# Influenza Reservation Quick Guide

# Confirming a Reservation



Log into VaxServe.com and navigate to the *Influenza vaccines* link from the top header.

Select the appropriate season from the left panel.

Any unconfirmed reservations will appear with a **①** 

Click Confirm now.

2021-2022 reservations	Reservation 14772993 2021-2022 Formula   Not confirmed ()
Reserve Doses Now	Confirm now

	① Select vaccines	2 Verify payme	ent	
Selec	ct your influenza vaccines	Sort by: Products	~	38 Units   380 Doses
Ô	Flublok® Quadrivalent Influenza Vaccine, 10 Single-Dose Prefilled Syringes (0.5 mL each) 721-10  Protein Sciences Corporation, a Sanofi company	Your price View savings Price with Prompt Pay	Units	(with Prompt Pay discount) Estimated savings: Save and continue
Ô	Fluzone® High-Dose Quadrivalent Influenza Vaccine - 10 Single-Dose Prefilled Syringes (0.7 mL each)	Your price View savings	Units	Undo changes By placing this order, you agree to the Terms & Conditions.
Ô	121-65  Sanofi Pasteur Inc. Fluzone® Quadrivalent Influenza Vaccine - 10 Single-Dose Prefilled Syringes (0.5 mL each)	Price with Prompt Pay \$4,439.16 Your price	80 Doses	Need help? Contact our support center Monday - Friday 8:00 AM - 8:00 PM (ET)
	421-50  Sanofi Pasteur Inc.	Price with Prompt Pay	120 Doses	

### **Confirm a Reservation:**

 Review presentations and make changes by presentation, if necessary.

Decreasing doses will require a reason for reduction.

2 Once complete, click Update estimated total, then click *Save and continue* to proceed to *Verify payment* page.

3 On the *Verify payment* tab, confirm ship-to address. If needed, add PO and attention line for shipping.

1 50	lect vaccines	
Verify payment and s	nipping details	
Ship to	PO#	Subtotal
Account #: 33024982	123456	Excise tax <sup>1</sup>
	Attention (Optional)	Online Savings <sup>2</sup>
	John Smith	Total
	,	Prompt Pay discount <sup>3</sup>
	Special Instructions (Optional)	Total with Prompt Pay
	Requires Signature	

#### 4 Confirm order total and contract pricing (if applicable).

Payment method
Bill me later
visa 😄 📩 💳
and approval by Sanofi Pasteur.
If your reservation contains multiple shipments, please note that you will be billed per shipment.

#### From the right panel on the Verify payment page:

5 Select payment method. Select method from the drop-down.

Adjusting payment method will update <u>only</u> for this reservation.



Reservation contact		Ø
This is who we'll o reservation.	ontact for ongoing updates about this	
Name	John Smith	
Phone	570-555-5556	
Mobile 🥎	570-555-5557	
Email	johnsmith@email.com	
Placed by	John Smith	

#### Confirm reservation contact information. To make changes select *Edit*.

*Opt in for SMS notifications for this reservation only by adding a mobile number.* 



# Confirm receiving hours.

To make changes select Edit.

Updating receiving hours will update only for this reservation.

#### Need assistance?

Contact our support center Mon - Fri 8:00 AM - 8:00 PM (ET)





# Influenza Reservation Quick Guide

# Influenza Reservation Information

Click on the Influenza tab from the top header to see reservation details. On this page you can see:

- Reservations and status
- Total doses ordered
- Shipping and tracking information
- Recurring reservation enrollment

14824004 📵	2021-2022 Formula   Confirmed 🥑				
021-2022 reservations					
14475583 ⊘	My shipments				
		Shipment status 🔻	Ship date	Units/Doses	Tracking
		• TBD	TBD	65/650	
		Shipped	09/16/2021	58/580	529928268973
	2600 of 3090 Doses shipped	Shipped	09/21/2021	56/560	529928388382
		Shipped	10/12/2021	65/650	529928896616
0 units		Scheduled	11/29/2021	65/650	
Recurring reservations Enrolled	Download shipping info:	Showing 5 of 5 View all s	hipments		

For more specific information on a reservation, click *View reservation details* 

To make changes to a reservation, click Edit reservation on the top right and follow steps 1-7 on page 2.

#### My shipments

The *My shipments* graph displays the total number of doses on your reservation.



Tracking Ship date Units/Dose Shipment status TBD TBD 65/650 09/16/2021 58/580 529928268973 Shipped Shipped 09/21/2021 529928388382 56/560 Shipped 10/12/2021 65/650 529928896616 11/29/2021 65/650 Scheduled Showing 5 of 5 View all shipments

#### Tracking:

Track each shipment by clicking on the corresponding tracking link

The corresponding chart shows the same information broken out by ship date

Shipment Status: Shipped - Green Scheduled - Blue TBD - Gray



#### **Recurring reservations**

Opt in to have VaxServe create a new reservation for the current season based on your previous reservation detail. All you need to do is review and confirm.



Click on the *Recurring reservations* link to change your enrollment status.



Update Recurring reservation contact information by clicking on the *Edit* link.

Use the toggle under Status to change your enrollment.

Click Save once you are satisfied with all updates.

#### Need assistance?

Contact our support center Mon - Fri 8:00 AM - 8:00 PM (ET)

