



To: Health Care Providers

From: Nova Scotia Biologics Depot

Date: September 17, 2021

Re: Influenza Vaccine Online Ordering for 2021-22

The NS Bio Depot is pleased to announce we will be shifting to an easier and more efficient way of ordering influenza vaccines by introducing a new online ordering portal through Shopify. In collaboration with our partners, this shift is in response to COVID-19 vaccine rollout, contributions from partners and is based on lessons learned throughout the pandemic.

The new influenza vaccine ordering process will facilitate the *advancement of inventory management practices, equitable distribution of vaccines, and improve vaccine ordering flexibility, transparency, and accuracy.*

Beginning late September/early October, you can expect to begin using Shopify for placing orders online for influenza vaccine. After this time, faxed vaccine order forms will no longer be accepted. We assure you that this change is for your benefit, and it will not only save you time, but it will also provide you with a new level of organization when it comes to planning your immunization clinics.

In preparation of using the new ordering system, we want to ensure that prior to placing your first vaccine orders, you have sufficient time to:

- ✓ activated your account
- ✓ familiarized yourself the online platform and ordering process
- ✓ ask any questions you may have.

Here's what to expect next:

FOR NEW USERS TO THE NS BIO DEPOT'S SHOPIFY ONLINE ORDER PORTAL:

On Monday, Sept. 20, 2021, you will receive the following information by way of two emails.

Email 1: Notification of your account activation for the Shopify ordering portal sent by Shopify. This is not a spam or junk email, please do not delete this email. If you do not receive this email, please check your junk, or spam folder.

Email 2: Your log-in details, along with the following training materials sent by your administrator:



- Log-in and password
- Training manual: How to navigate and use the online ordering portal
- Introduction to Smart Sheets for flu clinic reporting
- Temperature log (cold chain) for order submission
- Ordering schedule, pickup dates, and order reminders
- Process for receiving your order
- Contact details for questions and any assistance needed for using the portal

Please note that the two emails you will receive on Friday (mentioned above) may arrive in your inbox at different times during the day and in no particular order.

FOR EXISTING USERS TO THE NS BIO DEPOT'S SHOPIFY ONLINE ORDER PORTAL:

On Monday, Sept. 20, 2021, you will receive the following information sent by your administrator:

- Updated log-in process (your login information will remain the same)
- Training manual: How to navigate and use the online ordering portal
- Introduction to Smart Sheets for flu clinic reporting
- Temperature log (cold chain) for order submission
- Ordering schedule, pickup dates, and order reminders
- Process for receiving your order
- Contact details for questions and any assistance needed for using the portal

The NS Bio Depot thanks you for your all you do to ensure Nova Scotians have access to the Influenza vaccine each year. The NS Bio Depot Shopify vaccine ordering portal is the result of our combined efforts, and we look forward to taking this next step together.

Sincerely,

NS Bio Depot