

# How to Order Immunization Materials

Updated August 14, 2017



Department of Health Office of Immunization and Child Profile materials can now be ordered online. Simply follow the directions below for an easy, fast, and secure way to order immunization and Child Profile materials. **Faxed orders will not be accepted unless you do not have Internet access.**

If you have questions, please contact the Office of Immunization and Child Profile at 360-236-3595 or by e-mail at [immunematerials@doh.wa.gov](mailto:immunematerials@doh.wa.gov).

Si usted necesita la ayuda en español por favor llamar 360-236-3595.

*Please allow 10-12 business days for processing and delivery.*

## Ordering Online (the fastest and easiest ordering method)

1. Go to: <http://myFULFILLMENT.wa.gov>
2. Click on “register” and follow the directions on the screen to set up a user name and password.
3. Once you get to the Login screen, choose “Fulfillment: by Agency,” located under the Home heading on the lower left side of your screen.
4. Select “Health (DOH).”
5. Select “Immunizations” from the list.
6. Next, select the category under which your material is listed.
7. Select the material you want to order by clicking on the title.
  - You will see the item number and quantity available. If this is the material you are looking for, enter the desired quantity and click on “Add to Cart.”
  - If you need to make any changes to quantity or wish to delete this item from your shopping cart, you may do that from this screen. **Any time you change the quantity, you must click on “Update Price.” Otherwise, your order will default back to a quantity of 1.**
  - If you want to order more materials, click on “Continue Shopping” and follow the same directions as above.
  - If you are finished ordering, select you’re Requested Ship Date and Time located directly below the words “Shopping Cart” on the left side of your screen. The Ship Date and Time needs to be **at least 72 hours out** from the date you place your order.
  - Fill out the Recipient Information on the same screen. Check the box at the bottom of the screen titled “Save to My Address Book” (this is the address that you want the materials mailed to) and click “Save Changes.”
  - On the following screen titled “Checkout,” click “Next.”
  - Review your order and select “Place My Order.”
  - A purchase confirmation should appear on your screen. Print this for your records.

\*\*If you experience issues with your account, please contact the Dept. of Enterprise Service Helpdesk at: 360-664-4343

## Ordering by Fax\*

1. Call Alejandro Le at 360-236-3595 for a hard copy order form.
2. Fill out the information at the top of the order form and indicate the quantity of each material you would like to order.
3. Fax the order form to Alejandro Le at 1-866-630-2691 (toll-free) or 360-236-3590.
4. You will receive a faxed confirmation letting you know that your order has been processed, which will also indicate any items that are on backorder. Keep this confirmation for your records. If you have items on backorder, you do not need to re-fax your order. Those items will be processed as soon as they become available.

★ **Please note:** Faxed orders will not be accepted unless you **do not** have Internet access.