

## VFC Vaccine Online Ordering Provider Quick Reference Guide: Receiving a Vaccine Order

### RECEIVING AN ORDER

1. Using the Navigation Menu, click on **Orders/Transfers Menu** and then click **Create/View Orders** to show the **Current Order/Transfer List**.
2. Select the desired vaccine order to open the **Receive Order** screen.

**Option A:** If your shipment is COMPLETE and you want to add all of the vaccine products in your order to your inventory:

- a. Enter the **“Receipt Quantity”** for each vaccine product shipped.
- b. **Missing Information/Incorrect information:** If there is any missing or incorrect Manufacturer, Lot Number, or Expiration Date information for any product, pause and contact ISDH before proceeding.
- c. **Missing Products:** See *Option B about orders with missing products (e.g., varicella)*.
- d. Click the **Receive** button. The system updates your inventory with these received doses by lot number.

**Please Note:** If you ordered either ProQuad or Varivax, provider NO LONGER need to login and manually change the funding code to PUB. CHIRP is updating the funding code automatically the morning after the doses are received.

**Option B:** If your shipment is MISSING vaccine products and you want to add the portion that arrived to your inventory now and then later add the missing portion: (For example, separate varicella shipment or if the order is split across multiple shipments)

- a. Enter the **“Receipt Quantity”** for each vaccine product shipped.
- b. For the vaccines that you did not receive (varicella), leave the boxes blank.
  - i. **Do not include anything further for this particular vaccine.** Once the vaccines are received, you can go back and follow the directions above for receiving an order.

- ii. If you have vaccines that never were delivered and need to be rejected, you will need to see *Option C* below.
- c. Click the **Receive** button. The system updates your inventory with only the received doses at that time.

Receive Order							
Organization (IRMS): TEST PROVIDER A				First Name:			
Facility: TEST PROVIDER SITE A				Middle Name:			
Phone Number:				Last Name:			
Phone Extension:				Address: 123 MAIN ST			
Email:				SANTA FE, NM 87506			
Order Number: 65				Instructions:			
VFC PIN: A001				Order Status: Approved			
Order Date: 05/23/2014 15:34:12				Approver: ADAM RC (ADAM_RC)			
Submitter: ADAM RC (ADAM_RC)							
Receiver: ADAM RC (ADAM_RC)							
Original Order#: 65							
Comments:							
Order Set / Order Type: FLU / Distributor							
Order Details							
Shipped Quantity	Receipt Quantity	Not Entered Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason For Not Entering
100	<input type="text"/>	<input type="text"/>	Influ split 36+ mos	--select--	<input type="text"/>	<input type="text"/>	--select--
Comments						Tracking #	
100	<input type="text"/>	<input type="text"/>	Influ split 6-35 mos pres free	--select--	<input type="text"/>	<input type="text"/>	--select--
Comments						Tracking #	
100	<input type="text"/>	<input type="text"/>	Influ Inact 48+ mos pres free	--select--	<input type="text"/>	<input type="text"/>	--select--
Comments						Tracking #	
100	<input type="text"/>	<input type="text"/>	Influenza Nasal Spray	--select--	<input type="text"/>	<input type="text"/>	--select--
Comments						Tracking #	
<input type="button" value="Cancel"/> <input type="button" value="Receive"/>							

**Option C:** If you have vaccines that were never delivered and/or the shipment arrives DAMAGED or SPOILED:

- a. Accept the shipment at the time of delivery and store in the proper vaccine storage unit.
- b. Enter the **“Rejected Quantity”** for each vaccine in question
- c. Select the **“Reason for Rejecting”**
  - i. *Shipment is damaged*
  - ii. *Shipment is incomplete*
  - iii. *Shipment was not ordered*
  - iv. *Damaged during state shipment*
- d. Click the **Receive** button. The system updates your inventory with only the received doses at that time.
- e. Call the Immunization Division for return and replacement instructions within 2 hours of delivery.