

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, enter the missing information or enter the correct information if it is incorrect. Use information from the vaccine package.
- 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, the funding code will show up as either VFC or State. You will need to go in and manually change the funding code to PUB.

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.
- c. For those vaccines that you rejected, you will need to select the reason of **“Shipment is Incomplete”**

- d. Click the **Receive** button. The system updates your inventory with only the received doses. A new order is created in the system for the products that have not been entered. The order is on your Inbound Order screen and has the same date as the original order. Use this order to receive the missing product later when it arrives.

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 your shipment arrives DAMAGED or SPOILED:

- a. Accept the shipment at the time of delivery and store in the proper vaccine storage unit.
- b. Call the Immunization Division for return and replacement instructions.
- c. Do not enter damaged or spoiled quantities into the system.