

**Florida SHOTS™**

# **ACCEPTING PENDING RECEIPTS FOR COUNTY HEALTH DEPARTMENTS**

## **Contact Information**

**[www.flshots.com](http://www.flshots.com)**

**Free help desk:**

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern

# ACCEPTING PENDING RECEIPTS FOR COUNTY HEALTH DEPARTMENTS

Pending Receipts in [Florida SHOTS](#) notify your office of VFC vaccines that have been shipped to you — as well as any vaccine transfers from another VFC provider. By accepting the pending receipts, you are confirming that you received the vaccines and want to add them into your VFC inventory.

If there are unapplied pending receipts for your site(s), anyone with inventory rights will be notified when logging into [Florida SHOTS](#) to “Apply Pending Receipts/Transfers.” There is also an option on the toolbar to view pending receipts.

**NOTE:** If you have more than one task pending, [Florida SHOTS](#) opens your Task List so that you may complete all outstanding tasks.

The “Unapplied Pending Receipts List” displays receipts that your site(s) need to accept into your inventory. This list will include VFC shipments as well as any transfers pending for your site.

**Florida Shots** Keeping Shots in Check

State Health Online Tracking System **Training!**

Submit **UNAPPLIED PENDING RECEIPTS LIST** [Show Help Text](#)

User: MEGAN SWEET

Sender:  VTrckS  All  
[Receive Other Vaccine](#)  POLK CHD HAINES CITY

Receiving Service Site	Pin	Ship Date	Pgm Comp	Tracking Number	
POLK CHD HAINES CITY		10/06/2015	01	Fed Ex: <a href="#">781212582175</a>	<a href="#">Line Items (3)</a>
POLK CHD HAINES CITY		10/06/2015	01	Fed Ex: <a href="#">781212313927</a> U 1ZA2F4990125867332	<a href="#">Line Items (1)</a>
POLK CHD HAINES CITY		10/06/2015	17	Fed Ex: <a href="#">781421648551</a> Fed Ex: <a href="#">781417006486</a>	<a href="#">Line Items (2)</a>

## Information on the “Unapplied Pending Receipts List” page that you will see:

- Sender — Distributor that shipped the VFC vaccine to your site or the provider that transferred vaccines to your site
- Receiving Service Site — List of the sites that have unapplied pending receipts (If you only want to view a certain site you can select that site name from the list.)

# ACCEPTING PENDING RECEIPTS FOR COUNTY HEALTH DEPARTMENTS

Information shown regarding each line item receipt:

- Receiving Service Site — The site that is receiving the vaccine
- PIN — Identification number that the VFC Program office provided to your site
- Ship Date — The date the vaccine distributor sent the VFC vaccine to your site
- Program Component (Pgm Comp) — Funding source for this vaccine
- Tracking Number — To track the vaccine shipment (If the vaccine was a “direct ship” from Merck [i.e., any frozen vaccine] then the pending receipt will display a UPS tracking number. You will need to visit the UPS website and input the tracking number listed for further information. All other vaccines are shipped via FedEx, and you can click on the hyperlink for the tracking information.)
- Line Items — Communicates the number of line items that are attached to that specific pending receipt

## Line Items

Click on the “Line Items” button of the pending receipt you want to accept into your site’s vaccine inventory. This will display the “Apply Pending Receipt” page.

**APPLY PENDING RECEIPT** [Show Help Text](#)

Sender: VTrckS      Ship Date: 10/06/2015  
Receiver: POLK CHD HAINES CITY      Receipt Date: \* 10/07/2015

Item Nbr	Pgm Comp	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	01	58160-0825-11	HEP A	GLAXOSMITHKLINE	294X9	03/31/2017	10	<input type="checkbox"/>
2	01	49281-0286-10	DTAP	SANOPI PASTEUR	C4887AA	07/16/2016	10	<input type="checkbox"/>
3	01	00006-4045-41	HPV4	MERCK & CO., INC.	K010215	05/05/2017	10	<input type="checkbox"/>

Information on the “Apply Pending Receipt” page:

- Item Number (Item Nbr) — Number assigned by Florida SHOTS to this specific vaccine pending receipt
- Program Component (Pgm Comp) — Funding source for this vaccine
- NDC — National Drug Code that CDC has attached to this specific vaccine
- Vaccine — Type of vaccine attached to this receipt’s item number
- Manufacturer — Name of the manufacturer of that distributes this specific vaccine
- Lot Number — The lot number provided by the manufacturer to track the vaccine
- Expiration Date — The date this vaccine is no longer viable
- Doses — The number of doses of this vaccine shipped to you

# ACCEPTING PENDING RECEIPTS FOR COUNTY HEALTH DEPARTMENTS

From the “Apply Pending Receipts” page you may:

- Apply receipt to inventory balances.
- Revise an item number attached to the pending receipt.

To apply the receipt to inventory balances, verify the information on the packing slip and the number of doses counted matches the receipt in Florida SHOTS. After verifying this information matches, click “Apply receipt to inventory balances.”

**APPLY PENDING RECEIPT** [Show Help Text](#)

Sender: VTrckS Ship Date: 10/06/2015  
 Receiver: POLK CHD HAINES CITY Receipt Date: \* 10/07/2015

Item Nbr	Pgm Comp	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	01	58160-0825-11	HEP A	GLAXOSMITHKLINE	294X9	03/31/2017	10	<input type="checkbox"/>
2	01	49281-0286-10	DTAP	SANOPI PASTEUR	C4887AA	07/16/2016	10	<input type="checkbox"/>
3	01	00006-4045-41	HPV4	MERCK & CO., INC.	K010215	05/05/2017	10	<input type="checkbox"/>


Apply receipt to inventory balances
Cancel

Return to Pending Receipt List

**NOTE:** The following message displays at the top of the page to confirm that the vaccine attached to this pending receipt has been applied to your site’s vaccine inventory.

The receipt was applied to inventory balances by SWEET, MEGAN at 10/06/2015 14:25

Sender: VTrckS Ship Date: 10/06/2015  
 Receiver: POLK CHD HAINES CITY (VFC PIN:700119) Receipt Date: 10/06/2015

Item Nbr	Pgm Comp	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	01	58160-0825-11	HEP A	GLAXOSMITHKLINE	294X9	03/31/2017	10	
2	01	49281-0286-10	DTAP	SANOPI PASTEUR	C4887AA	07/16/2016	10	
3	01	00006-4045-41	HPV4	MERCK & CO., INC.	K010215	05/05/2017	10	

Return to Pending Receipt List

If there are discrepancies between what the site physically receives and what is shown in Florida SHOTS’ pending receipt record, **revise the pending receipt before applying** it to the site’s inventory balances.

**NOTE:** Use this functionality only when you find a discrepancy between the unapplied pending inventory receipt record in Florida SHOTS and the vaccine you physically received. A need for corrections should rarely occur. **If revisions are required, contact the VFC Program office to report the discrepancy.**

# ACCEPTING PENDING RECEIPTS FOR COUNTY HEALTH DEPARTMENTS

Click the “Revise” box in the item number (“Item Nbr”) row that shows the discrepancy from what your site actually received. If you do not need to revise the line item uncheck the “Revise” box.

Sender: VTrckS  
Receiver: POLK CHD HAINES CITY (VFC PIN:700119)  
Ship Date: 10/06/2015  
Receipt Date: \* 10/06/2015

Item Nbr	Pgm Comp	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	17	58160-0842-11	TDAP	GLAXOSMITHKLINE	9NA32	03/28/2017	10	<input checked="" type="checkbox"/>
Received:	17	58160-0842-11	TDAP	<input type="text" value="GLAXOSMITHKLINE"/>	<input type="text" value="9NA32"/>	<input type="text" value="03/28/2017"/>	<input type="text" value="10"/>	<input type="button" value="Apply"/>
				McKesson Order Id Doc: 56131-1				
				McKesson Order Id Rcvd: <input type="text" value="56131-1"/>				
<input type="checkbox"/> Previously received into Florida SHOTS inventory records - do not increase balance.								
2	17	49281-0589-05	MCV4	SANOFI PASTEUR	U5179AA	01/19/2017	10	<input type="checkbox"/>

Florida SHOTS will allow you to revise the following fields for each item number attached to the receipt.

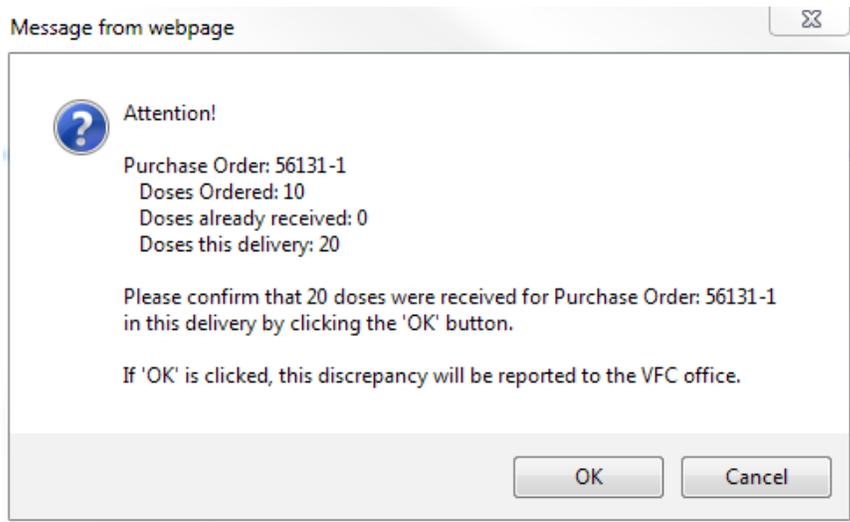
- Manufacturer — This is available but rarely will you have an option to select another manufacturer.
- Lot Number — This should match the lot number listed on the vaccine.
- Expiration Date — Florida SHOTS displays the expiration date listed on the box.
- Doses — If the amount of vaccine you received is different from the amount listed here you should edit this field.
- McKesson Order Id — This number should be located on the packing slip that arrives with the vaccine at your site.

**NOTE:** If you have previously received the inventory into Florida SHOTS, you will need to check the box that says “Previously received into Florida SHOTS inventory records—do not increase balance” so that you do not increase your inventory.

Once you have updated the information so that it matches the packing slip, click “Apply.” If you are finished making changes and are ready to apply the receipt, click “Apply receipt to inventory balances.”

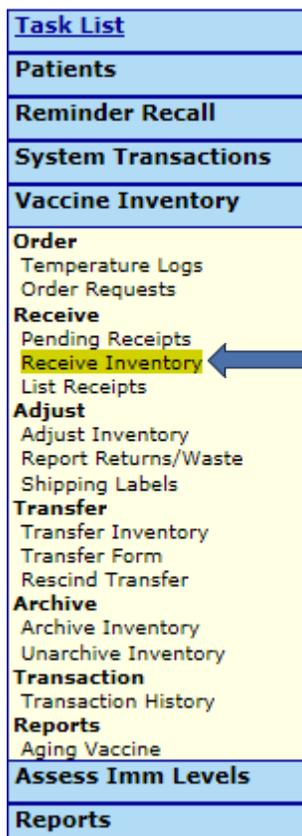
If you changed the amount of doses you received, you will receive a message from the webpage, displaying your changes to the pending receipt. If the changes you made are correct, click “OK” to apply this receipt. If the changes are incorrect, click “Cancel” to return to the “Apply Pending Receipt” list to make the changes.

# ACCEPTING PENDING RECEIPTS FOR COUNTY HEALTH DEPARTMENTS



## Receive Inventory

Manually receiving inventory is used when vaccine is received but was not ordered in [Florida SHOTS](#). This includes any 05 vaccine. Occasionally if your pending receipt is not available, you may receive VFC vaccine manually, but **you should contact the VFC Program before doing so**. "Receive Inventory" is listed on your toolbar under "Vaccine Inventory."



# ACCEPTING PENDING RECEIPTS FOR COUNTY HEALTH DEPARTMENTS

First, you will need to select the “Program Component” of the vaccine you are entering and enter the date this vaccine was received.

The screenshot shows the Florida Shots State Health Online Tracking System interface. The header includes the logo "Florida Shots Keeping Shots in Check" and the text "State Health Online Tracking System Training!". The main title is "RECEIVE INVENTORY" with a "Show Help Text" link. The user is identified as "MEGAN SWEET". The form contains the following fields and controls:

- Program Component:** A dropdown menu with "05-NON-VFC VACCINE" selected.
- Received Date:** A date field with "10/12/2015" entered.
- Submit** button.
- Complete** Inventory will not be updated until receipt is marked as complete and saved.
- Cancel** button.
- Add a line-item** link.
- IMM Service Site:** A dropdown menu with "-- Select --" selected.
- Vaccine:** A dropdown menu with "-- Select --" selected.
- Doses:** A text input field.
- Mfg:** A dropdown menu with "-- Select --" selected.
- Include inactive Mfgs** checkbox.
- Lot #:** A text input field.
- Expires:** A date input field.
- Add line-item** button.

Complete all blue fields before adding this vaccine into your inventory. The “IMM Service Site” is the location where you are adding the vaccine inventory. If you need to change the “Program Component,” you will need to select “Cancel line-item” to edit that selection.

# ACCEPTING PENDING RECEIPTS FOR COUNTY HEALTH DEPARTMENTS

## RECEIVE INVENTORY

[Show Help Text](#)

Program Component: \* 05-NON-VFC VACCINE Received Date: \* 10/12/2015

Complete inventory will not be updated until receipt is marked as complete and saved.

[Add a line-item](#)

IMM Service Site: \* POLK CHD - AUBURNDALE (VFC PIN:539003)  
Vaccine: \* DTAP Doses: \* 20  
Mfg: \* PMC - SANOFI PASTEUR  Include inactive Mfgs  
Lot #: \* LM3698 Expires: \* 01/17/2017

After completing all blue fields, select “Add line-item” to proceed. This will add this item to the “receive inventory list.” If you have additional vaccine to add you can do so. When the list is complete, check the box next to “Complete,” and click “Submit” to add the listed vaccine to your inventory.

## RECEIVE INVENTORY

[Show Help Text](#)

Program Component: \* 05-NON-VFC VACCINE Received Date: \* 10/12/2015

Vaccine Mfg/Lot	Doses	Service Site	Expires	NDC
DTAP SANOFI PASTEUR LM3698	20	POLK CHD - AUBURNDALE	01/17/2017	

Complete inventory will not be updated until receipt is marked as complete and saved.

[View a line-item](#)

IMM Service Site: \* -- Select --  
Vaccine: \* -- Select -- Doses: \*  
NDC: \* -- Select --  Include non-orderable  
Mfg: \* --- Select ---  Include inactive Mfgs  
Lot #: \* Expires: \*

All fields will turn grey except the “Received Date,” which you can edit if needed. This vaccine is now included in your inventory for the selected program component.