

Florida SHOTS™

ACCEPTING PENDING RECEIPTS- FLORIDA SHOTS™ CHEAT SHEET

Contact Information

www.flshots.com

Free help desk:

877-888-SHOT (7468)

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



Vaccines for Children
Protecting All of Florida's Children.

Accepting Pending Receipts-Florida SHOTS™ Cheat Sheet

Accepting Pending Receipts

Log on to [Florida SHOTS](#).

Click “Pending Receipts” under the “Vaccine Inventory” menu.

- You will see the “Vaccine Inventory” section of the menu only if you have the permission to either update your site’s inventory or view its orders.
- If you do not see the “Vaccine Inventory” menu when you log in but you work with vaccine inventory for your site, contact your local Florida SHOTS organization administrator so that this issue can be resolved and you can receive the appropriate permissions to complete your responsibilities.



The “Unapplied Pending Receipts List” displays receipts that your site(s) need to accept into inventory.



NOTE: This list will include any VFC vaccine transfers pending for your site from another VFC site.

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

- Sender – Distributor that shipped the VFC vaccine to your site
- Receiving Service Site – Sites that Florida SHOTS shows within your organization that can receive VFC vaccine

Information shown regarding each line-item receipt:

- Receiving Service Site – The site that is receiving the VFC vaccine
- PIN – Identification number that the VFC Program Office provided to your site
- Sending Date – The date the vaccine distributor sent the VFC vaccine to your site
- Tracking Number – Link to UPS with that vaccine package’s tracking number so you can know where that vaccine is from the moment it left the vaccine distributor
- Show Line Items – Communicates the number of line items that are attached to that specific pending receipt

NOTE: If you work with an organization that has only one VFC site, an unapplied pending receipt will only display the sending date and a shipper link. If the vaccine was a “direct ship” from Merck, then the pending receipt will display a tracking number via UPS. Vaccines that are not direct shipped from Merck go through the CDC’s VTrcks reporting system, and the VFC vaccine tracking identification will be displayed in the pending receipt via FedEx.

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

APPLY PENDING RECEIPT [Show Help Text](#)

Sender: McKesson **Ship Date:** 06/13/2012

Receiver: **Receipt Date: ***

Item Nbr	Fund Src	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	VFC	58160-0811-52	PEDIARIX	GLAXOSMITHKLINE	AC21B330CE	12/07/2013	10	<input type="checkbox"/>
2	VFC	49281-0510-05	PENTACEL	SANOFI PASTEUR	C4206AA	10/07/2013	10	<input type="checkbox"/>
3	VFC	58160-0825-52	HEP A	GLAXOSMITHKLINE	AHAVB591AA	08/30/2014	50	<input type="checkbox"/>
4	VFC	49281-0545-05	HIB PRP-T	SANOFI PASTEUR	UH526AB	09/27/2013	10	<input type="checkbox"/>
5	VFC	00006-4045-41	HPV4	MERCK & CO., INC.	1745AA	09/13/2014	10	<input type="checkbox"/>
6	VFC	49281-0860-10	IPV	SANOFI PASTEUR	H13051	06/15/2014	30	<input type="checkbox"/>
7	VFC	49281-0589-05	MCV4	SANOFI PASTEUR	U4238AA	08/18/2013	10	<input type="checkbox"/>
8	VFC	00006-4681-00	MMR	MERCK & CO., INC.	1883AA	11/30/2013	10	<input type="checkbox"/>
9	VFC	00005-1971-02	PCV13	WYETH-AYERST	F63666	07/31/2013	30	<input type="checkbox"/>

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NOTE: The following message displays on the page to confirm that the VFC vaccine attached to this pending receipt has been applied to your site's VFC vaccine inventory.

APPLY PENDING RECEIPT Show Help Text

The receipt was applied to inventory balances by COX, BETH at 07/17/2012 14:42

Sender: McKesson Ship Date: 06/06/2012
 Receiver: Receipt Date: 06/07/2012

Item Nbr	Fund Src	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	VFC	58160-0825-52	HEP A	GLAXOSMITHKLINE	AHAVB591AA	08/30/2014	80	
2	VFC	58160-0820-52	HEP B	GLAXOSMITHKLINE	AHBVC103AA	05/30/2014	90	
3	VFC	00006-4897-00	HIB PRPOMP	MERCK & CO., INC.	0401AE	10/27/2013	30	
4	VFC	00006-4881-00	MMR	MERCK & CO., INC.	1768AA	11/10/2013	50	
5	VFC	00005-1971-02	PCV13	WYETH-AYERST	F63666	07/31/2013	220	
6	VFC	00006-4047-41	ROTATEQ	MERCK & CO., INC.	1808AA	08/29/2013	60	

[Return to Pending Receipt List](#)

To revise the receipt before applying to inventory balances:

Revise the pending receipt before applying it to your site's VFC inventory balances if there are discrepancies between what the site physically receives and what is shown in Florida SHOTS' pending receipt record.

NOTE: Use this functionality only when you find a discrepancy between the unapplied pending inventory receipt record in Florida SHOTS and the vaccine your site physically received. A need for any corrections should rarely occur.

Click the "Revise" box in the item number ("Item Nbr") row that shows the discrepancy from what your site actually received.

Item Nbr	Fund Src	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise	
1	VFC	58160-0811-52	PEDIARIX	GLAXOSMITHKLINE	AC21B330CE	12/07/2013	10	<input checked="" type="checkbox"/>	
Received:		VFC	58160-0811-52	PEDIARIX	GLAXOSMITHKLINE	<input type="text" value="AC21B330CE"/>	<input type="text" value="12/07/2013"/>	<input type="text" value="10"/>	<input type="button" value="Apply"/>
McKesson Order Id Doc: 429510									
McKesson Order Id Rcvd: <input type="text" value="429510"/>									
<input type="checkbox"/> Previously received into Florida SHOTS inventory records - do not increase balance.									

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

- Lot Number – The lot number provided by the manufacturer to track the vaccine
- Expiration Date – The date that this specific VFC vaccine is no longer viable to give to a patient
- Doses – The number of doses on the line item order of this receipt
- McKesson Order Id Rcvd – The order number that should be on the packing slip that arrives with the VFC vaccine at your site

Once you have updated the item's information so that it matches the shipping label that arrived with the VFC vaccine, click "Apply."

This will return you to the "Apply Pending Receipt" page where you can now click "Apply receipt to inventory balances."

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4	VFC	00006-4681-00	MMR	MERCK & CO., INC.	1788AA	11/10/2013	50		
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6	VFC	00006-4047-41	ROTATEQ	MERCK & CO., INC.	1808AA	08/29/2013	60		
Return to Pending Receipt List									

NOTE: All vaccine lots accepted by your site at the “Apply Pending Receipt” page will appear on your site’s Order Request Form the next time it is printed. Any vaccine lots attached to Pending Receipts in Florida SHOTS that HAVE NOT been applied yet will not appear on your site’s form.