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

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.

| Patients Reminder Recall Vaccine Inventory Order Order Worksheet Order Requests Receive Pending Receipts Adjust Inventory Report Returns/Waste |
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| Reminder Recall Vaccine Inventory Order Order Worksheet Order Requests Receive Pending Receipts Adjust Inventory Report Returns/Waste |
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| Pending Receipts Adjust Adjust Inventory Report Returns/Waste |
| Adjust Adjust Inventory Report Returns/Waste |
| Adjust Inventory Report Returns/Waste |
| Report Returns/Waste |
| |
| Shipping Labels |
| (Old Return Form) |
| Transfer |
| Transfer Inventory |
| Transfer Form |
| Rescind Transfer |
| Transaction |
| Transaction History |
| Reports |
| Aging Vaccine |
| Assess Imm Levels |
| Reports |

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

| UN | APPLIED PEN | DING | RECE | IPTS LIST | Show Help Text |
|----|---------------------------------------|------------|-----------------|----------------------|---------------------|
| | Sender: Receiving S McKesson O All | Service Si | te: | - | |
| | Receiving Service Site | Pin | Sending Date | Tracking Number | |
| | | | 06/13/2012 | Fed Ex: 798505709320 | Show Line Items (9) |

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

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.

| APF | ۶LY | ΡE | NDING R | ECEIP. | Г | | Show Help | p Text | |
|-----|------------------|---------------|---------------|-----------|------------------------|-----------------|--------------------------------------|--------|--------|
| | Sender Receiv | : McKe er: | sson | | | Ship Receipt | Date: 06/13/201 Date: * 06/14/201 | 2 | |
| | ltem Nbr | Fund Src | NDC | Vaccine | Manufacturer | Lot Number | Expiration Date | Doses | Revise |
| | 1 | VFC | 58160-0811-52 | PEDIARIX | GLAXOSMITHKLINE | AC21B330CE | 12/07/2013 | 10 | |
| | 2 | VFC | 49281-0510-05 | PENTACEL | SANOFI PASTEUR | C4206AA | 10/07/2013 | 10 | |
| | 3 | VFC | 58160-0825-52 | HEP A | GLAXOSMITHKLINE | AHAVB591AA | 08/30/2014 | 50 | |
| | 4 | VFC | 49281-0545-05 | HIB PRP-T | SANOFI PASTEUR | UH526AB | 09/27/2013 | 10 | |
| | 5 | VFC | 00006-4045-41 | HPV4 | MERCK & CO., INC. | 1745AA | 09/13/2014 | 10 | |
| | 6 | VFC | 49281-0860-10 | IPV | SANOFI PASTEUR | H13051 | 06/15/2014 | 30 | |
| | 7 | VFC | 49281-0589-05 | MCV4 | SANOFI PASTEUR | U4238AA | 08/18/2013 | 10 | |
| | 8 | VFC | 00006-4681-00 | MMR | MERCK & CO., INC. | 1883AA | 11/30/2013 | 10 | |
| | 9 | VFC | 00005-1971-02 | PCV13 | WYETH-AYERST | F63666 | 07/31/2013 | 30 | |
| | | | | Apply re | ceipt to inventory bal | ances | Cancel | | |
| | | | | | Return to Pending R | eceipt List | | | |

Information on the "Apply Pending Receipts" page:

- Item Nbr Number that Florida SHOTS attached to this specific vaccine pending receipt
- Fund Src Vaccines for Children as the purchaser of this specific vaccine
- NDC National Drug Code that the CDC has attached to this specific vaccine
- Vaccine Name the manufaturer has provided the vaccine attached to this receipt's item number
- Manufacturer Name of the manufacturer that distributes this specific vaccine
- 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 Number of doses attached to the line item of this pending receipt

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:

Click "Apply receipt to inventory balances" to accept this receipt into your VFC vaccine if the information on the packing slip and the doses counted when the package arrives at your site matches the receipt in Florida SHOTS.

NOTE: Count the doses received and verify the lot numbers and expiration dates on the shipping label before you apply the receipt to your site's VFC inventory balances.

If your packing slip and physcial count of the vaccine received at your site match the receipt on the "Apply Pending Receipt" page, click "Apply receipt to inventory balances."

| APF | ΡLΥ | ΡE | NDING R | ECEIP | Г | | Show Hel | p Text | |
|-----|------------------|---------------|---------------|-----------|-------------------------|---------------|--------------------|--------|--------|
| | Sender Receiv | : McKe er: | sson | | Ship Receipt | | | | |
| | ltem Nbr | Fund Src | NDC | Vaccine | Manufacturer | Lot Number | Expiration Date | Doses | Revise |
| | 1 | VFC | 58160-0811-52 | PEDIARIX | GLAXOSMITHKLINE | AC21B330CE | 12/07/2013 | 10 | |
| | 2 | VFC | 49281-0510-05 | PENTACEL | SANOFI PASTEUR | C4206AA | 10/07/2013 | 10 | |
| | 3 | VFC | 58160-0825-52 | HEP A | GLAXOSMITHKLINE | AHAVB591AA | 08/30/2014 | 50 | |
| | 4 | VFC | 49281-0545-05 | HIB PRP-T | SANOFI PASTEUR | UH526AB | 09/27/2013 | 10 | |
| | 5 | VFC | 00006-4045-41 | HP∨4 | MERCK & CO., INC. | 1745AA | 09/13/2014 | 10 | |
| | 6 | VFC | 49281-0860-10 | IPV | SANOFI PASTEUR | H13051 | 06/15/2014 | 30 | |
| | 7 | VFC | 49281-0589-05 | MCV4 | SANOFI PASTEUR | U4238AA | 08/18/2013 | 10 | |
| | 8 | VFC | 00006-4681-00 | MMR | MERCK & CO., INC. | 1883AA | 11/30/2013 | 10 | |
| | 9 | VFC | 00005-1971-02 | PCV13 | WYETH-AYERST | F63666 | 07/31/2013 | 30 | |
| | | | | Apply re | ceipt to inventory bala | inces | Cancel | | |
| | | | | | Return to Pending Re | ceipt List | | | |

Accepting Pending Receipts-Florida SHOTS[™] Cheat Sheet

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.

| | | | The receipt wa | as applied to inventory balance | es by COX, BETH at 07/17/2012 | 14:42 | | |
|-------------|-------------|---------------|----------------|---------------------------------|-------------------------------|--------------------|------------|--------|
| Sender: M | cKesson | 6 | | | | Ship Date: | 06/06/2012 | |
| Receiver: | | | | | | Receipt Date: | 06/07/2012 | |
| ltem 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 | 00006-4681-00 | 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 | |

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.

| ltem Nbr | Fund Src | NDC | Vaccine | Manufacturer | Lot Number | Expiration Date | Doses | Revise |
|-------------|-------------|----------------------------------------|--------------------------------------------------|--------------------------------------------|----------------------|--------------------|-------|--------|
| 1 | VFC | 58160-0811-52 | PEDIARIX | GLAXOSMITHKLINE | AC21B330CE | 12/07/2013 | 10 | |
| Received: | VFC | 58160-0811-52 | PEDIARIX | GLAXOSMITHKLINE | AC21B330CE | 12/07/2013 | 10 | Apply |
| | | McKesson McKesson (Previously r | Order Id Doc: Drder Id Rovd eceived into F | 429510 429510 Torida SHOTS inventory | / records - do not i | ncrease 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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| | | | The receipt wa | as applied to inventory balance | s by COX, BETH at 07/17/2012 | 14:42 | | |
|-------------|-------------|---------------|----------------|---------------------------------|------------------------------|--------------------|------------|------|
| Sender: Mo | Kesson | 6 | | | | Ship Date: | 06/06/2012 | |
| Receiver: | | | | | | Receipt Date: | 06/07/2012 | |
| ltem Nbr | Fund Src | NDC | Vaccine | Manufacturer | Lot Number | Expiration Date | Doses | Revi |
| 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 | 00006-4681-00 | 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 | |

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.