

Tracking Shipments in Florida SHOTS

DECEMBER 26, 2020



When a vaccine shipment has been sent from the manufacturer, the CDC will notify Florida SHOTS. At that time, Florida SHOTS will send the following email to the provider:

A Pending receipt for your recent vaccine shipment from (manufacturer) is ready in Florida SHOTS. Please verify the shipment and accept the pending receipt to receive the inventory into Florida SHOTS.

Timely acceptance of pending receipts provides you with your current inventory levels. Please contact your Area Immunization Consultant if you need additional details on how to accept the pending receipts.

VFC PIN 000000: (Name of site)

*Thank you
Florida Vaccines For Children Program*

You must accept the pending receipts to confirm you have received the vaccines and want to add them into your vaccine inventory. A site cannot place any future orders if they have outstanding pending receipts. To complete this task:

Log into [Florida SHOTS](#).



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

- If you do not have this menu item, please contact the VFC primary or secondary contact for your site. They will need to assign you these responsibilities.
- If your site has pending receipts, you will be immediately brought to the **“Unapplied Pending Receipt List”** after you log in.

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



NOTE: This list will also include any pending vaccine transfers coming into your site.

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

- **Sender** – Distributor that shipped the vaccine to your site or the site that transferred vaccines to your site.
- **Receiving Service Site** – Sites that have pending receipts within your organization.

Information shown regarding each line item receipt:

- **Receiving Service Site** – The site that is receiving the vaccine.
- **PIN** – Identification number that the COVID Program office provided to your site.
- **Ship Date** – The date the vaccine distributor sent the vaccine to your site.
- **Tracking Number** – The number provided to track shipping via UPS or FedEx.
- **Line Items** – Communicates the number of line items attached to that specific pending receipt.

NOTE: If you work with an organization that has only one PIN, an unapplied pending receipt will only display the sending date and a shipper link.

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

Sender: VTrckS		Ship Date: 12/21/2020					
Receiver: WEST		Receipt Date: * 12/22/2020					
Item Nbr	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EK9231	12/31/2069	1950	<input type="checkbox"/>
<input type="button" value="Apply receipt to inventory balances"/> <input type="button" value="Cancel"/>				<input type="button" value="Return to Pending Receipt List"/>			

From the “Apply Pending Receipt” page, you may:

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

To apply the receipt to inventory balances:

If the information on the packing slip, and the doses counted when the package arrives at your site, matches the receipt in [Florida SHOTS](#), click “**Apply receipt to inventory balances**” to accept this receipt into your vaccine inventory.

NOTE: The receiving site should go to their “**Pending Receipts**” page after comparing the transfer form and packing slip they receive with the transferred vaccine and accept the pending transfer by clicking “**Apply transfer to inventory balances.**”

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HELP DESK**FREE TECHNICAL SUPPORT:**

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials