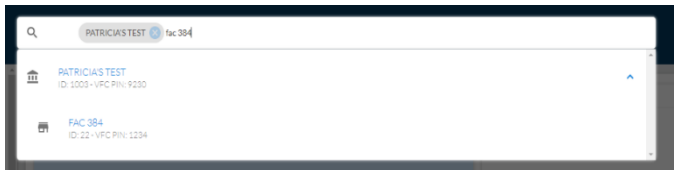


# Receiving an Order

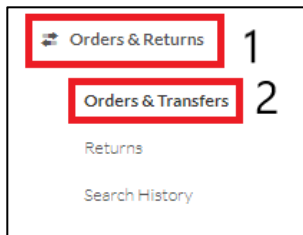
This guide gives instructions to providers on how to receive orders once they have been properly stored.

## Receive an Order

1. If your facility is not already populated, search for your facility by typing in the facility name or VFC Pin in the search bar.



2. Select **Orders and Returns (1)** from the left side menu.
3. Then select **Orders and Transfers(2)**. You will be brought to the **Inbound Orders & Transfers** tab.

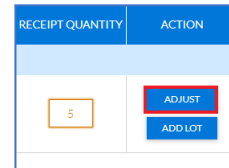


4. Orders with a status of **Approved** or **Shipped** will have an action button of **Receive**. **Only receive orders with the status of Shipped.**
5. Click the **Receive** button for the order.

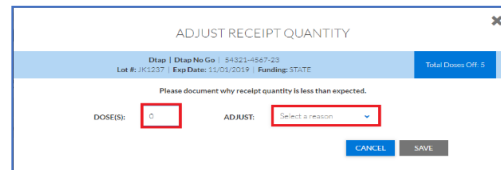
RECEIVE	Order	1165	McKesson	07/27/2018	Shipped
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6. On the **Receive Order** page, enter in the quantity of doses received in the **Receipt Quantity** box. This may differ from the **Ordered Quantity**.

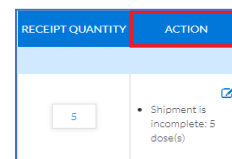
7. If there is a difference between the ordered quantity and the amount of doses received, you will have to select the **Adjust** button in the **Action** column.



8. The **Adjust Receipt Quantity** box will appear.
9. Enter the **Total Doses Off** and choose a reason for the adjustment by selecting the drop down.
10. Select **Save**.



11. The **Action** column will now show the reason for the adjustment and the number of doses adjusted.



12. Select **Receive** to complete receiving the order.

VACCINE	LOT #	EXPIRATION DATE	RECEIPT DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
DTAP/DTP/d									
Dtap Dtapcel 10 pack NDC: 49281-0278-12 Tracking #	PV4711	04/30/2023		STATE	20	20	20	10	<input checked="" type="checkbox"/> Shipment Not Received: 10 dose(s)
									<input type="button" value="CANCEL"/> <input type="button" value="RECEIVE"/>

13. The vaccines that you receive will automatically be added to your inventory reconciliation sheet and the order will be removed from the **Inbound Orders & Transfers** Tab.