

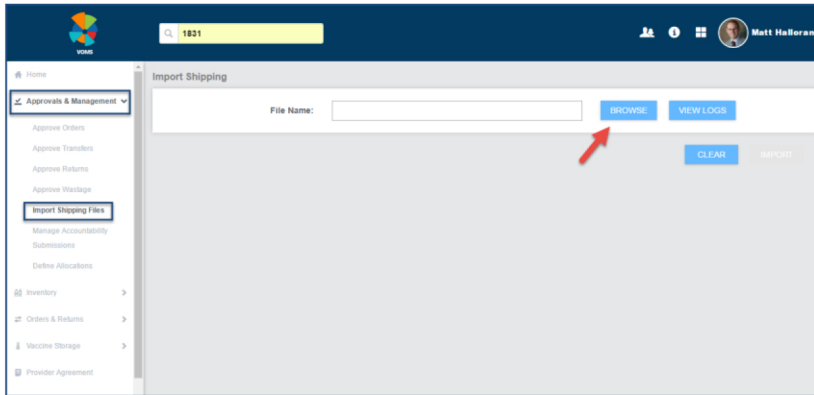


# VOMS Import Shipping Files

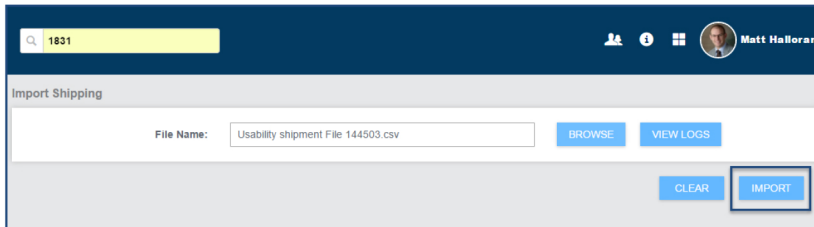
This guide provides instructions on how to import Shipping Files in VOMS.

## Approvals & Management

- 1) Select **Approvals & Management** and click *Import Shipping Files* to show the Import Shipping File page.
- 2) Select *Browse* to find the VTrckS Shipment File you'd like to upload.



- 3) Once your file has been selected, click the **Import** button.



- 4) After importing the VTrckS Shipment file, you will be notified of either success or failure of the upload. Specifically, a summary will be provided with the number of records imported and the success/failure rate.

- 5) The *View Logs* button next to *Browse* will display specifics on the imported file. It will give details on specific Order #, Order Line Number and Error description(s).
- 6) Click *View* in the **More Details** column to display log details for a selected shipment file line item.

Collection	Value
Delivery Number	173225865
Delivery Line Number	17361
Date Shipped	20160712
ExIS (VOMS) Order ID	145503
ExIS (VOMS) Order Line Number	1
ExIS (VOMS) Order Date	20160712
VTrckS Order Number	500000132
VTrckS Order Line Number	1
VTrckS Order Creation Date	20160712
NDC	49281-0286-19
Quantity Requested	60
Lot Number	BGD12894
Lot Expiration Date	20180213
Quantity Shipped	60
Units of Measure	DO5
Order Line Fulfilled	Y

- 7) For orders that had data within the file, after a successful Import, the order status will change to 'shipped' and the vaccine shipping details will be populated on the Vaccine Order Details Page for the provider as displayed below.

RECORD	DATE	EXPIRATION DATE	PARENT SOURCE	QUANTITY ORDERED	QUANTITY APPROVED	QUANTITY SHIPPED	RECEIPT QUANTITY	ACTION
VOMS								
0001	06/08/12	01/01/16	USDA/ARS	20	20	20		
STAPHIN								
0001	06/08/12	01/01/16	USDA/ARS	60	60	60		
STAPHIN HPB 3 DOSE P/DOZ								
0001	06/08/12	01/01/16	USDA/ARS	60	60	60		