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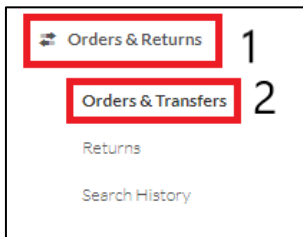
4. Orders with a status of **Approved** or **Shipped** will have an action button of **Receive**. **Only receive orders with the status of Shipped**.

5. Click the **Receive** button for the order.

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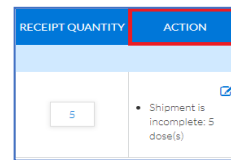
7. If there is a difference between the ordered quantity and the amount of doses received, you will have to select the **Adjust** button in the **Action** column.
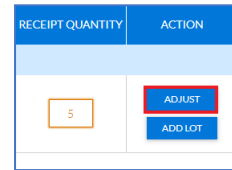
8. The **Adjust Receipt Quantity** box will appear.

9. Enter the **Total Doses Off** and choose a reason for the adjustment by selecting the drop down.

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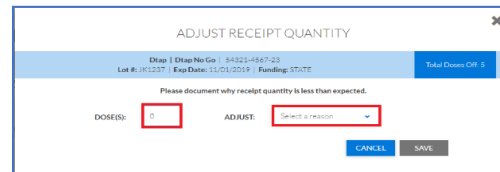
11. The **Action column** will now show the reason for the adjustment and the number of doses adjusted.

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

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.