

# HOW TO ACCEPT AND DISMISS PENDING SHIPMENTS

June 10, 2015

1. Log onto Kansas WebIZ and ensure the Provider and Clinic are correct.
2. On the left menu bar, click *Inventory* then *Vaccines*.

WELCOME TO Kansas WebIZ

Default Provider/Clinic  
Provider: KANSAS WEBIZ TRAINING  
Clinic: KANSAS WEBIZ TRAINING

Notifications  
5 VFC Change of Information Forms pending

News  
[04/14/2015] - Do Not Share Your Token or Login Information!  
**Please DO NOT share your Token, Pin/Passcode, or UserID information!**  
RSA SecurID provides a strong authentication solution because it requires "something you have" (token) and "something you know" (Pin/Passcode & UserID) and it is used to protect KDHE's sensitive systems. If RSA security is ever compromised attackers could only obtain the token information, they still would not have the "something you know;" your Pin/Passcode and UserID, leaving the security still intact.  
**NEVER give out your userID to anyone that calls you!**  
Be sure to **NOT** give out your UserID when you are called by someone; especially someone claiming to be from KDHE. KDHE Help Desk staff have been instructed not to ask users for their UserID.  
Again, they **DO NOT** need your Pin/Passcode or UserID.  
Users should **NEVER** share their Pin/Passcode or UserID information!

[03/03/2014] - Remember to Click LOG OUT  
It is really **IMPORTANT** that you remember to click Log Out when you exit KSWebIZ.

[03/02/2014] - Contact Information  
**\*\*IMPORTANT\*\***  
Please be sure to direct your phone calls to the correct phone number to ensure that your needs are met in a timely manner.  
Also, please call once and only once. If you do not get an answer, please leave a detailed message and a staff member will get back to you. Calling

3. You will now see the Vaccine Inventory On-hand screen.
4. There are two options for selecting Pending Shipments. Click on the words "*There are Pending VTrckS Shipments*" or *Pending VTrckS Shipments*.

Vaccine Inventory On-Hand

This is a list of the vaccine inventory currently on-hand. Select an inventory item below and click "Edit", "Adjustment", "Transfer", or "Inquiry" buttons to manage the selected item. Select "Add New Inventory" to add new inventory.

Pending Inventory Transfers  
Pending VTrckS Shipments

On-Hand Inventory

**There are 11 Pending VTrckS Shipments.**

Inventory Location: (ALL) Status: ON-HAND  
Vaccine: (ALL) Funding Source: (ALL)

Edit Adjustment Transfer Inquiry

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
<b>KS TEST VTRCKS INVENTORY LOCATION (Aggregate Reporter)</b>							
HepB, ped/adol (Engerix B (10 pack- 1 dose syringes))	SKB	58160-0820-52	AHBVC188AA	02/04/2016	VFC	127	?
Td (Tenivac (1 dose syringe))	PMC	49281-0215-15	U4669AA	01/10/2016	VFC	5	?
<b>KSWEBIZ TRAINING INVENTORY</b>							
HepB, ped/adol (Engerix B (10 pack- 1 dose syringes))	SKB	58160-0820-52	AHBVC188AA	02/04/2016	VFC	190	?

5. Here you will find the Pending Shipments page. You can select "Receive, Dismiss, or Details."

PROVIDER: KANSAS WEBIZ TRAINING, CLINIC: KANSAS VTRCKS TESTING CLINIC

Pending VTrcks Shipments

This is a list of pending inventory transfers. Click "Received" to mark the selected inventory transfer as received. Click "Details" to view the transfer or "Dismiss" to remove it.

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped	Details	Receive	Dismiss	?
20121022tester01 / 4	11/16/2012	HepA, ped/adol	00006-4095-09	78536A	6	Details	Receive	Dismiss	?
20121022tester01 / 5	11/16/2012	HepA-HepB (TWINRIX)	58160-0815-11	AHABV3434	10	Details	Receive	Dismiss	?
20121022tester01 / 6	11/16/2012	HepA-HepB (TWINRIX)	58160-0815-52	15131a	10	Details	Receive	Dismiss	?
20121022tester01 / 7	11/16/2012	HepB, ped/adol	00006-4981-00	U21602A	10	Details	Receive	Dismiss	?
20121022tester01 / 8	11/16/2012	HepB, ped/adol	00006-4981-00	1651A	10	Details	Receive	Dismiss	?
20150605tester01 / 1	06/02/2015	HPV4 (Gardasil)	00006-4045-41	KD08931	20	Details	Receive	Dismiss	?
20150605tester01 / 2	06/02/2015	Tdap	58160-0842-52	74NT9	20	Details	Receive	Dismiss	?
20150605tester01 / 3	06/02/2015	Hib Prp-t	49281-0545-05	UI278AAA	10	Details	Receive	Dismiss	?
20150605tester01 / 4	06/02/2015	DTaP (Daptacel)	49281-0286-10	C4761AA	10	Details	Receive	Dismiss	?
20150610tester01 / 1	06/10/2015	HPV4 (Gardasil)	00006-4045-41	KD08931	20	Details	Receive	Dismiss	?
20150610tester01 / 2	06/10/2015	Tdap	58160-0842-52	74NT9	20	Details	Receive	Dismiss	?

6. Click on *Receive* to add to your on hand inventory. Fill out all BOLD boxes and insert comment to log shipping dates and order numbers (optional) (ALWAYS ADD SHIPMENTS ON THE DAY THEY ARE RECEIVED) This will help with accurate record keeping and improve your reconciliation process.

Vaccine Inventory

Click "Create" to save the record or "Cancel" to return to the previous page.

Add

Date: 06/10/2015

Inventory Location: [Dropdown]

Vaccine | Mfg | NDC | Brand: HEP A, PED/ADOL | MSD | 00006-4095-09 | VAQTA (6 PACK- 1 DOSE SYRINGE)

Lot Number: 78536A

Expiration Date: 07/01/2013

Funding Source: [Dropdown]

Doses Adjusted: 6

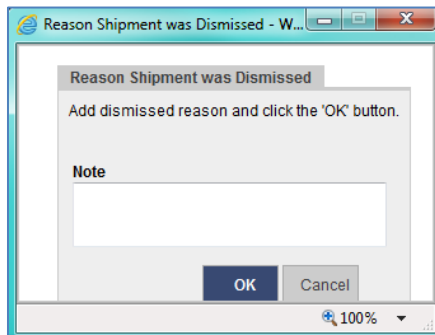
Container Id: [Text]

Comments: RECEIVED FROM SHIPMENT 0500021000 ON 11/17/2012 FOR VACCINE ORDER 20121022TESTER01

Create Cancel

After you click Create, the new shipment will automatically populate into the on-hand inventory. No further steps are needed.

7. To remove a shipment click Dismiss, add a comment as to why you are not accepting the shipment and click ok.



8. By clicking on the Details button you can access a wealth of data before you accept the shipment. A few things to watch for are partial shipments, expiration dates, and accurate NDC codes.

WELCOME TO **Kansas WebIZ**

Patient Search

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- Vaccines -**
- On-Hand
- Reconciliation
- Vaccine Orders
- Vaccine Returns

Reports

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PROVIDER: KANSAS WEBIZ TRAINING, CLINIC: KANSAS VTRCKS TESTING CLINIC

### Vaccine Shipment Details

This screen shows a read-only view of the shipment details for the specified vaccine order and line item. Press the 'Cancel' button to return to the previous screen.

#### Pending Incoming Inventory

Cancel

#### Registry Information

Order Date:	10/22/2012	Order ID:	20121022tester01	Line No.:	6
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#### VTrackS Information

Order Create Date:	11/17/2012	Order ID:	0500021000	Line No.:	15
Date Shipped:	11/16/2012	Delivery Number:	0800061555	Del. Line No.:	15
Carrier:	FDX2	Tracking No.:	5555567025	Expedited Shipment:	N

#### Vaccine Information

Quantity Requested:	10	Quantity Shipped:	10
Order Line Fulfilled:	Y	Partial Shipment:	N
Manufacturer:	GlaxoSmithKline	NDC:	58160-0815-52
Lot Number:	15131a	Expiration Date:	07/01/2013

Cancel