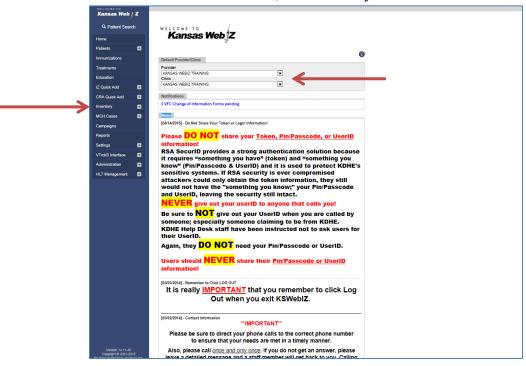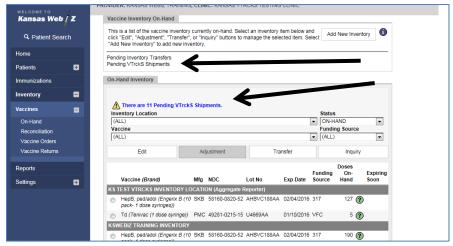# HOW TO ACCEPT AND DISMISS PENDING SHIPMENTS

June 10, 2015
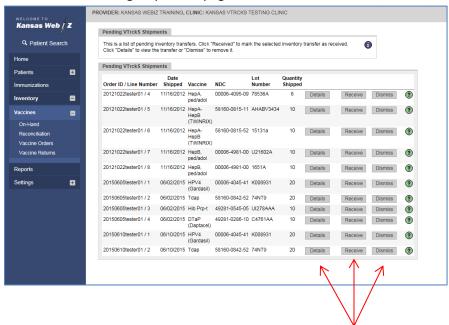
1. Log onto Kansas WebIZ and ensure the Provider and Clinic are correct.
2. On the left menu bar, click *Inventory* then *Vaccines*.

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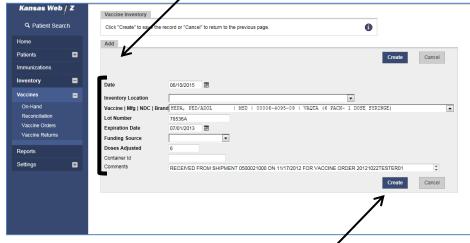
5. Here you will find the Pending Shipments page. You can select "*Receive, Dismiss,* or *Details*.

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.

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.