

Receiving a Shipment in PA-SIIS

Notes:

- This Quick Reference Sheet is for the use of any Health Care Facility in need of guidance on “Receiving Shipments in the PA-SIIS.”
- This Quick Reference Sheet will cover a step by step process with screen shots describing and visualizing the entire process of “Receiving a Shipment in PA-SIIS.”

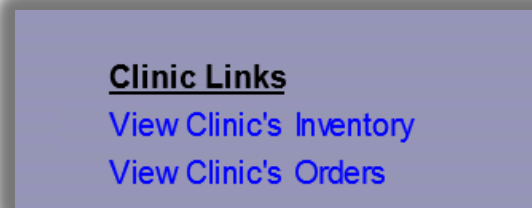
1

After logging in and from the main page, click the [Click Settings](#) button on the left side of the main page. If you have multiple clinics you oversee please make sure the correct clinic is selected.



2

Next you want to scroll down to the bottom of your clinic settings and select [View Clinics Inventory](#) under the [Clinic Links](#).



3

Scroll to the bottom of your active inventory list and click on [Shipments](#) button.



- 4 You will now be on the **Edit Shipments** screen. Make sure you choose the correct Clinic as well as the correct **Status** of the shipment you are looking for on the drop-down menu. Statuses will include **Open, Partially Received, Complete, All and Not Closed.**

EDIT SHIPMENTS

CHOOSE CLINIC

PA State DOH

STATUS

Complete

- 5 Next click on the appropriate Lot Number you are looking to Receive. You will now be on the **Edit Shipment** screen of the specific shipment you choose. Make sure all shipment information is correct and then choose **Receive Shipment.**

UPDATE
RECEIVE SHIPMENT
CANCEL

- 6 Next you will be on the **Receive Shipment** screen. Make sure all information is correct. Then choose **Yes** on **Is the Shipment Complete?** drop-down menu. Then click the **Update** button.

RECEIVE SHIPMENT

TOTAL VOL RECEIVED	VACCINE	FUNDING SOURCE	LOT NUMBER	EXPIRATION DATE	VOL SHIPPED
1000	Td	VFC	U1586AA	04/07/2007	1000

Is this shipment complete ?

SELECT

UPDATE
CANCEL

7

Click the **Update** button once again. The shipment should now be fully received and will now be in your active inventory. Also please make sure the inventory has the **Active** check box checked off in the Edit Inventory page.

* Required

EDIT INVENTORY ITEM

CLINIC PA State DOH	VACCINE * Hep B - Adult	SOURCE/VENDOR * Manufacturer	FUNDING SOURCE * Private
CURRENT VOLUME 3	VOLUME ADMINISTERED 2	DOSAGE VOLUME * 1	MINIMUM VOLUME * 0
<input checked="" type="checkbox"/> ACTIVE <input checked="" type="checkbox"/> RECOMMEND		NOTES <input type="text"/>	
LOT INFORMATION			
LOT NUMBER	EXPIRATION DATE	NDC	MANUFACTURER
CD345678	03/31/2018		Merck
RECONCILIATION INFORMATION			
DATE	TYPE	VOLUME	NOTES
08/22/2017	Shipped (-)	-20	Shipped To Henry Balducci MD
02/08/2017	Received (+)	25	Initial Volume