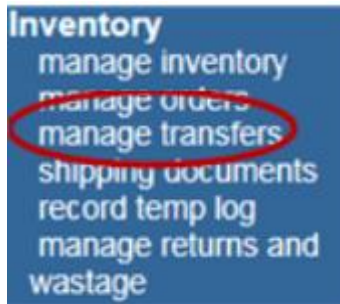## ACCEPTING TRANSFERS

These instructions explain a critical step regarding ensuring vaccine shipments are reflected in your NYSIIS inventory.

The NYSIIS function that adds vaccine shipment and lot information to inventory is called "Accept Transfer". When you physically receive a shipment, inspect the contents and then store the vaccine in your cold storage unit. Once the vaccine has been stored, you must log in to NYSIIS and click on the "Accept Transfer" button to ensure the shipment is added to your inventory. This is required for proper inventory tracking. The steps for accepting transfers (to add a received shipment to inventory) are detailed below. Note: This process is for shipments received directly from the manufacturer or from the McKesson distribution center. (There is a separate process for manually updating inventory for vaccine received through redistribution from another location.)

Log into the Health Commerce System and then click NYSIIS - Production on your My Applications panel.

Once in NYSIIS, click on Manage Transfers on the left side menu panel:

This will take you to the Manage Transfer screen. If you have transfers that need to be accepted, they will display as hyperlinks under the Transfer ID column. A Transfer ID may have a single or multiple vaccine products ready to be accepted.

Click on one of the Transfer IDs that needs to be accepted. You will navigate to the Receive Transfer screen. Here you will see detailed information about the order including; quantity shipped, trade name, lot number, expiration date, and NDC description. Inspect the physical inventory received and make sure it matches all of the information in NYSIIS. Next, click the Accept Transfer button in the upper right-hand corner.

Receive Transfer

Accept Entire Transfer....	Accept Transfer
Return to the Previous Screen....	Cancel

Transfer Number: 1781   **Created on: 11/06/2013**

Sending Entity		Receiving Entity	
Organization	NYS Vaccine Program	Organization	Dr. Smith Pediatrics
Address	ESP CORNING TOWER , ROOM 649 ALBANY, NY 12237	Address	10 main street ALBANY, NY 12303
Contact	NYS VAC PROG CONT	Contact	Lori Isabella
Phone #	(800) 543-7468	Phone #	(518) 999-9999
Ship Date	11/06/2013	Order #	1

Transfer Vaccine Item

Qty	Vac Group	Trade Name	Lot Number	Exp Date	NDC Description	Ship Info
20	DTP/aP - Hib - Polio - Td/Tdap	Pentacel	2345678910	09/04/2019	DTAP-IPV-HIB, PKG 5 X 1 DOSE VIALS	UPS
10	Influenza	Flu-Mist	4345678914	09/07/2019	10 SPRAYERS, SYRGL, 10 DOSE PKG	UPS

Once the item or items are accepted, NYSIIS will populate your inventory with the lot information automatically.