# How to Receive Orders in ASIIS (VOMS 2.0)

**Step 1:** Once you have physically received the vaccine shipment at your facility, verify that the packing slip (vaccine type(s), NDC number(s), lot number(s) and expiration date(s)) match the vaccines you received as you place them in the appropriate units. You will need to receive your order in VOMS 2.0 prior to administering any doses.

**Step 2:** In ASIIS, go to Inventory Management, then click VOMS 2.0.

**Step 3:** Select Orders & Returns Tab, and select Orders & Transfers from the drop down menu on the left.
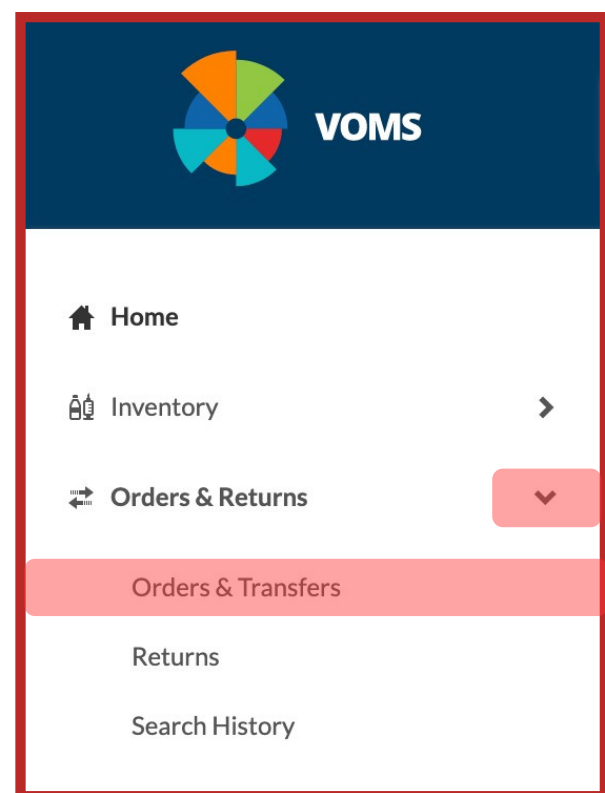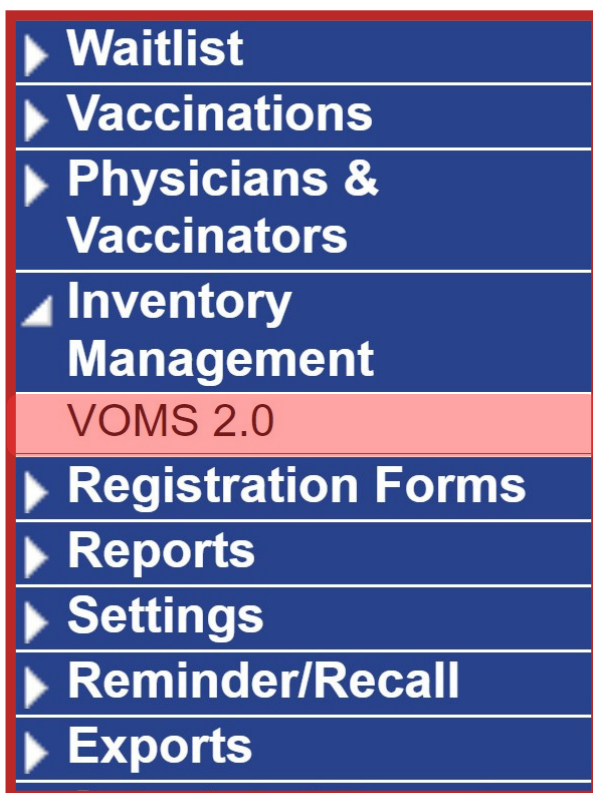




602-364-3899
ASIISHelpDesk@azdhs.gov
https://azdhs.gov/vfc

**Step 4:** Under the Inbound (Orders & Transfers section) find the order you want to receive (highlighted in green) and click receive.

| NEW ORDER | NEW TRANSFER | | Q ORDER SEARCH | | | |
|---|---|---|---|---|---|---|
| **Inbound** Orders & Transfers | **Outbound** Transfers | | | | | |
| Action ▬ | Type | Order # ▬ | Sender | Order Date ▬ | | Status ▬ |
| RECEIVE | Order | 329108 | McKesson | 09/20/2021 | | Partially Received |
| RECEIVE | Order | 328707 | McKesson | 05/21/2019 | | Approved |
| VIEW | Order | 329111 | McKesson | 09/23/2021 | | In State Manual Review |

**Step 5: Verify the Lot Number and Expiration Date and make sure it matches your packing slip, only edit the pre-filled information if there is an error. Enter the Receipt Quantity for the items that have physically arrived at your facility (Leave blank if the vaccine has not yet arrived at your facility. Once the other shipment arrives, you may receive the other doses).**

**Once you have verified the Lot Number and the Expiration Date and entered your Receipt Quantity for vaccines that physically arrived at your facility, click Receive.**

| VACCINE | LOT # | EXPIRATION DATE | RECEIPT DATE | FUNDING SOURCE | ORDERED QUANTITY | APPROVED QUANTITY | SHIPPED QUANTITY | RECEIPT QUANTITY | ACTION |
|---|---|---|---|---|---|---|---|---|---|
| DTaP/DT/Td Tdap | | | | | | | | | |
| **Tdap** Adacel ® (Syringes)-49281-0400-20 PMC 5 pack - SYRINGES NDC: 49281-0400-20 | U6900AA | 11/18/2022 | 09/20/2021 | VFC | 20 | 20 | | | ADJUST ADD LOT |
| POLIO | | | | | | | | | |
| **Ipv** Ipol ® PMC 10 pack - VIALS NDC: 49281-0860-10 | T1E871M | 10/10/2022 | 09/20/2021 | VFC | 20 | 20 | | | ADJUST ADD LOT |
| | | | | CANCEL | RECEIVE | | | | |

**If there are any issues with your order upon arrival (e.g., the order arrives broken, doses are missing, etc.) please contact the ASIIS helpdesk for next steps.**

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