

Accept a Shipment in OSIIS

- 1) Log into OSIIS at <https://osiis.health.ok.gov>.
- 2) From the **OSIIS Landing Page**, select **Inventory** from the **OSIIS Toolbar**.
- 3) From the **Inventory Tab**, select **Receive Shipments**. This will take you directly to the **Site Inventory – Receive Shipments** screen.
- 4) Listed on screen are all of the shipments sent to the clinic you are signed into, along with details about each shipment:
 - Shipment ID;
 - Shipment Type (whether it was a shipment from the Oklahoma State Department of Health or a transfer);
 - Inventory ID;
 - Item Description – what type of vaccine is in the shipment;
 - Quantity Shipped – amount shipped to you;
 - Shipped Date – the date it was sent;
 - Actions – receive the shipment.
- 5) When you click on the hand icon () under **Actions**, the **Receive Shipment Item** screen appears.

*To accept items into your inventory you will need the **Lot Number** of the items on hand.

- 6) Enter the lot number of the items into the **Lot Number** field and select **Verify Receive Shipment**.

*If the incorrect Lot Number is entered, an error message will appear. Click **OK** to try again with the correct lot number, or contact the Immunization Service.

- 7) When the correct lot number is entered, a message will appear asking you to confirm receipt of this shipment. Click **OK**. A notification that the items were successfully added will appear in the upper right hand corner of your screen.
- 8) If items were damaged, spoiled or lost, adjustments can be made to the received inventory items. See the **Manage Inventory Tip Sheet**.

****For more detailed instructions please see the OSIIS User Manual****