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.
Accepting Vaccine Shipments into NYSIIS inventory

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.

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