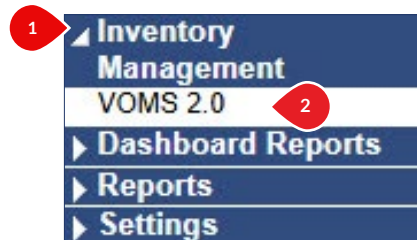


This Quick Reference Guide complements the Receiving Orders functionality in the VOMS Inventory Management System, specifically focusing on how to receive vaccine orders into inventory. It highlights key steps to ensure accurate entry of lot, expiration, and quantity information for each vaccine received.

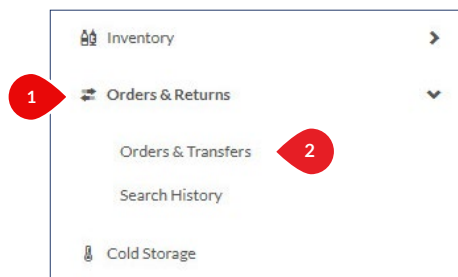
Navigating to VOMS

1. On the left-side menu, click **Inventory Management** to expand the options.
2. Click **VOMS 2.0**.



Receiving an Order

1. After VOMS loads, on the left-side menu, click **Orders & Returns** to expand the options.
2. Click **Orders & Transfers**.



3. In the Action column, click the **RECEIVE** button next to the order you currently have on hand and are actively processing.

Orders and Transfers

NEW ORDERNEW TRANSFER

Q ORDER SEARCH

Inbound Orders & TransfersOutbound TransfersAdvertisement Listing Vaccines Available for Transfer

Action	Type	Order #	Sender	Order Date	Status
RECEIVE	Order	160	McKesson	04/09/2025	Approved
RECEIVE	Order	159	McKesson	04/09/2025	Approved
RECEIVE	Order	154	McKesson	04/08/2025	Approved

VOMS - QRG

Receiving an Order

4. On the Receive Transfer screen, confirm the Lot Number for each vaccine in the Lot column.
5. In the Expiration Date column, confirm the correct expiration date for each vaccine.
6. In the Receipt Quantity column, confirm the quantity received for each vaccine.
7. Click **RECEIVE** to submit the information.

Receive order

ORDER # 144

VTckS Order #: VTckS Order Number is Unavailable. Ordered by User and Date: CHRISSIE GORMAN - 04/03/2025

Approval Organization and Date: STATE APPROVER - 04/03/2025 Order Set: HPV VFC/STATE

Vaccine Order Details

VACCINE	LOT #	EXPIRATION DATE	RECEIPT DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
HPV									
Hpv9 Gardasil 9 - 10 X 1 Dose Syringes MSD 10 pack - SYRINGES NDC: 00006-4121-02	ABCD1234	04/10/2026		PUB	50	20		20	ADJUST ADD LOT
Hpv9 Gardasil 9 - 10 X 1 Dose Syringes MSD 10 pack - SYRINGES NDC: 00006-4121-02	ABCD4321	04/10/2026		PUB	50	50		50	ADJUST ADD LOT

CANCEL **RECEIVE**

8. Click **OK** to close the confirmation message.

Successfully Received 2 Lots

OK

9. If you need to adjust your **Receipt Quantity** use the [Adjust Order Quantity QRG](#).