Receive Supplies

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Objective: To receive a supply item using ImmsBC Classic

ImmsBC Role: ImmsBC Admin / PPHIS Team

Pre-requisite: Access to the Health Connect – Supply Console has been provisioned for the user. Setup Locations and Supply Items have been created.

Overview

Receiving Vaccine Supplies Process Overview

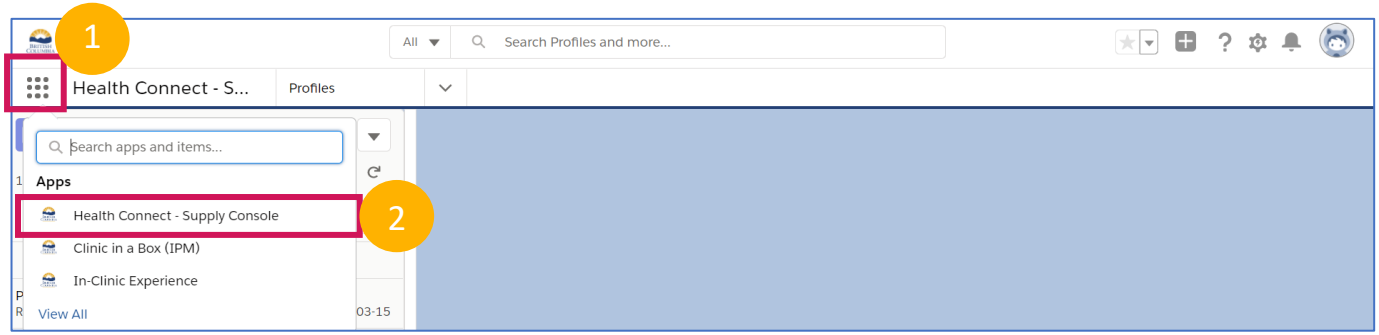


Receive Vaccine Supplies

In ImmsBC, go to your Supply Location. From the ImmsBC Classic Home screen, navigate to the Supply Locations list by following the steps below:

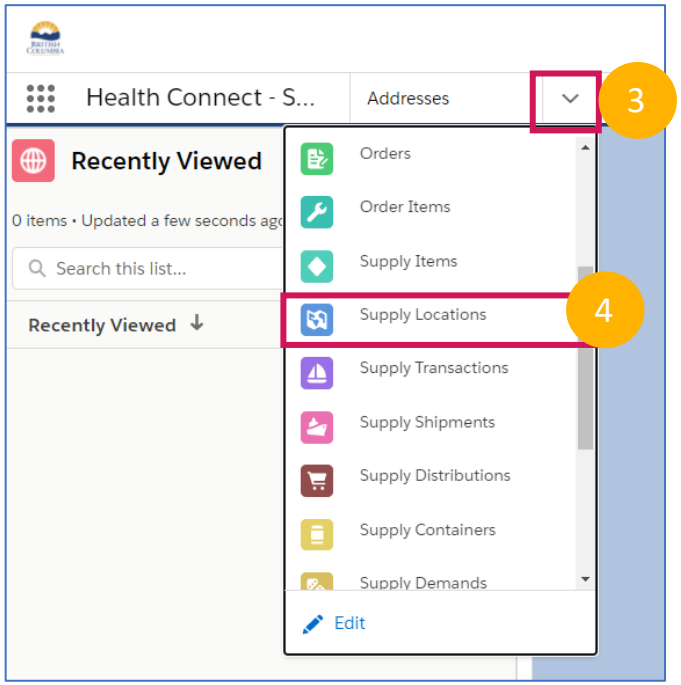
1. Click on the **App Launcher** on the left top corner of your screen.
2. Click the **Health Connect – Supply Console** app.

   A new page will display, which is the last tab that you opened.



3. Click on the dropdown arrow next to the name of the new page to display all the navigation items.
4. Click on **Supply Locations**.

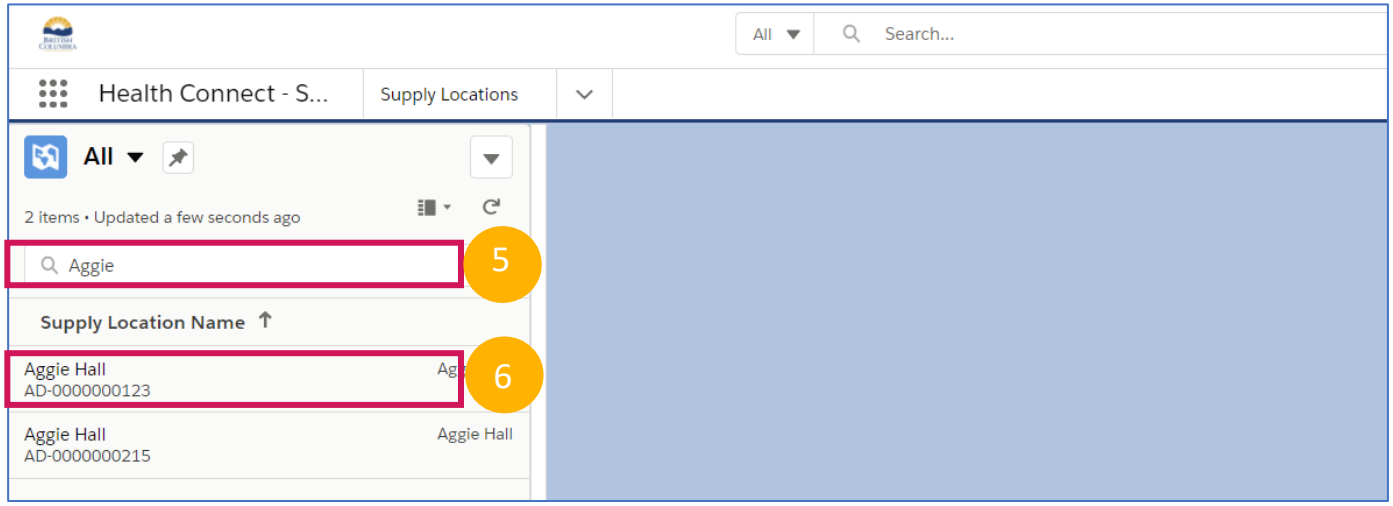
   The Supply Locations page will display.



In the Supply Locations view, navigate to your specific Supply Location by using the following steps:

5. Enter the name of your clinic or holding point in the **Search** field and press the Enter key.

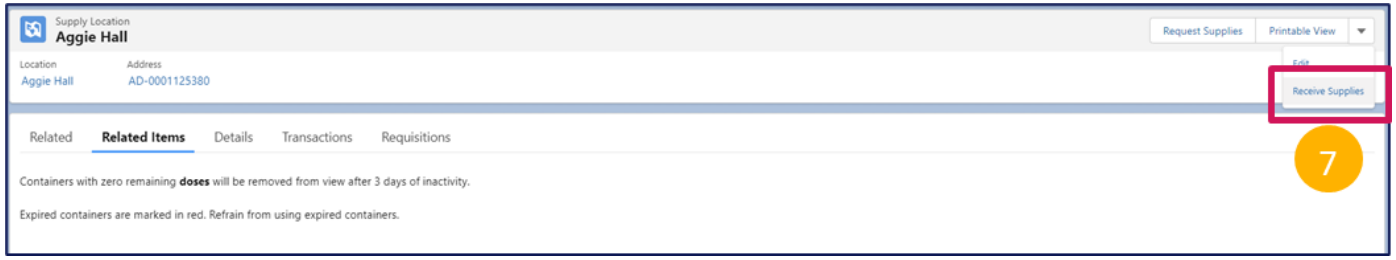
   Address and location are not searchable from this view. You can only search by the name of your clinic or holding point (i.e., Supply Location Name).



6. Click on the **Supply Location Name.**

   Your clinic or holding point's supply containers will display (i.e., defaulted to the Related Items tab).

7. Click on the **drop down** arrow beside Printable View, and select **Receive Supplies**.



8. On the Receive Supplies form, select the **Supply Item** to be received.

9. Enter the **Doses** to be received.

   *Do not use the **Quantity** field as it is for BCCDC use only.*

   *You will not be able to enter a number that has more than 16 digits before the decimal point in the **Doses** field.*

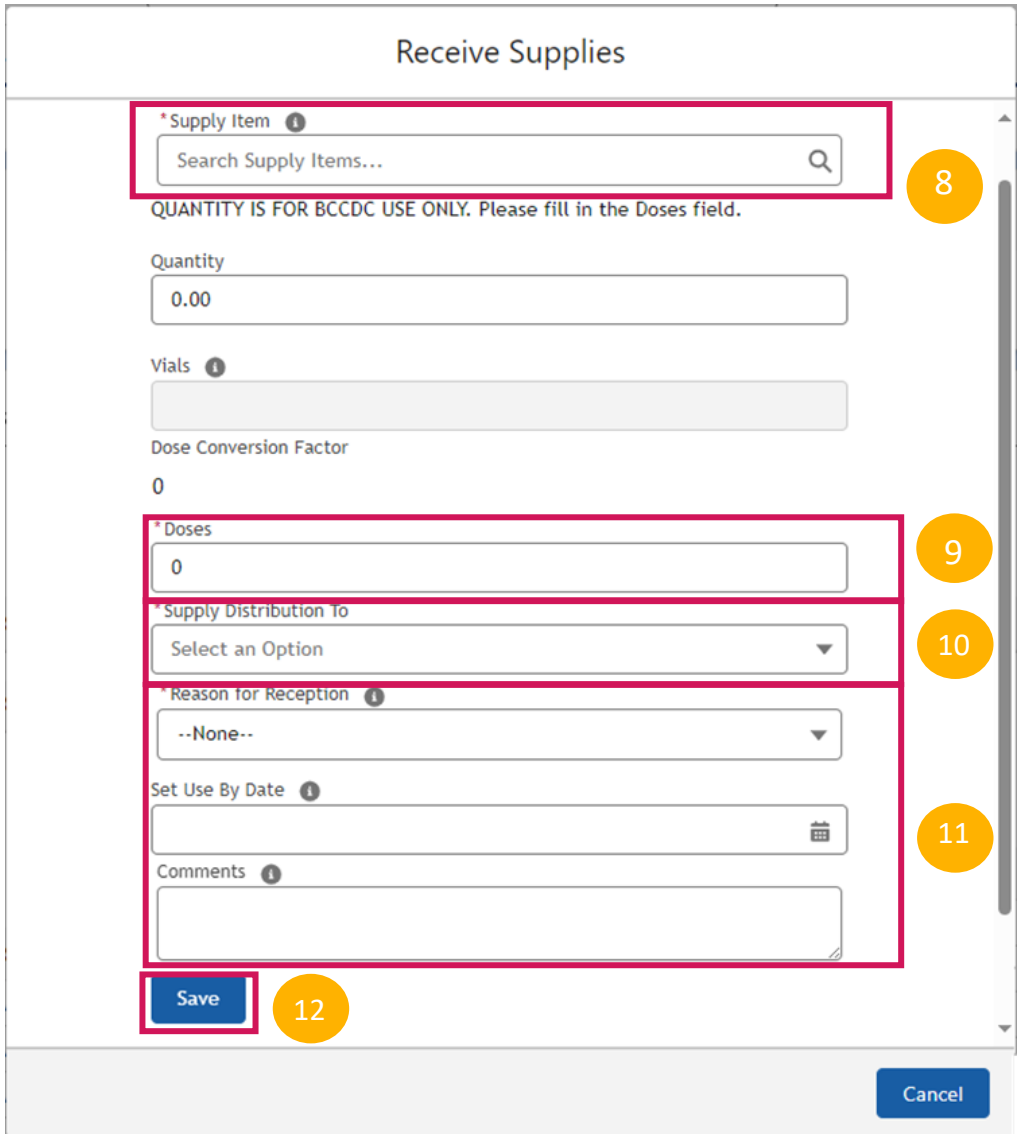
   The Dose Conversion Factor is automatically applied, and the quantity will be auto calculated.

10. Select the **Supply Distribution To** and select the Supply Distribution from the drop-down list.

    This refers to which storage facility you would like to distribute the supplies (i.e., Cold Chain Freezer).

11. Select the **Reason for Reception**. If required, complete the Set Use By Date and / or Comments.

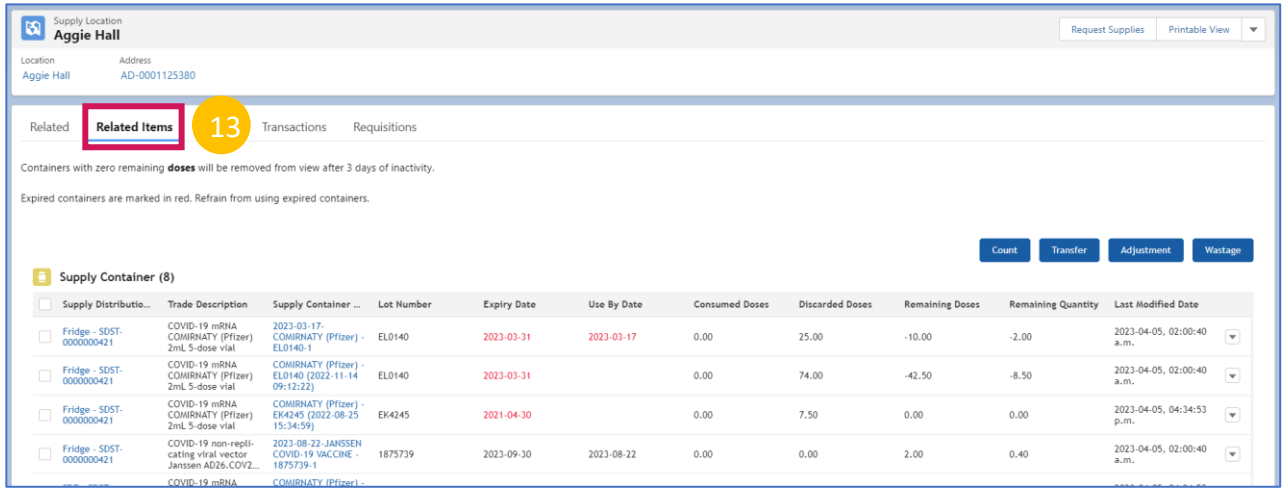
12. Click **Save**.



A Success message indicating the supply container has been successfully created will display if the supplies are received correctly.

If there is already a Container and Lot number created and you receive supplies into that container, then the quantity of supplies in that container will increase accordingly and a new container will not be created.

13. To view the details of all the supplies in your clinic, click on **Related Items**.



Related Items view is updated with new supplies. See below for data description:

a. **Supply Distribution** - Supplies storage site.

b. **Trade Description** - Trade description to identify when there are same trade names (255- character limit).

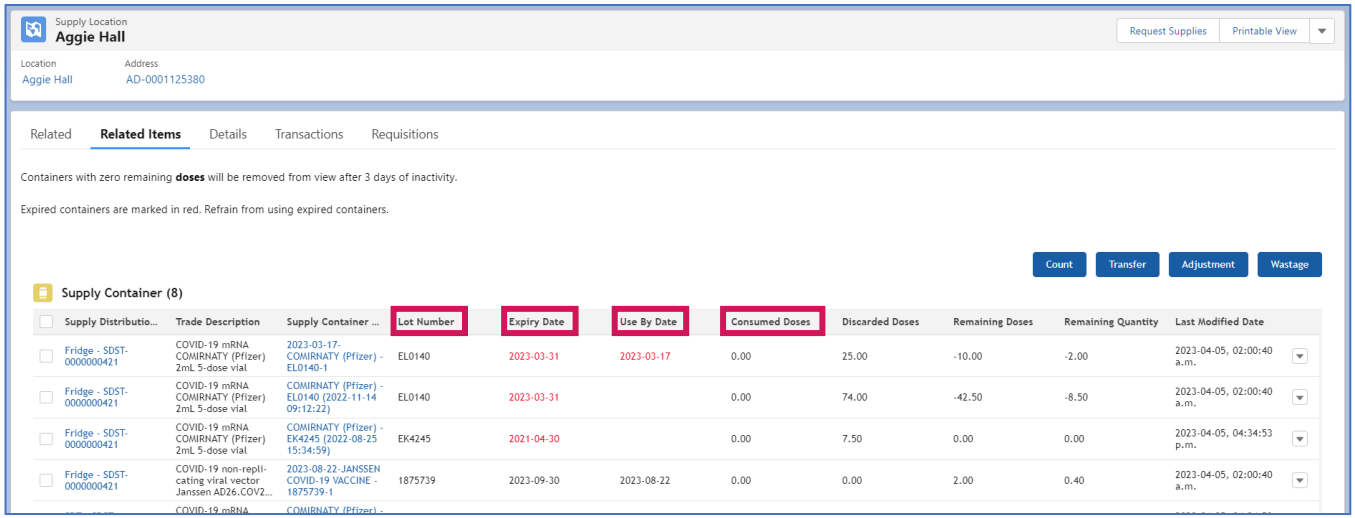
c. **Supply Container Name** - Name of the Supply Container which contains the vaccine.

d. **Lot Number** - Lot number associated with the Supply Container**.**

e. **Expiry Date** - Expiry date of the Lot.

f. **Use By Date** - New product expiration date (state change).

g. **Consumed Doses** - Number of doses consumed in the clinic for the day.

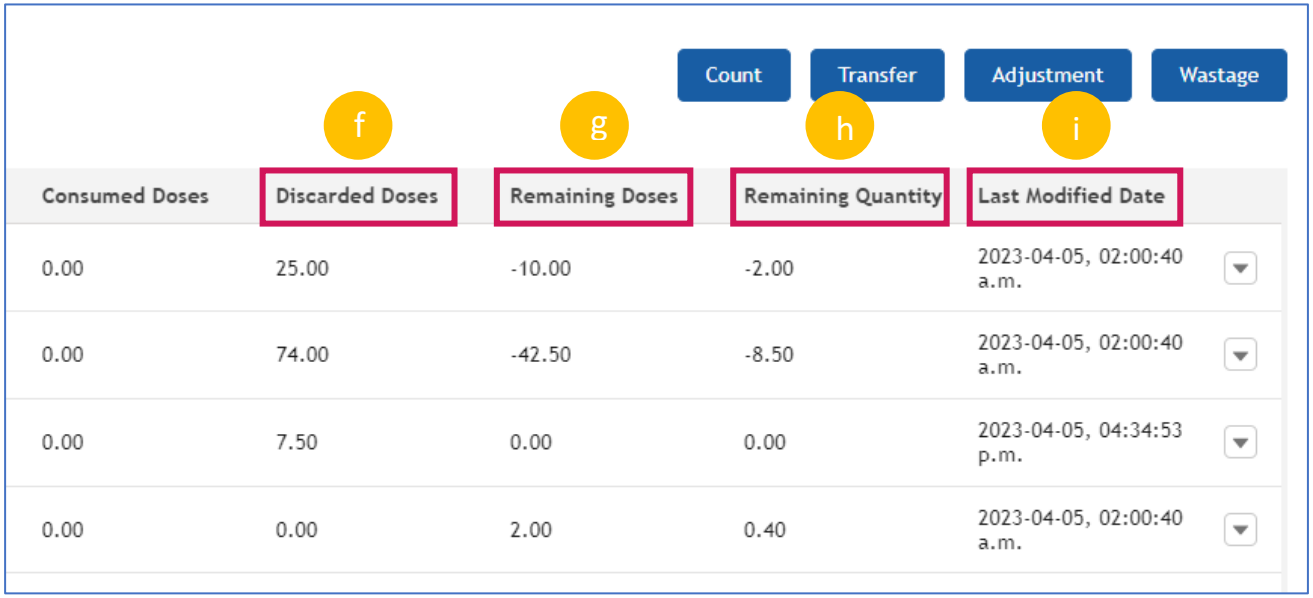


h. **Discarded doses:** Doses that were wasted or recalled in a day.

i. **Remaining Doses:** The number of doses available in the container.

j. **Remaining Quantity:** The quantity in number of vials) available in the container.

k. **Last Modified Date**: The date the container was last modified.

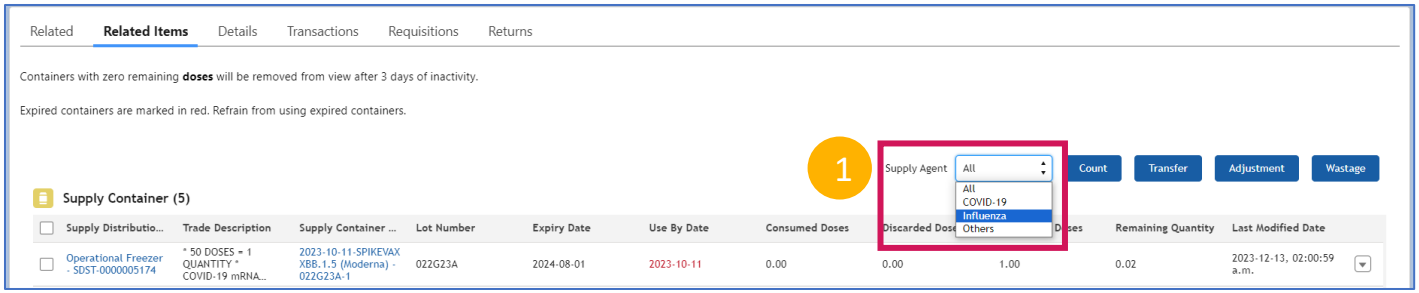


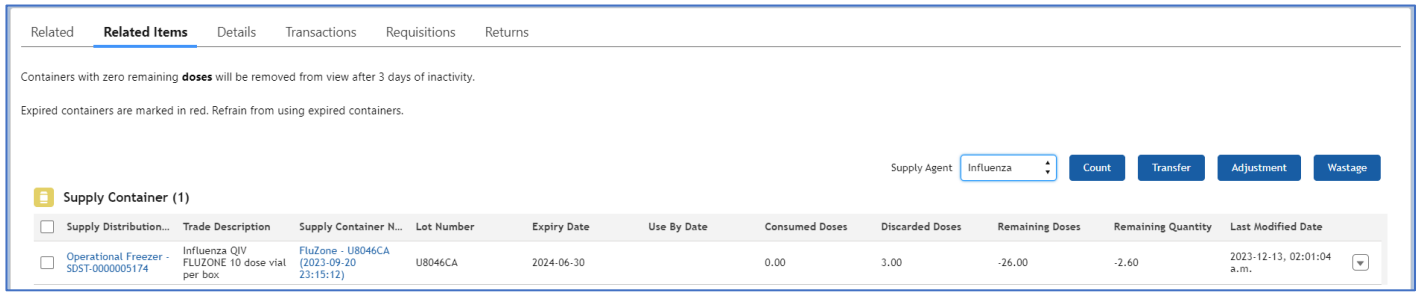
Addendum: Filter Supply Container View by Agent

The list of Supply Containers displayed on the Related Items tab can be filtered by Agent.

1. On the **Supply Container** table, click on the **Supply Agent** dropdown.

   Select the Agent type that corresponds to the vaccines to display on the table. (Note: The default value is 'All' to display all vaccines in the supply location regardless of Agent type.





Version history

DATE	#	AUTHOR(S)	CHANGES/COMMENTS
2024May07	1	?	Created?
2026MAR16	2.0	D. Bartoszewski, T. Grant	Updated format.