

Manage Incoming Shipments

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To create a shipment

1. On the **Requests and Shipments** tab, click **Incoming Shipments**.
2. Click **Create Shipment**.
3. Click **New Shipment**. The *Create New Shipment* page opens.
4. In the **Shipment Location** list, click the location where the shipment is currently located.
5. For **Shipment Name**, enter a brief description of the shipment contents or purpose.
6. For **Shipment Status**, click the status that reflects the current stage in the receiving process.
Note: If the Shipment Status is *Stored*, you must identify the Shipment QC Date and Time, Received Date, and sub location for each item.
7. In the **Incident** list, click the incident with which this shipment is associated.
8. On the lower left, in the *Inventory List*, locate and click the plus icon for the items in the request. These items appear on the right, in the *Selected Inventory*
9. On the lower right, in the *Selected Inventory* list, take either of these actions.

If you want to...	Then...
Update the quantity of the items received,	a. Click the Edit icon. b. For Quantity , enter the appropriate number. c. Click the Save icon.
Remove the item,	a. Click the Delete icon. b. Click the Save icon.


10. After you have added all expected items, on the upper right, click **Save**. The *Incoming Shipments* page opens, and the request is in the list.

To import a shipment

1. On the **Requests and Shipments** tab, click **Incoming Shipments**.
2. Click **Create Shipment**. A window opens.
3. Click **Import Shipment**. The *Import Shipment* window opens.
4. For **Name**, enter a brief description of the shipment contents or purpose.
5. In the **Location** list, click the location where the shipment is currently located.
6. In the **Sub Location** list, click the sub location where the shipment will be stored.
7. In the **Incident** list, click the incident with which this shipment is associated.
8. For **Pipe File**, click **Choose File**. Your browser's select file window opens.
9. Navigate to and select the shipment file, then click **Open**.
10. Click **Import**.
11. If applicable, select the **Shipment Checked** check box and enter the date and time the shipment was inspected.

To process an incoming shipment

1. On the **Requests and Shipments** tab, click **Incoming Shipments**.
2. Locate the shipment and, on that row, click **Unload**.
3. Click **OK**. The *Incoming Shipments* page opens, and the request status is *Unloading*.
4. Click **Stage**. The *Change Status* window opens.
5. Click **OK**. The *Incoming Shipments* page opens, and the request status is *Staging*.
6. If you have not already specified the item sub location, in the *Actions* column, click the Edit icon.
7. In the *Selected Inventory* list, click the Edit icon for each item and select the sub location where the item will be stored.

Container #	Item	Category	Sub Location	Quantity	Actions
Container #	Ciprofloxacin 500mg oral tablet #20 tab unit of use bottle	Antibiotic > Oral Solid		30	✓ ✕

8. On the upper right, enter the **Shipment QC Date and Time** and the **Received Date**.

9. On the upper right, click **Save**
10. Click **Store**. The *Change Status* window opens.
11. Click **OK**. The *Incoming Shipments* page opens, and the request status is *Stored*.
12. Click **Save**. The *Incoming Shipments* page opens, and the request status is *Complete*.

To export a shipment

1. On the **Requests and Shipments** tab, click **Incoming Shipments**.
2. On the upper right, click **Export**. The shipment details are downloaded according to your browser settings.