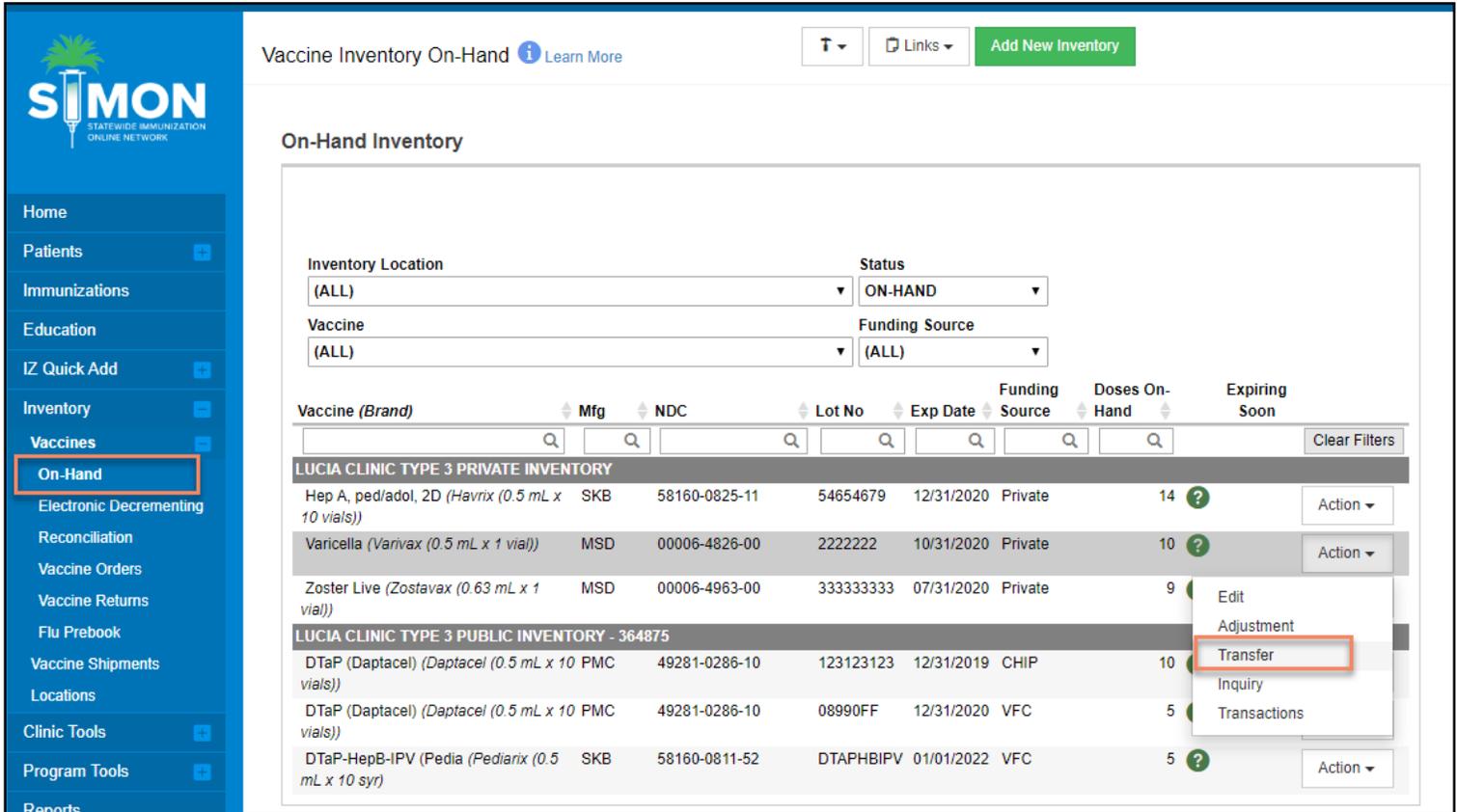# On-hand Inventory: Initiate and Receive Transfers

Initiate Transfer

1. From the main menu, go to Inventory > Vaccines > On-Hand.
2. Search for the vaccine you would like to transfer.

3. Click the "Action" button next to the vaccine and select "Transfer".

4. Enter the transfer date and time.
5. Select the Destination Inventory Location (Provider name > inventory location name).

Vaccine Inventory Transfer ℹ️ Learn More   Cancel   ⬆️▾   Create

Add

4 Date/Time   10/24/2019 📅   HH:MM AM/PM (HH:MM A/P)

Source Inventory Location

Inventory Location	LUCIA CLINIC TYPE 3 PRIVATE INVENTORY
Vaccine | Mfg | NDC	HEP A, PED/ADOL, 2D | SKB | 58160-0825-11
Lot Number	54654679
Expiration Date	12/31/2020 📅
Funding Source	PRIVATE
Doses On-Hand	14
Container Id	

Destination Inventory Location

5 Inventory Location   ▼

Doses Transferred	(The quantity will be immediately decremented from the Source Inventory Location and added to the Destination Inventory Location when marked as 'Received'.)
Equivalent Cases	
Authorized By	▼
Inventory Picked By	▼
Inventory Picked Date	MM/DD/YYYY 📅
QA Approved By	▼
QA Approved Date	MM/DD/YYYY 📅
Shipped Date	MM/DD/YYYY 📅
Comments	

Clear

6. Once a transfer has been created, it will remain in a pending state until received by the recipient.

Vaccine Inventory Transfer ⓘ Learn More

Pending Incoming Inventory Transfers

⚠ There are no Pending Incoming Transfer(s) available.

Pending Outgoing Inventory Transfers

Vaccine	Doses	NDC	Transfer Date	Lot	Funding Source	Mfg	Receiving Location			
Source Location: LUCIA CLINIC TYPE 3 PRIVATE INVENTORY										
Hep A, ped/adol, 2D	1	58160-0825-11	10/24/2019	54654679	Private	SKB	VFC0505	❓	Delete	Update

Reports

Pending Outgoing Inventory Transfers - Pick List

7. Creating an outgoing transfer will decrement the doses from your clinic's on-hand inventory.
8. Once the destination receives the transfer, the pending transfer link is no longer displayed.

1. From the main menu, go to Inventory > Vaccines > On-Hand.
2. Click the blue link "There is # Pending Inventory Transfer" displayed at the top of the page.

3. Click the "Received" button.

4. Enter the date and time the transfer was received and click OK. The doses received are automatically added to your clinic's on-hand inventory.

Pending Inventory

Enter the actual date/time the inventory was received.

Received Date *   **Time** *

MM/DD/YYYY 📅   HH:MM AM/PM   (HH:MM A/P)

OK   Cancel