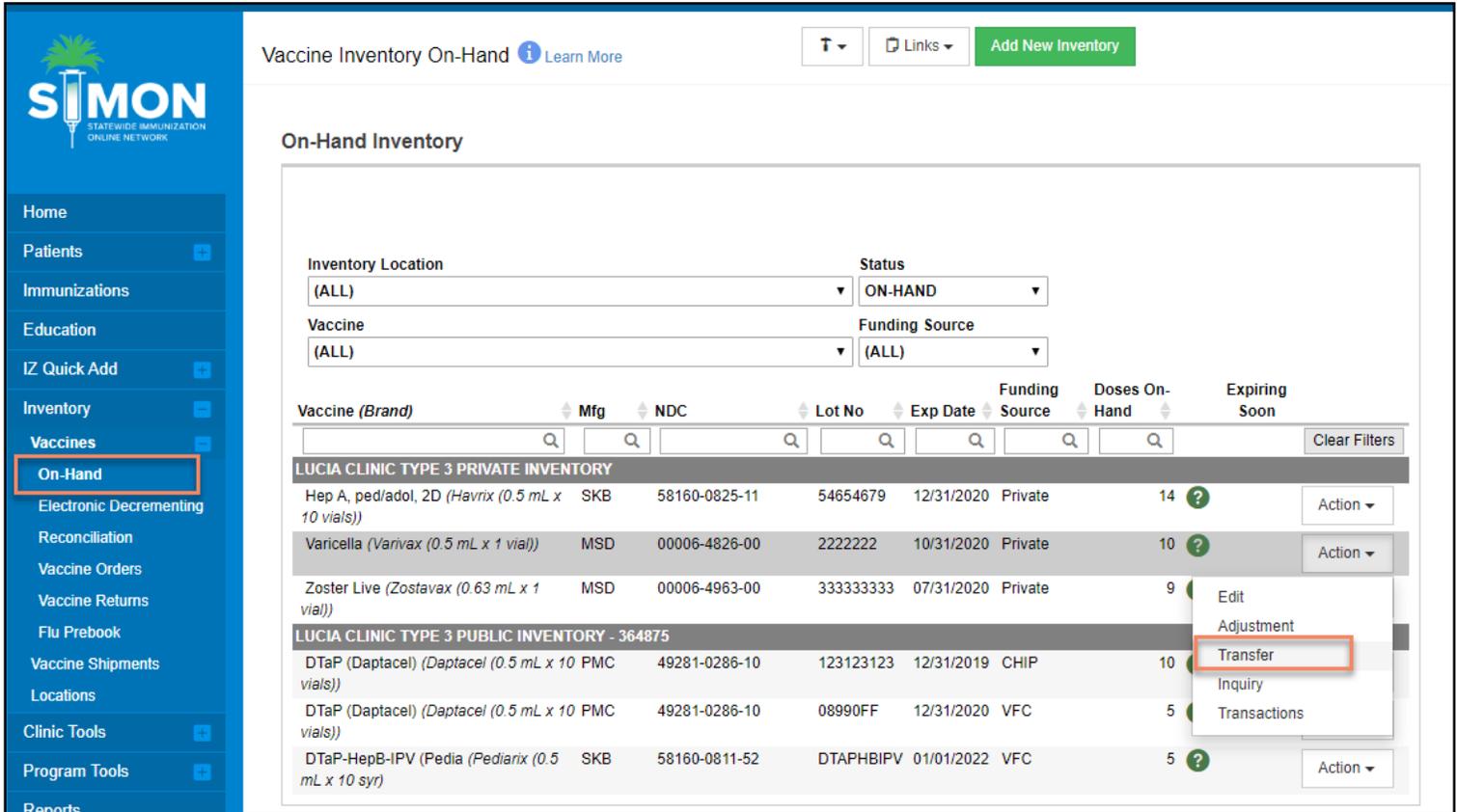


On-hand Inventory: Initiate and Receive Transfers

Initiate Transfer

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



Vaccine Inventory On-Hand [Learn More](#) ↑ Links Add New Inventory

On-Hand Inventory

Inventory Location: (ALL) Status: ON-HAND
 Vaccine: (ALL) Funding Source: (ALL)

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
LUCIA CLINIC TYPE 3 PRIVATE INVENTORY							
Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials))	SKB	58160-0825-11	54654679	12/31/2020	Private	14	Action
Varicella (Varivax (0.5 mL x 1 vial))	MSD	00006-4826-00	2222222	10/31/2020	Private	10	Action
Zoster Live (Zostavax (0.63 mL x 1 vial))	MSD	00006-4963-00	33333333	07/31/2020	Private	9	<ul style="list-style-type: none"> Edit Adjustment Transfer Inquiry Transactions
LUCIA CLINIC TYPE 3 PUBLIC INVENTORY - 364875							
DTaP (Daptacel) (Daptacel (0.5 mL x 10 PMC vials))		49281-0286-10	123123123	12/31/2019	CHIP	10	Action
DTaP (Daptacel) (Daptacel (0.5 mL x 10 PMC vials))		49281-0286-10	08990FF	12/31/2020	VFC	5	Action
DTaP-HepB-IPV (Pedia (Pediarix (0.5 mL x 10 syr	SKB	58160-0811-52	DTAPHBIPV	01/01/2022	VFC	5	Action

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 [Learn More](#) Cancel Create

Add

4 **Date/Time** (HH:MM A/P)

Source Inventory Location

Inventory Location

Vaccine | Mfg | NDC

Lot Number

Expiration Date

Funding Source

Doses On-Hand

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

QA Approved By

QA Approved Date

Shipped Date

Comments

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

Vaccine Inventory Transfer [Learn More](#) T ▾

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](#)

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

Receive Transfer

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.

On-Hand Inventory

⚠ There is 1 Pending Inventory Transfer.

Inventory Location
(ALL) ▼

Vaccine
(ALL) ▼

Status
ON-HAND ▼

Funding Source
(ALL) ▼

Vaccine (Brand)
↕ Mfg
↕ NDC
↕ Lot No
↕ Exp Date
↕ Funding Source

3. Click the "Received" button.

Vaccine Inventory Transfer [Learn More](#) T ▼

Pending Incoming Inventory Transfers

Vaccine	Doses	NDC	Transfer Date	Lot	Funding Source	Mfg	Source Location	
Receiving Location: VFC0505								
Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials))	1	58160-0825-11	10/24/2019	54654679	Private	SKB	LUCIA CLINIC TYPE 3 PRIVATE INVENTORY	? Received

Pending Outgoing Inventory Transfers

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

Reports

[Pending Incoming Inventory Transfers](#)

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 ***

 (HH:MM A/P)