

ImmuNet users with Admin User and Vax Inv Order User roles can access ImmuNet's inventory module. To manage your ImmuNet inventory, please follow the steps below:

On the left menu, click **'Inventory and Ordering'** then **'Manage Inventory'**. Click on **View Inventory**;

Training AWS Region 38.4.0	Manage Inventory		
	Show Inventory for Sites	令	View Inventory
Patients Organization Reports	Show Transactions for Sites		Show Transactions
Inventory and Ordering	Update inventory Alerts		Update Alert Prefs
Manage Inventory >	Return to the Previous Screen	Cancel	
> Manage Transfers			
 Transfer Shipping Documents 	Inventory Alerts		
Data File Loading	Vaccine Order/Transfer Notification		
Manage Org Selections	Type Shipped Aw	vaiting Return Shipment	Rejected

ImmuNet allows you to Add or Subtract vaccines to your ImmuNet vaccine inventory.

Add Inventory

VFC vaccines ordered through ImmuNet will be automatically added to your ImmuNet inventory module.

To add missing VFC or your privately purchased vaccines in ImmuNet, click 'Inventory and Ordering' (on the left menu) click 'Manage Inventory' then 'View Inventory'). Click 'Add Inventory'.

View Inventory	
Add Inventory for Site	Add Inventory
Modify Quantity On Hand for Selected Sites	Modify Quantity
Show Transactions for Sites	Show Transactions
Return to the Previous Screen	Cancel

Enter the **Trade Name, Manufacturer, NDC, Lot Number, Expiration Date**, **Funding Type**, and **Quantity on Hand**. The **Lot Active** field should be set to '**Yes**' and the **Funding Type** should be set to '**Public**' (for vaccines that are ordered through ImmuNet) or '**Private**' (for privately purchased vaccines) then click **Save**.

Add Vaccine Ir	ventory Information					
Site:						Save
	Display Trade Names With Active NDC	O Disp	lay All	0		Cancel
Trade Name:				× 0		
Manufacturer:	Pfizer, Inc. (including Wye	th-Ayerst)		~ 0		
NDC:				~		
*Note: Package Description:	Manufacturer name may no	ot display accu	irately based	upon the	NDC selected.	
Lot Number:						
Dose:	~					
Expiration Date:						
Funding Type:	Public V					
Lot Active:	Yes 🗸					
Quantity on Hand:						
Cost Per Dose (\$):						



Inventory was added successfully if the red message 'inventory was inserted successfully' appears on the bottom of the screen.

Modify Quantity	/ On Hand			
Action: [Amount: [Add 🗸			
Reason:	Receipt of Inventory	~		
Transaction Date:				

inventory was inserted successfully.

To add more vaccines, click 'Add New' and repeat the above steps. Click 'Cancel' to return to your inventory.

Edit Vaccine Inventory Information	
Site:	Save
Display Trade Names With Active NDC Display All	Cancel
Trade Name: Fluarix p-free 🗸 🔍	Add New
Manufacturer: GlaxoSmithKline (SmithKline Beecham and Glaxo V 🗸	
NDC: 58160-0881-52 - active	
*Note: Manufacturer name may not display accurately based upon the NDC select	ed.
Package Description: 1 Dose TL Syringe No Needle	
Lot Number: T1234	Delete
Dose: .5 V	
Expiration Date: 12/31/2024	
Funding Type: Public 🗸	
Lot Active: Yes	
Quantity on Hand: 20	
Cost Per Dose (\$):	

Subtract Inventory

Your ImmuNet inventory may show vaccines that have been administered or reported as return/wastage. Check the Select box to the left of the Trade Name for each lot number you want to adjust. You can select multiple checkboxes to adjust multiple vaccines at the same time.

Click 'Modify Quantity' (or click directly on the blue Trade Name link).

Manage Inventory					
Add Inventory for Site				Add In	ventory
Modify Quantity On Hand for Selected	/ Sites			Modify	Quantity
Show Transactions for Sites				Show Tra	ansactions
Return to the Previous Screen				Ca	ncel
Site: Access Family Clinic •	Show O Active	🔿 Inactive 🕥 Non	-Expired () Expired	
SelectTrade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
Pfizer CoVid-19	Test 1	12	Y	Y	01/01/2022



For each row, under Action, select 'Subtract', enter the number of vaccines to be subtracted under Amount, enter 'Transaction Date', select 'Error Correction' under 'Reason' then click 'Save'.

Manage	Inventory					
Save Chang	es to Quantity (On Hand for Selec	ted Sites			Save
Return to the	e Previous Scre	en				Cancel
Modify G	uantity On	Hand for Sele	ected Site(s)			
Trade Name	Lot Number	NDC	Inv On Hand	Action	Amount	Reason
Comirnaty®	C1234	00069-2377-01	20	Subtract 🗸		Receipt of Inventory 🗸
		letails		Tran	Receipt of Inventory	
			~		m	Error Correction
			1		Butch (82	Doses Returned
						Doses Transferred
						Doses Wasted

NOTE: For inventory adjustments, choose 'Error Correction' (i.e. to adjust your inventory or to zero out your inventory).

DO NOT report Wastage or Return (Doses Returned/Temperature Excursions) in ImmuNet as ImmuNet does not currently support Wastage or Return (Doses Returned/Temperature Excursions - ImmuNet will not generate the required labels, packing slips, return sheet, etc.).

To learn how to navigate ImmuNet, click on **'Resources'** then click <u>ImmuNet Quick Reference Guide</u> and <u>ImmuNet Training Videos</u>.

Home		Resources	С	onta	act	Us			Н	elp	6										
Select one Org	aniz	ImmuNet Quick Reference Guide	<	ļĻ		C.															
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•		For School Users	nent of	Hea	alth																
		ImmuNet Training Videos	Countie	s					~]											
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Index A	B	Manual	Н	1	J	K	L	М	N	0	P	Q	R	<u>s</u>	Ι	U	V	W	X	Y	Ζ
		Uploading Data Files to ImmuNet	City								N	lain	Con	tact		P	hon	e		/FC	Pin

Contact ImmuNet Support (here) with any questions.