

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**;



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

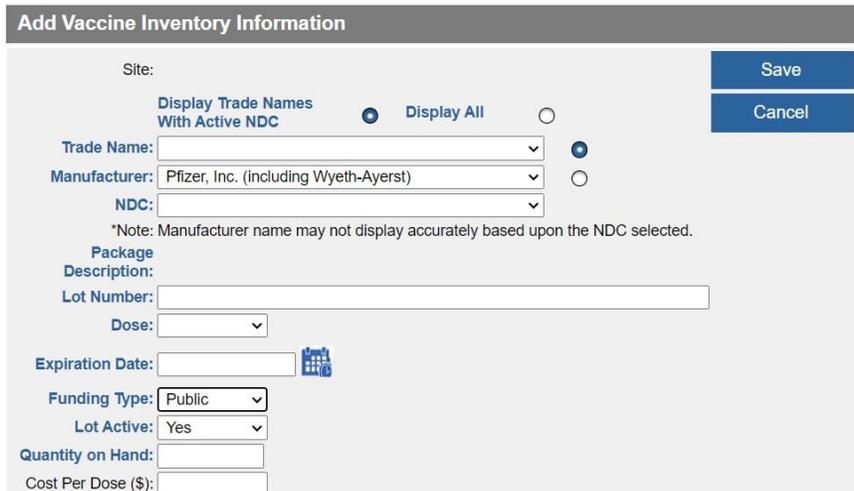
## Add Inventory

**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'**.



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**.



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:

Reason:

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:

Display Trade Names With Active NDC
  Display All

Trade Name:

Manufacturer:

NDC:

\*Note: Manufacturer name may not display accurately based upon the NDC selected.

Package Description:

Lot Number:

Dose:

Expiration Date:  

Funding Type:

Lot Active:

Quantity on Hand:

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

Modify Quantity On Hand for Selected Sites...

Show Transactions for Sites...

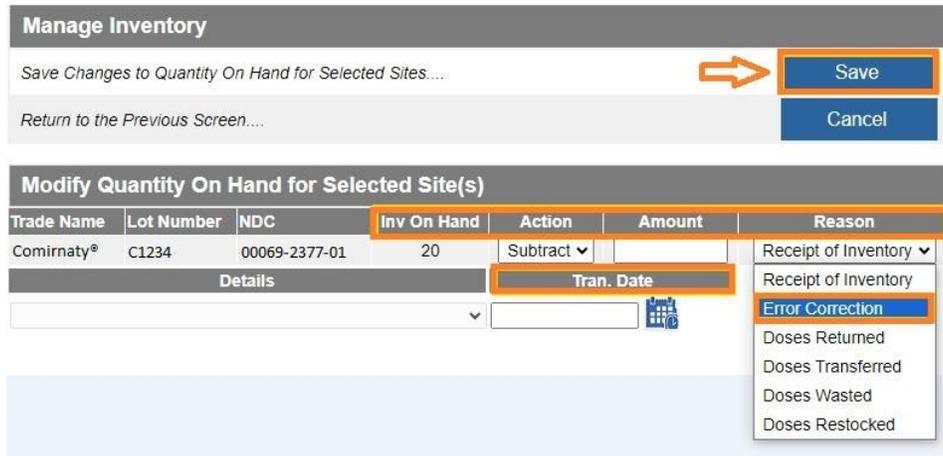
Return to the Previous Screen...

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Site:  Show  Active  Inactive  Non-Expired  Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input checked="" type="checkbox"/>	<a href="#">Pfizer CoVid-19</a>	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 Changes to Quantity On Hand for Selected Sites... ➔ **Save**

Return to the Previous Screen... **Cancel**

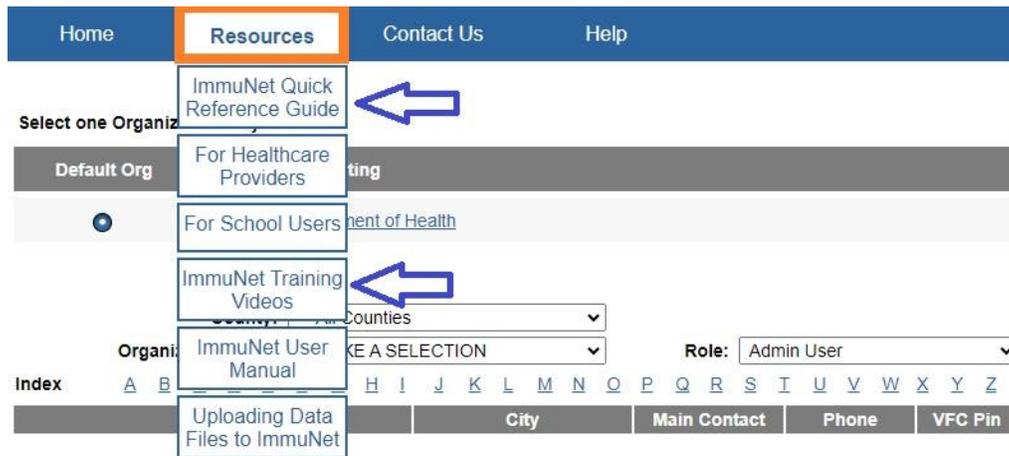
**Modify Quantity On Hand for Selected Site(s)**

Trade Name	Lot Number	NDC	Inv On Hand	Action	Amount	Reason
Comirnaty®	C1234	00069-2377-01	20	Subtract ▼		Receipt of Inventory ▼
Details				Tran. Date		Receipt of Inventory
						<b>Error Correction</b>
						Doses Returned
						Doses Transferred
						Doses Wasted
						Doses Restocked

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 [ImmuNet Quick Reference Guide](#) and [ImmuNet Training Videos](#).



Home **Resources** Contact Us Help

Select one Organization: [Dropdown]

Default Org: [Dropdown]

ImmuNet Quick Reference Guide ←

For Healthcare Providers

For School Users

ImmuNet Training Videos ←

ImmuNet User Manual

Uploading Data Files to ImmuNet

Role: Admin User

Index: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

City Main Contact Phone VFC Pin

Contact **ImmuNet Support** ([here](#)) with any questions.