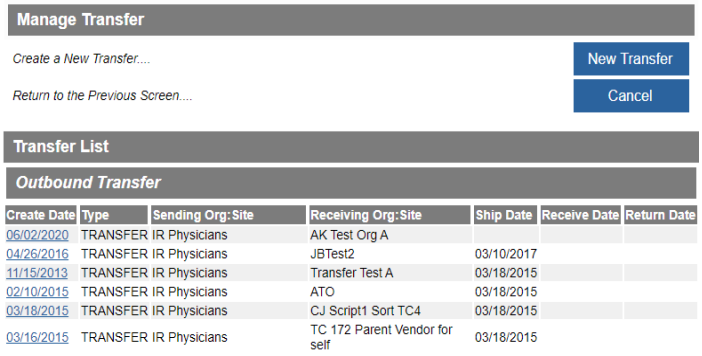
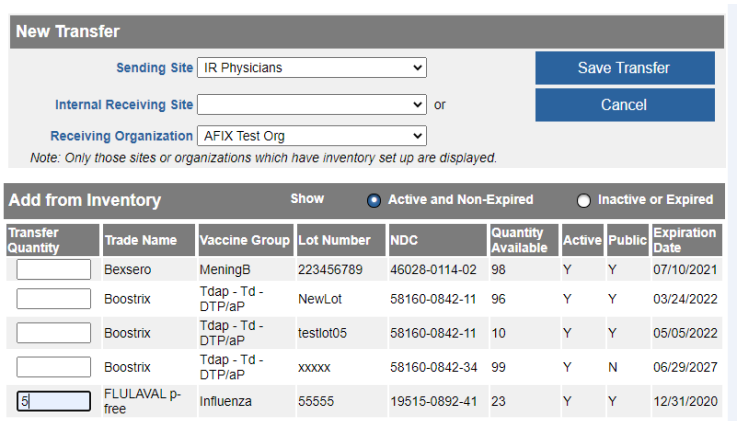
ImmuNet users with Admin User and Vax Inv Order User role can access ImmuNet's inventory module. To transfer vaccine inventory in ImmuNet, please follow the steps below:

Sending Organization

1. Under your organization, click on '**Inventory and Ordering**' on the left menu panel, then **'Manage Transfers'** to get to this screen:

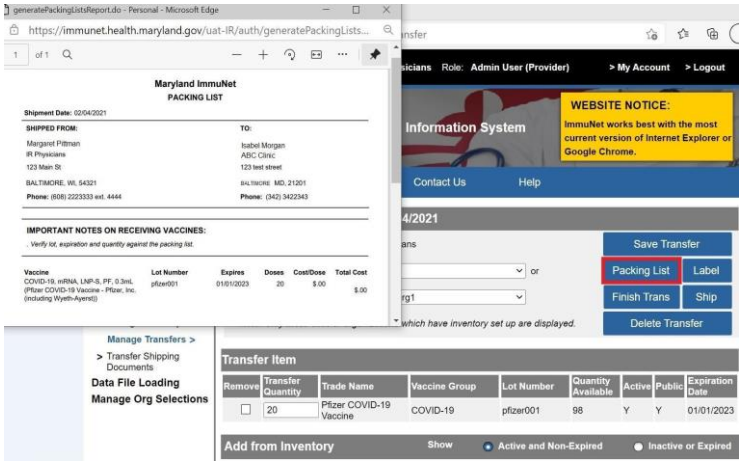


2. Select **'New Transfer'** and select the receiving organization from the drop down menu:

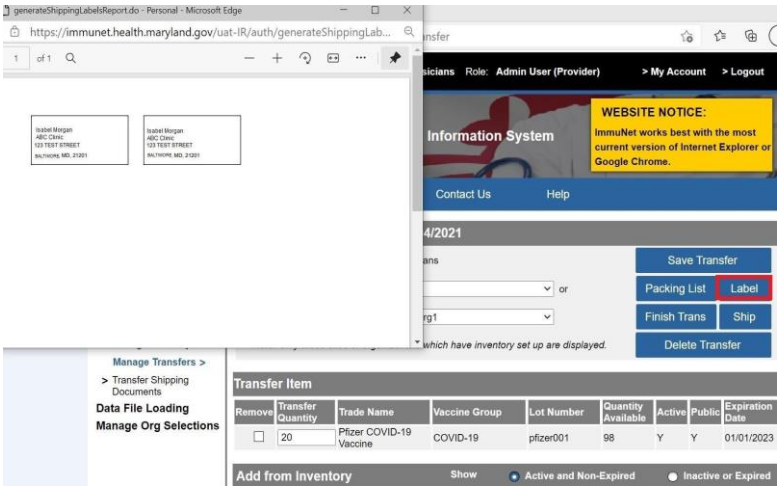


3. Enter the number of doses to transfer and click **'Save Transfer'.**

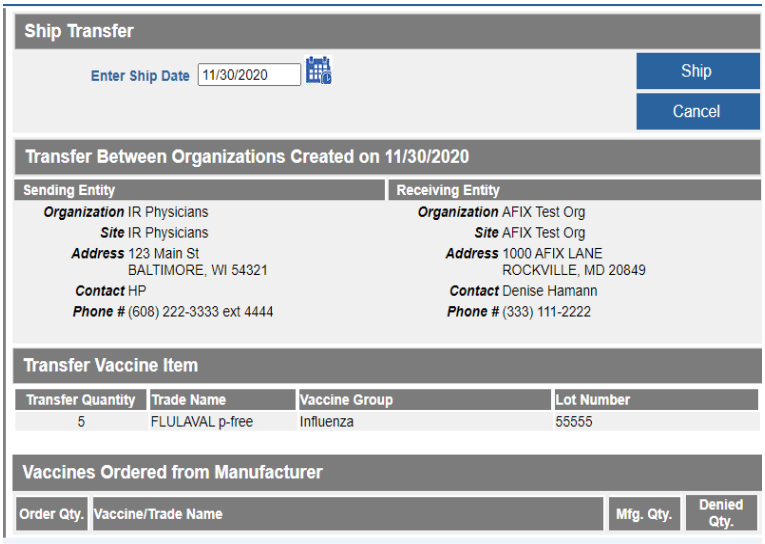
4. Select '**Packing List'** (this will open a pdf file for printing) – you must click this button even if you do not need a packing list. Please make sure your pop-up blocker is not enabled (to allow for pop up messages) so you can see the packing list as shown below. Otherwise, the process cannot be completed.



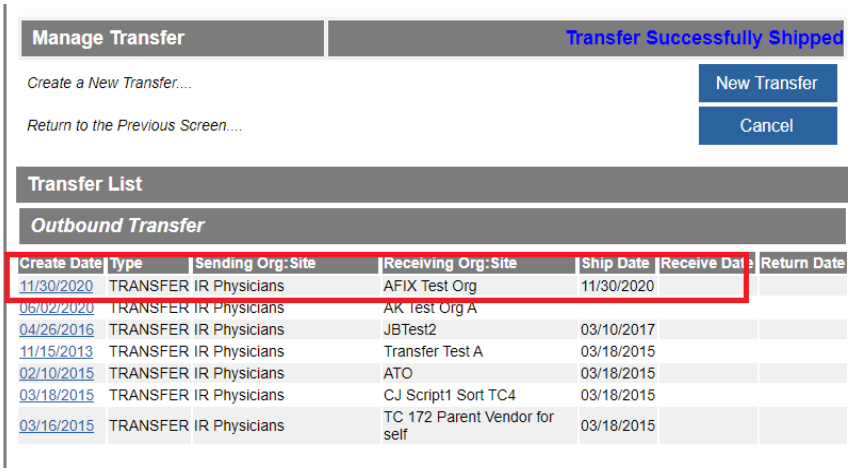
5. Select '**Label'** (this will open a pdf file for printing) – you must click this button even if you do not need the label. Please make sure your pop-up blocker is not enabled (to allow for pop up messages) so you can see the label as shown below. Otherwise, the process cannot be completed.



6. Select '**Ship'** and enter the ship (or transfer) date, then click the '**Ship'** button:



7. The transfer has been successfully shipped:

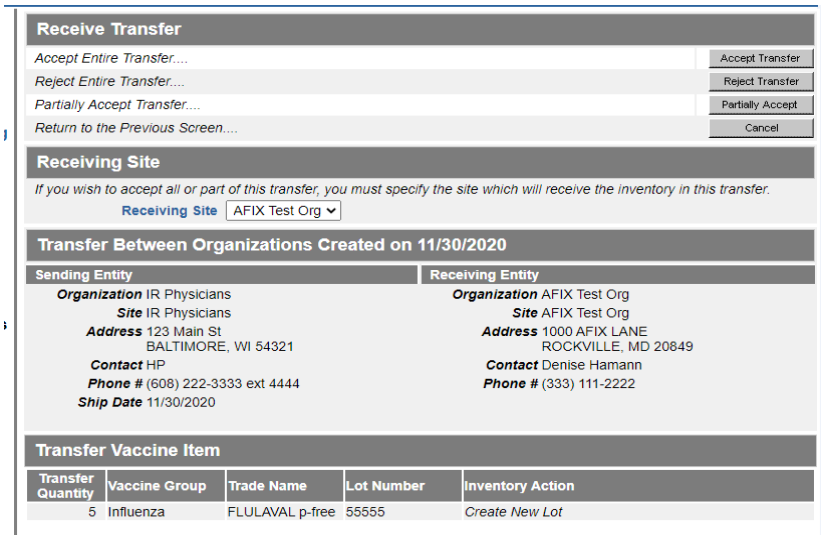


8. Contact the Receiving Organization to sign in to ImmuNet to accept the transfer. They can see the following page for further instructions.

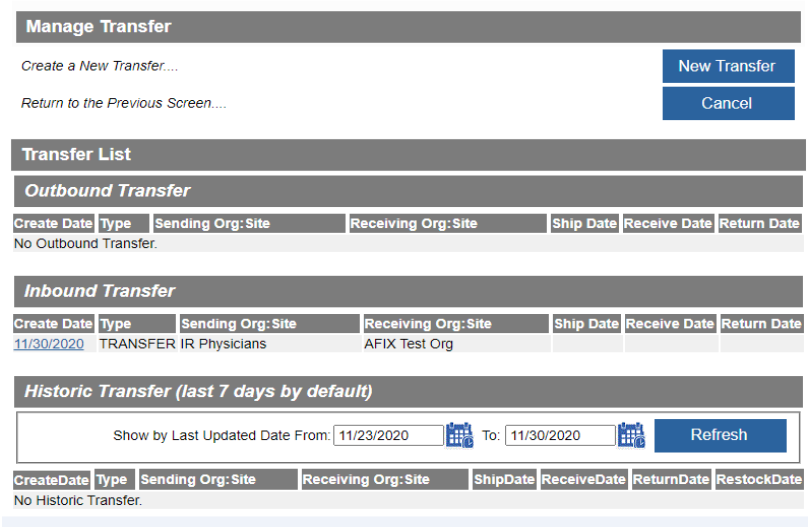
Receiving Organization

When you are contacted by a Sending Organization that they have completed transferring vaccines from their ImmuNet inventory to your organization, follow these steps to accept the transfer.

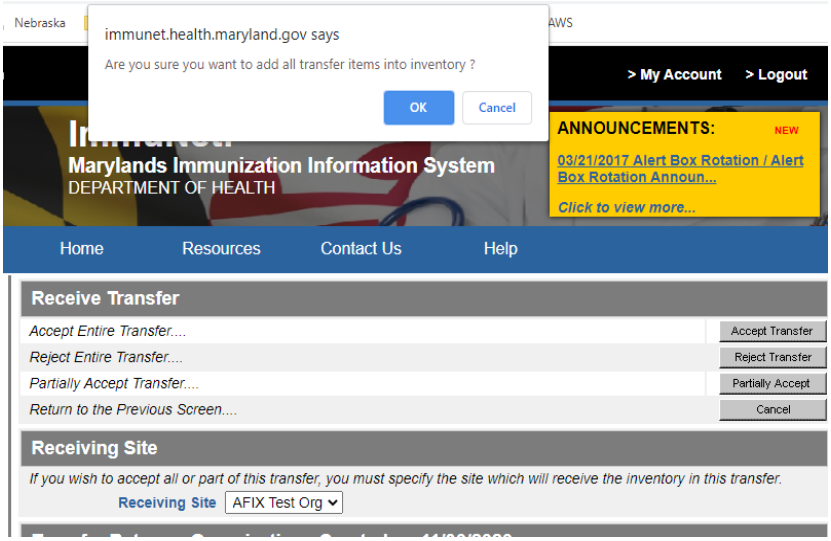
1. On the left menu panel, select '**Inventory and Ordering'** then select '**Manage Transfers'** to get to the following page:



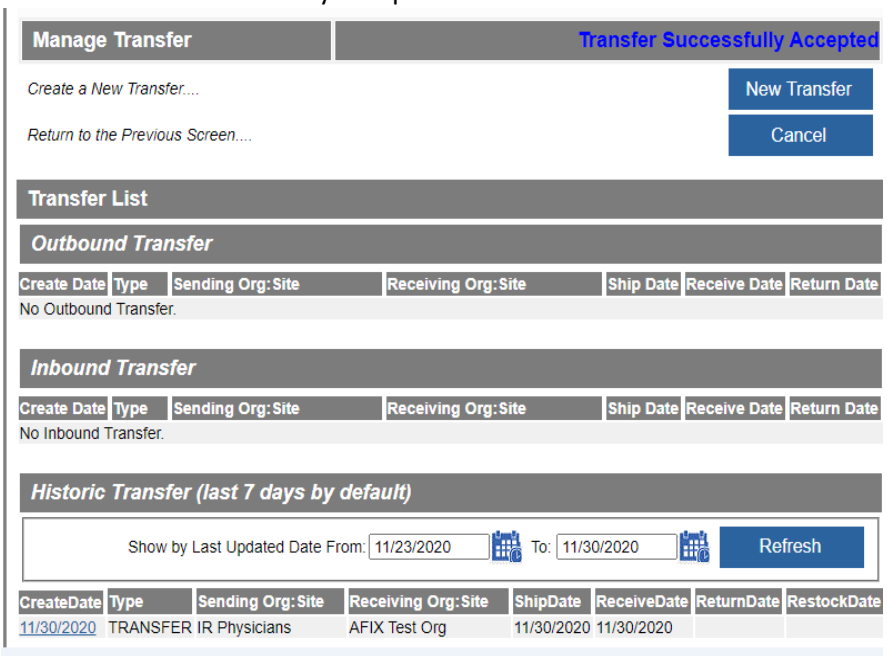
2. Under '**Inbound Transfer'**, select the link under '**Create Date'**. On the next screen below:



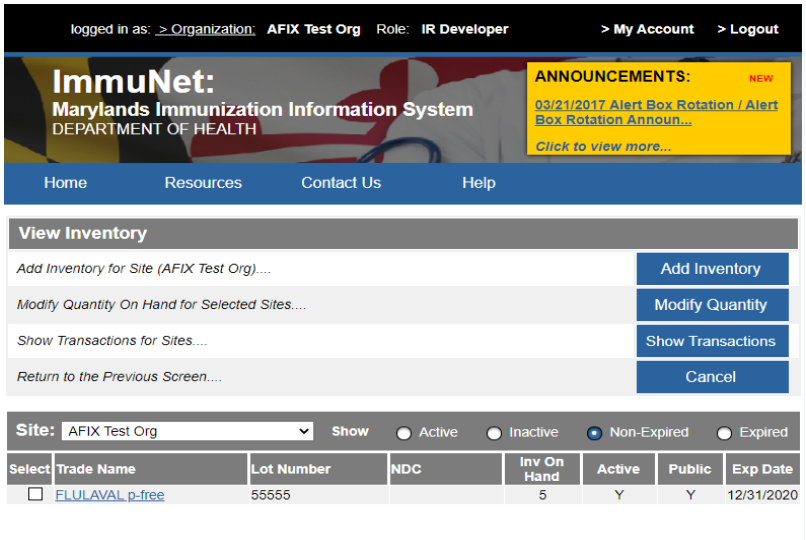
3. Select '**Accept Transfer'** and confirm:



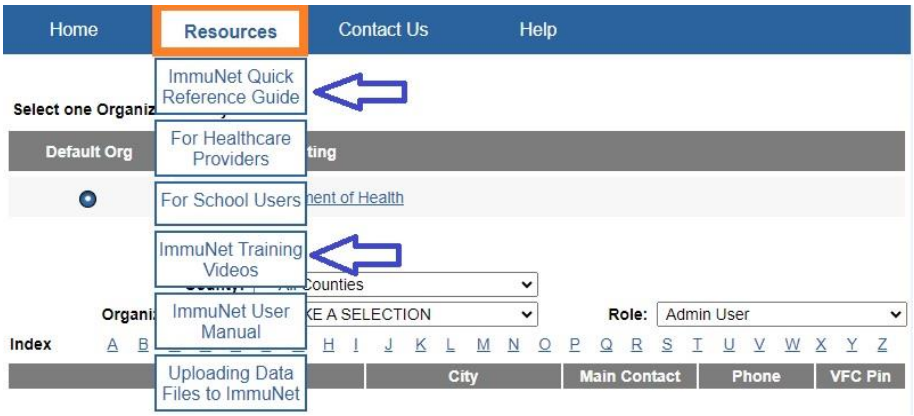
4. Select '**OK**'.
5. The transfer has been successfully accepted:



6. The receiving organization's inventory should now display the transferred vaccine(s):



For more information about managing your inventory in ImmuNet, see the **Manage Inventory Guide** on the **ImmuNet Quick Reference Guide** and **ImmuNet Training Videos.**



Contact **ImmuNet Support** (here) with any questions.