

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

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

Manage Transfer

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org: Site	Receiving Org: Site	Ship Date	Receive Date	Return Date
06/02/2020	TRANSFER IR Physicians	AK Test Org A				
04/26/2016	TRANSFER IR Physicians	JBTest2		03/10/2017		
11/15/2013	TRANSFER IR Physicians	Transfer Test A		03/18/2015		
02/10/2015	TRANSFER IR Physicians	ATO		03/18/2015		
03/18/2015	TRANSFER IR Physicians	CJ Script1 Sort TC4		03/18/2015		
03/16/2015	TRANSFER IR Physicians	TC 172 Parent Vendor for self		03/18/2015		

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

New Transfer

Sending Site: Save Transfer

Internal Receiving Site: or Cancel

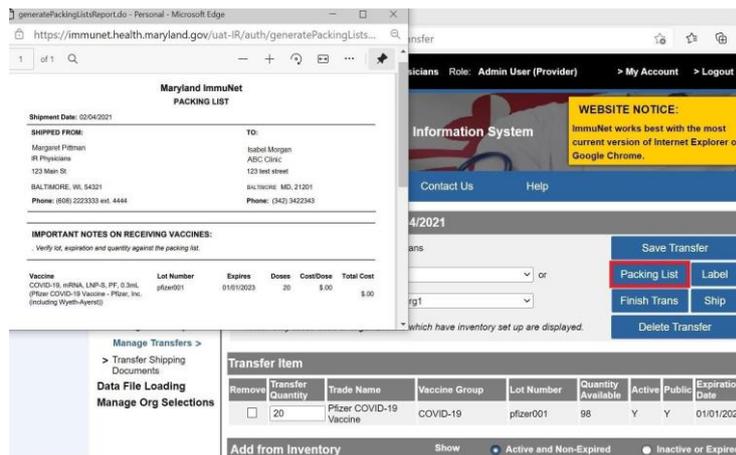
Receiving Organization:

Note: Only those sites or organizations which have inventory set up are displayed.

Add from Inventory Show Active and Non-Expired Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	NDC	Quantity Available	Active	Public	Expiration Date
<input type="text"/>	Bexsero	MeningB	223456789	46028-0114-02	98	Y	Y	07/10/2021
<input type="text"/>	Boostrix	Tdap - Td - DTP/aP	NewLot	58160-0842-11	96	Y	Y	03/24/2022
<input type="text"/>	Boostrix	Tdap - Td - DTP/aP	testlot05	58160-0842-11	10	Y	Y	05/05/2022
<input type="text"/>	Boostrix	Tdap - Td - DTP/aP	xxxxx	58160-0842-34	99	Y	N	06/29/2027
<input type="text" value="5"/>	FLULAVAL p-free	Influenza	55555	19515-0892-41	23	Y	Y	12/31/2020

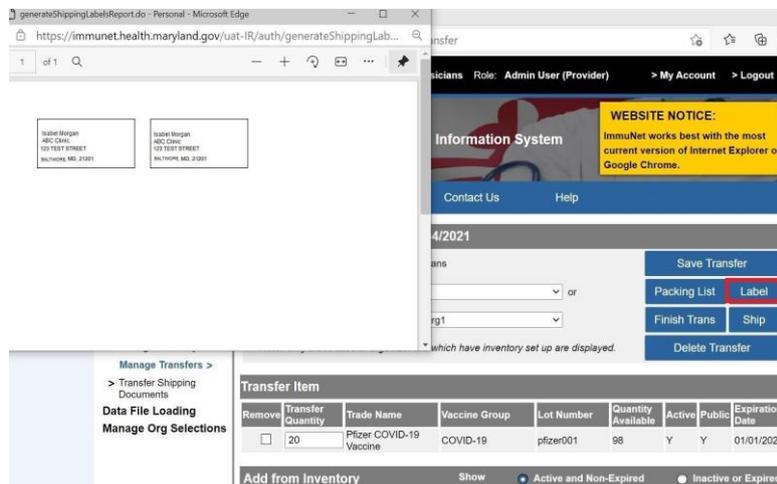
- Enter the number of doses to transfer and click **'Save Transfer'**.
- Select **'Packing List'** (this will open a pdf file for printing) – you must click this button even if you do not need a packing list. Please make sure your pop-up blocker is not enabled (to allow for pop up messages) so you can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



The screenshot shows a web browser window displaying a 'PACKING LIST' report. The report includes shipment details, sender and recipient information, and a table of vaccines. A 'Packing List' button is highlighted in red in the interface.

Vaccine	Lot Number	Expires	Doses	Cost/Dose	Total Cost
COVID-19, mRNA, LNP-S, PF, 0.5mL (Pfizer COVID-19 Vaccine - Pfizer, Inc. (including Wyeth-Ayerst))	pfizer001	01/01/2023	20	\$50	\$1,000

- 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.

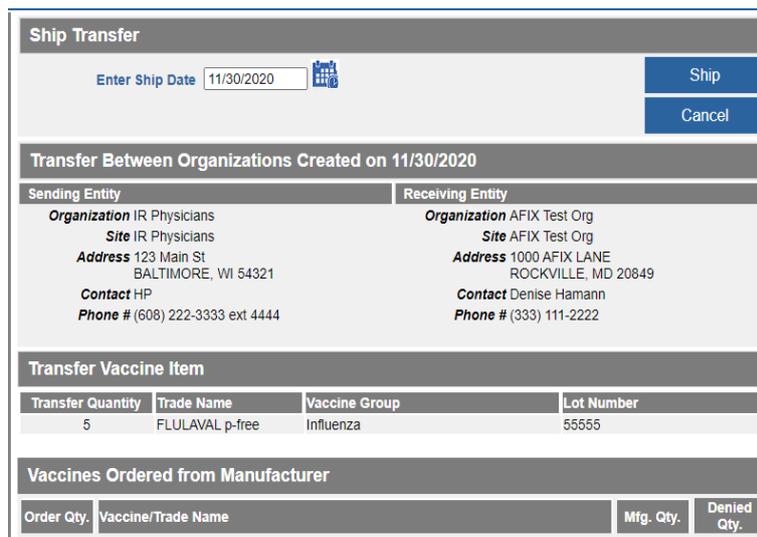


The screenshot shows the 'generateShippingLabelsReport.do' page in a Microsoft Edge browser. The page displays a 'Transfer Item' table with the following data:

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
<input type="checkbox"/>	20	Pfizer COVID-19 Vaccine	COVID-19	pfizer001	98	Y	Y	01/01/2023

Buttons for 'Save Transfer', 'Packing List', 'Label' (highlighted in red), 'Finish Trans', 'Ship', and 'Delete Transfer' are visible. A 'WEBSITE NOTICE' banner is also present.

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



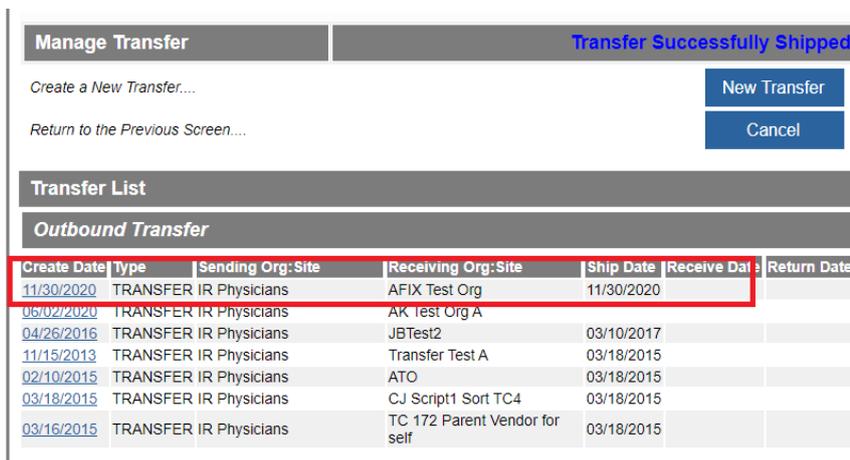
The 'Ship Transfer' form shows the following details:

- Enter Ship Date:** 11/30/2020
- Transfer Between Organizations Created on 11/30/2020**
- Sending Entity:**
 - Organization: IR Physicians
 - Site: IR Physicians
 - Address: 123 Main St, BALTIMORE, WI 54321
 - Contact: HP
 - Phone #: (608) 222-3333 ext 4444
- Receiving Entity:**
 - Organization: AFIX Test Org
 - Site: AFIX Test Org
 - Address: 1000 AFIX LANE, ROCKVILLE, MD 20849
 - Contact: Denise Hamann
 - Phone #: (333) 111-2222
- Transfer Vaccine Item:**

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
5	FLULAVAL p-free	Influenza	55555
- Vaccines Ordered from Manufacturer:**

Order Qty.	Vaccine/Trade Name	Mfg. Qty.	Denied Qty.

- The transfer has been successfully shipped:



The 'Manage Transfer' page shows a 'Transfer Successfully Shipped' message. Below it is a 'Transfer List' table with the following data:

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
11/30/2020	TRANSFER	IR Physicians	AFIX Test Org	11/30/2020		
06/02/2020	TRANSFER	IR Physicians	AK Test Org A			
04/26/2016	TRANSFER	IR Physicians	JBTest2	03/10/2017		
11/15/2013	TRANSFER	IR Physicians	Transfer Test A	03/18/2015		
02/10/2015	TRANSFER	IR Physicians	ATO	03/18/2015		
03/18/2015	TRANSFER	IR Physicians	CJ Script1 Sort TC4	03/18/2015		
03/16/2015	TRANSFER	IR Physicians	TC 172 Parent Vendor for self	03/18/2015		

- 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.

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

Receive Transfer

Accept Entire Transfer....	Accept Transfer
Reject Entire Transfer....	Reject Transfer
Partially Accept Transfer....	Partially Accept
Return to the Previous Screen....	Cancel

Receiving Site

If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.

Receiving Site: AFIX Test Org

Transfer Between Organizations Created on 11/30/2020

Sending Entity	Receiving Entity
Organization IR Physicians	Organization AFIX Test Org
Site IR Physicians	Site AFIX Test Org
Address 123 Main St BALTIMORE, WI 54321	Address 1000 AFIX LANE ROCKVILLE, MD 20849
Contact HP	Contact Denise Hamann
Phone # (608) 222-3333 ext 4444	Phone # (333) 111-2222
Ship Date 11/30/2020	

Transfer Vaccine Item

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
5	Influenza	FLULAVAL p-free	55555	Create New Lot

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

Manage Transfer

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

Inbound Transfer

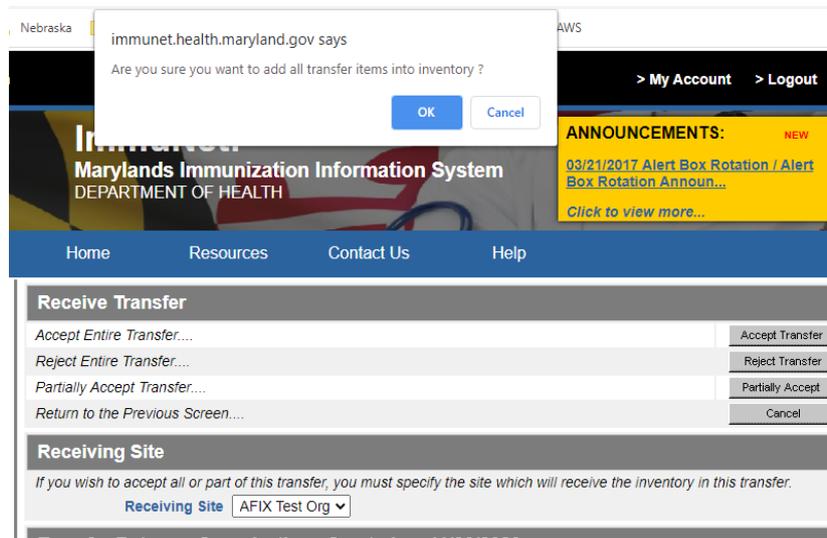
Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
11/30/2020	TRANSFER	IR Physicians	AFIX Test Org			

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: 11/23/2020 To: 11/30/2020 Refresh

CreateDate	Type	Sending Org:Site	Receiving Org:Site	ShipDate	ReceiveDate	ReturnDate	RestockDate
No Historic Transfer.							

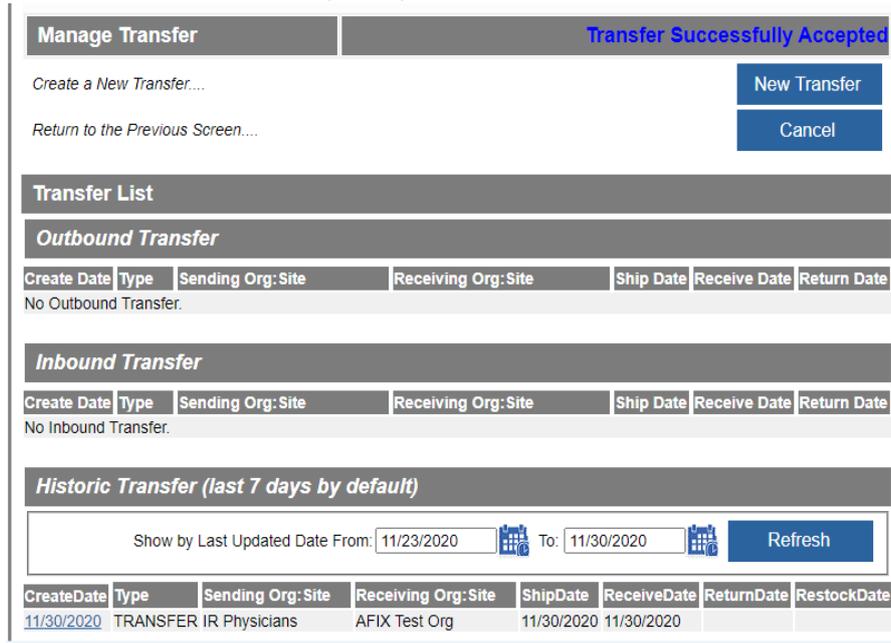
3. Select 'Accept Transfer' and confirm:



The screenshot shows a web browser window with a confirmation dialog box from immunet.health.maryland.gov. The dialog asks, "Are you sure you want to add all transfer items into inventory?" with "OK" and "Cancel" buttons. In the background, the ImmuNet interface is visible, including a navigation menu (Home, Resources, Contact Us, Help) and a "Receive Transfer" section with buttons for "Accept Transfer", "Reject Transfer", "Partially Accept", and "Cancel". Below this is a "Receiving Site" dropdown menu set to "AFIX Test Org".

4. Select 'OK'.

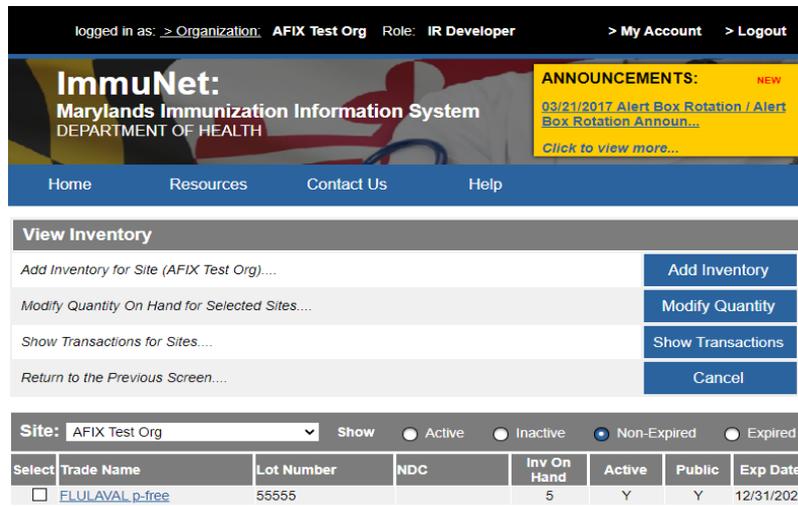
5. The transfer has been successfully accepted:



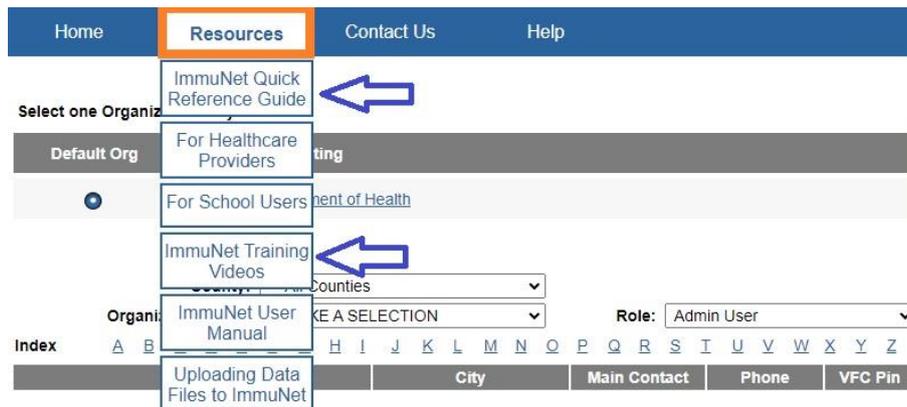
The screenshot shows the ImmuNet interface after a successful transfer. A blue banner at the top right says "Transfer Successfully Accepted". Below this, there are buttons for "New Transfer" and "Cancel". The main content area is divided into sections: "Outbound Transfer" (No Outbound Transfer), "Inbound Transfer" (No Inbound Transfer), and "Historic Transfer (last 7 days by default)". A date range filter is set from 11/23/2020 to 11/30/2020, with a "Refresh" button. Below the filter is a table with the following data:

CreateDate	Type	Sending Org:Site	Receiving Org:Site	ShipDate	ReceiveDate	ReturnDate	RestockDate
11/30/2020	TRANSFER IR Physicians		AFIX Test Org	11/30/2020	11/30/2020		

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.