



Receive Inventory Transfer

When to use this method:

This method is used to add vaccine inventory to on-hand when it already exists in another inventory location's inventory on-hand and has been transferred to an inventory location within your Provider. Vaccine inventory can be transferred between inventory locations at the same Provider. Vaccine can also be transferred from one Provider to another. The steps to receive vaccine inventory transfer are the same, regardless of which Provider initiated the transfer.

How to use this method:

1. Upon logging into the system, select your **Provider** and **Clinic** on the *Home* screen.
2. Navigate to the *Vaccine Inventory On-Hand* screen by selecting **Inventory > Vaccines > On-Hand** from the left-hand menu.
3. Click the **There are X Pending Inventory Transfers** link.
4. A list of pending incoming inventory transfers displays.
5. Click the **Received** button next to the vaccine to be added to inventory on-hand.
6. Enter the date on which the vaccine was received into inventory on-hand. The **Received Date** must be entered in MM/DD/YYYY format. Double-click the **Received Date** field to auto-populate the current system date.
7. Click the **OK** button to complete the transaction and add the vaccine to inventory on-hand.
8. Click the **On-Hand** menu item to return to the *Vaccine Inventory On-Hand* screen where you can verify the inventory was added correctly.

Learn More:

View the video tutorial above to learn how to receive an inventory transfer from another inventory location into vaccine inventory on-hand.