

Administrator/ Inventory Control User Role

How to Add Inventory to the NCIR

****You should use this procedure to add your private supply of vaccine to your inventory. All state supplied vaccine should be accepted into your inventory via Manage Transfers. To see how to do this, please see: Accepting Your State Supplied Vaccine Order.**

1. Click **Manage Inventory**
2. Click **Show Inventory**
3. Click **Add Inventory**
4. Choose the **Trade Name** and the Manufacturer will automatically populate
5. Choose the NDC number (located on the outside box of the vaccine)
6. Enter the **Lot Number** (It should be located on the outside box of vaccine)
7. Choose the **Dose** (amount of vaccine per dose)
8. Choose the **Units** (will always be ml unless you are administering a vaccine in capsule form)
9. Enter the **Expiration Date** (should be located on the box or bottle of vaccine)
10. Choose the **Funding Program** (should be private)
11. Choose **Lot Active** as Yes or No. (Yes will make the lot number appear in the drop down box under the Lot Number/Trade Name when administering a dose of live vaccine). To save a newly added vaccine the **Lot Active** must be Yes.
12. Enter the **Quantity on Hand** (number amount in doses)
13. Enter the cost per dose (price list available from CDC at CDC.gov)
14. Click **Save**

How to Place a Vaccine Order

1. Click **Manage Order**
2. Click **Create Order**
3. Enter the amount in doses of each vaccine you're requesting in the corresponding boxes.
4. Once you have filled in all the amounts of vaccine needed in each quantity box, scroll to the bottom of the page to verify your shipping information.
5. If all the shipping information is correct, click on the radio button next to **No Changes to Site Information**, and then click **Submit Order**.
6. If any information, including name and address need to be changed, just clear out the existing information and type in the new information. If the hours of operation need to be changed/updated, you need to type the new hours you are open for delivery, in the box labeled Special Instructions. If any shipping information needs to be changed, just clear out the existing information and type in the new information.
7. Click **Submit Order**
8. You will be redirected to the **Manage Order** page where your order shows up as **Pending**. (you may add/edit your order as long as it says "Pending".)

Accepting Your State Supplied Vaccine Order

1. When you receive your physical order of vaccine, take out the packing slip, go to the NCIR and click **Manage Transfers**.
2. Under **Inbound Transfer** you should see the order. Click on the date under **Create Date**.
3. Verify that your order (amount, lot number, and trade name) matches your packing slip and then click **Accept Transfer**.
4. Click **Ok**.
5. If the packing slip does not match the NCIR then call the Help Desk at 877-873-6247.