

**Florida SHOTS™**

**MANAGING YOUR VFC  
VACCINE INVENTORY**

**Contact Information**

[www.flshots.com](http://www.flshots.com)

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Monday – Friday, 8 A.M. to 5 P.M. Eastern

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# MANAGING YOUR VFC VACCINE INVENTORY

As a VFC provider you are required to use multiple features within [Florida SHOTS](#) to manage your VFC vaccine inventory. These functions are:

- Receive your VFC vaccine by accepting pending receipts in [Florida SHOTS](#).
- Adjust your VFC vaccine as needed.
- Return unusable VFC vaccines to the distributor.
- Transfer your VFC vaccine to another VFC site.
- View all of the transactions performed in [Florida SHOTS](#) related to your VFC vaccine.

This document will review the steps needed to manage your VFC vaccine in [Florida SHOTS](#).

## Accepting Pending Receipts

Pending receipts will notify you of any VFC vaccines that have been shipped to your office or transferred from another provider. You must accept the pending receipts to confirm that you have received the vaccines and want to add them into your VFC vaccine inventory. A site cannot place any future orders with outstanding pending receipts. To complete this task follow these steps:



Log into [Florida SHOTS](#).

Click “**Pending Receipts**” under the “**Vaccine Inventory**” menu.

- If you do not have this menu item, please contact the VFC primary or secondary contact for your site. They will need to assign you these responsibilities.
- If your site has pending receipts, you will be immediately brought to the “Unapplied Pending Receipt List” after you log in.

The “Unapplied Pending Receipts List” displays receipts that your site(s) need to accept into inventory.



Receiving Service Site	Pin	Ship Date	Effort	Tracking Number
BEACH GRP NW	501043	01/21/2021	COVID-19 (not VFC elig)	U 1Z126W010100476021
BEACH GRP NW	501043	01/21/2021	COVID-19 (not VFC elig)	Fed E.: 0000000934011941019 Fed E.: 0000000934011941050

**NOTE:** This list will also include any pending VFC vaccine transfers coming into your site.

# MANAGING YOUR VFC VACCINE INVENTORY

**NOTE:** Some vaccines may arrive to your office before the pending receipt is displayed in Florida SHOTS. You should wait another day or so until the pending receipt information is displayed in Florida SHOTS. If the receipt is not displayed within two days, contact your VFC program.

Click the “Line Items” button of the pending receipt you want to accept into your site’s VFC vaccine inventory. The “Apply Pending Receipt” page will display.

**Apply Pending Receipt** Training Environment

Sender: VITROS Ship Date: 01/21/2021  
Receiver: BEACH GRP NW (VFC PIN:501043) Receipt Date: 01/22/2021

Item Mtr	Effort	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	COVID-19 (not VFC elig)	80777-0273-99	COVID-19 MODERNA	MODERNA US, INC.	012L20A	12/31/2069	200	<input type="checkbox"/>

From the “Apply Pending Receipt” page, you may:

- Apply the receipt to inventory balances.
- Revise an item number attached to the pending receipt.

# MANAGING YOUR VFC VACCINE INVENTORY

To apply the receipt to inventory balances:

Click “**Apply receipt to inventory balances**” to accept this receipt into your VFC vaccine inventory if the information on the packing slip and the doses counted when the package arrives at your site matches the receipt in [Florida SHOTS](#).

**NOTE:** Count the doses received and verify the lot numbers and expiration dates on the shipping label **BEFORE** you apply the receipt to your site’s VFC inventory balances.

Apply Pending Receipt Training Environment

id: VTrckS  
vfc: BEACH GRP NY (VFC PIN 501043)

Ship Date: 01/21/2021  
Receipt Date: 01/22/2021

Site	Effort	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	COVID-19 (not VFC elig)	80777-0273-99	COVID-19 MODERNA	MODERNA-US, INC	012L20A	12/31/2069	200	<input type="checkbox"/>

Apply receipt to inventory balances

Return to Pending Receipt List

# MANAGING YOUR VFC VACCINE INVENTORY

## Revise Pending Receipts:

To revise the receipt before applying it to your site's VFC inventory balances, check the box under "Revise" for the item number you would like to revise.

**NOTE:** Use this functionality only when essential due to a discrepancy between the unapplied pending inventory receipt record and the vaccine received. This correction should rarely occur. You should not revise a pending receipt before contacting the VFC Program office. **All discrepancies must be reported to the VFC Program office.**

Florida SHOTS will allow you to revise the following fields for each item number attached to a receipt.

- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.
- **Expiration Date** – The date that this specific VFC vaccine is no longer viable to give to a patient.
- **Doses** – The number of doses on the line item order of this receipt.
- **Order ID Rcvd** – The order number that should be on the packing slip that arrives with the VFC vaccine at your site.

Apply Pending Receipt							Training Environment	
VTrckS r: BEACH GRP NW (VFC PIN:501043)							Ship Date: 01/21/2021	
							Receipt Date: *	01/22/2021
Item Nbr	Effort	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	COVID-19 (not VFC elig)	80777-0273-99	COVID-19 MODERNA	MODERNA US, INC.	012L20A	12/31/2049	200	<input type="checkbox"/>
Received:	COVID-19 (not VFC elig)	80777-0273-99	COVID-19 MODERNA	MODERNA US, INC.	<input type="text" value="012L20A"/>	<input type="text" value="04/21/2021"/>	<input type="text" value="200"/>	<input type="button" value="Apply"/>
				McKesson Order Id Doc: 157538-2				
				McKesson Order Id Rcvd: <input type="text" value="157538-2"/>				

Once you have updated the item's information so that it matches the shipping label that arrived with the VFC vaccine, click "Apply."

This will return you to the "Apply Pending Receipt" page where you can now click "Apply receipt to inventory balances."

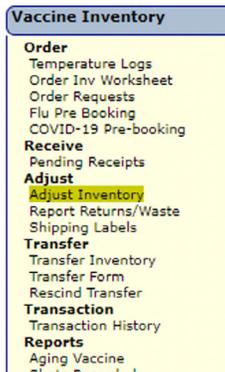
The following message displays on the page to confirm that the VFC vaccine attached to this pending receipt has been applied to your site's VFC vaccine inventory.

Apply Pending Receipt							Training Environment	
receipt was applied to inventory balances by AVLES, FATIMA at 01/22/2021 17:55								
VTrckS							Ship Date: 01/21/2021	
r: BEACH GRP NW (VFC PIN:501043)							Receipt Date: 01/22/2021	
Item Nbr	Effort	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	COVID-19 (not VFC elig)	80777-0273-99	COVID-19 MODERNA	MODERNA US, INC.	012L20A	4/21/2021	200	
Received:	COVID-19 (not VFC elig)	80777-0273-99	COVID-19 MODERNA	MODERNA US, INC.	012L20A	04/30/2021	200	
				McKesson Order Id Doc: 157538-2				
				McKesson Order Id Rcvd: 157538-2				
<input type="button" value="Return to Pending Receipt List"/>								

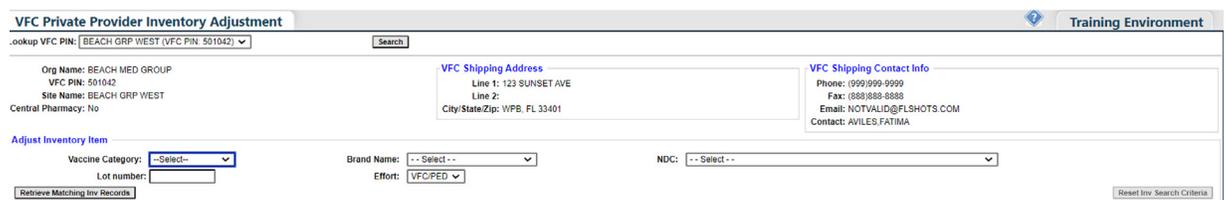
# MANAGING YOUR VFC VACCINE INVENTORY

## Adjusting VFC Inventory

There may be times when you need to perform an adjustment to your vaccines for reasons such as a vial was accidentally broken or the vaccine has expired. To adjust your site's VFC inventory click **"Adjust Inventory"** under the **"Vaccine Inventory"** menu.



The **"VFC Private Provider Inventory Adjustment"** page displays. **If you work with a single VFC site**, the site name will automatically appear in the drop-down box.



Click **"Search"** to bring up that PIN's **"VFC Private Provider Inventory Adjustment"** page.

**If you work with multiple VFC sites within your organization**, select the PIN for the site you wish to work with from the drop-down box. Click **"Search"** to bring up that PIN's **"VFC Private Provider Inventory Adjustment"** page.

# MANAGING YOUR VFC VACCINE INVENTORY

On the “VFC Private Provider Inventory Adjustment” page, you will see the following site information:

- **Org Name** – Name of the organization as it is listed in [Florida SHOTS](#).
- **VFC PIN** – Identification number that the VFC Program office provided to your site.
- **Site Name** – Name of the site as it is listed in [Florida SHOTS](#).
- **VFC Shipping Address** – Address to which the VFC Program office ships your site’s VFC vaccine.
- **VFC Shipping Contact Info** – Phone, fax, email, and VFC primary contact for the site.

**NOTE:** Always check your site’s information for accuracy, and notify the VFC Program office if there are changes.

From the “VFC Private Provider Inventory Adjustment” page, you may select VFC inventory by the following criteria to increase or decrease doses:

- **Vaccine Category** – Generic name used to group vaccines having similar components.
- **Brand Name** – Name the manufacturer provides to the vaccine.
- **NDC** – National Drug Code that the CDC has attached to this specific vaccine.
- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.

Select your VFC vaccine for adjustment and click “Retrieve Matching Inv Records.” All matching VFC inventory for your site will display on the page.

**NOTE:** If the lot number you are searching for is not displayed, try selecting only the vaccine category.

**VFC Private Provider Inventory Adjustment** Training Environment

Lookup VFC PIN: [BEACH GRP WEST (VFC PIN: 501042)]

Org Name: BEACH MED GROUP  
VFC PIN: 501042  
Site Name: BEACH GRP WEST  
Central Pharmacy: No

**VFC Shipping Address**  
Line 1: 123 SUNSET AVE  
Line 2:  
City/State/Zip: WPB, FL 33401

**VFC Shipping Contact Info**  
Phone: (888)888-8888  
Fax: (888)888-8888  
Email: NOTVALID@FLSHOTS.COM  
Contact: AVILES.FATIMA

**Adjust Inventory Item**

Vaccine Category: [DTaP/IPV] Brand Name: [-- Select --] NDC: [-- Select --]  
Lot number:  Effort: [VFC/PEP]

Lot Number	Expiration Date	Effort	Last Reported Qty On Hand	Calc Current Qty On Hand	Tx History
C5635AA	06/18/2021	VFC/PEP	20	40	<a href="#">View Tx</a> <input type="button" value="Select"/>
C5532AA	10/09/2020	VFC/PEP	7	7	<a href="#">View Tx</a> <input type="button" value="Select"/>
C5500CA	08/16/2020	VFC/PEP	0	0	<a href="#">View Tx</a> <input type="button" value="Select"/>
C5497AA	07/17/2020	VFC/PEP	10	10	<a href="#">View Tx</a> <input type="button" value="Select"/>
C5325BA	11/14/2019	VFC/PEP	0	0	<a href="#">View Tx</a> <input type="button" value="Select"/>
C5248AA	08/21/2019	VFC/PEP	0	0	<a href="#">View Tx</a> <input type="button" value="Select"/>
<input type="button" value="New Lot Number"/>		VFC/PEP			

# MANAGING YOUR VFC VACCINE INVENTORY

The “**VFC Private Provider Inventory Adjustment**” page will show the following about each inventory record that meets your search criteria:

- **Effort** – The funding source.
- **Last Reported Qty on Hand** – The date and number of doses that [Florida SHOTS](#) shows for the most recent inventory update.
- **Calc Current Qty On Hand** – The amount of vaccine [Florida SHOTS](#) calculates your site has for a lot number based on what the site has communicated regarding doses administered, current inventory, transfers, and adjustments through the “Order Request Form” and through inventory maintenance in [Florida SHOTS](#).
- **Tx History** – A link to the “Transaction History” page for that VFC inventory record; displays every transaction that has occurred with the VFC vaccine since [Florida SHOTS](#) recognized it as part of your site’s VFC vaccine inventory.

Click “**Select**” to adjust the inventory record of a specific lot number. The “VFC Private Provider Inventory Adjustment” page displays with fields needed to adjust the VFC vaccine inventory record.

**VFC Private Provider Inventory Adjustment** Training Environment

Lookup VFC PIN:

Orig Name: BEACH MED GROUP  
VFC PIN: 501042  
Site Name: BEACH GRP WEST  
Central Pharmacy: No

**VFC Shipping Address**  
Line 1: 123 SUNSET AVE  
Line 2:  
City/State/Zip: WPB, FL 33401

**VFC Shipping Contact Info**  
Phone: (888)888-8888  
Fax: (888)888-8888  
Email: NOTVALID@FLSHOTS.COM  
Contact: AVILES FATIMA

**Adjust Inventory Item**

Vaccine Category: DTaP/IPV Brand Name: Quadacel (10 Single Dose Vials) NDC: 49281-0562-10

Lot Number	Expiration Date	Effort	Last Reported Qty On Hand	Calc Current Qty On Hand	Tx History
C5635AA	06/18/2021	VFC/PED	20 06/24/2019	40	<a href="#">View Tx</a> <input type="button" value="Select"/>

Effective\* Date:   
Eff. Date Qty On Hand:   
Adjust\* Direction:   
Adjust\* Qty:   
Resulting Qty: 0  
Adjustment Reason\*:

Enter the following information regarding the adjustment:

- **Effective Date** – The date you are creating the adjustment. If the quantity of this vaccine is impacting a pending order request, you will need to enter a date earlier than the “inventory as of date” on your order.
- **Eff Date Qty On Hand** – Amount is calculated based on the inventory reported on the last order request, and any inventory transfers or adjustments made as of the effective date provided.
- **Adjust Direction** – Identifies whether you want to increase or decrease the number of doses available in this VFC vaccine inventory record.
- **Adjust Qty** – The amount of VFC vaccine doses that need to be increased or decreased.
- **Resulting Qty** – The amount of vaccine remaining in your [Florida SHOTS](#) inventory after the adjustment quantity is changed.
- **Adjustment Reason** – Reason options that vary based on whether you increase or decrease the number of doses in the record.

# MANAGING YOUR VFC VACCINE INVENTORY

## Decrease Options:

- Borrow VFC Vaccine Stock for Payback
- Recalled
- Spoiled
- Unaccounted For
- Unusable
- Wasted
- Expired – This reason is only available if the vaccine has reached the expiration date in [Florida SHOTS](#).

**NOTE:** Providers should run the “Aging Vaccine Report” monthly to manage upcoming vaccine expirations. You must notify the VFC Program office 90 days prior to expiration, if the vaccine cannot be used. If the vaccine is not reported to the VFC Program office, you may be required to replace these doses as stated in the VFC Restitution Policy found here: <http://www.floridahealth.gov/programs-and-services/immunization/vaccines-for-children/provider-handbook.html>

## Increase Options:

- Imprecise Measure of Extraction
- McKesson/Merck Replacement Shipment
- Payback VFC Vaccine
- Unaccounted For
- VFC Vaccine Received But Not Ordered

**NOTE:** [Florida SHOTS](#) will provide the effective date quantity on hand (“Eff. Date Qty On Hand”) and the resulting quantity (“Resulting Qty”) based on the information you provide in the adjustment process.

[Florida SHOTS](#) will require an additional comment for the following adjustment reasons:

- Borrow VFC Vaccine For Private Stock
- McKesson/Merck Replacement Shipment
- Payback VFC Vaccine
- VFC Vaccine Received But Not Ordered

If the vaccine is going to be returned to the distributor leave the “**Returned?**” box checked. If you are adjusting out open multi-dose vials, these cannot be returned. You must uncheck this box.

**Adjust Inventory Item**

Retrieve Matching Inv Records Reset Inv Search Criteria

Vaccine Category: DTaP/IPv Brand Name: Quadracel (10 Single Dose Vials) NDC: 49281-0562-10

Lot Number	Expiration Date	Effort	Last Reported Qty On Hand	Calc Current Qty On Hand	Tx History
C5532AA	10/09/2020	VFC/PED	7	7	<a href="#">View Tx</a> <span style="float: right;">Select</span>

Effective\* Date: 01/22/2021 Eff. Date Qty OnHand: 7 Adjust\* Direction: Decrease (-) Adjust\* Qty: 7 Resulting Qty: 0 Adjustment Reason\*: EXPIRED

Explanation / Return Reason\*: Expired

Returned? Mark this box if these doses have been or will be returned to the distributor.

Vaccine has reached its listed expiration date and doses are unusable.

# MANAGING YOUR VFC VACCINE INVENTORY

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Complete the required fields and click “**Submit.**”

The “VFC Private Provider Inventory Adjustment” page displays a confirmation that the adjustment to the VFC vaccine inventory record was successfully saved.



To continue making adjustments click on **search** to be brought back to the “Inventory Search” page.

# MANAGING YOUR VFC VACCINE INVENTORY

## Returning Vaccines

After making adjustments for unusable vaccines, you will need to report this adjustment to complete the return/waste process. This information is transmitted to the CDC at the end of every business day.

### VFC Wasted/Returned Vaccines Procedures:

**Vaccine Inventory**

- Order
  - Temperature Logs
  - Order Inv Worksheet
  - Order Requests
  - Flu Pre Booking
  - COVID-19 Pre-booking
- Receive
  - Pending Receipts
- Adjust
  - Adjust Inventory
  - Report Returns/Waste**
  - Shipping Labels
- Transfer
  - Transfer Inventory
  - Transfer Form
  - Rescind Transfer
- Transaction
  - Transaction History
- Reports

- Click on the “**Vaccine Inventory**” menu item and select “**Report Returns/Waste.**”
- Select the Provider PIN.
- Check the box to include (“Incl?”) items to report.
- Click the “**Submit**” button.

Select Return / Waste Items Training Environment

Provider Pin: \* 501042 BEACH GRP WEST

Show Return Adjustments  Show Wastage Adjustments

Adj Eff Date	Effort	Vaccine BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj	Reas Code	Repl Rtn.	Incl?
01/22/2021	VFCPED	DTAP-IPV Quadracel	49281-0562-10	C5532AA	10/09/2020	7	GB1	RETO	<input checked="" type="checkbox"/>

Submit Cancel

After clicking submit you will be brought to the “Shipping Label Request” screen.

**Vaccine Inventory**

- Order
  - Temperature Logs
  - Order Inv Worksheet
  - Order Requests
  - Flu Pre Booking
  - COVID-19 Pre-booking
- Receive
  - Pending Receipts
- Adjust
  - Adjust Inventory
  - Report Returns/Waste
  - Shipping Labels**
- Transfer
  - Transfer Inventory
  - Transfer Form
  - Rescind Transfer
- Transaction
  - Transaction History
- Reports

# MANAGING YOUR VFC VACCINE INVENTORY

- Select your “Provider PIN.”
- This screen is defaulted to show a “Report Status” of all “Not Complete” and “Pending Export” requests.

**Shipping Label Request List** Training Environment

election Criteria

Provider Pin: \* 501042 BEACH GRP WEST | 501044 BEACH GRP SW

Request Status:  Not Complete  Pending Export  Exported:Wastage  Returns:  Not Confirmed  Confirmed  Rejected

Pin	Report Date	Report Status	Report Reason	VTrack'S Return Id	Nbr of Boxes	Nbr of Line Items	VFC Contact	Request Labels
501042		Not Complete	GB1		0	1	AVILES.FATIMA	<input type="button" value="Request Labels"/>

- Click “Request Labels” for returnable items. You can hover your mouse over the line item for the return type.

**NOTE:** You will not need to request labels for vaccines reported as wasted.

- The “Shipping Label Request” page now displays.

**Shipping Label Request** Training Environment

[Return to Shipping Label Request List](#)

Provider: BEACH MED GROUP  
 Provider Pin: 501042  
 Return Reason: GB1 Expired  
 Return Type: Return Only  
 VFC Primary Contact: AVILES.FATIMA  
 Telephone Number: (999)999-9999  
 Nbr of Boxes: \* 1  
 Shipping Labels via:  Postal Mail  Email  
 Address: fviles@invalid.com

Status: Not Complete  
 Report Date:  
 Florida SHOTS Return Id:  
 VTrack'S Return Id:

Line Item	Effort	Vaccine BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj
	VFC/PED	DTAP-IPV Quadraval	49281-0562-10	C5532AA	10/09/2020	7

Complete Vaccine cannot be returned until the Complete checkbox is marked.

# MANAGING YOUR VFC VACCINE INVENTORY

The “Status” is displaying “Not Complete,” therefore the order request has not been “Exported” or finalized.

- Select the number of boxes needed to return these items. How many shipping labels do you need to return this vaccine?
- Select to have the shipping labels emailed to the primary contact’s email address or mailed to your office via postal mail. If the email listed on this page is invalid, contact the VFC program to update this email address before completing the return, or select to receive the shipping labels via postal mail.
- Check the “**Complete**” box.
- Select “**Submit.**”

**Shipping Label Request** Training Environment

four submitted updates were successfully applied.

[Return to Shipping Label Request List](#)

Provider: BEACH MED GROUP  
Provider Pin: 501042  
Return Reason: G81 Expired  
Return Type: Return Only  
VFC Primary Contact: AVILES, FATIMA  
Telephone Number: (999)999-9999  
Nbr of Boxes:   
Shipping Labels via:  Postal Mail  Email  
Address: miles@invalid.com

Line Item	Effort	BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj
	VFC:PED	DTAP-IPV Quadracel	49281-0562-10	C5532AA	10/09/2020	7

Complete Vaccine cannot be returned until the Complete checkbox is marked.

The status has now changed to “Pending Export.”

Every night the VFC Program office will export your return orders over to the CDC. Once exported, in order to print out your packing slip, you’ll need to go back into the “Shipping Labels” menu item the next day.

# MANAGING YOUR VFC VACCINE INVENTORY

## Printing the Packing Slip

Select “Shipping Labels” from the “Vaccine Inventory” menu.



- Select your “Provider PIN.”
- Under “Request Status,” check the boxes to display “Exported: Wastage” and “Returns: Not Confirmed.”
- Specify a date range if applicable.
- Click “Show matching Shipping Label Requests.”

SHIPPING LABEL REQUEST LIST Show Help Text

Selection Criteria

Provider Pin: \*

Request Status: \*  Not Complete  
 Pending Export

Exported:  Wastage  
Returns:  Not Confirmed  Confirmed  
 Rejected

Date Reported: \* From:  Thru:

Pin	Report Date	Report Status	Report Reason	VTrckS Return Id	Nbr of Boxes	Nbr of Line Items	VFC Contact	
481046	10/19/2015	Exported	G100	n/a	n/a	1	SWEET,MEGAN	<input type="button" value="Show Detail"/>
481046	10/19/2015	Exported	G81	9900009155	1	1	SWEET,MEGAN	<input type="button" value="Show Detail"/>

- Click “Show Detail” on returnable items to retrieve packing slip information. You can hover your mouse over the line item for the return type.

**NOTE:** The status of the request will show “Exported” along with the Florida SHOTS return ID and the VTrckS Return ID. The VTrckS Return ID is required for processing your return shipment.

# MANAGING YOUR VFC VACCINE INVENTORY

- Select “Print.”
- Include this documentation in the box when shipping the vaccine back to the distributor. If you have more than one return you may ship the vaccine in one box, just be sure to include **both** packing slips.
- If you have chosen to have your shipping labels emailed, you should receive them within the next business day. For shipping labels sent via postal mail, please allow 7 to 10 business days for delivery. If you do not receive the labels within this time frame, contact the VFC Program so that they may request the labels to be resent.

**SHIPPING LABEL REQUEST** Show Help Text

[Print](#)

**Status:** Exported  
**Reported Date:** 10/19/2015 07:03  
**Report Date:** 10/19/2015  
**Florida SHOTS Return Id:** R001636  
**VTrckS Return Id:** 9900009155

**Provider:**  
**Provider Pin:**  
**Return Reason:** G81 Expired  
**Return Type:** Return Only  
**VFC Primary Contact:** SWEET,MEGAN  
**Telephone Number:** (407)555-5555  
**Nbr of Boxes:** 1 Return has not been confirmed.  
**Shipping Labels via:** Email **Address:** notvalid@fishots.com

Line Item	Effort	BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj
1	VFC/PED	PPSV23 Pneumovax	00006-4943-00	J005067	01/17/2015	9

[Submit](#) [Cancel](#)

Click “**Confirm doses were returned**” when you have shipped your completed return with the required documentation. This will keep a record of the transaction in an archive of past returns.

**SHIPPING LABEL REQUEST LIST** Show Help Text

**Selection Criteria**

**Provider Pin:** \* 1MTL - MAITLAND CENTER  
 1UHC - UNIVERSITY CENTER

**Request Status:** \*  Not Complete  
 Pending Export  
 Exported:  Wastage  
 Returns:  Not Confirmed  Confirmed  
 Rejected

**Date Reported:** \* From: 07/21/2015 Thru: 10/19/2015

[Show matching Shipping Label Requests](#)

Pin	Report Date	Report Status	Report Reason	VTrckS Return Id	Nbr of Boxes	Nbr of Line Items	VFC Contact
481046	10/19/2015	Exported	G100	n/a	n/a	1	SWEET,MEGAN
481046	10/19/2015	Exported	G81	9900009155	1	1	SWEET,MEGAN

[Confirm doses were returned](#)



# MANAGING YOUR VFC VACCINE INVENTORY

## Transferring VFC Inventory

There may be times when you need to transfer VFC vaccines from your inventory to another site within your organization or to another VFC provider outside of your organization.

**NOTE:** Florida SHOTS will only allow you to transfer VFC vaccine from one VFC site to another VFC site.

To transfer your site's VFC inventory, click **"Transfer Inventory"** under the **"Vaccine Inventory"** menu.



If you work with a single VFC site, the site name will automatically appear in the drop-down box. Click **"Search"** to bring up that PIN's "Transfer Inventory Supply Select" page.

If you work with multiple VFC sites within your organization, select the PIN for the site you wish to work with from the drop-down box. Click **"Search"** to bring up that PIN's "Transfer Inventory Supply Select" page.

The image shows the "Transfer Inventory Supply Select" page. At the top, there is a search bar with a dropdown menu for "VFC PIN:" and a "Search" button. Below the search bar, there are three boxes: "VFC Shipping Address" (Line 1: 5247 LAKE AVE, Line 2: City/State/Zip: WPG, FL 33470-4989), "VFC Shipping Contact Info" (Phone: (777)777-7777, Fax: (111)111-1111, Email: NOTVALID@FLSHOTS.COM, Contact: AVILES,FATIMA), and "VFC Private Provider Inventory Item" (Vaccine Category: --Select--, Brand Name: --Select--, NDC: --Select--, Lot number: [input], Effort: --Select--). At the bottom, there is a "Retrieve Matching Inv Records" button and a "Reset Inv Search Criteria" button.

**NOTE:** Always check your site's information for accuracy, and notify the VFC Program if there are changes.

# MANAGING YOUR VFC VACCINE INVENTORY

What your site must do from the “Transfer Inventory Supply Select” page:

Use the following criteria to select VFC inventory for transfer to another VFC site:

- **Vaccine Category** – Generic name used to group vaccines having similar components.
- **Brand Name** – Name the manufacturer provides to the vaccine.
- **NDC** – National Drug Code that the CDC has attached to this specific vaccine.
- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.

Select the criteria and click “Retrieve Matching Inv Records.”

The “Transfer Inventory Supply Select” page displays with those vaccines listed.

VaccCategory BrandName NDC	Lot Number	Expiration Date	Effort	Last Reported Qty On Hand	Calc Current Qty On Hand	Tx History
Hep B Recombivax (10 Single Dose Vials) NDC: 00006-4981-00	R021372	05/25/2021	VFC-PED	39 06/18/2019	89	Select

Click “Select” by the VFC vaccine record that you wish to transfer to another VFC site.

# MANAGING YOUR VFC VACCINE INVENTORY

The “Transfer Inventory” page displays with “Inventory record being reduced” at the top of the page and “Pending Transfer to be created for” below.

Transfer Inventory

Inventory record being reduced

Training Environment

Site: BEACH GRP SW  
Vaccine Type: Recombivax  
Manufacturer: MSD-MERCK & CO., INC.  
Lot Number: R021372  
Effort: VFC/PED

Expires: 05/25/2021  
NDC: 00006-4981-00

Return to Transfer Inventory Supply Select

Pending Transfer to be created for:

Effective Date: \* 01/25/2021

Select by providing Receiver Pin: - OR - Select by providing Organization Name: \*

Lookup pin number

BEACH MED GROUP

Retrieve matching organizations

Site: \* -- Select --

Transfer \*  
Quantity 1

Reason \*  
-- Select --

Comment:

Maximum characters permitted is: 425. Character count: 0

Submit Cancel

What your site must do from the “Transfer Inventory” page:

- **Effective Date** – Enter the date the transfer is effective. The date defaults to the current date.
- **Indicate where the vaccine will be transferred:**
  - If you know the PIN, enter it and click “**Lookup pin number.**”
  - If you do not know the site’s PIN, you can enter the Organization Name and click “**Retrieve matching organizations,**” and pick the site from the list displayed.
  - If the site is within your organization, you can simply select the site from the Site drop-down box.
- **Transfer Quantity** – Enter the number of doses that you want to transfer.
- **Reason** – Select the reason you are transferring the VFC vaccine to the other VFC site.

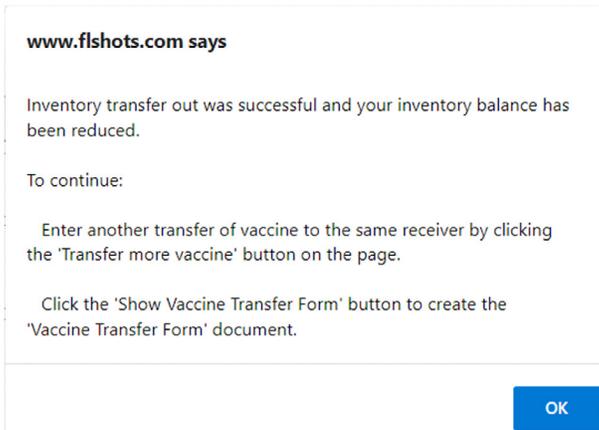
Available transfer options are:

- Excess Inventory
- Inadequate Inventory
- Loss of Inventory – Mechanical Failure
- Other – Transferring Vaccines out Prior to Expiration
- Practice Closure

**NOTE:** Choosing “Other” as your transfer reason will require that you input an additional comment.

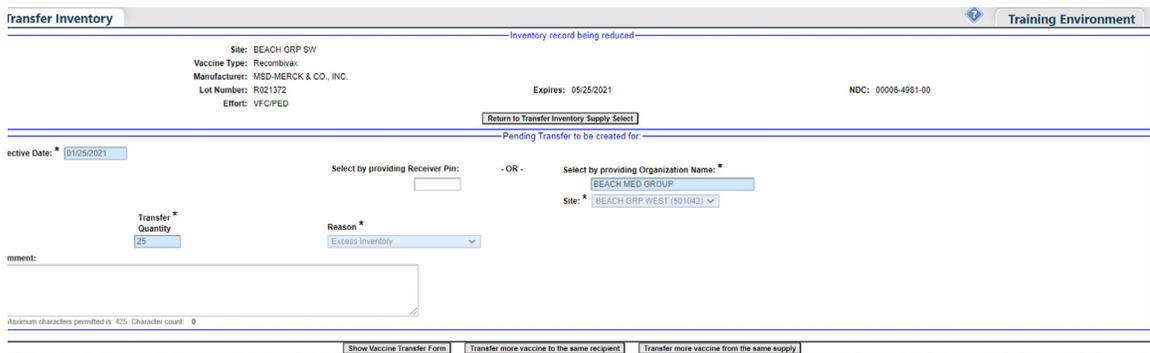
# MANAGING YOUR VFC VACCINE INVENTORY

Enter the required information and click **“Submit.”** The following pop-up appears to confirm a successful transfer. Click **“OK.”**



Florida SHOTS will now allow you to do the following things from this **“Transfer Inventory”** page:

- Click the **“Show Vaccine Transfer Form”** to process the packing slip, which will be sent with the VFC vaccine to the receiving site.
- **Transfer more vaccine to the same recipient.**
- **Transfer more vaccine from the same supply.**



# MANAGING YOUR VFC VACCINE INVENTORY

## Creating the “Vaccine Transfer Form”

Click “**Show Vaccine Transfer Form**” so that the transferred VFC vaccine has the appropriate documentation when it is sent to the receiving site. The “Vaccine Transfer Form Select” page displays.

What your site must do from the “Vaccine Transfer Form Select” page:

- **Responsible Person** – Select the person who is physically transferring the VFC vaccine from your site.
- **Include on form?** – Determine whether the specified NDC and lot number should be included on this “VFC Vaccine Packing Slip.”

Click “**Submit.**” The “Vaccine Transfer Form” displays.

The receiving site should go to their “Pending Receipts” page after comparing the “Vaccine Transfer Packing Slip” they receive with the transferred vaccine, and accept the pending transfer from the sending site by clicking “Apply transfer to inventory balances.”

# MANAGING YOUR VFC VACCINE INVENTORY

The receiving site can reject a transfer. Your site might choose to do so if the arriving VFC vaccine is damaged or the receiving site has entered the incorrect vaccine information such as the quantity. To reject a transfer, click “Revise,” check the “Reject” box, and click “Apply.” The pending transfer is removed from the receiving site’s “Unapplied Pending Receipts” page. The sending site will receive notification of the rejection and their VFC vaccine inventory will immediately be increased.

**Apply Pending Transfer** Training Environment

sender: BEACH GRP SW (VFC PIN:501044) Ship Date: 01/25/2021  
receiver: BEACH GRP WEST (VFC PIN:501042) Receipt Date: 01/25/2021

Item Nbr	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	00006-4981-00		MERCK & CO., INC.	R021372	05/25/2021	25	<input checked="" type="checkbox"/>
Received:	00006-4981-00		MERCK & CO., INC.	R021372	05/25/2021		<input type="checkbox"/> <input type="button" value="Apply"/>

# MANAGING YOUR VFC VACCINE INVENTORY

## Rescinding a Pending Transfer

A sending site can cancel a VFC vaccine transfer as long as the receiving site has not applied the pending transfer to their inventory. Click **“Rescind Transfer”** from the **“Vaccine Inventory”** menu.



The “Unapplied Transfers List” page displays.

Unapplied Transfers List					Training Environment
Site	Effort	Vaccine	Receiving Organization Site	Doses	
BEACH GRP SW	VFC/PED	Recombivax	BEACH MED GROUP BEACH GRP WEST (501042)	25	

Select the transfer your site wants to rescind. The “Rescind Inventory Transfer” page displays.

**Rescind Inventory Transfer** Training Environment

This page is used to cancel a transfer of doses made previously and remove the pending transfer record. Clicking the Submit button on this page will increase the quantity of doses on the inventory balance record indicated in the "Supplier Inventory record" section by the number of doses labeled "Transfer Doses".

**Supplier Inventory record (will be increased):**

Site: BEACH GRP SW	Expires: 05/25/2021
Vaccine Type: Recombivax	NDC: 00006-4081-00
Manufacturer: MSD-MERCK & CO., INC.	
Lot Number: R021372	
Effort: VFC/PED	

[Return to Previous Page](#)

**Intended Transfer Receiver:**

Organization: BEACH MED GROUP
Site: BEACH GRP WEST

Transfer Doses: 25  
Effective Date: 01/25/2021

**Submit**

Click **“Submit”** to rescind the transfer. This action automatically increases your VFC inventory.

# MANAGING YOUR VFC VACCINE INVENTORY

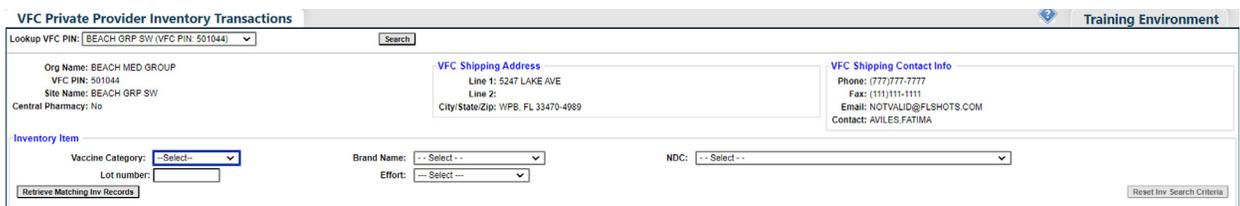
## Reviewing VFC Inventory Transaction History

VFC sites can review all transactions that occur to their VFC inventory in [Florida SHOTS](#). To do so, click **“Transaction History”** under the **“Vaccine Inventory”** menu to view the “VFC Private Provider Inventory Transactions” page.



If you work with a single VFC site, the site name will automatically appear in the drop-down box. Click **“Search”** to bring up that PIN’s “VFC Private Provider Inventory Transactions” page.

If you work with multiple VFC sites within your organization, select the PIN for the site you wish to work with from the drop-down box. Click **“Search”** to bring up that PIN’s “VFC Private Provider Inventory Transactions” page.

A screenshot of the "VFC Private Provider Inventory Transactions" search interface. At the top, there is a "Lookup VFC PIN" dropdown menu with "BEACH GRP SW (VFC PIN: 501044)" selected and a "Search" button. Below this, there are three columns of information: "Org Name: BEACH MED GROUP" with "VFC PIN: 501044" and "Site Name: BEACH GRP SW" below it; "VFC Shipping Address" with "Line 1: 5247 LAKE AVE", "Line 2:", and "City/State/Zip: WPB, FL 32470-4999"; and "VFC Shipping Contact Info" with "Phone: (777)777-7777", "Fax: (111)111-1111", "Email: NOTVALLO@FLSHOTS.COM", and "Contact: AVILES.FATIMA". Below the information, there is an "Inventory Item" section with dropdown menus for "Vaccine Category", "Brand Name", and "NDC", and a text input for "Lot number". There is also an "Effort" dropdown menu. At the bottom left is a "Retrieve Matching Inv Records" button and at the bottom right is a "Reset Inv Search Criteria" button. The top right corner of the interface says "Training Environment".

Use the following criteria to select a VFC vaccine record transaction history to review.

- **Vaccine Category** – Generic name used to group vaccines having similar components.
- **Brand Name** – Name the manufacturer provides to the vaccine.
- **NDC** – National Drug Code that the CDC has attached to this specific vaccine.
- **Lot number** – The lot number provided by the manufacturer to track the vaccine.

# MANAGING YOUR VFC VACCINE INVENTORY

Click “Retrieve Matching Inv Records.”

**NOTE:** If you are having trouble finding the vaccine you are looking for, try selecting the Vaccine Category only and then click “Retrieve Matching Inv Records.”

The “VFC Private Provider Inventory Transaction” page displays with those records listed.

**VFC Private Provider Inventory Transactions** Training Environment

Lookup VFC PIN: [BEACH GRP SW (VFC PIN: 501044)]

Orig Name: BEACH MED GROUP  
VFC PIN: 501044  
Site Name: BEACH GRP SW  
Central Pharmacy: No

**VFC Shipping Address**  
Line 1: 5247 LAKE AVE  
Line 2:  
City/State/Zip: WPB, FL 33470-4989

**VFC Shipping Contact Info**  
Phone: (772)777-7777  
Fax: (111)111-1111  
Email: NOTVALID@FLSHOTS.COM  
Contact: AVILES FATIMA

**Inventory Item**  
Vaccine Category: [COVID-19] Brand Name: [-- Select --] NDC: [-- Select --]  
Lot number:  Effort: [-- Select --]

Vacc Category	BrandName	Lot Number	Expiration Date	Effort	Last Reported Qty On Hand	Calc Current Qty On Hand	Tx History
COVID-19	COVID-19 Pfizer ((5 doses per Multi-Dose Vials) x 195)	EK9231	04/30/2021	COVID-19 (not VFC elig)		197	<a href="#">View Tx</a>

Each VFC inventory record in the “VFC Private Provider Inventory Transactions” list will show the following important information:

- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.
- **Expiration Date** – The date the manufacturer provides as to when the vaccine will no longer be available to give as a dose to a patient.
- **Effort** – Who should receive this vaccine.
- **Last Reported Qty On Hand** – The date and number of doses that Florida SHOTS shows involved with the most recent inventory update.
- **Calc Current Qty On Hand** – The amount of vaccine Florida SHOTS calculates your site has for a lot based on what the site has communicated in regard to doses administered, current inventory, transfers, and adjustments through the “Order Request Form” and through inventory maintenance in Florida SHOTS.
- **Tx History** – A link to the “Transaction History” page for that VFC inventory record; displays every transaction that has occurred with the VFC vaccine since Florida SHOTS recognized it as part of your site’s VFC vaccine inventory.

Click “View Tx” for the VFC inventory NDC and lot number transactions you want to review. The “VFC Private Provider Inventory Transaction History” page for that record displays.

# MANAGING YOUR VFC VACCINE INVENTORY

/FC Private Provider Inventory Transaction History		Training Environment		
<b>Org Name:</b> BEACH MED GROUP <b>VFC PIN:</b> 501044 <b>Site Name:</b> BEACH GRP SW <b>Central Pharmacy:</b> No		<b>Inventory Record Info</b> <b>Brand Name:</b> COVID-19 Pfizer (5 doses per Multi-Dose Vials) x 195 <b>Current QtyOnHand:</b> 197 <b>NDC:</b> 59267-1000-02 <b>Last Reported QtyOnHand:</b> <b>Lot:</b> EK9231 <b>Expires:</b> 04/30/2021 <b>Last Updated:</b> 01/15/2021 12:56:14 <b>Effort:</b> COVID-19 (not VFC elig) <b>Archive Date:</b>		
Timestamp	Effective Date	Tx Amt	Activity	Tx Created By
0-12-22	12/22/2020	-3	Shots Recorded	
0-12-28 20:23:59	12/19/2020	200	VFC VACCINE RECEIVED BUT NOT ORDERED	AVILES, FATIMA
TRANSFER				
0-12-28 20:25:20	12/28/2020	-50	TRANSFERRED TO ANOTHER PROVIDER	AVILES, FATIMA
To Org: BEACH MED GROUP To Site: BEACH GRP SW [VFC PIN: 501044] Transfer reason: Transferred for Outbreak Response				
0-12-29 11:14:26	12/28/2020	50	TRANSFERRED FROM ANOTHER PROVIDER	AVILES, FATIMA
From Org: BEACH MED GROUP From Site: BEACH GRP SW [VFC PIN: 501044] Transfer reason: Transferred for Outbreak Response				
0-12-29 11:25:00	12/29/2020	-1	WASTED	AVILES, FATIMA
Explanation: Drawn up but not administered				
11-01-15 12:56:14	01/15/2021	1	IMPRECISE MEASURE OF EXTRACTION	AVILES, FATIMA

## Transaction Record Information:

- **Timestamp** – Date and time the specific VFC inventory transaction occurred.
- **Effective Date** – The date that Florida SHOTS recognizes this transaction as having occurred.
- **Tx Amt** – The number of doses attached to the VFC inventory record that was impacted by this transaction.
- **Activity** – The description of the transaction that occurred to the VFC vaccine inventory such as inventory reported on your vaccine order or any adjustment you have made to this vaccine.
- **Tx Created By** – Who within your site or the VFC Program office created the transaction that you are reviewing.