

# Quick Tip Guide for Adjusting COVID-19 Vaccine Expiration Dates



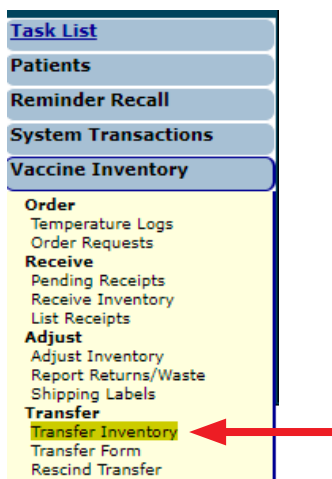
The Florida SHOTS system has recently released a new expiration date feature that allows providers to go into their inventory and adjust the expiration dates to the correct ones for their COVID-19 vaccines. This short guide provides users with easy-to-follow steps to successfully complete an expiration date update.

## STEP 1

Log into Florida SHOTS.

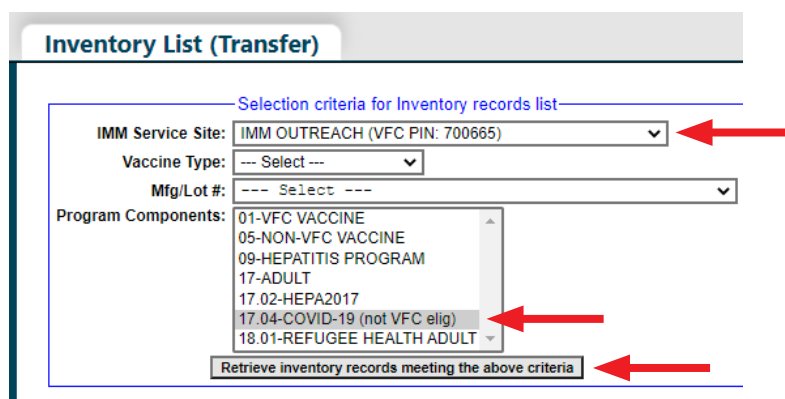
## STEP 2

Click on the **“Vaccine Inventory”** tab from the menu, then click on **“Transfer Inventory”** from the drop-down list.



## STEP 3

Once on the **“Inventory List (Transfer)”** page, select your **“IMM Service Site”** and **“Program Components”** from the **“Selection criteria for Inventory records list”** field. Then click the grey **“Retrieve Inventory Records Meeting the Above Criteria”** button.



**STEP 4**

All inventory records that meet the selected criteria will then appear. Click on the **“Inventory record row”** you want to select as the transfer “supplier.”

17.02-HEPA2917  
17.04-COVID-19 (not VFC elig)  
18.01-REFUGEE HEALTH ADULT  
Retrieve inventory records meeting the above criteria.

Click the inventory record row (below) to select it as the transfer “supplier”

Vaccine Type	Manufacturer Program Component	Lot #	Expires NDC	Qty
IMM OUTREACH COVID-19 MODERNA	MOD-MODERNA US, INC. 17.04-COVID-19 (not VFC elig)	09321A	10/17/2021 80777-0273-99	900
IMM OUTREACH COVID-19 MODERNA	MOD-MODERNA US, INC. 17.04-COVID-19 (not VFC elig)	099C21A	10/15/2021 80777-0273-99	200
IMM OUTREACH COVID-19 MODERNA	MOD-MODERNA US, INC. 17.04-COVID-19 (not VFC elig)	033C21A	10/27/2021 80777-0273-99	1400
IMM OUTREACH COVID-19 PFIZER	PFR-PFIZER, INC. 17.04-COVID-19 (not VFC elig)	EL9262	05/31/2021 59297-1000-02	1
IMM OUTREACH COVID-19 PFIZER	PFR-PFIZER, INC. 17.04-COVID-19 (not VFC elig)	ER8731	07/31/2021 59297-1000-02	3
IMM OUTREACH COVID-19 PFIZER	PFR-PFIZER, INC. 17.04-COVID-19 (not VFC elig)	EW0164	08/31/2021 59297-1000-02	16105
IMM OUTREACH COVID-19 PFIZER	PFR-PFIZER, INC. 17.04-COVID-19 (not VFC elig)	EW0168	08/31/2021 59297-1000-02	29908
IMM OUTREACH COVID-19 PFIZER	PFR-PFIZER, INC. 17.04-COVID-19 (not VFC elig)	EW0171	08/31/2021 59297-1000-02	14
IMM OUTREACH COVID-19 PFIZER	PFR-PFIZER, INC. 17.04-COVID-19 (not VFC elig)	EW0179	08/31/2021 59297-1000-02	15

**STEP 5**

This brings you to the **“Transfer Inventory”** page where you can begin the internal transfer process of the update. From here, select the *same* service site that you selected in **Step 3** from the **“Site”** drop-down box, enter the number of doses to be transferred in the **“Transfer Quantity”** box, then select **“Expiration Date Update”** as the **“Reason”** from the drop-down box.

**NOTE:** For the purpose of updating vaccine expiration dates, all available doses should be transferred (see amount listed under **“Available Quantity”** for reference).

Once complete, click **“Submit.”**

**Transfer Inventory** Inventory record being reduced

Site: IMM OUTREACH  
Vaccine Type: COVID-19 PFIZER  
Manufacturer: PFR-PFIZER, INC  
Lot Number: EW0168  
Program Component: 17.04-COVID-19 (not VFC elig) Expires: 08/31/2021

[Return to Inventory List](#)

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Pending Transfer to be created for:

Effective Date: \* 06/24/2021

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

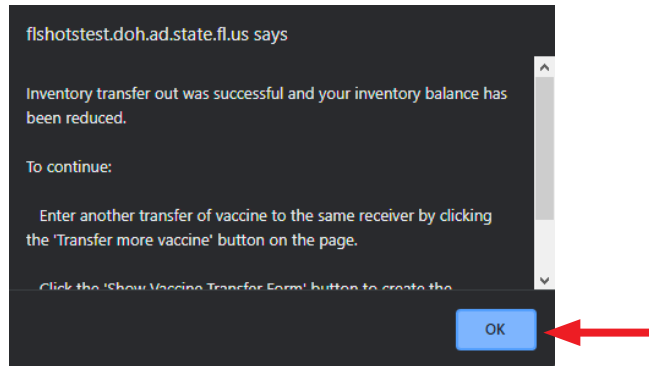
Site: \* IMM OUTREACH (700665)

Available Quantity: 26908      Transfer \* Quantity: 26908      Remaining Quantity: 0      Reason \* Expiration Date Update

Comment:

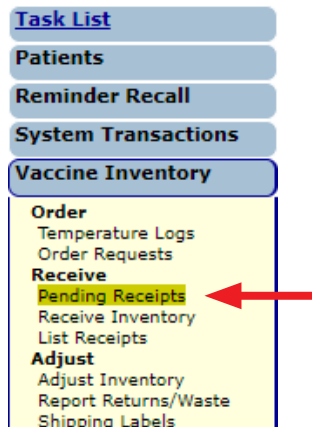
Maximum characters permitted is: 425. Character count: 0

**NOTE:** You may receive a pop-up message confirming the inventory transfer was successful. Click **“OK”** to continue.



**STEP 6**

Next, click on **“Pending Receipts”** from the **Vaccine Inventory** drop-down list on the menu.



**STEP 7**

Once on the **“Unapplied Pending Receipts List”** page, click the grey **“Line Items”** button for your receiving service site.

**Unapplied Pending Receipts List** VT99 : BROWARDCHD

Sender:  IMM OUTREACH (VFC PIN:700665) [Receive Other Vaccine](#)      Receiving Service Site:  All

FT LAUDERDALE IMM CL (VFC PIN:700065)   
 IMM OUTREACH (VFC PIN:700665)

Receiving Service Site	Pin	Send Date	Pgm Comp	
FT LAUDERDALE IMM CL	700065	05/13/2021	17.04	Line Items (1)
IMM OUTREACH	700665	06/24/2021	17.04	Line Items (1)

**STEP 8**

This brings you to the “**Apply Pending Transfer**” page. Click in the “**Revise**” check-box to open the editing fields.

**Apply Pending Transfer** VT99 : BROWARDCHD

Sender: IMM OUTREACH (VFC PIN:700665) Ship Date: 06/24/2021  
 Receiver: IMM OUTREACH (VFC PIN:700665) Receipt Date: 06/24/2021

Item Nbr	Pgm Comp	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	17.04	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EW0168	08/31/2021	26908	<input type="checkbox"/>

From here, you can make the necessary adjustments in the **Expiration Date** field.

Sender: IMM OUTREACH (VFC PIN:700665) Ship Date: 06/24/2021  
 Receiver: IMM OUTREACH (VFC PIN:700665) Receipt Date: 06/24/2021

Item Nbr	Pgm Comp	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	17.04	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EW0168	08/31/2021	26908	<input checked="" type="checkbox"/>
Received:	17.04	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EW0168	07/31/2021	Reject <input type="checkbox"/>	<input type="button" value="Apply"/>

**STEP 9**

Once the adjustment has been made, click “**Apply.**”

Sender: IMM OUTREACH (VFC PIN:700665) Ship Date: 06/24/2021  
 Receiver: IMM OUTREACH (VFC PIN:700665) Receipt Date: 06/24/2021

Item Nbr	Pgm Comp	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	17.04	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EW0168	08/31/2021	26908	<input checked="" type="checkbox"/>
Received:	17.04	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EW0168	07/31/2021	Reject <input type="checkbox"/>	<input type="button" value="Apply"/>

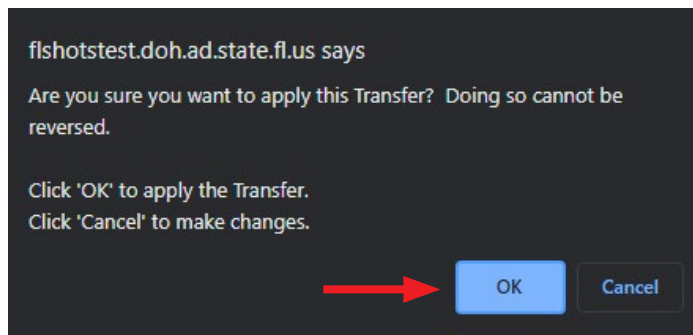
**STEP 10**

Next, click “**Apply transfer to inventory balances.**”

Sender: IMM OUTREACH (VFC PIN:700665) Ship Date: 06/24/2021  
 Receiver: IMM OUTREACH (VFC PIN:700665) Receipt Date: 06/24/2021

Item Nbr	Pgm Comp	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	17.04	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EW0168	08/31/2021	26908	<input type="checkbox"/>
Received:	17.04	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EW0168	07/31/2021	26908	

A pop-up message may appear, asking if you want to apply the transfer. Click **“OK”** to continue.



**STEP 11**

Once complete, you will see a confirmation message at the top of your screen in green indicating the adjustment was successful. Click **“Return to Pending Receipt List”** to continue the process with any additional PIN numbers you have, if applicable.

The transfer was applied to inventory balances by SMELT, BRITTANY at 06/24/2021 16:28									
Sender: IMM OUTREACH (VFC PIN:700665)						Ship Date: 06/24/2021			
Receiver: IMM OUTREACH (VFC PIN:700665)						Receipt Date: 06/24/2021			
Item Nbr	Pgm Comp	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise	
1	17.04	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EW0168	08/31/2021	26908		
Received:	17.04	59267-1000-02	COVID-19 PFIZER	PFIZER, INC	EW0168	07/31/2021	26908		
<a href="#">Return to Pending Receipt List</a>									

**HELP DESK**

**FREE TECHNICAL SUPPORT:**

877-888-7468 (SHOT)  
 MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

**INCLUDING:**

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials