

Transfer Adult Vaccines 17 to Program Component 17.03 (Flu Point of Distribution Exercise)

This is a step-by-step guide on how to transfer your current Adult Vaccines from program component (17) into your new Flu Point of Distribution component (17.03) in Florida SHOTS. **ONLY** transfer 17 Flu vaccines that were ordered through your VFC Program at your CHD.

- Step One:
 - Login to FL SHOTS website, Click on **Vaccine Inventory** on you FL SHOTS menu. Select **Transfer Inventory**.

- On the Inventory List (Transfer) page, fill the selection criteria section. Select the **Service Site**, the **Vaccine Type**, **Lot Number** (optional) and the **program component** (17) of the vaccine that you want to transfer from. Click *Retrieve inventory records meeting above criteria*.

Site	Vaccine Type	Manufacturer	Program Component	Lot #	Expires NDC	Qty
CENTRAL PHARMACY	FLU QUAD PF	SKB-GLAXOSMITHKLINE	17-ADULT	BK1234	03/12/2021 58160-0898-52	8

NOTE: Inventory search will *only* display vaccines with current inventory. If any vaccine is zeroed out, it will not appear on this screen in FL SHOTS.

○ Step Two:

- Click on the vaccine you would like to transfer. After selecting the vaccine, you will be taken to the Transfer Inventory page.

Since this is a same site transfer, you will select your site from the drop-down menu.

Transfer Inventory VT99 : Emulating BROWARDCHD

Inventory record being reduced

Site: CENTRAL PHARMACY
Vaccine Type: FLU QUAD PF
Manufacturer: SKB-GLAXOSMITHKLINE
Lot Number: BK1234
Expires: 03/12/2021
NDC: 58160-0898-52
Program Component: 17-ADULT

[Return to Inventory List](#)

Pending Transfer to be created for:

Effective Date: * 09/25/2018

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

Site: * -- Select --

Available Quantity	Transfer *	Remaining Quantity	Reason *
8	4	4	-- Select --

Comment:

Maximum characters permitted is: 425. Character count: 0

- Input the amount you anticipate on using (you can transfer back what you don't use), **Transfer Quantity**. For the **Reason** select **"Pay Back Inventory"**, in the comment box you will enter the following: **Vaccines for Adults 17 inventory being transferred to Program Component 17.03 (POD - VFC Eligible)**, you may also add any other information you would like to include for FL SHOTS to be aware of.

Transfer Inventory VT99 : Emulating BROWARDCHD

Inventory record being reduced

Site: CENTRAL PHARMACY
Vaccine Type: FLU QUAD PF
Manufacturer: SKB-GLAXOSMITHKLINE
Lot Number: BK1234
Expires: 03/12/2021
NDC: 58160-0898-52
Program Component: 17-ADULT

[Return to Inventory List](#)

Pending Transfer to be created for:

Effective Date: * 09/25/2018

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

Site: * CENTRAL PHARMACY (060031)

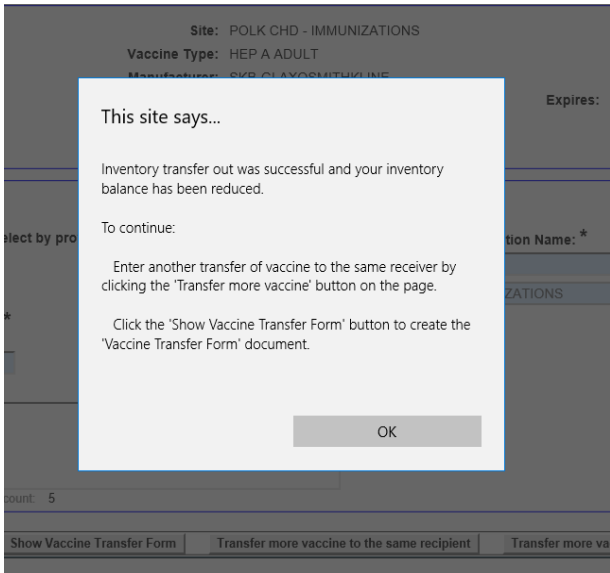
Available Quantity	Transfer *	Remaining Quantity	Reason *
8	4	4	Pay Back Inventory

Comment:

VACCINES FOR ADULTS 17 INVENTORY BEING TRANSFERRED TO PROGRAM COMPONENT 17.03 (FLU POINT OF DISTRIBUTION EXERCISE)

Maximum characters permitted is: 425. Character count: 114

- click **Submit** in the bottom left-hand corner.



NOTE: If the Transfer is successful, you will see this pop-up.

Applying Pending Receipts

- To successfully complete the transfer of the inventory into PC 17.03 (POD for Pediatric Vaccines), you must accept the pending transfer receipt that was created in the previous step.

NOTE: As shown above (this will also appear on your task list when you first login).

Unapplied Pending Receipts List					VT99 : Emulating BROWARDCHD
Sender:		Receiving Service Site:			
<input type="radio"/> VTrckS <input type="radio"/> CENTRAL PHARMACY <input checked="" type="radio"/> CENTRAL PHARMACY (VFC PIN:060031)		<input type="radio"/> All <input checked="" type="radio"/> CENTRAL PHARMACY (VFC PIN:060031) <input type="radio"/> MILLS HEALTH CENTER (VFC PIN:061310) <input type="radio"/> PAUL HUGHES HEALTH CENTER (VFC PIN:069022)			
Receive Other Vaccine					
Receiving Service Site	Pin	Ship Date	Pgm Comp		
CENTRAL PHARMACY		09/25/2018	01	Line Items (1)	
CENTRAL PHARMACY	060031	09/25/2018	17	Line Items (1)	

- Click on **“Line Items”** to go to the Apply Pending Transfer Page. Check the information to ensure the *lot*, *type*, and *expiration date* of the vaccine is correct. If the information listed is correct, *check* the box on the right-hand side that says **“Revise”**, checking this box it will give you the option to change your program component from **17 to 17.03**

1.) Simply, select on the drop down, then select **17.03**

Apply Pending Transfer								VT99 : Emulating BROWARDCHD
Sender: CENTRAL PHARMACY (VFC PIN:060031)					Ship Date: 09/25/2018			
Receiver: CENTRAL PHARMACY (VFC PIN:060031)					Receipt Date: 09/25/2018			
Item Nbr	Received	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	1	58160-0898-52	FLU QUAD PF	GLAXOSMITHKLINE	BK1234	03/12/2021	4	<input checked="" type="checkbox"/>
		58160-0898-52	FLU QUAD PF	GLAXOSMITHKLINE	BK1234	03/12/2021	Reject <input type="checkbox"/>	<input type="checkbox"/> Apply

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- 2.) After you have changed the 01 to the 01.01 component, now click the **“Apply”** button.

Doses	Revise
66	<input checked="" type="checkbox"/>
Reject <input type="checkbox"/>	<input type="button" value="Apply"/>

3.) Then click on ***“Apply transfer to inventory balances”*** button.

Manufacturer	Lot Number
GLAXOSMITHKLINE	5354D
GLAXOSMITHKLINE	5354D



Apply transfer to inventory balances

Cancel

Return to Pending Receipt List

Now you have successfully added your current inventory into your new POD 17.03 component.