

Immunization Inventory Transfer

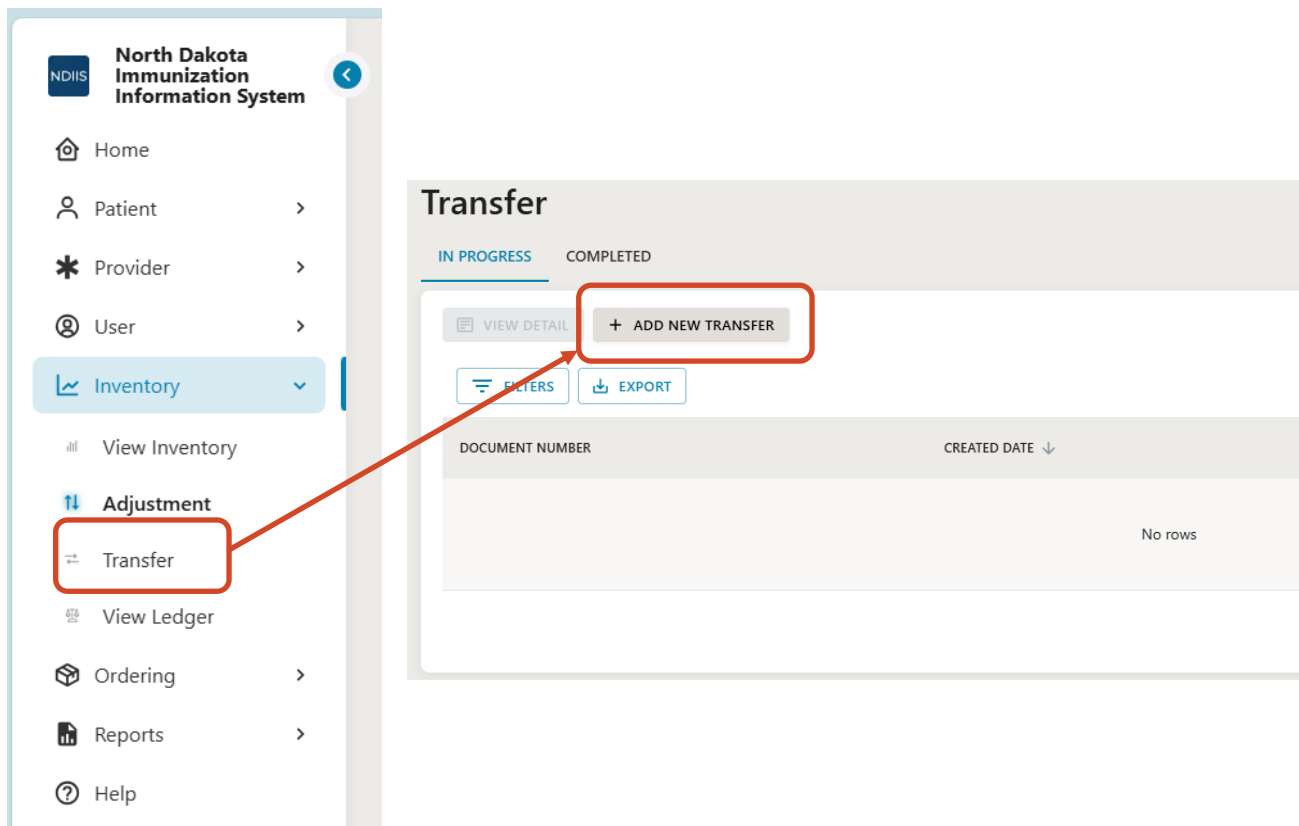
Getting Started

NDIIS users with Provider Admin and Standard level access can **Transfer** immunization inventory from their provider site to any other active provider site in the NDIIS. This function should be used when immunizations are physically moved from your facility to another facility.

Providers transferring public immunization inventory need to notify the VFC/VFA program via email at vaccine@nd.gov prior to the transfer.

Transfer

To initiate an inventory transfer, users will select the **Transfer** option from the NDIIS Main Menu and then click **Add New Transfer**.



- ⇒ Select the provider you are transferring the immunizations to in the **Transfer To** drop-down
- ⇒ Click **Add Row**
- ⇒ In the Select Lot pop-up, users will
 - ◆ select *Public* or *Private* from the **Funding Source** drop-down for the lot being transferred
 - ◆ select the **Lot Number** from the drop-down
 - The list will be pre-populated based on lots in your NDIIS inventory and the funding source selected.
 - ◆ enter the **Quantity to Transfer**
 - ◆ click **Ok** to save the transfer information for that lot
- ⇒ The selected lot and transfer quantity will appear on the Transfer screen.

REVIEW & COMPLETE SAVE FOR LATER CANCEL

Document Number Created Date Shipping Date * 01/28/2025 Transaction Date 1/28/2025

Transfer From * 10 - Bismarck-Burleigh Public Health Transfer To *

Transfer From

+ ADD ROW EDIT ROW DELETE ROW

FILTERS EXPORT Search...

VACCINE NAME	FUNDING SOURCE	EXPIRATION DATE	LOT NUMBER	EXISTING QUANTITY ON HAND	QUANTITY TO TRANSFER
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Select Lot

Funding Source

Lot Number

Existing Quantity On Hand 0

Quantity to Transfer

CANCEL OK

Users are able to **Edit** or **Delete** a row from the transfer until it has been Reviewed and Completed.

Users can click **Save For Later** to save the transfer and finish at a later time.

Users can include more than one lot in a single transfer by clicking the **Add Row** button and entering all required details.

- ⇒ When all rows have been entered, Click **Review and Complete** to go to the review screen.
- ⇒ If all information is entered correctly for the adjustment, click **Complete Transfer** to finalize the transaction.
- ⇒ A packing slip can be printed after the transfer has been completed by clicking **Generate Packing Slip**.

Once the transfer has been completed, ledger entries will be added for your inventory showing the number doses has been decremented. The lot numbers will be added to the receiving provider's inventory and the transaction details will show on their inventory ledger as well.

