Managing Immunization Inventory

Getting Started

NDIIS users with Provider Admin or Standard level access can manage immunization inventory in the NDIIS for their provider sites. Sites enrolled in the Vaccines for Children (VFC) and/or Vaccines for Adults (VFA) program will have public inventory in the NDIIS. Public inventory is automatically entered for enrolled providers based on the immunization order shipping information the NDIIS receives from CDC ordering system.

From the **Inventory** option in the main menu, users can **View Inventory**, add a new lot, enter an inventory **Adjustment**, enter an inventory **Transfer**, and **View** their inventory **Ledger**.

Click on the name of function below to jump to details and instructions

- ⇒ **View Inventory**
- ⇒ **Add a New Lot**
- ⇒ **Inventory Adjustment**
- ⇒ **Inventory Transfer**
- ⇒ **View Ledger**

View Inventory

The **View Inventory** function will show relevant information for immunizations in the site's inventory. Inventory is listed in alphabetical order by Vaccine Name, Product, and Lot Number. By default, the table will exclude expired lots and lots with a zero or negative balance of doses on hand.

⇒ Users can choose to 'Include Expired Lots" by clicking the toggle above the table

⇒ "Include No Doses On Hand" by clicking the toggle above the table

⇒ Users are able to search their inventory using the *Filters* above the table

⇒ Users can also export their inventory to Excel using the *Export* option

View Inventory

+ ADD NEW LOT

◯ Include Expired Lots ◯ Include No Doses On Hand

FILTERS | EXPORT | COLLAPSE ALL

VACCINE NAME	PRODUCT	FUNDING SOURCE	EXPIRATION DATE	LOT NUMBER	QUANTITY ON HAND
⌄ HAV Pediatric (5)					
	HAVRIX	Public	4/24/2026	BM4R5	6
	HAVRIX	Private	9/28/2026	M4B34	10
	HAVRIX	Public	5/6/2026	C24B9	18
	HAVRIX	Private	4/24/2026	MZ474	7
	HAVRIX	Private	8/28/2026	DN273	10

Adding a new lot

⇒ Users are able to add new **private lot numbers** to their NDIIS immunization

⇒ In the **Add Lot** box,

- ♦ **Funding Source** will default to *Private* and cannot be changed by any user.

- ♦ Users need to select the **Vaccine Product** from the drop-down. This list includes all active products currently available in the United States.

  Users must pay close attention to the NDC in the product list to be sure they are selecting the correct immunization.

- ♦ Enter the **Lot Number** in the free-text field

- ♦ Enter the **Expiration Date** from the immunization packaging

- ♦ Enter **Initial Inventory** (i.e., starting number of doses on hand)

⇒ When all fields are filled in, the **Save** button will be enabled. Click **Save** to finish adding the lot to your NDIIS inventory.

Note: Once a lot has been added to your inventory, it cannot be edited by anyone at the provider site. NDHHS users can edit the product type and expiration date fields for any private lot in the NDIIS. The funding source, lot number, and initial inventory fields for private inventory cannot be edited by any user. Public lots cannot be edited by any user.

View Inventory

+ ADD NEW LOT

( ) Include Expired Lots   ( ) Include No Doses On Hand

| ☰ FILTERS | ⬇ EXPORT | COLLAPSE ALL |

VACCINE NAME			PRODUCT	FUN

Columns	Operator	Value
✕ Vaccine Name	▲ contains	▼ Filter value

+   🗑 REMOVE ALL

Vaccine Name

Vaccine Name

Product

Funding Source

Expiration Date

Lot Number

Quantity On Hand

	Moderna C...	Priv
)		
	Spikevax	Public
	Spikevax	Private
	Spikevax	Public

Add Lot

Funding Source
Private ▾

Vaccine Product * ▾ 🔍

Lot Number *

Expiration Date * 📅

Initial Inventory *

⊗ CANCEL   💾 SAVE

All fields must have an entry before being able to save and add to inventory.

View Ledger

Every transaction that impacts the quantity of doses on hand is shown in the inventory ledger. This includes the administration of individual doses, entry of new inventory, adjustments to doses on hand, transfers, and inventory reconciliation.

⇒ Clicking on the blue hyperlink un the *Document Number* column will take you to the transaction in the NDIIS.

For example—if the Transaction indicates "Vaccination" and you click on the "Vaccination" link, the NDIIS will take you to the patient with that dose documented in their record.

⇒ Users can jump to the ledger from other functions in the system any time you see the **View Ledger** button

View Ledger

TRANSACTION DATE	TRANSACTION...	DOCUMENT NUMBER	VACCINE NAME	LOT NUMBER	FUNDING SO...	NDC	CVX C...	QUANT...
Jan 17, 2025 5:44 PM	Transfer	TRAN-571	COVID Pfizer 5-11	HE2391	Public	59267-4331...	310	0
Jan 17, 2025 5:21 PM	Adjustment	ADJ-1615	MMR	0033Z	Private	00006-4681...	003	2
Jan 17, 2025 5:05 PM	Adjustment	ADJ-1614	ROTAVIRUS (3 dose)	0011Y	Public	11111-1111...	116	-1
Jan 7, 2025 2:23 PM	Vaccination	Vaccination	Tdap	3BH5K	Private	58160-0842...	115	-1
Jan 7, 2025 11:31 AM	Vaccination	Vaccination	Tdap	3BH5K	Private	58160-0842...	115	-1
Jan 7, 2025 10:18 AM	Vaccination	Vaccination	COVID Pfizer 12+	LP1780	Private	00069-2362...	309	-1
Jan 7, 2025 10:16 AM	Vaccination	Vaccination	COVID Pfizer 12+	LP1780	Private	00069-2362...	309	-1
Jan 7, 2025 10:16 AM	Vaccination	Vaccination	INFL (IIV3 P/F) high ...	U8489AA	Private	49281-0124...	135	-1
Jan 7, 2025 10:13 AM	Vaccination	Vaccination	COVID Pfizer 12+	LP1780	Private	00069-2362...	309	-1