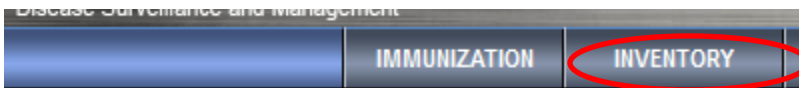




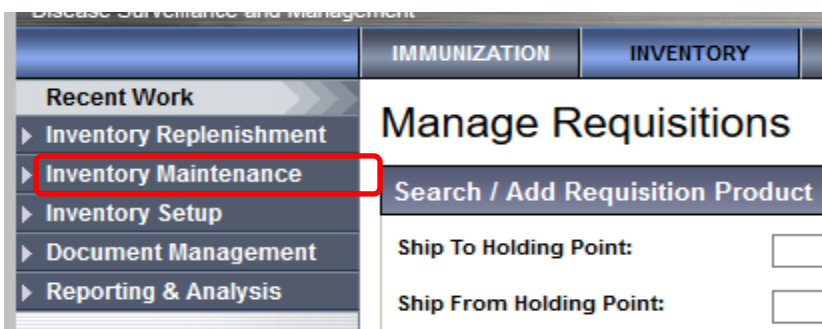
Inventory: *Adjust Existing Inventory*

Adjust Existing Inventory

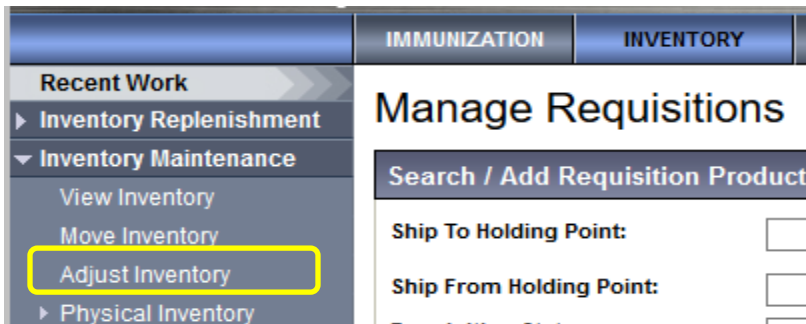
Select **INVENTORY**



The **Manage Requisitions** page displays. Expand the **Inventory Maintenance** folder



Select **Adjust Inventory**



The **Inventory Adjustments and Reconciliation** page displays

Select **Reconciliation Type**: *'Quantity on hand adjustment'*

Enter the correct **Holding Point** in the type ahead field (ex: 90024-Taché Pharmacy)

Add * **Catalogue Item Code** (found on the MDA requisition, yellow paper) (ex: 1715130)

NOTE: If the **Catalogue Item Code** is unknown continue to page 5

Inventory: Adjust Existing Inventory

Inventory Adjustments and Reconciliation

Inventory Item Search Hide Inventory Item Search

* Required field

* Reconciliation Type:

* Holding Point: [Search](#) HPL:

Product Alternate ID: Catalogue Item Name:

* Catalogue Item Code: [Search Catalogue](#) Adjustment Reason:

From: / / To: / /

yyyy mm dd yyyy mm dd

[Search](#) [Retrieve](#) [Clear](#)

Search Results Hide Search Results

[New Adjust](#)

Click **New Adjust**

The **Inventory Adjustments and Reconciliation** page displays

Inventory Adjustments and Reconciliation

QOH Adjustment Details Hide Search Results

* Required field


Product Alternate ID: 1715131 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)

Catalogue Item Code: 1715131 Weighted Average Cost:

Row Actions: [Adjust](#)

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input type="checkbox"/>	<input type="checkbox"/>	CVS1234	2025 May 4	2025 May 4	91280- OP	No	Operational	4.0	sku		Add Attachment

[Add Product](#) [Cancel](#)

Click on the  the row will expand



Inventory: Adjust Existing Inventory

The **QOH Adjustment Details** panel expands

Inventory Adjustments and Reconciliation

QOH Adjustment Details

* Required field

Product Alternate ID: 1715131 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)
 Catalogue Item Code: 1715131 Weighted Average Cost:

Row Actions: **Adjust**

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input type="checkbox"/>	⊖	CVS1234	2025 May 4	2025 May 4	91280- OP	No	Operational	4.0	sku		Add Attachment

* Adjusted QOH:
 Deviation Quantity:
 * Adjustment Reason:

Adjusted Value:
 Deviation Value:
 Comment:

Actual Adjustment Date: / /
 yyyy mm dd

- Select the check box for the row associated to the inventory
- Enter **Adjusted QOH** = amount of inventory you need plus the amount of current inventory (scenario: need 0.2 skus plus current amount 4.0 skus = 4.2 skus = adjusted QOH)
- Select **Adjustment Reason** from the drop list
- Enter **Comment** if applicable

Click **Adjust**

Inventory Adjustments and Reconciliation

QOH Adjustment Details

* Required field

Product Alternate ID: 1715131 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)
 Catalogue Item Code: 1715131 Weighted Average Cost:

Row Actions: **Adjust**

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input checked="" type="checkbox"/>	⊖	CVS1234	2025 May 4	2025 May 4	91280- OP	No	Operational	4.0	sku		Add Attachment

* Adjusted QOH:
 Deviation Quantity:
 * Adjustment Reason:

Adjusted Value:
 Deviation Value:
 Comment:

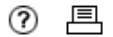
Actual Adjustment Date: / /
 yyyy mm dd



Inventory: Adjust Existing Inventory

The Inventory Adjustments and Reconciliation – **Post-Adjustment** panel displays

Inventory Adjustments and Reconciliation



Post-Adjustment		
Transaction ID: 0	Holding Point Location 91280- OP	Actual Adjustment Date: -
Product Lot: CVD19AZ02172021	Original Expiry Date: 2022 Dec 30	Current Expiry Date: 2022 Dec 30
Product Alternate ID: 1715130	Catalogue Item Name: AstraZeneca COVID-19 Vaccine - 1/box	Catalogue Item Code: 1715130
Total Qty Before Adjustment at HPL: 6.1	Total Qty After Adjustment at HPL: 7.0	Net Adjustment To Qty: 0.9
Total Value Before Adjustment at HPL: -	Total Value After Adjustment at HPL: -	Net Adjustment to Value: -
Adjustment Reason: Count Discrepancy	Comment: -	Unit of Measure: sku

Print **Confirm** Cancel

Click **Confirm**

Inventory Adjustments and Reconciliation

Transaction successfully confirmed.

Post-Adjustment



Inventory: *Adjust Existing Inventory*

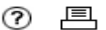
The **Inventory Adjustments and Reconciliation** page displays

Select **Reconciliation Type**: 'Quantity on hand adjustment and Holding Point'

Enter the correct **Holding Point** in the type ahead field

Click [Search Catalogue](#) hyperlink

Inventory Adjustments and Reconciliation



Inventory Item Search Hide Inventory Item Search

* Required field

* **Reconciliation Type:** HPL:

* **Holding Point:** [Search](#)

Product Alternate ID: Catalogue Item Name:

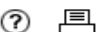
* Catalogue Item Code: Adjustment Reason:

From: To:

The **Catalogue Item Information** page displays.

- Select **Level 1 – Category**
- Select **Level 2 – Product Group**
- Select **Level 3 Generic Product Strength**
- Click **Search**

Catalogue Item Information



Catalogue Item Search

Search/Add Catalogue Item - Search Required Before Adding

Catalogue Item Code: Product Alternate ID:

Catalogue Item Status: Find Search String:

Level 1 - Category:

Level 2 - Product Group:

Level 3 - Generic Product Strength:

Level 4 - Generic Product Presentation:

Level 5 - Generic Product Package Size:



Inventory: *Adjust Existing Inventory*

The **Search Results Returned** factory table displays

Search Results Returned

Your search criteria returned 1 result(s).

<input type="checkbox"/>	Catalogue Item Code	Product Alternate ID	Catalogue Item Name	Catalogue Item Description	Catalogue Level	Current Catalogue Item Status
<input checked="" type="checkbox"/>	1715130	1715130	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)	COVID-19 Vaccine	5	Active

Add Catalogue Item(s) Return

Select the check box beside the *Catalogue Item Code* and click **Add Catalogue Item(s)**

The **Inventory Adjustments and Reconciliation** page displays

Inventory Adjustments and Reconciliation

Inventory Item Search Hide Inventory Item Search

* Required field

* Reconciliation Type:

* Holding Point: [Search](#) HPL:

Product Alternate ID: Catalogue Item Name:

* Catalogue Item Code: [Search Catalogue](#) Adjustment Reason:

From: / / To: / /

yyyy mm dd yyyy mm dd

Search Results Hide Search Results

Transaction	Transaction	Holding Point	Product	Catalogue Item	Initial	Adjusted	Reason for
<input type="button" value="New Adjust"/>							

Click **New Adjust**



Inventory: Adjust Existing Inventory

The **Inventory Adjustments and Reconciliation** displays

Inventory Adjustments and Reconciliation



QOH Adjustment Details

* Required field

Product Alternate ID: 1715129 Catalogue Item Name: COVID-19 Vaccine - mRNA 5mL Multi-dose Vial - 1 vial/box
 Catalogue Item Code: 1715129 Weighted Average Cost:

Row Actions: **Adjust**

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input type="checkbox"/>	<input type="radio"/>	ModernaC-19	2030 Dec 31	2030 Dec 31	80077-OP	No	Operational	4.4	sku		Add Attachment

* Adjusted QOH:
 Deviation Quantity:
 * Adjustment Reason:

Adjusted Value:
 Deviation Value:
 Comment:

Actual Adjustment Date: / /
 yyyy mm dd

Add Product **Cancel**

Click on the the row will expand

Inventory Adjustments and Reconciliation



QOH Adjustment Details

* Required field

Product Alternate ID: 1715130 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)
 Catalogue Item Code: 1715130 Weighted Average Cost:

Row Actions: **Adjust**

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input checked="" type="checkbox"/>	<input type="radio"/>	CVD19AZ02172021	2022 Dec 30	2022 Dec 30	91280- OP	No	Operational	6.1	sku		Add Attachme

* Adjusted QOH:
 Deviation Quantity: 0.9
 * Adjustment Reason:

Adjusted Value:
 Deviation Value:
 Comment:

Actual Adjustment Date: / /
 yyyy mm dd

➤ Enter the **Adjusted QOH** = the quantity of vials in **Stock Keeping Units (SKU)**

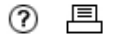


Inventory: Adjust Existing Inventory

e.g. AZ/COVISHIELD (1 **SKU** = 1 vial = 10 doses)

- Select **Adjustment Reason** from the drop-down list
- Enter **Comment** as necessary
- Click **Adjust**

Inventory Adjustments and Reconciliation



Post-Adjustment		
Transaction ID: 0	Holding Point Location 91280- OP	Actual Adjustment Date: -
Product Lot: CVD19AZ02172021	Original Expiry Date: 2022 Dec 30	Current Expiry Date: 2022 Dec 30
Product Alternate ID: 1715130	Catalogue Item Name: AstraZeneca COVID-19 Vaccine - 1/box	Catalogue Item Code: 1715130
Total Qty Before Adjustment at HPL: 6.1	Total Qty After Adjustment at HPL: 7.0	Net Adjustment To Qty: 0.9
Total Value Before Adjustment at HPL: -	Total Value After Adjustment at HPL: -	Net Adjustment to Value: -
Adjustment Reason: Count Discrepancy	Comment: -	Unit of Measure: sku

Print **Confirm** Cancel

The **Inventory Adjustments and Reconciliation** page displays

Click **Confirm**

Inventory Adjustments and Reconciliation

Transaction successfully confirmed.

Post-Adjustment