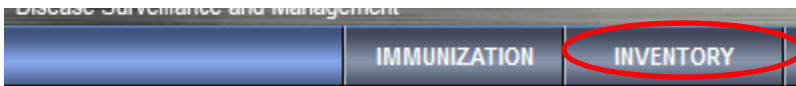




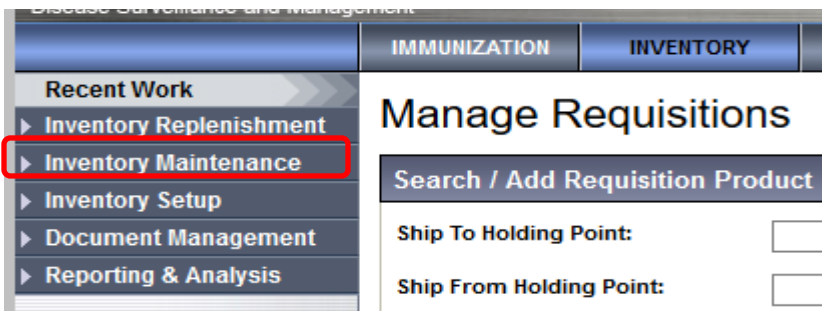
Inventory: Adjusting Quantity on Hand – Adding New Inventory

Quantity on hand = 0

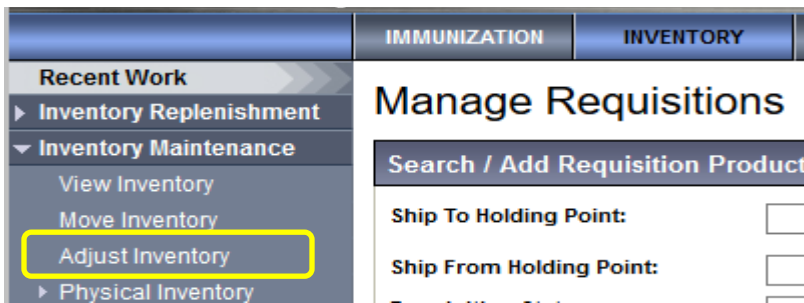
Select **INVENTORY**



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

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

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



Inventory: Adjusting Quantity on Hand – Adding New 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

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

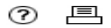
Click **Add Product**



Inventory: Adjusting Quantity on Hand – Adding New Inventory

The Inventory Adjustments and Reconciliation **Catalogue Item(s)** panel displays

Inventory Adjustments and Reconciliation



Add Product

Product Alternate Id: 1715131 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)
 Holding Point Code: 91280 - Benefits Rx Catalogue Item Code: 1715131

Catalogue Item(s) Hide Catalogue Item(s)

Add Product									
<input type="checkbox"/>	Product Alternate Id	Catalogue Item Name	Catalogue Item Code	Lot Number	Holding Point Location	Current Expiry Date	Original Expiry Date	Qty to HPL	Cold Chain Quarantine
<input type="checkbox"/>	1715131	Covishield COVID-19 Vaccine - 1/box	1715131			-	-	0.0	<input type="checkbox"/>

Confirm **Cancel**

- Select the **checkbox** beside the row associated to the adjusting quantity on hand
- Select **Lot Number** from the drop-down list,
- Select the #####-OP **Holding Point Location** from the drop-down list
- Enter **QTY to HPL**
- Click **Confirm**

Inventory Adjustments and Reconciliation



Add Product

Product Alternate Id: 1715131 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)
 Holding Point Code: 91280 - Benefits Rx Catalogue Item Code: 1715131

Catalogue Item(s) Hide Catalogue Item(s)

Add Product									
<input type="checkbox"/>	Product Alternate Id	Catalogue Item Name	Catalogue Item Code	Lot Number	Holding Point Location	Current Expiry Date	Original Expiry Date	Qty to HPL	Cold Chain Quarantine
<input checked="" type="checkbox"/>	1715131	Covishield COVID-19 Vaccine - 1/box	1715131	CVS1234	91280- OP	2025 May 4	2025 May 4	4.0	<input type="checkbox"/>

Confirm **Cancel**



Inventory:

Adjusting Quantity on Hand – Adding New Inventory

Inventory Adjustments and Reconciliation



Product Added Successfully.

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:

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

Click **Cancel**



Inventory:

Adjusting Quantity on Hand – Adding New 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

Click [Search Catalogue](#) hyperlink

Inventory Adjustments and Reconciliation

Inventory Item Search ? 📄

Hide Inventory Item Search

* Required field

* Reconciliation Type: Quantity on hand adjustment ▼

* Holding Point: 91280 - Benefits Rx Search HPL:

Product Alternate ID: Catalogue Item Name:

* Catalogue Item Code: Search Catalogue Adjustment Reason:

From: To:

The *Catalogue Item Information* page displays.

Catalogue Item Information

Catalogue Item Search ? 📄

Search/Add Catalogue Item - Search Required Before Adding

Catalogue Item Code: Product Alternate ID:

Catalogue Item Status: Active Find Search String:

Discontinued

Inactive

Level 1 - Category:

Level 2 - Product Group:

Level 3 - Generic Product Strength:

Level 4 - Generic Product Presentation:

Level 5 - Generic Product Package Size:

Search Retrieve Clear

Click **Search**

The *Search Results Returned* factory table displays



Inventory: Adjusting Quantity on Hand – Adding New Inventory

Search Results Returned

Your search criteria returned 49 result(s).

Select All Deselect All

<input type="checkbox"/>	Catalogue Item Code	Product Alternate ID	Catalogue Item Name	Catalogue Item Description	Catalogue Level	Current Catalogue Item Status
<input type="checkbox"/>	1715080	1715080	BAT-Heptavalent (A,B,C,D,E,F,G) (EQUINE) 50ml Vial - 1/box	Botulism Antitoxin Heptavalent(ABCDEFG) (EQUINE)	5	Active
<input type="checkbox"/>	1715127	1715127	COVID-19 Vaccine - mRNA 2mL Vial - 1/box	COVID-19 Vaccine	5	Active
<input type="checkbox"/>	1715130	1715130	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 via/box (AstraZeneca)	COVID-19 Vaccine	5	Active
<input checked="" type="checkbox"/>	1715131	1715131	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 via/box (Covishield)	COVID-19 Vaccine	5	Active
<input type="checkbox"/>	1715048	1715048	Diluent 0.5 ml ampoules - 10/box	Diluent (for Priorix, Priorix-Tetra, Varivax)	5	Active
<input type="checkbox"/>	1715046	1715046	Diluent 0.7 ml vial - 1/box	Diluent (for Varivax III singles)	5	Active
<input type="checkbox"/>	1715128	1715128	Diluent 10 ml Vial - 1/box	Diluent	5	Active
<input type="checkbox"/>	1715065	1715065	Diphtheria Antitoxin 10 ml vial - 1/box	Diphtheria Antitoxin	5	Active

Select the checkbox beside the *Catalogue Item Code* and scroll to the bottom of the page, click **Add Catalogue Item(s)**

The **Inventory Adjustments and Reconciliation** page displays

Click **New Adjust**

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: Adjustment Reason:

[Search Catalogue](#)

From: / / To: / /

yyyy mm dd yyyy mm dd

Search Results ? 🖨️

Hide Search Results

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



Inventory: Adjusting Quantity on Hand – Adding New Inventory

The **Inventory Adjustments and Reconciliation** displays

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="checkbox"/>	CVD19AZ02172021	2022 Dec 30	2022 Dec 30	91280- OP	No	Operational	6.1	sku		Add Attachme

Add Product **Cancel**

Click on the the row will expand

- Select the **checkbox** beside the row associated to the adjusting quantity on hand
- Enter the **Adjusted QOH** = the quantity of vials in **Stock Keeping Units (SKU)**
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

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="checkbox"/>	CVD19AZ02172021	2022 Dec 30	2022 Dec 30	91280- OP	No	Operational	6.1	sku		Add Attachme

* Adjusted QOH: Adjusted Value: Actual Adjustment Date: / /

Deviation Quantity: Deviation Value: / /

* Adjustment Reason: Comment:

Add Product **Cancel**



Inventory: Adjusting Quantity on Hand – Adding New Inventory

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: 6.7	Net Adjustment To Qty: 0.6
Total Value Before Adjustment at HPL: -	Total Value After Adjustment at HPL: -	Net Adjustment to Value: -
Adjustment Reason: Administered Vaccine	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