



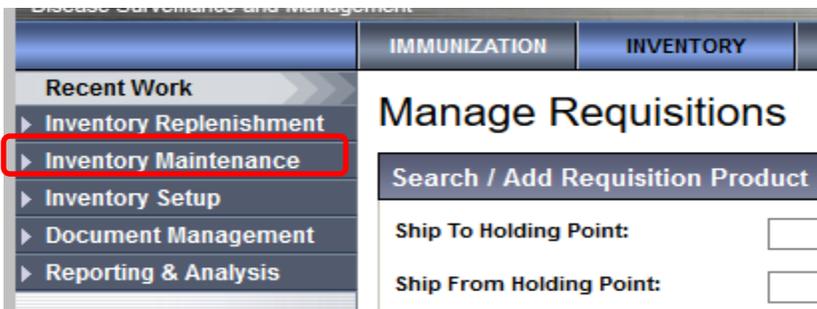
# Inventory: Re-Adjust Zero Count Inventory

Quantity on hand = 0

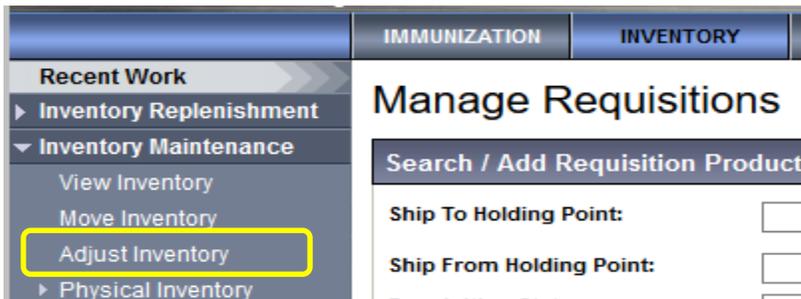
Select **INVENTORY**



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 (ex: 90024-Taché Pharmacy)

Add \* **Catalogue Item Code** (found on the MDA requisition, yellow paper) (ex: 1715300)

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



# Inventory: Re-Adjust Zero Count Inventory

## Inventory Adjustments and Reconciliation



**Inventory Item Search** Hide Inventory Item Search

\* Required field

\* Reconciliation Type: Quantity on hand adjustment

\* Holding Point: 91280 - Benefits Rx  HPL:

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Product Alternate ID:  Catalogue Item Name:

\* Catalogue Item Code: 1715130  Adjustment Reason:

From:  /  /   To:  /  /

yyyy mm dd                      yyyy mm dd

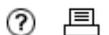
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**Search Results** Hide Search Results

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:

Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value

Click **Add Product**



# Inventory: Re-Adjust Zero Count 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

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**Catalogue Item(s)** Hide Catalogue Item(s)

**Add Product**

	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 check box beside the row associated to the adjusting quantity on hand
- Select **Lot Number** from the drop list
- Select the #####-OP **Holding Point Location** from the drop 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

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**Catalogue Item(s)** Hide Catalogue Item(s)

**Add Product**

	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: Re-Adjust Zero Count 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: 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		<a href="#">Add Attachment</a>

Add Product **Cancel**

Click **Cancel**



# Inventory: Re-Adjust Zero Count 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:

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

Product Alternate ID:  Catalogue Item Name:

\* Catalogue Item Code:  Adjustment Reason:

From:  To:

The **Catalogue Item Information** page displays.

## Catalogue Item Information

Catalogue Item Search Hide 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:

Click **Search**



# Inventory: Re-Adjust Zero Count Inventory

The **Search Results Returned** factory table displays

**Search Results Returned**

Your search criteria returned 49 result(s).

Select All Deselect All

	Catalogue Item Code	Product Alternate ID	Catalogue Item Name	Catalogue Item Description	Catalogue Level	Current Catalogue Item Status
<input type="checkbox"/>	<a href="#">1715080</a>	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"/>	<a href="#">1715127</a>	1715127	COVID-19 Vaccine - mRNA 2mL Vial - 1/box	COVID-19 Vaccine	5	Active
<input type="checkbox"/>	<a href="#">1715130</a>	1715130	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)	COVID-19 Vaccine	5	Active
<input checked="" type="checkbox"/>	<a href="#">1715131</a>	1715131	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)	COVID-19 Vaccine	5	Active
<input type="checkbox"/>	<a href="#">1715048</a>	1715048	Diluent 0.5 ml ampoules - 10/box	Diluent (for Priorix, Priorix-Tetra, Varilrix)	5	Active
<input type="checkbox"/>	<a href="#">1715046</a>	1715046	Diluent 0.7 ml vial - 1/box	Diluent (for Varivax III singles)	5	Active
<input type="checkbox"/>	<a href="#">1715128</a>	1715128	Diluent 10 ml Vial - 1/box	Diluent	5	Active
<input type="checkbox"/>	<a href="#">1715065</a>	1715065	Diphtheria Antitoxin 10 ml vial - 1/box	Diphtheria Antitoxin	5	Active

Select the check box 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:

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Product Alternate ID:  Catalogue Item Name:

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

From:  /  /   To:  /  /

yyyy mm dd yyyy mm dd

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Search Results Hide Search Results



# Inventory: Re-Adjust Zero Count 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		<a href="#">Add Attachme</a>

**Add Product** **Cancel**

Click on the  the row will expand

- Select the check box 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		<a href="#">Add Attachme</a>

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

Deviation Quantity:  Deviation Value:  /  /

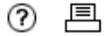
\* Adjustment Reason:  Comment:

**Add Product** **Cancel**



# Inventory: Re-Adjust Zero Count Inventory

## Inventory Adjustments and Reconciliation



Post-Adjustment		
<b>Transaction ID:</b> 0	<b>Holding Point Location</b> 91280- OP	<b>Actual Adjustment Date:</b> -
<b>Product Lot:</b> CVD19AZ02172021	<b>Original Expiry Date:</b> 2022 Dec 30	<b>Current Expiry Date:</b> 2022 Dec 30
<b>Product Alternate ID:</b> 1715130	<b>Catalogue Item Name:</b> AstraZeneca COVID-19 Vaccine - 1/box	<b>Catalogue Item Code:</b> 1715130
<b>Total Qty Before Adjustment at HPL:</b> 6.1	<b>Total Qty After Adjustment at HPL:</b> 6.7	<b>Net Adjustment To Qty:</b> 0.6
<b>Total Value Before Adjustment at HPL:</b> -	<b>Total Value After Adjustment at HPL:</b> -	<b>Net Adjustment to Value:</b> -
<b>Adjustment Reason:</b> Administered Vaccine	<b>Comment:</b> -	<b>Unit of Measure:</b> sku

Print **Confirm** Cancel

The **Inventory Adjustments and Reconciliation** page displays

Click **Confirm**

## Inventory Adjustments and Reconciliation

Transaction successfully confirmed.

Post-Adjustment