

#### Quantity on hand = 0





The Manage Requisitions page displays. Expand the Inventory Maintenance folder

	IMMUNIZATION	INVENTORY						
Recent Work	Managa Deguisitiona							
Inventory Replenishment	Manage Requisitions							
► Inventory Maintenance	Search / Add Pequisition Product							
Inventory Setup	Search / Auu K							
Document Management	Ship To Holding P	Point:						
Reporting & Analysis	Ship From Holdin	g Point:						

#### Select Adjust Inventory



The Inventory Ajustments 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 requisiton, yellow paper) (ex: 1715300)

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



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# Inventory: Re-Adjust Zero Count Inventory

Inventory Adjustments and Reconciliation	? E
Inventory Item Search	A Hide Inventory Item Search
Required field     Reconciliation Type:     Quantity on hand adjustment     Indiag Point:     91280 - Benefits Rx     HPL:	~
Product       Catalogue Item         Alternate ID:       Name:         * Catalogue Item       1715130         Code:       Search Catalogue         From:       /         /       /         yyyy       mm         dd       yyyy         mm       dd	 
Search Results	Search Retrieve Clear
lick New Adjust	New Adjust
he <b>Inventory Adjustments and Reconciliation</b> page displays	
Inventory Adjustments and Reconciliation	0 🗏
QOH Adjustment Details	*
* Required field	
Product Alternate ID:         1715131         Catalogue Item Name:         COVID-19 Vaccine – Viral Vector 5mL Multi-do           Catalogue Item Code:         1715131         Weighted Average Cost:	se Vial - 1 vial/box (Covishield)
Row Actions: Adjust	ent ▼ <u>Unit of</u> ▼ <u>Current</u> ▼



### Click Add Product



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

dd 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									
atalogue Item(s)								<b>☆</b> Hide (	Catalogue Item
Add Product									
Product Alternate Id	Cataloque Item Name	Cataloque Item Code	Lot Number		Holding Point Location	Current Expiry Date	Original Expiry Date	Qty to HPL	Cold Chain Quarantine

- > 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

Cata	logue Item(s)	)						🛠 Hide (	Catalogue Item(s)
A	dd Product								
	Product Alternate Id	Cataloque Item Name	Cataloque Item Code	Lot Number	Holding Point Location	Current Expiry Date	Original Expiry Date	Qty to HPL	Cold Chain Quarantine
	1715131	Covishield COVID-19 Vaccine - 1/box	1715131	CVS1234 ~	91280- OP 🗸	2025 May 4	2025 May 4	4.0	
								Con	firm Cancel
				3					



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# Inventory: *Re-Adjust Zero Count Inventory*

Inventory Adjustments and Reconciliation										?	Ē	
Produc	t Adde	d Successful	ly.									
QOH	Adju	stment De	tails									*
* Req	uired f	ïeld										
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	Actio	ns: Adjust										
		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	<u>Current</u> ▼ <u>QOH</u>	Unit of Measure	<u>Current</u> ▼ <u>Value</u>		
	Ð	CVS1234	2025 May 4	2025 May 4	91280- OP	No	Operational	4.0	sku		Add Attachmen	<u>it</u>
										Add Pro	oduct Car	ıcel

Click Cancel



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#### The Inventory Ajustments and Reconciliation page displays

Select Reconciliation Type: 'Quantity on hand adjustment'

Enter the correct Holding Point in the type aheah 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 HF	L:						
Product Alternate ID:	Catalogue Item Name:							
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 Discontinued Inactive	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:								
	Search Retrieve Clear							

#### Click Search





#### The *Search Results Returned* factory table displays

-	Search Results Returned									
	Your search criteria returned 49 result(s). Select All Deselect All									
		Cataloque Item Code	Product Alternate ID	Cataloque Item Name	Cataloque Item  Description	Cataloque   Cataloque	Current  Cataloque Item Status			
		<u>1715080</u>	1715080	BAT-Heptavalent (A,B,C,D,E,F,G) (EQUINE) 50ml Vial - 1/box	Botulism Antitoxin Heptavalent(ABCDEFG) (EQUINE)	5	Active			
		<u>1715127</u>	1715127	COVID-19 Vaccine - mRNA 2mL Vial - 1/box	COVID-19 Vaccine	5	Active			
		<u>1715130</u>	1715130	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)	COVID-19 Vaccine	5	Active			
		<u>1715131</u>	1715131	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)	COVID-19 Vaccine	5	Active			
		<u>1715048</u>	1715048	Diluent 0.5 ml ampoules - 10/box	Diluent (for Priorix, Priorix- Tetra,Varilrix)	5	Active			
		<u>1715046</u>	1715046	Diluent 0.7 ml vial - 1/box	Diluent (for Varivax III singles)	5	Active			
		<u>1715128</u>	1715128	Diluent 10 ml Vial - 1/box	Diluent	5	Active			
		<u>1715065</u>	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 Adj	ustments and Reco	onciliation				Ċ	? 🗉
Inventory Item Sear	rch				🛠 Hide Inv	entory Item	n Search
* Required field * Reconciliation Type: * Holding Point:	Quantity on hand adjustment 91280 - Benefits Rx	Search	HPL:			~	
Product 171 Alternate ID: * Catalogue Item 171 Code: Sea From: УУУУ	5130 5130 rch Cataloque / / / III / dd	Catalogue Item Name: Adjustment Reason: To:	/ yyyy mm	] / 🌐			~
Search Results					Search F	Retrieve lide Search New Ad	Clear Results
T	tion 🔿 Ustation Deint 🏹 Dr	6	~-4-1	Latitat 🔽 Aatita			





#### The Inventory Adjustments and Reconciliation displays

#### Inventory Adjustments and Reconciliation

QOH	Adju	stment Details									*
* Requ	uired fi	ield									
Produ	Product Alternate ID: 1715130 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)										
Catalo	Catalogue Item Code: 1715130 Weighted Average Cost:										
Row	Row Actions: Adjust										
		Lot Number	Original Expiry	Current Expiry	Holding Point	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
			Date	Date	Location						
	Ð	CVD19AZ02172021	2022 Dec 30	2022 Dec 30	91280- OP	No	Operational	6.1	sku		Add Attachme
1	1										
										Add Produ	ct Cancel
										Add Produ	ct 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

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     Original Current Holding ASC HPL Current Unit of Current Value     Date Doint Location Suspended Ivpe QOH Measure Value     Date 2022 Dec 2022 Dec 91280- OP No Operational 6.1 sku Add     Attachme     Adjusted QOH: 6.7 Adjusted Value: Actual Adjustment Date:     Deviation Quantity: 0.6 Deviation Value:	QOH Adjustment Detai	ils								*	
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         Original       Current       HPL         Original       Current       Voltation         No       Operational       6.1         Suspended       No       Operational         Adjusted QOH:       6.7       Deviation Value:         Deviation Quantity:       0.6       Deviation Value:         Yyyy       mm       dd	* Required field										
Catalogue Item Code:       1715130       Weighted Average Cost:         Row Actions:       Adjust         Lot Number       Original       Current       Holding       ASC         Suspended       Type       QOH       Measure       Value         Image: CVD19AZ02172021       2022 Dec       2022 Dec       91280- OP       No       Operational       6.1       sku       Add         * Adjusted QOH:       6.7       Adjusted Value:       Actual Adjustment Date:       Image: Current       Value       Image: Current       Image: Current	Product Alternate ID: 1715130 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)										
Row Actions: Adjust         Lot number       Original Expiry       Current Point       ASC       HPL Type       Current QOH       Unit of Measure       Current Value         Date       Date       Date       Location       Suspended       Type       QOH       Measure       Value         Image: CVD19AZ02172021       2022 Dec 2022 Dec 30       91280- OP       No       Operational       6.1       sku       Add Attachme         * Adjusted QOH:       6.7       Adjusted Value:       Actual Adjustment Date:       Image: Current Value:       Image: Value       <	Catalogue Item Code: 1715130 Weighted Average Cost:										
Lot humber       Original Expiry Date       Current Expiry Date       Holding Point Location       ASC Suspended       HPL Type       Current QOH       Unit of Measure       Current Value         Image: CVD19AZ02172021       2022 Dec 30       2022 Dec 30       91280- OP       No       Operational       6.1       sku       Add Attachme         * Adjusted QOH:       6.7       Adjusted Value:       Actual Adjustment Date:         Deviation Quantity:       0.6       Deviation Value:       /	Row Actions: Adjust										
CVD19AZ02172021       2022 Dec 30       2022 Dec 30       91280- OP       No       Operational       6.1       sku       Add Attachme         * Adjusted QOH:       6.7       Adjusted Value:       Adjusted Value:       Actual Adjustment Date:         Deviation Quantity:       0.6       Deviation Value:       / / / / / / /         * Adjustment Reason:       Administered Vaccine       Comment:       / / / / / / /		▲ <u>Original</u> ▼ <u>Expiry</u> <u>Date</u>	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	<u>Current</u> ▼ <u>QOH</u>	<u>Unit of</u> <u>Measure</u>	<u>Current</u> ▼ <u>Value</u>		
* Adjusted QOH:       6.7       Adjusted Value:       Actual Adjustment Date:         Deviation Quantity:       0.6       Deviation Value:       // /         * Adjustment Reason:       Administered Vaccine       Comment:       //	⊖ CVD19AZ0217	72021 2022 Dec 30	2022 Dec 30	91280- OP	No	Operational	6.1	sku		<u>dd</u> ttachme	
Deviation Quantity:       0.6       Deviation Value:       // /         * Adjustment Reason:       Administered Vaccine       Comment:       yyyy	* Adjusted QOH:	6.7		Adj	usted Value:			Actual Ac	djustment Date	*:	
* Adjustment Reason: Administered Vaccine Comment:	Deviation Quantity: 0	0.6		Dev	iation Value:				/ /		
	* Adjustment Reason: Administered Vaccine Comment:										
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## Inventory: *Re-Adjust Zero Count Inventory*



#### The Inventory Adjustments and Reconciliation page displays

#### Click Confirm

## Inventory Adjustments and Reconciliation

Transaction successfully confirmed

Post-Adjustment



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