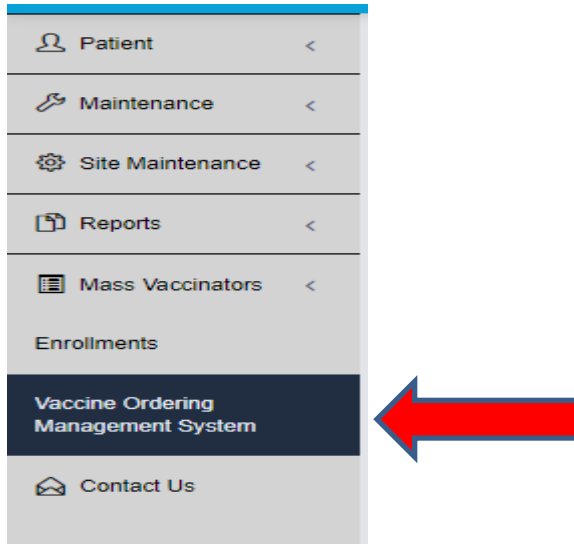


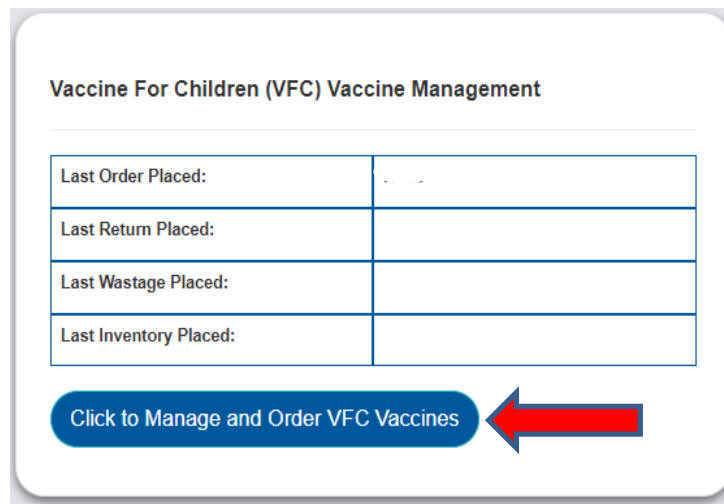
VFC Inventory

Inventory On Hand must be completed prior to submitting every vaccine order. Inventory is only valid for 14 days.

Step 1: Select Vaccine Ordering Management System from the left menu



Step 2: From the VFC Vaccine Management widget click to Manage and Order VFC Vaccines



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Step 3: Select Inventory from the left menu



Step 4: Select Brand > Select NDC Code > Select Lot Number > Enter the number of doses on hand

5.  **ADD** * Brand * NDC Code NDC Description * LOT NUMBER * QTY (DOSES) * EXPIRATION DATE

1.  2.  3.  4. 

Step 5: Select Submit

SAVE = Save to finish later **SUBMIT** = Submit Inventory to order

CANCEL = Cancel edits will not save



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