



Inventory on Hand Quick Reference Guide

Providers will follow the steps below to create an inventory on hand document in VTrckS

Click on the **Inventory on Hand** link to create inventory on hand.

Inventory on hand will auto populate with the previous inventory on hand list submission, in addition to any vaccines that McKesson has shipped.

Navigation: Universal Search | Order Catalog | Order Vaccines | **Inventory on Hand** | Doses Administered | Temperature Log | Returns Catalog | Returns

Messages and Recent Order History

Messages from CDC and your Grantee

Vtrcks Order ID	Description	Status	Order Date
0300405724	February Order	Submitted	02/07/2012
0300405750	February Order	Submitted	02/06/2012
0300340122		Completed	03/08/2011
0300275312	Pin#0110 - ARRA ORDER	Completed	02/17/2011
0300300324	Pin#0110 - Feb. ARRA Order	Completed	02/02/2011
0300135143	Pin#0110 - Jan ARRA Order	Completed	01/14/2011
0300127637	January Daniel Zeiset	Completed	01/13/2011
0300066133	December ARRA Order	Completed	01/04/2011

NDC, lot #, quantity, and expiration date are auto populated. Validate the NDC lot # before updating the **QTY(Doses)**.

When an NDC doesn't have an inventory balance you can delete by changing the quantity to zero (only if you want to keep a record) or mark the **Check Box** located on the left of the brand name and click **Update** button.

New vaccines can be added by typing the NDC number in a blank NDC field. Click on the **Search** icon to the right of the NDC field if the NDC is unknown, refer to page 2 for an example.

Navigation: Universal Search | Order Catalog | Order Vaccines | **Inventory On Hand** | Doses Administered | Temperature Log | Returns Catalog | Returns

<input type="checkbox"/>	Brand	NDC	NDC Description	LOT#	QTY(Doses)	Expiration Date mm/dd/yyyy	<input type="checkbox"/>
<input type="checkbox"/>	PREVNAR 13	00005-1971-02	PCV13; SYR; 10-pack	E84461	10	05/31/2012	<input type="checkbox"/>
<input type="checkbox"/>	VARIVAX	00006-4827-00	VAR; SDV; 10-pack	13752	20	10/19/2012	<input type="checkbox"/>
<input type="checkbox"/>	PEDVAXHIB	00006-4897-00	HIB; SDV; 10-pack	1514Y	10	09/25/2012	<input type="checkbox"/>
<input type="checkbox"/>	ADACEL	49281-0400-10	TDAP; SDV; 10-pack	C3490AA	9	07/16/2012	<input type="checkbox"/>
<input type="checkbox"/>	IPOL	49281-0860-10	IPV; MDV10; 1-pack	801231	10	02/25/2012	<input type="checkbox"/>
<input type="checkbox"/>	INFANRIX	58160-0810-11	DTAP; SDV; 10-pack	AC148101AA	10	12/08/2011	<input type="checkbox"/>
<input type="checkbox"/>	TWINRIX	58160-0815-11	HEP AB; SDV; 10-pack	AHABB208AA	143	11/03/2012	<input type="checkbox"/>
<input type="checkbox"/>	HAVRIX	58160-0825-11	HEP A (PED); SDV; 10-pack	AHAVB469AA	10	04/12/2013	<input type="checkbox"/>
<input type="checkbox"/>	HAVRIX	58160-0826-11	HEP A (ADULT); SDV; 10-pack	AHAVB456AA	21	03/04/2013	<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>

Buttons: Update, Print, Cancel, Save, Submit

Once the required fields are entered, click on the **Update** button to refresh the inventory values.

Perform the following tasks if needed:

Print – prints the document,
Cancel – cancels the inventory on hand,
Then click:

Save – saves the inventory on hand if edits still need to be made, OR

Submit – submits the order to the grantee.

Welcome P1_02COA_500 CHAFFEE COUNTY PUBLIC HEALTH Provider PIN - COA 0110 448 EAST 1ST STREET ROOM 137 / SALIDA CO 81201

CDC VTrckS Vaccine Ordering Site Transaction in Process My Details | Log Out

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Inventory On Hand

Brand	NDC	NDC Description	LOT#	QTY(Doses)	Expiration Date mm/dd/yyyy
PREVNAR 13 TM	00005-1971-02	PCV13; SYR; 10-pack	E84461	40	05/31/2012
VARIVAX®	00006-4827-00	VAR; SDV; 10-pack	13752	10	10/19/2012

Update Print Cancel Save Submit

Inventory on hand has been submitted and the **Document Number** and **Document Status** has been created. To exit the screen click on the [CDC VTrckS Vaccine Ordering Site](#) link to return to the home page.

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CDC VTrckS Vaccine Ordering Site Transaction in Process My Details | Log Out

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Inventory On Hand

Document Number: 300010131
Document Status: SUBMITTED
VtrckS Contact ID : 20115583
VtrckS Contact Name : P1_02COA_500 P1_02COA_500

Brand	NDC Code	NDC Description	LOT#	QTY(Doses)	Expiration Date
PREVNAR 13 TM	00005-1971-02	PCV13; SYR; 10-pack	E84461	40	05/31/2012
VARIVAX®	00006-4827-00	VAR; SDV; 10-pack	13752	10	10/19/2012

Print Home

Providers will follow the steps below to search for an NDC to add to the inventory on hand list

After clicking on the **Search** icon to the right of the NDC on the inventory on hand screen, this search screen will be displayed. Type in your vaccine search and click on the **GO** button. After the NDC is located click on the appropriate shopping cart icon. When using the search function, the use of a wildcard (represented as an asterisk *) will help you search a vaccine without having to enter an exact value. The wildcard can be used whenever the **Search** icon is visible in the field.

Find Vaccine: FLU Go

Search In: NDC NDC Description Brand

Search Results

81 Products Found Products Per Page: 5

Page: 1 2 3 4 5 6 7 8 9 10 Next

Brand	Name
AFLURIA	33332-0011-01 FLU; SYR; 10-pack
AFLURIA	33332-0111-10 FLU; MDV10; 1-pack
FLUZONE	49281-0111-25 FLU; SYR; 10-pack
FLUZONE	49281-0011-50

The wildcard (*) can be used for both character and numeric searches. Below are examples of how to use the wildcard search:

- *4 System searches for anything ending in "4" (Example: BA1234)
- 4* System searches for anything beginning with "4" (Example: 41357)
- *4* System searches for anything containing "4" (Example: 12478)
- CO*4 System searches for anything beginning with "CO" and ending in "4" (Example: CO1294)