

## Site Inventory

**Objective: At the completion of this section, the learner will know the:**

- process for updating a site’s vaccine inventory in ImmPRINT
- process for requesting a new lot number

Sites that administer vaccines (clinics and pharmacies) can document their vaccine inventory in ImmPRINT. Documenting vaccine inventory in ImmPRINT is a useful tool to assist sites with monitoring their vaccine supply, expiration dates, and for recalling purposes. Sites are not required to utilize this feature, but it is recommended. Be advised, when using these functionalities, only the 11-digit Point of Sale NDC is to be used and **must be found on the box** the vaccine came in.

### Reviewing Inventory

To review your site’s inventory in ImmPRINT, users will need to go to “Site Maintenance” and “Site Inventory”.



The “Inventory” page will appear displaying any vaccines that are documented in ImmPRINT. Be aware that expired vaccines are listed in red text, while those vaccines expiring in 90 days are listed in green text, and all other vaccines are listed in black text.



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 [www.alabamapublichealth.gov/immunization/index.html](http://www.alabamapublichealth.gov/immunization/index.html) 11/17/17

Vaccine	NDC	Lot Number	Brand	Expiration	Inventory Type
IIV3 SEASONAL	70461-0120-10	1720901	Fluvirin	05/31/2018	Private Stock
DTAP-HEP B-IPV	58160-0811-52	2F977	Pediarix	12/01/2019	VFC
HPV9	00006-4121-02	M009116	Gardasil 9	06/13/2018	Private Stock
HPV9	00006-4119-03	M016193	Gardasil 9	04/24/2018	Private Stock
PPV23	00006-4837-02	M041686	Pneumovax 23	05/20/2018	Private Stock

### Add New Inventory

To add vaccine to a site’s inventory, select “Add New Inventory” from the “Inventory” page. The “Inventory Details” page for the clinic will appear. The user is required to select one of the five ways the vaccine stock was purchased: VFC, private purchased, state purchased, county purchased, or 317 purchased. Users should then complete all fields with an \*. Please review the information for accuracy, as this affects the system to promptly alert users about expiration dates and recalled vaccines. Once completed, select “Save”, and the user will be taken back to the “Inventory Details” page. If this was done in error, simply select “Cancel”. All Vaccine for Children (VFC) providers’ inventory is uploaded automatically to the site inventory page, with the exception of MMRV and varicella. These two vaccines will need to be manually entered following the steps above.



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Inventory Details For IMMPRINT TEST CLINIC

Save Delete Cancel

VFC
  PRIVATE PURCHASED
  STATE PURCHASED
  COUNTY PURCHASED
  317 PURCHASED

Vaccine\*

<--Select-->

NDC \* Lot\* Manufacturer

<--Select--> <--Select--> <--Select-->

Brand name Default Dosage(mL)

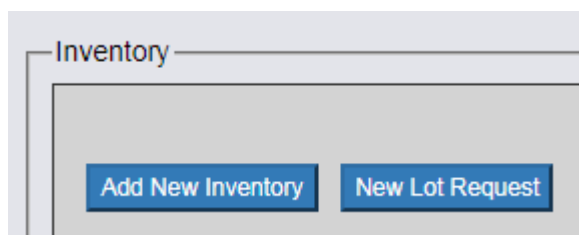
<--Select--> [ ]

Expiration Date

[ ]

## New Lot Request

ImmPRINT receives information about all vaccines that are available and approved for administration only in the U.S.; however, if a user cannot find the desired vaccine from the dropdown boxes do not select what is available. Instead, the user should select “Cancel”. They will be directed back to the “Inventory” page, and they should click “New Lot Request”.



The “Lot Details” page will appear. Provide all the information in the required fields marked with an \*. In the “Lot Number” field, only use the lot number from the manufacture’s box or carton. Do not add extra characters to the lot number, as this will cause the lot request to be rejected. Users also can add comments in the comments’ section if further explanation is



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needed. Once all applicable information is provided, select “Submit”. A notification will be sent to an ImmPRINT teammate who will address the issue promptly.

**Lot Details**

Submit Cancel

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Lot Number\* Expiration Date\*

Vaccine\* NDC\*

Brand name Manufacturer

Default Dosage(mL) Submitter's Email\*

Comments

### Delete Inventory

If there is a need to delete vaccine stock, click on the vaccine’s lot number on the “Inventory” page.

Vaccine	NDC	Lot Number	Brand	Expiration	Inventory Type
IIV3 SEASONAL	70461-0120-10	1720901	Fluvirin	05/31/2018	Private Stock

The “Inventory Details” for that vaccine will be displayed. After verifying this vaccine needs to be removed, select “Delete”. The user will return to the “Inventory” page.



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Inventory Details For IMMPRINT TEST CLINIC

Save Delete Cancel

VFC  PRIVATE PURCHASED  STATE PURCHASED  COUNTY PURCHASED  317 PURCHASED

Vaccine\*

IIV3 SEASONAL

\*

Lot\*

1720901

Manufacturer

Seqirus

Brand name

Fluvirin

Default Dosage(mL)

0.5

Expiration Date

05/31/2018



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