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.

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.
Inventory on hand has been submitted and the Document Number and Document Status has been created. To exit the screen click on the link to return to the home page.

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. 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.

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