



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.

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

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
0300200254	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.

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Inventory On Hand

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

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

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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.

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

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

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)