

Physical Inventory in the Vaccine Allocation and Ordering System (VAOS)

Last Updated: November 29th, 2023



Overview

Purpose:

- The Physical Inventory job aid provides step-by-step instructions for Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN) providers to reconcile current vaccine inventory in the VAOS Provider Portal.

Audience:

- TVFC and ASN providers.

Frequency:

- Monthly by the 7th of each month.
- Each time a vaccine provider is placing a vaccine order.



Physical Inventory for TVFC, ASN, & COVID-19 Vaccines

- **TVFC & ASN Vaccine Inventory Reporting**
- **Current Inventory Report**



VAOS Tips & Tricks

Keep in mind...



VAOS works best with **Chrome** as your browser.



Please **check your Spam** folder for emails from noreply@salesforce.com as needed. You may also receive emails from CDCCustomerService@McKesson.com.

If possible, flag these addresses as safe-senders to avoid emails being sent to Spam.



Regardless of the number of facilities you are associated with, you will have **one set of login credentials**.

TVFC/ASN Vaccine Inventory Reporting

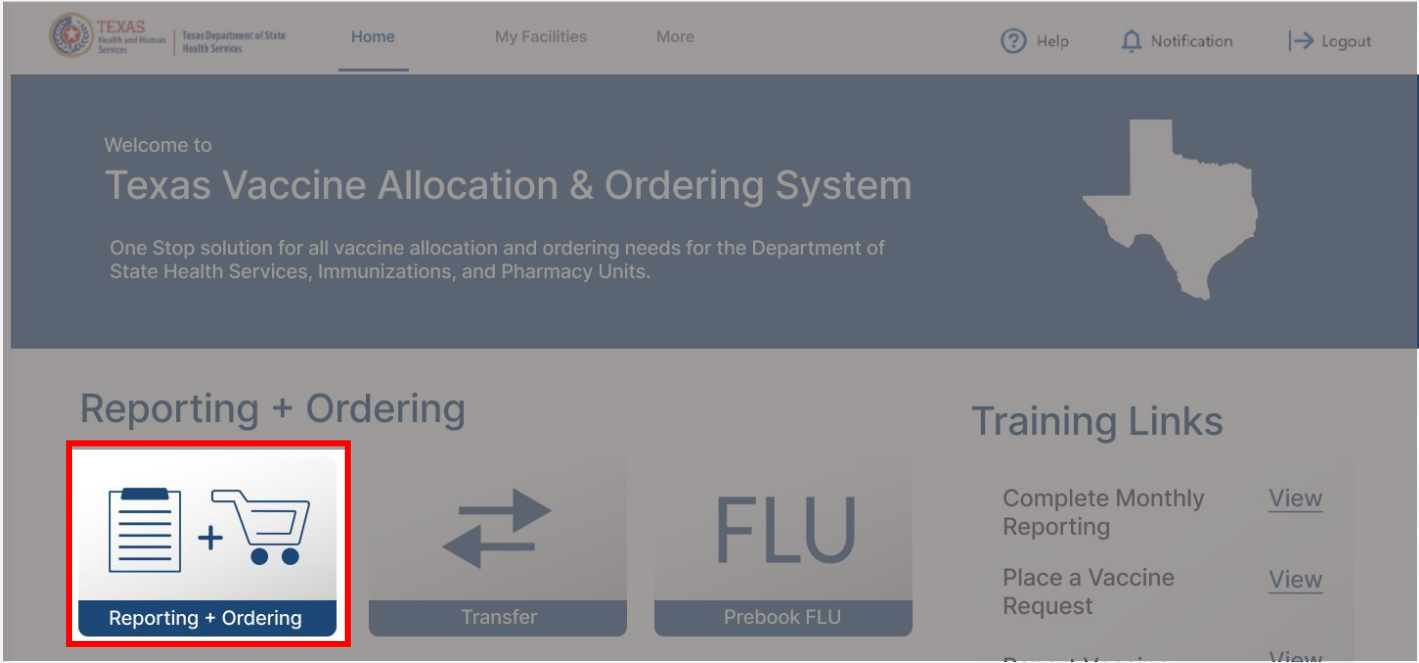


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Navigate to the VAOS Provider Portal

Log into your VAOS Provider Portal and navigate to the **Reporting and Ordering** tile.



Navigate to Inventory

1. Select the facility you wish to transfer vaccine from by clicking the drop-down menu under ***Ordering facility**.
2. Verify your shipping information and click Continue.

Open Ordering

FACILITY SHIPMENTS REPORTING INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

1. Select Facility and Upload Temperature Log

Please select your facility name and upload your temperature log to begin the reporting process.
Please Note: All fields marked with * are required.

* Ordering facility
ZZ TEST Data Purge

Temperature Log:
Upload Files Or drop files

2. Verify Shipping Information

Please confirm that you have complied with the required conditions for your vaccine order that are listed below.
If there are changes needed to address or normal hours of operation, please reach out to the enrollment team at VacCallCenter@dshs.texas.gov.

Shipping Address

Shipping Address: Preston Smith Road, Odessa, TX 79762

Please list all dates in the next two months when your office will be closed outside of your normal business hours:

I verify that the above shipping address and my hours of operation are correct; and that staff are available to receive and store vaccine deliveries promptly during these times.

Back Continue

NOTE: The **Continue** button will be greyed out until you verify that your shipping information is correct.

Navigate to Inventory

Click **Continue** until you reach the **Inventory** page of the Ordering and Reporting module.

Open Ordering

✓ ✓ ✓ **INVENTORY** INPUT ORDER ORDER REVIEW CONFIRMATION

Facility: ZZ TEST Data Purge

Ensure that you complete all other transactions prior to this step in the open ordering Module so that your quantity on hand is up to date.

- If inventory is correct, please select "No Inventory Changes".
- This page shows your current quantity on hand (TVFC/ASN/FLU Only) according to your most recent transactions.
- For any incorrect quantities, click the vaccine item number located on the left side of the screen. You must list a reason for any adjustment made to your quantity on hand.
- Please click 'Addline' to add any items that are not in your Electronic Inventory (example: received extra vaccine by mistake in a shipment). As a reminder, do NOT add private inventory into VAOS.

No Inventory Changes **Addline**

Note: You must complete all other reporting before reconciling inventory to ensure correct quantities on hand

Note: Please do NOT add private inventory into VAOS


View Inventory

The Inventory module shows all current inventory with a positive quantity on hand, and includes fields such as Vaccine Family, Vaccine Alert (short-dated or expired), Lot ID, and Expiration Date.

	Vaccine Item Nu...	Inte...	Vaccine Fa... ↑	Vaccine ↑	Vaccine Alert	Lot ID	Expiration Date	Quantity On Hand	Reason for Adjust...
1	VI-0448881	PED	COVID (Pediatric)	Pfizer MDV3, 30 Pack (6m-4y); PED		123456	10/15/2065	170	Others
2	VI-0448950	PED	DTaP	Infanrix PFS 10 Pack; Ped	Expired	7KM94	10/31/2023	499	Others
3	VI-0448988	PED	DTaP	Infanrix PFS 10 Pack; Ped		23T73	10/15/2024	448	Others
4	VI-0449016	PED	DTaP	Infanrix PFS 10 Pack; Ped		LS444	10/15/2024	466	Others
5	VI-0449029	PED	DTaP	Daptacel SDV 10 Pack; Ped		C5969AD	10/15/2024	463	Others
6	VI-0686960	PED	DTaP	Infanrix PFS 10 Pack; Ped		TEST12345	10/31/2025	40	Others
7	VI-0698797	PED	DTaP	Daptacel SDV 10 Pack; Ped		G67JN11	08/31/2024	20	
8	VI-0701429	PED	DTaP	Infanrix PFS 10 Pack; Ped		456HHH	11/27/2024	20	
9	VI-0448947	PED	DTaP-Hep B-IPV	Pedarix PFS 10 Pack; Ped		Z4R9R	10/15/2024	467	Others



Report Quantity on Hand – No Inventory Changes

Review all inventory records for accuracy. If the information matches your physical inventory, click **No Inventory Changes**.

 No Inventory Changes Addline

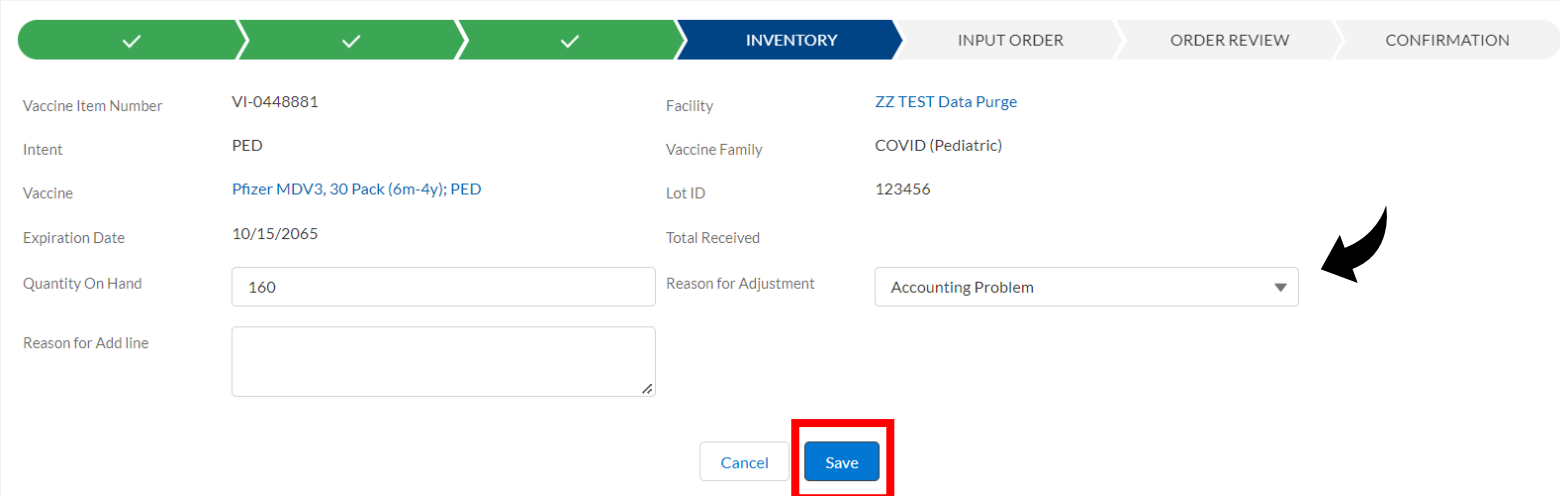
Vaccine Item Number	Inte...	Vaccine Fa... ↑	Vaccine	Vaccine Alert	Lot ID	Expiration Date	Quantity On Hand	Reason for Adjust.
1	VI-0448881	PED	COVID (Pediatric)	Pfizer MDV3, 30 Pack (6m-4y); PED	123456	10/15/2065	170	Others

Wait for the green confirmation message before placing an order or navigating to the homepage.

 Success! 
Records Updated Successfully!

Report Quantity on Hand - Inventory Changes

- If after all other reporting is completed, and a quantity on hand does **not** match your physical inventory, click the Vaccine Item Number on the left side of the screen.
- Edit the quantity on hand and select a valid reason for adjustment. Click **Save**.
- Repeat this step for all other inventory records that do not match your physical inventory.



The screenshot shows a software interface with a progress bar at the top containing five steps: three green checkmarks, 'INVENTORY' (highlighted in blue), 'INPUT ORDER', 'ORDER REVIEW', and 'CONFIRMATION'. Below the progress bar, the 'INVENTORY' section displays the following information:

Vaccine Item Number	VI-0448881	Facility	ZZ TEST Data Purge
Intent	PED	Vaccine Family	COVID (Pediatric)
Vaccine	Pfizer MDV3, 30 Pack (6m-4y); PED	Lot ID	123456
Expiration Date	10/15/2065	Total Received	
Quantity On Hand	<input type="text" value="160"/>	Reason for Adjustment	<input type="text" value="Accounting Problem"/>
Reason for Add line	<input type="text"/>		

At the bottom of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box. A black arrow on the left points to the 'Quantity On Hand' field, and a black arrow on the right points to the 'Reason for Adjustment' dropdown menu.

Add-line

- If there is a lot that is not included in your VAOS inventory, utilize the **Addline** button to add it into your account.

Vaccine Item Number	Inte...	Vaccine Fa... ↑	Vaccine	Vaccine Alert	Lot ID	Expiration Date	Quantity On Hand	Reason for Adjust.
1	VI-0448881	PED	COVID (Pediatric)	Pfizer MDV3, 30 Pack (6m-4y); PED	123456	10/15/2065	170	Others

No Inventory Changes Addline

- List the appropriate program, vaccine, lot, expiration date, and quantity on hand. Provide a detailed reason for add-lining the inventory, then click **Save**.

Facility
ZZ TEST Data Purge

VaccineProgram
TVFC

Vaccine
Adacel PFS 5 Pack; Ped

Lot
5DFGH

Expiration date
May 31, 2024

Quantity on Hand (Doses)
5

Reason for addline
Error in Receiving

Cancel Save

Current Inventory Report

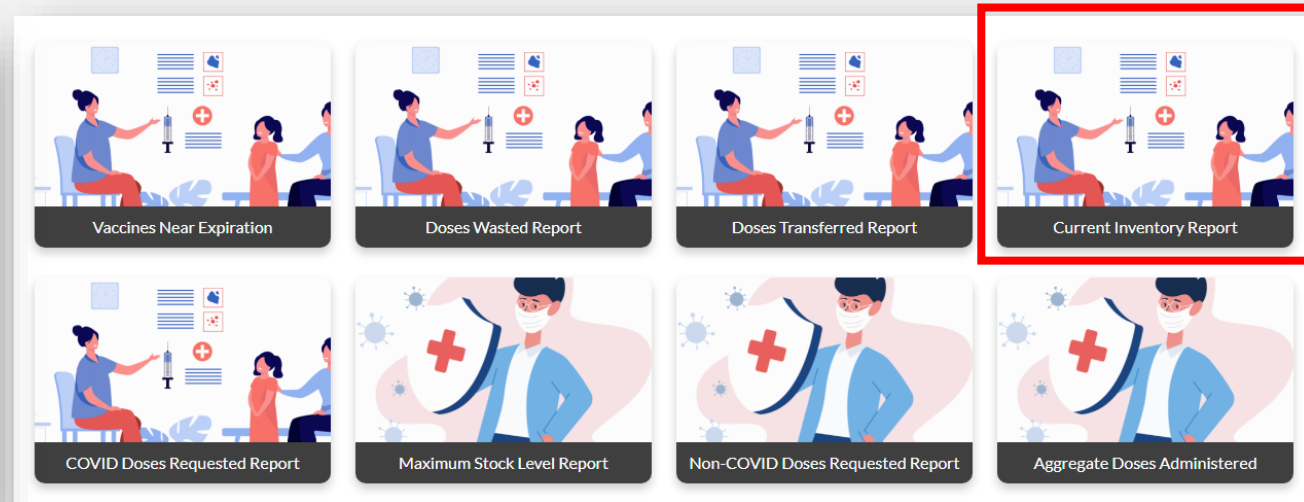


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Navigate to Current Inventory Report

1. Select **Reports** on the VAOS home page
2. Select **Current Inventory** on the Reports page



Step 3: Generate Current Inventory Report

Enter the appropriate **date range** and select **Fetch** to generate a Current Inventory Report.

Please Select Date Range to fetch Current Inventory Records

Start Date End Date

PIN	Provider	Vaccine Group	NDC	Intent	Lot Number	Expiration Date	Vaccine Description	Total Qty on-hand	Price Per Dose	Total Cost
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Step 4: Download Current Inventory Report

Select **Download** to obtain a copy of the report via Excel file. The current inventory report allows you to see all Lot IDs, Expiration dates, and quantities on hand by different vaccine types all in one report.

Start Date	<input type="text" value="05/01/2022"/>	End Date	<input type="text" value="05/31/2022"/>	<input type="button" value="Fetch"/>	<input type="button" value="Download"/>					
PIN	Provider	Vaccine Group	NDC	Intent	Lot Number	Expiration Date	Vaccine Description	Total Qty on-hand	Price Per Dose	Total Cost
abc1234	SQA Test Facility's	DTaP-IPV-HIB-Hep B	63361-0243-10	PED	Test098	20220528	VAXELIS (DTAP-IPV-HIB-HepB), Single Dose Vial (Ped)	1200	\$91.59	\$109,908
abc1234	SQA Test Facility's	Tdap (Pediatric)	58160-0842-52	PED	Test1234	20220528	BOOSTRIX (TDAP), PF syringe (Ped)	12351	\$34.07	\$420,798.57
abc1234	SQA Test Facility's	Rotavirus	58160-0854-52	PED	Tes987	20220611	ROTARIX (ROTAVIRUS), Oral Applicator; PED; 10 PACK	124499	\$99.44	\$12,380,180.56