

VAMS Inventory Management

Clinic administrators and inventory managers can use inventory management features in VAMS to manage their clinic's COVID-19 vaccine inventory. This quick reference sheet will provide guidance on how to:

- **Place** COVID-19 Vaccine Inventory Requests
- **Track** COVID-19 Vaccine Inventory Requests
- **Log** COVID-19 Vaccine Inventory
- **Reduce** COVID-19 Vaccine Inventory
- **Monitor** COVID-19 Vaccine Inventory Levels

Place COVID-19 Inventory Requests

You can place, view, and manage your inventory requests on the **Inventory Requests** page in VAMS. To place an inventory request, you'll need to know your desired product type, the number of doses you want to request, and the date by which you need to receive the requested inventory.

The Inventory Requests page also shows you a list of all inventory requests you've submitted. This list includes a system-generated **inventory request number**, **product type** (vaccine type) requested, **manufacturer**, **date requested** and **required**, number of **doses requested**, and **notes**.

- Click the **Inventory Requests** tab on your clinic's home page.
- Click **New** in the upper right corner of the Inventory Requests table.
- The Inventory Request pop-up window includes several required fields (noted by a red asterisk).
- Click in the **Product** field and select the vaccine product from the drop-down or type in the name of a product and click **Show All Results** to be taken to the Product pop-up window.
- In the **Product** pop-up window, click the **number** in the Vaccine Name column of the table to select the vaccine product you want to request.
- After selecting the vaccine product, it will populate in the **Inventory Request** pop-up window.
- Enter the **number of vaccine doses** you are requesting.
- Select the **dose type** you are requesting.
- Your clinic's name will auto-populate in the clinic field. If you wish to change the clinic selection, click the "X" in the field to select from a list of clinics to which you are assigned.
- Enter the **date** of your inventory **request**.
- Enter the **date** by which you **want to receive** the doses you are requesting.
 - If desired, you can add a note for the jurisdiction POC in the Clinic Notes field.
- Click **Save** to save your inventory request. VAMS will send your request to your jurisdiction POC.

Key Considerations

- While you will place all inventory requests in VAMS, the jurisdiction POC will place all COVID-19 vaccine orders outside of VAMS through an established process determined by the jurisdiction.
- Inventory requests let your jurisdiction know how much inventory you need. An inventory request does not place an order or guarantee you will receive all inventory requested right away. The jurisdiction will place an order through their public health agency for the amount of inventory they can accommodate.

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Track COVID-19 Inventory Requests

After your inventory request is submitted, a record of that request appears on the **Inventory Requests** page. The inventory request record shows important details about the request. It also offers a way to monitor and communicate with the jurisdiction POC.

From the inventory request record, you can:

- View Inventory Request Details
- Communicate with the jurisdiction POC
- Monitor or follow comments made to your posts

Click the **Inventory Request Number** link in the list to access the inventory request record.

Log COVID-19 Vaccine Inventory

- On the Inventory Management page, click the **Manually Log Inventory** button.
- Select the **manufacturer** and **product** from the drop-down menus. Enter the remaining **vaccine information** required.
- Click **Next**.
- Review and confirm** the information you entered is correct, then click **Next**.
- Click **Finish** in the pop-up window.

Key Considerations

- UoU and UoS lot numbers must be an **exact** match, including case.
- It's possible you may enter new inventory that only partially matches an existing entry. If this happens, you will receive an error message. Follow the instructions in the message to invalidate the old record and add remaining inventory to a new record.

Reduce COVID-19 Vaccine Inventory

- On the Inventory Management page below the available appointments data, click the **Manually Reduce Inventory** button.
- In the Manually Reduce Inventory pop-up window, enter the manufacturer name, product, and UoU lot number.
- The expiration date will auto-populate and cannot be changed.
- Select a **reason for reduction**.
- Enter the **number of doses reduced**, then click **Next**.
NOTE: VAMS will not allow you to reduce more inventory than you have on hand.
- Review and confirm** the information you entered is correct, then click **Next**.
- Click **Finish** in the pop-up window.

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Monitor COVID-19 Inventory Levels

Clinic administrators and inventory managers can use the Inventory Management page to monitor inventory levels and view snapshots of available and booked appointments. This page gives you a complete view of important information about your vaccine inventory level including:

- The number of **appointments available** at your clinic over the next 28 days (including the current day).
- The total number of **appointments booked** at your clinic.
- The total number of vaccine doses your clinic has in its **on-hand vaccine inventory***

*The total on-hand inventory data on this page come from the inventory you log and reduce in VAMS as well as what your clinic healthcare professional logs during vaccine administration. The healthcare professional's method of logging inventory and waste is similar to yours. They can either scan a 2D barcode or log the information manually.

NOTE: For a more detailed inventory report, see the Clinic Data Reports Quick Reference Sheet or the Clinic Administrator User Manual for how to access the Inventory-Vaccine Level Report. As inventory managers do not have access to the Clinic Data tab, they cannot view the Inventory-Vaccine Level Report.

If you need additional support, contact the **VAMS Help Desk**. *To ensure jurisdictions and clinics are fully supported, VAMS Help Desk support is limited to jurisdiction and clinic personnel only.*

Toll-Free Number | +1 833-748-1979 **Hours of Operation** | 8:00 AM – 8:00 PM EST | Monday – Friday