To transfer vaccine inventory in ImmuNet, please follow the steps below:
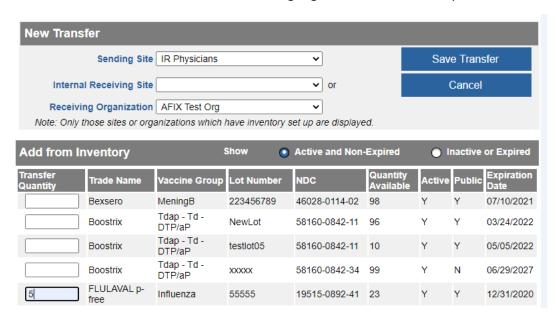
Sending Organization

1. Under your organization, click on '**Inventory and Ordering**' on the left menu panel, then '**Manage Transfers**' to get to this screen:
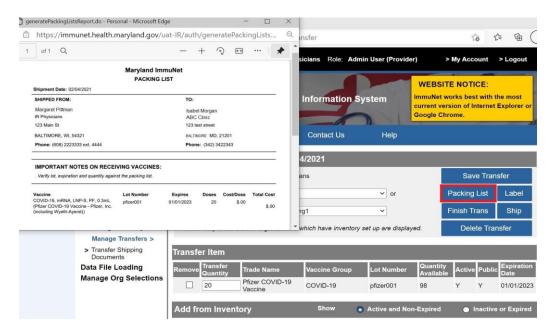
Manage Transfer

Create a New Transfer....	New Transfer
Return to the Previous Screen....	Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
06/02/2020	TRANSFER	IR Physicians	AK Test Org A			
04/26/2016	TRANSFER	IR Physicians	JBTest2	03/10/2017		
11/15/2013	TRANSFER	IR Physicians	Transfer Test A	03/18/2015		
02/10/2015	TRANSFER	IR Physicians	ATO	03/18/2015		
03/18/2015	TRANSFER	IR Physicians	CJ Script1 Sort TC4	03/18/2015		
03/16/2015	TRANSFER	IR Physicians	TC 172 Parent Vendor for self	03/18/2015		

2. Select '**New Transfer**' and select the receiving organization from the dropbox:

New Transfer

Sending Site	IR Physicians	Save Transfer
Internal Receiving Site	___ or	Cancel
Receiving Organization	AFIX Test Org	

Note: Only those sites or organizations which have inventory set up are displayed.

Add from Inventory   Show   ● Active and Non-Expired   ○ Inactive or Expired

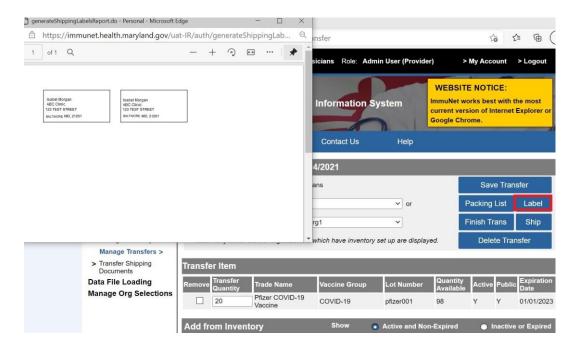| Transfer Quantity	Trade Name	Vaccine Group	Lot Number	NDC	Quantity Available	Active	Public	Expiration Date
	Bexsero	MeningB	223456789	46028-0114-02	98	Y	Y	07/10/2021
	Boostrix	Tdap - Td - DTP/aP	NewLot	58160-0842-11	96	Y	Y	03/24/2022
	Boostrix	Tdap - Td - DTP/aP	testlot05	58160-0842-11	10	Y	Y	05/05/2022
	Boostrix	Tdap - Td - DTP/aP	xxxxx	58160-0842-34	99	Y	N	06/29/2027
5	FLULAVAL p-free	Influenza	55555	19515-0892-41	23	Y	Y	12/31/2020

3. Enter the number of doses to transfer and click to '**Save Transfer**'.
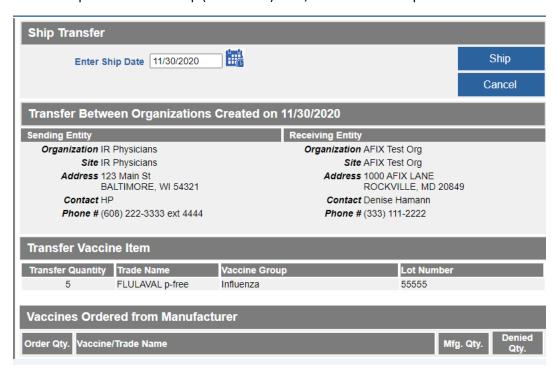
4. Select Packing List (this will open a pdf file for printing) – you must click this button even if you do not need a packing list.
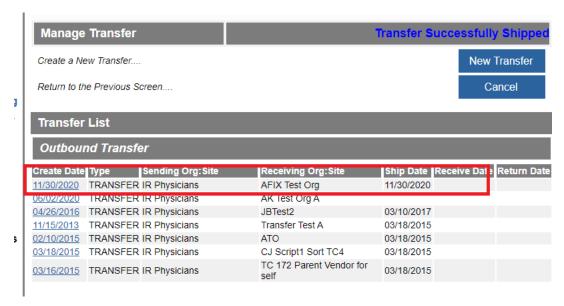

5. Select Label (this will open a pdf file for printing) – you must click this button even if you do not need the label.

6. Select Ship and enter the ship (or transfer) date, then click the Ship button:

Ship Transfer

Enter Ship Date	11/30/2020 📅	**Ship**
		Cancel

Transfer Between Organizations Created on 11/30/2020

Sending Entity	Receiving Entity
Organization IR Physicians	**Organization** AFIX Test Org
Site IR Physicians	**Site** AFIX Test Org
Address 123 Main St BALTIMORE, WI 54321	**Address** 1000 AFIX LANE ROCKVILLE, MD 20849
Contact HP	**Contact** Denise Hamann
Phone # (608) 222-3333 ext 4444	**Phone #** (333) 111-2222

Transfer Vaccine Item

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
5	FLULAVAL p-free	Influenza	55555

Vaccines Ordered from Manufacturer

Order Qty.	Vaccine/Trade Name	Mfg. Qty.	Denied Qty.

7. You should see that your transfer was successfully shipped:

Manage Transfer   **Transfer Successfully Shipped**

Create a New Transfer....	**New Transfer**
Return to the Previous Screen....	**Cancel**

Transfer List

Outbound Transfer

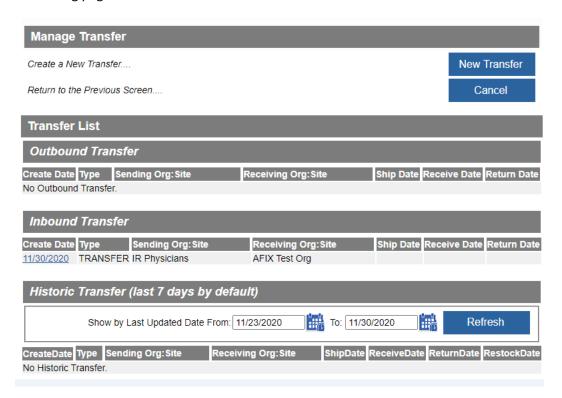| Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
11/30/2020	TRANSFER	IR Physicians	AFIX Test Org	11/30/2020		
06/02/2020	TRANSFER	IR Physicians	AK Test Org A			
04/26/2016	TRANSFER	IR Physicians	JBTest2	03/10/2017		
11/15/2013	TRANSFER	IR Physicians	Transfer Test A	03/18/2015		
02/10/2015	TRANSFER	IR Physicians	ATO	03/18/2015		
03/18/2015	TRANSFER	IR Physicians	CJ Script1 Sort TC4	03/18/2015		
03/16/2015	TRANSFER	IR Physicians	TC 172 Parent Vendor for self	03/18/2015		

8. Contact the Receiving Organization to sign in to ImmuNet to accept the transfer. They can see the following page for further instructions.

Receiving Organization

When you are contacted from a Sending Organization that they have completed transferring vaccines from their ImmuNet inventory to your organization, follow these steps to accept the transfer.
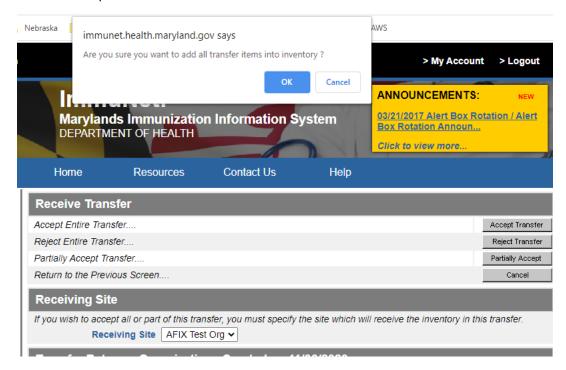
1. On the left menu panel, select '**Inventory and Ordering**' then select '**Manage Transfers**' to get to the following page:
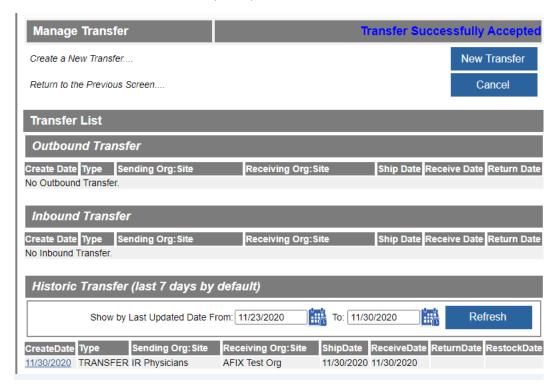

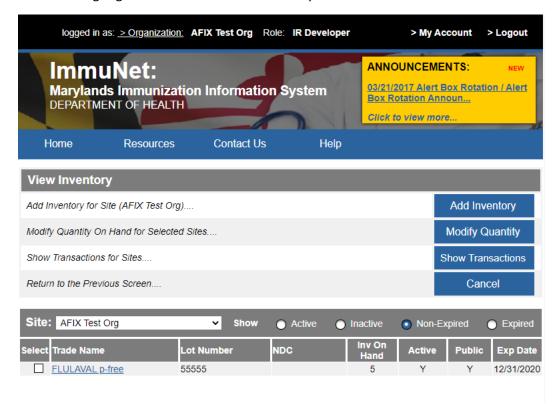2. Under Inbound Transfer, select the Link Under Create Date. On the next screen below:

3. Select Accept Transfer and confirm:

4. Select ok
5. The transfer has been successfully accepted.

6. The receiving organization now has the inventory.

For more information about managing your inventory in ImmuNet, see the Quick Reference Guide on Manage Inventory.