

Updating Inventory in NYSIIS

When vaccine inventory is transferred from one facility to another, both the releasing facility and the receiving facility must manually update their vaccine inventory amounts in NYSIIS.

Releasing facility: Subtracting Doses from Inventory

1. Navigate to Manage Inventory screen from the left menu bar.

nysiis
New York State
Immunization
Information System
Production Region 7.5.0
.....

Patients
manage patient
enter new patient
manage patient status

Immunizations
manage immunizations

Reports
reminder / recall
check reminder status
manage custom letters
request callback
cocasa extract
check request status
vfc report
group patients
check group status
parental notification
check parental status
benchmark report
check benchmark
ad hoc count report
ad hoc list report
ad hoc report status
temp log report
vfc report status
check billing export
billing export request
afix product
provider report card

Inventory
manage inventory
inventory not deducted
inv not deducted report
check not deduct status
manage orders
manage transfers
record temp log
manage returns and
wastage
vaccine loss report
vaccine loss status
create prebooking
manage prebooking

Maintenance

Announcements

- NEW** 05/11/2020 ~ [New Vaccine Program Re-Enrollment Process](#)
- 03/24/2020 ~ [Vaccine Program orders to resume](#)
- NEW** 03/23/2020 ~ [Vaccine Program orders are not being approved at this time](#)
- NEW** 03/25/2019 ~ [NYSIIS will be unavailable 3/29 @ 5pm - 3/30 @ 7pm](#)
- NEW** 04/24/2015 ~ [National Infant Immunization Week - Day 5](#)
- NEW** 04/23/2015 ~ [National Infant Immunization Week - Day 4](#)
- NEW** 04/23/2015 ~ [National Infant Immunization Week - Day 3](#)
- NEW** 04/21/2015 ~ [National Infant Immunization Week - Day 2](#)
- NEW** 04/20/2015 ~ [National Infant Immunization Week - Day 1](#)
- NEW** 12/15/2014 ~ [NYSIIS unavailable tomorrow 5pm-6pm](#)
- NEW** 10/28/2014 ~ [NYSIIS Email Distribution Lists](#)
- NEW** 10/01/2014 ~ [NYSIIS unavailable this weekend](#)
- NEW** 09/15/2014 ~ [NYSIIS will be unavailable today from 12:00 - 12:15 pm](#)
- NEW** 09/08/2014 ~ [NYSIIS Regional User Group Meetings](#)
- NEW** 06/20/2014 ~ [NYSIIS unavailable today from 12:00 - 12:30 pm](#)
- NEW** 06/13/2014 ~ [NYSIIS Temp Log](#)
- NEW** 04/25/2014 ~ [NYSIIS will be unavailable 4/25 @ 5pm- 4/28 @ 8 am](#)
- NEW** 04/23/2014 ~ [NYSIIS UNAVAILABLE TODAY FROM 12:00-1:00pm](#)
- NEW** 04/21/2014 ~ [NYSIIS Unavailable Today from 5pm-6pm](#)
- NEW** 04/11/2014 ~ [NYSIIS will be available this weekend](#)
- NEW** 04/11/2014 ~ [CANCELED NYSIIS will be unavailable 4/11 @ 5pm- 4/14 @ 8 am](#)
- NEW** 03/27/2014 ~ [NYSIIS will be unavailable 3/28 @ 5pm ? 3/29 @ 9 am](#)
- NEW** 02/28/2014 ~ [Blood Lead Cheat Sheets Now Available](#)
- NEW** 02/28/2014 ~ [NYSIIS will be unavailable today from 5pm ? 6pm](#)

2. Click Show Inventory

Manage Inventory

Show Inventory for Sites... Show Inventory

Show Transactions for Sites... Show Transactions

Update inventory Alerts... Update Alert Prefs

Return to the Previous Screen... Cancel

Inventory Alerts

Vaccine Order/Transfer Notification ...

| Type | Shipped | Awaiting Return Shipment | Rejected |
|-------------|--------------------------|--------------------------|----------|
| Order(s) | 1 | 3 | 0 |
| Transfer(s) | No Transfer Notification | | |

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

| Site Name | Trade Name | Lot Number | On Hand | Public | Exp Date |
|--|------------|------------|---------|--------|----------|
| No vaccines are currently set to expire. | | | | | |

Inventory that is Running Low by Vaccine Group ...

| Vaccine Group | Quantity On Hand | Public |
|---|------------------|--------|
| No vaccine groups have a low inventory. | | |

Inventory that is Running Low by Trade Name ...

| Trade Name | Quantity On Hand | Public |
|--------------------------------------|------------------|--------|
| No trade names have a low inventory. | | |

3. Check the box next to the vaccine/lot that was released and click Modify Quantity.

Manage Inventory

Add Inventory for Site | Add Inventory

Modify Quantity On Hand for Selected Sites... Modify Quantity

Show Transactions for Sites... Show Transactions

Return to the Previous Screen... Cancel

Add/Edit Inventory with 2D Barcode scan... Barcode:

Site: Show Active Inactive Non-Expired Expired

Note: Asterisk on the Lot Number indicates the lot was manually entered

| Select | Trade Name | Lot Number | Inv On Hand | Active | Public | Exp Date |
|-------------------------------------|--|------------|-------------|--------|--------|------------|
| <input type="checkbox"/> | Moderna COVID-19 Vaccine | 011J20A | 4300 | Y | Y | 05/11/2021 |
| <input checked="" type="checkbox"/> | Pfizer COVID-19 Vaccine | *EK5730 | 75 | Y | Y | 03/31/2021 |
| <input type="checkbox"/> | Pfizer COVID-19 Vaccine | EH9899 | 42 | Y | Y | 03/31/2021 |

- In the Action column choose Subtract, enter the number of doses transferred, and choose 'Doses Transferred to another provider' as the reason and then click Save.

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites....
Save

Return to the Previous Screen....
Cancel

Modify Quantity On Hand for Selected Site(s)

| Trade Name | Lot Number | Inv On Hand | Action | Amount | Reason |
|-------------------------|------------|-------------|------------|--------|---|
| Pfizer COVID-19 Vaccine | EK5730 | 75 | Subtract ▾ | 25 | <div style="background-color: #0070c0; color: white; padding: 2px;">Receipt of Inventory</div> <div style="padding: 2px;">Adults not in NYSIIS</div> <div style="padding: 2px;">Error Correction</div> <div style="background-color: #ccc; padding: 2px;">Doses Transferred to another provider</div> <div style="padding: 2px;">Payback VFC vaccine with private vaccine</div> <div style="padding: 2px;">Payback private vaccine with VFC vaccine</div> |

Receiving facility: Adding Doses to Inventory

- Navigate to Manage Inventory screen (see same step as #1 for releasing facility). Click Show Inventory

Manage Inventory

Show Inventory for Sites....
Show Inventory

Show Transactions for Sites....
Show Transactions

Update inventory Alerts....
Update Alert Prefs

Return to the Previous Screen....
Cancel

Inventory Alerts

Vaccine Order/Transfer Notification ...

| Type | Shipped | Awaiting Return Shipment | Rejected |
|-------------|--------------------------|--------------------------|----------|
| Order(s) | 1 | 3 | 0 |
| Transfer(s) | No Transfer Notification | | |

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

| Site Name | Trade Name | Lot Number | On Hand | Public | Exp Date |
|--|------------|------------|---------|--------|----------|
| No vaccines are currently set to expire. | | | | | |

Inventory that is Running Low by Vaccine Group ...

| Vaccine Group | Quantity On Hand | Public |
|---|------------------|--------|
| No vaccine groups have a low inventory. | | |

Inventory that is Running Low by Trade Name ...

| Trade Name | Quantity On Hand | Public |
|--------------------------------------|------------------|--------|
| No trade names have a low inventory. | | |

- If there is already the **same** manufacturer, lot number, fund type (Public) and expiration date in inventory click the box next to it and choose Modify Quantity. If not skip to step 4.

Manage Inventory

Add Inventory for Site Add Inventory

Modify Quantity On Hand for Selected Sites.... Modify Quantity

Show Transactions for Sites.... Show Transactions

Return to the Previous Screen.... Cancel

Add/Edit Inventory with 2D Barcode scan... Barcode:

Site: Show Active Inactive Non-Expired Expired

Note: Asterisk on the Lot Number indicates the lot was manually entered

| Select | Trade Name | Lot Number | Inv On Hand | Active | Public | Exp Date |
|-------------------------------------|--|------------|-------------|--------|--------|------------|
| <input type="checkbox"/> | Moderna COVID-19 Vaccine | 011J20A | 4300 | Y | Y | 05/11/2021 |
| <input checked="" type="checkbox"/> | Pfizer COVID-19 Vaccine | * EK5730 | 75 | Y | Y | 03/31/2021 |
| <input type="checkbox"/> | Pfizer COVID-19 Vaccine | EH9899 | 42 | Y | Y | 03/31/2021 |

- In the Action column choose Add, enter the number of doses transferred, and choose 'Receipt of Inventory' as the reason and then click Save.

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites.... Save

Return to the Previous Screen.... Cancel

Modify Quantity On Hand for Selected Site(s)

| Trade Name | Lot Number | Inv On Hand | Action | Amount | Reason |
|-------------------------|------------|-------------|------------------------------------|---------------------------------|---|
| Pfizer COVID-19 Vaccine | EK5730 | 75 | Add <input type="text" value="v"/> | <input type="text" value="25"/> | Receipt of Inventory Adults not in NYSIIS Error Correction Doses Transferred to another provider Payback VFC vaccine with private vaccine Payback private vaccine with VFC vaccine |

4. If the vaccine manufacturer, lot number, funding type (Public) and expiration date does not already exist in your inventory, click Add Inventory from the Manage Inventory screen.

Manage Inventory

Add Inventory for Site **Add Inventory**

Modify Quantity On Hand for Selected Sites.... **Modify Quantity**

Show Transactions for Sites.... **Show Transactions**

Return to the Previous Screen.... **Cancel**

Add/Edit Inventory with 2D Barcode scan... Barcode:

Site: Show Active Inactive Non-Expired Expired

Note: Asterisk on the Lot Number indicates the lot was manually entered

| Select | Trade Name | Lot Number | Inv On Hand | Active | Public | Exp Date |
|--------------------------|---|------------|-------------|--------|--------|------------|
| <input type="checkbox"/> | Pfizer COVID-19 Vaccine | * EK5730 | 485 | Y | Y | 03/31/2021 |
| <input type="checkbox"/> | Pfizer COVID-19 Vaccine | * EK5730 | 354 | Y | Y | 12/31/2069 |

5. Add the Vaccine Inventory Information* including the number of doses and click Save.

Add Vaccine Inventory Information

Site: **Save**

Trade Name: **Cancel**

Manufacturer:

Funding Type:

NDC:
Pfizer COVID-19 Vaccine,975 dose

Lot Number:
Note: Please enter Lot Number found on OUTER Packaging

Expiration Date:

Lot Active:

Doses on Hand:

Cost Per Dose (\$):

*All COVID-19 vaccine is Funding Type 'Public'