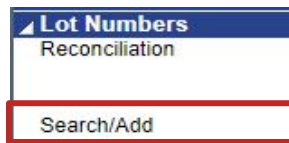
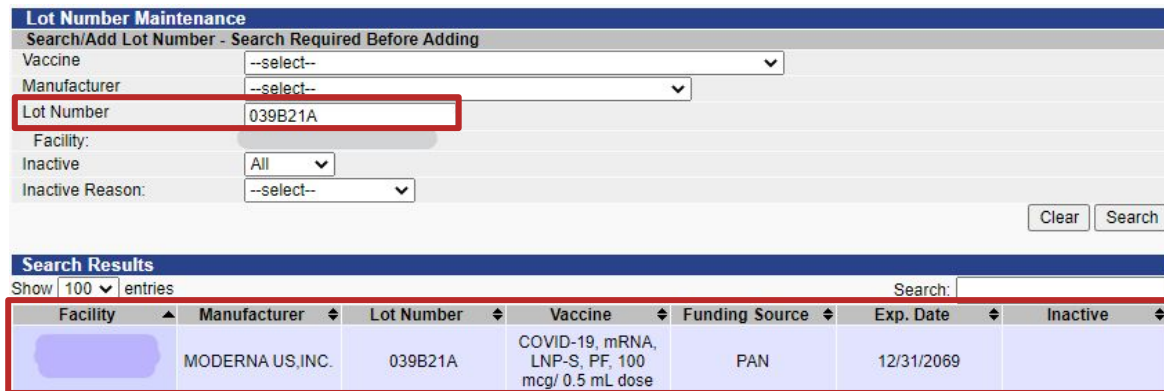


# How to Edit COVID-19 Lot Number Expiration Dates After Receiving an Order in ASIIS

Step 1: Select the Lot Number tab from the left hand menu in ASIIS & then select Search/Add under the Lot Number tab



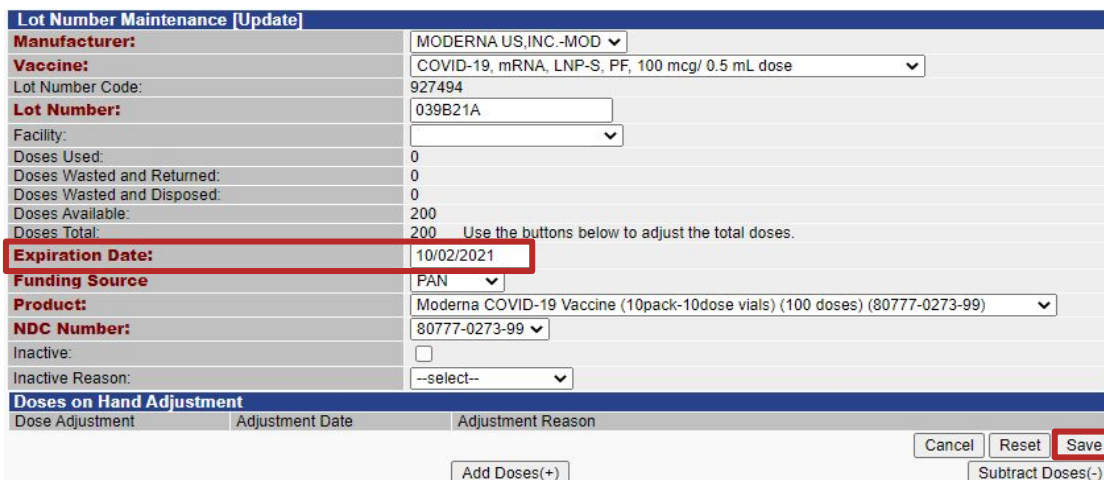
Step 2: Enter the lot number in the search bar and press enter. Then select the lot number by clicking on it



The image shows the 'Lot Number Maintenance' search results screen. The search criteria include Vaccine, Manufacturer, Lot Number (039B21A), Facility, Inactive, and Inactive Reason. The search results table is as follows:

Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
	MODERNA US,INC.	039B21A	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose	PAN	12/31/2069	

Step 3: Press edit on the bottom right hand corner of the lot number maintenance screen & edit the lot number expiration to the appropriate date. (Please refer to the [Moderna](#) and [Johnson & Johnson](#) specific websites to generate the correct expiration date for each lot number). Once the expiration date is correct, press Save on the bottom right.



The image shows the 'Lot Number Maintenance [Update]' screen. The fields are as follows:

- Manufacturer: MODERNA US,INC.-MOD
- Vaccine: COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose
- Lot Number Code: 927494
- Lot Number: 039B21A
- Facility:
- Doses Used: 0
- Doses Wasted and Returned: 0
- Doses Wasted and Disposed: 0
- Doses Available: 200
- Doses Total: 200 Use the buttons below to adjust the total doses.
- Expiration Date: 10/02/2021
- Funding Source: PAN
- Product: Moderna COVID-19 Vaccine (10pack-10dose vials) (100 doses) (80777-0273-99)
- NDC Number: 80777-0273-99
- Inactive:
- Inactive Reason: --select--

The 'Expiration Date' field is highlighted with a red rectangular box. At the bottom right, there are buttons for 'Cancel', 'Reset', 'Save', 'Add Doses(+)', and 'Subtract Doses(-)'.

**Please note: No other information should ever be altered in this screen. Please double check you are only changing incorrect expiration dates for COVID-19 vaccines.**