

# How to Create/Receive Transfers in ASIIS (VOMS 2.0)



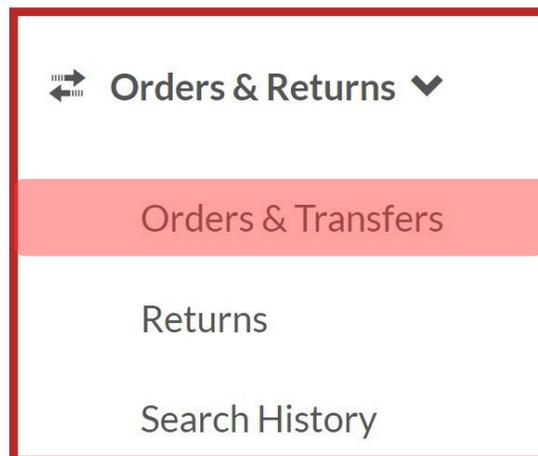
## Requirements and important notes:

- Transfer requests must be approved by the BIZS in ASIIS BEFORE transport can take place. A Transfer request must be submitted to the BIZS in ASIIS by the sending facility.
- Providers with an open vaccine incident are not allowed to initiate a transfer or accept a transfer until the vaccine incident has been closed.
- All doses must be packed appropriately, and a data logger MUST be used during transport.

**Step 1:** In ASIIS, go to Inventory Management, then click VOMS 2.0.



**Step 2:** Click the Orders & Returns tab, then select Orders & Transfers.

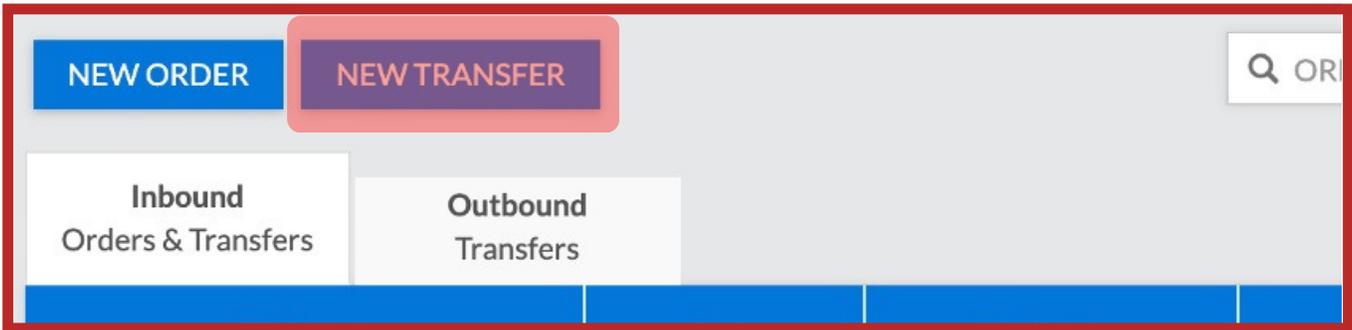


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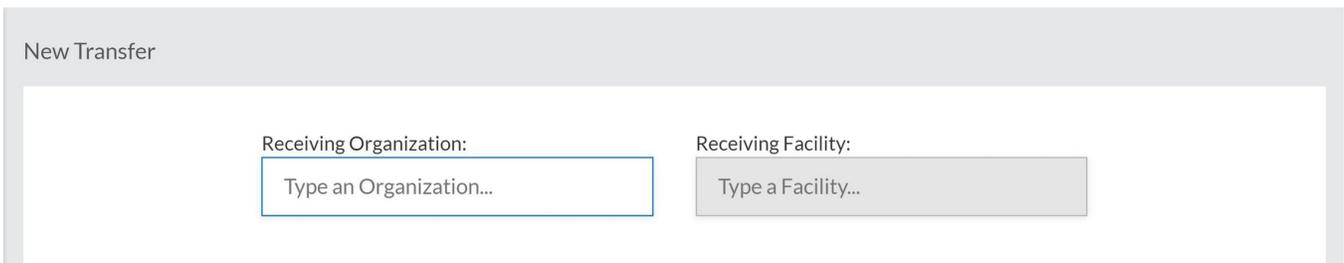
ASIISHelpDesk@azdhs.gov

<https://azdhs.gov/vfc>

**Step 3:** To create a new transfer, click New Transfer.



**Step 4:** Find the organization and facility receiving the doses using the search bars.



**Step 5:** Enter the number of **doses being transferred** in the Transfer Quantity column. If there are vaccines listed that **will not be transferred**, leave the field blank.

Vaccine	Lot #	Exp Date	Available Quantity	Transfer Quantity	Transfer Reason
Hep B Ped/Adol - Preserv Free Recombivax Hb® (Syringes) 10 pack - SYRINGES NDC: 00006-4093-02 Funding: VFC	R02236	10/21/2021	20	20	COMMENT
Mmr Proquad® 10 pack - VIALS NDC: 00006-4171-00 Funding: VFC	67890	12/31/2021	100	100	COMMENT
Mmr M-m-r® li 10 pack - VIALS NDC: 00006-4681-00 Funding: VFC	T018635	05/29/2022	20		COMMENT

**Step 6:** Click Comment in the transfer reason column, and type a reason for the transfer, then click Save.

✕

### TRANSFER REASON

Pneumococcal Conjugate Pcv 13 | Prevnar 13™ | 00005-1971-02  
 10 pack - SYRINGES | Lot #: EE7121 |

Transfer Quantity: 20

Please provide a reason for why the vaccine should be transferred

Comments:

Doses could expire before our office could use them

CANCEL

SAVE

**Step 7:** When a quantity and Transfer Reason has been entered for each of the vaccines being transferred, click Submit Transfer.

Pneumococcal Conjugate Pcv 13 Prevnar 13™ 10 pack - SYRINGES NDC: 00005-1971-02 Funding: PUB	EE7121	06/30/2023	30	20	Doses could expire before our office could use them	✕
Hib (Prp-Omp) Pedvaxhib® 10 pack - VIALS NDC: 00006-4897-00 Funding: PUB	T037650	07/21/2023	40		COMMENT	

CANCEL

SUBMIT TRANSFER

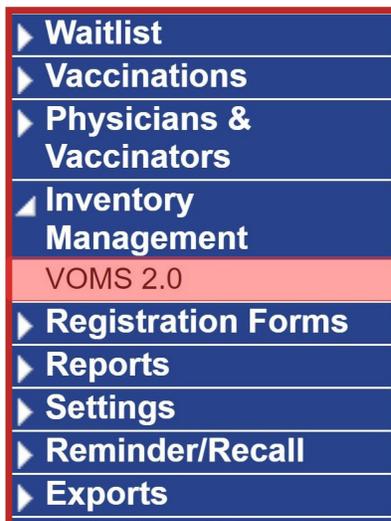
**Step 8:** Both the sending and receiving facilities must email up-to-date, in-range data logger reports to [ArizonaVFC@azdhs.gov](mailto:ArizonaVFC@azdhs.gov) the same day the transfer is requested. If both data logger reports are not sent, the transfer will be denied. Accepted data logger report file formats include .csv, .ltd, .xls, and .txt.

The Bureau of Immunization Services is here to assist you! Providers can find the CDC flyer on Packing Vaccines for Transport [here](#).

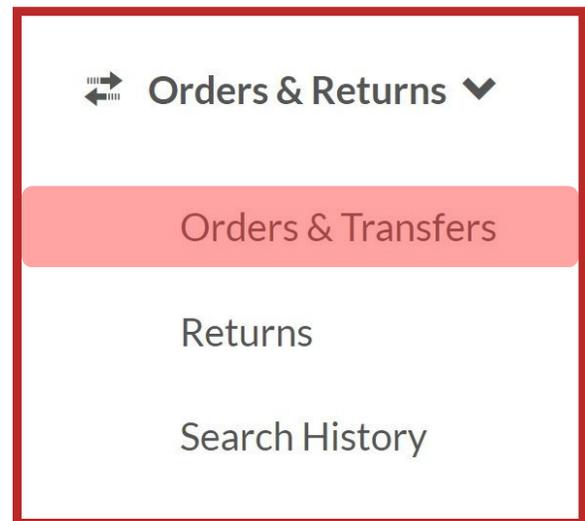
# How to Receive a Transfer

**Step 1:** The receiving facility must inspect the vaccines. If the receiving facility chooses to accept the transferred vaccines, they must immediately place the vaccines in the appropriate storage unit.

**Step 2:** In ASIIS, go to Inventory Management, then click VOMS 2.0.



**Step 3:** Click the Orders & Returns tab, then select Orders & Transfers.



**Step 4:** On the Orders & Transfers page, click the **Inbound Orders & Transfers** tab, find the transfer in question, and select Receive.

Inbound Orders & Transfers		Outbound Transfers				
Action	Type	Order #	Sender	Order Date	Status	
RECEIVE	Order			11/05/2018	Approved	
RECEIVE	Transfer			10/05/2021	Approved	

**Step 5:** Enter the quantity being received in each box in the Receipt Quantity column. Once all quantities have been entered, click Receive.

Vaccine Transfer Details

Vaccine	Lot #	Expiration Date	Approved Quantity	Transfer Reason	Receipt Quantity	Adjustment
HEP-B 3 DOSE						
Hep B Ped/Adol - Preserv Free Recombivax Hb® (Syringes) 10 pack - SYRINGES NDC: 00006-4093-02 Funding: VFC	R02236	10/21/2021	20	Expiring soon	20	ADJUST
MMR VARICELLA						
MmrV Proquad® 10 pack - VIALS NDC: 00006-4171-00 Funding: VFC	67890	12/31/2021	100	Expiring soon	100	ADJUST

CANCEL RECEIVE