

VIMS: ADJUST INVENTORY REQUESTS SHIPPING RETURNS

Practice Inventory

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When you submit an Adjustment Request that includes items to be returned, UPS will email the **Vaccine Coordinator** a postage paid **shipping label** within a few hours of the Request's approval by Immunization Program Staff. These labels are good for 30 days.

Inbox

UPS Quantum View

UPS Label Delivery, 1Z2R43839094662564

<<https://www.ups.com/img/1.gif>>

Once you receive the label, **print a packing slip** to include in the box with the vaccines. Reopen your Adjust Request in VIMS (it can be found under the View History heading) and click the Print button, this will be your packing slip. It is important to **wait** for the email because the system needs that time to populate the required VTrckS ID field.

Adjustment Type	Adjustment Reason	Return type	# Doses adjusted	Ending # doses on hand	Cost per dose	Value	VTrckS ID	ExIS ID
Return	Refrigerator / Freezer Too Warm	Return	5	-	\$154.280	\$771.400	600538398	RET17101
Return	Refrigerator / Freezer Too Warm	Return	30	-	\$154.280	\$4,628.400	600538398	RET17101

Note: You *may* use a packing slip that includes other Adjustment Types beside the Return(s). It is recommended that you cross out any extra lines before adding it to the package.

Vaccine should be **packed** to prevent vial breakage in a box or padded envelope. Include the packing slip in the package and affix the shipping label to the outside. Drop the package off at a UPS site or hand it to a driver when they make a delivery— both of these options are free of charge. [Caution: The UPS site will give you an option to schedule a pickup. IF you choose this option, your office will incur a charge.]