VIMS: Adjust Inventory Requests

How To

Adjust Requests are used to report vaccine inventory activities other than administration or transfer. Select Adjust from the Request menu to return vaccines, report waste or document otherwise unaccounted for doses. A new form will open unless you have previously saved but not submitted an Adjust Request, in which case, the saved form will open.

Adding Items to an Adjustment Request

To adjust items into or out of your inventory, you must first add the vaccine(s) to your Request:

- **Adjust Out** (Return or Waste): click on the Adjust Out button to display a pop-up menu that contains a list of all items in your inventory with an available quantity of one or more.

- **Adjust In**: Click on the Adjust In button to display a pop-up menu that contains a list of all the vaccines on the CDC contract that your practice is eligible to provide based on your enrollment status.

- Select Insert for each item to be adjusted. VIMS will add a line to the adjustment detail below the pop-up menu.

- Once you’ve added the items you need to your detail list*, close the pop-up menu by clicking on the X on the top right corner of the menu.

* You may add multiple items and include adjustments of all types on the same Adjust Request.

Filling in the Details

- For each item selected for adjustment, fill in the following fields: Adjustment Type, Adjustment Reason and # Doses Adjusted (number of doses to be removed from or added to inventory).

Submit!

Once all information has been added, select Submit Adjustment. The IZ Program staff will review and approve the request. The inventory updates reported in the form will be reflected in the practice inventory.