



INVENTORY ADJUSTMENTS  
AND WASTAGE  
MARCH 2021

## Inventory Adjustments

Covid vaccine adjustments to on-hand inventory are made **only** when the following applies:

1. Extra – additional doses received from vials.
2. Extra – Subtract for duplicate entries.

**Note: An adjustment is not to be used to deduct administered doses. This is completed through the reconciliation process only. Private adjustment reason will not be used.**

## Wastage

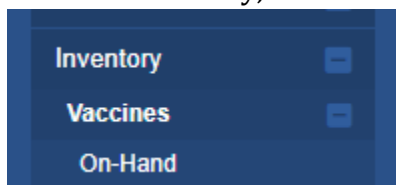
Covid vaccine adjustments to on-hand inventory due to wastage are made **only** when the following applies:

1. VTRCKS - Broken vial/syringe.
2. VTRCKS - Vaccine drawn into syringe but not administered.
3. VTRCKS - Open vial but all doses not administered.
4. VTRCKS - Lost or unaccounted for vaccine
5. VTRCKS – Other – **ONLY USED FOR** - Expired vaccines, loss due to temperature excursions.

## Steps to Complete an Inventory Adjustment

When completing an adjustment in ShowMeVax to the on-hand inventory, you must determine does this fall under an adjustment reason, or is this wastage according to the above reasons only.

1. Determine if you need to do an adjustment or wastage.
2. Click on Inventory, then vaccines, then inventory on-hand.



3. Locate the Covid vaccine with the correct lot to adjust.
4. Click Action, then Adjustment.

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Source	Hand	Soon	
COVID-19 mRNA (PFR) (Pfizer COVID-19 (195 x 6 (0.3mL/dose) MDV))	PFR	59267-1000-02	1234	05/06/2021	PAN	98	?	🕒

Clear Filters

Action ▾

- Edit
- Adjustment
- Transfer
- Inquiry
- Transactions

5. Enter or use the calendar to select the correct date of the adjustment.

Vaccine Inventory Adjustment i
Cancel Create

### Add

<b>Date/Time *</b>	<div style="border: 2px solid red; display: inline-block; padding: 2px;">MM/DD/YYYY</div> <div style="border: 1px solid gray; padding: 2px 5px;">📅</div> <div style="border: 2px solid red; display: inline-block; padding: 2px;">HH:MM AM/PM</div> <span style="font-size: 10px;">(HH:MM A/P)</span>
<b>Inventory Location *</b>	CV0000 PROVIDER TEST SITE
<b>Vaccine   Mfg   NDC *</b>	COVID-19 MRNA (PFR)   PFR   59267-1000-02
<b>Lot Number *</b>	1234
<b>Expiration Date *</b>	05/06/2021 <span style="font-size: 10px;">📅</span>
<b>Funding Source *</b>	PAN
<b>Doses On-Hand *</b>	98
<b>Reason *</b>	<input style="width: 100%; height: 20px;" type="text"/> ▾
<b>Modification *</b>	<input style="width: 100%; height: 20px;" type="text"/> ▾
<b>Doses Adjusted *</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Container Id</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Comments</b>	<input style="width: 100%; height: 20px;" type="text"/>

Clear

6. Select from Reason dropdown one of the adjustment or wastage reasons only. **(Do Not Use any of the Private adjustment reasons)**

Vaccine Inventory Adjustment 1 Cancel Create

**Add**

Date/Time \*   (HH:MM A/P)

Inventory Location \*

Vaccine | Mfg | NDC \*

Lot Number \*

Expiration Date \*

Funding Source \*

Doses On-Hand \*

**Reason \***

Modification \*

Doses Adjusted \*

Container Id

Comments

Clear

7. Enter the number of doses for the adjustment.

Vaccine Inventory Adjustment 1 Cancel Create

**Add**

Date/Time \*   (HH:MM A/P)

Inventory Location \*

Vaccine | Mfg | NDC \*

Lot Number \*

Expiration Date \*

Funding Source \*

Doses On-Hand \*

Reason \*

Modification \*

**Doses Adjusted \***

Container Id

Comments

Clear

8. Enter comments be specific.

9. Click create to adjust your on-hand inventory.



Vaccine Inventory Adjustment ? Cancel Create

Add

Date/Time *	<input type="text" value="MM/DD/YYYY"/> <input type="text" value="HH:MM AM/PM"/> (H:MM A/P)
Inventory Location *	<input type="text" value="CV0000 PROVIDER TEST SITE"/>
Vaccine   Mfg   NDC *	<input type="text" value="COVID-19 MRNA (PFR)   PFR   59267-1000-02"/>
Lot Number *	<input type="text" value="1234"/>
Expiration Date *	<input type="text" value="05/06/2021"/>
Funding Source *	<input type="text" value="PAN"/>
Doses On-Hand *	<input type="text" value="98"/>
Reason *	<input type="text"/>
Modification *	<input type="text"/>
Doses Adjusted *	<input type="text"/>
Comments	<input type="text"/>

Additional resources can be found in ShowMeVax through Reports, then Missouri Forms and Documents for user guides and ShowMeVax Training Videos. The training videos link will take you to our YouTube page where you will find short videos on the different processes in ShowMeVax.

Please contact the helpdesk at [vfc-smvsupport@health.mo.gov](mailto:vfc-smvsupport@health.mo.gov) for assistance or if unsure on the process and include your Covid/VFC PIN in the subject line.