**CIR Inventory Portal Updates**

Terms

Record Consumption button – to be used to record consumption/stock on hand (record as consumption when 1+ doses out of a vial have been used

Stock Adjustment button – to be used by VLC to correct any incorrect entries

Stock Re-work button – Used to rework vaccine packs into vials

Wastage button – Used to record any stock that has been wasted (opened and not used or expired)

Quarantine button – Used if any stock has to be quarantined for inspection/before being wasted

QA approval – with Vaccine Logistics Coordinator

MOH approval – approved by Vaccine Logistics Coordinator, with MoH logistics for approval

Draft – not submitted for QA approval

Dispatched – sent but not receipted

Closed – receipted or order rejected/cancelled by QA/MOH

**New Orders**

1. Search provider by typing name into Search Bar on CIR home page and clicking enter on keyboard (DON’T use mouse to select drop down option). Click on Profile name that is **Facility** type

Graphical user interface, application

Description automatically generated

1. If Stock Update Warning will need to update for each of the products listed – record consumption as ‘0’. See Consuming Vaccine
2. If there are unreceipted orders, please receipt now
3. Select New Order button

Graphical user interface, website

Description automatically generated

1. Always Select ‘Supplier’

Graphical user interface, application, email

Description automatically generated

1. Click on Create OrderGraphical user interface, text, application

   Description automatically generated
2. Where is says ‘No demand found for XXXX’ this is the delivery date

Click on Add Products

Graphical user interface, text, application

Description automatically generated

1. Select products to order and then select Next

Graphical user interface, application, table

Description automatically generated

1. Amend quantity as required and select Next

Graphical user interface, application

Description automatically generated

1. Check order is correct then select Submit for Approval.

Graphical user interface, text, application, email

Description automatically generated

With all orders, don’t forget to ‘SUBMIT FOR APPROVAL’ or your order will sit in DRAFT

**Receipting Vaccine and consumables after Delivery**

Orders received will show as Dispatched in Incoming Orders section of portal

1. Click on Order number

Graphical user interface

Description automatically generated with medium confidence

1. Click on Receipt order

Graphical user interface, text, application

Description automatically generated

1. Amend any quanities as required then click on Receipt Stock

Graphical user interface, text, application

Description automatically generated

Once vaccine has been recieved need to rework stock into vials – see ‘Reworking Vaccine from Packs into Vials’.

**Reworking Vaccine from Packs into Vials After Receipting**

1. Select pack to rework from assets section

Graphical user interface, text, application

Description automatically generated

1. Select the batch number and click on Stock Re-work

Graphical user interface, application, Word

Description automatically generated

1. Select the line with Unit of Measure showing vials

* Related Product Quantity is the quantity of the product reworking ie. 5 = 5-pack; 1 = single vial
* Unit of Measure is the units working the product into (choose vials)

Graphical user interface, text, application, email

Description automatically generated

1. Enter quantity of stock (ie. 5-packs) being re-worked and enter Complete.

This screen shows current Stock on Hand and Max Quantity can re-work.

Graphical user interface, text, application, email

Description automatically generated

**Consuming Vaccine after daily usage**

Providers should record consumption daily. If not used any vials then record consumption as ‘0’.

1. Click on asset name to record consumption for

Table

Description automatically generated

1. Select batch number and click on Record Consumption

Graphical user interface, text, application, email

Description automatically generated

1. Record SOH

* Select either ‘Record Consumption’ (actual amount used) or ‘Record Stock on Hand (Amount at End of Day)’
* Enter the amount – if not used any, select Record Consumption and enter 0
* Amend the date if necessary
* Click Save

Graphical user interface, text, application, email

Description automatically generated

**Recording Wastage**

**All products including consumables and saline that have expired need to be wasted out of the CIR inventory portal.**

1. Click on asset name to record wastage for

Table

Description automatically generated

1. Select batch number and click on Wastage

Graphical user interface, text, application, email

Description automatically generated

1. Enter Wastage information

* Enter date wasted
* Enter quantity wasted
* Select Wastage reason from drop down box and ALSO type this reason in the Comments box
* Click on Save

Graphical user interface, text, application, email

Description automatically generated

**Cancelling orders**

* If not yet QA approved then reject order.
* If with MoH approval email MoH LOG requesting cancellation of the order. Include order number and provider name.