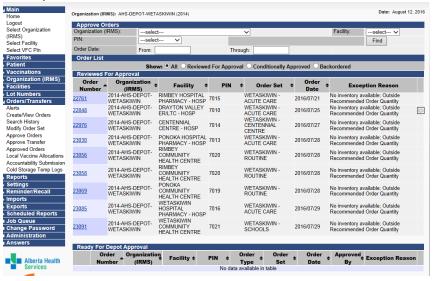


Alberta Vaccine Inventory (AVI) Quick Reference Guide Filling Orders with Multiple Lots



FILLING ORDERS WITH MULTIPLE LOTS

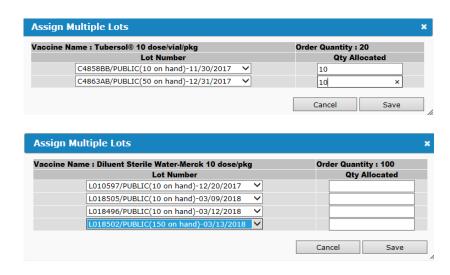
 Using the Navigation Menu, click on the Orders/Transfers Menu and then click Approve Orders to show the orders submitted to your depot.



- 2. Select an order from the *Reviewed for Approval Menu*.
- **3.** To send multiple lots for one order line click the **Fulfill with Multiple Lots** button.



4. This will open the **Assign Multiple Lots** window in your browser that will allow you to assign two or more lots for that line. Select the lots from the drop down menu and enter the quantities of each lot and click the **Save** button. The window will give you as many lines as there are lots available.



5. The lots will not appear in the line. To view or edit the lots press the View/Edit Multiple Lots button. This will bring up the **Assign Multiple Lots** window again.

| Pneumococcal PCV-13 | 0 | 48 | 0 | 20 | M90791/PUBLIC(60 on hand)-05 N | 20 | Prevnar® 13 10 dose/pkg | Р | select 🗸 |
|--------------------------------------|---|----|---|----|---------------------------------------|------------|----------------------------|---|----------|
| Tetanus and Diphtheria Toxoids | 0 | 3 | 0 | 5 | C4987AA/PUBLIC(15 on hand)-C | 5 | Td Adsorbed 5 dose/pkg | Р | select V |
| Tuberculin 5TU | 0 | 0 | 0 | 20 | Multiple Lots View/Edit Multiple Lots | 20 | Tubersol® 10 dose/vial/pkg | Р | select V |
| Varicella | 0 | 2 | 0 | 2 | L026416/PUBLIC(5 on hand)-07/ N | 2 | Varivax® III 1 dose/pkg | Р | select V |
| Meningococcal C Conjugate | 0 | 39 | 0 | 10 | VNS1Q05A/PUBLIC(380 on hank | 1 0 | Menjugate® 10 dose/pkg | Р | select 🗸 |



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6. The packing slip will display the lots selected for the shipment.

| IMPORTANT NOTES ON RECEIVING VACCINE: | | | | | | | | | | |
|---------------------------------------|-------------------------|---|---|--|--|--|--|--|--|--|
| Funding | Manufacturer | Lot Number | Expires | QTY Ordered | Doses | Units | Cost | | | |
| Р | GSK | A20CB353A | 2018/01/31 | 10 | 10 | | \$0.00 | | | |
| Р | GSK | AHBVC522AC | 2018/06/30 | 3 | 3 | 3 | \$0.00 | | | |
| Р | MF | L049943 | 2017/06/08 | 10 | 10 | 10 | \$0.00 | | | |
| Р | PFZ | VNS1Q05A | 2018/07/31 | 10 | 10 | 10 | \$0.00 | | | |
| Р | PFZ | M90791 | 2018/05/31 | 20 | 20 | | \$0.00 | | | |
| Р | SF | C4987AA | 2018/05/31 | 5 | 5 | 5 | \$0.00 | | | |
| Р | SF | C4858BB | 2017/11/30 | 10 | 10 | | \$0.00 | | | |
| P | SF | C4863AB | 2017/12/31 | 10 | 10 | | \$0.00 | | | |
| Р | MF | L026416 | 2017/07/15 | 2 | 2 | | \$0.00 | | | |
| Р | GSK | AC37B197AE | 2017/10/31 | 10 | 10 | | \$0.00 | | | |
| | Funding P P P P P P P P | Funding Manufacturer P GSK P GSK P MF P PFZ P PFZ P SF P SF P SF P MF | Funding Manufacturer Lot Number P GSK A20CB353A P GSK AHBVC522AC P MF L049943 P PFZ VNS1Q05A P PFZ M90791 P SF C4987AA P SF C4858BB P SF C4863AB P MF L026416 | Funding Manufacturer Lot Number Expires P GSK A20C8353A 2018/01/31 P GSK AHBVC522AC 2018/06/30 P MF L049943 2017/06/08 P PFZ VNS1Q05A 2018/07/31 P PFZ M90791 2018/05/31 P SF C4987AA 2018/05/31 P SF C4858BB 2017/11/30 P SF C4858AB 2017/12/31 P MF L026416 2017/07/15 | Funding Manufacturer Lot Number Expires QTY Ordered P GSK A20CB353A 2018/01/31 10 P GSK AHBVC522AC 2018/06/30 3 P MF L049943 2017/06/08 10 P PFZ VNS1Q05A 2018/07/31 10 P PFZ M90791 2018/05/31 20 P SF C4987AA 2018/05/31 5 P SF C4858BB 2017/11/30 10 P SF C4863AB 2017/12/31 10 P MF L026416 2017/07/15 2 | Funding Manufacturer Lot Number Expires QTV Ordered Doses P GSK A20C8353A 2018/01/31 10 10 P GSK AHBVC522AC 2018/06/30 3 3 P MF L049943 2017/06/08 10 10 P PFZ VNS1Q05A 2018/07/31 10 10 P PFZ M90791 2018/05/31 20 20 P SF C4987AA 2018/05/31 5 5 P SF C4858BB 2017/11/30 10 10 P SF C4863AB 2017/12/31 10 10 P MF L026416 2017/07/15 2 2 | Funding Manufacturer Lot Number Expires QTV Ordered Doses Units P GSK A20C8353A 2018/06/31 10 10 10 P GSK AHBVC522AC 2018/06/30 3 10 | | | |

7. The multiple lots will be available to be received by the facility on the *Receive Order* screen.

