

How to Add Lots to Inventory

1. Under the **Vaccine Management** menu, click the [Manage Inventory](#) link.
 2. Choose the appropriate Inventory (Private, VFC/Public, or All Hazard) from the Inventory dropdown menu and click the **Get Inventory** button.
 3. If the lot is not already on the **Manage Inventory-** screen, click the [Add New Lot](#) link. You will be taken to the **Add Vaccine Lot** screen.
 4. On the **Add Vaccine Lot** screen, enter the following information:

Lot Information

 - **Vaccine:** choose the vaccine or antiviral type from the dropdown
 - **Expires:** enter the lot number expiration date
 - **Mfr (Product):** choose the manufacturer/product combination from the dropdown
 - **Lot#:** enter the lot number
 - **NDC:** choose the National Drug Code (found on the vaccine/antiviral box) from the dropdown.

Transaction Detail

 - **Date:** enter the date the lot was received. If this date is prior to the date the inventory was activated, enter the Active Inventory date.
 - **Doses:** enter the number of doses on hand.
 - **Action:** automatically defaults to **Transferred In** for new lots
 - **Reason: Add to Inventory**
 - **Comment:** enter a comment if desired.
 5. If you have more lots to add to this inventory, click the **Add More** button. MCIR will save the newly entered lot, and present a blank **Add Vaccine Lot** screen. Follow the bulleted items above to add the next lot.
 6. Once you are finished adding lots for this inventory, click the **Submit** button. You will be taken back to the **Manage Inventory-** screen. The lot(s) you just added will be listed alphabetically.
 7. Doses administered to a person will automatically deduct from lots upon data entry via either the Add Immunizations (for Private and VFC/Public inventories) or Add Event (for All Hazard Inventory) screen. These will automatically appear on the **Lot Transactions** screen as they are entered into MCIR. These automatic doses administered must be edited within a person's **Immunization History** screen by the Site that recorded the vaccine.
- For information about transferring doses in and out of your inventory, see the *How to Add Transactions to Lots in Inventory* tip sheet.