



## Vaccine Administration Management System

### VAMS Jurisdiction Users,

In the latest VAMS release, we added new validations to the inventory logging process to aid in recording the correct lot numbers when logging inventory. This update will affect users who log inventory at every type of clinic.

#### Lot Number Validations in VAMS

Manufacturers of the COVID vaccine have agreed to match the lot number on the packaging (UoS) to the lot number on the vial (UoU). To facilitate correct inventory entry, this release of VAMS adds validation that will prevent the user from entering inventory where the packaging and vial lot numbers do not match. This match will be case-sensitive.

#### Lot Number Information by Manufacturer

Lot numbers for Pfizer vaccines are 6 characters. Do not enter the 9-character string beginning with PAA that is located slightly above the lot number on both the vial and packaging.

When recording the lot number for Moderna inventory, do not enter the 6-digit number found below the QR code on the packaging and vial, or the string of digits next to "GTIN" on the packaging.

#### Review and Correct Existing Inventory UoS and UoU

With the most recent release of VAMS, users can now see the UoU lot number in addition to the UoS lot number. Please review the records in the list view of the inventory management page to determine if your clinic has any records where the UoS and UoU lot numbers do not match. If your clinic has any records that meet this criterion, please refer to steps 3 through 7 below to correct your inventory.

#### Correcting UoS and UoU Identified While Adding New Inventory

Now that VAMS will require the user to enter UoS and UoU lot numbers that match, it is possible that a user will add new inventory with a UoS and UoU combination that only partially matches an existing inventory entry. For example:

**Existing entry:** UoS lot number: PAA156052, UoU lot number: EH7944

**New entry:** UoS lot number: EH7944, UoU lot number: EH7944

If this occurs, the user will see an error message that will ask them to "invalidate" the existing entry and log the invalidated doses under the correct UoS and UoU lot number (in this example, EH7944) before proceeding with additional inventory entry.

Invalidating the existing entry will **not** correct the lot numbers on recipient records. It **will** correct the unused inventory in VAMS so that future recipient records will reflect accurate lot numbers. Existing recipient records cannot be edited at this time.

**Step by step instructions for this process include:**

**1. If you are prompted with this error message:**

*“A record with this UoS or UoU lot number already exists in the system, but the existing record lot numbers are incorrect because the UoS and UoU lot numbers do not match. Please invalidate the old record and add the remaining inventory to a new inventory entry.”*

Please select “Back to Portal” to be brought back to the home screen.

**2. Navigate to the Inventory Management tab.**

Navigate to the Inventory Management tab, where you are now able to see the UoU lot along with the UoS lot (this is a change that has been deployed with the latest release). You will be able to see the inventory entry where the UoS and UoU lots do not match, which caused the error.

**3. Locate erroneous inventory entry.**

Find the inventory entry where the UoS and UoU lot numbers do not match and click the blue, hyperlinked UoS lot number. This will take you to the inventory details page, which is a new page that was not previously available in VAMS.

**4. Review doses remaining.**

On the inventory details page, you will see the detailed information associated with that inventory record. Please review the “Doses Remaining” field towards the bottom right-hand side of the screen. This number is the number that will be invalidated.

Note: Doses already administered for this entry will not be affected.

**5. Invalidate doses.**

Select the “Invalidate” button in the upper right-hand portion of the screen. You will be asked if you would like to proceed with invalidating the inventory record. Select “Yes.”

**6. Note the number of doses invalidated.**

After selecting “Yes” you will remain on the inventory details page, but now will see the “Doses Invalidated” field populated with the number of doses that were remaining at the time the inventory entry was invalidated. Please note this number as you navigate back to the home page and then the Inventory Management tab.

Note: If you need to refer back to this number, you may access it again by selecting the blue, hyperlinked, UoS lot number in the list view to be brought back to the inventory details page and looking at the “Doses invalidated” field.

**7. Add back the invalidated inventory under the correct lot number combination.**

Once on the Inventory Management tab, you will still see the record in the list view, but it will now have a status of “Invalid.” To re-log the invalidated doses under the correct lot number combination, please follow the standard inventory logging process.

- a. Please note that Pfizer doses are in multiples of 5 and Moderna in multiples of 10, so you may have to log more doses than you invalidated, then remove some under

“Error when logging inventory” to record the correct number of doses. For example, if you invalidated 23 Moderna doses, you would need to enter 3 in the “Number of UoU in UoS” field to get a total of 30, and then remove 7 doses to equal the 23 invalidated doses.

This will be a one-time fix for the affected lot numbers, as the validations in this new release that ensure all new inventory entries include matching UoS and UoU lot numbers will prevent this situation from happening in the future.

If you have questions about any of these updates, please connect with your onboarding specialist.

Thank you,

VAMS Operations Team