



## Vaccine Return

1. Login into system
  - a. Make sure you are logged into the correct provider/clinic
2. Click Inventory
3. Click Vaccines
4. Click Vaccine Returns
5. Click Add New Vaccine Return
6. Select clinic from the dropdown and click Next
7. Verify shipping information
8. Select Return Type
9. Select Return Reason
10. Select Label Shipping Method
11. Enter number of shipping labels needed
12. Clinic comments can be added
13. Begin typing the vaccine name in the field and select the appropriate vaccine
14. Enter the number of doses being returned
15. Click Add Return
16. Click Create
17. Click the arrow next to update and select Submit to VFC Program
18. A success message will appear