

# How to Create & Receive Transfers in ASIIS

## Requirements & Important Notes:

- Transfer requests must be **approved** by the AIPO in ASIIS **before** transport can take place.
- A transfer request must be submitted to the AIPO in ASIIS by the sending facility.
- Providers with an open vaccine incident are not allowed to initiate a transfer or accept a transfer until the vaccine incident has been closed.
- All doses must be packed appropriately and a data logger **MUST** be used during transport.

**Step 1 (sending):** After logging into ASIIS, select the Orders/Transfer tab from the left hand menu & then select Create/View Orders under the Orders/Transfers tab.



Once on the Create/View Orders page, click Create Transfer.

Current Order/Transfer List								
Inbound Orders								
Select	Order Number	PIN	Submit Date	Approval Date	Status			
Backordered Orders								
Select	Order Number	PIN	Submit Date	Backorder Date				
Denied Orders								
Select	Order Number	PIN	Submit Date	Denial Date				
Inbound Transfers								
Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status			
Outbound Transfers								
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status			
Rejected Transfers								
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status	
					Create Order	Create Transfer		

## Step 2 (sending):

- Select the receiving site's Organization and Facility using the **drop downs**.
- **Tip:** Ask the sending facility to tell you what their Organization and Facility name is when they log into ASIIS so you can select the right facility.

Create Transfer						
Sending Organization	Your Organization's name					
Sending Facility	Your Facility's name					
Submitter						
<b>Receiving Organization</b>	--select--					
Receiving Facility	--select---					

  

Transfer Details						
Transfer Quantity	Vaccine	Funding Source	Lot Number	Quantity Available	Expiration Date	Transfer Reason
	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna)	PAN	041B21A	167	10/04/2021	
	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna)	PAN	047B21A	991	10/09/2021	
	DTaP	VFC	49TM3	5	05/28/2022	
	DTaP	VFC	5RM39	150	11/25/2022	
	DTaP	VFC	XG942	27	08/22/2022	
	DTaP-Hib-IPV	VFC	UJ417AAA	20	03/12/2022	
	DTaP-Hib-IPV	VFC	UJ420AAA	1	03/08/2022	
	HPV9	VFC	1687291	50	09/11/2022	
	HPV9	VFC	1687292	14	08/25/2022	
	HPV9	VFC	1691180	100	11/15/2022	
	Hep A, ped/adol, 2 dose	VFC	T020109	38	01/26/2022	

- Find the presentation that needs to be transferred and enter the **Transfer Quantity** (this number cannot exceed the Quantity Available and the transfer quantity must be entered as the number of doses).

- Document the **Transfer Reason**

- Click Create Transfer once finished

Cancel

Create Transfer

**Important Note:** **PAN** doses can only be transferred between approved Pandemic Provider Sites.

## Step 3:

- Both the sending and receiving facility must email up-to-date in-range data logger reports to [ArizonaVFC@azdhs.gov](mailto:ArizonaVFC@azdhs.gov) the same day the transfer request was submitted. If the sending & receiving facility fail to submit data logger reports timely, the transfer request will be denied.

\*\*Data logger reports must be in an approved file format (.xls, .txt, .csv or .ltd).

## Step 4 (receiving):

- The receiving facility must inspect the vaccines. If the receiving facility chooses to accept the transferred vaccines, they will immediately place the vaccines in the appropriate storage unit (refrigerator or freezer).
- The receiving facility must also receive the transferred doses in ASIIS by selecting the Orders/Transfer tab from the left hand menu & then selecting Create/View Orders under the Orders/Transfers tab.



- Once on the Create/View Orders page, click the Select arrow to the left of the Transfer that needs to be received in ASIIS.

Current Order/Transfer List							
Inbound Orders							
Select	Order Number	PIN	Submit Date	Approval Date	Status		
Backordered Orders							
Select	Order Number	PIN	Submit Date	Backorder Date			
Denied Orders							
Select	Order Number	PIN	Submit Date	Denial Date			
Inbound Transfers <sup>?</sup>							
Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status		
<input type="button" value="--&gt;"/>	#####	Sending Facility's Pin		Sending Org./Facility Name	Approved		
Outbound Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status		
Rejected Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status

- To receive the doses, enter the Receipt Quantity (should match the quantity sent) and click Receive (once this is done, the doses will automatically be added to the Reconciliation Page).

Receive Transfer	
Transfer Number	#####
Submit Date	##/##/####
Submitter	
Approval Date	##/##/####
Approver	
Receiver	

  

Transfer Details										
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for Rejecting
100	<input type="text"/>	<input type="text"/>	COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose	PAN	MOD	041B21A	10/04/2021		Creating a New Lot	--select--

The Immunization Program Office is here to assist you!  
 Providers can find the CDC Flyer on Packing Vaccines for Transport [here](#).

ASIIS Help Desk: 602-364-3899  
 Email: [ArizonaVFC@azdhs.gov](mailto:ArizonaVFC@azdhs.gov)