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.
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.

- 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

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

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**Step 3:**

- Both the **sending and receiving facility** must email up-to-date in-range data logger reports to 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.

- 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).

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

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