Inventory Adjustments, Usage, and Transfers
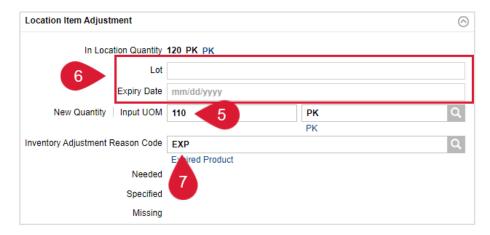
VANDERBILT ✔ UNIVERSITY
MEDICAL CENTER

Learn how to perform supply adjustments, supply transfers, and supply counts.

SUPPLY ADJUSTMENTS

1. Navigate to the **Supply Adjustments** resource.
   a. On a desktop, navigate to POU (SMS) Transactions and Queries and select **Supply Adjustments**.
   b. On a mobile device, navigate to Point of Use Administration > Mobile POU (SMS) and select **Supply Adjustments**.
2. Enter the appropriate search criteria for the item at the location to be adjusted such as Location and Item.

3. Select **Search.**
4. Select the appropriate item record and select **View Record Details.**
5. Adjust the New Quantity.
6. Enter the **Lot** and the **Expiry Date**, if applicable.
7. Enter the Appropriate Inventory Adjustment Reason Code.
8. Select **Submit.**

SUPPLY TRANSFERS

1. Navigate to the **Supply Transfers** resource.
   a. On a desktop, navigate to POU (SMS) Transactions and Queries and select **Supply Transfers**.
   b. On a mobile device, navigate to Point of Use Administration > Mobile POU (SMS) and select **Supply Transfers**.
2. Scan or enter the item and location from which the item is being transferred.

Location	TEH.OR.A209.PAR	▼ 🔍	Item	31842	▼ 🔍

3. Select **Search**.
4. Select the appropriate item record and select **View Record Details**.

☰	▣	➡	31842	EXTENSION SET INTRAVENOUS MACROBORE 30 I

5. Enter the **Lot** and **Expiry Date**, if applicable.
6. Adjust the quantity being transferred in the Transfer Quantity field.
7. Enter the location to transfer the item to.

In Location Quantity **50 EA EA**

5 → Lot	
Expiry Date	mm/dd/yyyy
Transfer Quantity	1 ◄ **6**
To Location	**TEH.IR.276.PAR** ◄ **7**
	IR Lab Core Par 276 / 222 / 200A / 254H

8. Select **Submit.**
9. If not already performed, physically transfer the item to the appropriate location.

SUPPLY COUNT

1. On a Mobile device, navigate to Point of Use Administration > Mobile POU (SMS) and select **Supply Counts**.
2. Scan or enter the location to be counted.
3. Select **Continue**.
4. Scan the Item to be counted.
5. Perform the count and enter the quantity physically counted in the **Input Quantity** field.

Location	TEH.CATH.ST131.PER	🔍

Section ⌃

Location	TEH.CATH.ST131.PER	
Item	104272 ◄ **4**	🔍
	GUIDEWIRE VASCULAR L260CM DIA0.035IN L4C	
Input Quantity	5 ◄ **5**	
UOM	EA	🔍
	EA	

6. If required, enter the **Lot information** and **Expiry Date** of the items being counted.
7. Repeat steps 4, 5, and 6 until all items have been counted.
8. Select **Submit Count.**