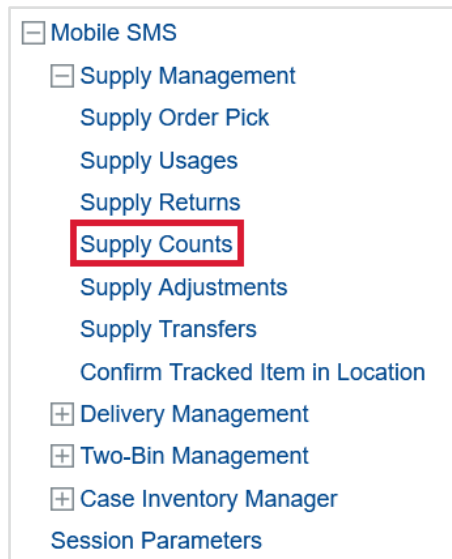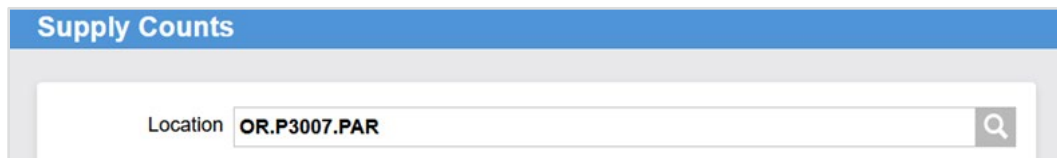# Par Inventory Supply Counts

VANDERBILT **V** UNIVERSITY

MEDICAL CENTER

Learn how to complete a Par Inventory Supply Count and verify item adjustments.

1. On your Mobile device, Launch Supply Counts.

2. Scan or enter the Par 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.

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**.