

# Approve Transfers

Authorized users with Local or State Approver permission can approve transfers in VOMS 2.0.

## Approve a Transfer

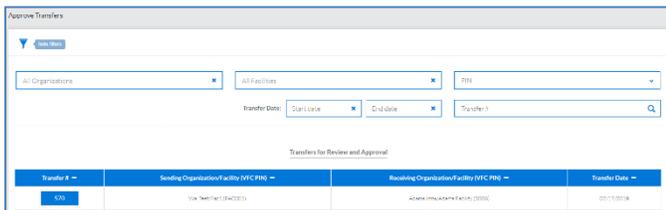
1. Login to VOMS.
2. Search for the approving Organization in the search bar.



3. Click **Approvals & Management > Approve Transfers** on the navigation menu.



4. The **Approve Transfers** page is divided into two main sections:

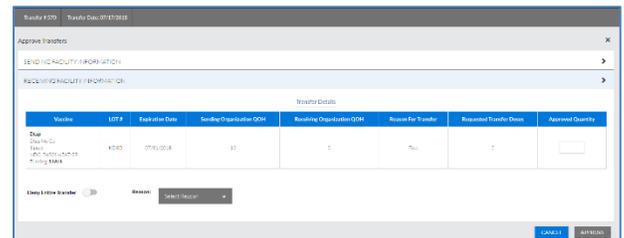


- a) **Filters** - This section allows users to find all transfers based on organization, facility, PIN, transfer date range, and/or transfer number.
- b) **Transfers for Review and Approval**- Transfers that have been submitted by providers and are ready for review for the approver.

5. Under the **Transfer for Review and Approval** section, it will list transfers with the transfer number, sending and receiving org/facility and the transfer date. Select the **Transfer #** to view transfer details.

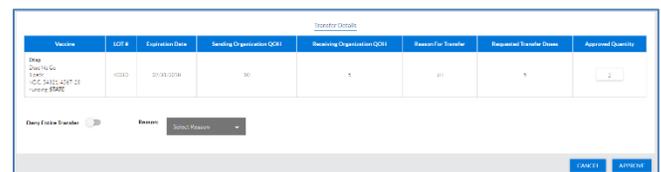
Transfer #	Sending Organization/Facility (VFC PIN)	Receiving Organization/Facility (VFC PIN)	Transfer Date
020	196_Tesl_Facility(2020)	16866_Innovative_Facility(2020)	07/27/2018

6. The Transfer details page is divided into three sections:
  - a) **Sending Facility Information:** This section includes the sending facility's information and contact information including the user who submitted the transfer and shipping information.
  - b) **Receiving Facility Information:** This section includes the receiving facility's information and contact information including the user who submitted the transfer and shipping information.
  - c) **Transfer Details:** Vaccine Information, Lot Number, Expiration Date, Sending Organization Quantity on Hand (QOH), Receiving Organization QOH, Reason for Transfer, Requested Transfer Doses, Approved Quantity.



7. The approver will enter the **Approved Quantity**.  
*Note: The **Approved Quantity** can be less than the **Requested Transfer Doses** but cannot be more than this quantity. Approvers can fully deny the transfer and give a denial reason by selecting the **Deny Transfer Toggle**.*

8. Select **Approve**.



9. The transfer request will be removed from the **Transfers for Review and Approval** section and appear on the **Outbound Orders** tab for the **Receiving Facility**.