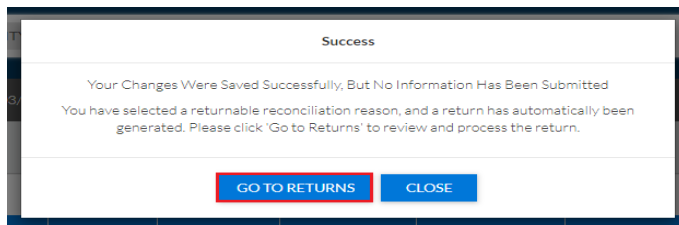


## Submit a Return

This guide gives instructions to providers on how to submit a vaccine return in VOMS for vaccines that need to be sent back to McKesson.

### Submit a Return

1. A vaccine is automatically created for a return when a user selects a returnable adjustment reason when reconciling their inventory.
  - a. Adjustments include Vaccine Recall, Expired, or Spoiled vaccines.
2. Once you have saved or submitted your reconciliation report, a pop-up box will appear notifying you that a return has been generated for those doses. Select **Go to Returns**.



3. If you do not want to go to returns at the time, select **Close**. To go to the Returns page later, select the **Order & Returns** menu heading (1). Then select **Returns** (2).



4. On the Vaccine Returns page select a **Shipping Label Method**.

Vaccine Returns

Receiving Organization: McKesson

Shipping Label Method:  Mail  Pick-up  Email

5. Below the Shipping Label Method, all the vaccines that had been reconciled due to a returnable reason will be listed.

Vaccine	Lot #	Expiration Date	Funding Source	Returnable Quantity
Pneumococcal Conjugate Pcv 13 Brand Not Found 1 pack NDC: Not Found	EXP12345	11/20/2017	PUB	10

6. Enter in the number of vaccines in the **Quantity to Return** field for all the vaccines that you would like to return. You cannot enter in a quantity less than 1.

7. Select **Submit and Print Vaccine Return**.

Vaccine	Lot #	Expiration Date	Funding Source	Returnable Quantity	Quantity To Return	Quantity On Hand	Return Reason	Wastage Cost
Pneumococcal Conjugate Pcv 13 Brand Not Found 1 pack NDC: Not Found	EXP12345	11/20/2017	PUB	10	1	2	Expired	Cost Unavailable

8. The **Vaccine Return Submission** pop-up box will appear. **Select** the number of boxes that are required for this vaccine return.

9. Select **Confirm and Print**.

VACCINE RETURN SUBMISSION

Please Select how many boxes are required for this vaccine return:

Note: This is not your packing slip, and no return has been generated yet. Please select the required number of boxes and click 'Confirm and Print' to continue.

Vaccine	Lot #	Expiration Date	Funding Source	Returnable Quantity	Quantity To Return	Quantity On Hand	Return Reason	Wastage Cost
Pneumococcal Conjugate Pcv 13 Brand Not Found 1 pack NDC: Not Found	EXP12345	11/20/2017	PUB	10	2	2	Expired	Cost Unavailable

10. Select the **Download** icon in the center of the pop-up box to print the vaccine return packing slip.

