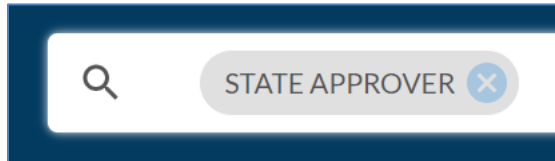Authorized users with Local or State Approver permission can approve transfers in VOMS 2.0.
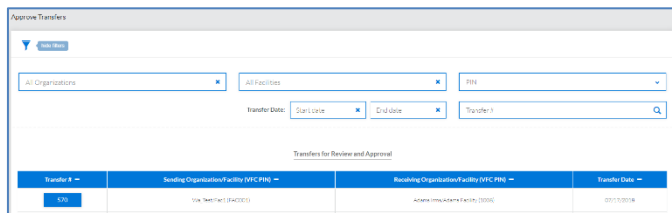
Approve a Transfer

1. Login to VOMS.

2. Search for the approving Organization in the search bar.

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

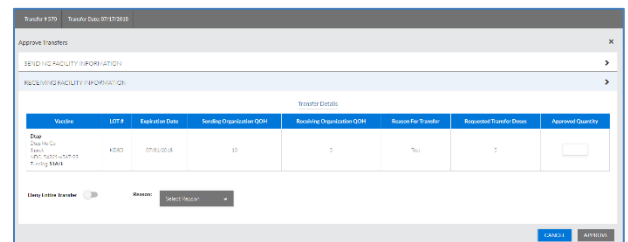4. The **Approve Transfers** page is divided into two main sections:

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.
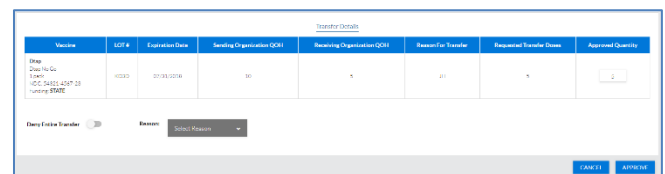
6. The Transfer details page is divided into three sections:
   a) **Sending Facility Information**: This section includes the sending facility's information and contact information including the user who submitted the transfer and shipping information.
   b) **Receiving Facility Information**: This 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**.