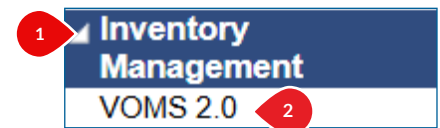# RECEIVING A VACCINE IN VOMS

This Quick Reference Guide complements the Transfers module, specifically focusing on receiving a transferred vaccines within VOMS.
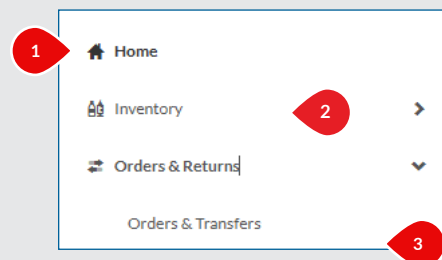
## Navigating to VOMS

1. After logging into the Registry, on the left-side menu, click **Inventory Management** to expand the options.
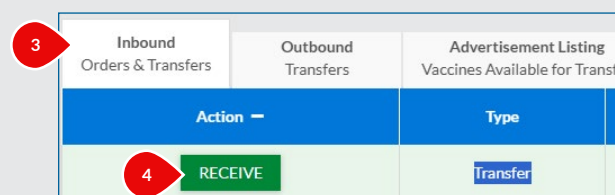
2. Click **VOMS 2.0.**



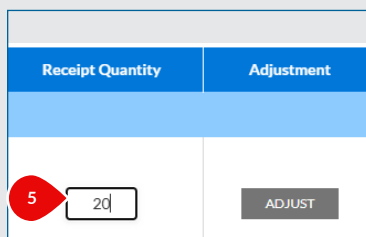## Receiving a Vaccine in VOMS

1. Click **Orders and Returns.**

2. Then click **Orders and Transfers.**



3. Click **Inbound** tab.

4. Find the Transfer and click **Receive.**



5. Enter **Receipt Quantity** (If the quantity does NOT need to be adjusted then move directly to Step 11.)
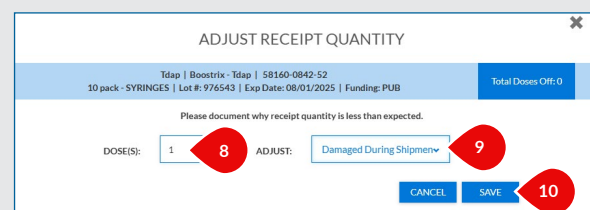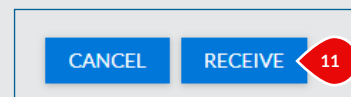


6. Enter **Receipt Quantity**.

7. Click **Adjust** button.



8. Enter **Doses.**

9. Select **Adjustment Reason.**

10. Click **Save.**



11. Click **Receive**.



12. **Success Alert** will display.