This Quick Reference Guide complements the Inventory Management module, specifically focusing on the process of submitting vaccine returns. It highlights key points to enhance your understanding and support the accurate reconciliation of vaccine inventory.
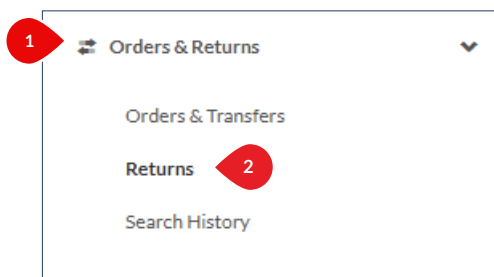
Navigating to VOMS

1. On the left-side menu, click **Inventory Management** to expand the options.
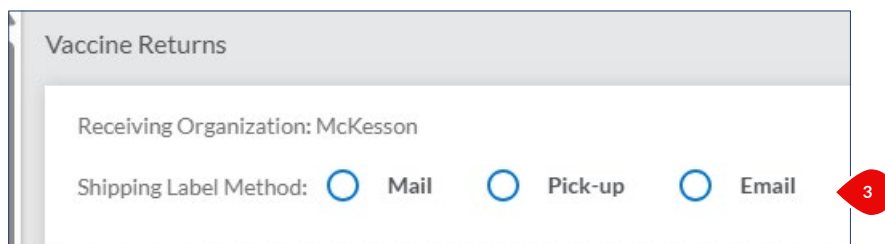
2. Click **VOMS 2.0**.

Steps to Submit a Return

Vaccine returns are initiated based on the adjustment reason identified during reconciliation. Users will be prompted to navigate to the returns page.

1. Expand the **Orders & Returns** menu
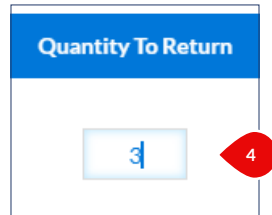
2. Select **Returns**

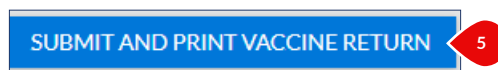3. Select **Preferred Shipping Label Method** (mail, pickup, or email)

4. Enter **Quantity to Return**

5. Click **Submit and Print Return** button

6. Obtain or Print Label

7. Place **Vaccine Return Packing Slip** into package before you ship it

8. Package the vaccines to be returned.

   Return Sheet Compliance: Only include the vaccines listed on the return sheet in the box. It is important that you DO NOT return any items not listed.