

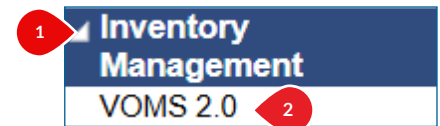


# SUBMITTING A TRANSFER IN VOMS

This Quick Reference Guide complements the reconciliation module, specifically focusing on transferring vaccines within VOMS.

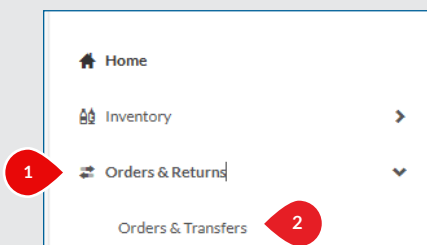
## Navigating to VOMS

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

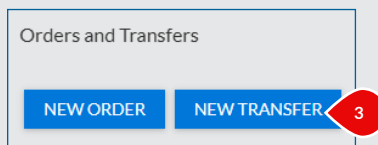


## Submitting a Transfer in VOMS

1. Click **Orders and Returns**.
2. Then click **Orders and Transfers**.



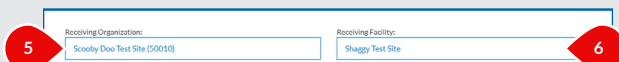
3. Click **New Transfer**.



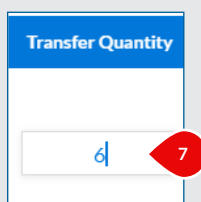
4. Toggle the button towards **Transfers**.



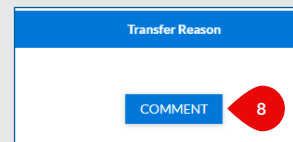
5. Enter the **Receiving Organization's Name**.
6. Enter the **Receiving Facility's Name**.



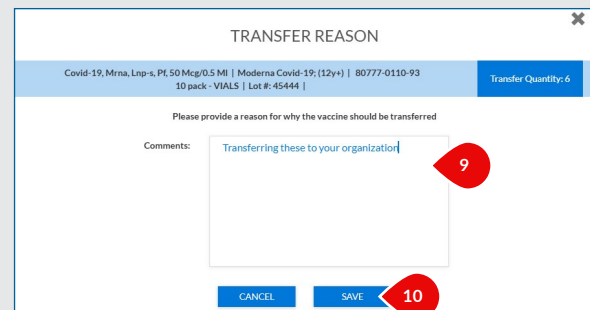
7. Enter the **Transfer Quantity**.



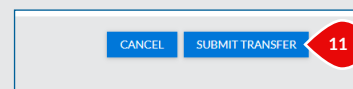
8. Click **Comment**.



9. Enter **Comment**.
10. Click **Save**.



11. Scroll down and click **Submit Transfer**.



12. **Success Alert** will display.

