

# Overview of the CIR (COVID Immunisation Register) Inventory and Logistics Portal

Inventory for both Facilities and Sites can be managed using the CIR.

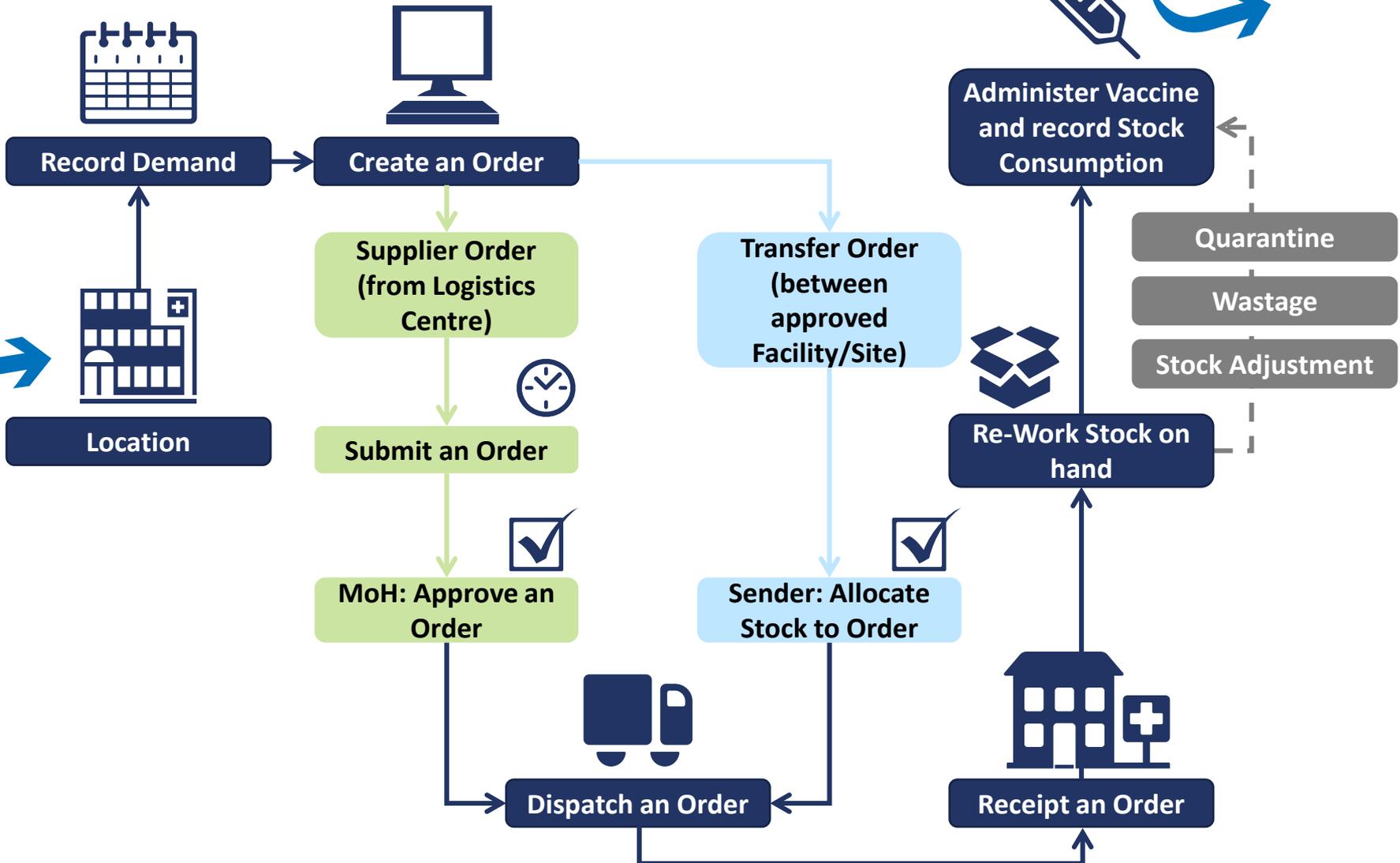
# Contents

This training guide provides one-page process flows for using the Logistics and Inventory Portal in the Covid Immunisation Register (CIR).

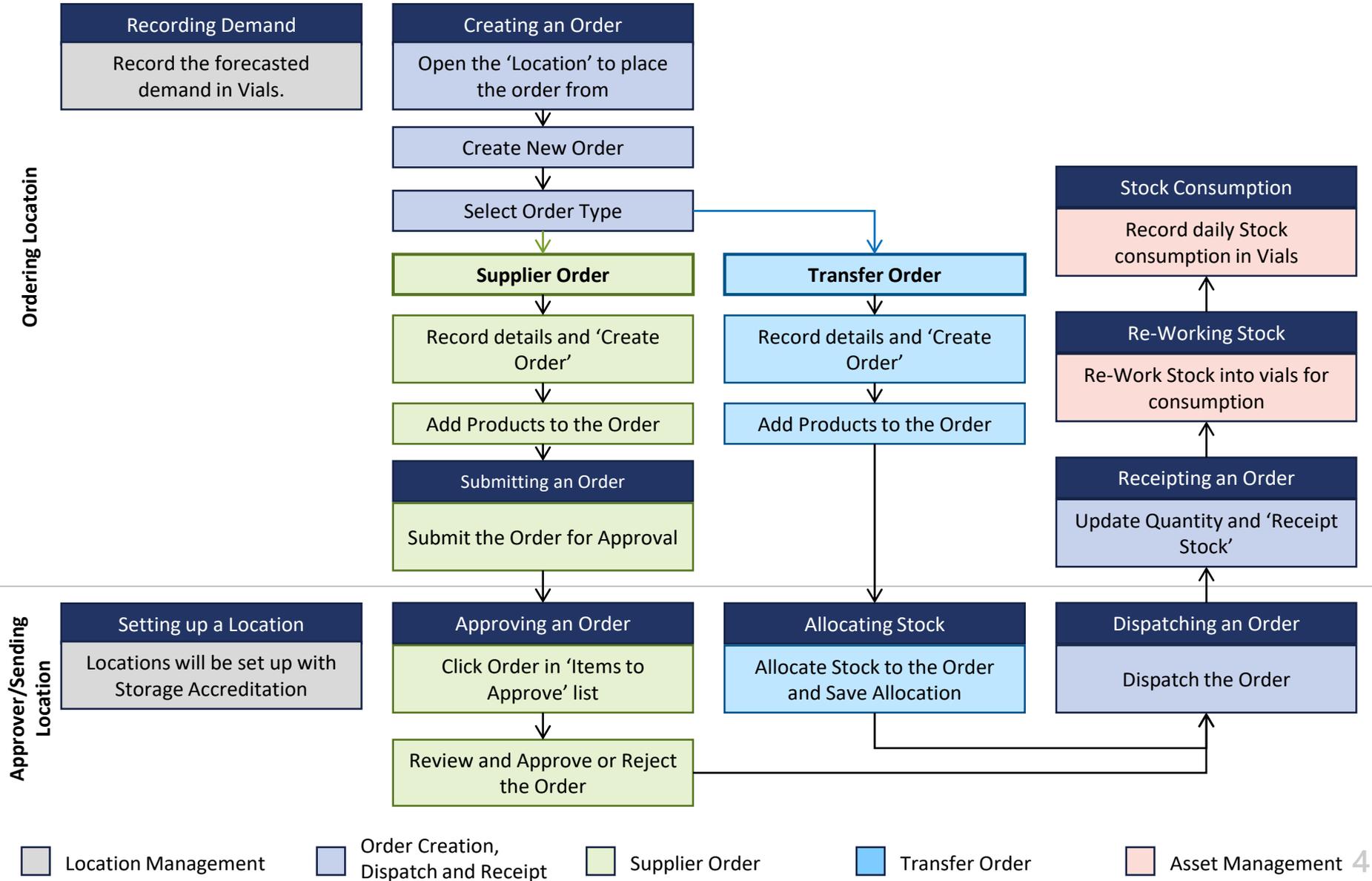
The CIR is undergoing regular development and refinement, so please note that some screenshots within this pack may look slightly different from the system itself.

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# Order and Inventory Process Overview



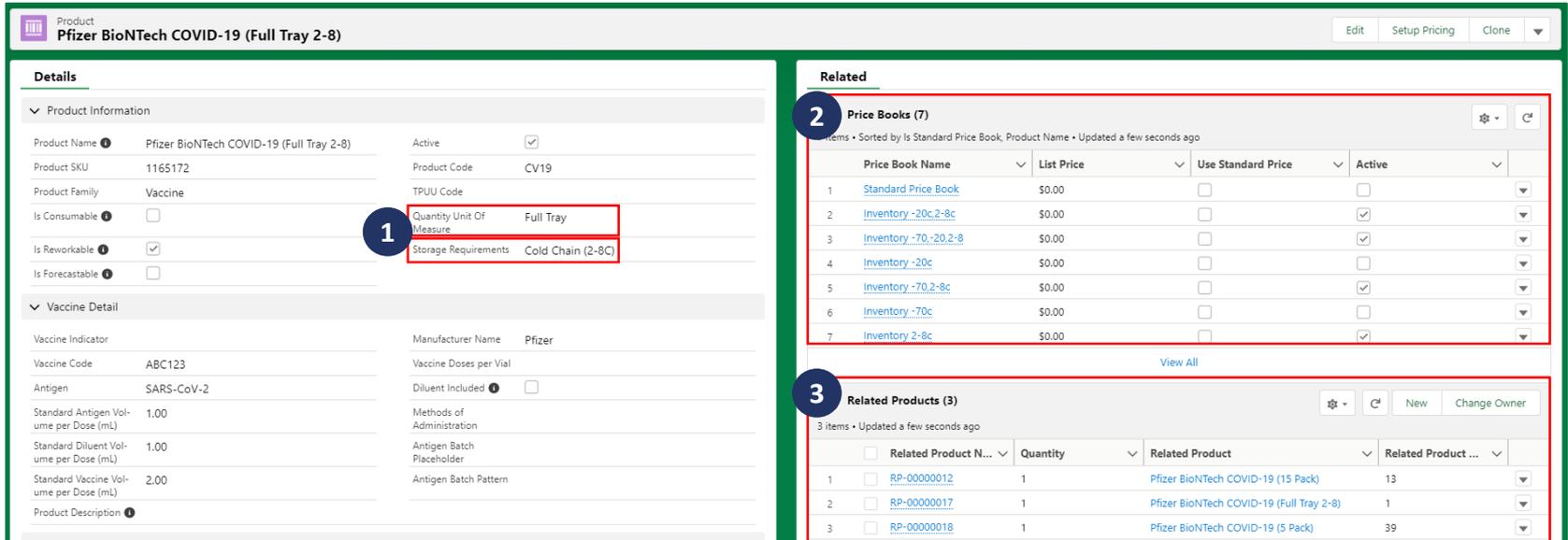
# Overview of the Inventory Portal



# Products | Overview

Products which can be ordered in the Inventory Portal are uniquely identifiable by product SKU.

**Note:** The view below is to provide additional context on Products and will only be viewed and updated by Ministry of Health Administrators.



**Product**  
Pfizer BioNTech COVID-19 (Full Tray 2-8)

Details

Product Information

Product Name: Pfizer BioNTech COVID-19 (Full Tray 2-8) Active:

Product SKU: 1165172 Product Code: CV19

Product Family: Vaccine TPUU Code:

Is Consumable:  Quantity Unit Of Measure: Full Tray

Is Reworkable:  Storage Requirements: Cold Chain (2-8C)

Is Forecastable:

Vaccine Detail

Vaccine Indicator: ABC123 Manufacturer Name: Pfizer

Vaccine Code: ABC123 Vaccine Doses per Vial:

Antigen: SARS-CoV-2 Diluent Included:

Standard Antigen Volume per Dose (mL): 1.00 Methods of Administration:

Standard Diluent Volume per Dose (mL): 1.00 Antigen Batch Placeholder:

Standard Vaccine Volume per Dose (mL): 2.00 Antigen Batch Pattern:

Product Description:

Related

Price Books (7)

Price Book Name	List Price	Use Standard Price	Active
1 Standard Price Book	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
2 Inventory -20c,2-8c	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Inventory -70,-20,2-8	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 Inventory -20c	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
5 Inventory -70,2-8c	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 Inventory -70c	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
7 Inventory 2-8c	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

View All

Related Products (3)

Related Product N...	Quantity	Related Product	Related Product ...
1 RP-00000012	1	Pfizer BioNTech COVID-19 (15 Pack)	13
2 RP-00000017	1	Pfizer BioNTech COVID-19 (Full Tray 2-8)	1
3 RP-00000018	1	Pfizer BioNTech COVID-19 (5 Pack)	39

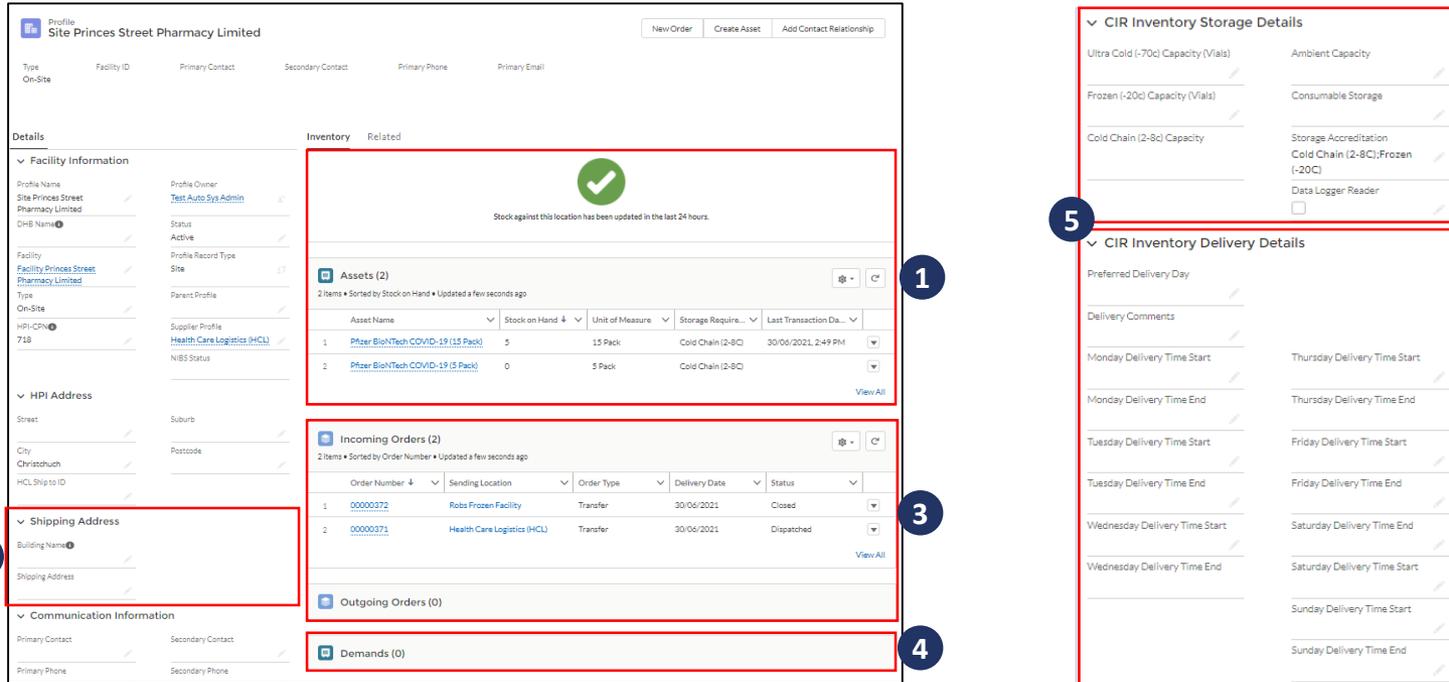
1 The Storage Accreditation and Quantity Unit of Measure is are the two things which distinguish a Vaccine Product.

2 The Price Books for a Location govern what products a particular Location is able to order, based on the storage accreditation for that Location.

3 The related product section shows equivalent of that product in other units. For example, the related products of One 'Fifteen pack' will be able to be re-worked into three 'Five packs' or 'Fifteen vials'.

# Locations | Overview

A Location is a place with a specific address, where the management and storage of the vaccine/product takes place. There are two different location types in the CIR, Facilities and Sites. A Facility is a parent record for a Site, so a Facility can be a parent location of one or many Site(s).



The screenshot shows the 'Profile Site Princes Street Pharmacy Limited' interface. It includes sections for 'Details', 'Inventory', and 'Related'. The 'Inventory' section is highlighted with a red box and a '1' callout, showing a table of assets with columns for Asset Name, Stock on Hand, Unit of Measure, Storage Requirement, and Last Transaction Date. The 'Shipping Address' section is highlighted with a red box and a '2' callout. The 'Incoming Orders (2)' section is highlighted with a red box and a '3' callout, showing a table with columns for Order Number, Sending Location, Order Type, Delivery Date, and Status. The 'Outgoing Orders (0)' and 'Demands (0)' sections are highlighted with red boxes and '4' callouts. The 'CIR Inventory Storage Details' and 'CIR Inventory Delivery Details' sections are highlighted with red boxes and a '5' callout, showing various capacity and accreditation information.

- 1 The Assets and Quantity of each Asset at this Location
- 2 The Shipping Address is where the orders will be delivered for this Location
- 3 Incoming/Outgoing Orders and Demand will be reflect under the corresponding headings
- 4 Demand for a particular asset can be viewed under 'Demands'
- 5 The Storage Capacity and Accreditation for the Location is listed at the bottom of the Location Record. The preferred Inventory Delivery Days and times can also be recorded here.

## Order Process

Inventory can be ordered using the CIR in two ways; direct from the supplier using a 'Supplier Order' or from transferred from another Location using a 'Transfer Order'

# 1. Supplier Orders

A supplier order is an order where the stock will come directly from a logistics centre and the order must be approved by the Ministry of Health team.

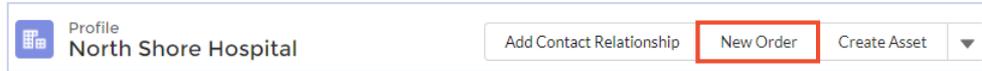
Users must be associated with a Location to place a Supplier Order.

# Supplier Orders | Create Supplier Order

**1** Go to 'Locations' and select the Location you are ordering for



**2** Click 'New Order'



**3** Select 'Supplier' and click 'Next'

New Order

\* Please Select an Order Type:

Transfer  
Order type for emergency transfers or end of day returns between locations.

Supplier  
Order type for receiving stock from logistics centres.

Next

**4** Select a Delivery date and click 'Create Order'

New Order

Ordering Location: North Shore Hospital

*Note: Orders for 28 May 2021 must be placed before 10 AM.*

\* Order Date: 27/05/2021

\* Delivery Date: 29/05/2021

Supplier: Health Care Logistics (HCL)

\* Receiving Location: North Shore Hospit. X

Back Create Order

**5** Select the 'Order Number' and, next to 'Order Products', click 'Add Products'

Outgoing Orders (5)

5 Items • Sorted by Delivery Date • Updated a few seconds ago

	Order Number	Receiving Locat...	Delivery Date	Status
1	00000226	Ameera Vax Site	6/06/2021	Draft

Related

DEMAND - 23 June 2021

Product Name	Quantity	Unit of Measure	Date
Pfizer BioNTech COVID-19 (Vials)	10	Vials	23 Jun 2021

Order Products (0) Add Products

**7** Record the Quantity of each Product and click 'Save'

**Note:** The quantity refers to the number of the product ordered, not the number of vials. For Example: Ordering 10, 15 packs, will be an order of 150 Vials

	Product	*Quantity
1	Pfizer BioNTech COVID-19 (15 Pack)	10.00
2	Pfizer BioNTech COVID-19 (Full Tray -20)	5.00

**6** Select the Products to order

**Note:** Only Products which match the Locations storage accreditation will be available to be added.

Add Products

Price Book: Inventory -20C2-8c

Search Products...

Show Selected (3)

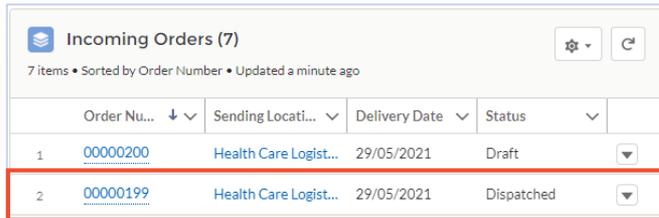
	Product Name	Product SKU	List Price	Product Family
<input checked="" type="checkbox"/>	Kit for 100 Doses	1166307	\$0.00	Consumable
<input type="checkbox"/>	Kit for full Tray	1166308	\$0.00	Consumable
<input checked="" type="checkbox"/>	Pfizer BioNTech COVID-19 (15 Pack)	1165173	\$0.00	Vaccine
<input checked="" type="checkbox"/>	Pfizer BioNTech COVID-19 (5 Pack)	1165174	\$0.00	Vaccine

# Supplier Orders | Approval, Dispatch and Receipt

**1 Approval**  
Once you have added Products to the order, click 'Submit for Approval'



**2**  
Once approved and dispatched click the Order

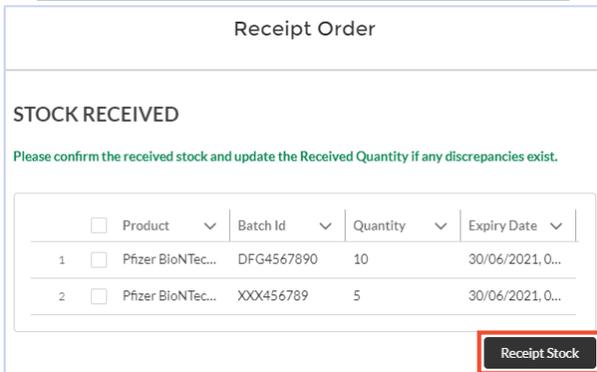


Incoming Orders (7)  
7 items • Sorted by Order Number • Updated a minute ago

	Order Nu...	Sending Locati...	Delivery Date	Status
1	00000200	Health Care Logist...	29/05/2021	Draft
2	00000199	Health Care Logist...	29/05/2021	Dispatched

**Note:** Once approved the order will be sent to the supplier. Once it has been dispatched the approver will update the order with the dispatch information and it will be ready to be received.  
*Further detail can be found in the detailed training materials.*

**3 Receipt Order**  
Click 'Receipt Order', check/update the Quantity and click 'Receipt Stock'



Receipt Order

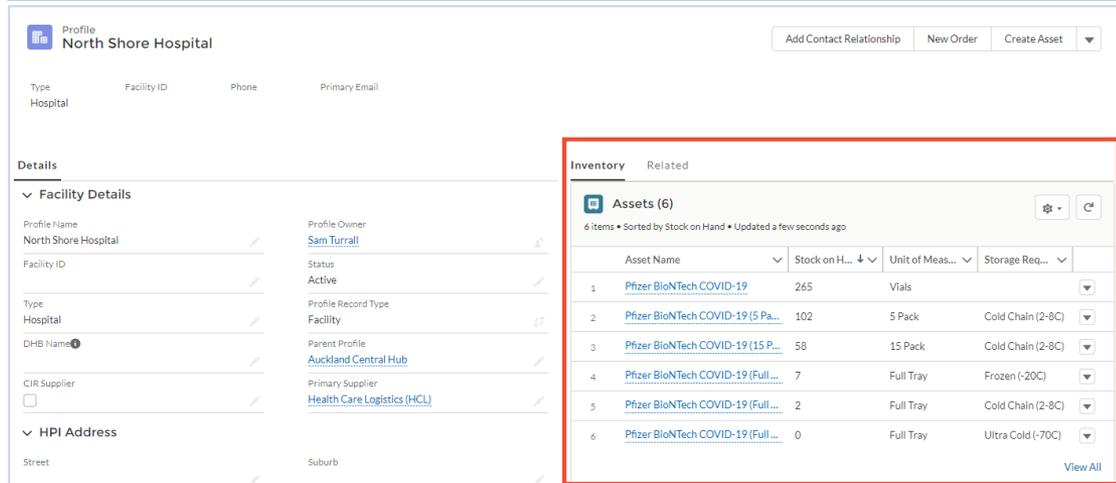
STOCK RECEIVED

Please confirm the received stock and update the Received Quantity if any discrepancies exist.

	Product	Batch Id	Quantity	Expiry Date
1	Pfizer BioNTec...	DFG4567890	10	30/06/2021, 0...
2	Pfizer BioNTec...	XXX456789	5	30/06/2021, 0...

Receipt Stock

**4**  
The 'Stock on Hand' under 'Assets' on the Location will be updated with the new Stock



Profile North Shore Hospital

Add Contact Relationship New Order Create Asset

Type Hospital Facility ID Phone Primary Email

Details

Facility Details

Profile Name North Shore Hospital Profile Owner Sam Turrall

Facility ID Status Active

Type Hospital Profile Record Type Facility

DHB Name Auckland Central Hub

CIR Supplier Health Care Logistics (HCL)

HPI Address

Street Suburb

Inventory Related

Assets (6)  
6 items • Sorted by Stock on Hand • Updated a few seconds ago

	Asset Name	Stock on H...	Unit of Meas...	Storage Req...
1	Pfizer BioTech COVID-19	265	Vials	
2	Pfizer BioTech COVID-19 (5 Pa...	102	5 Pack	Cold Chain (2-8C)
3	Pfizer BioTech COVID-19 (15 P...	58	15 Pack	Cold Chain (2-8C)
4	Pfizer BioTech COVID-19 (Full ...	7	Full Tray	Frozen (-20C)
5	Pfizer BioTech COVID-19 (Full ...	2	Full Tray	Cold Chain (2-8C)
6	Pfizer BioTech COVID-19 (Full ...	0	Full Tray	Ultra Cold (-70C)

View All

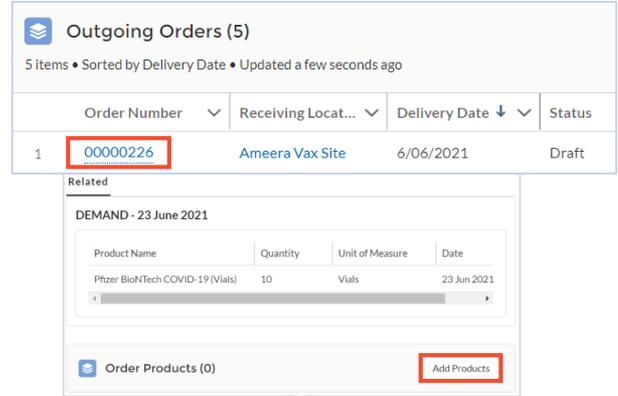
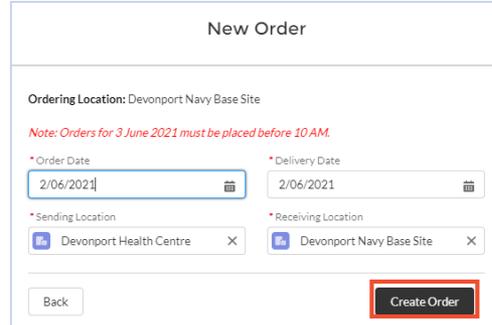
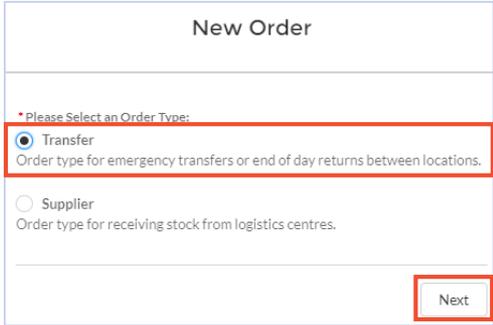
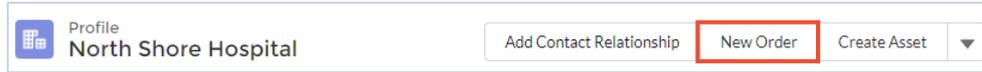
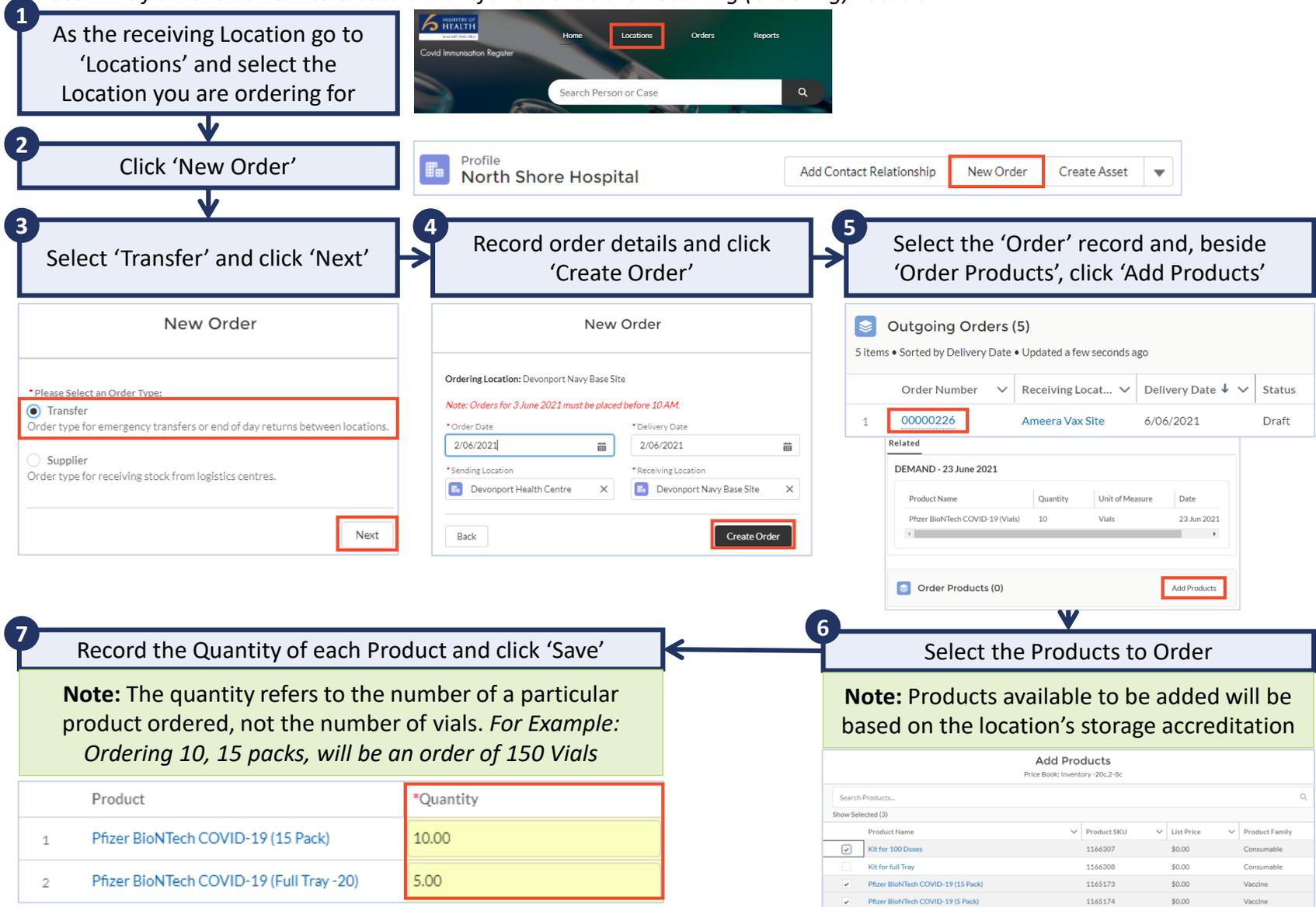
## 2. Transfer Orders

A transfer order is a transfer between two locations, for emergency transfers or end of day returns between locations.

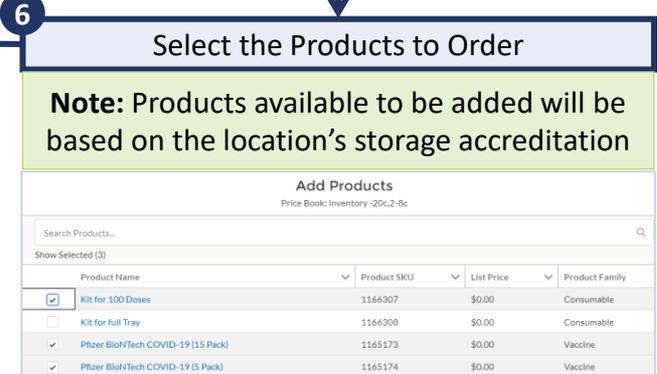
Users must be associated with a Location to place a Transfer Order.

# Transfer Order | Create Transfer Order

**Note:** This flow shows how to create a Transfer Order as the Receiving (Ordering) Location.



	Product	*Quantity
1	Pfizer BioNTech COVID-19 (15 Pack)	10.00
2	Pfizer BioNTech COVID-19 (Full Tray -20)	5.00



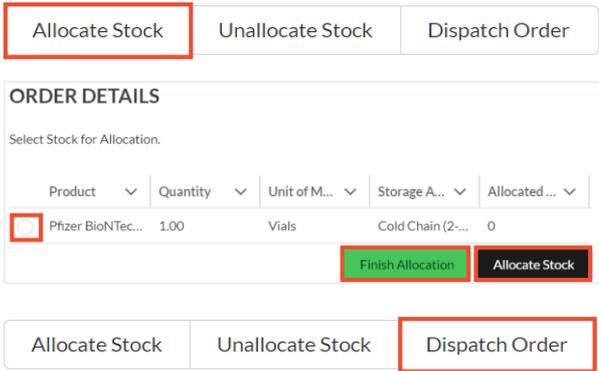
# Transfer Orders | Allocation, Dispatch and Receipt

**1 Allocation**  
**Sending Location:** go to Outgoing Orders, select the Order and click 'Allocate Stock',

**2**  
Select the Stock to Allocate, click 'Allocation Stock', then 'Finish Allocation'

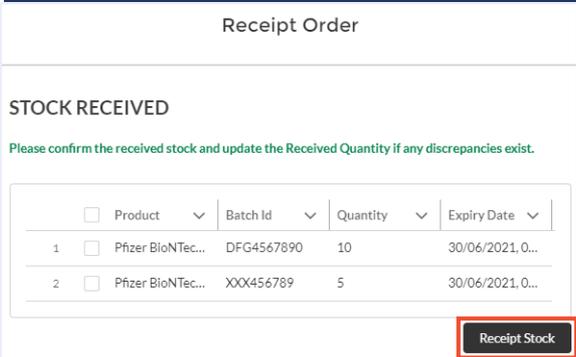
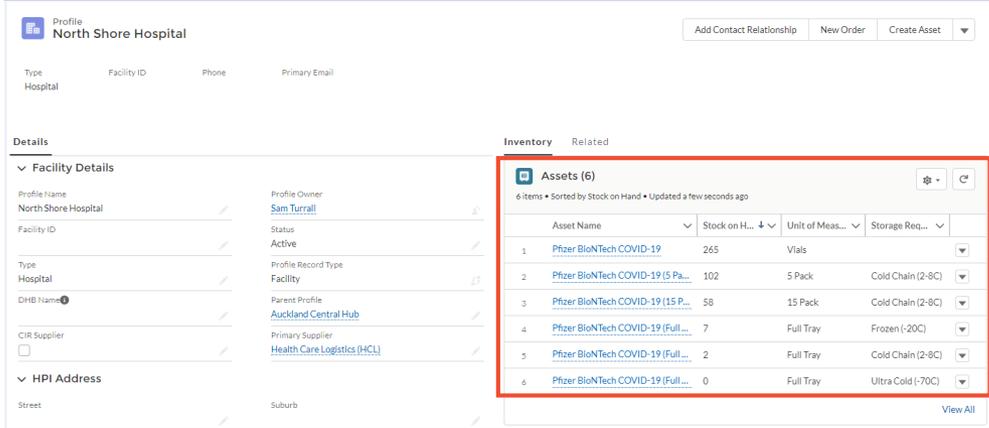
**3 Dispatch Stock**  
Once Stock has been allocated to the order, click 'Dispatch Order'

**4 Receipt Order**  
**11. Receiving Location:** go to Incoming Orders, select the Order, click 'Receipt Order', update Quantity and click 'Receipt Stock'



**Note:** Once Stock has been allocated by the sending location it can be dispatched. Once it has been dispatched the sending location will update the order with the dispatch information and it will be ready to be received by the receiving location. If the receiving location is a mobile site then its location can be specified alongside the Allocation.  
*Further detail can be found in the detailed training materials.*

**5** The 'Stock on Hand' under 'Assets' on the Receiving Location will be updated with the new Stock

## Assets

Assets at a Location can be updated through; stock re-work; stock adjustment; quarantine stock; recording consumption; or, stock on hand.

# Assets | Stock Re-Work

**1** **Stock Re-Work**  
From the Location record, click on the Asset to Re-Work

**2**  
Select the Batch and click 'Stock Re-work'

Inventory Related

**Assets (6)**  
6 items • Sorted by Stock on Hand • Updated a few seconds ago

Asset Name	Stock on H...	Unit of Meas...	Storage Req...
1 Pfizer BioNTech...	65	Vials	

Batch Id	Total	Available	Unavailable	In Transit	In Quarantine	Expiry Date
<input checked="" type="radio"/> Ae1234	130 x Vials	130.00	0	0	0	28/05/2021, 11:...
<input type="radio"/> Ae1234	10 x Vials	10.00	0	0	0	28/05/2021, 11:...

Record Consumption Stock Adjustment Quarantine **Stock Re-work**

**3**  
Select the relevant Re-work option. This could be an update to the Unit of Measure or the Storage Accreditation' and click 'Next'

**4**  
Record the 'Quantity', check the other details and click 'Complete' to Re-Work the Stock

**Stock Re-work**  
Change in storage accreditation, batch number, use by date.

Product: Pfizer BioNTech COVID-19 (Full Tray 2-8) Full Tray  
Batch Number: 234234234149150154156160  
Use by date: 28/05/2021, 12:06 pm  
Current Stock on Hand: 1 x Full Tray

Please select one of the following Re-work options:

Quantity	Related Product ...	Related Product ...	Unit of Measure	Storage Accredit...
<input type="radio"/>	1 Pfizer BioNTech COV...	1 Full Tray	Frozen (-20C)	
<input type="radio"/>	1 Pfizer BioNTech COV...	39 5 Pack	Cold Chain (2-8C)	
<input checked="" type="radio"/>	1 Pfizer BioNTech COV...	13 15 Pack	Cold Chain (2-8C)	
<input type="radio"/>	1 Pfizer BioNTech COV...	195 Vials		
<input type="radio"/>	1 Pfizer BioNTech COV...	1 Full Tray	Ultra Cold (-70C)	

Back Next

**Stock Re-work**  
Change in storage accreditation, batch number, use by date.

Product: Pfizer BioNTech COVID-19 (Full Tray 2-8) Full Tray  
Batch Number: 234234234149150154156160  
Use by date: 28/05/2021, 12:06 pm  
Current Stock on Hand: 1 x Full Tray

**New Product:**  
Pfizer BioNTech COVID-19 (15 Pack)  
**New Unit Of Measure:**  
15 Pack

\* Quantity:   
Max Quantity: 1

\* Batch Id:   
\* Expiry Date/Time:

A new batch number will be generated on clicking 'Re-work'

Back Complete

# Assets | Stock Adjustment

**1** **Stock Adjustment**  
From the Location record, click on the Asset to Adjust

**2** Select the Batch and click 'Stock Adjustment'

Inventory Related

**Assets (6)**  
6 items • Sorted by Stock on Hand • Updated a few seconds ago

Asset Name	Stock on H...	Unit of Meas...	Storage Req...
1 Pfizer BioNTech...	65	Vials	

Batch Id	Total	Available	Unavailable	In Transit	In Quarantine	Expiry Date
<input checked="" type="radio"/> Ae1234	130 x Vials	130.00	0	0	0	28/05/2021, 11:...
<input type="radio"/> Ae1234	10 x Vials	10.00	0	0	0	28/05/2021, 11:...

Record Consumption **Stock Adjustment** Quarantine Stock Re-work

**3** Record the Quantity to Increase or Decrease and a Comment, click 'Save'.  
*Note: the Quantity is measured in whole vials.*

**4** The adjustment will be recorded under 'Transactions'

**Record Stock Adjustment**  
Increase or decrease to stock due to discrepancies.

Product: Pfizer BioNTech COVID-19 (Vials) Cold Chain (2-8C)  
Batch Number: Ae1234  
Expiry date: 28/05/2021, 11:08 am

\* Quantity (Vials)  
10

\* Adjustment  
 Increase  
 Decrease

\* Comments

Back **Save**

**Transactions (10)**  
10 items • Sorted by Transaction Name • Updated a few seconds ago

Transaction Name	Type	Stock	Quantity	Date
1 T-000507	<b>Stock Adjustment</b>	S-0000195	-10	1/06/2021

# Assets | Quarantine Stock

**1** Stock Quarantine  
From the Location record, click on the Asset to Quarantine

**2** Select the Batch and click 'Quarantine'

Inventory Related

Assets (6)  
6 items • Sorted by Stock on Hand • Updated a few seconds ago

Asset Name	Stock on H...	Unit of Meas...	Storage Req...
1 Pfizer BioNTech...	65	Vials	

Batch Id	Total	Available	Unavailable	In Transit	In Quarantine	Expiry Date
<input checked="" type="radio"/> Ae1234	130 x Vials	130.00	0	0	0	28/05/2021, 11:...
<input type="radio"/> Ae1234	10 x Vials	10.00	0	0	0	28/05/2021, 11:...

Record Consumption Stock Adjustment **Quarantine** Stock Re-work

**3** Record a Comment as to why the Stock is Quarantined, click 'Save'.

**4** The quarantined Stock will be recorded under 'Transactions'

**Stock Quarantine**

The following batch will be quarantined:

*Product: Pfizer BioNTech COVID-19 (Vials) Cold Chain (2-8C)*  
*Batch Number: Ae1234*  
*Expiry date: 28/05/2021, 11:08 am*  
*Quantity: 10*

\* Comments

Back **Quarantine**

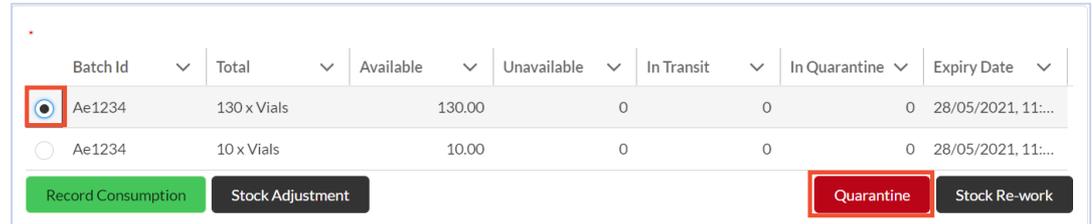
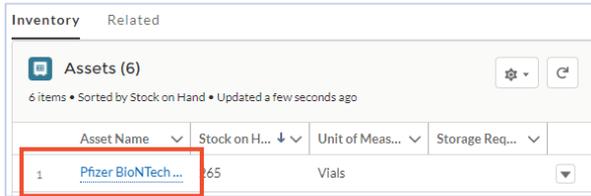
Transactions (10+)  
10+ items • Sorted by Transaction Name • Updated a few seconds ago

Transaction Name	Type	Stock	Quantity	Date
1 T-000509	<b>Quarantined</b>	S-0000195	-10	1/06/2021

# Assets | Release Stock from Quarantine

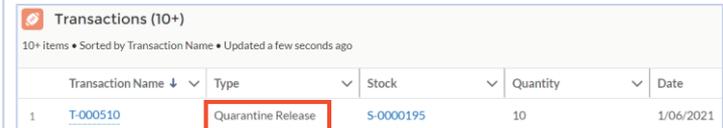
**1** Stock Quarantine Release  
From the Location record, click on the Asset to Release from Quarantine

**2** Select the Batch and click 'Quarantine'



**3** Record a comment as to why the Stock is Released from Quarantine, click 'Save'.

**4** The Release from Quarantine will be recorded under 'Transactions'



# Assets | Record Wastage

**1** **Stock Quarantine**  
From the Location record, click on the Asset to Record Wastage

**2** Select the Batch and click 'Wastage'

Inventory Related

**Assets (6)**  
6 items • Sorted by Stock on Hand • Updated a few seconds ago

Asset Name	Stock on H...	Unit of Meas...	Storage Req...
1 Pfizer BioNTech...	65	Vials	

Batch Id	Total Quantity	Available	Unavailable	Quantity In Tr...	Quarantined
<input type="radio"/> 123	15 x 5 Pack	15	0	0	0
<input checked="" type="radio"/> XYZ123	15 x 5 Pack	15	0	0	0
<input type="radio"/>	40 x 5 Pack	40	0	0	0

Clear Selection

Record Consumption Stock Adjustment **Wastage** Quarantine Stock Re-work

**3** Check the Date, record the Quantity of Wastage, the Wastage reason and any Comments, click 'Save'.

**4** The Stock Wastage will be recorded under 'Transactions'

**Record Wastage**  
Decrease to stock due to wastage.

*Product: Pfizer BioNTech COVID-19 (5 Pack)*  
*Available Stock on Hand: 15 5 Pack*  
*Batch Number: XYZ123*  
*Use by date: 30/06/2021, 1:44 pm*

\* Date  
29/06/2021

\* Quantity (5 Pack)  
5.00

\* Wastage Reason  
Expired Vial

Comments

Back Save

All Transactions Stock History Stock Demand

**Transactions (10+)**  
10+ items • Sorted by Transaction Name • Updated a few seconds ago

Transaction...	Type	Stock	Quantity	Date	Vaccination...	Comments
1 T-000780	Wastage	S-0000291	-5	29/06/2021		
2 T-000779	Stock Re-work	S-0000292	15	29/06/2021		
3 T-000777	Stock Re-work	S-0000291	15	29/06/2021		

# Assets | Stock Consumption

**1** Stock Consumption  
From the Location record, click on the Asset to record as consumed

**2** Select the Batch and click 'Record Consumption'

Inventory Related

Assets (6)  
6 items • Sorted by Stock on Hand • Updated a few seconds ago

Asset Name	Stock on H...	Unit of Meas...	Storage Req...
1 Pfizer BioNTech...	65	Vials	

Batch Id	Total	Available	Unavailable	In Transit	In Quarantine	Expiry Date
<input checked="" type="radio"/> Ae1234	130 x Vials	130.00	0	0	0	28/05/2021, 11:...
<input type="radio"/> Ae1234	10 x Vials	10.00	0	0	0	28/05/2021, 11:...

Record Consumption Stock Adjustment Quarantine Stock Re-work

**3** Record the Quantity to Decrease, Select Record Consumption, click 'Save'.  
*Note: the Quantity is measured in vials*

**4** The consumption will be recorded under 'Transactions'

**CONSUMPTION**

Product: Pfizer BioNTech COVID-19 (Vials) Cold Chain (2-8C)  
Batch Number: Ae1234  
Expiry date: 28/05/2021, 11:08 am  
Current Stock on Hand: 120 x Vials

\* Type:  
 Record Consumption  
 Record Stock On Hand

Consumption:

\* Quantity (Vials)

\* Date

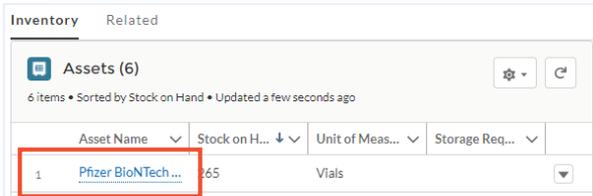
Back Save

Transactions (10+)  
10+ items • Sorted by Transaction Name • Updated a few seconds ago

Transaction Name	Type	Stock	Quantity	Date
1 T-000508	Consumption	S-0000195	-110	1/06/2021

# Assets | Stock On Hand

**1** Stock On Hand  
From the Location record, click on the Asset to record as Stock on hand

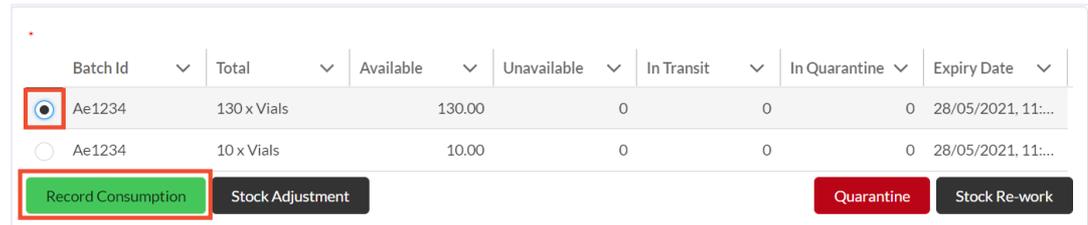


Inventory Related

Assets (6)  
6 items • Sorted by Stock on Hand • Updated a few seconds ago

Asset Name	Stock on H...	Unit of Meas...	Storage Req...
1 Pfizer BioNTech...	265	Vials	

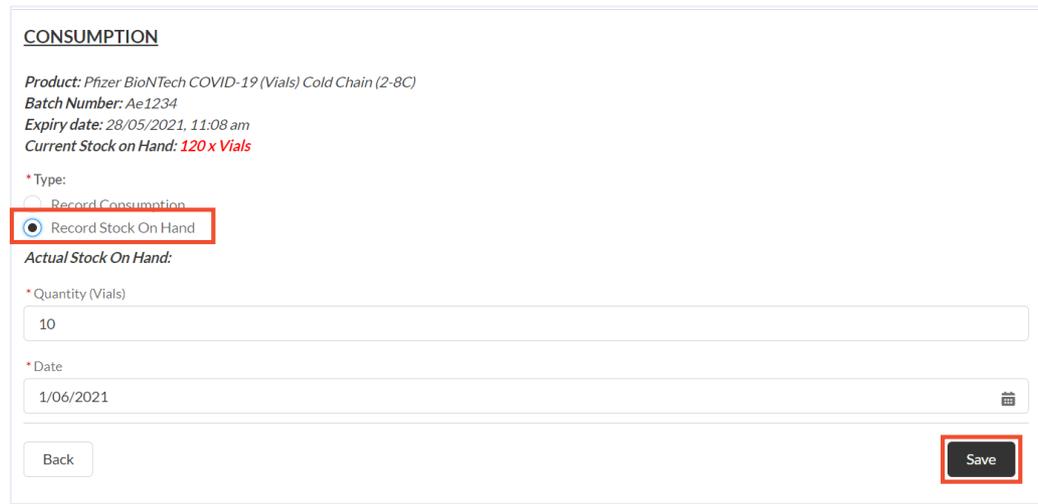
**2** Select the Batch and click 'Record Consumption'



Batch Id	Total	Available	Unavailable	In Transit	In Quarantine	Expiry Date
<input checked="" type="radio"/> Ae1234	130 x Vials	130.00	0	0	0	28/05/2021, 11:...
<input type="radio"/> Ae1234	10 x Vials	10.00	0	0	0	28/05/2021, 11:...

Record Consumption Stock Adjustment Quarantine Stock Re-work

**3** Record the Quantity to Decrease, Select Record Stock On Hand, click 'Save'.  
*Note: the Quantity is measured in vials*



CONSUMPTION

Product: Pfizer BioNTech COVID-19 (Vials) Cold Chain (2-8C)  
Batch Number: Ae1234  
Expiry date: 28/05/2021, 11:08 am  
Current Stock on Hand: 120 x Vials

\* Type:  
 Record Consumption  
 Record Stock On Hand

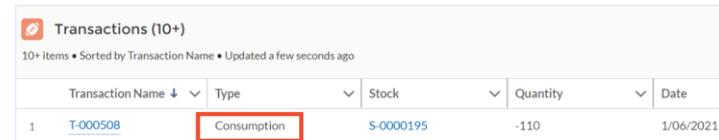
Actual Stock On Hand:

\* Quantity (Vials)  
10

\* Date  
1/06/2021

Back Save

**4** The Stock On Hand will be recorded under 'Transactions'



Transactions (10+)  
10+ items • Sorted by Transaction Name • Updated a few seconds ago

Transaction Name	Type	Stock	Quantity	Date
1 T-000508	Consumption	S-0000195	-110	1/06/2021