



Returns through the Returns Catalog Quick Reference Guide

Providers will follow the steps below to create a return order using the Returns Catalog in VTrckS

Click on the **Returns Catalog** link to select the NDC's for a Return.

Enter the **NDC quantity** before adding to the shopping cart.

Click on the **Shopping Cart** icon to update the transaction directly

OR

Mark the **Check Box** to select the NDC and then click on the **Add to Cart** button to update the transaction.

Click on the **checkout XX item(s)** button **Checkout 2 Item(s)** at the top of the screen to move to the order screen to finalize the order.

From the drop down select the applicable return type. Then click on **Submit** button to continue with the return.

CHAFFEE COUNTY PUBLIC HEALTH
Provider PIN - COA 0110 448 EAST 1ST STREET ROOM 137 / SALIDA CO 81201

CDC VTrckS Vaccine Ordering Site

Transaction in Process My Details | Log Out

Universal Search | Order Catalog | Order Vaccines | Inventory on Hand | Doses Administered | Temperature Log | **Returns Catalog** | Returns

Messages and Recent Order History

Messages from CDC and your Grantee

VTrckS Order ID	Description	Status	Order Date
0300403724	February Order	Submitted	02/07/2012
0300403730	February Order	Submitted	02/06/2012
0300340122		Completed	03/08/2011
0300273312	Pin#0110 - ARRA ORDER	Completed	02/17/2011
0300200524	Pin#0110 - Feb. ARRA Order	Completed	02/02/2011
0300133143	Pin#0110 - Jan ARRA Order	Completed	01/14/2011
0300127637	January Daniel Zaisert	Completed	01/13/2011
0300066193	December ARRA Order	Completed	01/04/2011

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Checkout 2 Item(s) My Details | Log Out

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Vaccine Return Catalog

Search in NDC NDC Description Brand

Search Clear

Products Per Page 5

Brand	NDC	NDC Description	QTY(Doses)	<input type="checkbox"/>
FLUZONE	49281-0007-50	FLU; SYR; 10-pack	1	<input type="checkbox"/>
FLUZONE	49281-0008-10	FLU; SDV; 10-pack	10	<input type="checkbox"/>
FLUZONE	49281-0008-25	FLU; SYR; 10-pack	20	<input type="checkbox"/>
FLUZONE	49281-0008-50	FLU; SYR; 10-pack	1	<input type="checkbox"/>
FLUZONE	49281-0009-10	FLU; SDV; 10-pack	1	<input type="checkbox"/>

Select All on Page Cancel Selection **Add to Cart**

Page: Previous 11 12 13 14 15 16 17 18 19 20 Next

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What type of Return would you like to create?

Vaccine Return
Vaccine Return
Wastage
Transfer

Submit

Click in the following required fields and enter the following information;
Number of Boxes – Enter the total amount of boxes.
Return Reason – From the drop down list select the return reason.
 Click the **Update** button to populate the Brand name and NDC Description,

Perform one of the following tasks:
Cancel – cancels the vaccine order, OR
Checkout – takes the user to the vaccine order review screen.
 Note: **Lot Number** and **Expiry Date** are not required fields.

3 Item(s) to the value of 0.00 USD

Return Order: [] Number of Boxes: 3
 Return Reason: Refrigerator too warm

Item	Brand	NDC	NDC Description	QTY(Doses)	Lot Number	Expiry Date
1000	FLUZONE®	49281-0008-25	FLU; SYR; 10-pack	20	1415Y	11/28/2012
2000	FLUZONE®	49281-0007-50	FLU; SYR; 10-pack	1	2879U	12/26/2012
3000	FLUZONE®	49281-0008-10	FLU; SDV; 10-pack	10	9845D	09/15/2012

Review the return order and determine if any changes are needed before the order is processed.
 Click on **Continue Shopping** – to make necessary changes, OR
 Click on **Return Vaccine** – to submit the return order

Your Return Order Review

Item	Brand	NDC	QTY(Doses)	NDC Description	Lot Number	Expiry Date
1000	FLUZONE®	49281-0008-25	20	FLU; SYR; 10-pack	1415Y	11/28/2012
2000	FLUZONE®	49281-0007-50	1	FLU; SYR; 10-pack	2879U	12/26/2012
3000	FLUZONE®	49281-0008-10	10	FLU; SDV; 10-pack	9845D	09/15/2012

The return order has been submitted and the **Return Confirmation** has been created. The order can now either be printed or closed at this time.
 To exit the screen click on the [CDC VTrckS Vaccine Ordering Site](#) link to return to the home page.

Your Return Order Receipt

Thank You!
 Your return was received and is being processed.

Return Confirmation: 60000925
 Your Reference: Return Order
 Return Reason: Refrigerator too warm
 Shipping Conditions: Standard
 Number of Boxes: 3

Overall Status: Submitted

Item	Brand	Item Details	QTY(Doses)	Lot Number	Expiry Date	Status
1000	FLUZONE®	49281-0008-25 : FLU; SYR; 10-pack	20	1415Y	11/28/2012	Submitted
2000	FLUZONE®	49281-0007-50 : FLU; SYR; 10-pack	1	2879U	12/26/2012	Submitted
3000	FLUZONE®	49281-0008-10 : FLU; SDV; 10-pack	10	9845D	09/15/2012	Submitted