

# Vaccine Transfer User Guide

Revised: 07/03/2023

This guide describes how to transfer vaccines in CAIR2 from one site to another for providers managing their vaccine inventory in CAIR2.

For additional support, the following resources are available:

[Local CAIR Representatives \(LCRs\): \(go.cdph.ca.gov/cair-lcr\)](https://go.cdph.ca.gov/cair-lcr)

**CAIR Help Desk:**

Phone: 800-578-7889

Email: [CAIRHelpDesk@cdph.ca.gov](mailto:CAIRHelpDesk@cdph.ca.gov)

[CAIR2 Website: \(cdph.ca.gov/cair\)](https://cdph.ca.gov/cair)

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# Section 1: Initiating a Transfer

All sites using CAIR2 to track their vaccine inventory can transfer vaccines to one another. Before initiating a transfer, make sure you:

- Have a vaccine delivery contact and address listed in your CAIR2 account.
- Turn off your browser's pop-up blocker.
- Confirm that both the receiving and sending sites use CAIR2 to track their inventory and have an active Power user. You can contact your Local CAIR Representative (LCR) to confirm.

## A. VFC Providers

VFC providers have the option to transfer vaccines to other VFC providers. It is important to consider the following:

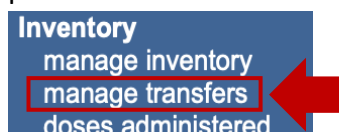
- The CDPH VFC Program must first approve all requests to transfer VFC vaccines to another provider before transferring the vaccines in CAIR2 and physically transferring the vaccines to another site/provider.
- Transfers can only occur between active VFC providers in good standing. Suspended VFC providers will not be allowed to receive vaccines from another VFC provider.
- Vaccine transfer should only occur during limited situations (e.g., during a long-term power outage or vaccine shortage equipment failure). Routine vaccine transferring is not recommended.
- Follow recommendations for the proper 'Transporting Refrigerated Vaccines' and the 'Transporting Frozen Vaccines' found on the [VFC Vaccine Transfers and Returns Page](#).

## B. Accessing the Vaccine Transfer Feature in CAIR2

Only Power user(s) at your site can access the Vaccine Transfer feature in CAIR2. To send and receive vaccine transfers, both sites need an active Power user and to be using CAIR2 to track their inventory.

**To access the Vaccine Transfer feature:**

1. Log into CAIR2 at <https://cair.cdph.ca.gov>
2. Once logged in, click the **manage transfers** link underneath the 'Inventory' header in the blue menu panel.



# Section 2: Viewing Current and Historical Transfers

This section describes how to view your current and historical vaccine transfers to initiate a new transfer to another organization. Before initiating a transfer, you should:

- Check your current vaccine inventory to ensure you have enough vaccines to transfer.
- Check your vaccine transfer history to see when you last transferred vaccines to the receiving site to avoid making duplicate transfers.

### To view current and historical transfers:

1. Click the **manage transfers** link underneath the 'Inventory' header in the blue menu panel.
2. The 'Manage Transfer' screen will display and shows:
  - **Outbound Transfer:** Current transfers initiated by your organization.
  - **Inbound Transfer:** Current transfers sent to your organization.
  - **Historic Transfer:** Sent and received transfers that have been completed.

**Manage Transfer**

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

**Transfer List**

**Outbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.							

**Inbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Inbound Transfer.							

**Historic Transfer** (last 7 days by default)

Show by Last Updated Date From: 06/05/2023 To: 06/12/2023 Refresh List

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
No Historic Transfer.								

# Section 3: Creating a New Transfer

This section describes how to transfer vaccines to another site using the CAIR2 Vaccine Transfer feature.

1. In the 'Manage Transfer' screen, click the **New Transfer** button to create a new transfer.

**Manage Transfer**

Create a New Transfer... New Transfer 

Return to the Previous Screen... Cancel

**Note:** If your organization’s vaccine delivery information is incomplete in CAIR2, when you click the **New Transfer** button, the following message will display “Transfer cannot be created. Organization must have a vaccine delivery contact and address. Contact your organization’s administrator to enter missing information.” You must contact your LCR for further assistance.

**New Transfer**

Transfer cannot be created. Organization must have a vaccine delivery contact and address. Contact your organization’s administrator to enter missing information.

Cancel

- The ‘New Transfer’ screen will display (see screenshot below). Search for the organization that will be receiving the vaccines. Follow the instructions below.

**New Transfer**

\* Sending Site: CAIR Clinic 14

**Organization Search Criteria ...**

Organization Type: All Orgs

Search Field: Name

Search String:  Search

**Search Results**

\* Organization(s):

Save  
Cancel

Notes: The Packing List and Label might be blocked by some browser Pop-Up blockers.

**Note:** ‘Sending Site’ will default to the organization you are logged in as. If you have your username linked to multiple Org Codes and need to change the ‘Sending Site’, click on the ‘manage access/account’ tab at the top of the screen.

## C. Searching for the Receiving Site

- Narrow the search by selecting a criterion to use from the ‘Search Field’ dropdown:
  - Name:** Receiving site’s name.
  - Org Code:** Receiving site’s organization code.
  - VFC Pin:** Receiving site’s VFC pin *(if applicable)*.
  - Address:** Receiving site’s address.
  - City:** City where the receiving site is located.
  - Zip Code:** Zip code of the city where the receiving site is located.
  - Phone Number:** Receiving site’s contact phone number.
  - Contact First Name:** First name of the primary contact at the receiving site.
  - Contact Last Name:** Last name of the primary contact at the receiving site.
  - County:** County where the receiving site is located.

**New Transfer**

\* Sending Site CAIR Clinic 14

Organization Search Criteria ...

Organization Type All Orgs

Search Field  Name  Org ID  Org Code  VFC Pin  Address  City  Zip Code  Phone Number  Contact First Name  Contact Last Name  County

Search String

Search Results

\* Organization(s):

Notes: *might be blocked by some browser Pop-Up blockers.*

Add from Inventory Show  Active and Non-Expired  Inactive or Expired

Transfer Quantity	Vaccine Group	Lot Number	Quantity Available	Active	Funding Source	Expiration Date
<input type="text"/>	Td/Tdap - DTP/aP	A1357	50	Y	VFC	12/21/2025

- After selecting a criterion from the 'Search Field' dropdown, enter the information in the 'Search String' field and click the **Search** button (see screenshot below). A list of sites matching the criteria will appear for you to select from the 'Organization(s)' dropdown.

**New Transfer**

\* Sending Site CAIR Clinic 14

Organization Search Criteria ...

Organization Type All Orgs

Search Field Org Code

Search String LCR

Search Results

\* Organization(s):

Notes: *Pop-Up blockers.*

Add from Inventory Show  Active and Non-Expired  Inactive or Expired

Quantity	Funding	Expiration

## D. Indicating the Transfer Quantity

- On the 'Add from Inventory' section, you can view available vaccine lots by selecting either the **Active and Non-Expired** or **Inactive or Expired** radio button.

Add from Inventory Show  Active and Non-Expired  Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Funding Source	Expiration Date
<input type="text"/>	Adacel	Td/Tdap - DTP/aP	A1357	50	Y	VFC	12/21/2025
<input type="text"/>	BEXSERO	MenB	J743L5	29	Y	PVT	12/31/2025

**Note:** Each column displays the Trade Name, Vaccine Group, Lot Number, Quantity Available, Active, Funding Source, and Expiration Date for the vaccine lots you have in your inventory.

- Enter the amount of each vaccine you would like to transfer. You can transfer multiple vaccines at the same time. When all transfer vaccines have been identified, click the **Save** button. **Note:** When it comes to single-dose vaccines, enter the number of doses you want to transfer. However, if it is a

multidose vial, enter the number of doses, not the number of vials.

**New Transfer**

\* Sending Site CAIR Clinic 14

Organization Search Criteria ...

Organization Type All Orgs

Search Field Org Code

Search String LCRCLINIC

Search

Search Results

\* Organization(s): LCR TRN CLINIC

Save

Cancel

Notes: The Packing List and Label might be blocked by some browser Pop-Up blockers.

**Add from Inventory** Show  Active and Non-Expired  Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Funding Source	Expiration Date
	Adacel	Td/Tdap - DTP/aP	A1357	50	Y	VFC	12/21/2025
	BEXSERO	MenB	J743L5	29	Y	PVT	12/31/2025
	Boostrix	Td/Tdap - DTP/aP	16JA03	30	Y	317	12/31/2025
2	DAPTACEL	DTP/aP - Td/Tdap	609876	15	Y	VFC	07/04/2025
	Engerix-B Peds	HepB	AR45GP	35	Y	VFC	10/01/2025

**Note:** If a receiving organization’s vaccine delivery information is incomplete in CAIR2, when you click the **Save** button, the following message will display “Transfer cannot be created. Receiving organization must have a vaccine delivery contact and address. Contact your organization’s administrator to enter missing information.” You must contact your LCR for further assistance.

**Edit Transfer**

Transfer cannot be created. Receiving organization must have a vaccine delivery contact and address. Contact your organization's administrator to enter missing information.

Cancel

- Once you save the transfer information, the ‘Edit Transfer’ screen will display “Saved Successfully” in the upper-right corner.

Edit Transfer: Create Date 06/12/2023 **\*\*Saved Successfully\*\***

\* Sending Site CAIR Clinic 14

Organization Search Criteria ...

Organization Type All Orgs

Search Field Name

Search String

Search

Search Results

\* Organization(s):

\* Receiving Site : LCR TRN Clinic

Save

Packing List1

Label

Finish Trans

Ship

Cancel Transfer

Notes: The Packing List and Label might be blocked by some browser Pop-Up blockers.

## E. Modifying/Deleting Transfer Quantity

- The transfer item(s) are now listed. If you need to modify the quantity, type in a new value under the ‘Transfer Quantity’ column in the ‘Transfer Item’ section. You can add more lots by adding the

quantity of doses you want to transfer under the 'Add from Inventory' section.

Edit Transfer: Create Date 06/12/2023 \*\*Saved Successfully\*\*

\* Sending Site CAIR Clinic 14

Organization Search Criteria ...

Organization Type:

Search Field:

Search String:

Search Results

\* Organization(s):

\* Receiving Site : LCR TRN Clinic

*Notes: The Packing List and Label might be blocked by some browser Pop-Up blockers.*

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Funding Source	Expiration Date
<input type="checkbox"/>	2	DAPTACEL	DTP/aP - Td/Tdap	609876	15	Y	VFC	07/04/2025

Add from Inventory Show  Active and Non-Expired  Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Funding Source	Expiration Date
<input type="text"/>	Adacel	Td/Tdap - DTP/aP	A1357	50	Y	VFC	12/21/2025
<input type="text"/>	BEXSERO	MenB	J743L5	29	Y	PVT	12/31/2025
<input type="text"/>	Boostrix	Td/Tdap - DTP/aP	16JA03	30	Y	317	12/31/2025
<input type="text"/>	Engerix-B Peds	HepB	AR45GP	35	Y	VFC	10/01/2025

**Note:** Once the transfer item(s) has been successfully shipped, you CANNOT modify the transaction.

- You can remove any transfer item by selecting the **Remove** check box next to the item and clicking the **Save** button. The message "Saved Successfully" will display in the upper-right corner, and you will no longer see the item under the 'Transfer Item' section.

Edit Transfer: Create Date 06/12/2023 \*\*Saved Successfully\*\*

\* Sending Site CAIR Clinic 14

Organization Search Criteria ...

Organization Type:

Search Field:

Search String:

Search Results

\* Organization(s):

\* Receiving Site : LCR TRN Clinic

*Notes: The Packing List and Label might be blocked by some browser Pop-Up blockers.*

## F. Preparing for Shipment

- Once all the modifications have been made, you must click the 'Packing List' or 'Label' buttons

before shipping your transfer.

- The 'Packing List' specifies the vaccines being sent and **should** be included in the shipment.
- The 'Label' specifies your (sending site) contact information and may be placed on the outside of the shipment.

Edit Transfer: Create Date 06/12/2023 \*\*Saved Successfully\*\*

\* Sending Site CAIR Clinic 14

Organization Search Criteria ...

Organization Type: All Orgs

Search Field: Name

Search String:  Search

Search Results

\* Organization(s):

\* Receiving Site : LCR TRN Clinic

*Notes: The Packing List and Label might be blocked by some browser Pop-Up blockers.*

Save


Packing List1

Label

Finish Trans

Ship

Cancel Transfer



Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Funding Source	Expiration Date
<input type="checkbox"/>	2	DAPTACEL	DTP/aP - Td/Tdap	609876	15	Y	VFC	07/04/2025

**Note: DO NOT click the 'Finish Trans' button because it will automatically add the transfer to the receiving provider's inventory. If you accidentally click this button, please contact your LCR for assistance.**

2. Once you print the packing list (required) and label (optional), click on the **Ship** button.

Edit Transfer: Create Date 06/12/2023 \*\*Saved Successfully\*\*

\* Sending Site CAIR Clinic 14

Organization Search Criteria ...

Organization Type: All Orgs

Search Field: Name

Search String:  Search

Search Results

\* Organization(s):

\* Receiving Site : LCR TRN Clinic

*Notes: The Packing List and Label might be blocked by some browser Pop-Up blockers.*

Save


Packing List1

Label

Finish Trans

Ship

Cancel Transfer



Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Funding Source	Expiration Date
<input type="checkbox"/>	2	DAPTACEL	DTP/aP - Td/Tdap	609876	15	Y	VFC	07/04/2025


## G. Shipping Vaccines

1. The 'Ship Transfer' screen will display—the 'Enter Ship Date' field defaults to today's date. If different from today's date, you can change the ship date to one week in the past or future. Type the new date



using the MM/DD/YYYY format or use the calendar icon.

**Ship Transfer**

Enter Ship Date 06/12/2023  Ship Cancel

**Transfer Between Organizations Created on 06/12/2023**

Sending Entity	Receiving Entity
<b>Organization</b> CAIR Clinic 14 <b>Site</b> CAIR Clinic 14 <b>Address</b> 987 GOOD HEALTH STREET SUITE 200 RICHMOND,CA 94804 <b>Contact</b> JEANETTE CHAPMAN <b>Phone #</b> (510) 555-1212	<b>Organization</b> LCR TRN Clinic <b>Site</b> LCR TRN Clinic <b>Address</b> 1234 SUNSHINE ROAD LOS ANGELES,CA 90010 <b>Contact</b> KARLA CORADO <b>Phone #</b>

**Transfer Vaccine Item**

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
2	DAPTACEL	DTP/aP - Td/Tdap	609876

- As a final review before completing the transaction, the same information on the packing list now displays on the 'Ship Transfer' screen (see screenshot below). To quit now and not ship, click the **Cancel** button. To complete the transfer, click the **Ship** button.

**Ship Transfer**

Enter Ship Date 06/12/2023  Ship Cancel 

**Transfer Between Organizations Created on 06/12/2023**

Sending Entity	Receiving Entity
<b>Organization</b> CAIR Clinic 14 <b>Site</b> CAIR Clinic 14 <b>Address</b> 987 GOOD HEALTH STREET SUITE 200 RICHMOND,CA 94804 <b>Contact</b> JEANETTE CHAPMAN <b>Phone #</b> (510) 555-1212	<b>Organization</b> LCR TRN Clinic <b>Site</b> LCR TRN Clinic <b>Address</b> 1234 SUNSHINE ROAD LOS ANGELES,CA 90010 <b>Contact</b> KARLA CORADO <b>Phone #</b>

**Transfer Vaccine Item**

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
2	DAPTACEL	DTP/aP - Td/Tdap	609876

- Once you click the **Ship** button, the message "Transfer Successfully Shipped" displays in the upper-right corner of the 'Manage Transfer' screen. The transfer will be moved to the 'Outbound Transfer' list, where it will remain until it is accepted by the receiving site/organization.

**Manage Transfer** Transfer Successfully Shipped

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

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**Transfer List**

**Outbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">06/12/2023</a>	TRANSFER		CAIR Clinic 14	LCR TRN Clinic	06/12/2023		

## Section 4: Accepting and Rejecting Transfers

This section describes how your organization can accept, reject, or partially accept a transfer from another site.

To accept, reject, or partially accept an inbound transfer, locate the transfer shipped to your organization on the 'Manage Transfer' screen in the 'Inbound Transfer' section (see the [Viewing Current and Historical Transfers section](#)).

### A. Viewing Inbound Transfers


- Under the 'Create Date' column, click on the date of the transfer you want to view (see screenshot below).

**Transfer List**

**Outbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.							

**Inbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
 <a href="#">06/12/2023</a>	TRANSFER		CAIR Clinic 14	LCR TRN Clinic	06/12/2023		

- The 'Receive Transfer' screen will display, where you can 'Accept Transfer,' 'Reject Transfer,' or 'Partially Accept' the transfer.

**Receive Transfer**

Accept Entire Transfer... Accept Transfer

Reject Entire Transfer... Reject Transfer

Partially Accept Transfer... Partially Accept

Return to the Previous Screen... Cancel

- The screen also displays the items that were transferred to you. The system can determine whether to create a new lot or merge the incoming items with an existing one (see screenshots below). You can see which action will be taken under the 'Inventory Action' column.

Transfer Vaccine Item						
Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Funding Source	Inventory Action	Order Line #
2	DTP/aP - Td/Tdap	DAPTACEL	609876	VFC	Create New Lot	

Transfer Vaccine Item						
Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Funding Source	Inventory Action	Order Line #
2	Hib	PedvaxHIB	B5F833	VFC	Merge with Existing Lot	

**Note:** Transfer lot information must be an **exact match** (e.g., Vaccine Group, Trade Name, Lot Number, and Expiration Date) to merge with an existing lot.

## B. Accepting the Transfer

- To **accept** the transfer, click the **Accept Transfer** button.

Receive Transfer	
Accept Entire Transfer...	Accept Transfer
Reject Entire Transfer...	Reject Transfer
Partially Accept Transfer...	Partially Accept
Return to the Previous Screen...	Cancel

- The system will ask, "Are you sure you want to add all transfer items into inventory?" Click the **OK** button to accept or the **Cancel** button to return to the 'Receive Transfer' screen.

caitraining.cdph.ca.gov says

Are you sure you want to add all transfer items into inventory ?

Cancel	OK
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- The message "Transfer Successfully Accepted" will display in the upper-right corner.

Manage Transfer	
Create a New Transfer...	Transfer Successfully Accepted
Return to the Previous Screen...	New Transfer
	Cancel

- The transfer will be added to your inventory by adding the doses to an existing lot or by creating a new lot.

## C. Rejecting the Transfer

1. To **reject** the transfer, click on the **Reject Transfer** button. **Note:** This will reject the entire transfer.



**Receive Transfer**

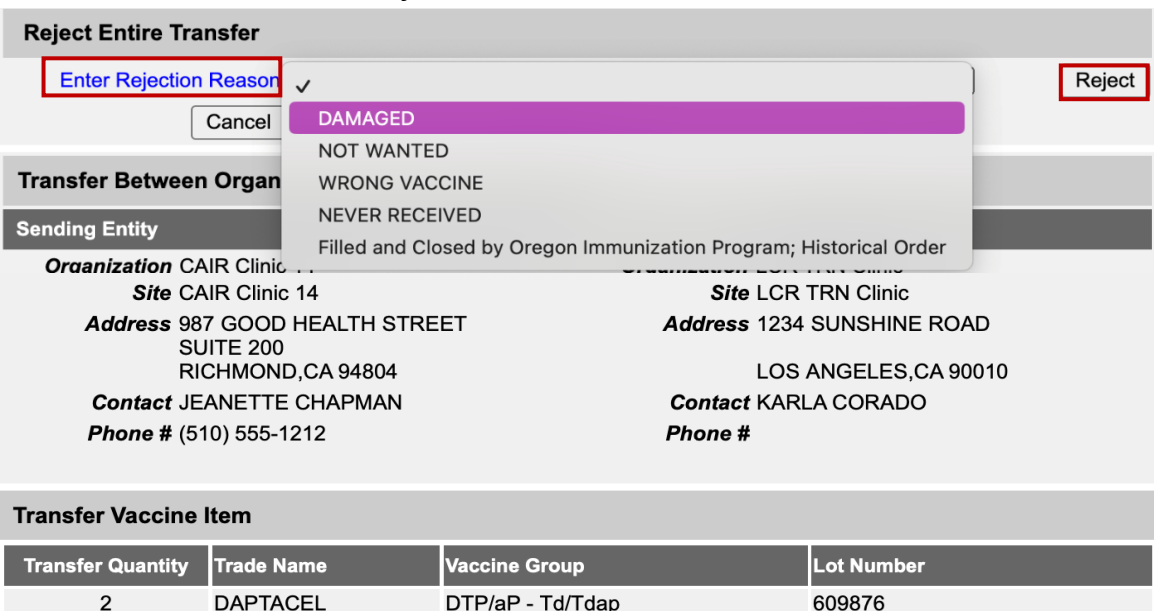
Accept Entire Transfer...

Reject Entire Transfer...

Partially Accept Transfer...

Return to the Previous Screen...

2. The 'Reject Entire Transfer' screen contains the same information regarding the 'Sending' and 'Receiving' organizations as the other transfer screens. Select a rejection reason from the 'Enter Rejection Reason' dropdown. Your options are 'Damaged', 'Not Wanted', 'Wrong Vaccine', or 'Never Received'. Then click on the **Reject** button.



**Reject Entire Transfer**

Enter Rejection Reason ✓

**Transfer Between Organ**

**Sending Entity**

**Organization** CAIR Clinic  
**Site** CAIR Clinic 14  
**Address** 987 GOOD HEALTH STREET  
SUITE 200  
RICHMOND, CA 94804  
**Contact** JEANETTE CHAPMAN  
**Phone #** (510) 555-1212

**Receiving Entity**

**Organization** LCR TRN Clinic  
**Site** LCR TRN Clinic  
**Address** 1234 SUNSHINE ROAD  
LOS ANGELES, CA 90010  
**Contact** KARLA CORADO  
**Phone #**

**Transfer Vaccine Item**

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
2	DAPTACEL	DTP/aP - Td/Tdap	609876

3. A pop-up message will ask you to contact the sending organization before rejecting and to confirm you want to reject the transfer. Click the **OK** button to reject the transfer or the **Cancel** button to return to the 'Receive Transfer' screen.

cairtraining.cdph.ca.gov says

These vaccines were sent to your organization.

Please contact the sending organization before rejecting this order or items.

Are you sure you want to reject this transfer?



4. The message "Transfer Successfully Rejected" will display in the upper-right corner.

**Manage Transfer** Transfer Successfully Rejected

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

5. The transfer will remain in the 'Inbound Transfer' section, but now under the 'Type' column, it will say 'REJECTED'.

**Transfer List**

**Outbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">06/14/2023</a>	TRANSFER		LCR TRN Clinic	CAIR Clinic 14	06/14/2023		

**Inbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">06/14/2023</a>	TRANSFER		CAIR Clinic 14	LCR TRN Clinic	06/14/2023		
<a href="#">06/12/2023</a>	REJECTED		CAIR Clinic 14	LCR TRN Clinic	06/12/2023	06/12/2023	06/14/2023

**Note:** The rejected shipment must be returned to the original sender. Until you return the shipment, the original sending organization cannot restock lots into their inventory, and the transfer will remain in your 'Inbound Transfer' section.

6. A date will not be in the 'Return Date' column until you return the vaccines to the original sender. To return the shipment to the original sender, click on the date of the transfer located under the 'Create Date' column to go to the 'Ship Return Transfer' screen.

**Transfer List**

**Outbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">06/14/2023</a>	TRANSFER		LCR TRN Clinic	CAIR Clinic 14	06/14/2023		

**Inbound Transfer**

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">06/14/2023</a>	REJECTED		CAIR Clinic 14	LCR TRN Clinic	06/14/2023	06/14/2023	
<a href="#">06/12/2023</a>	REJECTED		CAIR Clinic 14	LCR TRN Clinic	06/12/2023	06/12/2023	06/14/2023

7. Enter a 'Return Ship Date' and click the **Ship** button to return the transfer to the sending organization.
- Note:** You must also physically pack up and ship the vaccines to the original sender.

**Ship Return Transfer**

Enter Return Ship Date   Ship 

8. The message "Transfer Successfully Shipped" will display in the upper-right corner. The sending site must accept the returned transfer to restock it in their inventory.

**Manage Transfer** Transfer Successfully Shipped



Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

9. Once the sending organization has received and accepted the rejected transfer, the transfer is moved

to the 'Historic Transfer' section at the bottom of your screen.

**Historic Transfer (last 7 days by default)**

Show by Last Updated Date From: 06/07/2023  To: 06/14/2023 

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
<a href="#">06/14/2023</a>	TRANSFER		CAIR Clinic 14	LCR TRN Clinic	06/14/2023	06/14/2023		
<a href="#">06/12/2023</a>	TRANSFER		CAIR Clinic 14	LCR TRN Clinic	06/12/2023	06/12/2023		

**Note:** CAIR2 will only display past Historic Transfers within the last 7 days by default. To see Historic Transfers more than 7 days in the past, enter a specific date range in the 'Show by Last Updated Date' fields and click the **Refresh List** button.

## D. Partially Accepting the Transfer

1. To **partially accept** the transfer, click on the **Partially Accept** button.

Receive Transfer	
<i>Accept Entire Transfer...</i>	<input type="button" value="Accept Transfer"/>
<i>Reject Entire Transfer...</i>	<input type="button" value="Reject Transfer"/>
<i>Partially Accept Transfer...</i>	<input type="button" value="Partially Accept"/>
<i>Return to the Previous Screen...</i>	<input type="button" value="Cancel"/>

2. The 'Partially Accept Transfer' screen will display, and you will need to enter the number of vaccines accepted for each transfer item and a rejection reason for the vaccine(s) you are not accepting (see screenshot below). Your options are 'Damaged', 'Not Wanted', 'Wrong Vaccine', and 'Never Received'. After selecting the amount accepted and rejection reason, click the **Save** button.

**Partially Accept Transfer**

Partially Accept Transfer... Save

Return to the Previous Screen... Cancel

---

**Transfer Between Organizations Created on 06/14/2023**

Sending Entity		Receiving Entity	
<b>Organization</b> LCR TRN Clinic	<b>Organization</b> CAIR Clinic 14	<b>Site</b> LCR TRN Clinic	<b>Site</b> CAIR Clinic 14
<b>Address</b> 1234 SUNSHINE ROAD	<b>Address</b> 987 GOOD HEALTH STREET	LOS ANGELES, CA 90010	SUITE 200
	RICHMOND, CA 94804		
<b>Contact</b> KARLA CORADO	<b>Contact</b> JEANETTE CHAPMAN	<b>Phone #</b>	<b>Phone #</b> (510) 555-1212
<b>Ship Date</b> 06/14/2023			

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**Transfer Vaccine Item**

Vaccine Group	Trade Name	Lot #	Inventory Action	Transfer Qty	Amount Accepted	Rejection Reason
Hib	PedvaxHIB	B5F833	Merge Existing Lot	2	1	<input checked="" type="checkbox"/> DAMAGED NOT WANTED WRONG VACCINE NEVER RECEIVED Filled and Closed by Oregon Immunization Program; Historical Order

- A pop-up message will ask you to contact the sending organization before rejecting and to confirm you want to reject the transfer. Click the **OK** button to partially accept the transfer or click the **Cancel** button to return to the 'Receive Transfer' screen.

cairtraining.cdph.ca.gov says

These vaccines were sent to your organization.

Please contact the sending organization before rejecting this order or items.

Are you sure you want to reject this transfer?

Cancel OK

- The message "Transfer Partially Accepted" will display in the upper-right corner.

**Manage Transfer** Transfer Partially Accepted

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

**Note:** The rejected vaccines must be returned to the original sender. Until you return the shipment, the original sending organization cannot restock lots into their inventory, and the transfer will remain in your 'Inbound Transfer' section. Follow the sending instructions steps 6-9 in the [Rejecting the Transfer section](#).

## Section 5: Accepting a Returned Transfer

- Once the receiving site has shipped the rejected or partially accepted transfer, the sending site will see the returned transfer in the 'Outbound Transfer' section. The 'Type' column indicates whether the transfer was 'REJECTED' or 'PARTIALLY ACCEPTED'; the return date will be under the 'Return Date' column.

Transfer List							
Outbound Transfer							
Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">06/14/2023</a>	PARTIALLY ACCEPTED		LCR TRN Clinic	CAIR Clinic 14	06/14/2023	06/14/2023	06/14/2023

- To view the returned shipment, the sending site must click the 'Create Date' hyperlink.

Transfer List							
Outbound Transfer							
Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">06/14/2023</a>	PARTIALLY ACCEPTED		LCR TRN Clinic	CAIR Clinic 14	06/14/2023	06/14/2023	06/14/2023

- The 'Restock Rejected Transfer' screen will display, and the sending site must click the **Save** button to accept the returned shipment. **Note:** If the receiving site returned the shipment because the vaccine(s) were damaged, it will not be restocked in your CAIR2 inventory.

**Restock Rejected Transfer**

Restock Rejected Transfer... Save

Return to the Previous Screen... Cancel

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**Transfer Between Organizations Created on 06/14/2023**

Sending Entity	Receiving Entity
<b>Organization</b> LCR TRN Clinic	<b>Organization</b> CAIR Clinic 14
<b>Site</b> LCR TRN Clinic	<b>Site</b> CAIR Clinic 14
<b>Address</b> 1234 SUNSHINE ROAD LOS ANGELES, CA 90010	<b>Address</b> 987 GOOD HEALTH STREET SUITE 200 RICHMOND, CA 94804
<b>Contact</b> KARLA CORADO	<b>Contact</b> JEANETTE CHAPMAN
<b>Phone #</b>	<b>Phone #</b> (510) 555-1212
<b>Ship Date</b> 06/14/2023	<b>Receive Date</b> 06/14/2023
	<b>Return Date</b> 06/14/2023

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**Transfer Vaccine Item**

Transfer Quantity	Vaccine Group	Trade Name	Rejected Quantity	Rejected Reason	Lot Number	Funding Source
2	Hib	PedvaxHIB	1	DAMAGED	B5F833	State

- Once the return has been saved, the message "Transfer Successfully Restocked" will display in the upper-right corner.

**Manage Transfer** Transfer Successfully Restocked

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel