



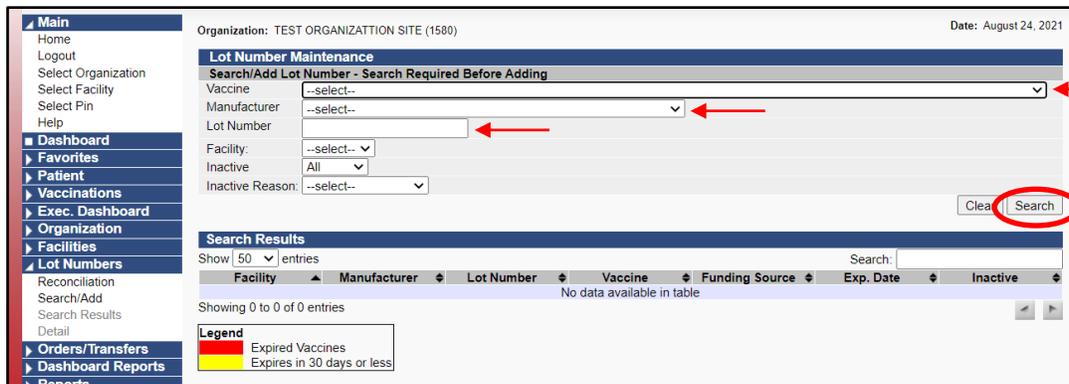
# Adding Private vaccine to Provider Inventory in VacTrAK

\* Please note that users will need the **Lot Manager Permission(s)** to perform this function.

**Step 1:** Login in to VacTrAK, expand the Lot Numbers tab and **click** the Search/Add link.

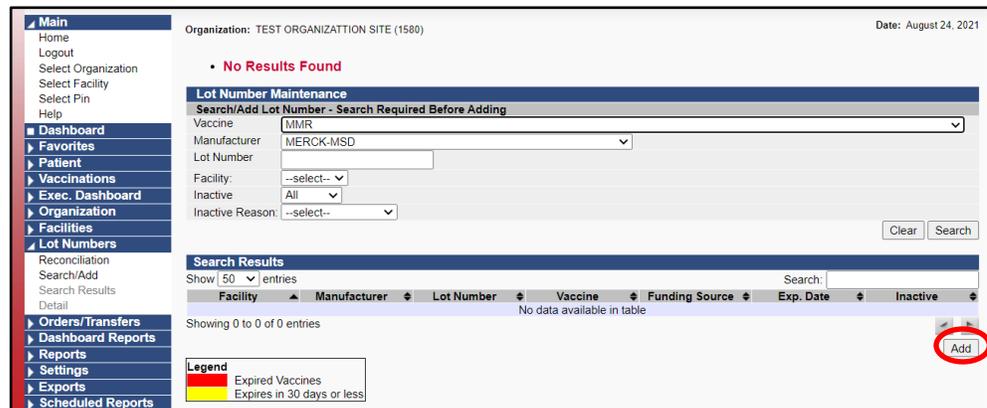


**Step 2:** On the Lot Number Maintenance page, use the drop-down options to select the vaccine and manufacturer. Enter the Lot Number. Select “All” for Inactive and leave the Inactive Reason blank (--select--). Then click Search.



Please visit this link, [Product Name Mapped to CVX/MVX](#), for the appropriate and/or correct IIS: HL7 Standard Code Set Mapping product names to CVX and MVX.

**Step 3:** If the vaccine was not found in the system, you will receive the “No Results Found” message. Click the **Add** button to add this vaccine to VacTrAK.



**Step 4:** The Lot Number Maintenance [Add] page requires information for the fields and dropdowns in **Red**. For the “Reason for Change” drop down, please select “Received directly from vendor, not VFC supplied”. Once all of information in the required fields has been entered, click the **Add** button to add this vaccine into your inventory.

**Step 5:** The vaccine has been added to your inventory. The information on the Lot Number Maintenance [Detail] page provides a snapshot of the PRVT vaccine that was added into your inventory.