

Stock Management Tool

User guide

August 2025



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Acronyms

AMD64:	Advanced Micro Devices architecture, 64-bit
ARM64:	Advanced RISC (Reduced Instruction Set Computer) Machine architecture, 64-bit
CBM:	Cubic Meter
CC:	Cold Chain
CCE:	Cold Chain Equipment
EAPR:	East Asia and Pacific Region
ECAR:	Europe and Central Asia Region
ESAR:	Eastern and Southern Africa Region
EVM:	Effective Vaccine Management
FSA:	Full Stock Availability
GB:	Gigabytes
IA-32:	Intel Architecture, 32-bit
iSC:	Immunization Supply Chain
LACR:	Latin America and the Caribbean Region
MB:	Megabytes
MENA:	Middle East and North Africa
RAM:	Random Access Memory
ROSA:	Regional Office for South Asia
SATP:	Stocked According to Plan
SC:	Supply Chain
SIA:	Supplementary Immunization Activity
SMT:	Stock Management Tool
SSE2:	Streaming SIMD (Single Instruction, Multiple Data) Extensions 2
UCC:	Ultra-cold chain
UNICEF:	United Nations Children's Fund
VVM:	Vaccine Vial Monitor
WCAR:	West and Central Africa Region
WHO:	World Health Organization
WIC:	Walk In Cooler
WIF:	Walk In Freezer

1. INTRODUCTION

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1.1. WHAT IS THE SMT?

The SMT is a Stock Management Tool, developed by UNICEF in partnership with WHO, used in multiple countries to manage immunization stocks and monitor the immunization supply chain.

The tool is intended to be used for stock management in vaccine stores at different levels of the supply chain (e.g. national vaccine store, regional vaccine stores, district vaccine stores, etc.). The SMT can also be used in vaccine stores at health facilities, but the platform does not collect any information on immunization services.

The SMT contains information on various vaccine management areas and cold chain and captures transactions of vaccines and supplies across storage facilities. In addition, SMT provides an overview of immunization supply chain performance through a visual display of key performance indicators.

More information can be found on the [SMT information page](https://www.unicef.org/supply/introducing-vaccine-stock-management-tool-smt):

<https://www.unicef.org/supply/introducing-vaccine-stock-management-tool-smt>

1.2. WHY USE THE SMT?

- SMT is free for all users. Countries using the SMT do not need to pay for expensive annual licenses.
- Software upgrades as well as regular maintenance of the platform are covered by UNICEF.
- It is ready-to-use, facilitating implementation in countries with limited technical capacity to develop a custom solution.
- It is user friendly. The simple and intuitive interface makes it easy to introduce the SMT at all levels of the supply chain.
- It can be used online and offline. This flexibility enables users to make the most of the SMT functionalities even in locations where internet access is unreliable.
- Includes key performance indicators. Vaccine managers can identify gaps and weaknesses in the vaccine supply chain.
- All data is secured and confidential. Only users in country, authorized by the EPI management, are able access the data.
- Training is provided. Countries wishing to introduce the SMT receive technical guidance from UNICEF and WHO and have access to a variety of training resources and opportunities.
- Help is available. Users can access technical support through a tiered system, ensuring minimum down time when managing essential supplies.

1.3. HOW DOES IT WORK?

The SMT is a web-based application that connects a central system at national level with the different vaccine stores in a country. This provides data visibility across supply chain levels and allows users to collect and aggregate data from multiple locations and levels, facilitating monitoring and management of the vaccine supply chain.

For vaccine stores that do not have reliable internet connection, the SMT also offers an alternative desktop application, which can be installed in the users' computer and used offline. This offline application can be synchronized with the central system when internet connection is available.

The SMT global application is managed by UNICEF Supply Division, who is responsible for the platform maintenance, resolution of technical problems and version updates. Data is stored in Azure Cloud storage. The cost of platform development and maintenance is borne by UNICEF Supply Division, so the SMT is free of charge for user countries.

The data entered on the SMT platform is encrypted and only accessible to users authorized by the platform administrators in each country. Access is provided through a secured username and password. The access level depends on the type of role each user has been allocated in the system (more information about user roles on section [3. Overview of user roles](#))

1.4. ABOUT THE SMT USER GUIDE

The SMT user guide is a reference document for SMT users in countries. This guide describes all functionalities available to country users (administrators and store operators) at all levels of the supply chain and provides step-by-step guidance on how to use them.

This document is intended to provide all the necessary information to use the SMT online and offline applications. The document assumes that the reader is well versed with effective vaccine stock management practices.

This user guide applies to the SMT application version released in August 2025.

2. GETTING STARTED

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This chapter provides relevant information for first time users to get started with the SMT application.

2.1. SUPPORTED BROWSER AND DEVICES

Online SMT (web app) minimum requirements:

Supported browsers:

- Microsoft Edge (latest version) Note: Internet Explorer and old Edge (not chromium) not supported.
- Safari (latest version, Mac only).
- Chrome (latest version).
- Firefox (latest version).

Supported devices:

- Desktops
- Laptops
- Tablets
- Mobiles (landscape mode)

Internet connection:

- 2mb download speed minimum

Offline SMT (desktop app) minimum requirements:

RAM: 2GB Minimum

Storage: 500GB Minimum

Processor: An Intel Pentium 4 processor or later that's SSE2 capable

Supported Platforms:

- macOS
 - o Not supported
- Windows
 - o Windows 7 and later are supported, older operating systems are not supported (and do not work).
 - o Both ia32 (x86) and x64 (amd64) binaries are supported for Windows (i.e. 32 bit and 64 bit machines).
 - o Supports Windows on Arm (arm64) devices.
- Linux
 - o The prebuilt binaries of Electron are built on Ubuntu 18.04.

2.2. SMT INSTALLATION

Online SMT

The online SMT platform is a web-based tool, so it does not require any installation. To access the SMT, simply open a browser from your computer/tablet/phone and go to www.smtplatform.org.

It is necessary to have a password protected account to have access to the data. If you already have a user account, review sections [2.3. How to access SMT for the first time](#) and [2.4. How to login](#) for further information.

Offline SMT

To access the offline version of the SMT, it is required that you have a user account that has been linked to an offline location in the system (refer to section [4.3. Store data](#) for more information). It is **not** possible to use the online (web app) and offline (desktop app) with the same user settings.

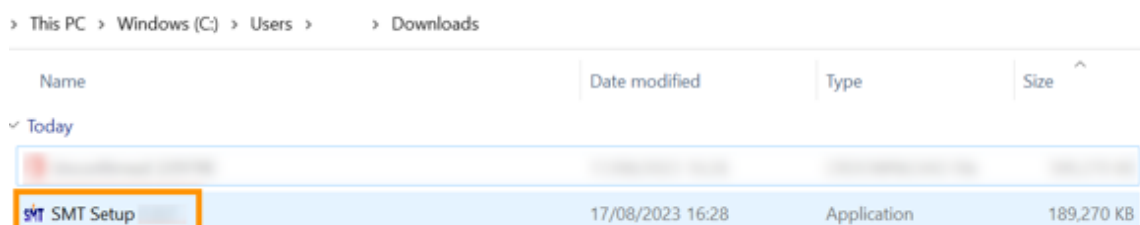
If you have an offline user account, you will be able to download and install a desktop application on your computer. This application can be used offline as needed, and the data can be synchronized with the online system when internet access is available.

To download and install the SMT offline desktop app follow the steps below (internet connection is required for this process):

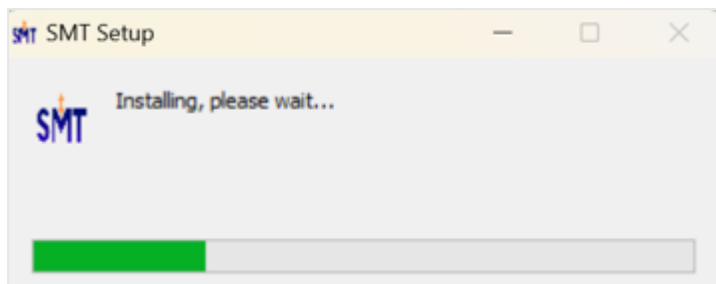
- **STEP 1.** Go to section [2.3. How to access SMT for the first time](#) and complete all the steps to set up your new account
- **STEP 2.** Once your account is set up, you will receive a welcome message and be prompted to download the app. Click on “Download EXE”



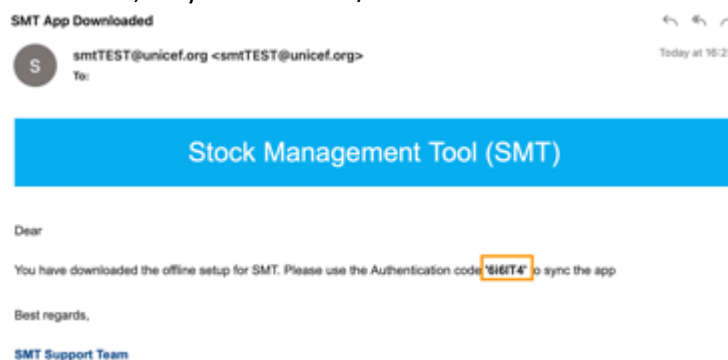
- **STEP 3.** If your computer prompts you to select what to do with this file, select “Save”. Once the download is completed, a file called *SMT Setup* should be available in your downloads folder.



- **STEP 4.** Double click on this file to start the installation process.



- **STEP 5.** Once the installation is completed, the SMT application will open. To synchronize the data for the first time, you will be requested to enter your email address and a 6-character code that you have received by email when downloading the SMT app.
 - Find your 6-digit code in your mail inbox. Note that the quotation marks (' ') are not part of the code, only the numbers/letters.



- Type your email address and 6-character code and click “Sync user data”

Welcome

Please enter the email-id and authentication code received in e-mail to sync your profile data

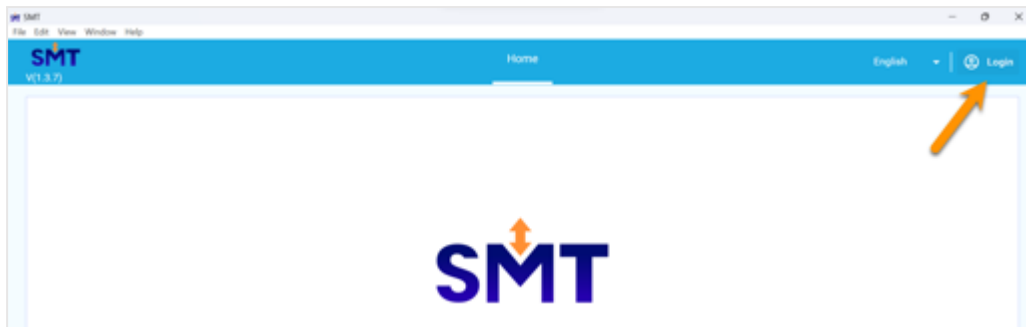
Email *

example@gmail.com

Authentication Code *

SYNC USER DATA

- A green pop-up window with the message “Data synchronized successfully” will appear
- **STEP 6.** Click on the “Login” button on the top right corner to continue.



- **STEP 7.** You will be prompted to choose a 4-digit pin for your SMT application (a number that you will have to enter every time you want to log in). Write your chosen personal pin and click “Save”.

Welcome

Hi

Please set authentication pin for your desktop application.

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SAVE

The installation process has been finalized. For more information on how to log into the app, refer to section [2.5. How to log in \(SMT offline app\)](#).

2.3. HOW TO ACCESS SMT FOR THE FIRST TIME

This section describes the process of logging into the SMT for the first time. This process is slightly different depending on the type of email account each user has. Follow the steps 1-3 below, then on step 4, follow the process that corresponds to your email type (e.g. UNICEF, Gmail, etc)

Note: Access to the SMT requires that the user has an account created in the system by one of the administrators of the platform. If an account has been created for you, you should have received a confirmation email from smt@unicef.org with details. If you are unsure whether you have an SMT account or not, contact one of the SMT focal point(s) in your country or get in touch with smt@unicef.org for support.

- **STEP 1.** Open your browser and go to www.smtplatform.org
- **STEP 2.** Click on the “Login” button on the top right corner of the screen
- **STEP 3.** Read the instructions and click on the “Proceed to login” button when you are ready to continue
- **STEP 4.** The next step will depend on the type of email address associated to your SMT account:

a) UNICEF email address:

Click on the “UNICEF employee” button



Enter your UNICEF email address and click “Next”

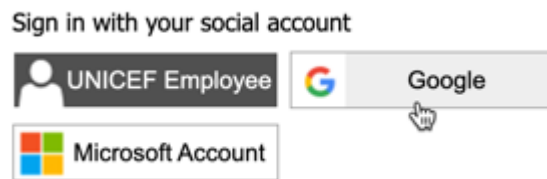


Enter your **UNICEF password** and click “Sign in”



b) Gmail or other Google email address:

Click on the “Google” button

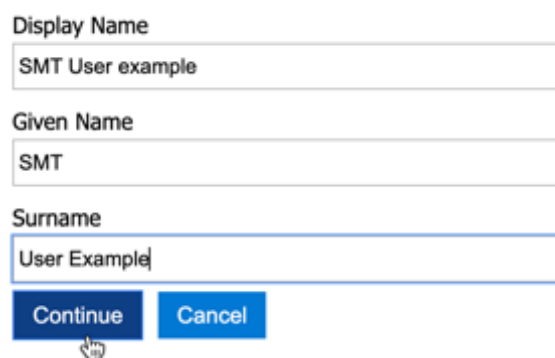


Type your email address and click “Next”, then enter your **Gmail password** and click “Next”

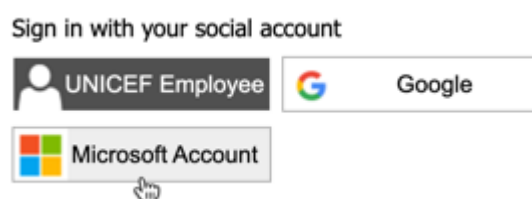
 Sign in with Google

A screenshot of the Google Sign in page. At the top, it says 'Sign in to continue to b2clogin.com'. Below this is a text input field labeled 'Email or phone' containing 'example@gmail.com'. To the left of the field is a link 'Forgot email?'. Below the field are two buttons: 'Create account' and 'Next'.

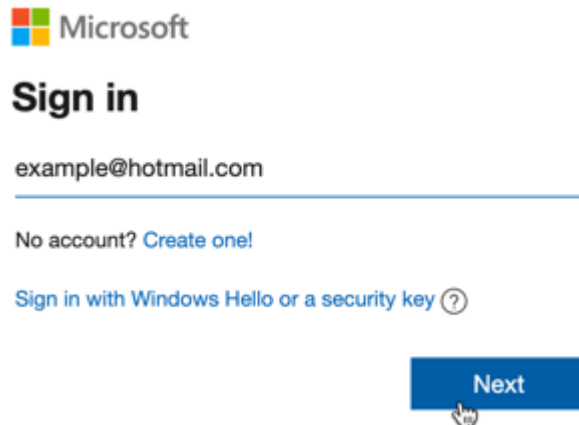
Write your personal details (name, surname) and click “Continue”

A screenshot of a form for entering personal details. It has three text input fields: 'Display Name' with 'SMT User example', 'Given Name' with 'SMT', and 'Surname' with 'User Example'. At the bottom are two buttons: 'Continue' and 'Cancel'. A mouse cursor is pointing at the 'Continue' button.**c) Microsoft email address (e.g. outlook.com, hotmail.com, live.com):**

Click on the “Microsoft Account” button



Write your email address and click “Next”, then enter your **email password** and click “Sign in”



Microsoft

Sign in

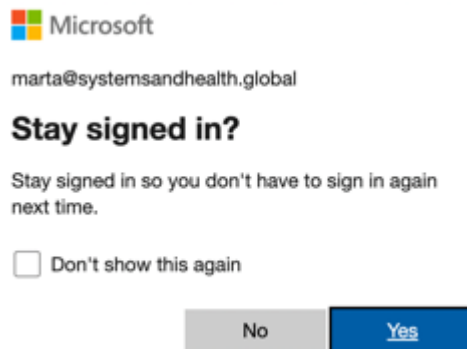
example@hotmail.com

No account? [Create one!](#)

[Sign in with Windows Hello or a security key ?](#)

Next

If you are using a personal computer, you can choose to stay signed in by clicking the “Yes” button, so you don’t need to sign in again next time. For security purposes, if you are using a shared or public computer, click “No”



Microsoft

marta@systemsandhealth.global

Stay signed in?

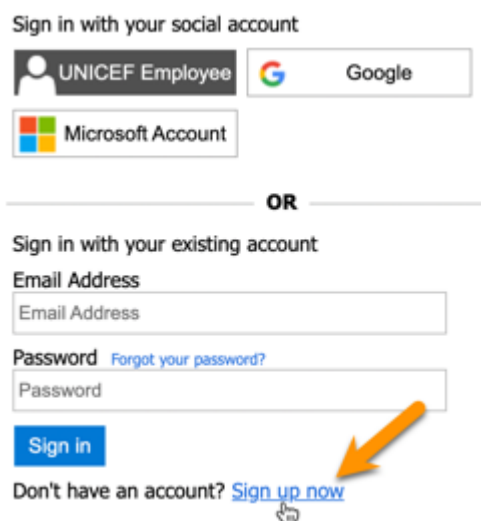
Stay signed in so you don't have to sign in again next time.

☐ Don't show this again

No **Yes**

d) Other (e.g. Yahoo, gov email, etc)

Click on the “Sign up now” link at the bottom of the page



Sign in with your social account

 UNICEF Employee  Google

 Microsoft Account

OR

Sign in with your existing account

Email Address

Password [Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

Write your email address and click “Send verification code”

Verification is necessary. Please click Send button.

Email Address

You should have received a new email with a 6-digit verification code. Go to your email inbox and check the code. (check your spam inbox if you don't find the email)



Verify your email address

Thanks for verifying your example@yahoo.com account!

Your code is: **780218**

Sincerely,
UNICEF

Go back to the SMT sign up page, type in or paste the 6-digit code and click “Verify code”

Verification code

Your email address is now verified. The next step is to create a personal password. Type in your password and personal details and then click “Create”

E-mail address verified. You can now continue.

Email Address

New Password

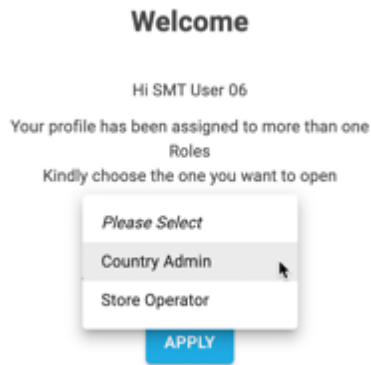
Confirm New Password

Display Name

Given Name

Surname

- **STEP 5.** Once your new account is set up correctly you will have access to the SMT platform and will see a welcome message. If you have more than one user role (e.g. administrator and store operator), select the role you want to use and click “Apply”



Note: If you have been given an offline user account by the administrator, at the end of this set up process you will see a message prompting you to download the offline app. Refer to section [2.2 SMT Installation](#) to continue

2.4. HOW TO LOG IN

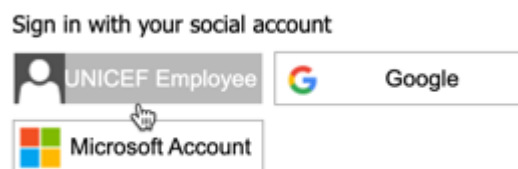
This section describes the login process that has to be completed each time a user wants to access the SMT platform. It assumes the user has already completed the set-up process described in section [2.3. How to access the SMT for the first time](#). This process is slightly different depending on the type of email account each user has. Follow the steps 1-3 below, then on step 4, follow the process that corresponds to your email type (e.g. UNICEF, Gmail, etc)

Note: If you are using the SMT offline app, refer to section [2.5. How to log in \(SMT offline app\)](#)

- **STEP 1.** Open your browser and go to www.smtplatform.org
- **STEP 2.** Click on the “Login” button on the top right corner of the screen
- **STEP 3.** Read the instructions and click on the “Proceed to login” button when you are ready to continue
- **STEP 4.** The next step will depend on the type of email address associated to your SMT account:

e) UNICEF email address:

Click on the “UNICEF employee” button



Enter your UNICEF email address and click “Next”



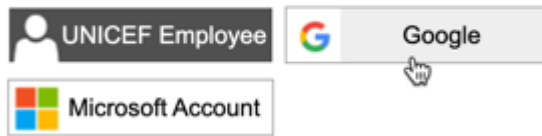
Enter your **UNICEF password** and click “Sign in”



f) Gmail or other Google email address:

Click on the “Google” button

Sign in with your social account



Type your email address and click “Next”, then enter your **Gmail password** and click “Next”

 Sign in with Google

Sign in
to continue to **b2clogin.com**

Email or phone

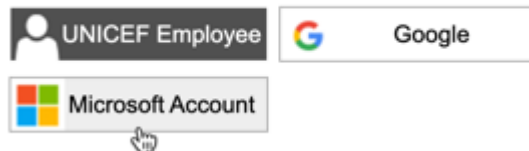
[Forgot email?](#)

[Create account](#) [Next](#)

g) **Microsoft email address (e.g. outlook.com, hotmail.com, live.com):**

Click on the “Microsoft Account” button

Sign in with your social account



Write your email address and click “Next”, then enter your **email password** and click “Sign in”

 Microsoft

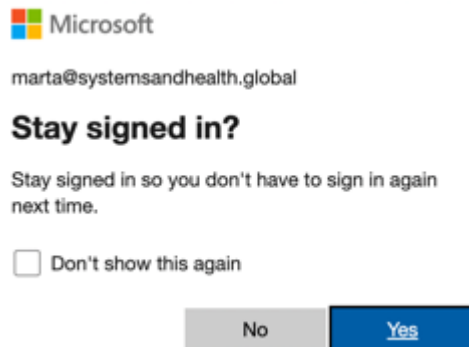
Sign in

No account? [Create one!](#)

[Sign in with Windows Hello or a security key](#) 

[Next](#)

If you are using a personal computer, you can choose to stay signed in by clicking the “Yes” button, so you don’t need to sign in again next time. For security purposes, if you are using a shared or public computer, click “No”



Microsoft

marta@systemsandhealth.global

Stay signed in?

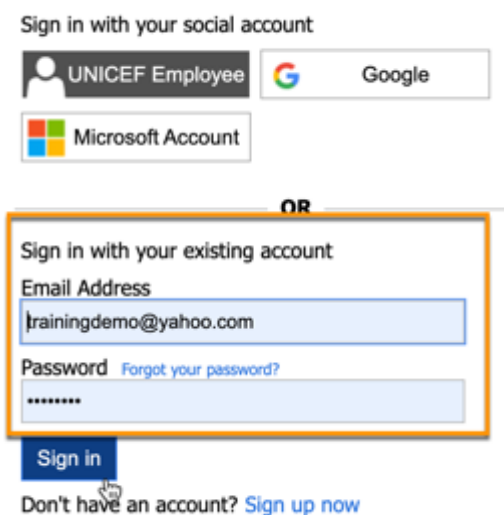
Stay signed in so you don't have to sign in again next time.

☐ Don't show this again

No Yes

h) Other (e.g. Yahoo, gov email, etc)

In the fields provided, write your email address and the password you have previously created (see section [2.3. How to access SMT for the first time](#)), then click the “Sign in” button



Sign in with your social account

UNICEF Employee Google

Microsoft Account

OR

Sign in with your existing account

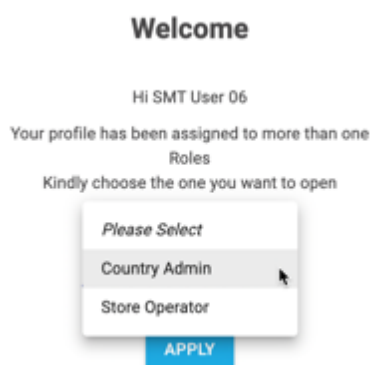
Email Address
trainingdemo@yahoo.com

Password [Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

- **STEP 5.** You will see a welcome message. If you have more than one user role (e.g. administrator and store operator), select the role you want to use and click “Apply”



Welcome

Hi SMT User 06

Your profile has been assigned to more than one Roles

Kindly choose the one you want to open

Please Select

Country Admin

Store Operator

APPLY

2.5. HOW TO LOG IN (SMT offline app)

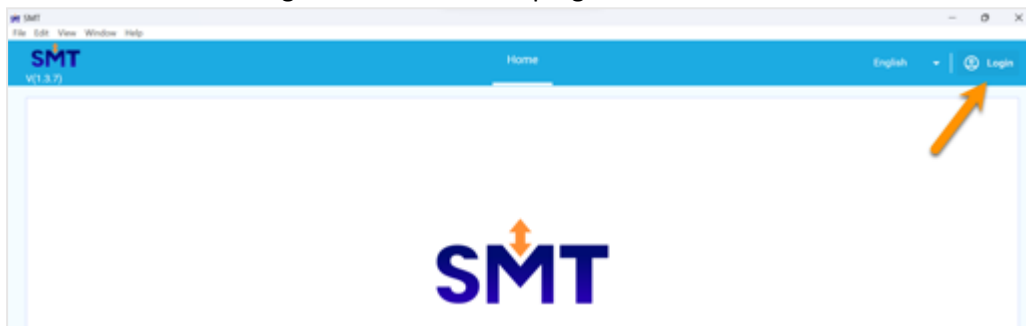
This section describes the login process that has to be completed each time a user wants to access the SMT offline application.

Note: To use the SMT offline app, the user should have completed the installation and set-up process. Refer to section [2.2 SMT Installation](#) for more information.

- **STEP 1.** On your desktop, locate the SMT icon and double click to open the application



- **STEP 2.** Click on the “Login” button on the top right corner of the screen



- **STEP 3.** Type your 4-digit personal pin and click “Login”

Welcome

Hi *Marta Fernandez*

Please enter authentication pin.

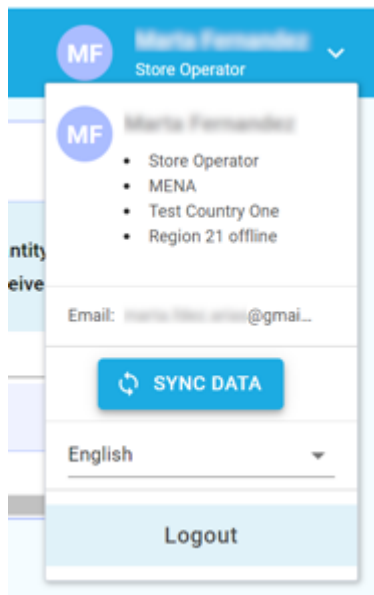
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You can now start using the SMT application offline.

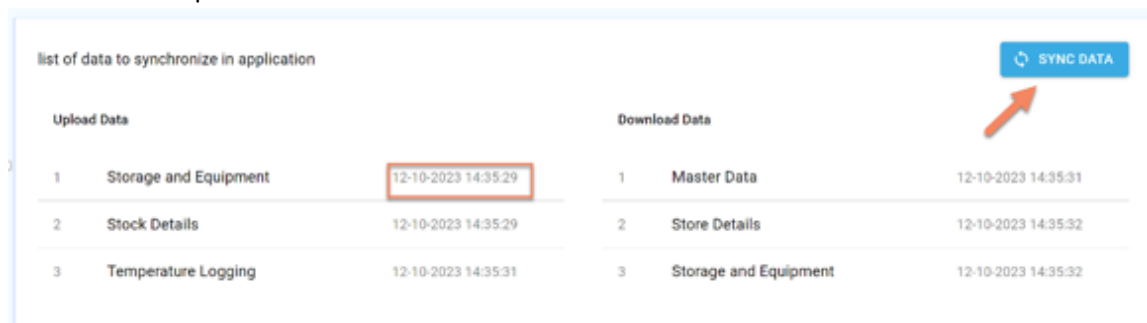
2.6. HOW TO SYNCHRONIZE THE OFFLINE APP

When using the SMT offline application, the data entered will be saved locally in your computer. When you have access to internet connection, you can synchronize your system with the national database (to share your data and have access to the latest data of other locations) by following the steps below.

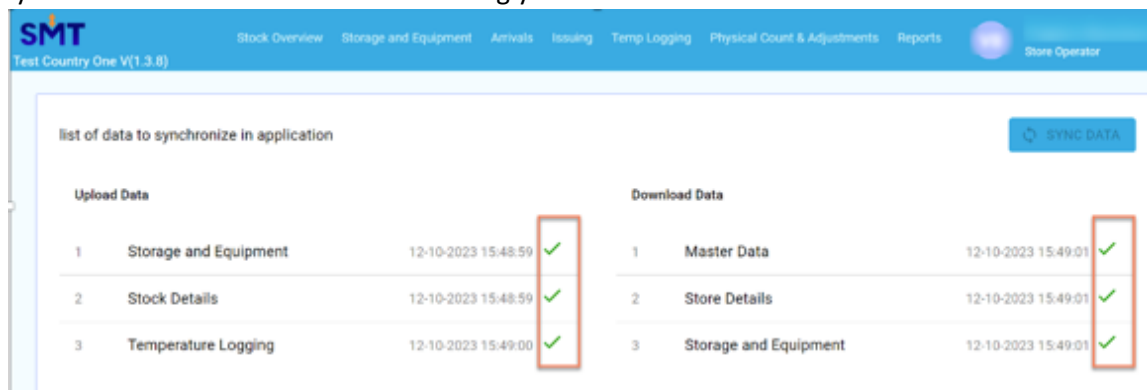
- **STEP 1.** Once you are logged into the application, click on your name in the top right corner of the screen. Then click on the “Sync data” button.



- **STEP 2.** You will be able to see the date and time of the last synchronization. Click on the “Sync data” button to proceed.



Once each data set is synchronized, a green tick mark will appear. The date and time of the synchronization will be reflected accordingly.



3. OVERVIEW OF USER ROLES

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3.2. STORE OPERATOR ROLES	22
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Access to the SMT is provided through a password protected personal account. Users have access to different sets of data and functionalities depending on the role that has been assigned to them in the system. User roles can be grouped into 2 main categories, administrators and store operators.

It is possible for one user to have more than one user role (e.g. country administrator AND national store operator)

3.1. ADMINISTRATOR ROLES

Administrators are users that have the ability to set up SMT the system and all its parameters, such as the master data of vaccines and supplies, immunization program targets for the country, the lists and details of supply chain levels and vaccine stores, and the account details and access rights for other users.

Note: administrator accounts can only be accessed through the SMT web application online. The SMT offline app does not support administrator functions.

- **Global administrators:** Global administrators are the platform support team at global level. These are staff from UNICEF Supply Division. Their role is to maintain the global database of vaccines and supplies and to provide access and support to country administrators. They do **not** have access to countries data or reports. To get in touch with the SMT global administrators, users can contact smt@unicef.org.
- **Country administrators:** Country administrators are responsible for setting up the SMT parameters for their own country. Their role includes management of the country specific master list of vaccines and supplies, setting up immunization targets and vaccine needs in the system, entering population and vaccine store data, and creating user accounts for other users in the country. Administrators can also visualize stock data for all vaccine stores in their country and generate supply chain performance reports.
- **Read-only country administrators:** This role provides access to all the screens and functionalities of the country administrators but does not allow the user to enter or modify any data, only view the data and generate reports.
- **Subnational administrators:** Subnational administrators have access to the same functionalities as the country administrators but for a specific subnational area (e.g. region, province), except for managing the master lists and the country immunization targets, which are managed only at national level.

More information on the administrator role and how to use each functionality can be found on chapter [4. Administrator functions](#).

3.2. STORE OPERATOR ROLES

Store operators are users that work in a vaccine store and utilize the SMT to record information related to their immunization stocks, transactions, and cold chain equipment. This type of user is always associated with one specific vaccine store (e.g. operator of national vaccine store, operator of vaccine store district A, etc.). Store operators cannot modify SMT parameters.

Note: store operator accounts can be accessed through the SMT web application online or through the SMT offline app, depending on the vaccine store to which the operator is associated. The functionalities are the same in both applications.

- **Store operators:** This role allows the user to monitor vaccine stocks and supplies, monitor available cold chain equipment and storage space available, record arrivals or issues of stock from/to other facilities, track tracer temperature records and conduct inventory counts. Store operators can also visualize data for other vaccine stores below them in the supply chain and generate reports.

Read-only store operators: This role provides access to all the screens and functionalities of the store operator but does not allow the user to enter or modify any data, only view the data and generate reports.

More information on the store operator role and how to use each functionality can be found on chapter [5. Store operator functions.](#)

4. ADMINISTRATOR FUNCTIONS

CONTENTS OF THIS CHAPTER:

4.1. MASTER DATA	23
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This chapter describes the functionalities available to users with the role of “administrator”. Some of the functionalities, such as [4.1. Master data](#) and [4.2. Program data](#) are only available for Country Administrators (i.e. users with administrator role at national level), while [4.3. Store data](#) and [4.4. Users](#) are available to all administrators, including those at subnational locations.

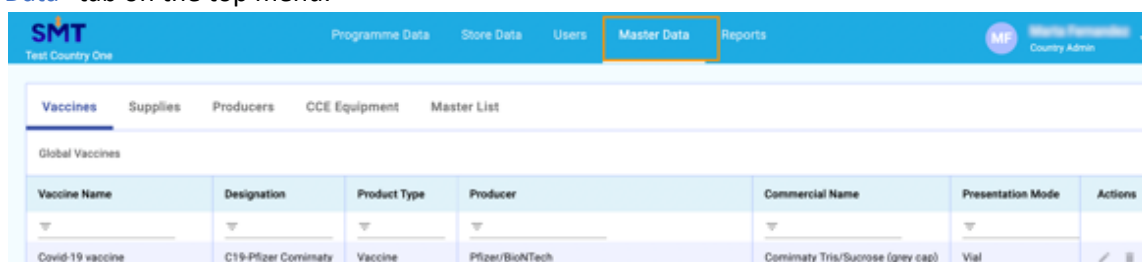
4.1. MASTER DATA

Master data is the functionality that allows users to manage the details of vaccines and supplies available in the SMT system. The SMT operates using a global master data, which is managed by the global SMT administrators in UNICEF Supply Division. This master data contains the full list of vaccines and cold chain equipment that have been prequalified by WHO, the list of correspondent manufacturers, and a list of the most common immunization supplies. The global list can be viewed by administrators in countries but cannot be modified by them. However, country administrators can add country-specific products to their own master list.

Note: The global master data follows the standard international names for vaccines found on the prequalification list of WHO. Therefore, the vaccine names and acronyms on the global master data will show in English, even if the administrator uses the SMT platform in any of the other available languages.

4.1.1. Viewing the global master data

- **STEP 1.** Once you are logged into the application as a Country Administrator, click on the “Master Data” tab on the top menu.



Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Actions
Covid-19 vaccine	C19-Pfizer Cominaty	Vaccine	Pfizer/BioNTech	Cominaty Tris/Sucrose (grey cap)	Vial	

- **STEP 2.** Select the type of item that you want to visualize (e.g. vaccines, supplies, etc.) to view the table of global products.

SMT						
Test Country One		Programme Data	Store Data	Users	Master Data	Reports
Vaccines Supplies Producers CCE Equipment Master List						
Global Vaccines						
Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Actions
Covid-19 vaccine	C19-Pfizer Comimaty	Vaccine	Pfizer/BioNTech	Comimaty Tris/Sucrose (grey cap)	Vial	 

- **STEP 3.** Review the full list of items available by using the navigating buttons to change the page,

SMT						
Test Country One		Programme Data	Store Data	Users	Master Data	Reports
Vaccines Supplies Producers CCE Equipment Master List						
Global Vaccines						
Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Actions
Covid-19 vaccine	C19-Pfizer Comimaty	Vaccine	Pfizer/BioNTech	Comimaty Tris/Sucrose (grey cap)	Vial	 
Covid-19 vaccine	C19-Pfizer Comimaty	Vaccine	Pfizer/BioNTech	Comimaty Tris/Sucrose (grey cap)	Vial	 
Polio Vaccine - Inactivated (IPV)	IPV	Vaccine	LG Chem Ltd	Eupolio	Vial	 
Polio Vaccine - Inactivated (IPV)	IPV	Vaccine	LG Chem Ltd	Eupolio	Vial	 
Covid-19 vaccine	C19-Sinopharm CorV	Vaccine	Sinopharm Beijing Bio Institute of Biological Products	BBIP CorV	Vial	 
						5 rows   1-5 of 281

or search and filter specific items by typing into the blank fields provided.

SMT						
Test Country One		Programme Data	Store Data	Users	Master Data	Reports
Vaccines Supplies Producers CCE Equipment Master List						
Global Vaccines						
Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Actions
bcg						
BCG	BCG	Vaccine	Japan BCG Laboratory	BCG Freeze Dried Glutamate vaccine	Ampoule	 
BCG	BCG	Vaccine	Bul Bio-National Center of Infectious and Parasitic Diseases Ltd.	BCG Vaccine	Ampoule	 
BCG	BCG	Vaccine	AJ Vaccines A/S	BCG Vaccine SSI	Two vial set (active + exc	 
BCG	BCG	Vaccine	GreenSignal Bio Pharma Limited	BCG vaccine (Freeze Dried) - Intradermal	Vial + Ampoule	 
BCG	BCG	Vaccine	Bul Bio-National Center of Infectious and Parasitic Diseases Ltd.	BCG Vaccine	Ampoule	 
						5 rows   1-5 of 7

Note: The “Actions” buttons are disabled as the global master list cannot be edited or deleted by country administrators.

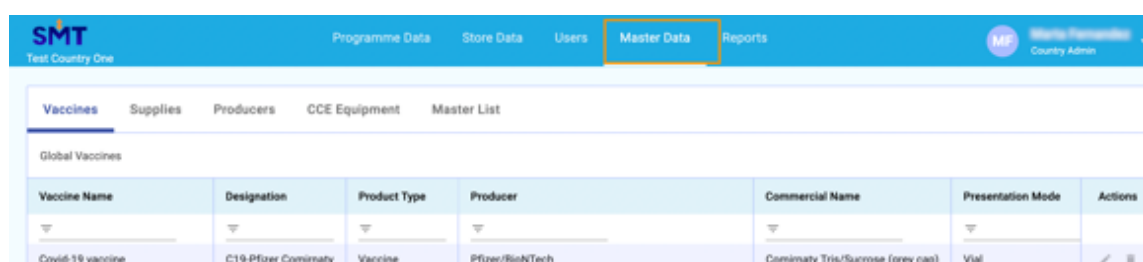
SMT						
Test Country One		Programme Data	Store Data	Users	Master Data	Reports
Vaccines Supplies Producers CCE Equipment Master List						
Global Vaccines						
Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Actions
Covid-19 vaccine	C19-Pfizer Comimaty	Vaccine	Pfizer/BioNTech	Comimaty Tris/Sucrose (grey cap)	Vial	 
Covid-19 vaccine	C19-Pfizer Comimaty	Vaccine	Pfizer/BioNTech	Comimaty Tris/Sucrose (grey cap)	Vial	 
Polio Vaccine - Inactivated (IPV)	IPV	Vaccine	LG Chem Ltd	Eupolio	Vial	 
Polio Vaccine - Inactivated (IPV)	IPV	Vaccine	LG Chem Ltd	Eupolio	Vial	 
Covid-19 vaccine	C19-Sinopharm CorV	Vaccine	Sinopharm Beijing Bio Institute of Biological Products	BBIP CorV	Vial	 
						5 rows   1-5 of 281

4.1.2. Adding country specific items to the national master data

This functionality allows users to add new products and equipment to their master data at country level. Before adding a new product and to avoid duplications, review the global list to ensure the product is not already available. Once a new product is created by the country administrator, it will become visible to all SMT users in that country, but it will not affect the global list.

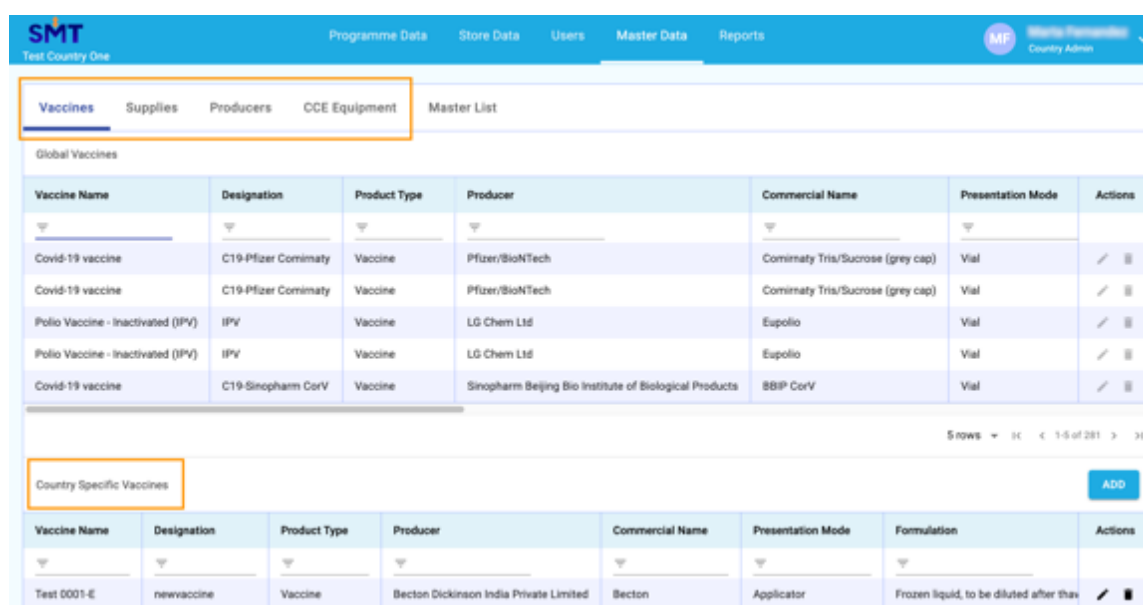
Note: For details on how to add country specific target groups for immunization, refer to [4.1.5. Adding country specific target groups.](#)

- **STEP 1.** Once you are logged into the application as a Country Administrator, click on the “Master Data” tab on the top menu.



Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Actions
Covid-19 vaccine	C19-Pfizer Cominaty	Vaccine	Pfizer/BioNTech	Cominaty Tris/Sucrose (grey cap)	Vial	 

- **STEP 2.** Select the type of item that you want to visualize (e.g. vaccines, supplies, etc) and then scroll down until you see the table for “Country specific products”.



Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Formulation	Actions
Test 0001-E	newvaccine	Vaccine	Becton Dickinson India Private Limited	Becton	Applicator	Frozen liquid, to be diluted after thaw	 

- **STEP 3.** Review the list of country specific products already created to make sure no duplicates are created. If the product you wish to add is not on the list, click the “Add” button.

Country Specific Vaccines

Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Formulation	Actions
Test 0001-E	newvaccine	Vaccine	Becton Dickinson India Private Limited	Becton	Applicator	Frozen liquid, to be diluted after thaw	 
test vaccine 01	test 001	Vaccine	Sanofi Pasteur Limited	test 001	Vial	Liquid: ready to use	 
D Fievre Jaune	Diluent Yellow Fever	Diluent	Sanofi Pasteur Limited	DFievre Jaune	Vial	Frozen liquid, to be diluted after thaw	 
Fievre Jaune	Yellow Fever	Vaccine	Sanofi Pasteur Limited	VYF01	Vial	Frozen liquid, to be diluted after thaw	 
Test Vaccine MT	MT Vax	Vaccine	Bio Farma, Indonesia	MT Vax Commercial	Vial	Liquid: ready to use	 

- STEP 4.** Complete the details of the product. Note that all fields with a red asterisk (*) are mandatory. Some fields such as the name of the product or the commercial name are open, so the user must type in the information. Some other fields such as the product type are restricted, and the user must choose from the options available on the drop-down menu.

Follow the examples below depending on the type of item you are adding:

a) Vaccines

Add new vaccine

Vaccine Name * Write the full name of the vaccine
Example vaccine inactivated Below, write the short name or abbreviation in the relevant language(s), this will be the display name

Designation - English * Example	Designation - French Example	Designation - Portuguese Example
Designation - Spanish Example	Designation - Russian Example	Designation - Arabic Example

Product Type *
Vaccine

Producer * Select the manufacturer from the list
Sanofi Healthcare India Private Limited - ...

Commercial Name * Write the commercial name
Vaccixample

Formulation * Select the type of formulation
Lyophilised : reconstituted with excipient ...

Presentation Mode * Select the presentation
Vial

Administration Mode Select the mode of administration
Intramuscular (IM)

Presentation (doses per vial) *
10 Write the number of doses per vial

VVM Type *
VVM-14 Select the VVM type

Vaccine Storage Temperature
+5C Select the temperature at which the vaccine will be stored

Vaccine Secondary Packed Vol (cm3/dose)
23 Write the volume per dose in cm3 (secondary packaging)

Diluent Required If the vaccine must be diluted, select YES
☒ Yes ☐ No

Diluent Storage Temperature
+5C Select the temperature at which the diluent will be stored

Diluent Name The diluent name gets generated automatically
dil_Example

Diluent Packed Vol (cm3/dose) Write the diluent volume per dose in cm3 (secondary packaging)

Price/Dose (\$) *
1.1 Type the standard price per dose in USD (price per vial divided by number of doses per vial)

Comments Enter here any relevant comments or notes related to this vaccine

SAVE

Note: If the vaccine manufacturer does not appear on the dropdown menu, add the new manufacturer before adding the new vaccine by following [example c](#) below.

b) Other supplies

Add new supply
×

Product Name * WRITE THE FULL NAME OF THE PRODUCT
VITAMIN A CAPSULE 100,000UI

Designation - English * WRITE THE SHORT NAME OR ABBREVIATION OF THE PRODUCT IN ENGLISH AND/OR ANY OTHER LANGUAGES
VIT_A_100000

Designation - French
Designation - Portuguese

Designation - Spanish
Designation - Russian
Designation - Arabic

Product Type * SELECT THE TYPE OF PRODUCT
Vitamin & Deworming

Presentation (units per pack) * TYPE THE PRESENTATION IN UNITS PER PACK (NUMBERS ONLY)
100

Packed Vol (cm3/unit) * TYPE THE SECONDARY VOLUME IN CM3 PER UNIT (NUMBERS ONLY)
1

Packed Weight (g/unit) * TYPE THE WEIGHT IN GRAMS PER UNIT (NUMBERS ONLY)
0.5

Price/Unit (\$) * TYPE THE PRICE PER UNIT IN USD (NUMBERS ONLY)
0.08

Freight % * IF RELEVANT, ADD FREIGHT COST IN %
10

Total Price (\$)
0,0880

SAVE

c) Producers (manufacturers)

Add new Producer
×

Producer Name * WRITE THE FULL NAME OF THE PRODUCER / MANUFACTURER
MIRABELLE PHARMACEUTICALS LTD

Country * SELECT THE COUNTRY OF THIS MANUFACTURER
Argentina

Initials * WRITE THE SHORT NAME OR ABBREVIATION OF THE PRODUCER / MANUFACTURER
MRB

Producer Type * SELECT THE TYPE OF PRODUCTS THIS MANUFACTURER PRODUCES
Vaccines

SAVE

d) Cold Chain Equipment (CCE)

Add new Equipment
×

Equipment Category * SELECT THE TYPE OF EQUIPMENT
Ultra Low Freezer

Supplier * SELECT THE SUPPLIER / MANUFACTURER
Dulas Ltd

Equipment Type/Model * SELECT OTHER TO ADD A NEW MODEL
Other

Equipment Type/Model Name - Other * WRITE THE EQUIPMENT MODEL
UCC 200X

Storage Temperature * SELECT THE STORAGE TEMPERATURE
-70C

Gross Capacity (litres) * TYPE THE GROSS STORAGE CAPACITY IN LITERS (NUMBERS ONLY)
200

Net Capacity (litres) * TYPE THE NET STORAGE CAPACITY IN LITERS (NUMBERS ONLY)
180

SAVE

- **STEP 5.** Once the details of the new item have been entered, review that all the information is correct and click the “Save” button. A green pop-up window with the message “Data saved successfully” should appear.



- **STEP 6.** Verify that the new item is now visible on the list of country specific products.

Country Specific Vaccines ADD

Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Formulation	Actions
Polio Vaccine Inactivated	IPV	Vaccine	Sanofi Pasteur Limited	IPV Sanofi	Vial	Frozen liquid, to be diluted aft	 
Test 0001-E	newvaccine	Vaccine	Becton Dickinson India Private Limited	Becton	Applicator	Frozen liquid, to be diluted aft	 
test vaccine 01	test 001	Vaccine	Sanofi Pasteur Limited	test 001	Vial	Liquid: ready to use	 

4.1.3. Editing country specific items on the national master data

Once a new country specific product has been created by a country administrator, it is possible to modify the details by using the editing functionality. This process can be carried out by the same user who created the item, or by any other user with country administrator rights.

- **STEP 1.** On the country specific item list, click on the “Edit” action button on the right column

Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Formulation	Actions
Polio Vaccine Inactivated	IPV	Vaccine	Sanofi Pasteur Limited	IPV Sanofi	Vial	Frozen liquid, to be diluted at	
Test 0001-E	newvaccine	Vaccine	Becton Dickinson India Private Limited	Becton	Applicator	Frozen liquid, to be diluted at	
test vaccine 01	test 001	Vaccine	Sanofi Pasteur Limited	test 001	Vial	Liquid: ready to use	
D Fievre Jaune	Diluent Yellow Fever	Diluent	Sanofi Pasteur Limited	DFievre Jaune	Vial	Frozen liquid, to be diluted at	
Fievre Jaune	Yellow Fever	Vaccine	Sanofi Pasteur Limited	VVF01	Vial	Frozen liquid, to be diluted at	

- **STEP 2.** A new window will open with all the details of the item. Modify the information as needed, then when finished click “Update”

Edit vaccine

Vaccine Name *

Example vaccine inactivated

Designation - English *

Example

Designation - French

Example

Designation - Portuguese

Example

Designation - Spanish

Example

Designation - Russian

Example

Designation - Arabic

Example

Product Type *

Vaccine

Producer *

Sanofi Healthcare India Private Limited - ...

Commercial Name *

Vaccixample

Formulation *

Lyophilised : reconstituted with excipient ...

Presentation Mode *

Vial

Administration Mode *

Intramuscular (IM)

Presentation (doses per vial) *

10

VVM Type *

VVM-14

Vaccine Storage Temperature

+5C

Vaccine Secondary Packed Vol (cm3/dose)

23

Diluent Required

☒ Yes ☐ No

Diluent Packed Vol (cm3/dose)

0

Diluent Name

dil_Example

Diluent Storage Temperature

+5C

Price/Vial (\$) *

11

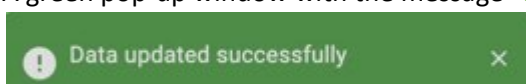
Price/Dose (\$) *

1,1

Comments

UPDATE

A green pop-up window with the message “Data updated successfully” should appear.



- **STEP 3.** Verify that the updated information is now reflected on the list of country specific products.

4.1.4. Deleting country specific items from the national master data

Once a new country specific product has been created by a country administrator, it is possible to remove it from the master list by using the delete functionality. This process can be carried out by the same user who created the item, or by any other user with country administrator rights.

- **STEP 1.** On the country specific item list, click on the “Delete” action button on the right column



Vaccine Name	Designation	Product Type	Producer	Commercial Name	Presentation Mode	Formulation	Actions
Polio Vaccine Inactivated	IPV	Vaccine	Sanofi Pasteur Limited	IPV Sanofi New	Vial	Frozen liquid, to be diluted aft	
Test 0001-E	newvaccine	Vaccine	Becton Dickinson India Private Limited	Becton	Applicator	Frozen liquid, to be diluted aft	
test vaccine 01	test 001	Vaccine	Sanofi Pasteur Limited	test 001	Vial	Liquid: ready to use	
D Fievre Jaune	Diluent Yellow Fever	Diluent	Sanofi Pasteur Limited	DFievre Jaune	Vial	Frozen liquid, to be diluted aft	
Fievre Jaune	Yellow Fever	Vaccine	Sanofi Pasteur Limited	VYF01	Vial	Frozen liquid, to be diluted aft	

- **STEP 2.** A pop-up will open asking the user to confirm. If you wish to continue with the deletion process, click “Yes”. Otherwise, cancel.

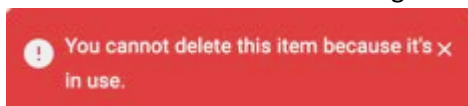
Are you sure that you want to delete this item?



A green pop-up window with the message “Data deleted successfully” should appear.



Note: The delete functionality can only be used if the item has not yet been used. If a SMT store operator has registered any transactions of the item, this product can no longer be deleted from the master data and the following message will show.



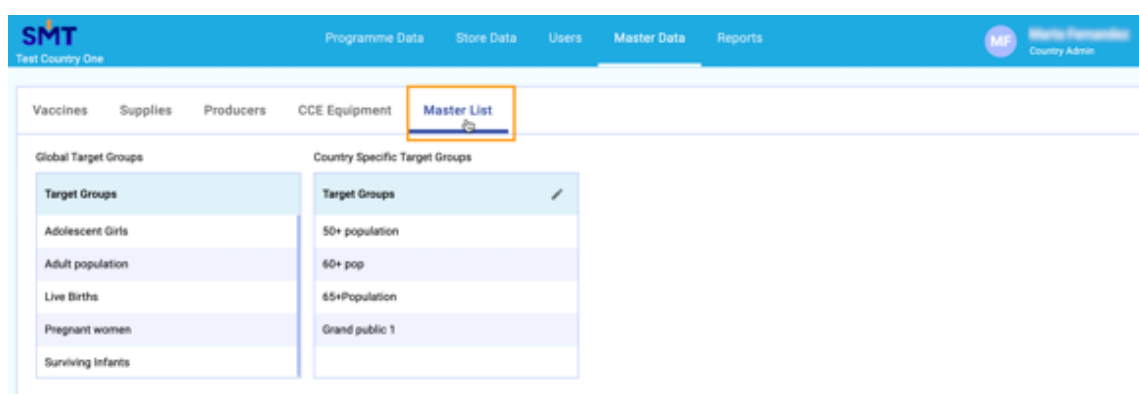
- **STEP 3.** Verify that the item is no longer showing on the list of country specific products.

4.1.5. Adding country specific target groups

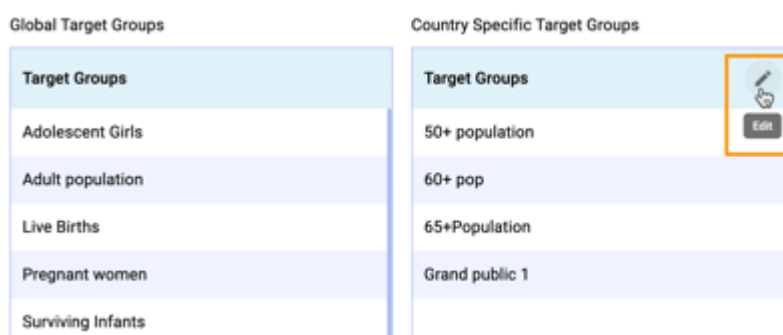
This functionality allows users to add specific target groups for the country's immunization program, in addition to the standard groups already existing in the SMT master list (e.g. live births, surviving infants, etc.).

Note: This process will just create the name of a new target group on the master data. To manage the population values associated with each target group, refer to section [4.3.2. Managing population and demographics](#)

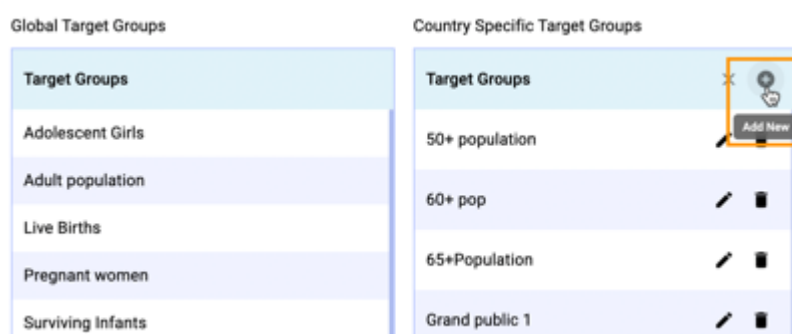
- **STEP 1.** On the master data tab, select the “Master List” option and review the list of available target groups.



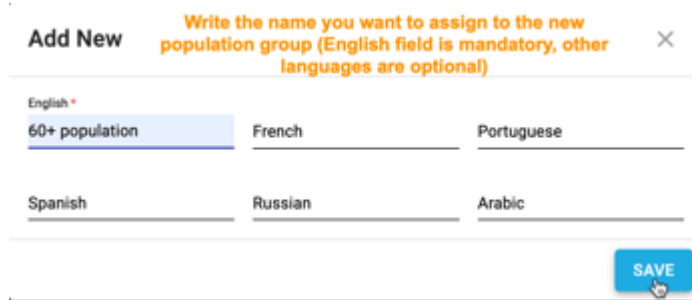
- **STEP 2.** To add a new group, click on the “Edit” button



Then select “Add new”



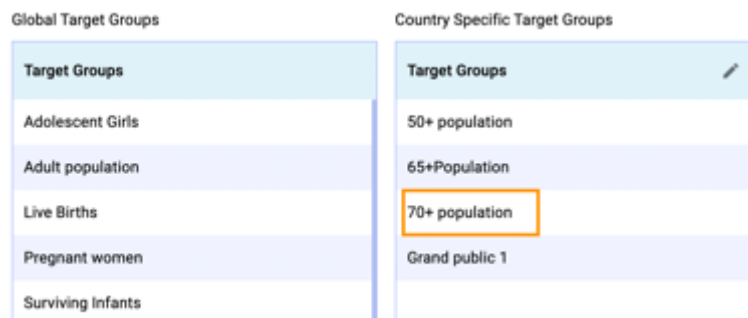
- **STEP 3.** On the new window, write the name you want to assign to the new target group, then click “Save”.



The screenshot shows a modal window titled "Add New" with a close button (X) in the top right corner. Below the title, there is a blue instruction box that reads: "Write the name you want to assign to the new population group (English field is mandatory, other languages are optional)". The form contains six text input fields arranged in two rows of three. The first row has fields for "English", "French", and "Portuguese". The second row has fields for "Spanish", "Russian", and "Arabic". The "English" field is currently filled with the text "60+ population". At the bottom right of the form is a blue button labeled "SAVE".

A green pop-up window with the message “Data saved successfully” should appear.

- **STEP 4.** Verify that the new target group shows on the list.



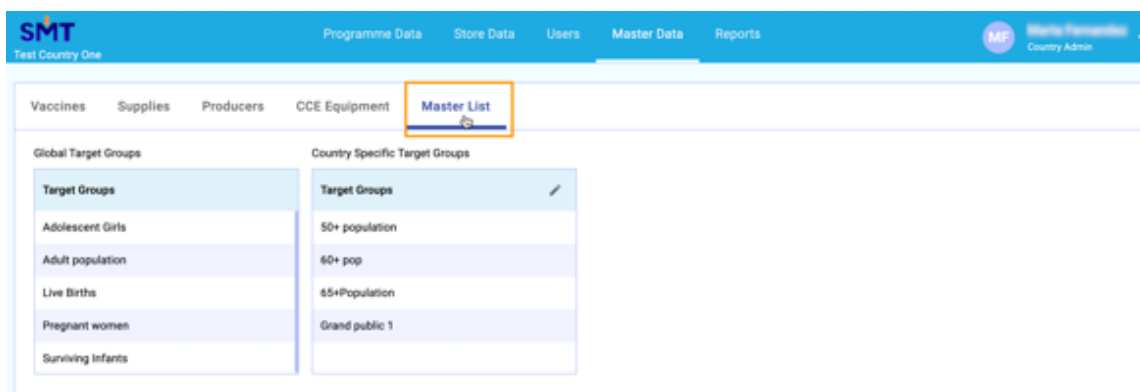
The screenshot displays two side-by-side tables. The left table is titled "Global Target Groups" and has a light blue header row with the text "Target Groups". It contains six rows of target groups: "Adolescent Girls", "Adult population", "Live Births", "Pregnant women", and "Surviving infants". The right table is titled "Country Specific Target Groups" and also has a light blue header row with the text "Target Groups" and a small edit icon (pencil) to its right. It contains four rows: "50+ population", "65+Population", "70+ population", and "Grand public 1". The "70+ population" row in the right table is highlighted with an orange border.

Global Target Groups	Country Specific Target Groups
Adolescent Girls	50+ population
Adult population	65+Population
Live Births	70+ population
Pregnant women	Grand public 1
Surviving infants	

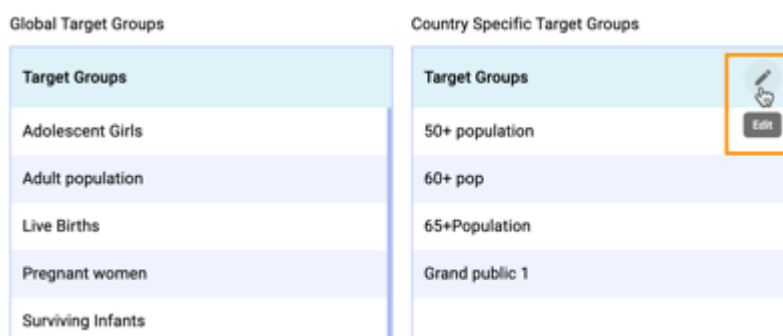
4.1.6. Editing country specific target groups

Once a new country specific target group has been created by a country administrator, it is possible to modify the name of the group by using the editing functionality. This process can be carried out by the same user who created the item, or by any other user with country administrator rights.

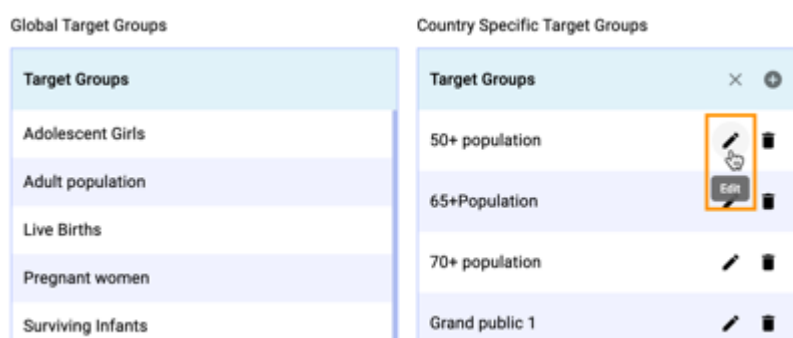
- **STEP 1.** On the master data tab, select the “Master List” option and review the list of available target groups.



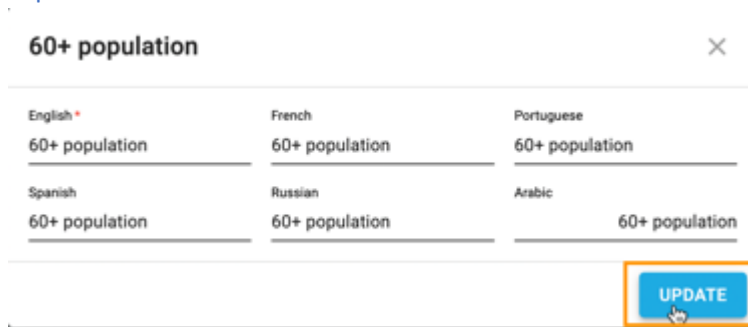
- **STEP 2.** To edit one of the country specific groups, click on the “Edit” button



Then select “Edit” again



- **STEP 3.** On the editing window, modify the details of the target group as needed, then click “Update”.



The image shows an editing window titled "60+ population" with a close button (X) in the top right corner. Inside the window, there is a table with three columns representing different languages: English, French, and Portuguese. Each column has a text input field containing "60+ population". Below the English and French columns, there are additional input fields for Spanish and Russian, both also containing "60+ population". To the right of the Russian field, there is a field for Arabic containing "60+ population". At the bottom right of the window, there is a blue button labeled "UPDATE" with a mouse cursor hovering over it.

English	French	Portuguese
60+ population	60+ population	60+ population
Spanish	Russian	Arabic
60+ population	60+ population	60+ population

UPDATE

A green pop-up window with the message “Data updated successfully” should appear.



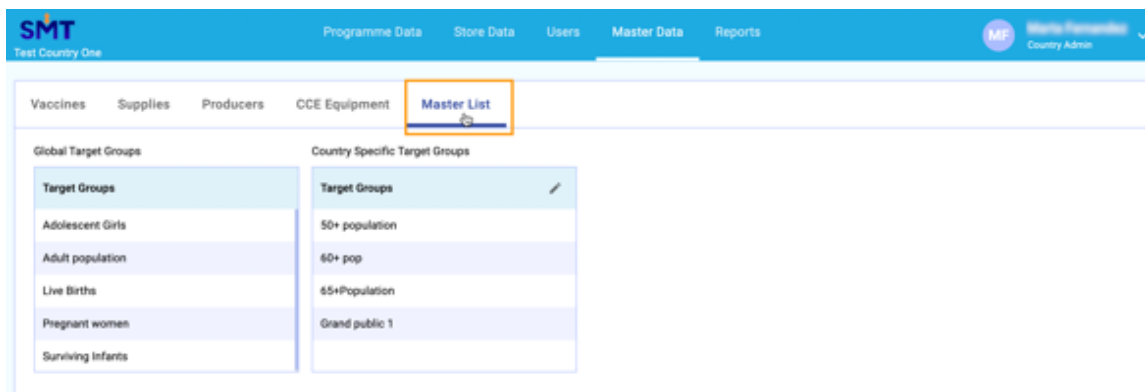
- **STEP 4.** Verify that the edits are reflected on the list.

Global Target Groups	Country Specific Target Groups											
<table><tr><th>Target Groups</th></tr><tr><td>Adolescent Girls</td></tr><tr><td>Adult population</td></tr><tr><td>Live Births</td></tr><tr><td>Pregnant women</td></tr><tr><td>Surviving Infants</td></tr></table>	Target Groups	Adolescent Girls	Adult population	Live Births	Pregnant women	Surviving Infants	<table><tr><th>Target Groups</th></tr><tr><td>50+ population</td></tr><tr><td>65+Population</td></tr><tr><td>70+ population</td></tr><tr><td>Grand public 1</td></tr></table>	Target Groups	50+ population	65+Population	70+ population	Grand public 1
Target Groups												
Adolescent Girls												
Adult population												
Live Births												
Pregnant women												
Surviving Infants												
Target Groups												
50+ population												
65+Population												
70+ population												
Grand public 1												

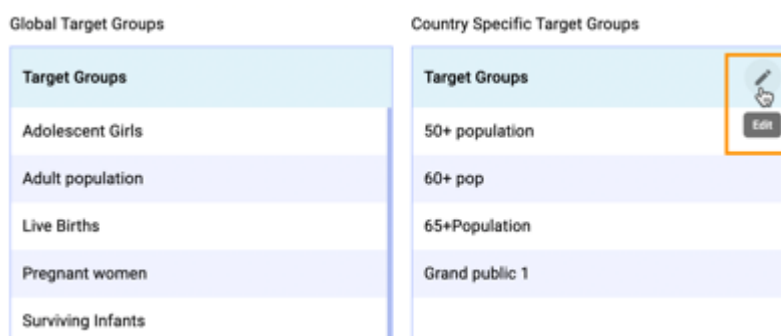
4.1.7. Deleting country specific target groups

Once a new country specific target group has been created by a country administrator, it is possible to remove it from the master list by using the delete functionality. This process can be carried out by the same user who created the item, or by any other user with country administrator rights.

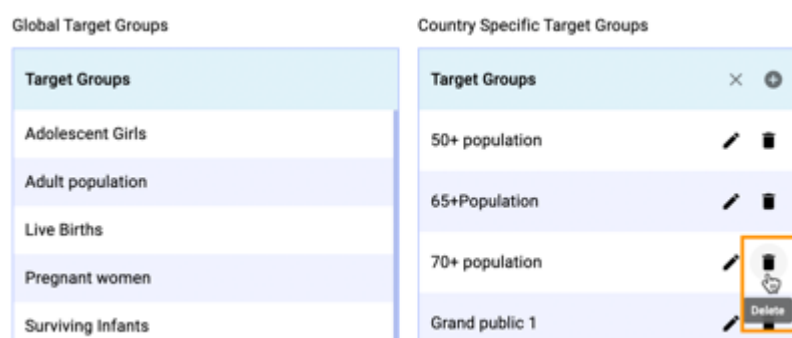
- **STEP 1.** On the master data tab, select the “Master List” option and review the list of available target groups.



- **STEP 2.** To delete one of the country specific groups, click on the “Edit” button.



Then select “Delete”.



- **STEP 3.** A pop-up will open asking the user to confirm. If you wish to continue with the deletion process, click “Yes”. Otherwise, cancel.

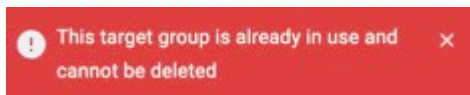
Are you sure that you want to delete this item?



A green pop-up window with the message “Data deleted successfully” should appear.



Note: The delete functionality can only be used if the item has not yet been used. If this target group is already associated with a vaccine on the program data, the group can no longer be deleted, and the following message will show.



- **STEP 4.** Verify that the item is no longer showing on the list of country specific target groups.

4.2. PROGRAM DATA

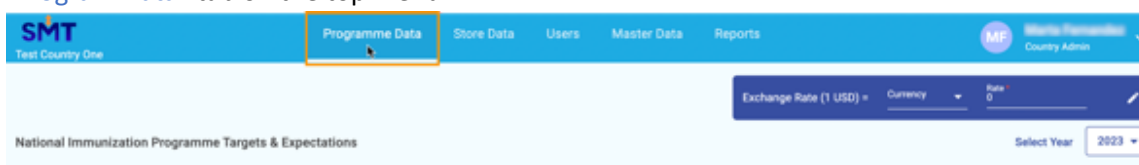
Program data is the functionality that allows administrators to define the program immunization targets at national level for each year. The user should enter the details of the routine and supplementary immunization plans, and, if desired, the details of other child survival interventions linked to the immunization program, such as vitamin A supplementation. The information needs to be entered annually.

The information entered under the program data tab will be used by the SMT to calculate key parameters needed across the platform, such as the annual needs for each vaccine. Therefore, it is essential that the details of all vaccines that will be used in the country during the current year are reflected on the program data tab.

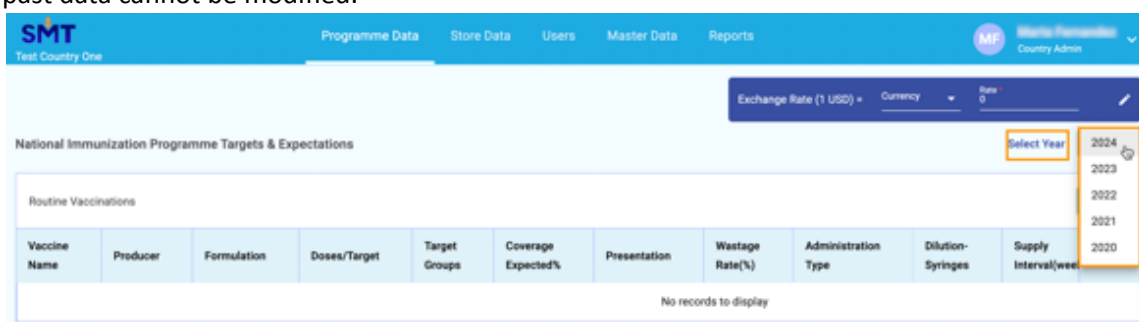
Store operators at different supply chain levels will still be able to manage vaccines that are not included in the program data, however, the platform will not provide stock alerts and some reports will not generate correctly for those items, as the key data for the calculations will be missing.

4.2.1. Adding national program immunization targets

- **STEP 1.** Once you are logged into the application as a Country Administrator, click on the “Program Data” tab on the top menu.



- **STEP 2.** From the dropdown menu on the right, select the year for which you want to introduce the immunization program data. Note that it is possible to enter program data for the current year and for the following one. It is also possible to view program data for past years, but the past data cannot be modified.



Vaccine Name	Producer	Formulation	Doses/Target	Target Groups	Coverage Expected%	Presentation	Wastage Rate(%)	Administration Type	Dilution-Syringes	Supply Interval(week)
No records to display										

- **STEP 3.** If some program data has already been entered for the year selected, review the list to make sure no duplicates are created. To add a new item, click the “Add” button.



Vaccine Name	Producer	Formulation	Doses/Target	Target Groups	Coverage Expected%	Presentation	Wastage Rate(%)	Administration Type	Dilution-Syringes	Supply Interval(week)	Actions
No records to display											

- **STEP 4.** Complete the details of each program target. Note that all fields with a red asterisk (*) are mandatory. Some fields are open, so the user must type in the information. Some other fields are restricted, and the user must choose from the options available on the drop-down menu.

Follow the examples below depending on the type of item you are adding:

a) Routine vaccinations

Add new routine vaccination

Vaccine Name * Select a vaccine from the list		Formulation * Select the formulation used		Doses/Target * Type the number of doses to be administered per person
BCG		Lyophilised : reconstituted with excipient ...		1
Target Groups * Select the target group from the list				
Live Births				
Coverage Expected% * Type the percentage coverage expected for this year at national level	Presentation * Select the presentation (in doses per vial) most commonly used		Wastage Rate(%) * Type the percentage wastage expected for this vaccine	
95	20		15	
Administration Type * Select the devices used for administration	Dilution-Syringes * If relevant, select the devices used for dilution		Supply Interval(weeks) Type (in number of weeks) how often this vaccine will be procured	
ADS_0.05ml	RUPF_Sdilution_2ml			
Safety Stock(weeks) Type how many weeks of stock should be kept as safety stock at national level		Lead Time(weeks) Type (in number of weeks) how long it usually takes for this vaccine to arrive in the country after the purchase order is made		

SAVE

b) Supplementary vaccinations

Add new supplementary vaccination

Vaccine Name * Select a vaccine from the list	Formulation * Select the formulation used	No. Of Rounds * Type the number of campaign rounds planned for the year
Presentation * Select the presentation (in doses per vial) most commonly used		
Wastage Rate % * Type the percentage wastage expected for this vaccine	Administration Type * Select the devices used for administration	Dilution-Syringes If relevant, select the devices used for dilution

SAVE

c) Other child survival interventions

Add new other child survival intervention

Product Name *
VIT_A_100000UI

Units/Target *
1

Target Groups % *
25

Coverage Expected % *
95

Presentation *
500

Wastage Rate % *
2

Administration Type
Oral

SAVE

Notes:

- (1) The dropdown menus on the Program Data reflect what is available on the SMT Master Data. If you are trying to add a vaccine, immunization device or target group that does not show on the dropdown list, it will have to be added to the master data first. Refer to chapter 4.1. Master data, sections 4.1.2 Adding country specific items and 4.1.5. Adding country specific target groups.
 - (2) If more than one presentation is used for the same vaccine (e.g. 10 doses per vial, and 20 doses per vial), simply select one of them. **Do not enter the same vaccine more than once for the same purpose (e.g. routine), as the calculation of annual requirements will be doubled.**
 - (3) The Supply Interval, Safety Stock and Lead time information is optional. These fields can be used to define specific parameters per vaccine, if different from other items. If these fields are left blank, the platform will use the parameters defined for national level under the Store Data tab (refer to 4.3.5 Stock levels and lead times for more information).
- **STEP 5.** Once all the details have been entered, review that all the information is correct and click the “Save” button. A green pop-up window with the message “Data saved successfully” should appear.



- **STEP 6.** Verify that the new line is now visible on the Program Data.

Routine Vaccinations											ADD
Vaccine Name	Formulation	Doses/Target	Target Groups	Coverage Expected%	Presentation	Wastage Rate(%)	Administration Type	Dilution-Syringes	Supply Interval(weeks)	Safety Stock(weeks)	Actions
BCG	Lyophilised : reconstituted with excipient diluent	1	Live Births	90	20	12	ADS_0.05ml	RUPF_Sdilution_2ml	16	8	 

4.2.2. Editing national program immunization targets

Once a new immunization program target has been created by a country administrator, it is possible to modify the details by using the editing functionality. This process can be carried out by the same user who created the item, or by any other user with country administrator rights.

- **STEP 1.** On the program data list you wish to edit, click on the “Edit” action button on the right column.

Routine Vaccinations									ADD
Vaccine Name	Formulation	Doses/Target	Target Groups	Coverage Expected%	Presentation	Wastage Rate(%)	Administration Type	D S	Actions
BCG	Lyophilised : reconstituted with excipient diluent	1	Live Births	90	20	12	ADS_0.05ml	R	 

- **STEP 2.** A new window will open with all the details of the item. Modify the information as needed, then when finished click “Update”.

Edit routine vaccination

Vaccine Name *

BCG

Formulation *

Lyophilised : reconstituted with excipient ...

Doses/Target *

1

Target Groups *

Live Births

Coverage Expected% *

90

Administration Type *

ADS_0.05ml

Safety Stock(weeks)

8

Presentation *

20

Dilution-Syringes *

RUPF_Sdilution_2ml

Lead Time(weeks)

4

Wastage Rate(%) *

20

Supply Interval(weeks)

16

UPDATE

A green pop-up window with the message “Data updated successfully” should appear.



- **STEP 3.** Verify that the updated information is now reflected on the program data list.

4.2.3. Deleting national program immunization targets

Once a new immunization program target has been created by a country administrator, it is possible to remove it from the program data by using the delete functionality. This process can be carried out by the same user who created the item, or by any other user with country administrator rights.

- **STEP 1.** On the country specific item list, click on the “Delete” action button on the right column.

Vaccine Name	Formulation	Doses/Target	Target Groups	Coverage Expected%	Presentation	Wastage Rate(%)	Administration Type	D S	Actions
BCG	Lyophilised : reconstituted with excipient diluent	1	Live Births	90	20	12	ADS_0.05ml	R	

- **STEP 2.** A pop-up will open asking the user to confirm. If you wish to continue with the deletion process, click “Yes”. Otherwise, cancel.

Are you sure that you want to delete this item?



A green pop-up window with the message “Data deleted successfully” should appear.



- **STEP 3.** Verify that the item is no longer showing on the program data list.

4.3. STORE DATA

Store data is the functionality that allows administrators to manage the settings for the different locations where the SMT will be used, from creating vaccine stores and supply chain connections in the system, to managing population details and other parameters at each store.

4.3.1. Managing the store hierarchy

The store hierarchy is the list and details of vaccine stores in a country. Customizing the store hierarchy in the SMT is a prerequisite to start operating the SMT in the country, as this will be needed to assign store operators to each location and to correctly record stock transactions between stores.

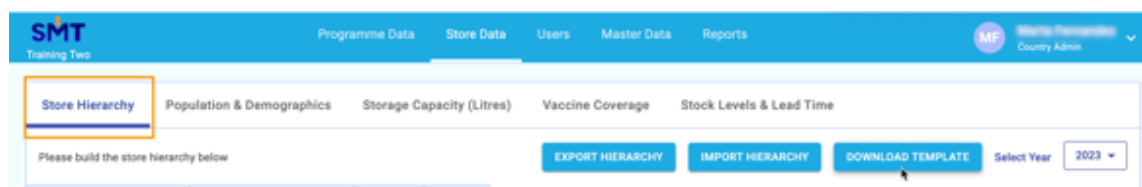
This process consists of 4 actions:

- a) Creating a new store hierarchy
- b) Customizing SMT supply chain levels
- c) Modifying the store hierarchy
- d) Exporting the store hierarchy

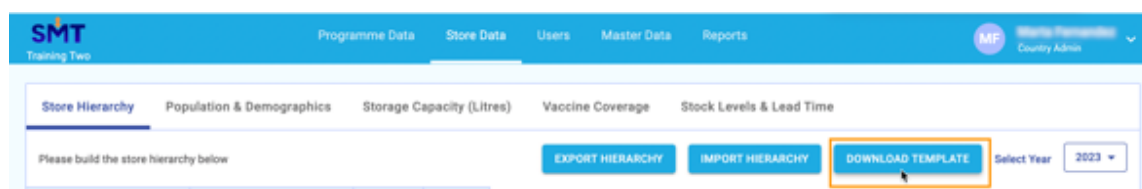
Follow the steps below to understand each one of the actions.

a) Creating a new store hierarchy

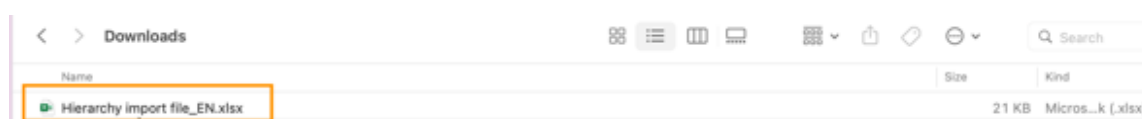
- **STEP 1.** Once you are logged into the application as a Country Administrator, click on the “Store data” tab on the top menu. The screen “Store Hierarchy” will appear.



- **STEP 2.** Download a new hierarchy file by clicking on the button “Download template”. An Excel file should start downloading in your computer.



- **STEP 3.** On your Downloads folder, locate the file called “Hierarchy import file” and open it



- **STEP 4.** On the Excel file, click on the “Instructions” tab on the bottom left and carefully read the step-by-step process to fill the data, as well as the Do’s and Don’ts.

1	Do's and Don'ts
2	Do's
3	1 You can create store hierarchy till level 5 using the Locations sheet
4	2 Please copy the parent store name to prevent spelling errors
5	Don'ts
6	3 Please don't change the column names
7	4 Please don't use special characters in store names or ids
8	5 Please don't add new columns, as the system won't recognize these
9	Sample Locations data (mandatory columns in Red)
10	1 In the below sample data, 4 store levels exist in the country so the numbers 1 to 4 are entered in the Supply Chain Level Code column.
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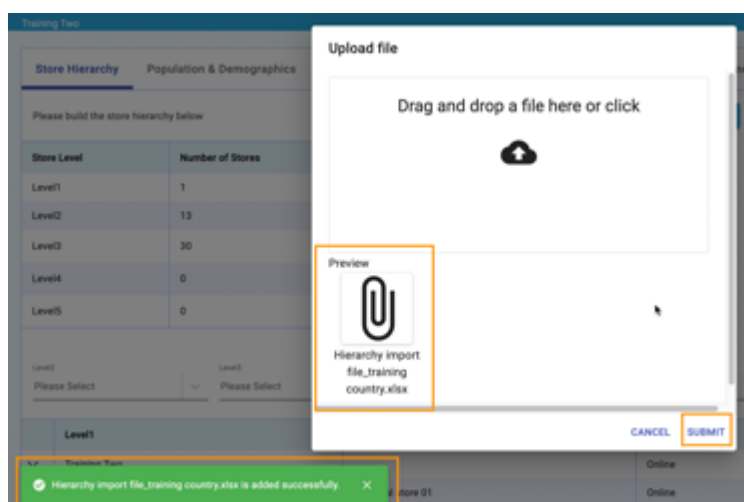


Store Hierarchy Population & Demographics Storage Capacity (Litres) Vaccine Coverage Stock Levels & Lead Time

Please build the store hierarchy below

EXPORT HIERARCHY **IMPORT HIERARCHY** DOWNLOAD TEMPLATE Select Year 2023

Select your file, wait until the preview shows on the pop-up window and a green message appears, then click “Submit”



Training Two

Store Hierarchy Population & Demographics

Please build the store hierarchy below

Store Level	Number of Stores
Level1	1
Level2	13
Level3	30
Level4	0
Level5	0

Level3 Please Select Level5 Please Select

Level1

Population Training Online Online

Hierarchy import file_training country.xlsx is added successfully

Upload file

Drag and drop a file here or click

Preview

Hierarchy import file_training country.xlsx

CANCEL **SUBMIT**

- **STEP 8.** Once the file finishes uploading (it can take a few minutes, depending on the size of the file and the speed of the internet connection), review the store hierarchy to ensure it displays correctly on the SMT screen and the vaccine stores are showing at the correct supply chain level and under the correct “parent” store.

	Level1	Level2	Level3	Level4	Level5	Online/Offline	Actions
▼	National Vaccine Store					Online	+ /
▼		Nakuru Regional Store				Online	+ /
▼			Bomet Central			Online	+ /
				Bomet Health Centre		Online	+ /
				Chesoon Dispensary		Online	+ /
▼			Bomet East			Online	+ /
				Belgut Dispensary		Online	+ /
				Cheboin Dispensary(Bomet)		Online	+ /

- **STEP 9 (optional).** If a mistake was made, and some of the store names, supply chain levels or connections between stores are not correct, utilize the “Delete Store Hierarchy” button to erase the current hierarchy, edit and correct the Excel file, and go back to previous steps to re-upload the corrected file.

Level2	Level3	Level4	Level5	
Please Select	Please Select	Please Select	Please Select	

DELETE STORE HIERARCHY

	Level1	Level2	Level3	Level4	Level5	Online/Offline	Actions
✓	National Vaccine Store					Online	+ /
✓		Nakuru Regional Store				Online	+ /
✓			Bomet Central			Online	+ /
				Bomet Health Centre		Online	+ /
				Chesoan Dispensary		Online	+ /
✓			Bomet East			Online	+ /
				Belgut Dispensary		Online	+ /
				Cheboin Dispensary(Bomet)		Online	+ /

Note: The full hierarchy file deletion process can only be completed when creating the store hierarchy for the first time, when store operators and stock transactions are not registered in the system yet. Once the vaccine stores have operators and/or transactions associated with them, the store hierarchy can no longer be deleted.

b) Customizing SMT supply chain levels

- **STEP 1.** On the Store Hierarchy screen, once the full store hierarchy has been uploaded, review the table on the top left that will display the summary of the supply chain levels and number stores per level. By default, all supply chain levels are active.

Store Hierarchy	Population & Demographics	Storage Capacity (Litres)
-----------------	---------------------------	---------------------------

Please build the store hierarchy below

Store Level	Number of Stores	Is Active	Actions
Level1	1		
Level2	1		
Level3	2	☒	
Level4	4	☒	
Level5	0	☒	

- **STEP 2.** Customize the name of each level by clicking on the action “Edit” button on the right.

Store Level	Number of Stores	Is Active	Actions
Level1	1		
Level2	1		 Edit
Level3	2	☒	
Level4	4	☒	
Level5	0	☒	

Write the name you want to assign to each level (e.g. level 1= national, level 2= regional, etc.) then click the “Save” icon.

Store Level	Number of Stores	Is Active	Actions
National	1		
Regional	1		
Level3	2		

- **STEP 3.** Use the “Is Active” button to determine which supply chain levels will use the SMT application. For example, if at the beginning the SMT will only be used at national and regional levels, deactivate all the other levels. Only the active levels will show across the SMT application. Additional levels can be activated at a later stage if the SMT is rolled out.

Store Level	Number of Stores	Is Active	Actions
National	1		
Regional	1		
District	2		
Health facility	4		
Level5	0		

- **STEP 4.** Verify that the store hierarchy correctly shows the updated supply chain level names and that it only displays active stores.

Regional Please Select	District Please Select	Health facility Please Select	Level5 Please Select	DELETE STORE HIERARCHY
National	Regional	Online/Offline	Actions	
National Vaccine Store		Online	+	
	Nakuru Regional Store	Online		 

c) Modifying the store hierarchy

Once a store hierarchy file has been uploaded and the supply chain levels customized, the SMT is ready to be used. However, it is also possible to modify the existing hierarchy by following the steps below.

- **STEP 1.** On the store hierarchy, locate the store(s) you want to modify and click on the relevant action button on the right column. The following actions are available: Add new store / Edit / Delete.

	National	Regional	District	Online/Offline	Actions
National Vaccine Store				Online	+
		Nakuru Regional Store		Online	+
			Bomet Central	Online	 
			Bomet East	Online	 

- **STEP 2.** Follow the examples below depending on the type of action you want to complete:

o Adding a new store:

On the parent store line, click on the “Add new store” button. (For example, to create a new district store under a specific region, locate the regional store, then click “Add new store”)

	National	Regional	District	Online/Offline	Actions
▼	National Vaccine Store			Online	+ / ✎
▼		Nakuru Regional Store		Online	+ / ✎
			Bomet Central	Online	+ / ✎
			Bomet East	Online	+ / ✎

Enter the details of the new store, then click “Create”

Add New Store

Store Level *

District

Store Name *

Bomet West

Online/Offline *

Online

CREATE

Verify that the new store has been created correctly on the hierarchy

	National	Regional	District	Online/Offline	Actions
▼	National Vaccine Store			Online	+ / ✎
▼		Nakuru Regional Store		Online	+ / ✎
			Bomet Central	Online	+ / ✎
			Bomet East	Online	+ / ✎
			Bomet West	Online	+ / ✎

o Editing store details

Locate the store you want to modify, then click “Edit”

	National	Regional	District	Online/Offline	Actions
▼	National Vaccine Store			Online	+ / ✎
▼		Nakuru Regional Store		Online	+ / ✎
			Bomet Central	Online	+ / ✎
			Bomet East	Online	+ / ✎

On the pop-up window, change the store details as needed:

Update Store Information

Parent Store Level *

Regional

Parent Store Name *

Nakuru Regional Store

Store Level *

District

Store Name *

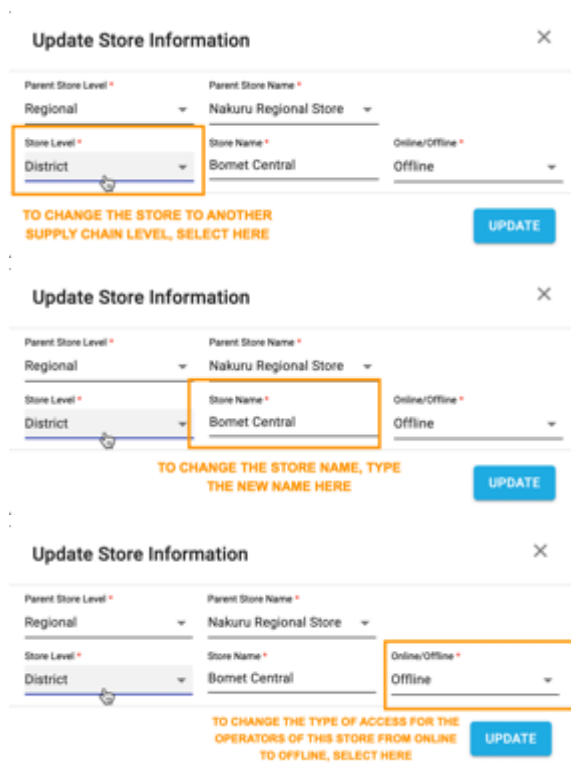
Bomet Central

Online/Offline *

Offline

UPDATE

TO CHANGE THE PARENT STORE, SELECT THE NEW ONE HERE



Update Store Information

Parent Store Level: Regional | Parent Store Name: Nakuru Regional Store

Store Level: District | Store Name: Bomet Central | Online/Offline: Offline

TO CHANGE THE STORE TO ANOTHER SUPPLY CHAIN LEVEL, SELECT HERE

UPDATE

Update Store Information

Parent Store Level: Regional | Parent Store Name: Nakuru Regional Store

Store Level: District | Store Name: Bomet Central | Online/Offline: Offline

TO CHANGE THE STORE NAME, TYPE THE NEW NAME HERE

UPDATE

Update Store Information

Parent Store Level: Regional | Parent Store Name: Nakuru Regional Store

Store Level: District | Store Name: Bomet Central | Online/Offline: Offline

TO CHANGE THE TYPE OF ACCESS FOR THE OPERATORS OF THIS STORE FROM ONLINE TO OFFLINE, SELECT HERE

UPDATE

After editing all the necessary information, click **“Update”**. Then verify that the updated details show correctly on the hierarchy.

	National	Regional	District	Online/Offline	Actions
▼	National Vaccine Store			Online	+ ✎
▼		Nakuru Regional Store		Online	+ ✎
			Bomet Central	Offline	✎

o Deleting a store

Locate the store you want to remove from the hierarchy, then click **“Delete”**

	National	Regional	District	Online/Offline	Actions
▼	National Vaccine Store			Online	+ ✎
▼		Nakuru Regional Store		Online	+ ✎
			Bomet Central	Offline	✎
			Bomet East	Online	✎

The SMT will ask for confirmation. To continue with the deletion process, click **“Save”**, otherwise Cancel.

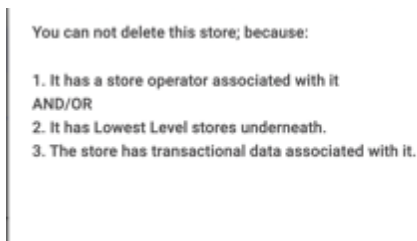


Are you sure that you want to delete this item?

Save **Cancel**

Verify that the store has been removed from the store hierarchy.

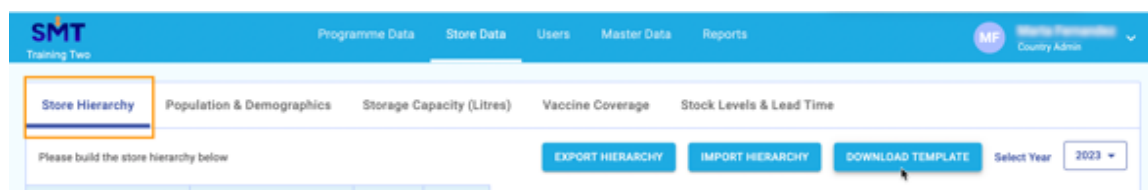
Note: The deletion process can only be completed when the store does not have any store operators associated, does not have store levels underneath, and does not have any recorded transactions. If the store already has data associated, it cannot be deleted, and the following message will appear.



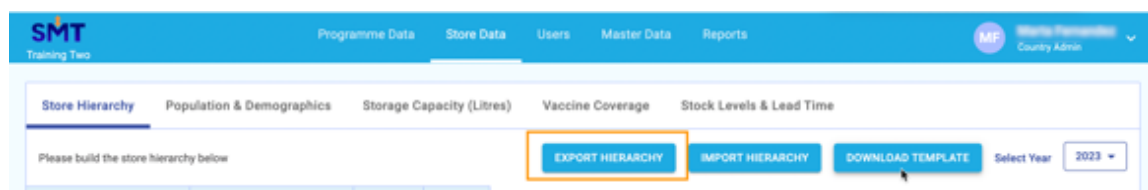
d) Exporting the store hierarchy

Once the store hierarchy is created on the SMT, it is possible to export it in an Excel form. This functionality can serve to facilitate review of the store details, make it possible to share with others and also in cases where the hierarchy is needed for other purposes or platforms outside the SMT (e.g. it can serve for EVM assessment, as it follows a similar format).

- **STEP 1.** Once you are logged into the application as a Country Administrator, click on the “Store data” tab on the top menu. The screen “Store Hierarchy” will appear.



- **STEP 2.** Download the full hierarchy file with all the store details by clicking on the button “Export hierarchy”. An Excel file should start downloading in your computer.



- **STEP 3.** On your Downloads folder, locate the file called “Store hierarchy dd-mm-yyyy” and open it.

4.3.2. Managing population and demographics

This functionality allows users to set up population data for each one of the locations where the SMT will be used. This data will be used to estimate vaccine needs for each store. The data needs to be updated yearly.

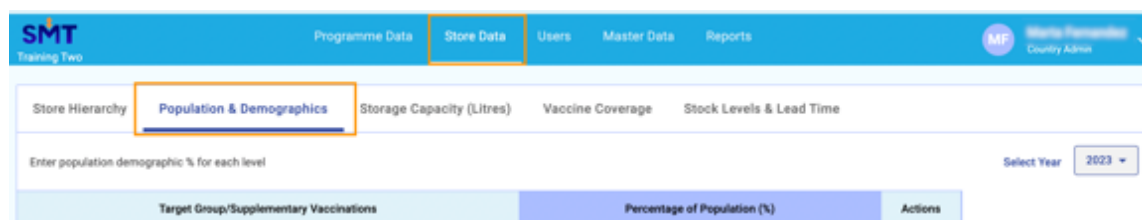
This process consists of 2 actions:

- a) Entering total population for each store
- b) Setting up demographic details for each target group

Follow the steps below to understand each one of the actions.

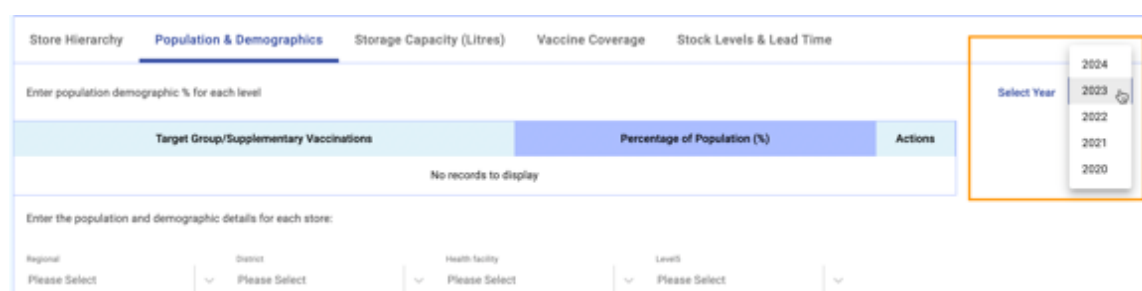
a) Entering total population for each store

- **STEP 1.** Once you are logged into the application as a Country Administrator, go to “Store data” tab on the top menu and click on “Population and demographics”.



The screenshot shows the SMT application interface. The top navigation bar includes 'Programme Data', 'Store Data' (highlighted), 'Users', 'Master Data', and 'Reports'. The user is logged in as 'Country Admin'. The main content area has tabs for 'Store Hierarchy', 'Population & Demographics' (highlighted), 'Storage Capacity (Litres)', 'Vaccine Coverage', and 'Stock Levels & Lead Time'. Below the tabs, there is a section for 'Enter population demographic % for each level' with a 'Select Year' dropdown set to 2023. The table below has columns for 'Target Group/Supplementary Vaccinations', 'Percentage of Population (%)', and 'Actions'.

- **STEP 2.** Select the year for which you want to review and/or enter population data. The data can be entered and modified for the current year and the following one. For past years, it can be reviewed but not edited.



The screenshot shows the SMT application interface with the 'Population & Demographics' sub-tab selected. The 'Select Year' dropdown is open, showing options for 2020, 2021, 2022, 2023, and 2024. The table below has columns for 'Target Group/Supplementary Vaccinations', 'Percentage of Population (%)', and 'Actions'. The table is currently empty, displaying 'No records to display'.

- **STEP 3.** Scroll down to see the store hierarchy details. If the population data has been uploaded as part of the hierarchy import file, the figures will automatically show on this screen. (For more information on this process, refer to section [4.3.1. Managing the store hierarchy](#))

Level Name						Total Population*	Actions
	National	Regional	District	Health facility	Level5		
▼	National Vaccine Store					45,865,200	
▼		Nakuru Regional Store				2,750,630	

- **STEP 4.** If the total population values are blank or are incorrect, it is possible to enter or correct them manually. Click on the “Edit” button on the action column.

Level Name					Total Population*	Actions
National	Regional	District	Health facility	Level5		
National Vaccine Store					45,865,200	
	Nakuru Regional Store				2,750,630	
		Bomet Central				
			Bomet Health Centre			

- **STEP 5.** On the pop-up window, enter or edit the total population for the selected vaccine store, then click “Save”.

Population & Demographics

Total Population*
248970

SAVE

A green pop-up message saying “Data saved correctly” should appear. Review that the population is now showing correctly on the hierarchy.

Level Name					Total Population*	Actions
National	Regional	District	Health facility	Level5		
National Vaccine Store					45,865,200	
	Nakuru Regional Store				2,750,630	
		Bomet Central			248,970	

Note: To minimize data entry errors and improve accuracy, a data validation is enforced on this process. The population values for parent stores should always be greater than the population values for stores below them. For example, population for a regional store should be higher than the population for each district store within that region. If you see the message below, review your population figures to ensure they are correct and re-enter.

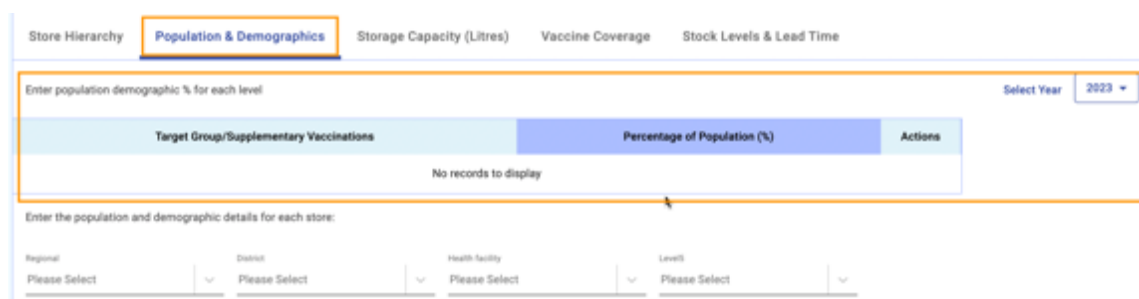
Population & Demographics

Total Population*
2989700
The total population of a store cannot be greater than the total population of its parent store.

SAVE

b) Setting up demographic details for each target group

- STEP 1.** On the “Population and demographics” screen, review the table on top of the screen displaying the vaccination target groups for the year.
 This information is linked to the program data entered for the year. If the table is empty, refer to section [4.2.1. Adding national program immunization targets](#) and complete this information.



If the program data has been entered correctly, the table should display the list of target groups (for routine vaccination) and vaccine names (for supplementary activities).

Target Group/Supplementary Vaccinations	Percentage of Population (%)
70+ population	
Pregnant women	
Live Births	
Adult population	
Adolescent Girls	
Surviving Infants	
mOPV2	

- STEP 2.** To set up the percentage of population that corresponds to each target group, click on the “Edit” button on the right column.

Target Group/Supplementary Vaccinations	Percentage of Population (%)	Actions
70+ population		
Pregnant women		
Live Births		

- STEP 3.** Enter the % value (numbers only from 0 to 100) then click “Save”.

Target Group/Supplementary Vaccinations	Percentage of Population (%)	Actions
70+ population	0	
Pregnant women	4.2	
Live Births	0	

Repeat for each target group until the table is completed

- **STEP 4.** Review that the population figures have been recalculated for each location based on these percentages and show correctly on the store hierarchy below.

Level Name				Total Population*	70+ population	Pregnant women	Live Births	Adult population	Adolescent Girls	Surviving Infants	Supplementary Vaccinations	Actions
Central	Regional	District	FOSA								mOPV2	
Central Store				20,000,000	3,400,000	840,000	820,000	7,200,000	2,240,000	800,000	1,460,000	
	Region 07			278,643	47,369	11,703	11,424	100,311	31,208	11,145	20,340	
		Fabi-1		76,123	12,940	3,197	3,121	27,404	8,525	3,044	5,556	
	Region 21 offline			278,543	47,352	11,698	11,420	100,275	31,196	11,141	20,333	

- **STEP 5 (optional).** If needed, the population figures for target groups of specific locations can be manually edited. Click the “Edit” button on the Action column.

Level Name				Total Population*	70+ population	Pregnant women	Live Births	Adult population	Adolescent Girls	Surviving Infants	Supplementary Vaccinations	Actions
Central	Regional	District	FOSA								mOPV2	
Central Store				20,000,000	3,400,000	840,000	820,000	7,200,000	2,240,000	800,000	1,460,000	
	Region 07			278,643	47,369	11,703	11,424	100,311	31,208	11,145	20,340	
		Fabi-1		76,123	12,940	3,197	3,121	27,404	8,525	3,044	5,556	
	Region 21 offline			278,543	47,352	11,698	11,420	100,275	31,196	11,141	20,333	

Edit the necessary values for the location, then click “Save”.

Population & Demographics

Total Population*

76123

Routine Vaccinations:

70+ population

12940

Pregnant women

3197

Live Births

3121

Adult population

27404

Adolescent Girls

7456

Surviving Infants

3044

Supplementary Vaccinations:

mOPV2

5556

SAVE

The message “Data updated successfully” will appear. Review that the new values are reflected correctly on the screen.

Level Name				Total Population*	70+ population	Pregnant women	Live Births	Adult population	Adolescent Girls	Surviving Infants	Supplementary Vaccinations	Actions
Central	Regional	District	FOSA								mOPV2	
Central Store				20,000,000	3,400,000	840,000	820,000	7,200,000	2,240,000	800,000	1,460,000	
	Region 07			278,643	47,369	11,703	11,424	100,311	31,208	11,145	20,340	
		Fabi-1		76,123	12,940	3,197	3,121	27,404	7,456	3,044	5,556	

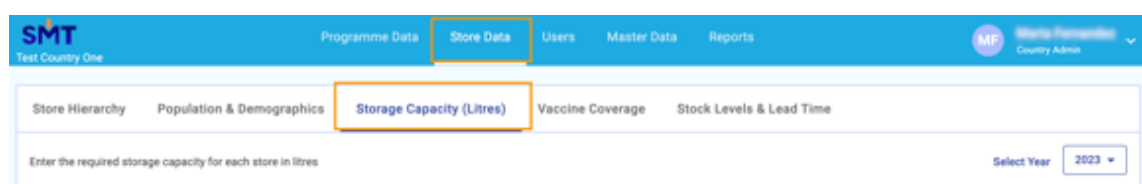
4.3.3. Managing required storage capacity

This functionality allows administrators to set up the **required** storage capacity for each vaccine storage location. This is a theoretical value that will serve as a reference for the store operators to compare with the actual storage capacity.

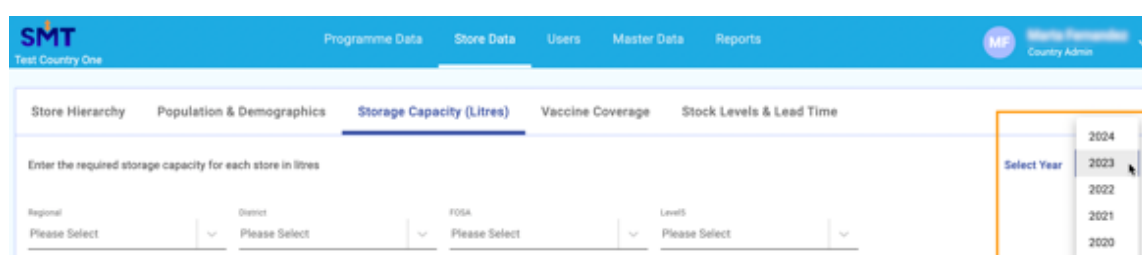
Required storage capacity	Actual storage capacity
Theoretical value calculated based on immunization program targets and population estimates for each location	Real value calculated adding the storage capacity of functional equipment and storage space in each location
Entered in SMT by the administrator – Store Data tab	Entered in SMT by the store operator – Storage and Equipment tab

This section describes the process for the administrators to enter the required capacity. For more information on how to set up the actual storage capacity refer to the Store Operator chapter of this guide, section [5.2. Storage and equipment](#).

- **STEP 1.** Once you are logged into the application as a Country Administrator, go to “Store data” tab on the top menu and click on “Storage capacity”



- **STEP 2.** From the dropdown menu on the right, select the year for which you want to introduce the storage capacity data. Note that it is possible to enter data for the current year and for the following one. It is also possible to view data for past years, but the past data cannot be modified.



- **STEP 3.** Locate the store for which you want to introduce the storage capacity data. You can do so by scrolling down the screen, or by selecting from the filtering menus on top of the hierarchy table.

Regional		District		FOSA		Levels	
Please Select		Please Select		Please Select		Please Select	
		District store 02-1					
		District store 02-2					
		District store 03-1					
		District store 03-2					
		District store 04-1					
		District store 05-1					
		District store 05-2					

Level Name				Temperature				Actions
Central	Regional	District	FOSA	+5C Capacity*	-20C Capacity*	-70C Capacity*	Ambient Capacity*	
Central Store				20,000	5,000	800	5,000	
	Regional store 03			7,509	3,000	2,500	5,670	
		District store 03-2		566	345	445	466	

- **STEP 4.** On the selected store, click on the “Edit” button on the right column.

Level Name				Temperature				Actions
Central	Regional	District	FOSA	+5C Capacity*	-20C Capacity*	-70C Capacity*	Ambient Capacity*	
Central Store				20,000	5,000	800	5,000	
	Regional store 03							
		District store 03-2						

- **STEP 5.** Type in the estimated required capacity of this store for each of the temperature categories (+5C / -20C / -70C / ambient). The values need to be expressed in Liters.

Storage Capacity (Litres)

+5C Capacity *

420

-20C Capacity *

80

-70C Capacity *

0

Ambient Capacity *

600

SAVE

When finished, click “Save”. A green pop-up window with the message “Data Updated Successfully” should appear.

- **STEP 6.** Verify that the data is correctly reflected on the table

Level Name				Temperature				Actions
Central	Regional	District	FOSA	+5C Capacity*	-20C Capacity*	-70C Capacity*	Ambient Capacity*	
Central Store				20,000	5,000	800	5,000	
	Regional store 03							
		District store 03-2		420	80	0	600	

Note: The estimated required capacity needs to be manually entered in the SMT. Users must either manually calculate the values or obtain them from a separate tool, such as the WHO Inventory Gap Analysis (IGA).

4.3.4. Managing expected vaccine coverage

This functionality allows administrators to set up the **expected** vaccine coverage for each routine immunization activity on the national program. This is a theoretical value that will serve for the calculation of annual needs for each vaccine. The information needs to be entered annually.

Note: The key purpose of the SMT is to manage vaccine stocks at storage locations and therefore it does not offer any functionality to record service delivery activities at health facilities or vaccination points. Thus, actual vaccination coverage is not recorded in the SMT platform.

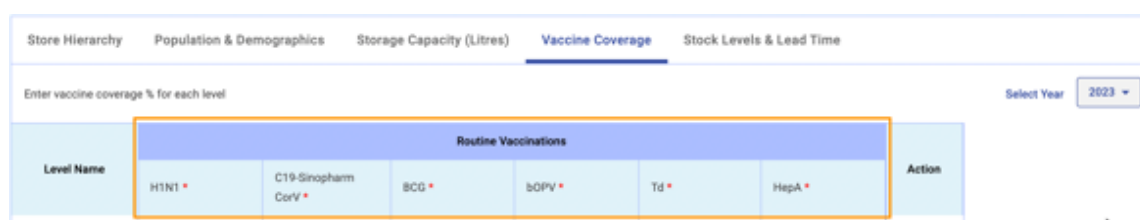
- **STEP 1.** Once you are logged into the application as a Country Administrator, go to “Store data” tab on the top menu and click on “Vaccine coverage”.



- **STEP 2.** From the dropdown menu on the right, select the year for which you want to introduce the data. Note that it is possible to enter expected coverage for the current year and for the following one. It is also possible to view data for past years, but the past data cannot be modified.



- **STEP 3.** On the top table, the list of routine vaccinations for the selected year should appear. This data is linked to the routine immunization targets entered on the Programme Data tab.



If this is blank, review section [4.2.1. Adding national program immunization targets](#) and complete the necessary data for the year.

- **STEP 4.** If the list of all vaccinations is correctly shown on the table, you can proceed to enter the estimated coverage values for each supply chain level using the “Edit” button on the right column.

Level Name	Routine Vaccinations						Action
	H1N1 *	CT9-Sinopharm CorV *	BCG *	bOPV *	Td *	HepA *	
Central							
Regional							
District							
FOSA							

- **STEP 5.** On the pop-up window, enter the expected coverage values for each vaccination. These values should be expressed in percentage (numbers from 0 to 100)

Vaccine Coverage

×

Routine Vaccinations:

H1N1 *	C19-Sinopharm CorV *	BCG *
73	62	96
bOPV *	Td *	HepA *
92	94	90

SAVE

When finished, click **“Save”**. A green pop-up window with the message **“Data updated successfully”** should appear.

Repeat this process until the data for all vaccines and supply chain levels is completed.

- **STEP 6 (optional).** The values entered on the top table will be applied across all storage facilities. However, it is possible to edit values for specific locations as needed.

Locate the store for which you want to introduce the storage capacity data. You can do so by scrolling down the screen, or by selecting from the filtering menus on top of the hierarchy table.

Regional			Please Select		Please Select		Please Select		Please Select		
			District store 02-1								
			District store 02-2								
			District store 03-1								
			District store 03-2								
			District store 04-1								
			District store 05-1								
			District store 05-2								

Click on the “Edit” button on the right column

Level Name				Routine Vaccinations						Action
Central	Regional	District	FOSA	H1N1 *	C19-Sinopharm CorV *	BCG *	bOPV *	Td *	HepA *	
Central Store				73	62	93	92	94	90	
	Regional store 02			85	87	90	87	85	91	
		District store 02-2		85	89	90	89	85	90	

Edit the expected coverage values for that location as needed. Then click “Save”

Vaccine Coverage

Routine Vaccinations:

H1N1 *

85

C19-Sinopharm CorV *

60

BCG *

90

bOPV *

89

Td *

85

HepA *

90

SAVE

A green pop-up window with the message “Data Updated Successfully” should appear.

Verify that the updated data for that specific location is correctly reflected on the table.

Level Name				Routine Vaccinations						Action
Central	Regional	District	FOSA	H1N1 *	C19-Sinopharm CorV *	BCG *	bOPV *	Td *	HepA *	
Central Store				73	62	93	92	94	90	
	Regional store 02			85	87	90	87	85	91	
		District store 02-2		85	60	90	89	85	90	

4.3.5. Managing stock level & lead times parameters

This functionality allows administrators to set up the supply intervals, safety stock and lead times for each supply chain level. This value will serve for the calculation of minimum and maximum stock levels and will inform stock alerts. The information needs to be entered annually.

Note: Through this functionality, the user can set up generic values for each supply chain level. It is also possible to customize the values for the national level **per vaccine**, through the Program Data tab. Refer to section [4.2.1. Adding national program immunization targets](#) for more details.

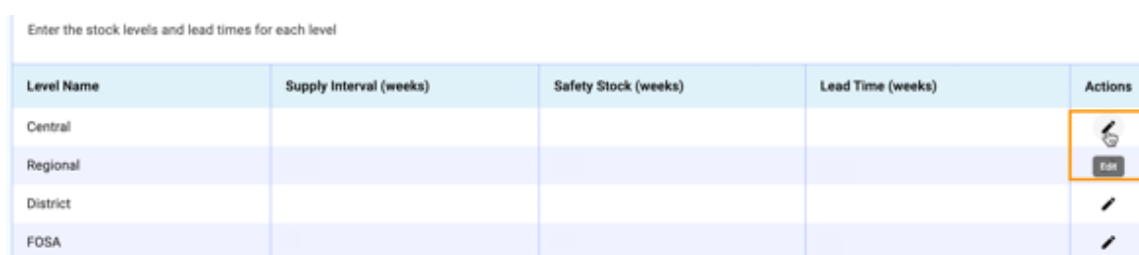
- **STEP 1.** Once you are logged into the application as a Country Administrator, go to “Store data” tab on the top menu and click on “Stock Levels & Lead Time”.



- **STEP 2.** From the dropdown menu on the right, select the year for which you want to introduce the data. Note that it is possible to set up values for the current year and for the following one. It is also possible to view data for past years, but the past data cannot be modified.



- **STEP 3.** On the table on top of the page, to enter the data for each supply chain level click the “Edit” button on the right column.



- **STEP 3.** Type the values for each supply chain level.
 - Supply interval: Define the frequency of stock procurement or replenishment at each level (in number of weeks)
 - Safety stock: Define the minimum quantity that should be always kept in storage as safety stock (in number of weeks) at each supply chain

- o Lead time: Define the time (in weeks) that elapses between a store placing a vaccine order and the arrival of the stock, for each supply chain level

Level Name	Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
Central	12.7	8.3	4.3	 
Regional	11.3	7.2	2.3	

When finished, click “Save”. A green pop-up window with the message “Data updated successfully” should appear.

- **STEP 4 (optional).** The values entered on the top table will be applied across all storage facilities. However, it is possible to edit values for specific locations as needed.

Locate the store for which you want to introduce the data. You can do so by scrolling down the screen, or by selecting from the filtering menus on top of the hierarchy table.

Regional Please Select	District Please Select	FOSA Please Select	Level Please Select				
Level Name				Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
Central	Regional	District	FOSA	12.7	8.3	4.2	
Central Store	Region 07			3.8	2.4	5.2	
		Fabi-1		6.3	12	5.2	
	Region 21 offline			8.7	7.2	2.3	
			CSPS1	3.8	2.4	5.2	

Click on the “Edit” button on the right column.

Level Name				Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
Central	Regional	District	FOSA	12.7	8.3	4.2	
Central Store	Region 07			3.8	2.4	5.2	
		Fabi-1		6.3	12	5.2	

Edit the parameters for that location as needed. Then click “Save”.

Level Name				Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
Central	Regional	District	FOSA	12.7	8.3	4.2	 
Central Store	Region 07			6	2.4	5.2	

A green pop-up window with the message “Data Updated Successfully” should appear.

Verify that the updated data for that specific location is correctly reflected on the table.

Regional Please Select	District Please Select	FOSA Please Select	Level Please Select				
Level Name				Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
Central	Regional	District	FOSA	12.7	8.3	4.2	
Central Store	Region 07			6	2.4	5.2	
		Fabi-1		6.3	12	5.2	

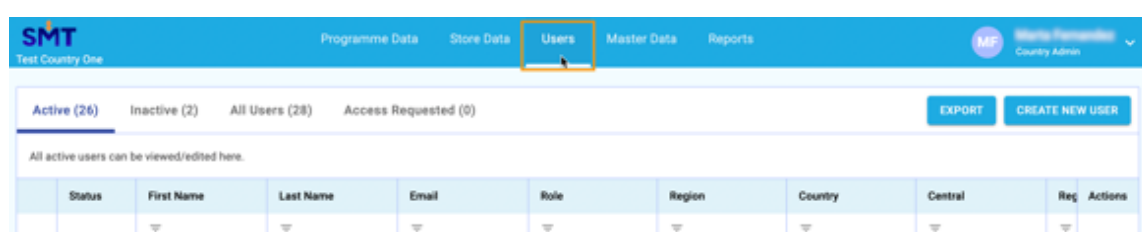
4.4. USERS

This functionality allows administrators to manage SMT access for other users. Administrators at national level can view and manage access for all users across the country, while administrators at subnational level can only view and manage access for users within their subnational area.

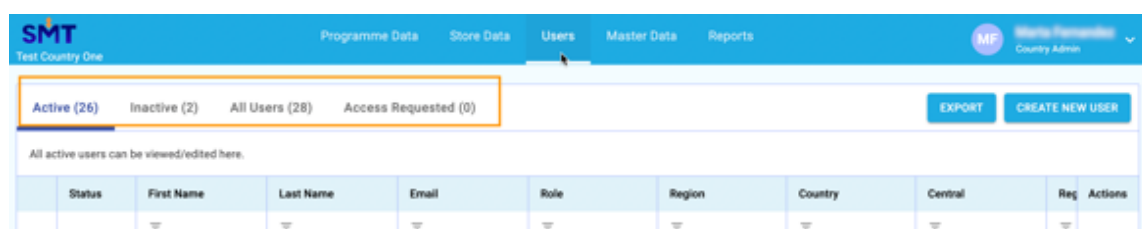
4.4.1. Viewing the user list

Administrators can monitor the full list of users that have access to the SMT, including the access level, user role and location of each. The data can be visualized on the SMT user screen and can also be exported in an Excel format.

- **STEP 1.** Once you are logged into the application as an Administrator, click on the “Users” tab on the top menu.



- **STEP 2.** From the tabs available on the Users screen, select the type of user list you want to review.
 - a) **Active:** List shows all users with current access to the SMT platform in the country (or subnational area)
 - b) **Inactive:** List shows users with past access to the SMT platform but currently deactivated by an administrator
 - c) **All users:** Full list of active and inactive users
 - d) **Access requested:** List of users whose access has been requested by the global administrator and is pending approval by the administrator at country level



- **STEP 3.** Use the navigation buttons to review the list and user details as needed

Active (23) Inactive (5) All Users (28) Access Requested (0) [EXPORT](#) [CREATE NEW USER](#)

All active users can be viewed/edited here.

	Status	First Name	Last Name	Email	Role	Region	Country	Central	Reg	Actions
▼	●	Maria	Fernandez	marta.fernandez@...	Role (2)	MENA	Test Country One	Central Store		✎
⬆	●	SMT	User 06	smtuser06@gmail...	Role (2)	MENA	Test Country One	Central Store		✎
USE THE EXPAND/COLLAPSE BUTTON TO DISPLAY DETAILS OF USERS WITH MORE THAN ONE ROLE										
	●	SMT Support	SMT Support	smtsupport@gmail.com	Country Admin	MENA	Test Country One	Central Store		✎
▼	●	John	Joe	johnuser01@gmail...	Role (2)	MENA	Test Country One	Central Store		✎
▼	●	Andresgomez	Hellerman	andresgomez@gmail...	Role (2)	MENA	Test Country One	Central Store		✎
	●	Samuel	Flord	samuelflord@gmail...	Store Operator	MENA	Test Country One	Central Store	Reg	✎
▼	●	Edwina	Wanda	edwinawanda@gmail...	Role (2)	MENA	Test Country One	Central Store		✎
	●	Angela	By	angela@gmail...	Store Operator	MENA	Test Country One	Central Store	Reg	✎
	●	Thomas	Wang	thomaswang@gmail...	Store Operator	MENA	Test Country One	Central Store		✎
	●	Alan	Widada	alanwidada@gmail...	Country Admin	MENA	Test Country One	Central Store		✎

MOVE THE NAVIGATION BAR TO VIEW ALL THE DETAILS OF EACH USER

NAVIGATE THE PAGES TO VIEW FULL LIST

10 rows 1K < 1-10 of 23 > >>

- **STEP 4.** If needed, export the user list in Excel format by clicking the “Export” button. This will export the list that the user is visualizing on the screen (i.e. active / inactive / all users /access requested)

SMT Programme Data Store Data Users Master Data Reports

Test Country One MF Marta Fernandez Country Admin

Active (23) Inactive (5) All Users (28) Access Requested (0) [EXPORT](#) [CREATE NEW USER](#)

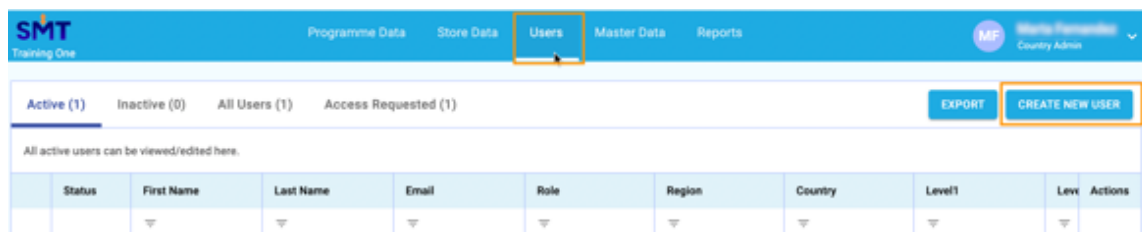
All active users can be viewed/edited here.

	Status	First Name	Last Name	Email	Role	Region	Country	Central	Reg	Actions

4.4.2. Creating new user accounts

Administrators are responsible for creating accounts for other users within their own country, such as store operators and/or additional administrators. Subnational administrators can also create users within their respective locations.

- **STEP 1.** Once you are logged into the application as an Administrator, click on the “Users” tab on the top menu, then click on “Create new user”. A new user window will open.



- **STEP 2.** Complete all the details of the user, such as the name, email address and the type of role the person will be assigned in the system, following the example below. You can assign up to 2 roles per user (e.g. national administrator AND national store operator).

Registration Date: 25-06-2025 Active ☒

Type here the name(s) and surname(s) of the user

First Name * Marie Last Name * Curie Email * mariecurie@example.com Preferred Communication Language French ☒ Email Alerts

Type here the email address of the user, ensuring the spelling is correct. This will be the unique username for this account and cannot be modified later

This is the language that will be used for automatic email notifications

By default, email notifications are activated. Untick this box if the user does not want to receive them

Assign the Role to user against Region and Country

Role *

Please Select

- Country Admin
- Sub-National Admin
- Store Operator
- Country Admin Read Only
- Store Operator Read Only

Select the role to be assigned to the user. Depending on the option selected, additional dropdown lists will appear to select more details, like the supply chain level and location. Complete all the fields

+ Add Role

Click here if you wish to add a second role to this user

Cancel SUBMIT

- **STEP 3.** After all the user details are completed, review that everything is correct and click “Submit”. A green pop-up window with the message “Data saved successfully” should appear. The user will receive an email notification with their account details (unless email notifications are deactivated).
- **STEP 4.** Verify that the new user account is now showing correctly on the user list.

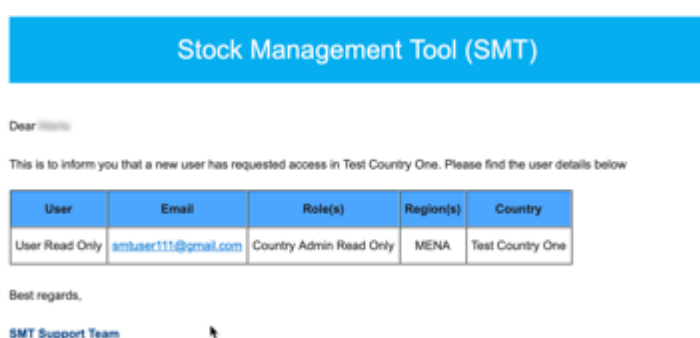
Active (24) Inactive (5) All Users (29) Access Requested (0)									
All active users can be viewed/edited here.									
	Status	First Name	Last Name	Email	Role	Region	Country	Central	Reg
	☒	John	Doe	john.doe@example.com	Store Operator	MENA	Test Country One	Central Store	Reg
	☒	Marie	Curie	marie.curie@example.com	Role (2)	MENA	Test Country One	Central Store	Reg

4.4.3. Managing user access requests

For some specific types of accounts, such as the “*Read-Only Country Administrators*”, it is possible to provide access to more than one country for the same user. This type of setup can be useful for WHO/UNICEF staff working at regional level who might need to have access to SMT data to provide technical support to multiple countries.

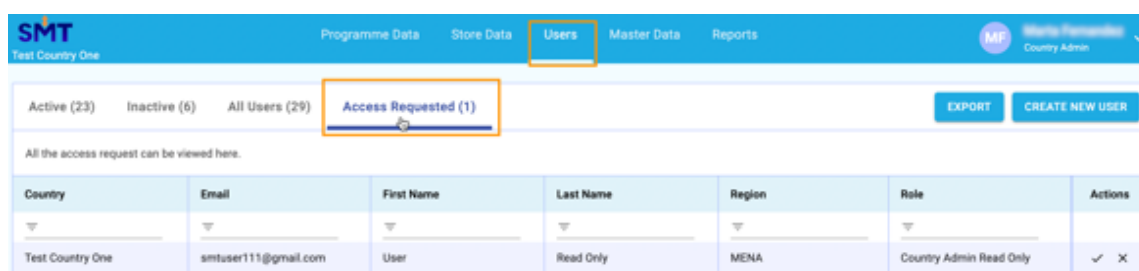
In this specific case, and under request, a multi-country read-only SMT account can be created at the global level, by the global administrators of the SMT platform. However, **it remains the responsibility of the country administrators at local level to approve or reject access to the SMT data of their country**, following the process below.

- **STEP 1.** When a global administrator requests access to your country’s SMT for a regional user, all the country administrators will receive an email notification with the information.



Review the account details and, if relevant, discuss and agree with the other country administrators if the read-only access should be granted to this user.

- **STEP 2.** On the SMT platform, log in as administrator, go to the Users tab and click on “[Access Requested](#)”. The details of all users pending approval will be listed here.



- **STEP 3.** Review the details of each account and follow the examples below to Approve OR Reject the access.
 - a) **Approve:** If the user should have access to the SMT as a Read Only Country Administrator, the access request can be authorized by clicking on the “[Approve](#)” button on the right.

Active (23)

Inactive (6)

All Users (29)

Access Requested (1)

EXPORT

CREATE NEW USER

All the access request can be viewed here.

Country	Email	First Name	Last Name	Region	Role	Actions
Test Country One	smtuser111@gmail.com	User	Read Only	MENA	Country Admin Read Only	Approve

A pop-up will open asking the user to confirm. If you wish to continue with the approval, click **“Yes”**. Otherwise, cancel.

Are you sure you want to **approve** the user ?

YES Cancel

A pop-up window will show with the message **“User approved successfully”**.

Review that the user has moved from the **“Access requested”** to the **“Active”** list.

Active (24)

Inactive (6)

All Users (30)

Access Requested (0)

EXPORT

CREATE NEW USER

All active users can be viewed/edited here.

	Status	First Name	Last Name	Email	Role	Region	Country	Central	Reg	Actions
▼		Warren	Thompson	warren.thompson@gmail.com	Role (2)	MENA	Test Country One	Central Store		
		SMT	User 113	smtuser113@gmail.com	Country Admin Read Only	MENA	Test Country One	Central Store		
▼		SMT	User 114	smtuser114@gmail.com	Approved	MENA	Test Country One	Central Store		

- b) Reject:** If the user should NOT have access to the SMT as a Read Only Country Administrator, the access request can be denied by clicking on the **“Reject”** button.

Active (23)

Inactive (6)

All Users (29)

Access Requested (1)

EXPORT

CREATE NEW USER

All the access request can be viewed here.

Country	Email	First Name	Last Name	Region	Role	Actions
▼	▼	▼	▼	▼	▼	
Test Country One	smtuser111@gmail.com	User	Read Only	MENA	Country Admin Read Only	

A pop-up will open asking the user to confirm. If you wish to continue with the rejection, click **“Yes”**. Otherwise, cancel.

Are you sure you want to **reject** the user ?

YES Cancel

A pop-up window will show with the message **“User rejected successfully”**.

Review that the user has disappeared from the **“Access requested”** list.

Active (23)

Inactive (6)

All Users (29)

Access Requested (0)

EXPORT

CREATE NEW USER

All the access request can be viewed here.

Country	Email	First Name	Last Name	Region	Role	Actions
No records to display						

4.4.4. Editing user accounts

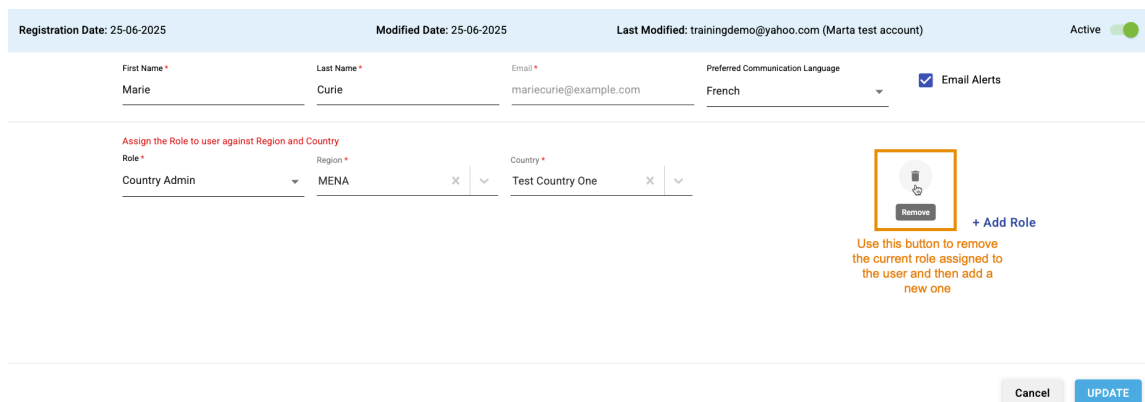
Once a new user account has been created by a country administrator, it is possible to modify some of the details by using the editing functionality. This process can be carried out by the same user who created the account, or by any other user with administrator rights.

- **STEP 1.** On the user list, locate the user and click on the “Edit” action button on the right column.



Status	First Name	Last Name	Email	Role	Region	Country	Central	Reg	Actions
●	John	Doe	johndoeexample@...	Store Operator	MENA	Test Country One	Central Store	Reg	
▼ ●	Maria	Test	maria.test@example.com	Role (2)	MENA	Test Country One	Central Store	Reg	
▼ ●	Sam	User 10	samuser10@pmail...	Role (2)	MENA	Test Country One	Central Store	Reg	

- **STEP 2.** On the user page, edit the account details as needed. To change the type of user role, remove the current role and assign a different one. Note that the email address field is grayed out, as this cannot be changed.



Registration Date: 25-06-2025 Modified Date: 25-06-2025 Last Modified: trainingdemo@yahoo.com (Marta test account) Active ●

First Name * Last Name * Email * Preferred Communication Language ☒ Email Alerts

Assign the Role to user against Region and Country

Role * Region * Country *

 + Add Role

Use this button to remove the current role assigned to the user and then add a new one

Note: Since the email address is not editable, if a user requests to have access with a different email, a separate account needs to be created.

- **STEP 3.** Verify that the new information entered is correct and when finished click “Update”. A green pop-up window with the message “Data updated successfully” should appear. The user will receive an email notification with the new details (unless mail notifications are deactivated).
- **STEP 4.** Verify that the user account with the updated details is showing correctly on the user list.

4.4.5. Deactivating user accounts

Once a new user account has been created by a country administrator, it is not possible to delete it. However, it is possible for the administrator to deactivate the account. Once the account is deactivated the user will no longer be able to access the SMT.

- **STEP 1.** On the user list, locate the user and click on the “Edit” action button on the right column.

Active (24) Inactive (5) All Users (29) Access Requested (0) EXPORT CREATE NEW USER									
All active users can be viewed/edited here.									
	Status	First Name	Last Name	Email	Role	Region	Country	Central	Reg. Actions
		John	Doe	johndoeexample@...	Store Operator	MENA	Test Country One	Central Store	Reg. 
▼		Marta	Test Account	marta.test.account@...	Role (2)	MENA	Test Country One	Central Store	Reg. 
▼		SMT	User 06	smtuser06@gmail.com	Role (2)	MENA	Test Country One	Central Store	Reg. 

- **STEP 2.** On the user page, click on the “Active” button to change the status.

Registration Date: 25-06-2025	Modified Date: 25-06-2025	Last Modified: trainingdemo@yahoo.com (Marta test account)	Active 
First Name *	Last Name *	Email *	Preferred Communication Language
Marie	Curie	mariecurie@example.com	French
☒ Email Alerts			
Assign the Role to user against Region and Country			
Role *	Region *	Country *	
Country Admin	MENA	Test Country One	
+ Add Role			

- **STEP 3.** Verify that the active status is now gray (inactive), then click “Update”.

Registration Date: 25-06-2025	Modified Date: 25-06-2025	Last Modified: trainingdemo@yahoo.com	Active 
First Name *	Last Name *	Email *	Preferred Communication Language
Marie	Curie	mariecurie@example.com	French
☒ Email Alerts			
Assign the Role to user against Region and Country			
Role *	Region *	Country *	
Country Admin	MENA	Test Country One	
+ Add Role			
Cancel UPDATE			

A green pop-up window with the message “Data updated successfully” should appear.

- **STEP 4.** Verify that the user account has been moved from the Active to the Inactive user list.

Active (23) **Inactive (6)** All Users (29) Access Requested (0) [EXPORT](#) [CREATE NEW USER](#)

All inactive users can be viewed/edited here.

	Status	First Name	Last Name	Email	Role	Region	Country	Central	Regi	Actions
		John	Doe	johndoeexample@...	Store Operator	MENA	Test Country One	Central Store	Reg	
		Steve	Smith	stevesmith@example...	Country Admin	MENA	Test Country One	Central Store		
		Tom	Mc	tom@mc.com	Store Operator	MENA	Test Country One	Central Store		

5. STORE OPERATOR FUNCTIONS

CONTENTS OF THIS CHAPTER:

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This chapter describes the functionalities available to users with the role of “store operator”. Store operators can only manage the functionalities described **within the vaccine store to which they are assigned**. All the functionalities are the same for all operators at all supply chain levels.

The functionalities of the store operator can be accessed through the online SMT web application or through the offline SMT desktop application. The processes described in this chapter apply to both systems, except for “Automatic Arrivals” described on section 5.3.

For users accessing the SMT via the offline app, the data registered during each transaction will be saved in their local computer. Offline users must synchronize their data when they have access to an internet connection. For more details on this, refer to section [2.6 How to synchronize the offline app](#).

5.1. STOCK OVERVIEW

The stock overview is the functionality that allows store operators to have a general overview of all the items in stock in their vaccine store, at any given time. It is a read-only screen intended to provide information on the current status of stocks, but no data can be entered through this screen. The overview gets updated every time a transaction of supplies is logged from the arrivals, issuing or physical count and adjustment functionalities.

Note: If the stock overview is blank, it means that no transactions have been registered yet for this vaccine store. Refer to the next sections of this chapter to know how to register stock movements.

- **STEP 1.** Access the SMT as a store operator. The stock overview will be the landing page after you log in. You can return to it at any time by clicking on the “[Stock Overview](#)” tab on the top menu.

SMT Test Country One								
Stock Overview			Storage and Equipment	Arrivals	Issuing	Temp Logging	Physical Count & Adjustments	Reports
Select the product to see additional details			Batch-wise details for the selected product					
Select	Product	Current Stock Balance	Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer
								Storage Location
								Quantity Received

- **STEP 2.** On the left table, scroll down to see all products available on the vaccine store. The products are divided into 3 categories (vaccines / diluents / supplies) and arranged alphabetically within each category.

Select	Product	Current Stock Balance	Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received
Vaccine										
☒	BCG	4,568,100								
☐	bOPV	506,000								
☐	C19-Moderna	21,000								
☐	C19-Pfizer Comirnaty	40,000								
☐	COVID-B	7,030								
☐	DTwP-HepB-Hib	10,000								
☐	HTN1	30,000								
☐	HepA	61,030								
☐	HepB	10,000								
☐	Men-A	1,310								
☐	Men-ACYW-135	200								
☐	Td	0								
Diluent										
☐	HL BCD	1,737,840								

On the third column, the current stock quantity of each item is displayed (in doses for vaccines and diluents, in units or pieces for supplies). This figure represents the total quantity available of that product (i.e. a sum of all available batches of the product).

Select	Product	Current Stock Balance	Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received
Vaccine										
☒	BCG	4,568,100								
☐	bOPV	506,000								
☐	C19-Moderna	21,000								
☐	C19-Pfizer Comirnaty	40,000								
☐	COVID-B	7,030								
☐	DTwP-HepB-Hib	10,000								
☐	HTN1	30,000								
☐	HepA	61,030								
☐	HepB	10,000								
☐	Men-A	1,310								
☐	Men-ACYW-135	200								
☐	Td	0								
Diluent										
☐	HL BCD	1,737,840								

The **red triangle** represents a stock alert. There are 3 conditions that trigger stock alerts:

- o The **expiry date** of one or more batches is less than 90 days
- o The **VVM stage** of one or more batches is not initial state
- o The **total quantity** of the product is below recommended safety level

Alerts related to expiry or VVM are displayed next to the product name. If the alert is related to the total stock quantity, the red triangle will display next to the stock level value.

Select	Product	Current Stock Balance	Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received
☒	Vaccine	4,568,100								
☐	BCG	506,000								
☐	bOPV	21,000								
☐	C19-Moderna	40,000								
☐	C19-Pfizer Comirnaty	7,030								
☐	COVID-β	10,000								
☐	DTwP-HepB-Hib	30,000								
☐	H1N1	61,030								
☐	HepA	10,000								
☐	HepB	1,310								
☐	Men-A	200								
☐	Men-ACYW-135	0								
☐	Td	0								

The stock of this product is less than safety stock

Note: Alerts related to stock quantity will only be calculated if the product has been entered by the administrator as part of the immunization program for the year, and if all necessary parameters such as population data and estimated coverage are completed. Likewise, products with stock zero will only display on this screen if the products are registered as part of the immunization program targets for the year on the Program Data. Refer to chapter [4. Administrator functions](#) for more details.

- **STEP 3.** To obtain more detailed information of one specific product, use the “Select” button. The details of all batches available for that product will be displayed on the table on the right.

Select	Product	Current Stock Balance	Batch-wise details for the selected product							
☒	Vaccine	4,568,100	Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received
☐	BCG	506,000								
☐	bOPV	21,000								
☐	C19-Moderna	40,000								
☐	C19-Pfizer Comirnaty	7,030								
☐	COVID-β	10,000								
☐	DTwP-HepB-Hib	30,000								
☐	H1N1	61,030								
☐	HepA	10,000								
☐	HepB	1,310								
☐	Men-A	200								
☐	Men-ACYW-135	0								

Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance
91	25 Jan 2026	0.None	VVM-7	10	Serum Institute of India Pvt. Ltd.	test AK1	300	0	300
90	25 Jan 2025	0.None	VVM-7	10	Serum Institute of India Pvt. Ltd.	test Ak 1	310	0	310
92	25 Sep 2023	0.None	VVM-7	10	Serum Institute of India Pvt. Ltd.	test AK1	700	0	700

The table on the right allows the store operator to review the details of each batch available, such as batch number, expiry date, VVM type and stage, presentation (in doses per vial), producer or manufacturer, storage location within the vaccine store, and quantities (total received, total issued, current batch balance). This view also includes the details of batch-level alerts.

Example of expiry date alert

Batch-wise details for the selected product

Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance
91	25 Jan 2026	0.None	VVM-7	10	Serum Institute of India Pvt. Ltd.	test AK1	300	0	300
90	25 Jan 2025	0.None	VVM-7	10	Serum Institute of India Pvt. Ltd.	test Ak 1	310	0	310
92	25 Sep 2023 	0.None	VVM-7	10	Serum Institute of India Pvt. Ltd.	test AK1	700	0	700

The expiry date for this product is within 3 months.

Example of VVM alert

Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance
AB100	31 Dec 2023	1.Initial stage		20	Japan BCG Laboratory	Réfrigérateur 1	3,000	0	3,000
986075y	31 Aug 2023	2.Some heat exposure but usable 	VVM-7	10	Japan BCG Laboratory	Walk In Cooler 01	20,000	0	20,000
xxxxxx	30 Jun 2023	1.Initial stage	VVM-14	10	Japan BCG Laboratory	Walk In Cooler 01	1,000,000	2,000	998,000

Alert due to VVM Stage.

5.2. STORAGE AND EQUIPMENT

This functionality provides information on key stock management parameters and allows operators to manage the space available for the storage of vaccines and other supplies.

5.2.1. Understanding the Storage and Equipment screen

The Storage and Equipment screen is divided into 2 main parts. The top part of the screen is read-only and allows the store operator to review some key parameters. The bottom part of the screen is the functionality that allows the user to register storage space.

- **STEP 1.** Access the SMT as a store operator. Click on the “Storage and Equipment” tab on the top menu.



Part 1: Reference values (read-only)

Stock Levels and Lead Time Information

Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)
12	8	4

THESE ARE THE PARAMETERS DEFINED FOR THIS SUPPLY CHAIN LEVEL.

- **SUPPLY INTERVAL** IS THE NUMBER OF WEEKS IN BETWEEN VACCINE DELIVERIES
- **SAFETY STOCK** IS THE MINIMUM RECOMMENDED STOCK LEVELS THAT SHOULD BE KEPT AT ALL TIMES
- **LEAD TIME** IS THE TIME BETWEEN A STOCK REQUEST AND THE ARRIVAL OF SUPPLIES IN STORE

THE VALUES ABOVE CAN ONLY BE EDITED BY THE ADMINISTRATOR

Required Cold and Dry Storage Capacity (litres)

+5C	-20C	-70C	Ambient
20000	5000	800	5000

THESE VALUES REPRESENT THE **REQUIRED STORAGE CAPACITY** DEFINED FOR THIS VACCINE STORE.

THE DATA HAS BEEN CALCULATED AND ENTERED BY THE ADMINISTRATOR, AND CAN BE USED BY THE OPERATOR AS A REFERENCE POINT OF COMPARISON WITH THE ACTUAL CAPACITY

Available Cold and Dry Storage Capacity (Litres)

+5C	-20C	-70C	Ambient
22554.5	7855.75	2173.13	26300

THESE VALUES REPRESENT THE **ACTUAL STORAGE CAPACITY** AVAILABLE AT THE VACCINE STORE. THE FIGURES ARE UPDATED FROM THE TABLE BELOW, WHERE THE STORE OPERATOR CAN REGISTER THE EQUIPMENT AND SPACE

Part 2: Storage space management (data entry)

Enter the storage data as per availability				STORAGE SPACE CAN BE REGISTERED HERE, THE SUM OF THE NET CAPACITY FOR EACH TEMPERATURE CATEGORY WILL BE DISPLAYED ON THE TABLE ABOVE IN PART 1						ADD
Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions
Ultra Low Freezer	A10	A 10	+5C	A 010	8,000	4,000	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	A3	-20C	A 3	3,000	2,000.5	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	WIC 10cbm. Mono	-70C	A2	3,000	2,000.23	30 Jan 2023	30 Jan 2023	Functional	 

Refer to the following sections of this chapter for more information on how to manage storage space on this screen.

5.2.2. Registering storage space

To set up a vaccine store in the SMT, the first step for the store operator is to define the storage space available for vaccines and other immunization supplies. This is a pre-requisite for the registration of stock transactions such as arrival or issues.

- **STEP 1.** Access the SMT as a store operator and click on the “Storage and Equipment” tab on the top menu.



- **STEP 2.** Scroll down to the bottom of the page to see the list of already registered storage space. If no storage space has been registered yet, the list will be empty and the values on the table above it (available capacity in liters) will show zero.

Available Cold and Dry Storage Capacity (Litres)				THE SUM OF THE NET VOLUMES FROM THE TABLE BELOW IS DISPLAYED HERE
+5C	-25C	-75C	Ambient	
0	0	0	0	

Enter the storage data as per availability										ADD
THE LIST OF STORAGE SPACE AND EQUIPMENT DISPLAYS HERE										
Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions

No records to display

- **STEP 3.** To register a new equipment or space, click on the “Add” button on the right corner.

Enter the storage data as per availability										ADD
Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions

No records to display

- **STEP 4.** On the pop-up window, enter the details of the equipment or space, following the example below.

×

Add new storage data

Equipment Category *

Select the category of the equipment (refrigerator, freezer, etc)

Refrigerator

Supplier *

Select the brand from the list. If the manufacturer is not listed, select "Other"

Vestfrost Solutions

Equipment Type/Model *

Select the model from the list. If "Other" has been selected above, then type the model name manually

VLS 024 SDD

Storage Temperature *

+5C

This is automatically populated when selecting the category

Equipment Name *

Fridge 05

Write the name assigned to the equipment within the store

Gross Capacity (litres) *

36

This is automatically populated when selecting the model (if the model was not on the list, type the gross capacity in litres)

Net Capacity (litres) *

25.5

This is automatically populated when selecting the model, but can be edited if needed (if the model was not on the list, type the net capacity in litres).
Note that net capacity must be lower than gross capacity

Date of Installation *

31-07-2021

Select the date the CCE was installed in the store

Date of Last Mapping

28-07-2025

Select the date when the last temperature mapping was conducted. If not applicable, select the installation date

Status *

Functional

Select the current functionality status of the item

Comments

Installed in room 2

Use this field to add any comments if needed

CREATE

When all the details are completed, click “Create”. A green pop-up with the message “Data saved successfully” should appear.

- **STEP 5.** Verify that the new equipment shows on the list, and that the table above with the available capacity in liters has been updated accordingly.

+5C	-26C	-79C	Ambient
132	0	0	0

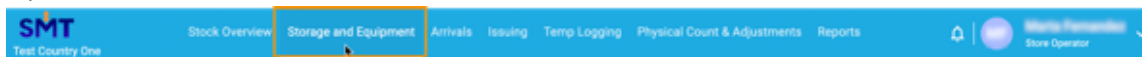
Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions
Refrigerator	Dulas Ltd	VC2055DD	+5C	Fridge 03	205.2	132	01 Feb 2023	01 Sep 2023	Functional	 

- **STEP 6.** Repeat the process until all the cold chain equipment and dry storage available in your vaccine store has been registered.

5.2.3. Editing storage space

Once a cold chain equipment or storage space has been registered, it is possible to modify its details using the editing functionality. Store operators can use this functionality to assign a different identifying name to the equipment, to change the net capacity when baskets or shelves are rearranged, or to change the functionality status when needed, for example.

- **STEP 1.** Access the SMT as a store operator and click on the “Storage and Equipment” tab on the top menu.



- **STEP 2.** Scroll down to the bottom of the page to see the list and review the details of already registered storage space. By default, the table will show 5 rows, if needed, use the navigation buttons on the bottom right corner to display more rows or advance to the next page to view more items.

Enter the storage data as per availability ADD

Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions
Ultra Low Freezer	A10	A 10	+5C	A 010	8,000	4,000	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	A3	-20C	A 3	3,000	2,000.5	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	WIC 10cbm, Mono	-70C	A2	3,000	2,000.23	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	WIC 10cbm, Mono	+5C	A 1	2,000	1,000	30 Jan 2023	30 Jan 2023	Functional	 
Freezer	test ak5	test ak5	+5C	test ak5	1,000	200	25 Jan 2023	25 Jan 2023	Functional	 

5 rows   1-5 of 22 

- **STEP 3.** Locate the item whose details need to be modified and click the “Edit” button on the right column.

Enter the storage data as per availability ADD

Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions
Ultra Low Freezer	A10	A 10	+5C	A 010	8,000	4,000	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	A3	-20C	A 3	3,000	2,000.5	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	WIC 10cbm, Mono	-70C	A2	3,000	2,000.23	30 Jan 2023	30 Jan 2023	Functional	 

- **STEP 4.** On the pop-up window, edit the necessary details (for example, to change functionality status to “non functional” or to “decommissioned”).
Note that, in order to change functionality status to “decommissioned”, the CCE must not be in use.

Edit storage data ✕

Equipment Category *	Refrigerator
Supplier *	Zhendre
Equipment Type/Model *	A3
Storage Temperature *	-20C
Gross Capacity (litres) *	3000
Date of Installation	30-01-2023
Equipment Name *	A 3
Net Capacity (litres) *	2000.5
Date of Last Mapping	30-01-2023
Status *	Non Functional

UPDATE

When finished, click “Update”. A green pop-up with the message “Data updated successfully” should appear.

- STEP 5.** Verify that the new information shows correctly on the list. If the edit involves a change on net capacity or functionality status, verify that the table above with the total available capacity in liters has been updated accordingly.
 If the item has been listed as “Decommissioned”, it will completely disappear from the list of available storage space on this screen. However, it will still show on the CCE inventory report.

Available Cold and Dry Storage Capacity (Litres)

+5C	-20C	-70C	Ambient
22554.5	5855.25	2173.13	26300

NON FUNCTIONAL ITEM HAS BEEN REMOVED FROM THE TOTAL AVAILABLE CAPACITY

Enter the storage data as per availability

ADD

Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions
Ultra Low Freezer	A10	A 10	+5C	A 010	8,000	4,000	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	A3	-20C	A 3	3,000	2,000.5	30 Jan 2023	30 Jan 2023	Non Functional	 
Refrigerator	Zhendre	WVC 10cbm, Mono	-70C	A2	3,000	2,000.23	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	WVC 10cbm, Mono	+5C	A 1	2,000	1,000	30 Jan 2023	30 Jan 2023	Functional	 
Freezer	test ak5	test ak5	+5C	test ak5	1,000	200	25 Jan 2023	25 Jan 2023	Functional	 

5 rows   1-5 of 22 

5.2.4. Deleting storage space

Once a cold chain equipment or storage space has been registered, it is possible to remove it from the list by using the delete functionality.

- **STEP 1.** Access the SMT as a store operator and click on the “Storage and Equipment” tab on the top menu.



- **STEP 2.** Scroll down to the bottom of the page to see the list and review the details of already registered storage space. By default, the table will show 5 rows, if needed, use the navigation buttons on the bottom right corner to display more rows or advance to the next page to view more items.

Enter the storage data as per availability ADD

Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions
Ultra Low Freezer	A10	A 10	+5C	A 010	8,000	4,000	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	A3	-20C	A 3	3,000	2,000.5	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	WIC 10cbm. Mono	-70C	A2	3,000	2,000.23	30 Jan 2023	30 Jan 2023	Functional	 
Refrigerator	Zhendre	WIC 10cbm. Mono	+5C	A 1	2,000	1,000	30 Jan 2023	30 Jan 2023	Functional	 
Freezer	test ak5	test ak5	+5C	test ak5	1,000	200	25 Jan 2023	25 Jan 2023	Functional	 

5 rows   1-5 of 22 

- **STEP 3.** Locate the item that needs to be removed from the list and click the “Delete” button on the right column.

Enter the storage data as per availability ADD

Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions
Freezer	Viessmann	WIC 10 cbm Mono	+5C	test AK1	100	200	24 Jan 2023	24 Jan 2023	Functional	 
Ultra Low Freezer	Vestfrost Solutions	VT308	-70C	tshtshi	296	172.9	08 Jan 2023	08 Jan 2023	Functional	 
Freezer	Vestfrost Solutions	MF 114	-20C	test	105	89.25	02 Jan 2023	02 Jan 2024	Functional	 

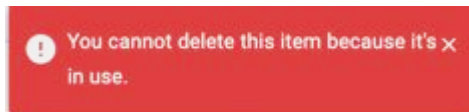
- **STEP 4.** The SMT will ask for confirmation to continue. If you wish to proceed with the deletion process, click “Yes”, otherwise cancel.

Are you sure that you want to delete this item?

YES
Cancel

A green pop-up with the message “Data deleted successfully” should appear.

Note: It is only possible to delete storage space when it is not yet in use. For example, if the item has been registered twice by mistake, it is possible to delete the duplicate. However, if the item is already in use within the SMT for the storage of supplies, it can no longer be deleted, and the following message will appear.



- **STEP 5.** Verify that the deleted item has been removed from the list. Verify that the table above with the total available capacity in liters has been updated accordingly.

Available Cold and Dry Storage Capacity (Litres)										
CAPACITY OF THE DELETED ITEM HAS BEEN REMOVED FROM THE CALCULATION OF TOTAL CAPACITY										
+5C	-20C	-70C	Ambient							
22554.5	5855.25	2000.23	26300							

Enter the storage data as per availability										
ITEM HAS BEEN REMOVED FROM THE LIST										
Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping	Status	Actions
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
Dry Storage	n/a	n/a	Ambient	Storage Room 02	40,000	18,000	01 Oct 2021	10 Sep 2022	Functional	 
Dry Storage	n/a	n/a	Ambient	Storage Room 01	30,000	8,300	01 Sep 2021	10 Sep 2022	Functional	 
Walk In Freezer	Haier	WIF 20 cbm Mono	-20C	Walk In Freezer 01	20,000	3,765	01 Jan 2022	10 Sep 2022	Functional	 
Walk In Cooler	Haier	WIC 40 cbm Mono	+5C	Walk In Cooler 02	40,000	5,817	01 Feb 2022	10 Sep 2022	Functional	 
Walk In Cooler	Haier	WIC 30 cbm Mono	+5C	Walk In Cooler 01	30,000	4,920	01 Jan 2022	10 Sep 2022	Functional	 

5.3. ARRIVALS

Arrivals is the functionality that allows store operators to register and monitor positive stock transactions (i.e. stock entries) in their vaccine store. Under the screen called “arrivals” on the SMT the user will find 3 types of transactions:

- o Entries of available starting balance when setting up the SMT
- o Entries of new stock into the store (arriving from the supplier or another store)
- o Entries of stock surplus found after a physical count

This section 5.3. describes how to operate in the first and second scenarios. For more information on how to operate when finding surplus of stock during a physical count, refer to section [5.6. Physical count and adjustments](#).

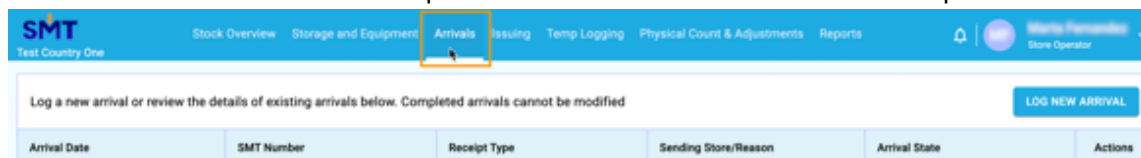
5.3.1. Understanding the arrivals screen

The arrivals screen allows SMT store operators to review the full log of all arrival transactions registered in their vaccine store.

Note: If the user is accessing the **online** SMT via the web app, this screen will show in real time all the transactions registered by themselves or any other store operator within the same vaccine store.

For the users assigned to **offline** stores and accessing the SMT via the desktop app, they will only see their own transactions until they synchronize the data. If multiple operators are working **offline** in the same location, it is important to coordinate data entry activities and to synchronize the data frequently to avoid duplication of transactions.

- **STEP 1.** Access the SMT as a store operator. Click on the “Arrivals” tab on the top menu.



- **STEP 2.** Scroll down to see the list of arrivals. By default, the transactions are arranged by date, but it is possible to sort them by Arrival State (for example, to see first any draft items).

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
04 Oct 2023		Arrival		Draft	 
22 Sep 2022		Starting Balance		Draft	 
13 Sep 2022		Starting Balance		Draft	 
28 Oct 2023		Arrival		Complete	 
14 Sep 2023		Arrival		Complete	 

If needed, use the navigation buttons on the bottom right corner to advance to the next page and see more transactions.

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified

LOG NEW ARRIVAL

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
▼	▼	▼	▼	▼	
04 Sep 2022		Arrival		Complete	 
15 Aug 2022		Starting Balance		Complete	 
07 Aug 2022		Arrival		Complete	 
03 Aug 2022		Arrival		Complete	 
01 Aug 2022		Arrival		Complete	 
01 Jul 2022		Arrival		Complete	 
01 Jun 2022		Arrival		Complete	 
04 Jan 2022		Arrival		Complete	 
01 Sep 2021		Starting Balance		Complete	 

20 rows  11 < 41-49 of 49 > 1

Next Page

- **STEP 3.** Review the different details of each transaction

TRANSACTIONS ARE ARRANGED BY ARRIVAL DATE	THIS IS A UNIQUE REFERENCE NUMBER CREATED AUTOMATICALLY WHEN THE TRANSACTION OCCURS FROM ONE SMT STORE TO ANOTHER	THE ARRIVALS LOG DISPLAYS ALL POSITIVE STOCK TRANSACTIONS (REGULAR ARRIVALS, RETURNS, STARTING BALANCES, ETC)	THIS COLUMN PROVIDES ADDITIONAL INFORMATION ON THE TRANSACTION, DEPENDING ON THE TYPE (E.G. SENDING STORE FOR ARRIVALS OR RETURNS)	THE STATUS OF THE TRANSACTION (COMPLETED OR DRAFT) CAN BE SEEN HERE	ACTION BUTTONS ALLOW TO REVIEW COMPLETED TRANSACTIONS OR EDIT/DELETE DRAFTS
Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
▼	▼	▼	▼	▼	
04 Sep 2022		Arrival		Complete	 
15 Aug 2022		Starting Balance		Complete	 
07 Aug 2022		Return	Region 21 offline	Complete	 
03 Aug 2022	TC1Tes855	Arrival	Regional store 02	Draft	 
01 Aug 2022	TC1Tes853	Arrival		Complete	 
01 Jul 2022		Physical Count	Surplus	Complete	 

If needed, use the search and filter fields on top of the table to look for specific transactions (e.g. by date, by reference number, by type, etc.)

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
▼ 25 Jan 2023	▼	▼	▼	▼	
25 Jan 2023		Arrival		Complete	 
25 Jan 2023		Arrival		Complete	 
25 Jan 2023		Arrival		Complete	 
25 Jan 2023		Arrival		Complete	 
25 Jan 2023		Arrival		Complete	 
25 Jan 2023		Arrival		Complete	 

20 rows  11 < 1-6 of 6 > 1

- **STEP 4.** Use the view button to open the transaction and review each product line within the arrival.

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
▼ 25 Jan 2023	▼	▼	▼	▼	
25 Jan 2023		Arrival		Complete	  
25 Jan 2023		Arrival		Complete	 
25 Jan 2023		Arrival		Complete	 
25 Jan 2023		Arrival		Complete	 
25 Jan 2023		Arrival		Complete	 
25 Jan 2023		Arrival		Complete	 

Review the details of each product lines for more information on what was on the arrival.

Stock Arrival

Receipt Type *	Receipt Date *	SMT Number	Sending Store	International Shipping Ref.
Arrival	25-01-2023		Sending Store	
Funding Source	Currency	Freight Cost (\$)	User	
			anchal koul	

Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	Actions
Vaccine	Men-A	92	25 Sep 2023	Serum Institute o...	MenAfriVac A Conjugate Vaccine	Lyophilised : reco...	10	VVM-7	
Vaccine	Men-A	91	25 Jan 2026	Serum Institute o...	MenAfriVac A Conjugate Vaccine	Lyophilised : reco...	10	VVM-7	

GO BACK

Note: It is also possible to review the full log of arrival transactions through the reports' functionality. Refer to section [6.1. Arrival reports](#) for more information.

5.3.2. Registering new arrivals (manual process)

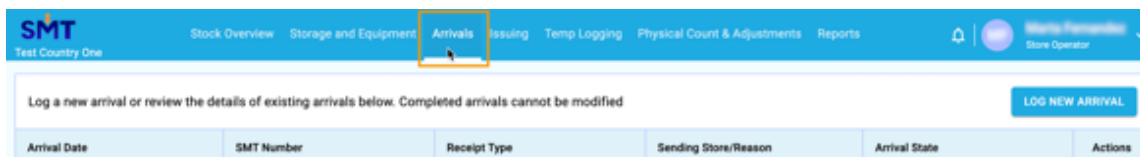
The manual arrival functionality allows operators to register the details of new products on their vaccine store. It can be used to:

- o Register the **starting balance** of products when using the SMT for the first time
- o Register the physical **arrival of products from a store not using the SMT** (e.g. arrival of supplies in the national store from the international supplier)
- o Register the **arrival of products when either the issuing or receiving store is using the offline SMT** application.

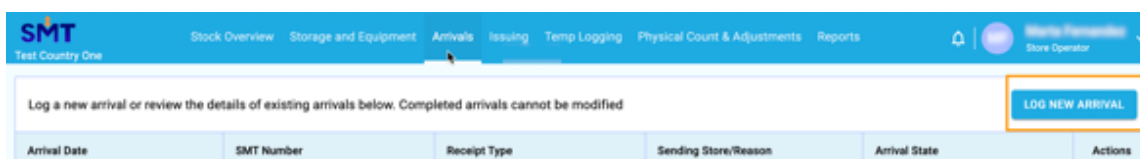
Note: When both issuing and receiving stores are using the **online** SMT application, the details of products arriving will be seen automatically by the receiving store once the issuing store has registered the transaction. This process is called “automatic arrivals” and is described in section [5.3.3](#).

✓ Starting balances ✓ Supplies received from non SMT store ✓ Supplies received by offline SMT store ✓ Supplies received from offline SMT store - X Supplies received by an online SMT store from another online SMT store (go to section 5.3.3)	 Manual processing of arrivals
---	---

- **STEP 1.** Access the SMT as a store operator. Click on the “Arrivals” tab on the top menu.



- **STEP 2.** Review the list of arrivals already registered to avoid creating duplicates. If the transaction is not on the list and you want to register it, click on the “Log New Arrival” button.



- **STEP 3.** On the new window, complete the transaction details. The fields *Receipt Type* and *Receipt Date* are mandatory, the other fields are optional and can be completed for future reference or left blank.

(1/2)

Stock Arrival Receipt Type * Starting Balance	SELECT THE TYPE OF TRANSACTION (STARTING BALANCE, REGULAR ARRIVAL, RETURN, ETC) Receipt Date * 04-09-2023	SELECT THE DATE WHEN THE PRODUCTS ARRIVED IN STORE (FOR STARTING BALANCE, SELECT THE CURRENT DATE) SMT Number	IF THE PRODUCTS ARE COMING FROM ANOTHER STORE USING SMT, ENTER THE SMT NUMBER FROM THE ISSUE VOUCHER RECEIVED
Funding Source	Currency	Freight Cost (\$)	
IF RELEVANT, ADD DETAILS ON THE FUNDING SOURCE	IF RELEVANT, SELECT THE CURRENCY FOR REFERENCE	IF RELEVANT, ADD FREIGHT COST FOR REFERENCE	

(2/2)

IF PRODUCTS ARE COMING FROM ANOTHER STORE IN THE HIERARCHY, SELECT THE NAME OF THE SENDING STORE FROM THE LIST Store Name/Reason User THE USER NAME OF THE PERSON LOGGING THE TRANSACTION WILL GET AUTOMATICALLY REGISTERED HERE	IF PRODUCTS ARE COMING FROM INTERNATIONAL SUPPLIER, ENTER THE SHIPPING REFERENCE NUMBER HERE International Shipping Ref. ADD LINE TO ARRIVAL
---	--

- **STEP 4.** After the generic details have been completed, click on “Add Line to Arrival”.
- **STEP 5.** Enter the details of each product on the arrival, following the example below. Some of the fields such as product type, name etc. are linked to the master data, and the user must select from a given list of options. Other fields like the batch number or quantity are open and the user must type the information.

The fields marked in red are mandatory. The rest of information is optional and can be completed for reference or left blank.

Add Product to Arrival					
Product Type * Vaccine	Product * BCG	Batch Number * 895472	Expiration Date * 30-08-2025	Select from the calendar the expiry date for this batch	
Producer * Japan BCG Laboratory	Commercial Name * BCG Freeze Dried Glutamate vaccine	Formulation * Lyophilised : reconstituted with excipient ...	Presentation * 20	Select the presentation (doses per vial for vaccines, units per pack for supplies)	
VVM Type VVM-7	VVM Stage * 1.Initial stage	Quantity (Doses or Units) * 5000	Number of Vials/Boxes 250	Number of vials will be automatically calculated	
Routine or SIA * Routine	Origin Japan	Shipping/Freeze Indicator * Ok	Number of Vials per Box Number of vials per box can be added for reference (optional)	The number of vials per box can be added for reference (optional)	
Volume (LxWxH) 103	Packed Vol per dose/unit (cm3) 0.88	Storage Volume (L/cm3) 4.4	Weight (kg) 0	For supplies where the data is available, the weight will be automatically shown	
Shelf Life on Arrival (weeks) 103	Storage Location * Fridge 005	Available Capacity at Storage Location (Liters) 0	Total Cost (\$) Total cost of this product line can be added for reference (optional)	The shelf life in weeks will be automatically calculated from the expiry date	
Comments Additional information or comments can be added for reference (optional)					
CREATE					

- **STEP 6.** Once all the relevant information has been completed, click on “Create”. To minimize data entry errors and alert of potential stock risks, a warning message will be shown under

certain conditions, such as short expiry date, advanced VVM stage, alert shipping indicator or insufficient storage capacity.

•

Warning(s)

- The expiry date for batch(es) 3968457 you have entered is less than 3 months from now
- The VVM Stage is greater than 1
- The Shipping/Freeze Indicator is set to Alarm
- The Fridge 005 location(s) you have chosen does not have enough capacity

To proceed in spite of these warnings, press Continue. To return to the Arrival, press Cancel

CONTINUE

Cancel

If any of these warning messages are shown, click on the “Cancel” button to go back and review the information to ensure no data entry errors have been made and to make any necessary changes. If all the information is correct, click on “Continue” to register the product line.

- **STEP 7.** Repeat the Steps 4-6 until all the product lines have been registered. Note that if the arrival contains different batches of the same product, each batch must be registered as a separate product line.
- **STEP 8.** After entering all the product lines have been correctly registered, the transaction is ready to be saved.

Click on “Save as a draft and go back” if you wish to save the information but want to be able to edit it at a later stage. The data will be saved on the arrivals screen, but the new products will **not** be registered on the stock while the transaction is on draft stage.

Stock Arrival												
New Arrival		Arrival		SMT Number		Sending Stock		Sending Store		International Shipping Ref.		
Funding Source		Currency		Freight Cost (\$)		User		Marko Fernandez				
ADD LINE TO ARRIVAL												
Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	VVM Stage	Quantity (Boxes or Units)	Numb	Actions
Vaccine	BCG	3968457	31 Oct 2024	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lysophilized - rec...	10		1 Initial stage	20,000	2,000	 
Diluent	dL_BCG	985476	30 Apr 2024	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lysophilized - rec...	20			20,000	1,000	 
SAVE AS DRAFT AND GO BACK FINALIZE												

Click on “Finalize” if you are sure that all information entered on the new arrival is correct and you want the stock levels of your vaccine store to be updated accordingly. **Once a transaction has been finalized, the data cannot be edited or deleted.**

Stock Arrival

Receipt Type*	Receipt Date*	SMT Number	Sending Store	International Shipping Ref.
Arrival	05-09-2023			
Funding Source	Currency	Freight Cost (\$)	Marta Fernandez	

[ADD LINE TO ARRIVAL](#)

Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	VVM Stage	Quantity (Doses or Units)	Numb.	Actions
Vaccine	BCG	9968457	31 Oct 2024	Japan BCG Labo..	BCG Freeze Dried Glutamate vaccine	Lyophilized - neo..	10		1 Initial stage	20,000	2,000	 
Siluent	4L_BCG	985476	30 Apr 2024	Japan BCG Labo..	BCG Freeze Dried Glutamate vaccine	Lyophilized - neo..	20			20,000	1,000	 

[SAVE AS DRAFT AND GO BACK](#) [FINALIZE](#)

- **STEP 9.** On the arrivals main screen, verify that the new transaction that you have registered has been added to the arrivals list with the correct status (i.e. Draft or Completed).

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified

[LOG NEW ARRIVAL](#)

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
06 Sep 2023	TC1Reg2458	Emergency	Central Store	Complete	 
29 Jan 2023	TC1Reg1234	Arrival	Central Store	Draft	 

Remember that while the arrival stays in draft mode it can still be modified. However, the stock details will not be updated on the stock overview until the transaction is finalized and marked complete.

- **STEP 10.** If the transaction is completed, click on [“Stock overview”](#) to verify that the arrival of products is correctly reflected on the stock of your vaccine store.

5.3.3. Registering new arrivals (automatic process)

The automatic arrival functionality allows operators to review and approve the registration of new products coming from another store using the SMT. It can be used to:

- o Register the **arrival of products when both the issuing AND receiving store are using the online SMT** application.

Note: This process only works for transactions between vaccine stores using the online SMT web app. For other types of transactions, manual processing of arrivals is required. Refer to section [5.3.2](#) for more detail.

- X Supplies received by an online SMT store from another online SMT store
- X Starting balances (go to section [5.3.2](#))
- X Supplies received from non SMT store (go to section [5.3.2](#))
- X Supplies received by offline SMT store (go to section [5.3.2](#))
- X Supplies received from offline SMT store (go to section [5.3.2](#))



Automatic processing of arrivals

- **STEP 1.** To review and register an automatic arrival in your online SMT store, another online SMT store must have first issued supplies to you using the SMT Issuing functionality. Refer to section [5.4. Issuing](#) for more information.

Once another online store has issued supplies to your online store, **you will see a notification** on the top right corner of the screen, next to our username. Click on the bell icon to open.



On the notification panel, the date and reference number of each arrival will be shown. Click on the relevant SMT number to open the arrival and review the details.



Note that the notifications disappear once they have been read. If you cannot find the relevant transaction on the notifications panel, it is also possible to retrieve the automatic arrivals directly on the arrival screen, searching for “pending” transactions and clicking on the “Edit” button.

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified

[LOG NEW ARRIVAL](#)

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
26 Jan 2023	TCIReg1233		Central Store	Pending	 
13 Jan 2023	TCIReg1209		Central Store	Pending	 
13 Jan 2023	TCIReg1207		Central Store	Pending	 
13 Jan 2023	TCIReg1206		Central Store	Pending	 

10 rows 10 1-4 of 4 30

- **STEP 2.** Once the transaction is opened, you will be able to see the details completed by the sending store. However, some information needs to be completed by you (the receiving store) before saving the transaction. Select the type of arrival (e.g. regular arrival, emergency, return, others) and, if needed, edit the receipt date.

Stock Arrival

Receipt Date: SMT Number: TCIReg1233 Sending Store: Central Store International Shipping Ref:

Currency: Freight Cost (\$): User: Maria Fernandez

[ADD LINE TO ARRIVAL](#)

Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	VVM Stage	Quantity (Doses or Units)	Numb	Actions
Vaccine	BCG	AB100	31 Dec 2023	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lysophilised - recc...	20		1 Initial stage	200	10	 

[SAVE AS DRAFT AND GO BACK](#) [FINALISE](#)

- **STEP 3.** Scroll down to see the list of products completed by the sending store. For each product line, click on the “Edit” button to open.

Stock Arrival

Receipt Type: Emergency Receipt Date: 06-09-2023 SMT Number: TCIReg1233 Sending Store: Central Store International Shipping Ref:

Funding Source: Currency: Freight Cost (\$): User: Maria Fernandez

[ADD LINE TO ARRIVAL](#)

Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	VVM Stage	Quantity (Doses or Units)	Numb	Actions
Vaccine	BCG	AB100	31 Dec 2023	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lysophilised - recc...	20		1 Initial stage	200	10	 

[SAVE AS DRAFT AND GO BACK](#) [FINALISE](#)

- **STEP 4.** Verify the information on the screen against the physical product received to ensure that everything matches. In case of any discrepancies, manually correct the information. After verifying all data, select the [Storage Location](#) where the item will be stored.

Editing Logged Arrival

Product Type *

Vaccine

Product *

BCG

Batch Number *

AB100

Expiration Date *

31-12-2023

Producer *

Japan BCG Laboratory

Commercial Name *

BCG Freeze Dried Glutamate vaccine

Formulation *

Lyophilised : reconstituted with excipient ...

Presentation *

20

VVM Type

1.Initial stage

Quantity (Doses or Units) *

200

Number of Vials/Boxes

10

Routine or SIA *

Routine

Origin

Japan

Shipping/Freeze Indicator *

Ok

Number of Vials per Box

10

Volume (LxWxH)

0.88

Packed Vol per dose/unit (cm3)

0.176

Storage Volume (L/cm3)

0

Weight (kg)

0

Shelf Life on Arrival (weeks)

17

Storage Location *

Please Select

Available Capacity at Storage Location (Liters)

0

Total Cost (\$)

Comments

UPDATE

- **STEP 5.** Click on the “Update” button to register the changes.

Editing Logged Arrival

Product Type *

Vaccine

Product *

BCG

Batch Number *

AB100

Expiration Date *

31-12-2023

Producer *

Japan BCG Laboratory

Commercial Name *

BCG Freeze Dried Glutamate vaccine

Formulation *

Lyophilised : reconstituted with excipient ...

Presentation *

20

VVM Type

1.Initial stage

Quantity (Doses or Units) *

200

Number of Vials/Boxes

10

Routine or SIA *

Routine

Origin

Japan

Shipping/Freeze Indicator *

Ok

Number of Vials per Box

10

Volume (LxWxH)

0.88

Packed Vol per dose/unit (cm3)

0.176

Storage Volume (L/cm3)

0

Weight (kg)

0

Shelf Life on Arrival (weeks)

17

Storage Location *

WIC 10 Region 7

Available Capacity at Storage Location (Liters)

1991.2

Total Cost (\$)

Comments

UPDATE

Under certain conditions (i.e. short expiry date, advanced VVM stage, alert shipping indicator or insufficient storage capacity) a warning message will be shown under certain conditions.

Warning(s)

- The expiry date for batch(es) 3968457 you have entered is less than 3 months from now
- The VVM Stage is greater than 1
- The Shipping/Freeze Indicator is set to Alarm
- The Fridge 005 location(s) you have chosen does not have enough capacity

To proceed in spite of these warnings, press Continue. To return to the Arrival, press Cancel

CONTINUE

Cancel

If any of these warning messages are shown, click on the “Cancel” button to go back and review the information, or click on “Continue” to register the product line if all the information is correct.

- **STEP 6.** Repeat the process with each product line, to ensure that the details entered by the sending store match what has been received, and that the storage location of each product is registered correctly. Once finished, the arrival is ready to be saved.

Click on “Save as a draft and go back” if you wish to save the information but want to be able to edit it at a later stage. The data will be saved on the arrivals screen, but the new products will **not** be registered on the stock while the transaction is on draft stage.



Stock Arrival

Receipt Type: Arrival Receipt Date: 05-09-2023 SMT Number: Sending Store: Sending Store: International Shipping Ref:

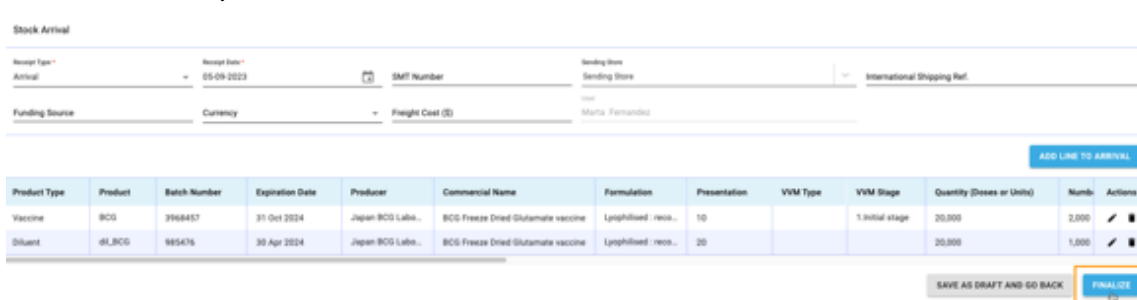
Funding Source: Currency: Freight Cost (\$): Maria Fernandez

ADD LINK TO ARRIVAL

Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	VVM Stage	Quantity (Doses or Units)	Numb	Actions
Vaccine	BCG	3968457	31 Oct 2024	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lyophilized - rec...	10		1 Initial stage	20,000	2,000	
Diluent	dL_BCG	985476	30 Apr 2024	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lyophilized - rec...	20			20,000	1,000	

SAVE AS DRAFT AND GO BACK FINALIZE

Click on “Finalize” if you are sure that all information entered on the new arrival is correct and you want the stock levels of your vaccine store to be updated accordingly. **Once a transaction has been finalized, the data cannot be edited or deleted.**



Stock Arrival

Receipt Type: Arrival Receipt Date: 05-09-2023 SMT Number: Sending Store: Sending Store: International Shipping Ref:

Funding Source: Currency: Freight Cost (\$): Maria Fernandez

ADD LINK TO ARRIVAL

Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	VVM Stage	Quantity (Doses or Units)	Numb	Actions
Vaccine	BCG	3968457	31 Oct 2024	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lyophilized - rec...	10		1 Initial stage	20,000	2,000	
Diluent	dL_BCG	985476	30 Apr 2024	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lyophilized - rec...	20			20,000	1,000	

SAVE AS DRAFT AND GO BACK FINALIZE

- **STEP 7.** On the arrivals main screen, verify that the new transaction that you have registered has been added to the arrivals list with the correct status (i.e. Draft or Completed).

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified

LOG NEW ARRIVAL

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
06 Sep 2023	TC1Reg2658	Emergency	Central Store	Complete	
29 Jan 2023	TC1Reg1234	Arrival	Central Store	Draft	

Remember that while the arrival stays in draft mode it can still be modified. However, the stock details will not be updated on the stock overview until the transaction is finalized and marked complete.

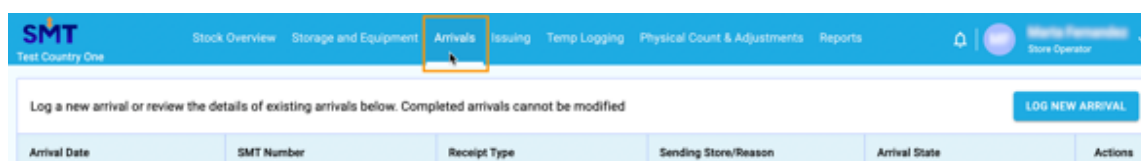
- **STEP 8.** If the transaction is completed, click on “Stock overview” to verify that the arrival of products is correctly reflected on the stock of your vaccine store.

5.3.4. Editing arrivals

If an arrival transaction has been saved as a “Draft”, it is possible to retrieve it and modify its details. Once an arrival has been finalized and is registered as “Complete” it can no longer be edited. However, it is possible to add notes and comments to it.

Note: For online SMT, store operators can see and edit transactions entered by themselves and other operators from the same store. For offline SMT, each operator will only be able to see and modify their own transactions, until each user completes synchronization with the online system.

- **STEP 1.** Log in as a store operator and click on the “Arrivals” tab to see the list of previously registered transactions.



- **STEP 2.** Scroll down, use the page navigation buttons or the filtering option to locate the draft transaction you want to modify. Then click the “Edit” button on the right.

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified

LOG NEW ARRIVAL

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
06 Sep 2023	TC1Reg2658	Emergency	Central Store	Complete	
25 Jan 2023	TC1Reg1234	Arrival	Central Store	Draft	
13 Jan 2023	TC1Reg1209		Central Store	Pending	

If the transaction is already marked as complete, the edit button will not be available. Click on the “View” button instead.

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
06 Sep 2023	TC1Reg2658	Emergency	Central Store	Complete	
25 Jan 2023	TC1Reg1234	Arrival	Central Store	Draft	

- **STEP 3.** On the transaction screen, review the arrival details and modify them as needed. To review and modify specific product lines, click on the “Edit” button of each line.

Stock Arrival

Receipt Type: Arrival Receipt Date: 25-01-2023 SMT Number: TC1Reg1234 Sending Store: Central Store International Shipping Ref:
 Funding Source: Currency: Freight Cost (\$): User: Maria Fernandez

ADD LINE TO ARRIVAL

Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	VVM Stage	Quantity (Doses or Units)	Num	Actions
Vaccine	BCG	098133	09 Mar 2023	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lipidified - re...	20	VVM-14	1 Initial stage	10,000	500	

SAVE AS DRAFT AND GO BACK FINALIZE

- **STEP 4.** Edit the details of each product line as needed, then click “Update” when finished.

Editing Logged Arrival ✕

Product Type *	Product *	Batch Number *	Expiration Date *
Vaccine	BCG	098123	09-03-2023
Producer *	Commercial Name *	Formulation *	Presentation *
Japan BCG Laboratory	BCG Freeze Dried Glutamate vaccine	Lyophilised : reconstituted with excipient ...	20
VVM Type	VVM Stage *	Quantity (Doses or Units) *	Number of Vials/Boxes
VVM-14	1.Initial stage	10000	500
Routine or SA *	Origin	Shipping/Freeze Indicator *	Number of Vials per Box
Routine		Ok	
Volume (LxWxH)	Packed Vol per dose/unit (mL)	Storage Volume (L/mL)	Weight (kg)
	0.88	8.8	0
Shelf Life on Arrival (weeks)	Storage Location *	Available Capacity at Storage Location (Liters)	Total Cost (\$)
5	WIC 10 Region 7	1991.024	

Comments

UPDATE

For “draft” transactions, all details can be edited and updated. For transactions with status “complete”, only notes and comments can be added.

Edit comments ✕

Comments

UPDATE

- **STEP 5.** After the updates have been made, click on “Finalize” to complete the transaction. (or save again as draft if more modification will be needed).

Stock Arrival

Receipt Type * **Arrival** Receipt Date * **25-01-2023** SMT Number **TC1Reg1234** Sending Store **Central Store** International Shipping Ref.

Funding Source Currency Freight Cost (\$) User **Maria Fernandez**

ADD LINK TO ARRIVAL

Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	VVM Stage	Quantity (Doses or Units)	Numb	Actions
Vaccine	BCG	098123	09 Mar 2023	Japan BCG Labo...	BCG Freeze Dried Glutamate vaccine	Lyophilised : reconstituted with excipient ...	20	VVM-14	1.Initial stage	10,000	500	 

SAVE AS DRAFT AND GO BACK **FINALIZE**

- **STEP 6.** On the arrivals main screen, verify that the edited transaction is now showing on the arrivals list with the correct status.

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified LOG NEW ARRIVAL

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
06 Sep 2023	TC1Reg2458	Emergency	Central Store	Complete	 
25-Jan-2023	TC1Reg1234	Arrival	Central Store	Draft	 

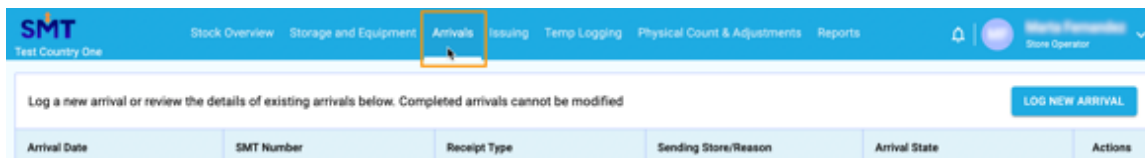
- **STEP 7.** If the transaction is completed, click on “Stock overview” to verify that the arrival of products is correctly reflected on the stock of your vaccine store.

5.3.5. Deleting arrivals

If an arrival transaction has been saved as a “Draft”, it is possible to retrieve it and delete it fully or partly. **Once an arrival has been finalized and is registered as “Complete” it can no longer be deleted.**

Note: For online SMT, store operators can delete draft transactions entered by themselves and other operators from the same store. For offline SMT, each operator will only be able to see and delete their own draft transactions, until each user completes synchronization with the online system.

- **STEP 1.** Log in as a store operator and click on the “Arrivals” tab to see the list of previously registered transactions.



- **STEP 2.** Scroll down, use the page navigation buttons or the filtering option to locate the **draft** transaction you want to delete.

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified						LOG NEW ARRIVAL
Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions	
06 Sep 2023	TC1Reg2658	Emergency	Central Store	Complete		
25 Jan 2023	TC1Reg1234	Arrival	Central Store	Draft		

- **STEP 3**

A. To completely delete the **draft** transaction, click the “Delete” button on the right.

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified						LOG NEW ARRIVAL
Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions	
06 Sep 2023	TC1Reg2658	Emergency	Central Store	Complete		
25 Jan 2023	TC1Reg1234	Arrival	Central Store	Draft		
13 Jan 2023	TC1Reg1209		Central Store	Pending		

Note: if the transaction is already marked as complete instead of draft, the delete button will not be available.

B. To delete only specific product lines, click on the “Edit” button first.

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified						LOG NEW ARRIVAL
Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions	
06 Sep 2023	TC1Reg2658	Emergency	Central Store	Complete		
25 Jan 2023	TC1Reg1234	Arrival	Central Store	Draft		
13 Jan 2023	TC1Reg1209		Central Store	Pending		

then click the “Delete” button on the product line.

Stock Arrival

Receipt Type: Arrival Receipts: 29-01-2023 SMT Number: 101May1234 Sending From: Central State International Shipping Ref: User: Maria Fernandez

Funding Source: Currency: Freight Cost (€): [ADD LINE TO ARRIVAL](#)

Product Type	Product	Batch Number	Expiration Date	Producer	Commercial Name	Formulation	Presentation	VVM Type	VVM Stage	Quantity (Boxes or Units)	Numb	Actions
Vaccine	BCG	098123	09 Mar 2023	Japan BCG Labo.	BCG Freeze Dried Glutamate vaccine	Lipophilised - reconstituted	20	VVM 14	1 Initial stage	10,000	500	

- **STEP 4.** After clicking on the delete button the SMT will ask for confirmation. Click on the “Yes” button to continue with the deletion process, otherwise cancel.

Are you sure that you want to delete this item?

[YES](#) [Cancel](#)

A green pop-up window with the message “Data deleted successfully” should appear.

- **STEP 5.** On the arrivals main screen, verify that the deleted transaction has been removed from the list.

5.4. ISSUING

Issuing is the functionality that allows store operators to register and monitor negative stock transactions (i.e. stock exits) in their vaccine store. Under the screen called “issuing” on the SMT the user will find 3 types of transactions:

- o Exits of stock being issued to another store
- o Exits of stock due to wastage
- o Registration of stock found missing during a physical count

This section 5.4. describes how to operate in the first and second scenarios. For more information on how to operate when finding missing stock during a physical count, refer to section [5.6. Physical count and adjustments](#).

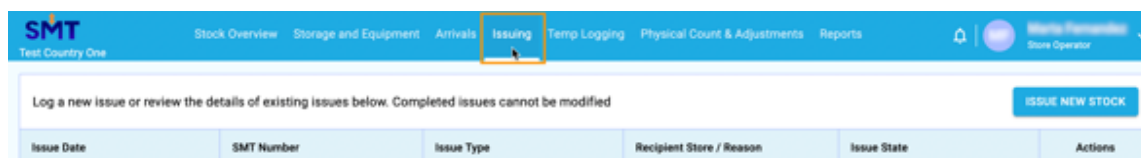
5.4.1. Understanding the issuing screen

The issuing screen allows SMT store operators to review the full log of all issuing transactions registered in their vaccine store.

Note: If the user is accessing the **online** SMT via the web app, this screen will show in real time all the transactions registered by themselves or any other store operator within the same vaccine store.

For the users assigned to **offline** stores and accessing the SMT via the desktop app, they will only see their own transactions until they synchronize the data. If multiple operators are working **offline** on the same location, it is important to coordinate data entry activities and to synchronize the data frequently to avoid duplication of transactions.

- **STEP 1.** Access the SMT as a store operator. Click on the “Issuing” tab on the top menu.



- **STEP 2.** Scroll down to see the list of issuing transactions. By default, the transactions are arranged by date, but it is possible to sort them by Issue State (for example, to see first any draft items). It is also possible to filter by date and issue state.

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023	TC1Reg2755	Requisition	Regional store 07	Draft	  
07 Sep 2023	TC1Reg2756	Requisition	Regional store 09	Draft	  
10 Jan 2023	TC1Reg1195	Requisition	sassy-1	Draft	  

If needed, use the navigation buttons on the bottom right corner to advance to the next page and see more lines.

Stock issuing can be added/modified ISSUE NEW STOCK

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
06 Sep 2023	TC1Reg2658	Requisition	Region 07	Complete	  
26 Jan 2023	TC1Reg1234	Requisition	Region 07	Complete	  
25 Jan 2023		Adjustment	Missing	Complete	  
11 Jan 2023	TC1Reg1204	Requisition	Regional store 10	Complete	  
11 Jan 2023	TC1Reg1203	Requisition	sassy-1	Complete	  

Shows 5 rows 1-5 of 55 Next Page

- **STEP 3.** Review the different details of each transaction

Transactions are arranged by issue date

This is a unique reference number automatically created when issuing supplies to another store

The issuing log displays all negative stock transactions (exits of stock due to requisition from another store, wastage, physical counts, etc.)

This column provides additional information on the transaction, depending on the type (e.g. recipient store, type of wastage, etc.)

The status of the transaction (completed or draft) can be seen here

Action buttons allow to review complete transactions or edit/delete drafts

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
11 Jan 2023		Wastage	Expired	Complete	  
11 Jan 2023	TC1Reg1201	Requisition	Regional store 10	Complete	  
11 Jan 2023		Wastage	Expired	Complete	  
11 Jan 2023		Adjustment	Missing	Complete	  

If needed, use the search and filter fields on top of the table to look for specific transactions (e.g. by date, by reference number, by type, etc.)

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
		wastage			
11 Jan 2023		Wastage	Expired	Complete	  
11 Jan 2023		Wastage	Expired	Complete	  
10 Jan 2023		Wastage	Expired	Complete	  
27 Oct 2022		Wastage	Expired	Complete	  
06 Sep 2022		Wastage	Breakage	Complete	  
01 Sep 2022		Wastage	Expired	Complete	  

10 rows 1-10 of 63

- **STEP 4.** Use the view button to open and review the products and additional details of the transaction.

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
		wastage			
11 Jan 2023		Wastage	Expired	Complete	   
11 Jan 2023		Wastage	Expired	Complete	  
10 Jan 2023		Wastage	Expired	Complete	  

Review the details of each product line for more information on what was issued out.

View Issued Stock

Issue Type *	Issue Date	Recipient Store / Reason *	Distributed Late	User
Requisition	27-12-2022	Regional store 02	No	M. BLOA Alain

Product Type	Product	Batch No.	Expiry Date	Formulation	Commercial Name	VVM Type	VVM Stage	Presentation	Quantity (Doses o	Actions
Vaccine	BCG	098123	29 Jan 2023	Lyophilised : reco...	BCG Freeze Dried Glu...	VVM-14	1.Initial stage	20	2,000	
Vaccine	BCG	098123	29 Jan 2023	Lyophilised : reco...	BCG Freeze Dried Glu...	VVM-14	1.Initial stage	20	2,000	

GO BACK

Note: It is also possible to review the full log of issuing transactions through the reports' functionality. Refer to section [6.2. Issuing reports](#) for more information.

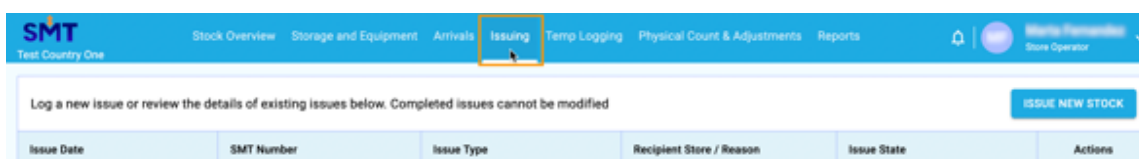
5.4.2. Registering distribution of supplies to other stores

The issuing functionality allows operators to register the details of products that have been taken out of their vaccine stock. It can be used to:

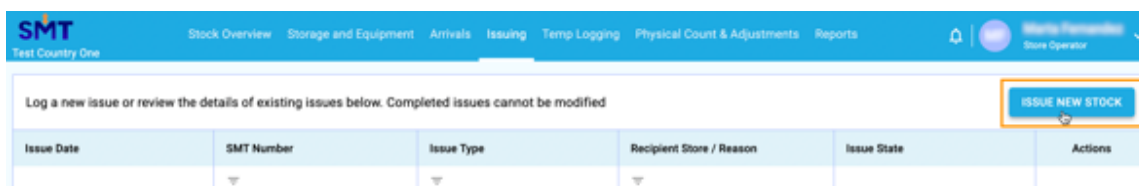
- o Register the **distribution** of products to another store (e.g. requisition from a lower store)
- o Register products being discarded as **wastage** (e.g. due to expiry, VVM change, etc)

This section describes the process of **sending supplies to another store**. The process of registering wastage is described in section [5.4.4. Registering wastage](#).

- **STEP 1.** Access the SMT as a store operator. Click on the “Issuing” tab on the top menu.



- **STEP 2.** Review the list of issues already registered to avoid creating duplicates. If the transaction is not on the list and you want to register it, click on the “Issue New Stock” button.



- **STEP 3.** On the new window, select “Requisition” as the issue type and then complete the rest of transaction details. The fields *Issue Type*, *Issue Date* and *Recipient Store*, in red, are mandatory, the other fields are optional and can be completed for future reference or left blank.

(1/2)

Issue New Stock		
Issue Type *	Issue Date	Recipient Store / Reason *
Requisition	28-07-2025	Recipient Store / Reason
When issuing out supplies to other store, select "Requisition" as Issue Type Select the date when the supplies have been issued out from the store. By default, this field is set to today's date, select a different date if needed Show All Stores Select the name of the store to which the supplies are being sent. By default, the menu shows only the vaccine stores directly under you in the hierarchy; click on "Show all stores" to view the full list and issue out to another location		

(2/2)

The user name of the person logging the transaction will get registered here

Distributed Late	User
No	Marina Thompson
International Shipping Ref	

If the item has been distributed late, according to the initial schedule, that can be reflected here (optional)

If relevant, the issue can be associated to a specific international shipping by entering the reference here (optional)

ADD LINE TO ISSUE

- **STEP 4.** After the generic details have been completed, click on “Add Line to Issue”.
- **STEP 5.** Enter the details of each product on the issue, following the example below. The product type, name and batch number are linked to the list of stock available in your store, so you must select from a given list of options.

The fields marked in red are mandatory.

Add Product to Issue

Product Type * Vaccine	Product * BCG	Batch Number * AB100	Expiration Date 31-12-2023
Formulation Lyophilised : reconstituted with excipient diluer		Commercial Name BCG Freeze Dried Glutamate vaccine	Presentation 20
Producer	VVM Stage 1. Initial stage	Routine or SIA Routine	Current Batch Balance 2780
VVM Type	Quantity (Doses or Units) * 200	Origin	Storage Location
Total Stock Balance 4577880			
Volume Issued (litres) 0.176	Weight Issued (KG)	Comments	

Additional information or comments can be added for reference (optional)

SAVE

- **STEP 6.** Once all the relevant information has been completed, click on “Save”. To minimize data entry errors and alert of potential stock risks, a warning message will be shown under certain conditions, such as short expiry date, advanced VVM stage, or low stock.

Warning(s)

- Issue will take product below the Min level for the store

To proceed in spite of these warnings, press Continue. To return to the Issue, press Cancel

[CONTINUE](#) [Cancel](#)

Warning(s)

- The expiry date for batch(es) 92 you have entered is less than 3 months from now

To proceed in spite of these warnings, press Continue. To return to the Issue, press Cancel

[CONTINUE](#) [Cancel](#)

If any of these warning messages are shown, click on the “[Cancel](#)” button to go back and review the information to ensure no data entry errors have been made and to make any necessary changes. If all the information is correct, click on “[Continue](#)” to register the product line.

Note: If the user tries to issue stock that is already expired or has VVM stage unusable using “requisition” as issue type, the transaction will be blocked. Such items can only be registered using “wastage” as issue type.

Batch 986075y has expired. Please use the Wastage function in Issuing to manage this.

[OK](#)

- **STEP 7.** Repeat the Steps 4-6 until all the product lines have been registered. Note that if the transaction contains different batches of the same product, each batch must be registered as a separate product line.
- **STEP 8.** After entering all the product lines have been correctly registered, the transaction is ready to be saved.

Click on “[Save as a draft and go back](#)” if you wish to save the information but want to be able to edit it at a later stage. The data will be saved on the issuing screen, but the products will **not** be subtracted from the stock while the transaction is on draft stage.

Issue New Stock

Issue Type * [Requisition](#) Issue Date 28-07-2025 Recipient Store / Reason * [Mambala](#) Distributed Date No International Shipping Ref [Show](#)

☐ Show All Stores

[ADD LINE TO ISSUE](#)

Product Type	Product	Batch No.	Expiry Date	Formulation	Commercial Name	VVM Type	VVM Stage	Presentation	Quantity (Doses or Units)	Current Batch Balance	Total Stock Balance	Actions
Vaccine	BCG	1730	31 Oct 2027	Lyophilised : reco...	BCG Freeze Dried GLU...	VVM-30	1.Initial stage	20	5,000	9,800	9,800	✎ 🗑
Supplies	ADS_0.05ml	210219	28 Feb 2026					100	1,000	33,760	107,500	✎ 🗑

[DELETE](#) [SAVE AS DRAFT AND GO BACK](#) [FINALIZE](#)

Click on **“Finalize”** if you are sure that all information entered on the issue screen is correct and you want the stock levels of your vaccine store to be updated accordingly. **Once a transaction has been finalized, the data cannot be edited or deleted.**

Issue New Stock

Issue Type *
Requisition

Issue Date
28-07-2025

Recipient Store / Reason *
Mambala

Distributed Late
No

International Shipping Ref

☐ Show All Stores

ADD LINE TO ISSUE

Product Type	Product	Batch No.	Expiry Date	Formulation	Commercial Name	VVM Type	VVM Stage	Presentation	Quantity (Doses or Units)	Current Batch Balance	Total Stock Balance	Actions
Vaccine	BCG	1730	31 Oct 2027	Lyophilised : reco...	BCG Freeze Dried Glu...	VVM-30	1.Initial stage	20	5,000	9,800	9,800	 
Supplies	ADS_0.05ml	210219	28 Feb 2026					100	1,000	33,760	107,500	 

DELETE SAVE AS DRAFT AND GO BACK FINALIZE

If the lines entered are incorrect and/or you want to completely cancel the transaction and not save any data, click on the **“Delete”** button. **Note that the data cannot be recovered after this action.**

Issue New Stock

Issue Type *
Requisition

Issue Date
28-07-2025

Recipient Store / Reason *
Mambala

Distributed Late
No

International Shipping Ref

☐ Show All Stores

ADD LINE TO ISSUE

Product Type	Product	Batch No.	Expiry Date	Formulation	Commercial Name	VVM Type	VVM Stage	Presentation	Quantity (Doses or Units)	Current Batch Balance	Total Stock Balance	Actions
Vaccine	BCG	1730	31 Oct 2027	Lyophilised : reco...	BCG Freeze Dried Glu...	VVM-30	1.Initial stage	20	5,000	9,800	9,800	 
Supplies	ADS_0.05ml	210219	28 Feb 2026					100	1,000	33,760	107,500	 

DELETE SAVE AS DRAFT AND GO BACK FINALIZE

- **STEP 9.** On the **Issuing** main screen, verify that the transaction that you have registered has been added to the list with the correct status (i.e. Draft or Completed).

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023	TC1Reg2661	Requisition	Region 07	Draft	  
07 Sep 2023	TC1Reg2660	Requisition	Region 07	Complete	  

Remember that while the transaction stays in draft it can still be modified. However, the stock levels will not be updated until the transaction is finalized and marked complete.

- **STEP 10.** If the transaction is completed, click on **“Stock overview”** to verify that the product exit has been correctly reflected and the stock levels of your vaccine store are updated accordingly.

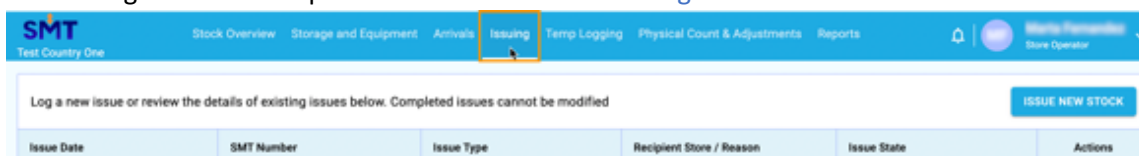
Note: If you are using the online SMT app and sending supplies to another store using the online SMT app, once the issuing transaction has been finalized, the recipient store will receive a notification with the details you have just registered.

5.4.3. Printing issue vouchers

To facilitate preparation of supplies for distribution as well as tracking of goods, the SMT offers the option to print an issue voucher.

For stores with long lists of supplies to be prepared for distribution, it is recommended that the issue vouchers are printed when the transactions are in **draft** mode, as pick and pack lists. Once the items are prepared and it has been confirmed that the items packed match what was on the list, the draft transaction can be finalized on the SMT and the **final** issue voucher printed, signed, and attached to the supplies, as a waybill.

- **STEP 1.** Log in as a store operator and click on the “Issuing” tab to see the list of transactions.



- **STEP 2.** Scroll down, use the page navigation buttons or the filtering option to locate the draft transaction you want to print. Then click the “Print Issue” button on the right.

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023		Wastage	Expired	Complete	
07 Sep 2023	TC1Reg2661	Requisition	Region 07	Complete	
07 Sep 2023	TC1Reg2660	Requisition	Region 07	Complete	

- **STEP 3.** Review the details on the issue voucher and click on the “Print” button on the top right corner of the screen.

Print Preview PRINT

Issuing Store : Test Country One Date of issue : 07/09/2023 Type of issue : Requisition Recipient/Reason : Region 07 Voucher number : TC1Reg2661

Product Type	Product	Expiry Date	Batch No.	VVM Type	Presentation (doses/vials OR units/box)	Storage Location	Issued				SIA Type	Comments
							Quantity (Doses or Units)	Number of vials or boxes	Volume (L)	Cost estimation		
Vaccine	Men-A	25 Sep 2023	92	VVM-7	10	test AK1	100	10.000	0.211	62.000		
Vaccine	BCG	31 Dec 2023	AB100		20	Refrigerateur 1	200	10.000	0.176			
Total cost of supplies (\$)										NaN		

Shipment Details	Units	Vaccines	Diluents	Safe Injection Equipment	Total
Estimated Net Volume	litres	0.387	0.000	0.000	0.387
Estimated No. of Shipping Boxes	Units	0.019	0.000	0.000	0.019
Estimated Gross Volume	m3	0.004	0.000	0.000	0.004
Estimated Gross Weight	kg	0.677	0.000	0.000	0.677

Issuing Store		Receiving Store	
Name		Name	
Position		Position	
Signature		Signature	
Date		Date	

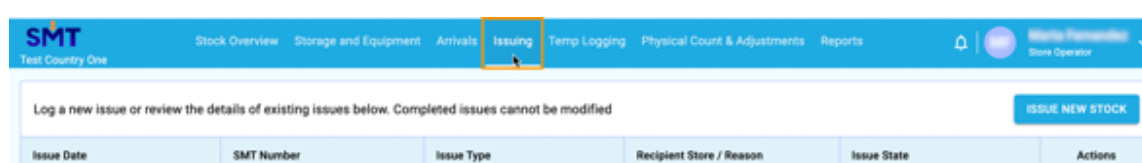
5.4.4. Registering wastage

The issuing functionality allows operators to register the details of products that have been taken out of their vaccine stock. It can be used to:

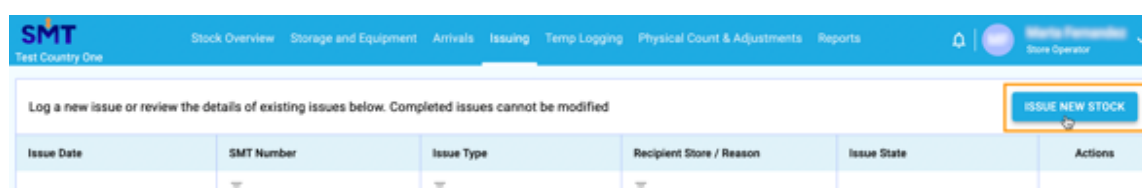
- o Register the **distribution** of products to another store (e.g. requisition from a lower store)
- o Register products being discarded as **wastage** (e.g. due to expiry, VVM change, etc)

This section describes the process of **registering wastage**. The process of issuing supplies to another store is described in section [5.4.2. Registering distribution of supplies to other stores](#).

- **STEP 1.** Access the SMT as a store operator. Click on the “Issuing” tab on the top menu.

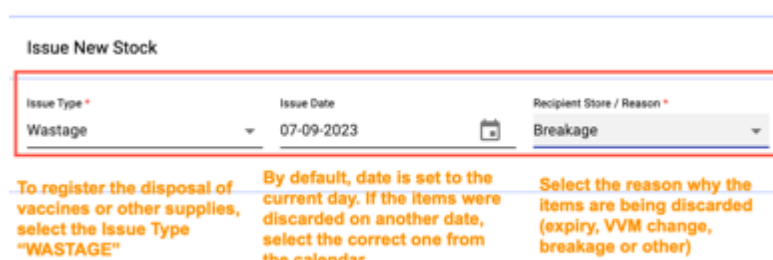


- **STEP 2.** Review the list of wastage transactions already registered to avoid creating duplicates. If the transaction is not on the list and you want to register it, click on the “Issue New Stock” button.



- **STEP 3.** On the new window, select “Wastage” as the issue type and then complete the rest of transaction details. The fields *Issue Type*, *Issue Date* and *Reason*, in red, are mandatory, the other fields are optional and can be completed for future reference or left blank.

(1/2)



The screenshot shows the 'Issue New Stock' form. The form has three main sections: 'Issue Type', 'Issue Date', and 'Recipient Store / Reason'. The 'Issue Type' dropdown is set to 'Wastage'. The 'Issue Date' is set to '07-09-2023'. The 'Recipient Store / Reason' dropdown is set to 'Breakage'. Below the form, there are three columns of instructions:

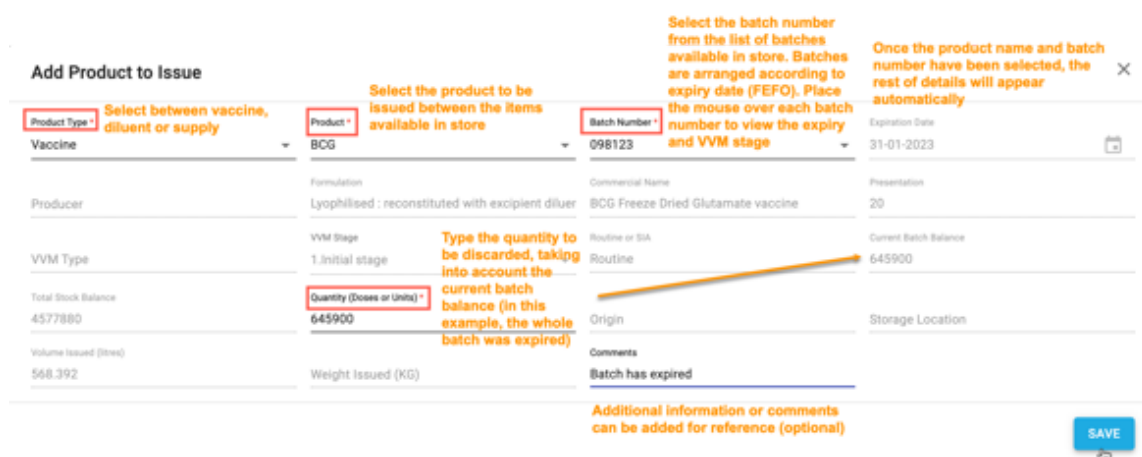
To register the disposal of vaccines or other supplies, select the Issue Type “WASTAGE”	By default, date is set to the current day. If the items were discarded on another date, select the correct one from the calendar	Select the reason why the items are being discarded (expiry, VVM change, breakage or other)
---	---	---

(2/2)



- **STEP 4.** After the generic details have been completed, click on “Add Line to Issue”.
- **STEP 5.** Enter the details of each product that has been discarded, following the example below. The product type, name and batch number are linked to the list of stock available on your store, so you must select from a given list of options.

The fields marked in red are mandatory.



- **STEP 6.** Once all the relevant information has been completed, click on “Save”.
- **STEP 7.** Repeat the Steps 4-6 for additional products if needed. Note that if different batches of the same product have been discarded, each batch must be registered as a separate wastage line.
- **STEP 8.** After entering all the product lines have been correctly registered, the transaction is ready to be saved.

Click on **“Save as a draft and go back”** if you wish to save the information but want to be able to edit it at a later stage. The data will be saved on the issuing screen, but the products will **not** be subtracted from the stock while the wastage is on draft stage.

Issue New Stock

Issue Type *	Issue Date	Recipient Store / Reason *	Distributed Late	International Shipping Ref	User
Wastage	07-09-2023	Expired	No	International Shipping Ref	Marta Fernandez

ADD LINE TO ISSUE

Product Type	Product	Batch No.	Expiry Date	Formulation	Commercial Name	VVM Type	VVM Stage	Presentation	Quantity (Doses)	Actions
Vaccine	BCG	098123	31 Jan 2023	Lyophilised : reco...	BCG Freeze Dried Glu...	VVM-14	1.Initial stage	20	645,900	 

SAVE AS DRAFT AND GO BACK FINALIZE

Click on **“Finalize”** if you are sure that the wastage information entered on the screen is correct and you want the stock levels of your vaccine store to be updated accordingly. **Once a transaction has been finalized, the data cannot be edited or deleted.**

Issue New Stock

Issue Type *	Issue Date	Recipient Store / Reason *	Distributed Late	International Shipping Ref	User
Wastage	07-09-2023	Expired	No	International Shipping Ref	Marta Fernandez

ADD LINE TO ISSUE

Product Type	Product	Batch No.	Expiry Date	Formulation	Commercial Name	VVM Type	VVM Stage	Presentation	Quantity (Doses)	Actions
Vaccine	BCG	098123	31 Jan 2023	Lyophilised : reco...	BCG Freeze Dried Glu...	VVM-14	1.Initial stage	20	645,900	 

SAVE AS DRAFT AND GO BACK FINALIZE

- **STEP 9.** On the **Issuing** main screen, verify that the transaction that you have registered has been added to the list with the correct issue type (i.e. wastage), wastage reason (e.g. expired, breakage, etc.) and transaction status (i.e. Draft or Completed).

Stock issuing can be added/modified

ISSUE NEW STOCK

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023		Wastage	Expired	Draft	 

Remember that while the transaction stays in draft mode it can still be modified. However, the stock details will not be updated on the stock overview until the transaction is finalized and marked complete.

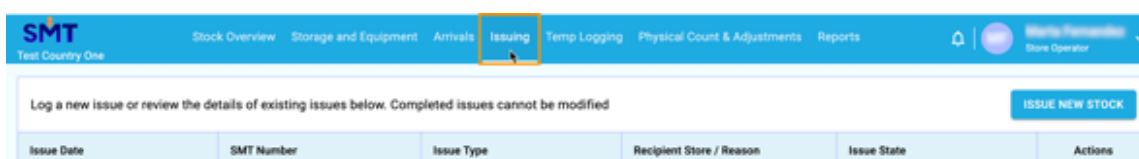
- **STEP 10.** If the transaction is completed, click on **“Stock overview”** to verify that the product wastage has been correctly reflected and the stock levels of your vaccine store are updated accordingly.

5.4.5. Editing issues

If an issue (requisition or wastage) has been saved as a **“Draft”**, it is possible to retrieve it and modify its details. Once the transaction has been finalized and is registered as **“Complete”** it can no longer be edited. However, it is possible to add notes and comments to it.

Note: For online SMT, store operators can see and edit transactions entered by themselves and other operators from the same store. For offline SMT, each operator will only be able to see and modify their own transactions, until each user completes synchronization with the online system.

- **STEP 1.** Log in as a store operator and click on the **“Issuing”** tab to see the list of previously registered transactions.



- **STEP 2.** Scroll down, use the page navigation buttons or the filtering option to locate the draft transaction you want to modify. Then click the **“Edit”** button on the right.

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023		Wastage	Expired	Draft	  
07 Sep 2023	TC1Reg2661	Requisition	Region 07	Draft	  
07 Sep 2023	TC1Reg2660	Requisition	Region 07	Complete	 

If the transaction is already marked as complete, the edit button will not be available. Click on the **“View”** button instead.

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023		Wastage	Expired	Draft	  
07 Sep 2023	TC1Reg2661	Requisition	Region 07	Draft	  
07 Sep 2023	TC1Reg2660	Requisition	Region 07	Complete	 
06 Sep 2023	TC1Reg2658	Requisition	Region 07	Complete	 

- **STEP 3.** On the transaction screen, review the details and modify them as needed. To review and modify specific product lines, click on the **“Edit”** button of each line.

View Issued Stock

Issue Type * Requisition Issue Date 07-09-2023 Recipient Store / Reason * Region 07 Distributed Line No International Shipping Ref User Marta Fernandez

[ADD LINE TO ISSUE](#)

Product Type	Product	Batch No.	Expiry Date	Formulation	Commercial Name	VVM Type	VVM Stage	Presentation	Quantity (Dose)	Actions
Vaccine	Men-A	92	25 Sep 2023	Lyophilised : reco...	MenAfriVac A Conjug...	VVM-7	0.None	10	100	
Vaccine	BCG	AB100	31 Dec 2023	Lyophilised : reco...	BCG Freeze Dried Glu...		1.Initial stage	20	200	

[SAVE AS DRAFT AND GO BACK](#) [FINALIZE](#)

- **STEP 4.** Edit the details of each product line as needed, then click “Update” when finished.

Editing Issued Stock

Product Type * Vaccine Product * Men-A Batch Number * 92 Expiration Date 25-09-2023

Formulation Lyophilised : reconstituted with excipient diluer Commercial Name MenAfriVac A Conjugate Vaccine Presentation 10

VVM Type 0.None VVM Stage Routine or SIA Routine Current Batch Balance 700

Total Stock Balance 1310 Quantity (Doses or Units) * 100 Origin Storage Location

Volume Issued (litres) 0.211 Weight Issued (KG) Comments

[UPDATE](#)

For “draft” transactions, all details can be edited and updated. For transactions with status “complete”, only notes and comments can be added.

Edit comments

Comments

[UPDATE](#)

- **STEP 5.** After the updates have been made, click on “Finalize” to complete the transaction. (or save again as draft if more modification will be needed)

View Issued Stock

Issue Type * Requisition Issue Date 07-09-2023 Recipient Store / Reason * Region 07 Distributed Line No International Shipping Ref User Marta Fernandez

[ADD LINE TO ISSUE](#)

Product Type	Product	Batch No.	Expiry Date	Formulation	Commercial Name	VVM Type	VVM Stage	Presentation	Quantity (Dose)	Actions
Vaccine	Men-A	92	25 Sep 2023	Lyophilised : reco...	MenAfriVac A Conjug...	VVM-7	0.None	10	100	
Vaccine	BCG	AB100	31 Dec 2023	Lyophilised : reco...	BCG Freeze Dried Glu...		1.Initial stage	20	200	

[SAVE AS DRAFT AND GO BACK](#) [FINALIZE](#)

- **STEP 6.** On the [Issuing](#) main screen, verify that the edited transaction is now showing on the list with the correct status.

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023					
07 Sep 2023		Wastage	Expired	Draft	  
07 Sep 2023	TC1Reg2861	Requisition	Region 07	Complete	  
07 Sep 2023	TC1Reg2860	Requisition	Region 07	Complete	  

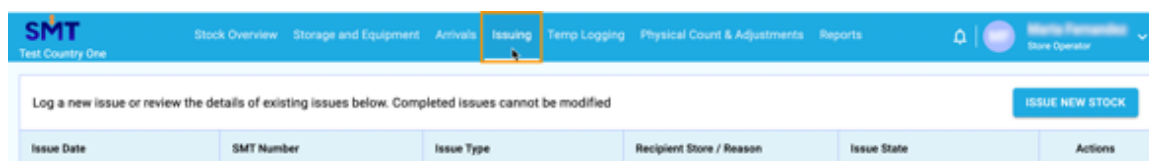
- **STEP 7.** If the transaction is completed, click on [“Stock overview”](#) to verify that the movement of supplies is correctly reflected on the stock levels of your vaccine store.

5.4.6. Deleting issues

If an issuing transaction has been saved as a “Draft”, it is possible to retrieve it and delete it fully or partly. **Once an issue (requisition or wastage) has been finalized and is registered as “Complete” it can no longer be deleted.**

Note: For online SMT, store operators can delete draft transactions entered by themselves and other operators from the same store. For offline SMT, each operator will only be able to see and delete their own draft transactions, until each user completes synchronization with the online system.

- **STEP 1.** Log in as a store operator and click on the “Issuing” tab to see the list of previously registered transactions.



- **STEP 2.** Scroll down, use the page navigation buttons or the filtering option to locate the **draft** transaction you want to delete.

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023		Wastage	Expired	Draft	  
07 Sep 2023	TC1Reg2661	Requisition	Region 07	Complete	  

- **STEP 3**

A. To completely delete the **draft** transaction, click the “Delete” button on the right.

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023		Wastage	Expired	Draft	  
07 Sep 2023	TC1Reg2661	Requisition	Region 07	Complete	  

Note: if the transaction is already marked as complete instead of draft, the delete button will not be available.

B. To delete only specific product lines, click on the “Edit” button first,

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
07 Sep 2023		Wastage	Expired	Draft	  
07 Sep 2023	TC1Reg2661	Requisition	Region 07	Complete	  

then click the “Delete” button on the product line.

View Issued Stock

Issue Type *	Issue Date	Recipient Store / Reason *	Distributed Date	User
Wastage	07-09-2023	Expired	No	Marta Fernandez

ADD LINE TO ISSUE

Product Type	Product	Batch No.	Expiry Date	Formulation	Commercial Name	VVM Type	VVM Stage	Presentation	Quantity (Doses)	Actions
Vaccine	BCG	098123	31 Jan 2023	Lyophilised : reco...	BCG Freeze Dried Glu...	VVM-14	1.Initial stage	20	645,900	

SAVE AS DRAFT AND GO BACK FINALIZE

- **STEP 4.** After clicking on the delete button the SMT will ask for confirmation. Click on the “Yes” button to continue with the deletion process, otherwise cancel.

Are you sure that you want to delete this item?

YES Cancel

A green pop-up window with the message “Data deleted successfully” should appear.

- **STEP 5.** On the Issuing main screen, verify that the deleted transaction has been removed from the list.

5.5. TEMPERATURE LOGGING

The temperature logging functionality allows SMT users to keep and monitor records of key data points related to their cold chain equipment, such as minimum and maximum temperature and temperature alarms.

It is important to note that this functionality does not allow daily recording of temperatures or continuous monitoring. Store operators must use their temperature logging devices to closely monitor temperature excursions and must use the real time information available in their devices to make operational decisions.

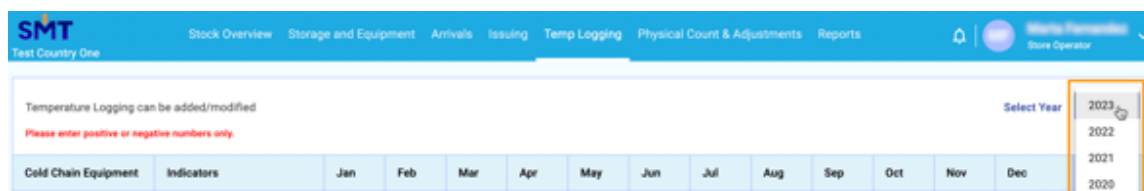
The purpose of the SMT temperature functionality is to keep **basic records of temperature excursions and alarms per month**, which can be used later to identify trends and potential issues with cold chain functionality and/or management.

5.5.1. Registering temperature records

- **STEP 1.** At the end of each month, collect the necessary 4 key data points from your temperature devices, for each cold chain equipment:
 - **Minimum temperature** recorded during the month
 - **Maximum temperature** recorded during the month
 - Number of **alarms** triggered during the month due to **low temperature**
 - Number of **alarms** triggered during the month due to **high temperature**
- **STEP 2.** Log into the SMT as a store operator and click on the “Temp Logging” tab.



- **STEP 3.** By default, the screen will show the current year. Click on the “Select Year” dropdown menu to choose a different period. It is possible to enter data for the current year and the one immediately before (e.g. in January 2024 you can register data for December 2023). Additional records from the years before can be visualized but not modified.



- **STEP 4.** On the first column on the left, the list of cold chain equipment registered for your store will display. Scroll down to find the equipment for which you want to register temperature records.

Cold Chain Equipment	Indicators	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actions
WIC A2	Minimum Temperature	2	2.5	2.1										
	# Low Temperature Alarms	0	0	0										
	Maximum Temperature	6.2	9.3	6.8										
	# High Temperature Alarms	0	1	0										

- **STEP 5.** On the Actions column on the right, click on the “Edit” button.

Cold Chain Equipment	Indicators	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actions
WIC A2	Minimum Temperature	2	2.5	2.1										 
	# Low Temperature Alarms	0	0	0										
	Maximum Temperature	6.2	9.3	6.8										
	# High Temperature Alarms	0	1	0										

- **STEP 6.** Type in the data for the relevant month: The minimum temperature recorded during the month and total number of low temperature alarms; and the maximum temperature recorded during the month and total number of high temperature alarms.

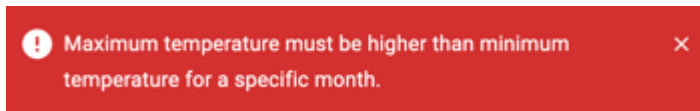
Cold Chain Equipment	Indicators	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actions
WIC A2	Minimum Temperature	2	2.5	2.1	3									
	# Low Temperature Alarms	0	0	0	0									
	Maximum Temperature	6.2	9.3	6.8	7									
	# High Temperature Alarms	0	1	0	0									

- **STEP 7.** When finished, click on the “Save” button under the Actions column on the right.

Cold Chain Equipment	Indicators	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actions
WIC A2	Minimum Temperature	2	2.5	2.1	3									 
	# Low Temperature Alarms	0	0	0	0									
	Maximum Temperature	6.2	9.3	6.8	7									
	# High Temperature Alarms	0	1	0	0									

A green pop-up window with the message “Data saved successfully” will appear.

Note: To reduce data entry errors, the data validation system will warn the user if the data entered does not meet the logic requirements. For example, if the value for minimum temperature is higher than the value entered for maximum temperature.



If this message appears, review your data and enter it again.

- **STEP 8.** Repeat the process until you have entered the data for all cold chain equipment and storage space in your vaccine store for the corresponding month(s).

5.6. PHYSICAL COUNT AND ADJUSTMENTS

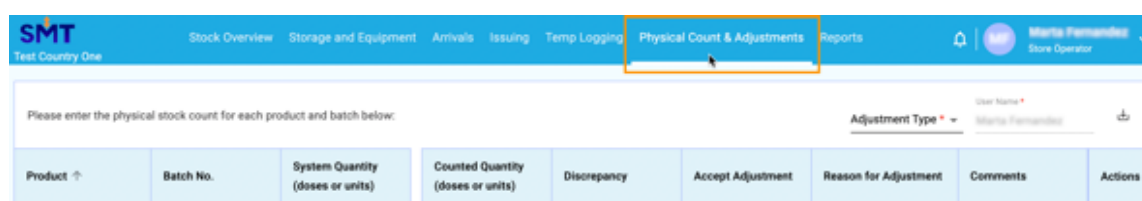
The physical count & adjustments functionality allows store operators to correct stock balances of supplies in their vaccine store. This functionality can be used to:

- o Verify or modify stock balances after conducting a **physical count** in the store
- o Modify stock balances after founding a discrepancy due to a **data entry error**

5.6.1. Registering a physical count

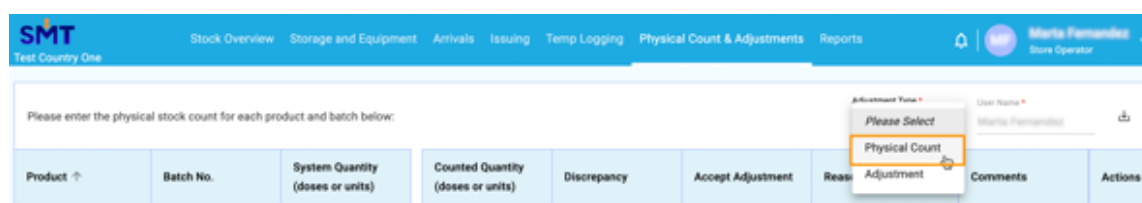
This section describes how to proceed to register in the SMT the results of inventory counts conducted in the vaccine store, using the [Physical Count](#) functionality.

- **STEP 1.** Log into the SMT as a store operator and click on the “Physical Count & Adjustment” tab.



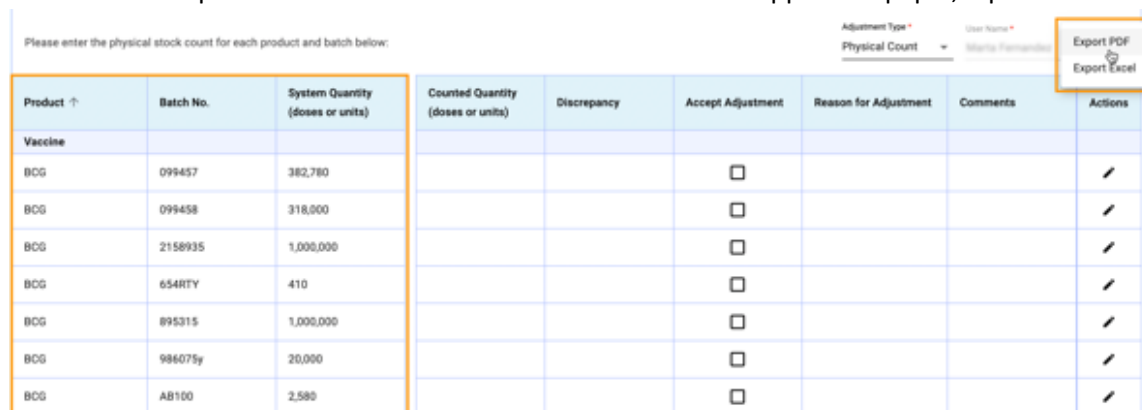
The screenshot shows the SMT interface with the 'Physical Count & Adjustments' tab highlighted in the top navigation bar. Below the navigation bar, there is a header section with the text 'Please enter the physical stock count for each product and batch below:' and a dropdown menu for 'Adjustment Type' set to 'Physical Count'. Below this is a table with the following columns: Product, Batch No., System Quantity (doses or units), Counted Quantity (doses or units), Discrepancy, Accept Adjustment, Reason for Adjustment, Comments, and Actions.

- **STEP 2.** On the dropdown menu called “Adjustment type”, select the “Physical Count” option.



The screenshot shows the SMT interface with the 'Adjustment Type' dropdown menu open. The 'Physical Count' option is selected and highlighted. The table below the dropdown menu is the same as in the previous screenshot.

- **STEP 3.** On the screen, you will see the full list of vaccines, diluents and supplies available on your store, with the batch numbers and the quantity of each batch. This is the information that you will use for reference while conducting the physical count. You can use the “Export” button next to your username to download this list in pdf or Excel format. You can print this list and use it to record the count of supplies on paper, if preferred.



The screenshot shows the SMT interface with the full list of vaccines, diluents and supplies available on the store. The table below the dropdown menu is the same as in the previous screenshots. The 'Export PDF' and 'Export Excel' buttons are visible next to the user name.

Product	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
Vaccine								
BCG	099457	382,780			☐			
BCG	099458	318,000			☐			
BCG	2158935	1,000,000			☐			
BCG	654RTY	410			☐			
BCG	895315	1,000,000			☐			
BCG	986075y	20,000			☐			
BCG	AB100	2,580			☐			

- **STEP 4.** Conduct the count of each item on the list and take note of the counted quantity for each batch of each product. If the counted quantity does not match the SMT quantity, conduct a recount and verify across different storage locations that the full batch has been counted. Take note of any additional relevant information that can justify the count discrepancy.
- **STEP 5.** After the count is completed, back on the SMT screen, clicking on the “Edit” button for each batch line.

Please enter the physical stock count for each product and batch below:

Adjustment Type: **Physical Count** User Name: **Admin/Pharmacist**

Product ↑	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
Vaccine								
BCG	099457	382,800			☐			
BCG	099458	318,000			☐			
BCG	654RTY	400			☐			

- **STEP 6.** Enter the counted quantity for each batch on the “Stock Quantity” field. The discrepancy between the SMT quantity and the counted quantity will be automatically calculated.

If the quantities match and the discrepancy is zero, you can proceed to save the value.

Physical Count & Adjustments

Product : BCG Batch No. : 099457

Please enter counted quantity*

Stock Quantity* **382800**

System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Reason for Adjustment
382800	382800	0	

☐ Accept Adjustment? Comments

Reset **SAVE**

If the quantities do not match, the SMT will populate the field “Reason for adjustment” as “missing” or “surplus”, depending on whether the discrepancy is positive or negative. The user will be required to verify that the data entered is correct by clicking “Accept Adjustment”. The “Comments” field also becomes mandatory in this case. After all the fields have been verified and completed, you can proceed to save the data. A pop-up window with the message “Data saved successfully” will appear.

✕

Physical Count & Adjustments

Product : BCG Batch No. : 099457

Please enter counted quantity*

Stock Quantity*
 382780

System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Reason for Adjustment
382800	382780	-20	Missing

☒ Accept Adjustment?

Comments*
This field is required

Reset
SAVE

- **STEP 7.** After saving the information, the data will be reflected on the list. Repeat the process with each batch line until the full list is completed.

Please enter the physical stock count for each product and batch below:

Adjustment Type*
 Physical Count

User Name*
 Admin/Transparency

Product ↑	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
Vaccine								
BCG	099457	382,800	382,780	-20	☒	Missing	One vial was missl...	✎
BCG	099458	318,000			☐			✎
BCG	654RTY	400			☐			✎

- **STEP 8.** Once the full count has been registered on the SMT screen, click the “Finalize” button at the bottom of the screen.

ADS_0.1ml	0123456	1,500,000	1,500,000	0	☐			✎
ADS_0.5ml	765289	1,000,000	1,000,000	0	☐			✎
bednet	8we3	300	305	5	☒	Surplus	Five additional bed...	✎

Reset All Fields
FINALIZE

The SMT will ask for confirmation. If you are sure that all the information entered is correct and you want that the stock levels get updated accordingly, click “OK”, otherwise cancel.

Please ensure all entered information is correct. Once completed, it cannot be modified

OK

Cancel

A pop-up window with the message “Data updated successfully” will appear.

- **STEP 9.** Verify that the new values for each batch number are now correctly reflected on the screen.

Please enter the physical stock count for each product and batch below:

Updates values will be reflected here after finalising

Product ↑	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
Vaccine								
BCG	099457	382,780			☐			
BCG	099458	318,000			☐			
BCG	654RTY	410			☐			

Notes:

- o The new stock balances will also be reflected accordingly on the “[Stock Overview](#)” screen.
- o The discrepancies registered will also get automatically logged on the [Arrivals](#) and [Issuing](#) screens depending on whether they are positive or negative quantities (i.e. positive discrepancy = surplus = will show in arrivals screen / negative discrepancy = missing = will show in issuing screen)

SMT Test Country One

Stock Overview | Store Data | **Arrivals** | Issuing | Temp Logging | Physical Count & Adjustments | Reports

Log a new arrival or review the details of existing arrivals below. Completed arrivals cannot be modified

[LOG NEW ARRIVAL](#)

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
08 Sep 2023		Physical Count	Surplus	Complete	
08 Sep 2023		Physical Count	Surplus	Complete	

SMT Test Country One

Stock Overview | Storage and Equipment | Arrivals | **Issuing** | Temp Logging | Physical Count & Adjustments | Reports

Log a new issue or review the details of existing issues below. Completed issues cannot be modified

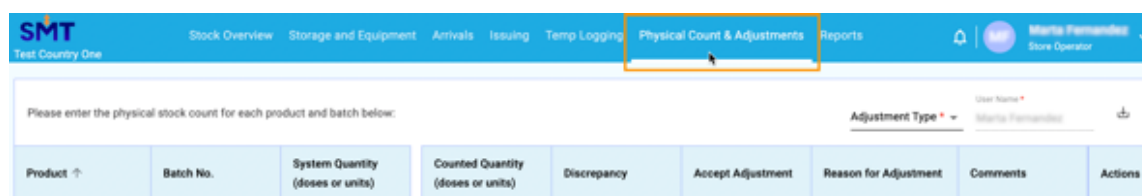
[ISSUE NEW STOCK](#)

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
08 Sep 2023		Physical Count	Missing	Complete	

5.6.2. Registering adjustments

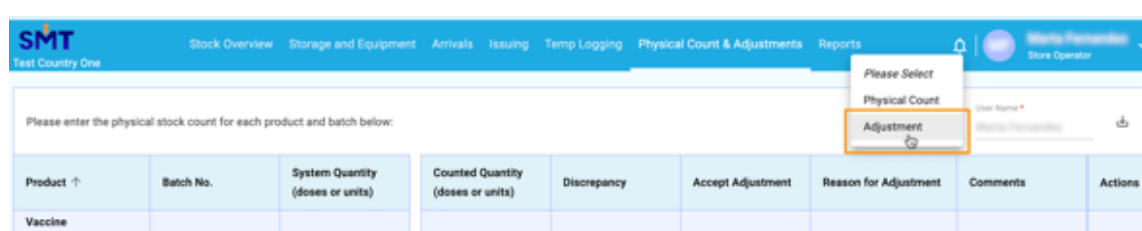
This section describes how to proceed correct stock balances caused by data entry errors using the [Adjustment](#) functionality.

- **STEP 1.** Log into the SMT as a store operator and click on the “Physical Count & Adjustment” tab.



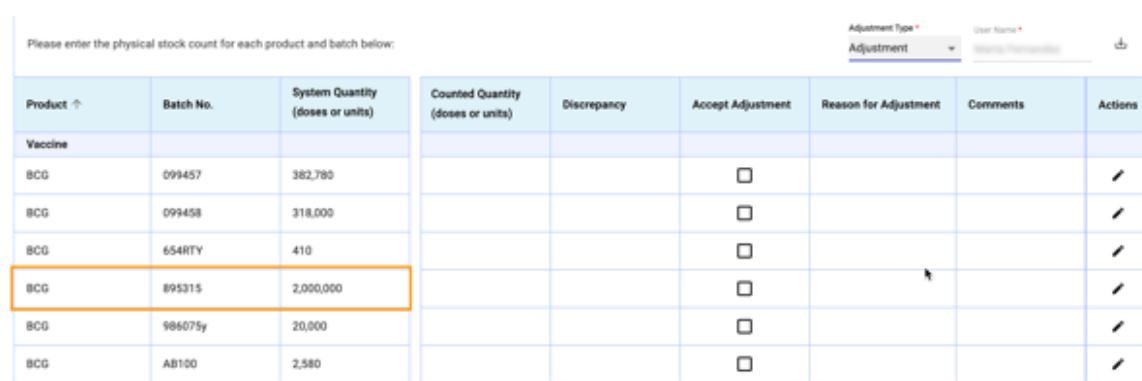
Product ↑	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
-----------	-----------	----------------------------------	-----------------------------------	-------------	-------------------	-----------------------	----------	---------

- **STEP 2.** On the dropdown menu called “Adjustment type”, select the “Adjustment” option.



Product ↑	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
Vaccine								

- **STEP 3.** On the screen, you will see the full list of vaccines, diluents and supplies available in your store, with the batch numbers and the quantity of each batch. Scroll down to find the item and batch for which you wish to make a correction.



Product ↑	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
Vaccine								
BCG	099457	382,780			☐			
BCG	099458	318,000			☐			
BCG	654RTY	410			☐			
BCG	895315	2,000,000			☐			
BCG	986075y	20,000			☐			
BCG	AB100	2,580			☐			

- **STEP 4.** Click on the “Edit” button for the specific batch line.



Product ↑	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
Vaccine								
BCG	099457	382,780			☐			
BCG	099458	318,000			☐			
BCG	654RTY	410			☐			
BCG	895315	2,000,000			☐			
BCG	986075y	20,000			☐			

- **STEP 5.** Enter the correct quantity for the batch on the “**Stock Quantity**” field. The discrepancy between the SMT quantity and the correct quantity will be automatically calculated. To proceed, click on “**Accept adjustment**” and add a comment to explain the reason for the correction.

Physical Count & Adjustments

Product : BCG Batch No. : 895315

Please enter counted quantity*

Stock Quantity *

1000000

Type here the correct stock balance that should be shown on the SMT for this batch.
If the batch number is incorrect, write zero to fully delete the batch

System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Reason for Adjustment
2000000	1000000	-1000000	Missing

☒ Accept Adjustment?

Comments*

Opening balance for this batch entered twice by mistake, correct quantity is 1,000,000

Write the details of the data entry error that caused the discrepancy

Reset

SAVE

After all the fields have been verified and completed, you can proceed to save the data. A pop-up window with the message “Data saved successfully” will appear.

- **STEP 6.** After saving the information, the corrected data and comments will be reflected on the screen.

Product 	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
Vaccine								
BCG	099457	382,780			☐			
BCG	099458	318,000			☐			
BCG	654RTY	410			☐			
BCG	895315	2,000,000	1,000,000	-1,000,000	☒	Missing	Opening balance f...	
BCG	986075y	20,000			☐			

- **STEP 7.** If another item needs to be corrected, repeat the process, otherwise scroll down, and click the “Finalize” button at the bottom of the screen.

A screenshot of the 'New Project' dialog box. The 'Project Name' field is highlighted with a red rectangle. The 'Finalize' button is highlighted with a blue rectangle. The 'Reset All Fields' button is also visible.

The SMT will ask for confirmation. If you are sure that all the information entered is correct and you want that the data gets updated accordingly, click “OK”, otherwise cancel.

Please ensure all entered information is correct. Once completed, it cannot be modified



A pop-up window with the message “Data updated successfully” will appear.

- **STEP 8.** Verify that the new value is now correctly reflected on this screen and on the [Stock Overview](#).

Adjustment screen:

Please enter the physical stock count for each product and batch below:

Adjustment Type ▾ = 

Product ▴	Batch No.	System Quantity (doses or units)	Counted Quantity (doses or units)	Discrepancy	Accept Adjustment	Reason for Adjustment	Comments	Actions
Vaccine								
BCG	099457	382,780			☐			
BCG	099458	318,000			☐			
BCG	654RTY	410			☐			
BCG	895315	1,000,000			☐			

Stock overview screen:

[illegible]

Notes:

- o The discrepancy will also get automatically logged on the [Arrivals](#) and [Issuing](#) screens depending on whether it was a positive or negative quantity (i.e. positive discrepancy = surplus = will show in arrivals screen / negative discrepancy = missing = will show in issuing screen)

SMT

Test Country One

[Stock Overview](#)
[Storage and Equipment](#)
[Services](#)
[Issuing](#)
[Shipping Logistics](#)
[Physical Count & Adjustments](#)
[Reports](#)

[My Profile](#)
[Manage My Account](#)

Log a new issue or review the details of existing issues below. Completed issues cannot be modified

ISSUE NEW STOCK

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
08 Sep 2023		Adjustment	Missing	Complete	

STEP 9. If the discrepancy was caused by a data entry error, identify and locate the erroneous transaction on the arrivals or issuing screen, and add a comment to it (e.g. *“disregard this line, duplicated by error”*). This will help users filter out wrong data entries on the reports.

Refer to section [5.3.4. Editing arrivals](#) or [5.4.5. Editing issues](#) to learn more about adding comments to transactions.

STEP 10. (optional) If the error was related to the batch information and the stock quantity was registered as zero, the adjustment process serves only to delete this wrong batch. However, the process of correcting the data has to be completed by **re-entering the batch with the correct information through the arrival functionality.**

Refer to section [5.3.2. Registering new arrivals \(manual process\)](#) for more information.

6. REPORTS

CONTENTS OF THIS CHAPTER:

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The “Reports” functionality in the SMT platform allows users to generate and export different types of data sets in multiple formats, such as tables, charts, and graphs. The purpose of this functionality is to support decision making processes by facilitating analysis of stock data and monitoring of different indicators related to supply performance.

This functionality can be accessed by all types of users (i.e. administrators, store operators, read-only users). The number and types of reports that can be generated by each user will only depend on the level of access:

- Store operators and administrators (including read-only users) at **national level** can generate reports for **all stores and supply chain levels across the country**.
- Store operators and administrators (including read-only users) at **subnational level** (e.g. region, district, etc.) can generate reports for **stores and supply chain levels within their location**.

There are currently 9 different types of reports in the SMT platform, each one described in each of the sections within this chapter. Depending on the data sets managed, some reports can only be generated for individual vaccine stores, while others can aggregate data for multiple stores at a time.

Report name	Data aggregation format
Arrivals	Single store report
Issues	Single store report
Physical count & adjustments	Single store report
Stock Management Summary	Single store report & multi-store report
Stock Status	Single store report & multi-store report
Storage Status	Single store report & multi-store report
iSC Performance	Single store report & multi-store report
Supply Adequacy	Single store report & multi-store report
Cold Chain Equipment	Single store report & multi-store report

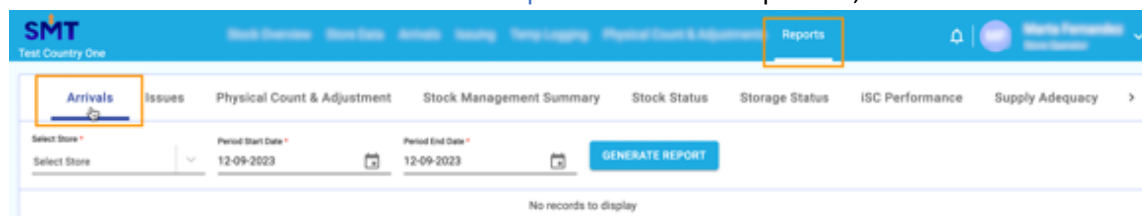
Refer to the specific section for more information on each report type.

6.1. ARRIVALS REPORT

The **arrivals** report allows users to generate a historic list of arrival transactions that have occurred at a particular vaccine store during a given time period.

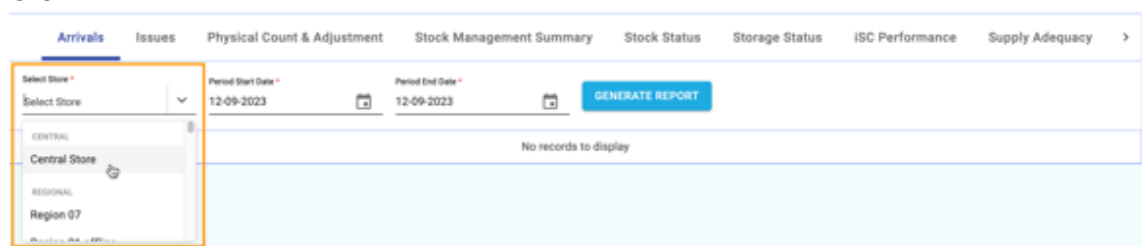
Arrival reports (and transactional reports in general) can only be generated for one vaccine store at a time and cannot be aggregated.

- **STEP 1.** Access the SMT and click on the “Reports” tab on the top menu, then select “Arrivals”.



- **STEP 2.** Click on “Select store” and choose the location for which you want to generate the report. You should be able to see your own vaccine store and also all vaccine stores below you.

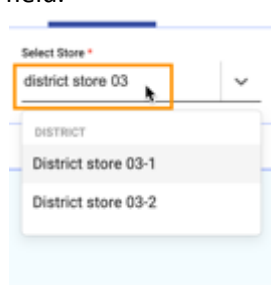
The dropdown list is arranged according to supply chain level, and alphabetically within each level.



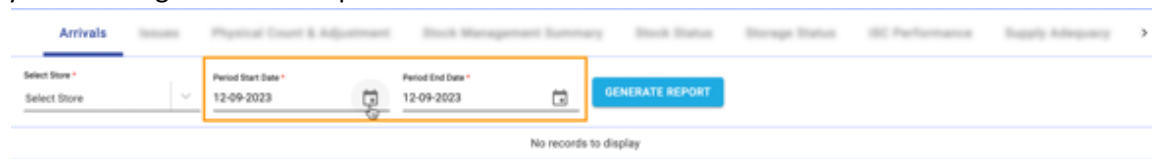
If you place your mouse on top of the name of a store, the name of the corresponding parent store will display (e.g. placing your mouse over the name of a district store, a small window will display which region that store belongs to)



It is also possible to **type and search** the name of a specific store directly on the “Select store” field.



- **STEP 3.** Use the “Period Start Date” and “Period End Date” to choose the time period for which you want to generate the report.



Arrivals | Issues | Physical Count & Adjustment | Stock Management Summary | Stock Status | Storage Status | ABC Performance | Supply Adequacy >

Select Store *
Select Store

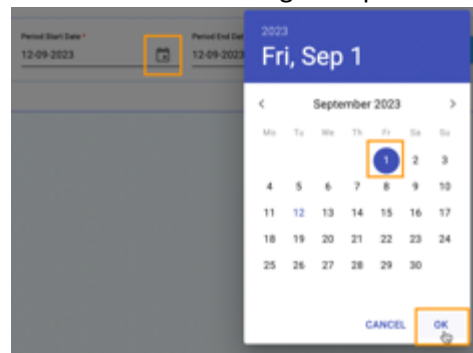
Period Start Date *
12-09-2023

Period End Date *
12-09-2023

GENERATE REPORT

No records to display

Click on the calendar sign to open the calendar, then select the start/end date and click “OK”.



Period Start Date *
12-09-2023

Period End Date *
12-09-2023

2023
Fri, Sep 1

< September 2023 >

Mo Tu We Th Fr Sa Su

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30

CANCEL OK

It is also possible to manually type the date in the field provided (dd-mm-yyyy)



Period Start Date *
01-09-2023

Period End Date *
30-09-2023

- **STEP 4.** When finished with the selection of stores and dates, click on “Generate Report”.



Select Store *
Central Store X

Period Start Date *
01-01-2023

Period End Date *
31-08-2023

GENERATE REPORT

A table with the list of arrivals at the selected store within the selected time period will display on the screen. The transactions are disaggregated per product line.

(1/2)

Transactions are arranged according to receipt date					
The reference number (if entered when registering the transaction) will be shown here		This is the product received		These are the details of the product received (batch, expiry and VVM stage at the time of arrival)	
Receipt Date	SMT Number	Product Name	Batch Number	Expiry Date	VVM Stage
03 Apr 2023		C19-Moderna	877tfr	18 May 2023	1.Initial stage

(2/2)

All arrival types including returns, physical counts and adjustments are shown on the arrivals report	The funding source will be displayed for reference, if registered at the time of arrival	This is the quantity of product received	The cost per unit and total cost per product line will be displayed here. This is an estimate generated from the reference prices available on the master data, and does not necessarily represent the real price paid for the item		Any comments or additional information entered by the user who registered the transaction will be shown here
Receipt Type	Funding Source	No. Doses or Units	Unit Cost (\$)	Total Cost (\$)	Comments
▼	▼	▼	▼	▼	▼
Arrival		1,000	37	37,000	

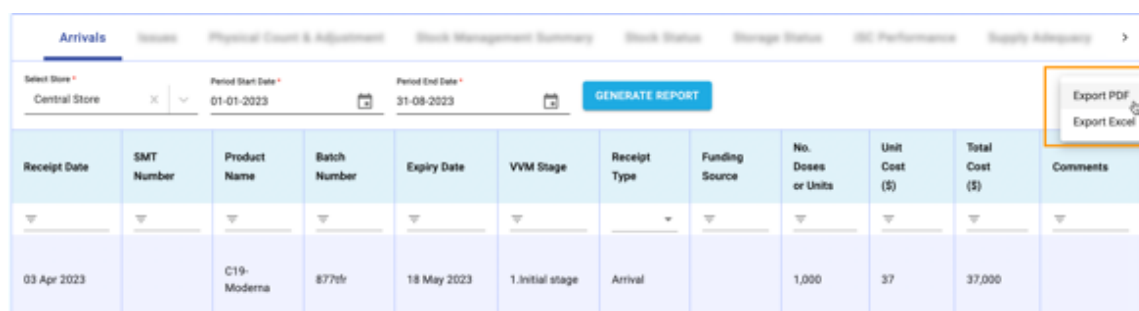
- **STEP 5.** Use the navigation buttons on the bottom right of the page to view more rows or pages if needed.

25 Jan 2023	Men-A	90	25 Jan 2025	0.None	Arrival		200	0.62	124	
25 Jan 2023	Men-A	90	25 Jan 2024	0.None	Arrival		100	0.62	62	
11 Jan 2023	BCG	986075y	31 Aug 2023	2.Some heat exposure but usable	Arrival		20,000	0.23	4,600	
10 rows 1C < 1 - 10 of 20 >										

To look for specific transactions, use the filter fields to search by date, product, batch number, etc. It is also possible to filter specific types of arrivals.

Receipt Date	SMT Number	Product Name	Batch Number	Expiry Date	VVM Stage	Receipt Type	Funding Source	No. Doses or Units	Unit Cost (\$)	Total Cost (\$)	Comments
▼	▼	▼ BCG	▼	▼	▼	☒ Arrival ☐ Emergency ☐ Others ☐ Return ☐ Starting Balance			▼	▼	▼
26 Jan 2023		BCG	098123	31 Jan 2023	1 Initial stage				0.14	14	wrong quantity during the registration into SMT
11 Jan 2023		BCG	986075y	31 Aug 2023	2 Some heat exposure but usable			20,000	0.23	4,600	
10 Jan 2023		BCG	000000	30 Jun 2023	1 Initial stage	Arrival		20,000	0.23	4,600	

- **STEP 6. (optional)** To further analyze or share the information, it is possible to export the report in pdf or Excel form. Click on the “Export” button and select the preferred file format. The file will be automatically downloaded into your computer.



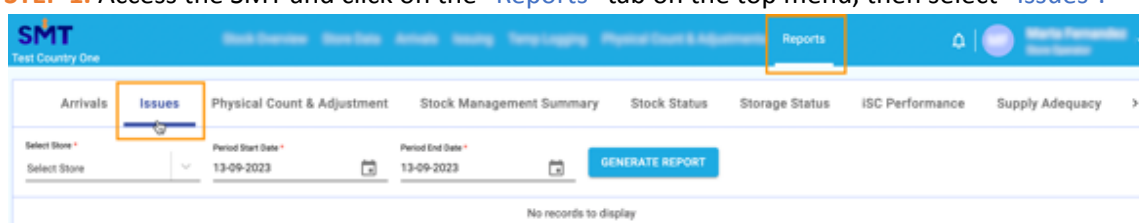
Receipt Date	SMT Number	Product Name	Batch Number	Expiry Date	VVM Stage	Receipt Type	Funding Source	No. Doses or Units	Unit Cost (\$)	Total Cost (\$)	Comments
03 Apr 2023		C19-Moderna	8776lr	18 May 2023	1.initial stage	Arrival		1,000	37	37,000	

6.2. ISSUES REPORT

The **issues** report allows users to generate a historic list of issuing transactions that have occurred at a particular vaccine store during a given time period.

Issues reports (and transactional reports in general) can only be generated for one vaccine store at a time and cannot be aggregated.

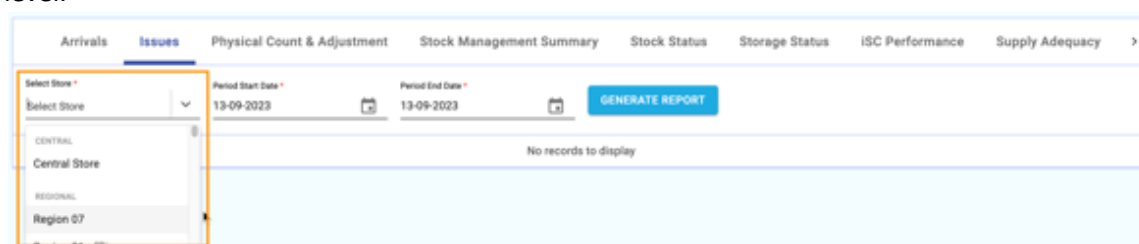
- **STEP 1.** Access the SMT and click on the “Reports” tab on the top menu, then select “Issues”.



No records to display

- **STEP 2.** Click on “Select store” and choose the location for which you want to generate the report. You should be able to see your own vaccine store and also all vaccine stores below you.

The dropdown list is arranged according to supply chain level, and alphabetically within each level.

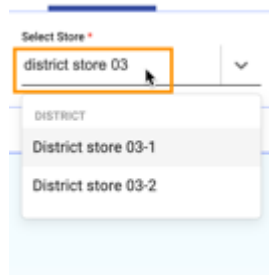


No records to display

If you place your mouse on top of the name of a store, the name of the corresponding parent store will display (e.g. placing your mouse over the name of a district store, a small window will display which region that store belongs to)



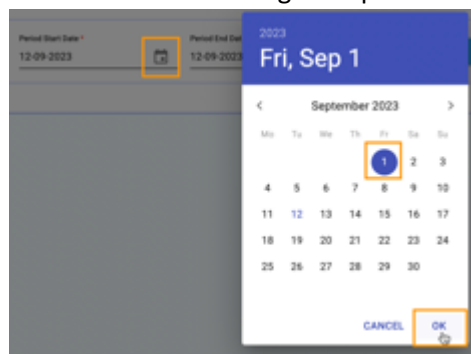
It is also possible to **type and search** the name of a specific store directly on the “Select store” field.



- **STEP 3.** Use the “Period Start Date” and “Period End Date” to choose the time period for which you want to generate the report.



Click on the calendar sign to open the calendar, then select the start/end date and click “OK”.



It is also possible to manually type the date in the field provided (dd-mm-yyyy)



- **STEP 4.** When finished with the selection of store and dates, click on “Generate Report”.



A table with the list of issues at the selected store within the selected time period will display on the screen. The transactions are disaggregated per product line. (1/2)

Transactions are arranged according to issue date The SMT reference number automatically generated for this transaction will be shown here This is the product issued out These are the details of the product issued out (batch, and expiry)				
Date of Issue	SMT Number	Product Name	Batch Number	Expiry Date
26 Jan 2023	TC1Reg1234	BCG	098123	31 Jan 2023

(2/2)

All issuing types including wastage, physical counts and adjustments are shown on the issuing report	This is the recipient store (or the reason code in case of wastage and adjustments)	This is the quantity of product issued	The cost per unit and total cost per product line will be displayed here. This is an estimate generated from the reference prices available on the master data, and does not necessarily represent the real price paid for the item		Any comments or additional information entered by the user who registered the transaction will be shown here
Issue Type	Recipient Store/Reason	Quantity Issued (Doses/Unit)	Unit Cost (\$)	Total Cost (\$)	Comments
Requisition	Region 07	10,000	0.14	1,400	

- **STEP 5.** Use the navigation buttons on the bottom right of the page to view more rows or pages if needed.

11 Jan 2023	TC1Reg1201	BCG	098123	29 Jan 2023	Requisition	Regional store 10	20,000	0.14	2,800		error
											Next Page
											10 rows < 1 - 10 of 18 >

To look for specific transactions, use the filter fields to search by date, product, batch number, recipient store, etc. It is also possible to filter specific types of issuing transaction.

Date of Issue	SMT Number	Product Name	Batch Number	Expiry Date	Issue Type	Recipient Store/Reason	Quantity Issued (Doses/Unit)	Unit Cost (\$)	Total Cost (\$)	Comments
		bcg			wastage					
11 Jan 2023		BCG	987356t	10 Jan 2023	Wastage	Expired	25,000	0.23	5,750	
11 Jan 2023		BCG	987356t	10 Jan 2023	Wastage	Expired	25,000	0.23	5,750	

- **STEP 6. (optional)** To further analyze or share the information, it is possible to export the report in pdf or Excel form. Click on the “Export” button and select the preferred file format. The file will be automatically downloaded into your computer.

Accounts

Issues

Physical Count & Adjustment

Stock Management Summary

Stock Status

Storage Status

SMT Performance

Supply Adequacy

>

Select Store *

Central Store

X

▼

Period Start Date *

01-01-2023

📅

Period End Date *

05-09-2023

📅

GENERATE REPORT

Export PDF

Export Excel

Date of Issue	SMT Number	Product Name	Batch Number	Expiry Date	Issue Type	Recipient Store/Reason	Quantity Issued (Doses/Unit)	Unit Cost (\$)	Total Cost (\$)	Comments
26 Jan 2023	TC1Reg1234	BCG	098123	31 Jan 2023	Requisition	Region 07	10,000	0.14	1,400	
03 Jan 2023	TC1Reg1233	BCG	098123	31 Jan 2023	Requisition	Region 07	10,000	0.14	1,400	

6.3. PHYSICAL COUNT AND ADJUSTMENTS REPORT

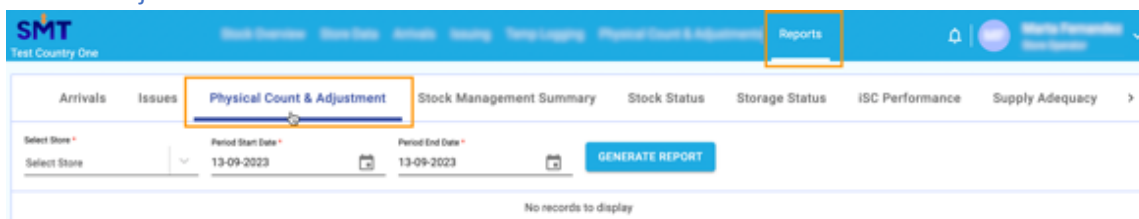
The **physical count and adjustments** report allows users to generate a historic list of stock corrections that have occurred at a particular vaccine store during a given time period.

Physical count and adjustments reports (and transactional reports in general) can only be generated for one vaccine store at a time and cannot be aggregated.

Note: Stock corrections can be positive (stock added) or negative (stock subtracted). Depending on the nature of the correction, these transactions can also be found on the arrivals and issues reports described on [sections 6.1 and 6.2](#) respectively.

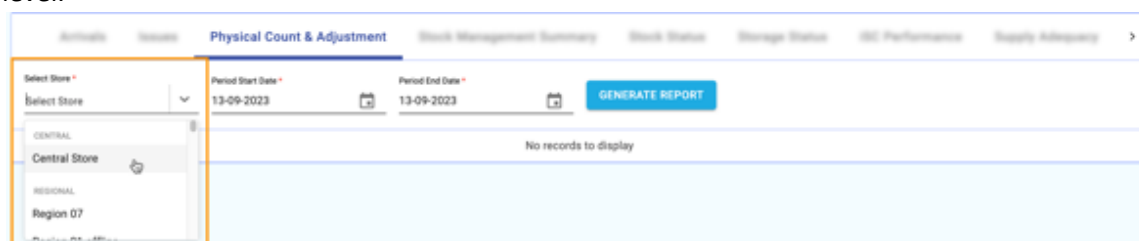
- o Positive stock corrections can be found on the arrivals report.
- o Negative stock corrections can be found on the issuing report.
- o All stock corrections (positive and negative) can be found at the physical count and adjustments report. Confirmation of stock quantities (i.e. the user verifies that the quantity on the system matches the physical count, correction is zero) will also be shown in this report.

- **STEP 1.** Access the SMT and click on the “Reports” tab on the top menu, then select “Physical Count & Adjustment”.



- **STEP 2.** Click on “Select store” and choose the location for which you want to generate the report. You should be able to see your own vaccine store and all vaccine stores below you.

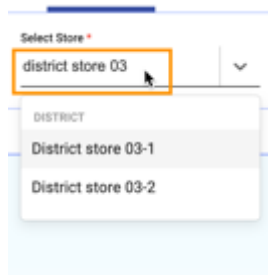
The dropdown list is arranged according to supply chain level, and alphabetically within each level.



If you place your mouse on top of the name of a store, the name of the corresponding parent store will display (e.g. placing your mouse over the name of a district store, a small window will display which region that store belongs to)



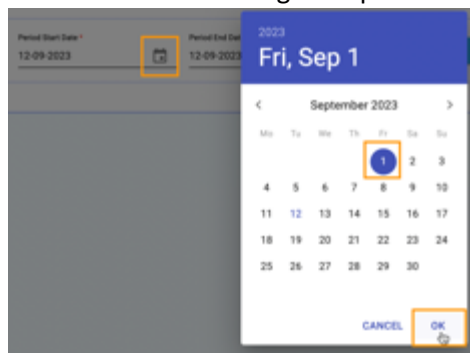
It is also possible to **type and search** the name of a specific store directly on the “Select store” field.



- **STEP 3.** Use the “Period Start Date” and “Period End Date” to choose the time period for which you want to generate the report.



Click on the calendar sign to open the calendar, then select the start/end date and click “OK”.



It is also possible to manually type the date in the field provided (dd-mm-yyyy)



- **STEP 4.** When finished with the selection of stores and dates, click on “Generate Report”.



A table with the list of stock corrections at the selected store within the selected time period will display on the screen. The transactions are disaggregated per product line.

(1/2)

Transactions are arranged according to date (most recent on top)	This is the item that has been corrected	This is the batch that has been corrected	This is the quantity that the SMT was showing as stock balance at the time of the correction	This is the quantity that the user has entered as the correct one
Date of Adjustment	Product Name	Batch Number	System Quantity	Actual Quantity
08 Sep 2023	BCG	895315	2,000,000	1,000,000
08 Sep 2023	BCG	654RTY	400	410
08 Sep 2023	bednet	8we3	300	305
08 Sep 2023	ADS_0.5ml	765289	1,000,000	1,000,000

(2/2)

This is the difference between the SMT quantity and the new user quantity. If the discrepancy is zero it will also show	Here you can view and filter by type of adjustment (physical count or ad-hoc adjustment due to data error)	This is an automated field. Negative corrections will show as "missing" while positive corrections will show as "surplus"	The justification for the correction entered by the user who registered it will be shown in this column
Discrepancy	Adjustment Type	Reason For Adjustment	Comments
-1,000,000	Adjustment	Missing	Opening balance f...
10	Physical Count	Surplus	test
5	Physical Count	Surplus	Five additional be...
0	Physical Count		

- **STEP 5.** Use the navigation buttons on the bottom right of the page to view more rows or pages if needed.

08 Sep 2023	BCG	099457	382,800	382,780	-20	Physical Count	Missing	One vial was missi...
100 rows 1 - 7 of 7 Previous Page								

To look for specific transactions, use the filter fields to search by date, product, batch number, etc. It is also possible to filter specific types of correction (e.g. physical count vs. ad-hoc adjustment / missing vs. surplus).

Date of Adjustment	Product Name	Batch Number	System Quantity	Actual Quantity	Discrepancy	Adjustment Type	Reason For Adjustment	Comments
08 Sep 2023	BCG	099457	382,800	382,780	-20	Physical Count	Missing	One vial was missi...

- **STEP 6. (optional)** To further analyze or share the information, it is possible to export the report in pdf or Excel form. Click on the “Export” button and select the preferred file format. The file will be automatically downloaded into your computer.

Activity Invoice Physical Count & Adjustment Stock Management Summary Stock Status Storage Status ABC Performance Supply Adequacy								
Select Store * Central Store Period Start Date * 01-02-2023 Period End Date * 13-09-2023 GENERATE REPORT Export PDF Export Excel								
Date of Adjustment	Product Name	Batch Number	System Quantity	Actual Quantity	Discrepancy	Adjustment Type	Reason For Adjustment	Comments
08 Sep 2023	BCG	895315	2,000,000	1,000,000	-1,000,000	Adjustment	Missing	Opening balance f...
08 Sep 2023	BCG	654RTY	400	410	10	Physical Count	Surplus	test
08 Sep 2023	bednet	8we3	300	305	5	Physical Count	Surplus	Five additional be...
08 Sep 2023	ADS_0.5ml	765289	1,000,000	1,000,000	0	Physical Count		
08 Sep 2023	ADS_0.1ml	0123456	1,500,000	1,500,000	0	Physical Count		
08 Sep 2023	ADS_0.05ml	0987654	905,000	905,000	0	Physical Count		
08 Sep 2023	BCG	099457	382,800	382,780	-20	Physical Count	Missing	One vial was missl...

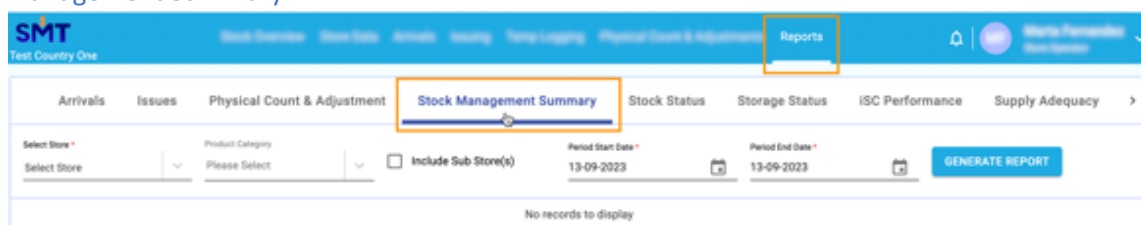
6.4. STOCK MANAGEMENT SUMMARY REPORT

The **stock management summary** report allows users to generate an aggregated summary of transactions that have occurred at a particular vaccine store during a given time period.

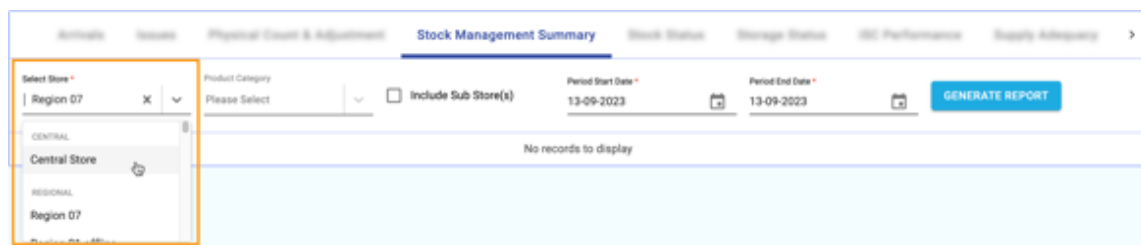
Unlike the transactional reports described in previous sections, the stock management summary report does not show individual transaction lines, therefore it does not contain detailed information such as the transaction date or the product details (batch numbers, expiry, etc.). The stock management summary aggregates total quantities per product.

It is possible to generate the stock management summary report for one individual store at a time, or to include lower-level stores (e.g. report for region A can include only the regional store, or the regional store plus all the district stores in that region).

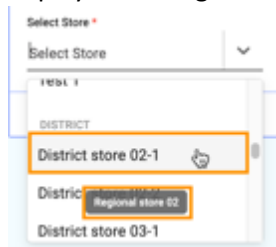
- **STEP 1.** Access the SMT and click on the “Reports” tab on the top menu, then select “Stock Management Summary”.



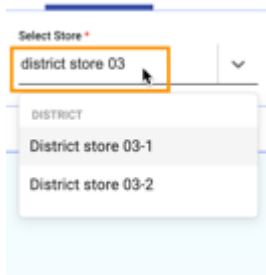
STEP 2. Click on “Select store” and choose the main location for which you want to generate the report. You should be able to see your own vaccine store and all vaccine stores below you. The dropdown list is arranged according to supply chain level, and alphabetically within each level.



If you place your mouse on top of the name of a store, the name of the corresponding parent store will display (e.g. placing your mouse over the name of a district store, a small window will display which region that store belongs to)



It is also possible to **type and search** the name of a specific store directly on the “Select store” field.



- **STEP 3 (optional).** If you want the report to also include the stores below the main location, tick the box “Include Sub Store(s)”, otherwise leave blank.



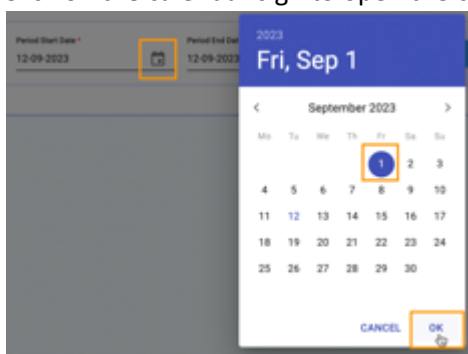
- **STEP 4 (optional).** Use the “Product Category” menu to choose only specific type(s) of product(s) to be displayed on the report. For a full report including all items, leave this field blank.



- **STEP 5.** Use the “Period Start Date” and “Period End Date” to choose the time period for which you want to generate the report.



Click on the calendar sign to open the calendar, then select the start/end date and click “OK”.



It is also possible to manually type the date in the field provided (dd-mm-yyyy)



- **STEP 6.** When finished with the selection of store(s), product(s) and dates, click on “Generate Report”.

Select Store
Central Store

Product Category
Vaccine Routine
Diluent Routine

☐ Include Sub Store(s)

Period Start Date
01-01-2023

Period End Date
13-09-2023

GENERATE REPORT

A table with the summary of stock movements at the selected store within the selected time period will display on the screen. The transactions are grouped per product category and the quantities aggregated per product.

(1/2)

Products are grouped per category. Within each category, quantities are aggregated per product	This is the stock balance of each product at the start of the selected period	This is the quantity received during the period (as a regular arrival from another store)	This is the quantity received during the period as returns from lower stores	This is the quantity received during the period for other reasons	This is the quantity issued out to other stores during the period
Product Name	Opening Stock	Arrivals	Returns	Others	Distributed
Vaccine Routine					
BCG	4,732,800	40,000	0	0	125,420
bOPV	505,000	0	0	0	0

(2/2)

This is the quantity discarded as wastage during the selected period	This is the sum of stock corrections entered for each product during the period (can be positive or negative quantities)	This is the balance remaining at the end of the selected period	If the reporting period includes more than one month, the average monthly distribution can be obtained from here	This is the estimated cost of the items managed during the reporting period (based on master data prices)	This is the estimated total value of the remaining balance at the end of the period (based on master data prices)
Wastage	Adjustments	Closing Balance	Average Monthly Distribution	Total cost of supplies (\$)	Total Value of Actual Stock (\$)
695,900	-1,019,920	2,931,560	14,755	9,200	237,590
0	0	505,000	0	14,755	14,755

Note: If sub-stores are included in the report, two additional columns will show on the left of the table, to help the user differentiate which product lines belong to which level and store.

Stock Management Summary													
Select Store *		Product Category		☒ Include Sub Store(s)		Period Start Date *		Period End Date *		GENERATE REPORT			
Central Store		Please Select				01-02-2023		15-09-2023					
Level Name	Store Name	Product Name	Opening Stock	Arrivals	Returns	Others	Distributed	Wastage	Adjustments	Closing Balance	Average Monthly Distribution	Total cost of supplies (\$)	Total Value of Actual Stock (\$)
Regional	Region 21 offline	Diluent Routine	0	100	0	0	0	0	0	100	0	0	0
Regional	Region 21 offline	dil_Men-ACYW-135 (polysaccharide)	0	100	0	0	0	0	0	100	0	0	0
Regional	Regional store 02	Vaccine Routine	56,560	0	0	0	0	0	0	56,560	0	0	0
Regional	Regional store 02	BCG	35,600	0	0	0	0	0	0	35,600	0	0	0
Regional	Regional store 02	DTwP-HepB-Hib	15,000	0	0	0	0	0	0	15,000	0	0	0

- **STEP 7.** Use the navigation buttons on the bottom right of the page to view more rows or pages if needed.

Men-ACYW-135	0	100	0	0	0	0	-100	0	0	0	0	0	0
Diluent Routine	1,536,860	200,000	0	0	0	0	0	1,736,860	0	0	0	0	0
dil_BCG	1,536,860	200,000	0	0	0	0	0	1,736,860	0	0	0	0	0

150 rows | 1 - 16 of 16 | Next Page

To look for specific transactions, use the filter fields to search by level, store, product name or quantity.

Product Name	Opening Stock	Arrivals	Returns	Others	Distributed	Wastage	Adjustments	Closing Balance	Average Monthly Distribution	Total cost of supplies (\$)	Total Value of Actual Stock (\$)
mod											
C19-Moderna	20,000	1,000	0	0	0	0	0	21,000	0	37,000	37,000

150 rows | 1 - 1 of 1 |

- **STEP 8. (optional)** To further analyze or share the information, it is possible to export the report in pdf or Excel form. Click on the “Export” button and select the preferred file format. The file will be automatically downloaded into your computer.

Stock Management Summary													
Select Store *		Product Category		☐ Include Sub Store(s)		Period Start Date *		Period End Date *		GENERATE REPORT			
Central Store		Vaccine Routine Diluent Routine				01-01-2023		13-09-2023					
Product Name	Opening Stock	Arrivals	Returns	Others	Distributed	Wastage	Adjustments	Closing Balance	Average Monthly Distribution	Total cost of supplies (\$)	Total Value of Actual Stock (\$)	Export PDF Export Excel	
Moderna													

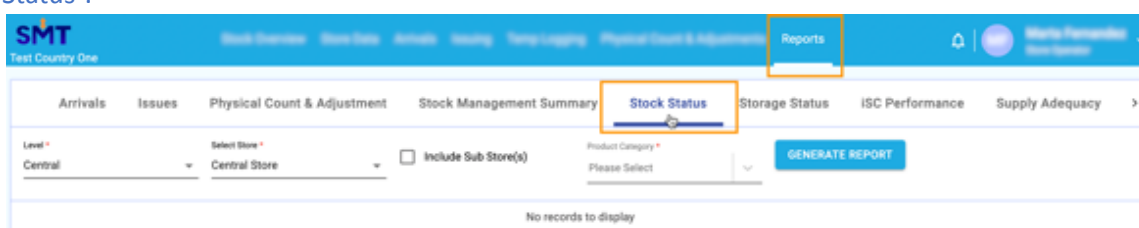
6.5. STOCK STATUS REPORT

The **stock status** report allows users to generate an overview of the current stock situation and potential stock risks at their own supply chain level or stores below.

Unlike other reports that offer the possibility to review and analyze historical data, the stock status report offers a snapshot of the situation at the present time, and a projection for the future, but does not offer any visibility over past transactions.

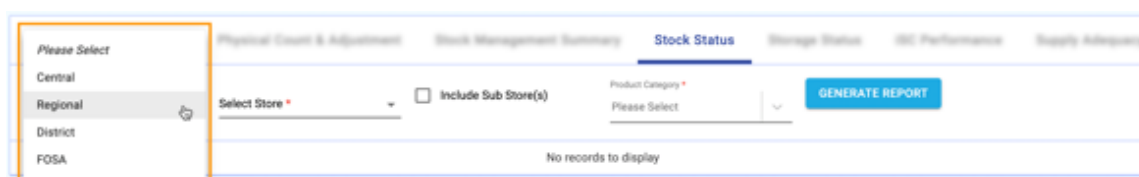
It is possible to generate the stock status report for one individual store at a time, or to include lower-level stores (e.g. report for region A can include only the regional store, or the regional store plus all the district stores in that region).

- **STEP 1.** Access the SMT and click on the “Reports” tab on the top menu, then select “Stock Status”.



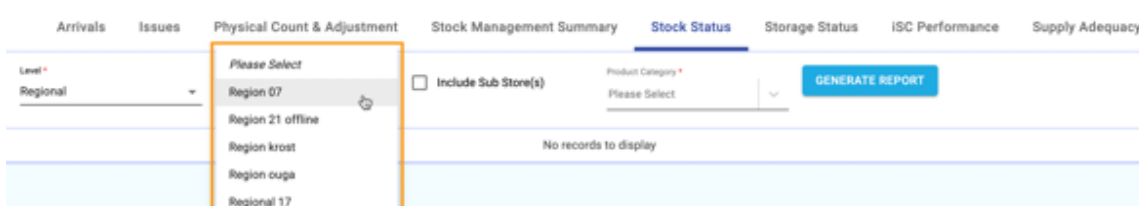
The screenshot shows the SMT interface with the 'Reports' tab selected in the top navigation bar. Below it, the 'Stock Status' option is highlighted in the sub-menu. The main form area shows 'Level' set to 'Central' and 'Select Store' set to 'Central Store'. The 'Include Sub Store(s)' checkbox is unchecked. The 'Product Category' dropdown is set to 'Please Select'. A 'GENERATE REPORT' button is visible on the right. The status at the bottom says 'No records to display'.

- **STEP 2.** Click on “Select level” to choose the supply chain level of the main store for which you want to generate the report.



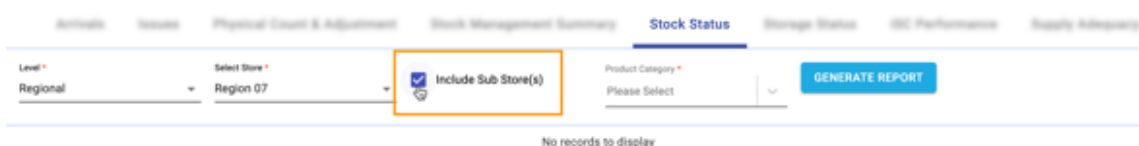
The screenshot shows the 'Select level' dropdown menu open. The options are: 'Please Select', 'Central', 'Regional' (highlighted with a mouse cursor), 'District', and 'FOSA'. The background shows the 'Stock Status' report form with 'Level' set to 'Regional'.

After the level is selected, click on “Select Store” to choose the specific vaccine store.



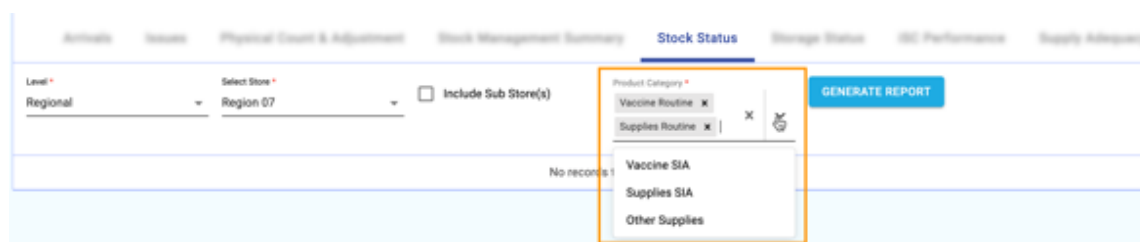
The screenshot shows the 'Select Store' dropdown menu open. The options are: 'Please Select', 'Region 07' (highlighted with a mouse cursor), 'Region 21 offline', 'Region krost', 'Region ouga', and 'Regional 17'. The background shows the 'Stock Status' report form with 'Level' set to 'Regional'.

- **STEP 3 (optional).** If you want the report to also include the stores below the main location, tick the box “Include Sub Store(s)”, otherwise leave blank.

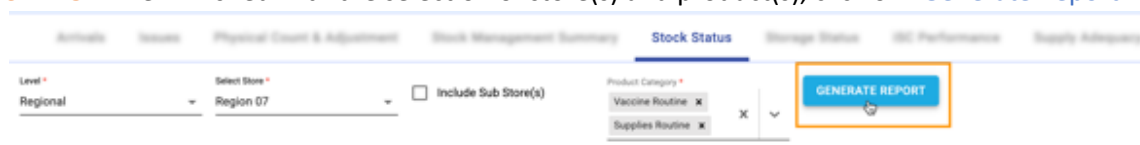


The screenshot shows the 'Include Sub Store(s)' checkbox checked. The background shows the 'Stock Status' report form with 'Level' set to 'Regional' and 'Select Store' set to 'Region 07'.

- **STEP 4.** Use the “Product Category” menu to choose the type of products to be displayed on the report. It is mandatory to select at least one, but it is also possible to select multiple categories.



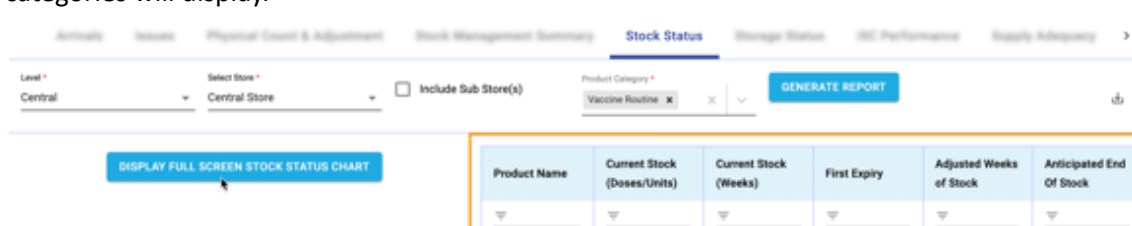
- **STEP 5.** When finished with the selection of store(s) and product(s), click on “Generate Report”.



The report generated will have a different format depending on whether it includes a single store or multiple stores, as described below.

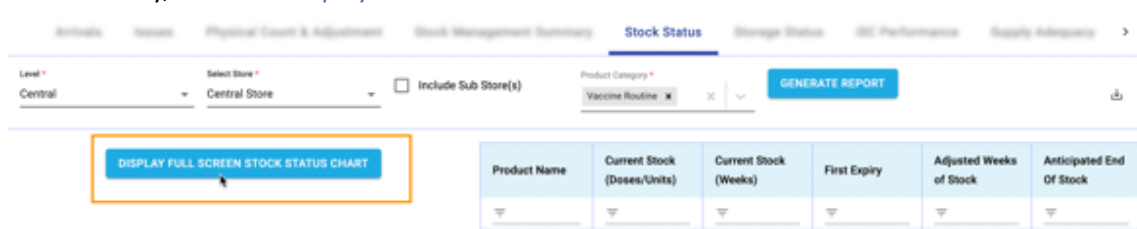
A. Single store report

On the **right side** of the screen, a table with the stock situation of the selected product categories will display.

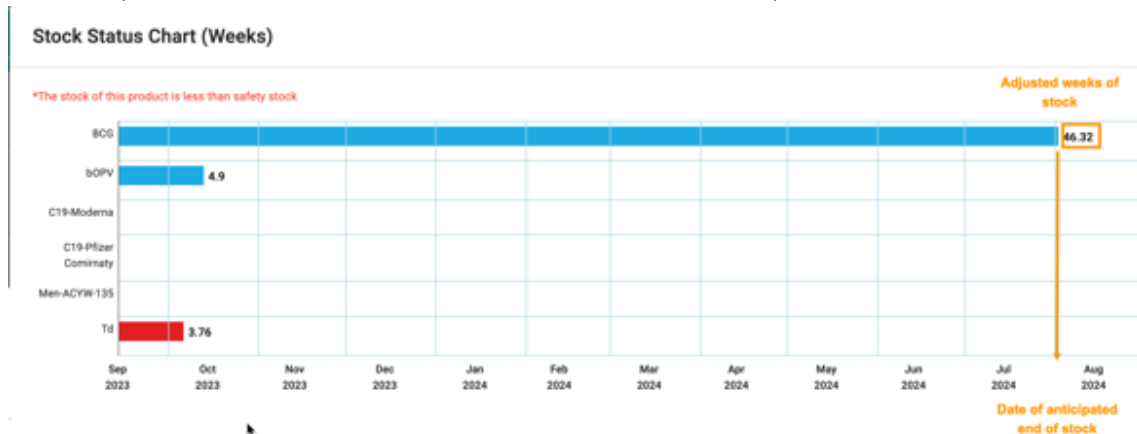


The product name will be displayed here. If products used for supplementary activities were selected, the name will be followed by “SIA” to differentiate them					
The total stock balance of the product, at the time of the report generation, will be displayed in this column					
Based on the stock balance and the predicted annual needs entered by the administrator, the SMT will estimate the number of weeks the stock will last (only for routine). This estimate does not take into account expiries					
This is the expiry date of the stock. If there are multiple batches with different dates, the first expiry will show					
This is the estimate of how many weeks the stock balance will last taking into consideration the expiry date of the different batches (only for routine)					
This is the predicted date when the usable stock will be finished, taking into account needs and expiry. (Only for routine)					
Product Name	Current Stock (Doses/Units)	Current Stock (Weeks)	First Expiry	Adjusted Weeks of Stock	Anticipated End Of Stock
BCG	3,931,560	219.8	28 Feb 2023	46.3	01 Aug 2024
bOPV	1,505,000	36.3	07 Feb 2023	4.9	12 Oct 2023

On the **left side** of the screen, a stock status chart will display. If the chart does not appear automatically, click on “[Display full screen stock status chart](#)” to visualize it.



This chart will show the key information from the stock status table (adjusted weeks of stock and anticipated end of stock) in a visual format, to facilitate interpretation.



B. Multiple store report

If the user selects to include sub-stores in the report, the summary table will look different than the single store report.

For the multiple store report, the columns on the left will indicate the supply chain level and the store name. The data for each store will be displayed across a single line.

The name of each product is shown on the column header

Only stock in doses and stock in weeks (without taking into account expiries) is displayed by default

Level Name	Store Name	BCG		bOPV		C19-Moderna	
		Stock In Doses	Stock In Weeks	Stock In Doses	Stock In Weeks	Stock In Doses	Stock In Weeks
Central	Central Store	3931560	219.8	1505000	36.3	21000	
Regional	Regional store 02	36600	380.7	0			
Regional	Region 07	200	0.8	0			
Regional	Region 21 offline	0		0			

The data for each store is displayed on each line

Additional information on expiries, adjusted weeks of stock and anticipated end of stock displays when placing the mouse over the “info” icon

First Expiry: 07 Feb 2023

Adjusted Weeks of Stock: 4.8

Anticipated End Of Stock: 13 Oct 2023

- **STEP 6.** Use the navigation buttons on the bottom right of the page to view more rows or pages if needed.

Men-ACYW-135	0				
Td	1,000,000	3.8	30 Nov 2024	3.8	06 Oct 2023
200 rows 1 < 1 - 16 of 16 >					

To look for specific items, use the filter fields to search by product name or quantity.

Inventory

Issues

Physical Count & Adjustment

Stock Management Summary

Stock Status

Storage Status

QC Performance

Supply Adequacy

>

Level *

Central

Select Store *

Central Store

☐ Include Sub Store(s)

Product Category *

Vaccine Routine

GENERATE REPORT

DISPLAY FULL SCREEN STOCK STATUS CHART

Product Name	Current Stock (Doses/Units)	Current Stock (Weeks)	First Expiry	Adjusted Weeks of Stock	Anticipated End Of Stock
c19					
C19-Moderna	21,000		02 Apr 2023		
C19-Pfizer Cominaty	40,000		13 Jul 2023		

- **STEP 7. (optional)** To further analyze or share the information, it is possible to export the report in pdf or Excel form. Click on the “Export” button and select the preferred file format. The file will be automatically downloaded into your computer.

Inventory

Issues

Physical Count & Adjustment

Stock Management Summary

Stock Status

Storage Status

QC Performance

Supply Adequacy

>

Level *

Central

Select Store *

Central Store

☐

Include Sub Store(s)

Product Category *

Vaccine Routine

X

GENERATE REPORT

Export PDF

Export Excel

DISPLAY FULL SCREEN STOCK STATUS CHART

Product Name	Current Stock (Doses/Units)	Current Stock (Weeks)	First Expiry	Adjusted Weeks of Stock	Anticipated End Of Stock

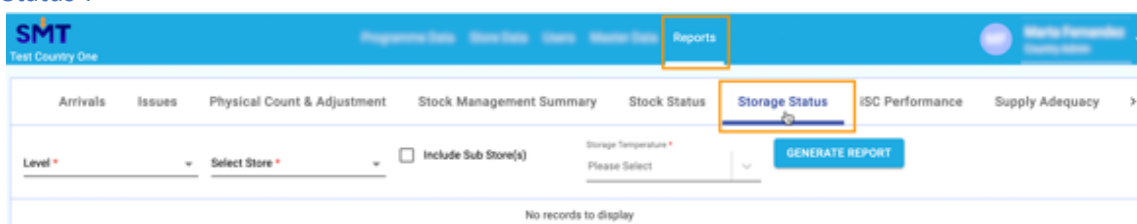
6.6. STORAGE STATUS REPORT

The **storage status** report allows users to generate an overview of the current storage availability and potential risks associated with lack of storage space at their own supply chain level or stores below.

The storage status report offers a snapshot of the situation at the present time, but does not offer any visibility over past storage availability or estimated projections into the future.

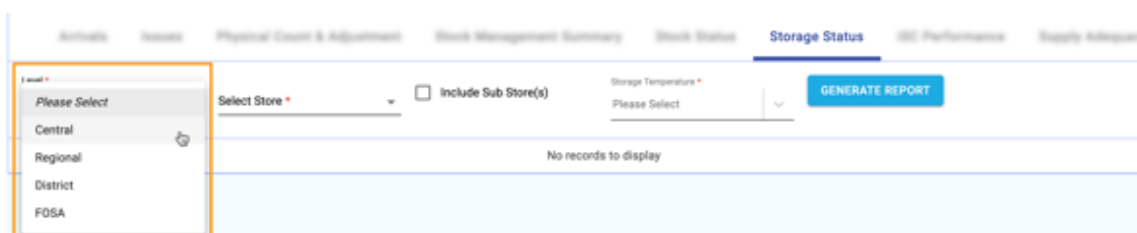
It is possible to generate the storage status report for one individual store at a time, or to include lower-level stores (e.g. report for region A can include only the regional store, or the regional store plus all the district stores in that region).

- **STEP 1.** Access the SMT and click on the “Reports” tab on the top menu, then select “Storage Status”.



The screenshot shows the SMT interface with the 'Reports' tab selected in the top navigation bar. Below it, the 'Storage Status' option is highlighted in the sub-menu. The main form area shows fields for 'Level', 'Select Store', 'Include Sub Store(s)', and 'Storage Temperature', along with a 'GENERATE REPORT' button. The status 'No records to display' is shown at the bottom.

- **STEP 2.** Click on “Select level” to choose the supply chain level of the main store for which you want to generate the report.



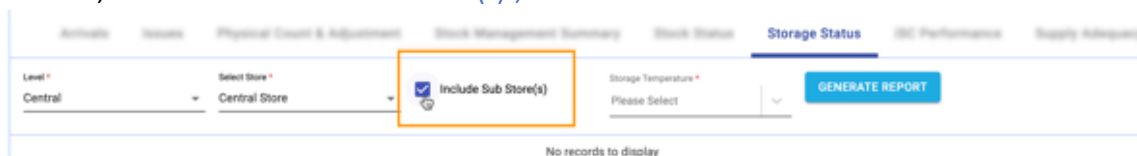
The screenshot shows the 'Select level' dropdown menu open, displaying options: 'Please Select', 'Central', 'Regional', 'District', and 'FOSA'. The 'Storage Status' tab is still selected in the background.

After the level is selected, click on “Select Store” to choose the specific vaccine store.



The screenshot shows the 'Select Store' dropdown menu open, displaying options: 'Please Select' and 'Central Store'. The 'Level' field is now set to 'Central'.

- **STEP 3 (optional).** If you want the report to also include the stores below the main selected location, tick the box “Include Sub Store(s)”, otherwise leave blank.



The screenshot shows the 'Include Sub Store(s)' checkbox checked. The 'Level' is 'Central' and 'Select Store' is 'Central Store'.

- **STEP 4.** Use the “Storage Temperature” menu to choose the type of storage to be displayed on the report. It is mandatory to select at least one category, but it is also possible to select multiple ones.



- **STEP 5.** When finished with the selection of store(s) and storage categories, click on “Generate Report”.



The report generated will have a different format depending on whether it includes a single store or multiple stores, as described below.

A. Single store report

On the **right side** of the screen, a table with the storage situation of the selected temperature categories will display.

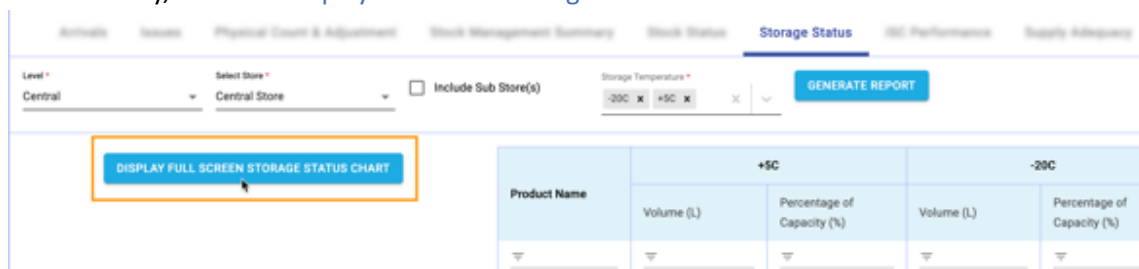


The list of items in storage is displayed here. There is a line at the bottom of the table with details of the FREE (available) space

For each temperature category, there is a column with the volume in litres occupied by each item, and the equivalent expressed in percentage of the total capacity

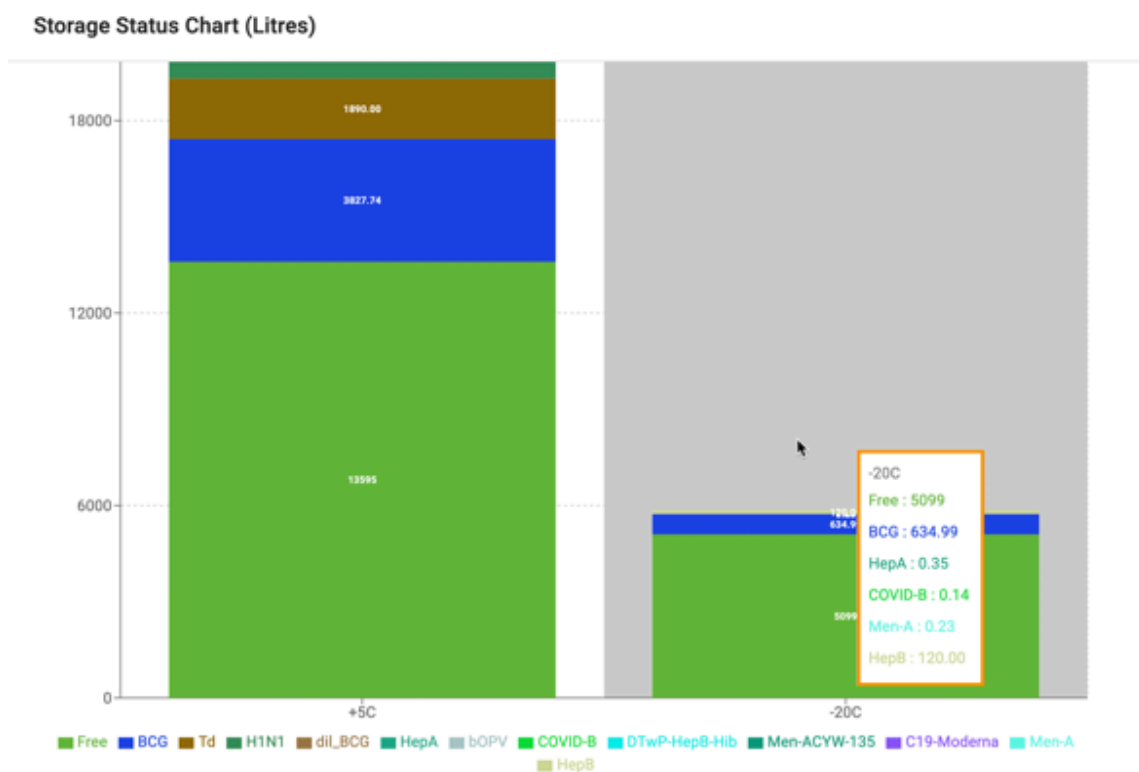
Product Name	+5C		-20C	
	Volume (L)	Percentage of Capacity (%)	Volume (L)	Percentage of Capacity (%)
HepA	0	0	0	0
HepB	32.21	7.29	0	0
Men-A	11.82	2.67	0	0
Men-ACYW-135	43.5	9.84	0	0
Td	9.37	2.12	0	0
Free	345.10	78.08	89.25	100

On the **left side** of the screen, a storage status chart will display. If the chart does not appear automatically, click on “[Display full screen storage status chart](#)” to visualize it.



The screenshot shows the 'Storage Status' section of the SMT interface. It includes filters for Level (Central), Select Store (Central Store), and Storage Temperature (-20C, +5C). A button labeled 'DISPLAY FULL SCREEN STORAGE STATUS CHART' is highlighted with an orange box. Below the filters is a table with columns for Product Name, Volume (L), and Percentage of Capacity (%) for both +5C and -20C temperatures.

This chart will show the key information from the storage status table (space occupied by each item and space available for each temperature) on a visual format, to facilitate interpretation.



B. Multiple store report

If sub-stores are included in the report, two additional columns will show on the left of the table, to help the user differentiate which product lines belong to which level and store.



The screenshot shows the 'Storage Status' section with the 'Include Sub Store(s)' checkbox checked. The table below displays the storage status for multiple stores.

Level Name	Store Name	Product Name	+5C		-20C	
			Volume (L)	Percentage of Capacity (%)	Volume (L)	Percentage of Capacity (%)
Central	Central Store	Men-A	2.32	0.01	0.23	0
Central	Central Store	HepA	701.5	3.11	0.35	0.01
Central	Central Store	Ebola Zaire	0	0	0	0

- **STEP 6.** Use the navigation buttons on the bottom right of the page to view more rows or pages if needed.

Regional	Regional store 02	D7wP-HepB-HB	43.5	9.84	0	0
Regional	Regional store 02	ADS_0.05ml	0	0	0	0
Regional	Regional store 02	Free	345.1	78.08	89.25	100

50 rows
10
1 - 31 of 31
Next Page

To look for storage occupied by one specific item, or free capacity, use the filter fields of the product name column.

Storage Status						
Level Name	Store Name	Product Name	+5C		-20C	
			Volume (L)	Percentage of Capacity (%)	Volume (L)	Percentage of Capacity (%)
		Free				
Central	Central Store	Free	13595.2	60.28	5099.54	87.09
Regional	Region 07	Free	0	0	1999.82	0
Regional	Region 21 offline	Free	5907	0	125.72	0
Regional	Regional store 02	Free	345.1	78.08	89.25	100

- **STEP 7. (optional)** To further analyze or share the information, it is possible to export the report in pdf or Excel form. Click on the “Export” button and select the preferred file format. The file will be automatically downloaded into your computer.

Activity

Issues

Physical Count & Adjustment

Stock Management Summary

Stock Status

Storage Status

QC Performance

Supply Adequacy

>

Level

Select Store

Central

Central Store

☒ Include Sub Store(s)

Storage Temperature

-20C

x

+5C

x

GENERATE REPORT

Export PDF

Export Excel

Storage Status

Level Name	Store Name	Product Name	+5C		-20C	
			Volume (L)	Percentage of Capacity (%)	Volume (L)	Percentage of Capacity (%)
Central	Central Store	Men-A	2.32	0.01	0.23	0
Central	Central Store	HepA	701.5	3.11	0.35	0.01

6.7. ISC PERFORMANCE REPORT

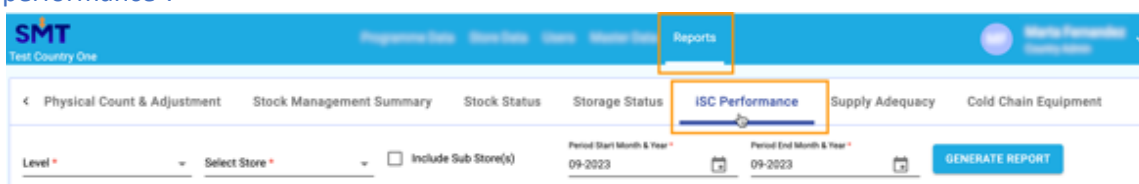
The **iSC performance** report is a combination of charts and dashboards that helps users monitor multiple key performance indicators related to the immunization supply chain. The following KPIs are included in this report:

- o Temperature excursion and alarm rate
- o Cold Chain Equipment Functionality
- o Closed Vial Wastage
- o Full Stock Availability
- o Stock Out Days
- o Stocked According to Plan
- o Forecasted Demand vs Issues

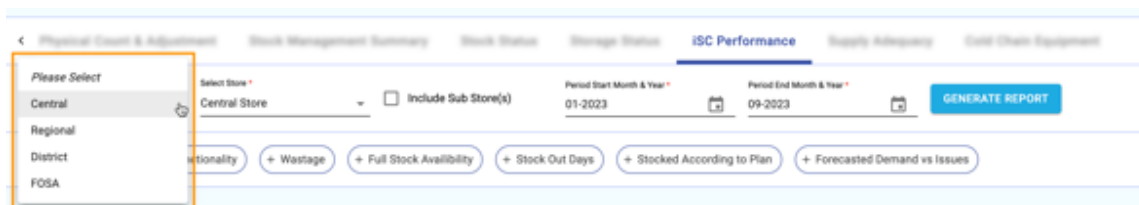
These KPIs are an adaptation of the global DISC indicators¹, and they collectively provide an overview of the performance of the essential elements of the immunization supply chain.

To generate the iSC performance report, follow the steps below.

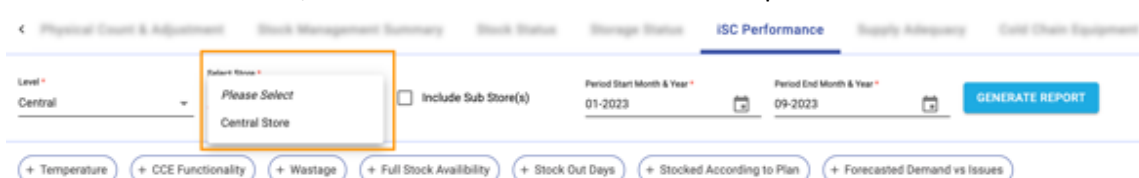
- **STEP 1.** Access the SMT and click on the “Reports” tab on the top menu, then select “iSC performance”.



- **STEP 2.** Click on “Level” to choose the supply chain level of the main store for which you want to generate the report.

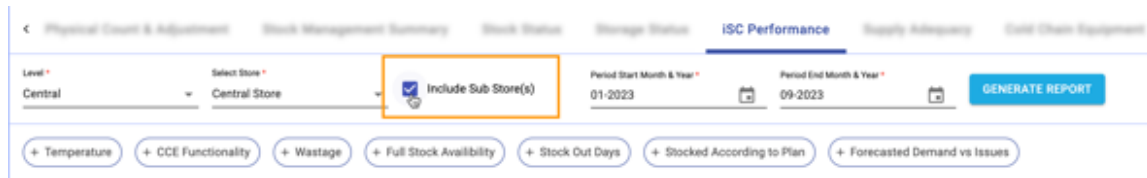


After the level is selected, click on “Select Store” to choose the specific vaccine store.



- **STEP 3 (optional).** If you want the report to include the stores below the main selected location as well, tick the box “Include Sub Store(s)”, otherwise leave blank.

¹ The DISC (Data for Immunization Supply Chain) indicators were developed and approved by the Gavi Alliance Partners in 2015 to monitor in-country immunization supply chains. More information can be found on the link: <https://isc.technet-21.org/en/resources/indicator-reference-sheets>

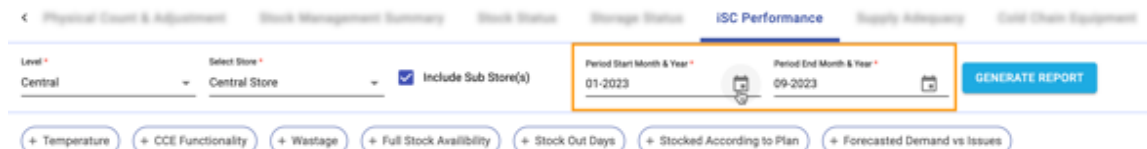


Physical Count & Adjustment | Stock Management Summary | Stock Status | Storage Status | **ISC Performance** | Supply Adequacy | Cold Chain Equipment

Level: Central | Select Store: Central Store | ☒ Include Sub Store(s) | Period Start Month & Year: 01-2023 | Period End Month & Year: 09-2023 | **GENERATE REPORT**

+ Temperature | + CCE Functionality | + Wastage | + Full Stock Availability | + Stock Out Days | + Stocked According to Plan | + Forecasted Demand vs Issues

- **STEP 4.** Use the “Period Start Month & Year” and “Period End Month & Year” to choose the time period for which you want to generate the report.



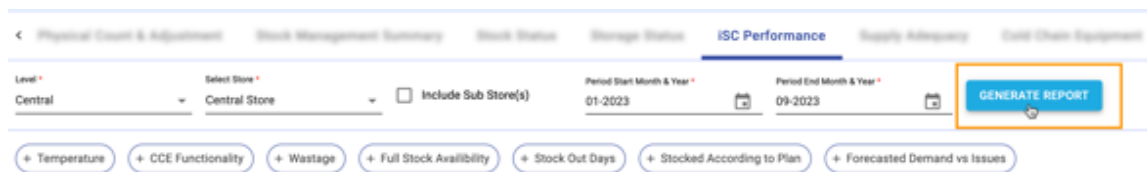
Physical Count & Adjustment | Stock Management Summary | Stock Status | Storage Status | **ISC Performance** | Supply Adequacy | Cold Chain Equipment

Level: Central | Select Store: Central Store | ☒ Include Sub Store(s) | Period Start Month & Year: 01-2023 | Period End Month & Year: 09-2023 | **GENERATE REPORT**

+ Temperature | + CCE Functionality | + Wastage | + Full Stock Availability | + Stock Out Days | + Stocked According to Plan | + Forecasted Demand vs Issues

Note that the KPIs on the iSC performance report are monthly indicators, therefore it is not possible to select specific dates, only months.

- **STEP 5.** When finished with the selection of store(s) and period, click on “Generate Report”.

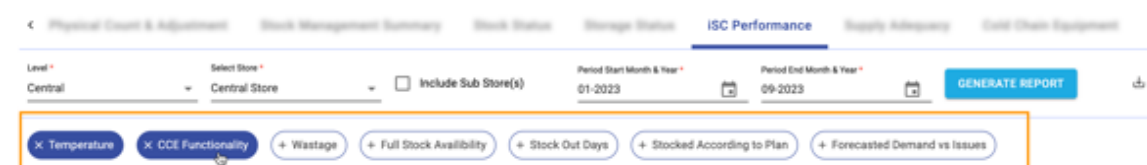


Physical Count & Adjustment | Stock Management Summary | Stock Status | Storage Status | **ISC Performance** | Supply Adequacy | Cold Chain Equipment

Level: Central | Select Store: Central Store | ☐ Include Sub Store(s) | Period Start Month & Year: 01-2023 | Period End Month & Year: 09-2023 | **GENERATE REPORT**

+ Temperature | + CCE Functionality | + Wastage | + Full Stock Availability | + Stock Out Days | + Stocked According to Plan | + Forecasted Demand vs Issues

To visualize the charts, use the menu buttons below to select/deselect which indicators to be displayed on the screen. It is possible to select one indicator at a time, so the chart will show at the top of the screen, or to select multiple indicators and then scroll down the screen to view each chart.



Physical Count & Adjustment | Stock Management Summary | Stock Status | Storage Status | **ISC Performance** | Supply Adequacy | Cold Chain Equipment

Level: Central | Select Store: Central Store | ☐ Include Sub Store(s) | Period Start Month & Year: 01-2023 | Period End Month & Year: 09-2023 | **GENERATE REPORT**

-X Temperature | -X CCE Functionality | + Wastage | + Full Stock Availability | + Stock Out Days | + Stocked According to Plan | + Forecasted Demand vs Issues

Note: If the user has clicked the “Include Sub Store(s)” box, the list of indicators will not include Stock Out Days (this is included within the Full Stock Availability chart) and Forecasted Demand vs Issues.

The subsections below provide more information on the meaning of each indicator and interpretation of the associated graphs and charts.

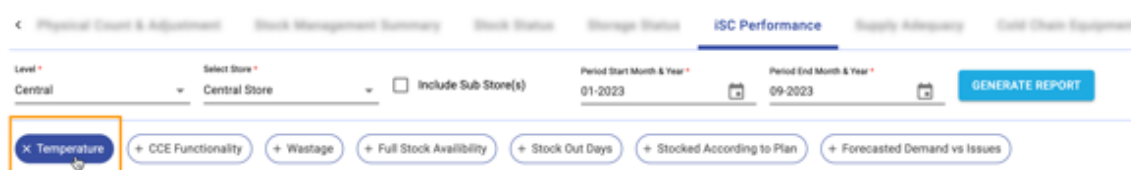
6.7.1. Temperature and temperature alarm rate

On the SMT iSC report, two separate but related temperature indicators can be monitored:

- o Minimum and maximum temperatures registered in each equipment each month.
- o Number of high and low temperature alarms registered by each equipment each month

These indicators are used as a proxy for measuring vaccine potency and safety, since exposure to temperatures outside the optimal range can indicate a risk of heat or freeze damage to sensitive vaccines. In addition, frequent temperature excursions can be used to identify potential equipment dysfunction or inadequate cold chain management practices.

- **STEP 1.** On the iSC performance report, select the button “Temperature”.



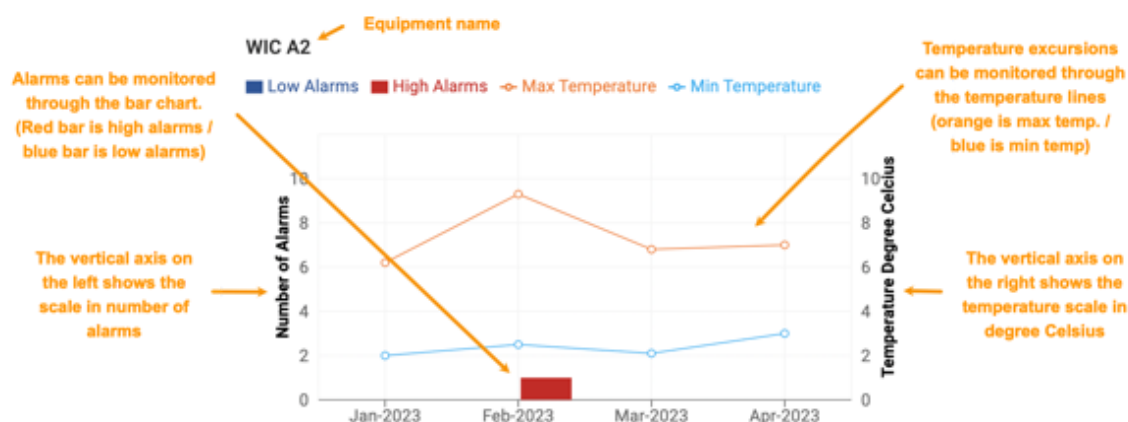
- **STEP 2.** Select the storage temperature category that you want to monitor (e.g. +5C, -20C, -70C). It is possible to select more than one category.



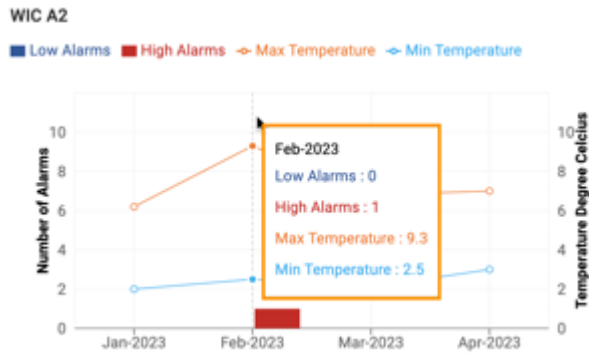
- **STEP 3.** Review the chart(s) to monitor temperature excursions and temperature alerts for each category and equipment. The temperature charts will display in different format depending on whether the report has been generated for an individual store or as an aggregated report.

A. Single store report

For each storage equipment, a temperature graph will display. This graph will show 2 lines to represent min/max temperature values across the period. If any temperature alerts have been registered, the number of alerts will show in a bar graph.



To obtain more detail on the data for one specific month, place your mouse on top of the graph and a pop-up window will display, showing the specific temperature and alarm values.



C. Multiple store report

When generating a report that includes lower-level stores, a summary table with display instead of individual graphs.

This aggregated report does not include information on temperature readings but allows the user to have a general overview at the monthly alarm rate across stores. This table is color-coded to facilitate identification of stores that have registered temperature alarms.

The colour-coded table will show the number of alarms per store per month.
Green: no alarms
Red: one or more alarms
Grey: some data is missing

The pop up window will display more details about the alarm number and type

Level Name	Store Name	Temperature Alarms		
		Jan-2023	Feb-2023	Mar-2023
Central	Central Store	0	1	0
Regional	Regional store 02	0	0	-70C: Low Alarms: 0, High Alarms: 1
Regional	Regional store 03	0	0	
Regional	Regional store 06	0	0	0

- STEP 4. (optional)** To further analyze or share the information, it is possible to export the temperature charts in pdf form. Click on the “Export” button on the top right corner of the iSC dashboard. The pdf file containing the same information that is displayed on the screen will be automatically downloaded into your computer.

Level: Central Select Store: Central Store ☒ Include Sub Store(s) Period Start Month & Year: 01-2023 Period End Month & Year: 04-2023 **GENERATE REPORT** **Export**

☒ Temperature
 ☐ CCE Functionality
 ☐ Wastage
 ☐ Full Stock Availability
 ☐ Stocked According to Plan

Temperature CCE ☐ +5C ☐ -20C ☒ -70C ☐ Ambient

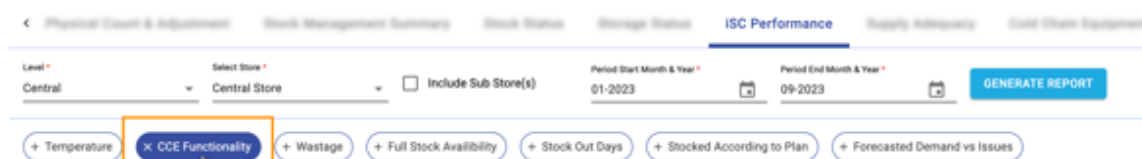
Level Name	Store Name	Temperature Alarms			
		Jan-2023	Feb-2023	Mar-2023	Apr-2023
Central	Central Store	0	1	0	0

6.7.2. Cold Chain Equipment (CCE) Functionality

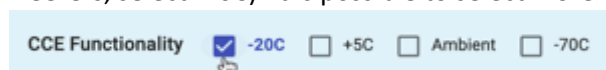
The Cold Chain Equipment Functionality indicator measures operational cold chain equipment to identify where maintenance is needed for maintaining vaccine quality. This indicator can be used for operational purposes, such as updating the maintenance plan, and for strategic purposes, such as to plan for replacement.

Note: functional status of CCE does not include a provision regarding the temperature maintained by the equipment; other indicators (such as [Temperature](#) and [Temperature Alarm Rate](#), described in [subsection 6.7.1.](#)) must be used to fully understand the cold chain management system.

- **STEP 1.** On the ISC performance report, select the button “CCE Functionality”.



- **STEP 2.** Select the storage category that you want to monitor (e.g. for freezers and Walk In Freezers, select -20C). It is possible to select more than one category.



- **STEP 3.** Review the chart(s) to monitor the CCE functionality for each category. The charts will display in different formats depending on whether the report has been generated for an individual store or as an aggregated report.

B. Single store report

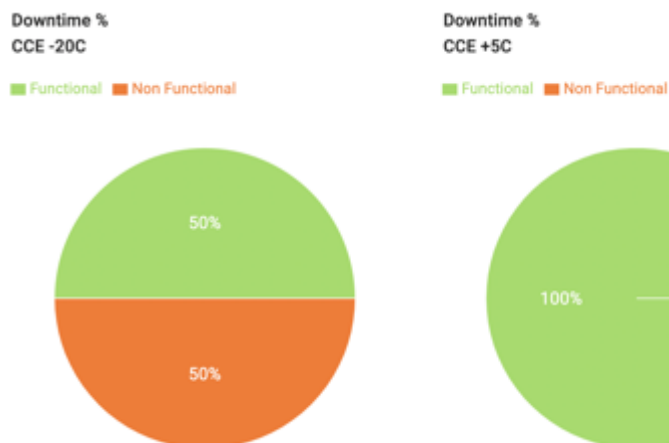
For individual stores, a color-coded table will show the status of each equipment during the selected period.

If the item was fully functional during a month, the month will show green on the table, if the item was logged into the SMT as non-functional at any moment during the month, that month will display in orange color.

■ Functional ■ Non Functional ■ Status Unavailable

Freezer 01	Functional	Functional	Functional
Freezer 02	Functional	Functional	Functional
Freezer 03	Functional	Functional	Non Functional
Walk In Freezer 01	Functional	Functional	Functional
	Jul-2023	Aug-2023	Sep-2023

To add more information on the downtime period of the equipment, a second chart will display below the first table. This pie chart will show the percentage functionality of the selected items, calculated as number of days functional vs. number of days not functional, during the selected period.



D. Multiple store report

When generating a report that includes lower-level stores, a summary table will display the aggregated information for all equipment of each category at each location, instead of individual lines per equipment.

This aggregated report allows the user to have a general overview at the CCE functionality across stores. This table is color-coded to facilitate identification of stores that have registered nonfunctional CCE.

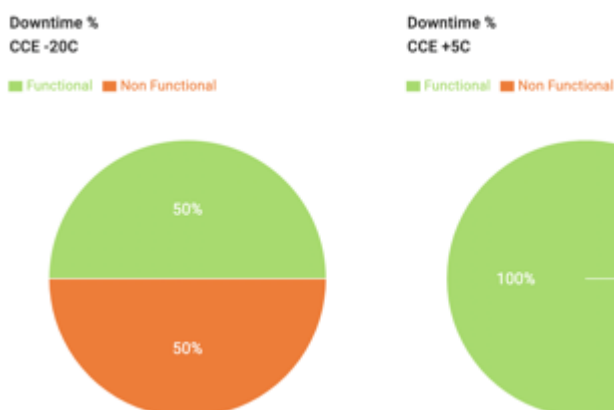
The colour-coded table will show the number of nonfunctional CCE per store per month.
 Green: all equipment was functional
 Red: at least one equipment was not functional
 Grey: data is missing
 The pop up window will display the name of the not functional equipment

The supply chain level of each store will display here The name of each store will be displayed in this column

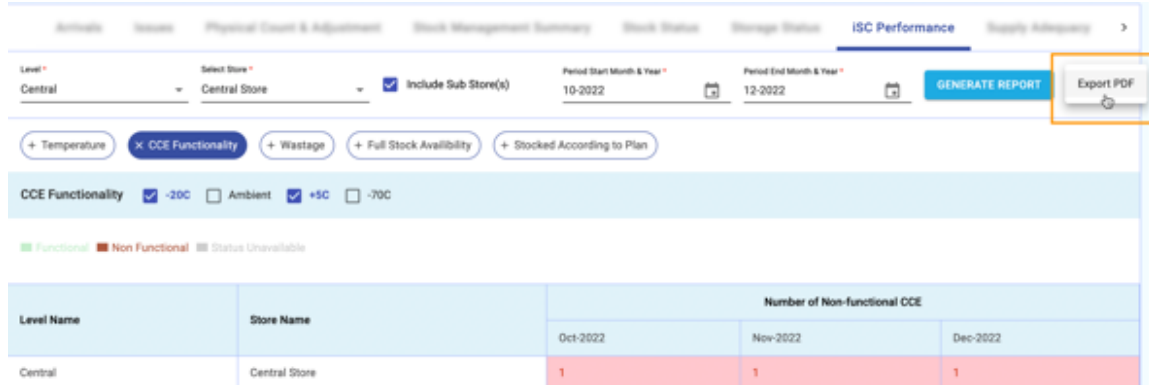
Level Name	Store Name	Number of Non-functional CCE		
		Oct-2022	Nov-2022	Dec-2022
Central	Central Store			
Regional	Regional store 02	1	1	1
Regional	Regional store 07			

Refrigerator 02

To add more information on the downtime period of the equipment, a second chart will display below the first table. This pie chart will show the percentage functionality of the selected items, calculated as number of days functional vs. number of days not functional, during the selected period.



- **STEP 4. (optional)** To further analyze or share the information, it is possible to export the CCE functionality charts in pdf form. Click on the “Export” button on the top right corner of the iSC dashboard. The pdf file containing the same information that is displayed on the screen will be automatically downloaded into your computer.



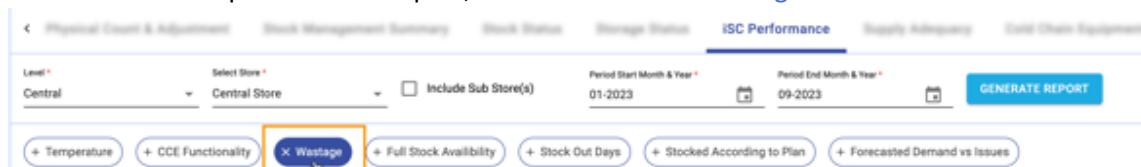
Level Name	Store Name	Number of Non-functional CCE		
		Oct-2022	Nov-2022	Dec-2022
Central	Central Store	1	1	1

6.7.3. Closed Vial Wastage

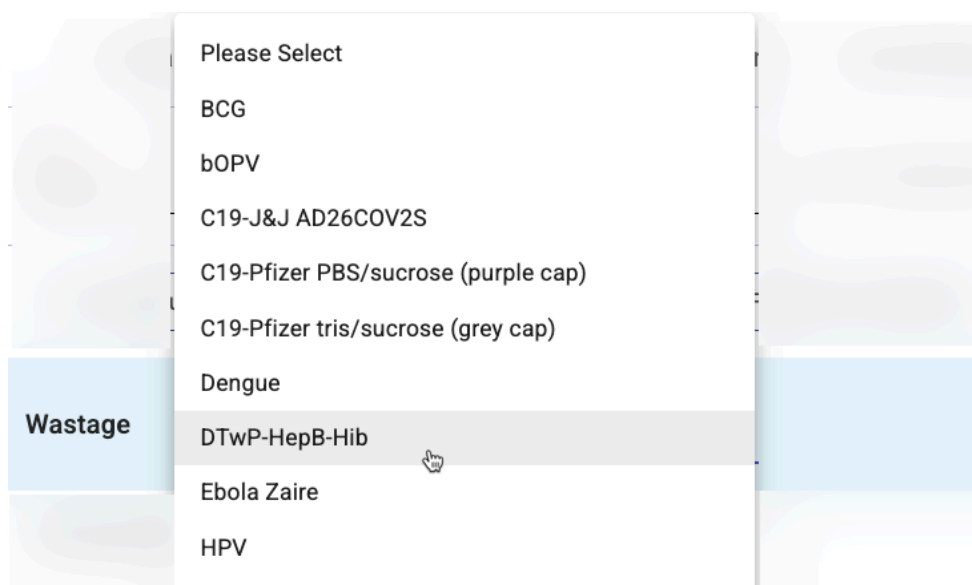
This indicator is used to measure potential avoidable wastage during handling of vaccines. Closed vial wastage rates can be used to identify excessive ordering practices that are not well-aligned to actual consumption rates, vaccine exposure to heat or freezing temperatures, breakage and mishandling of inventory.

Note: Open vial wastage, related to the discard of unused vaccines in multi-dose vials during the provision of immunization services is not recorded or monitored in the SMT.

- **STEP 1.** On the iSC performance report, select the button “Wastage”.



- **STEP 2.** Select the product that you want to monitor (e.g. BCG, bOPV, etc). Wastage is a product specific indicator, so it is only possible to select one item at a time.



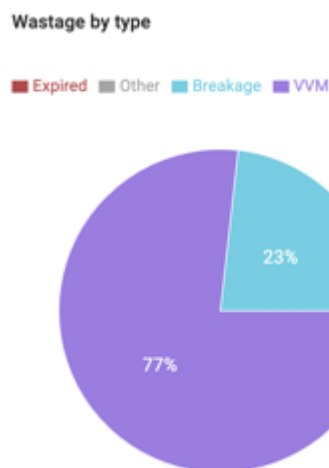
- **STEP 3.** Review the chart(s) to monitor the closed vial wastage percentage registered monthly for each vaccine. The charts will display in different formats depending on whether the report has been generated for an individual store or as an aggregated report.

A. Single store report

For individual stores, a stacked bar chart will show the wastage percentage each month. The height of the bar represents 100% (total product managed in the store that month) and the section in yellow represents the percentage of the total that has been discarded as wastage during the period. When placing the mouse on top of each bar, a pop-up window will display the wastage value expressed in percentage.



To add more information on the reasons for the wastage, a second chart will display on the right side of the screen. This pie chart will show the percentage of wastage attributed to each cause (i.e. breakage, expiry, VVM change, others).



B. Multiple store report

When generating a report that includes lower-level stores, a summary table will display. This table format allows the user to have a general overview at the wastage rates across stores. The table is color-coded to facilitate identification of stores that have registered wastage (in red). When placing the mouse over a wastage value, a pop-up window will show the percentages of wastage attributed to each cause.

The colour-coded table will show the monthly wastage rates across stores
 Green: no wastage has been registered for the selected item
 Red: some wastage has been registered for the selected item
 Grey: data is missing

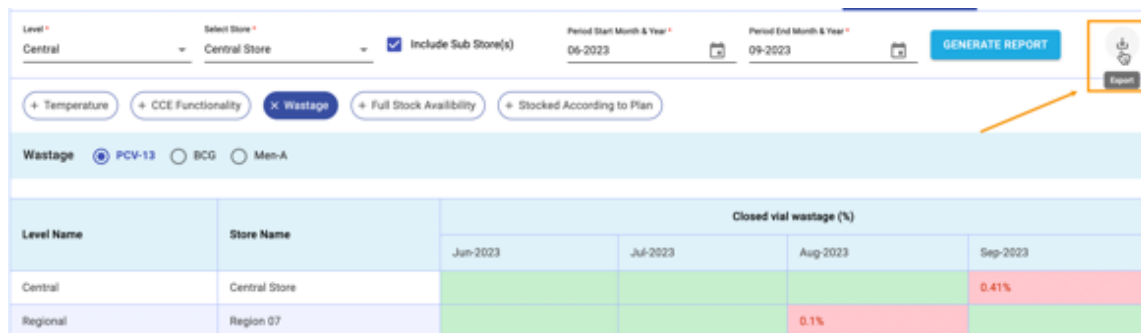
The supply chain level will be shown on the first column

The name of each store will be displayed in this column

The pop up window will display the break down of the reasons for wastage in percentage

Level Name	Store Name	Closed vial wastage (%)			
		Jun-2023	Jul-2023	Aug-2023	Sep-2023
Central	Central Store				0.41%
Regional	Region 07			0.1%	VVM: 76.92% Breakage: 23.08%

- **STEP 4. (optional)** To further analyze or share the information, it is possible to export the wastage charts in pdf form. Click on the “Export” button on the top right corner of the iSC dashboard. The pdf file containing the same information that is displayed on the screen will be automatically downloaded into your computer.



The screenshot shows the iSC dashboard interface. At the top, there are filters for Level (Central), Select Store (Central Store), and a checked box for 'Include Sub Store(s)'. There are also date pickers for Period Start Month & Year (06-2023) and Period End Month & Year (09-2023). A 'GENERATE REPORT' button is visible. Below these are several filter buttons: '+ Temperature', '+ CCE Functionality', '+ Wastage' (selected), '+ Full Stock Availability', and '+ Stocked According to Plan'. Under the 'Wastage' filter, there are radio buttons for PCV-13 (selected), BCG, and Men-A. The main table displays 'Closed vial wastage (%)' with columns for Level Name, Store Name, and months from Jun-2023 to Sep-2023. The data shows Central Store with 0.41% wastage in Sep-2023 and Region 07 with 0.1% wastage in Aug-2023. An orange box highlights the 'Export' button in the top right corner, with an arrow pointing to it.

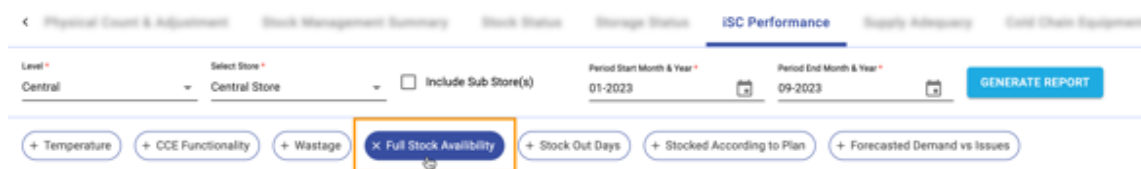
Level Name	Store Name	Closed vial wastage (%)			
		Jun-2023	Jul-2023	Aug-2023	Sep-2023
Central	Central Store				0.41%
Regional	Region 07			0.1%	

6.7.4. Full Stock Availability

Full Stock Availability or FSA is an indicator that measures the continuous availability of immunization products, which is essential to reach immunization program targets. FSA is defined as no stock-out in the storage facility at any point during the time period.

Note: FSA indicator only considers whether there is product in stock or there is a stock-out (zero balance), but does not measure whether the quantities in stock are adequate or the duration of stockouts. Other indicators (such as [Stock Out Days](#), described in [subsection 6.7.5.](#) and [Stocked According to Plan](#), described in [subsection 6.7.6.](#)) can be used in combination to FSA to fully understand the potential impact of stock unavailability.

- **STEP 1.** On the iSC performance report, select the button “Full Stock Availability”.



The screenshot shows the iSC Performance report interface. At the top, there are tabs for Physical Count & Adjustment, Stock Management Summary, Stock Status, Storage Status, iSC Performance (selected), Supply Adequacy, and Cold Chain Equipment. Below these are filters for Level (Central), Select Store (Central Store), and a checked box for 'Include Sub Store(s)'. There are also date pickers for Period Start Month & Year (01-2023) and Period End Month & Year (09-2023). A 'GENERATE REPORT' button is visible. Below these are several filter buttons: '+ Temperature', '+ CCE Functionality', '+ Wastage', '+ Full Stock Availability' (highlighted with an orange box), '+ Stock Out Days', '+ Stocked According to Plan', and '+ Forecasted Demand vs Issues'.

- **STEP 2.** Review the chart(s) to monitor the availability of vaccines in the selected store(s). The charts will display in different formats depending on whether the report has been generated for an individual store or as an aggregated report, as described below.

A. Single store report

For individual stores, a color-coded table will show the list of vaccines and the availability of each item across the selected months. Full Stock Availability during the period would be represented as the full table in green color. If a stock out has been registered at any point for any of the vaccines, the table will display orange color for that product and month.

Full Stock Availability			
■ Available ■ Unavailable ■ Status Unavailable			
BCG			
Td			
DTwP-HepB-Hib			
Ebola Zaire			
DTwP-HepB-Hib			
C19-Moderna			
bOPV			
C19-Pfizer Cominaty			
HepA			
Dengue			
H1N1			
COVID-B			
HepB			
Men-A			
Men-ACYW-135			
PCV-13			
	Jul-2023	Aug-2023	Sep-2023

B. Multiple store report

When generating a report that includes lower-level stores, a different summary table with display. This table format allows the user to have a general overview at the Full Stock Availability across stores during the selected period. The table is color-coded to facilitate identification of stores that have registered stock-outs (in red). When placing the mouse over a cell showing a stock-out, a pop-up window will display additional information on the name of the item(s) unavailable and the duration of the stock-out in days.

The colour-coded table will highlight if any of the stores have stockouts
 Green: no stockout
 Red: stockout has been registered during this month
 Grey: data is missing

The pop up window will display the name of the unavailable item(s) and the duration of the stockout

Level Name	Store Name	Full Stock Availability (Months)		
		Jul-2023	Aug-2023	Sep-2023
Central	Central Store	Stock Out	Stock Out	Stock Out
Regional	Regional store 06			Td, 13 Days Stock Out DTwP-HepB-Hib, 25 Days Stock Out Ebola Zaire, 25 Days Stock Out Dengue, 25 Days Stock Out
Regional	Test 1			
Regional	Regional store 02			
Regional	Regional store 07			

- STEP 4. (optional)** To further analyze or share the information, it is possible to export the Full Stock Availability charts in pdf form. Click on the **“Export”** button on the top right corner of the iSC dashboard. The pdf file containing the same information that is displayed on the screen will be automatically downloaded into your computer.

Inventory Issues Physical Count & Adjustment Stock Management Summary Stock Status Storage Status **ISC Performance** Supply Requisition Order Chain Request

Level: Central Select Store: Central Store ☒ Include Sub Store(s) Period Start Month & Year: 07-2023 Period End Month & Year: 09-2023 [GENERATE REPORT](#) 

+ Temperature + CCE Functionality + Wastage **+ Full Stock Availability** + Stocked According to Plan

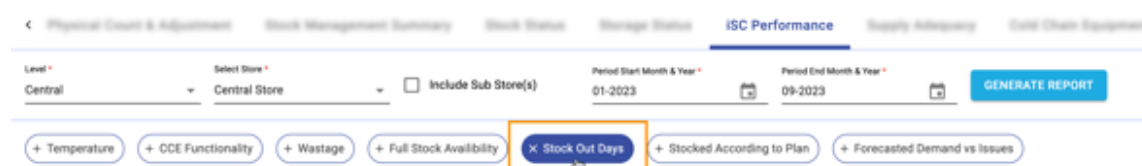
Full Stock Availability

Level Name	Store Name	Full Stock Availability (Months)		
		Jul-2023	Aug-2023	Sep-2023
Central	Central Store	Stock Out	Stock Out	Stock Out
Regional	Regional store D6			
Regional	Regional store D7			

6.7.5. Stock Out Days

Stock Out Days is an indicator that measures the duration of a stock-out (i.e. zero balance) of essential immunization products. This indicator is often used in combination with the Full Stock Availability indicator and can serve to estimate the severity and potential impact of a stock out on the provision of immunization services.

- **STEP 1.** On the iSC performance report, select the button “Stock Out Days”.

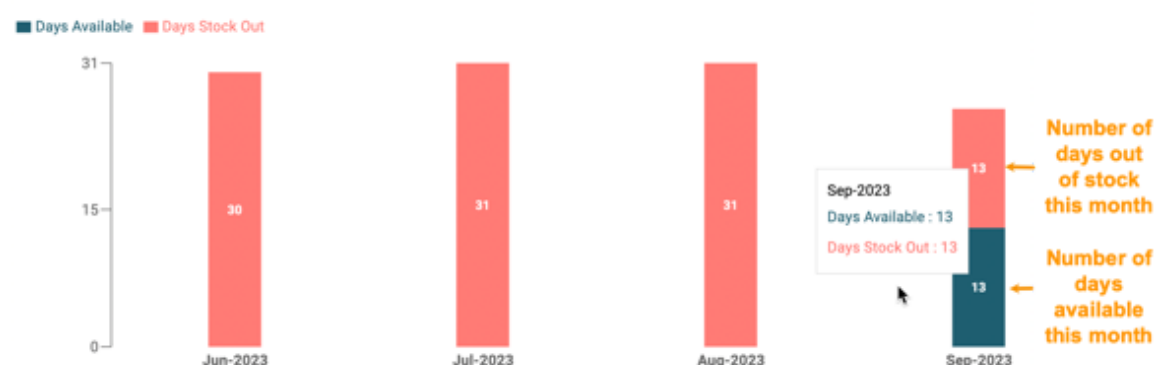


Note: This button will only be visible if the iSC performance report has been generated for a single store. For aggregated reports that include sub stores, the information regarding number of days out of stock is provided on the same chart as the Full Stock Availability Indicator. Refer to subsection 6.7.4 , multiple store report, for more details.

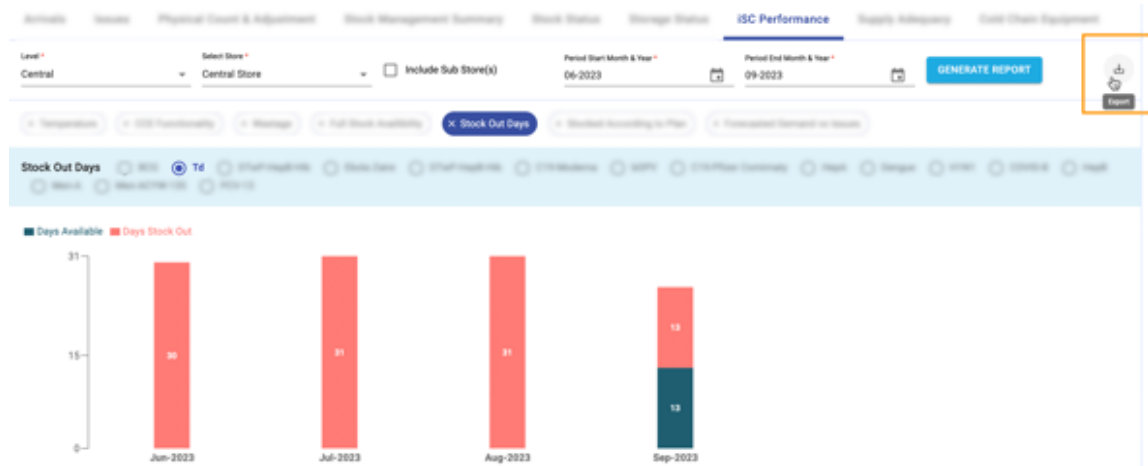
- **STEP 2.** Select the vaccine that you want to monitor. Stock out days is a product specific indicator, so it is only possible to select one item at a time.



- **STEP 3.** Review the bar chart to monitor the number of days per month that the product was available or out of stock, during the selected period. Place your mouse on top of each bar and a pop-up window will display the details.



- **STEP 4. (optional)** To further analyze or share the information, it is possible to export the Stock Out Days charts in pdf form. Click on the “Export” button on the top right corner of the iSC dashboard. The pdf file containing the same information that is displayed on the screen will be automatically downloaded into your computer.



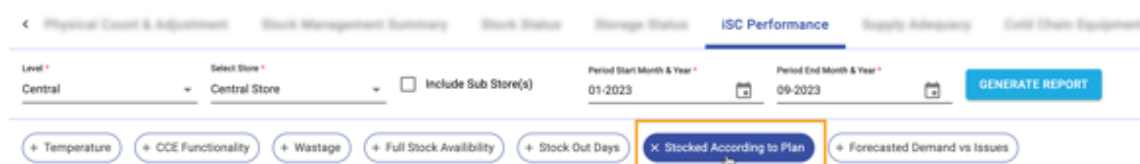
6.7.6. Stocked According to Plan

The Stocked According to Plan or SATP is an indicator that measures whether the vaccine store(s) maintain appropriate levels of vaccine and immunization product stock during a particular time frame.

Stocked according to plan (SATP) is defined as stock levels between set minimum and maximum levels, which are defined by local policies and entered in the SMT platform by the national or subnational administrators.

Diversions from the planned stock levels can help users identify risk of stock-outs (if stock balance significantly below the minimum level) or closed vial wastage (if stock balance significantly above the maximum level).

- **STEP 1.** On the iSC performance report, select the button “Stocked According to Plan”.



- **STEP 2.** Select the product that you want to monitor (e.g. BCG, bOPV, etc). SATP is a product specific indicator, so it is only possible to select one item at a time. Then select the activity type (routine or supplementary).

Stocked According to Plan

Product Name
bOPV

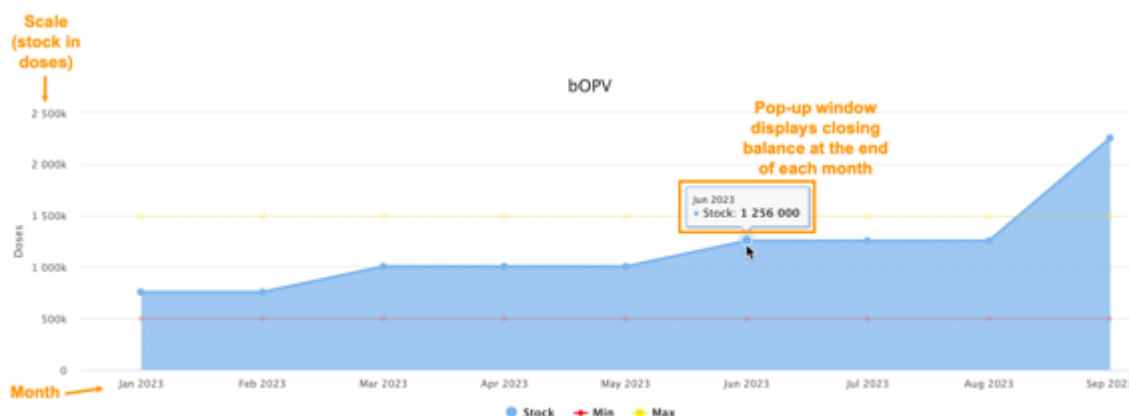
Activity Type
Routine

Note: By default, the chart will show all stock (routine plus supplementary) and compare it to the minimum and maximum levels. To compare only routine stock, select this activity type. To view only supplementary stock, select this activity type, but note that minimum and maximum recommended levels are not shown for supplementary stock.

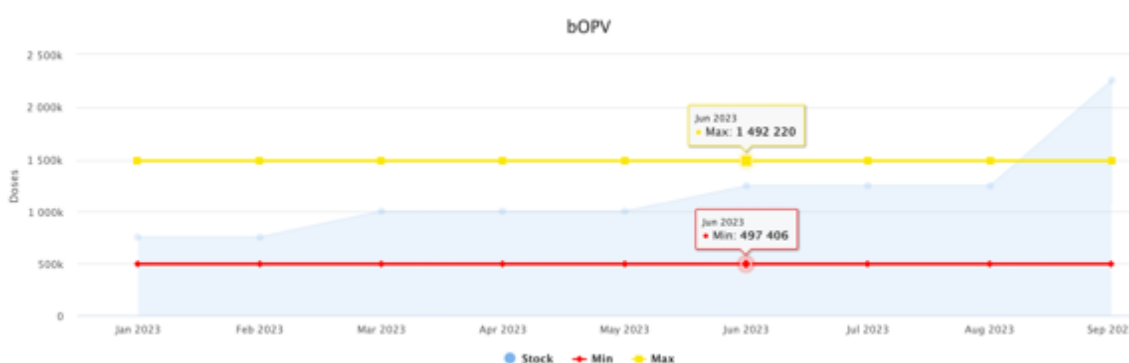
- **STEP 3.** Review the chart(s) to monitor whether the stock balances during the selected period are within recommended min and max values. The charts will display in different formats depending on whether the report has been generated for an individual store or as an aggregated report, as described below.

A. Single store report

For individual stores, the information will display in the format of an area graph. The blue shaded area represents the stock balance available on the selected store at the end of each month.



The available stock balance can be compared with the reference minimum and maximum reference levels for the selected vaccine, represented as red and yellow lines respectively.



B. Multiple store report

When generating a report that includes lower-level stores, a summary table with display. This table format allows the user to have a general overview of stock balances rates across stores. The table is color-coded to facilitate identification of stores that have registered stock below minimum or above maximum.

The supply chain level will be shown on the first column

The name of each store will be displayed in this column

The colour-coded table will show whether the stores maintained adequate stock balances each month

Green: adequate stock (between min and max)
Red: understocked (below min)
Yellow: overstocked (above max)
Grey: data is missing

Level Name	Store Name	Stocked According to Plan (Months)							
		Jan-2023	Feb-2023	Mar-2023	Apr-2023	May-2023	Jun-2023	Jul-2023	Aug-2023
Central	Central Store								
Regional	Regional store 05			Overstocked					
Regional	Test 1							Understocked	Understocked
Regional	Regional store 02					Overstocked			

- **STEP 4. (optional)** To further analyze or share the information, it is possible to export the SATP charts in pdf form. Click on the “Export” button on the top right corner of the iSC dashboard. The pdf file containing the same information that is displayed on the screen will be automatically downloaded into your computer.

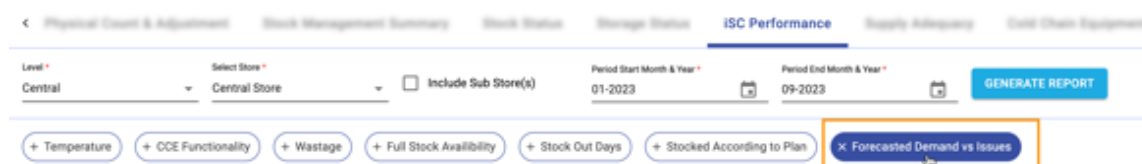


6.7.7. Forecasted Demand vs Issues

This indicator is used to validate and improve forecasting practices and assumptions (e.g., target population, coverage, wastage) in order to increase forecasting accuracy. It compares the needs forecasted for a particular period with the actual quantity issued out of that product for the same period. Issues of stock are used as proxy for consumption data, since actual administration of vaccines to target population is not registered in the Stock Management Tool.

The longer the period or review, the more informative this indicator will be. A rolling year, half year or quarter are recommended period lengths to monitor this indicator.

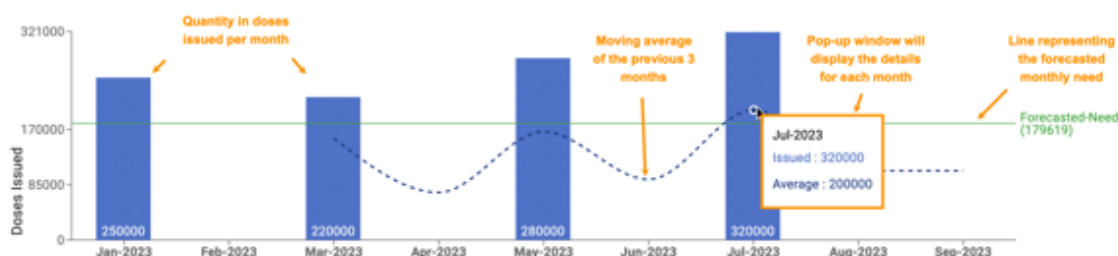
- **STEP 1.** On the iSC performance report, select the button “Forecasted Demand vs Issues”.



- **STEP 2.** Select the product that you want to monitor (e.g. BCG, bOPV, etc). This is a product specific indicator, so it is only possible to select one item at a time.

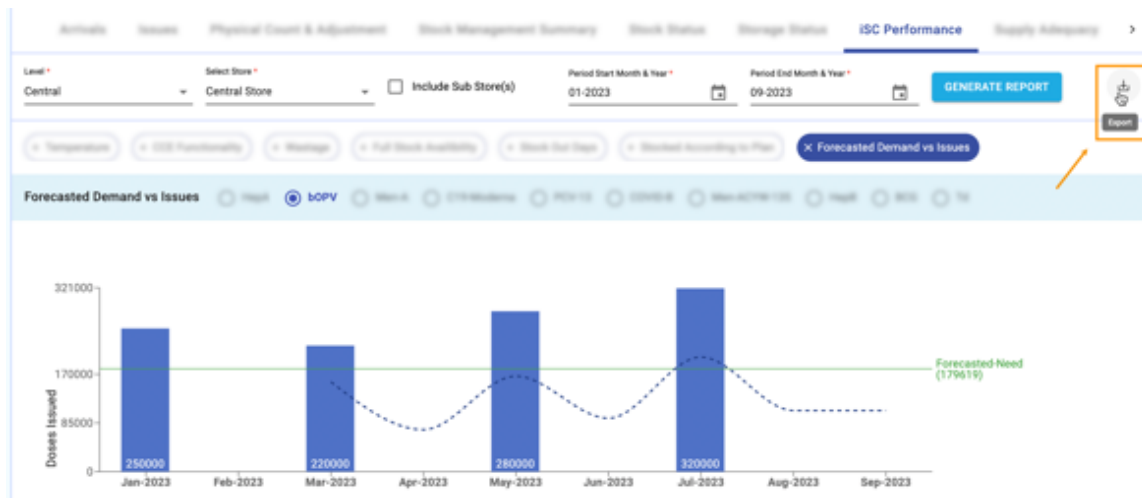


- **STEP 3.** Review the chart to monitor the forecast accuracy. The chart will display in the format of a bar graph. Each blue bar represents the quantity issued per month, and the blue dotted line is the moving average (taking into account the previous 3 months). The forecasted monthly need, used for reference, will be represented as a horizontal green line.



If the average of monthly issues is consistently below the green line, it indicates that the store is “consuming” (i.e. issuing) fewer vaccines than expected, while average monthly issues consistently above the forecasted need line indicate that usage of vaccines at this level is higher than what was predicted.

- **STEP 4. (optional)** To further analyze or share the information, it is possible to export the *Forecasted Demand vs Issues* charts in pdf form. Click on the “Export” button on the top right corner of the iSC dashboard. The pdf file containing the same information that is displayed on the screen will be automatically downloaded into your computer.



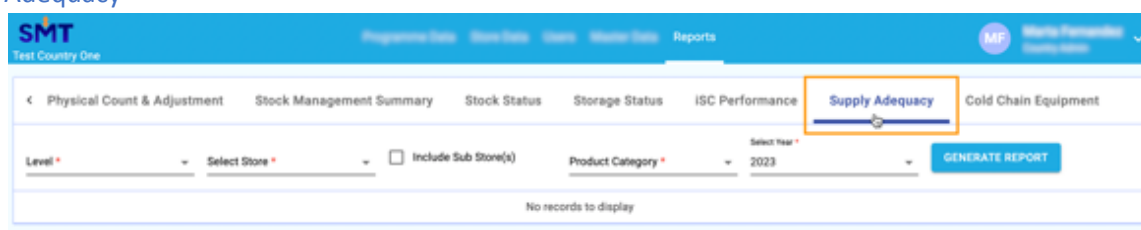
6.8. SUPPLY ADEQUACY REPORT

The **supply adequacy** report allows users to monitor whether the quantities of stock received are sufficient to meet the needs of a vaccine store.

This report **compares the annual needs** of each product at each location (calculated based on immunization plans, population and coverage estimates, entered in the platform by the administrators) **with the actual quantities received** at that location (based on arrivals registered by the store operators).

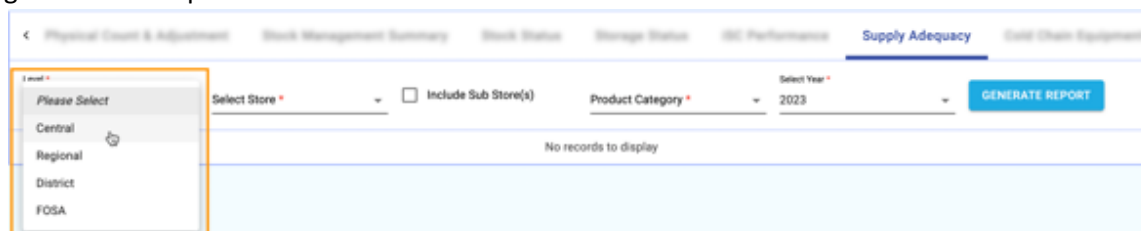
It is possible to generate the supply adequacy report for one individual store at a time, or to include lower-level stores in the same report (e.g. report for region A can include only the regional store, or the regional store plus all the district stores in that region).

- **STEP 1.** Access the SMT and click on the “Reports” tab on the top menu, then select “Supply Adequacy”



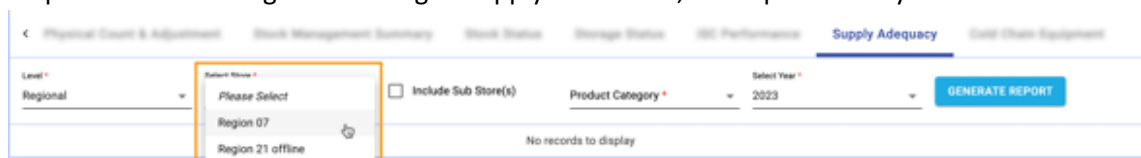
The screenshot shows the SMT Reports menu. The 'Supply Adequacy' option is highlighted with an orange box. Below the menu, there are fields for 'Level', 'Select Store', 'Include Sub Store(s)', 'Product Category', and 'Select Year'. A 'GENERATE REPORT' button is also visible.

- **STEP 2.** Click on “Level” to choose the supply chain level of the main store for which you want to generate the report.



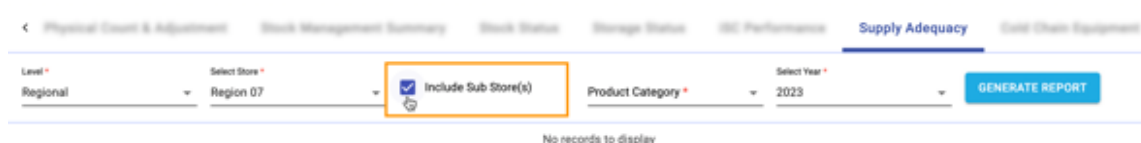
The screenshot shows the 'Level' dropdown menu open, displaying options: 'Please Select', 'Central', 'Regional', 'District', and 'FOSA'. The 'Regional' option is highlighted with an orange box.

After the level is selected, click on “Select Store” to choose the specific vaccine store. The dropdown list is arranged according to supply chain level, and alphabetically within each level.



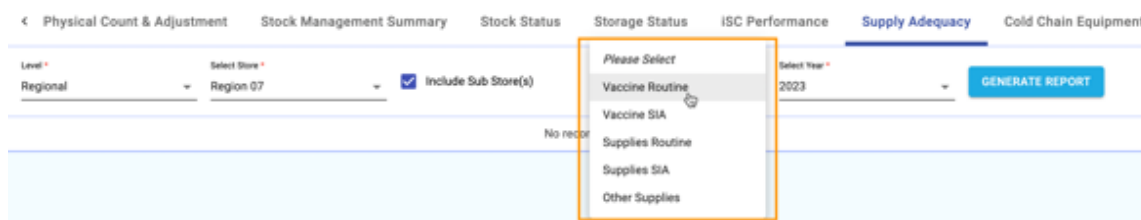
The screenshot shows the 'Select Store' dropdown menu open, displaying options: 'Please Select', 'Region 07', and 'Region 21 offline'. The 'Region 07' option is highlighted with an orange box.

- **STEP 3 (optional).** If you want the report to also include the stores below the main location, tick the box “Include Sub Store(s)”, otherwise leave blank.

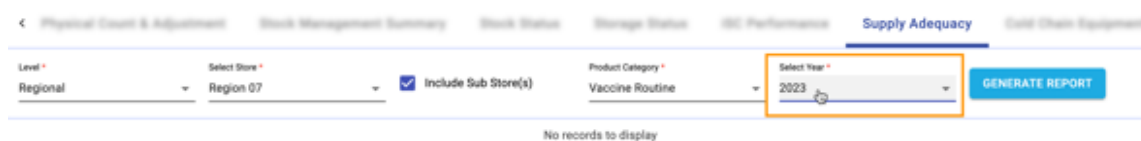


The screenshot shows the 'Include Sub Store(s)' checkbox checked, highlighted with an orange box. The 'Level' is set to 'Regional' and 'Select Store' is set to 'Region 07'.

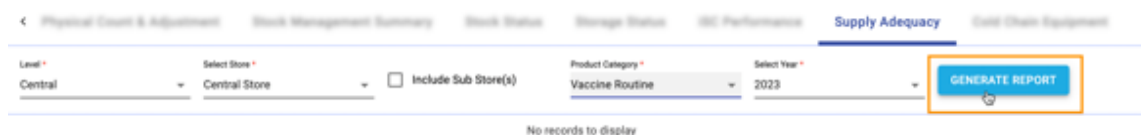
- **STEP 4.** Use the “Product Category” menu to choose the category of items for which you want to generate the report. Only one category can be selected at a time.



- **STEP 5.** Use the “Select Year” menu to choose the period of the report. The supply adequacy report compares the annual needs of the store(s) with the quantities received up to date, therefore it is generated as an annual report.



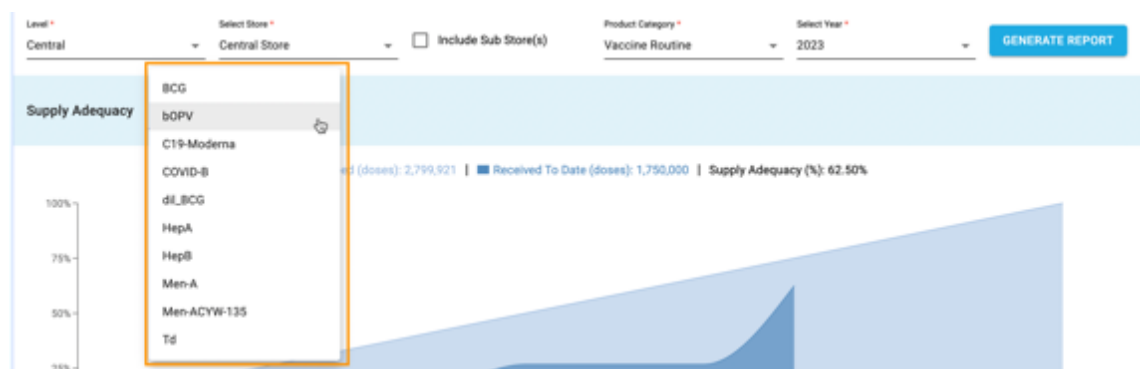
- **STEP 6.** When finished with the selection of store(s), product category and year, click on “Generate Report”.



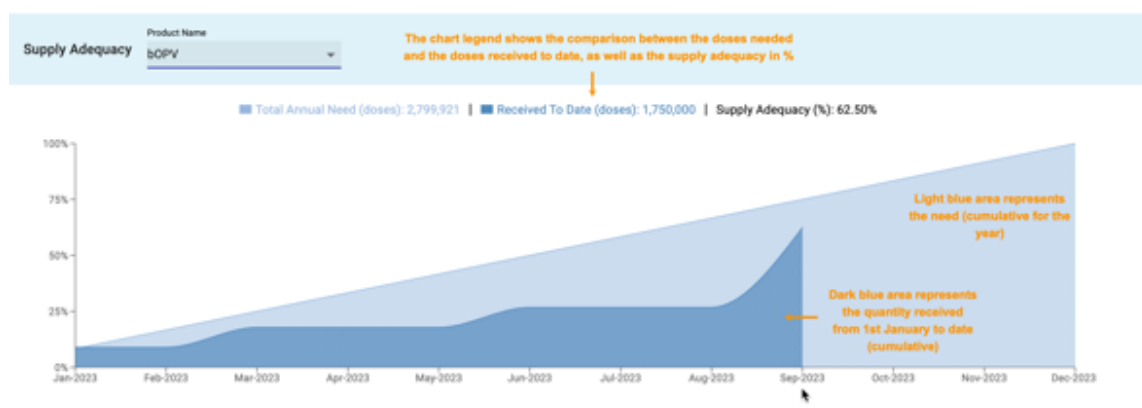
The report generated will have a different format depending on whether it includes a single store or multiple stores, as described below.

A. Single store report

Once the report is generated for a specific product category (e.g. vaccines routine) , use the dropdown menu to select the specific item you want to visualize.



A graph will display a comparison of the annual need for that specific item vs. the total quantity of the item received up to date.



Note: This report does not consider actual stock in the store or actual utilization of vaccines.

B. Multiple store report

Once the report is generated for a specific product category (e.g. vaccines routine), use the dropdown menu to select the specific item(s) you want to visualize. You can choose one or more than one product at a time.

Level: Central Select Store: Central Store Include Sub Store(s) Product Category: Vaccine Routine Select Year: 2023 **GENERATE REPORT**

Supply Adequacy Product Name: **BCG**

Recipient Stores

Recipient Stores	Received To Date (doses)	Supply Adequacy (%)
Central Store	1,040,000	39.94%
Region 07	200	5.70%
Region 21 offline	0	0%
Region store 02	0	0%
Regional store	20,000	142.87%

Once the products are selected, a table will display with a comparison of the annual need for each specific item vs. the total quantity of the item received up to date, as well as a calculation of the supply adequacy in %. The table will display one separate line per vaccine store.

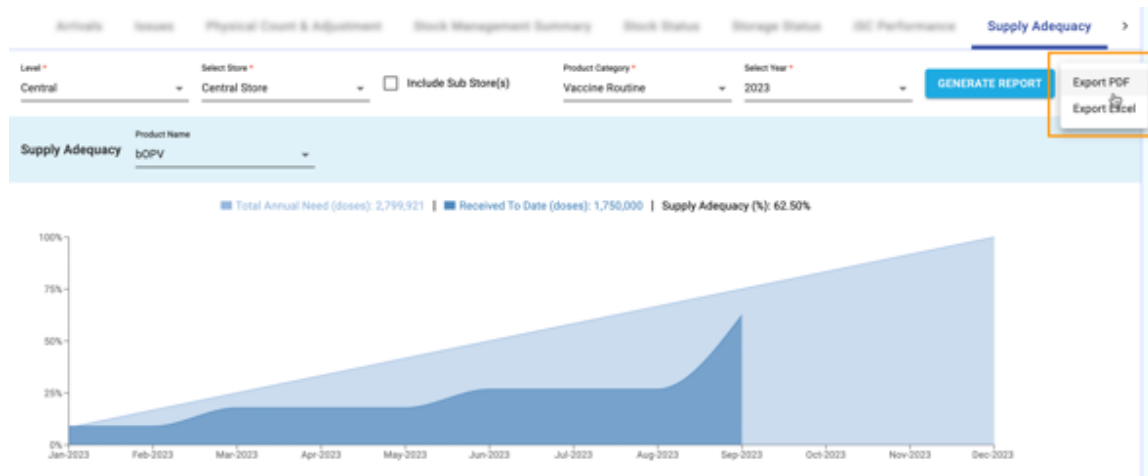
Supply Adequacy Product Name: **BCG**

For each vaccine store, for each product, the table will show the total annual needs in doses compared to the actual quantity received from 1st of January to date, as well as a calculation of the supply adequacy in %

Recipient Stores	Total Annual Need (doses)	Received To Date (doses)	Supply Adequacy (%)
Central Store	2,604,000	1,040,000	39.94%
Region 07	3,511	200	5.70%
Region 21 offline	0	0	0%
Regional store 02	14,000	20,000	142.87%

Note: This report does not consider actual stock in the store or actual utilization of vaccines.

- **STEP 7. (optional)** To further analyze or share the information, it is possible to export the report in pdf or Excel form. Click on the **"Export"** button and select the preferred file format. The file will be automatically downloaded into your computer.



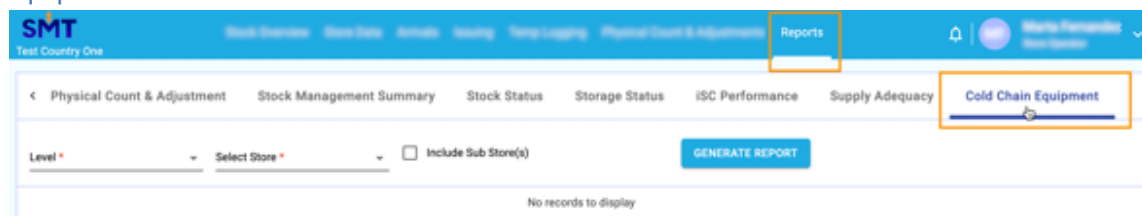
Note that the export will only show the graph and data for the selected product.

6.9. COLD CHAIN EQUIPMENT REPORT

The **cold chain equipment** report allows users to generate an inventory list of all the storage equipment available across vaccine stores.

This report can be generated for one single vaccine store at a time or for multiple levels.

- **STEP 1.** Access the SMT and click on the “Reports” tab on the top menu, then select “Cold Chain Equipment”.



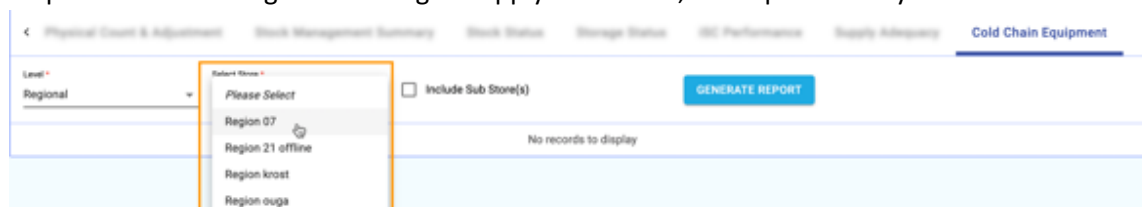
The screenshot shows the SMT interface with the 'Reports' tab highlighted in the top navigation bar. Below it, the 'Cold Chain Equipment' report is selected from a list of reports. The main form area shows a 'Level' dropdown, a 'Select Store' dropdown, and an 'Include Sub Store(s)' checkbox. A 'GENERATE REPORT' button is visible. The status 'No records to display' is shown at the bottom.

- **STEP 2.** Click on “Level” to choose the supply chain level of the main store for which you want to generate the report.



The screenshot shows the 'Level' dropdown menu open, displaying options: 'Please Select', 'Central', 'Regional', 'District', and 'FOSA'. The 'Regional' option is highlighted. The 'Select Store' dropdown and 'Include Sub Store(s)' checkbox are also visible. The 'GENERATE REPORT' button and 'No records to display' status are at the bottom.

After the level is selected, click on “Select Store” to choose the specific vaccine store. The dropdown list is arranged according to supply chain level, and alphabetically within each level.



The screenshot shows the 'Select Store' dropdown menu open, displaying options: 'Please Select', 'Region 07', 'Region 21 offline', 'Region krost', and 'Region ouga'. The 'Region 07' option is highlighted. The 'Level' dropdown is set to 'Regional'. The 'Include Sub Store(s)' checkbox and 'GENERATE REPORT' button are also visible. The status 'No records to display' is at the bottom.

- **STEP 3 (optional).** If you want the report to also include the cold chain inventory of lower-level stores below the main location, tick the box “Include Sub Store(s)”, otherwise leave blank.



The screenshot shows the 'Include Sub Store(s)' checkbox checked. The 'Level' dropdown is set to 'Regional' and the 'Select Store' dropdown is set to 'Region 07'. The 'GENERATE REPORT' button is visible. The status 'No records to display' is at the bottom.

Note: Unlike in other reports that only include the supply chain level immediately below, in the Cold Chain Equipment report, all lower-level stores in the selected location will be included. For example, if the main store selected is *Region A*, and the user ticks the “Include Sub Store(s)” box, all stores in that region (districts, health facilities, etc.) will be included in the inventory report. If the main store is selected in the *Central Store*, when the user ticks the “Include Sub Store(s)” box, the report will include all facilities in the country.

- **STEP 4.** When finished with the selection of store(s), click on “Generate Report”.

< Physical Count & Adjustment Stock Management Summary Stock Status Storage Status iSC Performance Supply Adequacy **Cold Chain Equipment**

Level: **Central** Select Store: **Central Store** ☒ Include Sub Store(s) **GENERATE REPORT**

A table with the full list of storage equipment and spaces at the selected location(s) at the time of the report will display on the screen.

(1/2)

The supply chain level where the equipment is located

The name of the vaccine store where the equipment is located

The name of the CCE supplier (i.e. the brand or manufacturer)

The specific type or model of the CCE

The category to which the equipment belongs to (e.g. fridge, freezer, WICR, etc)

The storage temperature category of the CCE (e.g. +5C, -20C, etc)

Level Name	Store Name	Supplier	Equipment Type/Model	Equipment Category	Storage Temperature
≡	≡	≡	≡	≡	≡
District	Entrepôt du district de Ouahigouya	Vestfrost Solutions	MF 214	Freezer	-20C
District	Entrepôt du district de Ouahigouya	Vestfrost Solutions	MF 214	Freezer	-20C
District	Entrepôt du district de Ouahigouya	B Medical Systems	TCW 4000 SDD	Refrigerator	+5C
District	Entrepôt du district de Ouahigouya	B Medical Systems	TCW 4000 SDD	Refrigerator	+5C

(2/2)

The name given to the CCE by the store managers to identify it

The gross and net storage capacity, expressed in litres

The date of installation and date of last mapping (if applicable) as logged by the store operator

The current status of the CCE as per last update (i.e. functional, not functional, decommissioned)

Any comments related to this CCE entered by the store operator will show on this column

Equipment Name	Gross Capacity	Net Capacity	Date of Installation	Date of Last Mapping	Status	Comments
≡	≡	≡	≡	≡	▼	≡
CONGELATEUR V2	171	145.35	17 Aug 2024	15 Oct 2024	Functional	
Congélateur V1	171	145.35	17 Aug 2024	15 Oct 2024	Functional	
Réfrigérateur B2	250	220	17 Aug 2024	15 Oct 2024	Functional	
Réfrigérateurs B1	250	220	17 Aug 2024	15 Oct 2024	Functional	

Note: The Cold Chain Equipment report is an inventory report that shows the functionality status at the current time. To monitor CCE functionality in the past or over a specific time period, refer to the [iSC Performance report, CCE Functionality indicator](#), described in [sub-section 6.7.2](#).

- **STEP 5.** To look for specific items, use the filter fields to search by store, equipment or temperature category, functionality status, etc.

Level Name	Store Name	Equipment Category	Storage Temperature	Equipment Name	Gross Capacity	Net Capacity	Date of Installation	Date of Last Mapping	Status
									☐ Functional ☒ Non Functional
Central	Central Store	Ultra Low Freezer	-70C	UCC 01	895	863	27 Sep 2022	27 Sep 2022	Non Functional
Central	Central Store	Freezer	-20C	Freezer 01	34.3	29.16	07 Sep 2022	07 Sep 2022	Non Functional

- **STEP 6. (optional)** To further analyze or share the information, it is possible to export the report in pdf or Excel form. Click on the “Export” button and select the preferred file format. The file will be automatically downloaded into your computer.

< Physical Count & Adjustment Stock Management Summary Stock Status Storage Status QC Performance Supply Adequacy Cold Chain Equipment >									
Level *	Select Store *	☐ Include Sub Store(s)		GENERATE REPORT					
Central	Central Store								
Level Name	Store Name	Equipment Category	Storage Temperature	Equipment Name	Gross Capacity	Net Capacity	Date of Installation	Date of Last Mapping	Status
Central	Central Store	Walk In Cooler	+5C	WIC A2	30,000	4,920	30 Jan 2023	30 Jan 2023	Functional

7. TROUBLESHOOTING

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7.4. TROUBLESHOOTING REPORTS..... 180

This section describes and explains the most common issues reported by SMT users and how to solve them. If you experience any unexpected problem when using the SMT application, kindly review this section to find out whether your problem is listed and possible solutions.

If the problem you are experiencing is not listed in this section or the solution provided by this guide does not solve it, get in touch with the local SMT administrator in your region or country for technical support.

If you are the SMT country administrator and need to escalate a problem that cannot be solved at local level, get in touch with the global SMT support team at smt@unicef.org

7.1. TROUBLESHOOTING ACCESS TO SMT

WHEN I TRY TO LOG IN, I GET A MESSAGE THAT I DON'T HAVE A USER ACCOUNT

When trying to log into the SMT platform, it is possible to see a message like this:



The most common reasons for this are:

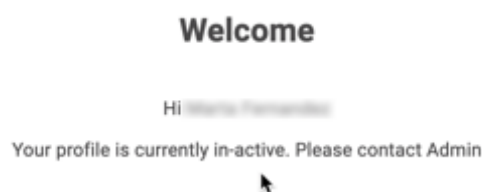
- a) **The SMT administrator(s) in your country or location have not yet created an account for you.** If an account has been created, you should have received an email notification with the details of your user profile. If you have not received this email, get in touch with the SMT administrators to request the creation of your user account.
- b) **The SMT administrator(s) in your country or location have created an account for you, but there was a spelling error when entering your email address.** This is a very common mistake. If the administrator has informed you that your account is created but you have not yet received the email notification, verify with them that the email address used is correctly spelled.

- c) **You are trying to log into the SMT with an email address different than the one used for your user account.** If you have multiple email addresses (e.g. government email, Gmail, etc.) it is possible that the administrator has created your SMT account using one of them, and you have tried to log in with another one. Review your mails to verify in which email you have received the account creation notification and try again to log in using the correct account. (Note that the email might have been received in your Spam/Junk inbox). If you have not received the email notification, get in touch with the SMT administrator(s) in your country or location to verify you have an account.

Refer to sections [4.4.1. Viewing the user list](#) and [4.4.2. Creating new user accounts](#) for additional information.

WHEN I TRY TO LOG IN, I GET A MESSAGE THAT MY ACCOUNT IS INACTIVE

When trying to log into the SMT platform, it is possible to see a message like this:



The message contains your username, which means your account is successfully created in the system, however, it is marked as “inactive”. This means that either during the process of account creation, or at a later date, a user with an administrator role has manually deactivated your account, either by mistake or for a specific reason. If you have administrator rights, it is possible that you might have deactivated your own account by mistake.

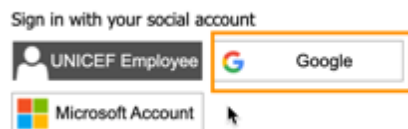
To reactivate your account, contact the SMT administrator(s) in your location or country to check whether there is a reason why your access to the SMT has been revoked. If it was deactivated by mistake, the administrator can edit your account to mark it as “active” again.

Refer to sections [4.4.5. Deactivating user accounts](#) for additional information.

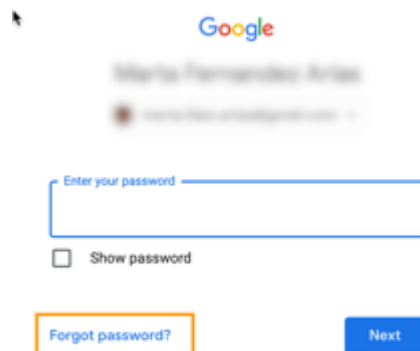
I HAVE FORGOTTEN MY PASSWORD

As described in section [2.3. How to access the SMT for the first time](#), account and password management will be different depending on the type of email address associated with your SMT user account.

- a) **For UNICEF, Google and Microsoft email addresses:** Users log into the SMT platform using a SSO (Single Sign On) process, which means that the password for accessing the SMT platform is the password used for accessing the email account. If you have one of these types of emails, and you have forgotten your password, you will need to follow the password recovery process with your respective email provider.
- ◆ On the SMT login page, click on the button for your type of email address (e.g. Google button for a Gmail account):

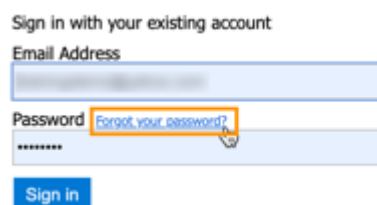


- ◆ Click on “Forgot password?” and follow the instructions of your email provider to recover your password:



- b) **For other types of email addresses (e.g. Yahoo):** Users with email accounts that don’t use a SSO (Single Sign On) process need to create their own password for the SMT. If this was your case, and you created a specific SMT password that you have now forgotten, you can recover it by using the “Forgot my password” option on the SMT login page.

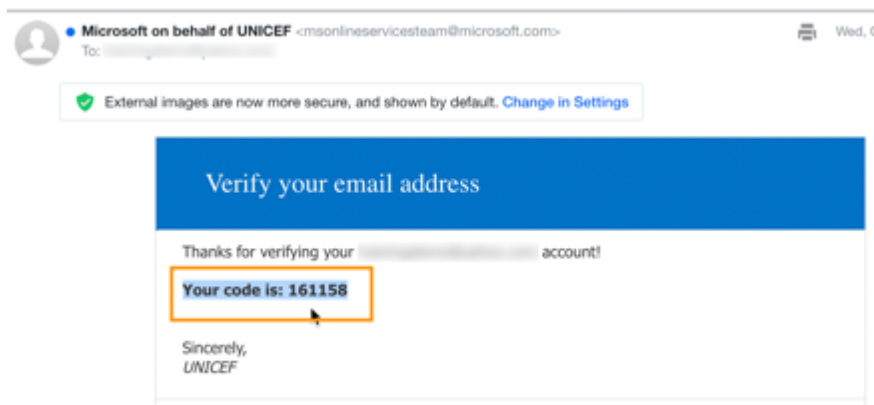
- ◆ Click on the “Forgot your password?” link above the password field, on the SMT login page



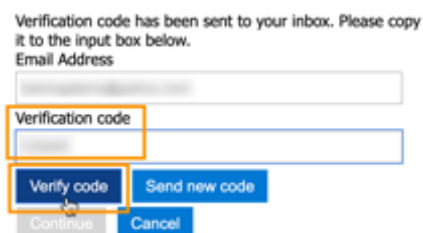
- ◆ Type your email address and click on “Send verification code”



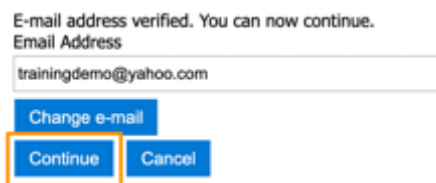
- ◆ Go to your email inbox and locate an email from “Microsoft on behalf of UNICEF” with a 6-digit verification code. (Note that the email might have been received in your Spam/Junk inbox)



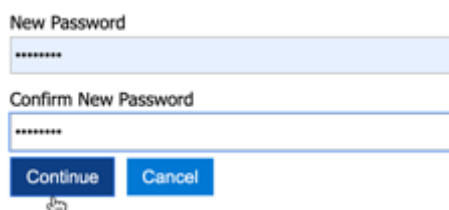
- ◆ Type or copy-paste your numeric code in the field provided, then click “Verify code”



- ◆ Once your email address is verified with the code, click “Continue”

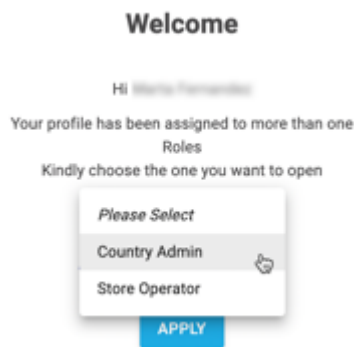


- ◆ You can now create a new password for your SMT account and click “Continue”. This is the password that you will use to log into the SMT platform from this moment on.



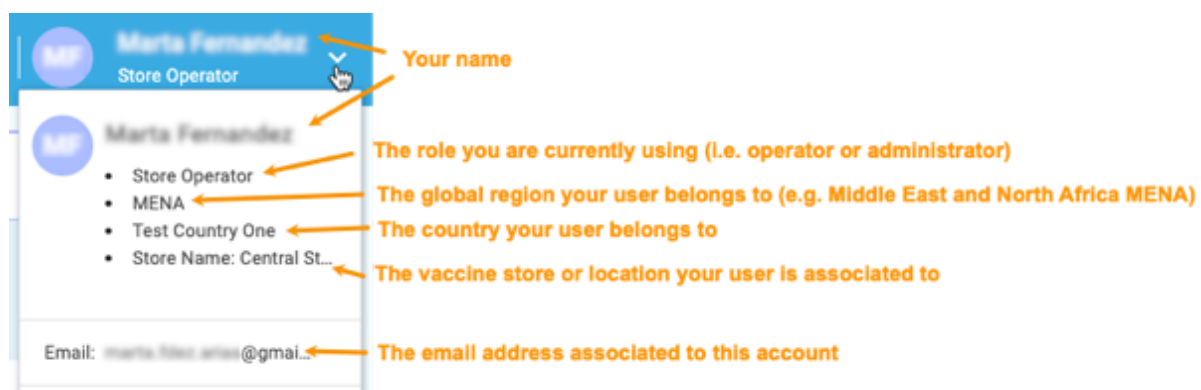
I CAN LOG IN, BUT I CANNOT SEE THE FUNCTIONALITIES I AM LOOKING FOR

If you are a user with more than one role, when logging into the SMT you will be requested to select which role you wish to access (administrator or store operator).



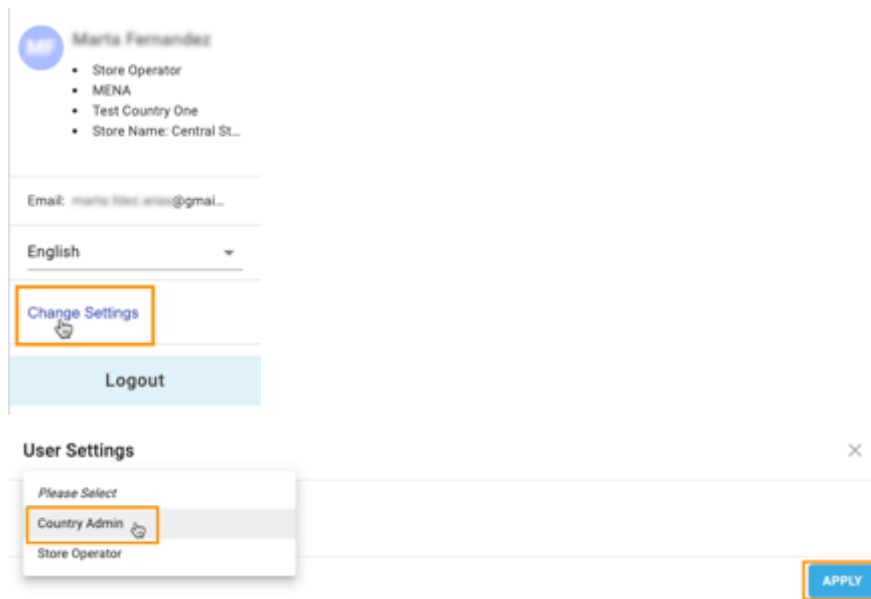
Depending on the type of role selected at the time of log in, the menus and functionalities you have access to will be different. If you are logged into the platform but you cannot see the menus and functionalities that you expected (e.g. store operator functions), it is possible that you are logged in with a different user role (e.g. administrator).

To find out which user role you are using, click on your name on the top right corner of the screen. Your user details will display.



Review your user details to verify whether you are logged in using the correct account and user role.

- If you are logged in using the correct email address, but the user role you wish to use is different than the current one (e.g. you are logged as store operator but you want to use the administrator functions), simply click on "Change settings", select the correct user role, then click "Apply".



- b) If you have several user accounts with different email addresses, and the account you are currently using is not the correct one, simply click “Log out” and then follow the log in process again to access the SMT with your other email account.



If, after following the process above, you are still not able to access the correct location or functionalities, get in touch with the SMT administrator in your location or country to ensure your user account is correctly set up.

7.2. TROUBLESHOOTING ADMIN FUNCTIONS

MASTER DATA. THE PRODUCER IS NOT ON THE LIST

When creating a new country specific vaccine or supply in your master list, you will be required to enter the details of the item, including the producer/manufacturer.

If the producer/manufacturer is not listed on the dropdown menu, you will need to manually add it as a new country specific producer **before** adding any vaccines or supplies associated to it. Refer to section [4.1.2. Adding country specific items to the national master data](#) for a detailed description of this process.

STORE HIERARCHY IMPORT FAILS

When trying to import an Excel file with the store hierarchy for your country, it is possible that you receive an error message, and the file import does not work.



This message means that there are errors with the data introduced in the Excel file. Review the following common errors:

- **Data in one of the mandatory columns is missing.** On the “Locations” tab of the Excel file, review columns C, E and F (columns with red header) to ensure the mandatory information is completed. (Note: the parent store of the central store is an exception, and this cell can be left blank on column C)
- **Facilities do not have the correct parent stores.** Review column E “Facility name” together with column C “Parent facility name” to ensure there are no stores reporting to themselves (i.e. facility name and parent store cannot be the same).
- **Supply chain level codes are incorrect.** Review column F, “Supply Chain Level Code” to ensure the right format is used. Only numbers from 1 to 5 should be used for the supply chain level. Letters or other numbers are not allowed.
- **The format of the population figures is incorrect.** Review column K “Total Population” to ensure that no symbols (such as commas or dots) are used.
- **The header titles for each column have been modified.** If the titles of each column (text on row 1) are changed, the SMT platform might not be able to recognize the data. If you are unsure as to whether the text has been edited, download the hierarchy file again and copy-paste the data into the new template.
- **The import file and the platform are in a different language.** If the file has been downloaded while using the platform in a specific language, the same language needs to be used when importing the file back into the platform. Switch the platform language to match the language of the file or download the template again in the language you wish to use and copy-paste the data.

7.3. TROUBLESHOOTING STORE OPERATOR

STOCK OVERVIEW IS BLANK

When logging into the SMT as a store operator, you will land on the stock overview page, which should display a list of all the items in stock at your vaccine store. If this page is blank, try the following:

- Refresh the page using the refresh button on the browser.
- If you have been using the SMT platform for several hours/days without closing it, log out of the platform and log in again.
- If the above does not work, clear the cache on your browser.
[Clear cache in Chrome](#) / [Clear cache in Firefox](#) / [Clear cache in Safari](#) / [Clear cache in Edge](#)
- Check your user details on the top right corner to ensure you are logged in the correct vaccine store.
- Review the arrivals page to ensure that stock balances have been successfully logged in as “completed”.

STOCK OVERVIEW DATA IS INCORRECT

The stock overview page displays a list of all the items in stock at your vaccine store and their details. The data on this screen reflects what the user(s) have entered through the arrivals and issuing functionality. If the information shown on this screen does not match the reality, it is possible that there has been an error at the time of the data entry process. Try the following:

- Review the arrivals page to ensure that stock balances have been successfully logged in as “completed”. Transactions that are on “draft” or “pending” stage are not reflected on the stock overview.
- If the errors are related to a specific item or batch number, go to the reports section and search for transactions related to that item on the arrivals and issuing reports to identify any erroneous transactions. Refer to section [6.1. Arrivals report](#) and [6.2. Issuing report](#) for more information.
- If erroneous transactions have been identified through the reports, locate the transactions on the arrivals/issuing screens and add a comment to clarify the transaction details.
- If needed, use the Adjustments functionality to correct the details of the items you have in stock. Refer to section [5.6.2. Registering adjustments](#) for details on this process.

ISSUING OUT SUPPLIES, INVALID DATE

When issuing out supplies, it is possible to select an issues date in the past. This is to allow users to register in the SMT transactions that have already been completed.



The screenshot shows the 'Issue New Stock' form. The 'Issue Date' field is highlighted with an orange box and contains the date '01-09-2023'. Other fields include 'Issue Type' (Requisition), 'Recipient Store / Reason' (Region 07), 'Distributed Late' (No), 'International Shipping Ref', and 'User' (Marta Fernandez). An 'ADD LINE TO ISSUE' button is at the bottom right.

However, it is possible that when selecting an issue date in the past, the transaction cannot be completed and a message like this will appear:



This error message is triggered when the selected issue date for a specific product and batch is earlier than the arrival date of that specific product and batch in the vaccine store (i.e. the user is trying to issue stock at a time when that item was not in store). For example:

- BCG vaccine batch 987368, arrival in central store 18th June
- BCG vaccine batch 987368, issue date from central store before 18th June -> invalid
- BCG vaccine batch 987368, issue date from central store 18th June or later -> valid

If you see the error message above, review the arrival and issuing dates of the item(s) to ensure the transaction gets registered on the correct dates.

PHYSICAL COUNT AND ADJUSTMENTS: I CANNOT SAVE THE DATA

When registering a physical count and/or adjustment, the data will be saved when clicking the button “Finalize” on the bottom right corner of the “Physical Count & Adjustments” page. However, in some instances, this button can be inactive.

ADS_0.1ml	0123456	1,500,000			☐			
ADS_0.5ml	765289	1,000,000			☐			
bednet	8we3	305			☐			

If the Finalize button remains inactive and the data cannot be saved, review the items lines to ensure that, if discrepancies have been recorded, the box “Accept adjustment” is showing a green tick mark.

Product ↑	Batch No.	System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Accept Adjustment
Vaccine					
BCG	099457	382,780	382,780	0	☐
BCG	099458	318,000	317,980	-20	☒
BCG	2158935	1,000,000	999,980	-20	☐

Quantity discrepancy recorded, accept adjustment box is NOT ticked. This will block the finalization

If some items do not have the “Accept Adjustment” ticked, click the edit button to review and complete the information.

- If the quantity discrepancy was entered by error, re-enter the correct counted quantity to ensure the discrepancy shown is zero.

- If the counted quantity entered was correct and there is indeed a discrepancy that needs to be recorded, click the “accept adjustment” box and enter a comment in the mandatory comment box, then save.

Physical Count & Adjustments
✕

Product : BCG Batch No. : 099458

Please enter counted quantity*

317980

Stock Quantity *

317980

System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Reason for Adjustment
318000	317980	-20	Missing

☒
Accept Adjustment?

Comments* One vial missing during physical count

Reset SAVE

Once all the lines with discrepancies have been correctly completed, the “Finalize” button at the end of the page will become active and you will be able to save the physical count and/or adjustment.

AD5,0 1ml	0123456	1,000,000			☐				
AD5,0 5ml	765289	1,000,000			☐				
bednet	8we3	305			☐				
									Reset All Fields FINALIZE

7.4. TROUBLESHOOTING REPORTS

I CANNOT FIND A SPECIFIC TRANSACTION ON THE ARRIVALS / ISSUING REPORTS

When generating transactional reports or searching for specific transactions through the arrivals and/or issuing reports, it is possible that some transactions that the user was expecting to see, are “missing”. If this is the case, verify the following:

- Ensure that the store you have selected is correct, especially if there are several store(s) with similar names.
- Ensure that the start date and end date for the report are correct. If you are unsure of the exact date of the arrival/issuing transaction, increase the time period for the report. It is also possible that the transaction was registered on the wrong date by user error.
- Ensure that all the filter fields (right above the first row of the report) are empty so all data is showing.
- Use the navigation buttons on the bottom right corner to see more rows and/or pages.
- Go back to the arrivals/issuing pages and search for “draft” and “pending” lines. **Transactions whose status is not “Completed” will not show on the reports.** If relevant, finalize registering those transactions.

STOCK STATUS REPORT: NUMBER OF WEEKS OF STOCK IS BLANK

On the stock status report, a table shows the current stock per item (in doses / pieces) and also a calculation of:

- o The current stock (in number of weeks)
- o The current stock (in number of weeks) adjusted by expiry date
- o The date when the stock is expected to end

In some cases, these 3 calculations might be blank.

Product Name	Current Stock (Doses/Units)	Current Stock (Weeks)	First Expiry	Adjusted Weeks of Stock	Anticipated End Of Stock
BCG	3,931,560	44	28 Feb 2023	0	11 Oct 2023
BCG (SIA)	5,210		30 Jun 2023		
bOPV	3,525,000	106.3	07 Feb 2023	71	19 Feb 2025

If these data points are blank on the table, the data will also be missing from the stock status bar chart.

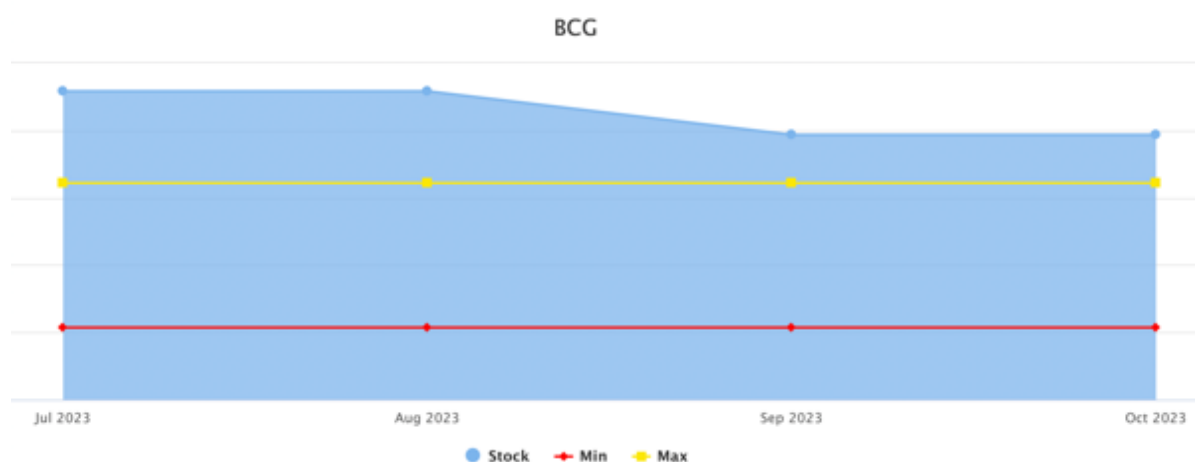
If you encounter this situation, verify the following:

- The vaccines or supplies for which you have generated the report, are registered as products for routine immunization. **For supplementary activity items, number of weeks of stock and anticipated end of stock is not calculated.**

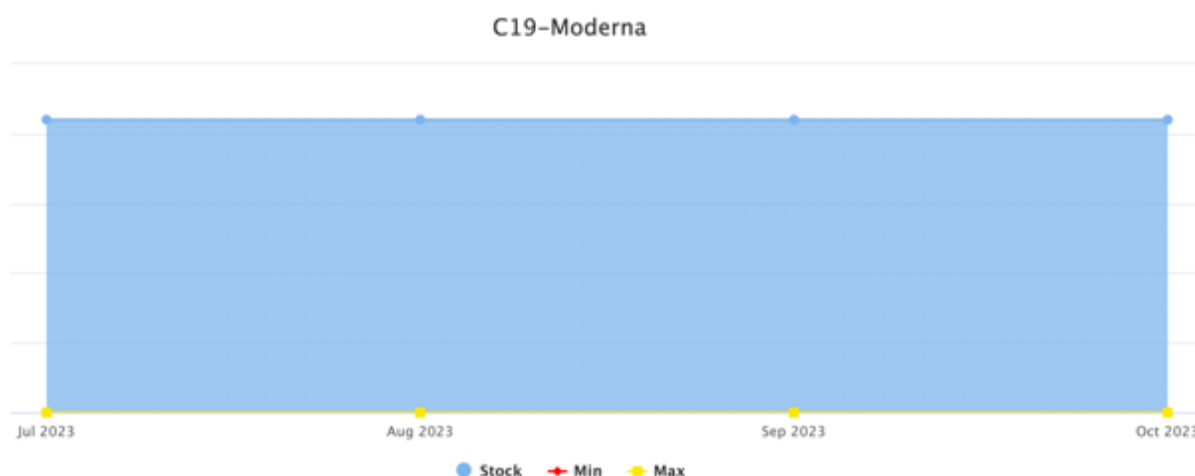
- The item has been registered on the list of routine immunization products under the program Data for the current year. If you have administrator rights, review the list of the “Program Data” tab, otherwise, request support from your SMT administrator.
- The population data for your store and target groups percentage is completed. If you have administrator rights, review the tables under the “Store Data” > “Population & Demographics” tab, otherwise, request support from your SMT administrator.
- The expected vaccine coverage for all items and supply chain levels is completed. If you have administrator rights, review the tables under the “Store Data” > “Vaccine coverage” tab, otherwise, request support from your SMT administrator.

ISC PERFORMANCE, STOCKED ACCORDING TO PLAN REPORT: THE MINIMUM AND MAXIMUM LINES DO NOT SHOW

On the Stocked According to Plan report, the user can monitor the stock during a selected period by comparing it to the minimum and maximum recommended levels on the chart.



However, in some cases, the minimum and maximum levels might not show, or might show at zero.



If you experience this, verify the following:

- The activity type showing “Default” (routine + supplementary) or “Routine” has been selected. If the activity selected is “SIA”, the minimum and maximum lines will not show, as these parameters are not calculated for supplementary supplies.

- The item has been registered on the list of routine immunization products under the program Data for the current year. If you have administrator rights, review the list of the “Program Data” tab, otherwise, request support from your SMT administrator.
- The population data for your store and target groups percentage is completed. If you have administrator rights, review the tables under the “Store Data” > “Population & Demographics” tab, otherwise, request support from your SMT administrator.
- The expected vaccine coverage for all items and supply chain levels is completed. If you have administrator rights, review the tables under the “Store Data” > “Vaccine coverage” tab, otherwise, request support from your SMT administrator.
- The Safety Stock, Supply Interval and Lead Time values for all supply chain levels are completed. If you have administrator rights, review the tables under the “Store Data” > “Stock Levels & Lead Time” tab, otherwise, request support from your SMT administrator.

SUPPLY ADEQUACY REPORTS: THE TOTAL ANNUAL NEED SHOWS ZERO

The supply adequacy report should show a graph (single store report) or table (aggregated report) in which the user can compare the annual need of vaccine vs the quantity received up to the present date. However, in some cases, it is possible that the annual need of vaccine shows zero, so it is not possible for the user to make any comparison.

The reason for the annual need to show zero is usually that some data is missing from the SMT settings entered by the administrator (program data and store data) to the platform is not able to make the calculation. Verify the following:

- The item has been registered on the list of routine or supplementary immunization products under the program Data for the current year. If you have administrator rights, review the list of the “Program Data” tab, otherwise, request support from your SMT administrator.
- The population data for your store and target groups percentage is completed. If you have administrator rights, review the tables under the “Store Data” > “Population & Demographics” tab, otherwise, request support from your SMT administrator.
- The expected vaccine coverage for all items and supply chain levels is completed. If you have administrator rights, review the tables under the “Store Data” > “Vaccine coverage” tab, otherwise, request support from your SMT administrator.