# Submit a Return

This guide gives instructions to providers on how to submit a vaccine return in VOMS for vaccines that need to be sent back to McKesson.

Submit a Return

1. A vaccine is automatically created for a return when a user selects a returnable adjustment reason when reconciling their inventory.

    a. Adjustments include Vaccine Recall, Expired, or Spoiled vaccines.

2. Once you have saved or submitted your reconciliation report, a pop-up box will appear notifying you that a return has been generated for those doses. Select **Go to Returns**.
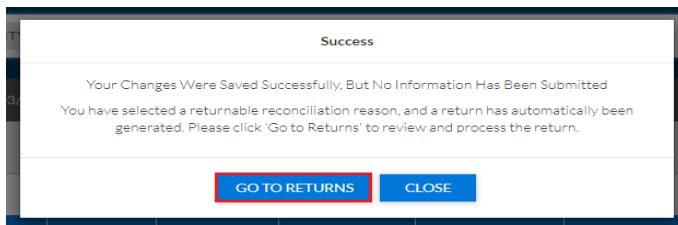
3. If you do not want to go to returns at the time, select **Close**. To go to the Returns page later, select the **Order & Returns** menu heading (1). Then select **Returns** (2).

4. On the Vaccine Returns page select a **Shipping Label Method**.

5. Below the Shipping Label Method, all the vaccines that had been reconciled due to a returnable reason will be listed.

6. Enter in the number of vaccines in the **Quantity to Return** field for all the vaccines that you would like to return. You cannot enter in a quantity less than 1.

7. Select **Submit and Print Vaccine Return.**

8. The **Vaccine Return Submission** pop-up box will appear. **Select** the number of boxes that are required for this vaccine return.

9. Select **Confirm and Print**.

10. Select the **Download** icon in the center of the pop-up box to print the vaccine return packing slip.