### Adult/Adolescent Weekly Vaccine Allocation Request Process

**7 DAYS A WEEK**

**SUBMIT VACCINE REQUEST**
Requests must be received by **Thursday at 10 am** to be considered for shipment the following week.

**THURSDAY**

**REQUEST REVIEW**
NCDHHS will review all requests to ensure requests are in line with guidelines below.

**Friday**

**ORDER CONFIRMATION**

**Orders Delivered**

If your provider location has more than 250 on-hand expired vaccine doses in inventory, your vaccine requests will be placed on hold until the expired inventory is discarded and logged as wastage in CVMS or NCIR.

The [CVMS Inventory Management Best Practices](#) and [NCIR Inventory Management Best Practices](#) provide inventory management best practices based on common questions we have received from providers.

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#### Adult Vaccine Ordering Guidelines

<table>
<thead>
<tr>
<th>Comirnaty (gray top)</th>
<th>Pfizer (gray top)</th>
<th>Moderna (red top)</th>
<th>Janssen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Order Quantity (MOQ)</td>
<td>300</td>
<td>300</td>
<td>100</td>
</tr>
<tr>
<td>Maximum Order Request</td>
<td>If requesting &gt; MOQ: Estimated administrations for <strong>next 8 weeks</strong></td>
<td>If requesting 1 MOQ: Estimated administrations must be <strong>greater than or equal to the MOQ for the next 6 months</strong> (i.e. site should exhaust all supply within 6 months)</td>
<td><strong>NC supply is limited. You will be asked to justify why you need Janssen directly on the allocation request form.</strong></td>
</tr>
<tr>
<td>Direct Ship Available</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Recommended Request Method</td>
<td>Allocation Request Providers who can store the MOQ</td>
<td>Allocation Request Providers who can store the MOQ</td>
<td>Allocation Request Providers who can store the MOQ</td>
</tr>
<tr>
<td>Recommended Amount to Order</td>
<td>Use this formula to calculate the amount of vaccine your provider location needs to order: <strong>8 Week Administration + 8 Week Transfers – On Hand Inventory</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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If you previously utilized Vaccine Hubs for transfers, click here for non-Hub transfer options.

For product-specific storage and handling requirements, [visit the CDC Quick Reference Guide](#).

NCIR providers looking for transfers can [visit this link](#) for a list of other NCIR providers.

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[Click here to access the Allocation Request Form](#)
**Pediatric Weekly Vaccine Allocation Request Process**

**7 DAYS A WEEK**

**SUBMIT VACCINE REQUEST**
- Requests must be received by Thursday at 10 am to be considered for shipment the following week.

**THURSDAY**
- ORDER CONFIRMATION
- If approved, the order is confirmed and the vaccine is delivered within the week.
- If denied, the request is reviewed for the next week.

**ORDERS DELIVERED**
- FRIDAY
- TUESDAY/WEDNESDAY

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**Pediatric Vaccine Ordering Guidance**

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Minimum Order Quantity (MOQ)</th>
<th>Maximum Order Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pfizer 5-11 years (orange cap)</td>
<td>100</td>
<td>If requesting &gt; MOQ: Estimated administrations for <strong>next 8 weeks</strong>. If requesting 1 MOQ: estimated administrations must be greater than or equal to the MOQ for the next 6 months (i.e. site should be able to exhaust all supply within 6 months).</td>
</tr>
<tr>
<td>Pfizer 6m to 4y (maroon cap)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Moderna 6m to 5y (blue cap - magenta border)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Moderna 6 to 11 years (blue cap - purple border)</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**Direct Ship Available**
- ✓ ✓ ✓ ✓

**Recommend Request Method**
- Allocation Request Providers who can store the MOQ
- Allocation Request Providers who can store the MOQ
- Allocation Request Providers who can store the MOQ
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**Recommended Amount to Order**
- The following formula is used to determine how much vaccine a provider location needs to order:
  - **8 Week Administration + 8 Week Transfers = On-Hand Inventory.**
- **CDC Quick Reference Guide:** product specific storage and handling requirements

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- If you previously utilized Vaccine Hubs for transfers, click here for non-Hub transfer options.
- For product-specific storage and handling requirements, visit the CDC Quick Reference Guide.
- NCIR providers looking for transfers can visit this link for a list of other NCIR providers.