**Adult/Ateen Weekly Vaccine Allocation Request Process**

**Submit Vaccine Request**
- Requests must be received by **Thursday at 10 am** to be considered for shipment the following week.

**Request Review**
- NCDHHS will review all requests to ensure requests are in line with guidelines below.

**Update:** 06/10/2022

- 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.

**Click here to access the Allocation Request Form**

### 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><strong>Minimum Order Quantity (MOQ)</strong></td>
<td><strong>300</strong></td>
<td><strong>300</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Maximum Order Request**
- If requesting > MOQ: Estimated administrations for **next 8 weeks**
- If requesting 1 MOQ: Estimated administrations must be **greater than or equal to the MOQ for the next 6 months** (i.e. site should exhaust all supply within 6 months)

- NC supply is limited. You will be asked to justify why you need Janssen directly on the allocation request form.

#### Direct Ship Available
- **Recommended 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

- **Recommended Amount to Order**
  - Use this formula to calculate the amount of vaccine your provider location needs to order: **8 Week Administration + 8 Week Transfers – On Hand Inventory**

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.
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

REQUEST REVIEW
NCDHHS will review all requests

ORDER CONFIRMATION
Request approved

Request denied

TUESDAY/WEDNESDAY

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 you with inventory management best practices based on common questions we have received from providers.

Pediatric Vaccine Ordering Guidance

<table>
<thead>
<tr>
<th>Minimum Order Quantity (MOQ)</th>
<th>Pfizer 5-11 years (orange cap)</th>
<th>Moderna under 6 (blue cap)</th>
<th>Pfizer under 5 (maroon cap)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
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</table>

**Maximum Order Request**

If requesting > MOQ: Estimated administrations for **next 8 weeks**. 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)

**Direct Ship Available**

**Recommended Request Method**

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</table>

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.**

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.

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

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Please check this link periodically for the latest updates to this guidance.