**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.

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

Click here to access the Allocation Request Form

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 [NCIR Inventory Management Best Practices](#) guide provide you with 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></th>
<th>Pfizer SDV (Single Dose Vial) 12+ Years</th>
<th>Pfizer Bivalent 12+ Years</th>
<th>Moderna Bivalent (Dark Blue Cap) 6 mos. +</th>
<th>Novavax 12+ Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Order Quantity (MOQ)</td>
<td>50</td>
<td>50</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

If requesting > MOQ: Estimated administrations for next 4 weeks

Some products are short dated. Please ensure your administrations are up to date, your transfers are documented and your inventory is clean.

### Direct Ship Available

- **✓**

### Recommended Request Method

- Allocation Request Providers who can store the MOQ
- Allocation Request Providers who can store the MOQ
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- Allocation Request Providers who can store the MOQ

Use this formula to calculate the amount of vaccine your provider location needs to order:

4 Week Administration + 4 Week Transfers – On Hand Inventory CDC Vaccine Product Information: product specific storage and handling requirements

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 Vaccine Product Information](#) page. 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.

**FRIDAY**

**ORDER CONFIRMATION**

**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 [NCIR Inventory Management Best Practices](#) guide provide you with inventory management best practices based on common questions we have received from providers.

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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>
<th>Direct Ship Available</th>
<th>Recommended Request Method</th>
<th>Recommended Amount to Order</th>
</tr>
</thead>
</table>
| Pfizer Bivalent 6 mos. - 4 Years                 | 100                          |                       | ✓                     | Providers who can store the MOQ | The following formula is used to determine how much vaccine a provider location needs to order:  

\[
4 \text{ Week Administration} + 4 \text{ Week Transfers} = \text{On-Hand Inventory. CDC Vaccine Product Information: product specific storage and handling requirements}
\]

| Pfizer Bivalent Booster 5-11 Years               | 100                          |                       | ✓                     | Providers who can store the MOQ |                        |
| Moderna Bivalent (Pink Cap) 6 mos. - 5 Years     | 20                           |                       | ✓                     | Providers who can store the MOQ |                        |
| Moderna Bivalent (Dark Blue Cap) 6 mos. +        | 100                          |                       | ✓                     | Providers who can store the MOQ |                        |

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