

When COVID-19 vaccine was limited, novel ordering systems were required. Vaccine supply has since stabilized, and below represents the process for ordering COVID-19 vaccine.

Order COVID-19 vaccine as needed

COVID-19 orders may be placed any day of the week. Plan to order COVID-19 vaccine based on the anticipated need for the **month**, following your monthly all-vaccine reconciliation. Practices may also order **as needed** by placing a COVID-19 only reconciliation, followed by a COVID-19 only order.

Depot Order / Transfer Request

- Practices can order less than the distributor minimum, in quantities of doses/vial, via the **COVID-only order, not as a part of an all vaccine order**. The Depot fills all requests for less than the direct shipment minimum.
- Place Depot orders anytime as a **COVID-only order**. Quantities less than the distributor minimum can not be placed as a part of an all-vaccine order.
- Orders placed before Thursday at 4 pm will arrive by courier the following week.
- If orders are close to minimum quantities, they may be increased to meet direct delivery requirements. The ordering team **will not** communicate this change.
- Tracking information is **not** available in VIMS for Depot orders. A few days before delivery, the Depot will communicate delivery details by e-mail.
- Depot transfers will clearly label all Beyond Use Dates. Depot transfers are between 2°C and 8°C. Place vaccine in the refrigerator and **do not refreeze**.

Distributor Order / Direct Delivery

- Orders must be in minimum shipment quantities.
 - 100 dose minimums: Moderna (all formulations), Novavax, Pediatric Pfizer (Orange Cap, Maroon Cap)
 - 180 dose minimum: Adult Pfizer (Grey Cap)
- Place Distributor orders anytime as a **COVID-19 only order** OR in an **on-schedule all-vaccine order**.
- Tracking information is available in VIMS for Distributor orders.
- The ordering team will communicate if an order changes from Distributor to Depot.
- Beyond Use Date (Moderna and Pfizer) begins when the vaccine goes into refrigerated storage. Direct shipped Moderna should be stored in a freezer, if available, and used through expiration.
- Deliveries through the distributor will come with shipment materials that may need to be returned.

Managing COVID-19 vaccine inventory

COVID-19 vaccine’s limited shelf life requires extra attention to Beyond Use Date (BUD) and the VIMS documented expiration. See our [COVID-19 Vaccine Expiration Date and Beyond Use Date Guidance](#) document for more information.

With the limited shelf life of these vaccines, **practices should expect some waste**. Waste reduction occurs through thoughtful ordering. Transferring the COVID-19 vaccine may not be warranted if it is a small quantity or has minimal time remaining.

- If a vaccine BUD or expiration falls within the next month, and your practice cannot use it, please notify the program.
- The Immunization Program will help you determine the next steps.
- Practices will manage all logistics, communication, and documentation for vaccine transfers.
- Only the site transferring out should enter transfers in VIMS. Include the Beyond Use Date in the practice comments and on the packaging for the receiving site.

Monthly Reconciliation of Full Inventory

Practices must reconcile their entire inventory monthly, including the COVID-19 vaccine—**plan COVID-19 vaccine ordering around monthly reconciliations**. Benefits of maintaining a current inventory in VIMS include:

- Reduction of administration errors through regular checks of BUD and expirations
- Adjustment and transfer errors managed more efficiently
- Temperature excursions resolved more quickly
- Easier ordering through more frequent VIMS logins.

Order All Other Vaccines on Schedule

If you manage only the COVID-19 vaccine

If you receive and manage **only** the COVID-19 vaccine, reference to VIMS ordering schedules does not apply to you. COVID-19 only sites should reconcile inventory, at a minimum, monthly and order COVID-19 vaccine as needed.

If you manage other vaccines in addition to COVID-19

Reconcile all inventory monthly but **place routine vaccine orders on schedule, not more frequently**. COVID-19 vaccine may be ordered with an all-vaccine order as long as minimum shipment quantities are met. Ordering schedules are located in VIMS, under the comments section, and ordering schedule calendars are available on the [Vaccine Ordering Page](#)

Comments	<i>Comments should include changes in delivery or contact information as well as reasons for exceptions to quantities, schedules, etc.</i>
Practice Comments	<input type="text"/>
IZ Comments	<input type="text"/>
IZ Internal Comments	<input type="text"/>
Order Schedule	Quarterly: Feb, May, Aug, Nov, days 16-31

COVID-19-only Orders

- For all Depot Order / Transfer Requests
- Following a COVID-only reconciliation
- Any time not in a scheduled all-vaccine ordering window

Requests	Create All Vaccine Order
Transfer	Create FLU-only Order
Adjust	Create COVID-only order ←
Reconcile	
Order	

Example below is for Adult Pfizer (Grey Cap)

# Doses Weekly	Depot Increment	Order Increment	Order # Doses	Appd # Doses	Fund Type	Direct Ship PO #
0	6	300	<input type="text"/>	<input type="text"/>	PAN ▾	<input type="text"/>

Depot Increment: The number of doses in a single vial. All orders must be in Depot Increments. Do not order fewer than two vials of any product from the Depot.

Order Increment: The minimum amount for a Distributor Order / Direct Delivery. Direct delivery is preferred, so request in order increments when possible.

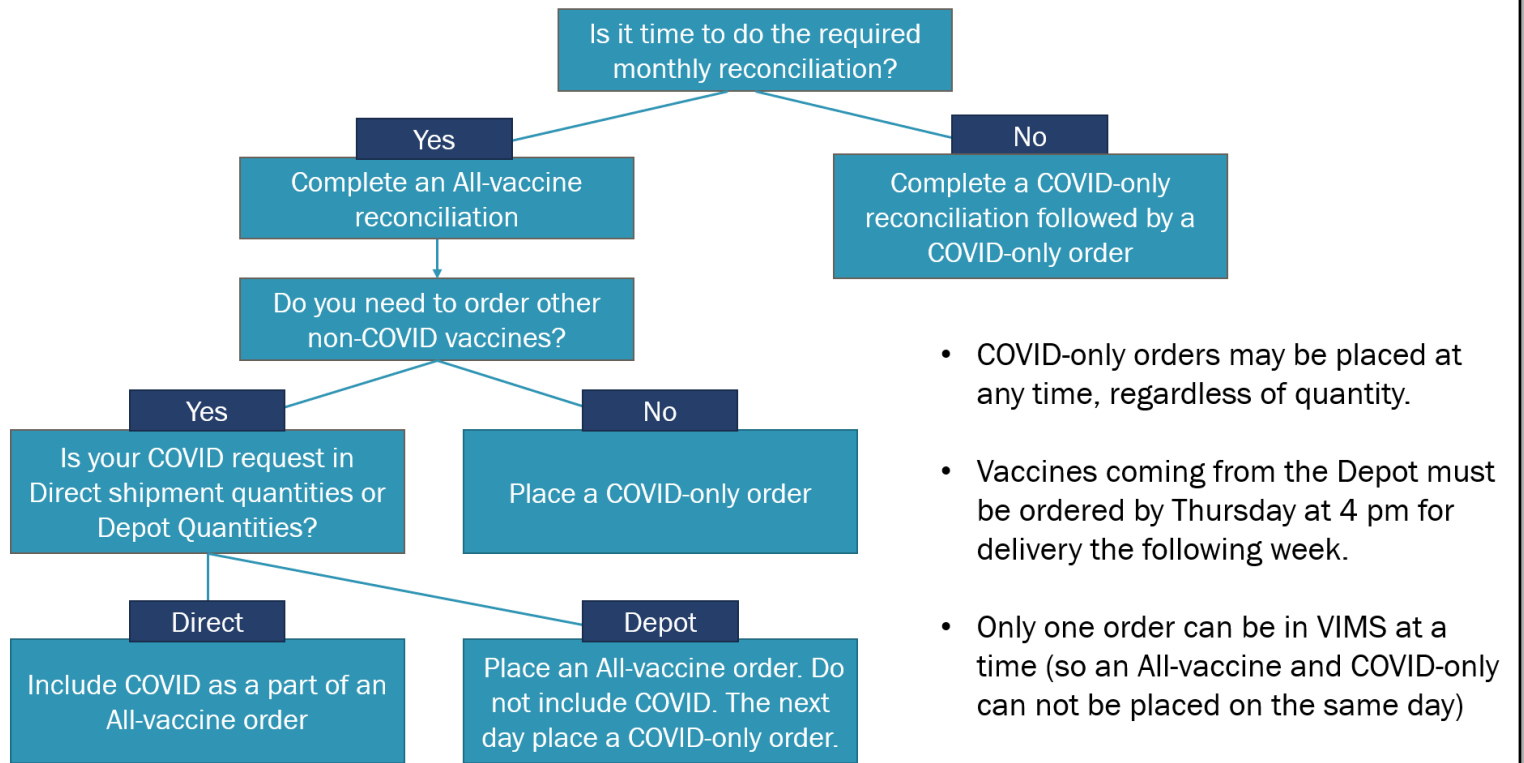
COVID-19 as Part of a Scheduled All-Vaccine Order

- Place orders as COVID-only if it is not your schedule time to order other vaccines.
- If you do not need distributor minimums (100/180 doses depending on product), do not order COVID vaccine as a part of your all vaccine order. Place Covid-only order in smaller quantities.

- If in minimum Distributor quantities, include COVID-19 vaccine in scheduled all-vaccine orders
- If ordering less than the minimum, place a COVID-only order for Depot fulfillment **once your all-vaccine order is approved.**
 - VIMS only allows for one order type at a time.
 - Plan to place a COVID-only order the following day.
 - A COVID-only order may be placed anytime within 7 days of a monthly reconciliation.

Find COVID-19 vaccine minimum ordering quantities, Beyond Use Dates, Expiration dates, and other shipment information in the [COVID-19 Vaccine Expiration Date and BUD Guidance](#)

Need to Order COVID Vaccine?



- COVID-only orders may be placed at any time, regardless of quantity.
- Vaccines coming from the Depot must be ordered by Thursday at 4 pm for delivery the following week.
- Only one order can be in VIMS at a time (so an All-vaccine and COVID-only can not be placed on the same day)