

Feb. 3, 2021

Submit Vaccine Orders by Tuesday at 5 p.m. for Shipment the Following Week

Per the [DPH vaccine allocation process](#), all [orders for vaccines](#) must be submitted by **Tuesday of each week at 5 p.m.** for shipment the following week, when shipments will arrive between Monday and Wednesday. If you miss this deadline, you will be considered for the next available week (two weeks). Vaccine priority will be given to facilities requesting second doses, so please ensure you check the second dose option on your survey if you have that need. **Note that providers with existing vaccine request balances are not required to submit a weekly order. Orders are required only if requests from previous orders have been fulfilled 100%. See DPH [vaccine ordering guidance](#).**

Due to limited vaccine supply, the DPH vaccine allocation team is unable to guarantee that all providers with request balances will receive a vaccine shipment each week. Approved vaccine allocations will be entered by the state into CDC's vaccine order system as an official order each Friday for first-dose orders and Sunday for second-dose orders. Providers should prepare for vaccine delivery Monday-Wednesday of the following week. Please be sure to plan accordingly with your current stock.

First dose shipments vs. second dose shipments:

Vaccine requests submitted to CDC on Friday are first dose.

Vaccine requests submitted to CDC on Sunday are second doses.

If the vaccine order date is not available:

Monday deliveries should be considered first dose.

Tuesday deliveries may include both first and second dose requests.

Wednesday deliveries should be considered second dose.