

RECOMMENDED ORDER QUANTITY CALCULATION GUIDELINES

Use these guidelines to calculate Recommended Order Quantity based on the assigned order frequency. If the Recommended Order Quantity is zero or a negative number no vaccine should be ordered.

Remember to consider seasonality (e.g. back to school) when estimating the number of doses to be administered between orders.

Order Frequency - Monthly

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next two months (1 month plus 1 month of safety stock)	200
2	Subtract doses in physical inventory	<u>-100</u>
3	Recommended Order Quantity	100

Order Frequency - Every 2 Months

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next three months (2 months plus 1 month of safety stock)	300
2	Subtract doses in physical inventory	<u>-100</u>
3	Recommended Order Quantity	200

Order Frequency - Quarterly

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next four months (3 months plus 1 month of safety stock)	400
2	Subtract doses in physical inventory	<u>-100</u>
3	Recommended Order Quantity	300

Order Frequency - Every 6 Months

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next seven months (6 months plus 1 month of safety stock)	120
2	Subtract doses in physical inventory	<u>-40</u>
3	Recommended Order Quantity	80

Order Frequency - Annually

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next thirteen months (12 months plus 1 month of safety stock)	140
2	Subtract doses in physical inventory	<u>-30</u>
3	Recommended Order Quantity	110