EOQ and ROQ Guide

EOQ

Economic Order Quantity is your vaccine ordering schedule

ROQ

Recommended Order Quantity is the amount of vaccines you should order based on your EOQ plus safety stock

Order Quantity

Amount of vaccine you are actually ordering. This may be different from your ROQ

EOQ = Economic Order Quantity

Order Frequency: Every Two Months
Order Timing: 1st to 15th
Order Schedule: February, April, June, August, October, December

Remember:

- No matter when you are scheduled to order, you may place an order if you are in danger of running out of vaccine. When placing an order outside your order frequency, order enough vaccine to get you to your next scheduled ordering time.
- EOQ does not apply to seasonal influenza vaccines or vaccines with limited availability. Influenza vaccine can be ordered as needed.
- Always check your ordering schedule, and post your order schedule somewhere you will remember.
- If you are ordering outside your EOQ, make sure to comment in your order with a reason.
Recommended Order Quantity (ROQ)

ROQ is the recommended amount of vaccine doses your facility should order based on your EOQ (how frequently you order and during which months). ROQ is a guide and does not factor in seasonality or any other reasons for increased need. Always remember, do NOT run out of vaccine. Order based on your facility’s needs.

How to Manually Calculate Your ROQ

Your ROQ is your order frequency plus one month of safety stock (use the below multiplication key).

<table>
<thead>
<tr>
<th>Start with</th>
<th>1 month safety stock</th>
<th>Order frequency and safety stock total</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Diagram]</td>
<td>[Diagram]</td>
<td>[Diagram]</td>
</tr>
</tbody>
</table>

**Finish with**

- If you order every month, multiply doses used last month by 2
- If you order every 2 months, multiply doses used last month by 3
- If you order every 3 months, multiply doses used last month by 4
- If you order every 6 months, multiply doses used last month by 7

**Example: Calculating ROQ for a provider ordering every 2 months**

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Vaccine Name</th>
<th>Funding Source</th>
<th>Doses Used Last Month</th>
<th>Physical Inventory</th>
<th>Recommended Quantity</th>
<th>Order Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hib (PRP-T)</td>
<td>ACTHIB</td>
<td>SPLIT</td>
<td>13</td>
<td>x 3 = 39 - 28</td>
<td>11</td>
<td>20</td>
</tr>
<tr>
<td>HPV9</td>
<td>GARDASIL 9</td>
<td>SPLIT</td>
<td>8</td>
<td>x 3 = 24 - 63</td>
<td>-39</td>
<td>0</td>
</tr>
<tr>
<td>IPV</td>
<td>IPOL</td>
<td>SPLIT</td>
<td>13</td>
<td>x 3 = 39 - 3</td>
<td>36</td>
<td>40</td>
</tr>
<tr>
<td>meningococcal MCV4P</td>
<td>Menactra</td>
<td>SPLIT</td>
<td>29</td>
<td>x 3 = 87 - 37</td>
<td>50</td>
<td>50</td>
</tr>
</tbody>
</table>

Always round **UP** to next package size. Order based on need. Add a comment if an order is above ROQ.
Adding a Comment to your Order
If you are ordering more than the ROQ for a vaccine, you should always add a comment. This saves time in processing your vaccine order. You should add a comment next to each vaccine you are ordering outside of the ROQ.

Remember:
- Multiply your vaccine order by one additional month from your order schedule to calculate safety stock. Try to always maintain a 30 day safety stock.
- Always round up to the next package size.
- Order based on need. If the recommended order quantity is less than what you know you need, order the amount you know you need.
- Put a comment in the order if you are ordering more than what is recommended.