

## Economic Order Quantity (EOQ) and Recommended Order Quantity (ROQ) Guide

### Economic Order Quantity

Economic Order Quantity (EOQ) is your vaccine ordering schedule

### Recommended Order Quantity

Recommended Order Quantity (ROQ) is the amount of vaccine 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

### Economic Order Quantity (EOQ)

EOQ is the information located on the Childhood Vaccine Program order page. This includes order frequency, timing, and schedule. Always keep your Provider Identification Number (PIN) and EOQ information easily accessible.

Comments:

**Inventory Last Submitted:** 03/16/2018

**Vaccine Administered Report Last Submitted:** 03/16/2018

Last Order Submitted: 03/11/2016 02:33:58 PM

Order Set: --select--

Inventory Transaction Report | Lot Number Summary | Edit Temperature | Doses Administered Report

**EOQ =** Order Frequency: Monthly    Order Timing: 16th to End of Month  
Order Schedule:

### 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, COVID-19 vaccines or vaccines with limited availability. Influenza vaccine and COVID-19 vaccine can be ordered as needed.
- Always check your ordering schedule and post the schedule somewhere you will remember.
- If you are ordering outside your EOQ, make sure to comment in your order with a reason.
- The Holiday Shipping Schedule runs November through January and will prevent vaccine orders from being delivered on certain dates. Your facility may need to order outside your Economic Order Quantity schedule during this time in order to ensure adequate stock through the vaccine delivery hold dates.

## Recommended Order Quantity (ROQ)

ROQ is the recommended amount of vaccine doses a facility should order based on the assigned EOQ (how frequently vaccine is ordered and during which months). ROQ is a calculation guide and does not factor in seasonality or any other reasons for increased need. Routinely checking vaccine stock is extremely important to ensure facility locations have an appropriate supply of vaccine.

### How to Manually Calculate Your ROQ

The ROQ calculation factors in an extra month for safety stock based off administration quantities and current vaccine totals in inventory (use the below calculation key).

<b>Start with</b>	Order frequency + 1 month safety stock = Order frequency and safety stock total		
<b>Finish with</b>	Order frequency and safety stock total × Doses used last month - Current physical inventory = <b>ROQ</b> (rounded up to next package size)		
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 month

Order Frequency: Monthly    Order Timing: 16th to End of Month  
Order Schedule: **= EOQ**

Vaccine	Vaccine Name	Funding Source	Doses Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity
HIB (PRP-OMP)	PedvaxHIB	SPLIT	30 <b>X 2 = 60 -</b>	104 <b>= -44 →</b>	0	0 ✓
HPV9	Gardasil 9 -syringe	SPLIT	75 <b>X 2 = 150 -</b>	122 <b>= 28 →</b>	30	20 ! <b>Always round UP to next package size</b>
IPV	IPOL	SPLIT	15 <b>X 2 = 30 -</b>	24 <b>= 6 →</b>	10	10 ✓
Meningococcal (MCV4)	MenQuadfi	SPLIT	48 <b>X 2 = 96 -</b>	139 <b>= -43 →</b>	0	20 ! <b>Order based on need. Add a comment if an order is above ROQ</b>

## Adding a Comment to your Order

If ordering more than the ROQ for a vaccine, always add a comment. This saves time in processing vaccine orders. Add a comment next to each vaccine that is being ordered outside of the ROQ.

Order Details								
Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
DTaP		SPLIT	5	10	60	<input type="checkbox"/>	--select--	Clinic

### Remember:

- Multiply your vaccine order frequency by one additional month 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.
- The Holiday Shipping Schedule runs November through January and will prevent vaccine orders from being delivered on certain dates. In addition to holiday shipping schedules, vaccine orders may not be delivered because of weather delays. It is important to ensure adequate stock is being ordered.