

# Ordering Partial Pfizer Trays

## COVID-19 Vaccine Providers

If you have any questions or concerns regarding vaccine ordering, please email our team at [DPHProviderHelp@phila.gov](mailto:DPHProviderHelp@phila.gov).

## Ordering Less Doses of Pfizer Vaccine

A full tray of Pfizer vaccine contains 195 vials (or 1170 doses). However, not all sites can go through a full tray of vaccine before it expires. **To order a partial tray of Pfizer vaccine, your site must order through this [Pfizer COVID-19 Vaccine Ordering Form](#).** Use this order form to **order between 9 and 85 vials** (54-510 doses) of Pfizer vaccine.

Complete the following steps to order a partial Pfizer tray:

- Complete a reconciliation.
- Upload your temperature files in the PhilaVax clinic tools module.
- Open the Pfizer COVID-19 Vaccine Ordering Form.
- Enter your site information (Site Pin Number, Site Name, Delivery Contact name, Email, and Phone).
- Indicate the number of **vials** you're requesting (each vial contains 6 doses of vaccine) in the Number of 1st Dose Vials section.
  - To calculate the number of vials you'll need, **divide the number of doses you anticipate using in 2 weeks by 6** (example: If you want 120 doses, divide 120 by 6 for 20 vials). If you get a fraction, **round up** to the next full vial.

Two weeks after administering first doses, you should return to the [Pfizer COVID-19 Vaccine Ordering Form](#) and order your second dose, indicating them within the Number of 2nd Dose Vials field. **Remember to maintain a one to two week supply of vaccine!**

## Tips for Ordering Vaccine

Keep the following tips in mind to ensure a smooth vaccine ordering process.

- If your reconciliation is not **CLOSED**, you will be unable to order vaccine.
- Complete temp logs and reconciliations the same day you place an order.
- **Orders for COVID-19 vaccine must be submitted by Wednesdays at 5pm.**
- Order second doses about two weeks after first dose administration to ensure that you have the doses on hand in time.