

How to complete the site acknowledgement page

This information is OFFICIAL

1. The first time you click on the FDP Supply Dashboard, you will be required to review and complete a site acknowledgement page.

The screenshot shows the 'Supply Dashboard' interface. At the top, there's a navigation bar with 'Vaccines Homepage' and 'Supply Dashboard'. Below this, a status bar shows 'Opt-in to Replen: true', 'Days since last stocktake', 'Foundry Site Code: 985-3167-647', 'Stock expiring in the next 14 days', and 'Site status: Inactive'. The main heading is 'Welcome to the Supply Dashboard'. Below this, instructions state: 'To continue to the application, please complete the tasks below, and type YES in the Acknowledgements section to continue. For each of the sites you have access to in the dropdown list, please; 1. Review the site details. 2. Confirm they are correct.'

1. Confirm Site Information

Please review the information below and confirm it is correct:

- site delivery address
- site lead name and contact details
- site storage capacity

These details must be correct to ensure that the right amount of vaccine is delivered to the correct site. You must complete this acknowledgement page before you can access the Supply Dashboard.

If your site address is incorrect then please raise this with your SVOC/ICB who should follow the formal change control process.

If either your site lead name and contact details or site storage capacity requires updating this can be actioned by clicking on this button

If you are not seeing the sites you are expecting, please contact the helpdesk at ssd.national servicedesk@nhs.net.

Edit Site Details

Site Name	111 Chemist
Address Line 1	136 Carlyon Avenue
Address Line 2	South Harrow
Address Line 3	No value
City	Harrow
Postcode	HA2 8SW
Lead Contact Name	Test
Lead Contact Phone	0191
Lead Contact Email	test@tes
Storage Doses	No value
Active ODS Code	FE237

Confirmation

PLEASE SELECT TO CONFIRM YOUR CONTACT DETAILS AND SITE FRIDGE CAPACITY DETAILS ARE CORRECT:

☐ I confirm that my site lead contact details and my site fridge capacity details are correct

PLEASE SELECT ONE OF THE FOLLOWING CONFIRMATION BOXES:

☐ I confirm that my site address is correct

☐ My site address is not currently listed correctly, and I have contacted my SVOC/ICB via email to request my address is updated

Acknowledgement

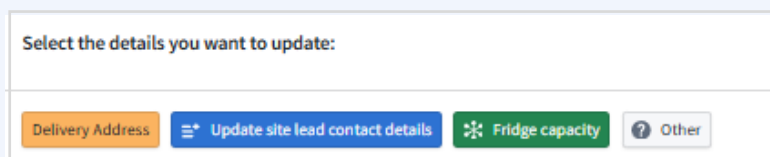
2. You must complete this page to be able to order vaccine. It requires you to confirm your site details are all correct before being able to order vaccine. It ensures that vaccine orders are sent to the correct place.

3. Please review the following details:

- Site delivery address – this should be the address where vaccine is going to be delivered.
- Site lead name and contact details (name, email and phone number) - your site lead contact should be the person who is responsible for managing vaccine deliveries at your site.
- Site storage capacity – this should equal the total number of vaccine doses that your site can hold with fridges available. Your orders will be capped if they exceed recorded storage capacity, so it is important that this is accurate on FDP. If this says “No value” you must update it using the instructions below.

4. To update your site lead contact details:

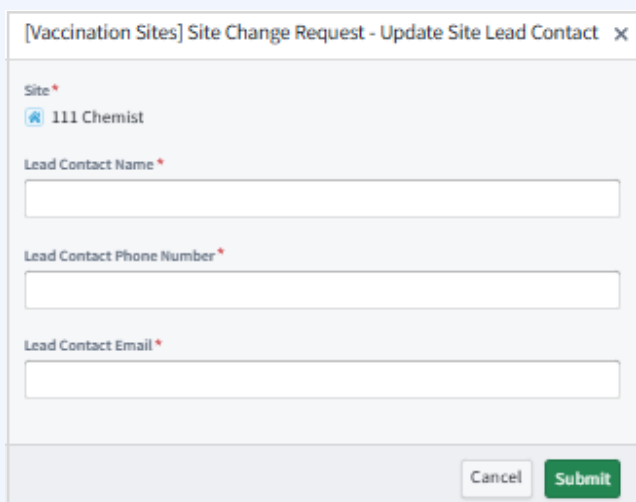
- Click on the **Edit Site Details** button and select **Update site lead contact details**.



Select the details you want to update:

Delivery Address ☐ Update site lead contact details ☒ Fridge capacity ☐ Other

- Dialogue box will appear.



[Vaccination Sites] Site Change Request - Update Site Lead Contact X

Site *
111 Chemist

Lead Contact Name *

Lead Contact Phone Number *

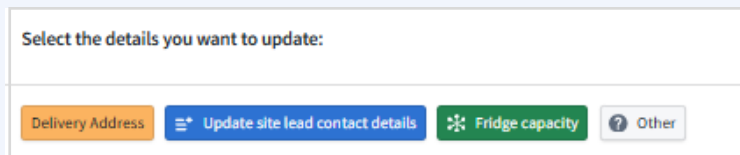
Lead Contact Email *

Cancel Submit

- Input new site lead contact details and select **Submit**.
- This will update immediately on the site acknowledgement page.

5. To update your site storage capacity:

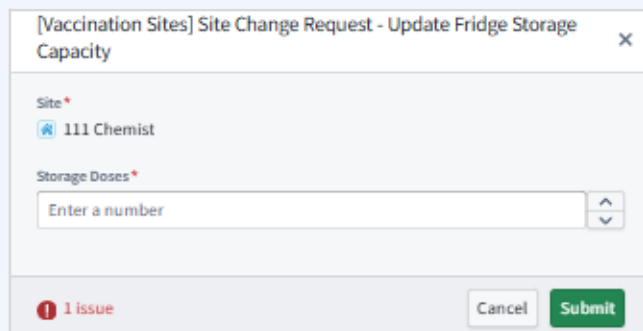
- Click on the **Edit Site Details** button and select **Fridge capacity**.



Select the details you want to update:

Delivery Address Update site lead contact details Fridge capacity Other

- Dialogue box will appear.



[Vaccination Sites] Site Change Request - Update Fridge Storage Capacity

Site *
111 Chemist

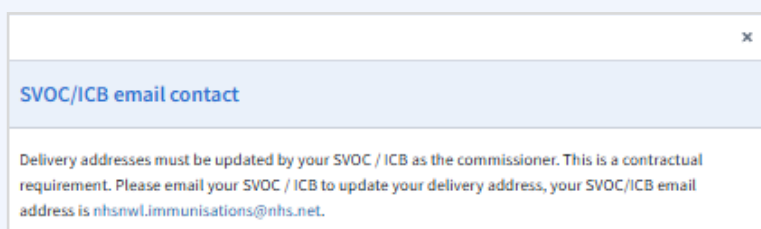
Storage Doses *
Enter a number

1 issue Cancel Submit

- Input number of doses your site fridge can hold.
- Click **Submit**.

6. To update your Delivery Address:

- Click on the **Edit Site Details** button and select **Delivery Address**.
- Dialogue box will appear informing you of your SVOC email address.
- You must email your SVOC to request that they edit the delivery address. This must be done because contractually vaccine delivery addresses must be managed by the commissioner which is your SVOC.



SVOC/ICB email contact

Delivery addresses must be updated by your SVOC / ICB as the commissioner. This is a contractual requirement. Please email your SVOC / ICB to update your delivery address, your SVOC/ICB email address is nhsnwl.immunisations@nhs.net.

7. Once you have reviewed and updated your site details you can complete the acknowledgement page by selecting the tick boxes at the bottom of the page and selecting **Confirm Acknowledgement**.

Confirmation
PLEASE SELECT TO CONFIRM YOUR CONTACT DETAILS AND SITE FRIDGE CAPACITY DETAILS ARE CORRECT:
☒ I confirm that my site lead contact details and my site fridge capacity details are correct
PLEASE SELECT ONE OF THE FOLLOWING CONFIRMATION BOXES:
☒ I confirm that my site address is correct
☐ My site address is not currently listed correctly, and I have contacted my SVOC/ICB via email to request my address is updated
Acknowledgement
☒ Confirm Acknowledgement

View and update site details

This information is OFFICIAL



View site details

With the **Supply Dashboard** displayed you can view information about your site.

1. Click the **Site Information & Stock** button.

The screenshot shows the 'Supply Dashboard' interface. At the top, there's a navigation bar with 'Vaccines Homepage' and 'Supply Dashboard'. Below this, a status bar displays 'Opt-in to Replen: true', 'Days since last stocktake: 50', 'Foundry Site Code: 958-8041-975', 'Stock expiring in the next 14 days: 0', 'Support', 'Training materials', 'Site status: active', and '1 Test Site'. The main section is titled 'Information' and contains a 'METRIC CARDS' grid. The grid has two rows of six cards each. The first row includes 'Vaccine Volume Ordered' (0), 'Vaccine Volume Delivered' (0), 'Vaccination Events since start of campaign' (0), 'Vaccination events in last 7 days' (0), 'Open Vaccine Transfer (Recipient)' (0), and 'Open Vaccine Transfer (Donor)' (0). The second row includes 'Stock on site' (0), '% walk-in last 7 days' (—), 'Future Bookings (day 1 to day 7)' (0), 'Future Bookings (day 8 to day 14)' (0), 'Current Daily Coverage' (—), and 'Replenishment Threshold (Daily Coverage)' (—). At the bottom, there's a 'Supply Plans' section with a 'Request Change To Volume in Exceptions plan' button and a 'Site Information & Stock' button, which is highlighted with a blue box and an arrow pointing to it.

**Site Information &
Stock button**

2. A pop-up appears from the right. Select the **Site information** tab.

Site information tab

Site information

Site detail changes

Notifications Manager

Update Stocktakes

Opt out of Replen

Site Details

Site Name

MOCK PLG VC Site 1

Latest Stocktake from Site

Mon, Sep 8, 2025

Delivery Days

There are no delivery days configured

Site ODS Code

111

Intra Pillar Site Type

Vaccination Centres - Other

ICB SVOC Email Address

pando@snee.nhs.uk

Region Name

East of England

ICB Name

NHS Suffolk And North East Essex Integrated Care B...

Address Name

Address Line 1

Address Line 2

City

Postcode

MOCK PLG VC Site 1

1 Runwell chase

No value

Southend on Sea City

BN1 9BU

Contact Label

Email

Name

Phone

Site lead contact

john.doe@nhs.net

John Doe

01234567890

Latest Stocktake

Product	Latest Stocktake Date	Latest Stocktake Quantity Doses	Perpetual Inventory Doses
Comirnaty 10 (JN.1)	8 Sept 2025	0	0
Comirnaty 3 (THREE) (JN.1) Concentrate	8 Sept 2025	0	0
Spikevax (JN.1)	8 Sept 2025	0	0

The site information shows:

- the latest stocktake for adult vaccine,
- the days your site can have deliveries scheduled for,
- your ICB SVOC email address, and
- the latest stocktake for all vaccines.

Site information

Site detail changes

Notifications Manager

Update Stocktakes

Opt out of Replen

Site Details

Site Name	Latest Stocktake from Site		Delivery Days
MOCK PLG VC Site 1	Mon, Sep 8, 2025		There are no delivery days configured

Site ODS Code	111	Region Name	East of England
Intra Pillar Site Type	Vaccination Centres - Other	ICB Name	NHS Suffolk And North East Essex Integrated Care B...
ICB SVOC Email Address	pando@snee.nhs.uk		

Address Name	MOCK PLG VC Site 1
Address Line 1	1 Runwell chase
Address Line 2	No value
City	Southend on Sea City
Postcode	BN1 9BU

Contact Label	Email	Name	Phone
Site lead contact	john.doe@nhs.net	John Doe	01234567890

Latest Stocktake

Product	Latest Stocktake Date	Latest Stocktake Quantity Doses	Perpetual Inventory Doses
Comirnaty 10 (JN.1)	8 Sept 2025	0	0
Comirnaty 3 (THREE) (JN.1) Concentrate	8 Sept 2025	0	0
Spikevax (JN.1)	8 Sept 2025	0	0

3. Click the cross at the top right corner to return to the Supply Dashboard.

Update site details

With the **Supply Dashboard** displayed lead contact details or site storage capacity can be updated.

1. Click the **Site Information & Stock** button.

The screenshot shows the 'Supply Dashboard' with various metrics and buttons. The 'Site Information & Stock' button is located at the bottom right of the dashboard, highlighted with a blue box. An arrow points from a callout box to this button.

Site Information & Stock button

2. Select the **Site detail changes** tab and then select the **Site lead** tab.

- It is **important** that this section is completed as sites will need to be contacted if there are issues with their delivery.

Site detail changes tab

The screenshot shows the 'Site detail changes' tab with various sections. The 'Site lead' tab is highlighted with a blue box. An arrow points from a callout box to this tab.

Site information | **Site detail changes** | Notifications Manager | Update Stocktakes | Opt out of Replenishment

Changes | **Site lead** | Site IT User 1 | Site IT User 2 | Site lease date (VC only) | Capacity Constraint

Site lead tab

Maxine Pitman | Lead Contact Email: M.Pitman@nhs.net | Lead Contact Phone: 07500080247

Create a change request | Edit request | Cancel request | Confirm changes

Please remember to **Confirm changes** once you are happy with the submission.

Request Status	Lead Contact Name	Lead Contact Email	Lead Contact Phone Number	Created By	Created At	Updated By	Updated At

3. Click the **Capacity Constraint** tab. It is **important** that this section is completed as sites will need to be contacted if there are issues with their delivery.
4. Click the **Update Fridge Storage Capacity** button to amend the doses.

Capacity Constraint tab

Site information Site detail changes

Changes Site lead Site IT User 1 Site IT User 2 Site lease date (VC only) **Capacity Constraint**

Update Fridge Storage Capacity Current value Storage Doses **3000**

Created At	Updated By	Updated At
29 Aug 2025, 10:53	No value	No value

Comirnaty vaccines – 60 doses

- 37 x 47 x 89mm

Moderna – 50 doses

- 61 x 130 x 61mm
- 54 x 138 x 61mm

5. Click inside the **Storage Doses** box and type in the number of doses required. Click the **Submit** button.

[Vaccination Sites] Site Change Request - Update Fridge Storage Capacity

Site*

1 Test Site

Storage Doses*

Enter a number

Cancel Submit

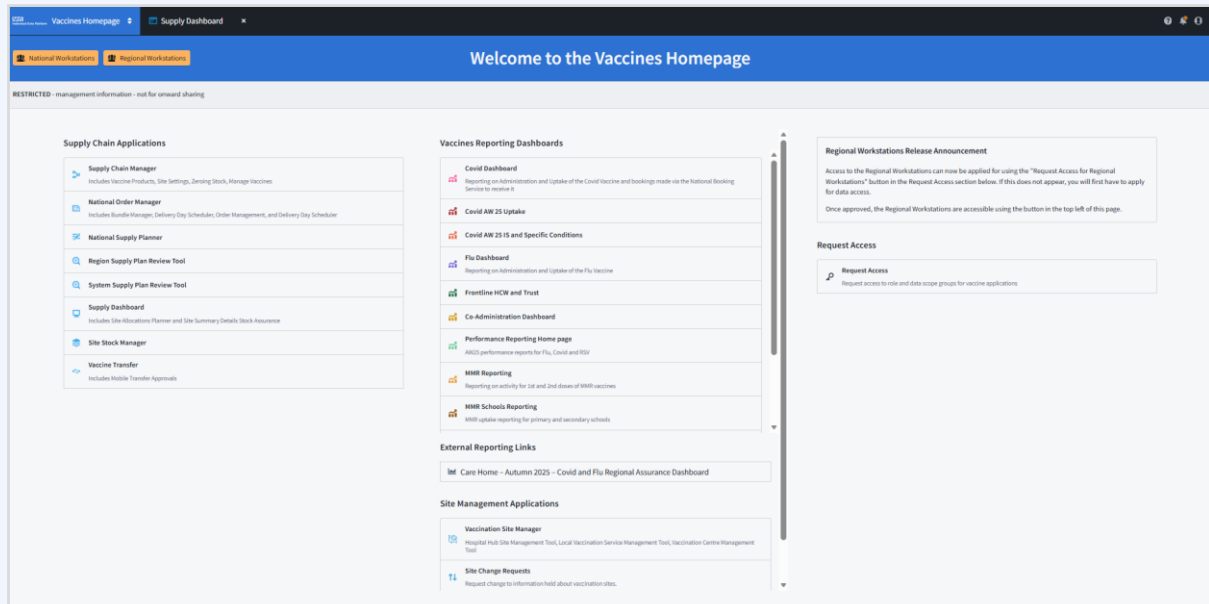
Storage Doses box

Submit button

How to order vaccine

This information is OFFICIAL

1. Navigate to the Supply Dashboard.



2. Select a vaccine product from the **Manage Supply** section.

3. Click **Order Vaccine**.

Note

Button available to provide users only.

Information									
Manage Supply									
Product Name	Product Information	Vaccine Category	Product Pack Size	Total Allocation (doses)	Quantity Ordered (doses)	Remaining available doses	Status	Request for Additional allocation	Comments
Fluoro Nasal Spray	Fluoro Nasal Spray product information	Ru	10	300	60	240	Approved by National	0	No value
Fluoro Nasal Spray	Fluoro Nasal Spray product information	Ru	10	1480	1480	0	Approved by National	0	No value
Orders									

4. Enter total number of doses that you would like to order, select a delivery date and click **Submit**. We recommend ordering vaccine in small quantities over multiple deliveries to support management of vaccine shelf-life.

Order Vaccine

Information

You are about to order vaccine Fluenz Nasal Spray on this page.

Pack Size

This product Fluenz Nasal Spray comes in a pack size of 10 doses. Quantity ordered must be a multiple of the pack size.

Product Information

Fluenz Nasal Spray product information

Remaining Allocation

Based on your available allocations, you can order maximum of [0] doses. Please be mindful of the product shelf life and consider raising multiple, smaller deliveries where possible.

Quantity (doses) *

Enter a number

Delivery Date *

Select an option...

Cancel

Submit

Note

This **must** be in multiples of the vaccine pack size.

- You can only order vaccine within your total allocation (visible in column **Total Allocation**).
- You must be stocktake compliant to order vaccine.
- You can order up to 60 days in advance. Only available delivery dates will be visible. If a date is not visible, this is because it has reached maximum capacity for that day.

5. Wait for the green **Edits successful applied** button to appear at the top of the page.



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How to modify or cancel an order

This information is **OFFICIAL**

Important information

You can only modify or cancel orders before the **Order Process Date**. After this the **Order Status** changes from **Requested** to **Approved** (colour changes from blue to red).

After this point you must raise an escalation if you want to cancel an order. See [here](#) guide on how to raise an escalation.

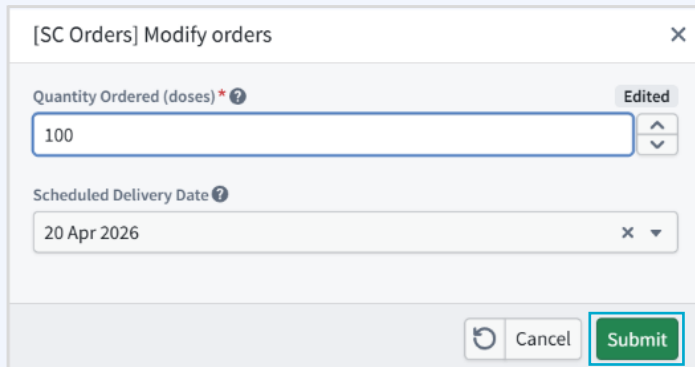
1. Navigate to the **Supply Dashboard**.
2. Find the order you would like to modify or cancel in the **Orders** section of the Supply Dashboard.
3. Select the order and click the **Cancel Orders** button or **Modify Orders** button as needed.

Orders											
Filter Orders											
	Cancel Orders Modify Orders Review Order										
Item	Quantity Ordered	Order Process Date	Order Status	Scheduled Delivery Date	Order Note	Order Number	ETA Start Time	ETA End Time	Delivered At	Signatory	Updated At
 Spikevax (LP8.1)	50	Jun 17, 2026...	REQUESTED	Jun 19, 2026	No value	No value	No value	No value	No value	No value	Jun 10, 2026...

4. A dialogue box will appear showing the details of the order.

Modify an order

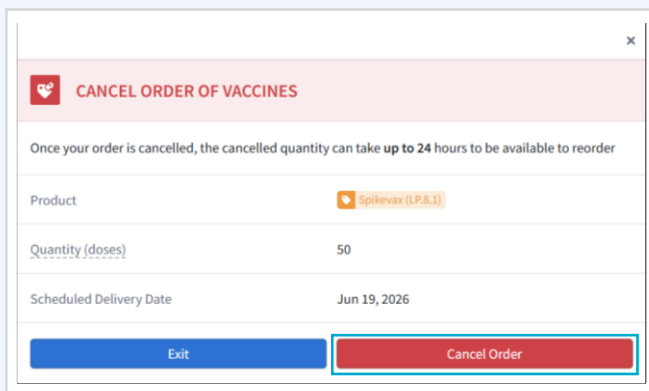
1. Amend the quantity and scheduled delivery date as needed and click the **Submit** button to proceed.



The screenshot shows a dialog box titled "[SC Orders] Modify orders" with a close button (X) in the top right corner. The dialog contains two main input sections. The first section is labeled "Quantity Ordered (doses) * ?" and features a text input field containing the number "100". To the right of the input field is a small "Edited" label and a vertical spinner control with up and down arrows. The second section is labeled "Scheduled Delivery Date ?" and features a date input field containing "20 Apr 2026". To the right of the date field is a small "X" icon and a dropdown arrow. At the bottom of the dialog, there are three buttons: a circular arrow icon (refresh), a "Cancel" button, and a green "Submit" button which is highlighted with a red rectangle.

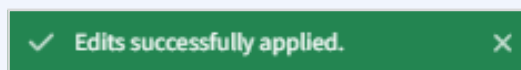
Cancel an order

1. Select the **Cancel Order** button.

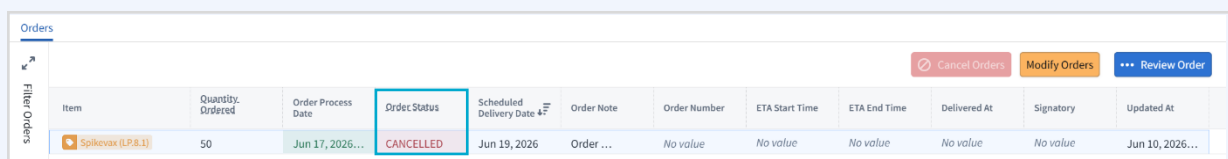


A modal dialog box titled "CANCEL ORDER OF VACCINES" with a red header bar. Below the title, a message states: "Once your order is cancelled, the cancelled quantity can take up to 24 hours to be available to reorder". The dialog contains three rows of information: "Product" with a dropdown arrow and "Spikevax (LP.8.1)", "Quantity (doses)" with the value "50", and "Scheduled Delivery Date" with the value "Jun 19, 2026". At the bottom, there are two buttons: a blue "Exit" button and a red "Cancel Order" button.

2. Wait for the **Edits successfully applied** green box to appear at the top of your screen to know that the action has been successful.



3. The updated order details will now be shown in the **Orders** section of the dashboard. For a cancellation, the order status will change to CANCELLED.



The "Orders" section of the dashboard, featuring a table with order details. Above the table are three buttons: "Cancel Orders" (red), "Modify Orders" (orange), and "Review Order" (blue). The table has columns for Item, Quantity Ordered, Order Process Date, Order Status, Scheduled Delivery Date, Order Note, Order Number, ETA Start Time, ETA End Time, Delivered At, Signatory, and Updated At. The first row shows an order for "Spikevax (LP.8.1)" with a quantity of 50, scheduled for Jun 17, 2026, and a status of "CANCELLED".

Item	Quantity Ordered	Order Process Date	Order Status	Scheduled Delivery Date	Order Note	Order Number	ETA Start Time	ETA End Time	Delivered At	Signatory	Updated At
Spikevax (LP.8.1)	50	Jun 17, 2026...	CANCELLED	Jun 19, 2026	Order ...	No value	No value	No value	No value	No value	Jun 10, 2026...

How to request an increase in your allocation

Pharmacists

This information is **OFFICIAL**

Important information

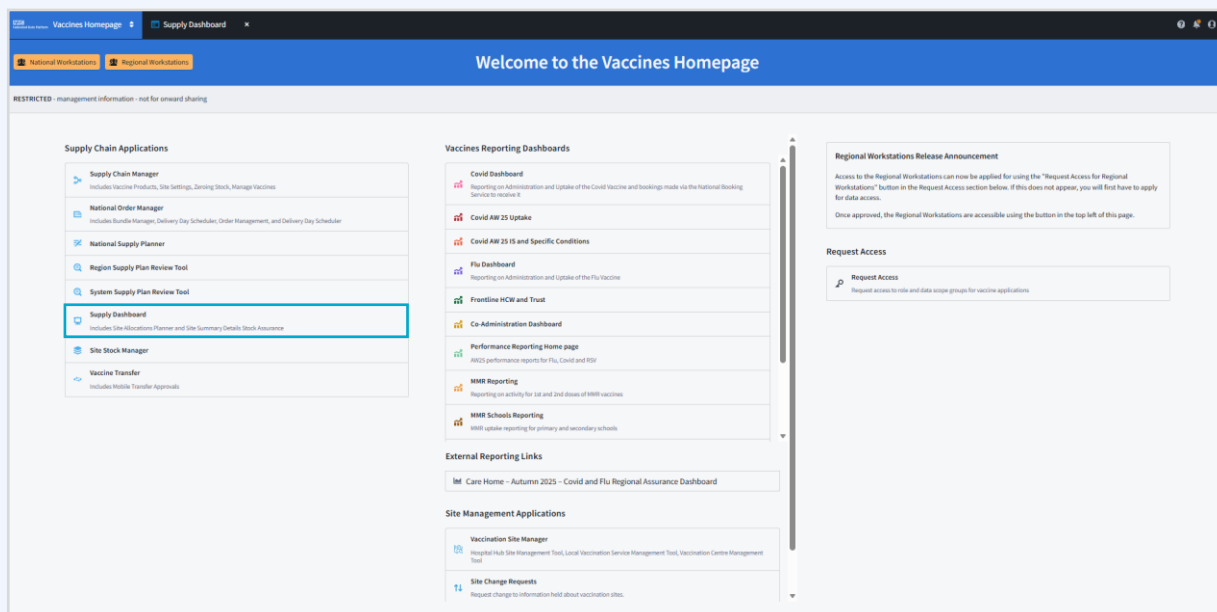
Providers are only able to order vaccine from their available allocation i.e. if your available allocation was 360 doses, you could order up to 360 doses across as many deliveries as you prefer.

Allocations for pharmacists will be automatically updated through an algorithm called the targeted deployment model (TDM).

TDM reviews historical activity and booking data to automatically uplift allocations.

If required, you can request an increase to your allocation, by following the steps below.

1. Navigate to the **Supply Dashboard**.



- You can see your total allocation by looking in the **Total Allocation (doses)** column.

Spring 2026 Covid Vaccine Allocations

We are currently working through publishing the spring vaccine allocation for providers. These will be visible in the table below by Monday 2nd at the latest. We will confirm here once vaccine allocations are published

Supply Plans Covid Metrics Site Information & Stock

Information

Manage Supply Order Vaccine View history Request additional allocation

Product Name	Product Information	Vaccine Category	Product Pack Size	Total Allocation (doses)	Quantity Ordered (doses)	Remaining available doses	Status	Request for Additional Allocation	Comments
Spikevax (LP.1)	For people aged 18 years and over. 50 Dose pack	covid	50	850	850	0	For Review (from Site)	300	Carehome clinics 15/04 Donated 50 doses...
Nuvaovoid (JN.1)	For people aged 18 years or over. 1 dose per Syringe, 10 Do...	covid	No value	0	0	0	Allocation Created	0	No value

Orders Cancel Orders Review Order

Item	Quantity Ordered	Order Process Date	Order Status	Scheduled Delivery Date	Order Note	Order Number	ETA Start Time	ETA End Time	Delivered At	Signatory	Updated At
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- Click on relevant vaccine product in the **Manage Supply** section and select **Request additional allocation**.

Spring 2026 Covid Vaccine Allocations

We are currently working through publishing the spring vaccine allocation for providers. These will be visible in the table below by Monday 2nd at the latest. We will confirm here once vaccine allocations are published

Supply Plans Covid Metrics Site Information & Stock

Information

Manage Supply Order Vaccine View history Request additional allocation

Product Name	Product Information	Vaccine Category	Product Pack Size	Total Allocation (doses)	Quantity Ordered (doses)	Remaining available doses	Status	Request for Additional Allocation	Comments
Spikevax (LP.1)	For people aged 18 years and over. 50 Dose pack	covid	50	850	850	0	For Review (from Site)	300	Carehome clinics 15/04 Donated 50 doses...
Nuvaovoid (JN.1)	For people aged 18 years or over. 1 dose per Syringe, 10 Do...	covid	No value	0	0	0	Allocation Created	0	No value

Orders Cancel Orders Review Order

Item	Quantity Ordered	Order Process Date	Order Status	Scheduled Delivery Date	Order Note	Order Number	ETA Start Time	ETA End Time	Delivered At	Signatory	Updated At
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4. Input the amount of vaccine you believe you will require for the duration of the programme and a comment to explain why you require additional volume.

[SC Supply Planning] Site User Allocations - Addition volume request

Information

You can request additional Spikevax (LP.8.1) on this page.

Enter the total number of doses that you would like to request as well as a comment justifying why you require the vaccine. Doses entered cannot be less than the product pack size. I.e., if one pack contains 60 doses then the minimum additional request for volume is 60

Pack Size

Spikevax (LP.8.1) comes in boxes of doses

Product Information

For people aged 18 years and over. 50 Dose pack

Quantity (number of doses) *

Enter a number

Comment *

Cancel

Submit

Note

- Requests must be in multiples of the pack size.
- You must be stocktake compliant to request additional allocation.

5. You will be able to see your outstanding request in the column **Request for additional allocation** under the status **awaiting approval**.
6. Your request will be sent to the national team for review. Requests that are sent before 1pm will be reviewed that day.

Order email notification

This information is OFFICIAL

Subscribe to the notification

1. With the Supply Dashboard open, select the **Site Information & Stock** button.

The screenshot shows the NHS Vaccines Supply Dashboard. At the top, there's a navigation bar with 'Supply Dashboard' selected. Below it, a status bar shows 'Opt out of Replen: false', 'Days since last stocktake: 8', 'Foundry Site Code: 593-1971-791', 'Provide Feedback', 'Training materials', 'Site status: active', and 'Doddington Hospital Vaccination Centre'. The main content area is divided into sections: 'Information' with 'METRIC CARDS' showing Vaccine Volume Ordered (13060), Vaccine Volume Delivered (12560), Vaccination Events since start of campaign (9049), Vaccination events in last 7 days (0), Open Vaccine Transfer (Recipient) (0), and Open Vaccine Transfer (Donor) (0); 'Supply Plans' with a table of plans and a 'Request Change To Volume in Exceptions plan' button; and a 'Site Information & Stock' button highlighted with a blue box. A blue arrow points from this button to a callout box at the bottom right that says 'Site Information & Stock button'.

Site Information & Stock button

2. Select the **Notifications Manager** button.

Notifications Manager button

The screenshot shows the 'Site Details' page for 'Doddington Hospital Vaccination Centre'. The page includes sections for 'Site Information', 'Latest Stocktake from Site' (Mon, Mar 10, 2025), and 'Delivery Days' (Monday only). Below these are fields for 'Site ODS Code', 'Intra Pillar Site Type', 'Region Name', 'ICB Name', 'Address Name', 'Address Line 1', 'Address Line 2', 'City', 'Postcode', 'Contact Label', 'Email', 'Name', and 'Phone'. A 'Latest Stocktake' table is also visible.

Product	Latest Stocktake Date	Latest Stocktake Quantity Doses	Perpetual Inventory Doses
Comirnaty 30 (JN.1)	10 Mar 2025	132	132
Comirnaty 10 (JN.1)	10 Feb 2025	0	0

3. The **Vaccine Notification Subscriptions** page is displayed. If you have not yet subscribed to the notification **Site Order Update**, click on the **View available notifications** button.

The screenshot shows the 'Vaccine Notification Subscriptions' page. It includes a sidebar with navigation links (Home, Search, Notifications, What's New, Recent, Files, Applications) and a main content area with a search bar and a table for 'Your subscription(s)'. A blue arrow points to the 'View available notifications' button in the top right navigation bar.

View available notifications button

4. The different notifications are shown. Click the **Ordering Platform: site order update** option. It will be highlighted in a light blue colour. Select the **Subscribe** button.

All subscriptions		
LEVEL		TITLE
☐ Site	6	
☐ Region	2	
☐ ICS	1	
DESCRIPTION		

 Ordering Platform: site order update Level • Site Description • Site users notified if an order is created.
 [DEPRECATED] Site supply planner: max cap status change Level • Site Description • Site users to receive notifications when max cap increases have been approved / rejected
 [DEPRECATED] Site updates: Stock take overdue Level • Site Description • Site users notified if their stock record has not been updated in last 7 days
 [DEPRECATED] Site updates: status changed Level • Site Description • Site status has changed
 [DEPRECATED] Site updates: vaccine assurances update Level • Site Description • Site has been assured for a new vaccine
 [DEPRECATED] Vaccine Transfers: Completed Vaccine Transfers in Region Level • Region Description • Be notified whenever a transfer is complete in your region

 **Subscribe**  **Edit Channel**  **Delete Channel**

Subscribe button

5. In the **Add Subscription** dialogue box click inside the **Sites** box and select the site you want to receive notifications for. Note that a mock site is used in the example below.
6. Click the **Subscribe** button.

Add Subscription

Notification Channel *

Ordering Platform: site order update

Sites *

Mock LVS Site 1 - Test Address Name

Cancel

Subscribe

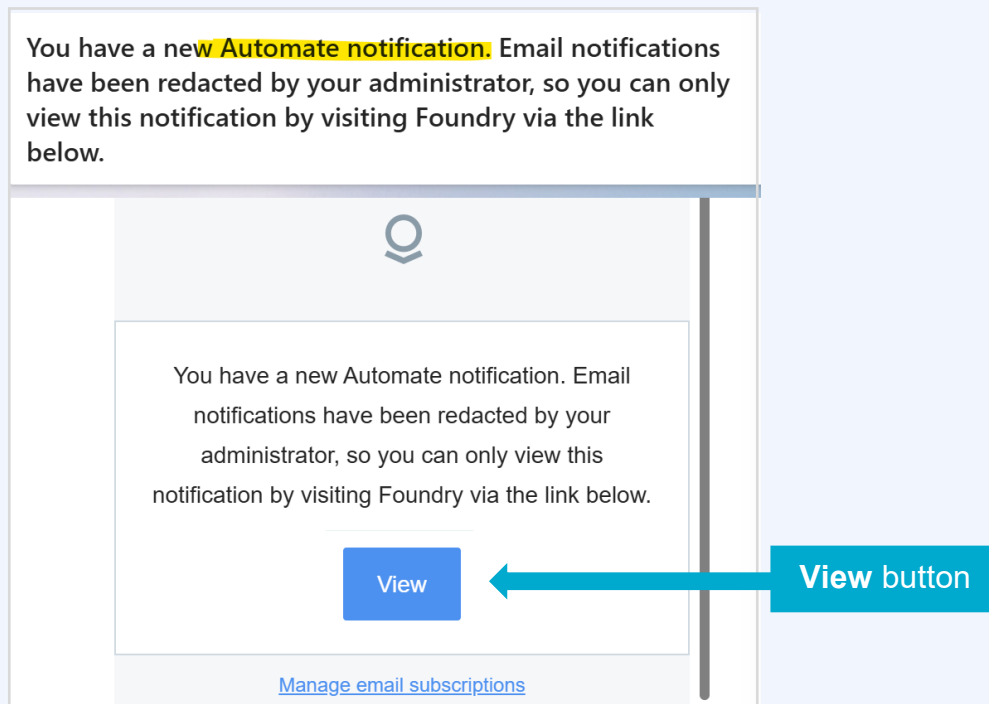
Sites box

Subscribe button

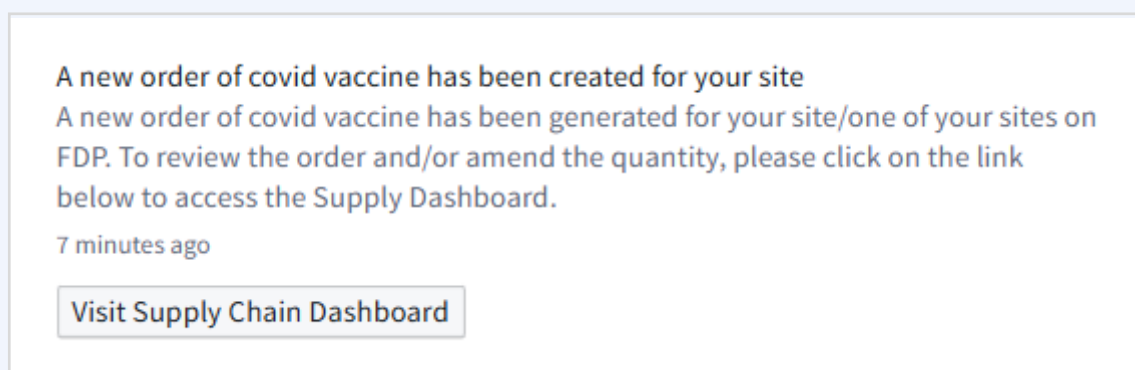
The email notification

It will take 15 minutes for the subscription to be effective. Once the order is created, you will receive the following email.

1. Click the **View** button.



- You can also view the notification in the FDP platform as shown below:



Record a stocktake

This information is OFFICIAL

1. With the Supply Dashboard open, click the **Site Information & Stock** button.

The screenshot shows the NHS Supply Dashboard interface. At the top, there's a navigation bar with 'Supply Dashboard' and 'Covid Metrics' tabs. A blue arrow points to the 'Site Information & Stock' button in the top right corner. Below the navigation bar, there's a section titled 'Information' with a 'Supply Plan' table. The table has columns for Supply Plan Name, Site Name, Product Name, Vaccine Category, Total Approved Volume (doses), Request for Additional Volume, Comments, Status, For Action By, and Updated By. The table contains three rows of data for 'Exceptions Test Plan for INC0307012' at 'MOCK PLG VC Site 1'. Below the 'Information' section, there's an 'Orders' section with a table of orders. The table has columns for Supply Plan, Supply Plan Start Date, Item, Quantity Ordered, Order Process Date, Order Status, Scheduled Delivery Date, Order Note, Order Number, ETA Start Time, ETA End Time, Delivered At, Signatory, and Updated At. The table contains three rows of data for 'AW25 Cov...' and 'TEST PLA...'.

Supply Plan Name	Site Name	Product Name	Vaccine Category	Total Approved Volume (doses)	Request for Additional Volume	Comments	Status	For Action By	Updated By
Exceptions Test Plan for INC0307012	MOCK PLG VC Site 1	Spikevax (JN.1)	covid	0	0	No value	Allocation ...	No value	JOHN PIPER
Exceptions Test Plan for INC0307012	MOCK PLG VC Site 1	Comirnaty 3 (THREE) [...]	covid	0	120	Test	For Review...	ICB	Caroline
Exceptions Test Plan for INC0307012	MOCK PLG VC Site 1	Comirnaty 10 (JN.1)	covid	0	0	No value	Allocation ...	No value	JOHN PIPER

Supply Plan	Supply Plan Start Date	Item	Quantity Ordered	Order Process Date	Order Status	Scheduled Delivery Date	Order Note	Order Number	ETA Start Time	ETA End Time	Delivered At	Signatory	Updated At
AW25 Cov...	17 Sept 2025	Comirnaty 10 (LP...	10	24 Sept ...	REQUESTED	26 Sept 2025	No value	No value	No value	No value	No value	No value	16 Sept ...
TEST PLA...	16 Sept 2025	Comirnaty 10 (LP...	10	24 Sept ...	REQUESTED	26 Sept 2025	No value	No value	No value	No value	No value	No value	16 Sept ...
AW25 Cov...	17 Sept 2025	Comirnaty 10 (LP...	10	15 Sept ...	DENIED	17 Sept 2025	SC - Test ...	No value	No value	No value	No value	No value	12 Sept ...

2. A pop-up will appear from the right. Click the **Update Stocktakes** button.

The screenshot shows the NHS Site Details pop-up. At the top, there's a navigation bar with 'Site Information' and 'Site detail changes' tabs. A blue arrow points to the 'Update Stocktakes' button in the top right corner. Below the navigation bar, there's a section titled 'Site Details' with a table of site information. The table has columns for Site Name, Latest Stocktake from Site, Delivery Days, Site ODS Code, Intra Pillar Site Type, Region Name, ICB Name, Address Name, Address Line 1, Address Line 2, City, Postcode, Contact Label, Email, Name, and Phone. The table contains one row of data for 'MOCK PLG VC Site 1'.

Site Name	Latest Stocktake from Site	Delivery Days
MOCK PLG VC Site 1	Thu, Nov 21, 2024	Monday to Friday

Site ODS Code	Intra Pillar Site Type	Region Name	ICB Name
111	Vaccination Centres - Other	East of England	NHS Suffolk And North East Essex Integrated Care Board

Address Name	Address Line 1	Address Line 2	City	Postcode
MOCK PLG VC Site 1	1 Runwell chase	No value	Southend on Sea City	CB8 0AA

Contact Label	Email	Name	Phone
Site lead contact	john.doe@nhs.net	John Doe	01234 567891

3. The **Site Stock Manager** app will open. Click the **Add new record** button.

Site Stock Manager

Explore Datasets | Guides | View and filter site details | ANGIES CHEMIST - PINNER

Wave is not No value and Is Temporary Site is No | Site status active

We have made updates to this stocktake form to make it easier to submit a stock count including the possibility to submit multiple batches in one go. Please complete your stocktake **after daily activities conclude** to help us keep your inventory records accurate.

Stock | Waste | Transfers | Perpetual Inventory (PI)

Add new record button

Latest Stocktake

Vaccine	Unit Of Measurement	Quantity	Record Date	Expiry Date	Batch Number	Record Time
Cominaty 30 (JN.1)	vials	10	20 Nov 2024	16 Jan 2024	LK8454	20 Nov 2024, 17:25

All Stocktakes

RECORD DATE

Start date | End date

Vaccine	Unit Of Measurement	Quantity	Record Date	Expiry Date	Batch Number	Time of submission	Last Edited At
Cominaty 30 (JN.1)	vials	10	20 Nov 2024	16 Jan 2024	LK8454	20 Nov 2024, 17:25	20 Nov 2024, 17:25
Spikevax (JN.1)	vials	0	19 Nov 2024	23 Nov 2024	812014A	19 Nov 2024, 13:31	19 Nov 2024, 13:31
Cominaty 30 (JN.1)	vials	10	19 Nov 2024	16 Jan 2025	LK8454	19 Nov 2024, 13:33	19 Nov 2024, 13:33
Spikevax (JN.1)	vials	1	18 Nov 2024	23 Nov 2024	812014A	18 Nov 2024, 12:58	18 Nov 2024, 12:58
Spikevax (JN.1)	vials	4	15 Nov 2024	23 Nov 2024	812014A	15 Nov 2024, 14:41	15 Nov 2024, 17:50
Spikevax (JN.1)	vials	6	14 Nov 2024	23 Nov 2024	812014A	14 Nov 2024, 14:01	14 Nov 2024, 14:01

 Note

If you wish to submit a zero stocktake, you can select this at the top of the page and no further information is required. Simply click submit.

- A pop-up appears from the right.
- The **Record Date** field is pre-populated with today's date.

Add Stocktake Record

Please complete your stocktake **after daily activities conclude** to help us keep your inventory records accurate.

Do you want to perform a zero stocktake? Clear form

☐ Yes ☒ No

Batch data entry **Record Date field**

RECORD DATE
Thu, Nov 21, 2024

VACCINE
Comirnaty 10 (JN.1)

ⓘ Please enter the number of **non-opened VIALS ONLY** when you submit your stocktake.
 ⓘ Please enter your batch number in uppercase as displayed on the packaging.
 ⓘ Use by date is the post thawed expiry date.
 ⓘ In this new stocktake form, you can enter **multiple batches in one go**. Once you have entered the information for batch 1, a button called "Add another batch" will appear at the bottom to add the next batch's information.

- Click inside the **Vaccine** box and select the required vaccine type from the dropdown menu.

Add Stocktake Record

Please complete your stocktake **after daily activities conclude** to help us keep your inventory records accurate.

Do you want to perform a zero stocktake? Clear form

☐ Yes ☒ No

Batch data entry

RECORD DATE
Thu, Nov 21, 2024

VACCINE

Comirnaty 10 (JN.1)

Search...

- ✓ Comirnaty 10 (JN.1)
- Comirnaty 3 (THREE) (JN.1) Concentrate
- Comirnaty 30 (JN.1)
- Spikevax (JN.1)

the information for batch 1, a button called "Add another batch" will appear at the bottom to add the next batch's information

Vaccine box

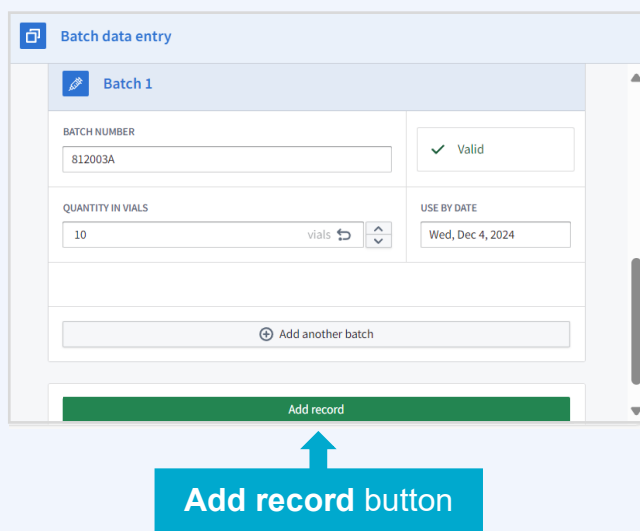
5. Use the scroll bar at the right to scroll down to the **Batch data entry** section and in the **Batch Number** box type the relevant batch number.
6. In the **Quantity in Vials** box type the number of unopen vials you have in stock.
7. Click inside the **Use by Date** box and select the expiry date of the vaccine from the calendar pop-up.

The screenshot shows the 'Add Stocktake Record' form. At the top, there is a question 'Do you want to perform a zero stocktake?' with 'Yes' and 'No' radio buttons, and a 'Clear form' button. Below this is the 'Batch data entry' section. It contains a 'Batch 1' header, a 'BATCH NUMBER' field with the value '812003A' and a 'Valid' status, a 'QUANTITY IN VIALS' field with the value '10' and a 'vials' unit selector, and a 'USE BY DATE' field with the value 'Wed, Dec 4, 2024'. There is an 'Add another batch' button and an 'Add record' button at the bottom. Three blue callout boxes with arrows point to the 'BATCH NUMBER' field (labeled 'Batch Number box'), the 'QUANTITY IN VIALS' field (labeled 'Quantity in Vials box'), and the 'USE BY DATE' field (labeled 'Use by Date box').

8. Multiple batches can be recorded in one transaction. To add an additional batch, click the **Add another batch** button.

This is a close-up screenshot of the 'Batch data entry' section of the form. It shows the 'Batch 1' header, the 'BATCH NUMBER' field with '812003A', the 'QUANTITY IN VIALS' field with '10', and the 'USE BY DATE' field with 'Wed, Dec 4, 2024'. Below these fields is the 'Add another batch' button. A blue callout box with an arrow points to this button, labeled 'Add another batch button'. The 'Add record' button is visible at the bottom.

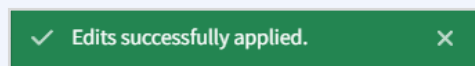
9. Once all batches have been entered click the **Add record** button.



The screenshot shows a web form titled "Batch data entry". Inside, there's a section for "Batch 1" with a pencil icon. It contains a "BATCH NUMBER" field with the value "812003A" and a "Valid" status indicator with a green checkmark. Below that is a "QUANTITY IN VIALS" field with the value "10" and a "USE BY DATE" field with the value "Wed, Dec 4, 2024". At the bottom of the form is a green button labeled "Add record". A blue arrow points from a blue box labeled "Add record button" to the "Add record" button.

10. The **SC Inventory** dialogue box will be displayed. Click the **Submit** button at the bottom right of this dialogue box.

- A green status box with the message **Edits successfully applied** will appear at the top of the screen to show that the action has been successful.



How to donate an allocation

This information is **OFFICIAL**

Important information

This guide shows you how to transfer your available vaccine allocation on FDP to another provider.

This does not raise an order but instead transfers your available allocation to another provider for them to order from.

You can donate a portion of, or all of your allocation to another provider.

You can only donate and receive allocations if you have an account on FDP.

1. Navigate to the **Supply Dashboard**.
2. Your total allocation can be found in the **Total Allocation (doses)** column.

The screenshot displays the NHS Supply Dashboard interface. At the top, there's a navigation bar with 'Vaccines Homepage' and 'Supply Dashboard'. Below this, a section titled 'Spring 2026 Covid Vaccine Allocations' provides initial information and instructions. The main part of the dashboard is divided into two tabs: 'Manage Supply' and 'Orders'. The 'Manage Supply' tab is active, showing a table with columns for Product Name, Product Information, Vaccine Category, Product Pack Size, Total Allocation (doses), Quantity Ordered (doses), Remaining available doses, Status, Request for Additional allocation, and Comments. Two rows are visible: one for 'Novaxovid (LAL)' with a total allocation of 0, and another for 'Spikovid (PFS)' with a total allocation of 990. The 'Orders' tab is also visible, showing a table with columns for Item, Quantity Ordered, Order Process Date, Order Status, Scheduled Delivery Date, Order Note, Order Number, ETA Start Time, ETA End Time, Delivered At, Signature, and Updated At. Several orders are listed, including one that is cancelled and others that are requested, approved, or pending.

Product Name	Product Information	Vaccine Category	Product Pack Size	Total Allocation (doses)	Quantity Ordered (doses)	Remaining available doses	Status	Request for Additional allocation	Comments
Novaxovid (LAL)	For people aged 18 years or over, 1 dose per Syringe, 10 Dose pack	covid	No value	0	0	0	Allocation Created	0	No value
Spikovid (PFS)	For people aged 18 years and over, 10 Dose pack	covid	50	990	910	80	For Review (From Site)	300	Canhome clinics 15/04 Donated 50 doses to site "Ebba Chemed" on 26-02-2026 16:05:...

Item	Quantity Ordered	Order Process Date	Order Status	Scheduled Delivery Date	Order Note	Order Number	ETA Start Time	ETA End Time	Delivered At	Signature	Updated At
Spikovid (PFS)	200	Apr 6, 2026, 8:00 AM	CANCELLED	Apr 10, 2026	Order Cancelled by ...	No value	No value	No value	No value	No value	Feb 24, 2026, 12:35 PM
Spikovid (PFS)	40	Apr 6, 2026, 8:00 AM	REQUESTED	Apr 8, 2026	No value	No value	No value	No value	No value	No value	Mar 9, 2026, 10:12 AM
Spikovid (PFS)	50	Mar 06, 2026, 8:00 AM	REQUESTED	Mar 18, 2026	No value	No value	No value	No value	No value	No value	Feb 25, 2026, 3:48 PM
Spikovid (PFS)	20	Mar 06, 2026, 8:00 AM	APPROVED	Mar 12, 2026	Text - Max	231136	No value	No value	No value	No value	Mar 20, 2026, 9:11 AM
Spikovid (PFS)	20	Mar 9, 2026, 8:00 AM	PENDING	Mar 11, 2026	Text - Max	231136	No value	No value	No value	No value	Mar 9, 2026, 10:27 AM

3. Select the product that you would like to donate your allocation from and click the yellow **Donate Allocation** button.

Note

Most providers will only have one product available to donate from. On some occasions providers might have multiple vaccines with an allocation to choose from.

Product Name	Product Information	Vaccine Category	Product Pack Size	Total Allocation (Doses)	Quantity Ordered (Doses)	Remaining available doses	Status	Request for Additional Allocation	Comments
Novavax (NPI)	For people aged 18 years or over. 1 dose per Syringe. 10 Dose pack	covid	No value	0	0	0	Allocation Created	0	No value
Spikevax (LP.8.1)	For people aged 18 years and over. 50 Dose pack	covid	50	300	910	80	For Review (From Site)	300	Canhome clinics 12/04 Donated 50 doses to site " Globe Chemist" on 28-02-2026 16:05...

4. A dialogue box will pop up informing you of the selected product and the total amount available to you to donate. In the screenshot below, the provider only has a total of 80 doses to transfer.

Donate Allocation

Product Name

You are about to donate your allocation of "[Spikevax (LP.8.1)]."

Pack Size

This product comes in a pack size of [] doses.

Quantity donated must be a multiple of the pack size.

Product Information

For people aged 18 years and over. 50 Dose pack

Total Remaining Doses (total allocation)

Based on your available remaining allocation, you can donate a maximum of [80] doses. . This will not raise an order but will request removal of your vaccine allocation to a specific practice.

Quantity (doses) *

Enter a number

Select the site you would like to donate to (drop down) *

Select an option...

Cancel

Submit

Note

Once an allocation has been donated, it cannot be reversed without asking the receiving provider to donate the allocation back; this will not raise an order but will simply transfer your allocation to another provider, they must then raise an order themselves using the **Create Order** button.

5. Input the quantity you would like to donate (in doses) and select the site you want to transfer the allocation to. You can input either the ODS code or the provider name. Once you have selected a provider, the ODS code, address and post code of your selected provider will appear. Please ensure you review these details carefully before submitting.

×

Donate Allocation

Product Name

You are about to donate your allocation of "[Spikevax (LP.8.1)]."

Pack Size

This product comes in a pack size of [] doses.

Quantity donated must be a multiple of the pack size.

Product Information

For people aged 18 years and over. 50 Dose pack

Total Remaining Doses (total allocation)

Based on your available remaining allocation, you can donate a maximum of [80] doses. . This will not raise an order but will request removal of your vaccine allocation to a specific practice.

Quantity (doses) *

Edited

50

^

v

Select the site you would like to donate to (drop down) *

Edited

Mock Pharmacy

×

v

Selected receiving site details

ODS code *

Edited

FVY73

×

v

Site address *

Edited

65 Rusholme Grove

×

v

Post code *

Edited

SE19 1HZ

×

v

↶

Cancel

Submit

- ✓ Edits successfully applied.

- Supply Dashboard

[Go to my Allocation](#)
[View since last Allocation](#)
[Inventory Site Code: 944-4153-336](#)
[Stock expiring in the next 14 days: 0](#)
[Support](#)
[Training materials](#)
[Site status: active](#)
[Mock GP Practice](#)

Spring 2026 Covid Vaccine Allocations

Initial Allocations are now live and visible to providers in the Manage Supply Table below.

Providers are expected to actively manage vaccine stock throughout the campaign and ensure that ordering and utilisation are aligned with anticipated demand. Providers should only order vaccine volumes that are required to support planned activity, and take appropriate action to minimise the risk of wastage.

Providers that wish to donate their allocation or part of their allocation to another provider will be able to carry out this function in the coming days once this function is released.

Requests for additional allocations will start to be reviewed from **Monday 7th March**

[Supply Plans](#)
[Covid Metrics](#)

[Site information & Stock](#)

Information

Manage Supply

Product name	Product Information	Vaccine Category	Product Pack Size	Total Allocation (doses)	Quantity Ordered (doses)	Remaining available doses	Status	Request for Additional allocation	Comments
Novaxovid (20.0)	For people aged 18 years or over. 1 dose per Syringe, 10 Dose pack	covid	No value	5	0	5	Allocation Created	0	No value
Spikevax (20.0)	For people aged 18 years and over. 50 Dose pack	covid	50	940	910	30	For Review (Item Sold)	300	Carehome clinics 15/04 Donated 50 doses to site "Globe Chemist" on 26-03-2026 16:05

Record Approved Vaccine Transfers

This information is OFFICIAL

Important information

- There have been changes in relation to the movement of COVID-19 vaccines. The below summarises the current position:
- Vaccines (as Prescription Only Medicines) are governed by [The Human Medicines Regulations 2012](#), which require that they can only be distributed from one organisation to another where the supplying organisation holds a Wholesale Distribution Authorisation (WDA) license.
- An organisation is permitted to move vaccines within its own sites, for example a GP practice can move vaccine from their main site to a branch surgery, or a Trust can move vaccine between its hospital sites.
- Community Pharmacies that are part of the same legal entity are also permitted, under the HMRs, to distribute vaccines, however it should be noted that the specification for pharmacy contractors specifically states that *'COVID-19 vaccines are allocated to the pharmacy contractor and the pharmacy premises and must not be shared with other providers providing a similar vaccination service without the express prior consent of the Commissioner'*.
- Distribution of COVID-19 vaccine by organisations without a WDA (through the process known as Mutual Aid) was permitted under a temporary amendment to Regulation 19. This regulation was revised and made permanent on 1 April 2026 and now **only allows for distribution under specific conditions**, as described in the regulations [The Human Medicines \(Amendment\) Regulations 2026](#). These conditions facilitate access to vaccine for the population and are not intended to be used to reduce waste.

- If vaccination has occurred following non-permitted movement:
 - where the vaccine has been transported in line with the conditions set out in the Marketing Authorisation (complete, intact packs and maintenance of cold chain), this it would not be considered off label and there would be no requirement to notify the individuals vaccinated.
 - any distribution of vaccine where storage/handling has not been in line with the Marketing Authorisation should be considered an incident and local policy should be followed.
 - In both cases, all providers must ensure that lessons are learnt and steps taken to prevent any further movement of vaccines outside of permitted routes.
- The national team is unable to advise on individual queries or reports of vaccine movement. Regional commissioners are asked to remind providers and system colleagues of the new regulations and the need to meet the requirements of the relevant service specification.
- Where requested to support vaccine movement between Community Pharmacies, this should only be permitted where they are part of the same legal entity. Providers should follow the vaccine transfer process in FDP that allows for recording of permitted movement. The national team are unable to provide your legal entity status.

Vaccine Transfer Tutorials

1. Navigate to the **Vaccines Homepage**.
2. Select the **Vaccine Transfer** option.

The screenshot shows the 'Vaccines Homepage' with a blue header. Below the header, there's a navigation bar with 'National Workstations' and 'Regional Workstations' buttons. The main content area is divided into several sections: 'Supply Chain Applications' (including Supply Chain Manager, National Order Manager, National Supply Planner, Region Supply Plan Review Tool, System Supply Plan Review Tool, Supply Dashboard, Site Stock Manager, and Vaccine Transfer), 'Vaccines Reporting Dashboards' (including Covid Dashboard, Flu Dashboard, MMR Reporting, RSV Reporting, and Mpox Reporting), 'Site Management Applications' (including Vaccination Site Manager and Site Change Requests), 'Regional Workstations Release Announcement', 'Request Access' (Request Access and Request Access For Regional Workstations), and 'Administration' (Native Approvals App). The 'Vaccine Transfer' option is highlighted in the Supply Chain Applications section.

3. Click the **Key Info & FAQs** button at the top right to access helpful notes and videos on how to use this function.

The screenshot shows the 'COVID Vaccine Transfers' table with various filters and a list of transfer requests. The table has columns for Created At, Created By, Status, Is Test, Type, Donating Site, Receiving Site, and Vaccines (split). The table is filtered by 'Show only test plans' and 'Donating Site'. The table shows a list of transfer requests with their status (CREATED, IN APPROVALS, APPROVED) and the sites involved.

Filters	Created At	Created By	Status	Is Test	Type	Donating Site	Receiving Site	Vaccines (split)
☐ Show only test plans	Jun 12, 2026, 8:19 AM	Mark Taylor	CREATED	No	OFFER	Wicker Pharmacy (Sheffield)	No value	3 vials of S
☐ DONATING SITE	Jun 11, 2026, 3:28 PM	Meena Basri	IN APPROVALS	No	OFFER	Pharmacy+Health - Chapeltown(L)	Pharmacy+Health - Alwoodley(L)	2 vials of S
Donating Site	Jun 11, 2026, 1:46 PM	Brijeshbhai Patel	IN APPROVALS	No	OFFER	Duncans Chemist	BELLESGROVE PHARMACY	1 vials of N
☐ RECEIVING SITE	Jun 10, 2026, 3:45 PM	Saj Shah	IN APPROVALS	No	OFFER	Medichem Pharmacy - Hipperhol...	Swillington Pharmacy(L)	4 vials of S
Receiving Site	Jun 10, 2026, 12:29 PM	Matthew Bladon	CREATED	No	REQUEST	No value	Barry Bladon Pharmacy	6 vials of S
☐ OVERSIGHT REQUIRED	Jun 10, 2026, 11:36 AM	Amanda Heath	IN APPROVALS	No	OFFER	JC Ratcliffe - High Street	JC Ratcliffe - Ashbourne Road	1 vials of S
☐ Yes 87	Jun 10, 2026, 9:58 AM	Amanda Heath	IN APPROVALS	No	OFFER	Hartshill Pharmacy	Morreil Pharmacy	1 vials of S
☐ No 57	Jun 9, 2026, 9:18 AM	Megan Searle	APPROVED	No	OFFER	Rowlands Pharmacy - Rushden	Rowlands Wellingborough	2 vials of S
☐ CREATED BY	Jun 8, 2026, 2:13 PM	Natalie Goldstein	IN APPROVALS	No	OFFER	Weldricks Pharmacy (FX96)	Weldricks Pharmacy - Cantley St Wil...	3 vials of S
Search...	Jun 3, 2026, 3:30 PM	James Dudgeon	APPROVED	No	OFFER	Blackley Pharmacy	Mediward Pharmacy	10 vials of f
☐ IS ACTIVE	Jun 3, 2026, 3:04 PM	Saj Shah	IN APPROVALS	No	OFFER	Medichem Pharmacy - Hipperhol...	Medichem Pharmacy - Northowram ...	3 vials of S
☒ Yes 144	Jun 2, 2026, 5:44 PM	Caroline Otter	IN APPROVALS	No	OFFER	Lincolnshire Co-op Pharmacy - Fo...	Lincolnshire Co-op Pharmacy - Gran...	3 vials of S
☐ STATUS	Jun 1, 2026, 8:27 AM	khatidja kureman	APPROVED	No	OFFER	Buckley Pharmacy - Leatherhead	Buckley Pharmacy Craddocks Parade	5 vials of S
☐ IN APPROVALS 97	May 26, 2026, 3:00 PM	Adrienne Brown	APPROVED	No	OFFER	Peak Pharmacy - Mansfield	Peak Pharmacy - Huthwaite	2 vials of S
☐ APPROVED 30	May 26, 2026, 1:13 PM	Jaydee Lakin	IN APPROVALS	No	OFFER	The Bridge Surgery	Elgar House (Redditch)	5 vials of S
☐ CREATED 15	May 26, 2026, 12:23 PM	Julian Leong	IN APPROVALS	No	OFFER	Tesco Instore Pharmacy (FRL46)	Tesco Instore Pharmacy (FH213)	2 vials of S
☐ RECIPIENT FOUND 2	May 26, 2026, 11:28 AM	Adrienne Brown	APPROVED	No	OFFER	Peak Pharmacy - Skegby Road	Peak Pharmacy - Huthwaite	2 vials of S
reset all								

4. The following will pop up from the right. Click the **Video Guides** button.

[National position](#) [Overview](#) [FAQs](#) [Video Guides](#)

There have been changes in relation to the movement of COVID-19 vaccines. This application is accessible to only to system level users. Sites are able to interact with these transfers via the [Site Stock Manager](#).

Transfers must comply with the following:

- Vaccines (as Prescription Only Medicines) are governed by [The Human Medicines Regulations 2012](#), which require that they can only be distributed from one organisation to another where the supplying organisation holds a Wholesale Distribution Authorisation (WDA) license.
- An organisation is permitted to move vaccines within its own sites, for example a GP practice can move vaccine from their main site to a branch surgery, or a Trust can move vaccine between its hospital sites.
- Community Pharmacies that are part of the same legal entity are also permitted, under the HMRs, to distribute vaccines, however it should be noted that the specification for pharmacy contractors specifically states that 'COVID-19 vaccines are allocated to the pharmacy contractor and the pharmacy premises and must not be shared with other providers providing a similar vaccination service without the express prior consent of the Commissioner'.
- Distribution of COVID-19 vaccine by organisations without a WDA (through the process known as Mutual Aid) was permitted under a temporary amendment to Regulation 19. This regulation was revised and made permanent on 1 April 2026 and now **only allows for distribution under specific conditions**, as described in the regulations [The Human Medicines \(Amendment\) Regulations 2026](#). These conditions facilitate access to vaccine for the population and are not intended to be used to reduce waste.

5. A video is displayed. Click the **play** button to view the video and click the **cross** in the top right corner once finished.

The screenshot shows the 'COVID Vaccine Transfers' application interface. A 'Video Guides' modal is open, displaying a video player. The video player has a play button, a progress bar at 0:00 / 10:13, and a close button (cross) in the top right corner. The background application shows a sidebar with filters and a main table for 'COVID Vaccine Transfers'. The table has columns: Created At, Status, Type, Donating Site, Receiving Site, Vaccine(s) (split by batch ID), Total Quantity (units), and Needed by. The table is currently empty, showing 'No values found'.

6. When you return to the screen shown below, click in the shaded area at the left to remove the pop-up.

Vaccines Homepage

COVID Vaccine Transfers

COVID Vaccine Transfers

View transfers

Create a new transfer request

Filters

Show only test plans

DONATING SITE

RECEIVING SITE

OVERSIGHT REQUIRED

CREATED BY

IS ACTIVE

STATUS

Donating Site

Receiving Site

Yes 67

No 57

Search...

Yes 144

IN APPROVALS 97

APPROVED 30

CREATED 15

RECIPIENT FOUND 2

reset all

Created At	Created By	Status	Is Test
Jun 12, 2026, 8:19 AM	Mark Taylor	CREATED	No
Jun 11, 2026, 3:28 PM	Meena Basri	IN APPROVALS	No
Jun 11, 2026, 1:46 PM	Brijeshbhai Patel	IN APPROVALS	No
Jun 10, 2026, 3:45 PM	Saj Shah	IN APPROVALS	No
Jun 10, 2026, 12:29 PM	Matthew Bladon	CREATED	No
Jun 10, 2026, 11:36 AM	Amanda Heath	IN APPROVALS	No
Jun 10, 2026, 9:58 AM	Amanda Heath	IN APPROVALS	No
Jun 9, 2026, 9:18 AM	Megan Searle	APPROVED	No
Jun 8, 2026, 2:13 PM	Natalie Goldstein	IN APPROVALS	No
Jun 3, 2026, 3:30 PM	James Dudgeon	APPROVED	No
Jun 3, 2026, 3:04 PM	Saj Shah	IN APPROVALS	No
Jun 2, 2026, 5:44 PM	Caroline Otter	IN APPROVALS	No
Jun 1, 2026, 8:27 AM	khatidja kureeman	APPROVED	No
May 26, 2026, 3:00 PM	Adrienne Brown	APPROVED	No
May 26, 2026, 1:13 PM	Jaydee Lakin	IN APPROVALS	No
May 26, 2026, 12:23 PM	Julian Leong	IN APPROVALS	No
May 26, 2026, 11:28 AM	Adrienne Brown	APPROVED	No

National position Overview FAQs

Video Guides

There have been changes in relation to the movement of COVID-19 vaccines. This application is accessible to only to system level users. Sites are able to interact with these transfers via the [Site Stock Manager](#).

Transfers must comply with the following:

- Vaccines (as Prescription Only Medicines) are governed by [The Human Medicines Regulations 2012](#), which require that they can only be distributed from one organisation to another where the supplying organisation holds a Wholesale Distribution Authorisation (WDA) license.
- An organisation is permitted to move vaccines within its own sites, for example a GP practice can move vaccine from their main site to a branch surgery, or a Trust can move vaccine between its hospital sites.
- Community Pharmacies that are part of the same legal entity are also permitted, under the HMRs, to distribute vaccines, however it should be noted that the specification for pharmacy contractors specifically states that 'COVID-19 vaccines are allocated to the pharmacy contractor and the pharmacy premises and must not be shared with other providers providing a similar vaccination service without the express prior consent of the Commissioner'.
- Distribution of COVID-19 vaccine by organisations without a WDA (through the process known as Mutual Aid) was permitted under a temporary amendment to Regulation 19. This regulation was revised and made permanent on 1 April 2026 and now **only allows for distribution under specific conditions**, as described in the regulations [The Human Medicines \(Amendment\) Regulations 2026](#). These conditions facilitate access to vaccine for the population and are not intended to be used to reduce waste.
 - If vaccination has occurred following non-permitted movement:
 - where the vaccine has been transported in line with the conditions set out in the Marketing Authorisation (complete, intact packs and maintenance of cold chain), this it would not be considered off label and there would be no requirement to notify the individuals vaccinated.
 - any distribution of vaccine where storage/handling has not been in line with the Marketing Authorisation should be considered an incident and local policy should be followed.
 - In both cases, all providers must ensure that lessons are learnt and steps taken to prevent any further movement of vaccines outside of permitted routes.

The national team is unable to advise on individual queries or reports of vaccine movement. Regional commissioners are asked to remind providers and system colleagues of the new regulations and the need to meet the requirements of the relevant service specification.

Where requested to support vaccine movement between Community Pharmacies, this should only be permitted where they are part of the same legal entity. Providers should follow the vaccine transfer process in FDP that allows for recording of permitted movement.

Create a stock transfer as a system level user on behalf of a site

1. Navigate to the **Covid Vaccine Transfers** dashboard.
2. Click the **Create a new transfer request** option at the top of the screen.

COVID Vaccine Transfers

View transfers

Create a new transfer request

Filters

Jun 10, 2026, 4:40 PM

Paras Shah

IN APPROVALS

No

OFFER

GREEN LIGHT P

Jun 10, 2026, 4:40 PM

Paras Shah

IN APPROVALS

No

OFFER

GREEN LIGHT P

Jun 10, 2026, 4:39 PM

Paras Shah

IN APPROVALS

No

OFFER

GREEN LIGHT P

Donating Site

3. With the following screen displayed complete all the details as shown and click the **Submit** button.

COVID Vaccine Transfers

View transfers

Create a new transfer request

This is a new service. Your feedback via email will help to improve it.

FAQs

Tutorials

Site details

DONATING SITE (LEAVE BLANK IF UNKNOWN)

Select an option...

RECEIVING SITE (LEAVE BLANK IF UNKNOWN)

Select an option...

Vaccine details

Comirnaty 10 (A.1.1)

NUMBER OF VIALS (CAN BE EDITED LATER)

Equivalent to (grams)

WINDOW WHICH VACCINE WILL BE USED IN
START DATE

Date

END DATE

Date

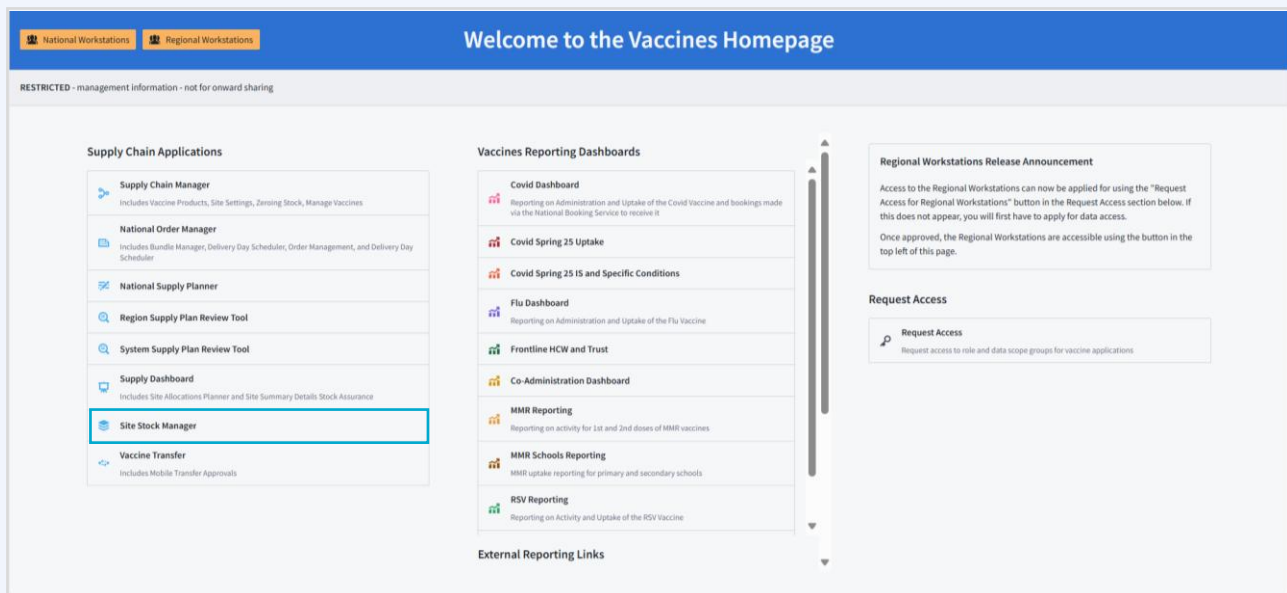
Please provide justification for transfer

☐ Create as test, leave unchecked if this is a genuine transfer

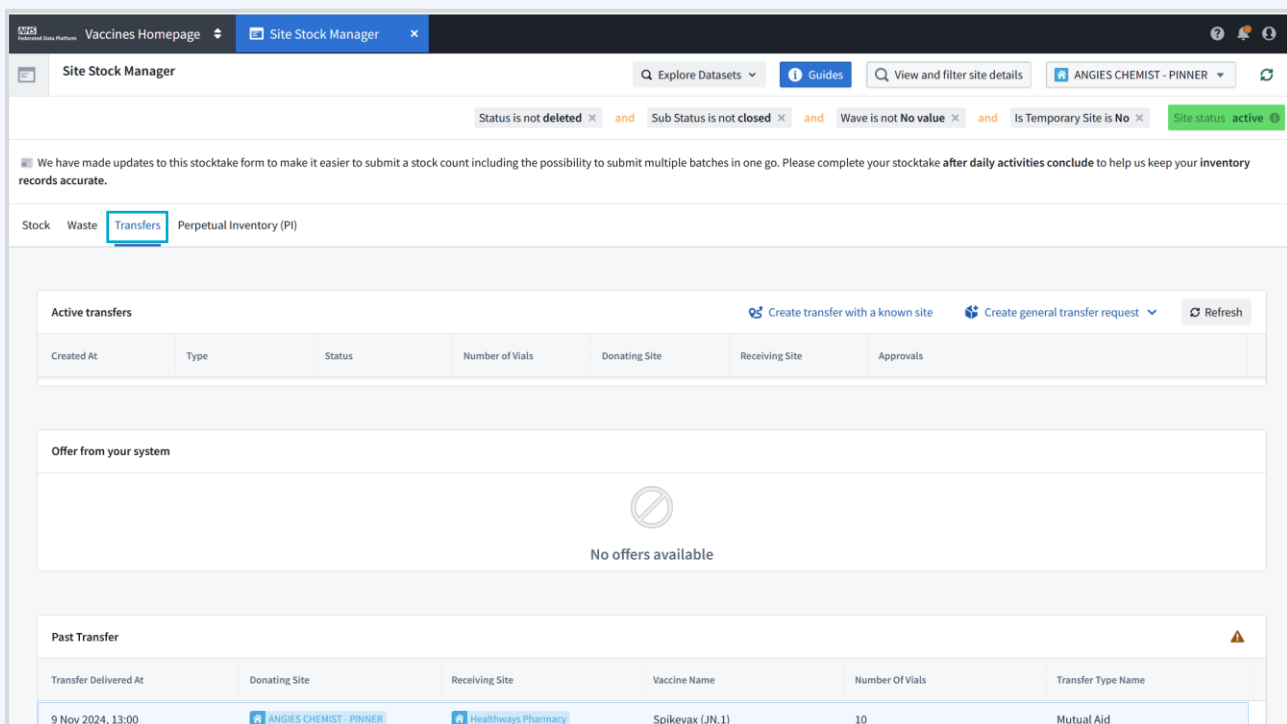
Submit

Create a stock transfer as a site user

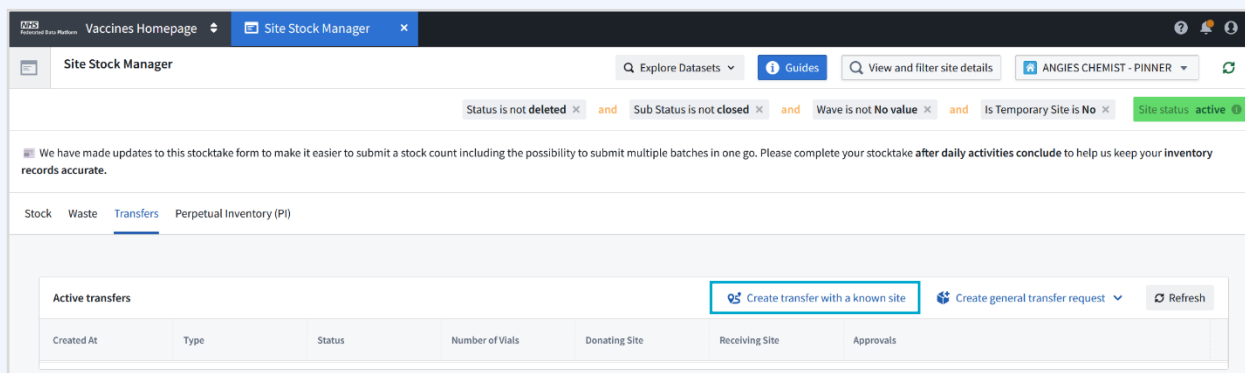
1. Navigate to the **Vaccines Homepage**.
2. Select the **Site Stock Manager** option.



3. Select the **Transfers** tab to view all active and past transfers.

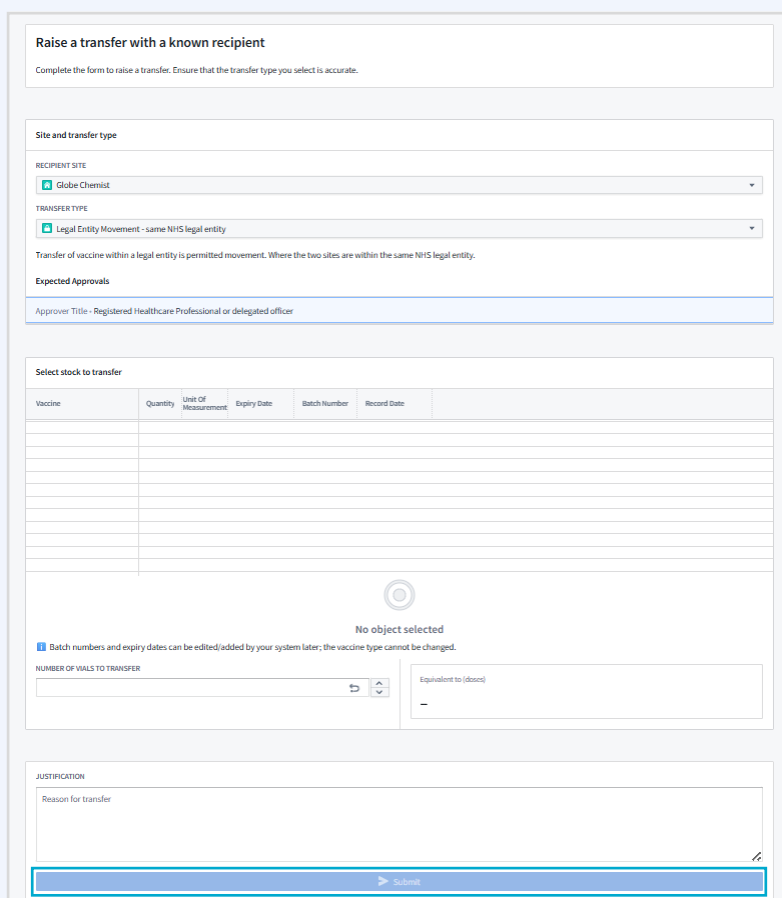


- The following is displayed. You can use the **Create transfer with a known site** and **Create general transfer request** to either **offer** or **request** vaccine.
- Click the **Create transfer with a known site** option.



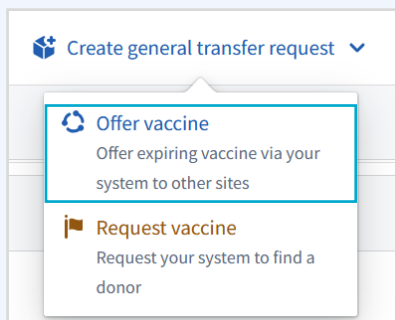
The screenshot shows the 'Site Stock Manager' interface. At the top, there's a navigation bar with 'Vaccines Homepage' and 'Site Stock Manager'. Below this, there's a search bar and several filters: 'Status is not deleted', 'Sub Status is not closed', 'Wave is not No value', 'Is Temporary Site is No', and 'Site status active'. A message states: 'We have made updates to this stocktake form to make it easier to submit a stock count including the possibility to submit multiple batches in one go. Please complete your stocktake after daily activities conclude to help us keep your inventory records accurate.' Below the message, there are tabs for 'Stock', 'Waste', 'Transfers', and 'Perpetual Inventory (PI)'. The 'Transfers' tab is selected. In the 'Active transfers' section, there are two buttons: 'Create transfer with a known site' (highlighted with a red box) and 'Create general transfer request'. There is also a 'Refresh' button. Below these buttons is a table with columns: 'Created At', 'Type', 'Status', 'Number of Vials', 'Donating Site', 'Receiving Site', and 'Approvals'.

- Complete all required details when the pop-up appears from the right and click the **Submit** button.



The screenshot shows the 'Raise a transfer with a known recipient' form. The title is 'Raise a transfer with a known recipient' and the subtitle is 'Complete the form to raise a transfer. Ensure that the transfer type you select is accurate.' Below this, there's a section for 'Site and transfer type' with two dropdown menus: 'RECIPIENT SITE' (set to 'Globe Chemist') and 'TRANSFER TYPE' (set to 'Legal Entity Movement - same NHS legal entity'). A note states: 'Transfer of vaccine within a legal entity is permitted movement. Where the two sites are within the same NHS legal entity.' Below this, there's a section for 'Expected Approvals' with a text input field for 'Approver Title' (set to 'Registered Healthcare Professional or delegated officer'). Below this, there's a section for 'Select stock to transfer' with a table with columns: 'Vaccine', 'Quantity', 'Unit Of Measurement', 'Expiry Date', 'Batch Number', and 'Record Date'. Below the table, there's a message: 'No object selected' and a note: 'Batch numbers and expiry dates can be edited/added by your system later; the vaccine type cannot be changed.' Below this, there's a section for 'NUMBER OF VIALS TO TRANSFER' with a text input field (set to '1') and a section for 'Equivalent to (doses)' with a text input field (set to '-'). Below this, there's a section for 'JUSTIFICATION' with a text input field (set to 'Reason for transfer'). At the bottom, there's a 'Submit' button.

7. To create transfer with a known site, select the **Create general transfer request** option.
8. When the dropdown menu appears, you will be given two options. Select the **Offer vaccine** option.



9. Complete all required details when the pop-up appears from the right and click the **Submit** button.

Offer spare vaccine to your system

Your system will be notified of your offer, who will then find a recipient.

Select stock to offer

Vaccine	Quantity	Unit Of Measurement	Expiry Date	Batch Number	Record Date

No object selected

Batch numbers and expiry dates can be edited/added by your system later; the vaccine type cannot be changed.

NUMBER OF VIALS TO OFFER

DESCRIPTION

Provide any context you think would be helpful

Equivalent to (doses)

-

Submit