

SHIPPING TIMEFRAMES AND SHIPPING NOTICES WITH TRACKING IDs

Shipping Timeframes for COVID-19 Vaccine

Below are estimated COVID-19 vaccine shipping timeframes for your planning efforts. These timeframes may assist in planning orders as well as anticipating shipments. The timeframes are **based on the day your order is processed by MDHHS and submitted to CDC** (not the day the order was placed by the provider). For information on order status and determining when your order was processed by MDHHS, see [this tip sheet](#).

Keep in mind the vaccine distributors use these timeframes AND the shipping hours entered in your MCIR VFC tab for when you indicate deliveries are acceptable. To review your shipping information, see our tip sheet [Review and Revise Shipping Information](#).

MODERNA & JANSSEN

Moderna or Janssen Order Approved & Processed by MDHHS	Sites Receive Vaccine & Kit*
Monday	Wednesday or Thursday
Tuesday	Thursday or Friday
Wednesday	Friday or Monday
Thursday	Monday or Tuesday
Friday	Tuesday or Wednesday

*Ancillary kits will arrive within a 24-hour window of vaccine (often the day before vaccine arrives).

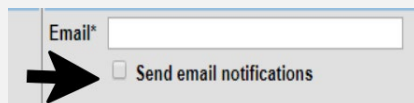
PFIZER

Pfizer Order Approved & Processed by MDHHS	Site Receives Ancillary Kit	Vaccine Delivery Window
Monday	Wednesday	Thursday – Monday
Tuesday	Thursday	Friday – Tuesday
Wednesday	Friday	Monday – Wednesday
Thursday	Monday	Tuesday – Thursday
Friday	Tuesday	Wednesday – Friday

Receive Order Notices and Shipping Notices with Tracking IDs

For Pfizer and Moderna vaccine, the manufacturer or distributor will send email notices to the primary contact at the facility level, which includes a Tracking ID. However, by **adding “E-Order Contacts”** to your MCIR site and marking them for notifications, multiple users can receive MCIR-generated vaccine order notices and shipping notices via email. This shipping notice also includes a Tracking ID. These emails will come from: mcir@michigan.gov. **To receive these MCIR notices when an order is placed for your site and when the order has shipped:**

1. Add users as “E-Order Contacts” to your MCIR Site – Follow [this tip sheet!](#)
2. Be sure to checkmark the user for email notifications in step 9 of the tip sheet above.



The image shows a form field with the label "Email*" and a text input box. Below the input box is a checkbox labeled "Send email notifications". A black arrow points to the checkbox, indicating that it should be checked.

3. Once completed, those users will receive the following notices for orders placed:

Vaccine Order Notice (generated when the order is placed):

Subject: Your (VFC PIN) MCIR order (Order number here) has been approved

Your SNS Vaccine vaccine order Order number here) is being submitted. Please use the MCIR order history log to track the progress of your vaccine order. You will also receive an additional email with shipping information.

Vaccine Shipping Notice (generated when order is en-route and shipment information uploaded to MCIR Outbreak Inventory):

Subject: Your (VFC PIN) MCIR order (Order number here) has been shipped

This is a system generated email. Please do not reply to this message.

Your VFC SNS Vaccine vaccine order Order number here for VFC PIN PIN has been shipped and your MCIR public inventory has been updated accordingly.

Please anticipate a vaccine delivery based on your (unknown) tracking number: TRACKING ID HERE

If you cannot click on the tracking number, you may paste the following into a browser...

(Unfortunately tracking link is not available. Could not determine carrier for 'UPS PREMIER GOLD SER'.) The tracking number is: TRACKING ID HERE

If you have any issues with your vaccine delivery, please contact your Local Health Department.

Find additional tip sheets at the MDHHS [COVID-19 Provider Guidance & Education website](#) and the [MCIR COVID-19 Provider Webpage](#).