



## ABC ORDER – COVID PORTAL ALLOCATION REQUESTS AND REPORTING WASTAGE FEDERAL RETAIL PHARMACY THERAPEUTICS PROGRAM (FRPTP)

Therapeutics allocation requests and wastage under the FRPTP will be reported and facilitated through ABCOrder. ABCOrder will then transmit this information directly to HHS for processing.

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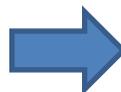
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**To access the COVID Portal to request allocation or report wastage:**

- Login into ABCOrder: <https://abcorder.amerisourcebergen.com/> and select “Resources”, located in ABC Central under “Programs, Products & Resources”.
- Next, select “COVID Immunization & Therapy Programs”

**Resources >**

Covid Immunization Program, Catalogs, Marketplace ...



- You will see three buttons on the COVID Immunization Program screen:

<p><b>Antiviral Request</b></p> <p>Request therapy allocation for the upcoming week</p>	<p><b>Wastage</b></p> <p>For COVID-19 vaccine and therapy product that needs to be marked as waste.</p>	<p><b>Vaccine Request</b></p> <p>Request vaccine allocation for the upcoming week</p>
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### **THERAPEUTICS ALLOCATION REQUESTS** **PLEASE READ ALL INSTRUCTIONS CAREFULLY**

- Pharmacies participating in the FRPTP must request COVID-19 therapeutics allocation through ABC Order. Therapeutics inventory will NOT be automatically shipped to pharmacies. **If you do not request therapeutics allocation through the process outlined below, therapeutics inventory will not be shipped to your pharmacy.**
- **TIMING:** HHS allows AB to process orders once per week. Allocation requests placed before **12pm ET Wednesdays** will be delivered to your pharmacy early the following week. Orders submitted **after** 12pm on Wednesdays won't be processed until the next cycle.



- AmerisourceBergen will make every attempt to honor the manufacturer and quantity requested by your pharmacy. **Requests may be impacted by limited or fluctuating allocations from HHS.**
- Allocation requests should be limited to once per week. If you don't need therapeutics allocation, then no action is required.

#### **TO SUBMIT AN ALLOCATION REQUEST:**

- Login into ABCOrder: <https://abcorder.amerisourcebergen.com/>, then select "Resources". Next, select "COVID Immunization & Therapy Programs," then click "Antiviral Request."
- Complete the required fields and review carefully. Ensure your NCPDP number, manufacturer request, and dosage requests are all accurate. **Requests with an incorrect/mistyped NCPDP number may not be fulfilled.** Once you've reviewed that all information is correct and accurate, click "Submit."
- *You will receive email confirmation once your allocation request is submitted and you will receive a shipment confirmation when the product is shipped. This email will be sent to the primary email address you provided on your therapeutics agreements.*
- **Note: If your pharmacy hasn't completed all readiness requirements and signed all agreements, your allocation request cannot be fulfilled.**
- Review the [Allocation Request FAQs](#) at the end of this document. Questions can be sent to [COVIDVaccines@AmerisourceBergen.com](mailto:COVIDVaccines@AmerisourceBergen.com)



## Oral Antiviral Request

\* Required Text

**NCPDP\***

**State\***

**First Name\***

**Last Name\***

**Contact Email\***

**Contact Phone Number\***

Please select the option that best represents your current Covid-19 oral antiviral order allocation request.

**Oral Antiviral Medicine\***

**Antiviral Course Quantity\***

**Note:**

- Antiviral allocation requests received **before Tuesday at 12pm EST** will be fulfilled by the next Monday.

- Any allocation request received **after 12pm on Tuesday** will be fulfilled by the following week's Monday.

Submit

Requests do not constitute an order, AB will make every effort to honor the request but is limited by allocation by CDC.



## WASTAGE

- If you're unable to use prior to its expiration date, follow the steps outlined to report the product as waste:
- Login into ABCOrder: <https://abcorder.amerisourcebergen.com/> and select "Resources." Next, select "COVID Immunization & Therapy Programs," then click "Wastage."
- Complete the information for COVID-19 therapeutics product that needs to be marked as waste under the CDC COVID-19 Vaccination program. Complete one form for **each unique NDC, Lot, and Expiration Date combination**.
- Fill out all required fields and click "Submit." You will receive an email confirmation.
- Medical waste disposal requirements may vary from state to state because they are set by state environmental agencies. Contact your state environmental agency for guidance to ensure your facility's vaccine disposal procedures comply with state and federal regulations.
- Remember: **Product should never be returned or shipped back to AmerisourceBergen**

## TRANSFERRING DOSES

Every effort should be made to avoid wastage of therapeutics product. When wastage is at risk, the following transfer process can be used as a last resort:

- Identify a local pharmacy that is willing to accept the transfer. **The identified transferee must have a CDC agreement in place and be an approved therapeutics provider in order to accept the transfer.**
- Transferrer must complete [this form](#) once the transfer has been completed.



## Allocation Request Process FAQs:

**Q: When can I start submitting allocation requests through ABC Order?**

**A:** Once a pharmacy has completed all necessary paperwork and requirements they can begin submitting allocation requests.

**Q: How do I submit an allocation request in ABC Order?**

**A:** Login into ABCOrder: <https://abcorder.amerisourcebergen.com/>. Under ABC Central select "Resources." Next, select "COVID-19 Immunization and Therapy Programs," then click "Antiviral Request."

**Q: I don't see the "Resources" tile, the COVID Immunization Program" tile, or my pharmacy doesn't have access to ABC Order. What should I do?**

**A:** Reach out to [COVIDVaccines@amerisourcebergen.com](mailto:COVIDVaccines@amerisourcebergen.com).

**Q: How often do I need to request allocation?**

**A:** Allocation requests should be limited to once per week. Allocation requests placed before **12pm ET Wednesdays** will be delivered to your pharmacy early the following week. Orders submitted **after** 12pm on Wednesdays won't be processed until the next cycle.

**Q: I don't need any COVID-19 therapeutics inventory. Do I need to do anything?**

**A:** No

**Q: Who has access to place allocation requests?**

**A:** Only pharmacies enrolled in the FRPTP can place allocation requests through ABC Order. All ABC Order users associated with the NCPDP number of an enrolled pharmacy can submit allocation requests. Pharmacies that don't currently use ABC Order will be set up with access for the authorized signer, and FRPP Primary Contact. **If your pharmacy hasn't completed all readiness requirements and appropriate contract signatures, your allocation request cannot be fulfilled.**

**Q: Can I request allocation from multiple manufacturers?**

**A:** Yes. Submit a separate allocation request for each manufacturer. Allocation requests should be limited to one for each manufacturer per week.

**Q: I submitted an allocation request but now I need to cancel it. What should I do?**

**A:** Unfortunately, due to the automated nature of the allocation and ordering process, allocation requests are unable to be cancelled.

**Q: How will I be notified if my allocation request is approved?**

**A:** If the request can be fulfilled, a shipment information email will arrive on Thursday or Friday (for orders placed before 12pm EST Wednesday). **This email will be sent to the primary email address you provided on your Covid Therapeutics agreement**

Additional questions can be directed to [COVIDVaccines@amerisourcebergen.com](mailto:COVIDVaccines@amerisourcebergen.com).