

Dear Customer,

The annual stocktake of all HSE vaccines (vaccines which were received from the HSE National Cold Chain Service (NCCS)) must be completed by **December 31st 2024**. The stocktake is required to comply with Comptroller & Auditor General regulations and each vaccine must be recorded. **This includes all vials of COVID-19 Vaccines with USE BEFORE DATE after January 1st 2025.**

No orders can be processed for January 2025 until an online stocktake has been submitted. Please ensure it has been correctly completed by **December 31st 2024** to avoid non delivery of vaccines.

Please check expiry dates and **remove all expired vaccines** immediately and prepare for return to NCCS.

To complete the stocktake, please log into your online account www.ordervaccines.ie and click on the order form to populate the stocktake sheet.

Kind Regards
National Cold Chain Service Team