

How to Create Animal Requisitions ePro Forms – Animal Express Form Updated March 2007

When ordering research animals, the end-user must create an Animal Express Form requisition in eProcurement.

Pathway: eProcurement > Create Requisition > Find Items > Forms

Click the Animal Express Form link.

The screenshot shows the 'Create Requisition' page with a navigation path: Settings → Find Items → Modify Shipping → Modify Accounting → Review and Submit. Below the path is a search bar and a 'Search' button. A tabbed interface includes 'Catalog', 'Favorites', 'Templates', 'Forms', 'Web', and 'Special Request'. The 'Forms' tab is active, displaying a table with the following data:

| Icon | Form Name | Description |
|------|-------------------------------------|--------------------|
| | Animal Express Form | Animal Requisition |

Specify the employee ID (**EmplID**) of the Principal Investigator (PI) for whom the animals are being purchased. Either enter their Employee ID directly or select the ID from the look-up list. To look-up their Employee Id, click the **EmplID** look-up icon.

The screenshot shows the requisition form with the following fields and values:

- Express Form Type: AEF
- Express Form ID: NEXT
- *EmplID: [Empty] (with a look-up icon)
- *PI Phone: [Empty]
- *IACUC Num: [Empty] (with a look-up icon)
- Expire Dte: [Empty]

Buttons for 'Save' and 'Cancel' are visible at the top right.

Click the appropriate **EmplID**.

The screenshot shows the 'Search by: EmplID begins with' search interface. It includes a search bar, 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. Below the search bar, the 'Search Results' section shows a list of results:

| EmplID | Name |
|------------------------|-------------------|
| 00046 | Susanne Sullivan |
| 000857 | Courtney Townsend |
| 007... | Randall Goldblum |

Enter the Principal Investigator's telephone number in the **PI Phone** box.

The screenshot shows the requisition form with the following fields and values:

- *EmplID: 000857 (with a look-up icon) Courtney Townsend
- *PI Phone: 7-7777
- *IACUC Num: [Empty] (with a look-up icon)
- Expire Dte: [Empty]

To select the appropriate Institutional Animal Care and Use Committee (IACUC) number assigned to the PI for their experiments, click the **IACUC Number** look-up icon.

Express Form Type: AEF Express Form ID: NEXT Save Cancel

*EmpID: Courtney Townsend *IACUC Num:

*PI Phone: Expire Dte:

Click the appropriate **IACUC Number** for the animals being requested.

Look Up IACUC Num

Search by: IACUC Number begins with

Look Up Cancel [Advanced Lookup](#)

Search Results

View All First 1-2 of 2 Last

| <u>IACUC Number</u> | <u>Department Name</u> |
|-------------------------|--------------------------|
| 8901012 | 145105 Courtney Townsend |
| 8910232 | 145105 Courtney Townsend |

To specify who to notify upon arrival of the animals, click the **Notify On Arrival** look-up icon.

*EmpID: Courtney Townsend *IACUC Num:

*PI Phone: Expire Dte: 01/01/2015

Dept: 145105 Surgery-Administration

*Notify On Arrival:

Select the appropriate person to notify.

Search by: Last Name begins with

Look Up Cancel [Advanced Lookup](#)

Search Results

View All First 1-5 of 5 Last

| <u>Last Name</u> | <u>Employee ID</u> | <u>Name</u> |
|-------------------------|--------------------|------------------|
| GAZDA | 054073 | Marie Gazda |
| GAZI | 224830 | Michal Gazi |
| GAZIOVA | 224829 | Ivana Gaziova |
| GAZZIER | 061846 | Lori Gazzier |
| GAZZOLI | 063400 | Patricia Gazzoli |

Enter the phone number of the person to notify in the **Notify Phone** box.

*Notify Phone: Category: 495-13
*VENDOR JUSTIFICATION: 

Select the appropriate vendor justification for the purchase of these animals by clicking the **Vendor Justification** look-up icon.

*Notify Phone: Category: 495-13
*VENDOR JUSTIFICATION: 

Select the appropriate **Vendor Justification**.

Search Results
View All First 1-4 of 4 Last

| Vendor justification | Description |
|----------------------------|---|
| CONTINUITY | Continuity of Research (Strain, Colony, Sex, Age) |
| GRANT SP | Grant Specific |
| ONLY AVAIL | Only Available Source at Time of Order |
| OTHER | Other Reason |

Locate the appropriate strain of animal that you want to order. As a shortcut, type in a portion of the **Strain** and click the look-up icon.

*Strain:  SetID: UTMBG
*Pain Level: 



Specie:

Confirm the exact strain you want to purchase by clicking the appropriate **Strain**.

Search Results
View All First 1 of 1 Last

| Strain | Specie |
|--------------------------------|--------|
| B7C TRANSGENIC | MICE |

Click the **Gender** drop-down button and select the appropriate gender of the animal.

*Strain:  SetID: UTMBG
*Pain Level: 

Specie: MICE

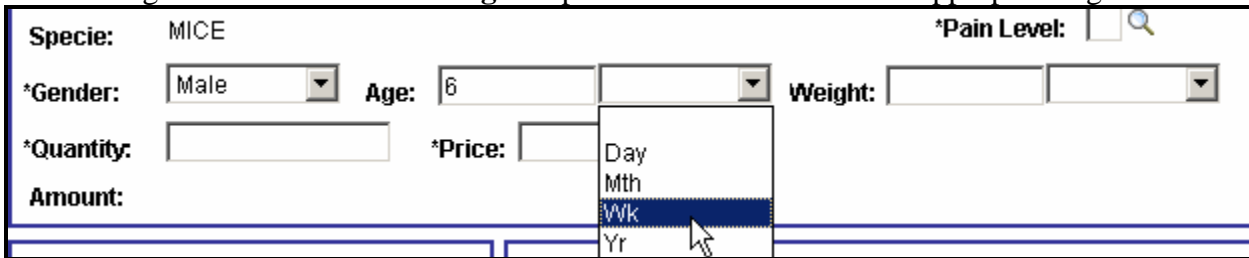
*Gender: Age: Weight:

*Quantity: *Price:

Female
Male

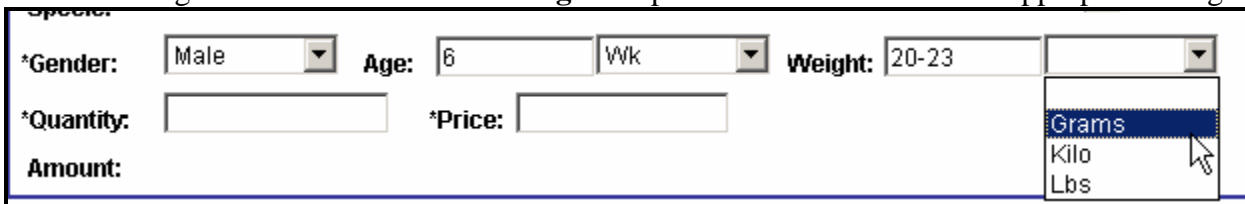
Note: Age and weight are optional fields, however, to specify age and/or weight for the animal being requested, enter this information in the fields provided.

Enter the age number and click the **Age** drop-down button to select the appropriate age denomination.



The screenshot shows a form with the following fields: **Specie:** MICE, ***Pain Level:** [icon], ***Gender:** Male, **Age:** 6, **Weight:** [field], ***Quantity:** [field], ***Price:** [field], and **Amount:** [field]. The **Age** drop-down menu is open, showing options: Day, Mth, **Wk** (highlighted), and Yr.

Enter the weight number and click the **Weight** drop-down button to select the appropriate weight measurement.



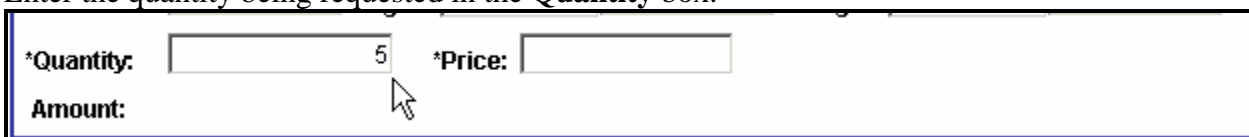
The screenshot shows a form with the following fields: **Specie:** MICE, ***Gender:** Male, **Age:** 6, **Weight:** 20-23, ***Quantity:** [field], ***Price:** [field], and **Amount:** [field]. The **Weight** drop-down menu is open, showing options: **Grams** (highlighted), Kilo, and Lbs.

The experimental protocol will specify the pain level for the animal. Click the **Pain Level** look-up icon and select the appropriate option.



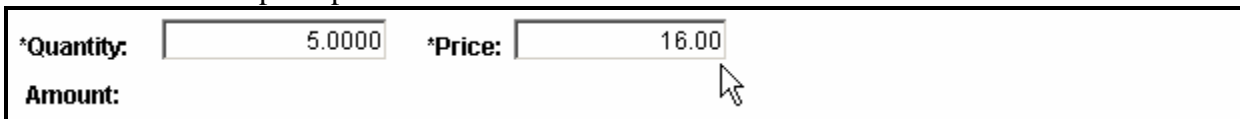
The screenshot shows a form with the following fields: ***Strain:** B7C TRANSGENIC, **SetID:** UTMBG, **Specie:** MICE, and ***Pain Level:** [icon]. A mouse cursor is clicking on the ***Pain Level** look-up icon.

Enter the quantity being requested in the **Quantity** box.



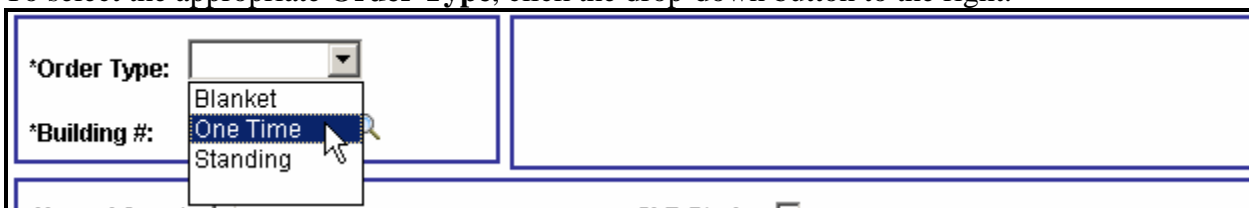
The screenshot shows a form with the following fields: ***Quantity:** 5, ***Price:** [field], and **Amount:** [field]. A mouse cursor is clicking on the ***Quantity** field.

Enter the estimated price per animal in the **Price** box.



The screenshot shows a form with the following fields: ***Quantity:** 5.0000, ***Price:** 16.00, and **Amount:** [field]. A mouse cursor is clicking on the ***Price** field.

To select the appropriate **Order Type**, click the drop-down button to the right.



The screenshot shows a form with the following fields: ***Order Type:** [dropdown], ***Building #:** [field], and **Amount:** [field]. The ***Order Type** drop-down menu is open, showing options: Blanket, **One Time** (highlighted), and Standing. A mouse cursor is clicking on the **One Time** option.

To locate the **Building #** where the animals will be housed, click the **Building #** look-up icon.



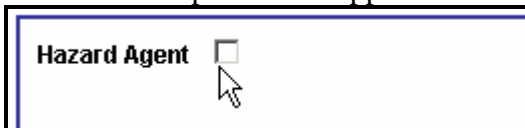
*Order Type: **One Time** ▼

*Building #: 

Select the appropriate building number.

| | |
|-------------------------|---------------------------|
| 71 | Ewing Hall |
| ARC #20 | Animal Resources Center |
| ECL | Pharmacology Upstairs |
| MRB #59 | Medical Research Building |

If the selected protocol is approved for the use of Hazardous Agents, check the **Hazard Agent** box.



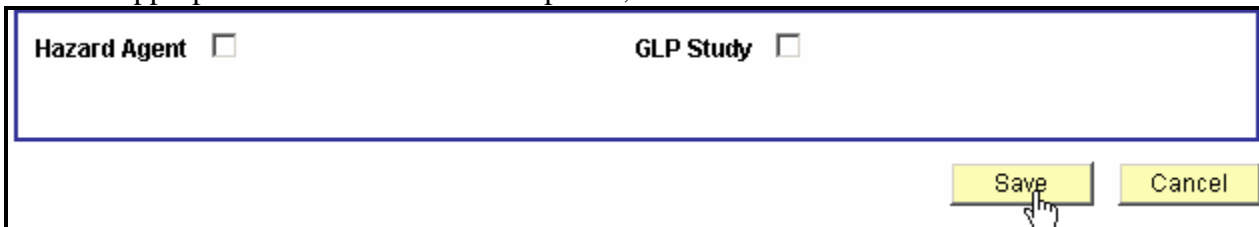
Hazard Agent

Additionally, when ordering research animals to be used in non-clinical lab studies that support or are intended to support applications for research or marketing permits for products regulated by the FDA or to be used in studies that support or are intended to support applications for research or marketing permits for pesticide products regulated by the EPA, you should check the “**GLP Study**” (Good Laboratory Practices) box. This box should only be checked when submitting orders for animals to be used on GLP studies.



GLP Study

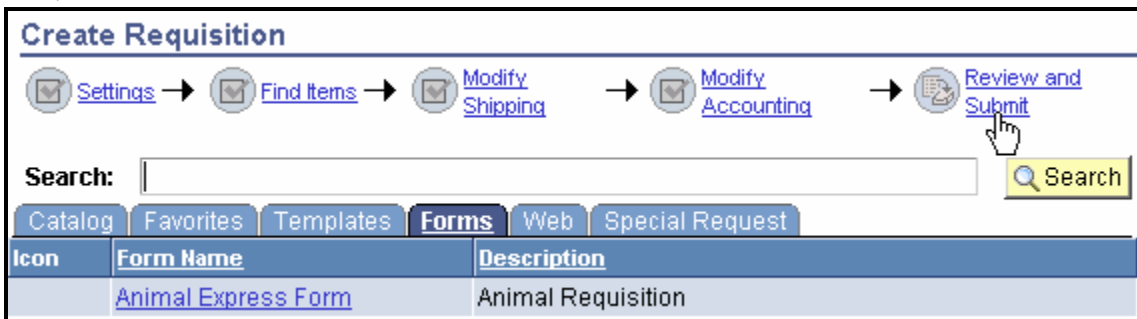
Once all appropriate fields have been completed, click the **Save** button.



Hazard Agent **GLP Study**

Save **Cancel**


From the **Review and Submit** page, you can select a vendor, add line comments to include additional information for ARC, and update your distribution information (if applicable). Click the **Review and Submit** link.



Create Requisition

[Settings](#) → [Find Items](#) → [Modify Shipping](#) → [Modify Accounting](#) → [Review and Submit](#)

Search: **Search**

| Catalog | Favorites | Templates | Forms | Web | Special Request |
|---|-------------------------------------|--------------------|--------------|-----|-----------------|
| Icon | Form Name | Description | | | |
|  | Animal Express Form | Animal Requisition | | | |

Click the **Line Comments** icon to enter any special comments you wish to send to ARC including requested delivery dates.

| Requisition Summary | | | | | | View All | First | 1 of 1 | Last |
|--------------------------|---------------------------------------|--------|------|--------|-------|----------|-------|--------|------|
| | Description | Qty | Unit | Price | Total | | | | |
| <input type="checkbox"/> | 1 Animal Express Form | 5.0000 | EACH | 16.000 | 80.00 | | | | |

Type an appropriate comment, mark the **Send to Vendor** box, and click the OK button.

Line Comments

| Line | Description | Quantity | Unit | Price |
|------|---------------------|----------|------|------------|
| 1 | Animal Express Form | 5.0000 | EACH | 16.000 USD |

Delivery is needed by next week

Send Comment to Vendor [Line Comments...](#) OK

To specify a vendor for each line item, click the **Line Details** icon.

| Requisition Summary | | | | | | View All | First | 1 of 1 | Last |
|--------------------------|---------------------------------------|--------|------|--------|-------|----------|-------|--------|------|
| | Description | Qty | Unit | Price | Total | | | | |
| <input type="checkbox"/> | 1 Animal Express Form | 5.0000 | EACH | 16.000 | 80.00 | | | | |

To locate an appropriate vendor for the purchase of your research animals, click the **Vendor** look-up icon next to “Default Animal Express Form Vendor”

Category: 03310 ANIMALS, E [View Hierarchy](#)

Buyer: [Buyer Information](#)

Vendor: Default Animal Express Form Vendor

Select the appropriate vendor.

Short Vendor Name: begins with [Basic Lookup](#)

Search Results

View All First 1-3 of 3 Last

| Vendor ID | Short Vendor Name | Name 1 | Name 2 | Our Customer Number | Old Vendor ID |
|----------------------------|--------------------------------|--|---------|---------------------|------------------------|
| 0000014736 | HARLAN BIO-001 | HARLAN BIOPRODUCTS FOR SCIENCE INC | (blank) | (blank) | 044378 |
| 0000014737 | HARLAN ENT-001 | HARLAN ENTERPRISES INC | (blank) | (blank) | 078330 |
| 0000014738 | HARLAN SPR-001 | HARLAN SPRAGUE DAWLEY INC | (blank) | (blank) | 027547 |

Now select the appropriate vendor location by clicking the **Vendor Location** look-up icon.

| | | |
|--------------------------|----------------------|-----------------------------------|
| Category: | 03310 ANIMALS, E | View Hierarchy |
| Buyer: | <input type="text"/> | Buyer Information |
| Vendor: | 0000014738 | HARLAN SPRAGUE DAWLEY INC |
| Vendor Location: | 01-HARLAN | HARLAN SPRAGUE DAWLEY INC |
| Vendor's Catalog: | <input type="text"/> | |

Select the appropriate vendor location for this line item of your requisition.

| SetID | Vendor ID | Vendor Location | Description |
|------------------|-----------|---------------------------|-------------|
| UTMBG_0000014738 | 01-HARLAN | HARLAN SPRAGUE DAWLEY INC | |
| UTMBG_0000014738 | 02-HARLAN | HARLAN SPRAGUE DAWLEY INC | |
| UTMBG_0000014738 | 03-HARLAN | HARLAN TEKLAD | |

Click the OK button at the bottom of the page.

| | | |
|---|---|--|
| Physical Nature | Goods | |
| <input type="checkbox"/> RFQ Required | <input type="checkbox"/> Zero Price Indicator | <input type="checkbox"/> Inspection Required |
| <input type="checkbox"/> Device Tracking | <input type="checkbox"/> Stockless Item | |
| Configuration Info | | |
| ▶ Contract | | |
| ▶ Sourcing Controls | | |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | |

Change the **Origin** by clicking the drop-down button to the right of the **Origin** field and select **ARC** from the list.

| | | | | | | | | |
|----------------------------|----------------------|----------------------------|-------------|---------------------------------|----------------------|-----------------------------------|----------------------|-----------------------------------|
| Create Requisition | | | | | | | | |
| Settings | → | Find Items | → | Modify Shipping | → | Modify Accounting | → | Review and Submit |
| Requisition Name: | <input type="text"/> | *Origin: | DEP | <input type="text"/> | Priority: | ACQ | <input type="text"/> | |
| *Requester: | pagazzol | Gazzoli, Patricia A. | ARC | | | | | |
| Requisition Summary | | | | | View All 1 of 1 Last | | | |
| Description | Qty | Unit | Pric | | | | | |

Your animal express requisition is now ready to be budget checked and submitted for approval.