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

Pathway: eProcurement > Create Requisition > Add Items and Services > Forms

Click the Animal Express Form link.

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.

Click the appropriate EmplID.

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

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

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

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

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

Select the appropriate **Vendor Justification**.

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.

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Building #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Shope Laboratory</td>
</tr>
<tr>
<td>17</td>
<td>Research Building</td>
</tr>
<tr>
<td>20</td>
<td>Animal Resources Center</td>
</tr>
<tr>
<td>29</td>
<td>Research Support Building</td>
</tr>
</tbody>
</table>

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: [ ]
```

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

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

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

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”

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

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

![Vendor Location](image)

Click the OK button at the bottom of the page.

![OK Button](image)

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

![Origin](image)

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