Live animals orders are to be placed on an as-needed basis. The exception is a Standing Order which is an identical order on a set delivery schedule. If you feel your order qualifies as a Standing Order, please contact OCM 801-581-6430 for details on how to proceed.

All live animal orders in UShop must be placed on the OCM form, titled "Office of Comparative Medicine Order".

To use this form, follow the instructions below:

1. From the left toolbar, go to the shopping cart icon > Shopping > View Forms

2. From the Shared folder, open the University Forms, and select "Office of Comparative Medicine Order". Click on "View Form".
3. On the OCM form you will find 5 editable fields:

1. Click on the dropdown arrow in the Supplier field and select the desired supplier. If your supplier is not found on the list, please contact OCM to have your supplier added.

2. In the Quantity field, indicate the total number of animals you wish to order. Note that this number must be within your current animal protocol.

3. In the Estimated Unit Price field, indicate an estimated price per animal. Note that pricing is available on most supplier’s websites, but OCM can edit this price as needed when they review the order.

4. and 5. The other two fields are optional: Estimated Shipping per unit and Estimated Crate Charges per unit. If you choose to add this information please note that the dollar amount indicated here is "per unit" and will be multiplied by the number in the Quantity field.
4. After completing the form, go to the top right corner of the form, select the Available Action of "Add and go to Cart", and click Go.

![Image of the form with the available action selected and the "Go" button highlighted.]

5. This brings you to your UShop Cart. Name the Cart and click on the Update button.

![Image of the UShop Cart with a product listed and the name field highlighted.]

6. On the Checkout page you will provide the Shipping Address and the Accounting Distribution. Then click on "Submit Requisition".

Note that the Shipping Address is your own business address. OCM will instruct the supplier to send the animals to the correct delivery location. To review Checkout instructions, see the Online Shopper Training video titled "UShop Training - Checkout".
7. The next page indicates that your requisition has been submitted. Here you will find the Requisition number assigned to this order.

![Requisition Submitted](image)

**Requisition Submitted**

**Next Steps**
- View Approval Status
- Search for another item
- View order history
- Check the status of an order
- Return to your home page
- Create new draft cart

**Requisition Summary**

8. Electronic work flow will send this order to OCM, where they will pair it with the Animal Purchase Request form.

   You must include the UShop Requisition number on the Animal Purchase Request form. Do not wait for a PO number, because the PO will be created after OCM approves this order.

   Complete the rest of the form as usual, then send it to OCM via email: orders@ocm.utah.edu or fax: (801)581-7005.

![Animal Purchase Request Form](image)

9. OCM will place your order through UShop to the supplier.

   For questions specific to your order, please contact OCM at 801-581-6430.