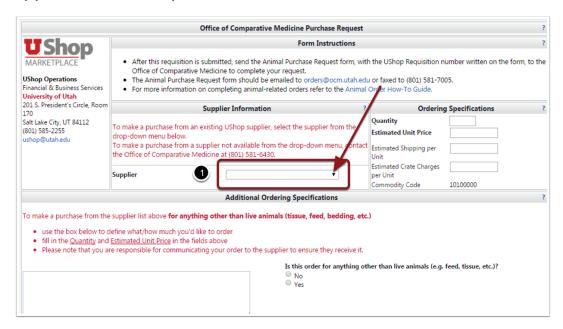
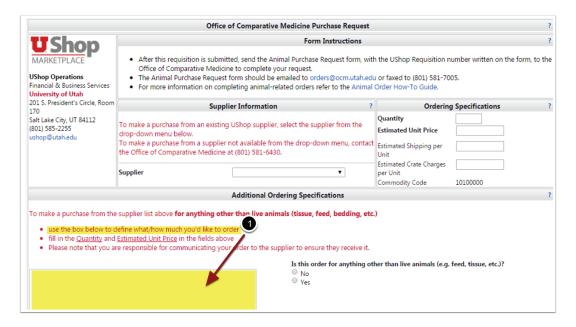


Live animal suppliers are available for selection only on the OCM form. Orders for non-animal items (such as feed, bedding, etc.) from these suppliers must also be placed on the OCM form.

1. Select the supplier from the drop down list.

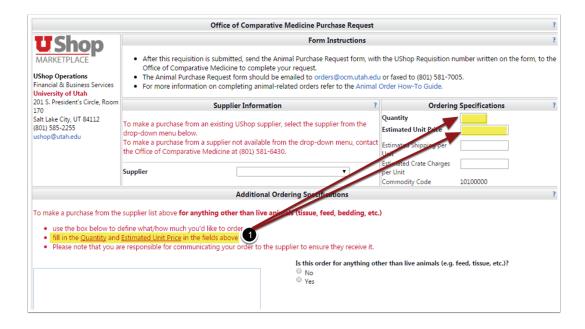


2. In the text box provided, indicate the item and amount you want to buy.



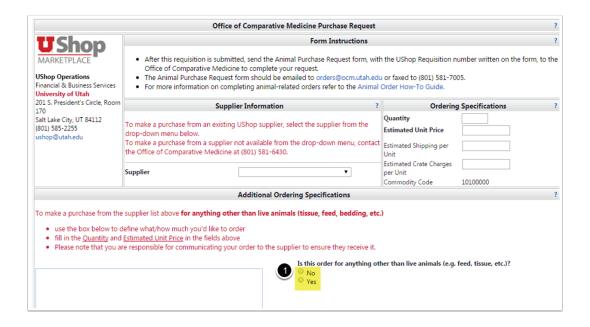
3. Fill in the fields for Quantity and Estimated Unit Price.

(Note that these fields are to be completed for both animal orders and orders for non-animal items.)



4. Click Yes if you are placing an order for non-animal items.

(Note that if you click **No**, your order will stop in OCM for approval. If you click **Yes**, the PO will be created without a stop in OCM, so you may send it directly to the supplier.)



5. Contact the supplier to place your order for non-animal items by calling them or sending the PO directly to them.

(Note that animal orders will be sent to the suppliers by OCM.)

