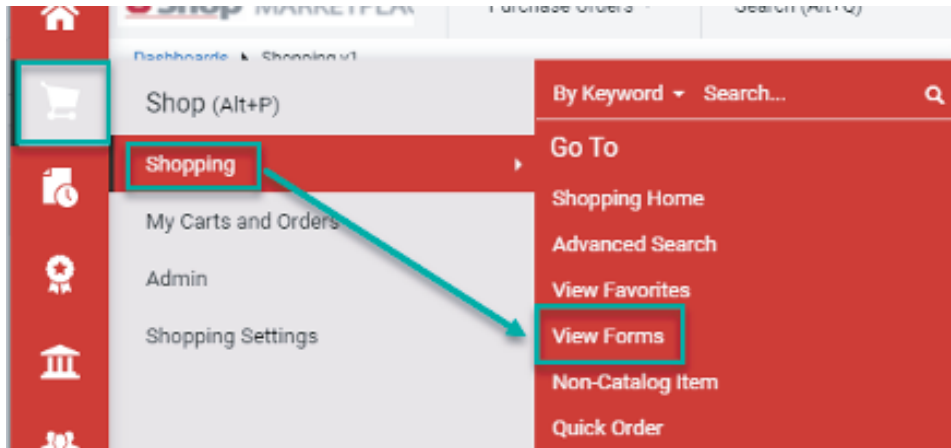


All live animal orders must be placed in UShop as well as in eSirius. The requisition number created in UShop by using the UShop form must be entered into the eSirius order, in the "UShop Requisition Number" field.

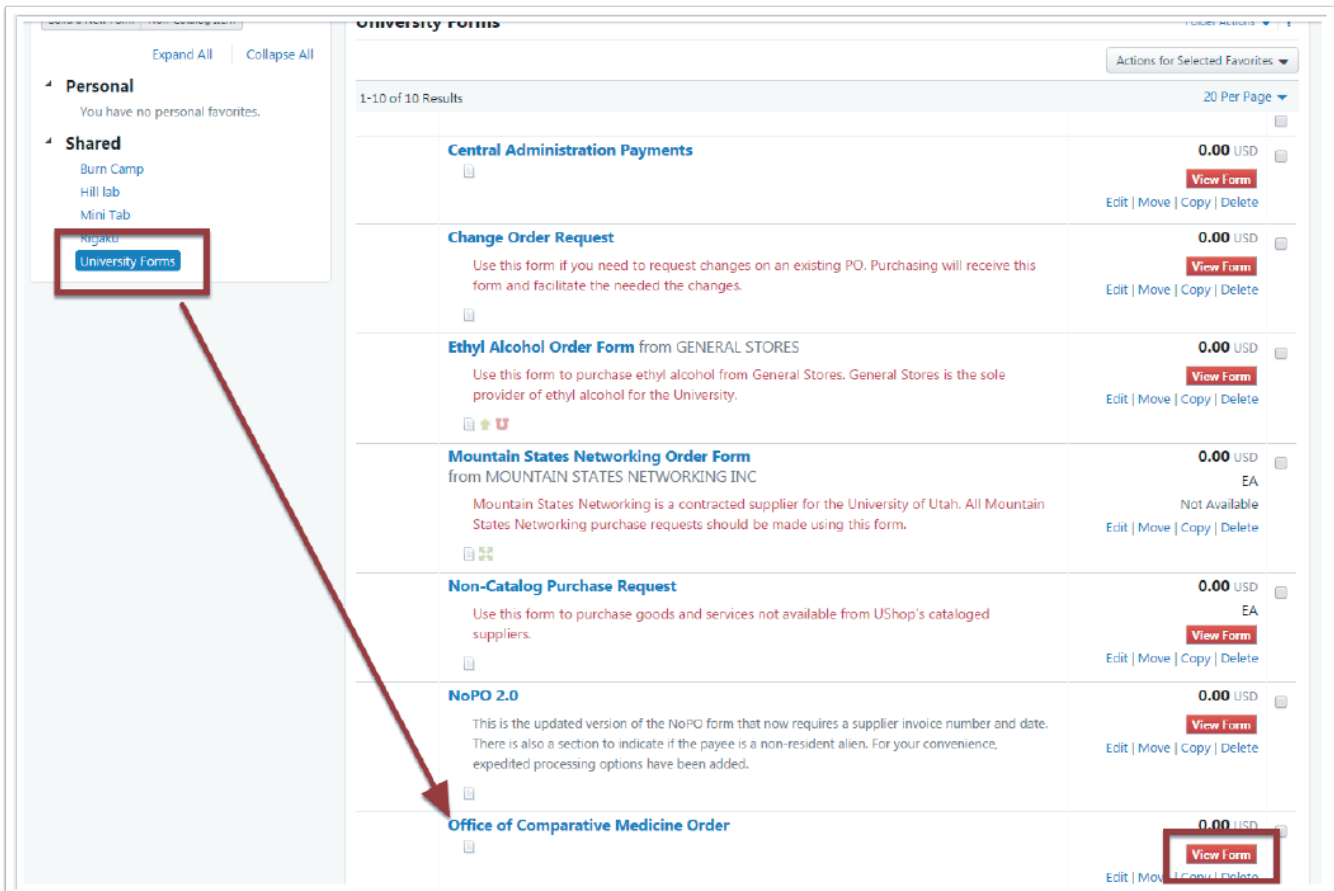
Once the UShop requisition has been approved by the requestor's department, the eSirius order can be processed. To reach the Office of Comparative Medicine for questions about your animal order, please email orders@ocm.utah.edu.

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.

Office of Comparative Medicine Order

Office of Comparative Medicine Ordering

After this requisition is submitted, send the Animal Purchase Request form, with form, to the Office of Comparative Medicine to complete your request.
The Animal Purchase Request form should be emailed to orders@ocm.utah.edu

Supplier Information ?

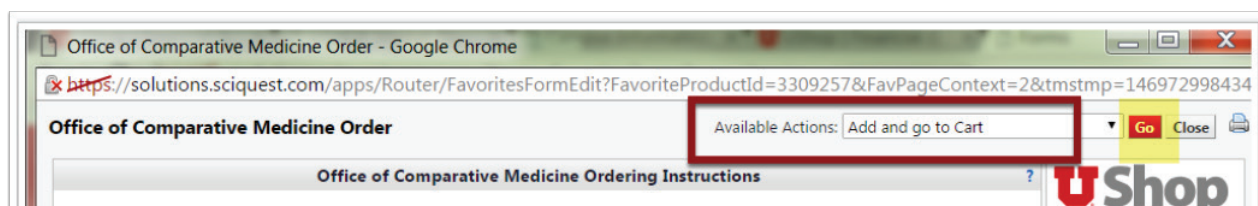
To make a purchase from an existing UShop supplier, select the supplier from the drop-down menu below.
To make a purchase from a supplier not available from the drop-down menu, contact the Office of Comparative Medicine at (801) 581-6430.

Supplier 1

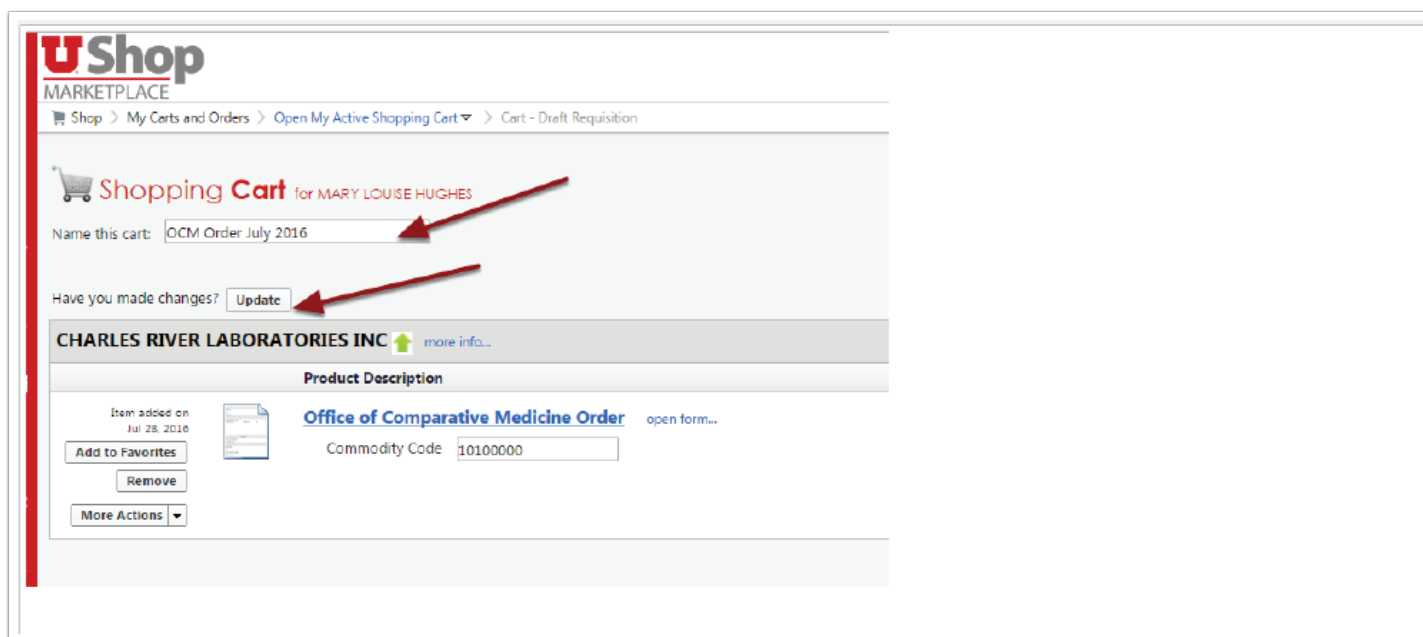
- ANTECH INC
- CAROLINA BIOLOGICAL SUPPLY COMPANY
- CHARLES RIVER LABORATORIES INC
- CHARLES SULLIVAN FARMS
- COVANCE RESEARCH PRODUCTS INC
- ENVIGO INTL HOLDINGS DBA ENVIGO RMS INC
- INNOVATIVE LIVESTOCK SOLUTIONS LLC
- JACKSON LABORATORY
- JOE POZZI LIVESTOCK
- K BAR LIVESTOCK
- KONS DIRECT
- MARINE BIOLOGICAL LABORATORY
- MARSHALL FARMS USA INC
- NASCO
- NEBEKER RANCH INC
- NILES BIOLOGICAL, INC.
- OAK HILL GENETICS

Supplier Information ?	Animal Ordering Specifications ?
<p>To make a purchase from an existing UShop supplier, select the supplier from the drop-down menu below. To make a purchase from a supplier not available from the drop-down menu, contact the Office of Comparative Medicine at (801) 581-6430.</p> <p>Supplier 1 CHARLES RIVER LABORATORIES INC ▼</p> <p>Fulfillment Address Upgrade: (preferred) GPO BOX 27812 NEW YORK, NY 10087-7812 US</p> <p>Supplier Phone +1 (000) 000-0000</p>	<p>Quantity <input type="text"/> 2</p> <p>Estimated Unit Price <input type="text"/> 3</p> <p>Estimated Shipping per Unit <input type="text"/> 4</p> <p>Estimated Crate Charges per Unit <input type="text"/> 5</p> <p>Commodity Code 10100000</p>

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.



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



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

Next Steps

You can view or print this at: **Requisition 1624649**, or via the [Document Search](#) page

- [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

Requisition number **1624649** [Quick View](#)

8. Electronic work flow will send this order to OCM, which will pair it with the eSirius order. You must include the UShop Requisition number in the eSirius order. Do not wait for a PO number, because the PO will be created after OCM approves this order.
9. OCM will place your order through UShop to the supplier.

To reach OCM for questions specific to your animal order, please email orders@ocm.utah.edu or contact them at 801-581-6430.