

# Animal Procurement: How to Copy a Commercial Vendor Animal Order

Log into your Cayuse environment and proceed to the Animal Procurement Application.

Select the action menu for Animal Procurement ... to bring up available actions.

The screenshot shows the Cayuse Animal Procurement application interface. The top navigation bar includes the Cayuse logo and the text 'Animal Procurement'. Below this, there are two main menu items: 'Animal Oversight' and 'Animal Procurement'. The 'Animal Procurement' menu is expanded, showing a dropdown menu with the following options: 'Reports' (with sub-items: 'Order Reports', 'Standing Order Reports', 'Animal Receipt Reports'), 'Searches' (with sub-items: 'Order Search', 'Standing Order Search'), and 'Order Animals' (with a question mark icon). The 'Order Search' option is highlighted. In the background, there is a table with columns 'Protocol' and 'Title'. The table contains three rows of data:

Protocol	Title
00001543	Transgenic Core Breeding Protocol
00001545	Gnotobiotic Core Breeding Protocol
00001545	Gnotobiotic Core Breeding Protocol

Select Order Search and then choose the best filtering option to capture the order you would like to copy.

## Order Search

### Filters

× Species ▾ Equals ▾ Mouse ▾

- × Order Number
- × Item Number
- × Protocol Number
- × Species
- × Strain
- × Source
- × Housing Location
- × Date Received
- × Vendor
- × Housing Type
- × Housing Account
- × Order Status
- × USDA Category
- + Date Expected
- + Exception Date
- + Purchase Charge To Account
- + Requestor
- + PO Number

 Export


 Save Filters


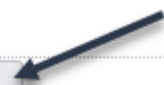
 Stored Filter

Select the order you would like to copy. Once highlighted click the Copy Order button. Only commercial orders can be copied. Standing Orders, Imports, and Wildlife orders do not have this feature.

### Order Search

× Close Results

 Save Filters

 Copy Order 

Protocol #	Species	Vendor	USDA	Order #	Item #	Strain	Age	Weight
00001543	Mouse	Charles River	B	<a href="#">V002631</a>	1			
00001543	Mouse	Charles River	B	<a href="#">V002635</a>	1			
00001543	Mouse	Charles River	B	<a href="#">V002614</a>	1			
00001543	Mouse	Charles River	B	<a href="#">V002731</a>	1	BALB/c	6 weeks	.5
00001543	Mouse		B	<a href="#">V002689</a>	1			
00001561	Mouse	Charles River	C	<a href="#">V002645</a>	1	CD-1	28 days	20 grams
00001543	Mouse	Elm Hill Labs	B	<a href="#">V002761</a>	1			

 Find 

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The order will be copied and placed in draft status. Delivery date must be edited, but all other information will be carried over from previous order. If housing or purchase accounts have expired, they will also need to be updated.

## Order Animals


Use this form to submit a request for Commercial Animals.

Order Number	V002834
Principal Investigator	Trey Jehan
Species	Mouse

### Orders

#### Vendor Info



Choose from approved vendor list


Vendor Name *	Charles River
Notes to Vendor 	
Will you be paying with Credit Card or Purchase Order *	Purchase Order ▾
Credit Card # or Purchase Order #	

#### Order Items

Select the first line item and click the Edit button. Click the Add button to add additional line items.

#	Delivery Date	Qty	Housing Type	Per Cage	USDA Ctgy	Strain	Weight
1		50	Standard Mouse IVC Cage	5	C	CD-1	20 grams

+ Add Edit Delete  Page 1 of 1 >> 20 ▾

Notes to Animal Technicians

Once delivery date and any other applicable changes are saved. The order can be submitted to the animal buyer to be processed.

### Order Items

Select the first line item and click the Edit button. Click the Add button to add additional line items.

#	Delivery Date	Qty	Housing Type	Per Cage	USDA Ctgy	Strain	Weight
1	08/26/2021	50	Standard Mouse IVC Cage`	5	C	CD-1	20 grams

+ Add   Edit   Delete   ↻

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Notes to Animal Technicians

📎 Attach File

File ↕	Description	Created On
🗑 Delete   ↻		

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⇒ Submit






The order will can be found in the New Orders Alert once submitted.

Animal Oversight			
Animal Procurement			
Alert	Inbox	Total	
Order Animals	0	10	
Draft Orders	7	7	
Draft Imports	3	3	
Draft Wildlife	2	2	
Draft Standing Orders	2	2	
<b>New Orders</b>	<b>0</b>	<b>1</b>	
New Imports			

Order Animals ?
**New Orders** ×

 Change Request
 Cancel Order Request

Find 				
Order#	#	Vendor	Workflow	
▼ V002834 - 1 Item(s)				
V002834	1	Charles River	Animal Facility Supervisor	08

Note: Screenshots are taken from Cayuse Demo site. Sites vary based on configurations at setup. If copy order is not present, please contact customer support to see if it can be added to your site.