

How to place an order in eSirius for Pigs

Important Reminders:

Please allow up to 48 hours after you submit the order. OLAR administrative staff has to get approval from the facility and the vet staff prior to submitting the order to the vendor.

Please submit Pig orders 2 weeks prior to the desired delivery date

Contact UCDenverAnimalOrders@ucdenver.edu with any questions or concerns regarding animal orders.

1. Log in to eSirius using your university credentials
 - Please remember you must be behind the University Firewall in order to access eSirius
2. Select the protocol that you wish to use.
 - Highlight the protocol line you wish to use
3. Select Order Animals

Mailbox

IACUC

Animal Procurement

Alert	Inbox	Total
Order Animals	0	588
Draft Orders	13	13
Draft Imports	13	13
Draft Standing Orders		
New Orders	0	9
New Imports	0	14
New Standing Orders		
Confirmed Orders	0	88
Confirmed Standing Orders	0	6
Wait Listed	0	4
Expected Deliveries (7 days)		
Standing Shipments		
Change Requests	2	2
Receipts Due	124	124
Received (Last 7 Days)		
Receipts Pending		

Order Animals | Draft Orders | Draft Imports | Draft Standing Orders | New Orders | New Imports | New Standing Orders | Confirmed Orders | Confirmed Standing Orders

Expected Deliveries (7 days) | Standing Shipments | Change Requests | Receipts Due

+ Order Animals | + Import Animals | + Standing Order | Register

List of Approved Protocols

Title	Authorized	Balance	Approve Date	Expiration Date	USDA Category
Surgical Techniques Workshop	141	141	06/10/2020	06/10/2023	D

Find


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Select appropriate PI or Protocol #

4. Select the vendor you wish to order from
5. Click "Save" at the bottom of the page


Orders from NIA must be placed by 10AM Tuesday for the following Monday delivery

Vendor Name 


Notes to Vendor











Purchase Order Number

Vendor Information

Order Items 

If you have questions regarding **speed types**, please contact Carolyn Russell or Laura Richardson.


Item Info 										
#	Desired Delivery Date	Qty	USDA Ctgy	Strain	Weight	Age (weeks)	Gender	Housing Location	Room	Female
1	06/18/2020	0	D							

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Housing Team Notes

Shipment Information

Confirmation Number



6. Highlight the line that auto populated the next available delivery date and Click “Edit”

“Orders from NIA must be placed by 10AM Tuesday for the following Monday delivery.”

Vendor Name	<div>Oak Hills Genetics</div>
Notes to Vendor	
Purchase Order Number	1001282184
Vendor Information	

Order Items

If you have questions regarding **speed types**, please contact Carolyn Russell or Laura Richardson.

Item Price

Item Info										
#	Desired Delivery Date	Qty	USDA Ctgy	Strain	Weight	Age (weeks)	Gender	Housing Location	Room	Female
1	06/18/2020	0	D							

+ Add

+ Edit

+ Delete

+ Find

+ Refresh

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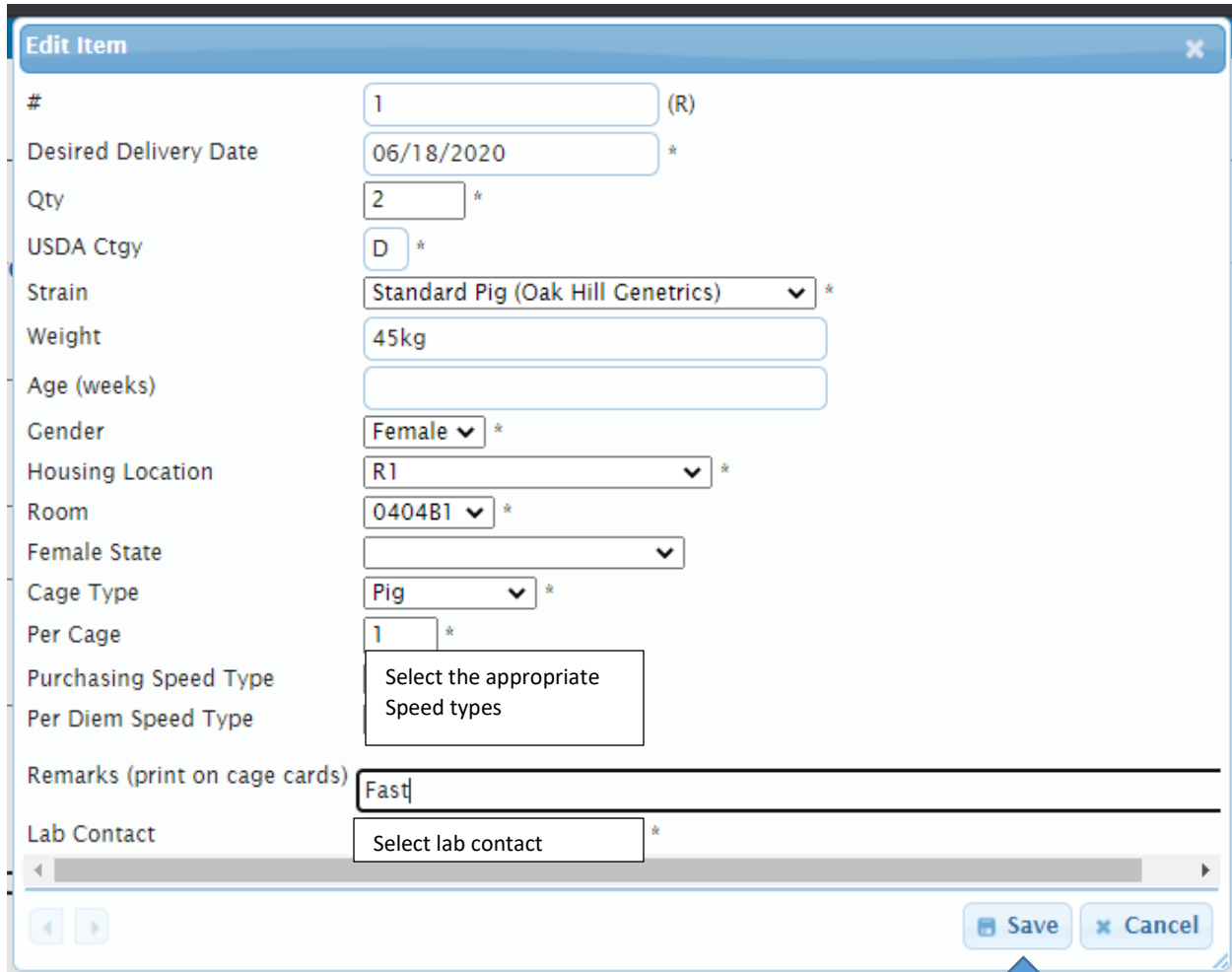
View 1 - 1 of 1

Housing Terms Notes	
Shipment Information	
Confirmation Number	

Save Cancel

7. Enter the information for the order here. Everything with a * needs to be filled in. Click Save

- Pigs **must** be 1 per cage



The screenshot shows a web-based form titled "Edit Item" with a close button (X) in the top right corner. The form contains the following fields and controls:

- #: Text input with value "1" and a red "(R)" label.
- Desired Delivery Date: Text input with value "06/18/2020" and a red asterisk.
- Qty: Text input with value "2" and a red asterisk.
- USDA Ctgy: Text input with value "D" and a red asterisk.
- Strain: Dropdown menu with value "Standard Pig (Oak Hill Genetics)" and a red asterisk.
- Weight: Text input with value "45kg".
- Age (weeks): Empty text input.
- Gender: Dropdown menu with value "Female" and a red asterisk.
- Housing Location: Dropdown menu with value "R1" and a red asterisk.
- Room: Dropdown menu with value "0404B1" and a red asterisk.
- Female State: Empty dropdown menu.
- Cage Type: Dropdown menu with value "Pig" and a red asterisk.
- Per Cage: Text input with value "1" and a red asterisk.
- Purchasing Speed Type: Text input with a tooltip that says "Select the appropriate Speed types".
- Per Diem Speed Type: Text input with a tooltip that says "Select the appropriate Speed types".
- Remarks (print on cage cards): Text input with value "Fast".
- Lab Contact: Text input with value "Select lab contact" and a red asterisk.

At the bottom right of the form, there are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with an X icon). A large blue arrow points directly to the "Save" button.

8. At this time put any notes to the housing team in the "Housing Notes" Section. Click save
9. Once you click save you will need to click "Submit". The order has then been submitted to OLAR staff.