

# 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](mailto: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

The screenshot displays the eSirius web application interface. On the left, a 'Mailbox' sidebar shows a tree view with 'Animal Procurement' selected. A blue arrow points from this menu to the main content area. The main content area features a navigation bar with tabs for 'Order Animals', 'Draft Orders', 'Draft Imports', 'Draft Standing Orders', 'New Orders', 'New Imports', 'New Standing Orders', 'Confirmed Orders', and 'Confirmed Standing Orders'. Below the navigation bar, there are buttons for '+ Order Animals', '+ Import Animals', '+ Standing Order', and 'Register'. A 'List of Approved Protocols' table is visible, with a blue arrow pointing to the first row, 'Surgical Techniques Workshop'. A text box with the text 'Select appropriate PI or Protocol #' is overlaid on the table. The table has columns for Title, Authorized, Balance, Approve Date, Expiration Date, and USDA Category. The 'Surgical Techniques Workshop' row has values: 141, 141, 06/10/2020, 06/10/2023, and D. At the bottom of the table, there is a 'Page 1 of 1' indicator and a 'View 1 - 1 of 1' link.

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

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: 1001282184

Vendor Information:

Order Items 

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

Item Price

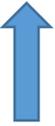
Item Info 										
#	Desired Delivery Date	Qty	USDA Ctgy	Strain	Weight	Age (weeks)	Gender	Housing Location	Room	Female
1	06/18/2020	0	D							

+ Add Edit Delete Find  Page 1 of 1 >> 20 View 1 - 1 of 1

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:

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

Page 1 of 1 | 20 | View 1 - 1 of 1

Housing Technician Notes:

Shipment Information:

Confirmation Number:

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

- Pigs **must** be 1 per cage

**Edit Item**

# 1 (R)

Desired Delivery Date 06/18/2020 \*

Qty 2 \*

USDA Ctgy D \*

Strain Standard Pig (Oak Hill Genetics) \*

Weight 45kg

Age (weeks)

Gender Female \*

Housing Location R1 \*

Room 0404B1 \*

Female State

Cage Type Pig \*

Per Cage 1 \*

Purchasing Speed Type Select the appropriate Speed types

Per Diem Speed Type

Remarks (print on cage cards) Fast

Lab Contact Select lab contact \*

Save Cancel

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.