

eSIRIUS QUICK START GUIDE FOR CREATING NEW ANIMAL ORDER(S)

URL for DLAM Procurement Portal: <https://procurement.dlam2.ucla.edu/esirius>

1. Login Requirements: User ID and Password.

If you have forgotten your user ID, password, or both please contact
Tensie Palmer (tpalmer@mednet.ucla.edu) or
Analyn Cates (acates@mednet.ucla.edu)

2. On the homepage, click *Create a New Animal Order*.

3. Select a protocol and click *Continue*.

4. Choose source of animals:

Vendor Purchases for Research Protocols or Breeding Protocol Vendor Purchase.

5. Select a Vendor and confirm the phone number, and e-mail address of person to notify about the order.

Note: To change a vendor, the order in process must be cancelled, (by e-mailing Tensie or Shama), and a new animal order needs to be created.

6. Click *Continue* and complete all required sections: delivery date ("Date Expected is always a TUESDAY"), quantity, USDA pain category level, strain, sex, housing facility, recharge ID, Lab contact, etc.

All required fields are marked with a **Red ***

Note: Choose animal species that correlates with the vendor selected.

Examples:

Vendor Charles River Laboratories.

Species: CRL 027 C57BL/6NCrL BR

Vendor: Jackson Laboratory.

Species: JAX 000664 C57BL/6J

Optional: Write any specific notes or instructions in the spaces available directed to the vendors and/or DLAM animal technicians. The web page has suggestions regarding these fields.

7. Once all required fields are completed, click *Submit to Facility* at the bottom of the page.

8. Soon after, the order will automatically be available to view on your homepage. The order will automatically be available to view on your homepage.

Notes:

* All new animal orders MUST begin from the homepage by clicking *Create a New Animal Order* (Step 2). Clicking the back/forward buttons on the web browser will result in error orders.

* An order CANNOT be cancelled directly in eSirius. You must e-mail Tensie Palmer (tpalmer@mednet.ucla.edu) or Analyn Cates (acates@mednet.ucla.edu) to cancel or change an order after it has been submitted.

* Refrain from multiple clicks of any "Continue" and/or "Submit to facility" buttons as this may result in duplication of your orders.

* For a detailed guide, download the DLAM eSirius User's Guide located at the login screen.