

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

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

The Order **deadline is Tuesday 4:00 p.m.** to request the following Tuesday as Vendor availability allows. Most order requests should be for Tuesday arrival dates.

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](mailto:tpalmer@mednet.ucla.edu)) or  
Bach Le ([BLE@mednet.ucla.edu](mailto:BLE@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 protocol # or Principle Investigator, the order in process must be cancelled, (by e-mailing Tensie), 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*

*Strain: CRL 027 C57BL/6NCrL BR*

*Vendor: Jackson Laboratory*

*Strain: JAX 000664 C57BL/6J*

*Vendor: Envigo*

*Strain: HSD C57BL/6NHsd*

*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. Wait for your screen to return to the Home Page before logging out. 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](mailto:tpalmer@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.