Shopping Cart: Create an ANPO Order

Use this Job Aid to:

- Learn how to place an order for live animals through SAP

BEFORE YOU BEGIN

You will need to know what you would like to order, the vendor, and the General Ledger (G/L) account to charge to.

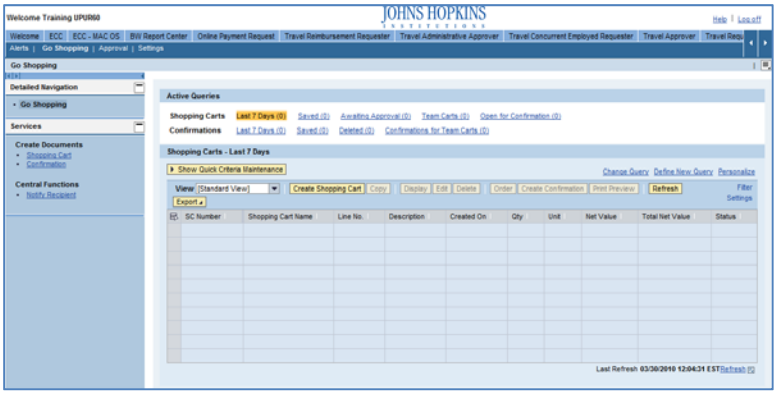
Create an ANPO Order

An ANPO order is for the procurement of live animals and is only used by JHU. When placing ANPO shopping carts, there are some important things to remember. You must have one shopping cart per area, vendor, protocol, or animal strain. Sex should be separated by line items. A standing order with different delivery dates is allowed, but only for one month and you must note this information in the "Approval Notes."

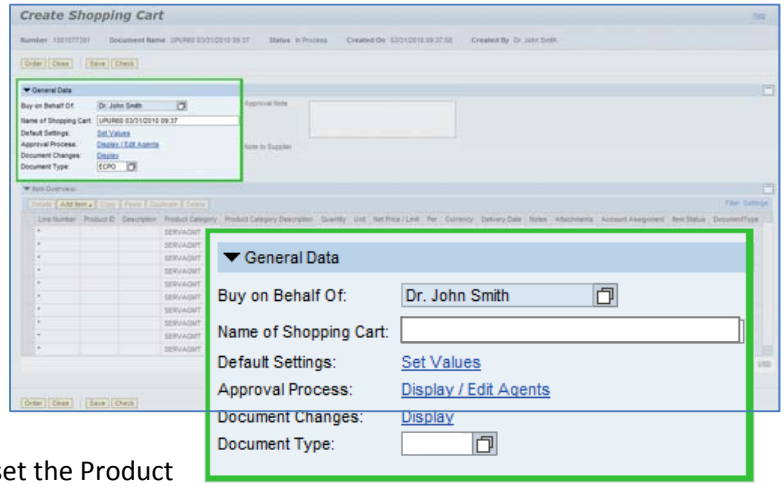
1. **Create a Cart.** At the Shopping Home Page, click "Create Shopping Cart."

Helpful Hint

You may want to close the "Detailed Navigation" panel on the left side of the screen to give you more room. Do that by clicking on the small ◀ in the top right corner of the panel.



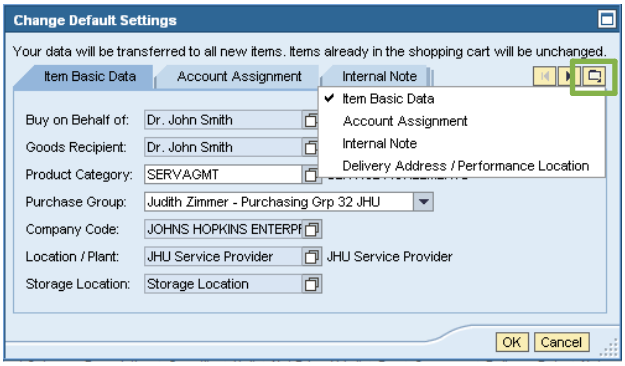
2. **Enter General Data.** The "Create Shopping Cart" screen will appear. Start your order in the "General Data" section of this screen.



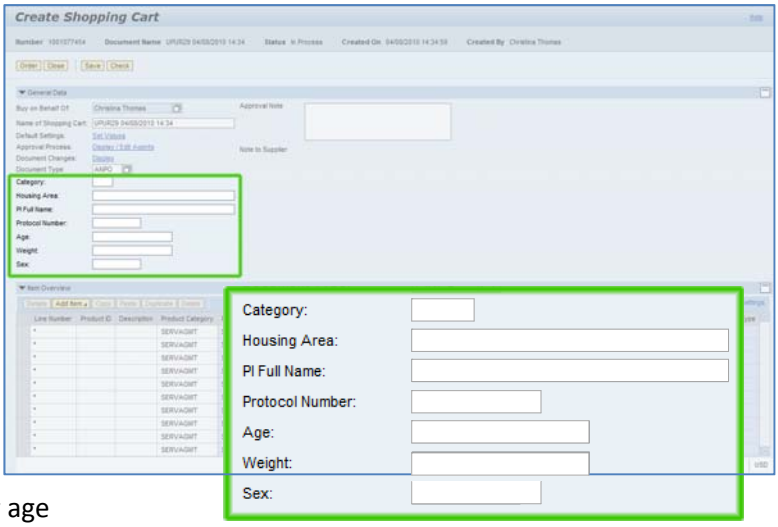
- You may wish to rename the cart to something that you will recognize and that will make it easier for you to locate the cart in the future. This sample cart is renamed "White mice." Note that ANPO carts are often renamed during the approval process.
- Click "Set Values" next to the label "**Default Settings**" to set the default values that will be carried throughout this cart. For ANPO carts, you will want to set the Product Category to "Live Animals," assign your account number and G/L number appropriately, and include any approval notes.
- Return to the Create Shopping Cart screen and set the document type to ANPO.

Helpful Hint

When the "Change Default Settings" dialog box appears, you won't see all of the tabs that are available to you. Either stretch the box horizontally so that all of the tabs appear, or just click on the white file folder to display a list of the available tabs.

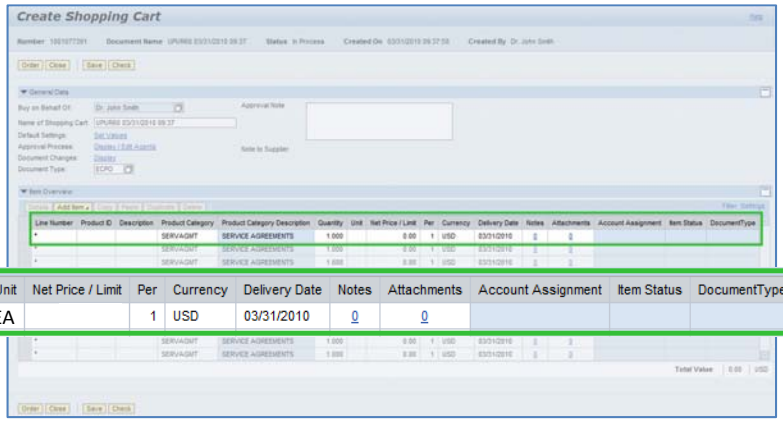


3. ANPO General Data. After you change the document type to ANPO, several additional fields will appear on your screen. Fill them in as follows:



- Category: B, C, D, or E (this should be listed on the PI protocol)
- Housing Area: building and possibly room number
- PI Full Name: last name, then first name
- Protocol Number
- Age and Weight: choose age **OR** weight and supply ranges; note that Jackson and NCI accept orders only by age
- Sex: M or F

4. Enter Item Data. Go to the first line in the order and start entering the order information. You'll work your way across the line for each item *before you press Enter*.



Line Number	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Per	Currency	Delivery Date	Notes	Attachments	Account Assignment	Item Status	DocumentType
*		111				EA		1	USD	03/31/2010	0	0			

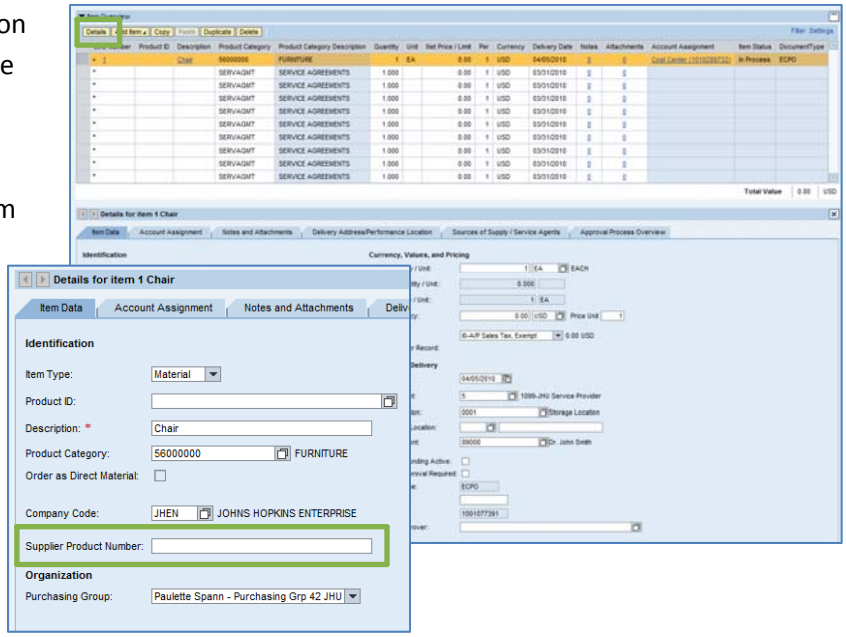
- Start with the "**Description**" field. If you are using a Jackson vendor, enter a stock number in this field.
- The "**Product Category**" will already be populated to Live Animals because you set it in your cart's default settings.
- Enter the "**Quantity**." In this case, we entered 25.
- Enter "EA" (for "each") in the "**Unit**" field.
- Enter the "**Price**" in the Net Price/Limit field. If you don't know the price, enter 1.00.
- Ignore the field that says "**Per.**"

Helpful Hint!

Don't forget to click "Enter" when you have completed the line. That's the only way to make the order details appear!

- You will not need to adjust the "**Delivery Date.**"
- When you are all done, click "**Enter**" to apply your selections.

5. **Item Details.** After you click Enter, the "**Details**" button will become active. Click it to display the details for the first line in your order. The first tab "Item Data" will automatically be displayed.

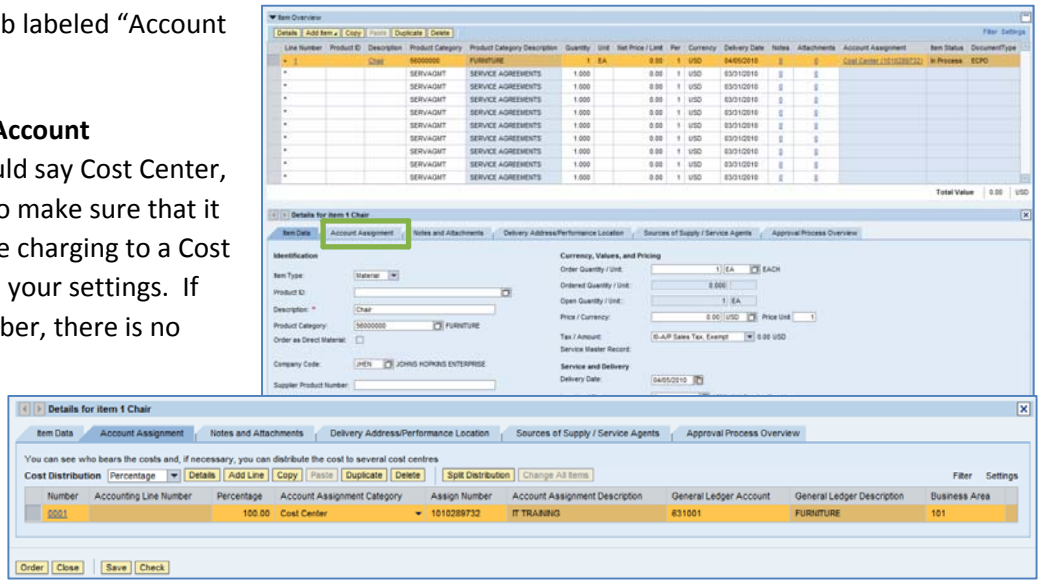


- If you know the catalog number (or product or item number), enter it in the field labeled "**Supplier Product Number**." If you do not know them you can leave these fields blank and the Animal Services Department will complete them as necessary.

Helpful Hint

You can expect to see errors at the top of the screen! You will resolve them as you enter the details associated with this cart.

6. **Account Assignment.** Click on the tab labeled "Account Assignment."

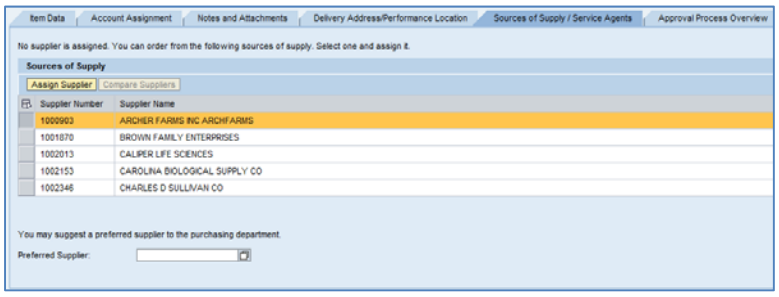


- Check the cost object under the "**Account Assignment**" header (this field could say Cost Center, Internal Order, or WBS Element) to make sure that it is correct for your order. If you are charging to a Cost Center, the value will default from your settings. If you are charging to an Order Number, there is no default and the Order Number must be entered.
- Click in the field under the header that says "**General Ledger Account**." Verify which G/L account with your financial administrator, and then enter it in this field.

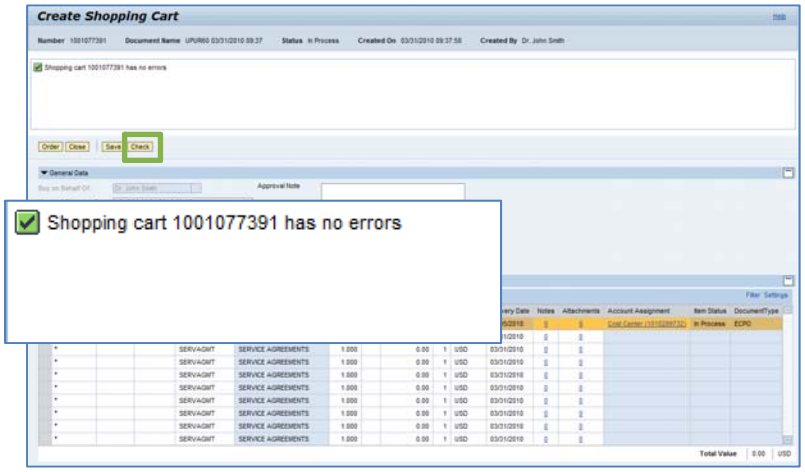
Helpful Hint

If you want to copy the G/L account number to all of the items in your cart, click "Copy" and "Change All Items" to apply the account number throughout the order.

7. **Select a Supplier.** Next, click the tab labeled "Sources of Supply/Service Agents" (also under "Details") and choose the animal supplier from the list provided. Then select "Assign Supplier." If you're not sure how to search for a supplier, there is a Job Aid called "Searching for a Vendor" that can help.



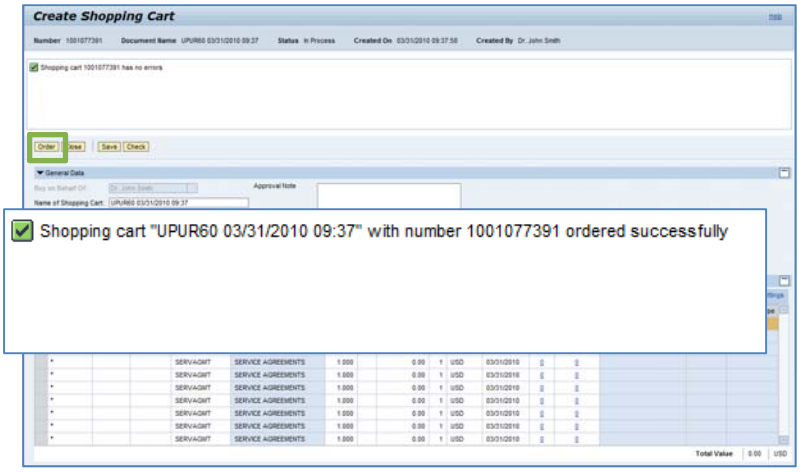
8. **Check the Order.** Your order is now complete. Click "Check" (either at the top or the bottom of the screen) to verify the order and make sure that no error messages appear at the top of the screen.



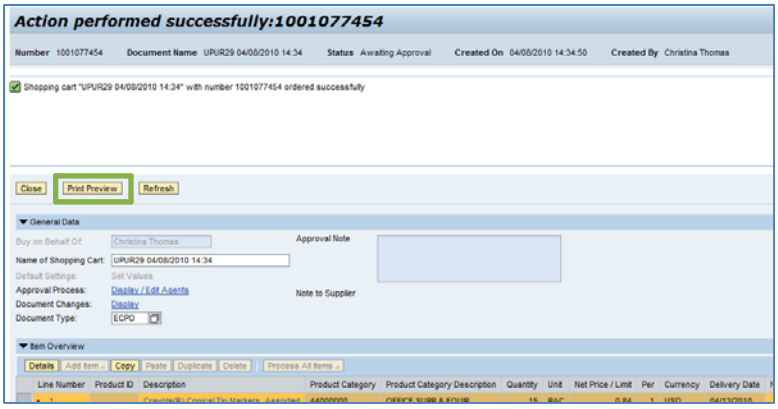
9. **Place the Order.** Once you have verified the order, click "Order." You will see a message at the top of the screen that says "Actions performed successfully."

In addition, you will see a message in the box at the top of the screen that says that the shopping cart was ordered successfully.

When your order is complete, click "**Close**" to return to the Shopping Cart Home Page.

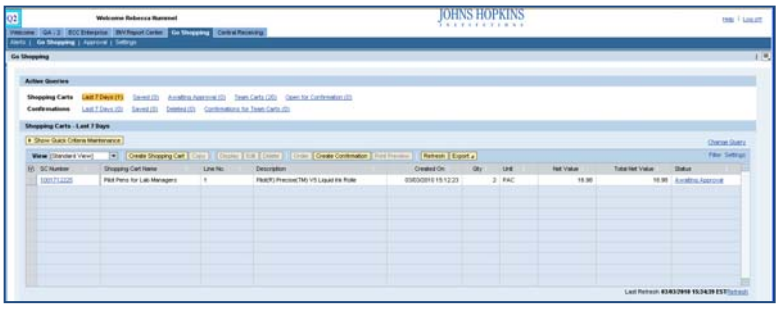


10. **Print Preview.** The "Print Preview" button will appear once you have placed the order. Always print a copy of your order just in case there is a problem finding the shopping cart later.



11. Refresh! On the Shopping Cart Home Page, click "Refresh." This is necessary to see the new order in your queue.

You're all done! Your ANPO order has been successfully entered in SAP.



Always click "Refresh" when you get to the Shopping Cart Home Page to see your most recent orders. They will not appear until you have clicked "Refresh."

Ordering animals should have the same access as ordering supplies.
Please read detailed information.

ANY ADDITIONAL INFORMATION THAT YOU WANT RAR TO KNOW, PLEASE WRITE IT UNDER "APPROVAL NOTES" ON THE ANIMAL SHOPPING CART.

Housing area will be depending from your researchers. **It is important to indicate the complete housing area (building, room # and suite # if any) when creating shopping carts.**

RAR Deadline: Every Tuesdays at 5:00 P.M. and should be approved by your first level approver to arrive the following week.

Vendor information:
Inotiv/Envigo arrives every Tuesdays except rabbits which arrive every Wednesdays
Charles River arrives every Tuesdays and Wednesdays
Jackson arrives every Mondays and Wednesdays ORDER BY AGE ONLY; WEIGHT WITH FEE.
Archer Farms arrives every Mondays and Thursdays
Taconic Farms arrives every Tuesdays and Thursdays except holidays (change)
Other vendors depending from their availability

Please follow the **guidelines and restrictions:** Do not use any templates to place an animal order. One shopping cart per vendor, per housing area, per protocol, per model number/stock number/ strain name, per delivery date. Sex should be separated by line items. Do not touch the "notes and attachments" and "delivery address/performance location" tabs. We change those tabs.

For Charles River Users, see below to create animal shopping cart:
JHU Procurement Knowledge - Create SAP Shopping Cart User Guide - HopkinsSelect eMarketplace (Charles River Laboratories) (service-now.com)

For other vendor users, see below to create animal shopping cart:
https://finance.jhu.edu/depts/procurement/training/docs/anpo.pdf
See attached updated anpo guidelines

If you need additional information, please email: JHUANIMALRESOURCES@JHMI.EDU.

12/1/2023