

Animal Shopping Cart Instructions Charles River (CRL) Orders



Research Animal Resources (RAR)

****ALL ANIMAL RESEARCH MUST HAVE APPROVAL BY THE ANIMAL CARE AND USE COMMITTEE (ACUC). ORDERS WILL NOT BE APPROVED WITH INVALID OR EXPIRED PROTOCOLS****

For questions or issues when placing an order please email JHUAnimalResources@jhmi.edu

Instructions for creating an ANPO Animal Shopping Cart in the JHU SAP system

- Do not use any shopping cart 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 delivery address/performance location tabs. RAR will update this for final confirmation and delivery
- All shopping cart orders require a quote from CRL included as an attachment in your shopping cart
- Shopping carts must accurately reflect the strain name/code, quantity, and price
 - Applicable freight and crate charges reflected in the CRL quote can be included but are not required
- The quote number should be added in the approval notes in the shopping cart
 - Your quote and SAP shopping cart should match (2025 pricing has been updated in SAP)
- JHU housing area needs to be confirmed with the RAR housing supervisor and should be clearly indicated in the shopping cart (building, room # and suite # if applicable)

Instructions for Requesting a quote from Charles River

- Please visit emodels.criver.com and click on "Request Access" in the top right of the screen
- Complete and submit the access request form
- You will receive a welcome email in ~ 24-48 business hours. The email address used to request access will be your unique identifier and login username needed to log back in to request a quote
- After receiving the welcome email, you'll be able to check availability and pricing, which includes discounts for Johns Hopkins (including crate and freight charges) for all standard models
 - Please note that you will not have access to, and should not, place orders directly on the CRL website
- Per animal pricing can be located on the bottom right of the screen, after entering all animal specs, before proceeding to the cart
- From the cart the pricing document can be downloaded as a PDF and uploaded as an attachment in the JHU SAP shopping cart as an attachment
 - If the per animal pricing is not reflected in the PDF you can still use the generated quote

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- The total animal pricing can be divided by the quantity to get the per animal price or SAP will reflect the correct per animal pricing
 - Shopping cart totals should match the quote before submission
- If there are special requests such as surgery or retired breeders, please contact ResearchModels@crl.com to request a quote and reference the below information
 - **SOLD TO:** 101889
 - **BILL TO:** 802068
 - **SHIP TO:** 203357 (1721 E. Madison Street) – this is the main Johns Hopkins University address

Kennedy Krieger Institute Investigators ONLY

- Submit a manual RAR order form with a copy of the CRL PDF quote to JHUAnimalResources@jhmi.edu
- You will be notified regarding your order by RAR directly

JHU shopping carts are required to be approved by 5:00PM every Tuesday by first level, department approvers, to arrive the following week, dependent on availability