Animal Shopping Cart Instructions
NIA Orders

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@jh.edu

All NIA orders are required to be processed through RAR and must follow the ANPO shopping cart guidelines outlined below to generate a Purchase Order (PO) for all orders and deliveries.

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

- 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
- Shopping cart orders should include an email from NIA confirming the animals and price included as an attachment in your shopping cart. This will replace the quote requirement needed for other approved vendor orders.
  - The email should be added in the approval notes in the shopping cart
- Final shopping carts for NIA orders only should continue to indicate a value of "$0"
- 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)

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