



Animal Procurement Shopping Cart Enhancements



Introducing New Fields for Animal Carts



Agenda

- Today, we'll be taking a look at enhancements that have been made to the animal procurement shopping cart.
 - Protocol and prerequisites
 - New fields added to shopping cart
 - Which ones are mandatory and which ones are either/or fields
 - How and where to enter data
 - Completing the transaction
 - Helpful information



Protocol

- Institutional Animal Use Care Committee approval is necessary for all vertebrate animals used in testing, research, and training in the University. All investigators will be required to provide protocol approval numbers at the time of ordering animals or arranging for billing.



Before You Start

- You must have the SRM Requisitioner role to use the HopkinsOne Shopping Cart for animal purchases.
- You must have a JHED LID and password to login to the SAP portal at: <http://hopkinsone.johnshopkins.edu/>



New Fields



NEW FIELDS ADDED TO SHOPPING CART FOR ANIMAL PURCHASES

Shop

Shop

If you establish default settings, they will apply to each line item in the cart.

Default Settings for Items

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Shop for

Nancy Rose 

Ship-To Address/Performance Location 1010020099 

[Display Details](#)

Cost Assignment Cost Center 1010640199

[Display Details](#)

[Extended Details](#)  Click Extended Details.



New Fields

Default Settings for Items

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Shop for	Nancy Rose	
Ship-To Address/Performance Location	1010020099	Display Details
Cost Assignment	Cost Center 1010640199	Display Details
Goods Recipient	Nancy Rose	
Category	LIVE ANIMALS	
Purchasing Group	Bruce Schabdach - Purchasing Grp 31 JHU	
Company Code	JOHNS HOPKINS ENTERPRISE	
Location	Homewood	
Storage Location	Storeroom	
Internal Note	No Notes Available	Display Details
Manufacturer Part Number		
Lot Number		
Document Type	ANPO	
Order From	EXTERNAL	
Additional Approval Required	<input type="checkbox"/>	
4th Level Approver		
Protocol Number	RA051999	
PI Full Name	Pole, Tina	
Category	C	
Age	5-8 weeks	

Order Hold Refresh **Check**

Category – Live Animals

Document Type – ANPO

(Scroll to bottom of shopping cart and click the **Check** button to make the new fields appear.)

Protocol Number – Institutional Animal Care and Use Committee # required (r)

PI Full Name – Last name, first name (r)

Category – B, C, D, or E from the IACUC protocol required (r)

Age – How old, i.e. 5 weeks – (r) Enter **N/A** if Weight will be specified on next page.



Click



New Fields

Default Settings for Items

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Shop for	Nancy Rose	
Ship-To Address/Performance Location	1010020099	Display Details
Cost Assignment	Cost Center 1010020099	Display Details
Goods Recipient	Nancy Rose	
Category	LIVE ANIMALS	
Purchasing Group	Bruce Schabdach - Purchasing Grp 31 JHU	
Company Code	JOHNS HOPKINS ENTERPRISE	
Location	Homewood	
Storage Location	Storeroom	
Internal Note	No Notes Available	Display
NEW! Weight	N/A	
NEW! Sex	F	
NEW! Housing Area	BRB Suite 17C	

1

Note: We are now viewing the other three additional fields.

2

- Weight – **Be specific** (r) Enter **N/A** if Age is already specified.
- Sex – **M or F** (r)
- Housing Area – i.e., Ames Hall, Mudd Hall Asthma Allergy, BRB (multiple suites at this site - always put suite number or room number) (r)

3

Click

[Simplif. Details](#)

NEW! << < 11 - 13 From 13 >>



Entering Data

1 Description – Detailed

2 Category – Should always be “live animals” (will default if established in default settings)

3 Required on – The day you want the animals to arrive

Items in Shopping Cart

To change item details (assets and cost assignment), select the link below or

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
<input type="checkbox"/>	MICE C57BL6	LIVE ANIMALS	12/26/2007	25 EA	1.00 USD Per	
<input type="checkbox"/>						
<input type="checkbox"/>						
Total Value (Net) :						0.00 USD
Tax Amount :						0.00 USD
Total Value (Gross) :						0.00 USD

1 Add Blank Lines

4 Quantity – Quantity you want to order

5 Price/Limit – Enter the price if you know it. If you do not know the price, put \$1.00 in this field. (Animal Services will apply the correct price.)

6 Click the magnifying glass to add additional information for this line item.



Expandable Fields

Vendor Product Number	<input type="text" value="01C55"/>	<p>Enter the Vendor Product Number if you know it.</p>
Goods Recipient	<input type="text" value="Nancy Rose"/> ▼	
Manufacturer Part Number	<input type="text"/>	
Lot Number	<input type="text"/>	
Document Type	<input type="text" value="ANPO"/> 🧑	
Order From	<input type="text" value="EXTERNAL"/>	
Additional Approval Required	<input type="checkbox"/>	
4th Level Approver	<input type="text"/> 🧑	
Protocol Number	<input type="text" value="RA05M999"/>	
PI Full Name	<input type="text" value="COLE, TINA"/>	
Category	<input type="text" value="C"/>	
Age	<input type="text" value="5-8 WEEKS"/>	
▶ Cost Assignment		<p>Each item may be expanded by clicking the corresponding arrow button.</p>
▶ Documents and Attachments		
▶ Ship-To Address/Performance Location		
▶ Sources of Supply / Service Agents		



Cost Assignment

1 Key in appropriate I/O or Cost Center.

2 G/L account no. will default to 633034.

▼ Cost Assignment

You can see who bears the costs and, if necessary, you can distribute the costs to several cost centers.

Cost Distribution

Account Assignment Overview

Line	Percentage	Assigned to	Description	G/L account no.	Description	Business Area	Action
1	100.00	Cost Center <input type="text" value="1010020099"/>	PAYROLL/NON PAYROLL	<input type="text" value="633034"/>	ANIMAL PROCUREMENT	101	

▼ Clipboard

Percentage	Assigned to	G/L Account No.
100.00	Cost Center 1010640100	632001

▶ Documents and Attachments
 ▶ Ship-To Address/Performance Location
 ▶ Sources of Supply / Service Agents


3 Collapse Cost Assignment.



Ship-To Address

▼ Ship-To Address/Performance Location

If the item is to be delivered to a different address, you enter the new address here.

Name	<input type="text" value="1010020099"/>	
Other Name	<input type="text" value="Johns Hopkins Enterprise"/>	
c/o	<input type="text"/>	
Telephone Number	<input type="text" value="443-997-5600"/>	<input type="text"/>
Fax	<input type="text" value="443-997-5699"/>	<input type="text"/>
E-Mail Address	<input type="text" value="NROSE1@JOHNSHOPKINS.EDU"/>	
Building	<input type="text" value="Eastern"/>	
Floor / Room	<input type="text" value="Terrace"/>	<input type="text" value="B001"/>
Street/House Number	<input type="text" value="1101 E. 33rd Street"/>	<input type="text"/>
Postal Code / City	<input type="text" value="21218"/>	<input type="text" value="Baltimore"/>
District	<input type="text"/>	
Postal Code / P.O. Box	<input type="text"/>	<input type="text"/>
Country	<input type="text" value="USA"/>	
Region	<input type="text" value="Maryland"/>	

[Undo Entries](#)

Click the binoculars to view delivery address list.



Ship-To Address

Find

Find Performance Location

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Search term 1

Search term 2

Name 1/Last name

Name 2/First name

c/o

Postal Code

City

District

Street

Building Code

Floor

Room Number

Country Key

Region

Maximum No. of Hits

Click **Start** to see the list of delivery addresses.



Ship-To Address

Click **Street** to sort by address number.

This is the address number.

Search Result: 280 Entries

<u>Name org.</u>	<u>Cty</u>	<u>Postl Code</u>	<u>City</u>	<u>Street</u>	<u>Building</u>	<u>Floor</u>	<u>Room No.</u>	<u>c/o name</u>	<u>Addr. no.</u>
1010020099	US	10000	DO NOT USE	DO NOT USE				DO NOT USE	407728
1010020099	US	20036	Washington	1619 Massachusetts Ave. NW					40034
1010020099	US	20036	Washington	1625 Massachusetts Ave. NW				Washington Center	40036
1010020099	US	20036	Washington	1717 Massachusetts Ave, NW					437682
1010020099	US	20036	Washington	1740 Massachusetts Ave NW				SAIS	40041
1010020099	US	20036	Washington	1755 Massachusetts Avenue, NW				German Studies	40017
1010020099	US	20037	Washington	2112 F Street, NW				Center for Immunization Research	753554
1010020099	US	20695	White Plains	4225 Altamont Place					729210
1010020099	US	20707	Laurel	14207 Park Center Drive				JHCP / Laurel	40025
1010020099	US	20723	Laurel	11100 Johns Hopkins Rd.				APL	40191
1010020099	US	20723	Laurel	7115 Sanner Road				Library Sevice Center	490762
1010020099	US	20850	Rockville	15201 Shady Grove Rd.				JHCP / Montgomery Grove	40029
1010020099	US	20850	Rockville	9601 Medical Center Drive				Montgomery Co	40189
1010020099	US	20892	Bethesda	29 Lincoln Drive				CBER / FDS / HFM-H60	40092



Ship-To Address

1010020099	US	21231	Baltimore	1718 E. Fayette Street		482877
<u>1010020099</u>	US	21205	Baltimore	1721 E. Madison Street	Animal Services	40038
<u>1010020099</u>	US	21205	Baltimore	1721 E. Madison Street	SOM	40039
<u>1010020099</u>	US	21205	Baltimore	1723 E. Madison Street		40040
<u>1010020099</u>	US	20036	Washington	1740 Massachusetts Ave NW	SAIS	40041

Click here to select this delivery address.

NOTE

NOTE

All animal orders must have the delivery address of either 1721 E. Madison Street or 4940 Eastern Ave.



Sources of Supply

Sources of Supply / Service Agents

No vendor assigned

You **MUST** select the vendor from the list below by clicking the radio button.

You can order from the following vendors
Once you have assigned a vendor, you can also assign service agents

Vendor Overview

	Name	Vendor	Contract	Item	Price	Currncy	Per	In Vendor List
<input checked="" type="radio"/>	NCI SSCVEND	1002356			0.00		0	X
<input type="radio"/>	NILES BIOLOGICAL SSCVEND	1007810			0.00		0	X
<input type="radio"/>	OSAGE CATFISHERIES INC OSAGCATFIS	1012832			0.00		0	X
<input type="radio"/>	OZGENE OZGENE	1008169			0.00		0	X
<input type="radio"/>	PRIMATE PRODUCTS SSCVEND	1008684			0.00		0	X

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Assign Vendor

Click **Assign Vendor** after selecting a vendor.

If you do not see your vendor, scroll through the list.

If you want to suggest another vendor to the purchasing department, enter your preferred vendor:

Preferred Vendor

NOTE

NOTE

You cannot search for the vendor or type the vendor name in.



Sources of Supply

Collapse Sources of Supply/Service Agents.

▼ Sources of Supply / Service Agents

Goods/services will be ordered at the following vendor:

Vendor NCI 



Completing the Transaction

1 Name your shopping with the following information, P.I. name, vendor, date order submitted.

Additional Specifications

To make it easier to find the shopping cart later, enter a name for the shopping cart.
In the approval preview, you can see who is responsible for approval of the shopping cart. You can also add new approvers here.

Name of Shopping Cart

Notes for Approval

2 All animal orders need a second approval in your department. Click **Approval Preview** to see who has approval authority in your department. You can add notes for the approver to see in the **Notes for Approval** area.


3 Click **Check** to check for errors and fill in any missing information.

[Approval Preview](#) | [Budget](#)

4 Click **Order** to send your cart for approval.

NOTE

NOTE

You MUST follow all the steps for every line in the shopping cart. Instead of re-entering them, use the copy line function. 



Useful Information

- Orders must be received by Animal Services by 5:00 p.m. on Wednesday for delivery the following week. NCI orders must be received by 5:00 p.m. on Tuesday.
- Common problems with carts are missing protocol numbers, vendors, P.I. names and housing areas.
- If Animal Resources has to change your order in any way (e.g., for delivery date, price, quantity), the cart goes back to you for approval. The order cannot be placed with the vendor until you approve the change.
- Check your R/3 In-box each day.
- Blanket Orders do not require a separate line item for each delivery date.
 - Quantity should equal the total number of animals you want for the duration of the blanket order.
 - Include the desired delivery schedule (e.g., 3 mice delivered each Tuesday for the period April 3 – April 24, 2008) in the **Vendor Text** box in the **Documents and Attachments** section ([see slide 9](#)). Remember to click **COPY TEXT**.



Resources

- Animal Care and Use website <http://www.jhu.edu/animalcare/>
- Animal Resources <http://www.hopkinsmedicine.org/animalresources>
- Use of experimental Animals at Johns Hopkins University
http://www.jhu.edu/animalcare/forms_aesp.html (download .pdf from page)
- HopkinsOne Support <http://www.jhu.edu/hopkinsone/>
- Purchasing Shared Services <http://ssc.jhu.edu/supplychain/>