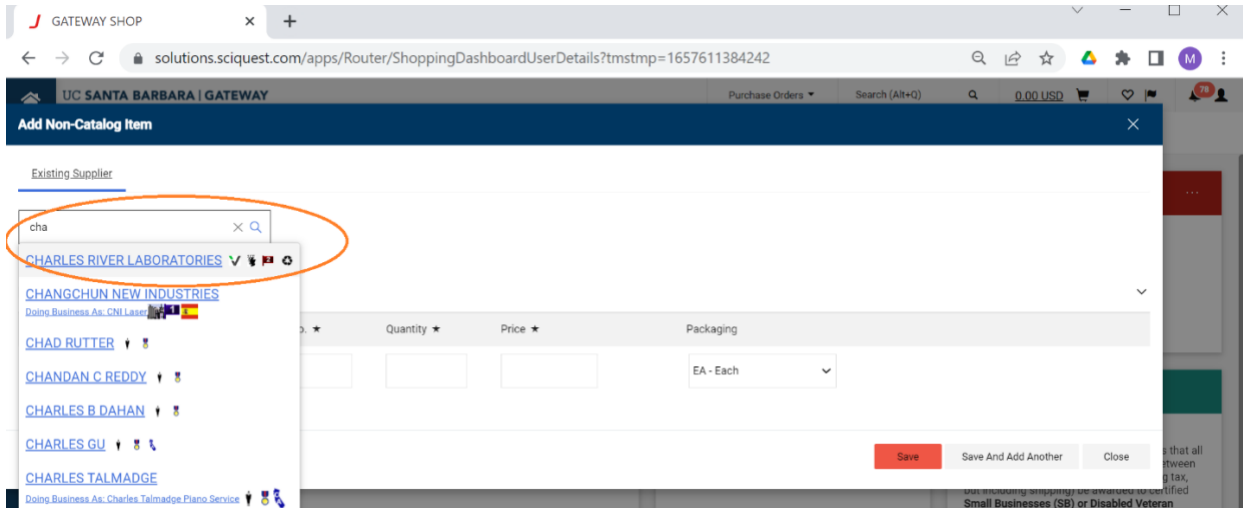


Guide for Animal Procurement via Gateway

- After logging into Gateway, click on “Non-Catalog Item” to begin.
- Charles River Laboratories (CRL) and The Jackson Laboratory (JAX) are both existing animal suppliers in Gateway and should populate on the drop-down menu. Select the desired supplier.



- Add the description, catalog number, quantity, price, and packaging for each item listed below. *If you do not have this information, you will need to contact the supplier to obtain a quote (recommended) or check the supplier’s website.*
 - Animal Strain
 - IMPORTANT:** Include in the animal strain description:
 - “California Strongly Preferred” (to reduce shipping stress on animals)
 - “Maximum Barrier Room” (to ensure animals come from a room with the highest level of health and monitoring, so as not to compromise the health of existing colonies in the ARC).
 - Crates (enter “n/a” for the catalog number)
 - Shipping/Freight (enter “n/a” for the catalog number)
 - Surcharges/Extra fees, if applicable (enter “n/a” for the catalog number)
- After adding all non-catalog items, open your cart. Add in these important details:
 - Cart Name: You can use the Gateway-generated cart name or your department’s preferred naming convention.
 - Requested Delivery Date: Make sure that your requested delivery date is a Tuesday for CRL or a Wednesday for JAX. **The ARC only accepts animal deliveries on these days.**
 - External Notes:
 - Add the appropriate “Sold-To” number and the *building-specific* “Ship-To” number, listed below.

Supplier	Sold-To #	Ship-To #
Charles River Laboratories (CRL)	102399	Bioll: 209265 BioEng: 243822
The Jackson Laboratory (JAX)	17739	Bioll: 063895 BioEng: 168244

- Add the Investigator name.

- Add a second delivery date in case your requisition does not complete workflow to be processed in time for the supplier to ship by your preferred delivery date.

The screenshot shows a shopping cart interface with the following elements:

- Requested Delivery Date:** A date picker field containing the text "Tuesdays for CRL, Wednesdays for JAX". Below the field, there is a small red error icon and the text "invalid date".
- External Note (CRL):** A text area containing the following text: "For CRL: Sold-to #102399 Ship-to #209265 (Bio II) #243822 (BioEng) Investigator: Last Name Shipping date: Tuesdays only, please! 7.26.22 or 8.2.22".
- External Note (JAX):** A text area containing the following text: "For JAX: Account# 17739 Ship-to # 063895 (BioII) #168244 (BioEng) Investigator: Last Name Delivery Wednesday mornings only, please! 7.13.22 or 7.20.22".

- Scroll down to review your items. If you did not add all items to your cart, you can do so now.
- Update the Commodity Codes:
 - Animal Strain: #1000000 / Live Plant & Animal Material & Accessories & Supplies (Object Code 8060)
 - Crates: #24110000 / Containers and storage (Object Code 8000)
 - Shipping/Freight & *Transportation Surcharges: #78000000 / Transportation & Storage & Mail Services (Object Code 3000)
 - *Inflation Surcharges: #78120000 / Material packing and handling services (Object Code 3000)
- *Transportation and Inflation Surcharges are not always added to the order, but be aware that suppliers will bill these fees depending on the economic circumstances at the time of your order.
- When you are done adding items and commodity codes, click "Finalize Cart".

- Click the edit icon to the right of Addresses.
 - Ship To Address: You will need to edit the shipping address to make sure your animals are delivered to the proper vivarium.
 - At the bottom of the “Ship To” section, you’ll see a field labeled “Search additional”. Type in “VIVM” (BioII Vivarium) or “VIVM2” (BioEng Vivarium), and select the proper one.
 - The shipping information will automatically populate with the correct address. In the “ATTN:” field, enter the ARC Manager’s name (Ronni Wynn Doca). Click Save.

The screenshot shows a 'Ship To' form with the following fields and values:

ATTN: *	<input type="text"/>	<input type="checkbox"/> Add to my addresses
Room No.	<input type="text"/>	
Address Line 1	Animal Resource Center	
Address Line 2	501 UCEN Biol Sci II 6183	
Address Line 3	University of California, Santa Barbara	
City	Santa Barbara	
State (2 character ab)	CA	
Zip Code	93106-5061	
Country	United States	

Below the form is a search bar with 'VIVM' entered. The search results show:

- VIVM** - [ATTN:], [Room No.], Animal Resource Center, 501 UCEN Biol Sci II 6183, University of California, Santa Barbara, CA 93106-5061
- VIVM2** - [ATTN:], 0105, Animal Resource Center, 512 BioEngineering Bldg Rm 0105, University of California, Santa Barbara, CA 93106-8010, Unit...

- Enter the Accounting Code information by clicking the edit icon to the right.
- In the “Notes and Attachments” section upload two important attachments.
 - In the Internal Notes and Attachments section, attach your Animal Procurement Form (available on the [UCSB ARC website](#)).
 - In the Supplier Notes & Attachments section, attach your supplier quote, if necessary.
- Review your cart, making sure you have included all of the critical information mentioned in the steps above.
- If everything is ready to go, click “Submit Requisition” and you are done!
- The requisition will now go through several approval steps of workflow, **including approval by the ARC**, to generate a purchase order for the supplier.
 - Please note: Order confirmations are automatically sent to the ARC by the supplier. If you receive the order confirmation, please forward it to animalorders@research.ucsb.edu, so that the ARC can prepare for your incoming animals.