Lab Animal Request Form

1. On the home page for ShopBlue scroll down to the “Special Request Forms” and click on “Lab Animal Request” (Figure 1).

![Figure 1](image)

2. The “Lab Animal Requisition Form” will pop up. First, select the drop down next to the enter supplier to select the supplier you wish to order from (Figure 2).

![Figure 2](image)

3. The Supplier fulfillment address will automatically populate (Figure 3).

![Figure 3](image)
4. The Order/Line Item(s) section helps users understand the description needed in the individual line.

5. In the individual line, enter the descriptions required for Purchase, the unit price and quantity (Figure 4).

6. Next, you will select the delivery location from the drop down under the “Facility and IACUC Info” section (Figure 5).

7. In the IACUC Number section, enter the IACUC number (Figure 6).
8. Under the Investigators Special Instructions and/or Requirements section type in an addition notes you wish for the supplier and approver to see (Figure 7).

![Figure 7](image)

9. In the Supporting Documents section attach any additional documents or files you wish to attach. This is both for internal use and the supplier (Figure 8).

![Figure 8](image)

10. Once you are done go to the top and select from the drop down complete form and Go to cart to continue with the ordering process (Figure 9).

![Available Actions: Complete Form and Go To Cart](image)