



## Division of Science Office of Animal Resources Ordering Instructions in Buy2Pay

This guide describes the steps to take in B2P to order animals in the procurement system. For step-by-step instructions on the FAS animal ordering process, please see our [Animal Procurement](#) website and the [Animal Requisition quick start guide](#).

### To create a purchase order for animals in Buy2Pay, please complete the following:

1. Create a **Non-Catalog** order.

Shopping

Search: Everything (dropdown) Product Keywords, Description, Supplier, Manufacturer (input) [Search]

Advanced Search

Shortcuts: Favorites | Forms | **Non-Catalog Item** | Quick Order

Browse: Suppliers | Categories | Contracts | Chemicals

2. Under **Enter Supplier**, please select an Office of Animal Resources [approved vendors](#). Approved vendors can be found here: <https://oar.fas.harvard.edu/approved-vendors>
3. Enter the **Description** (A), **Catalog Number** (B), **Quantity** (C) and **Price** (D). Current prices are available from each vendor on their website.

Select either **Save and Add Another** (1) if you need additional line items or **Save and Close** (2) if finished adding line items.

Non-Catalog Item

Enter Supplier [input] or Supplier Search

Description (A) Catalog No. (B) Quantity (C) Price (D) Packaging

254 characters remaining expand | clear

Product Details

Save and Close (2) Save and Add Another (1) Close

Non-Catalog Item

CHARLES RIVER LABORATORIES [icon] [icon] [icon] select different supplier

Fulfillment Address: WILMINGTON: save as my preferred  
251 BALLARDVALE ST  
WILMINGTON, MA 01887 US  
select different fulfillment center

Distribution Methods

Description: C57BL/6 females 6 weeks old Catalog No.: 027 Quantity: 10 Price: \$4.60 Packaging: EA - Each

227 characters remaining expand | clear

Product Details

Save and Close Save and Add Another Close



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4. **Optional:** This step is **not required**, but if you prefer, you can email OAR a copy of the purchase order from B2P.

Click on **Check this box to update PO distribution** (1). Next check the **Email (HTML Attachment)** (2) check box and enter the OAR email address:

[animalorders@fas.harvard.edu](mailto:animalorders@fas.harvard.edu) in the text field (3). Click **Save**.

**Please note, do not send Purchase Orders directly to animal vendors.**

**Non Catalog Item** ? X

**CHARLES RIVER LABORATORIES** [select different supplier](#)

**Fulfillment Address** [save as my preferred](#)  
WILMINGTON: 251 BALLARDVALE ST  
WILMINGTON, MA 01887 US  
[select different fulfillment center](#)

☒ **1** **Distribution Methods**

The system will distribute purchase orders using the method(s) indicated below:  
☒ **2** **Check this box to update PO distribution.** Disregard for PR and NR.

Fax ☐

Email (HTML Attachment) ☒ **3**

Manual ☒

Description	Catalog No.	Quantity	Price	Packaging
C57BL/6 females 6 weeks old	027	10	34.60	EA - Each

227 characters remaining [expand](#) | [clear](#)

[Product Details](#)

[Save](#) [Cancel](#)

5. When all items you wish to order have been added to your cart, click **Proceed to Checkout**. On the next page in the **Ship To & Bill to** section click **edit**.

**Ship to & Bill to**

6. Select **click here** to choose a different address.

**Ship To** ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

choose a different address, [click here](#)



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- Click **select from org addresses** (A) and search for **16 Divinity Ave** and select this address. In the **ATTN Name/Department** (1) field, enter: Animal Orders. In the **Building/Room** (2) field, enter: BRI/Animal Receiving.

If you will routinely order animals in the future, check the box for **Save this address for future use**. Name this address to easily select from a list of saved addresses in the future.

- Review the remaining fields in **Ship to & Bill to**. The Billing address should be Harvard University Accounts Payable.

**Bill To**

Harvard University  
Accounts Payable  
P.O. Box 381588  
Cambridge, MA 02238  
United States

- Click **Accounting Codes** in the left navigation bar and click **edit** to enter the appropriate chart of accounts for each line.

Accounting Codes							edit
Tub	Org	Object	Fund	Activity	Subactivity-Activity	Root	
310 FCOL^FAS College Life+Student Svcs	27880 FCOL^Winthrop	6640 Office Supplies+Materials, GENERAL	000001 Unrestricted Undesignated	582100 FCOL^Admin Genl (A09)	0000-582100 582100^Unspecified	00000 Unspecified	



## **Division of Science Office of Animal Resources Ordering Instructions in Buy2Pay**

- Click on **Final Review** in the left navigation bar and review the fields in your requisition request. Next, click the **Submit Request** button at the top right of the page. This will submit the requisition to the appropriate approvers for each org that is being charged.

The screenshot displays the Buy2Pay system interface. On the left is a vertical navigation bar with icons and a search icon at the bottom. The 'Final Review' option is highlighted with a red circle. The main content area shows a requisition summary with the status 'Draft' and a total of '124.94 USD'. A green banner at the top right indicates 'This order is ready to be placed.' and contains 'Submit Request' and 'Assign Cart' buttons. Below the banner, the 'Requisitions' section shows details for a requisition dated 2020-07-23. The 'Final Review' section is active, showing a 'General' tab with a list of items, each with a green checkmark indicating it is approved.

- Once the requisition is approved, follow the [eAnimal Ordering](#) (eAO) steps as you have done in the past.
- Enter the **PO number** you received from B2P in the box for Purchase Order. Vendors will not process orders or reserve mice without a PO. Submit the order to OAR using the eAO system.
- The eAO system sends out emails at the various stages of the process, including when the animals arrive. OAR checks the animals and then houses them.
- OAR will receive your order on your behalf in B2P.

### **Instructions for Creating and Sending POs Required by OAR**

OAR sometimes requires a copy of the PO – for example, to order special diets or when obtaining or sending animals to other institutions (Import/Export). There are two ways to create a PDF or printed copy of the PO that contains the information needed by OAR. Please visit the FAQ on [View/Print PO](#) for additional details.

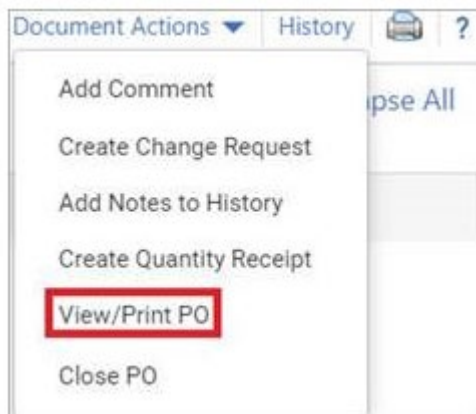
**Note:** Do not use the printer icon in B2P to create a printed PO, as this prints a copy of your screen, and not of the actual PO.

- Option 1* - Go to the **Attachment Overview** section of your PO in B2P, where a .pdf of your PO is available.



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- *Option 2* - Navigate to your PO document and select **View/Print PO** in the **Document Actions** drop-down menu. To print, use your mouse to right-click and select print. From here, choose your destination, which can be a printer or .pdf. Tip: Use the print menu settings to hide headers and footers (e.g. url, date, etc).



If OAR requires a PO, make sure you have unchecked the option to send the PO directly to the vendor, and instead have set it to manual (see step 4 above).



**Non Catalog Item** ? X

**CHARLES RIVER LABORATORIES** select different supplier

**Fulfillment Address** WILMINGTON: save as my preferred  
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☒ **Distribution Methods**

The system will distribute purchase orders using the method(s) indicated below:

☒ Check this box to update PO distribution. Disregard for PR and NR.

☒ **Fax** ☐

☐ Email (HTML Attachment) ☒ animalorders@fas.harvard.edu

☐ Manual

Description	Catalog No.	Quantity	Price	Packaging
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227 characters remaining expand | clear

☒ Product Details

Save Cancel

**Note:** OAR may require two POs for the Import/Export process: one for the institution and another for the courier. Please pay close attention to the instructions OAR sends with each Import/Export so you know how many purchase orders must be sent to OAR.