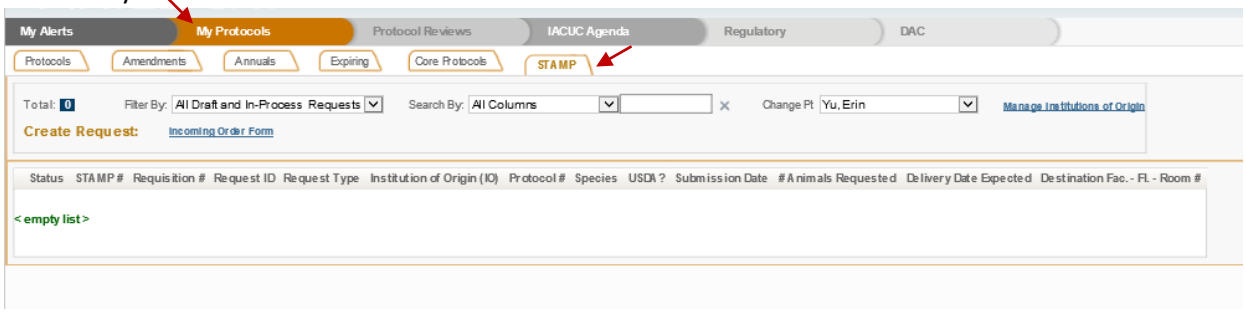
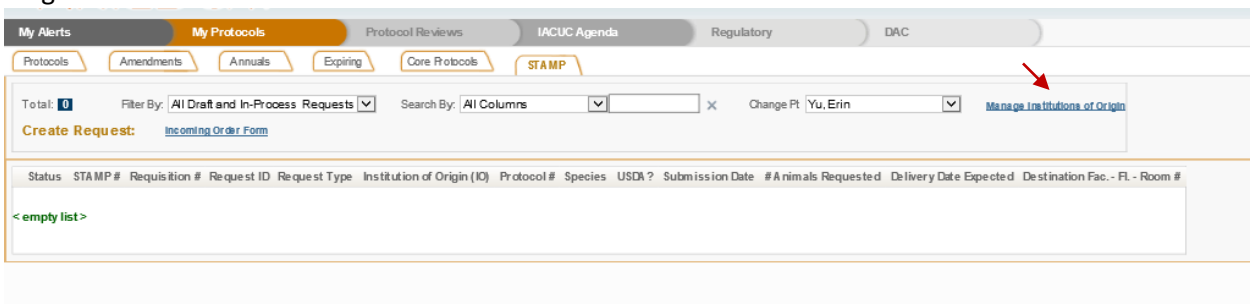
STAMP INCOMING SHIPMENT REQUEST SUBMISSION PROCESS

1. Log into Aries with your vuNet ID and password. Please note you must be listed as either the Investigator or the "PI Manager" in Aries in order to submit an incoming shipment request in STAMP. Investigators can assign the PI Manager roll in Aries at any time under "PI Collection" https://aries.app.vumc.org/Login

2. Select "My Protocols" and then "STAMP"



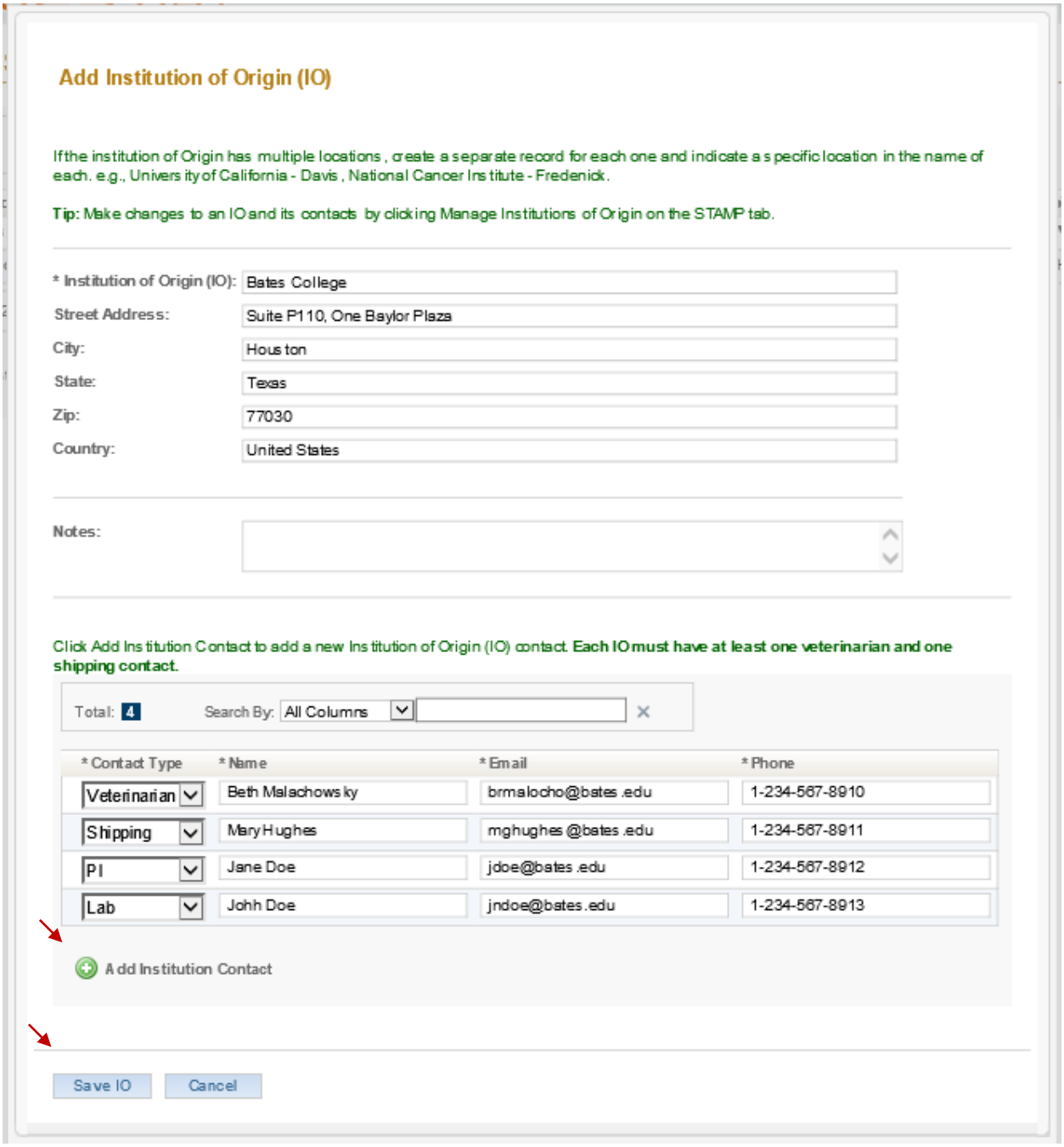
3. Click on "Manage Institutions of Origin"



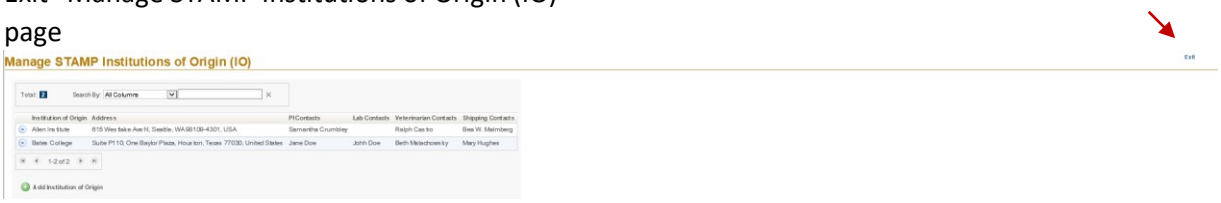
   - If you do not see your Institution in the drop-down list, email DAC.shipments@vumc.org to add the institution. Please provide the institution name, state, and country.
   - Once you receive confirmation that the institution has been added, proceed to step 4 to add institutional contacts.

4. Select the Institution of Origin (IO) you wish to receive a shipment from is listed, click the circle with the arrow next to the IO name to "Edit"

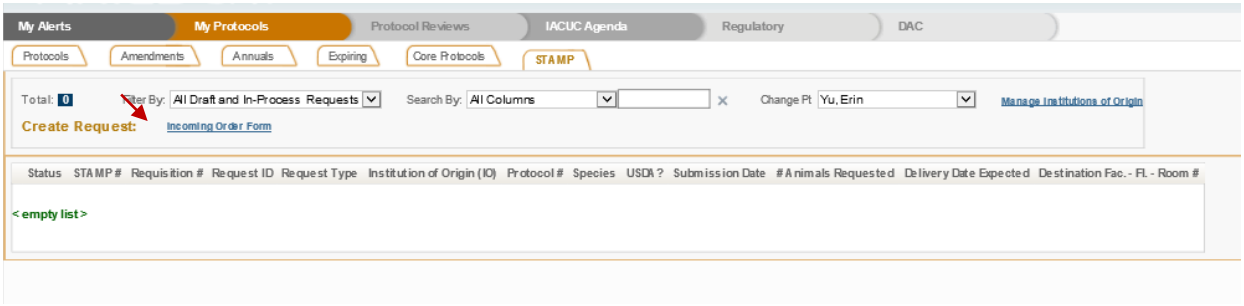
5. Ensure the correct Veterinarian, Shipping Coordinator Contact, PI and PI lab contacted are listed. If a contact is not listed, select “Add Institution Contact”. Then “Save IO” to exit the page



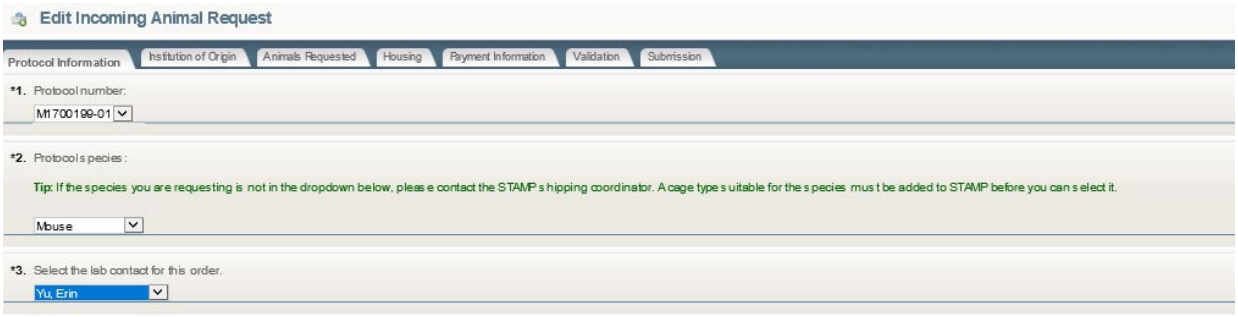
6. Exit “Manage STAMP Institutions of Origin (IO)” page



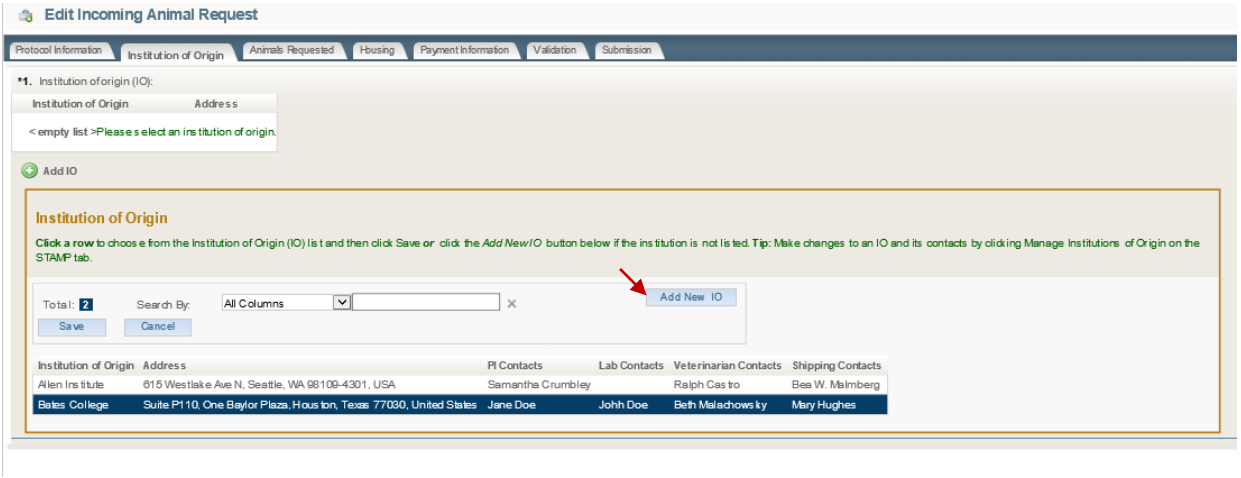
7. Select “Incoming Order Form” to start the incoming shipment request



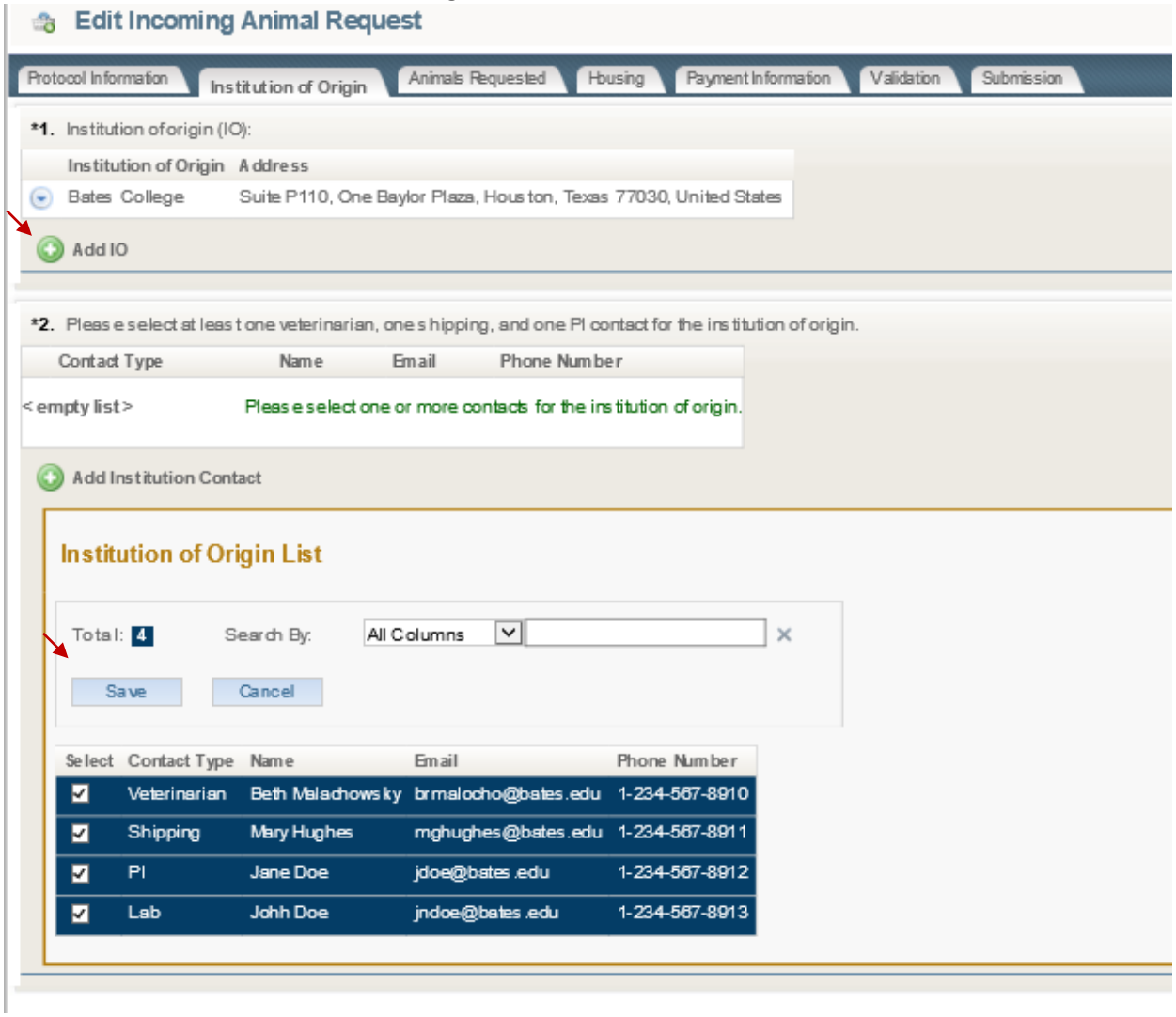
8. On tab one, select Protocol Number, Protocol Species, and Lab Contact for this request from the drop down list provided, then select “Next Tab”



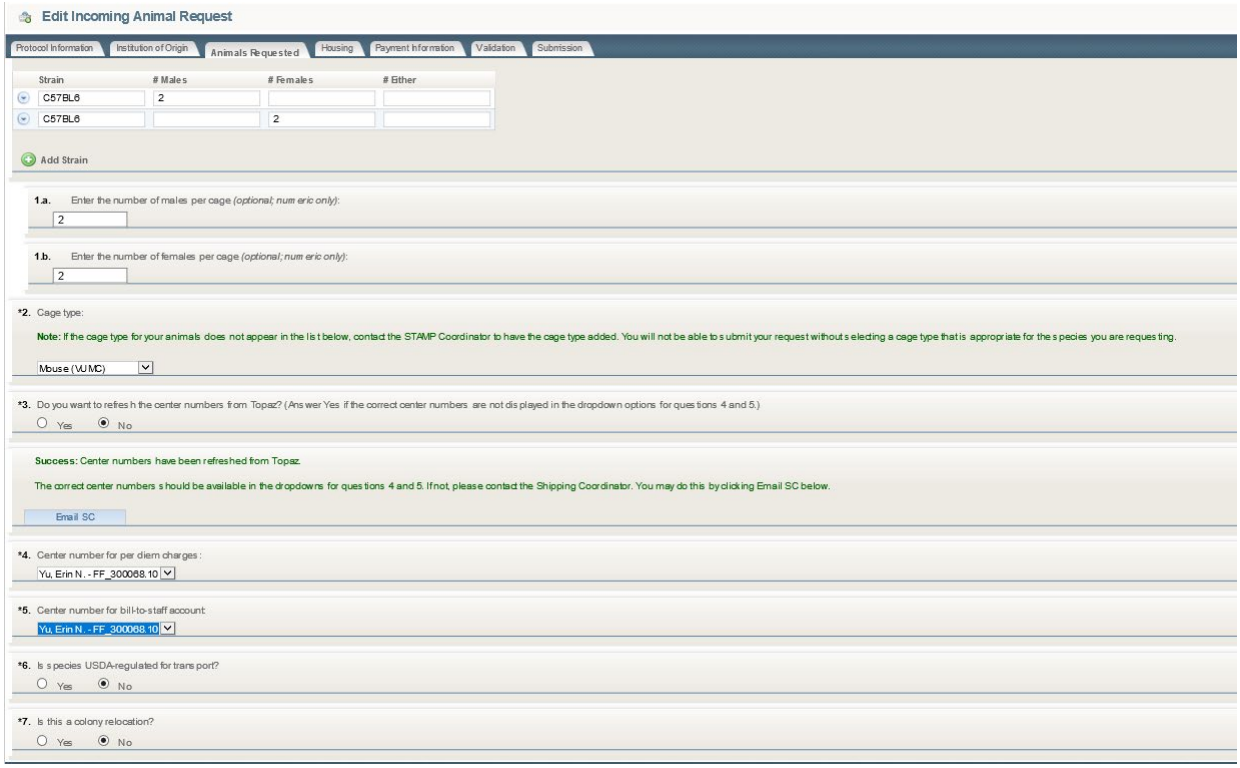
9. Select “Add IO” to choose the institution you wish to receive a shipment from. Click on the IO of your choice and “Save”



10. Select “Add Institution Contact” to add the Veterinarian, Shipping Coordinator Contact, as well as the PI and PI Lab Contact you wish to receive mice from. Check the corresponding boxes next to the contacts needed and Save. Then go to the Next Tab

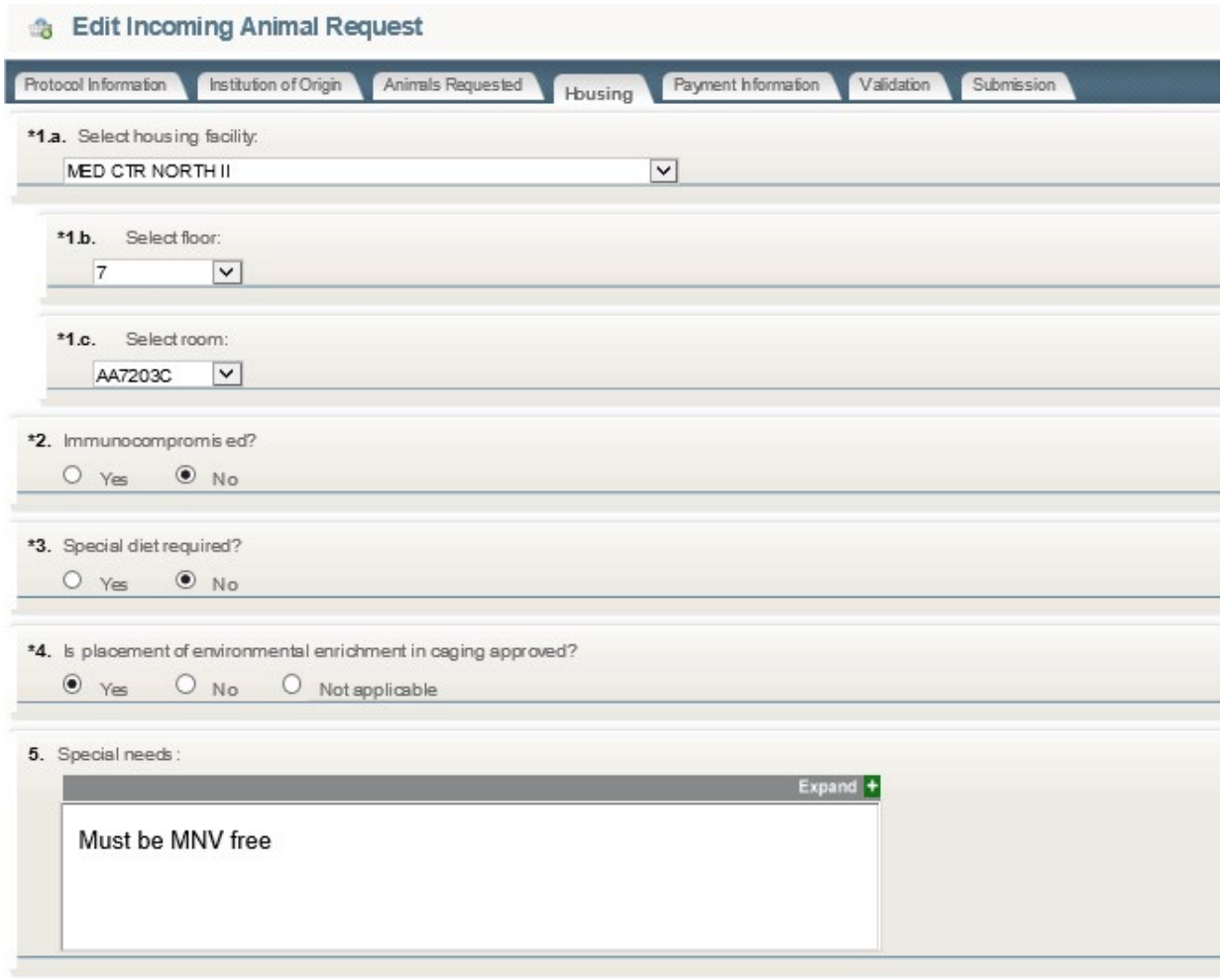


11. Answer each question regarding the Animals Requested for the shipment then select “Next Tab”

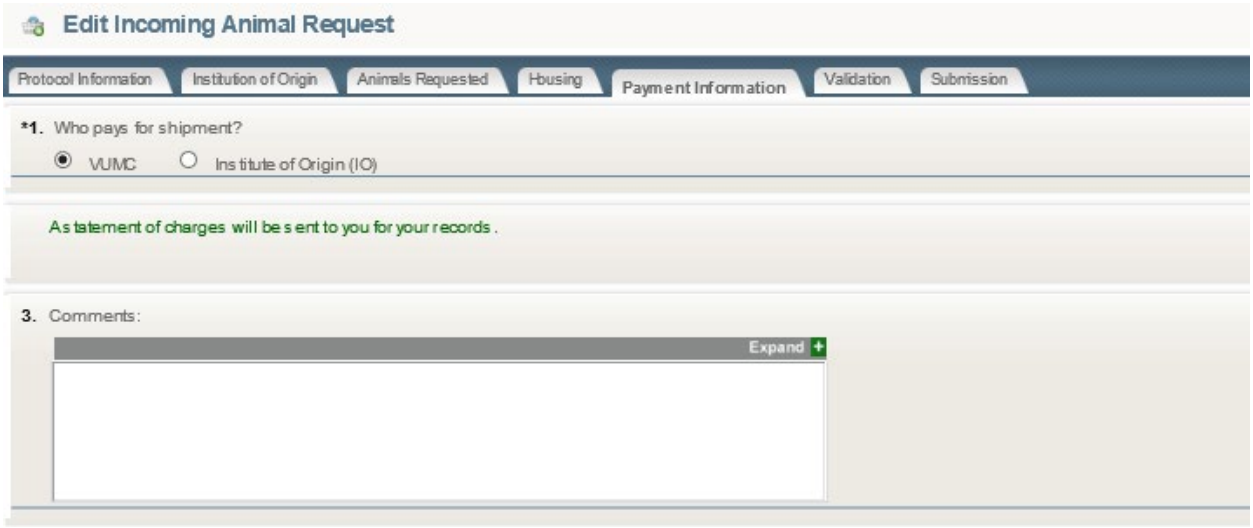


12. Answer each question regarding the housing needs of the shipment. If special needs are requested (special food, water, housing, health status, etc. it should be noted on this page. Once entered, select “Next

Tab”

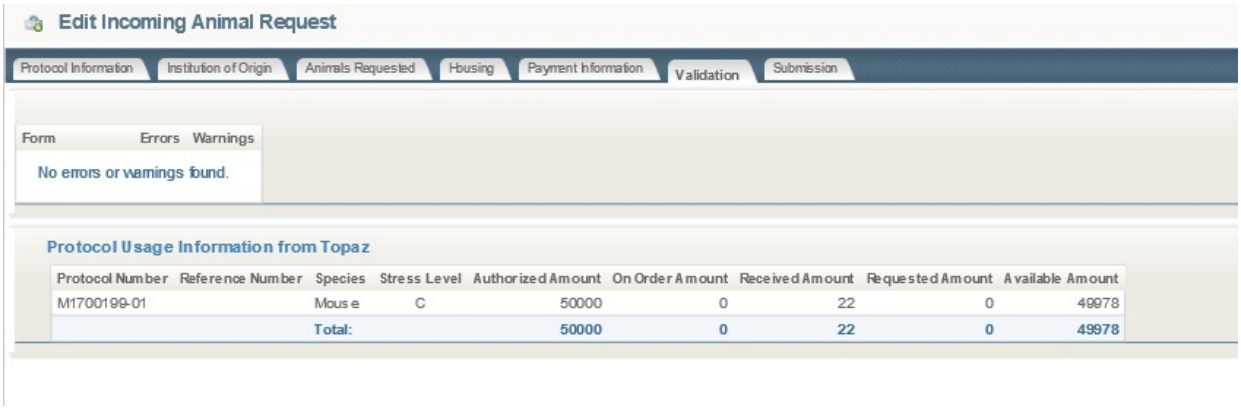

Edit Incoming Animal Request
Protocol Information
Institution of Origin
Animals Requested
Housing
Payment Information
Validation
Submission
*1.a. Select housing facility:
MED CTR NORTH II
*1.b. Select floor:
7
*1.c. Select room:
AA7203C
*2. Immunocompromised?
Yes
No
*3. Special diet required?
Yes
No
*4. Is placement of environmental enrichment in caging approved?
Yes
No
Not applicable
5. Special needs:
Expand
Must be MNV free

13. Choose which Institution is covering the cost of the transport for the shipment. The go to the Next Tab

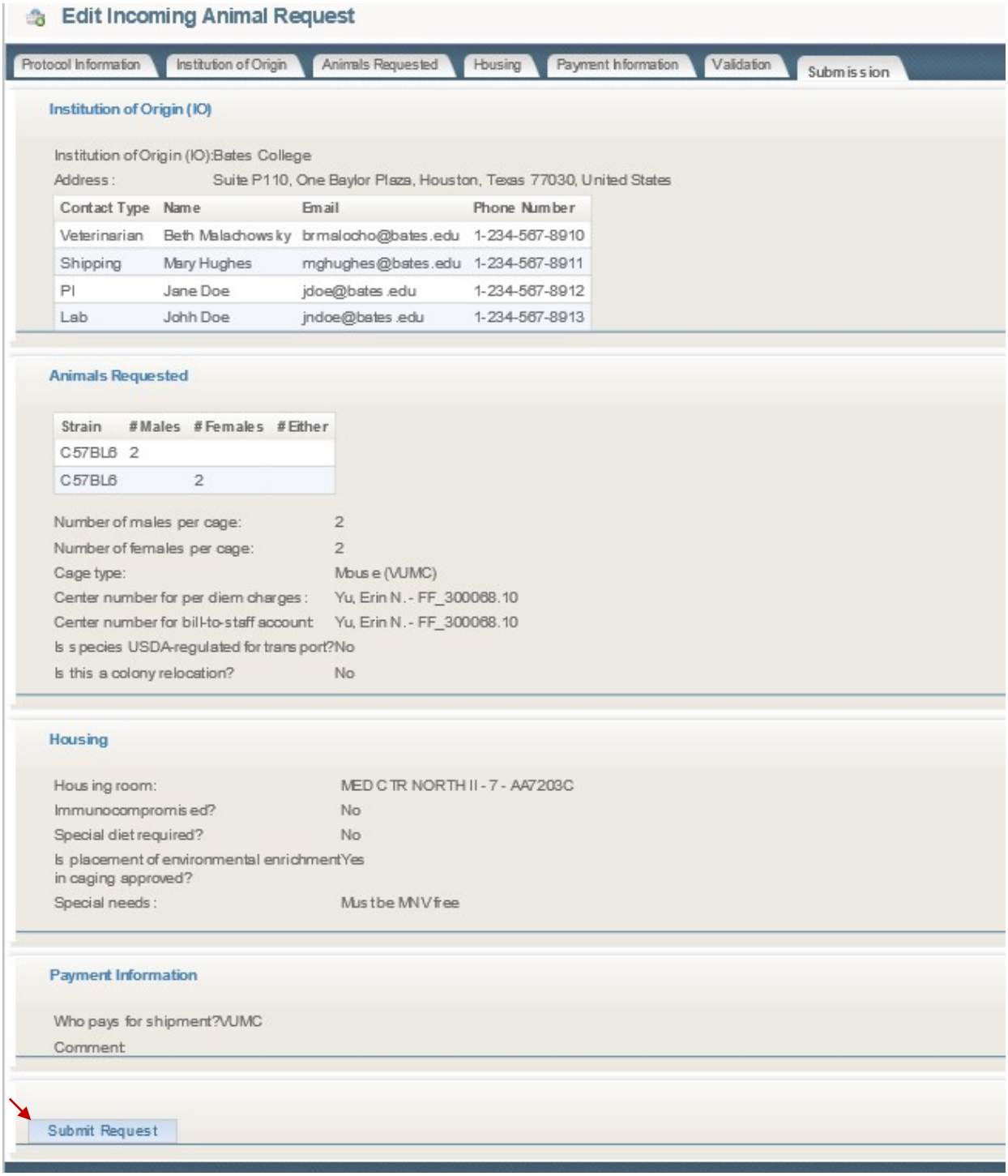


14. The next tab will validate if the shipment request experiences any errors or warnings. If an error appears, go back to the page with the error to enter any missing information. If no errors or warnings, go to the Next Tab.

15. Note, if the protocol does not have the appropriate available number of animals, you will not be able to proceed with the request. Please modify the protocol to increase animal numbers before proceeding with the shipment request



16. Review the final submission form. If all is correct, select “Submit Request” on the bottom of the shipment request



Edit Incoming Animal Request

Protocol Information | Institution of Origin | Animals Requested | Housing | Payment Information | Validation | Submission

Institution of Origin (IO)

Institution of Origin (IO):Bates College
Address: Suite P110, One Baylor Plaza, Houston, Texas 77030, United States

Contact Type	Name	Email	Phone Number
Veterinarian	Beth Malachowsky	brmalocho@bates.edu	1-234-567-8910
Shipping	Mary Hughes	mghughes@bates.edu	1-234-567-8911
PI	Jane Doe	jdoe@bates.edu	1-234-567-8912
Lab	Johh Doe	jndoe@bates.edu	1-234-567-8913

Animals Requested

Strain	# Males	# Females	# Either
C57BL6	2		
C57BL6		2	

Number of males per cage: 2
Number of females per cage: 2
Cage type: Mouse (VUMC)
Center number for per diem charges: Yu, Erin N. - FF_300068.10
Center number for bill-to-staff account: Yu, Erin N. - FF_300068.10
Is species USDA-regulated for transport? No
Is this a colony relocation? No

Housing

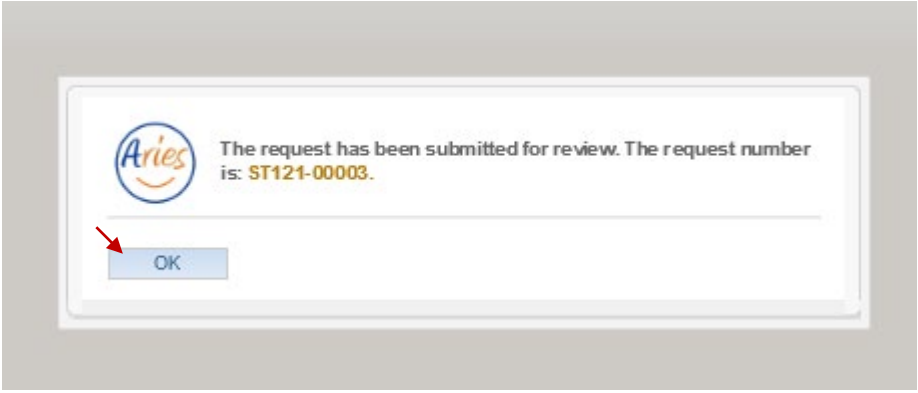
Housing room: MED CTR NORTH II - 7 - AA7203C
Immunocompromised? No
Special diet required? No
Is placement of environmental enrichment in caging approved? Yes
Special needs: Must be MNV free

Payment Information

Who pays for shipment? VUMC
Comment:

Submit Request

17. Once the request is submitted, STAMP will assign the shipment a Request Number. This number should be reference when inquiring to the status of the shipment or with any concerns or questions



18. You will now see the shipment listed as" Pre-Order" on the STAMP request page

Congratulations! You have now submitted your first incoming shipment request in STAMP. We hope to have outgoing shipments submitted similarly in the near future to assist you in all your shipment research needs.