

Order Confirmation

This page displays your Order # and all details, with options to **Print** your confirmation or **Continue Shopping** to begin placing another order. You can also click **My Orders** to track your order(s) at any time – 24 hours a day.

Order Complete
Order # 10058
Order Received: 4/20/2014

Track your order on the [MyOrders](#) page.

Order Contact Information: Critical Reagents Program, Gabriela Ramirez, Email: gabriela.e.ramirez.ctr@mail.mil, Phone: (703) 261-6095

Shipping Information: Service Branch: Critical Reagents Program, Ship To Org: Kim Williams, Email: kim.williams32.ctr@mail.mil, Phone: (301) 619-3156

Shipping Address: Civilian/Other: Critical Reagents Program, 110 Thomas Johnson Drive, Suite 240, Frederick, MD 21702

Catalog ID	Product	Lot Specimen	Quantity	Unit Price	Total Price
AB-BRU-M-MAB1	Anti-Brucella melitensis Mab 1		1	\$720.11	\$720.11

Product Cost: \$720.11

My Orders

Tracking Orders

OSCAR allows you to keep track of your orders. You can see documents and comments added by the repository or fulfilling agency throughout the process.

1. From **My Orders**, click the **Filter order by Status** dropdown menu.
2. Select the **desired Filtering option** and click **Apply Filters**.
3. Once you find your order, click **View Order** to see its details.
4. From the **Order Details** page, you can:

Order # 10118 Req. Auth.: Critical Reagents Program Status: Shipped Date Received: 7/17/2014

Order Information: Ship To Org: 60th Engineer Squadron

Catalog ID	Product	Lot Specimen	Quantity	Shipping Information	Quantity Shipped	Backorder Quantity	Unit Price	Total Price
ANG-ACIN001	Anti-Inhibitor Bivalent Rabbit B1		1				\$776.70	\$776.70

Comments: 1474896: 1474896 antigens

Open documents uploaded by the fulfilling agencies

Read Order Comments

Special Circumstances

Antibodies

When purchasing Antibodies, please add the "Lot/Specimen" information when you add the item(s) to your cart.

Product Details: Catalog ID: AB-AG-BA, Product Description: Af1 Goat anti-R anthracis, Comment: Af1 Purified Poly, Unit Price: \$822.12, Unit of Measure: mg, Product Requirements: mg

Order Details: Quantity: 1, Total Price: \$822.12, Lot/Specimen: [input field]

Antigens / Genomic Materials

When ordering Antigens items, please note that some of them require a permit from the United States Department of Agriculture (USDA).

Product Details: Catalog ID: ANG-BAC108, Product Description: Bacterial anthracis (Anthrax), Comment: Injunctive, Unit Price: \$776.79, Unit of Measure: mg, Product Requirements: USDA Permit Required

Order Confirmation: Alerts: This order includes a product which requires a USDA Permit.

The requirement alert will display throughout the process.

ECL / LFI / PCR

When ordering ECL products, you must specify whether they will be ordered as Coded (by selecting **No** or **Yes**), in the **Order Details** page. **If you click Yes, an Alert will display in the Order Confirmation page.**

Product Details: Catalog ID: ECL-MIN-01T, Product Description: Risk Toxin, Comment: 88.14544444, Unit Price: \$1,024.34, Unit of Measure: g, Product Requirements: Option to order as Coded

Order Confirmation: Alerts: This is a Coded Order.

LFI - Versatile

When ordering a LFI-Versatile product, some may have a minimum quantity of 100 items. You must also select the 8 desired targets for the panel.

Product Details: Catalog ID: LFI-VH-HALVY, Product Description: Versatile Hand Held Panel LFI, Comment: Quantitative, Unit Price: \$86.75, Unit of Measure: SA, Product Requirements: Option to order as Coded

Order Confirmation: Alerts: This order includes products which may be ordered as Coded. Select the appropriate products as Coded.

In addition, you must specify whether they will be ordered as Coded (by selecting **No** or **Yes**), in the **Order Details** page. **If you click Yes, an Alert will display in the Order Confirmation page.**

CRITICAL REAGENTS PROGRAM

Ordering System for CRP Assays and Reagents (OSCAR)

QUICK REFERENCE GUIDE

Version 1.0

What is OSCAR?

OSCAR is the Ordering System for CRP Assays and Reagents. Customers can place orders, track status, and monitor ordering history – 24 hours a day.

The CRP serves as the principal resource of high quality, validated, and standardized biological reference materials, reagents, and assays that meet the technology development and sustainment needs of the Department of Defense and its partners; and supports the biological defense community's mission by facilitating the transition of new technologies and coordinating their advanced development, efficient production and timely distribution.

CRP products include antibodies, antigens, genomic materials, Electrochemiluminescence (ECL) assays, Polymerase Chain Reaction (PCR) assays, Lateral Flow Immunoassays (LFI), and Biological Sampling Kits.

Accessing OSCAR

Access to the JPEO-CBD Knowledge Center is controlled through a registration process. Users have two ways to access the OSCAR site:

- ✓ Access via OSCAR's direct link: <https://pki.jacks.jpeocbd.army.mil/Crp/Default.aspx>
 - ✓ Access via the JACKS website at: <https://jacks.jpeocbd.army.mil>
- From the **Restricted** dropdown menu, select **Critical Reagents Program**, and then select **OSCAR**.

Registration/New Access

To register, and get your account for placing orders, ✓ Fill out the required information and click **Submit**. (After your request is approved, you receive an email with your new account).

HELP

Need help with OSCAR? Contact the CRP directly or the IRC Help Desk:
✓ cbrn.irc@us.army.mil
✓ 1-800-831-4408

OSCAR's Main Page

The screenshot shows the OSCAR main page with several key areas highlighted by red arrows and labels:

- Last Login Information:** Points to the user's name and last login time in the top right corner.
- Navigation Bar:** Points to the 'Overview', 'Catalog', and 'My Orders' tabs.
- Points of Contact:** Points to the 'CRP Contact Information' section, which lists contact details for CRP staff.
- Check Order Status:** Points to the 'Order Status' button, which allows users to check the status of previously placed orders.
- Download the PDF Catalog:** Points to the 'Download the PDF version of the CRP Catalog' link.
- Online Catalog:** Points to the 'Place a New Order' button.

OSCAR's Navigation Bar

The screenshot shows the OSCAR navigation bar, which includes the OSCAR logo, navigation tabs for 'Overview', 'Catalog', and 'My Orders', and a 'Welcome' message for the user.

Overview: Displays the Main Page.

Catalog: Use this Online Catalog to place an order with CRP.

My Orders: Review account information and order status in this area.

OSCAR's Online Catalog Page

The screenshot shows the OSCAR Online Catalog page. Key features include:

- Product Lines:** A set of tabs for 'Antibodies', 'Antigens', 'Genomics', 'PCR', 'ECL', and 'LFI'. The 'Antibodies' tab is selected.
- Commodity Manager:** Information for Will Brooke, including contact details and a 'View Cart' button.
- Product Sub-categories:** A list of product categories such as Bacillus, Botulinum Toxin, Brucella, Burkholderia, Coxiella, Dengue, and Ebola. The 'Brucella' category is highlighted.
- Product Table:** A table listing products with columns for Catalog ID, Product, Comment, U/M, and Price. Each row includes an 'Add to Cart' button.

Placing an Order

To place an order with CRP, perform the following steps:

1. Click **Catalog** from the **Navigation Bar**; or, Click the **Place a New Order** button from



the Main Page. The **Critical Reagents Program (CRP) Online Catalog** page displays.

2. Click the desired **Product Line** option.

The screenshot shows the CRP Online Catalog page. A red box highlights the 'Antibodies' tab in the product line selection area.

3. Click the desired **Product Sub-category**.

The screenshot shows the product selection page. A red box highlights the 'Brucella' sub-category in the left-hand menu. Another red box highlights the '+ Add to Cart' button for the first product, 'Anti-Brucella melitensis Mab 1'.

4. When you find your product, click the **Add to Cart** button next to it. The **Add to Cart** window displays.

5. Type the desired quantities.

6. Click **Cancel**, if you selected the wrong item; or, Click **Add and Continue Shopping** to return to the catalog and add more items (repeat steps 2-5); or,

- Click **Add and Checkout**, to finalize your order.

The screenshot shows the 'Add to Cart' window. It displays product details for 'Anti-Brucella melitensis Mab 1' and includes a 'Quantity' input field and a 'Total Price' of \$720.11. Buttons for 'Cancel', '+ Add and Continue Shopping', and 'Add and Checkout' are visible at the bottom.

The **View Cart** page displays.

The screenshot shows the 'View Cart' page. A table lists the items in the cart, including 'Anti-Brucella melitensis Mab 1'. A red box highlights the 'Edit' and 'Remove' buttons for the first item. Below the table are buttons for 'Continue Shopping' and 'Checkout'.

7. Review the items in your cart.

- Click **Edit** to modify the item and update the cart; or,
- Click **Remove** to delete the items from the order.

8. Click **Continue Shopping**, to return to the catalog and add more items; or, click **Checkout**. The **Order Details** page displays.

Order Details

The **Order POC** information comes from your Login information. To complete the order, perform the following steps:

The screenshot shows the 'Order Details' page. It includes sections for 'Order POC' (Ship to Organization, Order POC, E-mail, Phone) and 'Shipping Address' (Ship to POC, E-mail, Phone). There are radio buttons for 'Organization Address on file' and 'Custom Shipping Address'. The 'Custom Shipping Address' section includes fields for 'Address Line 1', 'Address Line 2', 'City', 'STATE', and 'Zip'.

1. Keep the default address (based on user's account profile) or click the **Custom Shipping Address** radio button and type a new address.
2. In the **Payment Method** area, select desired **Funding Type** from the dropdown menu. The option will either be:
 - **MIPR:** For payment by MIPR, click the **Select the MIPR** button to upload a PDF copy of your DD-448.
 - **Debit Sheet:** These orders will be reviewed by commodity managers.

The screenshot shows the 'Payment Method' section. It includes a 'Product Cost' of \$720.11 and a 'Funding Type' dropdown menu. The 'Debit Sheet' option is selected, and a red box highlights the 'Debit Sheet' button. Below this is an 'Alerts' section and a 'Comments' section for providing additional information.

Note: If there are any **Alerts** for your order, they will be displayed in the **Alerts** area. For more information about alerts, see the "**Special Circumstances**" section.

3. In the **Comments** area, type any special instructions or additional information you want the Commodity Manager(s) to know.

Note: If there is any missing or incomplete information, *it will appear in red and must be resolved before your order can be submitted.*

4. Click **Back** if you need to add/edit/remove items from your cart before proceeding with the checkout; or, Click **Continue Checkout** to submit the order. The **Order Summary** page displays.
5. Review your order one last time to make sure everything is correct, and click **Place Order** to officially submit your order. (If you need to make any changes, click **Back** return to previous screens)