## Accessing VUMC eProcurement

The eProcurement system at VUMC is used to place non-medical service and supply orders. Users must first be granted rights to the site by their Decentralized Administrator before proceeding. The system is accessible when on VUMC's network, VUMC VMWare VDI instances, or via the VPN. This document will cover accessing via the VUMC VMWare VDI environment.

## eProcurement Training

The VUMC Learning Exchange has a detailed curriculum on the application and process. The curriculum also includes useful tips and shortcuts. It can be accessed at :

https://learningexchange.vumc.org/#/curricula/faef0a1c-2194-4f4d-89ff-518dad89bdec

## Accessing via the VUMC VMWare VDI environment

- 1. Go to the following URL in a web browser: <u>https://virtual.vumc.org</u>
- 2. Click on the "VMWare Horizon HTML Access" link.

(Note to skip this step in the future, click the radio button titled "Check here to skip this screen and always use HTML Access")

VMware Horizon	×	+									-		×
← → C 🌘	virtual.vumc.org			0	0,3	4	0	٥	-	R	se	*	3
	-	Ĩ							A DESCRIPTION OF				
		VM	ware H	lori	zor	n							
	You can using t	onnect to he VMwa are Horiz	o your des ire Horizor brows n Client o and feat	ktop n Clie er. offers ures.	and a nt or bette	applic throu er per	catior ugh th	is by ne ance					
	2	$\downarrow$		/	-	4							
	Install Horizo	VMware n Client				ware FML /	Horiz Acces are to ski	ZON SS Ip this HTML					
	To see the For	full list of help with	VMware I VMware I	lorizo Torizo	en Clie on, cli	ents, ick h	click ere	here					

3. Enter your VUMC ID and ePassword

VMware Horizon	ŝ
Username	
Password VANDERBILT ~	
Login	
Cancel	

4. Click on the "eStar"



5. From the desktop click on the VUMC Web Resources



6. Under the Links header, in the search box, type eprocurement In the Links search results, Click on eProcurement

VUMC Web Application Re	sources
Links	
eprocurement	×
Links	
Name	Description
eProcurement	Site for purchasing non-medical supplies and equipment. Also needed at VWCH

· - 9-

Л Version: 2.0.38

7. At the following prompt enter VUMC ID/password.

VANDERBILT 🦉 UNIVERSITY							
MEDICAL CENTER							
Sign On							
Please sign on and we'll send you right along.							
VUMC ID							
Password							
I am committed to keeping VUMC patient and confidential information secure							
<ul> <li>Logoff and lockup computer, phone, and tablet when away.</li> </ul>							
<ul> <li>Forward any suspicious phishing emails to: phishing@vumc.org.</li> </ul>							
<ul> <li>Work with confidential data where others cannot see your screen.</li> </ul>							
Questions? Email: Holpdesk@vumc.org or call 34-3HELP VUMC Policies:Vanderbilt.Policytech.com							
Ping Cancel Sign On							

8. After successful authentication, the following screen will appear.

Vanderbilt	University							
		Worklist	Requisition	Shop eCatalogs	Reports	Profile	Help	Logou
Ude Search)         Show Last 10 Orders         Supplier Name         Containal         (from Fa)         (from fa)	Worklist You do net have any Worklat items.							