VUMC Software Store Approver's Guide

Vanderbilt Medical Center eProcurement Approvers are eligible to approve orders in the VUMC Software Store.

If you are an eProcurement Approver, and you wish to approve orders in the Software Store, ask the employees in your area to forward their order confirmation emails to you.

Each confirmation includes an order number. Use the order number to look up the order in the Software Store.

Follow these steps to approve a Software Store order.

1. Copy the text between the asterisks into your browser:
   https://www.vumc.org/it/vumc-software-store

2. Click *VUMC Software Store - Login now*

3. Login with your VUMC ID and password

4. Click **Administration** in the **Hello** drop-down menu at the top right corner of the screen.

5. Click **Orders** in the menu along the left side of the screen.

6. Enter the order number in the **Order Number** text box and click **Search**.

7. Click the **Order Number** link in the **Search Results**.

8. Click **Approve** to approve the order.

9. Select **Order Approved** from the Standard Reason drop-down menu.

10. Optionally, enter text in the **Additional Details** box. This text is viewable by the end-user.

11. Optionally, enter text in the **Notes** box. This text is only for administrative use, and the end-user cannot see this text.

If you have questions, contact software.store@vumc.org, or call 615-875-7990.