

VUMC Software Store Ordering Guide

The VUMC Software Store accepts two payment methods – cost center and credit card.

- Products that appear in the Software Store under the **Departments** tab use the cost center payment method.
- Products that appear in the Software Store under the **Faculty/Staff** tab use the credit card payment method.

Use the steps below to place an order under the **Departments** tab. You can use the same general process for placing orders by credit card.

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 **Departments**
5. Filter the product list by clicking one or more sub-tabs. For example, to order an Adobe subscription, click **Adobe** and then **Subscription** to view the list of Adobe subscription products.
6. Alternatively, you can search for a specific product by using the **Product Search** box at the top of the screen. Be aware that the product search feature is not tab specific. For example, if you search for SPSS, you will find the SPSS products that appear under the **Departments** and **Faculty/Staff** tabs.
7. Click on the product you wish to buy.
8. Select the platform (Windows, Mac, Linux, etc.) from the **Choose a platform** drop-down menu. Some products may not feature this menu.
9. Click **Add to Cart** to place the product in your shopping cart.
10. Click **Back to Shopping** if you wish to continue shopping.
11. Repeat steps 4 – 10 to complete your shopping.
12. Click the shopping cart in the upper right corner of the screen to view the contents of your cart.
13. Select the recipient for the order.

- a. Click **I am placing this order for myself** if you are placing the order for yourself. The download will go into your Software Store account.
 - b. Click **I am placing the order on behalf of** if you are placing a proxy order on behalf of another person. Enter the VUMC ID of the end user in the **Username** box. The download will go into the Software Store account of the end user. Note that you can specify more than one VUMC ID in the Username box if you wish to place a bulk order for multiple users.
14. Specify the order quantity. If you are placing a proxy order for multiple people, specify **one** as the order quantity. The store will multiply the order quantity by the number of users in your user list.
 15. Click the green **Check Out** button when you are ready to check out.
 16. Review the Licensing Terms and click **Accept**.
 17. If prompted, answer any questions for the order you are placing.
 18. Click **Next**.
 19. If prompted, enter your name and address. The Software Store uses this information for billing if you are paying with a credit card. We ignore the information if you are paying with a cost center.
 20. Enter your cost center as a ten-digit number without dashes or spaces in the **Account Number** box.
 21. Click **Continue** to complete your order.

The Software Store will send you an **Order Placed Requiring Approval** email. The email will contain a summary of your order and your order number. Forward the email to the budget officer for your department and ask this person to approve the expense. If you do not know the name the Approver for your cost center, contact software.store@vumc.org, or call 615-875-7990.

The Software Store will send you an order receipt by email after your Budget Officer approves the order. You may download your order, if your order includes a download, after you receive the order receipt.

See the **VUMC Software Store Downloading Guide** on our website for the steps you can use to download your order.

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