

VUMC Software Store Ordering Guide

The VUMC Software Store accepts two payment methods – Workday work tag and credit card.

- Products that appear in the Software Store under the **Departments** tab use the Work Tag 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 highlighted text into your browser: <https://www.vumc.org/it/softwarestore>.
2. Click **VUMC Software Store - Login now**.
3. Login with your VUMC email 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 (e.g., Windows or Mac) from the *Choose a platform* drop-down menu. A product may not display 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: 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 (i.e., if you chose 13b above and entered more than one VUMC ID), specify **one** as the order quantity. The store will multiply the order quantity by the number of IDs in your user list.
15. Click the **Check Out** button when you are ready to check out.
16. Review the Licensing Terms, if applicable, and click **Accept**.
17. If prompted, answer any questions for the order you are placing. For example, the system may ask you to enter the email addresses of the end users. If this happens, enter the email addresses that correspond with the IDs you entered in step 13b. The number of email addresses must equal the number of IDs.
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 Workday work tag.
20. Enter your Workday work tag in the **Account Number** box.
21. Click **Continue** to complete your order.
22. 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 Cost Center or Grant Manager for the work tag and ask this person to approve the expense. If you do not know the name the approver for your work tag, contact your department's finance team.

The Software Store will send you an order receipt by email after the Cost Center Manager or Grant Manager approves the order.

See the **VUMC Software Store Downloading Guide** on our website for the steps you can use to download your order. Note that a not have a download.

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

Notes about work tags:

When you place an order under the Departments tab through the Software Store, use the information below to enter the appropriate Workday work tag as your payment method.

Non-Credit Card Funding Source	What to enter in the Software Store
Grant	Grant Work Tag
Gift	Gift Work Tag
Project	Project Work Tag
Program	Program Work Tag
Not a Grant, Gift, Project, or Program	Cost Center Work Tag

If you need to tag a work tag with an Assignee ID for a Software Store transaction, enter the Assignee ID when prompted during the ordering process.

If you have a legacy cost center and need to know the Workday work tag that it maps to, use the [Cost Center Translator](#) to find the mapping.

If you do not know the work tag you should use, contact your department's finance team. They can also provide the name of the Cost Center Manager or Grant Manager who can approve your Software Store order.