FAQs for VU Department Administrators

How do I add or delete a VU Billing Number?

VU users are considered external users of the VUMC core services. VU Labs will use the PO payment method when requesting services or reservations from a VUMC core.

- VU users are instructed to use their full CoA/POET numbers.
  - CoA Numbers should include periods.
    - Example: 110.05.11000.5411.000.000.000.0
  - POET numbers the POET number followed by a period and the task number.
    - Example: GC_604513.10
    - Note: Not all POET number will begin with letters.

To activate or delete VU billing numbers, users should complete a webform on the Office of Research website.
- VU Department Administrators, PIs, Lab Managers, or Lab Members can submit the webform.
- All webforms submitted are reviewed by VU Finance to ensure the billing number provided is valid.

Web form: Request a VU Billing Number Update for use in VUMC Core Groups (iLab & VUMC C.O.R.E.S.)
- Please allow 24-72 hours for processing.

How do I gain access to use a VU Billing Number in iLab?

When the VU billing number is added to iLab, all members of the VU Lab Group will have access to use the number in iLab when requesting VUMC core services.

However, if a new member is added to the VU Lab group after the number has been added to the system, the VUMC Office of Research will need to update the access.
- To request access, email the VUMC Core Support team at VUMCcores@vumc.org. Provide the following:
  - Name of the User
  - Name of the VU Lab Group (i.e. the PI’s name)
  - The VU Billing Number