FAQs for VU Users
(VU PIs, Lab Managers, & Lab Members)

Activating, Deleting, & Editing VU Billing Numbers

VU Labs will use the PO payment method when requesting services or reservations.

- POs are used to create valid billing numbers for VU customers within the VUMC cores in iLab.

- VU users are instructed to use their full CoA/ POET numbers.
  - CoA Numbers should include periods.
    - Example: 110.05.11000.5411.000.000.0.0
  - 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 manage 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.

Web form: Request a VU Billing Number Update for use in VUMC Core Groups (iLab & VUMC C.O.R.E.S.)

- URL: https://www.vumc.org/oor/vu-billing-number-change-use-vumc-core-groups-ilab-vumc-cores
- Please allow 24-72 hours for processing.