

## Accessing VUMC eProcurement

The eProcurement system at VUMC is used to place non-medical service and supply orders. Users must first be granted rights to the site by their Decentralized Administrator before proceeding. The system is accessible when on VUMC's network, VUMC VMWare VDI instances, or via the VPN. This document will cover accessing via the VUMC VMWare VDI environment.

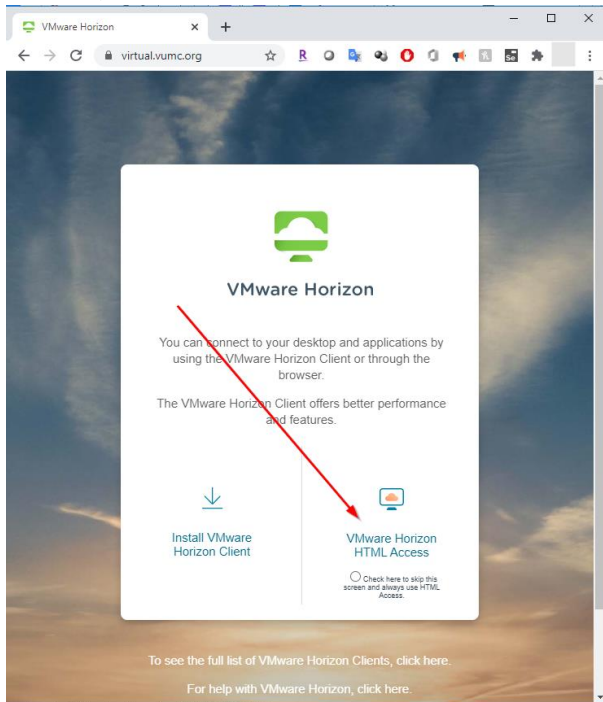
### eProcurement Training

The VUMC Learning Exchange has a detailed curriculum on the application and process. The curriculum also includes useful tips and shortcuts. It can be accessed at :

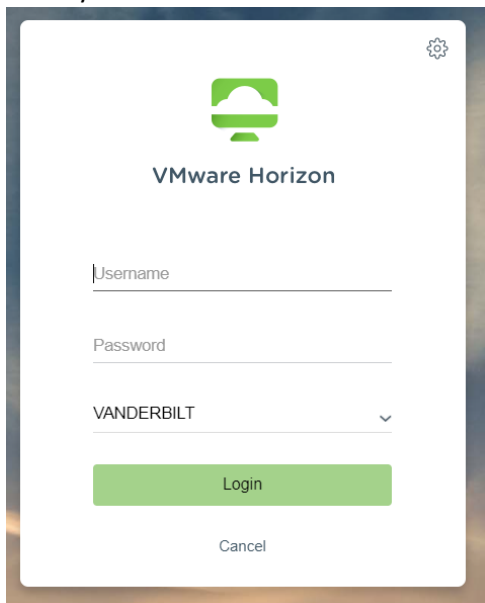
<https://learningexchange.vumc.org/#/curricula/faef0a1c-2194-4f4d-89ff-518dad89bdec>

### Accessing via the VUMC VMWare VDI environment

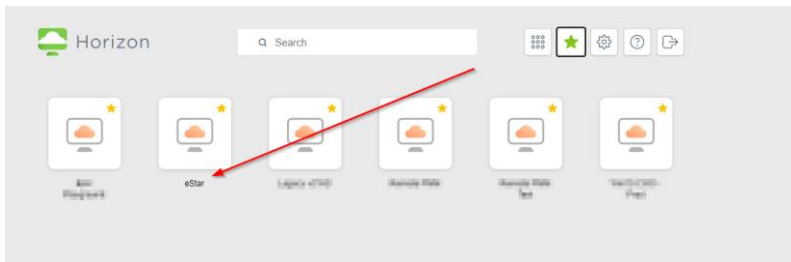
1. Go to the following URL in a web browser: <https://virtual.vumc.org>
2. Click on the "VMWare Horizon HTML Access" link.  
(Note to skip this step in the future, click the radio button titled "Check here to skip this screen and always use HTML Access")



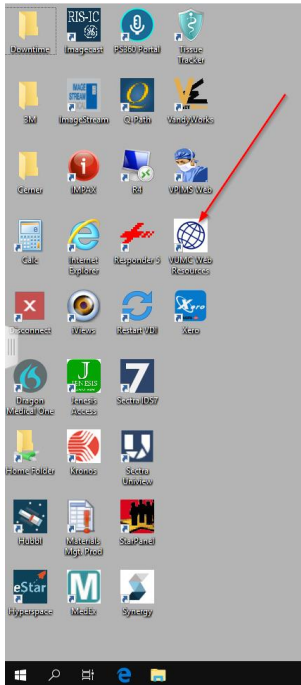
3. Enter your VUMC ID and ePassword



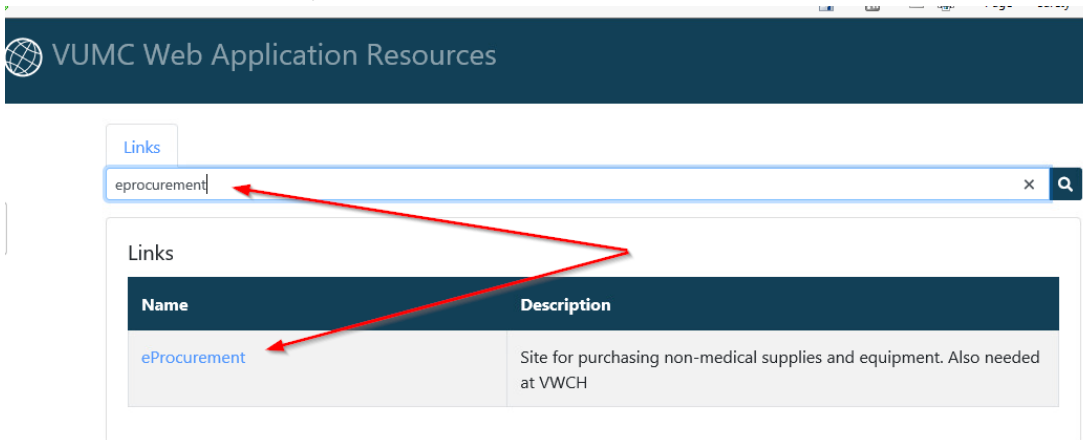
4. Click on the “eStar”



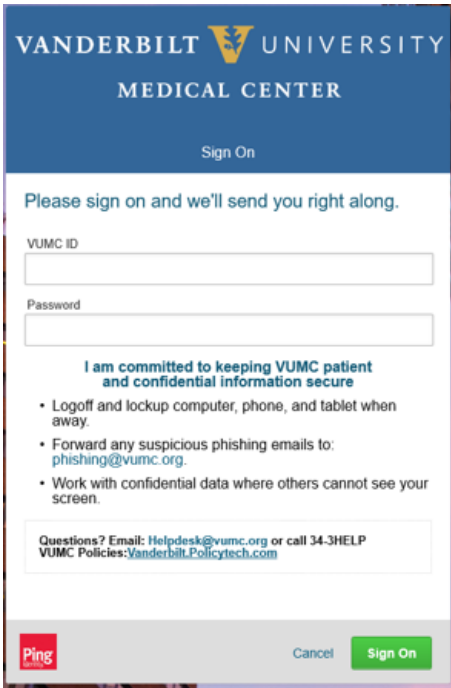
5. From the desktop click on the VUMC Web Resources



6. Under the Links header, in the search box, type eprocurement  
In the Links search results, Click on eProcurement



7. At the following prompt enter VUMC ID/password.



VANDERBILT UNIVERSITY  
MEDICAL CENTER

Sign On

Please sign on and we'll send you right along.


VUMC ID

Password

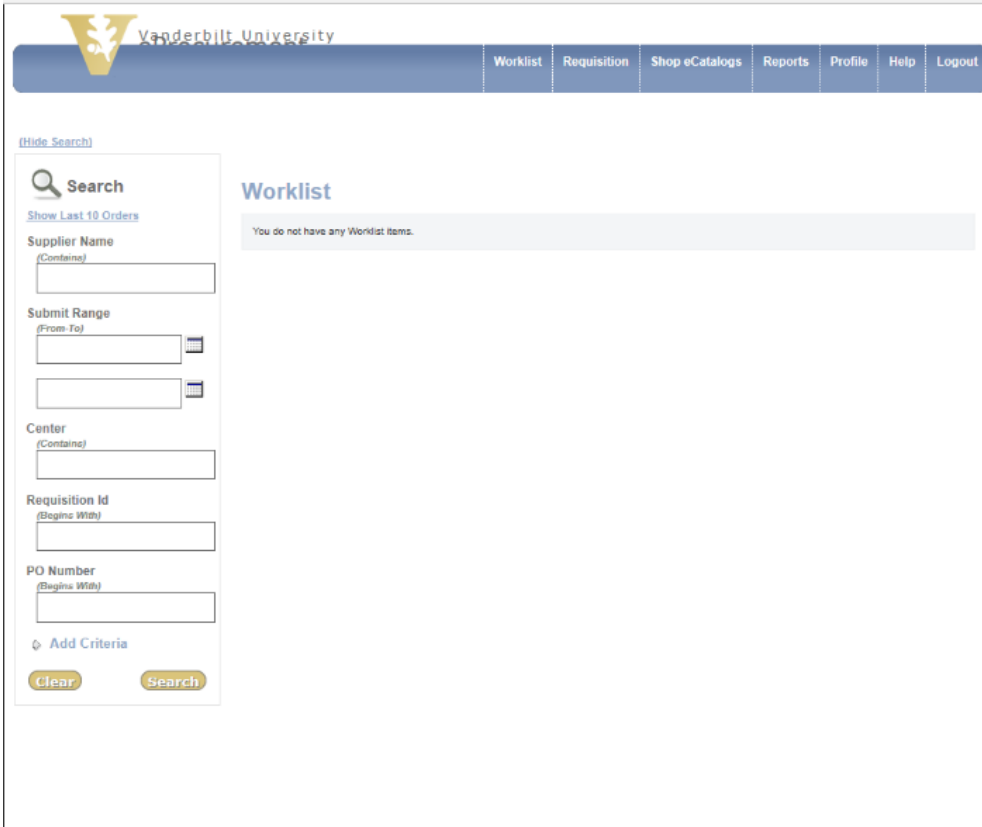
**I am committed to keeping VUMC patient and confidential information secure**

- Logoff and lockup computer, phone, and tablet when away.
- Forward any suspicious phishing emails to: [phishing@vumc.org](mailto:phishing@vumc.org).
- Work with confidential data where others cannot see your screen.

Questions? Email: [Helpdesk@vumc.org](mailto:Helpdesk@vumc.org) or call 34-3HELP  
VUMC Policies: [Vanderbilt.Policytech.com](http://Vanderbilt.Policytech.com)




8. After successful authentication, the following screen will appear.



Vanderbilt University

Worklist Requisition Shop eCatalogs Reports Profile Help Logout

(Hide Search)

 Search

[Show Last 10 Orders](#)

Supplier Name  
(Contains)

Submit Range  
(From-To)

Center  
(Contains)

Requisition Id  
(Begins With)

PO Number  
(Begins With)

[Add Criteria](#)

### Worklist

You do not have any Worklist items.