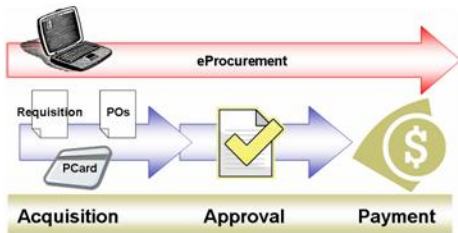




New eProcurement Release

Purchase at eSpeed



Overview

eProcurement is Vanderbilt's purchasing system that allows you to create and submit requisitions online. Based on the center number(s) used and dollar amount on the requisition, eProcurement assigns the requisition to the appropriate person for approval and ultimately transmits the purchase order to the vendor.

This new release of eProcurement gives you more linked vendor catalogs and allows you to *configure* your orders for items requiring customization like PCs or DNA sequences.

Online Help

The eProcurement Resources page contains a User Guide for further assistance: <http://www.vanderbilt.edu/fis/Documents/eProc/eProcUserGuide.pdf>

Key Features

- Enhanced functionality allowing for customizable, or *configurable*, orders
- More linked vendor catalogs

Benefits to You

- Ability to order customized products directly from the supplier's web catalog using eProcurement
- Faster, more convenient access to goods and services with each purchase
- Automatic Vanderbilt-negotiated discounts on more purchases to save you money

Training

Online training is posted at <http://www.vanderbilt.edu/procurement/eprocurement/resources.shtml>.

To enroll in optional instructor-led training, use the following link: http://finweb.mc.vanderbilt.edu/AppScripts/trainingcourses/CourseDetail.asp?fldCourse_ID=169.

To Request Access or Ask Questions

Access Information is posted at <http://www.vanderbilt.edu/procurement/eprocurement/access1.shtml>.

Questions? Email us at eProcurement_Questions@list.Vanderbilt.edu.