Ordering & Payment Process

Vanderbilt or VUMC Department Contact any approved internal campus suppliers for preliminary quote(s)

(2)
Choose an approved internal campus supplier to produce the order

(3) Submit the Merchandise Order Request (MOR) form (9) Submit requisition in Oracle (VU) or MyWorkday (VUMC) & attach final quote

(12) Receive & accept merchandise

Approved Internal Campus Supplier (awarded supplier)

Provide final quote to department with the MOR number included (6) Submit artwork to department Forward artwork to artapproval@vanderbi It.edu via the MOR email for approval & reference MOR

(11)
Fulfill purchase
order & ship
merchandise to
department

(13) Send invoice to invoices@vanderiblt. edu referencing PO and MOR

Office of Brand Engagement & Governance (OBEG)

(4) Review the MOR & reply to department & approved supplier (8) Review artwork & reply to internal campus supplier

Purchasing

(10) Review requisition and send Purchase Order (PO) to supplier

Disbursement (1 Services

Enter invoice for payment

(15)
Send electronic
payment to internal
campus supplier

* <u>DO NOT</u> produce or deliver any products until a purchase order is received.

