NOW, CHECKING OUT IS AS EASY AS 1-2-3

Hold the barcode about 4-6 inches from the scanner where the red lines from the scanner cross the barcode.

1. **Scan your Center Number Card** (after selecting your item(s)). The system will display the Center Number and PI Name.

2. **Scan your Item(s)**. As you scan each item, the system will display the description and price.

3. **Touch the ‘Submit’ button**. This is the last step after you have scanned all of your items. The system will notify you that order is complete.

Note: The system will automatically e-mail a receipt to the lab manager. The system will also generate a monthly invoice containing all orders for the month. The lab manager can then review and approve or reject the monthly invoice on-line.

Note: The only store using the center number card at the present time is the Diabetes Center Supplies Stores. All other cores using the Core Facilities Usage and Invoicing System will continue using the system in the original format.

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INTRODUCING THE NEW SELF-SERVICE CHECKOUT

No more writing! Why waste time finding the right page in the book, finding the item number on the item and writing down all of the information when all you have to do is scan it?

Here is how it works:

1. Each PI or Lab Manager will receive one Center Number Card for each of his or her grants. This laminated business card will contain the PI’s name, center number, short description and a barcode.

2. The PI or designee will take the appropriate Center Number Card to the Self-Service Checkout Terminal in the lab along with the desired item(s).

3. The customer will then scan the Center Number Card and each item.

4. After the customer submits the order, the system will e-mail a receipt to the lab manager. The system will also send an electronic monthly invoice, as part of the Core Facilities Usage and Invoicing System.

BENEFITS
Quick, Easy to Use, Accurate!
No more writing items in a book
No more guessing about the catalog number on the item
No more guessing which center number to charge against
The Supplies Stores Manager no longer has to read and enter each transaction.
The current Core Facilities Usage and Invoicing System will be used for the monthly invoicing.

With this new system in place, the Supplies Stores Manager will no longer have to spend 4-5 days each month manually entering and processing invoices.

CORE FACILITIES USAGE AND INVOICING SYSTEM
This new system is the third phase of the Core Facilities Usage and Invoicing System. Look for new phases in the future as the Office of Research strives to continually improve systems to better serve you in research endeavors.

FREQUENTLY ASKED QUESTIONS

How do I get a Center Number Card?
The Supplies Stores, with assistance from the Office of Research, will issue a card to the PI or Lab Manager. If you lose the card, you can request a new one.

Can I still make a purchase without the Center Number Card?
Just as you cannot make a purchase in a retail store without some form of payment, you cannot make a purchase in the Supplies Store without a Center Number Card.

What if I need to split a purchase between two Center Numbers?
The purchase will be made on one Center Number and the lab manager will need to make a journal entry to accommodate this type of transaction.

What if the item I want does not have a barcode on it?
Some items are too small for a barcode. Look for a Pull Ticket (a small card) near the item that contains the barcode as well as the item description.

For More Information
Call 322-0230