

VA TMS Product Order Instructions

May 2011

Log onto VA TMS at www.tms.va.gov.

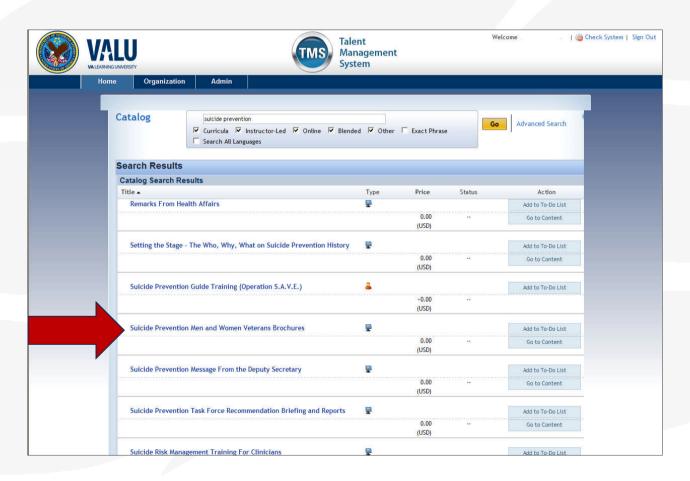


Use the Catalog serach box to find the product. You can search using title keywords or by the F re-order number.

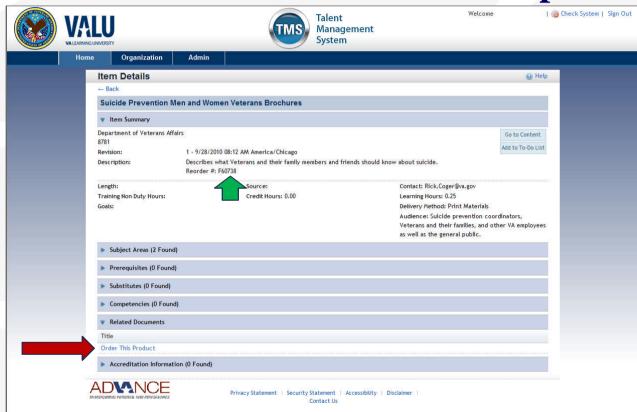


See slide 5 for instruction on how to locate the F re-order number.

Click on the result of the item. You may need to go through multiple pages of results to find your specific product.



Click the triangle next to Related Documents. Then click the Order This Product option.



Note that the F re-order number is found at the end of the item description (see green arrow).

Fill out the form that appears, and submit it.

| Ve | Veterans Health Administration Employee Education System | | | Search | | |
|----------------------------|--|-------------------------|------|--------|-------------------|--|
| Home Products and Services | Training Conferences | Peoplefinder | News | Media | Resources | Web Links About Us |
| Training Accreditation CDN | Product Order Form Fields with the * symbol are re order form will be returned and | · equired for proces | | | ld is missing, th | |
| HPDM Crosswalk | *Requestor: Individual requesting the product *Requesting the product | | | | | |
| Mandatory Training | *Requestor's e-mail address: Requestor's e-mail address-this must VA e-mail address. | be a | | | | address in order to be processed. |
| SimLEARN | Recipient: Individual receiving the product, if | | | | | Orders are shipped within 3 – 5 business days unless otherwise |
| ТЕМРО | different from the requestor | | | | | specified in special instructions. |
| VA Learning Catalog | Recipient's e-mail address: Recipient's e-mail address, if different from the requestor-this, also, must be | t a | | | | |
| VA LMS | VA e-mail address. | | | | | |
| VISTA University | *Phone number: Recipient's phone number | | | | | |
| Product Order Form | *Shipping address: Recipient's shipping address; include room or suite #, if applicable | | | | | × |
| | *Mail routing code: Recipient's mail routing code *VISN: Recipient's VISN (or other, if not applicable) | VISN1 💌 | | | | |
| | *CBOC or facility: Recipient's facility or CBOC | | | | | |
| | *Product re-order number: Product re-order # is located at the billion of the description in the LMS entry ar will begin with F (e.g., F62091) | oftom ad | | | | |
| | *Product name: Name of the product being ordered | | | | | |
| | *Quantity: Please order in quantities of each | | | | | |
| | Local Education Contact: Education contact for recipient's facil. | ity | | | | |
| | Where did you hear about this product? Let us know how you heard about the | | | | | |

Hints:

- Don't use symbols when searching in VA TMS.
- Remember that the F re-order numbers always are in the format of F60###. These are the only numbers we can use to place an order for you.
- F re-order numbers are found at the end of the item description in VA TMS.
- All required fields on order form must be completely filled out in order for us to fill your order.
- You can contact the EES Distribution Team (<u>EESDistribution@va.gov</u>) at any time with questions.

Notes:

- With rare exceptions, we place product orders within 24 48 hours.
- Orders ship from the distribution center in 3 5 business days after we receive the orders.
- The order addressee will receive an e-mail from UPS.com when the order has been shipped. This email includes the tracking number.
- There is no cost to the customer for placing these orders.

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