



VA TMS Product Order Instructions

May 2011

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



The screenshot shows a web browser window with the URL <https://www.tms.va.gov/plateau/user/login.jsp>. The page header includes the United States Department of Veterans Affairs logo and a search bar. The main navigation menu contains links for Home, Veteran Services, Business, About VA, Media Room, Locations, and Contact Us. The central section features the VALU (VA Learning University) logo and the TMS (Talent Management System) logo. A login form is present with fields for USER ID (containing 'LASTNAME.FIRSTNAME1234') and PASSWORD (masked with dots), and a SIGN IN button. Below the login form is a navigation bar with links: VA Learning University Home, Inside TMS, Locate Your Local Administrator, Help Desk, Forgot Password, and a Check System button. The main content area has a banner for 'Introducing VA Talent Management System' with the text 'Learning just got faster, easier and friendlier at VA.' and 'YOUR ONE STOP SHOP FOR EDUCATION, LEARNING, AND TRAINING'. To the right of the banner is a link 'Take a tour of the TMS!' and a video player showing a tour of the system. Below the banner are three columns of text: 'Faster...', 'Easier...', and 'Friendlier...', each describing a benefit of the new system. At the bottom right, there is a Security Notice.

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages
Search
Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us

VALU
VA LEARNING UNIVERSITY

TMS
Talent Management System

USER ID: LASTNAME.FIRSTNAME1234
PASSWORD: ●●●●●●
SIGN IN

VA Learning University Home | Inside TMS | Locate Your Local Administrator | Help Desk | Forgot Password | Check System

Introducing VA Talent Management System

Learning just got faster,
easier and friendlier at VA.

YOUR ONE STOP SHOP FOR EDUCATION, LEARNING, AND TRAINING

[Take a tour of the TMS!](#)

Click the video below to take a quick tour of the VA TMS!

Faster...
The new VA TMS makes accessing learning much faster. The system simplifies tasks by reorganizing the user interface in a more intuitive format that is easy to understand, simple to access and quicker to navigate.

Easier...
VA Learning University has a new home with a wealth of information about our exciting initiatives and solutions—visit the [VALU Portal](#).

Friendlier...
Visit our new site, [Inside TMS](#), for further information about the VA Talent Management System.

The VA Talent Management System web site is intended for employees and staff of the Department of Veterans Affairs. Veteran-related information about education, benefits, and other services are available on the [VA Home Page](#).

Security Notice: This U.S. Government computer system is for official use only. The files on this system include Federal records that contain sensitive information. All activities on this system may be monitored to measure...

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

The screenshot displays the VALU Talent Management System interface. At the top, there are logos for VALU (VA Learning University) and TMS (Talent Management System), along with a 'Welcome' message and links for 'Check System' and 'Sign Out'. Below the logos is a navigation bar with 'Home', 'Organization', and 'Admin' tabs. A banner image shows several people in a professional setting. The main content area is divided into several sections: 'To-Do List' on the left, 'Catalog' search box at the top right, 'Easy Links' on the right, and 'Curricula', 'Completed Work', 'Competencies', and 'Communities' at the bottom right. A red arrow points to the 'Catalog' search box, which contains the text 'suicide prevention'. The 'To-Do List' section is divided into 'Due later' and 'No due date' categories, listing various training items with their due dates and availability. The 'Easy Links' section provides quick access to various system features like 'Reports', 'Start a Self Assessment', 'TMS Help Desk', etc. The footer includes the 'ADVANCE' logo and links for 'Privacy Statement', 'Security Statement', 'Accessibility', 'Disclaimer', and 'Contact Us'.

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.

The screenshot shows the VALU Talent Management System interface. At the top, there are logos for VALU (VA Learning University) and TMS (Talent Management System), along with a 'Welcome' message and links for 'Check System' and 'Sign Out'. Below the logos is a navigation bar with 'Home', 'Organization', and 'Admin' tabs. The main content area is titled 'Catalog' and features a search bar with the text 'suicide prevention'. Below the search bar are several filter options: 'Curricula' (checked), 'Instructor-Led' (checked), 'Online' (checked), 'Blended' (checked), 'Other' (checked), and 'Exact Phrase' (unchecked). There is also a 'Search All Languages' checkbox and a 'Go' button. To the right of the search bar is an 'Advanced Search' link. Below the search bar is a 'Search Results' section with a sub-header 'Catalog Search Results'. This section contains a table with the following columns: 'Title', 'Type', 'Price', 'Status', and 'Action'. The table lists several search results, each with a 'Go to Content' button. A large red arrow points to the 'Suicide Prevention Men and Women Veterans Brochures' row.

| Title | Type | Price | Status | Action |
|--|------|-------------|--------|--|
| Remarks From Health Affairs | | 0.00 (USD) | -- | Add to To-Do List Go to Content |
| Setting the Stage - The Who, Why, What on Suicide Prevention History | | 0.00 (USD) | -- | Add to To-Do List Go to Content |
| Suicide Prevention Guide Training (Operation S.A.V.E.) | | -0.00 (USD) | -- | Add to To-Do List |
| Suicide Prevention Men and Women Veterans Brochures | | 0.00 (USD) | -- | Add to To-Do List Go to Content |
| Suicide Prevention Message From the Deputy Secretary | | 0.00 (USD) | -- | Add to To-Do List Go to Content |
| Suicide Prevention Task Force Recommendation Briefing and Reports | | 0.00 (USD) | -- | Add to To-Do List Go to Content |
| Suicide Risk Management Training For Clinicians | | | | Add to To-Do List |

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

The screenshot displays the 'Item Details' page for 'Suicide Prevention Men and Women Veterans Brochures'. The page includes a navigation bar with 'Home', 'Organization', and 'Admin' tabs. The main content area shows the item title, a 'Back' link, and a 'Help' icon. Below the title is an 'Item Summary' section with the following details:

- Department of Veterans Affairs
- 8781
- Revision: 1 - 9/28/2010 08:12 AM America/Chicago
- Description: Describes what Veterans and their family members and friends should know about suicide.
- Reorder #: F60738

Additional information includes:

- Length: [blank]
- Training Non Duty Hours: [blank]
- Goals: [blank]
- Source: [blank]
- Credit Hours: 0.00
- Contact: Rick.Coger@va.gov
- Learning Hours: 0.25
- Delivery Method: Print Materials
- Audience: Suicide prevention coordinators, Veterans and their families, and other VA employees as well as the general public.

Below the description are expandable sections for 'Subject Areas (2 Found)', 'Prerequisites (0 Found)', 'Substitutes (0 Found)', 'Competencies (0 Found)', 'Related Documents', 'Title', 'Order This Product', and 'Accreditation Information (0 Found)'. A red arrow points to the 'Order This Product' link, and a green arrow points to the 'Reorder #: F60738' text.

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TRANSFORMING POTENTIAL INTO PERFORMANCE

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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.

The screenshot shows the 'Product Order Form' within the Veterans Health Administration Employee Education System. The page has a blue header with the VA logo and a search bar. A navigation menu includes Home, Products and Services, Training, Conferences, Peoplefinder, News, Media, Resources, Web Links, and About Us. The left sidebar lists various training programs: Accreditation, CDN, HPDM Crosswalk, Mandatory Training, SimLEARN, TEMPO, VA Learning Catalog, VA LMS, and VISTA University. The main content area is titled 'Product Order Form' and contains several required fields marked with an asterisk. A note on the right states that home addresses or PO boxes are not delivered and that orders are shipped within 3-5 business days. The form fields include: Requestor (individual requesting the product), Requestor's e-mail address (must be a VA e-mail address), Recipient (individual receiving the product, if different from the requestor), Recipient's e-mail address (must be a VA e-mail address), Phone number (recipient's phone number), Shipping address (recipient's shipping address, including room or suite #), Mail routing code (recipient's mail routing code), VISN (recipient's VISN, with a dropdown menu showing 'VISN1'), CBOC or facility (recipient's facility or CBOC), Product re-order number (located at the bottom of the description in the LMS entry), Product name (name of the product being ordered), Quantity (please order in quantities of each), Local Education Contact (education contact for recipient's facility), and Where did you hear about this product? (let us know how you heard about the product).

Product Order Form

Fields with the * symbol are required for processing. If a required field is missing, the order form will be returned and the order will not be processed.

***Requestor:**
Individual requesting the product

***Requestor's e-mail address:**
Requestor's e-mail address--this must be a VA e-mail address.

Recipient:
Individual receiving the product, if different from the requestor

Recipient's e-mail address:
Recipient's e-mail address, if different from the requestor--this, also, must be a VA e-mail address.

***Phone number:**
Recipient's phone number

***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)

***CBOC or facility:**
Recipient's facility or CBOC

***Product re-order number:**
Product re-order # is located at the bottom of the description in the LMS entry and will begin with F (e.g., F62091)

***Product name:**
Name of the product being ordered

***Quantity:**
Please order in quantities of each

Local Education Contact:
Education contact for recipient's facility

Where did you hear about this product?
Let us know how you heard about the

Note: We do not deliver to home addresses or PO boxes, and the request must include a VA email address in order to be processed.

Orders are shipped within 3 – 5 business days unless otherwise specified in special instructions.

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 (EESDistribution@va.gov) 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.

The right learning, anytime, anywhere.