



EPROCUREMENT PROCESS FOR SECURID TOKENS

INSTRUCTIONS FOR STARPANEL SECURITY MANAGERS



OVERVIEW

- Departments will now pay for tokens using eProcurement instead of submitting 1180s.
- You will need the eProcurement PO number in order to request tokens from the SAM team. This means the department will need to order the tokens through eProcurement *before* you can request tokens from the SAM team.
- Whoever picks up the tokens will need to take a print out of the eProcurement email confirmation with them to Eskind.

PURPOSE

- To streamline the purchasing process for SecurID tokens
- To guarantee proper approval has been given for purchases
- To reduce the number of 1180s and the delays in payment due to misplaced/lost forms

PROCESS

- When a department requests StarPanel tokens, regardless of whether they are new or replacement tokens:
 - 1. Direct them to the ITS Product page for SecurID Tokens: <https://its.vanderbilt.edu/services/rsa-securid-tokens>
 - 2. There is a link to a tutorial for the department administrator on how to order the tokens through eProcurement. (http://its.vanderbilt.edu/files/web_files/RSA_SecurID_eProcurement_tutorial.pdf)
 - *They need to complete this step before you can request new or replacement tokens from the Systems Access & Management (SAM) Team.*
 - 3. Receive PO number from department administrator after order is placed. This does NOT actually order the tokens. It let's the SAM team know that the request is coming and gives Billing the correct center number and approval.
 - 4. You will need to enter the PO number when you request new tokens through the SAM request form.

IMPORTANT:

The PO number is a 10-digit number beginning with 501. It is NOT the e-requisition number



Detail Information

Choose only one option:

Request a SecurID Token *(Enter eProcurement Order # below.)

Reassign an Existing SecurID Token

Disable an Existing SecurID Token

eProcurement Order #: *

SUMMARY

- There is nothing else new to this process. Tokens will still be picked up by the department when the SAM team has them ready. **Whoever picks up the tokens will need to take a print out of the eProcurement email confirmation with them to Eskind.**
- Trouble tickets for token issues should still be directed to the VUMC Helpdesk.
- Please feel free to review the [eProcurement tutorial](#) as well.
- If users have questions about the procurement process, please direct them to their Information Technology Services Service Delivery Manager (found here: <http://its.vanderbilt.edu/support/servicedelivery>).