

E-Receiving through HSS

What is HSS?

- HSS is a web-based program that is used to order and receive supplies through the Vanderbilt's Allscripts Supply Chain Solutions (aka PMM) client. Users will receive a link to the website with their login information. The link can be added to favorites in the browser. CWS workstations have a shortcut on the desktop labeled "Materials Management".
- E-Receiving should be used after an order is placed and product is physically received.
- Entering items in e-receiving will update the PO.

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Supply Chain Solutions eProcurement

Welcome to Allscripts® Supply Chain Solutions eProcurement, please sign in.

Username:

Password:

Problems with your sign in? Please create a HelpDesk self-service communication via <https://pegasus.mc.vanderbilt.edu/> or call (34)3-HELP.

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- Login to HSS. Your Username and Password are your VUMC ID and your ePassword at <https://hss.app.vumc.org>

eReceiving

[Receive My Requisition Items](#) - Search for items that I requested, and enter receipts.

[Receive By Location](#) - Search for items by delivery location, and enter receipts.

[Receive By Cost Center](#) - Search for items charged to a selected cost center, and enter receipts.

[Receive By PO](#) - Search for a Purchase Order, and enter receipts.

[Reprint Receiving Labels / Delivery Documents](#) - Search for receipts, and reprint copies of delivery document(s) or reprint receiving labels.

****There are 4 different ways to receive items depending on the information you have****

Option 1 – Receive My Requisition Items

This option will show only requisitions you have submitted.

1. Click Receive My Requisition Items in HSS and change the date to the time frame you'd like.

2. Click SEARCH.

PO No	PO Date	Vendor	Ship To	PO Composer	Delivery Date	Status
8042435	12/3/2020	MEDLINE INDUSTRIES INC.	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order
8042264	12/3/2020	MEDLINE INDUSTRIES INC.	VUH SERVICE CENTER	PMM Interface	12/4/2020	Partial
8041716	12/3/2020	PASSY MUIR INC.	VUH SERVICE CENTER	PMM Interface	12/5/2020	On Order
8041531	12/2/2020	Z MEDICA LLC	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order
8041530	12/2/2020	BEAVER VISITEC INTERNATIONAL INC.	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order
8041527	12/2/2020	BOSTON SCIENTIFIC CORPORATION	VUH SERVICE CENTER	PMM Interface	12/3/2020	On Order
8041529	12/2/2020	MEDTRONIC USA INC.	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order
8041528	12/2/2020	MORTAN LENS INCORPORATED	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order
8041488	12/2/2020	MEDLINE INDUSTRIES INC.	VUH SERVICE CENTER	PMM Interface	12/3/2020	Partial

3. Click the coordinating PO Number

PO No	PO Date	Vendor	Ship To	PO Composer	Delivery Date	Status
8042435	12/3/2020	MEDLINE INDUSTRIES INC.	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order

4. To receive all items click Receive in Full. To receive certain lines click Receive, find the item and enter the quantity you want to receive. To unreceive an item enter a negative symbol ("-") in front of the number.

Line	Item	Description	Requisition No	PO Qty	Rec'd To Date	Last Rec'd	Vendor Clig	GTIN	Qty	U/M	Deliver To	Kill	Details
1	75314	AIRWAY MSK UNIQUE STD SZ 4	7934350	1.00	0.00	No Date	AMB324400000		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
2	3065	DETECTOR CO2 EZ CAP II	7934350	1.00	0.00	No Date	NPBEASYCAP		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
3	9364	BERMAN AIRWAY OPEN CHNL 100MM DISP	7934350	1.00	0.00	No Date	DYNJBERM100		0.00	BX	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
4	2367	STYLET SMITH SATIN-SLIP 14FR	7934350	1.00	0.00	No Date	DYNJSTY14F		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
5	845	TIP SUC YANK W/D CTRL VNT	7934350	1.00	0.00	No Date	OR87		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>

5. Click SAVE and then confirm your save by clicking Yes on the next populated screen.

Option 2 – Receive by Location

This option will show requisitions with a specified deliver to location.

1. Click Receive By Location in HSS
2. Enter your Deliver name to and click Search

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Sign Out Home >> Receive by Location

Default Deliver To: TVC3 NOT A SHIP TO

For the selected facility, enter a delivery location name and then click Search.

Facility Code:

Begins with value:

Maximum Search Results:

3. Click your delivery location

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Sign Out Home >> Receive by Location

Default Deliver To: TVC3 NOT A SHIP TO

For the selected facility, enter a delivery location name and then click Search.

Facility Code:

Begins with value:

Maximum Search Results:

Location Name
VUH SERVICE CENTER
VUH SERVICE CENTER VENDOR DIRECT

4. select the PO you'd like to receive

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Sign Out Home >> Receive by Location >> Receiving Login: bunkemj (Matt Bunke)

PO No	PO Date	Vendor	Ship To	PO Composer	Delivery Date	Status
8042435	12/3/2020	MEDLINE INDUSTRIES INC	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order
8042283	12/3/2020	HANDER CLINIC	VUH SERVICE CENTER	PMM Interface	12/5/2020	Complete
8042284	12/3/2020	MEDLINE INDUSTRIES INC	VUH SERVICE CENTER	PMM Interface	12/4/2020	Partial
8041983	12/3/2020	BULOW ORTHOTIC AND PROSTHETIC SOLUTIONS	VUH SERVICE CENTER	PMM Interface	12/5/2020	Complete
8041969	12/3/2020	HANDER CLINIC	VUH SERVICE CENTER	PMM Interface	12/5/2020	Complete

5. The PO details will populate below. Click Receive and enter the quantity next to each item. To receive in Full, click Receive in Full. To unreceive an item enter a negative symbol ("-") in front of the number.

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Sign Out Home >> Receive by PO >> Receiving

PO No	PO Date	Vendor	Ship To	PO Composer	Delivery Date	Status
8042435	12/3/2020	MEDLINE INDUSTRIES INC	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order

PO No: 8042435

Line	Item	Description	Requisition No	PO Qty	Rec'd to Date	Last Rec'd	Vendor Ctry	GTIN	Qty	UM	Deliver To	Kil	Details
1	75314	AIRWAY MSK LINQUE STD SZ 4	7934350	1.00	0.00	No Date	AMB324490000		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
2	3065	DETECTOR COZ EZ CAP II	7934350	1.00	0.00	No Date	NPBEASYCAP		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
3	9384	BERMAN AIRWAY OPEN CHNL 100MM DISP	7934350	1.00	0.00	No Date	DYJNBEM100		0.00	BX	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
4	2387	STYLET SMTH SATRN-SLIP 14R	7934350	1.00	0.00	No Date	DYJNSTY14F		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
5	845	TIP SLIC YANK W/O CTRL VNT	7934350	1.00	0.00	No Date	OR87		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>

6. Click Save then confirm by clicking Yes on the next populated screen.

Option 3 – Receive By Cost Center

This option will search for POs based on the Cost Center Name or Code.

1. Click Receive by Cost Center in HSS
2. Enter your Cost Center Code or Cost Center Name to search and click Search

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Sign Out Home >> Receive by Cost Center

Default Cost Center: 2014020000DISTRIBUTION

For the selected corporation, enter a cost center name and then click Search.

Corporation: 0123 VUMC

Where Field: Cost Center Name

Begins with value: VUH SERVICE CENTER

Maximum Search Results: 50

Display Open Items only

3. Click the coordinating Cost Center Name

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Sign Out Home >> Receive by Cost Center

Default Cost Center: 2014020000DISTRIBUTION

For the selected corporation, enter a cost center name and then click Search.

Corporation: 0123 VUMC

Where Field: Cost Center Name

Begins with value: VUH SERVICE CENTER

Maximum Search Results: 50

Display Open Items only

Cost Center Code	Cost Center Name
999999037	VUH SERVICE CENTER

4. The Select the PO from the list to receive

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Sign Out Home >> Receive by Cost Center >> Receiving Login: bunkemj (Matt Bunke)

PO No	PO Date	Vendor	Ship To	PO Composer	Delivery Date	Status
8042435	12/3/2020	MEDLINE INDUSTRIES INC	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order
8042264	12/3/2020	MEDLINE INDUSTRIES INC	VUH SERVICE CENTER	PMM Interface	12/4/2020	Partial
8041716	12/3/2020	PASSY MUJR INC	VUH SERVICE CENTER	PMM Interface	12/5/2020	On Order
8041531	12/2/2020	Z MEDICA LLC	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order
8041530	12/2/2020	BEAVER VISITEC INTERNATIONAL INC	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order

5. Choose Receive to enter quantity received line by line. Or Receive in Full. To unreceive an item enter a negative symbol ("-") in front of the number.

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Sign Out Home >> Receive by PO >> Receiving Login: Matt Bunke

PO No	PO Date	Vendor	Ship To	PO Composer	Delivery Date	Status
8042435	12/3/2020	MEDLINE INDUSTRIES INC	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order

PO No: 8042435 Receive / Receive in Full

Line	Item	Description	Requisition No	PO Qty	Rec'd To Date	Last Rec'd	Vendor Clg	GTIN	Qty	UM	Deliver To	Kill	Details
1	75314	AIRWY MSK UNIQUE STD SZ 4	7934350	1.00	0.00	No Date	AMB32440000		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
2	3065	DETECTOR CO2 EZ CAP II	7934350	1.00	0.00	No Date	NPBEASYCAP		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
3	9364	BERMAN AIRWAY OPEN CHNL 100MM DISP	7934350	1.00	0.00	No Date	DYNJBERM100		0.00	BX	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
4	2367	STYLET SMTH SATIN-SLIP 14FR	7934350	1.00	0.00	No Date	DYNJSTY14F		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
5	845	TIP SUC YANK W/D CTRL VNT	7934350	1.00	0.00	No Date	OR87		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>

6. Click save and confirm by clicking Yes on the next populated screen.

Option 4 – Receive by PO

This option will search for POs based on the Cost Center Name or Code.

1. Click Receive by PO in HSS
2. To receive the entire PO, enter the PO number and click Receive PO.

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Sign Out Home >> Receive By PO

Enter PO number and click Receive PO to find Purchase Order.
To search for a Purchase Order, select the Basic or Advanced Search Options.

PO Number:

3. To search PO # click Basic and enter the PO # and delete the date in the Created After field.

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Sign Out Home >> Receive By PO

Where Field:

Begins with value:

Created after:

Maximum Search Results:

4. Click Search.

5. To receive certain lines, click Receive. To receive all items on requisition, click Receive in Full. To unreceive an item enter a negative symbol ("-") in front of the number.

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Sign Out Home >> Receive by PO >> Receiving

PO No	PO Date	Vendor	Ship To	PO Composer	Delivery Date	Status
8042435	12/3/2020	MEDLINE INDUSTRIES INC.	VUH SERVICE CENTER	PMM Interface	12/4/2020	On Order

PO No: 8042435 Packing Slip:

Line	Item	Description	Requisition No	PO Qty	Rec'd To Date	Last Rec'd	Vendor Clg	GTIN	Qty	UM	Deliver To	Kill	Details
1	75314	AIRWAY MSK UNIQUE STD SZ 4	7934350	1.00	0.00	No Date	AMB324400000		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
2	3085	DETECTOR CO2 EZ CAP II	7934350	1.00	0.00	No Date	NPBEASYCAP		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
3	9364	BERMAN AIRWAY OPEN CHNL 100MM DISP	7934350	1.00	0.00	No Date	DYNJBERM100		0.00	EX	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
4	2367	STYLET SMTH SATIN-SLIP 14FB	7934350	1.00	0.00	No Date	DYNJSTY14F		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>
5	845	TIP SUC YANK W/O CTRL VNT	7934350	1.00	0.00	No Date	OR87		0.00	EA	VUH SERVICE CENTER	<input type="checkbox"/>	<input type="checkbox"/>

6. Click Save when complete and confirm by clicking yes on the next populated screen.