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.

- 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.

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

3. Click your delivery location

4. select the PO you'd like to receive

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.

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

3. Click the coordinating Cost Center Name

4. The Select the PO from the list to receive

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.

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.

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

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.

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