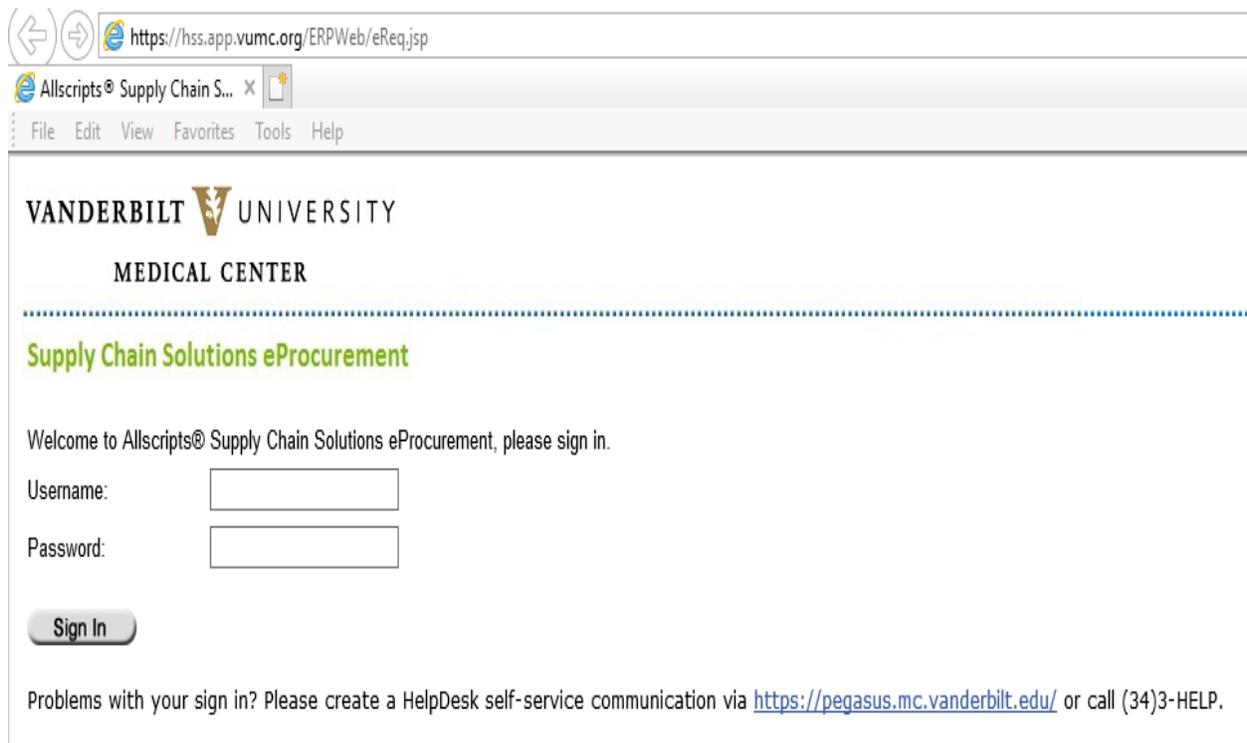


HSS Training

What is HSS?

HSS is a web-based program that is used to order and receive supplies through VUMC's Pathways Materials Management System (PMM). Users will receive a link to the website with their login information. This link can be added to your favorites in either Internet Explorer or Google Chrome. CWS Workstations have a shortcut on the desktop labeled "Materials Management".

1. Login to HSS. Your Username and Password are your VUNet ID and Password.
<https://hss.app.vumc.org/ERPWeb/eReq.jsp>



The screenshot shows a web browser window with the address bar containing <https://hss.app.vumc.org/ERPWeb/eReq.jsp>. The browser title is "Allscripts® Supply Chain S...". The page content includes the Vanderbilt University Medical Center logo and the heading "Supply Chain Solutions eProcurement". Below the heading, there is a sign-in form with the text "Welcome to Allscripts® Supply Chain Solutions eProcurement, please sign in." and two input fields labeled "Username:" and "Password:". A "Sign In" button is located below the form. At the bottom of the page, there is a link: "Problems with your sign in? Please create a HelpDesk self-service communication via <https://pegasus.mc.vanderbilt.edu/> or call (34)3-HELP."

2. Once you have logged in, you will see the screen below:

VANDERBILT UNIVERSITY
MEDICAL CENTER

Supply Chain Solutions eProcurement

[Sign Out](#) | [Home](#)

eRequisitioning

[New](#) - Create a requisition or template from a blank requisition form.

[New Blanket Order Request](#) - Create a blanket order request from a blank requisition form.

[Templates](#) - Show all pre-built requisition templates.

[Drafts](#) - Show all incomplete requisitions that will be submitted at a later date.

[Pending Approval](#) - Show all requisitions requiring approval.

[Active Stock Orders](#) - Show all Open Stock Orders, Backorders and Pending Stock Orders.

[Query](#) - Search for requisitions based on requisition, item, vendor, patient, cost center or user information.

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.

3. Click the “Templates” link to access all templates.

VANDERBILT UNIVERSITY
MEDICAL CENTER

Supply Chain Solutions eProcurement

[Sign Out](#) | [Home](#)

eRequisitioning

[New](#) - Create a requisition or template from a blank requisition form.

[New Blanket Order Request](#) - Create a blanket order request from a blank requisition form.

Templates - Show all pre-built requisition templates.

[Drafts](#) - Show all incomplete requisitions that will be submitted at a later date.

[Pending Approval](#) - Show all requisitions requiring approval.

[Active Stock Orders](#) - Show all Open Stock Orders, Backorders and Pending Stock Orders.

[Query](#) - Search for requisitions based on requisition, item, vendor, patient, cost center or user information.

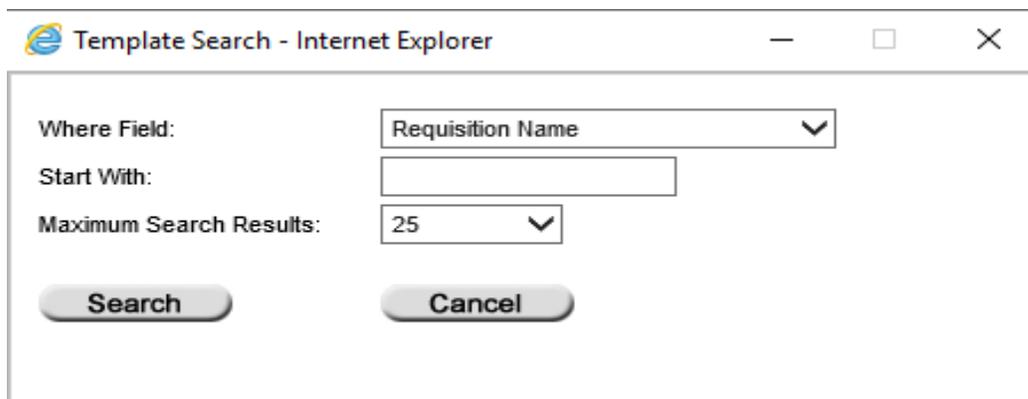
- You will now see a list of templates that are assigned to the cost centers that you have access to. Click the "Here" link to search for a specific template.

Supply Chain Solutions eProcurement

[Sign Out](#) [Home >> Templates](#)

First 100 template(s) displayed. Click [here](#) to search all templates.

- Type in your location and press the "Search" button. Please use all CAPS when entering your location. You can also use the % character as a wildcard, so searching for "%ICU" would return results for MICU, SICU, NICU, etc. Modify the "Maximum Search Results" if needed.



- Locate the Requisition Template you need and click the "Req Name" to access it.

Supply Chain Solutions eProcurement

[Sign Out](#) [Home >> Templates](#)

15 template(s) displayed. Click [here](#) to search all templates.

Req Name	Deliver To Location
VBCH ULTRASOUND	VBCH ULTRASOUND NONSTK
VBCH SAME DAY	VBCH SAME DAY NONSTK
VBCH RESP THER	VBCH RESP THER NONSTK
VBCH RAD DIAG	VBCH RAD DIAG NONSTK
VBCH PHARM	VBCH PHARM NONSTK
VBCH OR	VBCH OR NONSTK
VBCH MEDSURGE	VBCH MEDSURGE NONSTK

7. You are ready to place your order. You may search for your item by clicking any of the column headers to sort by that field or press "CTRL" and "F" together to search for the information.
 - a. Verify that the Cost Center and Deliver To fields are correct

VANDERBILT UNIVERSITY
MEDICAL CENTER

Supply Chain Solutions eProcurement

Sign Out Home >> Templates >> Requisition Login: bradfota (Travis A Bradford) Submit Menu

Req Number: VWCH 11310 STOCK VEN Requester: bradfota Phone: 615 343-3422 Request Date: 12/8/2020 Status: ACTIVE TEMPLATE Strategic: N Notes

Requester Name: Travis A Bradford Requester Email: travis.bradford@vumc.org

Corporation: 0123 VUMC Facility: DEFAULT

Cost Center: 2141310000 VWCH LABORATORY-CLINICAL Deliver To: VWCH 11310 STOCK ITEMS LABORAT VEND

Approval Path: [icon]

Default Project: None selected [icon]

Add Lines Item: Qty: Enter Total Cost: \$0.0000 Lines: 0 of 4 Price Avail P & A Delete

Line	Item No	Description	Vend Catlg	GTIN	Order Qty	OOO	UM	Status	Cost	Ext Cost	Details	P/A	Results	Del
1	100	BATTERY ALKALINE D LF	DRCPC1300		0.00	0.0	BX	OPEN	\$6.7200	\$0.0000	<input checked="" type="checkbox"/> <input type="checkbox"/> P			<input type="checkbox"/>
2	147376	LABEL DIRECT THERM 1INCORE 2-1/2X1 WH/RD	THERMDRB19		0.00	0.0	CS	OPEN	\$49.2000	\$0.0000	<input checked="" type="checkbox"/> <input type="checkbox"/> P			<input type="checkbox"/>
3	147506	LABEL DIRECT THERMAL 2-1/2X1 WHITE	THERMD19		0.00	0.0	CS	OPEN	\$26.8000	\$0.0000	<input checked="" type="checkbox"/> <input type="checkbox"/> P			<input type="checkbox"/>
4	19	CNTNR 24 HR URIN 3000ML AMB NS	DYND80024		0.00	0.0	EA	OPEN	\$0.9000	\$0.0000	<input checked="" type="checkbox"/> <input type="checkbox"/> P			<input type="checkbox"/>

8. For departments that source supplies from a local Storeroom and directly from a Vendor, you will have two templates and two ship to locations
 - a. Template names ending with "STK" are intended to source supplies from the onsite Storeroom
 - b. Template names ending with "NONSTK" are intended to source supplies directly from the Vendor
 - c. IMPORTANT: If you are ordering from a "STK" Template, you must also make sure that the Deliver To selected also ends with "STK"
 - d. IMPORTANT: If you are ordering from a "NONSTK" Template, you must also make sure that the Deliver To selected also ends with "NONSTK"

VANDERBILT UNIVERSITY
MEDICAL CENTER

Supply Chain Solutions eProcurement

Sign Out Home >> Templates

17 template(s) displayed. Click [here](#) to search all templates.

Req Name ▲	Deliver To Location	Corporation	Cost Center
VTHH C-SECT STK	VTHH C-SECT STK	VUMC	2162028000
VTHH EMERG RM NONSTK	VTHH EMERG RM NONSTK	VUMC	2162191000
VTHH EMERG RM STK	VTHH EMERG RM STK	VUMC	2162191000
VTHH ICU STK	VTHH ICU STK	VUMC	2162031000
VTHH MEDICAL RM 1 STK	VTHH MEDICAL RM 1 STK	VUMC	2162012000
VTHH MEDICAL RM 2 STK	VTHH MEDICAL RM 2 STK	VUMC	2162012000
VTHH NEURO EX CT NONSTK	VTHH NEURO EX CART NONSTK	VUMC	2162111000
VTHH NEURO EX CT STK	VTHH NEURO EX CART STK	VUMC	2162111000

- Enter the quantity you need to order in the "Order Qty" field. Pay attention to the "UM" column because you will be ordering by the Unit of Measure

Supply Chain Solutions eProcurement

Sign Out Home >> Templates >> Requisition Login: bradfota (Travis A Bradford) Submit Menu

Req Number: VWCH 11310 STOCK VEN Requester: bradfota Phone: 615 343-3422 Request Date: 12/8/2020 Status: ACTIVE TEMPLATE Strategic: N Notes

Requester Name: Travis A Bradford Requester Email: travis.bradford@vumc.org

Corporation: 0123 VUMC Facility: DEFAULT

Cost Center: 2141310000 VWCH LABORATORY-CLINICAL Deliver To: VWCH 11310 STOCK ITEMS LABORAT VEND

Approval Path: []

Default Project: None selected

Add Lines Item: Qty: Enter Total Cost: \$0.0000 Lines: 0 of 4 Price Avail P & A Delete

Line	Item No	Description	Vend. Catlg	GTIN	Order Qty	OOQ	UM	Status	Cost	Ext Cost	Details	P/A	Results	Del
1	100	BATTERY ALKALINE D L F	DRPCP1300		0.00	0.0	BX	OPEN	\$6.7200	\$0.0000	[] [] P			[]
2	147376	LABEL DIRECT THERM 1INCORE 2 1/2X1 WH/BD	THERMDRB19		0.00	0.0	CS	OPEN	\$49.2000	\$0.0000	[] [] P			[]
3	147506	LABEL DIRECT THERMAL 2-1/2X1 WHITE	THERMD19		0.00	0.0	CS	OPEN	\$26.8000	\$0.0000	[] [] P			[]
4	19	CNTNR 24 HR URIN 3000ML AMB NS	DYND80024		0.00	0.0	EA	OPEN	\$0.9000	\$0.0000	[] [] P			[]

- When you have finished entering your items to order, press the "Submit" button at the top right of the page. If you need to save your work to submit later, move your arrow over the "Menu" button and then choose, "Save as Draft". You will find your draft on the Home Page when logging in.

VANDERBILT UNIVERSITY MEDICAL CENTER

Supply Chain Solutions eProcurement

Sign Out Home >> Templates >> Requisition Login: bradfota (Travis A Bradford) **Submit** Menu

Req Number: VWCH 11310 STOCK VEN Requester: bradfota Phone: 615 343-3422 Request Date: 12/8/2020 Status: ACTIVE TEMPLATE Strategic: N Notes

Requester Name: Travis A Bradford Requester Email: travis.bradford@vumc.org

Corporation: 0123 VUMC Facility: DEFAULT

Cost Center: 2141310000 VWCH LABORATORY-CLINICAL Deliver To: VWCH 11310 STOCK ITEMS LABORAT VEND

Approval Path: []

Default Project: None selected

Add Lines Item: Qty: Enter Total Cost: \$191.8000 Lines: 4 of 4 Price Avail P & A Delete

Line	Item No	Description	Vend. Catlg	GTIN	Order Qty	OOQ	UM	Status	Cost	Ext Cost	Details	P/A	Results	Del
1	100	BATTERY ALKALINE D L F	DRPCP1300		5.00	0.0	BX	OPEN	\$6.7200	\$33.6000	[] [] P			[]
2	147376	LABEL DIRECT THERM 1INCORE 2 1/2X1 WH/BD	THERMDRB19		1.00	0.0	CS	OPEN	\$49.2000	\$49.2000	[] [] P			[]
3	147506	LABEL DIRECT THERMAL 2-1/2X1 WHITE	THERMD19		4.00	0.0	CS	OPEN	\$26.8000	\$107.2000	[] [] P			[]
4	19	CNTNR 24 HR URIN 3000ML AMB NS	DYND80024		2.00	0.0	EA	OPEN	\$0.9000	\$1.8000	[] [] P			[]

Supply Chain Solutions eProcurement

Sign Out Home

eRequisitioning

New - Create a requisition or template from a blank requisition form.

New Blanket Order Request - Create a blanket order request from a blank requisition form.

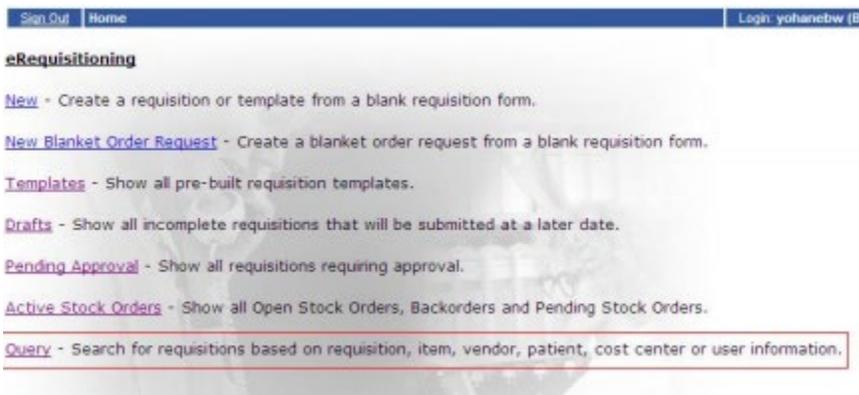
Templates - Show all pre-built requisition templates.

Drafts - Show all incomplete requisitions that will be submitted at a later date.

11. Make note of the requisition assigned to your order.



12. To search for a requisition, select "Query" from the Home page.



13. Modify the "Where Field" to look for the information you are searching with. Enter the information in the "Begins with value" field. Modify or clear out the "Created after (mm/dd/yyyy)" field to look within a specific date range or for a specific value. Modify the "Maximum Search Results" field if you believe you might have more than 50 results. Finally, click search.

