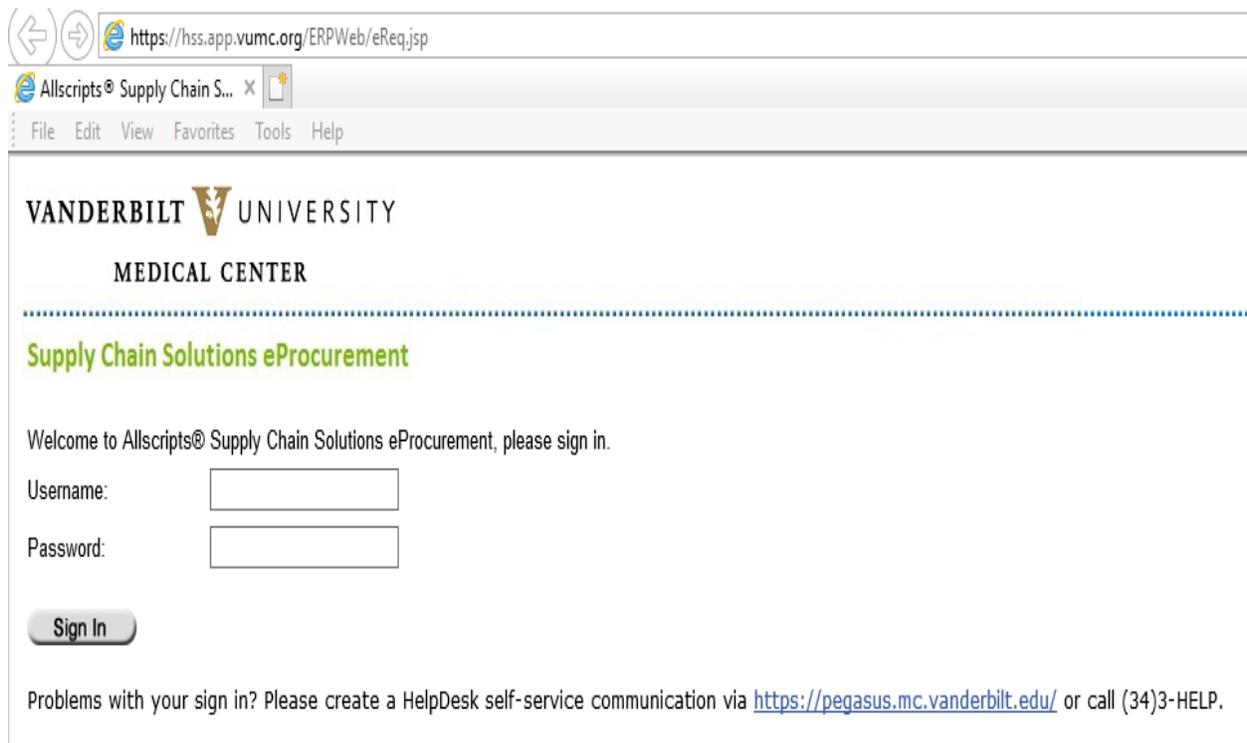# *HSS Training*

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

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

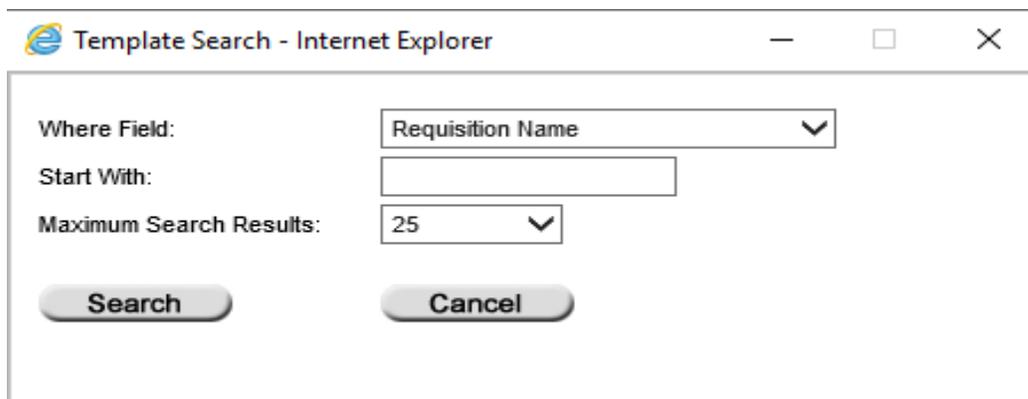3. Click the "Templates" link to access all templates.

4. 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.

5. 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.

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

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

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. IMPORTAIN: If you are ordering from a "NONSTK" Template, you must also make sure that the Deliver To selected also ends with "NONSTK"

9. 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

10. 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.

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

Windows Internet Explorer ✕

⚠ The requisition was submitted with 4 line(s) as 5768038

OK

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

Sign Out | Home   Login: yohanebw (Br

eRequisitioning

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

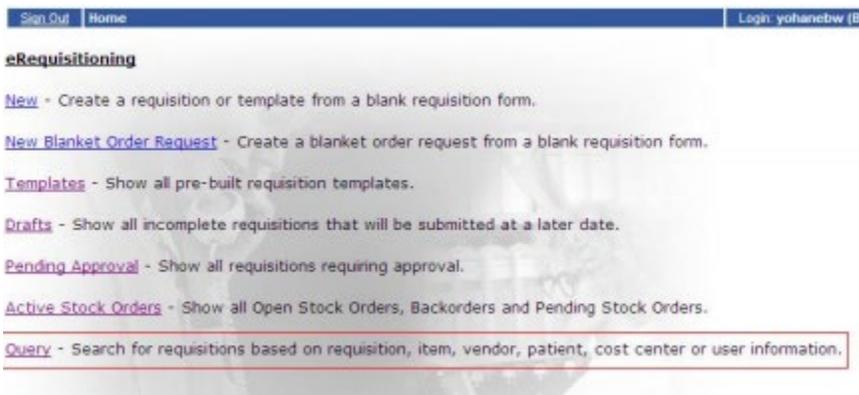New Blanket Order Request - Create a blanket order request from a blank requisition form.

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.

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.

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Sign Out   Home >> Query

Where Field: Requisition No.   ⌄
Begins with value: [   ]
Created after (mm/dd/yyyy): 12/07/2020   🗓
Maximum Search Results: 50   ⌄

(Search)   (Advanced)   (Clear)