

DSSI APPROVALS

USER GUIDE

The information contained herein is copyrighted and considered strictly confidential and proprietary and is owned by Direct Supply, Inc. Access to this information is restricted to DSSI staff and DSSI customers who have signed a contract, and is subject to the terms of said agreement.

You may not modify, copy, reproduce, upload, transmit, forward, publicly display, prepare derivative works based on, or distribute any part of this content.

Any unauthorized use or reproduction is strictly prohibited.

DSSI APPROVALS

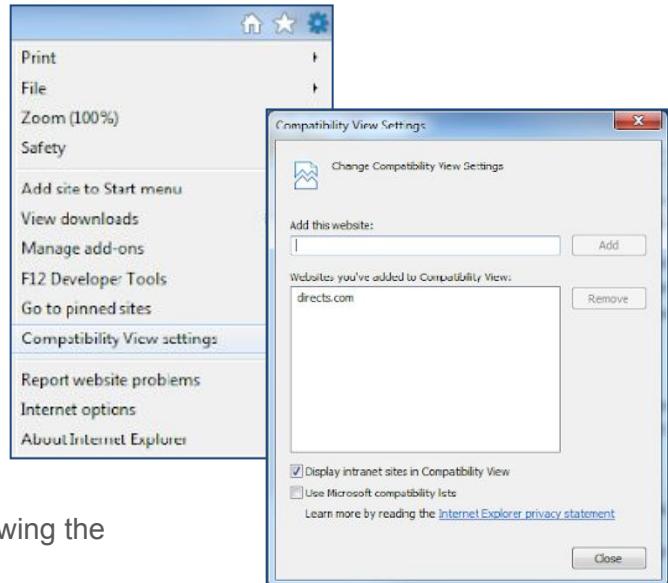
INTERNET EXPLORER COMPATIBILITY SETTINGS



If you're unable to view your DSSI Approvals in Internet Explorer, you may need to adjust your Compatibility View Settings or use Google Chrome instead.

REMOVE DSSI FROM IE COMPATIBILITY MODE

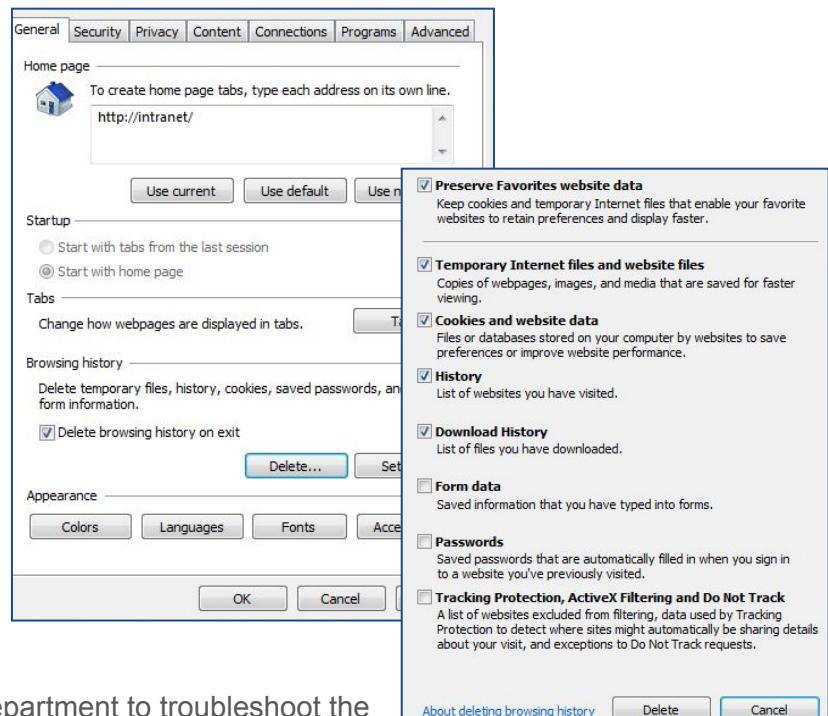
- Click the “gear” icon in the upper-right corner of Internet Explorer.
- Scroll down and select **Compatibility View Settings**.
- In the “Websites You’ve Added to Compatibility View” field, select any sites with “directs.com” and then click **Remove**.
- Close** the pop-up window.
- Your screen should automatically refresh and display the correct user interface and Approve/Deny buttons.



If that did not help, try deleting your Browsing History by following the instructions below.

DELETE YOUR BROWSING HISTORY

- Click the “gear” icon in the upper-right corner of Internet Explorer.
- Scroll down and select **Internet Options**.
- Under the *Browsing History* section, select the **Delete** button.
- Ensure the **History** checkbox is selected.
- Click the **Delete** button and then **OK**.



If that still didn't help, please contact your IT department to troubleshoot the issue and in the meantime, use Google Chrome.

DSSI APPROVALS

PURCHASE ORDER (PO) APPROVALS



Approval processes are set up to provide visibility and agreement from Approvers before sending orders for fulfillment. To review and take action on POs pending your approval, choose the **Purchase Orders** widget on the main screen of DSSI and follow the prompts from there. Find orders faster by using the filter box to narrow your results by location or Supplier.

REVIEW AND EDIT PURCHASE ORDERS

Prior to approving an order, review the products and their quantities and GL code assignments. **To edit a GL or Quantity for a product, click the corresponding Edit link and follow the prompts on the page.**

Line Items	
On-Off Rocker Switch G/L 9005 Quantity: 1 - EA \$1.81 (\$1.81 EA)	Product # 335540 Edit
Decorator Rocker Switch 20 Amp G/L 9005 Quantity: 1 - EA \$20.92 (\$20.92 EA)	Product # 918895 Edit

Edit Line

Description
On-Off Rocker Switch

G/L
9005 Maintenance - Supplies

QTY
1

[CANCEL](#) [REMOVE LINE](#) [SAVE](#)

APPROVE OR DENY PURCHASE ORDERS

- Click **Approve** to automatically route the PO either to another Approver or to the vendor for fulfillment.
- Choose **Deny** to send it back to the user with notes.
- Note: If you add Notes to a PO, they will stay with the order; they will NOT be seen by the Supplier.

QUICK TIPS

- Contact your Help Desk if you feel any GLs are missing or need overrides.
- The **More** button is for users with extra approval rights. Follow any instructions that appear.
- Pay attention to any product indicators. (e.g., **Off Order Guide**)
- The PO and its status (with an Approver or with a vendor) can always be found on the *Order History* page.

DSSI APPROVALS

COMBINE PURCHASE ORDERS TO APPROVE



When there are SUPPLIES orders for the same location, going to the same vendor, with you as the final Approver, you will see those orders called out in a gray box with a blue **View Combined** button.

Similarly, when there are FOOD orders for the same location, going to the same vendor, with the same scheduled delivery day, with you as the final Approver, you will also see those orders called out in a gray box with a blue **View Combined** button.

You can approve them all as a combined order, while still retaining the individual POs and PO #s for users in Order History.

The screenshot shows the DSSI Approvals Orders interface. At the top, there are tabs for 'Orders' (which is selected), 'Invoices', and 'More'. Below the tabs is a search bar with the placeholder 'Filter By Location Or Supplier' and a 'Clear Filter' button. The main area displays a list of orders under the heading '6767 - DSSI Test Site'. Two orders are listed, both from 'Direct Supply' and dated '6/17/2018'. The first order has a total of '\$59.98' and the second has a total of '\$179.94'. To the right of the second order, there is a blue 'View Combined' button. The background of the list area is gray, while the individual order rows are white.

Supplier	Date	Total
Direct Supply	6/17/2018 10:16 PM	\$59.98
Direct Supply	6/17/2018 9:53 PM	\$179.94

DSSI APPROVALS

INVOICE APPROVALS



To review and take action on invoices pending your approval, choose the **Invoices** widget on the main screen of DSSI and follow the prompts from there.

Many organizations allow users and Approvers to edit the GL codes of some products with pre-determined overrides. Prior to approving an invoice, ensure the products are coded correctly so payment can be allocated accordingly.

REVIEW AND EDIT INVOICES

Here's how to do that once you're on the *Invoice Approval* page:

1. Scroll down to the **Line Items** section of the invoice.
2. Review each product and the corresponding **GL**.
3. **Edit a GL by clicking the corresponding Edit link.**
4. On the next page, select the proper **GL** and **Save**.

The screenshot shows the Direct Supply DSSI software interface. On the left, there is a 'Line Items' section with a product listed: 'Pleated Air Filter, 16x24x2, MERV 8'. The product details are: G/L 660100-5035, Product # 6B952, Quantity: 12 - EA, and a total of \$96.60 (\$8.05 EA). A 'SPECIAL' button is visible. On the right, there is an 'Edit Line' dialog box. The 'Edit' link in the Line Items section is highlighted with a blue box and callout '3'. The 'Edit Line' dialog has a 'G/L' dropdown set to '660100-5035 Repairs & Maint-Maint'. It also has 'CANCEL' and 'SAVE' buttons. A large orange callout '4' points to the 'Edit Line' dialog.

APPROVE OR HOLD INVOICES

- Select **Approve** to automatically route the invoice either to another Approver or to be paid.
- Click **Hold** (if available) and include any required information to place the invoice on hold temporarily.
- If you add Notes to an invoice, they will stay with the invoice; they will NOT be seen by the Supplier.

QUICK TIPS

- Find orders faster by using the filter box to narrow your results by location or Supplier.
- Please contact your Help Desk if you feel any GLs are missing or need overrides.
- The **More** button is for users with extra approval rights. Follow any instructions that appear.
- Pay attention to any product indicators like the **Special** one shown above.
- If you add Notes to an invoice, they will stay with the invoice; they will NOT be seen by the Supplier.
- The invoice and its status can always be found on the Order History page, however it will take a few minutes for any edited GL codes to "stick" and appear.

DSSI APPROVALS

PROXY APPROVALS



Some organizations have set-up certain users to be **Proxy Approvers**. This can be helpful in situations where the usual approver is unavailable and quick action is required.

If you are a Proxy Approver, this means that you have the ability to approve POs and/or invoices on someone else's behalf – someone at your location(s) who is at your level or below within your organization's approval hierarchy. When you approve something on someone's behalf, it sends the PO or invoice to the next step within the approval path.

APPROVE ON SOMEONE ELSE'S BEHALF

1. Choose either approval widget.

All Suppliers

Shop by Supplier

0 Purchase Orders awaiting your approval

0 Invoices awaiting your approval

2. Select the **More** button and then pick either **Proxy Orders** or **Proxy Invoices**.

Orders Invoices

More

Future Orders
Future Invoices
All Orders
All Invoices
Proxy Orders
Proxy Invoices

3. Scroll to find the PO or invoice pending approval that you need to take action on; or use the filter box to limit the results that appear.

DSSI™ Approvals

Proxy Orders

Proxy Orders

Proxy Invoices

More

Filter by location or supplier

5678 - 5678 Green Acres

HD Supply
8/4/2020 11:32 AM
\$447.91

6767 - DMO DSSI Test site

SYSCO- Jackson
8/18/2020 11:09 AM
\$145.31

DSSI APPROVALS

MOBILE APPROVALS

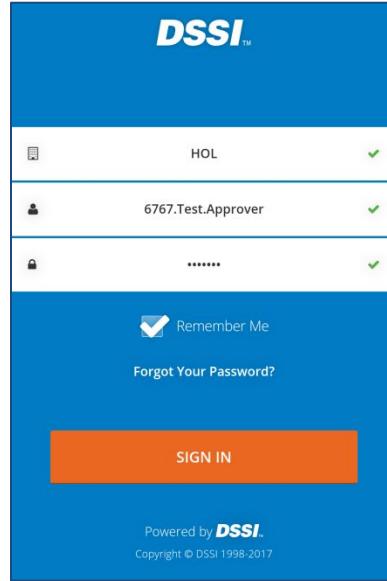


On the go? Away from your computer? Approve orders and invoices anytime from your Android or Apple device.

LOGIN FROM YOUR MOBILE DEVICE

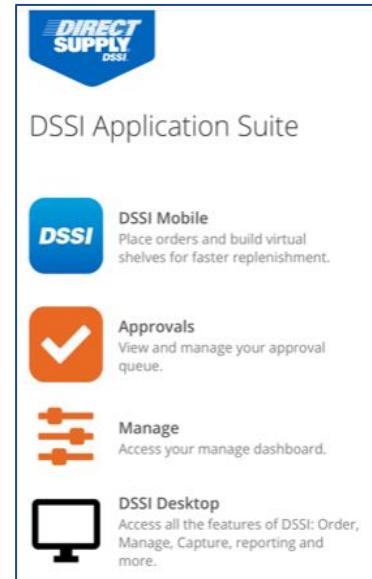
Step 1: Login

- Go to www.directs.com/DSSI.
- Enter your DSSI credentials.
- Select **Remember Me**. (optional)
- Click **Sign In**.



Step 2: Select Approvals

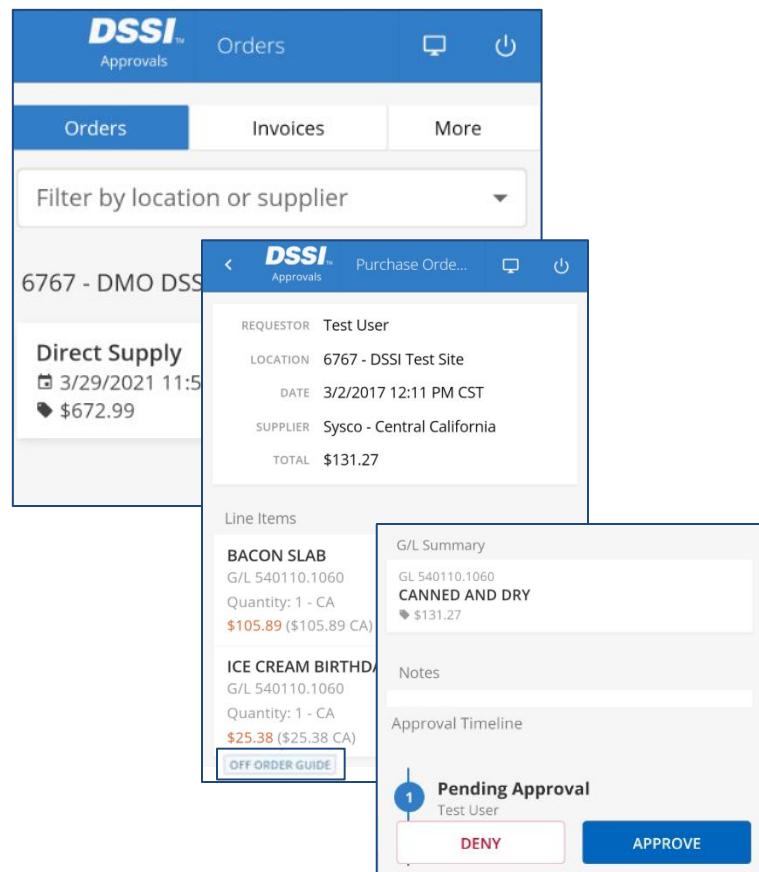
Choose the **Approvals** “widget” on the DSSI Application Suite page.



TAKE ACTION ON ORDERS AND INVOICES

Step 3: Select Orders or Invoices

Choose the **Orders** button or the **Invoices** button. Filter by **Location** or **Supplier** to narrow your results.



Step 4: Review and Edit

- Review: Scroll down to see the **Line Items**, product-level indicators (if applicable), **GL Summary**, and **Notes** fields.
- Edit: Edit **GLs** and/or **Quantities** on orders or **GLs** on invoices.

Step 5: Take Action

- Orders:
 - Combine orders for approval when they are for the same location, going to the same Supplier, and you are the last step of the approval process.
 - **Approve or Deny** and enter notes (if required).
 - Budget Control users will be prompted to acknowledge when any budgets are being exceeded by the order.
- Invoices:
 - **Approve** or put on **Hold** and enter notes (if required).

Note: The Approvals page has a **More** button for users with extra approval rights. Follow any instructions that appear.

DSSI APPROVALS

DSSI CAPTURE APPROVALS

DSSI APPROVALS

DSSI CAPTURE APPROVALS (INVOICES)

DSSI capture™
Bills

Click **Invoices Awaiting Your Approval** on the DSSI home page. Then, select any **DSSI Capture**-denoted invoice. On the *Invoice Detail* page, select the **View Original Invoice (PDF)** link to open the original invoice image in a new window. Confirm that everything was manually keyed in correctly. If necessary, click any **Edit** link to edit a *Line Item*.

APPROVE THE INVOICE

If you are confident that the invoice details match the information from the invoice image, select **Approve** to automatically route the invoice either to another Approver or to be paid. You will receive an **Invoice Approved** message and the invoice will disappear from your approval queue.

PLACE THE INVOICE ON HOLD

If you are not ready to approve the invoice, you can place it on a temporary hold (if available). Click **Hold**, select a **Reason** for the hold, enter a **Note**, and click **Hold** again. You will receive an **Invoice Held** message and the invoice will remain in your approval queue with an **On Hold** indicator.

Reason:

HOLD NOTE REQUIRED
Placing a hold on this invoice requires a hold note.

Please specify a reason for holding this invoice.

Cancel

Invoice Held
Invoice STEVE-0696 was placed on hold.
Reason: Product failed in use.
Note: Test Note. CAPTR - Capture Test Facility

Ace Hardware
4/1/2017
STEVE-0696
ON HOLD

REJECT THE INVOICE

If you must reject the invoice due to a duplicate invoice or a mismatch in information that's not editable, click the **Reject** button, choose a **Reason**, and provide a detailed explanation so the user understands why you rejected it. The invoice will then disappear from your approval queue and the user will receive an email that the invoice was rejected and it will include the reason and your note.

QUICK TIPS

- If an **Invoice #** was not listed on the invoice, a standard format would be used. (e.g., DSSI facility code and date)
- If the **Total** doesn't match the invoice image, decide if it's a split expense. (e.g., landscaping, pest control, etc.)
- Depending on your setup, invoices might be entered as a lump sum, broken out, or a combination of both.

DSSI APPROVALS

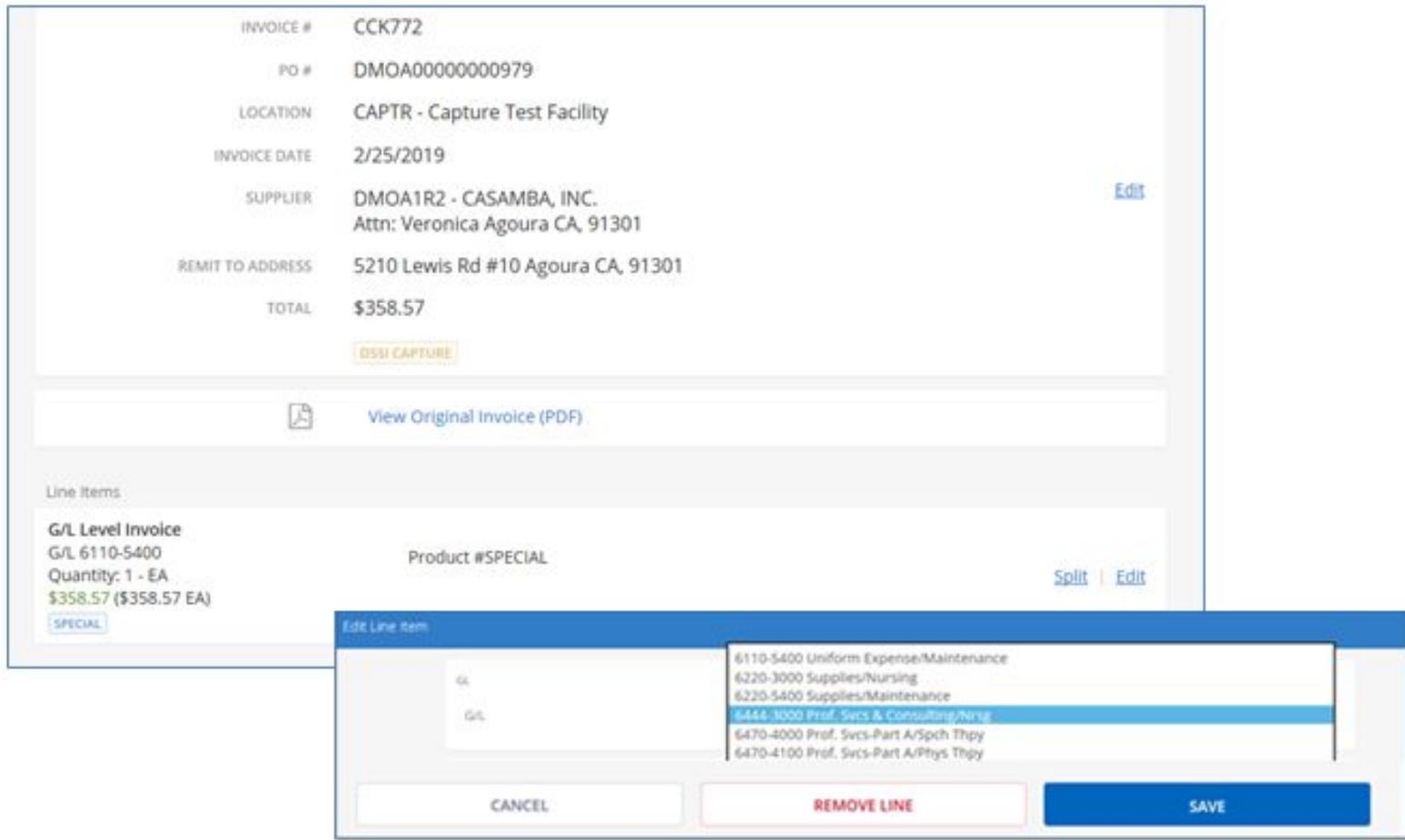
DSSI CAPTURE APPROVALS (EDITING)

**DSSI capture™
Bills**

Once you're on the *Invoice Detail* page for a DSSI Capture invoice and need to edit a field, follow these instructions.

EDIT GL CODES AND/OR QUANTITIES

- Scroll down to the **Line Items** section of the invoice.
- Review each product and the corresponding **GL** and **Quantity**.
- Edit a **GL** and/or **Quantity** by clicking the corresponding Edit link.
- On the next page, select the proper **GL** or **Quantity** and choose **Save**.



The screenshot shows the DSSI Capture Invoice Detail page. At the top, there are fields for INVOICE # (CCK772), PO # (DMOA00000000979), LOCATION (CAPTR - Capture Test Facility), and INVOICE DATE (2/25/2019). Below these are fields for SUPPLIER (DMOA1R2 - CASAMBA, INC. Attn: Veronica Agoura CA, 91301) and REMIT TO ADDRESS (5210 Lewis Rd #10 Agoura CA, 91301). The TOTAL is listed as \$358.57. A yellow 'DSSI CAPTURE' button is visible. Below the main details, there is a 'View Original Invoice (PDF)' button. The 'Line Items' section is expanded, showing a G/L Level Invoice with G/L 6110-5400, Quantity: 1 - EA, and a total of \$358.57 (\$358.57 EA). The product is labeled 'SPECIAL'. To the right of the line item details is a 'Split' and 'Edit' link. A modal window titled 'Edit Line Item' is open, showing a dropdown menu for GL codes. The menu lists several options, with the first one, '6110-5400 Uniform Expense/Maintenance', highlighted in blue. At the bottom of the modal are buttons for 'CANCEL', 'REMOVE LINE', and 'SAVE'.

EDIT OTHER FIELDS

Depending on your setup, you may have the ability to edit **Header Items** and/or **Custom Fields**. Edit any other fields necessary before approving the invoice.

QUICK TIPS

- If you feel any GL codes are missing, please contact your Help Desk.
- If you don't have the authorization to see GL overrides, please contact your Help Desk.

DSSI APPROVALS

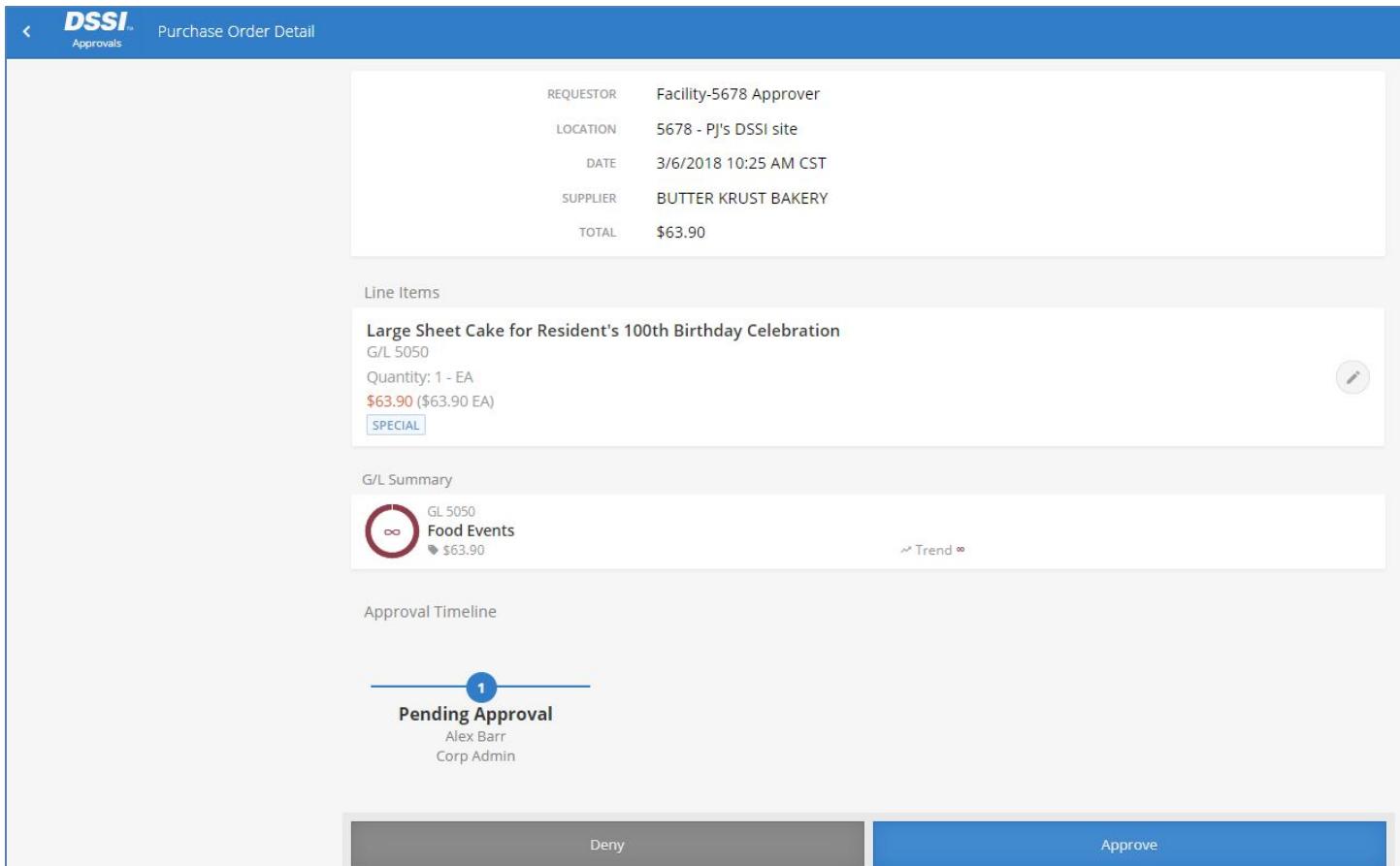
DSSI CAPTURE APPROVALS (REQUISITIONS)

DSSI capture™
Reqs

If a requisition goes through an approval process, it will look just the same as any other PO to the *Approver*.

To approve, the *Approver* would do the following:

- Log in to DSSI and access **PO Approvals** as usual.
- Find, review, and approve the requisition (PO) as usual.



The screenshot shows the DSSI Purchase Order Detail page. At the top, it displays the requisition details:

REQUESTOR	Facility-5678 Approver
LOCATION	5678 - PJ's DSSI site
DATE	3/6/2018 10:25 AM CST
SUPPLIER	BUTTER KRUST BAKERY
TOTAL	\$63.90

Below this, the "Line Items" section shows a single item:

Large Sheet Cake for Resident's 100th Birthday Celebration
G/L 5050
Quantity: 1 - EA
\$63.90 (\$63.90 EA)
SPECIAL

The "G/L Summary" section shows:

GL 5050
Food Events
\$63.90

The "Approval Timeline" section shows:

1 Pending Approval
Alex Barr
Corp Admin

At the bottom, there are "Deny" and "Approve" buttons.

END
