

DSSI capture™

USER GUIDE

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TABLE OF CONTENTS

Click any of the headings below to go to that section of the User Guide.

[UPDATE YOUR INTERNET EXPLORER SETTINGS](#)

[CAPTURE BILLS](#)

[CAPTURE REQS \(REQUISITION ENTRY\)](#)

DSSI CAPTURE

UPDATE YOUR INTERNET EXPLORER SETTINGS



DSSI Capture requires the use of the most up-to-date graphics drivers on computers. If you have an older computer or older graphics card, your computer may not load the invoice images and they may appear blank.

If that's happening for you, use one of these options to troubleshoot the issue.

OPTION 1: USE GOOGLE CHROME

If you already have Google Chrome installed on your computer, use that browser when you're using DSSI Capture. If that's not an option, move to Option 2.

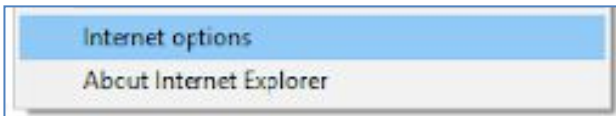
OPTION 2: UPDATE INTERNET EXPLORER SETTINGS

Update your Internet Explorer settings on your own. If that's not an option, move to Option 3.

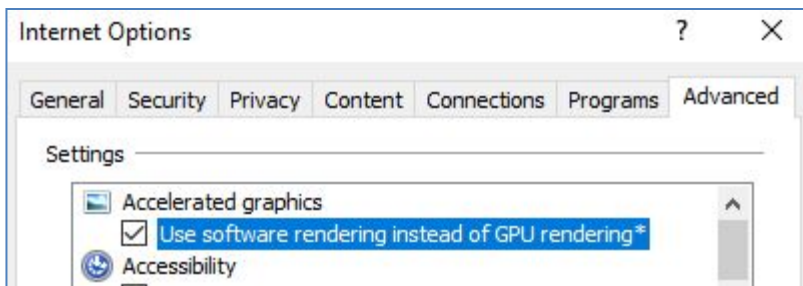
- Click the "gear" icon in the upper-right corner of your screen.



- Select **Internet Options** from the bottom of the menu.



- On the *Internet Options* window:
 - Click the **Advanced** tab.
 - Check the box in front of **Use Software Rendering Instead of GPU Rendering**.
 - Click **OK**.



- REBOOT your computer.
- After rebooting, DSSI Capture invoices will now appear.

OPTION 3: CONTACT IT DEPARTMENT

Contact your IT department and ask them to "update your computer with the latest set of graphics drivers".

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CAPTURE BILLS

CAPTURE BILLS

UNDERSTAND THE TOOL VS. THE PROCESS



First, let's group all your vendors into four categories.

1. On System PO and Invoice Vendors
 - You: Place Orders on DSSI
 - Vendor: Send Invoices through DSSI
2. On System Invoice Vendors
 - You: Call or Fax In Orders
 - Vendor: Send Invoices through DSSI
3. **"DSSI Capture" Vendors (Small or Local Vendors)**
 - **You: Place Orders Elsewhere**
 - **Vendor: Send Invoices Directly to You**
4. "Miscellaneous" Vendors: Every organization tends to have a few areas of spend where invoicing and payment happens outside of DSSI and outside of DSSI Capture. Contact your Help Desk should you have questions.

WHO IS PART OF THE DSSI CAPTURE PROCESS?

DSSI Capture is not only a tool; it's also a process. While many people are part of the *process*, far fewer actually have access to the *tool*. You may have one of the roles listed or you may have more than one. Only the **Invoice Entry Users** have access to the DSSI Capture *tool*.

- "DSSI Capture" Vendors
 - Role: Continue sending invoices by hand, fax, mail, etc. *or* email them to a DSSI Capture email address.
 - Access: None
- Invoice Receivers
 - Role: Continue receiving invoices and now scan invoices individually or email those to a DSSI Capture email address.
 - Access: DSSI (possibly)
- **Invoice Entry Users**
 - **Role: Access DSSI Capture, view the invoice image that the Invoice Receiver sent in, key-in the invoice details, and submit the invoice for approval.**
 - **Access: DSSI, DSSI Capture**
- Invoice Approvers
 - Role: Receive notification (via email and on DSSI) when an invoice is pending approval, access DSSI Approvals to compare the invoice image with the keyed-in invoice details, make edits (if necessary), and take action on the invoice.
 - Access: DSSI, DSSI Approvals
- Accounts Payable (A/P)
 - Role: Receive invoices to be paid via a DSSI feed. Submit payment as normal.
 - Access: DSSI (possibly)

CAPTURE BILLS

SEND PAPER INVOICES TO DSSI CAPTURE



INVOICE RECEIVERS

Invoice Receivers (those who receive the invoices that come in) can send invoices to the DSSI Capture tool in one of two ways: by scanning them or emailing them.

Each location has its own DSSI Capture email address. It will typically be in this format: xxx.###@invoices.dssi.net where "xxx" will be your 3-letter Corporation Code and "###" will be your DSSI Facility Number. If you don't know the email address to use, please reach out to your Help Desk.

SCAN INVOICES

- Confirm your DSSI Capture email address is set as the destination in your scanner.
- Scan each invoice separately. (If invoices are double-sided, make sure to update the scanner to the "double-sided to single page" scanning setting.)
- If you receive an "undeliverable" message, the file is probably too large to email. Try the following and then resend the invoice:
 - Reduce the resolution on the scanner and re-scan the invoice. (This is especially helpful if there are multiple images or several pages.)
 - Check the file size. How many megabytes (MB) is it? DSSI Capture can only receive files less than 6 MB, but your organization might have a smaller limit.

EMAIL INVOICES

- Email each invoice to your DSSI Capture email address.
- Note: You can send in one email with multiple attachments and DSSI Capture will read each attachment as a stand-alone invoice.
- Note: The best practice is to send invoices through as PDFs; however, the system can also handle Microsoft Word files, Excel files, .JPEGs, and .PNGs. (Text files will not work.)

INVOICE ENTRY USERS

Invoice Entry Users (those who access DSSI Capture, view the invoice image that was sent in, key-in the invoice details, and submit the invoice for approval) have two additional ways to get invoices into their queue: by uploading them or having the vendors email them.

UPLOAD INVOICES

- From the DSSI Capture home page, select the **Add a New Invoice** button.
- From the *Add a New Invoice* page, click the **Add Invoice Image** button.
- Double-click a file on your computer to upload it.

TELL VENDORS TO EMAIL INVOICES

- From the DSSI Capture home page, click your DSSI Capture email address in the upper-right corner.
- This will pop open an email message (in your email browser) with all of the instructions your vendors need.
- Send the email to your vendors.

CAPTURE BILLS

USE THE DSSI CAPTURE TOOL

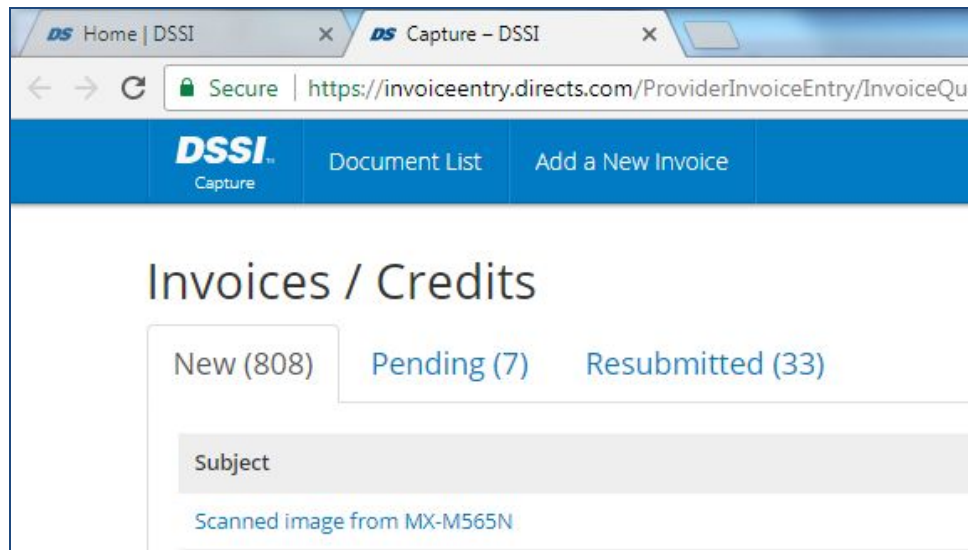


DSSI Capture is not only a tool; it's also a process. While many people are part of the *process*, far fewer actually have access to the *tool*.

ACCESS DSSI CAPTURE

Only **Invoice Entry Users** have access to DSSI Capture. Invoice Entry Users are those who access DSSI Capture, view the invoice image that was sent in, key-in the invoice details, and submit the invoice for approval.

- Login to DSSI as normal.
- Click the **DSSI Capture** link on the DSSI home page, located on the left side of the page.
- DSSI Capture will open up in a new browser window.



DON'T HAVE ACCESS?

If you don't see the DSSI Capture link and think you should have access to it, please contact your Help Desk.

If your role is to send in invoices, approve invoices, or pay invoices, you will not have the DSSI Capture link. Please contact your Help Desk if you have questions about your role or access.

CAPTURE BILLS

NAVIGATE THE DOCUMENT LIST



The DSSI Capture home page is called your *Document List*.

NEW TAB

The **New** tab displays a list of all the invoice images in your queue, ready to be keyed in. Most invoice images are individually emailed in or scanned in. To upload an invoice image from your computer, click **Add a New Invoice**.

- View the Subject, Email, and Date of each invoice.
- Click any hyperlink to view the invoice image, enter the invoice details, and submit the invoice for approval.

GO TO NEXT NEW INVOICE LINK

To move quickly through your queue, use the **Go to Next New Invoice** link from any page.

PENDING TAB

The **Pending** tab provides the same information as the **New** tab *plus* it includes the **Status** of the invoice:

- **On Hold:** Review **On Hold** invoices to determine if they need to remain on hold or can be submitted for approval.
- **Pending Vendor Setup:** Once a vendor is added to the Supplier search menu, submit the invoice for approval.
- **In Process:** If you select an **In Process** invoice, a pop-up message will let you know who is currently in the invoice and it will direct you to **Return to Document List** or **Proceed To Next New Invoice**.

The screenshot shows the DSSI Capture Bills interface. The top navigation bar includes the logo, 'Document List', 'Add a New Invoice', and 'Send Invoices To: dmo.6767@invoices.dssi.net'. The main content area is titled 'Invoices / Credits' and has three tabs: 'New (5)', 'Pending (2)', and 'Resubmitted (0)'. A 'Go To Next New Invoice' link is visible. Below the tabs is a table with columns for Subject, Email, Date, and Status. One invoice is listed with the subject 'Uploaded by 6767.Daniel.Regner', email 'N/A', date '01/02/2020', and status 'On Hold: Waiting for Servic...'

RESUBMITTED TAB

Invoices that have been rejected by an Approver will appear under the **Resubmitted** tab with a note from the Approver. These invoices will need to be keyed in again with the necessary corrections.

FACILITY SEARCH DROP-DOWN MENU

Organizations setup with Corporate Entry only will additionally see a **Facility** column on each tab, *plus* have the ability to locate a facility from the drop-down menu and swiftly find DSSI Capture invoices at that facility. (This is not visible to organizations using both Corporate Entry and Facility Entry.)

The screenshot shows the DSSI Capture Bills interface with a facility search dropdown menu. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Invoices / Credits' and has three tabs: 'New (37)', 'Pending (0)', and 'Resubmitted (0)'. A 'Go To Next New Invoice' link is visible. A dropdown menu is open, showing 'Please Search for Facility'. Below the tabs is a table with columns for Subject, Email, Facility, and Date.

CAPTURE BILLS

ENTER AND SUBMIT INVOICES



Depending on your setup, you may see all or some of these fields. Mandatory fields are indicated with an asterisk.

Only some organizations allow positive *and* CREDIT amounts to flow through their A/P feeds from DSSI Capture. If your organization does *not* support this, follow these instructions:

- Sum/Subtract the individual allocations into a single allocation.
OR
- Submit the invoice first. Then, submit the CREDIT and include a “CR” or “CM” after the Invoice Number.

INVOICE DETAILS SECTION (LEFT SIDE OF PAGE)

Supplier: Find the vendor by typing in part of the name, address, or Supplier ID.

Invoice Number: Enter the invoice number that’s on the invoice image itself. The invoice number must be unique. If there is no invoice number, use your organization’s standard. (e.g., Facility Number + last 4 digits of the Account Number + 6-digit Invoice Date)

Invoice Date: Use the calendar icon or key it in using the format MM/DD/YYYY.

Depending on your organization, more fields may appear in this section (like PO Number). Contact your Help Desk if you don’t know what information to include.

ALLOCATIONS SECTION (RIGHT SIDE OF PAGE)

Facility: Your location will populate here. If you have access to multiple locations, you’ll need to select the appropriate location from the search box. NOTE: If routing to multiple locations, each new invoice will route to its own location and be subject to that location’s approval path.

GL Code/Type: Select a GL code. (Depending on your setup, you may or may not enter line-level details including Tax, Freight, or Other charges.)

Amount: Depending on your setup, you will either break out Tax and Freight or just enter the lump sums. If you check the Taxable box, you must enter Tax. (Note: Enter 1000 for \$1,000.00; no commas, dollar signs, or decimal points.)

Add: Click the **Add** link next to the Allocations header if you need to break out the amounts on an invoice to multiple GL codes or to multiple locations.

More: Use the **More** drop-down menu to delete an invoice or place an invoice into a pending status.

- Select **Requires Vendor Set Up** if the vendor is not setup, enter the vendor’s name, and click **Save & Next** to put the invoice in a “Hold” queue. From there, follow your internal “New Vendor Set-Up Process” to get the vendor set-up.
- Select **Place on Hold** to submit the invoice later, enter the reason for the hold, and click **Save & Next**.
- To help prevent duplicate invoices from entering your system, you may see a warning message about duplicate invoice numbers. Review the invoice and if it truly is a duplicate, use **Delete** to remove it.

SUBMIT & NEXT BUTTON

Review what you entered to ensure it matches the invoice image. Then, click the **Submit & Next** button. If there is missing or incorrect information, a red message will explain what needs to be fixed; otherwise, a green message indicates a successful submission. Your invoice will go through an approval process and then to your A/P department.

CAPTURE BILLS

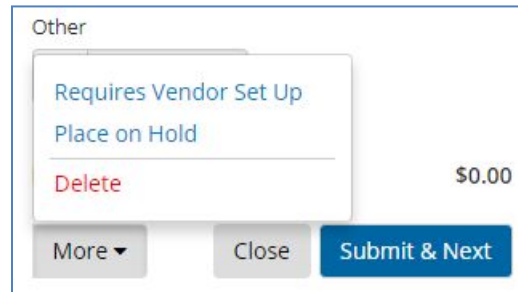
DELETE AN INVOICE IMAGE OR MARK IT FOR LATER

If you are an **Invoice Entry User** and have access to the DSSI Capture tool, you might not always be in a position to enter and submit an invoice immediately. Sometimes you may need to place the invoice on hold to get that vendor set-up or to work with the vendor on an issue before submitting it for payment.

And there may be other times where you want to keep your queue clean and want to remove blanks or delete duplicates so they don't all get submitted for payment.

In those cases,

- Log in to **DSSI Capture**.
- Select any invoice from the **Document List**.
- And then click the **More** drop-down menu in the lower-right corner to do any of the following tasks:



MARK THE INVOICE AS PENDING VENDOR SET UP

- Choose **Requires Vendor Set Up**.
- Answer the question, “**What is the new vendor’s name?**” and click **Save & Next**.
- This will move the invoice to the **Pending** tab. From there, follow your internal “New Vendor Set Up Process” and then come back to submit it once the vendor has been set up.



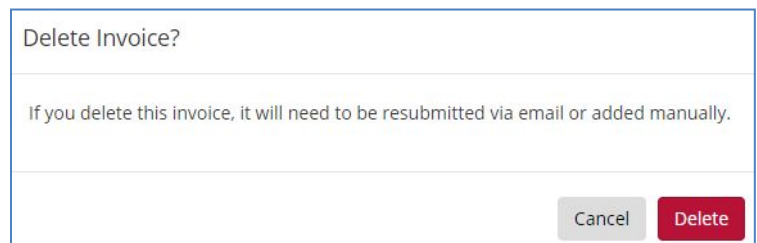
PUT THE INVOICE ON HOLD

- Choose **Place on Hold**.
- Enter a reason to the question, “**Why are you placing this on hold?**” and click **Save & Next**.
- Once you've resolved the issue for the hold and you're ready to submit the invoice for payment, access it from the **Pending** tab.



DELETE BLANK OR DUPLICATE INVOICES

- Choose **Delete**.
- Confirm by selecting **Delete** again.
- This will remove the invoice from the queue. If you made a mistake, it will need to be resubmitted via email or uploaded manually.



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**CAPTURE REQS
(REQUISITION ENTRY)**

CAPTURE REQS

SUBMIT A REQUISITION



Capture Reqs (Requisition Entry) is a tool that allows you to enter off-system requisitions (i.e., Purchase Orders) for your non-national, non-DSSI vendors and easily upload any supporting documents. This is convenient because it allows you to account for spend at the time of purchase *and* it allows the requisition to go through any type of internal approval process (if applicable). Note: You still have to place the order as you regularly would.

ACCESS CAPTURE REQS (REQUISITION ENTRY)

To access Capture Reqs and submit a requisition, do the following:

- Log in to DSSI.
- Click the **Requisition Entry** link under the **Tools** menu.
- Depending on your browser settings, a new tab or window will open up, displaying the **Requisition Details**.

ENTER A REQUISITION

Contact your Help Desk if you don't know what information to include.

- **Supplier:** Find the vendor by typing in part of the name.
- **GL Account:** Select the appropriate GL Code.
- **Justification/Notes:** Include a description of why you're requesting this purchase be made.
- **Item Number(s), Quantity, and Amount:** Once entered, the **Line Total** and **Total** will automatically calculate.
- **Add Line:** To add additional lines, select the **Add Line** link in the upper-right corner and repeat those steps.
- **Quotes:** Attach quote(s) using the section at the bottom. (Note: The file size limit is 10 MB.)
- **Quote Details:** Complete the line-level details and mark the **Winning Quote**.
- **Submit:** Review what you entered for accuracy and completeness and then click **Submit**. If there is missing or incorrect information, a red message will explain what needs to be fixed; otherwise, a green message indicates a successful submission.

A screenshot of the "Requisition Details" form. The form includes fields for "Supplier *", "GL Account *", and "Justification *". Below these is a "Lines" section with a table for "Item Number *", "Quantity *", "Amount *", and "Line Total". The first row shows "1" in the quantity field and "\$0.00" in the line total field. There is an "ADD LINE" button. Below the lines section is a "Quotes" section with a warning message: "By creating this quote, you verify that it contains no resident identifying or other Protected Health Information." At the bottom, there is a "Winning Quote" section with a checkbox, a "Supplier" dropdown, a "Total" field, and a "File" field with a file name "if_General_Office_33_2530818.png".

At this point, here's what happens :

- Your requisition *may* go through an approval process.
- The spend listed on the requisition will hit the GL code that you designated.
- The requisition will reside on DSSI with your other purchase orders and invoices, allowing you (or someone else) to use the bundled tool, **Capture Bills**, to link an invoice to that requisition.

CAPTURE REQS

RESUBMIT A REQUISITION



Save time resubmitting a requisition with just a few clicks on DSSI!

1. Go to **Order History** and find your denied requisition using Search or Filters.

Order History

Orders Invoices

Search

Filter by status Filter by supplier Filter by location All orders

2. Review the denial reason at the bottom of the PO *and then* click the **Resubmit for Approval** button.

Order Modifications

Date	Name	Action	Data
10/10/2019 7:50:06 AM CST	Jim Noddin	Added Note	Wrong vendor selected on the CRF form. The quote is fine, need to select Medline National Vendor from the list instead.
10/10/2019 7:50:36 AM CST	Jim Noddin	Denied	

Home > Order History > Purchase Order GHCN00000

DENIED Purchase Order GHCN00000 submitted by on Oct. 7, 2019

Total \$3,747.70
Location Fake Location Name
Supplier Main Line Medical Supplies Inc
Supplier Type Local
Delivery Date 10/7/2019

Shipping Address

Resubmit for Approval
You will have the opportunity to review this order before it is submitted.
Print Purchase Order

3. Fix the issue in the requisition pre-populated form and finally, click **Submit**.

Note: All previous information and attachments are automatically pre-populated!

DIRECT SUPPLY
DSSI

Requisition Details

Supplier *

Capital Type *

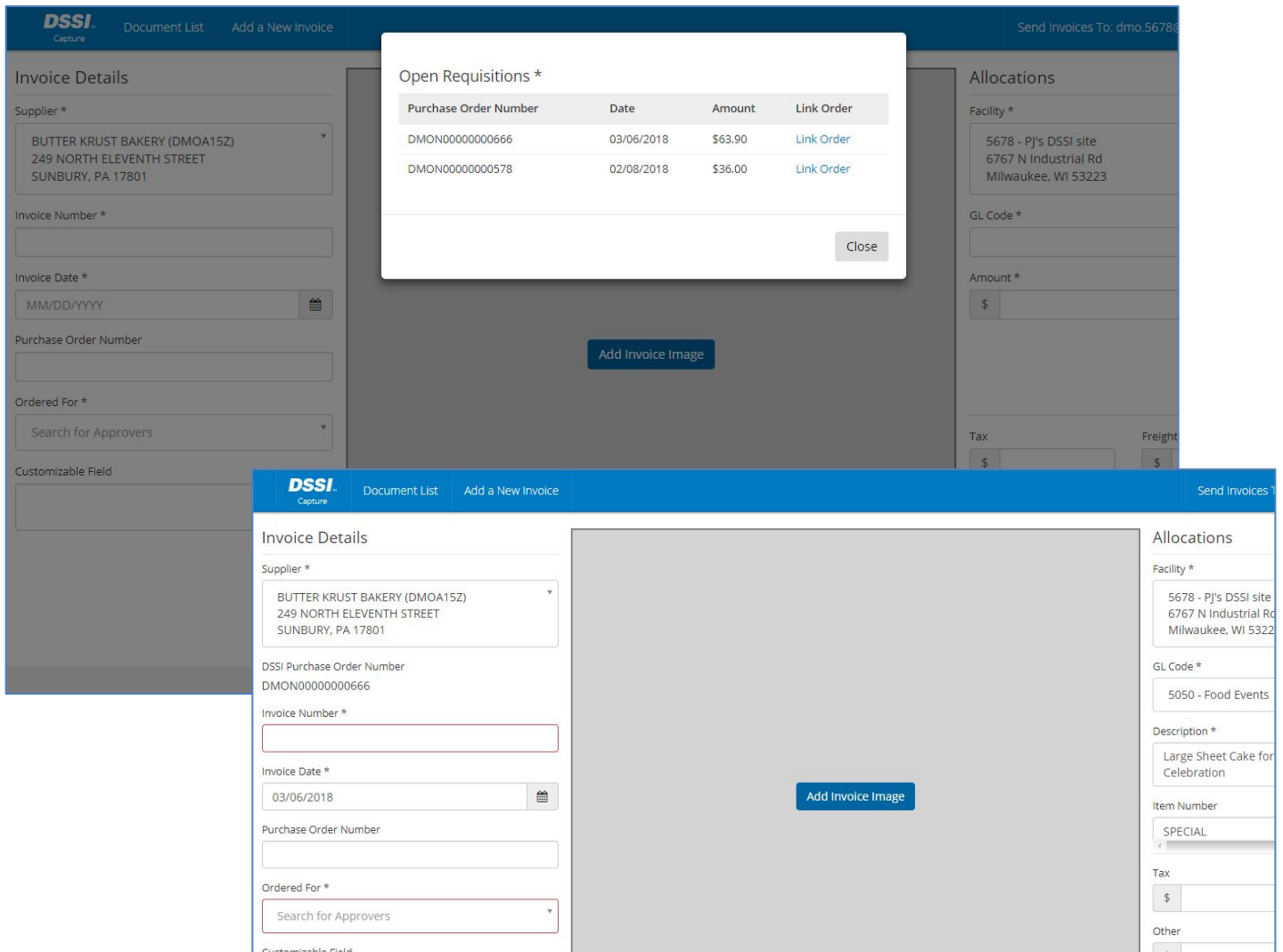
CAPTURE REQS

LINK A REQUISITION TO AN INVOICE

After a requisition has been through an approval process (or has skipped it), it can be linked to a DSSI Capture invoice.

To link, the *Invoice Entry User* would do the following:

- Log in to DSSI and access **Capture Bills** as usual.
- Upon selecting a Supplier on an **Invoice Details** screen, if that Supplier has any **Open Requisitions**, a pop-up message will appear. (See first screenshot below.)
- If applicable, pick the appropriate one by choosing to **Link Order**. (Once linked, the status of the requisition on the *Order History* screen will flip to **Complete**.)
- At that point, all of the details from the requisition (i.e., description, GL code, etc.) will automatically populate. (See second screenshot below.)
- Enter the remaining information and submit the invoice as usual.



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END