



ORDER HISTORY

DSSI USER GUIDE

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ORDER HISTORY

FIND ORDERS AND ORDER STATUSES



After placing an order on DSSI, click the **Order History** button on the blue navigation bar to find your orders and their statuses. Everyone's most recent orders, with any status, for any supplier, for any of your locations will always initially appear.

Order History

Orders Invoices

Filter by status Filter by supplier Filter by location All orders x

FILTER THE ORDERS

Use the filters to narrow your results.

- Use **Filter by Status** to choose one *or more* order statuses. Either search for a status OR pick from the drop-down list of statuses. For example, pick **Cancelled Lines** and **Backordered Lines** to quickly see orders you need to take action on.
- Use **Filter by Supplier** to search for *one* supplier by name. (Only a handful of your suppliers will be in the drop-down list.)
- Use **Filter by Location** to choose one *or more* of the locations you have access to. Either search by a location's name or ID# OR pick from the drop-down list of locations.
- Finally, use the **All Orders** to instead choose **My Orders** if you'd only like to see *your* orders and not everyone else's orders at your location(s).

SEARCH FOR AN ORDER

Use the search box to search for an order by partial order number.

Orders Invoices

Filter by status Filter by supplier Filter by location All orders x

| Status | PO # | Order Date | Supplier | Ordered By | Location | Total |
|------------------|-----------------|------------|---------------|--------------|-------------------------|---------|
| Sent to Supplier | DMON00000001411 | 3/17/2020 | Direct Supply | Dosty Everts | 5678 - 5678 Green Acres | \$10.38 |

VIEW AN ORDER'S LINE-LEVEL STATUSES

Select any order to view the specific line-level statuses sent by the supplier.

CONTACT VENDORS OR APPROVERS

- Once an order has been submitted for fulfillment you *cannot* edit it on DSSI. Therefore, directly contact the **vendor** to make changes to it, cancel it, add products to it, etc.
- If you have questions about an order that is **Pending Approval** or was **Denied**, please contact the **Approver**.

Note: Orders not placed on DSSI will have an "A" in the PO # sequence.

ORDER HISTORY

FIND CANCELLED AND BACKORDERED ITEMS



After clicking the **Order History** button on the blue navigation bar to find a PO, then select any PO to view the specific line-level statuses sent by the supplier, including delivery dates and tracking information, when available.

If a PO's status has **Cancelled Lines** or **Backordered Lines**, the *PO Detail* page will show you the individual lines that are cancelled or are on backorder and, when sent by the supplier, it will also display the Estimated Ship Date.

| Status | PO # | Order Date | Supplier | Ordered By | Location | Total |
|-------------|-----------------|------------|---------------|----------------|-------------------------|----------|
| Backordered | DMON00000001257 | 3/30/2020 | Direct Supply | Ryan Marquette | 5678 - 5678 Green Acres | \$503.84 |

LINES BACKORDERED Purchase Order 70761 submitted by April Castro on Sep 8, 2020 at 2:20 PM CDT

Total: \$155.40
Location: Oaks
Supplier: Direct Supply
Supplier Ref #: 9440

Shipping Address: Oaks, 63 Oaks Dr N, Bury, CA 91010

Buttons: + Reorder Products, Print Purchase Order

Line Items:

| Product Name | Brand / Manufacturer | Product # | Manf # | U/M | Unit | Qty | Extended |
|---|----------------------|-----------|----------|-----|---------|-----|----------|
| Tulip Cup, Swirl, 5 oz GL: 6813-530 - DIETARY UTENSIL DIET... Backordered • Est. Shipping 9/13/2020 | Dinex | 28130 | DXSWC507 | CA | \$82.98 | 1 | \$82.98 |
| Solid Turner, Blade 3i x 8i GL: 6813-530 - DIETARY UTENSIL DIET... Processing | Browne Halco, Inc. | 41082 | 574364 | EA | \$9.78 | 2 | \$19.56 |

CONTACT THE VENDOR

If you have any questions about cancelled or backordered lines, the Estimated Ship Dates, or the order in general, please contact your vendor.

QUICK TIPS

- The **Supplier Reference Number** can be found on the *PO Detail* page.
- A **Capital Requisition Number** can be found on the *PO Detail* page.
- Orders not placed on DSSI will have an "A" in the PO # sequence.

ORDER HISTORY

FIND INVOICES AND INVOICE STATUSES



Click the **Order History** button on the blue navigation bar to find any invoice and its status. All recent invoices, with any status, for any supplier, for any of your locations will always initially appear.

The screenshot shows the 'Invoices' tab selected. There is a search bar and two filter dropdowns: 'Filter by status' (set to 'Direct Supply') and 'Filter by location'. Below is a table with columns: Status, Invoice #, Invoice Date, Supplier, Location, and Total.

| Status | Invoice # | Invoice Date | Supplier | Location | Total |
|-----------|-----------|--------------|---------------|-------------------------|----------|
| Invoiced | 242467 | 3/29/2020 | Direct Supply | 5678 - 5678 Green Acres | \$588.20 |
| DSSI Hold | 1906311 | 3/29/2020 | Direct Supply | 5678 - 5678 Green Acres | \$60.59 |

FILTER THE INVOICES

Use the filters to narrow your results.

- Use **Filter by Status** to either search for a status OR pick from the drop-down list of statuses.
- Use **Filter by Supplier** to search for one supplier by name. (Only a handful of your suppliers will be in the drop-down list.)
- Use **Filter by Location** to choose one *or more* of the locations you have access to. Either search by a location's name or ID# OR pick from the drop-down list of locations.

SEARCH FOR AN INVOICE

Use the search box to search for an invoice by partial invoice number.

VIEW THE DETAILS OF AN INVOICE

Select any invoice to go to the *Invoice Detail* page and view the related PO(s), the Remit To address, as well as the line-level details, including any line-level tax information.

The screenshot shows the 'INVOICED' status for Invoice 22861, dated September 07, 2020. It includes a 'Reorder Products' button and a 'Download PDF' button. The page is divided into sections for Shipping Address, Billing Address, and Remit Payment To. Below these is a 'Line Items' section with a table.

| Product Name | GL Account | Product # | Manf # | U/M | Unit | Qty | Extended | Tax |
|--|-------------------------------|-----------|--------|-----|----------|-----|----------|---------|
| ZERO-G Heel Pillow ULTRA, Double Leg, Pack of 2 by NY Orthopedic | 6801-275 - SUPPLIES PHYSIC... | C4369 | 9902-2 | PK | \$164.99 | 1 | \$164.99 | \$14.85 |

CONTACT THE VENDOR

If you have any questions about an invoice, please contact your vendor.

ORDER HISTORY

RETRIEVE ORDERS SENT FOR APPROVAL



ORDERS IN A "PENDING APPROVAL" STATUS

As long as an order is still in the approval process and hasn't yet received that final "stamp of approval" from your Approver(s), you have a limited amount of time to retrieve that requested order before it gets to the vendor.

To do so, follow these instructions:

- Select **Order History** from the blue navigation bar.
- Filter by the **Pending Approval** status to find your requested order.
- At this point, you can either take back the requested order to edit it *or* permanently delete it altogether.
 - **EDIT ORDER:** Use this button to remove the requested order from the approval queue *and* move the entire order back into your Cart so you can make changes to it, add products, remove products, etc.
 - **CANCEL ORDER:** Click this button to remove the requested order from the approval process *and* permanently delete the order altogether.

IN APPROVALS Purchase Order DMONT0000003492 submitted by Misty Brum on Sep 9, 2020 at 4:39 PM CDT

| | | | |
|------------------|---------------------------|--|--------------------------------------|
| Total | \$146.83 | Shipping Address DMO DSSI Test site 6767 Industrial Rd. Milwaukee, WI 53223 | ✕ Edit Order |
| Location | 6767 - DMO DSSI Test site | | ✕ Cancel Order |
| Storage Location | HMB01 6767 PMH PULMONRY | | Print Purchase Order |
| Supplier | Direct Supply | | |

Line Items NO TRACKING INFORMATION

| Product Name | Brand / Manufacturer | Product # | Manf # | U/M | Unit | Qty | Extended |
|--|-------------------------|-----------|--------|-----|---------|-----|----------|
| CanDo® Slim® WaTE™ Bar Set, 5 ... GL: 9997 - Nursing - Supplies Processing | Fabrication Enterprises | 81832 | N/A | ST | \$71.98 | 1 | \$71.98 |
| CanDo® WaTE™ Ball Set, 6 Pieces GL: 9997 - Nursing - Supplies Processing | Fabrication Enterprises | 06488 | N/A | ST | \$51.98 | 1 | \$51.98 |
| CanDo® Digi-Squeeze Hand & Fin... GL: 9997 - Nursing - Supplies Processing | Fabrication Enterprises | 06476 | N/A | ST | \$15.98 | 1 | \$15.98 |

CONTACT VENDORS OR APPROVERS

- Once an order has been submitted for fulfillment, directly contact the vendor to make changes to it, cancel it, add products to it, etc.
- If you have questions about an order that is **Pending Approval** or was **Denied**, please contact the Approver.

ORDER HISTORY



ADD A PREVIOUS ORDER TO THE CART

Use the **Reorder Products** button to reorder the same exact items in the future. Note: It cannot be used to edit, tweak, cancel, or add items to an *existing* order.

ADD ORDER TO CART

- Click **Order History** from the blue navigation bar.
- Use the filters or the **Search** box to find the desired order.
- Choose the hyperlink for the order to go to the *Purchase Order Detail* page.
- Click **Reorder Products** to add the *entire* order to your Cart.

At this point, you'll be automatically redirected to your Cart. Review the products and make any updates to them before you continue adding more products or begin the checkout process.

If you submit the order it is NOT editing your existing order; it is re-submitting the entire order.

CONTACT THE VENDOR

If you need to edit an order you already submitted, directly contact the vendor to make changes to it, cancel it, add products to it, etc.

Home > Order History > Purchase Order 70609

COMPLETE Purchase Order 70609 submitted by Stephen Finigan on Sep 2, 2020 at 4:42 PM CDT

| | |
|----------------|-----------------------------|
| Total | \$494.78 |
| Location | Oaks |
| Supplier | Office Depot |
| Supplier Ref # | 810015 |
| Related | INV 1001015 |
| Delivery Date | 9/10/2020 |

Shipping Address

Oaks
63 Oaks Dr N
Bury, CA 91010

[+ Reorder Products](#) ⓘ

You will have the opportunity to review this order before it is submitted.

[Print Purchase Order](#)

[VIEW TRACKING INFORMATION](#)

| Product Name | Brand / Manufacturer | Product # | Manf # | U/M | Unit | Qty | Extended |
|--|--------------------------|-----------|-----------|-----|---------|-----|----------|
| ROHO® MOSAIC Cushion with Sta... GL: 6800-425 - CHARGEABLE MEDICAL... Complete | ROHO - Crown Incorpor... | 3JV61 | MOS1816CA | EA | \$57.98 | 2 | \$115.96 |

ORDER HISTORY

REVIEW RSI ON INVOICES



Invoices with Resident-Specific Information (RSI) allow you to connect a product or service to a specific resident by including their Protected Health Information (PHI) when processing the electronic invoices while in accordance with HIPAA regulations.

Resident-Specific Items on DSSI invoices are designated with an RSI “pill”. Users who have been granted RSI access will be able to view the PHI for each item. Users without access will not.

USERS WITH RSI ACCESS

If you have been granted access to view RSI on invoices, you will see any additional details that the vendor provided. You can then **Collapse/Expand All RSI Details**. To organize by patient, change the **Group By** sort method to **Patient Data** and you’ll see each patient and their corresponding subtotal as seen here.

Line Items [Collapse/Expand All RSI Details](#) **Group By** Patient Data

View Line Items

| Patient Name | Claim # | Subtotal |
|---------------|----------|----------|
| Beth Mitchell | 14211634 | \$86.30 |

Resident Specific Information (RSI)

| Name | Date of Birth | Claim # |
|---------------|---------------|----------|
| Beth Mitchell | 02/19/1939 | 14211634 |

| Product Name | GL Account | Product # | Manf # | Unit | Qty | Extended | Tax |
|---|------------------------------|---------------|-----------------------|--------|-----|----------|--------|
| POLYETHYLENE GLYCOL PWD 17.9OZ BT by Geiss, Destin & Dunn | 615160-645 - Non Legend D... | OTC0306 03 | 00113- 0306- 03 | \$8.63 | 10 | \$86.30 | \$0.00 |

USERS WITHOUT RSI ACCESS

If you have not been granted access to view RSI on invoices, you will see the following message for *DSSI invoices*. If your organization uses DSSI Capture to process off-system invoices, you will not see any RSI “pills” or messages and if you try to **Download PDF**, you’ll receive a slightly different message.

You do not have access to view Resident Specific Information (RSI).

Line Items

| Product Name | GL Account |
|--------------------------------|------------|
| PICC LINE INSERTION RSI | 63100 |

Shopping Lists Order History **Cart (0)**

You do not have access to view files which may contain resident information

Download PDF

If you think you should have rights to view Resident-Specific Information, please contact your Help Desk.

ORDER HISTORY



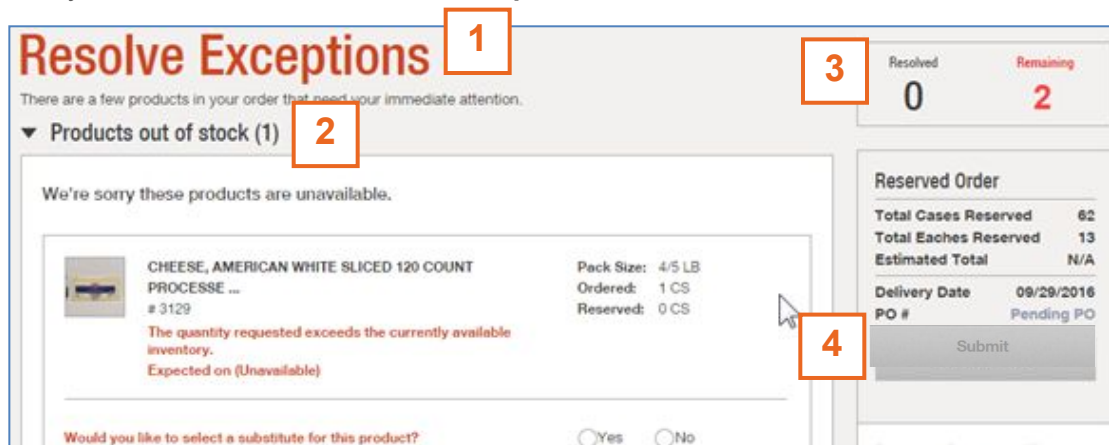
RESOLVE US FOODS ORDER AVAILABILITY EXCEPTIONS

Instead of calling US Foods, resolve out-of-stock and blocked product issues and delivery day changes ONLINE!

Prior to your cutoff time for delivery, use the **Click Here** link on your PO screen to be directly taken to the US Foods Order Exception Resolution System and resolve any issues there.

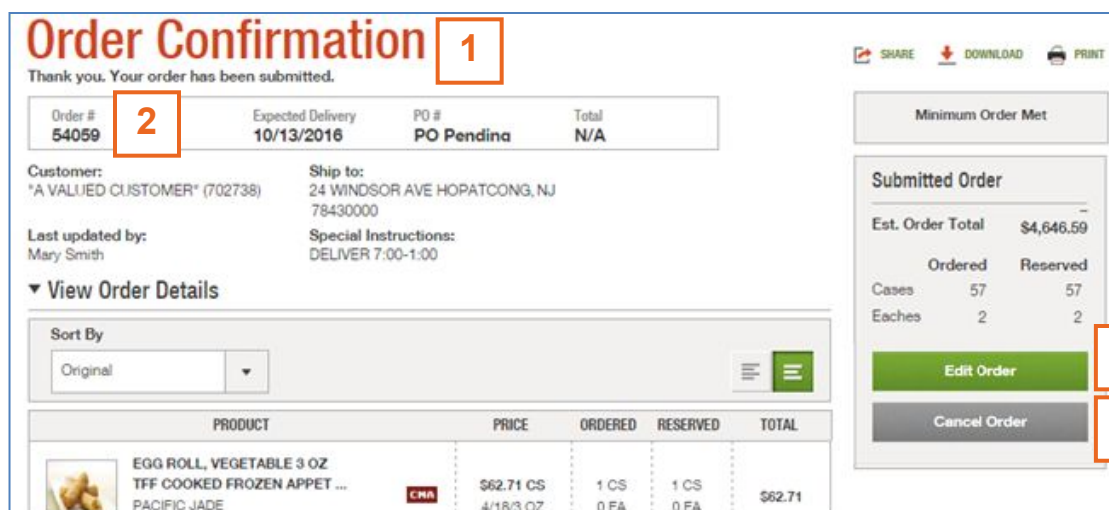
IF THERE ARE OPEN EXCEPTIONS WITH THE ORDER

1. If there are open exceptions, you'll be taken to the **Resolve Exceptions** screen to resolve the issues.
2. It will show you products that need your immediate attention and, when available, will identify options that you could choose to use as substitutions.
3. As you review your exceptions, the screen will display the number of issues left to resolve.
4. The **Submit** button will be disabled until all exceptions are cleared, at which time, it will become clickable.



IF THERE ARE NO OPEN EXCEPTIONS WITH THE ORDER

1. If there are no open exceptions with the order, you'll be taken to the **Order Confirmation** screen where you can review your order, make edits to it, and even cancel it.
2. This screen confirms your order has been submitted and displays your **Order #**.
3. To make edits to your order, click the **Edit Order** button.
4. To completely cancel the order, click the **Cancel Order** button.



QUICK TIPS

1. USF analyzes order exceptions only within 48 hours of delivery. If you place an order before then, use the link on the DSSI PO page to go to the USF site and review your order and resolve any new exceptions.
2. When order exceptions are resolved on the USF system, DSSI is not updated, so continue to use the link to USF for the most accurate information about your order. The link will be displayed on your DSSI PO page until your cutoff time for delivery.
3. If you have any questions or issues with the USF site, please contact US Foods directly.