

User Manual

Supplier Portal Vendor Community

Procurement Office

September 2020 | Version 2.0



Table of Contents

1. Introduction	1
1.1 Scope	1
2. Overview	2
2.1 Conventions/Terminology	2
2.2 User Roles	3
2.3 Active Solicitation Process Flow	3
3. Get Started-Register with WSSC Water	5
3.1 Provide Supplier Information	5
3.2 Provide Basic Information	5
3.3 Provide Company Details	7
3.4 Provide Additional Information	11
3.5 Provide Attachments	12
3.6 Registration Approval Notification	14
4. Accessing the Supplier Portal	15
5. Profile Update by Registered Suppliers	17
5.1 Access Supplier Profile.....	17
5.2 Update General Information	17
5.3 Update Company Profile Information.....	18
6. Download the Solicitation.....	30
6.1 Solicitation Download Using the Menu Selection	30
6.2 Solicitation Download Using Notification	33
6.3 Access The Solicitation	36
6.4 Registered Suppliers Access Solicitation	38
7. Access Sourcing Information	48
7.1 WSSC Supplier Quick Links.....	48
7.2 View Solicitation Abstracts	48
8. Troubleshooting & Support.....	49
8.1 Special Considerations	49
8.2 Support.....	49
9. Frequently Asked Questions (FAQs)	50
Appendix A. Acronyms.....	59
Appendix B. Referenced Documents	60

Appendix C. Record of Changes 61

List of Figures

Figure 1: WSSC Water One-Source – Home Page 3

Figure 2: Active Solicitation (Current State) Business Process Diagram 4

Figure 3: WSSC Water One-Source – Basic Information 6

Figure 4: Search and Select: Tax Country 6

Figure 5: Company Details – Address Book 7

Figure 6: Create Address – Apply 8

Figure 7: Address Book – Create Button..... 8

Figure 8: Business Classifications 8

Figure 9: Products and Services – Create 9

Figure 10: Add Products and Services – Apply..... 10

Figure 11: Products and Services – Delete..... 10

Figure 12: Supplier Profile Attributes – Additional Information..... 11

Figure 13: Search and Select: Primary NAICS Code or Description 12

Figure 14: Add Attachment..... 12

Figure 15: Add Another Attachment 13

Figure 16: Add Another Attachment 13

Figure 17: Supplier Portal - Confirmation..... 14

Figure 18: WSSC Water Confirmation of Registration..... 14

Figure 19: WSSC Water One-Source Home Page 15

Figure 20: WSSC Water One-Source Change Password 15

Figure 21: WSSC Water One-Source Reset Password 16

Figure 22: WSSC Water One-Source Forgot Password..... 16

Figure 23: WSSC Water Supplier Profile & User Manager Folder 17

Figure 24: General Attachments	17
Figure 25: General Add Attachment	18
Figure 26: Update Company Profile Information – Overview	19
Figure 27: Provide Primary NAICS Code Information	19
Figure 28: NAICS Code Quick Select Option	20
Figure 29: Minority Owned Tab	20
Figure 30: Women Owned Tab	21
Figure 31: Small Local Business Tab	21
Figure 32: Create the Address Book	21
Figure 33: Create Address & Save	22
Figure 34: Address Confirmation Notification	22
Figure 35: Create Contact Directory	23
Figure 36: Add Contact & Apply	23
Figure 37: Link the Contact to a Business Location – Addresses Option	23
Figure 38: Quick Select Relevant Address	24
Figure 39: Address Associations for Contact	24
Figure 40: Disabled Update Icon	25
Figure 41: Business Classifications	25
Figure 42: Add Products & Services	26
Figure 43: Search Product & Services	27
Figure 44: Confirmation Page & Return to Products and Services	27
Figure 45: Products and Services Status Page	28
Figure 46: Products and Services Remove Option	28
Figure 47: Return to Products and Service Option	29
Figure 48: Products and Service Updated Page	29
Figure 49: Active Solicitations Menu	30
Figure 50: Active Solicitations Search	31

Figure 51: Active Solicitations Search	31
Figure 52: Download a Copy of the Solicitation Options	32
Figure 53: Worklist Section Notification Link	33
Figure 54: Negotiation Details Link	34
Figure 55: Open Or Save Attachment Options	35
Figure 56: Abstracts for Active WSSC Water Solicitations	36
Figure 57: Abstracts Status - Details	37
Figure 58: Abstracts Status - Details	38
Figure 59: Main Menu – Solicitation Briefers (Abstracts)	39
Figure 60: Active Status Menu Filter	39
Figure 61: WSSC One-Source Login Page	40
Figure 62: Oracle Application Home Page	41
Figure 63: Active Solicitations – Solicitation Status	42
Figure 64: Printable View Option	43
Figure 65: Open Save or Cancel Attachment Options	43
Figure 66: Open Option – PDF example	44
Figure 67: Status and Acknowledge Amendments	45
Figure 68: Acknowledge Amendment Terms & Conditions	45
Figure 69: Notes and Attachments – Open Option	46
Figure 70: WSSC Procurement Office Solicitation Sample PDF	47

List of Tables

Table 1: WSSC Water Supplier Portal Terms	2
Table 2: User Roles	3
Table 3: Acronyms	59
Table 4: Referenced Documents	60
Table 5: Record of Changes	61

1. Introduction

The Washington Suburban Sanitary Commission (WSSC) Water, also referred to as WSSC Water or the Commission, supplier portal enables WSSC Water to communicate key procure-to-pay (P2P) information with suppliers and secure, self-service business transactions between companies and their suppliers. The supplier portal provides suppliers with the ability to use a standard web browser to directly manage business transactions and access secure information. The WSSC Water Supplier Portal, also known as One-Source, provides a collaborative platform for a buyer (departments within WSSC Water) to manage relationships with their supply base. With One-Source, suppliers can receive immediate notifications and respond to events in the purchasing and planning process. Overall, the WSSC Water Supplier Portal provides the framework that enables departments within WSSC Water (buyers) and suppliers to communicate key business transactions while enabling the ability to search, monitor, revise and review. For optimal use of this user manual, the supplier should use it while navigating within the WSSC Water One-Source system and refer to the user manual as needed.

1.1 Scope

The WSSC Water Supplier Portal User Manual is intended to educate users and to be used by a supplier/vendor to gain familiarity with the WSSC Water Supplier Portal. The manual outlines the steps to be followed by the supplier. The main topics covered within this manual are as follows:

- Application or System Process Flow
- Get Started-Register with WSSC Water
- Profile Update by Registered Suppliers
- Download the Solicitation
- Access Sourcing Information
- WSSC Water Web-based Compliance System
- Troubleshooting & Support
- Frequently Asked Questions (FAQs)

2. Overview

This section provides a cross reference of terminology as displayed in the Supplier Portal to the meaning from the business standpoint for WSSC Water.

In the table below, the Supplier Portal Term column provides the term as displayed in the Supplier Portal System and the WSSC Water Business Term column provides the term as defined when conducting business with WSSC Water.

See Table 1 below.

Table 1: WSSC Water Supplier Portal Terms

Number	Supplier Portal Term	WSSC Water Business Term
1	Negotiation	Solicitation
2	Auction	Invitation For Bid (IFB) and Request For Quote (RFQ)
3	RFI	Request For Information (RFI) and Request For Qualifications (RFQu)
4	RFQ	Request For Proposal (RFP) and Multi-Step IFB (MS IFB)
5	Abstract	Briefer
6	Products and Services Code	North American Industry Classification System (NAICS) Code
7	Business Classification	Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE)/Small Local Business Enterprise (SLBE), etc. status

2.1 Conventions/Terminology

This document provides screen captures and corresponding narrative to describe how to use the WSSC Water Supplier Portal, also referred to as One-Source. The One-Source main page for account login is shown in Figure 1 on the next page.

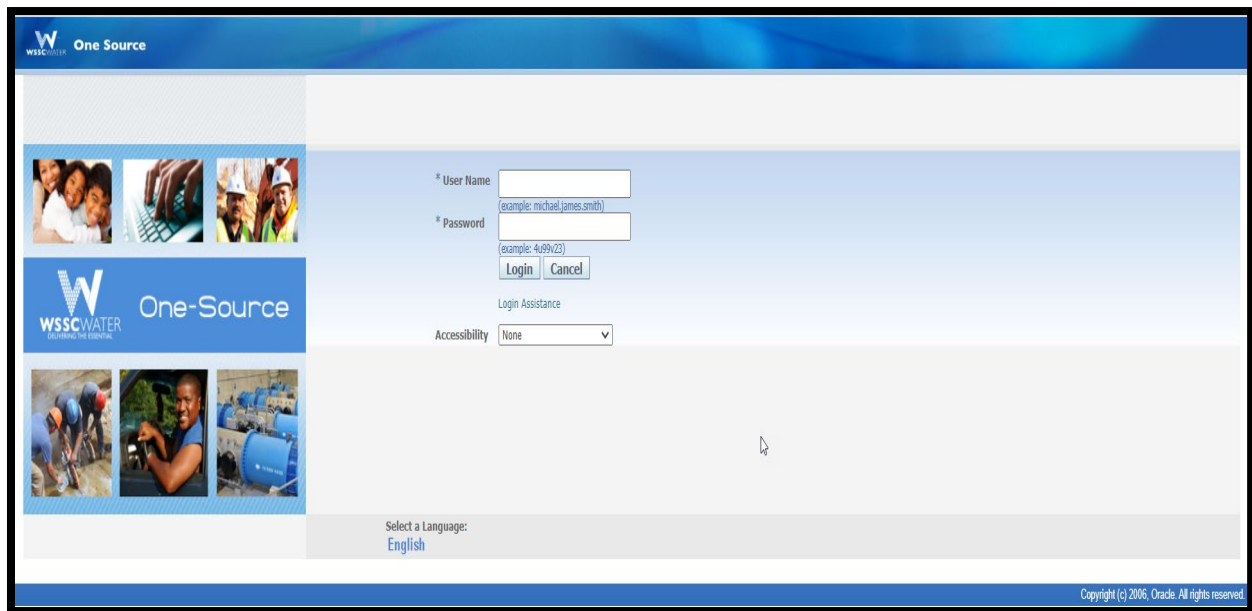


Figure 1: WSSC Water One-Source – Home Page

When an action is required on the part of the reader, it is indicated by a line beginning with a step **number** or the word **Action** followed by a colon (:). For example:

1. Enter your unique User Name

Action: Click on the OK button.

Fields or buttons to be acted upon are indicated in bold in the **steps** or **Action** statement; links to be acted upon are indicated as links in underlined blue text.

NOTE: The term **user** is used throughout this document to refer to a person who requires and/or has acquired access to the supplier portal/One-Source.

2.2 User Roles

Table 2 below lists the users and their functional capabilities.

Table 2: User Roles

User Role	Functional Capabilities
Supplier	A person or organization that provides something needed such as a product or service to WSSC Water.
Buyer (WSSC Water)	A person or organization who makes a purchase from a supplier.
Administrator	The WSSC Water Administrator who performs user administration tasks (e.g., manually resets passwords, etc.).

2.3 Active Solicitation Process Flow

Figure 2 on the next page is a Business Process Diagram (BPD) which depicts the general walkthrough of the solicitation process from start to end.

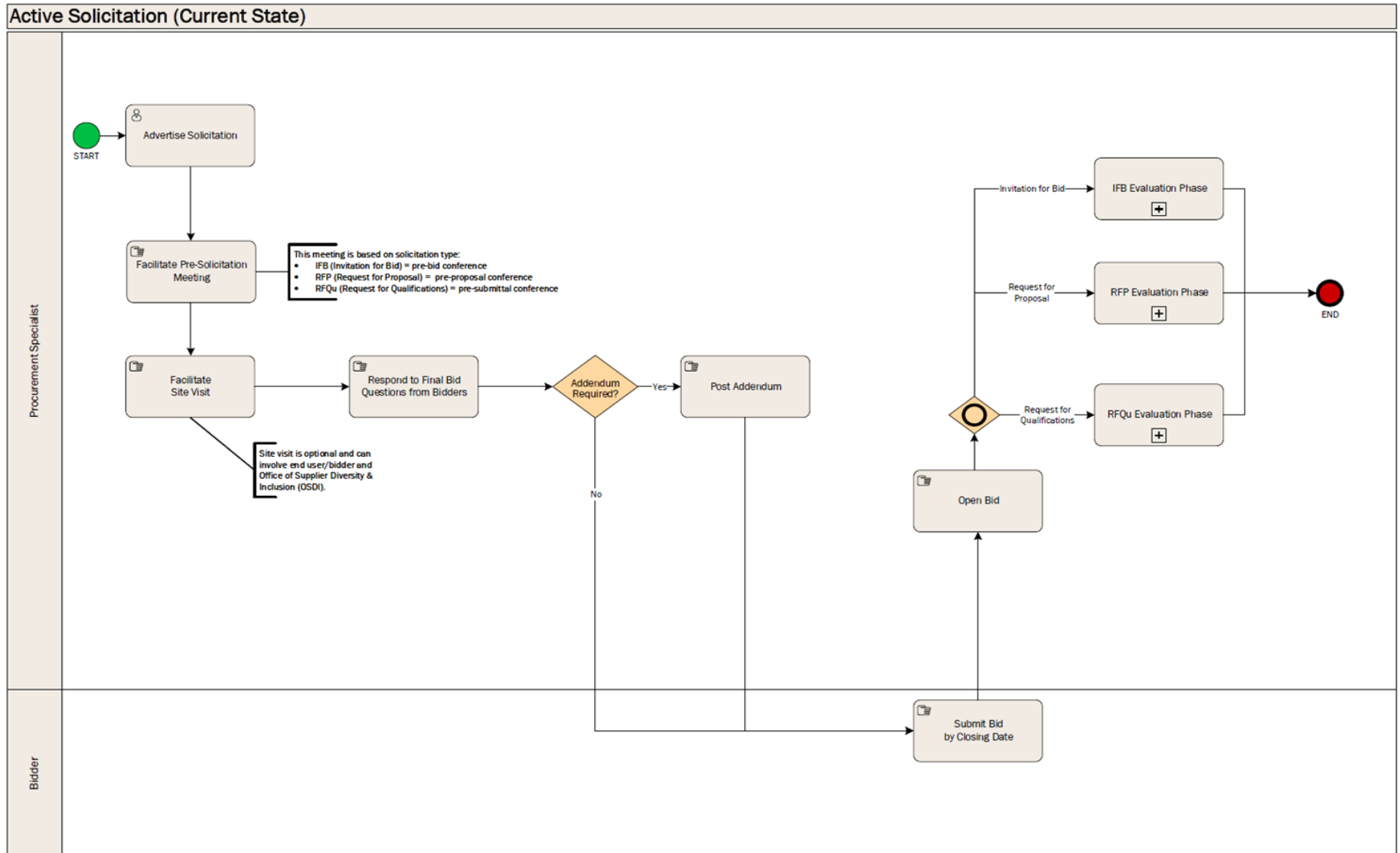


Figure 2: Active Solicitation (Current State) Business Process Diagram

3. Get Started-Register with WSSC Water

This section and the sub-sections that follow outline how to get started and register to contract with WSSC Water to provide services. There are five main procedures to follow.

3.1 Provide Supplier Information

This sub-section describes the first of five major procedures along with the steps a prospective supplier follows to register to do business with WSSC Water. The following step should be followed by every first-time supplier:

1. To access the Prospective Supplier Login page, click on or enter the following Uniform Resource Locator (URL) in an Internet Browser (e.g., Google, Internet Explorer, etc.) : https://onesource.wsscwater.com/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=BDB7AF1018A39E4A.


3.2 Provide Basic Information

This sub-section covers the second of five procedures along with the steps for the basic information provided by a supplier.

NOTE 1: All mandatory fields are marked with an (*) asterisk and require information be entered to proceed to the next step.


1. Provide information within the fields in the **Company Details** and **Contact Information** section of the **Basic Information** page.
2. Provide a W-9 form, which is required for approval.
 - a. Certificate of Insurance (COI) can be attached at the option of the supplier or as requested.

NOTE 2: If the supplier is entering any information under the **Business Classification** section of the registration, a copy of the supporting documentation (e.g., Minority Business Enterprise (MBE) Certificate) must be uploaded.

3. Click on the  icon to select a **Tax Country**.

See Figure 3 on the next page.

Figure 3: WSSC Water One-Source – Basic Information

4. Enter the '%' character followed by the beginning of the Country Name (e.g., "United") and select the **Quick Select**  icon associated with the name of the Country (e.g., United States.)

See Figure 4 below.

Select	Quick Select	Country Name	Country Code
<input type="radio"/>		Tanzania, United Republic of	TZ
<input type="radio"/>		United Arab Emirates	AE
<input type="radio"/>		United Kingdom	GB
<input type="radio"/>		United States	US
<input type="radio"/>		United States Minor Outlying Islands	UM

Figure 4: Search and Select: Tax Country

5. Click on the **Select** link.
6. Select the radio button to proceed to the following step, Section 3.3 Provide Company Details, of the registration process.

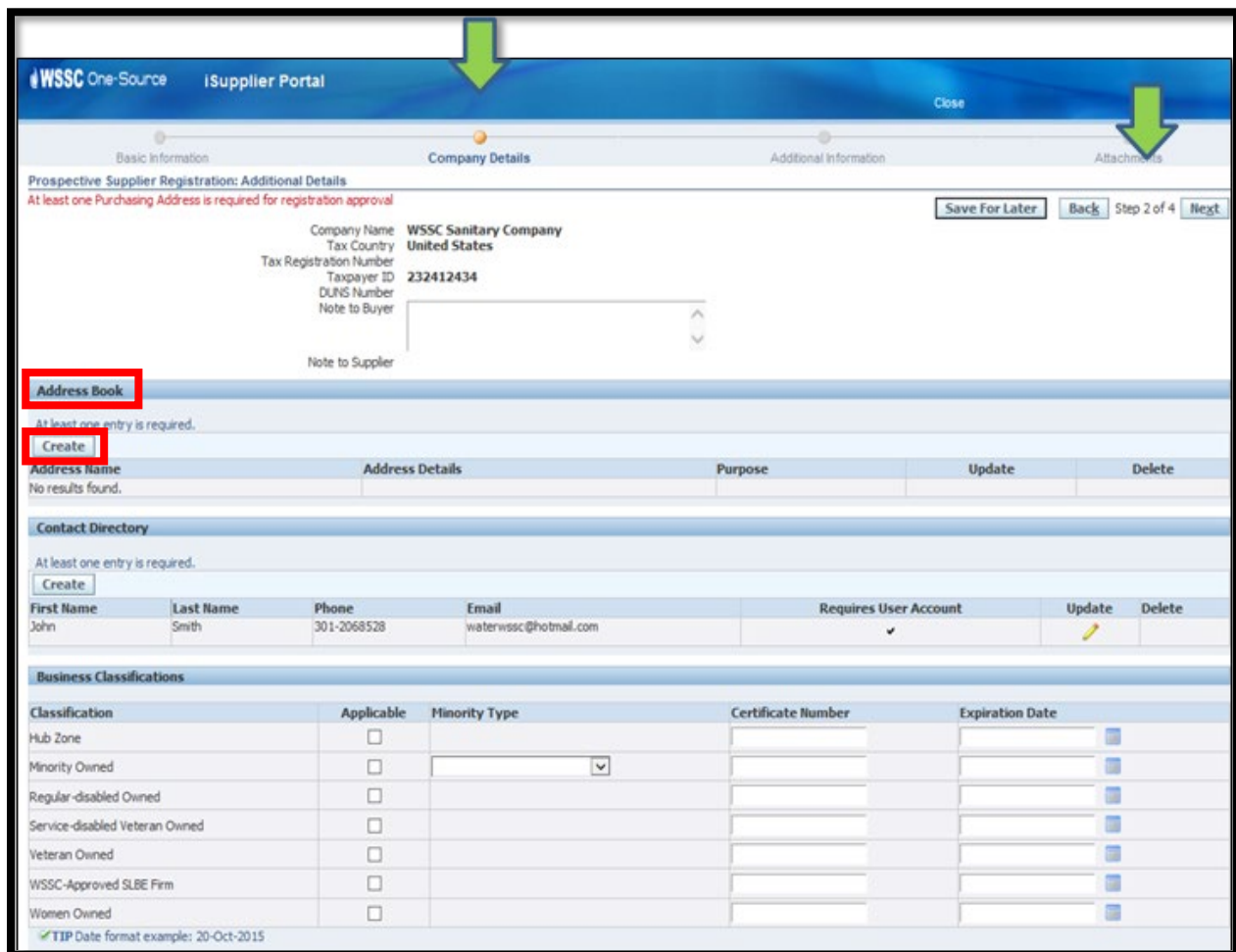
NOTE: If an error message displays, indicating the tax identification (ID) is being used by another company, review the information entered in Step 1 above within the registration process and remove any information from the **Tax Registration Number**, also known as the Value-Added Tax (VAT) field.

3.3 Provide Company Details

This sub-section provides the third of five procedures required from the supplier.

1. Enter/Select the information within the following areas: **Address(es) of business location(s)**, **Contact Directory** and **Business Classifications** for the supplier.
2. Click on the **Create** button under the **Address Book** section to enter a business location.

See Figure 5 below.



WSSC One-Source iSupplier Portal

Close

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration: Additional Details

At least one Purchasing Address is required for registration approval

Save For Later Back Step 2 of 4 Next

Company Name: WSSC Sanitary Company
 Tax Country: United States
 Tax Registration Number: 232412434
 Taxpayer ID:
 DUNS Number:
 Note to Buyer:
 Note to Supplier:

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	301-2068528	waterwssc@hotmail.com	✓		

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Expiration Date
Hub Zone	<input type="checkbox"/>			
Minority Owned	<input type="checkbox"/>			
Regular-disabled Owned	<input type="checkbox"/>			
Service-disabled Veteran Owned	<input type="checkbox"/>			
Veteran Owned	<input type="checkbox"/>			
WSSC-Approved SLBE Firm	<input type="checkbox"/>			
Women Owned	<input type="checkbox"/>			

TIP Date format example: 20-Oct-2015

Figure 5: Company Details – Address Book

3. Provide and enter all (indicated with an asterisk) of the address information for the location.
4. Select the **Apply** button as shown in Figure 6 below.

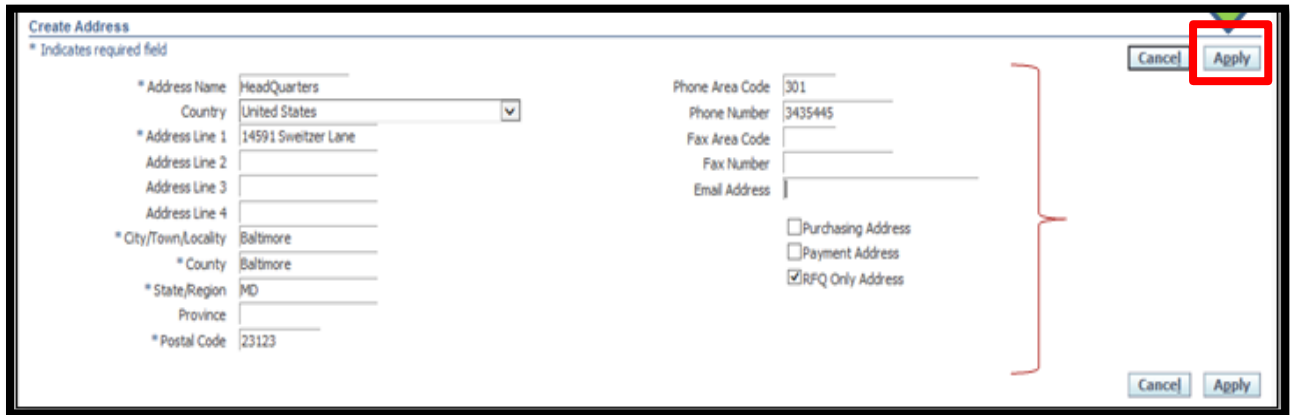
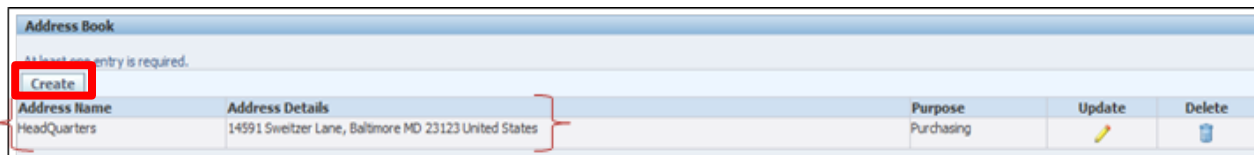


Figure 6: Create Address – Apply

The **Supplier Portal** displays the address record.

5. Confirm that the correct address record displays.
6. Click on the **Create** button.

See Figure 7 below.

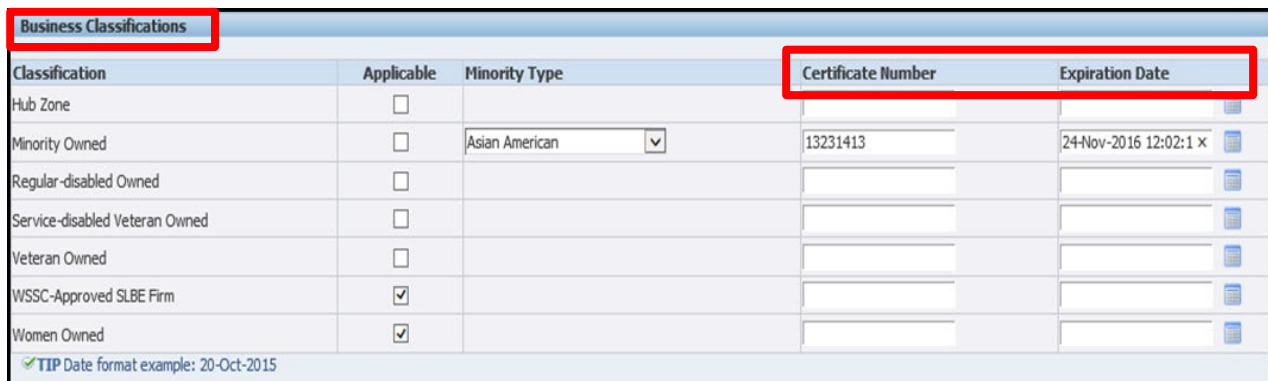


Address Name	Address Details	Purpose	Update	Delete
HeadQuarters	14591 Sweitzer Lane, Baltimore MD 23123 United States	Purchasing		

Figure 7: Address Book – Create Button

7. Go to **Business Classifications** section and select the relevant business classifications in the Business Classifications section.
8. Enter the corresponding **Certificate Number** and **Expiration Date** information where applicable.

See Figure 8 below.



Classification	Applicable	Minority Type	Certificate Number	Expiration Date
Hub Zone	<input type="checkbox"/>			
Minority Owned	<input type="checkbox"/>	Asian American	13231413	24-Nov-2016 12:02:1 x
Regular-disabled Owned	<input type="checkbox"/>			
Service-disabled Veteran Owned	<input type="checkbox"/>			
Veteran Owned	<input type="checkbox"/>			
WSSC-Approved SLBE Firm	<input checked="" type="checkbox"/>			
Women Owned	<input checked="" type="checkbox"/>			

Figure 8: Business Classifications

9. Select the **Create** button in the Products and Services section of the Company Details page.



Figure 9: Products and Services – Create

10. Visit the [Census.gov](https://www.census.gov) website to view a complete directory of NAICS Codes.
11. Search for the applicable NAICS Code(s).
 - a. To search for a NAICS Code, provide the Code or Description in the respective field and click on the Go button.
 - b. To select a NAICS Code, select the corresponding checkbox under the Applicable field from the list of NAICS Code records in the Search Results
12. Select all codes which are applicable to the company products and services offered. At least one entry is required.
13. Select the **Apply** button.

NOTE: For informational purposes, the **Products and Services** and the corresponding 2-digit Code are displayed in the lower half of the page.

See Figure 10 on the next page.

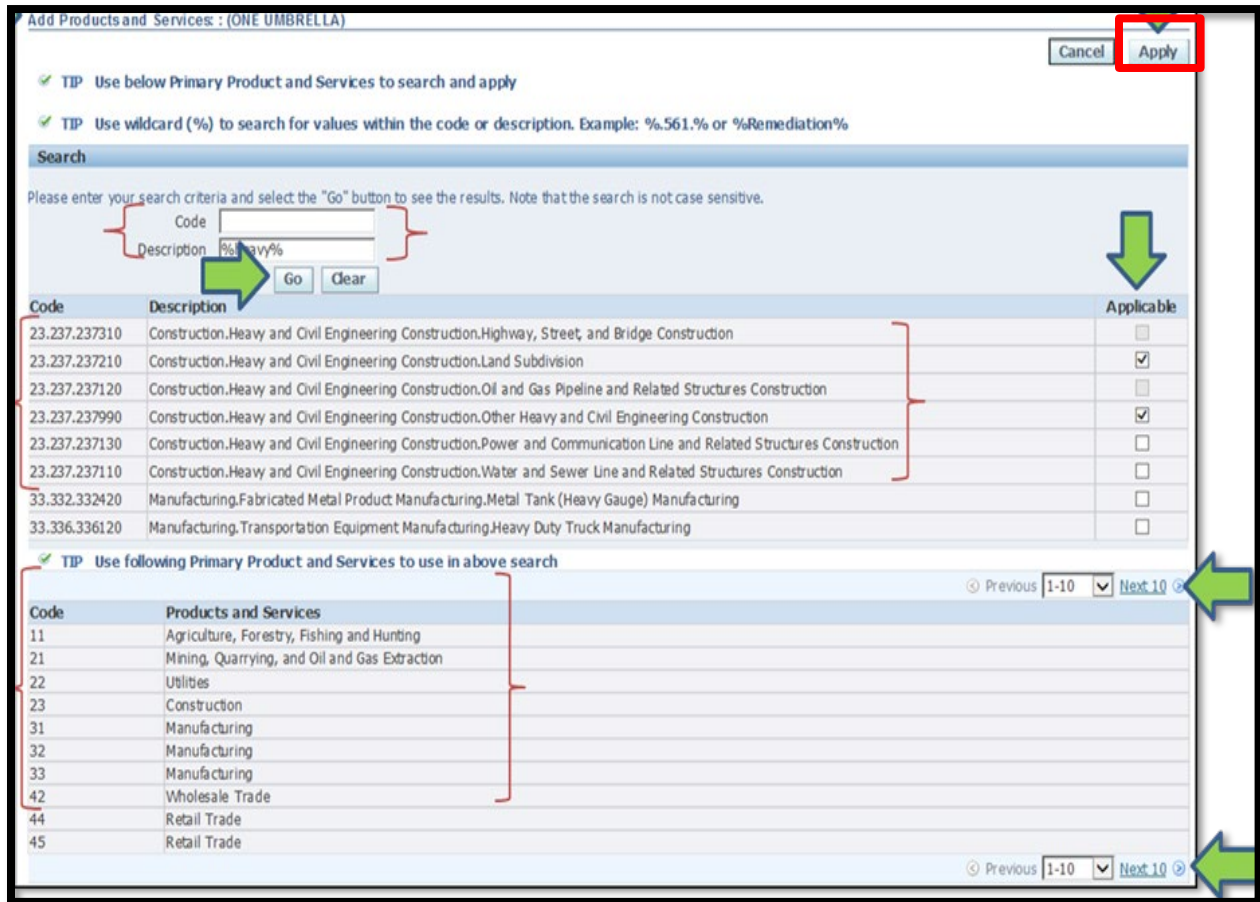


Figure 10: Add Products and Services – Apply

The supplier portal displays the selected NAICS Code records in the **Products and Services** section.

- To delete a NAICS Code, select the **trash can icon** found under the **Delete** column next to the corresponding NAICS **Code**.

See Figure 11 below.

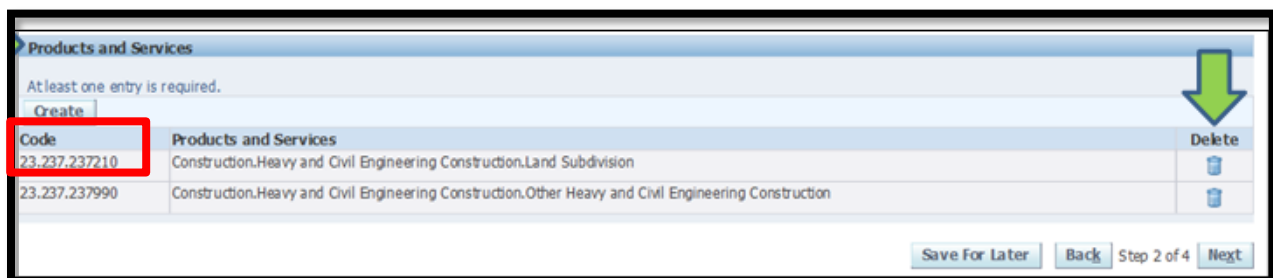



Figure 11: Products and Services – Delete

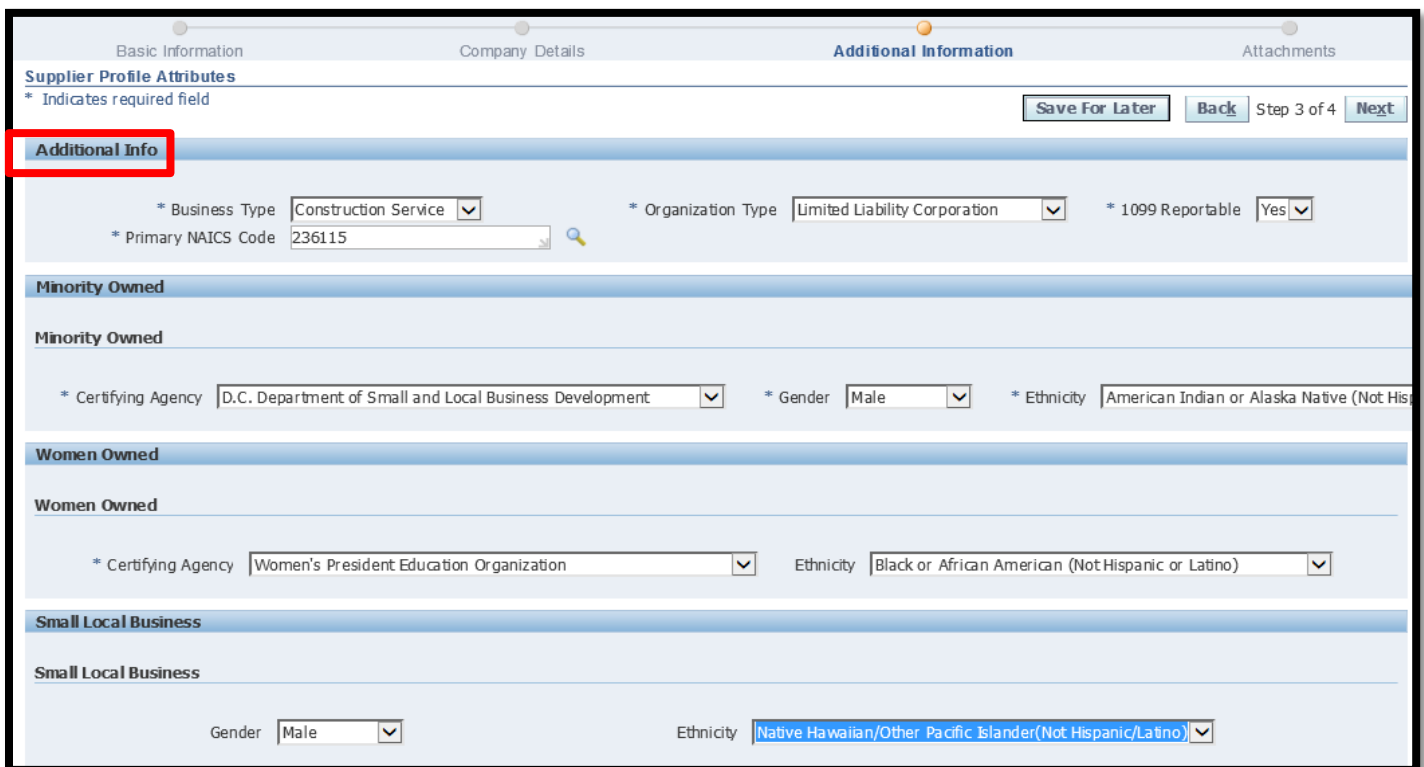
3.4 Provide Additional Information

This sub-section provides the fourth of five procedures required from the supplier.

1. To provide general business information, select the appropriate options with the **Business Type**, **Organization Type**, **1099 Reportable** and **Primary NAICS Code** fields in the **Additional Info** section.
2. To provide a NAICS Code in the Primary NAICS Code field, select the  icon

NOTE: Mandatory fields are marked with an (*) asterisk and require that information be entered to proceed to the next step.

See Figure 12 below.



The screenshot shows a web form titled "Supplier Profile Attributes" with a progress indicator showing "Step 3 of 4". The "Additional Information" tab is active. A red box highlights the "Additional Info" section, which includes the following fields:


- * Business Type: Construction Service (dropdown)
- * Organization Type: Limited Liability Corporation (dropdown)
- * 1099 Reportable: Yes (checkbox)
- * Primary NAICS Code: 236115 (text input with a magnifying glass icon)

Below the "Additional Info" section are three other sections, each with a "Minority Owned", "Women Owned", or "Small Local Business" header:

- Minority Owned:**
 - * Certifying Agency: D.C. Department of Small and Local Business Development (dropdown)
 - * Gender: Male (dropdown)
 - * Ethnicity: American Indian or Alaska Native (Not His... (dropdown)
- Women Owned:**
 - * Certifying Agency: Women's President Education Organization (dropdown)
 - Ethnicity: Black or African American (Not Hispanic or Latino) (dropdown)
- Small Local Business:**
 - Gender: Male (dropdown)
 - Ethnicity: Native Hawaiian/Other Pacific Islander (Not Hispanic/Latino) (dropdown)

Figure 12: Supplier Profile Attributes – Additional Information

3. Search by NAICS Code or Description as shown in Figure 13 on the next page.
 - a. To search by description, select the Description option with the Search By field, enter the '%' character followed by the full or partial description text and click on the Go button.
 - b. To search by NAICS code, select the Display Name option next to the **Search By** field, enter the '%' character followed by the full or partial code and click on the **Go** button.

4. To select the relevant NAICS Code, select the **Quick Select**  icon corresponding to the NAICS Code.

See Figure 13 below.



Search and Select: Primary NAICS Code

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Description %constr Go

Results

Select	Quick Select	Display Name	Description
<input type="radio"/>		212321	Construction Sand and Gravel Mining
<input type="radio"/>		236115	New Single-Family Housing Construction (except For-Sale Builders)
<input type="radio"/>		236116	New Multifamily Housing Construction (except For-Sale Builders)
<input type="radio"/>		236210	Industrial Building Construction
<input type="radio"/>		236220	Commercial and Institutional Building Construction
<input type="radio"/>		237110	Water and Sewer Line and Related Structures Construction
<input type="radio"/>		237120	Oil and Gas Pipeline and Related Structures Construction

Figure 13: Search and Select: Primary NAICS Code or Description

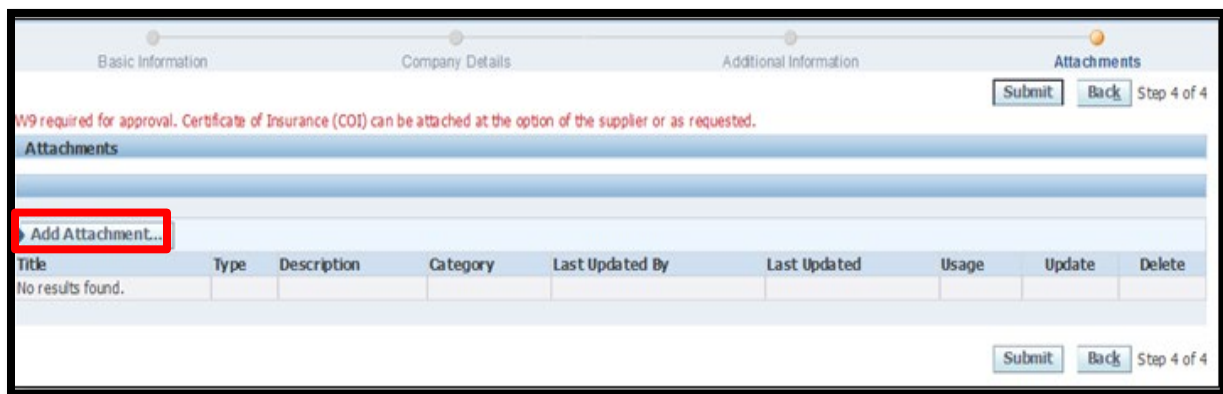
3.5 Provide Attachments

This sub-section is the last of five procedures required from the supplier to upload attachments.

1. Upload a completed W-9 Form for approval.
 - a. If applicable, upload a copy of the supplier certificate or certification letter supporting the Business Classification listed in Step 2 of the registration process.

NOTE 1: A copy of the Certificate of Insurance (COI) may be uploaded at the discretion of the Supplier.

2. Click on the **Add Attachment** button as shown in Figure 14 below.



Basic Information Company Details Additional Information Attachments

Submit Back Step 4 of 4

W9 required for approval. Certificate of Insurance (COI) can be attached at the option of the supplier or as requested.

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Submit Back Step 4 of 4

Figure 14: Add Attachment

- a. Select the appropriate file option type: File, URL or Text.
 - b. Add a document title.
 - c. Add a description.
 - d. Click on the **Browse** button to browse to the location of the document.
3. Select the **Add Another** button and repeat this step as needed based on the number of additional documents you want to add.
 4. Select the **Apply** button.

See Figure 15 below.

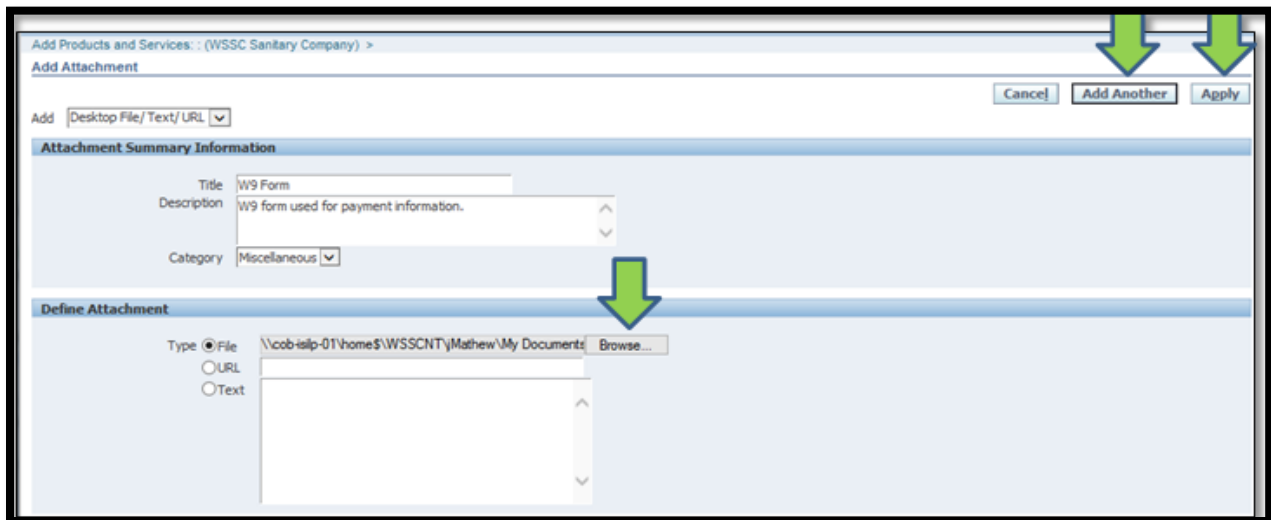


Figure 15: Add Another Attachment

NOTE 2: These steps above may be used to attach a Minority Certificate, Certificate of Insurance, W-9 Form or any other relevant form.

5. Verify that the **Confirmation** message appears which indicates the successful addition of the Attachment(s).
6. Once all attachments have been uploaded, submit the Registration by clicking on the **Submit** button as shown in Figure 16 below.

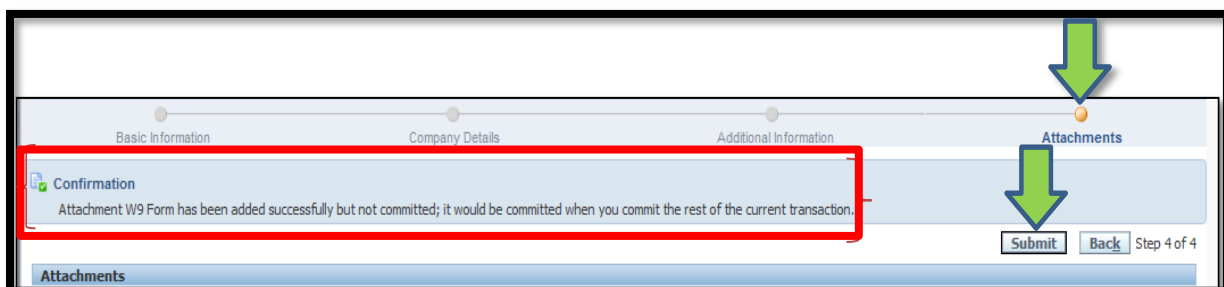


Figure 16: Add Another Attachment

7. Review that the Supplier Portal displays a notification message confirming the registration was submitted for approval by WSSC Water.

NOTE 3: A Username and Password are issued to the supplier once the submitted registration has been reviewed and approved. A confirmation message displays as shown in the screen capture below.

See Figure 17 below.

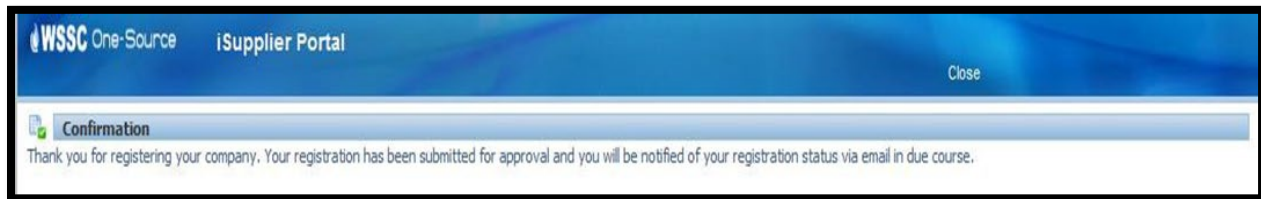


Figure 17: Supplier Portal - Confirmation

3.6 Registration Approval Notification

This sub-section provides the steps to follow once a supplier receives a WSSC Water registration approval notification via email.

1. Check the supplier email account provided on the registration to ensure receipt of an email notification from "WSSC Workflow Mailer" along with the Username and temporary Password to be used by the supplier to login to the Supplier Portal.
2. Click on the **Log On** link to access the Supplier Portal or use the Uniform Resource Locator (URL) to manually access the Supplier Portal.

See Figure 18 below.

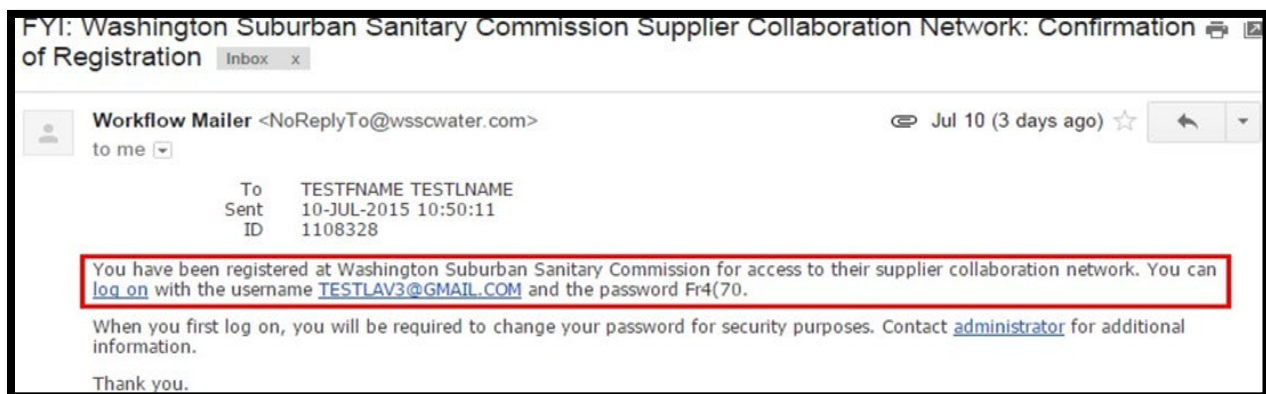


Figure 18: WSSC Water Confirmation of Registration

NOTE: Check the spam folder in your inbox for the notification from the WSSC Workflow Mailer.

4. Accessing the Supplier Portal

1. To access and log in to the Supplier Portal, the Supplier provides the User Name and Password information in the corresponding fields.

See Figure 19 below.

Figure 19: WSSC Water One-Source Home Page

NOTE: When logging in for the first time, the Supplier Portal prompts the supplier to change the password to a new password.

2. Enter your current password and new password. A confirmation of your new password is required.
3. Select the **Submit** button to reset the password.

See Figure 20 below.

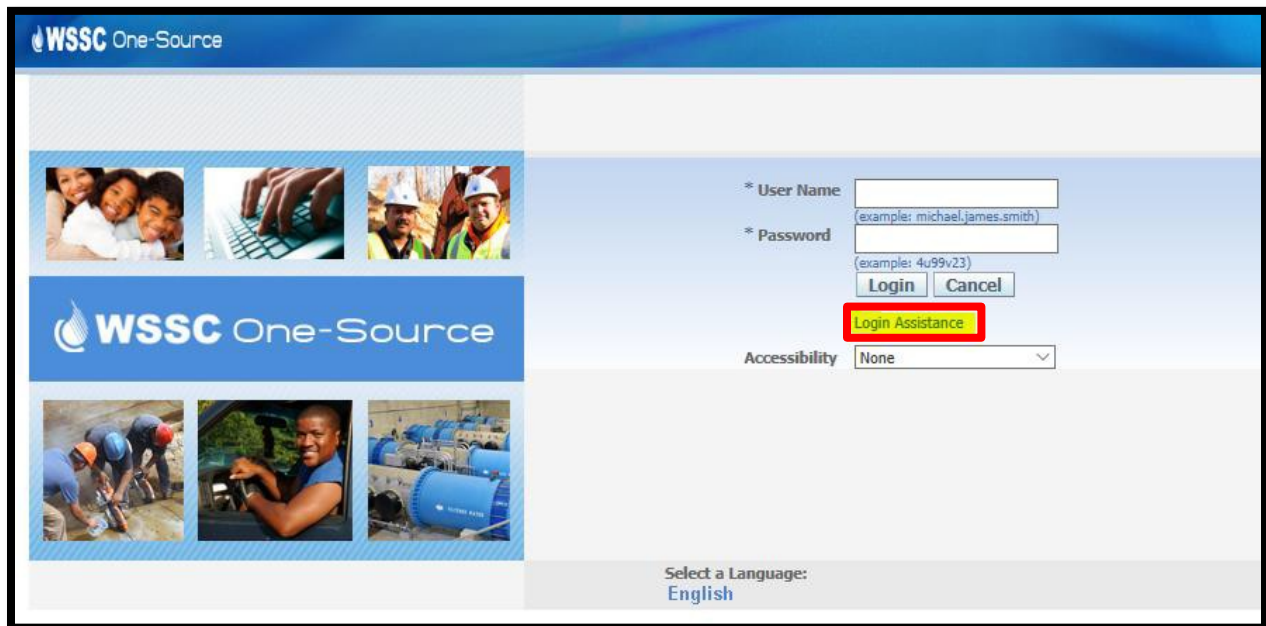
Figure 20: WSSC Water One-Source Change Password

4.1.1 Reset the Portal Password

1. Go to WSSC One-Source.

2. Click the **Login Assistance** option.

See Figure 21 below.



The screenshot shows the WSSC One-Source login interface. On the left, there is a navigation menu with the WSSC One-Source logo and several images. On the right, there is a login form with the following elements:

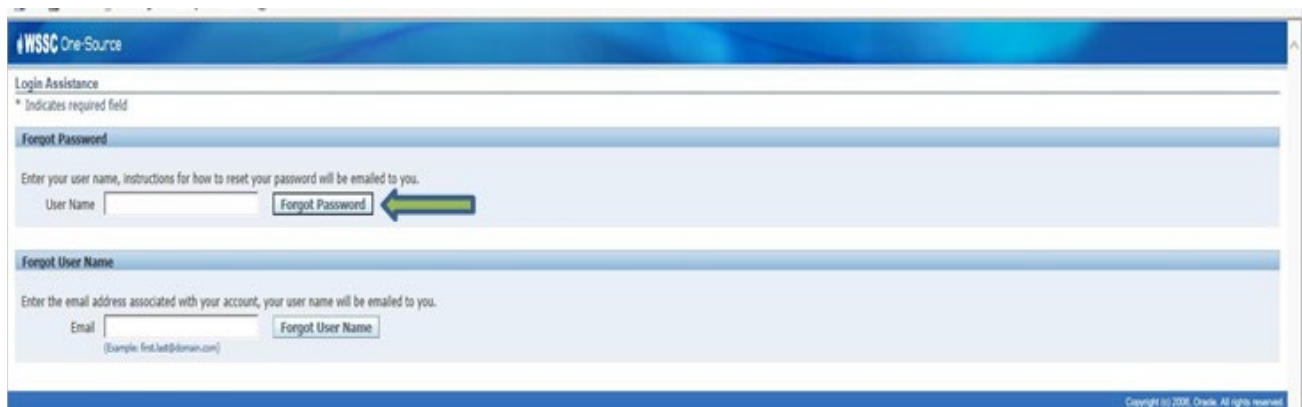
- * User Name: (example: michael.james.smith)
- * Password: (example: 4U99v23)
- Buttons: and
- Login Assistance**: A button highlighted with a red box.
- Accessibility:
- Select a Language: [English](#)

Figure 21: WSSC Water One-Source Reset Password

3. Under the Forgot Password section enter a valid **User Name**.
4. Click the **Forgot Password** button.

NOTE: Typically, the username is the email address used during the registration process.

See Figure 22 below.



The screenshot shows the WSSC One-Source Forgot Password page. The page has a blue header with the WSSC One-Source logo. Below the header, there is a section titled "Login Assistance" with a note: "* Indicates required field". The main content area is divided into two sections:

- Forgot Password:** A section with the instruction "Enter your user name, instructions for how to reset your password will be emailed to you." It contains a "User Name" input field and a "Forgot Password" button. A green arrow points to the "Forgot Password" button.
- Forgot User Name:** A section with the instruction "Enter the email address associated with your account, your user name will be emailed to you." It contains an "Email" input field and a "Forgot User Name" button. Below the email field, there is a small example: "(Example: first.last@domain.com)".

At the bottom right of the page, there is a small copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

Figure 22: WSSC Water One-Source Forgot Password

A message indicating your request was submitted successfully appears.

5. Check the registered email address for an email notification from WSSC Workflow Mailer.

5. Profile Update by Registered Suppliers

This section provides the steps for registered suppliers to update the information found on the WSSC Supplier Portal profile.

5.1 Access Supplier Profile

1. To access the Supplier Profile information, select the **WSSC Supplier Profile & User Manager**. For some suppliers the folder will read as **WSSC Water Centralized Bidder Registration (CBR) Supplier Manager**.
2. To logout of the Supplier Portal, select the **Logout** option.

See Figure 23 below.

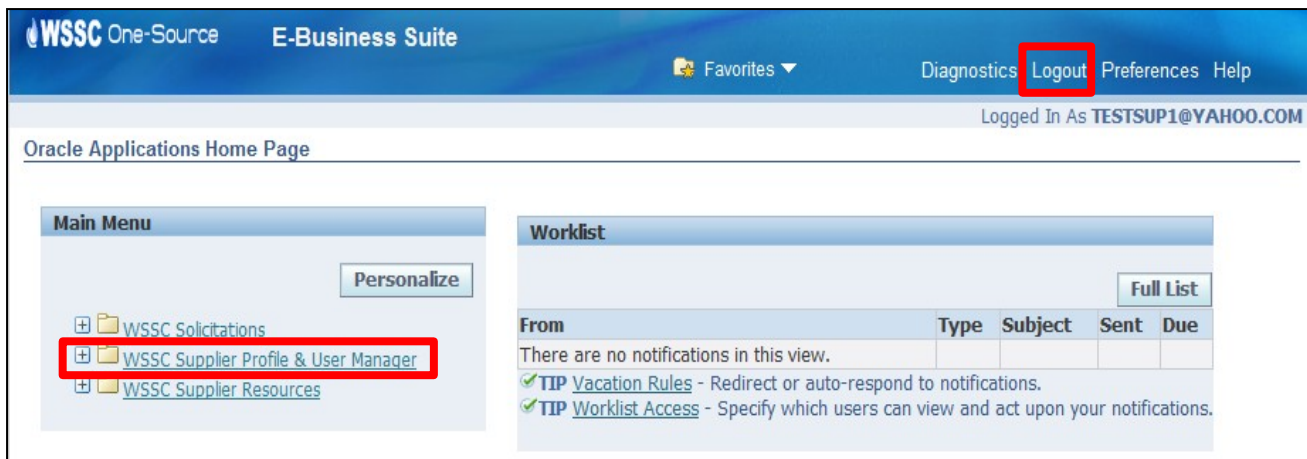


Figure 23: WSSC Water Supplier Profile & User Manager Folder

5.2 Update General Information

NOTE: The Supplier Portal application displays the General page of the Supplier Administration.

1. From the available options found under the **Supplier Administration** tab, select the section requiring updates.

See Figure 24 below.

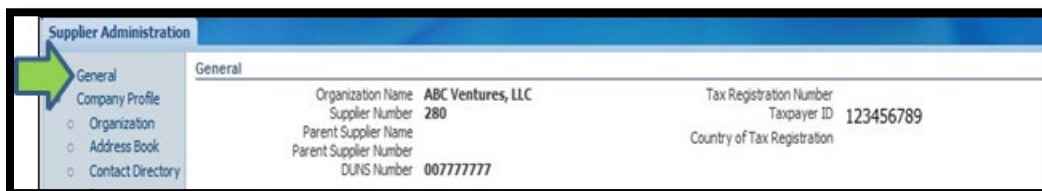
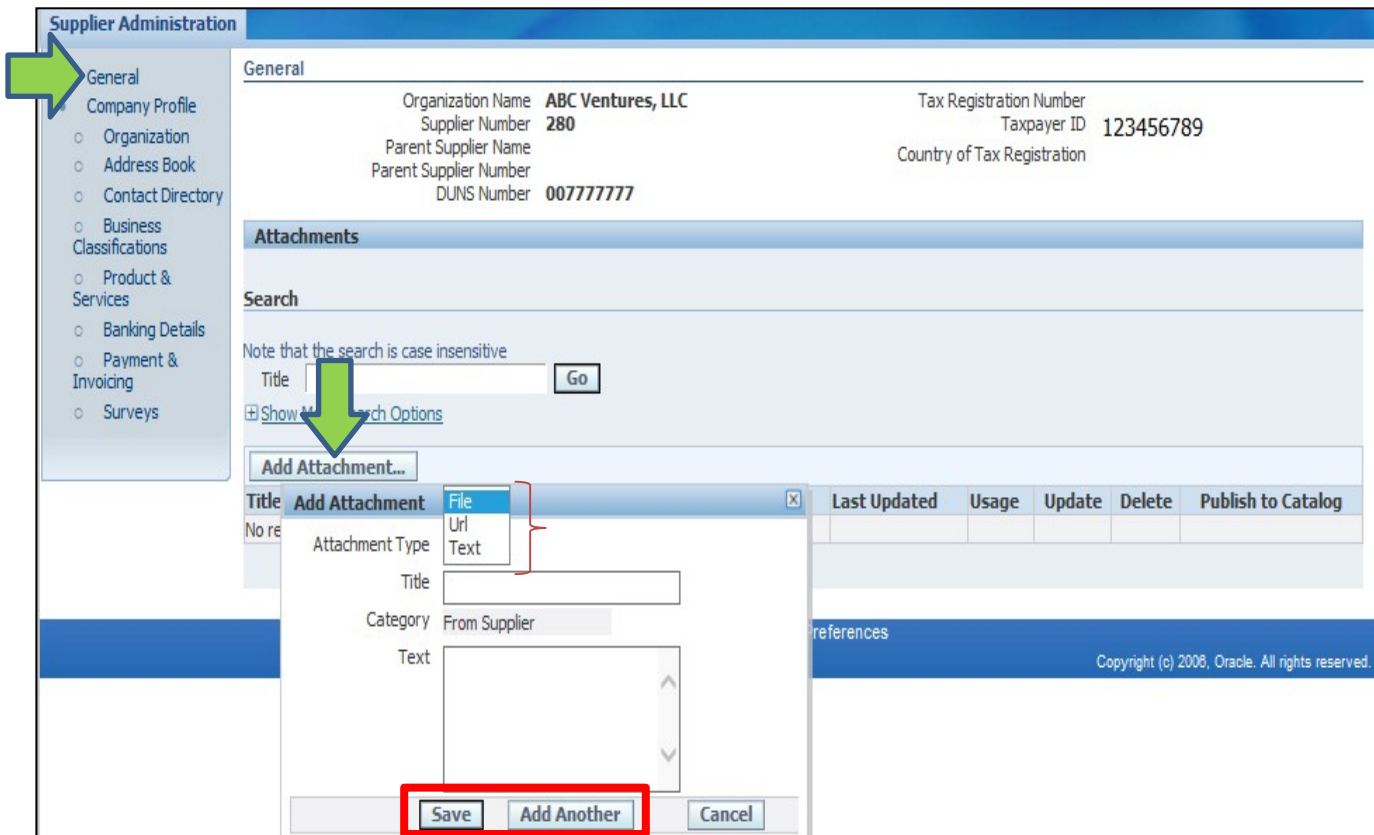


Figure 24: General Attachments

2. Click on the **General** link.

- a. Hover over the **Add Attachment** button as shown in Figure 25 below.
 - a. Select an appropriate **Attachment Type**.
3. Browse to the location of the document when the **Attachment Type** selected is the **File** option.
4. Click on the **Save** button or if adding more attachments, click on the **Add Another** button.

See Figure 25 below.



The screenshot shows the 'Supplier Administration' interface. On the left is a navigation menu with 'General' selected. The main area displays 'General' information for 'ABC Ventures, LLC', including 'Supplier Number 280' and 'DUNS Number 007777777'. Below this is the 'Attachments' section with a search bar. An 'Add Attachment...' button is highlighted with a green arrow. A dialog box is open over this button, showing 'Attachment Type' options: 'File', 'Url', and 'Text'. 'File' is selected. The dialog also has fields for 'Title', 'Category' (set to 'From Supplier'), and 'Text'. At the bottom of the dialog, the 'Save' and 'Add Another' buttons are highlighted with a red box.


Figure 25: General Add Attachment

5.3 Update Company Profile Information

1. To update organization related information, select the **Organization** link.
2. Select the **Overview** tab to provide the organization, employee and financial information in the **Organization**, **Total Employees** and **Tax and Financial Information** sections of the Organization page.

See Figure 26 on the next page.

Figure 26: Update Company Profile Information – Overview

3. Select the **Additional Info** tab to provide the **Business Type**, **Organization Type**, **1099 Reportable** and **Primary NAICS Code** information of the **Organization** page.
4. To provide Primary NAICS Code information, select the search  icon. One can search using several different methods.


See Figure 27 below.

Figure 27: Provide Primary NAICS Code Information

- a. To search for a NAICS Code by the NAICS Code or NAICS Code Description, select the **Display Name** option or **Description** option next to the **Search By** field.
- b. To search by description, click on the **Description** option next to the Search By field, enter the '%' character followed by the full or partial description text

as search criteria and then select the **Search By** option and select the Go button.

- c. To search by NAICS code, click on the **Display Name** option next to the Search By field, enter the full or partial NAICS Code value followed by the ‘%’ character.

- 5. To select a NAICS Code record, click on the **Quick Select**  icon associated with the relevant record.

See Figure 28 below.

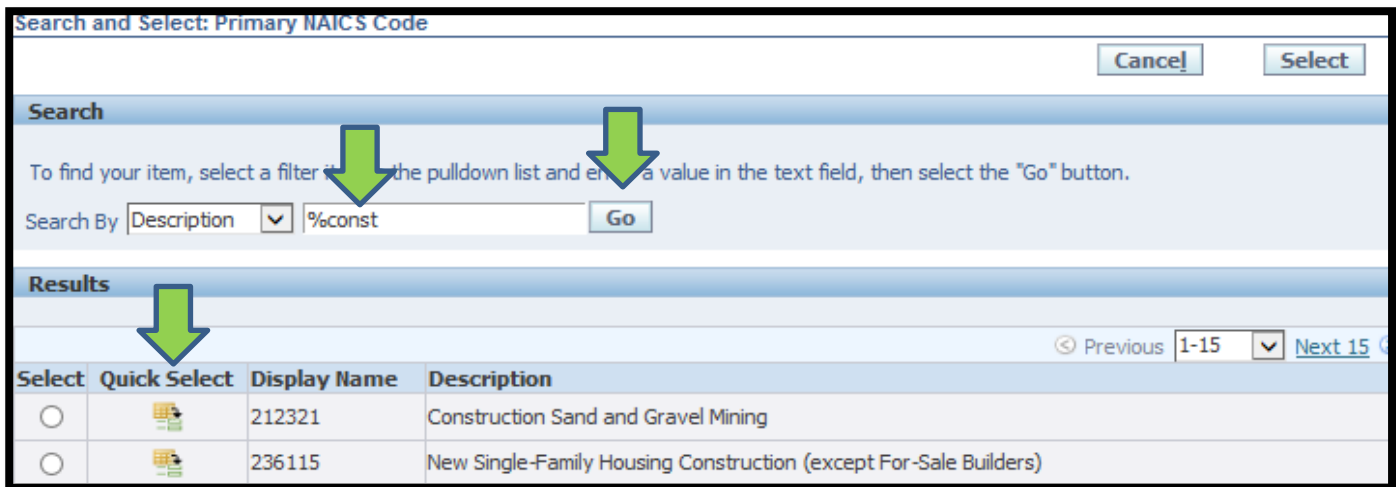


Figure 28: NAICS Code Quick Select Option

NOTE: The Supplier Portal displays as tabs for each Business Classification entered by the supplier during the registration process.

- 6. Select the **Minority Owned** tab to provide the Certifying Agency and Gender information on the **Organization** page.

See Figure 29 below.

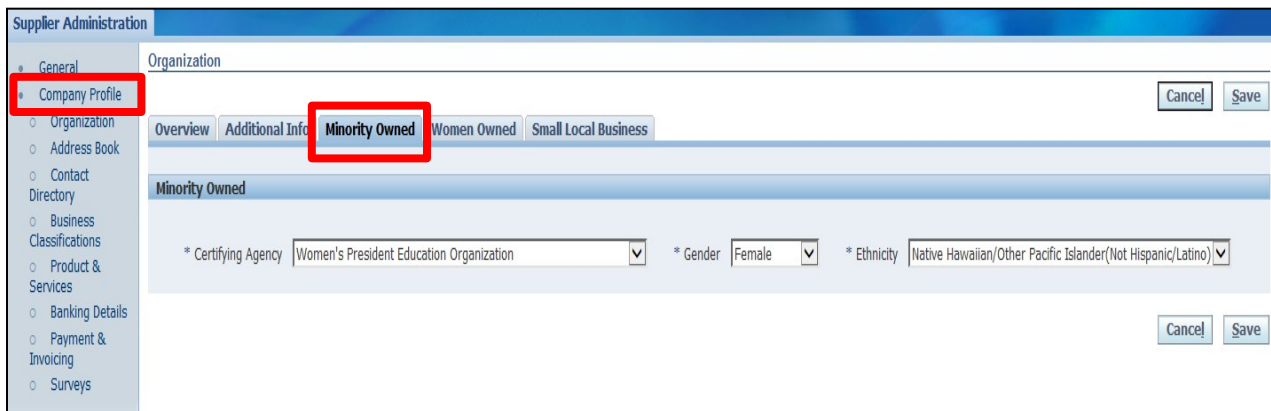


Figure 29: Minority Owned Tab

7. Select the **Women Owned** tab to provide the Certifying Agency and Ethnicity information on the Organization page.

See Figure 30 below.

Figure 30: Women Owned Tab

8. Select the **Small Local Business** tab to provide the Gender and Ethnicity information of the **Organization** page.

See Figure 31 below.

Figure 31: Small Local Business Tab

9. To add a business location, click on the **Address Book** link
10. Select the **Create** button.

See Figure 32 below.

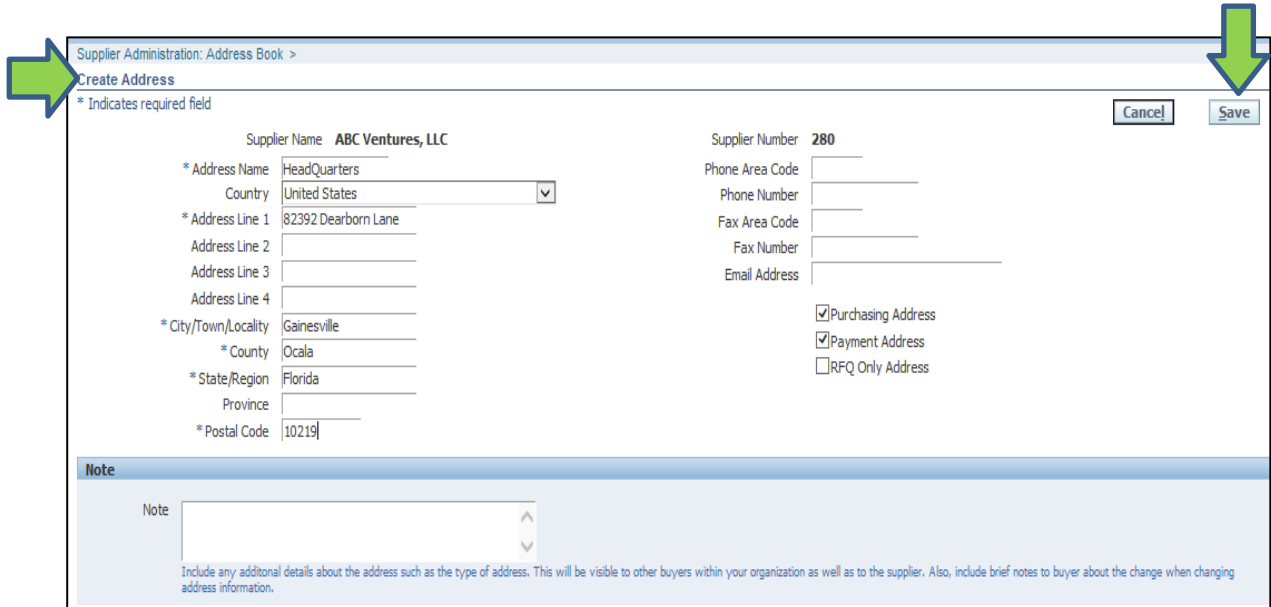
Address Name	Address Details	Country	Update	Remove
Business	9520 Berger Road Ste 107 Columbia, MD 21046	United States		

Figure 32: Create the Address Book

11. Enter the information for the business location.

12. Select the **Save** button.

See Figure 33 below.



Supplier Administration: Address Book >

Create Address

* Indicates required field

Supplier Name **ABC Ventures, LLC** Supplier Number **280**

* Address Name HeadQuarters Phone Area Code _____
Country United States Phone Number _____

* Address Line 1 82392 Dearborn Lane Fax Area Code _____
Address Line 2 _____ Fax Number _____
Address Line 3 _____ Email Address _____
Address Line 4 _____

* City/Town/Locality Gainesville Purchasing Address
* County Ocala Payment Address
* State/Region Florida RFQ Only Address
Province _____
* Postal Code 10219

Note

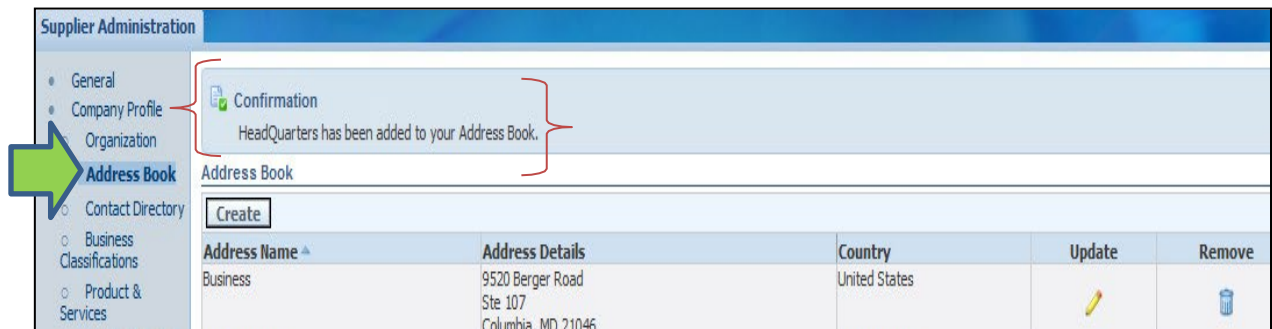
Note _____

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Cancel Save

Figure 33: Create Address & Save

The Supplier Portal displays a confirmation notification as shown in Figure 34 below.



Supplier Administration

- General
- Company Profile
- Organization
- Address Book**
- Contact Directory
- Business Classifications
- Product & Services

Confirmation
HeadQuarters has been added to your Address Book.

Address Book

Create

Address Name	Address Details	Country	Update	Remove
Business	9520 Berger Road Ste 107 Columbia, MD 21046	United States		

Figure 34: Address Confirmation Notification

13. To add a supplier contact, select the **Contact Directory** link.

14. Click on the **Create** button.

See Figure 35 on the next page.

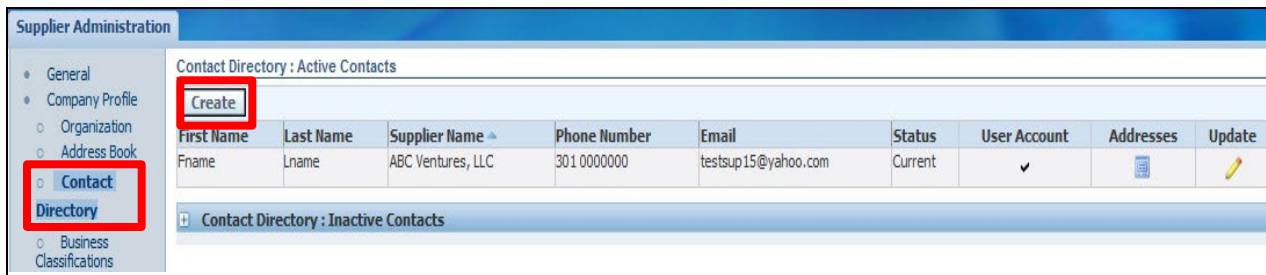


Figure 35: Create Contact Directory

15. Enter contact information in the **Add Contact** section.
16. Click on the **Apply** button.

See figure 36 below.

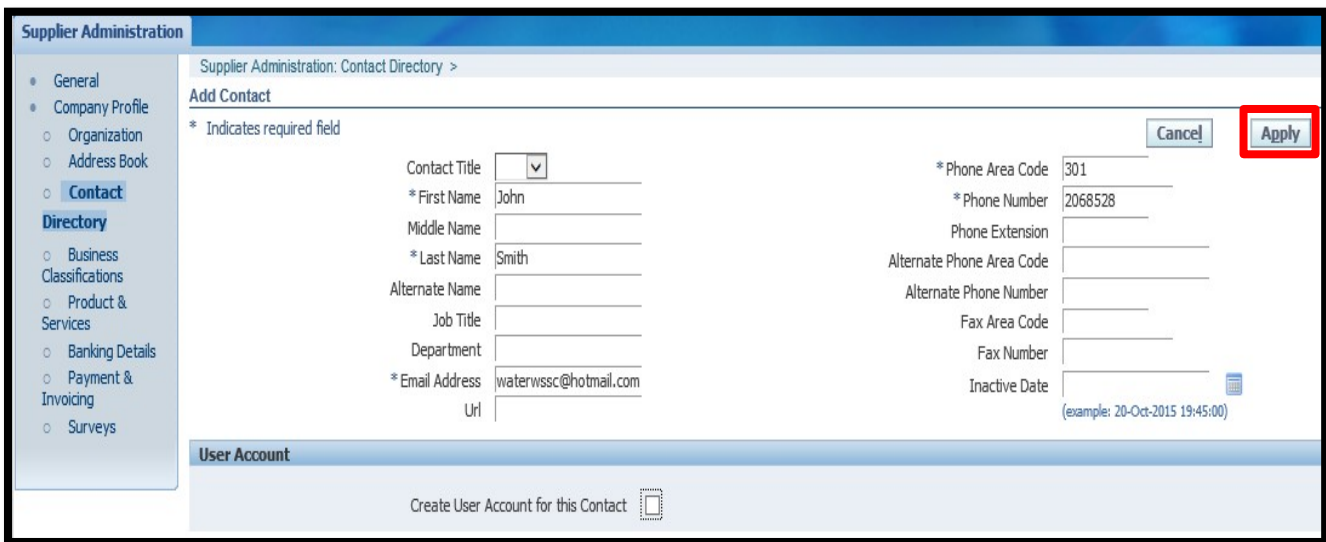



Figure 36: Add Contact & Apply

The **Supplier Portal** stores the added Contact information.

17. To associate the Contact to a Business Location (Address), select the **Addresses**  icon that appears with the contact record.

See Figure 37 below.

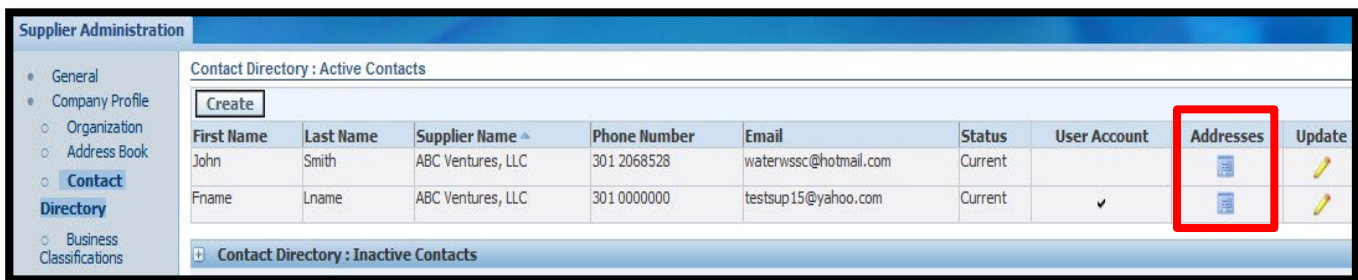



Figure 37: Link the Contact to a Business Location – Addresses Option

18. To search for a business address, select the **Add Another Row** button.

19. Click on the Search  icon.

20. Click on the **Go** button in the Search window.

21. Click on the **Quick Select**  icon next to the relevant address.

See Figure 38 below.

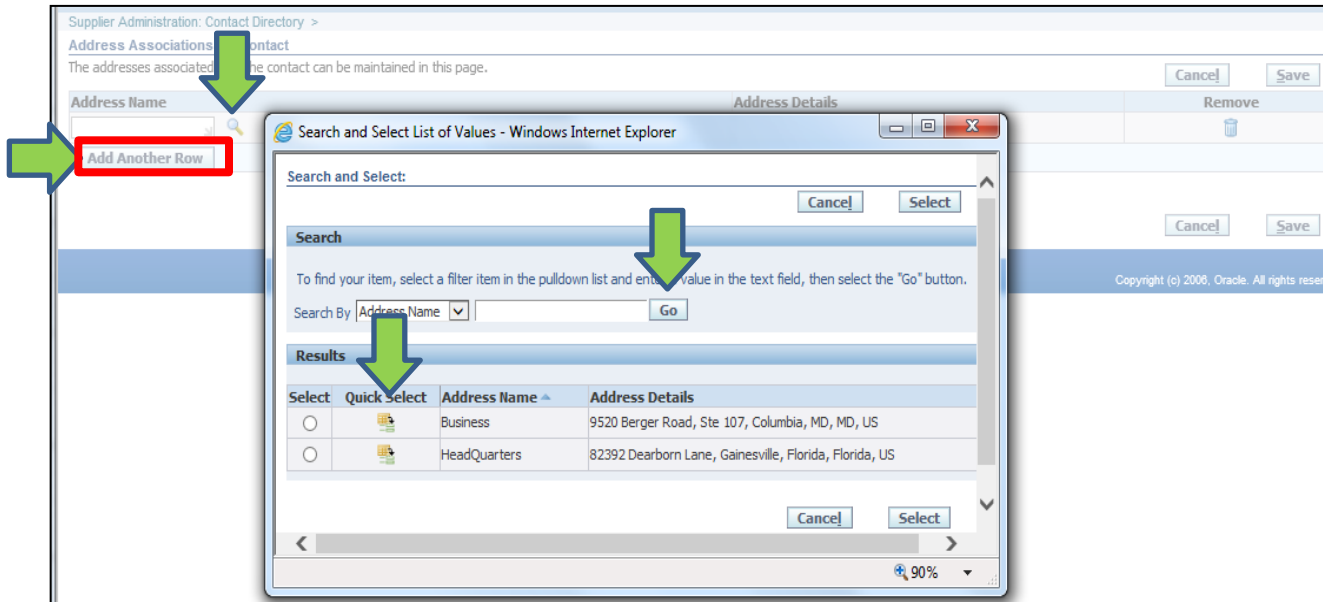


Figure 38: Quick Select Relevant Address

22. To save the associations with the Address record with the supplier profile, the supplier selects the **Save** button.

See Figure 39 below.

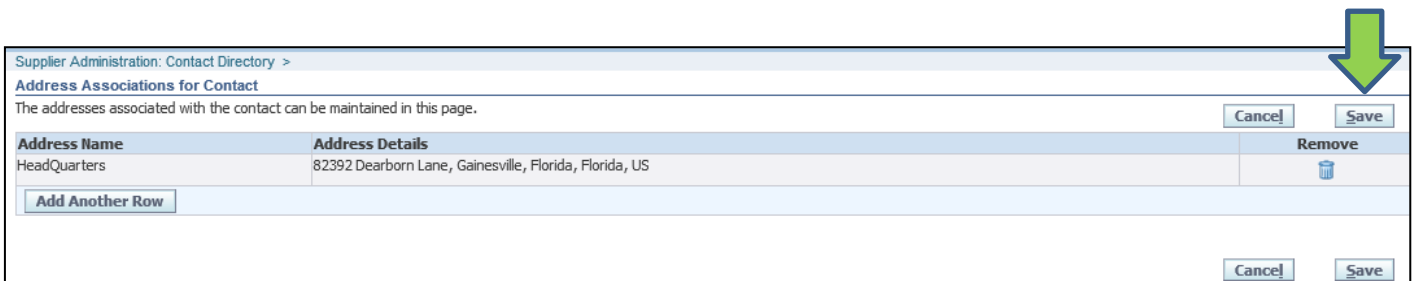



Figure 39: Address Associations for Contact

The Supplier Portal displays the **Update**  icon as disabled as shown in Figure 40 on the next page.

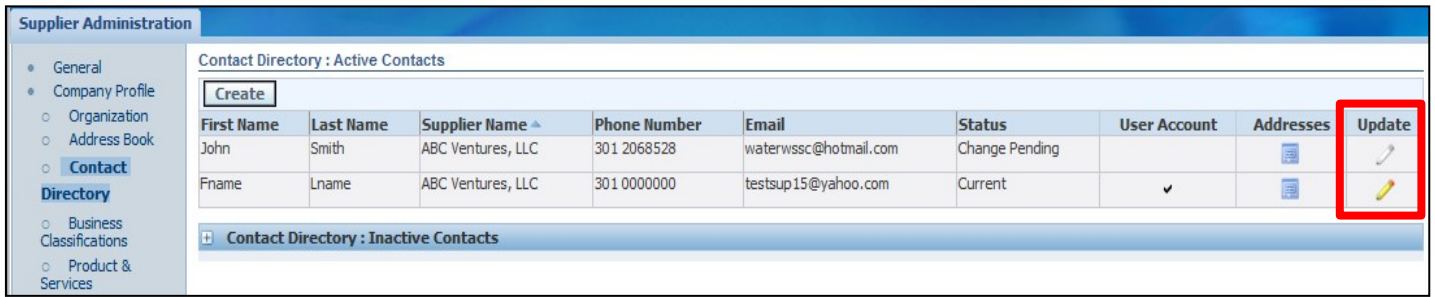


Figure 40: Disabled Update Icon

23. To provide **Classification** information, select the **Business Classification** link on the left.
24. Select the applicable **Classification** types by selecting the relevant checkbox within the **Applicable** field for the classification types.

The Status of the **Classification** type is ADD for newly added classifications by the supplier until approved by WSSC Water. The Status is **Approved** for all classifications approved by WSSC Water.

25. Enter the **Certificate Number** and **Expiration Date** information within the Certificate Number and Expiration Date fields as applicable.
26. To save the provided information, select the **Save** button as indicated in Figure 41 below.

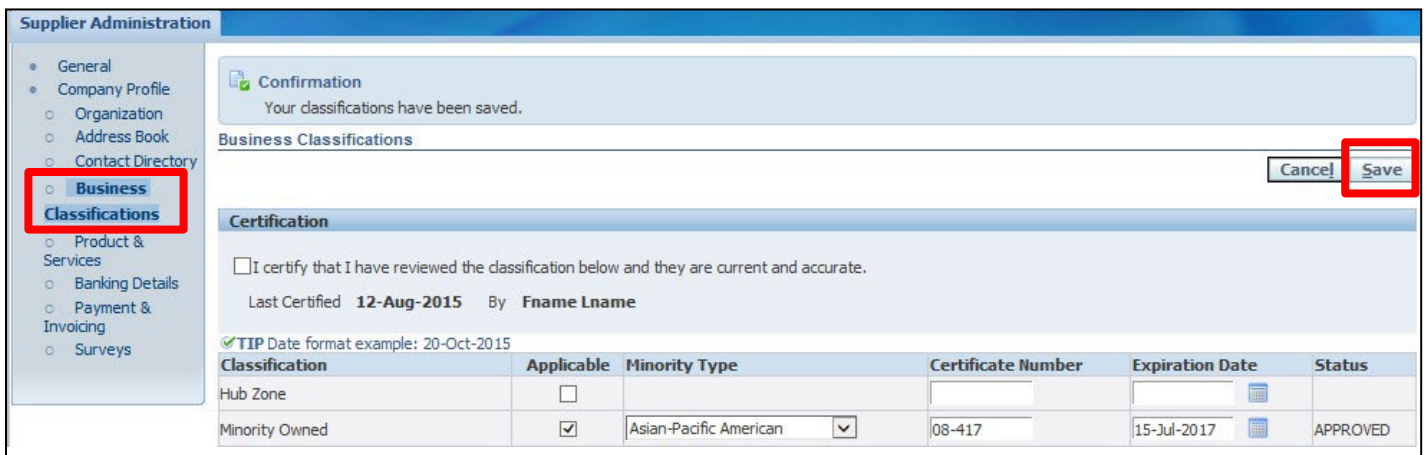


Figure 41: Business Classifications

27. To add a Products and Services code to the Supplier profile, select the **Product & Services** link on the left.

These are products and services that the supplier is interested in being notified about when a solicitation is published.

28. Click on the **Add** button on the Products and Services page.

See Figure 42 on the next page.

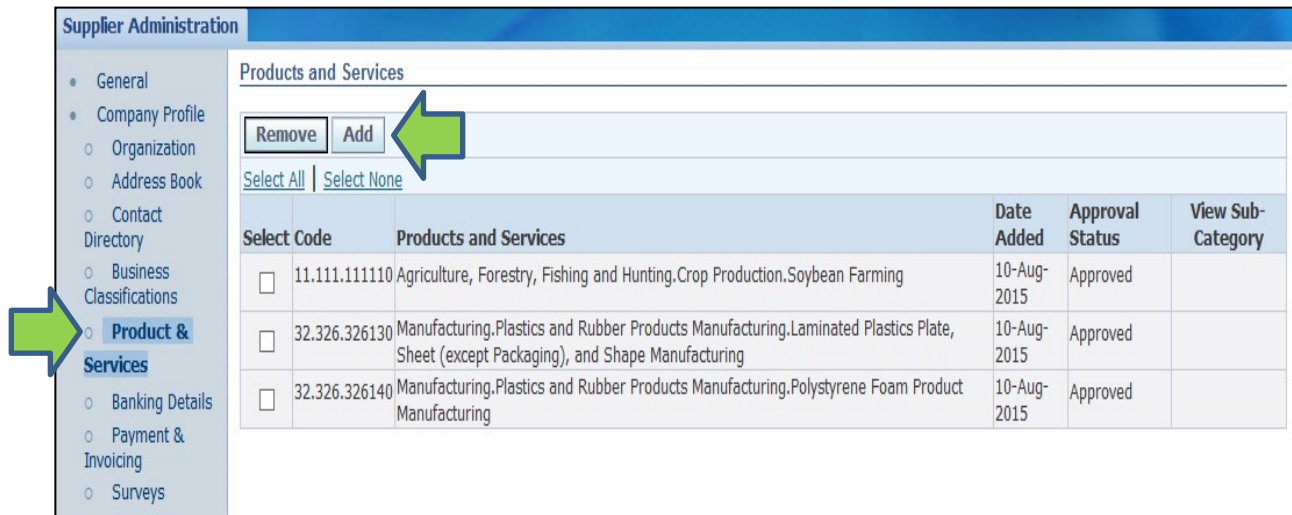


Figure 42: Add Products & Services

29. Search for a Products and Services Code by either the NAICS Code or the NAICS Description.
 - a. To search by the NAICS Code, provide part of the NAICS Code using the '%' character or the full value of the NAICS Code in the Code field and then select the **Go** button.
 - b. To search by the NAICS Description, provide part of the NAICS Code using the '%' character or the full value of the NAICS Description in the Description field and select the **Go** button.

The Supplier Portal displays the search results matching the search criteria.

30. Select the checkbox under the **Applicable** field corresponding to the relevant Products and Services records.
31. Select the **Apply** button.
32. To view the next set of matching records when the search results exceed 10 records, select the **Next 10** link.
 - a. Look up the **Codes for Products and Services** in the lower half of the Products and Services page.

See Figure 43 on the next page:

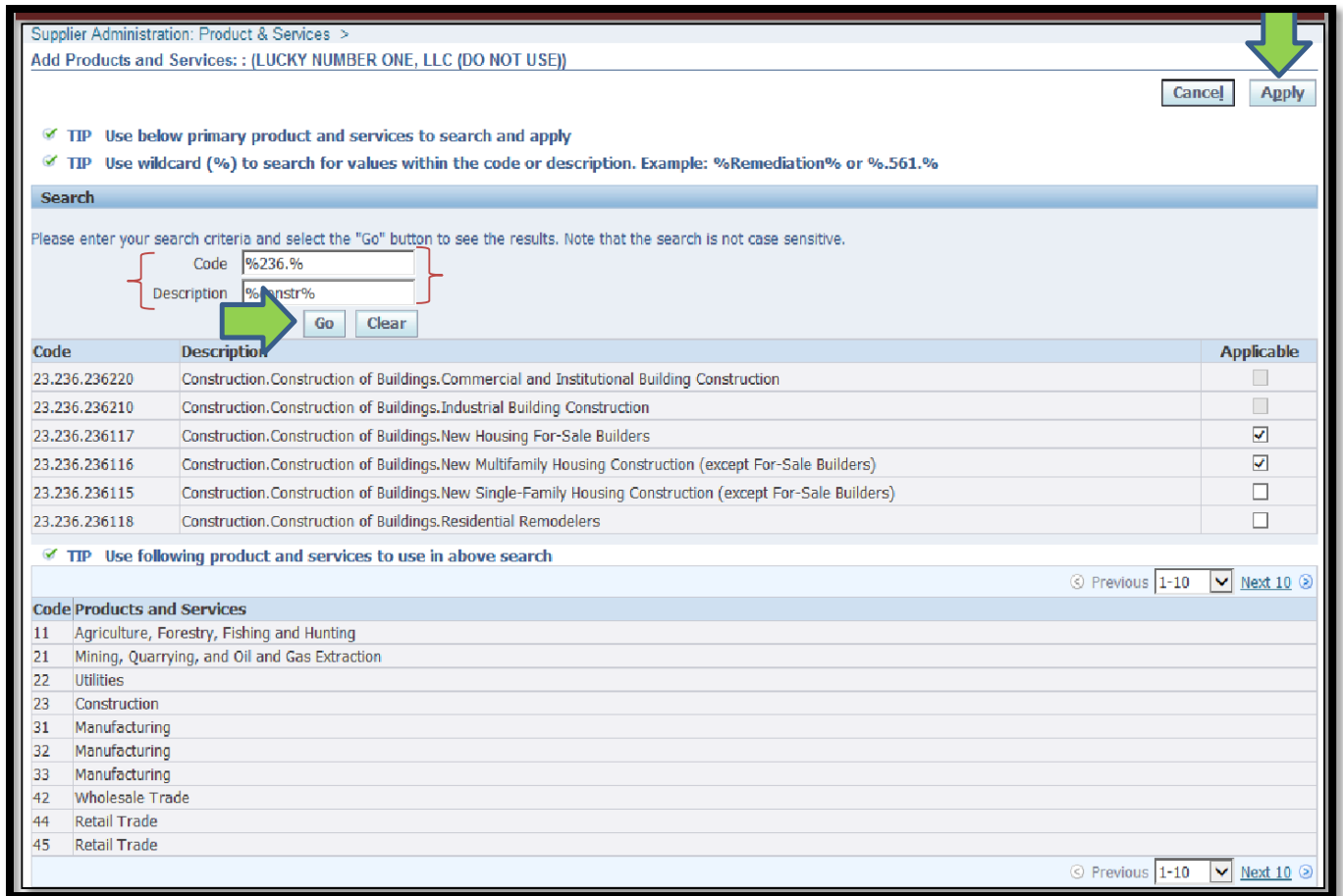


Figure 43: Search Product & Services

The Supplier Portal displays a notification of the confirmation of the Products and Services which were selected by the supplier.

33. Click on the **Return to Products and Services** link to return to the Supplier profile.

See Figure 44 below

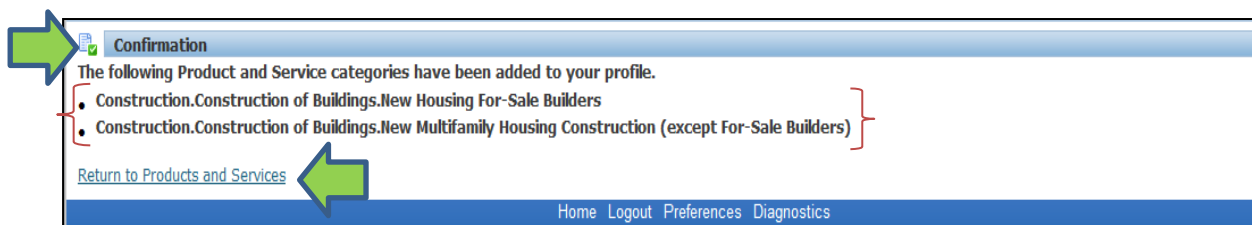


Figure 44: Confirmation Page & Return to Products and Services

NOTE: The Supplier Portal displays the selected Products and Services by the supplier which have an Approval Status of Pending Approval. The Products and Services records remain in the Pending Approval status until approved by WSSC Water. Upon approval by WSSC Water, the **Approval Status** for the Products and Services records changes to **Approved**.

See Figure 45 below.

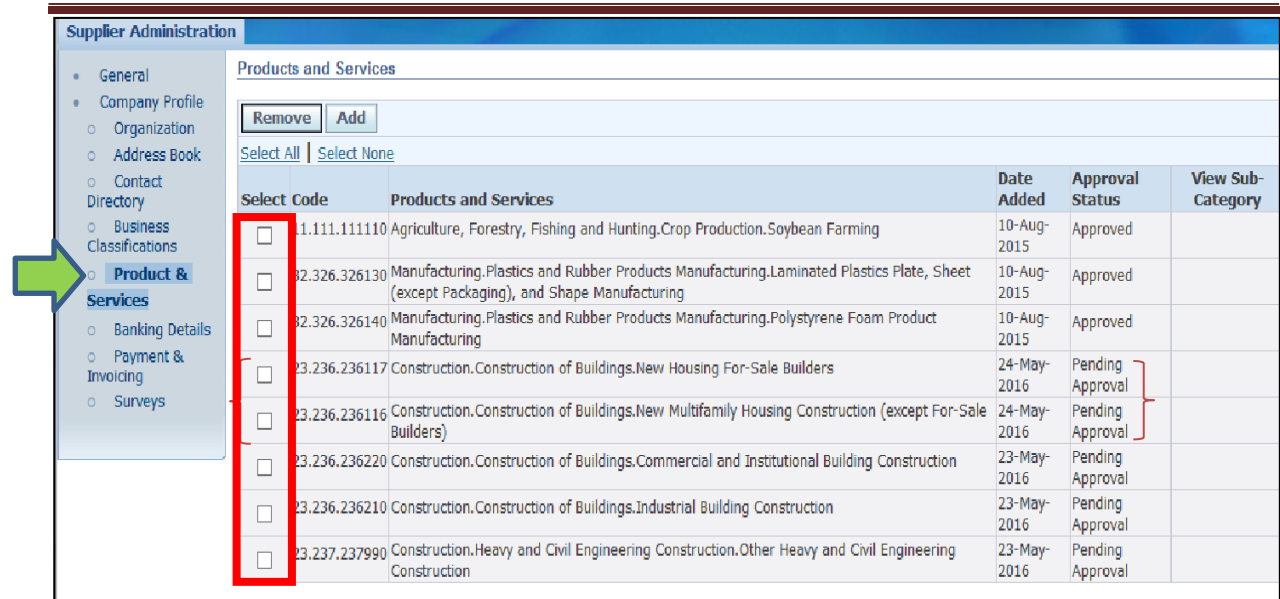


Figure 45: Products and Services Status Page

34. To remove a Products and Services code associated within the supplier profile, click on the checkbox associated with the Products and Services records.

- a. Click on the **Remove** button.

See Figure 46 below.

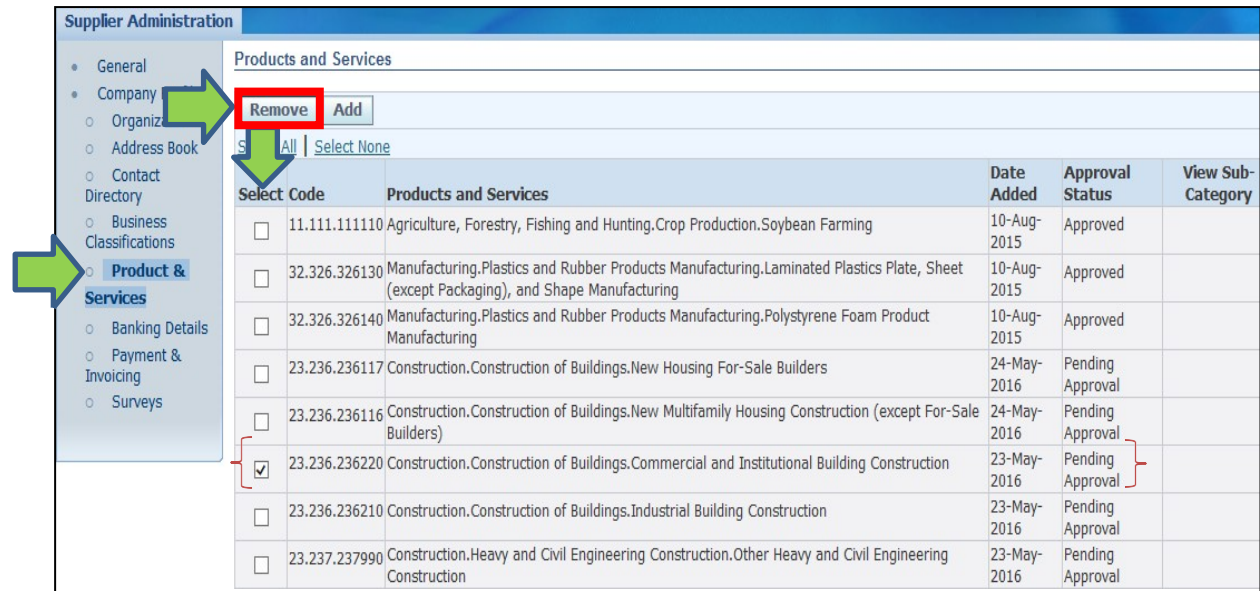


Figure 46: Products and Services Remove Option

The Supplier Portal displays a notification of the confirmation of the removal of the Products and Services code from the supplier profile.

35. To return to the supplier profile, click on the **Return to Products and Services** link.

See Figure 47 below.

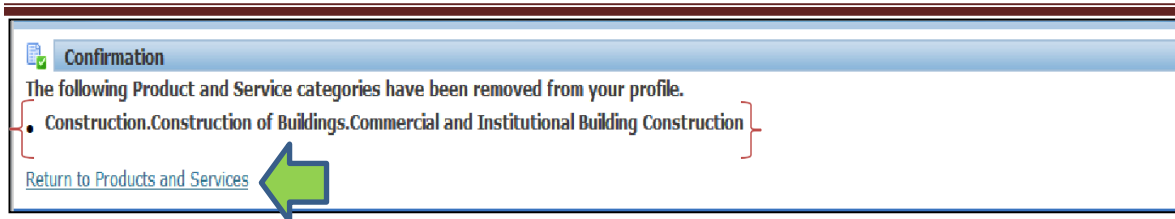


Figure 47: Return to Products and Service Option

36. The Supplier Portal displays the Products and Services codes excluding the code which was removed by the supplier.

See Figure 48 below.

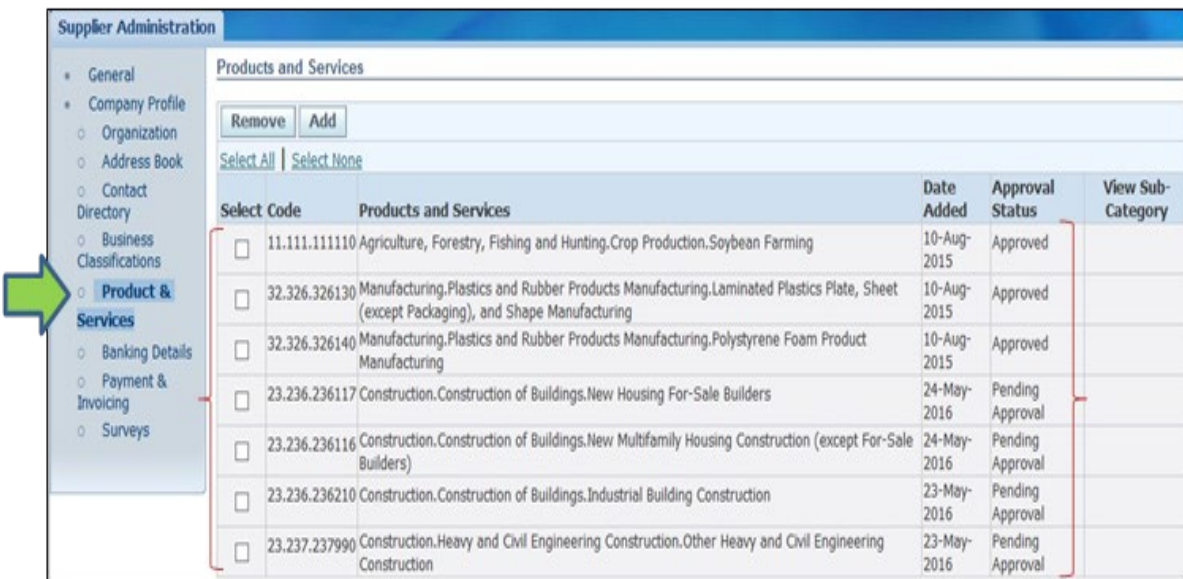


Figure 48: Products and Service Updated Page

6. Download the Solicitation

This section and the subsequent sub-sections describe the steps that a supplier follows to download a solicitation as a registered WSSC Water Supplier.

6.1 Solicitation Download Using the Menu Selection

This sub-section describes the steps a registered supplier follows to download a solicitation using the Main Menu.

1. To begin the process of downloading the solicitation, perform the following steps:
 - a. Click on the **WSSC Solicitations** folder.
 - b. Click on the **Active Solicitations** link.

See Figure 49 below.

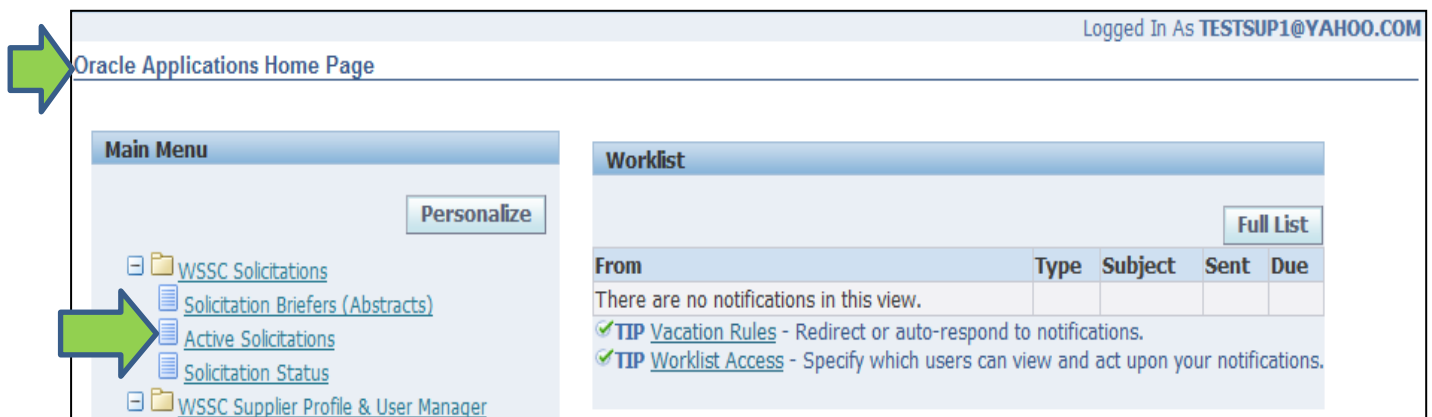


Figure 49: Active Solicitations Menu

The Supplier Portal displays the **Active Solicitations** page.

2. To display the solicitation, select the **Solicitation Number** link under the **Solicitation #** column.
 - a. To search for an active solicitation by Solicitation Number and / or Solicitation Title, the supplier provides the search criteria in the Solicitation # and / or Title field.
 - b. To search by Solicitation Number, enter part of the Solicitation Number using the '%' character or the full Solicitation Number and select the **Go** button.
 - c. To search by Solicitation Title, enter part of the Solicitation Title using the '%' character or the full Solicitation Title and select the **Go** button.

See Figure 50 on the next page.

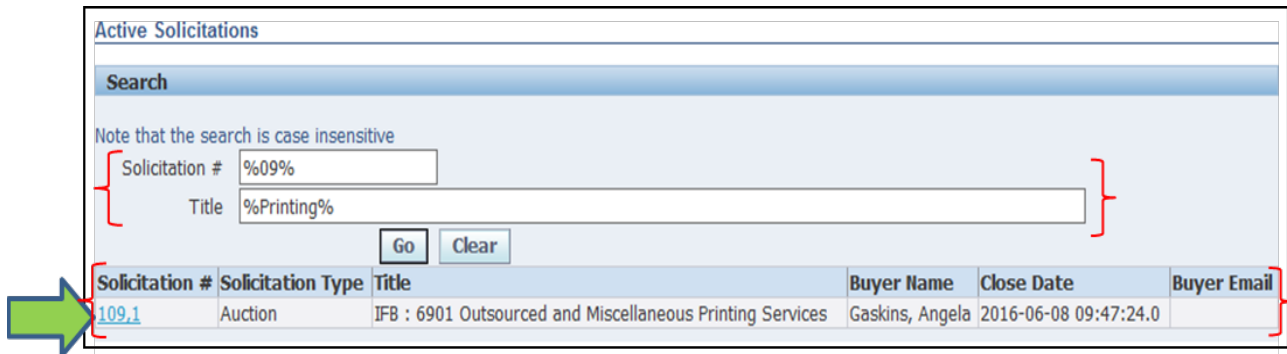


Figure 50: Active Solicitations Search

The Supplier Portal displays the Active Solicitation information.

3. To download the solicitation, select the **Printable View** option from the **Actions** drop-down menu.
4. Select the **Go** button.

See Figure 51 below.

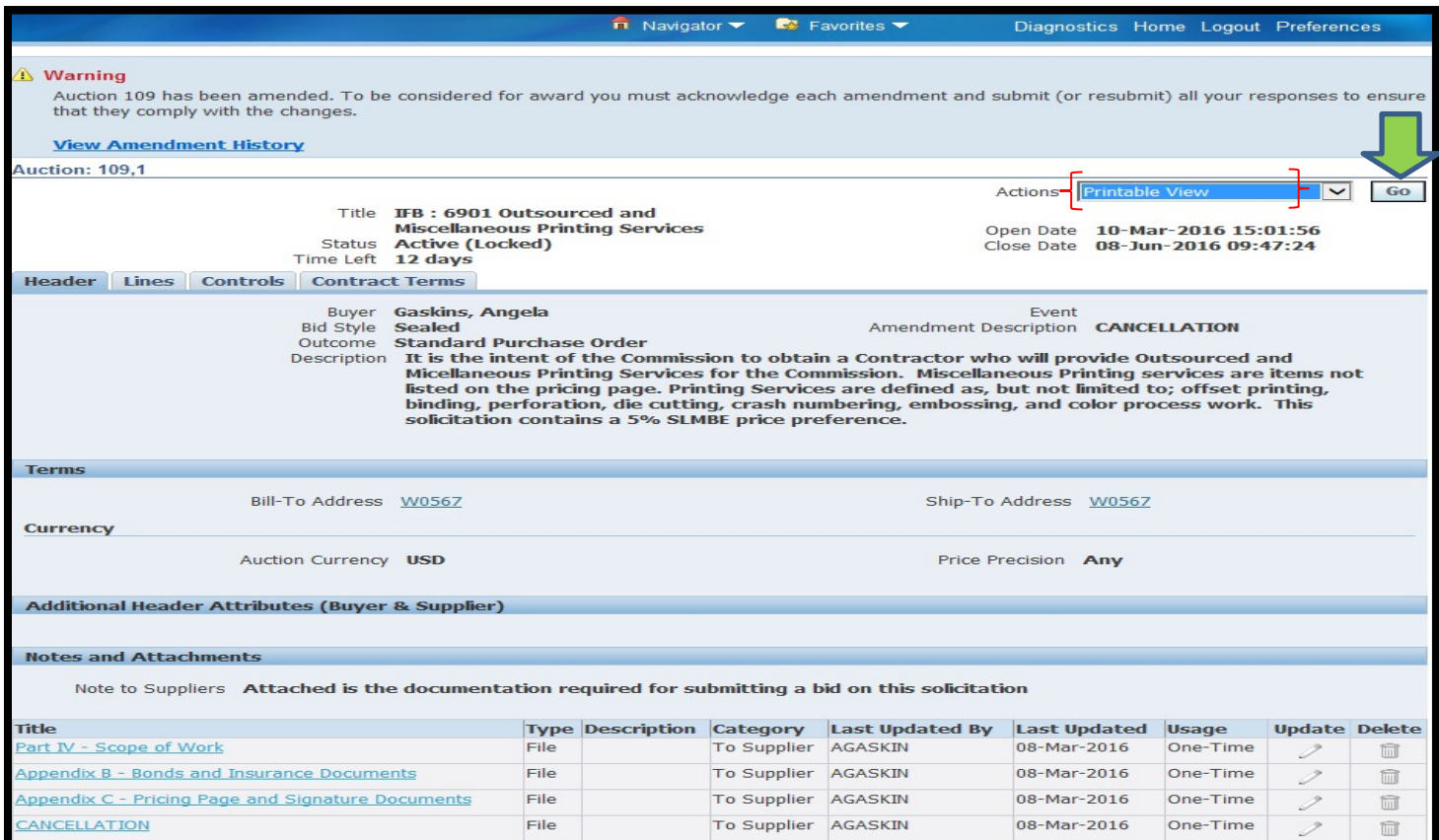


Figure 51: Active Solicitations Search

The Supplier Portal displays the Open, Save and Cancel options.

5. To download a copy of the solicitation, select the **Save** or **Open** option.
 - a. To view a copy of the solicitation, select the **Open** option.

- b. To decline proceeding with the download of the solicitation, select the **Cancel** option.

See Figure 52 below.

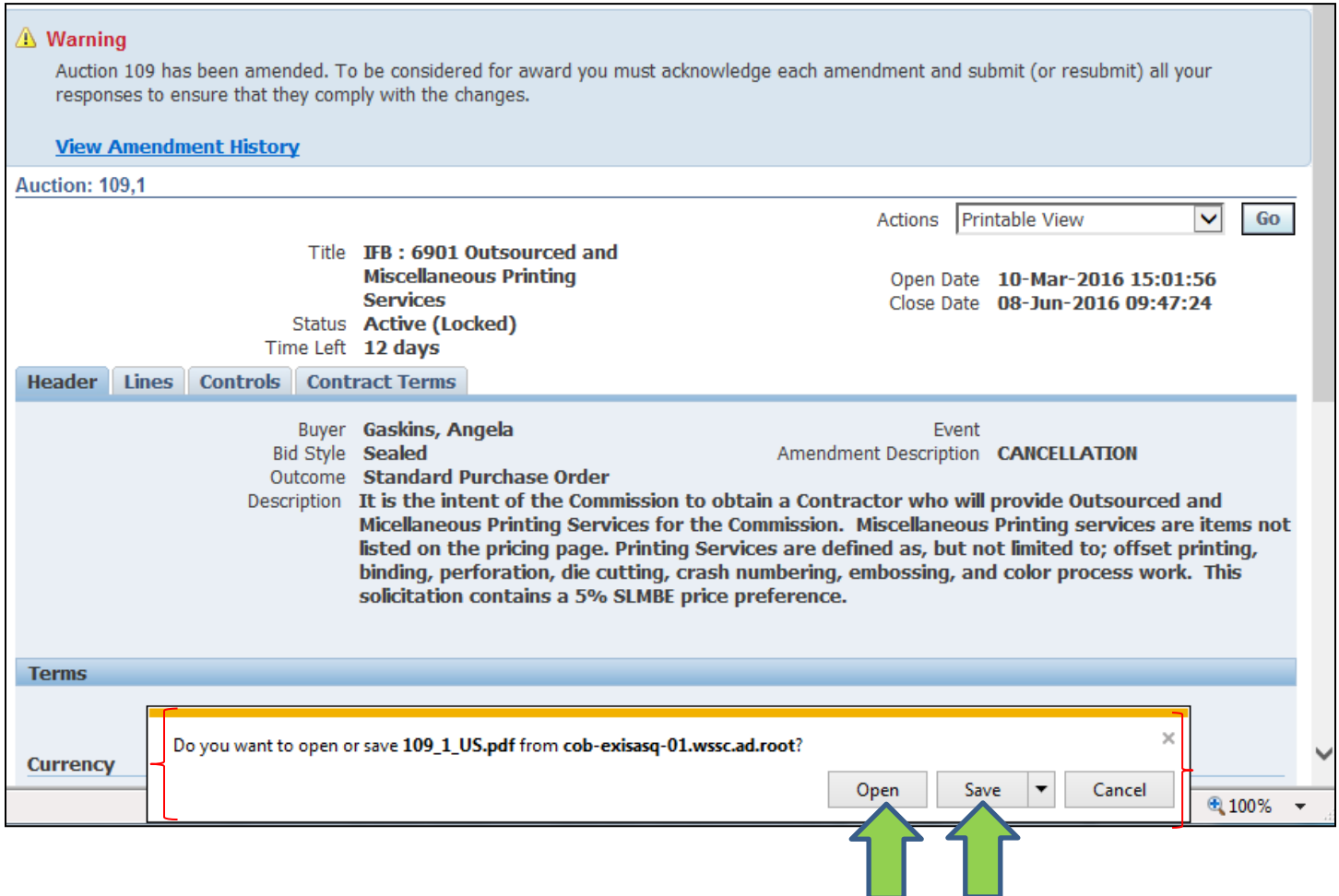


Figure 52: Download a Copy of the Solicitation Options

NOTE: To view awarded solicitations from the Active Solicitations page, click the **Solicitation Status** link.

6.2 Solicitation Download Using Notification

This sub-section describes the steps a registered supplier follows to download a solicitation using the notification inviting the supplier to participate in the solicitation.

1. To begin the process of downloading the solicitation, select the notification link used to invite the supplier in the **Worklist** section.

See Figure 53 below.

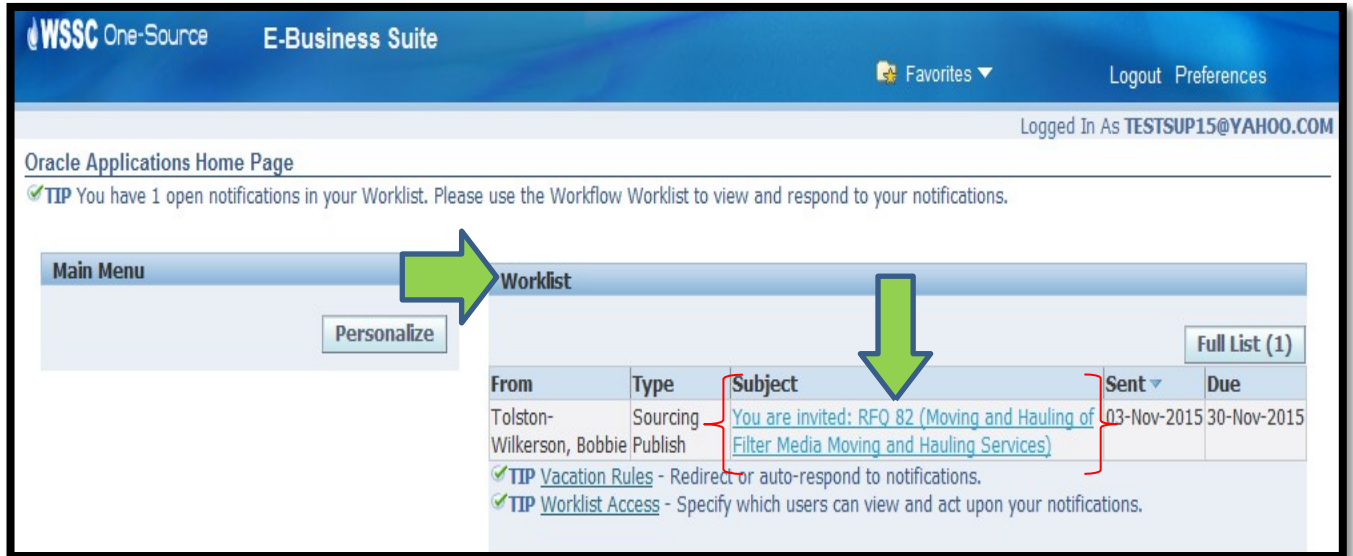
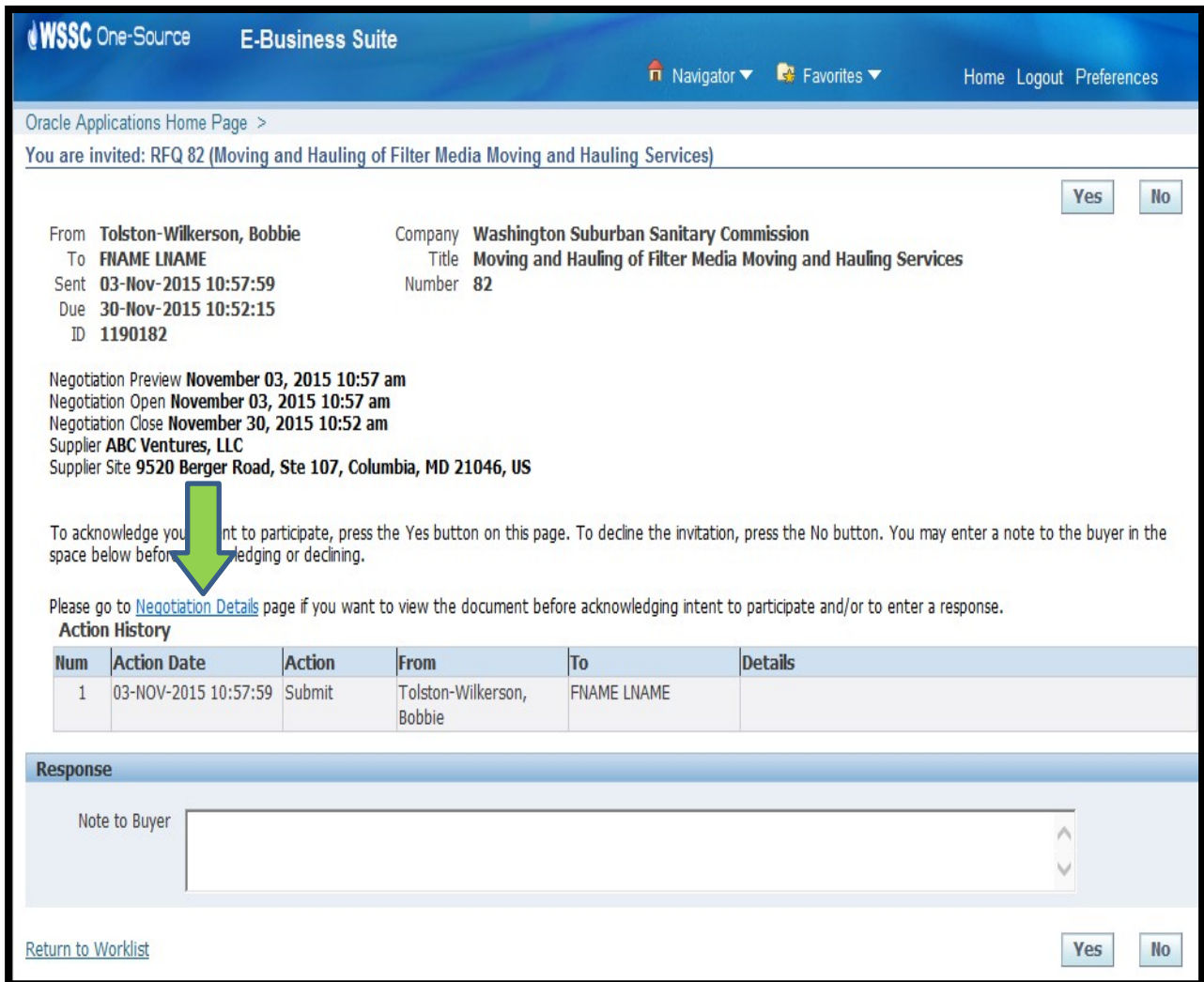


Figure 53: Worklist Section Notification Link

The Supplier Portal displays the notification information.

2. Click on the **Negotiation Details** link.

See Figure 54 on the next page.



WSSC One-Source E-Business Suite

Oracle Applications Home Page >

You are invited: RFQ 82 (Moving and Hauling of Filter Media Moving and Hauling Services)

Yes No

From **Tolston-Wilkerson, Bobbie** Company **Washington Suburban Sanitary Commission**
 To **FNAME LNAME** Title **Moving and Hauling of Filter Media Moving and Hauling Services**
 Sent **03-Nov-2015 10:57:59** Number **82**
 Due **30-Nov-2015 10:52:15**
 ID **1190182**

Negotiation Preview **November 03, 2015 10:57 am**
 Negotiation Open **November 03, 2015 10:57 am**
 Negotiation Close **November 30, 2015 10:52 am**
 Supplier **ABC Ventures, LLC**
 Supplier Site **9520 Berger Road, Ste 107, Columbia, MD 21046, US**

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	03-NOV-2015 10:57:59	Submit	Tolston-Wilkerson, Bobbie	FNAME LNAME	

Response

Note to Buyer

[Return to Worklist](#) Yes No

Figure 54: Negotiation Details Link

3. To download the solicitation, select the **Printable View** option from the **Actions** drop-down menu.
4. Select the **Go** button.
5. The Supplier Portal displays the **Open**, **Save** and **Cancel** options. Select one of these options as applicable.
 - a. To download a copy of the solicitation, select the **Save** or **Open** option.
 - b. To view a copy of the solicitation, select the **Open** option.
 - c. To decline proceeding with the download of the solicitation, select the **Cancel** option.

See Figure 55 on the next page.

The screenshot displays the WSSC One-Source E-Business Suite interface. At the top, there are navigation links for 'Home', 'Logout', and 'Preferences'. A green arrow points to the 'Logout' link. Below the navigation bar, the page title is 'Negotiations' and the breadcrumb trail is 'Oracle Applications Home Page > Notification Details > RFQ: 82'. The main content area shows details for RFQ 82, including the title 'Moving and Hauling of Filter Media Moving and Hauling Services', status 'Active (Locked)', and time left '26 days 23 hours'. There are also fields for 'Open Date' (03-Nov-2015 10:57:57) and 'Close Date' (30-Nov-2015 10:52:15). The interface is divided into sections: 'Header', 'Contract Terms', 'Terms', 'Currency', and 'Additional Header Attributes (Buyer & Supplier)'. The 'Notes and Attachments' section contains a table of files:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Appendix A	File	SLMBE	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix B	File	Insurance Requirements	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix C	File	Submission Form	To Supplier	RQADRI	03-Nov-2015	One-Time		
Pricing Page	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Contract Certification Affidavit	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
References	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Bidders Qualification	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Metropolitan Waterworks	File		To Supplier	RQADRI	03-Nov-2015	One-Time		

At the bottom of the screen, a dialog box is open with the text: 'Do you want to open or save 82_US.pdf from cob-exisasaq-01.wssc.ad.root?'. The dialog box has three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' and 'Cancel' buttons are highlighted with a red box.

Figure 55: Open Or Save Attachment Options

6.3 Access The Solicitation

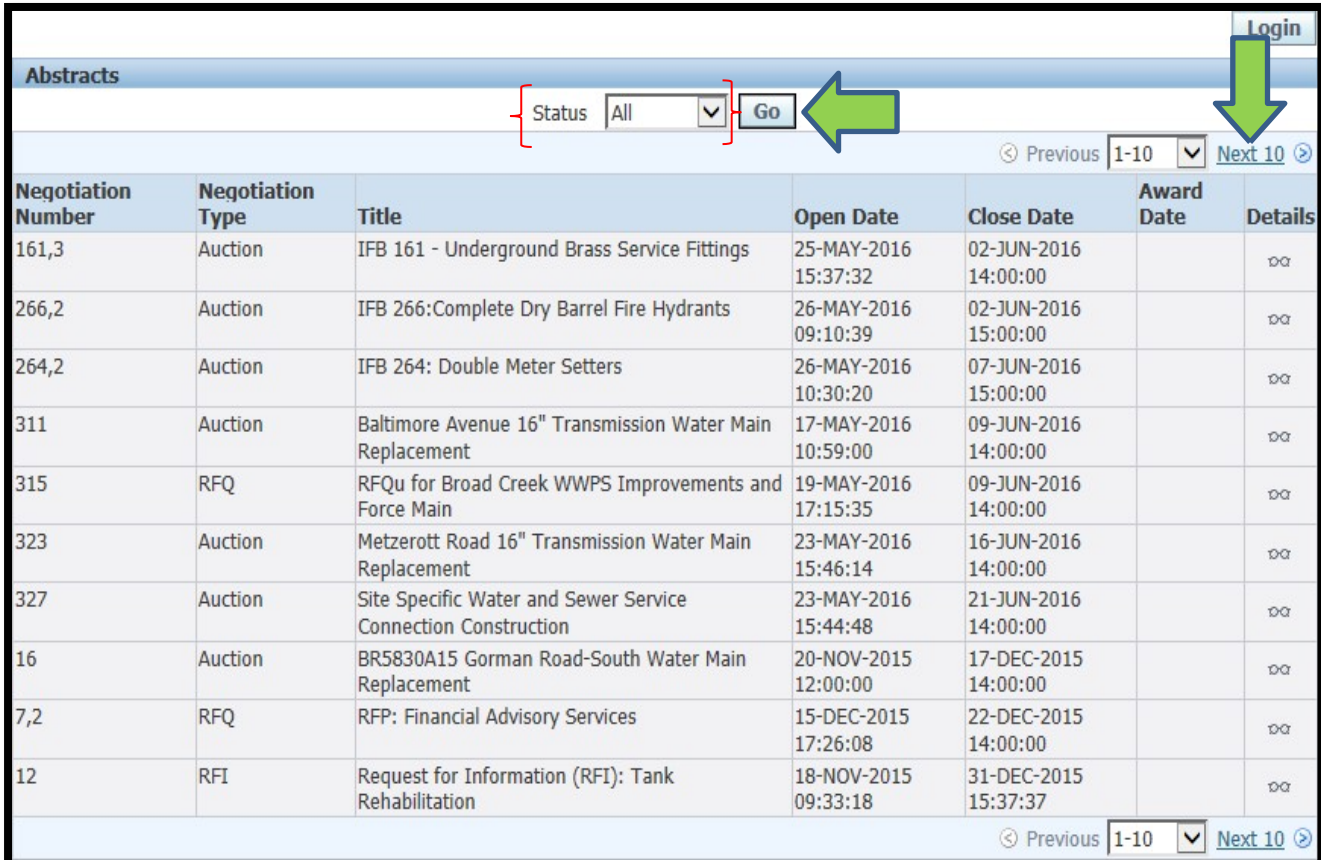
This section describes the steps a prospective supplier needs to follow to obtain access to a solicitation. Any supplier, whether they are registered or not registered with WSSC Water, is able to view all WSSC Water solicitation abstracts.

1. View an Abstract of all Solicitations by accessing the WSSC Water Abstract page at the following link:
www.wsscwater.com/supplier

The Abstract page displays the abstracts for Active WSSC solicitations. By changing the status to All, a display of all abstracts regardless of status is populated.

2. To view the next set of 10 Abstracts, select the **Next 10** link.

See Figure 56 below.

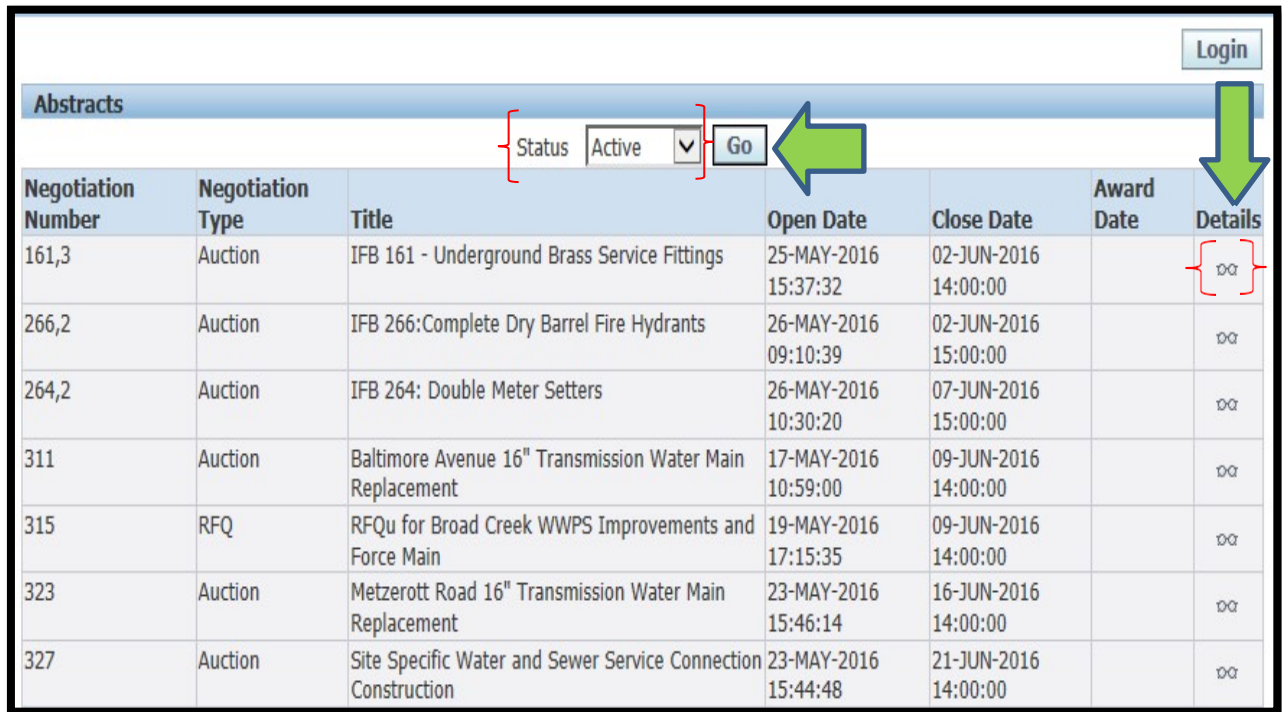


Negotiation Number	Negotiation Type	Title	Open Date	Close Date	Award Date	Details
161,3	Auction	IFB 161 - Underground Brass Service Fittings	25-MAY-2016 15:37:32	02-JUN-2016 14:00:00		☞☞
266,2	Auction	IFB 266:Complete Dry Barrel Fire Hydrants	26-MAY-2016 09:10:39	02-JUN-2016 15:00:00		☞☞
264,2	Auction	IFB 264: Double Meter Setters	26-MAY-2016 10:30:20	07-JUN-2016 15:00:00		☞☞
311	Auction	Baltimore Avenue 16" Transmission Water Main Replacement	17-MAY-2016 10:59:00	09-JUN-2016 14:00:00		☞☞
315	RFQ	RFQu for Broad Creek WWPS Improvements and Force Main	19-MAY-2016 17:15:35	09-JUN-2016 14:00:00		☞☞
323	Auction	Metzerott Road 16" Transmission Water Main Replacement	23-MAY-2016 15:46:14	16-JUN-2016 14:00:00		☞☞
327	Auction	Site Specific Water and Sewer Service Connection Construction	23-MAY-2016 15:44:48	21-JUN-2016 14:00:00		☞☞
16	Auction	BR5830A15 Gorman Road-South Water Main Replacement	20-NOV-2015 12:00:00	17-DEC-2015 14:00:00		☞☞
7,2	RFQ	RFP: Financial Advisory Services	15-DEC-2015 17:26:08	22-DEC-2015 14:00:00		☞☞
12	RFI	Request for Information (RFI): Tank Rehabilitation	18-NOV-2015 09:33:18	31-DEC-2015 15:37:37		☞☞

Figure 56: Abstracts for Active WSSC Water Solicitations

3. To view **Solicitation Abstracts** which are **Closed, Awarded, Cancelled** or **Preview**, select the appropriate option within the Status field and then select the **Go** button.

- To view details of an abstract, select the **Details** icon next to the Abstract record.
See Figure 57 below.



Negotiation Number	Negotiation Type	Title	Open Date	Close Date	Award Date	Details
161,3	Auction	IFB 161 - Underground Brass Service Fittings	25-MAY-2016 15:37:32	02-JUN-2016 14:00:00		ⓘ
266,2	Auction	IFB 266:Complete Dry Barrel Fire Hydrants	26-MAY-2016 09:10:39	02-JUN-2016 15:00:00		ⓘ
264,2	Auction	IFB 264: Double Meter Setters	26-MAY-2016 10:30:20	07-JUN-2016 15:00:00		ⓘ
311	Auction	Baltimore Avenue 16" Transmission Water Main Replacement	17-MAY-2016 10:59:00	09-JUN-2016 14:00:00		ⓘ
315	RFQ	RFQu for Broad Creek WWPS Improvements and Force Main	19-MAY-2016 17:15:35	09-JUN-2016 14:00:00		ⓘ
323	Auction	Metzerott Road 16" Transmission Water Main Replacement	23-MAY-2016 15:46:14	16-JUN-2016 14:00:00		ⓘ
327	Auction	Site Specific Water and Sewer Service Connection Construction	23-MAY-2016 15:44:48	21-JUN-2016 14:00:00		ⓘ

Figure 57: Abstracts Status - Details

The Supplier Portal displays the details of the solicitation abstract.

- To download the solicitation associated with the abstract, a registered supplier must select the **Login** button and proceed to login at the Supplier Portal Login page: <https://onesource.wsscwater.com/>
- To download a solicitation, a prospective supplier must proceed to register at the WSSC Prospective Supplier page:
https://onesource.wsscwater.com/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?ouid=BDB7AF1018A39E4A

The supplier is directed to the Supplier Portal login page upon selecting the **Login** button. The Supplier Portal displays the Supplier Login page when the Login button is selected.

- Follow the steps within the [Solicitation Download Using the Menu](#) selection section.

See Figure 58 on the next page.



Form Details (Abstract): RFQ 82		Login	
		Status Active	
Abstract			
Negotiation Number	82	Open Date	03-NOV-2015 10:57:57
Negotiation Type	RFQ	Close Date	30-NOV-2015 10:52:15
Title	Moving and Hauling of Filter Media Moving and Hauling Services	Award Date	
Description	Moving and Hhauling of Filterd Media		
Cover Sheet			
Contract Administrator	Qadri, Reema H	Site Inspection Location	Potomac Water Filtration Plant
Phone	301-206-8217	Pre-Solicitation Meeting	Y
E-mail	Reema.Qadri@wsscwater.com	Pre-Solicitation Meeting Date & Time	25-Jan-2013 10:44:45
Site Inspection	Y	Pre-Solicitation Meeting Location	Potomac Water Filtration Plant
Site Inspection Date & Time	25-Jan-2013 10:43:40		
Appendix A			
Appendix A Forms Y			
Appendix B			
Performance Bond	Y	Labor and Material Payment Bond	Y
Appendix C			
Pricing Page	Y	References Form	Y
Signature Page	Y	Statement of Bidder's Qualification's Form	Y
Contract Certification Affidavit	Y	Metropolitan Council of Governments Rider Clause	Y
Return to Abstracts		Login	

Figure 58: Abstracts Status - Details

6.4 Registered Suppliers Access Solicitation

This sub-section describes how a registered supplier is able to access a solicitation by logging into the Supplier Portal and making the appropriate selection to view and download solicitation information.

6.4.1 Access the Solicitation Abstract

This section describes the steps for a registered supplier to access a **Solicitation Abstract**.

1. Select the following items:
 - a. WSSC Solicitations
 - b. Solicitation Briefers (Abstracts)

See Figure 59 on the next page.

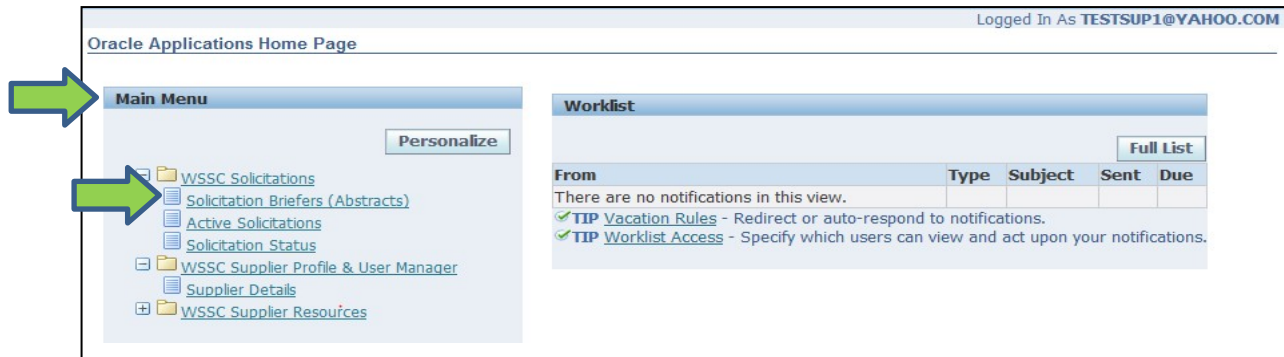



Figure 59: Main Menu – Solicitation Briefers (Abstracts)

The Supplier Portal displays by default the **Abstracts** page for solicitations which are currently active.

- To view the abstracts for solicitations in any of the status options of Preview, Closed, Awarded, Cancelled or All, select the status option and select the Go button.

The Supplier Portal displays the solicitation **Abstracts** page for which statuses match the selected status.

- To view an abstract associated with a solicitation, select the Details  icon corresponding to the relevant solicitation.

See Figure 60 below.

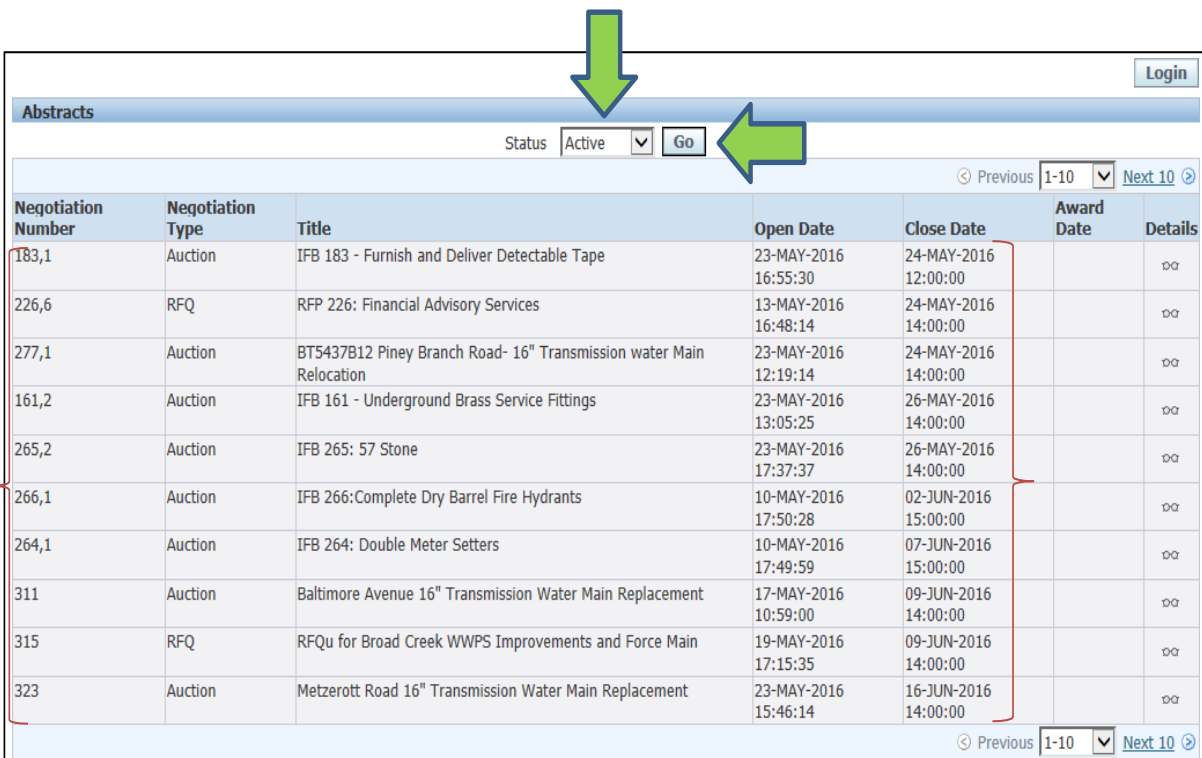


Figure 60: Active Status Menu Filter

4. The Supplier Portal displays the entire abstract associated with the selected Solicitation Abstract record.
5. To return to the Solicitation Abstract page, the supplier selects the **Return to Abstracts** page.
6. To view the entire solicitation, the registered supplier needs to login to the Supplier Portal by selecting the **Login** button.
 - a. The Supplier Portal displays the Supplier Login page when the **Login** button is selected.
7. Follow the steps with the [Solicitation Download Using the Menu Selection](#) section.

6.4.2 Access the Solicitation from the Abstract Link

This sub-section describes the steps for a supplier to download a solicitation by using the **Abstract** link.

The Supplier Portal displays the Login page.

8. Provide Account information i.e. User Name and Password information.
9. Select the Login button.
 - a. A prospective supplier registers with WSSC Water to access solicitation information at the following link:

www.wsscwater.com/supplier

See Figure 61 below.



The screenshot shows the WSSC One-Source login page. The header features the WSSC One-Source logo and a navigation bar. The main content area is divided into two sections. The left section contains a grid of images: a family, hands typing on a keyboard, and two construction workers in hard hats. Below these images is a blue banner with the WSSC One-Source logo. The right section contains the login form, which includes fields for *User Name (with an example: michael.james.smith) and *Password (with an example: 4u99v23). Below the password field are 'Login' and 'Cancel' buttons. Underneath the buttons are links for 'Login Assistance' and an 'Accessibility' dropdown menu set to 'None'. At the bottom of the page, there is a 'Select a Language:' dropdown menu set to 'English'.

Figure 61: WSSC One-Source Login Page

The Supplier Portal displays the **Oracle Applications** Home Page.

1. Click on the **WSSC Solicitations** folder.
2. Click on the **Active Solicitations** file.

See Figure 62 below.

Active Solicitations

Search

Note that the search is case insensitive

Solicitation # X

Title

Solicitation #	Solicitation Type	Title	Buyer Name	Close Date	Buyer Email
161.2	Auction	IFB 161 - Underground Brass Service Fittings	Qadri, Reema	2016-05-26 14:00:00.0	Reema.Qadri@wsscwater.com
183.1	Auction	IFB 183 - Furnish and Deliver Detectable Tape	Brown, Leba	2016-05-24 12:00:00.0	Leba.Brown@wsscwater.com
226.6	RFQ	RFP 226: Financial Advisory Services	Qadri, Reema	2016-05-24 14:00:00.0	Reema.Qadri@wsscwater.com
264.1	Auction	IFB 264: Double Meter Setters	Gaskins, Angela	2016-06-07 15:00:00.0	Angela.Gaskins@wsscwater.com
265.2	Auction	IFB 265: 57 Stone	Gaskins, Angela	2016-05-26 14:00:00.0	Angela.Gaskins@wsscwater.com
266.1	Auction	IFB 266: Complete Dry Barrel Fire Hydrants	Gaskins, Angela	2016-06-02 15:00:00.0	Angela.Gaskins@wsscwater.com
277.1	Auction	BT5437B12 Piney Branch Road- 16" Transmission water Main Relocation	Colbert, Richard	2016-05-24 14:00:00.0	Richard.ColbertIII@wsscwater.com
311	Auction	Baltimore Avenue 16" Transmission Water Main Replacement	Colbert, Richard	2016-06-09 14:00:00.0	Richard.ColbertIII@wsscwater.com
315	RFQ	RFQu for Broad Creek WWPS Improvements and Force Main	Richmond, Bradley	2016-06-09 14:00:00.0	Bradley.Richmond@wsscwater.com
323	Auction	Metzerott Road 16" Transmission Water Main Replacement	Colbert, Richard	2016-06-16 14:00:00.0	Richard.ColbertIII@wsscwater.com
327	Auction	Site Specific Water and Sewer Service Connection Construction	Colbert, Richard	2016-06-21 14:00:00.0	Richard.ColbertIII@wsscwater.com

Awards: When solicitation closes please review link below for the current status

[Solicitation Status](#)

Figure 62: Oracle Application Home Page

3. The Supplier Portal displays the **Active Solicitations** page.
4. Perform a search for an active solicitation by using the Solicitation Number or the Solicitation Title or a combination of both.
 - a. To search by Solicitation Number, provide part of the Solicitation Number using the '%' character or the full value of the Solicitation Number in the **Solicitation #** field and select the **Go** button.
 - b. To search by Solicitation Title, provide part of the Solicitation Title using the '%' character or the full value of the Solicitation Title in the **Title** field and select the **Go** button.
 - c. To search by a combination of Solicitation Number and Solicitation Title, part of the Solicitation Number and / or Solicitation Title using the '%' character or the full value of the Solicitation Number and / or Solicitation Title in the **Solicitation #** and **Title** fields and select the **Go** button.

See Figure 63 below.

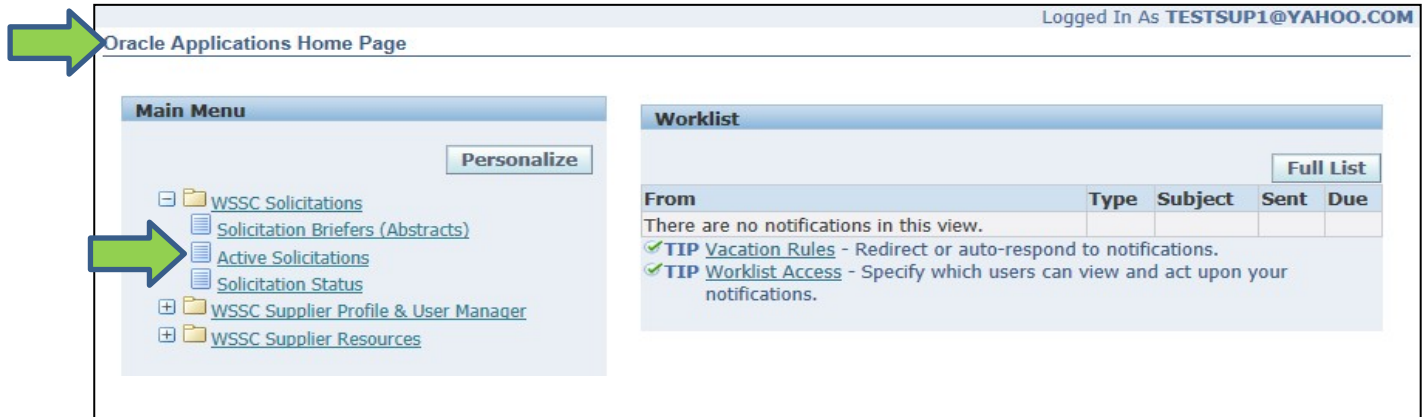


Figure 63: Active Solicitations – Solicitation Status

The Supplier Portal displays active solicitations matching the search criteria in the **Solicitation #** and **Title** fields.

a. To clear the search criteria, select the **Clear** button.

5. To view the solicitation, select the link below the **Solicitation #** field corresponding to the relevant solicitation.

The Supplier Portal displays the active solicitation.

6. To download the Solicitation, select the Printable View option from the **Actions** field.
a. Select the **Go** button.

7. Select the option to **Open, Save** or **Cancel** the download the solicitation.

See Figure 64 and Figure 65 on the next page.

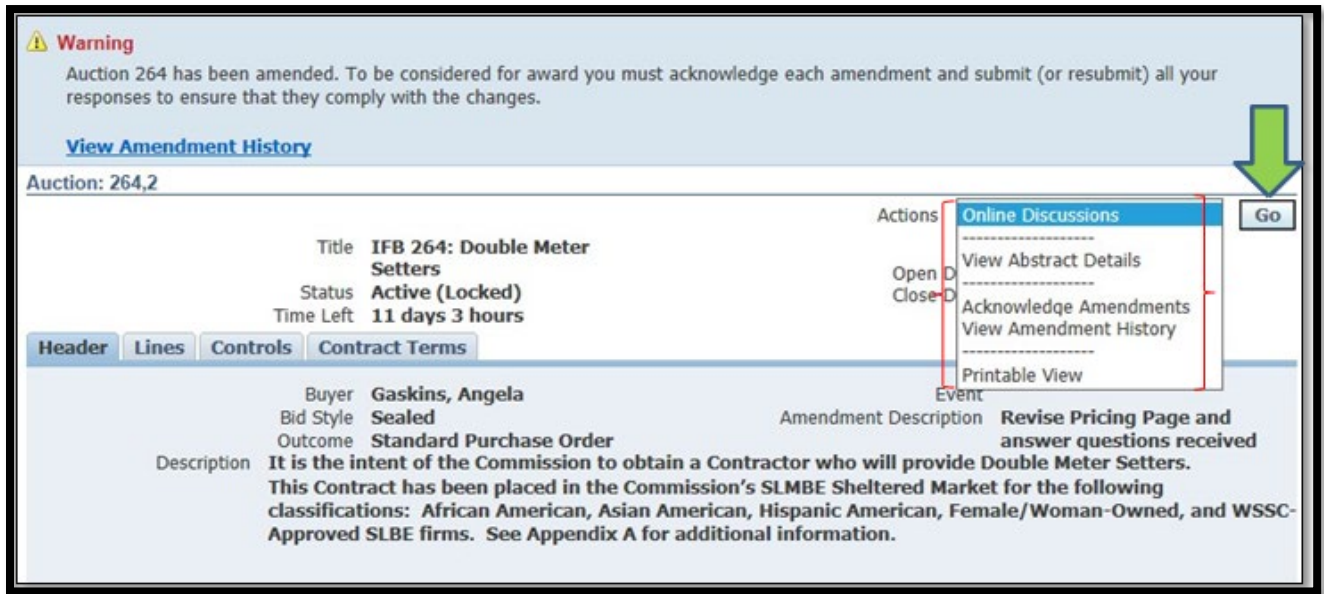


Figure 64: Printable View Option

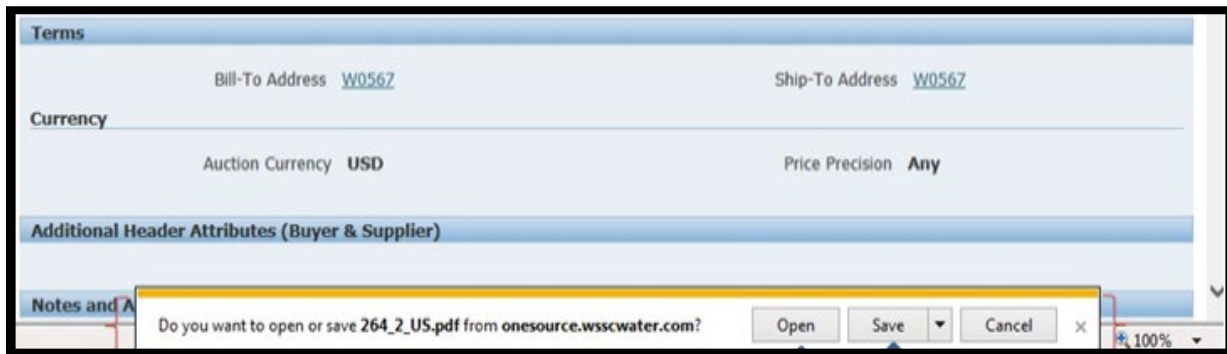


Figure 65: Open Save or Cancel Attachment Options

The Supplier Portal displays the PDF version of the solicitation when the supplier selects the **Open** option.

See figure 66 on the next page.

Auction 183,1

Auction 183,1

Title **IFB 183 - Furnish and Deliver Detectable Tape**
 Amendment Date **23-MAY-2016 16:55:30**
 Amendment Description **Amendment No. 001 is required to inform the vending community of the location of the forms and submittals required to submit a bid.**

Preview Date **23-MAY-2016 16:55:30** Open Date **23-MAY-2016 16:55:30**
 Close Date **24-MAY-2016 12:00:00** Award Date **Not Specified**
 Time Zone

Please submit your response to:

Company **Washington Suburban Sanitary Commission**
 Buyer **Brown, Leba**
 Location **Washington Suburban Sanitary Commission
 14501 Sweitzer Lane
 Laurel, MD
 United States**
 Phone **301-206-8799**
 Email **Leba.Brown@wsscwater.com**

When submitting your response, please include the following information.

Your Company Name	LUCKY NUMBER ONE, LLC (DO NOT USE)
Address	
Contact Details	
Response Valid Until	

Figure 66: Open Option – PDF example

8. To view the amendments posted for the solicitation, select the **View Amendment History** option within the **Actions** field.
9. Select the **Go** button.

The Supplier Portal displays the **Amendment History** page with the list of amendments for the solicitation with links to each amendment associated with the solicitation.

10. To be considered for **Award**, the supplier needs to acknowledge the amendments associated with the solicitation by selecting the **Acknowledge Amendments** button.
11. To access the solicitation with all associated amendments, select the **Amendment** link associated with the last version of the solicitation under the **Document Number** column.
12. To view the amendment associated with the solicitation, select the **View** icon corresponding to the amendment under the **Review Changes** field.

The Supplier Portal displays the amendment associated with the solicitation.

13. Review the version of the document with the solicitation and all amendments to ensure they have a **Status of Active**.
14. Review the amendments within the solicitation to confirm that all amendments have a **Status of Amended**.

See Figure 67 below.

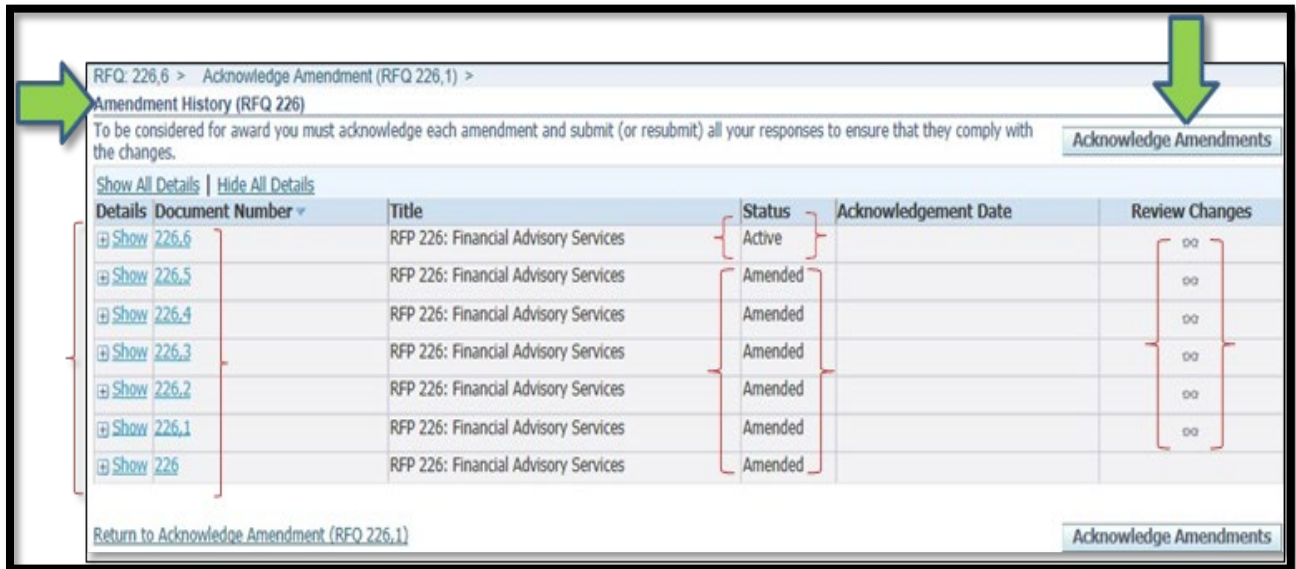


Figure 67: Status and Acknowledge Amendments

The Supplier Portal displays the **Acknowledge Amendment** page for the first amendment.

See Figure 68 below.

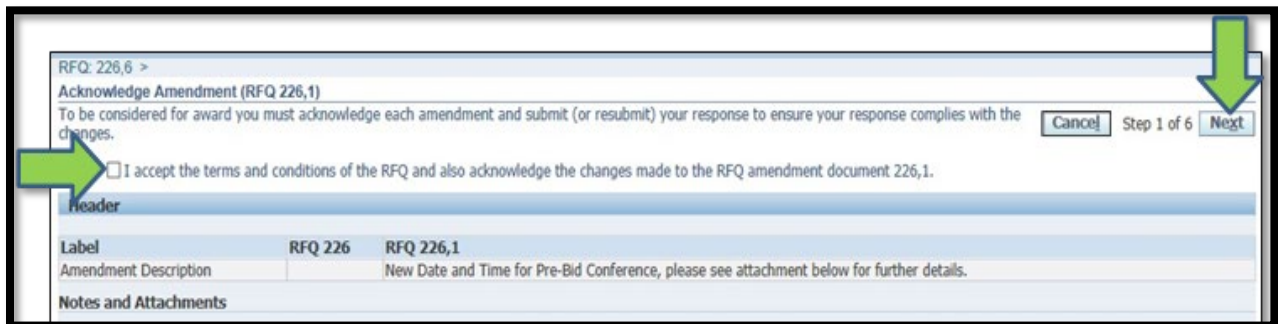


Figure 68: Acknowledge Amendment Terms & Conditions

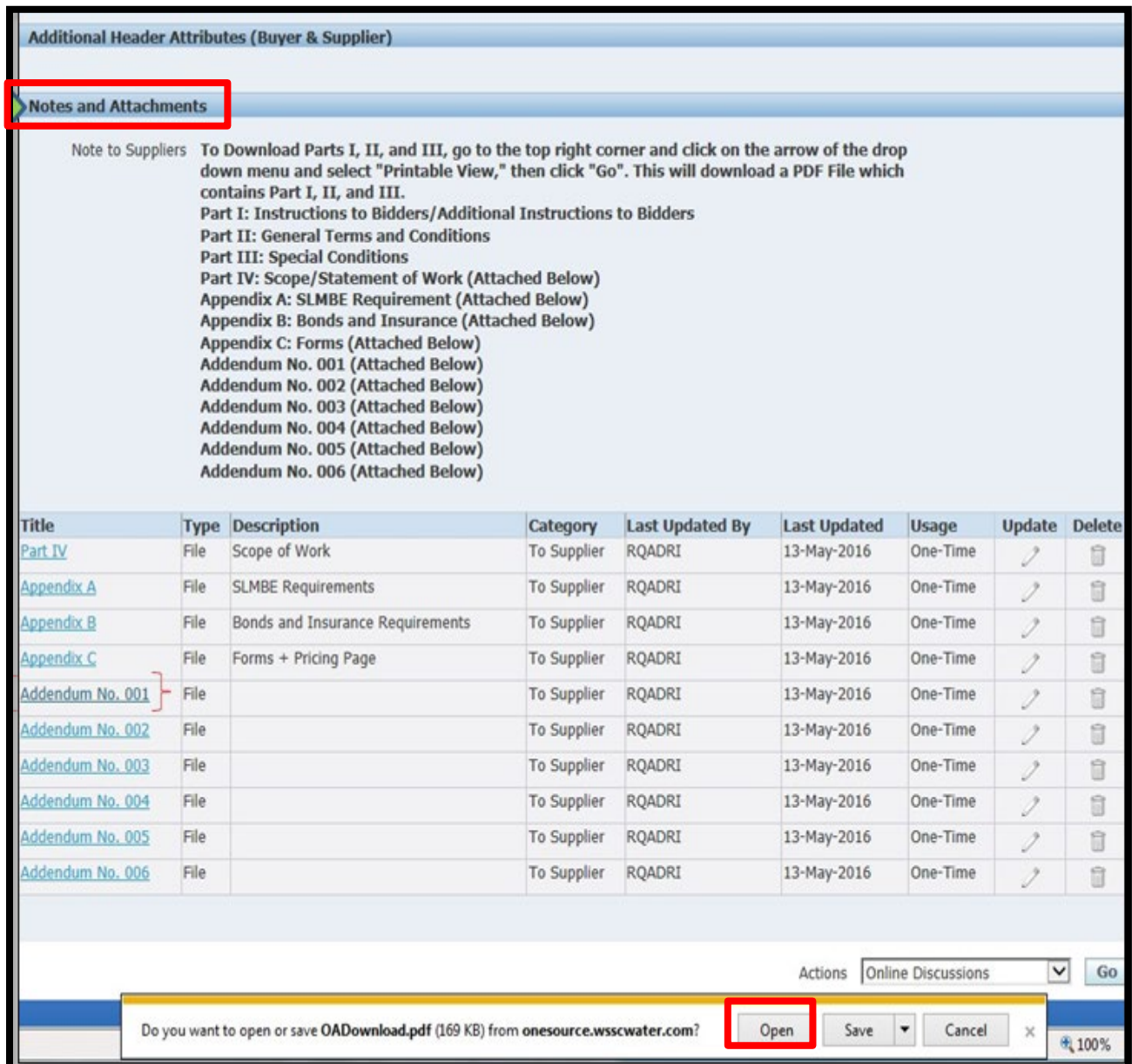
15. View additional amendments within the solicitation by selecting the **Next** button.
16. To acknowledge the amendments within the solicitation, click the **Terms and Conditions** checkbox.
17. To download an amendment, select the latest version of the solicitation by selecting the **Amendment** link.

18. Scroll to the **Notes and Attachments** section and select the **Amendment** link associated with the corresponding amendment for the solicitation under the **Title** field.

The Supplier Portal provides the **Open**, **Save** or **Cancel** options.

19. To view the amendment, click on the **Open** option available within the download page.

See Figure 69 below.



Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers To Download Parts I, II, and III, go to the top right corner and click on the arrow of the drop down menu and select "Printable View," then click "Go". This will download a PDF File which contains Part I, II, and III.
 Part I: Instructions to Bidders/Additional Instructions to Bidders
 Part II: General Terms and Conditions
 Part III: Special Conditions
 Part IV: Scope/Statement of Work (Attached Below)
 Appendix A: SLMBE Requirement (Attached Below)
 Appendix B: Bonds and Insurance (Attached Below)
 Appendix C: Forms (Attached Below)
 Addendum No. 001 (Attached Below)
 Addendum No. 002 (Attached Below)
 Addendum No. 003 (Attached Below)
 Addendum No. 004 (Attached Below)
 Addendum No. 005 (Attached Below)
 Addendum No. 006 (Attached Below)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Part IV	File	Scope of Work	To Supplier	RQADRI	13-May-2016	One-Time		
Appendix A	File	SLMBE Requirements	To Supplier	RQADRI	13-May-2016	One-Time		
Appendix B	File	Bonds and Insurance Requirements	To Supplier	RQADRI	13-May-2016	One-Time		
Appendix C	File	Forms + Pricing Page	To Supplier	RQADRI	13-May-2016	One-Time		
Addendum No. 001	File		To Supplier	RQADRI	13-May-2016	One-Time		
Addendum No. 002	File		To Supplier	RQADRI	13-May-2016	One-Time		
Addendum No. 003	File		To Supplier	RQADRI	13-May-2016	One-Time		
Addendum No. 004	File		To Supplier	RQADRI	13-May-2016	One-Time		
Addendum No. 005	File		To Supplier	RQADRI	13-May-2016	One-Time		
Addendum No. 006	File		To Supplier	RQADRI	13-May-2016	One-Time		

Actions Online Discussions

Do you want to open or save OADownload.pdf (169 KB) from onsource.wsscwater.com?

Figure 69: Notes and Attachments – Open Option

The Supplier Portal displays a PDF version of the amendment for the solicitation.

See Figure 70 on the next page.

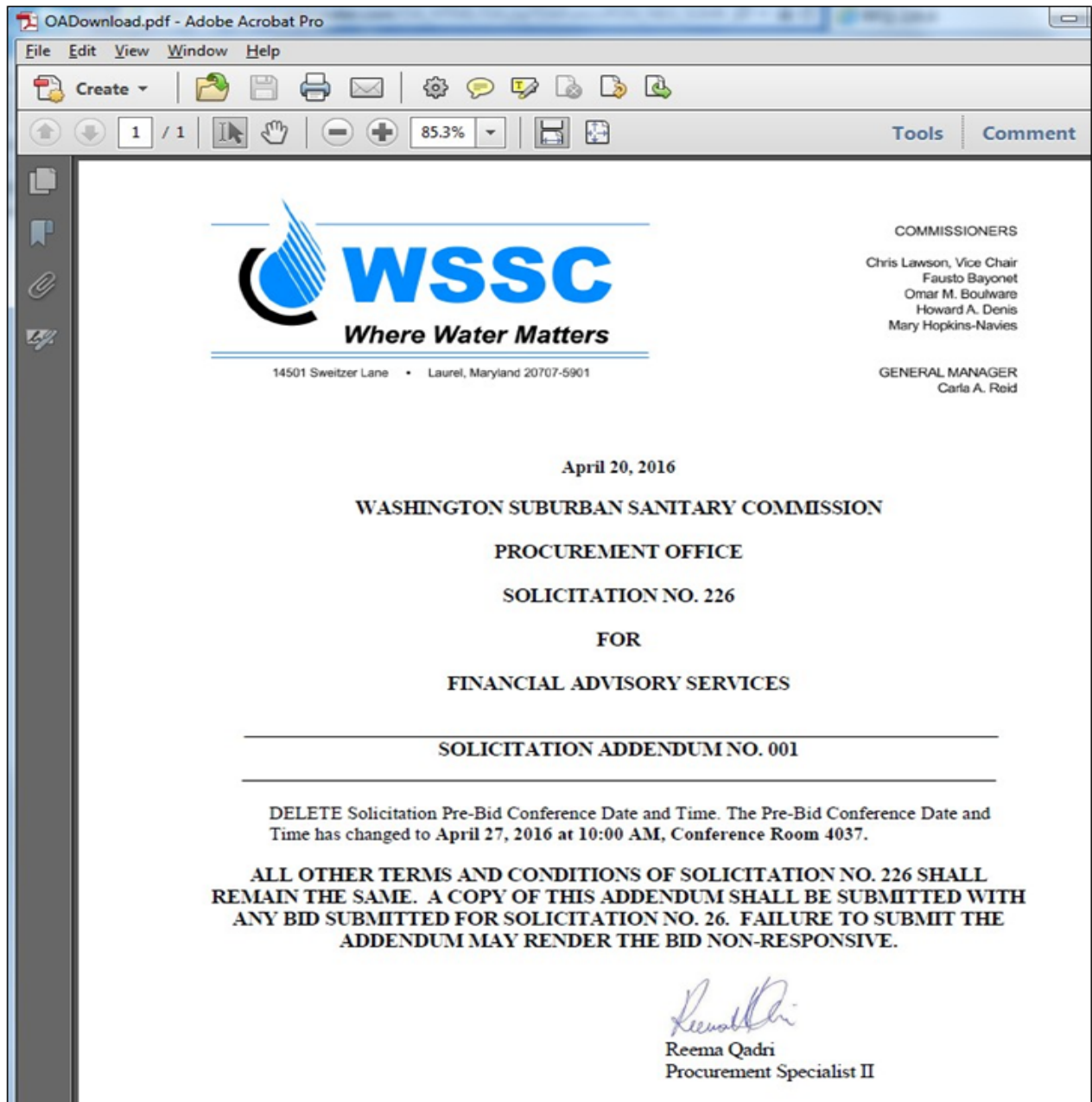


Figure 70: WSSC Procurement Office Solicitation Sample PDF

7. Access Sourcing Information

This section and the sub-sections that follow describe the steps to be followed by the supplier to access and view the supplier and solicitation information upon logging into the WSSC Water Supplier Portal.

7.1 WSSC Supplier Quick Links

The process requires the supplier to login to the WSSC Supplier Portal which requires the supplier to have registered with WSSC and been set up with an account to login to the Supplier Portal. See the section [Accessing the Supplier Portal](#) of this User Manual for steps on how to initially log in to the supplier portal.

1. Select the **WSSC Supplier Quick Links** hyperlink.
2. To access published abstracts (excluding awards) of solicitations, the supplier selects the WSSC Solicitations → Solicitation (Briefers) Abstracts link.
3. To access active solicitations, the supplier selects the WSSC Solicitations → Active Solicitations link.
4. To access solicitation information which have been awarded, the supplier selects the WSSC Solicitations → Solicitation Status link.
5. To view the profile details of the supplier, the supplier selects WSSC Supplier Profile & User Manager → Supplier Details link.
6. To access the FAQs for the Supplier Portal, the supplier selects the WSSC Supplier Resources → Supplier Portal FAQs link.
7. To access the WSSC User Manual for the Supplier Portal, the supplier selects the WSSC Supplier Resources → User Manuals link.
8. To search and view supplier information for the prime and business classifications who have downloaded the solicitation, the supplier selects the WSSC Supplier Resources → Reports → Solicitation Bid Holders Report link.
9. To search and view supplier information for suppliers who have registered with WSSC Water, select the WSSC Supplier Resources → Reports → View Registered Suppliers link.

7.2 View Solicitation Abstracts

This sub-section describes where and how to access abstracts of published Solicitations (excluding awarded Solicitations).

1. Refer to the **View Awards** section of the WSSC Water Supplier Portal User Guide using this [link](#) for steps on how to access awarded Solicitation information.

8. Troubleshooting & Support

This section and the sub-sections that follow provide details on obtaining support for the OneSource system. To address any OneSource system issues or to obtain support, contact the WSSC Water Procurement Office by email at procurement.support@wsscwater.com or via phone 301.206.8866.

8.1 Special Considerations

The OneSource system times out if a user is taking too long to complete any item within the system. Note that each screen has a designated built-in timer that automatically updates when a user is on the same page with no activity for too long.

8.2 Support

At time, the **reset password** button does not work, so WSSC Water Administrators must manually reset the password. Contact the WSSC Water Procurement via phone 301.206.8866 or email at procurement.support@wsscwater.com.

9. Frequently Asked Questions (FAQs)

1. I attempted to reset my password, however, it is not working. How do I get the password reset?

Select Login Assistance and complete the required fields. A WSSC Water Administrator then manually resets the password. When administrator is referenced it is the WSSC Water Administrator, not supplier, that is referenced.

2. How can I get on the WSSC Water Bid list for contract opportunities?

The WSSC Water Supplier Portal serves as the central (and only) site for suppliers to register to do business with WSSC Water. To receive e-mail notifications on contract opportunities, suppliers must register in the **WSSC Water Supplier Portal** identifying their North American Industry Classification System (NAICS) industry code for the commodity and services they wish to receive notifications. Each supplier must provide a primary NAICS code in their profile and may select additional codes.

3. What are NAICS codes?

The North American Industry Classification System (NAICS, pronounced “nakes”) was developed under the direction and guidance of the Office of Management and Budget (OMB) as the standard for use by Federal statistical agencies in classifying business establishments for the collection, tabulation, presentation, and analysis of statistical data describing the U.S. economy. NAICS is based on a production-oriented concept, meaning that it groups establishments into industries according to similarity in the processes used to produce goods or services. NAICS replaced the Standard Industrial Classification (SIC) system in 1997.

4. I am a certified minority business. Will I have to register and identify my certification status in the Portal?

- a. Yes, all firms are required to register.
- b. Once in the WSSC Water Supplier Portal, go to the **Business Classifications** section (Step 2) and check all that are applicable to your firm.
- c. Use the drop-down menu under **Minority Type**, enter the certification number, certification agency and the expiration date.
- d. You will also need to enter this information in the **Supplier Profile Attributes** section.
- e. Before completing your profile, click the **Add Attachment** and attach your most recent certification letter.
- f. Your minority business status will not be considered until a verified copy of your certification letter from one of the five approved agencies is received.
- g. Please remember, as an MBE firm, all NAICS codes entered in your profile must be approved by your certification agency.
- h. Once all information is confirmed, the WSSC Water Supplier Portal profile will be updated to indicate that you are an eligible bidder for solicitations with a minority business status requirement.

5. I have a current contract with WSSC Water. Will I have to register to continue to receive payments under that contract?

Yes. The WSSC Water Supplier Portal does affect current contracts awarded. In order to receive bid notifications or bid documents in the future, you must be registered in the [WSSC Water Supplier Portal](#).

6. How long will my registration last? Will I be notified when it expires?

The information in your supplier profile will be valid for as long as you do business with WSSC Water. However, in the future, you may receive a notification for your Certificates of Insurance, when added to your profile or if, you are an approved as a certified SLMBE supplier, you will receive notification if your Certificate expires.

7. Can I receive a bid notification if I have not registered in the Portal?

No. You must register in the [WSSC Water Supplier Portal](#) in order to receive bid notifications that correspond to your NAICS code(s).

8. Why can't I see the solicitation detail?

Check to see if your NAICS code in your company profile matches the NAICS code(s) on the solicitation; Check the solicitation type to determine if it is a **sheltered market** (e.g., MBE only or SLBE only). These are two frequent reasons why the solicitation detail will not appear.

9. After I post my bid, how do I see the status of a solicitation?

Bid tabs should be posted 48 hours after the closing date. Log on as you normally would then perform the following steps:

- a. Click on **View Bid Opportunities** and at the top of the page, you will see **"Select a Solicitation Status:"**
- b. Change the drop-down box from **Open** to **Evaluation**.
- c. Click on **Go**.
- d. Look for the bid tab as a **PDF file** that you click on to open it.

10. I typed in my tax country, but received an error that it was incorrect, what am I supposed to do now?

For example, enter **"%united"** then click on the magnifying glass. Next, use the [Quick Select](#) button and it will automatically fill in the words United States. This can also be found on page 6 of the [WSSC's Supplier Portal Guide](#).

NOTE: The WSSC's Supplier Portal Guide is a large PDF document, and so, may take a few minutes to fully download.

11. I submitted my registration for approval, but I wanted to add another NAICS code and I didn't get a password. How do I get my password?

You do not get a password until your registration is approved, but you can contact the administrator to send you a status link, so that you can update your profile. Also, Your username will be the email address you entered on the first page of registration.

12. What will the WSSC Water Supplier Portal system do and what's in it for me?

This is an integrated system, meaning you (the supplier), Procurement, and Accounts Payable will all have access to the same information, which makes it easier to track View bids and solicitations, upload invoices, post bids and solicitations, and make and receive payments.

13. How long will it take for my registration to be approved?

It varies. The administrators are working very hard to approve registrations in a timely fashion.

14. I tried to register and an error said my email address has already been used. What do I do?

More than likely, you already have a profile created and approved in the system, contact the administrator to find out if your company is registered and if so, ask to reset the password.

15. How many users can I create in this profile?

You can add as many contacts and use as you would like in the contact directory.

16. Is there a training to navigate through the system after I've been approved?

No, At this time no training will be made available. It could be possible in the future please check back with WSSC Water.

17. In the WSSC Water Supplier Portal what do negotiation, RFI, RFQ, and Auction mean?

- Negotiation = Solicitation
- RFI = WSSC Water RFI (Request for Information), WSSC Water RFQu (Request for Qualifications)
- RFQ = WSSC Water RFP (Request for Proposal), WSSC Water Multi-Step IFB (Invitation for Bid)
- Auction = WSSC Water IFB (Invitation for Bid), WSSC Water RFQ (Request for Quotation)

The WSSC Water Supplier Portal System

18. How can a prime vendor determine if a company and/or firm is a registered certified-MBE, WBE, DBE and/or WSSC Water-Approved SLBE firm?

In order to find out if a company and/or firm is a registered certified-MBE or WSSC Water-Approved SLBE; a prime vendor should check the [WSSC Water Supplier Portal System](#).

19. What MBE certifications does the Commission accept?

Currently, the Commission's MBE program recognizes the certification from the following five (5) agencies:

- Maryland Department of Transportation (MDOT)
- Prince George's County Government Supplier Development & Diversity Division (SDDD)
- Capital Region Minority Supplier Development Council (CR/MSDC)
- District of Columbia's Local Small Disadvantaged Business Enterprise (DC-LSDBD)
Please note that WSSC Water only recognizes the "Disadvantaged" (DBE) classification of the District's program.
- Women Presidents' Education Organization (WPEO)

If there is any doubt regarding the status of a firm's certification or WSSC Water-Approved SLBE status, contact the Office of Supplier Diversity & Inclusion at 301-206-8800 or email SupplierDiversity@wsscwater.com.

20. How can a firm and/or company determine if there is an MBE or SLBE requirement on a solicitation?

To determine an MBE or SLBE requirement on a Solicitation, visit the [WSSC Water Supplier Portal System](#) website.

- a. Go to the **View Bid Opportunities** Tab.
- b. Go to the **Solicitation Number** column.
- c. Click on the **Solicitation Number** that is highlighted in Blue.
- d. Look at the **Type** heading, which will indicate if there are any MBE and/or SLBE requirements.

If you have any additional questions or require more information, contact the **Procurement Office** at **301-206-8866**.

The WSSC Water's Web-Based Compliance System

21. What is the Web-Based Compliance System?

The WSSC Water Web-Based Compliance System is on the Oracle E-Business platform. This integrated Compliance System provides real-time contract performance data with monitoring and tracking capabilities and an easy to navigate layout with real-time reports.

22. How do I gain access to the Web-Based Compliance System?

To gain access to the Web-Based Compliance System, log on to www.wsscwater.com and click on the drop-down menu for Business & Construction and click on Contracting & Business Opportunities. Scroll down and look on the right-hand side of this screen under the heading Supplier Portal. Click on the WSSC Water Supplier Portal System. You can also use the link [WSSC Water Supplier Portal System](#).

23. What do I do if I forget my user name and/or password?

Go to the logon screen and click on **logon assistance** and the system will prompt you so that you can obtain your user name and/or password.

24. I am locked out. How did this happen? Now what?

Contact the Procurement Office at 301-206-8866 or email procurement.support@wsscwater.com.

25. Do I have to attend the training to use the Web-Based Compliance System?

No, the Web-Based Compliance System is very intuitive and user-friendly, training is not mandatory to use the system.

Training is offered periodically by the Office of Supplier Diversity & Inclusion (OSDI). Training is free but requires registration, please contact wsscwebcompliance@wsscwater.com for additional information on training dates and times. You may attend the training as often as you prefer.

26. When do we have to start reporting?

All vendors who are actively working on WSSC Water-funded Contracts as a Prime or Subcontractor must start reporting after the award of their Contract. The frequency of reporting will remain the same in accordance with WSSC Water Contract language.

27. What if I refuse to use WSSC Water's Web-Based Compliance System?

Suppliers/Vendors on active WSSC Water-funded Contracts with subcontracting reporting requirements will be deemed non-compliant per the contract language.

28. Under the new WSSC Water Web-Based Compliance System, who will enter the subcontractors in the System?

The new Web-Based Compliance System requires that the Office of Supplier Diversity & Inclusion enter a vendor's approved subcontract plan prior to the release of the Notice to Proceed (NTP). Note that submission of a subcontract plan to the Procurement Office and validation of subcontractors by the Office of Supplier Diversity & Inclusion will remain the same.

29. If a company exceeds the MBE and/or SLBE subcontracting requirement, how is it reflected in the Web-Based Compliance System?

If a company exceeds the MBE and/or SLBE subcontracting requirement, it will be reflected in the Web-Based Compliance System, once all payments have been validated as received by the subcontractor.

30. Does the Web-Based Compliance System capture both the Prime's and Subcontractor's start date?

The Web-Based Compliance System captures the date that a WSSC Water Purchase Order was issued for the Prime and/or Subcontractor's work based on information provided by the WSSC Water Disbursements and Accounting system.

31. If a Prime uses a total of five (5) Subcontractors of which only three (3) are certified MBEs, should all five (5) Subcontractors be entered into the Web-Based Compliance System?

Yes. All subcontracting (including Majority, MBE, and SLBE), must be entered into the Web-Based Compliance System.

Note: If there are any subcontracting requirements, a subcontracting plan must be submitted to the Procurement Office and the Web-Based Compliance System must be used as a reporting tool. The Office of Supplier Diversity & Inclusion is responsible for entering all approved subcontracting plans into the Web-Based Compliance System.

32. If a Prime vendor pays less than the Subcontractor's invoiced amount, but reports full payment, does the Subcontractor have the ability in the Web-Based Compliance System to validate receipt of partial payment?

The Web-Based Compliance System will allow the Prime to submit payment information to the Subcontractor for less than the invoiced amount but will not allow for a check amount to be greater than the amount invoiced.

Subcontractors may acknowledge/validate partial payments from a Prime. As a Subcontractor, you have an option. If you were expecting to receive payment for the invoiced amount and did not receive full payment, you do not have to report the partial payment. The Subcontractor may accept the partial payment and make note of it in the reference box, or not accept the partial payment.

33. How does a Prime identify a Subcontractor when entering a payment in the Web-Based Compliance System?

When the Prime logs into the Web-Based Compliance System they will locate the purchase order number for the contract. Once they locate the number they will see a list of the subcontractors on the contract. They will select the subcontractor's name and post the payment against the invoice entered by the subcontractor.

34. What should be done if a Subcontractor enters the wrong amount in the "Invoice Amount" field?

The Subcontractor may correct the error; however, once payment from a Prime is acknowledged/accepted, the Subcontractor cannot provide further updates.

35. The Web-Based Compliance System covers a series of steps. Do these steps take place before or after the award of a Contract?

The steps take place after Contract award.

36. Can the Web-Based Compliance System be used to generate a list of certified MBEs and/or WSSC Water-Approved SLBEs that can be used as Subcontractors?

Yes. Vendors may generate a list, although there is no guarantee of “certification” of MBEs (certified and non-certified) and WSSC Water-Approved SLBEs. To access this information, vendors should login to the WSSC Water Supplier Portal System.

37. Is the Web-Based Compliance System only a monitoring and tracking system?

Yes. The Web-Based Compliance System is web-enabled to monitor, track and report all subcontracting compliance requirements of both the Prime and Subcontractors. It tracks all subcontract participation requirements, allows payments to be documented by the Prime and Subcontractors and enables the validation of payments by Subcontractors.

38. What happens when a subcontracting requirement in the Web-Based Compliance System does not match the subcontracting plan?

If the subcontracting requirement found in the Web-Based Compliance System is different from the Contract requirement, please contact the Office of Supplier Diversity & Inclusion at wsscwebcompliance@wsscwater.com to confirm that the requirement is correct.

39. Is the Web-Based Compliance System the only means that Subcontractors have for submitting invoices?

Yes. The Web-Based Compliance System is a tracking tool. Subcontractors must submit their invoices to the Prime for payment. Subcontractors must report invoices and confirm/validate receipt of payment in the Web-Based Compliance System.

40. Can a Subcontractor use the Web-Based Compliance System to find out if a Prime has invoiced WSSC Water?

No. A Subcontractor will not be able to use the Web-Based Compliance System to view if the Prime has invoiced WSSC Water. A Subcontractor may contact the Office of Supplier Diversity & Inclusion at wsscwebcompliance@wsscwater.com or 301-206-8800 to inquire about payment status.

41. Can a Subcontractor use the Web-Based Compliance System to find out if a Prime has been paid by WSSC Water on the Contract?

No. A Subcontractor will not receive a payment acknowledgment, only the Prime will receive this information from WSSC Water.

42. If the Subcontractor only receives payment for \$2,500.00 on a balance of \$3,000.00, should a Subcontractor report another invoice to the Prime through the Web-Based Compliance System for the remaining balance?

If there is a balance on an invoice found in the Web-Based Compliance System, there is no need to submit a new invoice.

43. Does the Office of Supplier Diversity & Inclusion have any plans to upgrade the Web- Based Compliance System?

Yes. As system enhancements are needed, WSSC Water will upgrade the system. Otherwise, if you have any suggestions and/or comments that would improve the Web-Based Compliance System, please let us know by submitting via e-mail to WSSCWebCompliance@wsscwater.com.

44. When a Prime vendor accesses their Contract information in the Web-Based Compliance System, will the Web-Based Compliance System have some initial information regarding the Contract?

Yes. However, the amount of information available will be minimal. Once the Office of Supplier Diversity & Inclusion has entered an approved subcontracting plan into the Web-Based Compliance System, the Prime will have access to more information.

45. What is the turn-around time to approve or reject subcontracting plans submitted by Primes after the subcontracting plan is submitted to the Procurement Office?

The Office of Supplier Diversity & Inclusion enters subcontracting plans into the Web-Based Compliance System within 5–10 business days after approval. If there are issues with the information and there is a need for further review, the turn-around time may be longer.

46. Does the Subcontractor have the responsibility to validate payments in the Web-Based Compliance System?

Yes. It is the responsibility of the Subcontractor to validate payments in the Web-Based Compliance System.

47. If a Contract is canceled who is responsible for removing it from the Web-Based Compliance System?

The Procurement Office is responsible for the cancellations through the Oracle System.

48. I need to update my vendor profile information in the Web-Based Compliance System, how do I make the changes?

The vendor can log into the WSSC Water Supplier Portal System to update their profile, contact information, certification(s) etc. If assistance is needed, please contact the Procurement Office at procurement.support@wsscwater.com or 301-206-8866.

49. Can any information be removed from Web-Based Compliance System?

No. Information cannot be removed from the Web-Based Compliance System.

50. If there is no Contract/Purchase Order Number to access the Contract information in the Web-Based Compliance System, how can a Contract be accessed?

NOTE: The Purchase Order Number = Contract Number in the Web-Based Compliance System.

If you do not have the Contract/Purchase Order Number, try searching for the information by entering the Contract Name in the “Contract Name” field. Otherwise, contact the Procurement Office and they will be able to provide the Contract Number and/or the Purchase Order Number.

Payments And Invoices

51. How long does it take for WSSC Water to pay the Prime vendor?

On average, it takes 30 days for WSSC Water to pay the Prime.

52. Can a subcontractor submit invoices to a prime for work completed on a Contract that has not yet invoiced WSSC Water?

Yes. A subcontractor may submit invoices to the Prime at the time that the services were rendered. Timely submission of invoices for completed work is encouraged.

53. I am a subcontractor and have not received payment from the Prime in over 60 days. What should I do?

Contact the Office of Supplier Diversity & Inclusion by emailing wsscwebcompliance@wsscwater.com with the invoice number(s), amount(s) and Purchase Order number(s) listed in the Web-Based Compliance System. The OSDI Compliance team will work with the WSSC Water Project/Contract Manager and/or Administrative Contract Manager to resolve the issue.

54. Can a Prime be paid by the WSSC Water through electronic payments?

Yes. Prime vendors interested in electronic payments should contact WSSC Water's Disbursements Group at 301-206-7076.

Contracts

55. There are multiple Contracts listed under our company's information in the Web-Based Compliance System, who is responsible for assigning the names of the Contract?

The Procurement Office is responsible for assigning the name of the Contracts.

Subcontracting

56. What if a Prime does not approve the Subcontractor's work?

Contact the Office of Supplier Diversity & Inclusion by emailing to wsscwebcompliance@wsscwater.com and contact the Procurement Office by calling 301-206-8866 or email procurement.support@wsscwater.com.

Appendix A. Acronyms

The following table lists acronyms (or abbreviations) and the literal translation per the context of this document.

Table 3: Acronyms

Acronym	Literal Translation
BPA	Blanket Purchase Agreement
BPD	Business Process Diagram
CBR	Centralized Bidder Registration
COI	Certificate of Insurance
CPA	Contract Purchase Agreement
CR/MSDC	Capital Region Minority Supplier Development Council
DBE	Disadvantaged Business Enterprise
DC-LSDBD	District of Columbia's Local Small Disadvantaged Business Enterprise
FAQs	Frequently Asked Questions
ID	Identification
IFB	Invitation for Bid
MBE	Minority Business Enterprise
MDOT	Maryland Department of Transportation
MS IFB	Multi Step Invitation for Bid
NAICS	North American Industry Classification System
OSDI	Office of Supplier Diversity & Inclusion
P2P	Procure-to-Pay
PDF	Portable Document Format
RFI	Request for Information
RFQ	Request for Quote
RFQu	Request for Qualifications
SDDD	Supplier Development & Diversity Division
SIC	Standard Industrial Classification
SLBE	Small Local Business Enterprise
SLMBE	Small Local Minority Business Enterprise
SPO	Standard Purchase Order
URL	Uniform Resource Locator
VAT	Value-added Tax
WPEO	Women Presidents' Education Organization
WSSC	Washington Suburban Sanitary Commission

Appendix B. Referenced Documents

The following documents are referenced in this document and can be reviewed for further information.

Table 4: Referenced Documents

Document Name	Document Location and/or URL	Version Number
WSSC Water Web-Based Compliance System For Prime Vendors	Compliance System for Prime Vendors	1.0
WSSC Water Web-Based Compliance System For Sub Contractors	Compliance System for Subcontractors	1.0
View Solicitation Abstracts	Solicitation Abstracts	
View Awards	Awards	
View Registered Suppliers	Registered Suppliers	
View Supplier Portal User Manual	Supplier Portal User Manual	

Appendix C. Record of Changes

The following table lists the details of changes to this document.

Table 5: Record of Changes

Version Number	Date	Author/Owner	Description of Change