User Manual

WSSC Water Web-Based Compliance Application

For Subcontractors

June 2026

Table of Contents

1. Introduction

Washington Suburban Sanitary Commission (WSSC Water) has developed a Web-Based Compliance Application in order to verify subcontracting compliance by prime contractors. This application has a user-friendly web interface and is in the Oracle E-Business Suite platform.

Definitions
Prime contractors – The contractor or Vendor(s) to whom WSSC Water issues a purchase order or a contract.
Tier1 subcontractors – Vendor(s) or contractor providing goods or services to a Prime contractor or vendor under contract with WSSC Water.
Tier2 subcontractors – Vendor(s) or contractor providing goods or services to a Tier1 subcontractor.

All subcontractors working on WSSC Water contracts are required to use the Compliance application to enter information about their invoices submitted to prime contractor and validate payments received.

If you are a subcontractor—either hired by the prime contractor (Tier 1) or by a Tier 1 subcontractor (Tier 2)—you must enter invoice information in this application.

Once a subcontractor enters an invoice, the receiving contractor is notified by email. The contractor (Prime or Tier 1) must then log in, enter payment information, and submit it. The subcontractor will receive an email to confirm the payment.

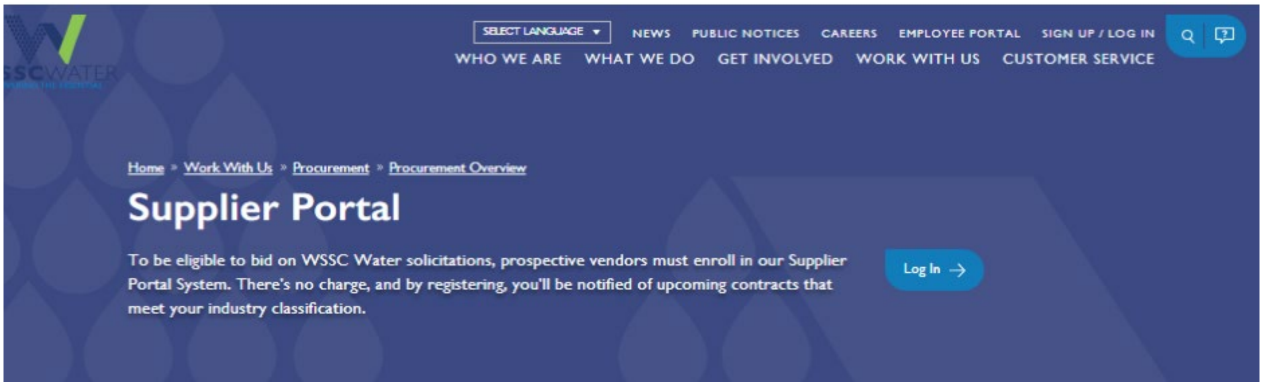
1.1 Purpose

The purpose of this document is to provide step-by-step instructions on entering invoices, validating payments and accessing reports in the Compliance application.

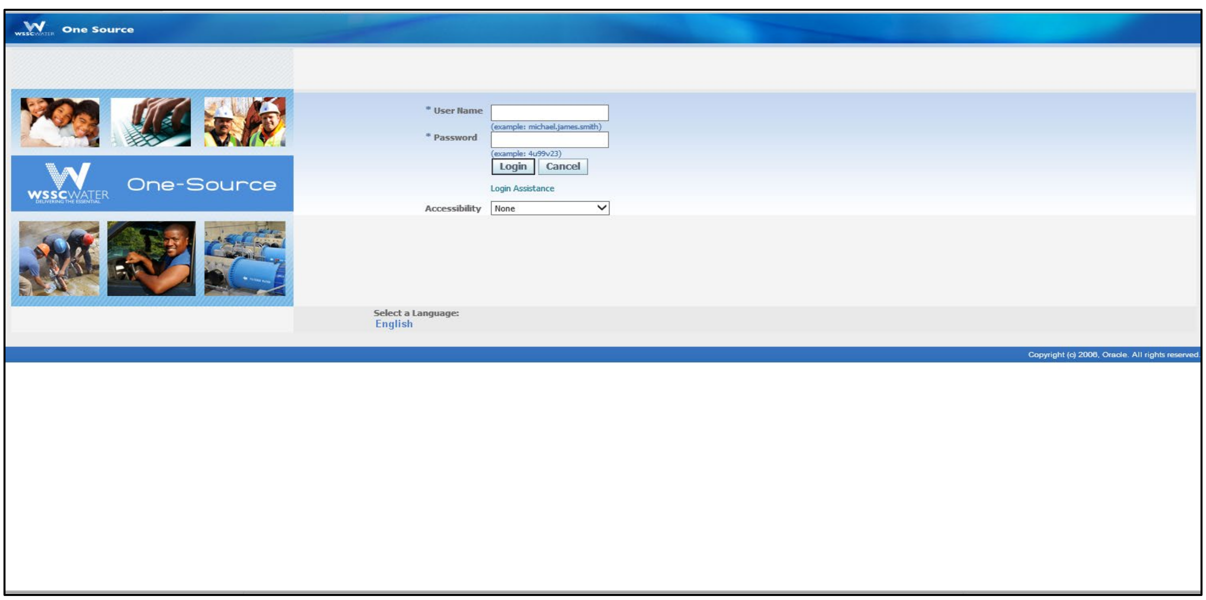
2. WSSC Water Compliance

2.1 Entering/Updating Invoices

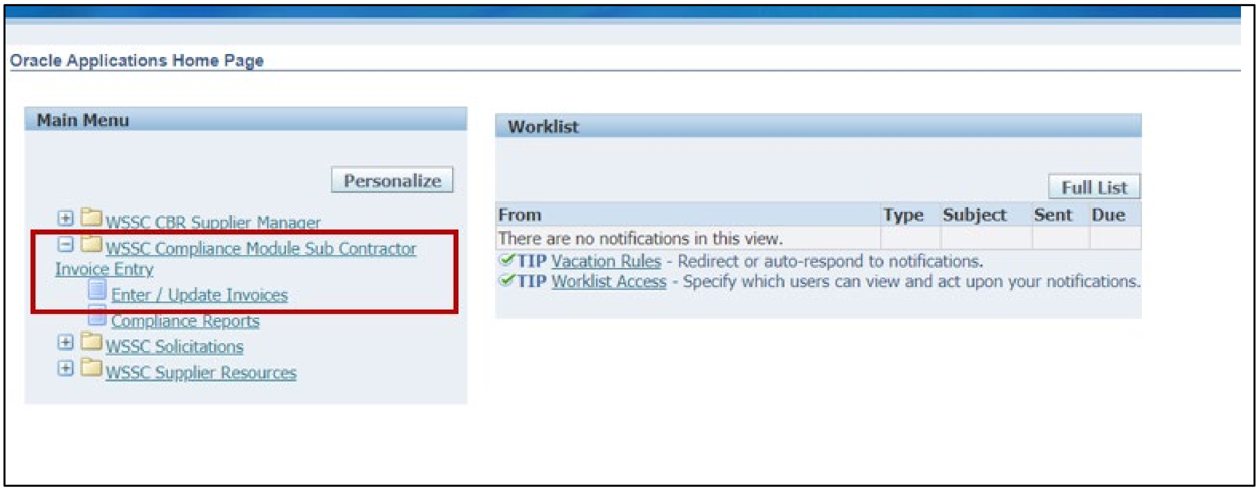
1. Click on the link [Supplier Portal | WSSC Water]() to go to the login screen (or copy and paste https://www.wsscwater.com/supplier), then click on "Login" (see below):



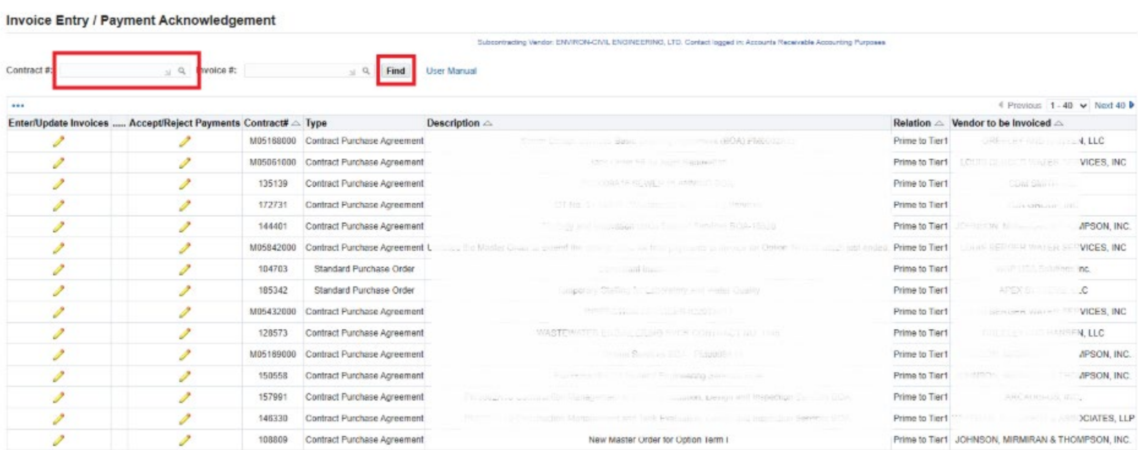
2. Log into the WSSC Water Supplier Portal.



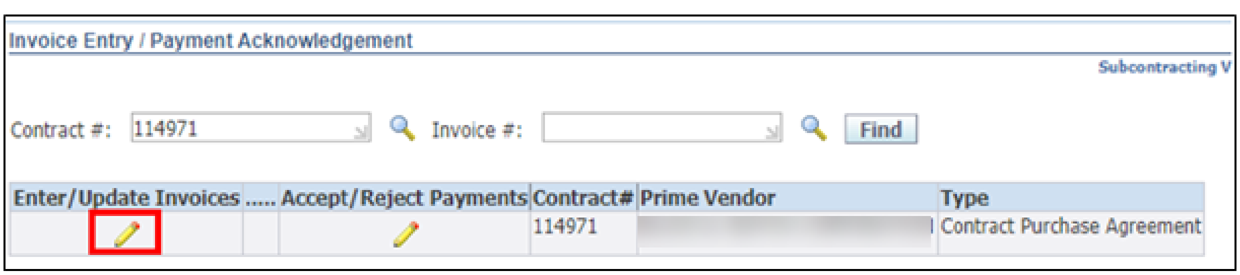
3. Click on WSSC Compliance Module Subcontractor Invoice Entry -> click on Enter/Update invoices.



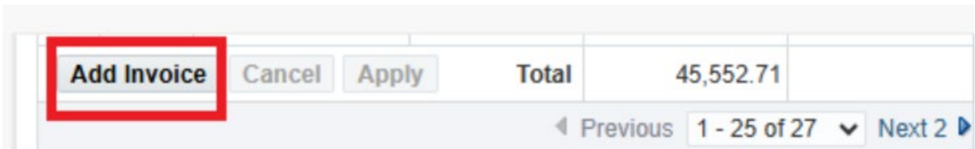
4. Using the **Contract #** search option, enter the contract number and click **Find**.
   Note: Contract number is either the Standard Purchase Order number (SPO) or Contract Purchase Agreement (also referred to as CPA or master contract) or Blanket Purchase Agreement (also referred to as BPA or blanket contract).



5. Click on the  under the **"Enter/Update Invoices"**

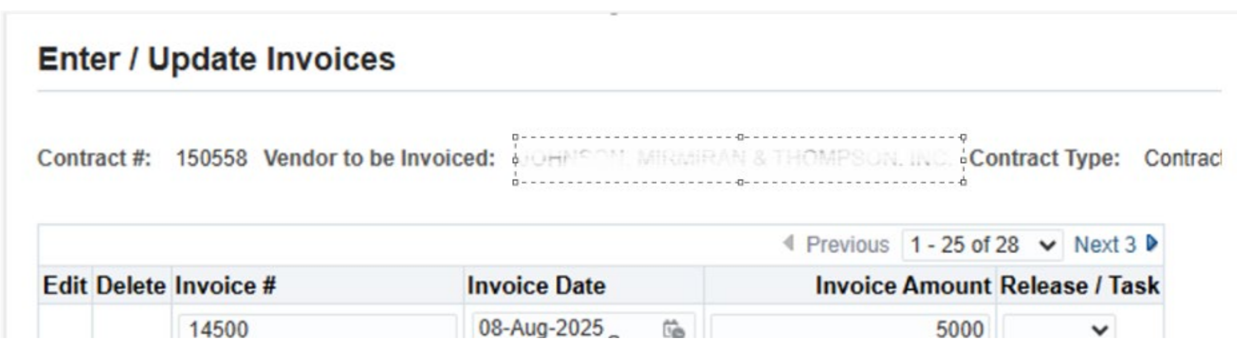


6. To add an invoice-> Click **“Add Invoice”**.



7. Enter **Invoice Number, Invoice Date, and Invoice Amount, Release/Task** -> Click **“Apply”**.

   Ensure a Release/Task number is selected from the drop-down list if the invoice is against a Contract Purchase Agreement (also referred to as CPA or master contract) or Blanket Purchase Agreement (also referred to as BPA or blanket contract). This field must be blank if the invoice is against a Standard Purchase Order.

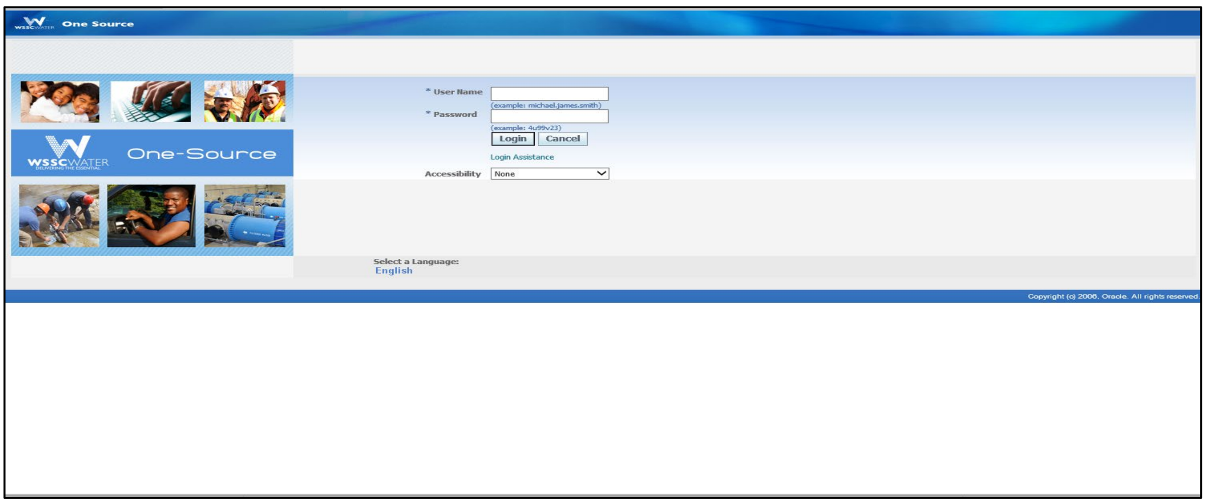


8. A confirmation will appear at the top which says, “Email Sent to the Contractor for invoice # and Date”.

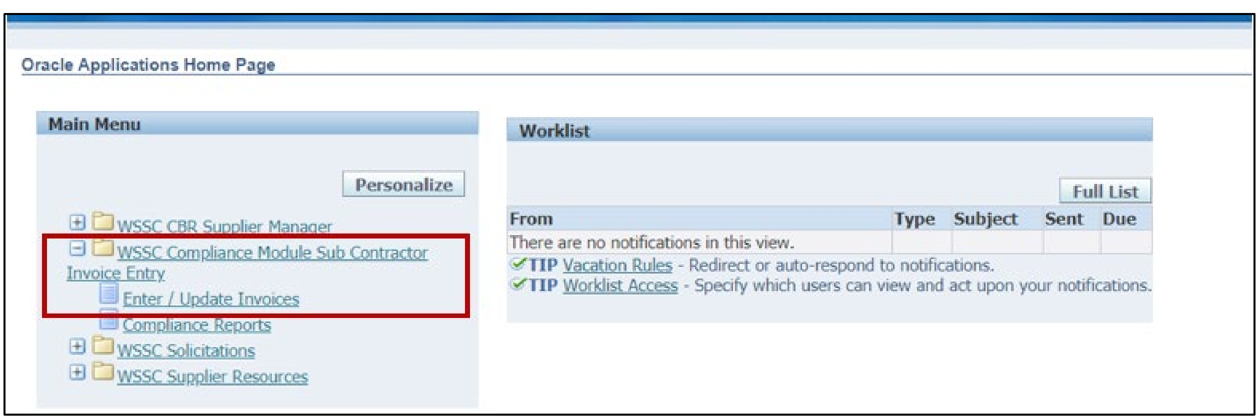
9. Once the invoice has been entered, it can be modified or deleted as long as there are no payments posted against the invoice. Use the icon to modify or the icon to delete the invoice.

2.2 Accepting or Rejecting Payments

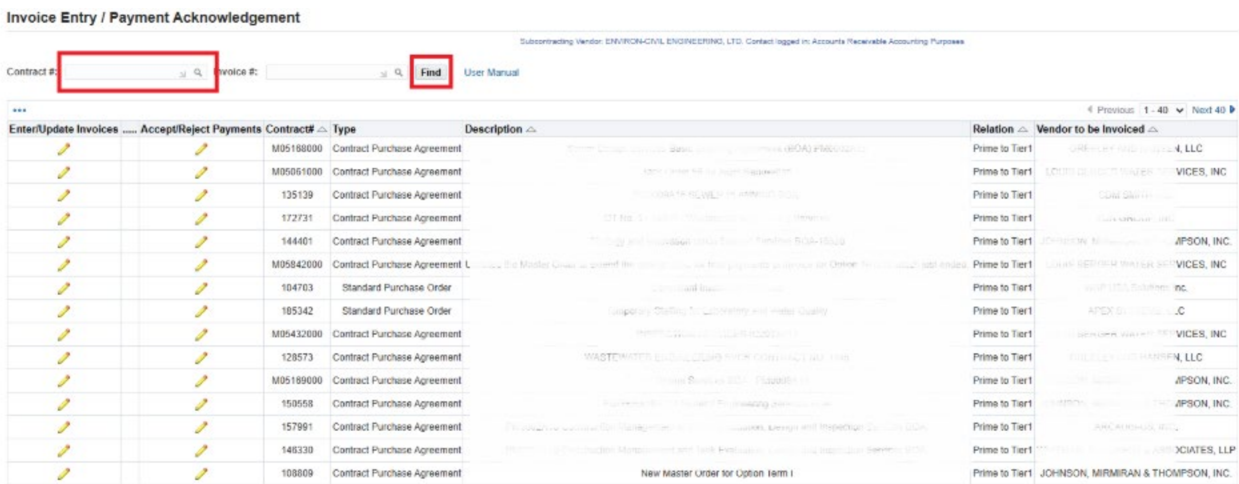
1. Log into the WSSC Supplier Portal using the steps from 2.1 above:



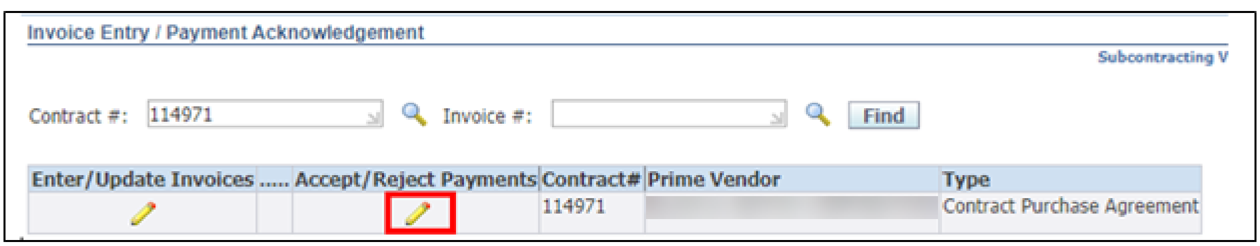
2. Click on **WSSC Compliance Module Subcontractor Invoice Entry** -> Click on **Enter/Update invoices**



3. Using the **Contract #** search option enter the contract number and click **Find**.
Note: Contract number is either the Standard Purchase Order number (SPO) or Contract Purchase Agreement (also referred to as CPA or master contract) or Blanket Purchase Agreement (also referred to as BPA or blanket contract)



4. Click on the under the **"Accept/Reject Payments"**



5. On the Acknowledgment Payments screen, click on the . A new section appears on the right called "**Payments**".

6. Click on the drop-down list under “**Response”** to Accept or Reject the Payment. When accepting a payment, enter the dollar amount received in “**Amount Received”** cell. When a payment is rejected, the application automatically defaults the Amount Received to Null (blank) value.

Invoice#	Payment Date	Check#	Reference	Response Date	Response	Amount Received	Amount Paid by Prime
14500	12-Aug-2025				Accepted	5000.00	5,000.00
						Total	5000

Apply Cancel

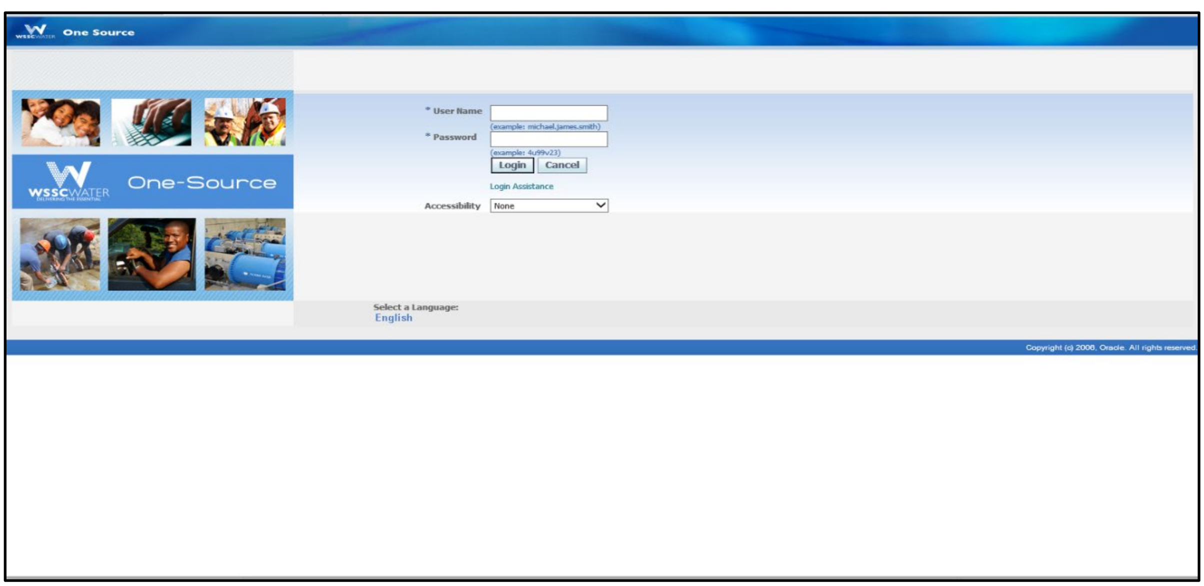
After accepting or rejecting the payment, click on the ‘Return to Search’ link to go to the previous screen.

2.3 Accessing Reports

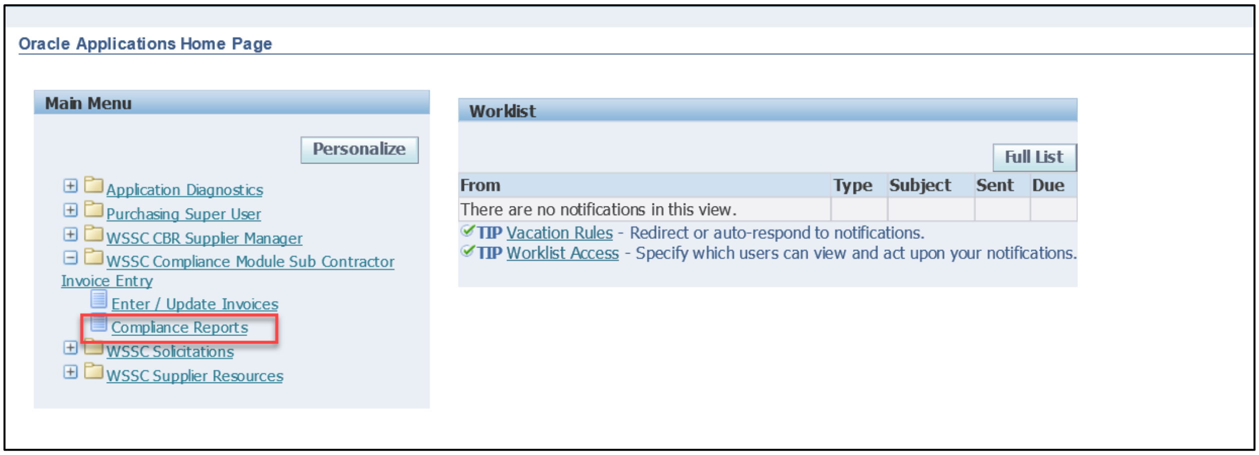
The Web-Based Compliance Application allows the subcontractor to run one report for invoices and payments.

- **Subcontractor Invoices and Payment Report**: Displays detailed invoice and payment amounts against any contract for which the subcontractor is a participant.

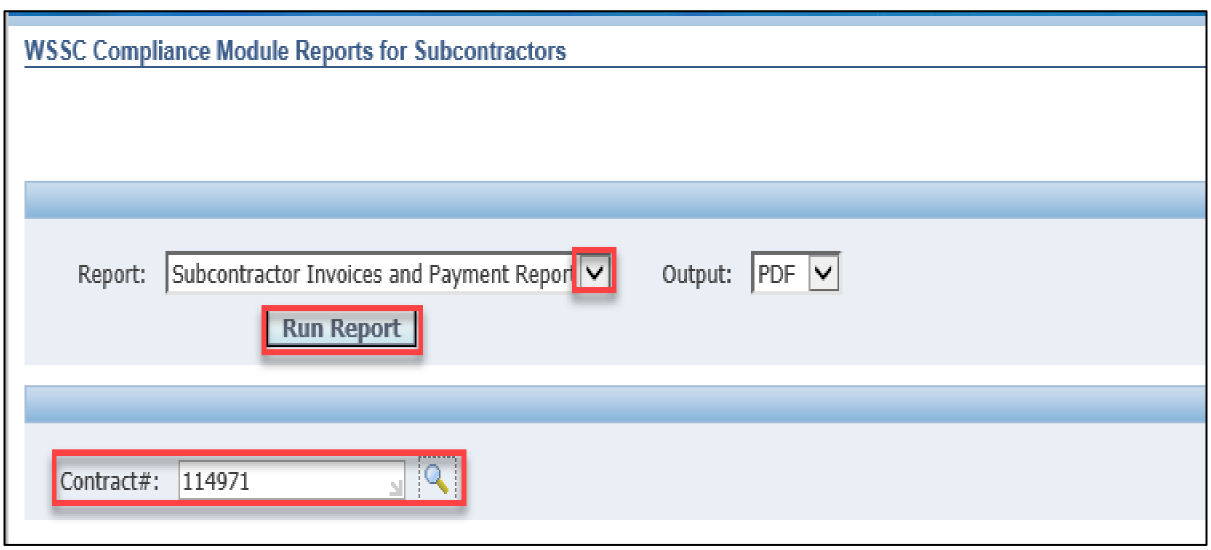
1. Log into the WSSC Water Supplier Portal using the following link Supplier Portal | WSSC Water (or copy and paste https://www.wsscwater.com/supplier), then click on “Login”:



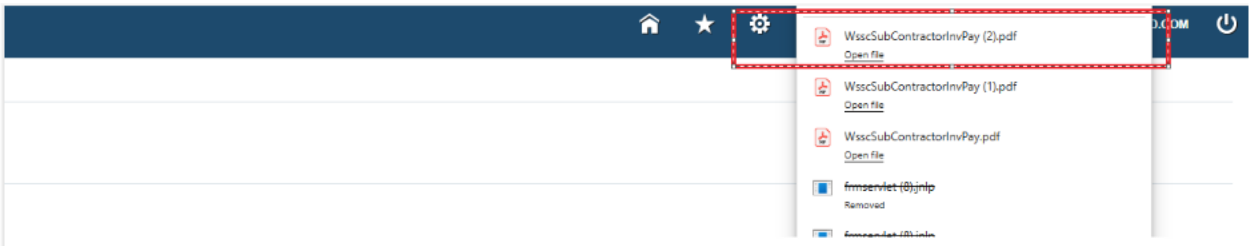
2. Click on **WSSC Compliance Module Subcontractor Invoice Entry** -> Click on **Compliance Reports**



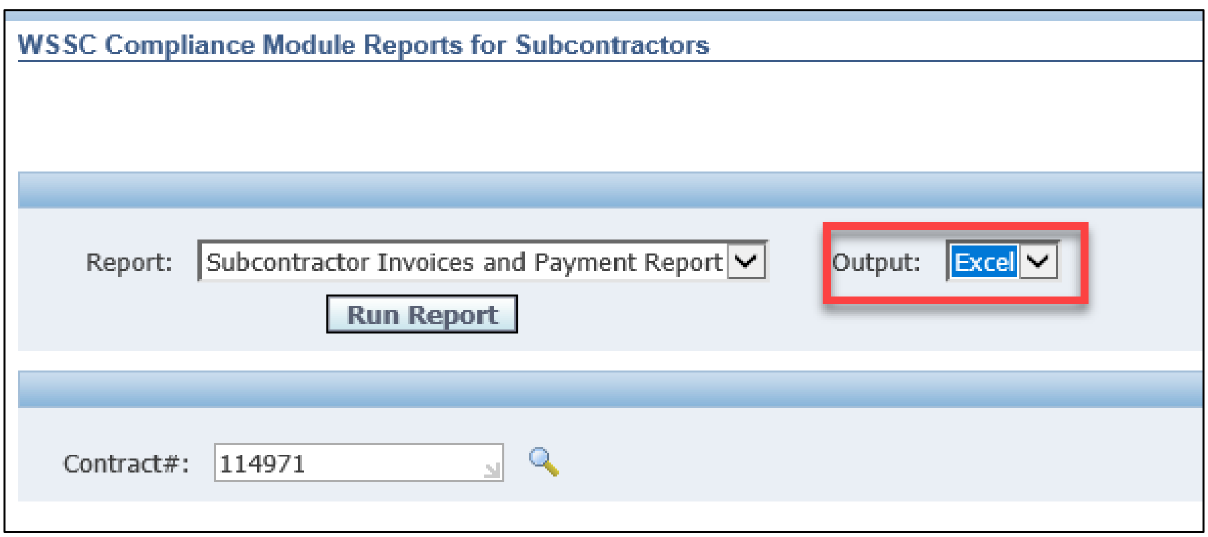
3. Click on the drop-down list and choose a report -> Enter the **Contract #**: -> Click **Run Report**



4. An Open File banner appears at the top of the screen when the report is ready to be opened. You must wait until this banner displays before you can view the report. Click on **Open** to view the report.



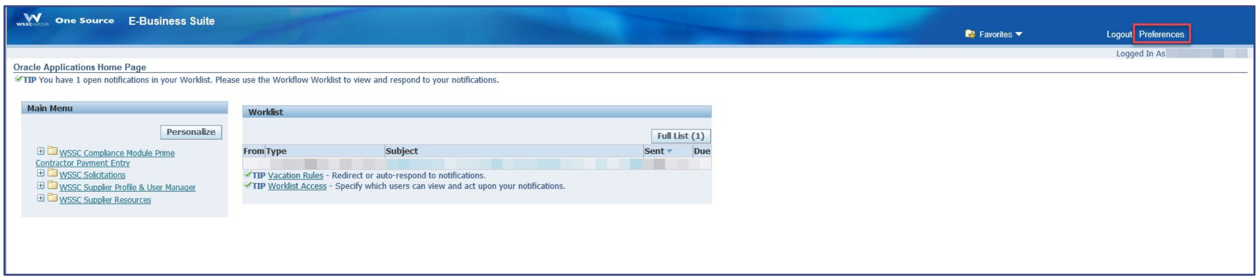
Note: The report can be exported to Excel by simply choosing **Excel** in the **Output** section.



2.4 Email Notification Setup

To receive emails when the prime contractor enters payments, follow these simple steps to ensure you are properly set up.

1. On the Homepage, click on **“Preferences”** which is located on the top right corner of the screen.



2. In **Display Preferences,** scroll down to the **Notifications** section. In the **Email Style** drop-down choose **“HTML mail with attachments”->** Click **“Apply”.**