

User Manual

# **WSSC Water Web-Based Compliance Application For Subcontractors**

June 2026



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# 1. Introduction

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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.

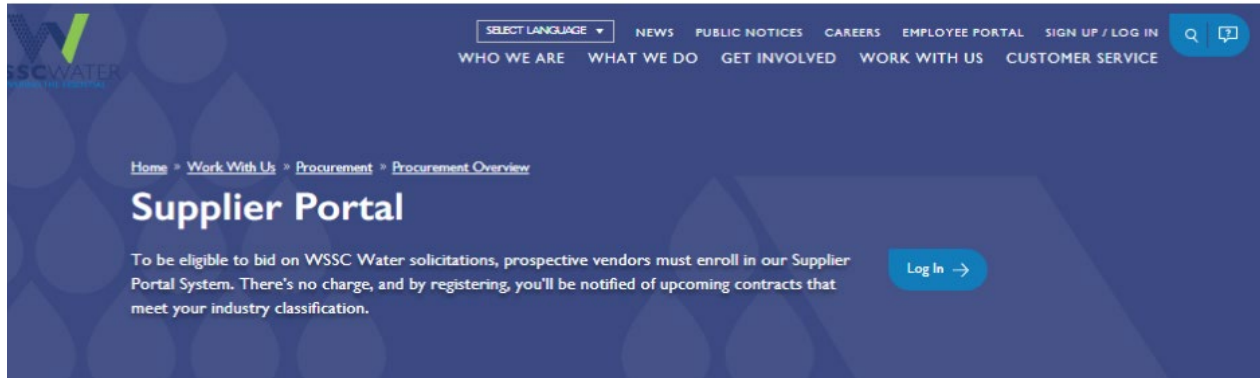
## 1.1 Purpose

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

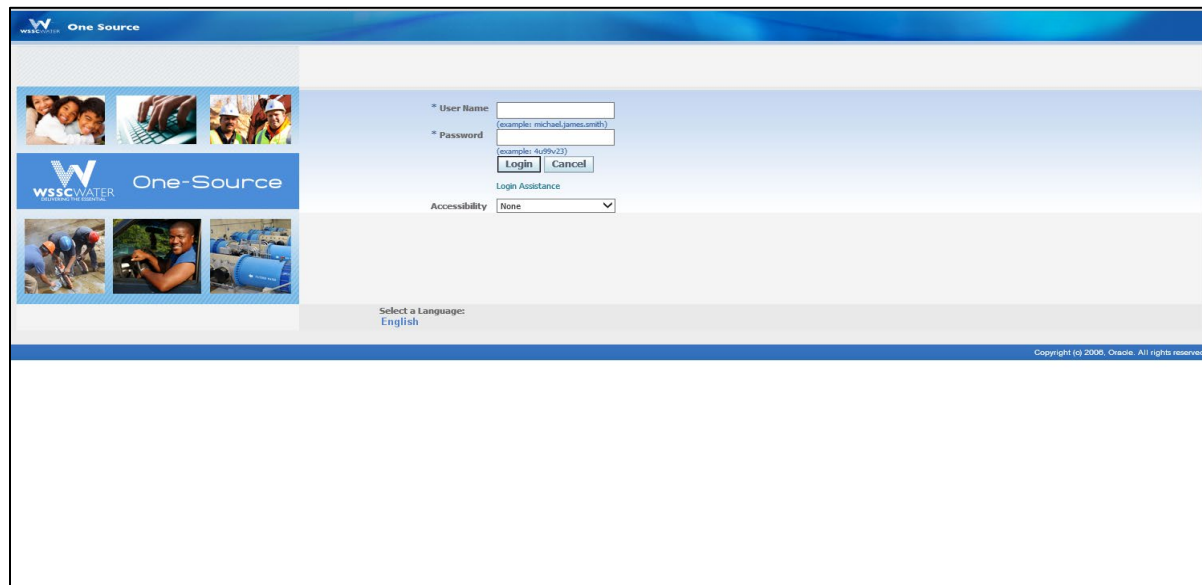
## 2. WSSC Water Compliance

### 2.1 Entering/Updating Invoices

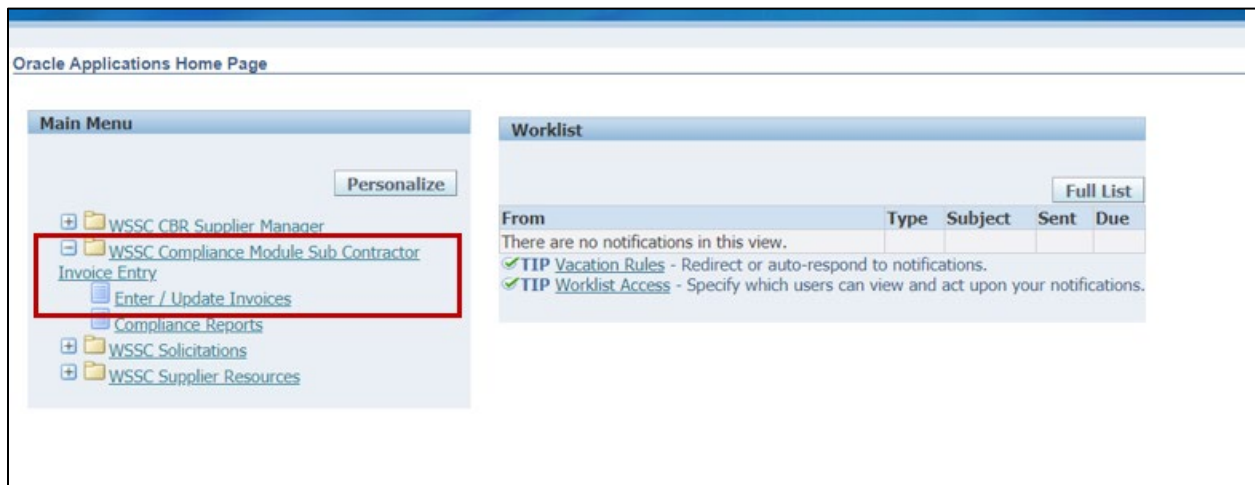
1. Click on the link [Supplier Portal | WSSC Water](https://www.wsscwater.com/supplier) to go to the login screen (or copy and paste <https://www.wsscwater.com/supplier>), then click on “Login” (see below):



2. Log into the WSSC Water Supplier Portal.



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



- 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).

Invoice Entry / Payment Acknowledgement

Subcontracting Vendor: ENVIRON-CIVIL ENGINEERING, LTD. Contract logged in Accounts Receivable Accounting Purpose

Contract #:  Invoice #:  **Find** User Manual

| Enter/Update Invoices | Accept/Reject Payments | Contract# | Type                        | Description                                 | Relation       | Vendor to be Invoiced              |
|-----------------------|------------------------|-----------|-----------------------------|---------------------------------------------|----------------|------------------------------------|
|                       |                        | M0518000  | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #05010000 | Prime to Tier1 | GREENHART ENGINEERING, LLC         |
|                       |                        | M05051000 | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #05051000 | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | 135139    | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #135139   | Prime to Tier1 | COAG SERVICES, INC.                |
|                       |                        | 172731    | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #172731   | Prime to Tier1 | COAG SERVICES, INC.                |
|                       |                        | 144401    | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #144401   | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | M05842000 | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #05842000 | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | 104703    | Standard Purchase Order     | Standard Purchase Order (SPO) #104703       | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | 185342    | Standard Purchase Order     | Standard Purchase Order (SPO) #185342       | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | M05432000 | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #05432000 | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | 128573    | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #128573   | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | M05180000 | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #05180000 | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | 159558    | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #159558   | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | 157991    | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #157991   | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | 146330    | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #146330   | Prime to Tier1 | ENVIRON-CIVIL ENGINEERING, LTD.    |
|                       |                        | 108809    | Contract Purchase Agreement | Contract Purchase Agreement (CPA) #108809   | Prime to Tier1 | JOHNSON, MIRMIRAN & THOMPSON, INC. |

- Click on the  under the **“Enter/Update Invoices”**

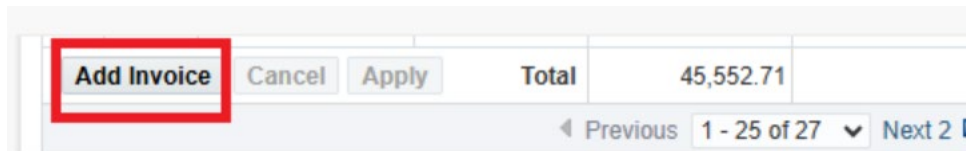
Invoice Entry / Payment Acknowledgement

Subcontracting V

Contract #:  Invoice #:  **Find**

| Enter/Update Invoices | Accept/Reject Payments | Contract# | Prime Vendor | Type                        |
|-----------------------|------------------------|-----------|--------------|-----------------------------|
|                       |                        | 114971    |              | Contract Purchase Agreement |

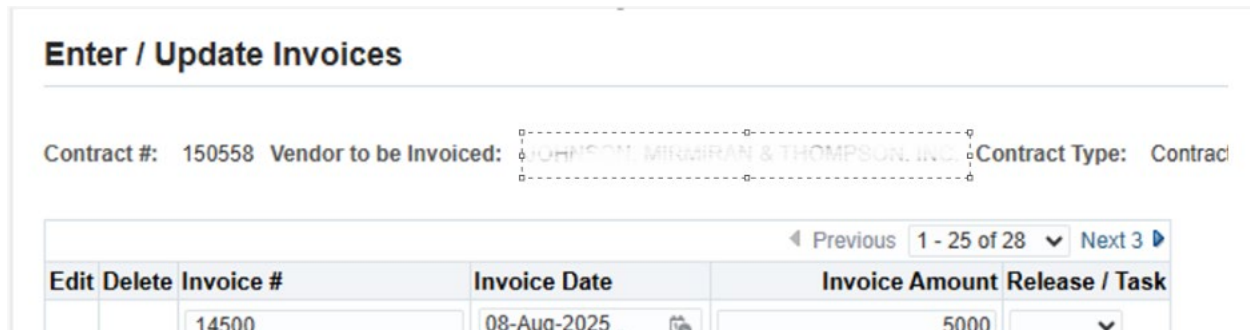
- To add an invoice-> Click **“Add Invoice”**.



The screenshot shows a software interface with a table. The first row has columns: 'Add Invoice' (highlighted with a red box), 'Cancel', 'Apply', 'Total', and '45,552.71'. Below the table is a pagination bar with 'Previous', '1 - 25 of 27', and 'Next 2'.

- 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.



The screenshot shows the 'Enter / Update Invoices' form. At the top, it displays 'Contract #: 150558 Vendor to be Invoiced: JOHNSON, MIRMIRAN & THOMPSON, INC. Contract Type: Contract'. Below this is a table with columns: 'Edit', 'Delete', 'Invoice #', 'Invoice Date', 'Invoice Amount', and 'Release / Task'. The first row of the table contains the values: '14500', '08-Aug-2025', '5000', and a dropdown arrow. Above the table is a pagination bar with 'Previous', '1 - 25 of 28', and 'Next 3'.

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

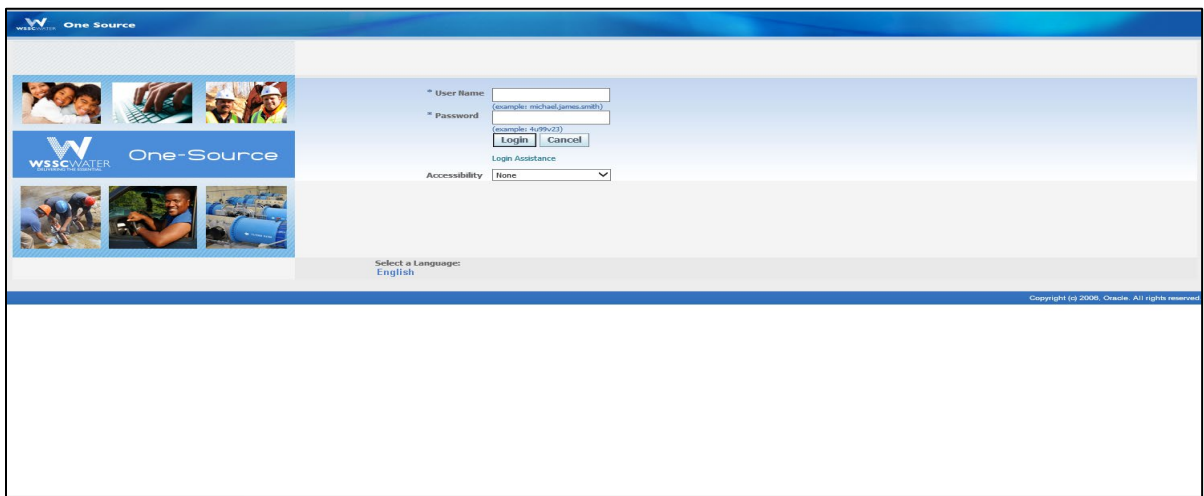


The screenshot shows the 'Enter / Update Invoices' form with a confirmation message at the top. The message is highlighted with a red box and reads: 'Confirmation Email Sent to Contractor for Invoice - Number: 14500 and Date: 2025-08-09'. Below the message is the 'Enter / Update Invoices' form, which displays 'Contract #: 150558 Vendor to be Invoiced: JOHNSON, MIRMIRAN & THOMPSON, INC. Contract Type: Contr'. Below this is a table with columns: 'Edit', 'Delete', 'Invoice #', 'Invoice Date', 'Invoice Amount', and 'Release / Task'. The first row of the table contains the values: '14500', '09-Aug-2025', '5000.00', and a dropdown arrow. Above the table is a pagination bar with 'Previous', '1 - 25 of 28', and 'Next 3'.

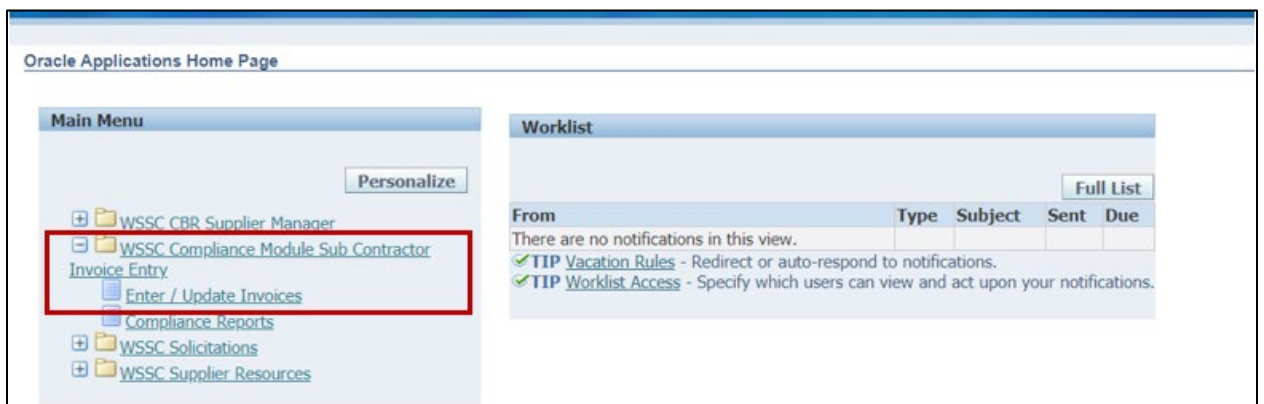
- Once the invoice has been entered, it can be modified or deleted as long as there are no payments posted against the invoice. Use the  icon to modify or the  icon to delete the invoice.

## 2.2 Accepting or Rejecting Payments

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



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



- 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)

Invoice Entry / Payment Acknowledgement

Subcontracting Vendor: ENVIRON-CIVIL ENGINEERING, LTD. Contract logged in Accounts Receivable Accounting Purposes

Contract #:  Invoice #:  **Find** User Manual

| Enter/Update Invoices | Accept/Reject Payments | Contract# | Type                        | Description                                       | Relation       | Vendor to be Invoiced            |
|-----------------------|------------------------|-----------|-----------------------------|---------------------------------------------------|----------------|----------------------------------|
|                       |                        | M05188000 | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | WILSON ENGINEERING, LLC          |
|                       |                        | M05061000 | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | LEITCH ENGINEERING SERVICES, INC |
|                       |                        | 125139    | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | CONTRACTOR                       |
|                       |                        | 172731    | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | CONTRACTOR                       |
|                       |                        | 144401    | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | CONTRACTOR                       |
|                       |                        | M05842000 | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | JOHNSON, MIRMAN & THOMPSON, INC  |
|                       |                        | 104703    | Standard Purchase Order     | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | JOHNSON, MIRMAN & THOMPSON, INC  |
|                       |                        | 185342    | Standard Purchase Order     | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | APCO ENGINEERING, LLC            |
|                       |                        | M05432000 | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | JOHNSON, MIRMAN & THOMPSON, INC  |
|                       |                        | 128573    | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | JOHNSON, MIRMAN & THOMPSON, INC  |
|                       |                        | M05189000 | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | JOHNSON, MIRMAN & THOMPSON, INC  |
|                       |                        | 150558    | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | JOHNSON, MIRMAN & THOMPSON, INC  |
|                       |                        | 157991    | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | JOHNSON, MIRMAN & THOMPSON, INC  |
|                       |                        | 146330    | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | JOHNSON, MIRMAN & THOMPSON, INC  |
|                       |                        | 108809    | Contract Purchase Agreement | Storm Water Management System (SWS) Phase 1/2/3/4 | Prime to Tier1 | JOHNSON, MIRMAN & THOMPSON, INC  |

- Click on the  under the **“Accept/Reject Payments”**

Invoice Entry / Payment Acknowledgement

Subcontracting V

Contract #:  Invoice #:  **Find**

| Enter/Update Invoices | Accept/Reject Payments | Contract# | Prime Vendor | Type                        |
|-----------------------|------------------------|-----------|--------------|-----------------------------|
|                       |                        | 114971    |              | Contract Purchase Agreement |

- On the Acknowledgment Payments screen, click on the . A new section appears on the right called **“Payments”**.

Acknowledge Payments

Contract#: 114971 Prime:  Contract Type: Contract Purchase Agreement

| Invoices          |             |                |                      |                    | Payments     |        |           |               |               |                 |                      |
|-------------------|-------------|----------------|----------------------|--------------------|--------------|--------|-----------|---------------|---------------|-----------------|----------------------|
| Payments Invoice# | InvoiceDate | Invoice Amount | Total Prime Paid Amt | Total Accepted Amt | Payment Date | Check# | Reference | Response Date | Response      | Amount Received | Amount Paid by Prime |
|                   | 14500       | 13-Jan-2020    | 5,000.00             | 5,000.00           | 14-Jan-2020  | 1234   | 1234      |               | Not Responded |                 | 5,000.00             |
|                   |             |                |                      |                    |              |        |           |               |               | Total           | 5000                 |

Apply Cancel

- 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.

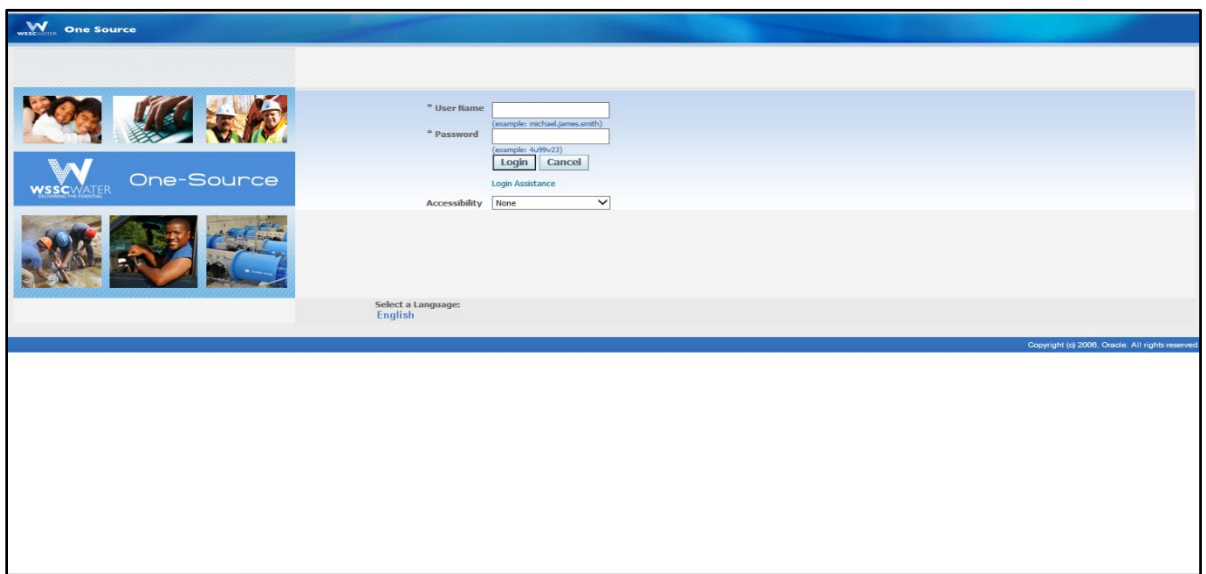
| Invoice# | Payment Date | Check# | Reference | Response Date | Response | Amount Received | Amount Paid by Prime |
|----------|--------------|--------|-----------|---------------|----------|-----------------|----------------------|
| 14500    | 12-Aug-2025  |        |           |               | Accepted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

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

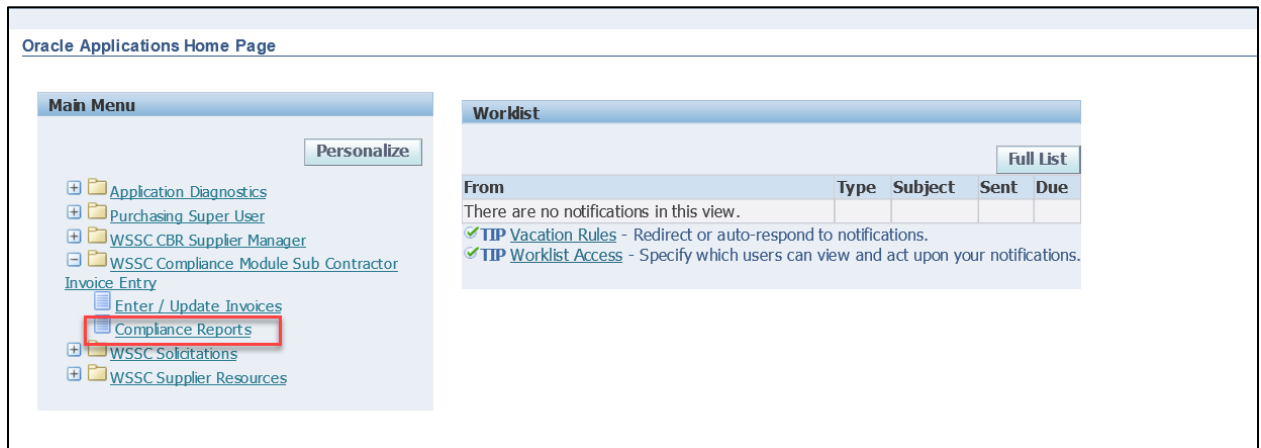
## 2.3 Accessing Reports

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

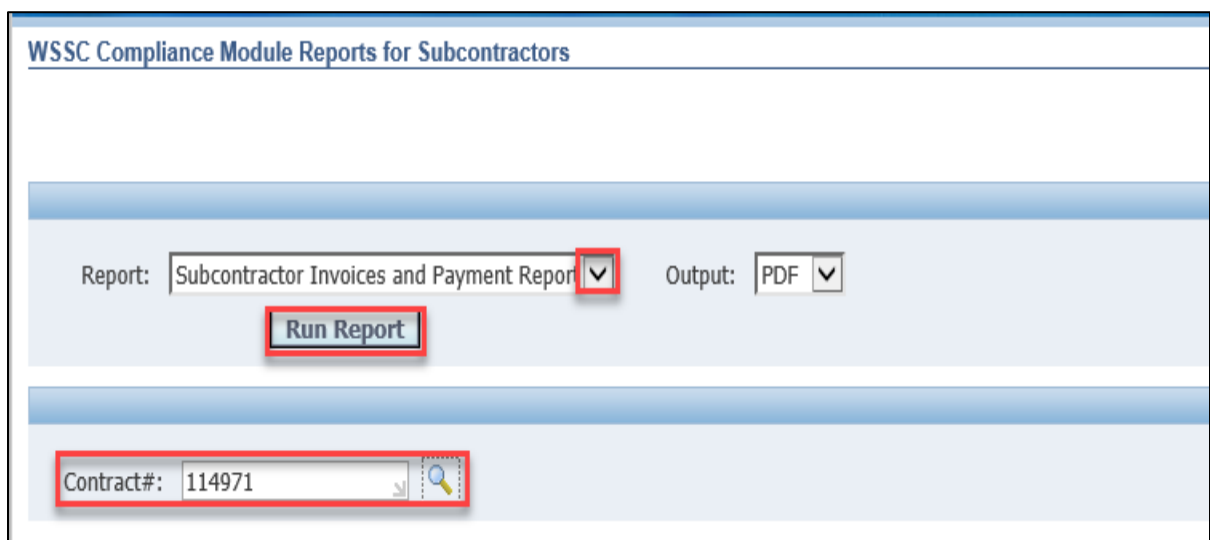
- Subcontractor Invoices and Payment Report:** Displays detailed invoice and payment amounts against any contract for which the subcontractor is a participant.
- Log into the WSSC Water Supplier Portal using the following link [Supplier Portal | WSSC Water](https://www.wsscwater.com/supplier) (or copy and paste <https://www.wsscwater.com/supplier>), then click on “Login”:



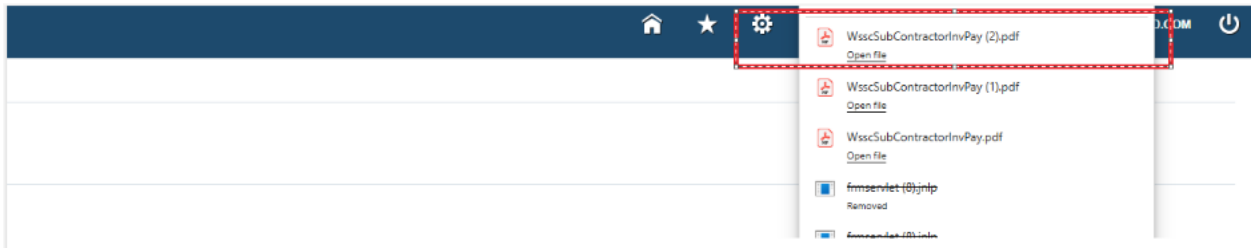
- Click on **WSSC Compliance Module Subcontractor Invoice Entry** -> Click on **Compliance Reports**



- 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.

**WSSC Compliance Module Reports for Subcontractors**

Report: Subcontractor Invoices and Payment Report ▼

Output: Excel ▼

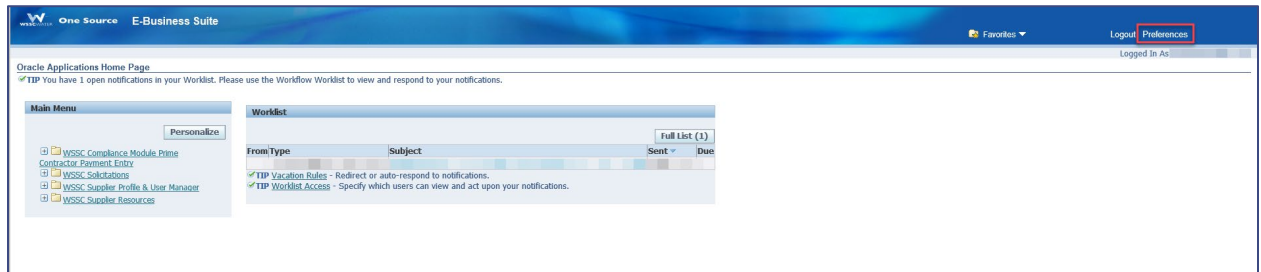
**Run Report**

Contract#: 114971 🔍

## 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”**.

