

User Manual

WSSC Water Web-Based Compliance Application

For Prime Vendors

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1. Introduction

Washington Suburban Sanitary Commission (WSSC Water) has developed a Web-Based Compliance Application to verify subcontracting compliance by prime contractors. This application has a user-friendly web interface and is on 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 Tier 1 subcontractor.

Prime contractors working on WSSC Water contracts with subcontracting requirements must use the WSSC Water Compliance to enter payment information to subcontractors. Once subcontractors enter an invoice, the Compliance application will generate an email that notifies the prime contractor that a subcontractor has submitted an invoice. Prime contractors can then log in and enter their payments to subcontractors in the application.

Note: The prime contractor cannot see the contract in the application until the subcontractor enters an invoice.

For certain contracts, WSSC Water permits Tier 1 subcontractors to hire their own subcontractors (Tier 2). In these instances, the relationship between Tier 1 and Tier 2 subcontractors mirrors that of the Prime contractor and Tier 1 subcontractors.

Tier 2 subcontractors are responsible for entering invoice information submitted to Tier 1 subcontractors. Then, Tier 1 subcontractors are responsible for entering payment information in the application.

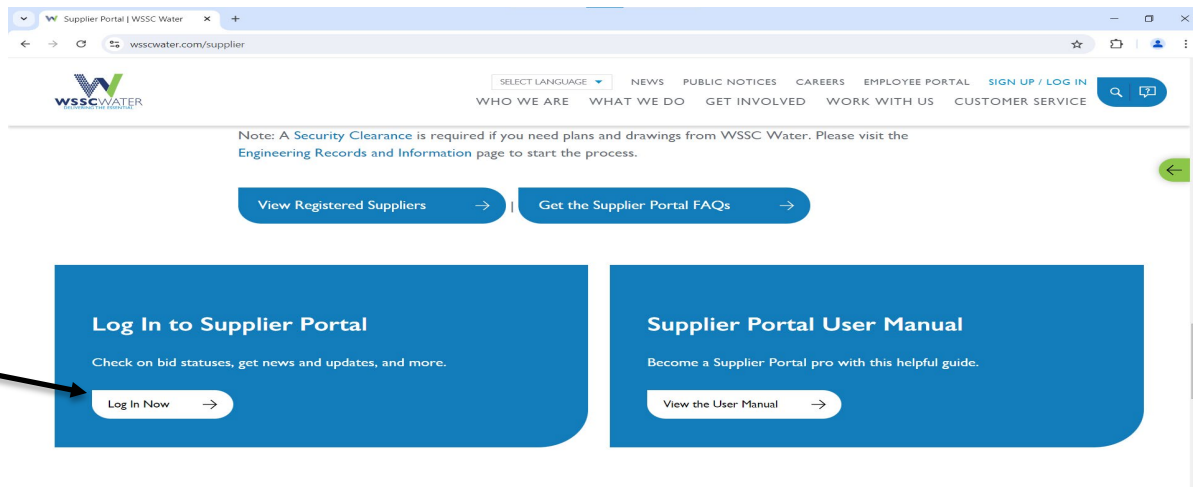
1.1 Purpose

The purpose of this document is to provide step-by-step instructions on entering/updating payments and accessing reports in the Web-Based Compliance Application.

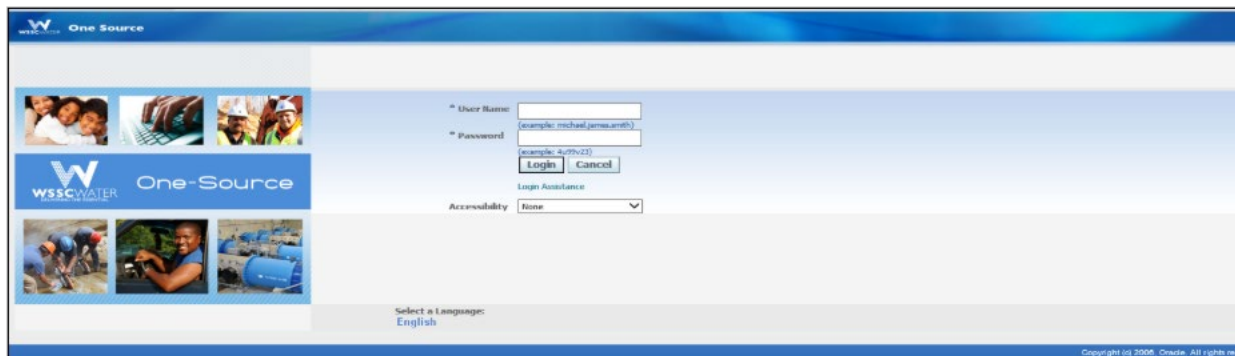
2. WSSC Water Compliance

2.1 Entering/Updating Payments

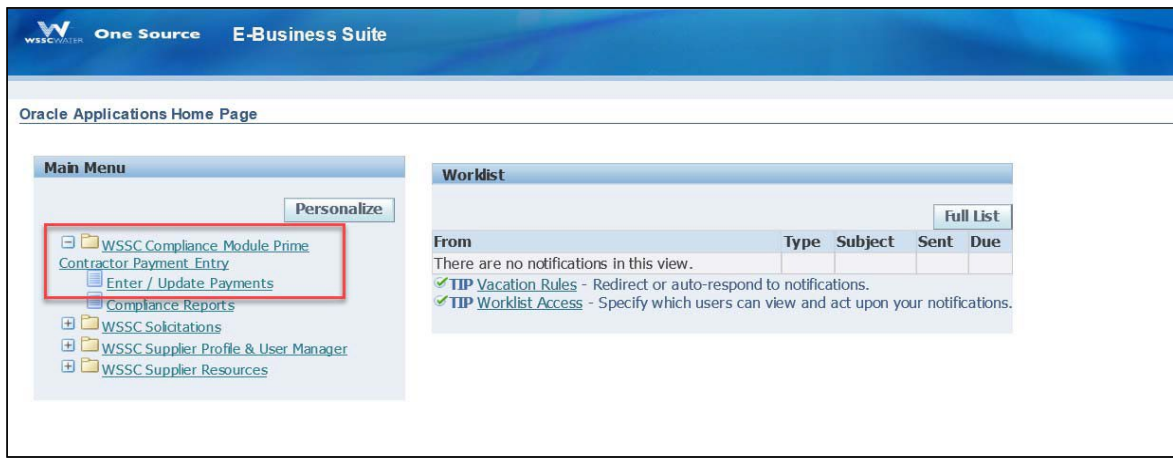
1. To gain access to the Compliance Application, you will use your username and password for our Supplier Portal <https://www.wsscwater.com/supplier>. Scroll down to bottom-left of page to locate “Log in to Supplier Portal” box and click on “Log In Now”.



2. Log into the WSSC Water Supplier Portal.



2.2 Click on **WSSC Compliance Module Prime Contractor Payment Entry** -> Click on **Enter/Update Payments**.



1. 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)

- Click on the  icon next to the Contract number and Subcontractor for which the payment needs to be processed.

Enter Payments

Contract#:

Invoice#:

Find

	Contract#	Contract Description	Subcontractor	Contract Type
	114971			Contract Purchase Agreement
	114971			Contract Purchase Agreement

- On the screen below you will see all invoices entered by the subcontractor. Click on the  icon next to the invoices.

Enter Payments

Contract#: 114971 Sub: Contract Type: Contract Purchase Agreement

	Invoice #	Invoice Amount	Invoice Date	Release #
	14500	5,000.00	13-Jan-2020	117551

[Return to Contracts](#)

- A new screen appears with the invoice details. Click “**Add Payment**”.

Enter Payments

Contract#: 114971 Contract Type: Contract Purchase Agreement Sub:

Invoice#: 14500 Invoice Amount: 5,000.00 Invoice Date: 13-Jan-2020 Release#: 117551

Edit	Delete	Payment Amount*	Check#	Reference	Payment Date	* Response Amount	Accepted*
No results found.							
Add Payment	Cancel	Apply	Total	0.00			0.00

5. Enter **Payment Amount, Check #, Reference and Payment Date** -> Click **“Apply”**.

Enter Payments

Contract#: 114971 Contract Type: Contract Purchase Agreement Sub:

Invoice#: 14500 Invoice Amount: 5,000.00 Invoice Date: 13-Jan-2020 Release#: 117551

Edit	Delete	Payment Amount*	Check#	Reference	Payment Date *	Response	Amount Accepted*
		5000.00 x			03-Mar-2020		
Add Payment	Cancel Apply	Total	5,000.00				0.00

6. A confirmation message will appear on the top which says, **“Email Sent to the Sub for Payment – Amount and Date”** and the response defaults to **“Not Responded.”**

 **Confirmation**
Email Sent to Sub for Payment - Amount: 5000.00 and Date: 03-Mar-2020

Enter Payments

Contract#: 114971 Contract Type: Contract Purchase Agreement Sub:

Invoice#: 14500 Invoice Amount: 5,000.00 Invoice Date: 13-Jan-2020 Release#: 117551

Edit	Delete	Payment Amount*	Check#	Reference *	Payment Date	Response	Amount Accepted*
		5000.00			03-Mar-2020	Not Responded	
Add Payment	Cancel Apply	Total	5,000.00				0.00

After the subcontractor accepts the payment, the response changes to **“Accepted”** and an amount will be displayed in the **“Amount Accepted”** column. If rejected, the response shows **“Rejected.”**

Note: The system restricts users by eliminating the ability to enter duplicate payments with the same payment amount and date.

7. Once the payment has been entered, it can be modified or deleted if the subcontractor has not accepted or rejected the payment. Use the  icon to modify or the  icon to delete the payment.

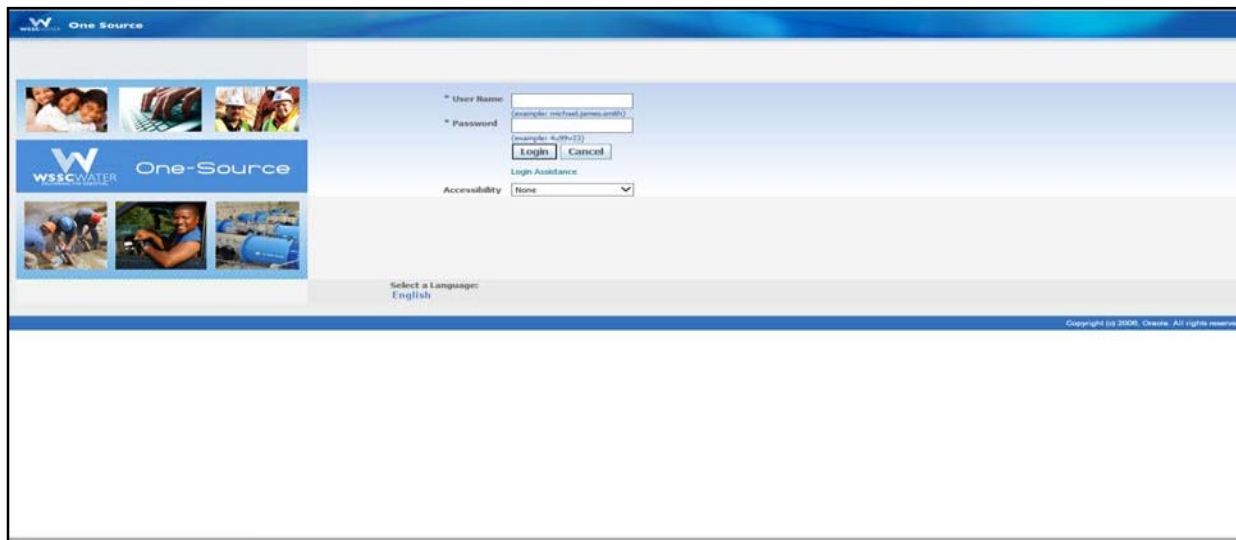
Note: Click on ‘Return to Search’ link to go to previous screen.

2.3 Accessing Reports

The Web-Based Compliance Application allows the prime vendor to run various reports.

- **Subcontractor Invoices and Payment Report:** Displays all invoices and payment information entered in the system.
- **Subcontracting Plan Report:** Displays general contract information and the list of subcontractors.
- **Contract Goal Summary Report:** Displays contract information, subcontractor percentages by role and amounts paid by the prime vendor.

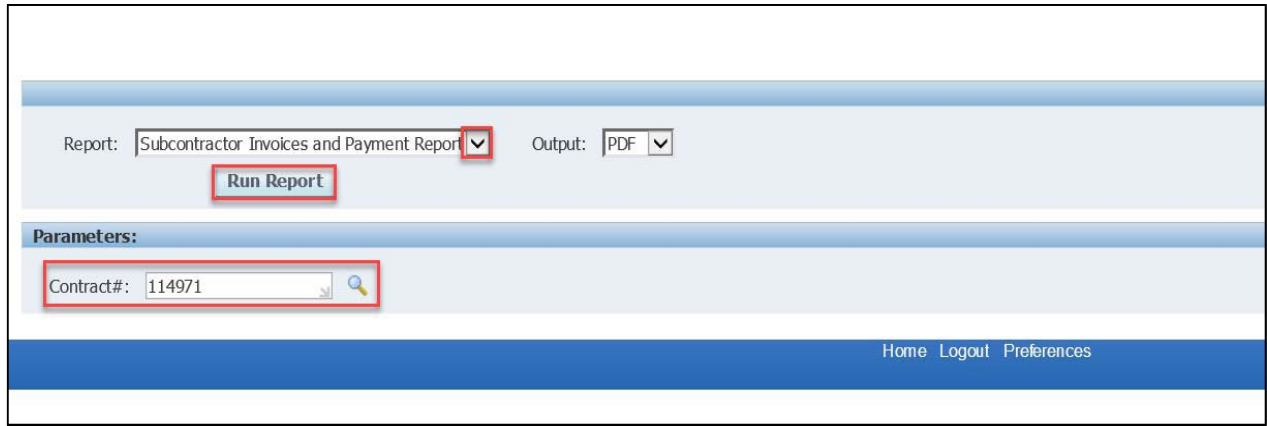
1. Log into the WSSC Water Supplier Portal using the steps from 2.1 above:



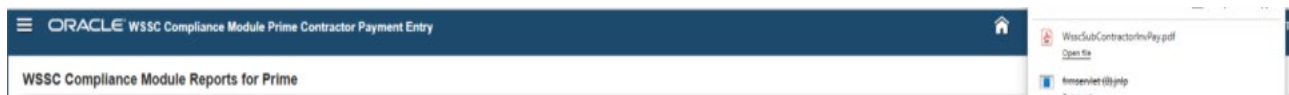
2. Click on **WSSC Compliance Module Prime Contractor Payment Entry** -> Click on **Compliance Reports**



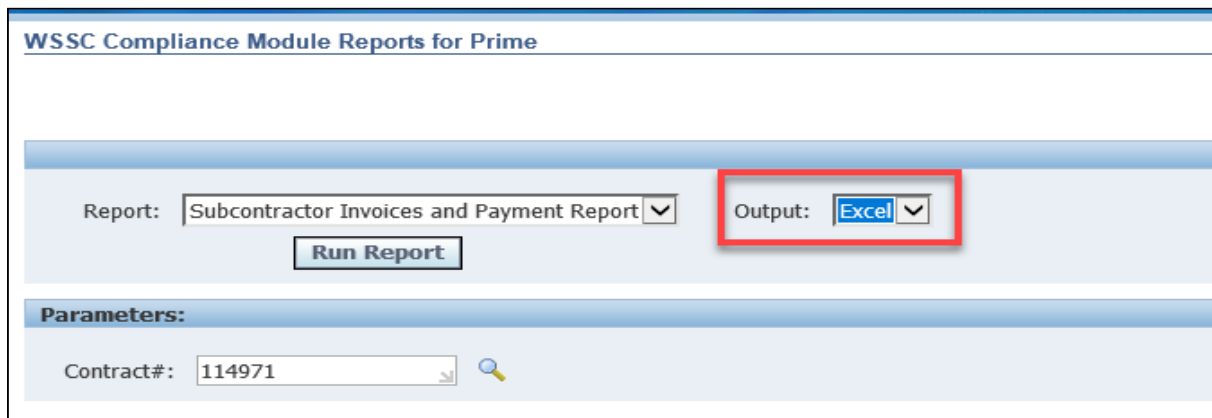
3. Click on the drop-down list and choose a report. For the selected report enter the parameter such as the contract number for the below report and click **Run Report**.



4. A banner to open file appears near 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: Some reports can be exported to Excel by simply choosing Excel in the Output section.



2.4 Email Notification Setup

To receive emails when the subcontractor enters invoices 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”** and click **“Apply”**.

