

User Manual

WSSC Water Web-Based Compliance System

For Subcontractors

April 2020 | Version 1.0



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1. Introduction

Washington Suburban Sanitary Commission (WSSC Water) has developed a new Web-Based Compliance System that will replace The PRISM Portal™. The new Web-Based Compliance System has a user-friendly web interface and is on the Oracle E-Business Suite platform.

Subcontractors working on WSSC Water contracts are required to use the new application to enter invoices submitted to prime vendors and validate payments received.

Once the subcontractor enters an invoice, the prime contractor is notified by a system-generated email. Once a prime contractor enters payment information, an email is generated and sent to the subcontractor for payment validation.

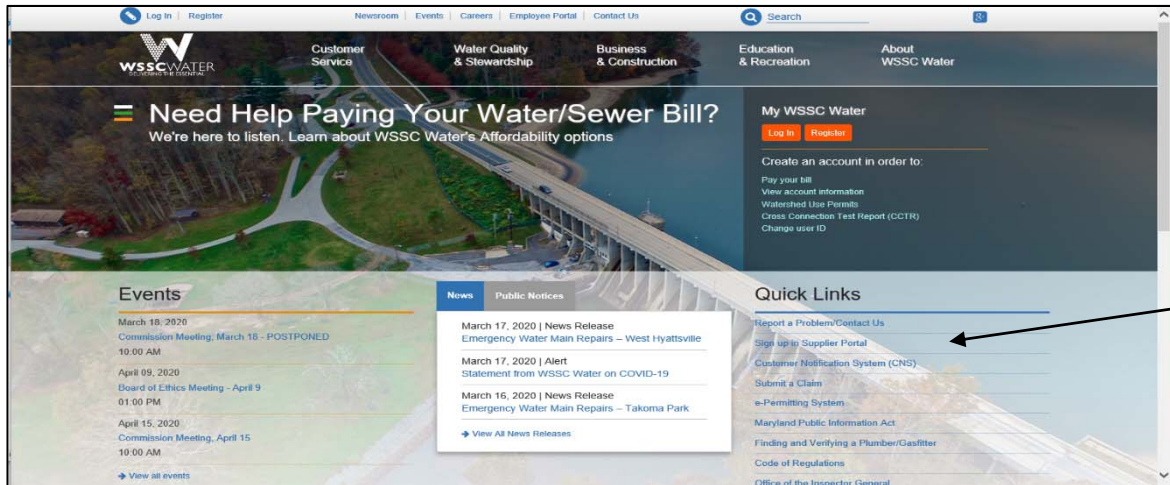
1.1 Purpose

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

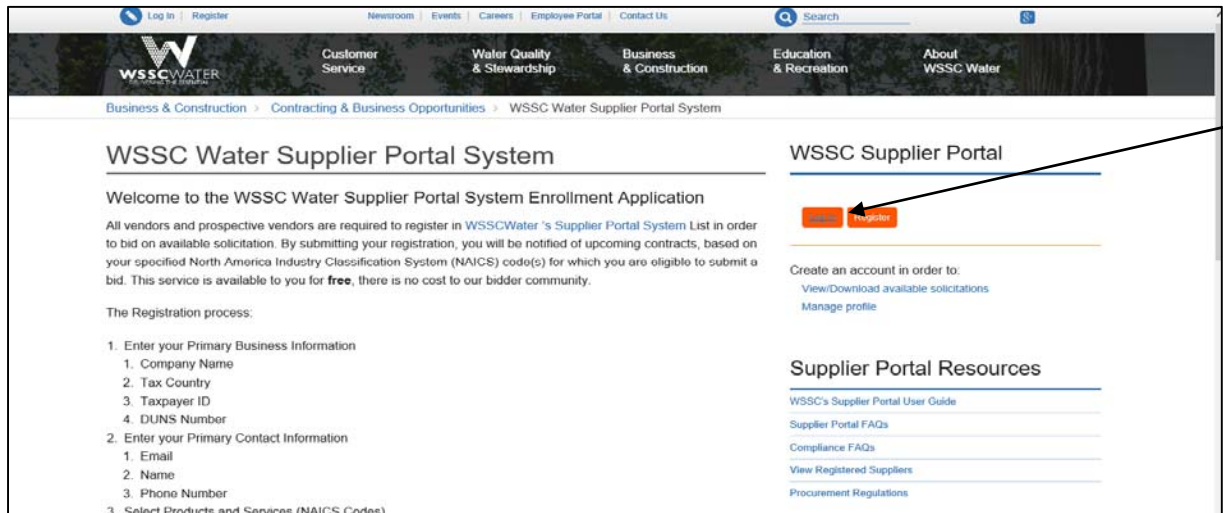
2. WSSC Water Compliance

2.1 Entering/Updating Invoices

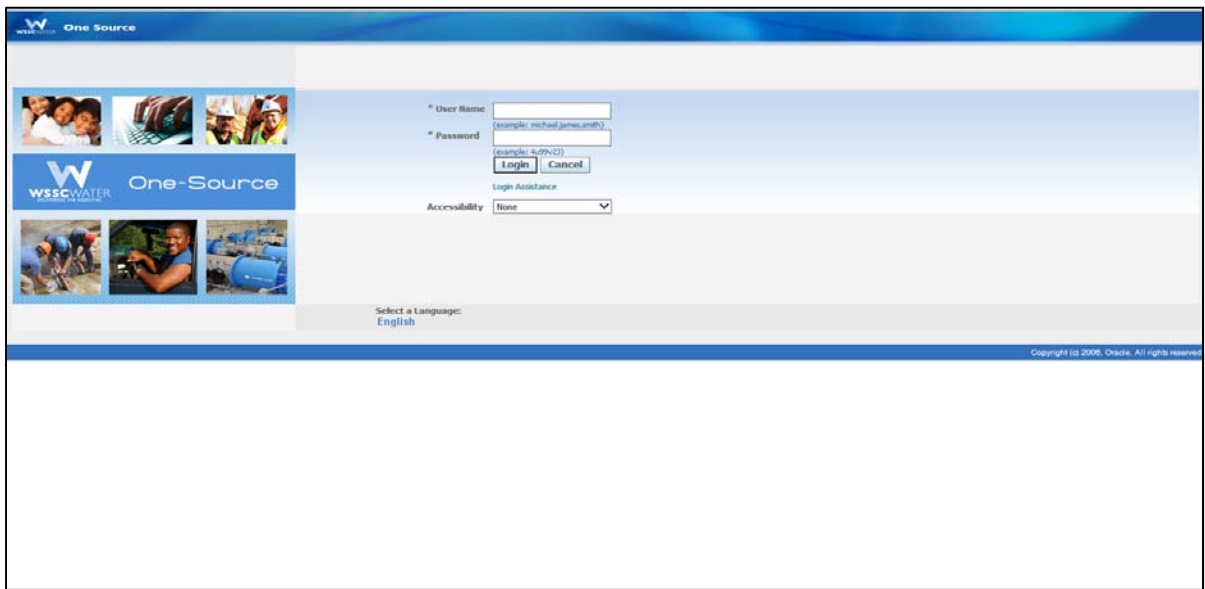
1. Go to the wsscwater.com website and click on “sign up in Supplier Portal” (see below):



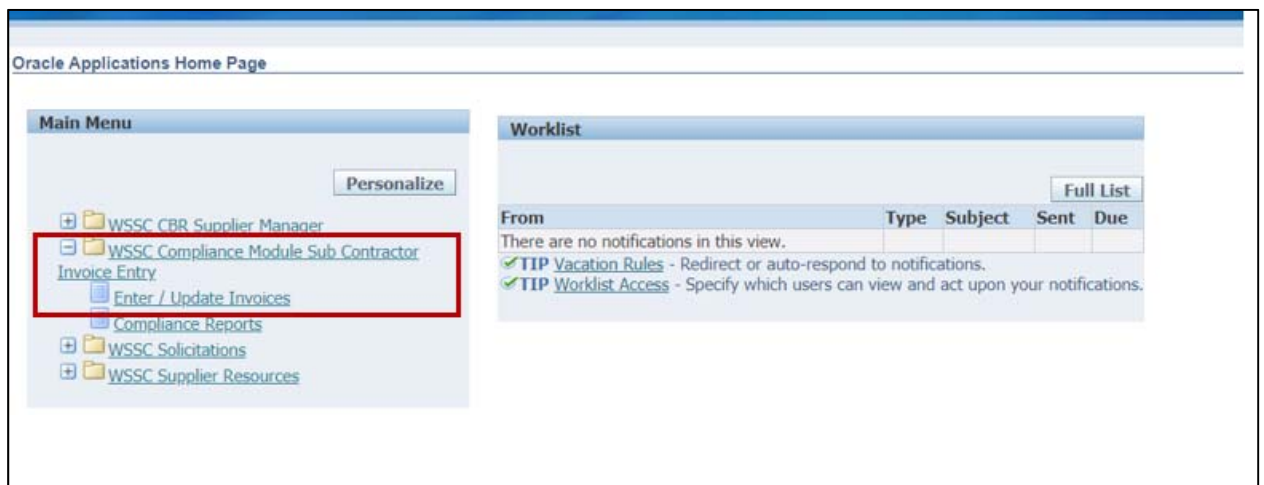
2. Log into the WSSC Water Supplier Portal and click on “Log In” (see below)



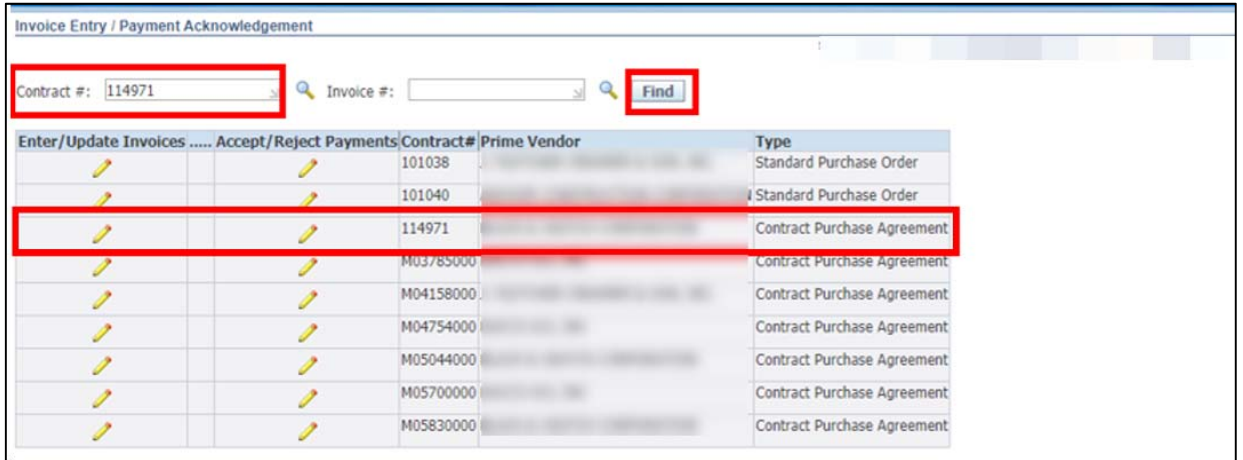
3. Log into the WSSC Water Supplier Portal



4. 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)

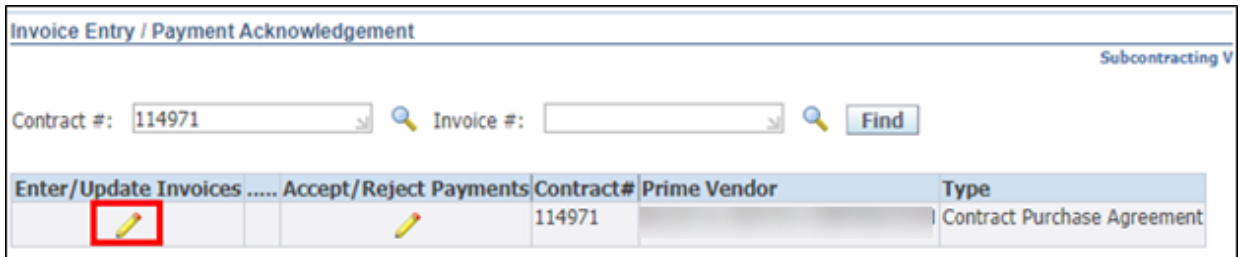


Invoice Entry / Payment Acknowledgement

Contract #: 114971 Invoice #: Find

Enter/Update Invoices	Accept/Reject Payments	Contract#	Prime Vendor	Type
		101038		Standard Purchase Order
		101040		Standard Purchase Order
		114971		Contract Purchase Agreement
		M03785000		Contract Purchase Agreement
		M04158000		Contract Purchase Agreement
		M04754000		Contract Purchase Agreement
		M05044000		Contract Purchase Agreement
		M05700000		Contract Purchase Agreement
		M05830000		Contract Purchase Agreement

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

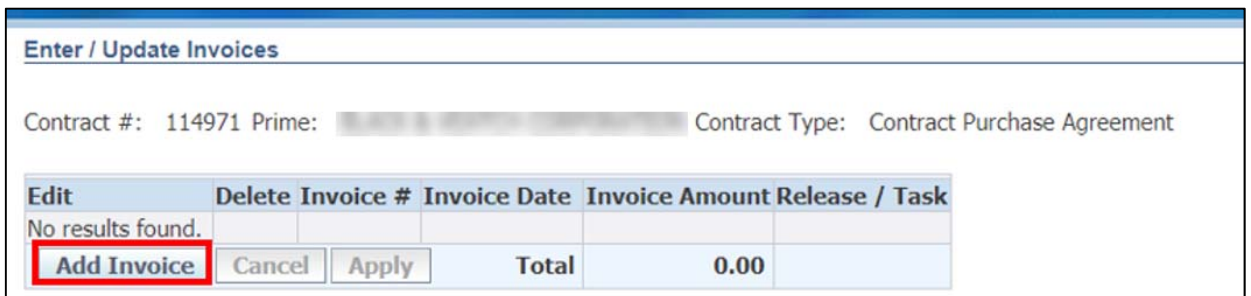


Invoice Entry / Payment Acknowledgement Subcontracting V

Contract #: 114971 Invoice #: Find

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

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



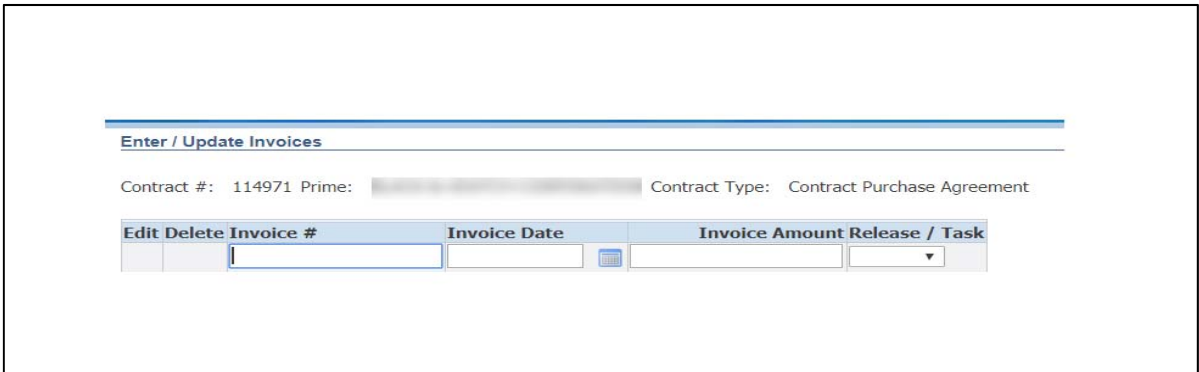
Enter / Update Invoices

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

Edit	Delete	Invoice #	Invoice Date	Invoice Amount	Release / Task
No results found.					
Add Invoice	Cancel	Apply	Total	0.00	

- 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.

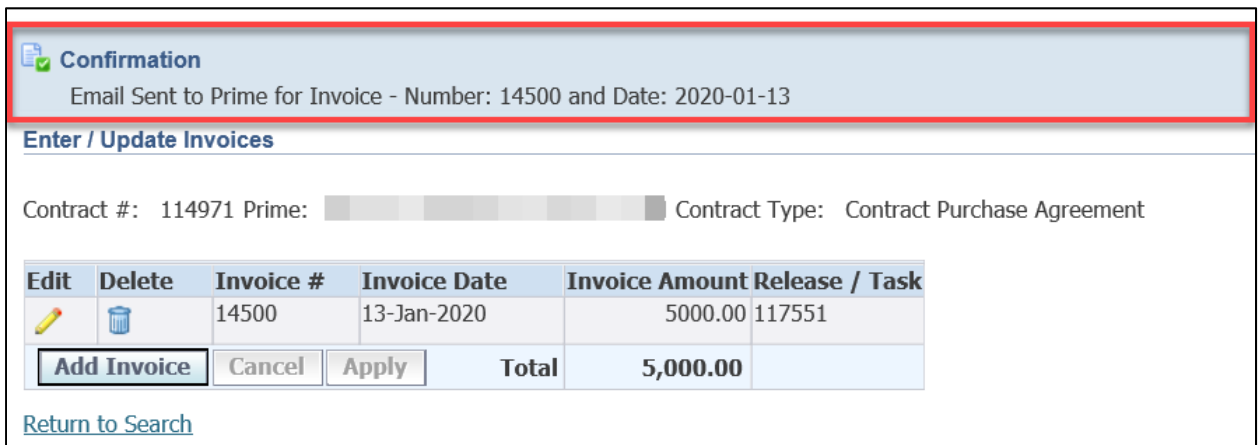


Enter / Update Invoices

Contract #: 114971 Prime: [redacted] Contract Type: Contract Purchase Agreement

Edit	Delete	Invoice #	Invoice Date	Invoice Amount	Release / Task
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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





Confirmation
Email Sent to Prime for Invoice - Number: 14500 and Date: 2020-01-13

Enter / Update Invoices

Contract #: 114971 Prime: [redacted] Contract Type: Contract Purchase Agreement

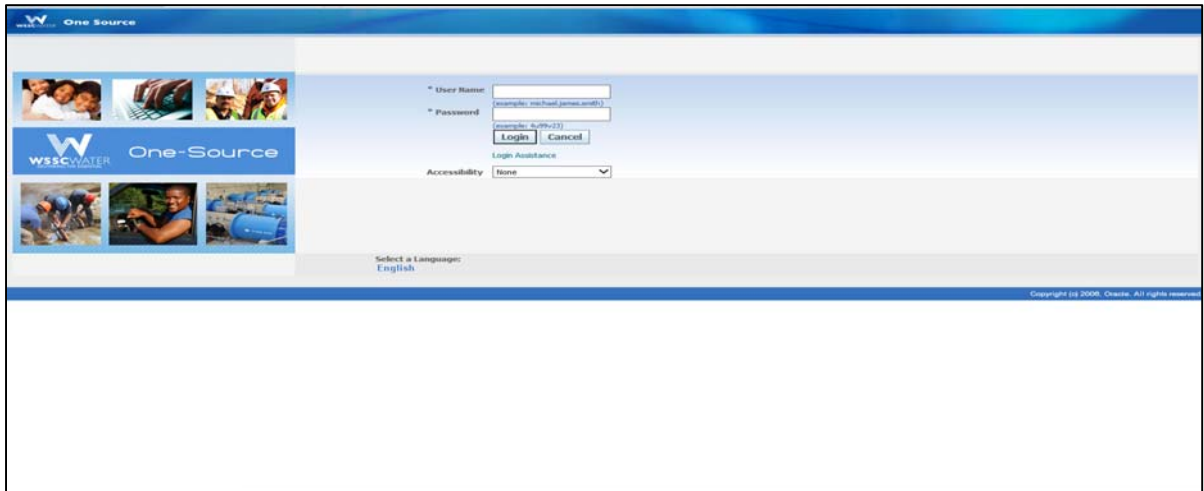
Edit	Delete	Invoice #	Invoice Date	Invoice Amount	Release / Task
		14500	13-Jan-2020	5000.00	117551
<input type="button" value="Add Invoice"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/>		Total		5,000.00	

[Return to Search](#)

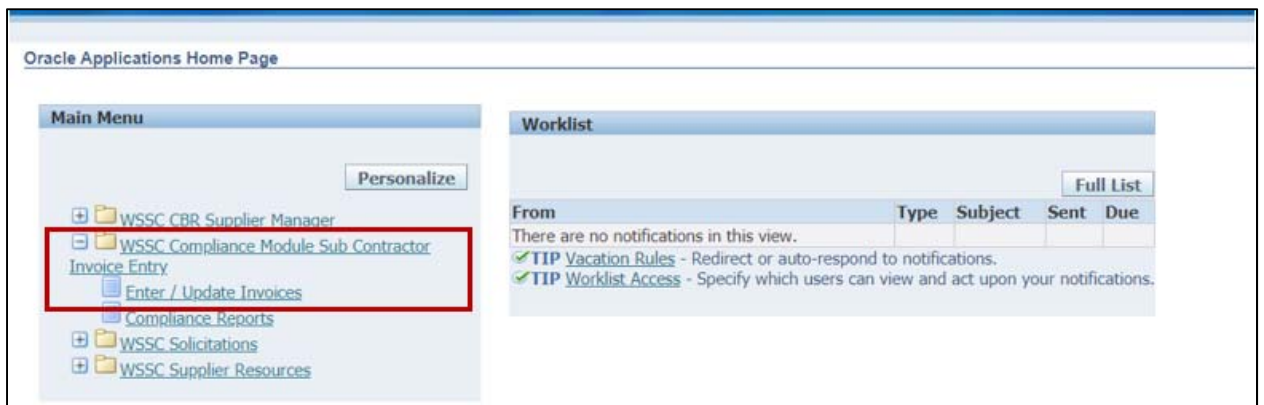
- Once the invoice has been entered, it can be modified or deleted as long as there are no payments posted against the invoice. Use the  icon to modify or the  icon to delete the invoice.

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**




- 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

Contract #: Invoice #:


Enter/Update Invoices	Accept/Reject Payments	Contract#	Prime Vendor	Type
		101038		Standard Purchase Order
		101040		Standard Purchase Order
		114971		Contract Purchase Agreement
		M03785000		Contract Purchase Agreement
		M04158000		Contract Purchase Agreement
		M04754000		Contract Purchase Agreement
		M05044000		Contract Purchase Agreement
		M05700000		Contract Purchase Agreement
		M05830000		Contract Purchase Agreement

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

Invoice Entry / Payment Acknowledgement Subcontracting V

Contract #: Invoice #:

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 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

- 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 system automatically defaults the Amount Received to Null (blank) value.

Payments						
Payment Date	Check#	Reference	Response Date	Response	Amount Received	Amount Paid by Prime
14-Jan-2020	1234	1234		Accepted	5000	5,000.00
Total						5000

Apply Cancel

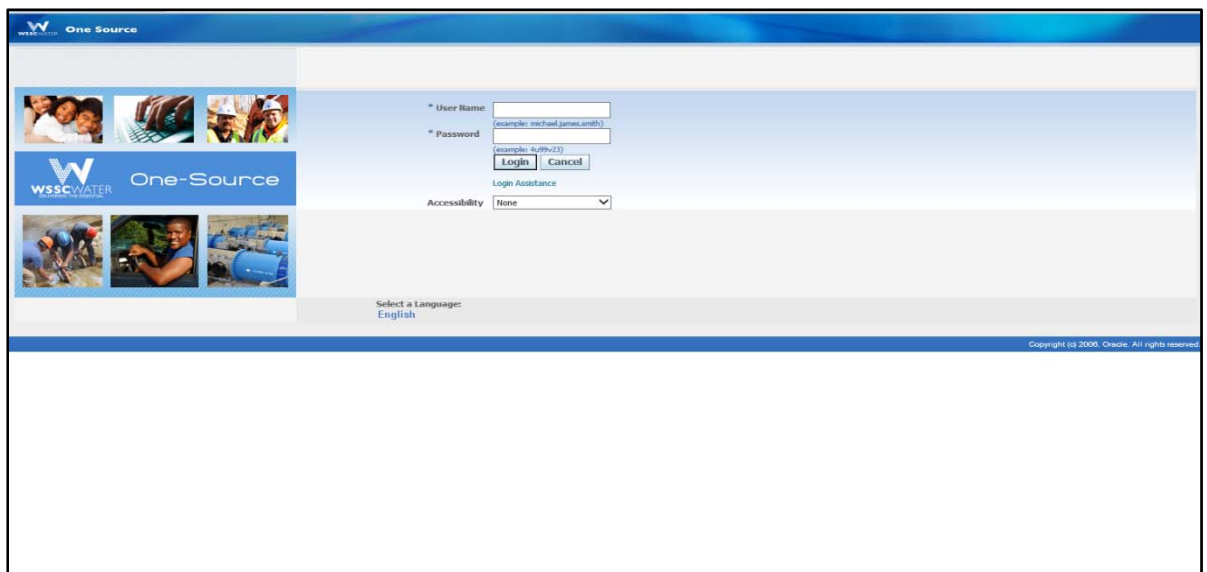
After accepting or rejecting the payment, click on the ‘Return to Search’ link to go to the previous screen.

2.3 Accessing Reports

One report is available.

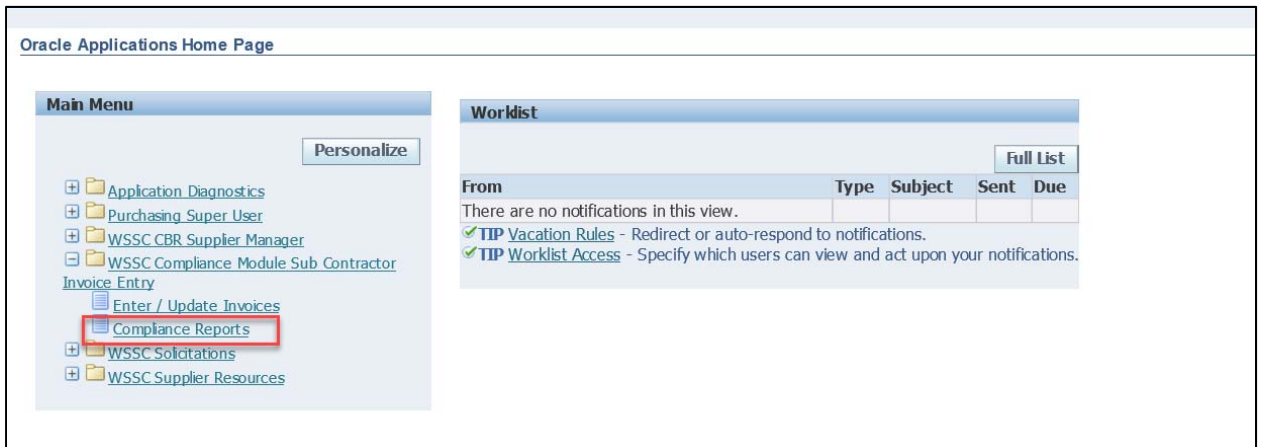
- **Subcontractor Invoices and Payment Report:** Displays detailed invoice and payment amounts against any contract for which the subcontractor is a participant.

- Log into the WSSC Water Supplier Portal using the following link <Here>

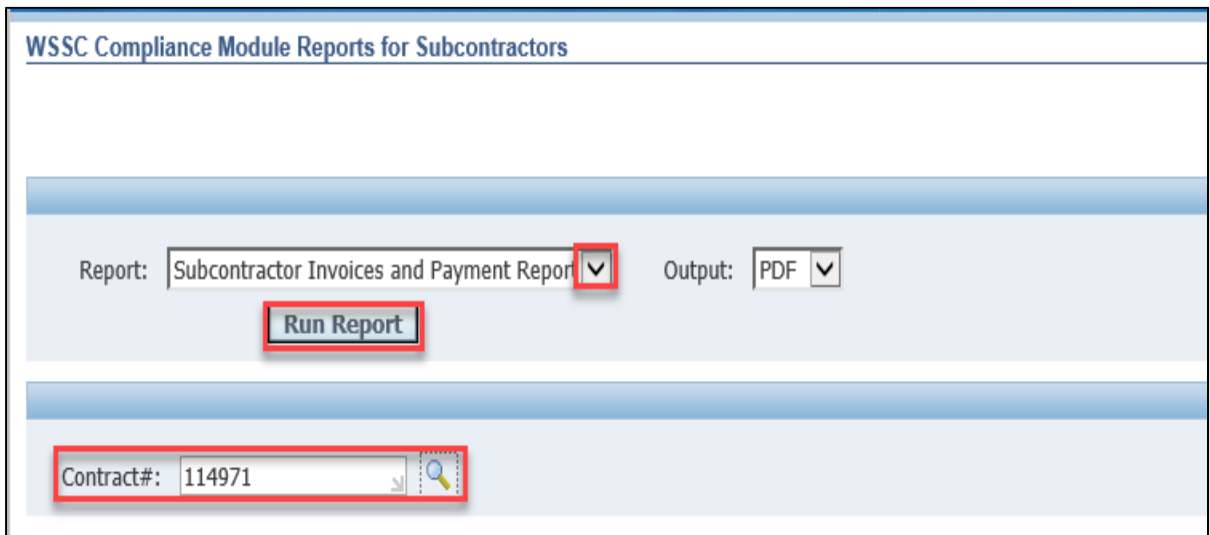


The screenshot shows the login page for the WSSC Water Supplier Portal. The page features the WSSC Water logo and the text 'One-Source'. There are several images of water-related activities. The login form includes fields for 'User Name' (with an example: michael.james.smith) and 'Password' (with an example: 4999-23). Below these fields are 'Login' and 'Cancel' buttons. There is also a 'Login Assistance' link and an 'Accessibility' dropdown menu set to 'None'. At the bottom, there is a 'Select a Language' dropdown menu set to 'English'. A copyright notice 'Copyright (c) 2006, Oracle. All rights reserved.' is visible in the bottom right corner.

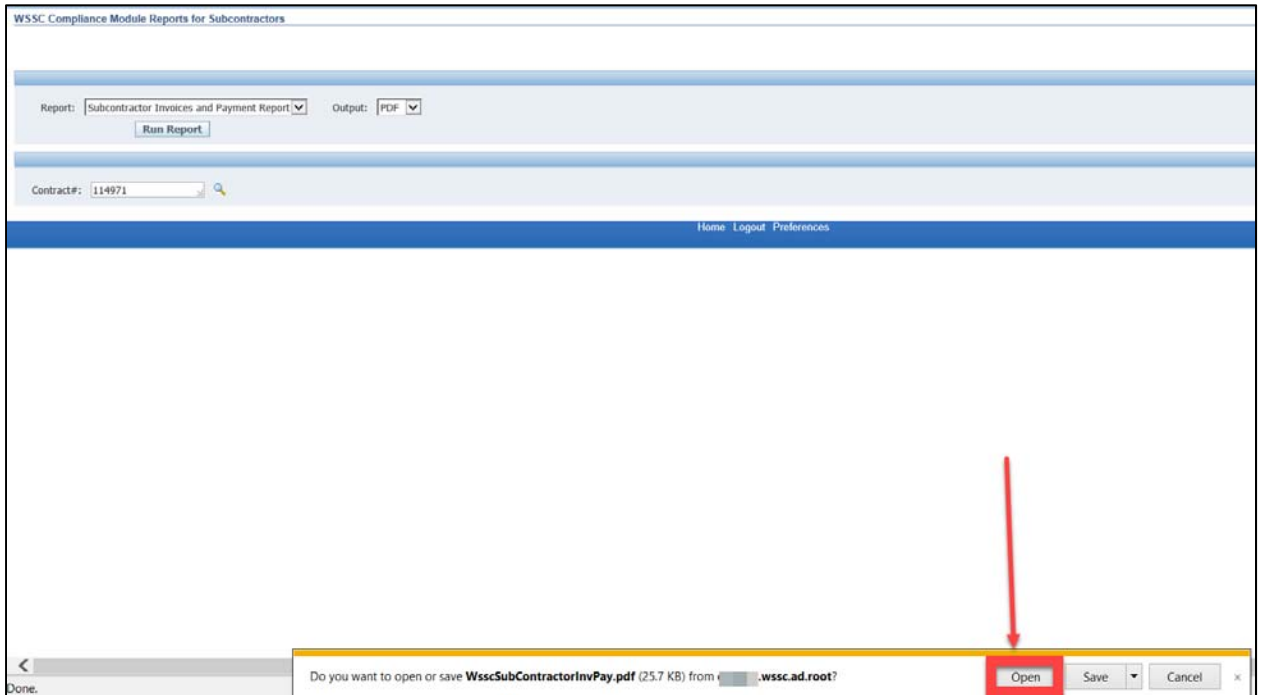
2. Click on **WSSC Compliance Module Subcontractor Invoice Entry** -> Click on **Compliance Reports**



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



4. A banner appears at the bottom 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.

