

User Manual

WSSC Water Web-Based Compliance System

For Prime Vendors

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.

Prime vendors working on WSSC Water contracts with subcontracting requirements are required to use the Web-Based Compliance System to enter payment information to subcontractors. Once subcontractors enter an invoice, the Web-Based Compliance System will generate an email that notifies the prime vendor that a subcontractor has submitted an invoice. Prime vendors can then log payments to subcontractors in the system.

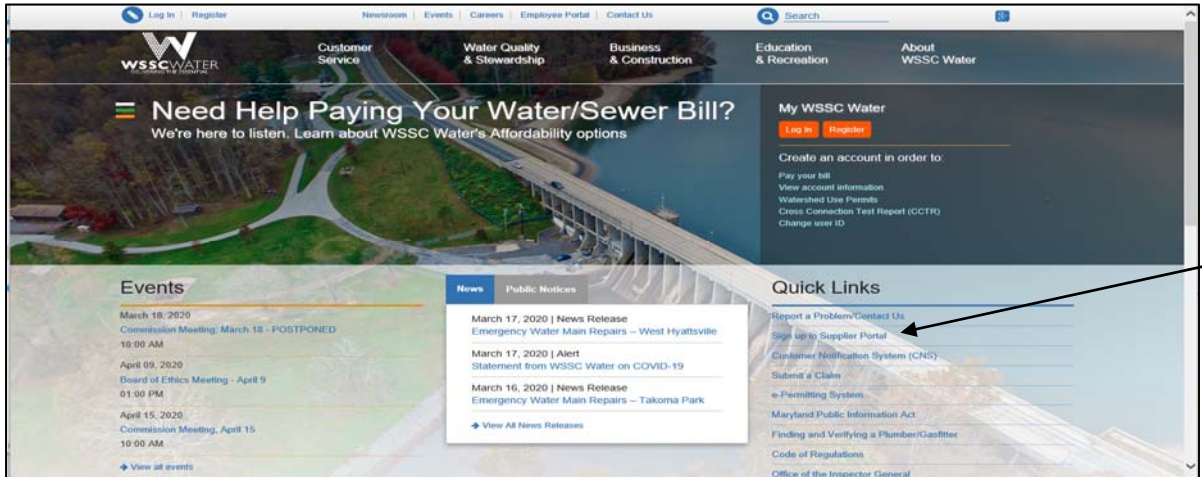
1.1 Purpose

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

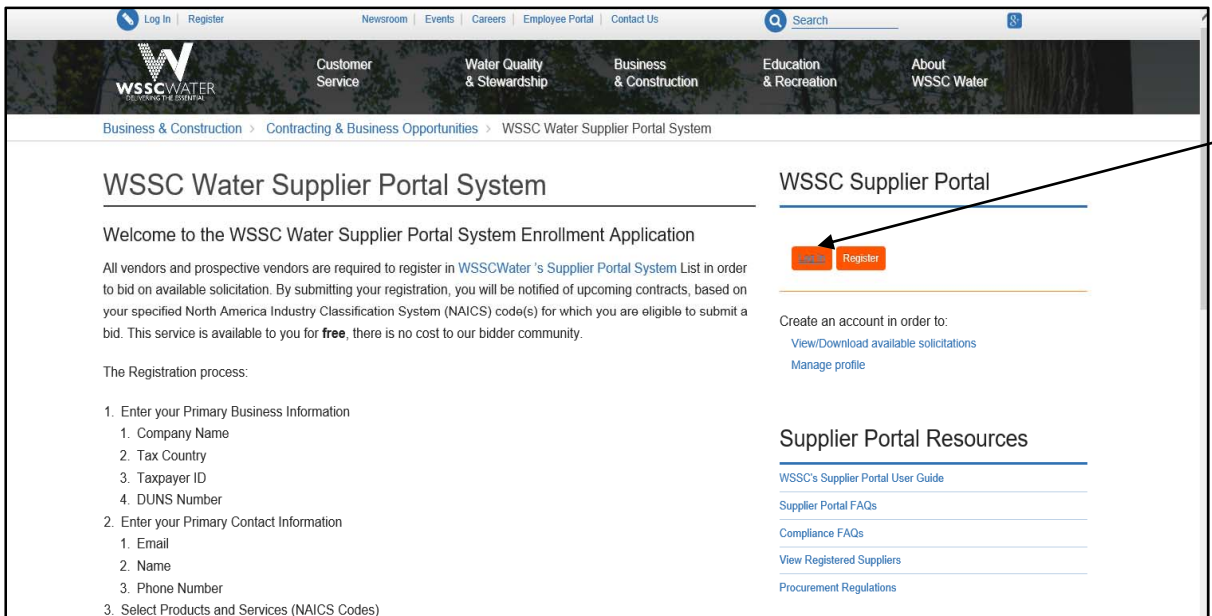
2. WSSC Water Compliance

2.1 Entering/Updating Payments

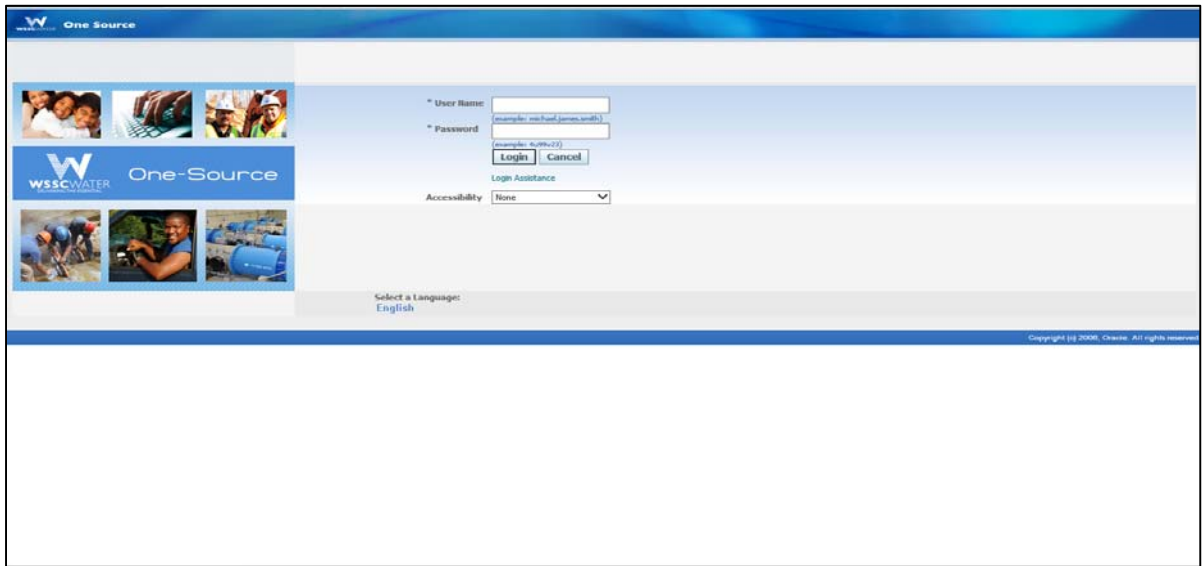
1. Go to the wsscwater.com website and click on “sign up in Supplier Portal” (see below):



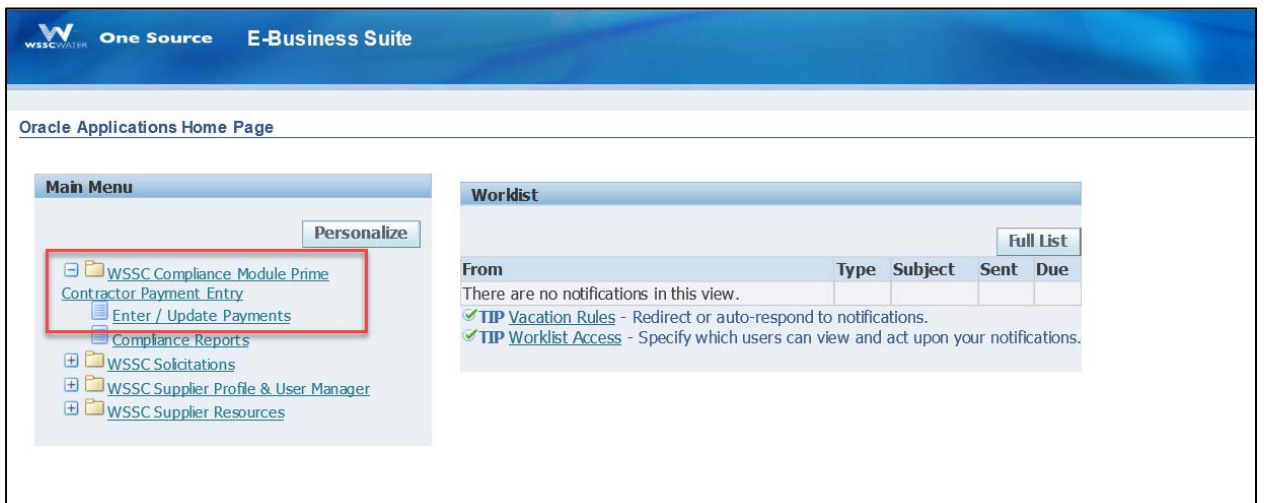
2. Log into the WSSC Water Supplier Portal and click on “Log In” (see below)



3. Log into the WSSC Water Supplier Portal





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












- 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)

Enter Payments



Contract#:  Invoice#:  **Find**



Previous 1-20 Next 20


Contract#	Contract Description	Subcontractor	Contract Type
 114971			Contract Purchase Agreement
 114971			Contract Purchase Agreement
 M03375000			Contract Purchase Agreement
 M03375000			Contract Purchase Agreement
 M03375000			Contract Purchase Agreement
 M03375000			Contract Purchase Agreement
 M03375000			Contract Purchase Agreement
 M03375000			Contract Purchase Agreement

- Click on the  next to the Contract # 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

- 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*
Add Payment	Cancel	Apply	Total	5,000.00			0.00



10. 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		
Total	<input type="button" value="Add Payment"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>	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.

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

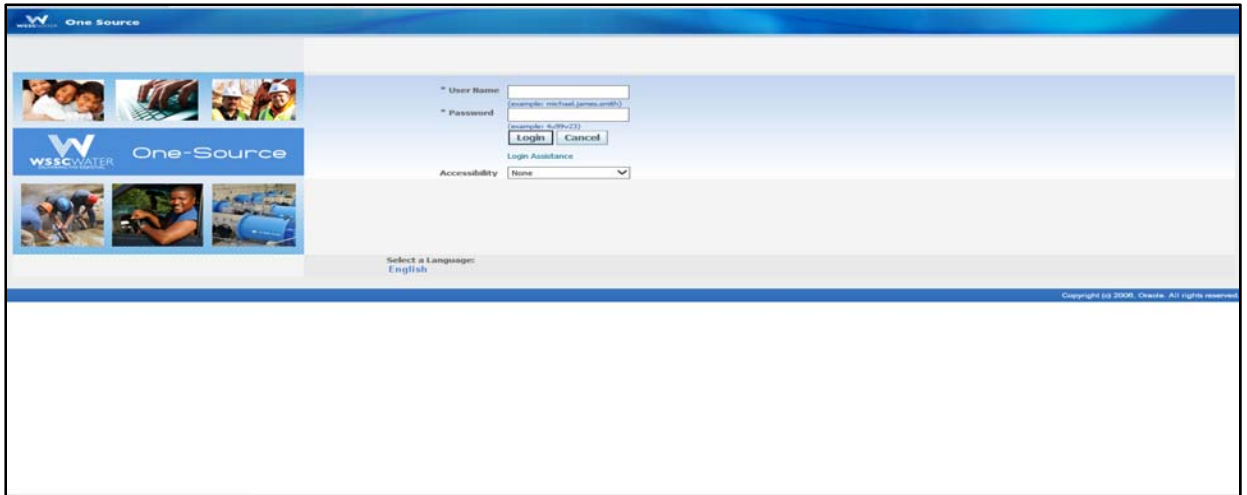
Note: Click on ‘Return to Search’ link to go to previous screen.

2.2 Accessing Reports

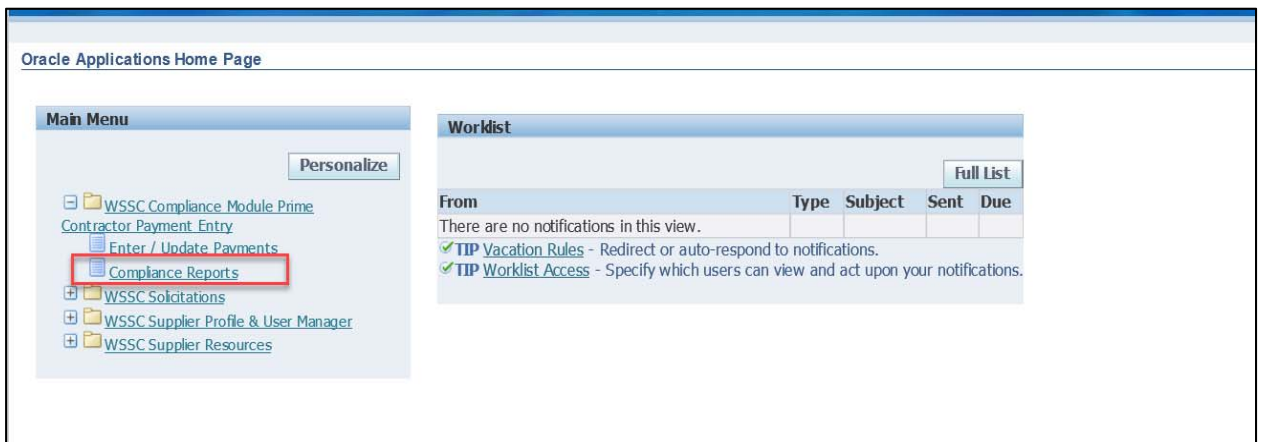
The Web-Based Compliance System allows the prime vendor to run various reports.

- **Subcontractor Invoices and Payment Report:** Displays all invoice 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.

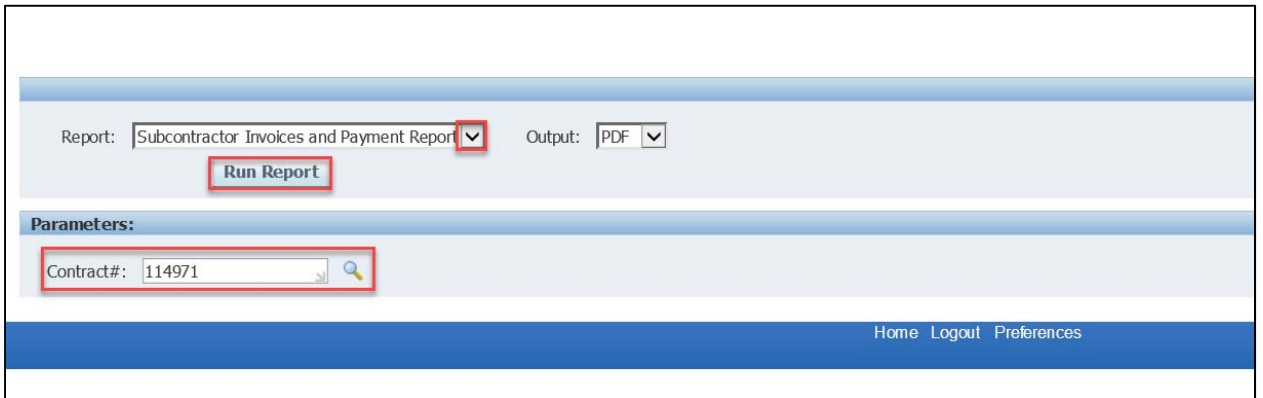
1. Log into the WSSC Water Supplier Portal using the steps from 2.1 above:



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

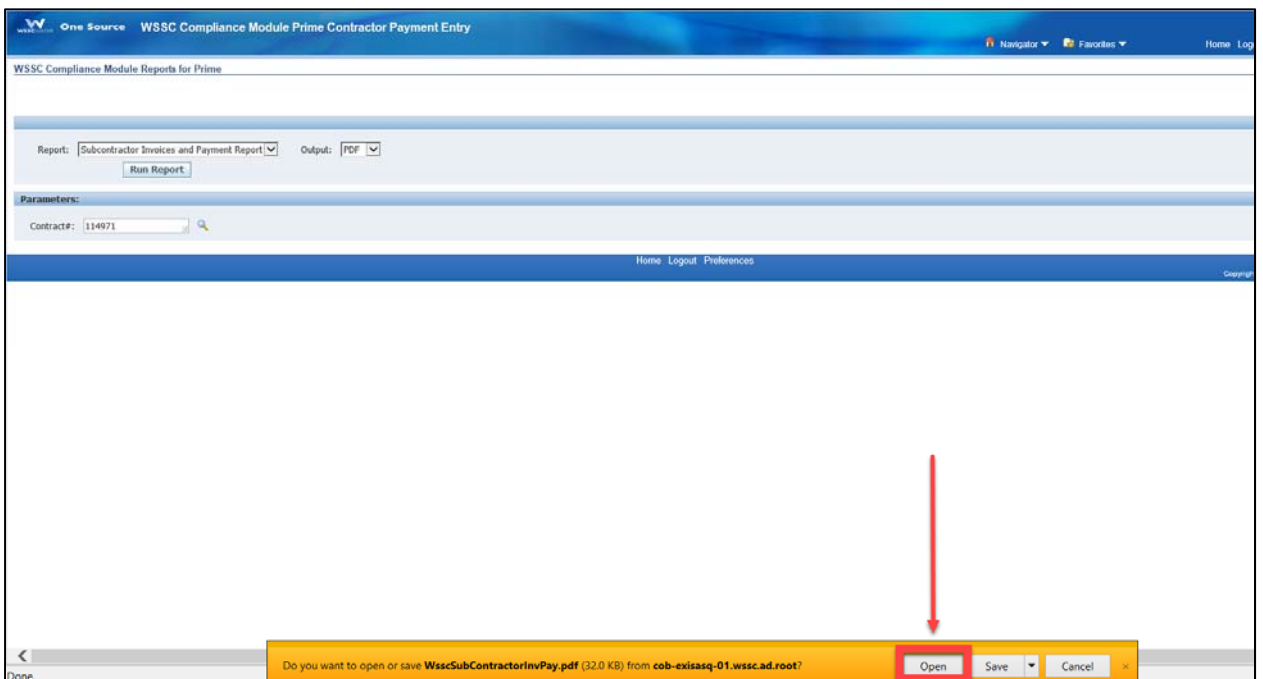


3. Click on the drop-down list and choose a report. For the selected report enter the parameter such as the contract number for the below report and click **Run Report**.

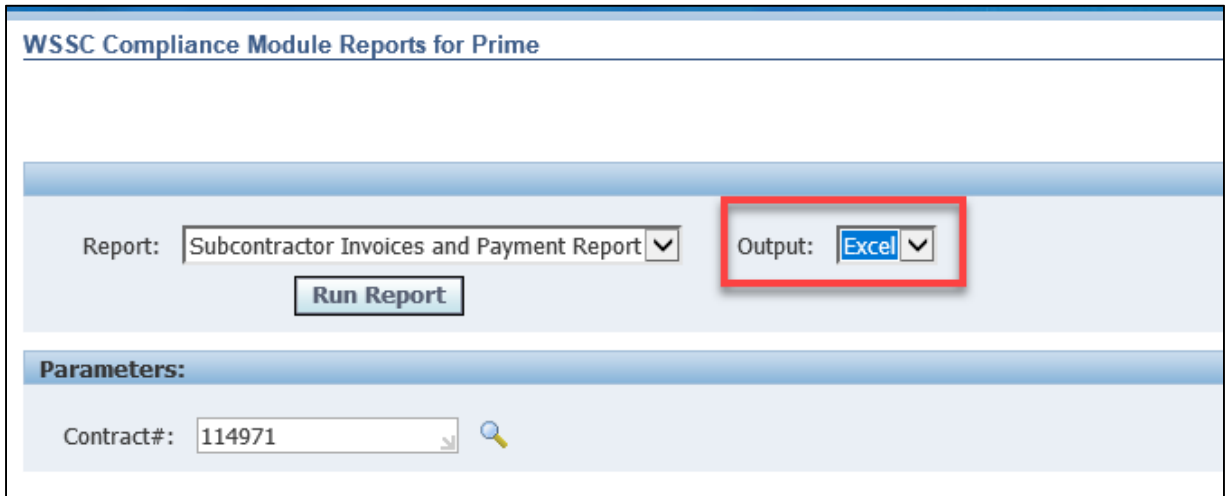


The screenshot shows a web application interface for generating reports. At the top, there is a 'Report:' dropdown menu with 'Subcontractor Invoices and Payment Report' selected, and an 'Output:' dropdown menu with 'PDF' selected. Below these is a 'Run Report' button. Underneath is a 'Parameters:' section with a 'Contract#' input field containing '114971'. At the bottom right, there are links for 'Home', 'Logout', and 'Preferences'.

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: Some reports can be exported to Excel by simply choosing **Excel** in the **Output** section.



The screenshot shows a web interface titled "WSSC Compliance Module Reports for Prime". It features a "Report:" dropdown menu with "Subcontractor Invoices and Payment Report" selected, and an "Output:" dropdown menu with "Excel" selected. A red box highlights the "Output:" dropdown. Below these is a "Run Report" button. A "Parameters:" section contains a "Contract#" field with the value "114971" and a search icon.