WASHINGTON SUBURBAN SANITARY COMMISSION

Supplier Guide for Supplier Registration and Solicitation Access

WSSC Supplier Portal

11/9/2015

This document is a Supplier Guide that provides the steps to Register with WSSC and download a Solicitation.

Supplier Guide for Supplier Registration and Solicitation Access

Table of Contents

1 Introduction

Supplier Portal enables a buying company to communicate key procure-to-pay information with suppliers. Supplier Portal enables secure, self-service business transactions between companies and their suppliers. It provides Suppliers with the ability to use a standard Web browser to directly manage business transactions and access secure information. Supplier Portal provides a collaborative platform for a buyer to manage relationships with their global supply base. With Supplier Portal, suppliers can receive immediate notifications and respond to events in the purchasing and planning process. Supplier Portal provides the framework that enables buyers and suppliers to communicate key business transactions while enabling the ability to search, monitor, revise, and review.

1.1 Purpose

This Supplier Guide document is intended to be used by a Supplier to register with Washington Suburban Sanitary Commission (WSSC) and access an advertised Solicitation. The document provides the steps to be followed by the Supplier to register and access Solicitation information.

2   Terminology

This section provides a cross reference of terminology as displayed in the **Supplier Portal** to the meaning from the business standpoint for the Washington Suburban Sanitary Commission (WSSC).

The Supplier Portal Term column provides the term as displayed in the Supplier Portal and the WSSC Business Term column provides the term as defined when conducting business with WSSC.

No	Supplier Portal Term	WSSC Business Term
1	Negotiation	Solicitation
2	Auction	Invitation For Bid (IFB) and Request For Quote (RFQ)
3	RFI	Request For Information (RFI) and Request For Qualifications (RFQu)
4	RFQ	Request For Proposal (RFP) and Multi-Step IFB (MS IFB)

3   Register with WSSC

3.1   Provide Supplier Information

This section describes the steps to be followed by a <u>Prospective Supplier</u> to register to do business with WSSC.

1. To access the Prospective Supplier Login page, click or provide the following URL in an Internet Browser:

    https://onesource.wsscwater.com/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?ouid=BDB7AF1018A39E4A.

3.2   Provide Basic Information – Step 1 of Registration Process

1. The <u>first of 4</u> steps requires the Supplier to provide the information with fields in the **Company Details** and **Contact Information** section of the **Basic Information** page. All mandatory fields are marked with an (*) asterisk and require information to be provided to proceed to the next step.

2. <u>W9</u> is required for approval. Certificate of Insurance (COI) can be attached at the option of the supplier or as requested..

3. To select a country with the **Tax Country** field, select the **Search** icon.

4. Enter the '%' character followed by 'United' and select the **Quick Select** icon associated with the United States record.

Search and Select: Tax Country

| | | | | Cancel | Select |

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By [Country Name ▼] [%united] [Go]

Results

Select	Quick Select	Country Name	Country Code
○		Tanzania, United Republic of	TZ
○		United Arab Emirates	AE
○		United Kingdom	GB
○		United States	US
○		United States Minor Outlying Islands	UM

5. Select the **Next** button to proceed to **Step 2** of the Registration process.

3.3 Provide Company Details – Step 2 of Registration Process

1. The second of 4 steps requires the Supplier to provide the information with fields in the addresses of business locations, contacts and business classification for the Supplier.

2. To provide a business location, select the **Create** button in the **Address Book** section.

3. The Supplier provides the address information for the location. All mandatory fields are marked with an (*) asterisk and require information to be provided to proceed to the next step.

4. Select the **Apply** button.

5. The **Supplier Portal** displays the address record.

6. The Supplier selects the relevant business classifications in the **Business Classifications** section and provides the corresponding <u>Certificate Number</u> and <u>Expiration Date</u> information where applicable.

7. The Supplier provides the NAICS Code information for the Products and Services the Supplier is interested in being notified.

8. The Supplier selects the **Create** button.

9. The Supplier needs to drill down to the lowest level information associated with a Product and Services code for the information to be utilized. The same set of steps will need to be repeated for all Products and Services the Supplier is interested in participating.

10. The Supplier selects the appropriate first level code category by selecting the corresponding **View Sub-Categories** icon.

Add Products and Services: : (WSSC Sanitary Company)

Cancel | Apply

◉ Browse All Products & Services
○ Seach for Specific Code and Product

◁ Previous 1-10 ▾ Next 10 ▷

Code	Products and Services	View Sub-Categories	Applicable
11	Agriculture, Forestry, Fishing and Hunting		☐
21	Mining, Quarrying, and Oil and Gas Extraction		☐
22	Utilities		☐
23	Construction		☐
31	Manufacturing		☐
32	Manufacturing		☐
33	Manufacturing		☐
42	Wholesale Trade		☐
44	Retail Trade		☐
45	Retail Trade		☐

◁ Previous 1-10 ▾ Next 10 ▷

11. The Supplier selects the appropriate second level code category by selecting the corresponding **View Sub-Categories** icon.

Add Products and Services: 23 :Construction (WSSC Sanitary Company)

Cancel | Apply

Code	Products and Services	View Sub-Categories	Applicable
236	Construction of Buildings		☐
237	Heavy and Civil Engineering Construction		☐
238	Specialty Trade Contractors		☐

Return to Parent Category

12. The Supplier selects the appropriate third level code category by selecting the corresponding **Applicable** checkbox and then select the **Apply** button.

Add Products and Services: 236 :Construction.Construction of Buildings (WSSC Sanitary Company)

Cancel | Apply

Code	Products and Services	View Sub-Categories	Applicable
236115	New Single-Family Housing Construction (except For-Sale Builders)		☐
236116	New Multifamily Housing Construction (except For-Sale Builders)		☐
236117	New Housing For-Sale Builders		☐
236118	Residential Remodelers		☐
236210	Industrial Building Construction		☑
236220	Commercial and Institutional Building Construction		☐

Return to Parent Category

13. The **Supplier Portal** displays the NAICS Code selected by the Supplier.

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
23.236.236210	Construction.Construction of Buildings.Industrial Building Construction	🗑

3.4   Provide Additional Information – Step 3 of Registration Process

1. The third of 4 steps requires the Supplier to provide the business type and business classifications of the Supplier.

2. To provide a general business information, select the appropriate options with the Business Type, Organization Type, 1099 Reportable and Primary NAICS Code fields in the **Additional Info** section. All mandatory fields are marked with an (*) asterisk and require information to be provided to proceed to the next step.

3. To provide a NAICS Code with the Primary NAICS Code field, select the **Search** icon.

4. To search for a NAICS Code, enter the '%' character followed by the search criteria on selecting the **Search By** option and select the **Go** button.

3.5   Provide Attachments – Step 4 of Registration Process

1. The last of 4 steps requires the Supplier to provide any attachments to demonstrate business classification.

2. To add an Attachment, select the **Add Attachment** button. This may be used to attach a Minority Certificate, Certificate of Insurance, W9 Form or any other relevant form.

3. To add the Attachment, select the appropriate **Type** option of File, URL or Text and provide the information. Select the **Browse** button to browse to the location of the document being attached.

4. To add additional documents, select the **Add Another** button and repeat step 3 or select the **Apply** button to add the document and repeat steps 2 through 4 to add additional documents.

5. The **Supplier Portal** displays a notification confirming the successful adding of the Attachment.

6. To submit the Registration request, select the **Submit** button.

7. The **Supplier Portal** displays a notification confirming the Registration request was submitted for approval by WSSC.

8. A User Name and Password will be issued to the Supplier once the Supplier Profile has been <u>reviewed</u> and <u>approved</u>.

3.6   Notify Supplier of Registration

1. On <u>approval</u> by WSSC, the Supplier will receive a <u>email notification</u> along with the User Name and Password information to be used by the Supplier to login to the **Supplier Portal**.

2. Select the **Log On** link to access the **Supplier Portal**. Use the WSSC's Prospective Supplier URL to manually access the **Supplier Portal**: https://onesource.wsscwater.com/

Note: Please ensure WSSC's e-mail notification is not in the Spam folder of your Mailbox.

FYI: Washington Suburban Sanitary Commission Supplier Collaboration Network: Confirmation 🖶 ▣
of Registration Inbox x

Workflow Mailer <NoReplyTo@wsscwater.com>   📎 Jul 10 (3 days ago) ☆   ↩   ▾
to me ▾

To	TESTFNAME TESTLNAME
Sent	10-JUL-2015 10:50:11
ID	1108328

You have been registered at Washington Suburban Sanitary Commission for access to their supplier collaboration network. You can log on with the username TESTLAV3@GMAIL.COM and the password Fr4(70.

When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

Thank you.

3. To access the **Supplier Portal**, the Supplier provides the User Name and Password information in the corresponding fields.

4. The **Supplier Portal** will prompt the Supplier to set the Password to a new Password by providing the new Password information twice.

5. The Supplier selects the **Submit** button to reset the password.

4 Profile Update by Registered Suppliers

This section provides the steps for Registered Suppliers to update their WSSC profile which was provided during the registration process.

4.1 Access Supplier Profile

1. To access the Supplier information, the Supplier selects the **WSSC Supplier Profile & User Manager → Supplier Details** link.

2. To logout of the **Supplier Portal**, select the **Logout** link.

4.2 Update General Information

1. The **Supplier Portal** application displays the **General** page of **Supplier Administration**.

2. To add an Attachment, hover over the **Add Attachment** button and select an appropriate **Attachment Type**. Browse to the location of the document when the Attachment Type selected is the File option.

4.3   Update Company Profile Information

1.   To provide Organization related information, select the **Organization** link.

2.   Select the **Overview** tab to provide the organization, employee and financial information in the **Organization**, **Total Employees** and **Tax and Financial Information** section of the **Organization** page.

3.   Select the **Additional Info** tab to provide the Business Type, Organization Type, 1099 Reportable and Primary NAICS Code information of the **Organization** page.

4.   To provide Primary NAICS Code information, select the **Search** icon.

5. To perform a search, enter the '%' character followed by the search criteria and select the **Go** button.

6. To select a NAICS Code record, select the **Quick Select** icon associated with the relevant record.

Search and Select: Primary NAICS Code

Cancel   Select

Search

To find your item, select a filter from the pulldown list and enter a value in the text field, then select the "Go" button.
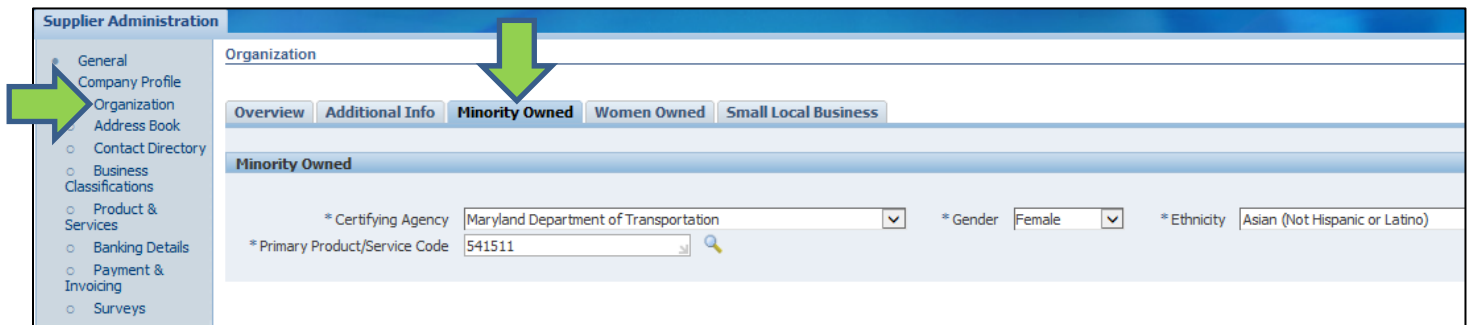
Search By [Description ▾] [%const] Go

Results

⊙ Previous [1-15 ▾] Next 15 ⊙

Select	Quick Select	Display Name	Description
○		212321	Construction Sand and Gravel Mining
○		236115	New Single-Family Housing Construction (except For-Sale Builders)
○		236116	New Multifamily Housing Construction (except For-Sale Builders)
○		236210	Industrial Building Construction
○		236220	Commercial and Institutional Building Construction
○		237110	Water and Sewer Line and Related Structures Construction
○		237120	Oil and Gas Pipeline and Related Structures Construction
○		237130	Power and Communication Line and Related Structures Construction
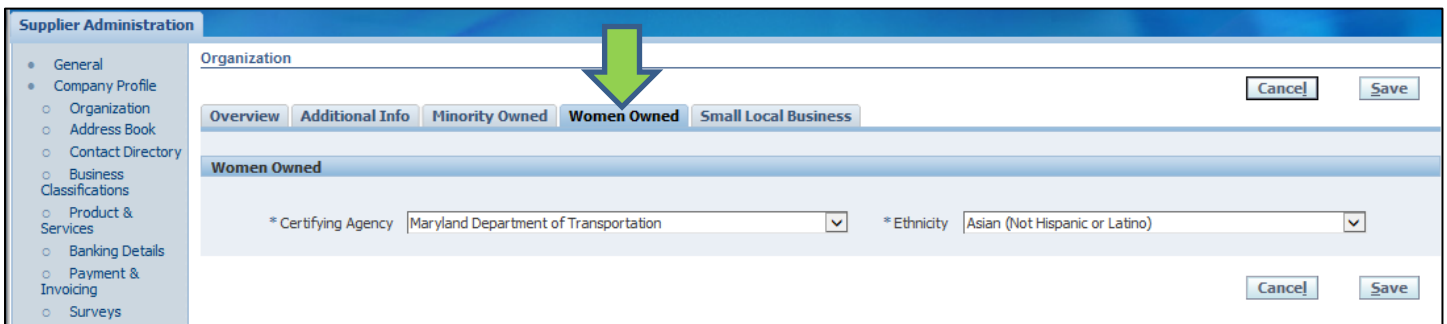
7. The **Supplier Portal** will display as tabs for each Business Classification entered by the Supplier during the Registration process.

8. Select the **Minority Owned** tab to provide the Certifying Agency, Gender, Ethnicity and Primary Product/Service Code information of the **Organization** page.
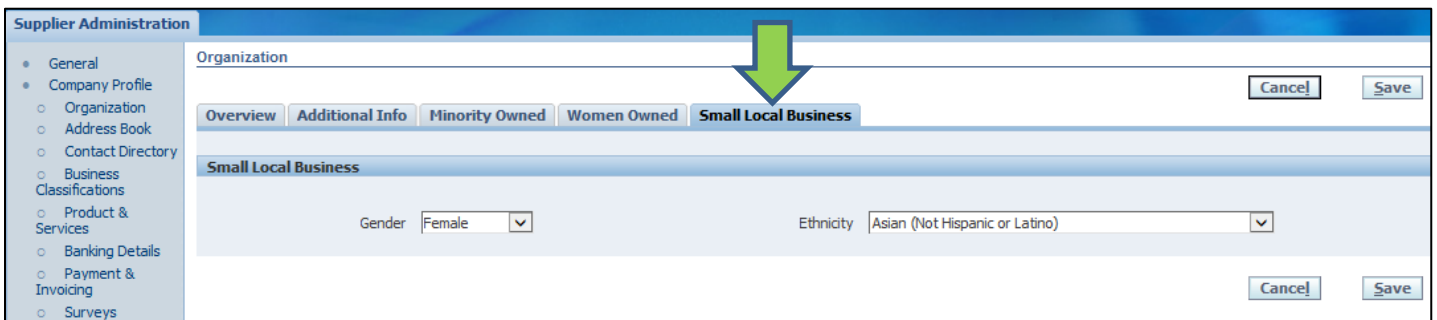

9. Select the **Women Owned** tab to provide the Certifying Agency and Ethnicity information of the **Organization** page.

10. Select the **Small Local Business** tab to provide the Gender and Ethnicity information of the **Organization** page.

11. To add a business location, select the **Address Book** link and select the **Create** button.

12. The Supplier provides the information for the business location and selects the **Save** button.

13. The **Supplier Portal** displays a confirmation notification.

14. To add a supplier contact, select the **Contact Directory** link and select the **Create** button.

15. Provide Contact information in the **Add Contact** section and select the **Apply** button.

16. The **Supplier Portal** stores the added Contact information.

17. To associate the Contact to an Business Location (Address), select the **Addresses** icon with the contact record.

18. To search for a business address, select the **Add Another Row** button and then select the **Search** icon.

19. Select the **Go** button in the Search window and select the **Quick Select** icon with the relevant address.
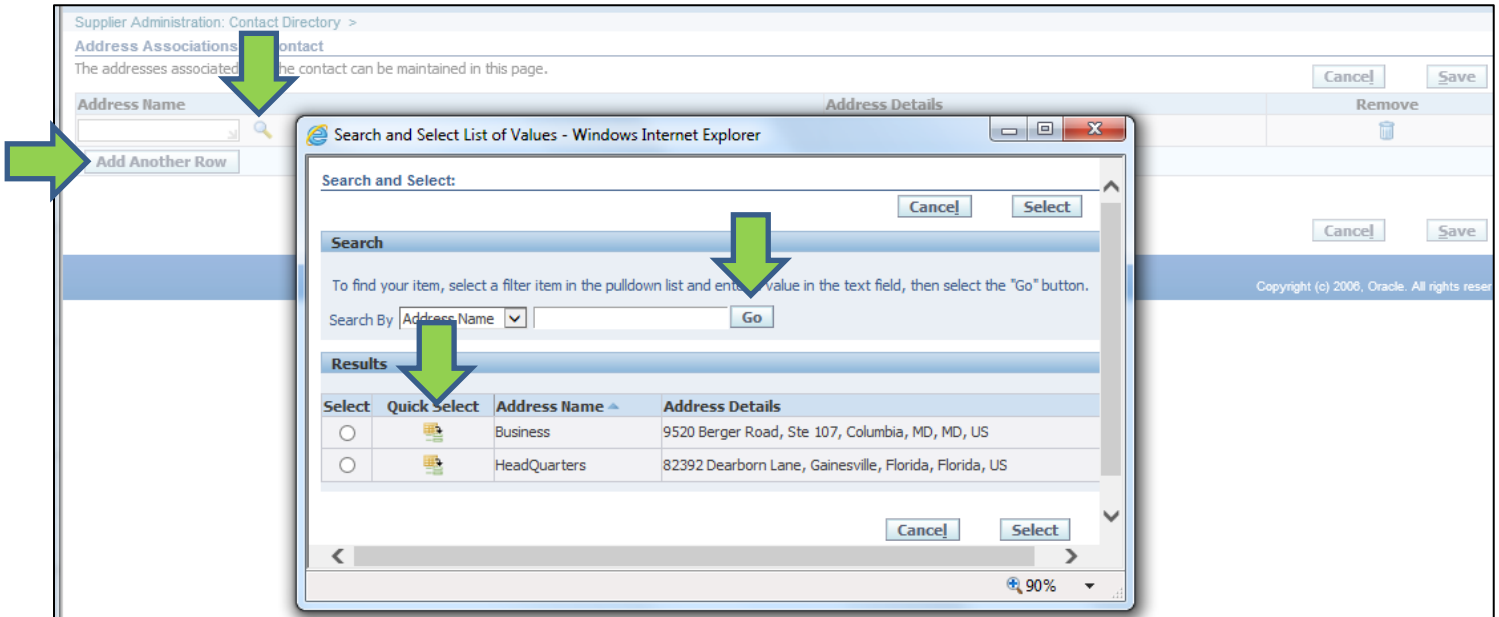
20. To save the associate the Address record with the Supplier profile, the Supplier selects the **Save** button.
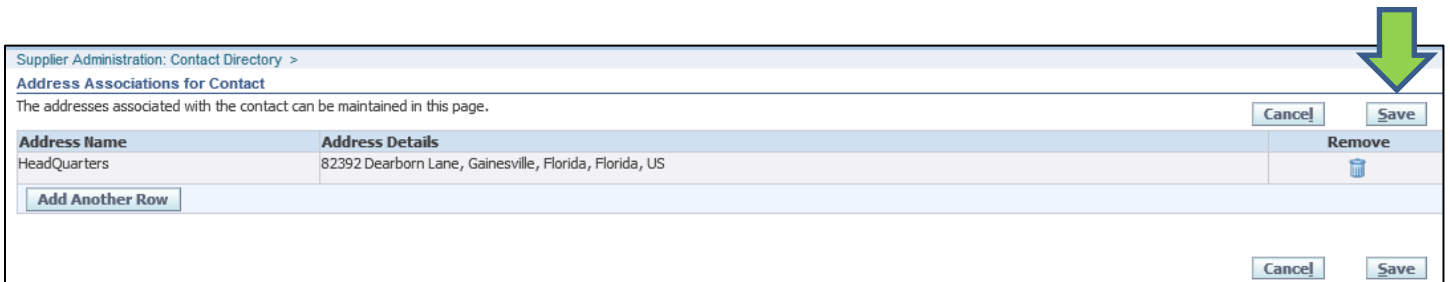
21. The **Supplier Portal** displays the **Update** icon as disabled.
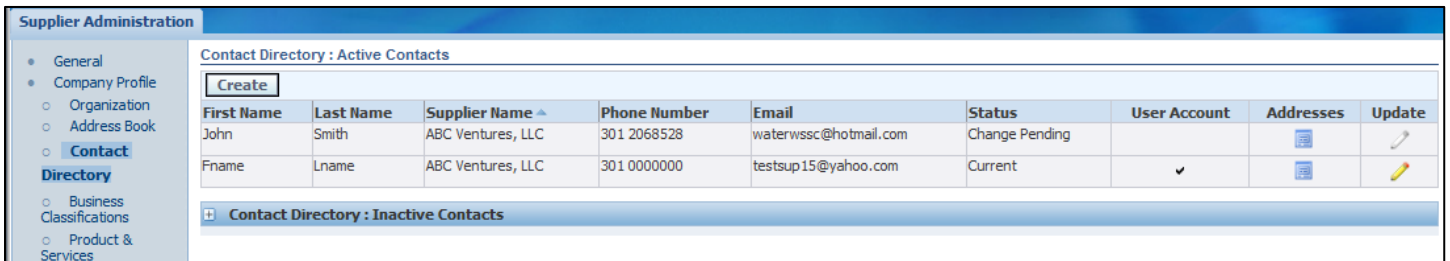
22. To provide Classification information, select the **Business Classification** link.

23. Select the applicable <u>Classification types</u> by selecting the relevant <u>checkbox</u> with the **Applicable** field for the classification types. The **Status** of the Classification type is <u>ADD</u> for newly added classifications by the Supplier until approved by WSSC. The **Status** is <u>Approved</u> for all Classifications approved by WSSC.

24. Provide the **Certificate Number** and **Expiration Date** information as applicable.

25. Select the **Save** button to save the information.

5   Download Solicitation

This section describes the steps that a Supplier needs to follow to download a Solicitation based on whether the Solicitation is a Registered Supplier or a Prospective Supplier.

5.1   Solicitation Download Using Menu Selection

This section describes the steps a <u>Registered Supplier</u> will need to follow to download a Solicitation using the <u>Main Menu selection</u>.

1. To begin the process of downloading the Solicitation, the Supplier should select the **WSSC Sourcing Supplier → Sourcing → Sourcing Home Page** link.

2. The Supplier selects the <u>Solicitation link</u> associated with the **Negotiation Number** field.

3. The **Supplier Portal** displays the Solicitation information.

4. To download the Solicitation, the Supplier selects the Printable View option with the **Actions** field and then selects the **Go** button.

5. The **Supplier Portal** displays the **Open**, **Save** and **Cancel** options. To download a copy of the Solicitation, the Supplier selects the **Save** option. To view a copy of the Solicitation, the Supplier selects the **Open** option. To decline proceeding with the download of the Solicitation, the Supplier selects the **Cancel** option.

5.2   Solicitation Download Using Notification

This section describes the steps a <u>Registered Supplier</u> will need to follow to download a Solicitation using the <u>notification</u> inviting the Supplier to participate in the Solicitation.

1. To begin the process of downloading the Solicitation, the Supplier should select the <u>Notification link</u> used to invite the Supplier in the **Worklist** section.

2. The **Supplier Portal** displays the notification information.

3. The Supplier selects the **Negotiation Details** link.

4. The **Supplier Portal** displays the **Notification Details** page.

5. To download the Solicitation, the Supplier selects the <u>Printable View</u> option with the **Actions** field and then selects the **Go** button.

6. The **Supplier Portal** displays the **Open**, **Save** and **Cancel** options. To <u>download</u> a copy of the Solicitation, the Supplier selects the **Save** option. To <u>view</u> a copy of the Solicitation, the Supplier selects the **Open** option. To <u>decline</u> proceeding with the download of the Solicitation, the Supplier selects the **Cancel** option.

5.3   Access Solicitation Abstract

This section describes the steps a <u>Prospective Supplier</u> will need to follow to obtain access to a Solicitation. Any Supplier irrespective of whether they are registered or not registered with WSSC will be able to view all WSSC Solicitation Abstracts.

1. Any Supplier (Registered or Prospective) or person can view an Abstract of all Solicitations by accessing the WSSC Abstract page: <u>https://onesource.wsscwater.com/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE</u>.

2. The Abstract page displays abstracts for all WSSC Solicitations.

Abstracts			Status All ▾ Go			
					⊙ Previous 1-10 ▾ Next 10 ⊗	
Negotiation Number	**Negotiation Type**	**Title**	**Open Date**	**Close Date**	**Award Date**	**Details**
82	RFQ	Moving and Hauling of Filter Media Moving and Hauling Services	03-NOV-2015 10:57:57	30-NOV-2015 10:52:15		∞
67	RFQ	Temporary Personnel Services		05-DEC-2015 14:00:00		∞
68	Auction	Rental of Equipment and Tools		31-DEC-2015 15:49:40		∞
69	RFI	GIS Based Collaboration Software		31-DEC-2015 16:02:55		∞
29	RFQ	Moving and Hauling of Filter Media Moving and Hauling Services	07-OCT-2015 12:24:31	05-JAN-2016 11:32:21		∞
49	Auction	Residual Management		31-JAN-2016 14:00:00		∞
12	RFI	Good and Supplies Test RFQu				∞
14	RFQ	Ductile Iron Pipe				∞
37	RFQ	Water and Sewer Main Repairs	08-OCT-2015 19:08:45	22-OCT-2015 18:53:24		∞
13	RFQ	Emergency Water and Sewer Main Repairs	07-OCT-2015 15:40:43	27-OCT-2015 14:34:11	24-NOV-2015 14:34:02	∞
				⊙ Previous 1-10 ▾ Next 10 ⊗		
						Login

3. To view Abstracts which are active, select the <u>Active</u> option with the **Status** field and select the **Go** button. The Supplier can also view Solicitation Abstracts which are <u>Closed</u>, <u>Awarded</u>, <u>Cancelled</u> or <u>Preview</u> by selecting the option with the **Status** field and selecting the **Go** button.

4. To view details of an Abstract, select the **Details** icon with the Abstract.

						Lo
Abstracts			Status Active ▾ Go			
Negotiation Number	**Negotiation Type**	**Title**	**Open Date**	**Close Date**	**Award Date**	**Detail**
82	RFQ	Moving and Hauling of Filter Media Moving and Hauling Services	03-NOV-2015 10:57:57	30-NOV-2015 10:52:15		∞
						Login

5. The **Supplier Portal** displays the details of the Solicitation Abstract.

6. To download a Solicitation, a <u>Registered</u> Supplier must select the **Login** button and proceed to <u>login</u> at the **Supplier Portal**'s login page: https://onesource.wsscwater.com/

7. To <u>download</u> a Solicitation, a <u>Prospective</u> Supplier must proceed to <u>register</u> at the WSSC Prospective Supplier page: https://onesource.wsscwater.com/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?ouid=BDB7AF1018A39E4A.


Form Details (Abstract): RFQ 82				Login
		Status **Active**		

Abstract

Negotiation Number	**82**		Open Date	**03-NOV-2015 10:57:57**
Negotiation Type	**RFQ**		Close Date	**30-NOV-2015 10:52:15**
Title	**Moving and Hauling of Filter Media Moving and Hauling Services**		Award Date	
Description	**Moving and Hhauling of Filterd Media**			

Cover Sheet

Contract Adminnistrator	**Qadri, Reema H**		Site Inspection Location	**Potomac Water Filtration Plant**
Phone	**301-206-8217**		Pre-Solicitation Meeting	**Y**
E-mail	**Reema.Qadri@wsscwater.com**		Pre-Solicitation Meeting Date & Time	**25-Jan-2013 10:44:45**
Site Inspection	**Y**		Pre-Solicitation Meeting Location	**Potomac Water Filtration Plant**
Site Inspection Date & Time	**25-Jan-2013 10:43:40**			

Appendix A

Appendix A Forms	**Y**

Appendix B

Performance Bond	**Y**	Labor and Material Payment Bond	**Y**

Appendix C

Pricing Page	**Y**	References Form	**Y**
Signature Page	**Y**	Statement of Bidder's Qualification's Form	**Y**
Contract Certification Affidavit	**Y**	Metropolitan Council of Governments Rider Clause	**Y**

Return to Abstracts   Login

8. The Supplier will be directed to the **Supplier Portal**'s login page.

9. To download a Solicitation, the Registered Supplier provides login information.
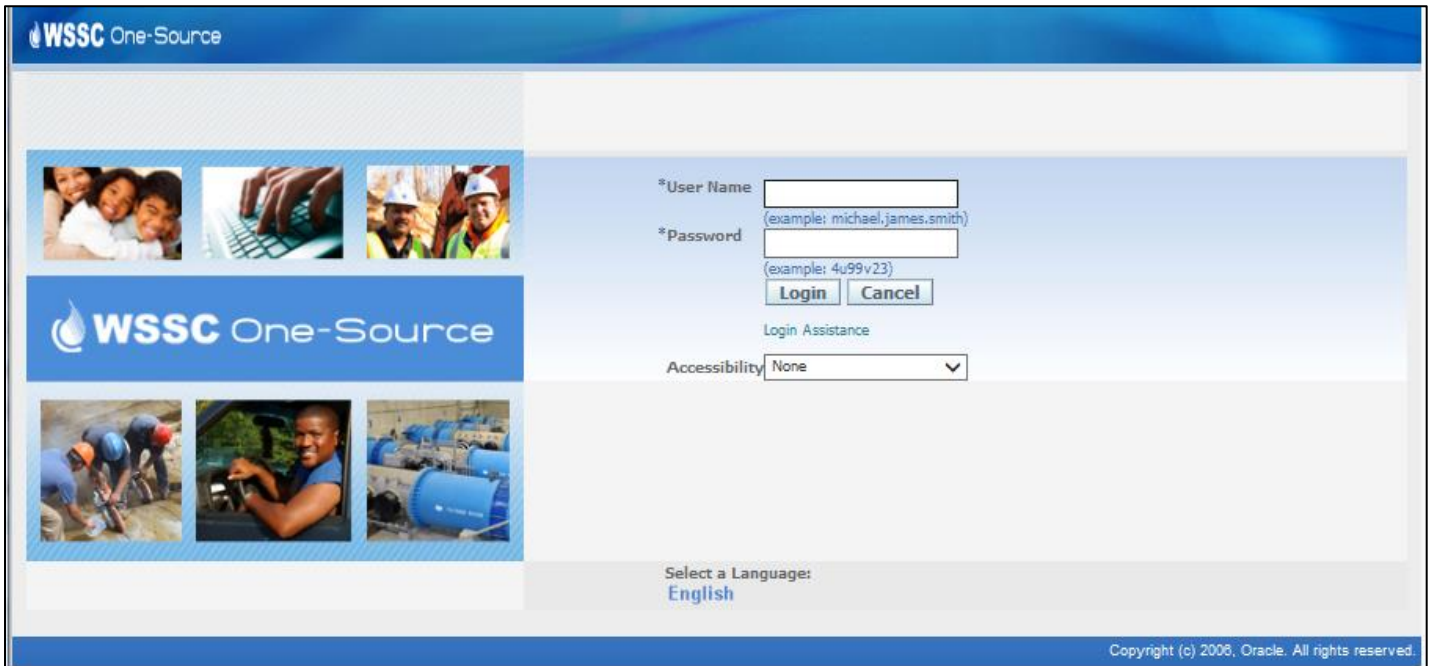
10. The Registered Supplier selects the **WSSC Sourcing Supplier → Sourcing → Sourcing Home Page** menu item.
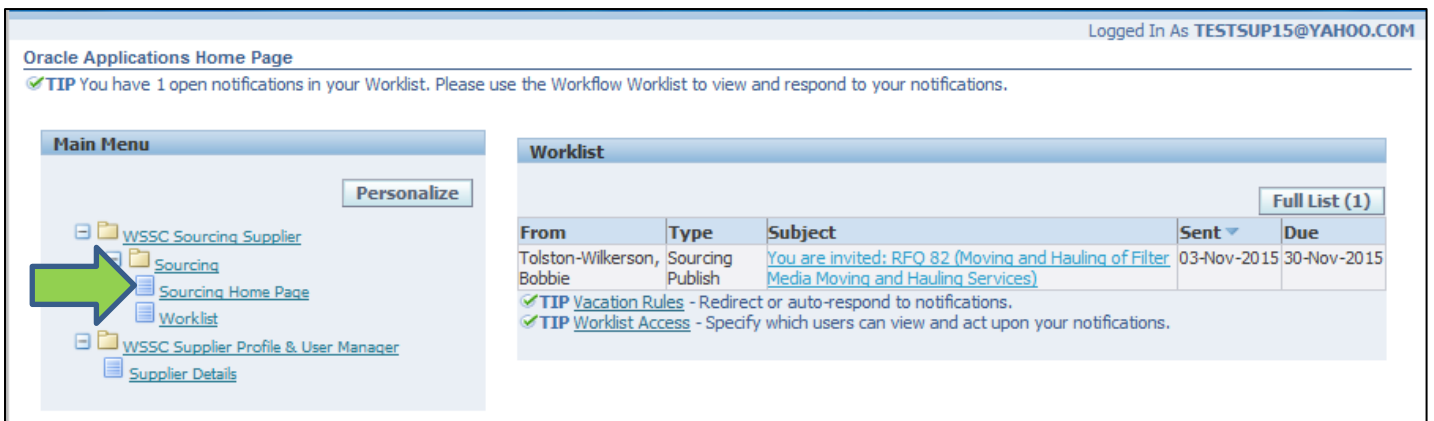
11. The **Supplier Portal** displays the **Negotiations** page with Solicitations the Registered Supplier has been invited to participate in by WSSC in the **Your Company's Open Invitations** section.

12. To search for a Solicitation, the Registered Supplier selects the **Go** button.

13. The Registered Supplier provides search criteria and selects the **Go** button.

14. The **Supplier Portal** displays active Solicitations matching the search criteria.

15. To download the Solicitation, the Registered Supplier selects the Solicitation link with the **Number** field of the corresponding Solicitation.

16. To <u>download</u> a Solicitation a <u>Prospective</u> Supplier must proceed to <u>register</u> at the WSSC's Supplier Registration page:

https://onesource.wsscwater.com/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?ouid=BDB7AF1018A39E4A.