

WASHINGTON SUBURBAN SANITARY COMMISSION

Supplier Guide for Supplier Registration and Solicitation Access

WSSC Supplier Portal

11/9/2015

Supplier Guide for Supplier Registration and Solicitation Access

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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.

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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)

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3 Register with WSSC

3.1 Provide Supplier Information

This section describes the steps to be followed by a Prospective Supplier 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?oid=BDB7AF1018A39E4A.

3.2 Provide Basic Information – Step 1 of Registration Process

1. The first of 4 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. W9 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.

The screenshot displays the 'Prospective Supplier Registration' form in the 'Basic Information' section of the 'iSupplier Portal'. The form is titled 'Step 1 of 4' and includes a 'Next' button. A green arrow points to the 'Basic Information' tab, and another green arrow points to the 'Next' button. A red bracket highlights the 'Company Details' and 'Contact Information' sections, with a note: 'W9 required for approval. Certificate of Insurance (COI) can be attached at the option of the supplier or as requested.' The 'Company Details' section includes fields for: * Company Name (Water Consultant Services), * Tax Country (United States), Tax Registration Number (VAT), * Taxpayer ID (234567890), and DUNS Number. The 'Contact Information' section includes fields for: * Email (wsscwater@wsscwater.com), * First Name (John), * Last Name (Smith), * Phone Area Code (301), * Phone Number (206), and Phone Extension (2222). A red asterisk indicates required fields. A search icon is visible next to the Tax Country dropdown. The form is titled 'Step 1 of 4' and includes a 'Next' button. A 'Close' button is located at the top right of the portal header.

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

Search and Select: Tax Country

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

Results

Select	Quick Select	Country Name	Country Code
<input type="radio"/>		Tanzania, United Republic of	TZ
<input type="radio"/>		United Arab Emirates	AE
<input type="radio"/>		United Kingdom	GB
<input type="radio"/>		United States	US
<input type="radio"/>		United States Minor Outlying Islands	UM

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

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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.

WSSC One-Source iSupplier Portal

Close

Basic Information **Company Details** Additional Information Attach

Prospective Supplier Registration: Additional Details

At least one Purchasing Address is required for registration approval

Save For Later Back Step 2 of 4 Next

Company Name: **WSSC Sanitary Company**
 Tax Country: **United States**
 Tax Registration Number:
 Taxpayer ID: **232412434**
 DUNS Number:
 Note to Buyer:
 Note to Supplier:

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	301-2068528	waterwssc@hotmail.com	✓		

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Expiration Date
Hub Zone	<input type="checkbox"/>			
Minority Owned	<input type="checkbox"/>	<input type="text"/>		
Regular-disabled Owned	<input type="checkbox"/>			
Service-disabled Veteran Owned	<input type="checkbox"/>			
Veteran Owned	<input type="checkbox"/>			
WSSC-Approved SLBE Firm	<input type="checkbox"/>			
Women Owned	<input type="checkbox"/>			

TIP Date format example: 20-Oct-2015

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

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- 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.
- Select the **Apply** button.

Create Address
* Indicates required field

* Address Name: HeadQuarters
Country: United States
* Address Line 1: 14591 Sweitzer Lane
Address Line 2:
Address Line 3:
Address Line 4:
* City/Town/Locality: Baltimore
* County: Baltimore
* State/Region: MD
Province:
* Postal Code: 23123

Phone Area Code: 301
Phone Number: 3435445
Fax Area Code:
Fax Number:
Email Address:
 Purchasing Address
 Payment Address
 RFQ Only Address

Buttons: Cancel, Apply (top right), Cancel, Apply (bottom right)

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

Address Book
At least one entry is required.
Create

Address Name	Address Details	Purpose	Update	Delete
HeadQuarters	14591 Sweitzer Lane, Baltimore MD 23123 United States	Purchasing		

- The Supplier selects the relevant business classifications in the **Business Classifications** section and provides the corresponding Certificate Number and Expiration Date information where applicable.

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Expiration Date
Hub Zone	<input type="checkbox"/>			
Minority Owned	<input type="checkbox"/>	Asian American	13231413	24-Nov-2016 12:02:1 x
Regular-disabled Owned	<input type="checkbox"/>			
Service-disabled Veteran Owned	<input type="checkbox"/>			
Veteran Owned	<input type="checkbox"/>			
WSSC-Approved SLBE Firm	<input checked="" type="checkbox"/>			
Women Owned	<input checked="" type="checkbox"/>			

TIP Date format example: 20-Oct-2015

- The Supplier provides the NAICS Code information for the Products and Services the Supplier is interested in being notified.
- The Supplier selects the **Create** button.

Products and Services
At least one entry is required.
Create

Code	Products and Services	Delete
No results found.		

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

Add Products and Services : (WSSC Sanitary Company)

Browse All Products & Services
 Search for Specific Code and Product

Cancel Apply

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
11	Agriculture, Forestry, Fishing and Hunting		<input type="checkbox"/>
21	Mining, Quarrying, and Oil and Gas Extraction		<input type="checkbox"/>
22	Utilities		<input type="checkbox"/>
23	Construction		<input type="checkbox"/>
31	Manufacturing		<input type="checkbox"/>
32	Manufacturing		<input type="checkbox"/>
33	Manufacturing		<input type="checkbox"/>
42	Wholesale Trade		<input type="checkbox"/>
44	Retail Trade		<input type="checkbox"/>
45	Retail Trade		<input type="checkbox"/>

Previous 1-10 Next 10

- 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

Return to Parent Category

Code	Products and Services	View Sub-Categories	Applicable
236	Construction of Buildings		<input type="checkbox"/>
237	Heavy and Civil Engineering Construction		<input type="checkbox"/>
238	Specialty Trade Contractors		<input type="checkbox"/>

- 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

Return to Parent Category

Code	Products and Services	View Sub-Categories	Applicable
236115	New Single-Family Housing Construction (except For-Sale Builders)		<input type="checkbox"/>
236116	New Multifamily Housing Construction (except For-Sale Builders)		<input type="checkbox"/>
236117	New Housing For-Sale Builders		<input type="checkbox"/>
236118	Residential Remodelers		<input type="checkbox"/>
236210	Industrial Building Construction		<input checked="" type="checkbox"/>
236220	Commercial and Institutional Building Construction		<input type="checkbox"/>

- 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	

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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.

The screenshot displays the 'Supplier Profile Attributes' form, specifically the 'Additional Information' section. The form is divided into several sections: 'Additional Info', 'Women Owned', and 'Small Local Business'. The 'Additional Info' section contains the following fields: '* Business Type' (Construction Service), '* Organization Type' (Limited Liability Corporation), '* 1099 Reportable' (Yes), and '* Primary NAICS Code' (237310). The 'Women Owned' section contains '* Certifying Agency' (D.C. Department of Small and Local Business Development) and '* Ethnicity' (Asian (Not Hispanic or Latino)). The 'Small Local Business' section contains 'Gender' (Male) and 'Ethnicity' (Asian (Not Hispanic or Latino)). The form includes a 'Save For Later' button, a 'Back' button, and a 'Next' button. The 'Next' button is highlighted with a green arrow. A green arrow also points to the 'Additional Information' tab at the top of the form. Another green arrow points to the search icon next to the Primary NAICS Code field.

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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.











Search and Select: Primary NAICS Code

Search

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

Search By:

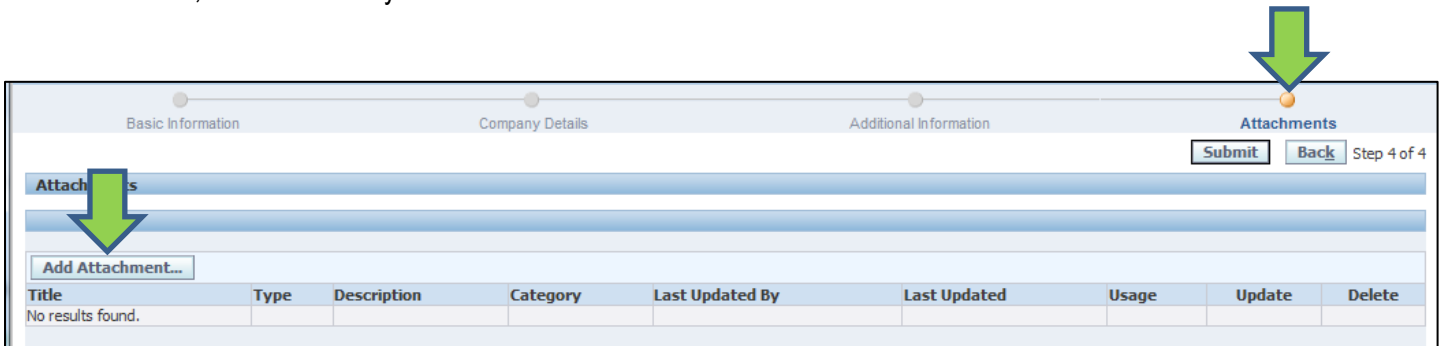
Results

Select	Quick Select	Display Name	Description
<input type="radio"/>		212321	Construction Sand and Gravel Mining
<input type="radio"/>		236115	New Single-Family Housing Construction (except For-Sale Builders)
<input type="radio"/>		236116	New Multifamily Housing Construction (except For-Sale Builders)
<input type="radio"/>		236210	Industrial Building Construction
<input type="radio"/>		236220	Commercial and Institutional Building Construction
<input type="radio"/>		237110	Water and Sewer Line and Related Structures Construction
<input type="radio"/>		237120	Oil and Gas Pipeline and Related Structures Construction
<input type="radio"/>		237130	Power and Communication Line and Related Structures Construction
<input type="radio"/>		237310	Highway, Street, and Bridge Construction
<input type="radio"/>		237990	Other Heavy and Civil Engineering Construction

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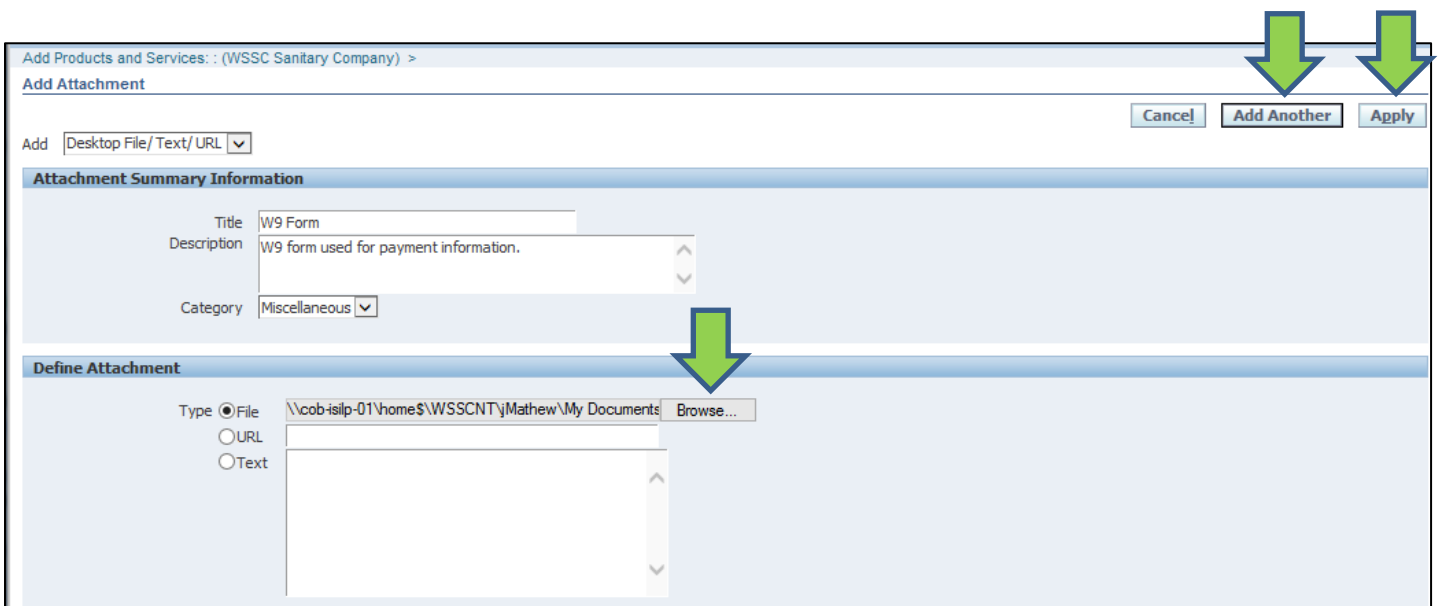
3.5 Provide Attachments – Step 4 of Registration Process

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.



The screenshot shows a progress bar with four steps: Basic Information, Company Details, Additional Information, and Attachments. The Attachments step is selected and highlighted. Below the progress bar, there are 'Submit' and 'Back' buttons, and 'Step 4 of 4' is indicated. A green arrow points to the 'Attachments' step in the progress bar. Below the progress bar, there is a section titled 'Attachments' with an 'Add Attachment...' button. A green arrow points to this button. Below the button is a table with the following columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently contains one row with the text 'No results found.'

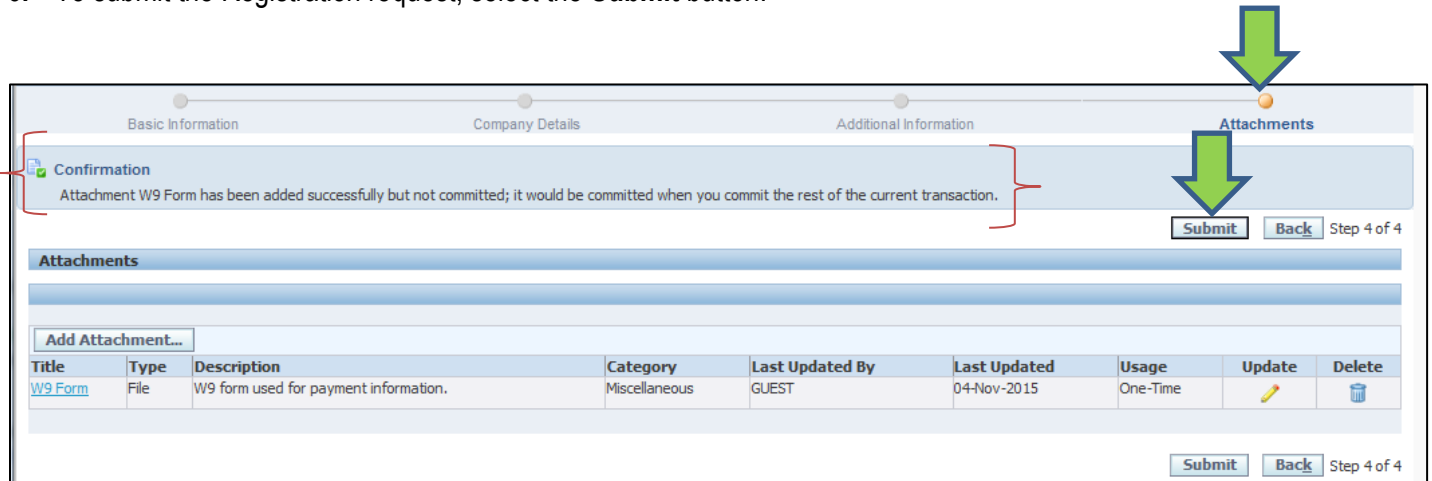
3. To add the Attachment, select the appropriate **Type** option of File, URL or Text and provide the information. Select the **Browse** button to browse to the location of the document being attached.
4. To add additional documents, select the **Add Another** button and repeat step 3 or select the **Apply** button to add the document and repeat steps 2 through 4 to add additional documents.



The screenshot shows the 'Add Attachment' form. At the top, there is a breadcrumb 'Add Products and Services: (WSSC Sanitary Company) >' and the title 'Add Attachment'. There are 'Cancel', 'Add Another', and 'Apply' buttons. Below this is a dropdown menu for 'Add' with 'Desktop File/ Text/ URL' selected. The form is divided into two sections: 'Attachment Summary Information' and 'Define Attachment'. In the 'Attachment Summary Information' section, there are fields for 'Title' (W9 Form), 'Description' (W9 form used for payment information.), and 'Category' (Miscellaneous). In the 'Define Attachment' section, there are radio buttons for 'File', 'URL', and 'Text'. The 'File' radio button is selected. There is a text input field containing the path '\\cob-islp-01\home\$\WSSCNT\Mathew\My Documents' and a 'Browse...' button. A green arrow points to the 'Browse...' button. At the top right of the form, two green arrows point to the 'Add Another' and 'Apply' buttons.

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5. The **Supplier Portal** displays a notification confirming the successful adding of the Attachment.
6. To submit the Registration request, select the **Submit** button.

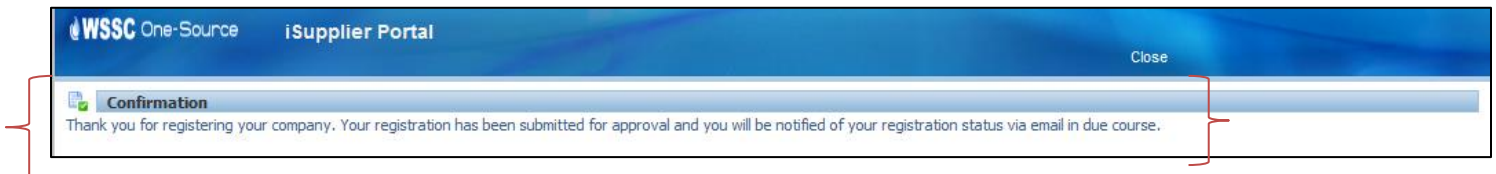


The screenshot shows the 'Attachments' tab in the Supplier Portal. A confirmation message is displayed: 'Attachment W9 Form has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.' Below the message are 'Submit' and 'Back' buttons. A table lists the attached files:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
W9 Form	File	W9 form used for payment information.	Miscellaneous	GUEST	04-Nov-2015	One-Time		

At the bottom right, there are 'Submit' and 'Back' buttons and the text 'Step 4 of 4'. Two green arrows point to the 'Submit' button and the 'Attachments' tab header.

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 reviewed and approved.



The screenshot shows the 'WSSC One-Source iSupplier Portal' header. A confirmation message is displayed: 'Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.' A 'Close' button is visible in the top right corner of the notification area.


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3.6 Notify Supplier of Registration

1. On approval by WSSC, the Supplier will receive a email notification 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.

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

WSSC One-Source

*User Name (example: michael.james.smith)

*Password (example: 4u99v23)

Login Cancel

Login Assistance

Accessibility None

Select a Language: English

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.

Change Password

* Current Password

* New Password

* Re-enter New Password

Password must be at least 5 characters long.

Submit Cancel

* Indicates required field

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.

The screenshot shows the WSSC One-Source E-Business Suite interface. The top navigation bar includes 'WSSC One-Source E-Business Suite', 'Favorites', 'Logout', and 'Preferences'. The user is logged in as 'TESTSUP15@YAHOO.COM'. The main content area is divided into a 'Main Menu' and a 'Worklist'. In the 'Main Menu', a green arrow points to the 'Supplier Details' link under the 'WSSC Supplier Profile & User Manager' folder. In the 'Worklist', a green arrow points to the 'Logout' link in the top right corner. The 'Worklist' table shows a notification from 'Tolston-Wilkerson, Bobbie' with the subject 'You are invited: RFO 82 (Moving and Hauling of Filter Media Moving and Hauling Services)'.

4.2 Update General Information

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

The screenshot shows the 'Supplier Administration' application. The left-hand navigation menu has a green arrow pointing to the 'General' link. The main content area displays the 'General' page with the following information:

General	
Organization Name	ABC Ventures, LLC
Supplier Number	280
Parent Supplier Name	
Parent Supplier Number	
DUNS Number	007777777
Tax Registration Number	
Taxpayer ID	123456789
Country of Tax Registration	

Below the general information, there are sections for 'Attachments', 'Search', and 'Add Attachment...'. The 'Search' section includes a search box and a 'Go' button. The 'Add Attachment...' section includes a table with the following columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.'

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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.

The screenshot displays the 'Supplier Administration' interface. On the left is a navigation menu with 'General' selected. The main content area shows the 'General' tab for 'ABC Ventures, LLC' with fields for Organization Name, Supplier Number (280), Parent Supplier Name, Parent Supplier Number, DUNS Number (00777777), Tax Registration Number, Taxpayer ID (123456789), and Country of Tax Registration. Below this is the 'Attachments' section with a search bar and an 'Add Attachment...' button. A green arrow points to the 'Add Attachment...' button. A dialog box titled 'Add Attachment' is open, showing a dropdown menu for 'Attachment Type' with 'File', 'Url', and 'Text' options. A red bracket highlights the 'File' option. The dialog also includes fields for 'Title', 'Category' (set to 'From Supplier'), and 'Text'. At the bottom of the dialog are 'Save', 'Add Another', and 'Cancel' buttons. A table with columns 'Last Updated', 'Usage', 'Update', 'Delete', and 'Publish to Catalog' is partially visible in the background.

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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.

The screenshot shows the 'Supplier Administration' interface. On the left is a navigation menu with 'Organization' selected. The main area is titled 'Organization' and has tabs for 'Overview', 'Additional Info', 'Minority Owned', 'Women Owned', and 'Small Local Business'. The 'Overview' tab is active, showing three sections: 'Organization', 'Total Employees', and 'Tax and Financial Information'. The 'Organization' section includes fields for D-U-N-S Number (007777777), Legal Structure, Principal Name, Year Established, Incorporation Year, Control Year, Mission Statement, Chief Executive Name, Chief Executive Title, and Principal Title. The 'Total Employees' section has fields for Organization Total, Corporate Total, and their respective types. The 'Tax and Financial Information' section includes Taxpayer ID (123456789), Tax Registration Num, Fiscal Year End, Analysis Year, Currency Preference, Annual Revenue, and Potential Revenue. A search icon is present next to the Currency Preference field. Red brackets on the right side group these sections. A green arrow points to the 'Organization' link in the navigation menu.

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.

The screenshot shows the 'Supplier Administration' interface with the 'Additional Info' tab selected. The 'Organization' section is visible, showing fields for Business Type (Professional Service), Primary NAICS Code (541512), Organization Type (Limited Liability Corporation), and 1099 Reportable (No). A search icon is next to the Primary NAICS Code field. Red brackets on the right side group these fields. A green arrow points to the search icon. Another green arrow points to the 'Additional Info' tab.

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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 [v] %const Go

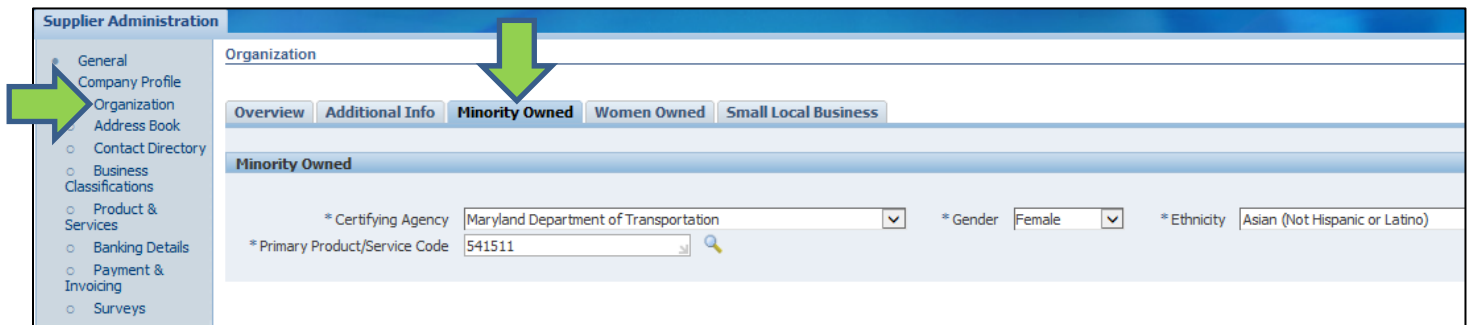
Results

Previous 1-15 [v] Next 15

Select	Quick Select	Display Name	Description
<input type="radio"/>		212321	Construction Sand and Gravel Mining
<input type="radio"/>		236115	New Single-Family Housing Construction (except For-Sale Builders)
<input type="radio"/>		236116	New Multifamily Housing Construction (except For-Sale Builders)
<input type="radio"/>		236210	Industrial Building Construction
<input type="radio"/>		236220	Commercial and Institutional Building Construction
<input type="radio"/>		237110	Water and Sewer Line and Related Structures Construction
<input type="radio"/>		237120	Oil and Gas Pipeline and Related Structures Construction
<input type="radio"/>		237130	Power and Communication Line and Related Structures Construction

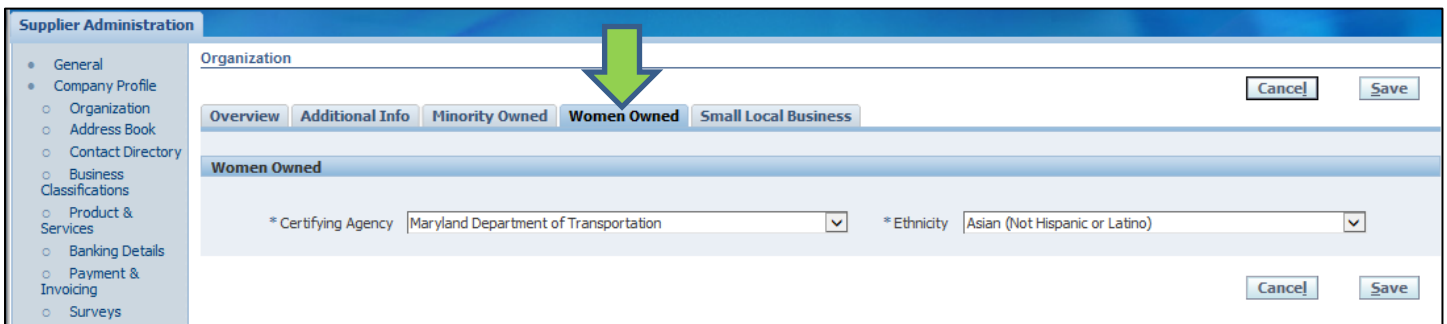
Supplier Guide for Supplier Registration and Solicitation Access

- The **Supplier Portal** will display as tabs for each Business Classification entered by the Supplier during the Registration process.
- Select the **Minority Owned** tab to provide the Certifying Agency, Gender, Ethnicity and Primary Product/Service Code information of the **Organization** page.



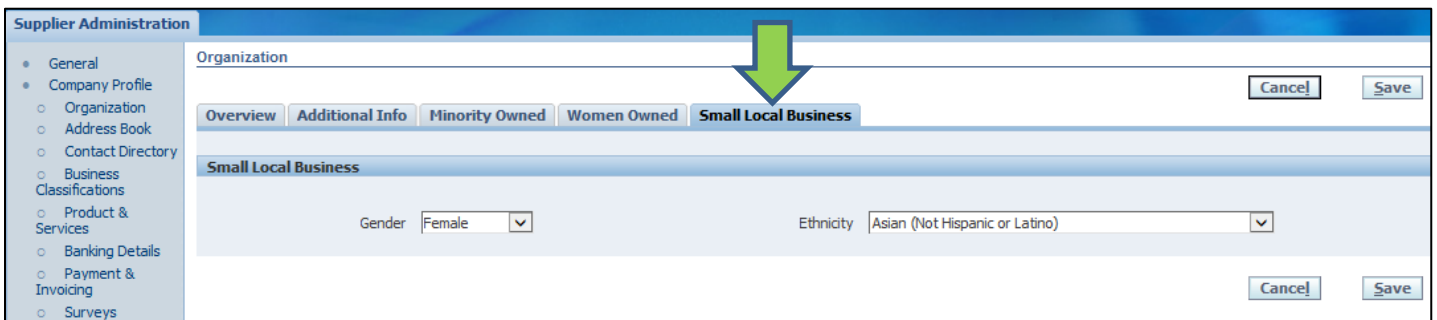
The screenshot shows the 'Supplier Administration' interface. On the left is a navigation menu with 'Organization' selected. The main area is titled 'Organization' and has tabs for 'Overview', 'Additional Info', 'Minority Owned', 'Women Owned', and 'Small Local Business'. The 'Minority Owned' tab is active. Below the tabs, there are three dropdown menus: '* Certifying Agency' (Maryland Department of Transportation), '* Gender' (Female), and '* Ethnicity' (Asian (Not Hispanic or Latino)). There is also a text input field for '* Primary Product/Service Code' containing '541511'. A green arrow points to the 'Minority Owned' tab.

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



The screenshot shows the 'Supplier Administration' interface. The 'Women Owned' tab is now selected. The main area shows the 'Women Owned' section with two dropdown menus: '* Certifying Agency' (Maryland Department of Transportation) and '* Ethnicity' (Asian (Not Hispanic or Latino)). There are 'Cancel' and 'Save' buttons on the right. A green arrow points to the 'Women Owned' tab.

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



The screenshot shows the 'Supplier Administration' interface. The 'Small Local Business' tab is now selected. The main area shows the 'Small Local Business' section with two dropdown menus: 'Gender' (Female) and 'Ethnicity' (Asian (Not Hispanic or Latino)). There are 'Cancel' and 'Save' buttons on the right. A green arrow points to the 'Small Local Business' tab.

Supplier Guide for Supplier Registration and Solicitation Access

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

Supplier Administration

- General
- Company Profile
- Organization
- Address Book**
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

Address Book

Create

Address Name	Address Details	Country	Update	Remove
Business	9520 Berger Road Ste 107 Columbia, MD 21046	United States		

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

Supplier Administration: Address Book >

Create Address

* Indicates required field

Supplier Name **ABC Ventures, LLC**

Supplier Number **280**

* Address Name

Country

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality

* County

* State/Region

Province

* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

RFQ Only Address

Cancel Save

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

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

Supplier Administration

- General
- Company Profile
- Organization
- Address Book**
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

Confirmation

HeadQuarters has been added to your Address Book.

Address Book

Create

Address Name	Address Details	Country	Update	Remove
Business	9520 Berger Road Ste 107 Columbia, MD 21046	United States		
HeadQuarters	82392 Dearborn Lane Gainesville, Florida 10219	United States		

Supplier Guide for Supplier Registration and Solicitation Access

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

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory**
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Contact Directory : Active Contacts

Create

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
Fname	Lname	ABC Ventures, LLC	301 0000000	testsup15@yahoo.com	Current	✓		

Contact Directory : Inactive Contacts

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

Supplier Administration

Supplier Administration: Contact Directory >

Add Contact

* Indicates required field

Contact Title

* First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

* Email Address

Url

* Phone Area Code

* Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date

Cancel **Apply**

User Account

Create User Account for this Contact

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.

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory**
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Contact Directory : Active Contacts

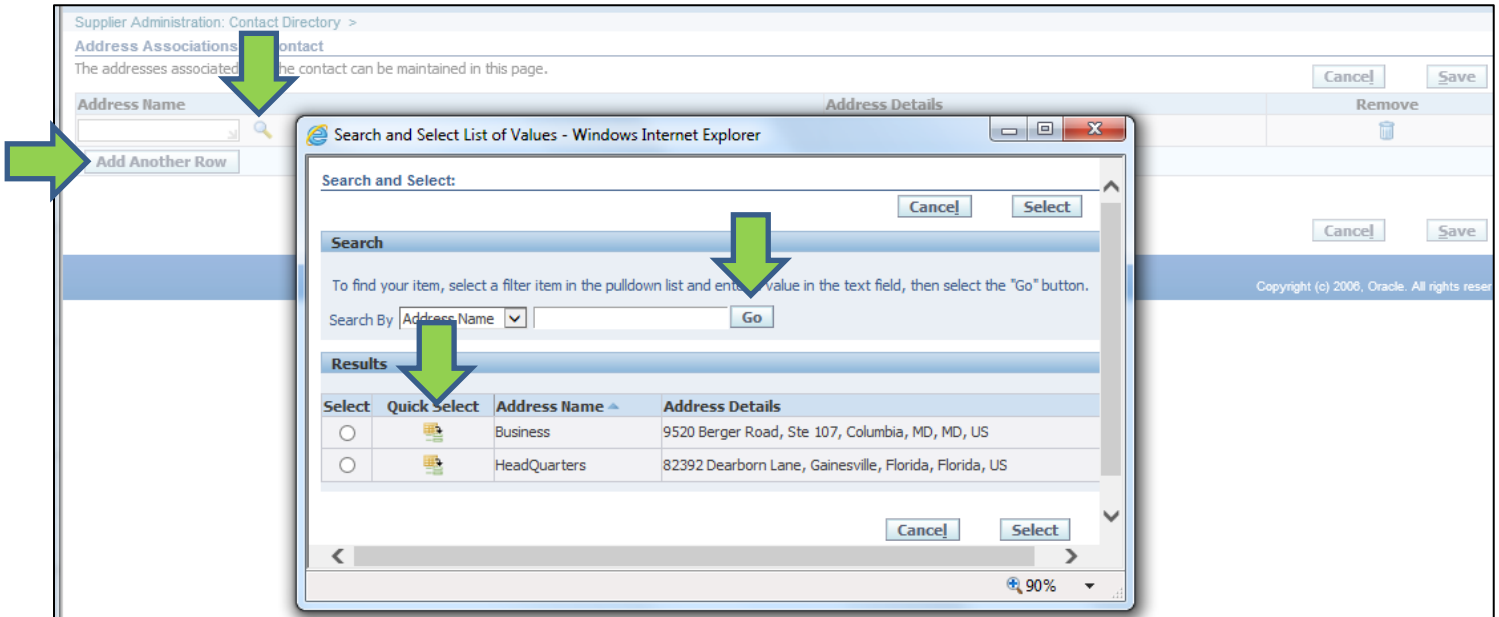
Create

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
John	Smith	ABC Ventures, LLC	301 2068528	waterwssc@hotmail.com	Current			
Fname	Lname	ABC Ventures, LLC	301 0000000	testsup15@yahoo.com	Current	✓		

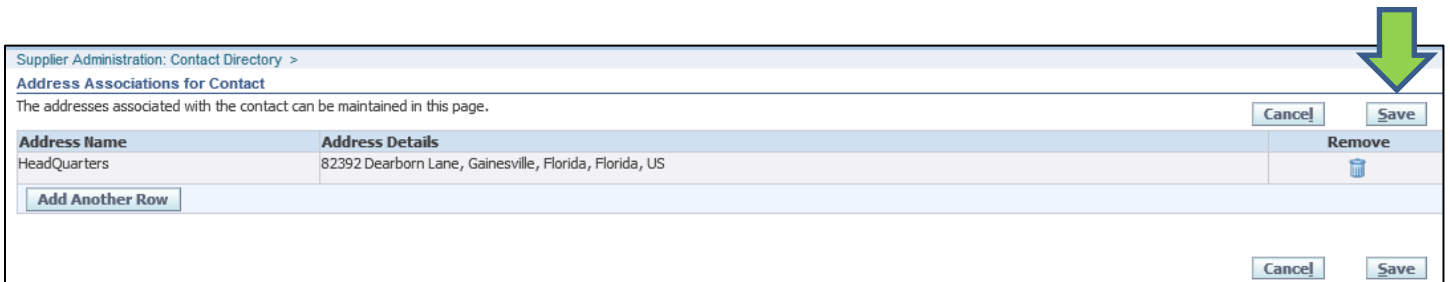
Contact Directory : Inactive Contacts

Supplier Guide for Supplier Registration and Solicitation Access

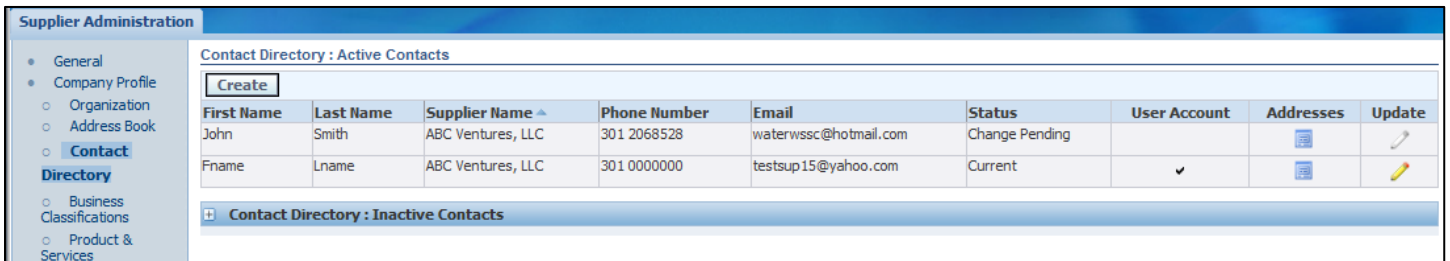
18. To search for a business address, select the **Add Another Row** button and then select the **Search** icon.
19. Select the **Go** button in the Search window and select the **Quick Select** icon with the relevant address.



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.



Supplier Guide for Supplier Registration and Solicitation Access

22. To provide Classification information, select the **Business Classification** link.
23. Select the applicable Classification types by selecting the relevant checkbox with the **Applicable** field for the classification types. The **Status** of the Classification type is ADD for newly added classifications by the Supplier until approved by WSSC. The **Status** is Approved 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.

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
- Business**
 - Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Confirmation
Your classifications have been saved.

Business Classifications Cancel Save

Certification
 I certify that I have reviewed the classification below and they are current and accurate.
Last Certified **12-Aug-2015** By **Fname Lname**

TIP Date format example: 20-Oct-2015

Classification	Applicable	Minority Type	Certificate Number	Expiration Date	Status
Hub Zone	<input type="checkbox"/>				
Minority Owned	<input checked="" type="checkbox"/>	Asian-Pacific American	08-417	15-Jul-2017	APPROVED
Regular-disabled Owned	<input type="checkbox"/>				
Service-disabled Veteran Owned	<input checked="" type="checkbox"/>				ADD
Veteran Owned	<input type="checkbox"/>				
WSSC-Approved SLBE Firm	<input checked="" type="checkbox"/>			24-Jul-2017	APPROVED
Women Owned	<input checked="" type="checkbox"/>		08-417		APPROVED

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 Registered Supplier will need to follow to download a Solicitation using the Main Menu selection.

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

The screenshot displays the WSSC One-Source E-Business Suite interface. The top navigation bar includes the WSSC logo, 'One-Source E-Business Suite', 'Favorites', and 'Logout Preferences'. The user is logged in as TESTSUP15@YAHOO.COM. Below the navigation bar, there is a notification: 'Oracle Applications Home Page' and a tip: 'TIP You have 1 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.'

The interface is divided into two main sections: 'Main Menu' and 'Worklist'.

Main Menu: This section contains a 'Personalize' button and a tree view of navigation options. A green arrow points to the 'Sourcing Home Page' link under the 'Sourcing' folder.

Worklist: This section displays a table of notifications. A green arrow points to the 'Subject' column header. The table contains one notification:

From	Type	Subject	Sent	Due
Tolston-Wilkerson, Bobbie	Sourcing Publish	You are invited: RFO 82 (Moving and Hauling of Filter Media Moving and Hauling Services)	03-Nov-2015	30-Nov-2015

Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

Supplier Guide for Supplier Registration and Solicitation Access

2. The Supplier selects the Solicitation link associated with the **Negotiation Number** field.

The screenshot shows the WSSC One-Source Sourcing interface. At the top, there is a search bar for 'Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. Below the search bar, there is a 'Welcome, Fname Lname.' message. The main content area is divided into several sections:

- Your Active and Draft Responses**: A section with a 'Full List' button and a message: 'Press Full List to view all your company's responses.'
- Your Company's Invitation Invitations**: A section with a 'Full List' button and a table of negotiations.
- Quick Links**: A section with two columns: 'Manage' and 'View Responses'.

The table in the 'Your Company's Invitation Invitations' section has the following data:

Supplier Site	Negotiation Number	Title	Type	Time Left
Business	82	Moving and Hauling of Filter M...	RFQ	26 days 23 hours

A green arrow points to the '82' in the 'Negotiation Number' column of the first row. Red brackets are drawn around the 'Business' and '82' cells.

The 'Quick Links' section contains the following links:

- Manage**
 - [Drafts](#)
 - [Deliverables](#)
 - [Personal Information](#)
- View Responses**
 - [Active](#)
 - [Disqualified](#)
 - [Awarded](#)
 - [Rejected](#)

Supplier Guide for Supplier Registration and Solicitation Access

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

WSSC One-Source Sourcing Home Logout Preferences

Navigator Favorites

Negotiations

Negotiations > RFQ: 82

Actions Online Discussions

Title **Moving and Hauling of Filter Media**
Moving and Hauling Services

Status **Active (Locked)** Open Date **03-Nov-2015 10:57:57**
 Time Left **26 days 23 hours** Close Date **30-Nov-2015 10:52:15**

Header | Lines | Controls | **Contract Terms**

Buyer **Qadri, Reema** Outcome **Standard Purchase Order**
 Two-Stage RFQ Event
 Quote Style **Sealed**
 Description **Moving and Hauling of Filter Media Moving and Hauling Services**

Terms

Bill-To Address [Potomac](#) Payment Terms **Net 30**
 Ship-To Address [Potomac](#) Carrier
 FOB Freight Terms

Currency

RFQ Currency **USD** Price Precision **Any**

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Appendix A	File	SLMBE	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix B	File	Insurance Requirements	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix C	File	Submission Form	To Supplier	RQADRI	03-Nov-2015	One-Time		
Pricing Page	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Contract Certification Affidavit	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
References	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Bidders Qualifications	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Metropolitan Washington Council of Governments	File		To Supplier	RQADRI	03-Nov-2015	One-Time		

Supplier Guide for Supplier Registration and Solicitation Access

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.

The screenshot displays the WSSC One-Source Sourcing interface. At the top, there is a navigation bar with 'WSSC One-Source Sourcing' and user options like 'Home', 'Logout', and 'Preferences'. Below this, the 'Negotiations' section shows 'RFQ: 82'. The main content area displays details for 'Moving and Hauling of Filter Media Moving and Hauling Services', including status 'Active (Locked)', time left '26 days 23 hours', and dates 'Open Date 03-Nov-2015 10:57:57' and 'Close Date 30-Nov-2015 10:52:15'. A 'Printable View' dropdown menu is open, and a 'Go' button is highlighted. Below this, there are sections for 'Header', 'Terms', 'Currency', and 'Additional Header Attributes (Buyer & Supplier)'. The 'Notes and Attachments' section contains a table of files for download.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Appendix A	File	SLMBE	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix B	File	Insurance Requirements	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix C	File	Submission Form	To Supplier	RQADRI	03-Nov-2015	One-Time		
Pricing Page	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Contract Certification Affidavit	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
References	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Bidders Qualification	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Metropolitan Washington	File		To Supplier	RQADRI	03-Nov-2015	One-Time		

A dialog box is open at the bottom of the screen, asking 'Do you want to open or save 82_US.pdf from cob-exisasq-01.wssc.ad.root?'. It has three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' and 'Save' buttons are highlighted with green arrows.

5.2 Solicitation Download Using Notification

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

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

The screenshot displays the WSSC One-Source E-Business Suite interface. At the top, the header includes 'WSSC One-Source E-Business Suite', 'Favorites', 'Logout', and 'Preferences'. The user is logged in as 'TESTSUP15@YAHOO.COM'. Below the header, there is a 'Main Menu' section with a 'Personalize' button. The 'Worklist' section is highlighted with a green arrow. A table of notifications is shown, with a green arrow pointing to the 'Subject' column of the first row. The table has columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'. The first row contains the following data:

From	Type	Subject	Sent	Due
Tolston-Wilkerson, Bobbie	Sourcing Publish	You are invited: RFQ 82 (Moving and Hauling of Filter Media Moving and Hauling Services)	03-Nov-2015	30-Nov-2015

Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

Supplier Guide for Supplier Registration and Solicitation Access

2. The **Supplier Portal** displays the notification information.
3. The Supplier selects the **Negotiation Details** link.

WSSC One-Source E-Business Suite

Navigator Favorites Home Logout Preferences

Oracle Applications Home Page >

You are invited: RFQ 82 (Moving and Hauling of Filter Media Moving and Hauling Services)

From **Tolston-Wilkerson, Bobbie** Company **Washington Suburban Sanitary Commission**
To **FNAME LNAME** Title **Moving and Hauling of Filter Media Moving and Hauling Services**
Sent **03-Nov-2015 10:57:59** Number **82**
Due **30-Nov-2015 10:52:15**
ID **1190182**

Negotiation Preview **November 03, 2015 10:57 am**
Negotiation Open **November 03, 2015 10:57 am**
Negotiation Close **November 30, 2015 10:52 am**
Supplier **ABC Ventures, LLC**
Supplier Site **9520 Berger Road, Ste 107, Columbia, MD 21046, US**

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	03-NOV-2015 10:57:59	Submit	Tolston-Wilkerson, Bobbie	FNAME LNAME	

Response

Note to Buyer

[Return to Worklist](#)

Supplier Guide for Supplier Registration and Solicitation Access

4. The Supplier Portal displays the Notification Details page.

WSSC One-Source E-Business

Oracle Applications Home Page > Notification Details >
RFQ: 82

Title: **Moving and Hauling of Filter Media Moving and Hauling Services**
 Status: **Active (Locked)**
 Time Left: **26 days 23 hours**

Open Date: **03-Nov-2015 10:57:57**
 Close Date: **30-Nov-2015 10:52:15**

Actions:

Header | Lines | Controls | **Contract Terms**

Buyer: **Qadri, Reema**
 Two-Stage RFQ
 Quote Style: **Sealed**
 Description: **Moving and Hauling of Filter Media Moving and Hauling Services**

Outcome: **Standard Purchase Order**
 Event

Terms

Bill-To Address: [Potomac](#)
 Ship-To Address: [Potomac](#)
 FOB

Payment Terms: **Net 30**
 Carrier
 Freight Terms

Currency

RFQ Currency: **USD**
 Price Precision: **Any**

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Appendix A	File	SLMBE	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix B	File	Insurance Requirements	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix C	File	Submission Form	To Supplier	RQADRI	03-Nov-2015	One-Time		
Pricing Page	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Contract Certification Affidavit	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
References	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Bidders Qualifications	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Metropolitan Washington Council of Governments	File		To Supplier	RQADRI	03-Nov-2015	One-Time		

Supplier Guide for Supplier Registration and Solicitation Access

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

WSSC One-Source E-Business Suite

Oracle Applications Home Page > Notification Details >

RFQ: 82

Actions: Printable View [v] [Go]

Title: **Moving and Hauling of Filter Media**
Moving and Hauling Services

Status: **Active (Locked)**

Open Date: **03-Nov-2015 10:57:57**
Close Date: **30-Nov-2015 10:52:15**

Time Left: **26 days 23 hours**

Header | Lines | Controls | Contract Terms

Buyer: **Qadri, Reema**

Outcome: **Standard Purchase Order**

Two-Stage RFQ

Event

Quote Style: **Sealed**

Description: **Moving and Hauling of Filter Media Moving and Hauling Services**

Terms

Bill-To Address: [Potomac](#)

Payment Terms: **Net 30**

Ship-To Address: [Potomac](#)

Carrier

FOB

Freight Terms

Currency

RFQ Currency: **USD**

Price Precision: **Any**

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Appendix A	File	SLMBE	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix B	File	Insurance Requirements	To Supplier	RQADRI	03-Nov-2015	One-Time		
Appendix C	File	Submission Form	To Supplier	RQADRI	03-Nov-2015	One-Time		
Pricing Page	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Contract Certification Affidavit	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
References	File		To Supplier	RQADRI	03-Nov-2015	One-Time		
Bidders Qualif								
Metropolitan V								

Do you want to open or save 82_US.pdf from cob-exisasq-01.wssc.ad.root?

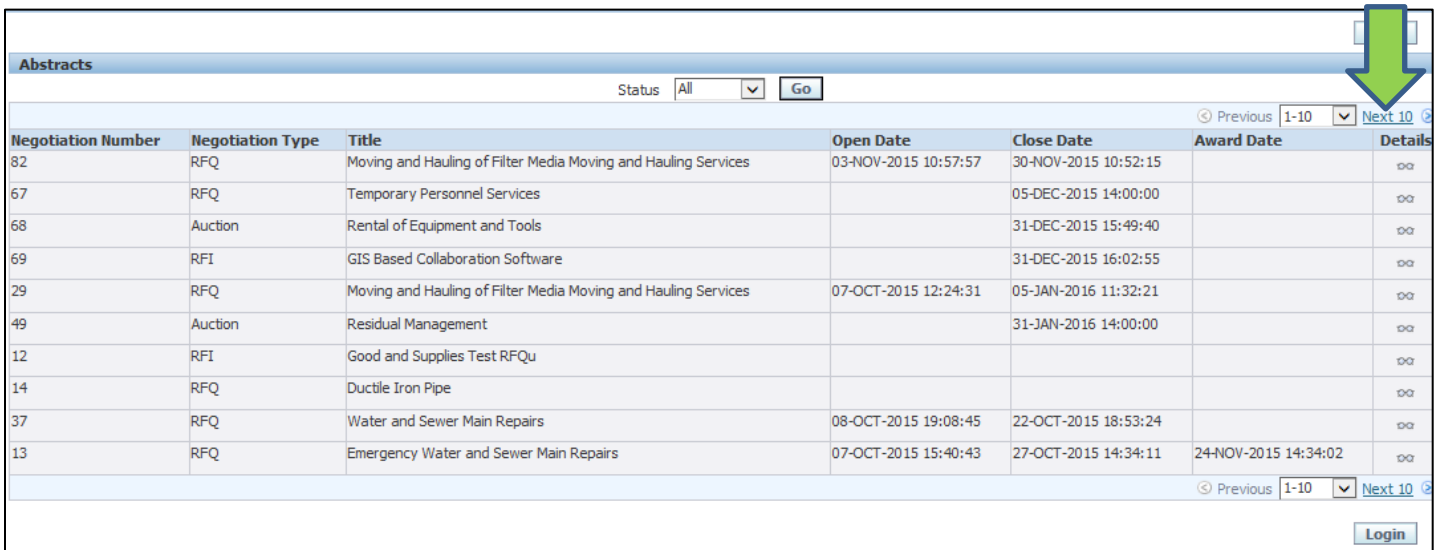
[Open] [Save] [Cancel]

Supplier Guide for Supplier Registration and Solicitation Access

5.3 Access Solicitation Abstract

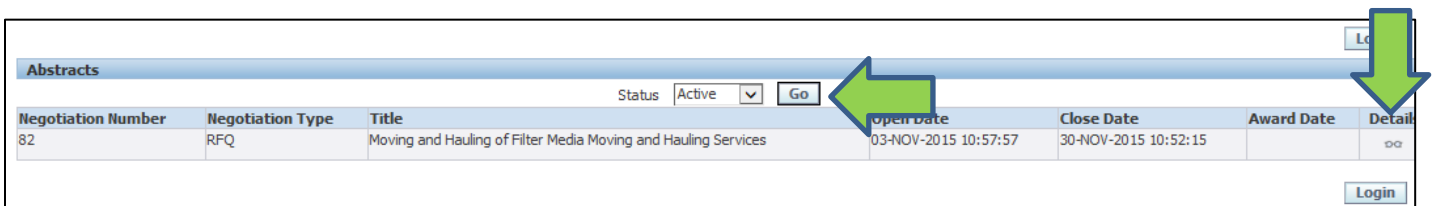
This section describes the steps a Prospective Supplier will need to follow to obtain access to a Solicitation. Any Supplier irrespective of whether they are registered or not registered with WSSC will be able to view all WSSC Solicitation Abstracts.

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



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	∞∞

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



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		∞∞

Supplier Guide for Supplier Registration and Solicitation Access

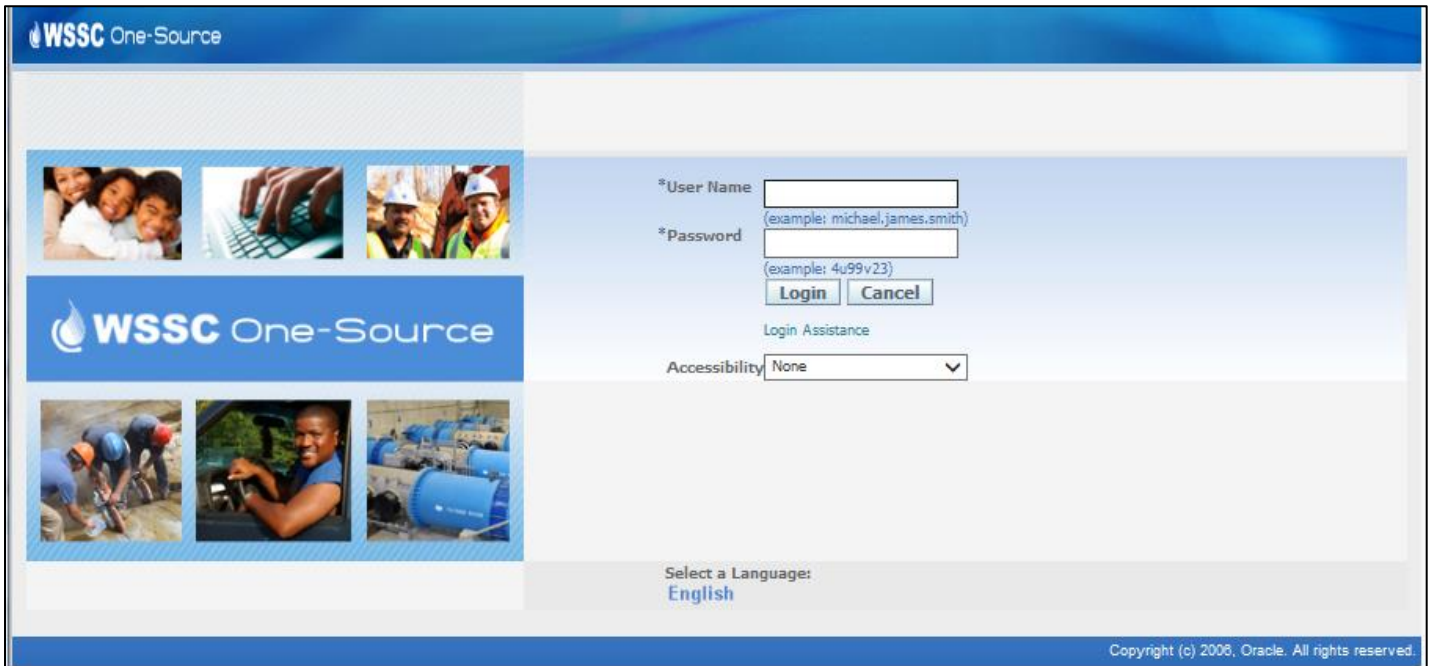
- The **Supplier Portal** displays the details of the Solicitation Abstract.
- To download a Solicitation, a Registered Supplier must select the **Login** button and proceed to login at the **Supplier Portal's** login page: <https://onesource.wsscwater.com/>
- To download a Solicitation, a Prospective Supplier must proceed to register at the WSSC Prospective Supplier page: https://onesource.wsscwater.com/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=BDB7AF1018A39E4A.



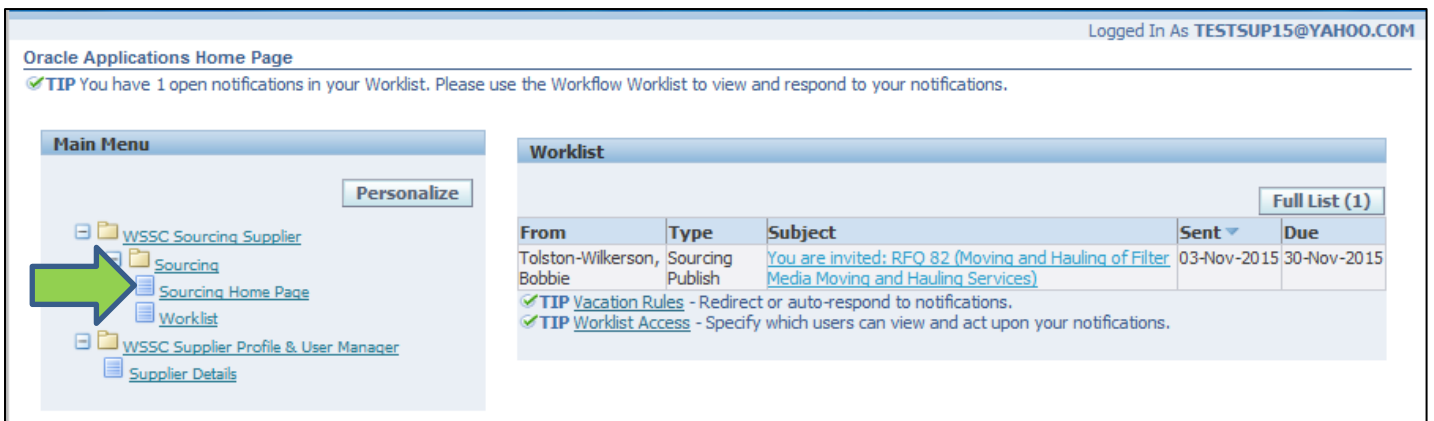
Form Details (Abstract): RFQ 82				<input type="button" value="Login"/>
		Status	Active	
Abstract				
Negotiation Number	82	Open Date	03-NOV-2015 10:57:57	
Negotiation Type	RFQ	Close Date	30-NOV-2015 10:52:15	
Title	Moving and Hauling of Filter Media Moving and Hauling Services		Award Date	
Description	Moving and Hhauling of Filterd Media			
Cover Sheet				
Contract Administrator	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				
				<input type="button" value="Login"/>

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- The Supplier will be directed to the **Supplier Portal's** login page.
- To download a Solicitation, the Registered Supplier provides login information.



- The Registered Supplier selects the **WSSC Sourcing Supplier** → **Sourcing** → **Sourcing Home Page** menu item.



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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.

The screenshot shows the 'Negotiations' page. At the top, there is a search bar for 'Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. Below this, there is a section for 'Your Active and Draft Responses' with a 'Full List' button. The main section is 'Your Company's Open Invitations', which contains a table with the following data:

Supplier Site	Negotiation Number	Title	Type	Time Left
Business	82	Moving and Hauling of Filter M...	RFQ	25 days 1 hour

Below the table is a 'Quick Links' section with two columns: 'Manage' (Drafts, Deliverables, Personal Information) and 'View Responses' (Active, Disqualified, Awarded, Rejected). Green arrows point to the 'Go' button, the 'Full List' button, and the '82' link in the table.

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.

The screenshot shows the 'Active Negotiations' page. It features a search section with the following fields: Number, Title (filled with 'Moving and Hauling'), Category, Contact, Line, and Event. There are 'Go' and 'Clear' buttons. Below the search section is a table with the following data:

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Unread Monitor Messages
<input type="checkbox"/>	82	Moving and Hauling of Filter Media Moving and Hauling Services	Qadri, Reema	25 days	30-Nov-2015 10:52:15	Sealed	0	0

Green arrows point to the 'Go' button and the '82' link in the table. A red bracket groups the search criteria fields.

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

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

The screenshot displays the 'iSupplier Portal' interface for 'Prospective Supplier Registration'. The page is titled 'WSSC One-Source iSupplier Portal' and includes a 'Close' button. A progress bar at the top shows four steps: 'Basic Information', 'Company Details', 'Additional Information', and 'Attachments'. The current step is 'Company Details', which is highlighted. Below the progress bar, the text reads 'Prospective Supplier Registration' and '* Indicates required field'. A red message states: 'W9, COI are required for your registration approval. Additionally SLBE/MBE Certificates are required if applicable. Please upload these documents in Step 4.' The form is divided into two sections: 'Company Details' and 'Contact Information'. The 'Company Details' section includes fields for '* Company Name', '* Tax Country' (with a search icon), 'Tax Registration Number (VAT)', '* Taxpayer ID', and 'DUNS Number'. The 'Contact Information' section includes fields for '* Email', '* First Name', '* Last Name', '* Phone Area Code', '* Phone Number', and 'Phone Extension'. At the bottom right of the form, it says 'Step 1 of 4' and a 'Next' button.