



water is life

District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager

Enterprise Resource Planning Solution Contractor Orientation



During the Presentation, phones will be muted. To ask a question, please type it in the Chat Box. If you cannot use the Chat function, email your questions to: cecp@dcwater.com.

After the Training, for Help or Questions concerning the Vendor Portal, contact DC Water's Procurement Department.

Contact Telephone: 202/ 787- 2020

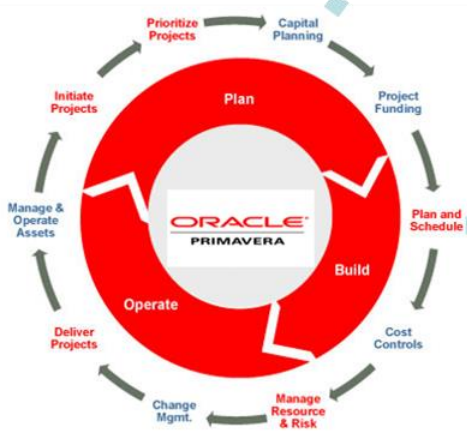
Contact Email: ProcurementInquiry@dcwater.com

AGENDA

- 💧 DC Water ERP Overview
- 💧 Part 1: Vendor Registration
- 💧 Part 2: Manage Profiles
 - Profile Addresses
 - Products and Services
- 💧 Part 3: Viewing and Responding To Solicitations
- 💧 Part 4: Submitting and Viewing Purchase Orders
 - Acknowledging Purchase Orders
- 💧 Part 5: Submitting and Viewing Invoices



DC Water ERP Overview




- **Integrated system:**
 - Financial, HCM, and Procurement on a single enterprise-wide system.
 - Seamless way of working, increasing productivity, efficiency, improved quality and reduced lead-time.
- **Built-in industry best practice**
- **Automated dashboard and reporting**
- **Automated workflow**
- **Increased transparency, auditability & compliance**
- **Mobility:**
 - iOS and Android compatible

Key Benefits for Suppliers

- Automatic invitation to new solicitation (for registered products and services)
- News, Events, Reminders
- Current solicitation dashboard
- Online Solicitation and Proposal System (paperless)
- View all activities in Dashboard, including POs and payment status



Requirement	
▶ 1. Solicitation Terms and Conditions	
▶ 2. Required Consent	
▶ 3. Scope of Work and Requirements	
▶ 4. Qualification Responses	
▶ 5. Technical Responses	
▶ 6. Add other Required Responses	
▶ 7. Statement of Work	
▶ 8. Safety and Insurance Requirements	
▶ 9. Compliance Requirements	
▶ 10. Procurement Forms	
▶ 11. DCW Contract Terms	




Good morning, TOM HELLEN!

Supplier Portal

Tools

Others

APPS


Supplier Portal

+

Things to Finish

Assigned to Me

102

Created by Me

16

12 hours ago

FYI

Amendment 1 for Negotiation DCW-SOL-20-10085 (Miscellaneous...

Web Services Application Identit...

Dismiss

12 hours ago

ACTION REQUIRED

You Are Invited to Negotiation DCW-SOL-20-10085 (Miscellaneous...

Reginald Scott

Actions

2 days ago

ACTION REQUIRED

You Are Invited to Negotiation DCW-SOL-20-10079 (Abstract Check)

Dan Bae

Actions

2 days ago


FYI

Amendment 1 f Negotiation DCW-SOL-20-10084 (Chemical Root

Web Services Applicatio

Dismiss

Show More



Supplier Portal

Search

Orders

Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advises
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Solicitations

- View Active Solicitations
- Manage Responses

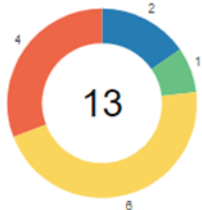
Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Requiring Attention



Schedules Overdue or Due Today

Questionnaires

Negotiations Closing Soon

Negotiation Messages

Recent Activity

Last 30 Days

Negotiation invitations	2
Negotiation responses awarded or rejected	4
Agreements changed or canceled	3
Agreements opened	1

Transaction Reports

Last 30 Days

Invoice Amount	12716	USD
Invoice Price Variance Amount		USD

Supplier News

This is the Supplier News !!!

Helpful Hints and Tools

When stopping in the middle of registration process, click “**Save for Later**”, not Cancel (will not save information entered)

Part 1: Vendor Registration

Part 1: Vendor Registration - Scenario

Company Profile

Firm Name:	XYZ Corporation	Address:	555 Anywhere St
Tax Organization:	Corporation	City:	Oxon Hill
Supplier Type:	Construction Service	State:	MD
Website:	www.xyz.com	Zip:	20745
Duns Number:	555555555	Address Purpose:	Ordering/Remit To/RFQ or Building
Tax Country:	United States of America	Firm Phone:	202-555-5555
Tax ID:	26-4563123	Firm Email:	procurements@xyzcorp.com
DC Tax Registration:	N/A	Certification:	DBE
First Name:	George	Certified By:	MDOT
Last Name:	Washington	Cert Date:	1/1/2020
Email:	jamal.jones@dcwater.com	Review Date:	12/31/2022
Tel:	202-555-5555	Products/Services:	Chemical



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Step 1: Go to DC Water's Procurement Web Site

- a) Open your **Internet Browser**. CHROME is the preferred web browser for the DC Water application.
- b) Go to the **DC Water** website: <https://www.dewater.com>.
- c) Click on **Work with Us** on the menu options then click the **Procurement** link followed by the **DC Water Supplier Registration link**. The page also includes a link for DC Water Supplier Portal log-in and DC Water Solicitation Abstracts (Solicitation Listing).
- d) Click **DC Water Supplier Registration link** to register as a new supplier.



Register Supplier: Company Details ?

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Enter a value for at least one of the fields: D-U-N-S Number or US Tax-Payer ID or Foreign Tax Number. Tax number should be entered as XX-XXXX.

Supplier Type – Choose Supplier Type that closely reflects the Products/Services you provide to DC Water. It does not prevent DC Water or Supplier to do Business in other areas.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

US Tax Payer ID or Foreign Tax Number

Note to Approver

Additional Information

DC Tax Registration Number

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Step 1: Go to DC Water's Procurement Web Site

- When you click register, you will be taken to the screen above (Company Details). There are seven (7) sections related to vendor registration:

Section 1 – Company Details

Section 2 – Contacts

Section 3 – Addresses

Section 4 – Business Qualifications

Section 5 – Products and Services

Section 6 - Questionnaire

Section 7 - Review



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Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Step 2

- Corporation
- Foreign Corporation
- Foreign Individual
- Foreign Partnership
- Government Agency
- Individual
- Partnership

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

Step 3

Step 2: Enter Company Information

- 2) Click in the Space Next to "Company" and Type in the Firm's name.
- 3) Use the Drop Arrow in the "Tax Organization Type" field to select the appropriate corporate structure of your firm.



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Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

- Automotive Service and Parts
- Construction Service
- Construction Materials and Supplies
- Distribution and Logistics Service
- Educational Institute
- Education or Training Service
- Engineering Service
- Equipment Manufacturers & Suppliers
- ...

* Company

* Tax Organization Type

Supplier Type **Step 4**

Step 5 Corporate Web Site

Attachments None + **Step 6**

Step 2: Enter Company Information

- 4) Use the Drop Arrow in the "Supplier Type" field to select the firm's core business function.
- 5) (Optional) Click in the Space Next to "Corporate Web Site" and Type in the Firm's website.
- 6) (Optional) Click the "+" sign next to "Attachments" to upload a copy of the firm's Capability Statement or Profile.



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Register Supplier: Company Details ?

[Back](#)[Next](#)[Save for Later](#)[Register](#)[Cancel](#)

D-U-N-S Number

Step 7

Tax Country

Step 8

US Tax Payer ID or Foreign Tax Number

Step 9

Note to Approver

Step 10

Step 2: Enter Company Information

- 7) Click in the Space Next to "D-U-N-S Number" and Type in the Firm's DUNS number (9 or 15 digits)
- 8) Use the Drop Arrow in the "Tax Country" field to select the country where your firm is principally located.
- 9) Click in the Space Next to "US Tax Payer ID" and Type in the firms tax identification number (9 digits)
- 10) (Optional) Click in the Space Next to "Note to Approver" and Type any message you would like DC Water to consider relative to your firm's tax structure.



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Additional Information

Step 11

DC Tax Registration Number

Step 2: Enter Company Information

- 11) If your firm is a District of Columbia based business, Click in the Space Next to “DC Tax Registration Number” and Type in the Firm’s DC Tax Identification (9 digits). If your firm is not a District of Columbia based business, leave this field blank.



Your Contact Information

Enter the contact information for communications regarding this registration.

Step 12	→	* First Name	<input type="text"/>
Step 13	→	* Last Name	<input type="text"/>
Step 14	→	* Email	<input type="text"/>
Step 15	→	* Confirm Email	<input type="text"/>

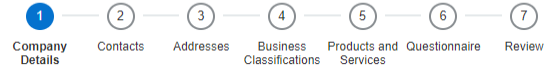
Step 2: Enter Contact Information

- 12) Click in the Space Next to “First Name” and Type the First Name of the Firm’s Primary Point of Contact.
- 13) Click in the Space Next to “Last Name” and Type the Last Name of the Firm’s Primary Point of Contact.
- 14) Click in the Space Next to “Email” and Type in the email address of the Firm’s Primary Point of Contact.
- 15) Click in the Space Next to “Confirm Email” and re-enter the email address of the Firm’s Primary Point of Contact.



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Register Supplier: Company Details ?

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Step 16

Step 3: Click Next

- 16) After the Principal Point of Contact's Email has been entered and confirmed, click "Next" in the ribbon (upper right) to continue the registration process.



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Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Review

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Register Supplier: Contacts ?

You must have at least 1 Contact as Administrative Contact. This contact will be responsible to manage all access to DC Water Portal for its users.

Click either of the Edit pencils to complete your contact information (row highlighted in Blue).

Phone – you must enter a country code number prior to your phone number “1” is used for the United States.

Roles – registered users will automatically be assigned all Roles

Click the [+ Create](#) button to add an additional contacts.

Actions [View](#) [Format](#) [+ Create](#) [Edit](#) [Delete](#) [Freeze](#) [Detach](#) [Wrap](#)

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Washington, George		jamal.jones@dcwater.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Columns Hidden 7

Step 18

Step 18

Step 19

Step 20

Contacts Screen

- 17) This screen identifies the points of contacts of the firm.
- 18) The Name and Email of the Principal Point of Contract is carried over from the previous screen.
- 19) The Principal Point of Contact is defaulted to have full administrative control of the firm's profile in the system.
- 20) The contact information for the Principal Point of contact is still incomplete (missing telephone number, job title role, etc. and/or can be edited from this screen.



[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Register Supplier: Contacts [?](#)



You must have at least 1 Contact as Administrative Contact. This contact will be responsible to manage all access to DC Water Portal for its users.

Click either of the Edit pencils to complete your contact information (row highlighted in Blue).

Phone – you must enter a country code number prior to your phone number “1” is used for the United States.

Roles – registered users will automatically be assigned all Roles

Click the [+ Create](#) button to add an additional contacts.

Actions ▼ View ▼ Format ▼ + Create Edit X Delete Freeze Detach Wrap						
Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Washington, George		jamal.jones@dcwater.com	✓	✓		


Columns Hidden 7

Step 21

Step 21

Contacts Screen

- 21) To update the Principal Point of Contacts profile, click the “Edit” button on the ribbon (top left) or to the right in the blue ribbon.

Salutation 


* First Name


Middle Name


* Last Name

Job Title

☒ Administrative contact

Phone 

Mobile 






Fax 

* Email

User Account

☒ Request user account

Roles

Actions ▾ View ▾ Format ▾  		 Freeze  Detach  Wrap	
Role		Description	
Supplier Accounts Receivable Specialist		Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...	
Supplier Bidder		Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...	
Supplier Customer Service Representative		Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...	

Edit Contacts Screen

- 22) When you Click “edit” this pop up screen appears. On this screen the complete contact information for the Principal Point of contact can be filled in.

Edit Contact: George Washington



The screenshot shows a contact editing form. Red arrows point to specific fields with corresponding step numbers in red boxes:

- Step 23:** Points to the Salutation dropdown menu.
- Step 24:** Points to the First Name field (George).
- Step 25:** Points to the Middle Name field.
- Step 26:** Points to the Last Name field (Washington).
- Step 27:** Points to the Job Title field.
- Step 28:** Points to the 'Administrative contact' checkbox, which is checked.

Other visible fields include Phone, Mobile, Fax, and Email (jamal.jones@dcwater.com).

Edit Contacts Screen

- 23) Use the Drop Arrow in the "Salutation" field to select the appropriate salutation for the Principal Point of Contact.
- 24) Click in the Space Next to "First Name" to **update** the First Name of the Firm's Primary Point of Contact.
- 25) Click in the Space Next to "Middle Name" to Type the Middle Name of the Firm's Primary Point of Contact.
- 26) Click in the Space Next to "Last Name" to **update** the Last Name of the Firm's Primary Point of Contact.
- 27) Click the Space Next to "Job Title" to Type the Corporate Title of the Firm's Primary Point of Contact.
- 28) Confirm the Principal Point of Contact is the "Administrative Contact" for the vendor portal by clicking the check box.

Edit Contact: George Washington

Salutation ▼

* First Name

Middle Name

* Last Name

Job Title

☒ Administrative contact

Step 29

Step 30

Step 31

Step 32

Enter country code

Enter phone area code

Enter phone

Enter extension

Phone ▼

Mobile ▼

Fax ▼

* Email

Edit Contacts Screen

- 29) Click in the Space Next to "Phone" to update the Telephone Number of the Firm's Primary Point of Contact. Please note the first field is for the country code ("1" for US numbers). The Second Field is for the Area Code. The Third Field is for the number. The Fourth Field is for any extension.
- 30) Click in the Space Next to "Mobile" to update the Cell Phone Number of the Firm's Primary Point of Contact. Please note numbering convention is the same as the primary number.
- 31) Click in the Space Next to "Fax" to update the Fax Number of the Firm's Primary Point of Contact.
- 32) Click in the Space Next to "Email" to update the email address of the Firm's Primary Point of Contact.

▲ User Account

☒ Request user account

Step 33

Edit Contacts Screen

- 33) Confirm the Principal Point of Contact is requesting a “User Account”. The Primary Point of contact must have an active account.



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Roles

Step 34

Actions ▼ View ▼ Format ▼ ✕ 📄 Freeze Detach ↩ Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

OK Cancel

Edit Contacts Screen: “Roles”

- 34) Review the “roles” identified for the Principal Point of Contact. If something needs to be changed, click the “Actions” button and make the necessary selection(s). Each person who is registered will be assigned all roles.



Roles

Actions ▼ View ▼ Format ▼ ✕ Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

OK

Cancel

Step 35

Step 4: Click OK

- 35) After the Principal Point of Contact's Role(s) have been confirmed, click "OK" in the ribbon (lower right) to continue the registration process.



Step 37

Back Next Save for Later Register Cancel

Register Supplier: Contacts ?

You must have at least 1 Contact as Administrative Contact. This contact will be responsible to manage all access to the DC Water Portal for its users.

Click either of the Edit pencils to complete your contact information (row highlighted in Blue).

Phone – you must enter a country code number prior to your phone number “1” is used for the United States.

Roles – registered users will automatically be assigned all Roles.

Click the + Create button to add an additional contacts.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Washington, George	CEO	jamal.jones@dcwater.com	✓	✓		

Step 36

Step 5: Click Next

- 36) After you click “OK” you will be returned to the “Register Supplier: Contacts” Screen. From here, you can add a new contact by clicking the “Create Button, and follow the same steps as before.
- 37) Otherwise, click “Next” in ribbon to the upper right to continue.

- **Must's and Tips**

- Enter at least **2 Contacts. 1 each** for:
 - Supplier Bidder role (person who receives invitation to solicitations)
 - Administrator (person who can manage accounts)
(can be the same person – entered twice).
- Enter **tel and email address** to receive news, invitation to solicitation, and POs
- Contact vs. Address
 - Address is the mailing address of contact
 - News, invitation to solicitation, and POs are **sent to the email address entered in Contacts**, not to the email address included in Address



[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Register Supplier: Addresses

Enter atleast one Address
Click the [+ Create](#) button to add an address

Actions ▾ View ▾ Format ▾ ➕ Create ✎ Edit ✕ Delete 📊 Freeze 🔗 Detach ↶ Wrap									
Address Name		Address			Phone	Address Purpose		Edit	Delete
No data to display.									
Columns Hidden 3									

Step 39

Addresses Screen

- 38) This screen identifies the address(es) of the firm.
- 39) To begin adding/updating the address, click on the “create” button.

Create Address

Please check Address Purpose as 'Ordering if Address is used for Ordering Materials/Services, Remit to- if used as pay Site and RFQ or Bidding- If used for Bidding purpose

* Address Name

* Country

Address Line 1

Address Line 2

City

State

Postal Code

Location Building

* Address Purpose ☐ Ordering

☐ Remit to

☐ RFQ or Bidding

Phone 1

Fax 1

Email

Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another

Step 41

Step 42

Step 43

Step 44

Addresses Screen

- 40) When you click create, the above "pop up" screen appears. This is where the address information is added.
- 41) Click in the space next to "Address Name" to Type in a shortcut (Main Purch) for this particular address.
- 42) Click the button next to "Country" to select the country connected with this address. The default is "United States".
- 43) Click in the space next to "Address Line 1" to Type in the Street Address.
- 44) Click in the space next to "Address Line 2" to Type in a Suite or Room Number, etc.

Create Address

Please check Address Purpose as 'Ordering if Address is used for Ordering Materials/Services, Remit to- if used as pay Site and RFQ or Bidding- If used for Bidding purpose

* Address Name

* Country

Address Line 1

Address Line 2

City

State

Postal Code

Location Building

* Address Purpose ☐ Ordering

☐ Remit to

☐ RFQ or Bidding

Phone 1

Fax 1

Email

Step 45

Step 46

Step 47

Step 48

Address Contacts

Select the contacts that are associated with this address.

Actions

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Addresses Screen

- 45) Click the button next to "City" to select the city connected with this address.
- 46) Click the button next to "State" to select the state connected with this address.
- 47) Click the button next to "Postal Code" to select the zip code connected with this address.
- 48) (Optional) Click in the space next to "Location Building" to Type in a specific location of the office.

Create Address

Please check Address Purpose as 'Ordering if Address is used for Ordering Materials/Services, Remit to- if used as pay Site and RFQ or Bidding- If used for Bidding purpose

* Address Name

* Country United States ▼

Address Line 1

Address Line 2

City ▼

State ▼

Postal Code ▼

Location Building

* Address Purpose ☐ Ordering
☐ Remit to
☐ RFQ or Bidding

Step 49

Step 50

Step 51

Step 52

Phone 1 ▼

Fax 1 ▼

Email

Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼   Freeze  Detach  Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

Addresses Screen

- 49) Click one or more of the buttons next to "Address Purpose". Select "Ordering" if address is used to order materials, "Remit to" if used as Pay Site, or "RFQ or Bidding" if used for bidding purposes.
- 50) Click the space next to "Phone" to Type in the phone number (beginning with the country and area codes) for this address.
- 51) Click the space next to "Fax" to Type in the fax number connected with this address.
- 52) Click the space next to "email" to Type in the email connected with this address.



Create Address

Please check Address Purpose as 'Ordering if Address is used for Ordering Materials/Services, Remit to- if used as pay Site and RFQ or Bidding- If used for Bidding purpose.

If you have only one Business Address, please check all "Address Purpose" Boxes. If you have multiple addresses, then ensure that all the 3 Address Purposes are covered across your addresses.

Address Name – Enter "Main-Purch" if only 1 address that covers Purchasing and Pay; "Main-Pay" for address that is for Payment only.

Address Contacts

Each Address MUST have 1 Contact associated with it.

In the Address Contacts section, Click the + icon to Associate Contacts with the address. All addresses must have at least one Contact associated with the address.

* Address Name

* Country

Address Line 1

Address Line 2

City

State

Postal Code

Location Building

* Address Purpose ☒ Ordering
☒ Remit to
☒ RFQ or Bidding

Phone 1

Fax 1

Email

Step 53

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Remove

Select and Add

Columns Hidden 4

Job Title	Email	Administrative Contact	User Account
-----------	-------	------------------------	--------------


Create Another OK Cancel

Step 54


Addresses Screen

- 53) Once the address have been entered, click the "Actions" button.
- 54) Click the "Select and Add" from the pop up.

Select and Add: Contacts [X]

 **Search**

Name Job Title [v]

View ▼ Format ▼  Wrap

Name	Job Title	Email	Phone
Washington, George	CEO	jamal.jones@dc...	+1 (202) 555-5555

Columns Hidden 1

Step 56

Step 57

Step 58

Addresses Screen

- 55) When you click "Select and Add", the above pop up screen will appear. At this point, although the address was created, it has not been applied to the registration.
- 56) To do so, click the open space next to the firm name.
- 57) Then click "Apply".
- 58) Then click "Ok".

Register Supplier: Addresses

Enter at least one Address
Click the + Create button to add an address.

[Back](#)
[Next](#)
[Save for Later](#)
[Register](#)
[Cancel](#)

Actions ▾ View ▾ Format ▾ + Create Edit ✕ Delete Freeze Detach Wrap

Address Name	Address	Address Purpose	Edit	Delete
Main-Purch	555 Anywhere Su, MD 20745	Registering; Remit to; RFO or Bidding		

Columns Hidden: 3

Step 60

Step 61

Addresses Screen

- 59) When you click ok, you will be returned to the main “Addresses” screen.
- 60) If there are more addresses that need to be entered, click “Create”.
- 61) Otherwise, click “Next” to continue.

Register Supplier: Business Classifications ?

☐ None of the classifications are applicable

Ac [View](#) [Format](#) [+](#) [x](#) [Freeze](#) [Detach](#) [Wrap](#)

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

Step 63

Step 64

Section 4: Business Certifications

- 62) This screen identifies the small business certifications held by the firm.
- 63) If the firm is not certified, click the “None of the certifications are applicable”.
- 64) To begin adding/updating the firm’s certifications, click on the “+” icon.



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Register Supplier: Business Classifications ?

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="None"/>	<input type="text"/>

Step 65

Step 66

Step 67

Step 68

Step 69

Step 70

Business Certifications Screen

- 64) When you click the “+” icon, the pop up screen above appears.
- 65) To begin, click on the button under “Classifications” and select the appropriate certification type.
- 66) Next, click on the button under “Certifying Agency” and select the appropriate agency/authority.
- 67) In the space under Certificate, Type your firm’s certification number.
- 68) In the space under Start Date, Type the date your firm was certified.
- 69) In the space under Expiration Date, Type the expiration or re-evaluation date for your firm’s certification.
- 70) Click on the “+” icon under attachments to upload a copy of your firm’s certification letter, profile , or certificate.



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Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

The screenshot shows an 'Attachments' pop-up window. Red arrows point to the following elements:

- Step 72:** The 'Type' dropdown menu.
- Step 73:** The 'File Name or URL' input field.
- Step 74:** The 'Title' input field.
- Step 75:** The 'Description' input field.
- Step 76:** The 'OK' button.

Type	* File Name or URL	Title	Description	Attached By	Attached Da
e	Browse...			anonymous	09/17/2020 12

Rows Selected 1 Columns Hidden 1

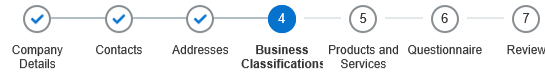
Business Certifications Screen

- 71) When you click the “+” icon, the pop up screen above appears.
- 72) In the drop box under “Type”, select the format of the attachment (url, pdf, text file, etc).
- 73) In the drop box under “File Name or URL”, select the file to be uploaded.
- 74) In the space under “Title”, Type in a name of the attachment.
- 75) (Optional) In the space under “Description” Type a brief description of the attachment.
- 76) When you are finished, click “OK”.



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Step 78

Next

Save for Later

Register

Cancel

Register Supplier: Business Classifications ?

Click the + icon to display the Classification drop down box. If **no classifications apply** check ☐ None of the classifications are applicable and click Next.

Select the applicable Classification from the drop-down menu.

Select the Certifying Agency from the drop-down menu.

Enter your Certificate Number from the certifying Agency.

Enter the Certification Start Date and Expiration Date.

Click the + under Attachments.

A window will open, Click Choose File to browse folders and select the certificate to attach.

☐ None of the classifications are applicable

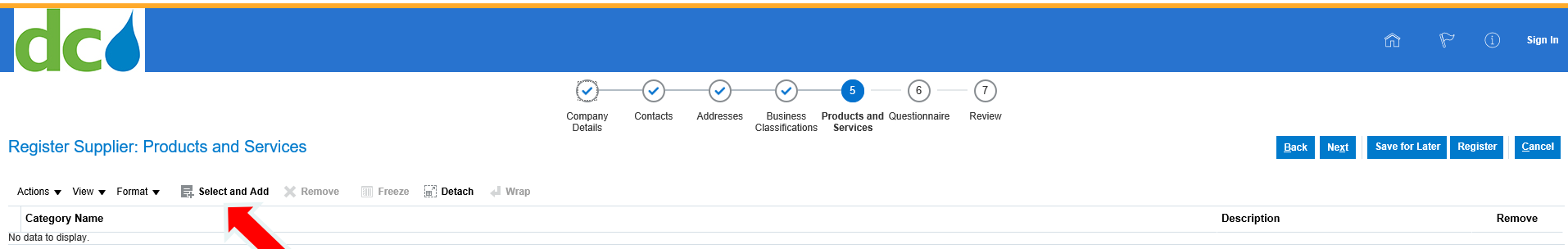
Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Disadvantaged <input type="checkbox"/>		Maryland Depar <input type="text"/>		137445	01/1/2021 <input type="text"/>	/31/2022 <input type="text"/>	None +	

Step 77

Business Certifications Screen

- 77) When you click the "OK", you will be returned to the Business Classification Home Screen. Please note the complete certification data will appear.
- 78) If everything looks ok, click "Next" to continue.



Register Supplier: Products and Services

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

Products and Services Screen

- 79) When you click “Next”, you will move to the “Products and Services” main screen.
- 80) This screen is used to identify the products and services your firm in “ready, willing, and able to provide to DC Water.
- 81) To begin, click “Select and Add”.



Products and Services

Select	Category Name	Description	Category Class
<input type="checkbox"/>	Automotive - Parts, Accessories, Supplies	Automotive - Parts, Accessories, Supplies	
<input type="checkbox"/>	055 Automotive parts, accessories, supplies except ti	Automotive parts, accessories, supplies except tires	Category Item (3 or 5 digit number Is based on the NIGP code system)
<input type="checkbox"/>	055 Tires	Tires	
<input type="checkbox"/>	Automotive - Shop Equipment and Tools	Automotive - Shop Equipment and Tools	
<input type="checkbox"/>	075 Automotive shop equipment and tools except lifts	Automotive shop equipment and tools except lifts	
<input type="checkbox"/>	075 Automotive shop lifts and hoists, floor type, elect	Automotive shop lifts and hoists, floor type, electric, hydraulic or pneumatic	
<input type="checkbox"/>	Automotive - Trailers	Automotive - Trailers	
<input type="checkbox"/>	Automotive - Vehicles	Automotive - Vehicles	
<input type="checkbox"/>	Chemical	Chemical	
<input type="checkbox"/>	Equipment	Equipment	

**Select by Category Class or
by each Category Item or
both**

If you select a Category Class, you are also selecting all items in that class. When unsure, always select the Category Class.



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The screenshot shows a web application interface for registering suppliers. A pop-up window titled "Select and Add: Products and Services" is open. The window has a search bar at the top with a "Search" button and a "Reset" button. Below the search bar is a table with two columns: "Category Name" and "Description". The table lists various product categories with checkboxes for selection. Red arrows and text boxes indicate the following steps:

- Step 84:** Points to the "Select" checkbox in the table.
- Step 85:** Points to the "Category Name" search input field.
- Step 86:** Points to the "Search" button.

The table content is as follows:

Select	Category Name	Description
<input type="checkbox"/>	Automotive - Parts, Accessories, Supplies	Automotive - Parts, Accessories, Supplies
<input type="checkbox"/>	Automotive - Shop Equipment and Tools	Automotive - Shop Equipment and Tools
<input type="checkbox"/>	Automotive - Trailers	Automotive - Trailers
<input type="checkbox"/>	Automotive - Vehicles	Automotive - Vehicles
<input type="checkbox"/>	Chemical	Chemical
<input type="checkbox"/>	Equipment	Equipment
<input type="checkbox"/>	Equipment - Water, Wastewater	Equipment - Water, Wastewater
<input type="checkbox"/>	Fees, Subscriptions	Fees, Subscriptions
<input type="checkbox"/>	Gift, Promotional, Decoration, Souvenirs, Cards	Gift, Promotional, Decoration, Souvenirs, Cards
<input type="checkbox"/>	IT - Audio Photo Video	IT - Audio Photo Video

At the bottom of the pop-up, there are buttons for "Apply", "OK", and "Cancel". The background shows a "Register Supplier: Products and Services" page with a "Select and Add" button and a "No data to display" message.

Products and Services Screen

- 82) When you click "Select and Add", the following pop up will appear.
- 83) This pop up contain the list of products and services DC Water buys. Firms can select multiple choices.
- 84) To Select a product or service, click on the corresponding box next to its name.
- 85) To Search for a product or service, type in the name in the open space next to "Category Name" .
- 86) Then click on the "Search" button.

Select and Add: Products and Services ✕

Search

Category Name Description

Search Reset

View ▼ Format ▼ Freeze Detach Wrap ?

Select	Category Name	Description
<input type="checkbox"/>	Chemical	Chemical

Columns Hidden 1

Apply OK Cancel

Products and Services Screen

- 87) Example: Firm is adding "Chemical" to its list of products.
- 88) Type "Chemical" in the Category Name.
- 89) Then Click "Search".
- 90) The search returned one Product Name.
- 91) Click on the Open Space under "Select" to add Chemical to the firm's list.
- 92) Click the "Apply" Button on the lower right.
- 93) Click "OK".



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Register Supplier: Products and Services

Step 98

Next

Save for Later

Register

Cancel

Actions ▾ View ▾ Format ▾ Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
Chemical	Chemical	×

Step 95

Step 96

Step 97

Products and Services Screen

- 94) When you click “OK”, you will be returned to the “Products and Services” main screen.
- 95) Please note the new product (in this case “Chemical”) was added.
- 96) If additional products or services needs to be added, click “Select and Add” and follow the previous steps.
- 97) If something was added in error, click the “Remove” button on the line that is not wanted.
- 98) When you are ready, click “Next” to continue.

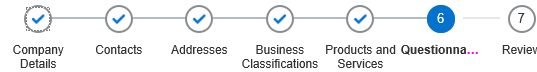
- **Must's and Tips for Products and Services**

- Products and Services is the list of items and services that DC Water may purchase.
 - NIGP code is used for goods and services and small constructions
 - NAICS code is used for capital constructions
- DC Water Online Oracle Solicitation System finds vendors by the Products and Services that the vendor selected during the registration (saved in the Profile).
 - When a new solicitation is published, it sends an automatic notice to all vendors who have selected a particular product or service
- You must select Products and Services that your company is selling.
- If you don't, then you will not receive any invitation. You must search the solicitations manually.
- List of all DC Water Products and Services is available at www.dewater.com/procurement for your use.



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Register Supplier: Questionnaire

Attachments None

Questions

Onboarding and Registration (Section 1 of 1)

Section

1. Onboarding and Registration

* 1. Please attach the W9 form by clicking "Yes" button below.

☐ a. Yes

Comments

End of Section 1 of 1

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Step 102

Step 101

[Previous Section](#) [Next Section](#)

Questionnaire Screen

- 99) When you click "Next", you will be moved to "Questionnaire" screen.
- 100) This screen is used to capture any additional documents required for registration – specifically the firms' W-9.
- 101) To begin, click the "Yes" button to attach the W-9.
- 102) Once attached, click "Next" to continue.



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[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Step 106

Review Supplier Registration: eee ?

Company Details

Company eee
Tax Organization Type Corporation
Supplier Type Construction Service
Corporate Web Site

D-U-N-S Number 888888888
Tax Country United States
US Tax Payer ID or Foreign Tax Number 666666666
Note to Approver

Additional Information

DC Tax Registration Number

Attachments

Actions ▾ View ▾ + ×					
Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					
Columns Hidden 1					

Contacts

View ▾ Format ▾ Freeze Detach Wrap					
Name	Job Title	Email	Administrative Contact	Request User Account	Details
ffff, ddd		www@www.com	✓	✓	
Columns Hidden 7					

Review Screen

- 103) Click “Next”, to move to the “Review” screen.
- 104) This screen provides a summary of the information you entered during the registration.
- 105) Please review the information on this screen for completion and correction.
- 106) If everything is in order, click the “Register” button in the top right.
- 107) Congratulations!!! You have successfully registered with DC Water.
- 108) You will receive an email from the system, acknowledging registration, and providing you with a system generated (temporary) password. Your email will be your username.