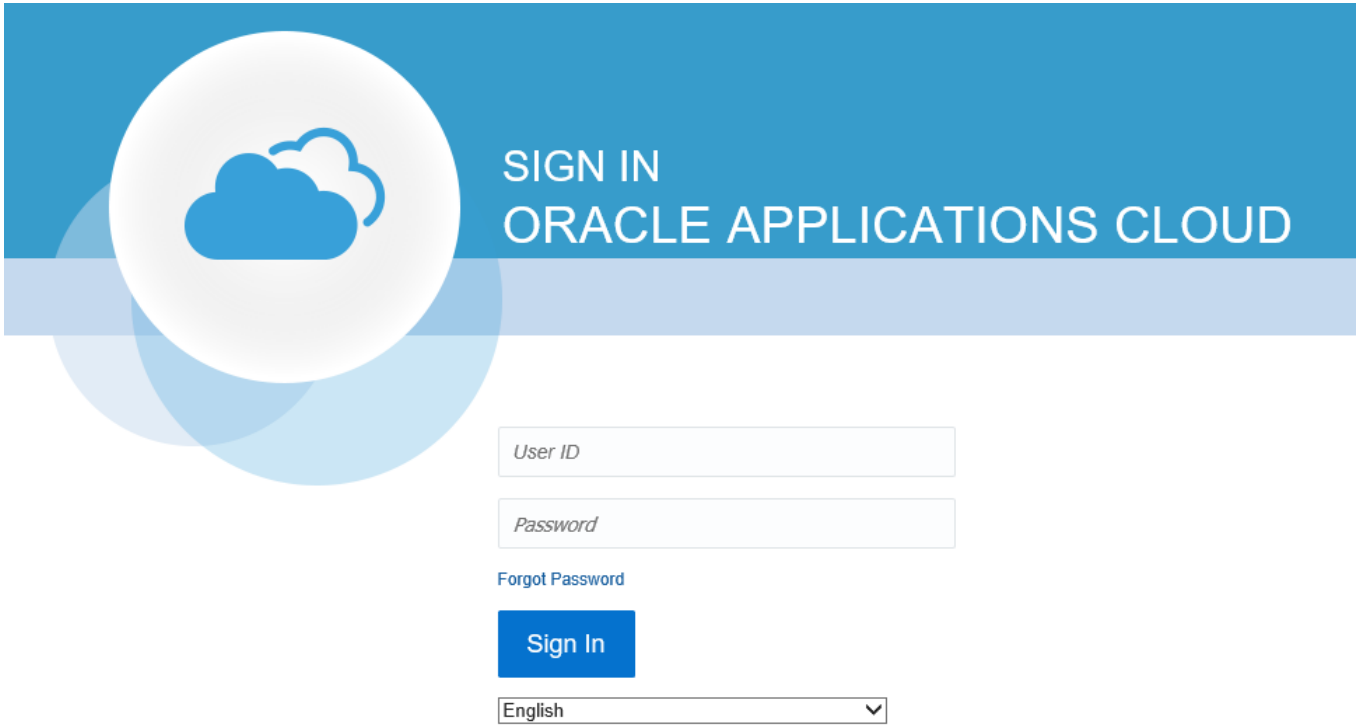
Enterprise Resource Planning Solution Contractor Orientation

AGENDA

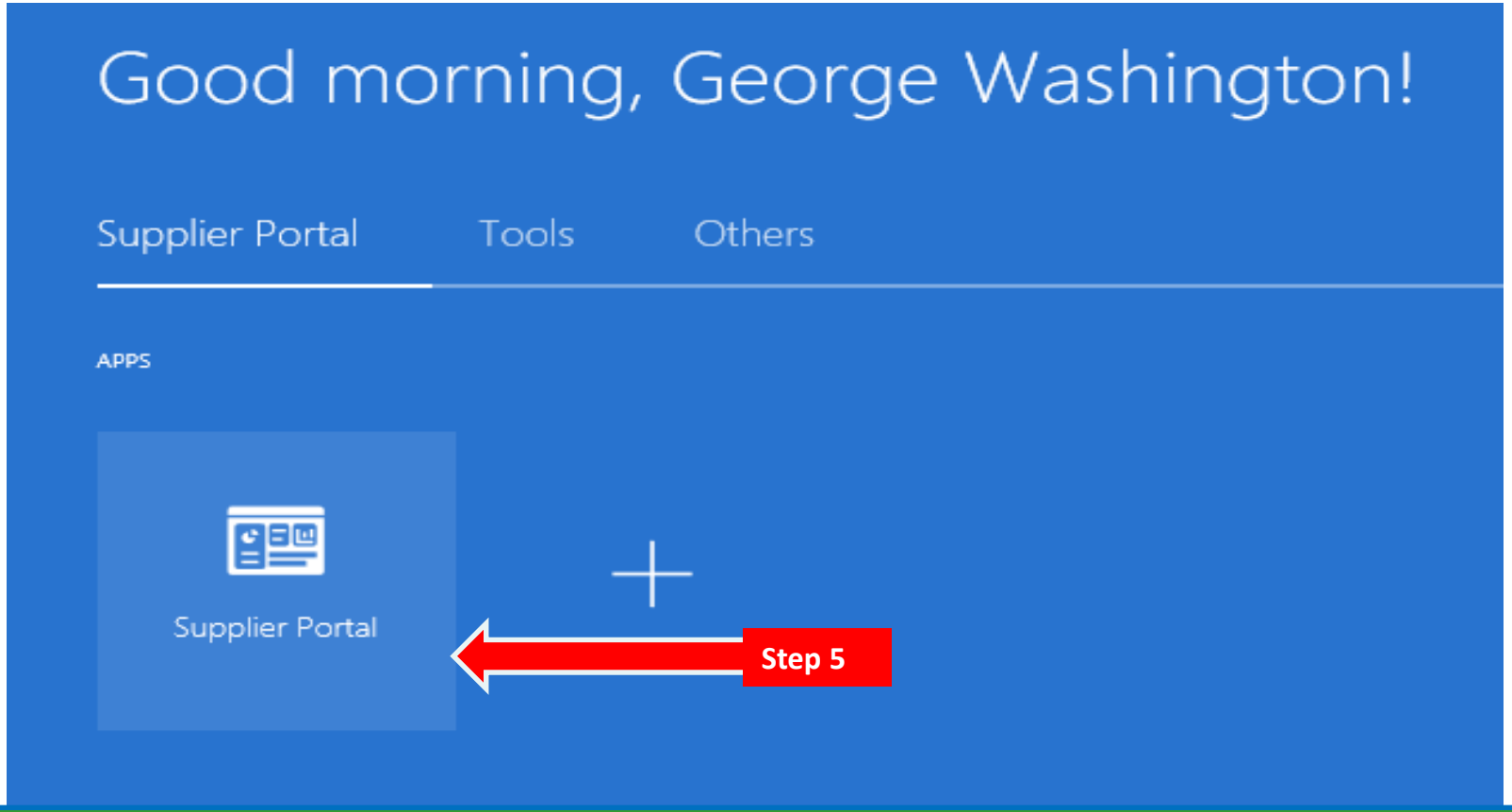
- DC Water ERP Overview
- Part 1: Vendor Registration
- Part 2: Manage Profiles
- Part 3: Viewing and Responding To Solicitations
- Part 4: Submitting and Viewing Purchase Orders
  - Viewing Purchase Orders
  - Acknowledging Purchase Orders
  - Submitting Purchase Orders
- Part 5: Submitting and Viewing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

Part 4.1: Viewing Purchase Orders



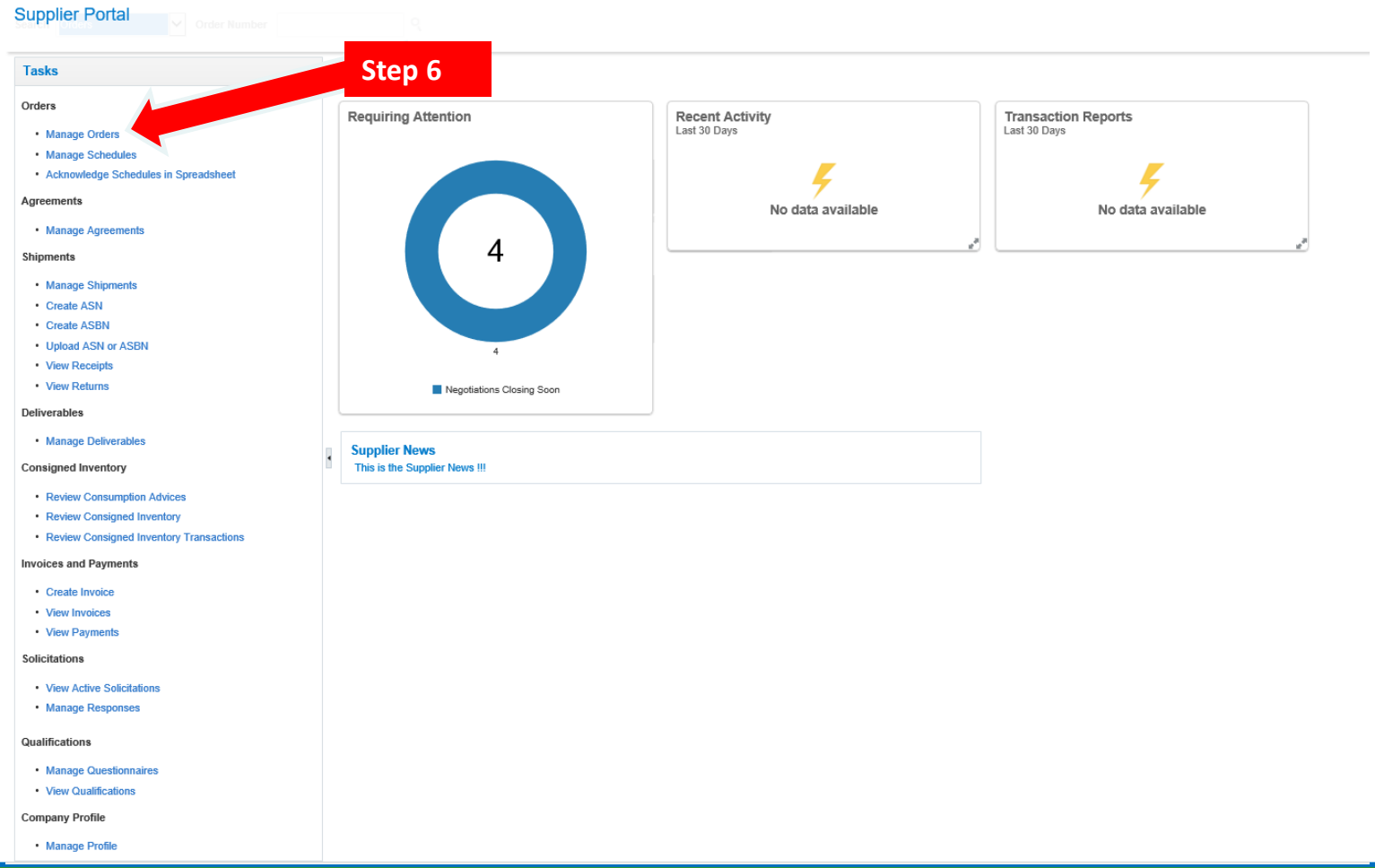
Go to DC Water's Procurement Web Site

1) Open your **Internet Browser**. CHROME is the preferred web browser for the DC Water application.
2) Go to the **DC Water** website: **https://www.dcwater.com**.
3) 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).
4) Enter Your username (contact email) and password



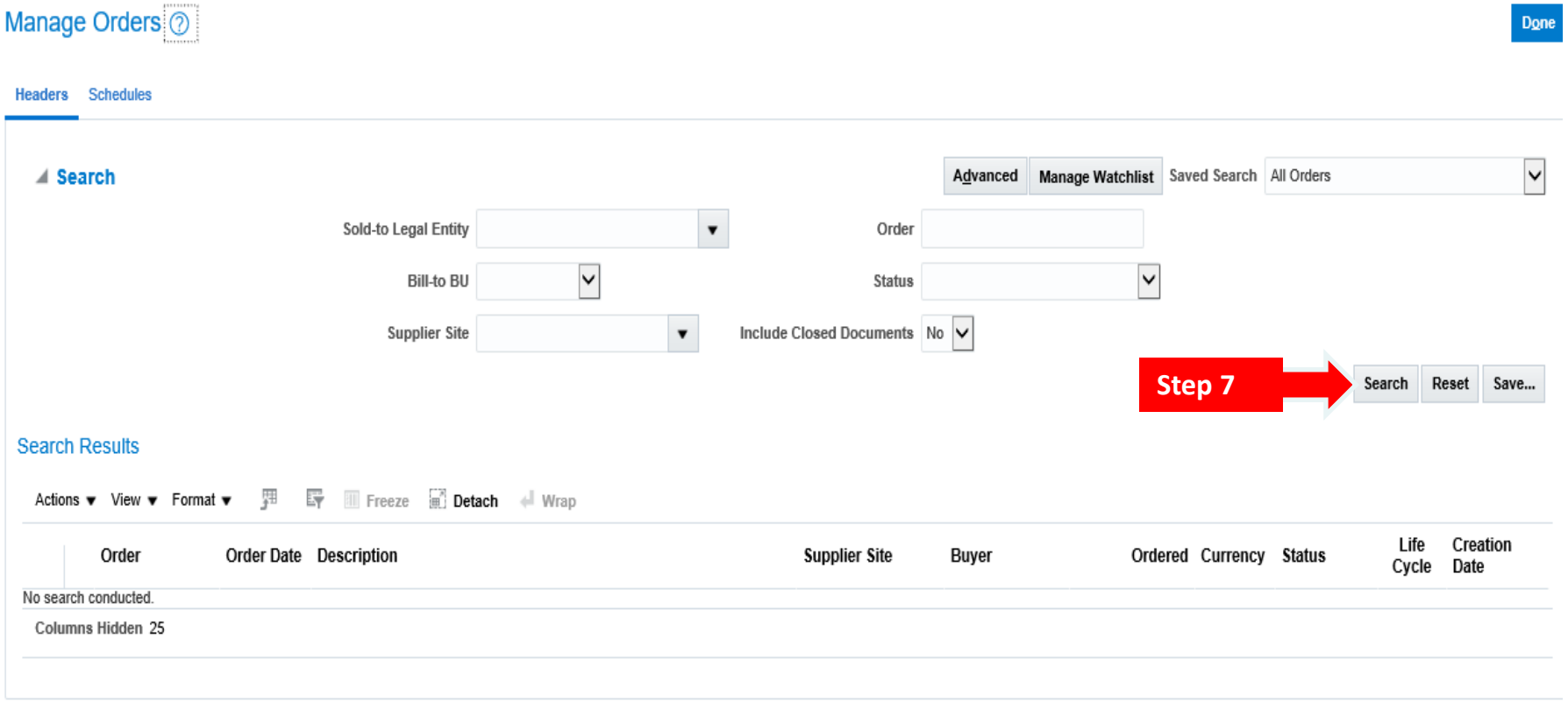
Access Supplier Portal

5) Click on the Supplier Portal icon to access the system (including your firm's profile).



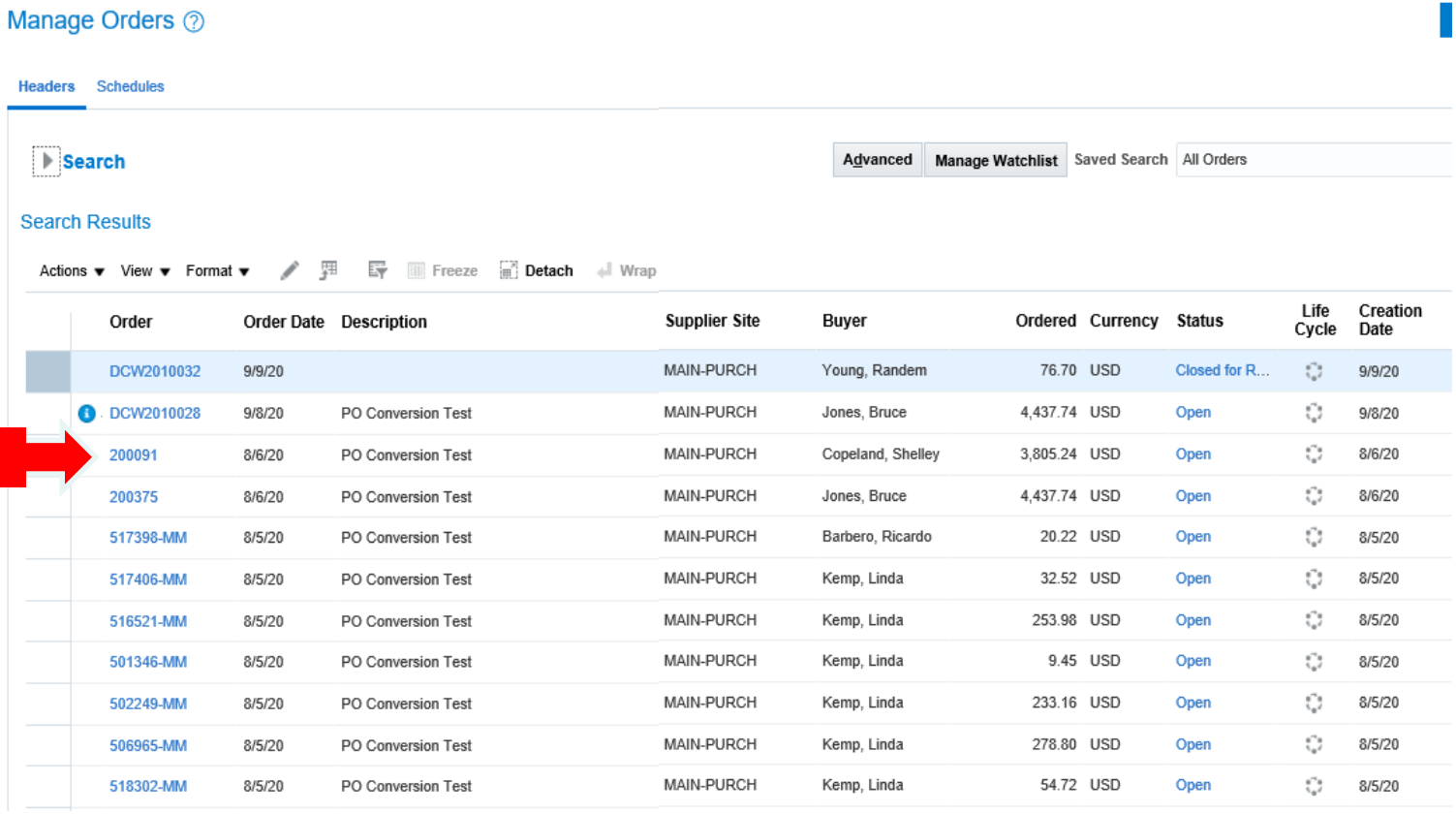
Access Purchase Order

6) Click the link “Manage Orders”.



Access Purchase Orders

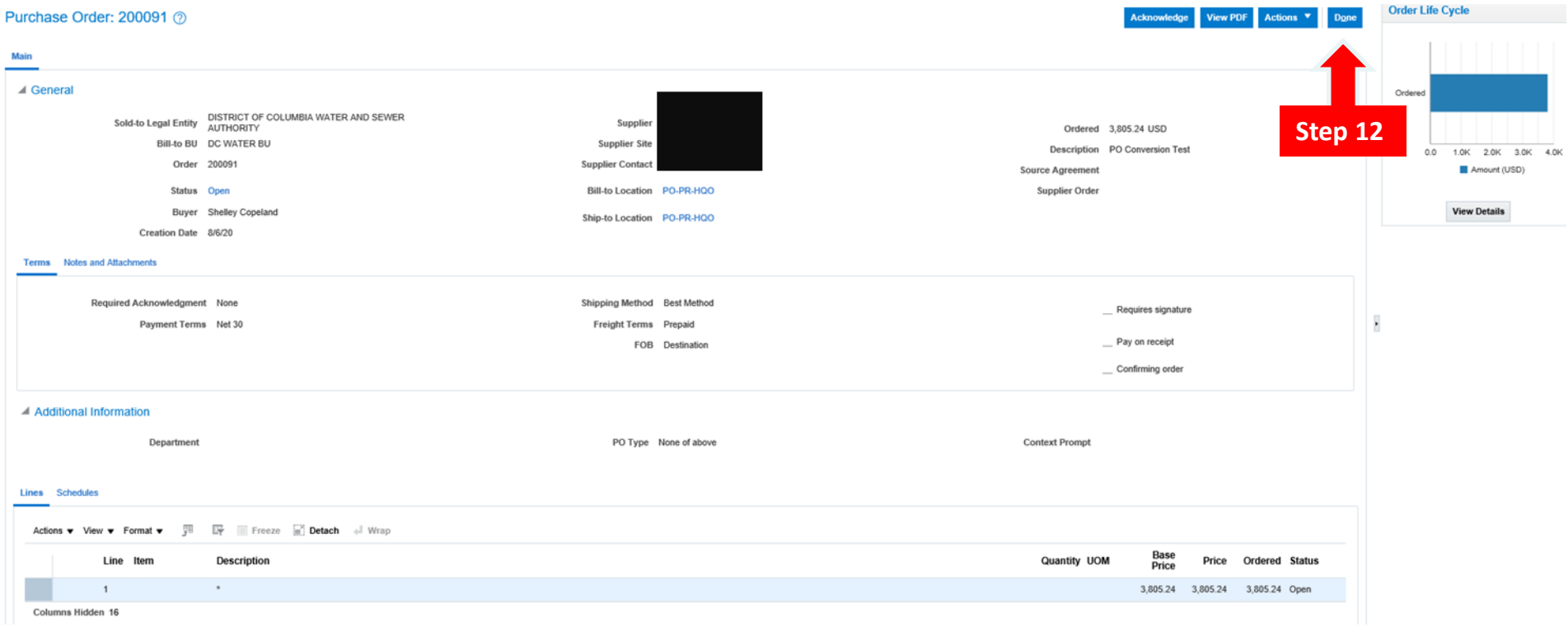
7) Click the “Search” button to look for the specific Purchase Order.



Step 9

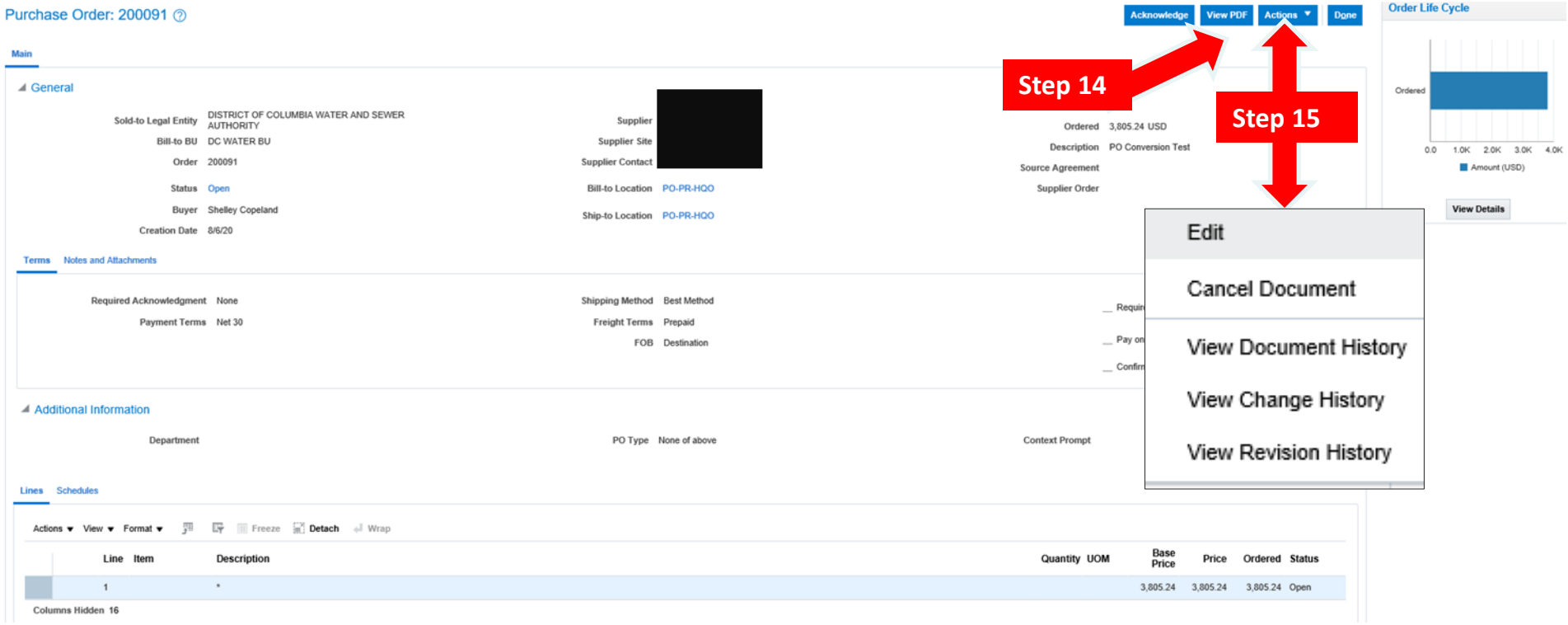
Access Purchase Orders

8) When you click “Search” the list of Purchase Orders associated with your firm will appear in a pop up screen.
9) Select the desired Purchase Order by clicking on the appropriate Purchase Order number under the “Order” tab.



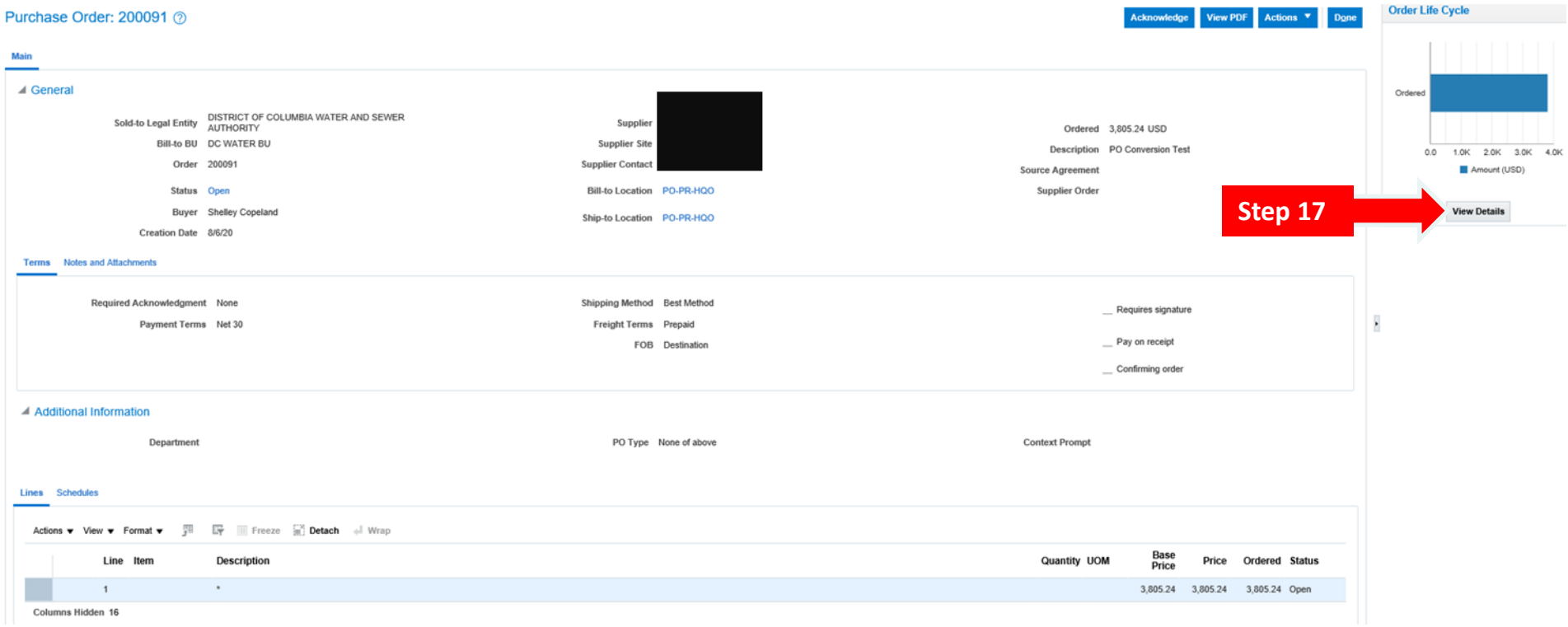
Access Purchase Orders

10) Once selected, details concerning the specific Purchase Order will appear in a pop up screen.
11) Review the details.
12) If this is a previously executed Purchase Order, click the “Done” button.



Access Purchase Orders

13) You can view the details of the Purchase Order as a pdf, by clicking on the “View PDF” button.
14) Other options concerning this Purchase Order can be selected by clicking the “Actions” button.
15) This will bring up a set of options to select from.



Access Purchase Orders

16) You can also view the order history of the Purchase Order by clicking on the View Details button under the “Order Life Cycle section.

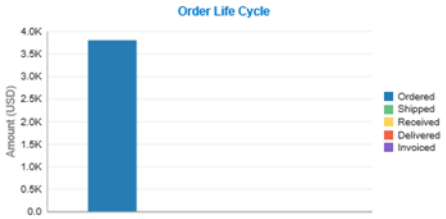
Order Life Cycle: 200091

Step 19

Done

Sold-to Legal Entity DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

Order
Supplier
Supplier Site
Supplier Contact
Ordered



In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading

No results found.

Columns Hidden 2

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice

No results found.

Columns Hidden 3

Invoices

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip

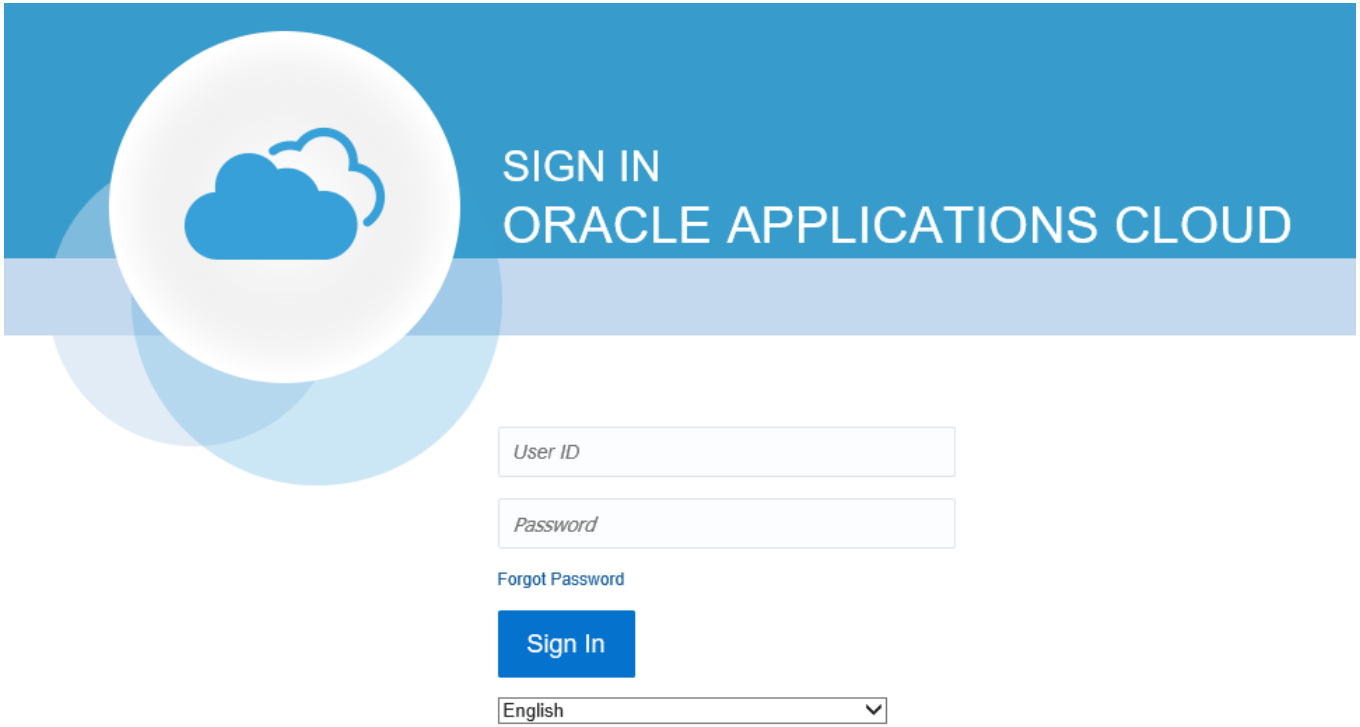
No results found.

Columns Hidden 3

Access Purchase Orders

17) When you do, the above screen appears, providing detailed information associated with the Purchase Order.
18) Click “Done” when you are finished to complete the review of the Purchase Order.

Part 4.2: Acknowledge Purchase Orders



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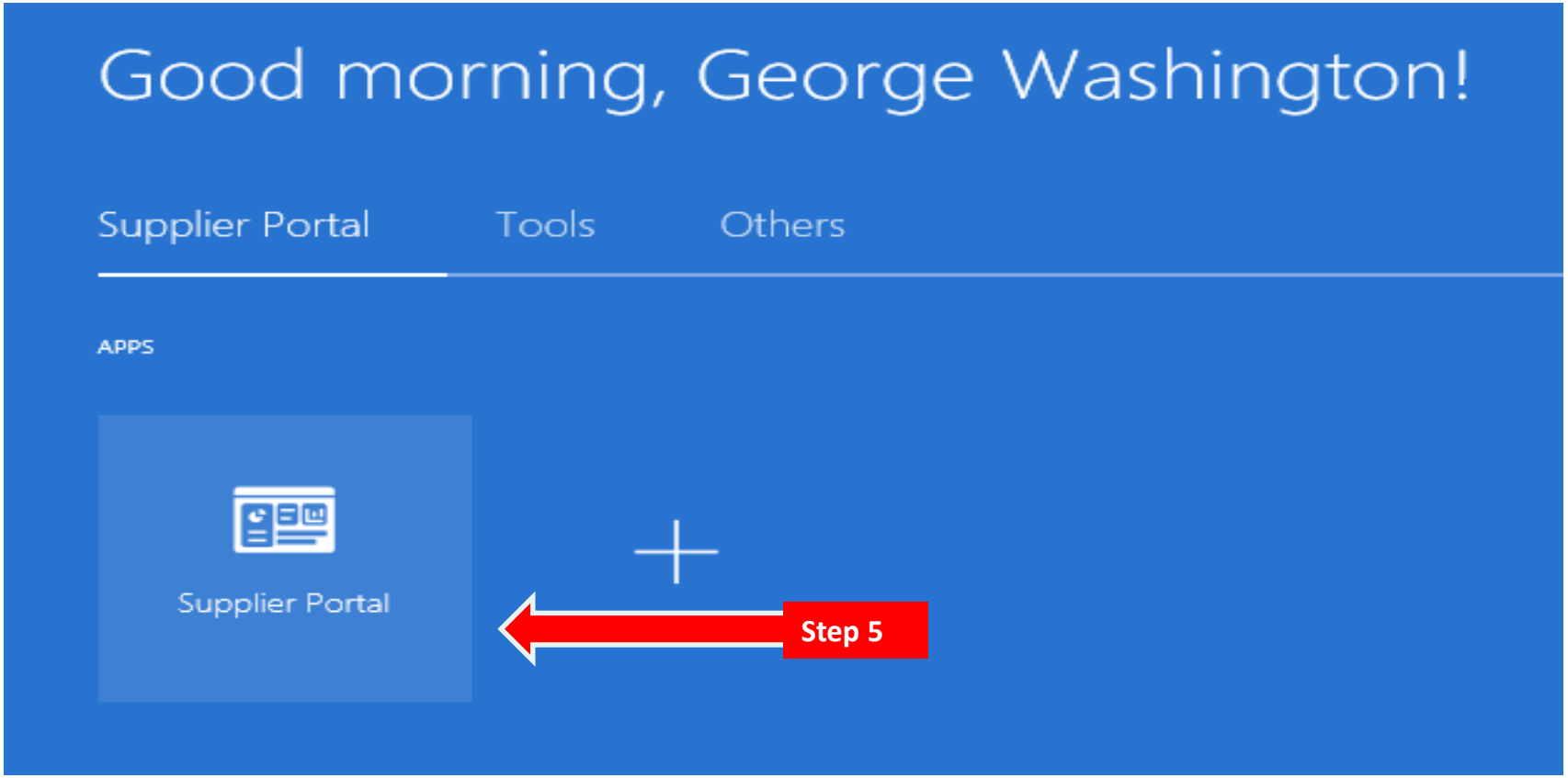

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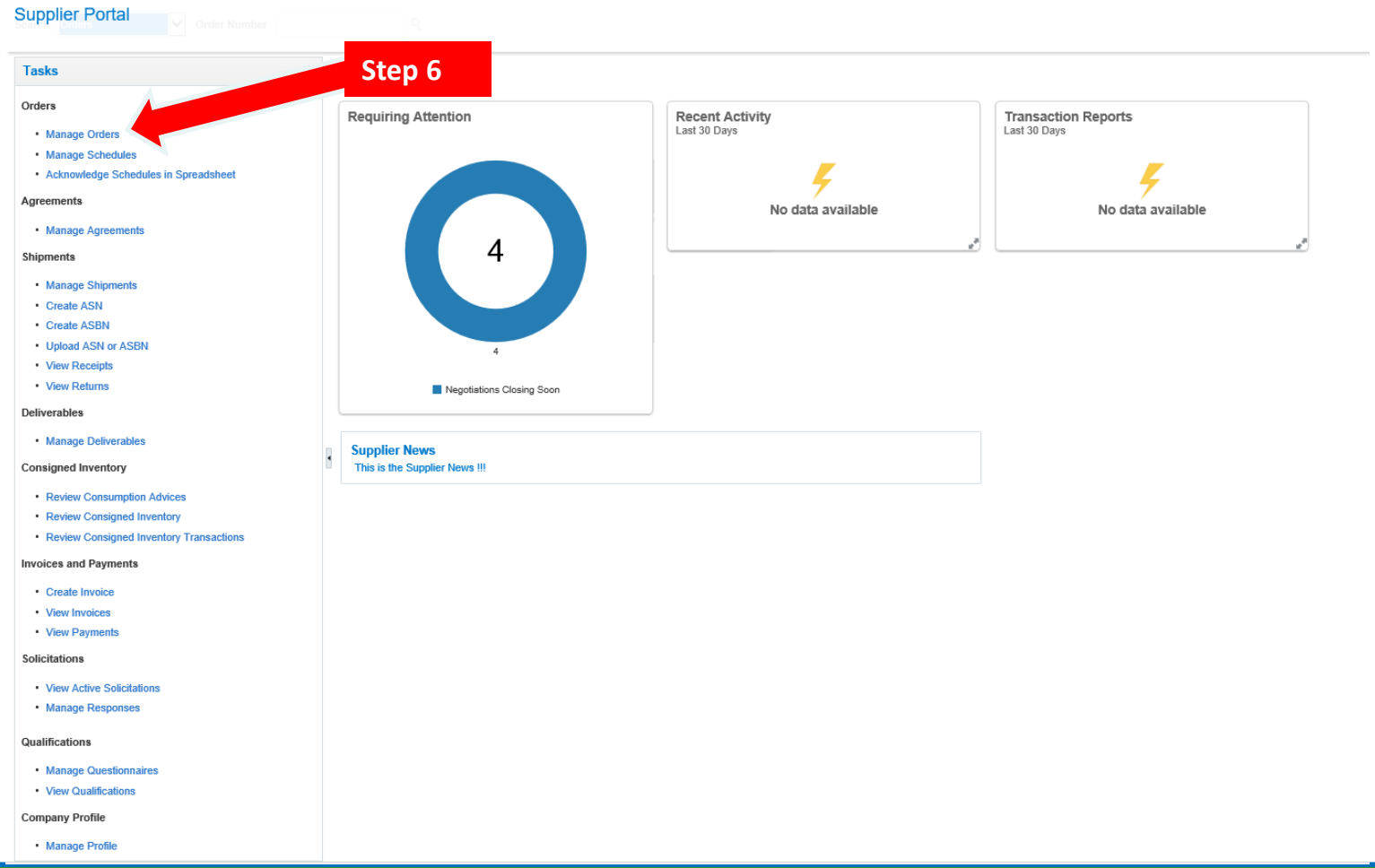
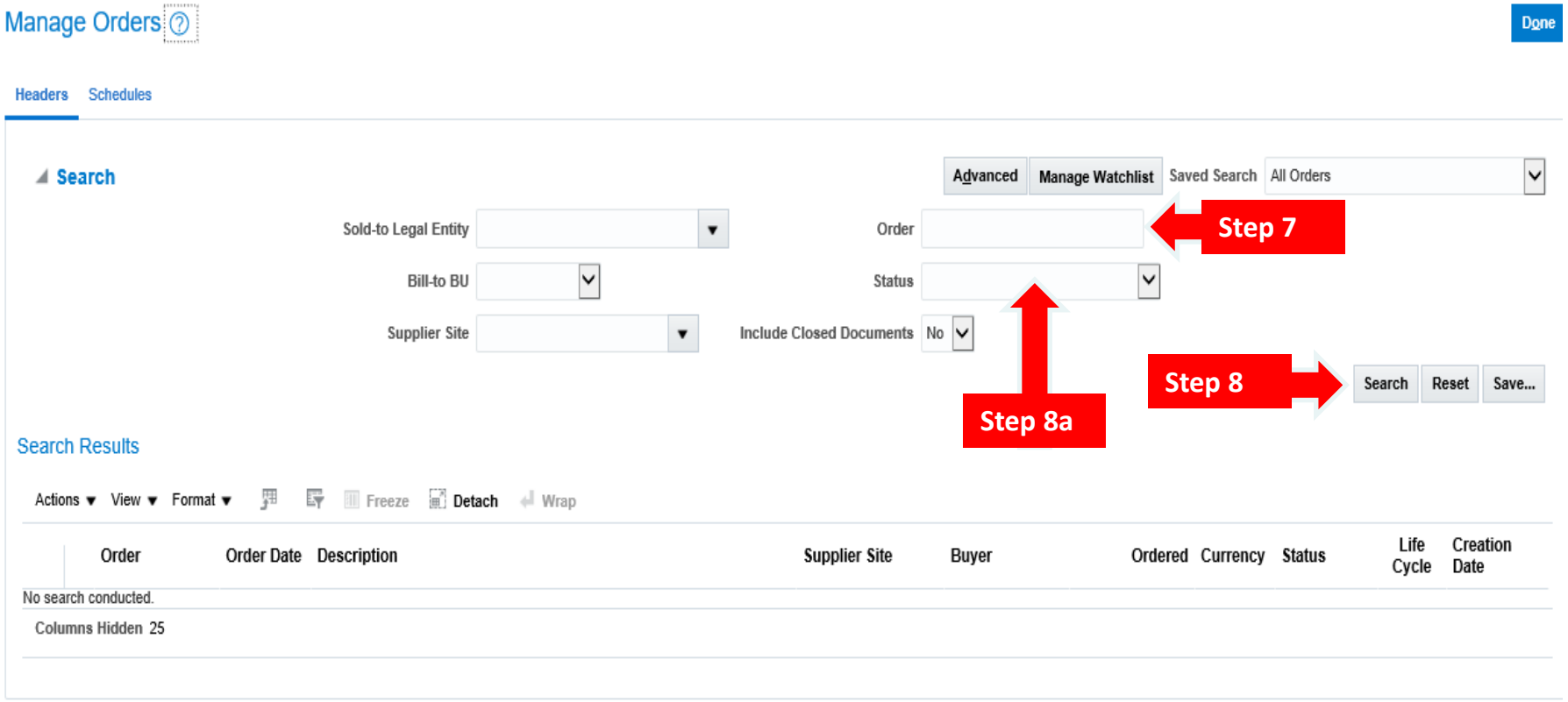


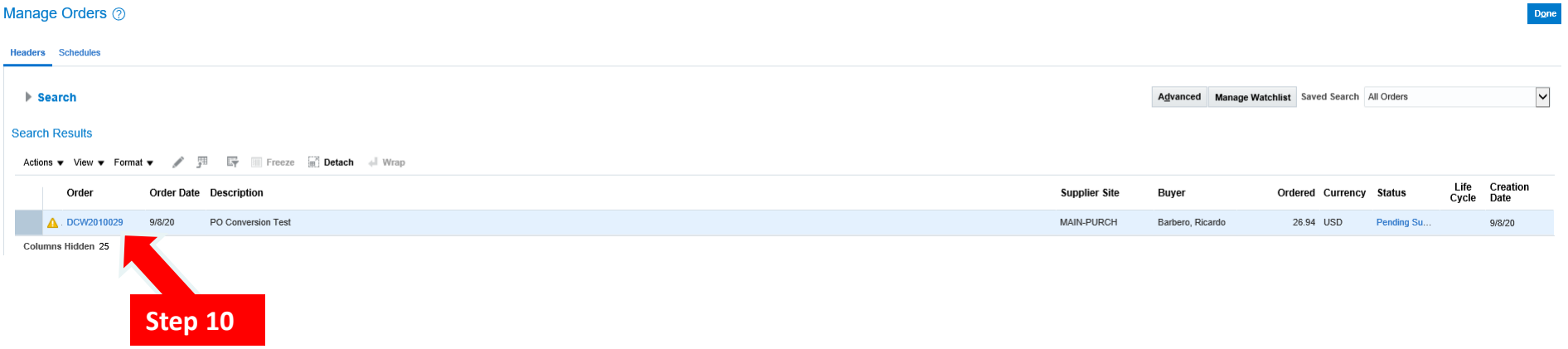
Access Purchase Order

6) Click the link “Manage Orders”.



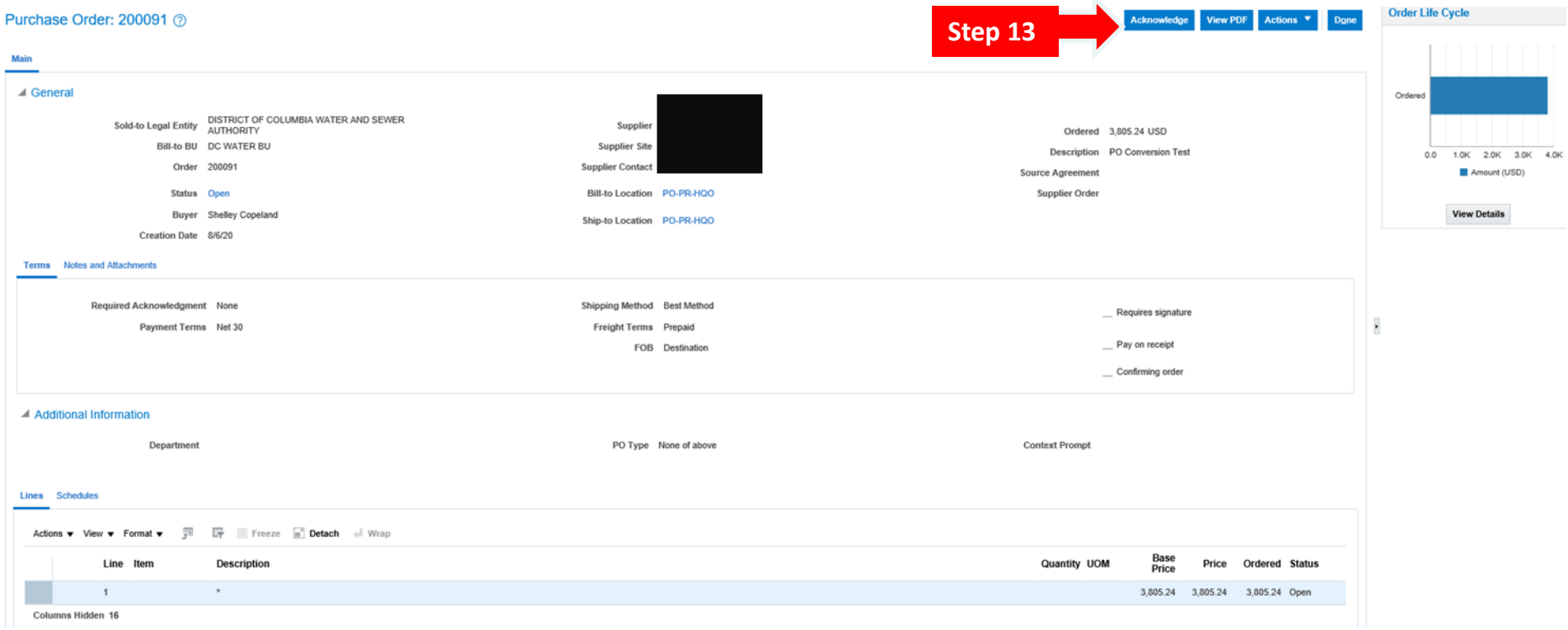
Access Purchase Order

7) Click the space next to “Order” and enter the Purchase Order that needs to be acknowledged.
8) Next, click on the “Search” button.
   8a) Alternatively, if you don’t know the specific Purchase Order number, or if there are multiple Orders that need to be acknowledged, you can click the “Status” button and select, “Pending Supplier Acknowledgement”



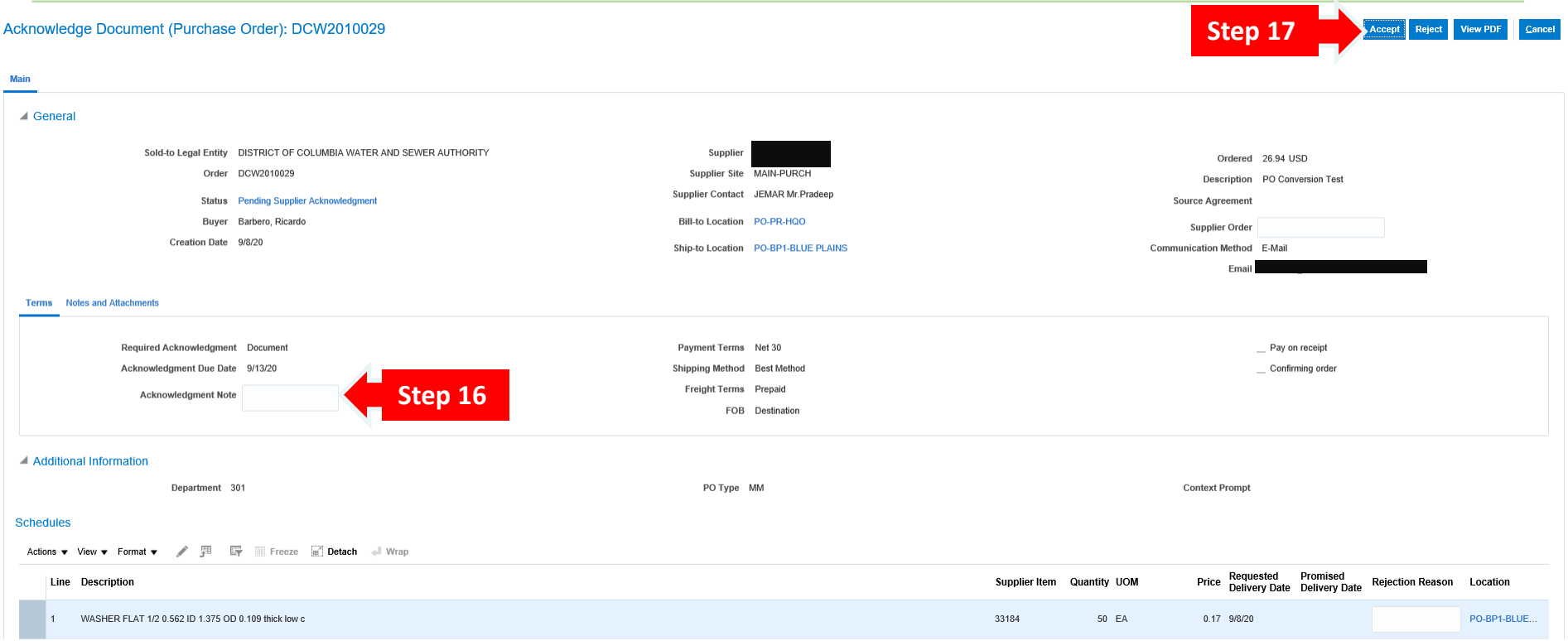
Access Purchase Order

9) When you click “Search”, the specific Purchase Order will appear.
10) Click on the number under the Order Tab to select the specific Purchase Order.



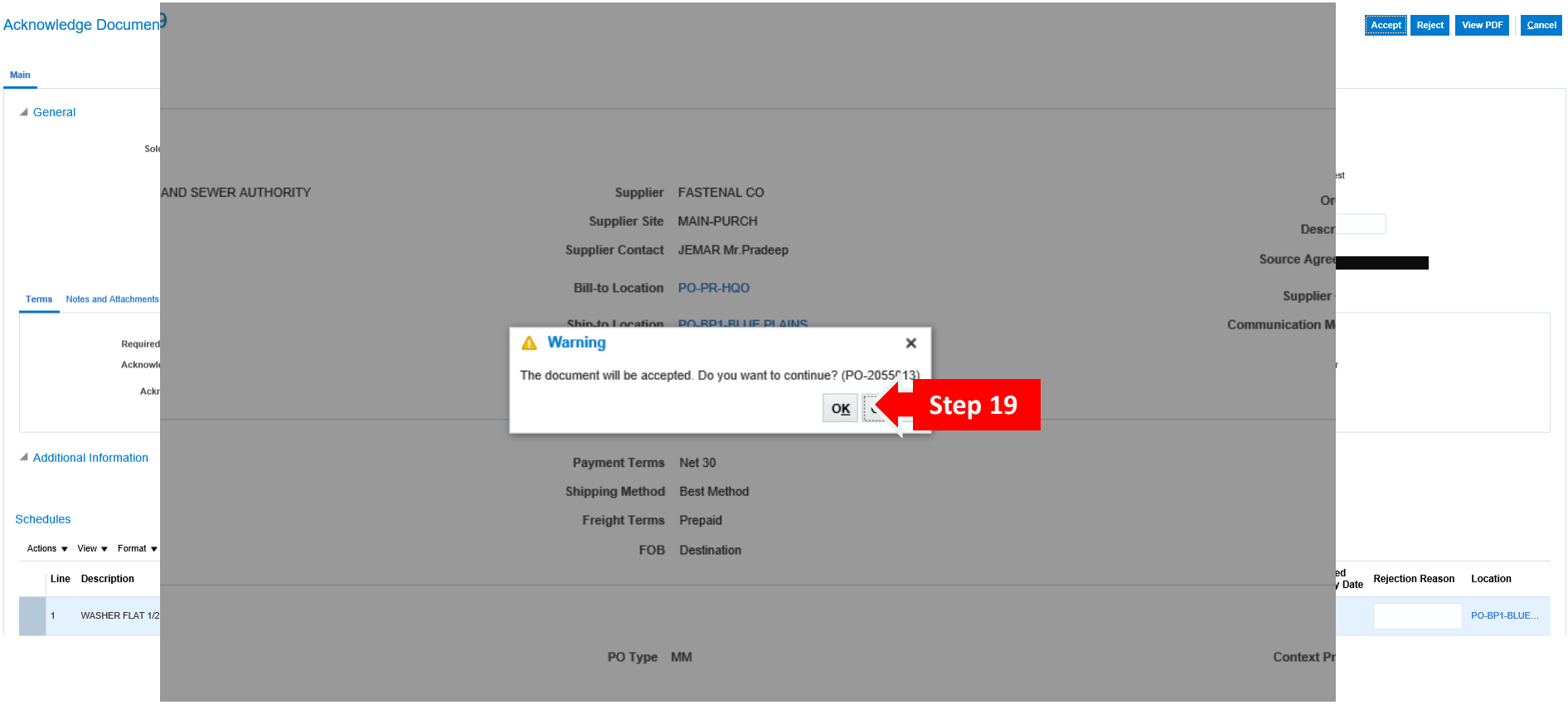
Access Purchase Orders

11) Once selected, details concerning the specific Purchase Order will appear in a pop up screen.
12) Review the details.
13) Click “Acknowledge”.



Access Purchase Orders

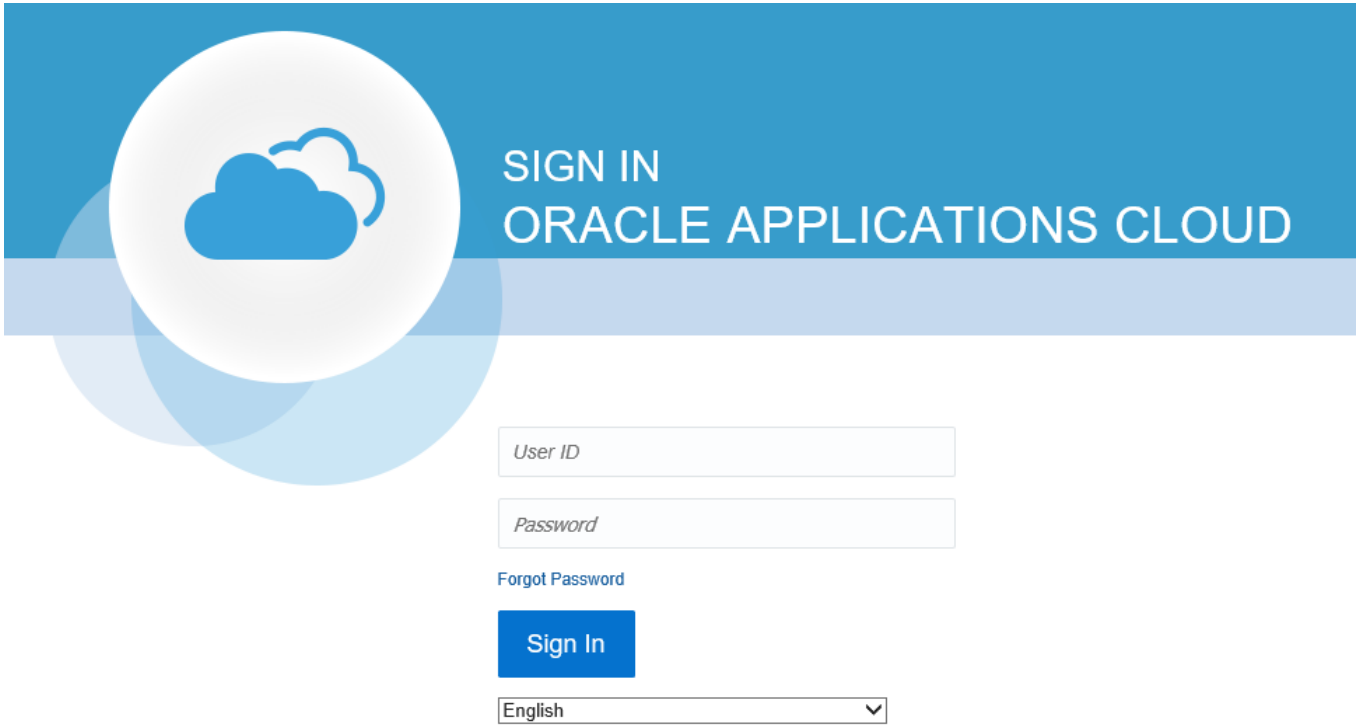
14) Once selected, the above acknowledgement screen will appear.
15) Review the details.
16) Click in the space next to “Acknowledge Note” is there is a need to communicate with DC Water Procurement concerning the Purchase Order.
17) When ready, click “Accept”.



Access Purchase Orders

18) Once selected, the above confirmation screen will appear.
19) Click “Ok”.
20) Click “Done”.

Part 4.3: Submitting Purchase Orders



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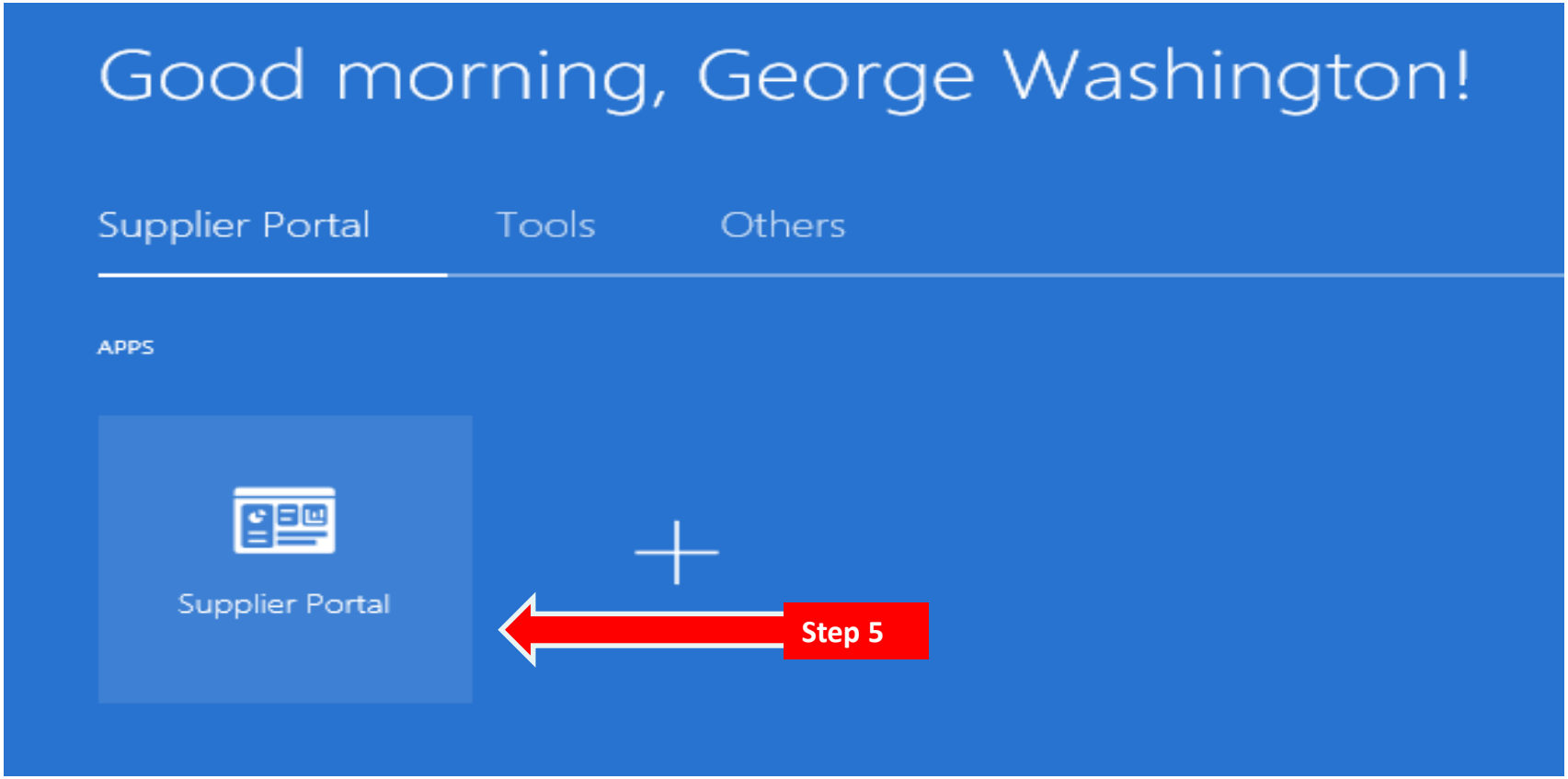

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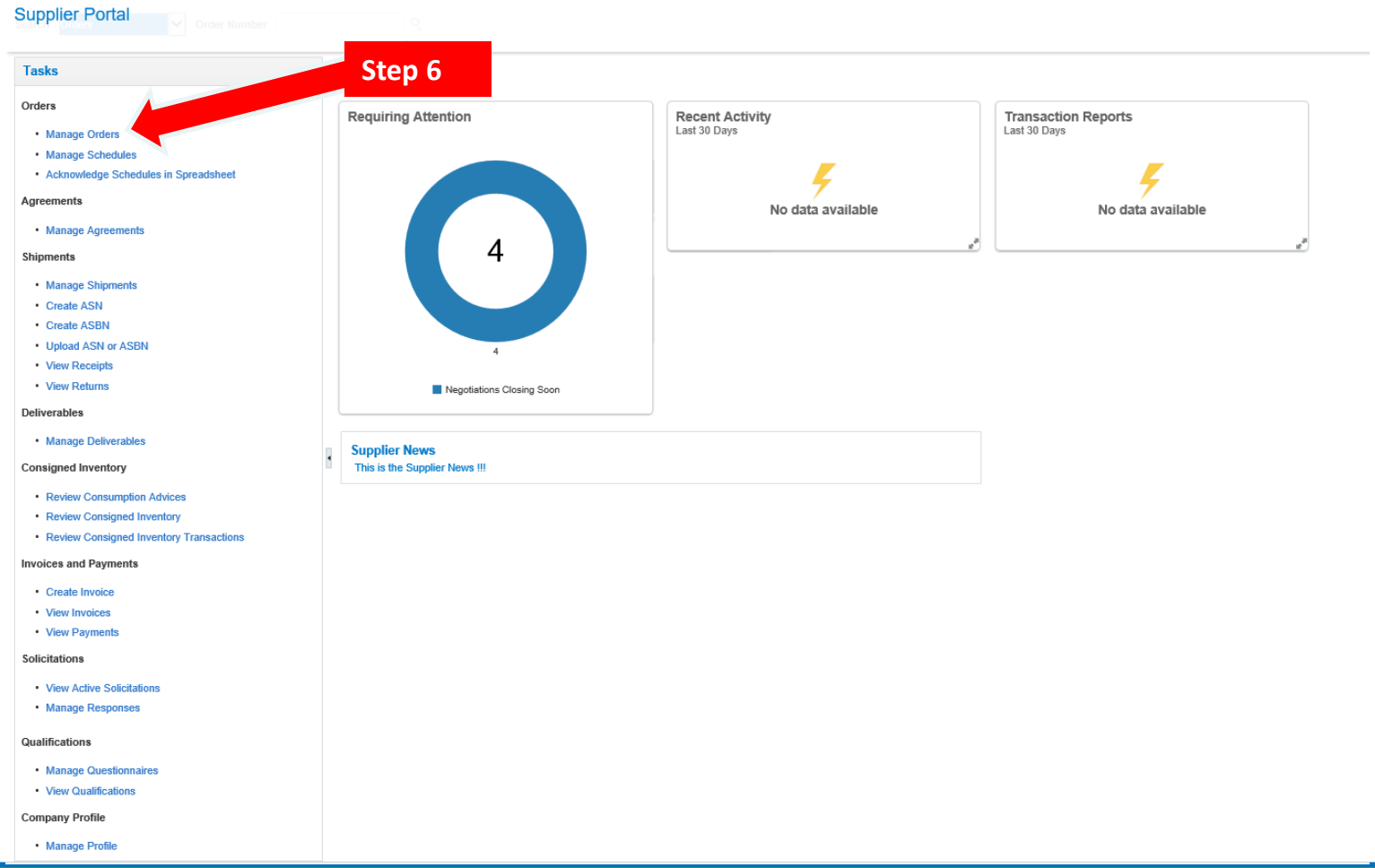

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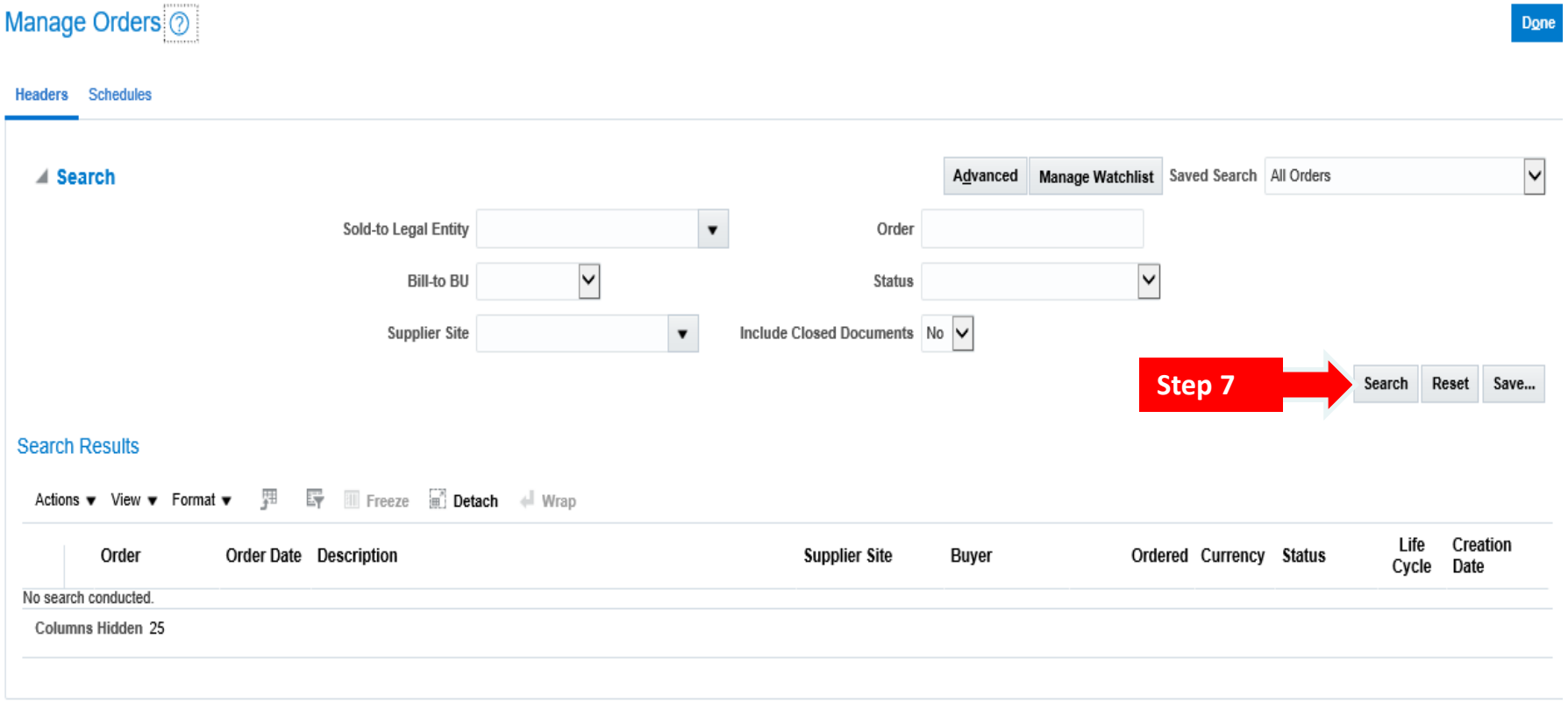

Access Purchase Orders

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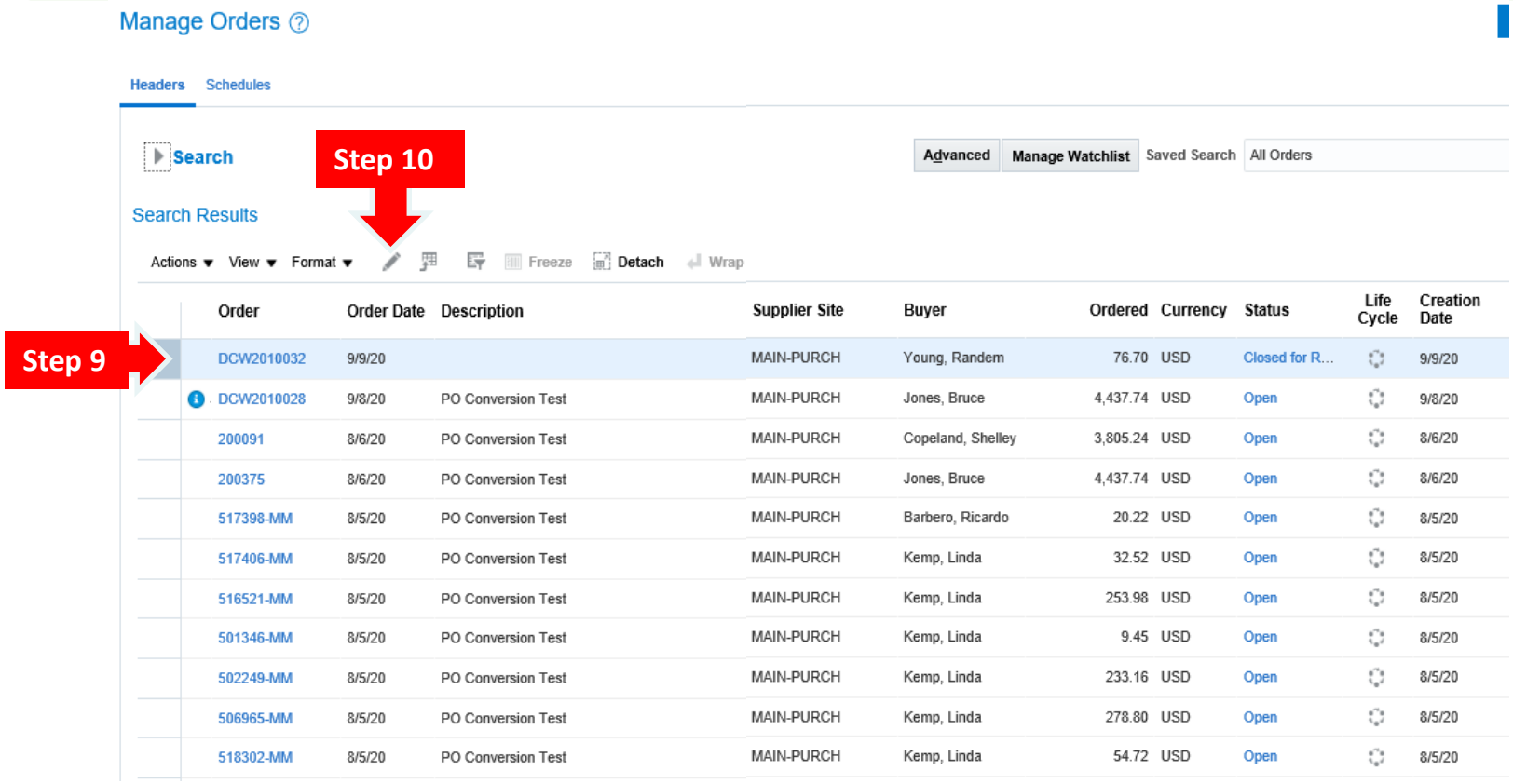
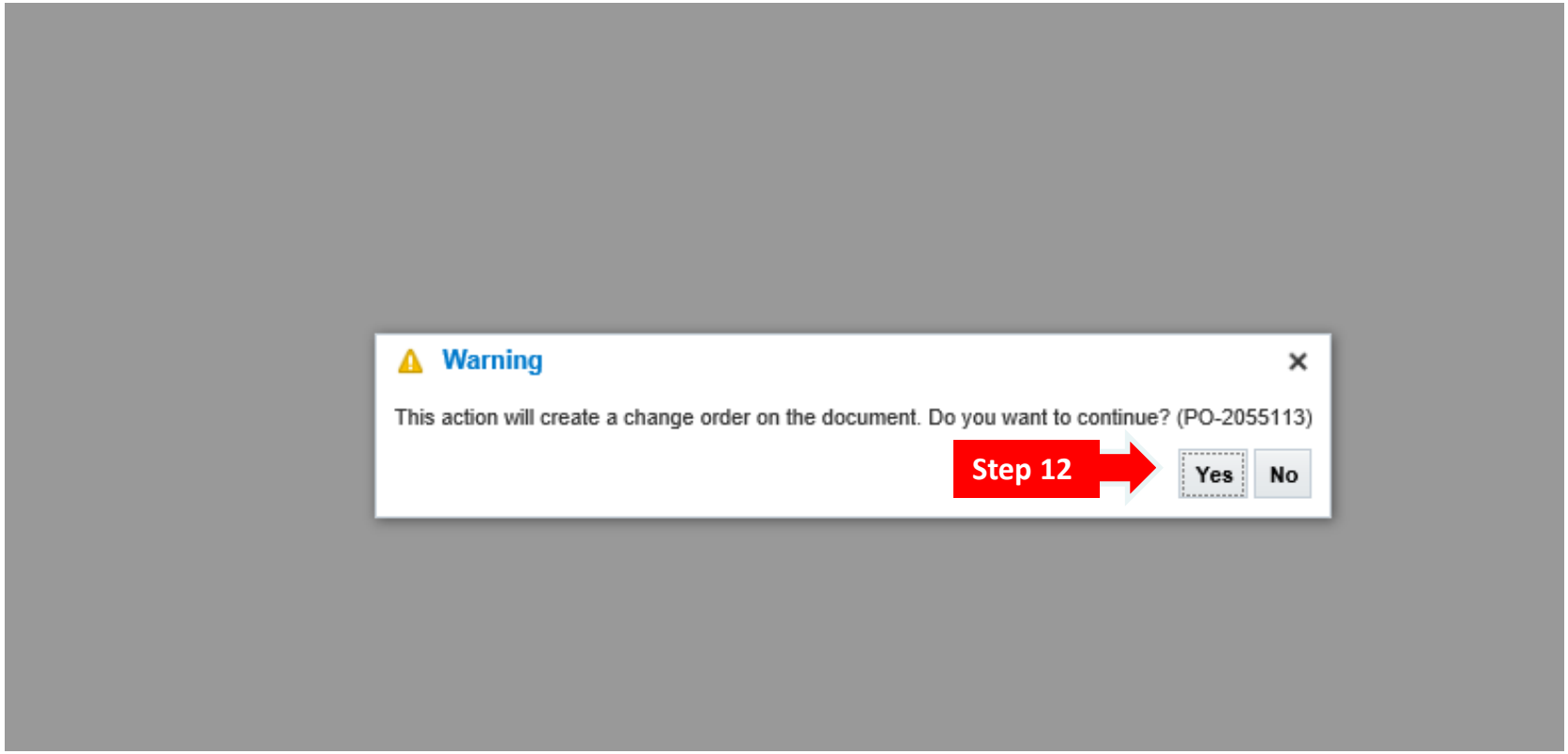


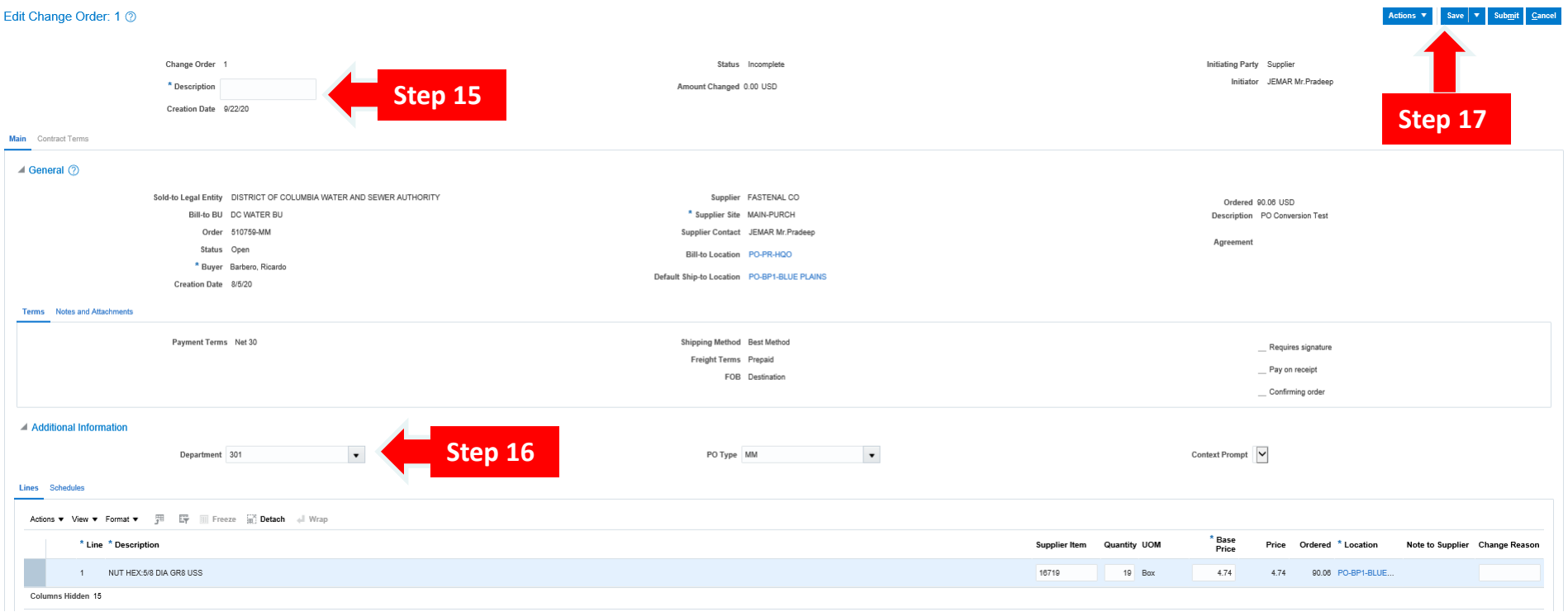
Access Purchase Orders

8) When you click “Search” the list of Purchase Orders associated with your firm will appear in a pop up screen.
9) Select the desired Purchase Order by clicking on the blank space next to the appropriate Purchase Order number under the “Order” tab.
10) Next, Click the “pencil” icon.



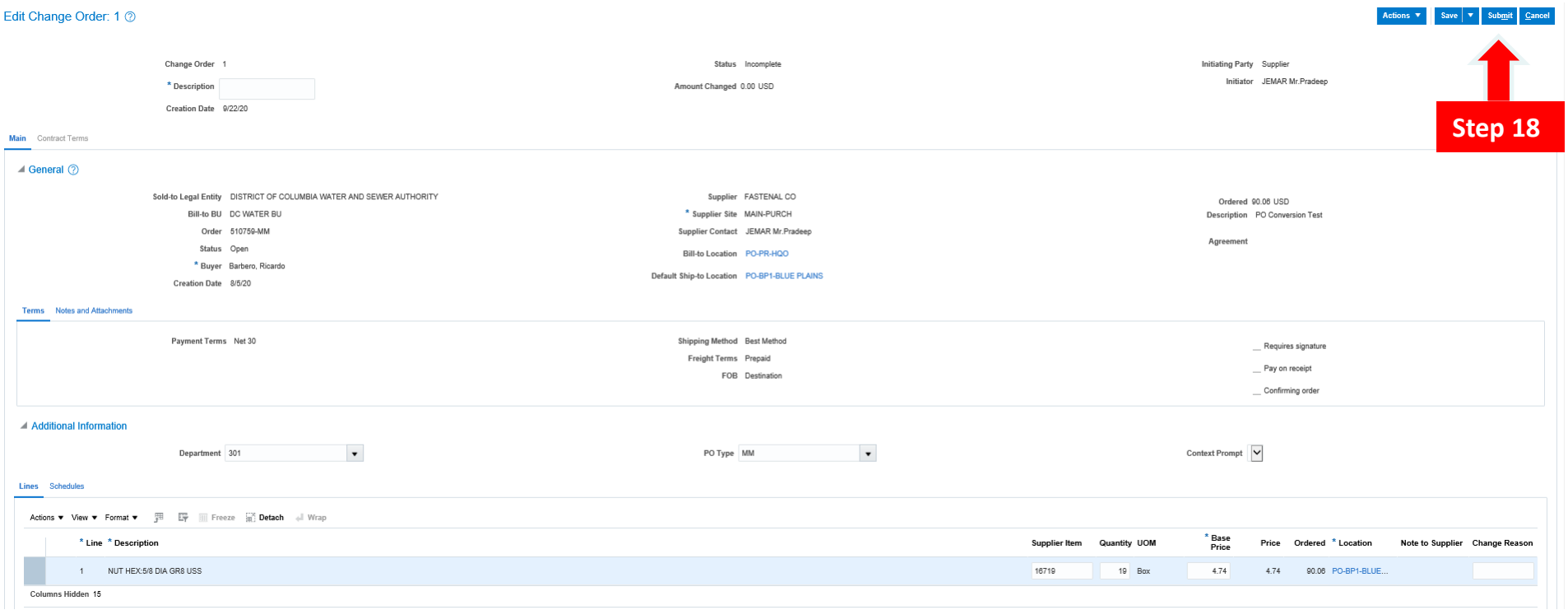
Access Purchase Orders

11) When you click “the pencil” the above confirmation screen will appear in a pop up screen.
12) Click “Yes”.



Access Purchase Orders

13) When you click “Yes” you will be directed to the “Edit change Order” screen for the selected Purchase Order.
14) On this screen, you can revise common document information as well as one or more lines, schedules, or distribution.
15) To begin, click in the space next to “Description” and type in an explanation for the change request.
16) Next, in the “Department” tab, under “Additional Information, select the appropriate Department.
17) Click “Save”.



Access Purchase Orders

18) After you click save, click “Submit”.
19) You will then be asked to confirm the request. Click “Yes”.
20) Then click “Done”.