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

# ***Enterprise Resource Planning Solution Contractor Orientation***





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## 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





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## Part 3.1: Viewing Solicitations



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SIGN IN  
ORACLE APPLICATIONS CLOUD

User ID

Password

[Forgot Password](#)

Sign In

English

### 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.dewater.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

# Good morning, George Washington!

Supplier Portal

Tools

Others

APPS



Supplier Portal



## Access Supplier Portal

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



Supplier Portal

Order Number

Step 6

## Access Solicitations

6) Click the link "View Active Solicitations".



Active Solicitations

Search

**Step 8** →

\*\* Solicitation

\*\* Title

\*\* Solicitation Close By

**Step 8a** ←

\*\* Invitation Received

Response Submitted

Solicitation Open Since

Time Zone Eastern Standard Time

Manage Watchlist Saved Search Open Invitations

\*\* At least one is required

**Step 9** ↓

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Will Responses Participate	Unread Messages	View PDF	Response Spreadsheet
No results found.								
Columns Hidden 4								

## Access Solicitations

- 7) This is the main “Active Solicitations” page.
- 8) If you know the solicitation in question, you can type in the box next to “Solicitation”.
  - 8a) If you don’t have a specific solicitation, or if you want to see all open solicitations, please note, they are organized depending if you received an invitation from the system, or not. You will need to switch between both by clicking the Yes/No Button next to “Invitation Received” to view all solicitations.
- 9) Click Search.



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Active Solicitations

Done

Time Zone Eastern Standard Time

Search

Manage Watchlist Saved Search Open Invitations

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
DCW-SOL-20-1	Green Infrastructure Services	Solicitation	Opens in 11 day...	10/30/20 1:54 PM	0		0		
DCW-SOL-20-1	Abstract Check	Solicitation	1 Day 10 Hours	9/25/20 2:02 AM	0		0		
DCW-SOL-20-1	Construction Materials	Solicitation	18 Hours 18 Mi...	9/24/20 9:46 AM	0		0		
DCW-SOL-20-1	Construction Materials	Solicitation	18 Hours 13 Mi...	9/24/20 9:41 AM	0		0		
DCW-SOL-20-1	RFQ for Chemical Services	Solicitation	4 Days 9 Hours	9/28/20 12:54 AM	0		0		

Column 4



## Access Solicitations

- 10) When you click search the list of solicitations will appear (in this case we did not look for a specific solicitation) .
- 11) Select the specific solicitation you are interested in by clicking on the solicitation name.





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Solicitation: DCW-SOL-20-10068

Currency = US Dollar

Title RFQ for Chemical Services

Status Active

Time Remaining 4 Days 9 Hours

Open Date 9/14/20 1:06 AM

Close Date 9/28/20 12:54 AM

Messages Create Response Actions Done

Time Zone Eastern Standard Time

Step 13

Table of Contents

Cover Page

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

### DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY (DC WATER)

#### Request for Quote

for

#### RFQ for Chemical Services



Step 12

## Access Solicitations

- 12) When click on the solicitation, you will be taken to the electronic solicitation details.  
Note the "Table of Contents" on the left side where you can access the specific details on the solicitation.
- 12) When you have completed your review, click "Done" to return to the previous page.



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Active Solicitations

Done

Search

Time Zone Eastern Standard Time

Manage Watchlist Saved Search Open Invitations copy

\*\* At least one is required

\*\* Solicitation

\*\* Title

\*\* Solicitation Close By

\*\* Invitation Received

Response Submitted

Solicitation Open Since

Step 15

Step 14

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
DCW-SOL-20-1	Green Infrastructure Services	Solicitation	Opens in 11 day...	10/30/20 1:54 PM	0		0		
DCW-SOL-20-1	Abstract Check	Solicitation	1 Day 10 Hours	9/25/20 2:02 AM	0		0		
DCW-SOL-20-1	Construction Materials	Solicitation	18 Hours 4 Min...	9/24/20 9:48 AM	0		0		
DCW-SOL-20-1	Construction Materials	Solicitation	17 Hours 59 Mi...	9/24/20 9:41 AM	0		0		
DCW-SOL-20-1	RFQ for Chemical Services	Solicitation	4 Days 9 Hours	9/28/20 12:54 AM	0		0		

Step 14

## Access Solicitations

- 14) You can keep track of interested solicitations by clicking the "Save" button.
- 15) If you are interested in submitting a response to the particular solicitation (as a prime) highlight the interested solicitation and click the "Create Response" button to begin.



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Response

**Warning**

You must acknowledge all amendments to solicitation DCW-SOL-20-10081 before responding. Do you want to continue?

**Step 15** →

Search Results

Solicitation	Response Leadsheet
DCW-SOL-20-10081	
DCW-SOL-20-10082	
DCW-SOL-20-10083	
DCW-SOL-20-10084	
DCW-SOL-20-10085	
DCW-SOL-20-10086	

Columns Hidden

## Access Solicitations

- 16) If the solicitation has any active amendments, you will get a prompt from the system to acknowledge them.
- 17) To review the amendments, and continue, click "Yes".



Acknowledge Amendments (Solicitation DCW-SOL-20-10081) ②

View Original Solicitation Submit Cancel

Currency = US Dollar  
Select each amendment to review and acknowledge the changes.

View Format Freeze Detach Wrap



Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	Green Infrastructure Services	9/18/20 3:58 PM	Preview			

Columns Hidden 3

Amendment 1: Details

Acknowledgment  I have reviewed the changes and I acknowledge amendment 1 for solicitation DCW-SOL-20-10081.  
Amendment Description Updating the Open Date to be posted 9/18/2020 and changing requirement weights.



Cover Page

No data to display.

Overview

General

Schedule

View Format Freeze Detach Wrap

Field	Solicitation DCW-SOL-20-10081	Solicitation DCW-SOL-20-10081,1
Close Date	11/10/20 1:50 PM	10/30/20 1:54 PM

Requirements

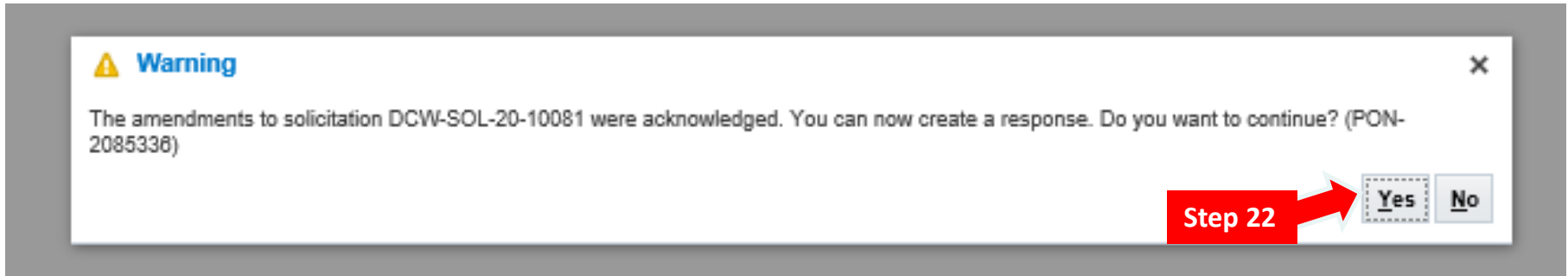
No data to display.

Lines

No data to display.

## Access Solicitations

- 18) Clicking “Yes” takes you to the Acknowledge Amendments page.
- 19) After reviewing them, click the Acknowledgement Box to accept them.
- 20) Click the “Submit” button to continue.



**Warning**

The amendments to solicitation DCW-SOL-20-10081 were acknowledged. You can now create a response. Do you want to continue? (PON-2085336)

**Step 22** →

## Access Solicitations

- 21) After clicking Submit, you will get a system generated acknowledgement. This will allow you to continue with the response submittal.
- 22) Click "Yes" to continue.



Create Response (Proposal 9048): Overview

Messages Respond by Spreadsheet Actions Back Next Save Cancel

Step 23  
ed 9/23/20 8:15 PM  
tern Standard Time

Title Green Infrastructure Services

Close Date 10/30/20 1:54 PM

Time Remaining Opens in 11 days 17 hours

General

Supplier NATIONAL CAPITAL INDUSTRIE  
Solicitation Currency USD  
Response Currency USD  
Price Precision 2 Decimals Maximum

Reference Number

Note to Buyer

Attachments None

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

Actions View Format Freeze Wrap

Deliverable Name	Due Date	Status
No data to display.		

# Access Solicitations

23) Clicking “Yes” moves you to the actual solicitation response section. If you are not ready to continue, click “save and close” to return later.



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## Part 3.2: Managing Solicitations



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The image shows a screenshot of the Oracle Applications Cloud sign-in page. It features a blue header with a white circle containing a blue cloud icon. Below the header, there are two input fields for 'User ID' and 'Password'. A link for 'Forgot Password' is located below the password field. A blue 'Sign In' button is positioned below the input fields. At the bottom, there is a language selection dropdown menu currently set to 'English'.

### 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.dewater.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



# Good morning, George Washington!

Supplier Portal

Tools

Others

APPS



Supplier Portal



## Access Supplier Portal

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



Supplier Portal

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 Advices
  - 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**

4

4

■ Negotiations Closing Soon

**Recent Activity**  
Last 30 Days

No data available

**Transaction Reports**  
Last 30 Days

No data available

**Supplier News**  
This is the Supplier News !!!



## Manage Responses

6) Click the link "Manage Responses".



Manage Responses

Done

Time Zone Eastern Standard Time

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

\*\* At least one is required

\*\* Solicitation Title  \*\* Response Status Active or draft

\*\* Solicitation  Line Description

\*\* Response

Search Reset Save...

Step 8

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Step 10

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
9049	Draft	DCW-SOL-20-1...	RFQ for Chemical Services	Solicitation	4 Days 4 Hours	0	
9048	Draft	DCW-SOL-20-1...	Green Infrastructure Services	Solicitation	Opens in 11 day...	0	

Columns Hidden 8

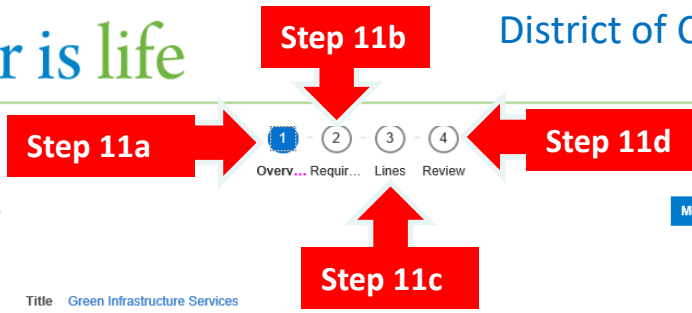
# Manage Responses

- 7) This is the main “Manage Responses” page.
- 8) Note the solicitations that were saved previously (Section 3.1) automatically appear under the Search Results section. Responses can be worked on for these solicitations.
- 9) After reviewing the details of the solicitation, you can determine the best response. The response document generated will help you provide a complete response by providing all necessary information.
- 10) To begin/continue the response process, select the solicitation desired and click “Revise”.



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Create Response (Proposal 9044): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Cancel

Last Saved 9/24/20 9:03 AM  
Time Zone Eastern Standard Time

Title Green Infrastructure Services

Close Date 10/30/20 1:54 PM

Time Remaining Opens in 11 days 4 hours

General

Supplier XYZ Corporation  
Solicitation Currency USD  
Response Currency USD  
Price Precision 2 Decimals Maximum

Reference Number   
Note to Buyer   
Attachments None +

Contract Terms

Variables ?

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

Actions View Format Freeze Wrap

Deliverable Name	Due Date	Status
No data to display.		

# Manage Responses

- 11) There are four sections to Submitting a response:
- a) Overview Screen
  - b) Requirements Screen
  - c) Lines Screen
  - d) Review Screen



1 - 2 - 3 - 4  
Overv... Requir... Lines Review

Create Response (Proposal 9044): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Cancel

Last Saved 9/24/20 9:03 AM  
Time Zone Eastern Standard Time

Title Green Infrastructure Services  
Time Remaining Opens in 11 days 4 hours



Close Date 10/30/20 1:54



General

Supplier XYZ Corporation  
Solicitation Currency USD  
Response Currency USD  
Price Precision 2 Decimals Maximum

Reference Number

Note to Buyer

Attachments None +



Contract Terms

Variables ?

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

Actions View Format Freeze Wrap

# Manage Responses

12) This is the Response Overview screen. From here, you can:

- a) Review the solicitation.
- b) Add an attachment.



The screenshot shows an 'Attachments' dialog box with the following elements:

- Step 14:** A dropdown menu labeled 'File' for selecting the attachment type.
- Step 15:** A 'Browse...' button next to the 'File Name or URL' input field.
- Step 16:** Input fields for 'Title' and 'Description'.
- Step 17:** 'OK' and 'Cancel' buttons at the bottom right.

Additional visible text in the dialog includes: 'Actions', 'View', '+', 'X', '\* File Name or URL', 'Attached By', and 'Attached Da'.

## Manage Responses

- 13) When you click the "+" to add an attachment, the above pop up screen will appear.
- 14) To submit the response, select the "Type" of the response (file).
- 15) Click the "Browse" button to select the file(s) to be uploaded.
- 16) Once uploaded, Type in a clear title and description of the response.
- 17) Click "OK".

**Step 20**

Messages Respond by Spreadsheet Actions Back Next Save Cancel

Last Saved 9/23/20 9:33 PM  
Time Zone Eastern Standard Time

Close Date 10/30/20 1:54 PM

Title Green Infrastructure Services

Time Remaining Opens in 11 days 16 hours

General

Supplier XYZ Corporation

Solicitation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Reference Number

Note to Buyer

Attachments flyer.pdf + x

**Step 19**

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

## Manage Responses

- 18) Clicking "OK" returns you to the Overview screen.
- 19) Note the attachment is now added.
- 20) To continue the response process, click the "Next" button.



Section 1. Technical Propo... [dropdown arrow]

### Create Response (Proposal 9044): Requirements

#### Section 1. Technical Proposal (Approach)

\* 1. REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.

The Scope of Work and Requirements section of this solicitation identifies all required work, requirement, and related requirements. You must confirm that your firm can and will perform all work specified and can and will meet all requirements identified in this section.

-- Select one of these two drop-down choices:

- 1. Can and will meet all requirements. (Also means included in your proposed price.)
- 2. Can and will meet all requirements with the following exceptions. (Will be require to attach a document explaining exceptions. Exceptions will not result in the automatic rejection but may or may not result in the lower scoring based on the significance, determined at the sole discretion of DC Water. Hint: If you have any exceptions, also propose any alternate or workaround.)

- a. Can and will meet all requirements
- b. Can and will meet all requirements with the following exceptions

\* 2. REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.

## Manage Responses

- 21) Clicking "Next" moves you on to the Requirements screen.
- 22) This screen outlines all the required documents needed as part of a complete response to the solicitation.
- 23) You will need to read each requirement, respond as needed, and acknowledge by clicking the appropriate circle.
- 24) Also note, there may be multiple sections for the requirements. Before moving on, click the drop arrow to the right to see if there are other sections. (The drop box is also located at the bottom of the page).
- 25) When you are done, click "Next" to move to the "Lines" screen.





Create Response (Proposal 9044): Lines

Currency = US Dollar

Last Saved 9/24/20 9:30 AM  
Time Zone Eastern Standard Time

Time Remaining Opens in 11 days 4 ho

Close Date 10/30/20 1:54 PM

Step 27

Line	Description	Required Details	Category Name	Response Price	UOM	Line Amount	Estimated Quantity	Estimated Total Amount	Response Minimum Release Amount
1	Mobilization/Demobilization		909 Construction, Ir						
2	TYPE -I WORK: Grit Chamber Coatings and Covers		909 Construction, Ir						
3	TYPE -I WORK: PCS - Equipment UPS Upgrade		909 Construction, Ir						
4	TYPE -II - TASK SERVICES WORK ALLOWANCES: Emergency Equipments & Materi		150 Moldings, Meta						
5	TYPE -III - LABOR RATE: General - Foreman		909 Construction, Ir		Hours		2,000		
6	TYPE -III - LABOR RATE: Mech - Millwrights		909 Construction, Ir		Hours		6,000		
7	All other work		909 Construction, Ir						
8	Concrete spill repair J21		735 Rags and shop		Linear Feet		50		
9	Concrete spill repair J22		909 Construction, Ir		Linear Feet		60		

Step 29

Step 28

Grand Totals

All response lines are included.

Response Amount 0.00

# Manage Responses

- 26) This is the Lines screen.
- 27) This screen identifies all the deliverables associated with this program: the line number, Description of the line, any pertinent details, the related NAIC/NIGP descriptor, unit of measure per line, and estimated quantity.
- 28) You will need to provide a price per line (based on the unit of measure). The system will calculate the "Line Amount". **Lines that do not have a value under the UOM column are lump sum lines. Enter your lump sum price as the response price.**
- 29) Also note, the grand total amount is calculated at the bottom of the screen.



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1 2 3 4  
Overvi... Requir... Lines Review

Step 30

Create Response (Proposal 9044): Lines

Messages Respond by Spreadsheet Actions Back Next Save Cancel

Currency = US Dollar

Last Saved 9/24/20 9:30 AM  
Time Zone Eastern Standard Time

Time Remaining Opens in 11 days 4 ho

Close Date 10/30/20 1:54 PM

Actions View Format Freeze Detach Wrap

Line	Description	Required Details	Category Name	Response Price	UOM	Line Amount	Estimated Quantity	Estimated Total Amount	Response Minimum Release Amount
1	Mobilization/Demobilization		909 Construction, Ir	<input type="text"/>					<input type="text"/>
2	TYPE -I WORK: Grit Chamber Coatings and Covers		909 Construction, Ir	<input type="text"/>					<input type="text"/>
3	TYPE -I WORK: PCS - Equipment UPS Upgrade		909 Construction, Ir	<input type="text"/>					<input type="text"/>
4	TYPE -II - TASK SERVICES WORK ALLOWANCES: Emergency Equipments & Materi		150 Moldings, Meta	<input type="text"/>					<input type="text"/>
5	TYPE -III - LABOR RATE: General - Foreman		909 Construction, Ir	<input type="text"/>	Hours		2,000		<input type="text"/>
6	TYPE -III - LABOR RATE: Mech - Millwrights		909 Construction, Ir	<input type="text"/>	Hours		6,000		<input type="text"/>
7	All other work		909 Construction, Ir	<input type="text"/>					<input type="text"/>
8	Concrete spall repair J21		735 Rags and shop	<input type="text"/>	Linear Feet		50		<input type="text"/>
9	Concrete spall repair J22		909 Construction, Ir	<input type="text"/>	Linear Feet		60		<input type="text"/>

Rows Selected 1 Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 0.00

# Manage Responses

30) Once all your responses have been entered, click "Next" to continue.



1 - 2 - 3 - 4  
Overvi... Requir... Lines Review

Step 31

Messages Respond by Spreadsheet Actions Back Next Save Cancel

View Solicitation  
View Response PDF  
Validate

Last Saved 9/24/20 10:09 AM  
Time Zone Eastern Standard Time

Review Response: Proposal 9044

Currency = US Dollar

Title Green Infrastructure Services

Close Date 10/30/20 1:54 PM

Time Remaining Opens in 11 days 3 hours

Overview Requirements Lines

General

Supplier XYZ Corporation  
Solicitation Currency USD  
Response Currency USD  
Price Precision 2 Decimals Maximum  
Response Valid Until

Reference Number  
Note to Buyer  
Attachments None

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

Name	Description	Value	Clauses
No data to display.			

Step 32

# Manage Responses

- 31) Clicking "Next" moves you to the "Review" screen. Here you will be able to review all your responses, ensure all necessary documents are attached and submit. Please note you can navigate between the previous screens simply by clicking on the corresponding numbers at the top.
- 32) Once you are ready to submit, click the "Actions" button and select responses have been entered, click "Validate" to submit your response.



1 - 2 - 3 - 4  
Overvi... Requir... Lines Review

Review Response: Proposal 9044

Currency = US Dollar

Title Green Infrastructure Services

Time Remaining Opens in 11 days 3 hours

**Error**

You must respond to all lines in the solicitation. (PON-2085207)

OK

Respond by Spreadsheet Actions Back Next Save Cancel

Last Saved 9/24/20 10:09 AM  
Time Zone Eastern Standard Time

Overview Requirements Lines

General

Supplier XYZ Corporation

Reference Number

Solicitation Currency USD

Note to Buyer

Response Currency USD

Attachments None

Price Precision 2 Decimals Maximum

Response Valid Until

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

Name	Description	Value	Clauses
No data to display.			



# Manage Responses

31) Please note that as a function of the system, you will not be able to complete the process if all responses are not completed. If you attempt to submit an incomplete package, you will see the above error message.



## Manage Responses

- The information you're required to provide can vary between negotiations. If you haven't provided all the required response information, you will receive an error message when you try to submit your response and be prompted to supply the missing information.
- If the Procurement has alternate lines, you can create a new response line in addition to responding to the originally defined line. You might want to create an alternate line if you want to offer different price breaks or other line information. Your additional response line and your response to the original line are both considered when the category manager analyzes and awards the negotiation.
- Generally, a procurement will only allow one response per firm. However, if DC Water allows it, you can create multiple responses within a round of negotiations. When you create multiple responses, you can offer different line information (as you can in alternate line responding), and you can also offer different responses to other negotiation attributes such as requirements, negotiation terms, or contract terms
- Contractors can edit their submitted response up to the close date.