



water is life

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



- 💧 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 5.1: Submitting Invoices

Part 5.1: Submitting Invoices - Scenario

Company Profile

Firm Name: XYZ Corporation
Purchase Order: : 519246
Address Type: Main-Purch
Invoice Number: 55555
Invoice Date: 9/29/2020
Invoice Type: Invoice
Invoice Amount: \$175.56



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The image shows a screenshot of the Oracle Applications Cloud sign-in interface. It features a blue header with a white circular icon containing a blue cloud. 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 'Forgot Password' link. At the bottom, there is a language selection dropdown menu currently set to 'English'.

Go to DC Water's Procurement Web Site

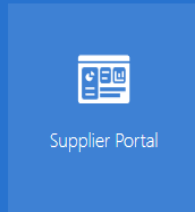
- 1) Open your **Internet Browser**. CHROME is the preferred web browser for the DC Water application.
- 2) Go to the **DC Water** website: <https://www.dewater.com>.
- 3) Click on **Work with Us** on the menu options then click the **Procurement** link followed by the **DC Water Supplier Registration 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, KENNIE MARTIN!

Supplier Portal Tools Others

APPS



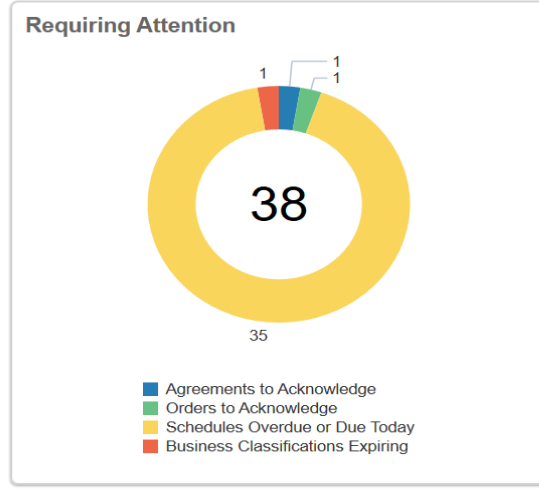
Things to Finish

Assigned to Me 13	Yesterday × FYI Amendment 2 for Negotiation DCW-SOL-20-10061	Yesterday × FYI Amendment 1 for Negotiation DCW-SOL-20-10061	Yesterday × ACTION REQUIRED You Are Invited to Negotiation DCW-SOL-20-10061	1 week ago ACTION REQUIRED You Are Invited to Negotiation DCW-SOL-20-10068 (>
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5) Click on the Supplier Portal icon to access the system (including your firm's profile).



- 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



Recent Activity

Last 30 Days

Agreements opened	1
Payments	1

Transaction Reports

Last 30 Days

Invoice Amount	100	USD
Invoice Price Variance Amount		USD

Supplier News

Step 6

6) Click "Create Invoice" under the "Invoices and Payments".



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Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO

Supplier

Taxpayer ID

* Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

* Number

* Date m/d/yy

* Type Invoice

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name
Address

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
No data to display.													

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
------	----------	------------	------------------	--------------	-------------	------------	----------	--------

How to Create Invoices

- 7) This is the main "Create Invoice" page.
- 8) To begin, you will need to identify the Purchase Order associated with the invoice.
- 9) To see the list of Purchase Orders connected with your firm, click the down arrow next to "Identifying PO".



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Create Invoice

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

* Identifying PO Remit-to Bank Account

Supplier NATI
Taxpayer ID 52-12
* Supplier Site
Address
Supplier Tax Registration Number

Customer
Customer Taxpayer ID

Lines
View

* Number	* Type
513223-MM	MAIN-PURCH
513223-MM	MAIN-PURCH
520066-MM	MAIN-PURCH
516238-MM	MAIN-PURCH
519246-MM	MAIN-PURCH
500888-MM	MAIN-PURCH
520494-MM	MAIN-PURCH

No data to display.

Search...

* Number

* Date m/d/yy

* Type Invoice

Invoice Currency
Payment Currency

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
------	----------	------------	------------------	--------------	-------------	------------	----------	--------

How to Create Invoices

- 10) Once you click the down arrow, a list of available purchase orders will appear - similar to the image above.
- 11) Click on the appropriate purchase order to continue.



Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO 513223-MM

Supplier [Redacted]

Taxpayer ID [Redacted]

* Supplier Site MAIN-PURCH

Address [Redacted]

Supplier Tax Registration Number [Redacted]

Remit-to Bank Account [Redacted]

Unique Remittance Identifier [Redacted]

Unique Remittance Identifier Check Digit [Redacted]

Description [Redacted]

Attachments None +

* Number [Redacted]

* Date m/d/yy

* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

* Customer Taxpayer ID 52-2201147

Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address

Lines

View + x Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
No data to display.													

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

How to Create Invoices

- 12) After selecting the appropriate purchase order, you will be returned to the "Create Invoice" screen. Please note details concerning the selected purchase order will appear on the screen (ie. Supplier Site and the Address).
- 13) To continue, you will need to add more information for this invoice. (The next six slides highlight what needs to be added).



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Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO 513223-MM

Supplier [Redacted]

Taxpayer ID [Redacted]

* Supplier Site MAIN-PURCH

Address [Redacted]

Supplier Tax Registration Number [Redacted]

Remit-to Bank Account [Redacted]

Unique Remittance Identifier [Redacted]

Unique Remittance Identifier Check Digit [Redacted]

Description [Redacted]

Attachments None +

* Number [Redacted]

* Date m/d/yy

* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Step 14

Step 15

Customer

* Customer Taxpayer ID 52-2201147

Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address

Lines

View + x Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
No data to display.													

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

How to Create Invoices

- 14) DC Water encourages firms to enter a "Description" for the invoice. Providing a detailed description of the invoice reduces the risk of a delay in processing.
- 15) Click the "+" sign to attach support documentation.



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Create Invoice ?

* Identifying PO 513223-MM

Supplier [Redacted]

Taxpayer ID [Redacted]

* Supplier Site MAIN-PURCH

Address [Redacted]

Supplier Tax Registration Number [Redacted]

Remit-to Bank Account [Redacted]

Unique Remittance Identifier [Redacted]

Unique Remittance Identifier Check Digit [Redacted]

Description [Redacted]

Attachments None +

Invoice Actions Save Save and Close Submit Cancel

Step 16 * Number [Redacted]

Step 17 * Date m/d/yy

* Type Invoice

Step 18 Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

* Customer Taxpayer ID 52-2201147

Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

Address [Redacted]

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
No data to display.													

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

How to Create Invoices

- 16) Create an invoice number.
- 17) Type in the date the invoice is created.
- 18) Click the down arrow next to the "Type" field to select between Invoice or Credit Memo.



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Create Invoice

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

Identifying PO 513223-MM

Supplier

Taxpayer ID

Supplier Site MAIN-PURCH

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

* Number 6578

* Date 9/25/20

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 52-2201147

Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address

Lines

View Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
1	Freight												
Total													

How to Create Invoices

- 19) The next step is to bill against the PO Lines.
- 20) To do so click the icon .



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Create Invoice ⓘ Invoice Actions Save Save and Close Submit Cancel

* Identifying PO 516238-MM Remit-to Bank Account * Number 5678
Supplier [REDACTED] * Date m/d/yy
Taxpayer ID [REDACTED] * Type Invoice
* Supplier Site MAIN-PURCH Advanced Saved Search ** At least one is required
Address PO BOX 287 342 BLADENSBURG * Consumption Advice
Supplier Tax Registration Number * Customer Taxpayer ID 52-2201147

Select and Add: Purchase Orders

Search ** Purchase Order 513223-MM ** Creation Date m/d/yy h:mm a

Search Reset Save...

Search Results

View [icon] [icon] Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
516238-MM	2	1			41928	SIGN 34 x18 FLO/O...	PO-BS4-BRYANT S...	3
516238-MM	3	1			41929	SIGN 34 x18 FLO/O...	PO-BS4-BRYANT S...	2

Apply OK Cancel

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

How to Create Invoices

- 21) Clicking the “ [icon] ” icon brings up a pop screen similar to the one above which identifies all the lines attached to this purchase order.
- 22) If you are billing against only one line select it by clicking on the space next to the appropriate line number.
- 23) Conversely, if you are billing against multiple lines, press the “CTRL” button on your keyboard and left click the appropriate lines.
- 24) One you selected your lines click “OK”.



Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO 516238-MM
 Supplier [Redacted]
 Taxpayer ID [Redacted]
 Supplier Site MAIN-PURCH
 Address [Redacted]
 Supplier Tax Registration Number

Remit-to Bank Account
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Description
 Attachments None +

* Number 6768
 * Date m/d/yy
 Type Invoice
 Invoice Currency USD - US Dollar
 Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 52-2201147

Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address

Lines

View + X Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
1	Item	516238...	3	1			41929	SIGN 34 x18 FLOOR DG ...	PO-BS4-BRYANT				1
Total													

How to Create Invoices

- 25) Once you click "OK", you will be returned to the main "Create Invoice" screen.
- 26) Note the line(s) to be billed against now appear under the "Lines" section.
- 27) Review this screen for accuracy before continuing.
- 28) Please note, information only needs to be provided for spaces with an asterisk ("**"). All other spaces are optional.



Create Invoice ?

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

Identifying PO 516238-MM

Supplier [REDACTED]

Taxpayer ID [REDACTED]

Supplier Site MAIN-PURCH

Address [REDACTED]

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

* Number 6768

* Date m/d/yy

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 52-2201147

Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address

Lines

View + X Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
1	Item	516238...	3	1			41929	SIGN 34 x18 FLO/OR DG ...	PO-BS4-BRYANT				1
Total													

How to Create Invoices

- 29) Also note, the new space below the "Lines" section. Here you complete the invoice against the purchase order line.
- 30) Depending on the PO/Line, you will need to complete the invoice by filling in: quantity, hours, etc.
- 31) Note the UOM and Unit Price are prefilled.
- 32) Also note the total line amount is auto –calculated as is the invoice amount.



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Create Invoice ?

Identifying PO 516238-MM

Supplier [REDACTED]

Taxpayer ID [REDACTED]

Supplier Site MAIN-PURCH

Address [REDACTED]

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

Invoice Actions: Save Save and Close Submit Cancel

Step 35 →

* Number 6768

* Date m/d/yy

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Step 36 →

Customer

Customer Taxpayer ID 52-2201147

Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address

Lines

View + X Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
1	Item	516238...	3	1			41929	SIGN 34 x18 FLOOR DG ...	PO-BS4-BRYANT				1
Total													

How to Create Invoices

- 33) At this point, the invoice is complete.
- 34) Review this screen for correctness and ensure the necessary documentation is attached.
- 35) If it is correct click "Save" next to "Invoice Actions".
- 36) Then click "Submit".



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Invoice: 6578

Step 38

Printable Page Create Another Done

Identifying PO 513223-MM
 Supplier [Redacted]
 Taxpayer ID [Redacted]
 Supplier Site [Redacted]
 Address [Redacted]
 Supplier Tax Registration Number [Redacted]

Remit-to Bank Account
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Description
 Attachments None

Number 6578
 Date 9/25/20
 Type Invoice
 Invoice Currency USD
 Payment Currency USD

Step 39

Customer

Customer Taxpayer ID 52-2201147

Legal Entity DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
 Address

Lines

View

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM
		Number	Line	Schedule	Number	Line									
1	ITEM	513223-...	1	1				SIGN SIGN BR...	PO-BS4-BRYANT STREET				4	15.84	EA
Total															

How to Create Invoices

- 37) After clicking submit, this summary screen of your submitted invoice will appear.
- 38) You can print this screen if desired.
- 39) Click "Done" when you to be completed.

Part 5.2: Viewing Invoices

Part 5.2: Viewing Invoices - Scenario

Company Profile

Firm Name: XYZ Corporation
Purchase Order: : 519246
Address Type: Main-Purch
Invoice Number: 55555
Invoice Date: 9/29/2020
Invoice Type: Invoice
Invoice Amount: \$175.56



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SIGN IN ORACLE APPLICATIONS CLOUD

[Forgot Password](#)

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



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Good afternoon, JEMAR Mr.Pradeep!

Supplier Portal

Tools

Others

APPS



Supplier Portal



Step 5

How to View Invoices:

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



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

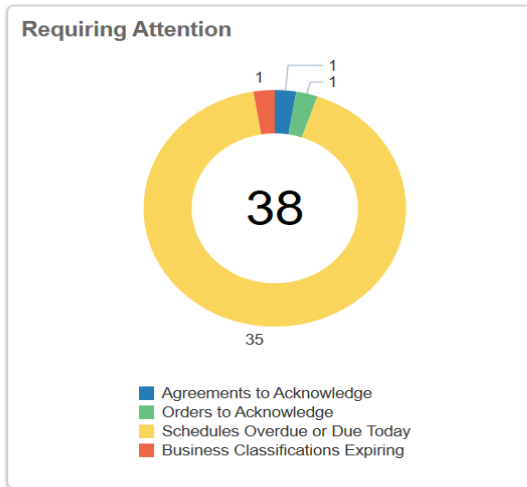
Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice

Step 6



Recent Activity

Last 30 Days

Agreements opened	1
Payments	1

Transaction Reports

Last 30 Days

Invoice Amount	100	USD
Invoice Price Variance Amount		USD

Supplier News

6) Click "Create Invoice" under the "Invoices and Payments".



View Invoices

Done

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Step 8

Consumption Advice

Invoice Status

Paid Status

Payment Number

Step 9 Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
55555	9/26/20	Standard	519246-MM		MAIN-PURCH	175.56 USD	175.56 USD	In proc...		
	9/25/20	Standard	520066-MM		MAIN-PURCH	USD	144.00 USD	Incom...		
	9/25/20	Standard	516238-MM		MAIN-PURCH	114.00 USD	114.00 USD	In proc...		
	9/25/20	Standard	516238-MM		MAIN-PURCH	504.00 USD	504.00 USD	In proc...		
34555	9/25/20	Standard	516238-MM		MAIN-PURCH	171.00 USD	171.00 USD	In proc...		
6578	9/25/20	Standard	513223-MM		MAIN-PURCH	63.36 USD	63.36 USD	In proc...		
2	9/24/20	Standard	520066-MM		MAIN-PURCH	USD	0.00 USD	Incom...		
N1	8/24/20	Standard			MAIN-PURCH	0.00 USD	122.00 USD	Appro...	429671	

Step 10

How to View Invoices:

- 7) This is the main "View Invoices" page.
- 8) To view the list of invoices connected with your firm, click the down arrow next to "Supplier".
- 9) Once you click "Search", a list of available invoices will appear.
- 10) Click on the Invoice Number that you are looking for.



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Invoice: 55555

Step 12 [Done](#)

Business Unit DC WATER BU
 Legal Entity Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
 Supplier or Party [Redacted]
 Supplier Site [Redacted]
 Address [Redacted]
 Invoice Date [Redacted]

Invoice Amount 175.56 USD
 Unpaid Amount 175.56 USD
 Payment Currency USD

Invoice Type Standard
 Description
 Attachment [2019 Employee Engagement Result](#)

[Lines](#) [Payments](#)

Items

View Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	168.00	SIGN:ROAD WORK AHEA...	1	168	EA	519246-MM	1	1					PO-BS4-BRYANT STREET
2	7.56	HANDLE:72 FOR STOP/SL...	0.5	15.11	EA	519246-MM	2	1					PO-BS4-BRYANT STREET

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
No data to display.											

Shipping and Handling

No shipping and handling.

How to View Invoices:

- 11) This screen displays the content of the individual invoice.
- 12) Click "Done" once you finish reviewing the invoice.