

MWRD Vendor Guide to PRISM Compliance Management

Primes & Subs





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Please report any difference to PCM for review and remediation. Your cooperation is appreciated



AGENDA

Primes & Subs



I. Introduction

II. User Registration

III. Compliance with PRiSM

- Sub Invoice Submission
- Prime Sub Payment
- Payment Acknowledgement/Dispute
- Monthly Reporting Requirements

IV. Getting Help

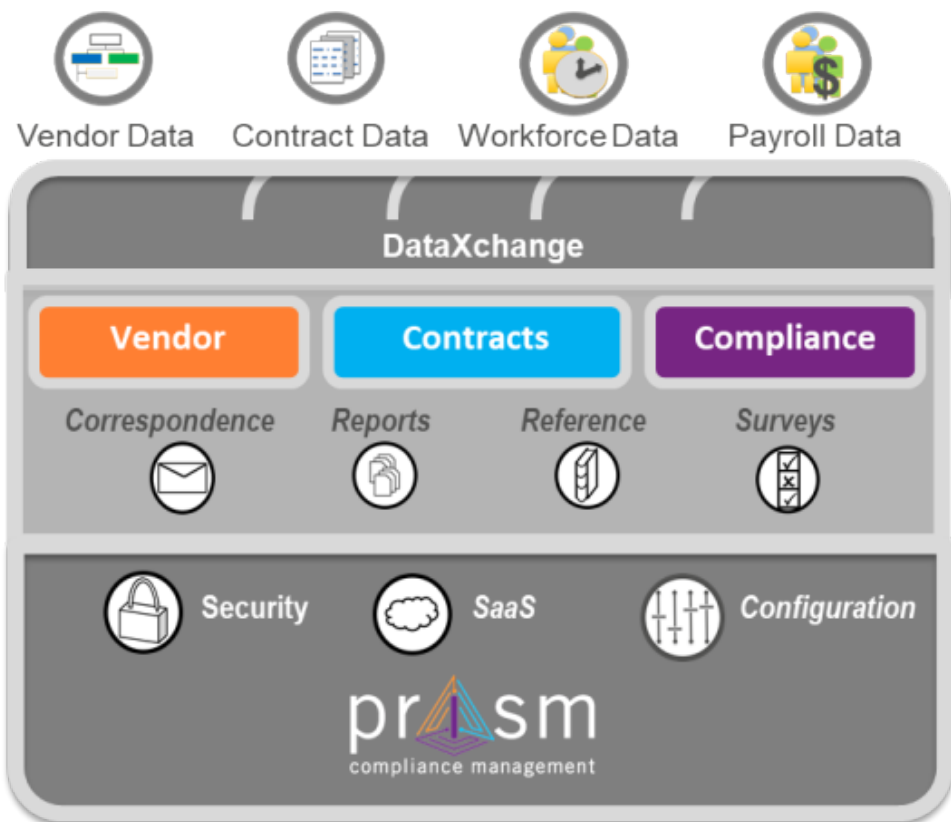
V. Wrap Up





What is PRISM?

PRISM Compliance Suite



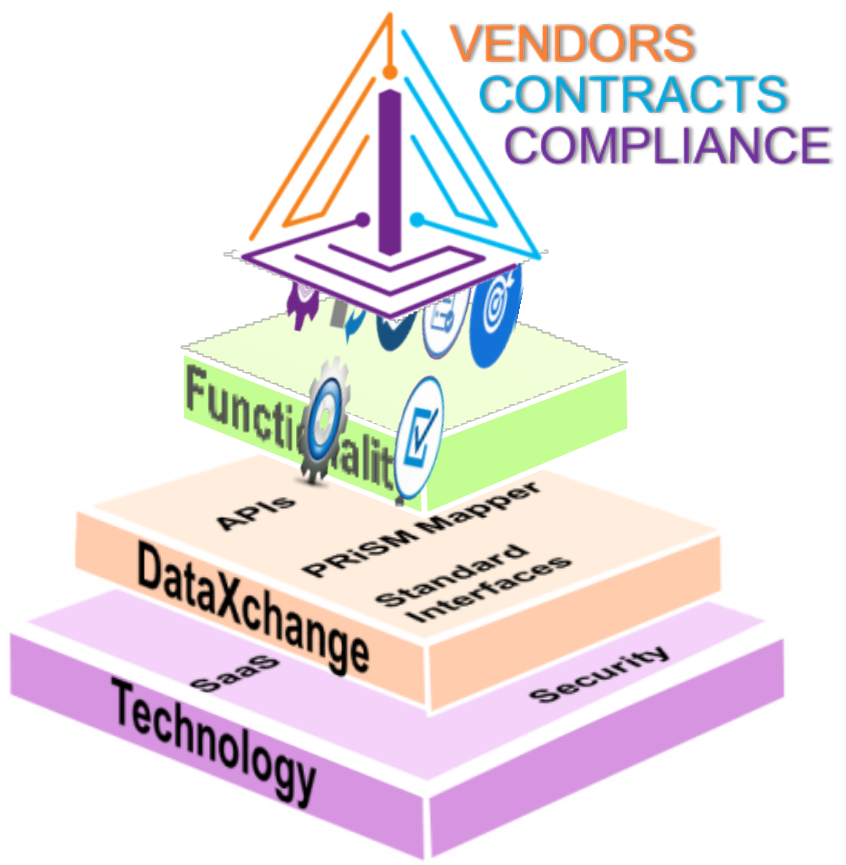
A modular solution with capabilities to solve your compliance management challenges.

PRISM is a full function SaaS application that increases the effectiveness and efficiency of compliance with robust information and industry best practice processes.





Full Compliance Suite



- ➔ ***Superior User Interface***
- ➔ ***End-to-End Compliance***
- ➔ ***Robust Data Management***
- ➔ ***Modern Architecture***



Why PRISM

- PRISM facilitates diversity inclusion
 - Collection
 - Tracking
 - Reporting of and outreach efforts
- PRISM enables on-line vendor searches and target outreach

Resulting in increased Small Business participation, more timely payments and improved goal attainment.

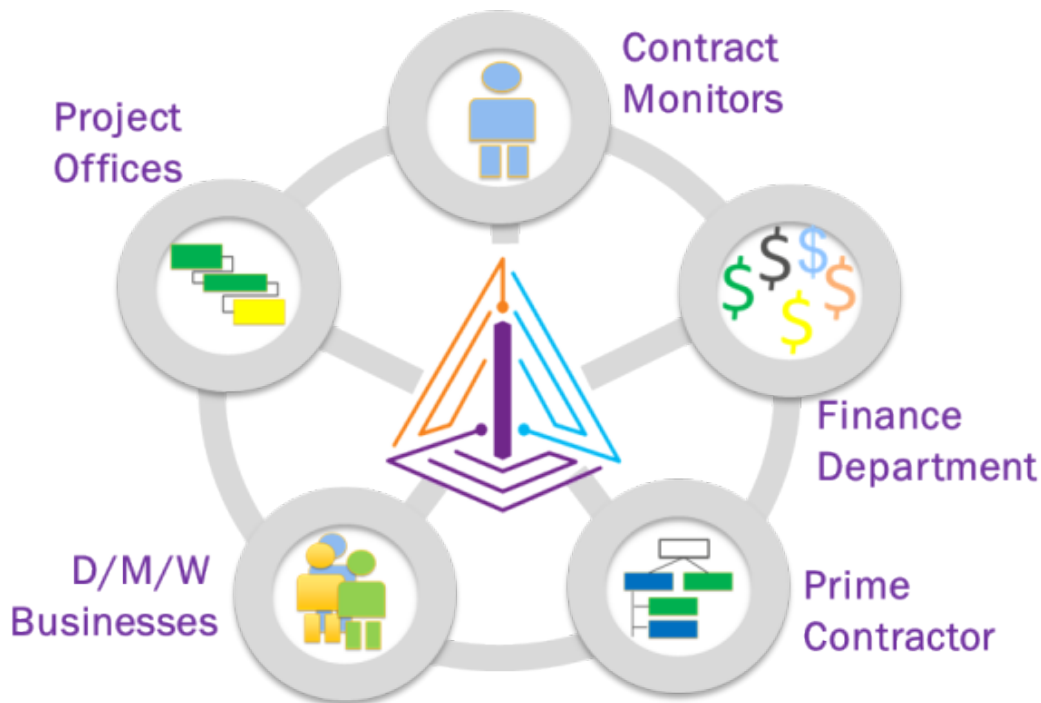


Closed-Loop Acknowledgement™

Closed-Loop Acknowledgement and reporting ensures highest quality participation and the achievement of results.

*You are
integrated into
the PRISM
online process*

*Each group can
add information
and see the big
picture*





End-to-End Compliance



Award

Contract and Sub Contract participation Plan is entered into the system by your Jurisdiction.



Setup

Prime and Subcontractor are notified of award and set up PRISM accounts.



Compliance

Prime and Subcontractor perform work and submit compliance requirements using PRISM Closed-Loop-Acknowledgement process.



Monitor

Jurisdiction monitors compliance.

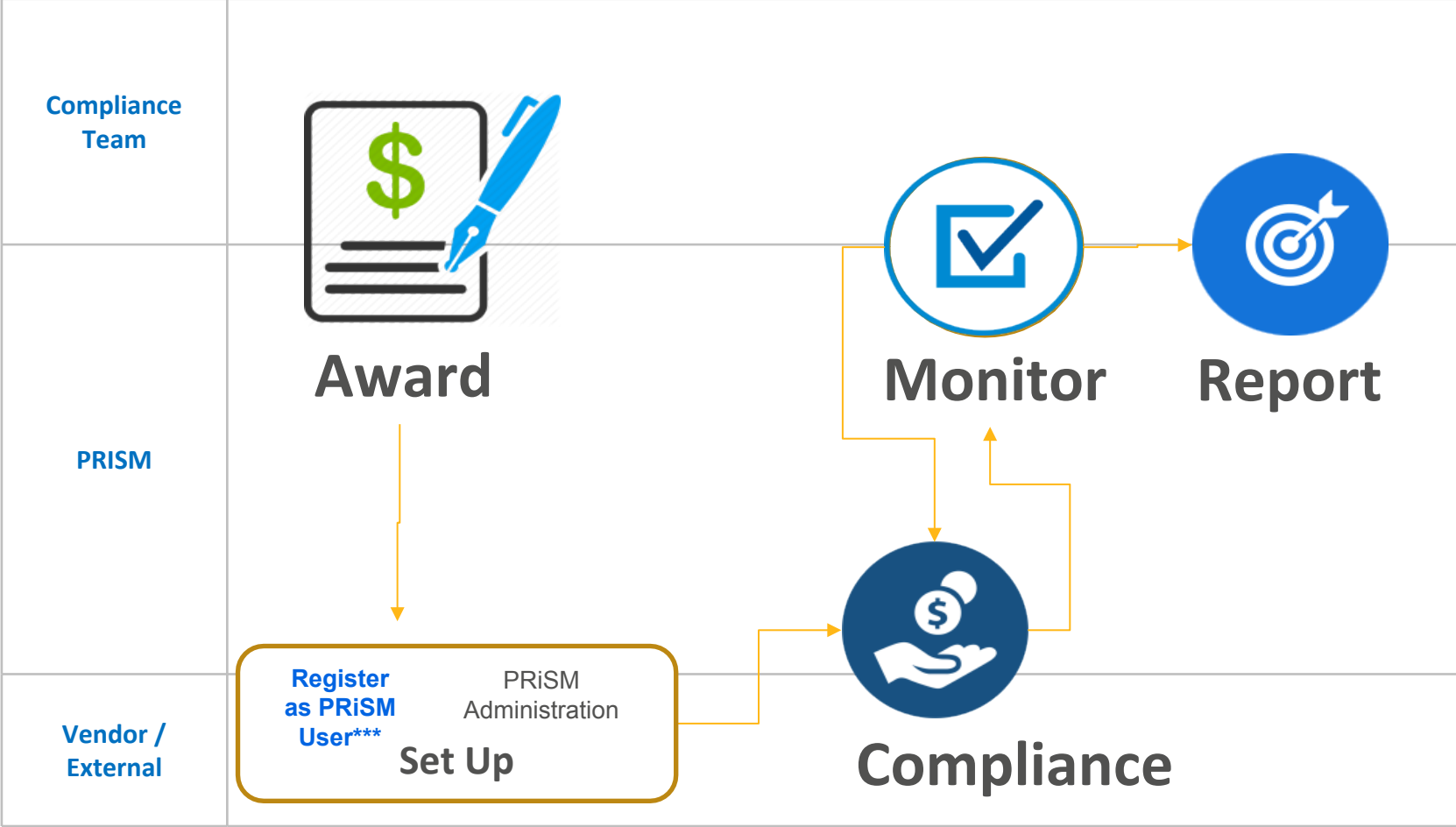


Complete

Contract is completed.



Process Overview



***All Vendors are required to set-up a PRISM vendor account to login to do compliance



User Registration

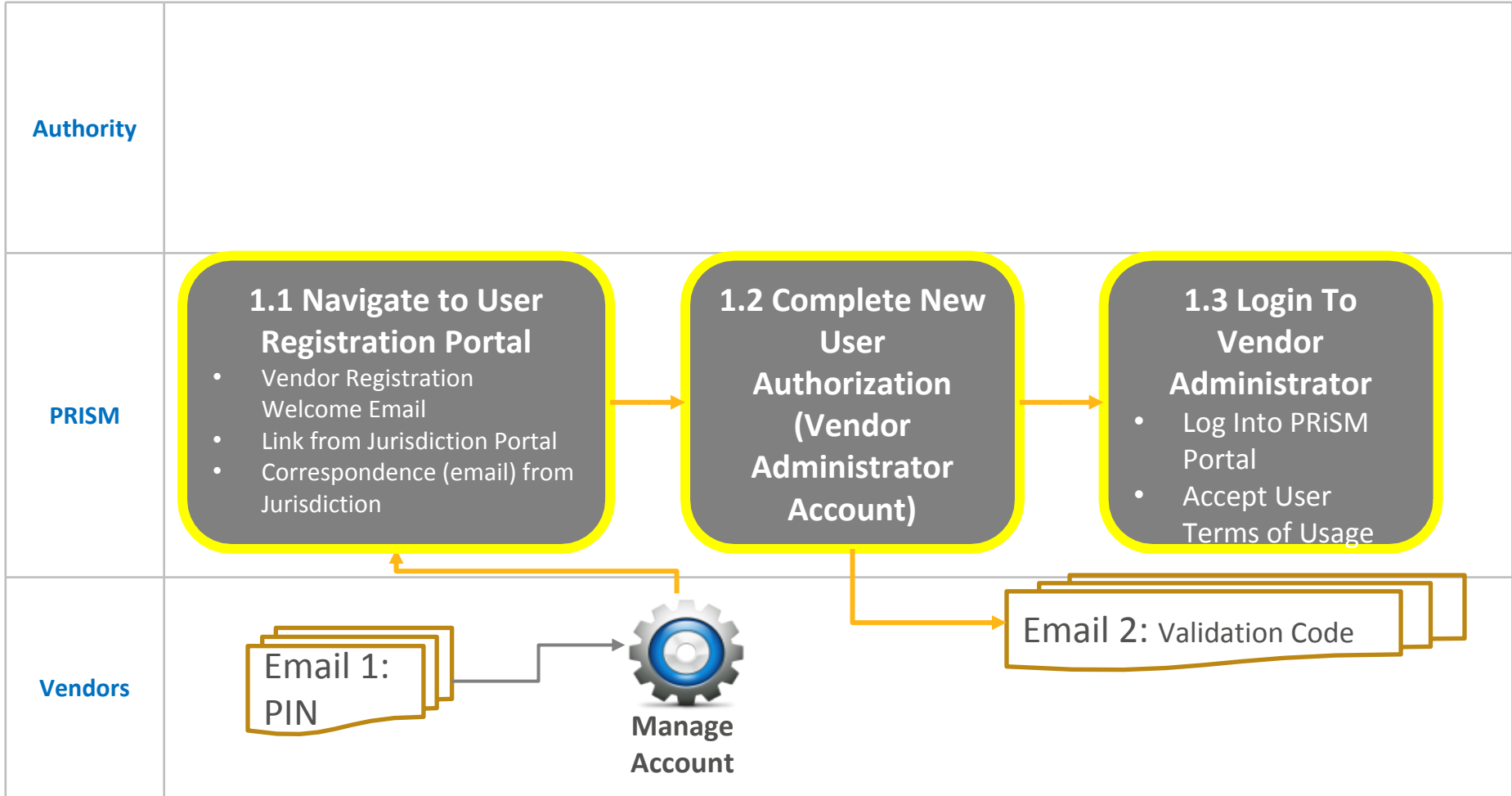


User Registration

- PRISM will create a Master Default Vendor account when a Vendor is entered into the PRISM database from MWRD Supplier portal
- The Default Vendor User must know their EIN and **PIN** to Claim the Default Account
- *Jurisdiction would provide you a Cheat Sheet for this process*



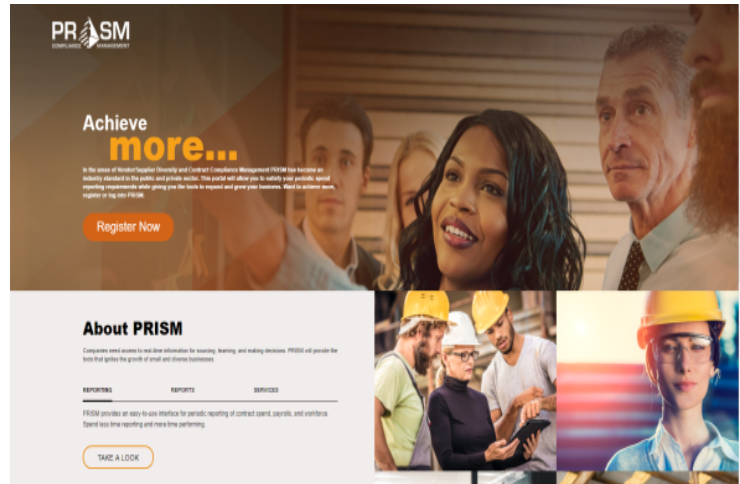
1) Claim Vendor Administrator Account





1.1 Navigate to User Registration Portal

Your Jurisdiction will send you a link to the PRiSM User Registration Page.



*****userregistration.prismcompliance.com/



1.2 Complete New User Authorization (Vendor Administrator Account)

1) Identify yourself with EIN and PIN

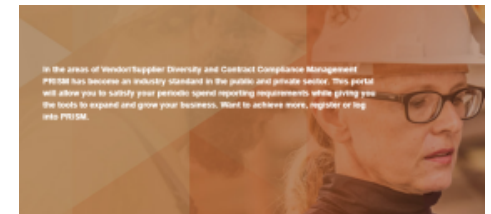
2) Confirm Identity

3) User Information and Email Validation

4) Set User Name, Password and Hints

5) Accept Terms of Usage

6) Complete Process



In the areas of Vendor/Supplier Diversity and Contract Compliance Management, PRISM has become an industry standard in the public and private sector. This portal will allow you to satisfy your periodic spend reporting requirements while giving you the tools to expand and grow your business. Want to achieve more, register or log into PRISM.

Welcome to Prism
Registration Completed Successfully



1.3 Login To Vendor Administrator

a) Login

b) Reset Password on first login

c) Accept Terms of Usage

*****pro.prismcompliance.com/





*****pro.prismcompliance.com



Support Legal About

Your data is secure

Login to do your compliance reporting

Need Help?

Log in here!

Enter User ID here...


Enter Password here...

Need Log In Help?

Log in

Forgot your Password? Click here and have it emailed to you.

#Stay #Informed @PRISM

 **Spring 18 Web-based Release Parties Notification (Government Customers Only)**
 Dates: User Accounts and Registration, April 9, 2018 Noon EST | Contracts, April 17, 2018 2PM EST | Payrolls, April 24, 2018 2PM EST
 PRISM Spring Release count down has started. There will be three release demonstrations and an introduction to the Spring beta. To see a video describing the release, [click here](#).



PRiSM Main Page

- PRiSM Functions
- News & Events
- Workshops

Company Search

Compliance

Administration

MWRD News & Events

MWRD Workshops

Feedback

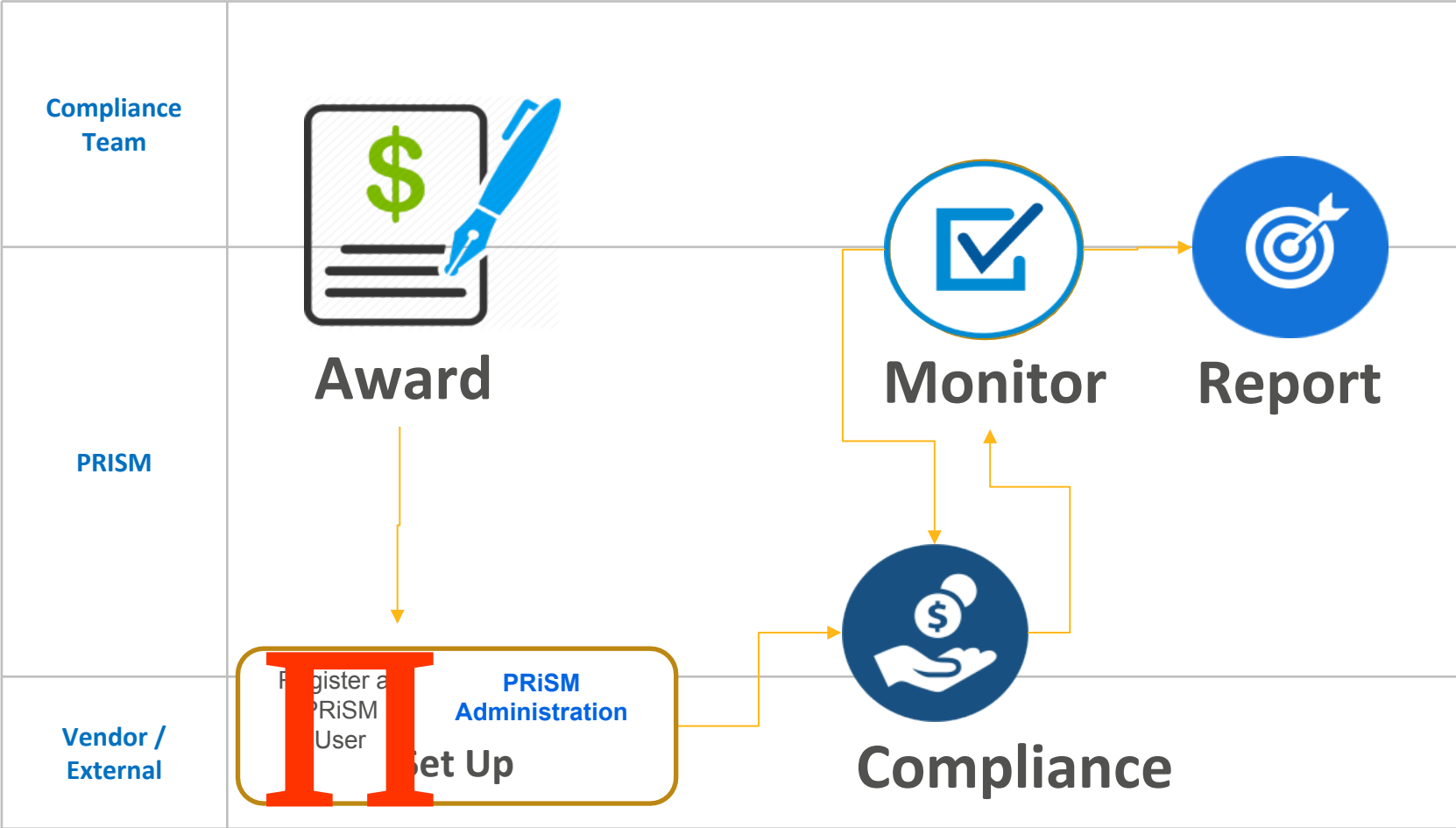
HELP

PrismCompliance.com © 2004-2019

Vendor Help Portal



Process Overview





Administration of Vendor Profile and Users

Last login time: 12/10/2019 02:06 PM ET

Welcome, Pagoda Electric! [Log-off](#)

Administration menu

Manage Users Profile	<i>View/Edit/Add User Profile</i>
Manage Vendor Records	<i>View/Edit Information about Vendor Company</i>

[Add up to four additional users for your company](#)

[Update Company Profile](#)

- Company Search
- Compliance
- Administration**
- MWRD News & Events
- MWRD Workshops



Manage User Profiles

- Shows users accounts
- Select Delete or Edit for existing users
- Add New User

Administration menu >> User Administration

Contractor Users

Username	Name	Role	Unlock	Reset Password	Edit	Delete
maouser2	Donna Steveson	Contractor	Lock	Reset Password	Edit User	Delete
102720140	Moyo Fakeye	Contractor	Default Vendor User	Reset Password	Edit User	Delete

Back to Administration Menu

Add New User

Add Contractor User

User ID *: mwr512020

Select Jurisdictions *: MWRD

First Name *:

Last Name *:

Password *:

Check Password *:

Email: *

Phone: *

Title:

Cancel Save



Manage Vendor Records

- Shows Vendor Profile Information
- Multiple Tabs of information
- If Information cannot be updated, you will need to contact your Jurisdiction to change or update.

Administration menu >> Manage Vendor Records

Profile Address Certifications Industry Advanced [Print Vendor Profile](#)

Fill out the Profile details below then press the "Update Profile" button before moving on. The fields with the "*" are required fields. Be sure to complete these fields.

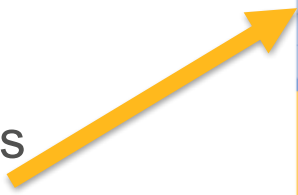
Profile

VIN:	0005010763	Date Established:	01/01/2001
Company Name *:	PAGODA ELECTRIC INC	Total Employees:	
Doing Business as:		Minority Employees:	
Business Structure:	-- Select One --	Website:	
Market Area:	-- Select One --	Gender:	Male
Race/Ethnicity:	African American	Fax:	
Phone:		Major Customers:	
Business Activity:	-- Select One --		
Product Service:			
Account Email:	moyo@emslab.com	Account Phone:	



Company Search

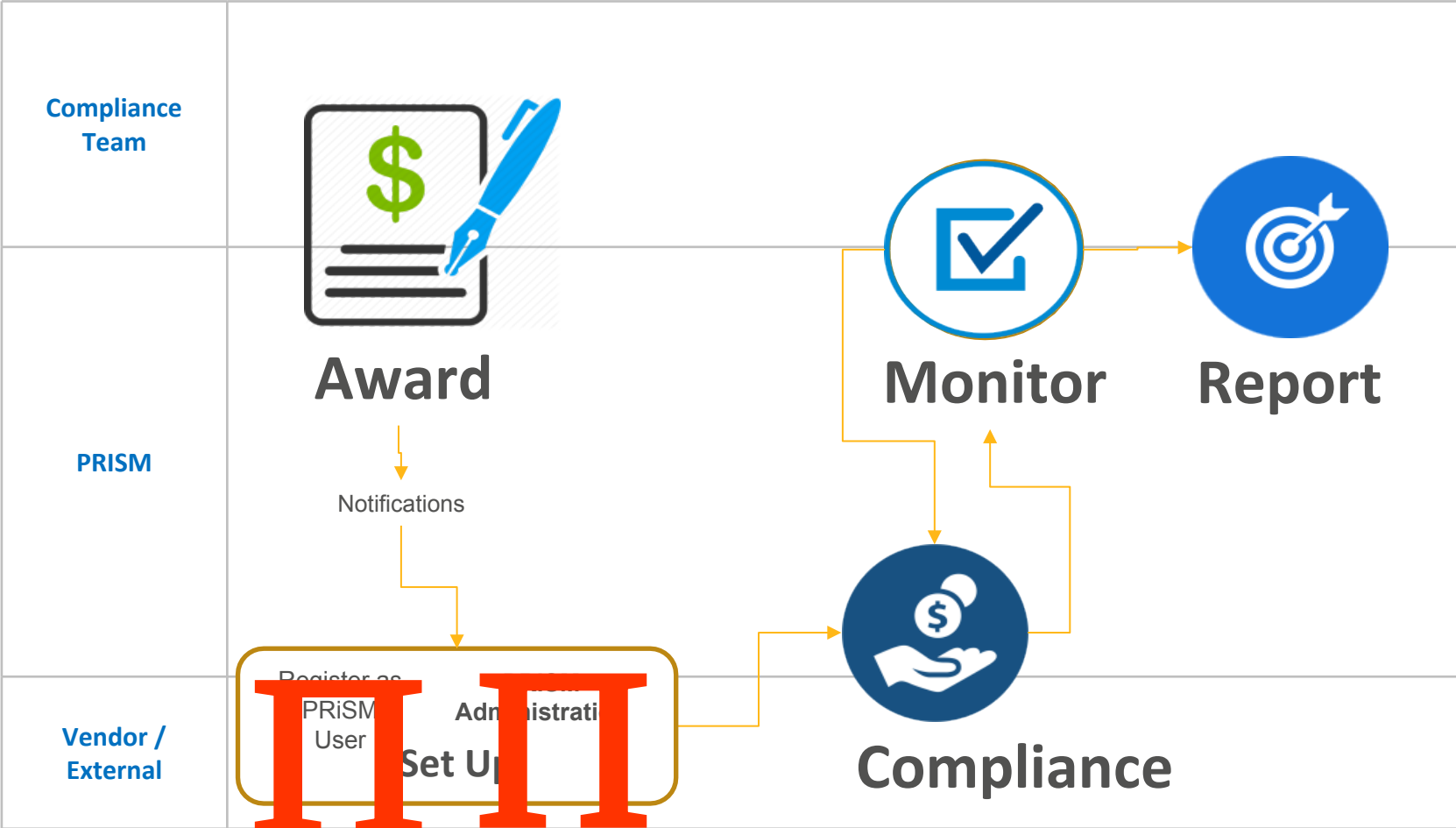
- PRISM also vendors to search for other vendors in the database for networking purposes
- Only basic company information is shown no contract related data

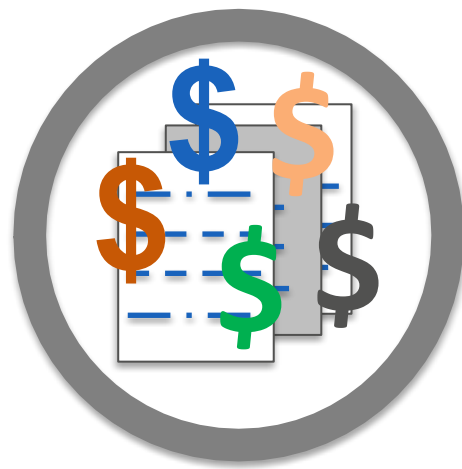


Vendor Name	Account Email	Contact	Contact Email	Contact Phone	Ethnicity	Gender	Industries	Active Certifications	Revenue
2IM GROUP LLC		MWRD	pi.spencer@mwrdd.org		Hispanic American		Industries	MBE	
321 CO.	martinez@mwrdd.org	Richard L. Martinez, Jr.	martinez@mwrdd.org		Caucasian	Female	Industries	WBE	
A & D PROPERTY SERVICES							Industries		



Process Overview

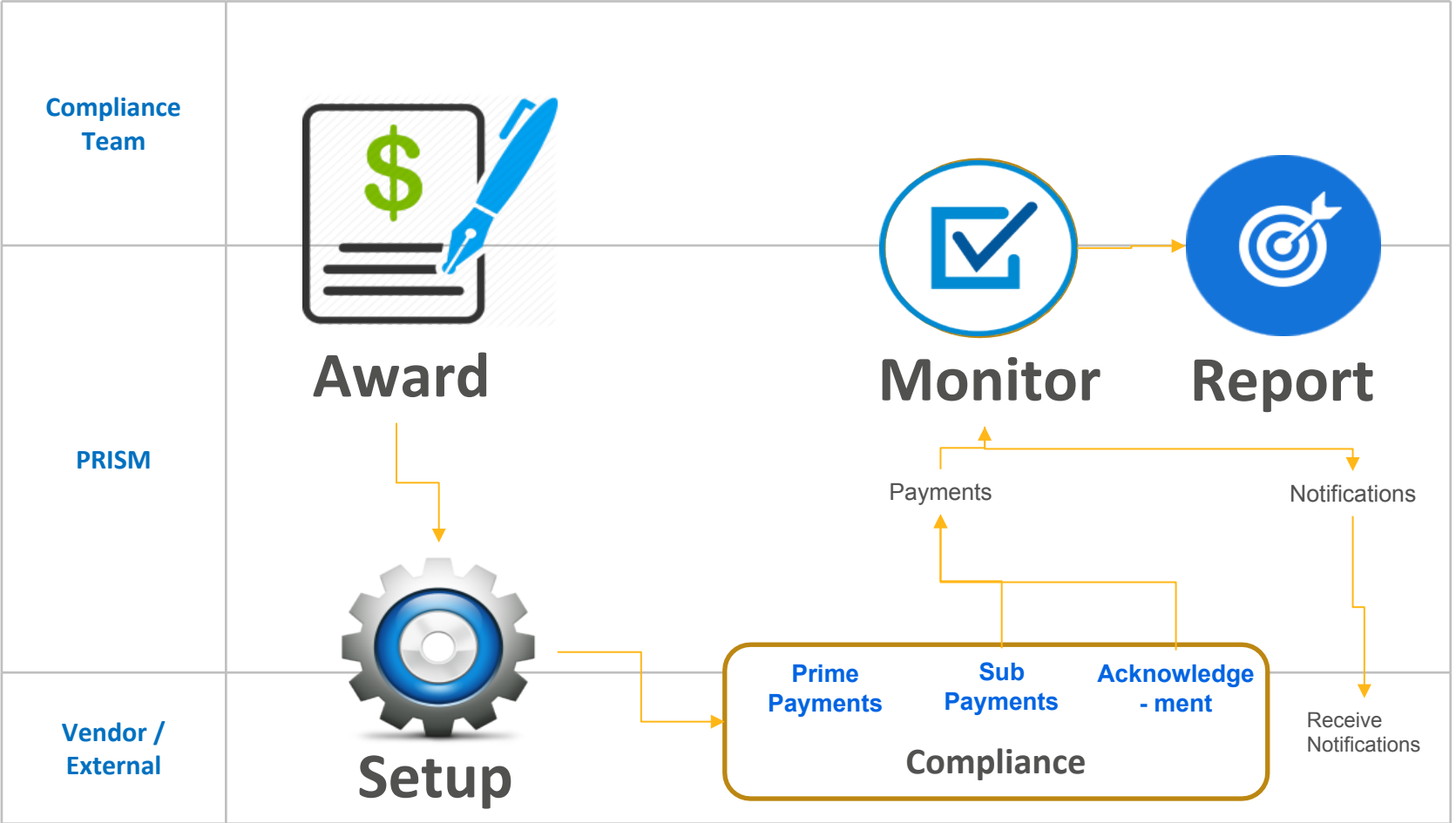


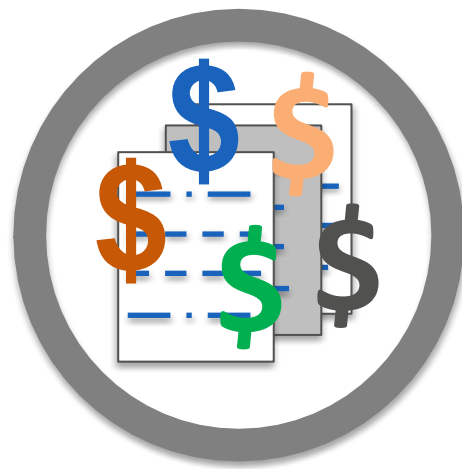


Compliance



Process Overview





Landing Page



Contract Compliance View

Company Search
Compliance
Administration
MWRD News & Events
MWRD Workshops

List of Contracts/Task Orders

Use this page to view and report contract-related spend and/or invoices (if required). Contracts shown are contracts that you are either a prime or subcontractor. If you do not see a contract that you are actively engaged, contact your jurisdiction so you may be added. This list is sort-able, group-able, and export-able. Click 'Save Grid Layout' to remember your grid layout. For more information click the help link below

Export Save Grid layout

Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie eddie.amin-rasul@mwrdd.org	Sub	MBE,SBE	\$0.00	\$0.00	\$2,205,942.12	117.34%	
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie eddie.amin-rasul@mwrdd.org	Sub	MBE,SBE	\$0.00	\$0.00	\$2,205,942.12	117.34%	
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037	Amin-Rasul, Eddie eddie.amin-rasul@mwrdd.org	Sub	MBE,SBE	\$0.00	\$0.00	\$99,080,313.13	91.94%	
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037	Amin-Rasul, Eddie eddie.amin-rasul@mwrdd.org	Sub	MBE,SBE	\$0.00	\$0.00	\$99,080,313.13	91.94%	
CONVERSION OF 2 NEW GCTS TO PRIMARY SLUDGE FERMENTERS AND INSTALLATION OF A GAS DETECTION SYSTEM IN THE NEW GCT BUILDING, STICKNEY WATER RECLAMATION PLANT	0004000051	Torres, Malisa torresm1@mwrdd.org	Sub	MBE-S	\$444,802.20	\$444,802.20	\$4,283,366.30	104.67%	



Display Contracts Awarded

- Select Columns to display (Right-click on top of the grid)
- Filter by:
 - Contract Name
 - Contract Number
 - Position (Prime or Sub)
 - Role (D/W/M/BE)
 - Invoices
 - Sub Spend
 - Prime Spend
 - Participation Complete

Export Save Grid layout

Drag column header and drop it here to group by that column

Contract Name	Contract	Specialist	Position	Role
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN		min-Rasul, Eddie die.amin-rasul@mwr.org	Sub	MBE,S
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN		min-Rasul, Eddie die.amin-rasul@mwr.org	Sub	MBE,S
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA				BE,S
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037			BE,S
CONVERSION OF 2 NEW GCTS TO PRIMARY SLUDGE FERMENTERS AND INSTALLATION OF A GAS DETECTION SYSTEM IN THE NEW GCT BUILDING, STICKNEY WATER RECLAMATION PLANT	0004000051			BE-S
SWITCHGEAR AND MOTOR CONTROL CENTER REPLACEMENT, O'BRIEN WATER RECLAMATION PLANT	0004000064			BE-S
FURNISH, DELIVER AND INSTALL FIRE DETECTION SYSTEMS AT VARIOUS LOCATIONS	0005001669			BE-S

Columns

- Contract Name
- Contract Number
- Specialist
- Master Agreement Name
- Master Agreement Number
- Position
- Role
- Invoices
- Industry
- Buyer
- Department
- Sub Spend
- Prime Spend

Page size: 20

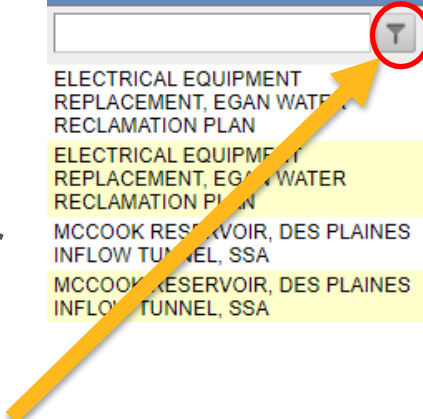


Filtering

- Lists all Contracts that you (Vendor) are participating on
- Search/Filter all Contracts that you are participating on

Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Position
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie eddie.amin-rasul@mwr.org	Sub
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie eddie.amin-rasul@mwr.org	Sub
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037	Amin-Rasul, Eddie eddie.amin-rasul@mwr.org	Sub
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037	Amin-Rasul, Eddie eddie.amin-rasul@mwr.org	Sub



Filter dropdown menu:

- NoFilter
- Contains
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo
- NotEqualTo
- GreaterThan
- LessThan

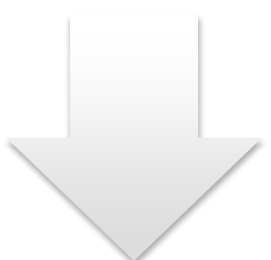


Export Contracts Awarded to You

- Select Export icon



Contract Name	Contract Number	Specialist	Position
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie eddie.amin-rasul@mwr.org	Sub
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER	0004000022	Amin-Rasul, Eddie eddie.amin-rasul@mwr.org	Sub



- Exports all contracts awarded to you to Microsoft Excel

Contract Name	Contract Number	Specialist	Master Agreement	Master Agreement	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	
Air Conditioning	11908				Prime	MBE	\$0.00	\$145,828.00	\$78,128.00	0%	
Defense Services	B613				Sub	DBE	\$10,000.00	\$55,552.00	\$0.00	0%	
Baltimore City Stadium	BALT200				Sub	WBE	\$0.00	\$57,000.00	\$200,000.00	8%	
Stadium Repair	K32843283284				Prime	MBE	\$0.00	\$32,000.00	\$688,496.00	0%	
PW3897 Recreation Center	Total, Bruce				Sub	MBE	\$0.00	\$51,000.00	\$0.00	0%	
World Cup Stadium	WC4356	Robinson, Cecil			Prime	MBE	\$0.00	\$78,756.00	\$0.00	0%	
							Total:	\$10,000.00			



Reporting Activity to a Contract

- Select the Menu icon for the Contract that you are reporting activity on

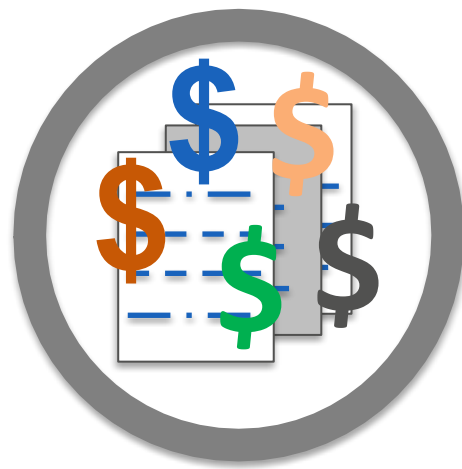
Based on your position on the contract the options would be different



- Primes**
 - Report payments to the Subcontractors
- Subcontractors**
 - Report invoices sent to Primes

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>See All</u>	<u>\$145,828.00</u>	<u>\$78,128.00</u>	0%	
<u>\$10,000.00</u>	<u>\$55,552.00</u>	\$0.00	0%	
<u>\$0.00</u>	<u>\$57,000.00</u>	\$200,000.00	8%	
<u>See All</u>	<u>\$32,000.00</u>	<u>\$688,496.00</u>	0%	
<u>\$0.00</u>	<u>\$51,000.00</u>	\$0.00	0%	
<u>See All</u>	<u>\$78,756.00</u>	<u>\$0.00</u>	0%	
Total: \$10,000.00				

6 items in 1 pages



Sub Invoices



PRiSM Sub Invoices


- PRiSM Compliance allows subcontractors to put in Invoices owed to them by Primes**
- Primes are allowed to enter payments against sub invoices in Compliance Module
- Jurisdiction is able to see paid and unpaid invoices in the system to monitor compliance
- Sub Vendors are advised to not enter Estimated Amount for invoice submitted in PRiSM but Actual Amounts owed for work performed
- Subs would get an email when a prime has received payment from MWRD, email would not include amount paid to PRIME

****Prism also allows Primes to enter invoice details on behalf of the sub**



Add a Subcontractor Invoice

- Report of an Invoice to a Prime contractor
- Select Menu on contract for which your Position = Sub
- Click 'Add Invoice'

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
\$0.00	\$0.00	\$2,205,942.12	117.34%	
\$0.00	\$0.00	\$2,205,942.12	117.34%	

Payments to Subs
Invoices

MA Number: 15-124-3P MA Name: CONVERSION OF 2 NEW GCTS TO F IN THE NEW GCT BUILDING, STICKI
Task Order Number: 0004000051 Task Order Name: CONVERSION OF 2 NEW GCTS TO F IN THE NEW GCT BUILDING, STICKI
Task Order Value: \$4,092,360.00 Percentage complete: 104.67 %

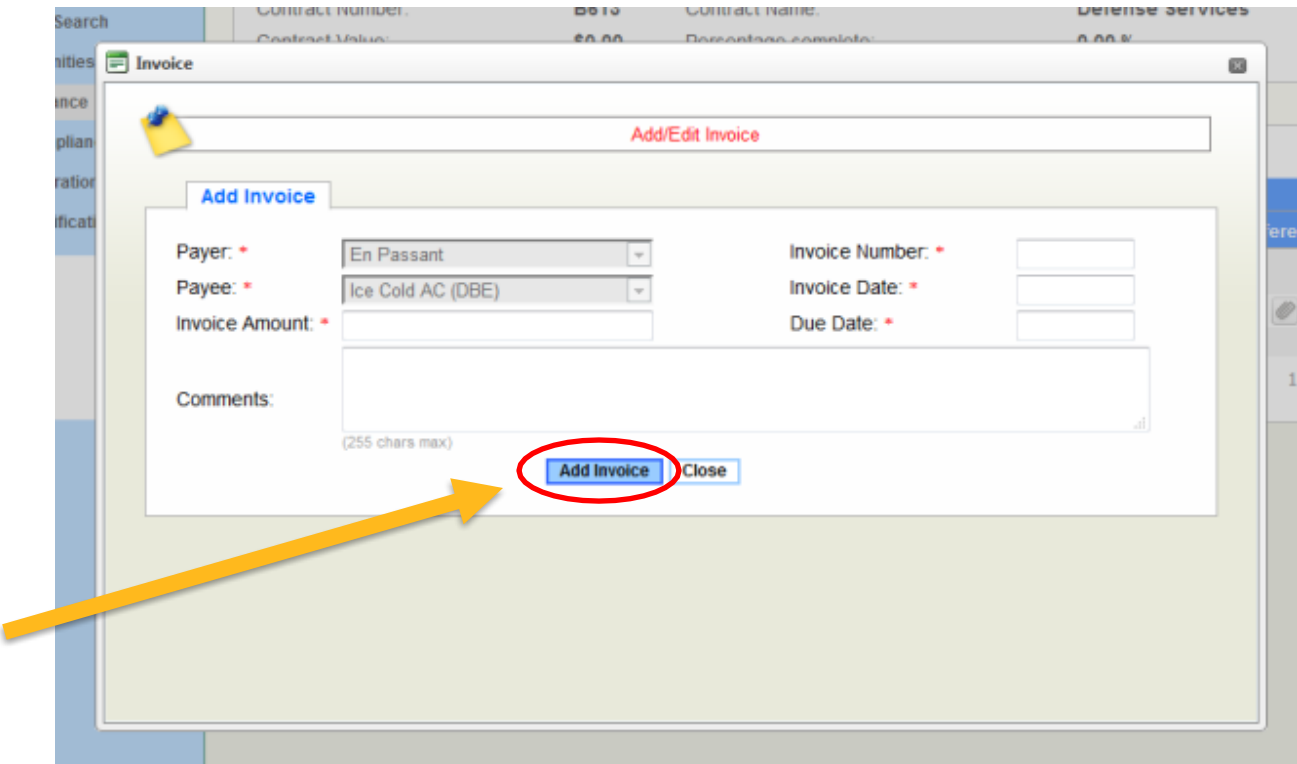
+ Add Invoice

Payer	Payee	Number	Amount	Inv
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
> INDEPENDENT MECHANICAL INDUSTRIES INC	PAGODA ELECTRIC INC	778009	\$426,835.90	
> INDEPENDENT MECHANICAL INDUSTRIES INC	PAGODA ELECTRIC INC	778010	\$17,966.30	
			Total: \$444,802.20	



Add a Subcontractor Invoice

- Enter Details
 - Payer
 - Payee
 - Invoice Amount
 - Invoice Number
 - Invoice Date
 - Due Date
 - Comment
- Click 'Add Invoice'





PRiSM Sub Invoices Notification

- When a sub enters an Invoice into PRiSM, the PRIME would be alerted that a sub has entered an invoice.
- Email notification would include invoice details

Sample Email Notification

L & B Engineering recently submitted an invoice report for contract number MWRD1254. The following information is associated with the invoice.

Subcontractor Name: L & B Engineering

Invoice Report Date:05/09/2021

Contract Name: CONSTRUCTION SUPPORT

Contract Number: MWRD1254

Invoice Amount:\$12,500.00

Invoice Date:05/09/2021


Invoice Due Date:05/26/2021

Invoice Note/Comment: Invoice for painting



Add an Invoice Document

- You can add an attachment to your invoice after you have saved invoice
- Both the Prime and Jurisdiction can see this document
- File accepted includes JPEG, PNG, PDF, Word, Excel or Text files

Export + Add Invoice												
Drag a column header and drop it here to group by that column												
Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action		
									All			
L & B Engineering	Cage Construction Company LLC	01125	\$1,500.00	11/21/2018	11/30/2018		\$0.00	\$0.00				
Total: \$1,500.00							Total: \$0.00	Total: \$0.00				1 items in 1 pages

Add Reference

Reference Name: *

Description:

File: * No file chosen
You are currently using 0 MB (0%) of your 300 MB.
File should not be more than/exceed 300 Kbytes.

Comment:



List of Invoices

- List all Invoice Reports submitted to Primes
- Click amount under Invoices column for the Contract
- Page lists all invoices directed to Prime/Subcontractor
- You view amount paid, received and if subcontractor "accepted or rejected" payment***
- Prime is able to see all Invoices put in by all subs on the contract

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
\$8,500.00	\$10,500.00	\$60,000.00	12.02%	
\$0.00	\$1,425,000.00	\$8,250,000.00	55%	
Total: \$8,500.00				

2 items in 1 pages

Export + Add Invoice

Drag a column header here to group by that column

Payer	Payee	Invoice Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
L & B Engineering	Cage Construction Company LLC	01125	\$1,500.00	11/21/2018	11/30/2018		\$0.00	\$0.00	All	
L & B Engineering	Cage Construction Company LLC	0187	\$7,000.00	10/28/2018	11/28/2018		\$0.00	\$0.00		
Total: \$8,500.00							Total: \$0.00	Total: \$0.00		

Page size: 30

2 items in 1 pages

***Jurisdiction has this same exact view



Retention Invoices

- For Invoices that contain a retention, please enter Invoice Amount minus retention percentage
 - Example a \$100,000 Invoice with a 10% retention should be entered in PRiSM as a \$90,000 amount
- At contract end, an invoice with all retention funds owed should be entered in PRiSM to allow Prime to make payment against.



Prime Payment



Prime Payment to Subcontractor

- Prime Contractor Report of a Payment to a Subcontractor
- Select 'Payments to Subs'

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
	\$10,500.00	\$60,000.00	12.02%	
\$0.00	\$1,425,000.00			
Total: \$0.00				

Dropdown menu options: Payments to Subs, Invoices

2 items in 1 pages





Prime Payment to Subcontractor

- Displays Prime Contractor Payments to all Subcontractors on Contract
- Select 'Add Payment' icon













 Add Payment

List of Contracts/Task Orders >> Adding Payments

Contract Number: **1908** Contract Name: **Air Conditioning Repair**
Contract Value: **\$78,128.00** Percentage complete: **0.00 %**

  Add Payment

Drag a column header and drop it here to group by that column

Payer	Payee	Amount Paid	Payment Date	Invoice #	Invoice Amount	Ack	Reference	Action
Ice Cold AC	AA Vendor	\$10,000.00	12/29/2016	45	\$10,000.00	No		
Ice Cold AC	Accelerated Industries	\$9,500.00	12/07/2016	24	\$10,000.00	No		
Ice Cold AC	AA Vendor	\$10,000.00	10/12/2016	23	\$10,000.00	No		
Ice Cold AC	Accelerated Industries	\$20,000.00	05/30/2015	41	\$20,000.00	No		
Ice Cold AC	AA Vendor	\$0.00	05/25/2017	NAR05252017	\$0.00	No		
Ice Cold AC	AA Vendor	\$0.00	05/25/2017	22	\$0.00	No		
		Total: \$49,500.00						

Page size: 30 6 items in 1 pages

[<< Back to Compliance](#)



Prime Payment to Subcontractor

- Payer defaults to User
- Enter Details
 - Payer
 - Sub
 - Invoice number (or select from drop down list)
 - Invoice Amount
 - Amount Paid
 - Date Sent
- Click 'Add Payment'
- If No Reporting Activity, make appropriate selection

The screenshot shows a web application interface for adding payments. At the top, it displays contract information: Contract Number: 1908, Contract Name: Air Conditioning Repair, Contract Value: \$78,128.00, and Percentage complete: 0.00%. Below this is a 'Sub Payments' modal window with two tabs: 'Add/Update' and 'Custom Fields'. The 'Custom Fields' tab is active, showing a form with the following fields: Payer* (Ice Cold AC), Sub* (-- Select One --), Invoice Number*, Invoice Amount*, Reference #: NEWT6909, Amount Paid*, Date Sent*: 05/31/2017, and Comments*. At the bottom of the form, the 'Add Payment' button is circled in red, and a 'Close' button is next to it. Below the buttons, there are checkboxes for 'No reporting activity', 'This sub', and 'All my subs'. Two yellow arrows point from the text on the left to the 'Add Payment' button and the 'No reporting activity' checkbox area.



Acknowledgements



Acknowledgements (Sample Email)

- Once a payment has been entered by a prime to a sub
- PRISM emails subs with to validate payment
- Subs can validate directly from email or log into to PRISM to validate

[Jurisdiction] - Payment Acknowledgement [1cmO]

M Maryland_Aviation_Administration@PrismCompliance.com
Today 11:10 AM
Moyo Fakeye

**Prism Compliance
Payment Acknowledgement**

Prime Name:	L & B Engineering
Contract Number:	12788
Contract Name:	Southside Campus Design
Invoice Number:	inv20187
Invoice Amount:	\$7,000.00

Dear L & B Engineering

[Jurisdiction] would like to inform you that your prime contractor has submitted its monthly utilization report indicating payments they have made to their subcontractors.

They have reported on 11/20/2018 a payment of \$7,000.00 for the contract Southside Campus Design.

Please verify the accuracy of payments to your company each month. If payment information is inaccurate, or you have further questions, you can contact your prime contractor, or you may contact the [Jurisdiction] [SupplierDiversityDept].

[Jurisdiction]

If you have received the amount of \$7,000.00 you may click here to [Acknowledge Receipt](#). (Note the payment may take a few days to reach you.)

If you have received a payment for invoice inv20187 and it is not the amount of \$7,000.00, please [log into PRISM](#) and report the amount you received.

If you have waited for the payment to invoice inv20187 and have not received any amount, then [please click here to indicate you have not received the payment](#).



Acknowledgements

- Login PRISM and click Menu of payment looking to validate

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>\$0.00</u>	<u>\$10,500.00</u>	\$60,000.00	12.02%	
<u>\$0.00</u>	<u>\$1,425,000.00</u>	\$8,200,000.00	5.58%	
Total: \$0.00				

Payments to Subs

Invoices

2 items in 1 pages



List Prime Payment Reports

List all Payment Reports made by Prime

List of Contracts/Task Orders >> Payments to Subcontractor

Contract Number: **B613** Contract Name: **Defense Services**
 Contract Value: **\$0.00** Percentage complete: **0.00 %**

[Payments to Subcontractor - Ice Cold AC](#)

Export

Drag a column header and drop it here to group by that column

Payer	Payee	Amount Paid	Payment Date	Invoice #	Invoice Amount	Ack	Reference	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
En Passant	Ice Cold AC	\$24,328.00	04/04/2017	PO1	\$24,328.00	No Confirm		
En Passant	Ice Cold AC	\$14,896.00	03/08/2017	PO2	\$14,896.00	No Confirm		
En Passant	Ice Cold AC	\$16,328.00	02/14/2017	PO3	\$16,328.00	No Confirm		
		Total: \$55,552.00						

Page size: 30 3 items in 1 pages

[<< Back to Compliance Management](#)



Acknowledgements

- Sub clicks 'Confirm' to acknowledge payments reported by the Prime
- Sub enters the amount received and provides any comments
- Check Acknowledge to confirm acceptance of Disclaimer
- If amount paid is correct, click 'Accept'
- If amount paid no payment received click "Decline"
- If a different amount is received put amount in Amount Received field and click "Accept"
- "Ack" would change to Yes, if accepted

Invoice #	Invoice Amount	Ack	Reference
18 inv20187	\$7,000.00	No Confirm	

If Sub disputes or declines payment, Jurisdiction would be notified

Payment Information

Prime Contractor Name: THE WHITING-TURNER ... Subcontractor Name: ATM Brown Contractor
 Sub Invoice Amount: \$8,300.00 Sub Invoice Number:
 Amount Paid to Sub: \$8,300.00 Payment Date to Sub: 09/14/2020

Payment Confirmation

Amount Received: *
 Payment Received Date:
 Comments:

Payment Acknowledgement

Acknowledge Payment

Accept Decline

Invoice #	Invoice Amount	Ack	Reference
3 inv20187	\$7,000.00	Yes	



Acknowledgements (Dispute)

- If the Sub Declines payment “Ack” column would change to No
- Jurisdiction would be notified of dispute and contact vendors

Invoice #	Invoice Amount	Ack	Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	
inv20187	\$7,000.00	Yes	
INV01125	\$1,500.00	No	
7	\$10,500.00	Yes	

3 items in 1 pages

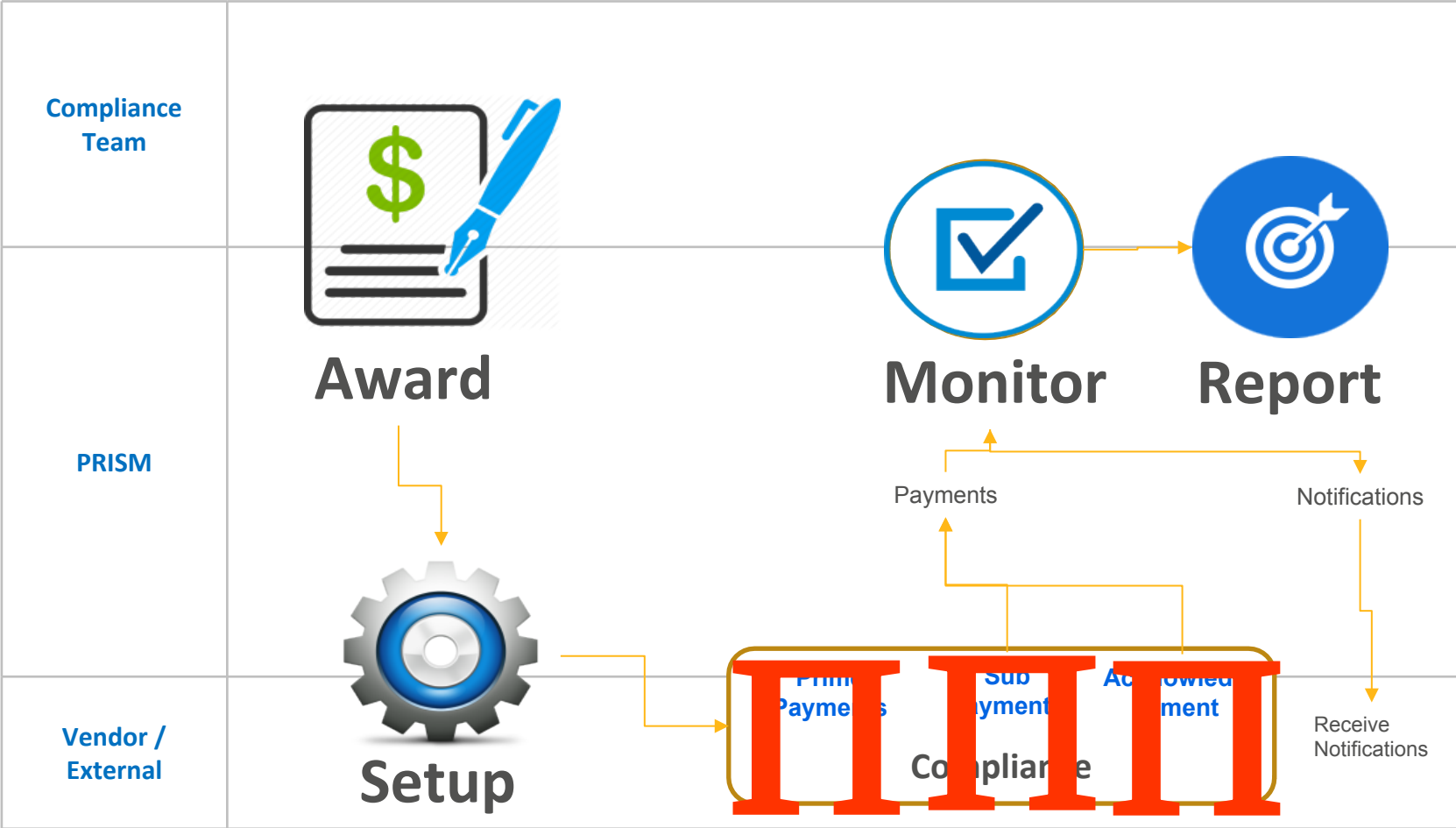


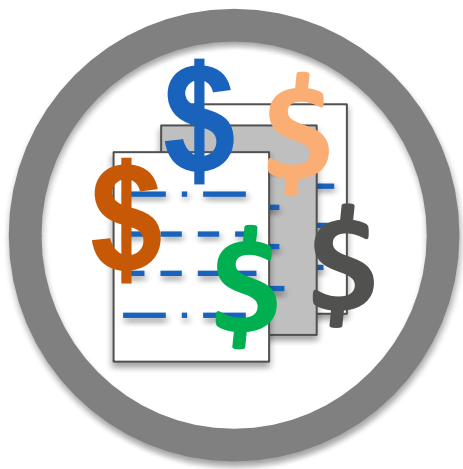
Acknowledgements Policy

- Subs are required to acknowledge, decline or dispute a sub-payment within 15 days of receiving Payment Acknowledgement email.
- Please make sure the right email is your Vendor profile
- Once a payment has been acknowledged by a Sub, the invoice or corresponding sub-payment cannot be edited by any Vendors on the contract
- Contractor Monitors have an internal PRiSM report to view unacknowledged sub-payments



Process Overview





Monthly Reporting



Monthly Reporting Requirements

- All Prime contracts are required to perform compliance reporting in PRiSM Monthly
- If no payment activity was performed on a contract or with a sub-vendor, Prime is still required to enter a monthly report of “No-Reporting Activity”

The screenshot displays a web application interface for PRISM. The main content area is titled 'Payment Info' and 'Custom Fields'. It contains several input fields: 'Payer #' (Ice Cold AC), 'Sub #' (-- Select One), 'Invoice Number #' (empty), 'Invoice Amount #' (empty), 'Reference #' (NEWT6909), 'Amount Paid #' (empty), and 'Date Sent #' (05/31/2017). There is also a 'Comments:' text area. At the bottom of the form, there are two buttons: 'Add Payment' and 'Close'. Below the form, there is a checkbox labeled 'No reporting activity' with two sub-options: 'This sub' and 'All my subs'. A large yellow arrow points from the top right towards the 'No reporting activity' checkbox. The left sidebar shows navigation options like 'Admin', 'Online C...', 'Newtown News & Ever...', and 'Newtown Workshops'. The right sidebar has an 'Action' button and a 'in 1 pages' indicator.



Late Monthly Reporting

- Jurisdictions will send out Notifications via PRiSM to alert vendors on late monthly reporting actions per **contract**
- Jurisdictions can send up to three alerts per month for late monthly reporting

Notification Message:

Your contract **[ContractNumber]** with **[JurisdictionName]** requires monthly reporting by day **[DayOfMonthDue]** of the month. Your report is now **[DaysPastDue]** days past due. Failure to submit compliance reports is a reason for termination of the contract.



AGENDA

Primes & Subs



I. Introduction

II. Payment Compliance with PRISM

- Sub Invoice Submission
- Prime Sub Payment
- Payment Acknowledgement/Dispute

III. Getting Help

IV. Wrap Up



How To Get Help

- **Self Help** – Use PRISM Help and Vendor Knowledge Base
- **Login Help** –Your Jurisdiction has resources to assist you with initial login information and help as needed.
- **User Help** –Your Jurisdiction has resources to provide help with user questions.
- **System Issues** - If your Jurisdiction is unable to assist, they will escalate the issue the PRISM Team for investigation and resolution.

Contact
Your
Jurisdiction!

For more info please go to

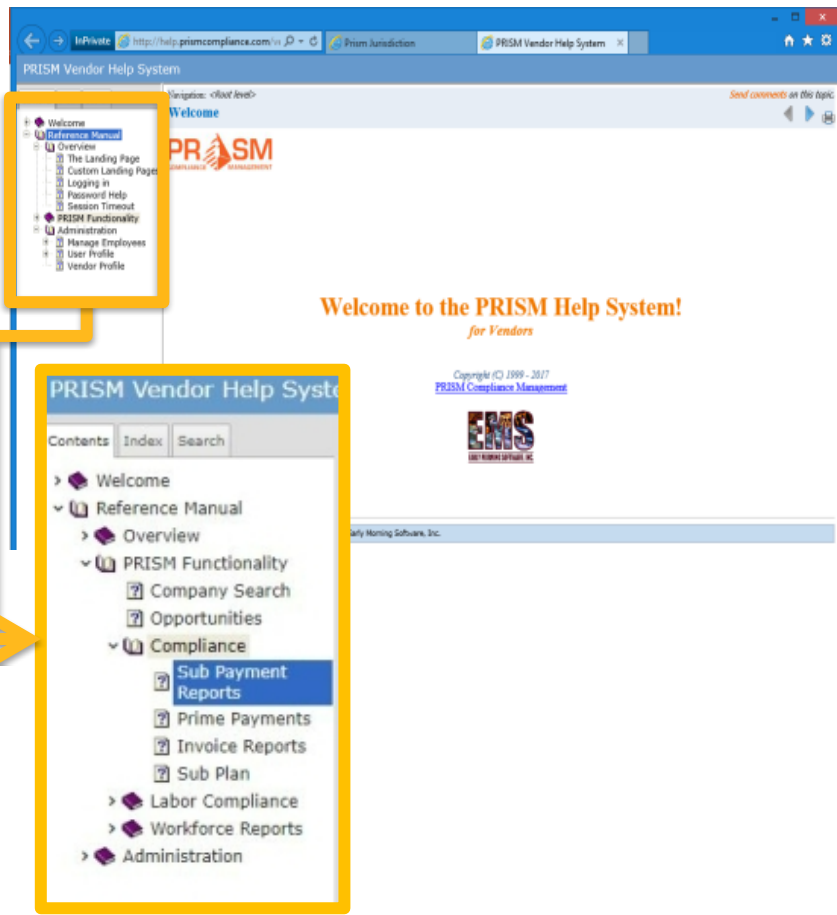
*****mwrdr.org/prism-compliance-management-vendor-assistance



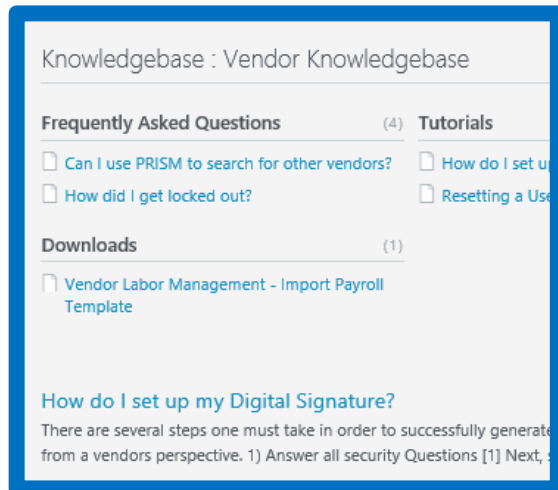
PRISM Self Help

PRISM offers complete set of self help tools.

PRISM Self Help



PRISM Knowledge Base



*****PRISMcompliance.kayako.com



PRISM Vendor Training

PRISM offers Quarterly Training to Vendors

PRISM we offer quarterly trainings to all PRISM Vendors

You access the trainings on the pro.priscompliance.com homepage



PRISM Training Schedule (Jurisdiction-only)

April - June 2020

These web-based sessions will cover a wide variety of topics in 30-60 minutes sessions and are geared towards our Jurisdictional users and PRISM administrators. Follow the link to see what we're offering: [Jurisdictional Training Courses](#)



PRISM Vendor Training Schedule

April - June 2020

[Vendor Training Courses](#)



Q&A

Please go to

*******userregistration.
prismcompliance.com/**



Achieve more...

In the areas of Vendor/Supplier Diversity and Contract Compliance Management PRISM has become an industry standard in the public and private sector. This portal will allow you to satisfy your periodic spend reporting requirements while giving you the tools to expand and grow your business. Want to achieve more, register or log into PRISM.

[Register Now](#)

About PRISM

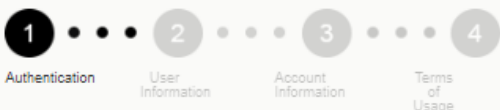
Companies need access to real-time information for sourcing, teaming, and making decisions. PRISM will provide the tools that ignites the growth of small and diverse businesses.

- REPORTING
- REPORTS
- SERVICES

PRISM provides an easy-to-use interface for periodic reporting of contract spend, payrolls, and workforce. Spend less time reporting and more time performing.

[TAKE A LOOK](#)





DISCLAIMER: You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access.

EIN *

The EIN field is required.

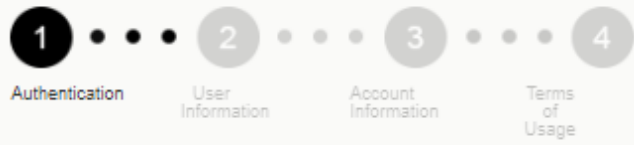
PIN *



Refresh

Input symbols





DISCLAIMER: You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access.

We found you. I am authorized to register this account for Corporate Construction Inc.. *

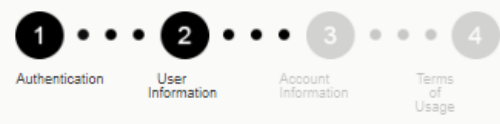
Cancel Next





prism

compliance management



First Name *

Last Name *

Cell Number *

Office Number

Email *



Validation Code *



PRISM verification code [1jHu]



DoNotReply@prismcompliance.com

Tue 1/21/2020 3:38 PM

Moyo Fakeye ▾

Your email verification code is : 2140

Was this you?

Did you do this?

What is this?

🗨 Are the suggestions above helpful? Yes No



- 1 Authentication
- 2 User Information
- 3 Account Information
- 4 Terms of Usage

Choose Username *

Choose Password *

Confirm Password *

Password Hint *

Password Hint Answer *

◀ Back

Next



PRISM

COMPLIANCE MANAGEMENT



Print

Accept the terms of usage.

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Now please go to

*******pro.prismcompliance.com/**

**Use previously created
Username and Password**



accomplish
more

Thank You!