Small Business, Small Diverse Business & Veteran Business Enterprise

SUBMITTING SUBCONTRACTOR UTILIZATION PAYMENTS
OCTOBER 2020
# Table of Contents

Submitting Subcontractor Payments.......................................................................................................................................................2  
  Sub Payment Screen........................................................................................................................................................................5  
PRiSM User Registration..........................................................................................................................................................................6  
  Create a PRiSM User ........................................................................................................................................................................6  
  Forgotten Username and Password .................................................................................................................................................9  
Managing Your PRiSM Account ...............................................................................................................................................................11  
  Update Profile Information ..............................................................................................................................................................11  
  Update Address .................................................................................................................................................................................12  
  Review Certifications .......................................................................................................................................................................12  
  Review Industry UNSPSC Codes ....................................................................................................................................................13  
  Add New Users ...............................................................................................................................................................................13
Effective November 1, 2019, all utilization reports, with the exception of construction contract reporting submitted through e-Builder, are submitted through PRiSM. Vendors submitting utilization reports for construction contracts will continue to complete the SDBUR spreadsheets and submit them through e-Builder with their invoices. The information captured through PRiSM will be the same as what has previously been captured by BDISBO via e-mail; however, utilization reports are now submitted monthly through PRiSM.

In addition, SB, SDB, and VBE subcontractors are now be able to acknowledge they have received the payments the vendor has reported as being paid to them. If a subcontractor contests a payment reported by the prime vendor, the BDISBO contract compliance officer will reach out to the parties involved to help resolve the dispute.

Submitting Subcontractor Payments

1. Go to [http://bdisbo.prismcompliance.com](http://bdisbo.prismcompliance.com)
2. Enter your Username and Password.
   a. No Username and Password? Follow the Create a PRiSM User instructions in the PRiSM User Registration section (PIN required)
   b. Don’t know your Username or Password? Follow the Forgotten Username and Password instructions in the PRiSM User Registration section (PIN required)
   c. Contact BDISBO at 717-783-3119 or RA-SmallBusiness@pa.gov if your company does not have a PRiSM profile or you do not know the PIN.

[Login and password interface image]
3. Click on **Compliance** to view the contracts associated with this prime
   a. Contact BDISBO at 717-783-3119 or RA-SmallBusiness@pa.gov if there is no **Compliance** option
4. Click on the record level menu of the contract for which reporting payments in the *Action* column > *Payments to Subs*

5. Click *Add Payment*
Sub Payment Screen

1. If payments were made to a subcontractor during reporting period, enter the following fields > Add Payment > Repeat for all subcontractors

   |   |   |
---|---|---|
A. Sub | Select a Subcontractor |
B. Invoice Number | Enter invoice number of subcontractor’s invoice |
C. Invoice Amount | Enter amount invoiced |
D. Amount Paid | Enter amount of invoice paid |
E. Reference # | Reference # automatically populated |
F. Date Sent | Enter the date payment was made |
G. Comments | Enter comments related to invoice and payment (e.g. discrepancies between invoiced and paid amount) |

2. If no payment was made to an individual subcontractor during the reporting period, enter the following fields > Add Payment

   |   |   |
---|---|---|
A. Sub | Select a Subcontractor |
G. Comments | Enter comments related to invoice and payment (e.g. discrepancies between invoiced and paid amount) |
H. No Reporting Activity | Check This Sub |

3. If no payment was made to any subcontractor during this reporting period, enter the following fields > Add Payment

   |   |   |
---|---|---|
H. No Reporting Activity | Check All my subs |

   a. fgh

   i. “This sub” if no invoices or payments to report for this sub for the reporting period
PRiSM User Registration

Create a PRiSM User

Register to create a Username and Password with PRiSM to maintain your account information, set up additional users, report payments, etc. (new PRiSM users only).

1. Once the self-certification process is complete, you will receive an email informing you of your PIN and directing you to register as a User
   a. KEEP THE PIN
   b. If you do not receive the email
      i. Contact BDISO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for your PIN

2. Go to http://bdisbo.prismcompliance.com > Don't have a username? Click here.

3. Click Register Now

4. Enter your EIN (no dashes or spaces) and PIN numbers
5. Enter the CAPTCHA code displayed on the screen

6. Click Next

   a. If you receive the **Your PIN and/or EIN does not match our records...** pop-up, please verify your EIN and PIN numbers. If you continue to receive the message, please contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for assistance.

7. Check the **We Found You.** box after reviewing the line to make sure the correct business name is displayed

   a. If incorrect business name displayed, contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for assistance.

8. Click Next

9. Review, correct, and/or enter business information requested on screen

10. After entering/reviewing your email address, click Validate

    a. A **Validation Code** will be sent to email address you entered
    b. Open your email and retrieve the Validation Code
    c. If you do not receive the email, check your spam folder for an email from DoNotReply@prismcompliance.com. The subject of the email will be **PRISM verification code**.
11. Click **Ok** on **A validation code has been sent...** pop-up message

12. Enter the Validation Code from email into **Validation Code** field

13. Click **Next**

14. Complete the **Username**, **Password** and **Hint** fields
   a. Username and Password must be 6-20 characters long and contain at least one letter (e.g. Aa Bb Cc), one number (1 2 3 4 5 6 7 8 9 0), and NO symbols (e.g. ! @ # $ % ^ & * ( ) - = +)

15. Click **Next**

16. Review the **Terms of Usage** and check the box beside **I agree with the Terms of Usage**

17. Click **Register Me**

18. Once completed, you will receive a **Registration has completed successfully!** message on the screen and an email with the **Username** you entered
Forgotten Username and Password
Reset a forgotten Username and Password if already registered as a PRiSM user.


2. Forgotten Password:
   a. Enter the Username you created during the user registration process > Reset Password
   
   Forgot Your Password

   User ID

   Enter Your User ID here

   *Please note a link to reset your password will be send to your Email Address of record.
   
   Reset Password

   b. Password reset email will be forwarded to the primary account email address (this may be different than the primary and secondary contact email addresses created during the self-certification process)
      i. Check junk mail if email is not received
      ii. Contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov if email is not received or is not found in junk mail
3. Forgotten Username
   a. Enter PIN received during the self-certification process
      i. Contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov if you do not know your PIN
   b. Enter your email address (this does not need to be the account email address)
   c. Click Send Username
      i. Check junk mail if email is not received
      ii. Contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov if email is not received or is not found in junk mail
Managing Your PRiSM Account

Login to your PRiSM account to update passwords, add new users, edit users, print certificates, etc.

1. Go to http://bdisbo.prismcompliance.com
2. Enter your Username and Password > Login

3. Click Administration

4. Click Manage Vendor Records

Update Profile Information

1. Click on the Profile tab to review, correct, and/or enter the business information requested on the screens

a. Certain fields read-only
   i. This information populated with data captured from vendor record in Pennsylvania’s Supplier Portal
   ii. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to correct
b. Complete or update the Name, Phone and Email for Contact Information 1 as this is the information that will be used in PRISM to send you future communications.

![Contact Information Form](image)

Under Market Area, select the counties in which your company can do business

![Market Area Selection](image)

**Update Address**

1. Click on the Address tab to review, correct, and/or enter the business information requested on the screens

![Address Tab](image)

a. Primary Address information is populated with data captured from Pennsylvania’s Supplier Portal and is read-only.
   i. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to correct

b. Second Address information populated with your mailing address and is read-only.
   i. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to correct

**Review Certifications**

1. Click on the Certifications tab

![Certifications Tab](image)

2. Review the Certifications (examples shown below)

<table>
<thead>
<tr>
<th>Certificate Number</th>
<th>Jurisdiction</th>
<th>Certificate Type</th>
<th>Issued Date</th>
<th>Recertification Date</th>
<th>Expiration Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BDISBO</td>
<td>SB</td>
<td>07/01/2019</td>
<td>07/01/2021</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>2</td>
<td>National Minority Supplier Development Council</td>
<td>MBE</td>
<td>07/01/2019</td>
<td>07/01/2020</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

a. Information read-only
b. If values incorrect, please contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for assistance.
Review Industry UNSPSC Codes

1. Click on Industry tab

2. Codes can be updated directly at time of initial certification or during recertification
   a. Contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for code changes at any other time

Add New Users

1. Click Manage Users Profile

2. Click Add New User

3. Complete the required fields
   a. The password you enter is only a temporary password. When the user first logs into PRiSM, they will be prompted to change it.

4. Click Save

5. Provide the Username (User ID) and Password you entered to user
   a. User will receive an email with your business’s PRiSM PIN number, so if they forget their User ID in the future they can click New Log In Help? on the log in page to retrieve it.