Small Business, Small Diverse Business & Veteran Business Enterprise

SUBMITTING SUBCONTRACTOR UTILIZATION PAYMENTS
OCTOBER 2022

pennsylvania
BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES

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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
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.

3. Click on **Compliance** to view the contracts associated with the 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(s) during the reporting period, enter the following fields > **Add Payment**

H. No Reporting Activity	Check
I. Please select subcontractors	Check all subtractors that received no payment for the reporting period

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

H. No Reporting Activity	Check
I. Please select subcontractors	Check **Check All**

Printing Subcontracting Payments on a Contract

1. Click on **Compliance** to view the contracts associated with the prime
   a. Contact BDISBO at 717-783-3119 or RA-SmallBusiness@pa.gov if there is no **Compliance** option

2. Click on the $-value in the **Sub Spend** column for the contract

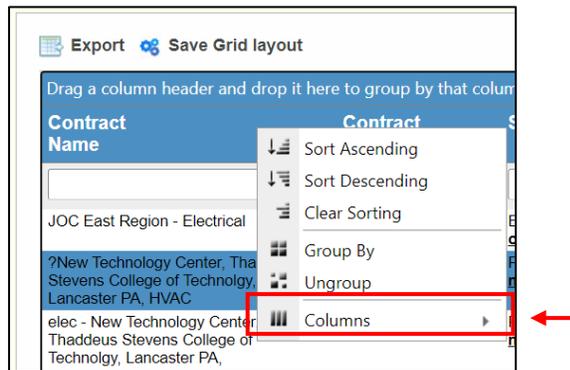   a. If the **Sub Spend** column isn't visible
      i. Right click anywhere in the column heading row, select **Columns** from the menu, and check **Sub Spend**

3. Click **Export** to export the payments grid to Excel

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 BDISBO 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
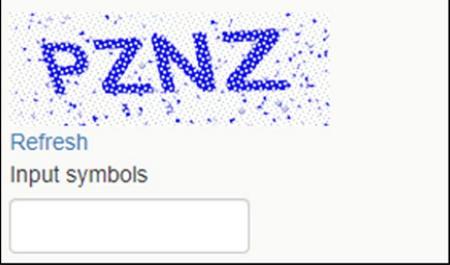
PZNZ

Refresh
Input symbols

6. Click **Next**

Cancel   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
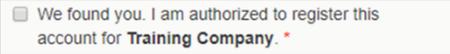
☐ We found you. I am authorized to register this account for **Training Company**. *

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

8. Click **Next**

Cancel   Next

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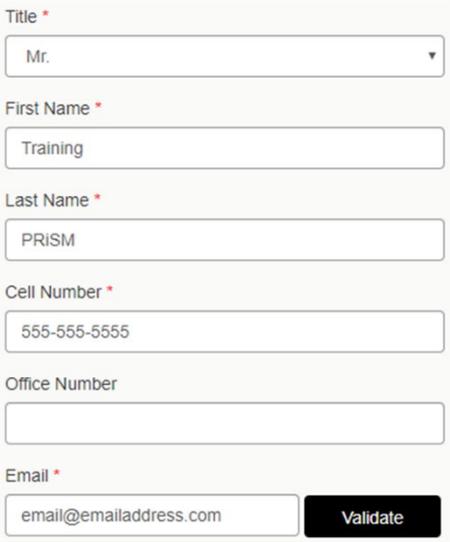
Title *
Mr.

First Name *
Training

Last Name *
PRiSM

Cell Number *
555-555-5555

Office Number

Email *
email@emailaddress.com   Validate

10. After entering/reviewing your email address, click **Validate**
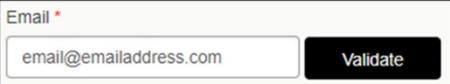
Email *
email@emailaddress.com   Validate

    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

A validation code has been sent to the email address
you entered. Retrieve the validation code and enter it
below

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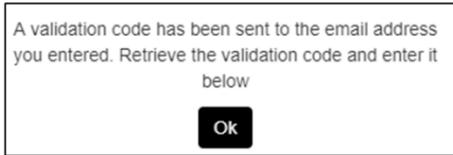
12. Enter the Validation Code from email into **Validation Code** field

Validation Code *

13. Click **Next**

Cancel   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. ! @ # $ % ^ & * ( ) - = +)

Choose Username *

Username should be of minimum 6 characters and maximum 20
characters with at least one number and one alphabet.

Choose Password *

Confirm Password *

Password Hint *

Password Hint Answer *
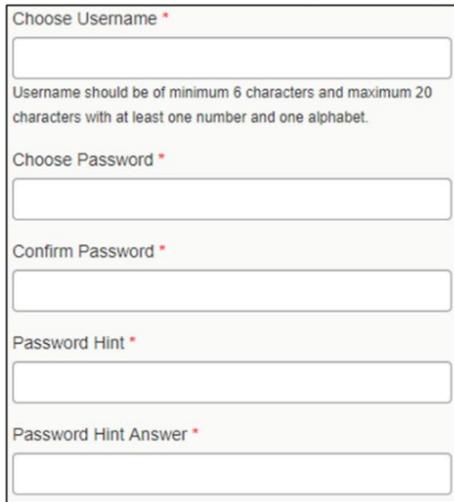
15. Click **Next**

◄ Back   Next

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

*Use of any information obtained on this website is voluntary and
reliance on it should only be undertaken after an independent
review of its accuracy, reliability, completeness, usefulness and
timeliness. Such independent review is solely the responsibility
of those accessing [JurisdictionName]'s website.*

☐ I agree with the Terms of Usage.   Privacy Policy
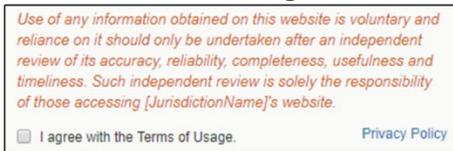
17. Click **Register Me**

◄ Back   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

Registration has completed successfully!

Forgotten Username and Password

Reset a forgotten Username and Password if already registered as a PRiSM user.

1. Go to http://bdisbo.prismcompliance.com > **Need Log In Help**.

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

   b. Password reset email will be forwarded to the primary <u>account</u> 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

Forgot Your Username

PIN ⓘ

Enter Your User PIN here

Email

Enter Your User Email Address here

Send Username

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**
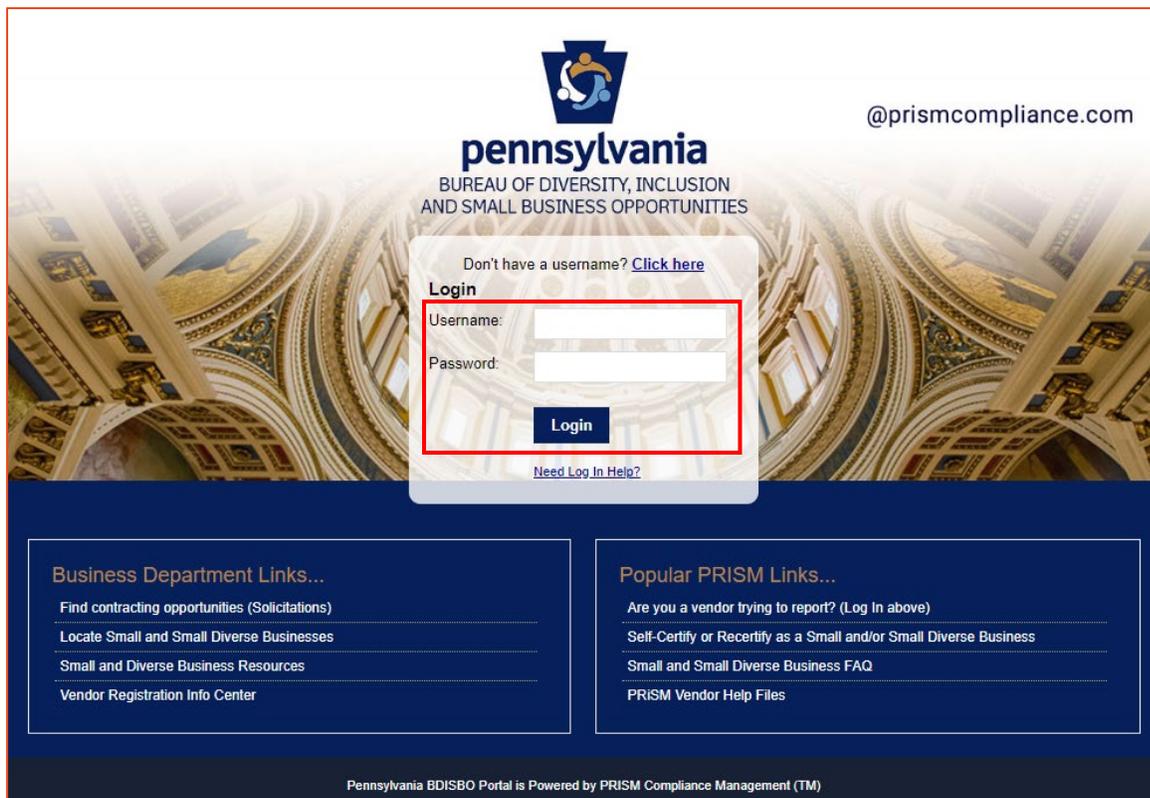
3. Click **Administration**
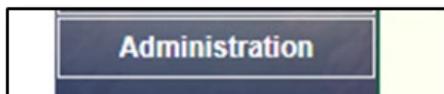
4. Click **Manage Vendor Records**

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 1	
Name:	
Title:	
Phone:	
Cell Phone:	
Email:	

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

Market Area:
- ☐ Check All
- ☐ Adams
- ☐ Allegheny
- ☐ Armstrong
- ☐ Beaver
- ☐ Bedford

Update Address

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

Administration menu >> Profile

Profile | Address | Certifications | Industry | Advanced

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

Administration menu >> Manage Vendor Records

Profile | Address | Certifications | Industry | Advanced

2. Review the Certifications (examples shown below)

Certificate Number	Jurisdiction	Certificate Type	Issued Date	Recertification Date	Expiration Date	Status
1	BDISBO	SB	07/01/2019		07/01/2021	Active
2	National Minority Supplier Development Council	MBE	07/01/2019		07/01/2020	Active

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.