

# Small Business, Small Diverse Business & Veteran Business Enterprise

SUBMITTING SUBCONTRACTOR UTILIZATION PAYMENTS  
OCTOBER 2022



# Table of Contents

Submitting Subcontractor Payments.....	2
Sub Payment Screen.....	5
Printing Subcontracting Payments on a Contract .....	6
PRiSM User Registration.....	7
Create a PRiSM User.....	7
Forgotten Username and Password.....	10
Managing Your PRiSM Account.....	12
Update Profile Information .....	12
Update Address .....	13
Review Certifications.....	13
Review Industry UNSPSC Codes .....	14
Add New Users .....	14

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.prismscompliance.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](mailto:RA-SmallBusiness@pa.gov) if your company does not have a PRISM profile or you do not know the PIN.

@prismscompliance.com

**pennsylvania**  
BUREAU OF DIVERSITY, INCLUSION  
AND SMALL BUSINESS OPPORTUNITIES

Don't have a username? [Click here](#)

**Login**

Username:

Password:

**Login**

[Need Log In Help?](#)

**Business Department Links...**

[Find contracting opportunities \(Solicitations\)](#)

[Locate Small and Small Diverse Businesses](#)

[Small and Diverse Business Resources](#)

[Vendor Registration Info Center](#)

**Popular PRISM Links...**

[Are you a vendor trying to report? \(Log In above\)](#)

[Self-Certify or Recertify as a Small and/or Small Diverse Business](#)

[Small and Small Diverse Business FAQ](#)

[PRISM Vendor Help Files](#)

Pennsylvania BDISBO Portal is Powered by PRISM Compliance Management (TM)

3. Click on **Compliance** to view the contracts associated with the prime
  - a. Contact BDISBO at 717-783-3119 or [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) if there is no **Compliance** option



Contract Name	Contract Number	Specialist	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
Tadd's New Contract 05/08/2019	654646		Prime		See All	\$6,676.00	\$2,222.00	0%	

4. Click on the record level menu of the contract for which reporting payments in the *Action* column > **Payments to Subs**

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
Tadd's New Contract 05/08/2019	654646		Prime		See All	\$6,676.00	\$2,222.00	0%	
						Total: \$0.00			

Page size: 20

Sub Spend	Prime Spend	Percentage Complete	Action
\$6,676.00	\$2,222.00	0%	 <ul style="list-style-type: none"> <li><b>Payments to Subs</b></li> <li>Invoices</li> <li>Prime Payment</li> </ul>

5. Click **Add Payment**

List of Contracts >> Adding Payments

Contract Number: **654646** Contract Name: **Tadd's New Contract 05/08/2019**  
 Contract Value: **\$0.00** Percentage complete: **0.00 %**

Export **+ 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	
ABC Dirt Co	123 Paving Company	\$4,454.00	01/31/2020	33	\$5,454.00	NR			
ABC Dirt Co	123 Paving Company	\$2,222.00	01/14/2020	invoice sub	\$2,222.00	NR			
ABC Dirt Co	123 Paving Company	\$0.00	01/03/2020	ttt	\$0.00	No			
ABC Dirt Co	123 Paving Company	\$0.00	01/03/2020		\$0.00	No			
ABC Dirt Co	123 Paving Company	\$0.00	01/03/2020	35434543	\$0.00	No			
ABC Dirt Co	123 Paving Company	\$0.00	01/03/2020		\$0.00	NR			
ABC Dirt Co	123 Paving Company	\$0.00	01/03/2020	testtest	\$0.00	No			
		<b>Total: \$6,676.00</b>							

Page size: 30 7 items in 1 pages

## Sub Payment Screen

Sub Payments

No activity report

No Reporting Activity this month? **H**

Please select Subcontractor(s): **I** -- Select Subcontractors --

Subcontractor payment information

Payer \*: ABC Dirt Co Sub \*: **A** -- Select One --

Sub Invoice Number \*: **B**

Sub Invoice Amount \*: **C**  Amount Paid \*: **D**

Reference #: BDIS7198 **E** Date Sent \*: **F** 10/04/2022

Comments: **G**

(255 chars max)

Add Payment
Close

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

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

- If no payment was made to an individual subcontractor(s) during the reporting period, enter the following fields > **Add Payment**

<b>H. No Reporting Activity</b>	Check
<b>I. Please select subcontractors</b>	Check all subcontractors that received no payment for the reporting period

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

<b>H. No Reporting Activity</b>	Check
<b>I. Please select subcontractors</b>	Check <b>Check All</b>

## 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](mailto:RA-SmallBusiness@pa.gov) if there is no **Compliance** option



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

Export Save Grid layout

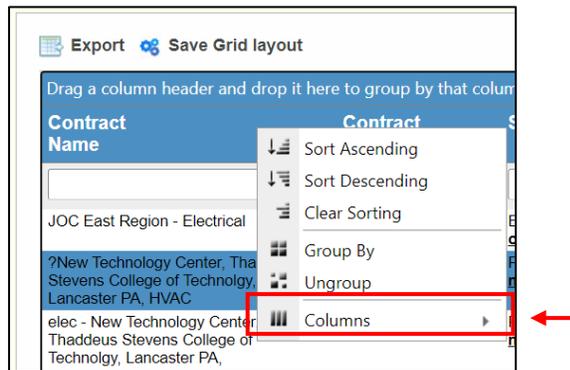
Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
JOC East Region - Electrical	[REDACTED]	Burwell, Curtis <a href="mailto:cburwell@pa.gov">cburwell@pa.gov</a>	Sub	SB	\$0.00	\$59,775.00	\$4,444,735.24	100%	[Menu]
?New Technology Center, Thaddeus Stevens College of Technology, Lancaster PA, HVAC	[REDACTED]	Parker, Montez <a href="mailto:moparker@pa.gov">moparker@pa.gov</a>	Prime		See All	\$185,024.35	\$561,455.61	24.88%	[Menu]
elec - New Technology Center, Thaddeus Stevens College of Technology, Lancaster PA,	[REDACTED]	Parker, Montez <a href="mailto:moparker@pa.gov">moparker@pa.gov</a>	Prime		\$0.00	0	\$12,396.25	0.55%	[Menu]
Total: \$0.00									

Page size: 20 3 items in 1 pages

- 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

Export 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	
[REDACTED]	[REDACTED]	\$0.00	01/29/2021		\$0.00	NR		[Menu]	
[REDACTED]	[REDACTED]	\$133,371.00	06/30/2019	IMP1210189	\$133,371.00	Yes		[Menu]	
[REDACTED]	[REDACTED]	\$43,847.35	06/30/2019	IMP1210172	\$43,847.35	Yes		[Menu]	
[REDACTED]	[REDACTED]	\$7,806.00	06/30/2019	IMP1210150	\$7,806.00	Yes		[Menu]	
		Total: \$185,024.35							

Page size: 30 4 items in 1 pages

# 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).

- 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
  - KEEP THE PIN**
  - If you do not receive the email
    - Contact BDISBO at [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) for your PIN
- Go to <http://bdisbo.prismcompliance.com> > **Don't have a username? [Click here.](#)**

**pennsylvania**  
BUREAU OF DIVERSITY, INCLUSION  
AND SMALL BUSINESS OPPORTUNITIES

@prismcompliance.com

Don't have a username? [Click here](#)

**Login**

Username:

Password:

**Login**

[Need Log In Help?](#)

**Business Department Links...**

- [Find contracting opportunities \(Solicitations\)](#)
- [Locate Small and Small Diverse Businesses](#)
- [Small and Diverse Business Resources](#)
- [Vendor Registration Info Center](#)

**Popular PRISM Links...**

- [Are you a vendor trying to report? \(Log In above\)](#)
- [Self-Certify or Recertify as a Small and/or Small Diverse Business](#)
- [Small and Small Diverse Business FAQ](#)
- [PRISM Vendor Help Files](#)

Pennsylvania BDISBO Portal is Powered by PRISM Compliance Management (TM)

- Click **Register Now**

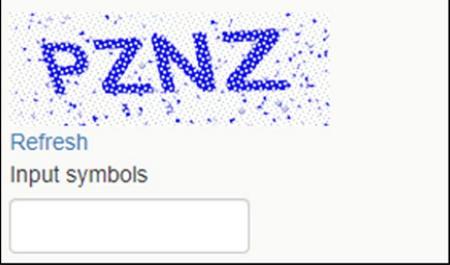


- Enter your **EIN** (no dashes or spaces) and **PIN** numbers

EIN \*

PIN \*

5. Enter the **CAPTCHA** code displayed on the screen



A CAPTCHA image showing the code "PZLNZ" in a blue, pixelated font. Below the image, there is a "Refresh" link and a label "Input symbols" above an empty text input field.

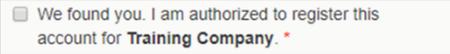
6. Click **Next**



Two buttons: a light gray "Cancel" button and a black "Next" button.

- 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](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto: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 checkbox with the text: "We found you. I am authorized to register this account for **Training Company**."

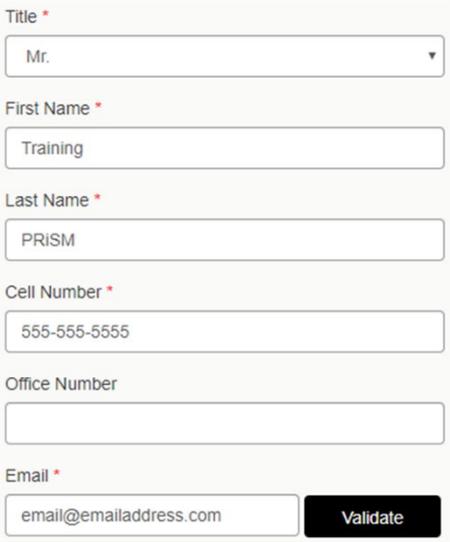
- a. If incorrect business name displayed, contact BDISBO at [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) for assistance.

8. Click **Next**



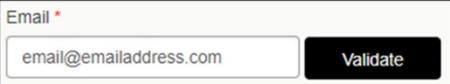
Two buttons: a light gray "Cancel" button and a black "Next" button.

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



A form with the following fields: "Title" (dropdown menu with "Mr." selected), "First Name" (text input with "Training"), "Last Name" (text input with "PRISM"), "Cell Number" (text input with "555-555-5555"), "Office Number" (empty text input), and "Email" (text input with "email@emailaddress.com" and a "Validate" button).

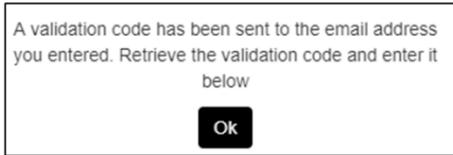
10. After entering/reviewing your email address, click **Validate**



A form with an "Email" field containing "email@emailaddress.com" and a "Validate" button.

- 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

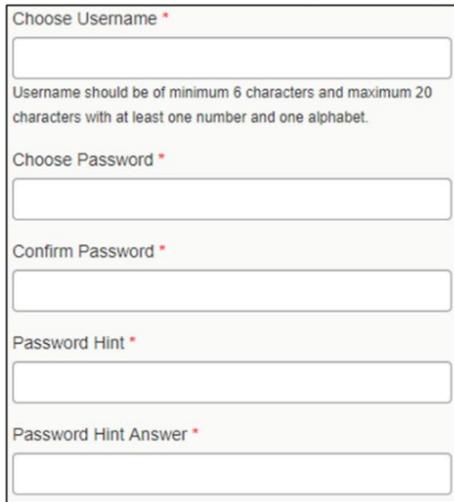


13. Click **Next**



14. Complete the **Username, Password and Hint** fields

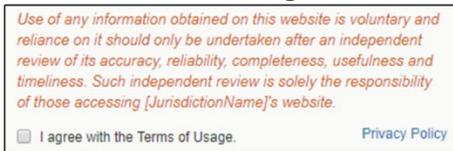
- a. Username and Password must be 6-20 characters long and contain at least one letter (e.g. Aa Bb Cc), one number (1 2 3 4 5 6 7 8 9 0), and **NO** symbols (e.g. ! @ # \$ % ^ & \* ( ) - = +)



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.

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

Don't have a username? [Click here](#)

**Login**

Username:

Password:

**Login**

[Need Log In Help?](#)

**Business Department Links...**

- [Find contracting opportunities \(Solicitations\)](#)
- [Locate Small and Small Diverse Businesses](#)
- [Small and Diverse Business Resources](#)
- [Vendor Registration Info Center](#)

**Popular PRISM Links...**

- [Are you a vendor trying to report? \(Log In above\)](#)
- [Self-Certify or Recertify as a Small and/or Small Diverse Business](#)
- [Small and Small Diverse Business FAQ](#)
- [PRISM Vendor Help Files](#)

Pennsylvania BDISBO Portal is Powered by PRISM Compliance Management (TM)

2. Forgotten Password:

- a. Enter the Username you created during the user registration process > **Reset Password**

**Forgot Your Password**

User ID

*\*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](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto: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](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto: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](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) if email is not received or is not found in junk mail

## Forgot Your Username

**PIN** ⓘ

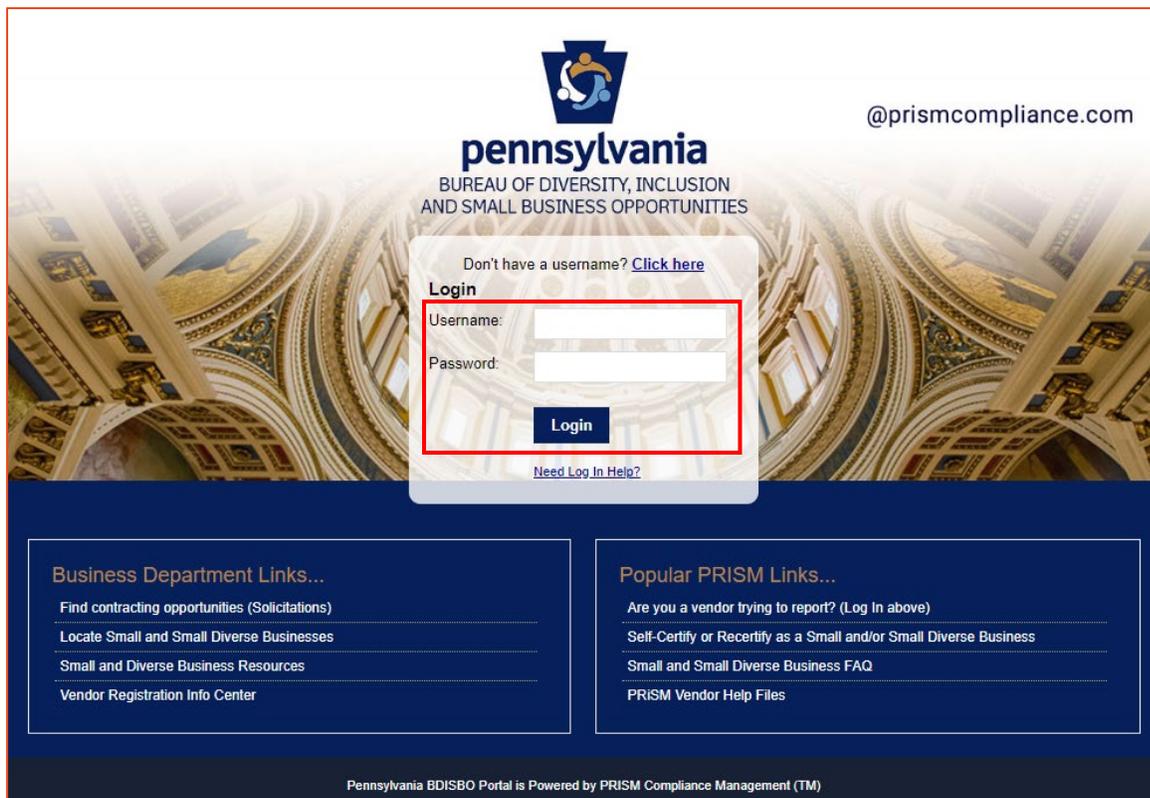
**Email**

**Send Username**

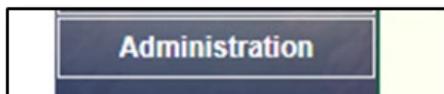
# Managing Your PRISM Account

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

1. Go to <http://bdisbo.primcompliance.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](mailto: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](mailto: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](mailto: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](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto: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](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto: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.

User ID *:	<input type="text"/>	User ID is required.
Select Jurisdictions *:	All items checked ▼	
First Name *:	<input type="text"/>	
Last Name *:	<input type="text"/>	
Password *:	<input type="password"/>	Password is required.
Check Password *:	<input type="password"/>	
Email: *	<input type="text"/>	
Phone: *	<input type="text"/>	
Title:	<input type="text"/>	

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.