

# Web Contractor Security System (WCSS) Instructions

**Before requesting a ID for a Vendor Administrator, you must have the registration form that has been completed by the Vendor Administrator.**

| <b>Role: Procurement Rep (General User)</b> |  |  |  |
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|   | <b>Task/Input</b>  | <b>Expected Result</b>   |  |
| 1.  | Enter wcss.tva.gov into Internet Explorer to launch the application.   | WCSS introduction screen is displayed.   |  |
| 2.  | Click the Continue button at the bottom of the screen.   | Login screen is displayed.   |  |
| 3.  | Enter your User ID and password and click Login  | Main Menu is displayed with 3 options: Check for Restrictions/Request WCSS User ID, Active Vendor Administrator List and Logoff.   |  |
| 4.  | To check to see if a Vendor Administrator already exists for the company, click on Active Vendor Administrator List.                   | An alphabetical listing of all companies with active Vendor Administrators is displayed along with the Vendor Administrator.   |  |
| 5.  | To request an ID for a company that is not on the list, click the Check for Restrictions/Request WCSS User ID button on the Main Menu. | Check for Restrictions screen is displayed.  |  |
| 6.  | Choose your location from the Location drop down list.   | Your location is displayed in the Location drop down list.   |  |
| 7.  | Enter the Vendor Administrator's SSN in the field provided   | SSN is displayed in the field.   |  |
| 8.  | Click the Submit button.   | Results screen is displayed with a result of Restricted or Not Restricted. If not restricted, the message will state either that current fingerprints are on file or that fingerprints are needed. <b>Note: If the Vendor Administrator will</b> |  |

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|     |   | <b>not be coming on a TVA site, fingerprints are not required for the Vendor Administrator.</b>   |  |
| 9.  | Click the Request WCSS User ID button to the right of the Fingerprint result.   | The Request User ID screen is displayed.  |  |
| 10. | Enter Vendor Administrator's first and last name in the appropriate fields. (Middle initial is not mandatory if you do not have it)                               | Vendor Administrator's name is displayed in the name fields.  |  |
| 11. | Enter Vendor Administrator (VA) phone number in the Phone Number field.   | VA phone number is displayed in the Phone Number fields.  |  |
| 12. | Enter VA fax number in the Fax Number fields  | VA fax number is displayed in the Fax Number fields.  |  |
| 13. | Enter VA's street address in the Street Address field.  | The street address appears in the Street Address field.   |  |
| 14. | Enter a city, state and zip.  | The city, state and zip appear in the appropriate fields.   |  |
| 15. | Enter VA email address in the Email Address field.  | VA email address appears in the Email Address field.  |  |
| 16. | Enter VA's TVA address in the TVA Address field. If VA does not have a TVA address, leave blank   | VA TVA address appears in the TVA Address field. If no TVA address, field will be blank   |  |
| 17. | Click the Vendor button next to the vendor field.   | Search for a Vendor screen appears.   |  |
| 18. | If you know the Supplier's Vendor Code, type it in and click the Submit button <b>(If you complete this step, skip step 19 through 21 and proceed to step 22)</b> | Returned to the Request User ID screen. The Vendor Admin field has been populated with VA name. The Vendor field has been populated with the Vendor you chose from the list. The Request field has been populated with your name since this is the name associated with your user ID. |  |

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| 19. | If you do not know the Supplier's Vendor Code, enter the Supplier's company name in the Vendor Name field. You may enter any portion of the company name and it will pull all matching results   | Supplier's partial appears in the Vendor Name field.  |  |
| 20. | Click the Submit button.   | Vendor List screen appears.   |  |
| 21. | Select the record by clicking the check box to the left of the Vendor name you wish to choose.<br><br>Note: If the vendor is not listed, you must send a copy of the vendor administration registration form to the Employee Service Center and request that they create a vendor code. <b>Once you receive it, you can return to step 17 and proceed.</b> | Check box appears in the check box.   |  |
| 22. | Click the Submit button.   | Returned to the Request User ID screen. The Vendor Admin field has been populated with VA name. The Vendor field has been populated with the Vendor you chose from the list. The Request field has been populated with your name since this is the name associated with your user ID. |  |

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| 23. | Click the Submit button.<br><br>Note: If there is an existing VA for the chosen vendor, a pop-up box will be displayed stating a VA already exists for the chosen vendor. You have the option of sending an email to Personnel Security to have the existing VA deleted or to cancel the process and contact the existing VA. A vendor can only have one active VA. | Inquiry result list screen is re-displayed with a pop up box that says an email has been sent to Personnel Security. |  |
| 24. | Click OK on the pop up box.   | Pop up box is closed and the Inquiry result screen is displayed.   |  |
| 25. | Click the Return button.  | Check for Restrictions screen is displayed.  |  |
| 26. | Click the Main Menu button.   | The Main Menu is displayed.  |  |
| 27. | Log off WCSS.   |  |  |

The registration form should be retained by Procurement as part of their records for that Supplier.