

Introducing PASS Release 5.16

PASS Release 5.16 further enriches PASS functionality and improves the procurement process.

Here are the highlights:

PASS eTime

In PASS, a timesheet that is submitted and approved with zero hours can be edited. The change button is now visible.

Reports

The “Agency” and “Supplier” filters have been added to the “Timesheet Purchase Orders” report and the “Hours Remaining on Purchase Orders” report.

The “PO Total Hours” have been added to the “Hours Remaining on Purchase Orders” report.

All relevant PASS users are now listed on the “Timesheet Purchase Orders” report.

A new report was created to show how many total hours a contractor has on each purchase order. The report includes the following fields: PO number, Title, Vendor, Issue Date, Contractor Name, Manager, Total Hours, and Total Hours used.

The “Requisition Summary” report is now fixed and working properly.

eSourcing

The Account Approval screen message will now show the information below:

“Your account has been approved. You will be contacted with your login information by email within 24 hours or the next business day. Please note that any sourcing events that are currently open will not show in your account. Please contact the owner of the event (Contract Specialist) by email to be invited to the sourcing event.”

The Vendor Registration page will now show the information below:

“When vendor’s tax ID number is recognized by the system, change error message under vendor registration to read, “Your Tax ID number has been recognized by the system. Please forward your account information to ocp.helpdesk@dc.gov.”

The main registration page will now show the information below:

“*If you have already registered with the District of Columbia to receive Purchase Orders, you should not try to re-register. Instead, contact OCP Vendor Help desk (ocp.helpdesk@dc.gov) with your account information.*”

Contracts

On an expired contract, if the option year is exercised and renewed after it is closed, it will now reflect the current option year.