

1. Go to <https://maa.prismcompliance.com/default.aspx>
2. Fill in your Username and Password, and then select the Login button:

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

Login

Username: *

Password: *

Login

[Need Log In Help?](#)

Business Department Links...

- Maryland Department of Transportation
- Baltimore/Washington International Thurgood Marshall Airport
- Procurement/Contracting Opportunities
- M/DBE Program Information
- Commercial/Concessions Opportunities

Popular PRISM Links...

- Are you a vendor trying to report? (Log In above)
- PRISM on-line Vendor Knowledge Base and Support Site...
- Vendor Registration Portal

3. Select the Compliance tab:



4. Select the Invoice Amount on the correct contract:

List of Contracts/Task Orders

Use this page to view and report contract-related spend and/or invoices (if required). Contracts shown are contracts that you are either a prime or subcontractor. If you do not see a contract that you are actively engaged, contact your jurisdiction so you may be added. This list is sort-able, group-able, and export-able. Click 'Save Grid Layout' to remember your grid layout. For more information click the help link below

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
Test Contract	MAACO11111	Cook, Alice Acook2@bwiairport.com	Sub	MBE	\$1,500.00	\$1,500.00	\$10,000.00	6.67%	
					Total: \$1,500.00				

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5. Select Add Invoice:

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number: **MAACO11111** Contract Name: **Test Contract**
 Contract Value: **\$10,000.00** Percentage complete: **6.67 %**

Export  Add Invoice

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

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV4	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$1,500.00	Accepted	
Test Prime	Test Sub	INV3	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Rejected	
Test Prime	Test Sub	INV2	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$1,500.00	Accepted	
Test Prime	Test Sub	INV1	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Rejected	
			Total: \$6,000.00				Total: \$6,000.00	Total: \$3,000.00		

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6. A popup will open. Fill out the Invoice Amount, Invoice Number, Invoice Date, and a Due Date for the Invoice. Use the Comments field to add any additional comments. Then, select the Add Invoice button:

Invoice

Add/Edit Invoice

Add Invoice

Payer: * Test Prime
 Payee: * Test Sub (MBE)
 Invoice Amount: *
 Invoice Number: *
 Invoice Date: *
 Due Date: *
 Comments:
 (255 chars max)

Add Invoice **Close**

7. A message will appear indicating that the invoice has been saved. Select the X button in the top right corner of the popup to close it and return to the Invoices page:

Invoice

Invoice number INV6 has been saved

Add/Edit Invoice



8. Select the brown Action Menu button next to the invoice and then select Edit to make changes to the Invoice:

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number:	MAACO11111	Contract Name:	Test Contract
Contract Value:	\$10,000.00	Percentage complete:	6.67 %

Export + Add Invoice

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

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
> Test Prime	Test Sub	INV6	\$1,500.00	12/20/2018	12/07/2018		\$0.00	\$0.00	All	
			Total: \$1,500.00				Total: \$0.00	Total: \$0.00		

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Edit
Delete