

Prompt Payment Reporting – Subcontractor

WMATA Supplier Portal

Date: September 2019



Supplier Portal Homepage

The screenshot displays the WMATA Supplier Portal homepage. At the top left is the WMATA logo. The navigation bar includes 'Favorites', 'Main Menu', 'Home', and 'Sign Out'. The main content area is divided into three columns:

- Procurement Opportunities:** Lists 'Active Procurement Opportunities' (All Solicitations, Simplified Acquisitions, Prior Procurements) and 'Closed Procurements Under Evaluation' (All Solicitations, Simplified Acquisitions, Prior Procurements). It also lists 'Procurement Awards Issued' for CY2018, CY2017, and CY2016.
- Login:** A red box highlights the login fields. The text reads: 'Login here as an existing User.' Below are 'User ID:' and 'Password:' input fields, followed by a 'Sign In' button. A red circle with the number '1' is placed to the right of the fields. Below the fields, it states 'User ID and Password are case sensitive'. There are links for 'New User click here to register' and 'I forgot my password'.
- Announcements / Supplier Links:** Contains 'Announcements' with contact information (CLM@wmata.com), 'Quick Reference Links' (Procurement & Contracting), 'WMATA Socio-Economic Program' (Disadvantage Business Enterprise, SBLPP, SBE, Certified Vendor Directory), and 'Supplier Portal User Guides' (New user registration guide, Overview and Basic Navigation, How to reset password, How to bid on Electronic Solicitations, How to bid on Non-Electronic Solicitations, Certification Registration and Renewal). A link for 'WMATA Privacy Policy and Legal Disclaimer' is at the bottom.

1. Login using your User ID and password

Prompt Payment Report Navigation: Sub-Contractor

The screenshot shows the WMATA Supplier Portal interface. The 'Main Menu' dropdown is open, showing a search bar and a list of categories. The 'Manage Contracts' category is highlighted in yellow, and its sub-menu is open, showing 'Sub-Contractor Prompt Payment' highlighted in red. The 'WMATA Supplier Portal' content area displays a welcome message and a list of services. The right sidebar contains 'Announcements / Supplier Links', 'Announcements', 'Quick Reference Links', 'WMATA Socio-Economic Program', and 'Supplier Portal User Guides'.

Main Menu

- Search Menu:
- Maintain Supplier Information
- Manage Solicitations and Bids
- Manage Contracts**
 - Vendor Change Request Form
 - Maintain Contract Documents
 - Update Contract Deliverables
 - Review Contract Deliverables
 - Vendor Prompt Payment Report
 - Sub-Contractor Prompt Payment**
- Manage Orders
- Review Payment Information
- Worklist
- Reporting Tools
- View Terms & Conditions
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

WMATA Supplier Portal

Welcome to **Washington Metropolitan Area Transit Authority (WMATA)** supplier portal. The office of Procurement and Materials is dedicated to providing quality goods and services to support WMATA's mission in a professional and ethical manner while striving to exceed customer expectations.

The Supplier Portal is designed to conduct business transactions in a self-service environment through an internet-based portal for current and potential suppliers. The Supplier Portal will be the single source for all advertised solicitations.

As a Supplier/Vendor you will find the portal a convenient way to access solicitations, submit bids/Proposals/Quotes, review Purchase Order transactions, Acknowledge PO's, provide advance shipment notices, review payments and manage vendor contact information.

Announcements / Supplier Links

Announcements

For any questions or help related to supplier portal, please send an email to CLM@wmata.com.

Quick Reference Links

- [Procurement & Contracting](#)

WMATA Socio-Economic Program

- [Disadvantage Business Enterprise \(DBE\)](#)
- [Small Business and Local Preference Program \(SBLPP\)](#)
- [Small Business Enterprise \(SBE\)](#)
- [Certified Vendor Directory \(DBE, SBLPP, SBE\)](#)

Supplier Portal User Guides

- [New user registration guide](#)
- [Overview and Basic Navigation](#)
- [How to reset password](#)
- [How to bid on Electronic Solicitations](#)
- [How to bid on Non-Electronic Solicitations](#)
- [Certification Registration and Renewal](#)

[WMATA Privacy Policy and Legal Disclaimer](#)

Main Menu > Manage Contracts > Sub-Contractor Payment Report

To Find an Existing Value (Prompt Payment Report)

The screenshot shows the Metro website interface for the Sub-Con Prompt Payment Form. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manage Contracts', and 'Sub-Contractor Prompt Payment'. Below this is the 'Sub-Con Prompt Payment Form' header with a sub-header 'Sub-Con Prompt Payment Form' and a description: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted with a red box and a red circle with the number 1) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section (highlighted with a red box and a red circle with the number 2) containing four search fields: 'Month' (set to '09 - September'), 'Calendar Year' (set to '2018'), 'Contract ID' (set to 'begins with FQ17129B'), and 'Task Order' (set to 'begins with'). At the bottom of the search criteria section is a 'Search' button (highlighted with a red box and a red circle with the number 3), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

1. Click on the Find an Existing Value tab.
2. Enter the Search Criteria desired.
 - Month
 - Calendar Year
 - Contract ID
 - Task Order
3. Click the Search button



Add a New Value (Prompt Payment Report)

The screenshot shows the Metro Sub-Con Prompt Payment Form. The breadcrumb trail is: Favorites > Main Menu > Manage Contracts > Sub-Contractor Prompt Payment. The form title is "Sub-Con Prompt Payment Form".

At the top, there are two buttons: "Find an Existing Value" and "Add a New Value" (callout 1). Below these are input fields for "Contract ID" (with value "FQ17129B" and a lookup icon, callout 2), "Task Order" (with a lookup icon, callout 3), "Month" (with a dropdown menu showing "09 - September", callout 4), "Calendar Year" (with value "2018" and a lookup icon, callout 5), and "Sub-Contractor Name" (with value "G-11 Enterprises", callout 6).

At the bottom left, there is an "Add" button (callout 7). At the bottom right, there is a "Look Up Contract ID" dialog box (callout A) with a search input field, "Look Up", "Clear", and "Cancel" buttons, and a "Basic Lookup" link. Below the dialog, there is a "Search Results" section with a table:

Contract ID	Contract Name
FQ17129B	Screw Spikes

1. Click Add a New Value (to add new report)
2. Click the lookup icon to search for the Contract ID. (see figure: A)
3. If a Task Order, click the Task Order lookup icon to search.
4. Enter the desired reporting month.
5. Enter the desired Calendar Year.
6. Sub-Contractor Name will default.
7. Click the Add button.

Creating Prime Prompt Payment Report

[Favorites](#) | [Main Menu](#) > [Manage Contracts](#) > [Sub-Contractor Prompt Payment](#)

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Create Sub-Cont Prompt Payment

Sub-Contractor Prompt Payment Details 1

Report ID: 243 Contract ID: FQ17129B

Reporting Month: 09 Prime Vendor ID: 0000004098 Prime Vendor Name: Lewis Bolt & Nut Company

Reporting Year: 2018 Created By User: G-11 Enterprises

[Add Comments And Attachments](#)

Payment Details 2 [Personalize](#) | [Find](#) | [First](#) | 1 of 1

Sub-Contractor Name	Performance Start Date	Amount of Sub Contractor Award (Planned)	Invoice Number Submitted to Prime	Invoice Date	Amount received by Sub-Con this reporting period	Payment Received Date	Description of Work	% of Physical Work Complete	Comment/Attachments	Modified By User	Modified Date/Time by User
1 G-11 Enterprises	07/20/2018	10,000.000			0.000			0.000	Comment/Attachments	G-11 Enterprises	

[Submit](#) [Cancel](#)

1. Review the Prime Prompt Payment Details section.
2. Review the Sub- Contractor Payment Details



Creating Prime Prompt Payment Report

M metro

Favorites ▾ Main Menu ▾ > Manage Contracts ▾ > Sub-Contractor Prompt Payment Home Worklist Add to Favorites Sign Out

Print New Window Help Personalize Page http

Create Sub-Cont Prompt Payment

Sub-Contractor Prompt Payment Details

Report ID: 243 Contract ID: FQ17129B

Reporting Month: 09 Prime Vendor ID: 0000004098 Prime Vendor Name: Lewis Bolt & Nut Company

Reporting Year: 2018 Created By User: G-11 Enterprises

[Add Comments And Attachments](#)

Payment Details											
Sub-Contractor Name	Performance Start Date	Amount of Sub Contractor Award (Planned)	Invoice Number Submitted to Prime	Invoice Date	Amount received by Sub-Con this reporting period	Payment Received Date	Description of Work	% of Physical Work Complete	Comment/Attachments	Modified By User	Modified Date/Time by User
1 G-11 Enterprises	07/20/2018	10,000.000	3	10/04/2018	2,000.000	09/11/2018	Project Management	20.000	Comment/Attachments	G-11 Enterprises	

Submit Cancel

1. Enter Invoice Number Submitted to Prime.
2. Enter Invoice Date.
3. Enter Amount received by Sub-Con this reporting period.
4. Enter Payment Received Date.
5. Enter Description of Work.
6. Enter % of Physical Work Complete.
7. Click to add Comment/Attachments (i.e. copy of invoice submitted).
8. Click Submit to compete.

Questions, please contact:

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