

Prompt Payment Reporting – Prime Vendor

WMATA Supplier Portal

Date: September 2019



Procurement Opportunities

Active Procurement Opportunities

- [All Solicitations \(except Simplified Acquisitions\)](#)
- [Simplified Acquisitions \(Generally under \\$150,000\)](#)
- [Prior Procurements \(Before 09/05/2018\)](#)

Closed Procurements Under Evaluation

- [All Solicitations \(except Simplified Acquisitions\)](#)
- [Simplified Acquisitions \(Generally under \\$150,000\)](#)
- [Prior Procurements \(Before 09/05/2018\)](#)

Procurement Awards Issued

- [Procurement Awards Issued CY2018](#)
- [Procurement Awards Issued CY2017](#)
- [Procurement Awards Issued CY2016](#)

Login

Login here as an existing User.

User ID:

Password:

User ID and Password are case sensitive

New User click [here](#) to register

[I forgot my password](#)

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 secure self-service environment through an internet-based portal for current and potential suppliers. The Supplier Portal will be the single source for all WMATA advertised solicitations.

A registered Supplier/Vendor will find the portal a convenient way to access active solicitations, submit bids/Proposals/Quotes, review Purchase Order (PO) 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](#)

1. Login using your User ID and password

Prompt Payment Report Navigation – Prime Vendor

The screenshot shows the WMATA Supplier Portal interface. The 'Main Menu' is expanded, showing a tree view of navigation options. The path 'Main Menu > Manage Contracts > Vendor Prompt Payment Report' is highlighted with red boxes. The 'Vendor Prompt Payment Report' option is also highlighted with a yellow background. The main content area displays 'Procurement Opportunities' with a notice and a list of active opportunities. The right sidebar contains 'Announcements', 'Quick Reference Links', and 'Supplier Portal User Guides'.

Home | Worklist | Add to Favorites | Sign out

Personalize [Content](#) | [Layout](#) ? Help

Search Menu: [input]

WMATA S [input]

Vendor Change Request Form

Maintain Contract Documents

Update Contract Deliverables

Review Contract Deliverables

Vendor Prompt Payment Report

Sub-Contractor Prompt Payment

Procurement Opportunities

Notice: All information related to procurements published prior to new Supplier portal, please [click here](#).

Active Procurement Opportunities

YOU MUST BE REGISTERED to review and submit offers on WMATA procurement opportunities listed below, and to receive email notifications of any addenda issued.

- [Procurement Opportunities over \\$150,000.00](#)
- [Procurement Opportunities less than \\$150,000.00](#)

Closed Procurements Under Evaluation

Procurement Awards Issued

- [Procurement Awards Issued](#)

Announcements / Supplier Links

Announcements

- Questions regarding specific procurement opportunities should be directed to the contact person listed on the solicitation.
- If you have issues in viewing attachments or opening links, turn off your Pop-Up blocker.

Quick Reference Links

[Procurement & Contracting](#)

WMATA SocioEconomic 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](#)
- [How to reset password](#)
- [How to update expired password](#)
- [How to view procurement opportunities and submit offers](#)
- [Account management instructions for existing users](#)
- [Certification Registration and Renewal](#)

[WMATA Privacy Policy and Legal Disclaimer](#)

Main Menu > Manage Contracts > Vendor Prompt Payment Report

To Find an Existing Value (Prompt Payment Report)

Vendor Prompt Payment Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

1

[Find an Existing Value](#) | [Add a New Value](#)

2

▼ **Search Criteria**

Payment Report ID: [=]

Month: [=]

Calendar Year: [=]

Contract ID: [begins with]

Task Order Nbr: [begins with]

3

[Search](#) | [Clear](#) | [Basic Search](#) | [Save Search Criteria](#)

4

Search Results

View All | First | 1-2 of 2 | Last

Payment Report ID	Month	Calendar Year	Contract ID	Vendor ID	Task Order Nbr
4	Nov	2017	FQ17129B	0000004098	(blank)
3	Dec	2017	FQ17129B	0000004098	(blank)

[Find an Existing Value](#) | [Add a New Value](#)

1. Click on the Find an Existing Value tab.
2. Enter the Search Criteria desired
 - Payment Report ID
 - Month
 - Calendar Year
 - Contract ID
 - Task Order Nbr
3. Click the Search button
4. Search Results will display

Add a New Value (Prompt Payment Report)

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. Click the Add button.

The screenshot shows the Metro Vendor Prompt Payment Form. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manage Contracts', and 'Vendor Prompt Payment Report'. Below this is the 'Vendor Prompt Payment Form' title. The form has two buttons: 'Find an Existing Value' and 'Add a New Value', with a red circle '1' next to the latter. Below these are four input fields: 'Contract ID' (with a lookup icon and a red circle '2'), 'Task Order Nbr.' (with a lookup icon and a red circle '3'), 'Month' (a dropdown menu showing '09 - September' and a red circle '4'), and 'Calendar Year' (with a lookup icon and a red circle '5'). At the bottom left, there is an 'Add' button with a red circle '6'. A dialog box titled 'Look Up Contract ID' is open, showing a search field with 'begins with' selected, 'Look Up', 'Clear', and 'Cancel' buttons, and a 'Basic Lookup' link. The dialog also shows search results for two contracts.

Contract ID	Contract Status	Contract Beginning Date	Expire Date
FQ13027A	Approved	06/28/2013	06/27/2017
FQ17129B	Approved	07/13/2017	07/12/2022

Creating Prime Prompt Payment Report

Prime Prompt Payment Details

Report ID: 424 Contract ID: FQ17129B Final Prompt Payment Report for this Contract ?

Reporting Year: 2018 Reporting Month: 09 Prime Vendor Name: Lewis Bolt & Nut Company

Created By User: Dave Barry

Sub-Contractor Payment Details

SEP Sub-Contractor Name	Certified	Total Contract Amount	Amount of Sub Contractor Award (Planned)	Performance Start Date	Amount paid (By Prime) this Reporting Period	Payment Date [Paid to Sub-Contr]	Description of Work	% of Physical Work Complete	Proof Of Payment	Modified by User	Modified Date/Time
Davis Freight Management	<input checked="" type="checkbox"/>	298,548.000	63,630.000	07/20/2017	0.000			0.000	Proof Of Payment	Dave Barry	
G-11 Enterprises	<input checked="" type="checkbox"/>	298,548.000	10,000.000	07/20/2018	0.000			0.000	Proof Of Payment	Dave Barry	
Metro Paving Corporation	<input checked="" type="checkbox"/>	298,548.000	5,000.000	07/20/2018	0.000			0.000	Proof Of Payment	Dave Barry	
John Doe	<input type="checkbox"/>	298,548.000	10,000.000	07/20/2018	0.000			0.000	Proof Of Payment	Dave Barry	

Submit Cancel

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



Creating Prime Prompt Payment Report



Create Prime Prompt Payment

Prime Prompt Payment Details

Report ID: 424 Contract ID: FQ17129B

Final Prompt Payment Report for this Contract ?

Reporting Year: 2018 Reporting Month: 09 Prime Vendor Name: Lewis Bolt & Nut Company
Created By User: Dave Barry

Add Comments And Attachments

Sub-Contractor Payment Details

SEP Sub-Contractor Name	Certified	Total Contract Amount	Amount of Sub Contractor Award (Planned)	Performance Start Date	Amount paid (By Prime) this Reporting Period	Payment Date [Paid to Sub-Contr]	Description of Work	% of Physical Work Complete	Proof Of Payment	Modified by User	Modified Date/Time
Davis Freight Management	<input checked="" type="checkbox"/>	298,548.000	63,630.000	07/20/2017	50,000.000	09/13/2018	Trucking- Part removal	30.000	Proof Of Payment	Dave Barry	
G-11 Enterprises	<input checked="" type="checkbox"/>	298,548.000	10,000.000	07/20/2018	7,000.000	09/13/2018	Project Management	20.000	Proof Of Payment	Dave Barry	
Metro Paving Corporation	<input checked="" type="checkbox"/>	298,548.000	5,000.000	07/20/2018	35000.000	09/13/2018	Ground paving	100.000	Proof Of Payment	Dave Barry	
John Doe	<input type="checkbox"/>	298,548.000	10,000.000	07/20/2018	5000.000	09/13/2018	Contract Manager	20.000	Proof Of Payment	Dave Barry	

Submit Cancel

1. Vendors are able to click the checkbox, if it's the final Prompt Payment Report for this Contract or Task Order
2. Enter Amount paid (By Prime) this Reporting Period.
3. Enter Payment Date (Paid to Sub-Contractor).
4. Enter Work Description.
5. Enter Percent Complete.
6. Attach Proof Of Payment (Void Check, Bank Statement, etc).
7. Click Submit to complete.



Questions, please contact:
Email: sbpohotline@wmata.com

Phone: (202) 962-6493
MEJohnson1@wmata.com

202/962-1987