Prompt Payment Reporting – Prime Vendor

WMATA Supplier Portal

Date: September 2019

1. Login using your User ID and password

Main Menu> Manage Contracts> Vendor 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

▼ Search Criteria **②**

Payment Report ID:	= ▼	4
Month:	= ▼	11 - November ▼
Calendar Year:	= ▼	2017 🔍
Contract ID:	begins with ▼	FQ17129B 🔍
Task Order Nbr:	begins with ▼	🔍

③

Search | Clear | Basic Search 🔍 Save Search Criteria

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)	**④**
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

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.

Creating Prime Prompt Payment Report

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

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.

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

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

Phone: (202) 962-6493

MEJohnson1@wmata.com
202/962-1987