

Instructions for the WMATA Supplier Registration Process

Before you begin the registration process:

This document will give you an overview of the process and list all of the essential requirements for successfully completing the eight step process.

Please note the following important information:

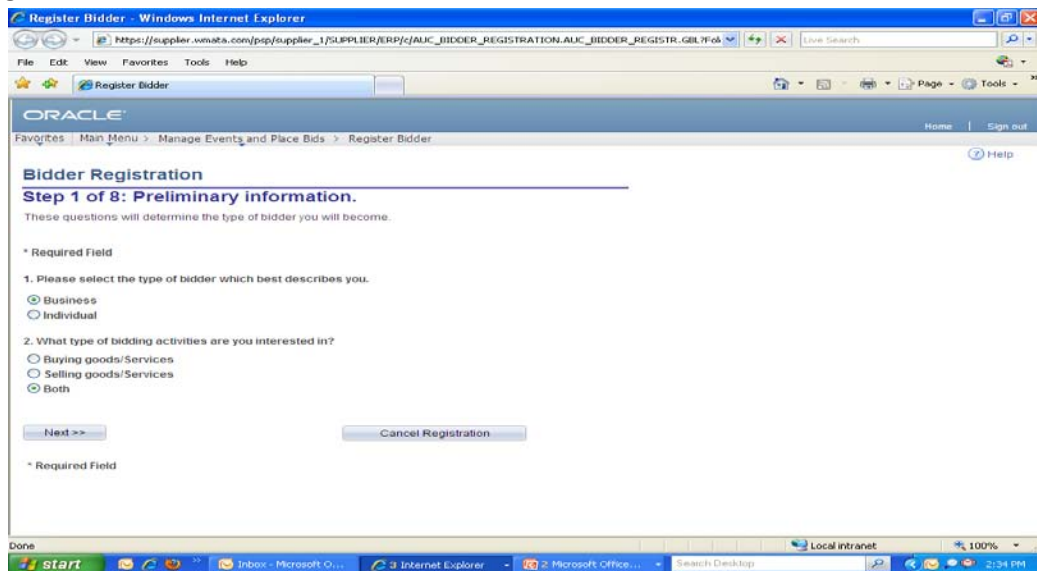
- 1) All questions or fields with an asterisk will require that you enter the appropriate information. The system will not allow you to continue through further steps without including that information.
- 2) The following are required documents for proper registration:
 - a) A certificate of Commercial General Liability Insurance coverage. The Metro Supplier Insurance Requirements chart can be found under the New Supplier Registration link of the left side of the Business with Metro page.
 - b) WMATA Representations and Certifications Documents (Reps and Certs). The “Reps and Certs” can be found under Business with Metro, Supplier Business Forms. Please fill out these forms in their entirety.
 - c) Documents received from WMATA that acknowledge your certified participation in programs such as the Small Business and Local Preference and the Disadvantaged Business Enterprise Programs.
- 3) Before entering “New Supplier Registration” review the list of WMATA’s Material Category Codes that appropriately represent the capabilities of your company. There is a link to this list on the Business with Metro, then Procurement and Contracting and then Material Category Codes.
- 4) Before entering the eight step registration process, thoroughly read and review this instructional document!

See instructions for steps one through eight below:

Step 1 of 8: Preliminary Information:



Open the Metro webpage at <http://www.wmata.com>. Under Business with Metro, click on the Procurement and Contracting Link. Click on “Register in the Supplier Registration System” and then “New Supplier Registration”. This brings you to Step 1 of the Supplier Registration System. Select whether you will be doing business with WMATA as a business or individual. For question 2, click on “selling goods and services”.



Step 2 of 8: User Account Set-up:

Type in your Company Name (Required Field) exactly as it will be listed in all transactions with the Authority. In the User Information section:

- (a) Enter the First Name, Last Name, Email ID, and Telephone for the main contact person (Required Field)
- (b) Create the permanent User ID. (Required Field)

To add another user, click the “Save and Add Another User” button. Any additional designated individuals will have the same security access as the original contact. All new contacts wanting to receive bid requests should include their email address.

Do not add any information below the section titled, Other Contact Info (Optional).

Click the “Next” button.



Register Bidder - Windows Internet Explorer

https://supplier.wmata.com/psp/supplier_1/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL?Fol

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Home | Sign out

Favorites | Main Menu > Manage Events and Place Bids > Register Bidder

Bidder Registration

Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

* Required Field

*Company Name:

URL: http://

User Information

*First Name: [Delete](#)

*Last Name:

Title:

*Email ID:

*Telephone: Ext:

Fax:

*User ID: (User's account login name.)

Other Contact Info (Optional)

Instant Messaging (IM) Information

IM Service:

IM User Name:

Done

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Step 3 of 8: Primary Address:

In this step you provide address information for the company's location of its main headquarters.

When complete click on next button.

Register Bidder - Windows Internet Explorer

https://supplier.wmata.com/psp/supplier_1/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL?Fol

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Bidder Registration

Step 3 of 8: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

* Required Field

Primary Address

Country: USA United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

<< Back | Next >> | Cancel Registration

Done

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Step 4 of 8: Other Account Address:



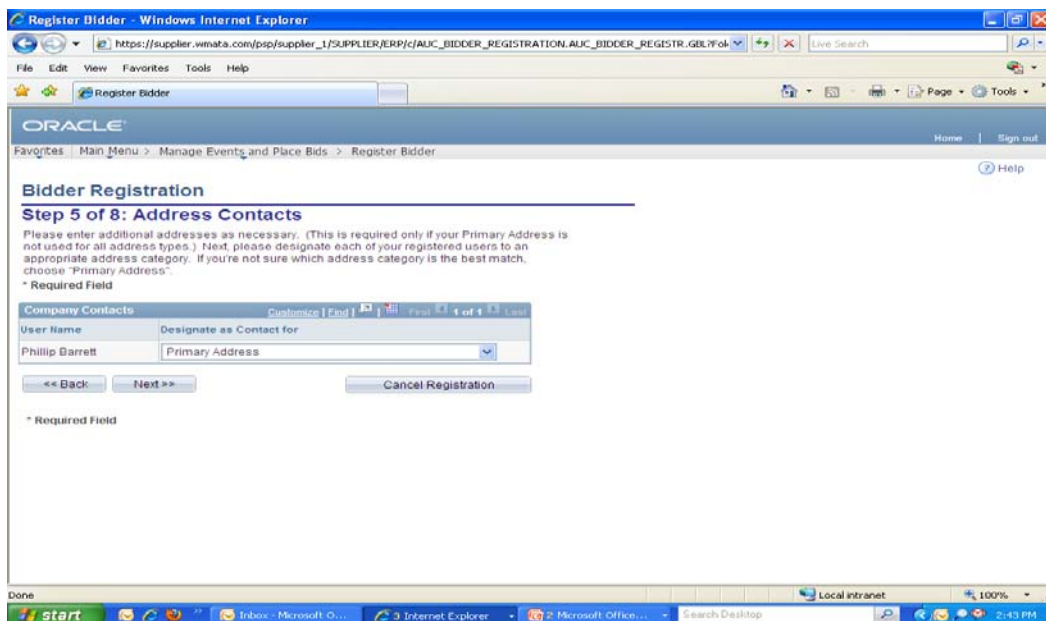
If the invoice address is different from the primary address entered on the previous screen, then Step 4 is necessary.

Option - If you checked the Invoice Address Box, enter the complete invoice address. (In step 5, you will enter a name for the Invoice Address contact person.) Then click the Next button.



Step 5 of 8 - Address Contacts

After adding additional contact names for different departments or locations added in Step 4, click on the Next button.



Step 6 of 8 - Additional Classification Information:



Enter your company's Taxpayer Identification Number or if registering as an individual proprietorship, enter your Social Security Number. (Required Field)

- 1) Enter the appropriate ownership type for your company. Click on the list icon to choose from the options. (Required Field)
- 2) Enter the type of Business you have by clicking on the list icon to choose from the options.
- 3) Specify the year the company was started. (Required Field)
- 4) Enter the (non-publicly held company) business owner's name and position held. (Required Field)
- 5) Enter the name and capacity of the authorized signatories. (Required Field)
- 6) Please specify the first and last name of any authorized submitter to this website. (Required Field)
- 7) Speak to the experience your company has in its current business field. (Required Field)
- 8) A company should complete the First Article of Inspection (FAI) if appropriate to your business. Click on the list icon to choose from the options.
- 9) Attach your Commercial Liability Insurance Certificate listing WMATA as a recipient of protection from claims of property damage or bodily injury. (Required Field) Click on the paper clip icon to attach your document.
- 10) Enter appropriate additional categories as it applies to your business. (Required Field)
- 11) Attach any appropriate WMATA issued affidavits or certifications (DBE, Small Local Business or Woman-owned enterprise). Click on the paper clip icon to attach your document which are as follows:
 - a) Small Business and Local Preference Program: Attach a copy of the affidavit with the notarized stamp.
 - b) Disadvantaged Business Enterprise: Attach a copy of the certified letter from WMATA's DBE Branch.
- 12) Attach the signed WMATA's representations and certifications. These documents can be found through the Vendor/Business Forms link on WMATA's website via the Doing Business with Metro link on the home page. Click on the paper click icon to attach your document. (Required Field)

Register Bidder - Windows Internet Explorer

https://supplier.wmata.com/psp/supplier_1/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GOLF.ok

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Bidder Registration

Step 6 of 8: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

* Required Field

Standard ID Numbers		Customize	Final
Identification Type	ID Number		
1 *Tax Identification Number			

*1. Indicate the type of Ownership of your business.

2. Please indicate your type of business.

*3. Please specify the year your company started.

*4. Please specify the First Name, Last Name, and Position of the business owner.

*5. Please specify the First Name, Last Name, and Authorized Signatories Capacity for any company authorized signatories.

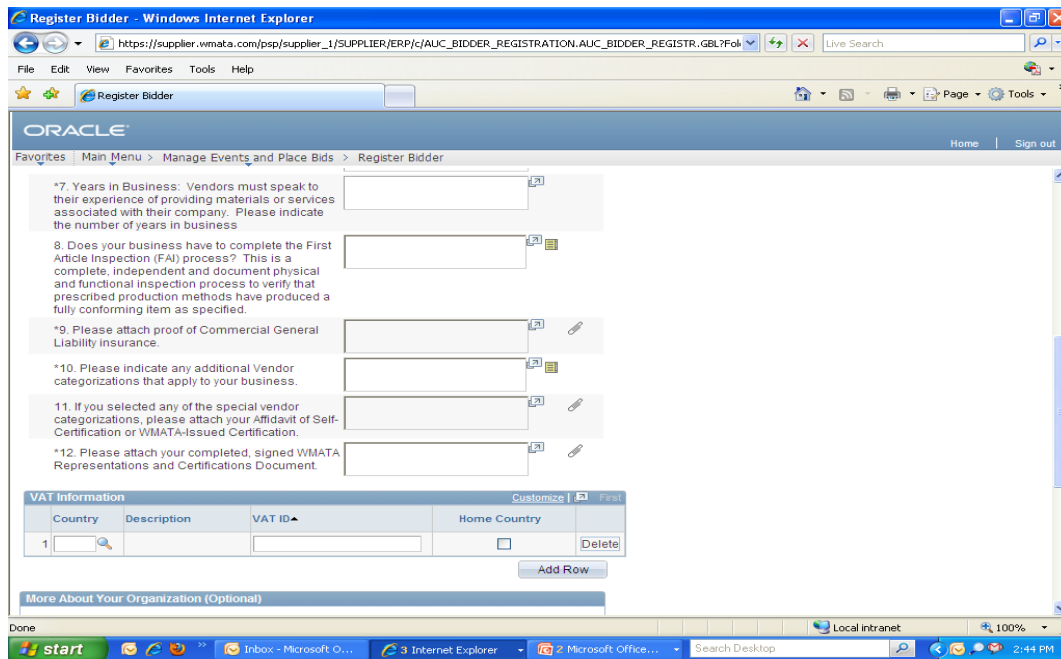
*6. Please specify the First Name and Last Name of any authorized submitters.

Done

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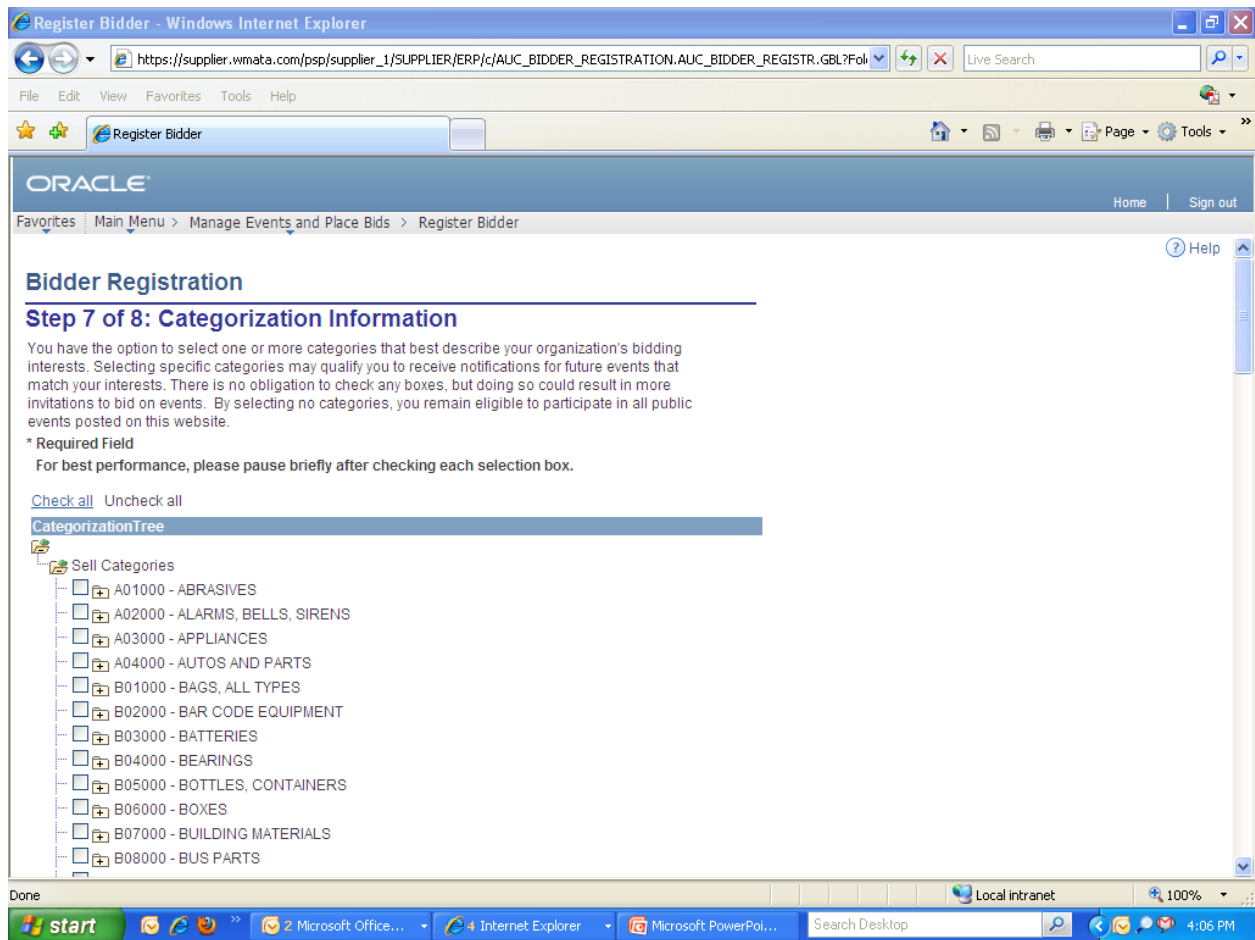


Step 7 of 8: Categorization of WMATA's Material Category Codes:

This step is where you select the appropriate Material Category Codes for goods, services or equipment which your company provides. This list should be reviewed thoroughly before beginning the registration process.

At least one Material Category Code is required to complete your registration, however please select all the category codes appropriate for your business. Click on the plus (+) sign to drill down into additional codes. Once you've selected all the appropriate codes, click on the Next button.





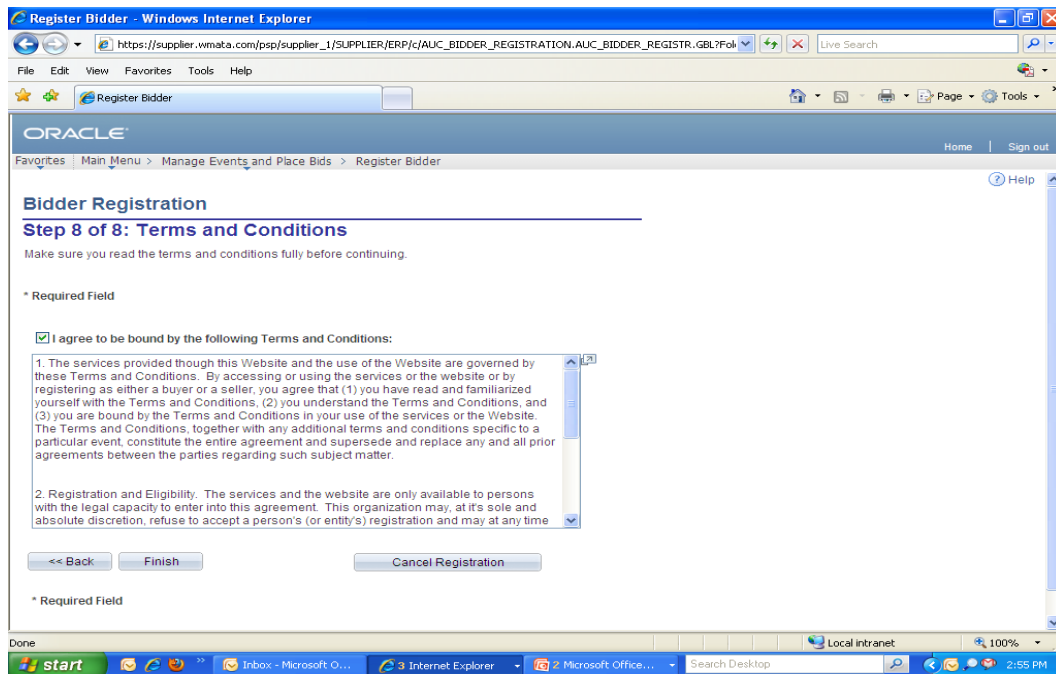
Step 8 of 8: Terms and Conditions:

This is the final step to Supplier Registration ... agreeing to the terms and conditions of WMATA's registration website.

If for some reason you do not agree to the Terms and Conditions, click on the Cancel Registration button. If you agree to the Terms and Conditions, check the box next to ... "I agree to be bound by the following Terms and Conditions".

To complete the registration process, click on the Finish button.





Upon successful completion of your registration:

Once you have successfully completed all eight steps of the registration process, you will be sent via email, a User Id and Password. This User Id and password will be used to re-enter the system to set-up your own new password.

If you need clarification on any of these steps, contact the Vendor Relations Representative, Phillip Barrett Jr. at: (email) pbarrettjr@wmata.com or (office phone) 202/962-2292.

