

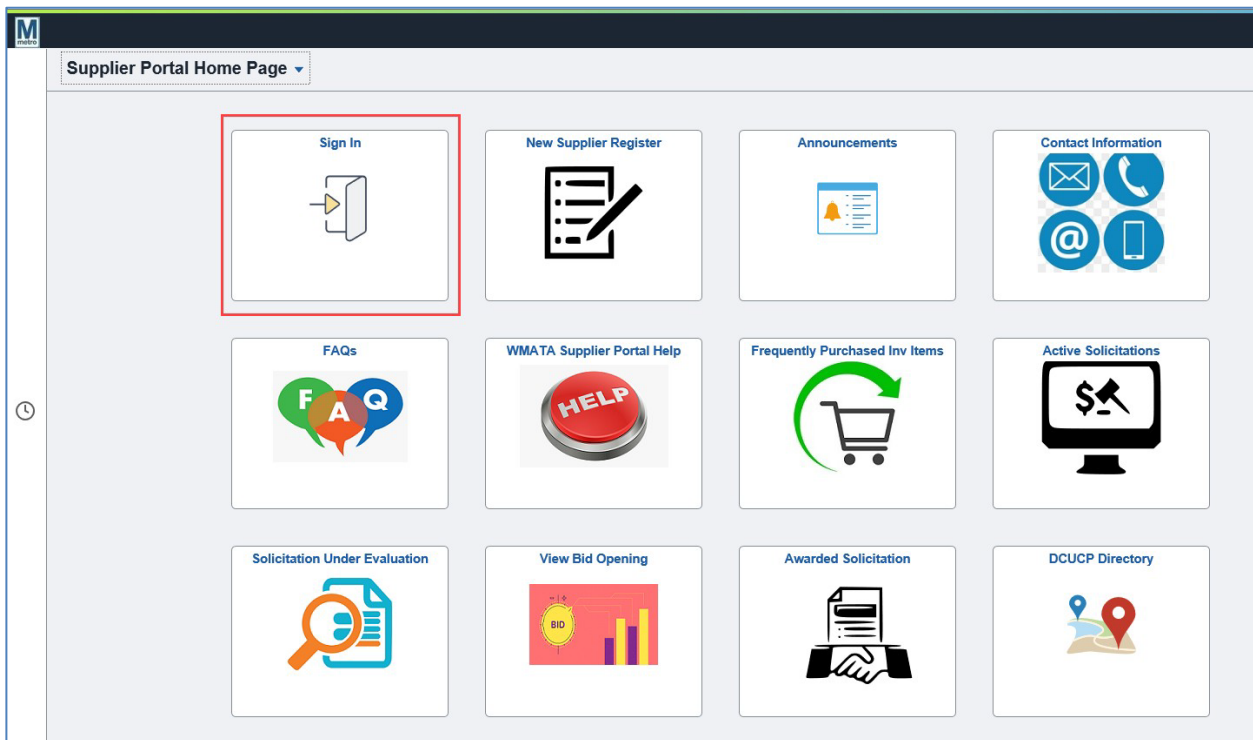
# ***Maintain Supplier Contact Information***

## ***Job Aid***

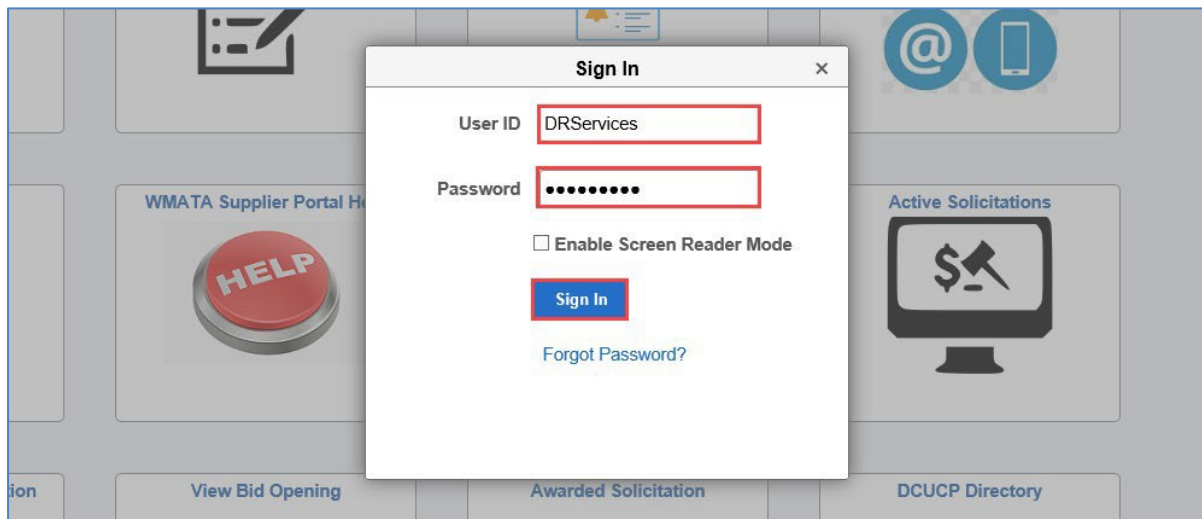


**Introduction:** This job aid demonstrates how to Maintain Supplier Contact Information on WMATA's Supplier Portal.

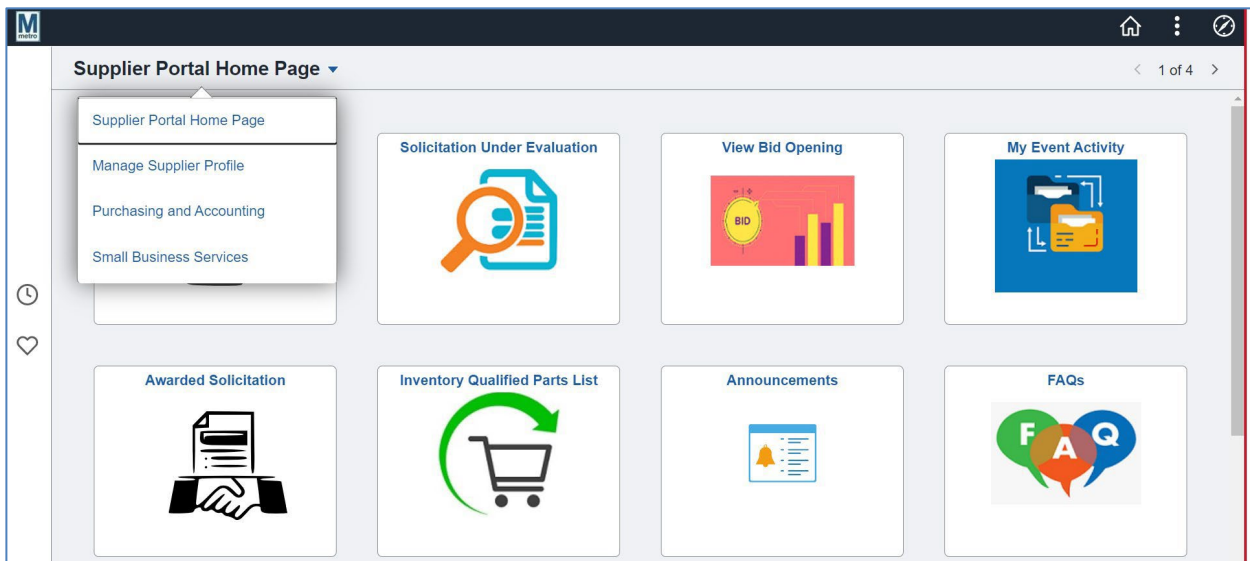
Step	Action
1.	Using Microsoft Edge, navigate to the WMATA Supplier Portal: <a href="https://supplier.wmata.com/">https://supplier.wmata.com/</a> .  <b>Note:</b> Microsoft Edge is the preferred web browser.



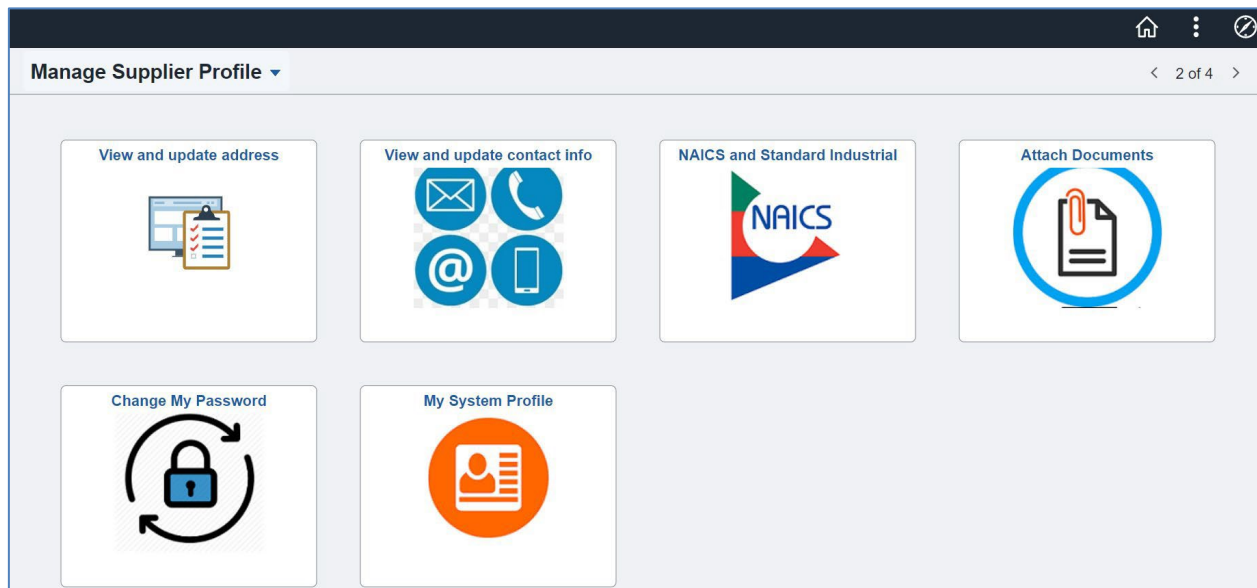
Step	Action
2.	Click the <b>Sign In</b> tile.



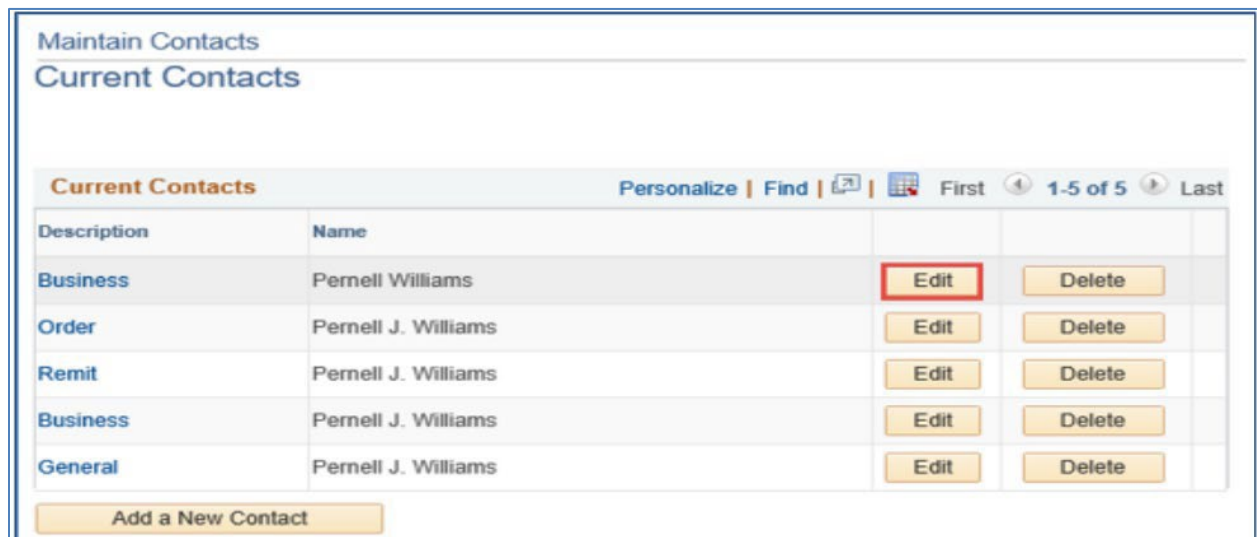
Step	Action
3.	Click your <b>User ID</b> .
4.	Enter your <b>Password</b> .
5.	Click <b>Sign In</b> .



Step	Action
6.	Select <b>Manage Supplier Profile</b> from the drop down selection.



Step	Action
7.	Click the <b>View and update contact info</b> tile.



Step	Action
8.	Click the <b>Edit</b> button.  Note: Use the <b>Delete</b> button to delete a contact. Use the <b>Add a New Contact</b> to enter in a new address.



[← Po Ssvndr Curcntc](#)Contacts

Maintain Contacts

Contact Information

iCUBE Systems, Inc.

Description:

CFO

Name:

John Doe

Email ID:

johndoe@abccompany.com

URLID:

Location:

Business

Role:

Accounts Payable

Status:

Active

Telephone Information

Personalize | Find |

First 1 of 1 Last

Type	Prefix	Phone	Ext		
Business Phone		123/456-7890	123	<a href="#">Add</a>	<a href="#">Delete</a>

[Return to Contact List](#) [Future Contacts](#)

[Save](#)

Step	Action
9.	Update/complete the fields on the <b>Contract Information</b> page as appropriate to update your supplier contact information.  Click the <b>Save</b> button once complete.

[← Po Ssvndr Curaddr](#)Addresses

Maintain Addresses

Save Confirmation

The Save was successful.

[OK](#)

Step	Action
10.	You will receive a Save Confirmation once submitted.  <b>End of procedure.</b>