

Prompt Payment Reporting – Prime Vendor

WMATA Supplier Portal

Date: September 2019



Supplier Portal Homepage

Supplier Portal Homepage

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:

[Sign In](#)

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 displays the WMATA Supplier Portal interface. The 'Main Menu' is highlighted in the top left, and the 'Manage Contracts' folder is expanded. Within this folder, the 'Vendor Prompt Payment Report' option is highlighted with a red box. The main content area shows sections for 'Procurement Opportunities', 'Active Procurement Opportunities', 'Closed Procurements Under Evaluation', 'Procurement Awards Issued', 'Announcements / Supplier Links', 'Quick Reference Links', and 'Supplier Portal User Guides'. The WMATA logo is visible in the top left corner, and the 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' links are in the top right.

WMATA Supplier Portal

Home | Worklist | Add to Favorites | Sign out

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

Main Menu

Search Menu: []

Manage Contracts

- 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 \(DBE\)](#)
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- [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:	=	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)
3	Dec	2017	FQ17129B	0000004098	(blank)

4

[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)

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Favorites ▾

Main Menu ▾

> Manage Contracts ▾

> Vendor Prompt Payment Report

Vendor Prompt Payment Form

Find an Existing Value

Add a New Value

Contract ID: FQ17129B

Task Order Nbr:

Month: 09 - September

Calendar Year: 2018

Add

Find an Existing Value | Add a New Value

Look Up Contract ID

Contract ID: begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First 1-2 of 2 Last

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

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

M
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Favorites ▾Main Menu ▾>Manage Contracts ▾>Vendor Prompt Payment Report

HomeWorklistAdd to FavoritesSign Out

PrintNew Window? HelpPersonalize Pagehttp

Create Prime Prompt Payment

Prime Prompt Payment Details

Report ID:424Contract ID:FQ17129B

☐ Final Prompt Payment Report for this Contract ?

Reporting Year:2018Reporting Month:09

Prime Vendor Name:Lewis Bolt & Nut Company

Created By UserDave Barry

Add Comments And Attachments

Sub-Contractor Payment Details

PersonalizeFindFindFirst1-4 of 4Last

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	

SubmitCancel

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



Creating Prime Prompt Payment Report



Favorites ▾ Main Menu ▾ > Manage Contracts ▾ > Vendor Prompt Payment Report

Home Worklist Add to Favorites Sign Out

Print New Window Help Personalize Page http

Create Prime Prompt Payment

Prime Prompt Payment Details

Report ID: 424 Contract ID: FQ17129B

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

Personalize Find First 1-4 of 4 Last

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: dbehotline@wmata.com

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

202/962-1987