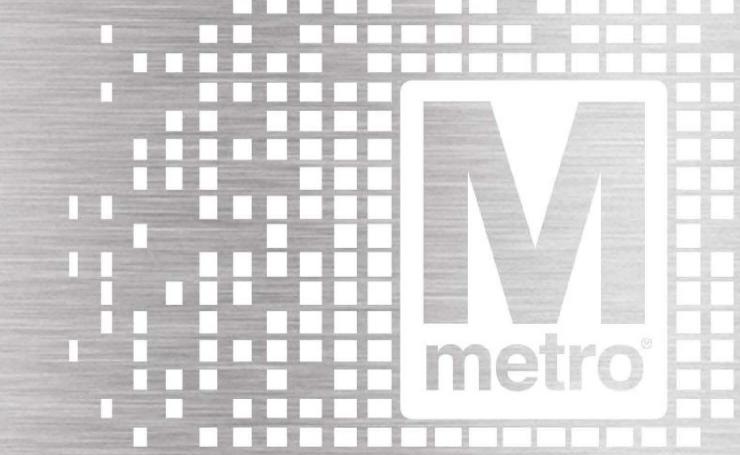
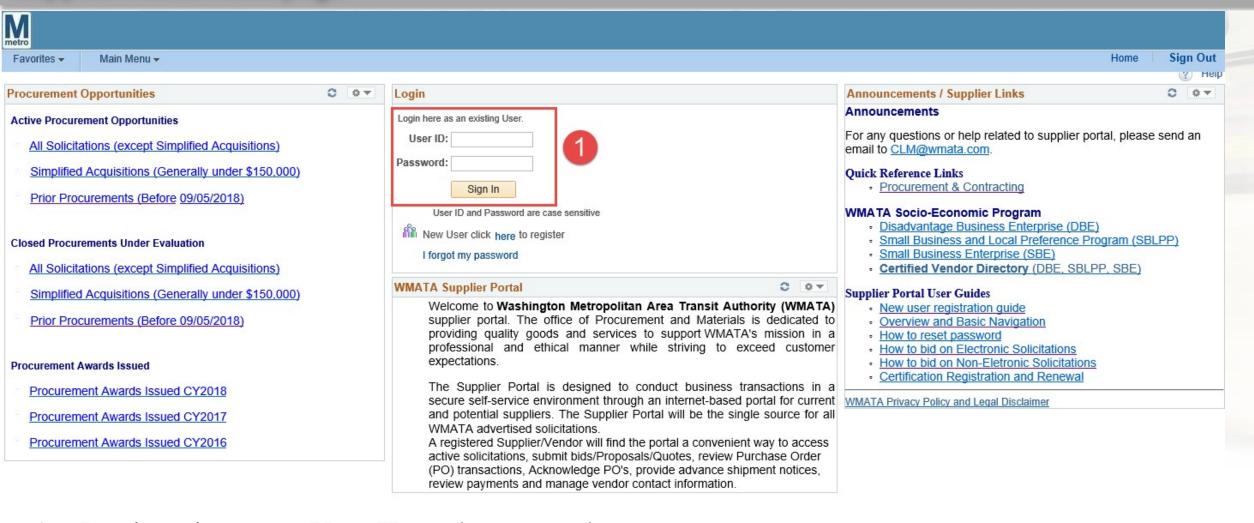
# Prompt Payment Reporting – Prime Vendor

**WMATA Supplier Portal** 

Date: September 2019



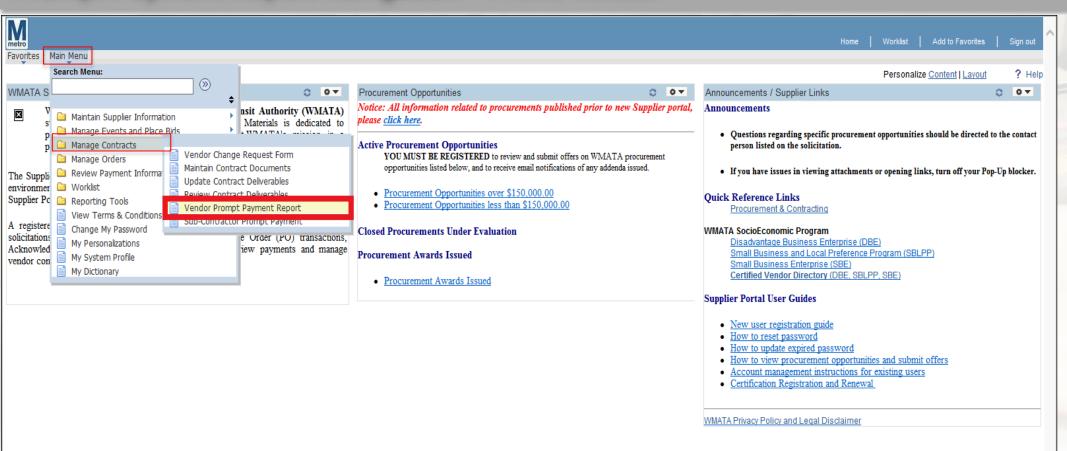
#### **Supplier Portal Homepage**



# 1. Login using your User ID and password



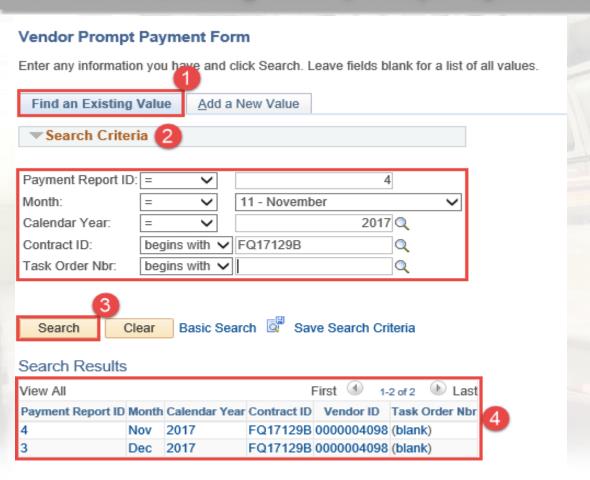
#### **Prompt Payment Report Navigation – Prime Vendor**



Main Menu> Manage Contracts> Vendor Prompt Payment Report



# To Find an Existing Value (Prompt Payment Report)

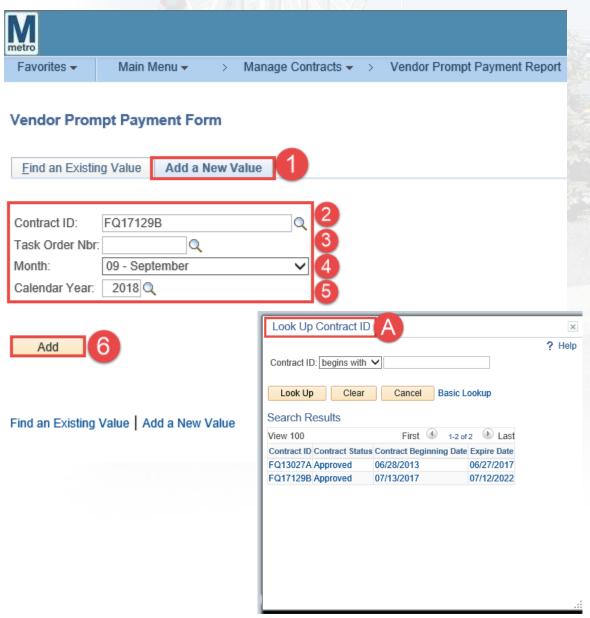


- 1. Click on the Find an Existing Value tab.
- Enter the Search Criteria desired
  - Payment Report ID
  - Month
  - Calendar Year
  - Contract ID
  - Task Order Nbr
- 3. Click the Search button
- 4. Search Results will display

Find an Existing Value | Add a New Value



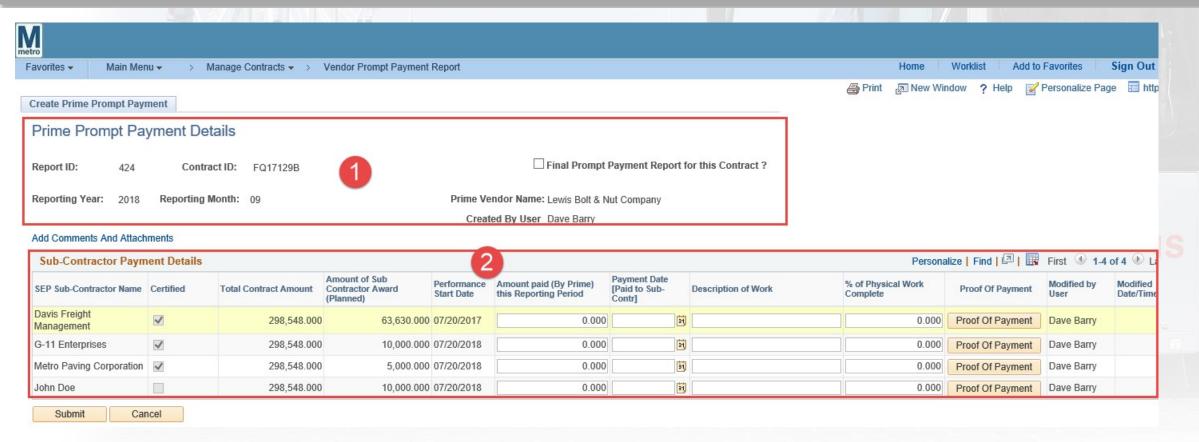
## Add a New Value (Prompt Payment Report)



- 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.



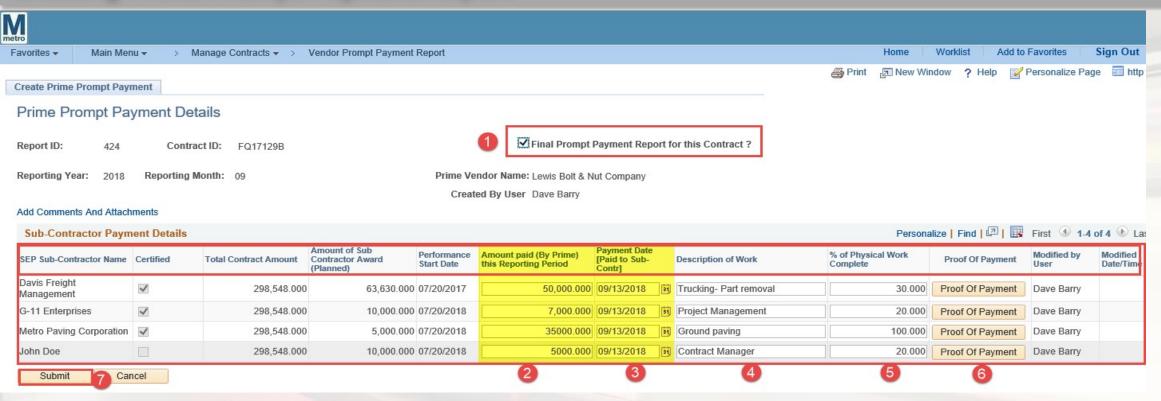
## **Creating Prime Prompt Payment Report**



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



## **Creating Prime Prompt Payment Report**



- 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.
- 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



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