Prompt Payment Reporting – Subcontractor

WMATA Supplier Portal

Date: September 2019

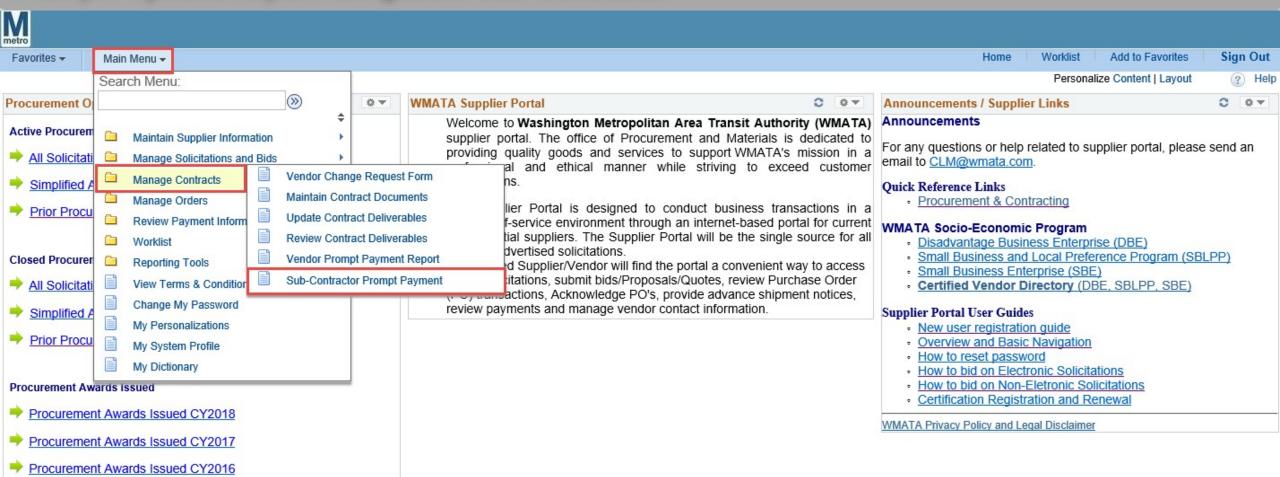1. Login using your User ID and password

Main Menu> Manage Contracts> Sub-Contractor Payment Report

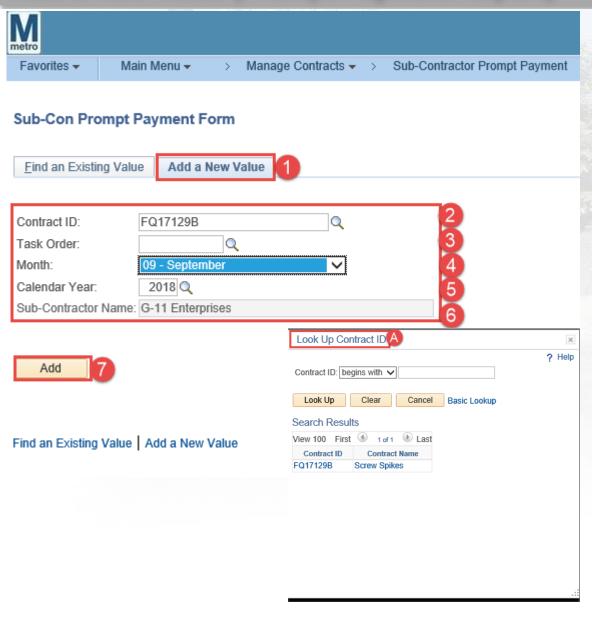# To Find an Existing Value (Prompt Payment Report)

1. Click on the Find an Existing Value tab.
2. Enter the Search Criteria desired.
   - Month
   - Calendar Year
   - Contract ID
   - Task Order
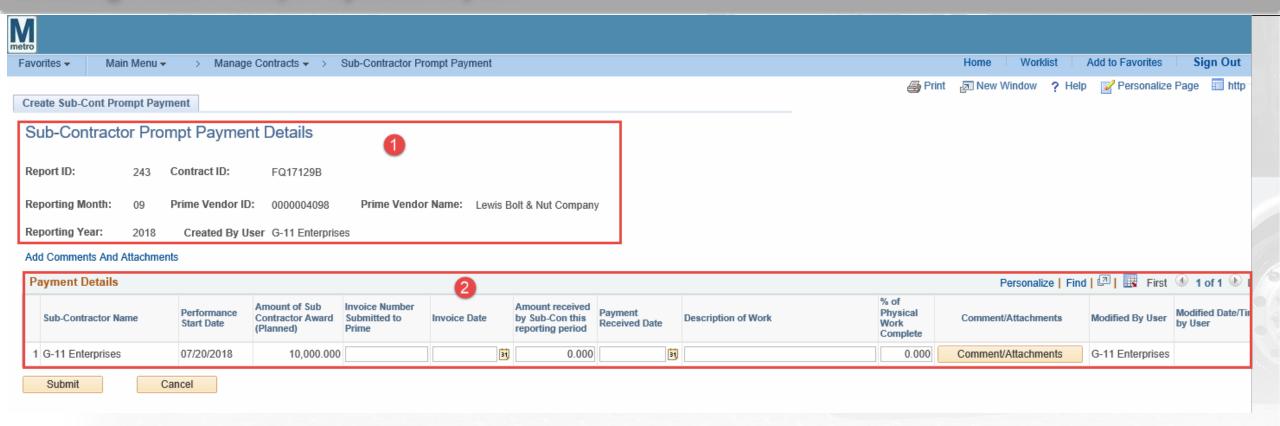3. Click the Search button

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.
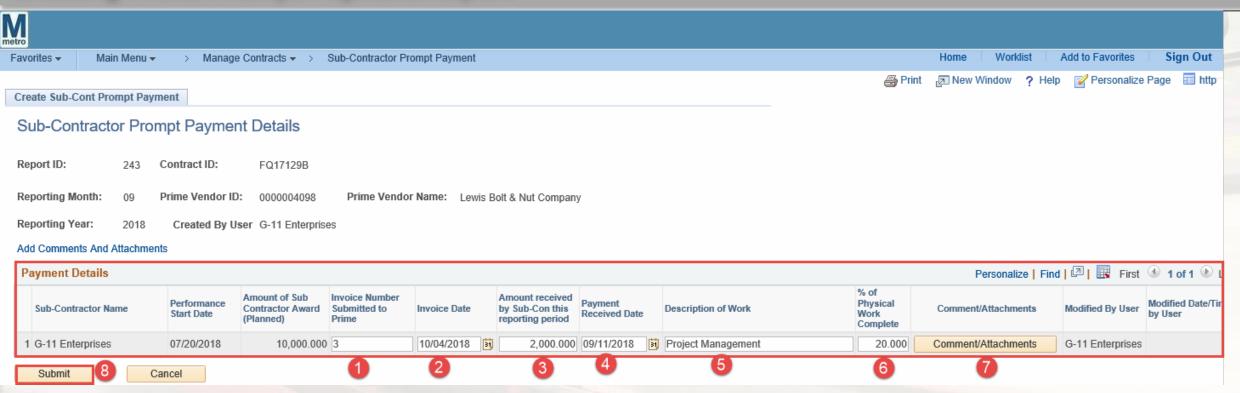6. Sub-Contractor Name will default.
7. Click the Add button.

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

1. Enter Invoice Number Submitted to Prime.
2. Enter Invoice Date.
3. Enter Amount received by Sub-Con this reporting period.
4. Enter Payment Received Date.
5. Enter Description of Work.
6. Enter % of Physical Work Complete.
7. Click to add Comment/Attachments (i.e. copy of invoice submitted).
8. Click Submit to compete.

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

Questions, please contact:

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