

Prompt Payment Reporting – Subcontractor

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: Sub-Contractor

The screenshot displays the WMATA Supplier Portal interface. The 'Main Menu' is expanded, showing a search bar and a list of categories. The 'Manage Contracts' category is highlighted, and its sub-menu is displayed, with 'Sub-Contractor Prompt Payment' selected. The right sidebar contains links for announcements, quick reference links, socio-economic programs, and user guides.

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 self-service environment through an internet-based portal for current and potential suppliers. The Supplier Portal will be the single source for all advertised solicitations.

Supplier/Vendor will find the portal a convenient way to access solicitations, submit bids/Proposals/Quotes, review Purchase Order transactions, Acknowledge PO's, provide advance shipment notices, review payments and manage vendor contact information.

Main Menu

Search Menu:

- Maintain Supplier Information
- Manage Solicitations and Bids
- Manage Contracts**
 - Vendor Change Request Form
 - Maintain Contract Documents
 - Update Contract Deliverables
 - Review Contract Deliverables
 - Vendor Prompt Payment Report
 - Sub-Contractor Prompt Payment**
- Manage Orders
- Review Payment Information
- Worklist
- Reporting Tools
- View Terms & Conditions
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

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](#)

Main Menu> Manage Contracts> Sub-Contractor Payment Report

To Find an Existing Value (Prompt Payment Report)

The screenshot shows the Metro Sub-Con Prompt Payment Form. At the top is the Metro logo and a navigation bar with links: Favorites, Main Menu, Manage Contracts, and Sub-Contractor Prompt Payment. Below this is the title 'Sub-Con Prompt Payment Form' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.'

Callout 1 points to the 'Find an Existing Value' button, which is highlighted with a red box. Next to it is the 'Add a New Value' button.

Callout 2 points to the 'Search Criteria' section, which is also highlighted with a red box. It contains four rows of search criteria:

- Month: = [dropdown] 09 - September [dropdown]
- Calendar Year: = [dropdown] 2018 [search icon]
- Contract ID: begins with [dropdown] FQ17129B [clear] [search icon]
- Task Order: begins with [dropdown] [search icon]

Callout 3 points to the 'Search' button, which is highlighted with a red box. To its right are 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

At the bottom of the form, there is a link: 'Find an Existing Value | Add a New Value'.

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

Add a New Value (Prompt Payment Report)

M

metro

Favorites ▾

Main Menu ▾

>

Manage Contracts ▾

>

Sub-Contractor Prompt Payment

Sub-Con Prompt Payment Form

Find an Existing Value

Add a New Value

Contract ID:

FQ17129B

Task Order:

Month:

09 - September

Calendar Year:

2018

Sub-Contractor Name:

G-11 Enterprises

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 of 1 Last

Contract ID	Contract Name
FQ17129B	Screw Spikes

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.

Creating Prime Prompt Payment Report

M

metro

Favorites ▾

Main Menu ▾

>

Manage Contracts ▾

>

Sub-Contractor Prompt Payment

Home

Worklist

Add to Favorites

Sign Out

Print

New Window

Help

Personalize Page

http

Create Sub-Cont Prompt Payment

Sub-Contractor Prompt Payment Details

1

Report ID: 243

Contract ID: FQ17129B

Reporting Month: 09

Prime Vendor ID: 0000004098

Prime Vendor Name: Lewis Bolt & Nut Company

Reporting Year: 2018

Created By User: G-11 Enterprises

Add Comments And Attachments

Payment Details

2

Personalize

Find

First

1 of 1

Sub-Contractor Name	Performance Start Date	Amount of Sub Contractor Award (Planned)	Invoice Number Submitted to Prime	Invoice Date	Amount received by Sub-Con this reporting period	Payment Received Date	Description of Work	% of Physical Work Complete	Comment/Attachments	Modified By User	Modified Date/Time by User
1 G-11 Enterprises	07/20/2018	10,000.000			0.000			0.000	Comment/Attachments	G-11 Enterprises	

Submit

Cancel

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



Creating Prime Prompt Payment Report



Create Sub-Cont Prompt Payment

Sub-Contractor Prompt Payment Details

Report ID: 243 Contract ID: FQ17129B
Reporting Month: 09 Prime Vendor ID: 0000004098 Prime Vendor Name: Lewis Bolt & Nut Company
Reporting Year: 2018 Created By User G-11 Enterprises

[Add Comments And Attachments](#)

Payment Details											Personalize	Find			First	1 of 1	
Sub-Contractor Name	Performance Start Date	Amount of Sub Contractor Award (Planned)	Invoice Number Submitted to Prime	Invoice Date	Amount received by Sub-Con this reporting period	Payment Received Date	Description of Work	% of Physical Work Complete	Comment/Attachments	Modified By User	Modified Date/Time by User						
1 G-11 Enterprises	07/20/2018	10,000.000	3	10/04/2018	2,000.000	09/11/2018	Project Management	20.000	Comment/Attachments	G-11 Enterprises							

[Submit](#) [Cancel](#)

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.

Questions, please contact:

Email: dbehotline@wmata.com

Phone: (202) 962-6493