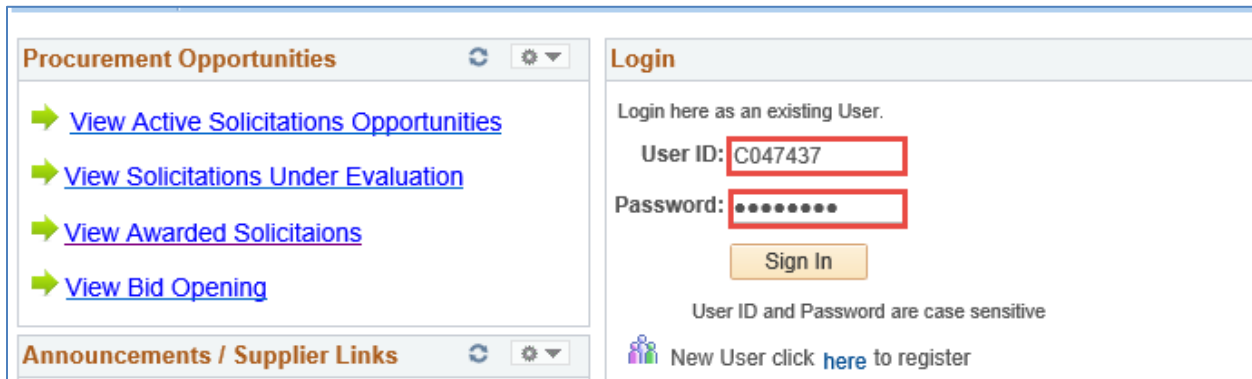




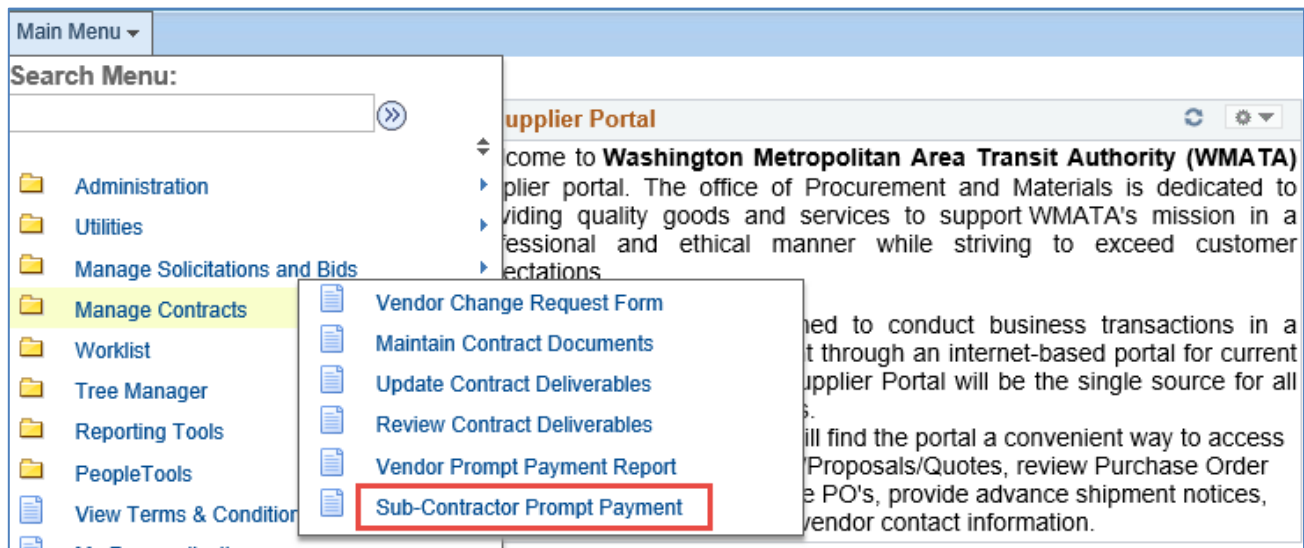
Enter Prompt Payment Report – Sub-Contractor

Job Aid





Step	Action
1.	Using Internet Explorer, navigate to the WMATA Supplier Portal: https://supplier.wmata.com/ . Note: Internet Explorer is the preferred web browser.
2.	Enter your User ID in the User ID field.
3.	Enter your password in the Password field.
4.	Click the Sign In button.



Step	Action
5.	Navigate to the Sub-Contractor Prompt Payment page using the following menu path: <i>Main Menu > Manage Contracts > Sub Contractor Prompt Payment</i>



The screenshot shows a web application interface for a 'Sub-Con Prompt Payment Form'. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manage Contracts', and 'Sub-Co'. Below the navigation bar, the title 'Sub-Con Prompt Payment Form' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains several input fields: 'Contract ID' with the value 'FQ18033A', 'Task Order' with the value 'FQ33ENGA', 'Month' with a dropdown menu showing '01 - January', 'Calendar Year' with the value '2020', and 'Sub-Contractor Name' with the value 'Raul Bravo & Associates, Inc.'. An 'Add' button is located at the bottom left of the form.

Step	Action
6.	Click the Add an Existing Value tab to run the report.
7.	Look up or enter a Contract ID in the Contract ID field.
8.	Look up or enter a task order number in the Task Order Number field.
9.	Look up or enter the month of the data you want to run in the Month field.
10.	Look up or enter the year of the data you want to run in the Calendar Year field.
11.	Click the Add button.



M metro

Favorites ▾ Main Menu ▾ > Manage Contracts ▾ > Sub-Contractor Prompt Payment

Create Sub-Cont Prompt Payment

Sub-Contractor Prompt Payment Details

Report ID: 1060 Contract ID: FQ18033A Task Order Number FQ33ENGA05

Reporting Month: 01 Prime Vendor ID: *812140626 Prime Vendor Name: Parsons Transportation Group Inc

Reporting Year: 2020 Created By User Raul Bravo

Add Comments And Attachments

Payment Details Personalize | Find

Sub-Contractor Name	Performance Start Date	Amount of Sub Contractor Award (Planned)	Invoice Number Submitted to Prime	Invoice Date	Invoice Amount	Amount received by Sub-Con this reporting period	Payment Received Date	Description of Work	% of Physical Work Complete	Comment/Attachments
1 Raul Bravo & Associates, Inc.	09/24/2018	62,913.000	KB24GIGI28	01/24/2020 <input type="text"/>	282,424.240	282,424.240	01/30/2020 <input type="text"/>	Electrical	24.280	<input type="button" value="Comment/Attachments"/>

Step	Action
12.	Enter the invoice number in the Invoice Number Submitted to Prime field.
13.	Look up or enter the invoice date in the Invoice Date field.
14.	Enter the appropriate amount in the Amount received by Sub-Con this reporting period field.
15.	Look up or enter the date the payment was received in the Payment Received Date field.
16.	Enter a description in the Description of Work field.
17.	Enter the percentage complete in the % of Physical Work Complete field.
18.	Click the Comments/Attachments button and attach a copy of your proof of payment. Acceptable proof of payment includes a copy of a voided check and bank statement.
19.	Click the Submit button.



The screenshot shows the Metro software interface for 'Sub-Contractor Prompt Payment'. The main window displays details for a report, including Report ID (1060), Contract ID (FQ18033A), Task Order Number (FQ33ENGA05), Reporting Month (01), Prime Vendor ID (*812140626), Prime Vendor Name (Parsons Transportation Group Inc), and Reporting Year (2020). A 'Payment Details' table is visible with columns for Sub-Contractor Name, Performance Start Date, Amount of Sub Contractor Award (Planned), Invoice Number Submitted to Prime, Invoice, Location of Work, and % of Physical Work Complete. A message dialog box is overlaid on the table, stating 'Prompt Payment Report will be Submitted to WMATA. (32060,306)' with 'OK' and 'Cancel' buttons.

Step	Action
20.	<p>A message displays indicating the report will be submitted. Click OK to submit the report to WMATA.</p> <p>Note: Once submitted, the fill in fields will no longer be editable.</p> <p>End of procedure.</p>