Prompt Payment Reporting – Prime Vendor

WMATA Supplier Portal

Date: September 2019
1. Login using your User ID and password
Main Menu> Manage Contracts> Vendor Prompt Payment Report
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
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.
1. Review the Prime Prompt Payment Details section.
2. Review the Sub-Contractor Payment Details
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