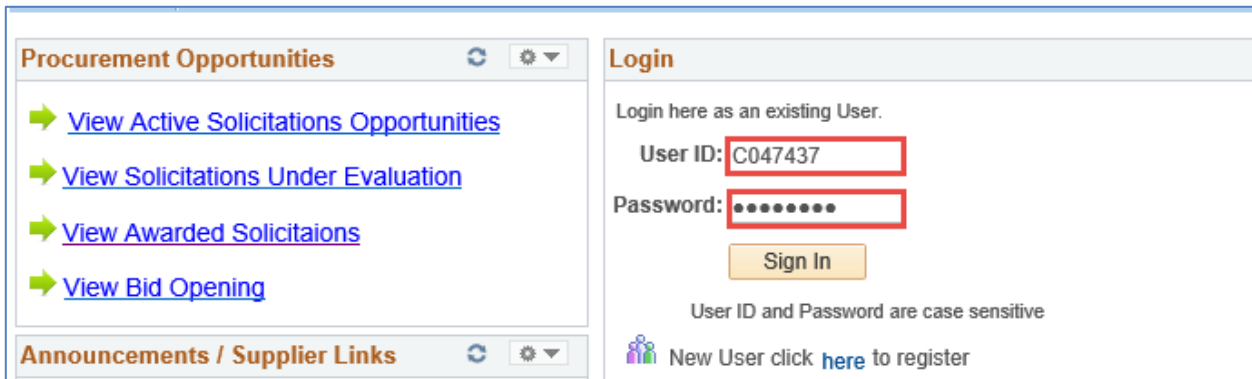


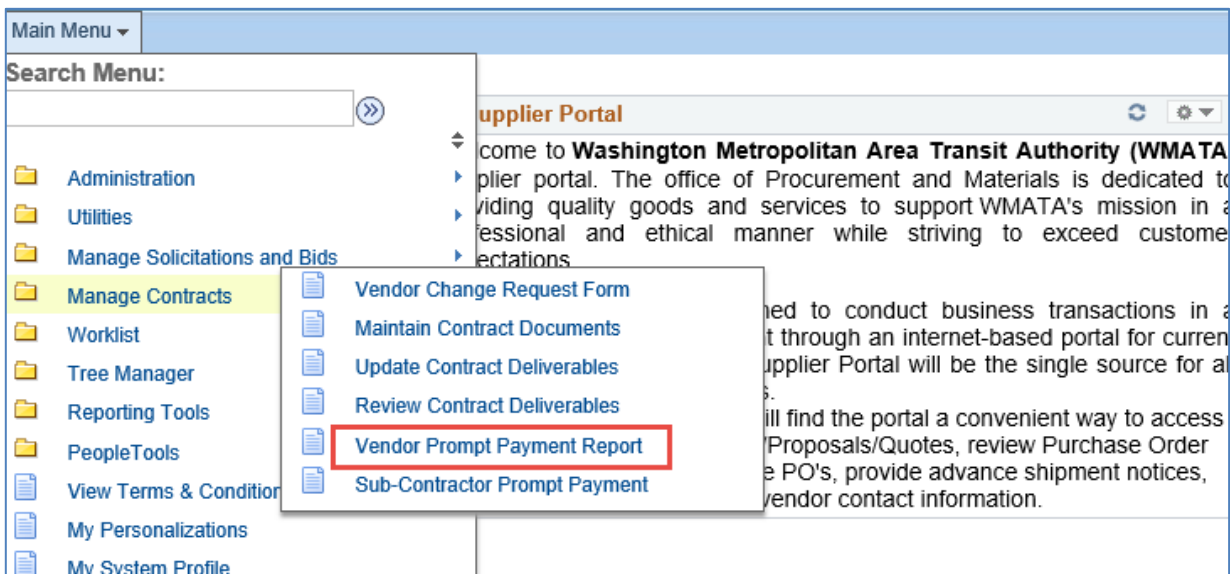
Enter a Prompt Payment Report – Prime Vendor

Job Aid

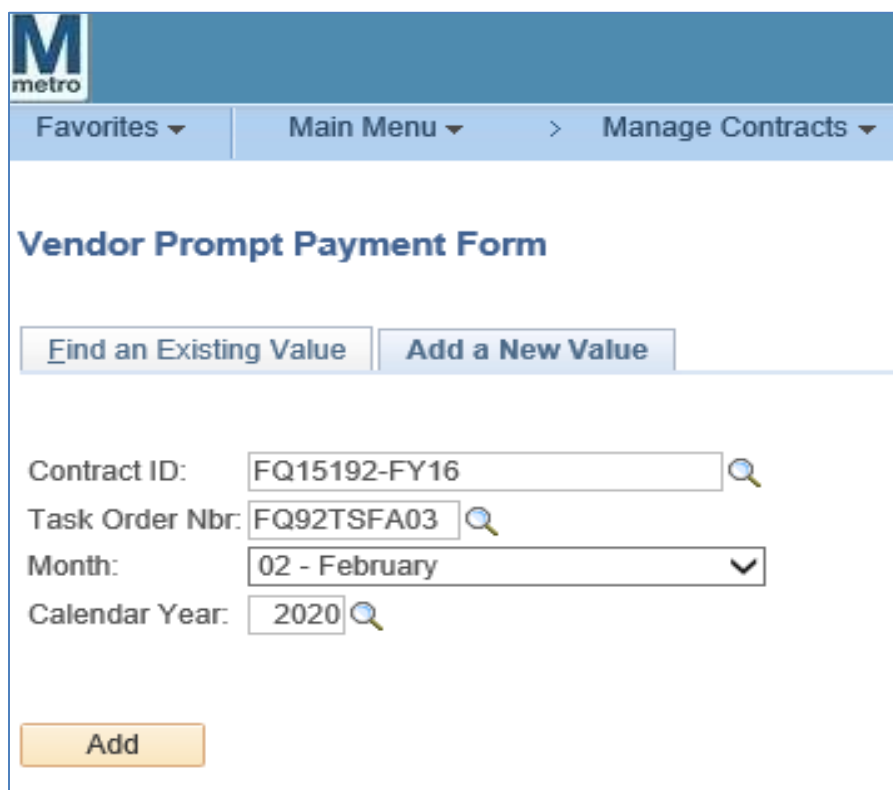




Step	Action
1.	Using Internet Explorer, navigate to the WMATA Supplier Portal: https://supplier.wmata.com/ . Note: Internet Explorer is the preferred web browser.
2.	Enter your User ID in the User ID field.
3.	Enter your password in the Password field.
4.	Click the Sign In button.



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



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



M metro

Favorites > Main Menu > Manage Contracts > Vendor Prompt Payment Report

Create Prime Prompt Payment

Prime Prompt Payment Details

Report ID: 2627 Contract ID: FQ15192-FY16 Task Order Nbr: FQ92TSFA03 ☒ Final Prompt Payment Report for this Task Order Contract ?

Reporting Year: 2020 Reporting Month: 02 Prime Vendor Name: Mott MacDonald I&E, LLC

Add Comments And Attachments Created By User: DO NOT USE Report Missing Sub-Cont

Sub-Contractor Payment Details

SEP Sub-Contractor Name	Certified	Total Task Order Amount	Amount of Sub Contractor Award (Planned)	Performance Start Date	Amount paid (By Prime) this Reporting Period	Payment Date [Paid to Sub-Contr]	Invoice Number	Invoice Date	Invoice Amount	Description of Work	% of Physical Work Complete	Proof Of Payment
RJM Engineering, Inc	☒	783,275.000	2,384.000	09/28/2016	10,000.08	02/04/2020	KB0824	01/30/2020	10,000.08	Hauling	24.000	Proof Of Payment
Gannett Fleming, Inc.	☐	783,275.000	954,868.490	09/28/2016	24,080.24	02/08/2020	KBGIGI1333	01/21/2020	24,080.24	Electrical Work	52.000	Proof Of Payment

Submit Cancel

Step	Action
11.	If the prompt payment submission is the final Prompt Payment report for your Task Order Contract, mark the Final Prompt Payment Report for this Task Order Contract checkbox.
12.	Enter the invoice number in the Amount paid (By Prime) this Reporting Period field.
13.	Look up or enter the invoice date in the Payment Date field.
14.	Enter the appropriate amount in the Invoice Number field.
15.	Enter the appropriate amount in the Invoice Date field.
16.	Look up or enter the date the payment was received in the Invoice Amount field.
17.	Enter a description in the Description of Work field.
18.	Enter the percentage complete in the % of Physical Work Complete field.
19.	Click the Proof of Payment button and attach a copy of your proof of payment. Acceptable proof of payment includes a copy of a voided check and bank statement.
20.	Click the Submit button.



Step	Action
21.	Once submitted, the fields are no longer editable.
	End of procedure.