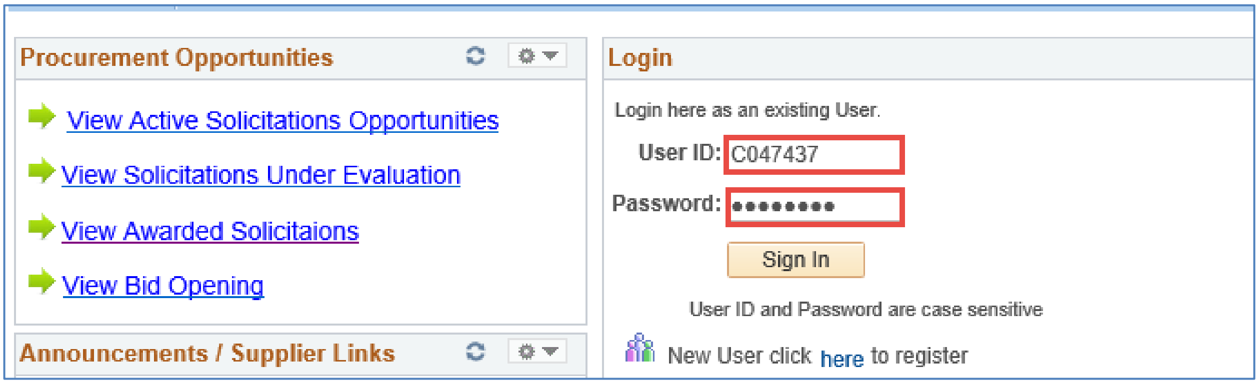
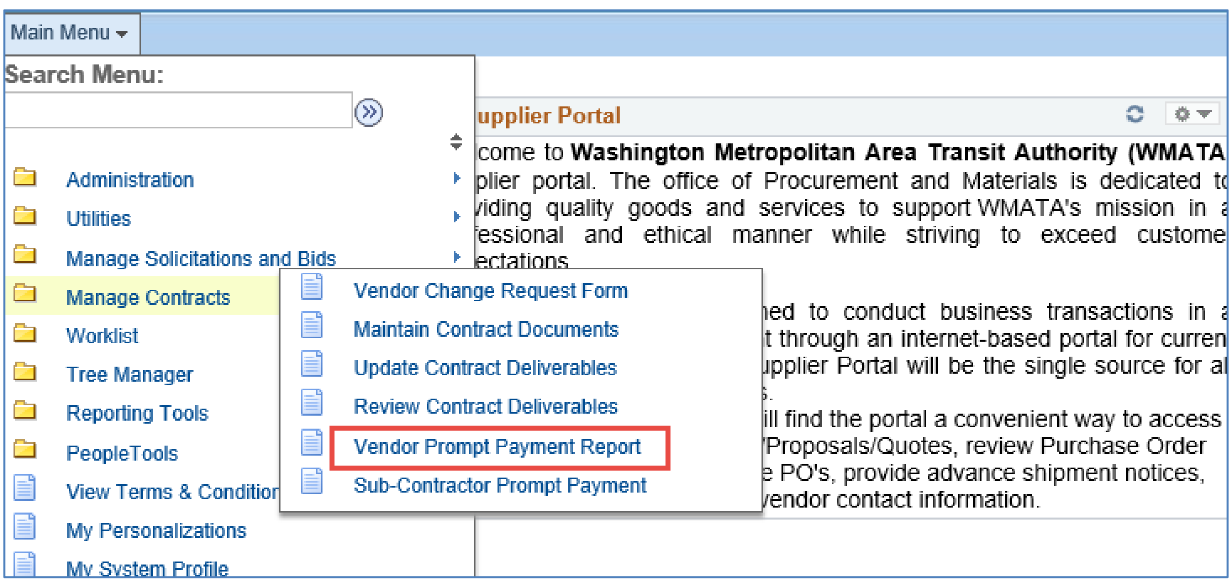
Enter a Prompt Payment Report – Prime Vendor

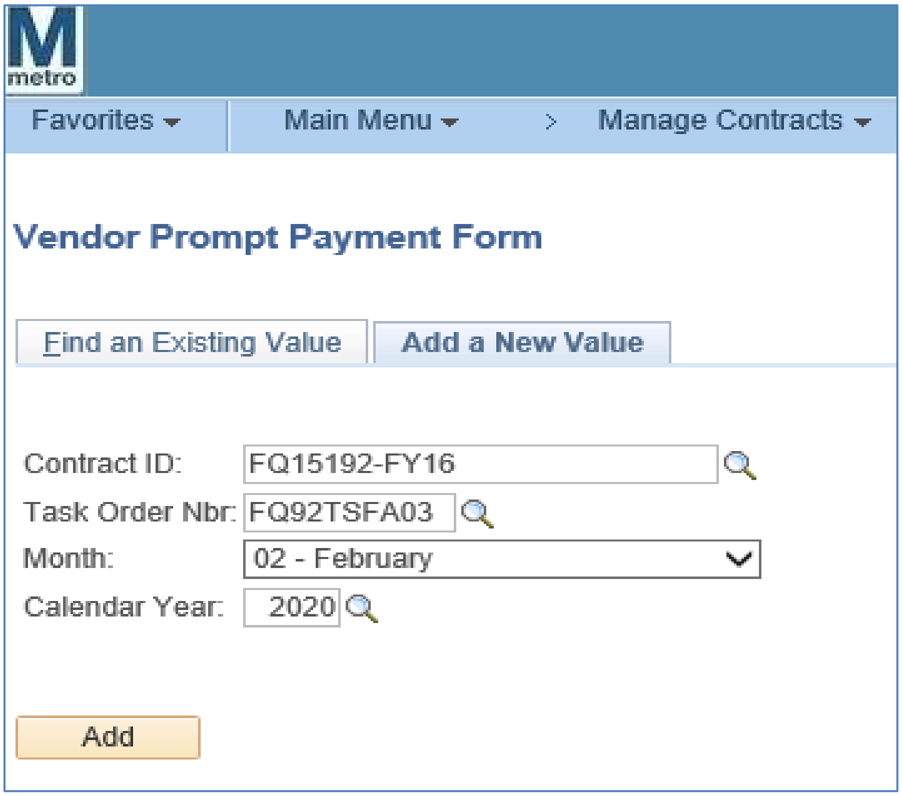
Job Aid



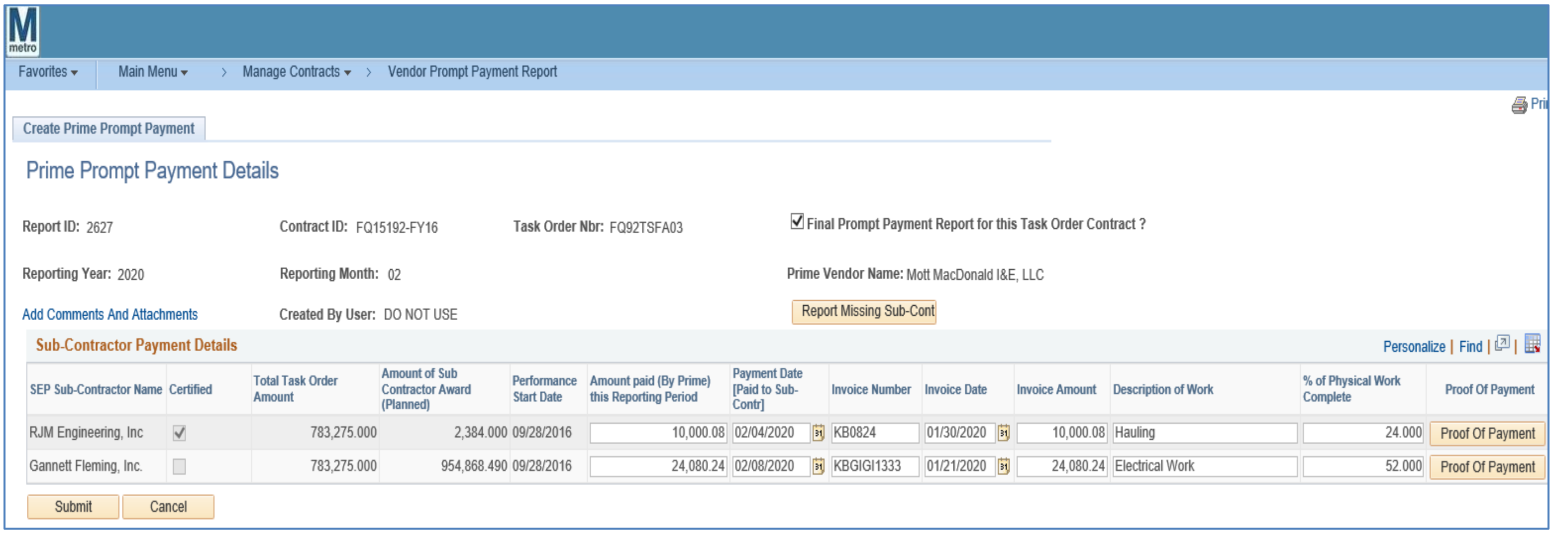
Step	Action
1.	Using Internet Explorer, navigate to the WMATA Supplier Portal: https://supplier.wmata.com/. **Note:** Internet Explorer is the preferred web browser.
2.	Enter your User ID in the **User ID** field.
3.	Enter your password in the **Password** field.
4.	Click the **Sign In** button.



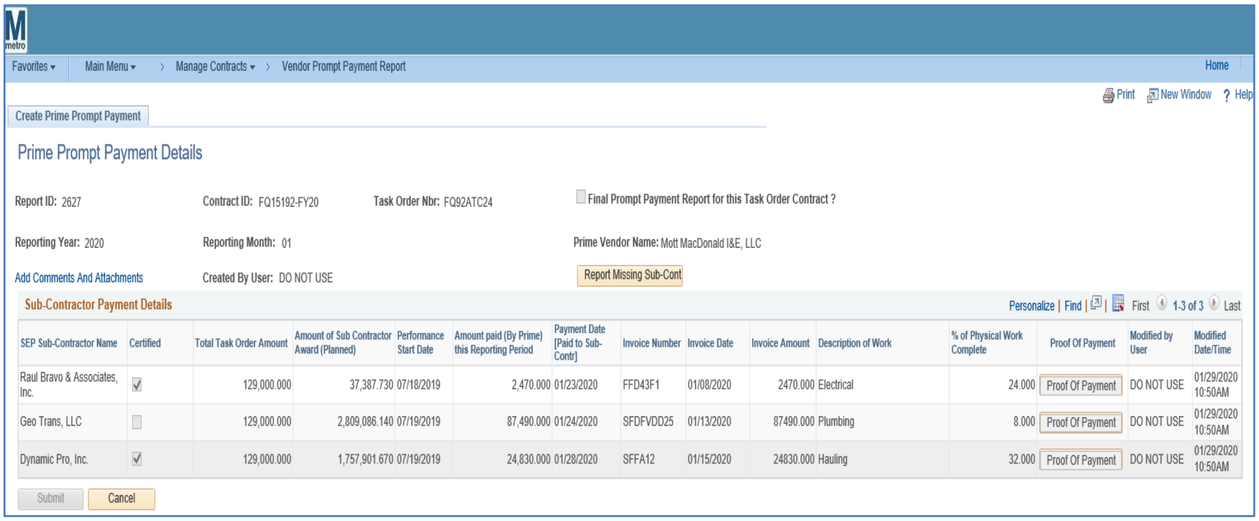
Step	Action
5.	Navigate to the **Vendor Prompt Payment Report** page using the following menu path: *Main Menu > Manage Contracts > Vendor Prompt Payment Report*



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.



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 appropirate amount in the **Invoice Number** field.
15.	Enter the appropirate 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.**