## Enter a Prompt Payment Report – Prime Vendor

Job Aid



Procurement Opportunities	Login
<ul> <li>View Active Solicitations Opportunities</li> <li>View Solicitations Under Evaluation</li> <li>View Awarded Solicitaions</li> <li>View Bid Opening</li> </ul>	Login here as an existing User. User ID: C047437 Password: •••••• Sign In User ID and Password are case sensitive
Announcements / Supplier Links 🔹 🔍	🏙 New User click here to register

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

Search Menu:       upplier Portal       Implier Portal         Administration       +       plier portal. The office of Procurement and Materials is dedicated to viding quality goods and services to support WMATA's mission in essional and ethical manner while striving to exceed custome ectations         Manage Solicitations and Bids       +       Plier Portal       Implier Portal       Im	Main	Menu 🗸					
Image: Solicitation and Bids       Image: Solicitations and Bids	Sear	ch Menu:					
<ul> <li>Administration</li> <li>Utilities</li> <li>Manage Solicitations and Bids</li> <li>Manage Contracts</li> <li>Worklist</li> <li>Tree Manager</li> <li>Reporting Tools</li> <li>PeopleTools</li> <li>View Terms &amp; Condition</li> <li>Wiew Terms &amp; Condition</li> <li>My Personalizations</li> <li>My System Profile</li> </ul>				$\otimes$	upplier Portal		0 0 -
<ul> <li>Manage Contracts</li> <li>Worklist</li> <li>Tree Manager</li> <li>Reporting Tools</li> <li>PeopleTools</li> <li>View Terms &amp; Condition</li> <li>Sub-Contractor Prompt Payment</li> <li>My Personalizations</li> <li>My System Profile</li> </ul>		Administration Utilities Manage Solicitations and	d Bids	\$ } }	come to <b>Washing</b> plier portal. The /iding quality goo ressional and e ectations	gton Metro office of ods and thical ma	Propolitan Area Transit Authority (WMATA Procurement and Materials is dedicated to services to support WMATA's mission in a anner while striving to exceed custome
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<ul> <li>Tree Manager</li> <li>Reporting Tools</li> <li>PeopleTools</li> <li>View Terms &amp; Condition</li> <li>My Personalizations</li> <li>My System Profile</li> <li>Update Contract Deliverables</li> <li>Update Contract Deliverables</li> <li>Review Contract Deliverables</li> <li>Vendor Prompt Payment Report</li> <li>Sub-Contractor Prompt Payment</li> </ul>		Worklist		Maintain Con	tract Documents		t through an internet-based portal for curren
<ul> <li>Reporting Tools</li> <li>PeopleTools</li> <li>View Terms &amp; Condition</li> <li>My Personalizations</li> <li>My System Profile</li> <li>Review Contract Deliverables</li> <li>Review Contract Deliverables</li> <li>Vendor Prompt Payment Report</li> <li>Sub-Contractor Prompt Payment</li> </ul>		Tree Manager		Update Contr	act Deliverables		pplier Portal will be the single source for al
PeopleTools       Vendor Prompt Payment Report       Proposals/Quotes, review Purchase Order         View Terms & Condition       Sub-Contractor Prompt Payment       Proposals/Quotes, review Purchase Order         My Personalizations       My System Profile       No System Profile		Reporting Tools		Review Contr	act Deliverables	_	ill find the portal a convenient way to access
View Terms & Condition       Sub-Contractor Prompt Payment       e PO's, provide advance snipment notices, rendor contact information.         My Personalizations       My System Profile		PeopleTools		Vendor Prom	pt Payment Report	]	Proposals/Quotes, review Purchase Order
My Personalizations       My System Profile		View Terms & Condition		Sub-Contract	or Prompt Payment		e PO's, provide advance snipment notices, vendor contact information.
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Step	Action
5.	Navigate to the Vendor Prompt Payment Report page using the following menu path:
	Main Menu > Manage Contracts > Vendor Prompt Payment Report



metro	
Favorites -	Main Menu -> Manage Contracts -
Vendor Pron	npt Payment Form
Find an Existi	ng Value Add a New Value
Contract ID:	FQ15192-FY16
Task Order Nbr	FQ92TSFA03
Month:	02 - February 🗸
Calendar Year:	2020 🔍
Add	

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 <b>Month</b> 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.



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Favorites 🔻	Favorites  Main Menu  Manage Contracts  Vendor Prompt Payment Report													
	e F										🎒 Pri			
Create Prime	Prompt Pay	ment												
Prime Pr	ompt Pa	yment De	etails											
Report ID: 26	627		Contract ID: FQ	15192-FY16	Task Order M	lbr: FQ92TSFA03	$\checkmark$	Final	Prompt Payme	ent Report for th	is Task Order Co	ntract ?		
Reporting Ye	ar: 2020		Reporting Month	: 02			Pri	ime Ve	endor Name: M	ott MacDonald I&	E, LLC			
Add Comment	ts And Attach	iments	Created By User:	DO NOT USE				Report	t Missing Sub-C	ont				
Sub-Contr	ractor Payr	nent Details											Persona	ize   Find   💷   🔣
SEP Sub-Con	SEP Sub-Contractor Name Certified Total Task Order Amount of Sub Contractor Award (Data Data Data Distribution Contractor Award Contractor Award (Planom) Performance Start Date (Planom) Pagment Date							Proof Of Payment						
RJM Enginee	ering, Inc	$\checkmark$	783,275.000	2,384.000	00 09/28/2016 10,000.08 02/04/2			<b>B</b>	KB0824	01/30/2020	10,000.08	Hauling	24.000	Proof Of Payment
Gannett Flen	ning, Inc.	783,275.000 954,868.490 09/28/2016 24,080.24 02/08				02/08/2020	Bi I	KBGIGI1333	01/21/2020	24,080.24	Electrical Work	52.000	Proof Of Payment	
Submit	Submit Cancel													

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

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Favorites 🗸 🛛 M	Favorites + Main Menu + > Manage Contracts + > Vendor Prompt Payment Report Home														
Create Prime Prom	npt Paym	ent											🚑 Pr	int 🔄 New W	indow <b>?</b> Help
Prime Promp	pt Pay	ment Detai	ils												
Report ID: 2627			Contract ID: FQ15192	2-FY20 Task	Order Nbr: F	Q92ATC24	Final	Prompt Payment	Report for this	Task Order Contr	act ?				
Reporting Year: 20	020		Reporting Month: 01				Prime Ve	ndor Name: Mott I	lacDonald I&E,	LLC					
Add Comments And	d Attachm	ents	Created By User: DO	NOT USE			Report	Missing Sub-Cont							
Sub-Contractor	r Payme	nt Details										Person	alize   Find   🖾   🐻	First 🛞 1-3	of 3 🛞 Last
SEP Sub-Contractor	or 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	Modified by User	Modified Date/Time
Raul Bravo & Asso Inc.	ociates,	V	129,000.000	37,387.730	07/18/2019	2,470.000	01/23/2020	FFD43F1	01/08/2020	2470.000	Electrical	24.000	Proof Of Payment	DO NOT USE	01/29/2020 10:50AM
Geo Trans, LLC			129,000.000	2,809,086.140	07/19/2019	87,490.000	01/24/2020	SFDFVDD25	01/13/2020	87490.000	Plumbing	8.000	Proof Of Payment	DO NOT USE	01/29/2020 10:50AM
Dynamic Pro, Inc.		$\checkmark$	129,000.000	1,757,901.670	07/19/2019	24,830.000	01/28/2020	SFFA12	01/15/2020	24830.000	Hauling	32.000	Proof Of Payment	DO NOT USE	01/29/2020 10:50AM
Submit	Canc	el													

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