Maintain Supplier Address Information

Job Aid



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

Step	Action
1.	Enter your User ID in the User ID field.
2.	Enter your password in the Password field.
3.	Click the Sign In button.

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Procurement O				\otimes	-	WMATA Supplier Porta	al
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🔸 <u>View Active</u>	🗀 Mai	ntain Supplier Inforr		Addresses			The office of Procurem
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Announcement	🗀 Wo	klist		•	-		
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Step	Action
4.	Navigate to the Addresses page using the following menu path:
	Main Menu > Maintain Supplier Information > Addresses

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Maintain Addresses Current Addresses			
DHC Supply			
Address List	Personalize Find 🗇	📑 First	🕙 1-3 of 3 🕑 Last
Addresses Address Use			
Description	Address Type		
Business	Business	Edit	Delete
Remit	Business	Edit	Delete
New Remit	Business	Edit	Delete
Add a New Address			

Step	Action
5.	Click the Edit button.
	Note: Use the Delete button to delete an address. Use the Add a New Address button to add a new address.

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Maintain Addres	ses									
Address Info	rmation									
DHC Supply										
Description:	Busi	ness								
Address Type:	Bus	iness								
Country:	USA 🔍 Ur	nited States								
Address 1:	4720 Boston Way									
Address 2:	Suite D									
Address 3:										
City:	Lanham									
County:			Postal:		20706					
State:	MD 🔍	Maryland								
Email ID:	dummy@wmata.com									
Telephone Infor	mation		Pe	rsonalize	Find 🖾 📱	🖌 First 🕚	1-2 of	2 🕑 L	ast	
*Туре		Prefix	Phone			Ext				
Business Phone	~		301/440-8972				Add	Delete		
FAX	~		410/721-2077				Add	Delete		
Date Change Will Take Effect: 05/18/2020 (example: 12/31/2000)										
Return to Current Addresses Future Address										
Save										

Step	Action
6.	Update/complete the fields on the Address Information page as appropriate to update your supplier address information.
7.	Click the Save button.
	End of procedure.