



Supplier Portal Overview and Basic Navigation

Job Aid





Introduction

This job aid demonstrates the WMATA Supplier Portal (Supplier Portal). The Supplier Portal is an Internet-based website that allows current and potential WMATA suppliers to view and enter information in a secure, self-service environment.

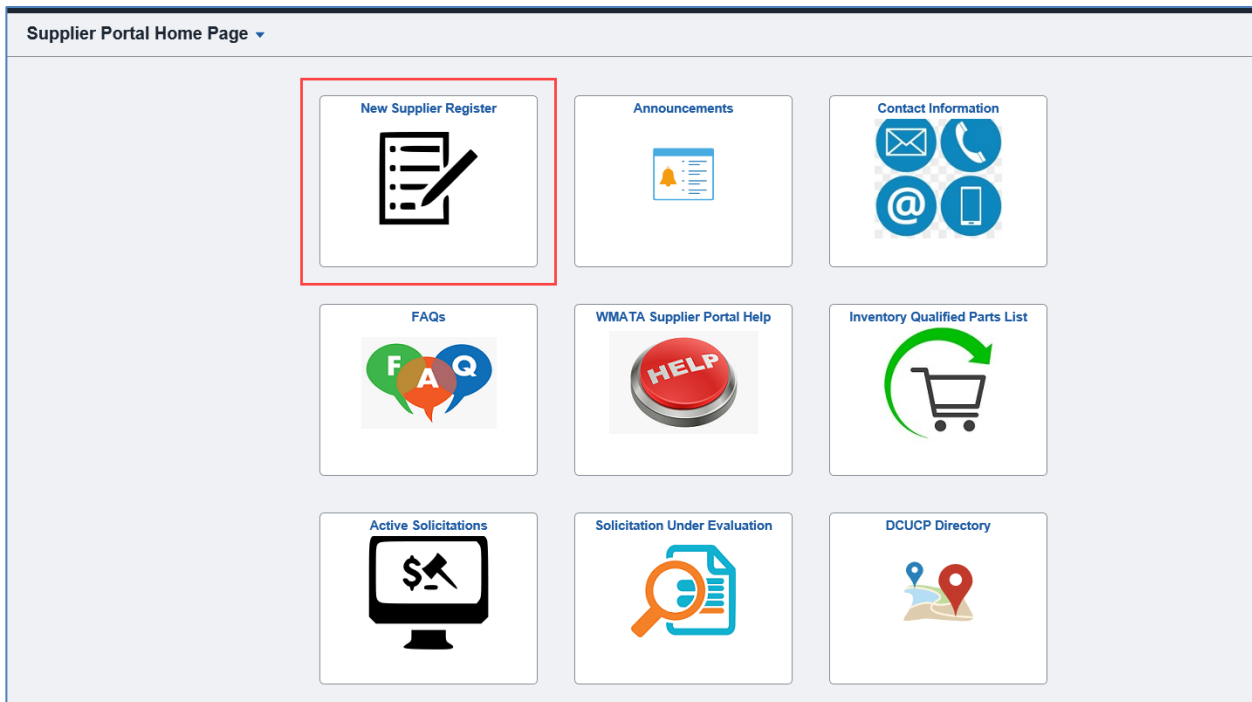
The Supplier Portal is WMATA's single source for all advertised solicitations. Active solicitation opportunities can be viewed from the Supplier Portal at any time.

Some of the functions of the Supplier Portal include the ability to:

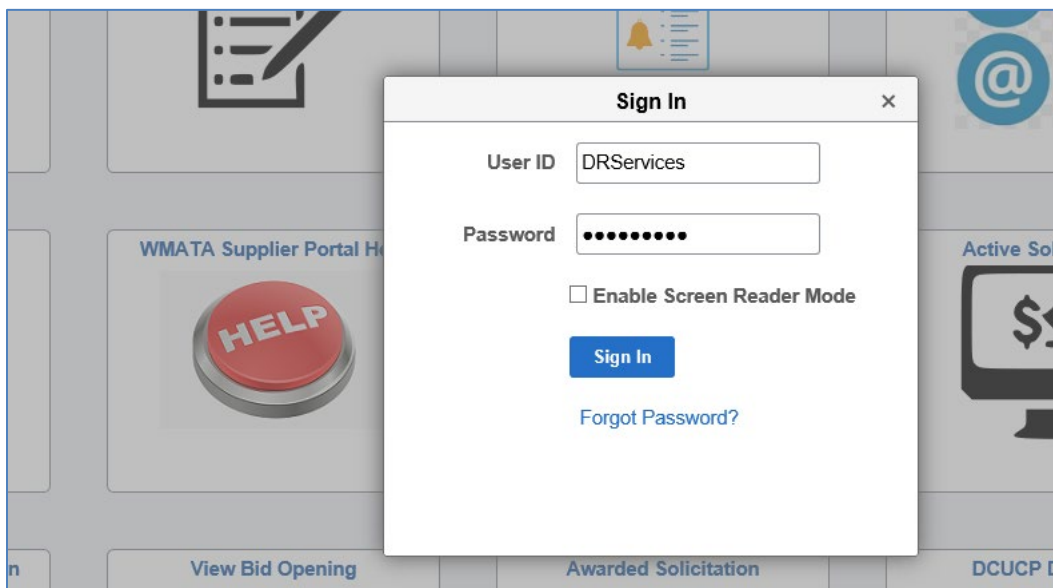
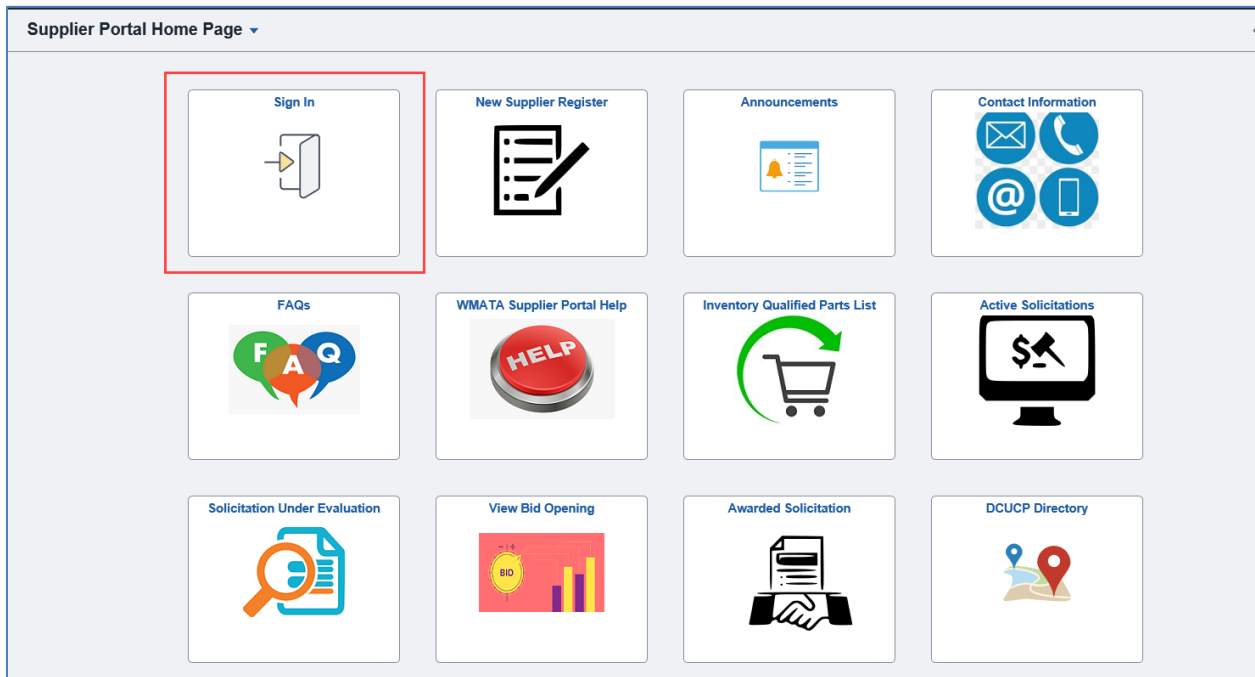
- View active solicitations
- Review Purchase Orders
- Acknowledge POs
- Review payments
- Manage vendor contact information

Note: If this is your first time visiting the Supplier Portal, you need to register as a new user. See the **New Supplier Registration** User Guide on the Supplier Portal Home Page for instructions on the registration process.

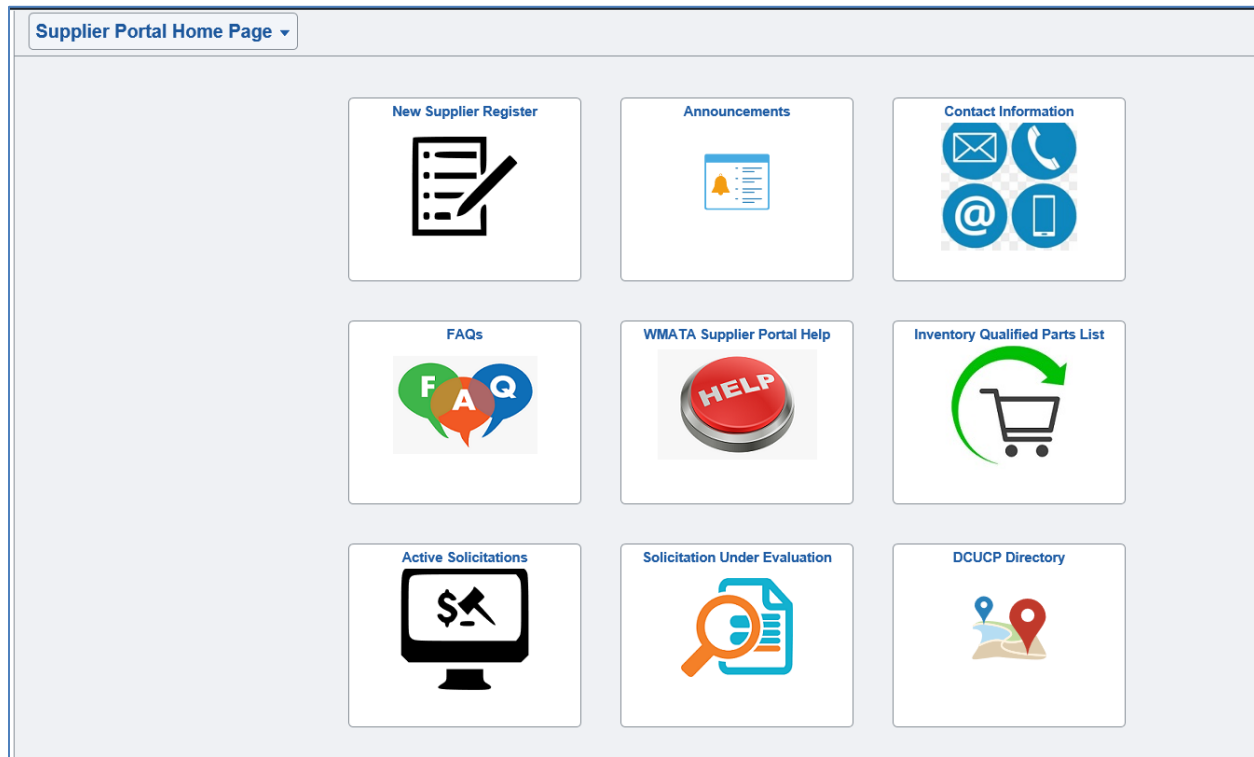
Step	Action
1.	<p>Open the WMATA Supplier Portal at the following link: https://supplier.wmata.com/.</p> <p>Note: Internet Explorer is the preferred web browser.</p>



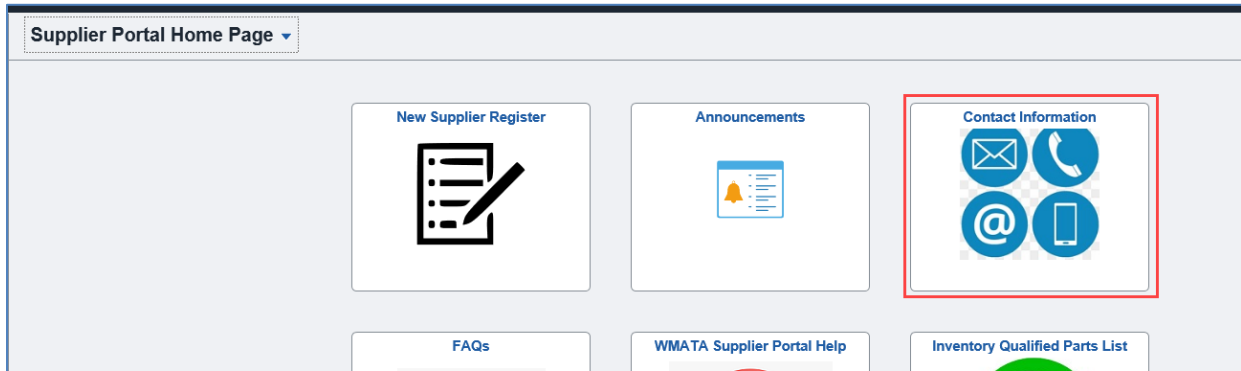
Step	Action
2.	<p>The Supplier Portal Home page displays tiles with various functionalities.</p> <p>The New Supplier Register tile is where suppliers can register as a bidder with WMATA.</p>



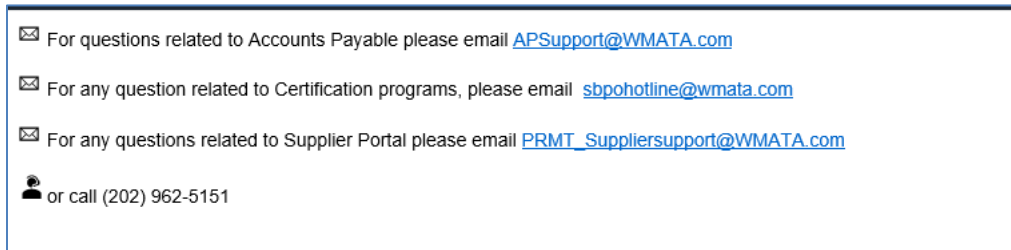
Step	Action
3.	If you are already registered as a bidder or vendor in the portal, the Sign In tile will display. Click Sign In and enter your User ID and password to log in.



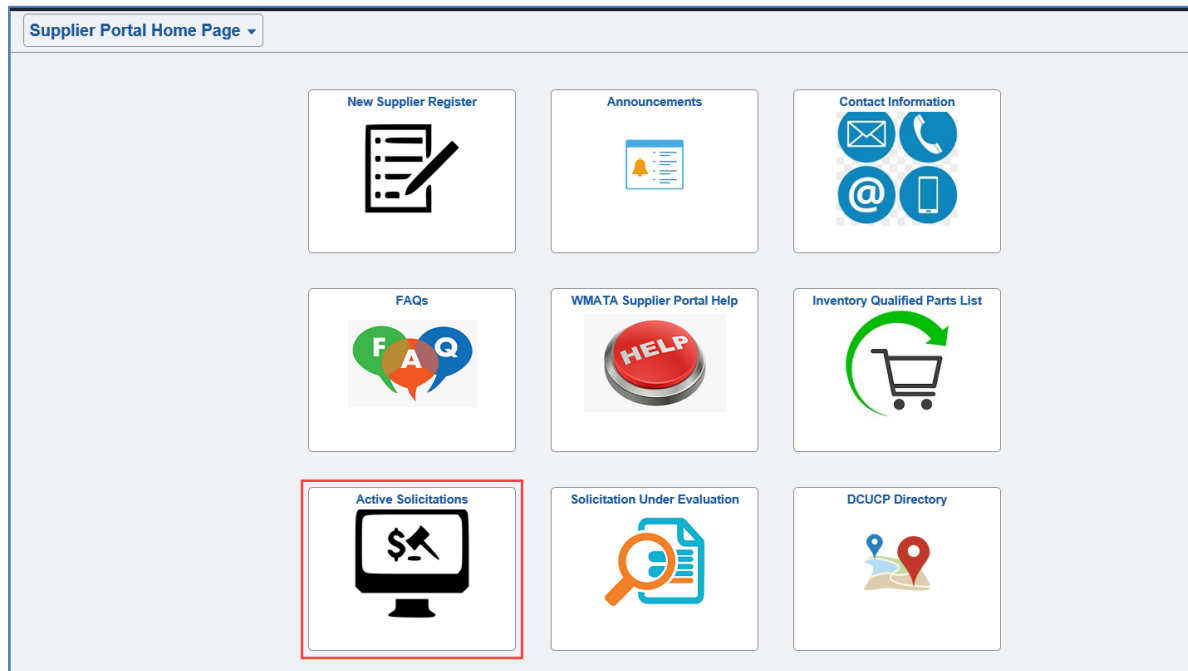
Step	Action
4.	<p>The Supplier Portal Home page contains the following tiles:</p> <ul style="list-style-type: none"> • The New Supplier Register tile allows suppliers to register as a bidder with WMATA. • The Announcements tile contains updated announcements regarding WMATA solicitations. • The Contact Information tile shows the phone number and email for several WMATA resources. • The FAQs tile contains answers to common supplier questions. • The WMATA Supplier Portal Help tile contains job aids for procedures for the Supplier Portal. • The Inventory Qualified Parts List tile contains a list of qualified inventory parts. • The Active Solicitations tile allows you to search for active solicitations. • The Solicitation Under Evaluation tile allows you to search for solicitations currently under evaluation. • The DCUCP Directory contains information regarding DCUCP programs.



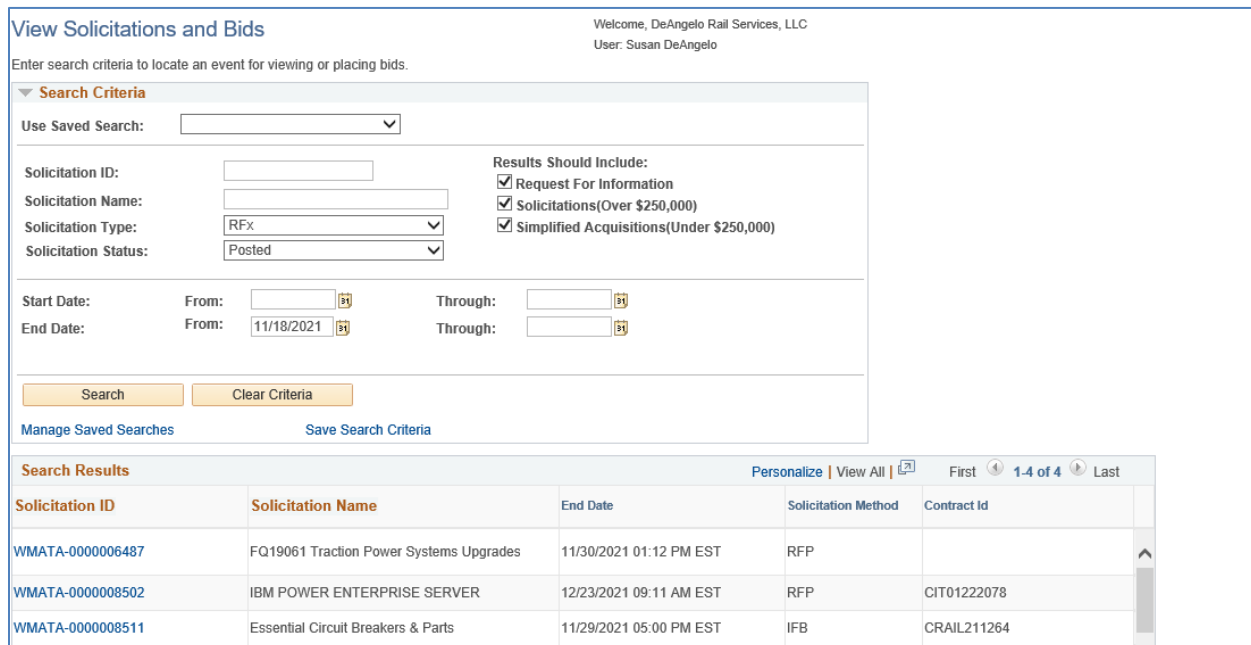
Step	Action
5.	Click the Contact Information tile.



Step	Action
6.	The contact information displays.



Step	Action
7.	Click the Active Solicitations tile.



Step	Action
8.	The View Solicitations and Bids page allows you to search for WMATA solicitations and bids.

Supplier Portal Home Page ▾

New Supplier Register

Announcements

Contact Information

FAQs

WMATA Supplier Portal Help

Inventory Qualified Parts List

Active Solicitations

Solicitation Under Evaluation

DCUCP Directory

Step	Action
9.	Click the Solicitation Under Evaluation tile.

View Solicitations and Bids Welcome, DeAngelo Rail Services, LLC
User: Susan DeAngelo

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Solicitation ID:

Solicitation Name:

Solicitation Type:

Solicitation Status:

Start Date: From: Through:

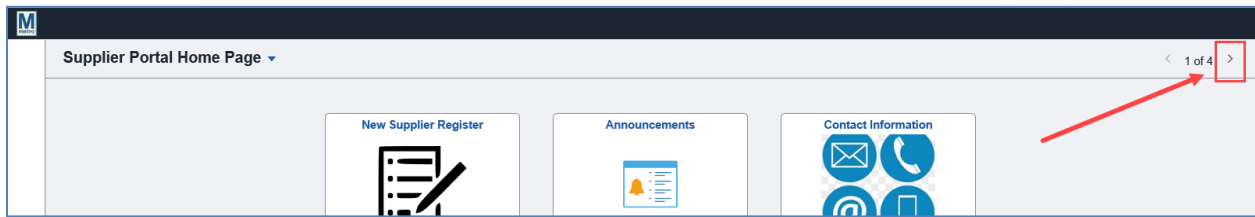
End Date: From: 07/01/2019 Through: 11/18/2021

Results Should Include:
 Request For Information
 Solicitations(Over \$250,000)
 Simplified Acquisitions(Under \$250,000)

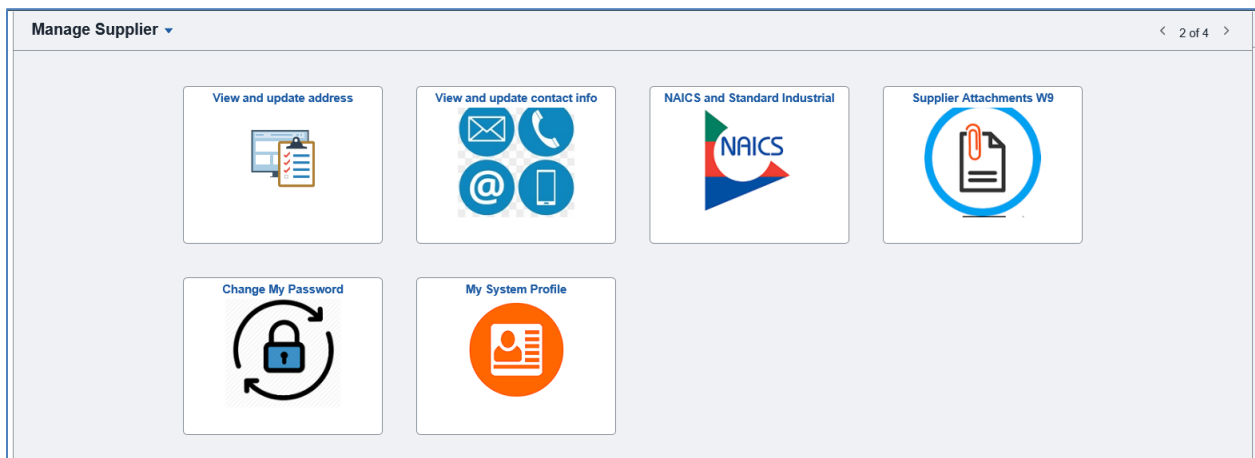
[Manage Saved Searches](#) [Save Search Criteria](#)

Search Results						Personalize View 100 First 1-50 of 173 Last
Solicitation ID	Solicitation Name	Solicitation Status	End Date	Solicitation Method	Contract Id	
WMATA-0000008538	Testing New Simplified non-Federal	Solicitation Completed	11/17/2021 6:08PM EST	RFQ	CACCS222111-PPP	↑

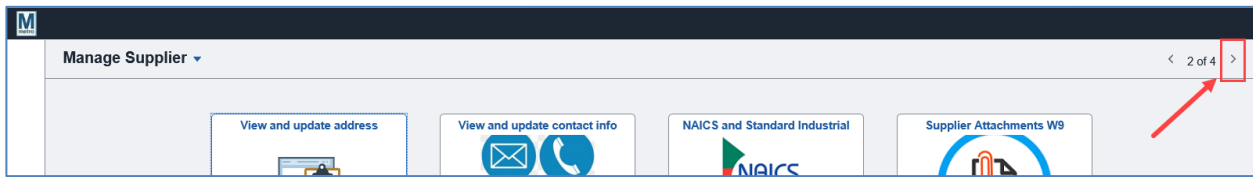
Step	Action
10.	The View Solicitations and Bids page allows you to search for WMATA solicitations and bids under evaluation.



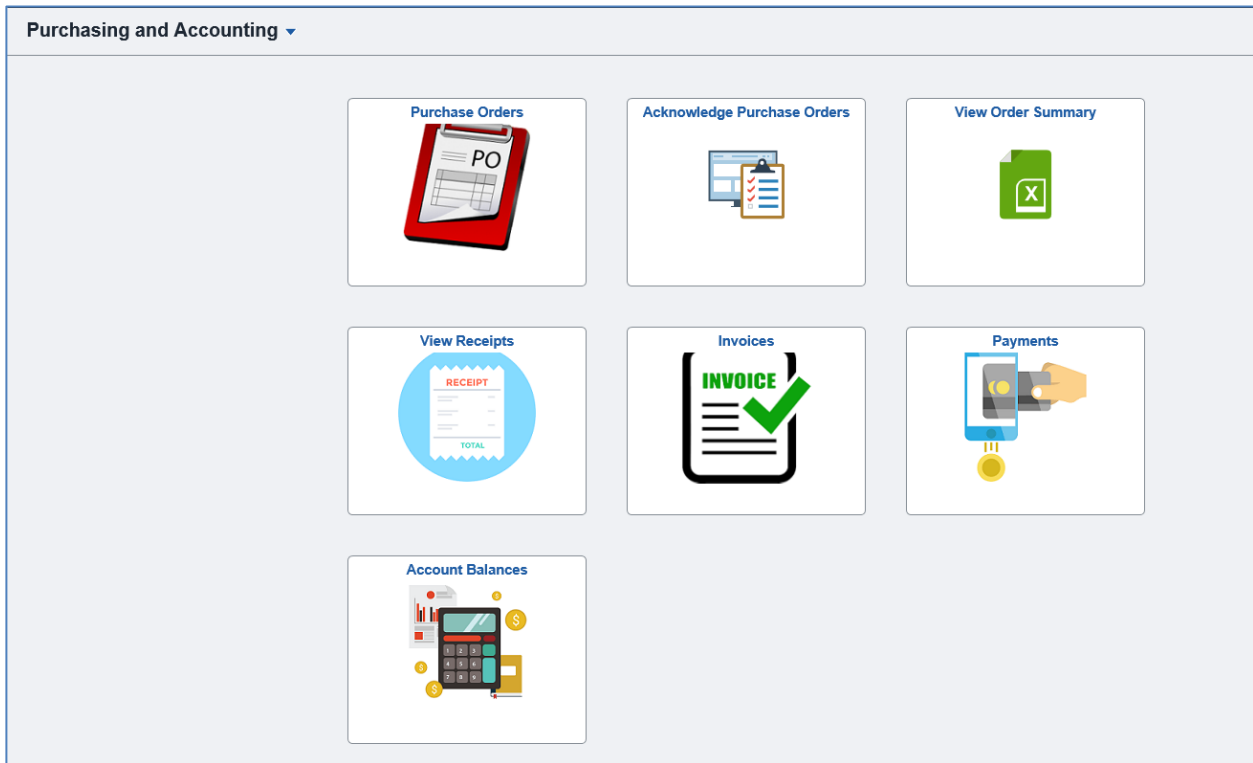
Step	Action
11.	Click the arrow to go to the Manage Supplier page.



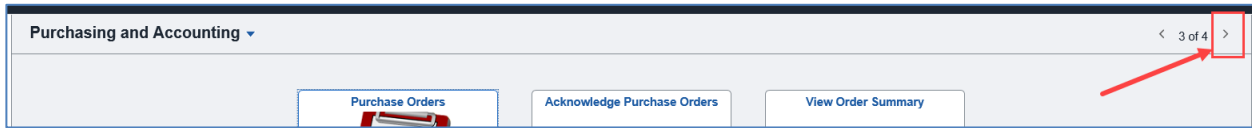
Step	Action
12.	<p>The Manage Supplier page contains the following tiles:</p> <ul style="list-style-type: none"> • The View and update address tile allows suppliers to view and update their address information. • The View and update contact info tile allows suppliers to view and update their phone and email information. • The NAICS and Standard Industrial tile allows suppliers to update the NAICS codes that apply to their business. • The Supplier Attachment W9 tile is where suppliers can update their W9 and other documentation. • The Change My Password tile is where suppliers can change their password. • The My System Profile tile allows suppliers to view and update their system profiles.



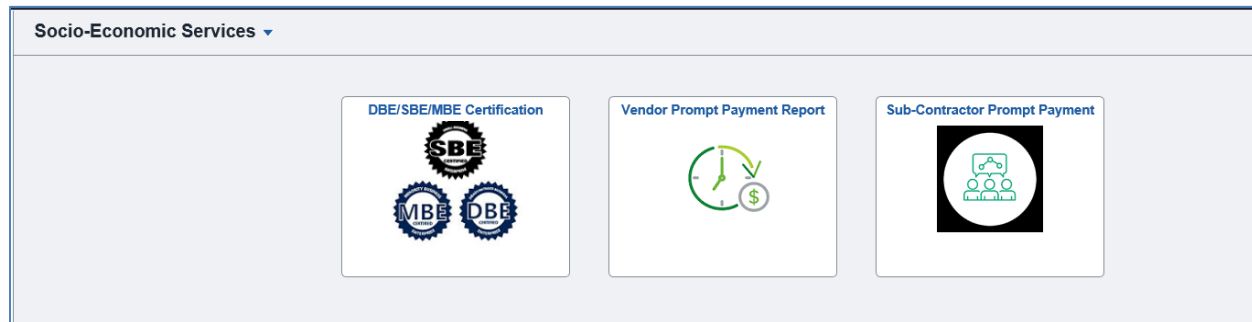
Step	Action
13.	Click the arrow to go to the Purchasing and Accounting page.



Step	Action
14.	<p>The Purchasing and Accounting page contains the following tiles:</p> <ul style="list-style-type: none"> • The Purchase Orders tile displays current and past purchase orders. • The Acknowledge Purchase Orders tile displays current and past PO acknowledgements. • The View Order Summary tile displays the supplier order summary. • The View Receipts tile displays current and past receipts. • The Invoices tile displays current and past invoices. • The Payments tile displays current and past payments. • The Account Balances tile allows displays the account balances.



Step	Action
15.	The Favorites menu allows you to manage the pages you have already saved as a favorite. “Favorites” are pages you use frequently.



Step	Action
16.	<p>The Socio-Economic Services page contains the following tiles:</p> <ul style="list-style-type: none"> • The DBE/SBE/MBE Certification tile contains certification documents and other information such as address and contact information and revenue/expense history. • The Vendor Prompt Payment Report tile allows suppliers to run the prompt payment report. • The Sub-Contractor Prompt Payment tile allows suppliers to run the sub-contractor prompt payment report. <p>End of procedure.</p>