Supplier Portal Password Reset

Job Aid



Procurement Opportunities View Active Solicitations Opportunities View Solicitations Under Evaluation View Solicitations Under Evaluation View Awarded Solicitaions View Bid Opening Announcements / Supplier Links Announcements Vendor Fair announcement DBE is having a vendor meet and greet on March 15, 2020	Login Login here as an existing User. User ID: Password: Sign In User ID and Password are case sensitive Welcome to And Password WMATA Supplier Portal Welcome to Washington Metropolitan Area Transit Authority (WMATA) Supplier portal The office of Procurement and Materials is dedicated to providing quality goods and services to support WMATA's mission in a professional and ethical manner while striving to exceed customer expectations.	User Guide User Guide UMATA Supplier Portal Help Contact For questions related to Accounts Payatemail APSupport@WMATA.com For any questions related to DBE, SBE email DBEHotline@WMATA.com For any questions related to CLM pleasemail SolicitationSupport@WMATA.com For any q	C OT
		DBE Directory Unified DBE DDOT Certified Directory (C ••

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.	Click the I forgot my password link.	

Supplier Login		
Reset and Send Forgotten Password		
Enter your UserID and click send to reset your password and have it sent to you via email.		
*User ID:		
Send		

Step	Action
3.	Enter your User ID in the User ID field.
	Note : If you do not remember your User ID, send an email to Supplier Support at <u>prmt_suppliersupport@wmata.com</u> and provide the company name and Tax ID in the body of the email.
4.	Click the Send button to continue.



Favorites Main Menu > Login
Supplier Login
Password reset successful.
Your password has been reset and sent to your E-mail address.
Click the "OK" button below to return to the hom epage.

Step	Action	
5.	Click OK button to acknowledge the password reset was successful.	
	Note: Obtain the temporary password from the email address designated during the registration process. If the email was not delivered to your inbox, check your Spam/Junk folders.	

Procurement Opportunities C • •	Login	User Guide C 💽 🗸
View Active Solicitations Opportunities <u>View Solicitations Under Evaluation</u> View Awarded Solicitations	Login here as an existing User. User ID: Password:	WMATA Supplier Portal Help EAQs
→ <u>View Bid Opening</u>	Sign In User ID and Password are case sensitive	Contact O Or
Announcements / Supplier Links	Max New User click here to register	email <u>APSupport@WMATA.com</u>
Announcements	I forgot my password	For any questions related to DBE, SBE please
Vendor Fair announcement	WMATA Supplier Portal	email <u>DBEHotline@WMATA.com</u>
DBE is having a vendor meet and greet on <u>March 15, 2020</u>	Welcome to Washington Metropolitan Area Transit Authority (WMATA) supplier portal. The office of Procurement and Materials is dedicated to providing quality goods and services to support WMATA's mission in a professional and ethical manner while striving to exceed customer expectations.	For any questions related to CLM please email <u>SolicitationSupport@WMATA.com</u> or call (202) 962-5151

Step	Action
6.	From the Supplier Portal, enter your User ID and temporary password in the User
	ID and Password fields.
7.	Click the Sign In button.



Favorites +	Main Menu 🗸		Home Worklist Add to Favorites Sign Out
	Search Menu:		Personalize Content Layout ② Help
Procurement O	I	TA Supplier Portal O • •	User Guide O •
<u>View Active</u> View Selicite	Maintain Supplier Information	Welcome to Washington Metropolitan Area Transit Authority (WMATA) supplier portal. The office of Procurement and Materials is dedicated to providing quality goods and services to support WMATA's mission in a	WMATA Supplier Portal Help
View Award	Manage Contracts Manage Orders	professional and ethical manner while striving to exceed customer expectations.	FAQs
View Bid Op	Review Payment Information		Contact O •
Announcement	Worklist Reporting Tools	•	For questions related to Accounts Payable please email <u>APSupport@WMATA.com</u>
Vendor Fair ann	View Terms & Conditions Change My Password		For any questions related to DBE, SBE please email <u>DBEHotline@WMATA.com</u>
DBE is having a	My Personalizations My System Profile		For any questions related to CLM please email <u>SolicitationSupport@WMATA.com</u>
	My Dictionary		er call (202) 962-5151
			DBE Directory O • •

Step	Action
8.	Navigate to: Main Menu > Change My Password.

K Home	Change Password
User ID	MEALZ_XTR
Description	James Bond
*Current Password	
*New Password	
*Confirm Password	
	Change Password

Step	Action	
9.	Enter your temporary password in the Current Password field.	
10.	Enter your new password in the New Password field. The new password must meet the following criteria:	
	 Minimum of eight (8) characters Two (2) numeric character One (1) uppercase letter One (1) special character 	
11.	Re-enter your new password in the Confirm Password field.	
12.	Click the Change Password button.	



Change Password
Your password has successfully been changed.
ок

Step	Action
13.	Click the OK button to acknowledge the password change message.
	End of procedure.