Prompt Payment Report – Prime Vendor

CLM Supplier Portal

DBEHOTLINE@WMATA.COM
DATE 09/21/2018
1. Login using your User ID and password
Main Menu> Manage Contracts> Vendor Prompt Payment Report
To Find an Existing Value (Prompt Payment Report)

1. Click on the Find an Existing Value tab.
2. Enter the Search Criteria desired
   - Payment Report ID
   - Month
   - Calendar Year
   - Contract ID
   - Task Order Nbr
3. Click the Search button
4. Search Results will display

<table>
<thead>
<tr>
<th>Payment Report ID</th>
<th>Month</th>
<th>Calendar Year</th>
<th>Contract ID</th>
<th>Vendor ID</th>
<th>Task Order Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Nov</td>
<td>2017</td>
<td>FQ17129B:0000004098 (blank)</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Dec</td>
<td>2017</td>
<td>FQ17129B:0000004098 (blank)</td>
<td></td>
<td></td>
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</tbody>
</table>
1. Click Add a New Value (to add new report)
2. Click the lookup icon to search for the Contract ID. (see figure: A)
3. If a Task Order, click the Task Order lookup icon to search.
4. Enter the desired reporting month.
5. Enter the desired Calendar Year.
6. Click the Add button.
Creating Prime Prompt Payment Report

1. Review the Prime Prompt Payment Details section.
2. Review the Sub-Contractor Payment Details
1. Vendors are able to click the checkbox, if it’s the final Prompt Payment Report for this Contract or Task Order.
2. Enter Amount paid (By Prime) this Reporting Period.
3. Enter Payment Date (Paid to Sub-Contractor).
4. Enter Work Description.
5. Enter Percent Complete.
6. Attach Proof Of Payment (Void Check, Bank Statement, etc).
7. Click Submit to compete.
This report is required to be submitted to the Office of Small Business Programs, 600 5th Street N.W., Washington, D.C. 20001, pursuant to the requirements of WMATA's DBE Program Plan § 2.5 and § 26.29 of 49 CFR Part 26. In addition, all prompt payment information should be entered electronically through the supplier portal.

<table>
<thead>
<tr>
<th>Name of Sub-Contractor</th>
<th>DBE (Y/N)</th>
<th>Description of Work</th>
<th>Date Contract Awarded</th>
<th>Amount of Sub-Contractor Award</th>
<th>Amount Paid This Reporting Period</th>
<th>Cumulative Paid To Sub-Contractor</th>
<th>% of Physical Work Complete</th>
<th>Date of Payment to Sub-Contractor</th>
<th>Date of Invoice sent to WMATA</th>
<th>Invoice Number To WMATA</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

I certify the information furnished with respect to DBE subcontractor performance is correct to the best of my knowledge and represents a current status of the prime contractor with the DBE subcontractors for the designated period covered by this report. Further, those subcontractors, due payment pursuant to the terms of their subcontractors will be paid within ten days after receipt of payment from WMATA.

By: [Name]  
Title: [Title]  
Date: [Date]  
Verification by WMATA: [Name]  
Telephone No: [Number]  
Email Address: [Email]
Prompt Payments: Sub-Contractor

CLM Supplier Portal

DBEHOTLINE@WMATA.COM
DATE 09/21/2018
1. Login using your User ID and password
Main Menu > Manage Contracts > Sub-Contractor Payment Report
To Find an Existing Value (Prompt Payment Report)

1. Click on the Find an Existing Value tab.
2. Enter the Search Criteria desired.
   - Month
   - Calendar Year
   - Contract ID
   - Task Order
3. Click the Search button
1. Click Add a New Value (to add new report)
2. Click the lookup icon to search for the Contract ID. (see figure: A)
3. If a Task Order, click the Task Order lookup icon to search.
4. Enter the desired reporting month.
5. Enter the desired Calendar Year.
6. Sub-Contractor Name will default.
7. Click the Add button.
1. Review the Prime Prompt Payment Details section.
2. Review the Sub-Contractor Payment Details
Creating Prime Prompt Payment Report

### Payment Details

<table>
<thead>
<tr>
<th>Sub-Contractor Name</th>
<th>Performance Start Date</th>
<th>Amount of Sub Contractor Award (Planned)</th>
<th>Invoice Number Submitted to Prime</th>
<th>Invoice Date</th>
<th>Amount received by Sub-Con this reporting period</th>
<th>Payment Received Date</th>
<th>Description of Work</th>
<th>% of Physical Work Complete</th>
<th>Comment/Attachments</th>
<th>Modified By User</th>
<th>Modified Date/Time by User</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-11 Enterprises</td>
<td>07/20/2018</td>
<td>10,000,000</td>
<td>3</td>
<td>10/04/2018</td>
<td>2,000,000</td>
<td>09/11/2018</td>
<td>Project Management</td>
<td>20,000</td>
<td>G-11 Enterprises</td>
<td></td>
<td>18/11/2018</td>
</tr>
</tbody>
</table>

1. Enter Invoice Number Submitted to Prime.
2. Enter Invoice Date.
3. Enter Amount received by Sub-Con this reporting period.
4. Enter Payment Received Date.
5. Enter Description of Work.
6. Enter % of Physical Work Complete.
7. Click to add Comment/Attachments (i.e. copy of invoice submitted).
8. Click Submit to complete.
Washington Metropolitan Area Transit Authority
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
PROMPT PAYMENT REPORT
SUB – CONTRACTOR’S REPORT

This report is required to be submitted to the Office of Small Business Programs, 600 5th Street N.W., Washington, D.C. 20001, pursuant to the requirements of WMATA’s DBE Program Plan § 2.5 and § 26.29 of 49 CFR Part 26. In addition, all prompt payment information should be entered electronically through the supplier portal.

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<th>Amount of Sub-Contractor Award</th>
<th>Amount Paid This Reporting Period</th>
<th>Cumulative Paid To Sub-Contractor</th>
<th>% of Physical Work Complete</th>
<th>Date Payment Received</th>
<th>Date of Invoice sent to Prime Contractor</th>
<th>Invoice Number To Prime</th>
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</tbody>
</table>

I certify the information furnished with respect to my performance is correct to the best of my knowledge and represents a current status of DBE subcontractors for the designated period covered by this report. Further, I acknowledge that I received payment for the invoice listed.

By: ___________________________ Date: ___________________________
Title: ________________________ Verification by WMATA: ___________________________
Telephone No: ___________________________
Email Address: ___________________________