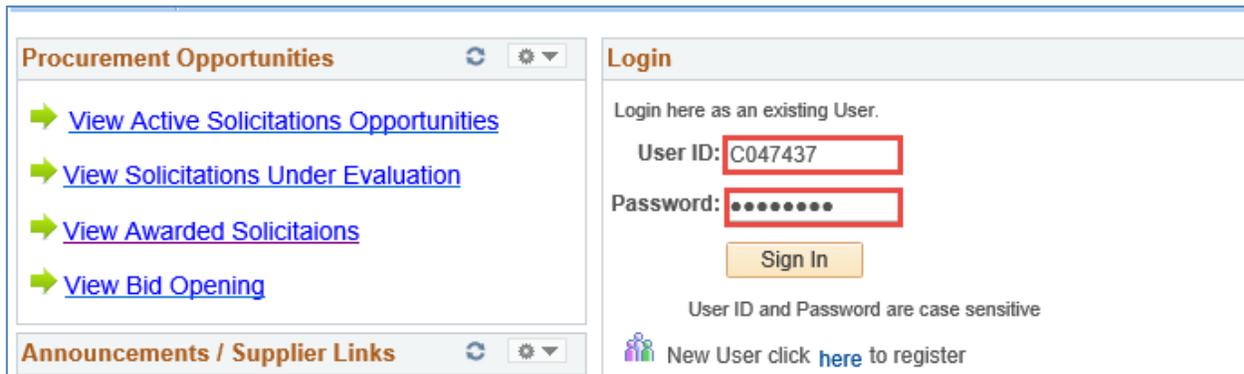




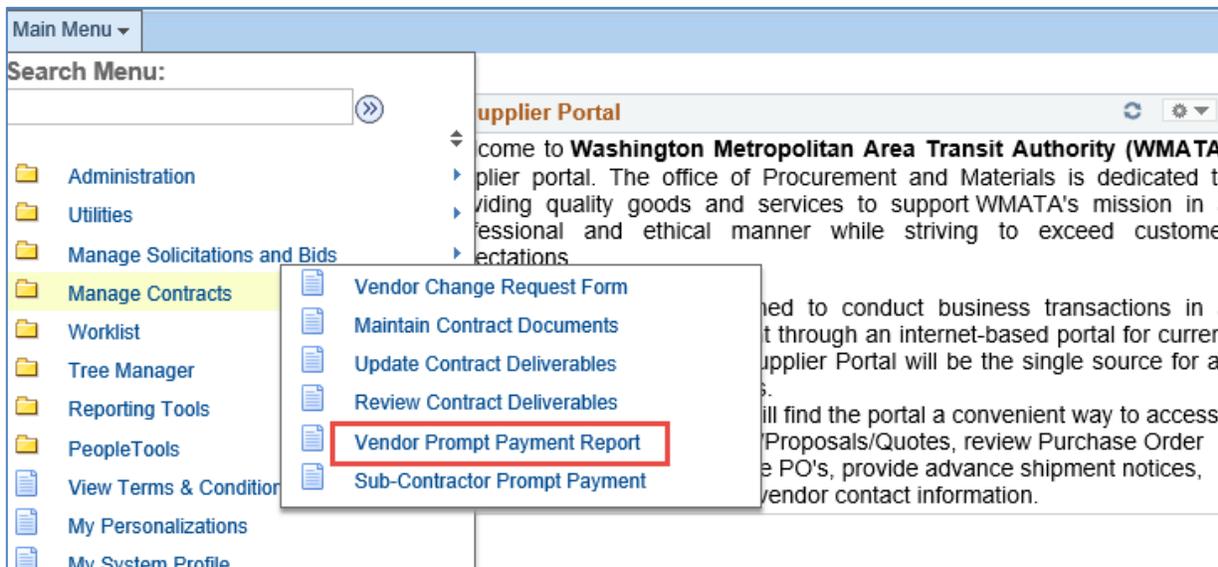
Enter a Prompt Payment Report – Prime Vendor

Job Aid





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.	Enter your User ID in the User ID field.
3.	Enter your password in the Password field.
4.	Click the Sign In button.



Step	Action
5.	Navigate to the Vendor Prompt Payment Report page using the following menu path: <i>Main Menu > Manage Contracts > Vendor Prompt Payment Report</i>



Vendor Prompt Payment Form

Find an Existing 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 Month 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.



[Favorites](#) > [Main Menu](#) > [Manage Contracts](#) > [Vendor Prompt Payment Report](#)

Create Prime Prompt Payment

Prime Prompt Payment Details

Report ID: 2627 Contract ID: FQ15192-FY16 Task Order Nbr: FQ92TSFA03 Final Prompt Payment Report for this Task Order Contract ?

Reporting Year: 2020 Reporting Month: 02 Prime Vendor Name: Mott MacDonald I&E, LLC

[Add Comments And Attachments](#) Created By User: DO NOT USE [Report Missing Sub-Cont](#)

Sub-Contractor Payment Details

SEP Sub-Contractor 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
RJM Engineering, Inc	<input checked="" type="checkbox"/>	783,275.000	2,384.000	09/28/2016	10,000.08	02/04/2020	KB0824	01/30/2020	10,000.08	Hauling	24.000	Proof Of Payment
Gannett Fleming, Inc.	<input type="checkbox"/>	783,275.000	954,868.490	09/28/2016	24,080.24	02/08/2020	KBGIGI1333	01/21/2020	24,080.24	Electrical Work	52.000	Proof Of Payment

[Submit](#) [Cancel](#)

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



[Favorites](#) > [Main Menu](#) > [Manage Contracts](#) > [Vendor Prompt Payment Report](#) Home

[Print](#) [New Window](#) [Help](#)

Create Prime Prompt Payment

Prime Prompt Payment Details

Report ID: 2627 Contract ID: FQ15192-FY20 Task Order Nbr: FQ92ATC24 Final Prompt Payment Report for this Task Order Contract ?
 Reporting Year: 2020 Reporting Month: 01 Prime Vendor Name: Mott MacDonald I&E, LLC
 Add Comments And Attachments Created By User: DO NOT USE [Report Missing Sub-Cont](#)

Sub-Contractor Payment Details Personalize | Find | First 1-3 of 3 Last

SEP Sub-Contractor 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-Cont]	Invoice Number	Invoice Date	Invoice Amount	Description of Work	% of Physical Work Complete	Proof Of Payment	Modified by User	Modified DateTime
Raul Bravo & Associates, Inc.	<input checked="" type="checkbox"/>	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	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	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](#) [Cancel](#)

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