



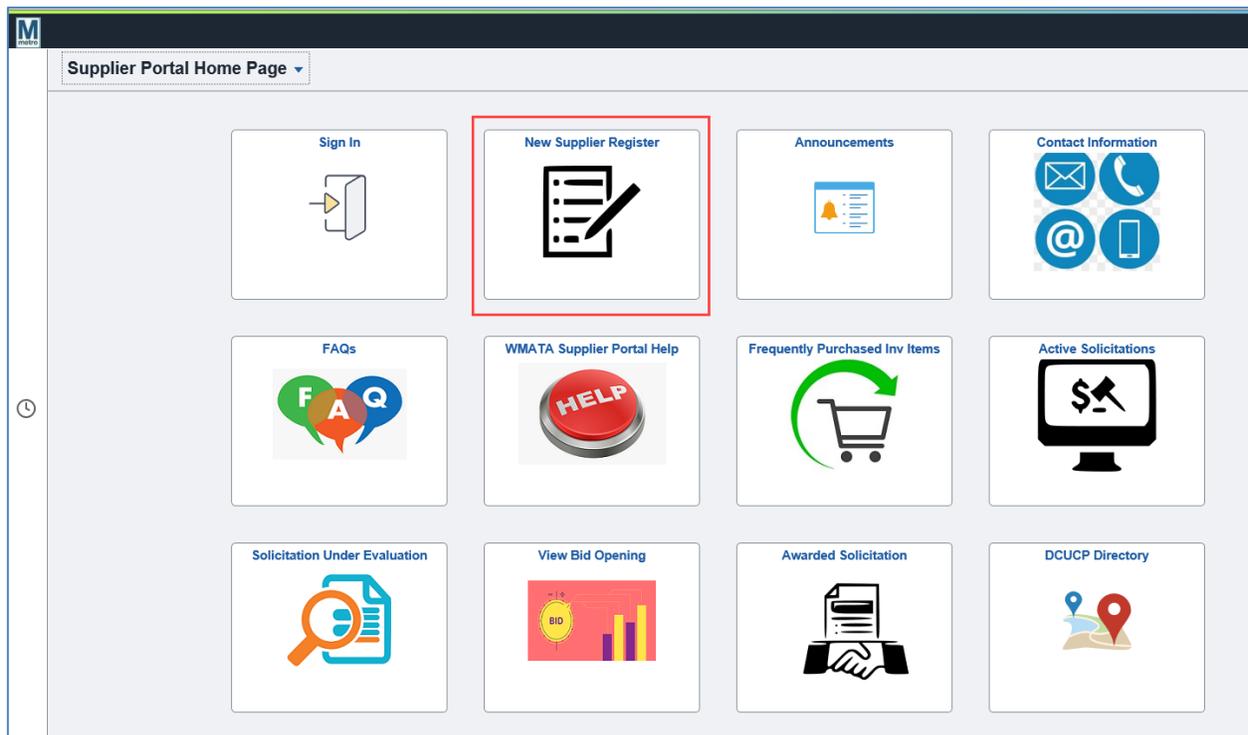
# ***New Supplier Registration***

## ***Job Aid***



**Introduction:** This job aid demonstrates how to register your company as a supplier with WMATA. All awardees of WMATA contracts must be registered on the portal.

Step	Action
1.	Using Internet Explorer, navigate to the WMATA Supplier Portal: <a href="https://supplier.wmata.com/">https://supplier.wmata.com/</a> . <b>Note:</b> Internet Explorer is the preferred web browser.



Step	Action
2.	Click the <b>New Supplier Register</b> tile.



## Registration

### Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

1. Please select the type of bidder which best describes you.

- Business
- Individual

2. What type of bidding activities are you interested in?

- Selling goods/Services

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Cancel Registration

Step	Action
3.	In Question 1, select the option that best describes your bidder type.
4.	Click <b>Next</b> .



## Registration

### Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click " Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

\*Company Name:

URLID: http://

#### User Information

\*First Name:   Delete

\*Last Name:

Title:

\*Email ID:

\*Telephone:  Ext:

Fax:

\*User ID:  (User's account login name.)

Save and Add Another User

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Step	Action
5.	Enter your company's name in the <b>Company Name</b> field.
6.	Enter the <b>First Name</b> .
7.	Enter the <b>Last Name</b> .
8.	Enter the <b>Email ID</b> .
9.	Enter the <b>Telephone</b> number.
10.	Enter your company's name in the <b>User ID</b> field. <b>Note:</b> Ensure the <b>User ID</b> is reflected in ALL CAPS.
11.	Click <b>Next</b> .



## Registration

### Step 3 of 8: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

#### Primary Address

Country:  United States

\*Address 1:

Address 2:

Address 3:

\*City:

County:  Postal:

\*State:

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Cancel Registration

Step	Action
12.	Enter the street address in <b>Address 1</b> .
13.	Enter the <b>City</b> .
14.	Enter the <b>State</b> .
15.	Click <b>Next</b> .



## Registration

### Step 4 of 8: Other Account Addresses

The Primary Address you have entered for ABC Company is:

**123 Main Street**  
**Centerville, Maryland 27029, United States**

If you need to make corrections, click the Back button and edit your fields.

#### Other Account Addresses

Because you will be bidding on events as a seller of goods/services, you must provide an Invoice address.

Check boxes below to indicate addresses that are different from your Primary Address:

**Invoice Address** your company's accounts receivable department (for when you sell goods/services).

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Step	Action
16.	Review the information in the <b>Other Accounts Addresses</b> section.
17.	Only check the <b>Invoice Address</b> box if your company has a separate address for the Accounts Receivable department.
18.	Click <b>Next</b> .

## Registration

### Step 5 of 8: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

**Company Contacts**    Personalize | Find |  |     First  1 of 1  Last

User Name ▼	Designate as Contact for ▼
John Doe	Primary Address ▼

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Step	Action
19.	<p>If additional users or an invoice address was created at Step 2, designate each entry to an appropriate address category.</p> <p>Click the <b>Designate as Contact for</b> drop-down arrow and select the applicable menu item.</p>
20.	Click <b>Next</b> .



## Registration

### Step 6 of 8: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

Standard ID Numbers		Personalize	First
Identification Type ▲	ID Number ▲		
1 *Tax Identification Number	<input type="text" value="30-22222222"/>		

SIC Codes - US - NAICS Codes		Personalize   Find	First	1 of 1	Last
*Standard Industry Code ▼	Description ▲				
<input type="text" value="811111"/>	<input type="text" value="General Automotive Repair"/>	<a href="#">Delete</a>			

[Add Row](#)

Step	Action
21.	Enter your company's Tax Identification Number in the <b>ID Number</b> field. If your business operates outside the United States, enter your Foreign TIN number from your W-8BEN-E form.  <b>Note:</b> If you are registering as an individual proprietorship, enter your Social Security Number as your company's Tax Identification Number.
22.	Enter or look up the NAICS code in the <b>Standard Industry Code</b> field.  <b>Note:</b> To select more than one code, click <b>Add Row</b> .



\*1. Indicate the type of Ownership of your business.

\*2. Date of Establishment

3. Please specify the First Name, Last Name, and Position of the business owner.

\*4. Please specify the First Name, Last Name, and Authorized Signator's Capacity for any company authorized signatories

\*5. Please specify the First Name and Last Name of any authorized submitters.

\*6. Last reported annual gross receipt?

7. Is your firm DBE certified?

\*8. WMATA is now offering five small business programs: Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), Minority Business Enterprise (MBE), Small Business Program (SBP), and Micro Business Program (MBP). Details regarding these programs can be found on the wmata.com website, under Business >> Small Business Program >> WMATA Supplier Portal section. Are you interested in applying for any of these small business programs (s)?

[Add Row](#)

**More About Your Organization (Optional)**

Women-Owned Business       Veteran

Emerging Small Business       Disabled

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Step	Action
23.	Answer the questions.
24.	Click <b>Next</b> .

## Registration

### Step 7 of 8: Categorization Information

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

For best performance, please pause briefly after checking each selection box.

[Check all](#)   [Uncheck all](#)

#### Categorization Tree



#### Sell Categories

- A01000 - ABRASIVES
- A02000 - ALARMS, BELLS, SIRENS
- A03000 - APPLIANCES

- W02000 - WINDOWS/GLASS AND PLEXIGLASS
- W03000 - WIRE AND CABLE/WIRE ROPE
- SERVICES - SERVICES

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Cancel Registration

Step	Action
25.	Click the <b>plus sign [+]</b> to expand the <b>Sell Categories</b> folder.
26.	Select the categories that best describe your organization's bidding interest.
27.	Click <b>Next</b> .

## Registration

### Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

\*  I agree to be bound by the following Terms and Conditions:

1. The services provided through this Website and the use of the Website are governed by these Terms and Conditions. By accessing or using the services or the website or by registering as either a buyer or a seller, you agree that (1) you have read and familiarized yourself with the Terms and Conditions, (2) you understand the Terms and Conditions, and (3) you are bound by the Terms and Conditions in your use of the services or the Website. The Terms and Conditions, together with any additional terms and conditions specific to a particular event, constitute the entire agreement and supersede and replace any and all prior agreements between the parties regarding such subject matter.

2. Registration and Eligibility. The services and the website are only available to persons with the legal capacity to enter into this agreement. This organization may, at its sole and absolute discretion, refuse to accept a person's (or entity's) registration and may at any time after accepting registration, refuse to permit a person's (or entity's) continuing use of the services and the Website for any reason.

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Finish

Cancel Registration

Step	Action
28.	Click inside the <b>checkbox</b> to accept the terms and conditions.
29.	Click <b>Finish</b> to continue and receive a registration confirmation.
30.	Check the email account designated during the registration process to obtain the URL for the Supplier Portal, User ID, and temporary password.  <b>End of procedure.</b>