Introduction

The WMATA Supplier Portal (Supplier Portal) is an Internet-based website that allows current and potential suppliers to enter business transactions in a secure, self-service environment. The Supplier Portal allows suppliers to do such things as:

- Access active solicitations
- Submit bids, proposals, and quotes
- Review Purchase Order (PO) transactions
- Acknowledge POs
- Provide advance shipment notices
- Review payments
- Manage vendor contact information

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.

This guide provides an overview of the key navigation and features of the Supplier Portal and offers some helpful tips. Below are links to the sections in this guide.

Overview of Home Page
Header Toolbar Links
Maintaining Contact Information and NAICS Codes
Viewing Solicitation and Bid Information
Password Navigation

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.
Overview of Home Page

Step | Action
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1. | Using Internet Explorer, navigate to the WMATA Supplier Portal: [https://supplier.wmata.com/](https://supplier.wmata.com/).
   
   **Note:** Internet Explorer is the preferred web browser.

2. | The **Procurement Opportunities** section provides a links to view information for active procurement opportunities, solicitations under review, awarded solicitations, and bid openings.

3. | The **Announcements/Supplier Links** section provides important announcements of WMATA activities, such as outreach events, fairs, and business changes.
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<th>Step</th>
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<tr>
<td>4.</td>
<td>The <strong>User Guide</strong> section provides downloadable documents for supplier actions. There is also a link to FAQs.</td>
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<tr>
<td>5.</td>
<td>The <strong>Contact</strong> section provides links to customer support departments that can assist you with questions, concerns, and issues.</td>
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Step 6. The **DBE Directory (Disadvantage Business Enterprise)** section provides a link to the directory of WMATA and the District Department of Transportation (DDOT), which provides a listing of all certified registered DBE bidders and vendors.

Step 7. The **Login** section is where registered bidders and vendors sign in to the secure Supplier Portal. Once signed in, the Login section disappears.
Step | Action
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8. | The **Favorites** menu allows you to manage the pages you have already saved as a favorite. “Favorites” are pages you use frequently.

**Note:** The **Add to Favorites** link is where you add new pages as a favorite.

Step | Action
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9. | The **Main Menu** contains the navigation for the key processes and information you need to conduct business with WMATA, such as managing your bids. The menu is organized in a hierarchical format of submenus.
Step | Action
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10. | The **Home** link returns you to the Supplier Portal Home page.

Step | Action
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11. | The **Sign Out** link signs you out of the application.
Maintaining Contact Information and NAICS Codes

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<td>12.</td>
<td>Suppliers can maintain their own contact and NAICS code information on the Supplier Portal. Suppliers are highly encouraged to keep this information current. To update your supplier contact and NAICS information, navigate to: <strong>Main Menu &gt; Maintain Supplier Information</strong></td>
</tr>
</tbody>
</table>

Clicking the **Addresses** menu item opens the **Maintain Addresses** page.
- Use the **Edit** button to update any of your addresses.
- Use the **Delete** button to delete any of your addresses.
- Use the **Add a New Address** button to add a new address.
Step | Action
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14. | Clicking the **Contacts** menu item opens the **Maintain Contacts** page.
   - Use the **Edit** button to update any of your contact information.
   - Use the **Delete** button to delete any of your contact information.
   - Use the **Add a New Contact** button to add a new contact.

Step | Action
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15. | Clicking the **NAICS/SIC** menu item opens the **Maintain Standard Industry Code** page.
   - Use the **Add NAICS/SIC Code** button add a code.
   - Use the **Delete** icon (the trash can) to delete a code.
Viewing Solicitation and Bid Information

Step 16. The **Manage Solicitations and Bids** folder contains pages where bidders and vendors can view active solicitation opportunities.

To view solicitation opportunities, navigate to:

*Main Menu > Manage Solicitations and Bids > View Solicitation and Bids*

Manage Contracts

Step 17. The **Manage Contracts** folder contains pages where vendors can view deliverables and submit prompt payment information.

To view contract-related pages, navigate to:

*Main Menu > Manage Contracts*
### Password Navigation

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<tr>
<td>18.</td>
<td>The <strong>Change My Password</strong> page allows suppliers to update their password.</td>
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Note: If you have more than one User ID for your company, the same password will be used for all User IDs.

To update your password, navigate to:

*Main Menu > Change My Password*