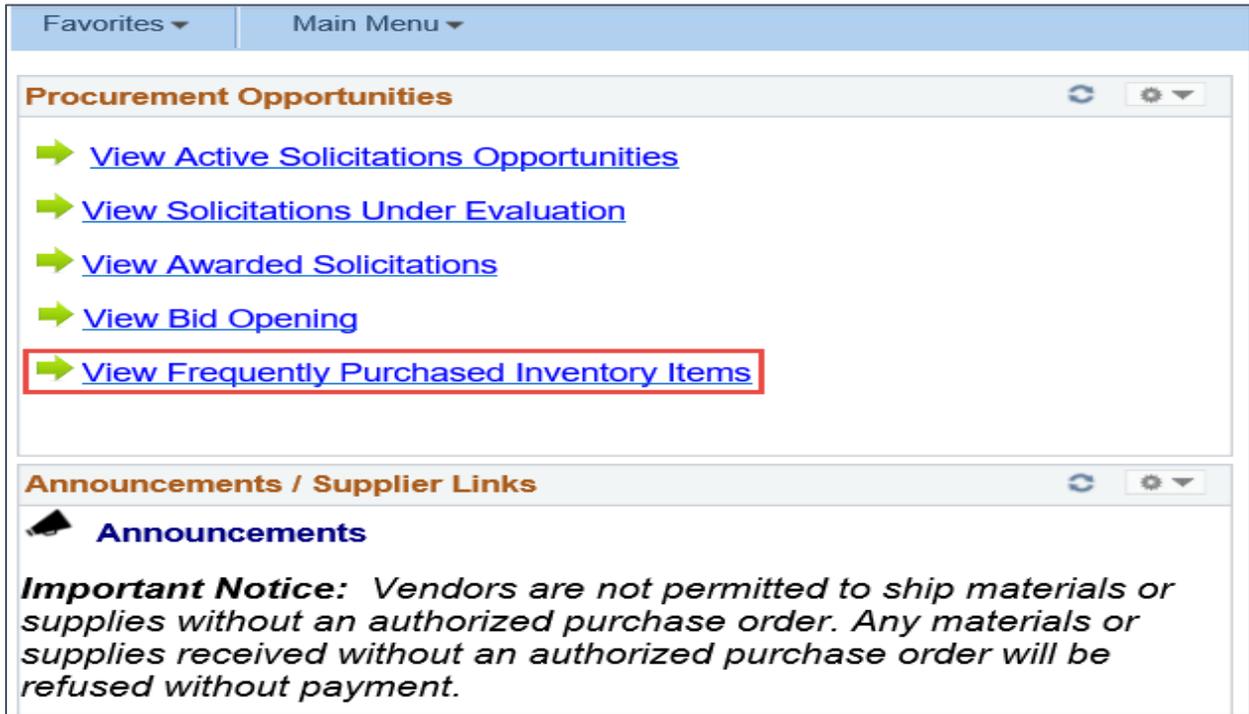




## ***View Inventory Qualified Parts List***

**Job Aid**





The screenshot shows a web application interface with a blue header bar containing "Favorites" and "Main Menu" dropdown menus. Below the header, there are two main sections. The first section is titled "Procurement Opportunities" and contains five blue links, each preceded by a green arrow icon. The link "View Frequently Purchased Inventory Items" is highlighted with a red rectangular border. The second section is titled "Announcements / Supplier Links" and contains a sub-section "Announcements" with a black arrow icon. Below this, there is an "Important Notice" in italics: "Vendors are not permitted to ship materials or supplies without an authorized purchase order. Any materials or supplies received without an authorized purchase order will be refused without payment."

Step	Action:
1.	Click the <b>View Inventory Qualified Parts List</b> link.

Part/Supplier Qualifications

# Suppliers Wanted

Washington Metropolitan Area Transit Authority is looking to expand our Supplier data base by qualifying parts for future procurements.



Supplier contacts WMATA QPG by email. Supplier will receive a Questionnaire & part information form to completed and returned to WMATA QPG.

WMATA provides Supplier detail of parts. Supplier then produces First Article Inspection (FAI) pieces at Suppliers Cost.

Parts are then evaluated through FAI and testing requirements.

Parts that meet all requirements will be added to the qualified Parts List and Supplier will be notified.

The attached spreadsheet shows the parts we are currently soliciting qualification for.

Any interested Supplier should contact the Qualified Parts Group with the following email:  
[WMATA\\_QPG@wmata.com](mailto:WMATA_QPG@wmata.com)

Step	Action
2.	<p><b>Part/Supplier Qualifications:</b></p> <p><b>Note:</b> The notification displays information that <b>Suppliers are Wanted</b> who may be able to provide qualifying parts for future procurements.</p>



TOPS Part Solicitation

4/6/2021

WMATA Part Number	Description	Manufacturing Part Number if Applicable	Manufacturer	Estimated Annual Usage
R53100242	Barrel Nut		See Drawing Below	500

Step:	Action:
3.	<p>The Tops Part Solicitation page displays the of qualified parts along with:</p> <ul style="list-style-type: none"> <li>• WMATA Part Number</li> <li>• Part Description</li> <li>• Manufacture Part Number, if applicable</li> <li>• Manufacture Name</li> <li>• Estimated Annual Usage</li> </ul>
<b>...: End of Procedure ...</b>	