View Solicitations Under Evaluation

Job Aid
Step | Action
--- | ---
1. | Open **Internet Explorer**. Internet Explorer is the preferred web browser for this WMATA application.
2. | Go to the WMATA Supplier Portal website: [https://supplier.wmata.com/](https://supplier.wmata.com/).
3. | Click the **View Solicitations Under Evaluation** link.

**View Solicitations and Bids**

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

- **Solicitation ID**: 
- **Solicitation Name**: 
- **Solicitation Type**: 
- **Solicitation Status**: 
- **Start Date**: From: [ ] Through: [ ]
- **End Date**: From: [ ] Through: [ ]

**Results Should Include**: 
- [x] Request For Information
- [x] Solicitations (Over $150,000)
- [x] Simplified Acquisitions (Under $160,000)

**Step** | **Action**
--- | ---
4. | Click the **Clear Criteria** button to clear the search criteria.
Step | Action
--- | ---
5. | Enter search criteria.
6. | Click the Search button.

Step | Action
--- | ---
7. | Click the link for the solicitation you want.
Step 8.
The solicitation opens, where you can view the solicitation details such as the contact information and status.

...:: End of Procedure ::..