

Supplier Portal Password Reset

Job Aid





Procurement Opportunities

- [View Active Solicitations Opportunities](#)
- [View Solicitations Under Evaluation](#)
- [View Awarded Solicitations](#)
- [View Bid Opening](#)

Announcements / Supplier Links

Announcements

Vendor Fair announcement

DBE is having a vendor meet and greet on [March 15, 2020](#)

Login

Login here as an existing User.

User ID:

Password:

User ID and Password are case sensitive

New User click [here](#) to register

[I forgot my password](#)

WMATA Supplier Portal

Welcome to **Washington Metropolitan Area Transit Authority (WMATA)** supplier portal. The office of Procurement and Materials is dedicated to providing quality goods and services to support WMATA's mission in a professional and ethical manner while striving to exceed customer expectations.

User Guide

- [WMATA Supplier Portal Help](#)
- [FAQs](#)

Contact

- For questions related to Accounts Payable please email APSupport@WMATA.com
- For any questions related to DBE, SBE please email DBEHotline@WMATA.com
- For any questions related to CLM please email SolicitationSupport@WMATA.com
- or call (202) 962-5151

DBE Directory

- [Unified DBE DDOT Certified Directory \(DBE, SBE\)](#)

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.	Click the I forgot my password link.

Supplier Login

Reset and Send Forgotten Password

Enter your UserID and click send to reset your password and have it sent to you via email.

*User ID:

Step	Action
3.	Enter your User ID in the User ID field. Note: If you do not remember your User ID, send an email to Supplier Support at prmt_suppliersupport@wmata.com and provide the company name and Tax ID in the body of the email.
4.	Click the Send button to continue.

[Favorites](#) | [Main Menu](#) > [Login](#)

Supplier Login

Password reset successful.

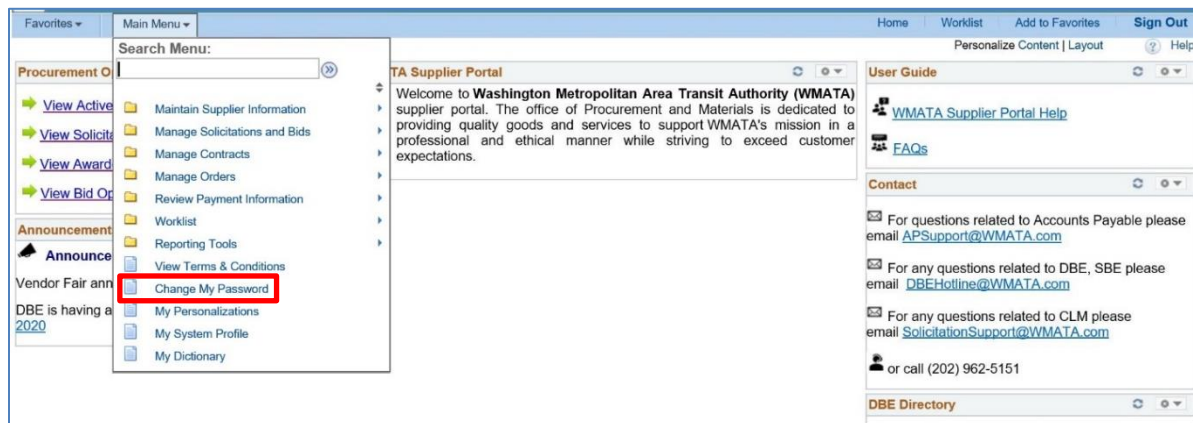
 Your password has been reset and sent to your E-mail address.

Click the "OK" button below to return to the hom epage.

Step	Action
5.	Click OK button to acknowledge the password reset was successful. Note: Obtain the temporary password from the email address designated during the registration process. If the email was not delivered to your inbox, check your Spam/Junk folders.

Procurement Opportunities View Active Solicitations Opportunities View Solicitations Under Evaluation View Awarded Solicitations View Bid Opening Announcements / Supplier Links Announcements Vendor Fair announcement DBE is having a vendor meet and greet on March 15, 2020	Login Login here as an existing User. User ID: Password: Sign In User ID and Password are case sensitive New User click here to register I forgot my password WMATA Supplier Portal Welcome to Washington Metropolitan Area Transit Authority (WMATA) supplier portal. The office of Procurement and Materials is dedicated to providing quality goods and services to support WMATA's mission in a professional and ethical manner while striving to exceed customer expectations.	User Guide WMATA Supplier Portal Help FAQs Contact - For questions related to Accounts Payable please email APSupport@WMATA.com - For any questions related to DBE, SBE please email DBEHotline@WMATA.com - For any questions related to CLM please email SolicitationSupport@WMATA.com - or call (202) 962-5151
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Step	Action
6.	From the Supplier Portal, enter your User ID and <u>temporary</u> password in the User ID and Password fields.
7.	Click the Sign In button.



Step	Action
8.	Navigate to: <i>Main Menu > Change My Password.</i>

[Home](#)

Change Password

User ID MEALZ_XTR

Description James Bond

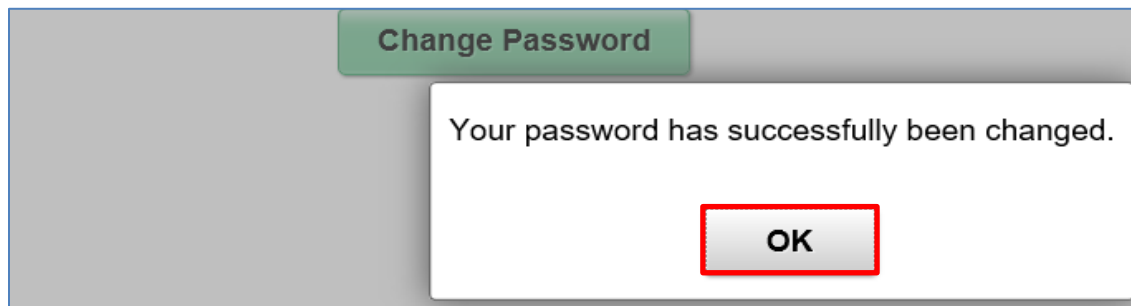
***Current Password**

***New Password**

***Confirm Password**

Change Password

Step	Action
9.	Enter your temporary password in the Current Password field.
10.	Enter your new password in the New Password field. The new password must meet the following criteria: • Minimum of eight (8) characters • Two (2) numeric character • One (1) uppercase letter • One (1) special character
11.	Re-enter your new password in the Confirm Password field.
12.	Click the Change Password button.



Step	Action
13.	Click the OK button to acknowledge the password change message. End of procedure.