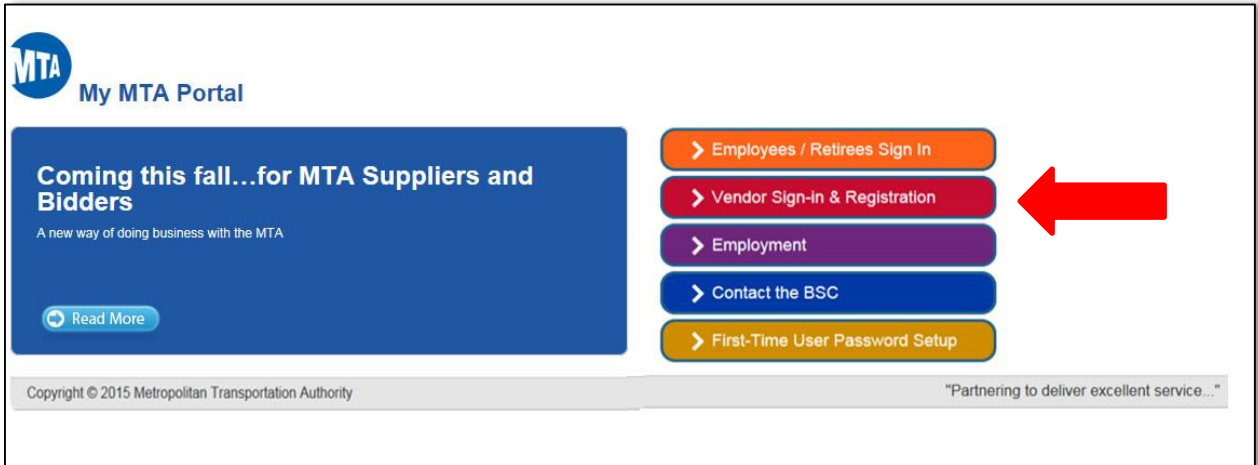


Now Live! My MTA Portal for Vendors

A new way of doing business with the MTA

www.MyMTA.info



Using My MTA Portal, vendors can:

- > Search for procurement opportunities across all MTA agencies
- > Download public procurement event documents
- > Manage company information and contacts
- > Select categories for goods and services
- > View POs and associated payment and invoice status.

To see a video about how to set up your User Account, click [here](#).

HOW TO REGISTER ON MY MTA PORTAL

www.mymta.info

Register as a Supplier

If you have an MTA agency contract or Purchase Order, you will register as a Supplier using your Vendor ID number. If you do not know your Vendor ID, call the number below.

1. Click on **Vendor Sign-in & Registration**.
2. Select **Registered Supplier – Add New Contact**.
3. Enter Your **Supplier ID** (Vendor ID) and your Tax Identification Number. Enter a **Requested User ID** (this will be your User Name/BSC ID for login) and provide your **email address**.
4. Agree to the **Terms of Agreement** and click **Submit**. You will receive a confirmation email with first-time log in instructions.

Register as a Bidder

If you do not have an MTA agency contract or purchase order, you will register as a Bidder.

1. Click on **Vendor Sign-in & Registration**.
2. Select **New Bidder Registration**.
3. Select **Start a New Registration** radio button.
4. Enter your company's **Tax identification Number**. Enter your **Entity Name** (Company Name).
5. Enter your company **Address**.
6. Enter your company **Contact Information**. Enter a **Requested User ID** (no more than 10 characters, numbers and lower case letters) to use when you log into the Portal.
7. Check the **Categories** of the goods and services you offer.
8. Agree to the **Terms of Agreement** and click **Submit**. You will receive a confirmation email with first-time log in instructions.

*For assistance, call the MTA Business Service Center at
646-376-0123, Monday – Friday, 8:30 a.m. – 5 p.m.*



Frequently Asked Questions (FAQs) about My MTA Portal for vendors

What is changing for Vendors at the MTA?

On November 21, 2016, the MTA launched an enhanced **My MTA Portal** for vendors at www.MyMTA.info. It introduces a new way of doing business with the MTA, with more electronic communication throughout the procurement process and increasingly standardized procurement processes across all agencies.

What will I be able to do on the new portal?

Using **My MTA Portal**, registered vendors will be able to:

- Search for public procurement opportunities across all MTA agencies
- Download public procurement event documents
- Manage company information and profile
- Select categories for the goods and services they provide
- View purchase orders and associated payment and invoice status

Why did the MTA launch a new vendor portal?

The MTA underwent a major software upgrade, which delivers new functions that simplify and standardize processes across MTA agencies, including how we do business with our vendors. The features of **My MTA Portal** are a result of this upgrade.

FAQs about My MTA Portal for vendors– page 2

Is there anything I can do on My MTA Portal without registering?

Yes. You can search public procurement events on My MTA Portal without registering.

Where else can I find bid opportunities?

In addition to My MTA Portal, you can find bid opportunities on NY Contract Reporter, in local newspapers and on the public procurement pages of MTA.info. However, using My MTA Portal allows you to search bid events across all agencies at one time.

I heard that there are changes to the categories of goods and services that the MTA purchases.

Yes. The list of categories has been standardized and simplified across the MTA. When you registered on the portal, you can select the categories that best reflect the goods and services you provide.

My MTA Portal is said to be “Self-Service”. What does that mean?

My MTA Portal allows vendors to perform tasks that previously required a hard copy or fax submission to someone at the MTA, including:

- Add/Update a Company Address
- Add/Modify a Company Contact
- Update the Categories of goods and services they can provide

In addition, vendors with a contract or purchase order can:

- Search Purchase Orders
- Check the Status of an Invoice
- View Payment Details
- View Previous Bid Submissions