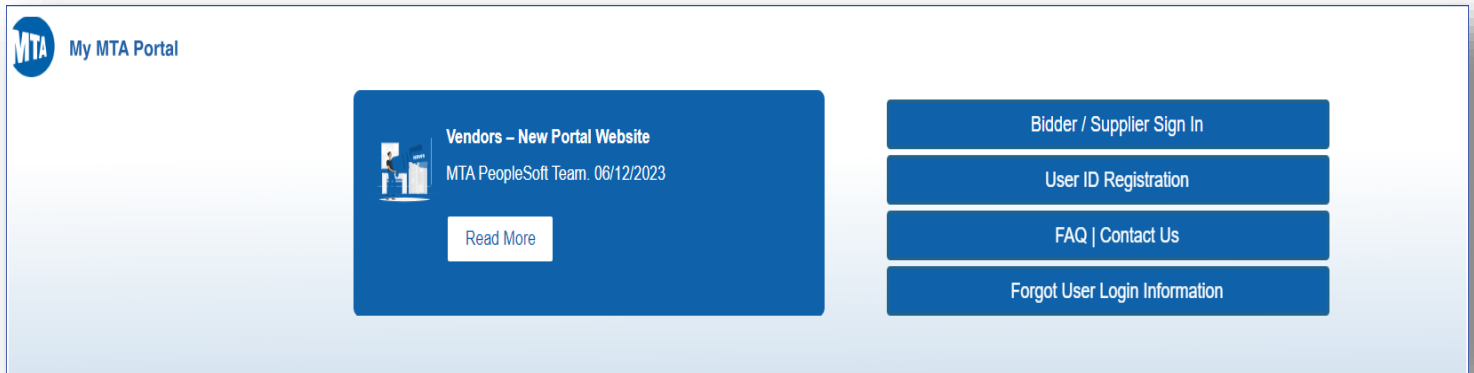


Attention MTA Vendors

Do you have an account to access the My MTA Vendor Portal?



With a vendor account on My MTA Portal, you can:

- Search for procurement opportunities across all MTA agencies
- Respond to public procurement opportunities online
- Select categories for the goods and services you sell
- Update company address and contact information
- View Purchase Orders & Invoices and Payment status
- Sign up for ACH direct deposit

Visit www.mymta.info/vendor and sign up today.

For assistance, contact the MTA Business Service Center at (646) 376-0123, Monday to Friday, 8:30 a.m. – 5:00 pm or email: bscservice@mtabsc.org

MTA Business Service Center is the shared services division of the MTA and its agencies: MTA New York City Transit, MTA Long Island Railroad, MTA Metro-North Railroad, MTA Bridges & Tunnels, MTA Construction & Development, and MTA Bus Company.

HOW TO REGISTER on My MTA Portal

www.mymta.info/vendor

Reference Guide link: [Portal Registration Instructions](#)

Register as a Supplier

*If your company has been awarded an MTA agency Contract or Purchase Order, you will register for a **Supplier User Id** using your **MTA Vendor ID** number. If you do not know your Vendor ID, please refer to the contract or Purchase Order issued.*

1. Click on the **User ID Registration** link
2. In the “Register for a New User ID” section click on the **Register Now** button
3. Enter your company’s **Supplier ID** (MTA Vendor ID) and Tax Identification Number
4. Enter a **Requested User ID** (this will be your Username for login) and your business **email address**
5. 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 your company has not been issued an MTA agency contract or purchase order, you will register as a Bidder.

1. Click on the **User ID Registration** link
2. In the “Register as a Bidder” section click on the **Register Now** button
3. Select “**Start a New Registration**” radio button
4. Enter your company’s Tax identification Number and Entity Name (Company Name)
5. Enter your company address
6. Enter your contact information and Requested User ID (this will be your Username for login)
7. Checkmark the **Categories** for the goods and/or services offered by your company
8. Agree to the Terms of Agreement and click Submit. You will receive a confirmation email with first-time log in instructions

For assistance, contact the MTA Business Service Center at (646) 376-0123, Monday to Friday, 8:30 a.m. – 5:00 pm or email: bscservice@mtabsc.org

FAQs about My MTA Portal for vendors

What can I do on My MTA Portal for vendors?

Once registered, vendors can:

- 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 offered by the company
- View purchase orders, invoices and payment status

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.

Also available online:

Agency Procurement Pages - [Procurement Opportunities at MTA Agencies](#)

General MTA information - [Doing Business with the MTA](#)

General Vendor Information – [Vendor Resources](#)

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.

MTA Invoice Guidelines

Invoices not following MTA guidelines will be returned to the vendor for correction.

- Send your invoices by email to invoice@mtabsc.org. As of 4/1/2019, all invoices must be submitted by email
- Attach your invoice to the email as a .pdf (preferred), Microsoft Word, or Excel document
- Include the PO number and the name of the agency (e.g. NYC Transit, Metro North Railroad) on the invoice
- Include an email address for billing inquiries on your invoice
- Be sure your invoice has an 8 1/2" x 11" print area
- **Do not fax or mail your invoice**
- **Do not put the invoice in the body of the email**
- **Do not include more than one invoice in an email**
- **Do not include .gifs, .tifs, or .jpegs, even in your company email header**
- **Do not send statements or zero balance invoices**

For more details on invoice submission, go to www.MTA.info and click the links Doing Business with Us, Procurement, Invoice Processing.

Sign up for ACH direct deposit

- To sign up for ACH direct deposit of your invoice payments, log on to My MTA Vendor Portal, click on BSC Forms on the homepage, and search for form AP-023A. Complete the form and return it by email to bscservice@mtabsc.org.

Questions? Contact the MTA Business Service Center

- Hours: 8:30 a.m. to 5:00 p.m., Monday-Friday
- Phone: 646-376-0123
- Email: bscservice@mtabsc.org