
VendorCafe

Quick Start

GUIDE

With Insurance Information

RELEASE V0.01



Get paid faster with VendorCafe

Improve and streamline the way you do business with mobile access.

Submit invoices electronically for immediate delivery.

Cut the cost and hassle of printing and mailing invoices.

This service is available at no charge to vendors.

To complete registration, have the following ready:

- Contact information
- Any necessary tax information
- Licenses and certificates of insurance
(if required for your company)

**Complete each tab and then review and
submit to complete the registration.**

For security reasons, the system will log you out if a page isn't completed within 20 minutes. Google Chrome™ browser is suggested for optimal operation.

Profile Registration/ Management

STEP 1:

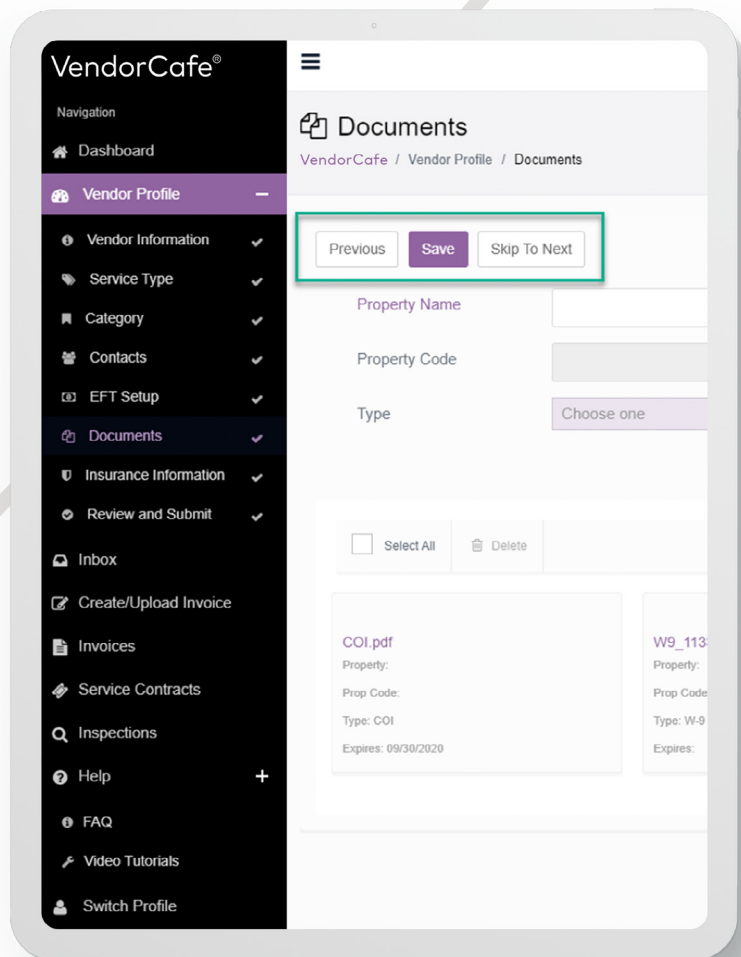
Log in to VendorCafe and set up your profile by filling in all the purple highlighted sections. Save new or edited information and skip to the next section to complete your profile.

The screenshot displays the VendorCafe mobile application interface. On the left is a dark navigation menu with the following items: Dashboard, Vendor Profile (highlighted in purple), Vendor Information (highlighted in purple), Service Type (highlighted in purple), Category (highlighted in purple), Contacts (highlighted in purple), EFT Setup (highlighted in purple), Documents (highlighted in purple), Insurance Information (highlighted in purple), Review and Submit (highlighted in purple), Inbox, Create/Upload Invoice, Invoices, Service Contracts, Inspections, Help, FAQ, Video Tutorials, Switch Profile, and Sign Out. The main content area is titled 'Vendor Information' and shows a breadcrumb trail: VendorCafe / Vendor Profile / Vendor Information / Vendor Details. A yellow banner at the top states: 'Information entered on these pages will be used to generate your profile.' Below this, there are two buttons: 'Save' (highlighted in purple) and 'Skip To Next' (highlighted in green). The 'Vendor Details' section includes the following fields: Business Name/Disregarded Entity Name, if different from Legal Name (Orchard LLC), Country (United States), Remit-To Address (122 Apple Avenue), City (Oklahoma City), and State-Zip (Oklahoma). There is also an 'Other Information' section at the bottom.

Insurance Information/ Documents

STEP 2:

Upload required documents for approval. Once your profile is complete and approved, additional functionality will be unlocked for you within a few days.

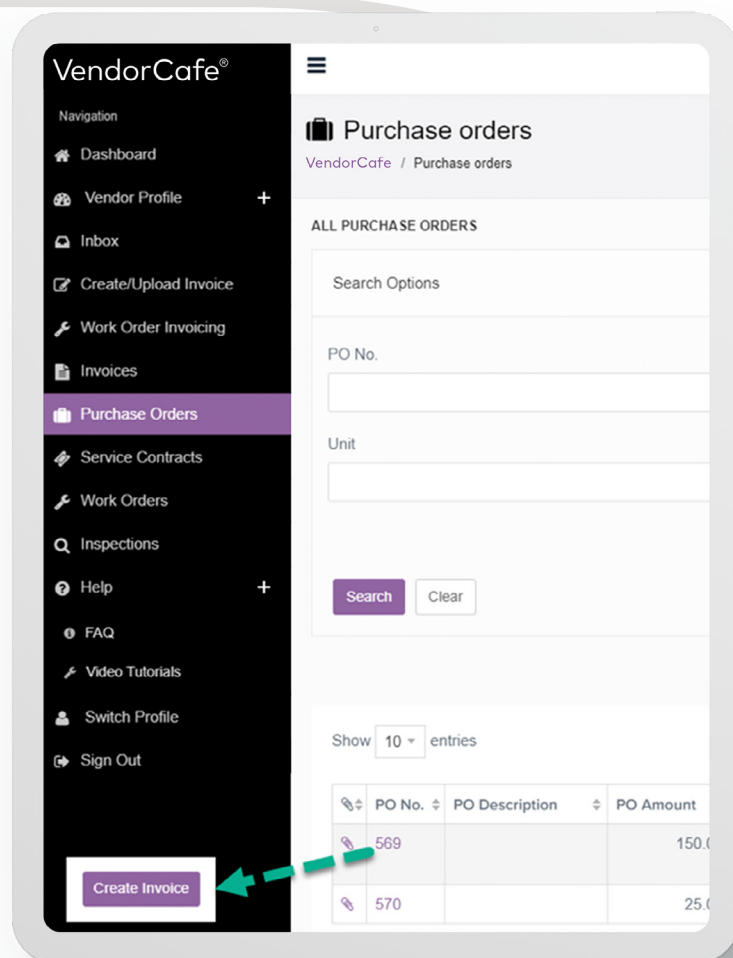


View POs & Submit Invoices

STEP 3:

Using VendorCafe, you can:

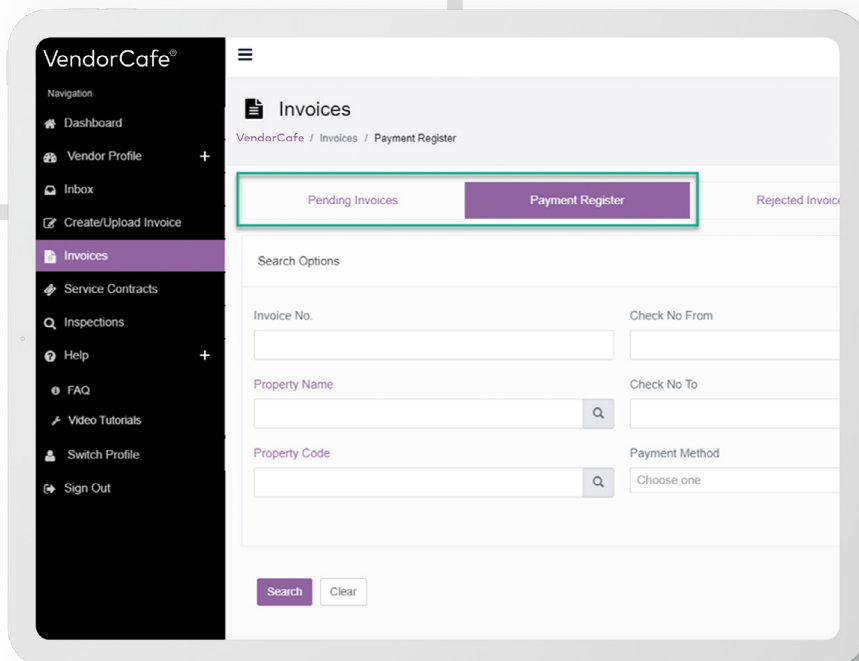
- Create and upload invoices
- View open purchase orders and contracts
- Create an invoice when items or services are delivered
- Use CSV uploads to generate multiple invoices or manually create an invoice
- Attach PDF invoice images and other documentation to any pending invoice during or after submission



View Invoice Status & Access Payment Details

STEP 4:

Track invoice status by selecting Invoices, then review Pending, Paid, Rejected, Not Submitted and Invoice History tabs.



VendorCafe

ADDITIONAL RESOURCES:

- VendorCafe [login](#)
- After logging in, go to Help > FAQ for training videos.

If you have any questions, please reach out to the VendorCafe Customer Care Team.
Call 888.251.8210 or email vendorcafe_support@yardi.com

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