VendorCafe

Quick Start



RELEASE V0.01



VendorCafe

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:

og 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.

 Vendor Profile Vendor Information Service Type Contacts EFT Setup Documents Review and Submit Review and Submit Business Name/Disregarded Entity Orchard LLC Name, if different from Legal Name Invoices Service Contracts Inspections Help FAQ 	lavigation Dashboard		Vendor Information VendorCafe / Vendor Profile / Vendor Inform	ation / Vendor Details
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Switch Profile Sign Out Other Information	-		Other Information	

Insurance Information/ Documents

STEP 2:

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

Navigation		凸 Documents				
Dashboard		VendorCafe / Vendor Profile / Documents				
Vendor Profile	-					
Vendor Information	*	Previous Save Skip To	Next			
Service Type	*					
Category	*	Property Name				
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A Help	-	Expires: 09/30/2020	Expires:			
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FAQ						
Video Tutorials						

View POs & Submit Invoices

STEP 3:

sing 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

Navigation Dashboard Dashboard Vendor Profile Inbox Inbox Create/Upload Invoice Vork Order Invoicing Invoices Po No.	
★ Dashboard VendorCafe / Purchase orders	
ALL PURCHASE ORDERS Create/Upload Invoice Search Options Work Order Invoicing PO No. Invoices PO No.	
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Switch Profile	
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⊗ PO No. PO Description PO Amount	
3 569 150.0	
Create Invoice § 570 25.0	

View Invoice Status & Access Payment Details

STEP 4:

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

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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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