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VENDOR*Café*

# Quick Start

GUIDE

RELEASE V0.01

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# Get paid faster with VENDOR*Café*

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

Submit invoices electronically for immediate delivery  
and cut the cost and hassle of printing and mailing invoices.

This service is available at no charge to vendors.

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To complete registration, have the following ready:

- Contact information
- W-9

**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 the suggested browser for optimal operation.

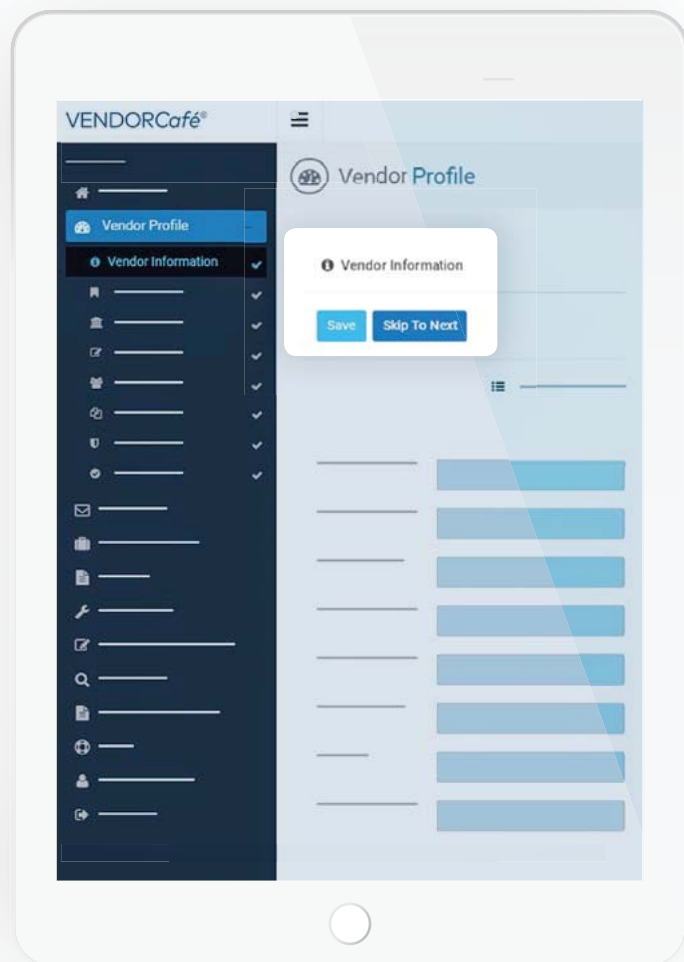
# Profile Registration/ Management

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## STEP 1:

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



# View POs and Submit Invoices

## STEP 2:

Using VENDORCafé,  
you can:

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

**Purchase Order Details**

Vendor Name

PO No.

PO Description

PO Amount

PO Pending Amount

[Create Invoice](#)

CO#	Property Name	Code	Unit	Pending Cost	Status

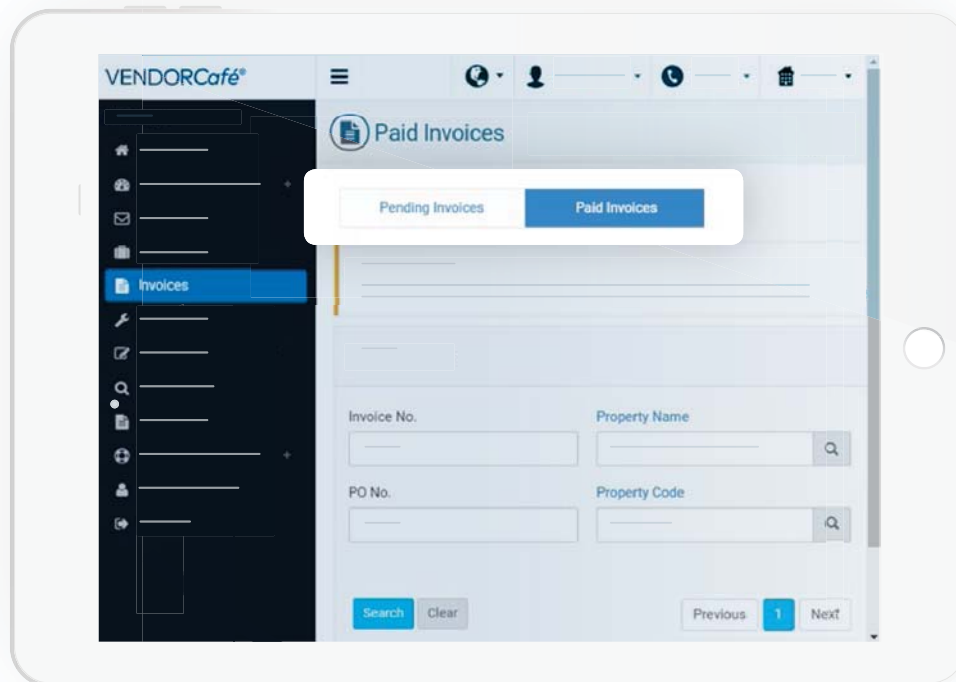
Previous 1 Next

Close

# View Invoice Status and Access Payment Details

## STEP 3:

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



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# VENDORCafé

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## ADDITIONAL RESOURCES:

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- [VENDORCafé login](#)
- Explore the FAQ section under Help for videos once you have logged into VENDORCafé

If you have any questions, please reach out to the VENDORCafé Customer Care Team.  
Call 888.251.8210 or email [vendorcafe\\_support@yardi.com](mailto:vendorcafe_support@yardi.com)

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