

Vendor Café User Guide



Vendor Café Introduction

Vendor Café is a web-based portal available to Walker's preferred vendors. Vendor Café integrates directly with "Yardi Voyager" – The Property management system that Walker utilizes.

It is a condition of working for Walker that you utilize this system. Vendor Café is a Procure to Pay solution and facilitates:

- Provisions of work orders and purchase orders
- Updating work orders
- Quoting of works
- Uploading Service Dockets
- Submitting invoices for payment

Vendor Café Introduction

- Once you have been setup as a vendor/contractor to carry out works or provide services to a Walker Asset Services:
 - You will be sent a Registration link to a primary email address agreed with Walker. The email will be sent from:
Vendorcafe_support@yardi.com
- You will need to complete this registration process before being able to use Vendor Café. In the case that you are already using Vendor Café for another client, you will still need to register with Walker to enable access to our account. Once you are registered, you will be able to switch between different users.
- You will also be provided with process notes on how to work with work orders, purchase orders, uploading of invoices, and how to view your payments.

Registration

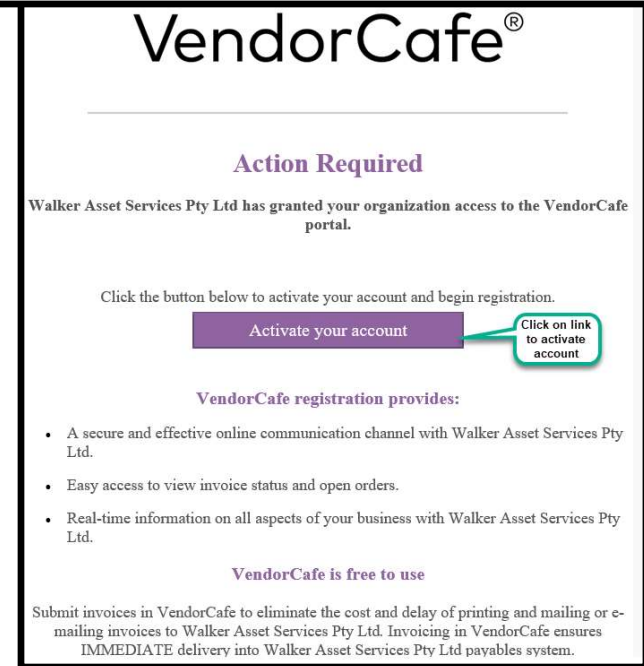
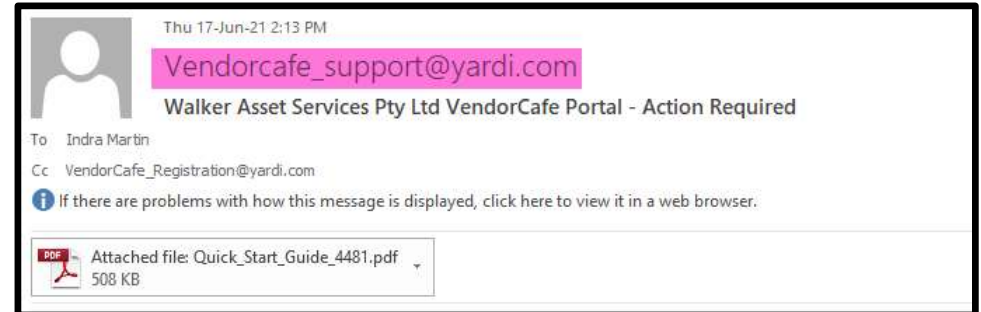


Vendor Café Getting Started

First Steps

Email Received from Vendor Café:

1. Locate the Activation Email sent from Vendorcafe_support@yardi.com to the primary contact on file.
2. Once you click on “Activate your account” you will receive another email with login credentials as shown on the next slide.



Vendor Café Getting Started

First Steps Cont'd

2. Within this email, please click on "Complete registration" to login and setup account.
3. When you first login, you will also need to change your password

Steps to complete registration are shown on the following slides.

VendorCafe[®]

Remember to bookmark the page for fast access in the future
Your username is: indra.martin@collinssquare.com.au
and password is: [j0lhg8s](#)

You're almost there!

You have successfully created your VendorCafe account. It's now time to complete your registration to submit your information to Walker Asset Services Pty Ltd for final approval and account set up. Don't worry, it's not difficult and we can help if you have any questions or if you forgot your password.

[Complete registration](#)

VendorCafe gives you:

- Improved insight and streamlined transactions with Walker Asset Services Pty Ltd
- Easy access to view invoice status and open orders that need invoicing
- Mobile access to update your company's information with Walker Asset Services Pty Ltd
- Best of all, all portal features described in this list are free!

Vendor Café Getting Started

First Steps Cont'd

3. Once your registration is completed and submitted - you will receive an approval email advising the you are now setup and ready to use Vendor Café.
4. Please tick yourself as the "Primary" contact when setting up, which will enable you to do changes as well as add other users.
5. Save the login page to your favourites as you will use this frequently

VendorCafe[®]

Congratulations, You've Been Approved!

Make use of all that VendorCafe has to offer! You can now view invoice status and open orders that need invoicing and update your company's information for approval by Walker Asset Services Pty Ltd.

[VendorCafe Login](#)

VendorCafe gives you:

- . Improved insight and streamlined transactions with Walker Asset Services Pty Ltd
- . Easy access to view invoice status and open orders that need invoicing
- . Mobile access to update your company's information with Walker Asset Services Pty Ltd

Use VendorCafe to cut the cost and hassle of printing and mailing invoices to Walker Asset Services Pty Ltd. VendorCafe creates and submits electronic invoices for IMMEDIATE delivery into Walker Asset Services Pty Ltd's system. Get your invoices submitted, approved and paid faster!

Best of all, all portal features described in this list are free!

Registration – Vendor Profile

- 1. Fill in all mandatory fields and click “Next”

The screenshot shows the 'Vendor Information' registration page in the VENDORCafé system. The page is divided into three main sections: Vendor Details, Corporate Contact, and Tax Information. The 'Vendor Details' section is currently active and contains the following fields:

- Business Name/Disregarded Entity Name, if different from above:
- Federal Tax Classification:
- Has Employees:
- Country:
- Remit-To Address:
- City:
- State-Postcode:

The 'Corporate Contact' section contains the following fields:

- Email:
- URL:
- Upload Logo:
- Client Vendor Code:
- Date:

The 'Tax Information' section is currently empty. At the top of the form, there are 'Save' and 'Skip To Next' buttons. At the bottom, there are 'Previous', 'Save', and 'Next' buttons. The page also features a navigation sidebar on the left and a top header with user information and a progress indicator showing 80% completion.



Registration – Vendor Profile

2. Fill in all mandatory fields and click “Next”

The screenshot shows the 'Vendor Information' registration page in the VENDORCafé system. The page has a dark sidebar on the left with navigation options: Vendor Profile, Vendor Information, Service Type, Category, Contacts, Review and Submit, Q & A, Help, FAQ, Video Tutorials, Switch Profile, and Sign Out. The main content area is titled 'Vendor Information' and includes a breadcrumb trail: VENDORCafé / Vendor Profile / Vendor Information / Vendor Details. A progress indicator in the top right shows 80% completion. At the top of the form, there are 'Save' and 'Skip To Next' buttons. Below this, there are three tabs: 'Vendor Details' (selected), 'Corporate Contact', and 'Tax Information'. A note states: 'Login credentials can be transferred by changing the contact on this screen.' The form contains several input fields: First Name, Last Name, Contact Email, Office Phone, and Fax. At the bottom of the form, there are 'Previous', 'Save', and 'Next' buttons.



Registration – Vendor Profile

3. Fill in all mandatory fields and click “Save”

The screenshot shows the VENDORCafé Vendor Information form. The left sidebar contains navigation options: Vendor Profile (selected), Vendor Information, Service Type, Category, Contacts, Review and Submit, Q & A, Help, FAQ, Video Tutorials, Switch Profile, and Sign Out. The main content area is titled "Vendor Information" and shows a progress indicator at 80%. The form is divided into three sections: Vendor Details, Corporate Contact, and Tax Information. The Tax Information section is currently active and contains the following fields:

Tax Payer Identification Number (TIN)		
Tax ID / SSN	*****1041	Date
		08/03/2019

Below the Tax Information section is a Certification section with the text: "You must agree to the Terms below in order to continue." A checkbox is checked, and the text reads: "Under penalties of perjury, I certify that: The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me)." At the bottom of the form, there are buttons for "Previous", "Save", and "Skip To Next".



Registration – Vendor Profile

4. Fill in all mandatory fields and click “Save”

The screenshot shows the 'Service Type' registration page in the VENDORCafé system. The page title is 'Service Type' and the breadcrumb is 'VENDORCafé / Vendor Profile / Service Type'. A progress indicator shows 80% completion. A yellow message box states: 'Please choose the types of services you provide from the list below. If there is not a perfect match, please select the Service Type(s) that are closest to your offering.' Below this, there are 'Save' and 'Skip To Next' buttons. A search bar is present above a list of service types under the heading 'Fire Damage and Prevention'. The list includes:

- Fire & Smoke Building Restoration
- Fire & Smoke Water Cleanup
- Fire Alarm - on-site installation with monitoring
- Fire Alarm Systems - Monitoring Only
- Fire Extinguisher Testing & Replacement
- Fire Sprinkler Installation, service, repair

A 'Hide' link is visible at the top right of the list.



Registration – Vendor Profile

5. Fill in all mandatory fields and click “Save”

Navigation: Vendor Profile

- Vendor Information
- Service Type
- Category
- Contacts
- Review and Submit
- Q & A
- Help
- FAQ
- Video Tutorials
- Switch Profile
- Sign Out

Category

VENDORCafé / Vendor Profile / Category

80%

If your category is pre-selected, please click Next to proceed.
Please ensure you select the correct category for your business as you will not be able to change once you select save, without approval.

Previous Save Next

Show 10 entries Search:

Select	Category Name	Category Code
<input type="checkbox"/>	Default	D
<input type="checkbox"/>	3630/Ritz-Carlton Residences	J
<input type="checkbox"/>	A/C Equipment & Systems Contractors, Installation, or Repair	D
<input type="checkbox"/>	A/C Supplies & Parts- Supplier Only	
<input type="checkbox"/>	Accounting/Bookkeeping/Tax - Service or Systems	F
<input type="checkbox"/>	Advertising - Specialties OFF-SITE service	
<input checked="" type="checkbox"/>	Air Duct Cleaning	D
<input type="checkbox"/>	Alarm Monitoring Only - Off Site Only	C
<input type="checkbox"/>	Answering/Message Service - Remote	
<input type="checkbox"/>	Apparel - Custom, Retail	B

Showing 1 to 10 of 292 entries

Previous 1 2 3 4 5 30 Next



Registration – Vendor Profile

6. Fill in all mandatory fields and click “Skip to Next”
1. Contact Type – please pickup the relevant role from the dropdown list
2. Tick box – Create User For Contact
3. User Role – please pickup Admin from dropdown list
4. EFT Access – please pickup No Access from dropdown list

The screenshot shows the 'Contacts' form in the VendorCafe system. The form is titled 'Contacts' and is part of the 'Vendor Profile' section. It includes a navigation sidebar on the left with options like 'Dashboard', 'Vendor Profile', 'Vendor Information', 'Service Type', 'Category', 'Contacts', 'Review and Submit', 'Q&A', 'Purchase Orders', 'Invoices', 'Work Orders', 'Create/Upload Invoice', 'Service Contracts', 'Help', and 'FAQ'. The main form area has a header with 'VendorCafe / Vendor Profile / Contacts' and a search bar. Below the header are buttons for 'Cancel', 'Save', 'Skip To Next', and 'Add Contact'. The form fields include: 'Code' (with a red circle and '1'), 'Contact Type' (with a red circle and '1'), 'First Name', 'Last Name', 'Primary Contact' (checkbox), 'OFAC Result', 'OFAC Date', 'Inactive Contact' (dropdown), 'Phone' (dropdown list, with a green callout box and '1'), 'Fax', 'Email' (collinsquare@symmetrycommercial.com.au), 'User Administration' section with 'Create User For Contact' (checkbox, with a red circle and '2'), 'User Role' (dropdown list, with a red circle and '3'), and 'EFT Access' (dropdown list, with a red circle and '4'). The 'User Role' and 'EFT Access' dropdowns are currently set to 'Admin' and 'No Access' respectively.

Registration – Vendor Profile

7. Fill in all mandatory fields and click “Submit”

The screenshot shows the 'Review and Submit' page in the VENDORCafé system. The page title is 'Review and Submit' with a checkmark icon. The breadcrumb trail is 'VENDORCafé / Vendor Profile / Review and Submit'. A progress indicator in the top right corner shows 80% completion. A yellow notification banner at the top reads: 'Please review and submit the data for approval from the client.' Below this, there are 'Previous' and 'Submit' buttons. The main content area is divided into sections: 'Vendor Information', 'Category', and 'Contacts'. The 'Vendor Information' section contains a table with the following data:

Vendor Name	Automatic Fire Protection P/L	Contact	Indra Martin
Vendor Code	v0000036	Email	indra.martin@collinssquare.com.au
Vendor Type	Air Duct Cleaning	Alternate Email	
		Home Phone	

Below the table, there are dropdown menus for 'Category' and 'Contacts'. At the bottom of the page, there are 'Previous' and 'Submit' buttons.



Registration – Vendor Profile

8. Review & Submit

VENDORCafé Navigation

- Vendor Profile
- Vendor Information
- Service Type
- Category
- Contacts
- Review and Submit
- Q & A
- Help
- FAQ
- Video Tutorials
- Switch Profile
- Sign Out

Review and Submit 100%

VENDORCafé / Vendor Profile / Review and Submit

You have successfully submitted your data to Walker Group Holdings Pty Limited. Once approved you will be notified by email to your email address registered with us.

Previous Submit

Vendor Information			
Vendor Name	Automatic Fire Protection P/L	Contact	Indra Martin
Vendor Code	v0000036	Email	indra.martin@collinssquare.com.au
Vendor Type	Air Duct Cleaning	Alternate Email	
		Home Phone	

Category

Contacts

Previous Submit

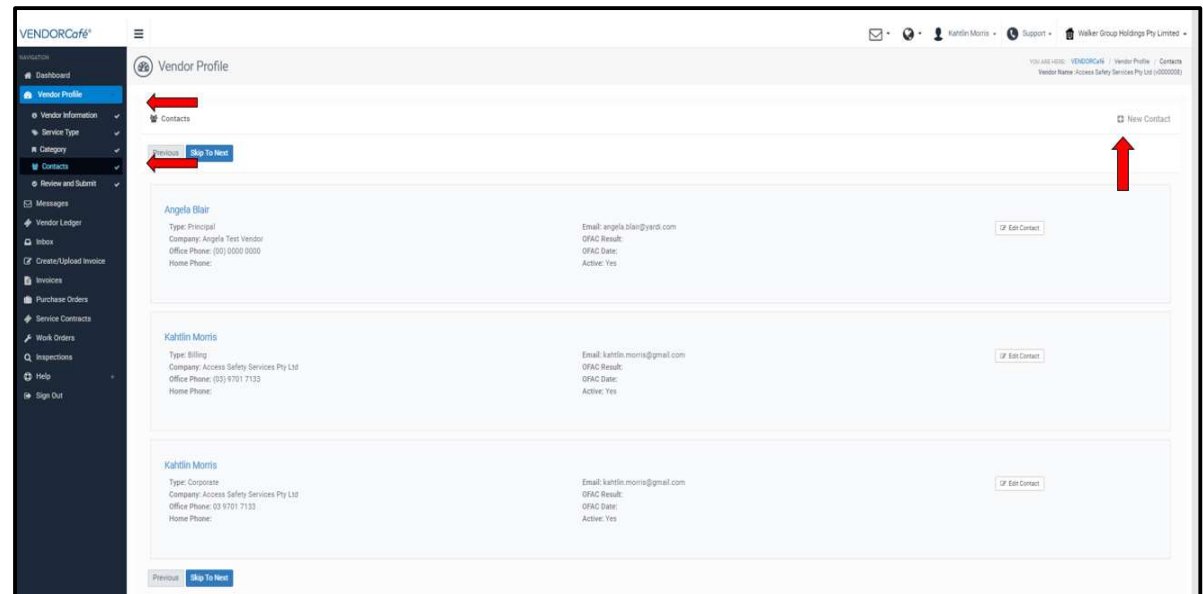


Adding New Contact/Editing Current Contact

Once the setup is completed and your account is approved, you can add other users who will be utilizing Vendor Café

1. Click on Contacts
2. Add New Contact
3. Once this is done, the new user will get an email with the link and request to change password. Please make sure the users activate their accounts otherwise they will not have access to it.

Attached on the last page is our billing entities – please keep this handy for your invoicing. Invoices uploaded with incorrect billing address will be rejected and will result in a delay of your payment.



Vendor Café Registration

- For Technical support issues please contact:
 - Yardi @ anz_vendorcafe_support@yardi.com or 1800 370 557

Please note Company Reference for Helpdesk is – Walker Corporation

- For Process support issues please contact:
 - Walker Asset Services facilities@festivalcarpark.com.au

Billing Entities

Our Billing Entities are separate for each Building. Invoices should be addressed to the correct entity for it to be processed and paid. Please refer to list for the correct entities.

FESTIVAL CARPARK				
Building Identification	Street Address	Entity Name for Invoice	ABN/ACN	Billing Address
Festival Tower Carpark	1 Festival Tower, Festival Plaza	Walker Riverside (Carpark) Pty Ltd	54 512 659 824/ 609 007 383	1 Festival Tower, Festival Plaza
Festival Tower	1 Festival Tower, Festival Plaza	Walker Riverside (Office) Pty Ltd	70 718 795 036/ 609 975 397	1 Festival Tower, Festival Plaza

COLLINS SQUARE

Building Identification	Street Address	Entity Name for Invoice	ABN	Billing Address
Tower 1	727 Collins Street, Melbourne VIC 3008	Walker Collins St. Building 4B Pty Limited	39 584 072 937	727 Collins St DOCKLANDS VIC 3008
Tower2	727 Collins Street, Melbourne VIC 3008	Walker Collins St. Building 4D Pty Limited	13 937 361 681	727 Collins St DOCKLANDS VIC 3008
Tower 4	737 Collins Street, Melbourne VIC 3008	Walker Collins St. Building 4C Pty Limited	37 764 162 545	727 Collins St DOCKLANDS VIC 3008
Tower 5	737 Collins Street, Melbourne VIC 3008	Walker Collins St. Building 4E Pty Limited	81 698 843 150	727 Collins St DOCKLANDS VIC 3008
Goods Shed South	707 Collins Street, Melbourne VIC 3008	Walker Collins St. Goods Shed Pty Limited	78 661 225 715	727 Collins St DOCKLANDS VIC 3008
Shared Services	727 Collins Street, Melbourne VIC 3008	Villdock Pty Ltd	95 599 070 663	727 Collins St DOCKLANDS VIC 3008
Goods Shed North - 710 Collins Street	710 Collins Street Melbourne VIC 3008	AW 710 Collins Street Pty Limited	46 163 790 196	710 Collins Street, DOCKLANDS VIC 3008

PARRAMATTA SQUARE

Building Identification	Street Address	Entity Name for Invoice	ABN/ACN	Billing Address
3 Parramatta Square	153 Macquarie Street, Parramatta NSW 2150	Parramatta Square No. 3 Property Pty Limited	12 875 351 004 615 329 416	12 Darcy Street, Parramatta NSW 2150
4 Parramatta Square	12 Darcy Street, Parramatta NSW 2150	Parramatta Square No. 4 Property Pty Limited	84 103 324 234 608 365 457	12 Darcy Street, Parramatta NSW 2150
BMS	12 Darcy Street, Parramatta NSW 2150	Parramatta Square Property Pty Limited	95 279 881 091 608 898 611	12 Darcy Street, Parramatta NSW 2150
6&8 Parramatta Square	10 Darcy Street, Parramatta NSW 2150	Parramatta Square No.6 Property Pty Limited	68 155 070 591 608 362 465	12 Darcy Street, Parramatta NSW 2150

WESTERN SYDNEY UNIVERSITY (BCC)

Street Address	Entity Name for Invoice	ABN/ACN	Billing Address
74 Rickard Road, Bankstown NSW 2200	Walker Asset Services Pty Ltd	60 150 377 334	74 Rickard Road, Bankstown NSW 2200