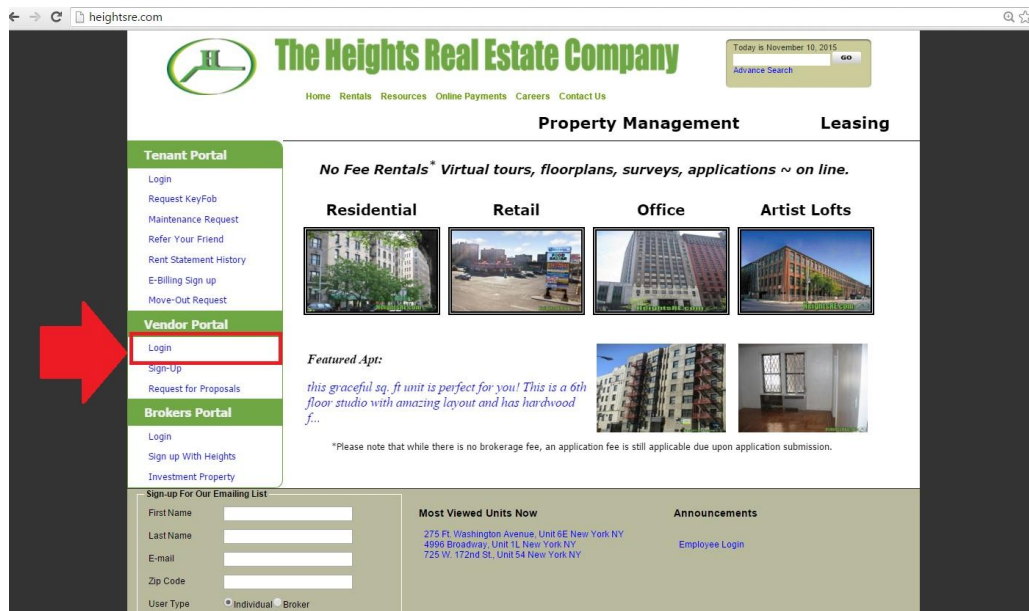


Heights Management: Vendor Welcome Package – Invoice Process Walkthrough. 10/11/2015

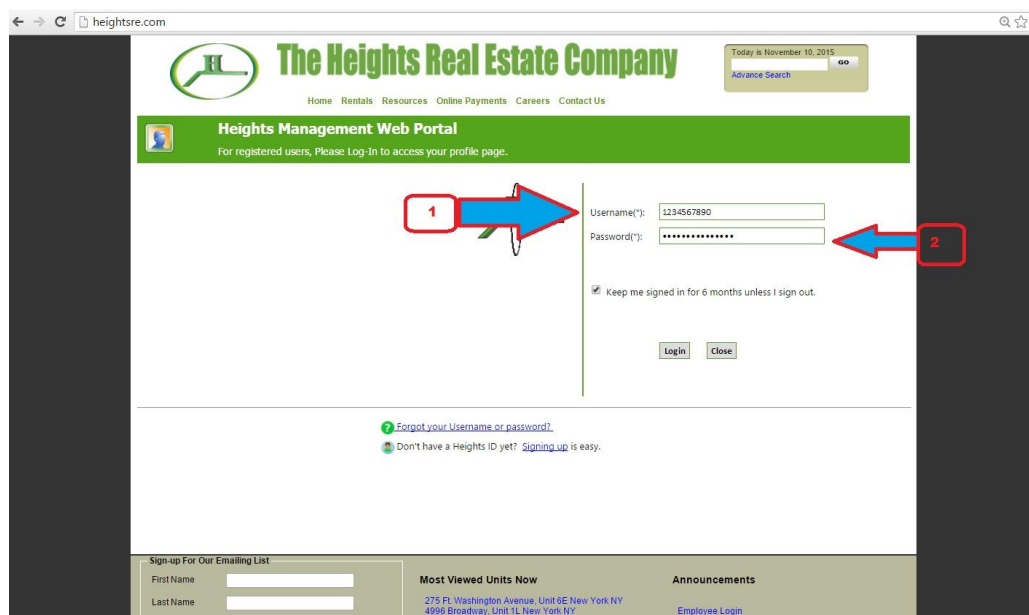
Dear Vendor ,

Please follow the walkthrough and picture sequence below as a guide to the Heights Invoice filing process for vendors.

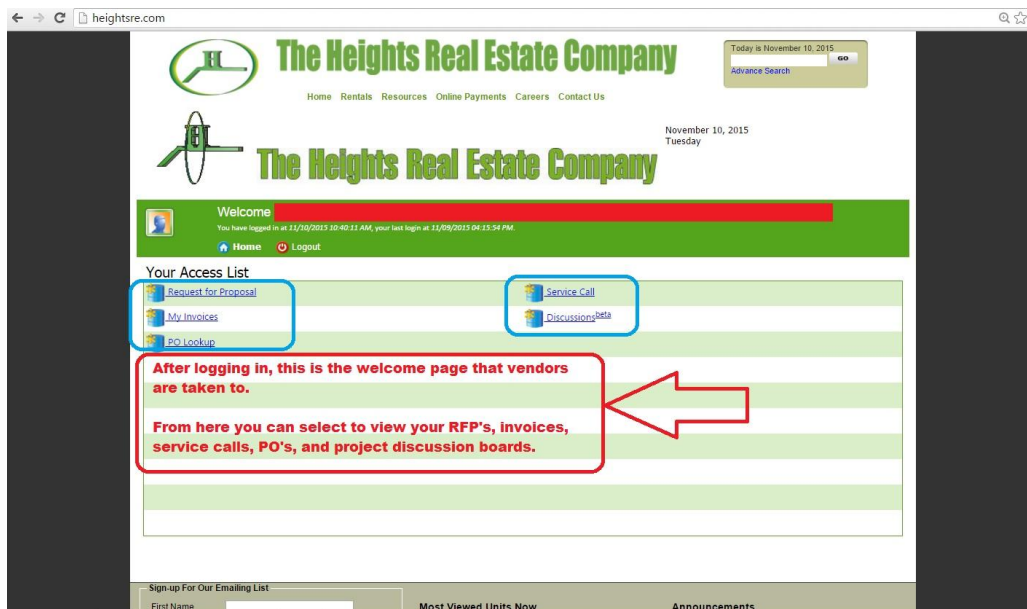
- 1) Go to the Heights Management Website at www.heightsre.com.
- 2) Go to the section labeled “Vendor Portal” and click on the section labeled “Login”



- 3) After clicking login, you will be taken to this page.
- 4) Enter your vendor username and password as shown in the screenshot below.



- 5) After logging in, you will be taken to this page. This is the Vendor homepage. From here, you can select to view your RFP's, open PO's, project discussion boards, service calls and other options.
- 6) Click on the option labeled **"My Invoices"**



The screenshot shows the homepage of The Heights Real Estate Company. At the top, there is a logo and navigation links: Home, Rentals, Resources, Online Payments, Careers, and Contact Us. A date stamp indicates it is November 9, 2015, Monday. Below the header, a green banner displays a 'Welcome' message and login details. The 'Your Access List' section contains several links: Request for Proposal, Service Call, My Invoices (highlighted with a red box and a callout 'Click here.'), Discussions (beta), and PO Lookup. The bottom of the page shows a URL: www.HEIGHTSREALTY.COM/Accounts/Accounts.aspx?AccountID=981&AccountName=Vendor.

- 7) Clicking on the link “My Invoices” will take you to the view listed in the attached screenshot below:
- 8) In this view, you have the option to view unprocessed invoices as well as processed invoices for your open jobs.
- 9) Using the side menu, you can sort the way you would like to view the invoices – by building, by PO, and by Date.
 - a. Below is the view listed as open invoices sorted by building.
 - b. You can always click any option on the left side below the heading “Unprocessed invoices” to see what is open, as well as the “Home” link at the top to return to the Vendor Homepage.

Building	Unit	PO	Invoice Date	Amount	Status	Description	Open
1-19 Ampere Parkway				\$0.00			
74-78 Post Avenue				\$9,050.00			
Building				\$500.00	Unprocessed, waiting for Requisition Form	2/2: Waterproofing Jobs: Final Payment after punchlist completion	
Building				\$8,550.00	Unprocessed, waiting for Requisition Form	1/1: Waterproofing Jobs: Final Payment after punchlist completion	
238 Ft. Washington Ave.				\$135,369.20			
545-547 West 158th Street				\$28,293.60			
561 West 186th Street				\$20,625.00			
620 West 182nd Street				\$1,450.00			
716 West 180th Street				\$14,968.40			
720 West 180th Street				\$14,968.40			
2565 Grand Concourse				\$0.00			
Total				\$224,724.60			

- 10) Clicking on the icon labeled “OPEN” at the right side of the entry will open up the view below.
- 11) In the view (as shown in the screenshot below) you can see the status of a job and whether or not the invoice has been uploaded or not.
- 12) You can upload your invoice once the job has been completed. To check on the status of the job completion look at the item labeled “STATUS” and this will tell you what is missing or not complete.
- 13) The payment summary is shown in the window below.
- 14) Invoices can be uploaded by clicking below on the green text.

The Heights Real Estate Company
Mon, Nov 9, 2015

Building: 74-78 Post Avenue Unit: Building
 PO# [REDACTED] Invoice Date: 10/19/2015
 Work Start: [REDACTED] Amount: \$ [REDACTED]
 Work End: [REDACTED] Invoice# [REDACTED]
 Source DB: Request for Proposal
 Description/Title: Waterproofing Jobs
 Invoice Full Memo: 2/2
 Status: **Unprocessed, waiting for Requisition Form**

Payment Summary:

Building: 74-78 Post Avenue, New York, NY 10034 Unit: Building
 Contract: [REDACTED] Contract Date: 10/10/2014
 Date Bid Invite: [REDACTED] Date PO# Issued: 10/10/2014

# Quote revisions:	# Vendor Call Rpts:	# Vendor Picture Rpts:	# Super Calls Rpts:	# Super Picture Rpts:
0	0	0	0	0

Original Contract:	
Total Change Orders:	\$143,982.00
Totals:	\$0.00
Original Contract:	\$143,982.00
Paid:	\$500.00

Req Description	Description	Total Amount	Amount Paid	Amount Due	Date Check Issued	Check#	Date Check Cashd
Change Order# 54745-451		\$224,724.60	\$0.00	\$224,724.60	10/19/2015		

Multiple payment PO. Please submit processing/upload of invoice first to the **earliest available invoice.**

Click green text

- 15) Clicking on the green text will change the view. Please see the screenshot below. You can now upload your invoice documents – invoice file and signed service tickets.
- 16) Once the invoices are uploaded, a workflow will be initiated for the final review and approval of payment for the job.

The screenshot displays a web application interface for The Heights Real Estate Company. The browser address bar shows the URL: www.heightsre.com/_85256c070043a043.nsf/0/DE1EDDDEDAD2288085257EB60075262F?OpenDocument. The company logo and name are at the top, with the date "Mon, Nov 9, 2015" to the right.

The form contains the following fields:

- Building: 74-78 Post Avenue
- Unit: Building
- PO#: [Redacted]
- Invoice Date: 09/04/2015
- Work Start: [Redacted]
- Amount: \$ [Redacted]
- Work End: [Redacted]
- Invoice#: [Redacted]
- Source DB: Request for Proposal
- Description/Title: Waterproofing Jobs
- Invoice Full Memo: 1/1: [Redacted]
- Status: **Unprocessed, waiting for Requisition Form**

Below the form is a "Payment Summary" section:

- Building: 74-78 Post Avenue, New York, NY 10034
- Unit: Building
- Contract: [Redacted]
- Contract Date: [Redacted]
- Date Bid Invite: [Redacted]
- Date PO# Issued: 10/10/2014
- # Quote revisions: 0
- # Vendor Call Rpts: 0
- # Vendor Picture Rpts: 0
- # Super Calls Rpts: 0
- # Super Picture Rpts: 0
- Original Contract: [Redacted]
- Total Change Orders: [Redacted] \$0.00
- Total: [Redacted]
- Paid: [Redacted] \$0.00

At the bottom, there is a table with the following headers: Req Description, Description, Total Amount, Amount Paid, Amount Due, Date Check Issued, Check#, and Date Check Cashed. The table is currently empty.

Below the table, there is a section for uploading files:

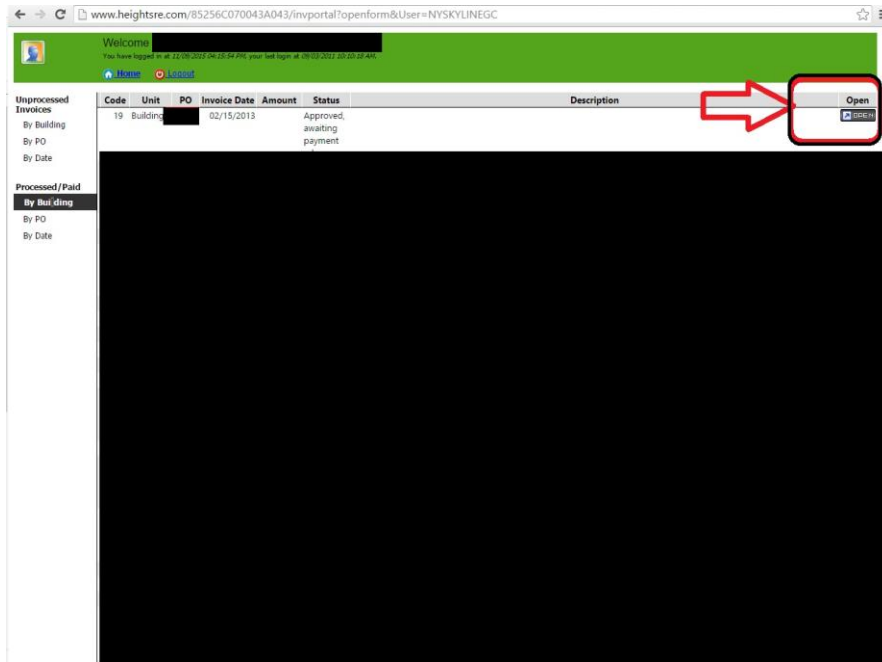
Please pick up the file you want to upload and click Upload button below.

Invoice File:

Signed Service Ticket:

To Look up Processed Invoices

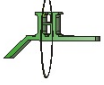
- 1) Go back to the Vendor Home Page
- 2) Click on My Invoices
- 3) After returning to the regular invoice view, there will be a tab on the left hand menu that says "Processed/Paid"
 - a. This tab has the views for past processed and paid invoices.



- 4) Just like unprocessed invoices, the past paid invoices can be sorted by building, PO and by Date (see above)
- 5) You can click on the "Open" tab on the right hand side to see your paid invoice. Screenshot shown below.

Heights Real Estate Comp. x Invoice Portal | HeightsRE: x Heights Real Estate Comp. x

www.heightsre.com/85256C070043A043/0/3E00C3D907DF654B85257B83003C9FF3?opendocument

 **The Heights Real Estate Company** Mon, Nov 9, 2015

Building: 1-19 Ampere Parkway	Unit: [REDACTED]
PO# [REDACTED]	Invoice Date: 02/15/2013
Work Start:	Amount:
Work End:	Invoice#
Source DB: Request for Proposal	
Description/Title: Store Renovation	
Invoice Full Memo:	
Status: Approved, awaiting payment release	

Payment Summary:

Building:	1-19 Ampere Parkway, East Orange, NJ 07017	Unit:	Building
Contract:	[REDACTED]	Contract Date:	
Date Bid Invite:		Date PO# Issued:	7/6/2012
# Quote revisions:	0	# Vendor Call Rpts:	0
# Vendor Picture Rpts:	0	# Super Calls Rpts:	0
# Super Picture Rpts:	0		

Original Contract: \$ [REDACTED]
 Total Change Orders: \$ [REDACTED]
 Total: \$ [REDACTED]
 Paid: \$ [REDACTED]

Req Description	Description	Total Amount	Amount Paid	Amount Due	Date Check Issued	Check#	Date Check Cashd
Change Order# 43562-271	To provide additional materials for the site	\$3,000.00	\$3,000.00	\$0.00	01/25/2013	200	7/1/2013

Close Window