Heights Management: Vendor Welcome Package – RFP Walkthrough. 10/11/2015 Section #4 Dear Vendor ,

Please follow the walkthrough and picture sequence below as a guide to the Heights RFP process for vendors. Following this process will allow you to look up jobs to view description, vendor estimates, and primary discussion boards so that you can save time and get paid faster.

- 1) Go to the Heights Management Website at <u>www.heightsre.com</u>.
- 2) Go to the section labeled "Vendor Portal" and click on the section labeled "Login"

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		The Heights R Home Rentals Resources (	Contract Contract		Today is November 10, 2015 Go Advance Search	
			Prope	rty Managemer	nt Leasing	
	Tenant Portal	No Fee Rentals <sup>*</sup>	Virtual tours, floorpla	ans, surveys, applic	cations ~ on line.	
	Request KeyFob Maintenance Request Refer Your Friend Rent Statement History E-Billing Sign up Move-Out Request Vendor Portal	Residential	Retail	Office	Artist Lofts	
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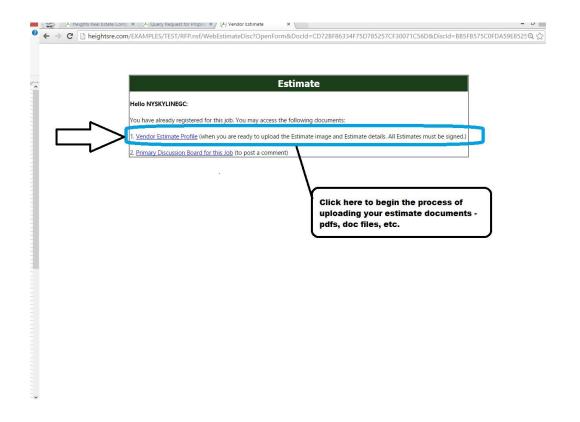
- 3) After clicking login, you will be taken to this page.
- 4) Enter your vendor username and password as shown in the screenshot below.

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The Heights Real Estate Company	
Heights Management Web Portal For registered users, Please Log-In to access your profile page.	
Username("): 1234567890 Password("):	
Keep me signed in for 6 months unless I sign out.	
Login Close	
<ul> <li>Forgot your Username or password?</li> <li>Don't have a Heights ID yet? Signing up is easy.</li> </ul>	
Sign-up For Our Emailing List	
First Name Most Viewed Units Now Announcements	
Last Name 275 FL Vashington Avenue, Unit 6E New York NY 4996 Broadway, Unit 1 New York NY Employee Login	

- 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 "Request for Proposal"

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The Heights Real Estate Company	
The Heights Real Estate Company	
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Your Access List	
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My Invoices Discussions <sup>bata</sup>	
PO Lookup	
After logging in, this is the welcome page that vendors	
are taken to.	
From here you can select to view your RFP's, invoices,	
service calls, PO's, and project discussion boards.	
Sign-up For Our Emailing List	
First Name Most Viewed Units Now Announcements	

- 7) After clicking on the link for "Request for Proposal" you will be taken to this page (screenshot displayed below) – with two options – "Vendor Estimate Profile", and "Primary Discussion Board for this Job". Select the top option to begin the process of uploading your estimate documents when ready, select the bottom option to enter the discussion boards to post queries and comments.
- 1) We will start with the estimate upload process. Click the link "Vendor Estimate Profile" to begin.



- 2) Begin the estimate upload process by moving through the steps A to D below and upload the documents as requested.
- 3) Estimate documents must be uploaded along with Estimates on job start dates and completion dates.

Heights Logo			Vendor Services - Po	
elcome	Center for Job#Pease use the be	low to make your appointment to see the site, uplo	ad your quote, references and certificate of insurance.	
can access it anytime by loggin	iq in, clicking Requests for Proposal and ch	posing this lob#		
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Bidder Information	(B). Contract Signing (C). Project	Management 🔄 (D). Contract Administration	Upload documents as requested	
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Bidder Information (A). Request for Proposal	p Inspection by the p a purpose of the provided Estimate and Details of the provided Estimate and Details of the provided		Upload price here.	

4) Once the estimate is uploaded, go to Step B and upload the Signed Contract and your Company Addendum.

- 5) Upload the Certificate of Insurance and Permit files as well.
- 6) Upload the Work schedule and follow steps 5 through 7 to begin closing the estimate upload and job approval/start process.

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is your Estimate Management C	enter for <u>Job#</u> Please use the belo	ow to make your appointment to see the site, uploa	d your quote, references and certificate of insurance.
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(A). Request for Proposal	(b). Contract signing	(D). Contract Administration	
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7) Click the Save Estimate Details Form (shown in the screenshot above) to proceed to the next steps

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Step 4. Work Schedule Please put in the Date that you wil	l start the job and the approximate		as stated on your cont	ract. You can change the :	scheduled work date up	o until 7 AM of the actual Wor	'k Date.
Job Start on Site:	11/08/2015						
Job Completion:	12/05/2015						
	Daily Reporting Instruction ry Sheet for your reference. It has ins	tructions on how to create	e a picture report and fo	r leaving call reports.			
Vendor Summary Sheet	26.0620.62						
Step 7.Request for Job Start Au	thorization					Contract Adm	ninistration 🔶
of repairs and aluminum coating		Save Estimat	do	ick here when ne to proceed e next step			

- 8) Step D if the job is approved
  - a. Upload the requisition forms and reports when you are doing the job in order to qualify for payments.
  - b. These reports and documents must be uploaded/submitted or payment will not be made.

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		cess your DISCUSSION BOARD.				
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To Post on Project Discussion Boards: We will use discussion boards to communicate as these are electronic workrooms that allow for faster communication. This allows your job to proceed faster and get you paid quicker and save time.

1) Click on the link "Primary Discussion Board for this Job"

Estimate Helio NYSKYLINEGC: You have already registered for this job. You may access the following documents: 1. <u>Vendor Estimate Profile</u> (when you are ready to upload the Estimate image and Estimate details. All Estimates must be signed.) 2. <u>Primary Discussion Board for this Job</u> (to post a comment)
Click here to post comments, inquiries etc, on the project discussion boards .

2) You will be taken to a discussion board page. These pages are set up to ensure communication. You will save plenty of time and be able to automatically upload your estimate and access your homepage.

How to post:

- 1) Enter your name and email on the right hand side.
- 2) Comments and queries can be made in the big text box in the top-center. Click "Submit and Send" to submit the comment.
- 3) Previous postings and the general comment feed can be viewed below the big text box
- 4) Attachments can be uploaded to the discussion board by clicking the attachments link to the top left of the big text box where you would enter your comments.
- 5) To submit an attachment you must enter a comment or query, then upload the attachment.
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This message is confidential its contents do not constitute a commitment by Heights Real Estate or any of its attituated companies except where provided for in a written agreement between you and Height Real Estate, et al. Afforms of electronic communication between at parties listed on this discussion board is being archived and monitored for quality purpose. Any unauthorced disclosure, use or