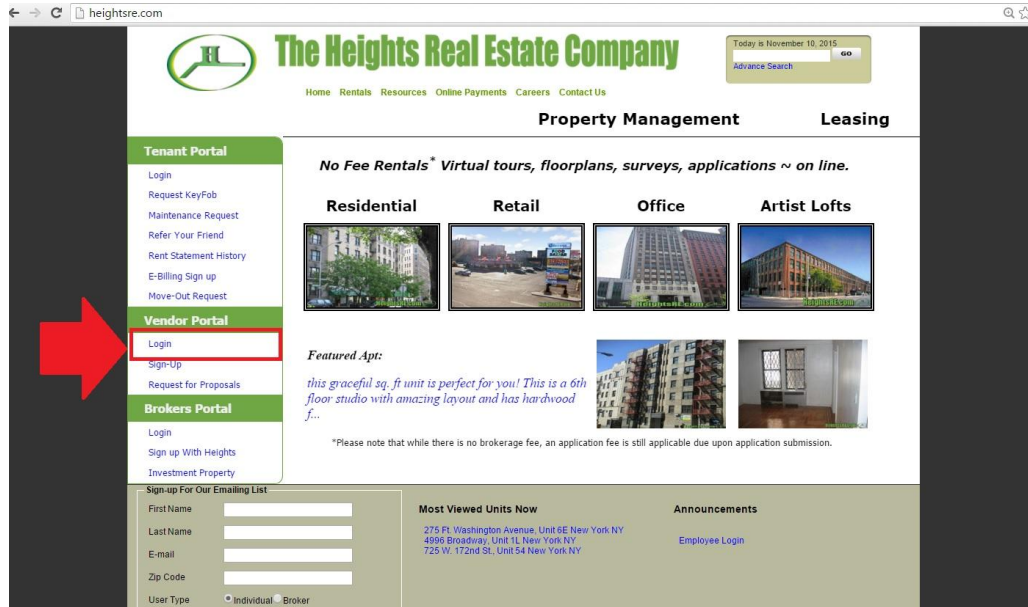


Section #6

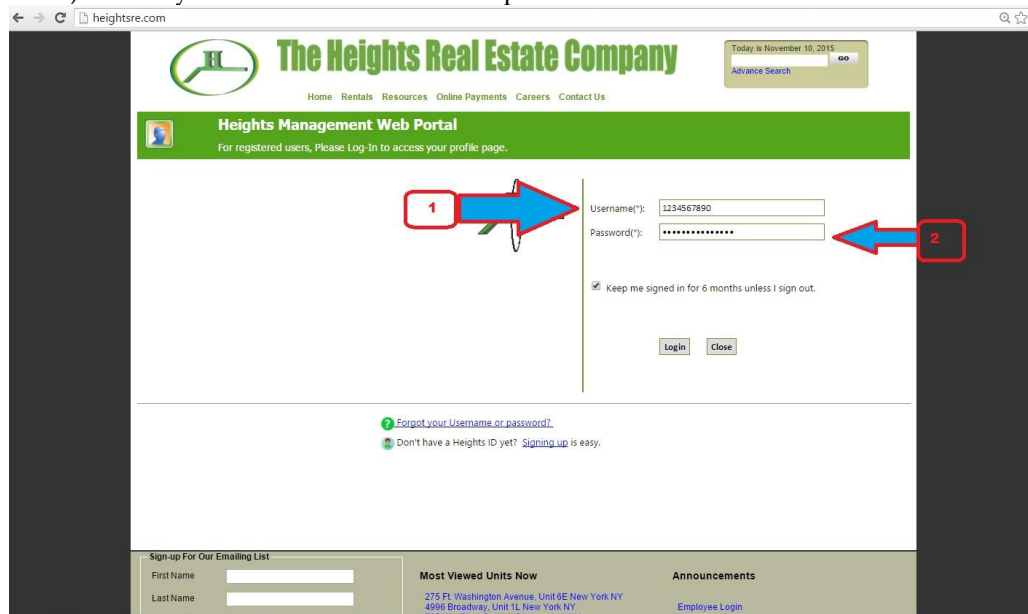
Dear Vendor ,

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

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

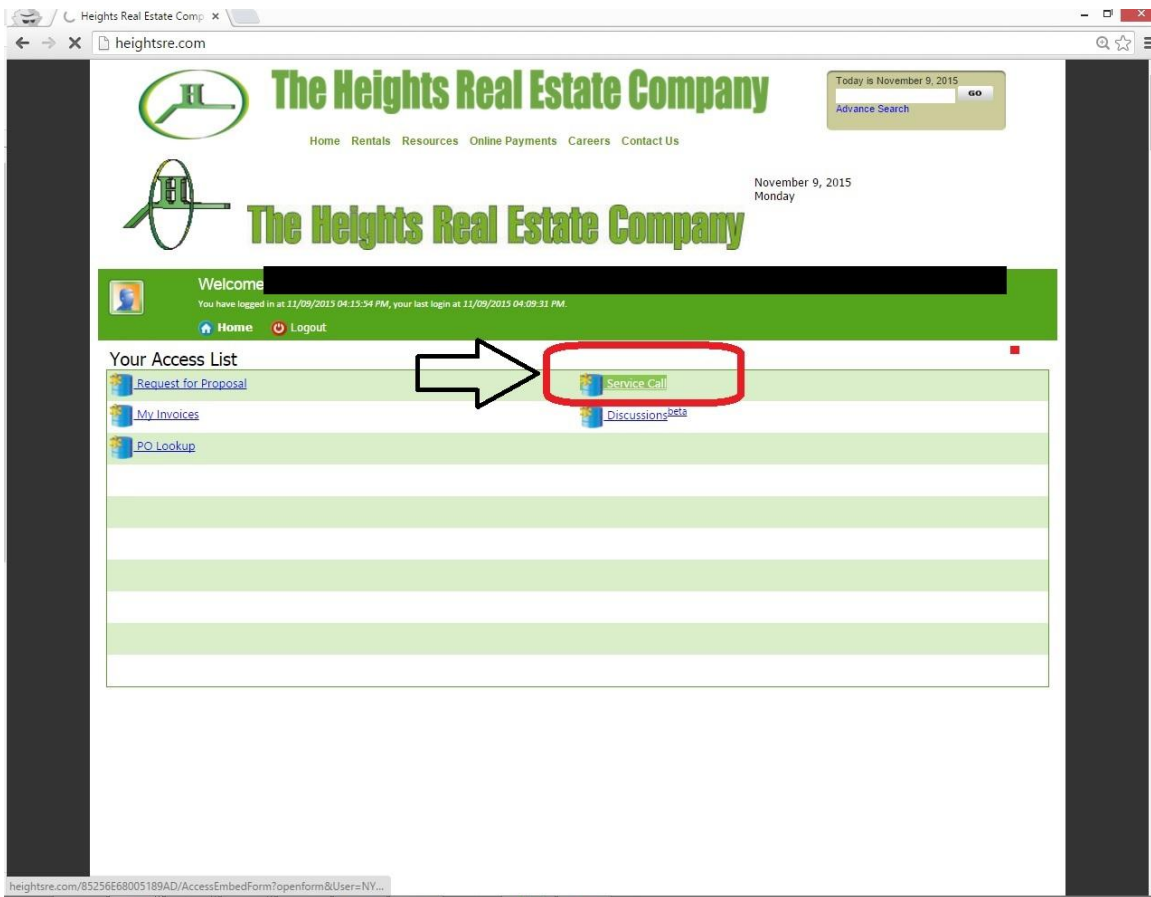
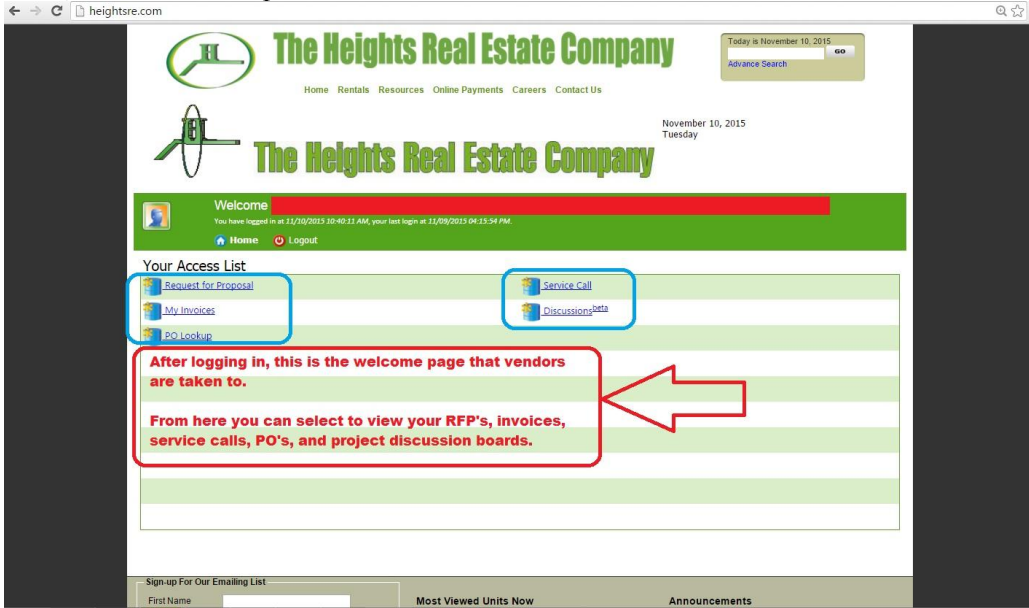


- 3) After clicking login, you will be taken to this page.
- 4) Enter your vendor username and password as shown in the screenshot below.



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 "Service Call"





# The Heights Real Estate Company

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Today is November 9, 2015  
Advance Search



# The Heights Real Estate Company

November 9, 2015  
Monday

**Welcome**  
You have logged in at 11/09/2015 04:13:54 PM, your last login at 11/09/2015 04:09:31 PM.  
[Home](#) [Logout](#)

**Service Call > Hello**  
[Main](#) [Logout](#)

Super's PO  
[Missing Invoices](#)  
[PO Numbers](#) [Open Super's POs](#)

Service Calls  
[By Building](#) [Open Vendor Service Calls](#)

0 Unfulfilled Orders with PO#'s issued

**No documents found**