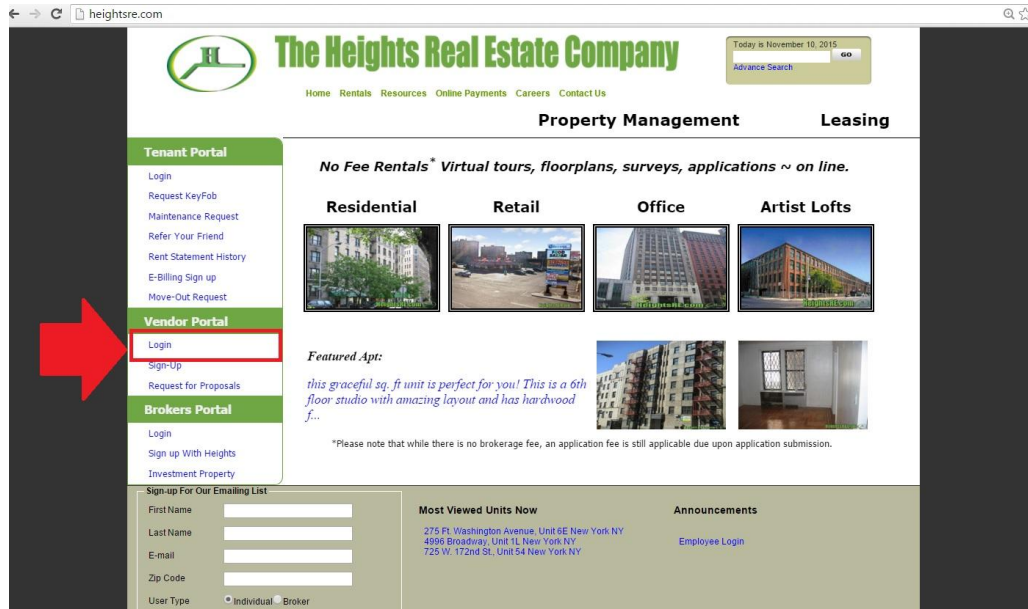


Section #5

Dear Vendor ,

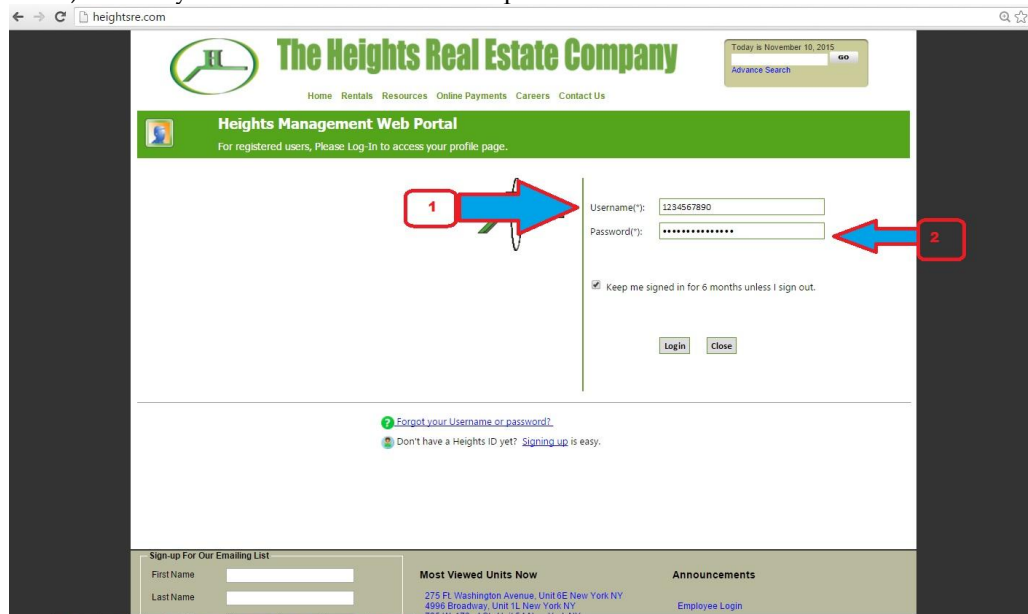
Please follow the walkthrough and picture sequence below as a guide to the Heights PO Lookup process for vendors.

- 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"

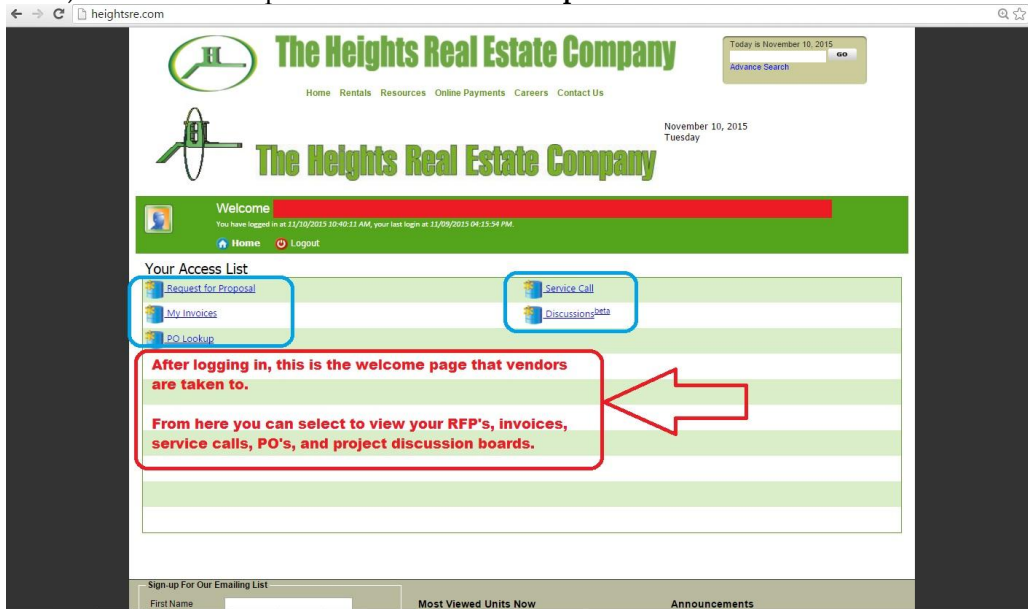


3) After clicking login, you will be taken to this page.

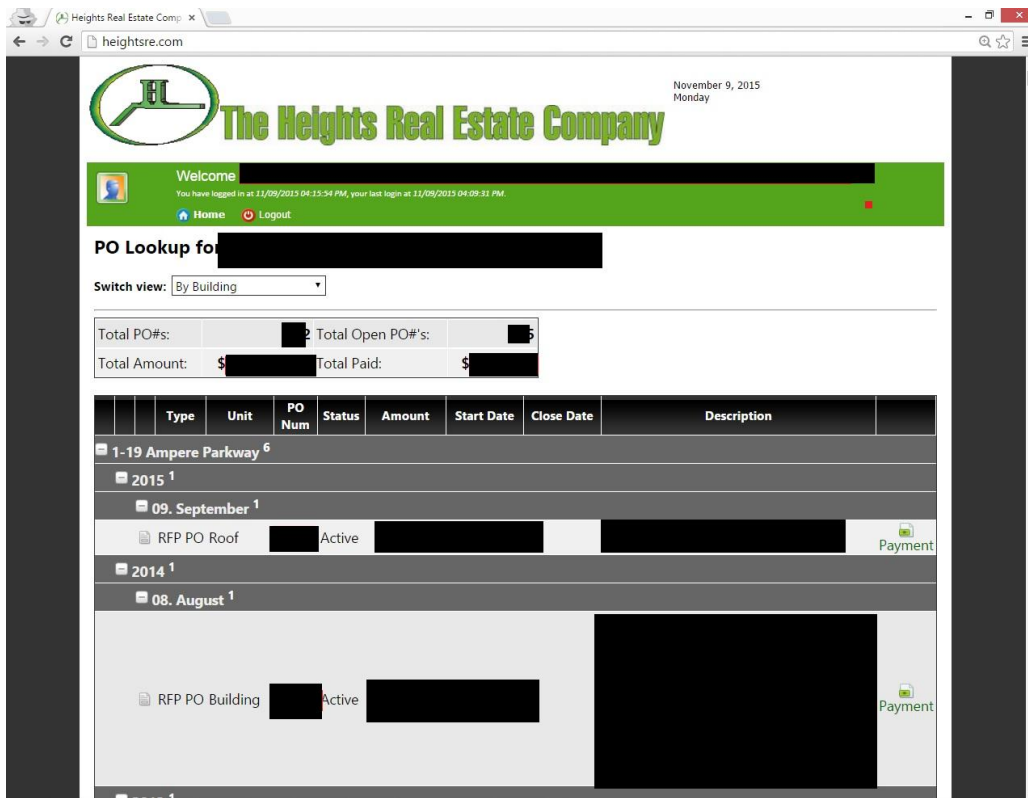
4) Enter your vendor username and password as shown in the screenshot below.



- 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 "PO Lookup"



- 7) Clicking on the "PO Lookup" link will open up a new view – this is displayed below.
- 8) In this view, you can minimize the display for open PO's and to view the PO that you want to look at.
- 9) Click on the right to view payments made – on the icon "Payment"



## Payment Summary

Vendor Estimate: [REDACTED]

<b>Building:</b>	1-19 Ampere Parkway, East Orange, NJ 07017	<b>Unit:</b>	Roof
<b>Contract:</b>	[REDACTED]	<b>Contract Date:</b>	[REDACTED]
<b>Date Bid Invite:</b>		<b>Date PO# Issued:</b>	
<b># Quote revisions:</b>	0	<b># Vendor Call Rpts:</b>	0
<b># Vendor Picture Rpts:</b>	0	<b># Super Calls Rpts:</b>	3
<b># Super Picture Rpts:</b>	0		

<b>Original Contract:</b>	[REDACTED]
<b>Total Change Orders:</b>	\$0.00
<b>Total:</b>	[REDACTED]
<b>Paid:</b>	[REDACTED]

Req Description	Description	Total Amount	Amount Paid	Amount Due	Date Check Issued	Check#	Date Check Cashed
Requisition# 1	To start work on site	[REDACTED]	[REDACTED]	\$0.00	09/24/2015	793	10/2/2015
		[REDACTED]	[REDACTED]	\$0.00			
<b>Pending:</b>							
Requisition# 2	Upon completion of work	[REDACTED]	\$0.00	[REDACTED]			
		[REDACTED]	\$0.00	[REDACTED]			
<b>Current totally due:</b>				[REDACTED]			