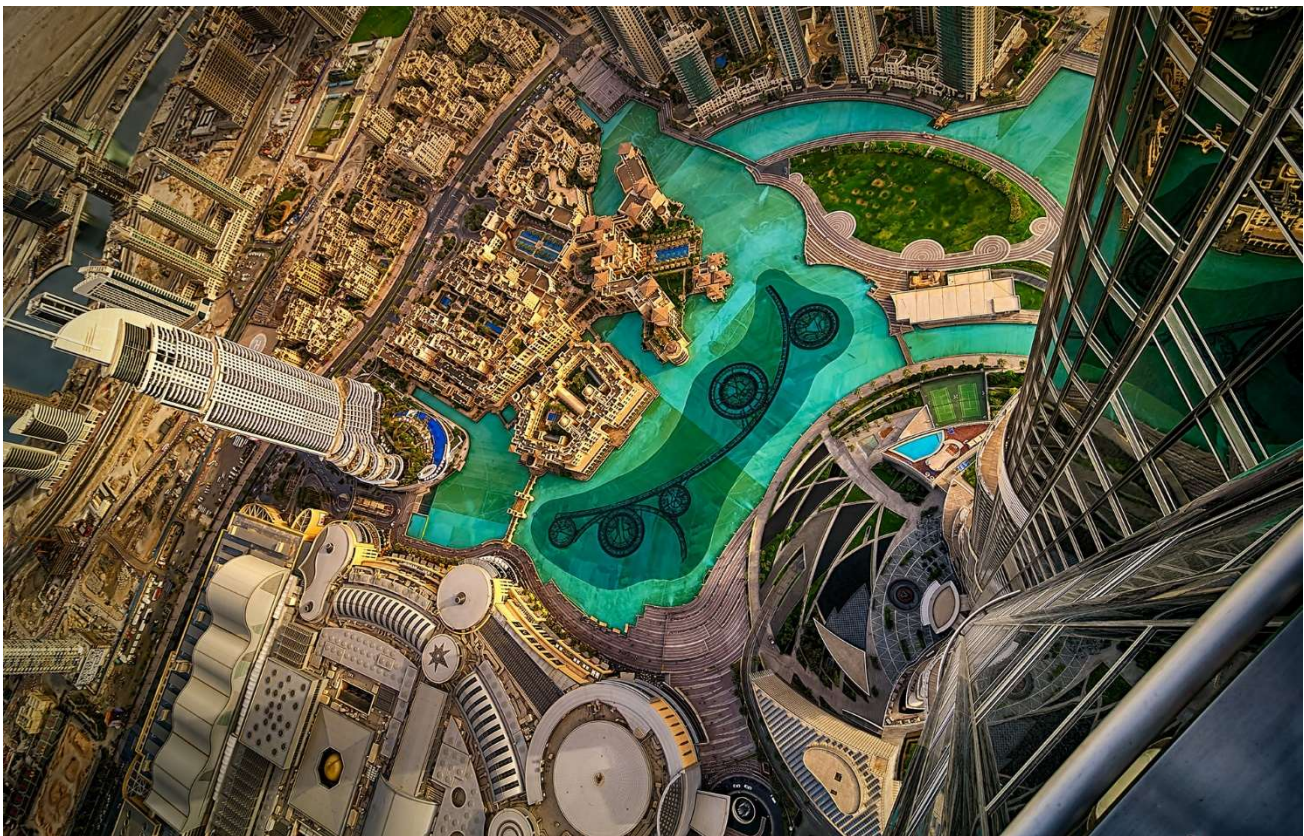


Client LLC

Vendor Café User Manual

Yardi Professional Service Group



Version	Date	Author	Reviewed By	Comments
1.00	28 th October 2025	Yardi Systems Limited.		

Purpose of this document

This document serves as a guide to illustrate the steps to follow for Vendor Management

Within this document we shall illustrate about:

Contents

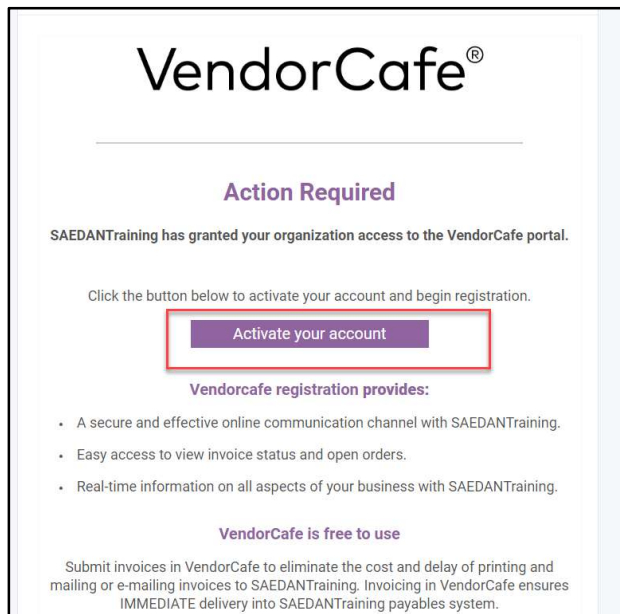
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Process: Vendor Onboarding (Creation of Vendor via Vendor Café)

Step 1: To sign up for Vendor Café

Check the Email invite sent by the Procurement specialist to sign up for Vendor Café.

Path: Received Email from Vendor Café > Click on Activate your account



Sign up screen appears. Complete the screen.

SIGN UP
unnatishah05+35@gmail.com

Vendor Name
Dyaar

Ahmed Dyaar

United Arab Emirates

050 123 4664

050 123 4667

100% Strong password

What is the name of your first pet?

Tom

What city was your mother born in?

Dubai

4mkre

* Please click on Terms and Conditions in order to continue

☒ I have read and accept the Terms and Conditions

Sign Up

Step 2: Click Sign up and update the Vendor information.

Vendor Profile (Per Client)

 Vendor Information

 Other Information

 Category

 Contacts

 EFT Setup

 Agreement

 Documents

 Review and Submit

Path: Remit to Address, Tax ID, then click on save and next

Note – The fields marked in Purple are mandatory.

Save & Next

* Indicates required fields.

Business Name	Dyaar	Corporate Name	Dyaar
Email	kanoce2382@ippals.com	Client Vendor Code	Dyaar12260
Alternate Email			

Address *

Building 1

Street 1

Al Ain

PostCode-City *

214356

Al Ain

Country

United Arab Emirates

Company URL

Same as Remit Address

Corporate Address

Building 1

Street 1

Al Ain

PostCode-City

214356

Al Ain

Country

United Arab Emirates

Corporate Contact

Corporate Contact should be the Primary Contact on the profile. Login credentials can be transferred by changing the contact on this screen.

Additional Contacts can be added later in Registration.

First Name *	Ahmed	Office Phone *	+971 50 123 4664	Extension
Last Name *	Dyaar	Home Phone		
Contact Email *	kanoce2382@ippals.com	Mobile Phone	+971 50 123 4667	☐ Opt In (SMS)
	Copy Contact	Fax		

Tax Information

VAT Registration Number

☒ TRN
 ☐ Trade License

200000257200013

Date

13/04/2023

Certification

You must agree to the Terms below in order to continue.

☒ I certify that the information provided on this form is correct

Save & Next

Step 3: Update Vendor Other information

Role: Vendor

Path: Vendor Café > Other Information

Trade license Name	
Trade license Number	

Trade license issued on	Select a date from the calendar
Trade License Expiry	Select a date from the calendar
Supplier Type	From the drop-down list
Commodities/Services Offered	Information about commodities or services provided by Vendor
In country Vendor	Select Yes/No
Certificate Number	If vendor is In Country Vendor, provide the certificate number
Certifying Agency	Agency providing certificate for In-country Vendor
Expiration Date	Select a date from the calendar

Other Information

VendorCard / Vendor Profile / Other Information

Next Save

* Indicates required fields.

Trade License name*	Dyaar	Commodities/Services offered*	Consulting Services
Trade License #*	3683592	In Country Vendor*	Yes
Trade License issued on	01/01/2023	Certificate Number	342342344
Trade License Expiry*	31/12/2023	Certifying Agency	AXA
Supplier Type*	Mainland	Expiration Date	01/12/2024
Authorized Signatory Name(s) per Trade License*	Ahmad Dyaar	Category	Consultant

Next Save

Step 4: Add Vendor Contacts

If you want to add new Contact

Path: Click Add Contacts > Click next after addition

Next

Add Contact Copy Contact

Ahmed Dyaar [Edit](#)

Type: Corporate

Primary Phone: +971 50 123 4664

Fax:

Email: kanoce2382@ippais.com

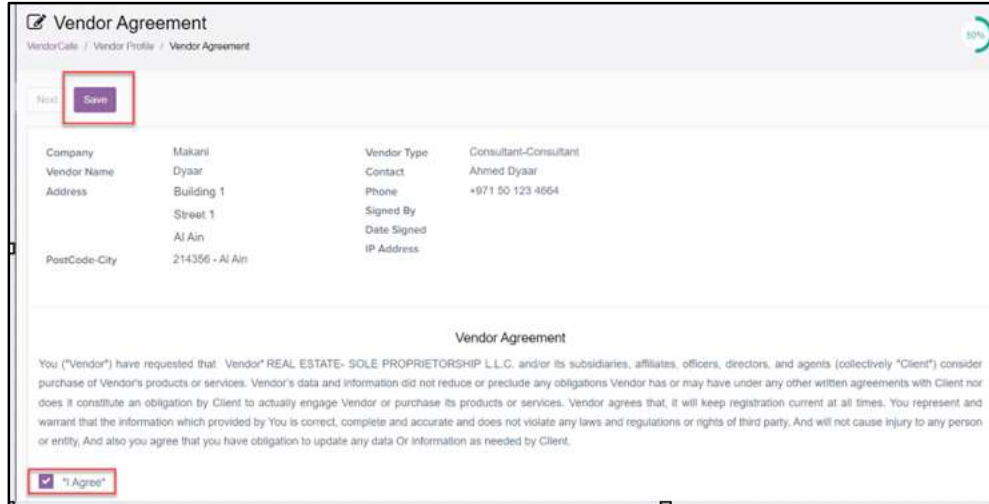
OFAC Result:

OFAC Date:

Active: Yes

Step 6: Confirm Vendor Agreement

Path: Select "I Agree" > Click Save



Vendor Agreement

VendorCafe / Vendor Profile / Vendor Agreement

Next **Save**

Company	Makani	Vendor Type	Consultant-Consultant
Vendor Name	Dyaar	Contact	Ahmed Dyaar
Address	Building 1	Phone	+971 50 123 4664
	Street 1	Signed By	
	Al Ain	Date Signed	
PostCode-City	214356 - Al Ain	IP Address	

Vendor Agreement

You ("Vendor") have requested that Vendor* REAL ESTATE- SOLE PROPRIETORSHIP L.L.C. and/or its subsidiaries, affiliates, officers, directors, and agents (collectively "Client") consider purchase of Vendor's products or services. Vendor's data and information did not reduce or preclude any obligations Vendor has or may have under any other written agreements with Client nor does it constitute an obligation by Client to actually engage Vendor or purchase its products or services. Vendor agrees that, it will keep registration current at all times. You represent and warrant that the information which provided by You is correct, complete and accurate and does not violate any laws and regulations or rights of third party. And will not cause injury to any person or entity. And also you agree that you have obligation to update any data Or information as needed by Client.

☒ "I Agree"

Step 7: Upload Mandatory Attachments

Path: Choose file > Select Attachment type> Insert Description > Click save

Mandatory Attachments: Bank Details on letter Head, POA Bank Document, VAT Certificate and Bank details letter.



Next **Save** Copy Documents

* Indicates required fields.

Property Name

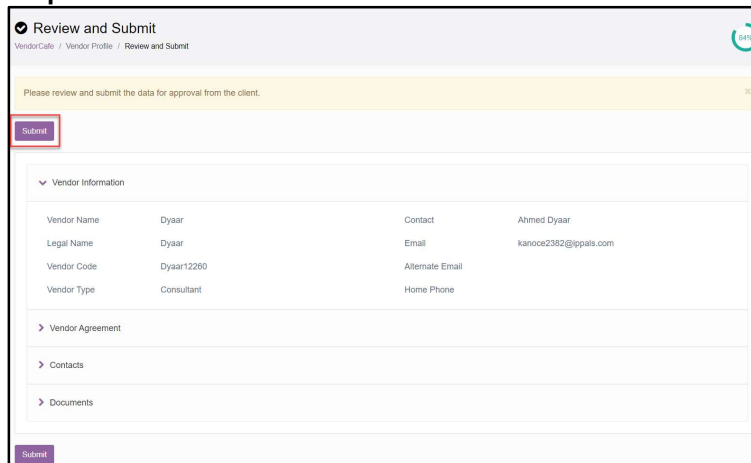
Property Code

☐ Select All ☐ Delete

1

Type*	Description*
Bank Details on Letter Head	Bank Details on Letter Head
Attachment*	
Bank Details letter head.pdf	Choose File

Step 8: Review and Submit



Review and Submit

VendorCafe / Vendor Profile / Review and Submit

Please review and submit the data for approval from the client.

Submit

▼ Vendor Information

Vendor Name	Dyaar	Contact	Ahmed Dyaar
Legal Name	Dyaar	Email	kanoc2382@ipals.com
Vendor Code	Dyaar12260	Alternate Email	
Vendor Type	Consultant	Home Phone	

> Vendor Agreement

> Contacts

> Documents

Submit

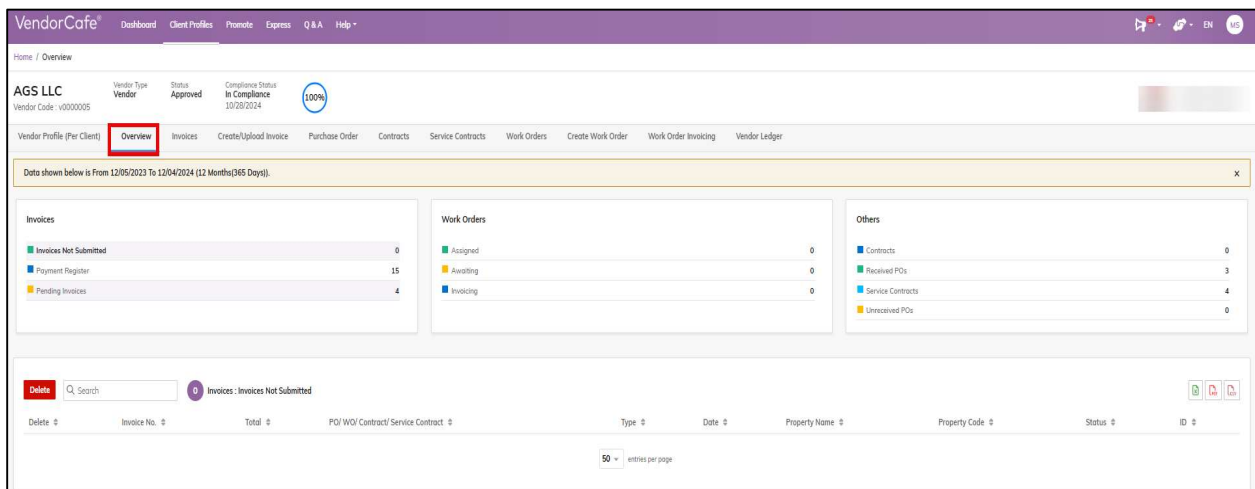


Now, Procurement Manager will review and approve the data.

Vendor Café Dashboard

From the Vendor Café dashboard, you can view your messages, invoices, open Purchase Orders, work orders records. The dashboard displays message counts at the top, so that you can easily review them. It also displays invoices, Purchase Orders, work orders.

Path: Click on Overview



Search for specific items - If you want to search and filter for specific items, you can select the specific item type from the menu. For example, if you want to find a specific invoice, select Invoices from the menu. Similarly, you can view Pos, contacts, service contracts, WOs, ledger etc. by clicking on separate tabs.



Process: Purchase Orders Review via Vendor Cafe

Review Approved PO

Role: Vendor

Path: Vendor Café > Purchase orders > Review Approved (Received and Unreceived POs).

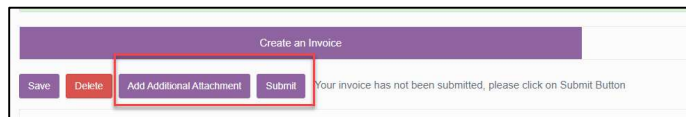
The screenshot shows the VendorCafe interface for reviewing purchase orders. The left sidebar contains navigation options like Dashboard, Vendor Profile, and Purchase Orders. The main area has two tabs: 'Received Purchase Orders' and 'UnReceived Purchase Orders'. Below the tabs, there's a search bar and a table of purchase orders. The table has columns for PO No., PO Description, Parent PO#, Parent PO Amount, PO Amount, Total Amount, Pending PO Amount, Invoice Amount, Property Name, Property Code, Unit, Order Date, and Work Order. The first row shows PO No. 12, PO Description 'Mall Of Al Ain', and a total amount of 105.00.

Process: Create PO Invoices via Vendor Café

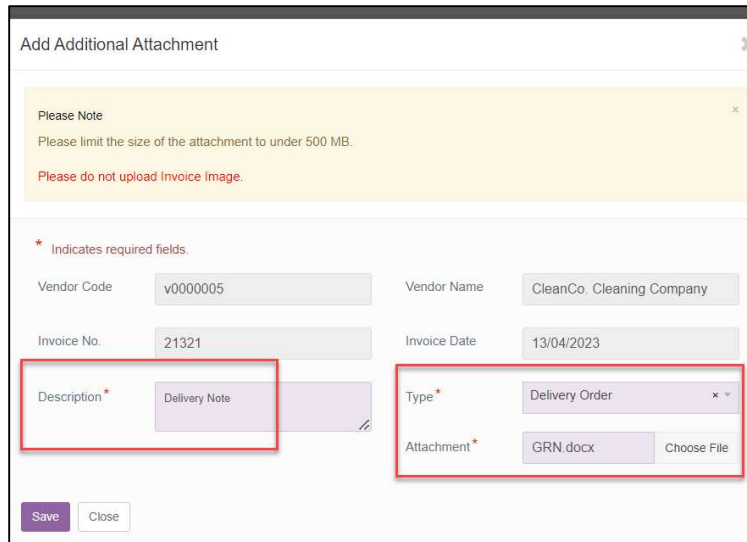
Step 1: Create PO Invoice

Path: Vendor Café > Create / Upload Invoice > upload invoice > insert invoice no > Insert invoice description > Invoice total > Click load PO to insert PO received lines > Click save > Submit.

The screenshot shows the 'Create an Invoice' form in VendorCafe. The form has fields for Company Name, Vendor Name, Vendor Code, Vendor Address, PO No., PO Description, PO Amount, PO Pending Amount, PO Tax Amount, PO Date, and PO Due Date. There are buttons for 'Create Invoice', 'Print PO', 'Load POs', 'Save', 'Upload', and 'Submit'. Below the form, there's a table showing the invoice details, including PO No., PO Amount, Parent PO#, Parent PO Amount, Total Amount, Pending Amount, Unprocessed Invoice Amount, Sub Total, Tax Total, Invoice Total, and Item Total. The table also shows the item description, quantity, unit price, and amount.



The screenshot shows a button labeled "Create an Invoice" in a purple bar. Below it, there are four buttons: "Save", "Delete", "Add Additional Attachment", and "Submit". The "Add Additional Attachment" and "Submit" buttons are highlighted with a red box. A message below the buttons states: "Your invoice has not been submitted, please click on Submit Button".



The screenshot shows the "Add Additional Attachment" modal. It includes a "Please Note" section with instructions: "Please limit the size of the attachment to under 500 MB." and "Please do not upload Invoice Image." Below this, there are fields for "Vendor Code" (v0000005), "Vendor Name" (CleanCo. Cleaning Company), "Invoice No." (21321), and "Invoice Date" (13/04/2023). There are also fields for "Description*" (Delivery Note) and "Type*" (Delivery Order). The "Attachment*" field shows "GRN.docx" and a "Choose File" button. At the bottom, there are "Save" and "Close" buttons.



The screenshot shows the "Create/Upload Invoice" screen. It has a header "VendorCafé / Create/Upload Invoice". Below the header, there is a green message box that says: "Your Invoice is submitted successfully."

After you submitted the invoice, the procurement team will allocate invoice to the correct Department Approver.

Process: Create Ad-hoc Invoices via Vendor Café

Step 1: Create Ad-hoc Invoice.

Path: Vendor Café > Create / Upload Invoice > upload invoice > insert invoice no > Insert invoice description> Invoice total > Insert invoice lines details

Fill out all the mandatory information in Purple. No PO will be associated with this.

AGS LLC
Vendor Code : V0000005

Vendor Type: Vendor
Status: Approved
Compliance Status: In Compliance 10/28/2024
100%

Vendor Profile (Per Client) | Overview | Invoices | **Create/Upload Invoice** | Purchase Order | Contracts | Service Contracts | Work Orders | Create Work Order | Work Order Invoicing | Vendor Ledger

Create on Invoice | Create a Contract/Job Invoice | Create a WO Invoice | Upload a PDF Invoice

PO No. [Load POs](#)

PO No.	PO Amount	Parent PO#	Parent PO Amount	Total Amount	Pending Amount	Unprocessed Invoice Amount

Upload PDF Invoice Image*
Choose file [Browse](#)

PDF Password

Type*
Invoice

Invoice No.*

Invoice Description*

Invoice Date*

Due Date*

Sub Total* 0.00
Tax Total 0.00
Invoice Total 0
Item Total 0

Delete	PO	Contract#	Job#	Property Name*	Code	Item Description*	Quantity*	Unit Price*	Amount*
☐				Select Property			0	0.00	0.00

After you submitted the invoice, the procurement team will allocate invoice to the correct Department Approver.

Service Contracts

The details of service contracts can be reviewed as mentioned below.

AGS LLC
Vendor Code : V0000005

Vendor Type: Vendor
Status: Approved
Compliance Status: In Compliance 10/28/2024
100%

Vendor Profile (Per Client) | Overview | Invoices | Create/Upload Invoice | Purchase Order | Contracts | **Service Contracts** | Work Orders | Create Work Order | Work Order Invoicing | Vendor Ledger

Data shown below is from 12/05/2023 To 12/04/2024 (12 Months(365 Days)). To view previous records please adjust the dates from Search Options.

Service Contracts

Service Contract No. Show Data For Start Date In 12 Months(365 Days) [More](#) [Search](#) [Clear](#)

Q Search

#	Service Contract No.	Description	Start Date	End Date	Original Amount	Total Amount	Invoice Amount	Pending Amount	PO Frequency	Renewable
1	SC005	Service contract FA	01/01/2024	12/31/2024	120,000.00	120,000.00	0.00	0.00	120,000.00 Monthly	Yes
2	SC006	Service contract FA	01/01/2024	12/31/2024	120,000.00	120,000.00	90,000.00	30,000.00	Monthly	Yes
3	SC007	Service contract FA	01/01/2024	12/31/2024	120,000.00	120,000.00	85,454.55	34,545.45	Monthly	Yes
4	SC0000003		11/01/2024	10/31/2025	2,400.00	2,400.00	0.00	0.00	2,400.00 Monthly	No

50 entries per page

Process: Create Work Order

The vendor can create a Work Order from the portal itself and can also review the same.

Path: Create Work Order – Fill out all the mandatory information and save.

Vendor Profile (Per Client) | Overview | Invoices | Create/Upload Invoice | Purchase Order | Contracts | Service Contracts | Work Orders | **Create Work Order** | Work Order Invoicing | Vendor Ledger

Create Work Order

Brief Description* Priority Property*

Problem Description Category Unit Access Notes

SubCategory

Attachments* [Browse](#)

[Save](#) [Reset](#)

The work orders created can be reviewed as below –

AGS LLC

Vendor Code : v0000005

Vendor Type

Vendor

Status

Approved

Compliance Status

In Compliance

28/2024/10/

100%

Property 1

Vendor Profile (Per Client)

Overview

Invoices

Create/Upload Invoice

Purchase Order

Contracts

Service Contracts

Work Orders

Create Work Order

Work Order Invoicing

Vendor Ledger

Create Work Order

Brief Description *

Priority

Property *

Access Notes

Problem Description

Category

Unit

Attachment *

SubCategory

Choose file

Save

Reset

Search

2

Work Order	Property Code	Property Name	Unit	Status	Priority	Category	Sub Category	Brief Description	Call Date
54	prop1	Property1	A02_234	Scheduled	P3 Routine 1	Electrical		Repair required	04/2024/12/
53	prop1	Property1	A01_232	Scheduled	P2 Urgent	Mechanical		Repair required for the machine.	04/2024/12/

Now, the facilities team will be able to see the created WOs on their dashboards and perform the necessary actions.

Vendor Ledger

A **vendor ledger** is a detailed record that tracks all financial transactions between a company and its vendors, including purchases, payments, credits, and outstanding balances. It can be reviewed as mentioned below.

Path: Vendor Ledger

VendorCafe®

Dashboard

Client Profiles

Promote

Express

Q & A

Help

MS

Home / Vendor Ledger

AGS LLC

Vendor Code : v0000005

Vendor Type

Vendor

Status

Approved

Compliance Status

In Compliance

28/2024/10/

100%

Property 1

Vendor Profile (Per Client)

Overview

Invoices

Create/Upload Invoice

Purchase Order

Contracts

Service Contracts

Work Orders

Create Work Order

Work Order Invoicing

Vendor Ledger

Vendor Ledger

Invoice No.

Invoice No.

Property Name

Select Property

Show Data For Order Date In

12 Months(365 Days)

Search

Clear

Search

25

Transaction Date	Property	Doc Seq	Trans No.	Invoice No.	Description	Currency	Net Amount	Tax1	Tax2	Payments	Total	Trans Total	Balance
14/2024/10/	prop1	202400000046	P-50	INV24/47	Invoice for Laptops	bhd	2400	240	0	0	2640	2640	129640
13/2024/10/	prop1	202400000007	K-9			bhd	0	0	0	5000	0	5000	193000
13/2024/10/	prop1	202400000005	K-7			bhd	0	0	0	11000	0	11000	182000
13/2024/10/	prop1	202400000004	K-6			bhd	0	0	0	33000	0	33000	149000
13/2024/10/	prop1	202400000006	K-8			bhd	0	0	0	22000	0	22000	127000
09/2024/10/	prop1	202400000010	P-14	INVSC/01		bhd	10000	1000	0	0	11000	11000	110000
09/2024/10/	prop1	202400000011	P-15	INVSC/02		bhd	10000	1000	0	0	11000	11000	121000
09/2024/10/	prop1	202400000012	P-16	INVSC/03		bhd	10000	1000	0	0	11000	11000	132000
09/2024/10/	prop1	202400000013	P-17	INVSC/04		bhd	10000	1000	0	0	11000	11000	143000
09/2024/10/	prop1	202400000014	P-18	INVSC/05		bhd	10000	1000	0	0	11000	11000	154000
09/2024/10/	prop1	202400000015	P-19	INVSC/06		bhd	10000	1000	0	0	11000	11000	165000
09/2024/10/	prop1	202400000016	P-20	INVSC/07		bhd	10000	1000	0	0	11000	11000	176000