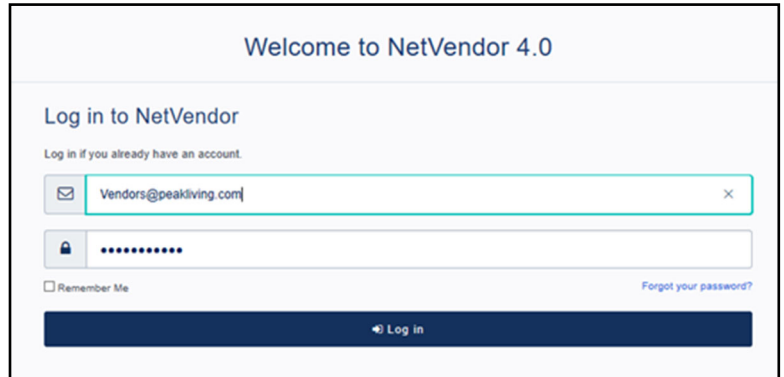


NetVendor Quick Reference Guide

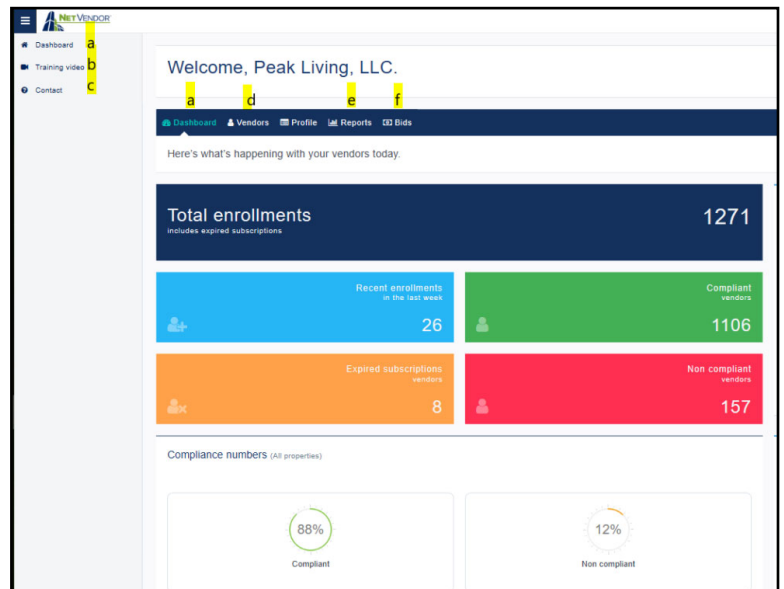
Once setup, the below info is how you login to NetVendor:

The NetVendor login link is: www.netvendor.net/login
Login is your email: youremail@peakliving.com
PW is: NetVendor12



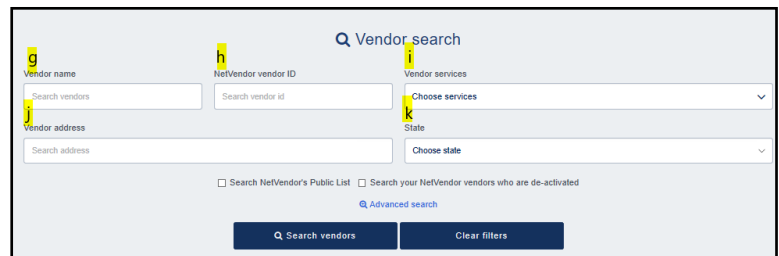
NetVendor Dashboard

- a: the Dashboard shown on the right
 - b: NetVendor training video, (abt 6 minutes)
 - c: NetVendor contact info
 - d: Vendor search screen, more shown below
 - e: Report screen, more shown below and in Training Videos
 - f: Bids screen, more info in Training videos
- The "Profile," between d & e is your profile information



The below search fields can be used with info in 1 field or all fields. This one is for vendors in Peak's NetVendor.

- g: Vendor name search field
- h: NetVendor ID search field
- i: Service type search field
- j: Vendor address search field
- k: State search field



Full NetVendor Search:

To find new vendors search in the full NetVendor database and check the box highlighted “n.”

g-j: same as above

l: zip code search box

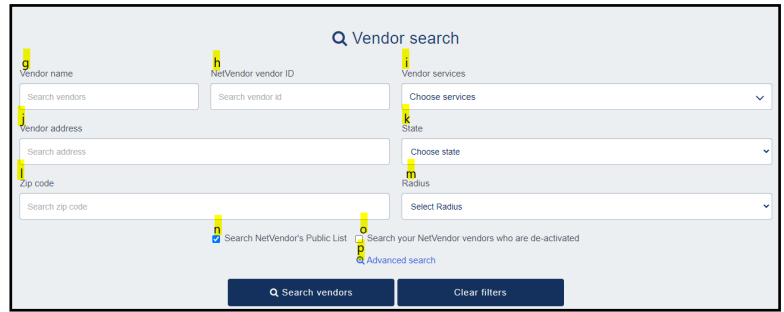
m: mile radius from zip code search box

n: NetVendor’s Public List search box (Must be checked for Full NetVendor Search)

o: old inactivated NetVendor, vendors

p: advanced search settings

When searching the full NetVendor list, you have to have at least a zip code. (Recommend you put in service type and radius and name if you have one).



Vendor Details:

Click on a vendor name to get the vendor details:

Example shown right is the s: Documents view

q: compliance status.

r: vendor profile information.

s: documents that you can download.

Column 1: vendor documents, if you click on them you can download them.

Column 2: expiration dates.

Column 3: last update date.

Column 4: COI samples, click “view” to download.

t: archive of old documents.

u: multiple locations of the vendor if applicable.

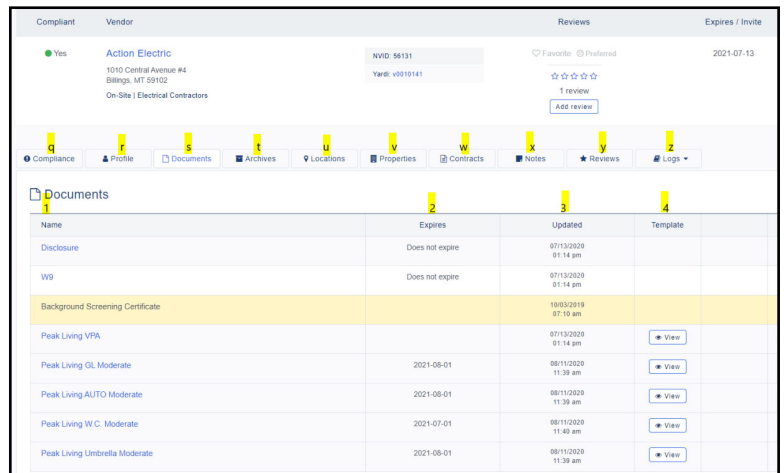
v: properties for the vendor.

w: contracts for the vendor.

x: NetVendor and Peak notes for the vendor.

y: Peak’s internal reviews

z: NetVendor log of communication with the vendor.



Reports and longer training:

The Reports tab allows you to run a report at any given time. You can run the report with any information you want.

For more information on all of the above there is a longer training link below.

<https://transcripts.gotomeeting.com/#!/s/4a5032310cb3c26f801dd0a45a32954929d08775fd65b6c9f3d14024dd5a36e>

