

If a customer is having issues with punchout, please try clearing cache/cookies first. If the issue persists, please reach out to your OPS Administrator for help.

A customer may have issues viewing the Chadwell Supply Catalog for a number of reasons.

- A. Chadwell Supply is not selected in the catalogs list for the customer (OpsBuyer).
- B. Property is not Active with Chadwell Supply in OpsMerchant.
- C. Customer (PMC) is set as Invoice Only (OpsMerchant).

A. Confirm Chadwell Supply catalog is selected in customer storefront.

- 1. Go to 'Storefront'.
- 2. Ensure Chadwell Supply catalog is selected by checking 'Selected Catalogs' link in the upper right-hand corner (indicated by green arrow).

≡	•••	Spend Management zzzVendor Company Chadwell Su	upply						enter product name, type, o Q		* 1	H Mar	Vendor C rketplace Admir	ompany vc
7	Today		Storefront Shop Online											E Selected
۲	Storef	ront	Shop Online	Shopping Lists	Quick Order	Frequent Purchases	Browse Categories	Category Index	Product Search	_			Create Off	Catalogs ine Order
F	Orders	s ~			ch	on for Itomo in \	our Salastad C	atalaga ta Cr	aata an Onlina Ord					
	Invoic	es ~			50	op for items in t	our selected C	atalogs to Cr	Search	er				
~	Appro	vals ~							Sedicit					
*	Vendo	ors ~	Shop By P	unchout Vendor										
	Setup	~												
¢	Repor	ts ~												
Ø	Help	~	1 - I											
			Shop By V	endor Catalog					Show	Preferred C	Only S	hop All	Shop Select	ed



1 Selected Catalogs Select the catalogs (o) Image: select the vendor name Image: select the vendor name

3. Check box, add Chadwell Supply catalog and select Update.

4. Chadwell Supply catalog should now be visible.



Note: **May not have both punchout and static catalog, depending on settings.**

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B. How to confirm property is active with Chadwell Supply in OpsMerchant.

1. Go to Customer tab (indicated by green arrow).

OpsMerchant						Chadwe
Home Orders Invoices E	Bids Products	Customers Report	s My Documents	Messages		
You have Notifications (1) associated with your (DpsMerchant accourt	ase <u>click here</u> to see details.				
MESSAGES						
	< 1 Weel	k 1 Month	3 Months	+3 Month	Total	Chadwalb
Customer Requests			-	1	1	
						SUPPLY
Account Requests				<u>14</u>	14	YOUR ORDER OUR TRUCK NEXT DAY
Self Provisioning Accounts					0	
Accounts Disabled by Customer			-	1	1	Welcome to the Real
						Opsiechnology platto
Catalog Requests					<u>0</u>	Please click on the link below to
						where there are many How To do
Accounts Without Catalogs					<u>18</u>	set up accounts, send invoices ar
						RealPage Vendor Network Guide
ORDERS						

2. Select 'Current Accounts' link (indicated by green arrow).

Ops	/lerchant						Chadwe	ell Supply • cha Acco
Home	Orders Invoices	Bids Products	Customers Reports	My Documents Messages				
New Reque	ests • Current Accounts • Supp	lier Hosted Catalogs						
Special Please er you can c	Instructions nter account number. If you do not ger liick on Generate button to let system	nerally mains, secount num a create account no. Ser for y	bers, ou.					Download A
Acco	unte							
ACCO	unis							
▲ Hide Opt	ions							
	Customer Select Comp	pany 🗸 🗸						
	Account							
	Account #							
	Status Active	~						
	Sea	rch						
	000	ren						
	Account [Property Code]	Account #	Sub Account #	Address	Customer	companyoid	Status	Last Modifie
Edit	Arbors at Orange Park [132]	132		198 Arora Blvd., Florida, FL 78730	Greystar	229753	Active	06/04/13
Edit	Ashley Crossing [67]	67		2235 Ashley Crossing Drive, Charleston, SC 78730	Greystar	229753	Active	06/04/13
Edit	Austin Bluff [1478]	1478		7070 Camp Wisdom Road, Dallas, TX 78730	Greystar	229753	Active	06/04/13
Edit	Aventine at Ashford [852]	852		3718 Ashford Dunwoody Road NE, Atlanta, GA 78730	Greystar	229753	Active	12/04/19
Edit	Aventine at Lindbergh [96]	96		740 Sidney Marcus Blvd., Atlanta, GA 78730	Greystar	229753	Active	06/04/13
Edit	Chadwell Supply [CHAD]	2153		140 Geary Street, San Francisco, CA 94108	zzzVendor Company	83093	Active	06/18/21
Edit	Charter Landing [2154]	2154		5885 Edenfield Road, Florida, FL 78730	Greystar	229753	Active	06/04/13
Edit	Churchill on the Park [1278]	1278		7601 Churchill Way, Dallas, TX 75251	Greystar	229753	Active	06/04/13
Edit	Daniel Island Villages [1162]	1162		455 Seven Farms Drive, Charleston, SC 29492	Greystar	229753	Active	06/04/13
Edit	Estate on Quarry Lake [117]	117		4600 Seton Center Parkway, Austin, TX 27703	Greystar	229753	Active	06/04/13
Edit	Forest Glen [3816528]	019077		4000 International Pkwy, Carrollton, TX 750071951	osp_Triumph QA PMC	383960	Active	04/09/19
Edit	Grand Reserve [2162]	2162		6044 East Lovers Lane, Dallas, TX 27703	Greystar	229753	Active	06/04/13
Edit	Greystar Red River Flats [1107]	1107		901 Red River, Austin, TX 27703	Greystar	229753	Active	06/04/13
Edit	Gwinnett Place [546]	546		3400 Sweetwater Road, Lawrenceville, GA 30044	Greystar	229753	Active	06/04/13
Edit	Heron Walk [2868]	2868		7400 Powers Avenue, Florida, FL 30044	Greystar	229753	Active	06/04/13
Edit	Lakewood on the Trail [3207]	3207		101 North Brookside, Dallas, TX 30044	Greystar	229753	Active	06/04/13
Edit	Post Vintage 3 [242300-3]	zzz1234		2828 La Clede, Dallas, TX 75204	Post Properties Inc	28486	Active	06/02/09
Edit	Providence at Palm Harbor [964]	964		180 Lifestyle Blvd 0101, Harbor, FL 34684	Greystar	229753	Active	06/04/13

3. Review list or search for property.

4. If property is not found, reach out to Ops Administrator.

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C. How to check customer subscription (Managed Catalog/Invoice Only).

OpsMerchant						Chadwell Supply + chadwell_csr + November 17, 2021
Home Orders Invoices Bids	Products Customers	Reports My Documents	Messages			
You have Notifications (1) associated with your OpsMer	chant account. Please click here to	see details.				
MESSAGES						
	< 1 Week	1 Month	3 Months	+3 Month	Total	Chedwall
Customer Requests				1	1	Gnadweir
						SUPPLY
Account Requests				14	14	YOUR ORDER OUR TRUCK NEXT DAY
Self Provisioning Accounts					2	
Accounts Disabled by Customer				1	1	Welcome to the RealPage Vendor Network and OpsTechnology platform
Catalog Requests					2	
						Please click on the link below to be directed to a guide for new users where there are many How To documents to help you understand how to set up accounts
Accounts Without Catalogs					18	send invoices and much more!
						RealPage Vendor Network Guide for New Vendors
ORDERS						
	< 1 Week	1 Weeks	2 Weeks	3 Weeks to 24 Months	Last 24 Months	This guide will provide you with helpful information including set-up instructions, best practices, frequently asked questions and more so you can easily get started
New Orders						and navigate through the world of online procurement.
New Orders				\$1.718	\$1,718	
Confirmed Orders					2	
					\$0	
Completed Orders				4	4	Need Help?
				\$3.445	\$3.445	Click on the links below to watch individual tutorial videos or the "Help" link
Cancel Requests					0	above to view the full manual.
					<u>NU</u>	Online Help Videos
INVOICES						OpsMerchant for elnvoice Vendors
	< 1 Week	1 Weeks	2 Weeks	3 Weeks to 24 Months	Last 24 Months	OpsMerchant Overview
				_		Activate Customer Accounts
Sent to Customer				1	1	Create Invoice with Offline Order

1. Go to Account & Settings (indicated by green arrow).

2. Scroll to bottom of page and select Customers link (indicated by green box and arrow).

e Orders Involces Bids Products Customers Reports My Documents Messages		
ja į vieta vieta tyra vennuta svolanta ny nina rotverintinkų kankovinia nigati manasinis Litakings.		
Company Profile	544	
Chadwell Supply	Eur	
Phone: 0000 000-0000		
Merchant Code: CHADSUP		
My Public Profile		
Cheducet		
Chaqwell		
YOUR ORDER OUR TRUCK NEXT DAY		
Account Information		
Account Name: Chadwell Supply	Edit	
Contact Name: Please Update Please Update + Phone: N/A + Email: trash@opstechnologyinc.com Payment Type: Automatic		
Credit Card on File: Yes		
My Bills		
nvitation Acceptance		
If you received an OpsTechnology Supplier Community Invitation code from a customer please enter here.		
Enter Instation Code:		
Accept		
		1
nvoice Submission Service Subscriptions		
• Submit electronic INVOICES online to customers that have invited you to join their online marketplace • Get PAID FASTER! We can deliver your INVOICES directly into your customers's ERP system. **		
Managed Catalog Service Subscriptions		
Receive electronic ORDERS placed by customers through an online Product & Service CATALOG	87 Customers	
Submit electronic I <u>NVOICES</u> online to your customers Get <u>PAID FASTER</u> ! We can deliver your INVOICES directly into your customers's ERP system. **		
		1
Bid Response Service Subscriptions		-

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3. Review list for the customer (boxed in green).

OpsMerchan	it						Chadwell Supply • chadwell_csr • November 17, 2 Account & Settings Help Log
Home Orders	Invoices B	ids Products	Customers	Reports My Docum	ents Messages		
Settings • Users • User Type	es • Services • Loc	ations • My Bills • Rece	ent Activity • QuickBo	oks Plugin • Notification Email	- Mgt		
Managed Cat	alog Serv	vice					
Special Instructions							
Discount % does not apply	/ to custom catalogs a	and should be numeric valu	Jes.				
		Company ^			Discount %	Active since	Status
√iew details		Archon Residential			0.00	06/02/09	Active
/iew details		Associated Estates Real	ty Corporation		0.00	06/02/09	Active
iew details		Avalon Bay			0.00	06/02/09	Active
ew details		Bell Partners			0.00	06/02/09	Active
ew details		Berkshire Communities			0.00	06/02/09	Active
ew details		BH Management			0.00	06/02/09	Active
ew details		BRE Properties			0.00	06/02/09	Active
ew details		Camden			0.00	06/02/09	Active
ew details		Carmel			0.00	06/02/09	Active
ew details		Colonial Properties Trust			0.00	06/02/09	Active
ew details		Crest Asset Managemen	t, Inc		0.00	06/02/09	Active
ew details		Edward Rose of Indiana			0.00	06/02/09	Active
ew details		Equity Corporate			0.00	06/02/09	Active
		Could Devidential			0.00	06/02/09	Active
ew details		Equity Residential					
ew details ew details		Ginkgo Residential			0.00	06/02/09	Active
ew details ew details ew details		Ginkgo Residential Greystar			0.00	06/02/09 02/11/11	Active
iew details iew details iew details iew details		Ginkgo Residential Greystar Hercules Real Estate Se	rvices		0.00	06/02/09 02/11/11 06/02/09	Active Active Active
ew details ew details ew details ew details ew details ew details		Equity Residential Ginkgo Residential Greystar Hercules Real Estate Ser Home Properties	rvices		0.00 0.00 0.00 0.00	06/02/09 02/11/11 06/02/09 06/02/09	Active Active Active Active
ew details ew details ew details ew details ew details ew details		Equity Residential Ginkgo Residential Greystar Hercules Real Estate Se Home Properties IMT Residential	vices		0 00 0 00 0 00 0 00 0 00	06/02/09 02/11/11 06/02/09 06/02/09 06/02/09	Active Active Active Active Active

4. If customer not found in Managed Catalog Subscription list, reach out to Ops Administrator to have the list updated.

For more information, email:

Procurement@ChadwellSupply.com

Or visit:

ChadwellSupply.com/Procurement

888.341.2423 | (Esp.) 888.341.7330

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