



Using the Vendor Portal

The Homepage

The Homepage is where you will navigate to the following items:

- Open Jobs: work orders not yet completed
- Invoice Pending: work orders that have been completed that are still pending photo upload and invoice upload / creation
- Completed / Invoiced: work orders that have been completed and the photos and invoice has been uploaded
- Recurring Services: properties that have been assigned to you for recurring services (lawncare, snow removal, common area cleaning).

The screenshot displays the Vendor Portal Homepage with the following sections:

- OPEN JOBS**: 0 EMERGENCIES · VIEW JOBS TO DISPATCH
- INVOICE PENDING**: UPLOAD PHOTOS AND SUBMIT INVOICES
- COMPLETED / INVOICED**: CURRENT YEAR ONLY · SEARCH PAST WORK ORDERS
- RECURRING SERVICES**: 3 items (1 SNOW, 1 LAWN, 1 CLEANING) · SNOW, LAWN & CLEANING RECURRING SERVICES

The Open Jobs Page

Within the Open Jobs page, you will see all open jobs (work orders that are pending completion / not yet completed).

The screenshot shows the 'OPEN JOBS' page. At the top, there is a dark green navigation bar with a 'HOME' button, the 'OPEN JOBS' title with a wrench icon, a user profile 'test789', and a 'LOGOUT' button. Below the navigation bar is a search bar with the placeholder text 'Search address, work order, priority, service, or description'. Under the search bar, there is a 'Search ready' indicator and a count of '1 open jobs loaded'. Below this are filter buttons for 'All (1)', 'Emergency (0)', 'High (0)', 'Medium (0)', and 'Low (1)'. The 'All (1)' button is selected. Below the filters, it says '1 match' and 'Sort: Newest scheduled'. The main content area displays a single job card for a 'LOW' priority job. The job title is 'CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER'. The address is '1234 Test St, Roselle - Delete/Duplicate'. The work order number is 'WO-37989' and the service is 'General Handyman - RRW/QC'. There is a 'Checking photo total...' status and a 'VIEW' button with an arrow.

From this page, click on any work order to navigate to the work order details page.

The Work Order Details Page

On the work order details page, you will find the following information:

- Work order number
- Priority
- Unit address
- Tenant / GC uploaded photos
- Brief description of issue
- Detailed description of issue & desired outcome
- Scheduled date
- Resident contact information & call/text options
- Access information

← OPEN JOBS



DETAILED INFORMATION

test789

PRIORITY

LOW

WO NUMBER

WO-37989

UNIT ADDRESS

1234 Test St ▶, Roselle - Delete/Duplicate

WO-37989

CONTROL ACTIONS



VIEW PHOTOS

Brief description

CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER

Detailed description

Description of issue: Larger door repairs consisting of broken frames, crack or holes in the door or other issues Description of the problem: An internal door that is completely inside the home cannot be secured. However, due to the door being inside, it does not present a security risk and the resident is protected from anyone entering their home. Location of issue: Inside dwelling unit (not regarding an issue with a shared wall, ceiling, or floor) Address: -, 14340 Woodlawn Ave, Dolton, IL, 60419 Screening questions Screening Details: Question: What type of assistance do you require? Answer: Doors & Windows Question: Where are you experiencing an issue? Answer: Interior Door Question: Is the door jammed? Answer: No Question: How serious is the damage on the door? Answer: Minor Damage (Usability Impaired) Description added by Resident: The attic door is moldy due to leakage in the attic. Tenant Info Name: Amari Smith Phone Number: 0 Email: 0

Scheduled visit
5/15/26, 3:30 PM - 5/15/26, 4:00 PM

RESIDENT CONTACT
Mickey Mouse-Market - Vacant-Unrented - Archive
639166256008

[CALL](#) [TEXT](#)

Property access

Lockbox **Front door**
 Combo **1988**
 Alarm **Unset**

On this page, you will also find a box to create and submit estimates. There are two options: either create an estimate or upload a PDF estimate. You will also see a list of previously created estimates.

ESTIMATES

[CREATE ESTIMATE](#) [UPLOAD PDF ESTIMATE](#)

PREVIOUSLY CREATED ESTIMATES

CREATED	WO #	ESTIMATE NUMBER	STATUS
6/5/26	WO-96259	8244	Cancelled
6/4/26	WO-96259	8190	Cancelled
6/3/26	WO-96259	8186	Cancelled

When you click on "Upload PDF Estimate", a drive will appear for you to upload a PDF:

The screenshot displays a web application interface. At the top, a dark green header contains a back arrow and the text "OPEN JOBS" on the left, and a clipboard icon followed by "DETAILED INFORMATION" on the right. Below the header, the main content area is partially obscured by a modal window. The modal has a dark green header with a wrench and PDF icon, and the text "UPLOAD PDF ESTIMATE" and "Attach your PDF estimate for GC approval." Below this, the modal contains a section titled "PDF ATTACHMENT" with the instruction "Upload the vendor estimate PDF below. After uploading, click Submit Estimate to send it to GC for r...". This section includes a sub-header "UPLOAD PDF ESTIMATE" and a dashed blue border containing a "Choose Files" button and the text "No file chosen". At the bottom of the modal are two buttons: a red "SUBMIT ESTIMATE" button with a right-pointing arrow and a white "X CLOSE" button. In the background, the "DETAILED INFORMATION" page is visible, showing a "UNIT ADDRESS" of "1234 Test St, Roselle - Delete/Du" and "WO-96259", a "CONTROL ACTIONS" section with a "VIEW PHOTOS" button, a "Brief description" section with "CHANGE ORDER -CHANGE ORDER -CHANGE", a "Detailed description" section with "Review the recently installed faucet and ensur", and a "Scheduled visit" section with "6/5/26, 1:00 PM - 6/5/26, 2:00 PM".

When you click on “Create Estimate”, you will be prompted to fill in the following boxes:

- Scope of work - Repair Option (if applicable)
- Scope of work - Replacement Option (if applicable)
- Material Description
- Labor Cost
- Material Cost
- Note: Total cost will be autocalculated based on labor cost and material cost

Property access

Lockbox **Front door**
Combo **1988**
Alarm **Unset**

ESTIMATES

CREATE ESTIMATE

PREVIOUSLY CREATED ESTIMATES

CREATED

6/5/26
6/4/26
6/3/26

VENDOR UPDATES & FEEDBACK
Send GC an update if the work is not finished yet

SUBMIT A NOTE TO GC
Use this for resident access issues, scheduling co

VENDOR NOTE TO GC

CREATE ESTIMATE
Detail your scope of work and costs for GC approval. **X CANCEL**

SCOPE OF WORK - REPAIR OPTION
Describe the repair option...

SCOPE OF WORK - REPLACEMENT OPTION
Describe the replacement option (if applicable)...

MATERIAL DESCRIPTION
List materials required...

der complete


Scheduled visit
6/5/26, 1:00 PM - 6/5/26, 2:00 PM

RESIDENT CONTACT
John Smith-null - Vacant-Unrented - Del
639166256008

Property access

Lockbox	Front door
Combo	1988
Alarm	Unset

ESTIMATES

 **CREATE ESTIMATE**

PREVIOUSLY CREATED ESTIMATES


CREATED
6/5/26
6/4/26
6/3/26


Describe the replacement option (if applicable)...


MATERIAL DESCRIPTION

List materials required...

LABOR COST	MATERIAL COST	TOTAL COST
0.00	0.00	\$0.00

 **PREVIEW**

 **PRINT / PDF**

 **SUBMIT ESTIMATE**

Once all fields are completed, you will have the option to preview the estimate:



CREATE ESTIMATE

Detail your scope of work and costs for GC approval.

X CANCEL



ESTIMATE PREVIEW

Repair Scope:

Test

Replacement Scope:

Test2

Materials:

Test3

TOTAL:

\$125.00

CLOSE PREVIEW

You will also have the option to print the estimate / save the PDF:

6/11/26, 4:51 PM Estimate Print

ESTIMATE REVIEW

SCOPE OF WORK - REPAIR OPTION
Test

SCOPE OF WORK - REPLACEMENT OPTION
Test2

MATERIAL DESCRIPTION
Test3

Labor Cost	Material Cost
\$100.00	\$25.00

TOTAL ESTIMATE: \$125.00

<https://procfu.com/vendors/detail/3045320130>

1/1

Print 1 page

Destination Save as PDF

Pages All

Layout Portrait

More settings

Cancel Save

On the Work Order Details Page, you will also find a box to submit a note to GC. This note will be submitted to the GC work order dispatcher. Type the note and click “Send Note”. Multiple notes can be sent as needed, to include scheduling issues, access issues, if a return trip will be needed, any observations from on site that GC should be made aware of, etc. You will also see your previous notes sent.

Once the work order has been completed, click “Mark Work Order Completed”.

VENDOR UPDATES & FEEDBACK
Send GC an update if the work is not finished yet, or mark the work order completed once the work is done.

🗨️ SUBMIT A NOTE TO GC
Use this for resident access issues, scheduling concerns, safety observations, return-trip notes, or anything GC should know. Sending a note does not mark the work order completed.

VENDOR NOTE TO GC

SEND NOTE

📄 PREVIOUS VENDOR NOTES
Historical notes already sent to GC.

2026-05-22 11:06:13 · TEST VENDOR TOMS
This is a test note.

MARK WORK ORDER COMPLETED

The Invoice Pending Page

Within the Invoice Pending page, you will see all work orders that have been completed that still require photo upload and/or invoice upload or creation.

The screenshot shows the 'INVOICE PENDING' page. At the top, there is a dark green navigation bar with a 'HOME' button, the page title 'INVOICE PENDING', a user profile 'test789', and a 'LOGOUT' button. Below the navigation bar is a search bar with the placeholder text 'Search address, work order, status, priority, or description'. A green status bar indicates 'Search ready' and '1 close-out items loaded'. The main content area features a key icon and the heading '1 WORK ORDER AWAITING CLOSE-OUT', followed by the instruction 'Upload required photos and submit invoices so the billing team can process payment.' Below this are four filter buttons: 'All (1)', 'Photos needed (0)', 'Invoice pending (0)', and 'Ready to finish (0)'. A '1 match' section is shown with a 'Sort: Newest completed' option. The match is a work order 'WO-37989' completed on 5/22/26, with a title 'CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER'. The address is '1234 Test St, Roselle - Delete/Duplicate'. Two green progress bars show '91 photos uploaded' and '12 invoice PDFs uploaded'. An 'OPEN' button with a right arrow is located at the bottom right of the work order card. Below the work order card is a green box titled 'How this works' with the text: 'These work orders need your final close-out. Open each item to add notes, attach photos, and submit your invoice for the Maintenance Coordinator's final review.'

From this page, click on any work order to navigate to the invoice pending details page.

Invoice Pending Details Page

On the invoice pending details page, you will find two buttons - one to upload photos and one to create an invoice.

[← INVOICE PENDING](#) **🔧 CLOSE-OUT DETAILS** OP: test789

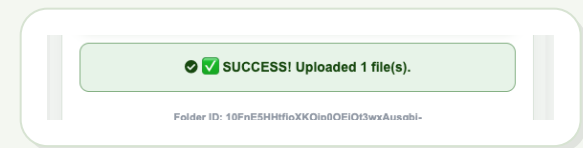
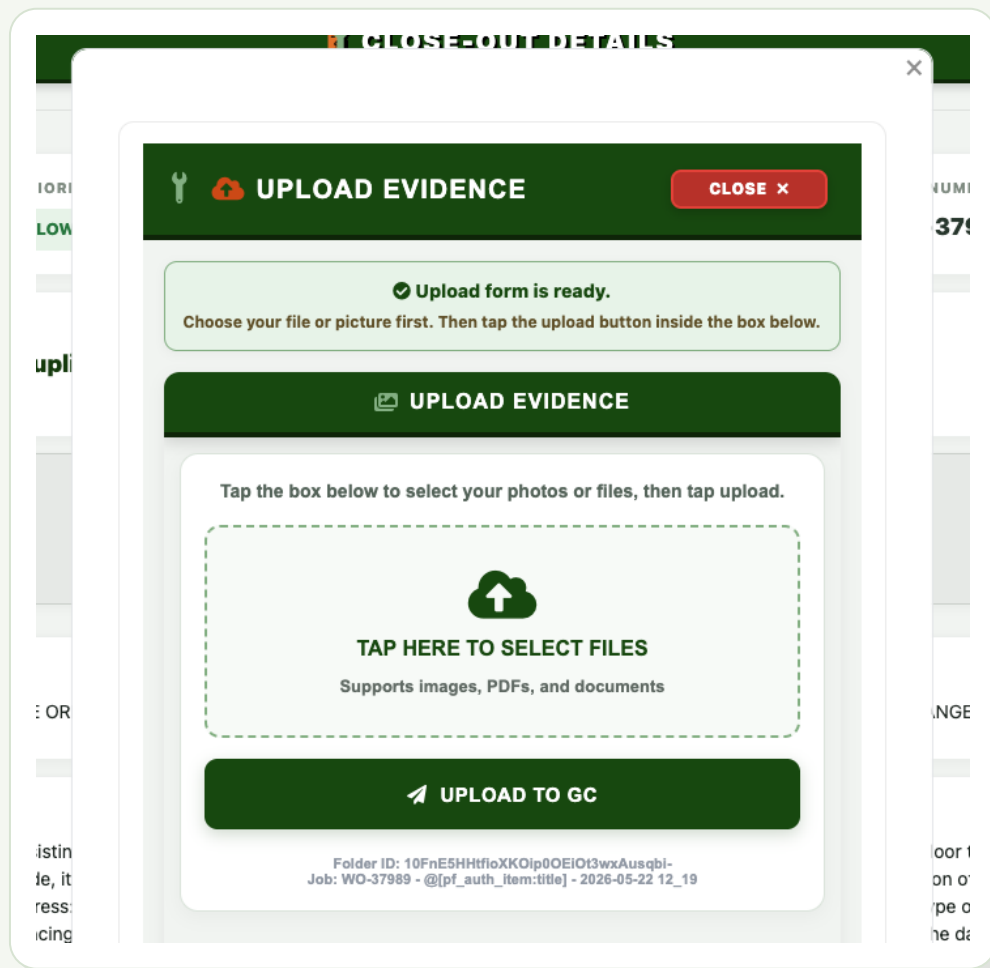
PRIORITY LOW	WO NUMBER WO-37989
------------------------	------------------------------

UNIT ADDRESS
1234 Test St, Roselle - Delete/Duplicate
WO-37989

CLOSE-OUT ACTIONS

[📁 UPLOAD PHOTOS/FILES](#) [📄 CREATE INVOICE](#)

When you click on “Upload Photos/Files”, a popup page will appear for you to upload photos and/or a PDF invoice. Once the upload is complete, you will see a “Success” notification as shown below.



When you click on “create invoice”, a popup page will appear for you to enter a description of work completed, a material description, labor cost, and material cost. The total cost will be auto calculated based on the labor and material cost.

CREATE INVOICE
Add invoice details, preview if needed, then submit to GC for payment review. REF: WO-37989

[← BACK TO WORK ORDER](#)

WO: WO-37989 **Completed: Completed 5/22/26** **Vendor: *VendorTEST VENDOR TOMS**

Unit App1234 Test St, Roselle - Delete/Duplicate
Work Order Details: No work order details provided.

INVOICE DETAILS
Enter the work completed and invoice amount. Use 0.00 if no charge applies.

WORK COMPLETED

Performed interior door repair related to a mold-affected attic door caused by leakage in the attic. The issue involved minor damage with impaired usability. The interior door could not be properly secured, but it did not present an exterior security risk.

WORK COMPLETED

Performed interior door repair related to a mold-affected attic door caused by leakage in the attic. The issue involved minor damage with impaired usability. The interior door could not be properly secured, but it did not present an exterior security risk.

- Assessed interior attic door condition
- Repaired damaged/cracked door area and affected frame components

MATERIAL DESCRIPTION

Door repair materials — \$85.00
Replacement trim/frame materials — \$65.00
Mold-resistant sealant and treatment supplies — \$45.00
Fasteners, screws, and miscellaneous hardware — \$25.00

LABOR COST

325.00

MATERIAL COST

200.00

CALCULATED TOTAL

\$525.00

 **PREVIEW**

 **PRINT / PDF**

 **SUBMIT INVOICE**

From this page, you can perform the following three actions:

- Preview the invoice details
- Print or save the PDF invoice
- Submit the invoice to GC

Invoice preview page:

INVOICE PREVIEW

CLOSE PREVIEW x

Work Completed:
Performed interior door repair related to a mold-affected attic door caused by leakage in the attic. The issue involved minor damage with impaired usability. The interior door could not be properly secured, but it did not present an exterior security risk.

- Assessed interior attic door condition
- Repaired damaged/cracked door area and affected frame components
- Applied necessary corrections to improve usability and secure the interior door
- Cleaned work area after completion

Material Description:
Door repair materials — \$85.00
Replacement trim/frame materials — \$65.00
Mold-resistant sealant and treatment supplies — \$45.00
Fasteners, screws, and miscellaneous hardware — \$25.00

LABOR COST	MATERIAL COST	TOTAL
\$325.00	\$200.00	\$525.00

Print / PDF page:

VENDOR INVOICE
REF: WO-37989

WO: WO-37989 Completed: Completed5/22/28 Vendor: *VendorTEST VENDOR TOMS

Address: Unit App1234 Test S, Roselle - Delete/Duplicate
Work Order Details: No work order details provided.

Work Completed
Performed interior door repair related to a mold-affected attic door caused by leakage in the attic. The issue involved minor damage with impaired usability. The interior door could not be properly secured, but it did not present an exterior security risk.
- Assessed interior attic door condition
- Repaired damaged/cracked door area and affected frame components
- Applied necessary corrections to improve usability and secure the interior door
- Cleaned work area after completion

Material Description
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LABOR COST	MATERIAL COST	TOTAL
\$325.00	\$200.00	\$525.00

about:blank 1/1

Print 1 page

Destination: Save as PDF
Pages: All
Layout: Portrait

More settings

Cancel Save

LABOR COST	MATERIAL COST	TOTAL
\$325.00	\$200.00	\$525.00

When you click on “Submit Invoice”, you will see the following notification informing you that the invoice was submitted successfully.



INVOICE SUBMITTED!

Your invoice details have been securely sent to GC and the status has been updated to Create Invoice. You'll receive a copy of it sent to your email address.

 **Processing... please wait.**

Once you have uploaded all photos and either uploaded a PDF invoice or created an invoice, click on “Submit” at the bottom of the invoice pending details page.

Issue summary

CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER -CHANGE ORDER

Work order details

Description of issue: Larger door repairs consisting of broken frames, crack or holes in the door or other issues Description of the problem: An internal door that is completely inside the home cannot be secured. However, due to the door being inside, it does not present a security risk and the resident is protected from anyone entering their home. Location of issue: Inside dwelling unit (not regarding an issue with a shared wall, ceiling, or floor) Address: - , 14340 Woodlawn Ave , Dolton, IL, 60419 Screening questions Screening Details: Question: What type of assistance do you require? Answer: Doors & Windows Question: Where are you experiencing an issue? Answer: Interior Door Question: Is the door jammed? Answer: No Question: How serious is the damage on the door? Answer: Minor Damage (Usability Impaired) Description added by Resident: The attic door is moldy due to leakage in the attic. Tenant Info Name: Amari Smith Phone Number: 0 Email: 0

Completed

5/15/26, 3:30 PM - 5/15/26, 4:00 PM

RESIDENT CONTACT

Mickey Mouse-Market - Vacant-Unrented - Archive

639166256008

CALL

TEXT

Property access

Lockbox **Front door**

Combo **1988**

Alarm **Unset**

SUBMIT

The Completed / Invoiced Page

This is where you will find all of your completed work orders performed this year.

The screenshot displays a user interface for the 'COMPLETED / INVOICED' section. At the top, there is a navigation bar with 'HOME', 'COMPLETED / INVOICED', and 'LOGOUT' options. Below this is a search bar with the placeholder text 'Search address, work order, invoice, billing status, or description'. A 'Search ready' indicator and '151 completed items loaded' are shown. Filter buttons include 'All time (Current Year)', 'Last 7 Days', 'Last 30 Days', and 'Last 6 Months'. The results are sorted by 'Newest' and show 151 matches. Four work order items are listed:

Item	Status	Date	Description	Total Amount Paid
WO-115767	UNBILLED	5/20/26	Check power to new HVAC unit Invoice Received 440 N Main St - Comm-440 N Main St, Glen Ellyn - Current	\$650.00
WO-115440	BILLED	5/13/26	PCR-WO-114310 Broken Master Bathroom Light Switch - Assess and Repair Invoice Received 3014 W Warren Blvd-Unit 2, Chicago - Current	\$160.00
WO-115419	BILLED	5/13/26	Kitchen sink outlet not working Invoice Received 1416 Coolidge Ave, Wheaton - Current	\$200.00
	BILLED	5/13/26	PTE Apartment Power Outage After Thunderstorm Invoice Received	\$100.00

Using the search bar, you can search for a particular work order or search for all work orders under a particular address. You may also sort by last 7 days, last 30 days, or last 6 months.

Note: only work orders completed in this calendar year will appear.

From here, you may click into any completed work order to see the details.

Search ready 151 completed items loaded

All time (Current Year) Last 7 Days Last 30 Days Last 6 Months

7 matches matching "312-316" Sort: Newest

BILLED 5/12/26 Exposed electrical wiring in closet Invoice Received WO-115361 312-316 Warwick Ave-316-GD ▶, Westmont - Current	TOTAL AMOUNT PAID \$100.00
BILLED 5/7/26 Oven hood paint peeling after cleaning Invoice Received WO-114992 312-316 Warwick Ave-314-GA ▶, Westmont - Current	TOTAL AMOUNT PAID \$350.00
BILLED 5/7/26 Recall: Bedroom fan pull switch repair Invoice Received WO-114991 312-316 Warwick Ave-314-GA ▶, Westmont - Current	TOTAL AMOUNT PAID \$230.00

The Recurring Services Page

This is where you will find any properties that have been assigned to you for recurring services (snow removal, lawncare, and common area cleaning).

● RECURRING SERVICES

3

1

❄️ SNOW

1

🌿 LAWN

1

🧹 CLEANING

SNOW, LAWN & CLEANING RECURRING SERVICES



When you click into this page, you will be able to click on one of the following options: Lawn Care / Landscaping, Snow Removal, Common Area Cleaning



 HOME

3 ASSIGNED SERVICES

SLC PHOTO FOLDERS

SLC stands for Snow, Lawn, and Cleaning Services. This section shows the active recurring services assigned to your company, including snow removal, lawn care, and common area cleaning. It may include service details such as the type of service, property assignment, cleaning or maintenance scope, service frequency, and required photo documentation for completed work.

WHAT YOU CAN DO HERE

-  View the properties and services currently assigned to you.
-  Upload photos, videos, PDFs, or other service-related files for Snow, Lawn, or Cleaning work.

 LAWN CARE / LANDSCAPING

1

 SNOW REMOVAL

1

 COMMON AREA CLEANING

1

When you click into each bucket, you will see the properties that have been assigned to you for that service.

1 property folder assigned to you

 **CLEAN**

 **ACTIVE**

1234 Test St Test, IL 55555

FREQUENCY

Every Other Week

DESCRIPTION

This is a test from Clean Vendor App

View details →

 **VIEW / UPLOAD FILES**

Click on the property to:

- View property details, service description, and service frequency.
- View property photos and upload new property photos
- Send a note to GC
- Mark a service completed

[← BACK TO CLEAN SUMMARY](#)

[✔ ACTIVE](#)



CLEAN SERVICE DETAILS

Review the service details, upload required files, send GC an update, or mark the service completed when the work is done.

PROPERTY

1234 Test St Test, IL 55555

[CLEAN](#)

[● ACTIVE](#)

SERVICE DESCRIPTION

This is a test from Clean Vendor App

SERVICE FREQUENCY

Every Other Week

To view photos, click on “view Gallery”. To upload new photos, click on “Upload Files”.

PHOTOS & FILES

Upload completion photos and supporting files here. GC will review these with your service update.



VIEW GALLERY

Review uploaded service
photos and files.



UPLOAD FILES

Add photos, videos, PDFs, or
documents for GC review.

 **VIEW GALLERY**

 **VIEW SLC GALLERY**

UPLOADED GALLERY

Tap photos to preview them full-screen. Use the filters below to review uploaded files.

ALL

PHOTOS

PDFS

VIDEOS

 **REFRESH GALLERY**

2 total · 2 photos · 0 PDFs · 0 videos · 0 other



2026-06-22 - 1234-Test-St-Test-IL-55555 - Clean - paint 3.jpeg

2026-06-22 02:48 PM · 1.4 MB

Late Materials Billed

Materials formula:

$$\text{Total} = (\text{Materials Cost} / 0.90) + \$7 + \$5$$

is a consumables charge and the \$5 is a gas surcharge. The \$5 gas surcharge is applied when gas prices are above \$3.50 a gallon. The \$7 consumables charge applies to all work orders, except for:

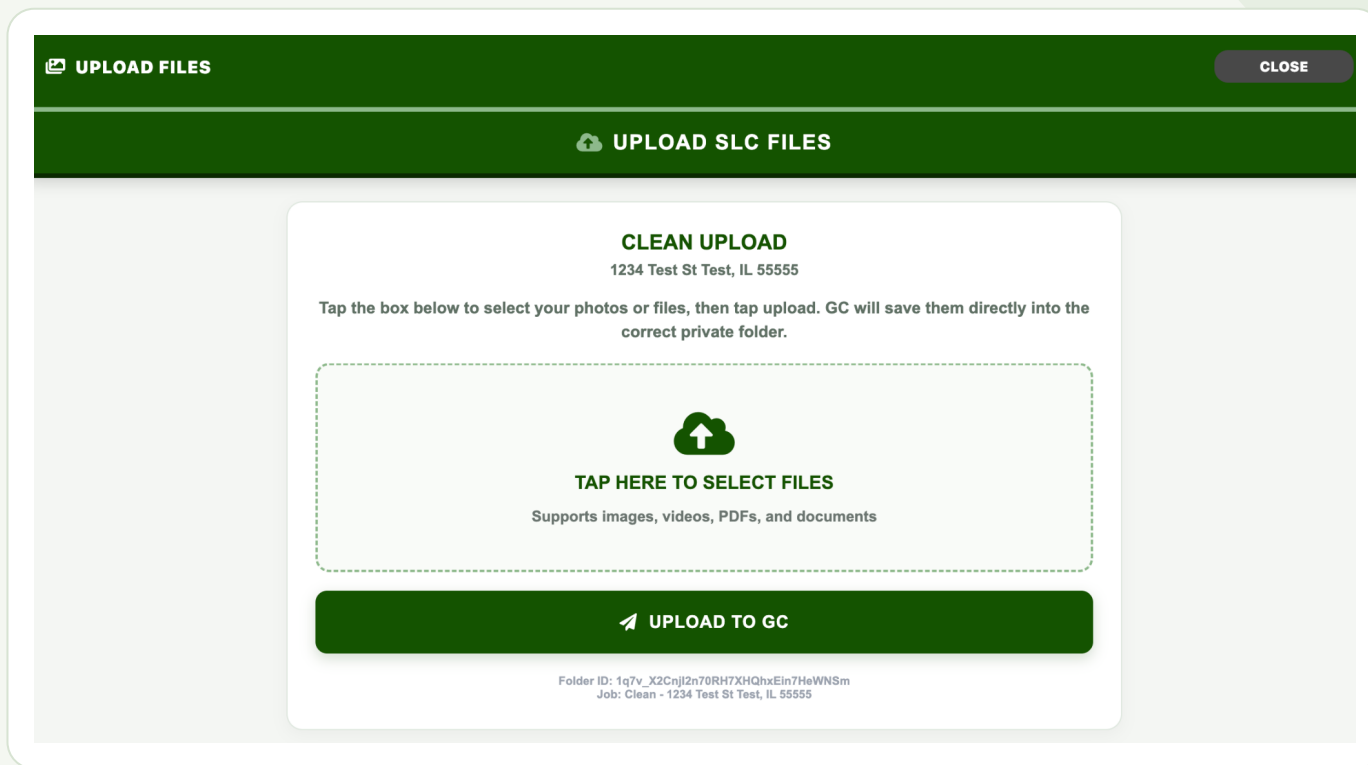
- in area clean work orders
- cost recurring work orders

- work orders
- inspections
- by Company escorts
- control Escorts
- for Escorts

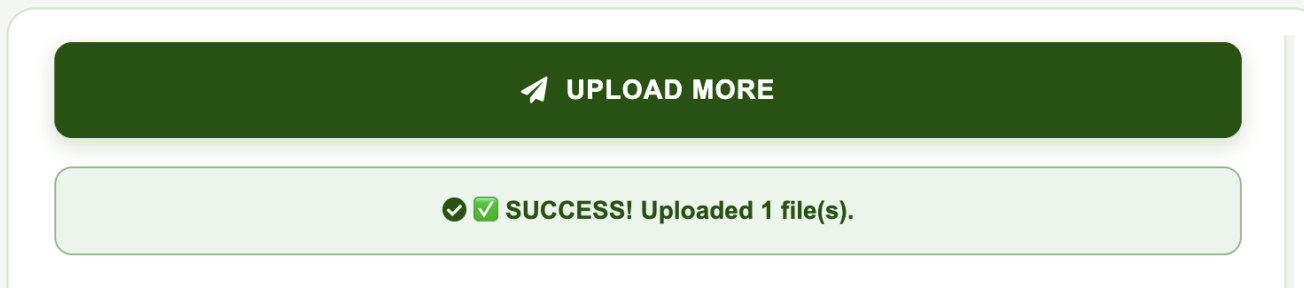
2026-06-22 - 1234-Test-St-Test-IL-55555 - Clean - Screenshot - 2026-0...

2026-06-22 02:37 PM · 123 KB

Once you upload photos to the drive (by clicking “Tap here to select files”), click “Upload to GC” to ensure the photos are saved.



Once they are successfully uploaded, you will see a “Success” notification.



To exit the “View Gallery” page or “Upload Files” page, click “Close” in the upper right hand corner of the page to return to the property page.

To send a note to GC, simply write your note and click “send to GC”. You can also view all of your past notes.

SEND NOTE TO GC

Use this if you need to send GC an update, question, access issue, or service note. This does not mark the service completed.

Type your update for GC here...

 SEND NOTE TO GC

PREVIOUS NOTES

[2026-06-23 2:07 PM] Vendor Update Sent to GC
Completed work 6/23 (test).
[2026-06-23 7:23 AM] Vendor Update Sent to GC
test notes
[2026-06-22 4:51 PM] Vendor Note SubmittedNote:test---This is a test

To confirm completion of service, enter the date the service was completed. Then, within the “Complete Service” box, click “Mark Completed”.

DATE OF SERVICE

Select the date the work was completed. This date will be saved when you click **Mark Completed**.

mm/dd/yyyy



COMPLETE SERVICE

Click this only after the work is completed, the Date of Service is entered, and the required photos or files have been uploaded.

 **MARK COMPLETED**