

1. Browser Settings for Marketplace

TIP: Below will resolve issues accessing Marketplace, your cart not populating and ‘XML Undefined’ errors in Voyager.

TIP: Internet Explorer - You must add <https://www.yardimarketplace.com> as a **Trusted Site** in IE. The next step is **to allow/enable Pop-Ups** for Yardi Marketplace in IE.

TIP: Google Chrome - Click on the upper right hand corner window of your browser to “**Allow Pop-Ups**” for the site.

2. Select your Property Before Shopping

TIP: Select the property you’re shopping for from the drop down menu in the top right corner before shopping.

3. Product Search/*Wildcard*

TIP: Enclose your search terms with a * (asterisk) in the **front** and **back** of your search term as a wildcard if you aren’t sure on the spelling of an item. Example: *refrig*.

4. Search THEN Select

TIP: Always perform your search first; then narrow down results by desired vendor via left side of the navigation menu. Searches are only conducted on catalogs hosted in Marketplace and not vendor punchouts.

5. Punchout Shopping

TIP: Use the **Vendor Punchout Tabs** to shop from the vendor’s real-time product offering with real-time pricing!

6. Preferred/Personal Shopping Lists

TIP: Create Shopping Lists for commonly searched items or frequently purchased items. Shopping lists may be shared with other users. Remember you can pre-GL code any Shopping List too – saving time in the ordering process. Mark items of a shopping list as preferred by assigning a colored flag.

7. GL Coding

TIP: GL Code(s) are required in PAYscan - save yourself time and add the GL Code(s) in Marketplace. GL Codes can also be assigned at the Category Level for even more efficiency.

8. Review Your Cart/Estimated Tax

TIP: If your cart contains items from two or more vendors, your order will be broken out by vendor on the **Review Your Order** screen. Scroll down the page to review the entire order (and Supplier) information before Populating PO. **Remember that tax amounts are only estimates.** Watch for small order fees from your vendors!

9. It isn't an Order until it's Final Approved

TIP: Remember your order must go through an approval process before it is sent to the vendor (if using POs).

TIP: You will receive a **Yardi Marketplace Order Confirmation email** when your order has been sent to the vendor for fulfillment. Once you see an email stating "Your Yardi Marketplace Order has been placed" you know the vendor will have your order in approximately 10 minutes.

10. It isn't an Order until it's Final Approved

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For Yardi questions, email:
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