



Vendor Management Program

The Solomon Organization and Affiliates have partnered with **VendorShield Compliance by Yardi** for our Vendor Management Program. All contractors will be required to maintain an “Approved Vendor” status within our program.

This program will help ensure that all vendors that perform work on the properties have ongoing compliance with our insurance requirements. This program is administered through an online vendor portal, known as VENDORCafé, and as a result, all vendors will be required to register for an online VENDORCafé account.

Additionally, contractors will be required to pay a fee for VendorShield compliance. (This fee is captured in VENDORCafé). **This \$110 fee is annual and required to keep your compliance and registration current.** Upon completion of your registration, your profile will be sent to VendorShield and you will be sent communication via email on the necessary documents your insurance agent should submit for review.

VENDORCafé will provide our vendors a cost-efficient, secure, and effective way to process and manage business with The Solomon Organization and Affiliates online. Vendors will have access to real-time information on compliance status and invoice status.

Through VENDORCafé, vendors can:

- View their ledger to ensure all invoices have been received
- Monitor the approval status of invoices
- Electronically submit invoices directly through the online portal
- Sign up for EFT payments direct into vendors bank accounts

VENDORCafé is offered as a free service for supply companies with the benefits indicated above.

How to enroll

If you would like to become a vendor for the Solomon Organization and Affiliates please send an E-mail to: vendors@solomonorg.com.

Please include the following in your E-mail:

- Include “VENDORCafé Registration” in the subject line.
- Attach your W-9.
- Provide an E-mail address for the person in your organization who will be responsible for your account.
- Indicate which type of work you provide.
- Indicate which property(s) you are interested in working at.

An E-mail invitation from **VENDORCafé** providing registration instructions will be sent to the E-mail provided to vendors@solomonorg.com.

Please direct any questions to vendors@solomonorg.com.