


Introduction

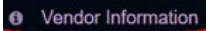

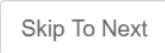

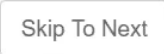

This document is to help guide you through our supplier registration process. You can follow the documentation if you have received an invitation email from Ventas/Lillibridge to activate your account on VendorCafe®.






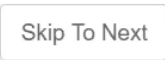

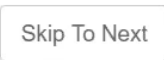

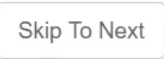

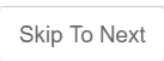

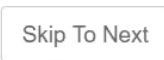
3-Step Supplier Registration Process

STEP 1: Activate your account

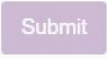
1. In your VendorCafe® invitation email, click the **“Activate your account”** button (you will receive a second email asking for EFT information, please disregard)
2. If you **DO** already use VendorCafe® with another client... login to VendorCafe® using your existing credentials and select **Ventas, Inc.** -  (upper-right-hand-corner of your dashboard)
3. If you do **NOT** already use VendorCafe® ...
 - a. AND you are already an active vendor for Ventas/Lillibridge:
 - i. You should receive an email with a temporary password after clicking “Activate your Account”
 - ii. You will be redirected to a **VendorCafe® SIGN UP** page, specify your **Vendor Name**, contact and temporary password.
 - b. OR you are a new vendor for Ventas/Lillibridge
 - i. You will be redirected to a **VendorCafe SIGN UP** page. Specify your **VENDOR NAME**, contact and create a password.

STEP 2: Complete your Vendor Profile

1. Navigate to the **Vendor Information** page by selecting it on the left side menu 
2. On the **Vendor Information** page, fill out your **Vendor Information** on **all tabs** and when done, click  then click 
3. On the **Service Type** page, select your **Service Type(s)** and when done, click  then click 
4. On the **Category** page, click  (there is nothing to change here)

5. On the **Properties** page, review the properties assigned to you (these should be ALL properties for Ventas/Lillibridge for which you perform work) and when done, click 
6. On the **Vendor Agreement** page, click  to popup the Ventas Vendor Agreement and signature section
 - a. Read through the Ventas Vendor Agreement
 - b. Sign it by filling in the required fields (*purple*), checking the boxes to agree to the terms and conditions and select your signature to use, then click 
 - c. When done, click  to continue
7. On the **Contacts** page, add any additional company contacts that are needed to complete the registration. An email will automatically generate once saved. When done, click  then click 
8. *If you have been selected for electronic payments...* on the **EFT Setup** page setup your ACH/EFT details and when done, click  then click 
9. On the **Documents** page, upload required documentation for your **Service Contract-executed (Required)**. When done, click  then click 
10. On the **Insurance Information** page, enter your insurance policy information and when done, click  then click 
11. On the **Compliance Payment** page, enter your form of payment and when done, click  then click 

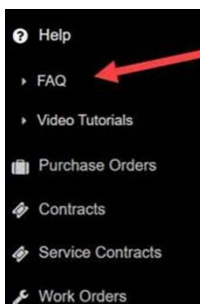
STEP 3: Submit your Vendor Profile

1. Navigate to the **Review and Submit** page and expand each section of your Vendor Profile and review and verify everything is accurate.
 - a. **Anything incorrect?** Navigate to the page with the incorrect information via the side-menu and update it.
2. Once all your information is accurate, click  to submit your **Vendor Profile** for approval

We should add something here about what is next in the process – ie. you will receive a follow up email notifying you that your Registration has been APPROVED or that additional information/clarification may be required.

Questions?

- FAQs are stored in VendorCafe[®]. Navigate to your **Vendor Profile**, the FAQs are located on the left-hand side of your profile.



- Registration Questions: VendorCafe_Support@yardi.com or 1-888-251-8210, Option 1.
- Insurance Compliance Questions: VendorShieldSupport@yardi.com or 1-888-251-8210, Option 2
- Email your property contact.