



How to Place an Offline Order on Yardi

1. User needs to log into PAYSCAN
2. Navigate to their PO Dashboard
3. Click Add PO
4. Select Vendor
5. Key in either line details
6. Save PO
7. Print PO
8. Send to Vendor via Email

**** Vendor Will return an EDI invoice when material ships ****

Please note that the EDI Invoice for this purchase will not automatically link to your PO; your invoice will reference the PO, but you will have to link it manually.