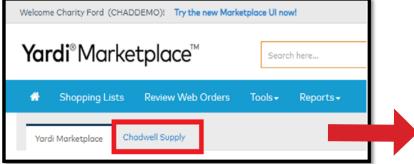


1. Select the **Chadwell Supply** hyperlink from the top left-hand corner of Marketplace

to access Chadwell's punchout.





Checkout Subtotal: \$5.18

Confirm Order to Yardi

Tax: \$0.34 Total: \$5.52

- 2. Once all items are in the cart in punchout, click the red Confirm Order to Yardi.
- 3. Once the order is confirmed, you will be returned to Yardi to complete the checkout process.
 - a. Enter your PO number and Order Confirmation Email
 - b. Add any order instructions
 - c. Place your order

