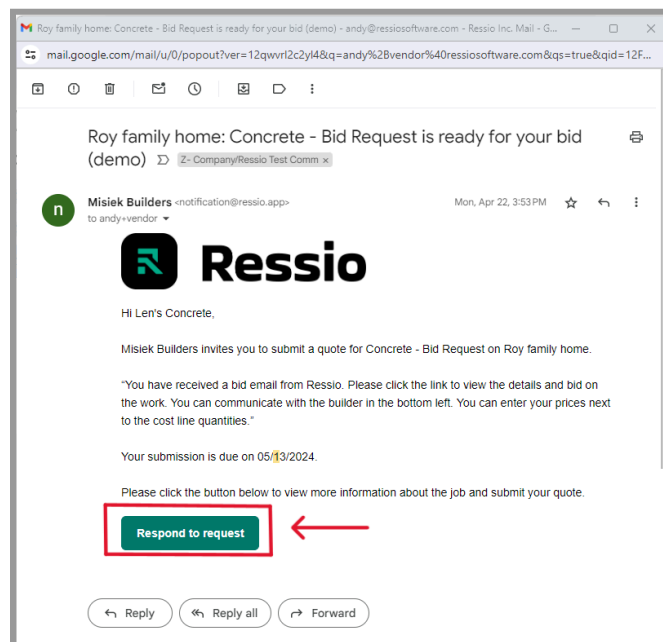# Welcome to the Ressio: Vendor Portal

The Ressio app allows builders to share project information. Learn how to manage project tasks, requests for quotes (bids), purchase orders, and other scope information in Ressio.

Receiving Access to the Vendor Portal

You will receive an email from your builder. Select the link to open the app on your phone or computer.

NOTE: Once you've accessed Ressio for the first time, you can log in to Ressio.app any time using your email address. Consider bookmarking the link, or adding the app on your phone
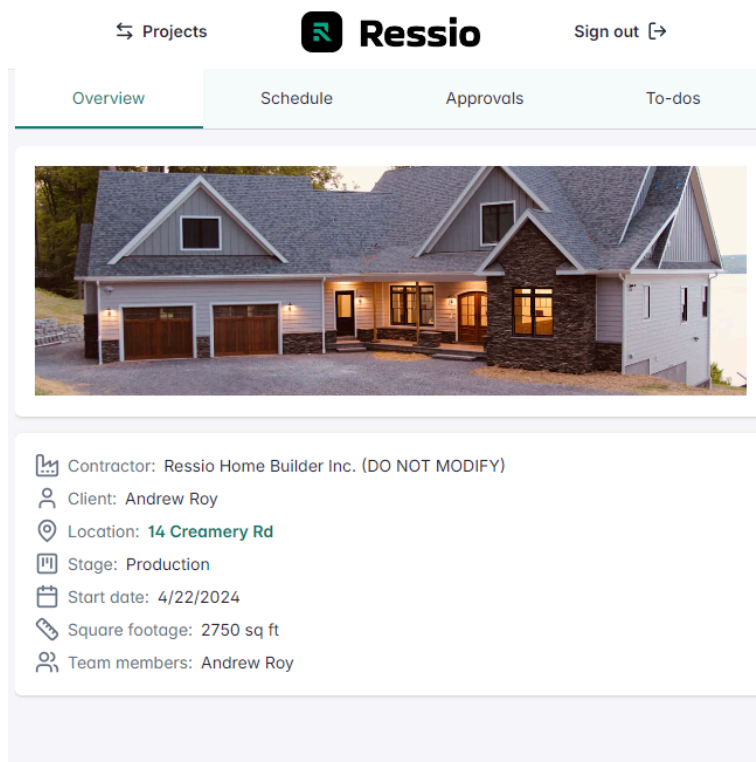
Key Features:

🏠 **Overview:** Homepage │ View project details

📅 **Schedule and To-dos:** View task start dates/due dates │ Confirm tasks │ Send/receive messages

📄 **Approvals - Bids:** View quote requests and attached plans │ Submit bids │ Send/receive messages

📝 **Approvals - Purchase Orders:** View POs │ Accept POs │Send/receive messages

📋 **Spec list (optional):** View partial or full scope information such as material lists, or client selections chosen by builder
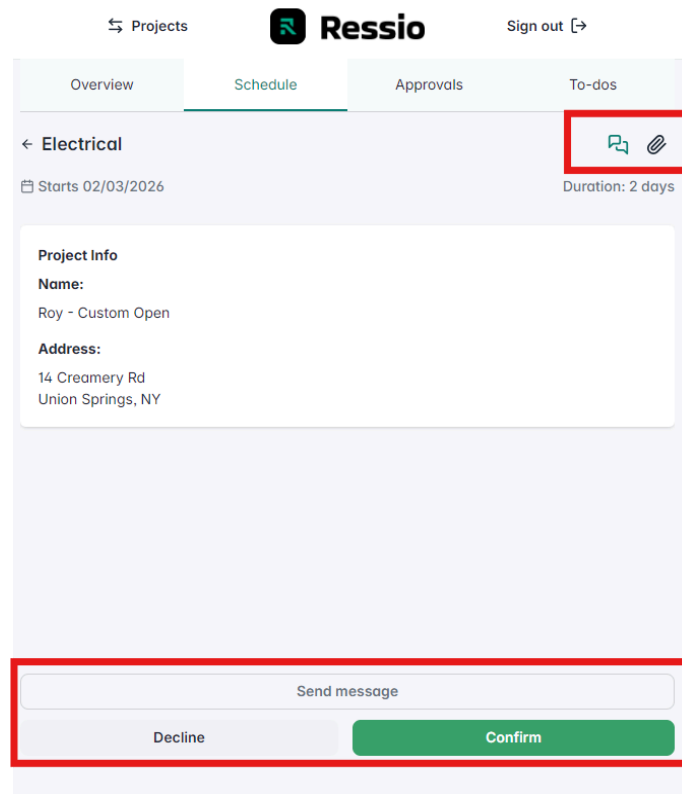
<u>Schedule and To-dos</u> - Manage your tasks

Schedule: Open the task to Confirm or Decline the request, send a message to your builder, or view relevant files.

To-dos: Open the task from a list to review the task request. Once the task is finished, change the **Status** to Complete and **Save changes**.
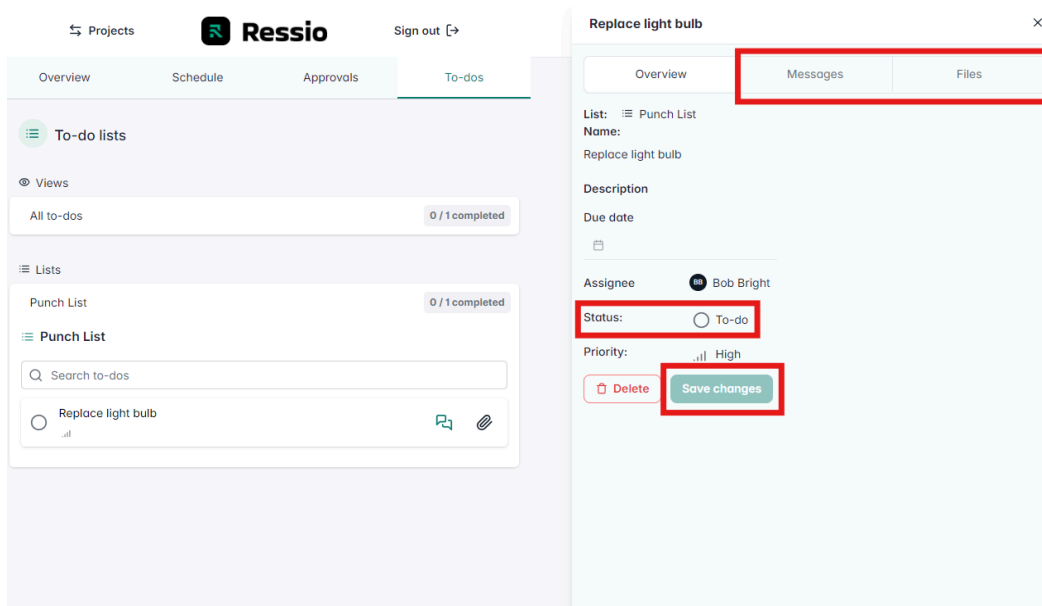
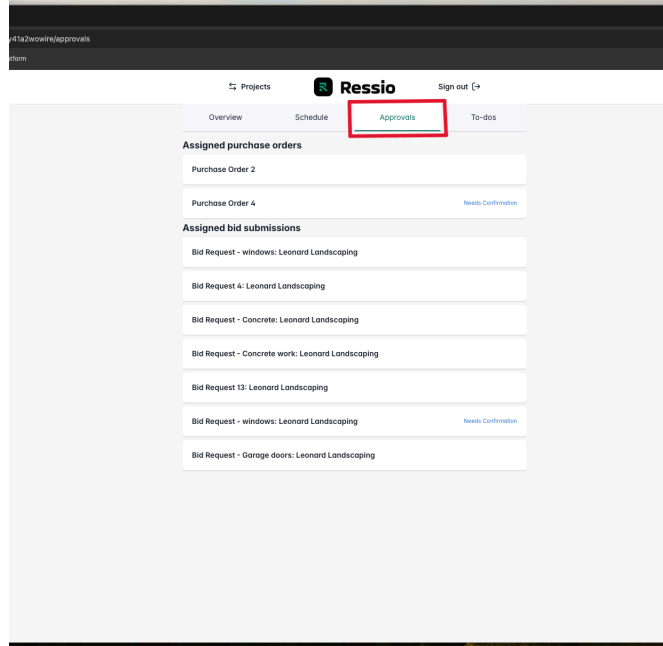**Pro-tip:** Use **Messages** to update the builder on your progress. Share a photo of your completed work in **Files**.

Approvals - Bids

Ressio keeps quotes organized for builders and makes it easy for you to view plans, submit quotes, and hammer out the details.🔨

Bids can be found in the **Approvals** section. Select the bid to access all the information you need to submit a quote.

Submitting a bid (2 ways):
1. **Center screen:** Fill out Unit cost and Quantity. Select **Save**. Then **Submit.**
2. **Right Screen:** Attach the quote in the bottom **Message** field. Then **Send.**
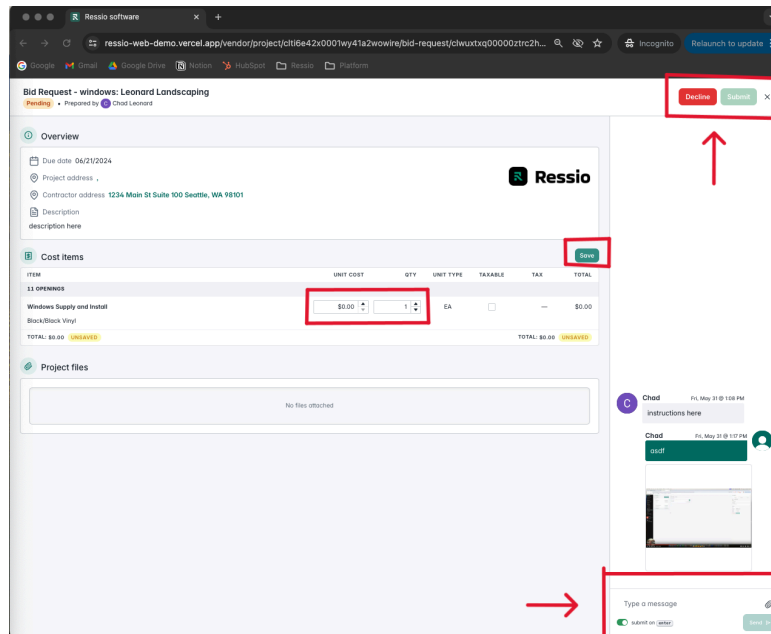
✉️The builder may respond via email with questions or to notify you they've accepted your bid. Simply click the email link to reply!✉️

Purchase Orders

Purchase Orders aid financial planning, mitigate mistakes, and facilitate quicker payments.

Ressio allows you to view, approve, and print/save purchase orders for your records.

❓Questions? Access to files and messages can be found in the upper right.

✅ Select **Accept** to approve, add any additional notes for your builder, and **Submit.**

Your builder will receive a notification when a PO is accepted or declined. Continue to communicate using messages until payment is made.