

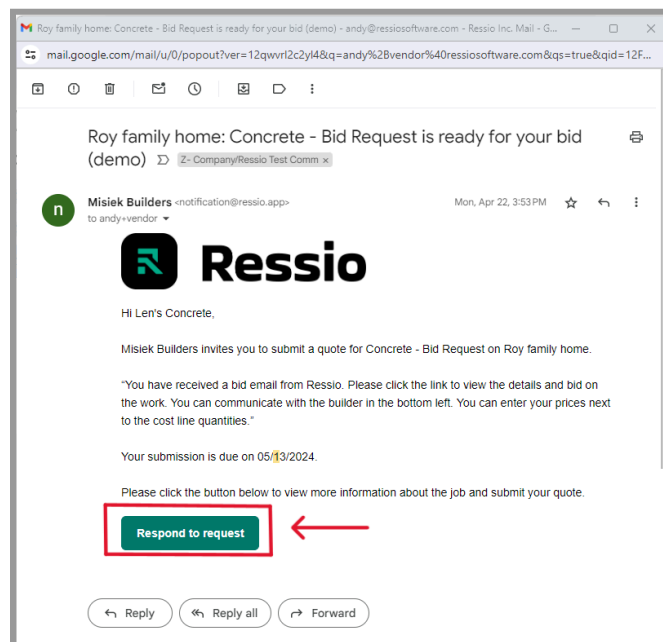


Welcome to the Ressio: Vendor Portal

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](https://ressio.app) any time using your email address. Consider bookmarking the link, or [adding the app on your phone](#)


Key Features:

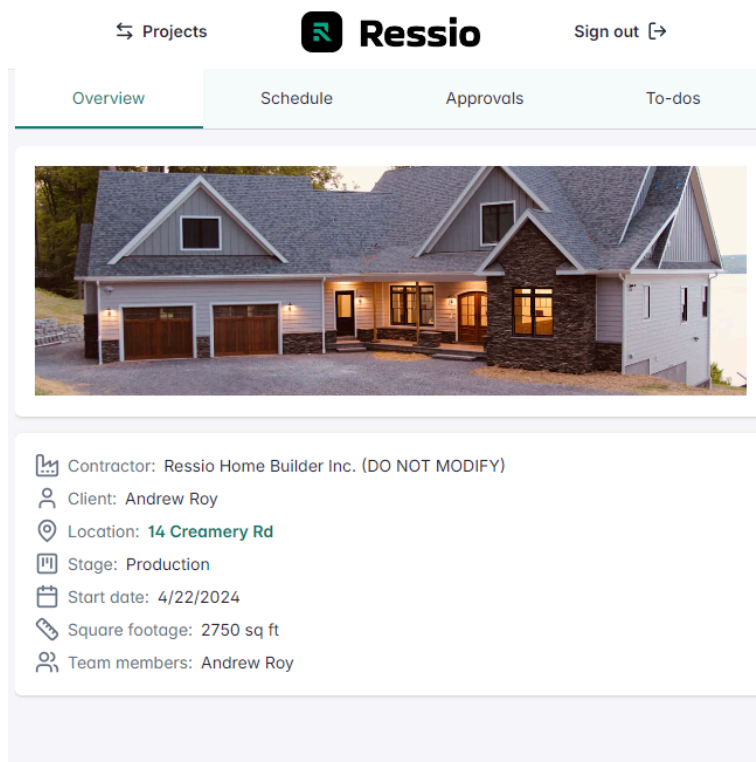
 **Overview:** Homepage | View project details

 **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

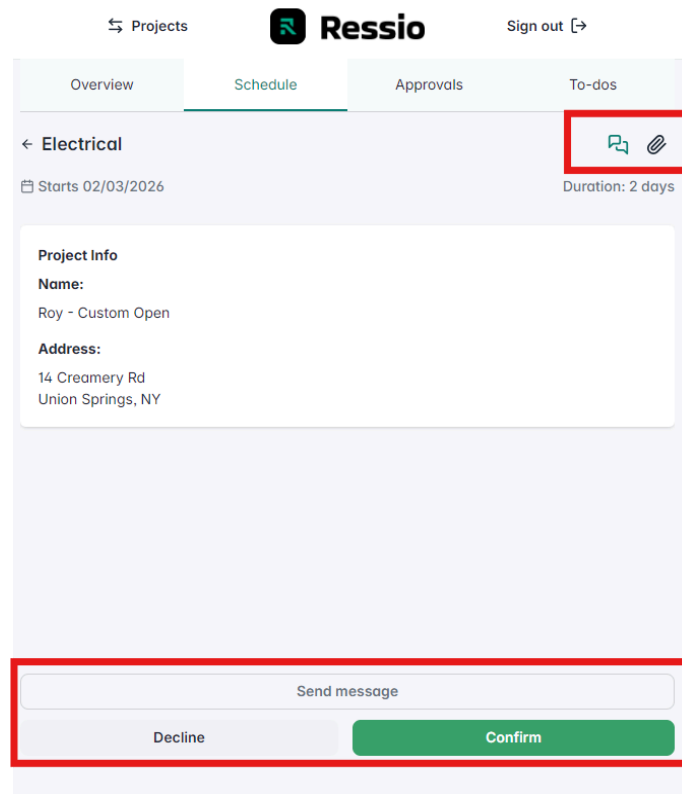


The screenshot shows the Ressio project overview page. At the top, there is a navigation bar with a left arrow, the text "Projects", the Ressio logo, and a right arrow with the text "Sign out". Below the navigation bar is a tabbed interface with four tabs: "Overview" (selected), "Schedule", "Approvals", and "To-dos". The main content area features a large image of a modern house with a stone and white exterior. Below the image is a list of project details:

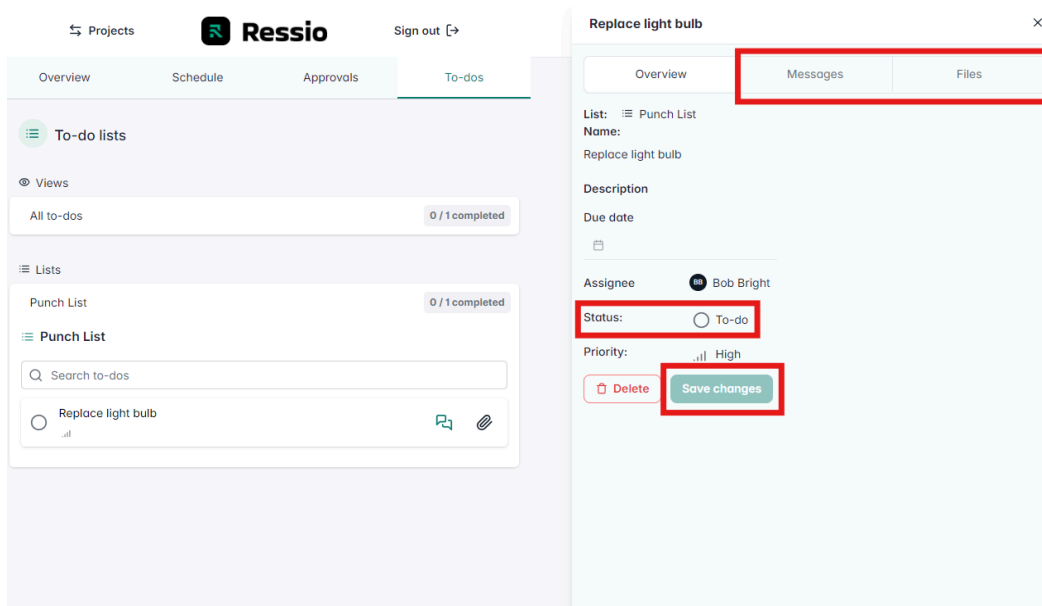
-  Contractor: Ressio Home Builder Inc. (DO NOT MODIFY)
-  Client: Andrew Roy
-  Location: 14 Creamery Rd
-  Stage: Production
-  Start date: 4/22/2024
-  Square footage: 2750 sq ft
-  Team members: Andrew Roy

Schedule and To-dos - 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**.

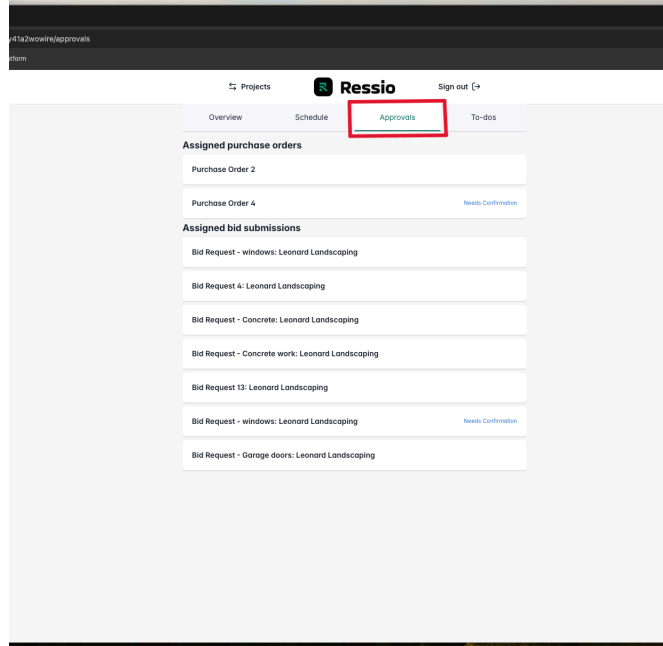


Pro-tip: Use **Messages** to update the builder on your progress. Share a photo of your completed work in **Files**.

Approvals - Bids

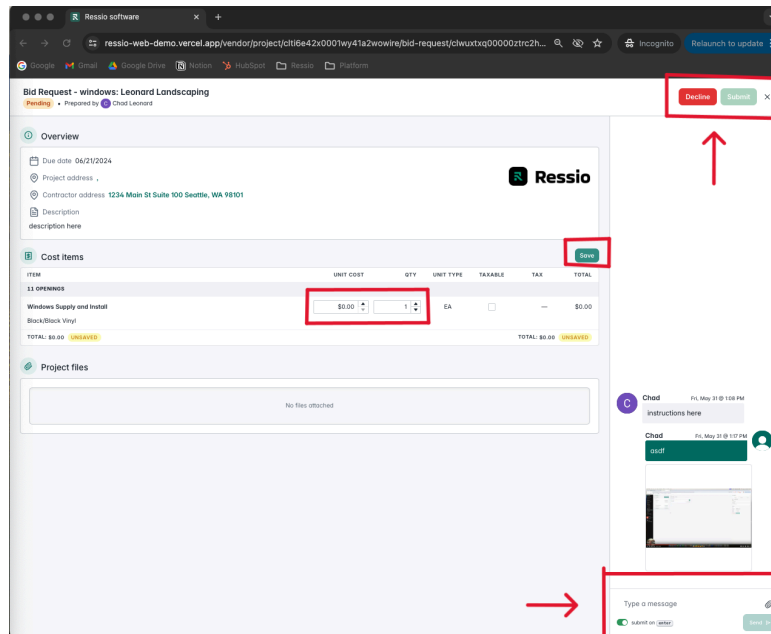
Ressio keeps quotes organized for builders and makes it easy for you to view plans, submit quotes, and hammer out the details. 🛠️

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.

The screenshot displays the Ressio software interface for a Purchase Order. At the top, there are navigation tabs: Overview, Schedule, Approvals, and To-dos. The 'To-dos' tab is selected and highlighted with a red box, which also encloses three icons: a message icon, an edit icon, and a print icon. Below the tabs, the page title is 'Purchase Order 1'. The main content area is titled 'Roy - Custom Open Purchase order'. It is divided into several sections: 'Contacts' (Prepared for: Len's Concrete, 2700 Whitney Ave, Hamden, CT 06514; Prepared by: Andy Roy, andy@ressiosoftware.com, 1234 Main St, Suite 100, Seattle, WA 98101), 'Dates' (Issued on: 05/22/2024), 'Items' (5000 - 5999 Finishing Trades \$5,000.00; 5450 - Countertops \$5,000.00), and 'Summary' (Subtotal \$5,000.00, Tax \$0.00). At the bottom, there is a 'Send message' input field, a 'Decline' button, and an 'Accept' button, all of which are highlighted with a red box.

? 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.