



SUPPLIER TRAINING PACKET

We would like to personally thank you for your enthusiasm and commitment to being a yardz Supplier. It is our goal for you to know that we appreciate your participation and value your partnership.

As we begin to provide new leads to you and your organization, it will be imperative that you are comfortable with the process to provide seamless service and a world-class experience for the renter.

To accomplish this, we have put together this training packet that can be referenced during the initial uses of our system. Although the process is really just three easy steps (**1. Submit Quote or Decline, 2. Complete Quote, 3. Confirm Quote**), we have detailed out each step to clearly define the process.

Please make sure to review these steps in detail to ensure that you can provide timely responses in the future. Below are some key points to keep in mind:

1. The training packet shows the interface on a PC. Although formatting will vary based on tablets and mobile devices, the general information remains the same. That's right, you can do it on your PC, Tablet or Mobile Phone.
2. It is paramount that you review your quote in detail before submitting. There is no way to revise after submission.
3. The goal is to provide the renter with quotes as quickly as possible. The earlier you respond the better as renters with accounts do receive real-time updates and can book instantaneous.
4. If you need additional training, please do not hesitate to contact our supplier trainer: supplier@yardz.com
5. We encourage feedback. We want this system to be the best it can be for your use and convenience. Please feel free to provide feedback at: supplier@yardz.com

We look forward to working together and hope that you value our services at yardz.com where we make the reservation, and you own the relationship.

Step 1: You will receive an email from yardz.com with the information for the potential rental. The subject line for the email will read **"New Quote Request"**. Review the general information for rental and select [Submit a Quote](#) if the rental makes sense for you to quote. If not, select [Decline](#). See sample email below.

YOU MUST SELECT ONE OF THE OPTIONS. Keep in mind that if response is delayed, the opportunity to quote for your company may be canceled by the client or the yardz team. Additionally we have requested all quotes be **completed within 15 minutes** for the best renter experience.



A new **Quote Request** has been submitted on **1/10/2019 10:57am** for your review. Please [Submit a Quote](#) or Decline using the buttons below. We ask that you respond within 15 minutes to ensure that we provide the renter with a timely response.

Reservation Details

Request by **Jason Perez** from yardz .

Interested In
Scissor Lift
Electric Scissor Lift
19 ft

Qty
1

Start & End Date
1/14/2019 - 2/22/2019
40 days

Location
1 AMB Drive Northwest, Atlanta, GA 30313



Submit a Quote
Decline



SUPPLIER TRAINING PACKET

Step 2: Upon clicking [Submit a Quote](#) you will be taken to the quote page below. Review General information for rental and ensure that it is accurate.

Client Requesting Quote

Quantity

Your company name is shown here.

Delivery Location

Duration of Rental

Item to be Rented

Request by Jason Perez from yardz .
Telehandler, 10,000 lbs, 42 foot

Qty
1

Start & End Date
1/03/2019 - 1/03/2019
1 day

Location
Marietta, GA 30064

Submit a Quote
Quote by Test Supplier 4

Rates

Daily Rate \$0.00 Weekly Rate \$0.00 Monthly Rate \$0.00

Quote

Supplier Reservation Number

Item	Price
Telehandler, 10,000 lbs, 42 foot	\$0.00
Delivery	\$0.00
Pickup	\$0.00
Environmental Fees	\$0.00
Taxes	\$0.00
Miscellaneous	\$0.00
Total	\$0.00

Comments
ie. Free Delivery/Pick-Up, Cables Not Included, etc

Submit a Quote



Step 3: Complete Daily | Weekly | Monthly rental rates.

Submit a Quote
Quote by Test Supplier 4

Reservation Details

Request by **Jason Perez** from **yardz**.

Interested In	Qty	Start & End Date	Location
Telehandler, 10,000 lbs, 42 foot	1	1/03/2019 - 1/03/2019 1 day	Marietta, GA 30064

Rates

Daily Rate	Weekly Rate	Monthly Rate
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Quotes

Supplier Reservation Number

Item	Price
<input type="text" value="Telehandler, 10,000 lbs, 42 foot"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Delivery"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Pickup"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Environmental Fees"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Taxes"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Miscellaneous"/>	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$0.00"/>

Comments



Step 4: Complete Reservation Number. Note that this reservation number is your own internal reservation number and unique to your company. It will be the reservation number that you assign to the rental and will be referenced by the renter upon booking. This item must be completed in order to submit the quote.

Submit a Quote
Quote by Test Supplier 4

Reservation Details

Request by Jason Perez from yardz .

Interested In	Qty	Start & End Date	Location
Telehandler, 10,000 lbs, 42 foot	1	1/03/2019 - 1/03/2019 1 day	Marietta, GA 30064

Rates

Daily Rate	Weekly Rate	Monthly Rate
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Quote

Item	Price
Supplier Reservation Number <input type="text"/>	
Telehandler, 10,000 lbs, 42 foot	<input type="text" value="\$0.00"/>
Delivery	<input type="text" value="\$0.00"/>
Pickup	<input type="text" value="\$0.00"/>
Environmental Fees	<input type="text" value="\$0.00"/>
Taxes	<input type="text" value="\$0.00"/>
Miscellaneous	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$0.00"/>

Comments



Step 5: Confirm that the listed equipment is consistent with the product offered by your company.

NOTE: In some cases the renter has requested an item that is not defined specifically in the yardz system. In those cases, the renter may select the **"Other"** option, in which they will notate the unique item they are requesting. The line "Item" will then read as **"Other"** and will require you to input the unique item requested and offered by your company. You can click in the space and type in the item description manually.

Submit a Quote
Quote by Test Supplier 4

Reservation Details

Request by Jason Perez from yardz .

Interested In	Qty	Start & End Date	Location
Telehandler, 10,000 lbs, 42 foot	1	1/03/2019 - 1/03/2019 1 day	Marietta, GA 30064

Rates

Daily Rate	Weekly Rate	Monthly Rate
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Quote

Supplier Reservation Number

Item	Price
Telehandler, 10,000 lbs, 42 foot	<input type="text" value="\$0.00"/>
	<input type="text" value="\$0.00"/>
Pickup	<input type="text" value="\$0.00"/>
Environmental Fees	<input type="text" value="\$0.00"/>
Taxes	<input type="text" value="\$0.00"/>
Miscellaneous	<input type="text" value="\$0.00"/>
Total	\$0.00

Comments



Step 6: Input total base rate for the rental.

For example: If it is a two month rental on a \$1,000/month item you would input **\$2,000** (\$1,000 x 2 months = \$2,000). **DO NOT INPUT THE UNIT RATE.** You must put in the total rate for the rental.

Submit a Quote
Quote by Test Supplier 4

Reservation Details

Request by Jason Perez from yardz .

Interested In	Qty	Start & End Date	Location
Telehandler, 10,000 lbs, 42 foot	1	1/03/2019 - 1/03/2019 1 day	Marietta, GA 30064

Rates

Daily Rate	Weekly Rate	Monthly Rate
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Quote

Supplier Reservation Number

Item	Price
Telehandler, 10,000 lbs, 42 foot	<input type="text" value="\$0.00"/>
Delivery	<input type="text" value="\$0.00"/>
Pickup	<input type="text" value="\$0.00"/>
Environmental Fees	<input type="text" value="\$0.00"/>
Taxes	<input type="text" value="\$0.00"/>
Miscellaneous	<input type="text" value="\$0.00"/>
Total	\$0.00

Comments



Step 7: Input delivery and pick-up costs. There is a separate line item for each of these. If delivery/pickup is free you can leave as \$0.00 and add in the comments "Free Delivery/Pickup".

Submit a Quote
Quote by Test Supplier 4

Reservation Details

Request by **Jason Perez** from yardz

Interested In	Qty	Start & End Date	Location
Telehandler, 10,000 lbs, 42 foot	1	1/03/2019 - 1/03/2019 1 day	Marietta, GA 30064

Rates

Daily Rate	Weekly Rate	Monthly Rate
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Quote

Supplier Reservation Number

Item	Price
Telehandler, 10,000 lbs, 42 foot	<input type="text" value="\$0.00"/>
Delivery	<input type="text" value="\$0.00"/>
Pickup	<input type="text" value="\$0.00"/>
Environmental Fees	<input type="text" value="\$0.00"/>
Taxes	<input type="text" value="\$0.00"/>
Miscellaneous	<input type="text" value="\$0.00"/>
Total	\$0.00

Comments



Step 8: Input the costs for "Environmental Fees", "Taxes" and any other "Miscellaneous" fees that might be associated with this rental.

Submit a Quote
Quote by Test Supplier 4

[Reservation Details](#)

Request by **Jason Perez** from **yardz**.

Interested In	Qty	Start & End Date	Location
Telehandler, 10,000 lbs, 42 foot	1	1/03/2019 - 1/03/2019 1 day	Marietta, GA 30064

[Rates](#)

Daily Rate	Weekly Rate	Monthly Rate
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

[Quote](#)

Supplier Reservation Number

Item	Price
Telehandler, 10,000 lbs, 42 foot	<input type="text" value="\$0.00"/>
Delivery	<input type="text" value="\$0.00"/>
Pickup	<input type="text" value="\$0.00"/>
Environmental Fees	<input type="text" value="\$0.00"/>
Taxes	<input type="text" value="\$0.00"/>
Miscellaneous	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$0.00"/>

[Comments](#)



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Step 9: Input Confirm **TOTAL** for the rental. This total is the turnkey amount to be paid by the client for the entire duration of the rental. It should be equal to the total reservation fee calculated by your companies internal software.

Submit a Quote
Quote by Test Supplier 4

Reservation Details

Request by **Jason Perez** from **yardz**.

Interested In	Qty	Start & End Date	Location
Telehandler, 10,000 lbs, 42 foot	1	1/03/2019 - 1/03/2019 1 day	Marietta, GA 30064

Rates

Daily Rate	Weekly Rate	Monthly Rate
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Quote

Supplier Reservation Number

Item	Price
<input type="text" value="Telehandler, 10,000 lbs, 42 foot"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Delivery"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Pickup"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Environmental Fees"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Taxes"/>	<input type="text" value="\$0.00"/>
<input type="text" value="Miscellaneous"/>	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$0.00"/>

Comments



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Step 10: Input any COMMENTS you would like for the renter to review. Examples may include: "Free Delivery", "No cables included", "Rental Equipment Requires Credit Approval", etc.

NOTE: Yardz and the renter assume that all costs will be included in the quote. This is not a section for a long list of exclusions. We expect that you and your company will use professional discretion based on industry standards for including the appropriate costs.


Submit a Quote
Quote by Test Supplier 4

[Reservation Details](#)

Request by Jason Perez from yardz .

Interested In	Qty	Start & End Date	Location
Telehandler, 10,000 lbs, 42 foot	1	1/03/2019 - 1/03/2019 1 day	Marietta, GA 30064

[Rates](#)

Daily Rate	Weekly Rate	Monthly Rate
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

[Quote](#)

Supplier Reservation Number

Item	Price
Telehandler, 10,000 lbs, 42 foot	\$0.00
Delivery	\$0.00
Pickup	\$0.00
Environmental Fees	\$0.00
Taxes	\$0.00
Miscellaneous	\$0.00
Total	\$0.00

Comments

ie. Free Delivery/Pick-Up, Cables Not Included, etc.



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Step 11: Review all information for accuracy. Then click on [Submit a Quote](#) button.

NOTE: There is no additional "review" screen. Although there is a "pop-up" prompt that typically will open asking you to confirm your total. Once pressing on "Submit a Quote" the quote, THE QUOTE WILL BE FINAL.

Submit a Quote
Quote by Test Supplier 4

[Reservation Details](#)

Request by **Jason Perez** from yardz .

Interested In	Qty	Start & End Date	Location
Telehandler, 10,000 lbs, 42 foot	1	1/03/2019 - 1/03/2019 1 day	Marietta, GA 30064

[Rates](#)

Daily Rate	Weekly Rate	Monthly Rate
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

[Quote](#)

Supplier Reservation Number

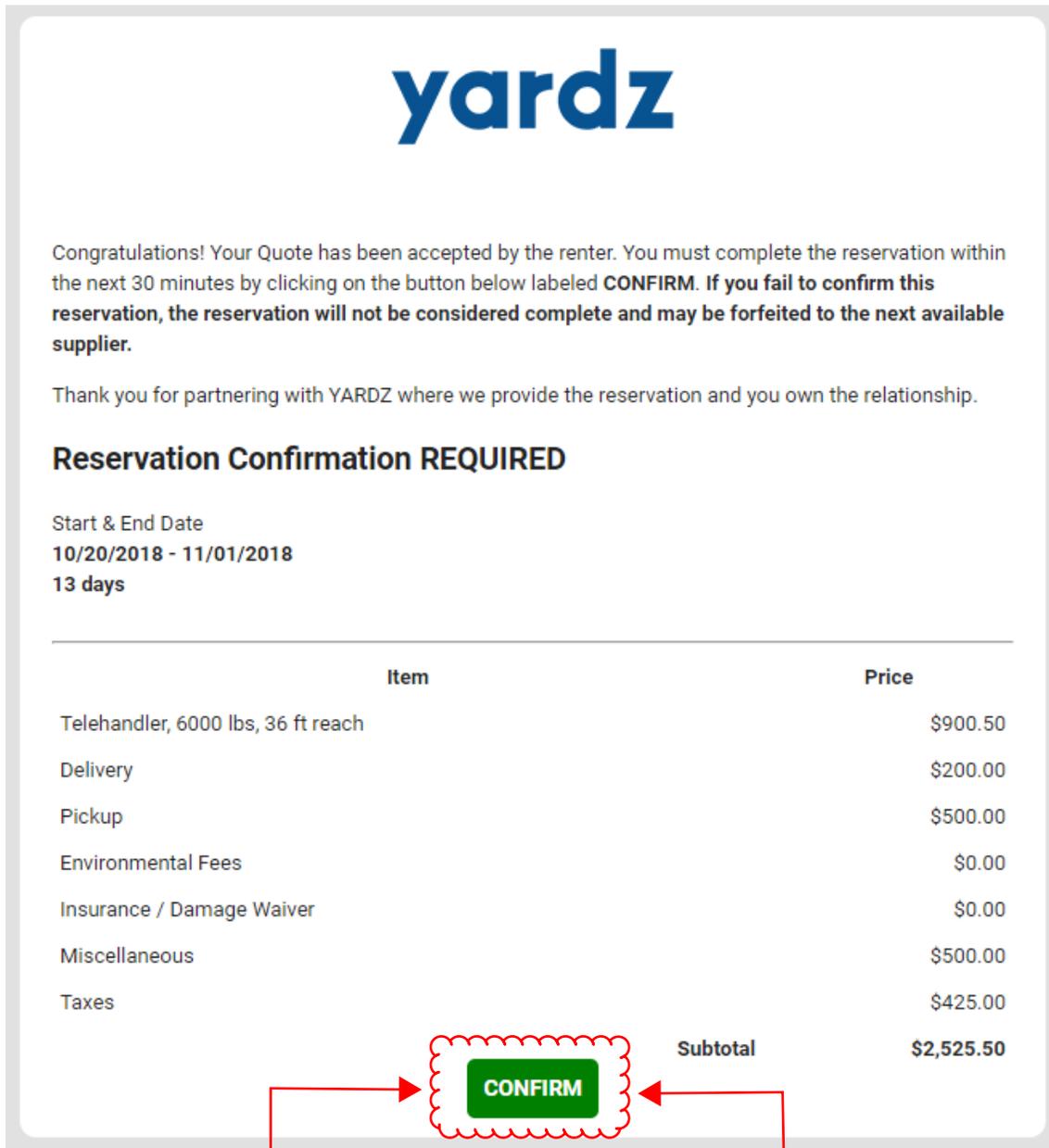
Item	Price
Telehandler, 10,000 lbs, 42 foot	<input type="text" value="\$0.00"/>
Delivery	<input type="text" value="\$0.00"/>
Pickup	<input type="text" value="\$0.00"/>
Environmental Fees	<input type="text" value="\$0.00"/>
Taxes	<input type="text" value="\$0.00"/>
Miscellaneous	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$0.00"/>

[Comments](#)

[Submit a Quote](#)

VERY IMPORTANT. YOU MUST CONFIRM THE RESERVATION

Step 12: Once the renter accepts your quote and completes the reservation you will receive an email from yardz.com with the subject title "New Reservation Pending Confirmation". **You must open this email and click on  to complete the reservation.**



yardz

Congratulations! Your Quote has been accepted by the renter. You must complete the reservation within the next 30 minutes by clicking on the button below labeled **CONFIRM**. **If you fail to confirm this reservation, the reservation will not be considered complete and may be forfeited to the next available supplier.**

Thank you for partnering with YARDZ where we provide the reservation and you own the relationship.

Reservation Confirmation REQUIRED

Start & End Date
10/20/2018 - 11/01/2018
13 days

Item	Price
Telehandler, 6000 lbs, 36 ft reach	\$900.50
Delivery	\$200.00
Pickup	\$500.00
Environmental Fees	\$0.00
Insurance / Damage Waiver	\$0.00
Miscellaneous	\$500.00
Taxes	\$425.00
Subtotal	\$2,525.50



VERY IMPORTANT. YOU MUST CONFIRM THE RESERVATION