

| <b>SUBJECT</b>   | <b>Date</b> |
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| YARDI VOYAGER PROCEDURES MANUAL<br><br>ANNUAL TERMITE RENEWALS | 04-25-24    |

**Florida Pest:**

Effective 02.01.23, Florida pest no longer issues contracts. Invoices are issued as your renewal notice, one month prior to service being performed. A “Summary of Service” & a “Detailed Report “are issued when the work has been completed.

When you have received the Annual Renewal Invoice;

- Create the Purchase Order in Voyager as outlined in procedure V-410 Creating Purchase Orders
- Set your workflow to “Standard”
- Attach the invoice to the Purchase Order
- Set the attachment type to “Invoice Final”

Once the Purchase Order has been approved by the DM and the Corporate Office:

- Complete procedure V-450, Receiving Purchase Orders
- Notify the vendor invoice has been submitted for payment and service can be performed.
- Add memo in PO date of service to be performed at property

Once the service has been completed by Florida Pest;

- Attach the “Summary of Service” & “Detailed Report” to the purchase order
- Set the attachment type to “Correspondence”

**All other vendors that provide Termite Services;**

When you are contacted for your renewal;

- Create the Purchase Order in Voyager as outlined in procedure V-410 Creating Purchase Orders
- Set your workflow to “Standard”
- Attach the quote provided or add a memo noting the verbally quoted amount for the service.
- If attaching a quote, set the attachment type to “quote”

Once the Purchase Order has been approved by the DM and the Corporate Office, you can notify the vendor that the service can be performed.

Once the service has been completed;

- Attach the invoice to the purchase order
- Set the attachment type to “Invoice Final”

Complete procedure V-450, Receiving Purchase Orders.