



## Vendor Sign up Introduction

### U. R. Why!

Welcome aboard! We are thrilled to have your company join our community of amazing vendors and we look forward to working together to deliver quality products and services to our communities. We take pride in establishing strong, long-lasting vendor relations throughout our portfolio. Please take a moment to review our requirements and best practices to ensure we can process payments timely and efficiently.

As you review the vendor pack, please know that we are here to support you in the set-up process. If you have questions or need assistance, do not hesitate to contact Vendor Support.

Cheers to a fantastic journey in our partnership together!

### Requirements and Best Practices

- **Purchase Order Numbers - PO numbers are REQUIRED for all services:** please request this number from the property manager and do not perform work or deliver supplies prior to receiving. The PO number is **REQUIRED** to be listed on the invoice.
  - Exemptions: Emergency calls, with Regional Director approval, and re-occurring dues.
  - PO Number Format- 5 digits, no letters - XXXXX
- **NexusConnect-** We **require** all vendors to be set up and connected via NexusConnect. Reference the email attachment “NexusConnect- Supplier Guide” for setup instructions. This system allows vendors access to the following features:
  - Upload invoices directly
    - PDF files only (**Required**)
  - Upload updated insurance
  - Review the status of your invoices and payment remittance details.
  - Enable and select ACH payment options
- **Billing-** Invoices should never be given directly to the property. This will result in possible non-payment or massive delays. Invoices also must have correct ‘bill to’ and ‘service address’ information correlating to the property of service, NEVER Unified Residential Management. (example below).
- **Payment Terms-** General payment terms are 30-day.
- **Statements-** Due to our vendors submitting their own invoices, we require that you notify our Accounts Payable department for invoices greater than 60 days unpaid.

### Invoicing and Contact Details

<p><b>Invoice Bill to Name and Address:</b>          Name of property that was serviced.          10330 Lake Rd. Suite DD          Houston, Tx 77070</p>	<p><b>Service Address:</b>          Name of the property          Property’s address with unit # (If applicable).</p>
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**Accounts Payable- AP@Unified-Residential.com - For Statements and communication ONLY!**

**\*\* Unified Residential Management and Optimize Construction use two separate billing platforms. Reach out to ap@optimizecm.com for the correct Optimize vendor packet. \*\***



## Request to Add Vendor - TENNESSEE

Vendor Name:

Address:

Remit Address (if different):

Phone Number:

Email Address:

Type of Business:

(What services will be provided?)

Are you related to anyone at URM? Yes / No

Name: \_\_\_\_\_

(First and Last Name)

Payment Terms:

**VENDOR PAYMENT INFORMATION (Check all methods accepted):**

- (Preferred) ACH:  
Complete the attached ACH authorization form and return it with a voided check. If checks are unavailable, please supply an ACH authorization form from the bank. This will bypass the *required* voided check.
- Check

### VENDOR DOCUMENTATION REQUIREMENTS

Please supply the following documentation, as required.

#### Copy of W-9 (required for all vendors)

**Certificates of Insurance** - Certificates of insurance must have the legal name of the property listed as the certificate holder for each property the vendor services are to be provided.

- Delivery Only:
  - Commercial automobile insurance requirement: minimum of \$1,000,000 combined single limit coverage for all owned, hired, or non-owned vehicles.*
- On-Site Vendors:
  - Minimum requirements for General Liability Insurance: Combined Single Limits for Bodily Injury and Property Damage of \$500,000 each occurrence and \$500,000 in the aggregate unless higher amounts are required by the owner. Total of \$1,000,000.*
  - Commercial automobile insurance requirement: minimum of \$1,000,000 combined single limit coverage for all owned, hired, or non-owned vehicles.*
  - Workers' Compensation insurance Minimum \$500,000 required or exemption certificate.*

Certificate of Insurance – Legal Entity Names (**Please use the listed legal names under certificate holder section; one per certificate**)

**The Nova: Oro Briar Club – 6355 Briar Patch Lane, Memphis, TN 38115**

**The Local: Oro Cinnamon Trails – 3251 Knight Trails Circle, Memphis, TN 38115**

**The Stella: Oro River Trace SPE - 2165 E. River Trace 38134**

**The District: Oro Parkway SPE - 6420 Knight Arnold Road, Memphis, TN 38115**

**The Birches: Oro Heron Birches LLC – 6939 Dusty Trail Lane, Memphis, TN 38133**

**The Vale: Oro Heron Villas LLC – 8293 George Brett Drive, Cordova, TN 38018**

**The Bristol on Union: Oro Bristol on Union Owner LLC – 205 Pasadena PI Memphis, TN 38018**

**Retreat at Germantown: Oro Retreat at Germantown Owner LLC – 7865 Grove Ct. W Germantown, TN 38138**



**ACH AUTHORIZATION FORM**

**AUTOMATIC DEPOSIT**

The undersigned hereby authorizes DSM Group, Inc. (the Management Company) to make deposits into the account identified below and authorizes the Bank to accept such deposits. It is agreed that these deposits may be made electronically and under the rules of the National Automated Clearing House Association (NACHA). I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

This authorization will remain in full force and effect unless written notification is received.

Financial Institution Name:

Address:

City:

St:

Zip:

Routing Number:

Account Number:

Email address for billing contact:

Print Name of Authorized Agent:

Authorized Signature Date:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**\*\*SUBMIT A VOIDED CHECK WITH THIS COMPLETED FORM. IF CHECKS ARE UNAVAILABLE, PLEASE PROVIDE AN ACH AUTHORIZATION FORM FROM THE BANK. \*\***



## Vendor Acknowledgement

**By signing this form, I agree and acknowledge Unified Residential Management’s invoicing requirements and key details. The following forms are to be completed and provided to Vendor Support prior to any exchange between said vendor and any Unified Residential Managed properties:**

- Vendor Application (Page 2- fully filled out)
- W-9 (signed and dated within the current year)
- ACH Enrollment Form and Voided check or Bank’s ACH authorization form
- Certificate of Insurance for all Onsite and Delivery vendors
  - a. Property’s Legal name and address listed as the certificate holder
- NexusConnect account setup and invite submission
  - a. Invite *code- Q3YRX-NXS*
- Vendor Acknowledgement form

**By signing below, vendor agrees to send all the additional forms along with this Vendor Acknowledgement statement.**

**As a duly authorized representative of said vendor, I hereby acknowledge receipt of the vendor packet and will comply with all responsibilities of submitting invoices per the terms and conditions set forth in the fully executed contract or agreement between the parties.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**