

ACTION REQUIRED – PLEASE UPDATE YOUR RECORDS

Attention: Accounting Department

We're partnering with AvidXchange Strongroom, a leader in automating the accounts payable and payment process, to automate our AP process. This change will help us track invoices electronically, streamline our approval workflows, and have a stronger central repository for all invoice data. For you that means seamless, accurate, and secure payments, with a variety of delivery options that can get you paid faster.

1. REQUIRED: UPDATE YOUR INVOICE SUBMISSION PROCESS

OPTION 1: *(Preferred)*

EMAIL INVOICE TO: harlempminvoices@payableslockbox.com

- Send either by postal mail **OR** email, **NOT** both.
- Include one invoice per attachment. *(Emails can include multiple attachments)*
- **Accepted invoice submission formats:**
 - **PDF (preferred)**
 - Word, Excel, JPEG, TIFF, Email with no attachment (the email itself would be used as the invoice)

OPTION 2:

SUBMIT VIA MAIL TO:

Harlem Property Management
c/o Dept. 598– Harlem Property Management Inc.
PO Box 4579
Houston, TX 77210-4579

- For postal invoices you must include the Dept. number on the address. If you do not include the department on the address your invoice will not get processed.
 - Place the company address above on all invoices themselves and not just the envelopes. This will ensure your invoice gets routed to the proper location.
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2. SELECT YOUR PREFERRED PAYMENT METHOD

AvidXchange Strongroom offers 3 different payment methods to ensure you are paid quickly, efficiently, and on your terms. Your company is not currently registered with AvidXchange. This means that the AvidXchange Supplier Enrollment Team will be reaching out to you to register your company on the payment option that best fits your needs. Alternatively, you can complete the enclosed Supplier Network Enrollment Form.



Fastest: Mastercard



**Faster: AvidPay Direct
(Enhanced Direct Deposit)**



Fast: Check

Questions and Concerns

Invoice Specific: Please contact Neil Sempio at neil.s@harlempm.com.

Supplier Profile: Please contact AvidXchange at Supplier@avidxchange.com or 704-971-8170, opt. 1 for questions related to your supplier profile and/or payment methods accepted by your company.

AVIDXCHANGE SUPPLIER NETWORK ENROLLMENT FORM

Tell Us How You Want to Be Paid

AvidXchange offers 3 different payment methods to ensure you are paid quickly, efficiently, and on your terms. Please indicate your preferred payment method below.

FASTEST: MASTERCARD

Receive payment by email in 1 business day from payment approval.

This option delivers a one-time use virtual Mastercard every time invoices are approved for payment.

FASTER: AVIDPAY DIRECT (ACH)

Receive direct deposit within 3 business days from payment approval.

The enhanced ACH payment solution delivers funds directly to your bank account, accompanied by emailed payment receipts for simple reconciliation.

**We will contact you to fully complete this enrollment.*

FAST: CHECK

Receive check mailed via USPS 7-10 business days after payment approval.

Help us ensure payments are delivered on time and accurately by verifying a few items below:

1. Is this your current company name and mailing address for payments? Yes No

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

If no, please tell us your current company name and mailing address for payments below:

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

2. Who and how should we contact your company to deliver and follow up on payments?

Name: _____ Title/Position: _____

Email: _____ Phone: _____

Website: _____ Fax: _____

Communication preference? Email Phone

If you accept Mastercard, are there any processing fees or transaction limits? Yes No

Percentage: _____ Limits: _____

**e.g. no Mastercard payments over \$5,000*

Everything filled out? GREAT!

Send this form and a copy of your W9 for verification to the AvidXchange team for processing!

Email: supplierdocs@avidxchange.com | Fax: 866.249.9797

Enrollment questions?

Contact our Supplier Care team with any questions about enrollment, payment solutions, or operations.

Need help?

Contact us Monday - Friday 8:00am - 8:00pm EST
supplier@avidxchange.com | 704.971.8170 opt. 2



avidxchange.com/suppliers/faq