

## 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](mailto: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](mailto:neil.s@harlempm.com).

**Supplier Profile:** Please contact AvidXchange at [Supplier@avidxchange.com](mailto: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](mailto: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](mailto:supplier@avidxchange.com) | 704.971.8170 opt. 2



[avidxchange.com/suppliers/faq](https://avidxchange.com/suppliers/faq)



August 30, 2019

From Harlem Property Management, Inc. on behalf of:  
AvidXchange, Inc.  
1210 AvidXchange Lane  
Charlotte, NC 28206

Dear Harlem Property Management, Inc. Suppliers:

Please be advised that Harlem Property Management, Inc. has entered into an agreement with AvidXchange to implement an electronic invoice and/or bill payment process, which will be facilitated on our behalf by AvidXchange, Inc. This process will make our bill payment process more efficient and is consistent with our efforts to act in a more environmentally sensitive manner.

**As included in the Service Agreement for AvidPay Service, AvidXchange shall have the authority to undertake the following action:**

Request information on your Accounts Receivables process, payment delivery preferences, and facilitate the payment delivery preference; i.e. the ability to accept an electronic payment with proper payment information on behalf of Harlem Property Management, Inc. or through a paper check.

**These changes or modifications will be limited to those that do NOT require any expenditures to Harlem Property Management, Inc. or affect Harlem Property Management, Inc. level of service.**

This letter authorizes AvidXchange to contact you for information required to participate in the program. If you have any questions about this new process, please feel free to contact Neil Sempio @ [neil.s@harlempm.com](mailto:neil.s@harlempm.com).

Thank you in advance for your cooperation in providing AvidXchange with this information.

Sincerely,

Neil Sempio

Chief Financial Officer

Harlem Property Management, Inc.