



Thank you for your interest in working with **Silver Lands Management Group**. We're excited about the opportunity to partner with you and appreciate your support in helping us provide high-quality, well-maintained, and affordable housing communities across the United States.

To help set expectations and ensure a smooth start to our working relationship, we've outlined the steps below to guide you through our vendor onboarding process. Following these steps helps ensure accurate information, clear communication, and a strong, mutually beneficial partnership, while also allowing us to process invoices and payments efficiently and in accordance with company policy.

### **Step 1: Complete the Vendor Intake Packet**

To begin, please complete the Vendor Intake Packet using the link below:

[VENDOR INTAKE PACKET](#)

This packet includes:

- Vendor Information Form
- Conflict of Interest Disclosure
- Service Agreement
- IRS W-9

Once completed, your information is automatically submitted to our Accounts Payable team for review.

### **Step 2: Portal Activation & Account Setup**

After your intake packet has been reviewed and approved, you will receive an email invitation to activate your Vendor Portal account.

The Vendor Portal is required for all vendors and serves as our centralized system for:

- Document submission
- Compliance tracking
- Payment setup and processing



You can access the portal and learn more here:

[Vendor Portal Login Page](#)

[Vendor Portal Overview](#)

### **Step 3: Upload Required Documentation**

Once your portal is activated, please upload the following items:

- **Voided check** (for ACH payments)
  - Your preferred payment method must be set up within the portal
- **Business license** (state-specific, if applicable)
- **Contractor or trade license** (if applicable)
- **Certificate of Insurance (COI)**
  - Community name and address must be listed as the certificate holder
  - All company vehicles used for business must be listed under auto liability

### **Step 4: Invoicing & Payment Process**

Once all required documentation has been received and approved, invoices may be submitted for payment.

#### **Invoice requirements:**

- PDF format only
- Community name (bill-to)
- Invoice number
- Invoice date
- PO number
- Date(s) of service
- Scope or description of work
- Unit number(s), if applicable
- Conditional Lien Waiver Signed

Submit invoices to: [\*\*silverlandsmgmt@invoices.appfolio.com\*\*](mailto:silverlandsmgmt@invoices.appfolio.com) (cc the Account Manager and/ or Community Manager upon submission).

Payments are issued within 30 days of receipt of a complete and compliant invoice.

**NOTE: Invoices that do not meet the above requirements or are submitted outside of the portal process may result in delayed payment.**





## **Deposits/Draws**

For projects that require a deposit or upfront draw, please submit a separate invoice for the deposit amount along with the approved bid or estimate.

Both documents should be emailed to: **[silverlandsmgmt@invoices.appfolio.com](mailto:silverlandsmgmt@invoices.appfolio.com)**

Submitting the invoice and approved bid together helps ensure the request is processed promptly and avoids delays in project start or payment approval.

## **Questions or Assistance**

If you have any questions or need assistance at any point during the setup process, please contact us at: **[ap@silverlandsmg.com](mailto:ap@silverlandsmg.com)**

We appreciate your partnership and look forward to working with you.

Sincerely,

Accounts Payable Dept  
Silver Lands Management  
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