



Dear Valued Vendor,

We appreciate your continued partnership with **Silver Lands Management Group** and the important role you play in supporting our communities.

As part of ongoing efforts to improve internal processes, ensure compliance, and streamline communication and payments, we are implementing updated vendor onboarding and documentation requirements for **all current vendors**.

These updates are designed to ensure accurate records, consistent documentation, and a more efficient payment process moving forward.

All existing vendors will now be required to complete the following:

- Submission of updated vendor information
- Execution of our Service Agreement
- Activation of our Vendor Portal
- Upload of required compliance and payment documentation

These steps are required to continue receiving work assignments and payment.

### **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 (required for continued work)
- 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
  - You may complete the electronic lien release by clicking the link below:  
[CONDITIONAL LIEN WAIVER](#)

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  
3451 N Triumph Blvd. STE 105 Lehi, UT 84043

