



99 Tulip Avenue, Suite 302, Floral Park NY 11001
T: 718.721.0700 | F: 516.417.8401 | www.aarsny.com

Subject: All Area Realty Services – Vendor Memorandum
Date: 04-01-2024

Dear Valued Vendors,

As part of our commitment to streamlining our processes and ensuring the efficiency of our vendor management system, please see below key requirements for all our vendors..

Utilization of Payable Service:

All payments will be processed exclusively through our AvidXChange vendor till further notice. We request that all vendors submit an invoice for payment by emailing aarsap@avidbill.com directly. Do not email the manager or any other department, but you may cc the Portfolio manager at AARSNY who is assigned to the account. Remember, aarsap@avidbill.com is an AI and will not respond to statements or follow up questions and only follows strict protocols as listed below

Protocol 1:

The “Bill To” should be the following

Building Name

Building Address

c/o All Area Realty Services

Protocol 2:

PDF Invoices only will be accepted. No word docs or pictures.

In addition, 1 Invoice per 1 PDF. (IE, do not bunch 3 invoices into 1 PDF)

Protocol 3:

Please do not mail any invoices to our office. These will not be processed including hand delivered invoices. We will not forward.

Protocol 4:

Create a login into AvidXchange as a vendor with the same email you are submitting invoices to track payments. You may reach out to Avid for assistance. Management will not answer emails about invoice tracking unless you have gone through protocol 4 first.

Protocol 5:

Select your payment method, but we advise the standard check or wire transfer method. Other options do exist, but that is your decision

Protocol 6:

All Payments are net 30 days unless prior arrangements are made.

This will not only expedite payment processing but also enhance the transparency and accuracy of our financial transactions.



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Online Vendor (Contractor) Registration Approval (Coming Spring/Summer 2024):

In order to maintain an updated database of vendors and streamline our approval process of every vendor, we are transitioning to an online registration system. All vendors are required to register online through our vendor portal to be considered for approval. This will facilitate easier communication, documentation submission, and overall management of vendor relationships. This will need to be done even if you are currently working with our company. Many items will be tracked.

- **You will be required to submit yearly Insurance Documentation via PDF which will be part of the Registration Approval.**

As part of our risk management protocols, we require all vendors to submit updated insurance documentation on an annual basis. Please ensure that your insurance coverage remains current and meets the minimum requirements outlined by NYC for all contractor / licensed work and in our vendor agreement. Failure to submit valid insurance documentation may result in suspension of vendor status. Insurance must have All Area Realty Services and its managed properties as the certificate holder

- **All Licenses including General Contractor, Mason, Plumbing etc, and anything related to the type of work your company does.**
- **Safety Certifications such as OSHA etc.**
- **A small fee to be paid online for the tracking service in the amount of \$525.00 annually.**

Thank you for your continued partnership. We look forward to your ongoing collaboration and the opportunity to further strengthen our business relationship.

Warm regards,

Gary Andriotis
Vendor Relations
All Area Realty Services