

Serving VA & NC Since 1978

Company name/Owner: _____

Address: _____

From: _____

Date: _____

UPA has received information that your company would like to become a vendor for properties managed by UPA.

If this application is being submitted for a specific property managed by UPA, please include the property name here: _____

Please complete the attached application and submit it with a current W9.

Mail the documents to:

Attention: Vendor Management Team
525 S. Independence Blvd.
Suite 200
Virginia Beach, VA 23452

Or e-mail the documents to:

vendorupdates@unitedpropertyassociates.com

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New Vendor Application

Please fill out this form completely.

Copies of your business license, certificate of insurance, and signed W9 are required prior to consideration for being added to UPA's vendor list.

Person completing the form (print name and title):

Date: _____

Vendor's complete business name and address:

Remit address (if different from above):

Contact person: _____

Tax ID #: _____

Phone number: _____

E-mail: _____

List services provided by your company:

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525 S. Independence Blvd., Suite 200 • Virginia Beach, VA 23452-1189 • 757-497-5752 • Fax: 757-497-9133

www.unitedpropertyassociates.com

To potential vendors:

UPA partners with AvidXchange to for the electronic invoice and/or bill payment process. This process makes our bill payment process more efficient and is consistent with our efforts to act in a more environmentally sensitive manner.

AvidXchange shall have the authority to undertake the following actions:

- Request and receive electronic (PDF) invoices rather than paper invoices.
- Request information on your account's 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 UPA or through a paper check.
- Authorize modifications to UPA's "Bill To" address.
 - For paper invoice submission, authorize change of billing address.
 - For electronic invoice submission, authorize correct email address for receipt.

If you are approved as a UPA vendor and need to submit an invoice for payment, please do so by:

Option 1:

E-mailing your invoice to: unitedpropertyinvoices@AVIDBILL.COM

- Include PDF attachment under 5MB
- One invoice per PDF (e-mails can include multiple attachments)
- Include any back-up documentation within invoice's PDF (Invoice must be page 1)

Option 2:

Mail your invoice to: United Property Associates, P.O. BOX 37515, Charlotte, NC 28237

All invoices must include the following information:

- Property/Entity/Department Name
- Property/Entity/Department Ship-to/Service Address
- Property/Entity/Department Code (optional)
- Supplier Name & Remittance Address

Please contact AvidXchange at supplier@avidxchange.com for questions related to your supplier profile and/or payment methods accepted by your company.

Always ensure that sales tax is included on the invoices.

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