



Vendor Welcome Packet

Dear Vendor,

Thank you for wanting to be a part of our J. Johnson Property Management maintenance team. In keeping with our commitment to providing outstanding service and to ensure we operate consistency you must agree to our Vendor Management Policies. If you agree to these requirements and wish to continue the setup process for new vendors, please complete the following page and submit the required documentation.

Vendor Agreement

1. JJPM must have on file a W9 with your tax ID, copy of your insurance with JJPM added as an additional insured and a copy of your contractor license or number. We are required by law to report payments over \$600.00 and will issue a 1099 at the end of each year.
2. We pay vendors between the 1st and the 20th of each month. We pay bills weekly and generally payments are processed within a few days.
3. We must receive your invoice with material receipts (where applicable) within 48 hours of job completion. Because payments are made from our owners account, if you hold your invoice for longer then 48 hours we cannot guarantee payment as the owner may not have the funds in their escrow account. **THIS IS IMPORTANT. SUBMIT YOUR INVOICE WITHIN 48 HOURS**
4. If the job is going to cost over the pre-approved amount please contact the office as we need to obtain Owner Approval as per our contract with the owner. We will NOT pay overages unless approved by
5. You may submit your invoice via email to service@jjpm.net.
6. We punch-list all work, more than one punch-list for unfinished but billed work will be assessed a \$50.00 charge.

VENDOR CODE OF CONDUCT

1. There must be an adult 18 years of age or older for you to enter the property.
2. You represent JJPM and must only perform work you are authorized by JJPM to complete.
3. Repair or Maintenance recommendations should only be made to our service coordinator and not the tenant.
4. Vendors are expected to respect and protect JJPM's rights, and to maintain the confidentiality and security of any information entrusted to them by JJPM or its customers.
5. Vendor is expected to lock-up, turn off any and all utilities turned on by vendor, including flushing the toilet before leaving.

REQUIRED TIMELINES

- A) The tenant must be contacted within 24 hours of receipt of the work order. If you are unable to reach the tenant, please contact the office so we can assist.
- B) Work must be completed in the specified time frame quoted by you the vendor. If you can not meet your initial time frame please let us know so we can let the owner of the property know.
- C) Estimates are due back within 3 business days from date of request. Please confirm the work order acceptance within 24 hours or we will need to reassign the job.

I have read the above and will follow the above guidelines. Any concerns, questions, challenges or complaints will be reported to our Service Coordinator immediately.

Vendor Name

Date

Signature

Requirements for Vendors

If you have been selected as a new vendor to perform work for JJPM you must:

1. Sign the Vendor Agreement
2. Complete the New Vendor Set Up Form
3. Submit the following:
 - ☐ Proof of Insurance (Have adequate insurance)
 - ☐ Copy of Business License
 - ☐ Copy of Contractors License (if applicable)
 - ☐ Copy of Trade License (if applicable)
 - ☐ W9 with company name and tax ID for us to send 1099 at the end of the year (blank one attached or you

Once complete, email your completed vendor packet to our Service Department at service@jjpm.net. Once JJPM processes your Vendor Packet a Vendor Portal Invitation will be emailed to you. This is where you can see your available work, you can accept or reject work orders, upload photos or videos.

We recommend watching the following video on how to operate your Vendor Portal on our Rentvine Platform: www.youtube.com/watch?v=Yx-gODBu1tl



New Vendor Set-Up Request Form

MUST PROVIDE ALL INFORMATION OR WILL NOT BE SET-UP

VENDOR INFORMATION

Name Tax ID No.

Address (P.O. Boxes must include a street address)

City, State, Zip

Phone Cell Phone Work Phone

Email Address:

Principal Contact Name: Purchase Order Vendor? ☐ YES ☐ NO

SERVICES

Describe nature of services performed:

Areas served:

PAYMENT

Remit Payment to (if different from address above):

Address

City, State, Zip