

Updated Vendor Invoicing Guidance | Equity Residential

Dear vendors,

At Equity Residential we strive to provide excellent customer service and communication to our residents. We view our vendors as a true extension of our teams, and we thank you for partnering with us to make this happen.

In return, our commitment to our vendors is to remit any payments due as quickly as possible in every situation, but we also need to be able to properly review our invoices to make sure they are accurate before we process them.

In order to do this, we ask that you submit all invoices for work completed to us immediately upon completion of the work. All invoices must also include the following itemized information:

- A description of the work that was completed.
- The date(s) the work was completed.
- The number of hours worked, and the hourly rates used for billing.
- A list of any materials used, with quantities and costs itemized.
- If you are billing in Ops Technology, then you should add all of the above in the supplier notes section, and/or upload a copy of your company's itemized invoice to the attachments section.
- If you are completing work that is under a contract or from an approved proposal, please reference the contract, or attach a copy of the approved proposal to the invoice.
- If you are completing any "additional work" beyond what the contract/proposal calls for, please include written approval for that extra work with your invoice.

* See an example of an acceptable invoice on the next page

Including this information on all invoices enables us to review and approve them quickly and resolve potential questions/disputes with minimal extra work from our respective AP and AR departments.

We thank you once again for your valued partnership, and look forward to a longstanding relationship between our companies.

Sincerely,

Steve Dybowski
SVP National Facilities

SAMPLE INVOICE LAYOUT

(This is just an example. Any style invoice will be accepted, as long as it has all of the required info on it)

		<h2>INVOICE</h2>	
		#	123456
<div>Sample Vendor 1234 Bark Street Anytown, USA</div>		Date	Aug 15, 2023
		Payment Terms	Net 30
		Due Date	Sep 15, 2023
		PO Number	SAMPLEPO
Bill To	Ship To		
<div>Equity Residential 2468 Property Address Boston, MA 02114</div>	<div>Same</div>		
Item	Quantity	Rate	Amount
Provide three new parking lot light fixtures to replace lights that are not working.	3	\$ 125.75	\$372.25
Journeyman electrician hourly rate	4	\$ 130	\$520.00
1/2" PVC pipe	10	\$ 10.89	\$108.90
Miscellaneous wire and wire nuts	1	\$ 25	\$25.00
Notes		Subtotal	\$1,031.15
<div>On Friday August 4th, we supplied and installed (3) new parking lot light fixtures to replace inoperable lights as directed by the Service Manager.</div>		Tax	6.75 % ↻
Terms		Total	\$1,100.75
<div>Terms and conditions set forth in our service agreement apply.</div>		Amount Paid	\$ 0
		Balance Due	\$1,100.75