



AvidXchange Instructions

At HMC, we use AvidXchange to automate our accounts payable process. This system enables submission of invoices through email and electronic payments through AvidPay Network. To take advantage of these options, please follow the directions below.

INVOICE SUBMISSION PROCESS...

OPTION 1: (Preferred)

e-Mail Invoice To: hmcinvoices@payableslockbox.com

- Include one invoice per attachment. (Emails can include multiple attachments)
- **Accepted invoice submission formats:**
 - PDF (preferred)
 - Word, Excel, JPEG, TIFF, Email with no attachment (the email itself would be used as the invoice)

OPTION 2:

SUBMIT VIA MAIL TO:

Association Name
c/o Dept. 196 – Homeowners Management Company, LLC
PO Box 4579
Houston, TX 77210-4579

- For postal invoices you must include the Dept. number on the address. If you do not include the department on the address your invoice will not get processed.
- Place the company address above on all invoices themselves and not just the envelopes. This will ensure your invoice gets routed to the proper location.

PAYMENTS...

If you are not already receiving payments through the AvidPay Network, the AvidXchange team can help you to set the preferences you have for receiving payments. Their dedicated AvidPay Services Team is focused on creating an excellent experience while providing the following payment options:

VCC (Virtual Commercial Card) – This is an option for vendors who currently accept credit cards. The Virtual Commercial Card is a single use, prefunded, MasterCard. The card is limited to the exact amount that is owed, and is created specifically for one-time use only by your company. The accounts receivable department is then able to apply that payment the same way that they would a standard credit card.

AvidPay Direct – An option if you do not have a merchant account, and are still receiving paper check payments today. Funds are delivered via direct deposit to your bank account. This option comes with detailed remittance for simpler payment reconciliation.

Paper Checks –AvidXchange can always provide a paper check in the mail to your business.

Questions and Concerns

Invoice Specific: Please contact us at finance@hmcpm.com or by phone: 925-937-1011.

Supplier Profile: Please contact AvidXchange at Supplier@avidxchange.com or 704-971-8170, opt. 1 for questions related to your supplier profile and/or payment methods accepted by your company.