

New Supplier Packet

Greystar is the Global Leader in Rental Housing! Thank you for your interest in joining our supplier network. We strive to offer quality service, service providers and suppliers (vendors) to our clients, and managed communities.



Part One: NetVendor administers the Greystar Supplier Compliance Program ensuring suppliers are qualified to perform work, are adequately insured, and have a clear criminal background. During registration, essential information and documents are collected. Compliance requirements vary per vendor based on the indicated industry or service category. To get started, visit <https://www.netvendor.net/greystarvendors>



Part Two: RealPage Spend Management (aka Ops Technology, or OpsMerchant) is used by + 90% of Greystar-managed communities across the US. This application centralizes product catalogs, and ordering, offers e-invoicing functionality, and increases transparency between suppliers and properties. After completing Part One, contact a local community for additional detail, or to request an enrollment invitation.



Part Three: Paymode-X ensures receipt of payment within 10 days. Payment is delivered to the supplier via ACH deposit in lieu of a manually printed and mailed paper check. The final piece in the procurement lifecycle. To get started visit <http://www.paymode.com/greystar>

National Partners

The Greystar Preferred National Partner Program includes industry leaders for various goods and services. We do not recommend registration with the products described if your company provides one or more of services listed below. Work opportunities are known to be significantly less due to existing national relationships and competitive pricing discounts already offered to our managed communities.

Appliances Sales & Rental	Computer Supplies & Equipment	Payroll Services	Pest Control
Brochure Printing	Filtered Water	Security Services	Utility Billing
Copier Sales & Leasing	Fitness Equipment	Marketing & Signage	Resident Screening
Collection Services	Paint Supplies	Maintenance Supplies	Trash Removal

Exempt Suppliers

The following industry categories are exempt from NetVendor registration, however essential information is collected for tracking purposes and to allow property access to pay invoices. Contact the property to add or edit company information, if exempt.

Association (e.g. HOA, Chamber of Commerce)	Healthcare Service Provider (e.g. hospital, clinic, ambulance)	Publishing Company, Magazine, or Newspaper (subscriptions only)	Restaurant (offsite only, e.g. order pickup or off-site catering)
Attorney	Insurance Company	Property Management Company, Landlord, Property Owner/Ownership Group	Tax Auditors, CPA, or Bookkeeper (excluding sole proprietors)
Charity or Non-Profit	Leasing or Financial Institution	Realtor, Broker, or Apartment Locator Svc	Utility Service Providers (e.g. Phone, Internet, Water, not trash removal)

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Getting Started

Compliance requirements vary per supplier, based on the indicated industry category (or line of service). Separate or additional compliance requirements may apply per property. To learn more, contact NetVendor.

Note! *Compliant (approved) supplies are not guaranteed work and a compliant status does not designate any company as a member of the Greystar Preferred National Partner Program. Therefore, Greystar™ (both its name and logo) cannot be used in any marketing material, collateral website and/or any other publication without written permission.*

	Compliance Risk Level Tiers						
	Exempt	No Insurance Required	Cyber Sensitive	Low	High	Onsite Professional	Offsite Professional
Provide Company and Tax Information	•	•	•	•	•	•	•
NetVendor Registration Fee (Annual)		•	•	•	•	•	•
Background screening		•	•	•	•	•	•
Vendor Performance Agreement (VPA)		•	•	•	•	•	•
Professional Trade License		•		•	•	•	•
General Liability (GL)				•	•	•	
GL Additional Insured Endorsement				•	•	•	
Auto Liability				•	•	•	
Employer's Liability				•	•	•	
Excess Liability					•	•	
Professional Liability			•				•
Cyber Liability			•				

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Vendor Performance Agreement

EXECUTION OF THIS AGREEMENT IS REQUIRED BEFORE VENDOR MAY PROVIDE ANY PRODUCTS AND/OR SERVICES TO ANY GREYSTAR-MANAGED COMMUNITY.

1. Introduction. [Vendor] (“Vendor”) agrees to provide goods and/or services to the owners of communities (“Owners”) managed by Greystar Management Services, LP and/or its affiliates (“Greystar”), as agent for and on behalf of Owners subject to the terms and conditions of this Vendor Performance Agreement (the “Agreement”).

2. Term. The term of Agreement begins on the date that goods and/or services are first provided to Owners and will continue until terminated by Owners and/or Greystar (the “Term”).

3. Vendor Requirements. Before providing any goods and/or services to Owners, Vendor must have a W-9 and any applicable professional licenses on file with NetVendor. If Vendor provides any type of good and/or service which requires it to send a representative to a community, Vendor must also have one or more current certificates of insurance on file with NetVendor. The amounts of coverage maintained by Vendor must equal or exceed those amounts as specified by NetVendor through sample certificates provided to Vendor. The certificate(s) of insurance must be accompanied by an additional insured endorsement for the general liability policy which includes (A) Greystar Real Estate Partners, LLC, its affiliates, and the entities that own the communities managed by Greystar as additional insureds, and (B) any other parties reasonably required by Owners or Greystar. Additional insured endorsements should provide coverage for ongoing and completed operations as deemed appropriate by the scope of service provided by Vendor. Any applicable excess/umbrella policy is to be issued on a follows form basis. All coverage will be primary and non-contributory. A waiver of subrogation will apply in favor of any parties required to be named as an additional insured under the Agreement on all policies as permitted by law. The certificate(s) of insurance must remain current and any lapse in coverage will result in the termination of future purchases of goods and services and any other remedies to which the applicable Owner and/or Greystar are entitled. Annual renewal with NetVendor is a requirement of continuing as a Greystar approved Vendor. Vendor will ensure that all employees, agents or sub-contractors of Vendor will to conduct themselves in a professional

and ethical manner in all dealings with Owners, Greystar, and their respective agents and employees. Vendor acknowledges and understands that Greystar has a policy prohibiting bribes, commissions or financial incentives of any kind.

4. Vendor's Property. Vendor will be responsible for insuring all personal property including personal property of its employees and all materials and equipment brought onto any community.

5. Background Screening of Workers. Vendor will regularly perform commercially reasonable background screens on any employees, laborers, or subcontractors who perform work within the boundaries of any community and inside dwelling units. Vendor will not place any employees, laborers, or subcontractors who have a history of criminal convictions or deferred adjudications or that pose a potential threat or risk of injury to any person. Unacceptable criminal history might include, but is not limited to, crimes such as molestation, sexual assault, indecent exposure, indecency with a child, murder or kidnapping. Vendor also agrees to comply with Immigration and Customs Enforcement (ICE) regulations. Vendor understands that it has a duty to use responsible hiring practices and acknowledges Greystar's policy regarding the background screening of its labor force.

6. Fair Housing Policy. Vendor will treat all staff, residents, prospective residents and their guests in a fair, professional manner without regard to race, color, religion, sex, familial status, handicap or national origin and in accordance with all jurisdictional guidelines and will train its employees to adhere to the same anti-discrimination practices. Vendor understands that failure to adhere to Greystar's Fair Housing Policy all fair housing and anti-discrimination laws will result in the termination of its relationship with Owner and Greystar. Vendor understands Greystar's Fair Housing Policy, and Vendor is committed to complying with that policy.

7. Compliance with Anti-Corruption Laws. Vendor represents, warrants and agrees that it has complied, and will comply, with all the U.S. Foreign Corrupt Practices Act and any other anti-bribery and anti-corruption laws and regulations (“Anti-Corruption Laws”) and will not intentionally cause itself, an Owner, or Greystar, or any of their respective officers, directors, and employees to violate any Anti-Corruption Laws. Vendor agrees that it will not make, and it will not

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cause or intentionally permit any person or entity acting on its behalf or on behalf of an Owner to make, any expenditure for any unlawful purposes in the performance of its obligations under an agreement and in connection with its activities in relation thereto. Vendor agrees that it will not make, and it will not cause or intentionally permit any person or entity acting on its behalf or on behalf of an Owner to make, any offer, payment or promise to pay, authorize the payment of any money or offer, promise or authorize the giving of anything of value, to (i) any government official; or (ii) any other person or entity while knowing or having reason to know that all or a portion of such money or thing of value will be offered, given, or promised, directly or indirectly, to any such government official or to any other person for the purpose of (A) improperly influencing any action or inaction or decision of any government official in his, her or its capacity, (B) inducing any government official or other person to act in violation of his, her or its lawful duty, (C) securing any improper advantage or (D) improperly persuading any government official or other person or entity to use his, her or its influence with any governmental authority or any government-owned entity to effect or influence any act or decision of such governmental authority or government-owned entity. Vendor agrees that it will not, and it will not cause or intentionally permit any person or entity acting on its behalf or on behalf of an Owner to, give, offer, pay, promise to pay, receive, or authorize the payment of a financial or other advantage, to any person or entity, whether or not a government official, with the intention to induce the improper performance or non-performance of a duty or obligation.

8. Compliance with Laws. Vendor will, and will cause its products and services to, comply with all applicable federal, state, and local laws, ordinances, codes, rules and regulations, including, without limitation, all environmental health and safety laws relating to (A) the use or disposal of any materials, products, by-products, substances and pollutants now or hereafter designated or regulated under any environmental, health, or safety Laws, and/or (B) the giving and/or posting of notices or signage relating to such use or disposal.

9. Workers' Compensation Requirements. Vendor will maintain workers' compensation coverage for all of its employees regardless of state regulations, unless Vendor is a sole proprietor with no employees. Vendors categorized as off-site are not required to provide proof of worker's compensation insurance.

10. Indemnification. To the fullest extent allowed by law, Vendor will indemnify, defend and hold Greystar, its affiliates, Owners, and each of their respective officers, directors, managers,

representatives, agents, principals, equity owners, contractors, insurers and employees, and their respective successors and assigns (collectively the "**Indemnified Parties**") from and against any all suits, actions, legal proceeding, claims, demands, damages, costs, and expenses of whatsoever kind or character (including but not limited to attorney's fees and litigation expenses) caused by, in connection with or arising from work performed by Vendor, materials or goods supplied by Vendor, or any wrongful acts or omissions, fault, negligence or breach of Vendor, or of anyone acting on Vendor's behalf (including, but not limited to, subcontractors of Vendor and the employees and agents of any of the foregoing), regardless of whether it was caused in part by the passive conduct, vicarious negligence, or implied omission of any Indemnified Party. Such obligation will not be construed to negate, or abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or persons described in this paragraph. Vendor's obligations will continue without limitation as to time, notwithstanding the extinguishment of other rights and duties under this contract by completion, termination, or any other manner. The foregoing indemnification obligation of Vendor will apply notwithstanding any other agreement or contract between Vendor and Owners.

11. Independent Contractor. Vendor is an independent contractor to Owners and not an agent or employee of Owners or Greystar.

12. Owner Liability. Vendor acknowledges that Greystar is the property manager on behalf of Owners, and accordingly Greystar will have no liability for obligations of Owners. Vendor agrees to look solely to Owners for payment of goods and/or services and for interest and collection of fees incurred by Vendor in making collection of any sums that are due and payable. Greystar is not liable and is not to be held liable for the payment of any invoice for charges rendered to any community or to Owners, and Greystar is not a guarantor for any indebtedness owed to Vendor related to any community.

13. Election of Owner. Execution of the Agreement is not a guarantee or promise that any Owner will engage Vendor to provide goods and/or services to any community. Each Owner may require higher or additional requirements other than those specified in the Agreement.

14. Office of Foreign Assets and Control (OFAC). Vendor represents and warrants that it is not: (A) a person or entity that is listed in the Annex to, or is otherwise subject to the provisions of, Executive Order No. 13224 on Terrorist Financing (effective September 24, 2001); (B) a person or entity owned or controlled

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by, or acting for or on behalf of any person or entity that is listed in the Annex to, or is otherwise subject to the provisions of, Executive Order No. 13224; (C) a person or entity that is named as a “specifically designated national” or “blocked person” on the most current list published by the U.S. Treasury Department’s Office of Foreign Assets Control at its official website, <http://www.treas.gov/offices/enforcement/ofac>; (D) a person or entity that is otherwise the target of any economic sanctions program currently administered by the U.S. Treasury Department’s Office of Foreign Assets Control; or (E) a person or entity that is affiliated with any person or entity identified in the foregoing clauses (A), (B), (C), or (D).

15. Promotion. Vendor will consult with Greystar before preparing any press release, public announcement, statement to the press, or other form of release of information to the news media or the public that is related to any relationship between Vendor and Greystar. Vendor will not use the name, trademarks, intellectual or proprietary marks of Greystar or any of its affiliates in any manner whatsoever, including, but not limited to, on any website, marketing collateral, press release, or other public announcement of Vendor, unless approved in writing by Greystar.

16. Governing Law and Venue. This Section applies only to suits, actions or other proceedings which name Greystar and/or its affiliates as a party. Vendor or Owners may file an action related to this Agreement in any appropriate venue so long as neither Greystar nor any of its affiliates are named as a party to such action. This Agreement will be governed by and construed in accordance with the laws of Delaware without reference to its principles of conflict of law to the extent such principles would require or permit the application of the laws of another jurisdiction. The

parties hereto each hereby irrevocably submit to the exclusive jurisdiction of any state or federal court sitting in Dallas County, Texas for any suit, action or other proceeding arising out of or based upon this Agreement.

17. Third-party Beneficiaries. Vendor acknowledges and agrees that Owners are intended to be third-party beneficiaries of this Agreement and Vendor will not challenge the enforceability of this Agreement by Owners.

18. Entire Agreement. The Agreement, together with any exhibits attached hereto, constitutes the sole and entire agreement and understanding of the parties relating to the subject matter hereof.

19. Amendments. The Agreement will not be amended, modified, altered, or supplemented in any way except by a written document that expressly references the Agreement and is signed by both parties.

20. Severability. The provisions of this Agreement are severable, and if any part of it is found to be unenforceable, the other provisions will remain fully valid and enforceable.

21. Headings. The headings in this Agreement are for reference only and shall not affect in any way the meaning or interpretation of this Agreement.

22. Assignment. The rights and obligations of Vendor may not be assigned without the prior written consent of Greystar. In the event of such assignment, the assignee shall assume all obligations of Vendor. This Agreement shall inure to the benefit of, and constitute a binding obligation upon, the parties hereto and their respective successors and permitted assigns.

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Login to the NetVendor application to digitally sign this agreement during registration at <http://www.netvendor.net/greystarvendors>

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Supplier FAQs

What is included in the NetVendor annual registration fee?

NetVendor performs annual criminal background screening, collects and evaluates insurance, license, etc. The registration fee and compliance requirements vary per vendor based on your indicate line of service.

What if I'm not able to meet the minimum compliance requirements?

Contact NetVendor to submit an "exception request" to request and adjustment for one or more compliance requirements. Requests are reviewed on a case-by-case basis, to determine the best option. If an exception is approved more details will be provided with terms and conditions of the exception.

What if I'm only providing service to a property one-time?

Compliance requirements are not waived based on the frequency service is provided. In order to guarantee quality service, and protection against potential damages or liability before, during or after work is complete, compliance screening is mandatory.

What are the benefits of registering with RealPage Spend Management (OpsTechnology)?

Product catalogs, online product ordering, and e-invoicing services help suppliers manage orders, and invoicing in one place, eliminating lost or misplaced invoices. Offering both the merchant and the buyer (property) the ability to quickly resolve discrepancies, track invoice status and more.

What are the benefits of registering with Paymode-X?

Paymode-X drastically reduces payment delays by offering online access to ACH payment status per property. Over 300K members exchange payments and remittance electronically. Enrollment is quick and easy; a 1% processing fee applies per transaction.

How can my company become a Preferred National Partner?

Greystar periodically holds bids for specific goods and services, known as a Request for Proposal (RFP). For questions regarding current or future RFPs contact procurement@greystar.com

I'm compliant (approved) for Greystar in NetVendor, what's next?

Compliant suppliers are hired at the property-level by onsite staff. To inquire about potential work opportunities contact the property (or properties) in the area(s) you service. To request all list of actively managed communities, contact the Greystar Supplier Support Team at suppliers@greystar.com.