

# RYSE Invoice Submission

## REQUIREMENTS

RYSE Management communities require to receive their invoices electronically

RYSE requires a PO# for invoice processing. A PO# will automatically be emailed to you when goods or services are requested, but in the event you have not received one, contact the Community Manager for the PO# prior to generating the invoice.

After Vendor Credentialing enrollment is completed, you will receive a unique invite link to Ops Technology for OneSite properties at the email address you provided during enrollment. If you need to update your email on file, please update it through your Vendor Credentialing portal or contact Vendor Credentialing directly to get this updated.

If you have not received a link the day after your compliance is completed, please reach out to [vendorservices@realpage.com](mailto:vendorservices@realpage.com) and request an invitation to be enrolled.

Electronic submission of invoices is the required method for properties using the OneSite PMS.

## HOW IT WORKS

All invoices are prepaid. There is a price-per-invoice charge to use the system. You choose the package of pre-paid invoices to suit your needs. The more you purchase, the more you save!

### OPTION 1: OPS MERCHANT

After your Vendor Credentialing enrollment is completed you will receive an e-mail inviting you to enroll.

#### HOW IT WORKS

All invoices are prepaid. There is a price-per-invoice charge to use the system. You choose the package of pre-paid invoices to suit your needs. The more you purchase, the more you save!

# of Invoices Pre-Paid	Cost per Invoice	Total Cost per Package
10	\$4.39	\$43.90
25	\$3.63	\$90.75
50	\$2.86	\$143.00
100	\$2.14	\$214.00
1,000	\$1.44	\$1,440.00

## Submitting Invoices

Please ensure that all invoices submitted for payment have the following information:

- Bill To: Full property name at complete street address, city, state and zip code (no abbreviations) - **Do not bill to RYSE Management**
- Date the service was provided
- A Unique Invoice Number
- PO Number
- Total amount for services provided

Invoice payments come directly from AVID. Use this link to enroll and manage your payment options <https://www.avidxchange.com/suppliers/avidpay-network-suppliers-info>

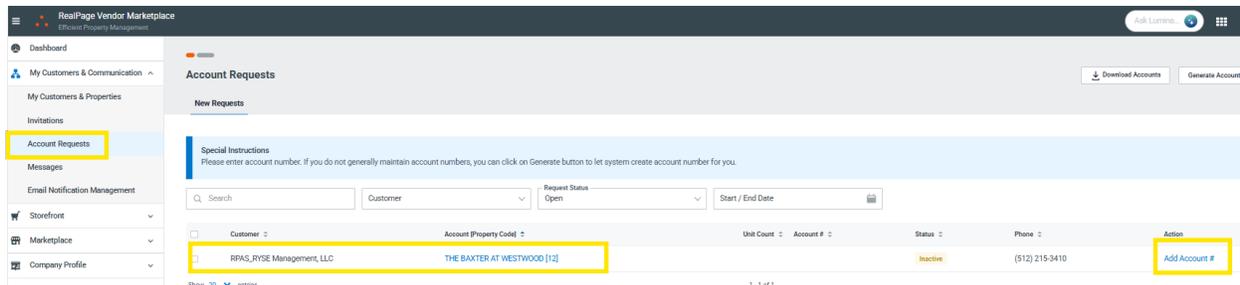
# OpsMerchant Invoice Submission

## INSTRUCTIONS

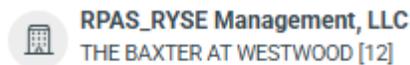
1. Accept the account request and create an invoice

RealPage Storefront: <https://www.realpage.com/login/identity/Account/SignIn>

Please enter account number. If you do not generally maintain account numbers, you can click on Generate button to let system create account number for you.



### Add Account #



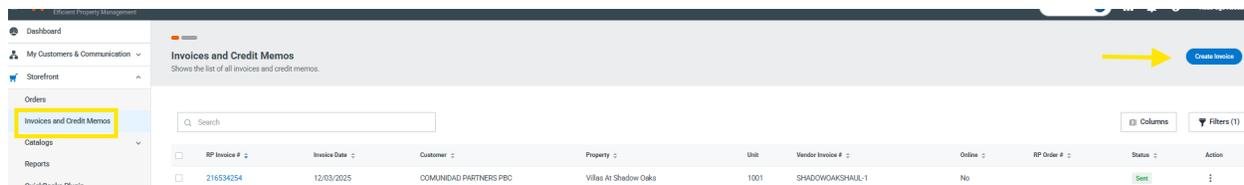
Account #

Sub Account #

[Auto Generate Account #](#)

2. Choose the Customer, Property, Vendor Invoice number, Invoice date, Vendor Order number ( can be the invoice number) Ordered by (Property manager)

3. Once done click on add items



# OpsMerchant Invoice Submission

## VENDOR SERVICES

4. Enter the quantity, Description, Price then click on the check mark under Action then once done click on Submit to customer

**Add Invoice** Submit to Customer

You will be unable to edit the invoice once you click the Submit to Customer button. Please verify that all information is correct before you click the button.

Enter Invoice Details

Customer: Select Customer | Property: Select Property | Vendor Invoice Number: Enter Invoice Number | Invoice Date: Feb 6, 2025

Due Date: Select Due Date | Fulfill Date: Select Fulfill Date | Account Number: | Payment Terms: Net 30

Shipping Method: Enter Shipping Method | Sales Clerk: Enter Sales Clerk Name | Invoice Reference Number:

Vendor Notes: Enter Notes

Order Details

Vendor Order Number: Enter the Vendor Order number | Order Date: Feb 6, 2025 | RP Order Number: Enter RP Order Number | Ordered By: Enter Ordered by Name

Line Items ➔ Add Items

Quantity	UOM	Description	SKU	Price (\$)	Extension	Unit	Non Taxable	Action
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\*\*\*If you wish to discuss payment status, please contact the property directly.