

## **AMLIMart Vendor Information**

### **Overview**

AMLIMart is an AMLI's internal procurement system our community teams use for the purchase of routine goods and services. This electronic catalog, AMLIMart, operates similar to an "Amazon.com," but only for our AMLI associates. AMLI vendors' products and services are approved and then made available in this internal catalog for purchase by our team members at every AMLI community. Upon selection of one or more items or services in our catalog by a community, an order is generated. The selected vendor is notified by email of the request and receives a detailed purchase order.

### **Payment/Invoicing**

AMLI prides itself on its paperless invoicing system and fast payment. AMLI pays our vendors every Friday! Anything an AMLIMart vendor invoices AMLI for by 8 AM CST Thursday of each week is paid that Friday. Our easy-to-use invoicing system, iSupplier, is used by our vendors to submit all invoices for completed work. No need for mailing paper invoices. There are no fees associated with its use. You will find an overview document on our vendor website.

### **Benefits of Becoming an AMLIMart Vendor**

As an AMLIMart Vendor, you will have access to provide goods and services for every community in your respective region or nationwide. With over 70 properties across the United States, AMLI offers opportunity for growth from coast-to-coast.

Along with our free electronic management system and fast payment each Friday, all turn services are scheduled at least 30 days in advance. You will know of upcoming work well in advance.

\*Note - Not all vendors/services use this system. Some ad-hoc services such as power washing, cabinet refinishing, and tub resurfacing, are contracted by each community as needed.