**ANV CUSTOM**

No billing done at groundwork…just attached billing sheet to file.

When billing rough in please print invoice and attach po in file and email to Sharon Atkins at sharon.anvgroup@gmail.com

Final invoice should be for fixtures only – please make sure a purchase order is in file. If not, please see Allan for the pricing so we can bill accordingly. Email invoice to Sharon Atkins.

**ATLANTIC HOMES-**

Autopay – do not mail. This customer has a purchase order – enter po # under external document number. Sewer & water POs are requested through email to Maureen Fitzgibbons mfitzgibbons@AtlanticBuilders.com

Sewer lateral 1 ft x $16.83

Water lateral 1 ft x $11.88

Cleanout standpipe 2 x $70.97

Equipment delivery charge 1 x $132.41

Copper Pigtail 1 x $214

Sewer/water is a minimum 35 FT, create separate line to show the difference.

Send ticket request to vporequest@atlanticbuilders.com

**AUGUSTINE HOMES-**

Mail Atlas Invoice and Augustine PO (sign/date & enter our invoice # on their p.o.). Make copy of PO for our records.

Sewer $16 over 35’ Water $10 over 35’

**BEAZER / BROOKFIELD / LENNAR / DAN RYAN / KHOV** –

Website Address: [www.hyphensolutions.com](http://www.hyphensolutions.com)

 Username: AMPAM / AMPAM2 / 1atlas / Atlas2

 Password: AMPAM / AMPAM2 / 1atlas / Atlas2

Go to website – click” Click Here to Login to SupplyPro”. At upper tab select “Orders”. Select “Received. Use dropdown to select builder & subdivision. Check for PO changes. Check the boxes you are working on, enter out invoice number under “Supplier.” At the bottom of the screen is a drop box. When all the appropriate boxes are checked, select “Accept Order”. Then Click the “To Do” tab and complete the orders.

This vendor is autopay. No need to send an invoice. **Only put External Document for Beazer jobs.**

For extra work tickets, look under the job and subdivision. If the extra work is on a closed job, they may add the extra work to an open job. If the ticket is not there, contact the superintendent to get a PO.

To pull a Scheduled Order from website – Go to reports –Under Forecast Reports, select #4 Job Schedule -Under account select The Ryland Group, Inc. -00125 – Washington DC Div. – Select Subdivision – Select the Job from list – At this list go under view and select Only Company Tasks – This next page should show all schedules for this job. Print each one and prepare job cover sheet.

No extra charges for sewer and water.

**Dan Ryan**: Freedom Manor homes only: Sewer and water is by the foot $21 and $13 per foot.  There is a **20**-foot minimum for **townhomes** and a **35**-foot minimum for **single family**. Email sewer/water invoices to Invoices\_WAWE\_Production@drbgroup.com Email Freedom manor ticket to the same email.

Check supplypro the following week for the sewer/water po’s. They will not be the same amount billed but the sewer/water po should equal the total. Put the invoice number in supplypro as usual.

 Highlander homes: All po’s are in supplypro. Email tickets to washingtonmetroinvoices@drbgroup.com

Lennar – Open up the actual PO when setting up budgets or billing. Lennar adds Taxes, so the actual PO may be higher than what you initially think. Just double check to make sure our invoice matches their PO total.

**BRYTON** -

Autopay – do not mail. This customer has a purchase order – enter po # under external document number. Sewer & water is a flat rate price.

Sewer charge over 40’ at $20 Water charge over 40’ at $13.

Extra work tickets require a p.o. – Scan Ticket and email Chris Miller to get p.o. issued: chris@georgelasgroup.com

**BASHEER AND EDGEMOORE** –

There is a PO for every option. Enter PO under external document number. Sign and date PO and mail with Atlas Invoice. Keep a copy of completed POs for our file.

Check Website for Extra Work Ticket POs.

Do not charge SW overages.

Start Up permit fees are in base house price.

**CARRINGTON** –

Mail PO and Atlas invoice. Keep a copy of the PO for our file.

Extra Work should come with PO.

Check file in Joe’s office for any additional items at final. He will add any options on the cover of the file.

**CLASSIC HOMES** -

Email billing sheet to Allan for confirmation to bill. Send invoice and copy of po to accounting@buildwithclassic.com.

Same process for extra work tickets.

**CRAFTMARK HOMES** -

Customer uses a schedule A (like a p.o.). Highlight all invoiced options on the PO. Mail invoice with original PO. Make a copy of the PO for our file. Sewer and Water is Billed per foot – The amounts are on Schedule A model Westchester.

When invoicing sewer and water, there is no equipment, delivery fee, or cleanout unless otherwise noted on the po.

Extra work should be accompanied by a EWO. Mail copy of the EWO with our invoice. Be sure to be descriptive on invoice. It is not necessary to send a copy of our work order. If EWO is not attached, contact the Superintendent to obtain an EWO. **If work ticket is under $500 invoice can be prepared without an EWO.**

**Crescent Place Assoc (Knutson Co)**

Auto pay, per their po. Invoice each phase and use po number in ext. doc field.

They pay their options on the rough in po, and sometimes a second po is posted that you will bill at rough in also.

Any extra work tickets require a PO posted from the builder. They will autopay but PO # is required to get paid. E-mail Ollin Toler requesting a PO (otoler@knutsoncos.com)

**CUSTOM HOMES -**

Some jobs can be found in the miscellaneous file/others have their own file. Each job is handled somewhat differently. Joe & Allan oversee most of the custom homes. (Tim only does a select few). Pricing will be in the filing cabinet in Joe’s office to verify. All finals should be verified for additional costs before billing – Joe will enter the information on the cover of the file.

**DREAM FINDERS-**

This builder is auto pay and uses the Hyphen Solutions/Supply pro website:

Website Address [www.hyphensolutions.com](http://www.hyphensolutions.com) Enter their PO number in the external document number line in NAV when invoicing.

**DREES** –

Website Address [https://trades.dreesteam.com](https://trades.dreesteam.com/)

Customer uses purchase orders but is auto pay. Do not mail. Need to check website for purchase orders. Enter their PO number in the external document number line in NAV when invoicing.

Vcs.dreesteam.com

Username: ampa7688

Password: atlas

Check all sewer and water footages – anything over 40 gets invoiced extra.

 $18/ft Sewer

 $12/ft Water

 Sewer Depth over 12” = $150/ ft

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All field extras need to be requested by entering an FPO request onto the website.

Start Up Permit Fees in Base House Price.

**DR HORTON** -

Auto Pay – Just invoice in NAV and file. Invoice per breakdown on cover sheet. Verify that the PO and cover sheet match.

Enter their PO number in the external document number line in NAV.

Sewer & Water should be a flat fee, under 50”. If significantly over, request a ticket from the Supervisor.

Over 50” Sewer $18 Over 50” Water $12

When invoicing final – pull up the final PO on their website to confirm amount/options:

[Vendorsuite.drhorton.com](http://Vendorsuite.drhorton.com) New site Feb 2021

Username: Personal

Password: Personal

VSSupport@drhorton.com email for assistants

**Evergreene Companies –**

All Evergreene custom homes require a PO. Email PO with our invoice to Invoices@EvergreeneHomes.com and keep a copy of the PO for our file.

All extra work tickets require a PO.

**Fisher Custom Homes** -

No PO is provided. Prepare and get approval from Joe before billing. Email invoices to admin@fishercustomhomesva.com. Extra work can be invoiced with copy of work ticket attached. Get approval for ticket from Joe.

Check paperwork to see if Atlas is doing the sewer & water.

Sewer Water is per foot and include cleanout length in sewer cost. Pricing per foot will be on proposal in file if applicable.

Gas Rack is Included in Base House

**Focal Point Homes** –

Purchase orders from Allan Martinez

Double check that the po’s match what is in the budget. If not, please verify if any new items have been added to the lot. Also, Allan must look over the po’s before billing to ensure everything is correct.

The permit fee is billed at the rough in. You will have to adjust the pricing after finding what we paid in NAV. Please adjust their po to reflect the correct pricing. Minimum for permit fee is **$500**.

Write our invoice # on top of the po, print and attach our invoice with po. All invoices require a conditional lien release to be filled out and emailed.

No cost for Sewer and Water

All invoices/po’s/waivers to be emailed to Lucy Morris **accounting@focalpointhomes.com**

**HYLTON – DALE BUILDERS** –

Customer must provide a purchase order for Atlas to invoice them. Email invoice and SIGNED Purchase order to both Michele Seitz & Hannah Willson at Dale Builders/The Hylton Group. mseitz@thehyltongroup.com & hwillson@thehyltongroup.com. **Be sure to have Hylton lots Invoiced and emailed no later than Wednesday before 5pm every week to prevent payment delays.**

Request PO for Sewer or water over 45 ft

Email all extra ticket work invoices and they must have a po number.

**INTEGRITY HOMES** –

Prepare invoice and email -ap@integrityhmw.com

Sewer and water generally are a flat rate. Atlas charges extra for sewer over 40’ at $20 and water over 40’ at $13. Overages don’t need a PO. Check for existing agreements when pulling folders.

Purchase order number should be written on the ticket for *extra work*. If purchase order is not listed, check with Supervisor.

DO NOT Charge permit fees for Startup!

**JDA-**

No PO is provided. Prepare, get confirmation from Joe before billing and email invoices to invoices@jdacustomhomes.com

Permit fees are included in the base contract.

**Knutson Companies, LLC** –

Website Address <https://kcv.ihmsweb.com/cgi-bin/ihmsweb.exe>

Auto Pay – Just invoice in NAV and file. Invoice per breakdown on cover sheet. Verify that the PO and cover sheet match.

Enter their PO number in the external document number line in NAV.

When invoicing final – pull up the final PO on their website to confirm amount/options.

**LAKESIDE HOMES** -

No POs provided. Prepare and get approval from Allan before billing. Once approved, invoice and mail.

Invoice extra work tickets – send Atlas invoice and work ticket copy.

Bill sewer over 45” at $35 a foot, Water over 45” at $30 a foot

**Merion Homes**-

No POs prepare and get approval from Allan for all invoices before billing. Permit fees are minimum $500. Check to see what Atlas paid before billing. This is billed at groundwork but if the permit fee isn’t posted it can be billed at rough in to ensure billing is correct. Email invoices to SXAccounting@sneadhomes.com

**Middleburg Associates, LLC** –

No PO is provided. Prepare and mail invoice. Make sure work being invoiced is complete prior to invoicing. Vendor is about paying for phase if all work described in the phase is not complete.

Gas Rack is Included in Base House

**NV HOMES** –

Website <https://vendor.nvrinc.com/login>

 Username nurban@atlasplumbing.com

 Password: Atlas123

NV Homes – Rough-In Code Phase 192 K

NV Homes – Final Code Phase 193 K

Auto Pay on Purchase orders only (Start 4/28/2021). Permit fees and sewer and water po’s must be requested in schedule pro. See David Bonds to get login and password set up

Sewer Lateral per foot @ $24.16/ft minimum 35 feet

Water Lateral per foot @ $15.53/ft minimum 35 feet

Single Family home’s minimum is 35 ft, Create separate line if under 35 ft

Townhome’s minimum is 15 ft, no separate line needed. Just put the footage at 15 ft

L0360410: Cleanout Standpipe $ 63.70

L0293350: Equip. Delivery Charge $ 132.30 – billed on every Single-Family Home and for the row of Townhomes.

L0300005: Tracer Wire per sewer lateral foot @ $ .44/ft.

Check builder website and verify purchase order amounts and/or look for additional purchase orders at rough in.

Any options that are missing on the PO are coded to 03-RI, use L number.

Permit fees are billed for Prince William County jobs and Fairfax County jobs at groundwork. Use groundwork code.

Permit fees are located under usage at Atlas Job Card. Look up fees when doing first invoice and create a separate invoice for permit fees. If there is more than one fee, total them together and invoice as one amount.

Extra work orders go to David Bonds.

**NVP** -

Email invoices to accounting@nvpinc.com. All initial permit fees are covered in the contract regardless of the county. Any extra charges later may need to be invoiced. Charge extra for sewer and water overages over 40”.

Sewer $17.00 per foot over 40’

Water $12.00 per foot over 40’

Any extra work tickets need to be approved by Brian.

**OAKVIEW HOMES** –

Get approve from Joe before billing. Email all invoices to Brett at brett@oakviewhome.com

**PULTE HOMES -**

Verify contract price for job and phase prior to invoicing.

Vendor is autopay. Just invoice and file. No extra charges for sewer and water lateral.

Sewer Depth Tickets – Create invoice and send to 8884210781@onlinecapturecenter.com

Subject line should state the following (MS-108 / Inv # )

No purchase orders required for regular billing. Extra work tickets need a purchase order. PO’s can be found at <https://bwp.pulte.com/PurchaseOrders.com> Bill it and process payment on that website.

(Final payments do not require double check)

Username: 38AP10222 Password: Atlas123!

**RYAN**

Auto Pay on Purchase orders only (Start 4/28/2021). No purchase order necessary for sewer and water. Print and email the sewer and water/permit fee invoices to the correct locations. See below:

Washington Potomac: WAPinvoices@nvrinc.com

Washington South: WASinvoices@nvrinc.com

Washington West: WAWinvoices@nvrinc.com

Sewer Lateral per foot @ $24.16/ft minimum 35 feet

Water Lateral per foot @ $15.53/ft minimum 35 feet

Single Family home’s minimum is 35 ft, Create separate line if under 35 ft

Townhome’s minimum is 15 ft, no separate line needed. Just put the footage at 15 ft

L0360410: Cleanout Standpipe $ 63.70

L0293350: Equip. Delivery Charge $ 132.30 – billed on every Single-Family Home and for the row of Townhomes.

L0300005: Tracer Wire per sewer lateral foot @ $ .44/ft.

Check builder website and verify purchase order amounts and/or look for additional purchase orders at rough in.

Permit fees are billed for Prince William County jobs and Fairfax County jobs at groundwork. Use groundwork code.

Permit fees are located under usage at Atlas Job Card. Look up fees when doing first invoice and create a separate invoice for permit fees. If there is more than one fee, total them together and invoice as one amount.

When invoicing sewer and water for **condos**, give to Tim to find out how much to invoice. One standard code is as follows:

Permit Fees

Sewer Lateral per foot @ $16.66/ft Price change see below start date

PO’s must show start date of 2/7/2022 and after to charge $24.16

Water Lateral per foot @ $11.78/ft Price change see below start date

PO’s must show start date of 2/7/2022 and after to charge $15.53

L0360410: Cleanout Standpipe $ 63.70

L0293350: Equip. Delivery Charge $ 132.30 –

L0300005: Tracer Wire per sewer lateral foot @ $ .44/ft

Sewer Under Building - Units x Rate $478.20

When invoicing **NV Condos** for permit fees, sewer/water, fire line, & extra work ticket all must be requested in schedule pro for each lot in building for a po.

**Sewer and Water Drawings**

If an E-1 tank or grinder pump is indicated on the drawing, add an extra option to the budget and bill for the grinder pump.

If there is more than 1 cleanout on the drawing for Ryan and NV Homes, be sure to invoice for the additional cleanout.

If additional/unusual notes are added to the drawing, check with Tim to ensure extra billing is not necessary.

**STANLEY MARTIN –**

Website [Stanleymartin.operations.dynamics.com](https://stanleymartin.operations.dynamics.com/?cmp=001)

Username: Atlas00911@outlook.com

Password: Atlas123!

Invoicing is on their website. Create invoice in NAV. Pull up lot on the website & click on the yellow billing button. That will pull up all available items to bill. Check off items, enter our invoice number and then submit.

Sewer/Water is a flat rate. Any sewer depth over 12” should be charged $150.00 per foot depending on the subdivision. You should receive a ticket from the Super.

For Rock time or Jackhammer tickets – Send invoice to: apinvoice@stanleymartin.com

Check for VPO’s each time you bill a lot.

Go to website and pull up each lot and click on billing. It pulls up the available items to bill.

Check for a VPO each time you pull purchase orders.

**Stanley Martin Custom Homes**-

STM Customs has its own folder. All billing besides permits & some extra work should be posted on the Stanley Martin website. Bill accordingly and in their website click off on the phase being billed, enter our invoice # and submit.

Invoice permit fee at Groundwork – be sure to check with Joe for additional charges. **NO POS ARE NEEDED FOR PERMITS!** Permit fee invoice to be submitted via email to: apinvoice@stanleymartin.com

For Fairfax County jobs add $45 to the permit fees for pick up. For Arlington County jobs add $145 to the permit fee for pick up. Invoice as one lump sum – do not breakdown.

Sewer & Water is usually done by others – verify on one page if we need to bill.

**Steuart Kret Homes** – Tim

A PO is required for all invoices. Sign and mail the original PO with the Atlas Invoice. Keep a copy of the PO for our file.

Permit Fees are included in base bid per Tim.

No double check at final.

**TOLL BROTHERS –**

This builder is auto pay and uses the Hyphen Solutions/Supply pro website:

Website Address [www.hyphensolutions.com](http://www.hyphensolutions.com)

Go to Supply pro log in tab:

 Username: AMPAM / AMPAM2 / 1atlas / Atlas2

 Password: AMPAM / AMPAM2 / 1atlas / Atlas2

At top of the screen go to the “Orders” tab. Click on “Order Search” In the blank fields enter the lot # you are billing. Select the job under the Subdivision drop down. Leave the order status as all for the time being and click on the search button to the right. This will bring up every order(p.o.) for that specific lot that Toll has created. If you see the phase you need to bill, and it has not been invoiced already it should show Received on the right-hand side. Change your order status field to Received and then click on the builder order # (in blue) to open it up. Make sure the amounts and items match what you should be billing. If they match, create the invoice in NAV then check the box for that invoice and enter our invoice number for that phase in the “Supplier box”. At the bottom of the orders should be a drop down that states Select an action. Change that to Accept Selected Orders and then hit the Execute Button. Go back and change your order status field to (To Do), click the box next to the order you are submitting then go back to the drop down at the bottom and select Complete Order and hit the execute button. This will flag the builder to mark it for payment.

Sewer & Water overages can be billed but we must request EPOs for them via the notes tab in Supply pro for the specific lot.

For **Single Family** homes any footages **over 40’** can be billed and for **Townhomes** any footages **over 25”** can be billed for the following amounts: Sewer overages **$17/ft**. and Water overages **$11/ft**.

Extra work tickets must have an EPO online for us to bill. Must be requested via e-mail or via the notes in Supply pro. Contact information will be provided by Jodie.

Any discrepancies in pricing may result in requesting EPO’s. If the faucet pricing is more than what the budget reflects in NAV, please change the amount to the higher prices and bill accordingly. Please see Jodie for more information.

**TRICORD HOMES-** Autopay – Just invoice and file. Verify that the PO and cover sheet match.

Mail in sewer and water overage charges

Sewer over 30’ at $18 Water over 30’ at $12

**VAN METRE HOMES** -

Autopay – Just invoice and file. Invoice per breakdown on cover sheet. Verify that the PO and cover sheet match.

Inter external document number in Nav.

When invoicing final – check for upgraded faucets, toilets, etc. Po’s are emailed currently. PO to be billed separately from Final Invoice.

Extra work tickets require a PO. Purchase orders must be acquired prior to work being performed. Signed work tickets need to be obtained to confirm that the work was done and filed along with the PO that is emailed. Add TO all NON-CONTRACT PO invoices: Labor Only or All Applicable Taxes Paid by Vendor (if material was used)

**E-mail** invoice to NewHomesAccounting@vanmetrecompanies.com

For all extra work, a PO is required.

If tickets are received from the field and have no PO, send a copy to our superintendent, and let them know that we need a PO to invoice. Check with Allyson to see if she already invoiced any tickets that appear to be service calls.

**Wakefield Homes, LLC** -

Get approval from Tim before billing. Mail Atlas invoice and copy of breakdown of phase if Tim has included in file.

All startup Permit Fees are included.

Sewer over 35’ at $22 Water over 35’ at $14

**WSD Capital** -

Permit Fee is **NOT** included in Base.

No PO provided – just mail Atlas invoice.