

August 28, 2019

From: Comsource Management Inc. on behalf of:
AvidXchange, Inc.
1210 AvidXchange Lane
Charlotte, NC 28206

Dear Comsource Management Inc. Suppliers,

Please be advised that Comsource Management Inc. has entered into an agreement with AvidXchange to implement an electronic invoice and/or bill payment process, which will be facilitated on our behalf by AvidXchange, Inc. This process will make our bill payment process more efficient and is consistent with our efforts to act in a more environmentally sensitive manner.

As included in the Service Agreement for AvidPay Service, AvidXchange shall have the authority to undertake the following action:

- Request information on your Accounts Receivables process, payment delivery preferences, and facilitate the payment delivery preference; i.e. the ability to accept an electronic payment with proper payment information on behalf of Comsource Management Inc. or through a paper check.

These changes or modifications will be limited to those that do NOT require any expenditures to Comsource Management Inc. or affect Comsource Management Inc. level of service.

This letter authorizes AvidXchange to contact you for information required to participate in the program. If you have any questions about this new process, please feel free to contact Accounts Payables at 301-924-7355 or mpalma@comsource.com.

Thank you in advance for your cooperation in providing AvidXchange with this information.

Sincerely,



Tony Martella
President
Comsource Management Inc.



ACTION REQUIRED – PLEASE UPDATE YOUR RECORDS

Attention: Accounting Department

REQUIRED: UPDATE YOUR INVOICE SUBMISSION PROCESS

OPTION 1: (Preferred)

EMAIL INVOICE TO: comsourceinvoices@payableslockbox.com

- Send either by postal mail **OR** email, **NOT** both.
- 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. 612 – Comsource Management Inc.
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.

As part of an effort to streamline our Accounts Payable processes and move toward electronic transactions, we're excited to announce that we will be using AvidXchange to facilitate our payments to vendors. If you are not already receiving payments through the AvidPay Network, please expect a call from the AvidXchange team in the near future to determine what 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 Accounts Payables at 301-924-7355

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.

