`

Important Vendor Payment Options

IMC Resort Services uses a Third-Party payable system called AvidXchange/StrongRoom, which allows us to offer you multiple payment options.

IMPORTANT NOTE:

After the vendor profile has been created and the first payment is authorized, AvidPay/Strongroom, will contact you regarding your first payment, at this time please make a note to advise them on how you would like to proceed receiving payments in the future, Virtual Credit Card, Direct Deposit (ACH) or Paper Check.

Unfortunately Strongroom/AvidPay does not allow us to make this choice or change for our Vendors. Vendors will need to contact support or visit their website directly with their request.

Please visit their website. https://www.avidxchange.com/supplier-care/
- Payment Question
  - Change my Payment Method

There are three payment options with our 3rd party payable company Strongroom/AvidXchange:

1. **Virtual Credit card – has a fee (Default, until changed)**
2. **Direct Deposit (ACH) - has a fee**
3. **Paper Check – no fee**

It is the vendor's choice on how payment is provided. A vendor can also set parameters. For example a vendor may choose the following:

Payments between $1- $250 credit card
Payments between $250-500 direct deposit (DD)/ACH
Payments greater than $500 check.
Or all payments in check, ACH, or VCC.

For more information regarding payment please contact Strongroom/AvidXchange directly:
Phone: 704-971-8170 Ext:1

2 Corpus Christi # 302
Hilton Head Island, SC 29928

www.IMCHHI.com
Email: Certificate@imchhi.com

Ph: 843.785.4775
Fx: 843.785.3901

`

Licensing Requirements

Section 1: Business Licenses

All Applicable business licenses are required from the vendor.
ie: Town of Hilton Head, Town of Bluffton

Section 2: Contractor Licenses

If you are a licensed contractor, all applicable contractor licenses are required from the vendor.

Section 3: Professional Licenses

If you are a Profesional (ie: CPA, Engineer, Architect etc) all applicable professional licenses are required from the vendor

2 Corpus Christi # 302
Hilton Head Island, SC 29928
www.IMCHHI.com
Email: Certificate@imchhi.com
Ph: 843.785.4775
Fx: 843.785.3901

AvidXchange payment methods & Supplier enrollment

Supplier Payment Methods

Mastercard

One-time use, virtual credit cards

Fee Structure:

No fees assessed from AvidXchange

Suppliers are assed Interchange fees from their merchant services provider for accepting VCC transactions

Most Merchant agreements charge between 2%-5% for credit card processing

AvidPay Direct

Enhanced Direct Deposit

Fee Structure:

ACH transaction fee structure starts from 1.2 % + a $1.00 settlement fee per transaction. Fee applies only up to initial $25,000 amount.

Fees for transactions greater than $25,000 are capped at $300.

Suppliers must contact the AvidXchange Supplier department directly to speak with a representative to confirm the exact price for their ACH fees

Check

Paper checks delivered via first class mail

Fee Structure:

No fees assessed by AvidXchange

Check deposits may cause suppliers to incur fees from their financial institution if you place a stop payment on their check

avidxchange

Payment Methods:
Mastercard

- ✓ Fastest, most secure payment method
- ✓ 16-digit, one-time use card number
- ✓ No fees from AvidXchange

Automated phone payment tool.
AR contact manually processes card

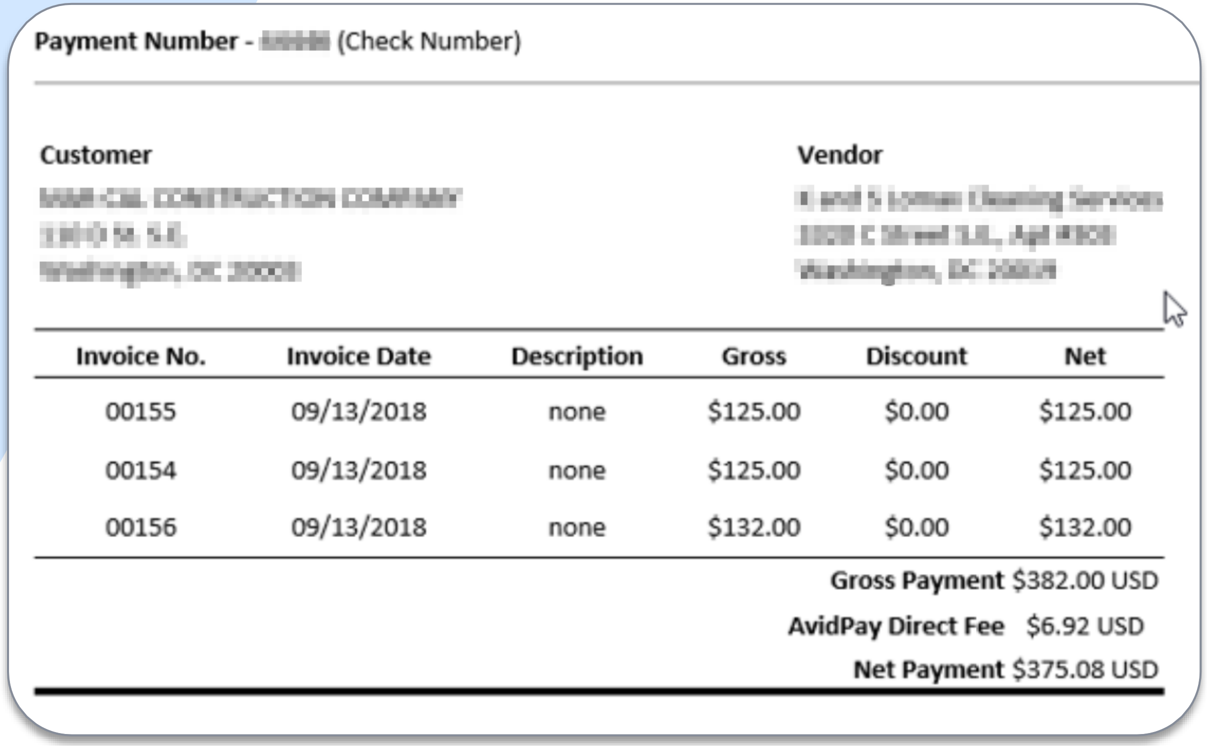
Secure email with Mastercard details.

Online portal with automated payment tool.

Payment Methods:

AvidPay Direct

- ✓ Enhanced remittance data
- ✓ 3-day average payment delivery
- ✓ Dedicated support team
- ✓ Transaction fees typically less than merchant fees



Payment Number - [illegible] (Check Number)

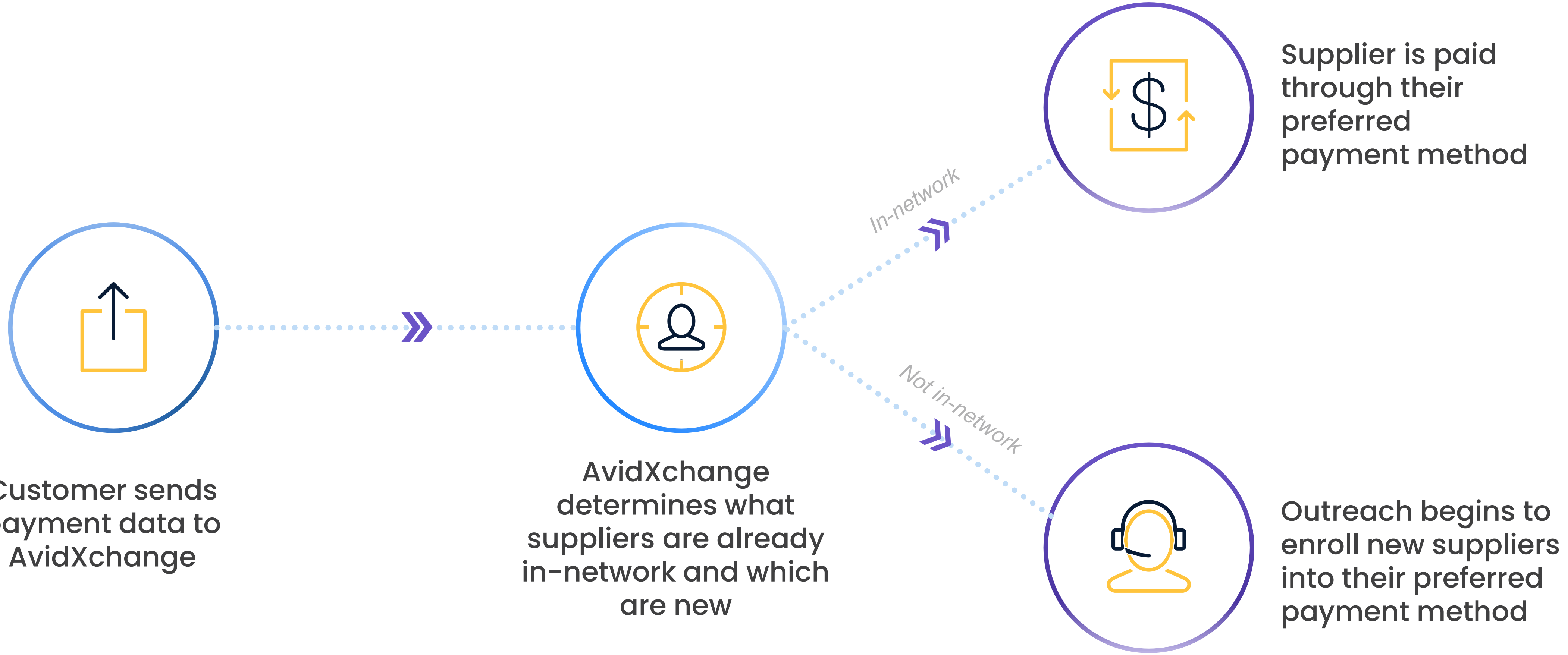
Customer
[illegible]

Vendor
[illegible]

Invoice No.	Invoice Date	Description	Gross	Discount	Net
00155	09/13/2018	none	$125.00	$0.00	$125.00
00154	09/13/2018	none	$125.00	$0.00	$125.00
00156	09/13/2018	none	$132.00	$0.00	$132.00

Gross Payment $382.00 USD
AvidPay Direct Fee $6.92 USD
Net Payment $375.08 USD

Supplier Enrollment



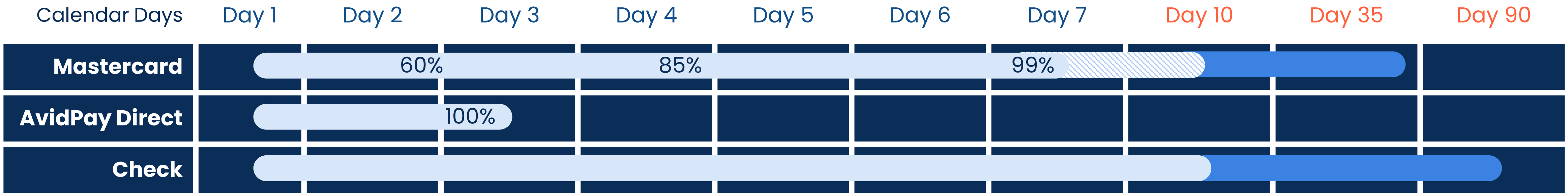
Dedicated Support for Suppliers
Form: www.avidxchange.com/suppliers
Phone: 704-971-8170 opt. 1, then 2

avidxchange

Payment Timeline & Follow Up

Payment Methods

Timelines



Mastercard

Day 1: Funds are debited from buyer's account

Day 2: 60% of Mastercard payment remittance information is sent to suppliers – *Email Delivery*

Day 4: 85% of Mastercard payment remittance information is sent to suppliers

Day 7: 99% of Mastercard payment remittance information is sent to suppliers

Day 10: Mastercard with a 10-day expiration date will convert to check.

Day 35: Mastercards with a standard 35-day expiration will refund to buyer if not processed.

AvidPay Direct

Day 1: Funds are debited from buyer's account

Day 2: AvidPay Direct fund transfers are initiated to be credited to supplier's bank account

Day 3: AvidPay Direct funds are available in supplier's bank account

Day 4: Fees associated with AvidPay Direct payments are debited from the supplier's bank account

Check

Day 1: Funds are debited from buyer's account

Day 2: Checks are cut and mailed the following day

- Checks are sent via First Class mail with the United States Postal Service
- Over the next 10 days, checks are being delivered and deposited by your suppliers

Day 90: Refund process initiated for all issued checks and payments converted to checks.

avidxchange

Supplier Payment method enrollment

avidxchange

AvidXchange Supplier Department Payment Method enrollment

Vendors can contact the AvidXchange Supplier Department to request enrolling in the payment method they prefer

Supplier Department contact:

- Phone: 704-971-8170
- Enrollment Website: https://www.avidxchange.com/suppliers/