



We're partnering with AvidXchange, a leader in automating the accounts payable and payment process, to automate our AP process. This change will help us track invoices electronically, streamline our approval workflows, and have a stronger central repository for all invoice data. For you that means seamless, accurate, and secure payments, with a variety of delivery options that can get you paid faster.

What do you need to do? Three things.

1. Change where you send invoices

Effective immediately, instead of sending invoices directly to our office, please send directly to AvidXchange using only one of these two options:

Email your invoice to:

scottoproperties@avidbill.com

Mail your invoice to:

PO Box 35592
Charlotte, NC 28235

Note: When emailing invoices, attachments must be under 5MB and only one invoice can be included per attachment. Emails can include multiple attachments. Please also include any necessary backup documentation. Accepted file format: PDF

2. Update your invoice submission process

Each invoice must include the following information:

- Property / Entity / Department Name
- Ship-to / Service Address
- Business Name & Remittance Address
- P.O. Number or Reference

3. Select your preferred payment method

AvidXchange offers 3 different payment methods to ensure you are paid quickly, efficiently, and on your terms. If your company is not currently registered with AvidXchange, the AvidXchange Supplier Enrollment Team will be reaching out to you to register your company on the payment option that best fits your needs. Alternatively, you can complete the enclosed Supplier Network Enrollment Form.



Fastest: Mastercard



**Faster: AvidPay Direct
(Enhanced Direct Deposit)**



Fast: Check

Thanks for your continued partnership. We're excited about how this change will help us serve you better. If you have questions about your new AvidXchange Supplier Profile or payment methods, please contact supplier@AvidXchange.com or visit our website (www.avidxchange.com) to chat with a live agent.

For specific invoice questions, please contact Accounting at accounting@scottoproperties.com

WELCOME TO THE AVIDXCHANGE NETWORK

AvidXchange is a software company that automates the accounts payable and payment process. For you that means seamless, accurate, and secure payments, with a variety of delivery options that can get you paid faster. We help you by:



Providing options to speed up the accounts receivables process



Giving you more visibility into payments



Offering you maximum flexibility to get paid when and how you need

PAYMENT OPTIONS

AvidXchange offers you multiple payment methods to ensure you get paid on the terms that best fit your business needs. If you are new to our network, our team will contact you to capture and understand your preferred payment method prior to your first payment submission. Our payment methods include:



Fastest: Mastercard

Receive payment by email in 1 business day from our payment approval.

This option delivers a one-time use virtual Mastercard every time invoices are approved for payment. Fees from your merchant account may apply.



Faster: AvidPay Direct (Enhanced Direct Deposit)

Receive direct deposit within 3 business days from our payment approval.

The enhanced direct deposit payment solution delivers funds directly to your bank account with the extra benefit of emailed payment receipts for simple reconciliation. Variable transaction fees may apply.



Fast: Check

Receive checks via USPS 7-10 business days after payment approval.

AVIDXCHANGE SUPPLIER NETWORK ENROLLMENT FORM

Tell Us How You Want to Be Paid

AvidXchange offers 3 different payment methods to ensure you are paid quickly, efficiently and on your terms. Please indicate your preferred payment method below.

FASTEST: MASTERCARD

Receive payment by email in 1 business day from our payment approval.

This option delivers a one-time use virtual Mastercard every time invoices are approved for payment. Fees from your merchant account may apply.

FASTER: AVIDPAY DIRECT (ACH)

Receive direct deposit within 3 business days from our payment approval.

The enhanced direct deposit payment solution delivers funds directly to your bank account with the extra benefit of emailed payment receipts for simple reconciliation. Variable transaction fees may apply.

**We will contact you to fully complete this enrollment.*

FAST: CHECK

Receive checks via USPS 7-10 business days after payment approval.

Help us ensure payments are delivered on time and accurately by verifying a few items below:

1. Your current company name and mailing address for payments:

Business Name: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

2. Who and how should we contact your company to deliver and follow up on payments?

Name: _____ Title/Position: _____
 Contact Email: _____ Phone: _____
 Website: _____ Payment Delivery Email: _____
 Payment Delivery Preference? Email: _____ Phone: _____
 If you accept Mastercard, are there any processing fees or transaction limits? Yes No
 Percentage: _____ Limits: _____
**e.g. no Mastercard payments over \$5,000*

Everything filled out? GREAT!

Send this form and a copy of your W9 for verification (if using Mastercard) to the AvidXchange team for processing! Email: supplierdocs@avidxchange.com | Fax: 866.249.9797

Need help?

Contact us Monday - Friday 8:00 AM - 8:00 PM ET
supplier@avidxchange.com | 704.971.8170 (Select the supplier option)
 Chat with an agent at www.avidxchange.com



avidxchange.com/suppliers/faq