



Vendor Management Program (VMP)

Dear Vendor Partner,

Thank you for your interest in doing business with Summit Management Services, Inc. As a premier national residential real estate company, Summit Management requires all of our vendors to participate in our Vendor Management Program (VMP).

This program helps ensure that all vendors whom we conduct business with are accountable to the reputable business practices and standards we have set forth. These standards and practices essentially minimize unwanted risk and, in turn, ensure that our residents and vendors have an overall better experience with our organization. The areas of accountability that our program focuses on include ongoing compliance with our insurance requirements and compliance with IRS requirements. This program is administered through an online vendor portal, known as VendorCafé, and as a result, all vendors are required to register for an online VendorCafé account.

VendorCafé provides our vendors a cost-efficient, secure, and effective way to process and manage business with Summit Management online. Vendors have access to real-time information on several aspects of business with Summit Management, including compliance status and invoice status. Through VendorCafé, vendors can:

- Monitor their compliance within our VMP and receive alerts about their status
- View their ledger to ensure all invoices have been received and monitor the approval status of invoices
- Electronically submit invoices directly through the online portal

There are distinct benefits for those vendors who wish to submit invoices electronically through VendorCafé, including the elimination of costs associated with paper invoices and the elimination of postage costs for sending paper invoices. Submitting invoices through the portal also drastically reduces the opportunity for invoice-loss and will ultimately reduce invoice processing time, further expediting payment processing to our vendors.

To register and maintain status as an “Approved Vendor” in our Vendor Management Program, there is a fee all vendors will be responsible for. When registering through VendorCafé, **all onsite vendors are required to pay an annual fee, which is currently \$85.00.** This fee goes directly to Registry Monitoring Insurance Services (RMIS), the service provider who will be working *directly* with your insurance agent/producer to ensure all specific insurance requirements are satisfied. Through the use of RMIS, your valuable time is not wasted in an attempt to obtain insurance information that only insurance professionals may understand. RMIS will expedite the necessary task of establishing insurance compliance which will assist you, our vendor partner, in attaining “Approved Vendor” status as soon as possible.

Additionally, for those vendors who wish to submit invoices electronically, there may be costs associated with this feature based on the number of invoices submitted. Below is the fee schedule from Yardi Systems Inc., the software provider of VendorCafé, for using the electronic invoice feature:

Annual Fee	# of Electronic Invoices Submitted/Year
Free	Up to 6 invoices
29.99	Up to 30 invoices
79.99	Unlimited invoicing



Any fees due for the use of the electronic invoice submission feature in VendorCafé will be charged by and paid directly to Yardi Systems within the VendorCafé system. It's important to note that the use of the electronic invoice submission feature is **OPTIONAL**. Vendors are not required to submit invoices electronically. However, it is highly recommended due to the benefits it can provide our vendor partners.

When vendors choose not to use the electronic invoice submission feature, invoices are required to be submitted to the Summit Management Services PO Box designated for automated invoice processing. When invoices are received via this PO Box, they are scanned directly into our accounting system. All properties share this same PO Box address. However, each property has a unique "billbox number" that will need to be included with the address and this number directs the processing of your invoice in our automated system. Below is the address format that will be required when submitting invoices by mail:

Apartment Community Name (or Summit Management Services when applicable)

Billbox #00-vendorcode-propertycode

PO Box 1008

Hicksville, NY 11802-1008

Keep in mind that all envelopes and invoices being mailed must be addressed in the manner reflected above, replacing "vendorcode" with the vendor code assigned to your company by Summit Management and also replacing "propertycode" with the appropriate Summit Management property code that is associated with the apartment community being billed. Your company's vendor code and the Summit Management property codes will be provided to you once your company has reached the status of an "Approved Vendor". Invoices should **NOT** be submitted to a property's office, any of our corporate offices, or by email to Summit Management staff. Failure to adhere to these requirements will result in delayed payment.

VendorCafé support will be available to you for assistance with the registration process and for any assistance you might need once your account is established. VendorCafe support can be reached by emailing VendorCafe_Support@yardi.com or by calling 1-888-251-8210. Also, should you have any general questions about the information contained within this letter or general questions regarding our Vendor Management Program, please send your inquiries via email to vendors@summitmanagementservices.net.

We thank you for your partnership and look forward to enjoying collaborative success with you for years to come.

Sincerely,

Summit Management Services, Inc.