



**SYNOVUS®**

## Accelerate AR Match Service Addendum

**Synovus Treasury Management Services**  
**Accelerate AR Match (Payment Reassociation & Invoice Matching) Addendum**

**Acceptance of Accelerate AR Match Services.** By selecting the Accelerate AR Match Services which includes Payment Reassociation & Invoice Matching (the **"Match Solution Services"**) on the Enrollment Form, you agree to the terms of this Accelerate AR Match Services Addendum (the **"AR Match Services Addendum"**) and this AR Match Services Addendum thereby becomes a part of the Master Services Agreement for Treasury Management Services (the **"Master Services Agreement"**). The Master Services Agreement, together with this Accelerate AR Addendum, shall constitute one **"AR Match Services Agreement"** for the AR Match Services, the terms and conditions of which shall be binding upon both parties and shall govern the establishment and continued use by Customer of the Match Solution Services. Customer acknowledges the receipt of a copy of this Match Solution Services Addendum and the current Master Services Agreement. This Match Solution Services Addendum is effective as of the date accepted by Bank. Capitalized terms used but not defined herein shall have the meanings provided in the Master Services Agreement. If a discrepancy or inconsistency is determined to exist between the terms of the Master Services Agreement and the terms of this Match Solution Services Addendum, the terms of this Match Solution Services Addendum will control with respect to the Match Solution Services, but only to the extent necessary to resolve the discrepancy or inconsistency.

1. **Description of the Match Solution Services.** This payment reassociation and invoice matching service offering is provided to help further automate receivables processing and cash application by significantly reducing manual processes. The Match Solution Services will automate receivables payments through two main processes. The first process will match receivables payments (i.e. ACH, wire) to an email containing the remittance advice details (i.e. invoice numbers, dollar amounts)(**"Payment Reassociation"**). Within the email, the remittance advice details can be in the body of the email or in attached PDFs or spreadsheets. The second process extracts the remittance details from the remittance advices and matches the extracted data to open invoice files and history from previous payments. Additionally, this process generates an updated posting file for further import to the End User's Enterprise Resource Planning ("ERP") system(s)(**"Invoice Matching"**).
2. **Payment Reassociation.** Payment Reassociation will be processed as follows:
  - i. Customer will forward emails that contain remittance advice details to Bank's Partner (as defined in the Accelerate AR Addendum and includes the Services under this AR Match Services Addendum). Details may be included within the body of the email as well as attachments in various formats, including but not limited to PDF and CSV (Comma Separated Values). Emails and any corresponding attachments and imported documents (collectively **"Remittance Items"**) will be routed into the Partner's Remittance Processing System (the **"Match System"**). Remittance Items are matched to payments, and any unassociated Remittance Items remain in the Match System until they are matched.
  - ii. Partner will create an email address for receipt of Remittance Items into the Match System. The email address provided cannot be used for correspondence, and Partner will not be able to forward and/or reply to emails received at this designated email address.
  - iii. Partner will attempt to extract certain information from the Remittance Items to assist with the payment reassociation process. If Partner cannot extract information from the Remittance Items to assist with the payment reassociation process it will place exception items into the Match System for you to work the exception.
  - iv. Customer will upload payment files to a secure FTP site provided by Partner. Payment files will contain payments received by your financial institution. Partner will provide various options for the End User to import payment files into the Match System.
  - v. Customer will upload open invoice files to secure FTP site provided by Partner daily. The Payment Reassociations service uses secure FTP to send and receive files from Customer.
  - vi. All payment files and open invoice files uploaded to the secure FTP site provided by Partner shall be considered your Confidential Information under the Agreement.
3. **Invoice Matching.** Once the Remittance Items are matched to the payments, the next process is to apply the cash. The Match System uses the open invoice file and history to automate invoice matching and cash application. The Match System opens the emails and any attachments and automatically runs recognition tools to read each Invoice record and the dollar amount associated to each invoice record. If the invoice records validate meaning they match and balance then it is marked completed and available for automated posting. If any items do not match, are not recognized or do not balance then you can correct the items within the System and once corrected they are available for posting.
4. **AR Posting Files.** Partner will provide AR posting files for import into your ERP system(s) for payment posting.
5. **Correspondence.** Any Remittance Items that include non-payment related documents will be stored for review and available within the Match System for viewing.
6. **Service Fees.** The fees for the Match Solution Services are set forth in the Fee Schedule. The applicable fees will be charged whether or not the Match Solution Services was used during the billing cycle. There may be a charge for additional transactions and other optional services. You agree to pay such charges and authorize us to deduct the fees from your designated Account. All of your other Account fees will continue to apply. You are responsible for any and all telephone access fees and/or Internet service fees that may be assessed by your telephone and/or Internet service provider.