

# EXHIBIT “F”

## PAYMENT MANAGEMENT SYSTEM OVERVIEW

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### **Oracle’s Textura Payment Management: Work Faster and More Efficiently**

What Is Textura (TPM®)?

Oracle’s TPM is an Internet-based construction invoicing and payment solution. With the TPM system, subcontractors (i.e. subcontractors, professionals, and vendors) can electronically sign and submit their pay applications—including invoices, sworn statements, and conditional and/or unconditional lien waivers. Payments are made electronically via ACH (Automated Clearing House) resulting in faster access to your funds. In addition, TPM facilitates submission and tracking of compliance documents and sub-tier lien waivers. In short, TPM has revolutionized the construction payment process. Thousands of subcontractors currently use TPM to submit their pay applications every month.

### **Sign Pay Applications and Submit Electronically**

TPM automatically generates the required Pay Application documents and transmits them to your General Contractor electronically at the click of a button.

- Invoices are created by simply entering the dollar value by Statement of Value line item.
- No percentage SOV line item draws are permitted. The SOV line item must be 100% complete to draw (invoice). Expense-related lines must be billed as actual costs, therefore excluded from the 100% line item draw requirement.
- Electronic submission of documents eliminates the expense and inconvenience of fax or hand delivery.
- Invoice amounts are verified with lien waiver and payment amounts, reducing the risk of error.

### **Receive Payments via ACH**

TPM uses the secure ACH network for electronic deposit of funds to accelerate draw payments.

- ACH will deliver funds faster than a manual check. Payments are made through TPM directly by the GC and are subject to the terms of your contract.
- ACH works like direct deposit. Funds are immediately available, no waiting for checks to clear.
- TPM alerts you via email that payment has been disbursed.

### **Know What is Happening, When It Happens**

TPM offers complete visibility throughout the draw process and notifies users of critical events.

- Receive real-time notifications when a draw is opened, change order issued, payment disbursed, etc.
- Receive email reminders to update expiring insurance documents and notification of non-compliance.
- Online invoice approval and rejection ensures that both parties are informed of final invoice amounts.

### **Manage Documents Online**

Project documents created in or uploaded to the system are available for viewing, printing or downloading to your computer. TPM will store these documents for a minimum of ten years.

- Pay Application backup documents are submitted quickly and easily via an upload attachment feature.
- Electronic submission & tracking of legal documents such as insurance certificates reduces payment holds.
- Possibility for lost or delayed documents resulting in held payments is virtually eliminated

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### What Does It Cost to Use TPM?

0.22% of contract value\*

- Maximum – \$5,000
- Sub-tier subcontractors – \$100

*\*Plus applicable taxes*

### Payment Methods

- ACH (default) or Credit Card

### Technical Requirements:

TPM is completely web-based- there is no software to install. Users need only:

- Internet access (high-speed recommended)
- Email access for each user
- Adobe Acrobat Reader 6.0 or higher (free download)

### Free Training & Support:

Our Training Supports your training needs with:

- Free webinars
- Individual training by phone
- Support representatives are available to answer your questions at 866 -TEXTURA (866-839-8872).

### Administrative Compliance Required

Prior to receiving access to TPM for invoice submission, the subcontractor must meet administrative compliance requirements, including but not limited to the following:

- Executed Agreement;
- Subcontractor Point-of-Contact (POC) information submitted to Embrey;
- Compliant status with contractor’s insurance monitoring service under this Agreement, including but not limited to Insurance Monitoring Service Overview (Exhibit in this agreement); and
- This requirement is for Subcontractors only: Supplier List (Exhibit, in this agreement) or Stock Letter (on Subcontractor Letterhead) submitted to Embrey.

After each TPM draw (invoice) submission, a temporary payment hold will be placed on the draw. The subcontractor must meet administrative compliance requirements for payment disbursement, including but not limited to the following:

- Compliant status in Insurance Monitoring Service Overview (Exhibit, in this agreement);
- Subcontractor Unconditional (Progress) Lien Waiver for the previously paid draw (i.e. correct thru date, amount, dated, signed, and references legal entity name and project address).
- Subcontractor Sub-Tiers (suppliers) Unconditional (Progress) Lien Waiver for the previously paid draw (i.e. correct thru date, amount, dated, signed, and referencing legal entity name and project address) (if applicable) by the 10th of the month following previous months disbursement.
- For the Final draw, Subcontractor must upload Conditional (Final) Lien Waiver for the current draw for Sub-Tiers (suppliers) (i.e. correct thru date, amount, dated, signed, and referencing legal entity name and project address) (if applicable).

### Invoice Submission via the Payment Management System

Upon compliance with the administrative requirements, subcontractors will receive a request from the TPM to accept the Project contract. Upon registration, payment of TPM fees, and acceptance of the Project, subcontractors will be eligible to submit invoices.

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**Note: Change Orders will not be available in the Payment Management System until executed.**

Subcontractor will be notified via email sent from the TPM that the monthly draw has been opened for invoice submission. If not submitting an invoice, select the decline link to be removed from the draw. Subcontractors must complete and submit invoicing per Embrey’s invoice schedule. **\*\*\*NOTE: If an invoice is not received prior to the draw close deadline, the subcontractor is automatically removed from the draw when closed.**

Draw will be opened on the 15<sup>th</sup> of each month at noon central standard time.<sup>1</sup> Draw will be closed on the 20<sup>th</sup> of each month at 4:30 PM central standard time.<sup>2</sup> If the subcontractor has not started or completed the draw (i.e. signed and notarized all documents and submitted per deadline), the draw is closed and the subcontractor will be removed from the draw.

Submitted invoice is for the period of the 21<sup>st</sup> of the previous month through the 20<sup>th</sup> of the current month. Subcontractors will have until the 20<sup>th</sup> of each month to complete **AND** submit their invoice.<sup>2</sup> The following documents are required monthly per draw.

- Invoice entry complete (signed)
- Conditional Waiver complete (signed)
- Sworn Statement complete (signed)
- Unconditional Waiver signed complete (signed)

### *EXCEPTIONS:*

1. If the 15<sup>th</sup> falls during a weekend or holiday, it will be opened the last business day preceding the weekend or holiday.
2. If the 20<sup>th</sup> falls during a weekend or holiday, the draw will remain open until the first business day following the weekend or holiday.