

CORTEX SUBSCRIPTION AGREEMENT– WORKBENCH USERS ONLINE SIGN UP

Cortex Monthly Subscription Plan Details:

Flexible plan structure to meet the needs of your business. Plans have a Minimum Monthly Fee with a set number of included documents, and a per document fee over the number included. Select the plan that best suits your needs based on the average number of monthly documents (invoices) you will send. If you regularly go over the documents included, the next level plan may provide price breaks and you can upgrade your plan at any time.

All Monthly Plans include:

Access to functionality in your Cortex account to help you Connect, Interact, Transmit and Grow your business:

- Workbench for sending invoices and monitoring the status
- Messages to communicate with your Trading Partners
- Profile to display your company on the Network and provide information about you
- Network to search for and connect with other Trading Partners you do business with, or may potentially do business with
- Users to manage access and permission for your staff using Cortex
- Reporting for business guidance and transaction history

All Monthly Plans include Unlimited Users.

No upfront set up fees for Workbench functionality.

Your Cortex account includes the Supplier (Accounts Receivable) side for sending invoices and connecting to Buyers.

It also includes the Buyer (Accounts Payable) side to receive your Cortex invoice, as well as provide the ability to connect to your own suppliers and receive invoices at no cost.**

Monthly Subscription Plans:

PLAN	Minimum Monthly Fee	Monthly Documents Included	Per Document Cost for Included	Per Document Charge Over Included	Recommended for
A	\$9.00	3	\$3.00	\$3.30	Suppliers sending less than 10 per month
B	\$24.75	9	\$2.75	\$3.03	Suppliers sending 8 to 20 per month
C	\$50.00	20	\$2.50	\$2.75	Suppliers sending 17 to 50 per month
D	\$112.50	50	\$2.25	\$2.48	Suppliers sending 43 to 100 per month
E	\$200.00	100	\$2.00	\$2.20	Suppliers sending 85 to 200 per month
Additional volume discount plans are available, as well as integration options for automation. Select “Other” on the sign up form and we will contact you, or call 1-866-716-6272 option 2 for more information.					Larger companies sending high volumes each month, or looking for higher automation to reduce manual entry

Low Frequency, Non-Monthly Plan:

PLAN	One Time Fee	Documents included in Year 1	Per Document Cost over Included	Per Document Cost after Year 1	Recommended for
PAYG	\$35	10	\$3.50	\$3.50	Suppliers sending less than 3 per month, or low frequency and not every month

**Your Standard Cortex Account comes with both Supplier (AR) and Buyer (AP) functionality. Cortex Invoices/Statements are delivered to you via email and to your Buyer Workbench. You may connect to your suppliers through your Buyer account, and invoices from those suppliers will also be delivered via email and to your Buyer Workbench. You will receive these invoices at no cost; your monthly plan is for the documents you send from the Supplier side. When you require more automation and functionality on the Buyer side, contact Cortex for information on AP Automation and Plans.