

PRODUCT SPECIFICATIONS FOR OPSMARKET™

UPDATED: March 5, 2020

These Product Specifications describe the current functionality and certain dependencies of the above-referenced product center (the “Product Center”). Access to and use of the Product Center is governed by an underlying agreement and, as applicable, addendum (collectively, the “Agreement”) with RealPage, Inc. and, as applicable, its affiliates (collectively referred to herein as the “Provider” “we” or “us”). Capitalized terms used in these Product Specifications have the meanings provided in the Agreement unless otherwise defined herein.

Subject to the terms of the Agreement, these Product Specifications may be modified at any time. If we modify these Product Specifications, we will post the updated version at <http://www.specifications.controls.realpage.com> and update the “Updated” date above. We recommend that you review these Product Specifications periodically for any changes. Your continued access to or use of the Product Center will constitute your acceptance of the updated Product Specifications.

1. AUTHORIZED USERS AND PASSWORD

Provider will provide the licensee under the Agreement (“Licensee”) with a user name and password permitting Authorized Users to access the Product Center. Licensee is responsible for the protection and dissemination of such user name and password and for any activities or actions occurring under Licensee’s account or log-in credentials—including, without limitation, for any losses or damages resulting from the loss, theft or misuse of or failure to protect any such user name or password. Licensee will permit only Authorized Users to access the Product Center, will ensure that all Authorized Users comply with the terms and conditions set forth in the Agreement and herein, and will not permit any person that ceases to be an Authorized User to continue to use a user name or password.

2. OVERVIEW OF OpsMarket

OpsMarket is a web-based application that provides organizations with a solution to fully encapsulate and customize their eProcurement process.

OpsMarket requires the OpsBuyer™ solution to be used.

The major capabilities of OpsMarket include:

- Dashboard: Provide visibility to orders, approvals, and invoices
- Storefront: Ability to create and process purchase orders for OpsCommunity suppliers from an online catalog
- Invoices: Ability to create and process invoices and credit memos electronically received from OpsCommunity suppliers
- OpsCommunity supplier catalog hosting: Ability to use OpsCommunity supplier catalogs
- Supplier punchout catalog: Ability to punchout to OpsCommunity supplier catalog websites
- Automated order submission to suppliers in the OpsCommunity
- Reports: Standard and adhoc reporting

3. DETAILED SPECIFICATIONS FOR OpsMarket

This section outlines the major capabilities of OpsMarket:

3.1. Dashboard

- a. Ability to view a summary of open orders in various statuses
- b. Ability to view a summary of orders/invoices pending approval
- c. Ability to view an aging summary of invoices pending receipt of goods
- d. Ability to view a summary of invoices in various statuses

3.2. Storefront

- a. Ability to create catalog orders for OpsCommunity suppliers
- b. Ability to manage a list of purchase order line items into a shopping list, and allow the saved shopping list to be added to future purchase orders
- c. Ability to electronically submit catalog orders to OpsCommunity suppliers
- d. Ability to punchout to OpsCommunity supplier catalog websites
- e. Support for a pricing and availability check for catalog orders with suppliers that are utilizing this functionality
- f. Option to create online purchase orders from third-party inventory management systems
- g. Option to enter promotion codes on catalog orders with suppliers that are utilizing this functionality
- h. Ability to predefine product category general ledger code
- i. Ability to create back orders
- j. Ability to request electronic order cancellation prior to its fulfillment
- k. Ability to obtain available installation dates from suppliers (subject to supplier system support)

3.3. Purchase Orders

- a. Ability to create offline purchase orders for offline suppliers
- b. Ability to create offline recurring purchase orders for offline suppliers

3.4. Invoices

- a. Ability to receive electronic invoices and credit memos from OpsCommunity suppliers
- b. Ability to order items from invoices from OpsCommunity suppliers

3.5. Workflow Budget Controls

- a. Ability to perform a detailed budget check at any time during the generation of a purchase order or invoice
- b. Option to notify the user, or an approver, if the summary account budget is exceeded
- c. Option to require approval if the summary account budget is exceeded
- d. Option to require approvals on invoices which exceed the total of matched purchase orders by a specified percent variance and minimum variance dollar amount
- e. Option to run a budget check at the time of review by an approver
- f. Ability to view or print a budget variance report
- g. Ability to import budgets from an Excel spreadsheet

3.6. Workflow Purchasing Associate Spending Controls

- a. Ability to invite company vendors to join the OpsCommunity to facilitate electronic invoicing and online ordering
- b. Ability to request account numbers for properties from an OpsCommunity supplier

- c. Ability to view OpsCommunity statistics and the status of account provisioning requests
- 3.7. Payments
- a. Ability to create payment requests and send invoice payments to suppliers
- 3.8. Catalog
- a. Ability to host a fully normalized supplier catalog
 - b. Ability to punchout to supplier catalog websites
 - c. Ability to submit and approve catalog requests to update existing or create new catalogs
 - d. Allows for extensive taxonomy and categorization of products in the catalog
 - e. Ability to configure additional parts and services from the catalog
- 3.9. Integration
- a. Ability to order from a supplier's catalog
 - b. Option to access supplier's inventory management system through a pricing and availability check
 - c. Option to create online purchase orders from third-party inventory management systems
 - d. Ability to receive electronic order confirmations and service dates from OpsCommunity suppliers
- 3.10. Reports
- a. Standard transaction reports
 - b. Advanced reports from the data warehouse
 - c. Standard and adhoc reports from the Integrated Custom report writer

4. CALIFORNIA CONSUMER PRIVACY ACT OF 2018 ("CCPA") DATA PROCESSING STATEMENT

This CCPA Data Processing Statement applies to "Personal Information" of a "Consumer" as those terms are defined under the CCPA (referred to hereafter as "Personal Data") that RealPage processes in the course of providing services under the Product Center ("Services") governed by the Agreement to Customer.

RealPage understands the terms in this CCPA Data Processing Statement and agrees to comply with them. The terms of this CCPA Data Processing Statement will prevail in connection with the purpose and scope of this CCPA Data Processing Statement over any conflicting terms in the Agreement.

- 4.1. Customer's Role. The Customer is a for profit entity that determines the purpose and means of processing Personal Data. Customer will provide Personal Data to RealPage solely for the purpose of RealPage performing the Services.
- 4.2. RealPage's Role. RealPage shall provide the Services and process any Personal Data in accordance with the Agreement. RealPage may not retain, use, or disclose Personal Data for any other purpose other than for providing the Services and in performance of the Agreement.
- 4.3. Data Processing, Transfers, and Sales. RealPage will process Personal Data only as necessary to perform the Services, and will not, under any circumstances, collect, use, retain, access, share, transfer, or otherwise process Personal Data for any purpose not related to providing such Services. RealPage will refrain from taking any action that would cause any transfers of Personal Data to or from RealPage to qualify as "selling personal information" as that term is defined under the CCPA.
- 4.4. Sub-Service Providers. Notwithstanding the restrictions in Section 2.3, Customer agrees that RealPage may engage other Service Providers (as defined under the CCPA), to assist in providing the Services to Customer ("Sub-Service Providers"). RealPage carries out appropriate due diligence on each Sub-Service Provider and the arrangement between RealPage and each Sub-Service Provider is governed by a written contract which includes terms substantially equivalent to those set out in this CCPA Data Processing Statement.

- 4.5. Security. RealPage will use commercially reasonable security procedures that are reasonably designed to maintain an industry-standard level of security, prevent unauthorized access to and/or disclosure of Personal Data.
- 4.6. Retention. RealPage will retain Personal Data in accordance with Customer instructions, the terms of the Agreement, or any applicable law(s), whichever requirement is controlling under the circumstances. At the termination of this CCPA Data Processing Statement, or upon Customer's written request, RealPage will either destroy or return Personal Data to the Customer, unless legal obligations require storage of the Personal Data.
- 4.7. Assistance with Consumers' Rights Requests. If RealPage, directly or indirectly, receives a request submitted by a Consumer to exercise a right it has under the CCPA in relation to that Consumer's Personal Data, it will provide a copy of the request to the Customer. The Customer will be responsible for handling and communicating with Consumers in relation to such requests.
- 4.8. Enforceability. Any provision of this CCPA Data Processing Statement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof. The parties will attempt to agree upon a valid and enforceable provision that is a reasonable substitute and shall then incorporate such substitute provision into this CCPA Data Processing Statement.