

Statement of Work (SOW) - Momentus Payments Platform – In-House Processing for Enterprise One-Time Services

Project Summary

Provider will work with Customer to complete the following as a part of this project:

- Momentus Payments Platform – In-House Processing for Enterprise Implementation and Onboarding

Assumptions

Momentus Payments Platform – In-House Processing for Enterprise

Customer is fully onboarded or currently onboarding the Provider's Enterprise platform. Customer is responsible for completing Dhango application prior to Build phase. Scope includes onboarding for a single organization within the Provider's Enterprise platform.

Limitations

Momentus Payments Platform – In-House Processing for Enterprise

The Services will be configured with the features and capabilities of the current release of the Services.

Scope of Services

Kick Off

Provider responsibility

- Internal handover and preparation.

Customer responsibility

- Ensure project scope is accurate and fully aligns to all business requirements.
- Raise any risks, blackout periods for software release, resourcing plan.

Discovery

Provider responsibility

- Up to one (1) 60-minute remote requirements gathering meeting.

Customer responsibility

- Ensure key resources attend discovery session.
- Provide an understanding of business processes, data, and requirements.

Build

Provider responsibility

- Configure up to one (1) Momentus Payment Gateway.
- Accounts Receivable Configuration with Customer provided credentials.
- Receivable Transaction Types and/or Payment Types.
- Configure Auto Reconciliation.
- Database configuration to support payment workflows.
- Configure Merchant Portal.

Training

Provider responsibility

- Up to two (2) 60-minute remote training sessions; sessions will be recorded.

Customer responsibility

- Ensure appropriate users are selected and attend training sessions.

Testing

Provider responsibility

- Provider will maintain an issue log to track status and progress of issues raised.

Customer responsibility

- Customer is responsible for preparing for and executing user testing.
- Promptly raise any issues found (that are within the scope of work).

Launch & Post Launch

Provider responsibility

- Internal handover.
- Project closure.

Customer responsibility

- Complete customer satisfaction survey.

Project Management

Provider responsibility

- Coordination of resources, activities, meetings in alignment with timelines and milestones

Customer responsibility

- Nominate project lead.
- Coordination of activity and resources on Customer side to align to project plan and schedule.

Exclusions

- Configuration or training on functionality outside of what is necessary to interface with and maintain Momentus Payments (e.g., Payment Portal)
- Multi-org onboarding
- Custom development
- Integration services

Project Schedule

The estimated timeline for this project is 3 weeks. However, Provider and Customer will create and agree to a joint project plan in writing (email acceptable). The plan is *an estimate* and subject to change upon mutual written agreement.