

## Scope Document for Activation Service for SAP Analytics Cloud for Planning

This Scope Document is part of the Order Form.

### 1. DEFINITIONS

- 1.1. **“Development System”** means an SAP system environment in which initial configuration and build activities are completed in a non-productive environment.
- 1.2. **“Production System”** means a live SAP system used for running Customer's internal business operations and where Customer's data is processed.
- 1.3. **“Services”** means the service(s) to be provided by SAP as described in this Scope Document.

### 2. SCOPE OF SERVICES

- 2.1. SAP shall provide Services as described herein to assist Customer with the activation of SAP Cloud Service SAP Analytics Cloud for planning.
- 2.2. The following items form the scope of Services and will be confirmed in a kick-off meeting.
  - (a) Validate pre-requisites
  - (b) Perform initial setup of SAP Analytics Cloud for planning (access and privileges)
  - (c) Present source data availability dependencies and connectivity options
  - (d) Confirm configuration of data connectivity in Customer Development System
  - (e) Activate OPEX (Operational Expense) planning content, consisting of:
    - (i) 1 predefined OPEX data model
    - (ii) 6 predefined planning layouts (based on cost center, project / WBS and GL accounts)
    - (iii) 2 predefined dashboards (actual vs planning data – in chart format)
    - (iv) 2 predefined reports (actual vs planning data – in table format)
  - (f) Confirm activation of application programming interfaces (APIs)
  - (g) Activate inbound and outbound data flow
  - (h) Validate technical data
  - (i) Prepare and conduct unit testing of planning layouts and functions
  - (j) Resolve test findings
  - (k) Prepare and deliver solution walkthrough and knowledge transfer
  - (l) Prepare and deliver final presentation and demo
  - (m) Conduct handover and close Service

#### 2.2.2. Integration Scope

The following SAP standard integration points between SAP systems are part of the scope of the Services.

| SAP Standard Integration Point | Source System | Direction | Target System                    | Description   |
|--------------------------------|---------------|-----------|----------------------------------|---|
| Actual Data                    | SAP S/4HANA   | >>        | SAP Analytics Cloud for planning | Replication of actual data from ACDOCA using standard OData CDS view (A_JournalEntryItemBasic)      |
| Actual Data *)                 | Flat File     | >>        | SAP Analytics Cloud for planning | As an alternative when a direct connection to a representative SAP S/4HANA system is not available. |

| SAP Standard Integration Point | Source System | Direction | Target System                    | Description   |
|--------------------------------|---------------|-----------|----------------------------------|---|
| Planning Data                  | SAP S/4HANA   | <<        | SAP Analytics Cloud for planning | Write back planning data from SAP Analytics Cloud to SAP S/4HANA (standard ACDOCP table) using standard API export functionality duplication. |

\*) In case of flat file upload, write back of planning data is not in scope of the Services.

### 2.3. Scope Boundaries and Conditions

The following boundaries and conditions apply to the scope of Services.

#### 2.3.1. Functional Scope Boundaries

- (a) Company code: 1 Local company code
- (b) Country/countries in scope: 1
- (c) Currencies: 1 Local currency and 1 global (reporting) currency
- (d) System language/s: English only
- (e) Language/s for all business data in the system: English only
- (f) Dimension hierarchies: 1 per dimension (Company Code, Cost Center, Project/ WBS and GI/ Account)

#### 2.3.2. Services Scope Conditions

- (a) The kick-off meeting is set up as a telephone call or online-meeting with standard application such as Zoom or MS Teams and will last maximum 2 hours.
- (b) Maximum 5 workshop sessions will be undertaken during the delivery of the Services.
- (c) SAP will assist testing for a maximum of 1 business day.
- (d) Maximum 3 Customer project team members will execute testing.
- (e) SAP will provide 1 knowledge transfer session for maximum 3 Customer team members.
- (f) SAP has determined the duration of workshop sessions and knowledge transfer activities. Timing will be confirmed in the kick-off meeting.

### 2.4. Prerequisites

Customer shall fulfill the following prerequisites before the start of the Services:

#### 2.4.1. Customer has a valid cloud subscription or software license (as applicable) for the following:

- (a) SAP Analytics Cloud for planning (latest general available release), and
- (b) SAP S/4HANA Cloud 2202 (or higher if general available), or SAP S/4HANA (on premise), release 1809 (or higher if general available), or SAP ERP, release 6.0 EHP 7 (or higher if general available), and
- (c) SAPCP Cloud Connector when using SAP S/4HANA or SAP ERP on premise

Applicable Cloud Service and Software is provisioned, licensed, and fully functional.

#### 2.4.2. Customer provides access to the following tiered system landscape: Development System, Production System .

#### 2.4.3. Customer shall activate the following in the Development System and Production System:

- (a) Standard FIORI Apps for Cost Centers – Plan/Actual (F0949) and Projects – Plan/Actual (F0936)
- (b) Standard APIs for SAP Analytics Cloud for planning
- (c) Activate standard OdataServices in SAP S/4HANA for data consumption in SAP Analytics Cloud for planning

#### 2.4.4. Customer provides the following information:

- (a) Representative data set that reflects actual data in the Production System
- (b) Selection criteria on master data and transactional data for testing purposes

- (c) Confirmation that SAP S/4HANA read only access has been configured
- (d) Confirmation that SAP Analytics Cloud for planning access has been configured
- (e) All necessary accounts and passwords in support of the integration between SAP Analytics Cloud for planning and SAP S/4HANA

## 2.5. Out of Scope

The following is out of scope, including without limitation:

- (a) Any services not expressly listed in this Scope Document
- (b) Subscription to any Cloud Services or purchase of SAP Software
- (c) Any development of custom code, updates or upgrades to SAP products
- (d) Analysis of as-is business processes
- (e) Programs or content to migrate data from legacy systems
- (f) Data cleansing or data clean up
- (g) Customer specific authorizations roles and security concepts. SAP will use the standard authorization content provided with the Cloud Service
- (h) Any changes required because of pre-existing Customer specific enhancements or developments
- (i) Any changes required because of quality or values of Customer's master and transactional data
- (j) Unit testing in any other environment besides the environment where the initial configuration was completed
- (k) Training services, such as formalized training on the Cloud Service for project team members, training for users or end user documentation
- (l) Integration with applications not explicitly listed in section Integration Scope
- (m) Other functionalities from SAP Analytics Cloud for planning not explicitly included in the scope (such as – but not restricted to – Allocation, Value Driver Tree, Calendar, Analytics Designer)

## 3. APPROACH AND RACI

- 3.1. The Customer has overall accountability for the project. SAP and Customer agree on the following responsibility matrix for the key activities.

- (a) Responsible (R): Charged with performing the activities. A mutually agreed project plan may define further details at the work unit level.
- (b) Consulted (C): Provides input on how to perform the activity and supports the execution of the activity.
- (c) Informed (I): Provided with information.

| Activity   | SAP | Customer |
|--|-----|----------|
| <b>Services Preparation</b>  |     |          |
| Send Services pre-packaged instructions, templates and pre-requisites list for download                | R   | C        |
| Confirm Customer project team  | I   | R        |
| Hold kick-off meeting: Communicate the Services, roles and responsibilities, expectations and schedule | R   | I        |
| Perform initial setup of SAP Analytics Cloud for planning (access and privileges)                      | C   | R        |
| Confirm completion of pre-requisites   | C   | R        |
| Sign-off Services preparation phase  | I   | R        |

| Activity  | SAP | Customer |
|---|-----|----------|
| <b>Services Exploration</b>   |     |          |
| Define source data availability dependencies and connectivity configuration   | I   | R        |
| Validate source data availability dependencies and connectivity configuration | R   | C        |
| Validate API pre-requisites   | R   | I        |
| Sign-off Services exploration phase   | I   | R        |
| <b>Services Realization</b>   |     |          |
| Activate OPEX planning content  | R   | C        |
| Activate APIs   | C   | R        |
| Activate inbound and outbound data flow                                       | R   | I        |
| Specify data for unit testing   | C   | R        |
| Adjust test plans and test strategy for unit testing                          | C   | R        |
| Execute test cases and test scripts   | C   | R        |
| Resolve and confirm test issues related to Services                           | R   | C        |
| Resolve and confirm test issues related to Customer responsibilities          | C   | R        |
| Conduct solution walkthrough/knowledge transfer to Customer team              | R   | I        |
| Conduct final presentation and demo   | R   | I        |
| Sign-off Services realization phase   | I   | R        |
| <b>Services Deployment</b>  |     |          |
| Present security and authorization concept to Customer                        | R   | I        |
| Define restricted security model  | C   | R        |
| Present cutover recommendations   | R   | I        |
| Switch to Production System   | C   | R        |
| Handover Services results and sign-off Services deployment phase              | I   | R        |

#### **4. SCHEDULE**

- 4.1. The start date of the Services will be mutually agreed between parties within a reasonable time frame after the Order Confirmation.
- 4.2. SAP may require a lead time of up to 4 weeks to assemble a team. SAP reserves the right not to start the Services until SAP has assembled a team.
- 4.3. The estimated duration for the Services is 4 weeks.
- 4.4. Services are provided on a one-time basis and SAP's obligation to provide the Services ends with the Services closure, which shall occur no later than 12 months after the Order Confirmation. Thereafter, SAP has no further obligation to deliver the Services. There is no discount, refund or credit if the Services are not utilized within 12 months.

#### **5. ORGANIZATION**

- 5.1. SAP Team
  - 5.1.1. SAP assigns a Services point of contact to the Customer after Order Confirmation.
  - 5.1.2. The SAP team includes the following roles:
    - (a) Project Manager
    - (b) Business Process Consultant
  - 5.1.3. SAP may elect to staff a single Consultant to serve multiple roles, or multiple Consultants to serve a single role.
  - 5.1.4. SAP team roles are in general staffed on a part time basis.
  - 5.1.5. Services are delivered remotely.
- 5.2. Customer Team
  - 5.2.1. The Customer team includes the following key roles:
    - (a) Project Manager: Single point of contact for SAP. Manages Customer project including Customer team, project plan, project status and decision-making process
    - (b) Business Lead: Decision maker. Take responsibility for the solution satisfying the business needs. Owns business processes, approves the solution and is the key liaison between the Services, the Customer project and the business
    - (c) Business Subject Matter Experts: The subject matter expert represents the business and will be involved in issue resolution and data migration
    - (d) Functional Lead: Undertakes configuration alongside Consultants
    - (e) Technical Lead: Leads execution of activities that affect Customer systems and data
  - 5.2.2. In cases where it is necessary to assign multiple resources to a single role, Customer shall clearly identify the responsibilities of each resource.
  - 5.2.3. Customer is expected to staff the roles per the time allocations as required for the project or as recommended by SAP.
- 5.3. Governance
  - 5.3.1. The Services will have sponsorship from Customer's senior management, who will be available on a timely and regular basis to monitor the progress and to act as a decision maker for policy decisions.
  - 5.3.2. To facilitate effective communication between SAP and Customer, an SAP and Customer status meeting to clarify open issues and questions will occur weekly unless a different periodic interval is mutually agreed to.
  - 5.3.3. To the extent required, Customer and SAP will work cooperatively at the start of the Services to establish a project governance model and a solution governance forum, including a documented issues management process to address any issues which arise on the Services. It will address the prioritization of these issues as well as an effective means for issue escalation and resolution.

## 6. SAP DELIVERABLES

6.1. The following Deliverables shall be deemed completed and approved by Customer when the below completion criteria have been met.

6.2. Deliverables

| Deliverable                  | Deliverable Description  | Completion Criteria   |
|------------------------------|--|---|
| SAP Cloud Service activated  | Activation of SAP Analytics Cloud for planning is completed and unit tested              | Solution walkthrough/knowledge transfer conducted and test script and results are handed over |
| Knowledge transfer materials | Knowledge transfer materials of the Services is made available for Customer team members | Handover of knowledge transfer materials  |

## 7. CUSTOMER RESPONSIBILITIES

7.1. Customer shall cooperate with SAP in good faith so that SAP can deliver the Services. Customer's failure to meet or fulfil any of the specified responsibilities or requirements in this Agreement, can result in a delay of the provision of the Services or an increase of fees due.

7.2. In addition to the Customer responsibilities in the applicable terms and conditions, Customer shall fulfill, in particular, the following responsibilities:

7.2.1. Services-specific Customer Responsibilities

- (a) Customer shall provide SAP with the necessary authorization for remote access to Customer system
- (b) Customer is responsible for providing all necessary business information to complete the SAP Cloud Service activation
- (c) Customer is responsible to create the SAP Analytics Cloud for planning import connection to SAP S/4HANA (based on OData services).
- (d) Customer shall activate the following list of API's that are needed in support of the OPEX scenario:
  - (i) API\_CHARTOFACCOUNTS\_SRV (Master Data)
  - (ii) API\_COMPANYCODE\_SRV (Master Data)
  - (iii) API\_CONTROLLINGDEBITCREDITCODE\_SRV (Master Data)
  - (iv) API\_COSTCENTER\_SRV (Master Data)
  - (v) API\_FINPROJECT\_SRV (Master Data)
  - (vi) API\_FINWBSELEMENT\_SRV (Master Data)
  - (vii) API\_FUNCTIONALAREA\_SRV (Master Data)
  - (viii) API\_GLACCOUNTINCHARTOFACCOUNTS\_SRV (Master Data)
  - (ix) API\_JOURNALENTYITEMBASIC\_SRV (Master Data)
  - (x) API\_PROFITCENTER\_SRV (Master Data)
  - (xi) C\_COSTCENTERHIERARCHYNODE\_SRV (Hierarchy Data)
  - (xii) C\_FINWBSELEMENTHIERARCHYNODE\_SRV (Hierarchy Data)
  - (xiii) C\_GLACCOUNTHIERARCHYNODE\_SRV (Hierarchy Data)
  - (xiv) C\_PROFITCENTERHIERNODE\_SRV (Hierarchy Data)
  - (xv) A\_JOURNALENTYITEMBASIC (Transaction Data)

7.2.2. General Customer Responsibilities

- (a) Customer is responsible for the overall management of Customer's project and controls the project realization, process, scope, costs, Customer resources and targeted solutions

- (b) Customer shall staff the listed Customer team roles with the requisite skills and knowledge and assign all necessary IT and business resources to complete Customer activities
- (c) Customer shall use reasonable efforts to minimize the change in personnel throughout the duration of the Services
- (d) If Customer involves third-parties, Customer shall manage any third-party resources and be responsible for their acts and omissions
- (e) Customer shall supply SAP with the names and contact information of key Customer and third-party resources
- (f) Customer shall be fully responsible for organizational change management of all affected departments
- (g) Customer shall fulfill and provide listed prerequisites required to perform the Services
- (h) Customer shall be fully responsible for technology infrastructure that is on premise or hosted by a third party. This includes but is not limited to SAP infrastructure, network and system administration, security, periodic backup and restore activities as required, and server and storage hardware. Required systems shall be available throughout the Services
- (i) If required to perform the Services, Customer shall enable the use of SAP laptops and mobile devices on Customer's network to SAP's network via SAP's Virtual Private Network (VPN) protocols
- (j) Customer shall provide technical advice regarding any third-party systems accessible to the SAP team
- (k) If required to perform the Services, Customer shall review applicable SAP learning materials
- (l) Customer shall comply with any relevant governmental and regulatory requirements
- (m) Customer shall sign off the completion of the Services in written form upon request

## **8. ASSUMPTIONS**

- 8.1. The Services are provided based on the current release version of the Cloud Service that is generally-available at the start of the Services delivery. SAP provides general updates of the Cloud Service for general availability regularly. If an update is made generally available during the performance of the Services, any additional planning or configuration required to support the updated release is not included in the Services.
- 8.2. If not otherwise agreed, the project language and corresponding documentation is English. SAP documentation will be delivered in English only.
- 8.3. If not otherwise agreed, Services are provided from Monday through Friday on normal business hours (between 8:00 a.m. – 6:00 p.m.), in accordance with SAP recognized holidays, observed by SAP's registered office.
- 8.4. Services are based on a predefined scope and delivery model. In performing the Services, SAP
  - (a) Will follow applicable parts of the SAP Activate standard implementation methodology
  - (b) May utilize accelerators
  - (c) May use software and tools ("Tools") for which all rights of authorship remain with SAP or SAP SE. In case Tools are copied to Customer's system, Tools and all permitted copies thereof must be deleted at the end of the Services. If at SAP's sole discretion Tools are left on the system for documentation purposes, Customer is not permitted to use such Tools for any other remaining purpose. Tools are provided on an as-is basis with no warranty. SAP will not support or enhance the Tools beyond what is provided during the term of the Services.
- 8.5. Knowledge transfer does not replace the necessity for formalized training on the solution(s) which may be available through separate SAP agreements.
- 8.6. The estimated timelines are based on continuous availability of systems (if required) as well as Customer fulfilling their prerequisites and responsibilities as set forth herein.
- 8.7. Any changes to the scope of Services, whether requested during or after the Services term shall be subject to a separate Services agreement in consideration of additional fees.