

## Scope Document for Quick-start service for SAP Document and Reporting Compliance

This Scope Document is part of the Order Form.

### 1. DEFINITIONS

- 1.1. **“Production System”** means a live SAP system used for running Customer’s internal business operations and where Customer’s data is processed.
- 1.2. **“SAP Best Practices”** means SAP’s predefined business processes, configuration content, and documentation for SAP solutions.
- 1.3. **“Services”** means the service(s) to be provided by SAP as described in this Scope Document.
- 1.4. **“Test System”** means an SAP system environment is used for configuration or testing content prior to moving it to the Production System.

### 2. SCOPE OF SERVICES

- 2.1. SAP shall provide Services as described herein to assist Customer with the adoption of SAP Cloud Service SAP Document and Compliance Reporting (“DRC”).
- 2.2. The following items form the scope of Services and will be confirmed in a kick-off meeting.
  - (a) Walkthrough of the SAP Document and Reporting Compliance functionality based on SAP Best Practices for SAP S/4HANA Cloud, private edition – scope item 5XU - document and reporting compliance
  - (b) Support the set-up of connection of the Run Statutory Reports app based on SAP Best Practices for SAP S/4HANA Cloud, private edition – scope item 1J2 - compliance formats - support preparation
  - (c) Configuration of statutory reports
  - (d) Generate statutory reports for manual submission
  - (e) Conduct knowledge transfer activities during the Service delivery
  - (f) Support for 1 transition on a Production System for 1 company code
  - (g) Provide go-live support for up to 10 continuous business days of up to a maximum of 3 SAP person days

#### 2.2.1. 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
Settings for electronic document processes	SAP BTP	>	SAP S/4HANA Cloud	Register the process to exchange statutory reports between the business system (SAP S/4HANA Cloud) and external authorities.

#### 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
- (b) Number of Customer legal entities: 1
- (c) Country/countries in scope: 1
- (d) Statutory Reports: maximum 5
- (e) System language/s: English only
- (f) Language/s for all business data in the system: English only

#### 2.3.2. Services Scope Conditions

- (a) The kick-off meeting is set up as a telephone call or online meeting with standard applications such as Zoom or MS Teams and will last a maximum of 2 hours.
- (b) No more than 2 workshop sessions will be undertaken during the delivery of the Services.
- (c) SAP will assist testing on maximum 3 continuous business days.
- (d) No more than 5 Customer project team members will execute testing.
- (e) SAP will assist Customer with the move to the Production System on maximum 2 continuous business days.
- (f) SAP will provide go-live support on maximum 5 continuous business days within the Services delivery. Go-live support begins after the execution of the technical cutover.
- (g) 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 Document and Reporting Compliance, Cloud Edition
  - (b) SAP S/4HANA or SAP S/4HANA Cloud 2202 or higher
- Applicable Cloud Service and Software is provisioned, licensed, and fully set up.

##### 2.4.2. Customer has made the following available and activated in the landscape:

- (a) Localization and tax configuration
- (b) Master data and transaction data for the statutory reports
- (c) SAP Content Server

##### 2.4.3. Customer provides access to the following tiered system landscape: Test System, Production System.

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

- (a) Functional and non-functional specifications documents
- (b) Reporting requirements for statutory reports
- (c) Architecture documentation, including application, logical, physical, and integration design documents

#### 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 cleanup
- (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

### 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 prerequisites 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
Validate the infrastructure	R	I
Activate DRC business functions	R	C
Implement country-specific OSS notes (If any) for max 1 country not more than 5 reports	C	R
Confirm completion of pre-requisites	C	R
<b>Services Exploration</b>		
Review of provided documents, if applicable	R	C
Define the reporting needs	C	R
Validate solution design	R	C
Validate organizational configuration as required for SAP Document and Reporting Compliance – statutory reporting	R	C
<b>Services Realization</b>		
Execute steps to configure Services	R	I
Provide knowledge transfer	R	C
Send data for testing	C	R

Activity	SAP	Customer
Adjust test plans and test strategy	C	R
Execute test cases and test scripts	C	R
Resolve test issues related to Services	R	C
Resolve test issues related to Customer responsibilities	C	R
<b>Services Deployment</b>		
Prepare deployment plan and go-live	C	R
Hand over Deliverables	R	C
Conduct go-live support	R	C

#### 4. SCHEDULE

- 4.1. SAP shall contact Customer within 10 business days after Order Confirmation in order to schedule the start of the Services.
- 4.2. The start date of the Services will be mutually agreed between parties within a reasonable time frame after the Order Confirmation.
- 4.3. SAP may require a lead time of up to 3 weeks to assemble a team. SAP reserves the right not to start the Services until SAP has assembled a team.
- 4.4. The estimated duration for the Services is 8 weeks.
- 4.5. 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 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
    - (c) Technology 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) Functional Lead: Undertakes configuration alongside Consultants
- (d) 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 that 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
Cloud Service configuration for the statutory reports	Configuration is completed for testing purposes	Handover of configuration for testing
Knowledge transfer materials	Knowledge transfer materials of the Services are 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 fulfill 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. 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.