Scope Document for SAP General Ledger Migration

This Scope Document is part of the Agreement between SAP and Customer.

Important precondition: Do <u>not</u> purchase this Service without a successful pre-alignment and **confirmation from SAP by email to purchase this Service**. SAP will <u>not</u> grant any refund, credit, or discount if Customer purchases this Service without having received the email confirming the Services and appropriate migration scenario upfront (see section **Error! Reference source not found.**). To identify the appropriate migration <u>before</u> the purchase of this Service, please provide the General Ledger Migration questionnaire. SAP will then help to identify the appropriate migration scenario. To arrange, align, and ask for confirmation, contact the General Ledger Migration back office under email address <u>NewGLMigration@sap.com</u>.

1. DEFINITIONS

1.1. **"Migration Cockpit"** in this Scope Document means a toolset with a framework for the applicable New General Ledger Migration scenario. The Migration Cockpit provides a process flow structure containing the activities performed during the migration and provides a monitor for the status of the migration.

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.

1.4. **"Test System"** means a recent copy of the General Ledger Migration relevant Production System dedicated to the delivery of this Service.

2. SCOPE OF SERVICES

SAP shall provide the Services as described herein to assist Customer on SAP ERP ECC in the context of migration from the classic general ledger to the New General Ledger or for subsequent introductions of additional functionalities regarding New General Ledger on SAP ERP ECC.This Scope Document is specifically for one additional service session to complement the migration scenario.

2.1. The following items form the scope of Services.

Scope Item	Scope Details
Service Sessions	Execution of one remote service session to be selected and agreed from the following list: • Scenario Validation: Service session with application-specific checks to verify that the system configuration fits to the selected migration scenario • Test Validation: Service session including technical validation and plausibility checks in migrated test data

2.2. Scope Boundaries and Conditions

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

(a) This Service is for SAP ERP ECC 6.0.

(b) Number of service session: 1

(c) Number of migration scenarios: 1

(d) Number of Customer systems: 1

(e) Customer has to examine, if Customer is required to license further or other licenses, resulting from the completion of this Service. SAP expressly informs Customer that SAP did not examine the requirement of further or other licenses and that this is not within the scope of the Services.

(f) Services are delivered remotely.

(g)   The Service language is English, and all communication and Services documentation, if applicable, will be provided in English only.

2.3.   Prerequisites

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

(a)   This Service provides one additional service session. For the same Customer project Customer purchased, called off, and received at least one of the SAP General Migration Services scenarios 1 to 8.

(b)   Customer agrees, before the delivery of this Services, with New General Ledger Migration backoffice, either the delivery of a scenario validation service session or a test validation service session.

(c)   Customer shall ensure that SAP project team members get access relevant systems with user accounts with the SAP_ALL profile.

2.4.   Out of Scope

Any services not expressly listed in this Scope Document are out of scope, including without limitation:

(a)   any implementation services such as initial set-up, deployment, configuration, customization and integration

(b)   any functional support

(c)   support for blueprinting or project planning

(d)   support for the realization such as customizing of the Migration Toolset or execution of the migration

(e)   analysis of as-is business processes;

(f)   any activities regarding authorizations;

(g)   subscription to any Cloud Services or purchase of SAP Software;

(h)   any development of custom code, updates or upgrades to SAP products;

(i)   training services, such as SAP standard training on SAP solutions for project team members, training for users or end user documentation.

3.   APPROACH AND RACI

The Customer has overall accountability for the project. SAP and Customer agree on the following responsibility matrix for the key activities. Details may be defined during Services delivery.

(a)   **Responsible (R):** Charged with performing the activities.

(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
<u>Before purchasing</u> these Services, arrange and align with SAP (email contact: NewGLMigration@sap.com) about the scope of this Service	C	R
Confirm time frame and systems in scope for the delivery of Services	C	R
Provide contact details of Customer contact	I	R
Confirm completion of pre-requisites	C	R
Provide Test System	C	R
Provide remote connection as needed	C	R

Activity	SAP	Customer
Provide user access for SAP team	C	R
Execute service session in scope	R	C
Clean the data in the Test System and the Production System, in accordance with the preliminary analysis logs	I	R
Run tests and verifications as needed	C	R

4. SCHEDULE

4.1. Services are provided on a one-time basis and will be delivered in a pre-agreed estimated time frame.

4.2. SAP reserves the right not to start the Services until SAP has assembled a team, which may require a lead time of up to 6 weeks.

5. ORGANIZATION

5.1. SAP Team

SAP provides the Services through a SAP support consultants. In general, SAP team roles are staffed on a part-time basis.

5.1.1. Customer Team

Customer must appoint a named contact to serve as the sole point of contact for the delivery of the Services.

6. CUSTOMER RESPONSIBILITIES

6.1. 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.

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

6.2.1. Services-specific Customer Responsibilities

(a) Customer shall ensure that the business consequences of the migration are agreed with and confirmed by the auditor and the relevant authorities

(b) Customer must provide and administrate a suitable Test System for analysis, program development, and testing. The Test System shall be a copy of the Customer's Production System or shall at least reflect the Production System regarding data, its quantity and update status. The Test System shall be exclusively available for the Services as defined in this scope document and it shall be available for the duration of the project.

(c) Customer is responsible for providing suitably powerful hardware and for setting up the hardware, operating system, and database management system to ensure optimum performance for all migrations

(d) Customer is responsible for importing transports and backing up data

(e) Customer is responsible for cleaning up the data manually in the test and live environments, in accordance with the preliminary analysis logs; the work must all be completed before starting the technical migrations

(f) Customer is responsible for maintaining Customer's own settings for doing the migration.

(g) Customer is responsible for agreeing on a time schedule of delivery of the Service content with the SAP General Ledger Migration back office.

(h) Customer shall provide the exact date of the live migration to SAP according to SAP Note 1014369.

(i) Customer is responsible for the tests and their conduct on all migrated systems, using Customer's own resources.

(j) Customer is responsible that a live migration will only be carried out when the migrated data in the test system is consistent and the Migration Cockpit indicates that the system is ready for live migration and the Test Validation session confirms a successful test migration.

6.2.2.

6.2.3. 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 fulfill and provide listed prerequisites required to perform the Services.

(g) 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.

(h) 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.

(i) Customer shall provide technical advice regarding any third-party systems accessible to the SAP team.

(j) Customer shall comply with any relevant governmental and regulatory requirements.

(k) Customer shall sign off the completion of the Services in written form upon request.

7. ASSUMPTIONS

7.1. Unless otherwise specified, the Services are provided within normal business hours, Monday through Friday, excluding SAP recognized holidays.

7.2. 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 methodology for the implementation of and transition to SAP solutions;

(b) may utilize project accelerators;

(c) will use software and tools (**"Tools"**) for which all rights of authorship remain with SAP or SAP SE. Some 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.

(d) will not create or provide Deliverables that are subject to acceptance procedure or warranty.

7.3. Knowledge transfer does not replace the necessity for standard SAP training on SAP solution(s) which may be available through separate SAP agreements.

7.4. 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.

7.5. 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.