

ORDER FORM for Extract-it Cloud Service

PREAMBLE

Arago Consulting, with head office at 12 Avenue de Versailles, 75116 Paris, France, registered in the Trade Register of Paris under the number 533 716 775, represented by Jean Christophe Péaudeau, in the capacity of CEO, develops and markets the **Extract-it** Service, a cloud-based application that allows to view and extract SAP Concur Expense data (hereinafter referred to as the "Service").

GENERAL INFORMATION

Customer Name:	
Customer Address:	
Initial Term:	36 months beginning on the Order Effective Date
Service Type Billing Cycle:	Annually beginning on the Order Effective Date
Email Address for Notices:	
Order effective date:	
Currency for Fees:	Euros
Payment Term:	30 days

GENERAL TERMS AND CONDITIONS - SUPPORT AND SLA

This Order Form is issued by Arago and the Customer specified herein. Customer hereby orders the Service specified in this Order Form and Arago hereby agrees to perform such Service, subject to the terms set forth herein and consists of the following:

Agreement	Location
this Order Form	
General Terms and Conditions	http://agreements.aragoconsulting.com/
Support Policy and Service Level Agreement	http://agreements.aragoconsulting.com/
Data Protection Agreement	http://agreements.aragoconsulting.com/

Customer has had the opportunity to review the incorporated documents prior to executing this Order Form. Arago recommends that Customer prints copies of these documents for Customer's records.

Data exporter: Customer's Contact person's name, position and contact details:

SERVICES ORDERED

Product	Nb of Base Transaction	Base Transaction Price	Annual Fee	Total Fee
Extract-it				

Prices are in Euros and do not include VAT.

Extract-it Service Transactional Fee Structure:

- **Base transactions:** This refers to the set number of transactions for which the customer pays the Base Transaction Fee for a given billing cycle. Base Transactions are determined by the number of Expense Reports. Note: All submissions and resubmissions of a single expense report are counted as one transaction.
- **Incremental transactions:** Transactions exceeding the Base Transactions. The customer will be charged the Incremental Transaction Fee as specified in the relevant ordering document for that billing cycle.

Incremental transaction price: Base Transaction Price +10% for additional transaction exceeding the Base Transaction.

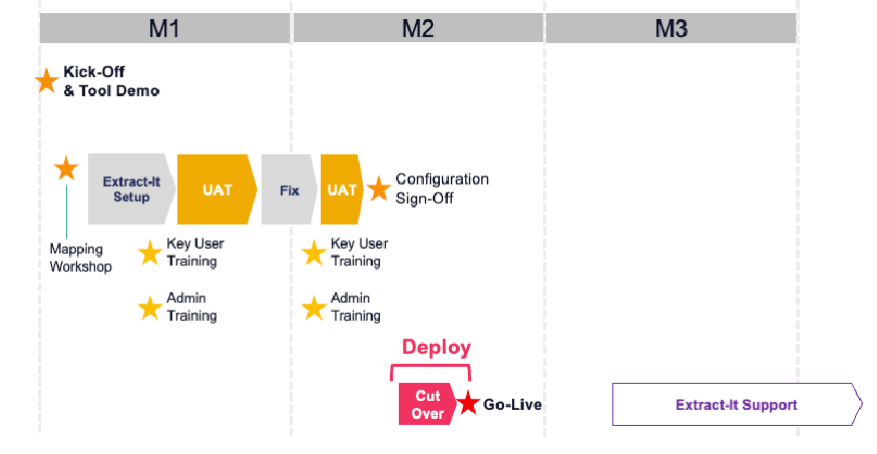
Extract-It Activation Fee: A one-time fee of 3,000.00 EUR – fully invoiced on the contract Effective Date.

DESCRIPTION of the SERVICE

Extract-It is a cloud-based application that allows to view and extract SAP Concur Expense data. Description of the Service and list of features are available at <http://agreements.aragoconsulting.com/>

SET UP - SCHEDULE AND DELIVERABLES

Project Planning



Roles & Responsibilities Matrix

Module / Service	Arago Consulting	SAP Concur	Customer
Project Management	R	I	A
Lead Mapping Workshop	R	I	A
Validate Mapping Specification	C	I	AR
Extract-It App Center Connection	C	I	AR
Extract-It Connectivity and Setup	R	I	A
Partial Extract Testing	C	I	AR
Full Data Synchronization	R	I	A
Full Data Testing	C	I	AR
Lead Admin and Key User Training	R	I	A
Extract-It Support	R	C	A

R Realize (do the work to complete the task)

C Consulted (provide information related to the task)

A Accountable (authority to approve the completion of the task)

I Informed (kept informed on the progression)

Deliverable

Extract-It Application running on SAP BTP platform (1 production environment)

Extract-it Application running on SAP BTP platform	1 production environment	
Project Management	<ul style="list-style-type: none"> Attend Global weekly Call (1h per call) Lead Kick Off Session (1 session) preparation of Kick Off support with Customer Project Manager Project coordination and weekly discussion with Customer Project Manager (1-hour weekly call) Internal Resources management Coordination with Arago delivery team and Concur team 	

	<ul style="list-style-type: none"> o Global Project Plan (creating and updating) 	
Implementation, Testing & Training	<ul style="list-style-type: none"> o 1 Global Extract-It Demo (1h meeting) 	
	<ul style="list-style-type: none"> o Functional and Technical Workshops - Up to 2 workshops 2 hours per workshop) to align on: 	<ul style="list-style-type: none"> ▪ Data scope and mapping ▪ Data to be displayed ▪ Permissions
	<ul style="list-style-type: none"> o Specification document (1 Word file) describing the business technical requirement o Extract It Activation on 1 SAP Concur instance o Realize partial data synchronization with JDBC database for structured data + Unit Testing o Support Customer for partial data testing o Realize full data synchronization with JDBC database for structured data + Unit Testing o Support Customer for final testing o Lead 2 Training sessions (1h per session) for Key Users o Lead 2 Training sessions (1h per session) for Admin Users 	
	<ul style="list-style-type: none"> o Create and provide the cutover plan o Extract-It Activation for Production o Create credentials to use Extract-It for 1 to 10 end users or admins 	
Post Go-Live Support	<ul style="list-style-type: none"> o Transition to Arago Extract-It Support team 	

Done on the

	For the Customer	For the Supplier
Name		Jean-Christophe Péaudeau
Position		CEO
Signature		