Concur Technologies, Inc./Concur Holdings (Netherlands) B.V.
ORDER FORM

Edition

GENERAL INFORMATION

Customer Name: Sample Co.

Order Effective Date:

Order Type: Initial Sale

PO to be Issued:

Currency for Fees:

Service Type Billing Cycle: Monthly/Quarterly/Annually beginning on the Transaction Fee Start Date

Initial Term: X months beginning on the Order Effective Date

Email Address For Notice:

SERVICES ORDERED (primary service offerings)

	Pre-Production System Fee	**Initial Set Up Fee**

SERVICES ORDERED FEE DETAILS (recurring fees for the primary service offerings ordered above)

Service	**Billing Cycle(s) (beginning on the Transaction Fee Start Date)**	**Base Transactions (per Billing Cycle)**	**Base Transaction Fee (per Billing Cycle)**	**Incremental Transaction Fee (per incr. Trans.)**

EXTENDED SERVICES ORDERED (Transaction-based recurring services pertaining to the above or previously-ordered Service Types)

	Initial Set Up Fee

EXTENDED SERVICES ORDERED FEE DETAILS (recurring fees for the transaction-based extended services ordered above)

Extended Service	**Billing Cycle(s) (beginning on the Transaction Fee Start Date)**	**Base Transactions (per Billing Cycle)**	**Base Transaction Fee (per Billing Cycle)**	**Incremental Transaction Fee (per incr. Trans.)**

EXTENDED SERVICES ORDERED (additional unit-based recurring services pertaining to the above or previously-ordered Service Types)

Description	**Unit Quantity**	**Initial Set Up Fee**

EXTENDED SERVICES ORDERED FEE DETAILS (recurring fees for the unit-based extended service ordered above)

Extended Service	**Billing Cycle(s) (beginning on the Transaction Fee Start Date)**	**Recurring Fee (per Billing Cycle)**	**Incremental Transaction Fee (per incr. Trans.)**

ADDITIONAL SERVICES ORDERED (additional services with one-time fees pertaining to the above or previously ordered Service Type)

SAMPLE

Description	Unit Quantity	Initial Set Up Fee

ORDER TERMS

General: This Order Form is issued by Concur Technologies, Inc./Concur Holdings (Netherlands) B.V. ("Concur") and the Customer specified herein. Customer hereby orders the services specified in this Order Form (collectively the "Service") and Concur hereby agrees to provide such Service, subject to the terms set forth herein and as provided at http://go.sap.com/about/agreements.html. All undefined capitalized terms herein shall have the meanings ascribed to such terms in the Agreement. This Order Form incorporates the following documents in effect as of the date specified as the Signature Date (defined below) in the following order of precedence, all of which are collectively referred to herein as the "Agreement": (i) this Order Form, (ii) the Product Development Schedule (iii) product-specific Supplemental Terms ("Supplement") for the Service, (iv) Support Schedule for Cloud Services, (v) Service Level Agreement for the Service, (vi) Data Processing Agreement for Cloud Services ("DPA"), and (vii) General Terms and Conditions for Cloud Services ("Country" - To Be Determined) ("GTC"). All references to "SAP" in the Agreement shall mean "Concur". This Order Form as issued by Concur is an offer by Concur. When signed, dated, and returned to Concur by Customer on or prior to the end of the calendar month of the Order Effective Date, it becomes a binding written ordering document executed by Customer and Concur as of the Signature Date (defined as the date this Order Form is signed by Customer below), unless unauthorized changes were made by Customer to this Order Form in which case it will be rejected.
Notification period after expiration of initial Term or any Renewal Term:
Invoicing: Concur shall be entitled to invoice Customer for the fees specified in this Order Form as set forth in the Supplement.
Pre-Production System Fees: For each Service Type specified in this Order Form that includes a Pre-Production System Fee, Concur shall be entitled to invoice Customer for such Pre-Production System Fee beginning with the first day of the first calendar month after the date specified above as the "Order Effective Date" and continuing monthly thereafter until either: (i) twelve months following the Order Effective Date or (ii) the Transaction Fee Start Date for such primary service, whichever comes first.
Payment Terms: Customer will pay each accurate invoice within 30 days after the applicable invoice date.
Additional Definition(s): For purposes of the Agreement, the following terms shall have the definitions set forth below:
"Transaction Fee Start Date" means the first day of the first calendar month after the date of Production Availability/means the first day of the second calendar month after the date set forth above as the "Order Effective Date"

[Signature block added here]

SAMPLE