

**Scope Document for Activation Service for SAP B2B Self-Service Portal**

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

**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. **“Service Start Date”** means the earliest date when Customer is entitled to call off the Service to plan the delivery start of the Services together with SAP.
- 1.3. **“Services”** means the service(s) to be provided by SAP as described in this Scope Document.
- 1.4. **“Starter System”** means an SAP system environment in which initial configuration and build activities are completed in a non-productive environment.

**2. SCOPE OF SERVICES**

SAP shall provide the Services as described herein to assist Customer with the activation of the Cloud Service SAP B2B Self-Service Portal.

- 2.1. The following items form the scope of Services and will be confirmed in the kick-off meeting.

<b>Scope Item</b>	<b>Scope Details</b>
Kick-off meeting	<ul style="list-style-type: none"> <li>• Introduction of the Services including the presentation of the predefined scope, roles and responsibilities, expectations, and timelines</li> </ul>
Activation of the Cloud Service	<ul style="list-style-type: none"> <li>• Basic activation and configuration of standard capabilities in Customer’s Starter System of the scope defined in section 2.1.1., including unit testing</li> <li>• Integration to SAP S/4HANA Cloud and set up of integration scenarios defined in section 2.1.1, including integration testing</li> </ul>
Workshop sessions	5 workshop sessions for the following topics: <ul style="list-style-type: none"> <li>• Session 1: Master data (Customer’s and organizational structures) and replication from SAP S/4HANA Cloud to SAP B2B Self-Service Portal – User management</li> <li>• Session 2: Order management (Orders/order history/order status replication and display in SAP B2B Self-Service Portal)</li> <li>• Session 3: Financial processes and invoice overview (Replication and display in SAP B2B Self-Service Portal)</li> <li>• Session 4: Home page</li> <li>• Session 5: Optional scope items and/or any items remaining from the above topics relevant for scope of Cloud Service</li> </ul>
Services closing session	<ul style="list-style-type: none"> <li>• Handover of the activated solution, including Q&amp;A</li> </ul>

2.1.1. Functional Scope

The following scope items form the functional scope of Services and will be discussed and confirmed in the kick-off meeting.

<b>Scope Item</b>	<b>Scope Details</b>
Account Management	Login and password management Organization management
Financial Processes	Account statement overview Open invoices and credit notes Synchronous Invoice display with SAP S/4HANA Cloud
Order History	Access to orders under a dedicated "My Orders" section. Display order details from source system
Invoice Overview	Detail display of invoices from SAP S/4HANA Cloud Filter of invoices

	Invoice download
Homepage	Navigations Banners and promotions Terms and Conditions Privacy policy Disclaimers Contact information
Optional Scope Item	Choose 1 of the following: <ul style="list-style-type: none"> <li>• Integration with SAP digital payment add-on for payment of invoice through Cloud Service:             <ul style="list-style-type: none"> <li>○ Payment Processing – Banks, Credit Card</li> <li>○ Reconciliation with SAP S/4HANA Finance</li> <li>○ Fraud Prevention</li> <li>○ Payment Tracking</li> </ul> </li> <li>• Product Search and Discovery             <ul style="list-style-type: none"> <li>○ Product Facet Search and Filters</li> <li>○ Product &amp; Category Listing</li> <li>○ Product Information Display</li> </ul> </li> </ul>

### 2.1.2. 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	Medium	Description
Customer Data	SAP S/4HANA Cloud	>	SAP B2B Self-Service Portal	SAP Integration Suite	Replication of an initial and delta load of customers (Business Partners) from SAP S/4HANA Cloud to SAP B2B Self-Service Portal into B2B units (B2B customers)
Order Data	SAP S/4HANA Cloud	>	SAP B2B Self-Service Portal	Point to point	Read-only integration with SAP S/4HANA Cloud for the following: <ul style="list-style-type: none"> <li>• Orders</li> <li>• Order status</li> <li>• List price</li> </ul>
Invoice	SAP S/4HANA Cloud	>	SAP B2B Self-Service Portal	Point to point	Read-only integration with SAP S/4HANA Cloud for the following: <ul style="list-style-type: none"> <li>• Invoice</li> <li>• PDP download</li> </ul>
Account Summary	SAP S/4HANA Cloud	>	SAP B2B Self-Service Portal	Point to point	Read-only integration with SAP S/4HANA Cloud for the following: <ul style="list-style-type: none"> <li>• Account statement overview</li> </ul>
Payment	SAP digital payments add-on	<>	SAP B2B Self-Service Portal		(only if optional scope in 2.1.1 for payment chosen) Initiate payment of invoice payment
Product	SAP S/4HANA Cloud	>	SAP B2B Self-Service Portal	SAP Integration Suite	(only if optional scope in 2.1.1 for product search and discovery chosen) Replication of products from SAP S/4HANA Cloud to SAP B2B Self-Service Portal

### 2.2. Scope Boundaries and Conditions

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

#### 2.2.1. Functional Scope Boundaries

- (a) Company code: 1
- (b) Number of Customer legal entities: 1
- (c) Country/countries in scope: 1
- (d) SAP to test currency: 1 – defined by Customer
- (e) System language/s: English only
- (f) Language/s for all business data in the system: English only
- (g) B2B accounts to be replicated from SAP S/4HANA Cloud: Up to 100,000
- (h) SAP S/4HANA Cloud environments to integrate: 1

#### 2.2.2. Services Scope Conditions

- (a) Services are delivered remotely.
- (b) The project language is English, and all Services documentation and Deliverables will be provided in English only, unless otherwise agreed in the kick-off meeting.
- (c) All meetings and sessions are set up as a phone call or online-meeting with standard applications such as Zoom or MS Teams.
- (d) No more than 5 workshop sessions will be undertaken during the delivery of the Services.
- (e) No more than 5 Customer project team members will attend the workshop sessions as well as the kick-off meeting and Services closing session.
- (f) The kick-off meeting will last a maximum of 1 hour.
- (g) The duration of the workshop sessions is predefined. The concrete schedule will be confirmed in the kick-off meeting within the Services duration in accordance with section `Schedule`.
- (h) The Services closing session will last a maximum of 2 hours.
- (i) Only 1 SAP S/4HANA Cloud system is integrated with SAP B2B Self-Service Portal.

#### 2.3. Prerequisites

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

##### 2.3.1. Customer has a valid cloud subscription that is provisioned for the following:

- (a) SAP B2B Self-Service Portal
- (b) SAP S/4HANA Cloud
- (c) SAP Integration Suite
- (d) SAP digital payments add-on: if activating optional payment scope defined in 2.1.1

##### 2.3.2. Customer provides access to the following system landscape: Starter System

##### 2.3.3. 1 account for SAP Integration Suite is set up with basic configuration and authorized user credentials

##### 2.3.4. ERP system is functional, with the following activated:

- (a) Standard Account replication
- (b) Standard Material replication
- (c) Electronic Billing and Presentment Package (APIs for Open Invoices and Payments)

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

- (a) functional and non-functional specifications documents;
- (b) role, profile and security design document;
- (c) detailed technical design documents;
- (d) key design decision logs;
- (e) architecture documentation including application, logical, physical and integration design documents;

- (f) access to source code repository;
- (g) user for SAP to create tickets on behalf of Customer;
- (h) CUSTOMER\_SYS\_ADMIN role assigned to SAP Team for SAP Commerce Cloud;
- (i) Access to SAP Team in Starter System for subscriptions in 2.3.1;
- (j) Metadata.xml containing details for Single Sign-On (SSO) connection (If any).

2.4. Out of Scope

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

- (a) analysis of as-is business processes;
- (b) any activities in Customer’s Production System;
- (c) programs or content to migrate data from legacy systems;
- (d) data cleansing or data clean up;
- (e) Customer specific authorization roles and security concepts. SAP will use the standard authorization content provided with the Cloud Service;
- (f) any changes required because of pre-existing Customer specific enhancements or developments;
- (g) any changes required because of quality or values of Customer’s master and transactional data;
- (h) any testing activities not expressly mentioned within scope, including but not limited to unit testing and integration testing in any environment other than the one where the initial configuration was completed;
- (i) subscription to any Cloud Services or purchase of SAP Software;
- (j) any development of custom code, updates or upgrades to SAP products;
- (k) 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
<b>Services Preparation</b>		
Confirm completion of prerequisites	C	R
Confirm availability of Customer team members	I	R
Review of provided documents	R	C
Conduct kick-off meeting	R	C
Schedule the workshop sessions	R	C
<b>Services Realization</b>		
Conduct the workshop sessions	R	C
Execute steps to configure the functional scope	R	C

<b>Activity</b>	<b>SAP</b>	<b>Customer</b>
Identification of sample data from SAP S/4HANA Cloud	C	R
Replicate sample data from SAP S/4HANA Cloud to Starter System	R	C
Execute unit testing	R	I
Execute integration testing	R	C
Resolve test issues related to Services	R	C
<b>Services Finalization</b>		
Create Services documentation	R	I
Conduct the Services closing session	R	C

#### **4. SCHEDULE**

- 4.1. Services are provided on a one-time basis and will be delivered in an estimated duration of 6 consecutive weeks following the kick-off meeting.
- 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 3 weeks.
- 4.3. If not otherwise specified in the Agreement the following applies: Within 12 months of the Service Start Date as set forth in the Agreement, parties will mutually agree upon the start of the delivery of the Services within the subscription term of the underlying Cloud Service. There is no discount, refund or credit if the Services are not called off within 12 months after the Service Start Date.

#### **5. ORGANIZATION**

- 5.1. SAP Team
  - 5.1.1. SAP provides the Services through a team that typically includes technical or functional Consultants or both. A designated Service Lead will serve as SAP's primary point of contact for the Customer. If multiple resources are assigned to deliver the Services, SAP may allocate a single Consultant to fulfill multiple roles or assign multiple Consultants to a single role. In general, SAP team roles are staffed on a part-time basis.
  - 5.1.2. The SAP team includes the following roles:
    - (a) SAP Business Analyst/Architect
    - (b) SAP Technology Consultant
    - (c) SAP Integration Suite Developer
- 5.2. Customer Team
  - 5.2.1. Customer must appoint a project manager or equivalent role to serve as the sole point of contact for SAP. The Customer's team must include relevant business process owners or subject matter experts. If multiple resources are assigned to a single role, the Customer must clearly delineate each resource's responsibilities.
  - 5.2.2. Customer team is available for the duration of the Services delivery per the time allocations as required for the Services or as recommended by SAP.
  - 5.2.3. 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. Takes 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: Represent the business and will be involved in issue resolution and data migration.
- (d) Functional Lead: Undertakes configuration with the Consultants.
- (e) Technical Lead: Leads execution of activities that affect Customer systems and data.
- (f) End Users: Nominated system end users that join the project to undertake testing and training.

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

<b>Deliverable</b>	<b>Deliverable Description</b>	<b>Completion Criteria</b>
Activated solution	Activation and configuration of the solution is completed and available in the Starter System	Handover of activated solution in scope to Customer
Technical documentation	Technical documentation covering the configuration of the SAP solution in scope of the Services	Handover of technical documentation to Customer

**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:
  - (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 access 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 complete the relevant SAP standard trainings.
- (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. Unless otherwise specified, the Services are provided within normal business hours, Monday through Friday, excluding SAP recognized holidays.
- 8.3. 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; and
  - (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.
- 8.4. Knowledge transfer does not replace the necessity for standard SAP training on SAP solution(s) which may be available through separate SAP agreements.
- 8.5. 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.
- 8.6. 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.