

Unit4 ERP CR

Unit4 Cloud Service Description

VERSION 1.0

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CONTENT

- 1. Introduction 2
- 2. Data centres & data residency..... 3
- 3. Service model 5
- 4. Environments 6
- 5. Reporting and monitoring 8
- 6. Updates..... 9
- 7. Planned and unplanned maintenance 10
- 8. Customer permissions and responsibilities..... 11
- 9. Localisations and Add-ons 14
- 10. Customisations, integrations, custom reports and fields 15
- 11. Technical operations 19
- 12. Data considerations 26
- 13. Wanda, the Digital Assistant 28
- 14. Non-Production Environment with production specifications 29
- 15. Additional Tools with direct database access 29
- 16. Unit4 ERP Archive SaaS 29
- SCHEDULE A Localisations by country 30
- SCHEDULE B Unit4 ERP CR Solution Add-ons available for SaaS Shared delivery model40
- SCHEDULE D Glossary and Technical Acronyms 43

1. Introduction

Unit4 ERP CR is an ERP solution designed for people centric organizations. It provides a fully integrated data model, processing model and reporting model, enabling our Customers to manage all their key business areas in a single suite:

- Corporate Financial Management
- Procurement Management
- Project Management
- Field Service Management
- Human Resources & Payroll
- Planning, budgeting & forecasting
- Research Management

Unit4 ERP CR is highly adaptable when business needs change, combined with providing a low cost of ownership.

The purpose of this Unit4 ERP CR Service Description is to describe the cloud service composition provided to the Customer.

Unit4 provides a complete technically-managed solution for Unit4 ERP CR deployed in the public cloud. This end-to-end service includes infrastructure, hardware, system software, monitoring, management, and maintenance of the entire solution (including backups), disaster recovery and service updates.

Unit4 offers cloud enterprise solutions as Unit4 SaaS - a Software as a Service delivery model deployed on Microsoft Azure or Nordic data centre (Conapto AB). This model leverages Microsoft Azure's scale and experience of running highly secure and compliant cloud Services around the globe. Microsoft Azure's infrastructure is second to none in terms of physical and electronic security, and it adheres to industry standards such as ISO 27001, SOC 1 & 2, PCI DSS and many more.

Unit4 ERP CR is available in a shared model, where computing resources are shared between Customers.

In summary, Unit4 provides the following:

- Access to Unit4 ERP Desktop Client, Web Client, Mobile applications, Mobile web sites, APIs and web services.
- All User access to Unit4 ERP CR is over secure internet connections (HTTPS). A variety of browsers and mobile platforms are supported.
- Comprehensive integration options available, including the use of Unit4 APIs and web services, batch file-based interfacing and direct read-only access to a replicated production database.
- Infrastructure is fully scalable, in a high availability environment with redundancy in critical aspects such as power, hardware, and network communications.
- Relevant security level.
- Continuous monitoring is in place, covering servers, services and applications, feeding alerts and continuous improvement.

- Application of infrastructure updates, patches and hotfixes.
- Unit4 software and supporting software updates and hotfixes.
- Production Environment and Non-Production Environments with a separate database for each Customer's data.
- Disaster recovery in a physically separate secondary site.
- Service Level Agreement, with Service Credits based on service availability.
- Unit4 Community (Community4U) to engage with Unit4 directly, giving insight into the service performance indicators and see the status of services.
- Various Azure regions leveraged to enable Unit4 to meet Customers' data residency needs; Customers' data always resides within a specified geopolitical zone (except where explicitly stated otherwise).
- Formal policies in place for information security, data processing, disaster recovery, business continuity and acceptable/fair use.

2. Data centres & data residency

Unit4 uses the Microsoft Azure infrastructure and platform services, and Nordic data centre (Conapto AB) to deliver the Unit4 ERP SaaS. These services are delivered from within different geopolitical zones, using a primary and a secondary location in every zone to meet service level commitments and disaster recovery needs. The location within each geopolitical zone is at the discretion of Unit4 and can change from time to time. The table below contains details of the geopolitical zones, along with the data centre locations. For more information, see Azure region details: azure.microsoft.com/regions and Nordic data centre (Conapto AB) details on www.conapto.se.

Geopolitical zone	Provider	Data location (Countries/City's/Regions)	Time zone
EU	Microsoft Azure	Dublin, Ireland, and Amsterdam , Netherlands (DR)	CET/CEST
USA	Microsoft Azure	Texas and Illinois (DR)	CST/CDT
Canada	Microsoft Azure	Quebec City and Toronto (DR)	EST/EDT
United Kingdom	Microsoft Azure	London and Cardiff (DR)	GMT/BST
Asia	Microsoft Azure	Singapore and Hong Kong (DR)	SGT

Geopolitical zone	Provider	Data location (Countries/City's/Regions)	Time zone
Australia	Microsoft Azure	Victoria and New South Wales (DR)	AEDT/AEST
Norway	Microsoft Azure	Oslo and Stavanger (DR)	CET/CEST
Sweden ¹	Nordic data centre (Conapto AB)	Sätra and Sollentuna (DR)	CET/CEST
	Microsoft Azure ¹	Gävle and Staffanstorp (DR)	CET/CEST

Unless agreed otherwise in an Order Form the chosen deployment of the Customer will be as follows:

Customer residence	Geopolitical zone used
APAC	Asia
Australia/New Zealand	Australia
Canada	Canada – Azure
EU	EU – Azure
Sweden ²	Nordic data centre (Conapto AB) or Sweden – Azure
Norway/ Denmark	Norway – Azure
UK	UK – Azure
US	US – Azure
Primary	Secondary
Geopolitical zone EU	Geopolitical zone EU
Geopolitical zone UK	Geopolitical zone UK
Geopolitical zone USA	Geopolitical zone USA

¹ It is on Unit4 discretion which location is used.

² People Platform Services would be delivered from Azure Norway data centre.

Customer residence	Geopolitical zone used
Geopolitical Canada zone	Geopolitical zone Canada
Geopolitical zone Asia	Geopolitical zone Asia
Geopolitical Australia zone	Geopolitical zone Australia
Geopolitical Norway zone	Geopolitical zone EU
Geopolitical Sweden zone	Geopolitical zone EU

3. Service model

Unit4 ERP CR is available in a shared deployment model.

Category	Component	Characteristics
SOLUTION	Release elasticity: Ability to defer a Release or 6 months (maximum)	Yes
	All patching, updates of the standard solution (technical)	Included and automatic
INFRASTRUCTURE	Environments included	1 Production + 2 Non-Production (Preview and Acceptance)
	Data files storage	250GB ³
	Document archive storage	250GB ⁴
	Availability guarantee	Yes
	Data centres	Microsoft Azure and/or Nordic data centre (Conapto AB) Microsoft Azure
	Updates will commence	Automatically
	On-going technical operations, performance management,	Yes

³ Additional Data Files Storage can be requested by the Customer and is going to be subject to an extra charge

⁴ Additional Document Archive Storage can be requested by the Customer and is subject to an extra charge.

Category	Component	Characteristics
	maintenance of all infrastructure components, monitoring alert response and issue resolution	
	Backup & Service Restore	Yes
	Disaster recovery	Yes
	Monitoring program of infrastructure and application	Yes
COMPLIANCE	Compliance certificates and assurance documents – Microsoft Azure and Nordic data centre (Conapto AB)	SOC1 Type II (ISAE 3402), SOC2 type II (ISAE 3000), ISO27001, ISO27017 ⁵

4. Environments

Three (3) environments are provided, including:

- One Production Environment (PE) called alternatively “Live Environment”. This is the environment that the Customer uses to run the day-to-day (live) operations.
- Two Non-Production Environments (NPEs):
 - Preview – a Customer's Preview environment always contains the latest updates for the Unit4 Product in use by the Customer.
 - Acceptance – which can be used according to Customer needs as “Test” / “Quality” / “Development” / “Pre-Production”.

Additional Non-Production Environments can be provided at an extra charge.

Unit4 assigns to every Cloud Customer a unique Cloud Customer ID code, which is visible in various elements of the service (including environments) and is used for Customer identification. The MS Azure Customers ID code is a 3-character acronym and for Nordics DC Customers ID code consists of 6 digits. The Cloud Customer ID codes are created at Unit4's discretion during the early stage of the implementation and are not subject to change.

⁵ Unit4 ERP CR is compliant with mentioned standards to give Customers confidence that the highest levels of security and data protection practices will be met and allows Customers to streamline their own compliance with regulatory and industry standards. It is Customers responsibility to ensure their own compliance with all applicable standards and compliance obligations. For more details around Information Security please see the Unit4 Information Security Policy, which is available at www.unit4.com/terms.

People Platform Services

Unit4 People Platform Services are multi-tenant, shared services. Except where explicitly stated in the service's Service Description document, each Unit4 People Platform Service has a Preview instance and a Production instance; there is no concept of Customer-specific instances of Unit4 People Platform Services. As such, no additional instances of Unit4 People Platform Services are provided.

4.1 Production Environments

Only the Production Environment (PE) is subject to the Service Level Agreement.

4.2 Non-Production Environments characteristics

Although a Non-Production Environment (NPE) is not subject to the SLA, NPEs have characteristics as described below.

Users accessing an NPE

NPEs are configured to handle a maximum of 15 concurrent users.

Customer Responsibilities

The Customer needs to manage non-production WIP such as non-production report templates (e.g., in progress changes to purchase order report template) as refresh will replace WIP with copies from production.

What happens to the previous NPE details after a refresh?

Everything in NPE will be erased and replaced with a fresh copy from PE.

Update of an NPE to a new update

The Preview environment is updated as soon as an update is available following a Unit4 announcement. Once an NPE has been updated to the latest update, it is not possible to move back to the previous one.

Backups

Backups of NPE are made daily in the time zone of the geopolitical zone in use. Backups of NPE are kept for fourteen (14) calendar days.

Restores

A restore request can be made by issuing a Service Request in the Unit4 Community4U. Throughput time, the amount of included restores and the charge are the same as a refresh of a NPE. Please note there is no Customer-specific restore option for Unit4 People Platform Services.

Suspension

A NPE that is not actively used will be suspended. Suspended NPE may be reactivated at any point in time. To reactivate a suspended NPE, Customer needs to initiate re-activation, which may take up to 15 minutes.

4.3 Database refresh

Definition of Database Refresh Between Environments

A refresh between environments (e.g., from PE to NPE) is a full copy of Customer database between the environments. Refresh of the data stored outside of the database must be explicitly specified in the Service Request.

There is no data refresh option for Unit4 People Platform Services.

Point in time used

The database refresh is from a point in time prior to the current Business Day. The specific point in time is selected by Unit4.

Frequency of database refresh

One refresh per environment per month is included. Additional database refreshes are available at an additional charge.

Different environment Release versions

Database refresh is possible when:

- Both environments are on the same release version.
- Target environment is on a higher release version.

How to request a refresh?

Customers can use self-service to proceed with refresh.

Refresh of the data stored outside of the database must be requested via the Service Request.

5. Reporting and monitoring

5.1 Reporting on Service Performance

Unit4 provides operational information regarding the Unit4 SaaS on the Unit4 Community4U. That information includes:

- Service Availability
- Monthly Average Response Time
- Scheduled maintenance (times, dates per region)
- Release information and deployment schedules
- Incidents overview
- Site recovery status (in the event of the disaster plan initiation)

5.2 Monitoring program

A continuous 24x7 monitoring and resolution program is in place to detect and resolve incidents to meet the Unit4 Service Availability targets on Production Environment.

6. Updates

Periodically, Unit4 introduces new features in the Unit4 ERP CR service including enhanced features and functionality across applications. Fixes, features and functionality will be made available as part of an update. If needed Unit4 will apply Hotfixes. This will be done by Unit4 as deemed necessary to maintain the existing features of the Unit4 SaaS and to maintain service level commitments and security.

Releases and updates will be provided free of charge as part of the service. However, it should be noted:

- Any update may result in additional configuration and/or functional adjustments that are required to be made by either: (i) the Customer; (ii) Unit4; or (iii) approved service partner consultants, which are not included in the Unit4 SaaS and will be subject to additional charges.
- Where any release or update replaces or updates any Customisation or non-standard functionality utilised by Customer, the Customer will be required to adopt the standard functionality. Unit4 reserves the right to charge a reasonable fee to provide assistance if Customer wishes to maintain the previous Customisation or non-standard functionality.

6.1 Update deployment

Updates are applied as deemed necessary by Unit4 SaaS operations to maintain the existing features of the Unit4 SaaS as well as maintaining service level commitments and security.

An update calendar per geopolitical zone will be released at least 4 weeks before an update commences on Preview. The Production Environment will follow no sooner than 9 weeks after the Update announcement. Updates are not capable of being deferred.

Please note there is no concept of an Update to Unit4 People Platform Services. All changes to a Unit4 People Platform Service are considered a Release of the Service Updates may take place approximately twice per year. The frequency of Updates may be increased or decreased at Unit4's discretion. Updates may take up to twelve (12) hours to deploy, resulting in the Service being unavailable for some or all of that time (such unavailability shall not be counted as Service downtime for the calculation of Service Availability). A schedule of planned deployment of Updates to the Production Environment will be published on the Unit4 Community4U. A Customer's Preview environment always contains the latest Updates for the Unit4 SaaS solution in use by the Customer. Unit4 will use reasonable endeavours to ensure that Updates will be carried out during the Planned Maintenance window.

APPLICABLE FOR UNIT4 PEOPLE PLATFORM SERVICES

Given the foundational nature of the Unit4 People Platform Services, releases of Unit4 People Platform Services occur more frequently than end-user-facing aspects of Unit4 business solutions. Unit4 People Platform Service releases are deployed in a transparent manner and result in no downtime. As such, Unit4 People Platform Service releases can be deployed outside of Planned Maintenance windows. In rare cases when downtime is necessary, the release will be performed during a Planned Maintenance window. Details regarding changes contained in a Unit4 People Platform Service release can be found on the Unit4

Community4U as soon as the release has been deployed. Releases of Unit4 People Platform Services cannot be deferred.

6.2 Hotfix Deployment

Hot Fixes are applied as deemed necessary by Unit4 SaaS operations to maintain the existing features of the Unit4 SaaS as well as maintaining service level commitments and security.

Please note there is no concept of a Hotfix to Unit4 People Platform Services. All changes to a Unit4 People Platform Service are considered a release of the service.

7. Planned and unplanned maintenance

7.1 Planned Maintenance

Planned Maintenance windows are dedicated to applying all the respective changes to the service provided e.g., updates, hotfixes and releases. During Planned Maintenance, Production Service may be periodically unavailable. You can find more details on the schedule presented in the table below:

	Standard Planned Maintenance windows (PMW) <i>Updates, Hotfixes and Infrastructure</i>	Additional Planned Maintenance windows (PMW) <i>Releases</i>
All regions (Except Azure US, Azure Canada and Nordics Data Centre)	12 per year, 3rd or 4th week of each month From: Sat 4 PM To: Sun 4 AM UTC	
Regions Azure US and Azure Canada	12 per year, 3rd or 4th week of each month Shortened PMW From: Sun 4 AM To: Sun 11 AM UTC Or Full PMW*: From: Sat 11 PM To: Sun 11 AM UTC <i>*In rare cases when a downtime of all regions would be required</i>	
Nordics Data Centre	weekly, once/week From: Mon 6 PM To: Tue 1 AM UTC	

The time of a Planned Maintenance window is subject to change (+/- 1hr). This change is related to winter and summertime adjustments.

Planned Maintenance windows are subject to change upon reasonable notice. The exact dates of Planned Maintenance windows are communicated in Unit4 Community4U.

By default, all Planned Maintenance windows are regular and take up to 6hrs, unless they are promoted to extended Planned Maintenance windows, which take up to 12hrs.

If actual downtime for scheduled or planned maintenance exceeds the time allotted for Planned Maintenance, it is considered part of the calculation for Service Outage. If actual downtime for scheduled or planned maintenance is less than time allotted for Planned Maintenance, that time is not applied as a credit to offset any Service Outage time for the month.

Planned Maintenance can also be carried out by Unit4 provided that the Customer has received at least 8 hours' notice. This will occur in unforeseen or exceptional circumstances only (similar to emergency / Unplanned Preventative Maintenance) to deal with a vital or critical issue and Unit4 will use its reasonable endeavours to do this outside Business Hours to cause minimal disruption to the Customer. In this case, because Unit4 provides Customer 8 hours' notice, this maintenance does not count as a Service Outage. This is so that Unit4 is not encouraged to wait until the next Planned Maintenance window to deal with an urgent issue and avoid a Service Credit.

7.2 Unplanned Preventative Maintenance

Unit4 may carry out Unplanned Preventative Maintenance if there is an urgent requirement to secure the stability or the security of the Unit4 SaaS. This action may be taken at the discretion of Unit4 for unforeseen and exceptional circumstances, which require immediate resolution that cannot wait until the next Planned Maintenance window. Unplanned Preventative Maintenance is counted as a Service Outage.

8. Customer permissions and responsibilities

8.1 Customer permissions

The Customer has the right to:

- 1) Monitor PE availability and Service Response Time on an active basis using a third-party monitoring service. Monitoring acts as a consumer of the Unit4 SaaS and is subject to any and all present and future Usage Restrictions of the Unit4 SaaS Customer and Unit4 must agree, prior to monitoring, on monitoring details to ensure that the monitoring does not interfere with the Unit4 SaaS offering, and that Unit4 SaaS security tooling does not block the monitoring service.
- 2) Conduct an external security vulnerability scan of the Customer environment. The frequency of the scans is limited and scans can be performed after reaching an agreement with Unit4.
- 3) Conduct external vulnerability scanning and penetration testing of Customer environments on annual basis. Details of the planned activities must be provided to

Unit4 at least 30 days in advance of each test, using a Service Request. Unit4 reserves the right to change the scope of the tests and scans requested, considering the protection of infrastructure and environments from unexpected consequences of actions resulting from the test or scan.

Any activities to prepare, coordinate or manage the above by Unit4 is subject to additional charges.

8.2 Customer Responsibilities

Release and Service Updates

The following list summarizes typical release and/or update tasks and indicates services included as part of the Unit4 SaaS and tasks that are the responsibility of the Customer (or by Unit4 Professional Services at an extra charge):

Task	Included	Customer Responsibility
Project Planning		
<ul style="list-style-type: none"> Publishing general availability schedule of Releases on the Unit4 Community4U 	✓	
<ul style="list-style-type: none"> Managing timelines, outline goals, roles and responsibilities 		✓
<ul style="list-style-type: none"> Business analysis and discovery 		✓
<ul style="list-style-type: none"> Creating test plans 		✓
Release deployment in a Preview environment		
<ul style="list-style-type: none"> Update Preview environment with Release 	✓	
<ul style="list-style-type: none"> User training on changes 		✓
<ul style="list-style-type: none"> Test: conducting basic Release testing 		✓
<ul style="list-style-type: none"> Training support to assist with testing 		✓
<ul style="list-style-type: none"> Functional and user acceptance testing as desired 		✓
<ul style="list-style-type: none"> Training, implementation, and configuration for new features 		✓

Task	Included	Customer Responsibility
<ul style="list-style-type: none"> Uplift and testing of all Customisations 		✓
<ul style="list-style-type: none"> Reviewing test scripts and testing outcomes for issues resolution 		✓
<ul style="list-style-type: none"> Go/No-go criteria and agreement on Production Release deployment timing 		✓
Release deployment in Production		
<ul style="list-style-type: none"> Update existing application configuration, being all activities undertaken to set up applications provided by the service which involve the use of standard menus and functionality. There may be rare cases where it is not technically possible to determine the correct business configuration; in these rare cases, any tasks that must be completed manually are the responsibility of the Customer. 	✓	✓
<ul style="list-style-type: none"> Update Production Environment with Release 	✓	✓

Customisation update responsibilities

Unless otherwise agreed, Customer responsibilities include Customisation code lift and testing for compatibility, functional testing, and any application (re)configuration.

Unless otherwise agreed, any Customisations that are not updated to run on the current release (n) in time for the Production release or Service update deployment will be disabled in the Production Environment prior to release deployment.

Technical & functional responsibilities

The Customer's technical environment responsibilities include:

- Supply, administration, and maintenance of Customer-side client devices and local printers.
- Customer-side networking infrastructure, including connectivity to the internet.
- Security of Customer-side network, devices and internet connectivity.
- Ensuring sufficient bandwidth, including internet bandwidth.
- All Customer-initiated activities around penetration testing, security checks, and Customer-owned monitoring are the sole responsibility of the Customer.

The Customer's functional environment responsibilities include:

- Customer is fully responsible for the Configuration and administration of the functional aspects of the Service, including User and role administration.

8.3 Customer Obligations

Account Set-up

The Customer is responsible for designating its users, and for ensuring that all users are adequately trained and understand Customer's remote access and use obligations and requirements to comply with Unit4's Acceptable Use Policy (www.unit4.com/terms). Where applicable, each user must establish an Account. The Customer is responsible for managing its Accounts and disabling a user's Account when Unit4 SaaS access is no longer required, including immediately upon termination of such user's affiliation with the Customer. The Customer is responsible for its users' acts and omissions and all activities occurring under its users' Accounts.

Account Administrator

The Customer will designate one or more Account Administrator(s). The Account Administrator(s) responsibilities include, but are not limited to, coordinating with Unit4 regarding the Unit4 SaaS and managing Customer's Accounts. Customer warrants that its Account Administrator(s) will maintain authority to act on Customer's behalf concerning the Unit4 SaaS, and that Unit4 can rely on the Account Administrator(s) actions and instructions in connection therewith.

Account Security

Each User is responsible for keeping his or her Account credentials confidential. Users may not share Account credentials, and the Customer may not recycle Account credentials when activating or disabling Accounts. The Customer will notify Unit4 immediately upon discovering any known or suspected unauthorized access, misuse, or breach of security for the Unit4 SaaS or its Users' Accounts, and will provide all information and take all steps requested by Unit4.

9. Localisations and Add-ons

The Service includes Localisations developed for our key strategic territories and verticals, securing legal, statutory and market standard requirements and Unit4 ERP CR Add-ons, which can accelerate certain business requirements in certain verticals or territories.

Customer-ordered localisations and Add-ons will be made available to the Customer in the next available maintenance window.

The Localisations available depend on the Customer's home country. An overview of all available Localisations and Add-ons included is provided in the last chapter of this document.

A complete overview of add-on products available for ERP CR can be found in Schedule B of this document.

10. Customisations, integrations, custom reports and fields

Customisations, custom reports and integrations are permitted and can be written by Unit4, Unit4 partners or the Customer. Maintenance, support, implementation and update considerations for these custom components are not included in the Service fee. Customisations are not supported by Unit4 under Standard Support. The Customer has sole responsibility for the Customisations, custom reports and integrations, as well as their maintenance and Unit4 has no responsibility to maintain compatibility or fix any problems resulting from the use of non-standard software. This includes any custom development or Customisation (including Unit4 delivered Customisation as part of a project implementation, bespoke code written by Unit4). If any assistance is required regarding Customisations and/or bespoke work, Unit4 may be able to assist with resolving issues or with upgrades of the Customisation, but this will be subject to review and extra charges. The Customer will be required to purchase Professional Services at Unit4's Prevailing Rates.

10.1 Unit4 Created Customisations

Maintenance of Unit4 authored or created Customisations, including custom entities, fields, relationships, screens, reports, imports, exports, workflows, interaction plans, lookup data, localisation files, C# / Java /etc. code, database views, web styles and scripts, are outside the scope of Unit4 SaaS model offerings. Maintenance, support, implementation, and update considerations for these components are not included in the Unit4 SaaS fees.

10.2 Restrictions in Customisations

In general, there are restrictions regarding allowing Customisations in Unit4 ERP CR SaaS including but not limited to:

- No third-party applications/DLL installed.
- No direct access to local resources such as file system, network, etc., access must be indirect via approved methods that provide abstraction from specific infrastructure.
- All Customisations must be delivered fully documented.
- Any code needs to be transparent and readable delivered to Unit4.
- All Customisations must include installation routines that require no manual interaction and allow for end users to validate installation has been completed and the Customisation ready for configuration or use via standard application capabilities.

10.3 Customisations – review, rejection, removal

Unit4 requires the review of all Customisations (except for AG16) submitted by Customers to protect the security, stability and performance of the services. In such event, Unit4 will ask for the source code of the Customisation to assess the risk to the stability, security and/or performance of the service.

New Customisations adoption, or update of existing Customisations must be submitted to Unit4 by Service Request. Customers can proceed with the adoption or update only when

Unit4 approval has been obtained.⁶ In case Unit4 identifies a reasonable concern it reserves the right to reject the request upon review or remove existing Customisation (including AG16) from Customer environments.

Please note that AG16 customisation code is subject to validation by Unit4 which has to be completed through submission of a service request designed for this purpose.

10.4 Data Modification via Customisations

Customisations allow Customers to execute direct database modifications (e.g., directly changing, removing or updating data in your database). Direct changes to the database are not normally permitted and Customisations can bypass standard built-in data controls in the application layer which protect both the confidentiality and integrity of Customer's information as well as impact system performance. By introducing Customisations, Customer accepts all the risks that are related to data consistency and integrity.

10.5 Data modification via SQL queries

Customers may request an execution of custom one-time SQL scripts in their databases. Such scripts may be subject to additional review by Unit4 and may be rejected due to a lack of compliance with Unit4 policies. Customers accept all the risks that are related to data consistency and integrity by requesting a customer SQL script execution. With this Unit4 does not take any responsibility for the manual alteration of the database records.

Scripts to create objects in the customer's database, such as views and tables, are treated as customisations and should follow the standard customisation review process.

10.6 Unit4 APIs backward compatibility

Unit4 recommends using the most recent version of the Unit4 APIs to receive optimum performance and stability. Prior versions of Unit4 APIs are updated to support backward compatibility for all prior versions of Unit4s APIs that have not reached end-of-life status. End-of-life announcements will be made not less than eighteen (18) months before the end-of-life of each Unit4 API.

10.7 Permitted tools

The following Customisation and Custom Report tools are permitted. These may be created by Unit4, Unit4 partners or by the Customer themselves using Unit4 ERP CR tools. Please note that the prerequisite is that all Customisations must be reviewed by Unit4 according to the Customisation review process (paragraph 10.3):

- ACT DLLs and other solutions created with the ACT tools considering the following constraints:
 - a. Use of standard ACT methods and Unit4 ERP CR API/web services where applicable.
 - b. No direct access to the file system except via standard Unit4 ERP CR environment variables for Import, and export locations. **Note:** This will change as the use of file system will be eliminated in favour of blob storage

⁶ Please be informed that Customisations review may be subject to an additional charge.

- c. No access to infrastructure or operating system level capabilities e.g., Start.Process or other process mechanisms.
 - d. No dependence on registry.
 - e. No code-based dependence on static server host name, IP address, etc.
 - f. Must operate within a dynamic infrastructure-based environment (e.g. no sticky sessions).
 - g. No 3rd party DLL or EXEs included with Customisation, only Unit4 ERP CR and standard .NET Framework permitted.
 - h. IntellAgent events running executable files are prohibited
- DataLoad
 - IntellAgent (with read-only SQL)
 - Xtra Reports
 - ARC reports (Deprecated and should be replaced by Xtra reports)
 - Excelerator - Installed on the Customer's local desktop
 - Worderator - Installed on the Customer's local desktop
 - Report engine to view data
 - Report writer (ARW, with read-only SQL) to view data
 - Browse table to view data
 - Additional Database View (created via Unit4 ERP CR Desktop Standard View definition screen) on the Data Model (for reporting purposes)
 - Workflow (with additional Database View created via Unit4 ERP CR Desktop standard View definition screen)
 - SQL reader
 - Optionally Console administration

10.8 Usage of report queues

Unit4 provides two report queues per Environment as standard (x86 and x64). The Customer can request an additional 2 report queues. Customers are eligible for 1 additional report queue per each 1000 FTEs⁷ / 300 Named Users⁷.

10.9 Query definitions

In Unit4 SaaS customers can use (SQL) Query definitions in Production Environments. The prerequisite to use it is that the Query definition was reviewed according to the Customisation review process by Unit4 (paragraph 10.3). View definitions must be defined and maintained using ERP CR's View Definition capability within the application.

⁷ Example: A Customer with 4000 FTEs / 1200 Named Users would be eligible for a total of 8 report queues (gets 2 report queues by default, can request up to 2+4 additional report queues). Please be informed that additional report queues may be subject to additional charges.

10.10 Maintenance of Customisation, Custom Reports and Integrations:

- Maintenance, support, implementation, and update considerations for these components are not included in the Unit4 SaaS subscription fee.
- Customer or Unit4 partner authored Customisations, custom reports and integrations are the full responsibility of the Customer for all aspects of deployment and maintenance. Customer responsibilities include code lift for release version compatibility, functional testing and Configuration and error resolution.
- Unit4 authored Customisations, custom reports and integrations are outside the scope of Unit4 ERP CR SaaS. Maintenance of Customisations, custom reports and integrations must be formally set up and included on an executed Order form to ensure that Unit4 takes responsibility. If Unit4 maintenance of Customisations, custom reports and integrations has not been included on an executed Order form, responsibility for all aspects of deployment and maintenance will reside with the Customer.

10.11 Custom Report Authoring

Custom Reports created by Unit4, Unit4 partners or by the Customer themselves are permitted. Authoring / creation of reports has the following considerations:

Custom reports authored by the Customer	Authored via Internet Browser?
(Information) Browser reports	Yes ⁸
Standalone Excelerator reports	No ⁹
Standalone Xtra reports (ARC is deprecated and should be migrated to Xtra reports asap)	No ⁹

10.12 Integrations

Integrations are permitted according to the supported integration methods described below. Integration methods not explicitly stated below are not permitted.

Standard Unit4 product integration options:

Integration Type	Available?
Unit4 FP&A integration through its ETL, where Unit4 ERP CR financial data, intercompany data, cash data and metadata are	Yes

⁸ Browser reports are authored and deployed using the standard Web (information Browser reports) and or Desktop Client (classic Browser Templates Reports)

⁹ Excelerator, ARC and Xtra reports are created via Unit4 reporting tools (e.g., Unit4 ERP CR Report Engine) that must be installed and run on a Customer's own local PC. MacOS users need to use a virtualization solution to access a Windows desktop to Unit4 reporting tools.

Integration Type	Available?
extracted by Unit4 FP&A. Please also review the Unit4 FP&A Cloud Service Description.	

Other integration options:

Integration Type	Permitted?
Integration using Unit4 ERP CR APIs and web services	✓
Integration using standard export files over SFTP generated by / import files imported by Unit4 ERP CR standard server processes ¹⁰	✓
Integration using export files created by custom report templates against standard Unit4 ERP CR server processes or Customisation routines ¹⁰	✓
Integration requiring read-only direct database access ¹¹	Additional Service offering – Read-only Database Replica

11. Technical operations

11.1 Printing

All printing is carried out on the client side.

11.2 Read-only Database Replica

Direct database access can be provided to a replicated read-only database, as described below. This additional service is not available for People Platform Services and the Nordic data centre. The following services will come at an additional cost:

- A copy of the Customer's transactional database, with a limited set of tables will be made available via one database connection (via TCP/IP TDS endpoint) with read-only access, with one set of database User credentials.
- Customer is required to provide a list of tables to be replicated (with a limitation up to 40 tables) Unit4 reserves the right to decline adding a table to the replication that appears on a list of restricted tables.¹²

¹⁰ Via folder access that is restricted to nominated administrative Users (Data Export, Data Import, Report Results and Server Logging folders).

¹¹ Read-only Database Replica is not included in the standard offering. See "Direct database access" in the Generic Service Description.

¹² The list of tables can be found at <https://community4u.unit4.com/cloud/documentation>

- Any change of the database definition for the custom objects may result in the replication process failure. In such an event Customer will have to request via Service Request to reinitiate the replication process.
- Replication process may require to be reinitiated after software upgrades/software updates.
- The database connection must be made from the Customer-provided application or system running outside of the Unit4 SaaS operating environment.
- The copy will be refreshed no less frequently than every 15 mins. This means the data will be no older than 15 minutes as compared to the source transactional database.
- Any of the Customer's environments are candidates for this option and each has an additional cost.

Customer responsibilities for the direct database access additional service offering include:

- Customer side networking
- Establishing secure database connections and ensuring data privacy
- Establishing, monitoring and managing any integrations or other consumption of the database connection
- Licensing, operating and installing in the Customer's IT infrastructure any applications that consume the direct database access connection.

11.3 Connectivity

Access to the Web Client is delivered over the public internet using an HTTPS connection (RSA 2048 bits - SHA256 with RSA). Access to the Desktop Client is carried out using a 2048 bit encrypted thin client connection over TLS with SHA-2 RSA Encryption Algorithm over the public internet.

Internet bandwidth suggestions*

Since the configuration and use of Unit4 ERP CR are highly variable. Unit4 can provide only high-level bandwidth suggestions; Unit4 ERP CR (Web Client) – an assumed concurrency factor of 5 gives an average bandwidth requirement per user of 20 - 50 Kbps with a max latency of 100ms; Unit4 ERP CR Desktop – 100 Kbps per user with a max latency of 100ms.

* Rough guidance only based on simulation testing submitting timesheets. Response times will be dependent upon a variety of factors such as the number of users, type of web processing initiated, Customer side internet line capacity and infrastructure set-up such as the use of proxies. **Note:** Unit4 ERP CR Document Archive usage is not covered by this estimate; uploading or downloading large documents from the Document Archive will consume bandwidth and time as normally experienced with an internet-based document upload or download.

Virtual Private Network

Unit4 can provide an optional VPN (IPsec) connection as an option only for Microsoft Azure deployments. Client device terminating the VPN connection has to fulfil the following requirements:

- Support for policy-based VPN tunnels
- Support Network Address Translation (NAT) to limit the networks on Customer side to one network with maximum 24-bit mask; BGP is not supported.

- Provide, at minimum, support for VPN settings listed below:

IKE version	IKE v2
IPSec Keying Mode	PSK
IKE Phase 1 – Encryption Algorithm	AES 256
IKE Phase 1 - Authentication	SHA 256
IKE Phase 1 – DH Group	At minimum DH14
IPSec Phase 2 – Encryption	AES 256
IPSec Phase 2- Authentication	SHA 256
IPSec Phase 2 – PFS Group	At minimum DH14

Access Scenarios

For Unit4 ERP CR interfaces, the following access methods are available:

- Web Application access: exclusive to VPN¹³, exclusive to the Internet or available from both Internet and VPN¹²
- Read-only database access: exclusive to VPN¹²
- Citrix access: exclusive to VPN¹² exclusive to the Internet or available from both Internet and VPN¹²
- SFTP access: exclusive to VPN¹², exclusive to the Internet or available from both Internet and VPN¹²

Citrix Workspace App

Unit4 does not take any responsibility for Citrix Workspace App since its operation may be impacted by multiple factors outside of Unit4 area of influence (e.g., customer's Internet Service Provider (ISP), Active Directory GPO etc.)

11.4 Solution access

The Unit4 ERP CR solution is accessed in the following manner:

- Unit4 ERP CR (Web Client), accessed via a supported web browser
- Unit4 ERP CR Desktop, accessed as a remote application via a remote access solution (e.g., Citrix Workspace APP)
- Programmatic access to Unit4 ERP CR APIs and web services
- Unit4 ERP CR mobile applications via APIs and web services
- Unit4 ERP CR related folders are accessed according to the following table.

Folders	Access Level for Designated Users
Customized Reports	R/W
Data Export	R/W

¹³ People Platform Services are not available for VPN connectivity option.

Data Import	R/W
Custom Folders ¹⁴	R/W
Report Results	R
Server Logging	R

R – Read

W – Write

11.5 Authentication

By default, authentication for Unit4 ERP CR Desktop and Unit4 ERP CR (Web Client) is carried out using application-based username and password authentication. Management of Users and passwords within the Unit4 ERP CR application is the responsibility of the Customer.

The Unit4 Cloud Services have capabilities for federated authentication to allow Customers' users to use their organizational credentials (e.g. domain username and password) when logging in to an Unit4 application using a web browser (web access). With federated authentication, the Customer's authentication provider (e.g. ADFS, Azure Active Directory, etc.) performs authentication instead of an application-specific username and password that is validated by the Unit4 application.

To use federated authentication there is an optional Service called Unit4 Identity Services or Unit4 IDS. Unit4 IDS is a Multi-tenant identity solution and architecture for the Unit4 ecosystem, that allows users to have one single identity across multiple applications and provides a single sign-on experience. More details about Unit4 IDS can be found in Unit4 People Platform Service Description at www.unit4.com/service-descriptions.

The Customer is responsible for the configuration of their identity provider (IdP) and for providing specific information (required or requested) to Unit4 that allows for configuration of Unit4 IDS.

Unit4 ERP CR Authentication	Basic (Unit4 ERP CR specific username and passwords)	Federated Authentication (via Unit4 IDS to Customer's IdP)
ERP Web	Yes	Yes
ERP Timesheet (native mobile app)	Yes	Yes

¹⁴ Customers will have at their disposal five Custom Folders under the Data files folder. These folders will have predefined AD groups, and the access will be applied to the top-level only. Customers can request changes on the environment variables accordingly by raising a corresponding Service Request. Customers can create as many subfolders as they want under the Custom Folders, and there is no restriction about the naming of the subfolders, however Unit4 does not provide granular access management to subfolders.

Unit4 ERP CR Authentication	Basic (Unit4 ERP CR specific username and passwords)	Federated Authentication (via Unit4 IDS to Customer's IdP)
ERP Expenses (native mobile app)	Yes	Yes
ERP Tasks (native mobile app)	Yes	Yes
ERP Web services (SOAP)	Yes	Yes
ERP Public API (REST)	Yes	Yes
Unit4 Report Engine (Excelerator)	Yes	Yes
ERP Mobile (Field Force Mobile & Absence)	Yes	Yes
ERP Desktop (via Citrix Workspace APP) ¹⁵	Yes ¹⁴	Yes ¹⁴

Preparing for the use of IDS requires an effort to gather technical information to connect IDS with the Customer's Identity Provider. The implementation of this service requires the involvement of Unit4 Professional Services.

11.6 ERP Desktop Client

Desktop Client, understood as Unit4 Services, is an ERP desktop application delivered via remote access solution (e.g. Citrix Workspace App). The amount of Desktop Client subscriptions included in Unit4 SaaS is 10 (additional subscriptions are available at an additional cost).

11.6.1 Microsoft Office components

Unit4 Cloud provides access for Unit4 ERP CR Desktop Client Users to selected Microsoft Office products such as:

- Microsoft Excel (English language pack only) – included in Desktop Client subscription, provided for previewing the spreadsheets. Advanced features like running macros, are not permitted and should be run from Microsoft Excel installed on the end-user workstation.
- Microsoft Word (English language pack only) – optionally, licensed per Desktop Client user based on the pricing list. The use of Microsoft Word is intended to open attachments from within Unit4 ERP7 Desktop Client and open documents/files from Data import/Data export folders.

11.6.2 Supported extensions on Citrix

Unit4 Cloud supports following files to be opened via Citrix:

¹⁵ Unit4 ERP CR Desktop authentication involves two steps; first step is to authenticate using Unit4 Cloud specific credentials against a Unit4 Cloud operated AD and second step using either Basic or Federated Authentication.

- Excel spreadsheets (.xls .xlsx .csv) via Microsoft Excel
- Images (.png .jpg .bmp) via Windows Photo Viewer
- Text files (.txt .log) via Microsoft Notepad
- Report files (.fpg) via Unit4 Report Viewer
- Word documents (.docx .doc) via Microsoft Word - only if an additional option was purchased.

Any other file types not described here must be copied over and opened on local workstation.

11.6.3 Citrix Self-Service

Citrix self-service gives Customers ability to create, activate and deactivate accounts, manage accounts permissions and resetting passwords. It enables Customers to manage their Citrix Users without a need to request Unit4 assistance. Access to Citrix self-service is limited to Users with User Manager role.

For security reasons, accounts inactive for 60 days are automatically disabled, but can be reactivated in the Self-Service portal. After 360 days of inactivity accounts are permanently deleted and have to be recreated if needed.

11.6.4 Files saved on Citrix

The intended location where files should always be saved is either within the Data Files folders or locally on the end-users workstations. Any files saved on Citrix in locations outside of the Data Files will be automatically removed after the user's logout, so it is highly recommended to save files only in locations designed for it.

11.7 Technical overview

Topic	Description
FTP	
Protocol	SFTP protocol is used with AES256-SHA2 cipher
Scope	SFTP is used to import or export data only. Executable files are prohibited.
Credentials	Two sets of credentials are provided per environment (e.g., 2 usernames/passwords for production, and 2 usernames/passwords for each NPE). The supported authentication type is user/password only. By default, one credential has access to Data Import, and the second credential has access to Data Export folder. ¹⁶

¹⁶ Extra credentials (FTP access) can be requested by the Customer and it is subject to extra charges.

Topic	Description
Email	
Domain	Unit4 provides basic e-mail functionality for sending messages to recipients with default Unit4 domain. In case the Customer requires more advanced features (e.g., bounce back emails, DKIM support, IMAP support, custom domain), Unit4 products can use Customer's email servers, if they are reachable by Unit4 SaaS and capable of handling customers' email demands.
Protocol	SMTP over TLS
Authentication	
Protocols supported	For Web Client, Desktop Client ¹⁷ : WS-Federation, SAML-P and OpenID Connect support (see Unit4 People Platform Service Description) and application-specific credentials.
Internet communication	
Protocols supported	For Web Client: HTTPS secured with TLS with RSA SHA256withRSA encryption

11.8 Service Response

Unit4's KPI for any given month is the following:

Service	KPI	Service Credits
ERP CR	The average Service Response \leq 2 seconds	Yes

The time is measured as the difference between the time the request is received by the external endpoint of the Production Environment and when the response to the request begins to be returned to the Customer's browser. Note that a single web page may make several requests and each request is measured separately.

¹⁷ Not applicable for the main Citrix Workspace App webpage

12. Data considerations

12.1 Transfers of Customer Data to the Unit4 ERP CR

Unit4 deploys a standard architecture and therefore, where Customer is an existing Unit4 Customer, it is responsible for ensuring data consistency (i.e., that Customer Data to be inserted follows such standard architecture) and that any inconsistencies in Customer Data are appropriately cleansed before such data is inputted into the Unit4 SaaS.

When a Customer requests to copy a database snapshot from outside of Unit4 Cloud environment then it should be free of any Customisation objects. These objects should be sent in a separate Service Request and will follow the standard Customisation review process.

12.2 Data Security

Data in transit

Customer Data in transit over public networks is protected with TLS 1.2.

Customer Data at rest

Data at rest is protected using transparent, whole database encryption. Please see the Unit4 Information Security Policy, which is available at www.unit4.com/terms.

IP Allowlisting

IP Allowlisting is offered as an option that will come at an additional cost in the Unit4 SaaS, as a means to gain an extended level of control on what IP address has access to the Customers environment. An IP Allowlist is a list of IP addresses that are granted access to a certain Service. When an IP Allowlist is used, all IP addresses are denied access, except those included in the IP Allowlist. Unit4 does not support adding to Allowlist IP addresses which are changing frequently (e.g. dynamically assigned by the ISP).

IP Allowlisting is available for the following product – data centre – cloud type combinations.

IP Allowlisting	Data centre	Cloud Type	Available?
Web endpoints	Azure	All	Yes
Web endpoints	Nordic	All	Yes
Citrix	Nordic	All	Yes

Customers with enabled Allowlisting are responsible for providing VPN access to their own network for partners or Unit4 consultants working off-network (to keep the traffic originated from allowed IP addresses)

The People Platform Services like Unit4 Identity Services, Unit4 Wanda and Unit4 Extension Kit use dynamic IP addresses, therefore IP Allowlisting is not supported for any combination of Global products with any People Platform Services.

12.3 Limits and regulators on usage

Unit4 runs in a Multi-Tenant environment and, as such, Unit4 observes fair use limits so that runaway processes do not monopolize shared resources. When a limit is exceeded, corrective measures will be taken. For actual fair usage limits please see Fair Usage Policy at www.unit4.com/terms.

Memory space limit

Apart from the fair usage limits, Unit4 applies a 2GB memory space limit to manage the uploads and downloads through the API calls.

It is recommended to split large uploads and downloads into smaller batches. Multiline batches, that do not exceed 1,000 transactions/query results per upload or download, are recommended. Memory space limit is applied to the API calls running at the same point in time.

Standard clean-up routines

As part of application maintenance Unit4 enables archiving of old report orders. This includes historical records in the database and related resources on the disk in Data files folder under the Server logging directory, where any files older than 18 months are automatically archived.

Report orders stored in the Server Logging directory:

- can be accessed via Windows Explorer in Citrix (respective subfolders of Server Logging directory)
- or can be accessed directly from within the application (limited to last 6 weeks of logging only).

Archived reports orders (older than 18 months) can be retrieved via Service Request.

12.4 Access to my data

The Customer's Data is owned and controlled by the Customer and in accordance with Applicable Law, Customer shall be the data controller. Unit4 is the data processor.

To ensure the Customer has access to their Customer Data, the following options are available:

- Application functionality (e.g. Web Client, Desktop Client, Mobile Apps)
- Application reporting tools
- Application functionality to export to file
- API/web services
- Direct database access to copy of production data via TCP/IP TDS endpoint (see Direct database access)

- Upon Agreement termination Customer Data can be retrieved by Customer in accordance with the Agreement
- SFTP access

12.5 Downloadable Production Database Backup

Unit4 can export your Production Environment database to a Unit4-controlled Azure storage location on a weekly basis as an additional service with extra recurring costs. The export will be in a format usable with the latest version of Microsoft SQL Server. The Customer can manually download this export Unit4 controlled from this location. Each export will be retained for four (4) weeks. Please note that this additional service is not available for Unit4 People platform Services.

Customer responsibilities for this additional service offering include:

- Customer access responsibility – control who has permission to download the export
- Ensuring data privacy during and after download
- Establishing, monitoring and managing the download process
- Restoring or importing the export once downloaded
- Licensing, operating and installing in the Customer's IT infrastructure any applications that will be used in the retrieval process and subsequent use of the export.

13. Wanda, the Digital Assistant

Unit4 ERP CR Solution provides a digital assistant available as an app in Microsoft Teams, Skype and Slack to help the User with administrative tasks.

Wanda the Digital Assistant is managed and delivered as a cloud Service supporting Unit4 SaaS.

Unit4 Identity Services (Unit4 IDS) registered and configured in the cloud for the Customer by Unit4 Cloud is a mandatory prerequisite to provide User authentication against the digital assistant.

The Wanda skills/functionality that are available as an option for ERP CR:

- Absence Assistant
- Balances Assistant
- Payslip Assistant
- Purchasing Assistant
- Tasks Assistant

A functional setup of Unit4 ERP CR is required to support specific digital assistant skills. Support with the activation can be provided at request.

14. Non-Production Environment with production specifications

As an additional Service against additional costs, it is possible to opt for a Non-Production Environments (NPE), that holds the characteristics of an NPE as described in paragraph 4.2 with Production-like specifications.

15. Additional Tools with direct database access

In certain specific cases where Customers' data can be accessed and modified by external tools or add-ons, Customers will have to sign and deliver an additional agreement to Unit4 where they accept the risks of running the tool in their environments.

16. Unit4 ERP Archive SaaS

The Customer who has its Agreement ended can subscribe to the Unit4 ERP Archive SaaS Service. It provides the ability to retrieve Customer's historical data. Read-only access is being granted through two (2) desktop Users. Service Updates and Hot Fixes are going to be applied on a regular basis to safeguard a secure Service whereas Releases are not included. Next to that there's no SLA applicable, nor Support SLAs and/or KPIs.

In order to be able to consume the Archive Service Customer has to be updated to the latest Release and Update.

YES (available / supported):

- Running existing browser templates
- Creating new browser templates (at limited scale).

NOT (not available / not supported):

- Reports performing calculations (batch processes)
- Excelerator and additional tools
- Customisations
- Interfaces/Integrations
- SLA
- Support SLA or KPIs
- SSO/ADFS
- People Platform and Cloud Services.

SCHEDULE A

Localisations by country

Customer ordered localisations will be made available to Customers in the next available maintenance window.

Australia

Engine	SKU	Product name
AU-DE- FINPROC-SAAS	AU-ABA	Australian Domestic Payments (ABA format)
AU-HRPAY-SAAS	AU- AGRPRXAU	Australian tax & healthcare

Austria

Engine	SKU	Product name
AT-FINPROC	DE-AUSTRIANPAYMENTS	Austrian payments (EDIFACT and SEPA)

Belgium

Engine	SKU	Product name
BE-FINPROC-SAAS	BE-BNL-BE	Localisation Belgium - Finance & Procurement
	BE-BNL-FIC	Belgian Fiches
	BNL-BNR	Benelux Report templates
	BNC	Business Common

Denmark

Engine	SKU	Description
DK-FINPROC-SAAS	DK-45CB	MT940 & Statement Utilities
	DK-45NIN	National Insurance Number Validation

Finland

Engine	SKU	Description
FI-FINPROC-SAAS	SE-600008	SEPA payments for Finland
	SE-600099	Solution for Finnish reference codes in invoices
	SE-600117	Remittance advice

France

Engine	SKU	Description
FR-FINPROC-SAAS	FR-FRP	Localisation France - Finance & Procurement

Germany

Engine	SKU	Description
DE-FINPROC-SAAS	DE-ACCOUNT	Account Form with Contra Account
	DE-POSTCODES	Adjustment of German Post Codes
	DE-ASSET	Asset Grid
	DE-BALANCE	Balance Sheets
	DE-EBIL	Electronic balance sheet interface [E-Bilanz]
	DE-UPDATE	DE Update
	DE-USTVA	German electronic tax return
	DE-BBR-Z4	External Economic Transactions (Z4)
	DE-SEPA	German Payments (SEPA)
	DE-LEGALREPORTS	Localized Legal Report
	DE-EXCHANGERATES	Import Exchange Rates
	BNC	Business Common

Ireland

Engine	SKU	Description
IR-FINPROC-SAAS	IR-BKRIE	Bank Statement Load (Irish formats)

Luxembourg

Engine	SKU	Description
LU-FINPROC-SAAS	LU-BNL-LU	Localisation Luxembourg - Finance & Procurement
	BNL-BNR	Benelux Report templates
	BNC	Business Common

Netherlands

Engine	SKU	Description
NL-FINPROC-SAAS	NL-BNL-NL	Localisation Dutch - Finance & Procurement

	BNL-BNR	Benelux Report templates
	NL-BBR-XML	Business Reporting (XML Auditfile)
	BNC	Business Common

Canada

Engine	SKU	Description
CA-FINPROC-SAAS	NA-NAF01	AP Remittance advice with email split
	NA-NAF02	AR Direct Debit Notices with Email Split
	NA-NAF03	Aged AR/AP - Consolidated report
	NA-NAF04	Currency exchange rate update
	NA-NAF05	Cheque Sort for AP/AR
	NA-NAF06	Manual cheques to cheque register
	NA-NAF13	Positive Pay Extract
	NA-NAF14	Quick checks
	CA-NAF15	CPA006 Compliant cheques
	NA-NAF17	Postal code screen mixed case
	CA-NAF18	Financials report of payments for Canada Revenue Agency (T4A GL)
	NA-NAF21	BAI2 Bank Statement Import
	NA-NAF22	EFTs - Electronic Funds Transfers: direct deposit and direct debit
CA-HRPAY - SAAS	NA-NAP05	NA Payslips
	NA-NAP06	New hires report
	NA-NAP08	Employer Number Validation
	NA-NAP09	Format Social Security Numbers/Social Insurance Numbers
	NA-NAP10	Record of Employment
	CA-NAP13	Workers Compensation Module (Worksafe BC interface)
	CA-NAP20	Canada Payroll tax engine
	CA-NAP21	Relevé 1 Report
	CA-NAP22	T4 Report
	CA-NAP23	T4A Report

USA

Engine	SKU	Description
US-FINPROC-SAAS	NA-NAF01	AP Remittance advice with email split
	NA-NAF02	AR Direct Debit Notices with Email Split
	NA-NAF03	Aged AR/AP - Consolidated report
	NA-NAF04	Currency exchange rate update
	NA-NAF05	Cheque Sort for AP/AR
	NA-NAF06	Manual cheques to cheque register
	NA-NAF13	Positive Pay Extract
	NA-NAF14	Quick checks
	NA-NAF17	Postal code screen mixed case
	US-NAF19	1099 Reports
	NA-NAF21	BAI2 Bank Statement Import
	NA-NAF22	EFTs (Electronic Funds Transfers: direct deposit and direct debit
US-HRPAY - SAAS	NA-NAP05	NA Payslips
	NA-NAP06	New hires report
	NA-NAP08	Employer Number Validation
	NA-NAP09	Format Social Security Numbers/Social Insurance Numbers
	US-NAP15	1094C 1095C (ACA) Report
	US-NAP16	941 Report
	US-NAP17	W2 Report
	US-NAP18	State Quarterly UI Wage Reports
	NA-NAP10	Record of Employment
	US-NAP12	Washington PERS Report
	US-NAP19	1099R Payroll Report

Norway

Engine	SKU	Description
NO-FINPROC-SAAS	NO-FN06	Import of exchange rates
	NO-FN16	CU08 OCR Innlesing
	NO-FN17	Local government specific reports
	NO-FN18	Cash accounting
	NO-FN19	Central government reporting
	NO-FN21	Year End
	NO-FN23	Norwegian Direct Debit
	NO-FN24	Norwegian Telepay
	NO-FN26	Digital Tax Report
	NO-FN27	SEPA (ISO20022)
	NO-XN04	Invoice templates/layouts
	NO-XN07	NO Statutory reports
	NO-XN08	LoadSysData
	NO-XN14	Integration ALTINN portal
	NO-BBR-SAFT	Standard Audit File for Tax Norway (SAF-T)
	NO-BBR-VAT	Norwegian Tax
	BNC	Business Common
NO-HRPAY - SAAS	NO-HN24	Pension OTP
	NO-HN25	Year End
	NO-HN28	Payroll Statistics KS
	NO-HN29	Payroll Statistics MBL
	NO-HN32	Absence Statistics
	NO-HN33	Absence Statistics Local Government
	NO-HN41	Pension reporting for Local Government and Health Sector (KLP)
	NO-HN42	Pension calculation and reporting for Association for seafarers (PTS)
	NO-HN45	Payroll Alerts
	NO-HN46	NO Payslips

	NO-HN49	Report of payment from the employee to various associations/unions.
	NO-HN50	Calculate settlement holiday pay to employees (PR29).
	NO-HN51	Report of payment from the employee to local governments Association of education (UTD).
	NO-HN53	Calculation of sick pay rate
	NO-HN54	Report of travel expenses to the employees.
	NO-HN59	Pension calculation and reporting for Central Government (SPK).
	NO-HN60	A-melding - Central Payroll reporting
	NO-HN63	Flexible Doc Archive
	NO-HN64	Norwegian Tax and social security contributions
	NO-HN65	PR24 Pay seniority calculation
	NO-HN66	Digital medical note
	NO-HN68	E-Tax card
	NO-XN13	Altinn Gateway

Spain

Engine	SKU	Description
ES-FINPROC-SAAS	ES-SP-FIN	ES-localisation Financials (Fiscal Reports)
	ES-SP-SEP	ES-localisation Financials (SEPA)
	ES-SP-LOG	ES-localisation Procurement
	ES-BBR-SII	Business Reporting - Suministro Inmediato de Informacion (SII)
	BNC	Business Common

Sweden

Engine	SKU	Description
SE-FINPROC-SAAS	SE-L46ARC	Standard Swedish report templates
	SE-L46ARW-8	AP Payment report format bbfsb
	SE-L46ARW-9	AP Payment report format base
	SE-L46ARW-10	Payment report format pase
	SE-L46ARW-11	Payment report containing "bbse-arw" payments
	SE-L46ARW-12	Payment report format UTLI
	SE-L46ARW-13	Payment report correcting bank statement
	SE-L46ARW-14	Payment report format pbse
	SE-L46ARW -15	Payment report containing "Match-error" payments
	SE-L46ARW -16	Report compressed payment acknowledgement
	SE-L46ARW -17	Report compressed payment proposal
	SE-600013	Import of exchange rates
	SE-600045	Payment solution for Swedbank
	SE-600046	Payment solution for Swedbank
	SE-600049	Detailed trigger report
	SE-600071	Adjusted verification report
	SE-600072	Report – general ledger transactions (per dim)
	SE-600074	Report – Account rules
	SE-600075	Report – Value Matrix Content
	SE-600096	Sveorder
	SE-600097	Fixed assets – distribution of depreciation
	SE-600118	Additional controls of fields in AR/AP/SO
	SE-600135	Invoice Export Transformation
	SE-600136	Invoice Import Transformation
	SE-L46AG001	Import of Postal codes
	SE-L46AG002	Solution handling "counterpart"
	SE-L46AG003	Transactions file for Central Government
	SE-L46AG006	Agresso Installer

	SE-L46AP001	Handling of confidential invoices
	SE-L46AP003	SEPA/ISO20022xml
	SE-L46AR001	AR and Direct Debit payments
	SE-L46AT	Asset Management Reports
	SE-L46CB001	Bank statements processing
	SE-L46GL0301	Report - Balance and Income state for Government authorities (landscape)
	SE-L46GL0302	Report- Income statement for Government authorities (portrait)
	SE-L46GL0303	Report - Balance Sheet for Government authorities (portrait)
	SE-L46GL0701	Program handling certain tax deductions. Legal requirement for certain types of activities.
	SE-L46GL0901	Report - Trial balance sheet aggregation on two-digit level (Government authorities)
	SE-L46GL0902	Report - Trial balance sheet aggregation on three-digit level (Government authorities)
	SE-L46GL0903	report- Trial balance with IB (Government authorities)
	SE-L46TFI00401	Solution handling tax requirements for Facility Management
	SE-L46VP101	Solution controlling tax requirements in VP10
	SE-L46SU0701	Warning list credit notes
SE-HRPAY -SAAS	SE-L46HS0101	Extra control in Resource Master File
	SE-L46HS0103	Ending an employment
	SE-L46KI0101	Solution for salary payments through direct payment with Bankgirot in Sweden.
	SE-L46PR0101	Solution that calculates extra deductions in certain situations.
	SE-L46PR0102	Salary payment to banks
	SE-L46PR0106	Year-end script - is updated each year
	SE-L46PR0201	Extra information on P&D register
	SE-L46PR0202	Salary specification
	SE-L46PRS0401	XML File
	SE-L46PRS2101	Statistics report for Private Sector
	SE-L46PS0901	Extra controls for absence
	SE-L46PS1401	Solution enabling correct absence deductions over weekends
	SE-L46TS2002	Recalculation of absence
	SE-AGRPR3SE	Employer report package containing various solutions for employer reporting:

		<ul style="list-style-type: none"> - SE-PRS04: Employer report to Central Tax Authority - SE-PRS05: Information request from Central Tax Authority (output) - SE-PRS6: Information request from Central Tax Authority (input)
	SE-AGRPR4SE	<p>Statistical reporting package containing various statistical reports:</p> <ul style="list-style-type: none"> - SE-PRS21: Salary statistics (SCB, KLP) - SE-PRS24: Salary statistics SCB, KSP - SE-PRS25: Report salaries statistics (SLP) to SCB/SN - SE-PRS27: Conjecture Statistics, local and regional authority - SE-PRS31: Statistics Sickleave - SE-PRS32: Statistics Absence due to sickness - SE-PRS35: member report to confederation of Swedish Enterprise - SE-PRS45: November statistics, local and regional authorities - SE-PRS46: Short term employment Public sector - SE-PRS47: Short term statistics salaries, public sector - SE-PRS54: Statistics Related to salaries - SE-PRS55: Labour costs (LCS)
	SE-AGRPSSE	<p>Personnel Management package containing various solutions for personnel management reporting:</p> <ul style="list-style-type: none"> - SE-PRS07: Sick leave report - SE-PRS17: Journal overtime - SE-PRS20: Report showing Law on employment - SE-PRS26: Certificate of employment - SE-PRS36: Incentive wage allocation list - SE-PRS37: Contract payroll - SE-PRS51: Rehabilitation statistics - SE-PRS52: Absence statistics
	SE-Agrprse	<p>Holiday package containing various solutions for holiday calculation and reporting:</p> <ul style="list-style-type: none"> - SE-PRS09: holiday calculation - SE-PRS14: Holiday salary local authority - SE-PRS16: Semesterskuld Kollektiv (Holiday debt) - SE-PRS18: Semesterskuldlista (Holiday debt) - SE-PRS19: Holiday report Local authority - SE-PRS29: Semesterberäkning (Holiday calculation) - SE-PRS44: Holiday salary, private schools
	SE-AGRPR2SE	<p>Pension Package that contains various solutions for Swedish pension reporting:</p> <ul style="list-style-type: none"> - SE-PRS23: Salary statistics FORA - SE-PRS28: Pension report local authority - SE-PRS33: Reporting FORA - SE-PRS39: Pension report to Collectum - SE-PRS49: Pension Report
	SE-PRS100	PAYE return on individual level
	SE-SEMSK	Holiday debt report local authorities
	SE-TAXSE	Tax report Sweden

United Kingdom

Engine	SKU	Description
UK-FINPROC-SAAS	UK-ARM	AP/AR Automatic Allocation
	UK-BRI	Bank Statement Load
	UK-DDS	UK Direct Debits
	UK-CIS	Construction Industry Scheme (CIS)
	UK-HMRC	HMRC Message Centre
	UK-LDR	Legal debt recovery
	UK-LRE	Receipt printing
	UK-PSP	Periodic Supplier payments
	UK-VRN	VRN validation
	UK-BBR-VAT	Electronic VAT return filing to HMRC (UK Making Tax Digital)
	BNC	Business Common
	UK-NFI	National Fraud initiative
UK-HRPAY-SAAS	UK-PAY	HR-Payroll localisation (including PAYE Message Processor)
	UK-HEAS	HESA - part of UK Payroll
	UK-HMRC	HMRC Message Centre
	UK-AUNER	Pension Auto-Enrolment

SCHEDULE B

Unit4 ERP CR Solution Add-ons available for SaaS Shared delivery model

The solutions listed below are validated and proven solutions to support certain business processes for a country (or multiple countries) in a SaaS shared environment. Customer-ordered Add-ons will be made available to Customers in the next available maintenance window.

SKU	Country	Product name
UK-DLOAD	ALL	Data Load
FPI	ALL	Flexible Project Invoicing
DK-EN53	DK	E-Invoicing via EHF standard
UK-AAM	UKI	UNIT4 Award Management plug-in
UK-BSCV	UKI	Bank Account and Sort Code validation
UK-DB	UKI	Delegated Banking
UK-BIF	ALL	Batch Input Formatter (Excel plug-in)
UK-ETL	ALL	ETL ¹⁸
UK-GIS	ALL	UK copy attribute
NO-FN13	NO	eGiro Incoming Payments (CREMUL)
NO-EN53	ALL	Incoming Electronic Invoices EHF
NO-EN54	ALL	Outgoing Electronic Invoices EHF
NO-EN57	NO	Outgoing Invoices B2C
NO-EN58	NO	DMK - Digital Multi Kanal
NO-EN85CG	NO	EHF Adapter Cap Gemini
NO-EN85E	NO	EHF Adapter Evry
NO-EN85ER	NO	VEFA REST Adapter EVRY (ISO20022 payments via Peppol)
NO-EN85I	NO	EHF Adapter Itella
NO-EN85N	NO	EHF Adapter Nets
NO-EN85P	NO	EHF Adapter Pagero
NO-EN85U	NO	EHF Adapter UNIT4

¹⁸ Additional Customisations are required to add Customer specific integration capabilities.

NO-EN86	NO	Filemover Service
NO-EN20	NO	eProcurement Integration
NO-HN57	NO	HR Reporting
NO-PN03	NO	Batch import of hours
NO-PN04	NO	Investment Module
NO-XN10	NO	Import of fixed payment transactions
DE-IDEA	DE	IDEA-Exporter (GDPdU)
DE-RECURRING	DE	Recurring entries
NL-BBR-XML	BNL	XML Audit file Netherlands
NA-NAF16	NA	CheckScribe interface
NA-NAP01	NA	Mass Resource Reopening screen
NA-NAP02	NA	Multiple Pay Period Type Processing
NA-NAP04	NA	Report Order Resource List
SE-L46TT0201	SE	Travel Expense specification
SE-600004	NO/SE	Periodic incoming electronic invoices
SE-600009	SE	Handling e-invoices for private recipients - updating Accounts Receivable
SE-600027	SE	Integration HRM
SE-600023	SE	Field Force Integration
SE-600026	SE	HR employment
SE-600027	SE	Integration HRM
SE-600028	SE	E-Procurement Add-on Sweden ¹⁹
SE-600044	SE	Extended validation of timecodes on timesheet entry
SE-600056	SE	Register lunchtime in timesheet
SE-600060	SE	Reports for accountancy (SIE export/import)
SE-600069	SE	Integration solution for schedule and time
SE-600085	SE	Automatic handling of confidential e-invoices
SE-600089	SE	Special offers accounts receivable

¹⁹ Only available via Nordic DC or SaaS Dedicated delivery model. Additional Customisations are required to add Customer specific integration capabilities.

SE-600092	SE	Doubtful debts
SE-600093	SE	Payment Files explorer
SE-600095	SE	MAP integration
SE-600119	SE	SFTI Punch Out with Single Sign on
SE-600125	SE	Integration Readsoft OnLine
SE-600132	SE	Transfer of assets between clients
SE- 600133	SE	Internal electronic invoices
SE-600385	SE	Svekatalog ²⁰
SE-L46SU0703	SE	Report handling payments from multiple clients
SE-L46AP004	SE	Accounting information on e-invoices
SE-L46AR002	SE	Debt-recovery
SE-L46CS0501	SE	Report - customer/supplier balance specification compressed (CU05 and SU05)
SE-L46EI0101	SE	Stylesheet for EI02
SE-L46HS0401	SE	Completes the process of transferring time to Payroll from Project
SE-L46PR0103	SE	Report specifying which positions a resource has had
SE-L46PR0104	SE	Analysis of salary
SE-L46PR0105	SE	Analysis of salary
SE-L46PS0101	SE	Clearing/deleting certain reports
SE-L46SU0703	SE	Report – handling payments from multiple clients
SE-L46SU1201	SE	Extended length of a filename
SE-L46TT0201	SE	Travel Expense specification
DK-45FN13	DK	Cremul
DK-45XLK	ALL	Extended links
FR-FM23	ALL	Interface exchange rates Minefi and Reuters
BNL-EBS	BEN – DE	Electronic Bank Statements
UK-EPROC	UK	E procurement - Punchout and E-Invoicing ²¹

²⁰ Only available via Nordic DC and in combination with SE-600028.

²¹ Available via Nordic DC and in combination with SE-600028.

SCHEDULE D

Glossary and Technical Acronyms

Unless defined in the tables below, capitalised words and phrases have the meaning given to them in Unit4's General Terms of Business or Unit4 Support Terms (found on www.unit4.com/terms).

Glossary

Term	Definition
Account Administrator	an appropriate and qualified Business User who will have administrative level control for creation, maintenance and deletion of Accounts providing access to the Unit4 Product.
Archive Service	a Unit4 SaaS additional Service that provides the Customer with the ability to retrieve its historical data.
Cloud Customer ID code	A unique Cloud Customer identifier.
Customisation Object	the product of any Customisation being any code change (for example AG16 or ACT) or other database object not created using the changing of standard Unit4 Product menus and functionality.
Document Archive	Repository of file attachments in ERP.
Localisation	a Unit4 Product developed for strategic territories and verticals that secures legal, statutory and market standard requirements in that territory or vertical.
Multi-Tenant	a single instance of Unit4 SaaS including its supporting infrastructure which serves multiple Customers.
Record	a data record stored within a Customer's database (for example a line in a timesheet).
Service Restore	the time it takes Unit4 to perform the restoration of a recent Production Environment back-up (at the request of the Customer).
Transaction	the creation or modification of a Record.

Technical Acronyms

Acronym	Full Name
ACT	Advanced Customisation Tools (Unit4 ERP only)
ADFS	Active Directory Federation Services
AES	Advanced Encryption Standard
API	Application Program Interface (e.g., web services)
ARC	Agresso Reporting Tool (Unit4 ERP only)
ERP	Enterprise Resource Planning
FTP	File Transfer Protocol
HTML	Hyper Text Markup Language
HTTPS	Hypertext Transfer Protocol Secure
IdP	Identity Provider
Kbps	Kilobits Per Second
NPE	Non-Production Environment
PCI DSS	Payment Card Industry – Data Security Standard
PE	Production Environment
SFTP	Secure File Transfer Protocol
SHA-2 RSA	Secure Hash Algorithm (number 2) and RSA encryption Algorithm
SLA	Service Level Agreement
SOC	Service Organization Controls
SQL	Structured Query Language
TLS	Transport Layer Security Encryption
URL	Uniform Resource Locator (a web address)
VPN	Virtual Private Network
WIP	Work In Progress
XML	Extensible Markup Language