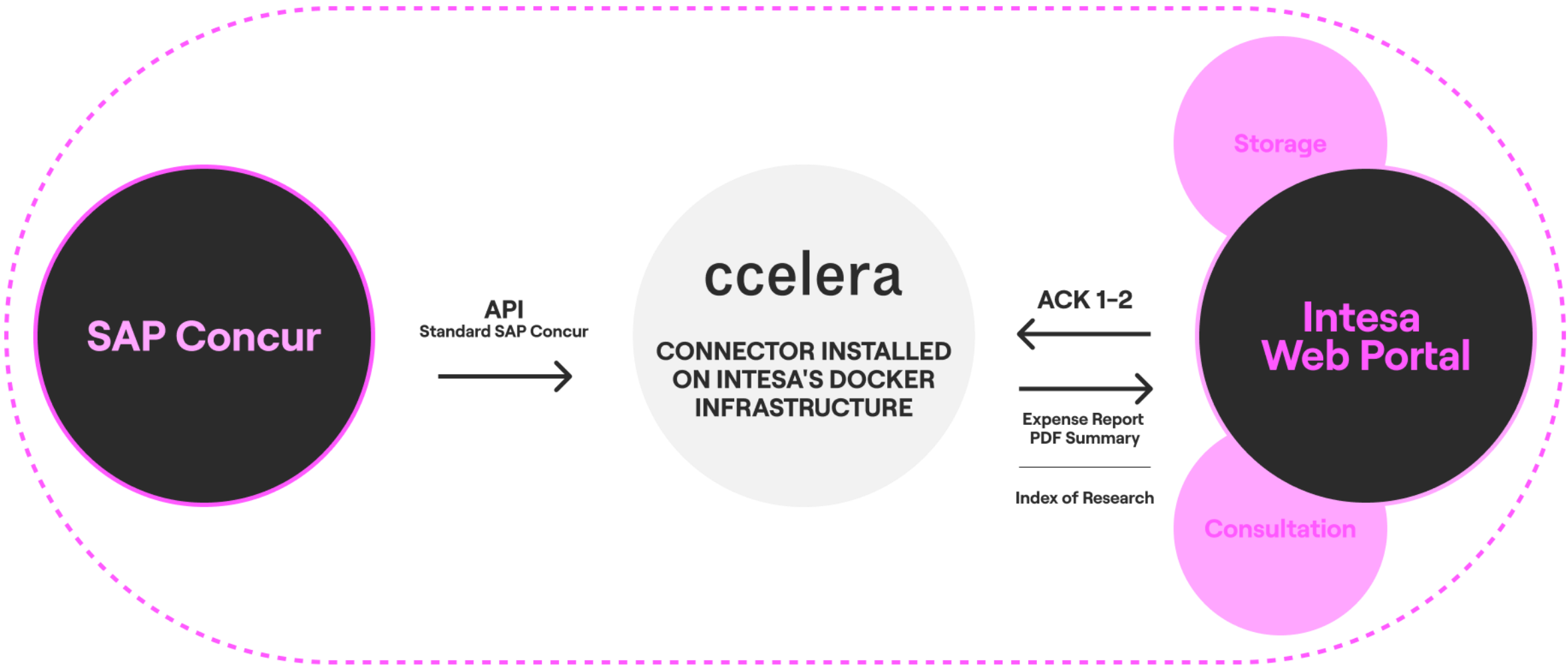


ccelera

Ccelera Expense Preservation

Scope of Work

- ✓ Architecture & Integrations: overall process
- ✓ Connector activities
- ✓ Solution's benefits
- ✓ Prerequisites, Assumptions & Exclusions



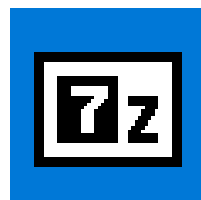
Connector Activities

CONNECTOR

1. Reading expense report data (xml data + images) from SAP Concur in cloud via standard API, index collection (flat CSV format);
2. Generating PDF summary output including expense report data and receipts;
3. Consolidation of PDF files and metadata file and send via zipper to Intesa platform via WS;

TRUSTEDDOC (standard service)

1. Receiving files on Intesa platform and preingest checks on the stream;
2. Processing, creation of mandatory metadata structure and deposit into preservation;
3. Generation of storage packages and affixing of time stamp and seal of the Registrar;
4. Publication for consulting on the Intesa portal



The proposed end-to-end solution envisages that both the Substitute Preservation (Intesa) and Expense Preservation addon (Ccelera) layers are delivered, managed and maintained in SaaS mode within the same infrastructure, specifically within the Data Centers owned by Intesa.

With this delivery mode, where the End Customer benefits from a single service vs Intesa, it follows that:

- the End Customer is not required to provide hardware and/or OS resources that must meet specific technical requirements (they would be the responsibility of the customer in terms of both installation and management and maintenance over time);
- the End Customer is not required to configure communication routes at the Networking level between its infrastructure and SAP Concur / Intesa systems, or in general any activity related to security aspects;
- the End Customer has a single point of contact on the ccelera side for all the services provided, both for the technical aspects of integration vs SAP Concur (addon), and for all the Electronic Storage services in scope;

The implemented addon has been realized to be able to be published on a Docker infrastructure for the benefit of:

- greater flexibility in the event of a request for new evolutions and customizations by the End Customer -> is in fact supported the possibility of implementing ad hoc design evolutions, against appropriate analysis and commercial agreements;
- ensure compliance with Intesa best-practices, which currently leverages this type of software infrastructure for the delivery of proprietary services within Data Centers;
- standardize and speed up the software publication (deployment) process;

Prerequisites:

- The Customer has subscribed to Concur Expense for the Professional version;
- The PDF gen functionality is active in SAP Concur;
- Availability of SAP Concur's Dev/Test environment (preferred, but not mandatory);
- Availability of SAP Concur App Center

Assumptions:

SAP Concur contains all useful data

All legal entities are managed in a single SAP Concur entity

Activation of a single connector for all the digital provider, with the definition of the same template for metadata and pdf, with sending via API

Execution: connector job will be executed as desired (daily, weekly or monthly) for data extraction and sending to Digital Providers preservation platform through API channel

Customer validation for legal/fiscal requirement

Exclusions:

- Integration of external data into SAP Concur
- Anything not explicit specified in the activities within the project scope.

