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Partner Royalty Payment Policy

Background

Development partners to Configura may have an agreement whereby the partner can collect a royalty based on Publishing Program (Extension publishing), Stage and CET Licenses paid by manufacturers where the partner has acted as the prime service provider.

This document aims to describe the different steps and responsibilities to managing the tracking and administration of these associated royalty payments.

Process Overview

Administration and payment of these royalties is managed in accordance with a process involving the three parties; Development Partner, Configura Partner Manager, Configura Finance Department.

The Development Partner is always responsible to trigger any royalty payment and to issue the invoices for those payments.

Step-by-Step Procedure

Publishing Program (Extension publishing) 1	Stage	Occasion / Action	Responsible
1 Customer 'manufacturer registered in MyConfigura Partner 2 Customer signs CETRPL Customer 3 Issue Royalty invoice to Configura ² Partner 4 Confirm amount and approve royalty invoice Configura Partner Manager 5 Confirm underlying extension publishing invoice has been paid by customer Payment of royalty invoice to partner Configura Finance 6 Payment of royalty invoice to partner Configura Finance Stage 1 Customer manufacturer registered in MyConfigura Partner 2 Customer signs CETRPL Customer 3 Customer starts trial by signing up for Stage Customer 4 Issue Royalty invoice to Configura ³ Partner 5 Confirm amount and approve royalty invoice Configura Partner Manager 6 Confirm underlying Stage invoice has been paid by customer Configura Finance Payment of royalty invoice to partner Configura Finance CET License Sales 1 At 12-month anniversary of the original availability ⁴ of the extension Partner to notify Configura Partner Manager that CET License Royalty is due and to include approximate number of CET Licenses and industry edition 2 Assess number of CET licenses, industry edition, value base and payment status Notify Partner to issue invoice with number of CET licenses, royalty value and any other required information Partner Manager			
3 Issue Royalty invoice to Configura ²			Partner
4 Confirm amount and approve royalty invoice 5 Configura Partner Manager 5 Confirm underlying extension publishing invoice has been paid by customer 6 Payment of royalty invoice to partner Configura Finance Stage 1 Customer manufacturer registered in MyConfigura Partner 2 Customer signs CETRPL Customer 3 Customer starts trial by signing up for Stage Customer 4 Issue Royalty invoice to Configura Partner 5 Confirm amount and approve royalty invoice Configura Partner Manager 6 Confirm underlying Stage invoice has been paid by customer Payment of royalty invoice to partner Configura Finance Payment of royalty invoice to partner CET License Sales 1 At 12-month anniversary of the original availability of the extension Partner to notify Configura Partner Manager that CET License Royalty is due and to include approximate number of CET licenses and industry edition 2 Assess number of CET licenses, industry edition, value base and payment status Notify Partner to issue invoice with number of CET licenses, royalty value and any other required information Configura Partner Manager Partner Manager	2	Customer signs CETRPL	Customer
Partner Manager	3	Issue Royalty invoice to Configura ²	Partner
Stage 1 Customer manufacturer registered in MyConfigura 5 Confirm underlying extension publishing invoice has been paid by customer 6 Payment of royalty invoice to partner Configura Finance Stage 1 Customer manufacturer registered in MyConfigura Partner 2 Customer signs CETRPL Customer 3 Customer starts trial by signing up for Stage Customer 4 Issue Royalty invoice to Configura ³ Partner 5 Confirm amount and approve royalty invoice Configura Partner Manager 6 Confirm underlying Stage invoice has been paid by customer Configura Finance Payment of royalty invoice to partner Configura Finance CET License Sales 1 At 12-month anniversary of the original availability ⁴ of the extension Partner to notify Configura Partner Manager that CET License Royalty is due and to include approximate number of CET licenses and industry edition 2 Assess number of CET licenses, industry edition, value base and payment status Notify Partner to issue invoice with number of CET licenses, royalty value and any other required information Configura Partner Manager	4	Confirm amount and approve royalty invoice	Configura
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Customer manufacturer registered in MyConfigura Partner	6	Payment of royalty invoice to partner	Configura
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	4	Issue Royalty invoice to Configura	

 $^{^{\}rm 1}$ Could also be referred to as the Manufacturer or Extension Owner

 $^{^2}$ Note: Although Customers pay Publishing quarterly the royalty is paid on the full year $\underline{\text{fixed}}$ fee

 $^{^3}$ Note: Although Customers pay Stage pro-rated the royalty is paid on the full year $\underline{\text{fixed}}$ fee

⁴ Defined as the original date for publishing of the customers extension

5	Confirm amount and approve royalty invoice	Configura
		Partner
		Manager
6	Payment of royalty invoice to partner	Configura
		Finance
7	At 24-month anniversary of the original availability of the	Partner
	extension Partner to notify Configura Partner Manager that CET	
	License Royalty is due and include approximate number of CET	
	licenses and industry edition	
8	Repeat steps 2-6	

General Terms

Timing

- It is essential that royalties are incurred and paid in reasonable vicinity to the actual occurrence of the underlying event triggering the earned royalty.
- Configura will only pay royalties where the request (invoice) is received by Configura within
 90 days of the event.

<u>Payment</u>

o Payment of royalty is only made after the customer has paid the corresponding invoice.

Tax Responsibility

- For payments made by Configura to Partner, the partner is solely responsible for paying all taxes, including but not limited to sales, federal, state, local sales, use, excise, valueadded, privilege, or other governmental charges.
- The partner agrees to indemnify and hold CSAB harmless from any violations or breaches of this section.

Required Information

- Royalty invoice issued to Configura CET AB
- One royalty invoice per manufacturer and royalty type
- o All invoices to be sent to: ap.cet@configura.com with cc to partners@configura.com
- When submitting a request for royalty (invoice) the following information must be clearly visible.
 - a. What manufacturer the royalty is related to
 - b. What type of royalty Extension Publishing, Stage, CET License sale year 1, CET License sale year 2

Contact Information

Configura Partner Manager

o partners@configura.com

Configura Finance

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