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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

Stage	Occasion / Action	Responsible
Publishing Program (Extension publishing)		
1	Customer¹ manufacturer registered in MyConfigura	Partner
2	Customer signs CETRPL	Customer
3	Issue Royalty invoice to Configura²	Partner
4	Confirm amount and approve royalty invoice	Configura Partner Manager
5	Confirm underlying extension publishing invoice has been paid by customer	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 Configura³	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 availability⁴ 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	Partner
2	Assess number of CET licenses, industry edition, value base and payment status	Configura Partner Manager
3	Notify Partner to issue invoice with number of CET licenses, royalty value and any other required information	Configura Partner Manager
4	Issue Royalty invoice to Configura	Partner

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 fixed fee

³ Note: Although Customers pay Stage pro-rated the royalty is paid on the full year fixed fee

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

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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 extension Partner to notify Configura Partner Manager that CET License Royalty is due and include approximate number of CET licenses and industry edition	Partner
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.

Payment

- 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, value-added, 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
- 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

- partners@configura.com

Configura Finance

- Mikaela Weider, Accountant Configura CET AB
 - a. mikaela.weider@configura.com
- Configura CET AB
 - Box 306
 - 581 02 Linköping
 - VAT: SE556693971501