



This Conga Contracts Accelerator Add-On Amendment (“**Add-On Amendment**”) is entered between Customer (“**Customer**”) and Apttus Corporation (“**Conga**”) and shall supplement the Conga Contracts Accelerator Statement of Work, (“**SOW**”) as described in the applicable Order. This Add-On Amendment is issued pursuant to the Professional Services Terms, or similar professional services agreement (collectively, “**PS Terms**”), attached to the Master Services Agreement, or similar subscription agreement (collectively, “**MSA**”), by and between the parties. In the absence of existing PS Terms between the parties, this Add-On Amendment shall be governed by the Professional Services Terms located at: <https://legal.conga.com/#professional-services-terms>.

All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the MSA, Order, or SOW, respectively.

**Whereas**, Customer wishes to have Conga provide additional Professional Services pursuant to the SOW and this Add-On Amendment;

**Whereas**, each type of Add-On Amendment, as identified on the applicable Order between Conga and Customer, is identified below. For clarity, not all Add-On criteria listed herein shall apply to Customer.

- Conga Contracts Advanced Repository Accelerator Add-On
- Conga Contracts Request Form Accelerator Add-On
- Conga Contracts Basic Contract Templates Accelerator Add-On
- Conga Contracts Complex Contract Templates Accelerator Add-On
- Conga Contracts, Contract Flow Accelerator Add-On
- Conga Contracts eSignature Accelerator Add-On
- Conga Contracts SSO Accelerator Add-On
- Conga Contracts Data Migration Accelerator Add-On

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties to add the applicable Add-on terms below as follows:

#### **Conga Contracts Advanced Repository Accelerator Add-On**

1. Up to 2 Company Groups and up to 20 Contract Groups
2. Up to 15 additional fields
  - a. Up to 30 profile rules across Company and Contract objects

#### **Conga Contracts Request Form Accelerator Add-On**

For each additional Request Form, Conga PS will configure the following scope:

Request Form Creation

1. Contract Request deliverables include:
  - a. 2 Request form including:
    - i. Up to 10 User-defined fields per Request Form;
    - ii. User-defined fields must be selected from existing fields on the Company or Contract object;
    - iii. Set up of self-service request or out-of-the-box request approval process
    - iv. Total of 3 Profile Rules with up to 2 conditions and 5 actions each
    - v. Profile rules can apply to single fields or multiple fields

#### **Conga Contracts Basic Contract Templates Accelerator Add-On**



For each additional Template, Conga PS will configure the following scope:

**Basic Template Creation**

1. Contract Template deliverables include:
  - a. Contract Template creation:
    - i. Up to 8 pages per template
    - ii. Up to 15 merge fields per template
    - iii. Clauses and questions are out of scope for the basic template

**Conga Contracts Complex Contract Templates Accelerator Add-On**

For each additional Template, Conga PS will configure the following scope:

**Complex Template Creation**

1. Contract Template deliverables include:
  - a. Contract Template creation:
    - i. Up to 30 pages
    - ii. Up to 30 merge fields per template
    - iii. Up to 15 clauses per template
    - iv. Up to 5 questions per template
  - b. Configuration of the Clause Library
    - i. Up to 15 Clauses
    - ii. Up to 5 Clause Types
    - iii. Up to 5 Clause Categories

**Conga Contracts, Contract Flow Accelerator Add-On**

1. Standard Business Process Flow(Contract Flow);
  - a. Flow as predefined by Conga that will include up to;
    - i. 7 Process Stages – supporting contract drafting, internal reviews, negotiation, internal approvals and contract executions (e-sign or wet sign);
    - ii. 16 Action Steps per Stage – supporting: task completion, approvals and automatic notifications;

**Conga Contracts eSignature Accelerator Add-On**

1. Setup one of the following eSignature packages in Salesforce:
  - a. Conga Sign, DocuSign or Adobe Sign
  - b. Add signature tags to all Conga Contract templates listed as in scope
    - i. Up to 2 signers per template

**Conga Contracts SSO Accelerator Add-On**

1. Conga will provide up to 4-hours of support to the customer to advise on the setup of SSO

**Conga Contracts Data Migration Accelerator Add-On**

1. Data Migration
  - a. Conga services will perform a basic data import from the Conga Contracts MS Excel Data Template into: Company Profile, Contract Profile, Contract Documents, and People.



- Up to 10,000 records / documents and 10 custom fields per data record (ex. Company Profile, Contract Profile). Up to 3 test iterations to Stage and 1 to Production.
- i. Creation of new Company and Contract records with related metadata
  - ii. Automatically pull files from a single shared drive and attach associated files to the related records
    - 1. When OCR is enabled in the system, Conga will OCR all the documents upon upload to make them searchable within Conga Contracts
  - iii. Conga will provide training on data cleansing activities and error resolution
- b. Data Migration Assumptions
- i. The Customer will provide 1 consolidated CSV or Excel workbook. Conga will provide a template to assist with the data preparation.
  - iii. The Customer is required to perform the data collection prior to the data import. This includes data extraction from the current system(s).
  - iv. The Customer is required to perform the data cleansing prior to the data import. This includes de-duplication, OCR, and other enrichment activities. Additional data cleansing activities:
    - 1. Parsing name fields. You have “Dr. Owen McClung, Director” stored in your database. You want to create a person from this field. In order to create a person, we have to parse and clean this data to put “Dr” in the Salutation field, “Owen” in the First name field, “McClung” in the Last Name field and “Director” into a title field.
    - 2. You are translating values from an old value to a new value. For example, you have the letter “A” in your legacy data and you want this to appear as “Active” in the new system.
    - 3. You are retiring values, users, etc. For example, you have Contract Managers assigned to Contracts that you don’t want to setup as users in the system.
2. Metadata error resolution is the responsibility of the client. Conga assumes that The Customer will update the spreadsheet to resolve any errors identified after each iteration performed by Conga.