

Statement of Work for
Invoice Processing Automation for Purchasing
Department
Fixed Monthly Billing without MSA

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STATEMENT OF WORK

This Statement of Work (“SOW”) is effective from and is entered into

BETWEEN

Party 1:

[party 1] with its principal office located at
..... (“the Client”).

AND

Party 2:

Happiest Minds Technologies Limited (formerly known as Happiest Minds Technologies Private Limited), a public limited company incorporated under the provisions of the Companies Act, 1956, and having its registered office at #53/1-4, Hosur Main Road, Madivala (Next to Madivala Police Station), Bangalore 560068, Karnataka, INDIA (“**Happiest Minds**”)

WHEREAS, Happiest Minds is engaged in the business of providing services in relation to strategy consulting and software design and development.

WHEREAS, Client has requested that Happiest Minds perform Services (defined below) for it.

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows

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1. Commercial and Technical terms

1.1.Detailed description of the Services covered by the SOW and the exclusions

Automate Invoice Processing for Purchasing Department, including downloading invoices from mailbox, extracting relevant data, matching PO number in Sage application, and entering invoice details into Sage application. Exclusions: Handwritten data, processing of documents in languages other than English, archiving of documents, processing of any other document template other than invoice documents.

1.2.Deliverables and its Specifications

The following deliverables (“Deliverables”) will be prepared by the Happiest Minds project team during the course of this SoW.

<The following mentioned are for reference purpose only. The Project Manager needs to modify it accordingly for his/her project>

#	Deliverable	Owner	Details	Acceptance Required from the Client
1	Detailed Project Plan	Happiest Minds	This document details out the work breakdown structure (WBS) and milestones with target dates and owner. Also, this plan would include expected completion dates for all the dependencies that need to be completed by Client.	<Yes/No>
2	Updated Requirements Document	Happiest Minds	This document will capture updates made to the existing Business Requirements Document.	<Yes/No>
3	Static HTML Prototype (User Interface)	Happiest Minds	The static HTML prototype will depict the user interface of the application.	<Yes/No>
4	Solution Architecture	Happiest Minds	This document will capture the architecture considerations, approach, and solution architecture definition	<Yes/No>
5	System Test cases Document	Happiest Minds	This document will capture the test scenarios and test cases for all the functional capabilities that will delivered	<Yes/No>
6	Tested Code (Application)	Happiest Minds	The application that is ready for user acceptance testing.	<Yes/No>

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1.3.Key Assumptions and Responsibilities

To facilitate the smooth delivery of this engagement, the following assumptions and dependencies to be explicitly documented *Assumptions and Dependencies*

<Mention all the assumptions that were made during and to kick start the project>

Development of bot using Power Automate platform, training of OCR model for data extraction using Nanonets, handling exceptions, maintaining status tracker, and providing weekly status updates. Providing technical and functional clarifications, reviewing activities, resolving issues, risks and dependencies, and reviewing project health, progress made, milestones ahead.

Providing access to developer/project team for virtual machines and any other software/application required, maintaining one mailbox for monitoring incoming invoices, providing invoice samples of each template/vendor type for training the OCR model, providing sample documents during integration testing & UAT phase, handling security aspects like service account creation, any firewall settings, access control for applications, and handling change management.

Ex: Please fill the details about the Working location, Infra Requirements, Software, Hardware tools, Work timings (shift timings), Travel Details about the Expenses like transportation, conveyance and other incidentals.

1.4.Project Team Staffing

< Please provide the details of the staff working on this engagement>

<i>Role of the Resource</i>	<i>Skill Category</i>	<i>Team Size</i>	<i>Start Date</i>	<i>End Date</i>
<i><Test Lead></i>	<i><Selenium></i>	<i><2></i>	<i><1-Jan-2016></i>	<i><31-MR-2016></i>

1.5.Project Governance

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	<i>Minds></i>
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In order to successfully execute the project, it is also important that members for various levels of escalation are identified both from Client and Happiest Minds.

<i>Level of escalation</i>	<i>Happiest Minds</i>	<i>Client</i>
<i>First Level of escalation</i>	<i><Name of the Project Manager></i>	<i><Name of the Project Manager></i>
<i>Second level of Escalation</i>	<i><Name of the Delivery Manager></i>	<i><Name of the Engagement Manager></i>
<i>Third Level of Escalation</i>	<i><Name of the Delivery Head></i>	<i><Name of the Delivery Head></i>

1.6.Fees and pricing assumptions

The monthly fees for this engagement will be as given below.

<The items listed below are for indicative purpose only>

Description	Amount in <Currency>
Professional Services Fee	
Travel, Accommodation etc.	
Total	

The fees mentioned above is exclusive of any applicable taxes. The same will be charged to Client at actuals at the time of submitting the invoice.

The above mentioned fees does not include:

- 1.Fees for services that are not considered in the scope of work
- 2.Cost of hosting infrastructure like Hardware, Operating System, Tools and Database
- 3.Taxes as applicable

Cost of delays in project execution due to unavailability and / or lack of readiness of the Client personnel. Such costs would need to be mutually agreed and charged to Client through the Change Control process.

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1.7.Any other terms and conditions

The cost is exclusive of all levies and taxes that might be applicable including service taxes, sales taxes etc., The cost is exclusive of all the hardware, software licenses costs, Happiest Minds team will be based out of Happiest Minds office in India, No travel cost has been considered, Any change in scope or deviation to the requirements/assumptions will affect our ability to deliver this project in the agreed timelines specified in this document, All payments are due Next 30 days from the date of invoice.

2. General Legal Terms

2.1. During the term of this SOW and for one (1) year thereafter, neither party shall solicit, directly or indirectly, any employee of the other party who was involved in the provision or receipt of the services. This clause shall not restrict a party from hiring employees of the other party who apply unsolicited in response to a general advertising or recruitment campaign.

2.2. In no event, will either party be liable to the other for any indirect, special, consequential, punitive or incidental damages or loss of revenue, loss of data or loss of business or profits, however caused, even if advised of the possibility of such damages and the maximum aggregate liability (whether in contract, tort (including negligence and willful misconduct)) of either party to the other, regardless of the form of claim, shall be limited to the aggregate fees paid or payable to Happiest Minds by the Client under the SOW in the preceding twelve months of the event giving rise to such claim.

2.3. Neither party shall, without the express written consent of the other, make public or otherwise directly or indirectly reveal the contents or existence of this SOW or any confidential information exchanged between parties except to their employees/consultants/advisors who shall undertake a similar duty of confidentiality.

2.4. This SOW shall be construed and governed by the laws of India.

IN WITNESS THEREOF, the parties hereto have caused this SOW to be duly executed by their authorized representatives as of the effective date written above.

Happiest Minds Technologies Limited

Signature

_____ (CLIENT)

Signature

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Print Name:

Title:

Print Name

Title