Attachment 2

Product Fact Sheet

Version 6.1
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Company Confidential

CONTENT

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1 PRODUCT DESCRIPTION

Spendency is a web-based spend analytics tool. It is designed by procurement people for procurement people with a focus on being easy to use and delivering key spend data reports to the procurement function with minimal effort or training required to use it.

Data can be uploaded in CSV format from one or many ERP systems. You can create and maintain a category tree and categorize the spend using easy drag and drop functionality. Spendency also provides easy functionality for creating normalization and data rules.

Spendency guarantees that the Customer can save data for five calendar years and the current year. Thus, a total of up to six years of data.

The information is structured around the categories mentioned above and can be viewed in multiple different views presenting the data based on for example categories and value, suppliers and value, number of transactions, supplier compliance and comparison while based on referred time period.

The information is presented in graphs and tables which are interactive with drill down functionality.

2 FEATURES AND FUNCTIONS

Spendency has two working modes, Administration and Analyzing. In Administrative mode the user structures the data so that the Analyze mode becomes meaningful. The Administrative mode is not accessible for Purchasers and Viewers. In the Analyze mode users can view graphs and drill down into the data to analyze it. The Analyze mode is accessible for all users.

2.1 ADMINISTRATIVE MODE FUNCTIONALITY

2.1.1 User administration

There are five different types of roles in Spendency. See the table below for information on how they differ.

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Description	Ad-min	Upload admin	Category admin	Pur-chaser	Viewer
Manage User permissions (Add or delete users, change user rights)	x				
Change the Configuration of the system (duplicates, finan-cial year etc)	x				
Manage everything in the Master Data part of the system	x				
Import spend files	x	x			
Update existing objects in the Master Data	x	x	x		
Upload files to enrich data in the Master Data	x	x	x		
Categorize spend (incl. configuration of category tree)	x		x		
Manage Agreement data	x		x		
Can contact Spendency's support	x	x	x	x	
Download data to Excel	x		x	x	
Use Spendency Pivot charts	x		x	x	
Deep dive analysis (change information on axis in charts etc)	x		x	x	
Apply filters when analyzing	x		x	x	
Search for Suppliers in the Analyze part	x		x	x	
Create Personal or Shared Dashboards	x		x	x	
Analyze using standard charts and already existing Dash-boards	x		x	x	x
Export charts to various picture formats	x		x	x	x
Change individual language and currency	x		x	x	x

It is possible to restrict what data Purchasers and Viewers can see in the Analyze part of the system by using a Restriction Group. Restriction Groups can be defined to only have access to certain parts of the organization and/or parts of the Category Tree.

2.1.2 Configuration

There are some configuration options in Spendency. The following configurations can be done:

- Select main currency
- Select financial calendar year if deviating from calendar year
- Duplication
    - Identification and elimination of duplications in in-data
    - Configuration of duplication identification rules
- Activate the supplier compliance view
- Configure what attributes for the uploaded data that that should be enabled and whether they should be filterable, analyzable or have their own dashboards in the analyze part of the system

2.1.3 File Management

- Upload financial and enrichment data in CSV format into an adaptable interface. The user can upload any number of files. (File size and storage restrictions – max data size allowed in a single file: 1 GB, max number of rows of transactions in total: 20 million)
- Delete files.

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- Select to activate or deactivate files
- Possibility for automated data upload, see Integrations below

2.1.4 Currency

- Functionality to support input files with different currencies. Currency is converted into by user preferred currency based on average conversion rate per respective month.

2.1.5 Categorization

- Advanced categorization
    - Create mapping rules between GL and category's and subcategories
    - Create rule to exclude post (for example always exclude data post named "intercompany transaction")
    - Create other rules (for example always exclude data post named "late payment interest")
    - Delete rules
- General categorization
    - Create category tree, Spendency recommends 3-4 subcategories but there is no system limitation
    - Create new category
    - Delete category
    - Change name of category
    - Drag and drop suppliers into categories
    - Set up advanced rules how to divide a single supplier's spend into multiple categories using all available data in the system including the use Regex
    - Easy access to information such as project and general ledger code to support categorization
    - Google integration to support categorization
    - Track level of categorization completion

2.1.6 Normalization

- Identification of suppliers with common supplier identification number (i.e. Duns or similar)
- Identification of suppliers with similar names
- Create Meta Names
- Drag and drop suppliers into corresponding Meta Names

2.1.7 AI Categorization and Normalization

The AI -module facilitates normalization and categorization of suppliers. The Customer's own unique category tree has to be mapped against Spendency's master category tree. After completion, the AI Categorization and Normalization module provides suggestions on:

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- Supplier categorization – how a supplier could be categorized in the Customer's category tree.
- Supplier normalization – those suppliers in the Customer's data that can be normalized into a single supplier (e.g. to avoid having multiple variations of spelling for a single supplier).

Spendency displays the conviction of the recommendation and the decision to accept the suggestions remains with the user. It is possible to implement all strong recommendations with the push of a button and leave the other suggestions to be managed individually.

2.1.8 Contracts

- Up-load contract meta data using a defined Excel file structure
- Suppliers and contracts mapped using supplier identification number
- Manual mapping of contracts to suppliers where supplier identification number is missing
- Limit where or when contract is valid

2.1.9 Export

- Export category tree to Excel
- Export categorization rules per supplier to Excel

2.1.10 Integrations

- It is possible to set up an SFTP integration to automate data uploading
- Pre-connected integrations are available with other external systems, contact support@spendency.com to get the full list

2.1.11 Master Data Module

The functionality in the Master Data Module is available to those who have it included in their subscription.

2.1.11.1 Master Data

In Master Data, it is possible to tag or enrich any data that is available in the uploaded spend. It is possible to:

- View the structure of the uploaded data
- Add or delete non-mandatory entities
- Configure the data model for each entity
- Configure what attributes should be enabled and whether they should be filterable, analyzable or have their own dashboards in the analyze part of the system
- Add, delete and edit attributes
- Define and add tags to attributes
- Upload enrichment data and set how it should appear in Analyze

2.1.11.2 Categorization and Analysis at Line Level

- Spendency has a greater capability to store and process the amount of data, and is provided with the ability to upload data with line / text information in the tool, more attributes adapted to this kind of data, and the ability to set categorization rules at a more detailed level

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- This also allows analysis of data on information from line level / text description

2.1.11.3 Data-Driven Categorization Rules

With data-driven rules, it is possible to set rules that applies before rules set on the supplier. These are useful if you have access to line level information, especially if there is a category key associated with the line. With the help of this functionality, it is possible to:

- Upload catalogs from selected suppliers which support categorization
- Apply UNSPSC categorization, or categorization with similar code systems

2.2 Analyze Mode Functionality

The Analyze mode contains the category tree for navigation, supplier search, a multidimensional filter and several view options including:

- Spend per category view
- Spend per supplier view
- Transactions per category/supplier view
- Supplier Compliance view
- Purchase order compliance
- Side-By-Side comparison view

Each view delivers a dashboard with up to nine graphs. Each graph is interactive and can be expanded or drilled down by clicking on it. Each view can be viewed based on a specific month, quarterly or annual data. One can also select comparison data, for example compare to previous month or compare to same month last year.

Data can be exported from the system. The data subset exported is decided by selection of time period, categories and view.

2.2.1 Spend per category view

The Spend per category view contains nine graphs:

- Top spend categories. This graph displays top categories and the spend value per category.
- Percentage of spend per category
- Leaf categories with highest spend
- Categories which spend is increasing the most
- Categories which spend is decreasing the most
- Categories with the greatest number of suppliers
- Categories with the greatest number of transactions
- Spend evolution month by month per category
- Spend waterfall chart

2.2.2 Spend per supplier view

The Spend per supplier view contains nine graphs:

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- Supplier with greatest spend and accumulated percentage of spend
- Percentage of spend per supplier
- Suppliers with the greatest number of transactions and accumulated percentage of transactions
- Number of suppliers that represents 80% of the spend
- Number of suppliers over time (R12)
- Categories increasing the most in terms of number of suppliers
- Number of new suppliers per time unit
- Number of disengaged suppliers per time unit
- Number of suppliers in relations to spend per category

2.2.3 Transactions per category/supplier view

The Transactions per category/supplier view contains seven graphs:

- Categories with the greatest number of transactions and accumulated percent of transactions
- Percentage of transactions per category
- Suppliers with the greatest number of transactions and accumulated percentages of transactions
- Number of suppliers that represents 80% of the transactions
- Categories that have the greatest increase of transactions
- Number of transactions over time
- Number of transactions in relations to spend per category

2.2.4 Supplier compliance view

The Supplier compliance view contains four graphs:

- Supplier compliance per category
- Suppliers on contract
- Spend on contract
- Spend on contract over time

2.2.5 Purchase Order compliance view

The PO compliance view contains four graphs:

- PO compliance per category
- Suppliers on purchase order
- Spend on purchase order
- Spend on purchase order over time

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2.2.6 Side-By-Side comparison view

The Side-By-Side comparison view contains six graphs:

- Data sets with highest spend
- Spend distribution
- Data sets accountable for 80% of spend
- Data sets with most suppliers
- Data sets with most transactions
- Spend waterfall chart

Data sets available for comparison are dependent on available in data and configured by the administrator.

2.2.7 Save and share charts

The system enables users to save charts onto a personal or shared dashboard. Personal dashboards are only accessible for the person who created it whereas shared dashboards can be accessed by all users. Charts that are saved to a dashboard can be locked for a specific category or time period or left open so it adapts according to the current selection for the time and category selector. Once one or more charts have been saved to a dashboard it is possible to:

- Re-order the charts to have them in the desired order
- Re-name the charts
- Delete charts

It is also possible to share a single chart to another using e-mail and without saving it to a dashboard. Then a unique link to the chart in question is sent that the recipient. For security reasons the recipient need Spendency access to be able to access the chart.

2.2.8 Filter

A user can use the filer function to create filters that enables analysis of sub sets of the spend data. The filtration function use data sets from the uploaded data and includes functionality for:

- Filter with single dimension
- Filter with multiple dimensions
- Save filter per user

Data sets available for filtration is configured in the system.

2.2.9 Supplier Search

The supplier search functionality enables a user to search for a specific supplier. The supplier search functionality returns a supplier card that displays the spend pattern over time, who’s buying, invoices, categorization rules, normalization and contract information.

2.2.10 Display currency

The user can select to display the spend data in another currency than the main currency. Over 30 currencies are available to select from.

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3 LANGUAGE

Spendency is available in the following languages:

- Dutch
- English
- German
- Norwegian
- Swedish

4 SYSTEM REQUIREMENTS

- Personal computer connected to the internet
- Internet connection speed of at least 512 kBit/s
- Browser support on Linux, Mac or Windows platforms:
  - Google Chrome
  - Safari 8
  - Firefox
  - Microsoft Edge.
  - Spendency recommends using Chrome or Safari and advice against using IE11.

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