Schedule – Product and Services

Applicable to the following taxonomies:	**ESEF** and **ESG**
Annual Reporting's year(s)	**2023**
Service modality:	**BASIC**

I. INCLUDED SERVICES AND FUNCTIONALITIES

Service/ functionality	Description
Cloud platform	It is delivered as a secure "AS IS" cloud platform. No local installation and/or updates are needed.
Online training material/ FAQ/ knowledgebase - **service**	Access to Supplier's extensive online training material, FAQ, and knowledgebase.
Operational Support 24/7 - **service**	Refers exclusively to the Software being operational.
XBRL Tagger – **function***	Access to Supplier's Excel XBRL templates and Excel XBRL tagger add-in allows Customer to convert and map its report towards the most recent and applicable taxonomy.
Multi-language files – **function***	Access to creating reports in multiple official European languages.
Block tagging of notes and mandatory information – **function***	Access to the block tagging of notes function. The block tagging of notes must be performed by the Customer.
xHTML reporting – **function***	Possibility to convert its non-consolidated subsidiary reports (max 10 entities/reports) that also fall under the bought taxonomy.
TextSearch – **function***	The ability to identify areas in a report to be tagged, based on texts placed in the Excel file used in the conversion process.
FastTrack – **function***	The functionality that allows a user to use .epub files, exported from InDesign to be used in the merging and conversion process of reports to iXBRL reporting packages.
***Functionalities (items ending on "- function"):** all the above functionalities are made available to the Customer "AS IS" and without support from ParsePort. However, support is available to be purchased separately.	

II. AVAILABLE ADD-ONS (to be purchased separately)

Service/ functionality		Description
ParsePort Setup with ParsePort tagging - **service**	Onboarding (two online meetings)	Possibility to schedule two online meetings between the Customer and one of ParsePort's specialist, being the first meeting a training session, and the second meeting a Q&A session. Such meetings can be recorded and forwarded for later review and each meeting will have the maximum duration of one (1) hour. A new meeting can be purchased at any point at ParsePort's current hourly rate if needed or wanted by the Customer. However, **all onboarding must be completed at least one (1) month before Customer's publishing date.**
	Onboarding mapping **service** (1st year)	One-time service performed by ParsePort's highly skilled specialists during the onboarding phase. The onboarding service will be provided based on Customer's latest published annual report. This service further includes one bulk mapping update for any potential new accounts added in the financial statements of the first annual report to be produced using ParsePort's tagging. **Such bulk update must be completed at least fourteen (14) days before Customer's publishing date.**
	Annual Inspection - **service**	Once a year (from year two (2)), and based on the Customer's publishing date, ParsePort will contact the Customer to make sure the Customer has the information needed to file its current year's annual report. The annual inspection must be scheduled by the Customer according to its preference; however, it will only be performed once a year. **The annual Inspection must be completed at least fourteen (14) days before the Customer's publication date.** Report updates according to ESMA taxonomy updates can be done automatically by ParsePort's software, if the Customer has not manually overwritten ParsePort's tagging. Mapping changes for mapping done during Customer's onboarding phase (e.g., due to change of auditor and/or preference), and the addition of new line items by ParsePort are not included.
	Block tagging of notes and mandatory information - **service**	Possibility to request ParsePort to perform the block tagging of notes and mandatory information. In such case, the **Customer must provide the full list of tags to notes no later than fourteen (14) days before the first onboarding meeting.** Based on the list provided by the Customer, ParsePort will set up TextSearch, applying notes definitions and area definition in the Excel template. All block tagging performed by ParsePort will be based on Customer's previous year's annual report.

This Schedule might be subject to modifications due to changes in the applicable laws and regulations for reporting according to the applicable taxonomies. Please contact ParsePort at info@parseport.com for information about different reporting years.

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ParsePort Setup with the reuse of Customer's own tagging - **service**	Onboarding **(two online** meeting**s)**	Possibility to schedule two online meetings between the Customer and one of ParsePort's specialist, being the first meeting a training session, and the second meeting a Q&A session. Such meetings can be recorded and forwarded for later review and each meeting will have the maximum duration of one (1) hour. A new meeting can be purchased at any point at ParsePort's current hourly rate if needed or wanted by the Customer. However**, all onboarding must be completed at least one (1) month before Customer's publishing date.**
	Onboarding mapping **service** (1ˢᵗ year)	One-time service performed by ParsePort's highly skilled specialists during the onboarding phase. The onboarding service will be provided based on Customer's latest published annual report.
	Annual Inspection - **service**	Once a year (from year two (2)), and based on the Customer's publishing date, ParsePort will contact the Customer (by email) to relay any new updates from ESMA (that they need to take into consideration when moving forward). The annual inspection must be scheduled by the Customer according to its preference; however, it will only be performed once a year.
	Block tagging of notes and mandatory information - **service**	**Customer must provide the full list of tags to notes no later than fourteen (14) days before the first onboarding meeting.** Based on the list provided by the Customer, ParsePort will set up TextSearch, applying notes definitions and area definition in the Excel template. All block tagging performed by ParsePort will be based on Customer's previous year annual report.
Interim reporting - **service**		If the Customer is doing voluntary or mandatory interim reports, these can be converted by the Customer. Upon request, ParsePort will do one service check and the mapping of new items with each interim report, ensuring the information is up to date (at the date the check or mapping is performed).
Change of Master Language **- service**		Possibility to have ParsePort creating reports in any other official European language than the first Master Language chosen by the Customer before or during the onboarding phase.
ParsePort suggestion of tagging - **service**		Possibility of requesting ParsePort to fully remap Customer's financial statement and rebuild TextSearch based on Customer's provided full list of tags to notes. **Such service must be requested no later than three (3) weeks before the Customer's publishing date, together with the full list of tags to notes by the Customer.**
Product Support - **service**		Access to Product Support, including validation issues, mapping, and general product-related questions.

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