



## Deployment Description

This document describes the setup assistance service for SAP Business Network Commerce Automation ("Deployment Service") for the following SAP Cloud Services

Cloud Service(s):	SAP Business Network Commerce Automation
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Connection Type(s):	SAP Integration Suite, managed gateway for spend management and SAP Business Network; SAP S/4HANA Cloud Integration; Customer Built Adapter
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Revision Date:	February 2025
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## I. DEFINITIONS

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Capitalized terms used in this Deployment Description that are not defined herein are defined in the SAP Subscription Agreement, GTC, applicable master agreement or Order Form between SAP and Customer or represent the name of Cloud Service features or SAP internal teams.

"SAP Ariba" or "Ariba" or "SAP"	Means the SAP entity identified in the applicable Order Form.
"Cloud Service"	If not otherwise defined in a governing master agreement, means any distinct, subscription-based, hosted, supported, and operated on-demand solution provided by SAP under an Order Form. Cloud Services are sometimes also referred to as "Cloud Services" or the "Service" in SAP contracts and Documentation. As used in this Deployment Description, "Solution" and/or "Cloud Service" refers specifically to the SAP Business Network subscribed to via SAP Business Network Commerce Automation.
"Deployment Description"	This document, which describes the Deployment Service for the Cloud Service.
"Deployment Kick-Off"	The date on which the SAP and Customer core project teams convene to align the entire project team on the goals, scope and approach defined in SAP Deployment Service, as below.
"Deployment Service"	Means the 'setup assistance service for SAP Business Network Commerce Automation' services to be provided by SAP as described in this SAP Business Network Commerce Automation Deployment Description document.
"Go Live"	The date on which live transactions are entered into one single production system.
"Connection Type"	The mechanism by which the Customer is connecting to the SAP Business Network. As used in this Deployment Description, Connection Type refers to the SAP Integration Suite, managed gateway for spend management and SAP Business Network. The Connection Type must be confirmed with the Customer's team in advance of the project kick-off. For clarity, any such connection is not and shall not be deemed to be a part of any Customer system or computing system.
SAP Integration Suite, managed gateway for spend management and SAP Business Network	A managed gateway that facilitates the integration of business processes and data across on-premise and cloud applications, specifically for SAP's spend management solutions and SAP Business Network. In this document can be referred to as the "managed gateway," or the "gateway."
"Scope Item"	Scope items are part of the SAP Best Practices for SAP S/4HANA. Scope items self-contained and bring their own list of building blocks that need to be activated in order to implement the particular scope. It's commonly identified by a combination of letters and numbers, for example 42K. For purposes of this document, the scope item referenced will be the latest available for the integration of the SAP Business Network and SAP S/4HANA Cloud Edition for integrating the scope of transactions described in this Deployment Description.

## II. INTRODUCTION

The Deployment Description provides a high-level overview of the one-time (non-recurring) Deployment Service included with the Cloud Service.

This Deployment Service may not be provided in certain countries, including those which support is not available. Restrictions apply to certain features described within this document regarding the ERP system and middleware in use, as well as required prerequisites, these restrictions are described in detail in the SAP Ariba solutions description guide.

The Deployment Service described in this document are the required SAP services necessary to assist Customers with the set up and initial configuration of the Cloud Service in support of a single system Go Live.

## III. SCOPE OF SAP DEPLOYMENT SERVICE

SAP will provide the Deployment Service below in support of Customer's connection to the SAP Business Network using the Connection Type identified in this Deployment Description. Any change in the specific scope of Deployment Service, including changes to the Connection Type, must be mutually agreed upon by the parties in writing and may be subject to additional fees.

PREPARE PHASE		
The purpose of this phase is to confirm that the scope is defined, and that Customer is ready to start the Services.		
Activities in this Phase	SAP Responsibilities	Customer Responsibilities
Confirm Goals, Scope and Roll Out Plan	<ul style="list-style-type: none"> <li>Conduct Deployment Service overview.</li> </ul>	<ul style="list-style-type: none"> <li>Provide business goals and success metrics.</li> </ul>
	<ul style="list-style-type: none"> <li>Review major Scope Items/Business Processes.</li> <li>Confirm Services scope with Customer.</li> </ul>	<ul style="list-style-type: none"> <li>Make decisions on Deployment Service scope.</li> </ul>
Plan Deployment and Confirm Readiness	<ul style="list-style-type: none"> <li>Assign SAP resources to SAP roles.</li> </ul>	<ul style="list-style-type: none"> <li>Assign Customer resources to Customer roles.</li> <li>Contribute Customer tasks and timing to the sample Deployment Service plan.</li> <li>Define the Deployment Service management and governance framework for the Deployment Service in scope.</li> </ul>
	<ul style="list-style-type: none"> <li>Draft the Deployment Kick-Off presentation and agenda.</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to review and approve the Deployment Kick-Off presentation.</li> <li>Identify and assess Deployment Service impact on other departments and proactively communicate with stakeholders to obtain their support.</li> </ul>
	<ul style="list-style-type: none"> <li>Provide a requirements assessment questionnaire.</li> </ul>	<ul style="list-style-type: none"> <li>Answer all questions in the requirements assessment questionnaire and identify decision makers as necessary.</li> <li>Provide up to date business process flows and requirements documentation.</li> </ul>
	<ul style="list-style-type: none"> <li>Review the requirements assessment questionnaire responses and other business process documentation and confirm Customer is ready to Kick-Off.</li> </ul>	<ul style="list-style-type: none"> <li>Meet all Kick-Off prerequisites.</li> <li>Confirm that Customer's service team will have access to all Customer system environments and tools that will be needed to conduct the Deployment Service.</li> </ul>

EXPLORE PHASE		
The purpose of this phase is to confirm requirements and prepare Customer's technical infrastructure.		
Activities in this Phase	SAP Responsibilities	Customer Responsibilities
Technical Preparation	<ul style="list-style-type: none"> <li>Provide overview of SAP's technical topics and assist Customer to set up SAP integration tools for the Cloud Service.</li> </ul>	<ul style="list-style-type: none"> <li>Install and configure the SAP integration tools, or other Customer middleware, to pass data between the Cloud Service and Customer's ERP and other Customer systems.</li> <li>Determine which integration and authentication methods will be used.</li> </ul>
Deployment Kick-Off	<ul style="list-style-type: none"> <li>Lead Deployment Kick-Off presentations to inform Customer and SAP team on goals, scope, timeline, workstreams and key Deployment Service details.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the Deployment Kick-Off.</li> </ul>
	<ul style="list-style-type: none"> <li>Provide instructions to Customer assigned resources for logging into the test site.</li> </ul>	<ul style="list-style-type: none"> <li>Team members assigned by Customer start learning functionality of the Cloud Service.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>Provide overview of product features and functionality of the Cloud Service.</li> </ul>	<ul style="list-style-type: none"> <li>Attend product features and functionality overview sessions for the Cloud Service.</li> <li>Learn SAP product capabilities and configurability.</li> <li>Hold internal meetings and lead activities needed to finalize requirements decisions.</li> <li>Provide business and technical requirements. Provide context and rationale for requirements as necessary.</li> </ul>
Design	<ul style="list-style-type: none"> <li>Document system configurations.</li> </ul>	<ul style="list-style-type: none"> <li>Make design decisions.</li> <li>Verify system configuration documentation.</li> <li>Document all interfaces between Customer systems and SAP interface specifications.</li> <li>Document all business processes affected by SAP Cloud Services.</li> </ul>

REALIZE PHASE CLOUD SERVICE SETUP TASK		
The purpose of this phase is to configure and test the Cloud Service.		
Responsibilities below apply when SAP Integration Suite, managed gateway for spend management and SAP Business Network add-on for SAP ERP Connection type is selected.		
SAP Responsibilities	Customer Responsibilities	Joint Responsibilities
<ul style="list-style-type: none"> <li>Provide education for the Customer's project team regarding SAP Business Network Commerce Automation architecture.</li> <li>Support Customer in the installation and configuration of the SAP Integration Suite, managed gateway for spend management and SAP Business Network add-on for SAP ERP and the managed gateway for spend management and SAP Business Network (the gateway).</li> <li>Support data mapping workshops. These workshops support the design and mapping of additional fields from the source format to cXML for the supported SAP Business Network processes noted herein.</li> </ul>	<ul style="list-style-type: none"> <li>Plan and configure the hardware platforms for applicable development, test, and production environments per supported Customer SAP ERP system(s) in scope.</li> <li>Download, install, and configure SAP Integration Suite, managed gateway for spend management and SAP Business Network add-on for SAP ERP in applicable environment(s).</li> <li>Manage the gateway Portal setup</li> <li>Create any custom mappings, implement user exists or BAdI extensions which require ABAP development, or configurations in each ERP environment that Customer requires outside of the provided standards.</li> <li>Provide test scenarios and execute all integration and user acceptance testing</li> </ul>	<ul style="list-style-type: none"> <li>Test and validate the transactions for the SAP Business Network business process groups in scope for the project.</li> <li>Create and execute a Go Live plan to address steps needed to move SAP Business Network Commerce Automation Cloud Service to a Production system.</li> </ul>

<ul style="list-style-type: none"><li>Assist Customer regarding issue tracking and resolution during integration and user acceptance testing. For clarity, Customer is responsible for user acceptance testing as described below.</li><li>Support Customer with the gateway Portal setup.</li><li>Perform SAP Business Network account configuration in the test environment as applicable to Customer's Cloud Service stated intended use case(s).</li><li>Assist in issue resolution in the production environment for a period of two (2) weeks.</li><li>Provide education for Customer on overall integration with the SAP Business Network.</li><li>Support mappings customizations in mapping tool. The Buyer Integrator may support up to 20 custom mappings supported by the mapping tool. All customizations are subject to a feasibility analysis and approval based on tool availability.</li></ul>	activities, including validation of SAP Business Network transaction set for the processes in scope.	
Responsibilities below apply when Customer Built Adapter Connection type is selected.		
SAP Responsibilities	Customer Responsibilities	
<ul style="list-style-type: none"><li>Educate Customer on overall integration with the SAP Business Network.</li><li>Educate Customer on SAP Business Network technical requirements &amp; cXML format.</li><li>Support requirements gathering and discussions related to the processes to be used on SAP Business Network.</li><li>Facilitate mapping and gap analysis workshops with Customer's subject matter experts and technical team.</li><li>Assist with creating mapping workbook used to translate data to/from Customer ERP format to the cXML format used by the SAP Business Network.</li><li>Support Customer during the build and unit testing phase for each document in scope.</li><li>Support required configurations needed on the SAP Business Network.</li><li>Assist in troubleshooting and resolution of any issues found during testing phases.</li><li>Support weekly status meetings with Customer to ensure project stays on track.</li></ul>	<ul style="list-style-type: none"><li>Build/Develop Adapter to connect and send transactional data to/from the SAP Business Network. The Adapter must meet the requirements specified in the SAP Ariba integration toolkit guide.</li><li>Provide resources as follows:<ul style="list-style-type: none"><li>ERP Technical Lead – Responsible for configuration, document export/import, document routing, and other ERP specific requirements or customizations.</li><li>Middleware/Network/Security Lead – Configures connectivity to/from SAP Business Network</li><li>ERP Functional Lead(s) – Serve as subject matter experts from the appropriate business area for each transaction in scope (Procurement, Accounts Payable).</li></ul></li><li>Support of the planning, sizing, and configuration of the hardware platforms for development, test, and production environments per Customer ERP system in scope.</li><li>Participate in requirements gathering workshops and discussions related to the functional processes to be covered on the SAP Business Network.</li><li>Participate in mapping and gap analysis workshops with Buyer Integrator as they work to complete the mapping workbook used to translate data to/from Customer ERP format to the cXML format used by the SAP Business Network.</li><li>Execute testing, including test script generation and user acceptance testing.</li></ul>	
Responsibilities below apply when SAP Integration Suite, managed gateway for spend management and SAP Business Network, add-on for SAP S/4HANA connection type is selected.		

SAP Responsibilities	Customer Responsibilities	Joint Responsibilities
<ul style="list-style-type: none"> <li>Provide education for the Customer's project team regarding SAP Business Network Commerce Automation architecture.</li> <li>Support Customer in the configuration of the Scope Items related to S/4HANA Cloud edition integration with the SAP Business Network.</li> <li>Assist Customer regarding issue tracking and resolution during integration and user acceptance testing. For clarity, Customer is responsible for user acceptance testing as described below.</li> <li>Perform SAP Business Network account configuration in the test environment as applicable to Customer's Cloud Service stated intended use case(s).</li> <li>Assist in issue resolution in the production environment for a period of two (2) weeks.</li> <li>Provide education for Customer on overall integration with the SAP Business Network.</li> </ul>	<ul style="list-style-type: none"> <li>Configure the scope item 42k (or successor) on the ERP.</li> <li>Create any custom mappings, implement user exists or BAdI extensions which require ABAP development, or configurations in each ERP environment that Customer requires outside of the provided standards.</li> <li>Provide test scenarios and execute all integration and user acceptance testing activities, including validation of SAP Business Network transaction set for the processes in scope.</li> </ul>	<ul style="list-style-type: none"> <li>Test and validate the transactions for the SAP Business Network business process groups in scope for the project.</li> <li>Create and execute a Go Live plan to address steps needed to move SAP Business Network Commerce Automation Cloud Service to a Production system.</li> </ul>

## DEPLOY PHASE

The purpose of this phase is to go live and transition the Customer to SAP Customer Support.

Activities in this Phase	SAP Responsibilities	Customer Responsibilities
Go-Live and Wrap Up	<ul style="list-style-type: none"> <li>Validate readiness for production cut over.</li> <li>Execute SAP tasks of the cutover checklist.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and document all tasks needed to prepare Customer production systems to integrate with the Cloud Service production site.</li> <li>Validate readiness for production cut over.</li> <li>Execute Customer tasks of the cutover checklist.</li> </ul>
	<ul style="list-style-type: none"> <li>Facilitate transition to SAP Customer Support.</li> <li>Support Customer with major production issues for a maximum of two (2) weeks after Go Live.</li> </ul>	<ul style="list-style-type: none"> <li>Grant Authorized Users access to the production site.</li> <li>Assume administrative and maintenance duties of Cloud Service site.</li> <li>Follow SAP Customer Support process for any issues requiring SAP attention.</li> </ul>

## IV. CLOUD SERVICE SCOPE ASSUMPTIONS

Scope Item / Business Process	Scope Details	Customer Defined Options
SAP Connection Services	<p>One of the following three connection services types will be enabled.</p> <ul style="list-style-type: none"> <li>SAP's assistance to Customer to install and configure the SAP Integration Suite, managed gateway for spend management and SAP Business Network, add-on for SAP ERP and validate the connection between the gateway and the SAP Business Network.</li> <li>SAP's assistance to Customer to verify use of the Customer Built Adapter for connection to the SAP Business Network and validate the connection from the Customer Built Adapter to the SAP Business Network. These connection services are provided in English only.</li> <li>SAP's assistance to Customer to configure the Scope Items related to S/4HANA Cloud edition integration with the SAP Business Network and validate the connection between the S/4HANA Cloud edition and the SAP Business Network. These connection services are provided in English only.</li> </ul>	Select appropriate connection services type.
Business Process for SAP Business Network Commerce Automation	<p>Support of the following business processes for SAP Business Network Commerce Automation including the SAP Business Network process groups and supporting transactions listed below.</p> <ul style="list-style-type: none"> <li>Purchase Order (Purchase Order, Change Order, Cancel Order)</li> <li>Fulfillment in support of the Order to Invoice process including: Order Inquiry, Order Confirmation, Advance Ship Notice, Goods Receipt</li> <li>Invoice (Invoice, Invoice Status Update, CC (ERP) Invoice)</li> <li>Payment Remittance (Remittance Advice, Remittance Cancellation, Scheduled Payments)</li> <li>Services PO / Service Sheets (Service Purchase Order, Service Order Change, Service Order Cancel, Service Entry Sheet, Service Entry Sheet Status Update, CC (ERP) Service Entry Sheet)</li> </ul>	The selected SAP Business Network process groups and supporting transactions in scope must be defined and mutually agreed prior to commencement of the Deployment Service. Thereafter, any changes to these SAP Business Network processes in scope must be mutually agreed upon by the parties in writing and may be subject to additional scoping, time, and fees.
Standard SAP Business Network Custom Configuration Extensions: Application Supported	<p>The following list specifies example custom configurations to selected standard user interface on the SAP Business Network.</p> <ul style="list-style-type: none"> <li>Hide a field</li> <li>Default a field value</li> <li>Change a field label (user interface impact only, the field name sent in cXML persists the field name in the cXML DTD)</li> <li>Change optional entry field to be mandatory</li> <li>Set a required length of a field</li> <li>Restrict length of a field</li> <li>Change defaulted user input fields to be read only</li> </ul>	<p>Customer can choose up to five (5) fields for the custom configuration(s) listed (one (1) custom configuration per field) as part of the Deployment Service.</p> <p>NOTE: All configurations subject to a feasibility analysis and approval based on feature availability. The layouts that may be customized include: Purchase Order, Invoice, Order Confirmation, Advance Ship Notice and Service Entry Sheets. Furthermore, the custom configuration does not affect suppliers using cXML or EDI integration.</p>

SAP Business Network Connection Type	<ul style="list-style-type: none"> <li>Customer will be responsible for all hardware, software, and infrastructure (and related technical resources) associated with installing, configuring, and deploying the SAP Business Network Connection solution.</li> <li>The Deployment Service is provided one-time only during the initial Subscription Term, and is provided for the time period specified in the "Deployment Timeline" section above, and do not apply to any subsequent renewal Term or replacement Subscription Term except to the extent such Deployment Service is not delivered during a replaced initial Subscription Term and provided such Deployment Service is a part of such replacement Subscription Term.</li> </ul>	Customer defines which connection type to implement, defined by their ERP. Connection type options are listed below.
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## V. DEPLOYMENT SERVICE TIMELINE

- The duration of the Prepare phase, may vary depending on the time it takes to define and confirm the business goals and scope, and to plan and prepare for the deployment.
- Delivery of the phases will be conducted continuously as per the table above and within the estimated Start and End date as set forth in the Order Form. Go Live shall occur within the twenty (20) consecutive weeks following the Deployment Service Kick-Off date.
- Changes to a delivery phase will be mutually agreed between the parties by means of a Change Request. A request to reschedule shall be made at least three (3) weeks before the planned start date of the respective phase. Any requests to reschedule made on a shorter notice will result in an increase of the fees. If Customer requests a re-scheduling of a delivery phase, SAP requires a minimum lead-time of three (3) weeks.

## VI. SAP ERP SPECIFIC ASSUMPTIONS

### SAP INTEGRATION SUITE, MANAGED GATEWAY FOR SPEND MANAGEMENT AND SAP BUSINESS NETWORK, ADD-ON FOR SAP ERP CONNECTION SERVICES

- This Deployment Service assume a single connection to a single ERP system and a single middleware, which may be configured for a maximum of two (2) environments (consisting of one (1) test environment, and one (1) production environment).
- This Deployment Service assume Customer is operating on a supported SAP ERP system as described in the SAP Integration Suite, managed gateway product matrix and product Documentation.
- Support for connection services for multiple SAP ERP systems connected to a single middleware to support the facilitation of multi-ERP requires custom scoping, must be mutually agreed upon by the parties in writing and may be subject to additional scoping, time, and fees.
- Support for connection services for SAP ERP accounts using third-party reconciliation providers for invoice management workflows requires custom scoping, must be mutually agreed upon by the parties in writing and may be subject to additional scoping, time, and fees.
- Customer is responsible for all technical configurations required in SAP ERP and the gateway, add-on for SAP ERP or for the gateway, add-on for SAP S/4HANA.
- Customer receives two SAP Business Network accounts (one for test and one for production), subject to each SAP Business Network account being represented by a single Network ID for such test and production accounts (i.e., multiple unique Network ID's will not be provided). Any additional SAP Business Network accounts, required to connect Customer's development or other ERP environments requires custom scoping, must be mutually agreed upon by the parties in writing and may be subject to additional scoping, time, and fees.
- SAP Business Network custom configuration extensions are limited to the two (2) SAP Business Network accounts (test and production).
- Deployment applies to a single region for deployment duration. SAP integration support for additional regions requires an extension and is subject to additional fees.
- SAP Business Network single sign-on setup services are not included as part of this Deployment Service.

### SAP ARIBA CUSTOMER BUILT ADAPTER CONNECTION SERVICES

- This Deployment Service assume a single connection to a single ERP system and a single middleware, both separately licensed by Customer and not a part of this Cloud Service, which may be configured for a maximum of two (2) environments (consisting of one (1) test environment, and one (1) production environment).
- Support for connection services for multiple ERP systems connected to a single middleware to support the facilitation of multi-ERP requires custom scoping, must be mutually agreed upon by the parties in writing and may be subject to additional scoping, time, and fees. These custom scoped connection services assume that a single instance of middleware is installed. A single middleware will talk with multiple ERP systems and a single format is passed to/from the SAP Business Network regardless of number of ERP systems, if applicable.



- Support for connection services for Customer's ERP accounts using third-party reconciliation providers for invoice management workflows requires custom scoping and may be subject to additional fees.
- Customer will be responsible for providing technical resources in developing and testing the data mappings and configuration.
- Customer will be responsible for providing the resources in support of the planning, sizing, and configuration of the hardware platforms for development, test, and production environments.
- Customer is responsible for all technical configurations other than those performed by SAP resources on the SAP Business Network.
- Deployment applies to a single region for deployment duration. SAP integration support for additional regions requires an extension and is subject to additional fees.
- SAP Business Network single sign-on setup services are not included as part of this Deployment Service.

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## SAP INTEGRATION SUITE, MANAGED GATEWAY FOR SPEND MANAGEMENT AND SAP BUSINESS NETWORK, ADD-ON FOR SAP S/4HANA CONNECTION SERVICES

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- This Deployment Service assume a single connection to a single ERP system and a single middleware, which may be configured for a maximum of two (2) environments (consisting of one (1) test environment, and one (1) production environment).
- Support for connection services for SAP ERP accounts using third party reconciliation providers for invoice management workflows requires custom scoping, must be mutually agreed upon by the parties in writing and may be subject to additional scoping, time, and fees.
- Customer is responsible for all technical configurations required in SAP S/4HANA.
- Customer receives two SAP Business Network accounts (one for test and one for production), subject to each SAP Business Network account being represented by a single Network ID for such test and production accounts (i.e., multiple unique Network ID's will not be provided). Any additional SAP Business Network accounts, required to connect Customer's development or other ERP environments requires custom scoping, must be mutually agreed upon by the parties in writing and may be subject to additional scoping, time, and fees.
- SAP Business Network custom configuration extensions are limited to the two (2) SAP Business Network accounts (test and production).
- The Deployment Service is provided one-time only during the initial Subscription Term, and are provided for the time period specified in the "Deployment Timeline" section above, and do not apply to any subsequent renewal Term or replacement Subscription Term except to the extent such Deployment Service is not delivered during a replaced initial Subscription Term and provided such Deployment Service are a part of such replacement Subscription Term.
- Deployment applies to a single region for deployment duration. SAP integration support for additional regions requires an extension and is subject to additional fees.
- SAP Business Network single sign-on setup services are not included as part of this Deployment Service.

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## VII. GENERAL ASSUMPTIONS

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- For clarity, any version of this or any other Deployment Description attached to the Order Form represents the version of such Deployment Description that is current as of the Order Form effective date, and, for purposes of the Consulting Service warranty applicable to the Deployment Service, the then-current version of the Deployment Description shall apply unless explicitly stated otherwise in the Order Form.
- Prior to commencement of the project, Customer will have prepared and installed all prerequisite database software, personal computer hardware and software, (including, without limitation, any relevant SAP Integration Suite, managed gateway for spend management and SAP Business Network software that may be required to be downloaded from the SAP store or other delivery channel provided by SAP and under applicable terms and conditions related to the SAP store or other delivery channel and/or such downloaded software) server hardware and software, communications equipment, operating systems and intranet proxy infrastructure.
- Customer will be responsible for establishing and maintaining Customer's telecommunications links (if deemed necessary) as well as local area networks, and the security of its network and related systems. SAP assumes the hardware and third-party software not licensed from SAP will function according to our expectations and will not present quality, capacity, timing, or performance problems that would adversely impact the project's overall progress. SAP will not be responsible for the performance, reliability, availability or security of the Internet or any third-party system or hardware which is not within the scope of the SAP responsibilities or the control of SAP.
- No license of, or grant to the use of, SAP Confidential Information and/or Cloud Materials to create derivative works thereof is provided hereunder.
- Customer is responsible for all travel expenses related to any on-site Deployment Kick-Off meeting, if applicable, and any other portion of the Deployment Services that may be performed on-site at Customer location, which shall be mutually agreed upon in advance. Travel expenses (if any) will be billed as incurred.