

EXHIBIT 4

INVOICING

On each invoice submitted to Northern related to the Agreement, Provider shall include the following information, in addition to any additional information specified in an applicable SOW, Schedule or Purchase Order.

General Information

- Northern Contact

- SOW or Schedule Project Name

- SOW or Schedule Project Number

- SOW or Schedule Effective Date

- Northern Purchase Order Number

- Northern Internal Contract Number (as it appears **[TBD]**)

Invoice Detail

- *Hardware* Provider shall identify:
 - each item of Hardware
 - quantity of each item of Hardware
 - list price for each item of Hardware
 - applicable discount
 - net total
 - ship to/delivery address

- *Software* Provider shall identify each Software program
 - program name
 - version and release
 - whether the Software program is server based, client based or otherwise
 - the number of authorized Users
 - list price of each Software program
 - applicable discount
 - net total for each Software program
 - any Charges for Software Maintenance Services
 - ship to/delivery address (if applicable)

- *Software as a Service*
 - Service (Software) name;
 - version and release;
 - the number of authorized Users;
 - whether Service is hosted by Provider or on Northern's servers;

- list price for the Service;
 - applicable discount; and
 - net total for the Service
- *Services*
 - *Time & Materials Engagements* For Services performed on a time and materials basis, Provider shall identify, for the period being invoiced, Provider Personnel who provided Services, their respective daily or hourly rates in the specific tasks each of Provider Personnel performed and the time each Provider Personnel expended performing such tasks.
 - *Fixed Price Engagements* For Services performed on a fixed price basis, Provider shall provide the name and description of any milestones achieved during the invoice period, any Deliverables or metrics which trigger or vary the amount invoiced and the total amount of Charges remaining before the fixed price is reached.
 - *Hardware Maintenance Service* For Hardware Maintenance Services, Provider shall identify the Hardware subject to coverage, the time period for which the Services were provided, the total applicable Charges and any discounts.
 - *Expense detail* If the SOW/Schedule provides for reimbursement of expenses, Provider shall provide a description of the expense, the Provider Personnel to which it relates, the general business purpose for which it was incurred and the net total.
 - *Source of income* With respect to any charges and fees payable under this Agreement for Services, Provider shall state on its invoices the amount or percentage of any such charges and fees attributable to Services performed in the United States.
 - *Shipping Charges* (if applicable)
 - *Tax* Provider shall indicate the amount of sales, use or other taxes, by line item, and the stated tax rate.

Source Allocation

- Each invoice received from a non-U.S. vendor should contain a notation (preferably on the first page) stating what amount, if any, of the invoice is U.S. source.
- Examples of acceptable U.S. source notations are:
 - \$X of this invoice is U.S. source
 - X% of this invoice is U.S. source
 - \$X of this invoice is foreign source
 - X% of this invoice is foreign source
 - 100% of the services for this invoice were performed outside of the U.S
 - All services reflected on this invoice were performed in the U.S.

Invoice Totals

- Amount of current invoice

Amount of remaining balance (if applicable) \$_____