ONESOURCE GLOBAL TAX FOR SAP ARIBA SOLUTIONS

CONFIGURATION GUIDE

PRODUCT VERSION 1.0.2.0

Document Version 1

THOMSON REUTERS

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Table of Contents

Introduction 1

Welcome to ONESOURCE Global Tax for SAP Ariba Solutions 1
Who Should Read This Guide? 1
Prerequisites 1
System Prerequisites 2
Scope of This Solution 3
Resources 3
Support Protocol 3
Style Conventions 4

Application Overview 5

Purpose And Benefits 5
Business Process 5
Process Flow 7

SAP Ariba Procurement Solution Set Up 10

End Point Configuration 10
Enabling Integration Task 14
Data Import/Export Tasks 16
Import External Tax Calculation Provider Task 16
Import Tax Types Task 22
Import TaxTypeMap Task 25
Import TaxTypes Translation Task 26
Import Tax Codes Task 27
Import Tax Codes Translation Task 34
Import Incoterms Task 34
Import Inco terms Translation Task 40
Import Purchase Organization to Supplier Mapping Task 41
Using Custom Fields in Tax Calculation 41

Procurement Business Process-Tax Calculation 42

Tax Calculation Using ONESOURCE Global Tax for SAP Ariba Solutions 42
Invoice Reconciliation - Tax Variance And Exception Handling 49
Under Tax Variance Exception 49
Over-Tax variance exception: 49
Tax Calculation Failed exception 49

Tax Registration Numbers 51

About Data Import 51
Buyer Tax Registration Numbers 51
Supplier Tax Registration Numbers 52
Performing Data Import 53

Tax Types in Ariba Network 56

How to use Tax Types from Ariba Buying in Ariba Network 56

Error Handling 56
What Errors Integration User Would See In SAP Ariba Solution 56
Audit SAP Ariba Tax Transactions 56
Audit Process 56
Process Overview 57
SAP Ariba IR Report for Audit 57
Audit Response 58
Ability to Report Tax Accruals 59
Tax Summarization 60
US Tax Summarization Options 60
VAT Summarization Options 61
Transaction Logging 62
Workaround for Repeated Tax Authority Issue in SAP Ariba 62
Solution Option-1: 62
Import Tax Type master data with numerical designators: 62
Resolve IR Exceptions “Invoice has mixed amounts”, “Under Tax” and “Over Tax” variance: 62
Solution Option-2: 64
Configure Tax Summarization on ONESOURCE Global Tax for SAP Ariba Solution UI: 64
Post month-end Accounting journal to record actual tax accrual and recovery amount: 65
Integration User Interface 66
Prerequisites 67
System And User Account Prerequisites 67
Authentication 67
Authorization 68
Integration UI Role Matrix 68
Integration UI log-in and Basic Navigation 69
Configuring the Integration 70
Ariba Realm Specific Configurations 70
Edit Ariba Realm Specific Configuration 72
Delete Ariba Realm Specific Configuration 74
XMLs Log Enablement 76
Configure the XMLs Log enablement 77
Edit XMLs Log Enablement 81
Delete XMLs Log Enablement 83
Tax Summarization Configuration 85
Custom Field Mapping 88
Configuration 88
Edit Custom Field Mapping 93
Delete Custom Field Mapping 94
Ariba Integration Settings 96
Health Check Entries 96

Tax Block Negation 98
Logs 105
Log display 106
Appendix I 112
Ariba Request Fields Mapping 112
Ariba Response Field Mapping 115
Appendix II 117
SAP Ariba Reports with Tax Data 117
Requisition Report With Tax Data 117
Purchase Order Report With Tax Data 122
Invoice Report With Tax Data 126
Appendix III 137
XSD Changes To External Web Services 137
Reviewing And Accepting Changes 137
Update Endpoint 143

INTRODUCTION

WELCOME TO ONESOURCE GLOBAL TAX FOR SAP ARIBA SOLUTIONS

Corporations using SAP Ariba Procurement Solutions can improve their tax accuracy by integrating with the ONESOURCE Global Tax for SAP Ariba Solution. This solution enables Buying Organizations get fast, accurate tax (Sales, Use, GST and VAT like) results on procurement transactions and a complete audit trail from which you can generate both standard and custom reports, as well as information to assist in returns preparations (audit functionality will be part of future release).

The ONESOURCE Global Tax for SAP Ariba Solutions makes the tax calculation process easy by eliminating the need for preparing the complex tax master data like tax codes, rates, jurisdictions and other look ups manually. The very basic and easy tax master data would suffice in addition to web service configuration to get tax rates from globally recognized, robust tax engine backed up by dynamic tax content.

This solution covers Use Tax, GST and VAT like taxes except taxes for Brazil for SAP Ariba Buying (previous product name: Ariba Procure-to-Order), SAP Ariba Buying and Invoicing. (Previous product name: Ariba Procure-to-Pay), SAP Ariba Invoice Management (previous product name: Ariba Invoice Professional) using SOAP based web services.

WHO SHOULD READ THIS GUIDE?

If you are responsible for overseeing setting up ONESOURCE Global Tax for SAP Ariba Solutions, you will need to coordinate help from the following people:

- SAP Ariba Procurement Solutions Business Systems Analyst
- SAP Ariba Procurement Solution Configuration Consultant

Make this guide available to each of these contributors to ensure you have a successful installation.

PREREQUISITES

For a seamless and successful deployment of Integration for SAP Ariba Solutions follow all instructions within this guide.

When working on Integration for SAP Ariba you must have a deep knowledge of the SAP Ariba Procurement Solution features and functionality covering all aspects of SAP Tax Code concept, SAP Ariba Tax Master Data, SAP Ariba Master Data maintenance by using Import/Export Tasks, SAP Ariba Integration Task configuration as an expert configurator or consultant in these areas. We recommend that you assemble a team to implement this product because it requires both functional and technical input. Your team should include someone who thoroughly understands business requirements and processes and web service and SOAP integration concepts.

The following tasks are expected to be completed before ONESOURCE Global Tax for SAP Ariba Solutions is configured in Customer's Ariba instance:

Task	Task Name	Description/Details	Responsible Team
1	SAP Ariba Customer and Thomson Reuters need to sign an agreement on ONESOURCE tax integration service		SAP Ariba Customer and Thomson Reuters Professional Team
2	Enable Tax API feature toggle in Ariba system		Ariba Professional Team
3	Set SAP Ariba site parameters required to be maintained for utilizing third-party tax calculation feature	1. Application.Procure.EnableTaxCalculationInExternalSystems 2. Application.Procure.EnableTaxesChargesAndDiscount 3. Application.Procure.EnableIncoterms 4. Application.Invoicing.UseTLCTaxEngine	Ariba Professional Team

SYSTEM PREREQUISITES

The configuration involves creating a Web Service End point using SOAP communication protocol to request tax calculation service from cloud system to a cloud based system and does not involve any new software components installation.

System	Requirements
SAP Ariba Procurement Solution	14s or Higher
ONESOURCE Indirect Tax Determination	TaxCalculationService version 2011-09-01
ONESOURCE Global Tax for SAP ARIBA Solutions	ONESOURCE Global Tax for SAP ARIBA Solutions 1.0.0.0

SCOPE OF THIS SOLUTION

The ONESOURCE Global Tax for SAP Ariba Solutions makes tax calculation process simple by eliminating the need for manual tax master data preparation. This integration solution utilizes dynamic tax content and robust tax engine making it easy for even the most complicated tax scenarios.

The solution has been developed to comply with the following scope

- SAP Ariba Procurement Solutions with version 14s or Higher.
- Tax calculation using this product happens on SAP Ariba Purchase Requisitions (Goods, Services of type catalog or Non-catalog) and Invoice Reconciliation Documents (PO based, Non-PO based and ERS based).
- Use Tax, GST and VAT like taxes are covered at global level except Brazil.

RESOURCES

Resource	Description
Customer Support	Look for answers in the Knowledge Base, or open a support ticket on https://tax.thomsonreuters.com/support/onesource/indirect-tax
Quick Reference Set up and Prerequisite Guide	This guide lists the activities which are prerequisites and the complete list with brief description of tasks. It also highlights the relevant task for each responsible team.
Configuration Guide	This guide instructs how to configure and setup the integration product to enable tax calculations using ONESOURCE Indirect Tax Determination.

SUPPORT PROTOCOL

The ONESOURCE Global Tax for SAP Ariba Solutions is built, maintained, and owned by Thomson Reuters Tax & Accounting Indirect Tax. The business unit has a dedicated group of employees who have built this product. SAP Ariba built the tax API within SAP Ariba hence they support the process of gathering data within SAP Ariba and making it available to the tax API. Thomson Reuters manages the data mapping from the SAP API to the Determination engine. In case of an issue with the ONESOURCE Global Tax for SAP Ariba Solutions, please follow below mentioned simple steps to open a support ticket with Thomson Reuters:

1. Identify the potential issue and gather all necessary facts (log files, scenarios, configurations, screen prints).
2. Provide steps to reproduce the scenario leading to the issue.
3. Provide system environment information such as your SAP Ariba Procurement Solution version, Cloud Integration version. ONESOURCE Indirect Tax Determination version and ONESOURCE Global Tax Integration for SAP Ariba Solutions integration version.
4. Open a support ticket with Indirect Tax at https://tax.thomsonreuters.com/support/onesource/indirect-tax

STYLE CONVENTIONS

Style conventions provide a guide as to how to interpret information.

Bold text indicates most user interface elements, such as:

- Data you are expected to enter, such as in a text field
- Pages, buttons, tabs, and field names
- Dialog boxes, drop-down lists, selections within lists, and check box titles
- Windows
- Menu items

Italic text indicates the following:

- File and folder names
- Software programming terminology and executable files
- Document titles

CAPITALIZED text indicates keyboard commands, such as ENTER, or database components.

`Courier` text indicates command-line input/output.

<brackets**>** indicate user entry. For example, <host**>** indicates you should replace the text and angle brackets with your server name.

Book titles are shown in italics and sections within a book are in quotation marks, such as “Tips and Tricks” in the *ONESOURCE Indirect Tax User Guide*.

Indicates suggestions or additional, detailed information.

Indicates important text that should be carefully reviewed before proceeding.

APPLICATION OVERVIEW

This chapter describes:

- The purpose and benefits of the ONESOURCE Global Tax for SAP Ariba Solutions application
- A high-level overview of the business process flow
- A description of the program flow by which the process works

PURPOSE AND BENEFITS

The ONESOURCE Global Tax for SAP Ariba Solutions application enables an organization using SAP Ariba Procurement Solutions (SAP Ariba Buying, SAP Ariba Buying and Invoicing, SAP Ariba Invoice Management) to accurately and efficiently calculate, accrue, and record tax for SAP Ariba Purchase Requisitions and Invoices.

This product enables Organizations to utilize tax calculation service from a robust tax engine backed up by world class dynamic and most up to date tax content. With very minimal master data maintenance, users can benefit from tax calculation on SAP Ariba approvable like Requisition, Invoice Reconciliation for domestic, foreign and cross-border tax scenarios from simple to complex in nature.

When ONESOURCE Global Tax for SAP Ariba solutions is integrated with SAP Ariba Procurement Solution, time and effort required for manual tax master data maintenance is saved while accessing most up to date content in real-time.

KBBUSINESS PROCESS

Buyer Organization's user (buyer/purchasing agent) initiates the procurement process by creating Purchase Requisition. During purchase requisition creation process tax call is made when user selects **Update Taxes** button. SAP Ariba sends the document level information relevant for tax calculation and ONESOURCE Global Tax for SAP Ariba Solutions determines, responds back with tax rate/amount, tax authority, SAP tax code, SAP Account Key (not visible in UI) and other tax data. Tax call on requisition is also made when user submits Requisition for approval and an approver approves the requisition.

Once the Purchase Requisition gets approved, Purchase Order would be created automatically. The tax information from Purchase Requisition lines gets copied over to Purchase Order Line items.

If a transaction is relevant for receipts, receipts would be posted in Ariba Procurement Solution after Buying Organization receives the goods. As a next step in the process, Supplier can submit invoice. SAP Ariba Procurement Solution makes tax call on Invoice Reconciliation Document to verify taxes from Supplier.

ONESOURCE Global Tax for SAP Ariba Solutions determines tax and sends response back with tax rate, tax amount, tax authority, SAP Tax Code, SAP Tax Account Key (not visible in UI). SAP Ariba Procurement Solution captures tax data from tax call response for reconciliation purpose. In case of exceptions, if user changes any data which might be relevant for tax re-calculation, the functional button Recalculate Tax can be used to get tax recalculated.

When there is a difference between Vendor charged tax amount and ONESOURCE Indirect Tax Determination calculated tax amount, an exception would be raised. This could be Under Tax or Over Tax exception based on difference amount. During exception handling, user can use standard option of either

selecting Vendor charged Tax amount (**Accept Invoice Tax Amount**) or ONESOURCE Indirect Tax Determination proposed tax amount (**Accept Expected Tax Amount).** Based on user's selection, Invoice total amount will be updated. If the selection results in an accrual, OK-To pay file would show tax accrual amount.
In either case of exception resolution or no exceptions, once Invoice is reconciled and approved, OK-To Pay file will be exported to SAP ECC for payment processing as a next step.

General Functional Information:

- The ONESOURCE Global Tax for SAP Ariba Solutions was built to calculate taxes on SAP Ariba Purchase Requisition and Invoice Reconciliation Documents.

- Tax call from SAP Ariba system is made when Purchase Requisition is submitted, approved and when a user selects **Update Taxes** button on Create Requisition screen. In case of Invoice transaction, tax call will be made during reconciliation process on Invoice Reconciliation document automatically. In case of exceptions (Under Tax, Over Tax) user may update Invoice and use **Recalculate Tax** functional button to recalculate tax or may also use **Accept Invoice Tax Amount** or **Accept Expected Tax Amount** options to handle the exceptions.

  In case of **Tax calculation failed** error, SAP Ariba buyer user need to contact ONESOURCE Indirect Tax Customer Support for troubleshooting and issue resolution.

- The **TaxCalculationProvider.csv** master data CSV file controls which combination of SAP Company Code and SAP Ariba Procurement Document Type can utilize tax calculation service from ONESOURCE Global Tax for SAP Ariba Solutions. The SAP Company Code and SAP Ariba Purchasing Document Type which are not maintained in the **TaxCalculationProvider.csv** can utilize SAP Ariba native tax solution.

PROCESS FLOW

The exact procure to pay business process flow may vary by Buyer Organization practice, SAP Ariba and ERP system landscape but tax calculation service from ONESOURCE Global Tax for SAP Ariba Solutions is available on SAP Ariba Purchase Requisition and Invoice Reconciliation documents as a standard in this release.

The following steps lists the process flow in a general procure to pay business transaction process:

- The SAP Ariba Procurement Solution (SAP Ariba Buying, SAP Ariba Buying and Invoicing) makes tax call on purchase requisition when user submits the document for approval.
- SAP Ariba Procurement Solution sends the data at document level which is relevant for tax using web service/SOAP message channel.

- ONESOURCE Global Tax for SAP Ariba Solutions determines accurate tax data and responds back to SAP Ariba system with tax details (Tax Authorities, rate/amount, SAP Tax Code, SAP Account key and other information). SAP Ariba system captures data from tax call response and updates the details on Purchase Requisition line item.

- If for any reason user would like to change purchase requisition (on allowed requisition and order statuses) tax will re-calculated upon update document submission and during approval process.

- As per SAP Ariba Procurement standard functionality, Purchase Order would be created automatically once Purchase Requisition is approved. In addition to other data, tax data also gets copied to Purchase Order Line items and so there would not be other tax call on Purchase Order If tax is recalculated on change purchase requisition transaction, updated taxes would be copied over to purchase order line items like other changes.

- As a next step, supplier receives the Purchase Order and may choose to confirm Order and send Advanced Ship Notice. Once Buyer Organization receives the goods/get services rendered, user posts the receipts (in case of receipt relevant transactions). Supplier submits Invoice for goods supplied or services rendered.

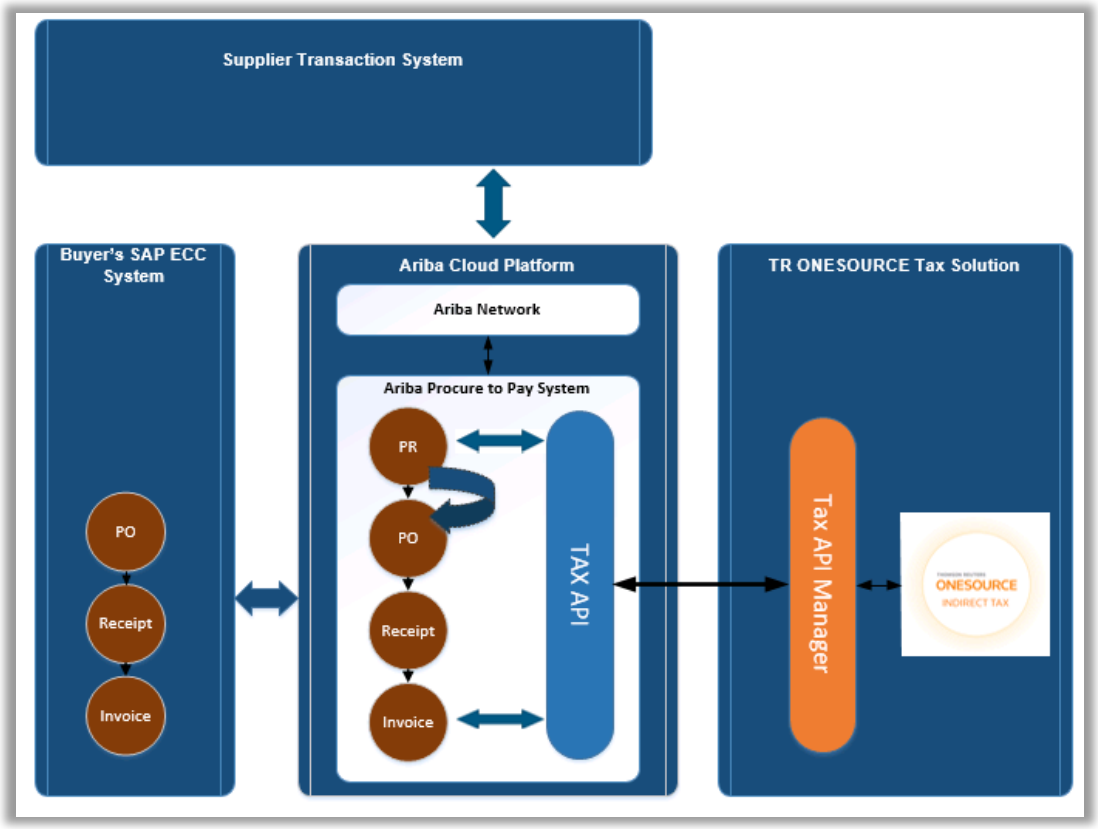
- During Invoice posting (SAP Ariba Buying and Invoicing, SAP Ariba Invoice Management) system makes tax call on Invoice Reconciliation Document to verify taxes entered by Supplier.

- ONESOURCE Global Tax for SAP Ariba Solution determines and proposes expected taxes. If tax data on Invoice Reconciliation document matches with what ONESOURCE calculated, taxes would be reconciled and if no other variances are found, invoice gets reconciled.

  But if there is any variance between tax information on IR document and what ONESOURCE Global Tax for SAP Ariba Solution's expected tax, SAP Ariba system issues exceptions. Exception handling is SAP Ariba standard process. IR document has option to recalculate taxes. Buyer Organization's user can trigger tax call by selecting **Recalculate Tax** option on IR document. In case of IR rejection, subsequent Supplier re-submission, tax call would be made automatically when Invoice is re-submitted similar to Invoice posting process.

- This process flow would be similar irrespective of type of Procurement source like catalog or non-catalog based items, PO based or Non-PO based Invoices and ERS based invoice.

The following diagram describes the tax request and response process in a typical Ariba Procure to Pay Business Process:



The ONESOURCE Global Tax for SAP Ariba Solutions is built to make Tax calculation process simple and easy supported by robust tax engine and world class research based dynamic tax content. Utilizing the tax calculation service from ONESOURCE Global Tax for SAP Ariba Solutions enable SAP Ariba Customer to save time required to set up tax process in SAP Ariba and tax master data maintenance.

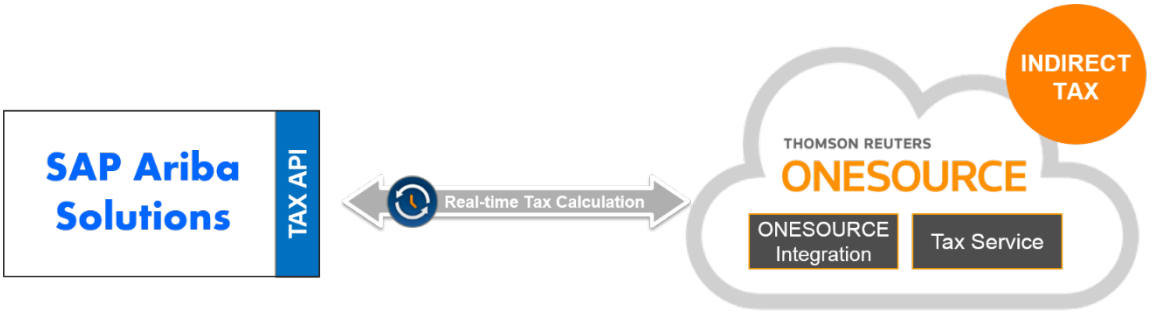
And, being supported by dynamic tax content and robust tax engine, simple to complex and domestic, foreign and cross border tax scenarios can be handled.

Integration Framework

The ONESOURCE Global Tax for SAP Ariba Solutions integration framework comprises of SAP Ariba Tax API communicating with ONESOURCE Tax Solution in real time using Web Services/SOAP protocol.

SAP Ariba Tax API is designed to make web service call to external Tax calculation service provider for tax calculation service and receive response to update transaction documents. SAP Ariba Procurement Solution is configured with Web Service and End Point for ONESOURCE Global Tax for SAP Ariba Solutions. During procurement transaction, Tax API is invoked to make external tax calculation.

ONESOURCE Global Tax for SAP Ariba Solutions receives tax call where ONESOURCE Integration enriches the SAP Ariba application data and hands it over to ONESOURCE Indirect Tax Determination for tax calculation purpose. Once tax is determined, response is converted per SAP Ariba message format by ONESOURCE Integration and sent over to SAP Ariba Tax API. SAP Ariba Tax API receives the response and updates the transaction documents with tax information received from ONESOURCE Global Tax for SAP Ariba Solutions. The tax call and response occur in real time to provide seamless integration between SAP Ariba Procurement Solution and ONESOURCE Global Tax for SAP Ariba Solutions.



SAP ARIBA PROCUREMENT SOLUTION SET UP

END POINT CONFIGURATION

SAP ARIBA Procurement Solution uses Web Services channel using SOAP protocol to send request and receive response from ONESOURCE Global Tax for SAP Ariba Solutions tax calculation service.

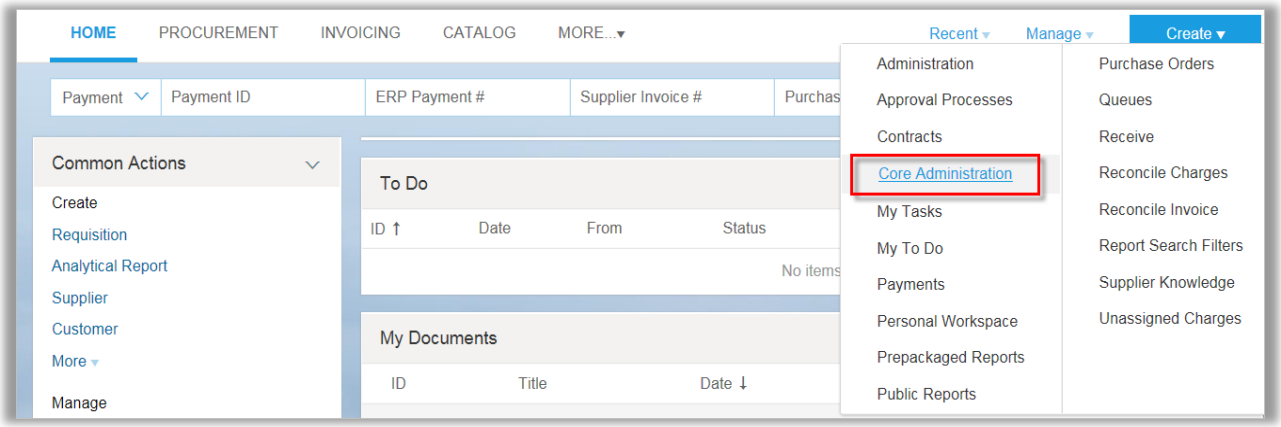
SAP ARIBA Procurement Solution's SOAP web services include integration tasks which require End point to request and receive response through logical communication channel. End point consists of URL and an authentication process which controls the access to that End point. End points can be of type inbound or outbound. Here we need outbound End point to make tax calls to ONESOURCE Global Tax for SAP Ariba Solutions. SAP Ariba initiates the call using outbound End point.

Users with roles/authorization groups Customer Administrator/Integration Administrator can be able to configure End point.

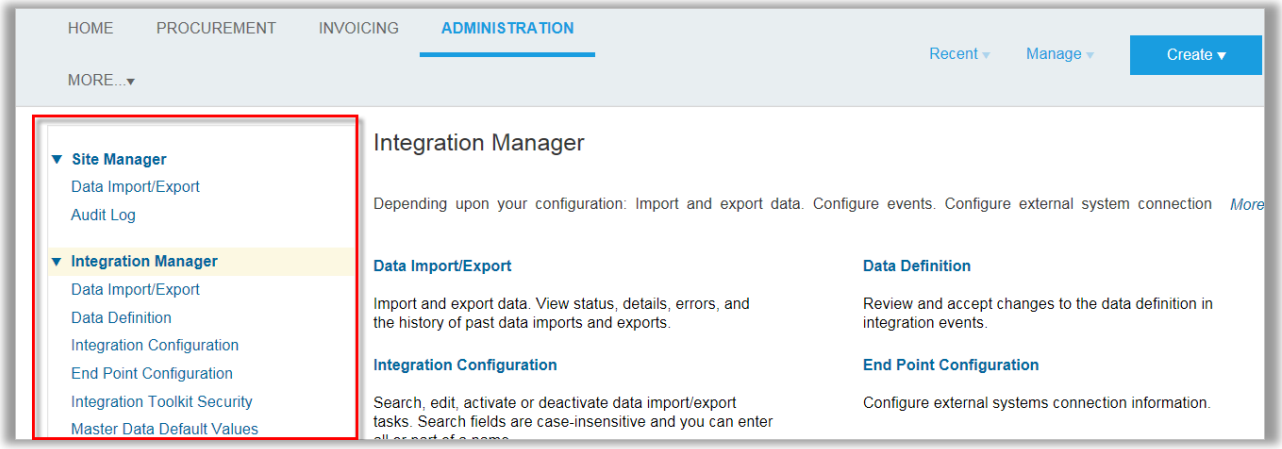
The following steps with screenshots from SAP Ariba Procurement Solution explain configuration process:

1. Log in to SAP Ariba Solution (SAP Ariba Buying and Invoicing, SAP Ariba Buying, SAP Ariba Invoice Management)

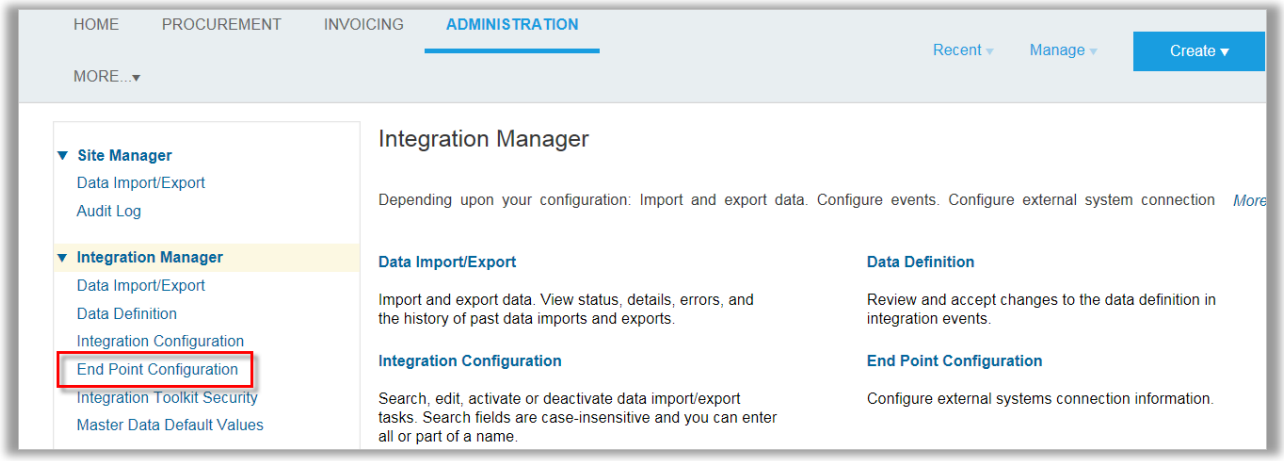
2. On the SAP Ariba Spend Management dash board navigate to Manage **>** Core Administration



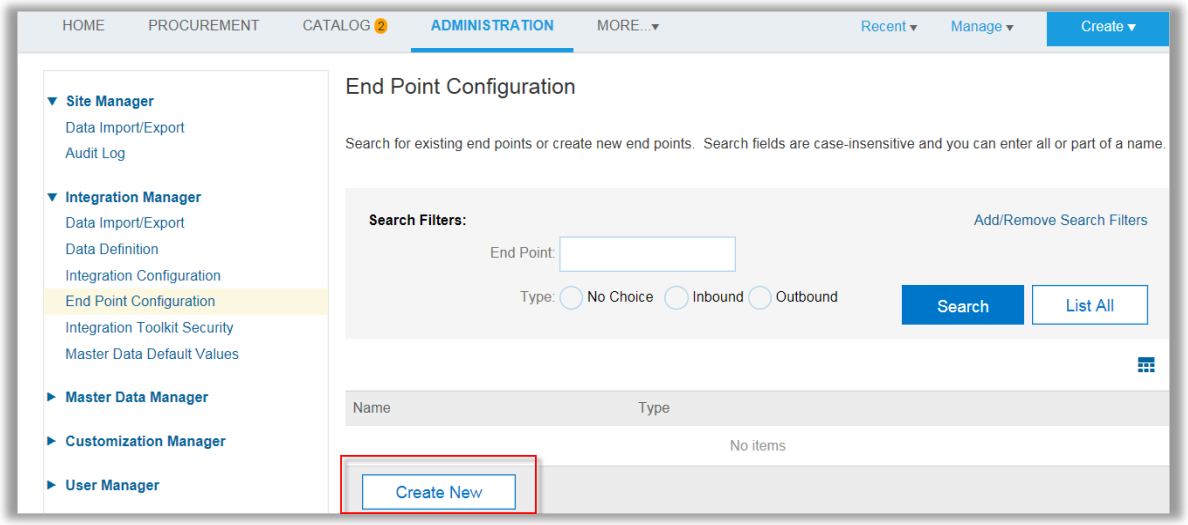
3. SAP Ariba system opens a panel on left side of the home screen



4. Click on End Point Configuration link found under Integration Manager.



5. Click on **Create New** button to create an End Point.



6. The user interface Create End Point has three sections i) General, ii) Web Services Security, iii) HTTP Authentication.

   SAP Ariba System offers user interface to enter End point URL, set up authentication method and to enter credentials.

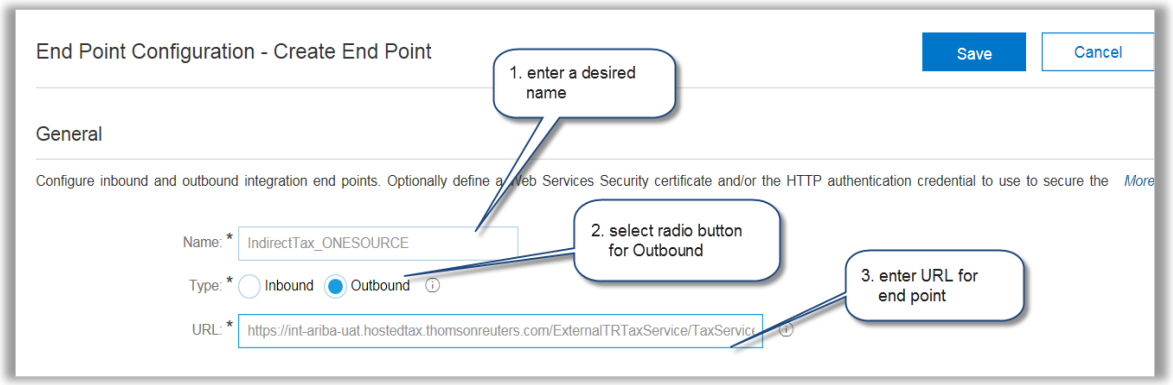
7. Maintain End Point Name, Type and Address:

   Under section General **>**

   1. Enter a desired Name for End point in input field **Name** ex: IndirectTax_ONESOURCE
   2. Select **Outbound** radio button for type of End point

   When End point type Outbound is selected, system will display a URL field **>**

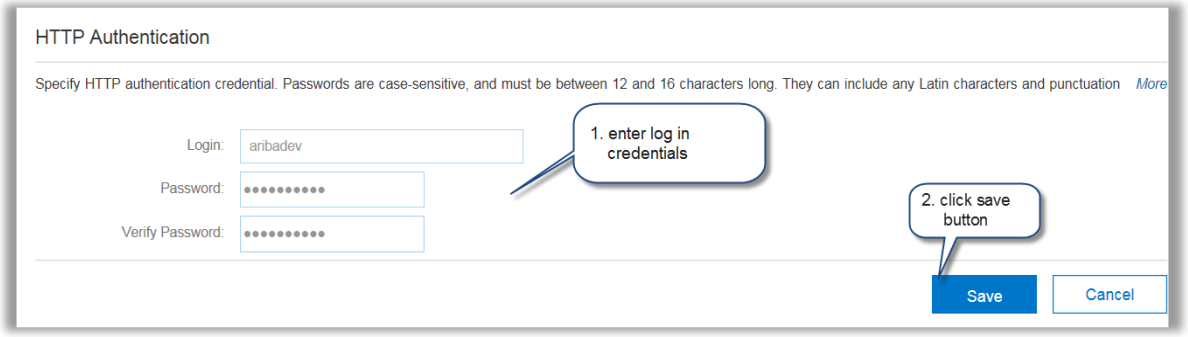
   Enter URL for the End point on the target system (ONESOURCE Global Tax for SAP Ariba Solutions)



Thomson Reuters ONESOURCE Indirect Tax Professional Services would provide the End point address (URL) for your test and production System set up during implementation process.

8. Scroll down the page to HTTP section to maintain credentials for HTTP Authentication

    1. Enter **User ID** in Login field and **Password** in Password and Verify Password fields

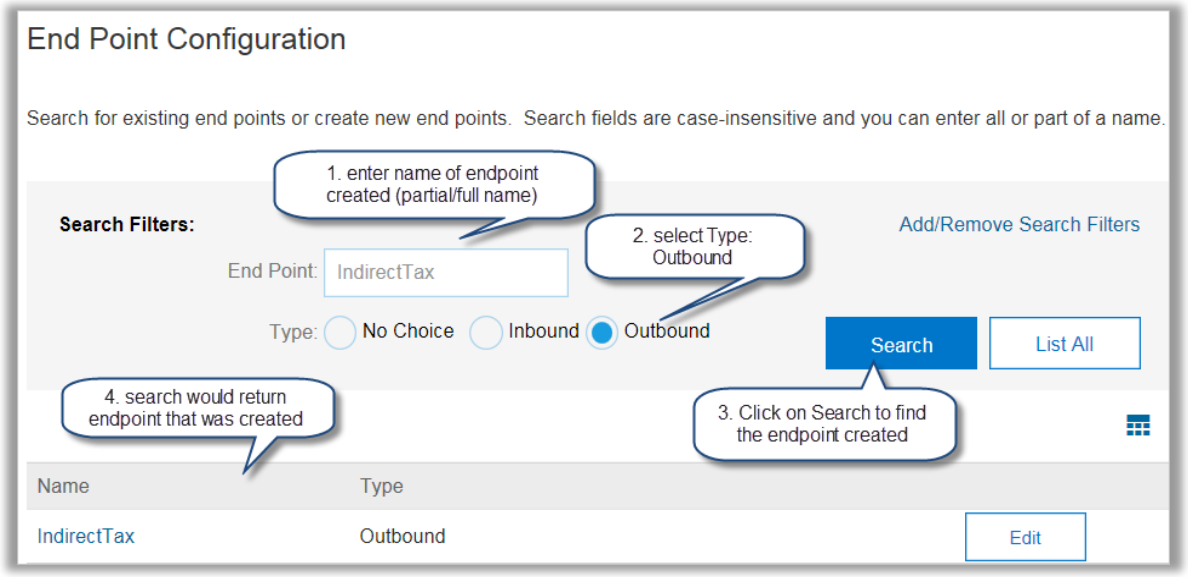


    2. Click on **Save** button to save the changes and to create the End point.

The log in credentials that would be required here are same as log in credentials used for accessing ONESOURCE Determination system with “Source System” role.

9. To verify the End Point created on End Point Configuration screen:

    1. enter name of the End point created in End Point input field **>** select Type as **Outbound >** click on Search
    2. System would display End Point created as shown below:



ENABLING INTEGRATION TASK

By enabling integration task, we link End point to the integration task. Here the Integration Task **Export Document Data to External Tax Calculation** would be linked to the End Point created in earlier step.

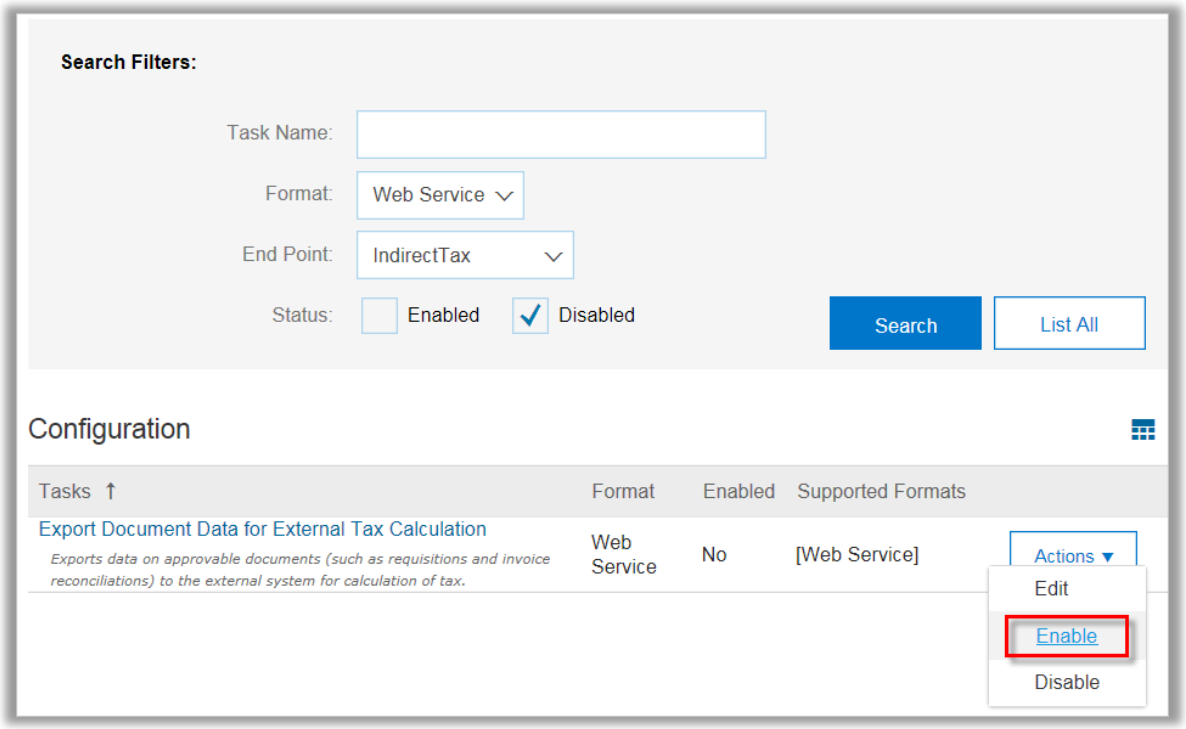
1. Navigate to Manage **>** Core Administrator **> Integration Manager >** click on **Integration Configuration** option

2. Click on **List All** to list all Integration tasks
   Or
   Select Format: **Web Service**,
   Select End Point: (End point name created in Configure End Point Step)

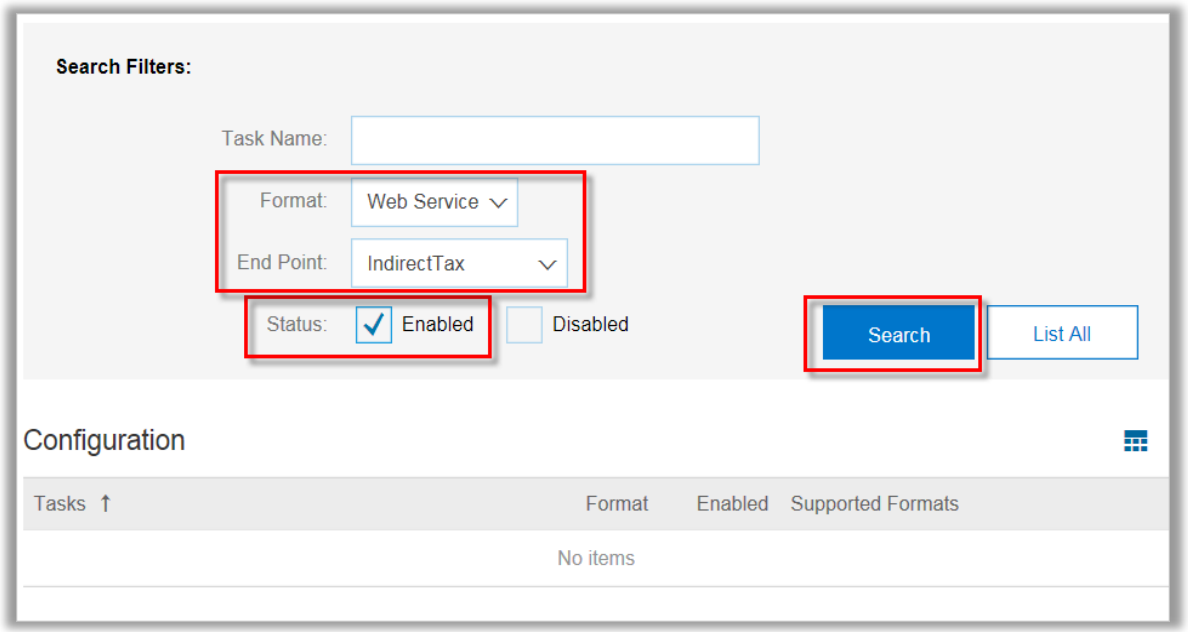
   Choose Status: Disabled > click on Search button.

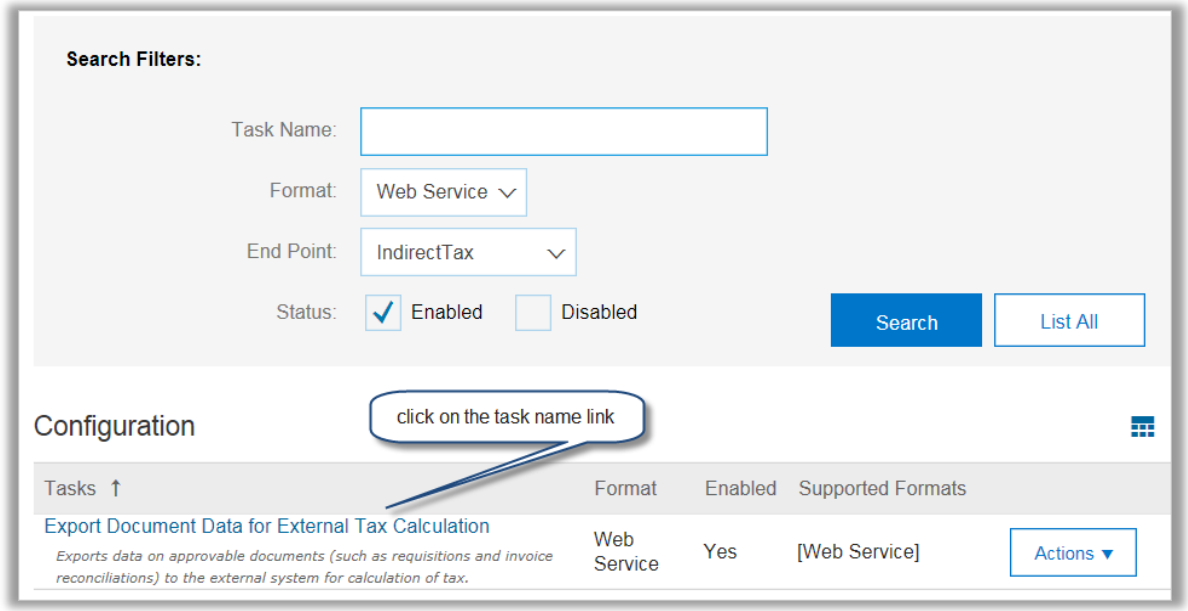
3. System would display the integration task Export Document Data for External Tax Calculation

4. Click on Actions button > Click on option Enable



5. Now choose the Status **Enabled** under Search Filters section and click Search to confirm the End point activated.





Now, we have created End Point, activated it and linked it to Integration task which sends the data to ONESOURCE Global Tax for SAP Ariba Solutions.

DATA IMPORT/EXPORT TASKS

ONESOURCE Global Tax for SAP Ariba Solutions require following Import tasks to be maintained to calculate taxes accurately. These import tasks enable importing master data utilized during tax calculation.

IMPORT EXTERNAL TAX CALCULATION PROVIDER TASK

This task is useful to control the combination of SAP ECC Company Code and SAP Ariba Procurement approvable (Purchase Requisition, Invoice Reconciliation) for which Buyer Organization would like to get the tax calculation function by using 3rd party vendor in this case Thomson Reuter's ONESOURCE Global Tax for SAP Ariba Solutions.

The file structure is as follows:

```
UTF-8,,
COMPANYCODE,TAXSOURCE,APPROVABLENAME
4300,ThomsonReuters,ariba.invoicing.core.InvoiceReconciliation
2000,ThomsonReuters,ariba.invoicing.core.InvoiceReconciliation
1000,ThomsonReuters,ariba.invoicing.core.InvoiceReconciliation
2200,ThomsonReuters,ariba.invoicing.core.InvoiceReconciliation
3000,ThomsonReuters,ariba.invoicing.core.InvoiceReconciliation
4300,ThomsonReuters,ariba.purchasing.core.Requisition
2000,ThomsonReuters,ariba.purchasing.core.Requisition
1000,ThomsonReuters,ariba.purchasing.core.Requisition
2200,ThomsonReuters,ariba.purchasing.core.Requisition
3000,ThomsonReuters,ariba.purchasing.core.Requisition
```

Field **COMPANYCODE** is SAP ECC Company Code (organizational unit)

Field **TAXSOURCE** is always **ThomsonReuters** for utilizing tax calculation service from ONESOURCE Global Tax for SAP Ariba Solutions.

Field **APPROVABLENAME** can have two values **ariba.purchasing.core.Requisition** which is SAP Ariba Procurement Document type for Purchase Requisition and **ariba.invoicing.core.InvoiceReconciliation** which is Invoice Reconciliation document. This allows enablement of tax calculations either for one process (requisition or invoice) or for both.

Thomson Reuter's ONESOURCE Indirect Tax Professional Services can assist with providing sample CSV import file.

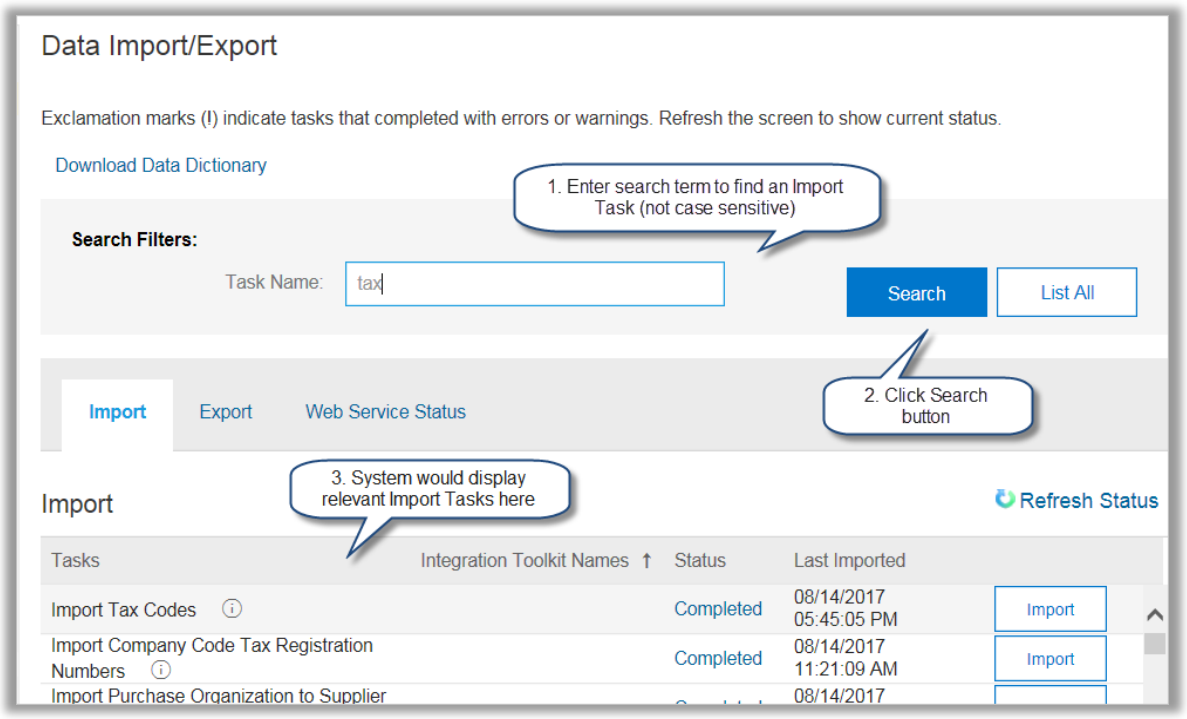
Import data in to SAP Ariba Procurement Solution similar to other master data imports which is also explained here as follows:

Import Procedure:

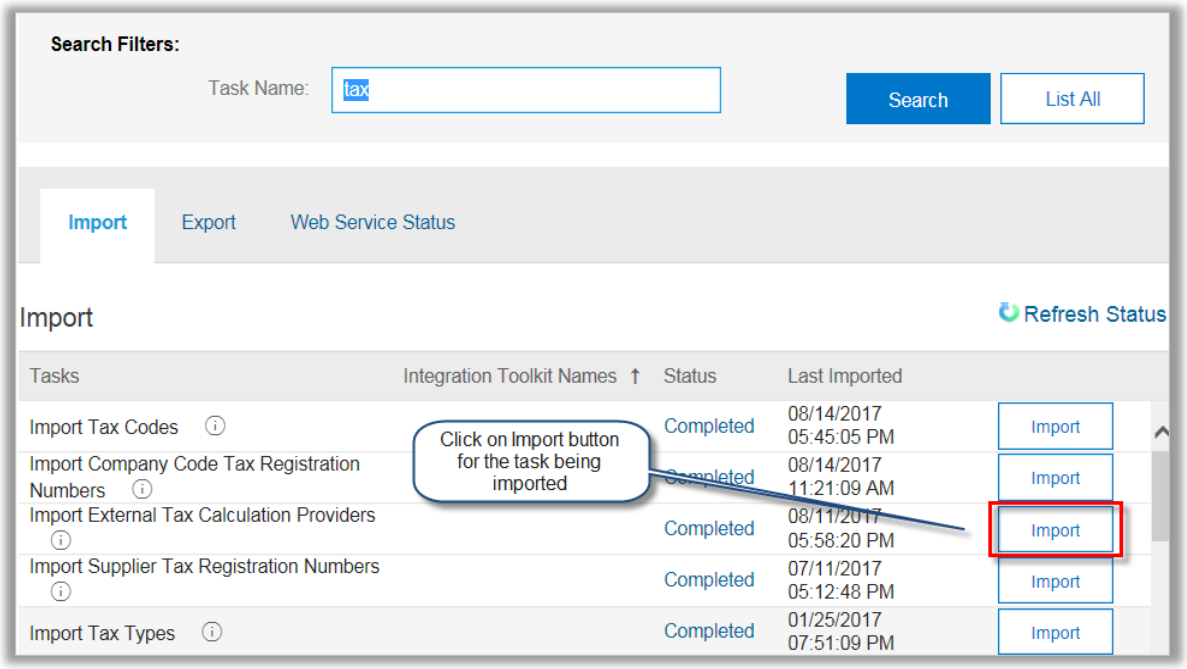
1. On the SAP Ariba Spend Management Dash board click **> Manage > Core Administration**
2. System would display a panel on left side of the Home Screen with work space option Integration Manager

The task Import External Tax Calculation Providers cans also be found **> Site Manager > Data Import/Export**

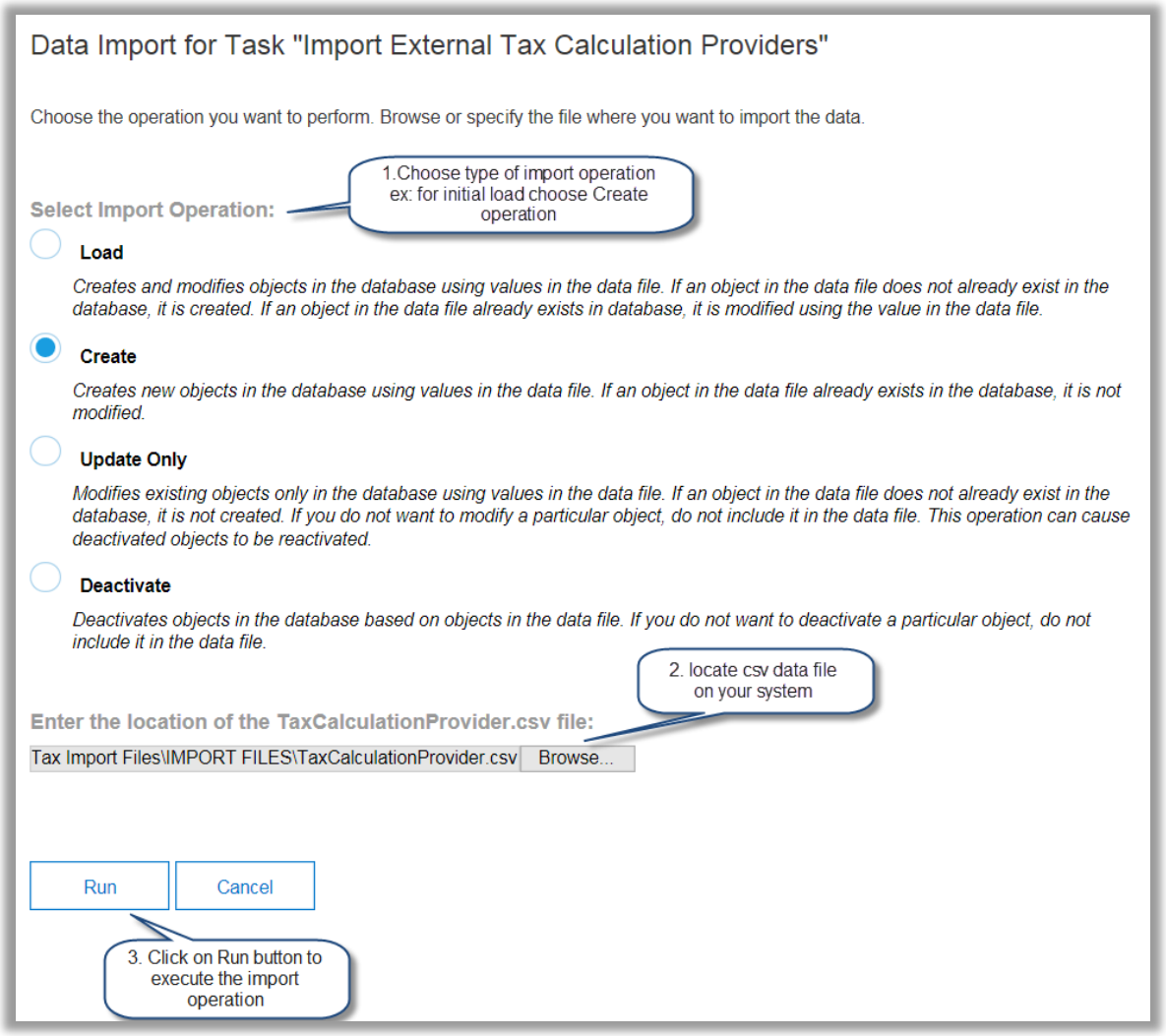
3. Click the expansion **arrow for Integration Manager >** Click on **Data Import/Export** option
4. Find the task you want to enable. Select **List All** or enter search criteria and click Search



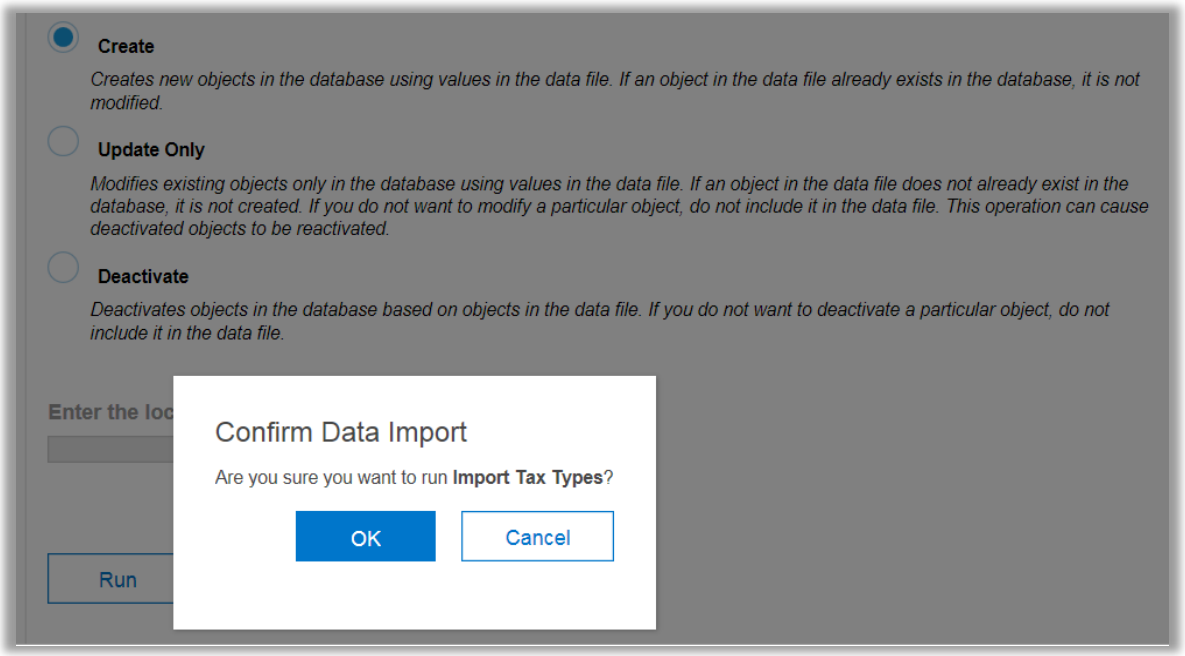
5. Click on **Import** button to open the user interface for importing the data



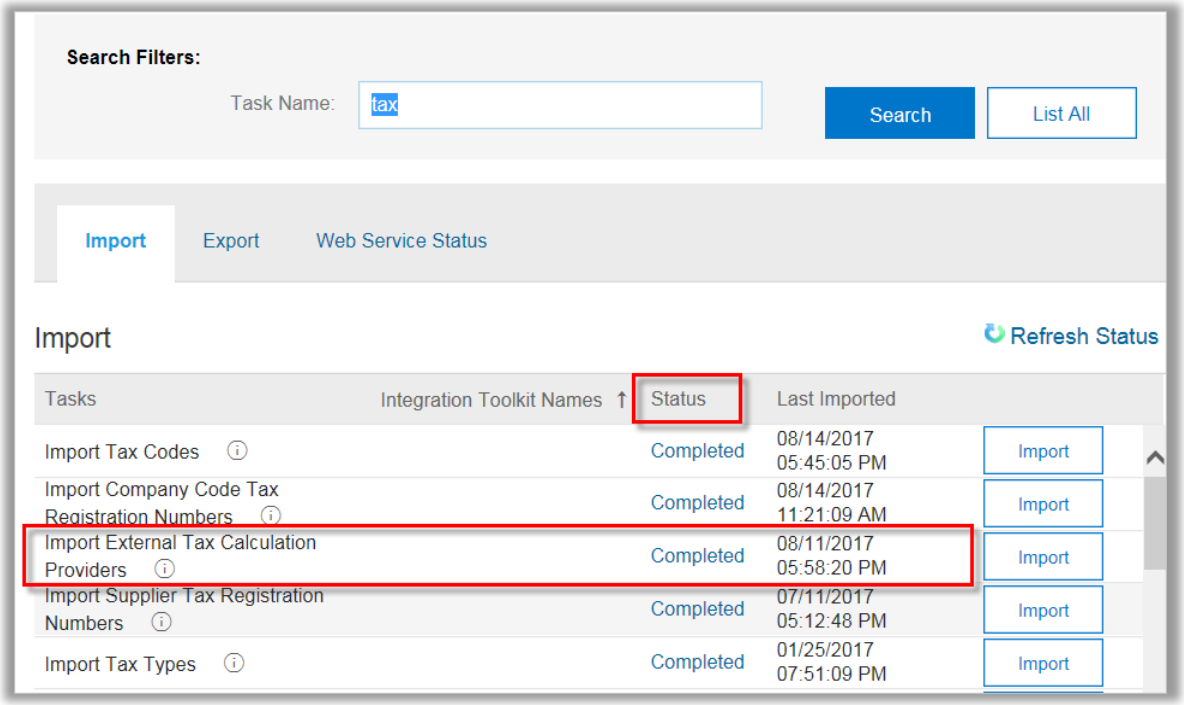
6. By default, the import operation type **Load** is selected **>** Click on **Browse** button to find the **TaxCalculationProviderExport.csv** file on user's computer system **>** click **Run** to import the file.



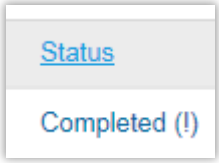
7. Click OK to confirm the data import.



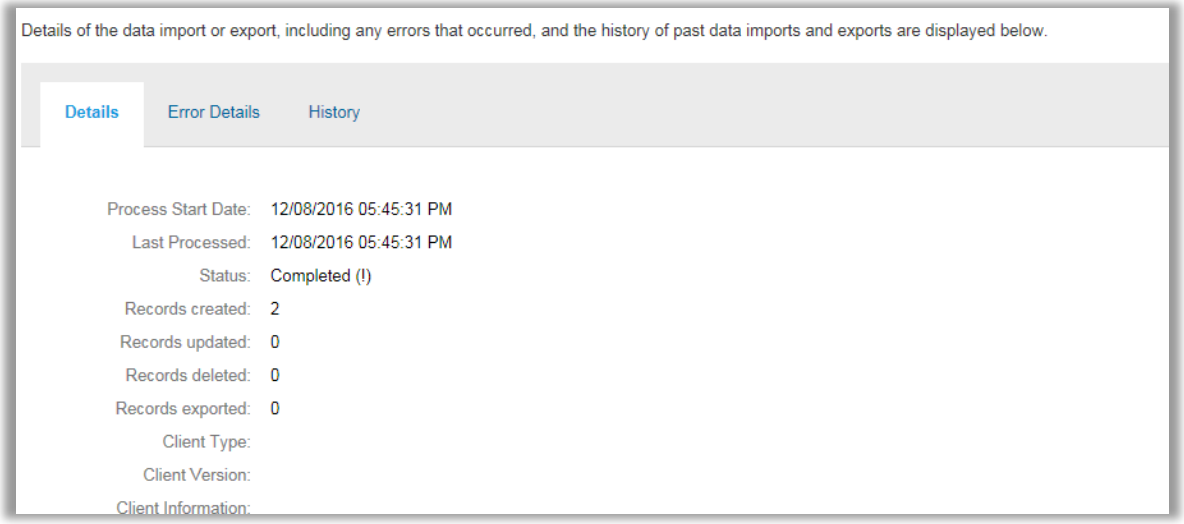
System would return to Data Import/Export user interface screen and shows the status > Import > Status as Completed. Please click on Refresh Status if Status showed as Processing until Status becomes Completed.



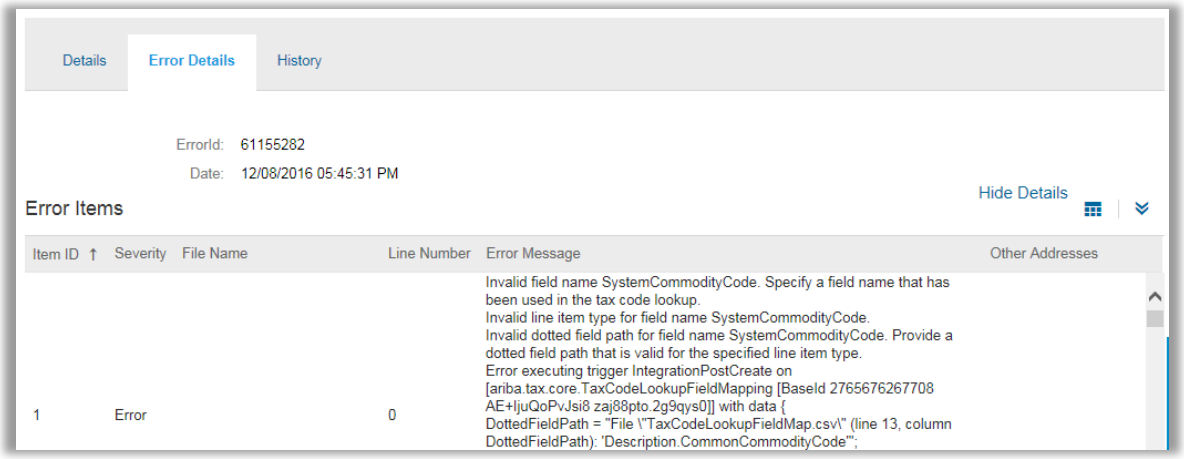
In case of errors, Status column under Import table will be shown as below:



1. Click on Completed hyper link to view the error, description and history



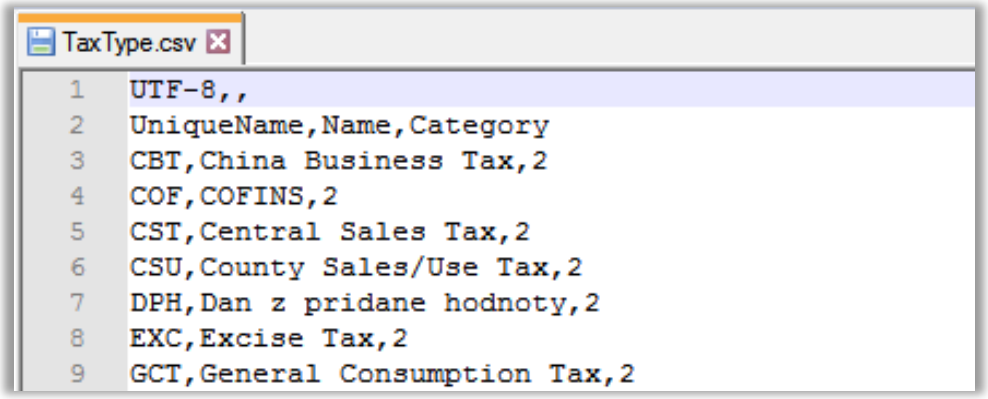
2. Click on **Error Details** to view the detail description of error and where the error has occurred.



IMPORT TAX TYPES TASK

SAP Ariba Procurement Solution offers standard tax types by default but when Buying Organization enables their legal entities/SAP Company Codes to calculate taxes using ONESOURCE Global Tax for SAP Ariba Solutions, they need to maintain a comprehensive list of Tax Types provided by ONESOURCE Indirect Tax Professional Services. The list covers tax types on global level to ensure comprehensive tax regime coverage to provide error free tax results. Buyer Organization can maintain this TaxType.csv in addition to default tax types available in SAP Ariba Procurement Solution.

The sample TaxType.csv file will be as follows:



The CSV file has fields **UniqueName** which is the Tax Type name that can be recognized uniquely. The column **Name** can be same name similar to UniqueName or a descriptive name. The column **Category** has SAP Ariba standard values like 2 ore 64. 2 denote Indirect Tax and 64 denote Withholding Tax. Here 2 is a fixed value that needs to be repeated for all Indirect tax types.

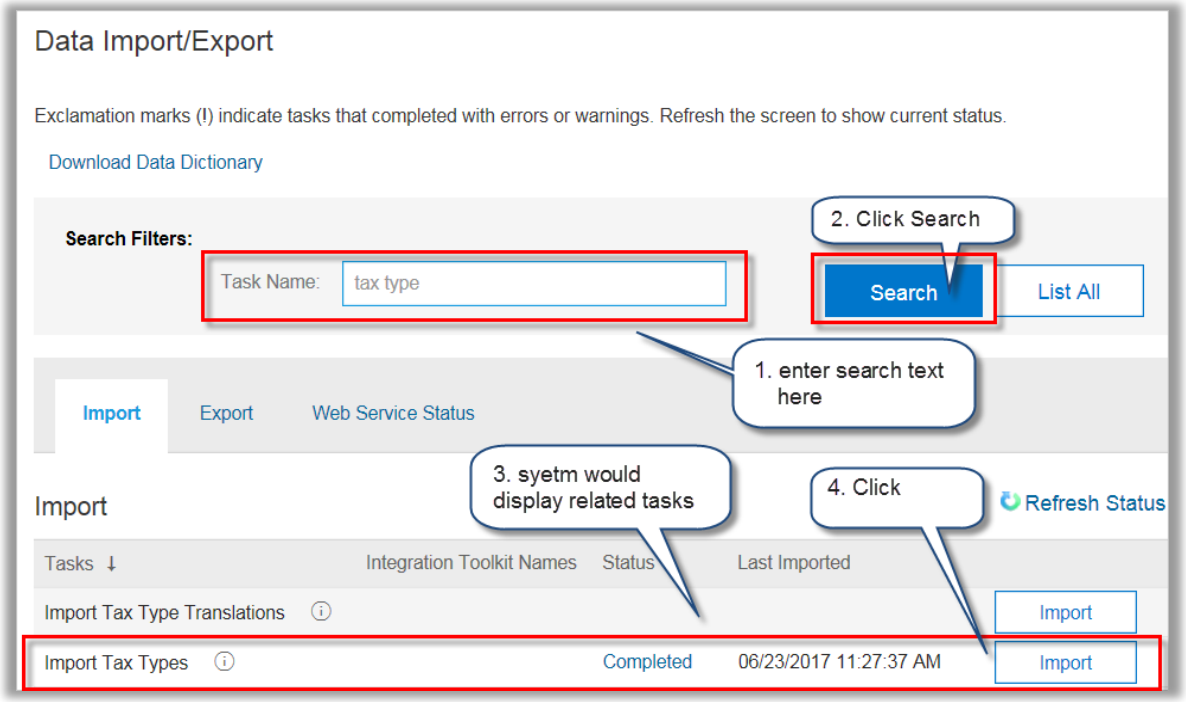
The columns/data description of Tax Type import task is as follows:

Field	Required	Description	Sample Value
Unique Name	Yes	String. References unique Name of Tax Type defined in SAP Ariba Procurement Solution	VAT
Name	Yes	Multilingual String. This is displayed on UI	Value Added Tax
Category	Yes	Integer. The category of the Tax Type 2 is for Indirect Tax and 64 is for Withholding Tax	2

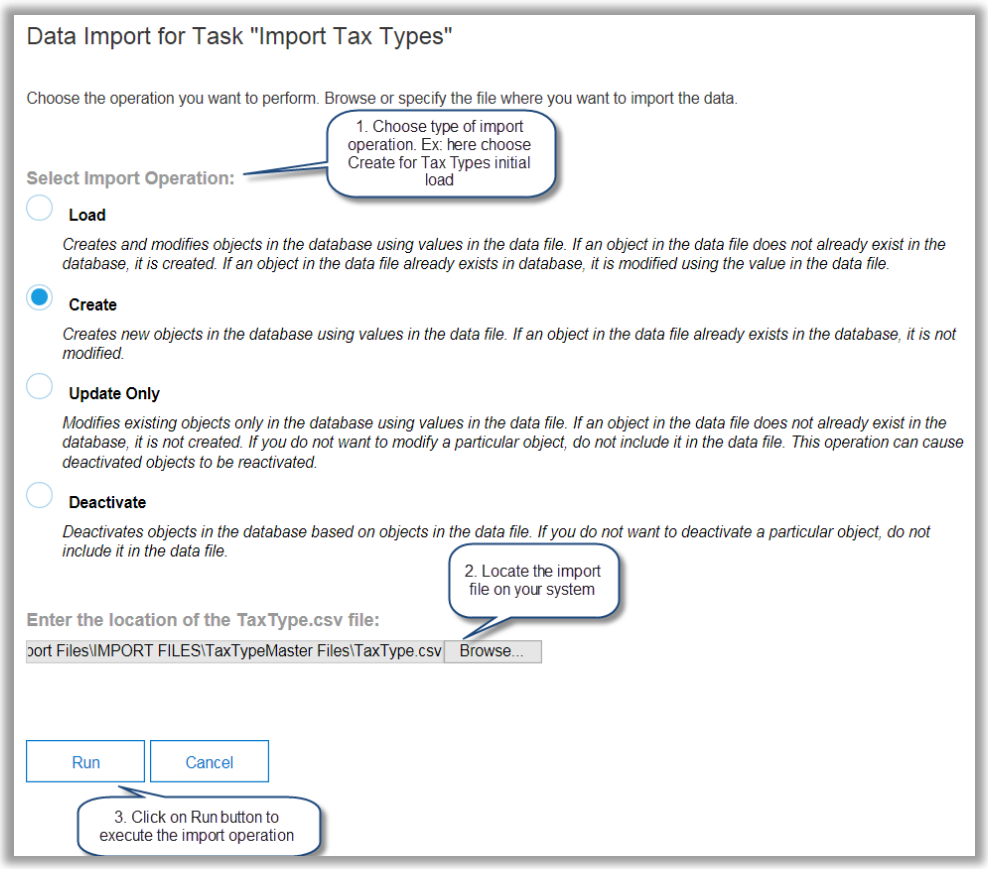
IMPORT PROCEDURE

The import tasks related to Tax are found under **Site Manager** Workspace. The navigation to the Data Import/Export task is as follows:

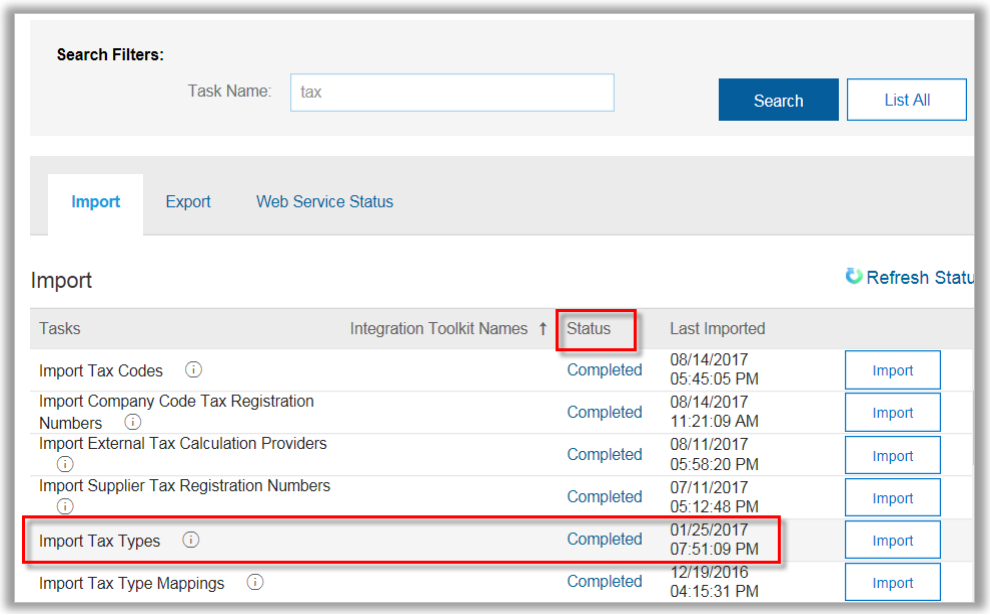
1. Ariba Spend Management **>** Manage **>** Core Administration **>** Site Manager **>** Data Import/Export



2. Select import operation type Create, select the CSV file from the system and click on execute button as shown below



3. System takes user to the Import UI screen and show the status which can be in progress or completed. If the status is in progress, click on Refresh Status to see the latest one. Status column and Task being imported shows the status and time stamp.

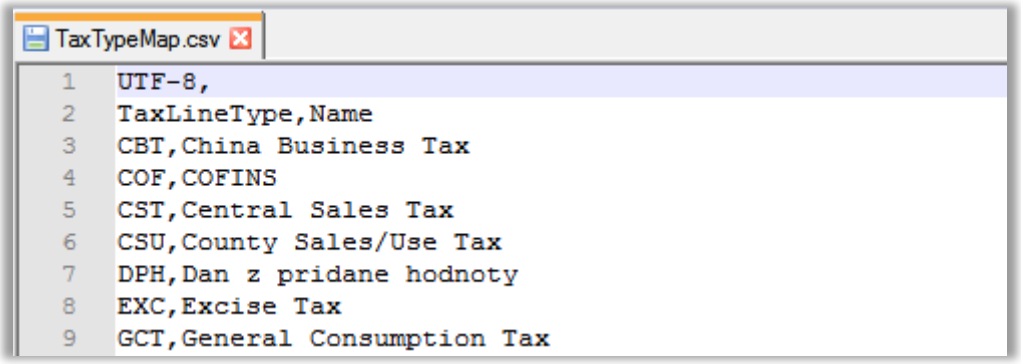


TaxType.csv file that need to be imported in to SAP Ariba Buying Solutions can be found as an attachment with the KB Article found on Customer Platform Support at: https://tax.thomsonreuters.com/support/onesource/indirect-tax/?search=000039826

IMPORT TAXTYPEMAP TASK

The Tax Type Map import task maintains the mapping between the normal Tax Types entered on Supplier Invoice with Tax Types defined in SAP Ariba Procurement Solution.

The sample TaxTypeMap.csv data file is as follows:



SAP Ariba Procurement Solution by default maintains mapping for standard tax types but when Buyer Organization intend to use Thomson Reuter's ONESOURCE Global Tax for SAP Ariba Solutions for tax

calculation service, it is required to maintain a comprehensive list of tax types recommended by Thomson Reuters ONESOURCE Indirect Tax Professional Services.

The CSV data file has fields **TaxLineType** which is tax type defined in SAP Ariba Procurement Solution. Field **Name** represents the normal tax types found on Supplier Invoice.

Field	Required	Description	Sample Value
Unique Name	Yes	String. References unique Name of Tax Type defined in SAP Ariba Procurement Solution	VAT
Name	Yes	Multilingual String. This the tax type found on Invoices	Value Added Tax

Once TaxTypeMapping.csv file is ready, it can be imported in to SAP Ariba Procurement Solution using import task **Import Tax Type Mappings**. Please refer steps under IMPORT PROCEDURE section of TAX TYPE IMPORT to import the data in to SAP Ariba Solution.

TaxTypeMap.csv file that need to be imported in to SAP Ariba Buying Solutions can be found as an attachment with the KB Article found on Customer Platform Support at:
https://tax.thomsonreuters.com/support/onesource/indirect-tax/?search=000039826

IMPORT TAXTYPES TRANSLATION TASK

The Tax Type Translations is an optional import and requited only when the Tax Types need to be in a language other than the English.

The sample Tax Type Translations file is as follows:

TaxType Translations.csv

```
1  UTF-8,,
2  UniqueName,Name,Language
3  CBT,China Business Tax,French
4  COF,COFINS,French
5  CST,Central Sales Tax,French
6  CSU,County Sales/Use Tax,French
7  DPH,Dan z pridane hodnoty,French
8  EXC,Excise Tax,French
9  GCT,General Consumption Tax,French
```

The data description of the Tax Type Translations is as follows:

Field	Required	Description	Sample Value
Unique Name	Yes	String. References unique Name of Tax Type defined in SAP Ariba Procurement Solution	VAT
Name	No	Multilingual String. This is displayed on UI	Value Added Tax
Language	Yes	String. The language to which Tax Type is translated	French

The import tasks related to Tax are found under **Site Manager** Workspace. The navigation to the Data Import/Export task is as follows:

Ariba Spend Management **>** Manage **>** Core Administration **>** Site Manager **>** Data Import/Export

Once TaxTypeTranslation.csv file is ready, it can be imported in to SAP Ariba Procurement Solution using import task **Import Tax Type Translations**. Please refer steps under IMPORT PROCEDURE section of TAX TYPE IMPORT topic to import the data in to SAP Ariba Solution.

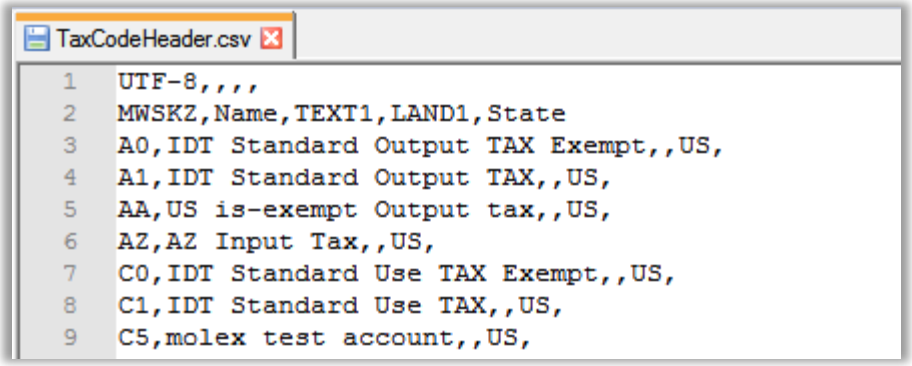
IMPORT TAX CODES TASK

Tax Codes import task enable maintenance of Tax codes in SAP Ariba Procurement Solution. Like other import tasks in SAP Ariba Procurement Solution, Tax Code import task offers UI to import tax code data.

This import task consists of two import CSV files which are TaxCodeHeader.csv and TaxCodeDetail.csv. Import Tax Code Task UI offers option to import two CSV files in to the system in single step.

For SAP Ariba Procurement Solution's tax integration with ONESOURCE Global Tax for SAP Ariba Solutions, only TaxCodeHeader.csv import file with Tax Code data is required. And TaxCodeDetails.csv would be imported as an empty file for programmatic use.

Sample TaxCodeHeader.csv file:



The description of the fields for the TaxCodeHeader.csv is as follows:

Field Name	Required	Description
MWSKZ	Yes	String. The unique name of the tax code. A tax code can be updated or deactivated using this unique name.
Name	No	MultiLingualString. User specified name which is displayed on UI
TEXT1	No	MultiLingualString. Additional information for the tax code like purpose
LAND1	Yes	String. The unique identifier of the Country for which the tax code is applicable
State	No	String. The unique name of the state for states in the US

TAX CODE HEADER IMPORT FILE PREPARATION

The data required for TaxCodeHeader.csv should match your backend ERP system's company code structure. It is therefore recommended to export the relevant company codes form SAP system.

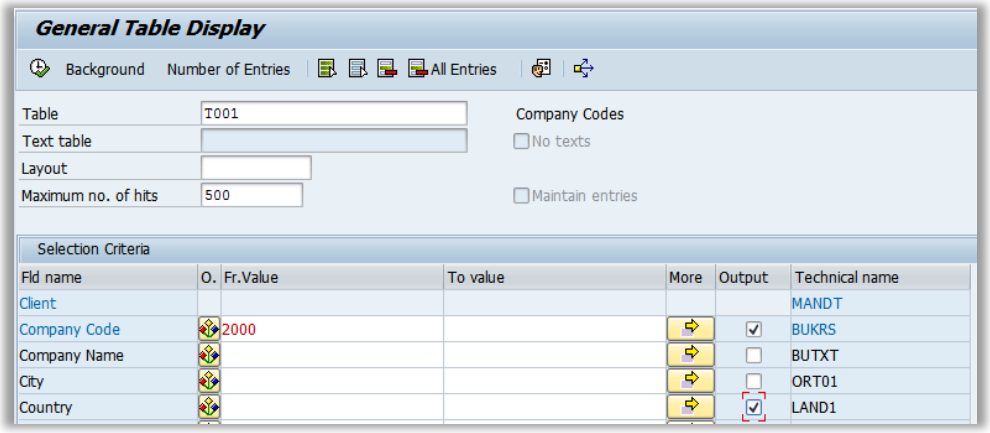
To prepare the TaxCodeHeader.csv file using Tax Code Data from SAP ECC System follow below steps:

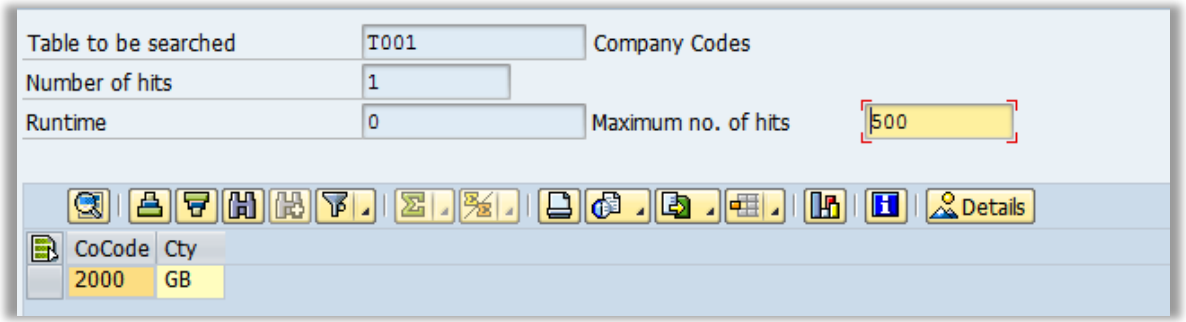
SAP Users with access to table browsing transaction SE16/SE16N and authorization to Company Code data can extract the Tax Code data using below steps.

User need to find out Tax Procedure assigned to the Country of the SAP Company Codes before extracting tax code data from T007A table.

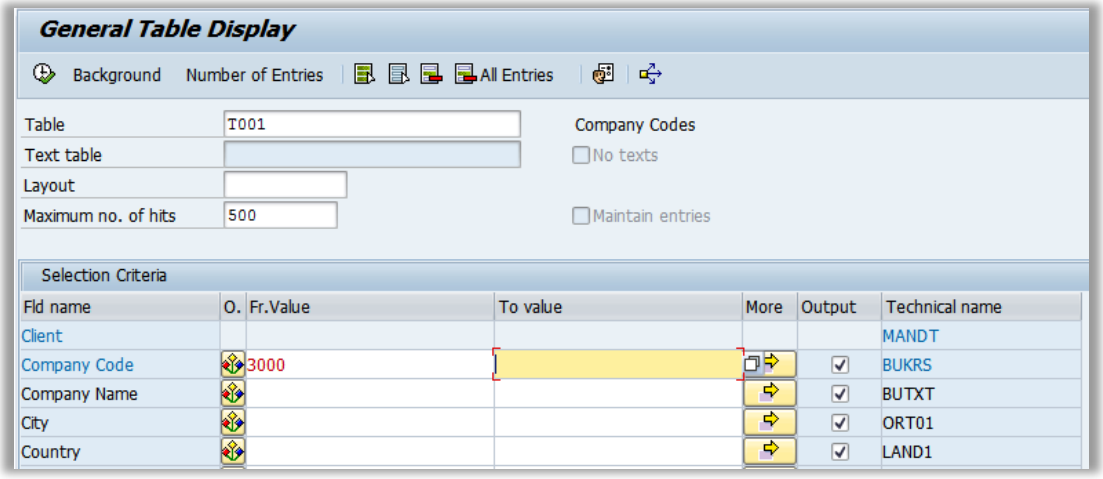
1. First get the Country of the SAP Company Code for which TaxCodeHeader.csv is prepared for. This information can be found in SAP Table T001.
2. Then find Tax Procedure assigned to Country in SAP table T005.

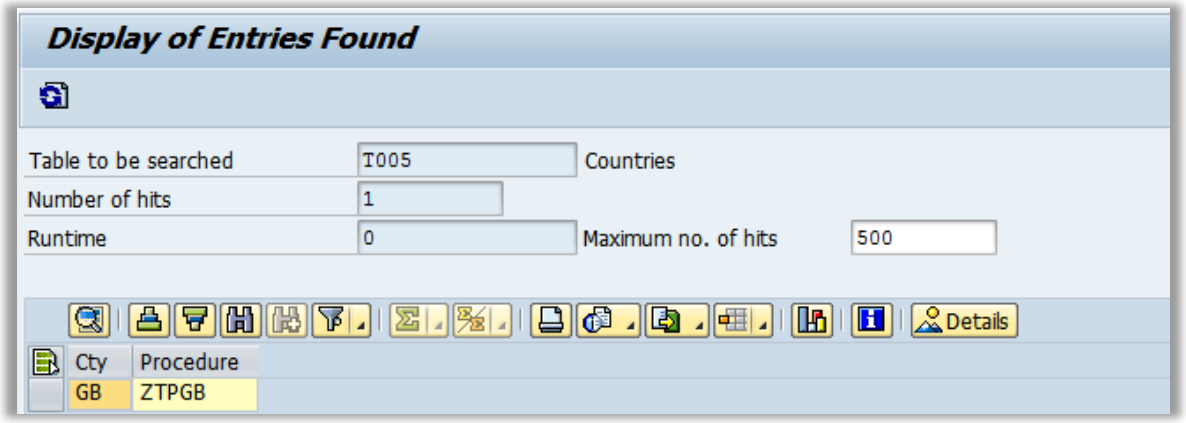
Country of SAP Company Code:





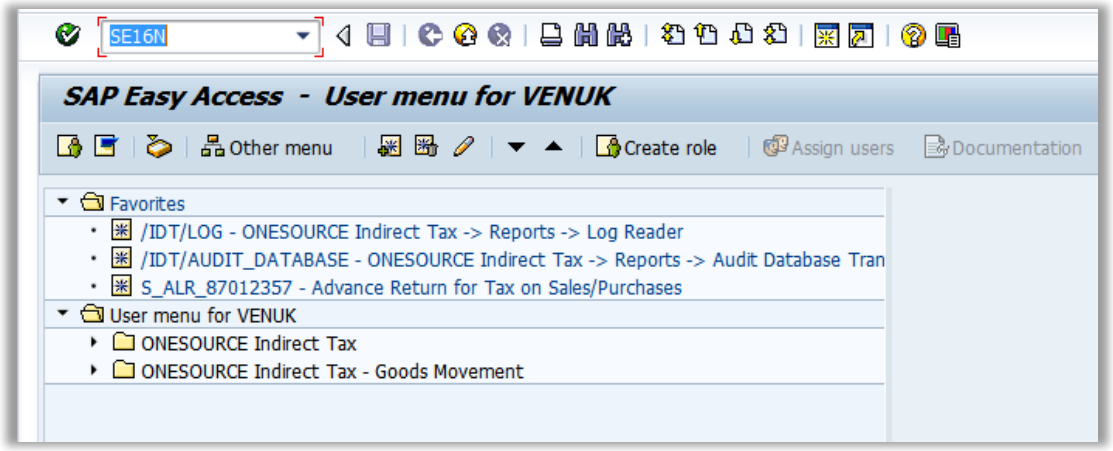
Tax Procedure for Country:



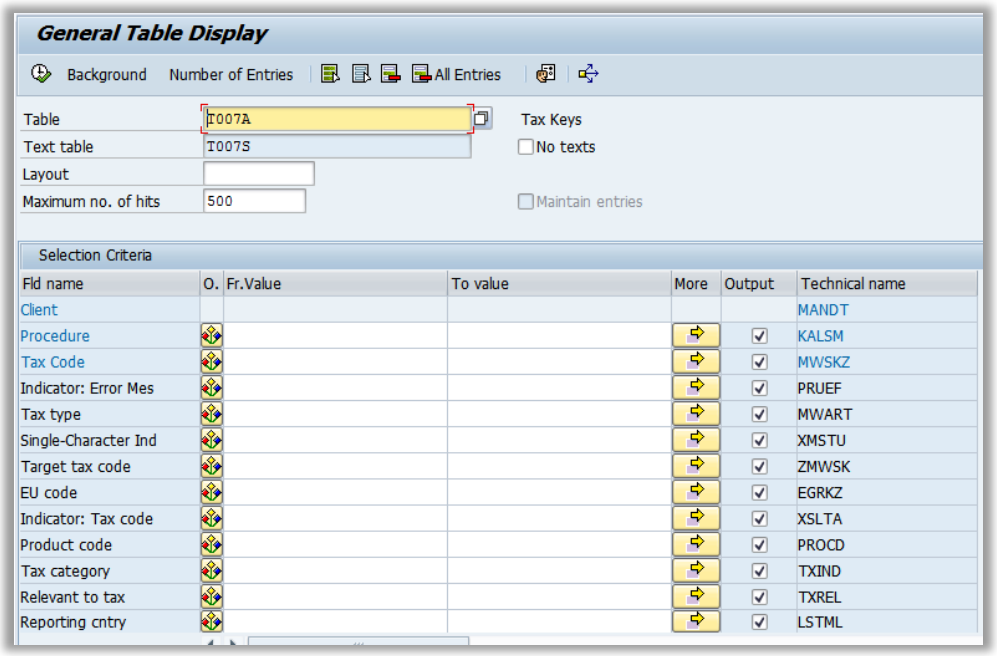


Once the Tax Procedure assigned to SAP Company Code is found, please follow below steps to extract Tax Code data:

1. Log in to SAP ECC system
2. Enter Transaction Code SE16N in Command Field and click on Green check mark



3. System would display table browser UI

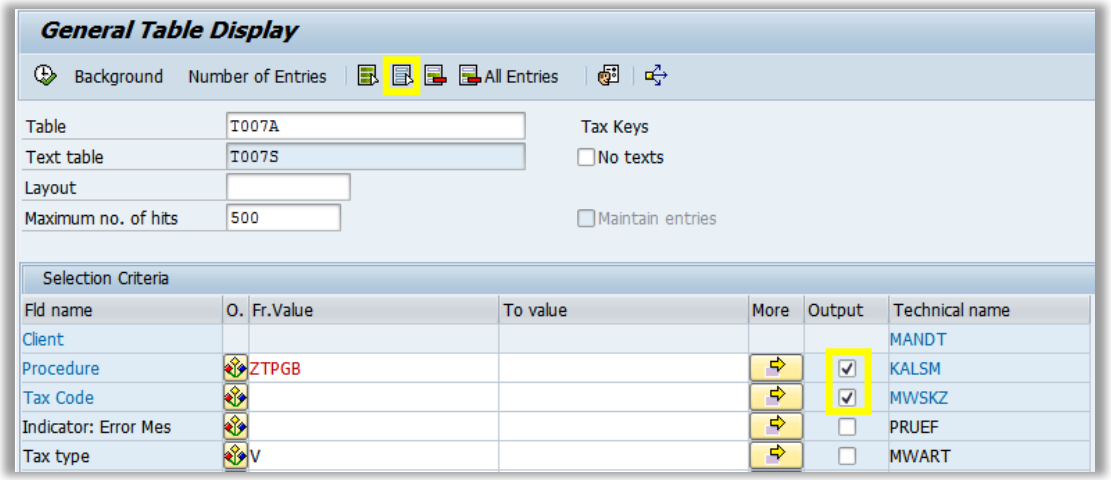


4. Enter:
   A. Tax Procedure of the SAP Company Code found in earlier steps in to **Procedure** input field
   B. Tax Type = V (input tax)
5. Click on **Deselect All** button as shown in below screenshot and Select Fields **Procedure**, **Tax type** and **Description**

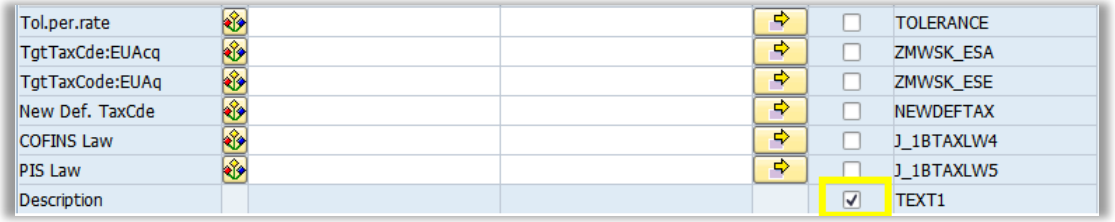
For Demo purpose here, we used sample Tax Procedure ZTPFB. For Ariba Buyer Organization this could be any Tax Procedure configured for corresponding SAP Company Code.

Please note that the tax codes data extracted from SAP ECC system is the same data which is maintained in ONESOURCE Indirect Tax Determination for the purpose of Tax Integration between SAP Ariba Procurement Solution and ONESOURCE Global Tax for SAP Ariba Solutions.

First please list all the SAP Company Codes for which Tax Code Qualifier configuration is maintained in ONESOURCE Indirect Tax Determination for the input tax (tax types for Purchasing) for SAP Ariba Procurement solution tax integration purppose.Then extract Tax Code data for those company codes as explained in following steps.



6. Scroll down to find and select the field **Description**



7. Click on **Execute** button to display table contents for selected criteria,
8. System would display Tax Code and Description data per selection criteria as below:

Proc.	Tx	Description
ZTPGB	I1	IDT Standard Input DFLT
ZTPGB	V0	IDT GB Standard Input Tax Exempt
ZTPGB	V1	IDT GB Standard Input Tax
ZTPGB	V2	IDT GB Reduced Rate InputTax
ZTPGB	V3	IDT GB Zero Rate Tax Input
ZTPGB	V4	IDT GB Reverse Charge Input Tax
ZTPGB	V5	IDT GB Deferred Tax Input

9. Use below table to populate the TaxCodeHeader.csv using Tax Code data found in SAP ECC System

Field Name	Required	Description	SAP Field
MWSKZ	Yes	String. The unique name of the tax code. A tax code can be updated or deactivated using this unique name.	T007A-MWSKZ
Name	No	MultiLingualString. User specified name which is displayed on UI	T007A-TEXT1 (Description)
TEXT1	No	MultiLingualString. Additional information for the tax code like purpose	Optional
LAND1	Yes	String. The unique identifier of the Country for which the tax code is applicable	T007S-LAND1 or Country found for SAP Company Code in Table T001
State	No	String. The unique name of the state for states in the US	Optional

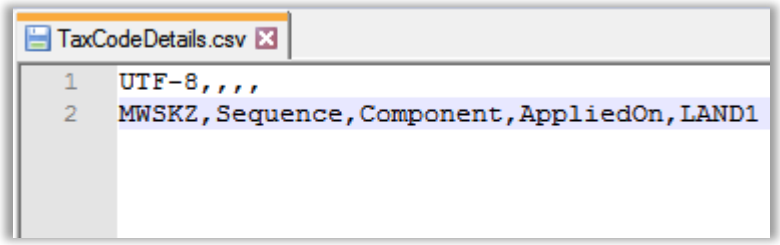
10. Repeat the steps 1 to 7 under section TAX CODE HEADER IMPORT FILE PREPARATION for each SAP Company Code for which tax integration is enabled in SAP Ariba Procurement Solution.

A single TaxCodeHeader.csv file can be used for Tax Code data of all Company Codes for which external tax integration is enabled in SAP Ariba Procurement Solution.

TAX CODE DETAILS IMPORT FILE PREPARATION

The CSV file with only header data as shown in below sample file is required. It is a shell/empty file required for programmatic use while importing the data in to SAP Ariba Procurement System.

The sample TaxCodeDetails.csv is as follows:



Both TaxCodeHeader.csv and TaxCodeDetails.csv files can be imported using Import Tax Code task user interface.

The navigation to the Data Import/Export task is as follows:

Ariba Spend Management **>** Manage **>** Core Administration **>** Site Manager **>** Data Import/Export

Please refer steps under IMPORT PROCEDURE section of TAX TYPE IMPORT topic to import the data using **Import Tax Codes** import task.

IMPORT TAX CODES TRANSLATION TASK

If Customer would like to maintain description of Tax Codes in language other than English, perform Tax Codes Translation Task.

The data description of the file is as follows:

Field Name	Required	Description
UniqueName	Yes	String. The unique name of the tax code. A tax code can be updated or deactivated using this unique name.
Name	Yes	The translated Name of the Tax Code (Name field in TaxCodeHeader.csv) MultiLingualString. This is displayed on UI
Description	Yes	The translated description (TEXT1 field in TaxCodeHeader.csv) MultiLingualString. This is displayed on UI
Language	Yes	String. The language to which the name and description have been translated

Once the CSV file is prepared, to import tax code translation data file using **Import Tax Code Translations** import task, please refer steps under IMPORT PROCEDURE section of TAX TYPE IMPORT to import the data in to SAP Ariba Solution.

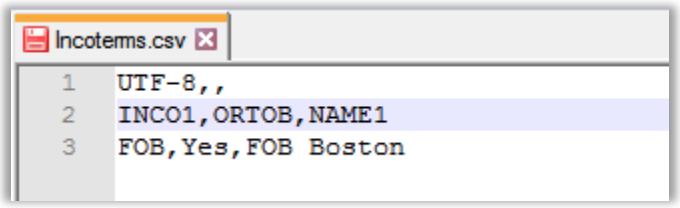
IMPORT INCOTERMS TASK

"Inco terms" are international rules for the interpretation of the most commonly used terms in international and domestic contracts of the sale of goods.

Inco terms regulate the division of costs and the transfer of risks.

SAP ERP System provides standard Inco terms through table TINC. The data from SAP ERP table TINC can used to populate the Incoterms.csv data import file in SAP Ariba Procurement Solution.

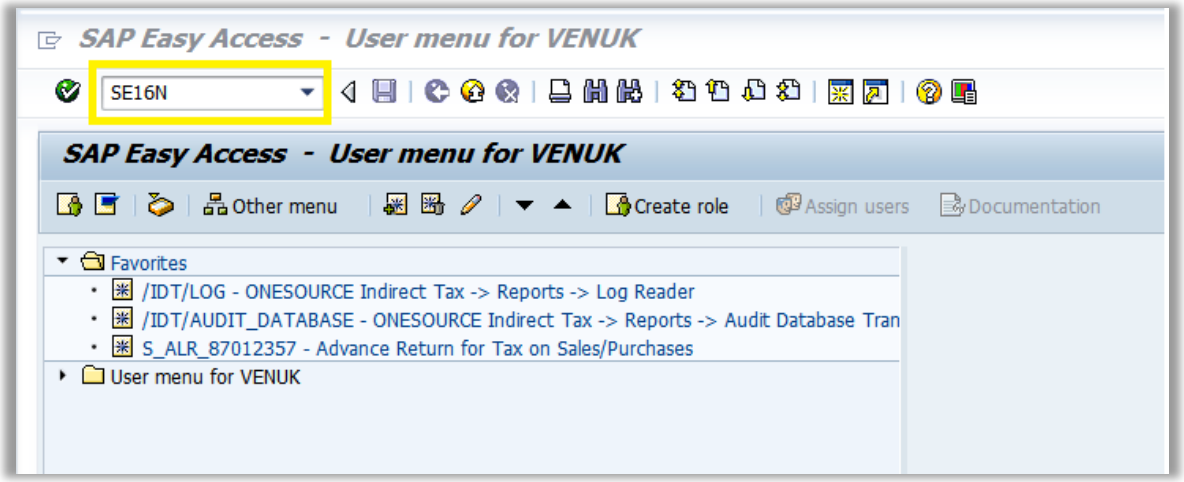
The sample Inco terms import CSV file is as follows:



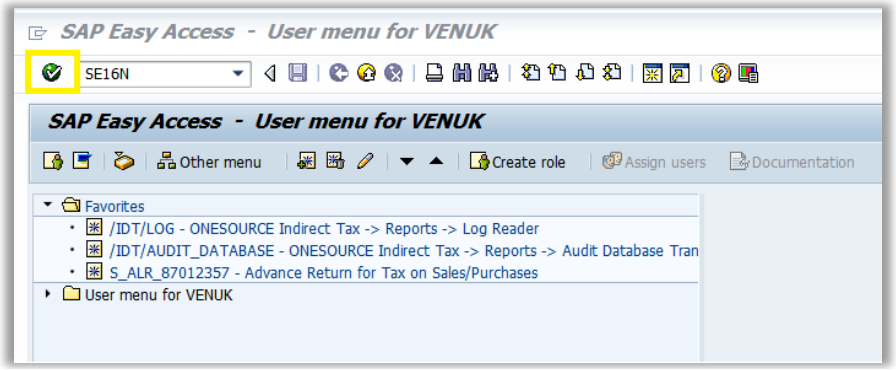
Please follow below steps to extract Inco terms data from SAP ERP and import in to SAP Ariba Procurement Solution:

Extract Inco terms Data from SAP ERP System

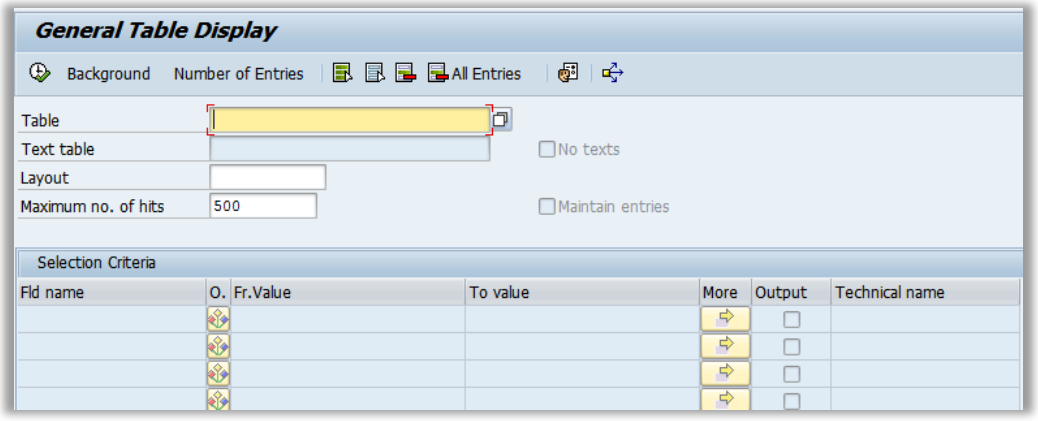
1. Log in to SAP ERP system **>** enter **SE16N** in Command Field on home screen-SAP Easy Access



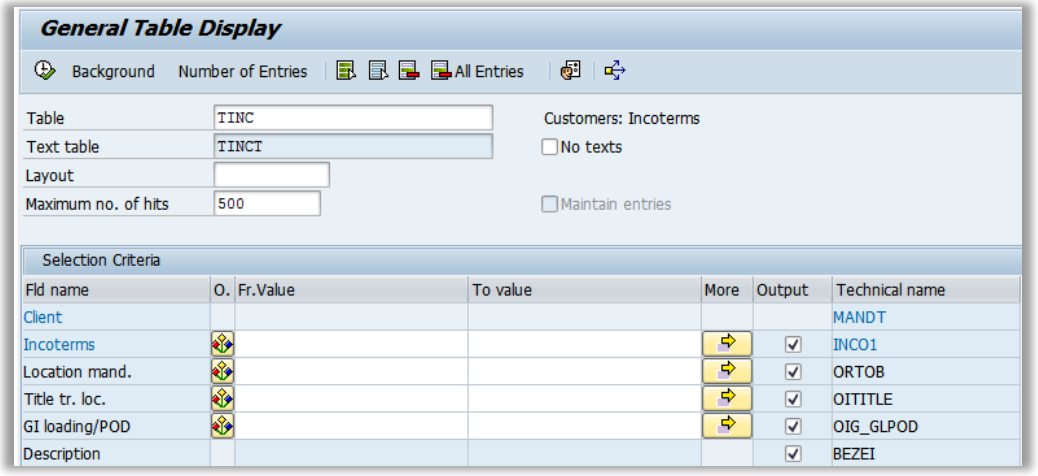
2. Click on Green Check mark (enter button) to go to table UI



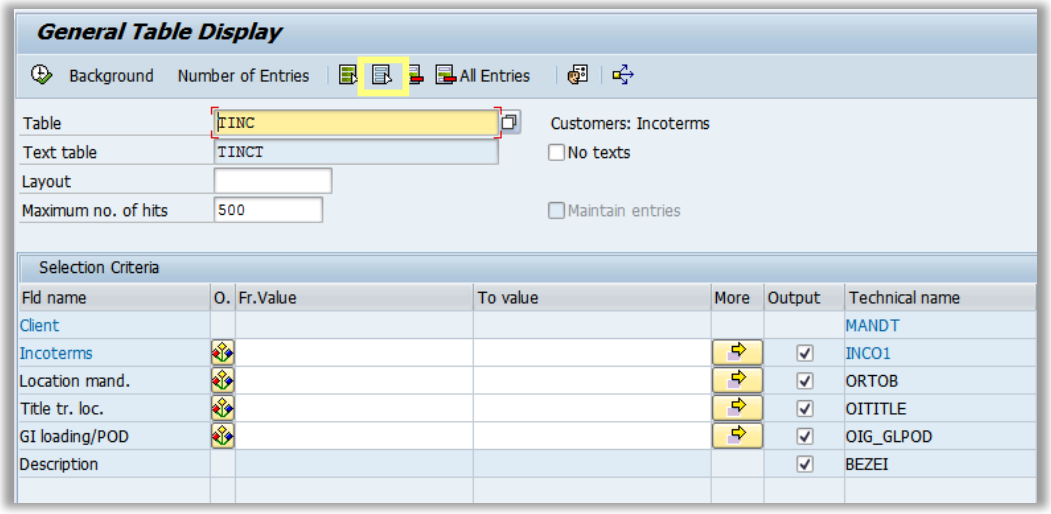
3. System will display table UI as below



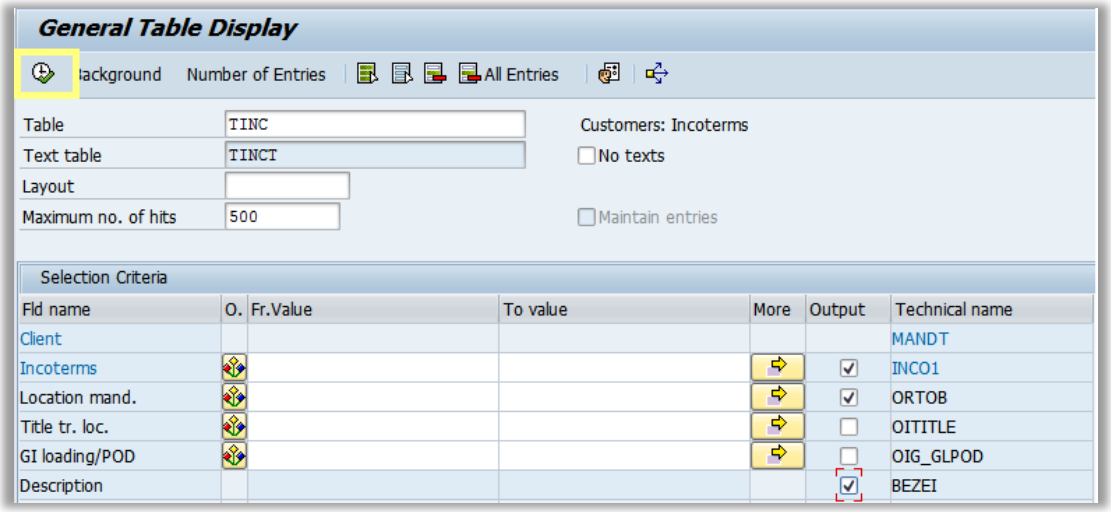
4. Enter Inco terms table **TINC** in input field Table and click Green check mark or **Enter** button on keyboard



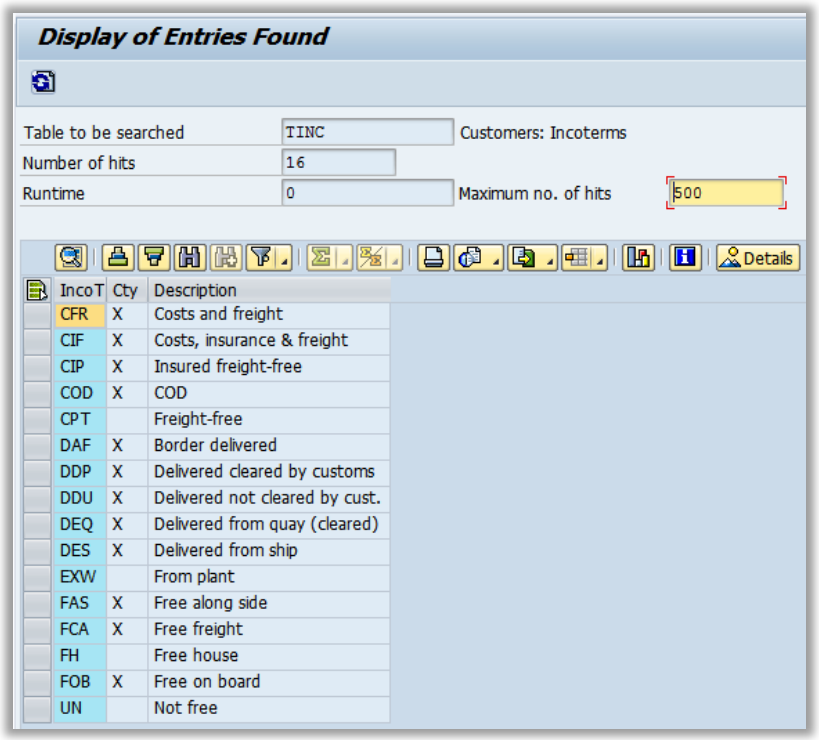
5. De-select all fields first and then select the fields which need to be downloaded as shown in below screenshots



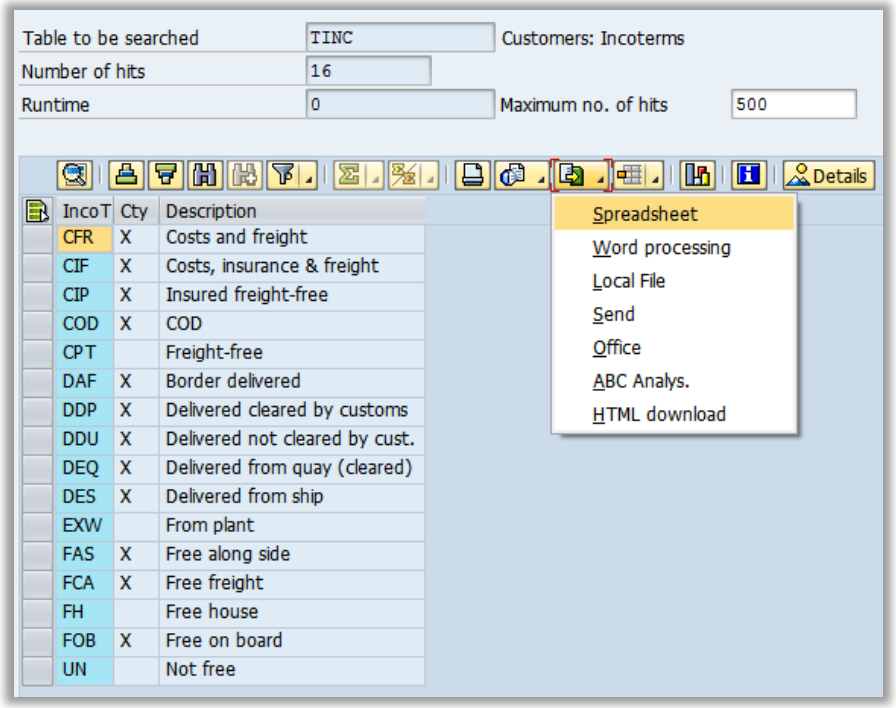
6. Select Fields **INCO1, ORTOB, BEZEI** and then click on Execute button.



7. System will display all entries per selection criteria:



8. Click on download option to download the content to user's computer system.



9. Once data is downloaded, prepare a CSV file like the sample shown here:

Sample file structure of Inco terms:

Incoterms.csv

```
1  UTF-8,,
2  INCO1,ORTOB,NAME1
3  CFR,Yes,Costs and freight
4  CIF,Yes,Costs, insurance & freight
5  CIP,Yes,Insured freight-free
6  COD,Yes,COD
7  CPT,,Freight-free
8  DAF,Yes,Border delivered
9  DDP,Yes,Delivered cleared by customs
10 DDU,Yes,Delivered not cleared by cust.
11 DEQ,Yes,Delivered from quay (cleared)
12 DES,Yes,Delivered from ship
13 EXW,,From plant
14 FAS,Yes,Free along side
15 FCA,Yes,Free freight
16 FH,,Free house
17 FOB,Yes,Free on board
18 UN,,Not free
```

File data definition:

Field Name	SAP Field	Required	Type and description	Sample value
INCO1	TINC-INCO1	Yes	String. Refers to the Inco terms code or the unique internal identifier for the Inco terms.	FOB
ORTOB	TINC-ORTOB	No	Boolean. Specifies whether location is applicable for the Inco terms.	Yes
NAME1	TINCT-BEZEI	Yes	String. Description for the Inco terms code.	Free on board

The value “X” for SAP TINC-ORTOB should be specified as “Yes” and the value “Blank” for SAP TINC-ORTOB should be specified as a comma (,) in Incoterms.csv file.

Once the import CSV file is prepared, it needs to be imported in to SAP Ariba Solution.

The import tasks related to Inco terms are found under **Site Manager** Workspace in SAP Ariba Procurement Solution.

The navigation to the Data Import/Export task is as follows:

Ariba Spend Management **>** Manage **>** Core Administration **>** Site Manager **>** Data Import/Export

Please refer steps under IMPORT PROCEDURE section of TAX TYPE IMPORT to import the data using **Import Inco terms** import task.

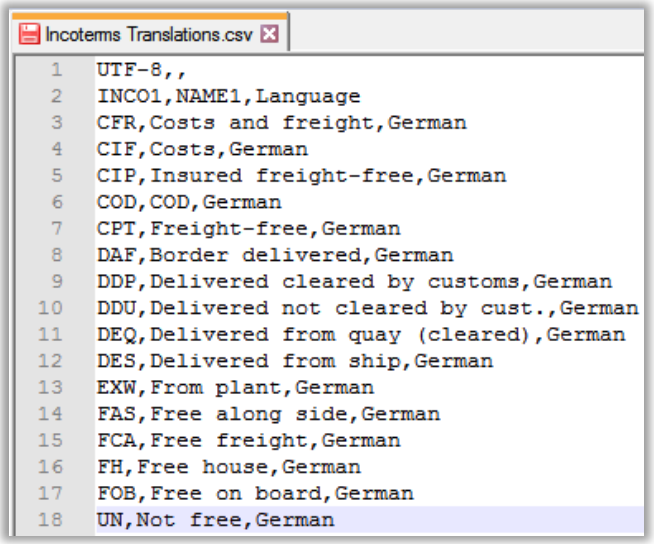
IMPORT INCO TERMS TRANSLATION TASK

To maintain translation for Inco terms, the import task, Inco terms translations need to be maintained.

The Inco terms Translations data definition is as follows:

Field Name	Required	Type and description	Sample value
INCO1	Yes	String. Refers to the Inco terms code or the unique internal identifier for the Inco terms.	FOB
Language	No	String. Refers to the language for the translation	German
NAME1	Yes	String. Description for the Inco terms code.	Free on board

Prepare the file as shown in below sample CSV file using the Incoterms.csv file. Fields INCO1 and NAME1 from Incoterms.csv with a new field called Language makes up the Inco terms Translations.csv file.



Once the CSV file ready using import task **Import Inco terms Translations** import the file in to SAP Ariba Solution.

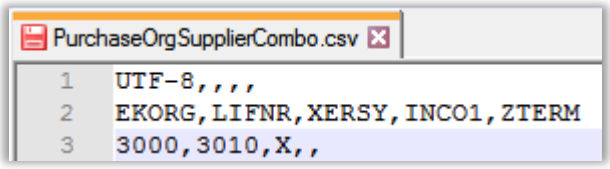
Please refer steps under IMPORT PROCEDURE section of TAX TYPE IMPORT topic to import the data in to SAP Ariba Solution.

IMPORT PURCHASE ORGANIZATION TO SUPPLIER MAPPING TASK

The import task Purchase Organization to Supplier Mapping is an existing task for SAP Variant of SAP Ariba Procurement Solution. But the import filed is updated with new field called **INCO1** to refer Inco terms code maintained in **Incoterms.csv** import file.

Inco terms are used by ONESOURCE Indirect Tax Determination. When buyer organization enables a SAP Company Code for tax calculation by Thomson Reuter's ONESOURCE Global Tax for SAP Ariba Solutions, this import task need to be updated.

The sample CSV file for updated import task Purchase Organization to Supplier Mapping is as follows:



The new column INCO1 is added is seen in the sample file. Please use the values for INCO1column from Incoterms.csv import task.

Once PurchaseOrgSupplierCombo.csv file is prepared use import task **Import Purchase Organization to Supplier Mapping** to import the data in to SAP Ariba Solution.

Navigation path is as follows:

Manage > Core Administration > Site Manager > Data Import/Export

Please refer steps under IMPORT PROCEDURE section of TAX TYPE IMPORT to import the data in to SAP Ariba Solution.

As this is an update to existing data, please use Update import operation type while importing the data.

USING CUSTOM FIELDS IN TAX CALCULATION

SAP ARIBA Customer can make use of Custom fields in the tax calculation process using ONESOURCE Global Tax for SAP Ariba Solutions.

To accomplish this Customer, need to follow the following steps:

- Customer need to contact SAP ARIBA Customer Support for creating Custom fields.
- SAP ARIBA Customer Support creates the Custom field(s) per Customer specification and marks the fields as tax influencing fields.
- SAP ARIBA Customer then work with Thomson Reuter's ONESOURCE Indirect Tax Professional Services to make Custom fields as part of external tax call.

- Thomson Reuter's Global Tax PS work with internal engineering team to map tax influencing custom fields to User Attribute Elements in Tax Integration and Determination Tax policy.
- Customer and Thomson Reuter's Global Tax PS team test the newly added Custom fields before moving the changes to Production systems (Customer's SAP ARIBA realm and ONESOURCE Global Tax for SAP Ariba Solutions).

PROCUREMENT BUSINESS PROCESS-TAX CALCULATION

Tax calculation is integral part of Procurement transactions. In SAP Ariba Procurement Solution, Tax is calculated on Purchase Requisition and Invoice Reconciliation documents during Procure to Invoice business process. Tax calculated on Purchase Requisition is copied over to Purchase Order. During Invoice Reconciliation process tax entered on Invoice by Supplier is verified and expected tax is updated on Invoice Reconciliation Document. The tax calculation is handled by SAP Ariba Native tax engine which is made up of programmatic algorithms and user maintained Tax Master Data.

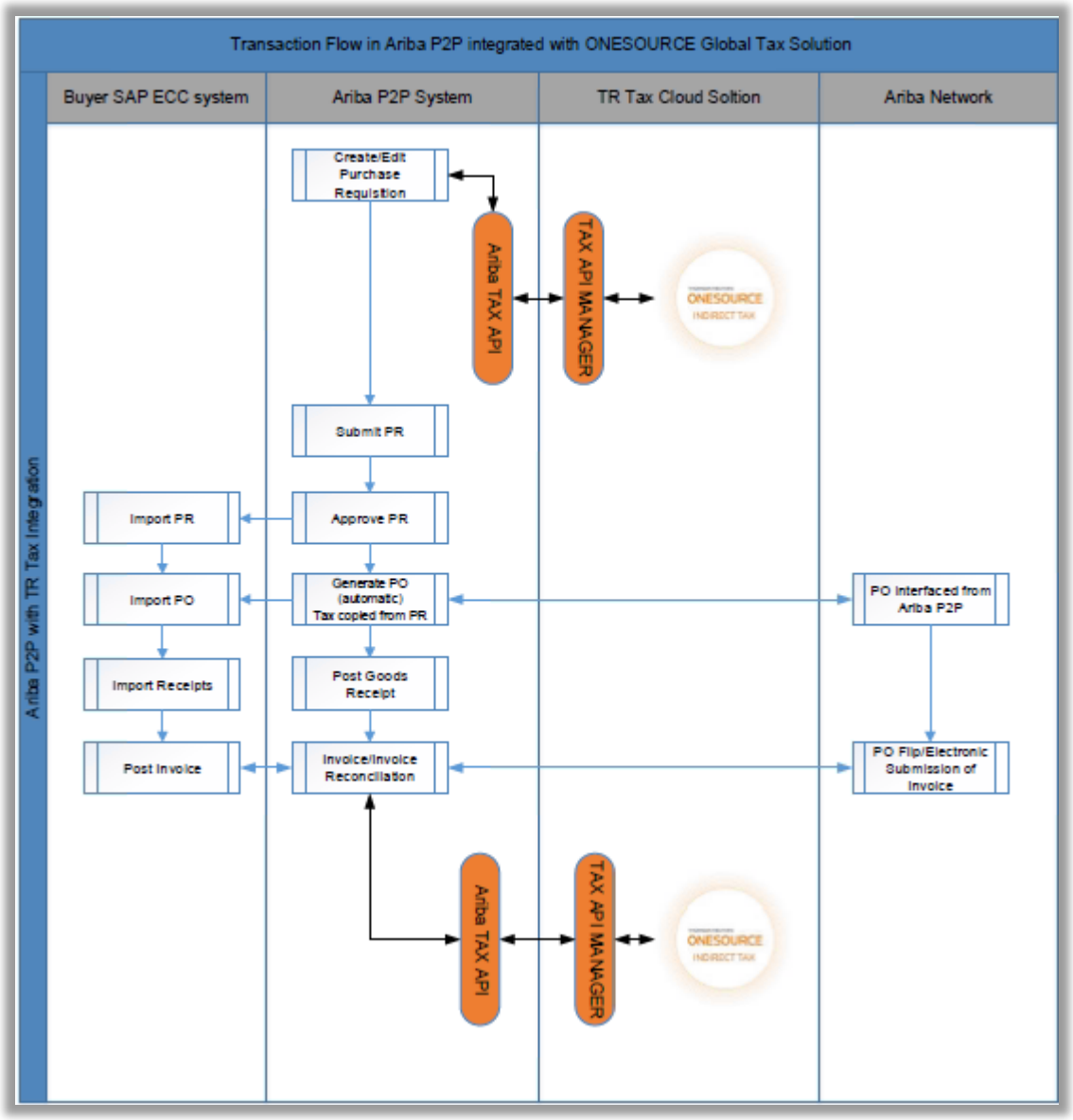
Now with ONESOURCE Global Tax for SAP Ariba Solutions, integration feature available in SAP Ariba Procurement Solution, SAP Ariba Buyers can enable their Organizations/Legal Entities created in SAP Ariba Procurement Solution for external tax calculation service.

Buyer Organization can enable their Organizations/Legal entities created in SAP Ariba Procurement Solution by following steps in Configuration section of this document. Once configuration is completed successfully and required Master Data is maintained, SAP Ariba Buyer can see tax calculation by ONESOURCE Global Tax for SAP Ariba Solutions on approvable documents like Purchase Requisition and Invoice Reconciliation.

TAX CALCULATION USING ONESOURCE GLOBAL TAX FOR SAP ARIBA SOLUTIONS

The integration of SAP Ariba Procurement Solution with ONESOURCE Global Tax for SAP Ariba Solutions would provide seamless and real-time tax calculation service. With ONESORCE integration, Buyer Organization need not to maintain tax rates for each tax authority instead can rely on ONESOURCE Indirect Tax Determination System for complex tax component details, dynamic rate changes. ONESOURCE Indirect Tax Determination makes use of complex algorithms on dynamic and research based global tax content to determine to calculate accurate taxes.

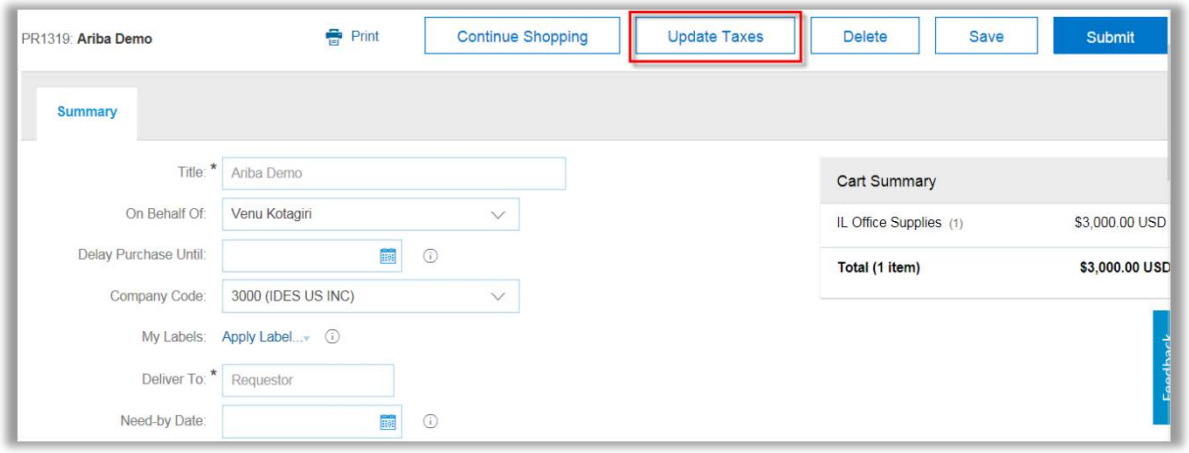
A typical SAP Ariba Procure to Pay transaction with ONESOUECE Global Tax for SAP Ariba Solutions would be as shown in below diagram:



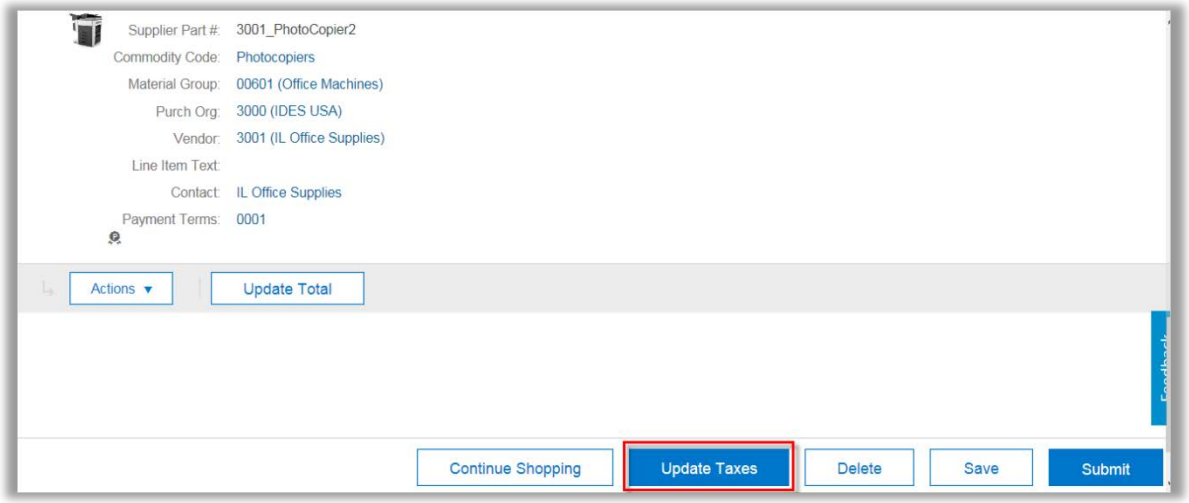
The tax calculation takes place on Purchase Requisition and on Invoice Reconciliation Document. The details process flow is as following:

1. Procurement business process normally starts with Purchase Requisition. During requisition processing buyer user can calculate taxes by simply clicking on **Update Taxes** button (newly introduced) available on requisition summary page (on top and bottom of the page).

   Top of requisition summary page with Update Taxes button:



Bottom portion of Summary page with Update Taxes button:



2. SAP Ariba Procurement initiates the tax call and transmits document level information available on requisition. Based on transaction information received for requisition and based on corresponding legal entity (ex: SAP Company Code on requisition) tax set up in ONESOURCE Indirect Tax Determination, taxes are determined and amount is calculated.

3. ONESOURCE Global Tax for SAP Ariba Solutions would responds back to SAP Ariba Procurement Solution with tax information including tax authorities' applicable, tax types' applicable, tax rate applicable and tax amount calculated. SAP Ariba solution would update the tax information on requisition document being processed. This whole tax call request and response would occur in real time seamlessly. User can see the tax information under **Taxes** column on Tax table on requisition page.

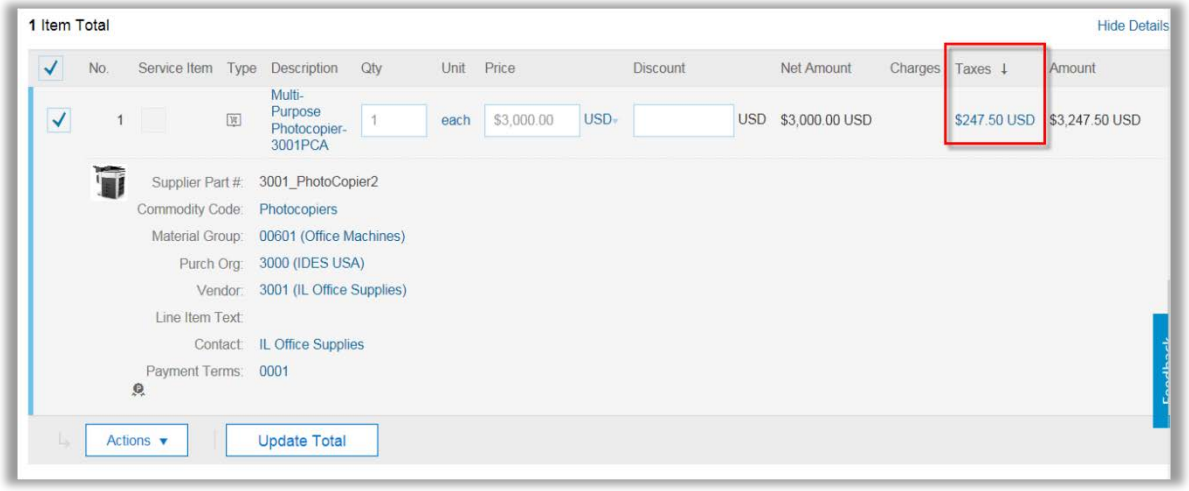
4. Buyer user can continue to process the requisition and either save for future processing or submit for approval. When requisition is submitted for approval, tax call is made automatically to determine and calculate taxes based on updated information available on requisition.

Update Taxes button is an optional feature and buyer user may also simply submit the requisition without clicking on Update Taxes button. When user submits the requisition, tax call is made automatically and ONESOURCE Indirect Tax Determination would determine taxes and sends a response back to SAP Ariba Procurement solution.

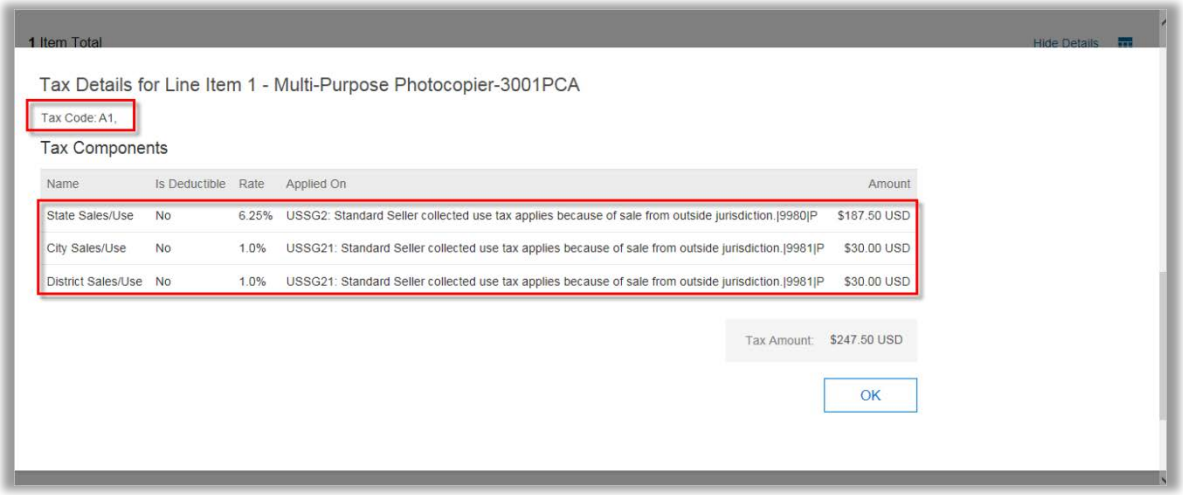
If Buyer SAP Ariba Procurement Solution is enabled for external budget check, it is advised to click on **Update Taxes** button to calculate taxes are included in the fund being checked for availability in external system.

5. Once Purchase Requisition is submitted for approval and during approval process, approver with appropriate edit authorizations makes any changes to tax influencing fields would trigger an automatic tax call updating the taxes on requisition

6. Response from ONESOURCE Global Tax for SAP Ariba solutions would be updated in requisition line items. Column **Taxes** would show tax amount being calculated. To view completed tax information user can click on **Tax Amount** hyper link or may choose **Details** button (button appears after document is either saved or submitted) on line item.

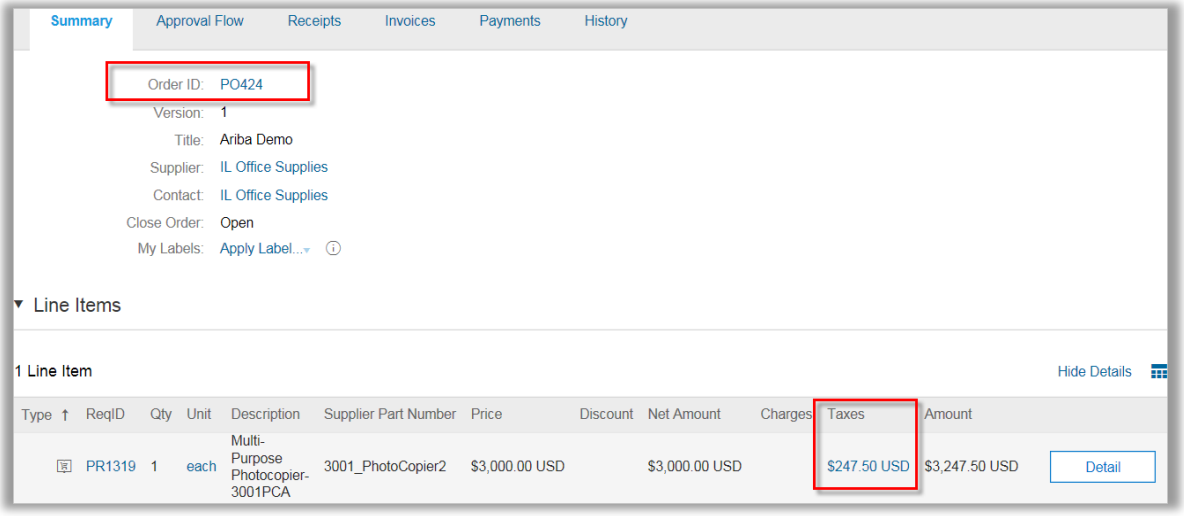


7. Clicking on Tax Amount hyper link or choosing Details button would present tax details.

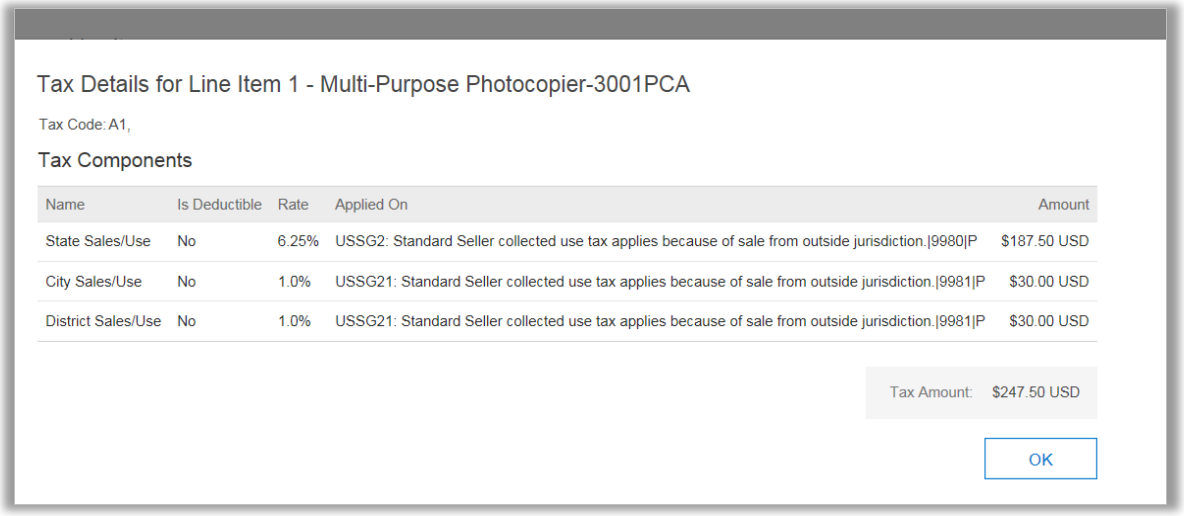


8. Here user can see Tax Code A1 coming from ONESOURCE Global Tax for SAP Ariba Solutions. This is the SAP Tax Code configured in ONESOURCE Indirect Tax Determination during SAP Ariba customer set up in ONESOURCE system as part of Tax Code Qualifier configuration step. In addition to SAP Tax Code, ONESOURCE Global Tax for SAP Ariba Solutions also provides the SAP Account Key as part of tax response. The SAP Account key is not visible on UI but would be part of purchase order export and payment request export messages. The SAP Tax Code and Account Key are useful for tax postings in SAP ERP system.

9. When requisition is finally approved, a Purchase Order is created automatically. In addition to other information, Tax information also gets copied over to Purchase Order from an approved requisition and so there would be no tax call would be made on Purchase Order.
Purchase Order line items would be updated with tax information. Under **Taxes** column on PO Line item table tax amount copied from requisition can be seen.



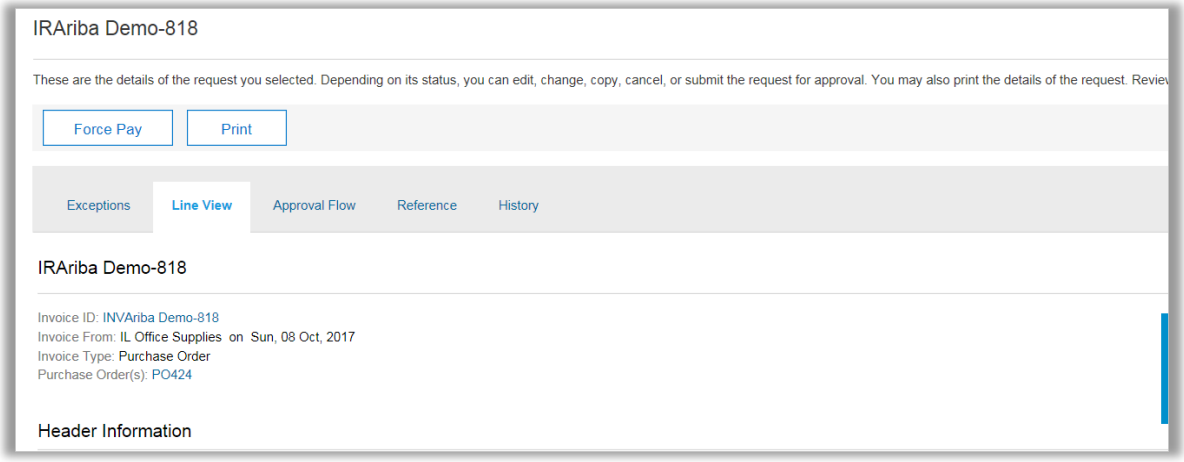
10. Clicking on **Tax Amount** hyperlink or **Detail** would present tax information details.

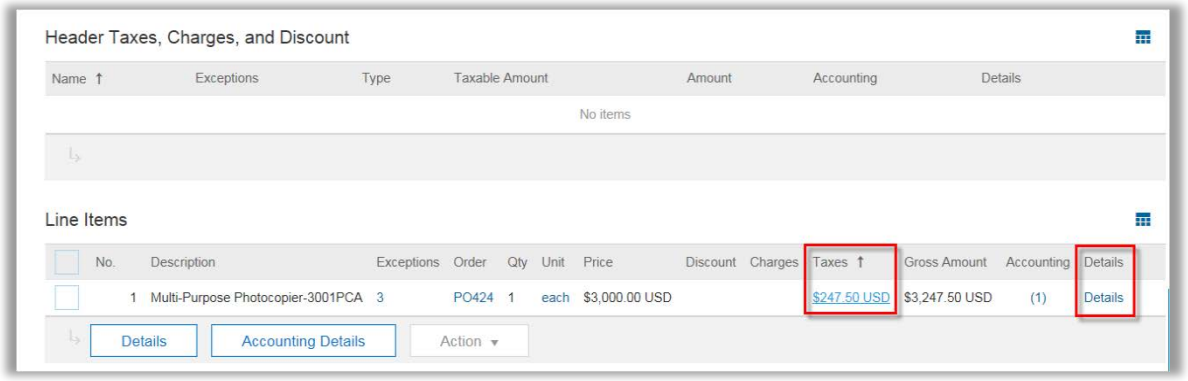


11. When Purchase Order is routed to Supplier or either available on Ariba Network, Supplier would ship goods or render services. Buyer user up on receiving goods/services would create receipts as a general process if applicable. Supplier can submit Invoice either on Ariba Network or an Invoice agent may enter it in SAP Ariba Procurement Solution.

12. During Invoice reconciliation process, SAP Ariba makes a tax call and exports information on Vendor Invoice. ONESOURCE Global Tax for SAP Ariba Solutions would perform tax calculation and responds back with expected tax rate, amount, tax authorities, the tax types and the tax code which is updated on Invoice Reconciliation line items.

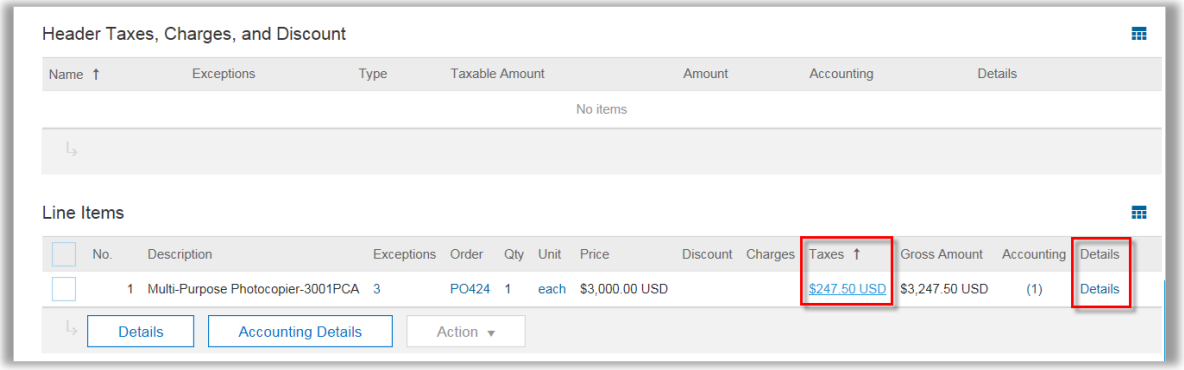
13. Navigate to Invoice Reconciliation **>** Line View **>** Line Items to view tax response from ONESOURCE Global Tax for SAP Ariba Solutions.



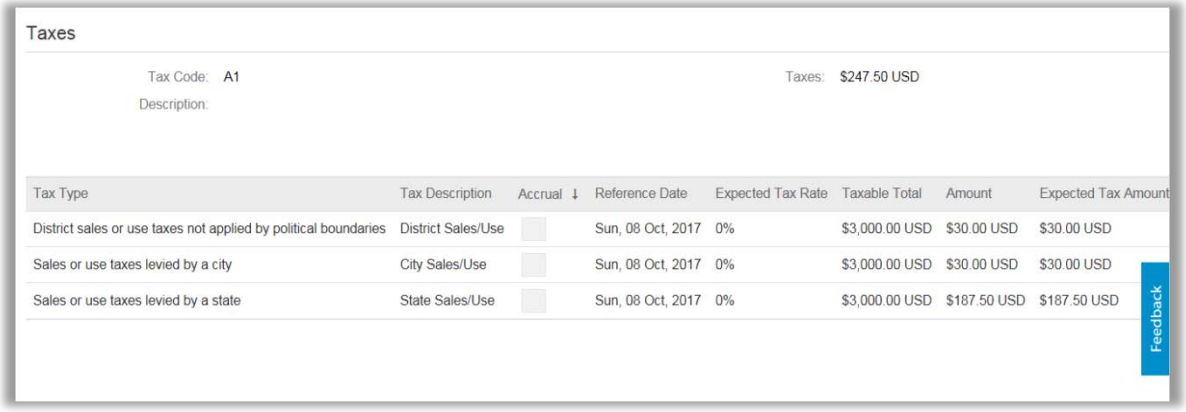


14. Clicking on **Tax Amount** hyper link under **Taxes** column on Line Items table or **Details** hyperlink as highlighted in above Screenshot would present details of tax information

15. Clicking on Tax Amount shows tax details on same Invoice Reconciliation Page in a new window



16. Clicking on **Details** would open the Line item in a new page and shows Taxes details as below (scroll down the page to see tax details).



User can see Tax Code A1, expected tax type, Tax Description, Expected Tax Rate, Tax Amount and other details (click on Table Options to include or delete fields on taxes details section).

17. If no validation errors and variance exceptions occur, Invoice Reconciliation would be successful and status would eventually turn to paying with Payment Request generated. Payment request would be exported to Buyer's ERP system and as a next step payment process takes place in an end to end procure to pay business scenario.

INVOICE RECONCILIATION - TAX VARIANCE AND EXCEPTION HANDLING

There may be tax variance between taxes charged by Supplier on Invoice with what has been proposed by ONESOURCE Global Tax for SAP Ariba Solutions. ONESOURCE tax calculation logic is complex and considers all possible and available information in to consideration to determine most accurate, current and appropriate taxes for a given scenario.

There are three exceptions can happen on Invoice Reconciliation document.

UNDER TAX VARIANCE EXCEPTION

When Vendor charged tax amount is less than what has been calculated by ONESOURCE Global Tax for SAP Ariba Solutions, it results in under tax variance.

OVER-TAX VARIANCE EXCEPTION:

When Supplier charged tax amount is greater than what has been proposed by ONESOURCE, it would result in over tax variance exception.

Under tax and Over tax variances can be accepted or rejected. And during acceptance of variance, buyer user can either accept Vendor charged tax amount or tax amount calculated by ONESOIRCE Global Tax for SAP Ariba Solutions. Tax accrual is calculated based on what has been accepted.

Handling the Under-Tax Variance or over tax variance exception is not impacted with the introduction of external tax calculation. Only difference here is instead of SAP Ariba Native tax solution, external tax provider ONESOUORCE has provided expected tax details. This entire process of exception handling can be carried out as usual.

TAX CALCULATION FAILED EXCEPTION

This exception is also usual exception seen when the Supplier provided tax type(s) would not get matched with what has been calculated by ONESOURCE Global Tax for SAP Ariba Solutions.

This exception cannot be accepted. Exception handlers who were added on Invoice Reconciliation document can verify if tax types selected by Supplier are invalid based on what has been proposed by ONESOURCE Global Tax for SAP Ariba Solutions. Invoice can be rejected with comments to Supplier requesting for correct tax type selection.

Supplier can re-submit Invoice with correct tax types which is then handled using regular workflow where Invoice Reconciliation would make a tax call and if Supplier charged tax amount and selected tax types are correct, reconciliation would be successful.

If exception handler finds that problem could be with ONESOURCE Global Tax for SAP Ariba Solutions, then first buyer user needs to contact ONESOURCE Indirect Tax Professional Services for resolving the

issue. If problem exists with tax calculation service provider and issue has been fixed, exception handler can click on Recalculate Tax button to retrigger the tax call and get the tax response.

TAX REGISTRATION NUMBERS

SAP Ariba has created new data import tasks to import Buyer (Company) and Seller (Supplier) Tax Registration Numbers in SAP Ariba Procurement and Invoice Solutions. Using these import tasks, Customers can import registration numbers.

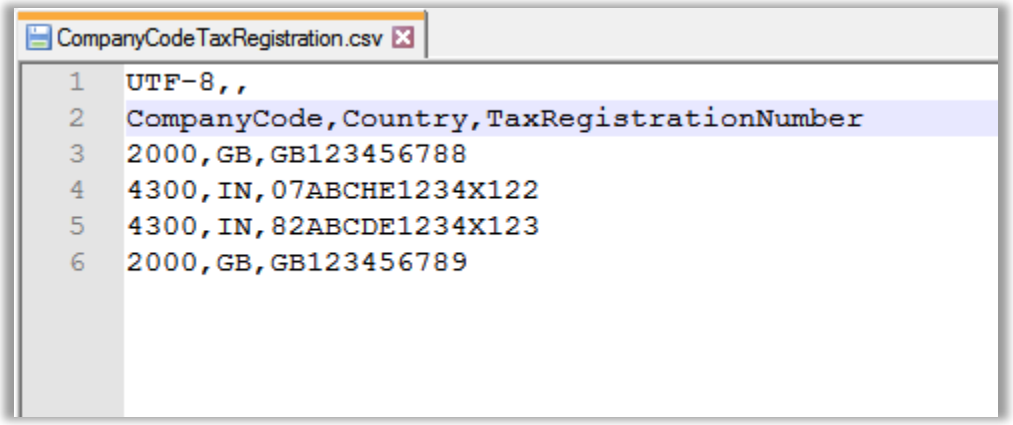
As part of ONESOURCE Global Tax for SAP Ariba Solutions implementation, Customers need to run these import tasks to maintain registration numbers in SAP Ariba Procurement and Invoicing Solutions Registration numbers will be used on tax call request to ONESOURCE Indirect Tax Solution for accurate calculation of taxes

ABOUT DATA IMPORT

Please find sample CSV files and details about the data in this section.

BUYER TAX REGISTRATION NUMBERS

Sample CSV file:

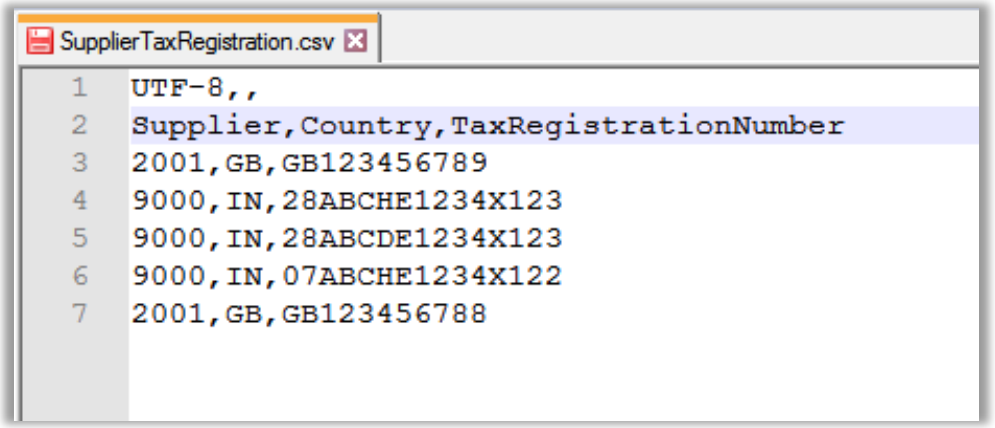


Details about the import data:

Field	Required	Description	Sample Value
TaxRegistrationNumber	Yes	String (50) A unique internal identifier for the company code.	VAT234432565
CompanyCode	Yes	String (50) The unique internal identifier for country.	3000
Country	Yes	String (50) The tax registration number for the company code and country combination	US

SUPPLIER TAX REGISTRATION NUMBERS

Sample CSV file:



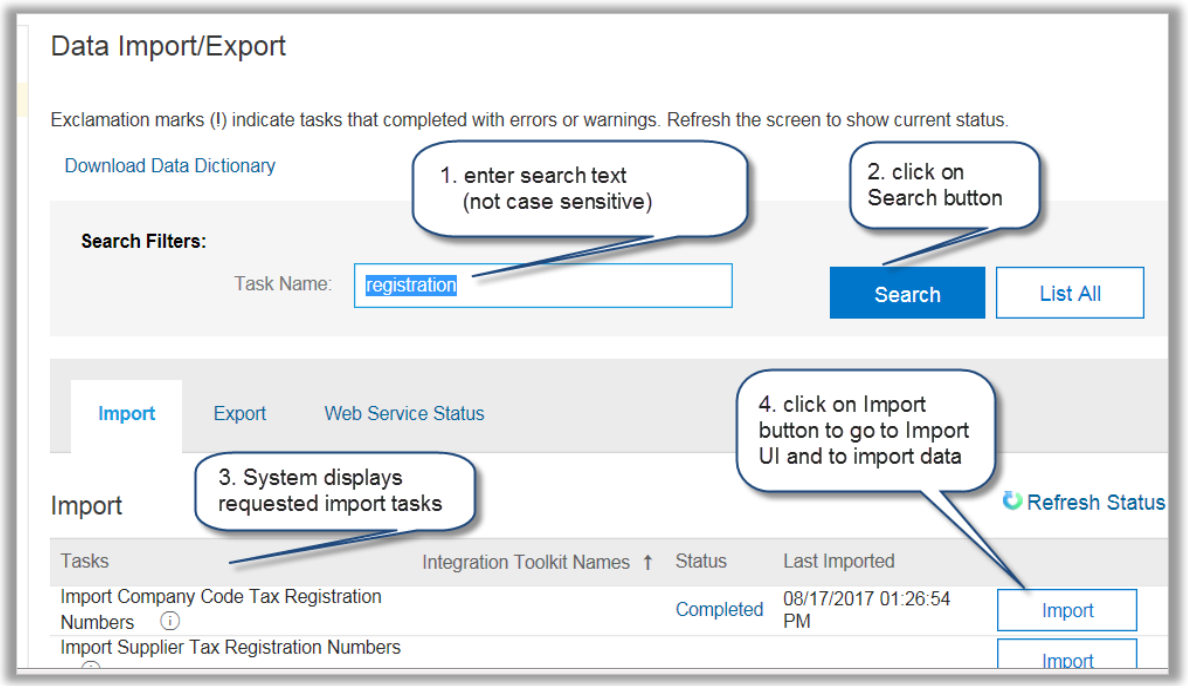
Details about the import data:

Field	Required	Description	Sample Value
TaxRegistrationNumber	Yes	String (50). A unique internal identifier for the company code.	VAT234432565
Supplier	Yes	String (50). A unique internal identifier for the supplier.	0000000001
Country	Yes	String (50). The tax registration number for the company code and country combination	US

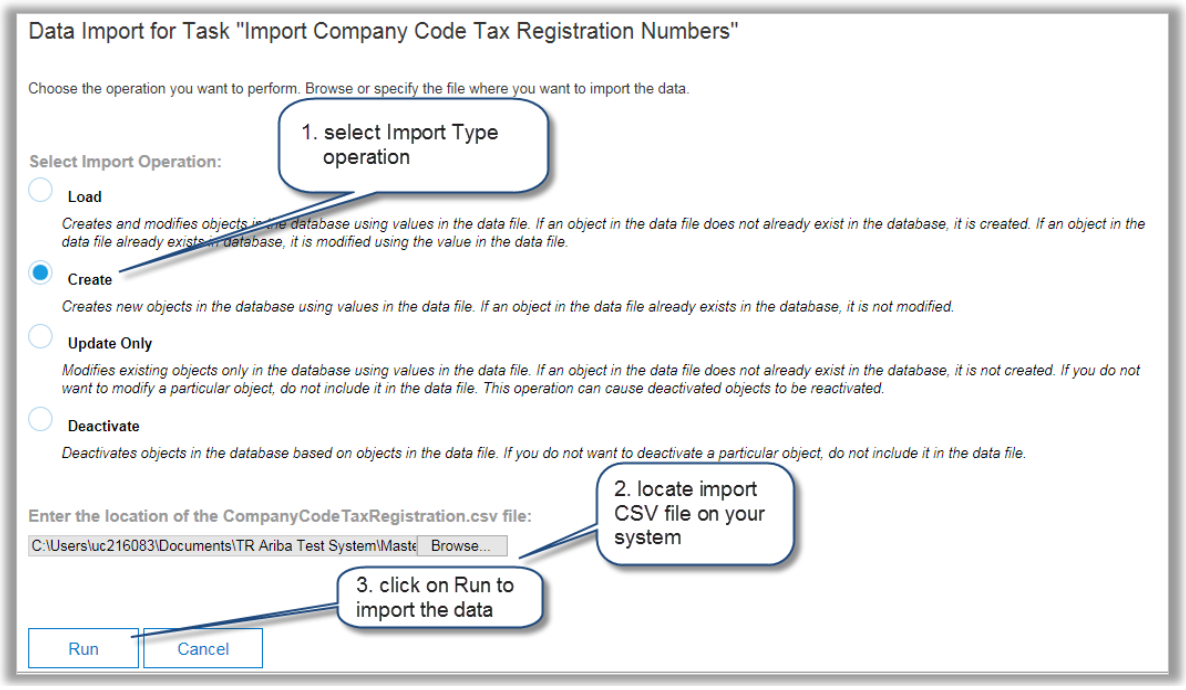
PERFORMING DATA IMPORT

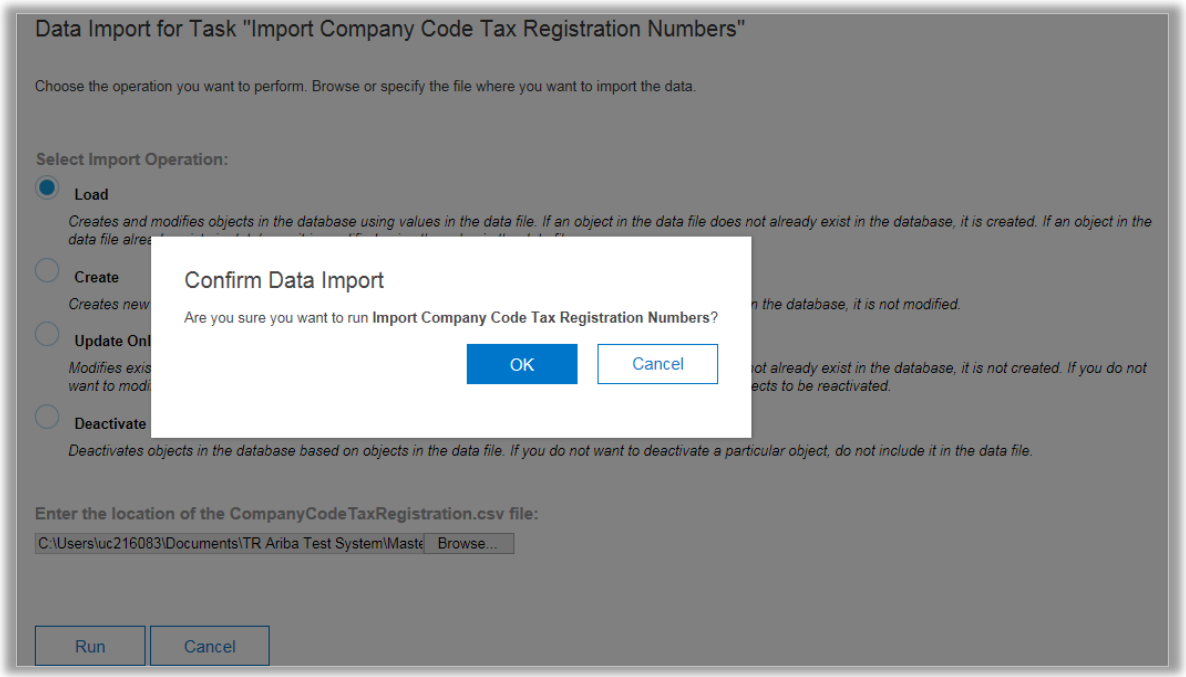
Importing these CSV files is like any other Ariba standard data import task. To import this data, follow the navigation as explained below.

1. Go to Manage > Core Administration > Site Manager > Data Import/Export

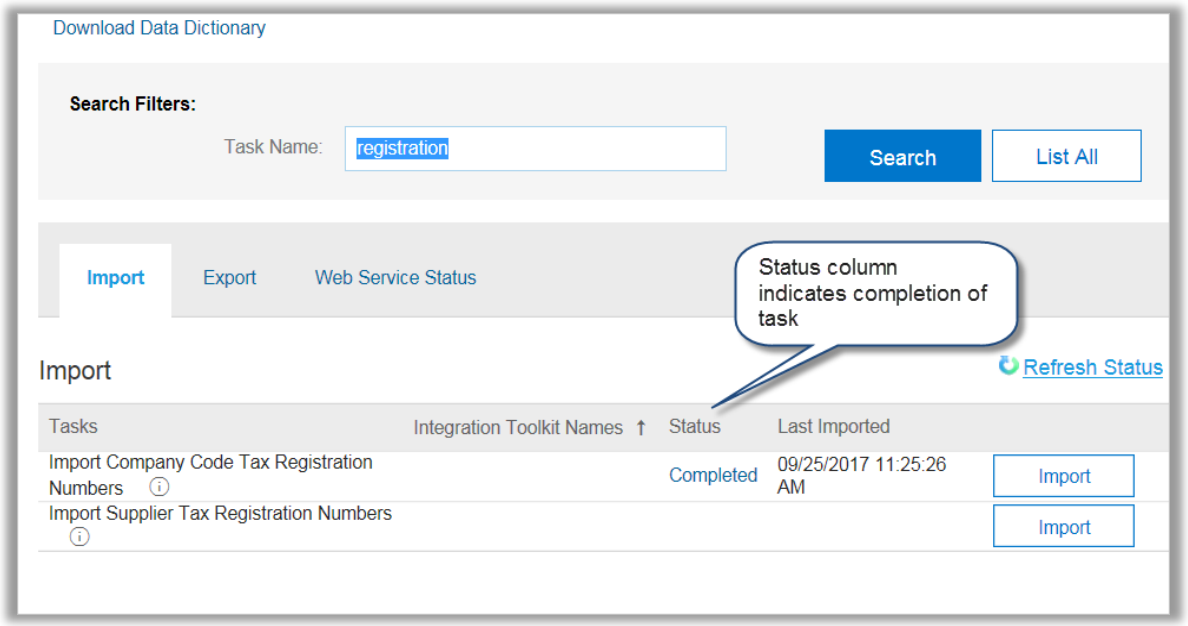


2. Follow steps as shown on the above screenshot to access import UI page as shown in below screen shot.





3. Click on OK button to continue



4. Once import task is executed, system takes you back to the Import UI page > Import tab. System would show the status and date of completion for the import operation.

5. Repeat the steps from 1 to 4 to import the Supplier Registration numbers for Import Task Supplier Tax Registration Numbers.

TAX TYPES IN ARIBA NETWORK

HOW TO USE TAX TYPES FROM ARIBA BUYING IN ARIBA NETWORK

Ariba Network is kind of a clearing house between Buyers and Suppliers allowing collaboration for exchange of Business documents. One of the medium which Ariba Network allows Suppliers to submit Invoices to Buyers is online where Suppliers can flip the Purchase Order to Invoice. Buyers control Invoice submission by Suppliers using configurable transaction rules in Ariba Network where it validates incoming Invoices against these rules.

Buyers can make use of Invoice rule “Copy tax from purchase order to Invoices” to default tax information from Purchase Order to Invoice during the create Invoice process.

Ariba Network offers default transaction rules, Supplier Group and Country specific rules. Customers implement these rules based on their requirement. So please evaluate the requirements to enable the rule and conflicts if any in the context of Customer’s overall Invoice rule policy.

ERROR HANDLING

WHAT ERRORS INTEGRATION USER WOULD SEE IN SAP ARIBA SOLUTION

Errors may occur during tax calculation process in ONESOURCE Global Tax for SAP Ariba Solutions for any reasons like missing master data or configuration. And when there is more than one error, ONESOURCE integration would return only most severe type of error to Ariba Solution.

Customers can refer Support Protocol mentioned in this document for help on troubleshooting and resolution of the errors.

AUDIT SAP ARIBA TAX TRANSACTIONS

AUDIT PROCESS

ONESOURCE Global Tax for SAP Ariba Solutions audits Ariba tax transactions in addition to determining and calculating the taxes. This feature will enable users, who are already using tax calculation service to capture all SAP Ariba Invoice Reconciliation transactions to ONESOURCE Indirect Tax Determination audit data base for Reporting and Compliance purposes. When Invoice gets reconciled and ready for posting, reconciled invoices gets audited in the ONESOURCE Indirect Tax Determination. The ONESOURCE Reporting tool enables users to view various reports. This information can also be used compliance purposes.

PROCESS OVERVIEW

1. The Integration will save tax calculation requests from SAP Ariba Invoice Reconciliation Documents in addition to responding with tax calculation requests.

2. SAP Ariba Buying Solution captures tax data and updates IR document. After approval process, and variance exception handling if any, IR gets reconciled. When IR gets reconciled it will be ready for posting to ERP system for Financial Accounting update. This is the time an IR should get audited.

3. Customer will have to run *SAP Ariba IR Report* for Audit (IR report created by customizing Invoice Spend with Charges and Taxes Details available under Buyer Settlement Prep-packaged report). The report will get the list of IR documents which are reconciled in the last period (usually a month).

4. Once reconciled IR report is available, Customer would use SoapUI or Soap like tool to send audit call request to Integration.

5. For each SAP Ariba IR document which is in reconciled status (Paying, Paid), Integration looks up against the stored earlier tax calculation document for a match and matched requests will be processed for audit call.

6. A response will be provided (SoapUI response) with IR Document number and its audit status.

7. The audited data will now be available in the ONESOURCE Reporting.

SAP ARIBA IR REPORT FOR AUDIT

Ariba report with reconciled IRs will be used to create the list of transactions that need to be submitted for audit. Please refer KB Article 000087531 to know how to create SAP Ariba IR report for Audit in the SAP Ariba Buying Solution. Once report is created, every month (or more frequent) reconciled report can be extracted for requesting audit for reconciled IR transactions.

This reconciliation report is customized to capture Buyer's decision on tax variance exceptions. This is useful for Integration to capture Vendor Tax. The determination calculated tax and vendor tax help assess Use tax accrual.

AUDIT RESPONSE

Integration User will get the response for audit in real-time. Soap response element <InvoiceId> shows the SAP Ariba IR Document number and <InvoiceStatus> shows the audit status.

Here is the most commonly seen audit status and its meaning:

AUDITED: IR document is audited successfully.

REJECTED: IR document will be updated to Rejected when the SAP Ariba IR report has document with Rejected status. As IR in SAP Ariba Buying solution is rejected, it would not be posted to Financial accounting in the ERP system and so it would be not audited.

FAILED: Could not find request for external company ID <ID> and invoice <number>:

This is seen when there is no match found for IR document in the IR Report csv file in the saved tax calculation request records. (you are request audit for a document but Integration could not find it's corresponding tax calculation request)

FAILED - Per calculation of the input data, no tax result is returned: This status is seen when Determination could not calculate taxes for a request.

Please note that, when report is not sent per expected format, Integration would response the error message showing formatting issue for each column.

ABILITY TO REPORT TAX ACCRUALS

ONESOURCE Global Tax for SAP Ariba Solutions audits tax calculation requests from SAP Ariba Invoice Reconciliation document. The Integration's ability to make audit call for tax transactions helps capturing Vendor charged tax on Invoice and Determination calculated total tax at document level in audit database. The difference between Vendor charged tax amount and Determination calculated tax amount gives the Use tax accrual amount. The transaction data captured during audit call is available through ONESOURCE Indirect Tax Determination Reporting tool for reconciliation with ERP transaction data, reporting and compliance purposes.

The Use tax accrual process flow takes place as mentioned below:

1. SAP Ariba receives the tax response for a calculation request from Integration (ONESOURCE Global Tax for SAP Ariba Solutions).

2. SAP Ariba Buying Solution generates a tax exception variance (under tax/over tax) in case of difference between Vendor charged tax amount and Determination calculated tax amount.

3. SAP Ariba gives Buyer user an option to select tax source in case of variance exception.

4. Buyer user may accept **Invoice Tax** Amount (tax amount from Vendor) or **Expected Tax Amount** (tax amount from ONESOURCE Determination).

5. Use tax accrual (complete tax accrual, partial tax accrual) depends on variance exception, vendor charged tax and Determination calculated tax amount.

6. SAP Ariba IR Report which is forwarded to ONESOURCE would have details on Buyer's decision and tax accrual amount.

7. During the audit call, Integration compares the vendor tax amount found in the initial tax calculation request and vendor tax amount in the SAP Ariba IR Report for Audit file. By using additional logic, vendor tax amount, company role appropriate for audit call is determined.

8. Audit call let Determination capture the final transaction details in to audit database.

9. **Transaction Extract** report under **Global Reports & Analysis** in ONESOURCE Indirect Tax Determination Reporting too gives the audited transaction details. The vendor charged tax amount under **Vendor Tax** and Determination calculated tax amount under **Total Tax Amount** reporting fields helps Buyer Organization to check Use tax accruals.

TAX SUMMARIZATION

Tax Summarization is an **optional configuration** functionality provided to handle repeated tax authority issue on Invoice Reconciliation Document in SAP Ariba Buying Solution (KB Article 000073253). This functionality will allow users to configure the tax calculation response from ONESOURCE Indirect Tax to their SAP Ariba Buying Solution.

By default, the response from the Integration will have Ariba Tax Types with numerical designators (e.g. City Sales/Use Tax_1, City Sales/Use Tax_2, VAT_1 etc.). This new feature lets a configurator decide how to summarize tax results to avoid the limitation in Ariba and allow for simpler IR matching. The Tax Type and Tax Type Map CSV files are available on KB Article 000039826.

US TAX SUMMARIZATION OPTIONS

There are three summarization options available for U.S. transactions (ship to U.S. address)

1. Authority Detail (Default)
2. Four Bucket (State, County, City, District)
3. Line Level Total Tax

Authority Detail (Default)

The Authority Detail (Default) is default option. Under this option, Ariba response will have numerical designators (e.g. State Sales/User Tax_1, State Sales/Use Tax_2, VAT_1, VAT_2 etc.)

With this option, the Integration expects tax calculation requests from SAP Ariba Invoice Reconciliation document to have numerical designators (State Sales/Use Tax_1) and response would have tax types in the same format (State Sales/Use Tax_1). While this provides the most detailed tax information back to Ariba it does lead to invoice reconciliation matching issues.

Four Bucket (State, County, City, District)

This summarization option, when configured, summarizes the Determination response in to four distinct buckets that are State, County, City and District. The tax authorities (tax types in SAP Ariba) that are interested to charge tax on a purchase transaction below these levels will be rolled up in to these four distinct buckets in the tax response to SAP Ariba Buying Solution.

Below are the three prerequisites to make this option work for you:

1. Four Bucket (State, County, City, District) option is configured,
2. The ship to address on tax transaction should be a U.S. address.
3. Invoice (IR) from SAP Ariba Buying Solution need to have tax types without numerical designators like ex: Sales/Use Tax, City Sales/Use Tax, VAT, GST, PST, CGST etc.

Line Level Total Tax

This is an amount based summarization option where tax blocks with different tax authorities like State, City, District etc., for each Invoice line from the Determination response are rolled up in to single consolidated block.

Ariba tax response will have total tax amount which is the sum of tax amounts from different tax authorities (State, County, City, District) and **Sales/Use Tax** as tax type.

To have this option work for you,
1. Line Level Total Tax summarization option need to be configured
2. The ship to address on tax transaction should be a U.S. address.
3. Invoice (IR) from SAP Ariba Buying Solution need to have Sales/Use Tax as tax type

VAT SUMMARIZATION OPTIONS

There are two options available for VAT/VAT like taxes.

1. Input and Output Authorities (Default)
2. Single Summarized Tax

Input and Output Authorities (Default)

This is the default option. With this option, tax response from Integration to SAP Ariba Buying Solution would have two or more tax blocks for same Invoice line.

The Input tax block would have tax amount applicable (with negative sign) and an output tax block(s) showing the recoverable tax amount (positive amount).

Single Summarized Tax

With this option, the tax response with two or more tax blocks (input and output tax blocks) as seen under Input and Output Authorities option would be consolidated in to one single tax block. Because of summarization of negative (input tax) and positive (output tax) amounts the summarized response would have total tax amount of zero.

As soon as the configuration is changed from default to other available options, Ariba response from Integration (ONESOURCE Global Tax for SAP Ariba Solutions) would start using the configured option and your Ariba Buying Solution would see the response accordingly.

TRANSACTION LOGGING

ONESOURCE Global Tax for SAP Ariba Solutions enables Integration users to configure logging at desired levels and access the transactions logs via the Integration UI

To get transactions logged, users will need to enable the XMLs log on user interface. Integration allows XMLs logging at SAP Ariba Realm, Determination Company and Document Type (SAP Ariba PR and IR) levels. Users can enable logs at any desired level. Once logging is enabled, users can search, view and download transactions logs from Logs functionality on the UI.

WORKAROUND FOR REPEATED TAX AUTHORITY ISSUE IN SAP ARIBA

ONESOURCE Global Tax for SAP Ariba Solutions response to Ariba consists of two tax blocks for tax scenarios like Intra EU Reverse Charge, Imports in to EU from outside EU, Acquisition Tax etc. One of the tax block shows the tax being payable with negative amount and the other one shows the Recovery of the tax being payable with a positive amount. And here the tax authority (tax type in SAP Ariba) for both the tax blocks is same.

SAP Ariba can handle this kind of response on Purchase Requisition and shows the two tax blocks with same tax type and mixed amounts. But tax transaction processing is different on Invoice Reconciliation Document and so treats the same tax type on two tax blocks as repeated and reads the data only from one of the tax blocks resulting in incomplete information being captured on IR.

SOLUTION OPTION-1:

IMPORT TAX TYPE MASTER DATA WITH NUMERICAL DESIGNATORS:

Thomson Reuters ONESOURCE is providing Tax Types master data with a numerical designator ex: VAT_1, VAT_2 to handle the repeated tax authority issue on IR. Please refer KB Article 000039826 for Tax Type.csv and TaxTypeMap.csv import data.

These tax type files can be loaded in to SAP Ariba Buying Solutions using Tax Type and Tax Type Mapping import tasks. When numerically designated tax types are loaded in to SAP Ariba Buying Solution, Ariba would show two tax blocks like how it shows on Purchase Requisition Document.
But as the tax blocks comes with positive and negative amounts, it results in Invoice has mixed amounts, Under Tax and Over Tax variance exceptions.

RESOLVE IR EXCEPTIONS “INVOICE HAS MIXED AMOUNTS”, “UNDER TAX” AND “OVER TAX” VARIANCE:

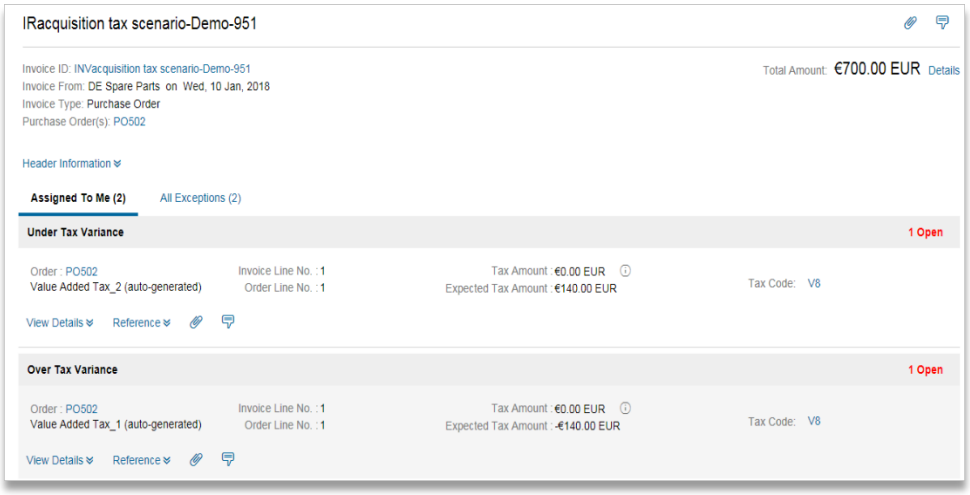
1. Enable parameter “Application.Invoicing.ExportPositiveAndNegativeLineAmountInvoices” to accept mixed amounts on IR.

- Please check if the parameter “ExportPositiveAndNegativeLineAmountInvoices” required to be set to “Yes” to export positive and negative amounts to OK2PAY file.

- Please consult SAP Ariba Customer Support to evaluate and enable these parameters in your Realm.

2. Accept Under Tax and over Tax variance exceptions:

   During IR transaction processing, there would be under tax and over tax variance occurs as tax response would have positive and negative amounts on two tax blocks.



   Ex: Acquisition VAT Tax block (tax payable) would show negative amount and Recovery tax block (tax refund) shows the positive amount that can be recovered.

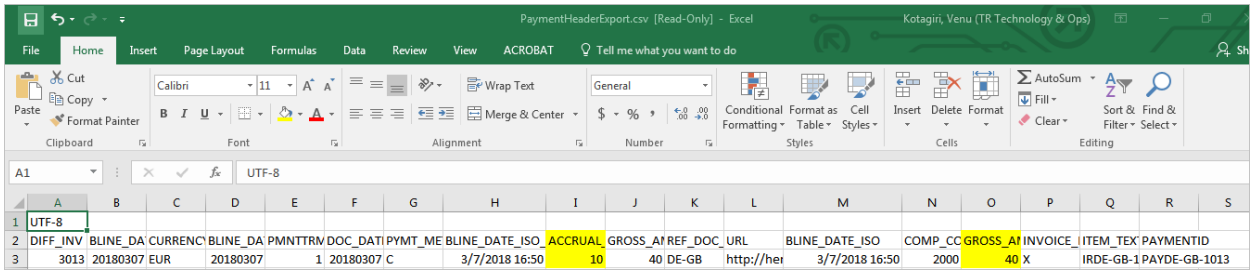
   - Ariba compares total tax on PO document (which is zero in this case) to ONESOURCE tax response blocks on IR.

   - Zero tax amount on PO with negative amount on Acquisition VAT amount of IR = Over tax exception. Zero amount on PO with positive amount on tax refund amount of IR = Under tax exception

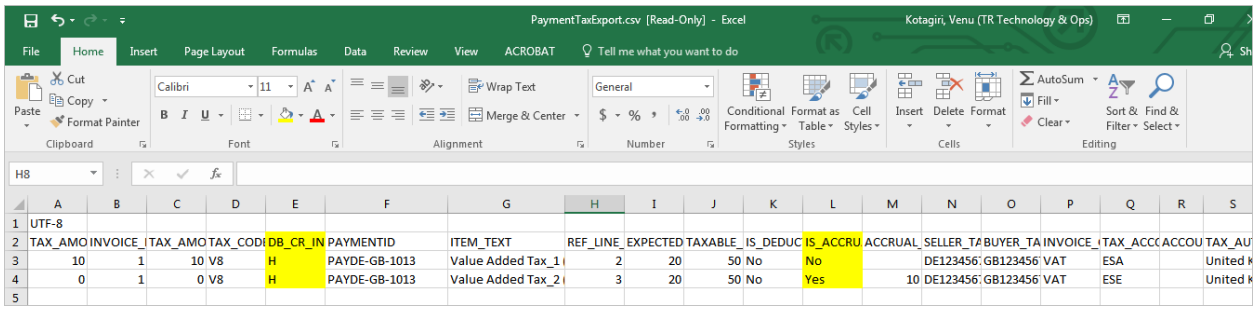
   - Accept both the exceptions on IR Document. Once IR gets reconciled, OK2PAY would include the tax details for this scenario.

3. Handle accounting journal balancing issue in ERP system:

OK2PAY shows the tax being payable ex: Acquisition VAT in this scenario as credit instead of debit resulting in unbalanced journal entry while posting data in ERP system.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	UTF-8																		
2	DIFF_INV	BLINE_DA	CURRENC	BLINE_DA	PMNTTRM	DOC_DATI	PYMT_ME	BLINE_DATE_ISO	ACCRUAL_	GROSS_AI	REF_DOC_	URL	BLINE_DATE_ISO	COMP_CC	GROSS_AI	INVOICE_I	ITEM_TEX	PAYMENTID	
3	3013	20180307	EUR	20180307	1	20180307	C	3/7/2018 16:50	10	40	DE-GB	http://her	3/7/2018 16:50	2000	40	X	IRDE-GB-1	PAYDE-GB-1013	



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	UTF-8																		
2	TAX_AMO	INVOICE_I	TAX_AMO	TAX_CODI	DB_CR_IN	PAYMENTID	ITEM_TEXT	REF_LINE_	EXPECTED	TAXABLE_	IS_DEDUC	IS_ACCRU	ACCRUAL_	SELLER_TA	BUYER_TA	INVOICE_I	TAX_ACCO	ACCOU	TAX_AU
3	10	1	10	V8	H	PAYDE-GB-1013	Value Added Tax_1	2	20	50	No	No		DE123456	GB123456	VAT	ESA		United K
4	0	1	0	V8	H	PAYDE-GB-1013	Value Added Tax_2	3	20	50	No	Yes	10	DE123456	GB123456	VAT	ESE		United K
5																			

SOLUTION OPTION-2:

CONFIGURE TAX SUMMARIZATION ON ONESOURCE GLOBAL TAX FOR SAP ARIBA SOLUTION UI:

TR is now offering User Interface for Integration (ONESOURCE Global Tax for SAP Ariba Solutions). The details of features and how to access, maintain configurations is explained under Integration User Interface

User can optionally configure tax summarization for VAT scenarios on Integration UI so that for VAT scenarios with Acquisition tax, Reverse Charge scenarios, ONESOURCE response to Ariba would have summarized response without mixed amounts, under tax, and over tax variance exceptions in SAP Ariba Buying solutions. On UI, Under Configuration->Tax Summarization->VAT Summarization Options Drop down menu->Select Single Summarized Tax option.

The Single Summarized Tax option would summarize the ONESOURCE response for Acquisition VAT, Reverse Charge like scenarios. User would not see mixed amounts, under tax and over tax variance exceptions as response would have total tax zero (summarization of negative Acquisition or similar tax amount and positive recovery tax amount).

POST MONTH-END ACCOUNTING JOURNAL TO RECORD ACTUAL TAX ACCRUAL AND RECOVERY AMOUNT:

Customer would not get the details of actual tax amount that need to be accrued, and recovered, as Ariba response would have summarized result. And so, SAP Ariba OK2PAY would not provide the tax amount, rate and other details required for actual posting in the ERP system.

ONESOURCE Determination Audit would capture all the details of VAT tax applicable and recovery amount including Accounting Instructions, Tax Codes and Rates. Customer can refer ONESOURCE Indirect Tax Determination Reports for to get transaction details for posting month-end accounting journal entries in their Financial system for correct accountability and reporting purposes.

INTEGRATION USER INTERFACE

The User Interface offers screens to configure the ONESOURCE Global Tax for SAP Ariba Solutions (Integration). The Cloud and OP users are offered with same UI features. Integration UI will have Application Menu which consist of sub menu items giving access to set up and configuration screens.

APPLICATION MENU	SUB MENU ITEMS/UI SCREENS
Home	
Configuration	Ariba Realm Specific Configurations
	XMLs Log Enablement
	Tax Summarization
	Custom Field Mapping
Ariba Integration Settings	
Logs	

Integration UI does offer Integration Roles for administration, configuration and view only access of UI screens.

INTEGRATION ROLE	DESCRIPTION
Integrations Admin	Allows User to • configure Health Check History settings, • Tax Block negation table and • view configuration and logs.
Integrations Configurator	Allows User to • map Ariba Realm to External Company Prepend, • enable XMLs Log for transactions, • configure Tax Summarization, • configure custom field mapping, • view Administration settings and logs.
Integrations User	Allows User to • view Administration settings, • view Configuration parameters and search logs.

PREREQUISITES

SYSTEM AND USER ACCOUNT PREREQUISITES

Integration Deployment Model	Requirements
Multi-Tenant Hosted Single-tenant Hosted IDT 2018 Cloud	• Determination User Accounts assigned with required Integration Roles • Access the ONESOURCE Global Tax for SAP Ariba Solutions Integration UI through web browser
On-Premise	• Install Integration UI as specified in the Install Guide • Determination User Accounts assigned with required Integration Roles • Access the ONESOURCE Global Tax for SAP Ariba Solutions Integration UI through web browser with endpoint set up in your technology stack per OP Installation guide (*InstallGuideONESOURCEGlobalTaxSAPAribaSolutions_1.0.2.0*).

Customers who are using Multi-Tenant Hosted, Single-tenant Hosted, IDT 2018 Cloud deployment models of ONESOURCE Global Tax for SAP Ariba Solutions are commonly referred as Cloud Users in this document for simplicity.

AUTHENTICATION

User Authentication is managed via ONESOURCE Determination, so you will need the log on credentials set up in the ONESOURCE Determination.

Once logged in to ONESOURCE Global Tax for SAP Ariba Solutions Integration UI, user name and tenant will be displayed on the top right-hand corner of each page.

AUTHORIZATION

User's authorization to configure Integration for their ERP Companies depends on the Companies that are assigned to User account in the ONESOURCE Determination.

Authorization to Integration UI screens depends on the Integration Roles that are assigned to the User in the ONESOURCE Determination.

INTEGRATION UI ROLE MATRIX

The below matrix shows roles and authorization type that each role would provide for a UI Screen and Configuration options.

		Integration Roles		
		Integrations Admin	Integrations Configurator	Integrations User
Integration Parameters	Ariba Realm Specific Configurations (SAP Ariba Realm, External Company Prepend)	R	CRUD	R
	Ariba Integration Settings (Health Check Entry Values, Tax Block Negation)	CRUD	R	R
	Custom Field Mapping (SAP Ariba Realm, Document Level, Custom Type, Ariba Field Name, Determination User Element ID)	R	CRUD	R
	XMLs Log Enablement (SAP Ariba Realm, Determination Company, Document Type)	R	CRUD	R
	Tax Summarization (US Tax Summarization options, VAT Summarization Options)	R	CRUD	R
	Logs	R	R	R

Key: C=Create; U=Update; R=Read; D=Delete

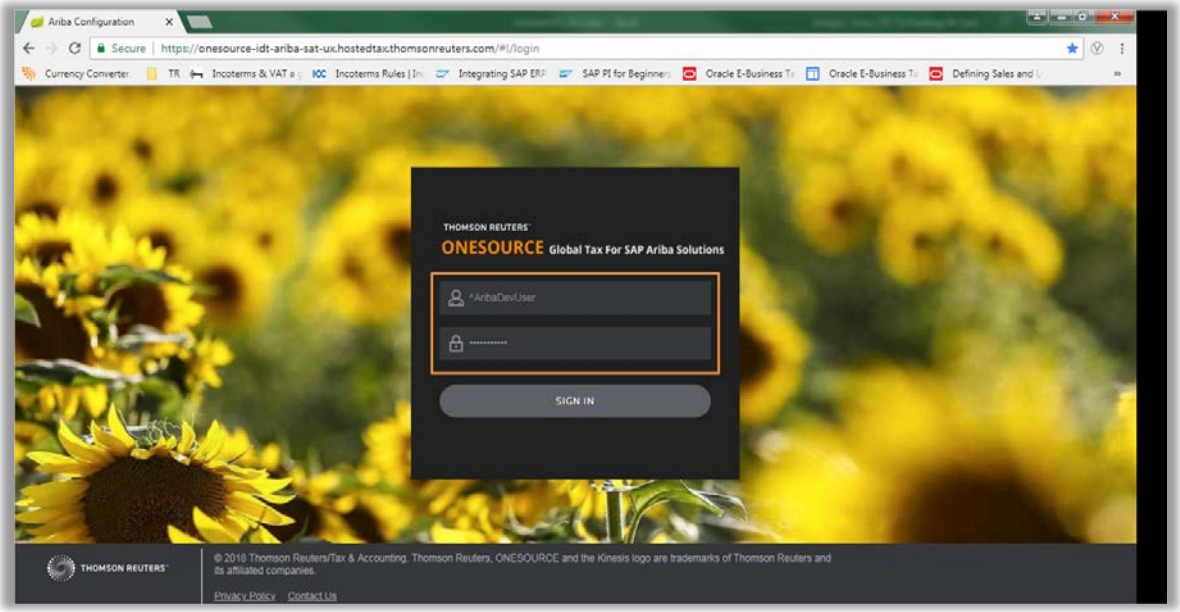
INTEGRATION UI LOG-IN AND BASIC NAVIGATION

This chapter explains about the log in and general navigation for Integration UI.

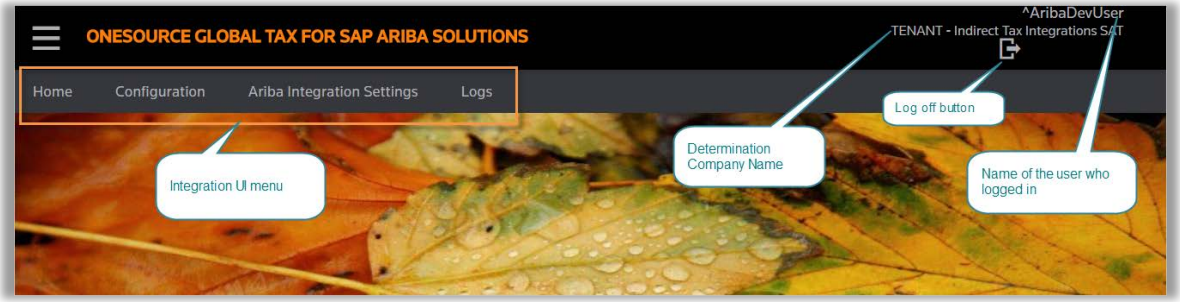
1. Open Internet web browser of your choice (supported versions are mentioned under topic Integration User interface).
2. Enter the Integration UI URL and click enter.

    - OP Users may get the URL from their System Admin/Network teams
    - Cloud users would get this from Thomson Reuters Professional Services

3. You will reach ONESOURCE Global Tax for SAP Ariba Solutions Integration UI log in page. Enter user name and password in the User Name and Password input fields on the log in box in the center of the page respectively and click on SIGN IN button.



Here are the important elements you would see on the home screen.



The application menu is same across all the UI Screens and can be navigated from one UI screen to another UI Screen. The access to UI screens is determined based on your Integration Roles that are assigned to Determination User Account. The companies for which you can configure or set up Integration depends on the companies that you have access to with your Determination User Account.

CONFIGURING THE INTEGRATION

This section covers the UI Screen fields, navigation steps for configuring the ONESOURCE Global Tax for SAP Ariba Solutions (also mentioned as Integration in this document for easy reference)

These steps would be same for both Cloud and OP Users.

ARIBA REALM SPECIFIC CONFIGURATIONS

Ariba Realm Specific Configurations UI Screen allows you to configure mapping between Ariba Realm and External Company Prepend.

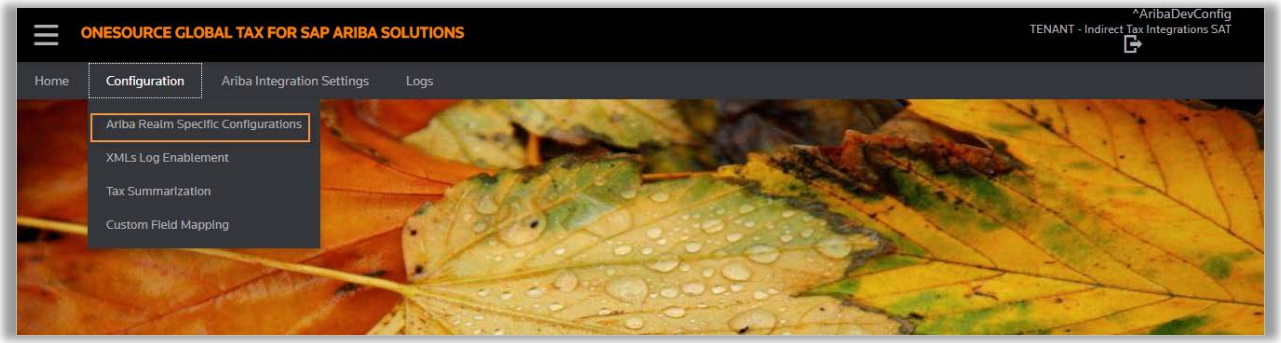
SAP Ariba Realm:

This is the unique realm ID of Customer's SAP Ariba Buying Solution.

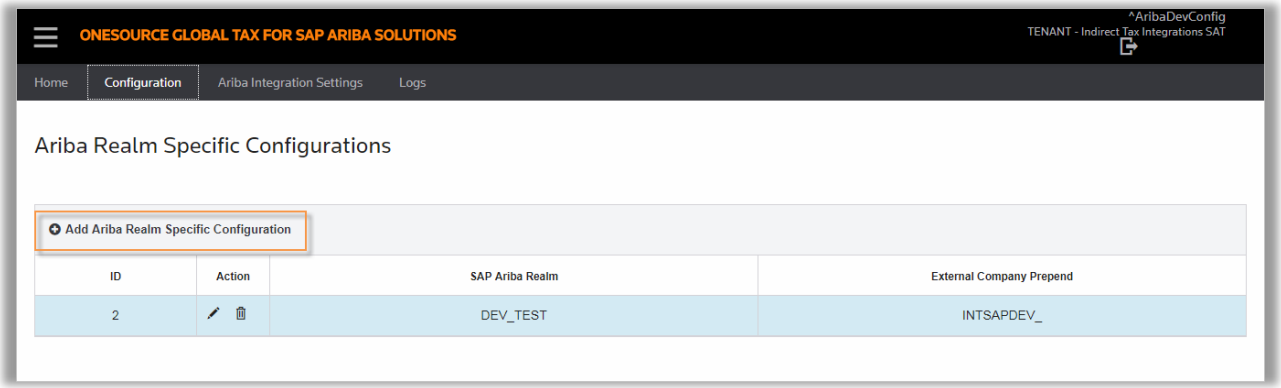
External Company Prepend (optional in On-Premise):

The prepend allows to make an Ariba business unit (SAP Company Code) unique across multiple systems that might share the same company code structures. ONESOURCE Determination requires that the External Company ID is unique for each business. For example, in the case of an acquisition where the newly acquired business has the same company code, e.g. 1000, but you have already used company code 1000 for a prior business in Determination, you can use the prepend to make the second business company codes unique. The prepend will be added in front of the Ariba provided business unit code.

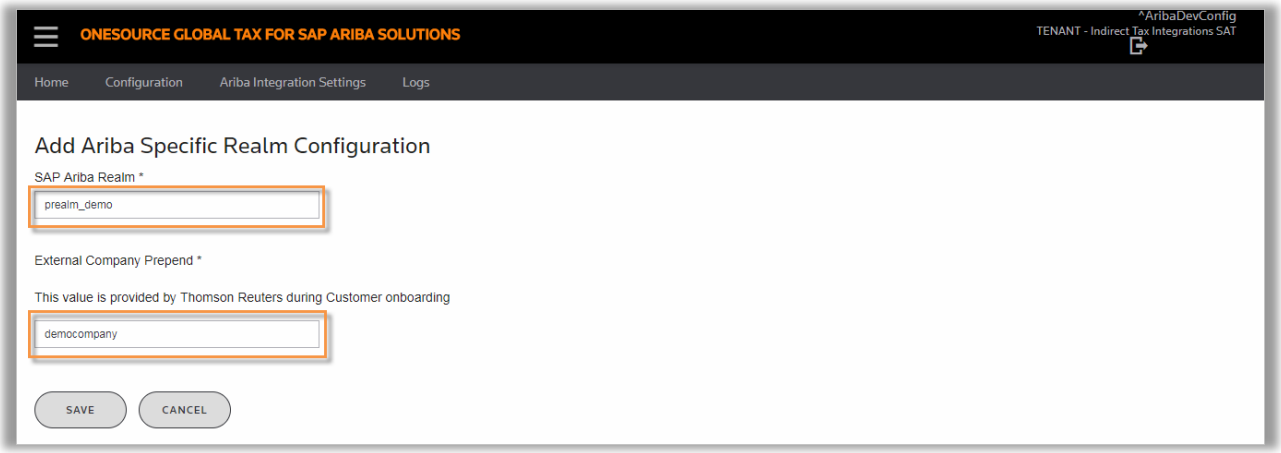
The use of a prepend is required for Thomson Reuters managed Cloud deployments, the value will be provided by Thomson Reuters Professional Services. For on-premise deployments the value is optional, if not set the business unit from Ariba will be sent as is. (The realm still has to be mapped, just leave the prepend blank).



1. Click on Add Ariba Realm Specific Configuration button to add new entries.

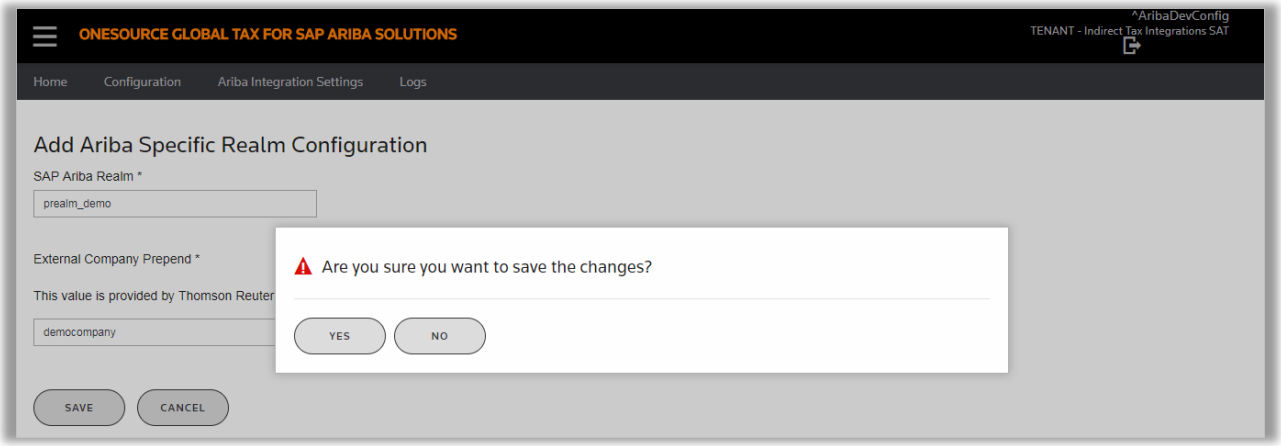


2. You will be navigated to Add Ariba Specific Realm Configuration screen. Enter Ariba realm and External Prepend values in the input fields as shown in the screenshot

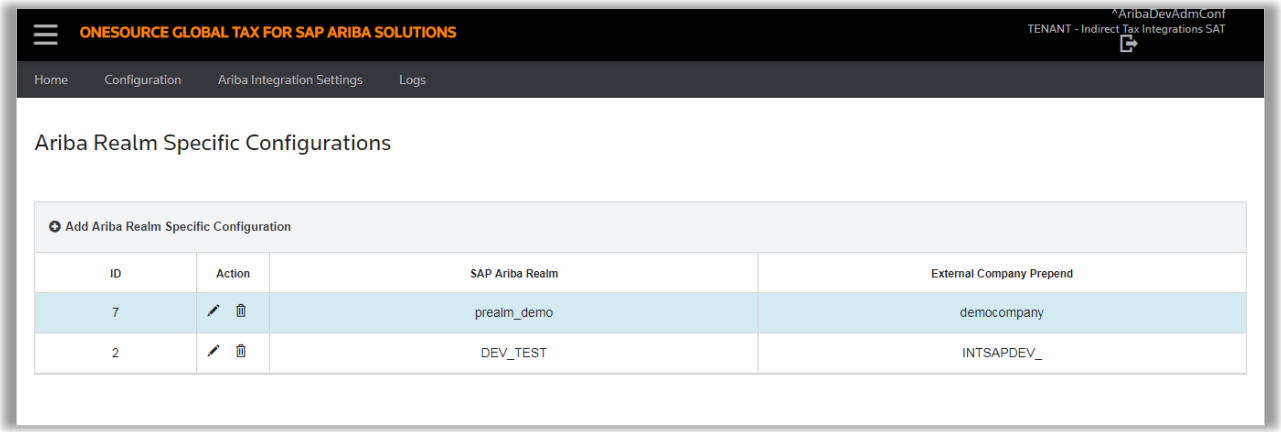


For Cloud users SAP Ariba Realm and External Companu Prepend are required fields. But for on-premise the prepend is not required.

3. Click on SAVE button to save the configuration. You will be promoted with a pop up box to confirm the action.



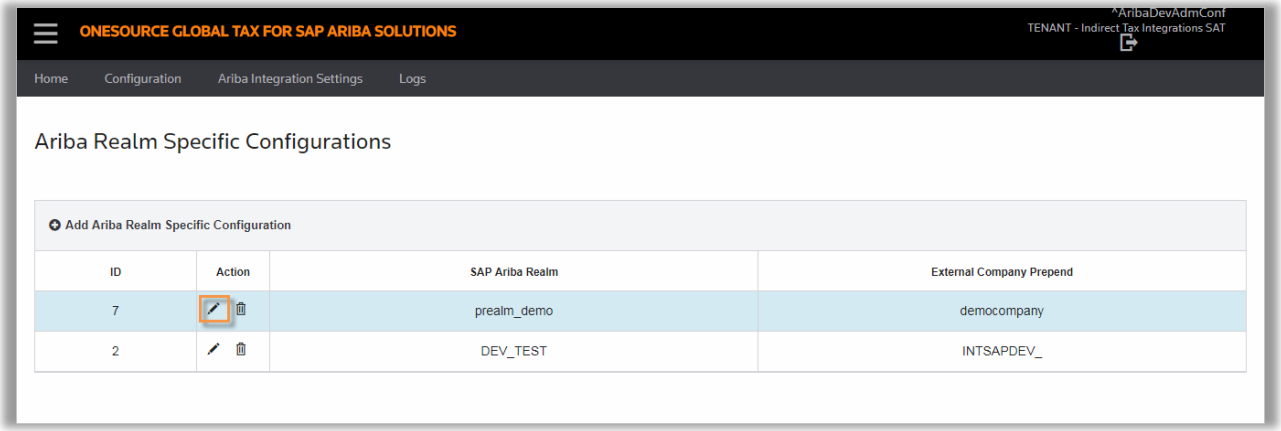
4. Click on YES button if you would like to continue (otherwise click on NO button).
5. When you click on YES, configuration is saved and you would be navigated to Ariba Realm Specific Configurations main screen where display grid shows the new entry



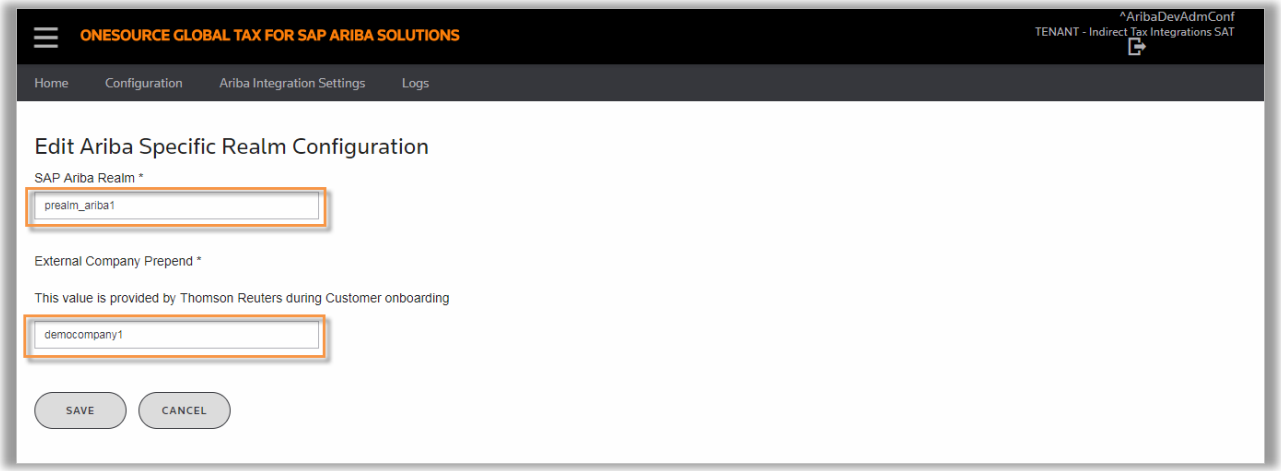
EDIT ARIBA REALM SPECIFIC CONFIGURATION

To make changes to an existing configuration, please follow the below steps.

1. On Home Screen, go to Configuration **>** Ariba Realm Specific Configuration
2. Click on Ariba Realm Specific Configurations option.
3. Select the Pencil icon on the row in the display grid for which you would like to make changes.



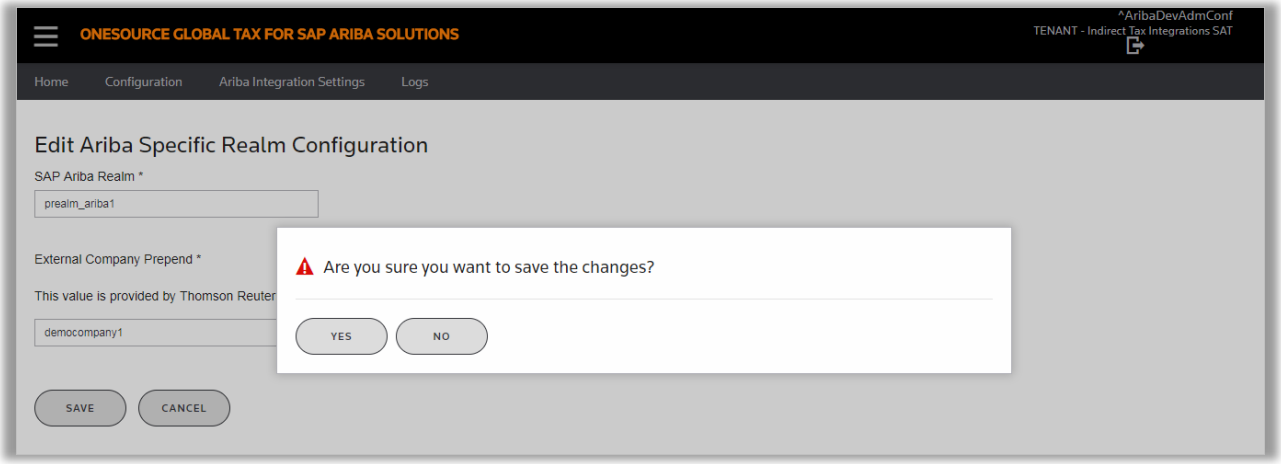
4. You would be navigated to Edit Ariba Specific Realm Configuration screen. Ariba Realm and External Company Prepend fields are shown in the editable mode.



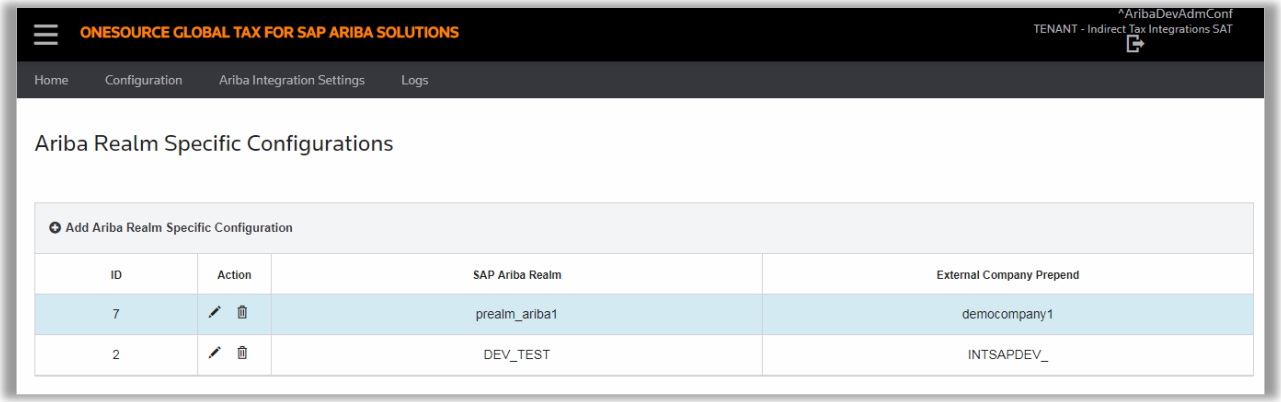
5. You can make changes to SAP Ariba Realm and External Company Prepend.

Please note that by changing SAP Ariba Realm, you will be replacing the existing value with the new one. And so, consider dependencies like Custom field mapping and XMLs log enablement if any.

6. Click on SAVE button to make changes saved to database. Pop up for prompt shows up and click on YES button to continue make changes (otherwise click on NO button).



7. If you click on YES, changes are made and display grid on the Ariba Realm Specific Configuration main screen would show the updated values for selected entries.

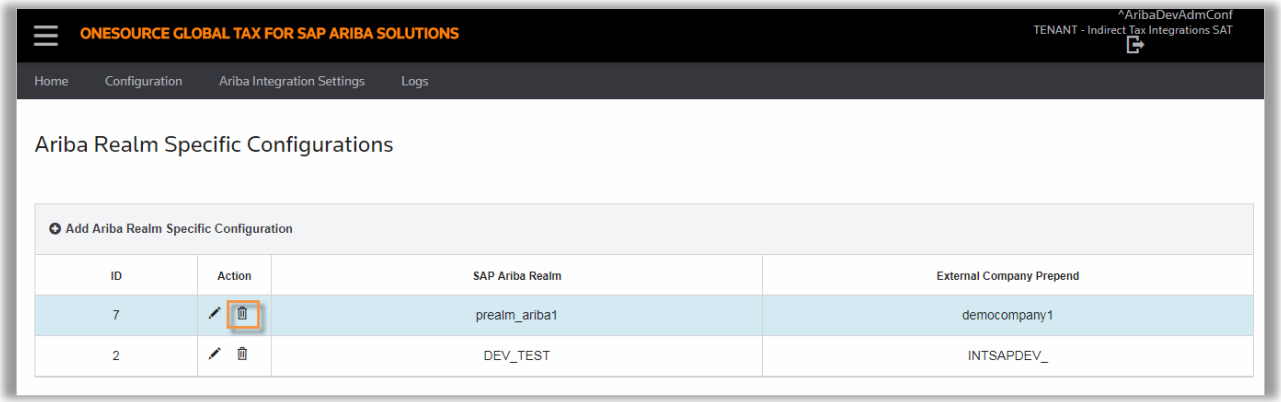


DELETE ARIBA REALM SPECIFIC CONFIGURATION

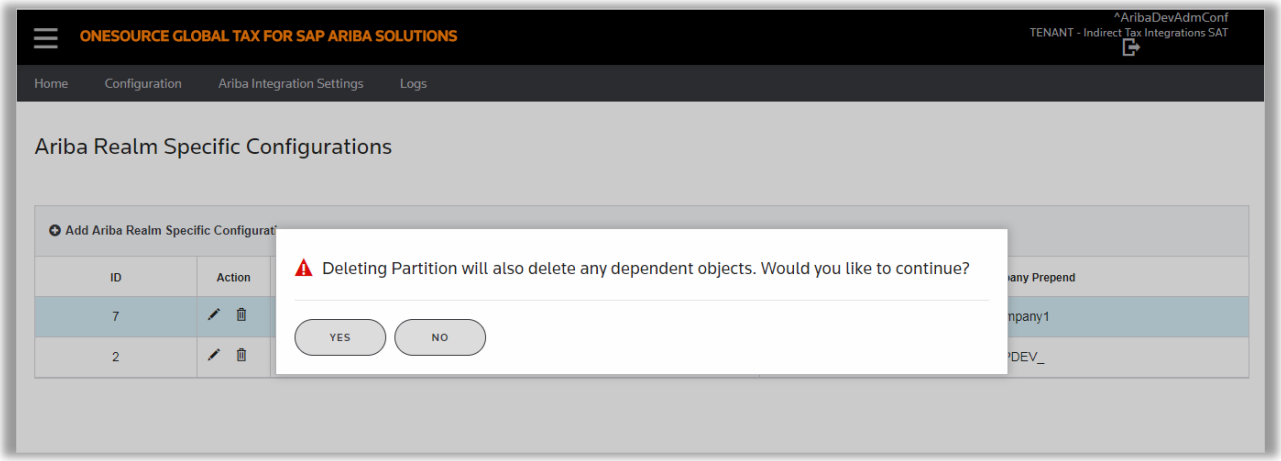
When you delete an existing Ariba Realm Specific Configuration, please consider associated dependencies like Custom field mapping, External Company Prepend, XMLs log enablement as deleting an existing realm would leads to deleting all the associated configurations.

To delete an existing Ariba Realm Specific Configuration, please follow the below steps:

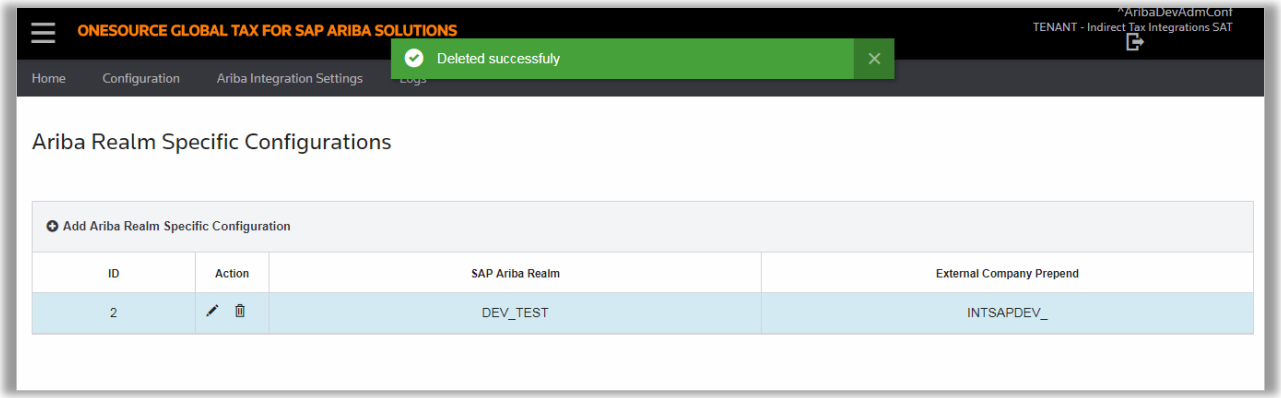
1. On Home Screen, go to Configuration **>** Ariba Realm Specific Configuration.
2. Click on Ariba Realm Specific Configurations option.
3. Click on delete icon on the row in the display grid which you would like to delete.



4. You would be prompted to confirm the decision through pop up window. To continue click on YES button and otherwise click on NO button.



5. Display grid on the Ariba Realm Specific Configuration would get updated (it would not show the deleted entry).



Integration software would validate configuration with following rules.

It will not be allowed to create duplicate Ariba Realm under same Tenant. Ariba Realm and External Company Prepend has 1 to 1 unique relationship under same Tenant.

It is not allowed to map an existing External Company Prepend to a new or existing Realm.

XMLS LOG ENABLEMENT

This feature allows you to enable the XMLs log settings. When XMLs are enabled, ONESOURCE Global Tax for SAP Ariba Solutions will store transaction logs. Transaction logs are useful for troubleshooting and verification purposes.

Integration offers three levels at which the logs can be enabled:

1. SAP Ariba Realm
2. Determination Company
3. Document Type

This is an optional configuration. By default, XMLs are not enabled. If you would like to see transaction logs in xml format, configure XMLs log enablement at desired level

The transaction logs available under Logs UI screen are dependent on these settings. XMLs can be enabled at any desired level.

Here are some possible options you may find:

- Enabling XMLs log at SAP Ariba Realm level:
  When XMLs are enabled at SAP Ariba Realm, and Determination Company and Document Type are not selected, all Determination Companies under that SAP Ariba Realm and two document types (Purchase Requisition and Invoice Reconciliation) are covered.

- Enabling XMLs log at Determination Company level:
  When one or more entries from Determination Company list are selected, logs will be enabled for those Determination companies under all SAP Ariba Realms Customer may have.

- Enabling XMLs log at Document Type level:
  When only Document type(s) are selected, XMLs log would be enabled for Determination Companies and SAP Ariba Realm(s) Customer have on Determination (across SAP Ariba Realms(s) and Determination Companies).

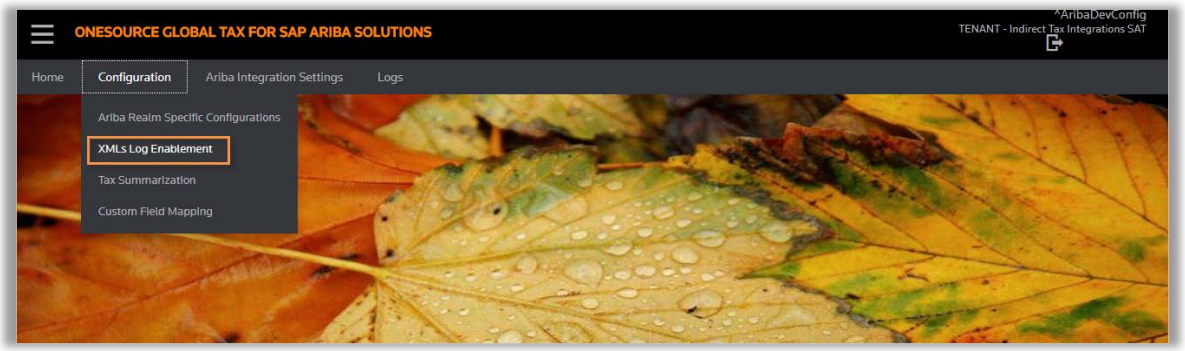
- Enabling XMLs log at SAP Ariba Realm/Determination Company level:
  XMLs logs will be enabled for selected SAP Ariba Realm and Determination Company combination.

- Enabling XMLs log at SAP Ariba Realm/Determination Company/Document Type combination level:
  This setting would enable XMLs at selected SAP Ariba Realm, Determination Company and Document Type levels. This is most optimized level where logs will be enabled and transaction logs will be generated at levels which are truly required.

CONFIGURE THE XMLS LOG ENABLEMENT

To enable XMLs log, please follow below steps:

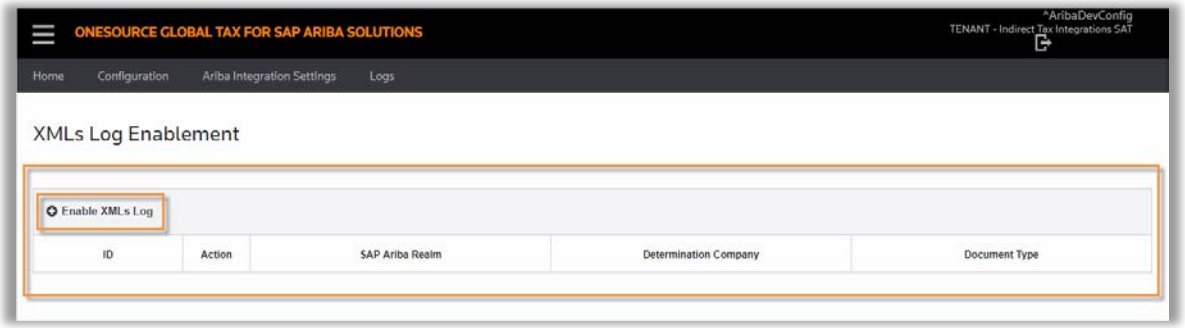
1. On Home screen, go Configuration **>** XMLs Log Enablement
2. Click on XMLs Log Enablement option



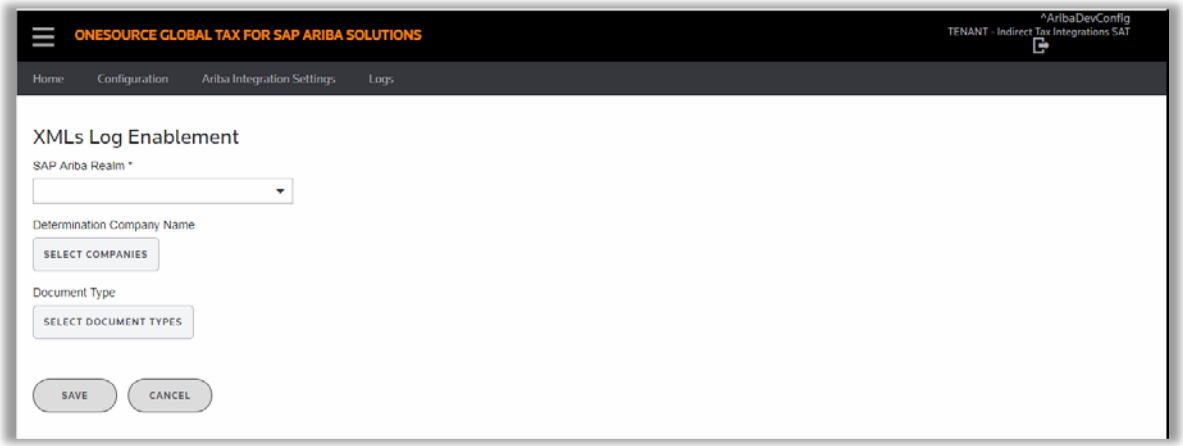
3. You will be navigated to XMLs Log Enablement screen.

   This UI screen will show Enable XMLs log add button and a display grid. Enable XMLs log button enable user to add new logging. And the display grid will show log settings when added.

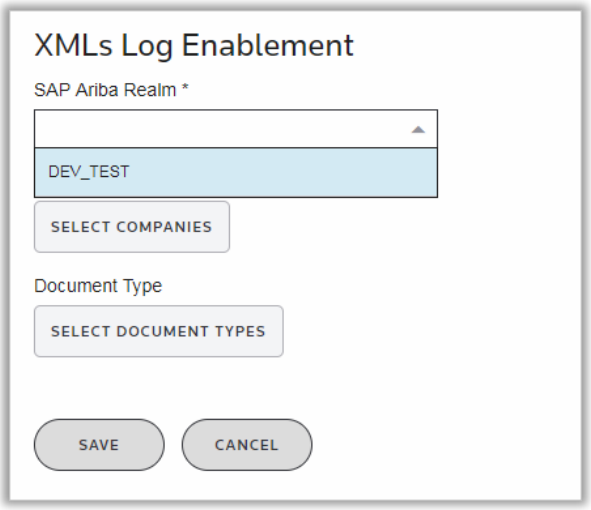
   By default, XML logs will not be enabled and so you may not see any existing configuration when you are setting up Integration for the first time.



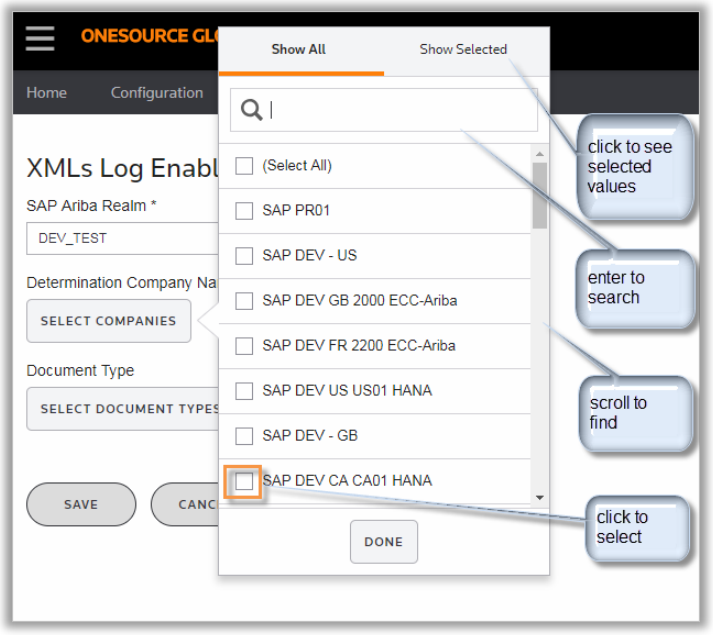
4. Click on Enable XMLs Log button to enable XMLs.



5. On this UI screen make selection at which you would like to enable XMLs
    a. Select SAP Ariba Realm from the drop-down list. The values are pre-populated based on User's Tenant ID.

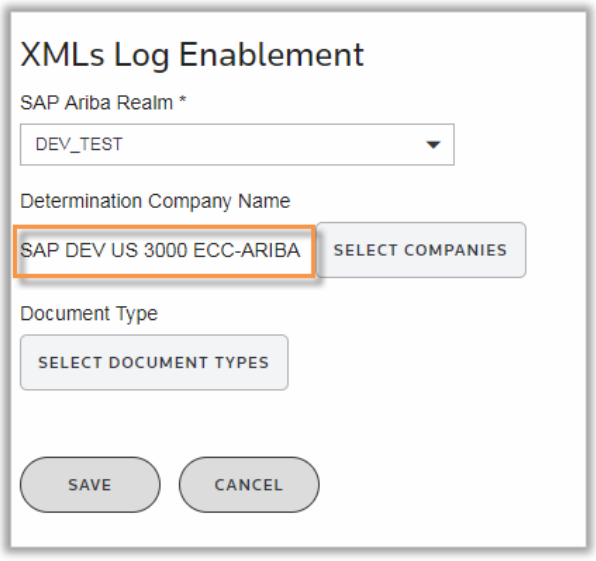


    b. Select Determination Companies by clicking on SELECT COMPANIES button. UI would present you a pop up window to make selections as shown in the below screenshot.



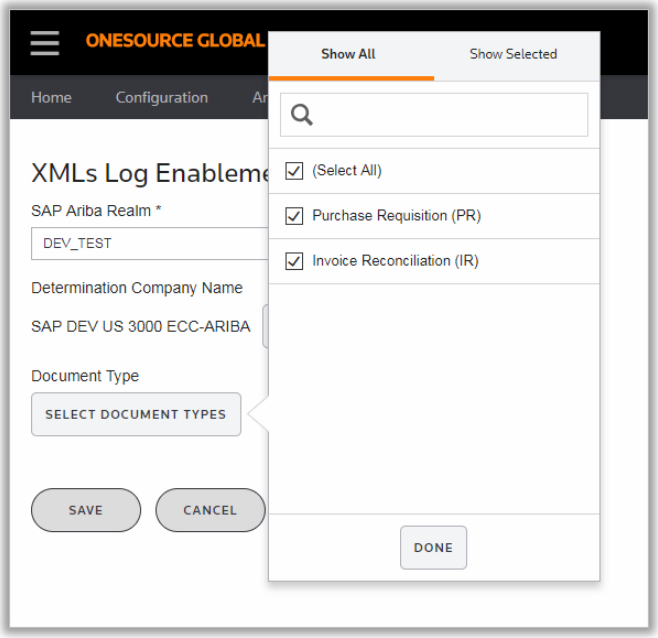
c. To find companies:
   - search by name in the Search box or,
   - click on Show all (to see the complete list) or,
   - click on Show selected if you have already made some selections.

d. Select one or more companies from the list (if list is big, scroll bar helps to find the desired selection) and click on DONE button. Selected company/companies' will be shown on UI under Determination Company Name UI field.

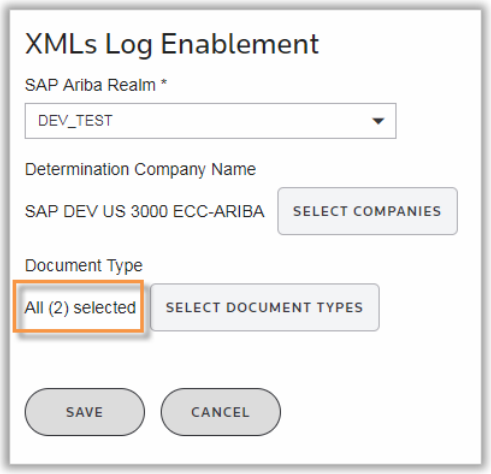


c. Click on SELECT DOCUMENT TYPEs button to select SAP Ariba document type(s).

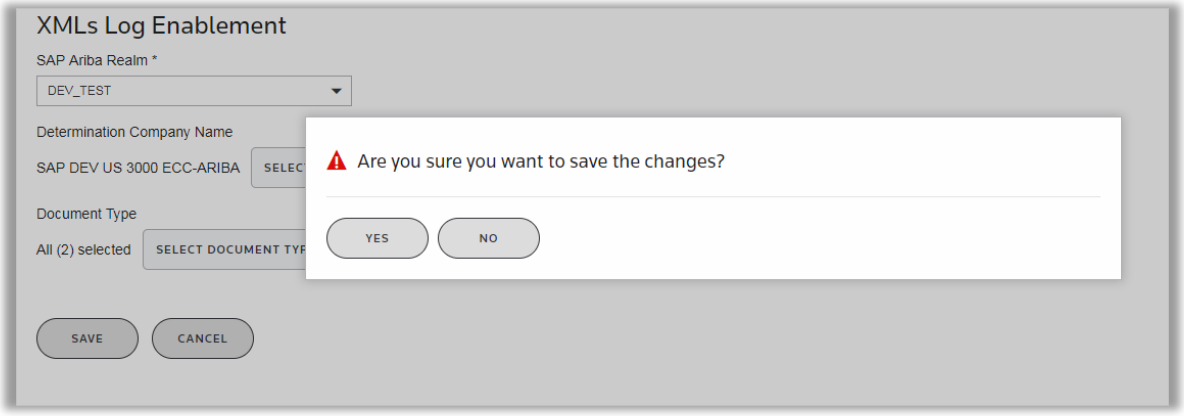
e. Integration UI would present a pop up showing two document types (PR and IR)



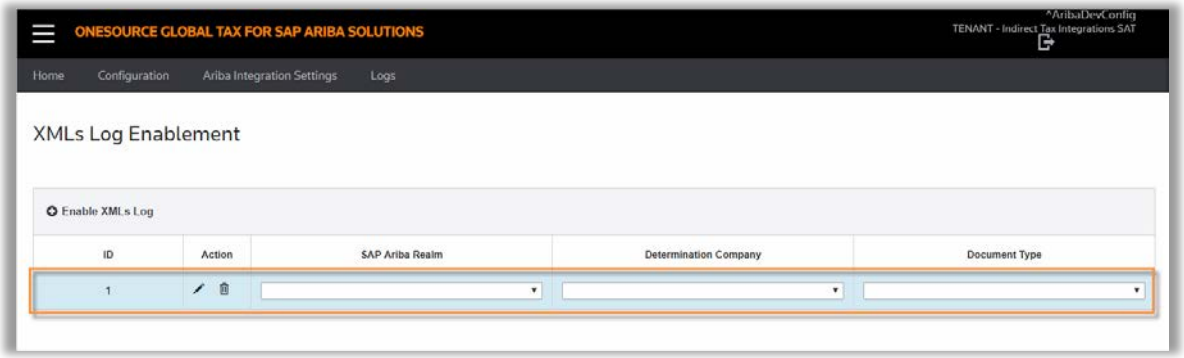
f. Select desired document type and click on DONE button. Your selection will be shown under Document Type UI field label.



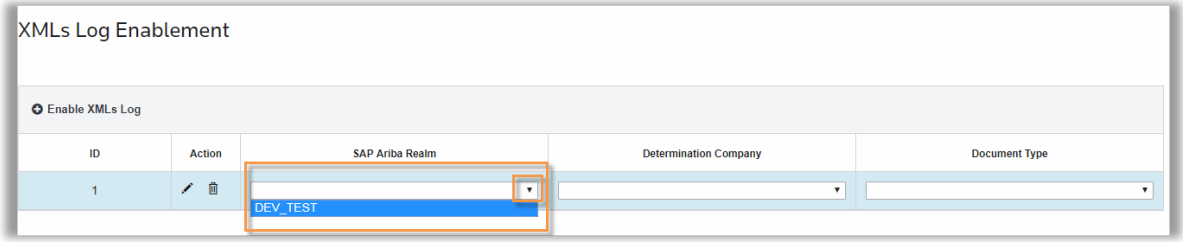
6. Click on SAVE button to save the changes and continue.
7. A confirmation message is promoted and if you would like to continue, click on YES button. (otherwise click on NO and you will be back on XMLs log enablement screen where you can make changes and continue or cancel the action to go to main XMLs Log enablement UI screen)



8. You will be navigated to XMLs Log Enablement main UI screen where you can see the display grid showing a new row with drop-down lists under each level.



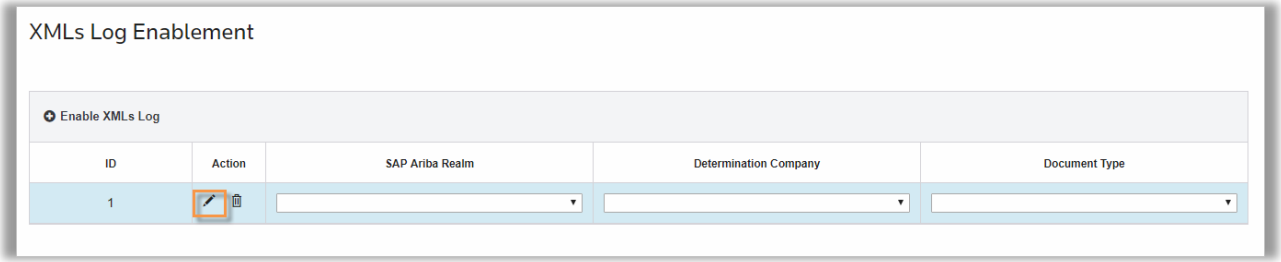
9. The drop-down list under a level shows selection values only if you have made selections under that level. You need to click on drop-down to check at which level you have made selections. You may click on each drop-down list to see the levels at which XMLs are enabled.



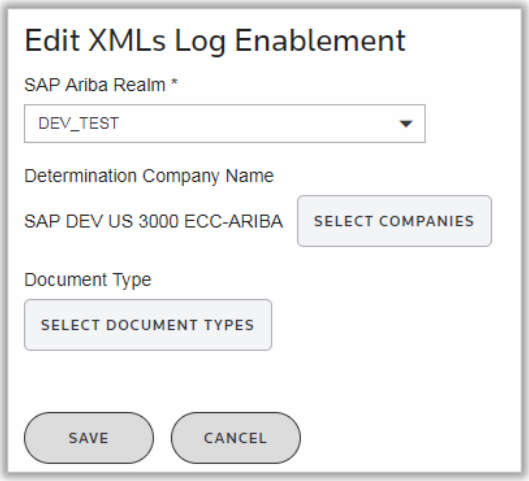
EDIT XMLS LOG ENABLEMENT

To edit the XMLs logging settings, please follow below steps:

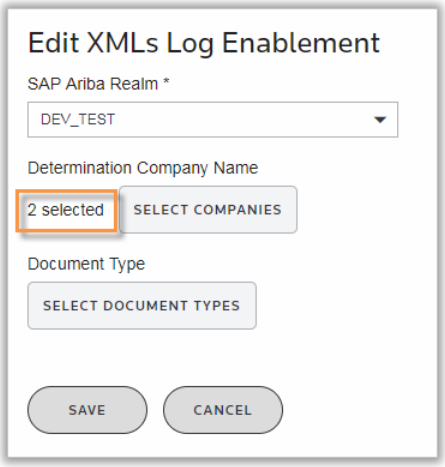
1. Click on edit (pencil icon) on the row in the display grid for which XMLs enablement logging you would like to make change.



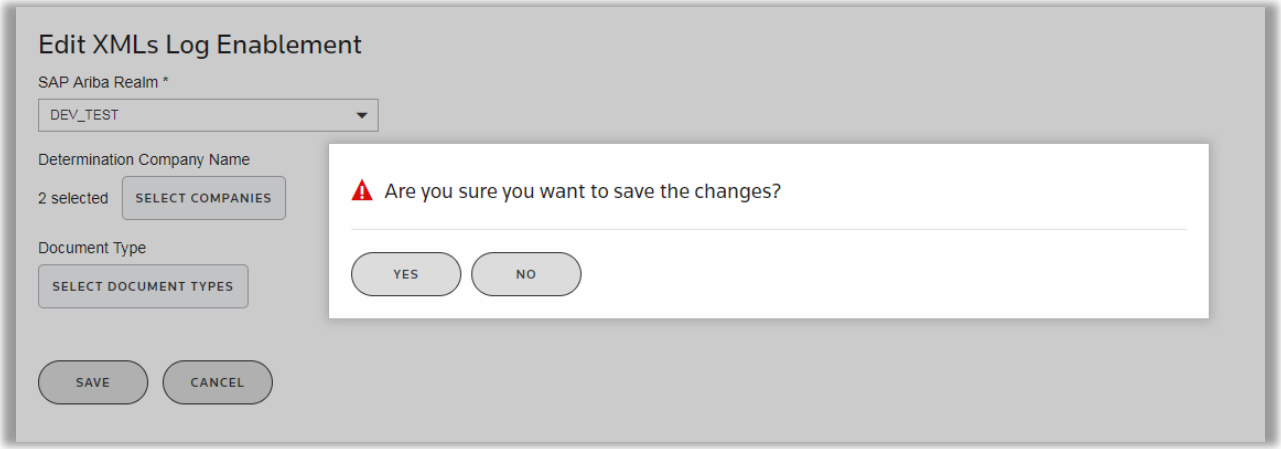
2. Integration would navigate you to the Edit XML Log Enablement screen



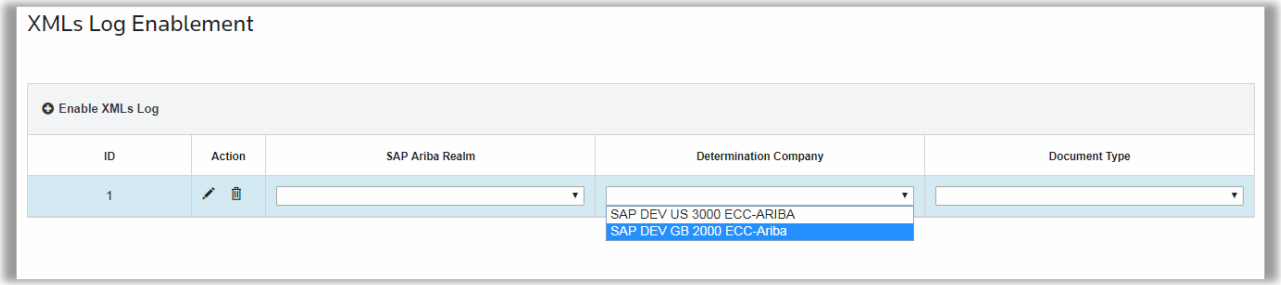
3. Please make changes as desired. (you may refer steps 5 a to f under Configure XMLs Enablement) to select SAP Ariba Realm, Determination Company Name and Document Type values.



4. Once changes are made, click on SAVE button on Edit XMLs Log Enablement screen. You would be prompted for confirmation.



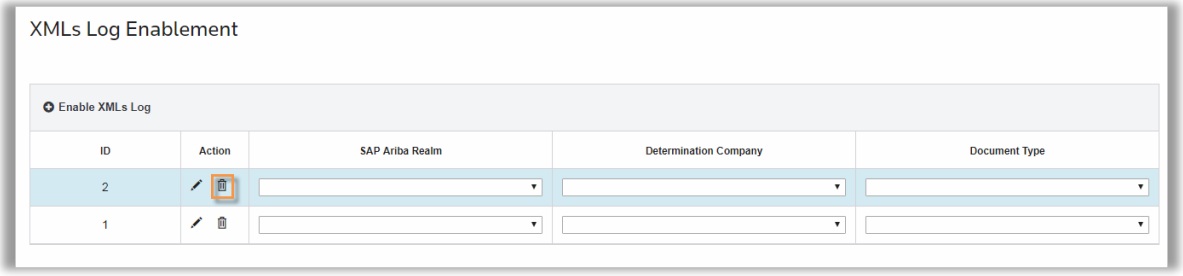
5. Click on YES button to confirm the action. Integration saves the changes and you would be navigated to XMLs Log Enablement main UI screen where display grid shows (click on drop-down list) the updates made.



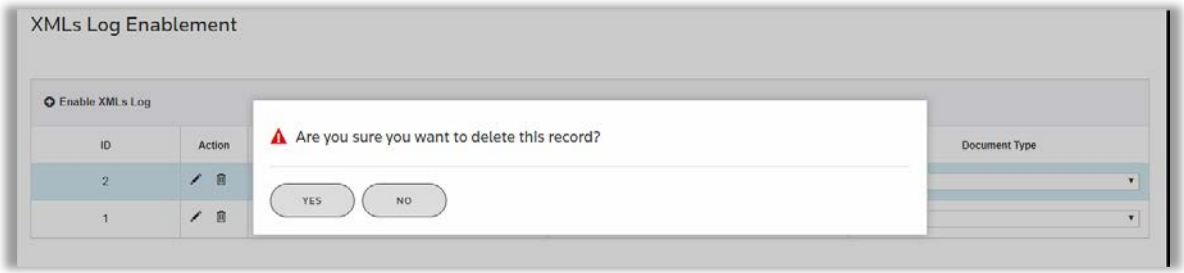
DELETE XMLS LOG ENABLEMENT

To delete XMLs logging settings, please follow the below steps.

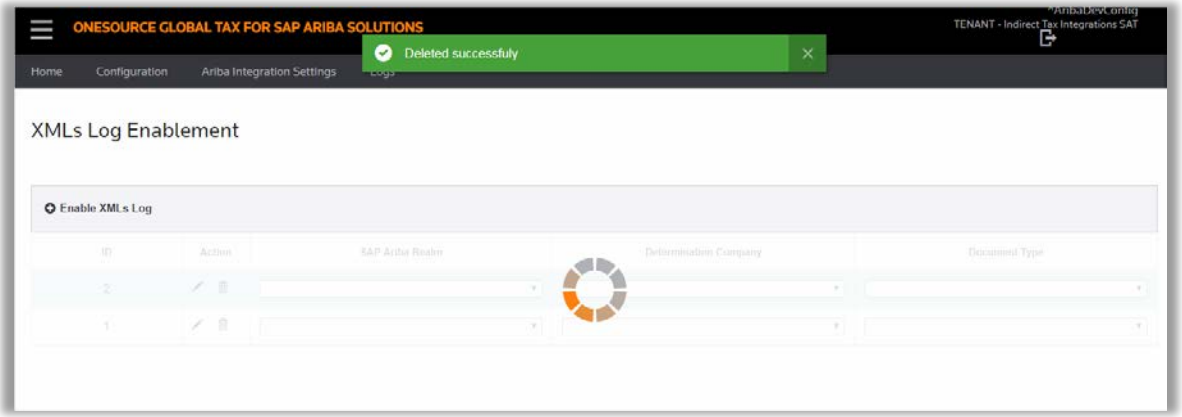
1. Click on the row in the display grid for which you would like to delete.



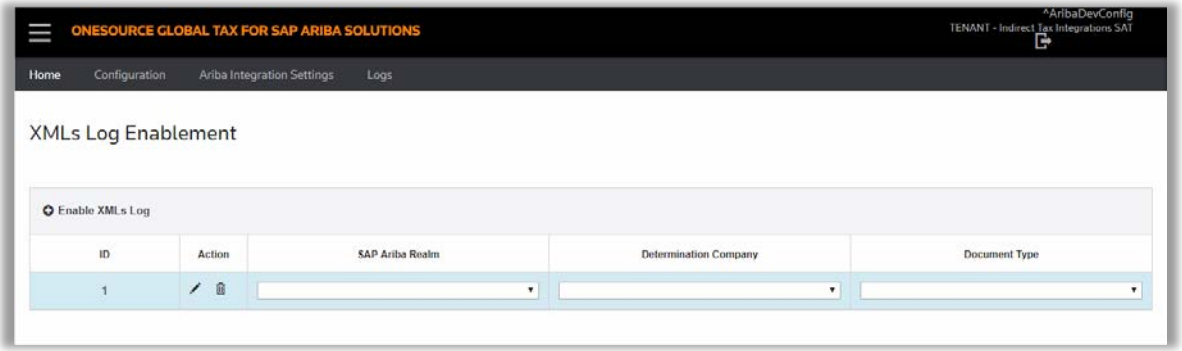
2. you would be prompted to confirm the decision.



3. Click on YES button to confirm the delete action.



4. The display entry would not show the deleted entry.



TAX SUMMARIZATION CONFIGURATION

Tax Summarization Screen offers two main options that are US Tax Summarization Options and VAT Summarization option.

To learn about how tax summarization feature works, before making changes to default configuration please check the topic under Tax Summarization.

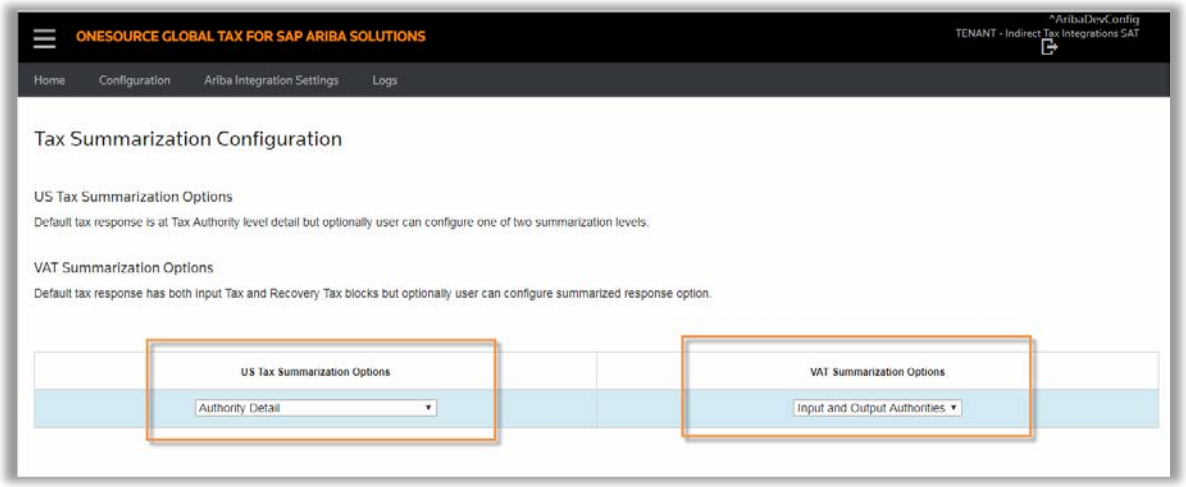
User can leave the default option as it is. But when required user may configure summarization options under either US Tax Summarization Options/VAT Summarization Options or both.

To configure the Tax Summarization, please follow below navigation steps:

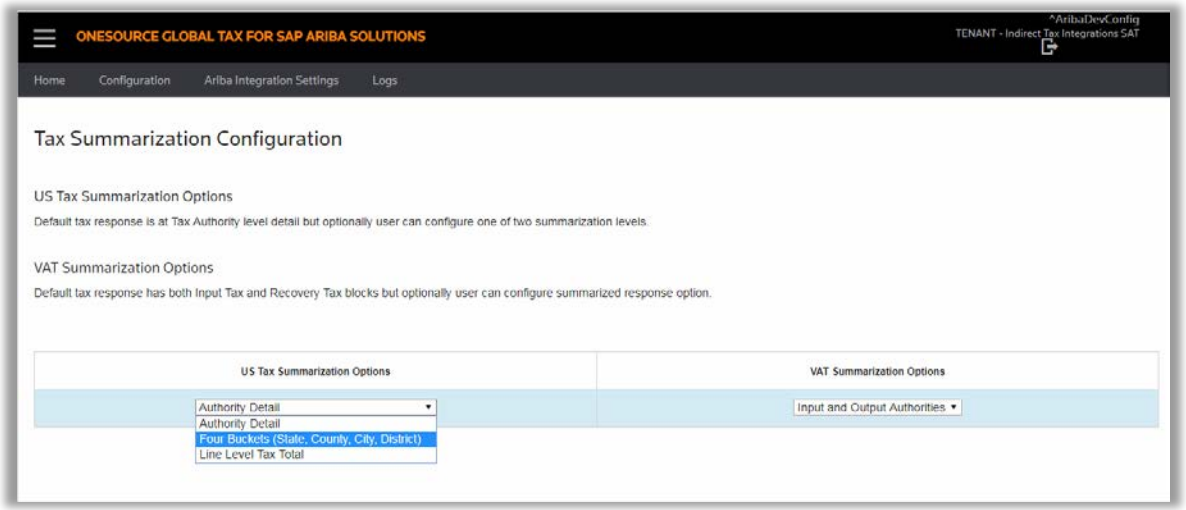
1. Log in to ONESOURCE Global Tax for SAP Ariba Solutions.
2. On Home screen, go to Configuration **>** Tax Summarization

3. Click on Tax Summarization option to navigated to configuration screen. Here you see two drop-down lists. US Tax Summarization Options and VAT Summarization Options.

   The default option for US Tax Summarization Options is Authority Detail and for VAT Summarization options is Input and Output Authorities.

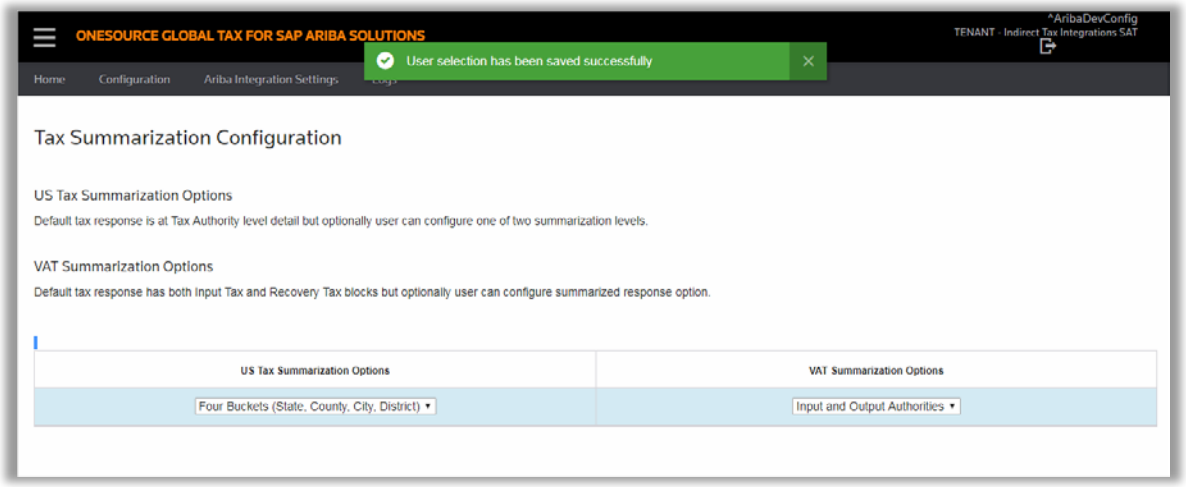


4. To change the default summarization for US, click on drop-down list under US Summarization Options drop-down list.

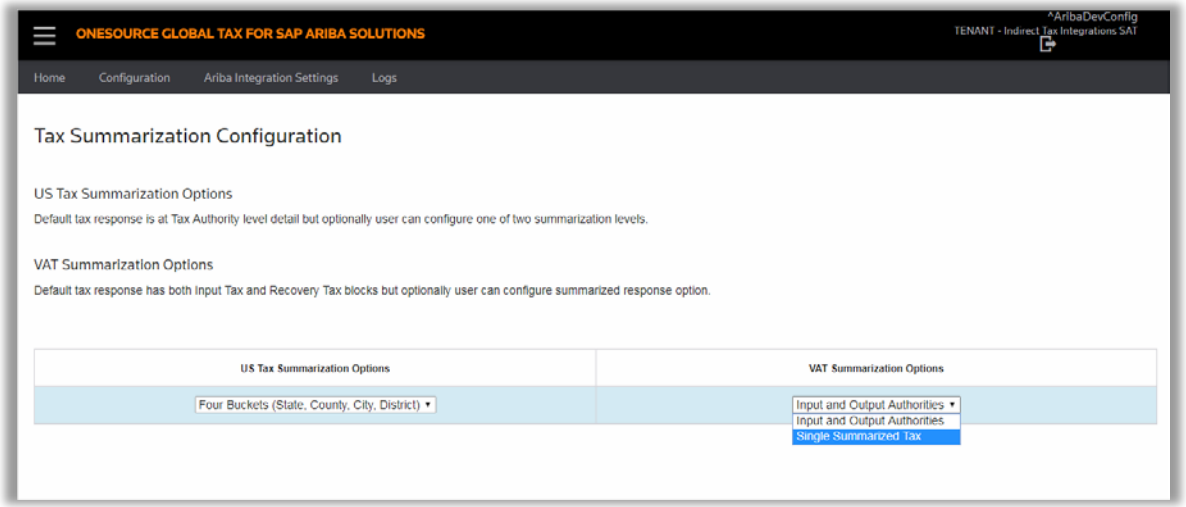


5. Select Four Buckets (State, County, City, District) or Line Level Tax Total option as desired.

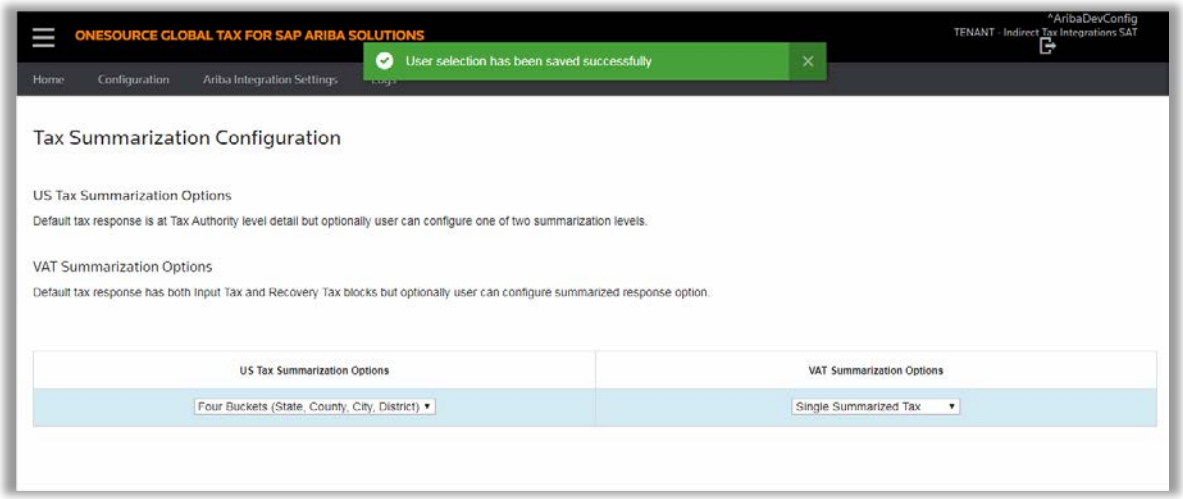
   As soon as you select an option, system automatically saves the changes and shows the confirmation message.



6. To change the default summarization for VAT, click on drop-down list under VAT Summarization Options drop-down list.



7. Select Single Summarized Tax option. As soon as you select an option, system automatically saves your changes and shows you the confirmation message.



CUSTOM FIELD MAPPING

Ariba allows Custom fields to cover functionality not available through out of the box standard fields. ONESOURCE Determination also enables Customers to use custom fields known as Determination User Elements for tax calculation and audit purposes.

The Custom Field Mapping functionality on Ariba Integration allows you to map Ariba Custom fields to ONESOURCE Determination User Elements.

ONESOURCE allows Determination User Elements from 1 to 40 only. Ariba Integration has validation in place to check this reservation.

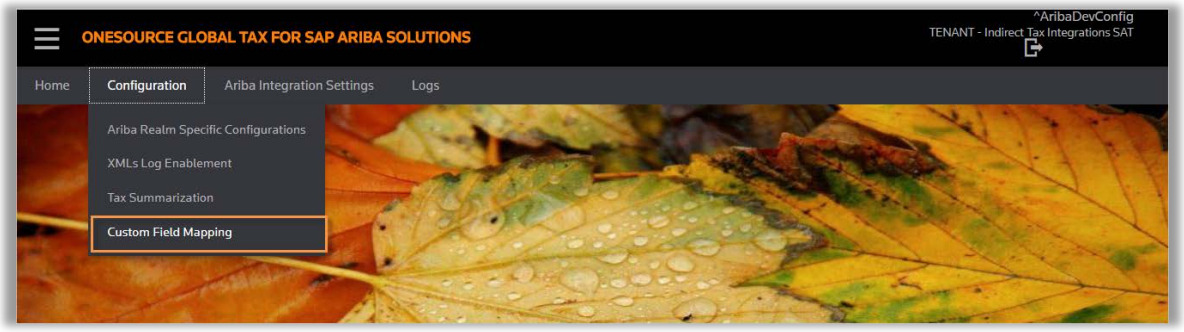
Customers need to work with SAP Ariba Customer Support to have Custom fields created in their SAP Ariba Buying Solution.

To have Custom fields work on ONESOURCE tax calculation and or audit, it should be first defined in Ariba Buying Solution and those custom fields should be mapped to Determination User Elements.

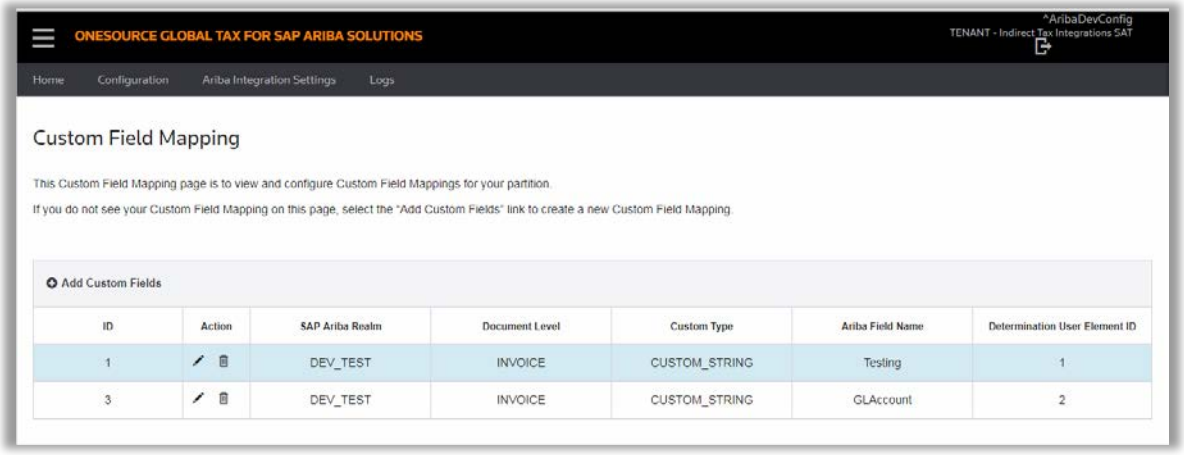
CONFIGURATION

To configure the Custom Field Mapping, please follow below navigation steps:

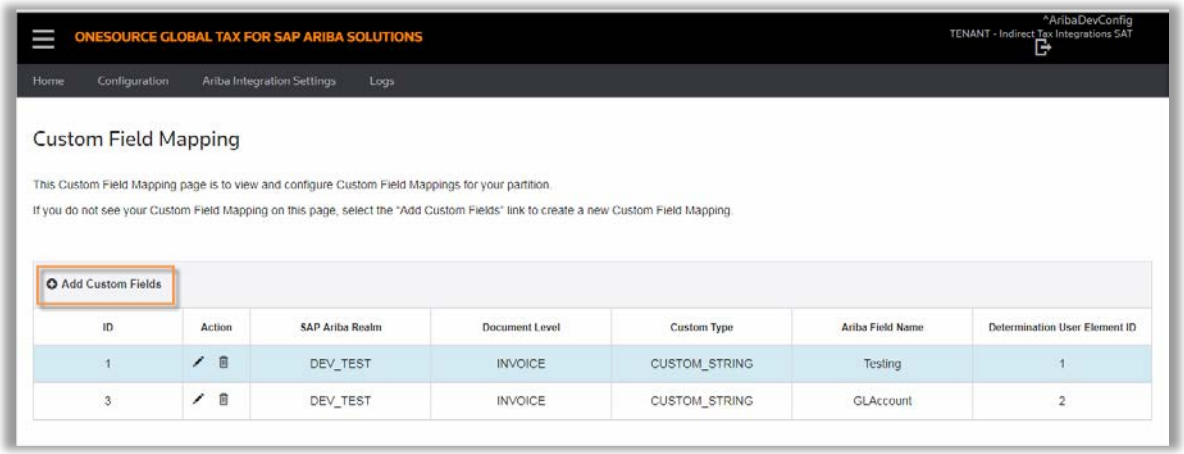
1. Log in to ONESOURCE Global Tax for SAP Ariba Solutions.
2. On Home screen, go to Configuration **>** Custom Field Mapping



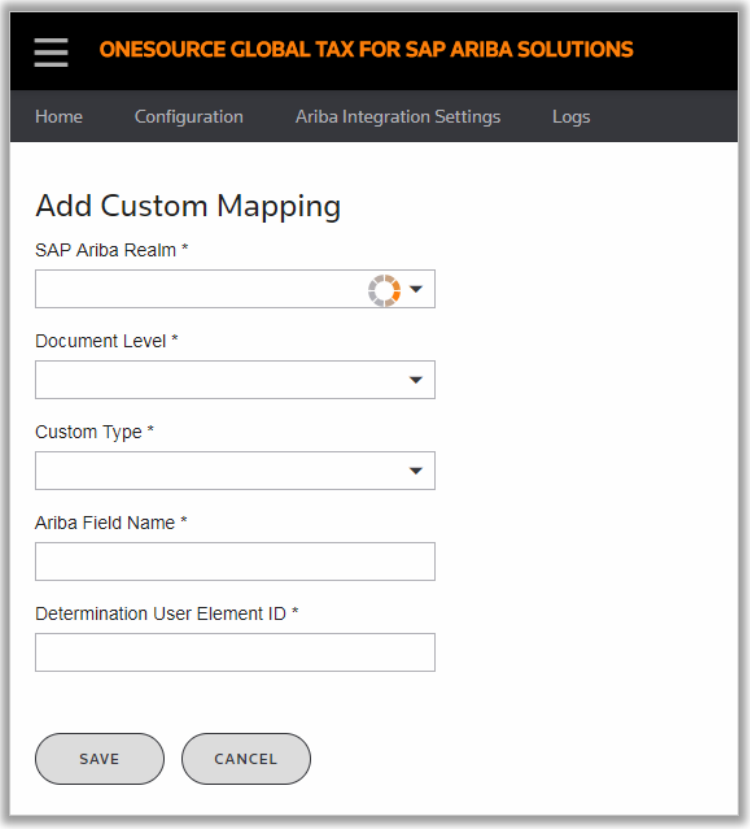
3. Click on Custom Field Mapping option. You will be navigated to Custom Field Mapping screen where you would see Add Custom Fields button and a display grid with configuration entries if any existing.



4. Click on Add Custom Fields button located on top of the display grid to create mapping.



5. You will be navigated to Add Custom Mapping screen where you can create mapping.



This screen has below fields to configure the mapping.

a. SAP Ariba Realm:

a) This is a required field. The input type is drop-down list where you can select the values from the pre-populated list. The list is pre-populated based on SAP Ariba Realms set up under User'

It is required to create SAP Ariba Realms first under SAP Ariba Realm Specific Configurations section if it is not done already.

b. Document Level:

a) This is also a required field and input type is drop-down list

b) Integration has two pre-populate values that are **Invoice** and **Line**

c) The Invoice level also means Document level or Header level where a field at this level applicable to the whole document.

c. Custom Type:

a) This is a required and drop-down list.

b) The available values are:
1. CUSTOM_BOOLEAN
2. CUSTOM_DATE
3. CUSTOM_INTEGER
4. CUSTOM_STRING

c) Here, please select the value based on the type of Ariba Custom field

d. Ariba Field Name:

a) This is a required text field. Here, please enter the name of the Ariba Field that is defined and maintained in the SAP Ariba Buying Solution.

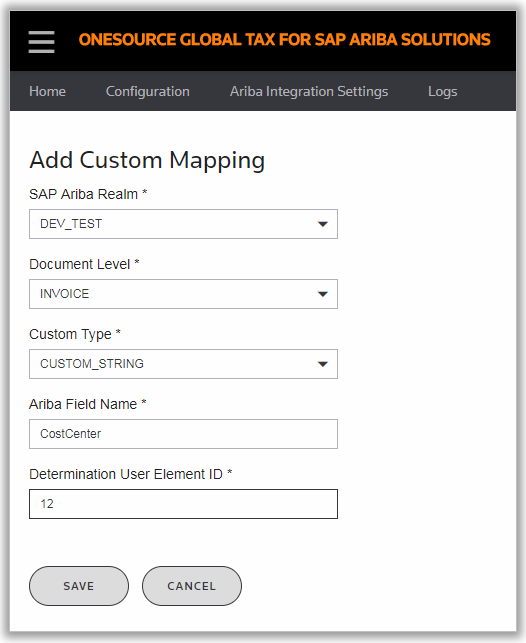
Integration cannot validate the Ariba Custom field that is maintained in the SAP Ariba Buying Solution so please make sure to enter correct name of the Ariba field here.

e. Determination User Element ID:

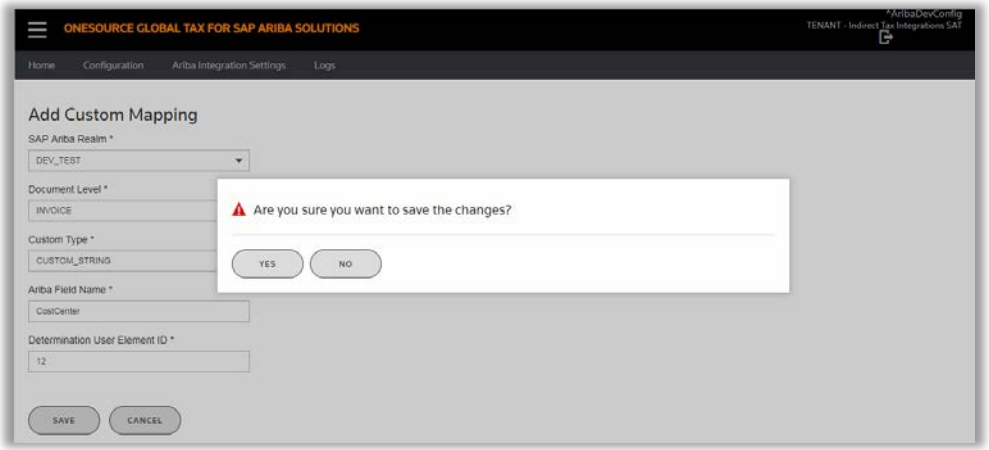
a. This is a required text field. Please enter Determination User Element ID from 1 to 40 only.

b. Integration checks the range (1-40) and shows error if the value is not in between the range.

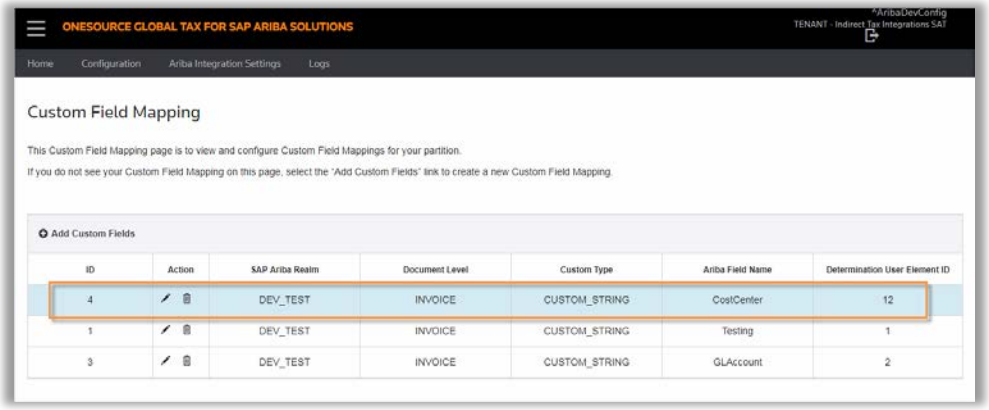
6. Select SAP Ariba Realm, Document Level, Custom Type and enter Ariba Field Name and Determination User Element ID which you would like map.



7. Click on SAVE button to create the mapping. You would be prompted to confirm the changes.



8. Click on YES to continue. When clicked on YES button, you would be navigated back to Custom Field Mapping main UI Screen where you can see the display grid showing the mapping that has been created.



Repeat steps from 1-8 to create more mappings as desired.

If clicked on NO button in step 8, pop up would disappear and you would be on Add Custom Field Mapping screen.

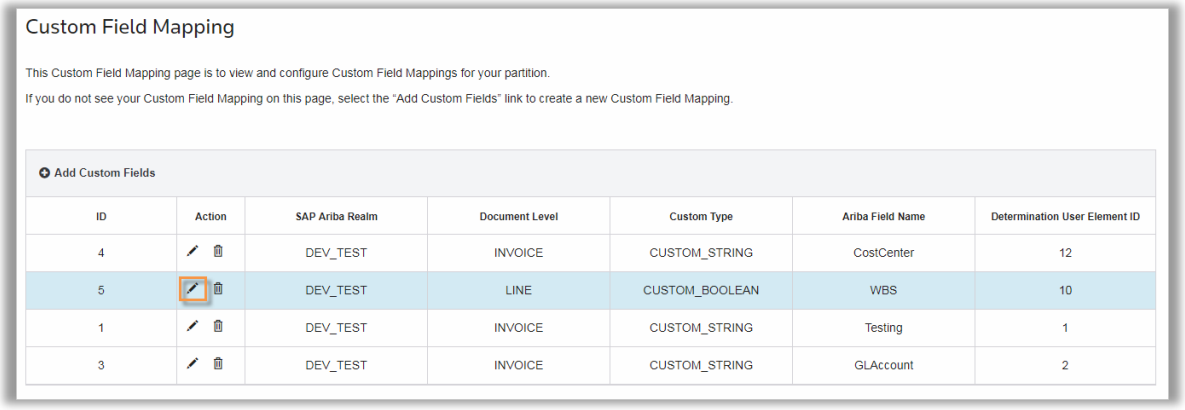
1. Here you may make changes and click on SAVE button to create the mapping. OR
2. To cancel the created mapping, click on CANCEL button so that you would be navigated back to Custom Field Mapping main UI Screen. Display grid would not be updated as user's action is cancelled.

Validation rule does not allow mapping the same Determination User Element ID to any other Ariba Field at the same Document level and Custom Type under the same SAP Ariba Realm

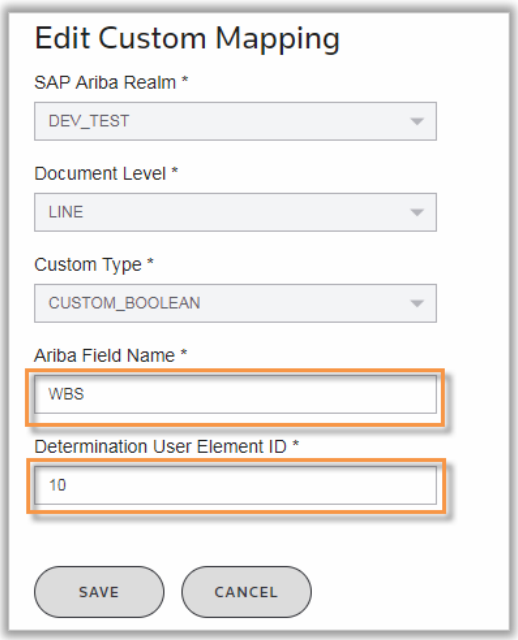
EDIT CUSTOM FIELD MAPPING

To edit an existing mapping follow below steps:

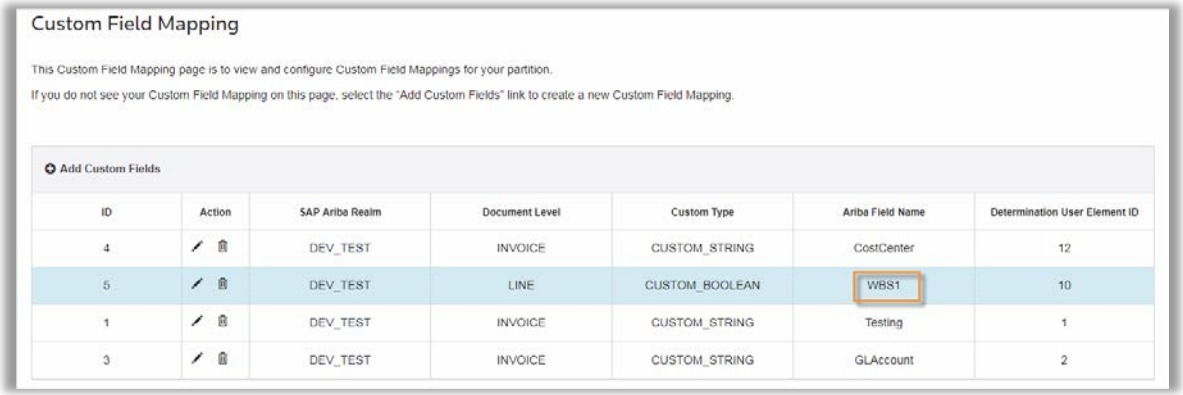
1. Click on the Edit (pencil) icon on the row in the display grid for which you would like to make changes.



2. Integration allows changes to Ariba Filed Name and Determination User Element ID. Here you can make changes as desired and click on SAVE



3. You will be navigated to Custom Field Mappin main screen where you can see display grid showing changes made.

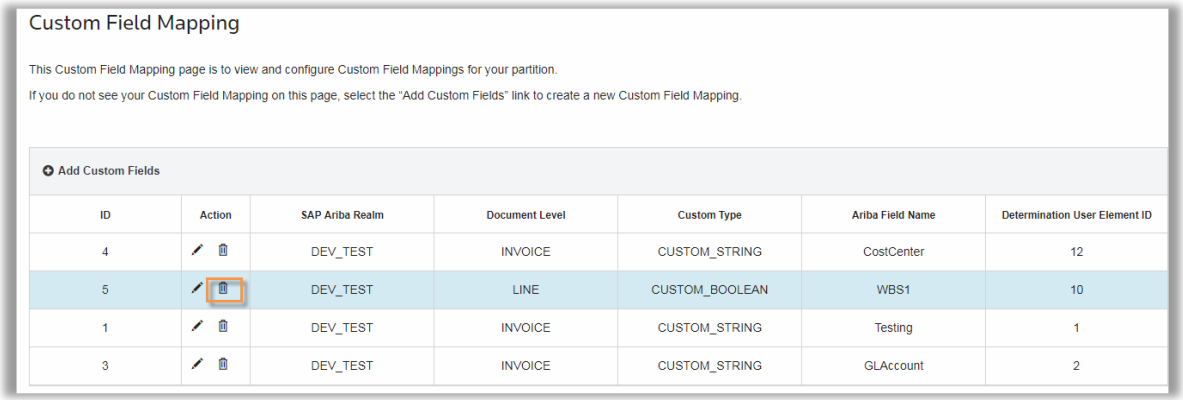


Edit and Add Custom field mapping have same validation logic.

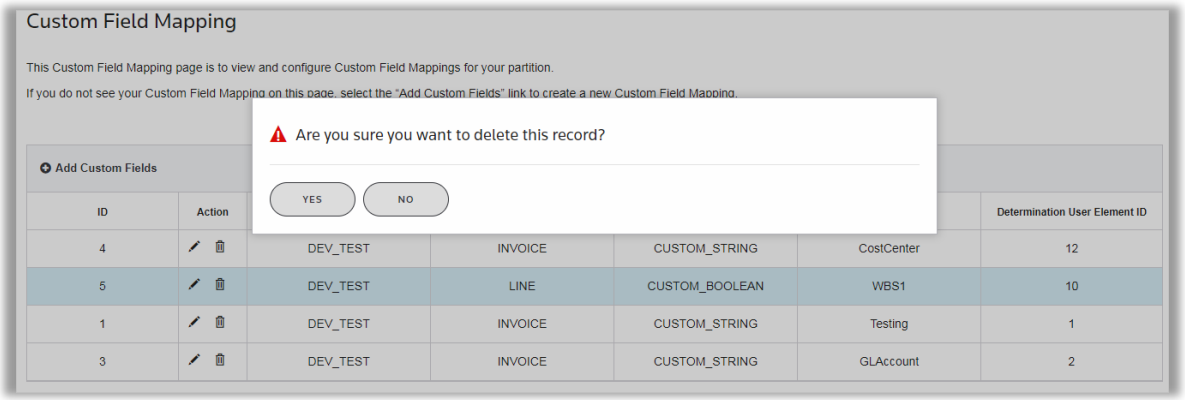
DELETE CUSTOM FIELD MAPPING

To delete custom field mapping, please follow below steps:

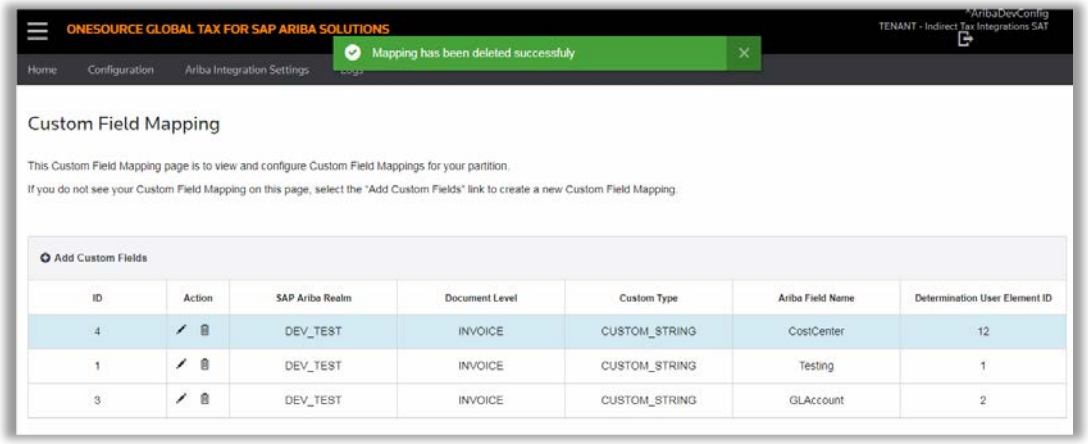
1. Click on delete icon on the row in the display grid which you would like to get deleted.



2. You will be prompted to confirm the action.



3. Click on YES button to continue to delete the mapping. You would see the message confirming the deletion and display grid would not show the entry that has been deleted.



ARIBA INTEGRATION SETTINGS

Ariba Integration Settings gives provision to maintain Health Check Entries settings and Tax Block Negation table. These settings are managed by Thomson Reuters for Cloud customers, and by your system administrator in on-premise. Do not change them unless advice.

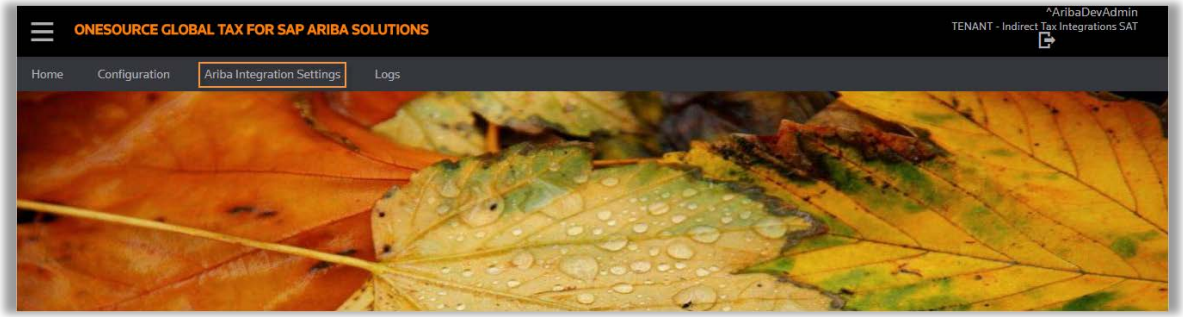
HEALTH CHECK ENTRIES

Two input fields are offered to enter maximum number of health check history entries and health check entries duration.

To configure health check entries and tax block negation table, please follow below steps:

Configure:

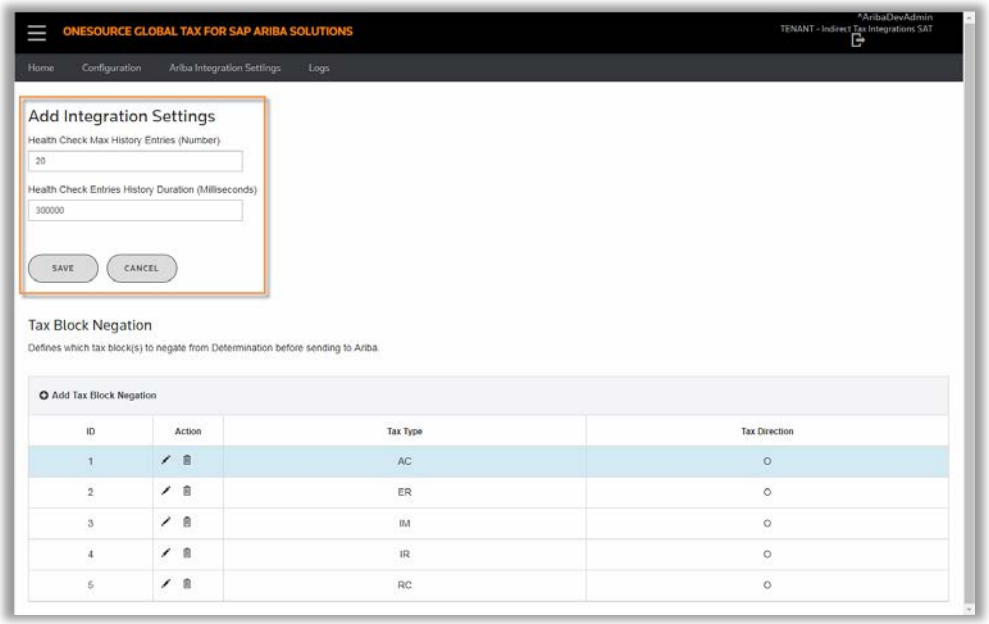
1. Log in to ONESOURCE Global Tax for SAP Ariba Solutions Integration UI.
2. On Home screen, click on Ariba Integration Settings.



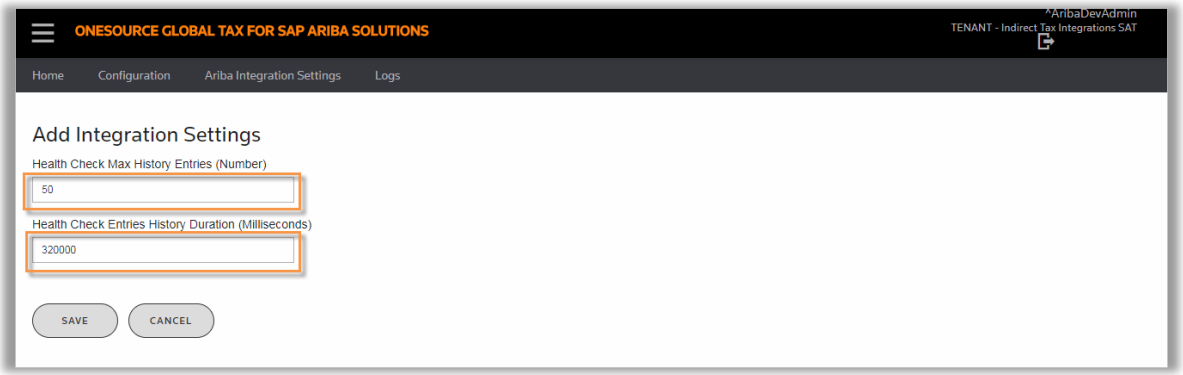
3. You will be navigated to Add Integration Settings screen. This UI screen has sections for Health check entries set up and Tax block negation table. The highlighted in below screenshot shows the health check entries section.

   The default values you would see in the configuration are:

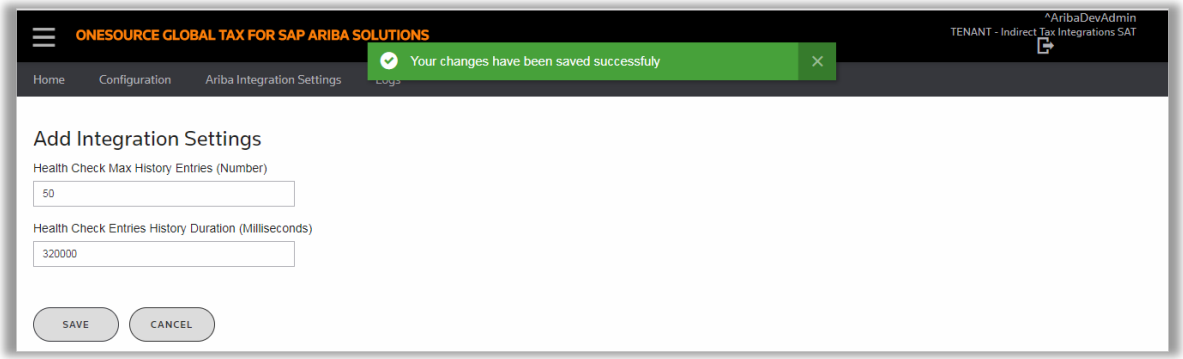
   Health Check Max History Entries (Number)=20
   Health Check Entries History Duration (Milliseconds)=300000



4. To update the default values, enter desired number (only whole number accepted) in both the Health Check Max History Entries (Number) and Health Check Entries History Duration (Milliseconds).



5. Click on SAVE button to make the changes. UI would show banner message that the entries are saved successful.



TAX BLOCK NEGATION

Tax block negation table allows Integration users to set up negation logic based on ONESOURCE IDT Determination Tax Type and Tax Direction. Determination returns the tax type and tax direction for each tax block in its response. And Integration (ONESOURCE Global Tax for SAP Ariba Solutions) negates the tax amount in a tax block based on the configuration found in this table for a tax type.
Integration negates the tax amount when the Tax direction is O (output).

The Integration UI is delivered with below tax block negation table:

TAX TYPE	DIRECTION
AC	O
ER	O
IM	O
IR	O
RC	O

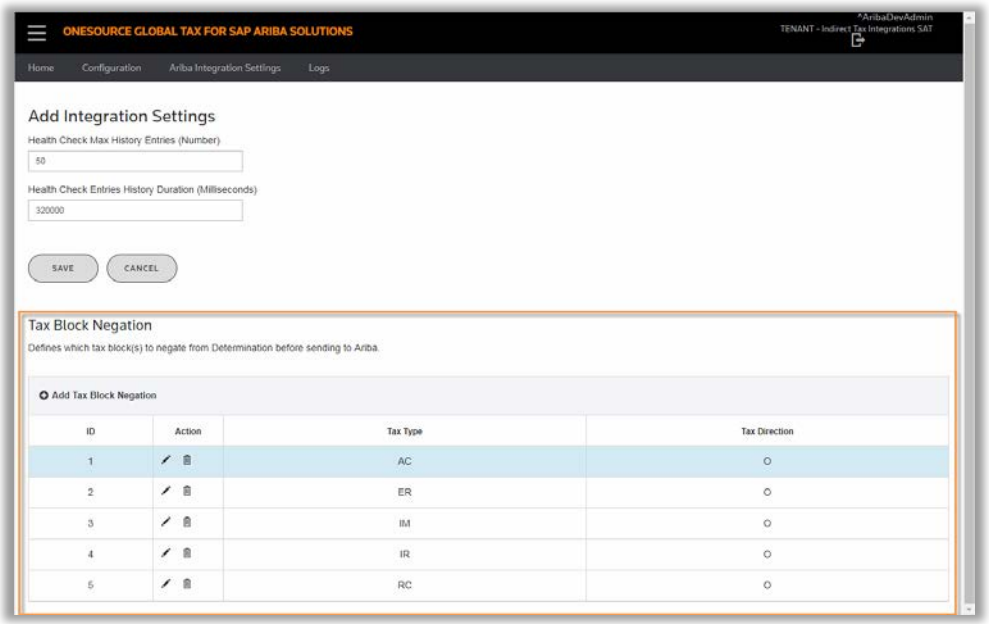
ONESOURCE Global Tax for SAP Ariba Solutions OP Users, may contact Thomson Reuters ONESOURCE Customer Support for any questions on modifying (update, edit, delete) the entries in the table.

For OP Customers, DBA/System Admin users should have Integrations Admin role to perform changes to SAP Ariba Integration Settings

Changing tax block negation table

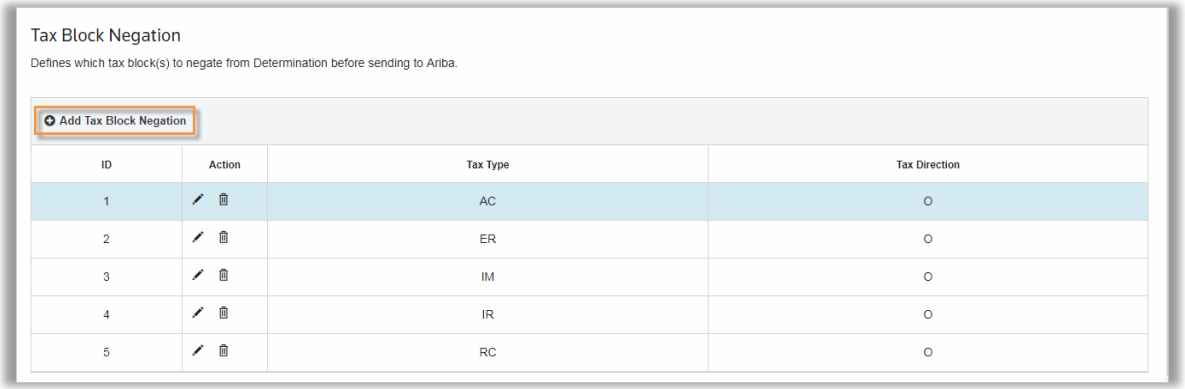
To modify the tax block negation table, please follow below steps:

1. Log in to ONESOURCE Global Tax for SAP Ariba Solutions Integration UI.
2. On Home screen, click on Ariba Integration Settings.
3. You will be navigated to Add Integration Settings screen where you can see Tax Block negation table with default values.

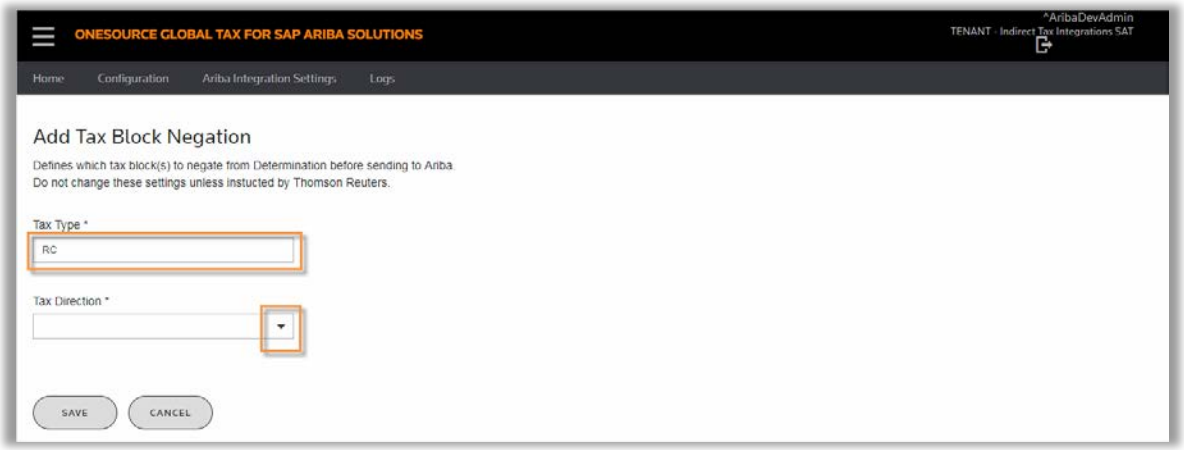


Add new entries:

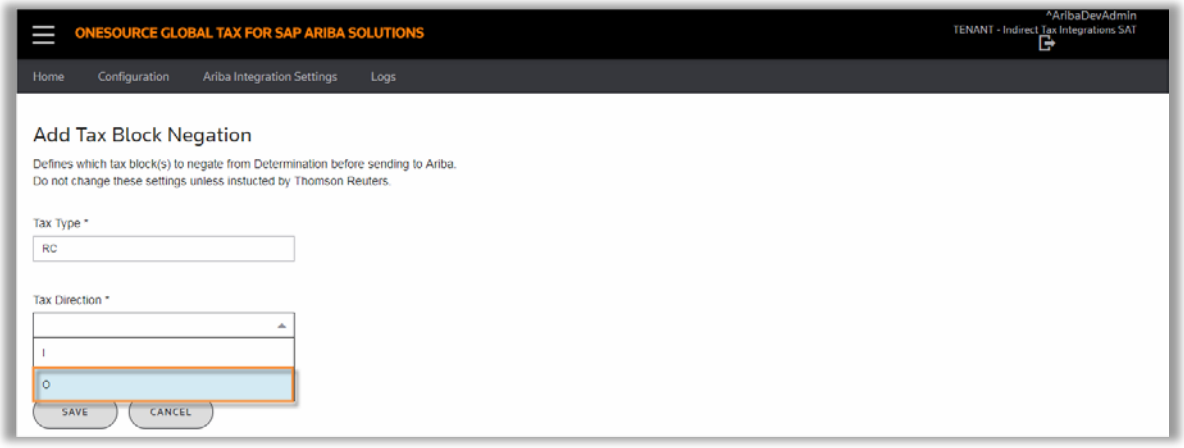
1. To add new entries, click on Add Tax Block Negation button



2. You will be navigated to Add Tax Block Negation screen.
   a. Enter Tax Type to be added (these should be standard tax types defined in ONESOURCE Determination).
   b. And click on triangle button on Tax Direction drop-down list

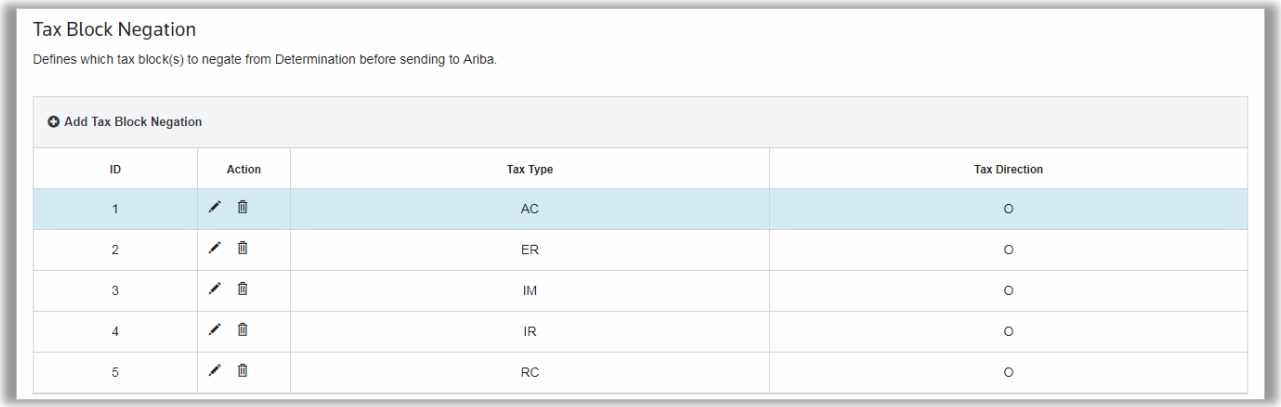


   c. Tax Direction drop-down shows two default values (I and O) where I is input and O is output.



   d. Select the direction (in this example)

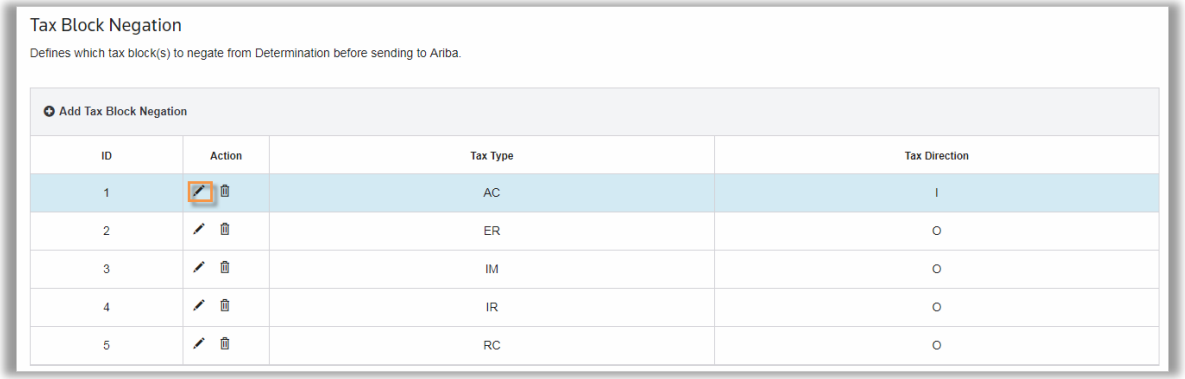
3. Click on SAVE button. You will be navigated to Ariba Integrations Settings UI screen where the display grid under Tax Block Negation shows the entry that is added



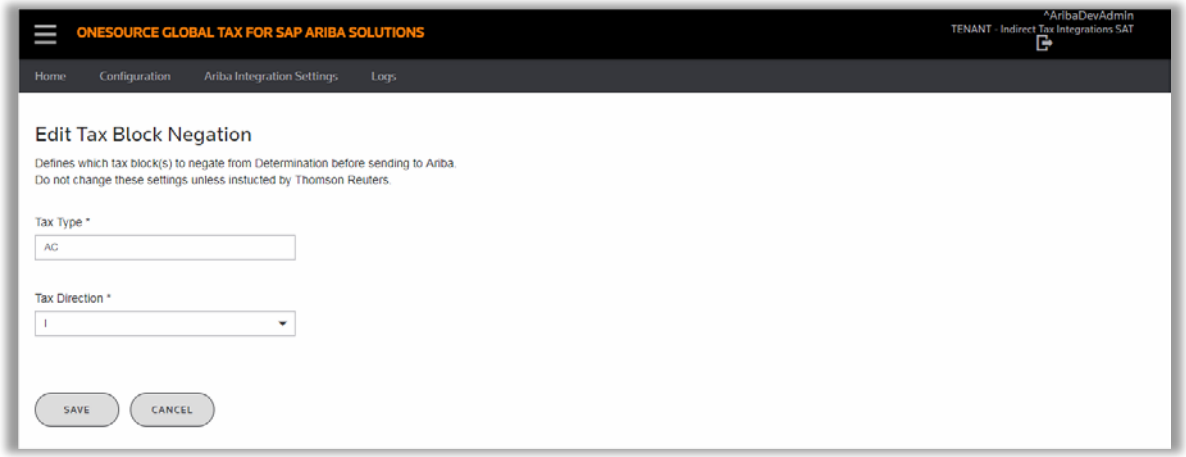
Edit existing entries:

Let's say you have an entry with AC and Direction I. If you would like to make it correct where it is supposed to be AC and I follow below steps to edit the entry.

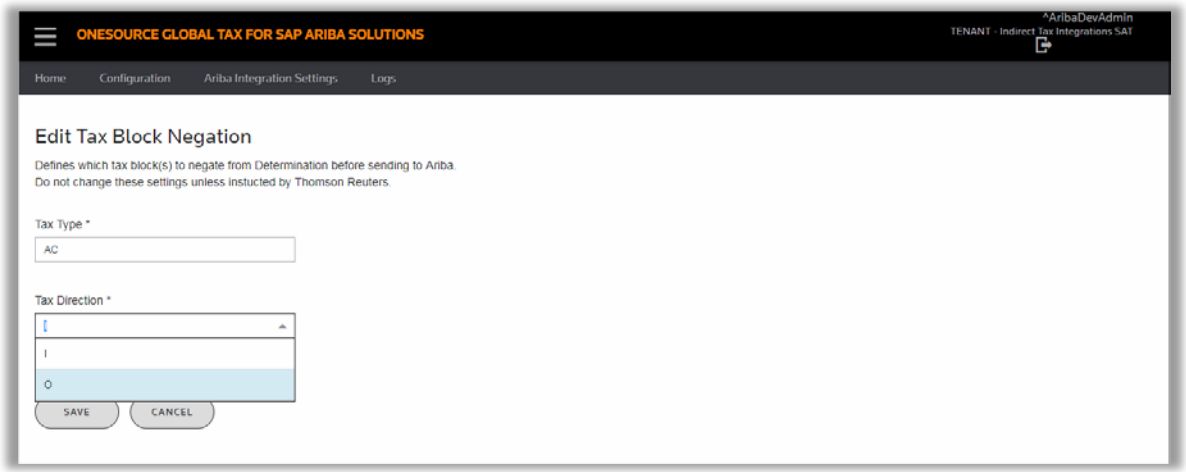
1. Click on Edit (pencil icon) on the row in the Tax Block Negation table for which you would like to make an edit.



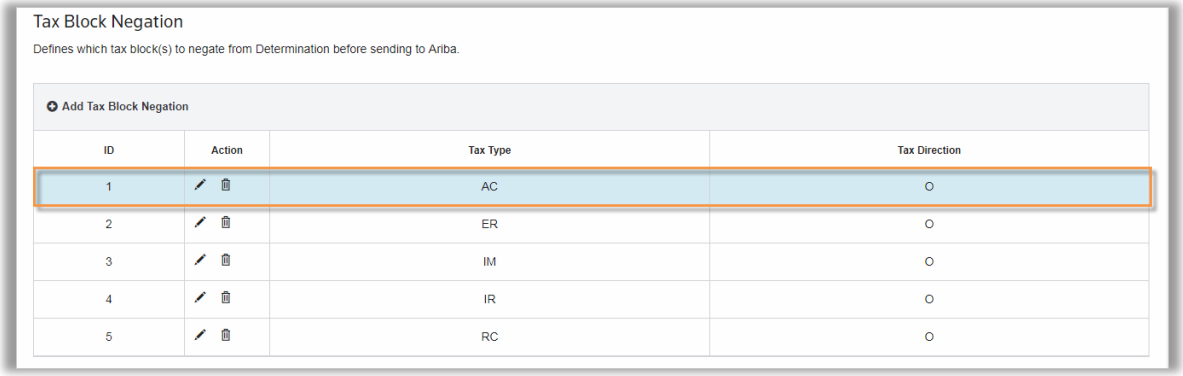
2. You will be navigated to Edit Tax Block Negation screen



3. Click triangle button on drop-down and select the direction (in this case it should be O)



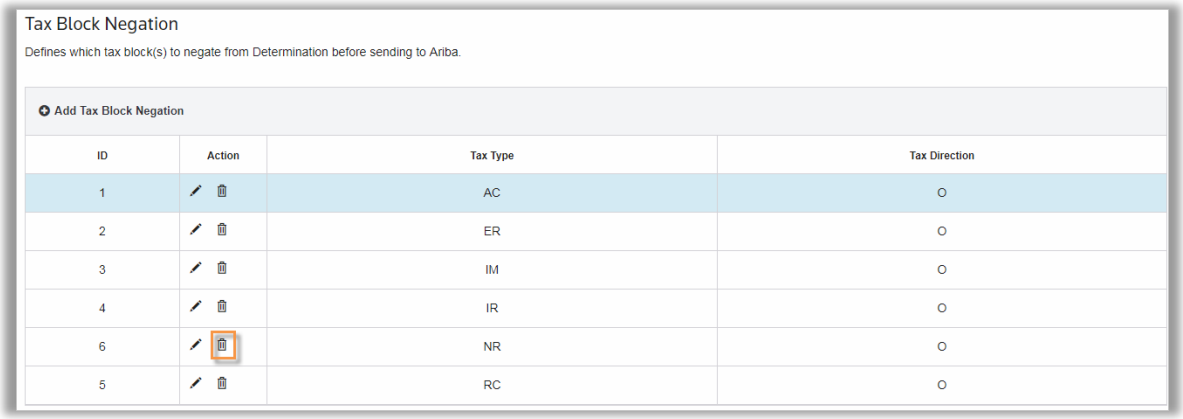
4. Click on SAVE button make changes saved. You will be navigated to Add Integration Settings UI screen where display grid shows the updated value for tax type AC.



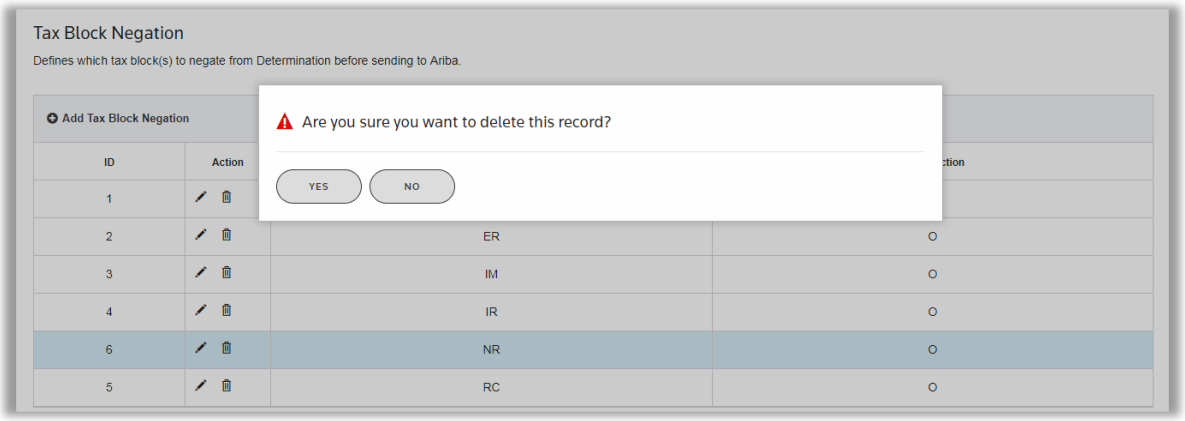
Delete existing entries:

To delete any entry from Tax Block Negation table, follow these below steps.

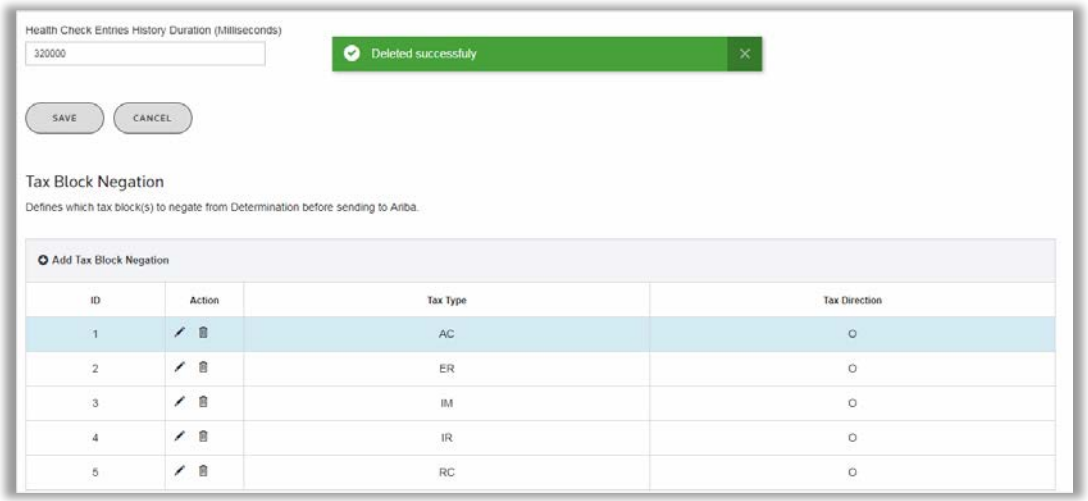
1. Click on the Delete icon as shown in the below screenshot.



2. You will be promoted to confirm the action.



3. Click on YES button to continue. You will see system message that the entry has been deleted successfully. And display grid also gets updated.



LOGS

ONESOURCE Global tax for SAP Ariba Solutions offers transaction logging capability Once XMLs are enabled (XMLs Log Enablement) at desired level, Integration will generate logs for transactions processed. Users can search for transaction logs, view results on UI and download in a zip format in to their local system.

Integration UI screen for Logs offers different search criteria.

- Company Name: Pre-populated based on what Integration User has access for in Determination
- External Company ID: This is the external company ID and pre-populated based on companies associated with User account in Determination

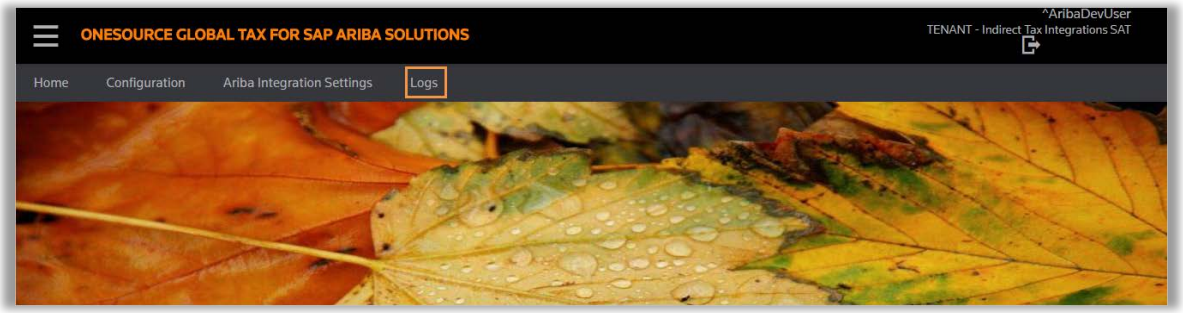
Company Name or External Company ID are required fields. Select either Company Name or External Company ID. Selecting one populates the other automatically. All other fields are optional but for faster results, enter more search criteria.

- Log Date and Time (From/Through): Dates can be entered manually or Calendar tool can be used. Input fields Start time and End time are available.
- Search string: User can enter anything relevant to transactions.
- SAP Ariba Document Number (SAP Ariba ID of the Purchase Requisition/Invoice Reconciliation Document)
- Document Type: These are the document types in SAP Ariba Buying Solution from which tax calculation requests are originated.

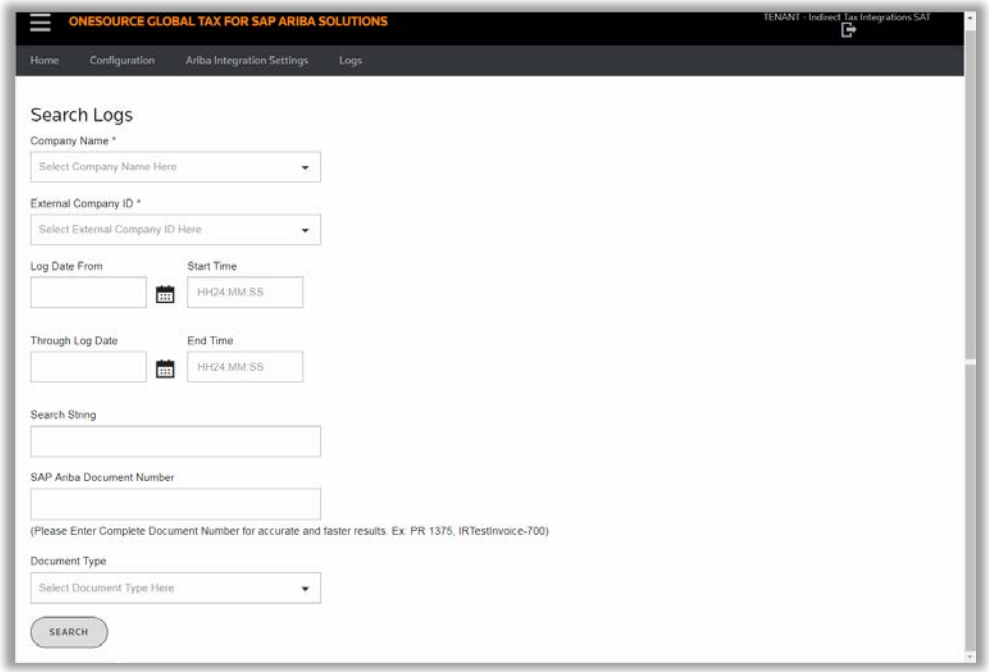
Users with Integrations Admin, Integrations Configurator and Integrations User can have access to logs. The companies for which a User can search against is determined by the User's permissions in the Determination.

LOG DISPLAY

1. Log in to ONESOURCE Global Tax for SAP Ariba Solutions.
2. On Home screen, click on Logs

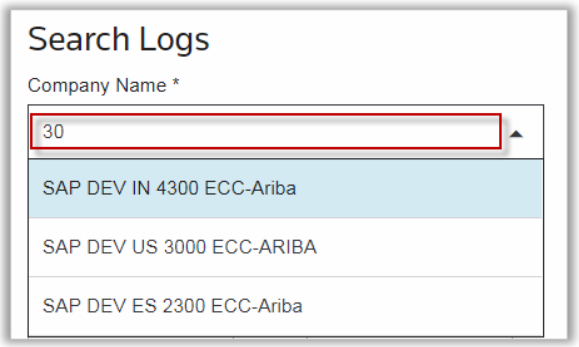


3. You will be navigated to Search Logs UI Screen

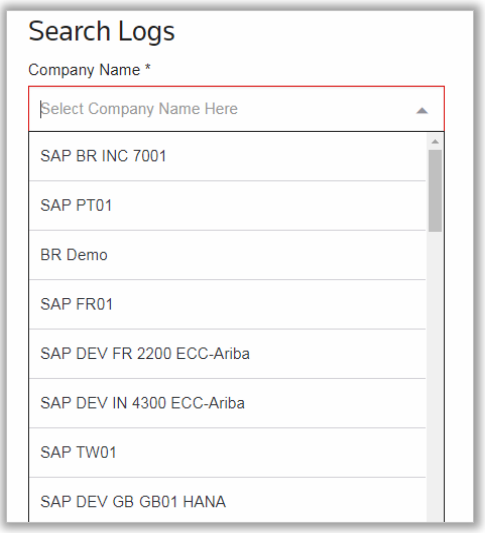


4. Select Company Name or External Company ID (required fields). You may search for company on the search bar on drop-down list or scroll through to find desired company (option a or b as shown below).

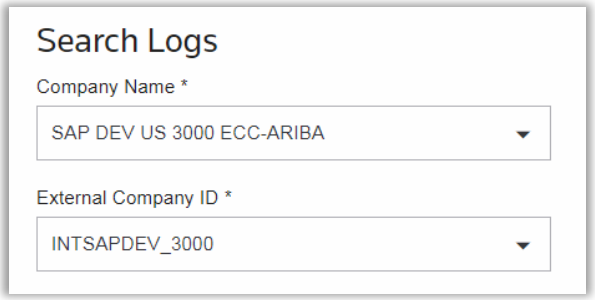
   a) Using search bar to find a company:



   b) Using drop-down/scroll bar list to find company:



4.1 Click on the company you wish you search logs for once you find the entry. External Company ID will be populated automatically.



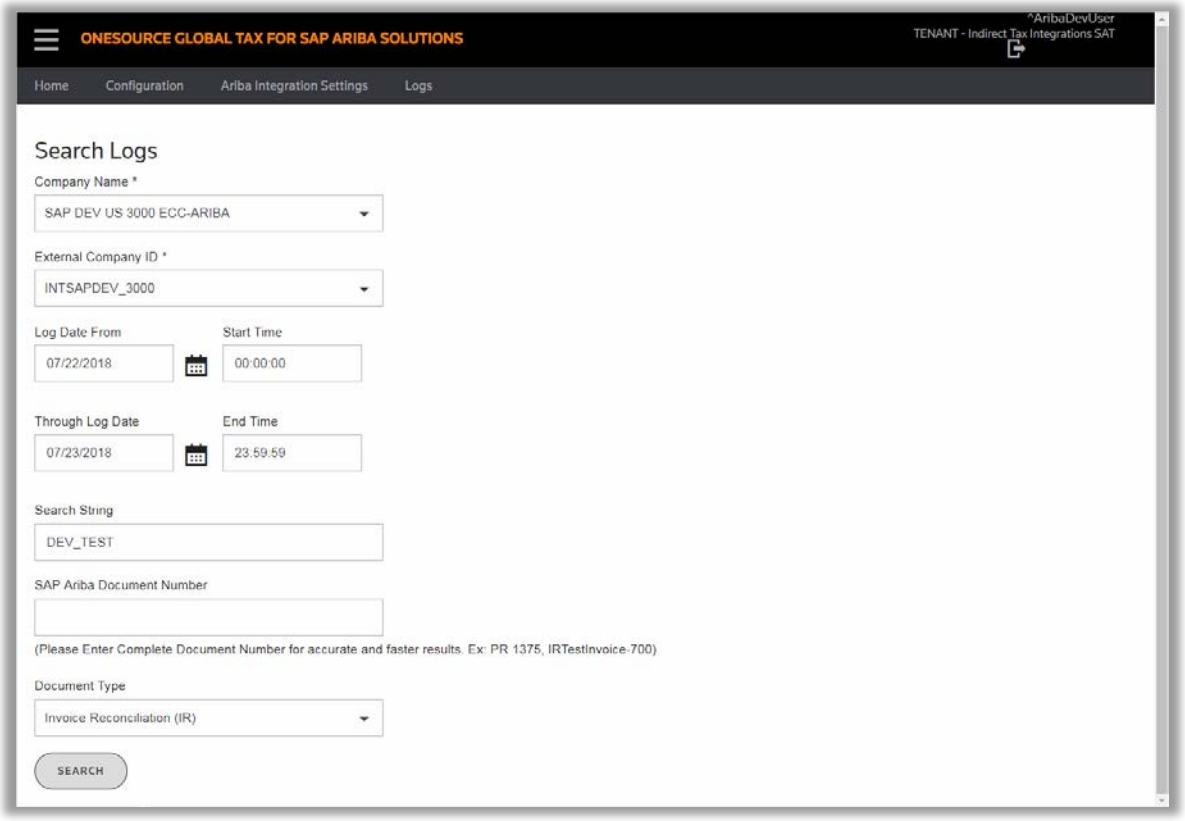
If you would like to select External Company ID, follow steps 4 and 5. Company Name will be populated based on your selection of external company ID.

4.2 Enter Date and Time. Enter Log Date from and Through Date or select the dates from the calendar tool. To use calendar tool, click on the calendar icon and select the dates. To enter time use, Start Time input fields and enter time manually. End time will be populated automatically when you enter Date Through

4.3 Search string for example Ariba Realm ID “DEV_TEST”.

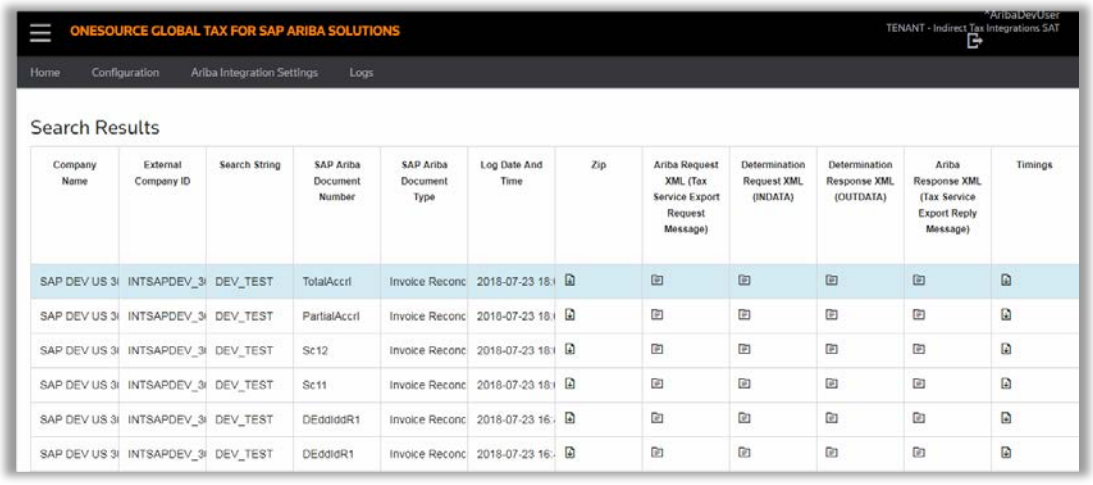
4.4 Enter Document number if you would like to see log for a transaction.

4.5 Select the Document type to restrict the search to a document type.

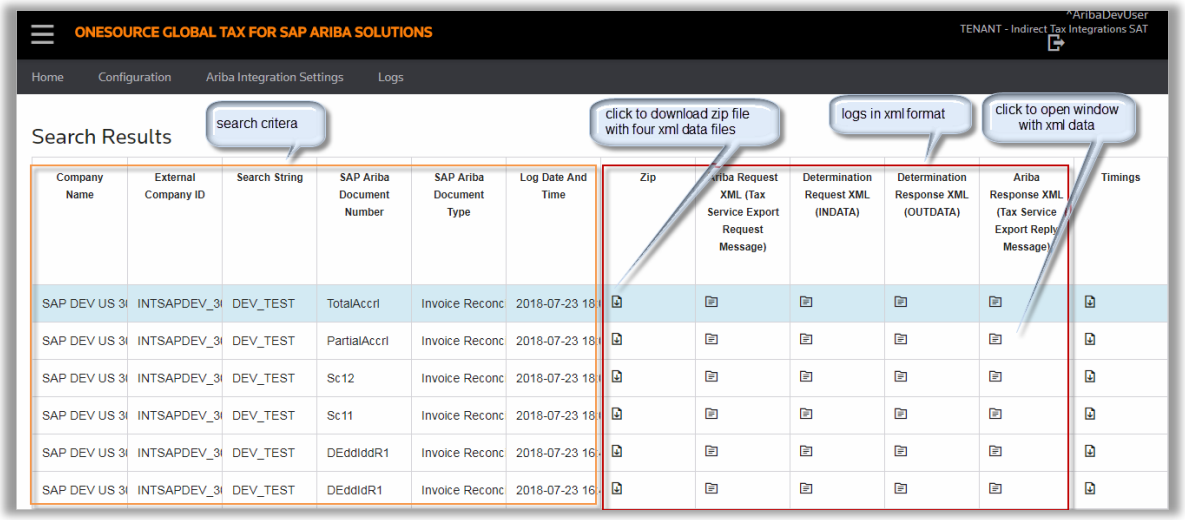


5. Click on SEARCH button to get the results.

6. System would fetch results per search criteria.



7. Please see what search results display grid means here:



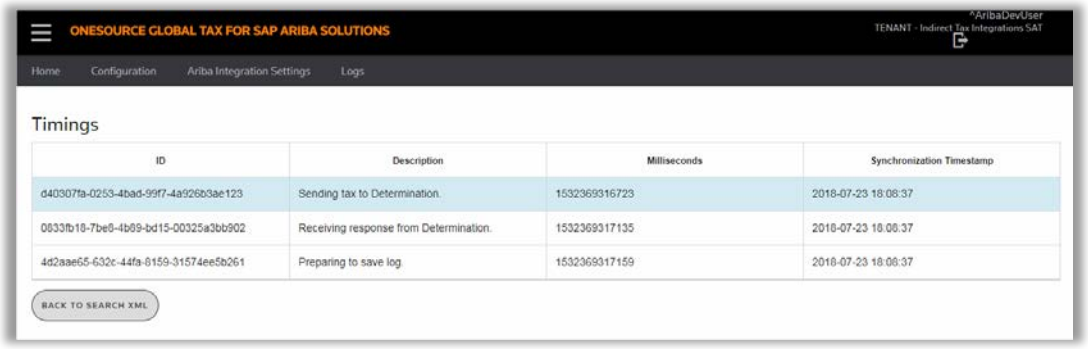
Search results include four xml data files.

- Ariba Request XML: request from SAP Ariba Buying Solution
- Determination Request XML: request to Determination from ONESOURCE Global Tax for SAP Ariba Solutions (Integration)
- Determination Response XML: response from Determination to ONESOURCE Global Tax for SAP Ariba Solutions (Integration)
- Ariba Response XML: Response from Integration SAP Ariba Buying Solution.

8. To view xml data:
   a. Click on document icon to see data in a pop up window within the same browser.

b. click on download link icon to download all 4 types of xml data files in a zip file to your local computer system.

9. To check time took to get the transaction log, please click on icon under Timings column



10. Click on BACK TO SEARCH XML button to go back to search results UI screen.
11. Click on BACK TO SEARCH LOGS button on Search Results UI screen to go back to Search Logs UI screen search for other transactions.

APPENDIX I

ARIBA REQUEST FIELDS MAPPING

The current version does not offer Audit functionality so the field mapping listed here is only for tax calculation process only.

Ariba Request	TR Mapping	Comments
Header	<Collection>	
variant	Batch.Calling_System_Number	
partition	Batch.Host_System	
item	<Collection>	
partition	N/A	Set at batch level
variant	N/A	Set at batch level
TaxServiceExportReply	<Collection>	
item	<Collection>	
CompanyCode	<Collection>	
UniqueName	Invoice.External_Company_ID	
LineItems	<Collection>	
item	Line.LineID	
BillingAddress	Line.Bill_To	
BuyerTaxRegistrationNumber	Line.Registrations.Buyer_Role	Multiple values allowed
ChargeDetail	<Collection>	not use by SAP Ariba (unsupported)
ChargeAmount	Line.Document_Amount.Gross_Amount	not use by SAP Ariba (unsupported)
Currency	<Collection>	not use by SAP Ariba (unsupported)
UniqueName	Invoice.Currency_Code	not use by SAP Ariba (unsupported)
ChargeType	<Collection>	not use by SAP Ariba (unsupported)
UniqueName	Line.Product_Code	not use by SAP Ariba (unsupported)
CommodityCode	<Collection>	
UniqueName	Line.Product_Code	
Description	Line.Description	
CommonCommodityCode	<Collection>	
UniqueName	Line.Commodity_Code	
Domain	Line.User_Element.Attribute41	
UnitOfMeasure	<Collection>	

Ariba Request	TR Mapping	Comments
UniqueName	Line.Qunatities.Qunatity.Uom	
LineType	<Collection>	
UniqueName	Invoice.User_Element.Attribute41	Used from first line
NetAmount	<Collection>	
Amount	Line.Document_Amount.Gross_Amount	
Currency	<Collection>	
UniqueName	Invoice.Currency_Code	Used from first line
NumberInCollection	Line.Line_Number	
ParentLineNumber	Line.Related_Line_Number	
Quantity	Line.Qunatities.Qunatity.Amount	
SellerTaxRegistrationNumber	Line.Registrations.Seller_Role	Multiple values allowed
ShipTo	Line.Ship_To	
SupplierLocation	Line.Ship_From	
IncoTermsCode	Line.Delivery_Terms	
IncoTermsDetail	Line.Title_Transfer_Location	
TaxExclusion	Line.Is_No_Tax.All	If TRUE set to Is_No_Tax for Determination, Ariba response will have an empty line structure with only the NumberInCollection reference
custom	<Collection>	
CustomBoolean	Line.User_Element.Value	Value # mapped in integration layer
CustomInteger	Line.User_Element.Value	Value # mapped in integration layer
CustomMoney	<Collection>	
Amount	Line.User_Element.Attribute42	
AmountInReportingCurrency	Line.User_Element.Attribute43	
ApproxAmountInBaseCurrency	Line.User_Element.Attribute44	
ConversionDate	Line.User_Element.Attribute45	
Currency	<Collection>	
UniqueName	Line.User_Element.Attribute46	
CustomString	Line.User_Element.Value	
DocumentDate	Invoice.Invoice_Date	
Type	Invoice.Document_Type	
OrganizationName	Invoice.External_Company_ID	
OrganizationUnit	N/A	Only OrganizationName used to capture ERP Company Code
UniqueName	Invoice.Invoice_Number	
custom	<Collection>	

Ariba Request	TR Mapping	Comments
CustomBoolean	Line.User_Element.Attribute	Value # mapped in integration layer
CustomInteger	Line.User_Element.Attribute	Value # mapped in integration layer
CustomMoney	<Collection>	
Amount	Invoice.User_Element.Attribute42	
AmountInReportingCurrency	Invoice.User_Element.Attribute43	
ApproxAmountInBaseCurrency	Invoice.User_Element.Attribute44	
ConversionDate	Invoice.User_Element.Attribute45	
Currency	<Collection>	
UniqueName	Invoice.User_Element.Attribute46	
CustomString	Invoice.User_Element.Attribute	Value # mapped in integration layer

ARIBA RESPONSE FIELD MAPPING

Ariba Response	TR Mapping	Comments
ExternalTaxResponseStatus	<Collection>	
Description	Invoice.Requst_Status.Error.Descrpiton	
ErrorCode	Invoice.Requst_Status.Error.Code	
ErrorLocationPath	Invoice.Requst_Status.Error.Error_Location_Path	
Success	Invoice.Requst_Status.Is_Success	
LineItems	<Collection>	
item	<Collection>	
ExternalTaxItem	<Collection>	
item	<Collection>	
AbatementPercent	Tax.Basis_Percent	If provided (times 100), if NIL set it to 100% default.
BuyerTaxRegistrationNumber	Line.Tax.BUYER_REGISTRATION	single value
Category	Tax.Tax_Type	
Description	Tax.Authority_Type	
ExternalTaxType	<Collection>	
UniqueName	Tax.Authority_Type	
FormulaString	Tax.Jurisdiction_Text | Tax.Rule_Order | Tax.Nature_of_Tax	Concatenate the three fields with a pipe separator
IsDeductible	Tax.Tax_Type, = NR, set to "true", else to "false"	
PerUnit	Tax.Fee.Amount	
Percent	Tax.Tax_Rate	Only first fee will be returned
SellerTaxRegistrationNumber	Line.Tax.SELLER_REGISTRATION	single value
TaxAmount	<Collection>	
Amount	Tax.Tax_Amount.Document_Amount	
Currency	<Collection>	
UniqueName	Invoice.Currency_Code	
TaxableAmount	<Collection>	
Amount	Tax.Document_Amount.Taxable_Basis.Amount	
Currency	<Collection>	
UniqueName	Invoice.Currency_Code	
~~TaxAccountKey~~ AccountInstruction	Tax.Erp_Tax_Code	

Ariba Response	TR Mapping	Comments
InvoiceCitation	Tax.Invoice_Description Tax.Jurisidcition_Text	Jurisdiction text for tax types NL, RC, TR, ZE, ZC, else invoice description
TaxAuthority	Tax.Authority_Name	
custom	<Collection>	
CustomString	Tax.Authority_Name	
NumberInCollection	Line.Line_Number	
TaxCode	<Collection>	
Country	<Collection>	
UniqueName	Tax.Taxable_Country	Take from first tax block
UniqueName	Tax.Erp_Tax_Code	
custom	<Collection>	
CustomBoolean	Line.User_Element.Value	
CustomInteger	Line.User_Element.Value	
CustomMoney	<Collection>	
Amount	Line.User_Element.Attribute42	
AmountInReportingCurrency	Line.User_Element.Attribute43	
ApproxAmountInBaseCurrency	Line.User_Element.Attribute44	
ConversionDate	Line.User_Element.Attribute45	
Currency	<Collection>	
UniqueName	Line.User_Element.Attribute46	
CustomString	Line.User_Element.Value	
UniqueName	Invoice.Invoice_Number	
custom	<Collection>	
CustomBoolean	Line.User_Element.Attribute	
CustomInteger	Line.User_Element.Attribute	
CustomMoney	<Collection>	
Amount	Invoice.User_Element.Attribute42	
AmountInReportingCurrency	Invoice.User_Element.Attribute43	
ApproxAmountInBaseCurrency	Invoice.User_Element.Attribute44	
ConversionDate	Invoice.User_Element.Attribute45	
Currency	<Collection>	
UniqueName	Invoice.User_Element.Attribute46	
CustomString	Invoice.User_Element.Attribute	

APPENDIX II

SAP ARIBA REPORTS WITH TAX DATA

SAP Procurement Solution offers reporting functionality to analyze the transaction data. The two options “Pre-packaged reports” and “Analytical report” provide users opportunity to extract the transaction data for different analysis purpose.

User can use prepackaged reports and modify them for desired reporting data or may use Analytical Reports option to create completely customized reports. Here we show sample prepackaged reports with a little modification (Invoice Report modified) to show tax calculated by ONESOURCE Global Tax for SAP Ariba Solutions.

Tax Data generated on approvable documents during procurement transactions can also be seen on standard reports. And reports can be customized by adding report fields required from available report field inventory or deleting fields which are not necessary per user’s requirement.

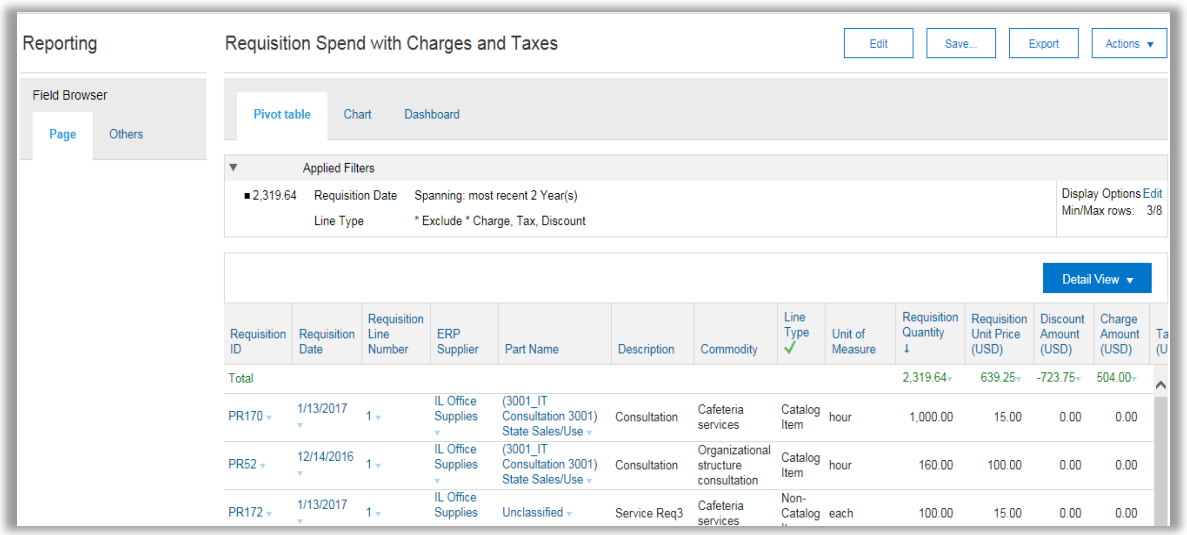
REQUISITION REPORT WITH TAX DATA

Tax data generated during Requisition transaction processing can be seen on report “Requisition Spend with Charges and Taxes” available in Pre-packaged reports.

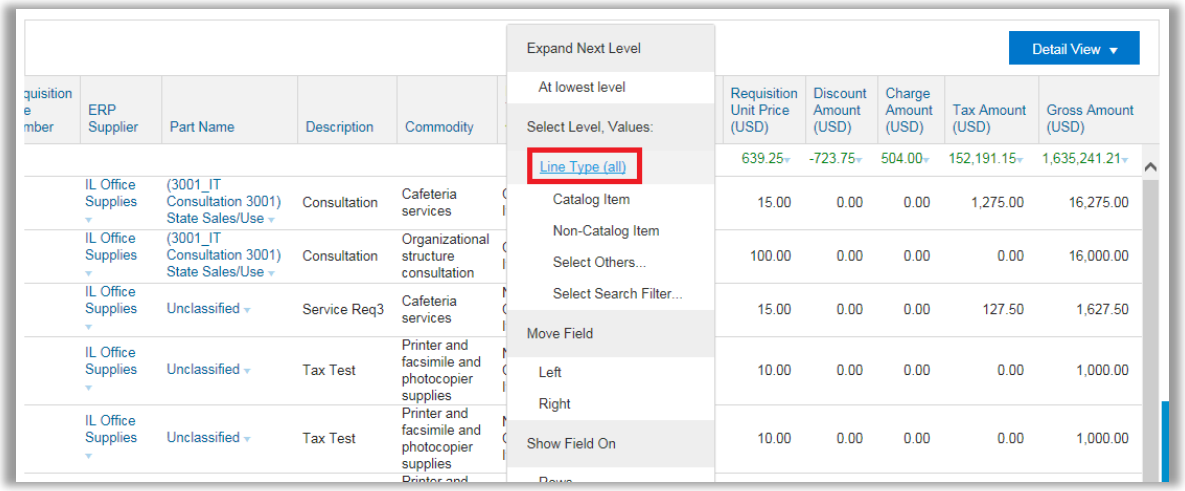
Navigation for accessing the Requisition Spend with Charges and Taxes report:

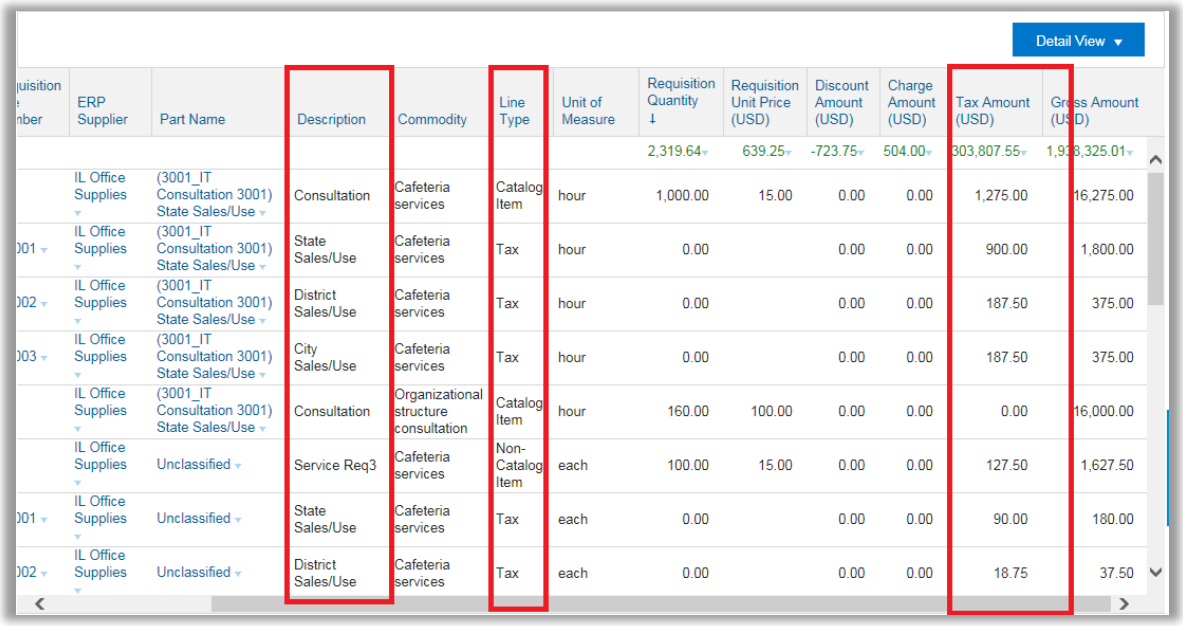
1. Log in SAP ARIBA Procurement Solution
2. On Home screen navigate to **>** Manage **>** Prepackaged Reports
3. System would display list of available Prepackaged Reports. Under the Name Column **>** Click on Requisition Reports **>** Click on Open on pull down menu
4. System would display all reports related to Requisition reporting
5. Click on Requisition Spend with Charges and Taxes **>** Click on Open on the pull-down menu
6. System would display the report as shown in below screenshot

User can use standard edit and export and other functionalities to modify the report. Reporting feature description is beyond the scope of this document. Please refer SAP ARIBA product documentation to learn more about working with Reports.



To display tax data at authority level: Click on Report Column Line Type **>** Select Line Type (all) option on the pull-down menu.



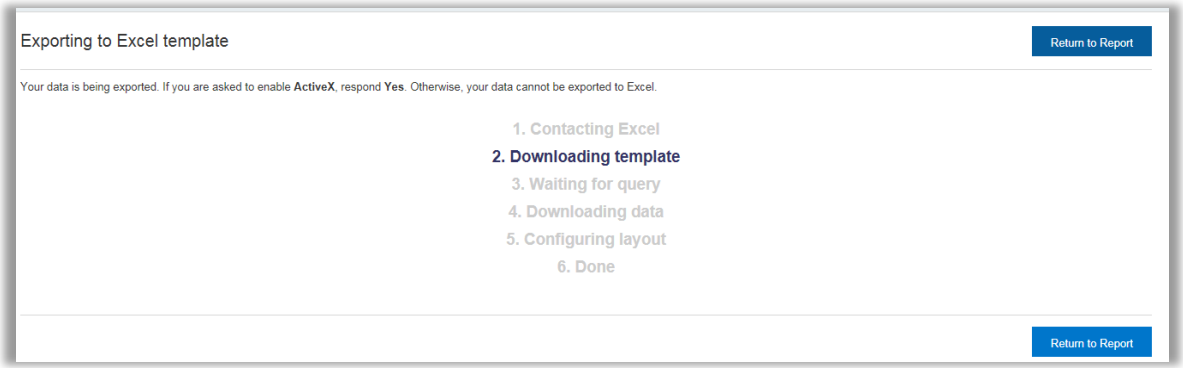


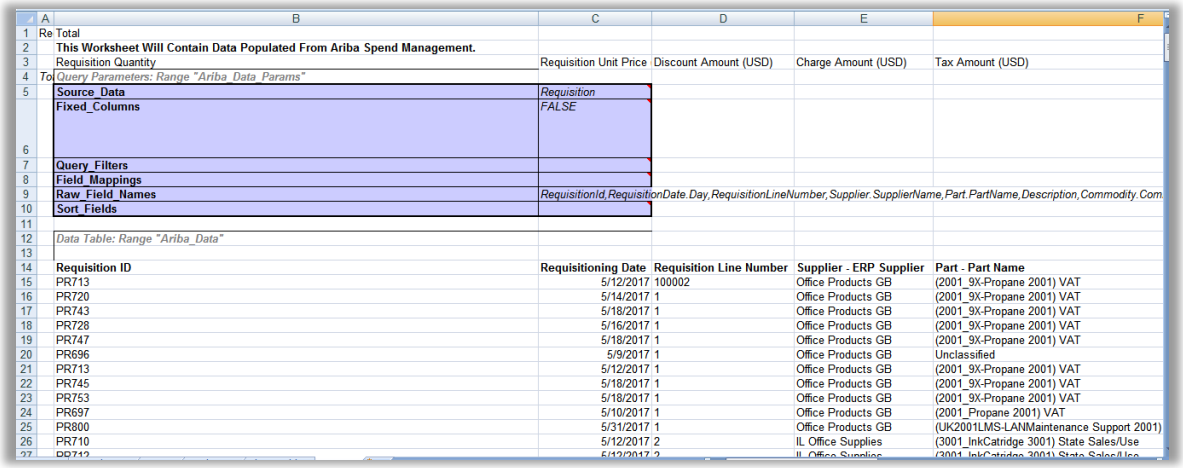
Detail View

uisition nber	ERP Supplier	Part Name	Description	Commodity	Line Type	Unit of Measure	Requisition Quantity ↓	Requisition Unit Price (USD)	Discount Amount (USD)	Charge Amount (USD)	Tax Amount (USD)	Gross Amount (USD)
							2,319.64	639.25	-723.75	504.00	303,807.55	1,938,325.01
	IL Office Supplies	(3001_IT Consultation 3001) State Sales/Use	Consultation	Cafeteria services	Catalog Item	hour	1,000.00	15.00	0.00	0.00	1,275.00	16,275.00
001	IL Office Supplies	(3001_IT Consultation 3001) State Sales/Use	State Sales/Use	Cafeteria services	Tax	hour	0.00		0.00	0.00	900.00	1,800.00
002	IL Office Supplies	(3001_IT Consultation 3001) State Sales/Use	District Sales/Use	Cafeteria services	Tax	hour	0.00		0.00	0.00	187.50	375.00
003	IL Office Supplies	(3001_IT Consultation 3001) State Sales/Use	City Sales/Use	Cafeteria services	Tax	hour	0.00		0.00	0.00	187.50	375.00
	IL Office Supplies	(3001_IT Consultation 3001) State Sales/Use	Consultation	Organizational structure consultation	Catalog Item	hour	160.00	100.00	0.00	0.00	0.00	16,000.00
	IL Office Supplies	Unclassified	Service Req3	Cafeteria services	Non-Catalog Item	each	100.00	15.00	0.00	0.00	127.50	1,627.50
001	IL Office Supplies	Unclassified	State Sales/Use	Cafeteria services	Tax	each	0.00		0.00	0.00	90.00	180.00
002	IL Office Supplies	Unclassified	District Sales/Use	Cafeteria services	Tax	each	0.00		0.00	0.00	18.75	37.50

Report can be exported to user's system. SAP ARIBA solution exports the data in pivot table.

1. Click on Export button
2. System would process export in 6 automatic steps as shown in below screenshot. Once completed, an Excel file will be opened on User's computer system with report data





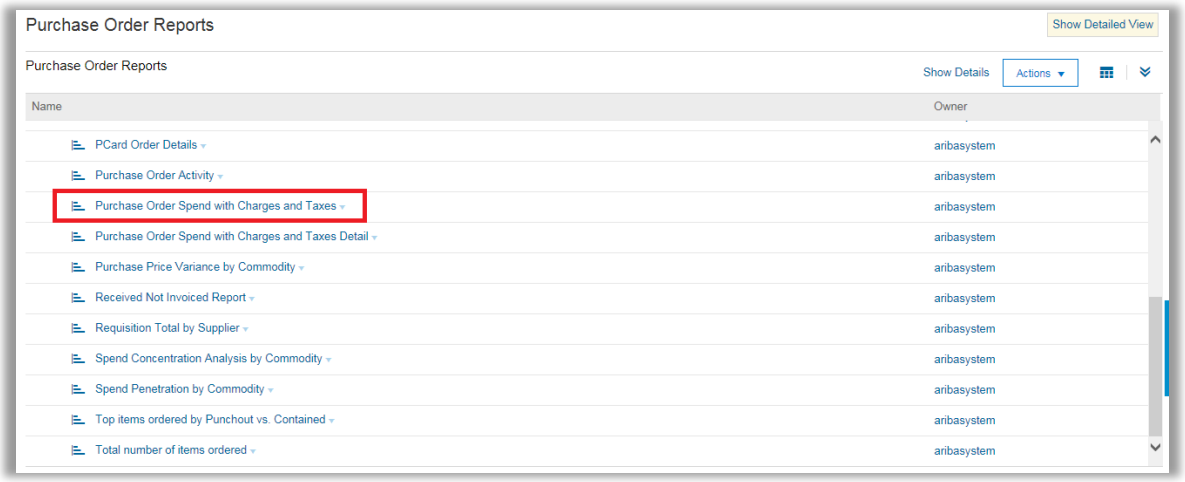
	A	B	C	D	E	F
1	Re	Total				
2		**This Worksheet Will Contain Data Populated From Ariba Spend Management.**				
3		Requisition Quantity	Requisition Unit Price	Discount Amount (USD)	Charge Amount (USD)	Tax Amount (USD)
4	To	*Query Parameters: Range "Ariba_Data_Params"*				
5		**Source_Data**	*Requisition*			
6		**Fixed_Columns**	*FALSE*			
7		**Query_Filters**				
8		**Field_Mappings**				
9		**Raw_Field_Names**	*RequisitionId,RequisitionDate.Day,RequisitionLineNumber,Supplier.SupplierName,Part.PartName,Description,Commodity.Com*			
10		**Sort_Fields**				
11						
12		*Data Table: Range "Ariba_Data"*				
13						
14		**Requisition ID**	**Requisitioning Date**	**Requisition Line Number**	**Supplier - ERP Supplier**	**Part - Part Name**
15		PR713	5/12/2017	100002	Office Products GB	(2001_9X-Propane 2001) VAT
16		PR720	5/14/2017	1	Office Products GB	(2001_9X-Propane 2001) VAT
17		PR743	5/18/2017	1	Office Products GB	(2001_9X-Propane 2001) VAT
18		PR728	5/16/2017	1	Office Products GB	(2001_9X-Propane 2001) VAT
19		PR747	5/18/2017	1	Office Products GB	(2001_9X-Propane 2001) VAT
20		PR696	5/9/2017	1	Office Products GB	Unclassified
21		PR713	5/12/2017	1	Office Products GB	(2001_9X-Propane 2001) VAT
22		PR745	5/18/2017	1	Office Products GB	(2001_9X-Propane 2001) VAT
23		PR753	5/18/2017	1	Office Products GB	(2001_9X-Propane 2001) VAT
24		PR697	5/10/2017	1	Office Products GB	(2001_Propane 2001) VAT
25		PR800	5/31/2017	1	Office Products GB	(UK2001LMS-LANMaintenance Support 2001)
26		PR710	5/12/2017	2	IL Office Supplies	(3001_InkCatridge 3001) State Sales/Use
27		PR712	5/12/2017	2	IL Office Supplies	(3001_InkCatridge 3001) State Sales/Use

PURCHASE ORDER REPORT WITH TAX DATA

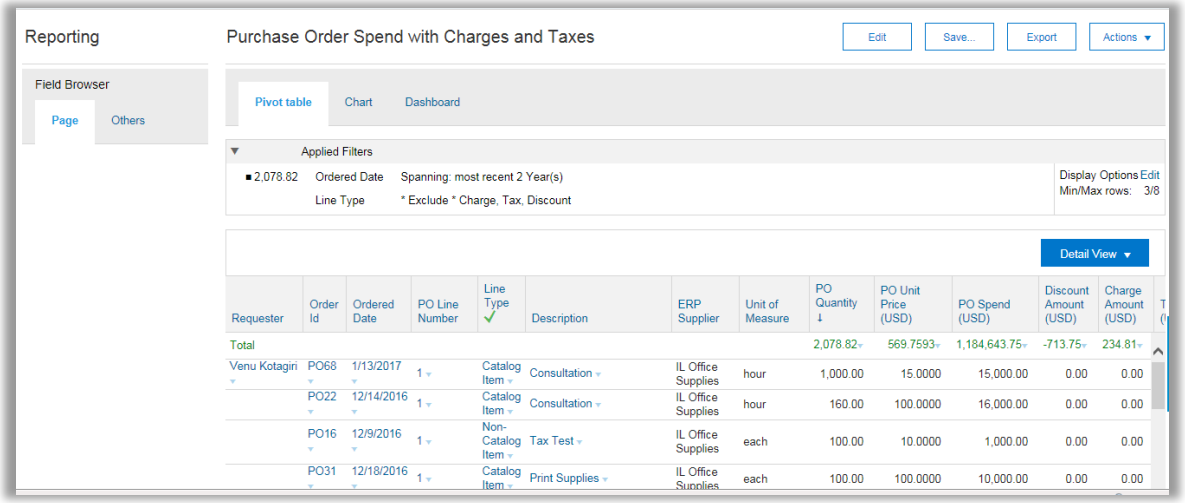
In SAP ARIBA Procurement Solution, once PR is approved, Purchase Order is generated. The tax calculated on PR will be copied over to Purchase Oder document. The tax amount, tax authority data received from ONESOURCE Global Tax for SAP Ariba Solutions would be similar to the data found on Purchase Requisition. But the report Purchase Order Spend with Charges and Taxes would show tax on Purchase Order.

Navigation for accessing the Purchase Order Spend with Charges and Taxes:

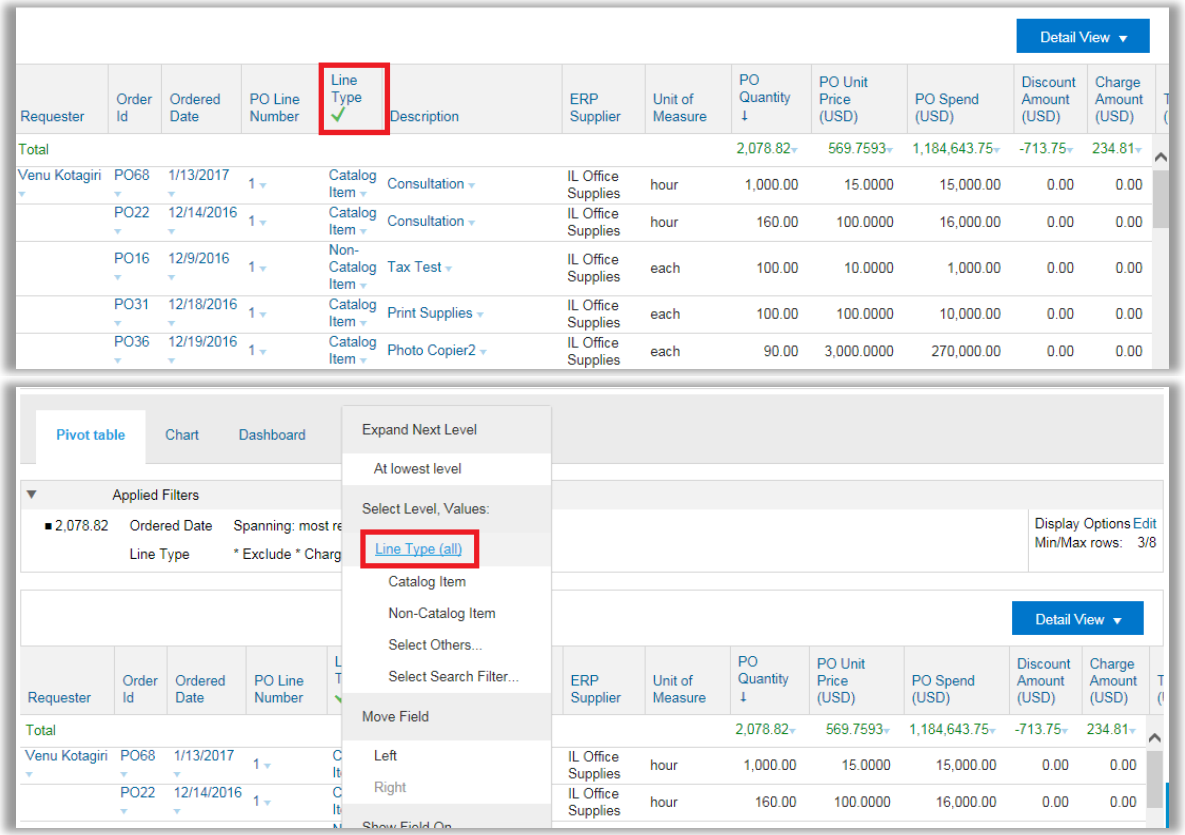
1. Log in SAP ARIBA Procurement Solution.
2. On Home screen navigate to **>** Manage **>** Prepackaged Reports.
3. System would display list of available Prepackaged Reports. Under the Name Column **>** Click on Purchase Order Reports **>** Click on Open on pull down menu.
4. System would display all reports related to Purchase Order reporting.
5. Click on Purchase Order Spend with Charges and Taxes **>** Click on Open on the pull-down menu.



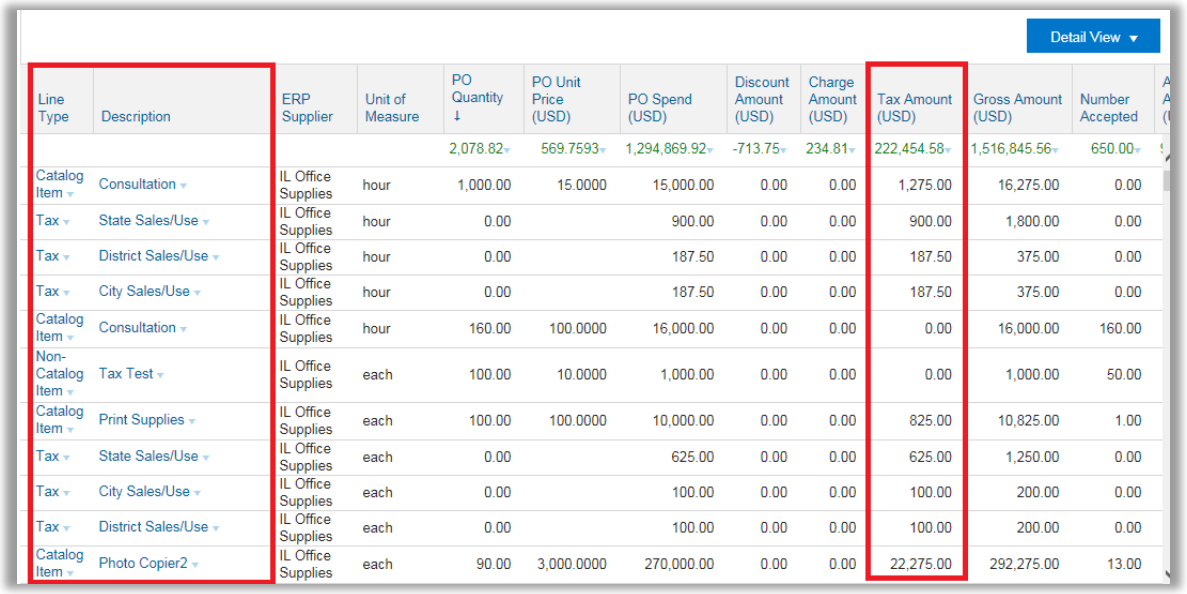
6. System would display the report as shown in below screenshot.



7. To display tax data at authority level **>** Click on Report Column Line Type **>** Select Line Type (all) option on the pull-down menu



Line Type with Description column showing tax data by tax authority level

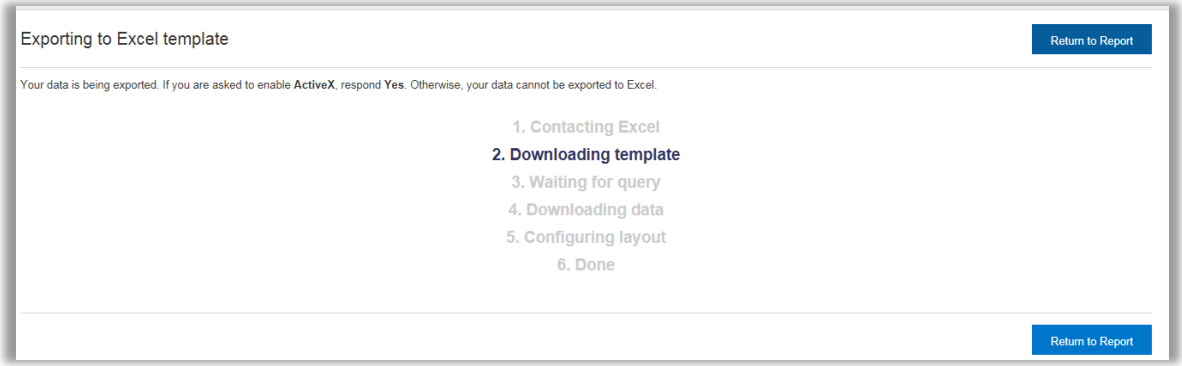


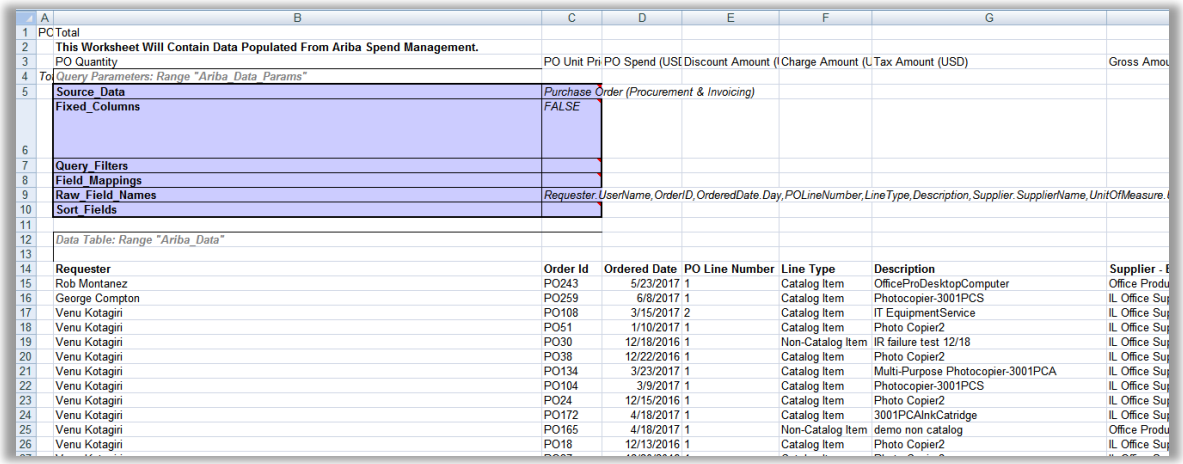
Detail View

Line Type	Description	ERP Supplier	Unit of Measure	PO Quantity	PO Unit Price (USD)	PO Spend (USD)	Discount Amount (USD)	Charge Amount (USD)	Tax Amount (USD)	Gross Amount (USD)	Number Accepted
				2,078.82	569.7593	1,294,869.92	-713.75	234.81	222,454.58	1,516,845.56	650.00
Catalog Item	Consultation	IL Office Supplies	hour	1,000.00	15.0000	15,000.00	0.00	0.00	1,275.00	16,275.00	0.00
Tax	State Sales/Use	IL Office Supplies	hour	0.00		900.00	0.00	0.00	900.00	1,800.00	0.00
Tax	District Sales/Use	IL Office Supplies	hour	0.00		187.50	0.00	0.00	187.50	375.00	0.00
Tax	City Sales/Use	IL Office Supplies	hour	0.00		187.50	0.00	0.00	187.50	375.00	0.00
Catalog Item	Consultation	IL Office Supplies	hour	160.00	100.0000	16,000.00	0.00	0.00	0.00	16,000.00	160.00
Non-Catalog Item	Tax Test	IL Office Supplies	each	100.00	10.0000	1,000.00	0.00	0.00	0.00	1,000.00	50.00
Catalog Item	Print Supplies	IL Office Supplies	each	100.00	100.0000	10,000.00	0.00	0.00	825.00	10,825.00	1.00
Tax	State Sales/Use	IL Office Supplies	each	0.00		625.00	0.00	0.00	625.00	1,250.00	0.00
Tax	City Sales/Use	IL Office Supplies	each	0.00		100.00	0.00	0.00	100.00	200.00	0.00
Tax	District Sales/Use	IL Office Supplies	each	0.00		100.00	0.00	0.00	100.00	200.00	0.00
Catalog Item	Photo Copier2	IL Office Supplies	each	90.00	3,000.0000	270,000.00	0.00	0.00	22,275.00	292,275.00	13.00

Report can be exported to user's system. SAP ARIBA solution exports the data in pivot table (export file type can be configured. The option to do so is available under **> Actions > Configure Export**).

1. Click on Export button
2. System would process export in 6 automatic steps as shown in below screenshot. Once completed, an Excel file will be opened on User's computer system with report data





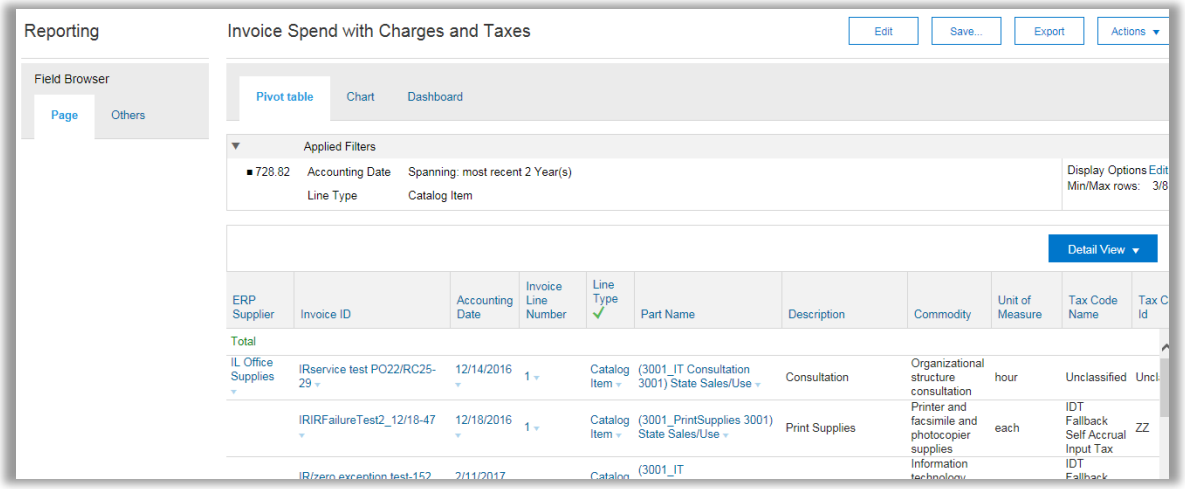
	A	B	C	D	E	F	G	
1	PC	Total						
2		**This Worksheet Will Contain Data Populated From Ariba Spend Management.**						
3		PO Quantity	PO Unit Pri	PO Spend (USI	Discount Amount (I	Charge Amount (U	Tax Amount (USD)	Gross Amou
4	To	*Query Parameters: Range "Ariba_Data_Params"*						
5		**Source_Data**	*Purchase Order (Procurement & Invoicing)*					
6		**Fixed_Columns**	*FALSE*					
7		**Query_Filters**						
8		**Field_Mappings**						
9		**Raw_Field_Names**	*Requester.UserName,OrderID,OrderedDate.Day,POLineNumber,LineType,Description,Supplier.SupplierName,UnitOfMeasure.*					
10		**Sort_Fields**						
11								
12		*Data Table: Range "Ariba_Data"*						
13								
14		**Requester**	**Order Id**	**Ordered Date**	**PO Line Number**	**Line Type**	**Description**	**Supplier - E**
15		Rob Montanez	PO243	5/23/2017	1	Catalog Item	OfficeProDesktopComputer	Office Produ
16		George Compton	PO259	6/8/2017	1	Catalog Item	Photocopier-3001PCS	IL Office Sup
17		Venu Kotagiri	PO108	3/15/2017	2	Catalog Item	IT EquipmentService	IL Office Sup
18		Venu Kotagiri	PO51	1/10/2017	1	Catalog Item	Photo Copier2	IL Office Sup
19		Venu Kotagiri	PO30	12/18/2016	1	Non-Catalog Item	IR failure test 12/18	IL Office Sup
20		Venu Kotagiri	PO38	12/22/2016	1	Catalog Item	Photo Copier2	IL Office Sup
21		Venu Kotagiri	PO134	3/23/2017	1	Catalog Item	Multi-Purpose Photocopier-3001PCA	IL Office Sup
22		Venu Kotagiri	PO104	3/9/2017	1	Catalog Item	Photocopier-3001PCS	IL Office Sup
23		Venu Kotagiri	PO24	12/15/2016	1	Catalog Item	Photo Copier2	IL Office Sup
24		Venu Kotagiri	PO172	4/18/2017	1	Catalog Item	3001PCAInkCatridge	IL Office Sup
25		Venu Kotagiri	PO165	4/18/2017	1	Non-Catalog Item	demo non catalog	Office Produ
26		Venu Kotagiri	PO18	12/13/2016	1	Catalog Item	Photo Copier2	IL Office Sup

INVOICE REPORT WITH TAX DATA

Tax data is captured on Invoice approvable during transaction processing. SAP ARIBA Procurement solution provides reports on Invoice spend with tax data.

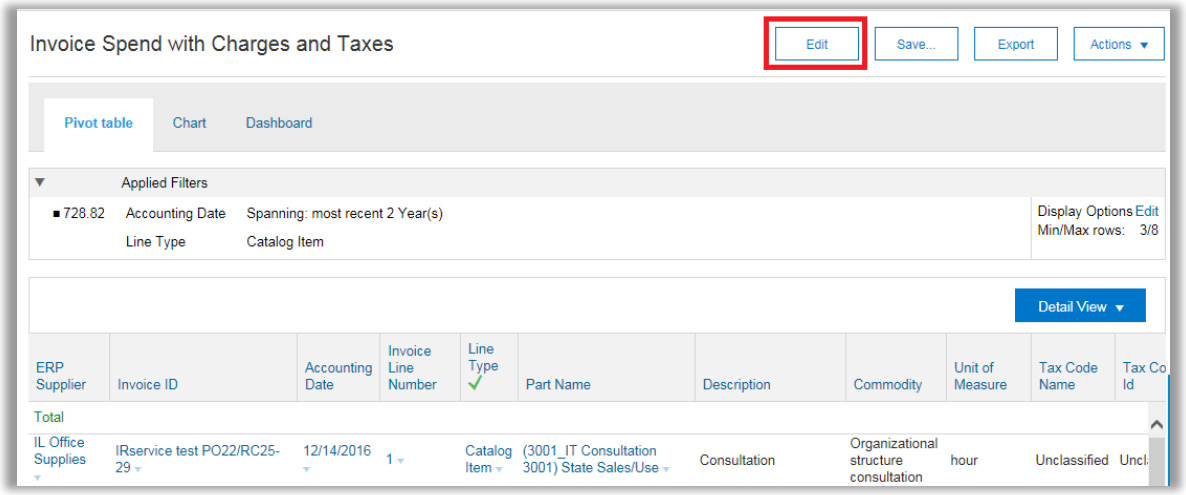
Navigation for accessing Invoice report with tax data:

1. Log in to SAP ARIBA Procurement Solution
2. Navigate to Manage **>** Prepackaged Reports **>** Buyer Settlement Reports **>** Click on Open on the pull-down menu
3. System would display all reports related to Invoice
4. Click on report Invoice spend with charges and taxes details **>** Click on Open on the pull-down menu
5. System would display Invoice spend with charges and taxes details report

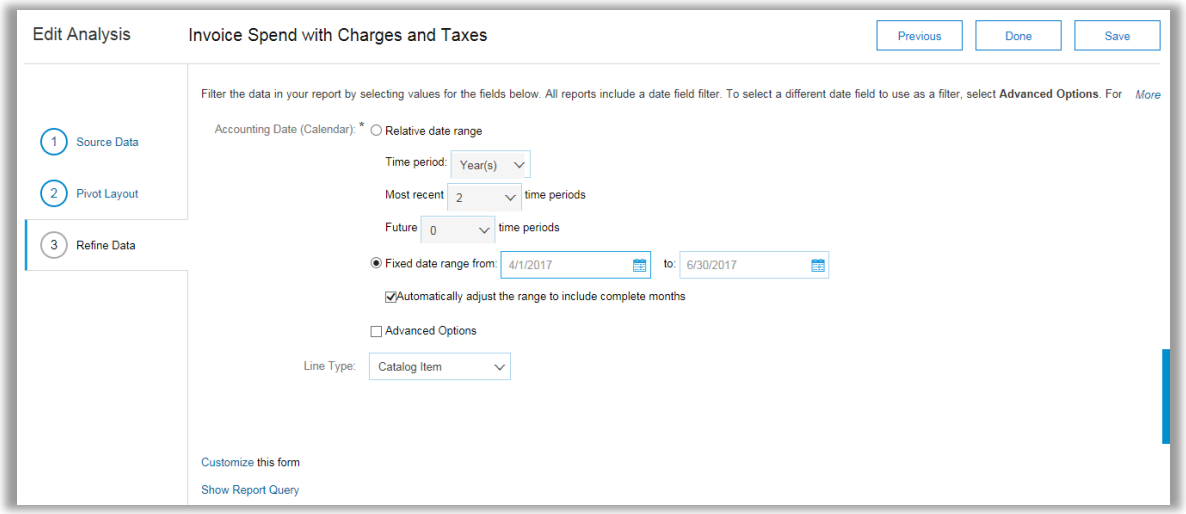


The standard report shows tax relevant reportingd fields like Tax Code ID, Tax Code Description, Tax Amount and Tax Authority (Line Type) but to analyze tax exceptions and tax accrual data, user can add more required fields by following below steps:

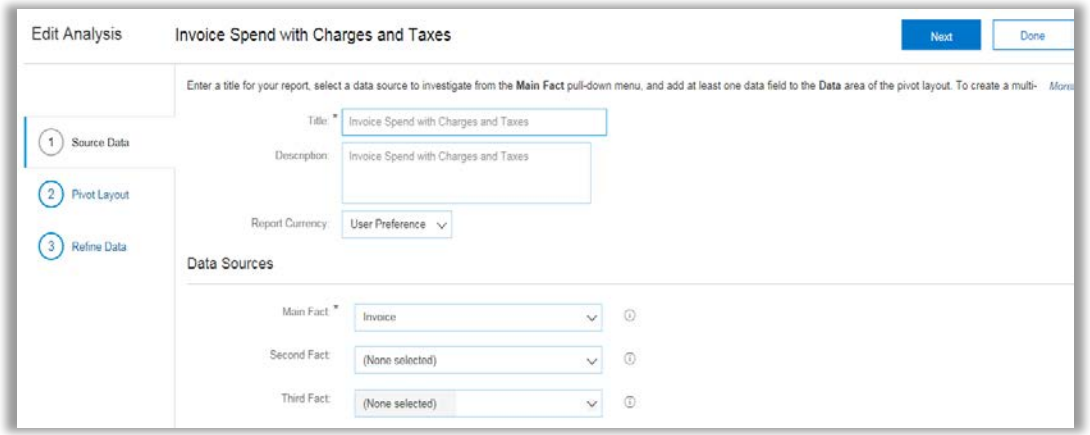
1. Click on Edit button (top, right side of the page)

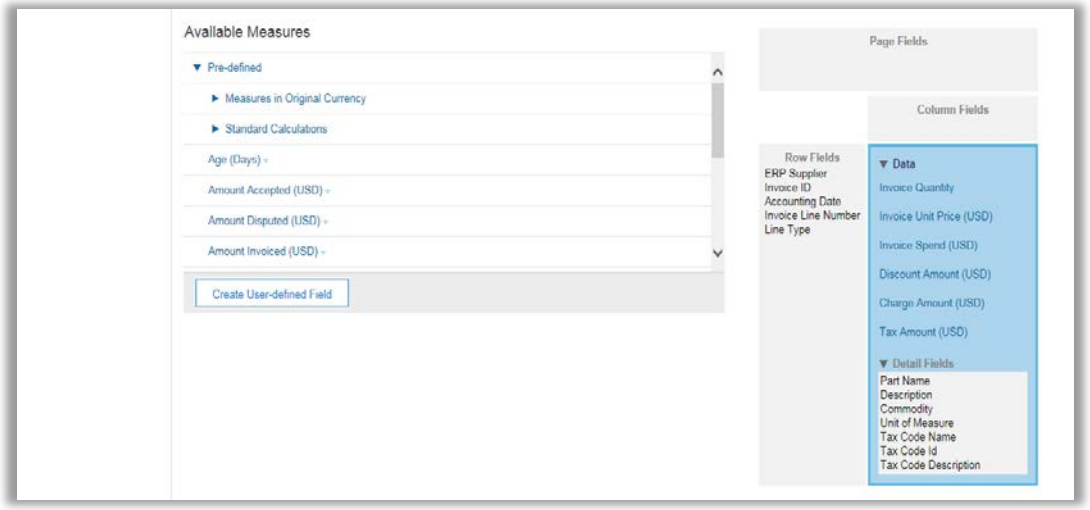


2. User would be presented with Edit UI > Click on Source Data

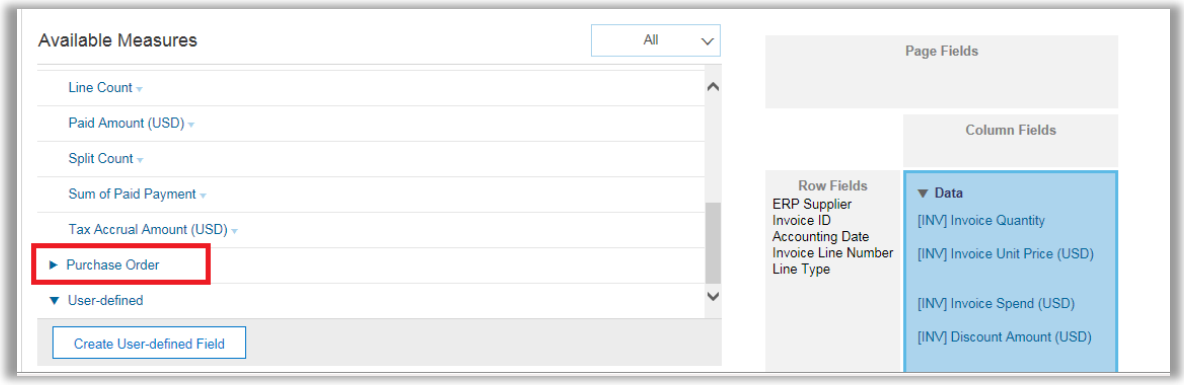


3. Source Data UI presented with options to edit source data

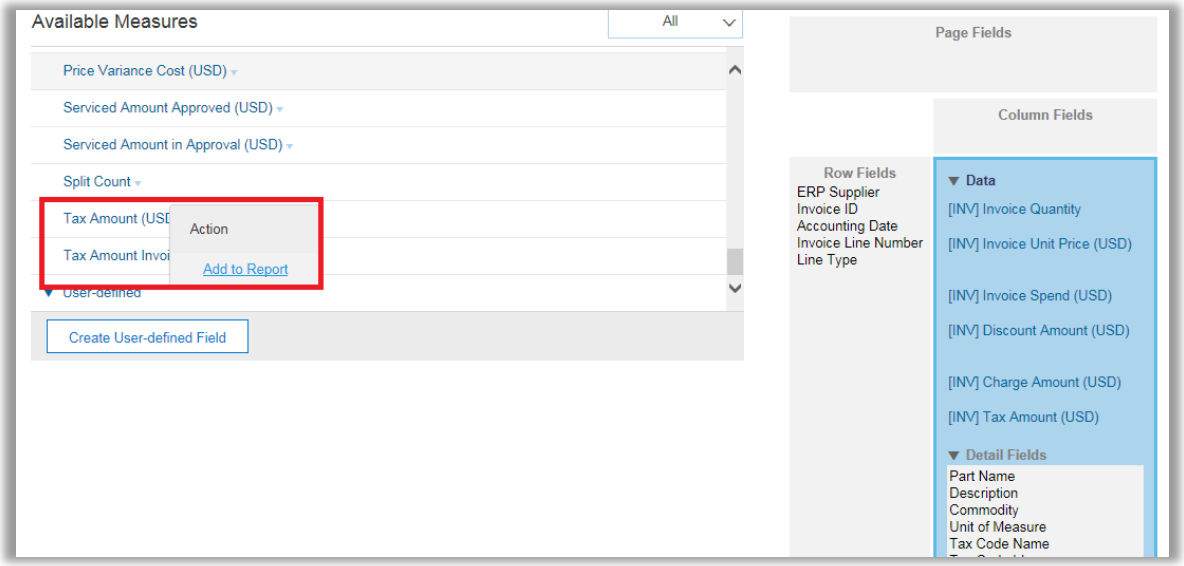




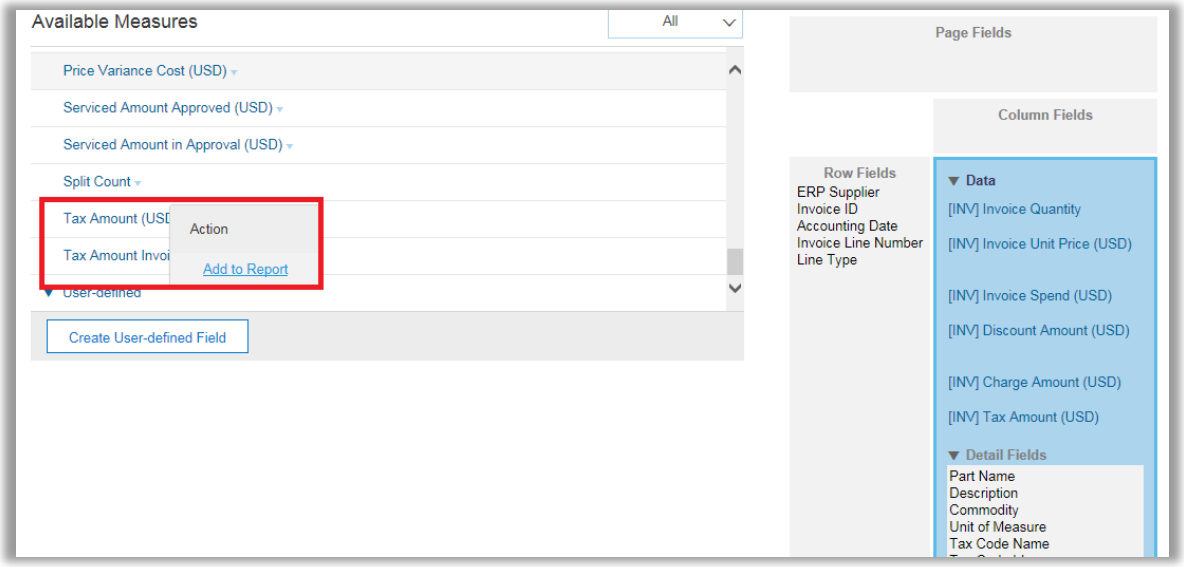
4. Available Measures section gets updated with Purchase Order related fields



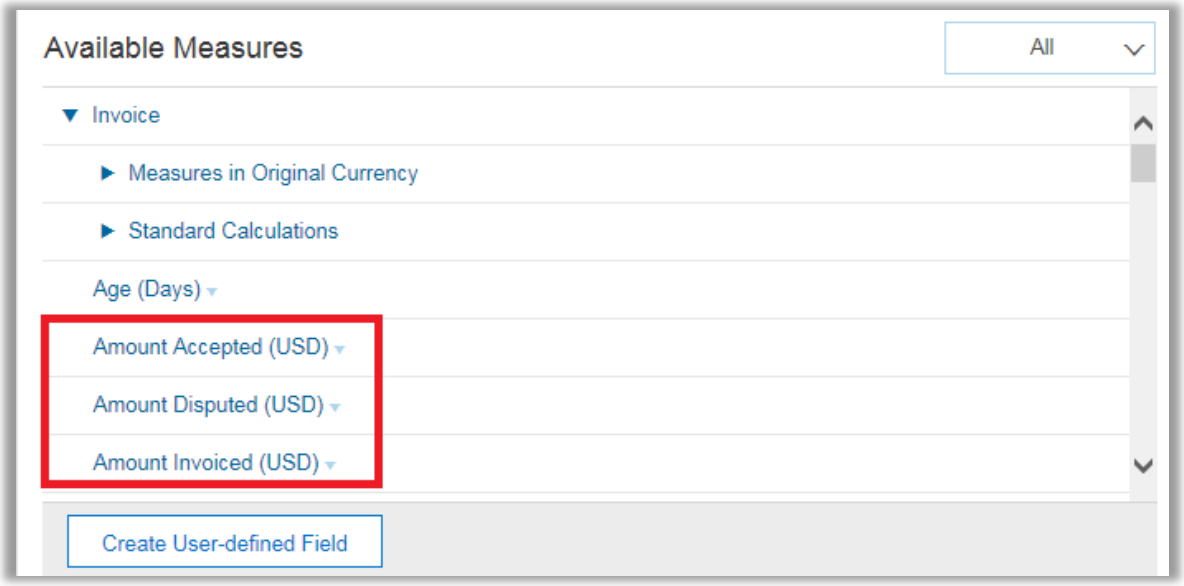
5. Click on Purchase Order pull down menu **>** Select Tax Amount **>** Click on Add to Report



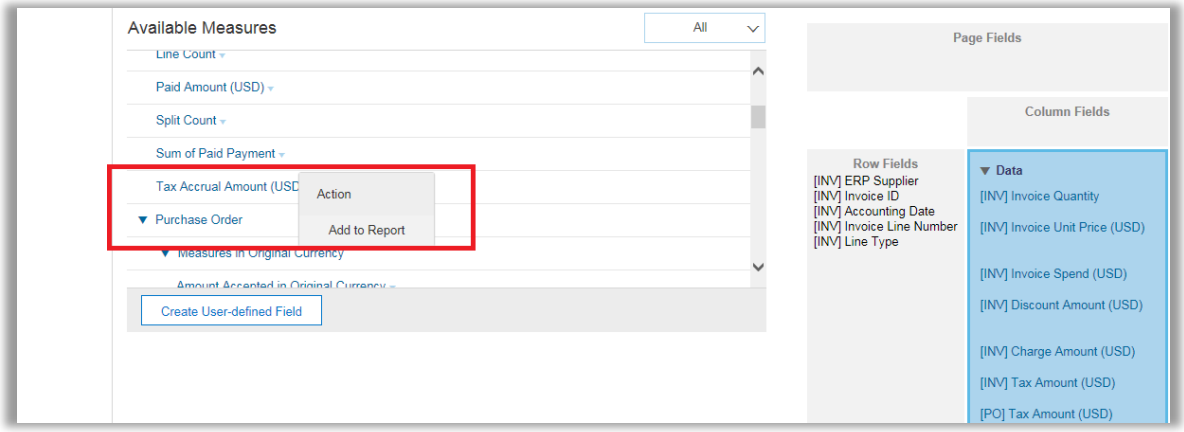
6. Select next field Tax Amount Invoiced **>** Click Add to Report



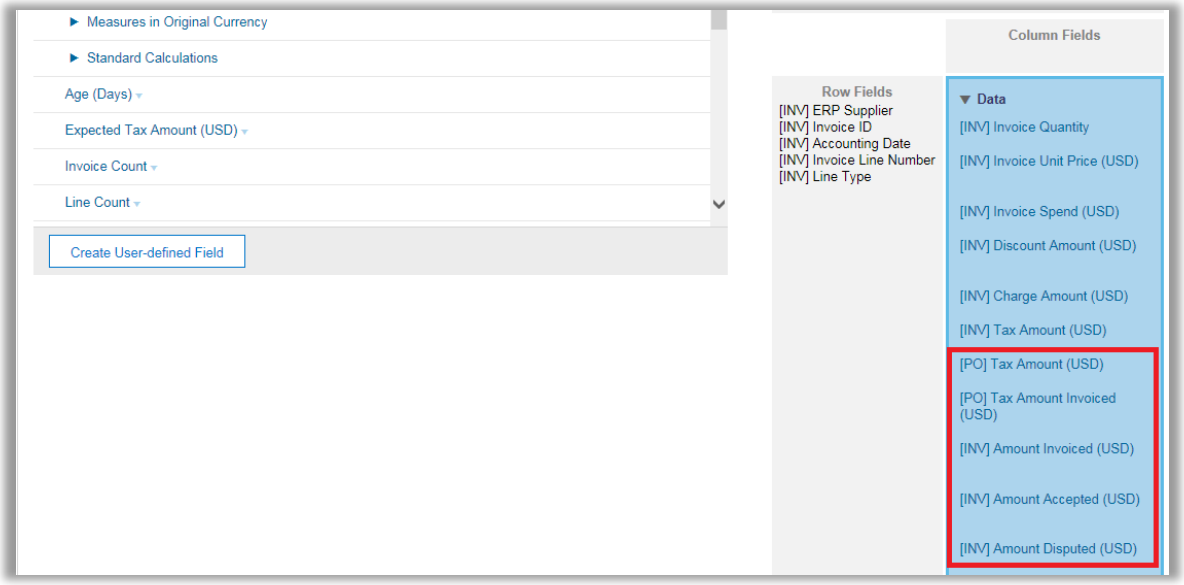
7. Scroll up **>** Click on **Invoice** pull down option **>** Select Amount Accepted, Amount Disputed, and Amount Invoiced fields (click on field, then click on Add to Report; repeat for each field).



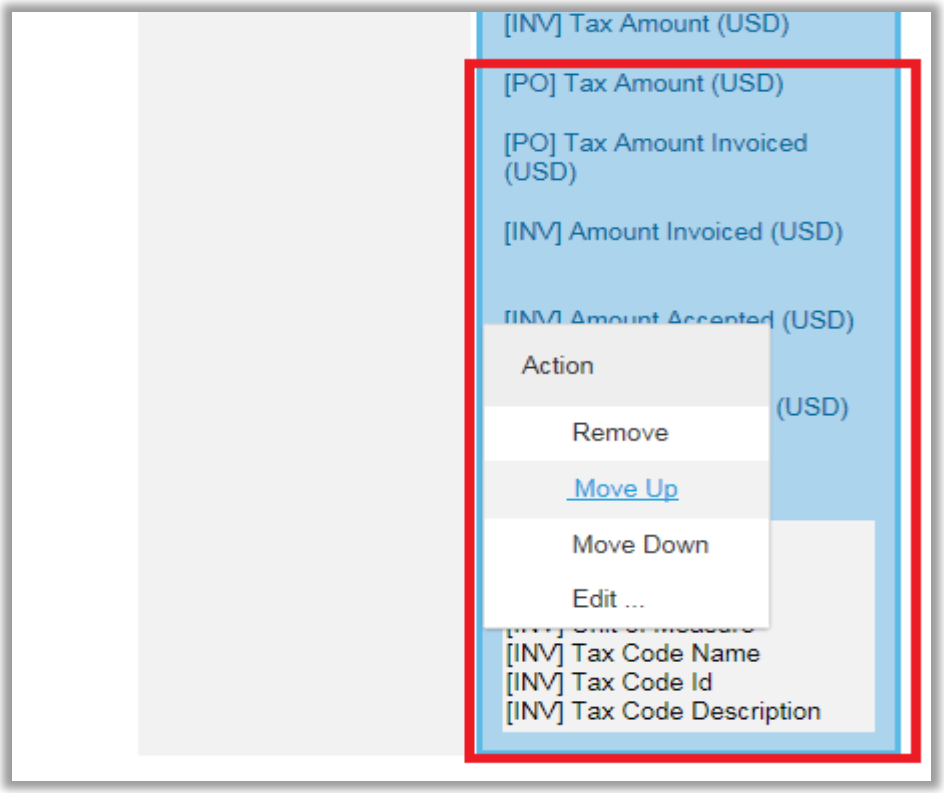
8. Add **Tax Accrual Amount** field (Click on the field **>** click on Add to Report option on pull down menu).



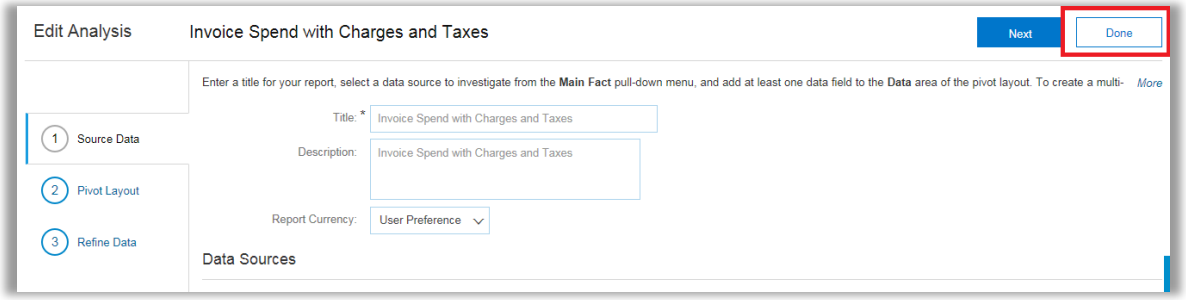
9. The fields user selected all are added to report structure.



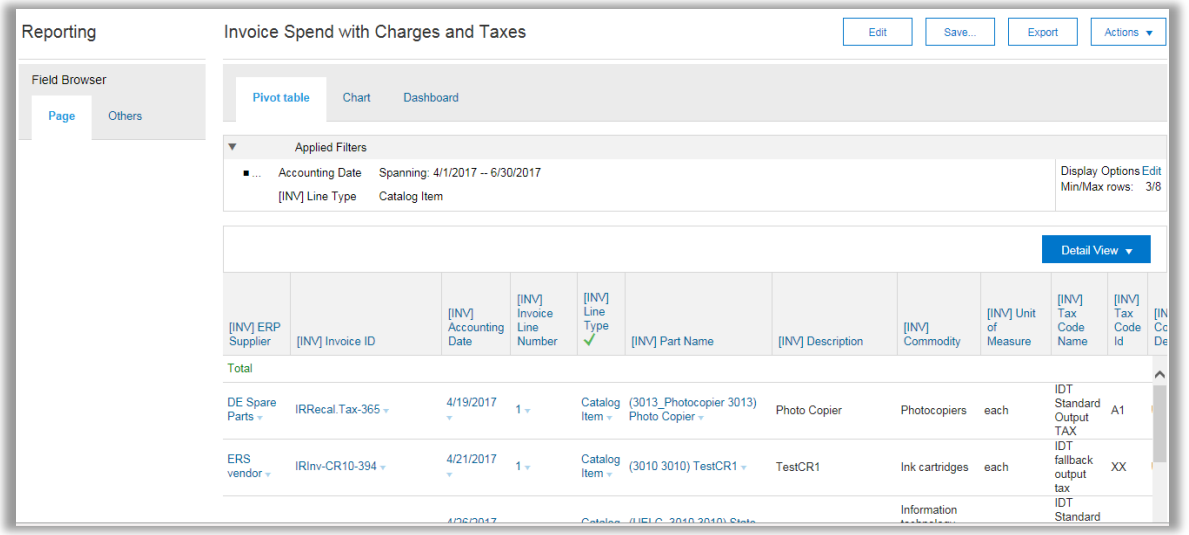
10. To change the positioning of the fields on report display, click on the field pull down arrow **>** select either move up and move down option to create desired order of the fields



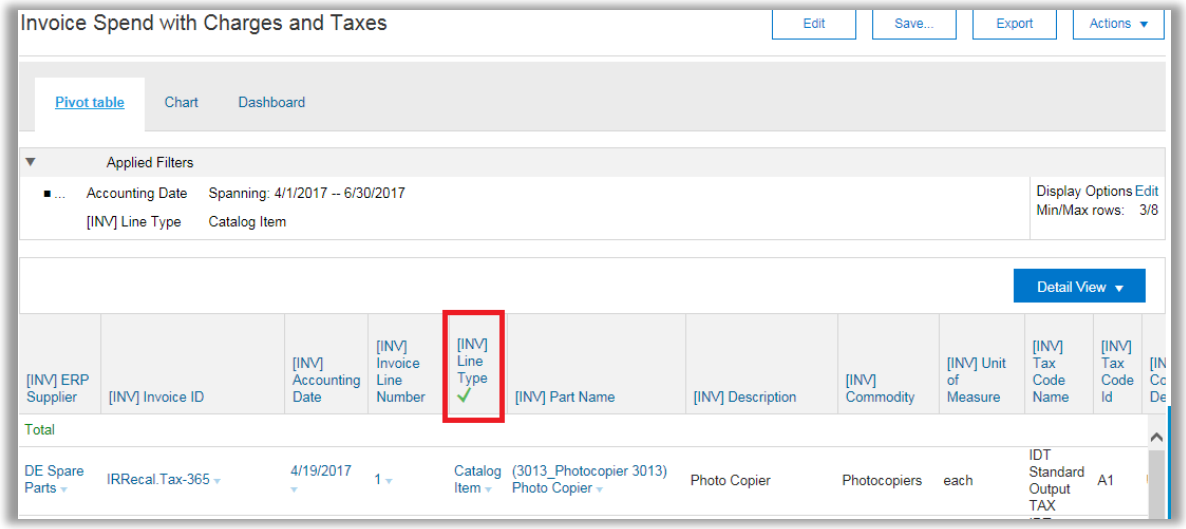
11. Once desired editing is completed, click on Done button.

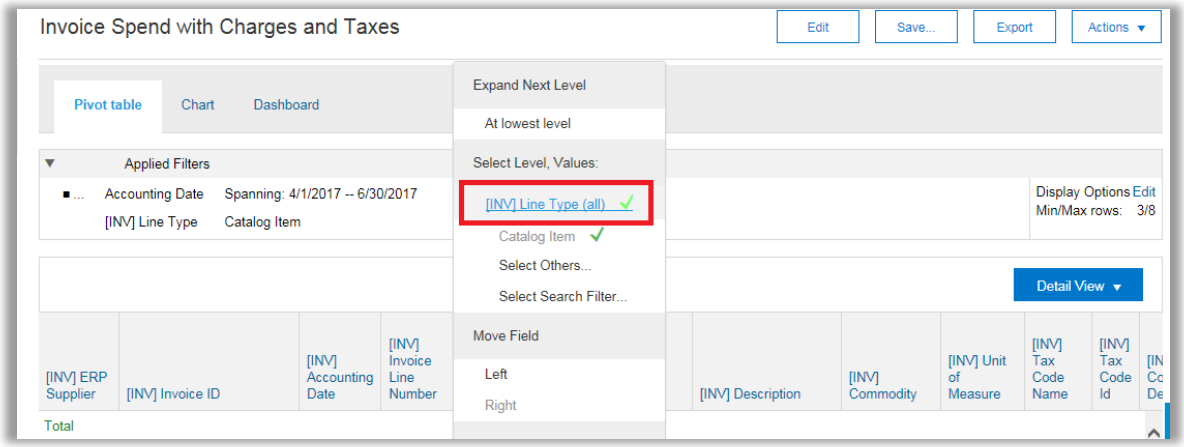


12. System would display the report.

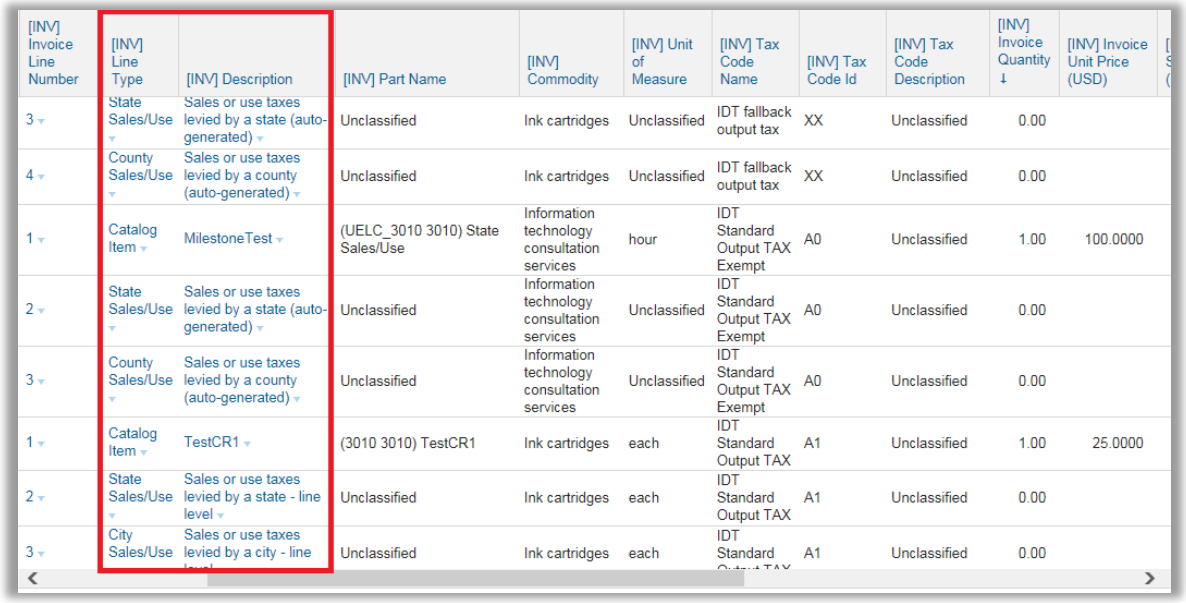


13. Click on Line Type **>** Select Line Type (All) option. (This can be also done on Source Data UI Page **>** Line Type pull down menu).





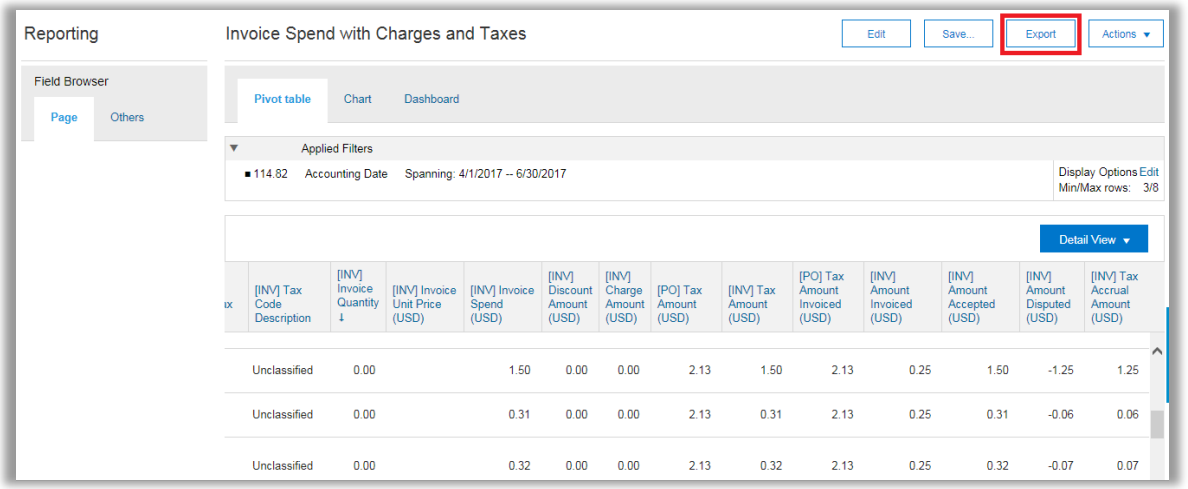
14. Move columns left or right, scroll left or right to check the data. Line Type and Description fields show the authority level tax information. Scroll right to check relevant Tax amounts.



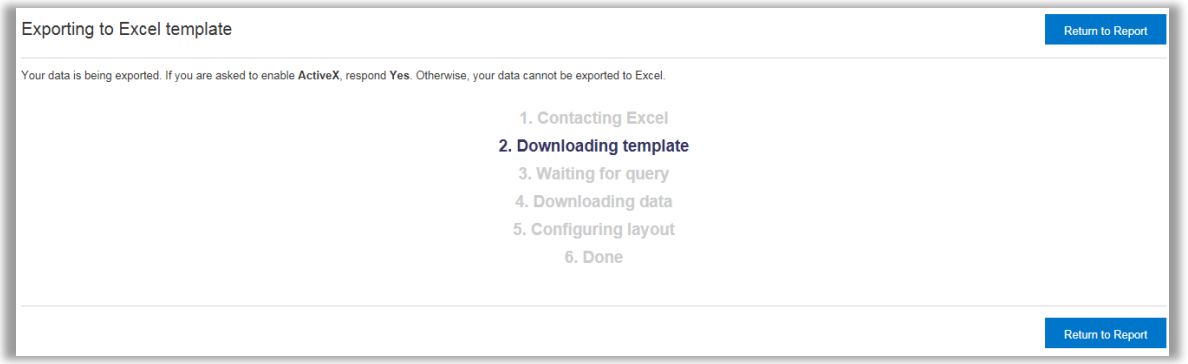
[INV] Invoice Line Number	[INV] Line Type	[INV] Description	[INV] Part Name	[INV] Commodity	[INV] Unit of Measure	[INV] Tax Code Name	[INV] Tax Code Id	[INV] Tax Code Description	[INV] Invoice Quantity	[INV] Invoice Unit Price (USD)
3	State Sales/Use	Sales or use taxes levied by a state (auto-generated)	Unclassified	Ink cartridges	Unclassified	IDT fallback output tax	XX	Unclassified	0.00	
4	County Sales/Use	Sales or use taxes levied by a county (auto-generated)	Unclassified	Ink cartridges	Unclassified	IDT fallback output tax	XX	Unclassified	0.00	
1	Catalog Item	MilestoneTest	(UELC_3010 3010) State Sales/Use	Information technology consultation services	hour	IDT Standard Output TAX Exempt	A0	Unclassified	1.00	100.0000
2	State Sales/Use	Sales or use taxes levied by a state (auto-generated)	Unclassified	Information technology consultation services	Unclassified	IDT Standard Output TAX Exempt	A0	Unclassified	0.00	
3	County Sales/Use	Sales or use taxes levied by a county (auto-generated)	Unclassified	Information technology consultation services	Unclassified	IDT Standard Output TAX Exempt	A0	Unclassified	0.00	
1	Catalog Item	TestCR1	(3010 3010) TestCR1	Ink cartridges	each	IDT Standard Output TAX	A1	Unclassified	1.00	25.0000
2	State Sales/Use	Sales or use taxes levied by a state - line level	Unclassified	Ink cartridges	each	IDT Standard Output TAX	A1	Unclassified	0.00	
3	City Sales/Use	Sales or use taxes levied by a city - line	Unclassified	Ink cartridges	each	IDT Standard	A1	Unclassified	0.00	

[INV] Tax Code Description	[INV] Invoice Quantity	[INV] Invoice Unit Price (USD)	[INV] Invoice Spend (USD)	[INV] Discount Amount (USD)	[INV] Charge Amount (USD)	[PO] Tax Amount (USD)	[INV] Tax Amount (USD)	[PO] Tax Amount Invoiced (USD)	[INV] Amount Invoiced (USD)	[INV] Amount Accepted (USD)	[INV] Amount Disputed (USD)	[INV] Tax Accrual Amount (USD)
Unclassified	0.00		1.50	0.00	0.00	2.13	1.50	2.13	0.25	1.50	-1.25	1.25
Unclassified	0.00		0.31	0.00	0.00	2.13	0.31	2.13	0.25	0.31	-0.06	0.06
Unclassified	0.00		0.32	0.00	0.00	2.13	0.32	2.13	0.25	0.32	-0.07	0.07
Unclassified	1.00	25.0000	25.00	0.00	0.00	2.13	2.13	2.13	25.00	25.00	0.00	0.00
Unclassified	0.00		0.50	0.00	0.00	0.32	0.00	0.00	0.50	0.50	0.00	0.00
Unclassified	0.00		1.50	0.00	0.00	2.13	1.50	2.13	0.00	1.50	0.00	0.00
Unclassified	0.00		0.32	0.00	0.00	2.13	0.32	2.13	0.00	0.32	0.00	0.00
Unclassified	0.00		0.31	0.00	0.00	2.13	0.31	2.13	0.00	0.31	0.00	0.00

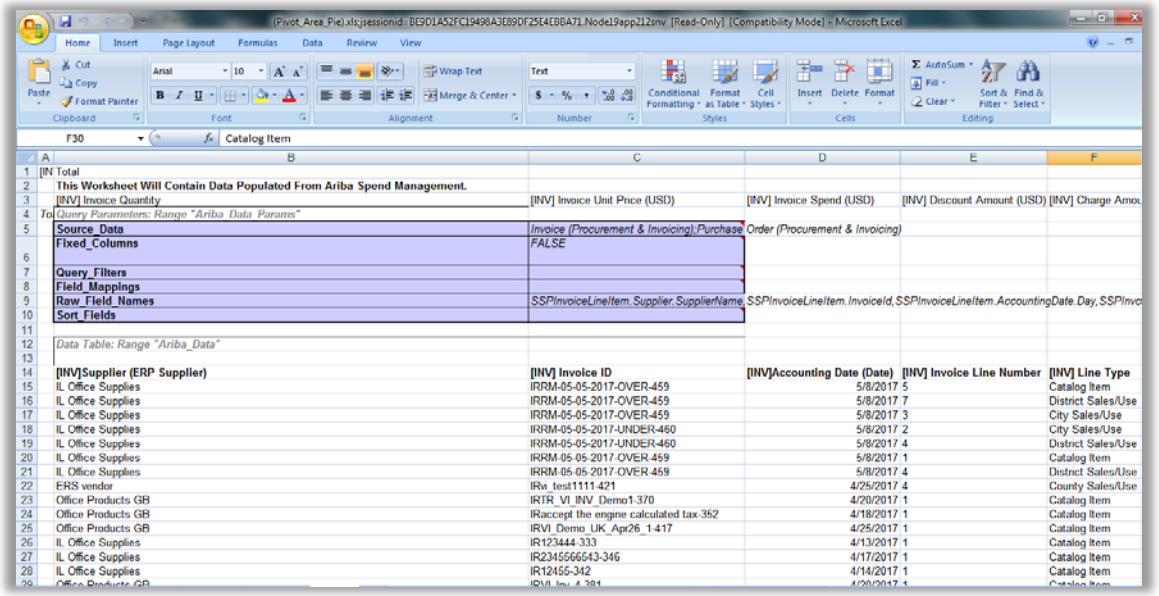
15. To work on this data in an excel file **>** Click on Export (Export function has options to choose file type and other download and display options which is beyond the scope of this docume



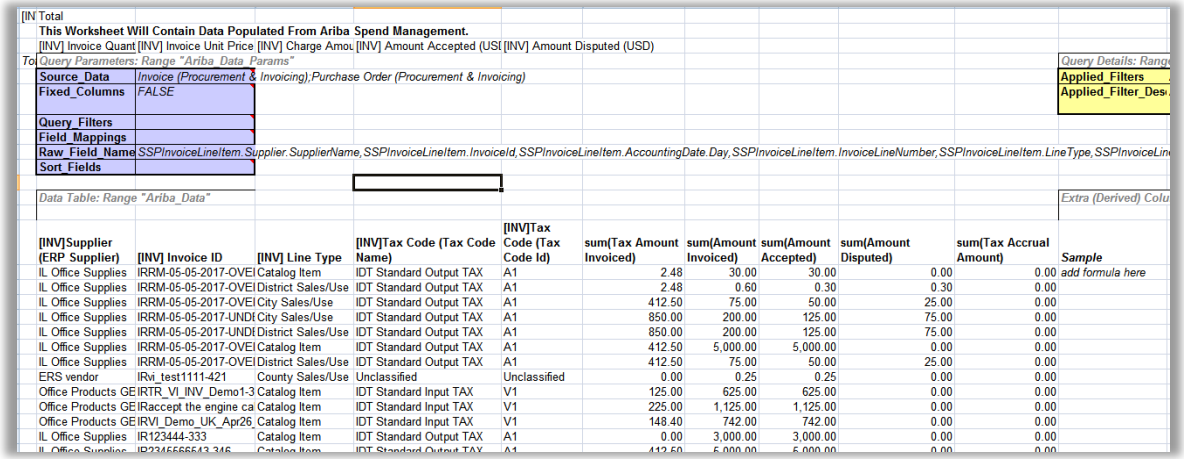
16. System would perform 6 steps to prepare and download data in to excel file.



17. When all steps are completed, excel file will be opened.



This file can be manipulated further to display data as desired by user. Pivot table can be updated or formulas can be added to analyze the data further. Below sample file downloaded from customized report showing tax authorities, PO tax Amount vs. Tax amount on Invoice and Tax Accrual data which can be further manipulated based on requirement.



APPENDIX III

XSD CHANGES TO EXTERNAL WEB SERVICES

When SAP Ariba makes changes to Import/Export Files or Web Services format, Customers need to review, accept the changes and publish all changes accepted to apply the changes introduced. This is SAP Ariba standard process and applies to external tax calculation web service task “Export Document Data for External Tax Calculation”.

Please follow below steps to review, accept and publish changes made to task Export Document Data for External Tax Calculation.

1. It is recommended to consult SAP Ariba Customer Support and Thomson Reuters Professional Services before making decision to accept XSD changes. And remember that upgrade cannot be reverted back to SAP Ariba Platform limitation on for this feature so careful consideration is required before upgrading to new XSD.

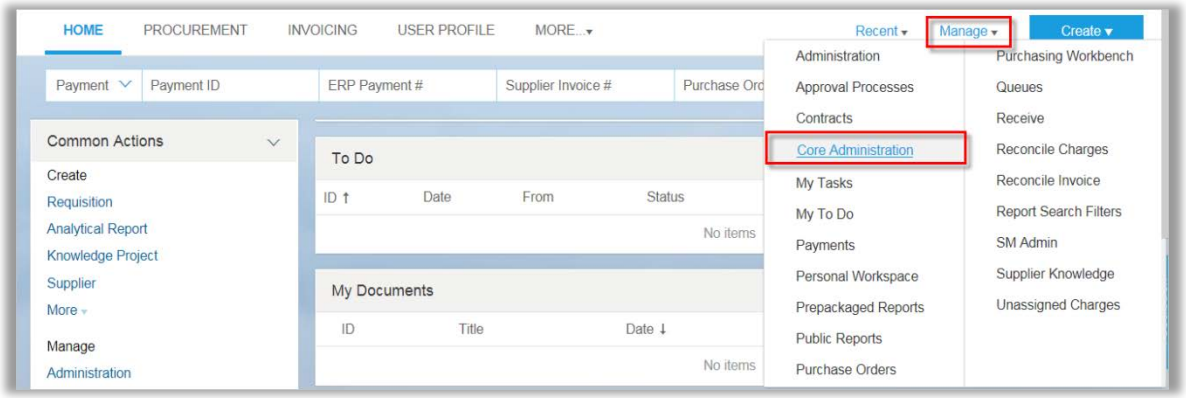
2. New SAP Ariba Buying solutions Customers with solution having Service pack SSP.2017.Rel-9535/Release Number SSP.2017.09 would have Tax API with new XSD as default so can ignore this section.

REVIEWING AND ACCEPTING CHANGES

Navigation:

1. Log in to SAP Ariba Buying Solution

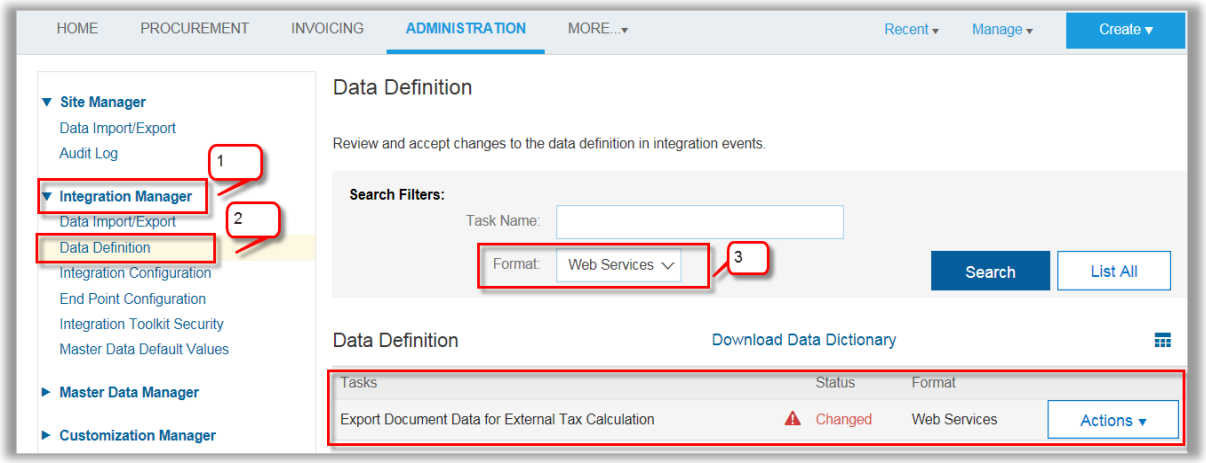
2. On Home screen navigate to Manage > Core Administrator



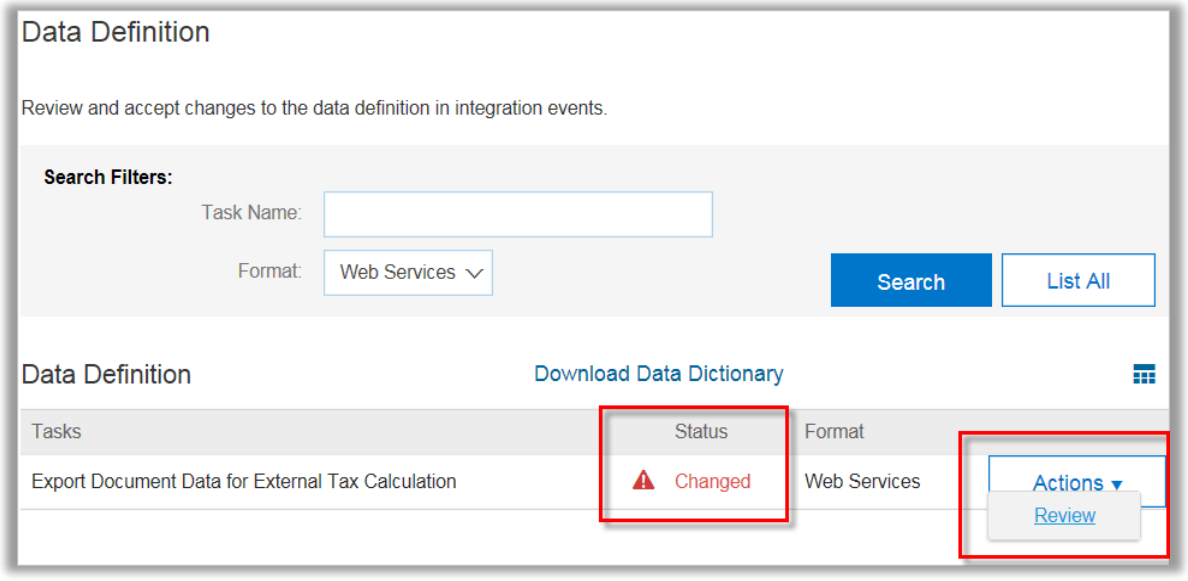
3. Go to > Integration Manager > Data Definition > Select Web Services from Format drop-down menu and click on Search button

   Note: if there are more than one web services configured, user can search for specific task by entering **Export Document Data for External Tax Calculation** in Task Name input field

   Result: System would display integration task with status Changed as shown in below screen shot

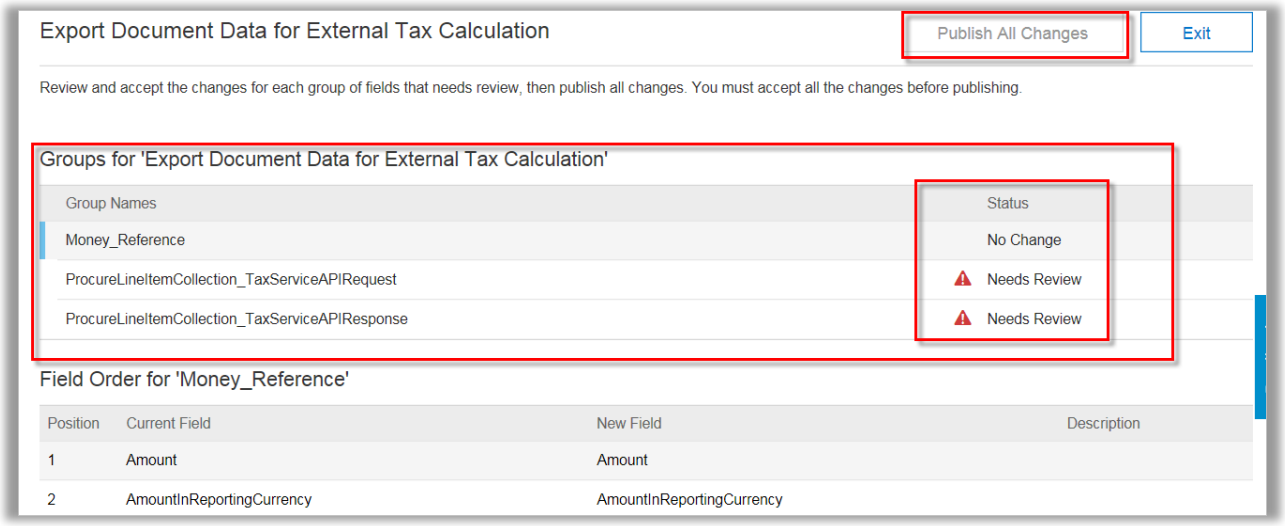


5. Click on **Action** button and select option **Review** as shown in the screenshot



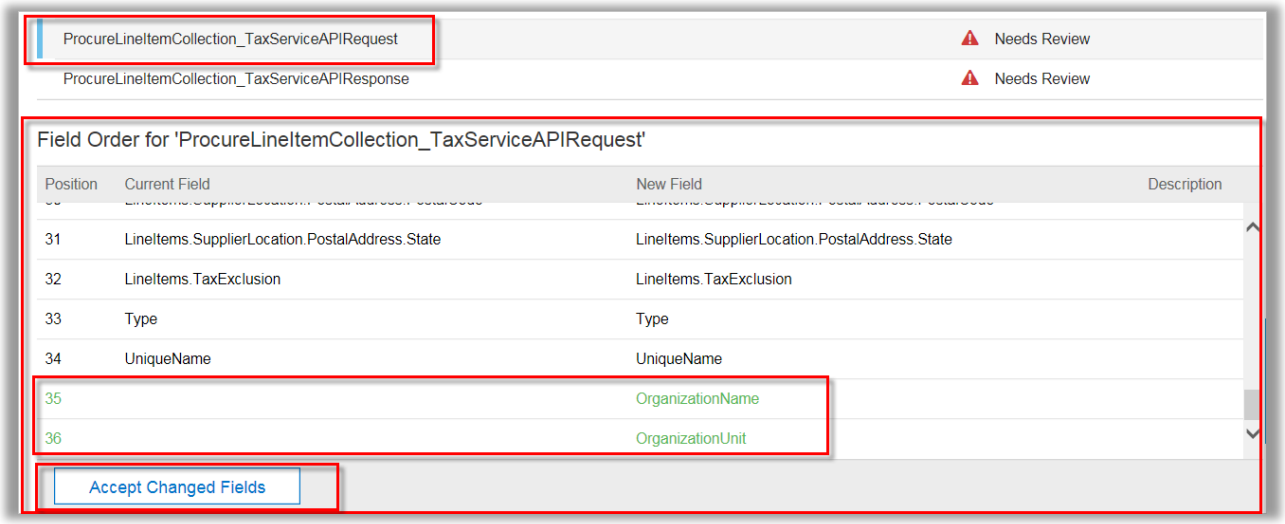
System would show the list of groups under '**Export Document Data for External Tax Calculation**' integration event.

There would be two groups like **ProcureLineItemCollection_TaxServiceAPIRequest** and **ProcureLineItemCollection_TaxServiceAPIResponse** which would show the Status as **Needs Review Publish All Changes** in active



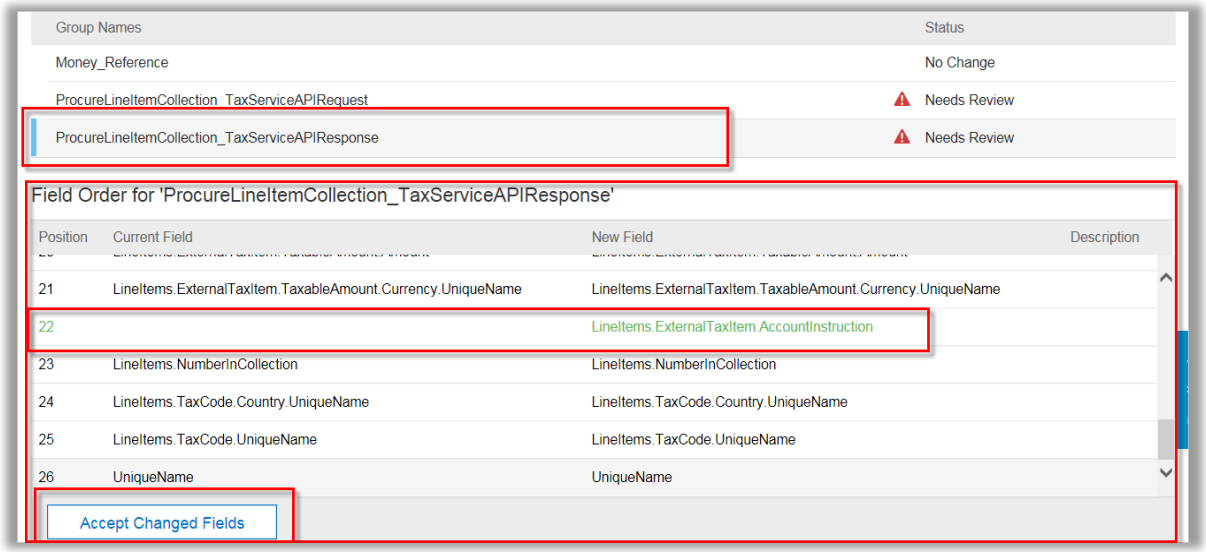
6. Click on group **ProcureLineItemCollection_TaxServiceAPIRequest**. The section **'Field Order for ProcureLineItemCollection_TaxServiceAPIRequest'** would show the fields under this group.

   Scroll down to find the fields marked in red which has been newly added. Here, **Organization Unit and Organization Name** are new fields. Click on **Accept Changed Fields** button to accept the changes.

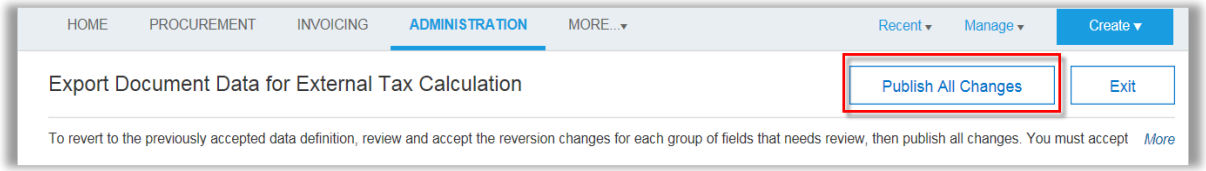


7. Now click on another group **'ProcureLineItemCollection_TaxServiceAPIResponse'**. System would show the fields under this group. Scroll down to find the fields added newly in green color.

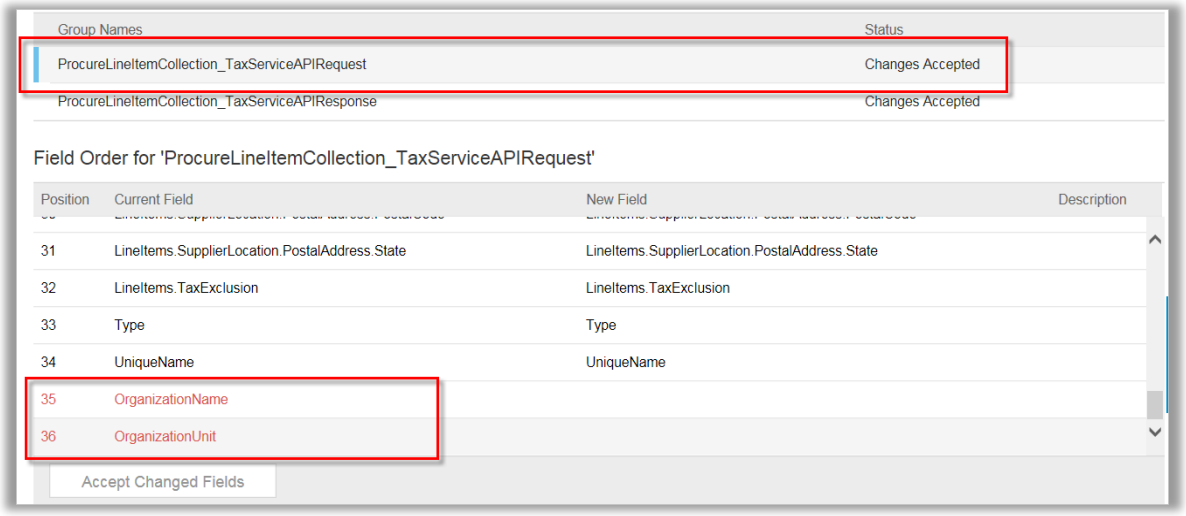
   LineItems.ExternalTaxItem.AccountInstruction is a new field. Click on **Accept Changed Fields** button to accept the changes.

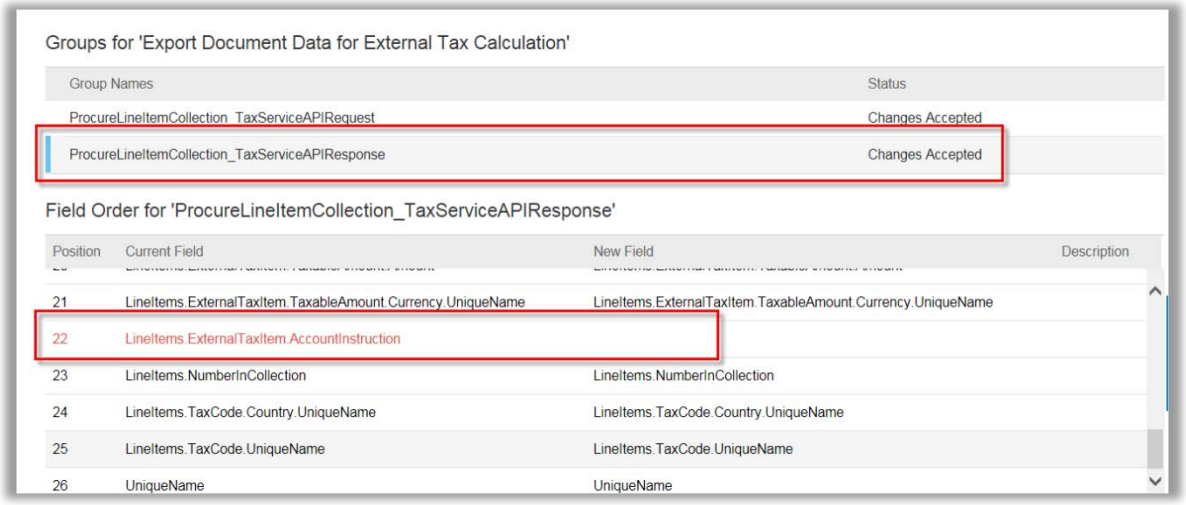


8. As a final step, to make changes effective, click on **Publish All Changes** button on top (below Application
Menu bar) as shown in the below screenshot.

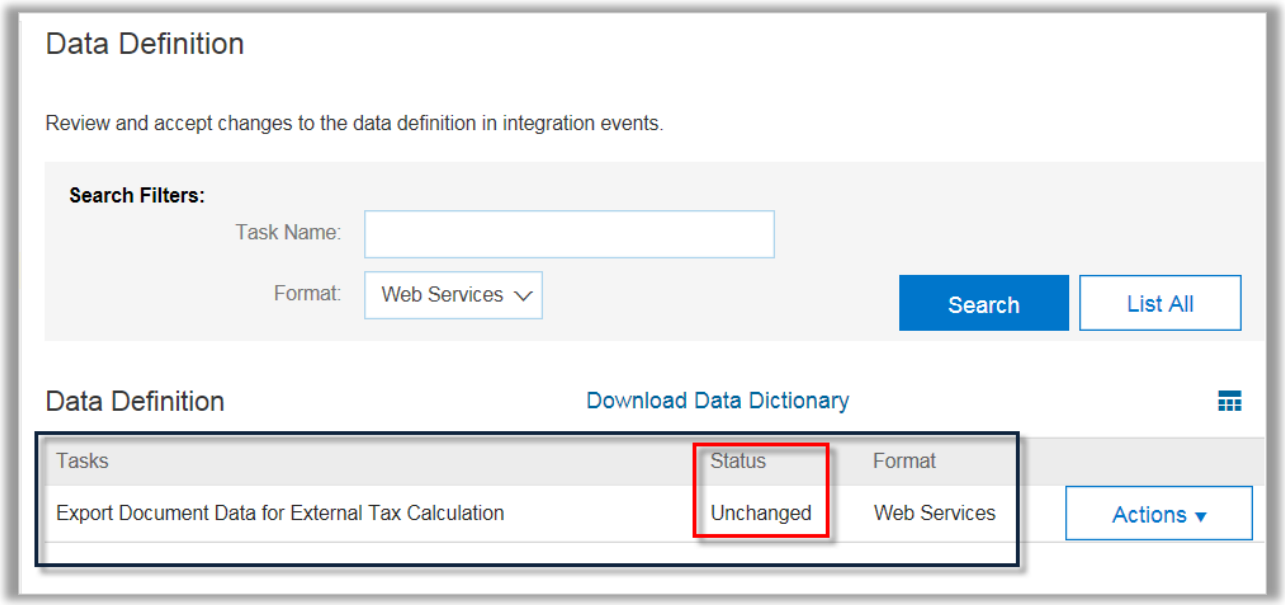


9. Once the changes are accepted and published, new fields turn in to red representing that fields were added. And field groups show the status as **Changes Accepted**





Finally, the data definition main UI page will show you web service task status as unchanged telling you that changes available are accepted and no more changes exists.



UPDATE ENDPOINT

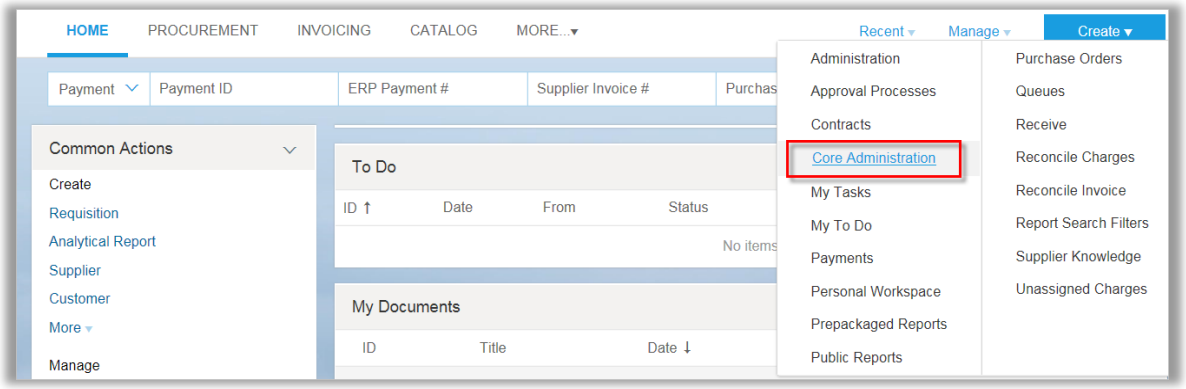
In addition to upgrading to new XSD, Customers also need to update the End point URL for ONESOURCE Tax Web Service.

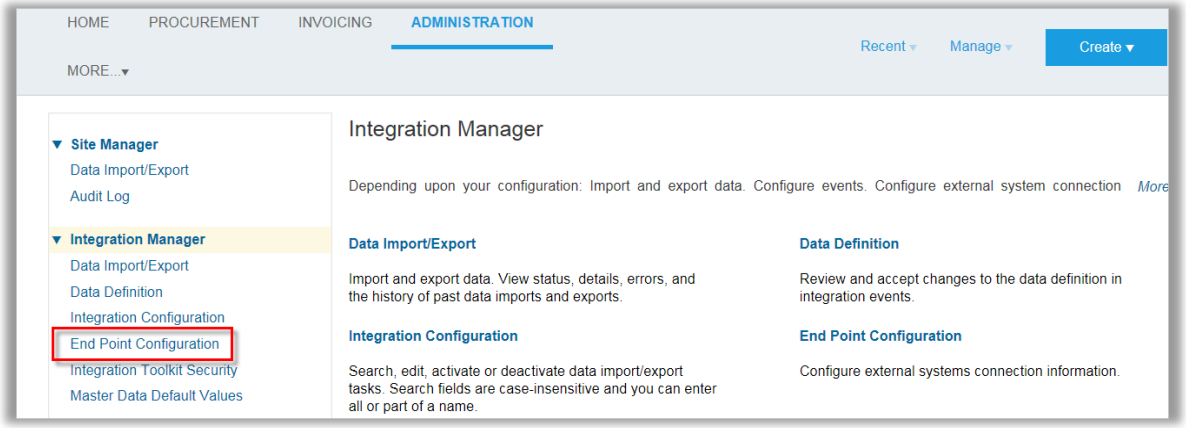
Users must be a member of Customer Administrator or Integration Admin to perform this activity.

To update endpoint URL, please follow below steps:

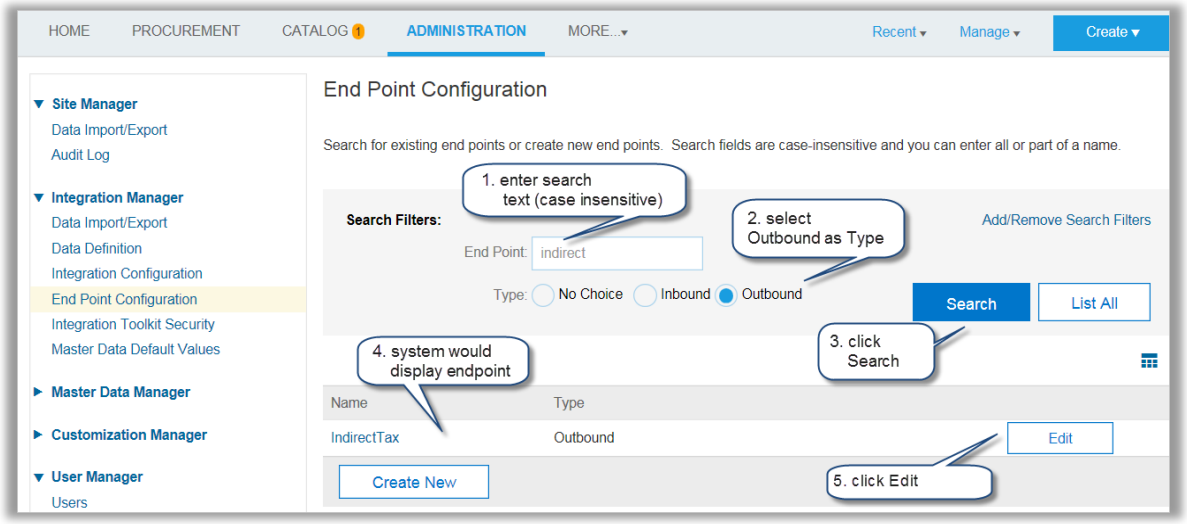
1. Log in to SAP Ariba Solution

2. Manage > Core Administrator > Integration Manager > End Point Configuration

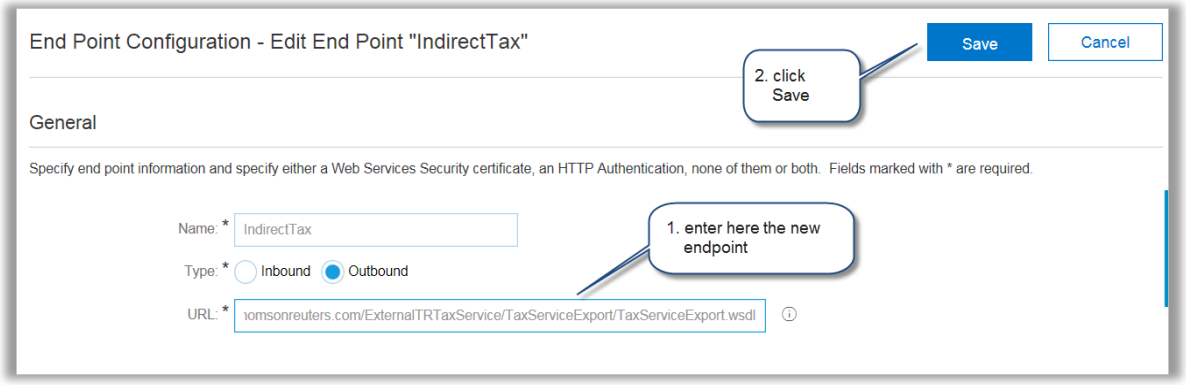




3. Find endpoint to be updated and click search as shown in below screenshot



4. When user clicks on Edit, system would offer endpoint UI in edit mode.



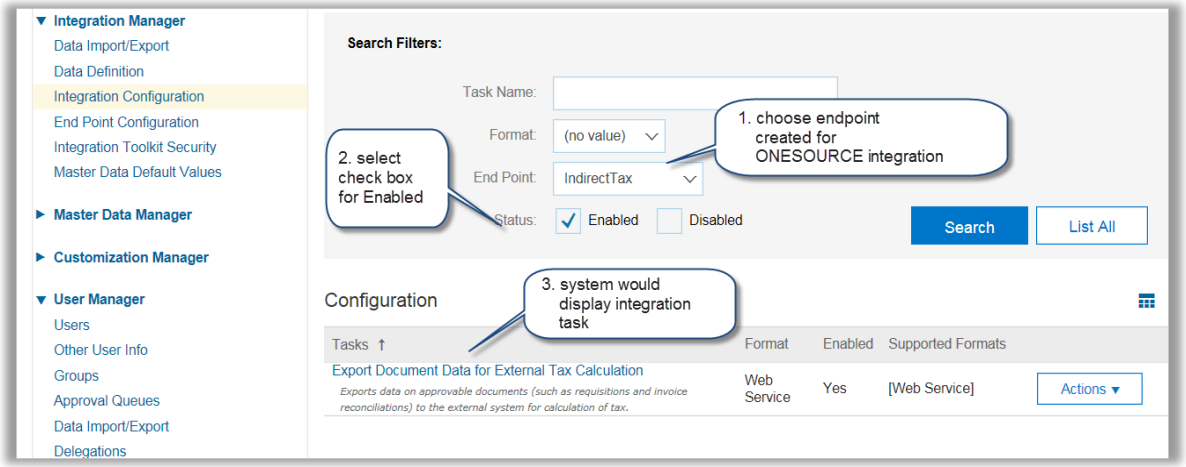
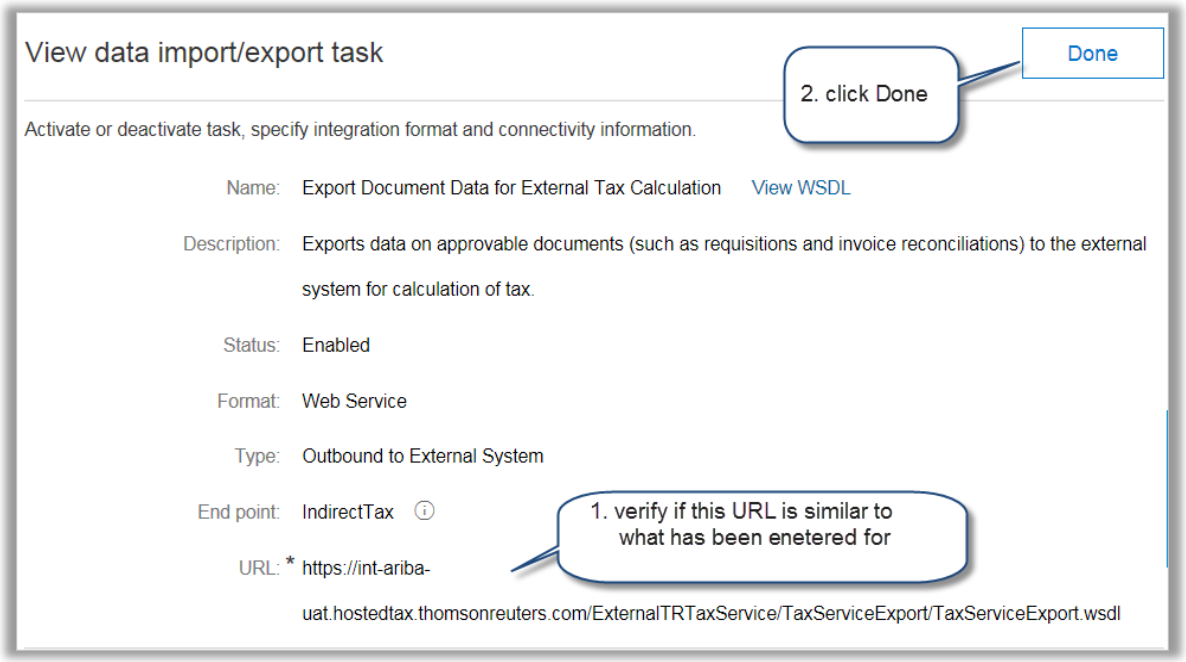
5. Once Endpoint URL has been update click Save to complete the update.

Please check with Thomson Reuters Professional Service for updated End point URL

Updating endpoint also updates endpoint URL for integration event Export Document Data for External Tax Calculation

6. Verify if endpoint URL updated in Integration Task by following below steps

   Manage > Core Administration > Integration Admin > Integration Configuration
   Under Search Filters section, select ONESOURCE Endpoint from drop down menu and choose Status
   Enabled as shown in below screenshot.



3. Click on the task Export Document Data for External Tax Calculation hyper link shown under the Configuration section to check the updated endpoint URL.