

ONESOURCE™ E- Invoicing Integration Guide

CONFIGURATION AND USER GUIDE

PRODUCT VERSION R1.1.0.0

Document Version R1.1

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INTRODUCTION

Learn About ONESOURCE E-Invoicing (OEI)

OEI centralizes the e-invoicing process.

ONESOURCE E-Invoicing (OEI) streamlines electronic invoicing management with a centralized platform and provides a single access point to manage e-invoicing compliance. It offers pre-built ERP integrations with SAP S/4HANA, Oracle ERP Cloud and as of this release other ERP single support systems which will directly connect to government networks with the support of PAGERO, our e-invoicing solution provider.

ONESOURCE E-Invoicing will receive business documents from different ERPs in a unified format and will transmit the information to PAGERO for further processing. ONESOURCE E-Invoicing will also be the recipient of statuses and responses from PAGERO/Government Authority/Buyer and will process it back to the connected ERPs.

This Release

This release is one of many to come. This document will be updated to reflect new features as Thomson Reuters adds to features within ONESOURCE E-Invoicing.

This Guide

- This guide is intended for ONESOURCE E-Invoicing customers and partners who are implementing the E-Invoicing solution for SAP S/4HANA and Oracle Cloud and using REST APIs for integrations with other ERPs.
- This guide helps you understand how to configure and use ONESOURCE E-Invoicing from managing users and the application.

Supported ERP Systems

The initial release of ONESOURCE E-Invoicing supports the following ERP systems:

- SAP S/4HANA
- Oracle Cloud

We will expand to further ERP systems in future releases; please contact Product Management to capture your customer priorities.

Supported Business Processes

ONESOURCE E-Invoicing supports the following business processes:

- Accounts Receivable
- Accounts Payable

Supported Invoice Types

ONESOURCE E-Invoicing supports the following invoice types:

- Invoice
- Credit Notes
- Debit Notes
- Prepayment

Supported Countries

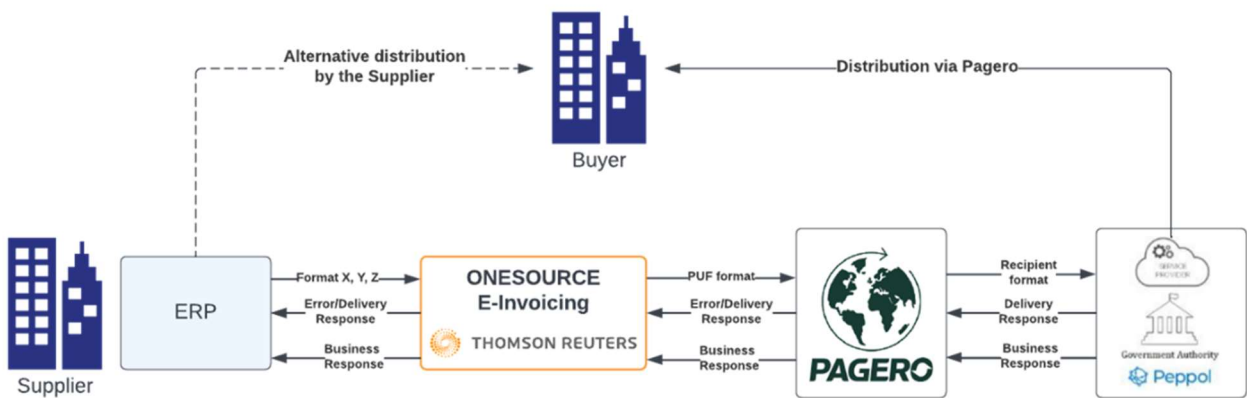
ONESOURCE E-Invoicing version 1.1.0.0 covers the following country mandates.

- Belgium
- Japan
- Australia
- Poland

*This is not the exhaustive list of coverage and certain country mandates may only need additional end-to-end validation rather than any development. Please contact Product Management to discuss country roll-out and customer priorities.

ARCHITECTURE AND DESIGN OVERVIEW

The following architecture diagram describes the components and steps of the overall ONESOURCE E-Invoicing solution:



CONFIGURATION

Onboarding

Review the following sections and complete the tasks before proceeding further.

PAGERO Onboarding

The first step is to get onboarded on PAGERO's Online Platform. Please reach out to the PAGERO implementation counterpart to initiate this from PAGERO side for the Customer.

ONESOURCE Platform Access and Login

To access and/or Login to ONESOURCE E-Invoicing Platform, please follow the steps below:

ONESOURCE DATABASE SET-UP	
Step	Description
1	Does the Customer have access to the ONESOURCE EMEA platform? If yes, a. PS Team will send an email to the DB provisioning team (dbprovision.corporates@thomsonreuters.com) to request ONESOURCE E-Invoicing product, ONESOURCE Client Manager, API Admin and is also added to the Customer database. Or is this a new Customer on the ONESOURCE EMEA platform? If yes, b. PS Team will send an email to the DB provisioning team (dbprovision.corporates@thomsonreuters.com) to request ONESOURCE E-Invoicing product, ONESOURCE Client Manager, API Admin and is also added to the Customer database.
2	Once the account is created the DB team will share the sysadmin credentials for this account (this should never be shared externally).
3	Login to ONESOURCE EMEA – https://emea1.onesourcetax.com/emea1 Verify the credentials are working correctly and the following tiles are available, 1) Administration 2) API Administration 3) E-Invoicing

Creating Customer Administration User

TR PS team need to create an Administration user for the Customer Administrator who will be responsible for establishing the PAGERO connection using the integration user credentials shared by PAGERO.

1. User Admin modules
2. Create a user that has full access to the full breadth of the offering made by ONESOURCE E-Invoicing

ONESOURCE E-Invoicing – PAGERO Integration

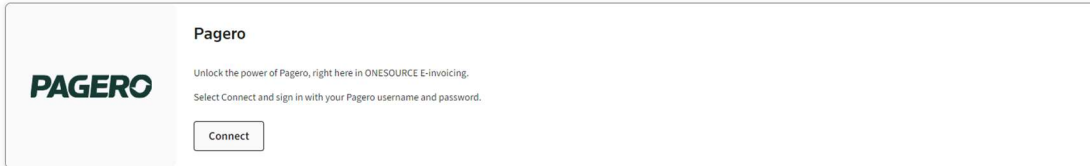
PAGERO Integration

As part of the onboarding process, the Customer Administrator user needs to setup the connectivity between ONESOURCE E-Invoicing and PAGERO.

Initial Configuration:

1. Select ONESOURCE E-Invoicing tile
2. Select PAGERO Integration
3. Click “Connect”

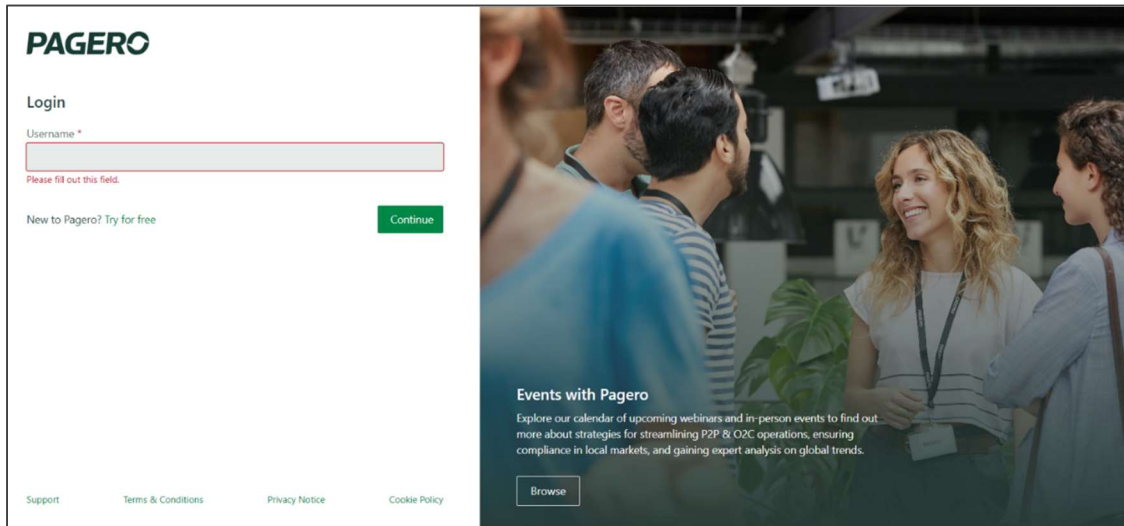
Pagero integration



User will be redirected to PAGERO Online Login screen where they will enter their PAGERO's username/password. This will be provided by the PAGERO team as part of their onboarding steps.

User will login using the credentials shared by PAGERO thus initiating the process to connect with PAGERO. ONESOURCE E-Invoicing will integrate with PAGERO to get legal entity information related to that user and Customer. This step will verify the connectivity between ONESOURCE E-Invoicing and PAGERO and will pull all the necessary company information from PAGERO. User will now show as connected and synchronized.

4.




Manage PAGERO Accounts: Add New Integration User

The Customer Administrator can view or setup new integration users through the “Manage Accounts” button. This should be discussed with Customers – they may prefer an integration user per region or business unit. Please note there should be no overlap of legal entities of integration users.

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E-INVOICING

Anil Sharma
API INVOICE TEST - QA (W75)

Pagero integration



Pagero

Disconnected: 3 Connected: 2

Assign E-Invoicing access in **Administration**.

Manage ERP settings in **ERP integrations**.

Manage accounts

2. To add another integration user, select 'Add Account'.

Manage accounts

Collapse search

Create filters

Status

Select status to add filter.

Status Search

+ Add accounts

(Showing 1 to 5 of 5)

Actions	Status	Username	Created by
→ Reconne	○ Disconnecte	TusharKantaKanta.Prasad@thomsonreut	tusharkantakanta.prasad.W75
↗ Disconne	○ Connected	Vaibhav.KumarPandey@thomsonreuters.	vaibhav.kumarpandey.W75
↗ Disconne	○ Connected	Arindam.Sarkar@thomsonreuters.com	Arindam.Sarkar.W75

3. User will be redirected to PAGERO Online Login screen and will enter username/password.

4. Once connectivity is established, new integration user details will show on the Manage Accounts list

ONESOURCE E-Invoicing Manage PAGERO Accounts: Disconnect & Reconnect Integration User

User can disconnect one account at a time.

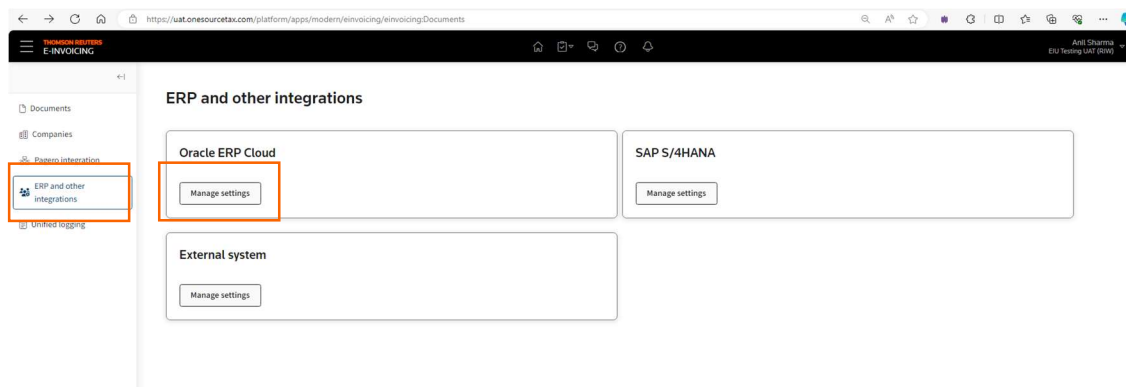
- User clicks “Disconnect” under Actions column and select ‘Disconnect’ to confirm. This will be updated in the Manage Accounts screen.
- ONESOURCE E-Invoicing offers our customers flexibility in choice of which ERP system you wish to connect to allowing for connectivity with SAP, Oracle or other external systems.
- User can follow similar action to ‘Reconnect’ an integration user.
- Data remains available regardless of if integration user is connected / disconnected.

ONESOURCE E-Invoicing ERP Integration

Oracle Integration

For Customers licensing the ONESOURCE E-Invoicing Integration for Oracle ERP Cloud there are certain configuration actions required.

1. Select the ONESOURCE E-Invoicing tile.
2. Select ERP Integrations and Oracle ERP Cloud ‘Manage Settings’



3. On the Oracle Settings screen, enter the following information.

- Username `username.password@companydomain.com`
- Password “xxxxxx”
- URL `http://testURL.org`

4. Click ‘Save’ and now the Oracle integration will be active – the above

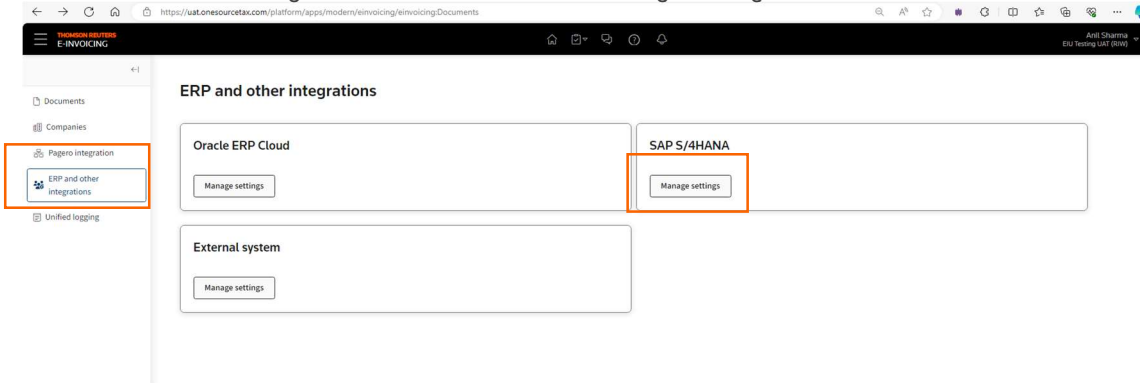
SAP S/4HANA Integration

The settings in this section are only required if you are using the electronic supplier invoice functionality.

For Customers licensing the ONESOURCE E-Invoicing Integration for SAP S/4HANA there are certain configuration actions required.

1. Select the ONESOURCE E-Invoicing tile.

2. Select ERP Integrations and SAP S/4HANA 'Manage Settings'



3. On the Settings screen, enter the following information.

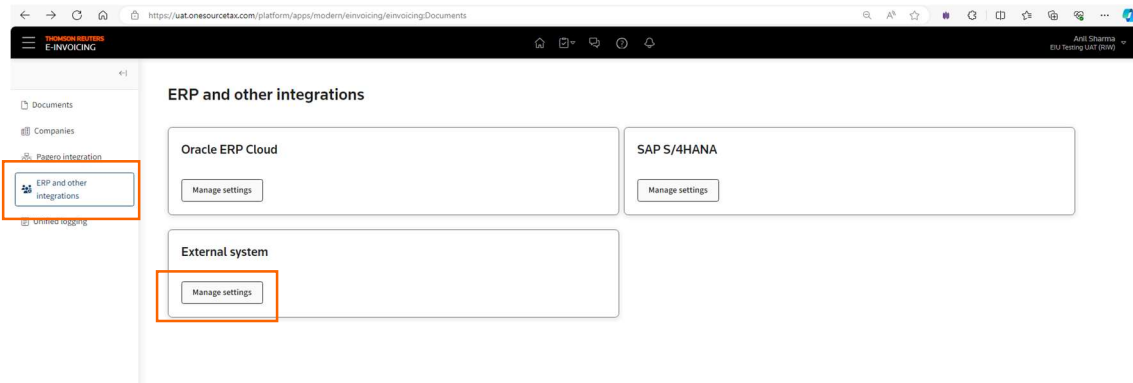
- Username: This is the username required to log into your SAP system.
- Password: This is password required to log into your SAP system.
- SAP URL: This is the exposed OData Service URL.

4. Click 'Save' and now the SAP integration will be active to receive the electronic buyer invoices.

Other External system integration

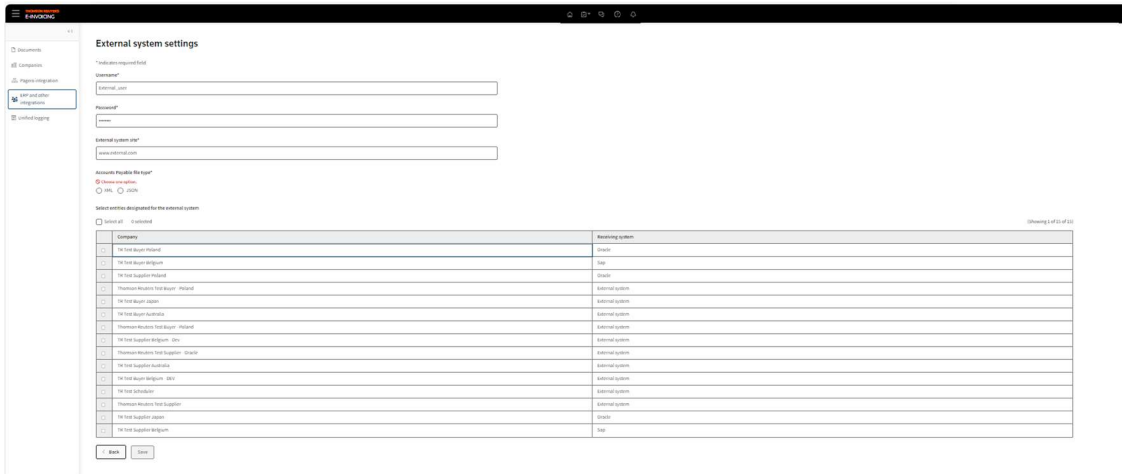
For Customers licensing the ONESOURCE E-Invoicing Integration for other external partner systems there are certain configuration actions required.

1. Select the ONESOURCE E-Invoicing tile.
2. Select ERP Integrations and under External system then select 'Manage Settings'



3. On the Settings screen, enter the following information.

- Username: This is the username required to log into the external system you are connecting your ONESOURCE E-Invoicing account to.
- Password: This is password required to log into your external system.
- External system URL: This is the exposed OData Service URL.
- Indicate whether your preferred data format will be XML or JSON
- Select the external system you wish to connect.



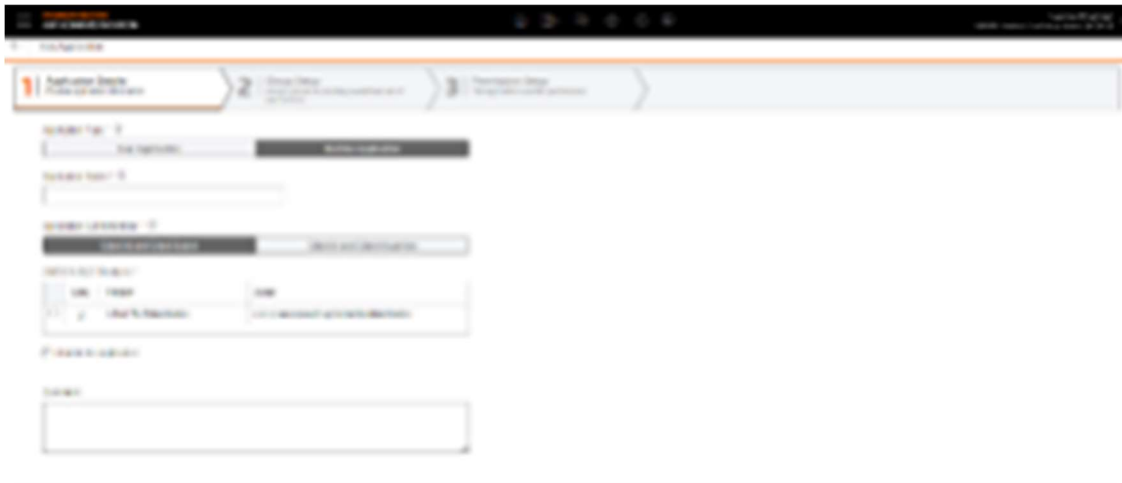
4. Click 'Save' and now the external system integration will be active to receive the electronic invoices.

Administration API Setup – Rework

The Administration API needs to be configured so that Tenant can establish connectivity between the ERP and ONESOURCE E-Invoicing.

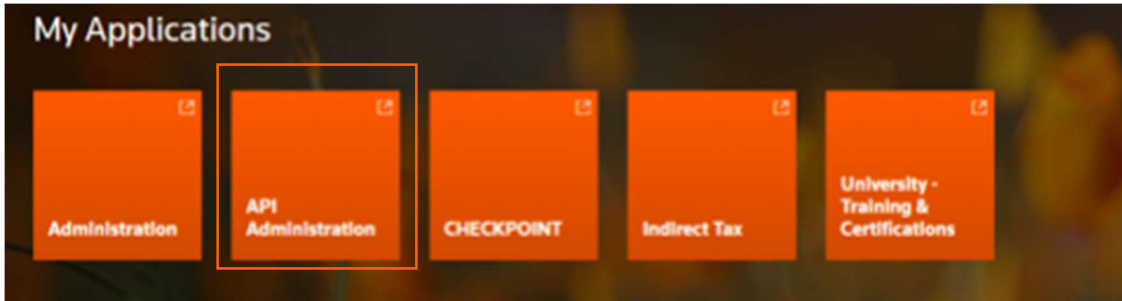
PRE-REQUISITE:

- PS Team to setup machine application for ONESOURCE E-Invoicing product to be used (backend configuration)
- DB team to enable ONESOURCE E-Invoicing product for specific Tenant (happens during the Onboarding)

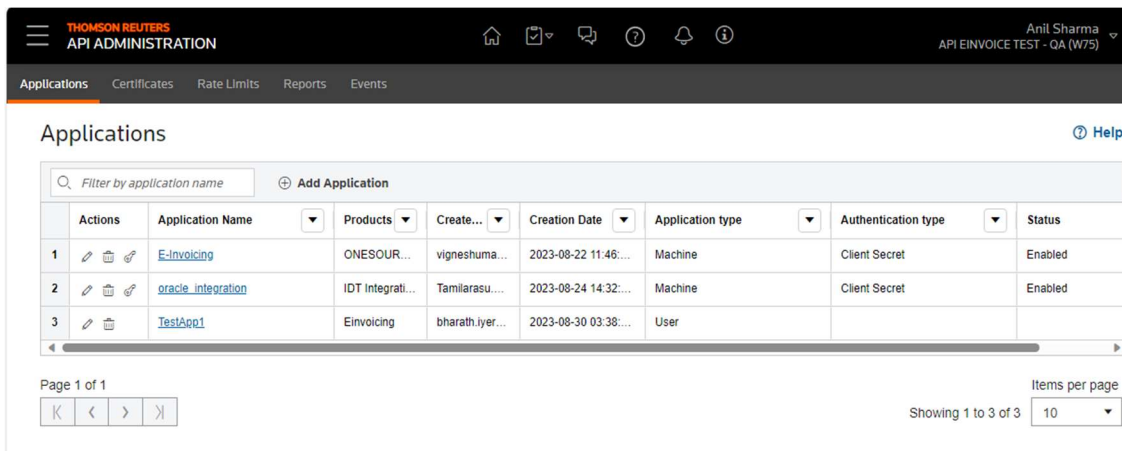


SETUP STEPS:

1. Click "API Administration" on the ONESOURCE E-Invoicing Platform Home screen

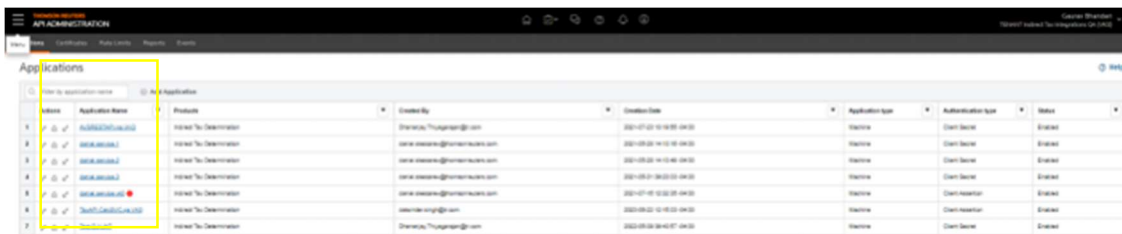


2. Page will display “Applications” list



3. VIEW/EDIT existing Application.

- Click on application to be edited.



- View/Edit information

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API INVOICE TEST - QA (W75)

Applications Certificates Rate Limits Reports Events

E-Invoicing

- 1 Application Details**
Provide application information
- 2 Client Setup**
Select the clients to provide product level access
- 3 Group Setup**
Assign groups to provide pre-defined set of permissions
- 4 Permission Setup**
Set application specific permissions

Application Type [ⓘ]

User Application Machine Application

Application Name
E-Invoicing

Application Authentication [ⓘ]

Client Id and Client Secret Client Id and Client Assertion

Consumer Key Consumer Secret

Created By Created Date
vigneshuma.maheswaran@thom... 8/22/2023

ONESOURCE Products

	Copy	Product	Scope
<input type="checkbox"/>		Einvoicing	urn:tr.one...
<input type="checkbox"/>		IDT Integration Oracle Commerce	urn:tr.one...
<input checked="" type="checkbox"/>		ONESOURCE Einvoicing	urn:tr.one...
<input type="checkbox"/>		Oracle Einvoicing Integration	urn:tr.one...

Next > Edit

4. Return to Applications page and select "Create NEW Application."

- Click on "Add Application"

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Applications Certificates Rate Limits Reports Events

Applications Help

Filter by application name ⊕ Add Application

	Actions	Application Name	Products	Create...	Creation Date	Application type	Authentication type	Status
1		E-Invoicing	ONESOUR...	vigneshuma...	2023-08-22 11:46:...	Machine	Client Secret	Enabled
2		oracle_integration	IDT Integrati...	Tamilarasu...	2023-08-24 14:32:...	Machine	Client Secret	Enabled
3		TestApp1	Einvoicing	bharath.iyer...	2023-08-30 03:38:...	User		

Page 1 of 1

Showing 1 to 3 of 3

Items per page 10

- Enter details similarly to as shown below. Note that the application name can be whatever the user chooses and deems relevant.



← Add Application



Application Type * ⓘ

User Application Machine Application

Application Name * ⓘ

Test_einvoicing

Application Authentication * ⓘ

Client Id and Client Secret Client Id and Client Assertion

ONESOURCE Products *

	Copy	Product	Scope
<input type="checkbox"/>		Einvoicing	urn:trone...
<input checked="" type="checkbox"/>		IDT Integration Oracle Commerce	urn:trone...
<input type="checkbox"/>		ONESOURCE Einvoicing	urn:trone...
<input type="checkbox"/>		Oracle Einvoicing Integration	urn:trone...

Disable the application

Comment

Empty text area for comment

Next >

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Applications Certificates Rate Limits Reports Events

← Test_Invoicing

1 Application Details
Provide application information

2 Client Setup
Select the clients to provide product level access

3 Group Setup
Assign groups to provide pre-defined set of permissions

4 Permission Setup
Set application specific permissions

Select clients for the current user assignment.

Available Clients		Selected Clients		
CLIENT NUMBER	CLIENT NAME ^	CLIENT NUMBER	CLIENT NAME ^	SOURCE
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SYS_FIRM			
<input type="checkbox"/>	BE099999999			
	API INVOICE TEST - QA			
	Belgium Test Client			

Page 1 of 1 Items per page 1 to 2 of 2 25

1 to 0 of 0

← Previous **Next** →

5. New application is now displayed on the applications list page.
 - Click on application to view more details.
 - ClientID and Secret information available
5. Save ClientID and Secret in the ERP UI parameters

Making API Calls

The token will be active for 30 minutes, after which, it will have to be regenerated by the user.

NO (SAP) – ERP will generate Access Token using ClientID and Secret -> ERP will make API calls using Access Token -> Successful connection with ONESOURCE E-Invoicing.

YES (Oracle) – ERP will make API call and pass ClientID and Secret as username and password -> APIGEE will generate and validate Access Token based on ClientID and Secret -> Successful connection with ONESOURCE E-Invoicing

For calls where ONESOURCE E-Invoicing is pushing data to the ERP, user will need to configure the ERP Integration through the Integrations Page

ONESOURCE E-Invoicing

The ONESOURCE E-Invoicing portal is the point of access for users e-invoicing needs, they can monitor the status of any transactions and know if its submitted successfully to the Tax Authorities or if there are any validation issues they may need to take action on.

There is no need for end users to login to PAGERO Online.

As this is a new solution, please raise any feedback to product management as we will be building out new features based on customer feedback.

ONESOURCE E-Invoicing Documents

The Documents page allows user to view the list of all transactions along with details on status.

Documents Display:

Documents list will only be displayed after user configures Integrations and API Administration (machine application). Once connectivity is properly established between ERP, ONESOURCE E-Invoicing, and PAGERO, user will be able to view the following fields on the Documents page:

- Document Number
- Transaction ID
- Document Type
- Company Name
- Status (Error, Successful etc..)
- Sender/Receiver
- Distribution
- Created On/Created Time

Key Features:

The features for this screen will be expanded for the next release.

- Search and Filter
- Column Settings
- Export
- Download
- Preview documents
- Ability to handle attachments & supporting documents
- View transaction log details

ONESOURCE E-Invoicing Companies

The Companies page allows user to view the list of companies related to specific Customer.

Companies Display:

The Companies list will only be displayed after user configures “PAGERO Integrations”. Once connectivity is successfully established between ONESOURCE E-Invoicing and PAGERO, user will be able to view the following fields on the Companies page:

- Company Name
- Customer Number
- Country Name
- Unified Logging Status

Key Features:

Depending on roles and permissions, user will have the access to the following features:

- Search and Filter
- Export
- Download
- View Company Details
- Enable/Disable Unified Logging for specific companies.

ONESOURCE E-Invoicing – Unified Logging

- Allows admin user to identify where transaction error occurred.
- Aid Admin user with debugging
- Trace a transaction error source even if from an external system.

Administration Setup

ACCESSING ADMINISTRATION TILE

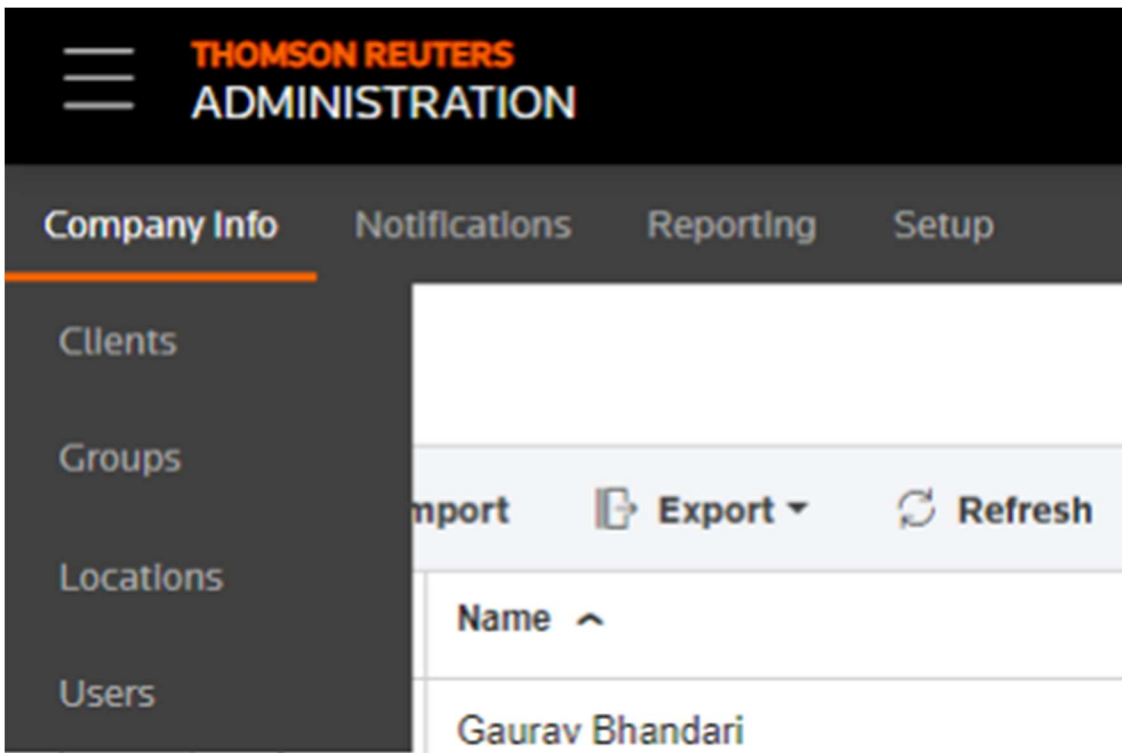
1. Log in to ONESOURCE E-Invoicing
2. Click on Administration Tile



CREATING CLIENT GROUPS AND ASSIGNING USER PERMISSIONS

Once in the Administration tile

1. Click on Company Info -> Clients



2. The list will display the clients related to the logged in user

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API INVOICE TEST - QA (W75)

Company Info Notifications Reporting Setup

Clients

Actions	Client Name	Client Number	Status	Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4
	API INVOICE TEST - QA	SYS_FIRM	Active				
	Belgium Test Client	BE0999999999	Active	ABCD	ABCD	ABCD	ABCD

Page 1 of 1 10 1 to 2 of 2

*The clients list will be synced from the list of companies available in ONESOURCE E-Invoicing

3. User will need to "Create a Group" to be able to assign user permissions.
 - a. Click Company Info -> Groups -> Add

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API INVOICE TEST - QA (W75)

Company Info Notifications Reporting Setup

Company Info

- Clients
- Groups
- Locations
- Users

Actions	Client Name	Client Number	Status	Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4
	API INVOICE TEST - QA	SYS_FIRM	Active				
	Belgium Test Client	BE0999999999	Active	ABCD	ABCD	ABCD	ABCD

Page 1 of 1 10 1 to 2 of 2

- b. Click Add

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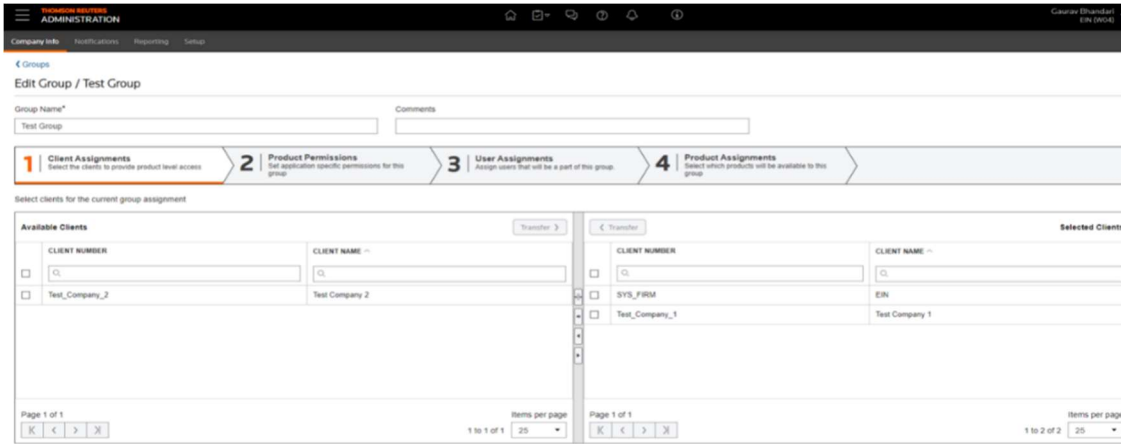
Company Info Notifications Reporting Setup

Groups

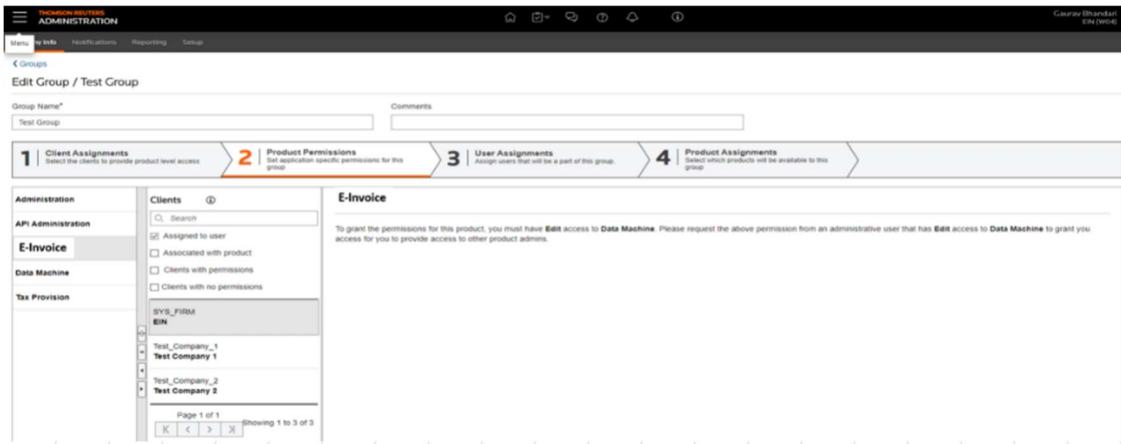
<input type="checkbox"/>	Actions	Group Name ^	Group Products	Comments
<input type="checkbox"/>		Belgium_EDIT_Users	E-Invoicing, Product Assignments	
<input type="checkbox"/>		Belgium_RO_Users	E-Invoicing, Product Assignments	
<input type="checkbox"/>		Grey Matter Test	Product Assignments	
<input type="checkbox"/>		Test Group in QA		
<input type="checkbox"/>		Test Priyanka	Administration	

Page 1 of 1 Items per page 1 to 5 of 5

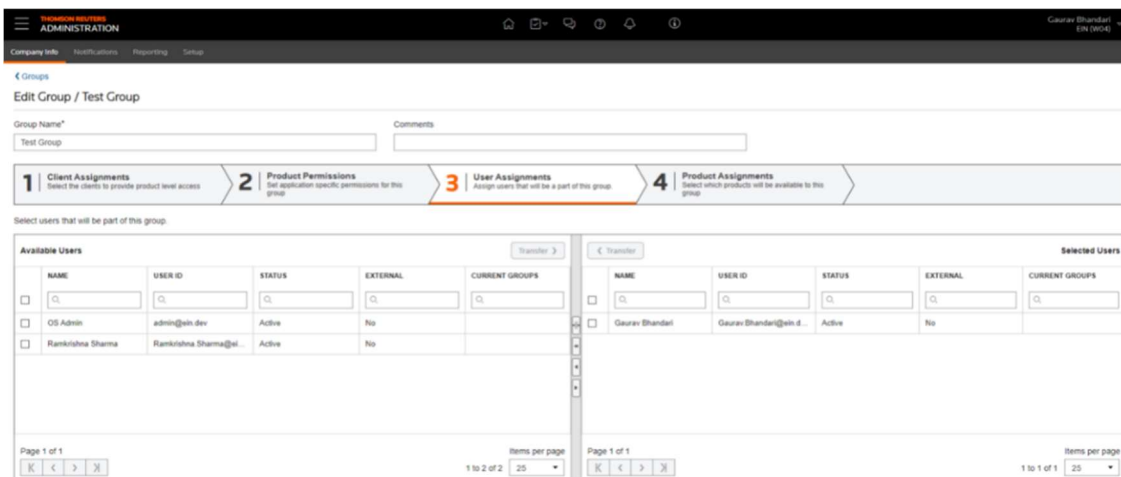
4. CLIENT ASSIGNMENT – user will select clients (legal entities) from the Available Clients list and move to the Selected Clients list.



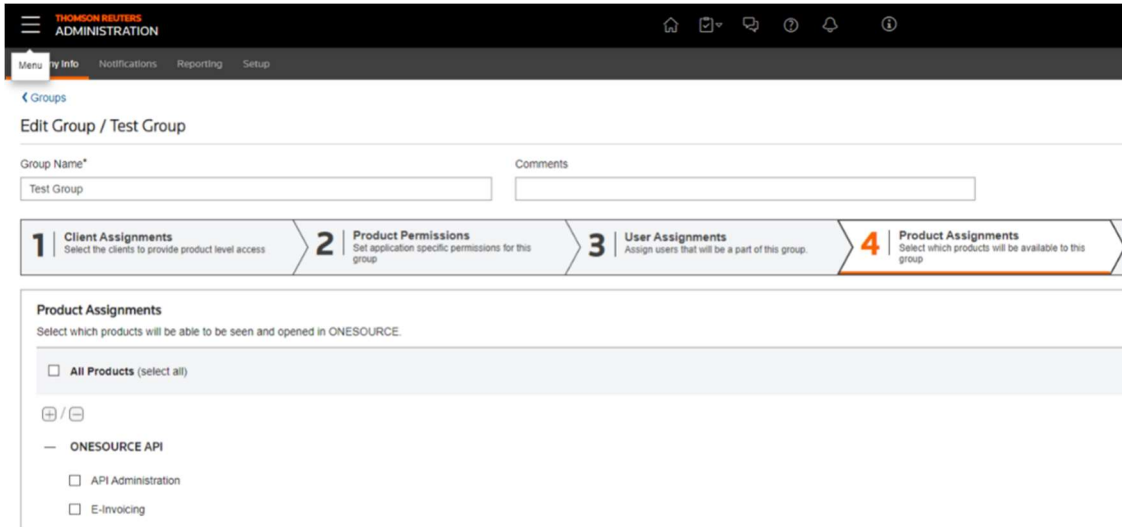
5. PRODUCT PERMISSIONS – user will select desired permission(s) to be assigned to this Group.



6. USER ASSIGNMENTS - user will select users from the Available Users list and move to the Selected Users list.

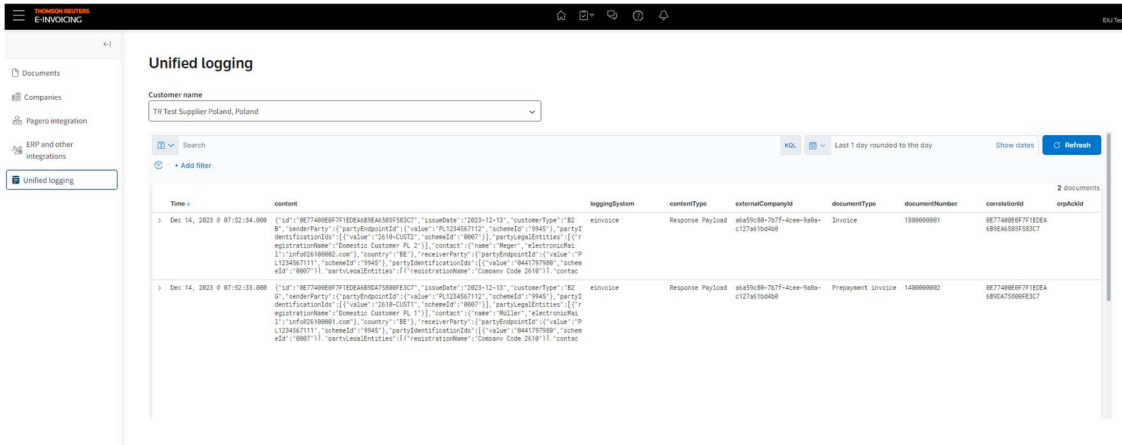


7. PRODUCT ASSIGNMENTS – user will select ONESOURCE E-Invoicing

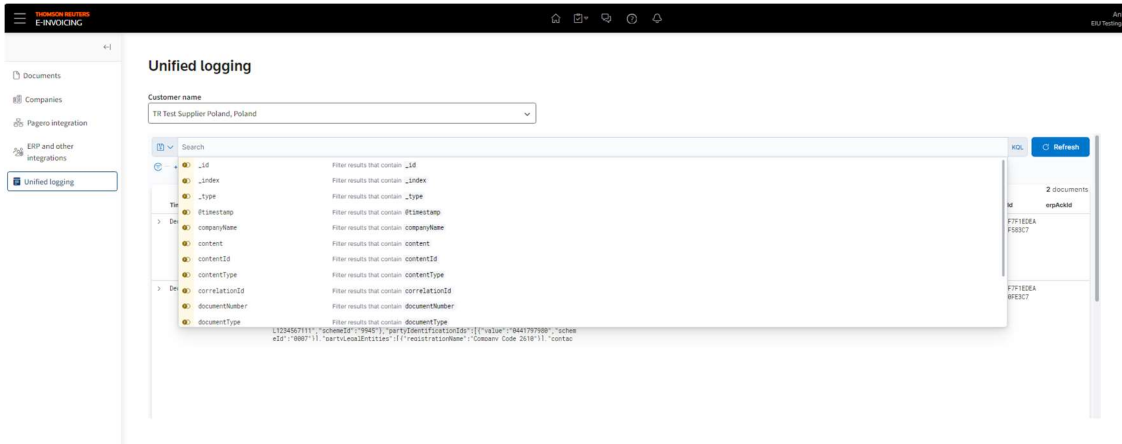


ONE SOURCE E-Invoicing Unified Logging

- Unified Logging offers a centralized logging system which provides a standardized way for developers to capture and manage logs from their applications. Unified logging consolidates logs from various sources into a single, efficient system aiding in debugging and performance analysis. Developers can use the feature to access and analyze these logs.
 - Unified logging can be found under the E-Invoicing tile.



- Within Unified logging there is the capability to search within the code for faster troubleshooting.



ERP DOCUMENTATION

SAP S/4HANA

To access information on SAP S/4HANA Installation and User Guide please refer to the document below:

SAP E-Invoicing Configuration Guide_1.1.pdf

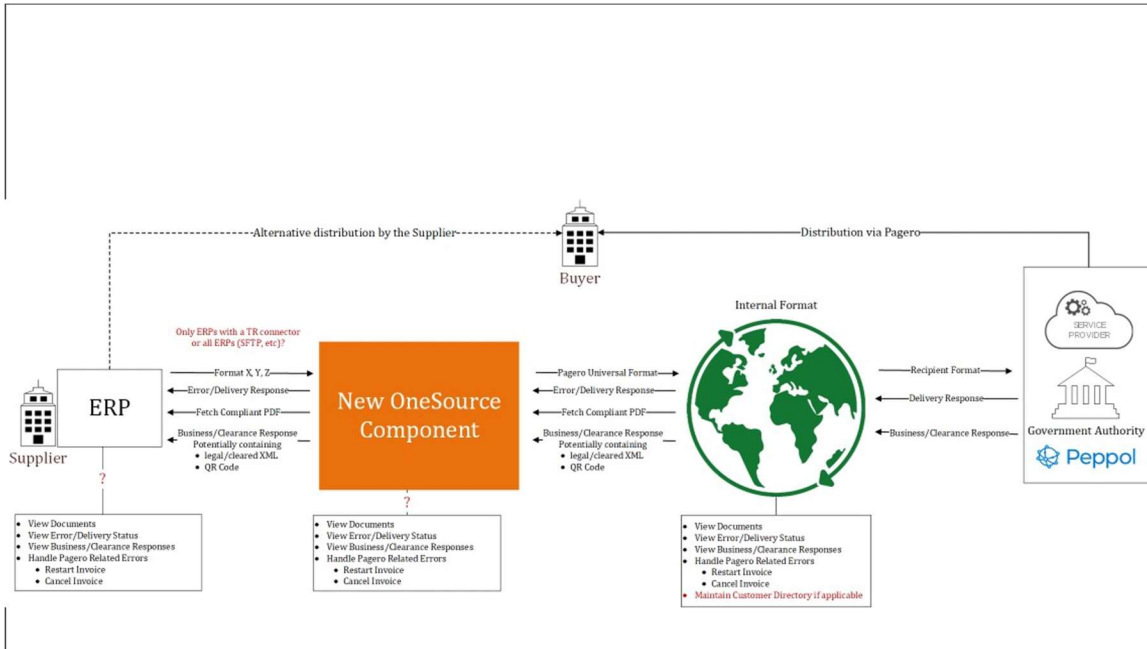
Oracle Cloud

To access information on Oracle Cloud Installation and User Guide please refer to the document below:

Oracle E-Invoicing Configuration Guide _1.1.pdf

Appendix A

Accounts Receivable



Appendix B

Accounts Payable

