

ONESOURCE GLOBAL TAX FOR SAP ARIBA SOLUTIONS

CONFIGURATION GUIDE

PRODUCT VERSION 1.0.0.0

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DOCUMENT HISTORY

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Table of Contents

Introduction	6
Welcome to ONESOURCE GLOBAL TAX FOR SAP ARIBA SOLUTIONS	6
Who Should Read This Guide?	6
Prerequisites.....	6
System Prerequisites	7
Scope of This Solution.....	8
Resources.....	8
Support Protocol.....	8
Style Conventions.....	9
Application Overview.....	10
Purpose and Benefits	10
Business Process	10
Process Flow	11
SAP Ariba procurement solution set up.....	14
End Point Configuration.....	14
Enabling Integration Task.....	18
Data Import/Export Tasks	21
Import External Tax Calculation Provider Task	21
Import TaxTypeMap Task	25
Import Tax Types Task	26
Import TaxTypes Translation Task	27
Import Tax Codes Task.....	28
Import Tax Codes Translation Task.....	34
Import Incoterms Task	37
Extract Incoterms Data From SAP ERP System	37
Import Incoterms Translation Task	43
Import Purchase Organization to Supplier Mapping Task	43
Using Custom Fields in Tax calculation	44
Procurement Business Process-Tax Calculation	45
Tax calculation using onesource global tax solution integration:	45
Invoice Reconciliation - Tax variance and exception Handling	52
Appendix I	53
Ariba Request Fields Mapping	53
Ariba Response Field Mapping	56

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 procurement and invoice transactions. Doing so enables fast, accurate tax (Sales, Use, GST and VAT like) results and a complete audit trail from which you can generate both standard and custom reports, as well as information to assist in returns preparations. This integration is enabled by the ONESOURCE Global Tax for SAP Ariba Solutions which is described in this guide.

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	<ol style="list-style-type: none"> 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	Version: 5.8.0.0
ONESOURCE Global Tax for SAP Procurement Solution	ONESOURCE Global Tax for SAP Procurement Solution 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 even the most complicated tax scenarios

The solution has been developed within the following parameters:

- 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 also the complete list with brief description of tasks. It also marks the responsible team for each task
Configuration Guide	This guide instructs how to configure and setup the integration product to enable tax calculations on ONESOURCE Global Tax.

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 the case of an issue with the ONESOURCE Global Tax for SAP Ariba Solutions please follow these 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 and Cloud Integration version as well as ONESOURCE Global Tax Integration for SAP Ariba Solution integration version if hosted on-premise.
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

Once this solution is integrated with your SAP Ariba Procurement solution, you can avoid the problem of manual maintenance of tax rates, adding missing or new tax authorities, updating tax rates when tax authorities update corresponding tax rates.

BUSINESS 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 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, 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 transaction is relevant for receipts, receipts would be posted in Ariba Procurement Solution once 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 system determines and responds the expected tax rate/amount, tax authority, SAP Tax code and other information. SAP Ariba Procurement Solution captures the tax data from ONESOURCE Global Tax system to reconcile tax data. In case of exceptions, during exception handling process, user can choose **Recalculate Tax** to get taxes calculated. If no tax exceptions are found (in addition to other exceptions/validation issues) Invoice would be reconciled and transmitted to SAP ECC system for payment process

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. Tax call is made automatically on Invoice Reconciliation document without user intervention during Invoice posting process. But when exceptions are seen and a user need to re-calculate taxes, he/she need to select option **Recalculate Tax** on Invoice Reconciliation Document.
- 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 system. 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

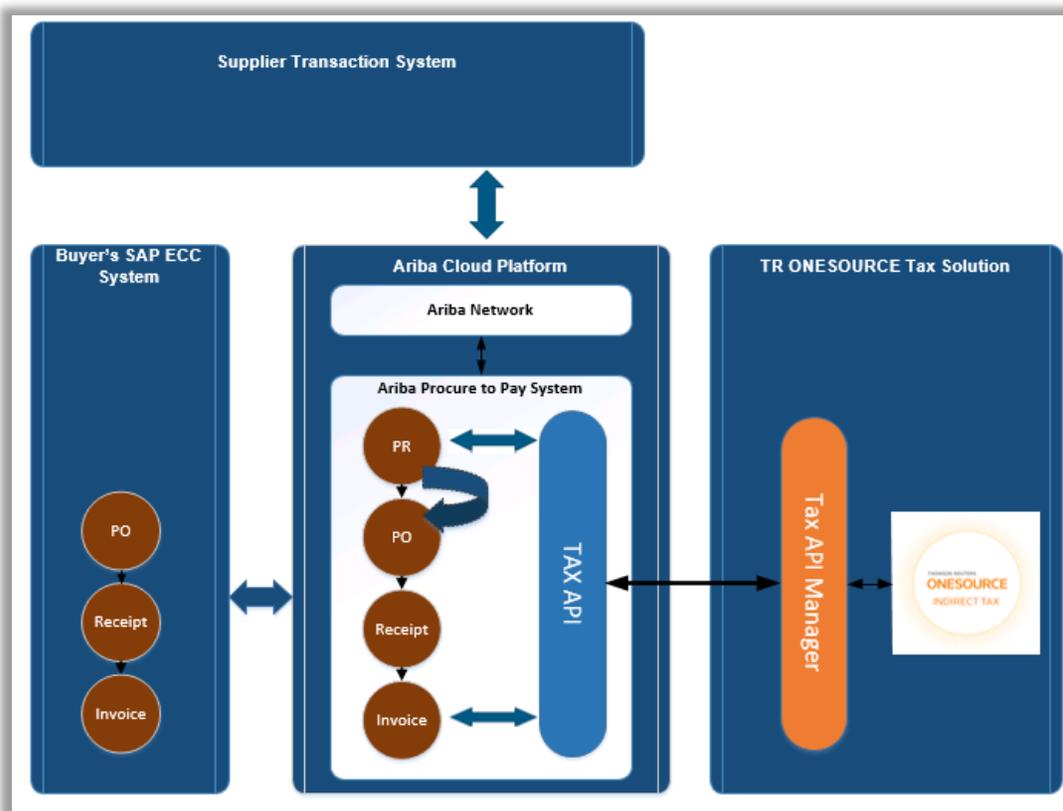
The exact procure to pay business process flow may vary by Buyer Organization practice, SAP Ariba and ERP system landscape but tax calculation service from ONESOURCE Global Tax is available on SAP Ariba Purchase Requisition and Invoice Reconciliation documents as a standard in this release

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 system 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 ONESOURCE Global tax system 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 can be re-calculated as it would be done during creation 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 similar to 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 determines and proposes expected taxes. If tax data on Invoice Reconciliation document match with what ONESOURCE Global Tax system 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 system'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:



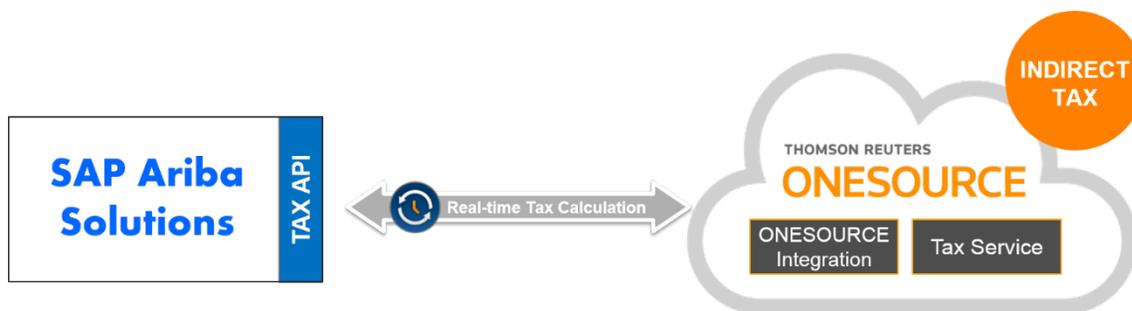
The ONESOURCE Global Tax for SAP Ariba Solutions is built to make Tax calculation process simple and easy supported by robust tax engine and world class research based dynamic tax content. Utilizing the tax calculation service from ONESOURCE Global Tax system enable SAP Ariba Customer to save time required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

And also 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 Global 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 system. During procurement transaction, Tax API is invoked to make external tax calculation. SAP Ariba Tax API converts the data as specified in ONESOURCE web services WSDL. ONESOURCE Global Tax System receives tax call where ONESOURCE Integration enriches the SAP Ariba application data and hands over it to Tax engine 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 System. The tax call and response occur in real time to provide seamless integration between SAP Ariba Procurement Solution and ONESOURCE Global Tax System



SAP ARIBA PROCUREMENT SOLUTION SET UP

END POINT CONFIGURATION

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

SAP ARIBA Procurement Solution 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 system. SAP Ariba initiates the call using outbound end point.

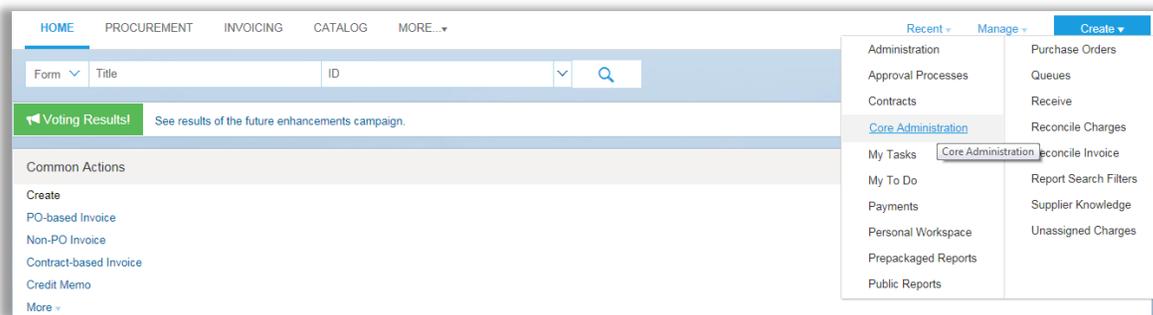


Users with roles/authorization groups Customer Administrator/Integration Admin/Administrator Can be able to configure end point

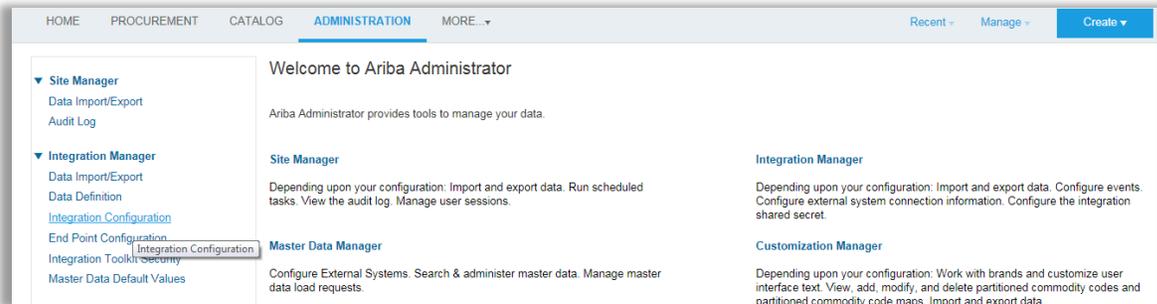
The following steps with screenshots from SAP Ariba Procurement Solution explain configuration process:

Log in to SAP Ariba Solution (SAP Ariba Buying Advanced Edition, SAP Ariba Buying, SAP Ariba Invoice Management)

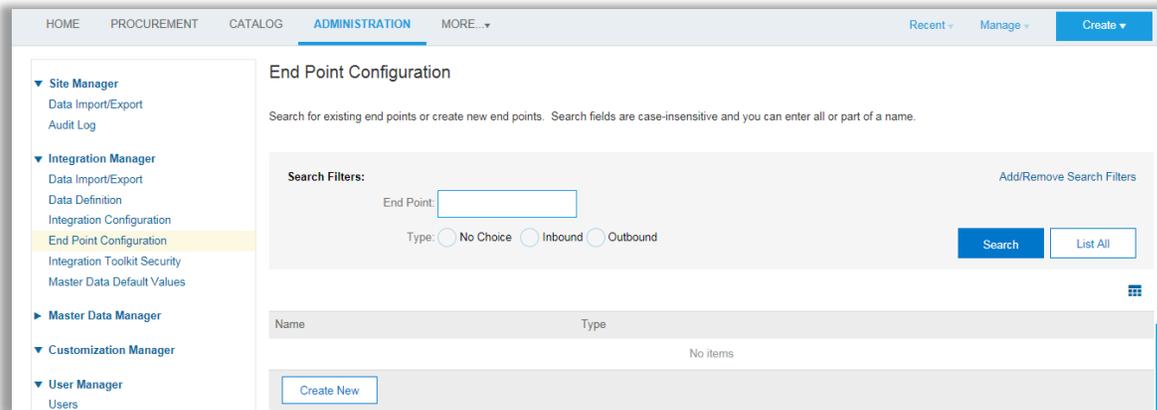
On the SAP Ariba Spend Management dash board navigate to Manage > Core Administration



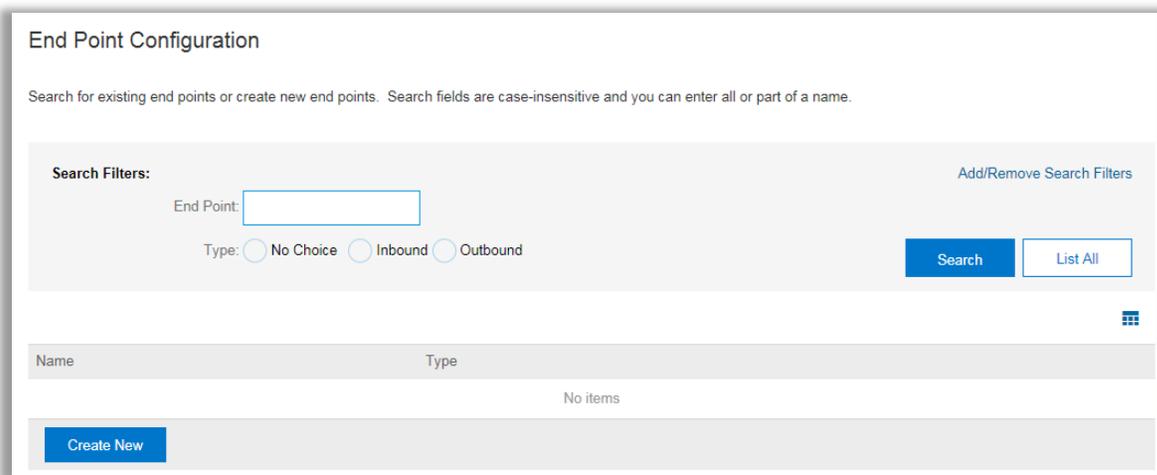
SAP Ariba system opens a panel on left side of the home screen



Click on End Point Configuration link to find the create new end point option



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



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

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

HOME ADMINISTRATION MORE... Recent Manage Create

End Point Configuration - Create End Point Save Cancel

General

Configure inbound and outbound integration end points. Optionally define a Web Services Security certificate and/or the HTTP authentication credential to use to secure the connection. Fields marked with * are required.

Name: *

Type: * Inbound Outbound ⓘ

Web Services Security

Paste your Base64 encoded certificate here. It must begin with "-----BEGIN CERTIFICATE-----" and end with "-----END CERTIFICATE-----".

Certificate File:

HTTP Authentication

Specify HTTP authentication credential. Passwords are case-sensitive, and must be between 12 and 16 characters long. They can include any Latin characters and punctuation marks, and must include at least one [More](#)

Login:

Password:

Verify Password:

Maintain End Point Name, Type and Address:

> General

- > Enter a desired Name for End point in input field **Name** ex: IndirectTax
- > Select **Outbound** radio button for type of end point

When end type Outbound is selected system displays a URL field. Enter URL which connects

- > Enter URL for the end point on the target system (ONESOURCE Global Tax)



Please always check with Thomson Reuters ONESOURCE Global Tax team for end point address (URL) for your production System set up for most update information.

Screenshot showing general section updated with End Point Name, Type and URL

End Point Configuration - Edit End Point "IndirectTax"

Save Cancel

General

Specify end point information and specify either a Web Services Security certificate, an HTTP Authentication, none of them or both. Fields marked with * are required.

Name: * IndirectTax

Type: * Inbound Outbound

URL: * https://int-ariba.hostedtax.thomsonreuters.com/ExternalTRTaxService/TaxServiceExj ⓘ

Maintain Web Services Security:

There are two options for WS-Security i.e.

- i) Sign in with Private Key
- ii) Set up HTTP or HTTPS Basic Authentication

To use HTTP/S Basic Authentication, navigate to the HTTP Authentication area. Enter **User ID** in Login field and **Password** in Password and Verify Password fields.

Finally click on **Save** button to save the changes and to create the End point. To verify the End Point created on End Point Configuration screen, enter **name** of the end point created in End Point input field > select Type as **Outbound** > click on Search
System would display End Point created as shown below:

End Point Configuration

Search for existing end points or create new end points. Search fields are case-insensitive and you can enter all or part of a name.

Search Filters: Add/Remove Search Filters

End Point: IndirectTax

Type: No Choice Inbound Outbound

Search List All

Name	Type	
IndirectTax	Outbound	Edit

Create New

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

To access integration task Export Document Data to External Tax, click on **Integration Configuration** option under **Integration Manager**

The screenshot displays the 'Integration Configuration' page in SAP Ariba. On the left, a navigation menu includes 'Site Manager', 'Integration Manager', 'Master Data Manager', 'Customization Manager', 'User Manager', 'Email Notification Manager', and 'Dashboard Manager'. The 'Integration Manager' section is expanded, and 'Integration Configuration' is selected. The main content area is titled 'Integration Configuration' and includes a search bar with the text: 'Search, edit, activate or deactivate data import/export tasks. Search fields are case-insensitive and you can enter all or part of a name.' Below this are search filters for 'Task Name' (text input), 'Format' (dropdown menu), 'End Point' (dropdown menu), and 'Status' (radio buttons for 'Enabled' and 'Disabled'). There are 'Search' and 'List All' buttons. Below the search filters is a 'Configuration' table with columns for 'Tasks', 'Format', 'Enabled', and 'Supported Formats'. The table currently displays 'No items'.

Click on **List All** to list all Integration tasks

Or

Search by > selecting Format: **Web Service** and End Point: **<end point name created in Configure End Point Step >**

Status: **Disabled** > click on **Search** button

System would display the integration task (Export Document Data for External Tax Calculation) as shown below:

Integration Configuration

Search, edit, activate or deactivate data import/export tasks. Search fields are case-insensitive and you can enter all or part of a name.

Search Filters:

Task Name:

Format:

End Point:

Status: Enabled Disabled

[Search](#) [List All](#)

Configuration

Tasks ↑	Format	Enabled	Supported Formats	
Export Document Data for External Tax Calculation <small>Exports data on approvable documents (such as requisitions and invoice reconciliations) to the external system for calculation of tax.</small>	Web Service	No	[Web Service]	Actions ▼

Click on **Actions** button > Click on option **Enable**
 This would first enable the integration task (as it is disabled by default)

Search Filters:

Task Name:

Format:

End Point:

Status: Enabled Disabled

[Search](#) [List All](#)

Configuration

Tasks ↑	Format	Enabled	Supported Formats	
Export Document Data for External Tax Calculation <small>Exports data on approvable documents (such as requisitions and invoice reconciliations) to the external system for calculation of tax.</small>	Web Service	No	[Web Service]	Actions ▼ Edit Enable Disable

Check if End Point is linked to Integration Task Export Document Data for External Tax Calculation:
 > Click **Actions** button > Click option **Edit**

Search Filters:

Task Name:

Format:

End Point:

Status: Enabled Disabled

Configuration

Tasks ↑	Format	Enabled	Supported Formats	
Export Document Data for External Tax Calculation <small>Exports data on approvable documents (such as requisitions and invoice reconciliations) to the external system for calculation of tax.</small>	Web Service	Yes	[Web Service]	<input type="button" value="Actions"/> <ul style="list-style-type: none"> <input type="button" value="Edit"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/>

Edit data import/export task

Activate or deactivate task, specify integration format and connectivity information.

Name: [View WSDL](#)

Description:

Status: Enabled Disabled

Format:

Type:

End point: ⓘ

URL: *

System would display UI to show relationship established between End Point and Integration Task

Click **Save** to complete the activity.

Optional Step: Click on **View WSDL** to check the description on Web Service which opens in a browser.

With this step, now we have created End Point and linked it to Integration task which sends the data to ONESOURCE Global Tax System.

DATA IMPORT/EXPORT TASKS

ONESOURCE Global Tax for SAP Ariba Solutions require following Import tasks to be maintained in order 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 System.

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 System

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**

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 can also be found > **Site Manager > Data Import/Export**

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

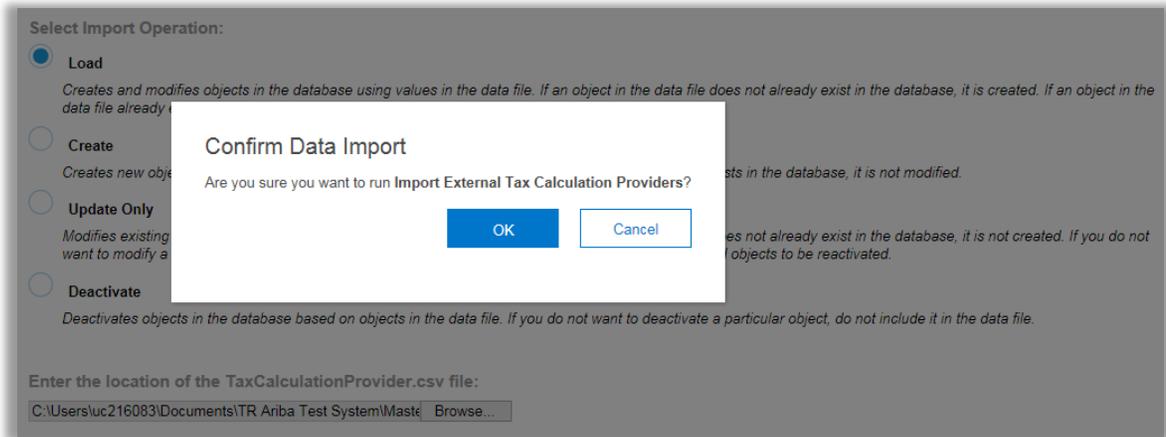
The screenshot shows the SAP Ariba Integration Manager interface. On the left, a navigation menu is expanded to 'Integration Manager > Data Import/Export'. The main area displays a search filter for 'Task Name: tax' with 'Search' and 'List All' buttons. Below, the 'Import' tab is active, showing a table of tasks:

Tasks	Integration Toolkit Names	Status	Last Imported	
Import Charge Tax Code Mapping		Completed	08/25/2016 10:30:03 AM	Import
Import External Tax Calculation Providers		Completed	01/05/2017 04:25:23 PM	Import
Import Tax Code Lookup Field Map		Completed (I)	12/08/2016 05:45:31 PM	Import

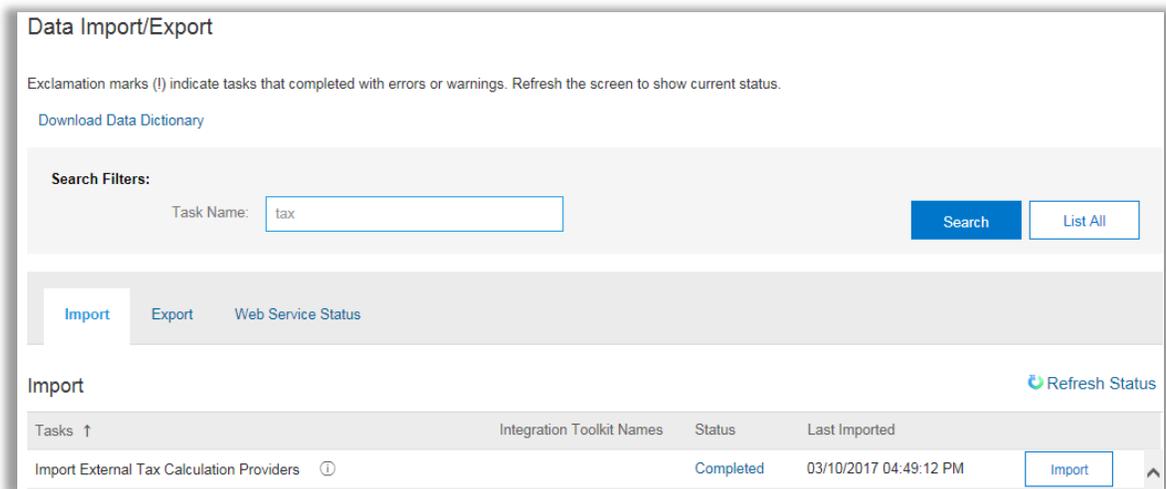
4. Click on **Import** button to open the user interface for importing the data

The screenshot shows the 'Data Import for Task "Import External Tax Calculation Providers"' dialog box. The left navigation menu is expanded to 'Site Manager > Data Import/Export'. The main area prompts the user to 'Choose the operation you want to perform. Browse or specify the file where you want to import the data.' Under 'Select Import Operation:', the 'Load' option is selected. Below, the file location is entered as 'C:\Users\luc216083\Documents\TR Ariba Test System\Waste\Browse...'. 'Run' and 'Cancel' buttons are at the bottom.

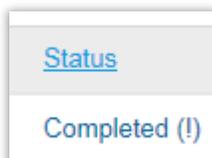
5. By default the import operation type **Load** is selected > Click on **Browse** button to find the **TaxCalculationProviderExport.csv** file on user's computer system > click **Run** to import the file



- 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:



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

Details of the data import or export, including any errors that occurred, and the history of past data imports and exports are displayed below.

Details
Error Details
History

Process Start Date: 12/08/2016 05:45:31 PM
 Last Processed: 12/08/2016 05:45:31 PM
 Status: **Completed (!)**
 Records created: 2
 Records updated: 0
 Records deleted: 0
 Records exported: 0
 Client Type:
 Client Version:
 Client Information:

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

Details
Error Details
History

ErrorId: 61155282
 Date: 12/08/2016 05:45:31 PM

Hide Details

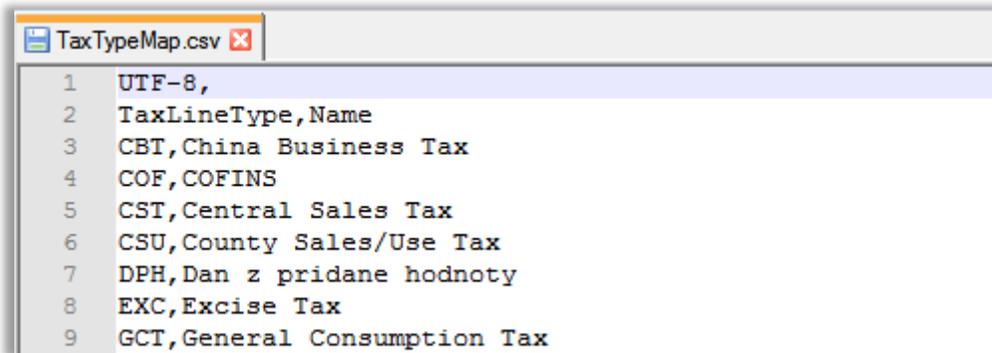
Error Items

Item ID ↑	Severity	File Name	Line Number	Error Message	Other Addresses
1	Error		0	Invalid field name SystemCommodityCode. Specify a field name that has been used in the tax code lookup. Invalid line item type for field name SystemCommodityCode. Invalid dotted field path for field name SystemCommodityCode. Provide a dotted field path that is valid for the specified line item type. Error executing trigger IntegrationPostCreate on [ariba.tax.core.TaxCodeLookupFieldMapping [BaselId 2765676267708 AE+juQoPvJsi8 zaj88pto.2g9qys0]] with data { DottedFieldPath = "File \TaxCodeLookupFieldMap.csv" (line 13, column DottedFieldPath): "Description.CommonCommodityCode";	

IMPORT TAXYPEMAP TASK

The TaxTypeMap 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:



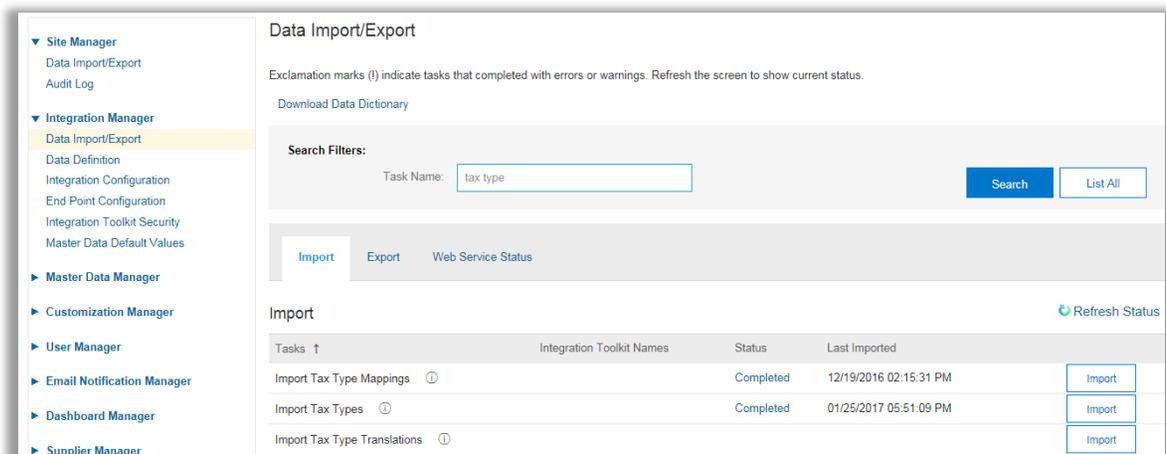
Line	TaxLineType, Name
1	UTF-8,
2	TaxLineType, Name
3	CBT, China Business Tax
4	COF, COFINS
5	CST, Central Sales Tax
6	CSU, County Sales/Use Tax
7	DPH, Dan z pridane hodnoty
8	EXC, Excise Tax
9	GCT, General Consumption Tax

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 System for tax calculation service, it is required to maintain a comprehensive list of tax types recommended by Thomson Reuters ONESOURCE Global Tax team

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

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



Data Import/Export

Exclamation marks (!) indicate tasks that completed with errors or warnings. Refresh the screen to show current status.

Download Data Dictionary

Search Filters:

Task Name:

Import | Export | Web Service Status

Import

Tasks ↑	Integration Toolkit Names	Status	Last Imported	
Import Tax Type Mappings ⓘ		Completed	12/19/2016 02:15:31 PM	<input type="button" value="Import"/>
Import Tax Types ⓘ		Completed	01/25/2017 05:51:09 PM	<input type="button" value="Import"/>
Import Tax Type Translations ⓘ				<input type="button" value="Import"/>



Please check with Thomson Reuters' ONESOURCE Global Tax Professional Team for most updated TaxTypeMapping data

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 System, they need to maintain a comprehensive list of Tax Types provided by ONESOURCE Indirect Tax team. 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:

```

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

```

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 or 64. 2 denote Indirect Tax and 64 denote Withholding Tax. Here 2 is fixed value that need 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

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

The screenshot shows the 'Data Import/Export' configuration page. On the left, a navigation menu includes 'Site Manager', 'Integration Manager' (with 'Data Import/Export' selected), 'Master Data Manager', 'Customization Manager', 'User Manager', 'Email Notification Manager', 'Dashboard Manager', and 'Supplier Manager'. The main content area has a title 'Data Import/Export' and a note: 'Exclamation marks (!) indicate tasks that completed with errors or warnings. Refresh the screen to show current status.' Below this is a 'Download Data Dictionary' link and a 'Search Filters' section with a 'Task Name' input field containing 'tax type' and 'Search' and 'List All' buttons. A tabbed interface shows 'Import' selected, with 'Export' and 'Web Service Status' as other options. Below the tabs is a table of import tasks:

Tasks ↑	Integration Toolkit Names	Status	Last Imported	
Import Tax Type Mappings		Completed	12/19/2016 02:15:31 PM	Import
Import Tax Types		Completed	01/25/2017 05:51:09 PM	Import
Import Tax Type Translations				Import



Check with Thomson Reuter's Indirect Tax Professional Services team for an updated and up-to-date list of Tax Types for your Production system set up

Once TaxType.csv file is ready, it can be imported in to SAP Ariba Procurement Solution. Steps for importing this task is similar to the steps involved in TaxCalculationProvider task import found under Import Procedure section of [IMPORT EXTERNAL TAX CALCULATION PROVIDER TASK](#)

IMPORT TAXTYPES TRANSLATION TASK



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

The sample Tax Type Translations file is as follows:

```

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

The screenshot shows the 'Data Import/Export' workspace. On the left, a navigation menu includes 'Site Manager', 'Integration Manager', 'Master Data Manager', 'Customization Manager', 'User Manager', 'Email Notification Manager', 'Dashboard Manager', and 'Supplier Manager'. The 'Integration Manager' section is expanded to show 'Data Import/Export'. The main content area has a title 'Data Import/Export' and a note: 'Exclamation marks (!) indicate tasks that completed with errors or warnings. Refresh the screen to show current status.' Below this is a 'Download Data Dictionary' link and a 'Search Filters' section with a text input 'Task Name: tax type' and 'Search' and 'List All' buttons. A tabbed interface shows 'Import', 'Export', and 'Web Service Status' tabs. The 'Import' tab is active, displaying a table with columns: 'Tasks', 'Integration Toolkit Names', 'Status', and 'Last Imported'. The table lists three tasks: 'Import Tax Type Mappings' (Completed, 12/19/2016 02:15:31 PM), 'Import Tax Types' (Completed, 01/25/2017 05:51:09 PM), and 'Import Tax Type Translations' (Completed). Each row has an 'Import' button. A 'Refresh Status' button is in the top right of the table area.

Once TaxTypeTranslation.csv file is ready, it can be imported in to SAP Ariba Procurement Solution. Steps for importing this task is similar to the steps involved in TaxCalculationProvider task import found under Import Procedure section of [IMPORT EXTERNAL TAX CALCULATION PROVIDER TASK](#)

IMPORT TAX CODES TASK

Tax Codes import task enable maintenance of Tax codes in SAP Ariba Procurement Solution. Similar to 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 Tax integration with ONESOURCE Global Tax Solution, 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:

```

TaxCodeHeader.csv
1 UTF-8,,,,
2 MWSKZ,Name,TEXT1,LAND1,State
3 A0,IDT Standard Output TAX Exempt,,US,
4 A1,IDT Standard Output TAX,,US,
5 AA,US is-exempt Output tax,,US,
6 AZ,AZ Input Tax,,US,
7 C0,IDT Standard Use TAX Exempt,,US,
8 C1,IDT Standard Use TAX,,US,
9 C5,molex test account,,US,

```

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

TaxCodeHeader.csv preparation:

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

TaxCodeHeader.csv import file preparation using Tax Code from SAP ECC 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

We need Tax Procedure assigned to the Country of the SAP Company Code before extracting tax code data from T007A table



1. First get the Country of the SAP Company Code for which TaxCodeHeader.csv is prepared which can be found in SAP Table T001

2. Then find Tax Procedure assigned to Country in SAP table T005

Tax Procedure for Country:

General Table Display

Background Number of Entries All Entries

Table: T001 Company Codes: No texts

Text table: Maintain entries

Layout:

Maximum no. of hits: 500

Selection Criteria

Fld name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
Company Code		3000			<input checked="" type="checkbox"/>	BUKRS
Company Name					<input checked="" type="checkbox"/>	BUTXT
City					<input checked="" type="checkbox"/>	ORT01
Country					<input checked="" type="checkbox"/>	LAND1

Display of Entries Found

Table to be searched: T005 Countries

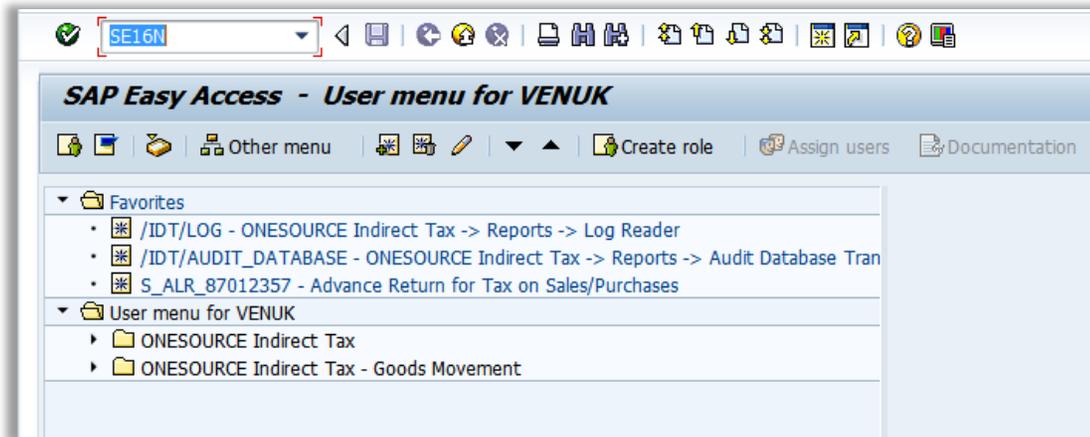
Number of hits: 1

Runtime: 0 Maximum no. of hits: 500

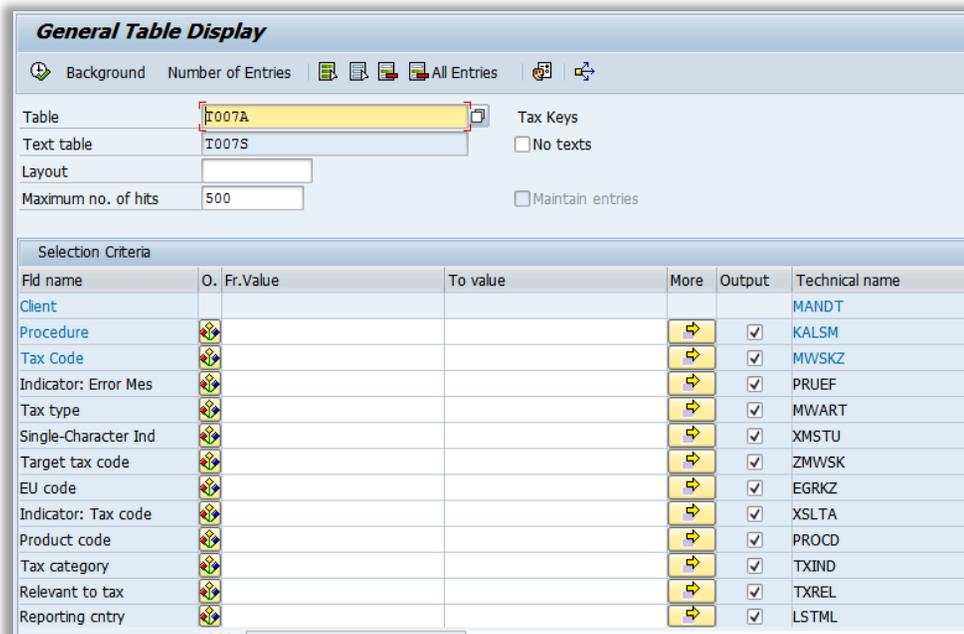
Cty	Procedure
GB	ZTPGB

Once we have Tax Procedure assigned to SAP Company Code, we can 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,
- 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 Determination for the purpose of Tax Integration between SAP Ariba Procurement Solution and ONESOURCE Global Tax

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

General Table Display

Background Number of Entries All Entries

Table: T007A Tax Keys: No texts

Text table: T007S Maintain entries

Layout: Maximum no. of hits: 500

Field name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
Procedure		ZTPGB			<input checked="" type="checkbox"/>	KALSM
Tax Code					<input checked="" type="checkbox"/>	MWSKZ
Indicator: Error Mes					<input type="checkbox"/>	PRUEF
Tax type		V			<input type="checkbox"/>	MWART

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

Tol.per.rate					<input type="checkbox"/>	TOLERANCE
TgtTaxCde:EUAcq					<input type="checkbox"/>	ZMWSK_ESA
TgtTaxCode:EUAcq					<input type="checkbox"/>	ZMWSK_ESE
New Def. TaxCde					<input type="checkbox"/>	NEWDEFTAX
COFINS Law					<input type="checkbox"/>	J_1BTAXLW4
PIS Law					<input type="checkbox"/>	J_1BTAXLW5
Description					<input checked="" type="checkbox"/>	TEXT1

6. Click on **Execute** button to display table contents for selected criteria,

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

7. 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

Repeat the steps 1 to 7 under section [TaxCodeHeader.csv import file preparation using Tax Code from SAP ECC System](#) 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

IMPORT TAX CODES TRANSLATION TASK

When it is required to maintain Tax Codes in language other than English, perform Tax Codes Translation Task

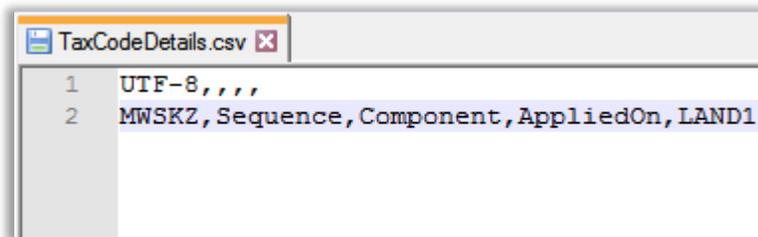
The data description of the file is as follows:

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

TaxCodeDetails.csv 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

The sample TaxCodeDetails.csv is as follows:



```

TaxCodeDetails.csv
1 UTF-8, , , , , 
2 MWSKZ, Sequence, Component, AppliedOn, LAND1

```

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

Data Import/Export

Exclamation marks (!) indicate tasks that completed with errors or warnings. Refresh the screen to show current status.

[Download Data Dictionary](#)

Search Filters:

Task Name: Search List All

Import Export Web Service Status

Import Refresh Status

Tasks	Integration Toolkit Names ↑	Status	Last Imported	
Import External Tax Calculation Providers		Completed	03/10/2017 04:49:12 PM	Import
Import Tax Codes		Completed	02/02/2017 03:50:43 PM	Import

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

Data Import for Task "Import Tax Codes"

Choose the operation you want to perform. Browse or specify the file where you want to import the data.

Select Import Operation:

Load
Creates and modifies objects in the database using values in the data file. If an object in the data file does not already exist in the database, it is created. If an object in the data file already exists in database, it is modified using the value in the data file.

Create
Creates new objects in the database using values in the data file. If an object in the data file already exists in the database, it is not modified.

Update Only
Modifies existing objects only in the database using values in the data file. If an object in the data file does not already exist in the database, it is not created. If you do not want to modify a particular object, do not include it in the data file. This operation can cause deactivated objects to be reactivated.

Deactivate
Deactivates objects in the database based on objects in the data file. If you do not want to deactivate a particular object, do not include it in the data file.

Enter the location of the TaxCodeHeader.csv file:
 Browse...

Enter the location of the TaxCodeDetails.csv file:
 Browse...

Run Cancel

Import procedure:

Please see the section **Import Procedure** under [IMPORT EXTERNAL TAX CALCULATION PROVIDER TASK](#)

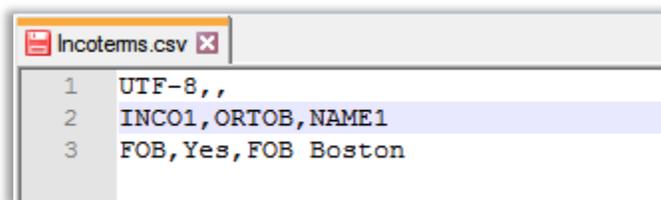
IMPORT INCOTERMS TASK

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

Incoterms regulate the division of costs and the transfer of risks.

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

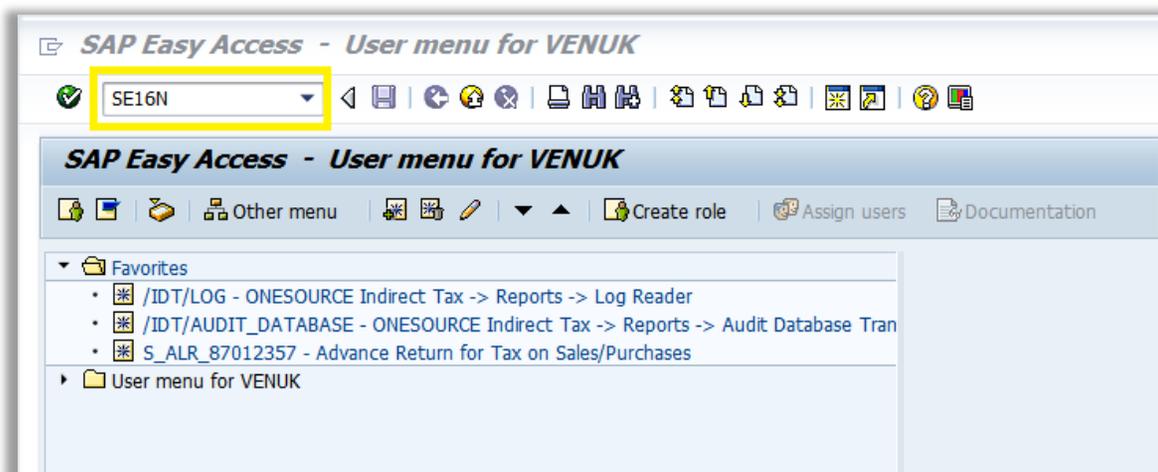
The sample Incoterms import .csv file is as follows:



Please follow below steps to extract Incoterms data from SAP ERP and import it into SAP Ariba Procurement Solution:

EXTRACT INCOTERMS DATA FROM SAP ERP SYSTEM

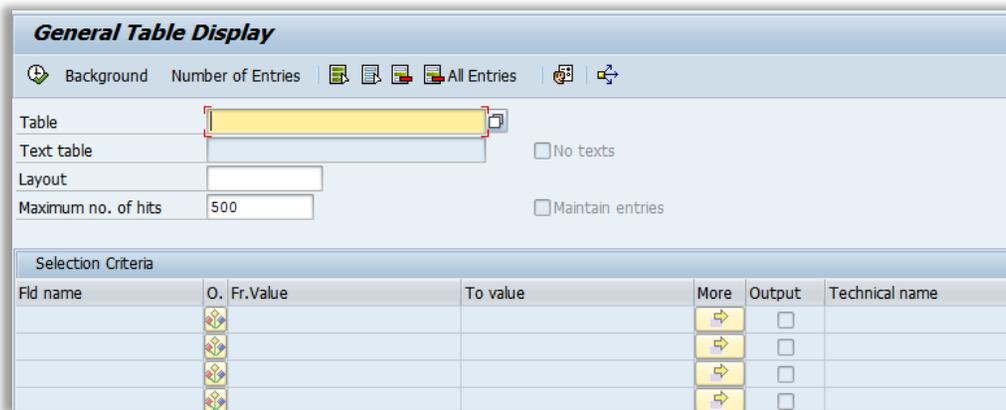
1. Log in to SAP ERP system > enter **SE16N** in Command Field on home screen-SAP Easy Access



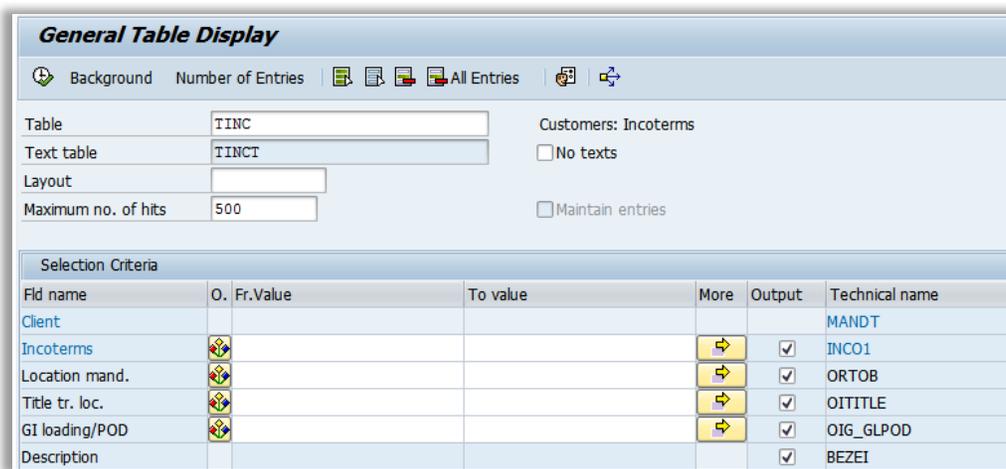
2. Click on Green Check mark (enter button) to go to table UI



3. System will display table UI as below



4. Enter Incoterms 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

General Table Display

Background Number of Entries All Entries

Table: TINC Customers: Incoterms
 Text table: TINCT No texts
 Layout:
 Maximum no. of hits: 500 Maintain entries

Fld name	O. Fr.Value	To value	More	Output	Technical name
Client					MANDT
Incoterms				<input checked="" type="checkbox"/>	INCO1
Location mand.				<input checked="" type="checkbox"/>	ORTOB
Title tr. loc.				<input checked="" type="checkbox"/>	OITITLE
GI loading/POD				<input checked="" type="checkbox"/>	OIG_GLPOD
Description				<input checked="" type="checkbox"/>	BEZEI

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

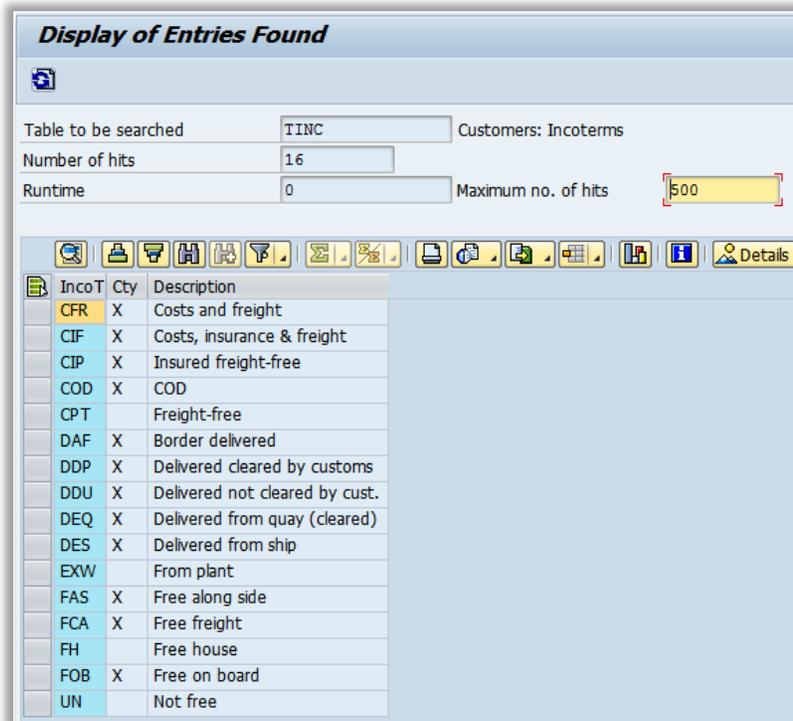
General Table Display

background Number of Entries All Entries

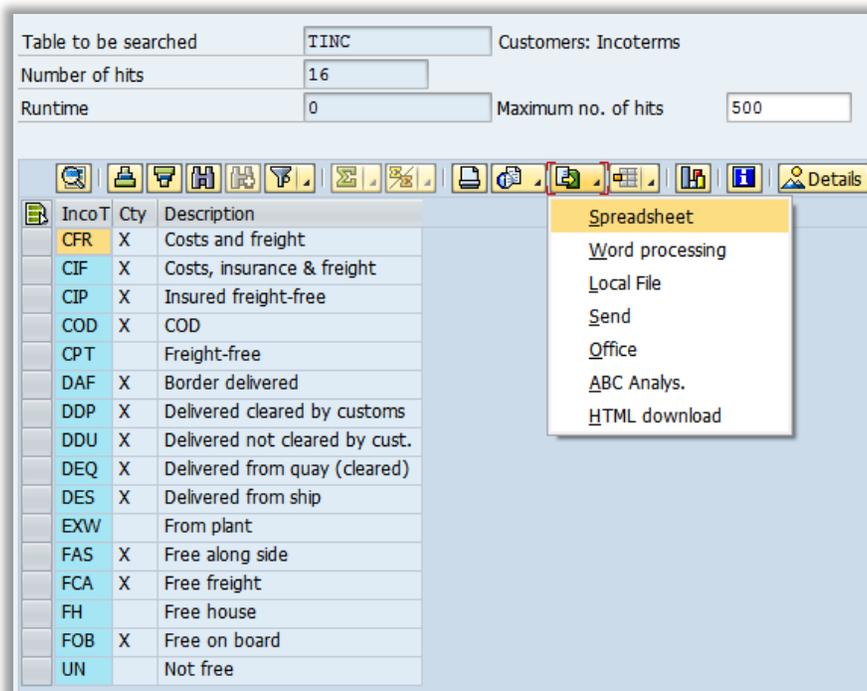
Table: TINC Customers: Incoterms
 Text table: TINCT No texts
 Layout:
 Maximum no. of hits: 500 Maintain entries

Fld name	O. Fr.Value	To value	More	Output	Technical name
Client					MANDT
Incoterms				<input checked="" type="checkbox"/>	INCO1
Location mand.				<input checked="" type="checkbox"/>	ORTOB
Title tr. loc.				<input type="checkbox"/>	OITITLE
GI loading/POD				<input type="checkbox"/>	OIG_GLPOD
Description				<input checked="" type="checkbox"/>	BEZEI

7. System will display all entries per selection criteria:

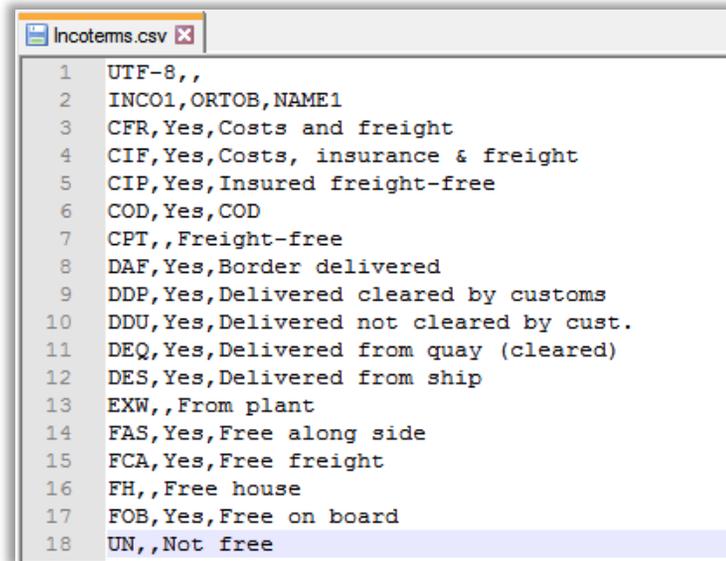


8. Click on download option to download the content to user's computer system



9. Once data is downloaded, prepare a .csv file similar to the sample shown here:

Sample file structure of Incoterms:



```

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 Incoterms code or the unique internal identifier for the Incoterms.	FOB
ORTOB	TINC-ORTOB	No	Boolean. Specifies whether location is applicable for the Incoterms.	Yes
NAME1	TINCT-BEZEI	Yes	String. Description for the Incoterms 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

The import tasks related to Incoterms 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

The screenshot displays the 'Data Import/Export' configuration page. On the left, a navigation menu lists various management tools. The main content area features a search filter for 'Incoterms' and a table of tasks. The table has columns for 'Tasks', 'Integration Toolkit Names', 'Status', and 'Last Imported'. Two tasks are listed: 'Import Incoterms' and 'Import Incoterms Translations', each with an 'Import' button. A 'Refresh Status' button is also present.

Tasks	Integration Toolkit Names	Status	Last Imported
Import Incoterms			
Import Incoterms Translations			

Extract data from SAP ERP table and prepare .csv file as shown in sample file section. Perform Import data activity using Import/Export procedure explained in **Import Procedure** under [IMPORT EXTERNAL TAX CALCULATION PROVIDER TASK](#)

IMPORT INCOTERMS TRANSLATION TASK

To maintain translation for Incoterms, the import task, Incoterms translations need to be maintained

The Incoterms Translations data definition is as follows:

Field Name	Required	Type and description	Sample value
INCO1	Yes	String. Refers to the Incoterms code or the unique internal identifier for the Incoterms.	FOB
Language	No	String. Refers to the language for the translation	German
NAME1	Yes	String. Description for the Incoterms 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 Incoterms Translations.csv file

```

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

```

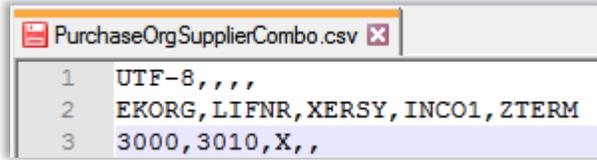
IMPORT PURCHASE ORGANIZATION TO SUPPLIER MAPPING TASK

The import task Purchase Organization to Supplier Mapping is an existing task for SAP Variant of SAP Ariba Procurement Solution.

But the import task .csv is updated with new field called **INCO1** to refer Incoterms code maintained in import task **Incoterms.csv**

Incoterms.csv is used for external tax calculation purpose. When buyer organization enables a SAP Company Code/legal entity for tax calculation by Thomson Reuter's ONESOURCE Global Tax System, this import task need to be updated

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



```
PurchaseOrgSupplierCombo.csv
1 UTF-8,,,,,
2 EKORG,LIFNR,XERSY,INCO1,ZTERM
3 3000,3010,X,,
```

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

Once PurchaseOrgSupplierCombo.csv file is prepared follow steps as explained in **Import Procedure** under [IMPORT EXTERNAL TAX CALCULATION PROVIDER TASK](#)

USING CUSTOM FIELDS IN TAX CALCULATION

SAP ARIBA Customer can make use of Custom fields in the tax calculation process by ONESOURCE Global Tax Solution.

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 as tax influencing fields
- SAP ARIBA Customer then work with Thomson Reuter's ONESOURCE Global Tax PS team 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 Attributes 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 system)

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 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.

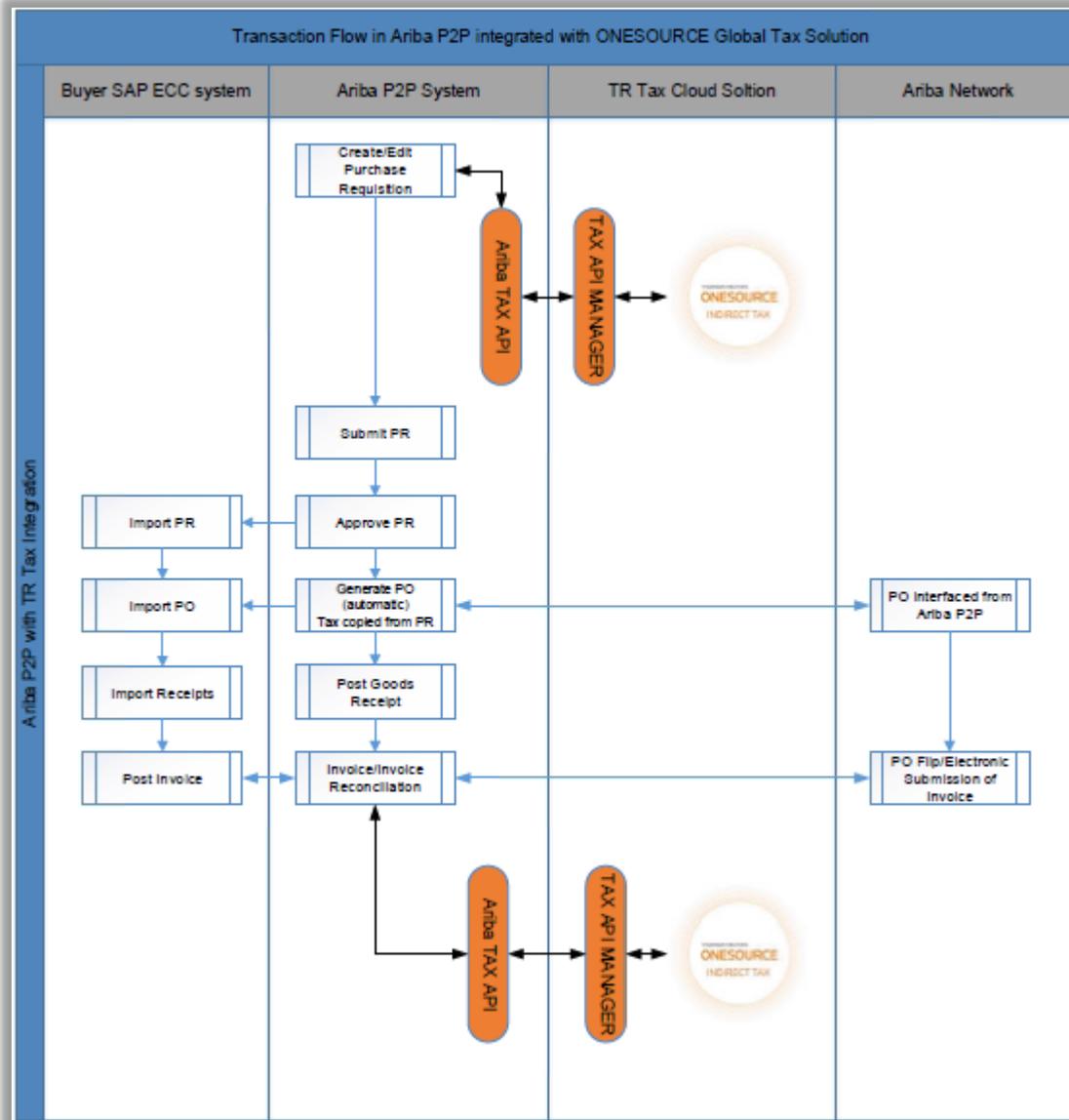
Buyer Organization can enable their Organizations/Legal entities created in SAP Ariba Procurement Solution by following steps in Configuration section of this document. Once configuration is completed successfully and required Master Data is maintained, SAP Ariba Buyer can see tax calculation by ONESOURCE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

TAX CALCULATION USING ONESOURCE GLOBAL TAX SOLUTION INTEGRATION:

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

Tax calculation using onesource global tax solution integration:

A typical SAP Ariba Procure to Pay transaction with ONESOURCE Global Tax integration 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:

Tax calculation using onesource global tax solution integration:

PR411: Ariba Demo

Print Continue Shopping **Update Taxes** Delete Save Submit

Summary

Title: Ariba Demo

On Behalf Of: Ariba Demo UK

Delay Purchase Until:

Company Code: 2000 (IDES UK)

Cart Summary	
IL Office Supplies (1)	\$3,000.00 USD
Total (1 item)	\$3,000.00 USD

Bottom portion of Summary page with Update Taxes button:

No.	Type	Description	Qty	Unit	Price	Discount	Net Amount	Charges	Taxes	Amount
1		Multi-Purpose Photocopier-3001PCA	1	each	\$3,000.00	USD+	USD \$3,000.00			\$3,000.00 USD

Contact: IL Office Supplies
Supplier Part #: 3001_PhotoCopier2
Commodity Code: Photocopiers
Material Group: 00601 (Office Machines)
Purch Org: 2000 (IDES UK)
Vendor: 3001 (IL Office Supplies)
Line Item Text:

Actions Update Total

Continue Shopping **Update Taxes** Delete Save Submit

- SAP Ariba Procurement initiates the tax call and transmits document level information available on requisition. Based on transaction information received for requisition and also based on corresponding legal entity (ex: SAP Company Code on requisition) tax set up in ONESOURCE Determination, taxes are determined and amount is calculated.
- ONESOURCE Global Tax would respond back to SAP Ariba 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.
- 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 would determine taxes and sends a response back to SAP Ariba Procurement solution.

Tax calculation using onesource global tax solution integration:



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 solution 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 on line item

The screenshot shows a requisition line item for 'Multi-Purpose Photocopier-3001PCA'. The 'Taxes' column is highlighted with a yellow box, showing a value of '\$600.00 USD'. The 'Amount' column shows '\$3,600.00 USD'. A 'Detail' button is visible next to the tax amount.

No.	Type	Description	Qty	Unit	Price	Discount	Net Amount	Charges	Taxes	Amount
1		Multi-Purpose Photocopier-3001PCA	1	each	\$3,000.00 USD		\$3,000.00 USD		\$600.00 USD	\$3,600.00 USD

Additional details for the line item:
 Contact: IL Office Supplies
 Supplier Part #: 3001_PhotoCopier2
 Commodity Code: Photocopiers
 Material Group: 00601 (Office Machines)
 Purch Org: 2000 (IDES UK)
 Vendor: 3001 (IL Office Supplies)
 Line Item Text:

Total Cost: \$3,600.00 USD

Clicking on Tax Amount hyper link of choosing Details button would present tax details

The screenshot shows a modal window titled 'Tax Details for Line Item 1 - Multi-Purpose Photocopier-3001PCA'. It displays tax components for a VAT rate of 20.0% applied to the net amount of \$3,000.00 USD, resulting in a tax amount of \$600.00 USD.

Name	Is Deductible	Rate	Applied On	Amount
VAT	No	20.0%	\$3,000.00 USD EUBG11: Import VAT in Ship To location.[10000]P	\$600.00 USD

Tax Code: V9
 Tax Amount: \$600.00 USD

When **Detail** button on requisition line item is selected Taxes – By Line Item section (scroll down page) show tax information in detail:

Tax calculation using onesource global tax solution integration:

Taxes - By Line Item

Tax Code: V9 ()

Taxes

Name	Is Deductible	Accounting	Rate	Applied On	Amount
VAT	No	Same as Line Item	20.0%	\$3,000.00 USD EUBG11: Import VAT in Ship To location. 10000 P	\$600.00 USD

Tax Amount: \$600.00 USD

- Here user can see Tax Code V9 coming from ONESOURCE Global Tax solution. This is the SAP Tax Code configured in ONESOURCE 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 also sends the SAP Account Key as part of tax response. The SAP Account key is not visible on UI but would be part of export requisition, export purchase order and export payment request messages. The SAP Tax Code and Account Key us useful for SAP Ariba Procurement Solution to SAP ECC transaction integration purpose.
- 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.

Summary Approval Flow Receipts Invoices Payments History

Order ID: [PQ134](#)
 Version: 1
 Title: Ariba Demo
 Supplier: IL Office Supplies
 Contact: IL Office Supplies
 Close Order: Open
 My Labels: [Apply Label...](#)

Line Items

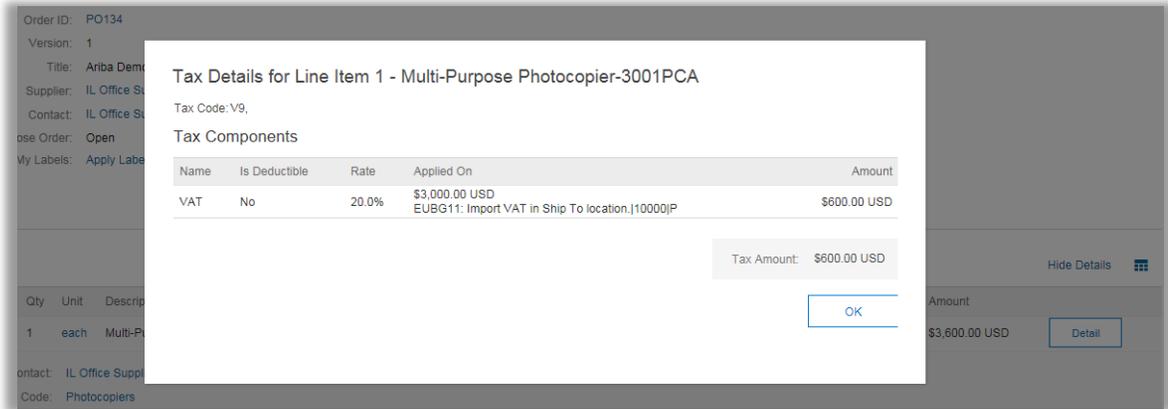
1 Line Item

Type	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Discount	Net Amount	Charges	Taxes	Amount
☑	PR413	1	each	Multi-Purpose Photocopier-3001PCA	3001_PhotoCopier2	\$3,000.00 USD		\$3,000.00 USD		\$600.00 USD	\$3,600.00 USD

Contact: IL Office Supplies
 Commodity Code: Photocopiers
 Material Group: 00601 (Office Machines)
 Purch Org: 2000 (IDES UK)

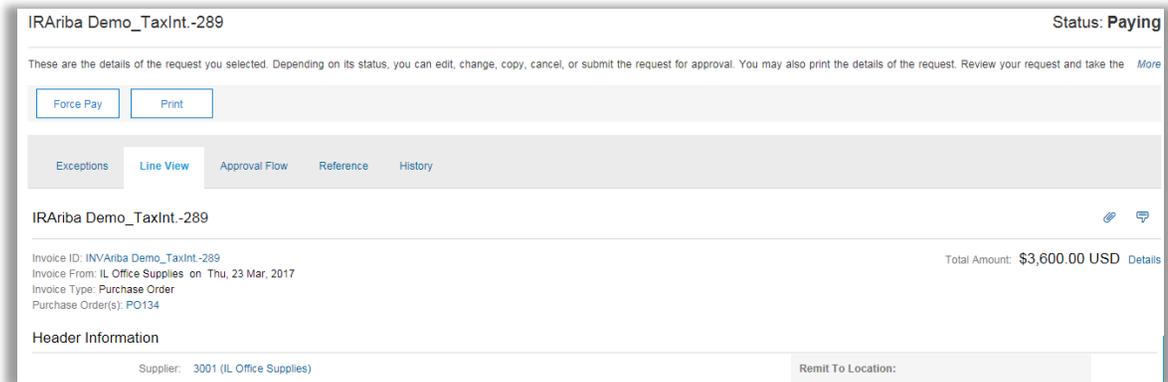
Clicking on **Tax Amount** hyperlink or **Detail** would present tax information details

Tax calculation using onesource global tax solution integration:



9. 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.
10. During Invoice reconciliation process, SAP Ariba makes a tax call and exports information on Supplier Invoice. ONESOURCE Global tax 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

Navigate to Invoice Reconciliation > Line View > Line Items to view tax response from ONESOURCE Global Tax Solution.



Tax calculation using onesource global tax solution integration:

Header Taxes, Charges, and Discount											
Name ↑	Exceptions	Type	Taxable Amount	Amount	Accounting	Details					
No items											

Line Items												
No. ↑	Description	Exceptions	Order	Qty	Unit	Price	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Multi-Purpose Photocopier-3001PCA	1	PO134	1	each	\$3,000.00 USD			\$600.00 USD	\$3,600.00 USD	(1)	Details

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

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

Line Items												
No. ↑	Description	Exceptions	Order	Qty	Unit	Price	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Multi-Purpose Photocopier-3001PCA	1	PO134	1	each	\$3,000.00 USD			\$600.00 USD	\$3,600.00 USD	(1)	Details

Taxes						
Tax Code ↑	Tax Type	Tax Rate	Reference Date	Tax Description	Taxable Total	Amount
V9	Value Added Tax	20%	Thu, 23 Mar, 2017	VAT	\$3,000.00 USD	\$600.00 USD

Clicking on **Details** would open the Line item in a new page and shows Taxes details as below

Taxes										
Tax Code: V9					Taxes: \$600.00 USD					
Description:										
Tax Type ↑	Tax Description	Accrual	Reference Date	Tax Rate	Expected Tax Rate	Taxable Total	Amount	Expected Tax Amount	Ship From	Plant
Value Added Tax	VAT		Thu, 23 Mar, 2017	20%	20%	\$3,000.00 USD	\$600.00 USD	\$600.00 USD	IL Office Supplies	2010 (DC London)

User can see Tax Code V9, expected tax type, Tax Description, Expected Tax Rate, Tax Amount and other details.

- 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 System. ONESOURCE Global Tax Solution 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.

1. Under-Tax variance exception:

When Supplier charged tax amount is less than what has been proposed by ONESOURCE Global Tax System it results in under tax variance.

2. Over-Tax variance exception:

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

Under tax and Over tax variances can be accepted rejected. And during acceptance of variance buyer user can either accept Supplier charged tax amount or tax amount proposed by ONESOURCE Global Tax Solution. 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 ONESOURCE has provided expected tax details. This entire process of exception handling can be carried out as usual.

3. 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 proposed by ONESOURCE Global Tax Solution.

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 Solution. 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 Solution, then first buyer user needs to contact ONESOURCE Global Tax Solution Support team 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.

APPENDIX I

ARIBA REQUEST FIELDS MAPPING

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	
LinItems	<Collection>	
item	Line.LineID	
BillingAddress	Line.Bill_To	
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>	
UniqueName	Line.Quantities.Quanaty.Uom	
LineType	<Collection>	

Ariba Request	TR Mapping	Comments
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.Quantities.Quanntity.Amount	
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	
AmountInReporting Currency	Line.User_Element.Attribute43	
ApproxAmountInBase Currency	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	
UniqueName	Invoice.Invoice_Number	
custom	<Collection>	
CustomBoolean	Line.User_Element.Attribute	Value # mapped in integration layer
CustomInteger	Line.User_Element.Attribute	Value # mapped in integration layer
CustomMoney	<Collection>	

Ariba Request	TR Mapping	Comments
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.Reqst_Status.Error.Description	
ErrorCode	Invoice.Reqst_Status.Error.Code	
ErrorLocationPath	Invoice.Reqst_Status.Error.Error_Location_Path	
Success	Invoice.Reqst_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.
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	
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	Tax.Erp_Tax_Code	Take from fist tax block. Left 2 digits, will map right 3 digits to Account Key field once field added by Ariba
InvoiceCitation	Tax.Invoice_Description Tax.Jurisdiction_Text	Jurisdiction text for tax types NL, RC, TR, ZE, ZC, else invoice description

Ariba Response	TR Mapping	Comments
TaxAuthority	Tax.Authority_Name	
custom	<Collection>	
CustomString	Tax.Authority_Name	
NumberInCollection	Line.Line_Number	
TaxCode	<Collection>	
Country	<Collection>	
UniqueName	Tax.Taxable_Country	Take from fist tax block
UniqueName	Tax.Erp_Tax_Code	Take from fist tax block. Left 2 digits, will map right 3 digits to Account Key field once field added by Ariba
custom	<Collection>	
CustomBoolean	Line.User_Element.Value	
CustomInteger	Line.User_Element.Value	
CustomMoney	<Collection>	
Amount	Line.User_Element.Attribut	
AmountInReport	Line.User_Element.Attribut	
ingCurrency		
ApproxAmountIn	Line.User_Element.Attribut	
nBaseCurrency		
ConversionDate	Line.User_Element.Attribut	
Currency	<Collection>	
UniqueName	Line.User_Element.Attrib	
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	
AmountInReportingCurre	Invoice.User_Element.Attribute43	
ncy		
ApproxAmountInBaseCu	Invoice.User_Element.Attribute44	
rrency		
ConversionDate	Invoice.User_Element.Attribute45	
Currency	<Collection>	
UniqueName	Invoice.User_Element.Attribute46	
CustomString	Invoice.User_Element.Attribute	