

ONESOURCE GLOBAL TAX FOR SAP Ariba SOLUTIONS

CONFIGURATION GUIDE

PRODUCT VERSION 1.0.1.0

Document Version 1

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DOCUMENT HISTORY

Version Number	Version Date	Summary
V1	October 09,2017	This document in addition to core tax integration functionality includes data definition changes to tax integration web services (XSD), workaround for repeated tax authority issue.

Table of Contents

Introduction	1
Welcome to ONESOURCE Global Tax for SAP Ariba Solutions	1
Who Should Read This Guide?	1
Prerequisites	1
System Prerequisites	2
Scope of This Solution.....	3
Resources.....	3
Support Protocol.....	3
Style Conventions.....	4
Application Overview.....	5
Purpose And Benefits	5
Business Process	5
Process Flow	7
SAP Ariba Procurement Solution Set Up	10
End Point Configuration.....	10
Enabling Integration Task.....	14
Data Import/Export Tasks	16
Import External Tax Calculation Provider Task	16
Import Tax Types Task	21
Import TaxTypeMap Task	24
Import TaxTypes Translation Task	25
Import Tax Codes Task.....	26
Import Tax Codes Translation Task.....	33
Import Incoterms Task	33
Import Inco terms Translation Task	39
Import Purchase Organization to Supplier Mapping Task	40
Using Custom Fields in Tax Calculation	40
Procurement Business Process-Tax Calculation	41
Tax Calculation Using ONESOURCE Global Tax for SAP Ariba Solutions	41
Invoice Reconciliation - Tax Variance And Exception Handling.....	48
Tax Registration Numbers.....	49
About Data Import.....	49
Buyer Tax Registration Numbers	49
Supplier Tax Registration Numbers	50
Performing Data Import	51
Tax Types in Ariba Network	53
How to use Tax Types from Ariba Buying in Ariba Network	53
Error Handling	54
What Errors Integration User Would See In SAP Ariba Solution	54

Appendix I	54
Ariba Request Fields Mapping	54
Ariba Response Field Mapping	57
Appendix II	59
SAP Ariba Reports With Tax Data.....	59
Requisition Report With Tax Data.....	59
Purchase Order Report With Tax Data	63
Invoice Report With Tax Data	66
Appendix III	77
XSD Changes To External Web Services	77
Reviewing And Accepting Changes	78
Update Endpoint.....	82
Appendix IV	85
Work around for Repeated Tax Authority Issue	85
Issue.....	85
Solution	86
Tax Types and Tax Type Mapping data update.....	86

INTRODUCTION

WELCOME TO ONESOURCE GLOBAL TAX FOR SAP Ariba SOLUTIONS

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

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

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

WHO SHOULD READ THIS GUIDE?

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

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

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

PREREQUISITES

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

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

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

Task	Task Name	Description/Details	Responsible Team
1	SAP Ariba Customer and Thomson Reuters need to sign an agreement on ONESOURCE tax integration service		SAP Ariba Customer and Thomson Reuters Professional Team
2	Enable Tax API feature toggle in Ariba system		Ariba Professional Team
3	Set SAP Ariba site parameters required to be maintained for utilizing third-party tax calculation feature	<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	TaxCalculationService version 2011-09-01
ONESOURCE Global Tax for SAP ARIBA Solutions	ONESOURCE Global Tax for SAP ARIBA Solutions 1.0.0.0

SCOPE OF THIS SOLUTION

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

The solution has been developed to comply with the following scope

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

RESOURCES

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

SUPPORT PROTOCOL

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

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

STYLE CONVENTIONS

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

Bold text indicates most user interface elements, such as:

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

Italic text indicates the following:

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

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

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

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

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



Indicates suggestions or additional, detailed information.



Indicates important text that should be carefully reviewed before proceeding.

APPLICATION OVERVIEW

This chapter describes:

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

PURPOSE AND BENEFITS

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

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

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

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 for SAP Ariba Solutions determines, responds back with tax rate/amount, tax authority, SAP tax code, SAP Account Key (not visible in UI) and other tax data. Tax call on requisition is also made when user submits Requisition for approval and an approver approves the requisition.

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

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

When there is a difference between Vendor charged tax amount and ONESOURCE Indirect Tax Determination calculated tax amount, an exception would be raised. This could be under tax, over tax exception based on difference amount. During exception handling, user can use standard option of either selecting Vendor charged Tax amount (**Accept Invoice Tax Amount**) or ONESOURCE Indirect Tax

Determination proposed tax amount (**Accept Expected Tax Amount**). Based on user's selection, Invoice total amount will be updated. If the selection results in an accrual, OK-To pay file would show tax accrual amount.

In either case of exception resolution or no exceptions, once Invoice is reconciled and approved, OK-To Pay file will be exported to SAP ECC for payment processing as a next step.

General Functional Information:

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

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

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

PROCESS FLOW

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

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

- The SAP Ariba Procurement Solution (SAP Ariba Buying, SAP Ariba Buying and Invoicing) makes tax call on purchase requisition when user submits the document for approval.
- SAP Ariba Procurement Solution sends the data at document level which is relevant for tax using web service/SOAP message channel.
- ONESOURCE Global Tax for SAP Ariba Solutions determines accurate tax data and responds back to SAP Ariba system with tax details (Tax Authorities, rate/amount, SAP Tax Code, SAP Account key and other information). SAP Ariba system captures data from tax call response and updates the details on Purchase Requisition line item.
- If for any reason user would like to change purchase requisition (on allowed requisition and order statuses) tax will re-calculated upon update document submission and during approval process.
- As per SAP Ariba Procurement standard functionality, Purchase Order would be created automatically once Purchase Requisition is approved. In addition to other data, tax data also gets copied to Purchase Order Line items and so there would not be other tax call on Purchase Order. If tax is recalculated on change purchase requisition transaction, updated taxes would be copied over to purchase order line items 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 Global Tax for SAP Ariba Solution determines and proposes expected taxes. If tax data on Invoice Reconciliation document matches with what ONESOURCE calculated, taxes would be reconciled and if no other variances are found, invoice gets reconciled.

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

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

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

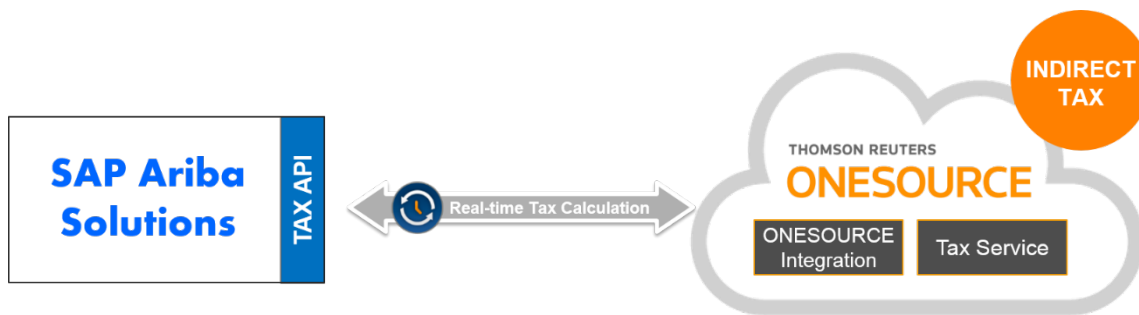
And also being supported by dynamic tax content and robust tax engine, simple to complex and domestic, foreign and cross border tax scenarios can be handled.

Integration Framework

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

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

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



SAP Ariba PROCUREMENT SOLUTION SET UP

END POINT CONFIGURATION

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

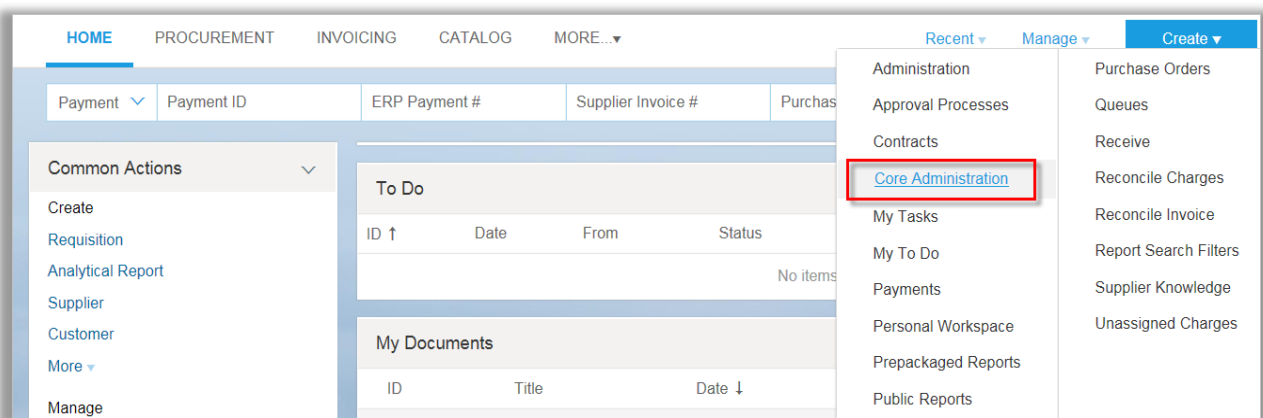
SAP Ariba Procurement Solution SOAP web services include integration tasks which require end point to request and receive response through logical communication channel. End point consists of URL and an authentication process which controls the access to that end point. End points can be of type inbound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



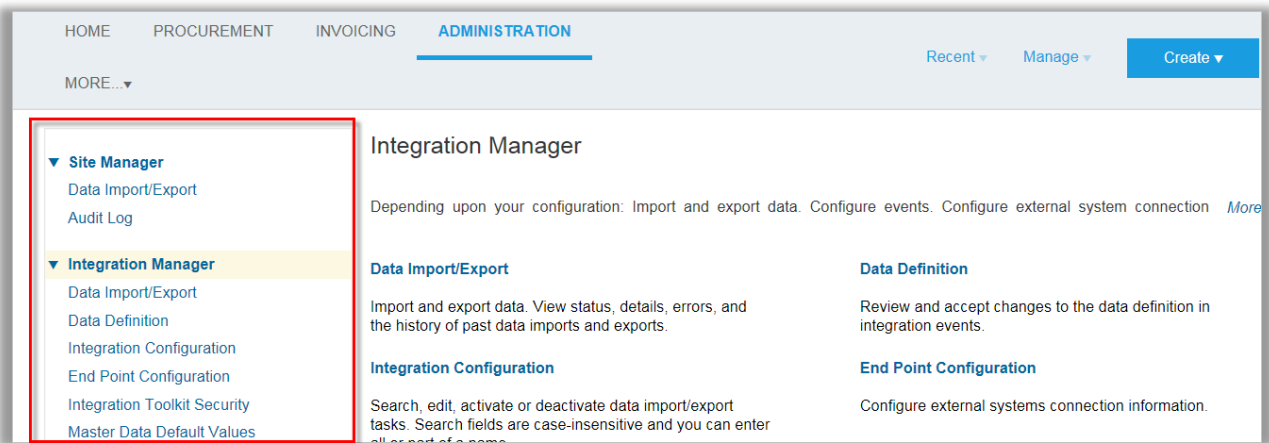
Users with roles/authorization groups Customer Administrator/Integration Administrator can be able to configure end point.

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

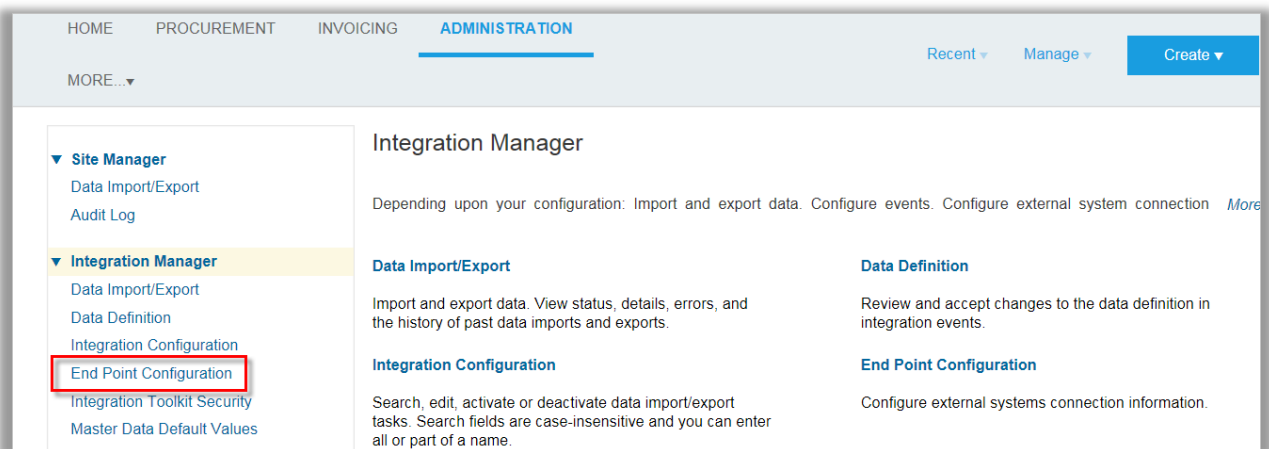
1. Log in to SAP Ariba Solution (SAP Ariba Buying and Invoicing, SAP Ariba Buying, SAP Ariba Invoice Management)
2. On the SAP Ariba Spend Management dash board navigate to Manage > Core Administration



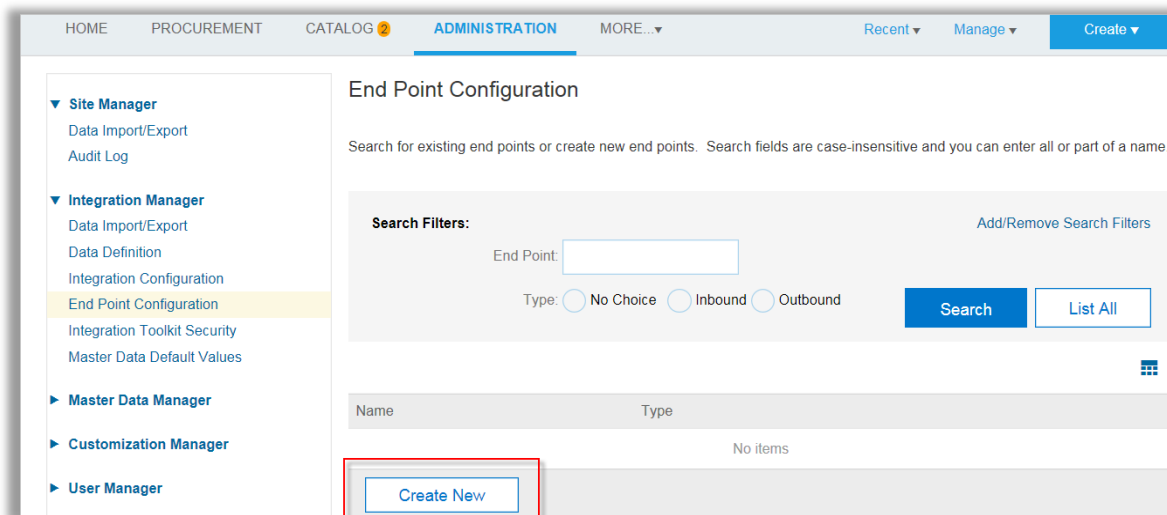
3. SAP Ariba system opens a panel on left side of the home screen



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



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



6. The user interface Create End Point has three sections i) General, ii) Web Services Security, iii) HTTP Authentication.
SAP Ariba System offers user interface to enter end point URL, set up authentication method and to enter credentials.

7. Maintain End Point Name, Type and Address:

Under section General >

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

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

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



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

8. Scroll down the page to HTTP section to maintain credentials for HTTP Authentication
 1. Enter **User ID** in Login field and **Password** in Password and Verify Password fields

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 [More](#)

Login:

Password:

Verify Password:

Save **Cancel**

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



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

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

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:

End Point:

Type: ☐ No Choice ☐ Inbound ☒ Outbound

Search **List All**

Name	Type
IndirectTax	Outbound

Edit

ENABLING INTEGRATION TASK

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

1. Navigate to Manage > Core Administrator > **Integration Manager** > click on **Integration Configuration** option
2. Click on **List All** to list all Integration tasks
Or
Select Format: **Web Service**,
Select End Point: (end point name created in Configure End Point Step)

Choose Status: Disabled > click on Search button.
3. System would display the integration task Export Document Data for External Tax Calculation
4. Click on Actions button > Click on option Enable

Search Filters:

Task Name:

Format:

End Point:

Status: ☐ Enabled ☒ Disabled

Configuration

Tasks ↑	Format	Enabled	Supported Formats	
Export Document Data for External Tax Calculation <i>Exports data on approvable documents (such as requisitions and invoice reconciliations) to the external system for calculation of tax.</i>	Web Service	No	[Web Service]	<input type="button" value="Actions"/> <ul style="list-style-type: none"> Edit Enable Disable

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


Search Filters:

Task Name:

Format: Web Service ▾

End Point: IndirectTax ▾

Status: ☒ Enabled ☐ Disabled

Configuration 

Tasks ↑	Format	Enabled	Supported Formats
No items			


Search Filters:

Task Name:

Format: Web Service ▾

End Point: IndirectTax ▾

Status: ☒ Enabled ☐ Disabled

Configuration 

click on the task name link

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 ▾"/>

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

DATA IMPORT/EXPORT TASKS

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

The file structure is as follows:

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

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

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

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



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

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

Import Procedure:

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



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

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

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](#)

3. System would display relevant Import Tasks here

Tasks	Integration Toolkit Names ↑	Status	Last Imported	
Import Tax Codes ⓘ		Completed	08/14/2017 05:45:05 PM	Import
Import Company Code Tax Registration Numbers ⓘ		Completed	08/14/2017 11:21:09 AM	Import
Import Purchase Organization to Supplier			08/14/2017	

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

Search Filters:

Task Name:

Search **List All**

Import **Export** **Web Service Status**

Import [Refresh Status](#)

Click on Import button for the task being imported

Tasks	Integration Toolkit Names ↑	Status	Last Imported	
Import Tax Codes ⓘ		Completed	08/14/2017 05:45:05 PM	Import
Import Company Code Tax Registration Numbers ⓘ		Completed	08/14/2017 11:21:09 AM	Import
Import External Tax Calculation Providers ⓘ		Completed	08/11/2017 05:58:20 PM	Import
Import Supplier Tax Registration Numbers ⓘ		Completed	07/11/2017 05:12:48 PM	Import
Import Tax Types ⓘ		Completed	01/25/2017 07:51:09 PM	Import

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

Data Import for Task "Import External Tax Calculation Providers"

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

Select Import Operation:

1. Choose type of import operation
ex: for initial load choose Create 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.

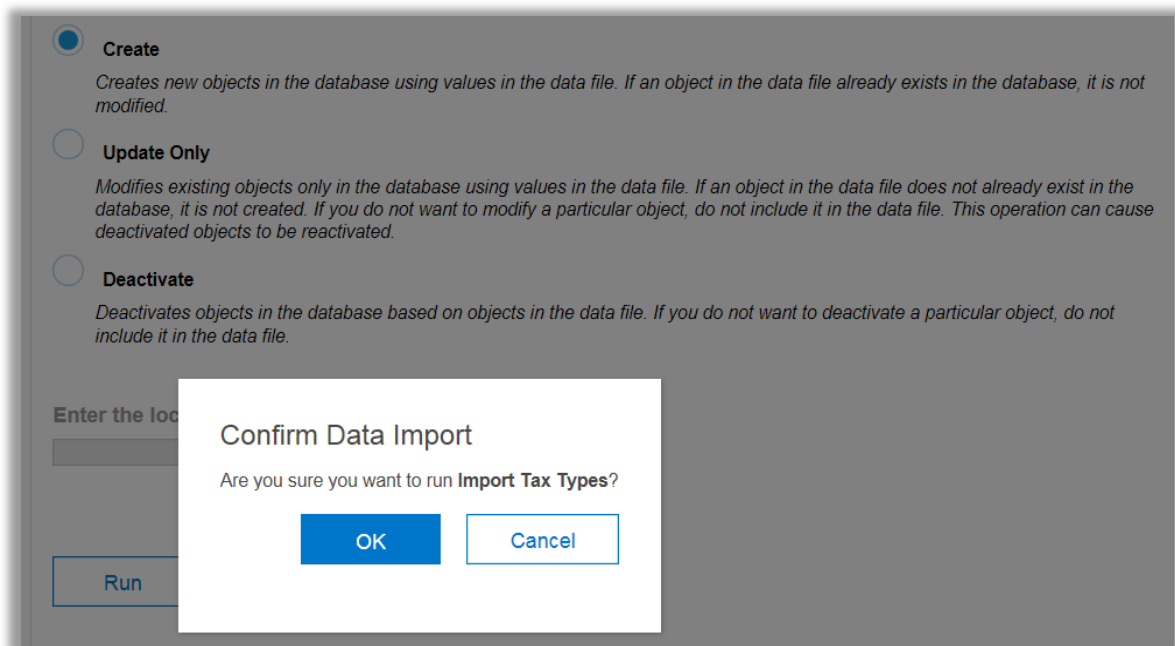
2. locate csv data file on your system

Enter the location of the TaxCalculationProvider.csv file:

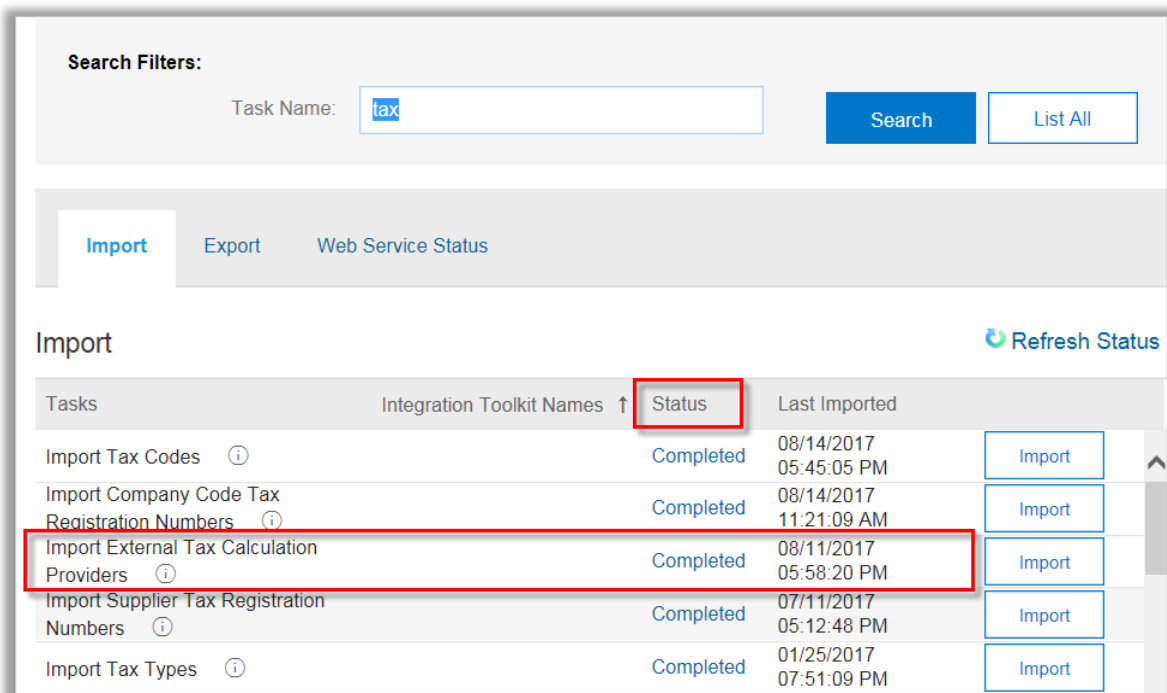
Tax Import Files\IMPORT FILES\TaxCalculationProvider.csv

3. Click on Run button to execute the import operation

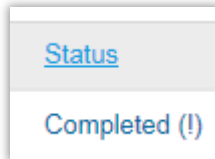
7. Click OK to confirm the data import.



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



In case of errors, Status column under Import table will be shown.



1. 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
<p>Process Start Date: 12/08/2016 05:45:31 PM</p> <p>Last Processed: 12/08/2016 05:45:31 PM</p> <p>Status: Completed (!)</p> <p>Records created: 2</p> <p>Records updated: 0</p> <p>Records deleted: 0</p> <p>Records exported: 0</p> <p>Client Type:</p> <p>Client Version:</p> <p>Client Information:</p>		

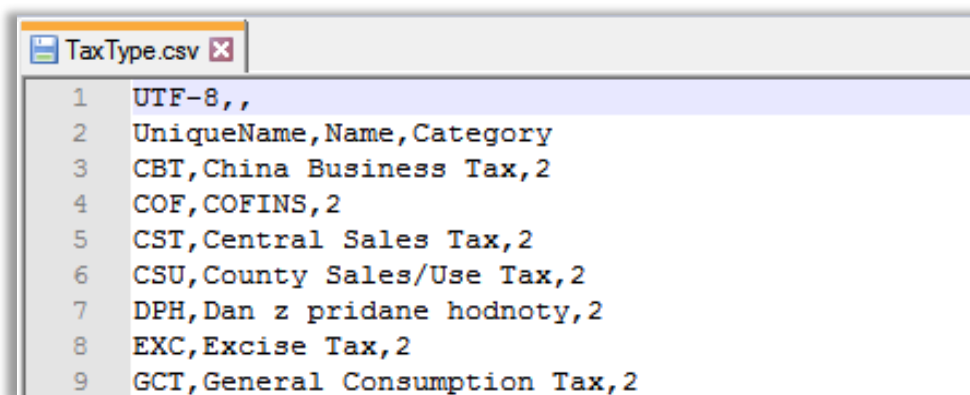
2. Click on **Error Details** to view the detail description of error and where the error has occurred.

Details	Error Details	History												
<p>ErrorId: 61155282</p> <p>Date: 12/08/2016 05:45:31 PM</p> <p>Error Items Hide Details</p> <table border="1"> <thead> <tr> <th>Item ID ↑</th> <th>Severity</th> <th>File Name</th> <th>Line Number</th> <th>Error Message</th> <th>Other Addresses</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Error</td> <td></td> <td>0</td> <td> <p>Invalid field name SystemCommodityCode. Specify a field name that has been used in the tax code lookup.</p> <p>Invalid line item type for field name SystemCommodityCode.</p> <p>Invalid dotted field path for field name SystemCommodityCode. Provide a dotted field path that is valid for the specified line item type.</p> <p>Error executing trigger IntegrationPostCreate on [ariba.tax.core.TaxCodeLookupFieldMapping [BaselId 2765676267708 AE+IjuQoPvJsi8 zaj88pto.2g9qys0]] with data { DottedFieldPath = "File \TaxCodeLookupFieldMap.csv" (line 13, column DottedFieldPath): "Description.CommonCommodityCode";</p> </td> <td></td> </tr> </tbody> </table>			Item ID ↑	Severity	File Name	Line Number	Error Message	Other Addresses	1	Error		0	<p>Invalid field name SystemCommodityCode. Specify a field name that has been used in the tax code lookup.</p> <p>Invalid line item type for field name SystemCommodityCode.</p> <p>Invalid dotted field path for field name SystemCommodityCode. Provide a dotted field path that is valid for the specified line item type.</p> <p>Error executing trigger IntegrationPostCreate on [ariba.tax.core.TaxCodeLookupFieldMapping [BaselId 2765676267708 AE+IjuQoPvJsi8 zaj88pto.2g9qys0]] with data { DottedFieldPath = "File \TaxCodeLookupFieldMap.csv" (line 13, column DottedFieldPath): "Description.CommonCommodityCode";</p>	
Item ID ↑	Severity	File Name	Line Number	Error Message	Other Addresses									
1	Error		0	<p>Invalid field name SystemCommodityCode. Specify a field name that has been used in the tax code lookup.</p> <p>Invalid line item type for field name SystemCommodityCode.</p> <p>Invalid dotted field path for field name SystemCommodityCode. Provide a dotted field path that is valid for the specified line item type.</p> <p>Error executing trigger IntegrationPostCreate on [ariba.tax.core.TaxCodeLookupFieldMapping [BaselId 2765676267708 AE+IjuQoPvJsi8 zaj88pto.2g9qys0]] with data { DottedFieldPath = "File \TaxCodeLookupFieldMap.csv" (line 13, column DottedFieldPath): "Description.CommonCommodityCode";</p>										

IMPORT TAX TYPES TASK

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

The sample TaxType.csv file will be as follows:



```

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 a fixed value that needs to be repeated for all Indirect tax types.

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

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



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

IMPORT PROCEDURE

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

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

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: 2. Click Search

Search List All

1. enter search text here

Import Export Web Service Status

Import

3. syetm would display related tasks

4. Click Refresh Status

Tasks ↓	Integration Toolkit Names	Status	Last Imported
Import Tax Type Translations ⓘ			
Import Tax Types ⓘ		Completed	06/23/2017 11:27:37 AM

Import Import

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

Data Import for Task "Import Tax Types"

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

Select Import Operation:

1. Choose type of import operation. Ex: here choose Create for Tax Types initial load

☐ **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.

2. Locate the import file on your system

Enter the location of the TaxType.csv file:
 Import Files\IMPORT FILES\TaxTypeMaster Files\TaxType.csv

3. Click on Run button to execute the import operation

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

Search Filters:

Task Name: Search List All

Import Export Web Service Status

Import Refresh Status

Tasks	Integration Toolkit Names ↑	Status	Last Imported	
Import Tax Codes ⓘ		Completed	08/14/2017 05:45:05 PM	Import
Import Company Code Tax Registration Numbers ⓘ		Completed	08/14/2017 11:21:09 AM	Import
Import External Tax Calculation Providers ⓘ		Completed	08/11/2017 05:58:20 PM	Import
Import Supplier Tax Registration Numbers ⓘ		Completed	07/11/2017 05:12:48 PM	Import
Import Tax Types ⓘ		Completed	01/25/2017 07:51:09 PM	Import
Import Tax Type Mappings ⓘ		Completed	12/19/2016 04:15:31 PM	Import

IMPORT TAXYPEMAP TASK

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

The sample TaxTypeMap.csv data file is as follows:

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

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

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



Please check with Thomson Reuters' ONESOURCE Indirect Tax Professional Services for most updated Tax Type Mapping data.

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

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:

```

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

```

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

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

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

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

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

IMPORT TAX CODES TASK

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

Sample TaxCodeHeader.csv file:

```

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

TAX CODE HEADER IMPORT FILE PREPARATION

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

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



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

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

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

Country of SAP Company Code:

General Table Display

Background Number of Entries All Entries

Table T001 Company Codes
 Text table
 Layout
 Maximum no. of hits 500

☐ No texts
☐ Maintain entries

Field name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
Company Code		2000			<input checked="" type="checkbox"/>	BUKRS
Company Name					<input type="checkbox"/>	BUTXT
City					<input type="checkbox"/>	ORT01
Country					<input checked="" type="checkbox"/>	LAND1

Table to be searched T001 Company Codes
 Number of hits 1
 Runtime 0 Maximum no. of hits 500

CoCode Cty
 2000 GB

Details

Tax Procedure for Country:

General Table Display

Background Number of Entries All Entries

Table T001 Company Codes
 Text table
 Layout
 Maximum no. of hits 500

☐ No texts
☐ Maintain entries

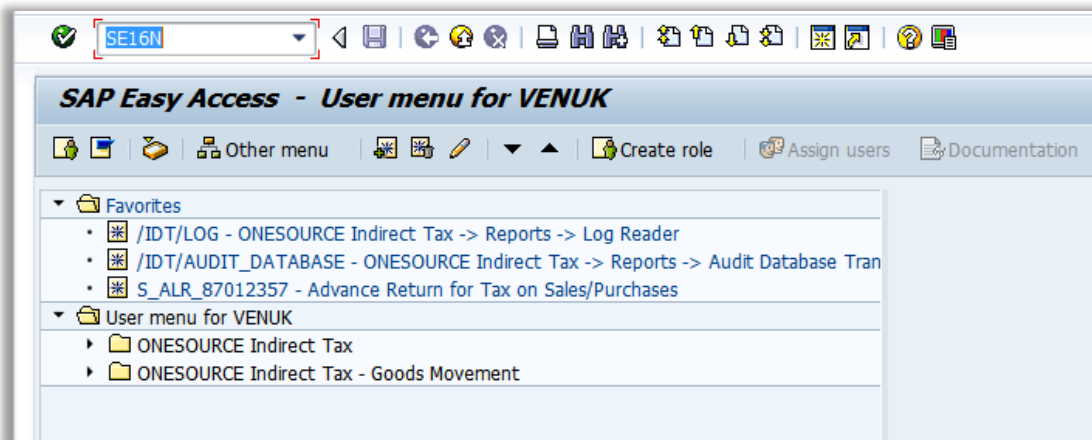
Field name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
Company Code		3000			<input checked="" type="checkbox"/>	BUKRS
Company Name					<input checked="" type="checkbox"/>	BUTXT
City					<input checked="" type="checkbox"/>	ORT01
Country					<input checked="" type="checkbox"/>	LAND1

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

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



3. System would display table browser UI

General Table Display

Background Number of Entries All Entries

Table: T007A
 Text table: T007S
 Layout:
 Maximum no. of hits: 500

Tax Keys
☐ No texts
☐ Maintain entries

Field name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
Procedure					<input checked="" type="checkbox"/>	KALSM
Tax Code					<input checked="" type="checkbox"/>	MWSKZ
Indicator: Error Mes					<input checked="" type="checkbox"/>	PRUEF
Tax type					<input checked="" type="checkbox"/>	MWART
Single-Character Ind					<input checked="" type="checkbox"/>	XMSTU
Target tax code					<input checked="" type="checkbox"/>	ZMWSK
EU code					<input checked="" type="checkbox"/>	EGRKZ
Indicator: Tax code					<input checked="" type="checkbox"/>	XSLTA
Product code					<input checked="" type="checkbox"/>	PROCD
Tax category					<input checked="" type="checkbox"/>	TXIND
Relevant to tax					<input checked="" type="checkbox"/>	TXREL
Reporting cntry					<input checked="" type="checkbox"/>	LSTML

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



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



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

First please list all the SAP Company Codes for which Tax Code Qualifier configuration is maintained in ONESOURCE Indirect Tax Determination for the input tax (tax types for Purchasing) for SAP Ariba Procurement solution tax integration 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
Text table T007S ☐ No texts
Layout ☐ Maintain entries
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

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

Tol.per.rate					<input type="checkbox"/>	TOLERANCE
TgtTaxCde:EUAcq					<input type="checkbox"/>	ZMWSK_ESA
TgtTaxCode:EUAq					<input type="checkbox"/>	ZMWSK_ESE
New Def. TaxCde					<input type="checkbox"/>	NEWDEFTAX
COFINS Law					<input type="checkbox"/>	J_18TAXLW4
PIS Law					<input type="checkbox"/>	J_18TAXLW5
Description					<input checked="" type="checkbox"/>	TEXT1

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

8. System would display Tax Code and Description data per selection criteria.

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

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

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

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

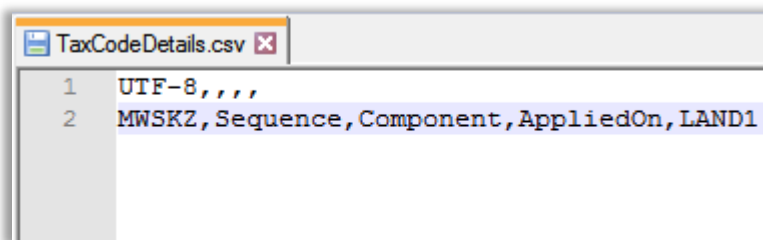


A single TaxCodeHeader.csv file can be used for Tax Code data of all Company Codes for which external tax integration is enabled in SAP Ariba Procurement Solution.

TAX CODE DETAILS IMPORT FILE PREPARATION

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

The sample TaxCodeDetails.csv is as follows:



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

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

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

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

IMPORT TAX CODES TRANSLATION TASK

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

The data description of the file is as follows:

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

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

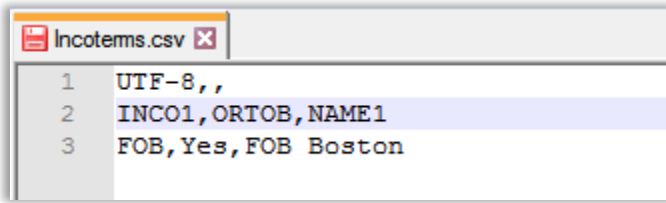
IMPORT INCOTERMS TASK

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

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

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

The sample Inco terms import CSV file is as follows:



```

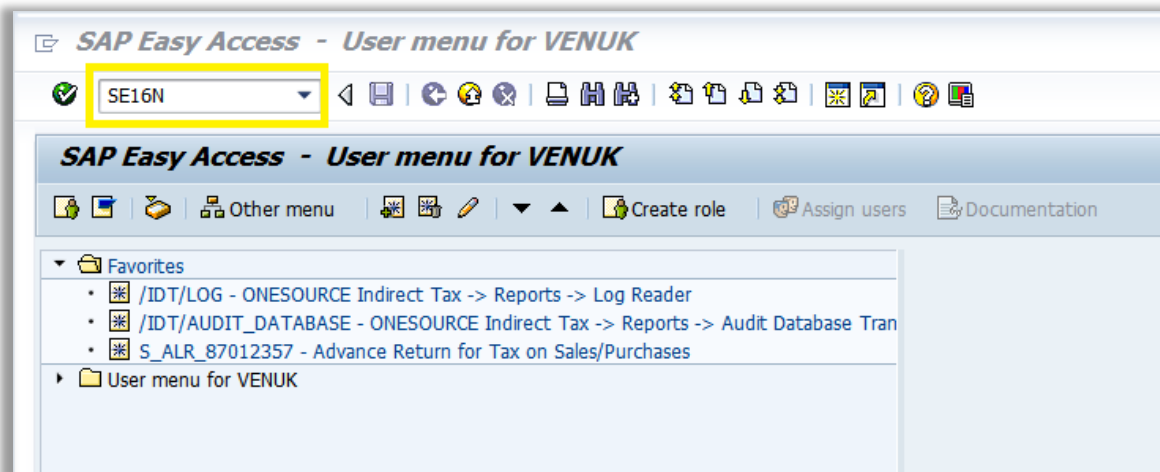
1 UTF-8,,
2 INCO1,ORTOB,NAME1
3 FOB,Yes,FOB Boston

```

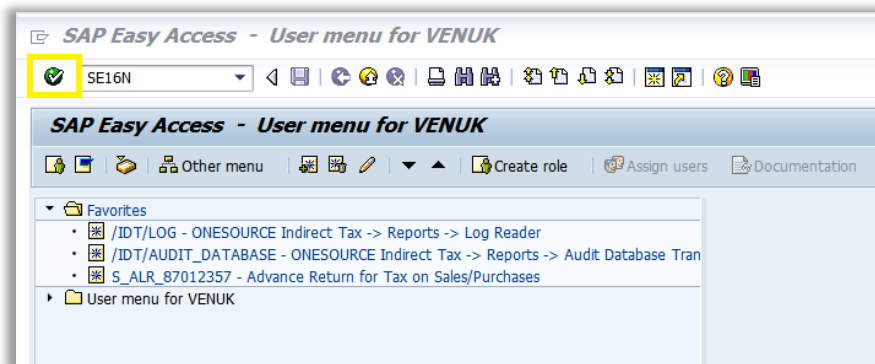
Please follow below steps to extract Inco terms data from SAP ERP and import in to SAP Ariba Procurement Solution:

Extract Inco terms Data From SAP ERP System

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



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



3. System will display table UI

General Table Display

Background Number of Entries All Entries

Table

Text table

Layout

Maximum no. of hits 500

☐ No texts

☐ Maintain entries

Fld name	O. Fr.Value	To value	More	Output	Technical name
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

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

General Table Display

Background Number of Entries All Entries

Table

Text table

Layout

Maximum no. of hits 500

Customers: Incoterms

☐ No texts

☐ 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

- 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

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

Field 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_GLPD
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

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

Field 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_GLPD
Description				<input checked="" type="checkbox"/>	BEZEI

7. System will display all entries per selection criteria:

Display of Entries Found

Table to be searched: Customers: Incoterms

Number of hits:

Runtime: Maximum no. of hits:

IncoT	Cty	Description
CFR	X	Costs and freight
CIF	X	Costs, insurance & freight
CIP	X	Insured freight-free
COD	X	COD
CPT		Freight-free
DAF	X	Border delivered
DDP	X	Delivered cleared by customs
DDU	X	Delivered not cleared by cust.
DEQ	X	Delivered from quay (cleared)
DES	X	Delivered from ship
EXW		From plant
FAS	X	Free along side
FCA	X	Free freight
FH		Free house
FOB	X	Free on board
UN		Not free

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

Table to be searched: Customers: Incoterms

Number of hits:

Runtime: Maximum no. of hits:

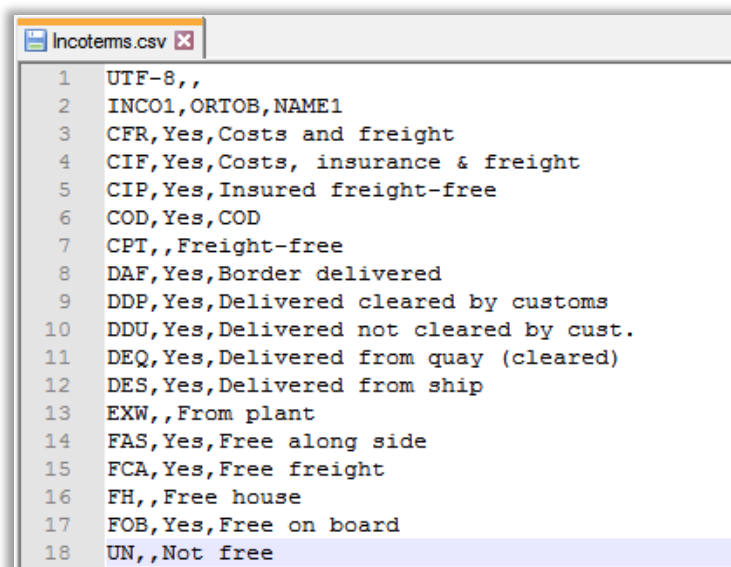
Download menu options:

- Spreadsheet
- Word processing
- Local File
- Send
- Office
- ABC Analys.
- HTML download

IncoT	Cty	Description
CFR	X	Costs and freight
CIF	X	Costs, insurance & freight
CIP	X	Insured freight-free
COD	X	COD
CPT		Freight-free
DAF	X	Border delivered
DDP	X	Delivered cleared by customs
DDU	X	Delivered not cleared by cust.
DEQ	X	Delivered from quay (cleared)
DES	X	Delivered from ship
EXW		From plant
FAS	X	Free along side
FCA	X	Free freight
FH		Free house
FOB	X	Free on board
UN		Not free

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

Sample file structure of Inco terms:



File data definition:

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



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

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

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

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

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

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

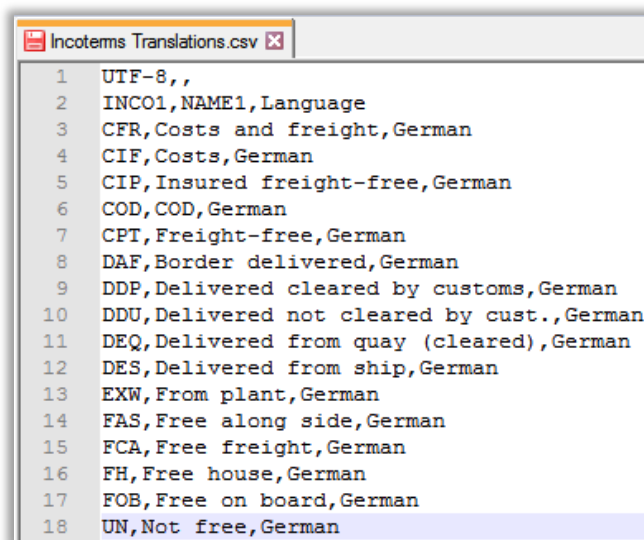
IMPORT INCO TERMS TRANSLATION TASK

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

The Inco terms Translations data definition is as follows:

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

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



```

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

```

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

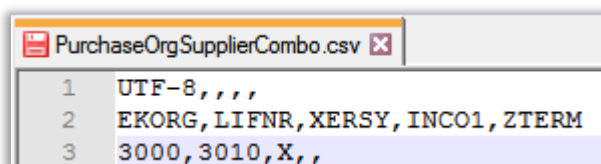
Please refer steps under [IMPORT PROCEDURE](#) section of TAX TYPE IMPORT topic to import the data in to SAP Ariba Solution.

IMPORT PURCHASE ORGANIZATION TO SUPPLIER MAPPING TASK

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

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

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



1	UTF-8,,, ,
2	EKORG,LIFNR,XERSY,INCO1,2TERM
3	3000,3010,X,, ,

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

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

Navigation path is as follows:

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

Please refer steps under [IMPORT PROCEDURE](#) section of TAX TYPE IMPORT to import the data in to SAP Ariba Solution.



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

USING CUSTOM FIELDS IN TAX CALCULATION

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

To accomplish this Customer need to follow the following steps:

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

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

PROCUREMENT BUSINESS PROCESS-TAX CALCULATION

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

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

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

TAX CALCULATION USING ONESOURCE GLOBAL TAX FOR SAP ARIBA SOLUTIONS

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

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:

PR1319: Ariba Demo

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

Summary

Title: * Ariba Demo

On Behalf Of: Venu Kotagiri

Delay Purchase Until: ⓘ

Company Code: 3000 (IDES US INC)

My Labels: Apply Label... ⓘ

Deliver To: * Requestor

Need-by Date: ⓘ

Cart Summary

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

Feedback

Bottom portion of Summary page with Update Taxes button:

Supplier Part #: 3001_PhotoCopier2

Commodity Code: Photocopiers

Material Group: 00601 (Office Machines)

Purch Org: 3000 (IDES USA)

Vendor: 3001 (IL Office Supplies)

Line Item Text:

Contact: IL Office Supplies

Payment Terms: 0001

Actions Update Total

Continue Shopping **Update Taxes** Delete Save Submit

Feedback

- 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 Indirect Tax Determination, taxes are determined and amount is calculated.
- ONESOURCE Global Tax for SAP Ariba Solutions would responds back to SAP Ariba Procurement Solution with tax information including tax authorities' applicable, tax types' applicable, tax rate applicable and tax amount calculated. SAP Ariba solution would update the tax information on requisition document being processed. This whole tax call request and response would occur in real time seamlessly. User can see the tax information under **Taxes** column on Tax table on requisition page.
- Buyer user can continue to process the requisition and either save for future processing or submit for approval. When requisition is submitted for approval, tax call is made automatically to determine and calculate taxes based on updated information available on requisition.



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




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

5. Once Purchase Requisition is submitted for approval and during approval process, approver with appropriate edit authorizations makes any changes to tax influencing fields would trigger an automatic tax call updating the taxes on requisition
6. Response from ONESOURCE Global Tax for SAP Ariba solutions would be updated in requisition line items. Column **Taxes** would show tax amount being calculated. To view completed tax information user can click on **Tax Amount** hyper link or may choose **Details** button (button appears after document is either saved or submitted) on line item.

1 Item Total

Hide Details

<input checked="" type="checkbox"/>	No.	Service Item	Type	Description	Qty	Unit	Price	Discount	Net Amount	Charges	Taxes ↓	Amount
<input checked="" type="checkbox"/>	1			Multi-Purpose Photocopier-3001PCA	1	each	\$3,000.00	USD-	USD	\$3,000.00 USD	\$247.50 USD	\$3,247.50 USD
<div><div></div><div><div>Supplier Part #:</div><div>3001_PhotoCopier2</div></div><div><div>Commodity Code:</div><div>Photocopiers</div></div><div><div>Material Group:</div><div>00601 (Office Machines)</div></div><div><div>Purch Org:</div><div>3000 (IDES USA)</div></div><div><div>Vendor:</div><div>3001 (IL Office Supplies)</div></div><div><div>Line Item Text:</div><div></div></div><div><div>Contact:</div><div>IL Office Supplies</div></div><div><div>Payment Terms:</div><div>0001</div></div></div> <div><div>Actions ▾</div><div>Update Total</div></div> <div>Feedback</div>												

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

1 Item Total

Hide Details

Tax Details for Line Item 1 - Multi-Purpose Photocopier-3001PCA

Tax Code: A1

Tax Components

Name	Is Deductible	Rate	Applied On	Amount
State Sales/Use	No	6.25%	USG2: Standard Seller collected use tax applies because of sale from outside jurisdiction.[9980]P	\$187.50 USD
City Sales/Use	No	1.0%	USG21: Standard Seller collected use tax applies because of sale from outside jurisdiction.[9981]P	\$30.00 USD
District Sales/Use	No	1.0%	USG21: Standard Seller collected use tax applies because of sale from outside jurisdiction.[9981]P	\$30.00 USD

Tax Amount: \$247.50 USD

OK

8. Here user can see Tax Code A1 coming from ONESOURCE Global Tax for SAP Ariba Solutions. This is the SAP Tax Code configured in ONESOURCE Indirect Tax Determination during SAP Ariba customer set up in ONESOURCE system as part of Tax Code Qualifier configuration step. In addition to SAP Tax Code, ONESOURCE Global Tax for SAP Ariba Solutions also provides the SAP Account Key as part of tax response. The SAP Account key is not visible on UI but would be part of purchase order export and payment request export messages. The SAP Tax Code and Account Key are useful for tax postings in SAP ERP system.
9. When requisition is finally approved, a Purchase Order is created automatically. In addition to other information, Tax information also gets copied over to Purchase Order from an approved requisition and so there would be no tax call would be made on Purchase Order. Purchase Order line items would be updated with tax information. Under **Taxes** column on PO Line item table tax amount copied from requisition can be seen.

Summary Approval Flow Receipts Invoices Payments History

Order ID: PO424

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

Hide Details

Type	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Discount	Net Amount	Charges	Taxes	Amount
PR1319	1	each	Multi-Purpose Photocopier-3001PCA	3001_PhotoCopier2	\$3,000.00 USD			\$3,000.00 USD		\$247.50 USD	\$3,247.50 USD

Detail

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

Tax Details for Line Item 1 - Multi-Purpose Photocopier-3001PCA

Tax Code: A1,

Tax Components

Name	Is Deductible	Rate	Applied On	Amount
State Sales/Use	No	6.25%	USSG2: Standard Seller collected use tax applies because of sale from outside jurisdiction.[9980]P	\$187.50 USD
City Sales/Use	No	1.0%	USSG21: Standard Seller collected use tax applies because of sale from outside jurisdiction.[9981]P	\$30.00 USD
District Sales/Use	No	1.0%	USSG21: Standard Seller collected use tax applies because of sale from outside jurisdiction.[9981]P	\$30.00 USD

Tax Amount: \$247.50 USD

[OK](#)

11. When Purchase Order is routed to Supplier or either available on Ariba Network, Supplier would ship goods or render services. Buyer user up on receiving goods/services would create receipts as a general process if applicable. Supplier can submit Invoice either on Ariba Network or an Invoice agent may enter it in SAP Ariba Procurement Solution.
12. During Invoice reconciliation process, SAP Ariba makes a tax call and exports information on Vendor Invoice. ONESOURCE Global Tax for SAP Ariba Solutions would perform tax calculation and responds back with expected tax rate, amount, tax authorities, the tax types and the tax code which is updated on Invoice Reconciliation line items.
13. Navigate to Invoice Reconciliation > Line View > Line Items to view tax response from ONESOURCE Global Tax for SAP Ariba Solutions.

IRArriba Demo-818

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review

[Force Pay](#) [Print](#)

[Exceptions](#) [Line View](#) [Approval Flow](#) [Reference](#) [History](#)

IRArriba Demo-818

Invoice ID: [INVArriba Demo-818](#)
 Invoice From: [IL Office Supplies](#) on Sun, 08 Oct, 2017
 Invoice Type: [Purchase Order](#)
 Purchase Order(s): [PO424](#)

Header Information

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	3	PO424	1	each	\$3,000.00 USD			\$247.50 USD	\$3,247.50 USD	(1)	Details
↳												
Details Accounting Details Action ▾												

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

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

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	3	PO424	1	each	\$3,000.00 USD			\$247.50 USD	\$3,247.50 USD	(1)	Details

Details

Accounting Details

Action ▼

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

Taxes

Tax Code: A1

Taxes: \$247.50 USD

Description:

Tax Type	Tax Description	Accrual ↓	Reference Date	Expected Tax Rate	Taxable Total	Amount	Expected Tax Amount
District sales or use taxes not applied by political boundaries	District Sales/Use		Sun, 08 Oct, 2017	0%	\$3,000.00 USD	\$30.00 USD	\$30.00 USD
Sales or use taxes levied by a city	City Sales/Use		Sun, 08 Oct, 2017	0%	\$3,000.00 USD	\$30.00 USD	\$30.00 USD
Sales or use taxes levied by a state	State Sales/Use		Sun, 08 Oct, 2017	0%	\$3,000.00 USD	\$187.50 USD	\$187.50 USD

Feedback

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

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

INVOICE RECONCILIATION - TAX VARIANCE AND EXCEPTION HANDLING

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

There are three exceptions can happen on Invoice Reconciliation document.

1. Under-Tax variance exception:

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

2. Over-Tax variance exception:

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

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

Handling the under tax variance or over tax variance exception is not impacted with the introduction of external tax calculation. Only difference here is instead of SAP Ariba Native tax solution, external tax provider 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 calculated by ONESOURCE Global Tax for SAP Ariba Solutions.

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

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

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

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

TAX REGISTRATION NUMBERS

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

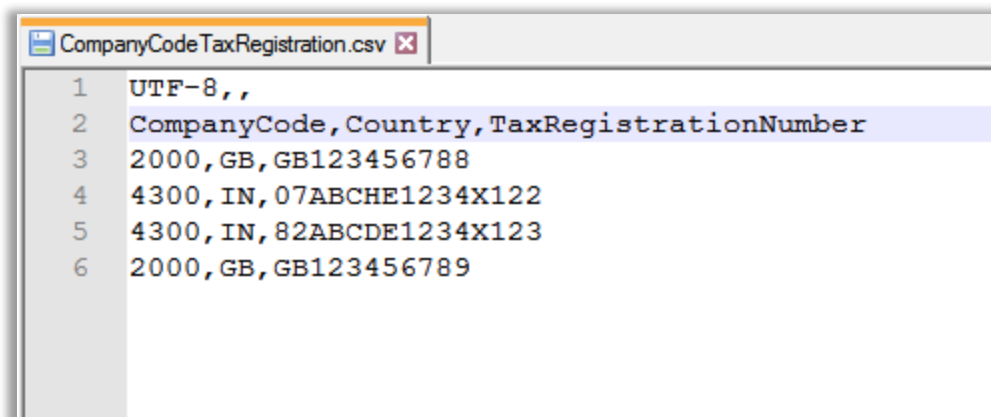
As part of ONESOURCE Global Tax for SAP Ariba Solutions implementation, Customers need to run these import tasks to maintain registration numbers in SAP Ariba Procurement and Invoicing Solutions. Registration numbers will be used on tax call request to ONESOURCE Indirect Tax Solution for accurate calculation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

ABOUT DATA IMPORT

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

BUYER TAX REGISTRATION NUMBERS

Sample CSV file:



Details about the import data:

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

SUPPLIER TAX REGISTRATION NUMBERS

Sample CSV file:

Line	Content
1	UTF-8,,
2	Supplier, Country, TaxRegistrationNumber
3	2001, GB, GB123456789
4	9000, IN, 28ABCHE1234X123
5	9000, IN, 28ABCDE1234X123
6	9000, IN, 07ABCHE1234X122
7	2001, GB, GB123456788

Details about the import data:

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

PERFORMING DATA IMPORT

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

Go to 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:

1. enter search text (not case sensitive)

2. click on Search button

Search **List All**

Import **Export** **Web Service Status**

3. System displays requested import tasks

4. click on Import button to go to Import UI and to import data

Refresh Status

Tasks	Integration Toolkit Names ↑	Status	Last Imported	
Import Company Code Tax Registration Numbers ⓘ		Completed	08/17/2017 01:26:54 PM	Import
Import Supplier Tax Registration Numbers ⓘ				Import

1. Enter search text (not case sensitive).
2. Select the Search button.
3. System displays requested import tasks.
4. Select the Import button to go to Import UI and to import data.

Data Import for Task "Import Company Code Tax Registration Numbers"

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 the 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 CompanyCodeTaxRegistration.csv file:
C:\Users\luc216083\Documents\TR Ariba Test System\Maste Browse...

Run Cancel

1. select Import Type operation

2. locate import CSV file on your system

3. click on Run to import the data

Data Import for Task "Import Company Code Tax Registration Numbers"

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 the 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 CompanyCodeTaxRegistration.csv file:
C:\Users\luc216083\Documents\TR Ariba Test System\Maste Browse...

Run Cancel

Confirm Data Import
Are you sure you want to run Import Company Code Tax Registration Numbers?

OK Cancel

5. Select Import Type operation.
6. Locate import CSV file on your system.
7. Select Run to import the data.
8. Select OK to confirm.

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 Company Code Tax Registration Numbers ⓘ		Completed	09/25/2017 11:25:26 AM	Import
Import Supplier Tax Registration Numbers ⓘ				Import

Note: Status column indicates completion of task

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

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

TAX TYPES IN Ariba NETWORK

HOW TO USE TAX TYPES FROM Ariba BUYING IN Ariba NETWORK

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

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

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

ERROR HANDLING

WHAT ERRORS INTEGRATION USER WOULD SEE IN SAP ARIBA SOLUTION

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

Customers can refer [Support Protocol](#) mentioned in this document for help on troubleshooting and resolution of the errors.

APPENDIX I

ARIBA REQUEST FIELDS MAPPING



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

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

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

Ariba Request	TR Mapping	Comments
Currency	<Collection>	
UniqueName	Line.User_Element.Attribute46	
CustomString	Line.User_Element.Value	
DocumentDate	Invoice.Invoice_Date	
Type	Invoice.Document_Type	
OrganizationName	Invoice.External_Company_ID	
OrganizationUnit	N/A	Only OrganizationName used to capture ERP Company Code
UniqueName	Invoice.Invoice_Number	
custom	<Collection>	
CustomBoolean	Line.User_Element.Attribute	Value # mapped in integration layer
CustomInteger	Line.User_Element.Attribute	Value # mapped in integration layer
CustomMoney	<Collection>	
Amount	Invoice.User_Element.Attribute42	
AmountInReportingCurrency	Invoice.User_Element.Attribute43	
ApproxAmountInBaseCurrency	Invoice.User_Element.Attribute44	
ConversionDate	Invoice.User_Element.Attribute45	
Currency	<Collection>	
UniqueName	Invoice.User_Element.Attribute46	
CustomString	Invoice.User_Element.Attribute	Value # mapped in integration layer

ARIBA RESPONSE FIELD MAPPING

Ariba Response	TR Mapping	Comments
ExternalTaxResponseStatus	<Collection>	
Description	Invoice.Request_Status.Error.Descrpiton	
ErrorCode	Invoice.Request_Status.Error.Code	
ErrorLocationPath	Invoice.Request_Status.Error.Error_Location_Path	
Success	Invoice.Request_Status.Is_Success	
LineItems	<Collection>	
item	<Collection>	
ExternalTaxItem	<Collection>	
item	<Collection>	
AbatementPercent	Tax.Basis_Percent	If provided (times 100), if NIL set it to 100% default.
BuyerTaxRegistrationNumber	Line.Tax.BUYER_REGISTRATION	single value
Category	Tax.Tax_Type	
Description	Tax.Authority_Type	
ExternalTaxType	<Collection>	
UniqueName	Tax.Authority_Type	
FormulaString	Tax.Jurisdiction_Text Tax.Rule_Order Tax.Nature_of_Tax	Concatenate the three fields with a pipe separator
IsDeductible	Tax.Tax_Type, = NR, set to "true", else to "false"	
PerUnit	Tax.Fee.Amount	
Percent	Tax.Tax_Rate	
SellerTaxRegistrationNumber	Line.Tax.SELLER_REGISTRATION	single value
TaxAmount	<Collection>	
Amount	Tax.Tax_Amount.Document_Amount	
Currency	<Collection>	
UniqueName	Invoice.Currency_Code	
TaxableAmount	<Collection>	
Amount	Tax.Document_Amount.Taxable_Basis.Amount	
Currency	<Collection>	
UniqueName	Invoice.Currency_Code	
TaxAccountKey	Tax.Erp_Tax_Code	Take from first tax block. Left 2 digits, will map right 3 digits to Account Key field once field added by Ariba
AccountInstruction		

Ariba Response	TR Mapping	Comments
InvoiceCitation	Tax.Invoice_Description Tax.Jurisdiction_Text	Jurisdiction text for tax types NL, RC, TR, ZE, ZC, else invoice description
TaxAuthority	Tax.Authority_Name	
custom	<Collection>	
CustomString	Tax.Authority_Name	
NumberInCollection	Line.Line_Number	
TaxCode	<Collection>	
Country	<Collection>	
UniqueName	Tax.Taxable_Country	Take from first tax block
UniqueName	Tax.Erp_Tax_Code	Take from first 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.Attribute42	
AmountInReporting	Line.User_Element.Attribute43	
Currency	Line.User_Element.Attribute43	
ApproxAmountInBase	Line.User_Element.Attribute44	
eCurrency	Line.User_Element.Attribute44	
ConversionDate	Line.User_Element.Attribute45	
Currency	<Collection>	
UniqueName	6 Line.User_Element.Attribute4	
CustomString	Line.User_Element.Value	
UniqueName	Invoice.Invoice_Number	
custom	<Collection>	
CustomBoolean	Line.User_Element.Attribute	
CustomInteger	Line.User_Element.Attribute	
CustomMoney	<Collection>	
Amount	Invoice.User_Element.Attribute42	
AmountInReportingCurrency	Invoice.User_Element.Attribute43	
ApproxAmountInBaseCurrency	Invoice.User_Element.Attribute44	
ConversionDate	Invoice.User_Element.Attribute45	
Currency	<Collection>	
UniqueName	Invoice.User_Element.Attribute46	
CustomString	Invoice.User_Element.Attribute	

APPENDIX II

SAP ARIBA REPORTS WITH TAX DATA

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

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

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

REQUISITION REPORT WITH TAX DATA

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

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

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

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

Reporting Requisition Spend with Charges and Taxes

Field Browser: Page Others

Applied Filters: 2,319.64 Requisition Date Spanning: most recent 2 Year(s) Line Type * Exclude * Charge, Tax, Discount

Display Options Edit Min/Max rows: 3/8

Detail View

Requisition ID	Requisition Date	Requisition Line Number	ERP Supplier	Part Name	Description	Commodity	Line Type	Unit of Measure	Requisition Quantity	Requisition Unit Price (USD)	Discount Amount (USD)	Charge Amount (USD)	Tax Amount (USD)	Gross Amount (USD)
Total									2,319.64	639.25	-723.75	504.00		
PR170	1/13/2017	1	IL Office Supplies	(3001_IT Consultation 3001) State Sales/Use	Consultation	Cafeteria services	Catalog Item	hour	1,000.00	15.00	0.00	0.00		
PR52	12/14/2016	1	IL Office Supplies	(3001_IT Consultation 3001) State Sales/Use	Consultation	Organizational structure consultation	Catalog Item	hour	160.00	100.00	0.00	0.00		
PR172	1/13/2017	1	IL Office Supplies	Unclassified	Service Req3	Cafeteria services	Non-Catalog Item	each	100.00	15.00	0.00	0.00		

Detail View

ERP Supplier	Part Name	Description	Commodity	Line Type	Unit of Measure	Requisition Quantity	Requisition Unit Price (USD)	Discount Amount (USD)	Charge Amount (USD)	Tax Amount (USD)	Gross Amount (USD)
						2,319.64	639.25	-723.75	504.00	152,191.15	1,635,241.21
IL Office Supplies	(3001_IT Consultation 3001) State Sales/Use	Consultation	Cafeteria services	Catalog Item	hour	1,000.00	15.00	0.00	0.00	1,275.00	16,275.00
IL Office Supplies	(3001_IT Consultation 3001) State Sales/Use	Consultation	Organizational structure consultation	Catalog Item	hour	160.00	100.00	0.00	0.00	0.00	16,000.00
IL Office Supplies	Unclassified	Service Req3	Cafeteria services	Non-Catalog Item	each	100.00	15.00	0.00	0.00	127.50	1,627.50
IL Office Supplies	Unclassified	Tax Test	Printer and facsimile and photocopier supplies	Non-Catalog Item	each	100.00	10.00	0.00	0.00	0.00	1,000.00
IL Office Supplies	Unclassified	Tax Test	Printer and facsimile and photocopier supplies	Non-Catalog Item	each	100.00	10.00	0.00	0.00	0.00	1,000.00
IL Office Supplies	(3001_PrintSupplies 3001) State Sales/Use	Print Supplies	Printer and facsimile and photocopier supplies	Catalog Item	each	100.00	100.00	0.00	0.00	825.00	10,825.00
IL Office Supplies	(3001_PhotoCopier2 3001) Multi-Purpose Photocopier	Photo Copier2	Photocopiers	Catalog Item	each	90.00	3,000.00	0.00	0.00	22,275.00	292,275.00

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

Detail View												
Requisition e mber	ERP Supplier	Part Name	Description	Commodity	Line Type ✓	Unit of Measure	Requisition Quantity ↓	Requisition Unit Price (USD)	Discount Amount (USD)	Charge Amount (USD)	Tax Amount (USD)	Gross Amount (USD)
							2,319.64	639.25	-723.75	504.00	152,191.15	1,635,241.21
	IL Office Supplies ▼	(3001_IT Consultation 3001) State Sales/Use ▼	Consultation	Cafeteria services	Catalog Item	hour	1,000.00	15.00	0.00	0.00	1,275.00	16,275.00
	IL Office Supplies ▼	(3001_IT Consultation 3001) State Sales/Use ▼	Consultation	Organizational structure consultation	Catalog Item	hour	160.00	100.00	0.00	0.00	0.00	16,000.00
	IL Office Supplies ▼	Unclassified ▼	Service Req3	Cafeteria services	Non- Catalog Item	each	100.00	15.00	0.00	0.00	127.50	1,627.50
	IL Office Supplies ▼	Unclassified ▼	Tax Test	Printer and facsimile and photocopier supplies	Non- Catalog Item	each	100.00	10.00	0.00	0.00	0.00	1,000.00
	IL Office Supplies ▼	Unclassified ▼	Tax Test	Printer and facsimile and photocopier supplies	Non- Catalog Item	each	100.00	10.00	0.00	0.00	0.00	1,000.00

Detail View ▼											
Requisition e mber	ERP Supplier	Part Name	Description	Commodity	Expand Next Level		Requisition Unit Price (USD)	Discount Amount (USD)	Charge Amount (USD)	Tax Amount (USD)	Gross Amount (USD)
					At lowest level						
					Select Level, Values:						
					Line Type (all)		639.25▼	-723.75▼	504.00▼	152,191.15▼	1,635,241.21▼
	IL Office Supplies ▼	(3001_IT Consultation 3001) State Sales/Use ▼	Consultation	Cafeteria services	Catalog Item		15.00	0.00	0.00	1,275.00	16,275.00
	IL Office Supplies ▼	(3001_IT Consultation 3001) State Sales/Use ▼	Consultation	Organizational structure consultation	Non-Catalog Item		100.00	0.00	0.00	0.00	16,000.00
	IL Office Supplies ▼	Unclassified ▼	Service Req3	Cafeteria services	Select Others...		15.00	0.00	0.00	127.50	1,627.50
	IL Office Supplies ▼	Unclassified ▼	Tax Test	Printer and facsimile and photocopier supplies	Select Search Filter...		10.00	0.00	0.00	0.00	1,000.00
	IL Office Supplies ▼	Unclassified ▼	Tax Test	Printer and facsimile and photocopier supplies	Move Field		10.00	0.00	0.00	0.00	1,000.00
	IL Office Supplies ▼	Unclassified ▼	Tax Test	Printer and facsimile and photocopier supplies	Left		10.00	0.00	0.00	0.00	1,000.00
	IL Office Supplies ▼	Unclassified ▼	Tax Test	Printer and facsimile and photocopier supplies	Right		10.00	0.00	0.00	0.00	1,000.00
	IL Office Supplies ▼	Unclassified ▼	Tax Test	Printer and facsimile and photocopier supplies	Show Field On		10.00	0.00	0.00	0.00	1,000.00

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

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

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

Exporting to Excel template Return to Report

Your data is being exported. If you are asked to enable **ActiveX**, respond **Yes**. Otherwise, your data cannot be exported to Excel.

1. Contacting Excel
- 2. Downloading template**
3. Waiting for query
4. Downloading data
5. Configuring layout
6. Done

Return to Report

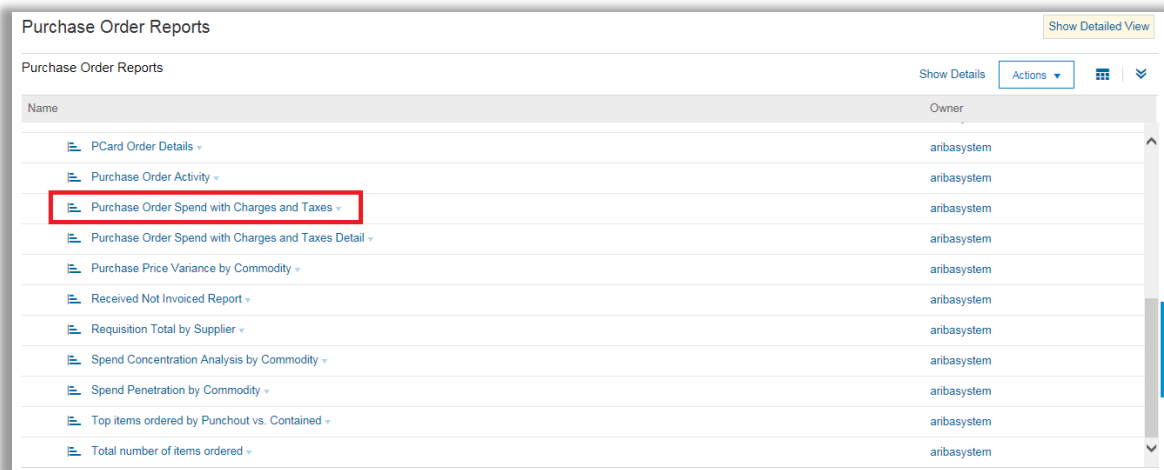
A	B	C	D	E	F
1	Re Total				
2	This Worksheet Will Contain Data Populated From Ariba Spend Management.				
3	Requisition Quantity	Requisition Unit Price	Discount Amount (USD)	Charge Amount (USD)	Tax Amount (USD)
4	Query Parameters: Range "Ariba Data Params"				
5	Source Data	Requisition			
6	Fixed Columns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

PURCHASE ORDER REPORT WITH TAX DATA

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

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

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



6. System would display the report.

Reporting Purchase Order Spend with Charges and Taxes Edit Save... Export Actions

Field Browser Page Others

Pivot table Chart Dashboard

Applied Filters

2,078.82 Ordered Date Spanning: most recent 2 Year(s) Display Options Edit
Line Type * Exclude * Charge, Tax, Discount Min/Max rows: 3/8

Detail View

Requester	Order Id	Ordered Date	PO Line Number	Line Type	Description	ERP Supplier	Unit of Measure	PO Quantity	PO Unit Price (USD)	PO Spend (USD)	Discount Amount (USD)	Charge Amount (USD)
Total								2,078.82	569.7593	1,184,643.75	-713.75	234.81
Venu Kotagiri	PO68	1/13/2017	1	Catalog Item	Consultation	IL Office Supplies	hour	1,000.00	15.0000	15,000.00	0.00	0.00
	PO22	12/14/2016	1	Catalog Item	Consultation	IL Office Supplies	hour	160.00	100.0000	16,000.00	0.00	0.00
	PO16	12/9/2016	1	Non-Catalog Item	Tax Test	IL Office Supplies	each	100.00	10.0000	1,000.00	0.00	0.00
	PO31	12/18/2016	1	Catalog Item	Print Supplies	IL Office Supplies	each	100.00	100.0000	10,000.00	0.00	0.00

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

Detail View

Requester	Order Id	Ordered Date	PO Line Number	Line Type	Description	ERP Supplier	Unit of Measure	PO Quantity	PO Unit Price (USD)	PO Spend (USD)	Discount Amount (USD)	Charge Amount (USD)
Total								2,078.82	569.7593	1,184,643.75	-713.75	234.81
Venu Kotagiri	PO68	1/13/2017	1	Catalog Item	Consultation	IL Office Supplies	hour	1,000.00	15.0000	15,000.00	0.00	0.00
	PO22	12/14/2016	1	Catalog Item	Consultation	IL Office Supplies	hour	160.00	100.0000	16,000.00	0.00	0.00
	PO16	12/9/2016	1	Non-Catalog Item	Tax Test	IL Office Supplies	each	100.00	10.0000	1,000.00	0.00	0.00
	PO31	12/18/2016	1	Catalog Item	Print Supplies	IL Office Supplies	each	100.00	100.0000	10,000.00	0.00	0.00
	PO36	12/19/2016	1	Catalog Item	Photo Copier2	IL Office Supplies	each	90.00	3,000.0000	270,000.00	0.00	0.00

The screenshot shows the SAP Ariba report configuration interface. At the top, there are tabs for 'Pivot table', 'Chart', and 'Dashboard'. Below these, there are sections for 'Expand Next Level' (with options 'At lowest level' and 'Select Level, Values:'), 'Applied Filters' (showing '2,078.82', 'Ordered Date', 'Spanning: most re', 'Line Type', and '* Exclude * Charg'), and 'Display Options' (with 'Min/Max rows: 3/8'). A dropdown menu is open, showing options like 'Line Type (all)', 'Catalog Item', 'Non-Catalog Item', 'Select Others...', and 'Select Search Filter...'. Below the menu, there is a 'Move Field' section with 'Left' and 'Right' options. The main data table has columns: 'Requester', 'Order Id', 'Ordered Date', 'PO Line Number', 'ERP Supplier', 'Unit of Measure', 'PO Quantity', 'PO Unit Price (USD)', 'PO Spend (USD)', 'Discount Amount (USD)', 'Charge Amount (USD)', and 'Tax Amount (USD)'. The table shows data for 'Venu Kotagiri' with PO68 and PO22.

Requester	Order Id	Ordered Date	PO Line Number	ERP Supplier	Unit of Measure	PO Quantity	PO Unit Price (USD)	PO Spend (USD)	Discount Amount (USD)	Charge Amount (USD)	Tax Amount (USD)
Total						2,078.82	569.7593	1,184,643.75	-713.75	234.81	
Venu Kotagiri	PO68	1/13/2017	1	IL Office Supplies	hour	1,000.00	15.0000	15,000.00	0.00	0.00	
	PO22	12/14/2016	1	IL Office Supplies	hour	160.00	100.0000	16,000.00	0.00	0.00	

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

The screenshot shows a detailed report table with columns: 'Line Type', 'Description', 'ERP Supplier', 'Unit of Measure', 'PO Quantity', 'PO Unit Price (USD)', 'PO Spend (USD)', 'Discount Amount (USD)', 'Charge Amount (USD)', 'Tax Amount (USD)', 'Gross Amount (USD)', and 'Number Accepted'. The table is filtered to show data for 'IL Office Supplies'. The 'Tax Amount (USD)' column is highlighted with a red box, showing values for various line types and descriptions.

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

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

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

Exporting to Excel template Return to Report

Your data is being exported. If you are asked to enable **ActiveX**, respond **Yes**. Otherwise, your data cannot be exported to Excel.

1. Contacting Excel
- 2. Downloading template**
3. Waiting for query
4. Downloading data
5. Configuring layout
6. Done

Return to Report

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

INVOICE REPORT WITH TAX DATA

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

Navigation for accessing Invoice report with tax data:

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

Reporting Invoice Spend with Charges and Taxes

Field Browser

Page Others

Pivot table Chart Dashboard

Applied Filters

728.82 Accounting Date Spanning: most recent 2 Year(s) Display Options Edit Min/Max rows: 3/8

Line Type Catalog Item

Detail View

ERP Supplier	Invoice ID	Accounting Date	Invoice Line Number	Line Type	Part Name	Description	Commodity	Unit of Measure	Tax Code Name	Tax Code ID
Total										
IL Office Supplies	IRservice test PO22/RC25-29	12/14/2016	1	Catalog Item	(3001_IT Consultation 3001) State Sales/Use	Consultation	Organizational structure consultation	hour	Unclassified	Uncl
	IRIRFailureTest2_12/18-47	12/18/2016	1	Catalog Item	(3001_PrintSupplies 3001) State Sales/Use	Print Supplies	Printer and facsimile and photocopier supplies	each	IDT Fallback Self Accrual Input Tax	ZZ
	IR/zero exception test-152	2/11/2017		Catalog	(3001_IT	Information technology			IDT Fallback	

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

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

Invoice Spend with Charges and Taxes

Edit Save... Export Actions

Pivot table Chart Dashboard

Applied Filters

728.82 Accounting Date Spanning: most recent 2 Year(s) Display Options Edit Min/Max rows: 3/8

Line Type Catalog Item

Detail View

ERP Supplier	Invoice ID	Accounting Date	Invoice Line Number	Line Type	Part Name	Description	Commodity	Unit of Measure	Tax Code Name	Tax Code ID
Total										
IL Office Supplies	IRservice test PO22/RC25-29	12/14/2016	1	Catalog Item	(3001_IT Consultation 3001) State Sales/Use	Consultation	Organizational structure consultation	hour	Unclassified	Uncl

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

Edit Analysis Invoice Spend with Charges and Taxes Previous Done Save

Filter the data in your report by selecting values for the fields below. All reports include a date field filter. To select a different date field to use as a filter, select **Advanced Options**. For [More](#)

Accounting Date (Calendar): * ☐ Relative date range

Time period: Year(s)

Most recent 2 time periods

Future 0 time periods

☒ Fixed date range from: 4/1/2017 to: 6/30/2017

☒ Automatically adjust the range to include complete months

☐ Advanced Options

Line Type: Catalog Item

[Customize this form](#)

[Show Report Query](#)

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

Edit Analysis Invoice Spend with Charges and Taxes Next Done

Enter a title for your report, select a data source to investigate from the **Main Fact** pull-down menu, and add at least one data field to the **Data** area of the pivot layout. To create a multi-

Title: Invoice Spend with Charges and Taxes

Description: Invoice Spend with Charges and Taxes

Report Currency: User Preference

Data Sources

Main Fact: Invoice

Second Fact: (None selected)

Third Fact: (None selected)

Available Measures

▼ Pre-defined

- Measures in Original Currency
- Standard Calculations
- Age (Days) >
- Amount Accepted (USD) >
- Amount Disputed (USD) >
- Amount Invoiced (USD) >

[Create User-defined Field](#)

Page Fields

Column Fields

Row Fields

- ERP Supplier
- Invoice ID
- Accounting Date
- Invoice Line Number
- Line Type

▼ Data

- Invoice Quantity
- Invoice Unit Price (USD)
- Invoice Spend (USD)
- Discount Amount (USD)
- Charge Amount (USD)
- Tax Amount (USD)

▼ Detail Fields

- Part Name
- Description
- Commodity
- Unit of Measure
- Tax Code Name
- Tax Code Id
- Tax Code Description

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

The screenshot shows the 'Available Measures' panel on the left, which includes a list of measures: Line Count, Paid Amount (USD), Split Count, Sum of Paid Payment, Tax Accrual Amount (USD), and Purchase Order. The 'Purchase Order' measure is highlighted with a red box. Below this list is a 'User-defined' section with a 'Create User-defined Field' button. On the right, the 'Page Fields' panel is visible, showing 'Row Fields' (ERP Supplier, Invoice ID, Accounting Date, Invoice Line Number, Line Type) and 'Column Fields' (Data). The 'Data' column fields include [INV] Invoice Quantity, [INV] Invoice Unit Price (USD), [INV] Invoice Spend (USD), and [INV] Discount Amount (USD).

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

The screenshot shows the 'Available Measures' panel on the left, which includes a list of measures: Price Variance Cost (USD), Serviced Amount Approved (USD), Serviced Amount in Approval (USD), Split Count, Tax Amount (USD), and Tax Amount Invoiced. The 'Tax Amount (USD)' measure is highlighted with a red box. Below this list is a 'User-defined' section with a 'Create User-defined Field' button. On the right, the 'Page Fields' panel is visible, showing 'Row Fields' (ERP Supplier, Invoice ID, Accounting Date, Invoice Line Number, Line Type) and 'Column Fields' (Data). The 'Data' column fields include [INV] Invoice Quantity, [INV] Invoice Unit Price (USD), [INV] Invoice Spend (USD), [INV] Discount Amount (USD), [INV] Charge Amount (USD), and [INV] Tax Amount (USD). The 'Detail Fields' section includes Part Name, Description, Commodity, Unit of Measure, and Tax Code Name.

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

The screenshot shows the 'Available Measures' panel on the left and the 'Page Fields' panel on the right. In the 'Available Measures' panel, the 'Tax Amount (USD)' and 'Tax Amount Invoiced' fields are highlighted with a red box. The 'Tax Amount Invoiced' field has an 'Add to Report' button next to it. In the 'Page Fields' panel, the 'Data' section is expanded, showing a list of fields including '[INV] Invoice Quantity', '[INV] Invoice Unit Price (USD)', '[INV] Invoice Spend (USD)', '[INV] Discount Amount (USD)', '[INV] Charge Amount (USD)', and '[INV] Tax Amount (USD)'. The 'Detail Fields' section is also expanded, showing fields like 'Part Name', 'Description', 'Commodity', 'Unit of Measure', and 'Tax Code Name'.

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

The screenshot shows the 'Available Measures' panel. The 'Invoice' section is expanded, showing a list of measures including 'Measures in Original Currency', 'Standard Calculations', 'Age (Days)', 'Amount Accepted (USD)', 'Amount Disputed (USD)', and 'Amount Invoiced (USD)'. The 'Amount Accepted (USD)', 'Amount Disputed (USD)', and 'Amount Invoiced (USD)' fields are highlighted with a red box. At the bottom of the panel, there is a 'Create User-defined Field' button.

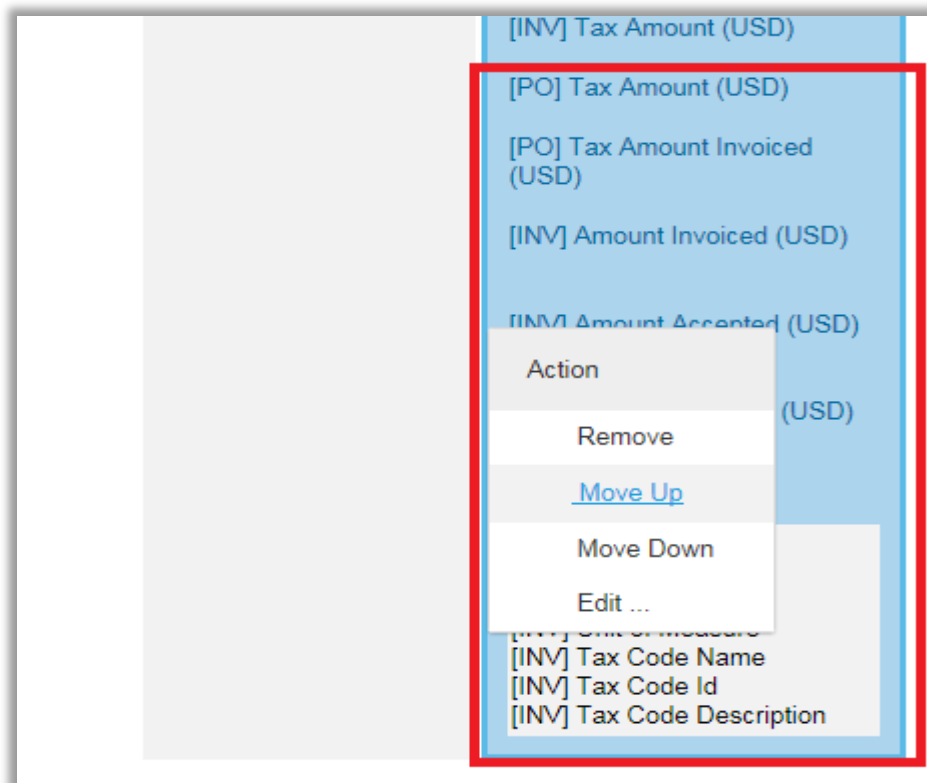
8. Add **Tax Accrual Amount** field (Click on the field > click on Add to Report option on pull down menu).

The screenshot shows the 'Available Measures' section on the left. A red box highlights the 'Tax Accrual Amount (USD)' field, which has a dropdown arrow. The dropdown menu is open, showing 'Purchase Order' and 'Add to Report'. The 'Add to Report' button is highlighted. On the right, the 'Page Fields' section is visible, showing 'Row Fields' and 'Column Fields'.

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

The screenshot shows the 'Available Measures' section on the left. A red box highlights the 'Expected Tax Amount (USD)' field, which has a dropdown arrow. The dropdown menu is open, showing 'Purchase Order' and 'Add to Report'. The 'Add to Report' button is highlighted. On the right, the 'Page Fields' section is visible, showing 'Row Fields' and 'Column Fields'. The 'Column Fields' section is expanded, showing a list of fields including '[PO] Tax Amount (USD)' and '[PO] Tax Amount Invoiced (USD)', which are highlighted with a red box.

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



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

Edit Analysis Invoice Spend with Charges and Taxes Next Done

Enter a title for your report, select a data source to investigate from the **Main Fact** pull-down menu, and add at least one data field to the **Data** area of the pivot layout. To create a multi- [More](#)

1 Source Data

2 Pivot Layout

3 Refine Data

Title: * Invoice Spend with Charges and Taxes

Description: Invoice Spend with Charges and Taxes

Report Currency: User Preference

Data Sources

12. System would display the report.

Reporting Invoice Spend with Charges and Taxes

Field Browser: Page Others

Pivot table Chart Dashboard

Applied Filters: Accounting Date Spanning: 4/1/2017 -- 6/30/2017
[INV] Line Type Catalog Item

Display Options Edit Min/Max rows: 3/8

Detail View

[INV] ERP Supplier	[INV] Invoice ID	[INV] Accounting Date	[INV] Invoice Line Number	[INV] Line Type	[INV] Part Name	[INV] Description	[INV] Commodity	[INV] Unit of Measure	[INV] Tax Code Name	[INV] Tax Code Id	[INV] Tax Code Description
Total											
DE Spare Parts	IRRecal.Tax-365	4/19/2017	1	Catalog Item	(3013_Photocopier 3013) Photo Copier	Photo Copier	Photocopiers	each	IDT Standard Output TAX	A1	
ERS vendor	IRInv-CR10-394	4/21/2017	1	Catalog Item	(3010 3010) TestCR1	TestCR1	Ink cartridges	each	IDT fallback output tax	XX	
							Information		IDT Standard		

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

Invoice Spend with Charges and Taxes

Field Browser: Pivot table Chart Dashboard

Applied Filters: Accounting Date Spanning: 4/1/2017 -- 6/30/2017
[INV] Line Type Catalog Item

Display Options Edit Min/Max rows: 3/8

Detail View

[INV] ERP Supplier	[INV] Invoice ID	[INV] Accounting Date	[INV] Invoice Line Number	[INV] Line Type	[INV] Part Name	[INV] Description	[INV] Commodity	[INV] Unit of Measure	[INV] Tax Code Name	[INV] Tax Code Id	[INV] Tax Code Description
Total											
DE Spare Parts	IRRecal.Tax-365	4/19/2017	1	Catalog Item	(3013_Photocopier 3013) Photo Copier	Photo Copier	Photocopiers	each	IDT Standard Output TAX	A1	

Invoice Spend with Charges and Taxes

Edit Save... Export Actions ▾

Pivot table Chart Dashboard

Expand Next Level

At lowest level

Applied Filters

Accounting Date Spanning: 4/1/2017 -- 6/30/2017

[INV] Line Type Catalog Item

Select Level, Values:

[INV] Line Type (all) ✓

Catalog Item ✓

Select Others...

Select Search Filter...

Move Field

Left

Right

Display Options Edit

Min/Max rows: 3/8

Detail View ▾

[INV] ERP Supplier	[INV] Invoice ID	[INV] Accounting Date	[INV] Invoice Line Number	[INV] Description	[INV] Commodity	[INV] Unit of Measure	[INV] Tax Code Name	[INV] Tax Code Id	[INV] Tax Description	[INV] Invoice Quantity	[INV] Invoice Unit Price (USD)	[INV] Invoice Total (USD)
Total												

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

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

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

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

Reporting

Invoice Spend with Charges and Taxes

Edit

Save...

Export

Actions

Field Browser

Page

Others

Pivot table

Chart

Dashboard

Applied Filters

■ 114.82

Accounting Date

Spanning: 4/1/2017 -- 6/30/2017

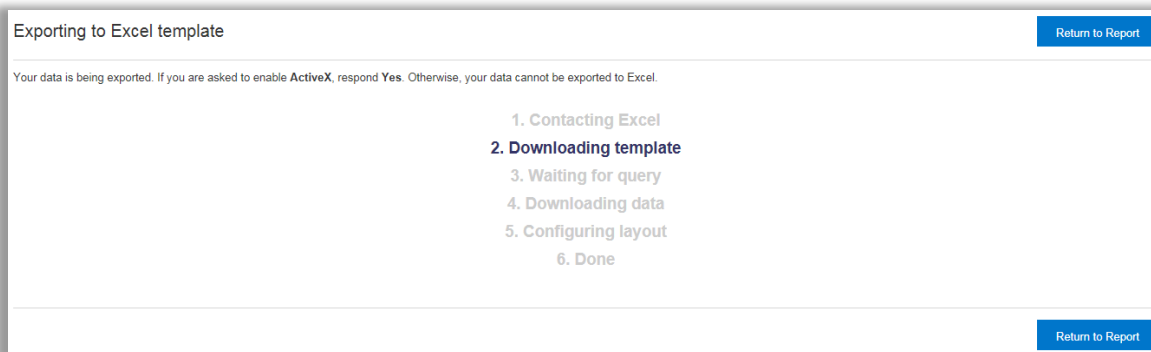
Display Options Edit

Min/Max rows: 3/8

Detail View

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

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



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

[INV]Supplier (ERP Supplier)	[INV] Invoice ID	[INV]Accounting Date (Date)	[INV] Invoice Line Number	[INV] Line Type
IL Office Supplies	IRRM-05-05-2017-OVER-459	5/8/2017	5	Catalog Item
IL Office Supplies	IRRM-05-05-2017-OVER-459	5/8/2017	7	District Sales/Use
IL Office Supplies	IRRM-05-05-2017-OVER-459	5/8/2017	3	City Sales/Use
IL Office Supplies	IRRM-05-05-2017-UNDER-460	5/8/2017	2	City Sales/Use
IL Office Supplies	IRRM-05-05-2017-UNDER-460	5/8/2017	4	District Sales/Use
IL Office Supplies	IRRM-05-05-2017-OVER-459	5/8/2017	1	Catalog Item
IL Office Supplies	IRRM-05-05-2017-OVER-459	5/8/2017	4	District Sales/Use
ERIS vendor	IRxv test1111-421	4/25/2017	4	County Sales/Use
Office Products GB	IRTR_VI_INV_Demo1-370	4/20/2017	1	Catalog Item
Office Products GB	IRaccept the engine calculated tax 352	4/18/2017	1	Catalog Item
Office Products GB	IRVI_Demo_UK_Apr26_1-417	4/25/2017	1	Catalog Item
IL Office Supplies	IR123444-333	4/13/2017	1	Catalog Item
IL Office Supplies	IR234556543-346	4/17/2017	1	Catalog Item
IL Office Supplies	IR12455-342	4/14/2017	1	Catalog Item
Office Products GB	IRVU Inv 4-381	4/20/2017	1	Catalog Item

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

[IN Total]										
This Worksheet Will Contain Data Populated From Ariba Spend Management.										
[INV] Invoice Quant [INV] Invoice Unit Price [INV] Charge Amou [INV] Amount Accepted (USD) [INV] Amount Disputed (USD)										
To Query Parameters: Range "Ariba Data Params"										
Source Data Invoice (Procurement & Invoicing), Purchase Order (Procurement & Invoicing)										
Fixed Columns FALSE										
Query Filters										
Field Mappings										
Raw Field Name SSPInvoiceLineItem Supplier, SupplierName, SSPInvoiceLineItem InvoiceId, SSPInvoiceLineItem AccountingDate, Day, SSPInvoiceLineItem InvoiceLineNumber, SSPInvoiceLineItem LineType, SSPInvoiceLine										
Sort Fields										
Data Table: Range "Ariba Data"										
Extra (Derived) Columns										
[INV] Supplier (ERP Supplier)	[INV] Invoice ID	[INV] Line Type	[INV] Tax Code (Tax Code Name)	[INV] Tax Code (Tax Code Id)	sum(Tax Amount Invoiced)	sum(Amount Invoiced)	sum(Amount Accepted)	sum(Amount Disputed)	sum(Tax Accrual Amount)	Sample
IL Office Supplies	IRRM-05-05-2017-OVEI	Catalog Item	IDT Standard Output TAX	A1	2.48	30.00	30.00	0.00	0.00	add formula here
IL Office Supplies	IRRM-05-05-2017-OVEI	District Sales/Use	IDT Standard Output TAX	A1	2.48	0.60	0.30	0.30	0.00	
IL Office Supplies	IRRM-05-05-2017-OVEI	City Sales/Use	IDT Standard Output TAX	A1	412.50	75.00	50.00	25.00	0.00	
IL Office Supplies	IRRM-05-05-2017-UNDI	City Sales/Use	IDT Standard Output TAX	A1	850.00	200.00	125.00	75.00	0.00	
IL Office Supplies	IRRM-05-05-2017-UNDI	District Sales/Use	IDT Standard Output TAX	A1	850.00	200.00	125.00	75.00	0.00	
IL Office Supplies	IRRM-05-05-2017-OVEI	Catalog Item	IDT Standard Output TAX	A1	412.50	5,000.00	5,000.00	0.00	0.00	
IL Office Supplies	IRRM-05-05-2017-OVEI	District Sales/Use	IDT Standard Output TAX	A1	412.50	75.00	50.00	25.00	0.00	
ERS vendor	IRx_test1111-421	County Sales/Use	Unclassified	Unclassified	0.00	0.25	0.25	0.00	0.00	
Office Products	GEIRTR_VI_INV_Demo1-3	Catalog Item	IDT Standard Input TAX	V1	125.00	625.00	625.00	0.00	0.00	
Office Products	GEIRaccept the engine ca	Catalog Item	IDT Standard Input TAX	V1	225.00	1,125.00	1,125.00	0.00	0.00	
Office Products	GEIRVI_Demo_UK_Apr26	Catalog Item	IDT Standard Input TAX	V1	148.40	742.00	742.00	0.00	0.00	
IL Office Supplies	IR123444-333	Catalog Item	IDT Standard Output TAX	A1	0.00	3,000.00	3,000.00	0.00	0.00	
IL Office Supplies	IR2345665543-345	Catalog Item	IDT Standard Output TAX	A1	412.50	5,000.00	5,000.00	0.00	0.00	

APPENDIX III

XSD CHANGES TO EXTERNAL WEB SERVICES

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

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

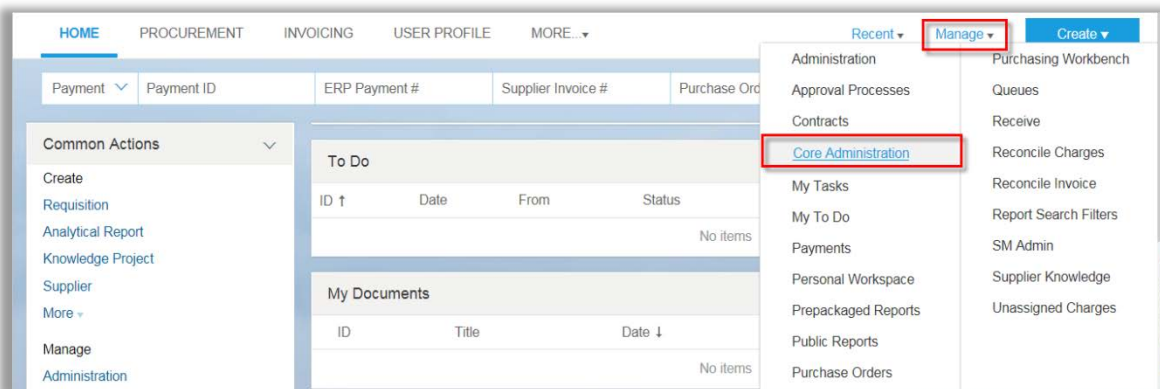


1. It is recommended to consult SAP Ariba Customer Support and Thomson Reuters Professional Services before making decision to accept XSD changes. And also remember that upgrade cannot be reverted back to SAP Ariba Platform limitation on for this feature so careful consideration is required before upgrading to new XSD.
2. New SAP Ariba Buying solutions Customers with solution having Service pack SSP.2017.Rel-9535/Release Number SSP.2017.09 would have Tax API with new XSD as default so can ignore this section.

REVIEWING AND ACCEPTING CHANGES

Navigation:

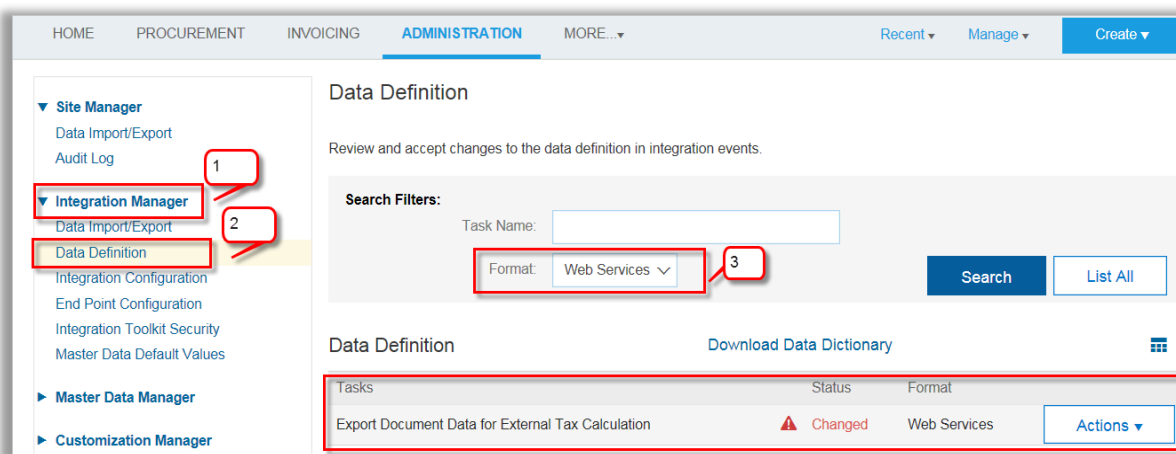
1. Log in to SAP Ariba Buying Solution
2. On Home screen navigate to Manage > Core Administrator



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

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

Result: System would display integration task with status Changed



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

Data Definition

Review and accept changes to the data definition in integration events.

Search Filters:

Task Name:

Format:

Data Definition [Download Data Dictionary](#)

Tasks	Status	Format	
Export Document Data for External Tax Calculation	Changed	Web Services	<div> <div>Actions ▾</div> <div>Review</div> </div>

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

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

Export Document Data for External Tax Calculation

Review and accept the changes for each group of fields that needs review, then publish all changes. You must accept all the changes before publishing.

Groups for 'Export Document Data for External Tax Calculation'

Group Names	Status
Money_Reference	No Change
ProcureLineItemCollection_TaxServiceAPIRequest	Needs Review
ProcureLineItemCollection_TaxServiceAPIResponse	Needs Review

Field Order for 'Money_Reference'

Position	Current Field	New Field	Description
1	Amount	Amount	
2	AmountInReportingCurrency	AmountInReportingCurrency	

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

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

Position	Current Field	New Field	Description
31	LinItems.SupplierLocation.PostalAddress.State	LinItems.SupplierLocation.PostalAddress.State	
32	LinItems.TaxExclusion	LinItems.TaxExclusion	
33	Type	Type	
34	UniqueName	UniqueName	
35		OrganizationName	
36		OrganizationUnit	

Accept Changed Fields

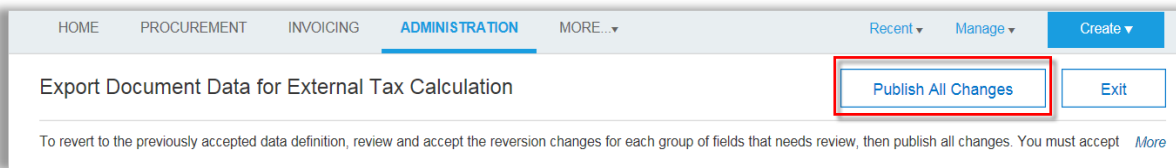
7. Now click on other group '**ProcureLineItemCollection_TaxServiceAPIResponse**'. System would show the fields under this group. Scroll down to find the fields added newly in green color.

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

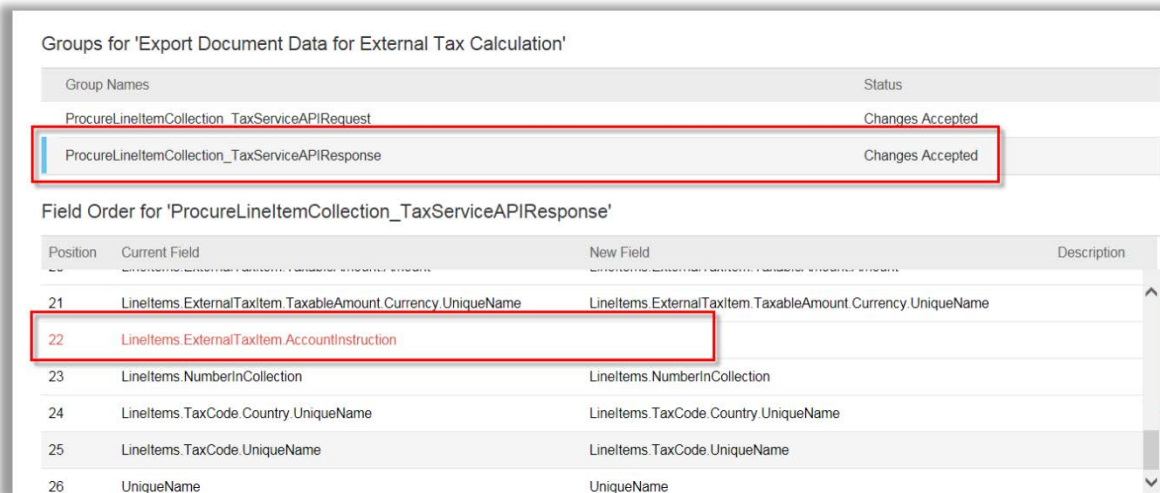
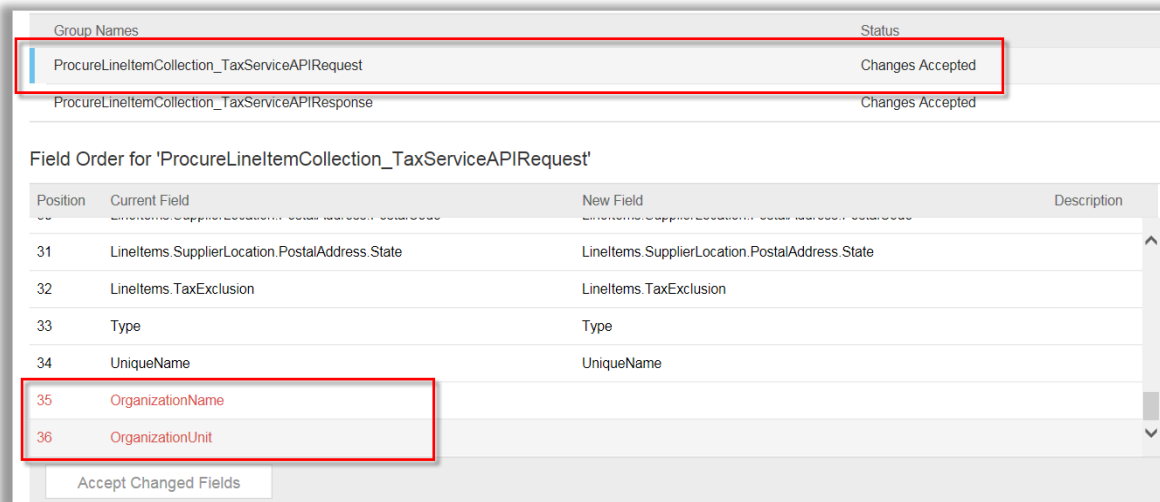
Position	Current Field	New Field	Description
21	LinItems.ExternalTaxItem.TaxableAmount.Currency.UniqueName	LinItems.ExternalTaxItem.TaxableAmount.Currency.UniqueName	
22		LinItems.ExternalTaxItem.AccountInstruction	
23	LinItems.NumberInCollection	LinItems.NumberInCollection	
24	LinItems.TaxCode.Country.UniqueName	LinItems.TaxCode.Country.UniqueName	
25	LinItems.TaxCode.UniqueName	LinItems.TaxCode.UniqueName	
26	UniqueName	UniqueName	

Accept Changed Fields

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



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



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

Data Definition

Review and accept changes to the data definition in integration events.

Search Filters:

Task Name:

Format:

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

Data Definition [Download Data Dictionary](#)

Tasks	Status	Format	
Export Document Data for External Tax Calculation	Unchanged	Web Services	Actions ▼

UPDATE ENDPOINT

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

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

To update endpoint URL, please follow below steps:

1. Log in to SAP Ariba Solution
2. Manage > Core Administrator > Integration Manager > End Point Configuration

HOME **PROCUREMENT** **INVOICING** **CATALOG** **MORE...**

[Recent ▼](#) [Manage ▼](#) [Create ▼](#)

Payment Payment ID ERP Payment # Supplier Invoice # Purchas

Common Actions ▼

- Create
- Requisition
- Analytical Report
- Supplier
- Customer
- More ▼
- Manage

To Do

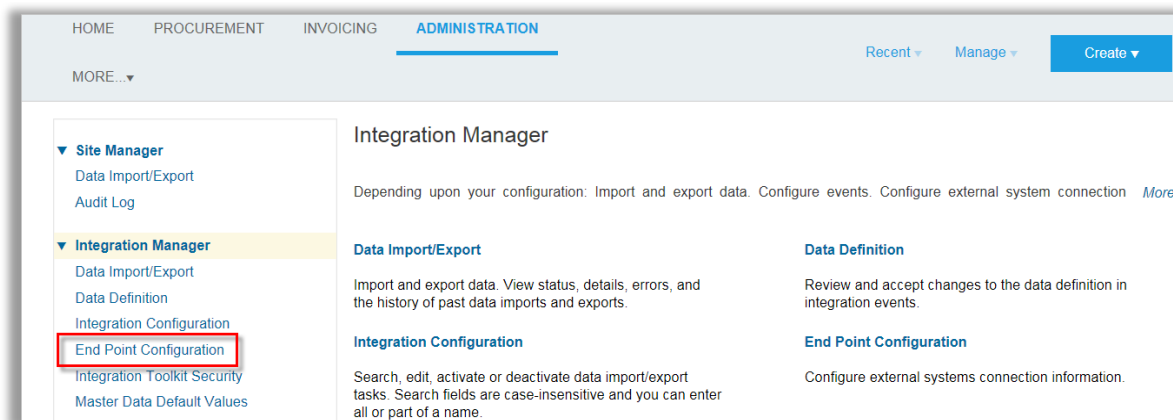
ID ↑	Date	From	Status
No items			

My Documents

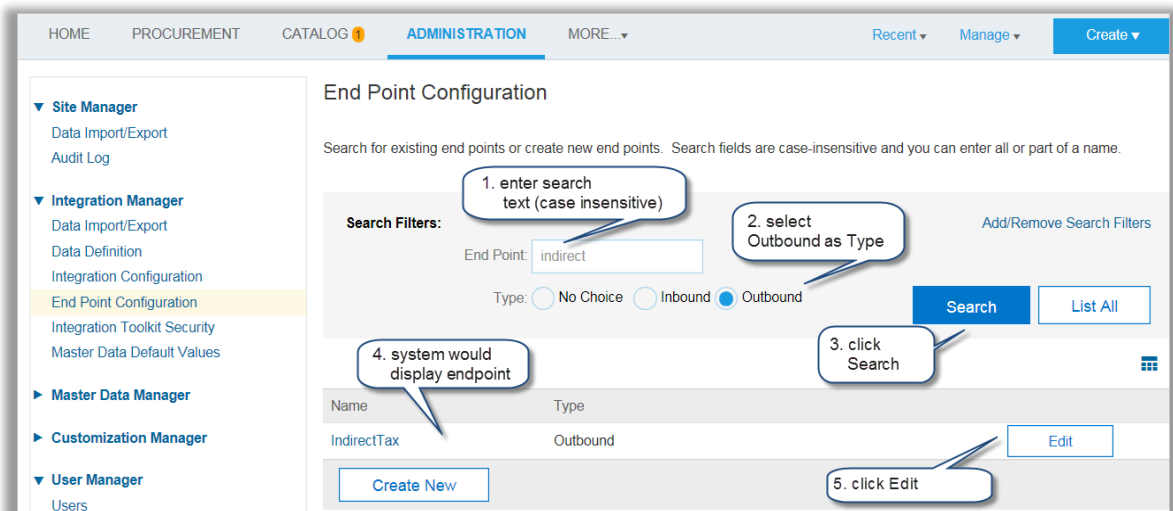
ID	Title	Date ↓
----	-------	--------

Core Administration

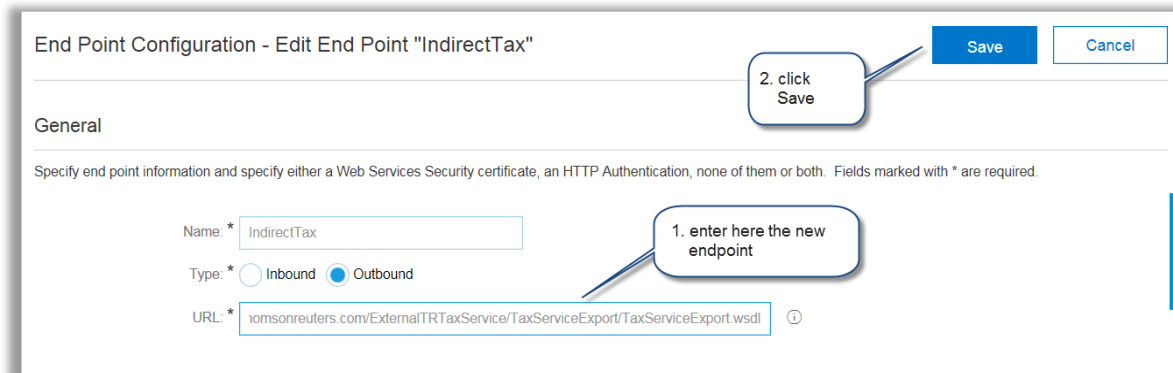
- Administration
- Approval Processes
- Contracts
- Core Administration
- My Tasks
- My To Do
- Payments
- Personal Workspace
- Prepackaged Reports
- Public Reports
- Purchase Orders
- Queues
- Receive
- Reconcile Charges
- Reconcile Invoice
- Report Search Filters
- Supplier Knowledge
- Unassigned Charges



3. Find endpoint to be updated and select Search



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



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



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



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

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

1. Manage > Core Administration > Integration Admin > Integration Configuration
2. Under Search Filters section, select ONESOURCE Endpoint from drop down menu and choose Status **Enabled**.

The screenshot shows the 'Integration Configuration' page. On the left is a navigation menu with sections: Integration Manager, Master Data Manager, Customization Manager, and User Manager. The 'Integration Manager' section is expanded, showing 'Integration Configuration' as the active item. The main area is titled 'Search Filters:' and contains fields for 'Task Name', 'Format' (set to '(no value)'), 'End Point' (set to 'IndirectTax'), and 'Status' (with 'Enabled' selected). A 'Search' button and a 'List All' button are at the bottom right of the search filters. Below the search filters is a 'Configuration' section with a table. The table has columns: 'Tasks', 'Format', 'Enabled', and 'Supported Formats'. The first row is 'Export Document Data for External Tax Calculation' with a description: 'Exports data on approvable documents (such as requisitions and invoice reconciliations) to the external system for calculation of tax.' The 'Format' is 'Web Service', 'Enabled' is 'Yes', and 'Supported Formats' is '[Web Service]'. An 'Actions' button is at the end of the row. Three callouts are present: 1. 'choose endpoint created for ONESOURCE integration' pointing to the 'End Point' dropdown. 2. 'select check box for Enabled' pointing to the 'Enabled' checkbox. 3. 'system would display integration task' pointing to the task name in the table.

3. Click on the task Export Document Data for External Tax Calculation hyper link shown under the Configuration section to check the updated endpoint URL.
4. Verify if this URL is similar to what has been entered for.
5. Select Done.

View data import/export task Done

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

Name: Export Document Data for External Tax Calculation [View WSDL](#)

Description: Exports data on approvable documents (such as requisitions and invoice reconciliations) to the external system for calculation of tax.

Status: Enabled

Format: Web Service

Type: Outbound to External System

End point: IndirectTax ⓘ

URL: * https://int-ariba-
uat.hostedtax.thomsonreuters.com/ExternalTRTaxService/TaxServiceExport/TaxServiceExport.wsdl

1. verify if this URL is similar to what has been entered for

2. click Done

APPENDIX IV

WORK AROUND FOR REPEATED TAX AUTHORITY ISSUE

ISSUE

This issue is only seen on SAP Ariba Invoice Reconciliation document for transactions involving taxation by U.S. Tax regime. For some U.S. Tax scenarios there would be more than one tax authority at same tax jurisdictional level charging tax on purchase transactions. For instance in case of a purchase transaction with ship to as CO location there would be two tax authorities at District level charging tax.

CO - SCIENTIFIC AND CULTURAL FACILITIES DISTRICT (EXPANDED), DISTRICT SALES/USE TAX
CO - REGIONAL TRANSPORTATION DISTRICT, DISTRICT SALES/USE TAX

ONESOURCE Global Tax for SAP Ariba Solutions sends tax type as "District Sales/Use" for both tax authorities in the tax call response. SAP Ariba considers tax amount on both levels on Requisition captures total tax correctly. But on Invoice Reconciliation, it only captures the tax amount from one of the tax authorities. This results in incomplete or partial tax being charged and in turn results in reconciliation exception due to variance in tax amount between Requisition and Invoice Reconciliation documents

SOLUTION

While SAP Ariba is considering a permanent solution, Thomson Reuters ONESOURCE is providing a workaround with maintenance release 1.0.1.0. This involves programmatic fix to ONESOURCE integration solution and tax master data update in SAP Ariba Buying Solution.

Please see below table to know who need to do what kind of action as part of fix based on solution deployment model:

Integration Deployment Model	Software Upgrade	SAP Ariba Tax Master Data Update
Cloud Customer	No action required	Tax Type and Tax Type Mappings data need to be updated. See below section Tax Master Data Update
On-Premise Customer with ONESOURCE Global Tax for SAP Ariba Solutions with v. 1.0.0.0 and higher	Upgrade required. Please see <i>instructions documents</i> available in Platform Support	Tax Type and Tax Type Mappings data need to be updated. See below section Tax Master Data Update

TAX TYPES AND TAX TYPE MAPPING DATA UPDATE

Customer need to update Tax Types and Tax Type Mapping data in SAP Ariba Buying Solution as part of the fix. This section explains the procedure to update required master data.



1. Please use the data provided here to prepare import CSV file in to SAP Ariba Solution.
2. User needs to be member of Customer Administrator group to perform the data update.

I. Tax Types Master Data Update:

Import Task Name: **Import Tax Types** | Import CSV File Name: **TaxTypes.csv**

UTF-8		
UniqueName	Name	Category
City Sales/Use_1	Sales or use taxes levied by a city_1	2
City Sales/Use_2	Sales or use taxes levied by a city_2	2
City Sales/Use_3	Sales or use taxes levied by a city_3	2
City Sales/Use_4	Sales or use taxes levied by a city_4	2
City Sales/Use_5	Sales or use taxes levied by a city_5	2
County Sales/Use_1	Sales or use taxes levied by a county_1	2
County Sales/Use_2	Sales or use taxes levied by a county_2	2
County Sales/Use_3	Sales or use taxes levied by a county_3	2
County Sales/Use_4	Sales or use taxes levied by a county_4	2
County Sales/Use_5	Sales or use taxes levied by a county_5	2
District Sales/Use_1	District sales or use taxes not applied by political boundaries_1	2
District Sales/Use_2	District sales or use taxes not applied by political boundaries_2	2
District Sales/Use_3	District sales or use taxes not applied by political boundaries_3	2
District Sales/Use_4	District sales or use taxes not applied by political boundaries_4	2
District Sales/Use_5	District sales or use taxes not applied by political boundaries_5	2
State Sales/Use_1	Sales or use taxes levied by a state_1	2
State Sales/Use_2	Sales or use taxes levied by a state_2	2
State Sales/Use_3	Sales or use taxes levied by a state_3	2
State Sales/Use_4	Sales or use taxes levied by a state_4	2
State Sales/Use_5	Sales or use taxes levied by a state_5	2

II. Tax Type Mappings Master Data Update:

Import Task Name: **Import Tax Type Mappings** | Import file Name: **TaxTypeMap.csv**

UTF-8	
TaxLineType	Name
City Sales/Use_1	Sales or use taxes levied by a city_1
City Sales/Use_2	Sales or use taxes levied by a city_2
City Sales/Use_3	Sales or use taxes levied by a city_3
City Sales/Use_4	Sales or use taxes levied by a city_4
City Sales/Use_5	Sales or use taxes levied by a city_5
County Sales/Use_1	Sales or use taxes levied by a county_1

County Sales/Use_2	Sales or use taxes levied by a county_2
County Sales/Use_3	Sales or use taxes levied by a county_3
County Sales/Use_4	Sales or use taxes levied by a county_4
County Sales/Use_5	Sales or use taxes levied by a county_5
District Sales/Use_1	District sales or use taxes not applied by political boundaries_1
District Sales/Use_2	District sales or use taxes not applied by political boundaries_2
District Sales/Use_3	District sales or use taxes not applied by political boundaries_3
District Sales/Use_4	District sales or use taxes not applied by political boundaries_4
District Sales/Use_5	District sales or use taxes not applied by political boundaries_5
State Sales/Use_1	Sales or use taxes levied by a state_1
State Sales/Use_2	Sales or use taxes levied by a state_2
State Sales/Use_3	Sales or use taxes levied by a state_3
State Sales/Use_4	Sales or use taxes levied by a state_4
State Sales/Use_5	Sales or use taxes levied by a state_5



Tax Type and Tax Type Mapping import is SAP Ariba standard process. For detailed description of import CSV file preparation and import process, please refer [Import Tax Types](#) and Import [Tax Type Mappings](#) section in this document.