EXACTOR NETSUITE SUITEAPP SALES TAX COMPLIANCE SERVICE INSTALLATION & USER GUIDE



NOVEMBER, 2014 CONFIDENTIAL



TABLE OF CONTENTS

EXACTOR NETSUITE SYSTEM DESCRIPTION	1
GETTING STARTED WITH EXACTOR	2
Searching for the Exactor NetSuite SuiteApp Updating the Exactor NetSuite SuiteApp	2 4
Setting up exactor netsure sureapp SETTING UP THE SKU SOURCE	
PRODUCT MAPPING	12
Mapping Products' SKUs to EUCs Shipping to Multiple Addresses	12 14
ENTITY EXEMPTIONS	15
USING EXACTOR WITHIN NETSUITE	17
Calculating and Committing Tax Creating Invoice/Sales Order	
Cancelling a Purchase - Refunding the Taxes	19 19
GRANTING PERMISSIONS TO USE EXACTOR SUITEAPP TO NETSUITE USERS	21
NETSUITE FEATURES IMPACTED BY EXACTOR SUITE-APP	23
NOTES FOR ADMINISTRATORS	24
I/O FIELDS	24
SPECIAL DEPLOYMENT NOTES	25
INTEGRATION WITH SITEBUILDER	25



EXACTOR NETSUITE SYSTEM DESCRIPTION

This **EXACTOR NetSuite SuiteApp** was developed to enable businesses to incorporate and benefit from the **EXACTOR** sales tax compliance service from within their NetSuite invoices and sales orders. Once it is installed and setup, users do not need to perform any additional functions to obtain sales taxes. The taxes are calculated and seamlessly displayed in all transaction forms which require Sales Tax calculation, and because the invoice and sales orders communicate with the **EXACTOR SYSTEM**, the **EXACTOR NetSuite SuiteApp** generates tax returns without having to transfer data from one system to another.

More detailed information about the **Exactor** Sales Tax Compliance Service including: Account Setup, Account Management, Reports, and Filing Returns are outlined in the **Exactor** User Guide, available for download from the "Support" tab within the **Exactor Merchant Module Website**.

NOTE: This manual outlines most typical NetSuite scenarios and is not intended to detail all possible NetSuite configurations.

The **EXACTOR NetSuite SuiteApp** is compatible with the following platforms:

- NetSuite;
- NetSuite OneWorld;
- NetSuite SuiteCommerce.

For information about other Exactor NetSuite transaction tools, the user should contact their Exactor Account Manager.



GETTING STARTED WITH EXACTOR

The **EXACTOR NetSuite SuiteApp** is distributed as a bundle, accessed through the NetSuite repository. It requires searching, installing, configuring the **EXACTOR SuiteApp** with the NetSuite application, and finally setting up the **SuiteApp** in the **EXACTOR Merchant Module Website**. The **EXACTOR NetSuite SuiteApp** also requires occasional updating. This section of the User Guide takes the user through these processes step-by-step.

Searching for the EXACTOR NetSuite SuiteApp

For the NetSuite system to identify the **Exactor NetSuite SuiteApp**, the user should log-in to the Admin Panel of the NetSuite Website and navigate to:

→ Customization tab (1) → SuiteBundler (2) → Search & Install Bundles (3).

	Search	Q	Help Leve Darya Tkachenko Exactor Production - Administrator
🕹 ★ 🖄 Activities Payments Transactions Lists Rep	ports Customization Documents Setup Fixed Assets S	uiteSocial Support Retail Analytics	
Home	Customization Overview	Vie	ewing: Portlet date settings 🗸 Personalize 🗸 Layout 🗸
Reminders	Lists, Records, & Fields >		
56 Opportunities to Close Reg	Scripting > Welcome	to Release 2014.2	
11 SuiteBundles to Update	Centers and Tabs	ul. Get your work done anickly and eacily with the new NetSuite III fe	sturing a clean modern look and feel
Quick Search	2 SuiteBundler Create Bundle	the det your more quickly and casily was are new recourse of, re	aranny a create moach rook and rect
	Nervice This Resol vs. List Proof 1976 Search & Install Bundles Nervicey Today vs. One Month Ago (\$2,470) Bundle Audit Trail	and Manufacturing rvice levels across locations with Distribution Resource Plannir eration overlap, and a drag and drop scheduler.	ng. Optimize manufacturing schedules and efficiency with
SEARCH FOR INTERNET INTERNET. INTERNET INTERNET INTERNET INTERNET. INTERNET INTERNET INTERNET. INTERNET INTERNET. INTERNET INTERNET. INTERNET	why Quera (Az. Sales) fixed Centre Transferred Centre Transferred Standby Quera (Az. Sales) Standby Quera (Az. Sales) Deliver a rich, BZC-Rike O Deliver a rich, BZC-Rike O Deliver a rich, BZC-Rike O	nter nline shopping experience to your B2B customers and increase repea s track shipments, make payments, and more	t purchases. Provide better service at lower cost by enabling your

In the "Keywords" field (1), type "Exactor", then select "Repository" from the "Location" drop-down list (2), and click on the "Search" button (3).

٩	*	õ	Activities	Payments	Transactions	Lists	Reports	Customization	Documents	Setup	Fixed Assets
Searc	:h & I	nsta	all Bund	les							
Searc	h 3										
Basic A	dvance	d									
LEAVE T	HE KEYWO	ORDS BO	OX BLANK AND	CLICK SEARCH T	O VIEW THE MOST I	POPULAR	SUITEAPPS				
KEYWOR	DS					PR	ODUCT				
Exactor	rl					1) A	I		•		
LOCATIO	N		-			VE	RTICAL				
Reposi	tory		- 2			A	I		•		
AVAILAB	LITY		-			LA	NGUAGE				
All				-		A	I		-		

 Select the latest EXACTOR Tax Provider version available from the list of identified SuiteApps.



 Once the system displays the Bundle Details page for the EXACTOR Tax Provider, click on the "Install" button (1).

ා 🛧 쓥 Activities Payments Box Files Transactions Lists Reports Documents S	etup Customization Support SuiteSocial Fixed Assets Demo Framework Knowledge Base
Bundle Details Exactor Tax Provider Back Install 1	
NAME Eactor Tax Provider 03 30882 COPIED FROM	NO RETAILS 0 PRODUCT NetSuke OneWorld VETTOL
VERION 201 DOWNNY Exactor Production ☐ MANAGED ANALARE SENCE 656/2014	LAIGUARES English (US) Add.BLITY Poble Decision Exactor User Guide
Overview Components BuildApp Into ABSTRACT Sales tax compliance module for (i) calculating sales tax with any NetSuite form; and (ii) generating and filing sales tax report of the sales tax compliance module for (i) calculating sales tax with any NetSuite form; and (ii) generating and filing sales tax report of the sales tax council to the sale tax council to tax tax tax council to tax	eturns in all US jurisdictions (state and local). regan time lost to sales and use tax administration while minimizing risks associated with these taxes. The service provides a single solution that: (i) Calculates sales taxes in dictions (state and local). (iii) Reduces costs associated with sales tax compliance efforts: (iv) Reduces processing and human erro; and (iv) Reduces liability. The Exactor bundle automaticaly connects your NetSuite service with the Exactor Sales Tax Compliance Service to provide at the above services transparently within your NetSuite
Back Install 1	

You will be re-directed to the Preview Bundle Install page. To start the Exactor NetSuite SuiteApp installation, click on the "Install Bundle" button (1).

ن 🖈 🖄 Activities Payments Box Files Transactions Lists Re	orts Documents Setup Customization Sup	port SuiteSocial Fixed Asset	s Demo Framework Knowledge Ba	se
Preview Bundle Install Cancel Install Bundle 1				
Name: Exactor Tax Provider Version: 2.01				
BUNDLE CONTENTS EXISTING OBJECT IN CONFLICT	SCRIPT ID	ACTION	PREFERENCE	INTERNAL ID
Custom Fields				
Transaction Body Fields				
Exactor Tax Amount	custbodyexactor_tax_amount	Add	Hide on Existing Custom Forms	custbodyexactor_tax_amount
Tax calculation status	custbodytax_caluclation_status	Add	Hide on Existing Custom Forms	custbodytax_caluclation_status_2
Exactor last transaction	custbodyexactorlasttransactionid	Add	Hide on Existing Custom Forms	custbodyexactorlasttransactionid_3
Exactor last commit id	custbodyexactorlastcommitid	Add	Hide on Existing Custom Forms	custbodyexactorlastcommitid_3
Exactor Settings	custbodyexactor_settings	Add	Hide on Existing Custom Forms	custbodyexactor_settings
Tax Calculation Status	custbodytax_caluclation_status_view	Add	Hide on Existing Custom Forms	custbodytax_caluclation_status_view_2
Exactor Tax Calculation Settings	custbodyexactor_calculation_settings	Add	Hide on Existing Custom Forms	custbodyexactor_calculation_settings
Tax calculation	custbodyexactortax_button	Add	Hide on Existing Custom Forms	custbodyexactortax_button
Exactor Checksum	custbodyexactor_checksum	Add	Hide on Existing Custom Forms	custbodyexactor_checksum

- $\circ~$ A pop-up window may prompt a user to confirm the installation. Click "OK" to start the installation process.
- Once the installation has been started, you will see the status "Pending..." highlighted in red in the "Installed Bundles" form. The installation process may take up to 5 minutes. Refresh the page from time to time to check the installation progress.

٩	* 🕉	Activities Pay	ments Box	k Files T	Transactions	Lists Report	s Documents	Setup Support	Suite Social	Fixed Assets	Demo Framework	Knowledge I	Base			
Insta Nev	lled Bundle	9S sh														
B (2															Total: 42
ACTION	NAME &	BUNDLE ID	VERSION	MANAGED	ABSTRACT			STATUS	OWNER				INSTALLED FROM	INSTALLED BY	INSTALLED ON	LAST UPDATE
2-	<loading></loading>	38882		No				Pending	Honeycom	b Mfg Yana (6623	77)		Repository	Yana Berezovsky	10/16/2014 6:46 am	
\$ ² *	3 Way Match on Items	27654	2	No	3 Way Matc	h on Items		~	Gill Inc. Wh	iolesale Distributi	on - 2013.1 (TSTDRV1	006864)	Production	Alex Wolfe	04/05/2013 12:55 pm	
\$ ² *	Availability By Location	15484		No				~	Ramsey In (TSTDRV8	c. Wholesale Distr 64300)	ibution V2011.1.112		Production	Ivan Smith	06/28/2011 10:06 am	06/28/2011 10:08 am
* *	Background Processing by Nolans	8459	1.00d	No	Shared obje utilised by o Solutions	ects for backgroui ther solutions fro	nd process contro m Nolan Business	l, 🗸	Nolan Busi (TSTDRV2	ness Solutions De 80347)	evelopment Centre		Repository	Dale Williams	03/23/2011 3:24 pm	03/27/2013 6:59 pm



When the installation process is complete, a green check mark will appear for the EXACTOR NetSuite SuiteApp in the Status column.

ې	* 🖄	Activities I	Payments	Box Files	Transactions	Lists	Reports	Documents	Setup	Customization	Support	Suite Social	Fixed Assets	Demo Framework	Knowledge Base				
Insta	alled Bundl	es																	
Ne	w Refre	sh																	
																			Total: 42
ACTION	NAME +	BUNDLE	D VERSIO	IN MANAGE	D ABSTRACT					DOCUMENTATION	STATUS	OWNER			INSTALLE	D FROM	NSTALLED BY	INSTALLED ON	LAST UPDATE
					special iter give the su	ms to dete uggested s	rmine cost selling price	of production a	and to									8:37 am	
£9+	Event Google Maps Integratio	7908 n	2.6	No	View locati in a portlet	ions of tod t in the das	lay's appoi shboard	intments in Goo	gle Maps	Documentation	~	SDG - Ramsey Co Schedr,LM	nsolidatedInv.;Gi Data Collect-ali (oogleMap.Consignment TSTDRV625204)	Produc Case	tion	Alex Wolfe	03/05/2013 8:33 am	
2 ⁰ -	Exactor Tax Provider	38882	2.01	No	Sales tax o with any N sales tax n	compliance etSuite for eturns in a	e module fo m; and (ii) ill US juriso	or (I) calculating generating and dictions (state a	g sales tax d filing ind local).	Documentation	\odot	Exactor Pro	duction (TSTDR	V1166811)	Reposi	tory	Yana Berezovsky	10/16/2014 6:46 am	
20 -	FIFO/LIFO Cos Layer	t 20291	1.0 🗐	No							~	SDG - Ram Blancaflor (sey Inc. WD : FIF TSTDRV920370	O/LIFO Cost Layer - P)	aul Produc	tion	Alex Wolfe	03/05/2013 8:36 am	
2-	Fixed Assets Management	27369	2.00.4	4 Yes	Fixed Asse creation, n	ets Manage nultiple (an	ement pro- nd user-de	vides automatic finable) deprec	asset iation	Documentation	¥	Netsuite Pla 2.0 (35641)	atform Solutions (28)	Group - Fixed Assets M	anagement Produc	tion	Alex Wolfe	03/28/2013 3:33 am	03/28/2013 3:33 am

NOTE: After the installation process is completed, it is recommended to clear the browser cache.

Updating the EXACTOR NetSuite SuiteApp

EXACTOR periodically publishes new versions of its integration files, including that of the **EXACTOR NetSuite SuiteApp**. Once the user is notified of the new SuiteApp's version available, it is recommended to update to the newest version. The process is triggered from the NetSuite website and requires the following steps to be completed:

Navigate to:

→ Customization tab (1)
 → SuiteBundler (2)
 → Search & Install Bundles (3)
 →List (4)

	Search	Q	Help Levya Tkachenko Exactor Production - Administrator
🕒 ★ 쓥 Activities Payments Transactions Lists	Rept1 Customization Documents Setup Fixed	ssets SuiteSocial Support Retail Analytics	
Home	Customization Overview		Viewing: Portlet date settings Personalize Layout
Reminders	Lists, Records, & Fields New Re Forms		
56 Opportunities to Close	Key Performa	me to Release 2014.2	
Customers to Renew SuiteBundles to Update	Plug-ins ★ 50 Plug-ins 3.5% Features Inclusion	de:	
Quick Sourch	Simple Intuition	eReautiful. Get your work done quickly and easily with the new NetSuite L	JI, featuring a clean, modern look and feel.
	Revenue This Period vs. Last Period	dles List 4 d Manufacturing	anning. Optimize manufacturing schedules and efficiency with
SEARCH FOR	Monthly Queta (Air, Sales) Trend Economic Control Cont	aration overlap, and a drag and drop scheduler.	

> Click on the **Exactor** SuiteApp action icon (1) and select "Update" (2).

٩	*		Activities	Payments	Box Files	Transactions	Lists	Reports	Documents	Setup	Customization	Support	Suite Social	Fixed Assets	Demo Framework	Knowled
Insta Nev	lled E	Bundl Refre	es sh													
	2															
ACTION	NAME A		BUND	LE ID VERS	ION MANAG	ED ABSTRACT					DOCUMENTATION	STATUS	OWNER			
						special ite give the s	ms to de uggestee	termine cos 1 selling pric	t of production a e.	nd to						
<u>*</u> 9+	Event Maps I	Google Integratio	7908 n	3 2.6	No	View local in a portle	ions of to t in the c	oday's appo lashboard.	intments in Goog	gle Maps	Documentation	~	SDG - Ramsey:Co Schedr;LM	nsolidatedInv.;Go Data Collect-ali (1	ogleMap;Consignment ISTDRV625204)	t;Case
20 Update	Exacto Provid	or Tax ler	388	32 2.01	No	Sales tax with any N sales tax	complian letSuite f returns ir	ce module f orm; and (ii) all US juris	or (i) calculating generating and dictions (state ar	sales tax filing nd local).	Documentation	\bigcirc	Exactor Pro	duction (TSTDRV	(1166811)	
Uninstall	FIFO/L Layer	LIFO Cos	t 2029	91 1.0	0 No							~	SDG - Ram Blancaflor (sey Inc. WD : FIF TSTDRV920370)	O/LIFO Cost Layer - P	aul
<u>.</u>	Fixed / Manag	Assets gement	2736	59 2.00	.4 Yes	Fixed Ass creation, r methods a	ets Mana nultiple (and full ir	agement pro and user-de ntegration to	vides automatic finable) depreci NetSuite. Allows	asset ation s small	Documentation	~	Netsuite Pla 2.0 (356412	tform Solutions G 28)	roup - Fixed Assets M	anagement



You will be redirected to the "Preview Bundle Update" page. To trigger the updating process, click on the "Update Bundle" button.

🗅 ★ 🖄 Activities Payments Box Files Tr	ansactions Lists Reports Documents	Setup Customization Support SuiteSoc	al Fixed Assets Demo Framework Knowledge Base
Preview Bundle Update			
Cancel Update Bundle			
Name: Exactor Tax Provider Current Version: 2.01 New Ver	rsion: 2.01		
BUNDLE CONTENTS	SCRIPT ID	ACTION PREFERENCE	INTERNAL ID
Custom Fields			
Transaction Body Fields			
Exactor Tax Amount	custbodyexactor_tax_amount	Update	custbodyexactor_tax_amount
Tax calculation status	custbodytax_caluclation_status	Update	custbodytax_caluclation_status
Exactor last transaction	custbodyexactorlasttransactionid	Update	custbodyexactorlasttransactionid
Exactor last commit id	custbodyexactorlastcommitid	Update	custbodyexactorlastcommitid
Exactor Settings	custbodyexactor_settings	Update	custbodyexactor_settings
Tax Calculation Status	custbodytax_caluclation_status_view	Update	custbodytax_caluclation_status_view
Exactor Tax Calculation Settings	custbodyexactor_calculation_settings	Update	custbodyexactor_calculation_settings
Tax calculation	custbodyexactortax_button	Update	custbodyexactortax_button
Exactor Checksum	custbodyexactor_checksum	Update	custbodyexactor_checksum

- A pop-up window will prompt a user to confirm the bundle update. Click "OK" to start the process of updating.
- Once the updating has been started, you will see the status "Pending..." highlighted in red in the "Installed Bundles" from. The updating process may take up to 5 minutes. Refresh the page from time to time to check the updating progress.

٩	*	谷	Activities	Payments	Box Files	Transactions	Lists	Reports	Documents	Setup	Customization	Support	SuiteSocial	Fixed Assets	Demo Framework	Knowled
Inst	alled E	Bundl	es													
Ne	w	Refre	sh													
P																
ACTION	NAME A		BUND	LE ID VERSIO	IN MANAG	ED ABSTRACT					DOCUMENTATION	STATUS	OWNER			
₽.	Estima	ting Tool	265	22 1.0	No	Estimating special iter give the su	tool will to ms to dete uggested	ake note of ermine cost selling price	materials, labor of production a e.	, and nd to	Documentation	~	SDG - Ram	sey: Estimating T	ool - jbucoy (TSTDRV9	971646)
₽ +	Event Maps I	Google ntegratic	7904 on	3 2.6	No	View locat Maps in a	ions of to portlet in	day's appoi the dashbo	ntments in Goog ard.	gle	Documentation	~	SDG - Ramsey:Co Schedr;LM	nsolidatedinv.;Go Data Collect-ali (ogleMap;Consignment TSTDRV625204)	t;Case
\$°*(Exacto Provide	r Tax er	388	32 2.01	No	Sales tax o tax with an filing sales local).	omplianc y NetSuit tax retur	e module form; and ns in all US	or (i) calculating (ii) generating a jurisdictions (sta	sales and ate and	Documentation	Pending	Exactor Pro	duction (TSTDR\	/1166811)	
\$ ² *	FIFO/L Layer	IFO Cos	it 2029	91 1.0 🕷	⊧ No							*	SDG - Ram Blancaflor (sey Inc. WD : FIF TSTDRV920370)	O/LIFO Cost Layer - P	aul
\$ ² *	Fixed / Manag	ement	273	\$9 2.00.4	4 Yes	Fixed Asse creation, n methods a	ets Manag nultiple (a ind full int	gement pro- ind user-de regration to	vides automatic finable) deprecia NetSuite. Allows	asset ation s small	Documentation	~	Netsuite Pla 2.0 (35641)	atform Solutions G 28)	Froup - Fixed Assets M	anagement

> When the update is successfully completed, the status checkmark for the **EXACTOR** SuiteApp will appear in green.

٩	★ 쓥 Ac	tivities Pay	yments E	Box Files 1	Transactions List	s Reports	Documents	Setup	Customization	Support	SuiteSocial	Fixed Assets	Demo Framework	Knowledge Base			
Inst	alled Bundles	5															
Ne	w Refresh																
																	Total: 42
ACTION	NAME #	BUNDLE ID	VERSION	MANAGED	ABSTRACT				DOCUMENTATION	STATUS	OWNER			INSTALLED	FROM INSTALLED BY	INSTALLED ON	LAST UPDATE
					special items to give the sugges	determine cos ed selling pri	at of production a	and to								8:37 am	
\$ ² *	Event Google Maps Integration	7908	2.6	No	View locations o in a portlet in the	f today's appo dashboard.	pintments in Goo	gle Maps	Documentation	~	SDG - Ramsey:Cor Schedr,LM [nsolidatedinv.;Go Data Collect-ali (ogleMap;Consignment TSTDRV625204)	Case Production	Alex Wolfe	03/05/2013 8:33 am	
2-	Exactor Tax Provider	38882	2.01	No	Sales tax compli with any NetSuit sales tax returns	ance module e form; and (ii in all US juris	for (i) calculating) generating and idictions (state a	sales tax filing nd local).	Documentation	\odot	Exactor Pro	duction (TSTDR)	/1166811)	Reposito	ry Yana Berezovsky	10/16/2014 6:46 am	
\$ ² *	FIFO/LIFO Cost Layer	20291	1.0 0	No						~	SDG - Rams Blancaflor (*	sey Inc. WD : FIF TSTDRV920370	O/LIFO Cost Layer - P	aul Productio	Alex Wolfe	03/05/2013 8:36 am	
10+	Fixed Assets Management	27369	2.00.4	Yes	Fixed Assets Ma creation, multipl methods and ful	nagement pro	ovides automatic efinable) deprec	asset iation	Documentation	*	Netsuite Pla 2.0 (356412	tform Solutions (8)	Group - Fixed Assets M	anagement Production	on Alex Wolfe	03/28/2013 3:33 am	03/28/2013 3:33 am



Setting up EXACTOR NetSuite SuiteApp

Once the **EXACTOR NetSuite SuiteApp** is installed, a user should set up the **EXACTOR Merchant Account** information within the **EXACTOR NetSuite SuiteApp**. This is necessary to ensure that NetSuite communicates correctly and accurately with the **EXACTOR SYSTEM** to calculate and store transaction information.

NOTE: For more information about the following account set up, the User is also referred to the EXACTOR User Guide, located in the 'Support' tab of the EXACTOR Merchant Account Panel.

- To configure **Exactor NetSuite SuiteApp**, navigate to your NetSuite Admin Panel and select:
 - \rightarrow Setup tab (1)

NETSUITE REGENERATIONN	Search		Q
👌 ★ 쓥 Activities Payments Transactions List	s Reports Customization Documen	Setup Fixed Assets SuiteS	ocial Support Retail Analytics
Home		Setup Manager	*
	2	Company	CLASSIFICATIONS
Reminders	New Release	Accounting ►	Subsidiaries
56 Opportunities to Close	Key Performance Indicators	Sales 🕨	Departments
3 Customers to Renew	Orders Inventory Revenu	Marketing ►	Stores
11 SuiteBundles to Update	★ 50.0% ★ 1.5% ★ 13.	Supper	Ter healints
Customer	Current katte		NatQuita Support Login
Adam Scott			
Adam Scott	Shortcuts		Close Account
Check #5	Tasks	3	Exactor Account Setup

→ Company (2) → Exactor Account Setup (3).

This action opens the **Exactor** Account Setup page. Make sure to complete the following information:

- > Account # (1). The account number issued by **EXACTOR INC.** when setting up your **EXACTOR** account.
- **User Name (2).** User name is case-sensitive, insert exactly as received from **EXACTOR INC**.
- Exemption Id Control (3). Enabling this option allows the EXACTOR NetSuite SuiteApp to cross-reference customer information within the EXACTOR Merchant Account to be recognized during the invoicing process. If this option is disabled, EXACTOR will not recognize any entity exemptions during the tax calculation process.
- Ship from address (4). EXACTOR uses this information as one of the addresses for determining taxes on transactions; make sure that there are no errors in the address. Otherwise, EXACTOR may calculate and report your taxes incorrectly. You may use the button "Copy address from settings" to fill in the address fields with the data from "Company Information".
- SKU Code Source (5). EXACTOR allows a user to choose the category used to identify a product. A user can choose from the Vendor Name, Item ID, Shopzilla ID, UPC Code or a custom field. The SKU information is sent to Exactor with each line item and is used in the Product Mapping explained below.



👌 ★ 📸 Activities Payments Transactions Lists	Reports Setup	Fixed Assets	SuiteSocial	Support	Retail Analytics
Exactor Account Setup					
Save Reset fields Copy address from settings					
Exactor account					
ACCOUNT # *		SKU CODE S	OURCE		
1		Item Id	oonce		▼ (5)
USER NAME *					
		SET SHIPTO	ADDRESS SOUR	CE IE IT IS NOT	DEFINED ON THE TRANSACTIONS PAGE
		Bill To Add	dress (usectr	onic downlo	oads) 🔻
Ship from address 4					
en anne *		6011	NTDV *		
		USA	A		•
ADDRESS 1 *		STAT	E OR PROVINCE	*	
			*		
		POST	TAL CODE *		
CITY *					

NOTE: "Reset fields" returns all fields to the last saved state. If you entered invalid data and clicked "Save", click "Reset Fields" to restore the page and field contents to the settings prior to clicking "Save".

During the **EXACTOR** Account Setup procedure, you will also need to specify the subsidiary(s) you want the SuiteApp to associate with during the calculation. Different **EXACTOR** accounts may be associated with different subsidiaries. You will need to choose the **EXACTOR** account and select the corresponding subsidiary to work with by clicking the left mouse-button (or multi-select the corresponding subsidiaries by holding Ctrl and clicking the left mouse-button).

ن 🛧 😤 Activities Payments Box Files Transactions Lists ا	Reports Documents Setup Customization Support SuiteSocial Fixed Assets Demo Framework
Save Reset fields Copy address from settings Pases fillout the fields below to start using the Exactor Sales Tax service. Signup here if you don't have an Exactor account SELECT EXACTOR ACCOUNT - Add Account V IS ENABLED	ASSOCIATED SUBSIDIARIES Honeycomb Holdings Inc. Honeycomb Holdings Inc. : Honeycomb Mfg.
When the information has been entered, click "Save".	NETSUITE Image: Copy address from settings Image: Netsure in the image: N

Exactor account configuration page

Note: During the EXACTOR Account set-up, the user can obtain help about any field by hovering their mouse over the field in question and clicking "What's this?".





SETTING UP THE SKU SOURCE

All sales tax calculations are performed within the **EXACTOR SYSTEM**. In order to calculate the taxes, the **EXACTOR SYSTEM** needs to know which product or service is included in the transaction (the Sales Order or Invoice). **EXACTOR** provides you with the option of choosing which information to use (Item ID, Vendor name, Shopzilla ID, UPC code or a Custom filed) for tax calculations, allowing you to group the products at your convenience.

To select the product grouping, navigate to your NetSuite Admin Panel and select:

\rightarrow	Setup	tab	(1)	
	``	Can		(2)

→ Company (2) → EXACTOR Account Setup (3).

	Search	Q
👌 ★ 쓥 Activities Payments Transactions List	Reports Customization Documen 1 Setup Fixed Assets SuiteSoc	ial Support Retail Analytics
Home	Setup Manager	*
	Company	CLASSIFICATIONS
Reminders	New Release Accounting	Subsidiaries
56 Opportunities to Close	Key Performance Indicators Sales	Departments
3 Customers to Renew	Orders Inventory Revenue Marketing	Stores
11 SuiteBundles to Update	↑ 50.0% 1.5% ↑ 13.1 Support	Teuropoints
Lustomer	Current hasti 45 A.C.	NetSuite Support Login
Adam Scott	Shortcuts	Close Account
Check #5	Tasks	Exactor Account Setup

As previously described, in the "Exactor Account Setup" form you will need to choose the SKU code source from the drop-down list. Your choice will determine which item information type will be used for the tax calculations by the **EXACTOR NetSuite SuiteApp**.

N N	IETS	UITE	ন	GENERATIC	INN							Q	
٩	★	ô	Activities	Payments	Transactions	Lists	Documents	Setup	Fixed Assets	SuiteSocial	Support	Retail Anal	lytics
Exact Save	tor A	CCOU	Int Setu	Copy address	from settings								
🖻 Exa	actor a	iccoun	it										
ACCOL	UNT # 🕈								SKU COD	E SOURCE			
1000	01035								ltem Id			-	
USER I	NAME *								Vendor	name			
									Item Id				
🖍 EX	EMPTIO	N ID COM	TROL						Shopzil	la Id			
									Custom	n field as SKU so	ource		
🗖 Shi	p fron	n addr	ess						UPC co	de			



The merchant chooses the source of the "SKU" information from the following:

- (i) Vendor Name,
- (ii) Item ID,
- (iii) Shopzilla ID,
- (iv) Custom field as SKU source,
- (v) UPC Code

SKU CODE SOURCE	
Item Id	-
Vendor name	
Item Id	
Shopzilla Id	
Custom field as SKU source	
UPC code	

To use a custom field, the user must type in the name of the custom field.

Custom field as SKU source CUSTOM SKU SOURCE FIELD ID *	SKU CODE SOURCE		
CUSTOM SKU SOURCE FIELD ID *	Custom field as SKU source	•	
	CUSTOM SKU SOURCE FIELD ID *		
custom_	custom_		

If you desire to review the SKU source of particular item, navigate to your NetSuite Admin Panel and select:

```
→Lists tab (1)
→Accounting (2)
→Items (3)
```

In the "Items" form, select the needed item and click on "View" to check its details.

٩	* 🗳	Activities	Payments Box	Files Transacti	ons List	s Reports	Documents	Setup	Customization	Support	SuiteSocial	Fixed Assets	Demo Fram
VIEW A	ems		•	Customize View	N	ew Item	Submit						
🕀 FILT	ERS												
	1 🔁 🛛 🖶	Show	v Inactives E	lit 💽 🗙									
INACTIVE	EDIT VIEW	INTERNAL ID	NAME .	DISPLAY NAME	SUBTYPE	DESCRIPTION	PURCHASE	DESCRIPTION	VENDOR NAME	STORE	DISPLAY NAME	STORE DESCRIPTION	
~	Edit View	124	20 Inch Tracer EX2 Wheelchair	20 Inch Tracer EX2 Wheelchair		20 Inch Trace EX2 Wheelchair	er 20 Inch 1 Wheelch	racer EX2 air					
	Edi	391	2580 Scanner	2580 Scanner		2580 Scanne	er		XRG2580	2580	Scanner	2580 Scanner di restore stacks of negatives	igitizes and f 35mm
~	Edit View	435	4-Port PCIMCIA Card	4-Port PCIMCIA Card		4-Port PCIMCIA Car	rd			4-Port Card	PCIMCIA	The Dynex IEEE 4-Port PCIMCIA provides a bus n function with an interface specific also supports se data transfer rate 400Mbps.	1394 Card naster OHCI cation and rial bus es of up to



You will be re-directed to the "Inventory Item" form of the chosen item, where you will find such information, as the Item ID (1), UPC Code (2) and Vendor Name (3) among other.

NETSUI	TE 🕏	GENERATIO	NN				Searc	h		
છે ★ 🕯	Activities	Payments	Transaction	Lists	Reports	5 (Customization	Documents	Setup	Fixed Assets
Home				Lists C	verview					
			2	Accou	nting		Accounts		►	
Reminders				Supply	y Chain	×	Currencies		►	
56 Opportunit	ties to Close			Emplo	yees	Þ	Currency Excha	ange Rates	►	elcom
3 Customers	to Renew			Relatio	onships	3	Items			New de:
11 SuiteBundle	es to Update			Marke	ting	×	Units Of Measu	ire	►	Search
Ouick Search				Suppo	ort	Þ	Shipping Items		►	the new UI
				Web S	ite	•	Quantity Pricing	g Schedules	Þ	oved Distribut
				Search	ı	Þ	Consolidated E	xchange Rates	►	ward scheduling
SEARCH FOR						_				i more

You would also find the item's Shopzilla Category ID (4) in the "Web Store" tab of the "Inventory Item" form.

👌 ★ 쓥 Activities Payments BoxFiles Transactions Lists Reports Documents S	etup Customization Support SuiteSocial Fixed Assets Demo Framework Knowledge Base	
📊 Inventory Item ्		
2580 Scanner		
Edit Back Print Label 📮 🖌 Actions 🔻		
Primary Information		
Purchasing/inventory Sales / Pricing Accounting Web Store Related Records Communication Preference	ces Svstem Information Custom Manufacturer's Warrantv Item Status Details Serials Box Files	
Web Store Display		
DISPLAY IN WEB STORE CHARGES MAY APPLY	WEB STORE DESCRIPTION	FEATURED DESCRIPTION
PAGE TITLE	2580 Scanner digitizes and restore stacks of 35mm negatives Preview Html	ITEM DRILLDOWN TEMPLATE
WEB STORE DISPLAY NAME	DETAILED DESCRIPTION Use the Epson Perfection 2580 Scanner and digitize and restore stacks of 35mm negatives in just a few simple steps. This	ITEM DISPLAY IMAGE
2000 Scamer	scanner has a 2400 x 4800 dpi resolution for fine quality scanning so your cherished memories will stay perfect forever	
		2
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	,,,,,,,,,,,,,,,,,,,,,,,,,,	
Search Engine and Feeds		
META TAG HTML	SEARCH KEYWORDS	PRODUCT FEED
URL COMPONENT	EXCLUDE FROM SITEMAP	SHOPPING.COM CATEGORY
	SITEMAP PRIORITY Auto	56 SHOPZILLA CATEGORY ID
	4	131
		NEXTAG CATEGORY 002



PRODUCT MAPPING

After setting up the account information and the product grouping, the user should proceed to mapping products to **EXACTOR Unified Codes ("EUC")**. Product Mapping is the term used when it is necessary for the **EXACTOR SYSTEM** to identify the type of products sold in order to correctly apply taxability rules. **EXACTOR** applies its internal **EUC** to determine the tax rules that would apply to any given transaction – which rules apply to the subject product/service in the given taxing locality. For example, products and services such as clothing and food may have special taxability rates in various locations. Because different taxes are applied to different product categories, **EXACTOR** requires its customers to map their products to the **EUCs**, so that the **EXACTOR SYSTEM** can provide an accurate calculation in real time without disrupting the transaction flow.

When using the **EXACTOR** tax compliance service, the NetSuite internal tax rules are not applied. As part of the set-up process, the **EXACTOR** module resets all NetSuite internal tax rates, to assure there is not a conflict with the **EXACTOR** processes and tax calculation.

NOTE: EXACTOR assumes total control over the tax calculation process. The User should not take any action that could interfere with EXACTOR's operations. Do not make any change to the NetSuite Internal Rates. Any change that a user makes to the NetSuite tax items, such as changing the internal NetSuite rates, will result in tax calculation errors.

Product mapping is performed on the **Exactor Merchant Module Website** and **NOT** from within the NetSuite interface. As part of the tax calculation process, the **Exactor NetSuite SuiteApp** transmits to the **Exactor System** that SKU information from the group source that you selected in the previous section, for each product and service being purchased. The user must choose the source of SKU information from NetSuite, and then input it into the **Exactor Merchant Website**, mapped to the appropriate **EUC**. Based upon how the product is mapped on the **Exactor Merchant Website**, the **Exactor System** will then apply the appropriate tax rules and rates to each separate line item.

Mapping Products' SKUs to EUCs

Next the user must enter the *Product ID* or *SKU field* into the **Exactor Merchant Website** and map it to the appropriate **Exactor Unified Code (EUC)**.

NOTE: EXACTOR has a bulk upload option for inputting Product Mapping into the EXACTOR SYSTEM through a .csv file. Please contact EXACTOR Customer Service to receive the required format of the bulk upload spreadsheet.



mary Account Ma	anagement Exemption Ma	nagement	Calculate Taxes Product Mappin	Reports Filing	Support
Merchant SKU	Exac	ctor EUC		Exactor EUC Code	s
Merchant SKU: 1235	12356 Exact	tor EUC: EUC	-09050305	None	
Description: Hair	Accessories Reta Cloth Head	ail hing d & Hair Accesso	ries	EUC-0100000 EUC-0200000 EUC-02000000 EUC-03000000 EUC-03000000 EUC-04000000	: Software & Hardware : Information Technology : Food & Beverages : Installation & Repair Charges
		DOWS		⊕	: Leases and rentals
Save 🗔 Delete	Clear Selection		Import 😋 🖻 Export 🔹	EUC-06000000	: Medical and Health Related Ite : Publications
SKII SKII Pa	nge SKII Description	FUC	FUC Description 1	🕀 🧰 EUC-09000000	: Retail
11		EUC-02040	Information Technology	⊞	Professional Services
1234	product 1	EUC-02040	Food & Beverages	EUC-13000000	: Shipping and Handling
1235 12356	Hair Accessories	EUC-09050	Detail	E0C-9900000	: wiscenarieous
189	dfed	EUC-01010	Software & Hardware		
20003 20004	Medical Pump	EUC-06080	Medical and Health Rel		
2494	SPORTSWEAR · SHIRTS ·	EUC-01030	Software & Hardware		
3927	SPORTSWEAR : PANTS &	EUC-01030	Software & Hardware		
3928	SPORTSWEAR : PANTS &	EUC-01030	Software & Hardware		
3929	SPORTSWEAR : PANTS &	EUC-01030	Software & Hardware		
3930	SPORTSWEAR : PANTS &	EUC-01030	Software & Hardware		
3931	SPORTSWEAR : PANTS &	EUC-01030	Software & Hardware		
3932	SPORTSWEAR : PANTS &	EUC-01030	Software & Hardware		
4268	SPORTSWEAR : SHIRTS :	EUC-01030	Software & Hardware		
4269	SPORTSWEAR : SHIRTS :	EUC-01030	Software & Hardware		
<			>		

NOTE: For more information about EUCs and Product Mapping on the EXACTOR Merchant Website, the user is also referred to the Exactor User Guide, located in the 'Support' tab of the EXACTOR Merchant Account Panel.



Shipping to Multiple Addresses

One of NetSuite's features is the opportunity to split a purchase, allowing the customer to ship different line items to different shipping addresses. The **Exactor NetSuite SuiteApp** will calculate taxes for each line item independently, showing the total tax for all items purchased.

To enable Multiple Shipping Address feature in NetSuite, from the Admin Panel, navigate to:

- → Setup tab (1) → Company (2)
 - \rightarrow Enable Features (3)

	Search		Q	Ar O Help Le Yana Berezovsky Horsycomb Mg Yana - Administrator				
💩 ★ 쓥 Activities Payments Box Files Tran	sactions Lists Reports Documer	Setup Customiz	ation Support SuiteSocial	Fixed Assets Demo Framework Knowledge Base				
Home		Setup Manager	SETUP TASKS	Viewing: Portlet date settings - Personalize - Layout -				
Reminders	New Release	Company	Company Information					
119 Opportunities to Close		Accounting 3	Enable Features					
7 SuiteBundles to Update	Orders Inventory Reve	Sales >	Rename Records/Transactions	2014.2				
	★ 50.0% ₩ 1.5% ★ 1.5	Marketing •	Auto-Generated Numbers					
Top 5 Items By Qty Sold	ADONDA PARTO CONTRA	Support >>	States/Provinces/Counties	ickly and easily with the new NetSuite UI, featuring a clean, modern look and feel.				
this fiscal quarter	Orders This Month vs. Last Month to Date 1	Site Builder 🔹 🕨	Countries					
	Revenue Instremed VL Date Venue Inventory Today vs. One Month Ago (S1.401177	Import/Export >	Application Publishers F	tring ocations with Distribution Resource Planning. Optimize manufacturing schedules and				

You will be redirected to the "Enable Features" form, where you would need to click on the "Transactions" tab and make sure that the "Multiple Shipping Routes" option (2), under the "Shipping and Receiving" rubric (1), is enabled.

٩	★ 🟠 Activities Payments Box Files Transactions Lists Reports Documents Setup Customization Support SuiteSocial Fixed Assets Demo Framework Knowledge Base										
Enab	le Features										
Save	Cancel Reset										
<u>C</u> ompa	any Accounting Tax Transactions Items & Inventory Employees CRM Analytics Web Presence SuiteCloud										
1 sr	hipping & Receiving										
	Advanced shipping										
G	GIVES YOUR SHIPPING AND ACCOUNTING DEPARTMENTS SEPARATE PROCESSES FOR FULFILLING AND BILLING SALES ORDERS.										
F	I PICK, PACK AND SHIP "URTHER REFINES THE SHIPPING PROCESS TO ALLOW YOU TO TRACK SEPARATE STAGES FOR PICKING, PACKING, AND SHIPPING ORDERS.										
	SHIPPING LABEL INTEGRATION										
G	GENERATE TRACKING NUMBERS AND SHIPPING LABELS WHEN YOU SHIP USING INTEGRATED SHIPPING ITEMS.										
	ADVANCED RECEIVING										
G	IVES YOUR RECEIVING AND ACCOUNTING DEPARTMENTS SEPARATE PROCESSES FOR RECEIVING AND BILLING PURCHASE ORDERS.										
2											
U U	USE MULTIPLE SHIPPING METHOUS AND ADDRESSES ON THE SAME TRANSACTION.										

To use the multiple shipping addresses during the transactions creating, the user must select the "Enable Item Line Shipping" option from within the transaction page.

RATE	
CURRENCY *	
USA	-
ENABLE ITEM LINE SHIPPING	

→Lists



ENTITY EXEMPTIONS

→Relationships →Customers

The **EXACTOR SYSTEM** allows the user to enter exemption information, and cross-reference between a buyer's personal exemption and any given transaction. Once a personal exemption is loaded into the **EXACTOR NetSuite SuiteApp**, the **EXACTOR SYSTEM** cross-references any new sale to that customer with the exemption information of that customer, and applies the exemption to the sale if applicable (returning \$0 taxes owing).

In order for **EXACTOR** to identify an exemption, Enable Exemption Control ID must be enabled within the Exactor NetSuite SuiteApp. To input an assigned ECN to a customer using the NetSuite customer control interface, navigate to:

NETSUITE H	Search					Q,			- Ø.	Ø Help	12.	Yana Berezovsky Honeycomb Mfg Yan	a - Administrato
🕒 ★ 🟠 Activities Payments Box Files Transact	Lists	Reports	Documents Se	tup Cu	stomization Support	SuiteSocial	Fixed Assets	Demo Framewor	k Kno	wledge Bas	•		
Home	Lists Ove	rview						Viewin	g: Portle	t date setti	ngs 🚽	Personalize 🚽	Layout
Reminders	Accountin	ng P											
119 Opportunities to Close	ey Perfor Employe	es •		We	come to R	eleas	e 2014.	2					
7 SuiteBundles to Update	Relations	hips	Leads	÷	include:								
Top 5 Items By Qty Sold	socitor	ions 🕨	Prospects	F	ir Interface htuitive. Beautiful. Get ye	our work done	e quickly and eas	ily with the new Ne	tSuite UI,	featuring a	clean, n	nodern look and f	eel.
this fiscal quarter	oren Marketin	· (Customers		New								
	Revenue Support		Projects	P	Search ution Planning	g and Manufa ice levels acro	acturing oss locations with	n Distribution Reso	urce Plan	ning. Optim	ize man	ufacturing schedu	iles and
	Web Site		Project Template	s. ⊨	with backward schedul	ng, operation	overlap, and a c	Irag and drop schee	duler.				
Sales by Item Summary	Search	3	Contacts	5	Customer Center								
	Mass Up	date 🔹	Groups	Þ	rich, B2C-like online sho nabling your customers	pping experie to view orders	nce to your B2B s, track shipmen	customers and inc ts, make payments,	and mor	eat purcha: e.	ses. Prov	vide better service	at lower

Once in the "Customer" form, select the customer you want assign the ECN to, and click "Edit".

٩	*	× 1	Activ	rities Pa	iyments	Box Files	Transactions	Lists	Reports	Documents	Setup	Customization	Support	SuiteSocial	Fixed Assets	Demo Framewor	k Knowledge Base			
20	Cust	tome	rs															List	Search	Au
	R 🖬	2	∋ •	Show Ir	nactives	Edit 🔵	×									QUICK SORT	*	02 — Art 🚽	< >	То
INACTIVE	E	EDIT VIEV	INTE	RNAL ID	N	AME A	DUPLICATE	CATEGOR	RY C	OMPANY NAME	IS INDIVIDU	UAL SALES REP	STATUS		TERRITORY	LEAD SOURCE P	ARTNER END DATE	REMINDER DAYS	DATE C	REAT
	E	dit Vie	'	494	A A A	grela partments gency			A A A	grela partments gency	No	Mary Redding	CUSTO Closed	MER- Won		Electronics Retail Trade Show			3/12/2 12:00	014 am

> When the customer information window opens, click the "Financial" tab and input the ECN into the Resale Number field and click "Save".



The ECN is the exemption identifier issued by the **EXACTOR SYSTEM**. The user will need to create an exemption within the **EXACTOR SYSTEM**, and insert the generated ECN into the Resale field.

	_	_	_	 	-	_	-1
Account Inform	ation						
ACCOUNT					REMIND	ER DAYS	
DEFAULT RECEI	VABLES ACCOUNT				ENA	BLE ONLINE BILL	PAY
Use System P	reference	-			PRICE L	EVEL	
START DATE							
					PRIMAR	Y CURRENCY *	
END DATE					USA		
TAX REG. NUMBE	R				DEPOSI	T BALANCE CON	SOLIDATED
					0.00	0.00	
TAXABLE					OVERDU	JE BALANCE CO	NSOLIDATED
TAX ITEM					0.00	0.0	0
		-			UNBILLE 1,009.0	D ORDERS CON 0 1,00	SOLIDATED 9.00
RESALE NUMBER	l.				DAYS O	VERDUE CONSO	LIDATED
ECN-10161055					0	0	
BALANCE CONS	OLIDATED				PAYMEN	IT % OF BALANCE	-
759.98 759.9	8						
					CET	CUSTOMED ODE	

NOTE: Failure to set up the exemption in the EXACTOR SYSTEM and use the EXACTOR issued ECN will result in taxes being calculated and applied to the transaction.



USING EXACTOR WITHIN NETSUITE

Calculating and Committing Tax

Once the **EXACTOR NetSuite SuiteApp** is installed and set up within NetSuite, and the **EXACTOR Merchant Module** information is set up, the user is ready to use NetSuite, allowing the **EXACTOR SYSTEM** to calculate sales tax automatically. The following sections of the **EXACTOR NetSuite SuiteApp User Guide** describe:

- > Tax Calculation when creating an invoice or sales order using **Exactor**
- > Tracking the taxes calculated by **Exactor**
- > The difference between a Committed Transaction and Calculated Only Transaction
- > Importing, exporting, and editing transaction data.

Creating Invoice/Sales Order

The user creates an invoice or sales order using the same NetSuite process they have always used. This section explains how **Exactor** displays the tax calculation results in the transaction.

NOTE: In order to calculate taxes correctly and reliably, and for accurate tax reporting, the user must always use the EXACTOR SYSTEM exclusively for tax calculation purposes. Disabling or bypassing the EXACTOR SYSTEM may result in inaccurate tax calculations and tax reporting. Using other methods for tax calculation, such as adding tax rates into NetSuite, may result in double taxes being calculated and added into the invoice.

Once the user opens a new NetSuite transaction (Invoice, Credit Memo or Sales Order), they should proceed to filling out the document as they normally would.

- The sales tax calculation is triggered by hitting the "Calculate" link in the Summary section.
- Users can refer to the status field to verify whether or not taxes have been calculated.



The user should now see "**Exactor**" in the Sales Tax Code field.

ITEM*	QTY	UNITS	DESCRIPTION	PRICE LEVEL	PRICE	AMOUNT	LOCATION*	OPTIONS	INVENTORY DETAIL	TAX CODE	TAX RATE	CLASS	RELATED ASSET	PICTURE FRAME
ACC00005	1	Ea	A great phone with 24 programmable feature buttons	List Price	379.99	379.99	01: San Franci 🔻			Exactor	0.0%			
✓ Add	× Can	cel	Copy Previous + Insert	Remove										



Once the line items are added to the Invoice (Credit Memo or Sales Order), click on the "Calculate" link, and the Exactor NetSuite SuiteApp will calculate the taxes and insert the taxes calculated into the transaction. An Invoice request will be sent to Exactor.

Summary	
SUBTOTAL	1,029.99
TRANSACTION DISCOUNT	0.00
TAX TOTAL	78.49
SHIPPING COST	0.00
HANDLING COST	0.00
GIFT CERTIFICATE	0.00
TOTAL	1,108.48

NOTE: If any field influencing the tax has been altered (such as "Customer", "Discount", "Shipping Address", "Items", etc.), the tax will have to be recalculated.

Once the customer clicks on the "Save" button, the EXACTOR NetSuite SuiteApp sends a Commit request to EXACTOR. This data is used to generate tax return reports.

🕒 🛨 🖀 Activities Payments Box Files Transactions	Lists Report	ts Documents	Setup Customization	Support !	uite Social	Fixed Assets	Demo Fra	amework K	(nowledge Base						
Invoice Q Save V Cancel Auto Fill Reset Actions *															
Primary Information															
CUSTOMER * Aaron Abbott 💝			DUE DATE 12/3/2014										Summary		
DATE *			DEPARTMENT		-								SUBTOTAL		1,029.99
11/3/2014			marketing		-								TRANSACT	ION DISCOUNT	0.00
INVOICE #			156										TAX TOTAL		78.49
1000005			CUSTOM FORM *										SHIPPING (COST	0.00
Nov 2014			Z -HM Invoice Form		-								HANDLING	COST	0.00
TUDAC													GIFT CERT	IFICATE	0.00
Net 30													TOTAL		1,108.48
Items 1,029.99 Bilable Items 0.00 Billable Expenses 0.00 Billable Time 0.00															
Add Multiple Upsell Items Clear All Lines															
ITEM*	QTY UNITS	DESCRIPTION			PRICE	PRICE	AMOUNT	LOCATION *	OPTIONS	INVENTORY DETAIL	TAX CODE	TAX RATE	CLASS	RELATED ASSET	PICTURE FRAME
ACC00004	2 Ea	Merlin 4412D: button display p	The most powerful features ava phone	il in a 12	List Price	325.00	650.00	01: San Francisco			Exactor	0.00			
ACC00005	1 Ea	A great phone v	with 24 programmable feature	buttons	List Price	379.99	379.99	01: San Francisco			Exector	0.00			

NOTE: The SuiteApp is integrated only into the transactions that require tax calculation.

The transaction forms marked with "*", will not send a Commit request to **Exactor** and will not show in the Committed Transaction Report, but will appear in the Tax Calculation report.

- → Cash Refund
- → Cash Sale
- → Credit Memo
- → Invoice
- → Quote (*)
- → Return Authorization (*)
- → Sales Order (*)



Tracking the Taxes Calculated

In order to make sure that taxes are calculated on the entire invoice, **EXACTOR** waits until after the invoice entries are complete before performing the tax calculation function. In other words, taxes are calculated only when the "Calculate" button is clicked and the invoice is saved.

D		Exactor - I	Mozilla Firefo	ĸ		-		×	
https://merchant.exactor.com/account/invoice/show	?txid=b3a4e911-5	5828-4f40-8f8c-a	2e80f85027d						
								^	
		Committed Sa	ales Transaction						
Transaction ID: b3a4e911-5828-4f40-8f8c-a2e80f85027d									
PO Number: INV10000065 Bill To: Aarc Invoice Number: INV10000065 1500 Sale Date: 11/03/2014 DEN Commit Date: 11/03/2014 USA Transaction Type: Sale Currency Code: USD Exemption Id: Aaron Abbott Invoice Invoice	n Abbott S BROADWAY ⁄ER, CO 80210 - 26	s	Ship From: Exact 100 S BEVEI USA	or Ship To: RODEO DR RLY HILLS, CA 90212 - 2403	Ship To: Aaron Abbott ODEO DR 1500 S BROADWAY .Y HILLS, CA 90212 - 2403 DENVER, CO 80210 - 2608 USA USA				
No. SKU EUC Description	Quantity Gro	oss Total ount Tax	lexus Exemption	Tax Details	Alt Bill Alt Shi To	ip From	Alt Ship To		
1 504 Merlin 4412D: The most powerful features avail in a 12 button display phone	2.0 \$	\$650.00 \$49.53	Yes No	\$18.85 (CO STATE TAX) \$23.53 (CO CITY TAX DENVER) \$6.50 (CO DISTRICT TAX REGIONAL TRANSPORTATION DISTRICT) \$0.65 (CO DISTRICT TAX SCIENTFIC AND CULTURAL FACILITIES DISTRICT)	01: Sar 1500 E SAN M 94401-	n Francisco 3RD AVE ATEO, CA, 2112, USA			
2 505 EUC-09020201 A great phone with 24 programmable feature buttons	1.0 S	\$379.99 \$28.96	Yes No	\$11.02 (CO STATE TAX) \$13.76 (CO CITY TAX DENVER) \$3.80 (CO DISTRICT TAX REGIONAL TRANSPORTATION DISTRICT) \$0.38 (CO DISTRICT TAX SCIENTIFIC AND CULTURAL FACILITIES DISTRICT)	01: Sar 1500 E SAN M. 94401-	n Francisco 3RD AVE ATEO, CA, 2112, USA			
Totals	\$1,0	029.99 <mark>\$78.49</mark>		\$29.87 (CO STATE TAX) \$1.03 (CO DISTRICT TAX SCIENTIFIC AND \$10.30 (CO DISTRICT TAX REGIONAL TRJ \$37.29 (CO CITY TAX DENVER)	D CULTURAL F. ANSPORTATIO	ACILITIES DIS N DISTRICT)	FRICT)	v	

For complete transaction information, and breakdown of calculated taxes and reporting jurisdictions, the user should go to the **Exactor Merchant Module Website** and select the reporting system under the "Reports" menu. In the **Exactor** reporting system the user can see all relevant transaction information by selection the "view" or "edit" button for a specific transaction.

NOTE: See the EXACTOR User Guide, Chapter: Reports

Cancelling a Purchase - Refunding the Taxes

Cancelling an order will result in a credit of the calculated taxes.

To apply a refund the user must navigate to the "Actions" tab of the Invoice form and select "Delete".

🖞 🛧 쑵 Activities Payments B	ox Files	Transactions							
🛅 Invoice 🔍									
INV10000065 Aaron Abbott OPEN									
Save 🔻 Cancel Reset 📮	Actions 7	·							
Primary Information	Delete								
CUSTOMER *	Memoriz	8							
Aaron Abbott	GO IO R	egister							
Aaron Abbott									
11/3/2014									
INVOICE #									
INV10000065									
POSTING PERIOD *									
Nov 2014 -									
TERMS									
Net 30 👻									



An alternative way of deleting a transaction from within the NetSuite Admin Panel is to select: \rightarrow Transactions (1)

 \rightarrow Sales (2)

→ Enter New Sales Order (3) → List (4)

🕒 ★ 쓥 Activities Payments Box Fil 1	Transactions List	ts f	Reports Documents	Setu	p Customization	Support SuiteSocial Fixed Assets Demo Framework Knowledge Base
Home	Transactions Overview	N				
Reminders	Bank		New Release			
119 Opportunities to Close	Sales		Create Opportunities	Þ		Welcome to Release 2014.2
7 SuiteBundles to Update	Billing	Þ	Prepare Quotes	Þ	Cory Revenue	Features include:
Top 5 Items By Qty Sold	Customers	3	Enter Sales Orders		List 4	New User Interface Simple. Intuitive. Beautiful. Get your work done quickly and easily with the new NetSuite UI, featuring a clean, mode
this fiscal quarter	Employees	F	Approve Sales Orders		Search 3	Tour the new UI
	Commissions	×	Manage Payment Holds		od \$74(497 10) po (\$2,490,939) (\$2,454	Improved Distribution Planning and Manufacturing Improve inventory turns and service levels across locations with Distribution Resource Planning. Optimize manufact
	Inventory	×.	Fulfill Orders	Þ		scheduler. Learn more
Sales by Item Summary	Manufacturing	×.	Mark Orders Packed	Þ		New B2B Customer Center
13 -	Demand Planning	×.	Mark Orders Shipped	Þ	ta (Alt. Sales)	Deliver a rich, B2C-like online shopping experience to your B2B customers and increase repeat purchases. Provide t payments, and more
10	Quota/Forecast	×.	Bill Sales Orders	Þ		Learn more
	Financial	×.	Create Invoices	Þ	Carl Carl	Enhanced Email Marketing Build cantivating and powerful email campaigns with ease using pre-defined templates and a robust WVSIWVG editr
	Management	F	Enter Cash Sales	۲		campaign delivery and ensure your emails reach their target.
5	Custom	P.	Create Statement Charges	Þ	A. 10.1	
					Nov'13	For more information, see:

Φ	* 🏾	Activit	es Paym	ents	Box Files	Transactions	Lists	Reports	Documents	Setup	Customizatio	n Support	Suite Social	Fixed Assets	Demo Framework	Knowledge Base
📑 Sa	les Ord	lers														
D 🛛		🗎 🗌 Edit													QUICK SORT	•
EDIT VIEW	INTERNAL	ID DATE	r PR	RINT	NUMBER	NAME			PO/CHE	CK NUMBER	STATUS T	RACKING NUMBERS	S MEMO	CURRENCY	AMOUNT (FOREIGN CURF	ENCY) AMOUNT I
Edit View	12	12 7/3/2	014 Pr	rint	SLS0000017	9 Smith Inc.					Billed			USA	\$1,3	58.88 1,368.88
Edit View	12	74 7/3/2	014 Pr	rint	SLS0000018	1 Williams E Communic	lectronic ations	s and			Billed			USA	\$2,4	10.00 2,410.00
Edit View	12	32 7/3/2	014 Pr	rint	SLS000018	2 Franklin P	hotograp	bhy			Billed			USA	\$11,1	01.00 11,101.00
Edit View	11	98 7/1/2	014 Pr	rint	SLS0000017	8 Acme Syst	ems Inco	orporated			Billed			USA	\$2,4	07.00 2,407.00
Edit View	11	65 6/30	2014 Pr	rint	SLS0000017	4 Spectrum	Eye				Billed			USA	\$7,3	34.18 7,334.18

Choose the specific order that needs to be refunded and click "Edit", under "More Actions" menu select "Delete".

Γ		Committed Transactions														
	Commit Date Range	 November 	r 2014 🔻 From	11/01/2014	📑 To: 11/03/2014 📑 😼 Refr	esh 🔀	Delete Sele	ected 🤇	Refund S	elected 11	03/2014	🛾 🧟 Change Com	nit Date Selecte	d 11/03/2014	3	
	Commit Date.	Sale Date	PO #	Invoice #	Customer Name	From	From	То Со	To State	Тх Туре	Currency	Gross Amo	Total Tax	Total Amount	Transaction ID	Action
	2014-11-03	2014-11-03	INV1000066	INV1000066	Aaron Abbott	USA	CA	USA	CO	Sale	USD	-\$525.00	-\$40.01	-\$565.01	de765f07-3dc0-4c1f-ace4-1a9850ccc859	View Edit
	2014-11-03	2014-11-03	INV1000066	INV1000066	Aaron Abbott	USA	CA	USA	CO	Sale	USD	\$525.00	\$40.01	\$565.01	cfa3a184-df79-4667-ae18-083a92461fc6	View Edit
	2014-11-03	2014-11-03	INV1000065	INV1000065	Aaron Abbott	USA	CA	USA	CO	Sale	USD	\$1,029.99	\$78.49	\$1,108.48	b3a4e911-5828-4f40-8f8c-a2e80f85027d	View Edit

> By clicking "Delete", the order will be cancelled, and the taxes will be reversed. A matching credit will be written into the **EXACTOR SYSTEM**.



GRANTING PERMISSIONS TO USE EXACTOR SUITEAPP TO NETSUITE USERS

Once the **Exactor NetSuite SuiteApp** is installed and set up, it is necessary to grant the corresponding permissions to use the SuiteApp to all the users (roles) who are going to work with tax calculations.

To grant the grant these permissions, navigate to:

- \rightarrow Customization tab (1)
 - \rightarrow Lists, Records and Fields (2)
 - \rightarrow Record Types (3)

٩		★	â	Activities	Payments	Transactions	Lists	Report	Customization	Document	s Setup	Fixed Assets	Sui	teSocial
Hon	ne								Customization Ov	erview				
-			-					2	Lists, Records, & F	ields 🔸	Lists		►	
Rei	mi	nder	S				- 1	New Re	Forms	×.	Record Typ	es		<mark>3</mark> w
53	0	pport	unities	to Close			- 1	Key Performa	Scripting	×	Entity Fields	s	►	> Re
3	C	uston	ners to	Renew				Orde	Plug-ins	×	Item Fields		►	
11	s	uiteBu	undles	to Update				1 50	Centers and Tabs	×	CRM Fields		►	C. A.
								INDICATOR Orders	SuiteBundler	×.	Transaction	n Body Fields	►	Get your
Qu	iicł	(Sea	rch				- 1	Revenue	This Period vs. Last Period	\$70,4	Transaction	n Column Fields	►	nning ar
								Inventory	Today vs. One Month Ago	(\$2,490,93	Transaction	ltem Options	►	d service ition over
SEAR Nan	CH ne/	FOR		-				Monthly Quo	ta (Alt. Sales) Trend		Item Numb	er Fields	►	
								STREET, STREET	Monthly Quota (Alt. Sales)	Other Custo	om Fields	►	e shoppi
Se	ear	ch						500			custo	mers to view or	Jers,	rack shipi

In the Record types list, find the three ones concerning the **Exactor NetSuite SuiteApp**: **Exactor** Account Data, **Exactor** Query Buffer, and **Exactor** SuiteApp System Data.

	Ð	\star		Activities	Payments	Transactions	Lists	Reports	Customization	Documents	Setup	Support	SuiteSocial	Sales	Knowledge Base
Re	cor	d Ty	pes												
	Sho	ow Inact	ives												
EDIT ▲							FROM B	UNDLE	D						
Estim	nated	Labor (Costs				26522		cus	stomrecord_est_	lab	Joungo			
Exact	tor Ac	count D)ata				38882		cus	stomrecordexact	or_record				
Exact	tor Qu	lery Bu	ffer				38882		cus	stomrecordexact	or_query_	buff			
Exact	tor Su	iteApp	System	Data			38882		cus	stomrecordexact	or_plugin_	sys_data			
Exclu	ide Tr	acked F	Field 🗎				43437		cus	stomrecord_excl	ude_track	field			

Open the first record type – **Exactor** Account Data and navigate to the "Permissions" tab (1).



Here you will be able to grant any role listed (1) the corresponding level of permission (2) to use the **Exactor NetSuite SuiteApp**: None, View, Create, Edit, or Full range of permissions.

	٩	*	谷	Activities	Payments	Transactions	Lists	Reports	Customizatio	n Documen	ts Setup	Support	SuiteSocia	I Sales	Knowledge Ba	ise
С	usto	m R	ecor	d Type												
E	xact	or A	ccou	int Data												
	Save	(Cancel	Reset	Cha	nge ID A	ctions 🔻									
	iolde •	Sub	abc	Sublicte In	on Numbo	ring . Forms .	Online	Forme	missions	inks Manag	Tranel	tion Chil	d Bosords	Parent Reco	urde History	Sustem Notes .
	ieius •	<u>S</u> up	aos •	S <u>u</u> diisis ju	on• <u>M</u> umbe	nng• F <u>o</u> rms•	Onime	Forms	ermissions •	lin <u>k</u> s <u>m</u> anag	ers <u>i</u> ransia		d Records	Parent Reco	rds <u>History</u> .	System notes •
0	ROLE*				2 LEVEL			RESTRICT	DEFAULT FORM			RESTRICT F	FORM SE/	ARCH FORM	SEARCH RESULT	'S LIST VIEW
	Exacto	or Trans	action P	rocessing	View											
	✓ 0	ж	× Cano	cel + li	nsert None											
					View											
	Exactor	r Vlew F	Role		Create				Standard Exa	ctor Account Da	ta Form					
	+ Add	Row			Edit											
					Eul											
	Save	(Cancel	Reset	t Cha	nge ID A	ctions ▼									

If any of the needed roles in missing in the list, you may select it from the drop-down list:

🕒 ★ 🟠 Activities Pay	ments Transactions	Lists Reports	Customization	Documents	Setup Support	SuiteSocial Sa	ales Knowledge B	lase
Custom Record Type								
Exactor Account Data								
Save Cancel Reset	Change ID A	ctions ▼						
<u>Fields</u> <u>Subtabs</u> Sublists <u>I</u> con •	Numbering • Forms •	Online Forms	ermissions • Lin <u>k</u>	s <u>M</u> anagers	Translation • Chile	d Records Paren	t Records <u>H</u> istory •	S <u>y</u> st
ROLE*	LEVEL R	ESTRICT DEFAULT	FORM		RESTRICT FORM	SEARCH FORM	SEARCH RESULTS	LIS
Exactor Transaction Processing	View							
Exactor Vlew Role	View	Standar	d Exactor Account Da	ata Form				
Ⅰ ▼	None							
01: Senior Executive	Remove							
02: Engineering								
03: Inside Sales	Change ID A	ctions 🔻						
04: VP Sales								
05: Purchasing								
06: Manufacturing								

You will need to repeat the actions described above for all the three **Exactor** Record Types and for every role of the NetSuite system. Once a new role is added to the system, the corresponding level of permission should be assigned to it.



NETSUITE FEATURES IMPACTED BY EXACTOR SUITE-APP

The SuiteApp prevents the user from altering Tax information when creating and editing a transaction. These fields will be greyed out and non-editable:

Tax Information		
Taxable		
Тах		
Tax %	0	

- > The "Taxable" column for the list of items will be ignored even if turned on in the form.
- When you change shipping data, both "Shipping Cost" and "Tax" have to be re-calculated. You can press only the "Calculate" link opposite the Tax field and both Shipping Cost and Tax sums will be counted again.

Subtotal	39.95
Discount	0.00
Tax	Calculate
Shipping Cost	Calculate
Total	39.95

The recent version of the SuiteApp, starting from 1.10, supports Project feature of NetSuite.



NOTES FOR ADMINISTRATORS

I/O Fields

Transaction fields involved in the tax calculation process:

Read-only:

- altshippingcost
- entity
- taxitem
- istaxable
- taxrate
- item
- expense
- taxtotal
- shipaddress
- taxamountoverride
- total
- shipaddr1
- shipaddr2
- shipcity
- shipstate
- shipzip
- shipaddressee
- shipcountry
- billaddr1
- billaddr2
- billcity
- billstate
- billzip
- billaddressee
- billcountry
- promocode
- displaylinediscounts
- discounttotal
- handlingcost
- shipgroup
- shippingcost
- shipcarrier

Read/Write:

- taxtotal
- taxamountoverride
- total
- taxrate
- taxitem
- istaxable



EXACTOR NetSuite SuiteApp adds several fields to the transaction body. Below you can find the full list, as well as a brief description.

- custbodyexactor_settings special User Event scripts prepopulates it with Exactor account settings.
- custbodyexactorlasttransactionid field which stores last calculation transaction ID.
- custbodyexactorlastcommitid field which stores last commit transaction ID.
- custbodytax_calculation_status field indicates tax calculation status in Edit mode.
- custbodytax_calculation_status_view field indicates tax calculation status in View mode.
- custbodyexactortax_button reserved field.
- custbodyexactor_checksum reserved field.

Special Deployment Notes

EXACTOR NetSuite SuiteApp provides several deployments of User Event scripts for transaction forms. Since tax calculation requires the most updated data for correct and accurate information, our script needs to be run LAST. Therefore, we strongly recommend to keep our deployments last in the execution order.

Here is a list of such deployments:

- customdeployexactor_event_cash_sale
- customdeployexactor_event_credit_memo
- customdeployexactor_event_invoice
- customdeployexactor_event_quote
- customdeployexactor_event_return_auth
- customdeployexactor_orderpeocessor_po
- customdeployexactor_order_processor

Integration With SiteBuilder

EXACTOR NetSuite SuiteApp uses standard approach of integration with SiteBuilder. It provides two customized forms that you need to use as scripting template for Credit Card and Invoice:

- Custom Order Cash Sale Exactor Cart;
- Custom Online Order Invoice Exactor Shopping cart.

Special Notes for NetSuite OneWorld

EXACTOR'S Tax Agency must be applied to all subsidiaries. It is being done during the installation step. In the future it is possible that a new Subsidiary entity will be created. In this case, please go to **EXACTOR Account** Setup (Setup -> Company -> **EXACTOR Account** Setup) and hit the button "Save" without making any changes. Our system will be triggered and will apply all **EXACTOR's** Tax Agency to all existing subsidiaries automatically.

Thank you for using the EXACTOR Sales Tax Compliance Service and the EXACTOR NetSuite SuiteApp. If you have any questions, please do not hesitate to contact your EXACTOR representative, or e-mail us at <u>customer.support@exactor.com</u>.