



EAS Project Oy

Quick setup guide for EAS WooCommerce plugin

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1 Backup of tax settings before the Plugin installation

Before installation of the Plugin is performed, one should backup internal WooCommerce tax settings and deactivate other EU VAT related plugins.

Before making any changes to tax setting in your standard WooCommerce menu:

1. Choose “Standard rate”.
2. Save existing settings to CSV file (to enable easy reinstall) to the chosen location
3. Repeat above actions for “Reduced rate rates” and “Zero rate rates”.

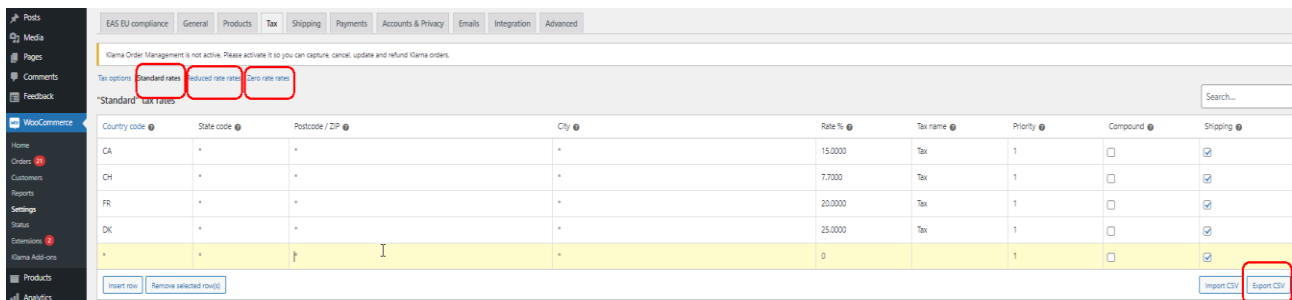


Figure 1



Deactivate any third-party plugins that enable the calculation of EU taxes in your “plugin” options. Make sure to save any information /settings required for the installation/activation of these plugins.

Any Non-EU country tax settings (for countries where the deliveries are made to) should be left in the list, while any tax settings to EU countries should be deleted manually (compare *Figure 2* below to *Figure 1* above).



Export the settings into the CSV file again. In case you need to upload only non-EU settings if something goes wrong and all the non-EU settings need to be reinstalled.

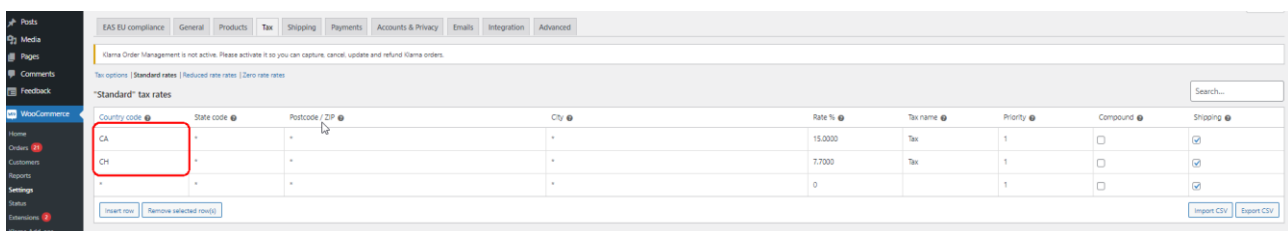


Figure 2

Make sure to press “Save changes” before continuing.

2 Backup of products settings before the Plugin installation

Proper backup of your existing products setting is essential for ensuring safe installation of the Plugin and safety of your commercial data. We recommend that procedures described in this section are to be repeated also after the plugin installation as part of quality assurance and data safety internal procedures. To back up your merchandise data, please, follow the following steps:

1. Choose the “Products” menu option in the store operator menu view. And then press the “Export” button.

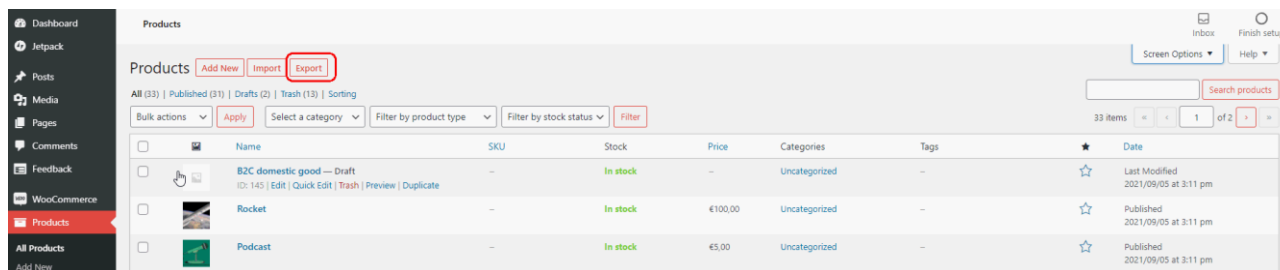


Figure 3

A new communication window will open (see Figure 4 below).

The dialog box is titled 'Export products to a CSV file'. It contains the text: 'This tool allows you to generate and download a CSV file containing a list of all products.' Below this are four sections: 'Which columns should be exported?' with a button 'Export all columns'; 'Which product types should be exported?' with a button 'Export all products'; 'Which product category should be exported?' with a button 'Export all categories'; and 'Export custom meta?' with a checked checkbox and the text 'Yes, export all custom meta'. At the bottom right is a purple button labeled 'Generate CSV'.

Figure 4

2. Tick the “Yes, export all customs meta” box and press the “Generate CSV” button.

When prompted, save the resulting CSV file to your local machine. Keep track of back-ups as part of your usual maintenance and backup routines. Data can be always restored to the WooCommerce store by uploading a saved CSV file by pressing the “Import” button (see Figure 3 above).

3 EAS system operational time

EAS solution uses UTC (Coordinated Universal time) time as standard system time and all transactions are recorded in accordance with UTC. Thus, order acceptance times and reporting periods differ from local times set in Merchants’ home countries. To make sure that no such discrepancy is evident for EAS reporting, a special setting is introduced in the Merchant dashboard. To set the time zone in EAS Merchant Dashboard, please, follow the below provided instructions:

1. Click the profile setting option of the Merchant dashboard is in the right upper corner of the main screen view under the profile logo. A drop-down list appears if the profile logo is pressed (Figure 5).

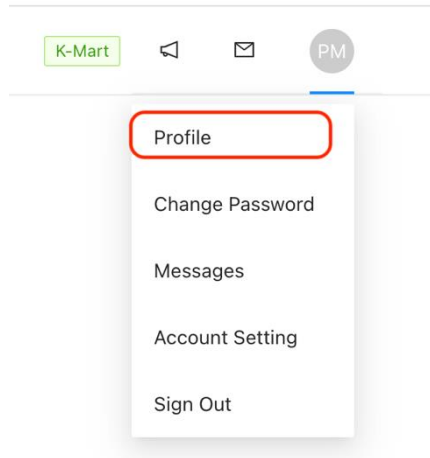





Figure 5

2. After, the following setting table will appear (Figure 6). Applicable Time Zone can be changed by clicking the Pencil button nearby Time zone:

The screenshot shows the EAS merchant settings interface. On the left is a sidebar with navigation links: Dashboard, Orders (with sub-links for Confirmed Orders, Orders Fulfillment, and Order Returns), Invoice (with sub-links for Invoices), Reports (with sub-links for Standard VAT Rep... and Fiscal VAT Reports), and VAT Corrections. The main content area displays settings for 'Merchant #CN-00001132'.

Merchant #CN-00001132	
Name	China test (incl pricing)
TIN	ChinaTIN
Timezone	UTC +00:00 
EAS Fee calculation method	Included in Landed cost
API Key	CN-00001132-b93790c3e0d51f71831e8ad96b3bf80693c4a787
API Secret	***** 
Product Description Language	English 

At the bottom of the page, there is a footer: © 2021 EAS Project Oy. Operator Frontend Build 0.20.1

Figure 6

3. One can select the proper Time Zone (Figure 7) in this view.

A modal dialog box is displayed with the following content:

- Information icon (i) followed by the text: "Do you want change timezone for merchant [EAS super store]"
- A label "Timezone" above a dropdown menu.
- The dropdown menu currently shows "Turkey +03:00" with a downward arrow.
- At the bottom right, there are two buttons: "No" and "Yes" (highlighted with a red border).

Figure 7

The Merchant operator should set up the time zone which is **equal** to the time zone set in WooCommerce. This can be set in in the Settings of WooCommerce (see *Figure 8* below).

4. To change the server time, from the left-hand side menu go to Setting and choose the General submenu. In here the Time zone section is visible. By clicking on the Time Zone field, you can select desired Time Zone.

The screenshot shows the WordPress Settings - General page. The left sidebar has the 'Settings' menu item highlighted in red, and the 'General' submenu is selected. The 'Timezone' field is highlighted with a red box and a red arrow pointing to it from the 'General' menu item. The 'Timezone' dropdown is set to 'UTC+0'. Other visible fields include Site Title, Tagline, WordPress Address (URL), Site Address (URL), Administration Email Address, Membership, New User Default Role, Site Language, and Date Format.

Figure 8



EAS system reporting will use the order date in accordance with the time set in the Merchant dashboard. Make sure that you have set the appropriate matching time zones in the Plugin and in the Merchant dashboard to avoid inconsistencies in reporting.

4 Plug-in installation

4.1 Manual installation

You can install the Plugin manually or via the WordPress marketplace. Manual installation should follow the following steps:

1. Download .zip archive from the following link: <https://wordpress.org/plugins/eas-eu-compliance>
2. Open administrators Dashboard of your WooCommerce instance.
3. Navigate to Plugins → Add new.

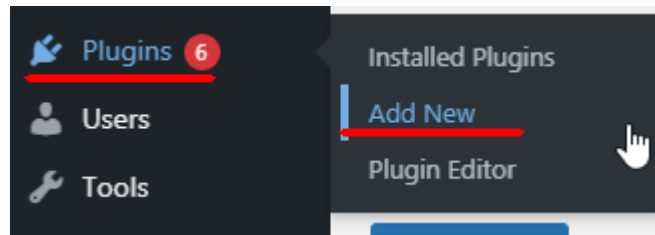


Figure 9

4. In the window press button “Upload Plugin”.

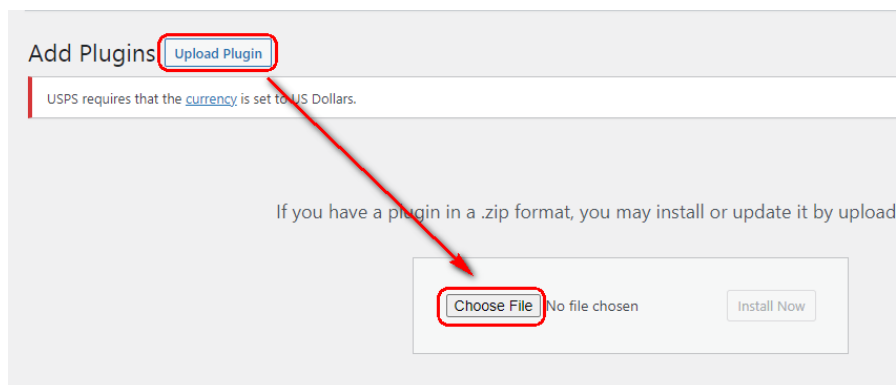


Figure 10

5. Press the button “Choose File”.
6. Select previously downloaded file (EAScompliance-main.zip).
7. Press the button “Install now”.

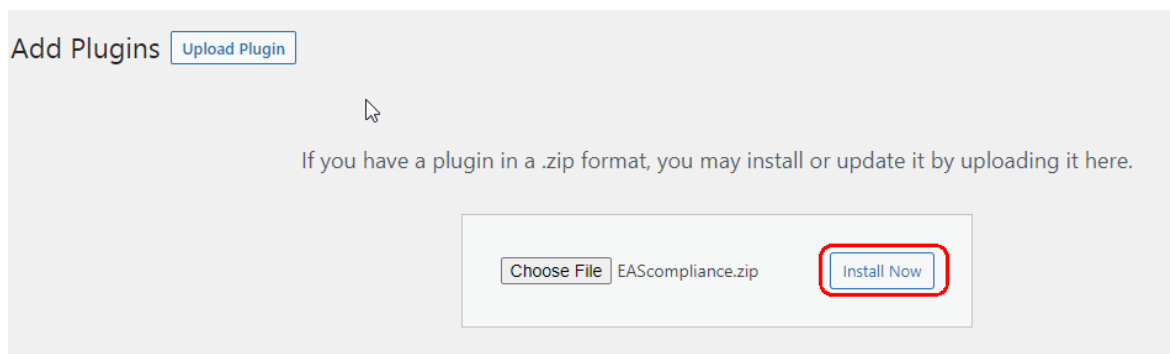


Figure 11

8. Once the installation is finished, press the button “Activate plugin”.

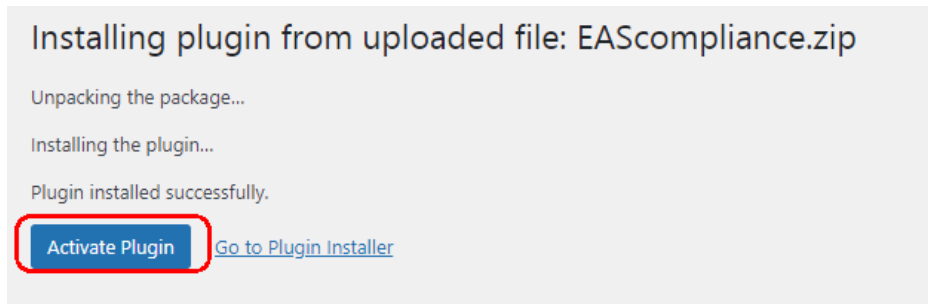


Figure 12

Installation is now finished.

4.2 Installation from WordPress marketplace.

The Plugin is available for download from the WordPress marketplace:

<https://wordpress.org/plugins/eas-eu-compliance>

1. Go to “Plugins” , choose “Add new”
2. Enter search reference in search box “EAS EU”
3. Press “Install now” button on the EAS EU compliance plugin and follow installation process

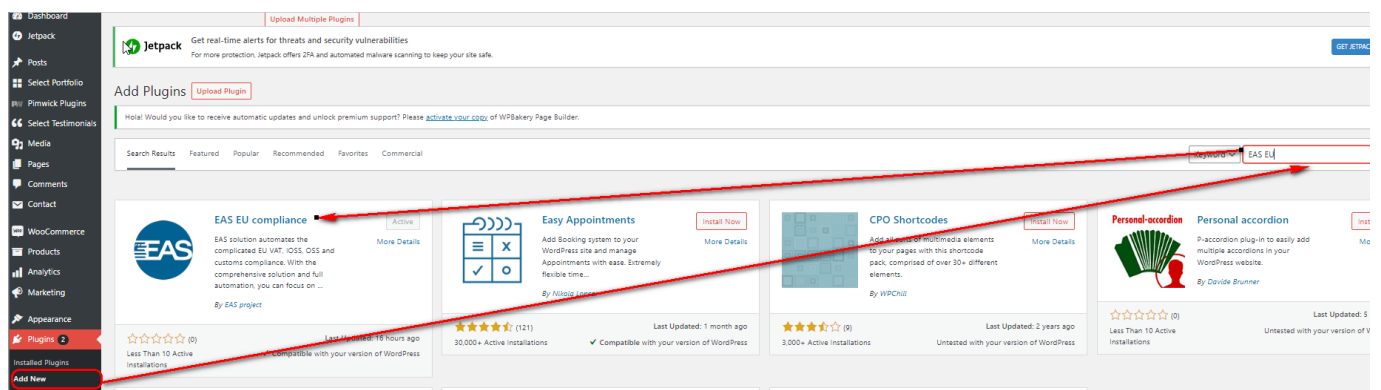


Figure 13

Please, refer to the WordPress plugin installation documents to install the Plugin:

<https://www.wpbeginner.com/beginners-guide/step-by-step-guide-to-install-a-wordpress-plugin-for-beginners/>

5 Plugin initial configuration

Step 1. General EAS EU compliance plugin view

Upon enabling the Plugin, the “EAS EU compliance” settings page will be available in WooCommerce → Settings → EAS EU compliance tab:

EAS EU compliance

General Products Tax Shipping Payments Accounts & Privacy Emails Integrations

Your settings have been saved.

Settings

1

Enable/Disable ☒ Enable EAS EU Compliance

Debug ☒ Log debug messages

EAS API Base URL
API URL

EAS client ID
Use the client ID you received from EAS Project.

EAS client secret
Use the client ID you received from EAS Project.
Please request your API Key here: <https://easproject.com/about-us/#contact-us>

Language
Choose language for user interface of EAS EU compliance

2

Shipping methods by post ☒ Flat rate ☐ Free shipping
Select shipping methods for delivery by post

3

HSCODE
HSCODE attribute slug. Attribute will be created if does not exist.

Warehouse country
Location warehouse country attribute slug. Attribute will be created if does not exist.

Reduced VAT for TBE
Reduced VAT for TBE attribute slug. Attribute will be created if does not exist.

Act as Disclosed Agent
Act as Disclosed Agent attribute slug. Attribute will be created if does not exist.

Seller registration country
Seller registration country attribute slug. Attribute will be created if does not exist.

Originating Country
Originating Country attribute slug. Attribute will be created if does not exist.

[Save changes](#)

Figure 14

EAS EU compliance plugin connection settings (item 1 on the left) are described in detail in [Step 2](#).

EAS EU compliance plugin delivery methods (item 2 on the left) settings are described in [Step 3](#).

EAS EU compliance special attributes mapping (item 3 on the left) is described in [Step 4](#).

Step 2. Connection settings

Testimonials

Media

Pages

Comments

Download

Contact

WooCommerce

Home

Orders 98

EAS EU compliance

Product Sales Report

Points & Rewards

PW Gift Cards

Customers

Reports

Settings

Status

Extensions

WooCommerce Multilingual

Klarna Add-ons

Cart Abandonment

Products

Payments

Analytics

Marketing

Appearance

Plugins 20

Users

Tools

EAS EU compliance

EAS

Version

1.3.20

Enable/Disable

☒ Enable EAS EU compliance

Log levels

☐ Info ☐ Error ☐ cart_total ☐ WP-61 ☐ WP-42

☐ calculate ☐ confirm ☐ refund

Debug messages levels

Process imported orders

☒ Automatic processing of orders imported via API

EAS API Base URL

1

API URL

EAS client ID

2

Use the client ID you received from EAS Project Dashboard <https://dashboard.easproject.com>

EAS client secret

3

Use the client secret you received from EAS Project Dashboard <https://dashboard.easproject.com>

Language

4

Choose user interface language of "EAS EU Compliance" plugin

Figure 15

Input the following connection point for connection to EAS system API (item 1 above):

<https://manager.easproject.com/api>.

Sign up with EAS Project to obtain authorization keys (items 2,3) via the EAS self-registration system:

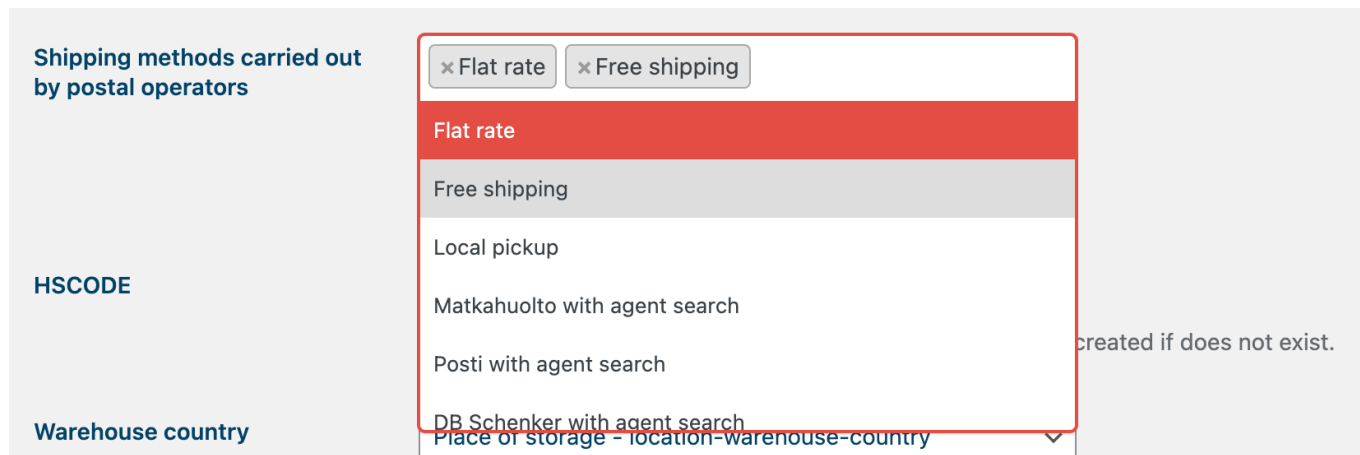
<https://registration.easproject.com>. If you already registered, then obtain authorization keys in Merchant Dashboard <https://dashboard.easproject.com>.

Set the language interface (item 4 above) for the Plug-in (English is set by Default).

Tick the box “Enable EAS EU compliance” and press ‘Save changes’ to test connection with API and create necessary EAS system attributes. If wrong credentials are input, Plugin won’t activate and an error message will be displayed.

Step 3. Assigning postal shipping methods

This setting is responsible for marking shipping methods which are considered as postal. By clicking on the window, it produces the list of all available shipping methods to be selected (see Figure 16).



Shipping methods carried out by postal operators

Flat rate

Free shipping

Local pickup

Matkahuolto with agent search

Posti with agent search

DB Schenker with agent search

HSCODE

Warehouse country

created if does not exist.

Figure 16

Please, choose carefully shipping methods and press “Save changes” at the bottom of the page.



All other shipping methods (that are not included in the list of postal delivery methods) are considered as “courier” delivery methods.

Step 4. Mapping of merchandise additional attributes

Straight after the Plugin installation, the EAS system will create additional attributes for Merchant’s products. The Merchant shall ensure mapping of existing attributes to additional attributes created by the Plugin. Mapping procedures depend on the number of merchandise attributes existing in the Merchant’s WooCommerce E-shop setting.

The initial settings of EAS EU compliance system special attributes are presented in the figure below:

Customers

Reports

Settings

Status

Extensions

WooCommerce Multilingual

Klarna Add-ons

Cart Abandonment

Products

Payments

Analytics

Marketing

Appearance

Plugins 20

Users

Tools

WPBakery Page Builder

Settings

Select Options

Duplicator

Slider Revolution

WPML

Collapse menu

HSCODE

HS6 Code - hs6-code

Location warehouse country attribute holder. Attribute will be created if does not exist.

Warehouse country

Place of storage - location-warehouse-country

Location warehouse country attribute holder. Attribute will be created if does not exist.

Reduced VAT for TBE

Reduced VAT for TBE - easproj_reduced_vat_group

Reduced VAT for TBE attribute holder. Attribute will be created if does not exist.

Act as Disclosed Agent

Act as Disclosed Agent - easproj_disclosed_agent

Act as Disclosed Agent attribute holder. Attribute will be created if does not exist.

Seller registration country

Seller registration country - easproj_seller_reg_country

Seller registration country attribute holder. Attribute will be created if does not exist.

Originating Country

Country of manufacture - country-of-origin

Originating Country attribute holder. Attribute will be created if does not exist.

Giftcard product types

x PW Gift Card

Product type(s) used for Gift cards management

Save changes

Figure 17



The merchant shall analyze existing merchandise attributes that are present in the Merchant's store to identify if currently existing attributes already contain the data that is needed for the operation of the EAS system.

Identification and analysis start by checking the existing attributes:

Go to the "Products" and then "Attributes" menu option in the main view (see *Figure 18* below). All existing attributes with "Name", "Slug", "Order by" "Terms" columns are displayed. Slugs for EAS system created attributes always start with the "easproj_" prefix and are identified as "Name" in the "Order by" column. The "Terms" column defines applicable values for attributes to be chosen from.

In the example *Figure 18* below, all EAS system attributes are circled in red (6 attributes: "Act as disclosed agent", "HSCODE", "Originating country", "Seller registration country", "Warehouse country"), while other merchandise attributes have been created by the Merchant before the Plugin installation ("Color", "Country of manufacture", "HS6 code", "Place of storage", "New entry", "Size").

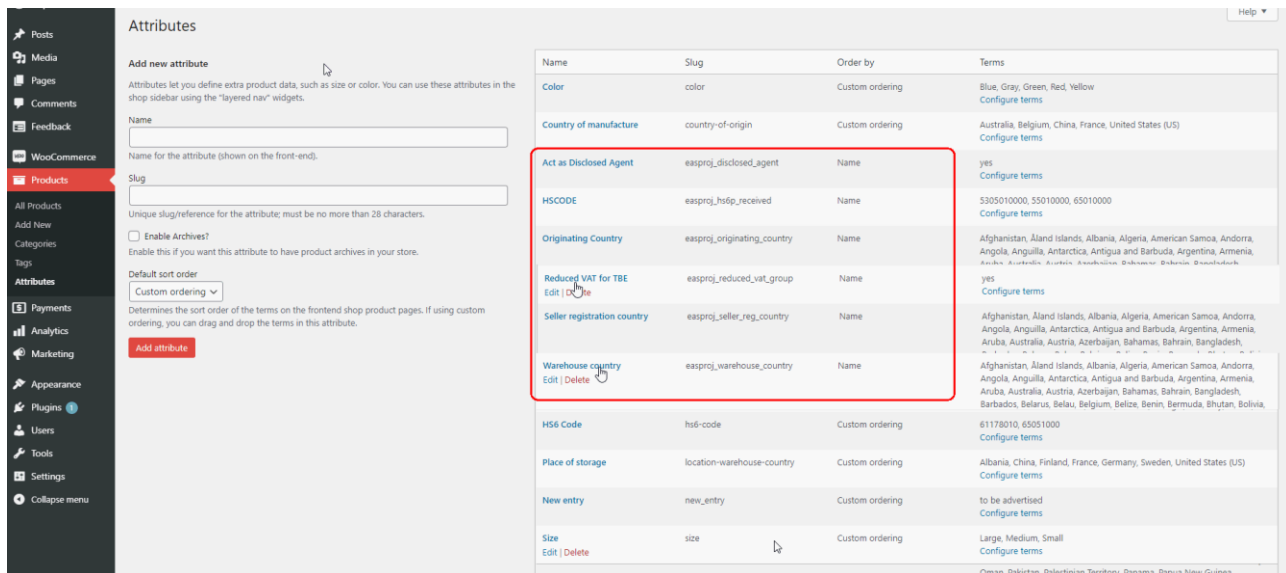


Figure 18

Attribute analysis shall be made by the authorized and fully capable E-store administrator.

Analysis of the existing attributes is provided in the table below:

EAS attribute	Merchant preexisting attribute	Reason for matching
Act as (disclosed) Agent	No matching attributes	
HSCODE	HS6 code	Both attributes are populated by the same data – customs nomenclature code (HS6+ code)
Originating Country	Country of manufacture	Comparative data is contained in both EAS and Merchant’s attributes – the country where the merchandise is produced
Reduced VAT for TBE	No matching attributes	
Seller registration country	No matching attributes	
Warehouse country	Place of storage	Comparative data is contained in both EAS and Merchant’s attributes – the country where the merchandise is stored, before being sold
No matching attributes	Colour	
No matching attributes	New entry	
No matching attributes	Size	

Table 1

Further actions based on the performed analysis are as follows:

- Assigned to EAS system attribute “HSCODE” the Merchant attribute “HS6 code”;
- Assigned to EAS system attribute “Originating Country” the Merchant attribute “Country of manufacture”;
- Assigned to EAS system attribute “Warehouse country” the Merchant attribute “Place of storage”;

- No assignment for the following EAS system attributes is to be done: “Act as disclosed agent”, “Reduced VAT for TBE” and “Seller registration country” and the attributes created by the EAS system will be used.

Mapping is performed in the respective section or EAS EU compliance Plugin view. Compare to the settings shown at the beginning of Step 4 (see below *Figure 19*).

The screenshot shows the EAS EU compliance Plugin settings interface. On the left is a dark sidebar with a menu containing various WordPress and plugin-related options. The main area is light gray and contains several settings rows. Each row has a label on the left, a dropdown or input field in the middle, and a descriptive note on the right. The settings include HSCODE, Warehouse country, Reduced VAT for TBE, Act as Disclosed Agent, Seller registration country, Originating Country, and Giftcard product types. A red 'Save changes' button is located at the bottom left of the main content area.

Figure 19

Don’t forget to press the “Save changes” button after mapping is complete!

The final step in the mapping procedure involves the deletion of EAS attributes that were created by the Plugin but mapped to preexisting Merchant attributes. In our example, it is the following attributes that needed to be removed: “HSCODE”, “Originating Country”, “Warehouse country”.

Deletion is done in the product attribute view. Go to the “Products” and then “Attributes” menu option in the main view (see figure below), choose the attribute (“HSCODE” in the example) and press “Delete” to remove the attribute.

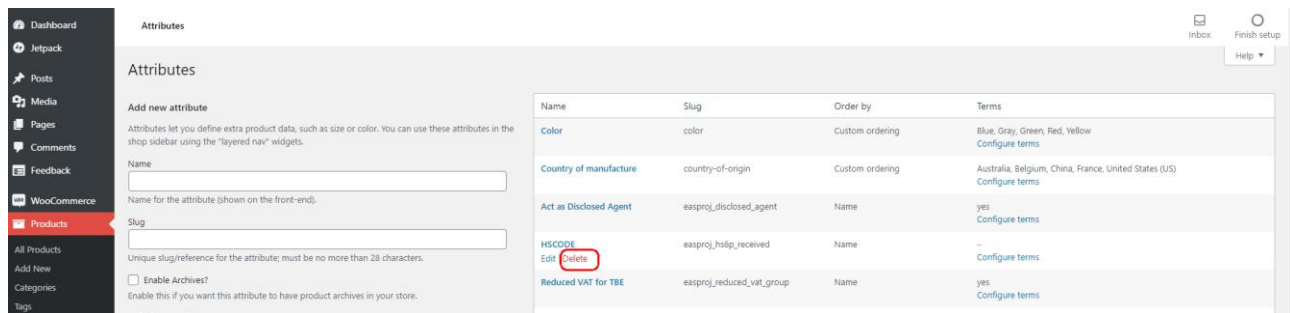


Figure 20

Note that mapped Merchant’s attributes retain “terms” or the values that can be assigned to the attribute as they were defined by the Merchant (in the example “Country of manufacture” can only be set to Australia, Belgium, China, France, USA).

The final view of merchandise attributes after deletion of over mapped EAS attributes looks as follows:

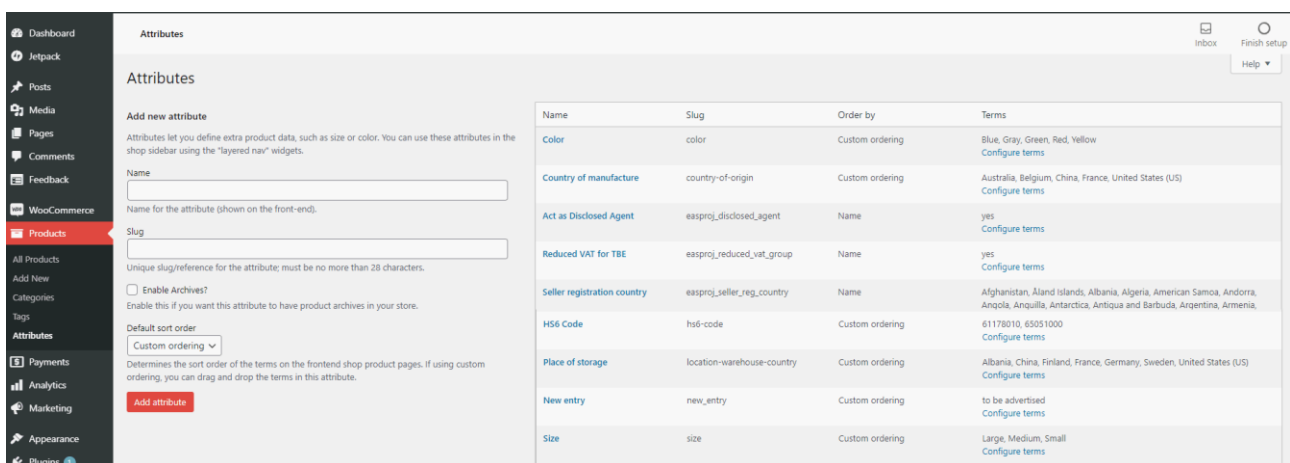


Figure 21

Note the difference with Figure 21 above.

Any attribute deletion step is recoverable. If some attribute was deleted erroneously it is enough to come back to the mapping view (Figure 19) and choose the “(add new)-easproj_hs6p_received” option (see Figure 22 below), followed by “Save changes”. The attribute will be recreated and will again be visible in the products’ attributes view.

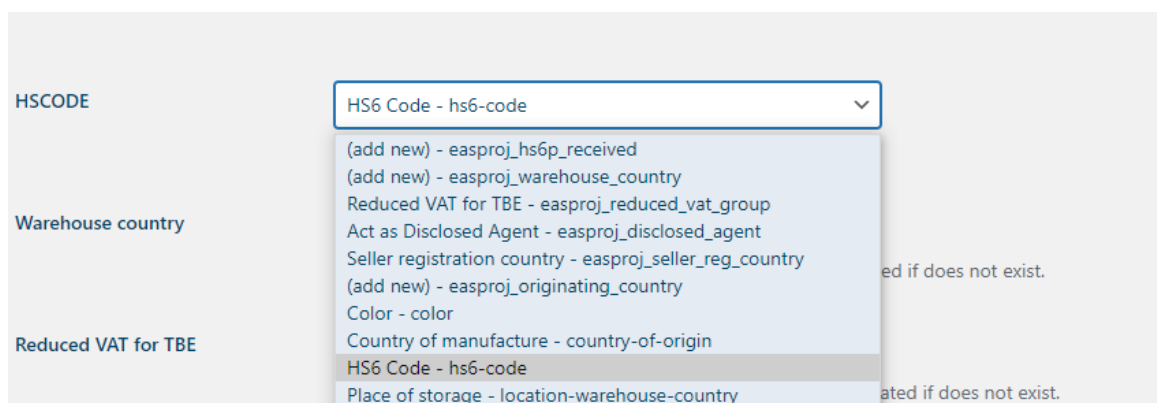


Figure 22

Step 5. Standard setting of WooCommerce Tax options

To ensure proper tax management by EAS assure that the following tax settings are enabled:

The screenshot shows the WooCommerce Tax settings page. The left sidebar contains navigation links: Comments, Projects, WPClever, GDPR Cookie Consent, WooCommerce, Home, Orders (1), PW Gift Cards, Customers, Reports, Settings, Status, Extensions, PDF Invoices, Products, Analytics, WooRewards, Badges, Marketing, Appearance, Plugins (3), Users, Tools, Settings, and SEO (3). The main content area is titled 'Tax' and contains the following settings:

- Prices entered with tax:** Radio buttons for 'Yes, I will enter prices inclusive of tax' (selected) and 'No, I will enter prices exclusive of tax'.
- Calculate tax based on:** Dropdown menu set to 'Customer shipping address'.
- Shipping tax class:** Dropdown menu set to 'Shipping tax class based on basket items'.
- Rounding:** Checkbox for 'Round tax at subtotal level, instead of rounding per line' (unchecked).
- Additional tax classes:** Text input field containing 'Reduced rate' and 'Zero rate'.
- Display prices in the shop:** Dropdown menu set to 'Including tax'.
- Display prices during basket and checkout:** Dropdown menu set to 'Excluding tax'.
- Price display suffix:** Text input field containing 'N/A'.
- Display tax totals:** Dropdown menu set to 'Itemized'.

A 'Save changes' button is located at the bottom left of the settings area.

Figure 23

1. Prices entered with tax: Choose how taxes should be treated. E-merchant has to match this setting with settings within the EAS system, therefore in both places either Inclusive or Exclusive tax method has to be selected.
2. Display prices in the shop could be set in accordance with E-merchant business environment. This visual representation does not affect tax calculation.
3. Set Display prices during cart and checkout to Excluding tax (optional), which will help end customers to understand how the price total order amount was calculated.
4. Display tax totals has to be set to "As a single total".



We suggest that E-merchant will try to see how options set in items 3 and 4 affect current representation scheme installed into the E-merchants store. These options do not influence tax calculation but change the store view for the shoppers.



In addition to the Tax setting, make sure that in the General tab “Enable taxes” is ticked. Option “Enable tax rates and calculation” should be checked (see *Figure 24*), otherwise, no taxes will be displayed in the Orders section.

The screenshot shows the WooCommerce 'General' settings page. The left sidebar contains navigation links for Dashboard, Jetpack, Posts, Select Portfolio, Select Testimonials, Media, Pages, Comments, WooCommerce, Home, Orders (45), Product Sales Report, Customers, Coupons, Reports, Settings, Status, Extensions, Klarna Add-ons, Products, Payments, Analytics, Marketing, nShift, Appearance, Plugins (12), Users, Tools, WPBakery Page Builder, and Klarna Add-ons. The main content area is titled 'General' and includes tabs for EAS EU compliance, General, Products, Tax, Shipping, Payments, Accounts & Privacy, Emails, Integration, Advanced, and Multi-currency. A message states: 'Klarna Order Management is not active. Please activate it so you can capture, cancel, update and refund Klarna orders.' The 'Store Address' section includes fields for Address line 1 (Somewhere), Address line 2, City (Boston), Country / State (Finland), and Postcode / ZIP (2566). The 'General options' section includes dropdowns for Selling location(s) (Sell to all countries), Shipping location(s) (Ship to all countries you sell to), and Default customer location (Shop base address). The 'Enable taxes' section is highlighted with a red box and contains a checked checkbox for 'Enable tax rates and calculations' with the note 'Rates will be configurable and taxes will be calculated during checkout.' Below it, the 'Enable coupons' section has a checked checkbox for 'Enable the use of coupon codes' with the note 'Coupons can be applied from the cart and checkout pages.' and an unchecked checkbox for 'Calculate coupon discounts sequentially'.

Figure 24

Step 6. Enabling of shipping to the EU countries

Choose the “Shipping” menu option and add either the whole Europe (as an identified region in WooCommerce) as the allowed destination region or all individual countries where you deliver to. EAS solution will be operational in all 27 countries of the EU. Make sure that all other regions where you deliver your products are displayed (see *Figure 25* below).

The screenshot shows the WooCommerce 'Shipping' settings page. The left sidebar is the same as in Figure 24. The main content area has tabs for EAS EU compliance, General, Products, Tax, Shipping (highlighted), Payments, Accounts & Privacy, Emails, Integration, Advanced, and Multi-currency. A message states: 'Klarna Order Management is not active. Please activate it so you can capture, cancel, update and refund Klarna orders.' Below this, there are links for 'Shipping zones', 'Shipping options', 'Shipping classes', and 'WooCommerce Shipping'. The 'Shipping zones' section includes a table with the following data:

Zone name	Region(s)	Shipping method(s)
USA	United States (US)	Flat rate, free shipping
Canada	Canada	Flat rate
EU	Europe	Flat rate, local pickup
Locations not covered by your other zones	This zone is optionally used for regions that are not included in any other shipping zone.	Local pickup

Figure 25

In this case, the whole European region is chosen.

Step 7. Ensuring of existing of EU compliance tax settings

Check that the EAS EU compliance tax setting is present in the “Standard rate” window view:

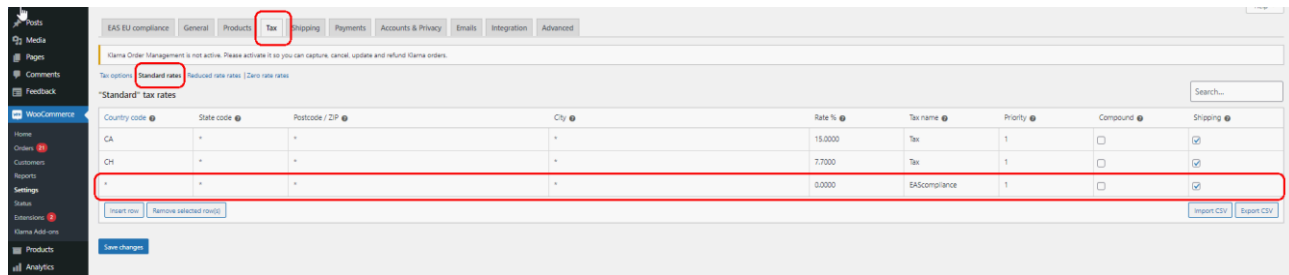


Figure 26

If at that stage your settings for non-EU countries are missing, you can easily import the settings saved previously into the CSV file.



Make sure you import settings without EU VAT countries. If you see any EU countries in the list after CSV file upload, just delete such entries manually.



Ensure that the “Shipping” button is ticked for all entered VAT zones/countries, as shown in Figure 26.