NETSUITE SUITETAX ENGINE SETUP GUIDE

Oracle|NetSuite Product Management

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PURPOSE STATEMENT

This document provides an overview of the NetSuite next generation tax functionality, SuiteTax, which will ultimately replace the native legacy tax engine. This document is intended to guide you through the set-up process, both for new customers and customers upgrading from Legacy Tax to SuiteTax.

DISCLAIMER

This document is for informational purposes only and is intended solely to assist you in planning for the implementation and upgrade of the product features described. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions.

TABLE OF CONTENTS

1. INTRODUCTION

This document outlines the process of accessing and configuring the SuiteTax feature and NetSuite's SuiteTax SuiteApps (*SuiteTax Engine, SuiteTax Records, Tax Reporting Framework*). This document only applies to the enablement of the SuiteTax feature and the configuration of NetSuite's native tax engine that supports US sales tax and International VAT. It does not cover anything related to partner owned tax engines (Avalara, Wolters Kluwers, TaxJar, Thomson Reuters, Sovos), nor configuration of the NetSuite India and Brazil Tax Engines.

The screenshots in this document are from a demo environment and may vary from actual production accounts. Any information in this document may be subject to future changes.

Important Notes:

- For now, SuiteTax is a hidden feature. It will only be available under the Enable Features page once approved by the product team and bundles provisioned.
- SuiteTax is a non-reversible feature. Once enabled, it can no longer be disabled.
- SuiteTax cannot be used alongside the Legacy Tax environment. An account can use either SuiteTax or Legacy Tax, not both at the same time.
- SuiteTax applies to all subsidiaries within the same NetSuite account. An account cannot have subsidiaries running in Legacy and SuiteTax at the same time.
- SuiteTax is not compatible with certain NetSuite features and partner SuiteApps, and Preferences. Make sure to review the list of SuiteTax Known Limitations to determine if the functionality can be used or not. (SuiteAnswers ID: **64724**)
- We strongly recommend testing SuiteTax and becoming familiar with the setup in a Sandbox account first.

2. SUITETAX OVERVIEW AND BENEFITS

SuiteTax, NetSuite's next-generation tax environment, introduces the new SuiteTax API that will process the tax determination and calculation rules defined by tax engines (SDN tax partners, NetSuite). A tax engine represents an implementation of the Tax Engine plug-in feature. The plug-in implementation defines the process by which the tax engine calculates taxes on a transaction.

SuiteTax provides greater flexibility to support specific country needs and legislation changes regarding tax calculation and reporting. SuiteTax helps you manage in-country transactions (Sales Tax, VAT, Withholding Tax), and numerous special tax situations and rules, such as intra-EU transactions, reverse charges, and others.

SuiteTax also lets you use different tax calculation engines for nexuses and override tax details on transactions. This will enable customers to comply with different tax requirements across the globe.

2.1. Key Benefits:

- Single platform delivering Sales Tax, Value Added Tax, and Withholding Tax
- Multiple tax engines to choose from
- Multiple tax registrations for subsidiary and entity records
- Monthly automatic tax rate updates for over 100 countries powered by CCH® SureTax® from Wolters Kluwer
- Enhanced nexus determination logic that considers Shipped To and Shipped From addresses

2.2. Key features:

- USA zip +4 tax determination
- USA Exemption Certificate management and item taxability rules
- EU VAT ID and address validation and format validation for 20+ non-EU countries
- VAT returns with editable templates
- Additional date field on all taxable transactions, Tax Point Date, that drives the tax reporting

3. ACCESSING SUITETAX

SuiteTax is currently in a controlled roll-out with a qualification process to determine suitability of the SuiteTax feature. The Product Team reviews and approves qualified SuiteTax enablement requests.

3.1. Customers and Partners

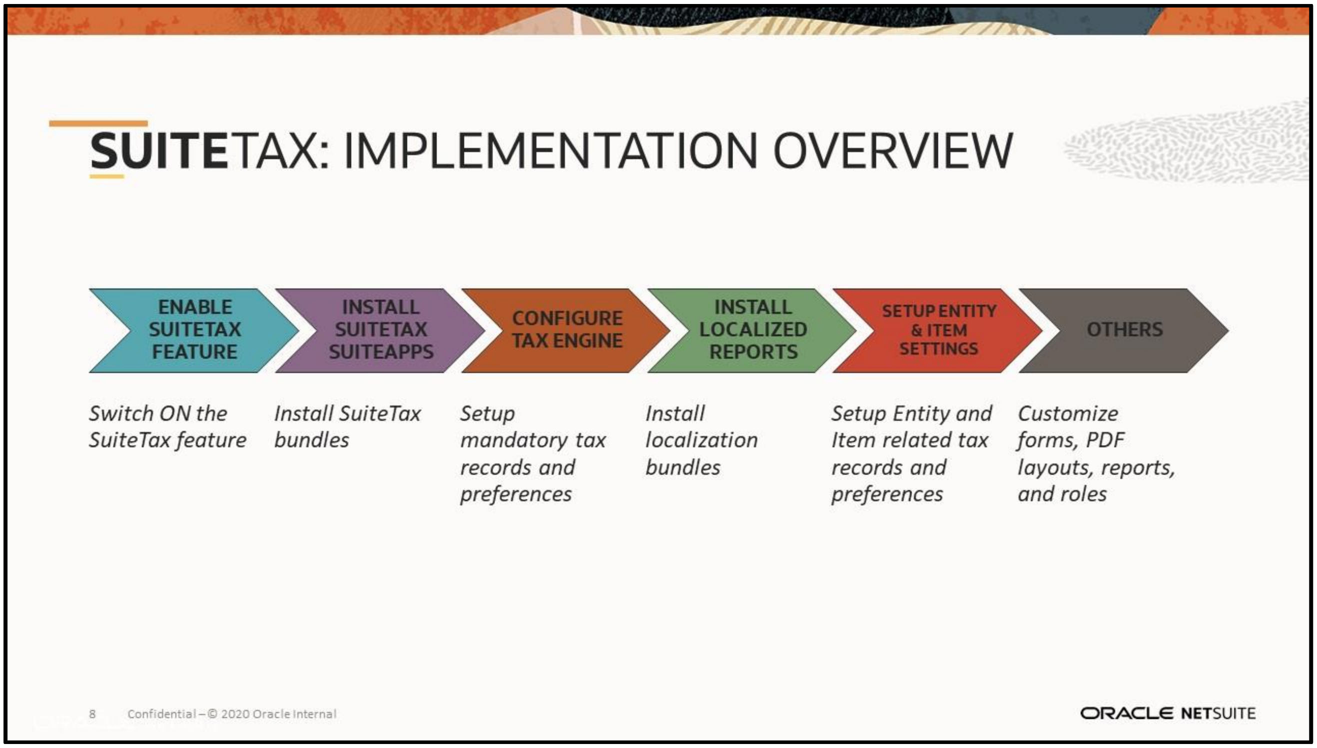
- Customers who want to use SuiteTax are required to complete the qualification questionnaire (refer to Appendix A or call NetSuite Support). Enablement requests can be sent through Support or your AMO.
    1. Customer to complete the SuiteTax Qualifying Questionnaire.
    2. Customer/AMO to submit a NetSuite Support Case with these details:
        - **Subject**: *SuiteTax Enable Hidden Feature*
        - Provide your company name
        - NetSuite Account ID
        - Reason why you need SuiteTax enabled
        - Tax Engine/s to use
        - **Product Area**: Advanced Accounting and OneWorld
        - **Feature**: Tax integrations
        - Attach the completed Qualification Questionnaire
    3. Once the request is approved, the Support Team will update the Issue and Case and notify the customer. The SuiteTax Feature will then be visible under *Setup > Company > Enable Features > Tax > SuiteTax*.
- NetSuite Product Localization Partners should send an email to the **SuiteTax Compatibility Testing Team** (SuiteTaxCompatibilityTesting@netsuite.com) requesting access and quoting their Account ID

3.2. Internal Teams

- To gain access to the SuiteTax feature, send an email to one of the contacts listed below. Please do not copy the whole Enablement team.
    - ***Non-India Accounts:*** Krizza Embate <kembate@netsuite.com> or Kamlesh Rajyaguru <krajyaguru@netsuite.com>
    - ***India Accounts*:** Naresh Erukulla <*nerukulla@netsuite.com*>
    - ***Mexico Accounts*:** Carlos Guell <*cguell@netsuite.com*>

4. IMPLEMENTATION OVERVIEW

Below is an outline on what to expect during a SuiteTax implementation using the NetSuite SuiteTax Engine. **Sections 5-10** will discuss the different activities performed under each step.



ENABLE SUITETAX FEATURE	INSTALL SUITETAX SUITEAPPS	CONFIGURE TAX ENGINE	INSTALL LOCALIZED REPORTS	SETUP ENTITY & ITEM SETTINGS	OTHERS
- Switch ON the SuiteTax feature - Confirm SuiteTax migration	- Install applicable tax engine bundles - Enable tax engine plug-ins	- Create Nexuses - Assign Subsidiary Tax Registrations - Create Custom Tax Types, Tax Codes, and Tax Groups (if needed)	- Install applicable Country Tax Reports bundles *(including prerequisite localization bundles)*	- Assign customer and vendor tax registrations - Set Item Tax Types - Create Tax Schedules - Create US Exemption Certificates - Create Non-Taxability Rules	- Customize transaction forms - Customize transaction PDF layouts - Customize reports - Customize roles

5. ENABLE SUITETAX FEATURE

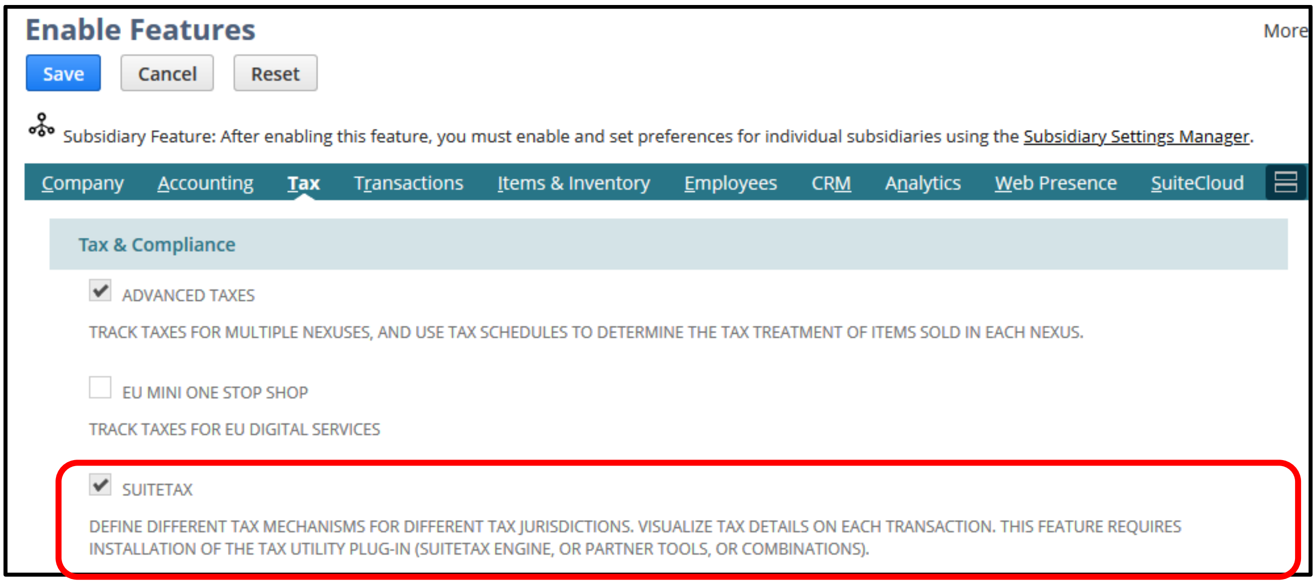
5.1. SuiteTax Prerequisites

Before enabling the SuiteTax feature, make sure you review the list of SuiteTax' incompatible features, preferences, and bundles/suiteapps. The list is updated frequently. **SuiteTax is a non-reversible feature. Once you switch it ON, you can no longer switch it off. There will be no way for the account to go back to Legacy Tax.**

Please check the video **Migrating from Legacy Tax to SuiteTax** or **SuiteAnswers ID: 70212** for more information about enabling the SuiteTax feature.

5.2. SuiteTax Enablement

Enable the SuiteTax feature by navigating to *Setup > Company > Enable Features > Tax > SuiteTax.*



5.3. Migration of Legacy Records/Transactions to SuiteTax

When the SuiteTax feature is enabled, the migration of tax-related records proceeds in the background. SuiteTax changes most of the tax-related records across NetSuite but values on any transaction is not changed. To understand the changes on NetSuite records and how existing tax information on legacy records are migrated to SuiteTax, refer to SuiteAnswers ID **64735**.

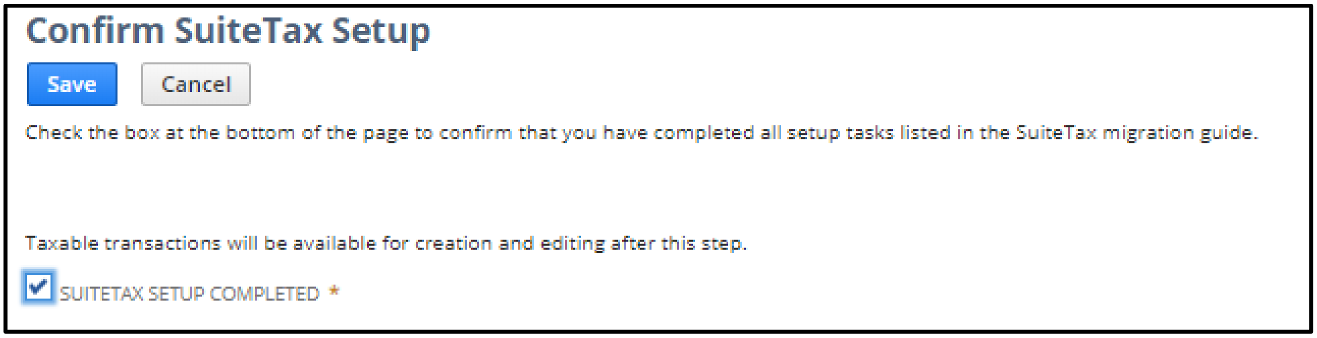
You can start using NetSuite partially even if migration is not yet completely finished. However, taxable transactions are initially locked for creation and editing after enabling SuiteTax. You need to complete the following required steps before you can create and edit taxable transactions:

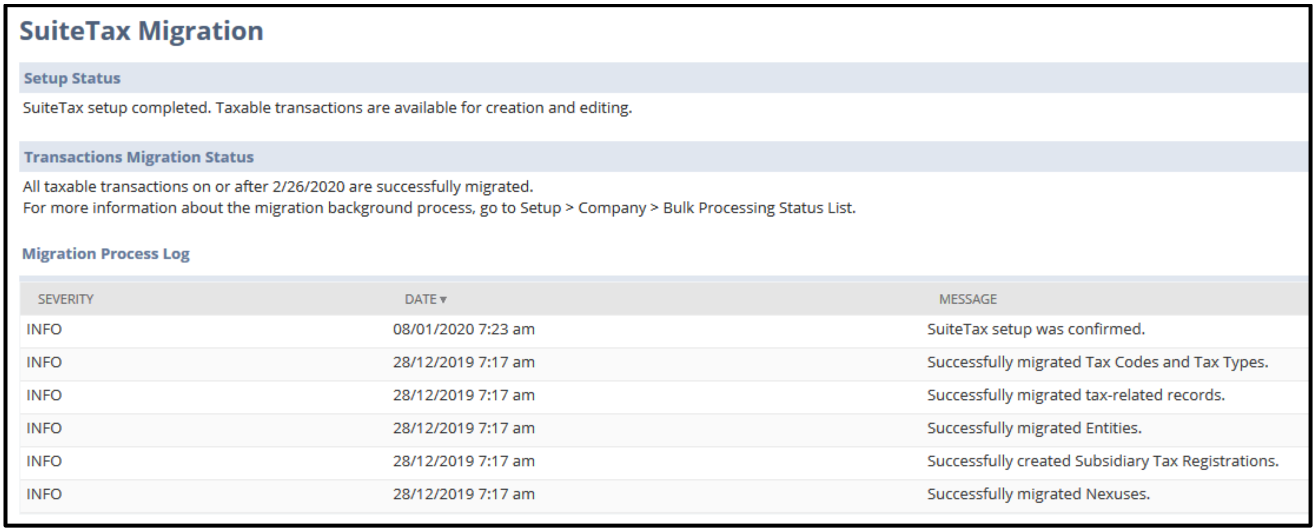
- Confirm that the SuiteTax setup is complete.
- Set up the tax engine for subsidiary tax registrations.

5.4. Confirmation of SuiteTax Migration

Navigate to *Setup> Tax > SuiteTax Migration*. To confirm the SuiteTax setup, click the **Confirm SuiteTax Setup** button on the SuiteTax Migration page.

On the Confirm SuiteTax Setup page, a list of warnings is shown if the system found any inaccuracies in the SuiteTax setup. When the warnings have been addressed, check the SuiteTax Setup Completed box at the bottom of the page to confirm the setup, then click Save.





SuiteTax Migration

Setup Status

SuiteTax setup completed. Taxable transactions are available for creation and editing.

Transactions Migration Status

All taxable transactions on or after 2/26/2020 are successfully migrated.
For more information about the migration background process, go to Setup > Company > Bulk Processing Status List.

Migration Process Log

SEVERITY	DATE ▾	MESSAGE
INFO	08/01/2020 7:23 am	SuiteTax setup was confirmed.
INFO	28/12/2019 7:17 am	Successfully migrated Tax Codes and Tax Types.
INFO	28/12/2019 7:17 am	Successfully migrated tax-related records.
INFO	28/12/2019 7:17 am	Successfully migrated Entities.
INFO	28/12/2019 7:17 am	Successfully created Subsidiary Tax Registrations.
INFO	28/12/2019 7:17 am	Successfully migrated Nexuses.

5.5. Possible Errors During SuiteTax Migration

Below are some known errors encountered during SuiteTax Migration. We will continually update this list, as needed.

- "You had multiple GST/HST tax agencies set up for Canada on the Set Up Taxes page. SuiteTax migration scripts selected the first GST/HST tax agency on the Set Up Taxes page as the preferred tax agency for the parent Canada nexus." [**In this case there is no further action required.**]

All known potential problems are checked in advance, before the migration starts. If there are errors, the SuiteTax Team will advise the user that an error was encountered, and the migration will need to restart (in case of some intermittent infrastructure problems). If that does not help, the SuiteTax Team will have to investigate according to standard issue process.

5.6. Roles and Permissions in SuiteTax

When you enable the SuiteTax feature, the **Tax Engine** role is added to your account. This role is set up with all the required permissions and can be used as a template for creating customized roles.

You should set up your tax engine plug-in implementations to run under the standard **Tax Engine** role. When using a customized version of this role, you should consult your tax engine plug-in provider regarding your customizations.

To view the default permissions assigned to the **Tax Engine** role, go to *Setup > Users/Roles > User Management > Manage Roles* and click the link for the **Tax Engine** role.

SuiteTax also adds the following tax-related permissions to NetSuite standard roles, including the Tax Engine role.

PERMISSION SUBTAB	SUITETAX PERMISSION	USAGE	DEFAULT PERMISSION LEVEL ON TAX ENGINE ROLE	MINIMUM PERMISSION LEVEL
Lists	Tax Details Tab	View and edit tax information on the **Tax Details** subtab on transactions.	Full	Edit – To be able to override the nexus, tax registration number, and tax details on transactions.
	Subsidiary – Tax Engine Selection	View and edit the tax registration details on the **Tax Registrations** subtab on subsidiary records.	Full	Edit – To be able to assign tax registrations and tax engines when editing subsidiary records. **Note:** You must also have at least the Edit level of the Subsidiaries permission to edit a subsidiary record and select a tax engine.
Reports	Tax Reports	View tax reports.	View	View

6. INSTALL SUITETAX SUITEAPPS

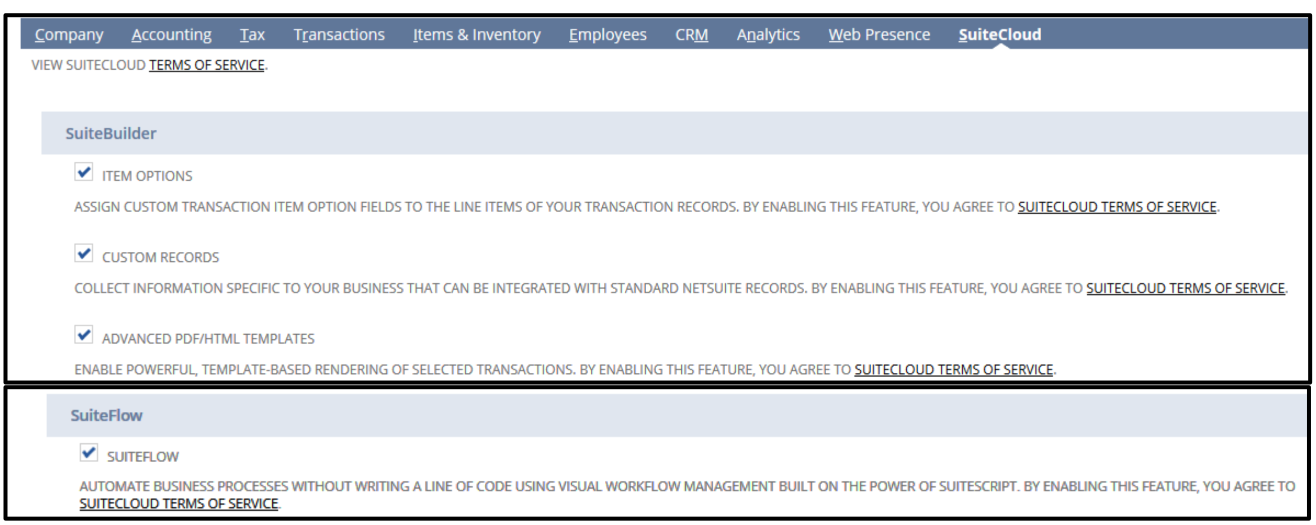
IMPORTANT NOTE: This and the succeeding sections only apply if you are implementing SuiteTax using the NetSuite SuiteTax Engine.

- If your customer is using a partner tax engine (Avalara, Tax Jar, Wolters Kluwer, Thomson Reuters, Sovos), you only need to make sure that the SuiteTax feature is enabled (**section 5.2**). The configuration of the partner tax engine is the responsibility of the tax partner.
- If your customer is using a combination of NetSuite and a partner tax engine, this and the succeeding sections apply, BUT only limited to the applicable regional setups. For example, if the customer plans to use Avalara for US and the NetSuite SuiteTax Engine for EU Countries, then Non-Taxability Rules and US Exemption Certificates should not be created. Tax Schedules, on the other hand, must be configured.
- If your customer is using the NetSuite India Tax Engine reach out to **Naresh Erukulla** (*nerukulla@netsuite.com)* for suitability, setup and configuration questions. This and the succeeding sections do not apply to India .
- If your customer is using the Brazil Tax Engine, reach out to **Jean Ferreira** (*jferreira@netsuite.com*) for congiguration, setup and configuration questions. This and the succeeding sections do not apply to Brazil

6.1. SuiteApps Prerequisites

If you are planning to use the NetSuite SuiteTax Engine, enable the following features under *Setup > Company > Enable Features > SuiteCloud*. Some or all of these features may already be enabled as part of the SuiteSuccess Deployment process.

1. Item Options
2. Custom Records
3. Advanced PDF/HTML Templates
4. SuiteFlow

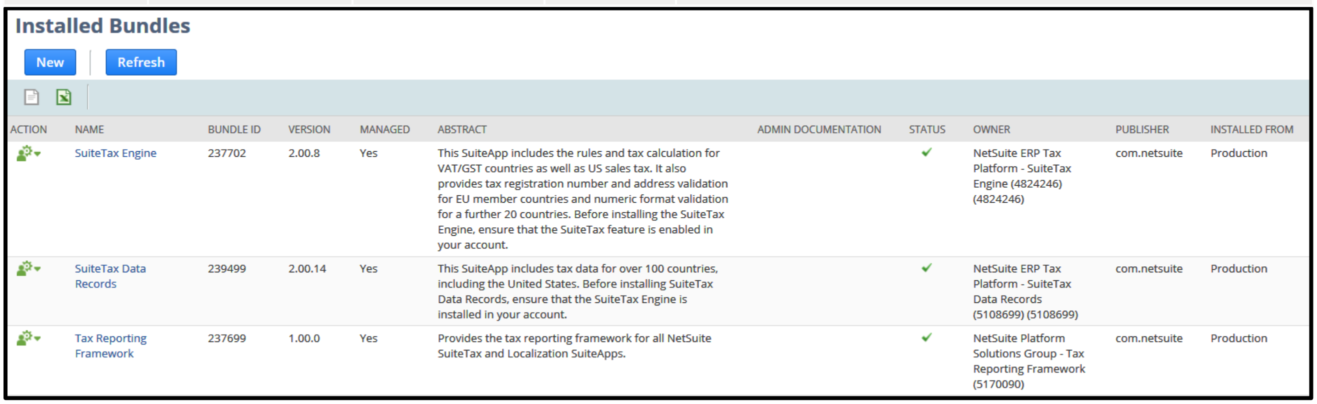


6.2. SuiteApps Installation

Once you have received confirmation that the NetSuite SuiteApps have been provisioned to your account, you should install them in the following priority order. Navigate to *Customization > SuiteBundler > Search and Install Bundles.*

(The below bundles are now public. Bundle Provisioning Request is no longer required.)

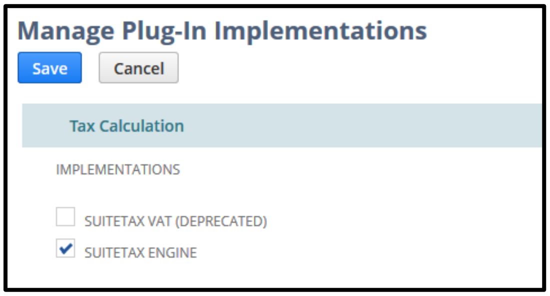
PRIORITY ORDER	SUITEAPP	KEYWORD	BUNDLE ID	DESCRIPTION
1	SuiteTax Engine	SuiteTax Engine	237702	This SuiteApp automatically provides tax records, validates tax registration numbers, and determines taxes for US Sales Tax and VAT Countries.
2	SuiteTax Data Records	SuiteTax Records	239499	This bundle contains global tax rate tables, tax agencies, and tax codes.
3	Tax Reporting Framework	Tax Reporting Framework	237699	This bundle provides the tax reporting framework for all NetSuite SuiteTax and Localization SuiteApps. This bunde also contains tax related roles and permissions



6.3. Manage Plug-in

To use the NetSuite SuiteTax Engine, the plug-in must be enabled first.

1. Navigate to *Customization > Plug-Ins > Manage Plug-Ins*.
2. On the Manage Plug-in implementations page, check the **SuiteTax Engine.**
3. Click **Save.**



7. CONFIGURE TAX ENGINE

7.1. Assign Subsidiary Tax Registration/s

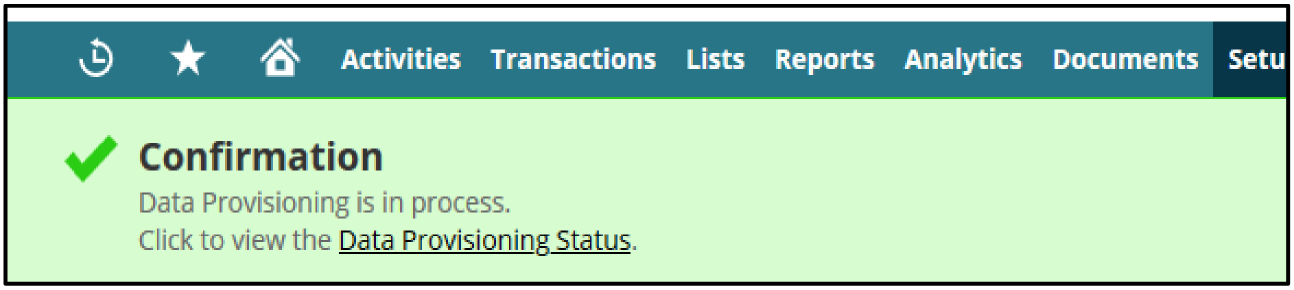
7.1.1. Existing/Migrated Subsidiaries

For NetSuite accounts migrated from Legacy Tax to SuiteTax, all nexuses previously entered under the Nexus tab are migrated to the new Tax Registration tab. Once all nexuses are migrated, assign the tax registration details. Below are the steps to assign subsidiary tax registration/s:

1. Go to *Setup > Company > Subsidiaries.*
2. Click the **Edit** link next to the subsidiary that you want to edit.
3. On the subsidiary record, click the **Tax Registrations** subtab.
4. Click on the Tax Registration line you want to update.
5. Enter or update **Tax Reg. Number**.
6. Click the **Tax Engine** dropdown list and select a tax engine for the nexus. The list shows the tax engine implementations that have been added and activated in your account.
7. Click **OK**.
8. Repeat Steps 4 through 7 for each nexus.
9. Click **Save**.

Repeat this procedure for each migrated subsidiary record.

NOTE 1: If you are using the NetSuite SuiteTax Engine, you should see a green banner on top stating that the Data Provisioning is in process. You can click the link to check on the status. You will also receive an email confirming that the process has been completed. *Data Provisioning is the process where the SuiteTax SuiteApps create the related Tax Types, Tax Codes, Tax Accounts, and Tax Agencies.*

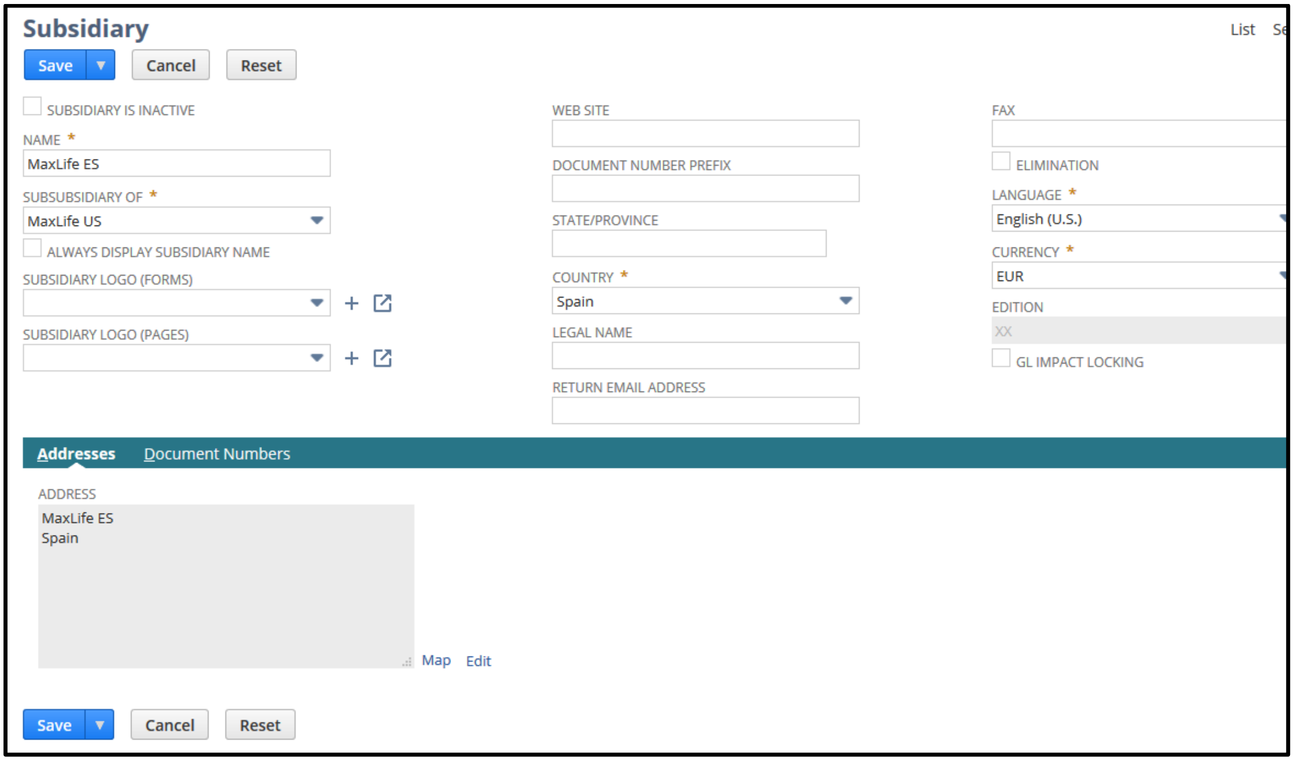


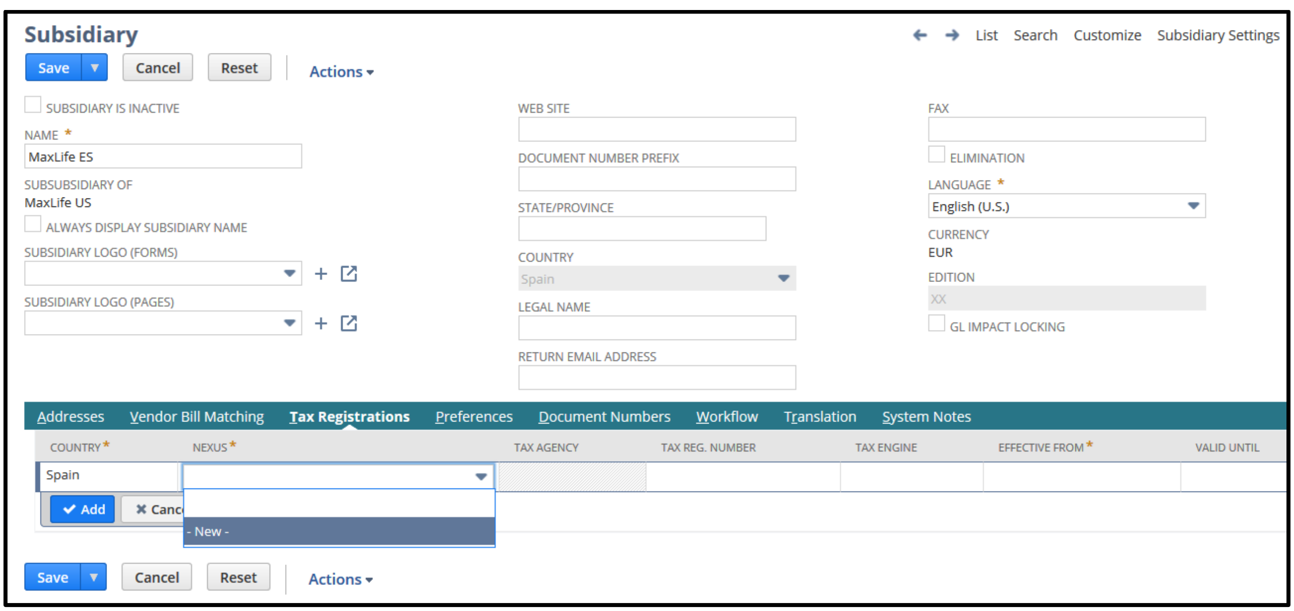
NOTE 2: The options available under the Tax Engine column depends upon the tax engines installed in your NetSuite account. If the account is using both NetSuite and partner tax engines, you will see those tax engines available on the drop-down. You need to make sure you are selecting the correct tax engine for each nexus. If you leave the Tax Engine column empty, tax records provisioning, tax determination, and tax calculation will not be possible.

7.1.2. New Subsidiaries and New Tax Registrations

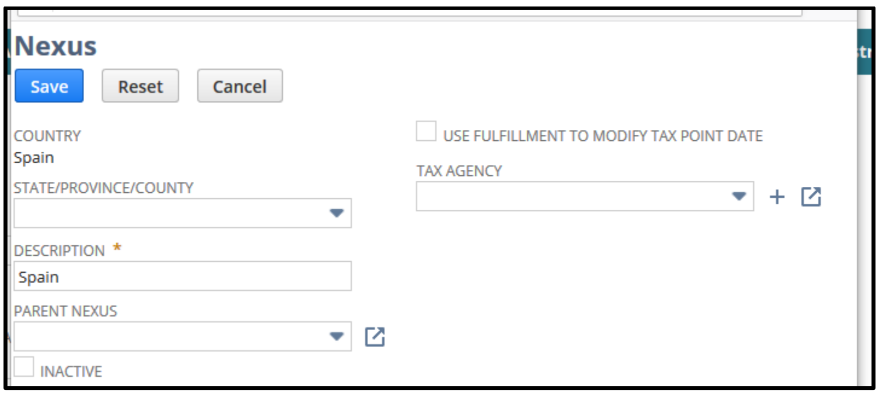
Tax Registrations can be added anytime after enabling the SuiteTax feature. You can add new Tax Registrations lines on new and existing subsidiaries. The same process outlined under **section 7.1.1** applies.

NOTE 3: Tax Registration tab is not available during initial subsidiary creation. It will only be available after saving the new subsidiary record.

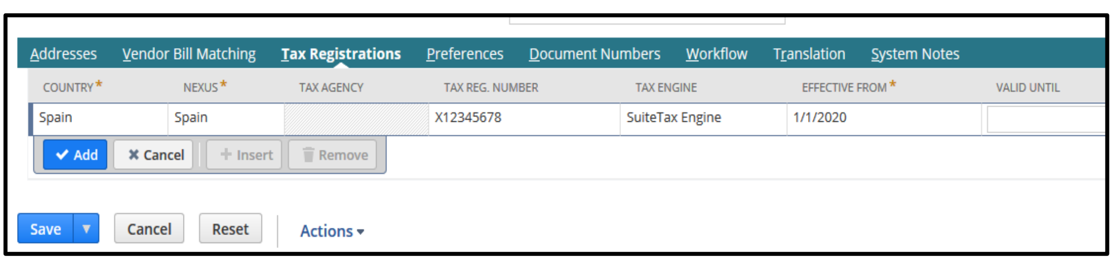




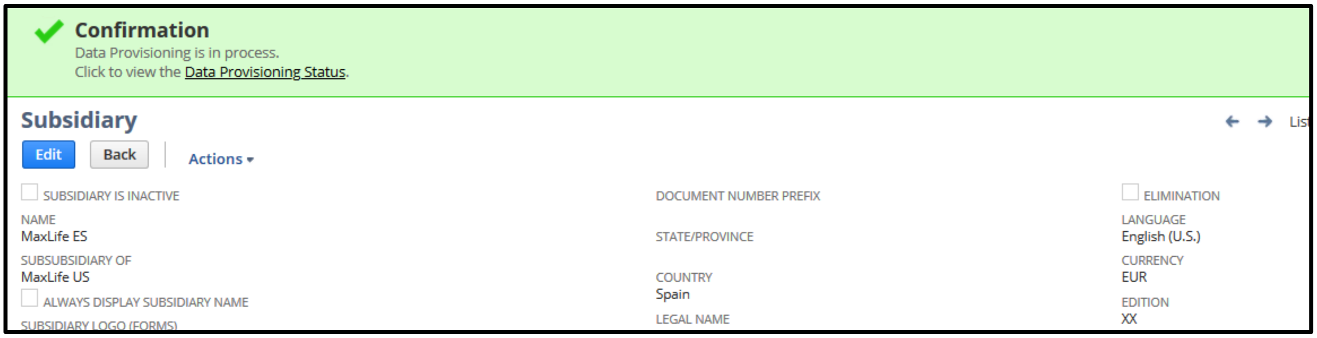
1. Once the initial subsidiary setup is done, edit the subsidiary record and add the related Tax Registration or Tax Registrations in case the subsidiary is registered in multiple nexuses/countries.
2. Go to the **Tax Registration** subtab.
3. Add a new Tax Registration line.
4. Select the **Country** and **Nexus**. **Tax Agency** is automatically populated.
    a. If the Nexus is not yet existing, click **New** and the Nexus setup window pops up.
    b. If the Nexus is for a particular State/Province/County in the US/Canada, select State/Province/County.
    c. Select Parent Nexus, if applicable.
    d. Leave the Tax Agency blank. NetSuite will create and assign the appropriate Tax Agency.
    e. Click **Save**.

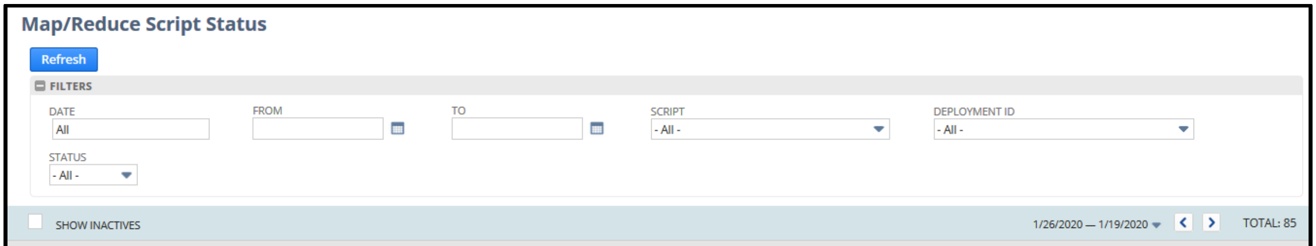


5. Enter **Tax Reg. Number**.
6. Select the **Tax Engine** to use. If you are using the NetSuite Tax Engine, select 'SuiteTax Engine'.
7. Enter the **Effective From** date.
8. Enter **Valid Until**, only if applicable.
9. Click **Add** and add more Tax Registrations, if applicable.
10. **Save** the subsidiary record.

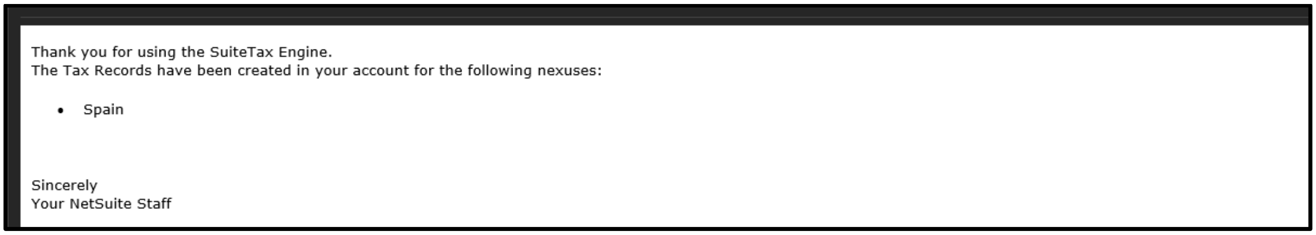


NOTE 4: If you are using the NetSuite SuiteTax Engine, you should see a green banner on top stating that the Data Provisioning is in process. You can click the link to check on the status. You will also receive an email confirming that the process has been completed. *Data Provisioning is the process where the SuiteTax SuiteApps create the related Tax Types, Tax Codes, Tax Accounts, and Tax Agencies*





SCRIPT	DEPLOYMENT ID	DATE CREATED	START DATE	END DATE	STATUS	STAGE	PRIORITY	CONCURRENCY	DETAILS	CANCEL
STE MR Confirmation Email	customdeploy_ste_mr_confirmation_email	1/26/2020 10:34.56 pm	1/26/2020 10:34.56 pm	1/26/2020 10:34.59 pm	Complete		Standard	1	Details	
STE MR Data Provisioning	customdeploy_ste_data_provisioning2	1/26/2020 10:34.46 pm	1/26/2020 10:34.46 pm	1/26/2020 10:34.56 pm	Complete		Standard	1	Details	
STE MR Data Provisioning	customdeploy_ste_data_provisioning	1/26/2020 10:34.40 pm	1/26/2020 10:34.40 pm	1/26/2020 10:34.46 pm	Complete		Standard	1	Details	
STE MR Data Provisioning	customdeploy_ste_data_provisioning2	1/26/2020 10:34.18 pm	1/26/2020 10:34.19 pm	1/26/2020 10:34.40 pm	Complete		Standard	1	Details	
STE MR Data Provisioning	customdeploy_ste_data_provisioning	1/26/2020 10:33.52 pm	1/26/2020 10:33.52 pm	1/26/2020 10:34.19 pm	Complete		Standard	1	Details	
STE MR Data Provisioning	customdeploy_ste_data_provisioning2	1/26/2020 10:33.46 pm	1/26/2020 10:33.47 pm	1/26/2020 10:33.52 pm	Complete		Standard	1	Details	



NOTE 5: If you do not see the green banner right after saving the subsidiary record, or there are no Tax Types, Tax Codes, or Tax Groups created for the nexuses assigned to the subsidiary, do the following:

1. Edit the subsidiary record then go to the **Tax Registration** subtab.
2. Remove the existing Tax Registration line.
3. Save the subsidiary record.
4. Edit the subsidiary record again then go to the Tax Registration subtab. There should be no Tax Registration line existing.
5. Add a new Tax Registration line.
6. Select the **Country** and **Nexus**. **Tax Agency** is automatically populated.
7. Enter **Tax Reg. Number**.
8. Select the **Tax Engine** to use. If you are using the NetSuite Tax Engine, select 'SuiteTax Engine'.
9. Specify a period range within which this nexus is valid for the subsidiary.
    - In the **Effective From** field, select a date from which this nexus is in effect for the subsidiary.
    - In the **Valid Until** field, select a date from which this nexus is no longer valid. You can leave this field blank to indicate that there is no end to the validity of this nexus for the subsidiary. The only time you are required to enter a date in this field is if this subsidiary is no longer registered for tax in this nexus, or the fiscal structure changed.

    You can also assign the same nexus with a different tax registration number to the same subsidiary, if the nexus validity dates do not overlap.
10. Click **OK** and **Save** the subsidiary record.

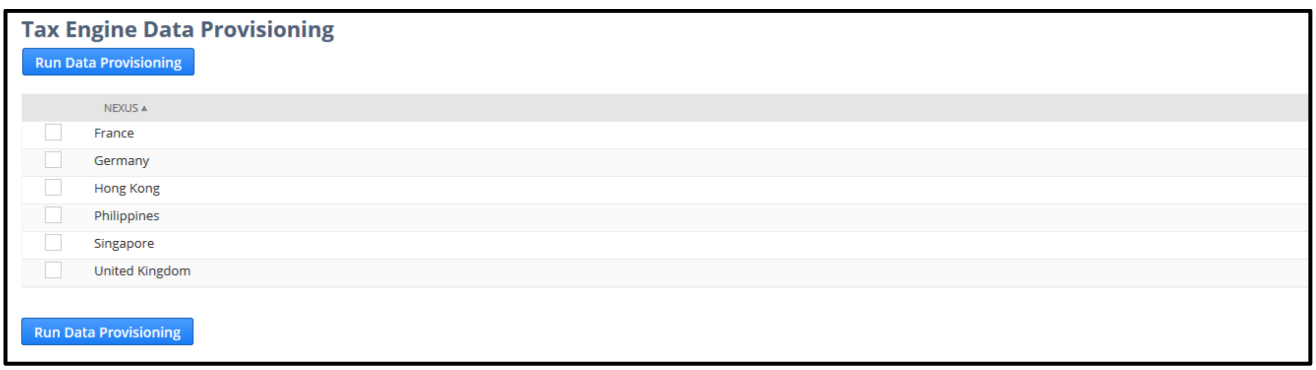
7.1.3. Single Instance Accounts

To assign tax registration/s for single instance NetSuite accounts:

1. Go to *Setup > Company > Company Information.*
2. Click the **Tax Registrations** subtab.
3. To add a tax registration:
    a. Select a **Country**.
    b. Select a **Nexus**. Only nexuses for the selected country are available in the list. Create a new nexus, if needed.
    c. The **Tax Agency** field is automatically filled in using the value saved on the nexus record.
    d. Enter the **Tax Reg. Number** to use for this nexus.
    e. Select the **Tax Engine** to use for this nexus. The list shows the tax engine implementations that have been added and activated in your account.
    f. Enter the **Effective From** date.
    g. Enter **Valid Until**, only if applicable.
4. Click **Add** and add more Tax Registrations, if applicable
5. Save the Company Information page.

NOTE 6: For Single Instance NetSuite accounts, Data Provisioning is done manually.

1. Navigate to *Setup > SuiteTax Engine > Tax Engine Data Provisioning.*
2. Select the appropriate nexus/nexuses.
3. Click the **Run Data Provisioning** button.



7.2. Create Nexuses, Tax Types, Tax Codes, and Tax Groups

The NetSuite SuiteTax Engine automatically provisions tax records, such as Tax Agencies, Tax Types, Tax Accounts, Tax Codes, and Tax Groups based on the nexuses identified under the subsidiary tax registration tab (**see section 7.1**).

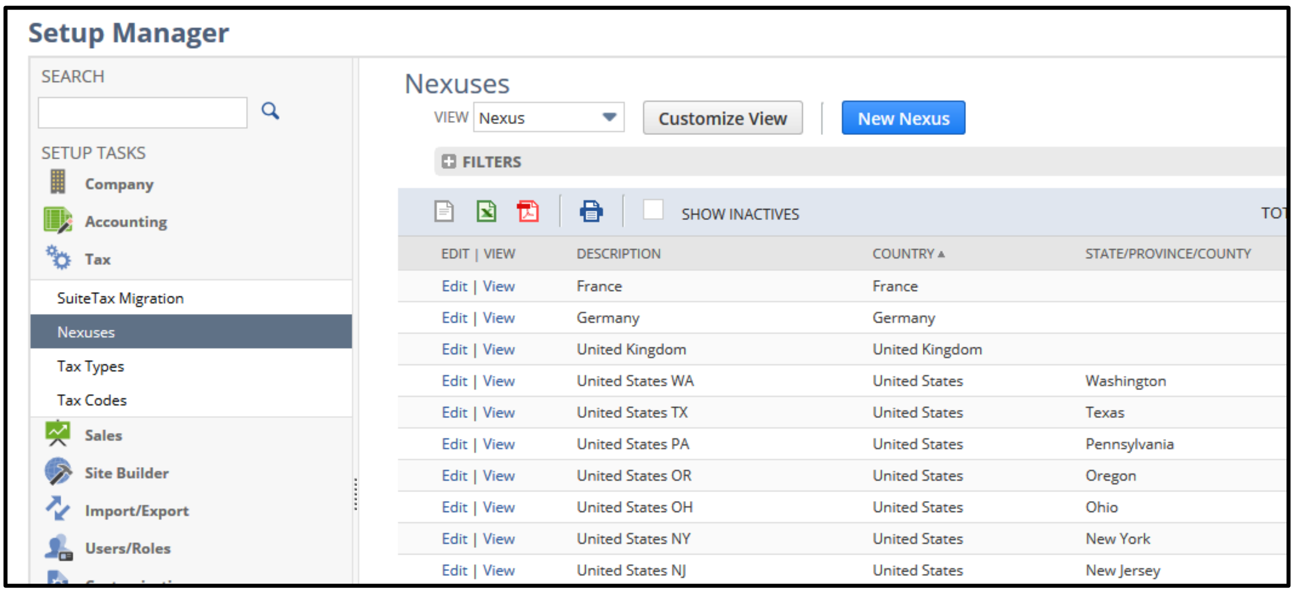
In cases, such as integrations, where the customer must align their NetSuite data with their 3rd party system, you can create custom tax types, tax codes, or tax groups for that matter. Just make sure you are not using the same name as the existing ones.

7.2.1. Nexuses

Nexus is a tax jurisdiction or geographic area where customers do business, and which has its own tax regulations. To determine the correct tax rate to apply to transactions, NetSuite needs to know where the customer is registered for tax purposes.

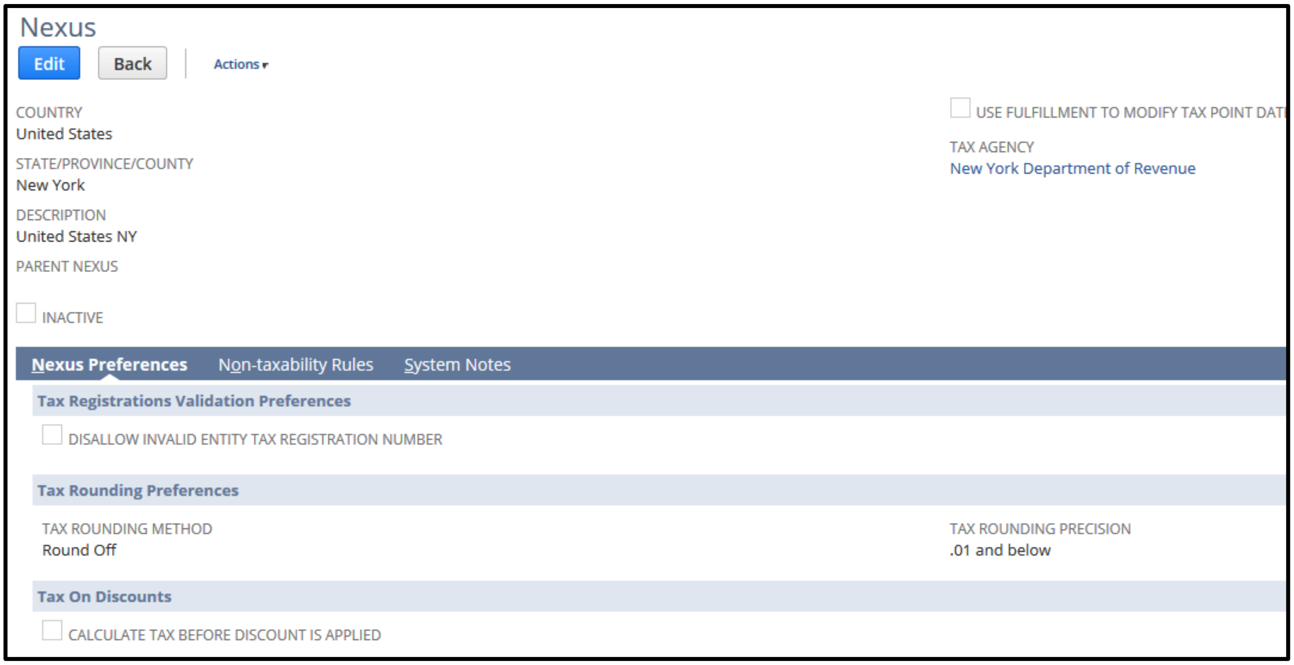
The Nexus record is not automatically provisioned. You must create it manually and assign it on the subsidiary record to initiate the automated provisioning of the relevant tax records. For accounts migrated to SuiteTax, the existing nexuses used under Legacy Tax are carried over to SuiteTax.

To view the list of your current Nexuses, navigate to ***Setup > Tax > Nexuses***.



Nexus-specific preferences and defaults are found under the nexus record. It should be noted that US nexuses will not have the same set of tabs as compared to the VAT countries. The current NetSuite SuiteTax Engine functionalities differ based on the region/country.

USA:



Nexus

Edit | Back | Actions

COUNTRY
United States

STATE/PROVINCE/COUNTY
New York

DESCRIPTION
United States NY

PARENT NEXUS

INACTIVE

USE FULFILLMENT TO MODIFY TAX POINT DAT

TAX AGENCY
New York Department of Revenue

Nexus Preferences | Non-taxability Rules | System Notes

Tax Registrations Validation Preferences

DISALLOW INVALID ENTITY TAX REGISTRATION NUMBER

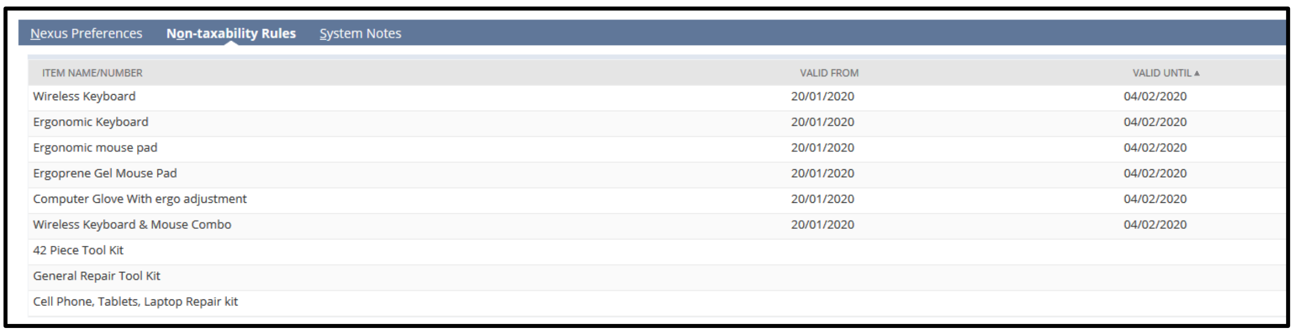
Tax Rounding Preferences

TAX ROUNDING METHOD
Round Off

TAX ROUNDING PRECISION
.01 and below

Tax On Discounts

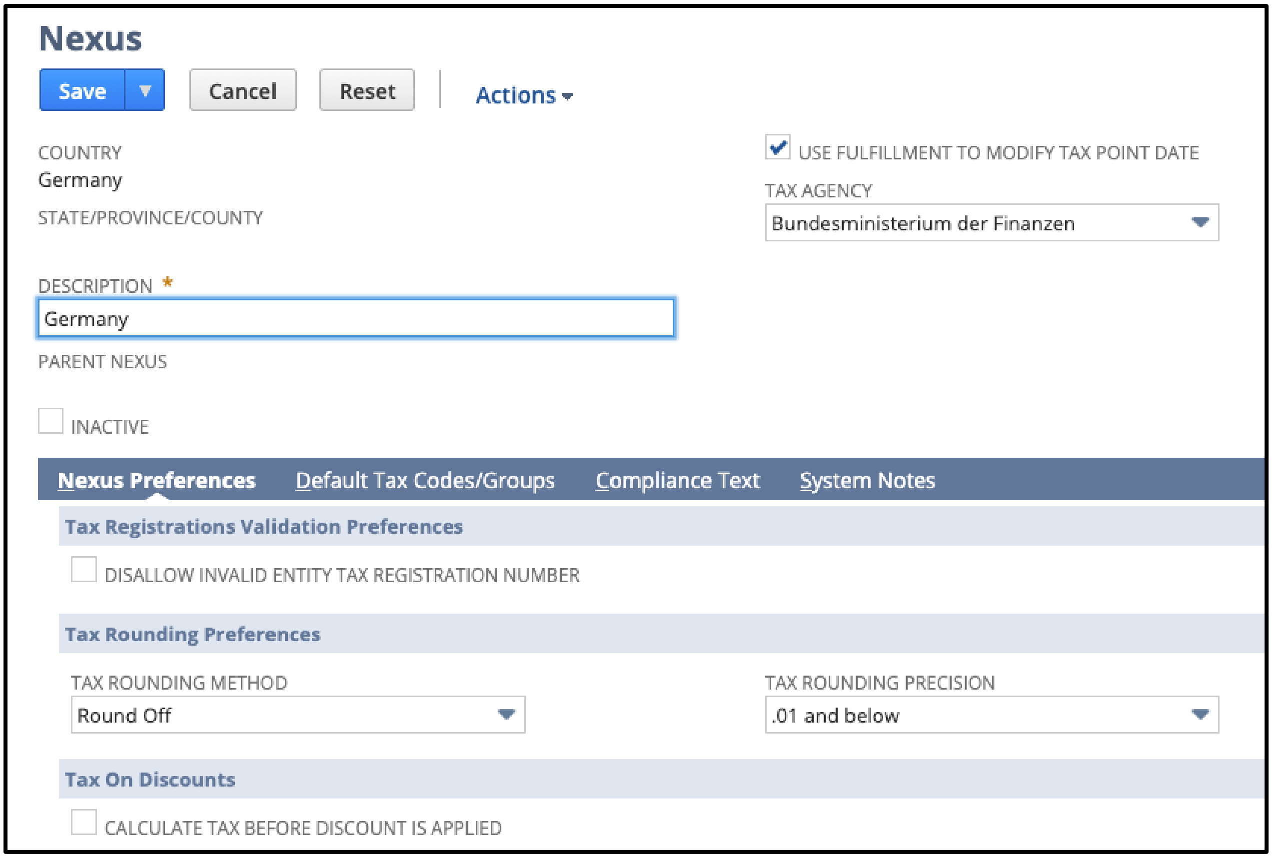
CALCULATE TAX BEFORE DISCOUNT IS APPLIED



Nexus Preferences | Non-taxability Rules | System Notes

ITEM NAME/NUMBER	VALID FROM	VALID UNTIL ▲
Wireless Keyboard	20/01/2020	04/02/2020
Ergonomic Keyboard	20/01/2020	04/02/2020
Ergonomic mouse pad	20/01/2020	04/02/2020
Ergoprene Gel Mouse Pad	20/01/2020	04/02/2020
Computer Glove With ergo adjustment	20/01/2020	04/02/2020
Wireless Keyboard & Mouse Combo	20/01/2020	04/02/2020
42 Piece Tool Kit		
General Repair Tool Kit		
Cell Phone, Tablets, Laptop Repair kit		

VAT Countries:



Nexus

Save | Cancel | Reset | Actions

COUNTRY
Germany

STATE/PROVINCE/COUNTY

DESCRIPTION *
Germany

PARENT NEXUS

INACTIVE

USE FULFILLMENT TO MODIFY TAX POINT DATE

TAX AGENCY
Bundesministerium der Finanzen

Nexus Preferences | Default Tax Codes/Groups | Compliance Text | System Notes

Tax Registrations Validation Preferences

DISALLOW INVALID ENTITY TAX REGISTRATION NUMBER

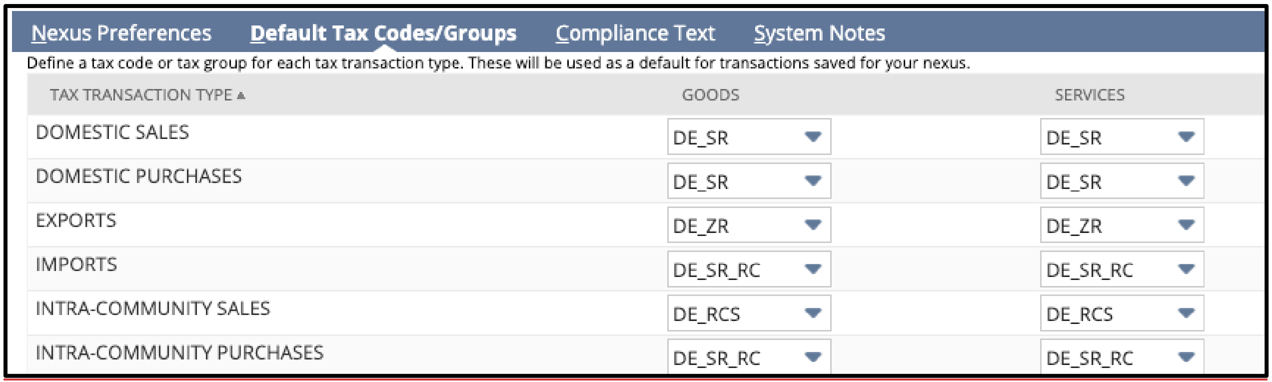
Tax Rounding Preferences

TAX ROUNDING METHOD
Round Off

TAX ROUNDING PRECISION
.01 and below

Tax On Discounts

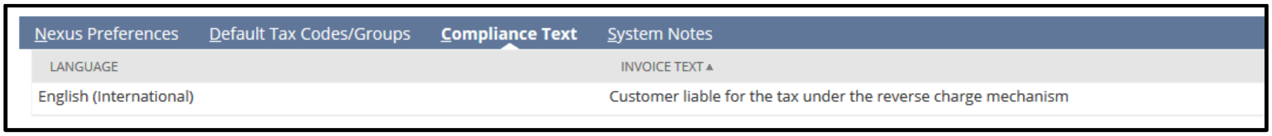
CALCULATE TAX BEFORE DISCOUNT IS APPLIED



Nexus Preferences | Default Tax Codes/Groups | Compliance Text | System Notes

Define a tax code or tax group for each tax transaction type. These will be used as a default for transactions saved for your nexus.

TAX TRANSACTION TYPE ▲	GOODS	SERVICES
DOMESTIC SALES	DE_SR	DE_SR
DOMESTIC PURCHASES	DE_SR	DE_SR
EXPORTS	DE_ZR	DE_ZR
IMPORTS	DE_SR_RC	DE_SR_RC
INTRA-COMMUNITY SALES	DE_RCS	DE_RCS
INTRA-COMMUNITY PURCHASES	DE_SR_RC	DE_SR_RC



Nexus Preferences | Default Tax Codes/Groups | Compliance Text | System Notes

LANGUAGE	INVOICE TEXT ▲
English (International)	Customer liable for the tax under the reverse charge mechanism

To create a Nexus record:

1. Go to *Setup > Tax > Nexuses > New*.
2. In the **Country** field, select the country this nexus is located in.
3. In the **State/Province/County** field (if applicable), select the state, province, or county that the nexus is located in.
   If a state/province/county record does not exist, create a new record at Setup > Company > Setup Tasks > States/Provinces/Counties > New.
4. In the **Description** field, enter text that describes this nexus.
5. If this is a subnexus, select the parent nexus. If this is not a subnexus, leave the **Parent Nexus** field blank. Only nexuses for the selected country are available in the list for the **Parent Nexus** field.
6. When you no longer report taxes in this nexus, or if you set it up in error, check the **Inactive** box.
7. In the **Tax Agency** field, select the name of the tax vendor to whom you submit tax reports and remit payments.
   You can set up a vendor as a tax agency in two ways:
   a. By selecting Tax Agency in the Category field on the vendor record.
   b. By clicking the plus icon (New) next to the Tax Agency field on the nexus record.
8. Click **Save**.

7.2.1.1. Canada Nexus and Subnexuses

In most situations, the nexus is a country because most countries charge tax only at the national level. But you may have countries, such as the U.S., Canada, India and Brazil, that levy taxes at regional or state levels and have independent tax authorities.

For Canada, you will need to create Canada as a nexus first, then the Canadian provinces after. For the Canadian provinces, make sure to select Canada as the parent nexus.

Example of a Parent Nexus and Subnexuses for Canada:

NEXUS FIELDS	PARENT NEXUS	SUBNEXUSES	
Description	Canada	Canada - Alberta	Canada - Ontario
Country	Canada	Canada	Canada
State/Province/County	(blank)	Alberta	Ontario
Parent Nexus	(blank)	Canada	Canada

To create Canada as a parent nexus:

1. Go to *Setup > Tax > Nexuses > New (Administrator).*
2. In the **Country** field, select the Canada.
3. Leave the **State/Province/County** field blank.
4. In the **Description** field, enter text that describes this nexus.
5. Leave the **Parent Nexus** field blank.
6. When you no longer report taxes in this nexus, or if you set it up in error, check the **Inactive** box.
7. In the **Tax Agency** field, select the name of the tax vendor to whom you submit tax reports and remit payments.
    - You can set up a vendor as a tax agency in two ways:
        - By selecting **Tax Agency** in the **Category** field on the vendor record.
        - By clicking the plus icon (New) next to the **Tax Agency** field on the nexus record.
8. Click **Save**.

To create a Canadian Province as Subnexus:

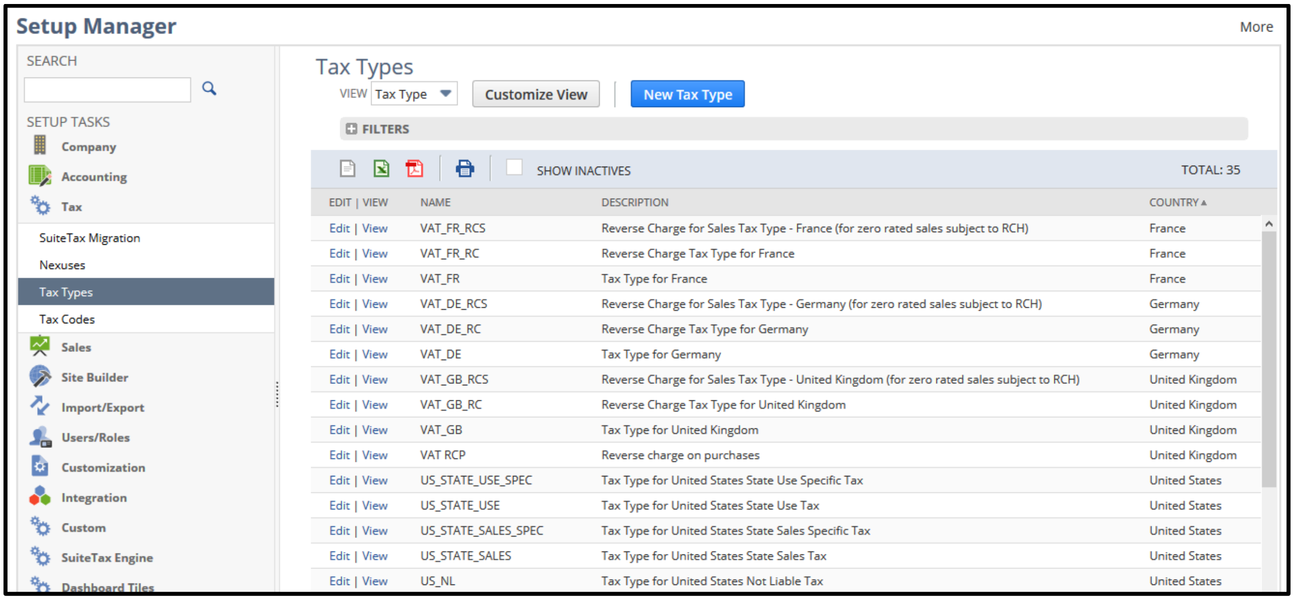
1. Go to *Setup > Tax > Nexuses > New (Administrator).*
2. In the **Country** field, select Canada.
3. In the **State/Province/County** field, select the state, province, or county that the nexus is located in.
    - If a state/province/county record does not exist, create a new record at Setup > Company > Setup Tasks > States/Provinces/Counties > New (Administrator).
4. In the **Description** field, enter text that describes this nexus.
5. In **Parent Nexus** field, select the 'Canada' nexus created earlier
6. When you no longer report taxes in this nexus, or if you set it up in error, check the **Inactive** box.
7. In the **Tax Agency** field, select the name of the tax vendor to whom you submit tax reports and remit payments.
    - You can set up a vendor as a tax agency in two ways:
        - By selecting **Tax Agency** in the **Category** field on the vendor record.
        - By clicking the plus icon (New) next to the **Tax Agency** field on the nexus record.
8. Click **Save**.

7.2.2. Tax Types

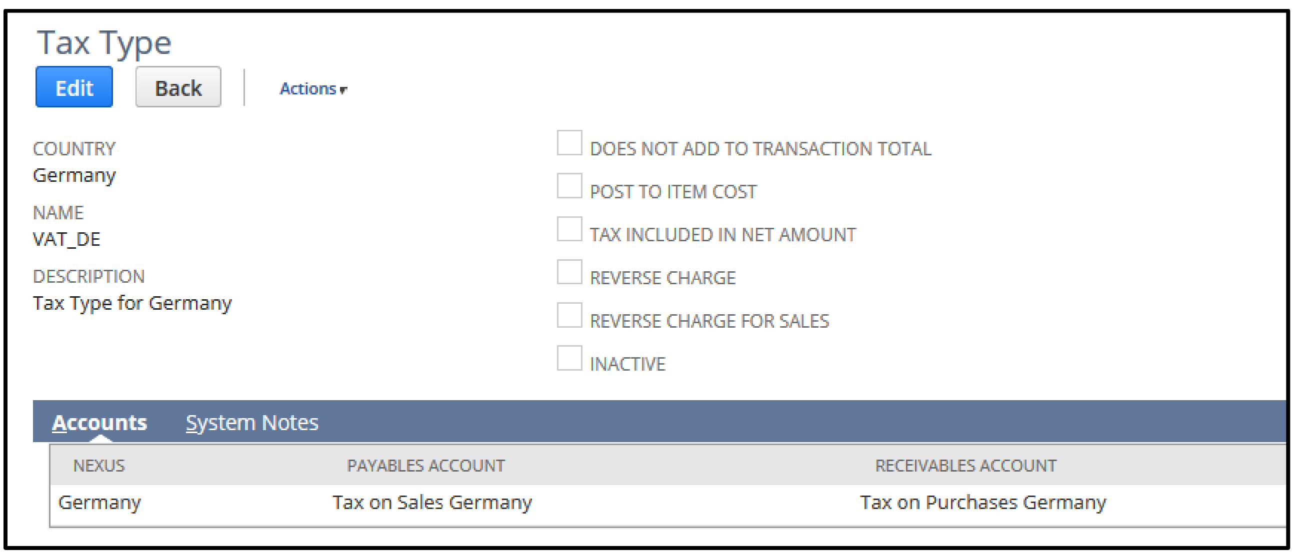
Tax Type is used to link tax codes to nexuses and to the proper general ledger accounts, and to group tax amounts on the transaction summary box.

The NetSuite SuiteTax Engine automatically provisions Tax Types based on the nexuses identified under the subsidiary tax registration tab (**see section 7.1**). You can also create your own Tax Types, if needed.

To view the list of NetSuite provisioned Tax Types, navigate to ***Setup > Tax > Tax Types***.

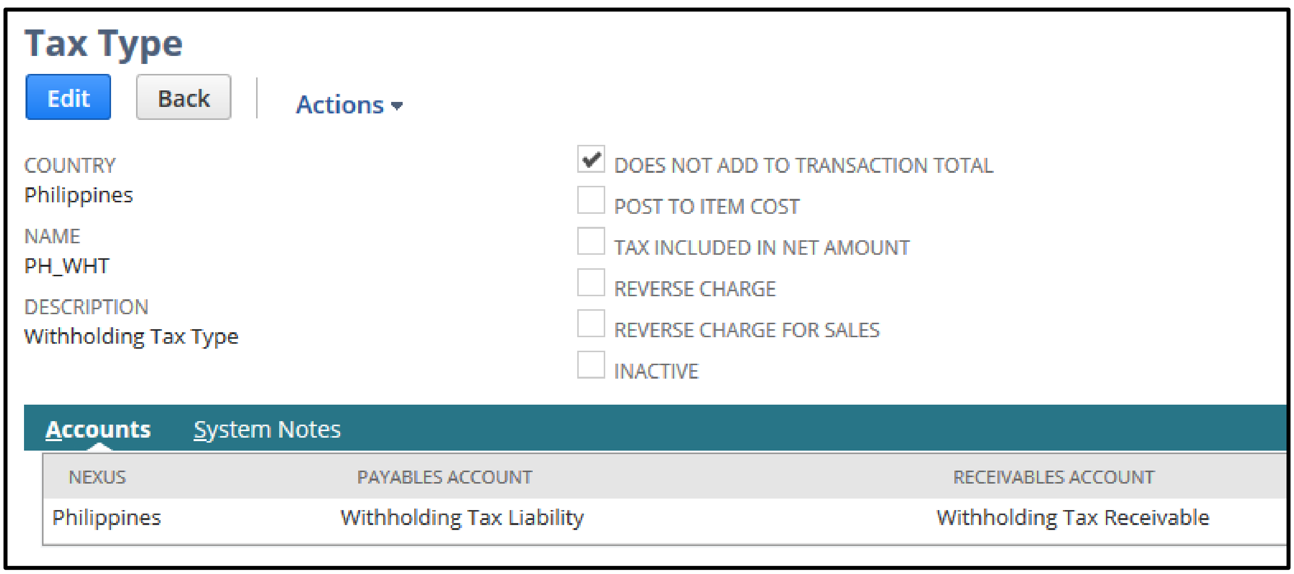


EDIT | VIEW	NAME	DESCRIPTION	COUNTRY
Edit | View	VAT_FR_RCS	Reverse Charge for Sales Tax Type - France (for zero rated sales subject to RCH)	France
Edit | View	VAT_FR_RC	Reverse Charge Tax Type for France	France
Edit | View	VAT_FR	Tax Type for France	France
Edit | View	VAT_DE_RCS	Reverse Charge for Sales Tax Type - Germany (for zero rated sales subject to RCH)	Germany
Edit | View	VAT_DE_RC	Reverse Charge Tax Type for Germany	Germany
Edit | View	VAT_DE	Tax Type for Germany	Germany
Edit | View	VAT_GB_RCS	Reverse Charge for Sales Tax Type - United Kingdom (for zero rated sales subject to RCH)	United Kingdom
Edit | View	VAT_GB_RC	Reverse Charge Tax Type for United Kingdom	United Kingdom
Edit | View	VAT_GB	Tax Type for United Kingdom	United Kingdom
Edit | View	VAT RCP	Reverse charge on purchases	United Kingdom
Edit | View	US_STATE_USE_SPEC	Tax Type for United States State Use Specific Tax	United States
Edit | View	US_STATE_USE	Tax Type for United States State Use Tax	United States
Edit | View	US_STATE_SALES_SPEC	Tax Type for United States State Sales Specific Tax	United States
Edit | View	US_STATE_SALES	Tax Type for United States State Sales Tax	United States
Edit | View	US_NL	Tax Type for United States Not Liable Tax	United States



To create a new Tax Type:

1. Go to *Setup > Tax > Tax Types > New*.
2. Select the country that you are making a tax type for. Only countries where a nexus has been created are available for selection in the list.
3. Enter a name for this tax type.
4. Enter a description for this tax type.
5. If applicable, set a special property for the tax type. E.g. For Withholding taxes, check the box 'Does Not Add to Transaction Total'.
6. Check the **Inactive** box if you do not want this tax type to be available for use in lists and transactions.
7. Add nexuses and assign tax accounts for each nexus by performing the following steps:
    - In the **Nexus** column, select a nexus.
    - In the **Payables Account** column, select an account to which taxes on sales transactions for the nexus should be posted.
    - In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.
    - Click **Add**.
8. Repeat the substeps under Step 7 for each nexus that you want to associate with this tax type.
9. Click **Save**.

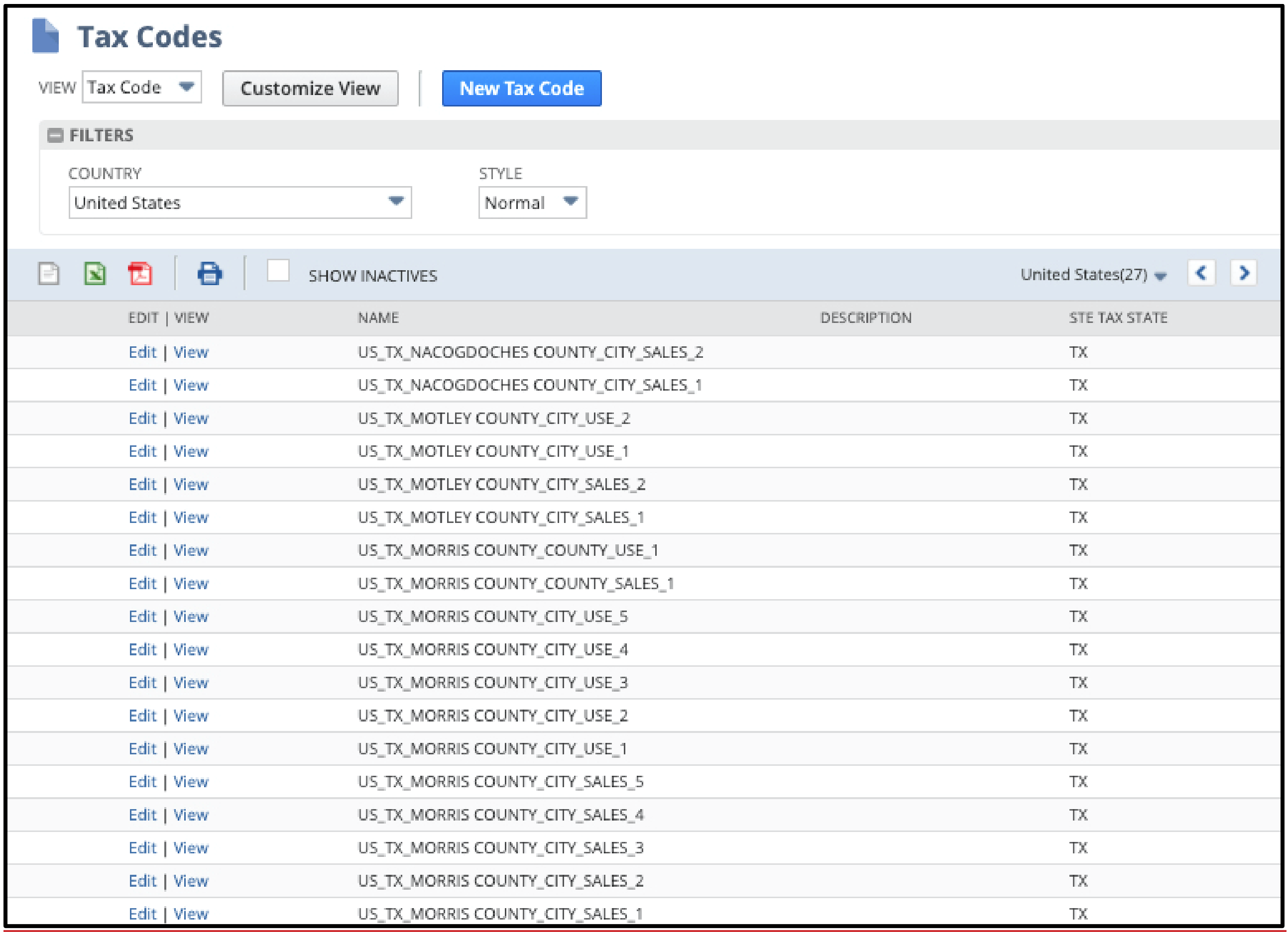


7.2.3. Tax Codes

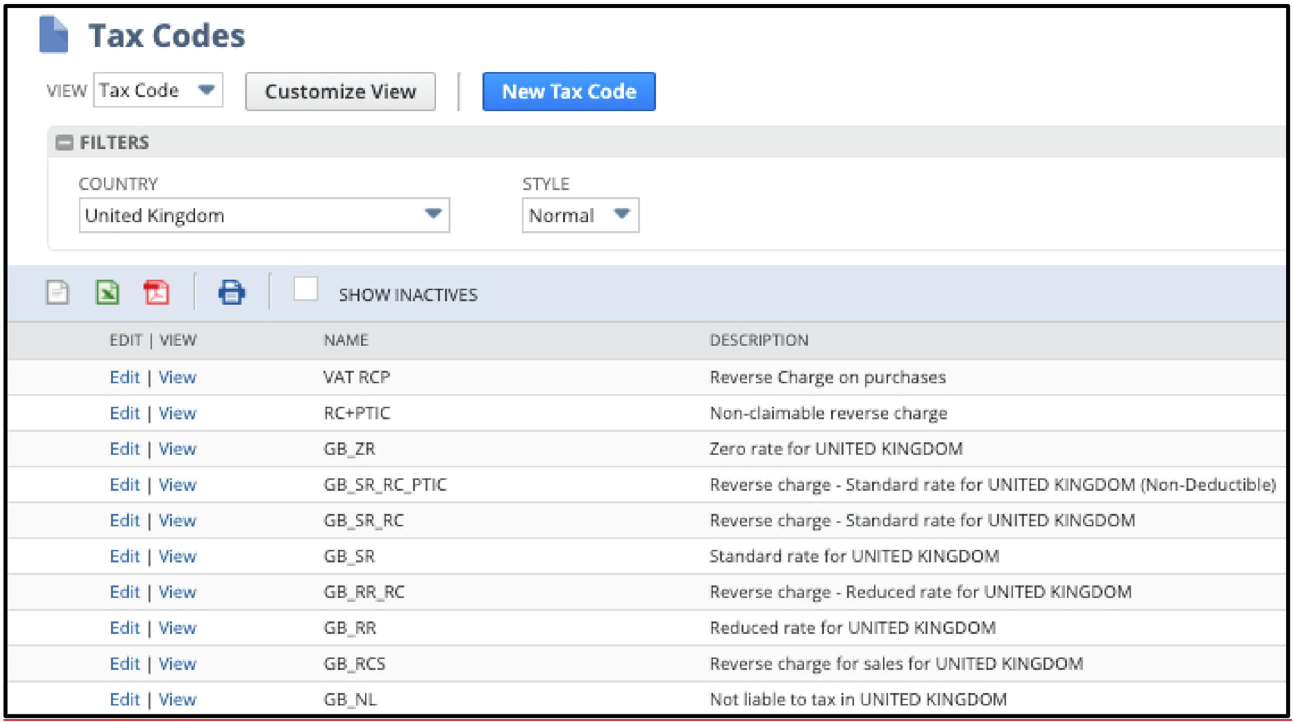
Tax Code is the basis by which the appropriate tax rate is applied to transactions. The tax code is usually based on information provided by the tax agency in the country or nexus you transact in.

The NetSuite SuiteTax Engine automatically provisions Tax Codes based on the nexuses identified under the subsidiary tax registration tab (**see section 7.1**). You can also create your own Tax Codes, if needed.

To view the list of current Tax Codes, navigate to ***Setup > Tax > Tax Codes***.



EDIT | VIEW	NAME	DESCRIPTION	STE TAX STATE
Edit | View	US_TX_NACOGDOCHES COUNTY_CITY_SALES_2		TX
Edit | View	US_TX_NACOGDOCHES COUNTY_CITY_SALES_1		TX
Edit | View	US_TX_MOTLEY COUNTY_CITY_USE_2		TX
Edit | View	US_TX_MOTLEY COUNTY_CITY_USE_1		TX
Edit | View	US_TX_MOTLEY COUNTY_CITY_SALES_2		TX
Edit | View	US_TX_MOTLEY COUNTY_CITY_SALES_1		TX
Edit | View	US_TX_MORRIS COUNTY_COUNTY_USE_1		TX
Edit | View	US_TX_MORRIS COUNTY_COUNTY_SALES_1		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_5		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_4		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_3		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_2		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_1		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_5		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_4		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_3		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_2		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_1		TX



Tax Codes

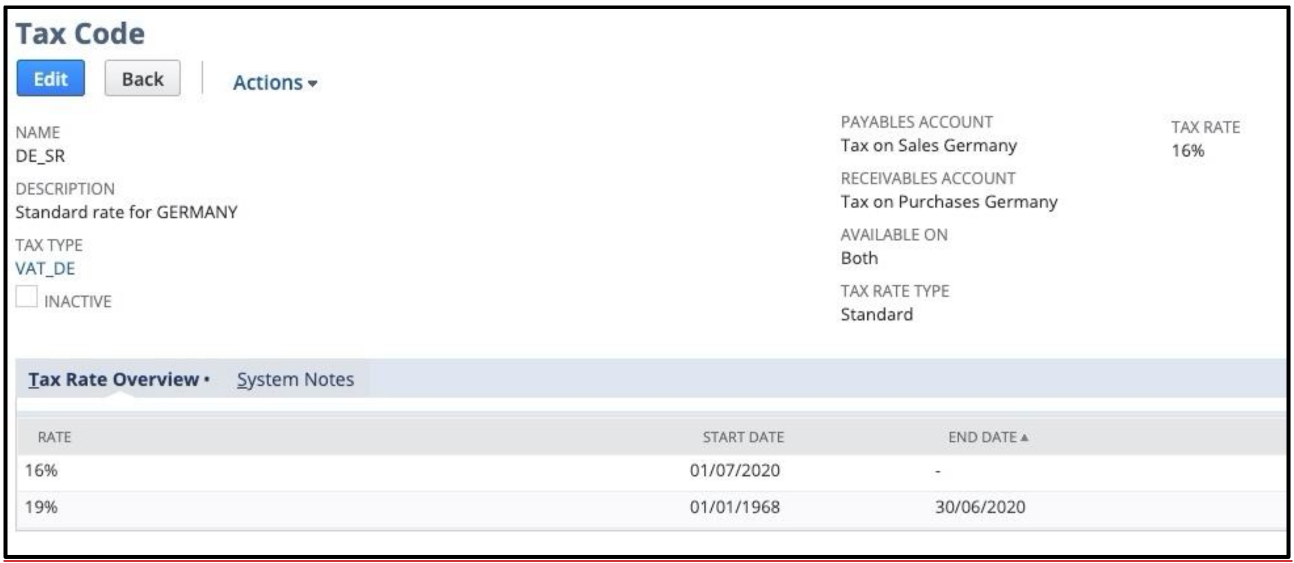
VIEW Tax Code | Customize View | New Tax Code

FILTERS

COUNTRY: United Kingdom | STYLE: Normal

SHOW INACTIVES

EDIT | VIEW	NAME	DESCRIPTION
Edit | View	VAT RCP	Reverse Charge on purchases
Edit | View	RC+PTIC	Non-claimable reverse charge
Edit | View	GB_ZR	Zero rate for UNITED KINGDOM
Edit | View	GB_SR_RC_PTIC	Reverse charge - Standard rate for UNITED KINGDOM (Non-Deductible)
Edit | View	GB_SR_RC	Reverse charge - Standard rate for UNITED KINGDOM
Edit | View	GB_SR	Standard rate for UNITED KINGDOM
Edit | View	GB_RR_RC	Reverse charge - Reduced rate for UNITED KINGDOM
Edit | View	GB_RR	Reduced rate for UNITED KINGDOM
Edit | View	GB_RCS	Reverse charge for sales for UNITED KINGDOM
Edit | View	GB_NL	Not liable to tax in UNITED KINGDOM



Tax Code

Edit | Back | Actions

NAME
DE_SR

DESCRIPTION
Standard rate for GERMANY

TAX TYPE
VAT_DE

INACTIVE

PAYABLES ACCOUNT
Tax on Sales Germany

RECEIVABLES ACCOUNT
Tax on Purchases Germany

AVAILABLE ON
Both

TAX RATE TYPE
Standard

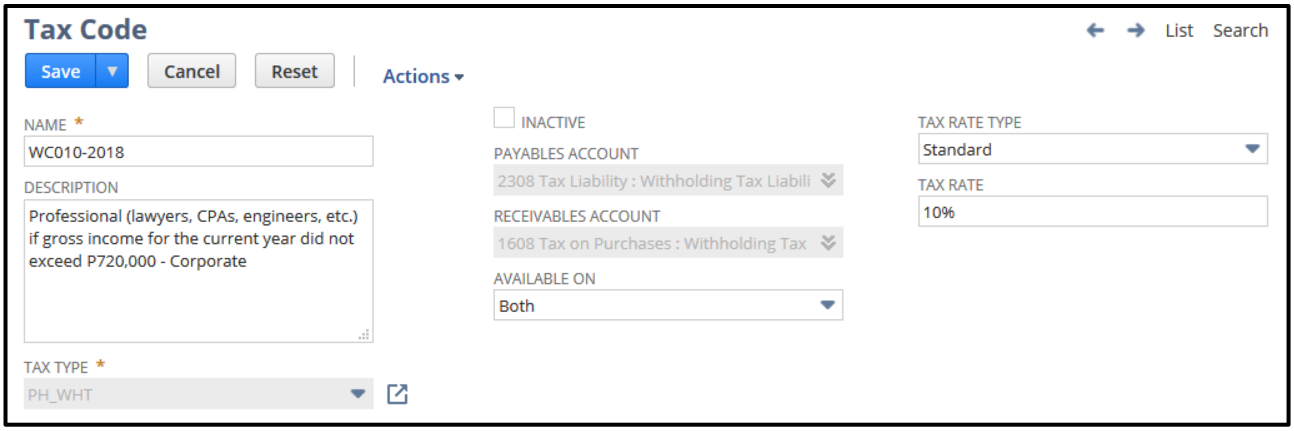
TAX RATE
16%

Tax Rate Overview • System Notes

RATE	START DATE	END DATE
16%	01/07/2020	-
19%	01/01/1968	30/06/2020

To create a new Tax Code:

1. Go to *Setup* > *Tax* > *Tax Codes* > *New*.
2. Enter a name for this tax code.
3. Enter a description for this tax code.
4. Select the tax type for this tax code. You can create a new tax type at *Setup* > *Accounting* > *Taxes* > *Tax Types* > *New (Administrator)*.
5. Check the **Inactive** box if you do not want this tax code to be available for use in lists and transactions.
6. In the **Available On** field, select a type of transaction.
7. In the **Tax Rate Type** field, select a tax rate type.
    - **Standard** – typical purchase or sales transactions.
    - **Reduced** (including special and super-reduced rates) – transactions with special conditions.
    - **Zero** – indicates a tax rate of zero.
    - **Exempt** – indicates that the transaction is not liable to tax.
8. Click **Save**.

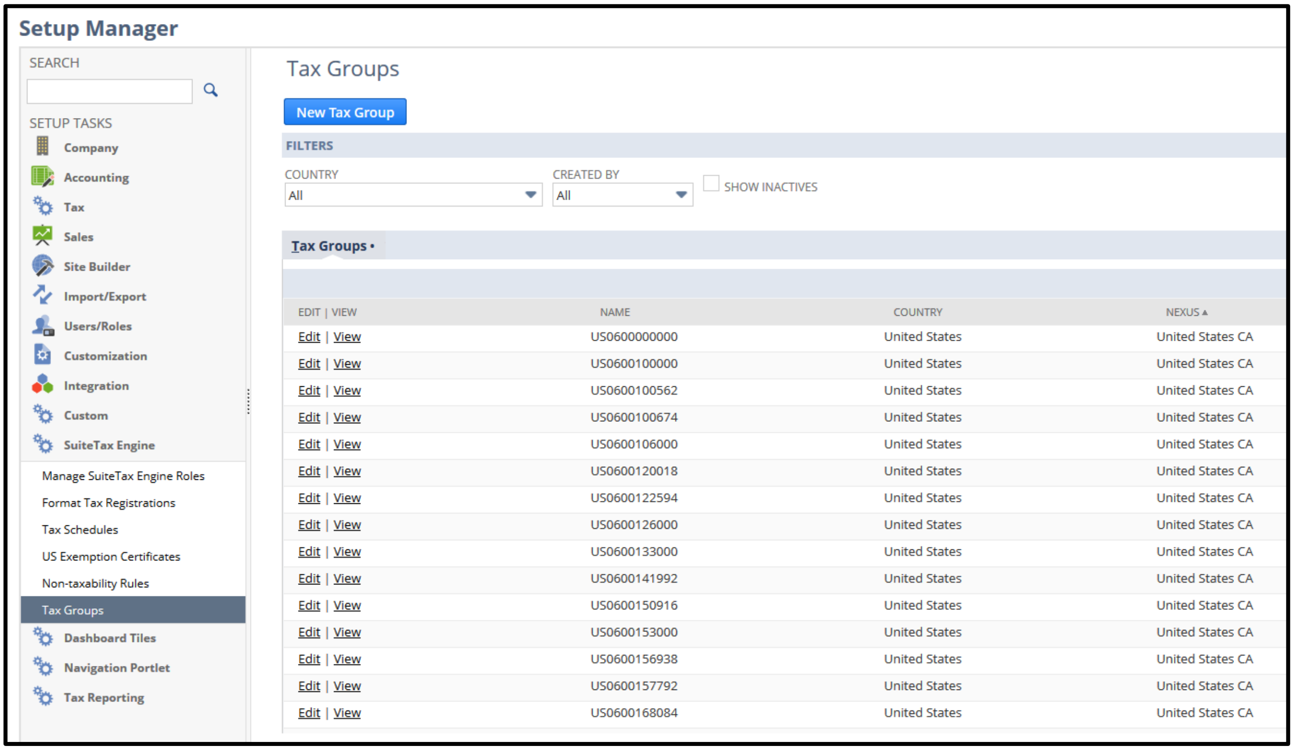


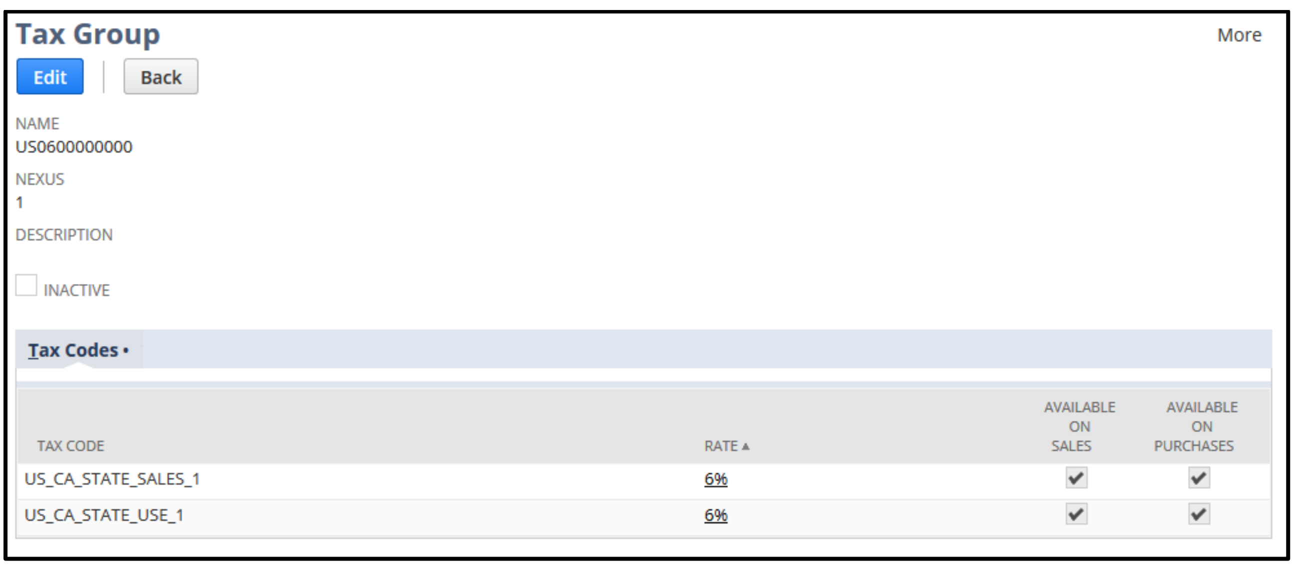
7.2.4. Tax Groups

Tax Group is a combination of several tax codes that can be applied to one transaction, even if the taxes are paid to different jurisdictions. The tax group rate is the sum of these separate tax codes.

The NetSuite SuiteTax Engine automatically provisions Tax Groups based on the nexuses identified under the subsidiary tax registration tab (**see section 7.1**). You can also create your own Tax Groups, if needed.

To view the list of current Tax Groups, navigate to ***Setup > SuiteTax Engine > Tax Groups***.





To set up Tax Groups:

1. Go *Setup > SuiteTax Engine > Tax Groups.*
2. Click New Tax Group.
3. In the **Name** field, enter a name for this tax group.
4. From the **Nexus** list, choose the nexus this tax group will apply to. Only the active nexuses assigned to the account will appear in this list.
5. OPTIONAL: In the **Description** field, you can enter a short sentence describing this tax group.
6. Choose at least one tax code from the **Tax Codes list**.
7. Click **Save**.

SuiteTax Engine automatically provisions Tax Groups for US and Canada Nexuses only.

7.2.5. Others

Not all Tax Types, Tax Codes, and Tax Groups are automatically provisioned by the NetSuite SuiteTax Engine. Below are some scenarios where you will need to setup the tax records manually.

- **US Use Tax (Purchase Tax)** – refer to **section 11.1**
- **Withholding Taxes** – refer to **section 11.2**
- **Non-Deductible Standard VAT** – refer to **section 11.3**
- **Non-Deductible Reverse Charge –** refer to **section 11.4**

8. INSTALL LOCALIZED TAX REPORTS

During this step, you will need to install all applicable country tax report bundles. The country tax report bundles that you need to install will vary depending on the countries (nexuses) assigned on the subsidiary records. Before doing the installation, make sure the **Tax Reporting Framework** bundle (**237699**) is installed on the account (**see section 6.2**).

All country tax report bundles are public and do not require a bundle provisioning request. Country tax report bundles, including its prerequisite bundles, must be installed in a specific order.

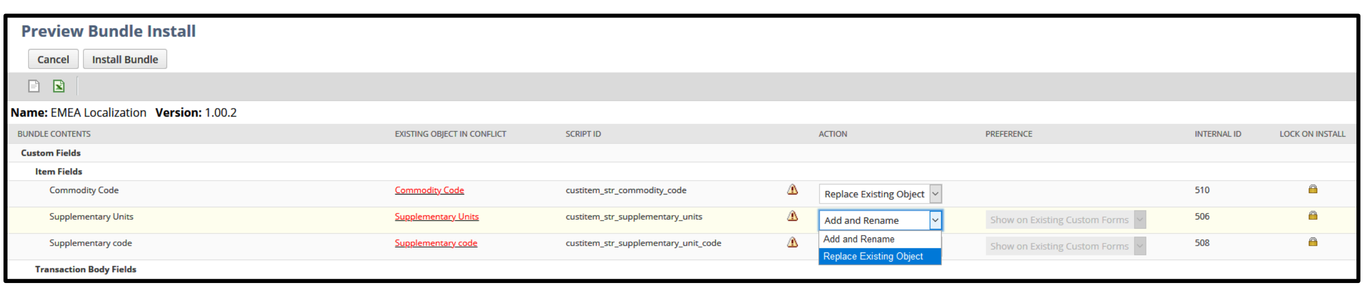
Refer to **Appendix B** for the list of currently available country tax reports, related bundles IDs, and installation order.

Sample Bundles:

NAME	BUNDLE ID	VERSION	MANAGED	ABSTRACT	ADMIN DOCUMENTATION	STATUS	OWNER
Tax Reporting Framework	237699	1.01.0	Yes	Provides the tax reporting framework for all NetSuite SuiteTax and Localization SuiteApps.		✔	NetSuite Platform Solutions Group - Tax Reporting Framework (5170090)
EMEA Localization	303903	1.01.2	Yes	Provides the content that will be used to generate tax reports required in Germany and the United Kingdom.	Admin Documentation	✔	NetSuite Platform Solutions Group - EMEA Localization (5888283)
United Kingdom Localization	303970	1.02.0	Yes	Delivers templates so that UK tax reports can be generated and submitted digitally to Her Majesty's Revenue and Customs.	Admin Documentation	✔	NetSuite Platform Solutions Group - UK Localization (5888234)
SuiteTax Country Tax Reports JAPAC	303913	1.00.3	Yes	Supplements the SuiteTax Reports SuiteApp with tax reporting localization and report templates for the countries in the JAPAC region.		✔	NetSuite Platform Solutions Group - SuiteTax Country Tax Reports JAPAC (5891573)
Belgium Localization	307195	1.01.3	Yes			✔	NetSuite Platform Solutions Group - Belgium Localization (5965636)
SuiteTax EMEA Audit Files	303920	1.00.0	Yes	Supplements the SuiteTax Reports SuiteApp with the capability to generate accounting data records and master files for SAF-T compliance.		✔	NetSuite Platform Solutions Group - SuiteTax EMEA Audit Files (5856250)

NOTE: On the Preview Bundle Install page, confirm that the following actions are applied for each set of conflicting objects:

- In the **Action** column, **Replace Existing Object** is selected.
- In the Preference column, Replace Data for Conflicting Custom Records and Custom Lists is selected.



9. SETUP ENTITY & ITEM SETTINGS

9.1. Assign Entity Tax Registrations

With SuiteTax, you can setup multiple tax registrations under a single entity record. Unlike Legacy Tax where you need to create separate entity record for each unique tax registration, with SuiteTax you can maintain just a single entity record regardless if the customer/vendor is registered across different state/countries.

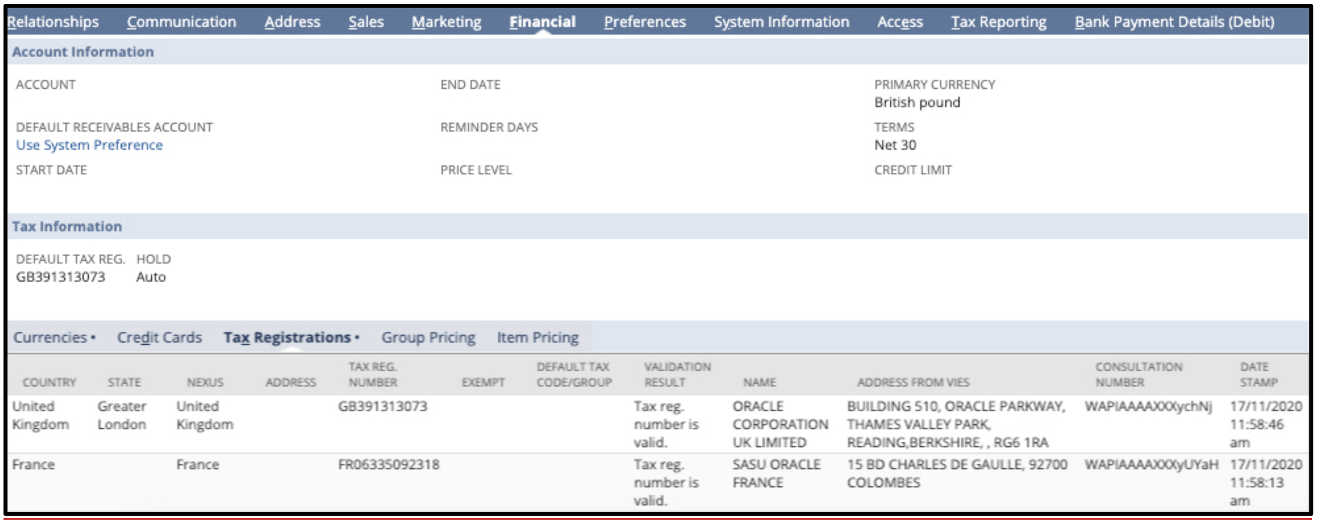
To add Tax Registrations to an entity:

1. Go to *Lists > Relationships > Customers (or Leads, Prospects, Vendors, Partners, Other Names).*
2. Click the **Edit** link next to the entity.
3. Click the **Financial** subtab.
4. Click the **Tax Registrations** subtab.
5. To add a tax registration:
    - Select a Country.
    - Select a Nexus. Only nexuses for the selected country are available in the list.
    - Select the Address for this nexus. Only the address labels are shown in the list. You can set the labels for entity addresses on the **Address** subtab of the entity record.
    - If you add a new address on the entity record, you must save the record first before you can assign the new address to the nexus.
    - Enter the tax registration number to use for this nexus. *(Legacy* ***Tax Reg. Number*** *value will be migrated as the initial Tax. Reg. Number)*
    - Click **Add**.
    - Repeat the substeps under Step 5 for each tax registration that you want to use for trading with this entity.
6. Click **Save**.

The Default Tax Registration number that you set on the entity record will be used as the default value in the Entity Tax Reg. Number field on transactions.

Depending on the country code, the SuiteTax Engine performs one of the following types of validation:

- **Validity Checking** – For tax registration numbers registered in the European Union (EU), the SuiteTax Engine checks for validity using the EU VAT Information Exchange System (VIES). For more information, see SuiteAnswers ID **85732**
- **Format Checking** – For tax registration numbers registered outside the European Union (EU), the SuiteTax Engine checks the format of the tax registration number against a pre-defined format. For more information, see SuiteAnswers ID **85733**



Relationships Communication Address Sales Marketing **Financial** Preferences System Information Access Tax Reporting Bank Payment Details (Debit)

Account Information

ACCOUNT

END DATE

PRIMARY CURRENCY
British pound

DEFAULT RECEIVABLES ACCOUNT
Use System Preference

REMINDER DAYS

TERMS
Net 30

START DATE

PRICE LEVEL

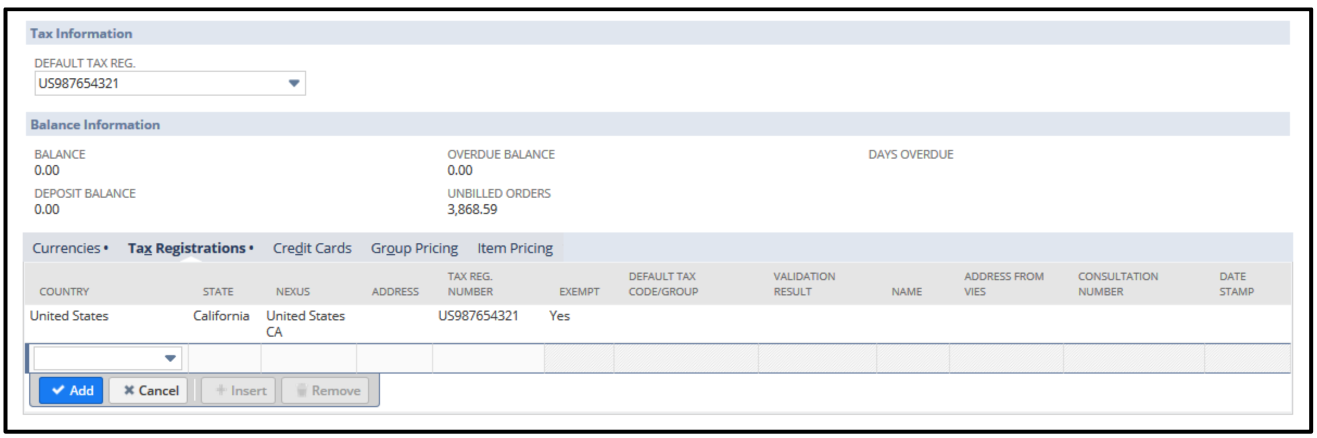
CREDIT LIMIT

Tax Information

DEFAULT TAX REG. HOLD
GB391313073 Auto

Currencies • Credit Cards **Tax Registrations •** Group Pricing Item Pricing

COUNTRY	STATE	NEXUS	ADDRESS	TAX REG. NUMBER	EXEMPT	DEFAULT TAX CODE/GROUP	VALIDATION RESULT	NAME	ADDRESS FROM VIES	CONSULTATION NUMBER	DATE STAMP
United Kingdom	Greater London	United Kingdom		GB391313073			Tax reg. number is valid.	ORACLE CORPORATION UK LIMITED	BUILDING 510, ORACLE PARKWAY, THAMES VALLEY PARK, READING,BERKSHIRE, , RG6 1RA	WAPIAAAAXXXychNj	17/11/2020 11:58:46 am
France		France		FR06335092318			Tax reg. number is valid.	SASU ORACLE FRANCE	15 BD CHARLES DE GAULLE, 92700 COLOMBES	WAPIAAAAXXXyUYaH	17/11/2020 11:58:13 am



Tax Information

DEFAULT TAX REG.
US987654321

Balance Information

BALANCE
0.00

OVERDUE BALANCE
0.00

DAYS OVERDUE

DEPOSIT BALANCE
0.00

UNBILLED ORDERS
3,868.59

Currencies • **Tax Registrations •** Credit Cards Group Pricing Item Pricing

COUNTRY	STATE	NEXUS	ADDRESS	TAX REG. NUMBER	EXEMPT	DEFAULT TAX CODE/GROUP	VALIDATION RESULT	NAME	ADDRESS FROM VIES	CONSULTATION NUMBER	DATE STAMP
United States	California	United States CA		US987654321	Yes						

✔ Add ✖ Cancel + Insert Remove

9.2. Set Item Tax Types

The SuiteTax Engine uses tax item types for tax calculation and VAT reporting purposes. You can set two tax item types:

- Services – This tax item type classifies and reports the transaction under Services.
- Goods – This tax item type classifies this and reports the transaction under Goods.

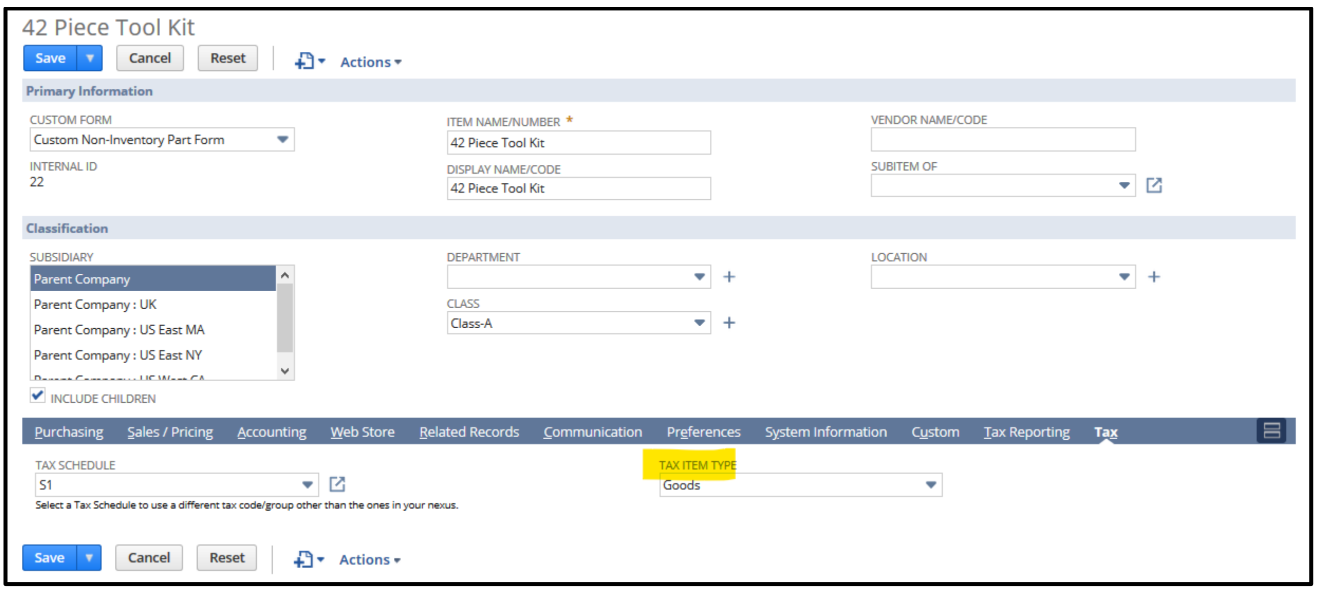
Setting a tax item type in your item records is optional. The SuiteTax Engine automatically sets the tax item type when creating a new item and uses the following default tax item type values:

- All service items have a default tax item type of Services.
- All other standard item types have a default tax item type of Goods.

For existing items, the tax item type must be set manually.

To set the Tax Item Type:

1. Go to *Lists > Accounting > Items*.
2. Click **Edit** next to the item you want to update.
3. Click the Tax subtab.
4. In the Tax Item Type field, select a tax item type from the list.
5. Click Save.



9.3. United States Specific Tax Settings

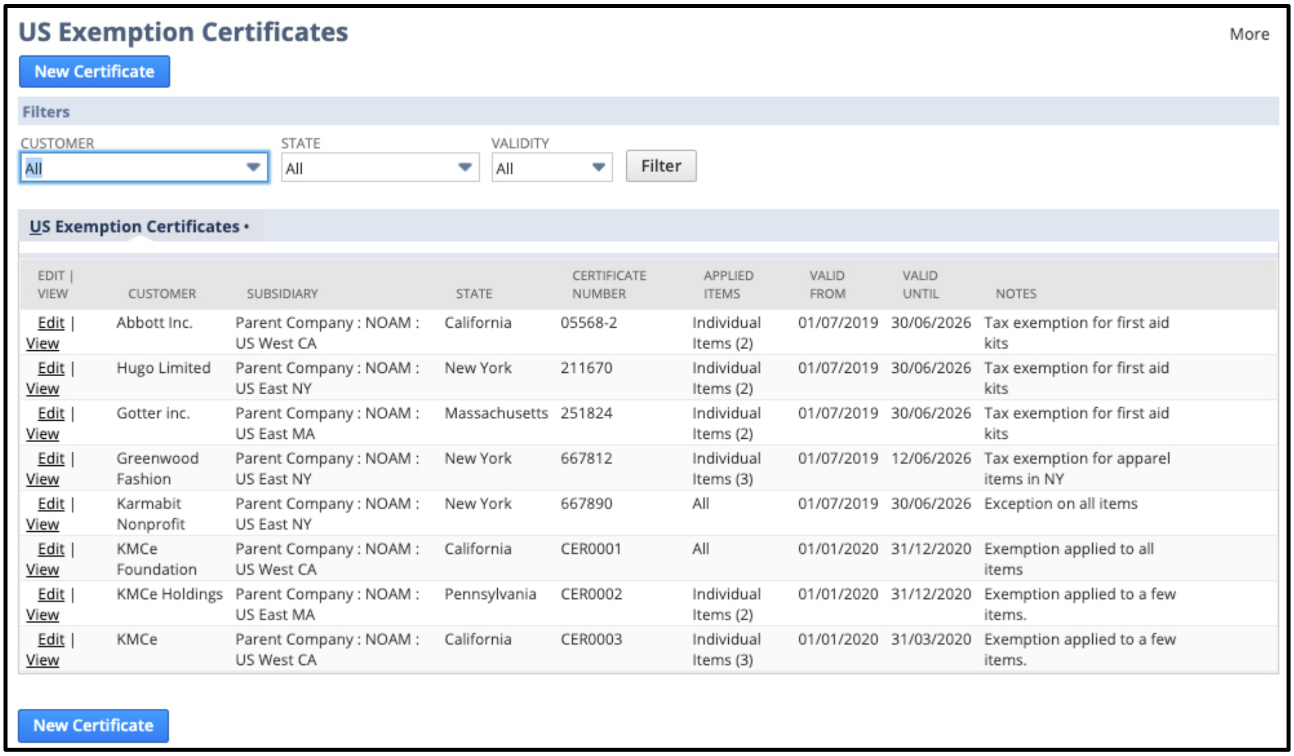
9.3.1. US Exemption Certificates

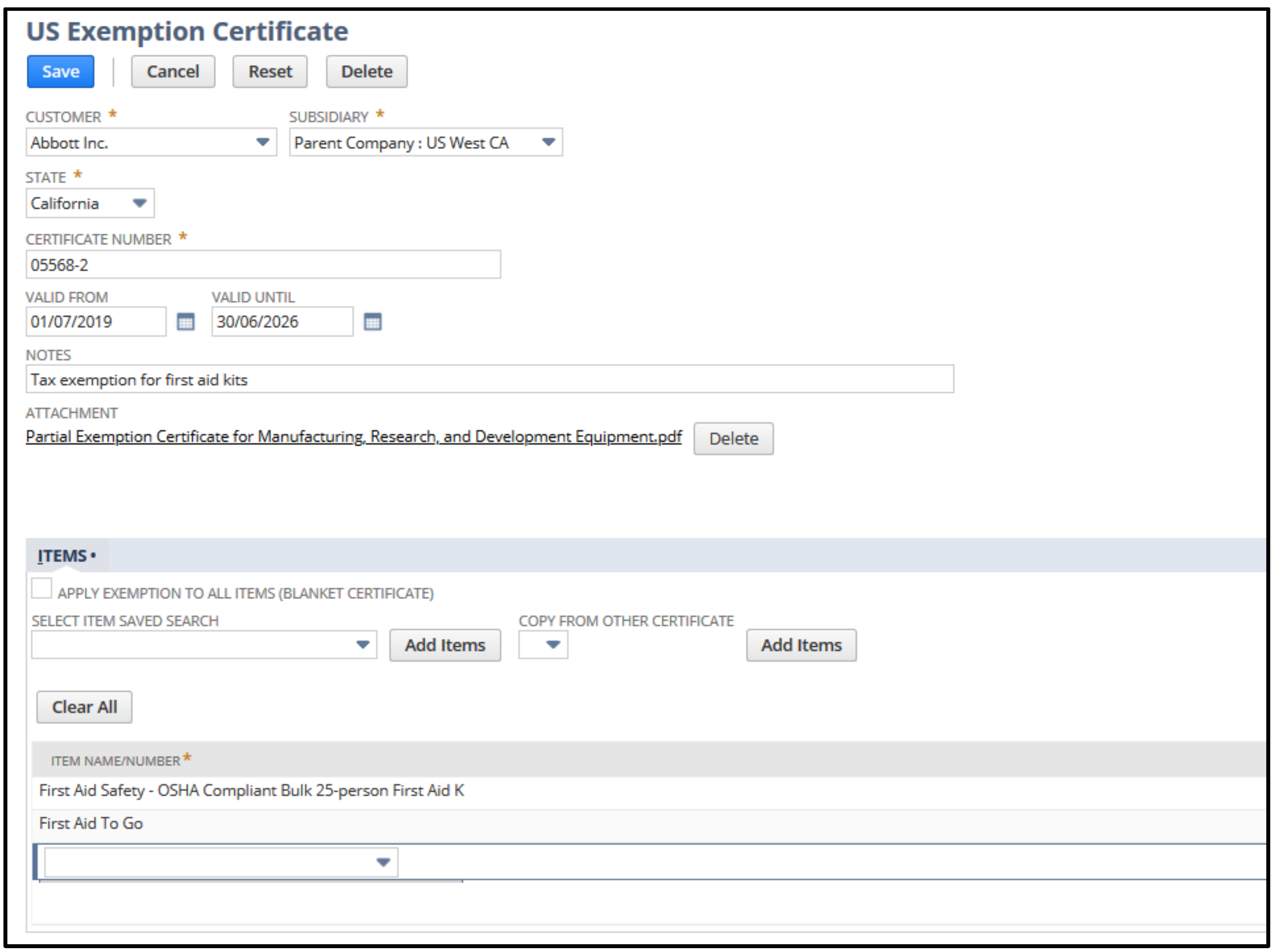
Sales Tax Exemption Certificates enable a purchaser to make tax-free purchases that would normally be subject to Sales Tax. The SuiteTax Engine provides support for tracking the tax exemptions allowed by respective US states. Exemption certificates are considered for tax determination.

You can create an exemption certificate only for active customers with at least one US tax registration on the entity record.

To create an exemption certificate:

1. Go to *Setup > SuiteTax Engine > US Exemption Certificates.*
2. Click **New Certificate**.
3. On the US Exemption Certificate page, fill in mandatory fields:
    - **Customer**
    - **State** (*only states where customer has a tax registration will appear on this list*)
    - **Certificate number**
    - at least one **Validity date**
    - **Subsidiary** (only OneWorld accounts)
4. You can upload a copy of the certificate by clicking the **Attachment** button and adding a note.
5. In the **Items** section, the **Apply To All Items** box is checked by default, meaning that the exemption certificate applies to all items (Blanket Certificate). There must be at least one item selected, or the **Apply To All Items** (Blanket Certificate) box must be checked to save the record.
6. If you want the exemption certificate to apply only to specified items, clear the **Apply To All Items** (Blanket Certificate) box and add the respective items by:
    - using an item saved search
    - copying items from another existing certificate for this customer
    - selecting items manually from the list
7. Click **Save**.


US Exemption Certificates
More
New Certificate
Filters
CUSTOMER
All
STATE
All
VALIDITY
All
Filter
US Exemption Certificates •
EDIT | VIEW
CUSTOMER
SUBSIDIARY
STATE
CERTIFICATE NUMBER
APPLIED ITEMS
VALID FROM
VALID UNTIL
NOTES
Edit | View Abbott Inc. Parent Company : NOAM : US West CA California 05568-2 Individual Items (2) 01/07/2019 30/06/2026 Tax exemption for first aid kits
Edit | View Hugo Limited Parent Company : NOAM : US East NY New York 211670 Individual Items (2) 01/07/2019 30/06/2026 Tax exemption for first aid kits
Edit | View Gotter inc. Parent Company : NOAM : US East MA Massachusetts 251824 Individual Items (2) 01/07/2019 30/06/2026 Tax exemption for first aid kits
Edit | View Greenwood Fashion Parent Company : NOAM : US East NY New York 667812 Individual Items (3) 01/07/2019 12/06/2026 Tax exemption for apparel items in NY
Edit | View Karmabit Nonprofit Parent Company : NOAM : US East NY New York 667890 All 01/07/2019 30/06/2026 Exception on all items
Edit | View KMCe Foundation Parent Company : NOAM : US West CA California CER0001 All 01/01/2020 31/12/2020 Exemption applied to all items
Edit | View KMCe Holdings Parent Company : NOAM : US East MA Pennsylvania CER0002 Individual Items (2) 01/01/2020 31/12/2020 Exemption applied to a few items.
Edit | View KMCe Parent Company : NOAM : US West CA California CER0003 Individual Items (3) 01/01/2020 31/03/2020 Exemption applied to a few items.
New Certificate


US Exemption Certificate
Save
Cancel
Reset
Delete
CUSTOMER *
Abbott Inc.
SUBSIDIARY *
Parent Company : US West CA
STATE *
California
CERTIFICATE NUMBER *
05568-2
VALID FROM
01/07/2019
VALID UNTIL
30/06/2026
NOTES
Tax exemption for first aid kits
ATTACHMENT
Partial Exemption Certificate for Manufacturing, Research, and Development Equipment.pdf
Delete
ITEMS •
APPLY EXEMPTION TO ALL ITEMS (BLANKET CERTIFICATE)
SELECT ITEM SAVED SEARCH
Add Items
COPY FROM OTHER CERTIFICATE
Add Items
Clear All
ITEM NAME/NUMBER *
First Aid Safety - OSHA Compliant Bulk 25-person First Aid K
First Aid To Go

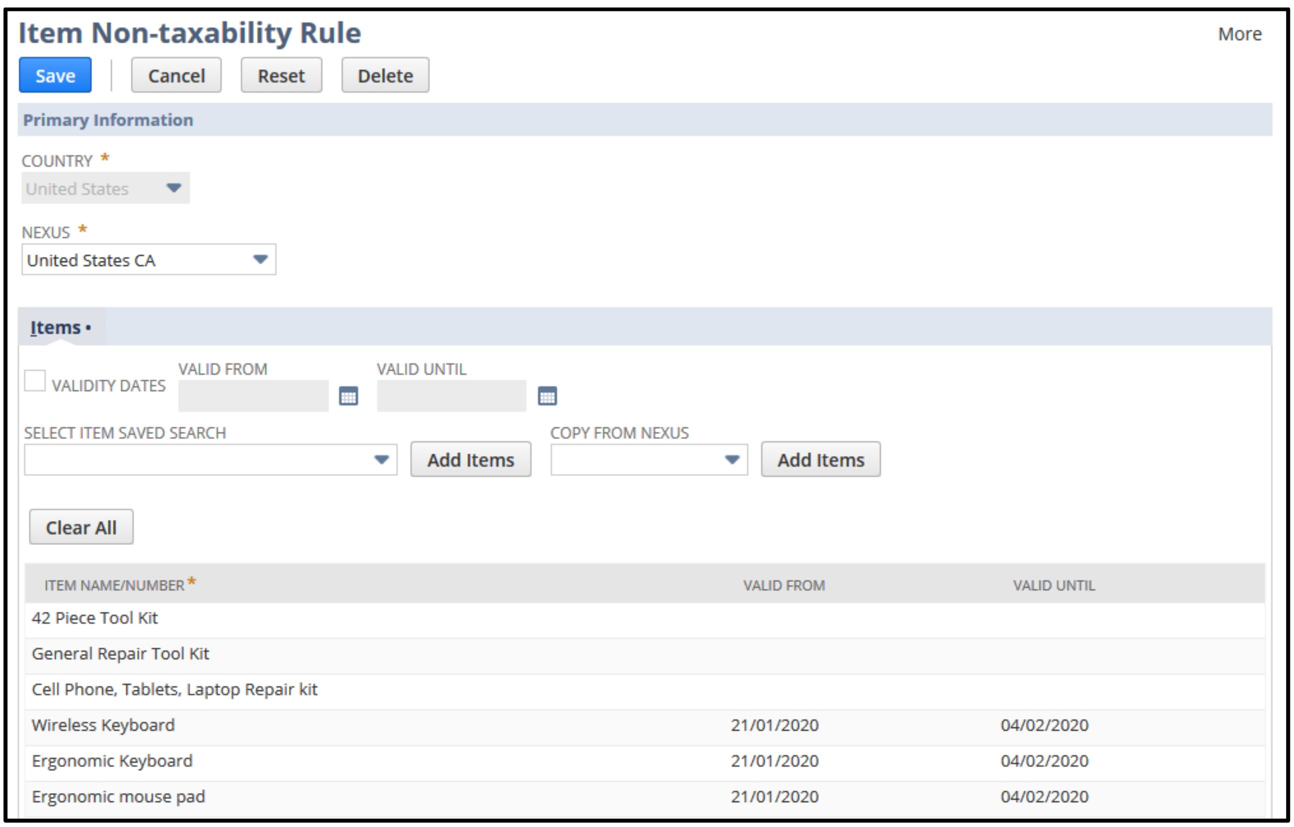
9.3.2. Item Non-Taxability Rules

Item Non-taxability Rules allow user to create a list of items that are generally non–taxable in a specific nexus.

Item Non–taxability rules can be created, edited, and viewed on the Non–Taxability Rules page or the Nexus page. These two methods are interconnected, and changes take effect both ways.

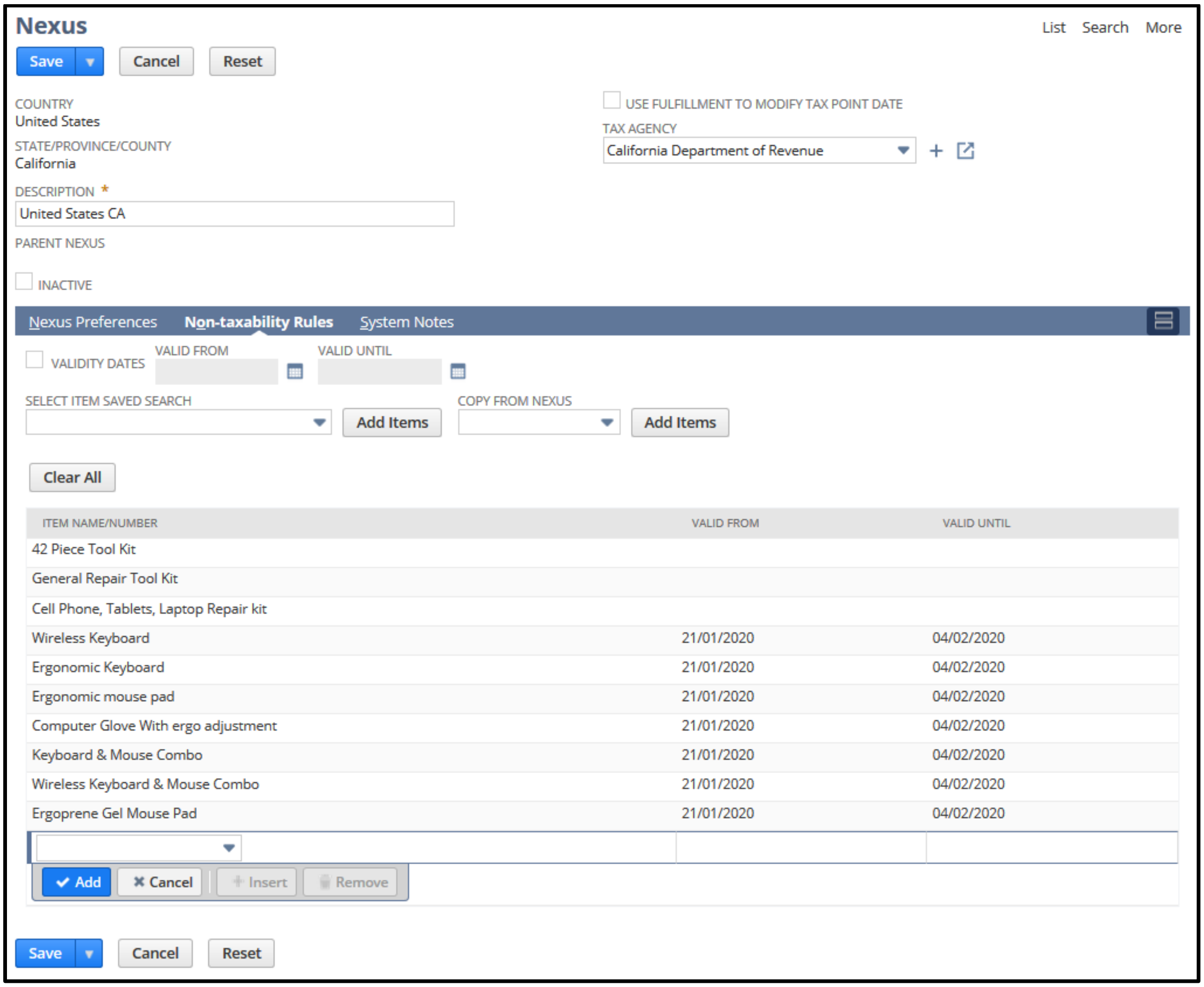
To create Item Non–taxability rules on the **Non–Taxability Rules** page:

1. Go to *Setup > SuiteTax Engine > Non–taxability Rules.*
2. Click **New Rule**.
3. On the Item Non–taxability Rules page, select a nexus in the **Nexus** field. The **Country** field is set to the *United States* by default.
4. In the **Items** section you can add individual items by:
   - using an item saved search
   - copying a list of non–taxable items from a nexus (*items do not inherit the validity dates from the nexus*)
   - choosing specific items manually from the list
5. Optionally, in the **Items** section, enter validity datesfor each item. Dates can be added manually for each item, or if the **Validity Dates** box is checked, the SuiteTax Engine automatically fills the validity date for all added items.
6. Click **Save**.



To create Item Non–taxability Rules on the **Nexus** record page:

1. Go to *Setup > Tax > Nexuses.*
2. Click **Edit** next to the nexus for which you want to create Non–taxability Rules.
3. On the Nexus page, click the **Non–taxability Rules** subtab.
4. In the **Items** section you can add individual items by:
   - using an item saved search.
   - copying a list of non–taxable items from a nexus (*items do not inherit the validity dates from the nexus*).
   - choosing specific items manually from the list.
5. Optionally, in the **Items** section, enter validity dates for each item. You can add dates manually for each item, or if the **Validitity Dates** box is checked, the SuiteTax Engine automatically fills the validity date for all added items.
6. Click **Save**.



9.4. VAT Countries Specific Tax Settings

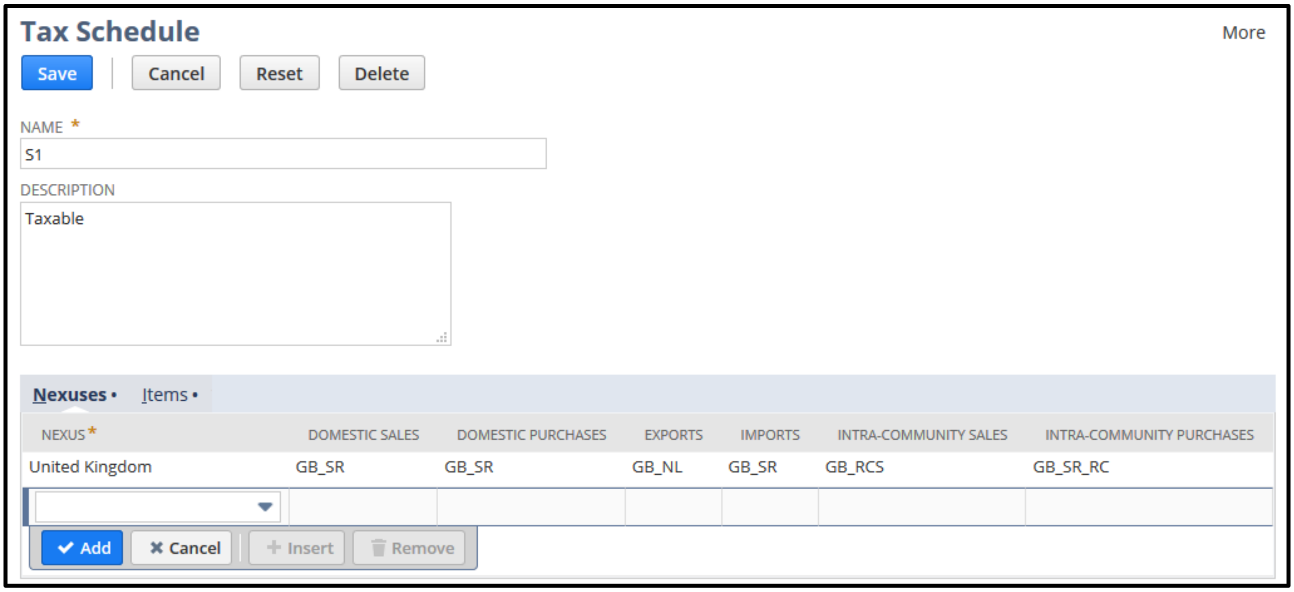
9.4.1. Tax Schedules

Tax Schedules allow user to define tax codes for specific conditions and items for your sales and purchase transactions. Tax schedules are entirely optional, and only required when you need to use a tax code that is different from the nexus default tax codes for certain supplies of goods and services.

Tax Schedules are used side-by-side with Items. You can add multiple items to a Tax Schedule using a saved search. You can also add specific items to the tax schedule individually. Additionally, you can add a tax schedule through the item record. Multiple Items can be assigned to the same Tax Schedule. However, an item can only be assigned to one Tax Schedule. In case an item is assigned to another Tax Schedule, the Tax Schedule recently updated will take precedence.

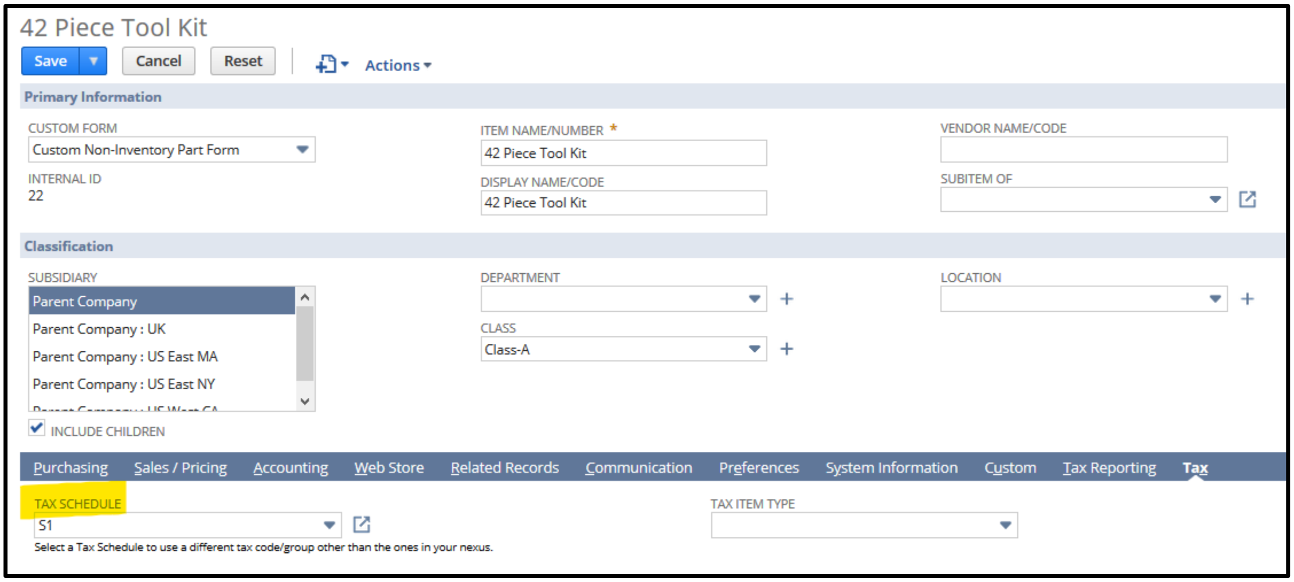
To create a Tax Schedule:

1. Go to *Setup > SuiteTax Engine > Tax Schedules.*
2. Click **New**.
3. In the **Name** field, enter a name for this Tax Schedule.
4. In the **Description** field, enter a short sentence describing this tax schedule.
5. Under the **Nexus** subtab, complete the table per nexus:
    - In the **Nexus** column, select a nexus to which this tax schedule applies. Only nexuses assigned to use SuiteTax Engine appear in this list.
    - Select a tax code or tax group for every transaction type to which this tax schedule applies to.
6. Click the **Items** subtab.
7. Enter additional information as necessary. You can map this tax schedule to a saved search, specific individual items, or both.
    - To add multiple items using the saved search in the **Select Item Saved Search** field, select a saved search from the dropdown.
    - To add specific items to the tax schedule:
        - In the **Item Name Number** column, select an item from the dropdown.
        - Click **Open** to view the item record.
        - Click **Add** to add the item.
        - Continue adding items as necessary.
8. When you have finished, click **Save**.



To assign a Tax Schedule to an item record:

1. Go to *Lists > Accounting > Items.*
2. Click **Edit** next to the item you want to update.
3. Click the **Tax** subtab.
4. In the **Tax Schedule** field, select a tax schedule. You must create tax schedules first before they appear in the list.
5. Click **Save**.



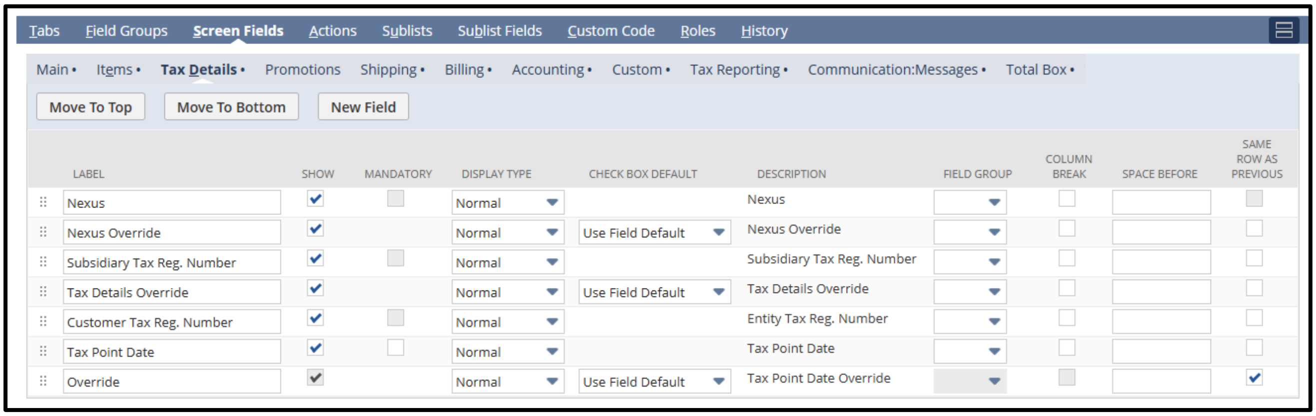
NOTE 7: Existing Tax Schedules in Legacy Tax are **NOT** migrated to SuiteTax. Make sure you have the list of all your Tax Schedules, nexuses assigned to each Tax Schedule, and the items assigned to each Tax Schedule **BEFORE** you enable the SuiteTax feature. Once the SuiteTax feature is enabled, the Legacy Tax Schedule field will no longer be available on the item record. You will not have any option to retrieve the Legacy Tax Schedule data. It will be replaced with a new Tax Schedule field under the Tax tab. If you are not able to see this new Tax Schedule field, customize the form and show the field.

10. OTHERS

During this step, your focus is on the customization of the transaction forms, transaction PDF layouts, and roles.

10.1. Transaction Forms

In SuiteTax, transaction forms now include the a new **Tax Details** subtab. You can move the position of the tab and the fields within it. However, you cannot customize the columns within the Taxes table.



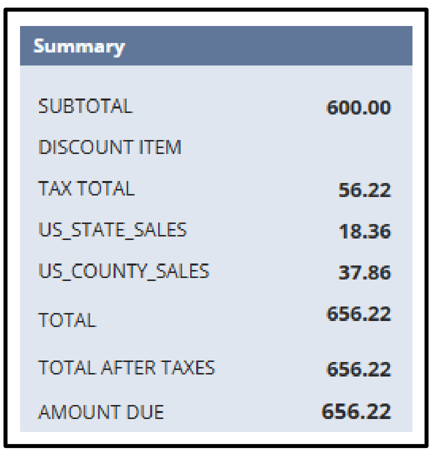
Tabs | Field Groups | Screen Fields | Actions | Sublists | Sublist Fields | Custom Code | Roles | History

Main • | Items • | Tax Details • | Promotions | Shipping • | Billing • | Accounting • | Custom • | Tax Reporting • | Communication:Messages • | Total Box •

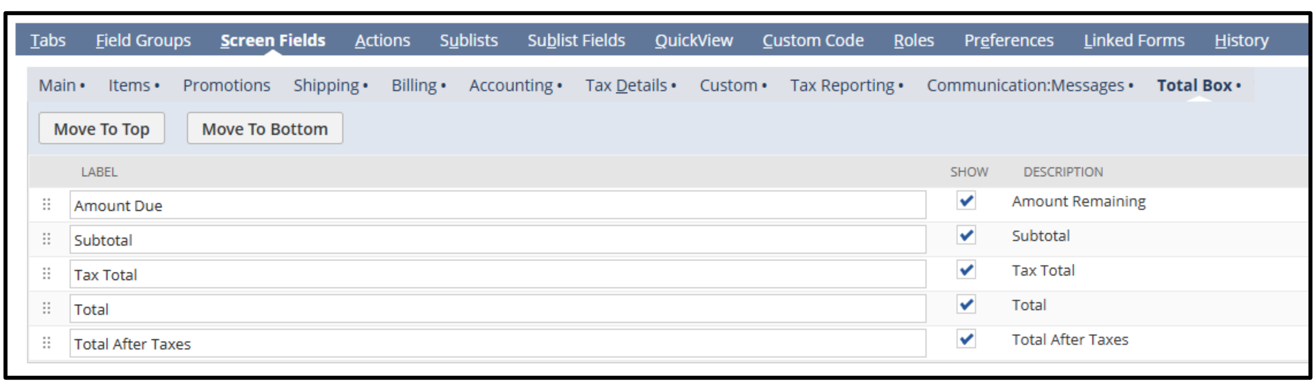
Move To Top | Move To Bottom | New Field

LABEL	SHOW	MANDATORY	DISPLAY TYPE	CHECK BOX DEFAULT	DESCRIPTION	FIELD GROUP	COLUMN BREAK	SPACE BEFORE	SAME ROW AS PREVIOUS
Nexus	✓		Normal		Nexus				
Nexus Override	✓		Normal	Use Field Default	Nexus Override				
Subsidiary Tax Reg. Number	✓		Normal		Subsidiary Tax Reg. Number				
Tax Details Override	✓		Normal	Use Field Default	Tax Details Override				
Customer Tax Reg. Number	✓		Normal		Entity Tax Reg. Number				
Tax Point Date	✓		Normal		Tax Point Date				
Override	✓		Normal	Use Field Default	Tax Point Date Override				✓

For sales transactions, the **Summary** box shows the **Tax Total** field and tax summary by tax type. You can customize the transaction form to change the labels and to show the **Total After Taxes** field.



Summary	
SUBTOTAL	600.00
DISCOUNT ITEM	
TAX TOTAL	56.22
US_STATE_SALES	18.36
US_COUNTY_SALES	37.86
TOTAL	656.22
TOTAL AFTER TAXES	656.22
AMOUNT DUE	656.22



Tabs | Field Groups | Screen Fields | Actions | Sublists | Sublist Fields | QuickView | Custom Code | Roles | Preferences | Linked Forms | History

Main • | Items • | Promotions | Shipping • | Billing • | Accounting • | Tax Details • | Custom • | Tax Reporting • | Communication:Messages • | Total Box •

Move To Top | Move To Bottom

LABEL	SHOW	DESCRIPTION
Amount Due	✓	Amount Remaining
Subtotal	✓	Subtotal
Tax Total	✓	Tax Total
Total	✓	Total
Total After Taxes	✓	Total After Taxes

10.2. Transaction PDF Layouts

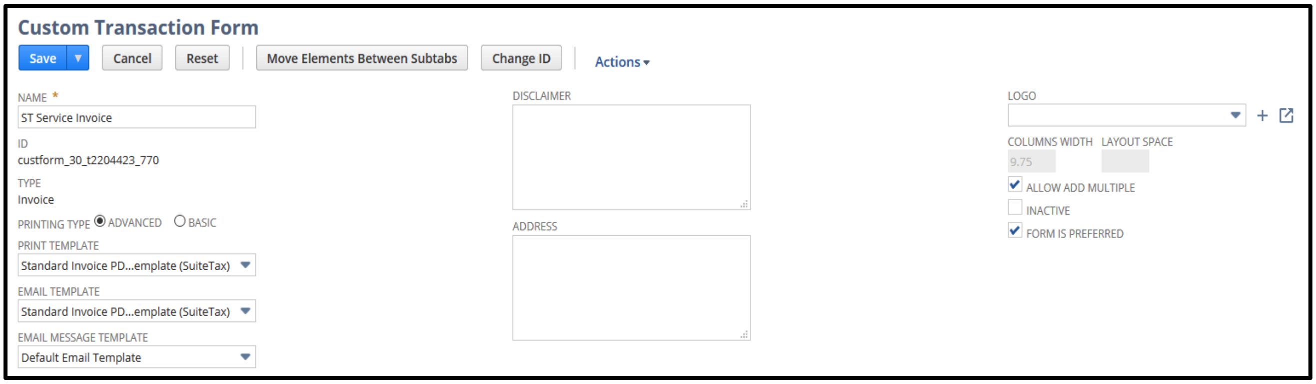
SuiteTax provides predefined advanced print templates that you can use for the following supported transactions. To print transactions with tax information in SuiteTax, you need to enable the Advanced PDF/HTML Templates feature and use custom transaction forms that use the SuiteTax advanced print templates.

TRANSACTION TYPE	SUITETAX ADVANCED PDF/HTML TEMPLATE
Cash Refund	Standard Cash Refund PDF/HTML Template (SuiteTax)
Cash Sale	Standard Cash Sale PDF/HTML Template (SuiteTax)
Credit Memo	Standard Credit Memo PDF/HTML Template (SuiteTax)
Invoice	Standard Invoice PDF/HTML Template (SuiteTax)
Estimate	Standard Quote PDF/HTML Template (SuiteTax)
Purchase Order	Standard Purchase Order PDF/HTML Template (SuiteTax)
Return Authorization	Standard Return Authorization PDF/HTML Template (SuiteTax)
Sales Order	Standard Sales Order PDF/HTML Template (SuiteTax)

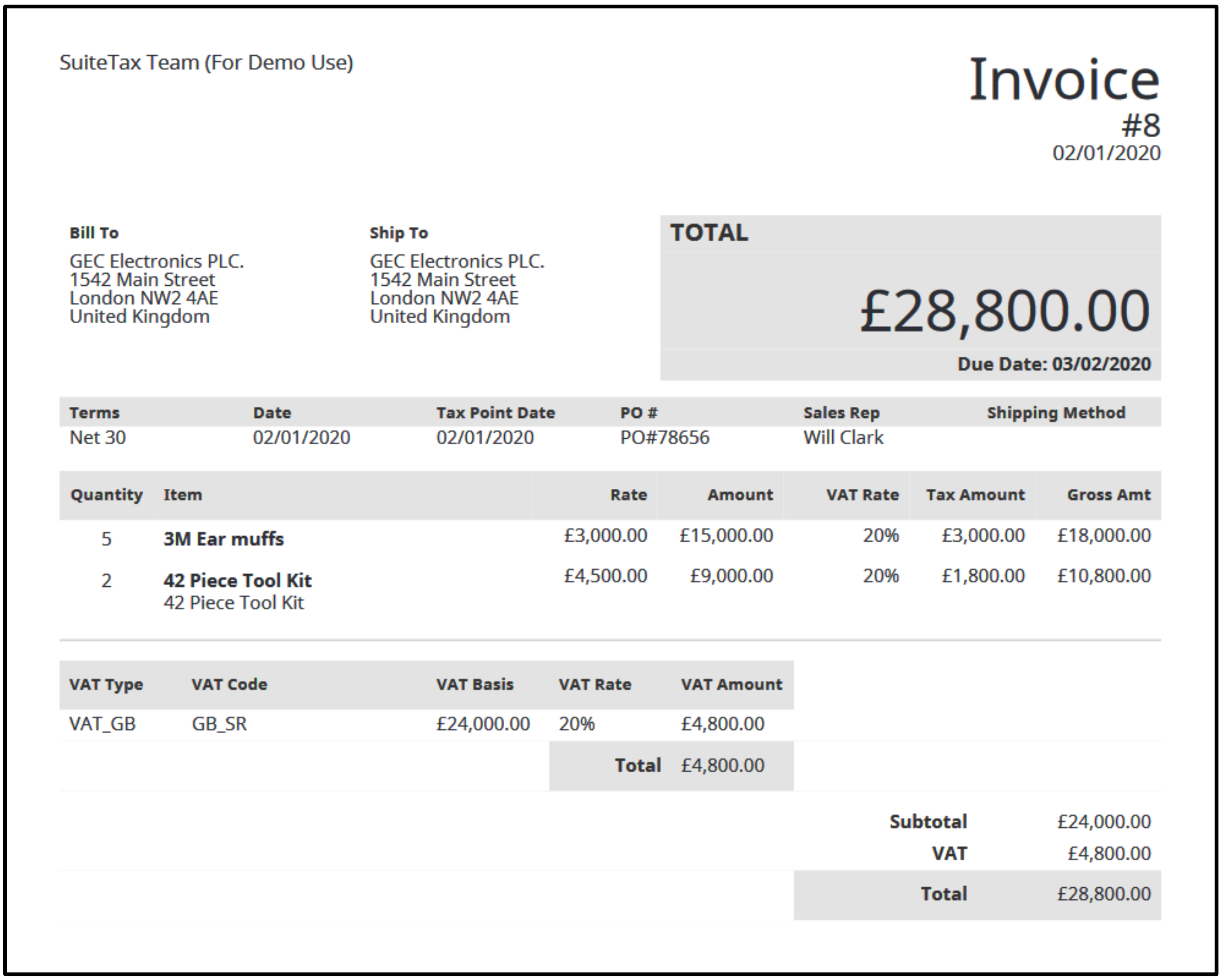
To set up printing transactions with tax information in SuiteTax:

1. Go to *Customization > Forms > Transaction Forms.*
2. Click the **Customize** link for the standard transaction form. If you already have an existing custom transaction form and you want to set it up to use the SuiteTax advanced print template, click the **Edit** link next to it.
3. For Printing Type, select Advanced.
4. In the **Print Template** and **Email Template** fields, select the advanced print template for SuiteTax.
5. Check the Form is Preferred box.
6. Click **Save**.

You can also customize the predefined advanced print templates for SuiteTax according to your business requirements. You can edit the column names, rearrange or realign the columns, and make other adjustments. For more information, visit SuiteAnswers ID **64720**.



VAT Countries:



SuiteTax Team (For Demo Use)

Invoice

#8
02/01/2020

Bill To
GEC Electronics PLC.
1542 Main Street
London NW2 4AE
United Kingdom

Ship To
GEC Electronics PLC.
1542 Main Street
London NW2 4AE
United Kingdom

TOTAL
£28,800.00
Due Date: 03/02/2020

Terms	Date	Tax Point Date	PO #	Sales Rep	Shipping Method
Net 30	02/01/2020	02/01/2020	PO#78656	Will Clark	

Quantity	Item	Rate	Amount	VAT Rate	Tax Amount	Gross Amt
5	**3M Ear muffs**	£3,000.00	£15,000.00	20%	£3,000.00	£18,000.00
2	**42 Piece Tool Kit** 42 Piece Tool Kit	£4,500.00	£9,000.00	20%	£1,800.00	£10,800.00

VAT Type	VAT Code	VAT Basis	VAT Rate	VAT Amount
VAT_GB	GB_SR	£24,000.00	20%	£4,800.00
			Total	£4,800.00

Subtotal	£24,000.00
VAT	£4,800.00
Total	£28,800.00

US:

SuiteTax Team (For Demo Use)

Invoice

#15
01/28/2020

Bill To
Jupiter Technology
18 N Michigan Ave
Chicago IL 60602
United States

Ship To
Jupiter Technology
18 N Michigan Ave
Chicago IL 60602
United States

TOTAL

$513.74

Due Date: 02/27/2020

Terms	Date	Tax Point Date	PO #	Sales Rep	Shipping Method
Net 30	01/28/2020	01/28/2020	PO22334	Abby Kwan	

Quantity	Item	Rate	Amount	Tax Rate	Tax Amount	Gross Amt
1	**3M Ear muffs** 3M Ear muffs	$20.00	$20.00	7.25%	$1.45	$21.45
1	**4-Cell Primary Battery for Dell Latitude E7240** 4-Cell Primary Battery for Dell Latitude E7240	$95.00	$95.00	7.25%	$6.89	$101.89
1	**42 Piece Tool Kit** 42 Piece Tool Kit	$50.00	$50.00	7.25%	$3.63	$53.63
1	**Alkaline AAA Batteries Pack of 24 - Case of 6** Alkaline AAA Batteries Pack of 24 - Case of 6	$99.00	$99.00	7.25%	$7.18	$106.18
1	**Carpet Floor Matt (48" x 53")** Carpet Floor Matt (48" x 53")	$180.00	$180.00	7.25%	$13.05	$193.05
1	**Cell Phone, Tablets, Laptop Repair kit** Cell Phone, Tablets, Laptop Repair kit	$35.00	$35.00	7.25%	$2.54	$37.54

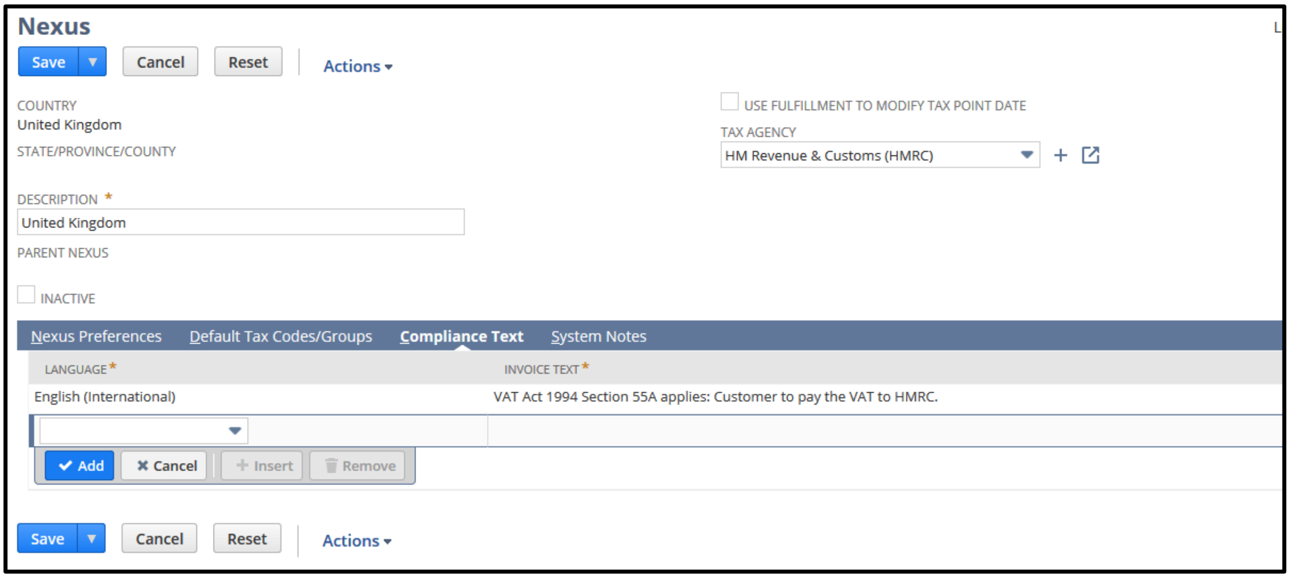
Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US_CITY_USE	US_IL_COOK COUNTY_CITY_USE_1	$479.00	1%	$4.79
US_STATE_USE	US_IL_STATE_USE_1	$479.00	6.25%	$29.95
			Total	$34.74

Subtotal	$479.00
Tax	$34.74
Total	$513.74

10.2.1. Compliance Text on Reverse Charge on Sales Invoices

Often tax authorities, primarily in VAT countries, require specific wording to be shown on invoices particularly for Reverse Charges. To set up compliance text in nexus preferences:

1. Go to *Setup > Tax > Nexuses.*
2. Click **Edit** next to the nexus you want to update.
3. On the **Compliance Text** subtab.
    - In the **Language** column, select a language.
    - In the **Invoice Text** column, enter the text to display as the compliance text in the reverse charge invoice.
4. Click **Save**.



To set up compliance text in invoice templates:

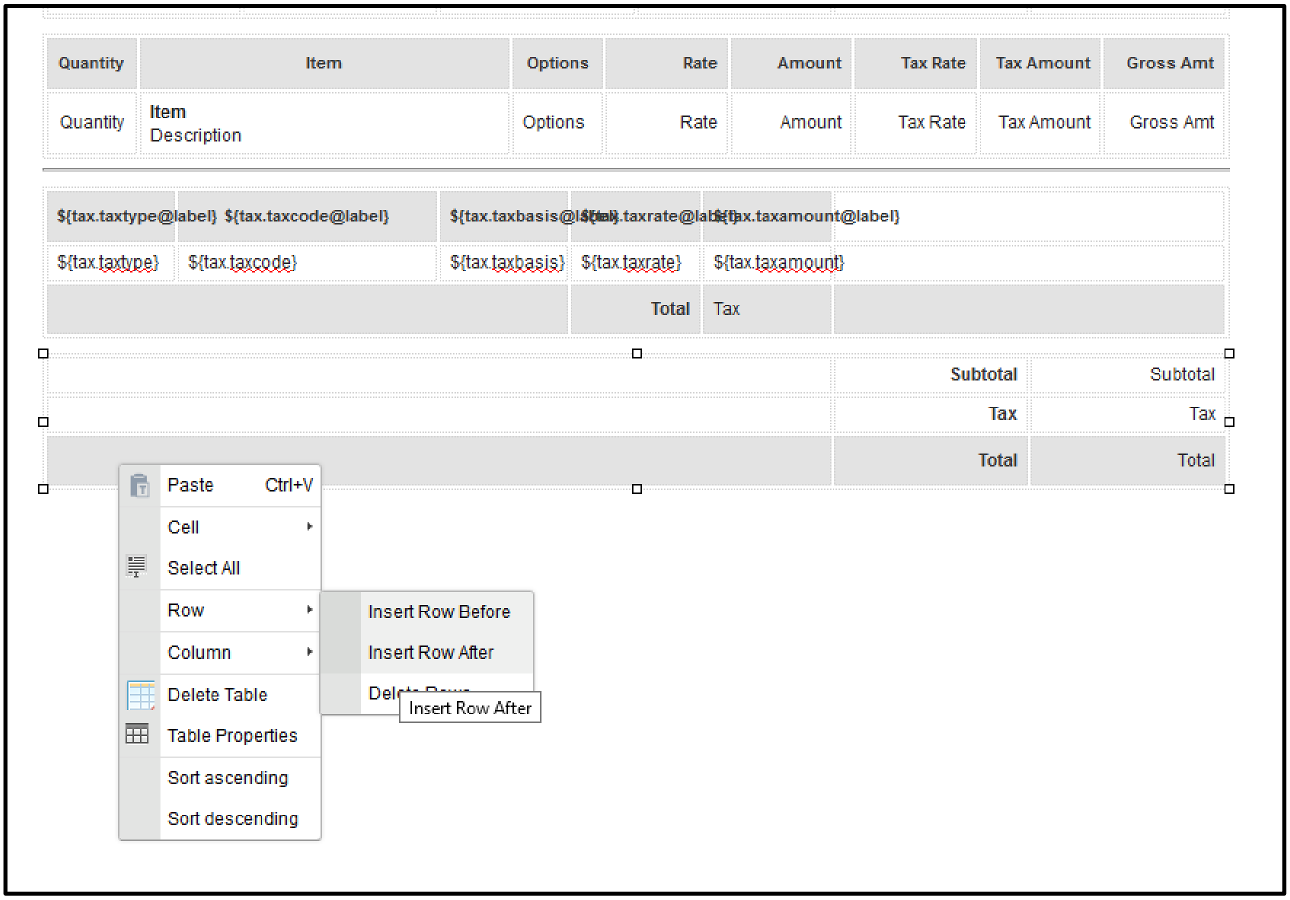
1. Go to *Customization > Forms > Advanced HTML / PDF Forms.*
2. Click **Customize** next to the form you want to update.
3. Scroll to the table where you would like to place the compliance text after:
   - *Right-click > Row > Insert Row After*
   - Repeat as many times until desired position is obtained.
   - Enter

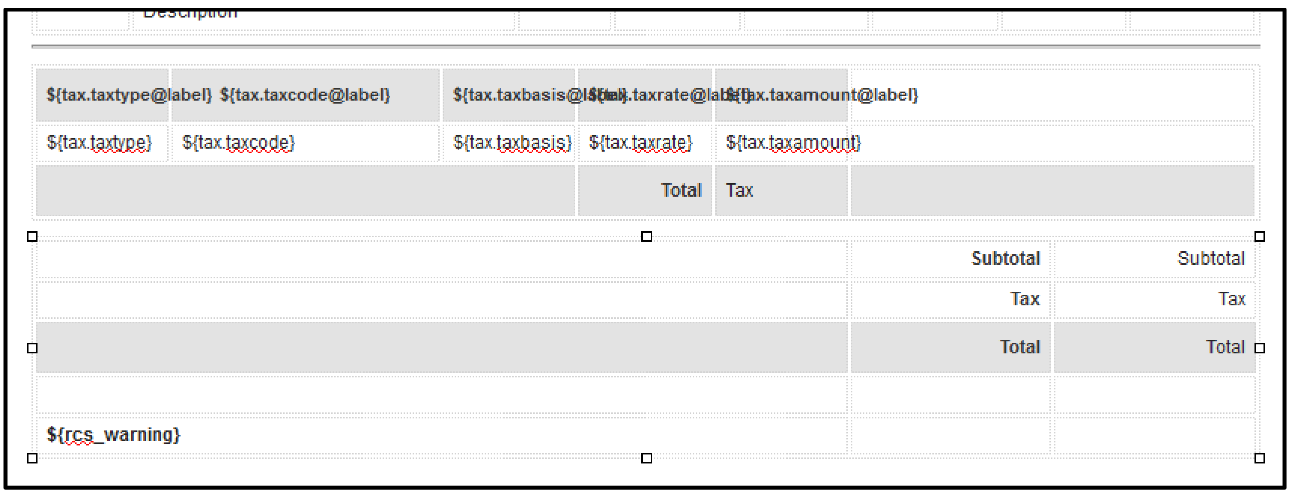
```
${rcs_warning}
```

4. Click **Source Code** to enable source code view.
5. In the warning message, cick **Yes** to accept.
6. Copy and paste following XML tags under the initial XML tag and before the PDF tag:

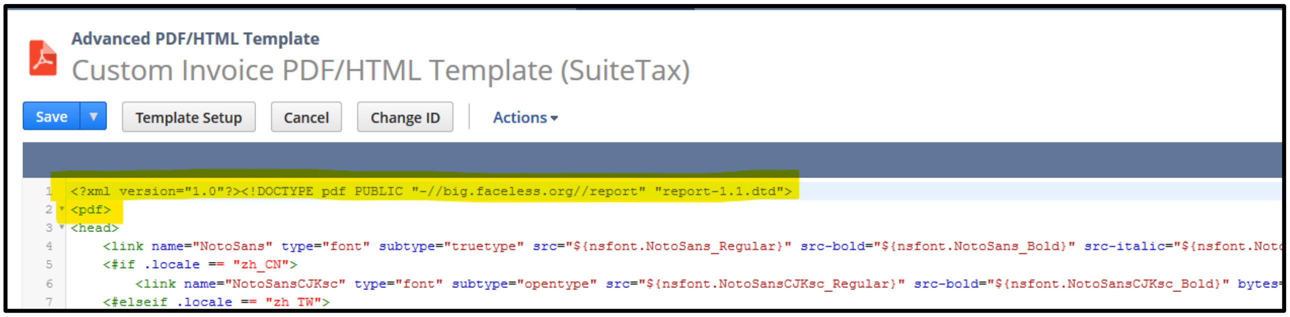
```
<#assign rcs_warning>
  <#if record.custbody_ste_rcs_applicable>
    <#assign rcs_messages = record. custbody_ste_rcs_invoice_texts?eval>
    <#assign message = rcs_messages>
    <#if message[.locale]??>
      ${message[.locale]}
    <#else>
      ${message['en']}
    </#if>
  </#if>
</#assign>
```

7. Click **Save**.
8. Go to *Customization > Forms > Transaction Forms.*
9. Click **Customize** next to the form you want to update.
10. In the **Print Template** field, select the created or customized form.
11. Check the **Form Is Preferred** box to have NetSuite automatically select this form when creating a transaction.
12. Click **Save**.


Quantity
Item
Options
Rate
Amount
Tax Rate
Tax Amount
Gross Amt
Quantity
Item
Description
Options
Rate
Amount
Tax Rate
Tax Amount
Gross Amt
${tax.taxtype@label}
${tax.taxcode@label}
${tax.taxbasis@label}
${tax.taxrate@label}
${tax.taxamount@label}
${tax.taxtype}
${tax.taxcode}
${tax.taxbasis}
${tax.taxrate}
${tax.taxamount}
Total
Tax
Subtotal
Subtotal
Tax
Tax
Total
Total
Paste Ctrl+V
Cell
Select All
Row
Column
Delete Table
Table Properties
Sort ascending
Sort descending
Insert Row Before
Insert Row After
Insert Row After


${tax.taxtype@label}
${tax.taxcode@label}
${tax.taxbasis@label}
${tax.taxrate@label}
${tax.taxamount@label}
${tax.taxtype}
${tax.taxcode}
${tax.taxbasis}
${tax.taxrate}
${tax.taxamount}
Total
Tax
Subtotal
Subtotal
Tax
Tax
Total
Total
${rcs_warning}

Insert code between line 1 and 2:



Without Reverse Charge:

SuiteTax Team (For Demo Use)

Invoice

#13
12/11/2019

Bill To

Stemcor
1 Ropemaker Street
London EC2Y 9ST
United Kingdom

Ship To

Stemcor
1 Ropemaker Street
London EC2Y 9ST
United Kingdom

TOTAL

£168.00

Due Date: 01/10/2020

Terms	Date	Tax Point Date	PO #	Sales Rep	Shipping Method
Net 30	12/11/2019	12/11/2019	PO3898	Will Clark	

Quantity	Item	Rate	Amount	Tax Rate	Tax Amount	Gross Amt
2	**Wireless Keyboard** Wireless Keyboard	£20.00	£40.00	20%	£8.00	£48.00
2	**Wireless Keyboard & Mouse Combo** Wireless Keyboard & Mouse Combo	£50.00	£100.00	20%	£20.00	£120.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
VAT_GB	GB_SR	£140.00	20%	£28.00
			Total	£28.00

Subtotal	£140.00
Tax	£28.00
Total	£168.00

With Reverse Charge:

SuiteTax Team (For Demo Use)

Invoice

#29
02/26/2020

Bill To
House of Fraser
Granite House, 31 Stockwell Street
Glasgow Lanarkshire G1 4RZ
United Kingdom

Ship To
House of Fraser
52 RUE DES FLEURS
LIBOURNE 33500
France

TOTAL

£144.00

Due Date: 03/27/2020

Terms	Date	Tax Point Date	PO #	Sales Rep	Shipping Method
Net 30	02/26/2020	02/26/2020	PO56787	Will Clark	

Quantity	Item	Rate	Amount	Tax Rate	Tax Amount	Gross Amt
3	**Ergonomic Keyboard** Ergonomic Keyboard	£40.00	£120.00	0%	£0.00	£120.00
3	**Ergonomic mouse pad** Ergonomic mouse pad	£8.00	£24.00	0%	£0.00	£24.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
Reverse Charge	GB_RCS	£144.00	0%	£0.00
			Total	£0.00

Subtotal	£144.00
Tax	£0.00
Total	£144.00

VAT Act 1994 Section 55A applies: Customer to pay the VAT to HMRC.

10.3. Reports

10.3.1. Standard Reports

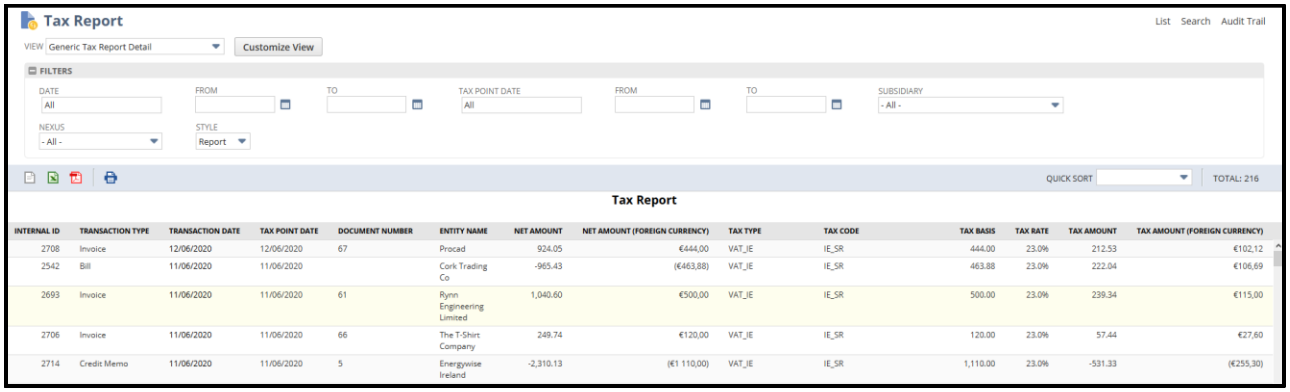
Once SuiteTax is enabled, NetSuite has two standard tax reports that are based on Saved Searches, both that are fully customizable:

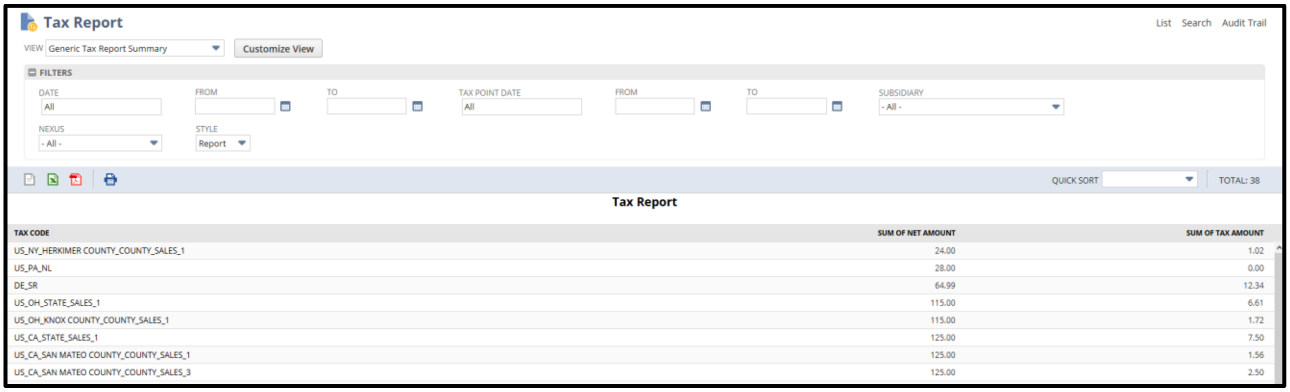
- Summary Report: Total net amounts and tax amounts by tax code
- Detail Report: provides a list of all tax detail lines

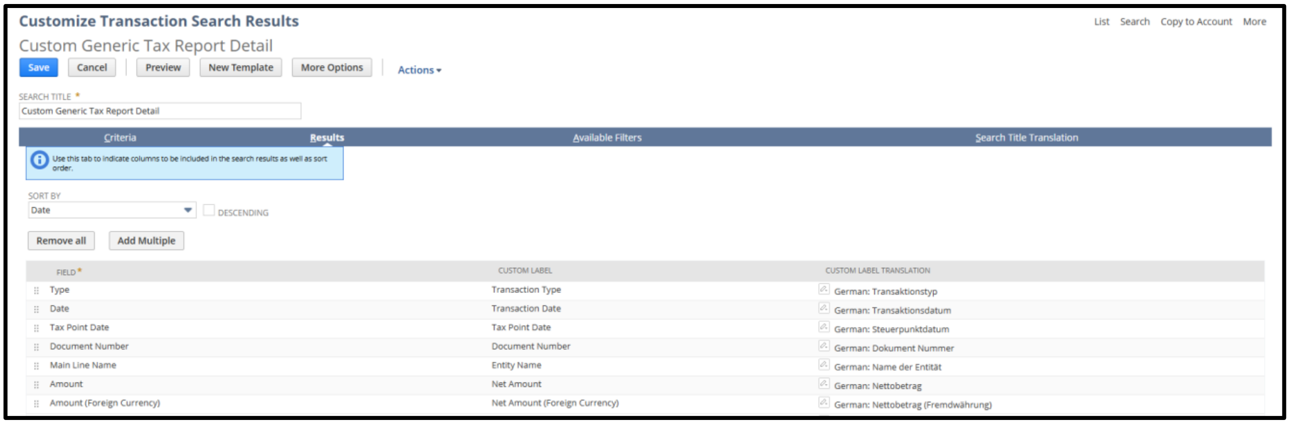
You can customize the views for specific roles as well as for any of your subsidiaries. Customized views are transaction saved searches and can be bundled.

Note that all the reports are now driven off the new **Tax Point Date.** NetSuite now includes two date fields on all taxable transactions

To access the Standard Tax Reports, go to *Reports > Tax > Standard Tax Report*.






Customize Transaction Search Results
List Search Copy to Account More
Custom Generic Tax Report Detail
Save
Cancel
Preview
New Template
More Options
Actions
SEARCH TITLE *
Custom Generic Tax Report Detail
Criteria
Results
Available Filters
Search Title Translation
Use this tab to indicate columns to be included in the search results as well as sort order.
SORT BY
Date
DESCENDING
Remove all
Add Multiple
FIELD *
CUSTOM LABEL
CUSTOM LABEL TRANSLATION
Type
Transaction Type
German: Transaktionstyp
Date
Transaction Date
German: Transaktionsdatum
Tax Point Date
Tax Point Date
German: Steuerpunktdatum
Document Number
Document Number
German: Dokument Nummer
Main Line Name
Entity Name
German: Name der Entität
Amount
Net Amount
German: Nettobetrag
Amount (Foreign Currency)
Net Amount (Foreign Currency)
German: Nettobetrag (Fremdwährung)

10.3.2. Localised Country Tax Reports

With the Tax Reporting Framework, you can customize a localized tax return using the configurable tax return template. The tax return template is pre-configured according to local requirements by default. You can customize the template by adding a new filter or configuring the existing filters. These filters affect how the SuiteApp selects the transactions to include in the report.

Cases where you need to customize the tax return template are the following:

- You need to add an account where the report retrieves the data.
- You created a custom tax code that must be included on the report.
- You want to add a search filter that is not provided on the default template.

When you customize a tax return template, a **Use Custom Template** switch appears on the Set Up Tax Return page. Disabling this feature reverts the tax return filters to its default setting. Enabling the feature restores your last saved custom template.

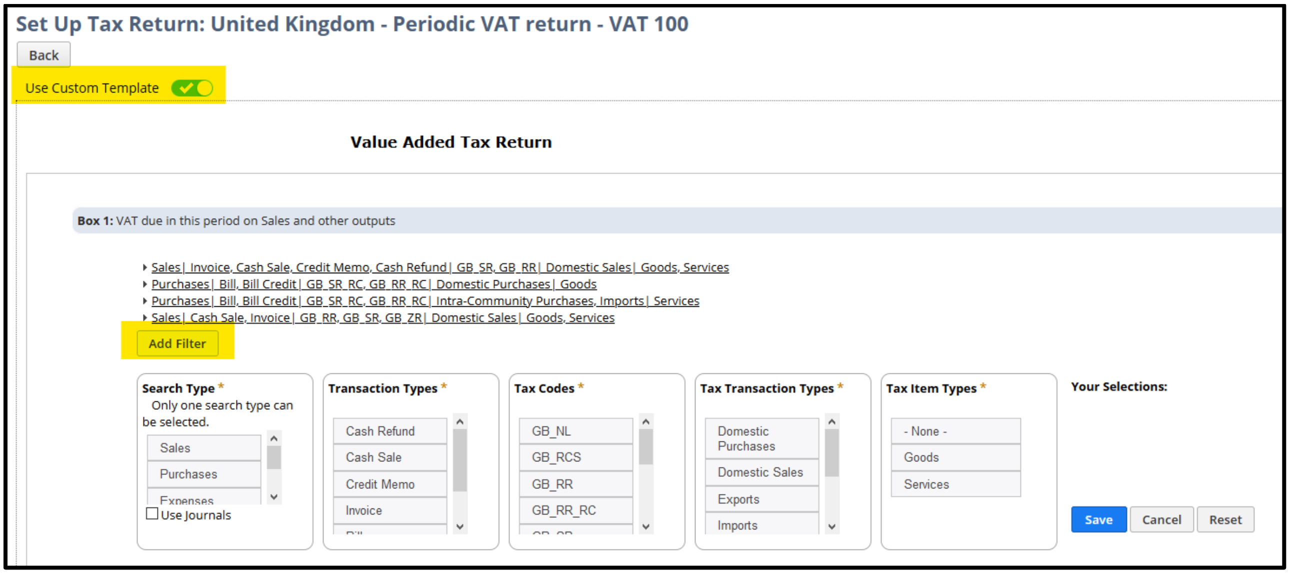
To add a filter in the tax return template:

1. In NetSuite, go to *Setup > Tax Reporting > Tax Returns.*
2. Click **View** on the report that you want to customize.
3. Go to the report label where you want to add a new filter.
   The report labels are arranged in order of its appearance on the report. You may also use the report label's box or line number as a guide.
4. Click **Add Filter**.
5. Select the report conditions for each filter box:
   Tip: You can select multiple report conditions on each filter box. To clear a selection, click the report condition again.
   - **Search Type** – This filter determines whether to search for Sales, Purchases, Expenses, or Billable Expenses. To include journal entries in the report, select **Sales** or **Purchases** first, then check the **Use Journals** box.
   - **Transaction Types** – This filter determines which type of transaction to include in the report: Cash Refund, Cash Sale, Credit Memo, Invoice, Bill, Bill Credit, or Expense Report.
   - **Tax Codes** – Tax codes determine how much tax is applied to each line item on your transaction records. By default, tax codes are selected based on the requirements specific to a field in the tax return.
   - **Tax Transaction Types** – This filter determines which type of tax transaction to include in the report: Domestic Purchases, Domestic Sales, Exports, Imports, Intra-Community Purchases, or Intra-Community Sales.
   - **Tax Item Types** – This filter determines which tax item to include in the report: Goods or Services. You may also select **– None –** to report items without a tax item type.
   - **Tax Reporting Category** – This filter only appears on boxes where classified goods or services must be reported. Select the tax reporting category that

identifies the item or select **– None –** to report items without a tax reporting category.

- **Account** – This filter only appears on reports that retrieve data from the chart of account. Using this filter, you can select which account you want to include in the report.

6. Review your selected filters in **Your Selections** pane.
7. Click **Save**. Otherwise, you can choose to:
   - **Cancel** – cancel your changes and close the filter without saving
   - **Reset** – revert the filters to the last saved selection

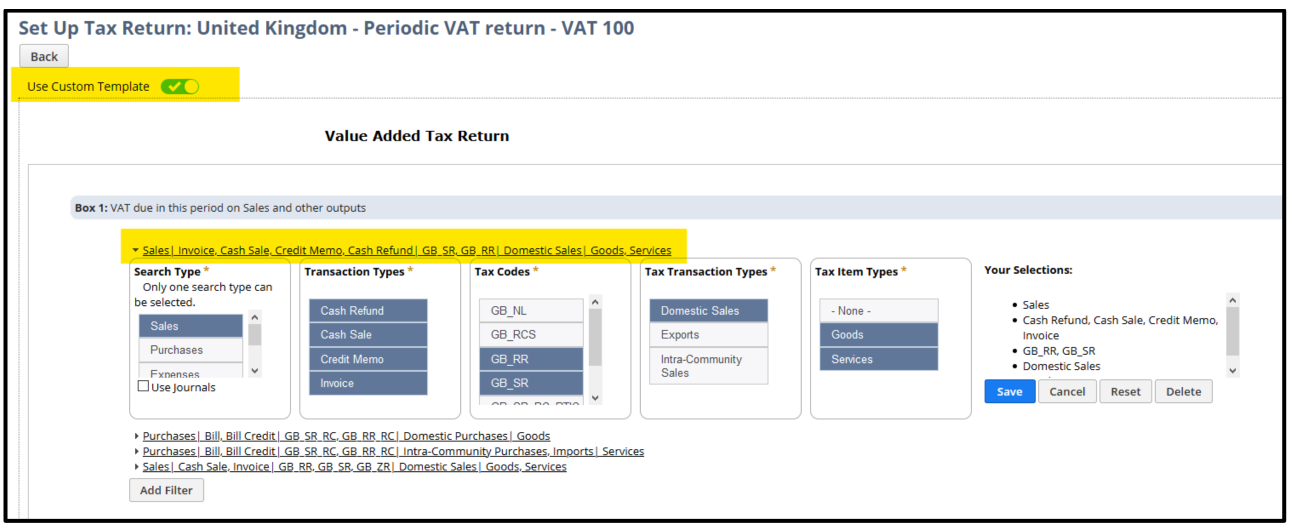


To configure a filter in the tax return template:

1. In NetSuite, go to *Setup > Tax Reporting > Tax Returns.*
2. Click **View** on the report that you want to customize.
3. Go to the report label where you want to add a new filter.
   The report labels are arranged in order of its appearance on the report. You may also use the report label's box or line number as a guide.
4. Select the new report conditions for each filter box:
   Tip: You can select multiple report conditions on each filter box. To clear a selection, click the report condition again.
   - **Search Type** – This filter determines whether to search for Sales, Purchases, Expenses, or Billable Expenses. To include journal entries in the report, select **Sales** or **Purchases** first, then check the **Use Journals** box.
   - **Transaction Types** – This filter determines which type of transaction to include in the report: Cash Refund, Cash Sale, Credit Memo, Invoice, Bill, Bill Credit, or Expense Report.

- **Tax Codes** – Tax codes determine how much tax is applied to each line item on your transaction records. By default, tax codes are selected based on the requirements specific to a field in the tax return.
- **Tax Transaction Types** – This filter determines which type of tax transaction to include in the report: Domestic Purchases, Domestic Sales, Exports, Imports, Intra-Community Purchases, or Intra-Community Sales.
- **Tax Item Types** – This filter determines which tax item to include in the report: Goods or Services. You may also select **– None –** to report items without a tax item type.
- **Tax Reporting Category** – This filter only appears on boxes where classified goods or services must be reported. Select the tax reporting category that identifies the item or select **– None –** to report items without a tax reporting category.
- **Account** – This filter only appears on reports that retrieve data from the chart of account. Using this filter, you can select which account you want to include in the report.

5. Review your selected filters in **Your Selections** pane.
6. Click **Save**. Otherwise, you can choose to:
   - **Cancel** – cancel your changes and close the filter without saving
   - **Reset** – revert the filters to the last saved selection
   - **Delete** – remove the saved filter



NOTE 8: Only an administrator can customize a country tax report. To have full access to the Tax Return Setup page, check **section 10.4**.

10.4. Roles and Permissions

The following are permissions and permission levels specific to the **SuiteTax Engine**:

PERMISSION	DESCRIPTION	LEVEL
Define Tax Registrations Format	This permission enables you to define the tax registration number format for different nexuses.	None, View, Create, Edit, Full
Tax Schedules	This permission enables you to access the tax schedule information.	None, View, Create, Edit, Full
Nexus Setting	- This permission enables you to access the Nexus Preferences on the nexus record. -The Nexus Setting permission only works if the assigned role also has the Tax Records permission.	None, View, Full
US Exemption Certificates	This permission enables you to create and modify Exemption Certificates.	None, View, Create, Edit, Full
Item Taxability Rules	This permission enables you to add and modify item taxability rules.	None, View, Create, Edit, Full

To assign permissions to roles in the SuiteTax Engine:

1. Go to *Setup > SuiteTax Engine > Manage SuiteTax Engine Roles.*
2. Click Assign SuiteTax Engine Permissions to Role.
3. In the **Role** field, select a role from the list. The roles listed include all standard and custom roles.
4. On the **SuiteTax Engine Permissions** subtab, select a level for each listed permission.
5. Click **Save**.

To change permissions for roles in the SuiteTax Engine:

1. Go to *Setup > SuiteTax Engine > Manage SuiteTax Engine Roles.*
2. Click **Edit** next to the role you want to update.
3. On the **SuiteTax Engine Permissions** subtab, update the selected level for the permissions listed.
4. Click **Save**.

The following are permissions and permission levels specific to the **Tax Reporting Framework**:

PERMISSION	DESCRIPTION	PERMISSION LEVELS
Country Tax Report	This permission enables the user to generate, view, and export tax reports.	Full, None
Tax Return Setup	This permission enables the user to view and edit the configuration on the tax return.	Full, View, None
Tax Filing	This permission enables the user to submit the UK VAT100 Return to HMRC.	Full, None
Country Tax Reports Preferences	This permission enables the user to modify the start date, reporting frequency, and period filters of country tax reports.	Full, View, None

To assign SuiteTax Reports permissions to a standard or custom role:

1. In NetSuite, go to *Setup > Tax Reporting > Manage SuiteTax Reports Roles.*
2. On the SuiteTax Reports Roles page, click **Assign SuiteTax Reports Permissions to Role**.
3. On the **Role** dropdown list, select the role that you want to customize.
4. On the **Level** dropdown list, select the permission level that you want to assign to the following SuiteTax Reports Permissions:
    - Country Tax Report
    - Tax Return Setup
    - Tax Filing
    - Country Tax Reports Preferences
5. Click **Save**.

11. OTHERS HELPFUL TOPICS

11.1. US Use Tax (Purchase Tax for US Nexuses Only)

Please be aware of the following items regarding the current US Use Tax (Purchase Tax) capabilities:

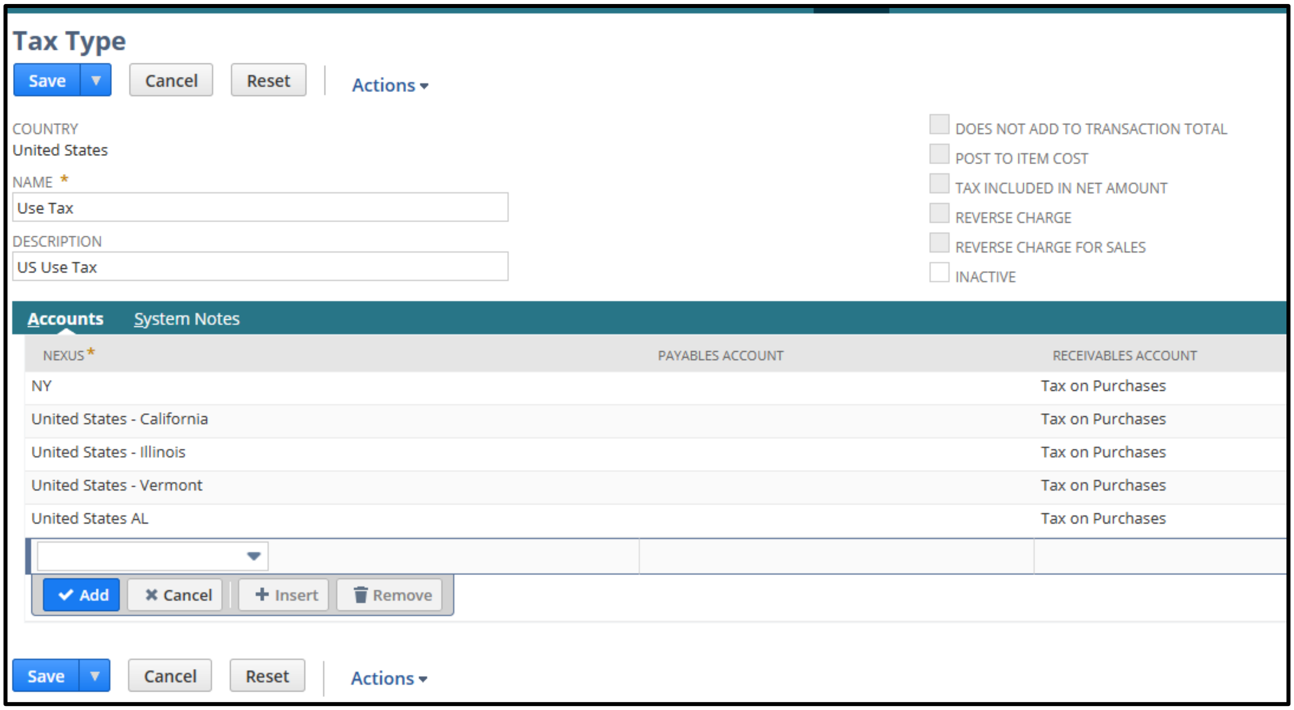
- US Purchase Tax Codes are not automatically provisioned. You must set them up manually.
- There are no automatically provisioned reports available for US Purchase Taxes. You must create your own reports and searches using the available analytic tools.

Below are the setups that need to be done to be able to process US Use tax (Purchase Tax) in a SuiteTax environment.

11.1.1. Create Purchase Tax Type

To create a US Use Tax (Purchase Tax) tax type

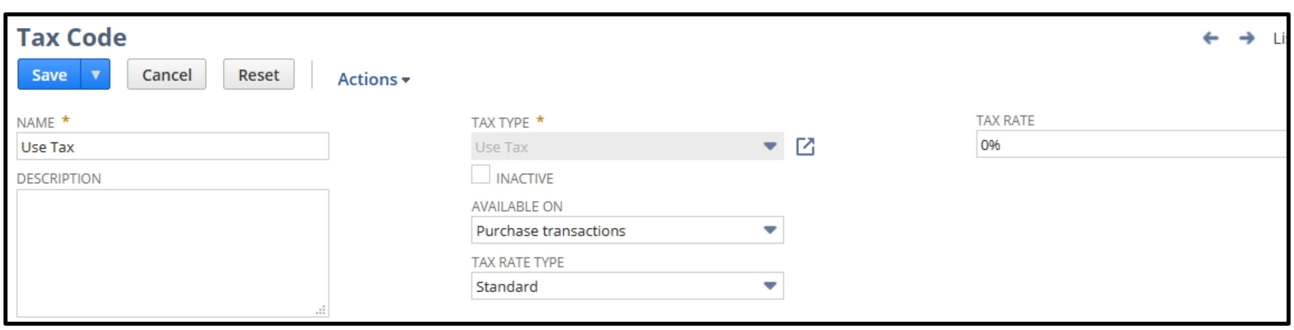
1. Go to *Setup > Tax > Tax Types > New (Administrator).*
2. In the **Country** field, select **United States**. This tax type will only be available for US transactions.
3. Enter a name for this tax type.
4. Enter a description for this tax type.
5. Do not check any of the tax property boxes.
6. Check the **Inactive** box if you do not want this tax type to be available for use in lists and transactions.
7. Add the nexuses and assign tax accounts for each nexus by performing the following steps:
    - In the **Nexus** column, select a US nexus.
    - In the **Payables Account** column, leave it blank/empty
    - In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.
    - Click **Add**.
    - Repeat the substeps under Step 7 for each nexus that you want to associate with this tax type.
8. Click **Save**.



11.1.2. Create Purchase Tax Code

To create a US Use Tax (Purchase Tax) tax code

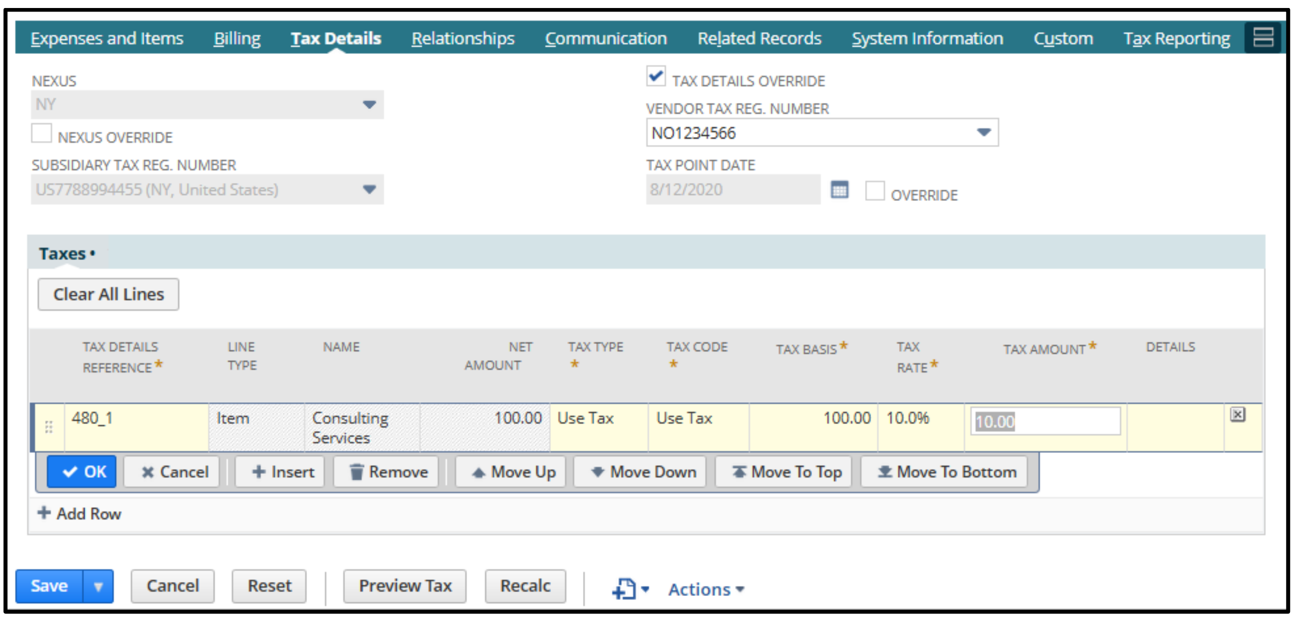
1. Go to *Setup > Tax > Tax Codes > New (Administrator).*
2. Enter a name for this tax code.
3. Enter a description for this tax code.
4. Select the purchase tax type for this tax code.
5. Check the **Inactive** box if you do not want this tax code to be available for use in lists and transactions.
6. In the **Tax Rate Type** field, select a tax rate type '**Standard'.**
7. Enter Tax Rate (recommended rate: 0%)
8. Click **Save.**



11.1.3.Assigning Tax on US Purchase Transactions

To apply taxes on US purchase transactions

1. Users have the option to allow the engine to determine the Nexus, otherwise they can check the box **Nexus Override** and select the appropriate nexus.
2. Check the box **Tax Details Override**. This will be mandatory as the engine do not have any tax determination logic for US Purchases.
3. Select Vendor Tax Reg. Number.
4. Set Tax Point Date, in case it's different from the Transaction Date. To set Tax Point Date manually, check the box **Override**.
5. Set the following Tax Details fields:
    - Tax Details Reference – select the line item to which the purchase tax is applied to.
    - Tax Type – select the Tax Type created earlier for the US Purchase Tax.
    - Tax Code – select the Tax Code created earlier for the US Purchase Tax.
    - Tax Basis – enter amount to which the tax will be calculated from.
    - Tax Rate – enter the applicable tax rate.
    - Tax Amount – enter the calculated tax amount (Tax Basis * Tax Rate)
    - Details – enter memo, as needed.
    - Click Add
6. Do the same steps for the rest of the line items.
7. Hit Save.



11.2. Withholding Tax Setup (For VAT Countries Only)

Please be aware of the following items regarding the current Withholding Tax capabilities:

- Withholding tax codes are not automatically provisioned. You must set them up manually.
- There are no automatically provisioned reports available for withholding taxes. You must create your own reports and searches using the available analytic tools.
- SuiteTax only supports the accrual basis of tax recognition. For withholding taxes recognized upon payment, you can assign a deferral tax liability/receivables account when you set up tax types. A manual reclassification journal to the actual withholding tax liability or receivables account must be done when the invoice or bill is paid. SuiteTax does not support deferral taxes (taxes posted upon payment).

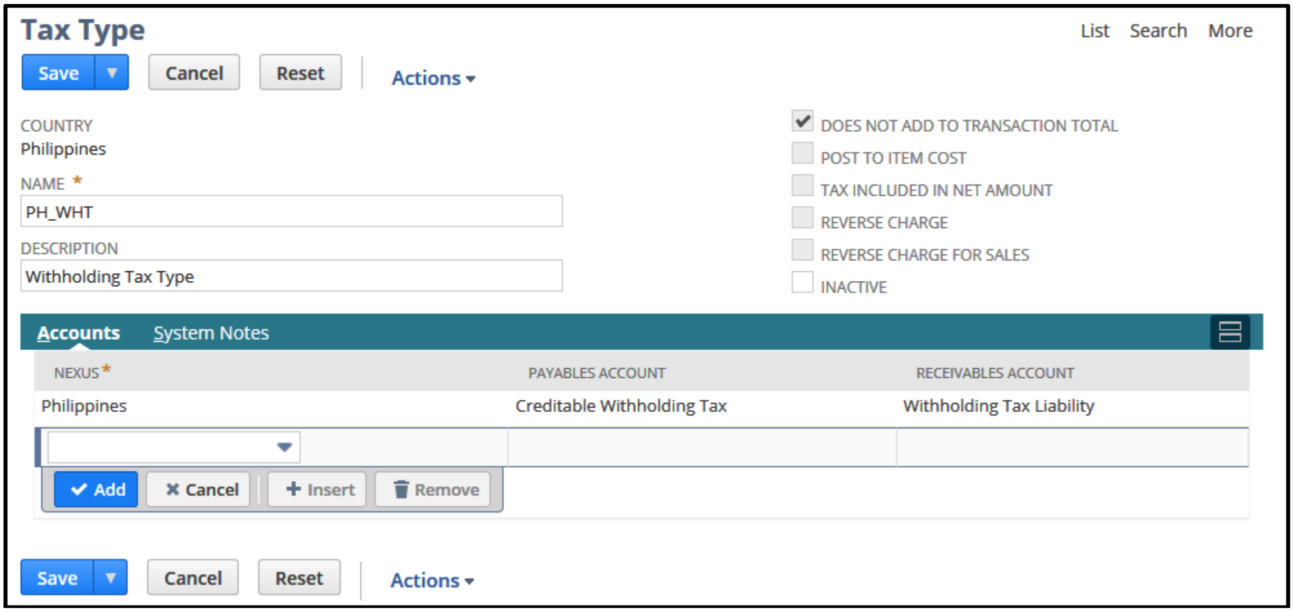
Below are the setups that need to be done to be able to process withholding taxes in a SuiteTax environment.

11.2.1. Withholding Tax Type

To create a withholding tax type:

1. Go to *Setup > Tax > Tax Types > New (Administrator).*
2. In the **Country** field, select the country that you are making a tax type for. Only countries where a nexus has been created are available for selection in the list.
3. Enter a name for this tax type.
4. Enter a description for this tax type.
5. Check the box '**Does Not Add To Transaction Total**'. You can set only one of these properties per tax type. After saving the tax type record, you can no longer change the special tax type properties on edit mode.
6. Check the **Inactive** box if you do not want this tax type to be available for use in lists and transactions.
7. Add nexuses and assign tax accounts for each nexus by performing the following steps:
    - In the **Nexus** column, select a nexus.
    - In the **Payables Account** column, select an account to which taxes on sales transactions for the nexus should be posted.
    - In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.
    - Click **Add**.
    - Repeat the substeps under Step 7 for each nexus that you want to associate with this tax type.
8. Click **Save**.

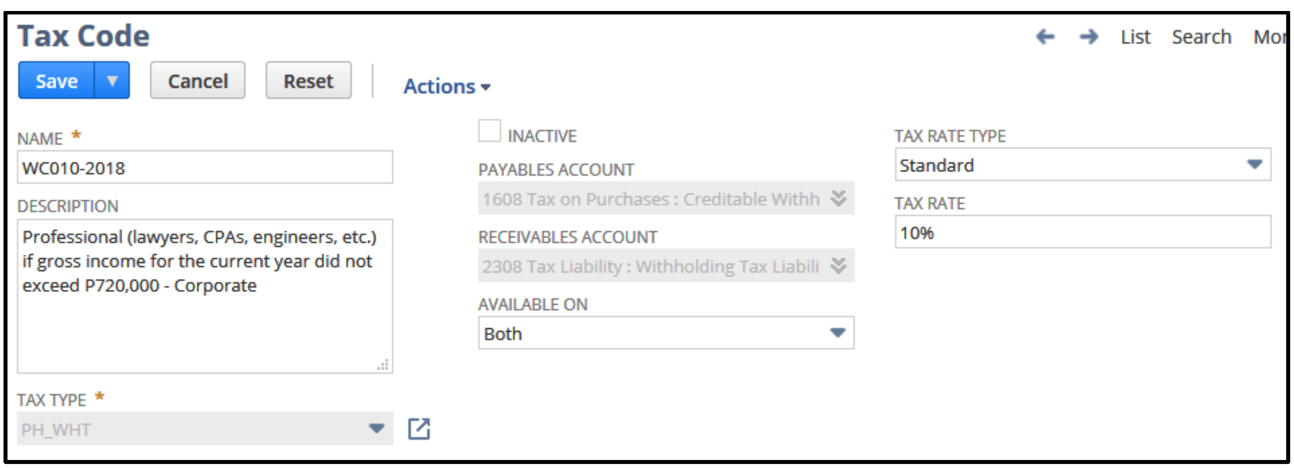
NOTE 9: For Withholding Taxes recognized upon payment, you can assign a deferral tax liability/receivables account when setting up your tax type. A manual reclassification journal to the actual withholding tax liability/receivables account will have to be done once the invoice/bill is paid. Currently, SuiteTax does not support deferral taxes (taxes posted upon payment).



11.2.2. Withholding Tax Codes

To create a withholding tax code:

1. Go to *Setup > Tax > Tax Codes > New (Administrator).*
2. Enter a name for this tax code.
3. Enter a description for this tax code.
4. Select the withholding tax type for this tax code.
5. Check the **Inactive** box if you do not want this tax code to be available for use in lists and transactions.
6. In the **Tax Rate Type** field, select a tax rate type '**Standard**'**.**
7. Enter Tax Rate
8. Click **Save.**

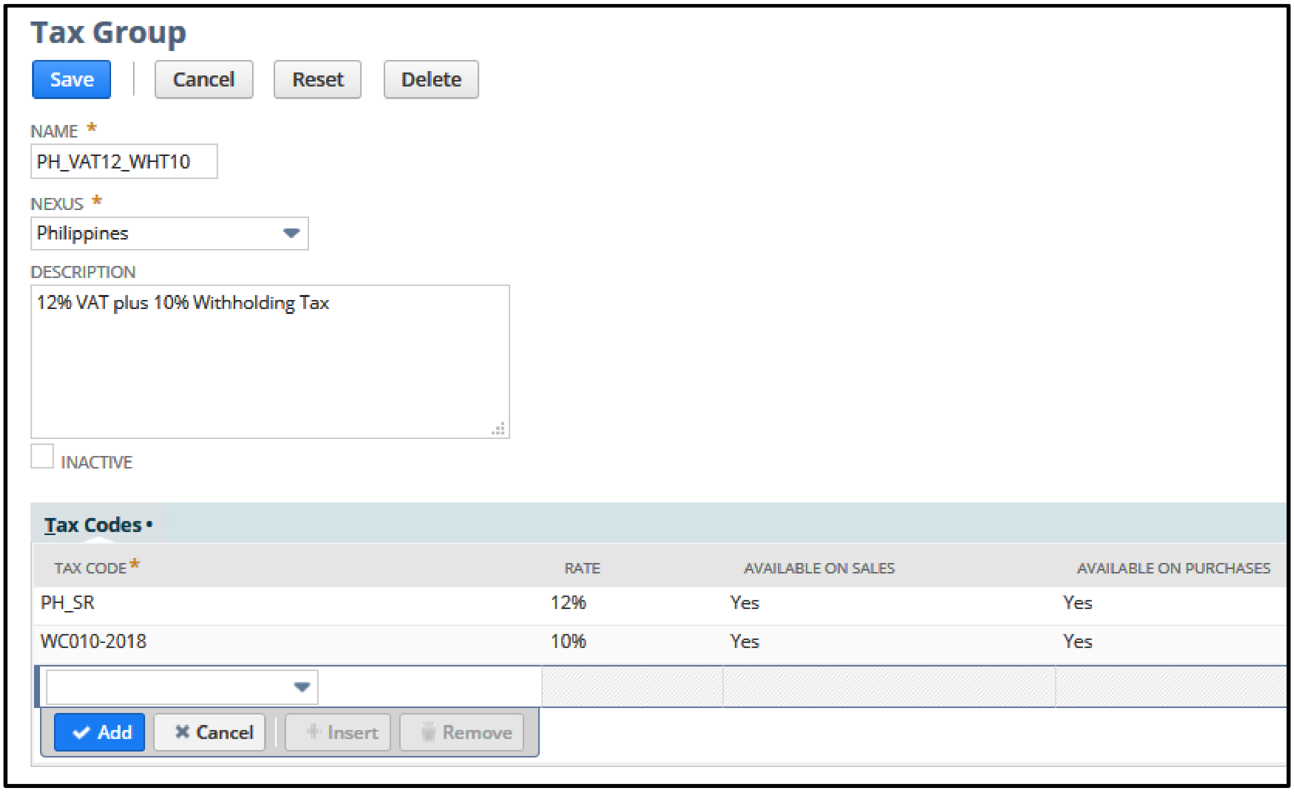


11.2.3. Withholding Tax Group

This process is optional, however in certain cases where taxing is always done in combination of Sales/VAT tax and a withholding tax code, creating a Tax group would be beneficial to users.

To create a tax group with both Sales/VAT Tax and Withholding Tax codes:

1. Go to *Setup > SuiteTax Engine > Tax Groups.*
2. Click New Tax Group.
3. In the **Name** field, enter a name for this tax group.
4. From the **Nexus** list, choose the nexus this tax group will apply to. Only the active nexuses assigned to the account will appear in this list.
5. OPTIONAL: In the Description field, enter a sentence no longer than 500 characters describing this tax group.
6. Choose at least one tax code from the **Tax Codes** list. Here, select the Sales/VAT Tax Code/s and the Withholding Tax Code.
7. Click **Save**.

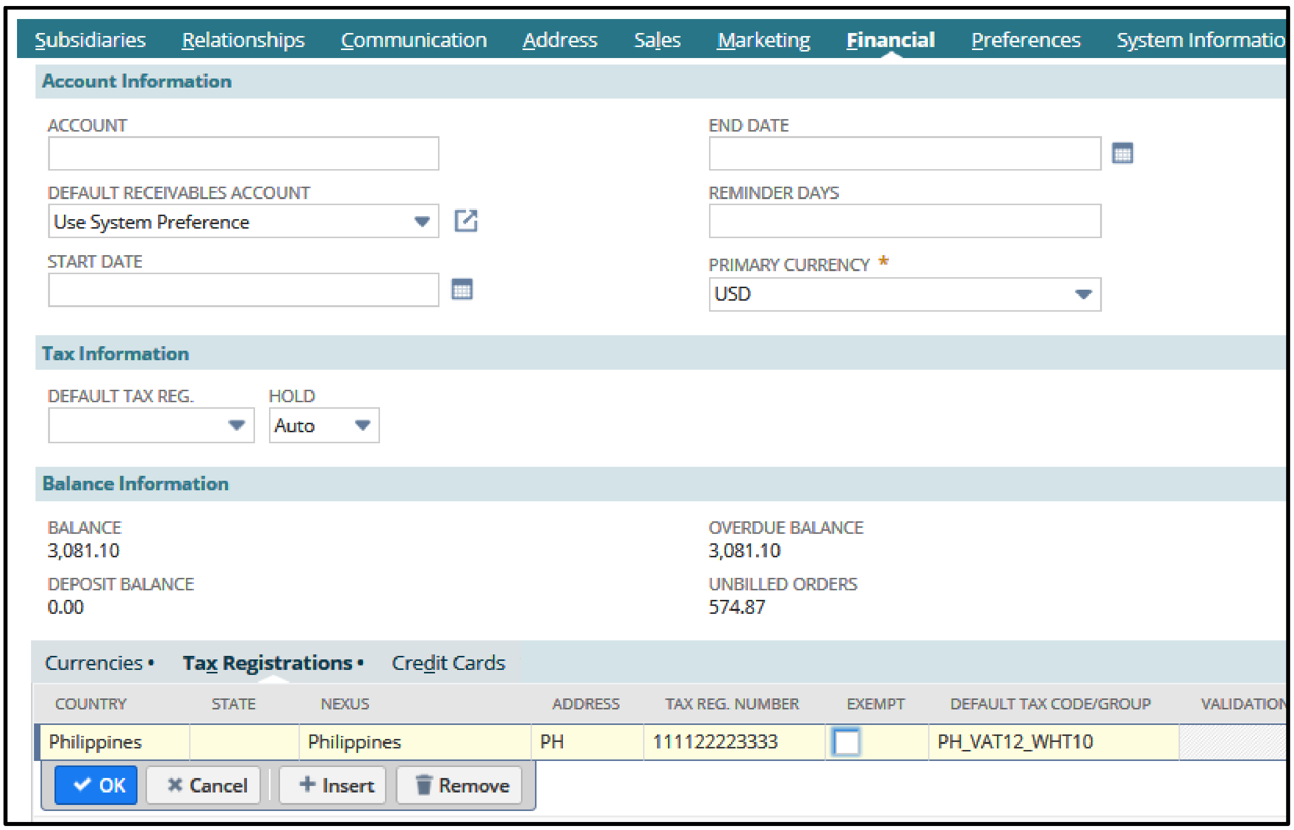


11.2.4. Withholding Tax: Setting Defaults

A default Tax Group can be set on the Entity record, Tax Schedule, and Nexus record.

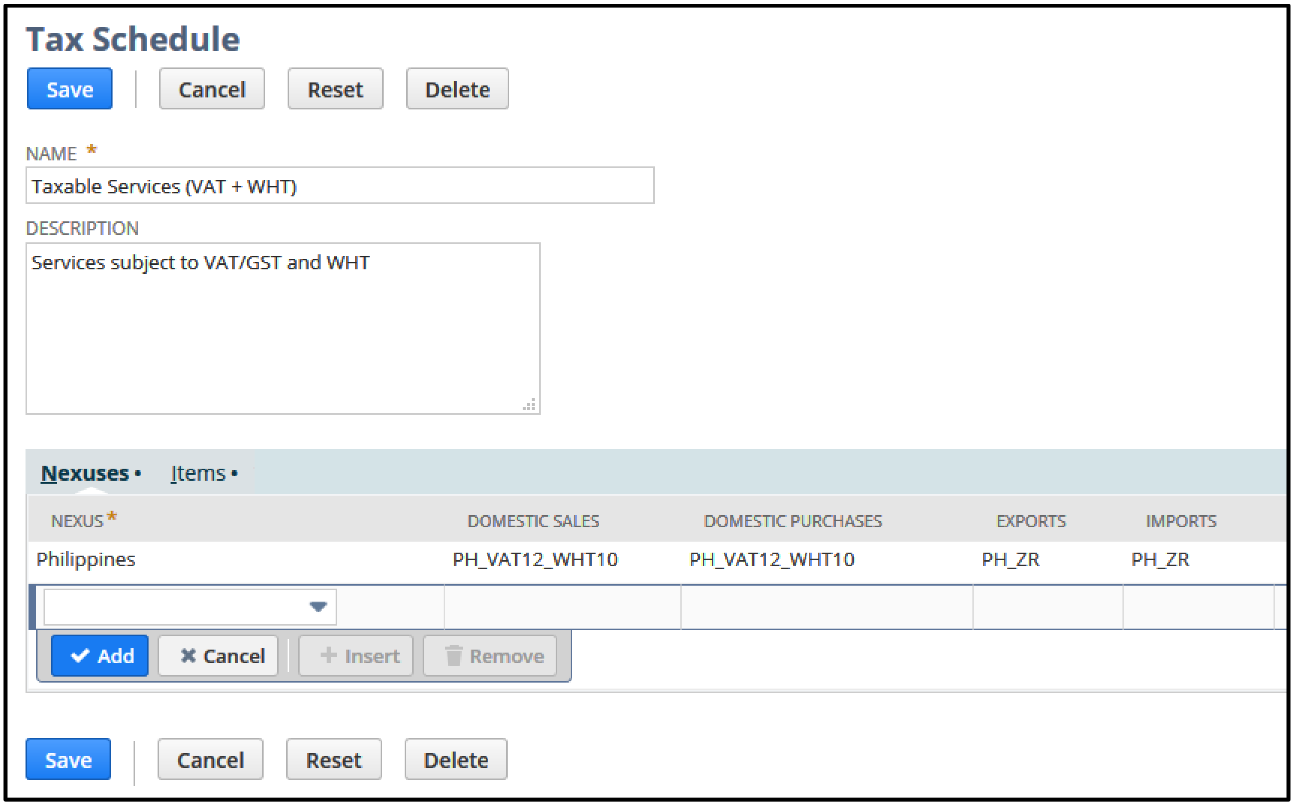
To assign a default Tax Group at the Entity record:

1. Go to the entity records list.
   - For Customers, go to *Lists > Relationships > Customers.*
   - For Vendors, go to *Lists > Relationships > Vendors.*
2. Click **Edit** next to the record you want to update.
3. Click the **Financial** subtab.
4. Click the **Tax Registrations** subtab.
5. Enter information as necessary, with one country per line:
   - In the **Country** column, select a country.
   - In the **Tax Reg. Number** column, enter the tax registration number of the entity in the selected country.
   - (Optional) In the **Exempt** column, check the box to indicate that this entity is exempt from taxes in that particular country.
   - In the **Default Tax Code/Group** column, select the tax group for this registration number. The SuiteTax automatically uses this default tax code or group on the specified entity's transactions, as long as the code or group is compatible with the transaction nexus.
6. When finished, click **OK** and **Save**.



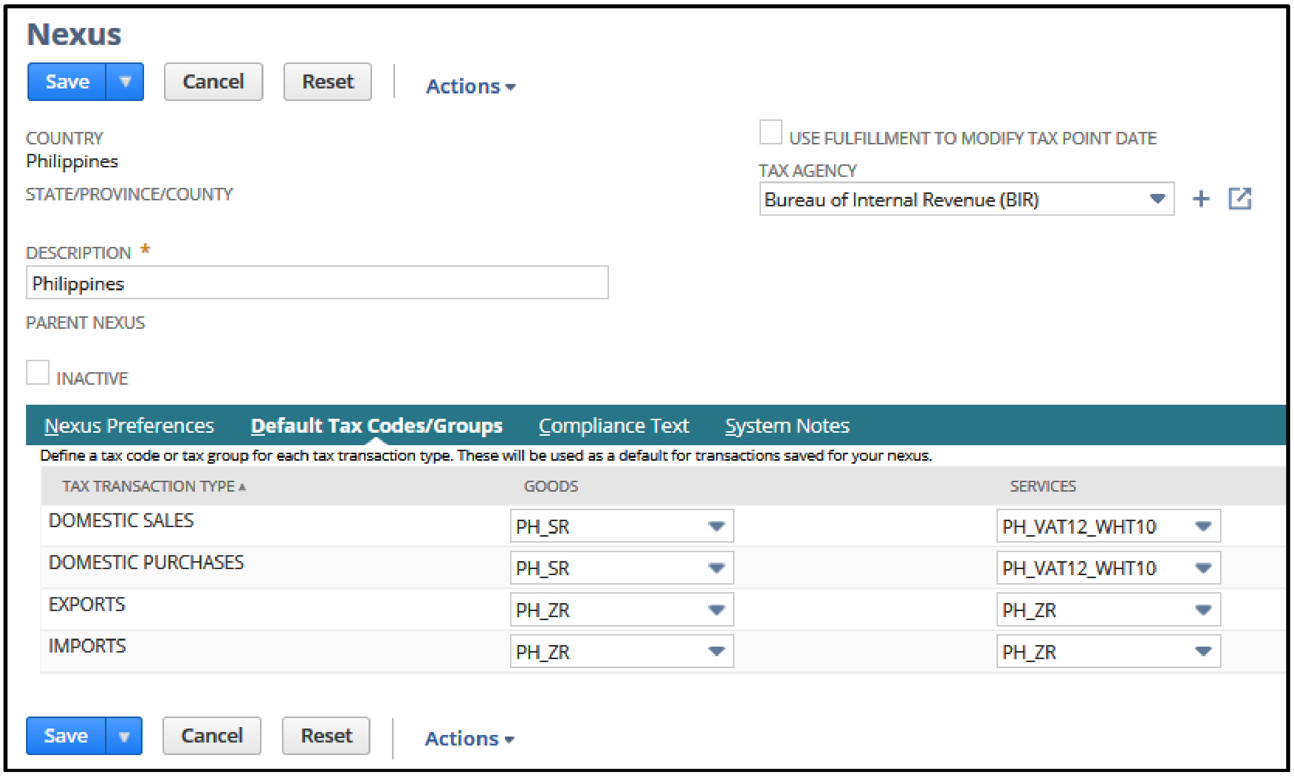
To assign a default Tax Group at the Tax Schedule:

1. Go to *Setup > SuiteTax Engine > Tax Schedules.*
2. Click **New** (or **Edit** if you are editing an existing Tax Schedule).
3. In the **Name** field, enter a name for this Tax Schedule.
4. In the **Description** field, enter a short sentence describing this tax schedule.
5. Under the **Nexus** subtab, complete the table per nexus:
    - In the **Nexus** column, select a nexus to which this tax schedule applies. Only nexuses assigned to use SuiteTax Engine appear in this list.
    - Select the tax group for every transaction type to which this tax schedule applies to.
6. Click the **Items** subtab.
7. Enter additional information as necessary. You can map this tax schedule to a saved search, specific individual items, or both.
    - To add multiple items using the saved search in the **Select Item Saved Search** field, select a saved search from the dropdown.
    - To add specific items to the tax schedule:
        - In the **Item Name Number** column, select an item from the dropdown.
        - Click **Open** to view the item record.
        - Click **Add** to add the item.
        - Continue adding items as necessary.
8. When you have finished, click **Save**.



To assign a default Tax Group at the Nexus record:

1. Go to *Setup > Tax > Nexuses.*
2. Click **Edit** on the applicable nexus.
3. Click on **Default Tax Codes/Tax Groups** tab and assign appropriate tax group per tax transaction type.
4. When you have finished, click **Save**.



11.3. Non-Deductible Standard VAT (For VAT Countries Only)

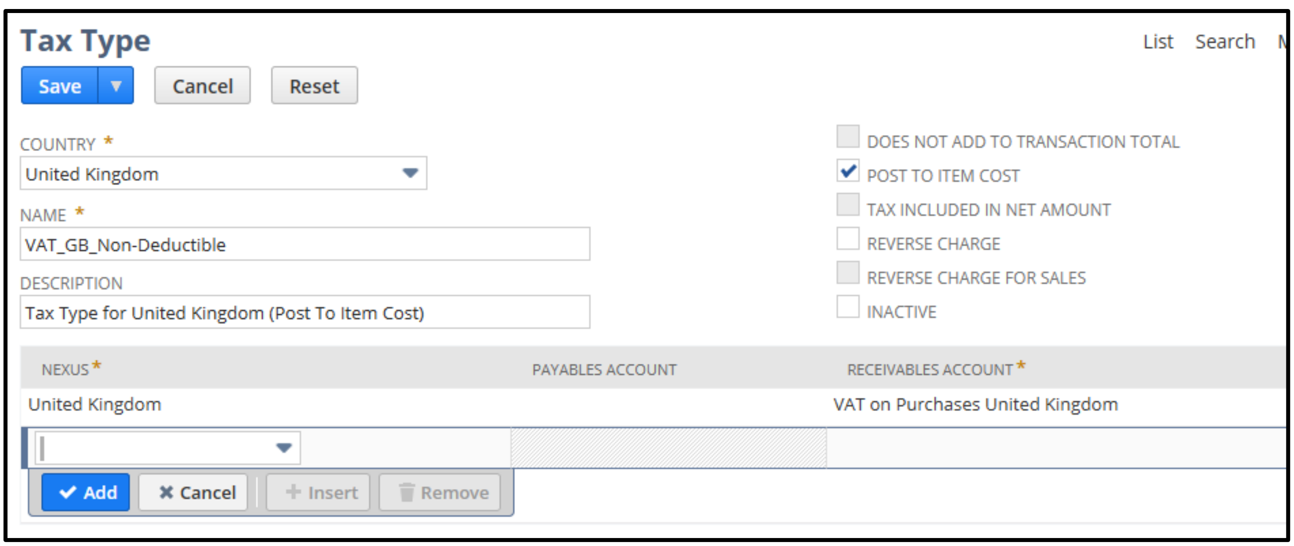
A VAT-registered business can usually reclaim VAT on purchases and payments made to VAT registered suppliers. However, purchases relating to exempt business activities, non-business activities or for private use are not classed as input tax and cannot be reclaimed. The nondeductible VAT element must be treated as an expense of your business.

This is a case of non-deductible tax where the transaction is charged with standard VAT.

11.3.1. Non-Deductible Standard VAT Tax Type

To create a Non-Deductible Reverse Charge tax type:

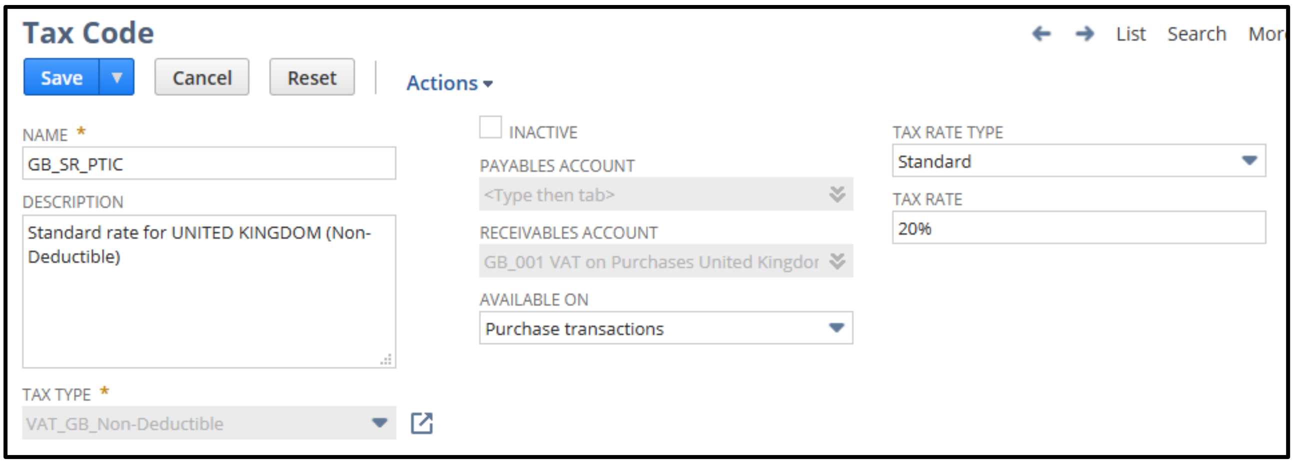
1. Go to *Setup > Tax > Tax Types > New (Administrator).*
2. In the **Country** field, select the country that you are making a tax type for. Only countries where a nexus has been created are available for selection in the list.
3. Enter a name for this tax type.
4. Enter a description for this tax type.
5. Check the box '**Post To Item Cost**'. After saving the tax type record, you can no longer change the special tax type properties on edit mode.
6. Check the **Inactive** box if you do not want this tax type to be available for use in lists and transactions.
7. Add nexuses and assign tax accounts for each nexus by performing the following steps:
   - In the **Nexus** column, select a nexus.
   - In the **Payables Account** column, select an account to which taxes on sales transactions for the nexus should be posted.
   - In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.
   - Click **Add**.
8. Click **Save**.



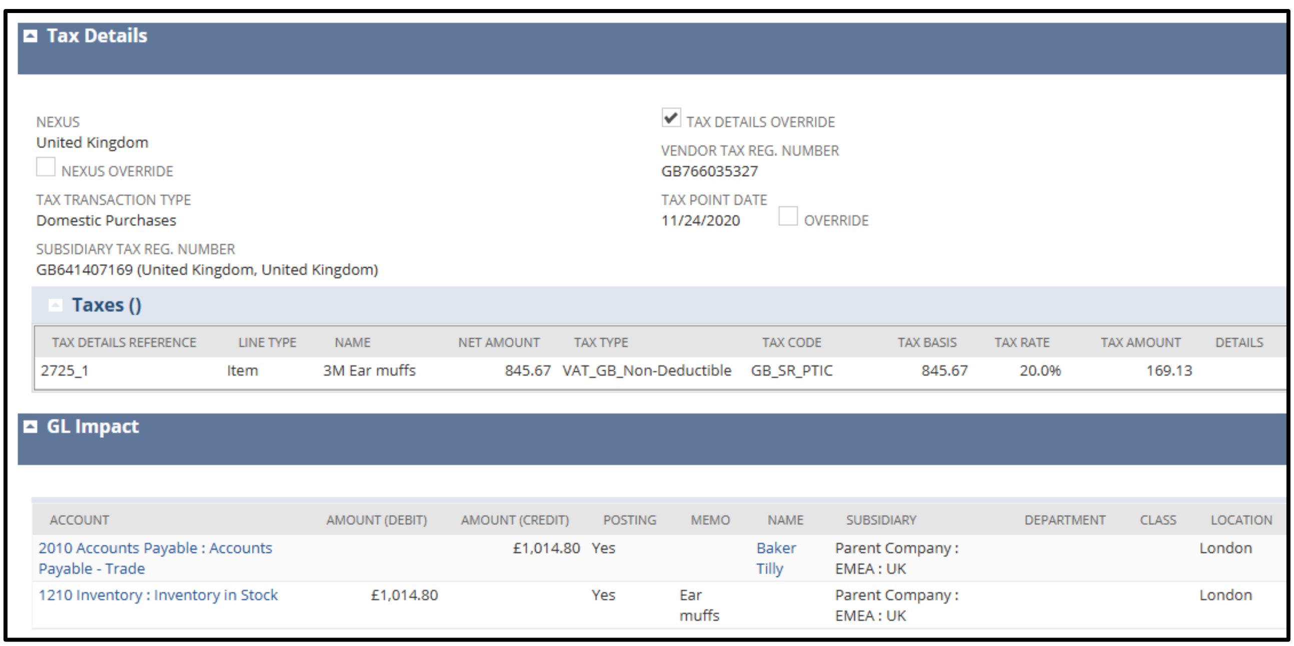
11.3.2. Non-Deductible Standard VAT Tax Code

To create a Non-Deductible Reverse Charge tax code

1. Go to *Setup > Tax > Tax Codes > New (Administrator).*
2. Enter a name for this tax code.
3. Enter a description for this tax code.
4. Select the non-deductibe tax type for this tax code.
5. Check the **Inactive** box if you do not want this tax code to be available for use in lists and transactions.
6. In the **Tax Rate Type** field, select a tax rate type '**Standard**'**.**
7. Enter Tax Rate
8. Click **Save.**



Sample Tax Details + GL Impact:



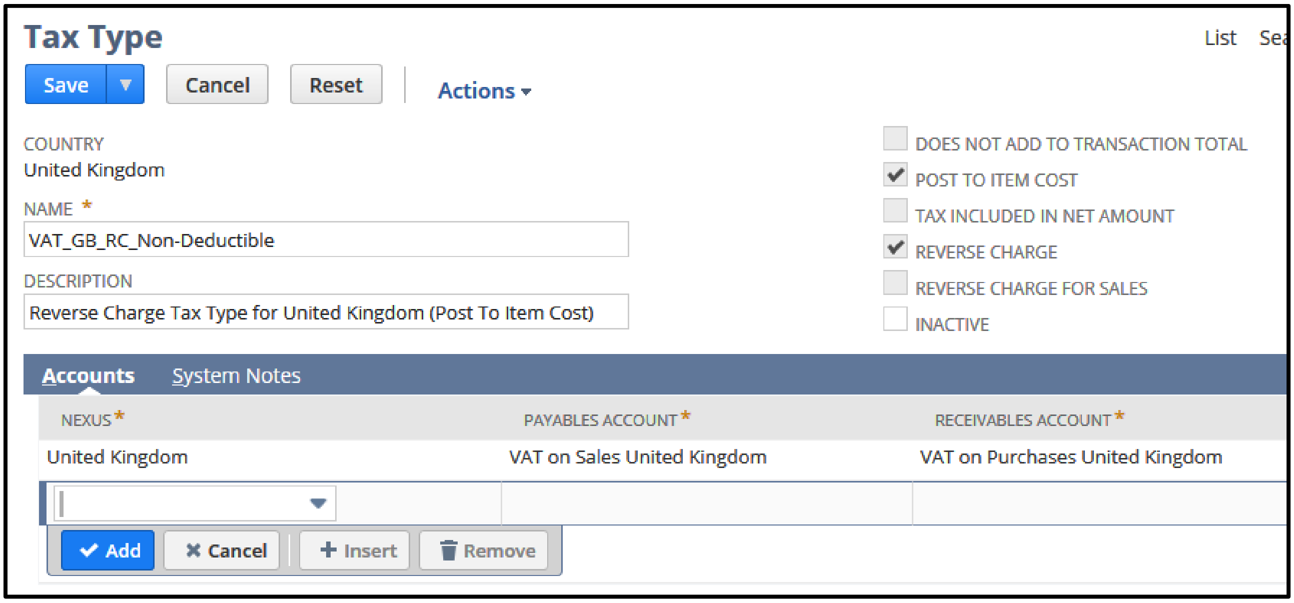
11.4. Non-Deductible Reverse Charge (For VAT Countries Only)

This is a case of non-deductible tax where the transaction is qualified under Reverse Charge mechanism.

11.4.1. Non-Deductible Reverse Charge Tax Type

To create a Non-Deductible Reverse Charge tax type:

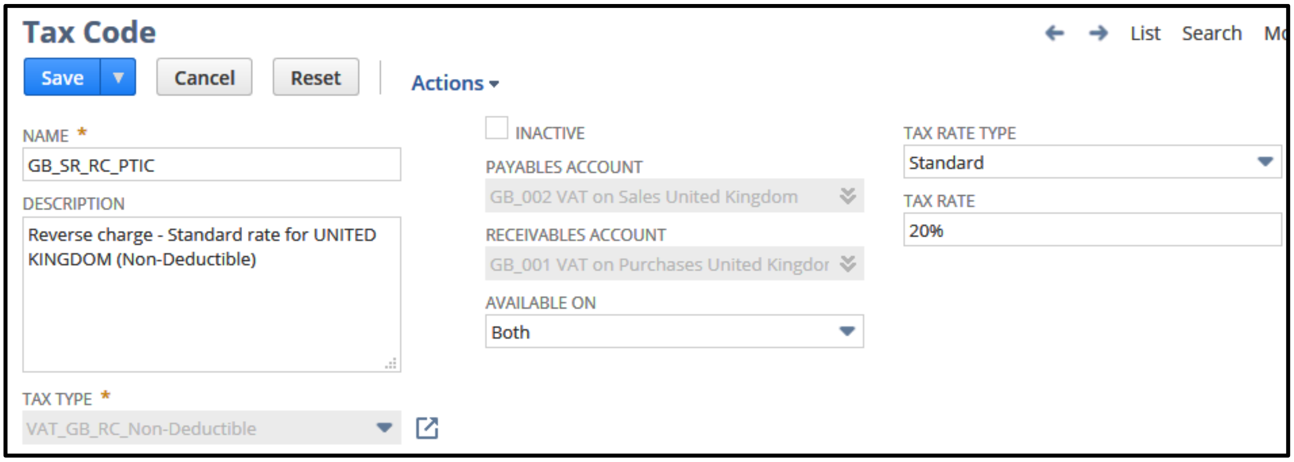
1. Go to *Setup > Tax > Tax Types > New (Administrator).*
2. In the **Country** field, select the country that you are making a tax type for. Only countries where a nexus has been created are available for selection in the list.
3. Enter a name for this tax type.
4. Enter a description for this tax type.
5. Check the boxes '**Post To Item Cost**' and '**Reverse Charge**'. After saving the tax type record, you can no longer change the special tax type properties on edit mode.
6. Check the **Inactive** box if you do not want this tax type to be available for use in lists and transactions.
7. Add nexuses and assign tax accounts for each nexus by performing the following steps:
    - In the **Nexus** column, select a nexus.
    - In the **Payables Account** column, select an account to which taxes on sales transactions for the nexus should be posted.
    - In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.
    - Click **Add**.
8. Click **Save**.



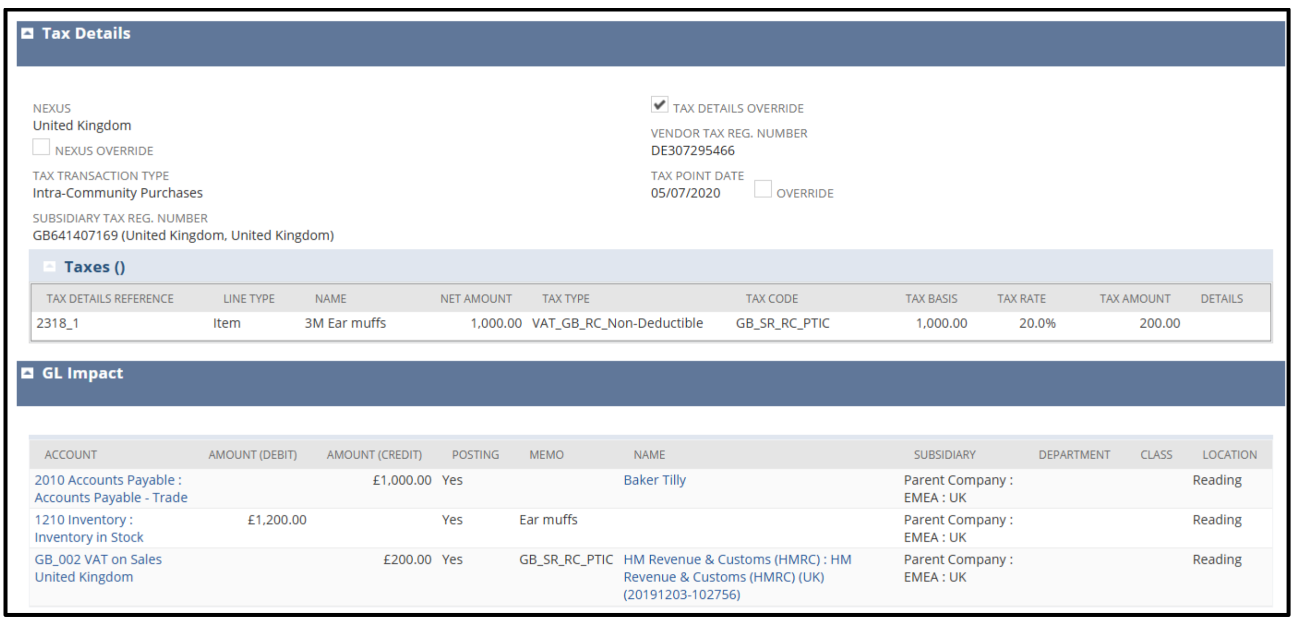
11.4.2. Non-Deductible Reverse Charge Tax Code

To create a Non-Deductible Reverse Charge tax code

1. Go to *Setup > Tax > Tax Codes > New (Administrator).*
2. Enter a name for this tax code.
3. Enter a description for this tax code.
4. Select the non-deductibe tax type for this tax code.
5. Check the **Inactive** box if you do not want this tax code to be available for use in lists and transactions.
6. In the **Tax Rate Type** field, select a tax rate type '**Standard**'.
7. Enter Tax Rate
8. Click **Save.**



Sample Tax Details + GL Impact:



11.5. CSV Supported Tax Records and Transactions

11.5.1. CSV Supported Tax records

CSV import is supported for the following custom record type imports:

- STE Tax Exemption Certificate [US Exemption Certificates]
- Exempt Certificate Items Binding [US Exemption Certificates: Items]
- STE Item Taxation Rules [Non-taxability Rules]
- STE Nexus Compliance Text [Nexus: Compliance Text tab]
- STE Nexus Default Tax Codes [Nexus: Default Tax Codes/Groups tab]
- STE Nexus Preferences [Nexus: Nexus Preferences]
- STE Roles And Permissions [Manage SuiteTax Engine Roles]
- STE Tax Group [Tax Group]
- STE Tax Group Line [Tax Group: Tax Codes]
- STE Tax Schedule [Tax Schedules]
- STE Tax Schedule Body [Tax Schedules: Nexuses]

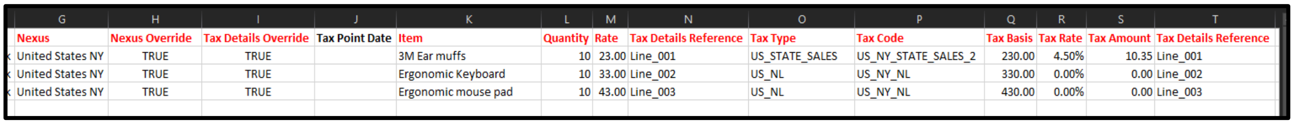
11.5.2. CSV Supported Transactions

CSV import of tax details is supported for the following transaction type imports:

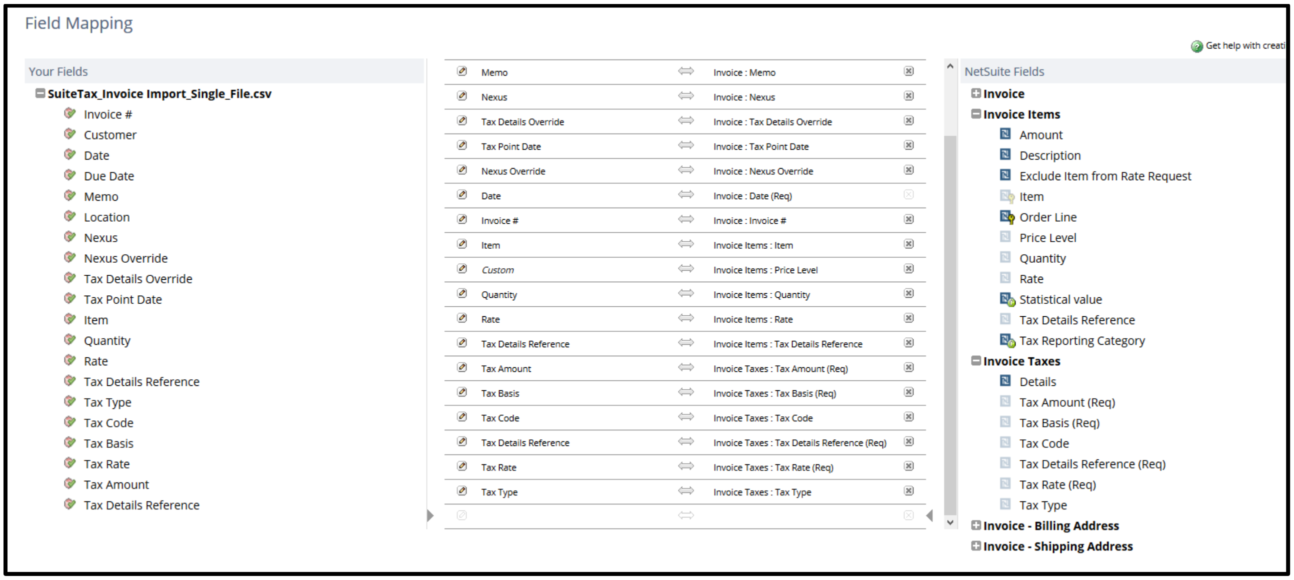
- Cash Sale Import
- Credit Card Charge Import
- Credit Card Refund Import
- Credit Memo Import
- Estimate Import
- Invoice Import
- Opportunity Import
- Purchase Order Import
- Return Authorization Import
- Sales Order Import
- Vendor Bill Import
- Vendor Credit Import
- Vendor Return Authorization Import
- Expense Report Import (Import Type = Employees)

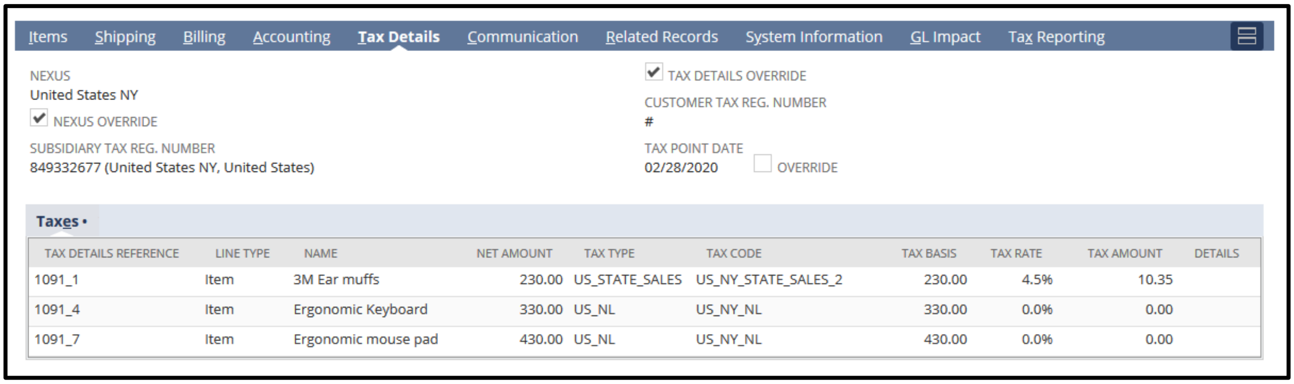
11.5.3. Transactions: Single File Import

If there's only one (1) Tax Code applied to each Line Item, you can use a single file import. Please see below sample Import File, Import Mapping, and Imported Tax Details.



G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Nexus	Nexus Override	Tax Details Override	Tax Point Date	Item	Quantity	Rate	Tax Details Reference	Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount	Tax Details Reference
United States NY	TRUE	TRUE		3M Ear muffs	10	23.00	Line_001	US_STATE_SALES	US_NY_STATE_SALES_2	230.00	4.50%	10.35	Line_001
United States NY	TRUE	TRUE		Ergonomic Keyboard	10	33.00	Line_002	US_NL	US_NY_NL	330.00	0.00%	0.00	Line_002
United States NY	TRUE	TRUE		Ergonomic mouse pad	10	43.00	Line_003	US_NL	US_NY_NL	430.00	0.00%	0.00	Line_003





TAX DETAILS REFERENCE	LINE TYPE	NAME	NET AMOUNT	TAX TYPE	TAX CODE	TAX BASIS	TAX RATE	TAX AMOUNT	DETAILS
1091_1	Item	3M Ear muffs	230.00	US_STATE_SALES	US_NY_STATE_SALES_2	230.00	4.5%	10.35	
1091_4	Item	Ergonomic Keyboard	330.00	US_NL	US_NY_NL	330.00	0.0%	0.00	
1091_7	Item	Ergonomic mouse pad	430.00	US_NL	US_NY_NL	430.00	0.0%	0.00	

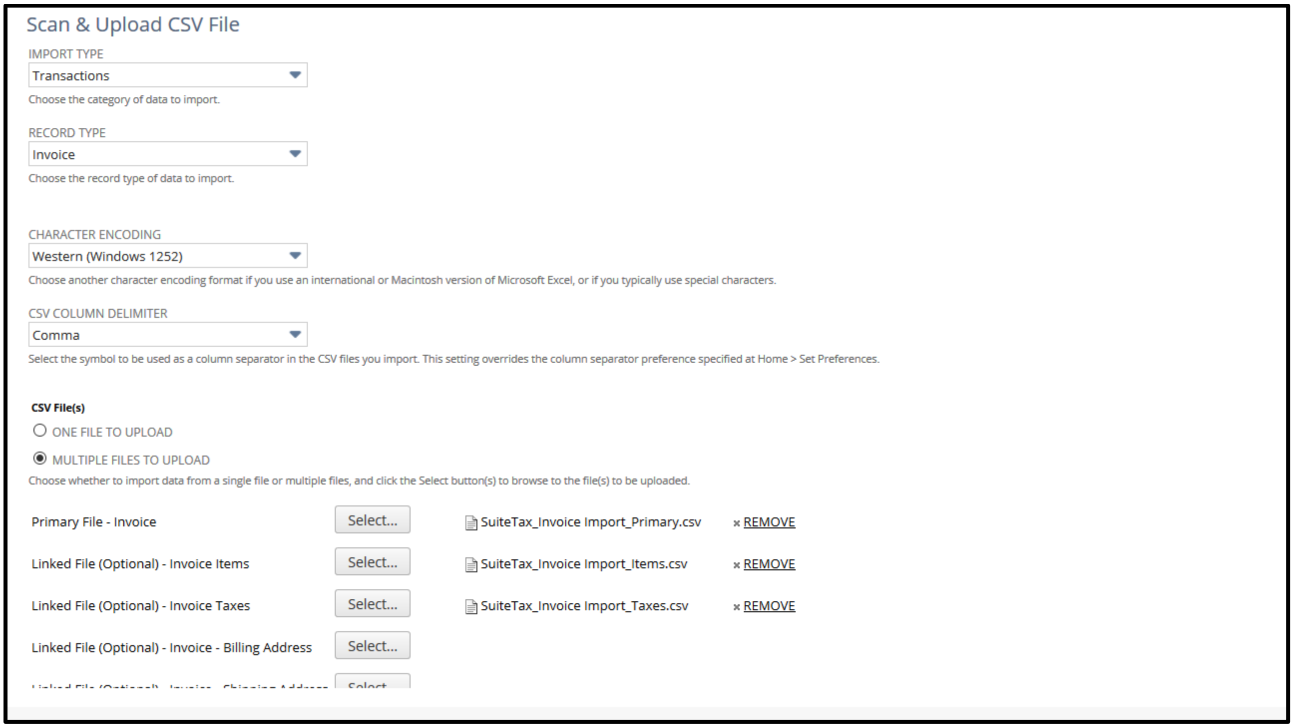
11.5.4. Transactions: Multiple File Import

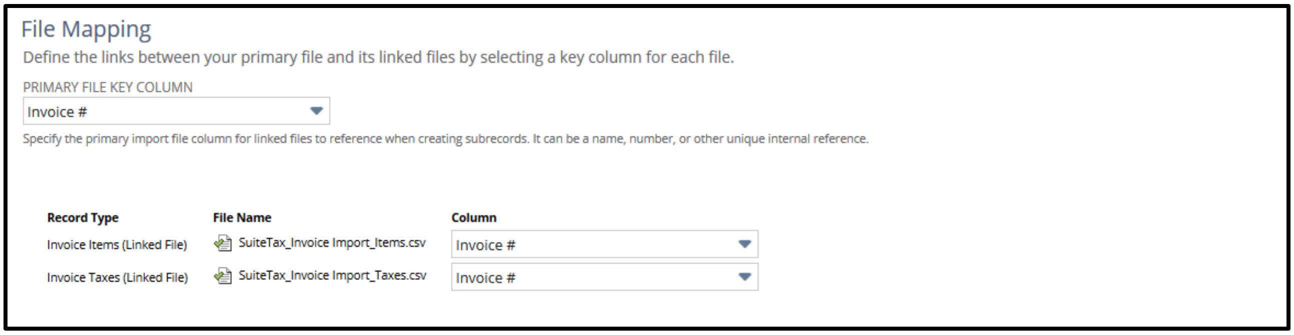
If there's more than one (1) Tax Code applied to each Line Item, you need to use a multiple-file import. Please see below sample Import File (Primary, Items, Taxes), Import Mapping, and Imported Tax Details.

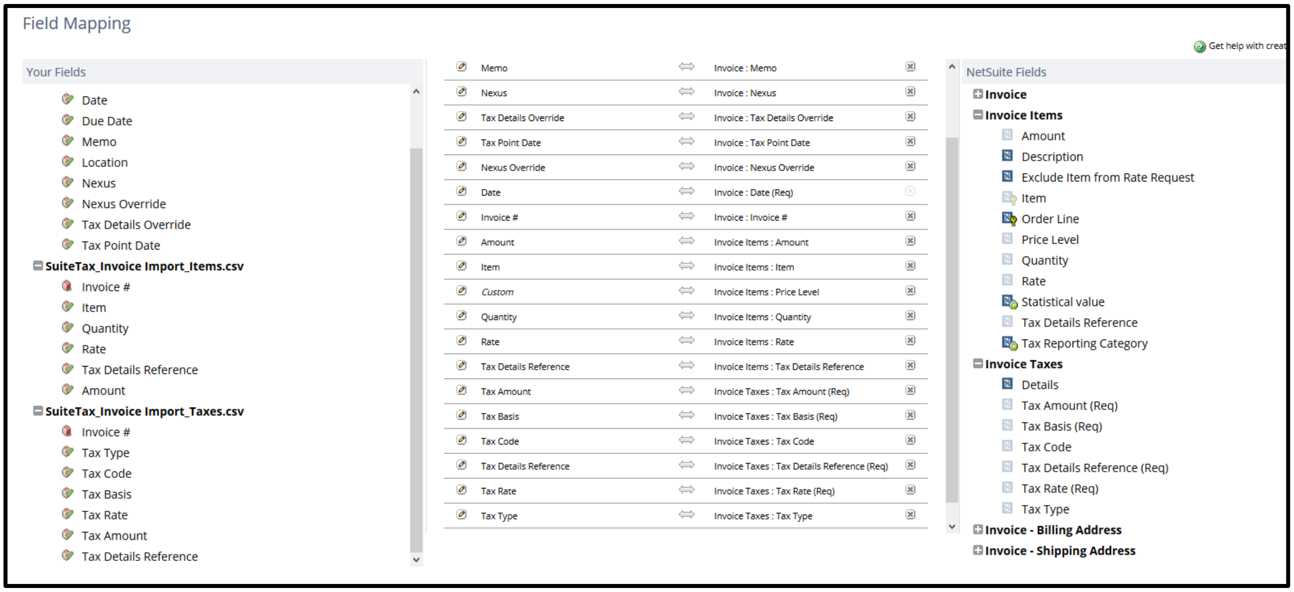
A	B	C	D	E	F	G	H	I	J
Invoice #	Customer	Date	Due Date	Memo	Location	Nexus	Nexus Override	Tax Details Override	Tax Point Date
INV_001	KMCe Corp	02/28/2020	03/28/2020	Test Invoice Import (w/ Tax Details)	New York	United States NY	TRUE	TRUE	

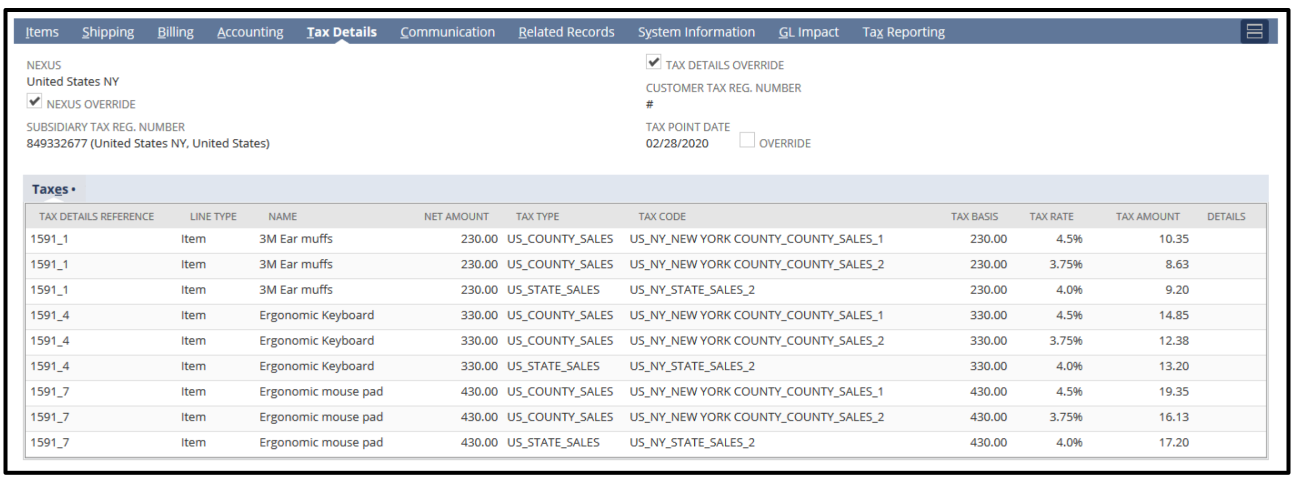
A	B	C	D	E	F	G	H	I	J
Invoice #	Item	Quantity	Rate	Tax Details Reference					
INV_001	3M Ear muffs	10.00	23.00	Line_001					
INV_001	Ergonomic Keyboard	10.00	33.00	Line_002					
INV_001	Ergonomic mouse pad	10.00	43.00	Line_003					

A	B	C	D	E	F	G	H	I	J
Invoice #	Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount	Tax Details Reference			
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	230.00	4.50%	10.35	Line_001			
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	230.00	3.75%	8.63	Line_001			
INV_001	US_STATE_SALES	US_NY_STATE_SALES_2	230.00	4.00%	9.20	Line_001			
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	330.00	4.50%	14.85	Line_002			
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	330.00	3.75%	12.38	Line_002			
INV_001	US_STATE_SALES	US_NY_STATE_SALES_2	330.00	4.00%	13.20	Line_002			
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	430.00	4.50%	19.35	Line_003			
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	430.00	3.75%	16.13	Line_003			
INV_001	US_STATE_SALES	US_NY_STATE_SALES_2	430.00	4.00%	17.20	Line_003			









TAX DETAILS REFERENCE	LINE TYPE	NAME	NET AMOUNT	TAX TYPE	TAX CODE	TAX BASIS	TAX RATE	TAX AMOUNT	DETAILS
1591_1	Item	3M Ear muffs	230.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	230.00	4.5%	10.35	
1591_1	Item	3M Ear muffs	230.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	230.00	3.75%	8.63	
1591_1	Item	3M Ear muffs	230.00	US_STATE_SALES	US_NY_STATE_SALES_2	230.00	4.0%	9.20	
1591_4	Item	Ergonomic Keyboard	330.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	330.00	4.5%	14.85	
1591_4	Item	Ergonomic Keyboard	330.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	330.00	3.75%	12.38	
1591_4	Item	Ergonomic Keyboard	330.00	US_STATE_SALES	US_NY_STATE_SALES_2	330.00	4.0%	13.20	
1591_7	Item	Ergonomic mouse pad	430.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	430.00	4.5%	19.35	
1591_7	Item	Ergonomic mouse pad	430.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	430.00	3.75%	16.13	
1591_7	Item	Ergonomic mouse pad	430.00	US_STATE_SALES	US_NY_STATE_SALES_2	430.00	4.0%	17.20	

12. APPENDIX A: SUITETAX QUALIFYING QUESTIONNAIRE

DESCRIPTION
SuiteTax Qualification Questionnaire – use to assess if account is suitable for SuiteTax enablement. To get a copy of the SuiteTax Qualifying Questionnaire, please reach out to NetSuite Customer or your AMO. Note that this questionnaire gets updated frequently.

SUITETAX QUALIFYING QUESTIONNAIRE (SAMPLE QUESTIONS)

SUITETAX QUALIFYING QUESTIONNAIRE

Note: This information is required in order for the NetSuite SuiteTax team to assess if your account is suitable for SuiteTax enablement. There may be other areas of the product that are not yet compatible with SuiteTax so please ensure you answer the questions fully and accurately.

Completion of this questionnaire does not guarantee SuiteTax enablement.

Enablement in a Sandbox account does not guarantee access in a production account.

NETSUITE ACCOUNT INFORMATION		
Are you a new or existing customer?		Existing customer means production account with transactions
Company Name		
Sandbox Account ID (if you have one)		
NetSuite Production Account ID		
Which account do you want SuiteTax enabled in - Production or Sandbox?		We strongly recommend enablement and testing in a sandbox account first

COUNTRIES AND SUITETAX PARTNER		
List the key countries that you operate in and have tax requirements for using NetSuite?		This helps us understand your requirements and assess if there aare other dependencies like localization in some countries
Who do you intend to use for tax determination (where applicable) All countries USA	Provide NetSuite or Partner fname or each category N/A if not applicable	The SuiteTax partners are Avalara, Sovos, TaxJar, Thomson Reuters, Wolters Kluwer and Vertex

13. APPENDIX B: SUITETAX COUNTRY TAX REPORTS

SuiteTax Country Tax Reports & Bundles

Here are the available country tax reports and its associated bundles. (**SA 88865**) . Before doing any country tax report bundle installation, make sure the **Tax Reporting Framework** bundle (**237699**) is installed on the account.

NEXUS	COUNTRY TAX REPORT	REQUIRED SUITEAPP
Australia	• Australia GST Report: Business Activity Statement	SuiteTax Country Tax Reports JAPAC (ID: 303913)
Belgium	• Periodic VAT Return 625 • Annual Client Listing Form 725 • Belgium Intrastat Report • Belgium EC Sales List	1. EMEA Localization (ID:303903) 2. Belgium Localization (ID:307195)
Canada	• Canada GST Report: GST34 Worksheet	Tax Reporting Framework (ID: 237699)
France	• Periodic VAT Return CA3 • Declaration of Exchange of Goods (DEB)	1. EMEA Localization (ID:303903) 2. France Localization (ID:143437)
	• France Audit Files: FEC Data Extract	SuiteTax EMEA Audit Files (ID:303920)
Germany	• Germany VAT Report: Return Form USt 1A • Germany Intrastat Report • Germany Recapitulative Statement	1. EMEA Localization (ID:303903) 2. Germany Localization (ID:255470) *Note: The Germany Localization SuiteApp is a beta feature. Contact NetSuite Customer Support for assistance.*
	• Germany Audit Files: GoBD Data Extract	SuiteTax EMEA Audit Files (ID:303920)
India	• India Goods and Services Tax (GST) Reporting • Tax Deduction at Source (TDS) Reporting	India Localization SuiteTax Reports (ID:255126)

Ireland	• Ireland VAT Report: Periodic VAT Return – VAT3	1. EMEA Localization (ID:303903) 2. Ireland Localization (ID:325736)
Mexico	• Mexico Audit Files: Electronic Accounting Files	Mexico Localization SuiteApp Installation (ID:272999)
Netherlands	• Periodic VAT Return OB69 • Netherlands Intrastat Report • Netherlands EC Sales List	1. EMEA Localization (ID:303903) 2. Netherlands Localization (ID:307509)
New Zealand	• GST Return 101A	SuiteTax Country Tax Reports JAPAC (ID:303913)
Philippines	• Philippines VAT Report: Monthly Return Form 2550M • Philippines VAT Report: Quarterly Return Form 2500Q • Philippines VAT Report: Quarterly Summary Lists of Sales and Purchases	SuiteTax Country Tax Reports JAPAC (ID:303913)
Singapore	• Singapore GST Report: Return Form F5	SuiteTax Country Tax Reports JAPAC (ID:303913)
Sweden	• Sweden VAT Report: Return Form SKV4700 • Sweden Intrastat Report • Sweden EC Sales List	1. EMEA Localization (ID:303903) 2. Sweden Tax Reports SuiteApp (ID:307400)
United Kingdom	• United Kingdom VAT100 Report • United Kingdom Intrastat Report • United Kingdom EC Sales List	1. EMEA Localization (ID:303903) 2. United Kingdom Localization (ID:303970)

14. APPENDIX C: COUNTRIES SUPPORTED FOR TAX RATE UPDATES*

US and US Territories

US sales and use tax rates database covering general merchandise product categories; excludes any industry specific rates.

International

Basic intra-country VAT and GST rates, if applicable, for international countries; non industry specific.

COUNTRIES		
Albania	Georgia	New Zealand
Algeria	Germany	Nigeria
Andorra	Ghana	Norway
Argentina	French Polynesia	Pakistan
Armenia	Greece	Panama
Australia	Guatemala	Papua New Guinea
Austria	Honduras	Paraguay
Azerbaijan	Hungary	Peru
Bahamas	Iceland	Philippines
Bangladesh	India	Poland
Barbados	Indonesia	Portugal
Belarus	Ireland	Romania
Belgium	Isle Of Man	Russian Federation
Belize	Israel	Rwanda
Bolivia	Italy	Saudi Arabia
Bosnia And Herzegovina	Japan	Serbia
Botswana	Jersey	Seychelles
Bulgaria	Jordan	Singapore
Canada (Includes Provincial Taxes)	Kazakhstan	Slovak Republic (Slovakia)

Chile	Kenya	Slovenia
China, People's Republic Of	Korea (South), Republic Of South Korea	South Africa
Colombia	Latvia	Spain
Cook Islands	Lebanon	Sweden
Costa Rica	Liechtenstein	Switzerland
Croatia (Hrvatska)	Lithuania	Tanzania
Cyprus	Luxembourg	Thailand
Czech Republic	Macedonia	Tunisia
Denmark	Malaysia	Turkey
Dominican Republic	Malta	Ukraine
Ecuador	Mauritius	United Kingdom
Egypt	Mexico	Uruguay
El Salvador	Moldova, Republic Of	Uzbekistan
Equatorial Guinea	Monaco	Vanuatu
Estonia	Montenegro	Venezuela
Ethiopia	Morocco	Vietnam
Faroe Islands	Namibia	Zambia
Finland	Netherlands	Zimbabwe
France	Netherlands Antilles	

** NetSuite's monthly tax rates are powered by CCH® SureTax® from Wolters Kluwer.*

15. APPENDIX D: SUITETAX CONFIGURATION CHECKLIST

Below are some documentations you can use as guide when implementing SuiteTax.

DESCRIPTION	REFERENCE
Configuration Checklist - New NetSuite Accounts (to be used a guide only)	SuiteTax Checklist - NEW ACCOUNTS_De
Configuration Checklist - Accounts Migrating from Legacy Tax to SuiteTax (to be used a guide only)	SuiteTax Checklist - MIGRATING FROM L

16. APPENDIX E: FAQS

QUESTION	ANSWER
What is the expected turnaround time between completing the questionnaire and provisioning of the SuiteTax feature?	7-10 working days
Are there any licence fees for SuiteTax?	There are no licence fees for the NetSuite owned tax engines (SuiteTax Engine and India GST Engine). There will be implementation costs charged by NetSuite consultants or external partners/consultants If you subscribe to a partner- owned tax engine there will be implementation as well as monthly or transaction based fees payable to the partner. Contact details can be found on the Suiteapps.com web page or your ccount manager.
Can I have SuiteTax provisioned to both Sandbox and Production?	Given that SuiteTax is a non-reversible feature, we encourage customers to test SuiteTax extensively in a sandbox environment first. We will only provision SuiteTax to production if: 1. Testing has been completed and verified in a sandbox 2. It's a new NetSuite account w/o a need for a sandbox
What if I don't have a sandbox?	The SuiteTax Team, at its discretion, can provide a free sandbox for a limited 3-month period to a few customers. For details, please reach out to - Krizza Embate kembate@netsuite.com - Kamlesh Rajyaguru krajyaguru@netsuite.com - Radim Valencik rvalencik@netsuite.com or send an email to PMGlobalTax@netsuite.com
How long does it take to implement SuiteTax?	This varies per account. Factors that affect implementation include (but are not limited to): - # of entities - # of subsidiaries - # of nexuses

	- # of items - # of Non-taxability Rules and Exemption Certificates (For US) - # of Tax Schedules (For VAT Countries) - Volume of transactions
What is the recommended timing to stop using Legacy Tax and start using SuiteTax? Do I have to migrate at the end of the month, quarter or year?	Depends on each customer and their subsidiaries. You should consider end of an accounting month or after end of a tax period.
Is there any expected downtime during migration?	Currently yes, but we are aiming for zero downtime by sometime next year. Specific downtime depends on account size and can and should be tested on sandbox.
If I enable SuiteTax, can I abort the migration or disable it later?	No, it is one-way process. That is why the sandbox testing is highly recommended.
When will the Legacy Bundles no longer be available to newly-provisioned customer accounts?	Right now customers have a choice to choose between Legacy tax or SuiteTax depending on what countries they operate in or localisation SuiteApps are SuiteTax compatible Our intention is to have SuiteTax as the default solution for all new accounts from mid 2021
How long will the Legacy Bundles be supported for?	Legacy bundles will be supported for 2 years (approx 2022) and maintained for compliance only. No new features will be added.
Do I have an option NOT to move to SuiteTax?	Right now, yes but at some date in the future (TBD) there will be no option.
Who are the partners that offer SuiteTax integration?	**Avalara** — Charlie Morrisette — Charlie.morrisette@avalara.com **Sovos** — Josh Johnson — Josh.johnson@sovos.com **TaxJar** — Jake Johnson — jake@taxjar.com **Thomson Reuters** — Emre Caglar — emre.caglar@thomsonreuters.com **Vertex** — Marc A. Duclos — marc.duclos@vertexinc.com **Wolters Kluwer** — Joel Poladian — joel.poladian@wolterskluwer.com

What are the next steps in case I encounter errors while setting up SuiteTax SuiteApps?	Contact NetSuite Support
Will this setup guide be updated as new features are released?	We try, as much as possible, to update this setup guide on a monthly basis, or as needed.

17. APPENDIX F: USEFUL LINKS (INTERNAL ONLY)

Useful Links - Internal Teams Only

Below are some useful pages available for Internal NetSuite Teams. All of these are under the SuiteTax Knowledge Base and tend to be regularly updated.

- **SuiteTax FAQs**: https://confluence.corp.netsuite.com/display/SUITETAX/SuiteTax+FAQS
- **SuiteTax Feature Comparison:** https://confluence.corp.netsuite.com/display/SUITETAX/Feature+Comparison+-+SuiteTax+vs.+Legacy+Tax
- **SuiteTax Partner Tax Engines:** https://confluence.corp.netsuite.com/display/SUITETAX/SuiteTax+Partner+Tax+Engines
- **SuiteTax Training Videos:** https://confluence.corp.netsuite.com/display/SUITETAX/SuiteTax+Training+Videos+and+Slides
- **SuiteTax Presentations:** https://confluence.corp.netsuite.com/display/SUITETAX/SuiteTax+Setup+Guide%2C+Presentations
- **SuiteTax Known Limitations:**

  https://confluence.corp.netsuite.com/display/SUITETAX/SuiteTax+Known+Limitations