



## EAS EU Compliance for Magento

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# Table of Contents

<a href="#">Copyright</a>	2
<a href="#">Easy Access Systems</a>	2
<a href="#">Magento</a>	2
<a href="#">Table of Contents</a>	3
<a href="#">Tables</a>	4
<a href="#">Terms and definitions</a>	5
<a href="#">1 Document scope</a>	9
<a href="#">2 Concise description of the EAS system. Functionality, terms, and basic settings</a>	10
<a href="#">2.1 EAS solution overview and main functionality</a>	10
<a href="#">2.2 Registration for EU VAT special schemes</a>	12
<a href="#">2.3 EAS fees, Special postal fee</a>	13
<a href="#">2.4 Input merchandise price</a>	14
<a href="#">2.5 Landed cost calculation</a>	15
<a href="#">2.6 Delivery methods</a>	16
<a href="#">2.7 Merchandise attributes required for EAS system operation</a>	17
<a href="#">2.8 Electronic interface status</a>	21
<a href="#">2.9 Multisource handling</a>	23
<a href="#">2.10 Merchant dashboard</a>	24
<a href="#">2.11 Reporting and VAT correction</a>	24
<a href="#">2.12 EAS system operational time</a>	25
<a href="#">3 Extension installation and setup</a>	27
<a href="#">3.1 Backup and initial preparation of tax settings before the Extension installation</a>	27
<a href="#">3.2 Backup of system and products settings before the Extension installation</a>	28
<a href="#">3.3 Manual installation</a>	30
<a href="#">3.3.1 Manual installation via composer</a>	30
<a href="#">3.3.2 Manual installation via GIT</a>	31
<a href="#">3.4 Installation from Magento marketplace</a>	32
<a href="#">3.5 Extension initial configuration</a>	32
<a href="#">3.6 Manual population of the merchandise EAS system attributes</a>	41
<a href="#">3.6.1 Warehouse country attribute assignment handling without automatic Magento multisource support</a>	43

3.6.2	<a href="#">Warehouse country attribute assignment handling with automatic Magento multisource support</a>	45
4	<a href="#">EAS EU compliance Extension in operation</a>	52
5	<a href="#">Merchant dashboard and reporting</a>	56
5.1	<a href="#">Access to the Merchant dashboard</a>	56
5.2	<a href="#">Merchant dashboard main view</a>	56
5.3	<a href="#">Merchant dashboard functionality and menu options</a>	57
5.3.1	<a href="#">Menu option “Profile Setting”</a>	57
5.3.2	<a href="#">Menu option “Dashboard”</a>	58
5.3.3	<a href="#">Menu option “Orders”</a>	59
5.3.4	<a href="#">Menu option “Invoice”</a>	66
5.3.5	<a href="#">Menu option “Reports”</a>	69
5.3.6	<a href="#">Menu option “VAT Corrections”</a>	87
6	<a href="#">General system limitations</a>	92
7	<a href="#">Document change log</a>	96

## Tables

<a href="#">TABLE 1</a>	14
<a href="#">TABLE 2</a>	16
<a href="#">TABLE 3</a>	16
<a href="#">TABLE 4</a>	19
<a href="#">TABLE 5</a>	38
<a href="#">TABLE 6</a>	47
<a href="#">TABLE 7</a>	75
<a href="#">TABLE 8</a>	96



## Terms and definitions

	Term	Abbreviation	Description
	Business to Business	B2B	Sales occurred between VAT liable parties
	Business to Customers	B2C	Sales that occurred between VAT liable party and non-liable party (final customer).
	Delivered Duty Paid	DDP	The seller pays the costs including import formalities and bears the risks until the agreed destination, where the seller delivers the goods to the buyer by placing them at the buyer's disposal on the arriving means of transport.
	Delivered Duty Unpaid	DDU	An old international trade term indicating that the seller is responsible for the safe delivery of goods to a named destination, paying all transportation expenses, and assuming all risks during transport.
	Disclosed agent	-	A disclosed agent is an agent who acts on behalf of another person (the principal – underlying supplier of goods and services), and who discloses this fact to the End-customer. ... The principal is liable for the VAT on the supplies and must issue a VAT invoice to the End-customer. The End-customer is aware that goods are bought from a third party.
	E-merchant	Merchant	The user of EAS EU compliance Magento extension a legal entity involved in electronic sales via an electronic interface, platform into any EU country which possesses registration for any of the special schemes identified in VAT Directive 2006/112/EC (Union, Non-Union, Import OSS schemes).
	E-merchant operator	Merchant operator	A person authorized by the Merchant for the operation of EAS solution and the Extension, and as such to receive the authorization tokens, request and receive customer support and represent the Merchant towards the EAS
	EAS administrator, operator	-	Authorized EAS employees that manage CRCD within the scope of their responsibilities
	EAS project Oy	EAS	Developer, owner, and operator of EAS EU compliance solution ("the EAS system") and the Magento EAS EU compliance Extension ("the Extension")
	EAS solution	-	EAS EU compliance solution, a comprehensive VAT compliance tool for E-commerce that enables E-merchants to manage EU VAT special schemes and customs data handling including calculation of Landed cost calculation, extensive sales, and fiscal reporting and shipping functionality.

	Electronic interface	EI	Should be understood as a broad concept that allows two independent systems or a system and the end-user to communicate with the help of a device or program. An electronic interface could encompass a website, portal, gateway, marketplace, application program interface (API), etc.
	End-customer	-	End customer (legal or physical person) that purchases goods or services from the Merchant via online solution.
	European Union (country)	EU (country)	Collectively, 27 members of the European Union, EU country is any of 27 EU member states
	Final Customer Representation (sale)	FC REP, FC representation (sale)	Referred to a sale when goods with the intrinsic value of over 150 EUR are directly imported from third countries to the EU End-Customer
	Fixed Establishment	FE	A Merchant's place of business outside of country of registration in one of EU MSs. FE has VAT registration and is involved in sales of goods and services.
	Goods	-	Any physical merchandise that is sold by the Merchant via the electronic store. Goods may be fulfilled from within the EU and from outside of the EU. Limitations on the scope of goods that can be sold with the use of EAS solution and Extension are provided in Annex 1 and available via the self-registration process.
	Import OSS scheme	IOSS	Special VAT handling scheme provided in the E-commerce package and codified in VAT Directive 2006/112/EC 2006/112/EC, Title XII, Chapter 6, Section 4
	Landed cost	LC	Fully calculated final cost of items in the order including all fees, charges, VAT, customs duties payable by the End-customer
	Low-Value Consignments	LVC	Goods with an intrinsic value below 150 Euro.
	One Stop Shop	OSS	The system is available for intra- Community distance sales of goods as well as to certain domestic supplies of goods.
	Non-Union OSS special VAT scheme	-	VAT special scheme for sales of services sold by Non-EU registered Merchants only, as described in VAT Directive 2006/112/EC, Title XII, Chapter 6, Section 2
	Union OSS special VAT scheme	-	VAT special scheme for sales of goods and services by EU registered merchant and goods sold by Non-EU registered Merchants, as described in VAT Directive 2006/112/EC, Title XII,
	Extension (the)	-	Magento 2 extension created specifically for use with Merchants' e-shops that operate Magento 2 software for conducting B2B and B2C sales.

	EAS system		A comprehensive EU VAT compliance SaaS solution that is integrated into Merchant’s sales software and allowing for automatic Landed cost calculation, assigning sales to special schemes and reporting including providing fiscal reports. EAS system consists of various tools and separate solutions and user interfaces, explained in detail in this document
	Services	TBE	Any intangible merchandise that is sold by the Merchant via the electronic store. Services may be fulfilled from within the EU and from outside of the EU. Limitations on the scope of services that can be sold with the use of EAS solution and Extension are provided in Annex 1 and available via the self-registration process.  For merchandise to be attributed to Services, the box “Virtual” should be ticked in the merchandise attributes view.
	Store Keeping Unit	SKU	Individually identified items of goods for storage, handling, and sales management purposes.
	Undisclosed agent	-	An undisclosed agent is someone who acts on behalf of another while holding himself or herself out as principal. The undisclosed agent is liable for the VAT on the supply deemed to be supplied by him or her to the End-customer
	Universal Time Coordinated	UTC	Standard of time identification used by the EAS system date and time stamping and reporting
29. V	Value Added Tax	VAT	The Value Added Tax is a general, broadly based indirect consumption tax assessed on the value added to goods and
	EC VAT Directive	VATD	Regulatory document issued by EC as COUNCIL DIRECTIVE 2006/112/EC with all annexes and applicable implementation

# 1. Document scope

This operation manual (further – “the Manual”) describes the installation, registration, and functionality made available to the Merchant after installation of the EAS EU compliance Extension for Magento (further – “the EAS system”). “Magento” is

- Extension release version 1.0.5
- Merchandise module release version 1.0
- Merchant dashboard release version 1.0
- EAS system release version 1.0
- Manual release version 1.0 (ENG)

This Manual supersedes any short installation and description guides published on the Magento app store or available otherwise and should be considered as the main operation manual and guide for installation and operation of the Extension.

This Manual is used as a reference document for EAS solution support and handling of open tickets.

The English version of this document supersedes any official EAS translations.

## 2. Concise description of the EAS system. Functionality, terms, and basic settings

### 2.1. EAS solution overview and main functionality

All described functionality of the EAS solution is available by installation and setting-up of the EAS EU compliance Magento Extension. The Extension is considered an integral part of the EAS system.

EAS system's intended use is for B2B/B2C sales of goods and services conducted to the EU countries from abroad and within EU countries by E-merchants established in the EU or not established in the EU. EAS solution requires registration for special OSS schemes (depending on the scope of the Merchant's operations). The need for special scheme registration is identified via a self-registration system which is available at a request made via [registration.easproject.com](https://registration.easproject.com). Access to the registration is available with access codes provided by the EAS operator via e-mail [info@easproject.org](mailto:info@easproject.org).

EAS solution and the Extension, if set up properly, do not influence sales made to countries other than EU member states.

EAS system takes into consideration available fixed establishments and registration for VAT in selected countries while calculation merchandise landed cost and assigning sales to specific VAT schemes/reports.

EAS solution calculates landed cost for all items in the End-customer's order at the moment of the sale with all applicable VAT rates (including reduced rates identified on item level) and customs duties (if the goods are coming from outside of the EU). Landed cost is calculated on the item level, so if items that are handled with the application of different VAT special schemes are sold in one order, the items will be separately classified and will be attributed to respective reports with reference to the order.

EAS solution will automatically identify required thresholds for assigning goods to a special Import OSS VAT scheme or standard import.

Depending on the availability of the solution and chosen delivery method the DDP option can be provided to the End-customer.

When needed required customs information is collected, prepared, and provided to the Merchant or its representative directly in the Merchant Dashboard or to the Merchants' customs representative (other EAS solutions and products may be required for customs data transfer)

EAS solution can be used by Merchants that act as Electronic interfaces (as identified in Article 14a(1) and 14a(2) of VAT Directive 2006/112/EC) while selling items provided by underlying suppliers through Electronic interfaces sales software solutions.

EAS solution can be used with different delivery solutions, both postal and courier.

EAS solution does not take into consideration the 10 000 EUR threshold used for micro-organizations for application of local VAT instead of consumption country VAT.

EAS solution identifies requirements for B2B and B2C sales to assign respective Merchant' sales to special OSS schemes (where applicable), domestic sales, and import sales with full compliance to the EU VAT and customs regulations.

B2B goods/services sales are identified as:

- B2B Cross-border sales (goods cross internal EU borders or come from outside of the EU customs Union and services sold from the fixed establishments set up in EU member states which differ from the EU member state of the End-customer).
- B2B domestic sales (sales of goods conducted in countries where the Merchant has VAT presence when goods do not cross internal or international borders and services that are sold from fixed establishments to the End-customers);
- EI facilitation of EU or Non-EU supplied electronic services (Merchant acts as a disclosed agent while selling electronic services to the End-customers);

B2C goods/services sales are identified as:

- Non – Union OSS VAT special scheme sales (only services sold by Non-EU registered Merchants)
- Union OSS VAT special scheme sales (goods and services sold by EU and goods sold by Non-EU registered Merchants);
- Import OSS VAT special scheme sales (goods sold by EU and Non-EU registered Merchants with fulfilment from outside of the EU Customs Union);
- B2C domestic sales (sales of goods conducted in countries where the Merchant has VAT presence when goods do not cross internal EU borders and services that are sold from fixed establishments to the End-customers);
- Direct import (items over 150 EUR or items below 150 sent by Merchants without Import OSS special VAT registration). On the report level, Direct import deliveries are called FC (final customer) Representation scheme.
- EI facilitation of EU or Non-EU Goods/ EU or Non-EU supplied electronic services (Merchant acts as disclosed agent while selling goods electronic services to the End-customers within application pf rules set out in Article 14(a)2 of the VAT Directive 2006/112/EC);

For simplification and landed costs calculation reasons all sales are classified as shown in column "Sales types" in Table 1. It is of no particular relevance to the Merchant on a practical level and is explained only for providing deeper insight into the application of fees and the EAS system reporting.

Accounting and fiscal reporting content relevant to the Merchant is explained in Section 5.3.

All reports including fiscal reports for special OSS VAT schemes that are to be delivered to the tax authorities are provided in the EAS Merchant dashboard.

More detailed information on system requirements is provided further in the articles that describe the setting of merchandise attributes.

Legal limitations, if they apply to the Merchant's scope of business, will be provided based on data received via self-registration.

## **2.2. Registration for EU VAT special schemes**

EAS solution is specifically designed to handle the application of B2C special VAT schemes available for E-merchants in accordance with the E-package introduced into the EU legislation. More information on special VAT schemes and one stop shop can be found at the following link:

[https://ec.europa.eu/taxation\\_customs/business/vat/vat-e-commerce/oss\\_en](https://ec.europa.eu/taxation_customs/business/vat/vat-e-commerce/oss_en).

The main EAS system presumption is that a Merchant that starts using the EAS solution via the Extension is registered for all special schemes that apply to them. Registration information is to be collected via self-registration form or directly by the EAS system operator. Additional consultations are available for Merchants by request.

EAS cannot and will not make the decision for the Merchant to register for any EU VAT special schemes. In case of need and by agreement with the Merchant EAS may register them for the Import OSS scheme and act as its fiscal representative.

There are three special VAT schemes as they are described in VAT directive 2006/112/EC:

- Import OSS scheme, applicable to EU and Non-EU E-merchants (only for goods directly fulfilled to the EU End-customers from outside of the EU);
- Union scheme, applicable to EU and Non-EU E-merchants (EU merchants can use this scheme for goods and services, Non-EU merchants for goods only);
- The Non-Union scheme, applicable to Non-EU E-merchants (Non-EU merchants can use this scheme only electronic services);

Depending on the legal status and availability of VAT registrations in selected countries a Merchant may be registered for all three schemes. The scope of registration required for a Merchant is identified via the EAS self-registration system available as described above in Section 2.1.

Prior to the use of the Extension, the Merchant shall register for all applicable VAT special schemes. EAS support can arrange consultations on the issue of registration for the special VAT schemes.

Import of LVC (parcels with an intrinsic value below 150 EUR) is done with the application of the Import OSS scheme, while if the intrinsic value goes over 150 EUR EAS solution allows direct import of items (for the full description see Section 2.6 below)

Merchants that chose to use the “lite” version of the Extension may use only IOSS special scheme and direct import delivery. They are not to use the Extension for internal EU sales. For more details on the “lite” Extension solution please refer to item 4., section II “Standard VAT reports” (see Section 5.3.5.)

B2B sales are considered as additional to B2C sales.



Certain limitations are levied on the handling of B2B and B2C sales (see the “System limitations” section in the service contract or service general terms for detailed limitations) and Section 6 of this document (only general description). Please, study carefully the System limitations before taking the EAS system into use.

### 2.3. EAS fees, Special postal fee

EAS fees are payable on a transactional basis. Merchant shall refer to the Service contract for applicable fees.

All sales in the order are grouped in a collection of items being sold on the same conditions (order split). As such there may be several splits in an order. EAS fee is applied once to every split in the order unless it is B2B sale – only one EAS fee is applied for the whole B2B order.

For example, if there are 5 items in a B2C order, 2 of which are sold within the Union OSS VAT scheme and 3 are to be delivered to the end-customer from abroad with the use of the Import OSS scheme, EAS transactional fee will be applied twice, first time EAS fee (Union OSS fee) is applied to Union OSS items (it will be split between 2 items proportionally to the cost of the items), the second time the EAS fee (Import OSS fee) is applied to Import OSS items (again it will be split between 3 items proportionally to the cost of the items). Table 1 below describes the applicability of EAS fee types to particular grouping.

EAS fee constitutes a part of the merchandise (customs) value and is added to the intrinsic merchandise cost before application of duties and taxes. If the Merchant maintains inclusive prices in the e-shop and uses the inclusive prices for end-customers, the EAS fee is treated as inclusive in the merchandise cost, thus the landed cost for the EU sold items will always stay the same (see Table 2 and Table 3 on inclusive and exclusive pricing).



EAS fee consists of two parts: set transactional fee and percentage fee (calculated as a percentage of the intrinsic merchandise value).

There are three EAS fee types: Union scheme fee, Non-Union scheme fee, Import scheme fee, Domestic fee. Please refer to your service contract for specific values of

EAS fees applicable to you.

The special postal fee is a specific fee-only attributable to goods imported to the EU under conditions other than the Import OSS scheme. DPO fee is only applicable to the handling of customs process in a particular country and is set for all separate EU MSs. The special postal fee covers expenses of the destination post for customs clearance, or it covers the handling of import of merchandise by EAS and is only applicable to EAS DDP (delivered duty paid) solutions. For more information, please refer to item 4 of Section 5.3.4.

From the legal standpoint, a Special postal fee is a service to the End customer, has no connection with the merchandise sale and exists as a separate service. A special fee is levied by VAT at the FC country of consumption rate.

Sale types	EAS fee type	DPO fee
B2B (B2B intercommunal and B2B domestic) sales	Union scheme fee	No
Union OSS scheme sales		
EI facilitation of goods and services		
B2C Domestic sales	Domestic sales fee	
Non-union scheme	Non -Union scheme fee	NO
Import OSS scheme sales	Import scheme fee	NO
FC representation (direct import) sales		Yes, for EAS DDP situations only

Table 1

All fees will be calculated automatically and invoiced to the Merchant in the monthly invoice.

## 2.4. Input merchandise price

EAS system can work both with inclusive and exclusive input pricing modes. The pricing mode should be determined initially by the Merchant and included in the Service contract. The Merchant that uses the Extension has to implement the following rules to achieve full compliance with the EAS system:

- Both shipment/postal charge and merchandise cost have to be either inclusive or exclusive of VAT. Merchant has to set up the tax status of the shipment input pricing via shipment Extension set-up interface. EAS system will calculate the sum of shipment VAT in proportion to the cost of the merchandise and applicable VAT rates.



The practical result of using the inclusive pricing mode is that the price payable by the End-customer will always be displayed as the price shown in the store. The only two exceptions from this rule are the situations when items are delivered from abroad as FC representation order (direct import both DDU and DDP, see Table 2) or B2B cross border sales with 0 VAT.

## 2.5. Landed cost calculation

Landed cost is the total cost payable by the end customer to the Merchant. It depends on many variables and is calculated for every order. General, LC calculation rules are:

- LC calculation is performed on item level since different items in one order may have different VAT rates and customs duties applied.
- LC calculation is always done in the order currency, EAS fee and Special postal fee is converted to the order currency using current ECB (European central bank) exchange rate.
- Both inclusive VAT and exclusive VAT prices can be used in the EAS system (see Section 2.4)

The underlying process for LC calculation on item level is performed as follows (both for inclusive and exclusive prices):

1. Postal/transportation charges are weighted proportionally on all order items that are identifiable as physical merchandise (goods).
2. EAS fees (both transactional and percentage parts) are weighted proportionally on all order items that are in the same split (see Table 1 above).
3. Weighted part of the postal charges and EAS fees are added to the intrinsic cost of the merchandise and customs duties are applied to the sum (only for direct import sales)
4. VAT is applied to the resulting sum.
5. The special postal fee is added with the end customer country standard VAT rate applied.

In the example below (Table 2) 3 items are sold with exclusive VAT pricing:

- Audio file (union OSS VAT special scheme sale), 20 USD;
- physical merchandise sold from EU (union OSS VAT special scheme sale), 15 USD;
- physical merchandise delivered from abroad (FC representation sale) 200 USD;

Split	Order items	Postal charge, USD	EAS fixed fee, EUR	Special postal fee, EUR	EAS % fee	Displayed merchandise price (VAT exclusive), USD	Import duties, %	VAT rate, %	EAS fee	Landed cost calculated for the end customer	Postal charge for the end customer	Presented to FC		
1	Downloadable service	0	1,00	0,00	2,00 %	20,00	0,00 %	20,00 %	1,61	25,93	30,00	Merchandise cost	\$ 235,00	
2	EU item	30,00	1,50	0,00	2,50 %	15,00	0,00 %	15,00 %	2,19	20,08		Postal charge	\$ 30,00	
3	Item delivered from outside of EU		2,00	10,00	3,00 %	200,00	14,00 %	20,00 %	20,52	309,91		EAS fee	\$ 24,32	
Exchnage rate (EUR to USD)		1,21	Total dispyled order price , USD			235,00			Total EAS fee	24,32	355,92	Total Landed cost calculated for the end customer	Total	\$ 385,92
												Taxes and duties	\$ 96,60	

Table 2

The Resulting Landed cost for items will be 25,93 USD; 22,18 USD; and 337,82 USD respectively.

Split	Order items	Postal charge, USD	EAS fixed fee, EUR	Special postal fee, EUR	EAS % fee	Displayed merchandise price (VAT inclusive), USD	Import duties, %	VAT rate, %	Merchandise price exclusive VAT and EAS fee, USD	EAS fee value	Landed cost calculated for the end customer	Postal charge for the end customer	Presented to FC	
1	Downloadable service	0,00	1,00	0,00	2,00%	20,00	0,00%	20,00%	15,15	1,51	20,00	30,00	Merchandise cost	\$ 185,57
2	Union OSS scheme item (goods)	30,00	1,50	0,00	2,50%	15,00	0,00%	15,00%	10,95	2,09	15,00		EAS fee	\$ 25,08
3	FC representation goods		2,00	10,00	3,00%	200,00	14,00%	20,00%	159,46	7,20	246,42		Special postal fee	\$ 10,81
Exchnage rate (EUR to USD)		1,21	Total dispyled order price , USD			235,00			185,57	10,81	281,42	Total Landed cost for the end customer	Total	\$ 311,42
													Taxes and duties	\$ 77,86

Table 3

The Resulting Landed cost for items will be 20 USD; 15 USD; and 276,42 USD respectively. Please note that the Landed cost price calculated for the end customer is the same as the displayed price for items 1 and 2 thus supporting the approach of inclusive VAT pricing. The calculation for the FC REP item deviates from the displayed price due to the need to add special postal charge and customs duties.

Applicability of VAT, VAT rates for separate items, exchange rates, need to collect customs duties identified automatically at the moment of the sale and depending on the identified sale type.



If Merchant is registered in Finland, VAT on the EAS fee will be calculated additionally. VAT on the EAS fee is not included in LC and is only added to the monthly invoice as a separate entry. It is payable as normal VAT and should be reported in Finnish VAT return as VAT payable on locally purchases services.

## 2.6. Delivery methods

For the correct and comprehensive operation of the EAS system, all shipping methods should be split into “postal” and “courier”. Anytime a new delivery method is added it should be properly configured in the Extension settings. Generally, the Merchant shall assign to “postal” only those delivery methods where the delivery supply chain does not include customs clearance services for parcels with intrinsic value over 150 EUR (DDP or DTP/DPP etc. delivery options).



Delivery method is only important for B2C deliveries from outside of EU to physical end-customers in EU with intrinsic value over 150 EUR. Deliveries within the EU are unaffected by the choice of delivery method.

B2C postal deliveries of items worth more than 150 EUR can be delivered to the end-customers on EAS DDP conditions (delivered duty paid). The choice of delivery is made automatically depending on the destination country. An additional fee for customs clearance is

applicable for EAS DDP. See a list of fees in Annex 2. Full landed cost is calculated for such deliveries at the moment of the sale inclusive of the customs clearance fee. EAS DDP presumes that a specially designed address label provided in the Merchant dashboard shall be attached to the parcel.

B2B postal deliveries are always delivered as DDU.

Non-postal cross border deliveries are handled by couriers chosen by the Merchant as part of shipping Extension's arrangements before the order is transferred for handling by the Extension. The Extension does not calculate any VAT or customs duties for such deliveries.



The Extension has been tested with the most known delivery options available at the Magento marketplace. There may be issues with the handling of courier delivery methods if unofficial or untested delivery Extensions are used.

## 2.7. Merchandise attributes required for EAS system operation

After the Extension is installed and the authentication process is completed, new merchandise attributes will be automatically created in the Merchant's store. Newly created EAS system attributes should be added and filled for each product sold in the store. Though bulk assignment of attributes is a preferable method of assigning merchandise attributes (implemented via the use of the EAS Merchandise module), only the manual attribute assigning process is described further. For bulk assignment of attributes, the Merchant should employ the Merchandise module.



There are two types of merchandise realized in the EAS system: Goods and Services (TBE). For merchandise to be attributed to Services, "This item has no weight" should be set for the item in Product's settings (see Figure 1 below).

The screenshot shows a Magento product configuration interface with the following fields:

- SKU** (global): 21-MD05
- Price** (global): € 45.00, with a link to **Advanced Pricing**
- Tax Class** (website): Taxable Goods
- Weight** (global): kgs, with a dropdown menu set to **This item has no weight**
- Categories** (global): Gear × Bags × Collections × New Luma Yoga Collection ×

Figure 1



Values of additional merchandise attributes influence assignment of VAT OSS special schemes, VAT rates and customs duties calculation.

For EAS solution to operate properly the following merchandise attributes are to be assigned to all items in the electronic store:

Attribute name	Description	Comments
Act as (disclosed) Agent	This attribute should be set to “Yes” for products that are sold by the Merchant acting as agent and only in the cases specified in Section 2.3). By default, the Extension will set “No” to this	This attribute applies to customers that can be considered as Electronic Interface as per <a href="https://ec.europa.eu/taxation_customs/business/vat/online-electronic-interfaces_en">https://ec.europa.eu/taxation_customs/business/vat/online-electronic-interfaces_en</a>
HSCODE	This attribute is used to store customs Harmonized system codes for merchandise. This attribute is only applicable to physical items (goods)  If no code is provided in the Merchant store, the EAS backend will classify the products using an AI mechanism (see section 3.8).	Codes can be found in the link: <a href="https://www.tariffnumber.com/">https://www.tariffnumber.com/</a>
Originating Country	For physical goods, this field is to be populated with the country where the product was produced. This attribute influences the proper Customs Duty rate selection.  For electronic services, it is the country of underlying supplier registration or underlying supplier’s fixed establishment that conducts the sale of	This attribute is mandatory for Merchants acting as EI while selling electronic services. In this case, the attribute should be filled with the country of underlying supplier registration or underlying supplier’s fixed establishment that conducts the sale of electronic services

<p>Reduced VAT for TBE (electronic services)</p>	<p>If customers sell electronic services and a particular service is to be considered as a Reduced VAT rate service, then the attribute needs to be set to “Yes”.</p>	<p>The concept of TBE is described <a href="https://ec.europa.eu/taxation_customs/business/vat/telecommunications-broadcasting-electronic-services/content/what-are-tbe-services_en">https://ec.europa.eu/taxation_customs/business/vat/telecommunications-broadcasting-electronic-services/content/what-are-tbe-services_en</a></p> <p>Since the automation of VAT rates setting for electronic services is not possible the Merchant must define the items that are liable for reduced VAT rate. The application of reduced rate is described in national legislation. Children electronic books can be identified as the most common example of services with a reduced VAT rate. If in doubt leave empty and the standard country VAT rate will be applied.</p>
<p>Seller registration country</p>	<p>This attribute only influences EAS solution operation when the attribute ‘Act as (disclosed) Agent’ is set to “Yes” and the merchandise type is Goods.</p> <p>The attribute is populated by the country where the underlying seller is registered. The value can be either one of the EU countries or any third country.</p>	<p>If this attribute is not filled by the Merchant, the registration country of the Merchant will be used.</p> <p>For proper identification of Union OSS VAT special scheme, it is mandatory to fill this attribute in all cases when attribute ‘Act as (disclosed) Agent’ is set to Yes.</p>
<p>Warehouse country</p>	<p>For physical goods, this field is to be populated with the country where goods are actually located when the sale is being conducted.</p> <p>For electronic services (TBE), this field is to be populated by the country where the responsibility for the sale of services unit (headquarters, fixed establishment etc.) resides.</p>	<p>If E-merchant has non-EU status, it is not allowed to sell EU TBE. Even if E-merchant has a warehouse in the same country where the end user is located. Only EU E-merchants permit to sell EU sourced TBE.</p> <p>Warehouse country attribute for TBE being sold by non-EU Merchant should always be set to a non-EU country.</p> <p>Please, carefully read section 3.6.1. and 3.6.2. on the issue of multisource handling in EAS Magento extension.</p>

Table 4

EAS Extension uses some of the standard attribute fields that already exist in the store.



Special rules are to be used for setting “Warehouse country” in the EAS Magento extension while using multi source scheme within the structure of assigned sources (see Magento manual for assigning sources of merchandise). Precise instruction regarding Warehouse country argument are provided in Sections 3.6.1 and 3.6.2.

Source(s) should also be defined for TBE, with Merchant’s fixed establishments identified as sources/warehouses to make sure that VAT schemes are properly attributed (see explanation in the Table 4 above). When setting up TBE in Magneto store, choose in the “Advance inventory” submenu option “NO” for “Manage stock” (see Figure 2 and Figure 3 below).



Figure 2

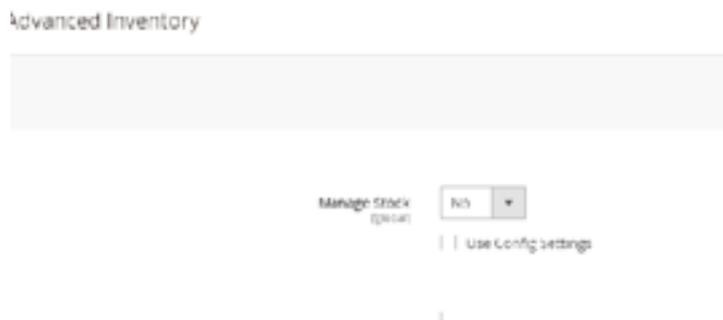


Figure 3



When multisource solution is used in the source settings it is of paramount importance to make sure that adequate management of merchandise sourcing is performed to ensure proper handling of VAT. Do not use Merchandise module for

settings of “Warehouse country” attribute if you use multisource solution. Instead, we suggest use of internal Magento bulk actions for setting the values for this attribute.

“Originating country” is ascribed to standard Magento attribute “Country of manufacture” (see Figure 4 below).

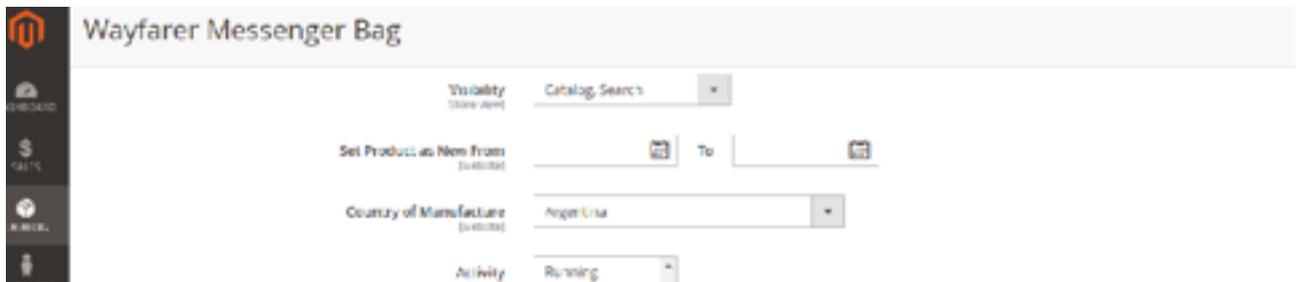


Figure 4

Mapping/adding of specific merchandise attributes can be done manually (see Step 7, Section 3.5) or automatically via a special merchandise handling tool available to the Merchant – EAS Merchandise module.



For unimpeded and functional use of the EAS system, it is suggested that ALL special attributes are populated for all Merchants’ SKUs and no special attributes are left unpopulated.

## 2.8. Electronic interface status

Merchants that act as electronic interfaces, i.e., those E-merchants that sell via their own software sales solutions items that do not belong to them and which only provide their services to the underlying suppliers by connecting such underlying suppliers with the End-customers, can fully implement the use of EAS solution with full compliance to the requirements set for electronic interfaces (EI) in the EU legislation. Additional consultation for such Merchants is available at request.

Merchants shall apply a special merchandise attribute “Acting as (disclosed) agent” while conducting sales in the status of the electronic interface. Acting as disclosed agent attribute should be used only in the following cases:

### ***For the sale of electronic services (B2B and B2C)***

(i) EI facilitates the sale of B2B and B2C electronic services supplied by EU and non-EU underlying suppliers and acts as disclosed agent (EI is not liable for VAT and only needs to keep sales records);

In the above cases of B2B and B2C EI facilitated sales the following attribute also has to be filled for proper operation: “Originating Country” (for electronic services it is the country of underlying supplier or underlying supplier’s fixed establishment that conducts the sale of such services).



Sales of B2C electronic services by EI acting as undisclosed agent end up in Union OSS special VAT scheme (when supplied by EU underlying supplier) or in Non-Union OSS special VAT scheme (when supplied by non-EU underlying supplier), B2B sales of electronic services by EI as undisclosed agent end up in standard B2B sales. Both situations do not require that the attribute “Acting as (disclosed) agent” be set to “true”.

***For the sale of goods (B2C only)***

(ii) EI facilitates B2C sale of EU goods supplied by EU underlying suppliers and acts as a disclosed agent (EI is not liable for VAT and only needs to keep sales records);

(iii) EI facilitates B2C sale of EU goods supplied by non-EU underlying supplier while acting as disclosed or undisclosed agent (EI is liable for VAT under Article 14(a)2 of VAT directive 2006/112/EC) is attributed to Union OSS special scheme;

In all above cases of B2C EI facilitated sales the following attribute also has to be filled for proper operation: “Seller registration country”, “Warehouse country”.



B2B EI facilitated supply of goods is blocked during normal EAS system operation due to the fact that agent status cannot be traced in the same way as for B2C sales. When EI facilitated physical product is to be purchased by a legal entity the sale will be prohibited and the process will return to the cart.

While assessing the sales made by an E-Merchant acting as EI, EAS solution will attribute sales of type (i) and (ii) to the EI facilitated sales report. In these situations, EI is not liable for VAT and only has to keep records of sales.

B2C EI facilitated sales of type (iii) will end up in Union OSS VAT special scheme report (reference to 5).

EAS system is specifically created for EIs using OSS special schemes. In rear situations when EI is not registered for OSS and uses EAS system only for FC representation the following limitations will apply:

NON-EU registered E-Merchants that do not use Union and Import OSS schemes will not be able to make B2C sales acting as EI, the system will revert the sale to the cart.

EU registered E-Merchants that do not use Union and Import OSS schemes will be able to make B2C sales acting as EIs, with EAS properly calculating VAT applicable to the sales.

In complicated situations please book an appointment with EAS specialist prior to taking EAS system in use.

For all special attributes, please, refer to Section 2.7.

## 2.9. Multisource handling

EAS Magento extension supports multisource handling, provided that the Merchant follows rules set in Section 3.6.2 of this manual. Stock configuration does not affect choice of source for filling “Warehouse country” attribute.

There may be three situations that are implemented in a particular Magento store setting:

- I. *Merchant supports multisource handling in the Magento environment and manages stocks in the Magento store (Section 3.6.2)*

The consequences of this scheme application are as follows:

- Merchant, as usual, manages sources and stocks to individual stores/views and handles the stocks.
- Merchant sets fulfillment priority algorithms as usual (distance priority or source priority), if needed applying third party solutions and extensions.
- Merchant does not fill the “Warehouse country” special attribute, EAS will use country warehouse of the Source that is chosen by Magento based on Merchant set priority algorithm.
- EAS Magento extension will limit the Source during shipment to the Source chosen during the sale, i.e., even if there are more than one source assigned to the store/view only one will be available for the shipment (see Figure 40).



Make sure that you set “Enable MSI” to ON in the EAS EU compliance setting (see Section 3.5, Step 4 for this scheme to be enabled).

- II. *Merchant supports multisource handling but does not use Magento environment for stock handling (Section 3.6.1)*

The consequences of this scheme application are as follows:

- Merchant keeps only one source (usually it is the default source set initially during the store installation).
- No fulfillment priority is set.
- Merchant fills the “Warehouse country” special attribute, EAS will use data from this attribute for tax determination. If EAS “Warehouse country” attribute is not filled, EAS will use country data from the Magento default source (or the only available source).
- EAS Magento extension will limit the source during shipment to the source chosen during the sale (see Figure 40).



Merchant should make sure that the default source country attribute is set to the real warehouse country. EAS Warehouse

attribute has priority over Magento default source attribute.

### *III. Merchant does not support multisource handling (Section 3.6.1)*

The consequences of this scheme application are as follows:

- Merchant keeps only one source (usually it is the default source set initially during the store installation).
- No fulfillment priority is set.
- Merchant does not fill the “Warehouse country” special attribute (or uses the same data as in the Magento default source). EAS will use data from the Magento default source (or the only available source) for tax determination.
- EAS Magento extension will limit the source during shipment to the source chosen during the sale (see Figure 40).



Merchant should make sure that the default source country attribute is set to the real warehouse country. EAS Warehouse attribute might be left empty or can contain the same data as Magento default source attribute.

## **2.10. Merchant dashboard**

EAS Merchant dashboard is an integral part of the EAS solution and is accessible to the E-Merchant as part of the EAS EU compliance solution. Merchant dashboard is used for accessing management data, transfer, and reporting functions of the EAS solution. A full description of the Merchant dashboard functionality is provided in Section 5.

## **2.11. Reporting and VAT correction**

EAS system comprehensive reporting is available via the Merchant Dashboard and is described in detail in Section [5.3.4](#).

All EU sales made to the EU end customers are categorized in specific VAT sales reports on item level. So, if an order contains items that are to be assigned to different types of sales (for example, one item to be assigned to domestic sales and another item to Union scheme sale) the items will end up in separate sales reports (domestic sales report and Union OSS special VAT scheme sales report, respectively). References to the underlying sales orders are made in all Merchant sales reports.

There are two types of reports available to the merchant: Standard VAT reports and Fiscal VAT reports.

Fiscal reports are always made in EUR while sales reports are made in the order currencies.

The provided reports can be considered comprehensive depending on whether:

- The Merchant has more than one online store and all stores are integrated within EAS solution, so all possible sales are recorded and reported in EAS system.
- The Merchant conducts any of the following “alternative” sales:
  - Offline sales (phone, e-mail, brick-and-mortar store).
  - Sales of subscriptions.
  - Sales via sales non supported platforms (Amazon, eBay etc.) by EAS. It will be possible that some of these sales will be taken into account automatically at the next release of the Extension.



In other words: only sales that are performed via integrated online shops (i.e., when the Extension is installed) are considered and analyzed by the EAS system. The Merchant would have to supplement Fiscal VAT reports with alternative sales data manually to make them complete.

The next revision of the Dashboard will allow a possibility of manual adding of alternative reporting data into the Fiscal reports. In this revision of the Extension, the data from alternative sales can be added as standard corrections in the current reporting period.

Normally fiscal reports can be corrected for previous periods due to returns and reimbursements. More information on providing corrections can be found in Section [\(5.3.5\)](#) of this document.

## **2.12.EAS system operational time**

EAS solution uses UTC (Coordinated Universal time) as time as standard system time and all transactions are recorded in accordance with UTC. Thus, order acceptance times, reporting periods and differ from local times set in Merchants’ home countries. To make sure that no such discrepancy is evident for EAS reporting, a special setting is introduced in the Merchant dashboard (see Section 5.3.1). The E-Merchant should set up the time zone which is equal to the server on which Merchant’s instance of Magento software is run. To change/check E-Merchant’s server time go to “Stores” → “Configuration” → “General” (see Figure 5) and scroll down to “Locale options” (see Figure 6) where one can check/set server time zone.



Figure 5

Locale Options



Figure 6

The same time zone shall be set up manually in the Merchant Dashboard (see Section 5.3.1).



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

## 3. Extension installation and setup

### 3.1. Backup and initial preparation of tax settings before the Extension installation

Before installation of the Extension is performed, one should backup internal Magento tax settings and deactivate other EU VAT related Extensions.

If the Merchant is not sure about the actions at this stage Merchant's operator shall get in touch with EAS support team.

Current tax rate should be exported before any changes to tax setting in your administrative Magento dashboard are made. To perform export of tax rates.

1. In your administrative view go to "Stores" → "Tax Zones and Rates". Find "Export" button in the upper right corner, chose CSV or Excel in the fold out menu to the right of the button and press "Export" button.
2. Save CSV/Excel file (to enable easy reinstall) to the nominated location (see Figure 7 below)

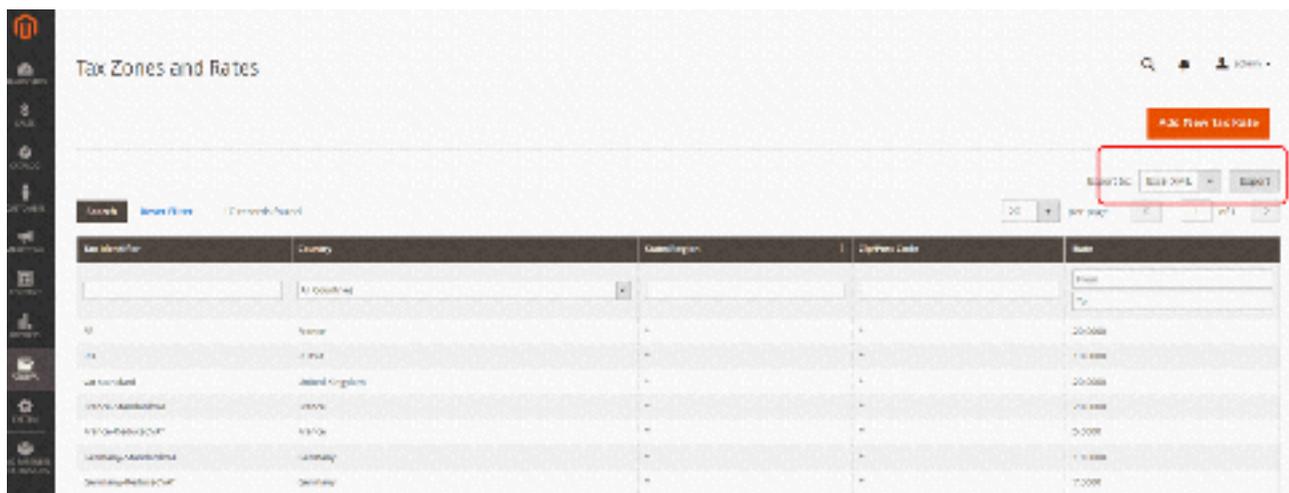


Figure 7



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

Go to Stores → Tax Rules left menu option and remove EU tax rules from the list, by selecting rule to be deleted and pressing button "Delete Rule" in opened window.

Name	Customer Tax Class	Product Tax Class	Tax Rate	Priority	Subtotal Only	Sort Order
Real	Real Customer	Taxable Goods	US-CA-1 Rate, US-CA-2 Rate, US-CA-3 Rate 1	0	0	0
RU	Real Customer	Taxable Goods	RU	0	0	0
Real France StandardVAT	Real Customer	Standard V	France StandardVAT	0	0	0
Real France ReducedVAT	Real Customer	Reduced V	France ReducedVAT	0	0	0
Real Germany StandardVAT	Real Customer	Standard V	Germany StandardVAT	0	0	0
Real Germany ReducedVAT	Real Customer	Reduced V	Germany ReducedVAT	0	0	0

Figure 8

Any Non-EU country tax settings (for countries where the deliveries are made to) should be left in the list, while any tax settings for EU countries should be deleted manually (compare Figure 9 below to Figure 8 above).



Export the settings into the CSV file again (in case you need to upload only non-EU settings if something goes wrong, and all the non-EU settings need to be reinstalled separately). Use procedure described above and save CSV/Excel file separately from the file containing the full set of tax rates.

Name	Customer Tax Class	Product Tax Class	Tax Rate	Priority	Subtotal Only	Sort Order
Real	Real Customer	Taxable Goods	US-CA-1 Rate, US-CA-2 Rate, US-CA-3 Rate 1	0	0	0
RU	Real Customer	Taxable Goods	RU	0	0	0

Figure 9

### 3.2. Backup of system and products settings before the Extension installation

Proper backup of your existing products setting is essential for ensuring safe removal of the Extension and safety of your commercial data. We recommend that procedures described in this section are to be repeated also after the Extension installation as part of quality assurance and data safety internal procedures. Export process is fully described on <https://docs.magento.com/user-guide/system/data-export.html>

The first step is to back up the system, media, and the database. Go to “System” → “Backups” to perform required backups (follow system requests while making backups).

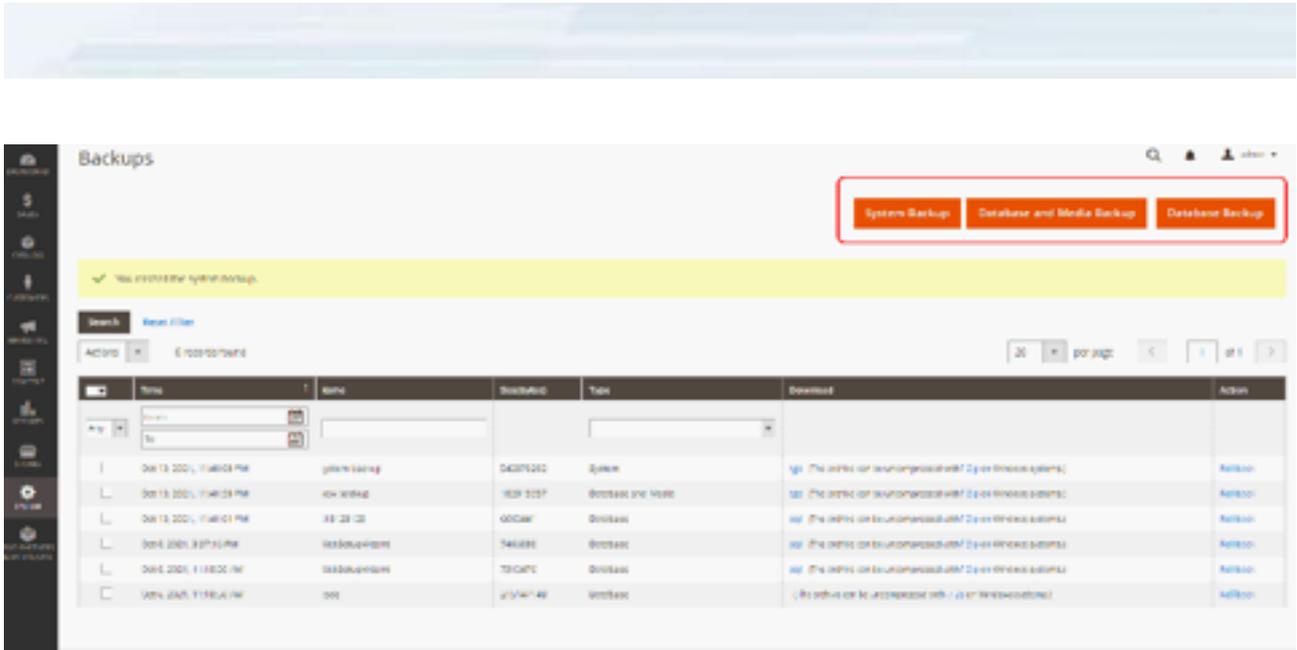
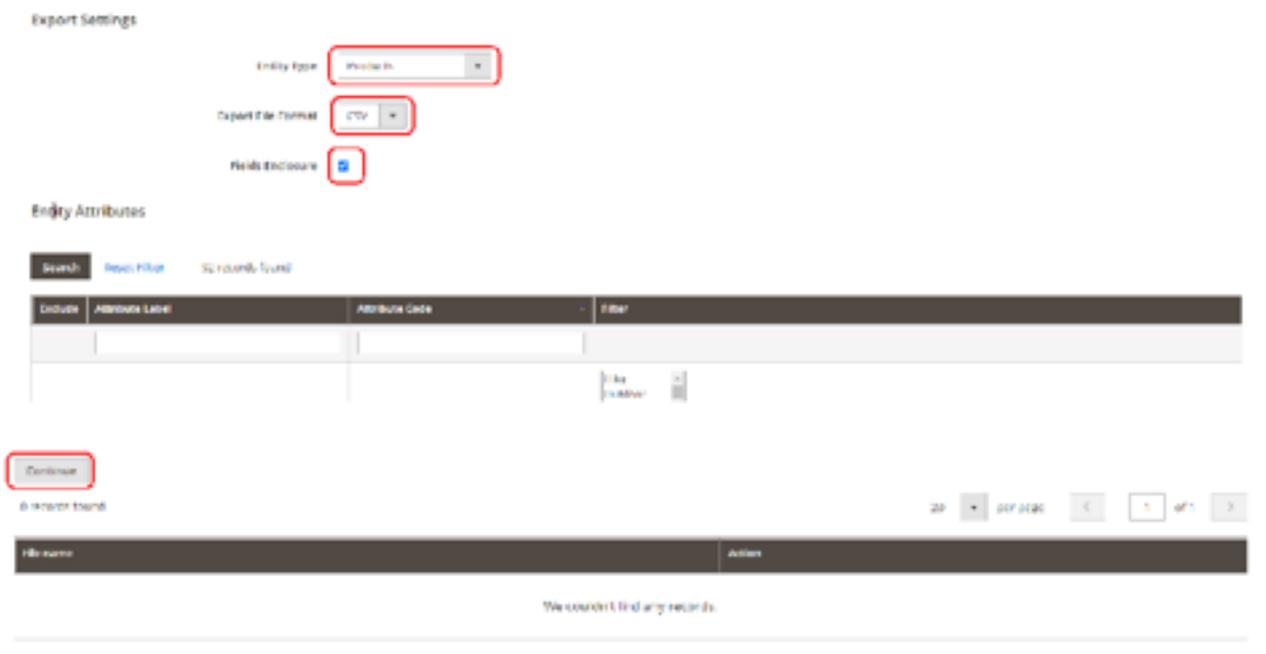


Figure 10

Proper backup will enable full rollback if required.

As second step the merchandise data shall undergo backup, for which the following steps shall be taken:

1. Choose the “System → Data transfer → Export” left menu option in the store administrators’ dashboard and then press the “Export” button.
2. Select Products in the Entity Type drop-down control.
3. Apply filters if needed.
4. Scroll down to bottom of the page.





*composer require eas/eucompliance:dev-master*



Be sure to use PHP version 7.4 or greater ia version of Magento is 2.4\*

4. You should get similar result as on the Figure below.

```
web-app@1ebd43b9c249:~/html$ composer require eas/magento2:dev-master
./composer.json has been updated
Running composer update eas/magento2
Loading composer repositories with package information
In Laminas\DependencyPlugin\DependencyRequirerV2::canPrePoolCreate()
Updating dependencies
Lock file operations: 1 install, 0 updates, 0 removals
  Locking eas/magento2 (dev-master 0cad071)
Writing lock file
Installing dependencies from lock file (including require dev)
Package operations: 1 install, 0 updates, 0 removals
  Downloading eas/magento2 (dev-master 0cad071)
  - Installing eas/magento2 (dev-master 8cad871): Extracting archive
```

Figure 14

5. Installation finished. Please, follow to the configuration section of the Extension to set it up for commercial use (see Section 3.5).

### 3.3.2. Manual installation via GIT

1. Login as root to your web server console using SSH or any other preferred method.
2. Go to installation directory of your Magento instance.
3. Create EAS package directory using command `mkdir app/code/Eas` from root installation directory of Magento.
4. Navigate to newly created directory using command `cd app/code/Eas`
5. Run command `git clone https://github.com//EAS-project-oy/eascompliance Magento`
6. After clone process is finished move to the root installation directory of Magento and run command `bin/magento se:up` to enable module.
7. To generate module classes run commands sequentially `bin/magento s:s:d -f` and `bin/magento s:d:c`
8. Check that EAS EU compliance module for Magento is installed using command `bin/magento mo:st Eas_Eucompliance`
9. You should get similar result as on Figure below

```
web-app@1ebd4359e249:~/htdocs$ bin/magento module:enable Eas_Magento
Eas_Magento : Module is enabled
```

Figure 15

10. Installation finished. Please, follow to the configuration section of the Extension to set it up for commercial use (see Section 3.5).

### 3.4. Installation from Magento marketplace

The Extension is also available for download from the Magento marketplace:

<https://marketplace.magento.com/>

Please, refer to the Magento extension installation documents to install the Extension:

<https://marketplacesupport.magento.com/hc/en-us/articles/360030893872-How-to-uninstall-3rd-party-extension>

### 3.5. Extension initial configuration

Step 1. General EAS EU compliance Extension view

Upon installing the Extension, the “EAS EU compliance” settings page will be available in the Administrators portal of Magento store in Stores → Configuration → EAS EU compliance tab.

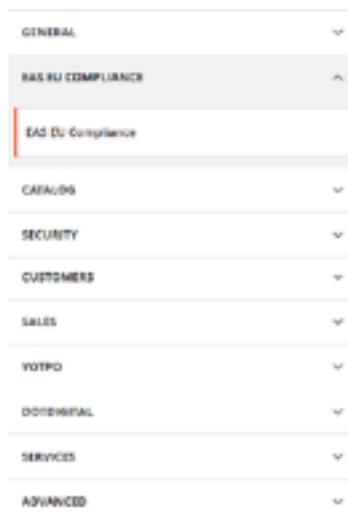


Figure 16

EAS EU compliance Extension setting page have 4 sections:

- General
- Credentials
- Attributes
- Advanced

## Step 2. Connection settings

### Credentials

EAS API Base URL (store view)  1  
Get your credentials here

EAS api key (store view)  2

EAS secret api key (store view)  3

EAS API authorize URL (store view)

EAS API auth keys URI (store view)

EAS API payment verify URL (store view)

EAS API calculate URL (store view)

Figure 17

Input the following connection point for connection to EAS system API (item 1 above) in the Credentials section: <https://internal1.easproject.com/api>. Sign up with EAS Project to obtain authorization keys (items 2,3) via the EAS self-registration system: <https://registration.easproject.com>

If you already registered, then obtain authorization keys in Merchant Dashboard <https://dashboard.easproject.com> (see Section 5).

In the General section select “Yes” in the “Enable this solution box” (see Figure 18 below)

General

Enable this solution (store view)

Shipping methods by post (store view)

Test Rate	Best Way
Dutch Post	Dutch Post
Dutch Post Table Rate	Dutch Post Table Rate

Figure 18

Press “Save Config” button to save changes.

If wrong credentials are input Extension won't activate and an error message will be displayed.

### Step 3. Assigning delivery methods

Refer to Section 2.6 for delivery methods description/use. Delivery methods are assigned after the Extension is installed. The whole list of available shipping methods displayed in the General section of the Extension.

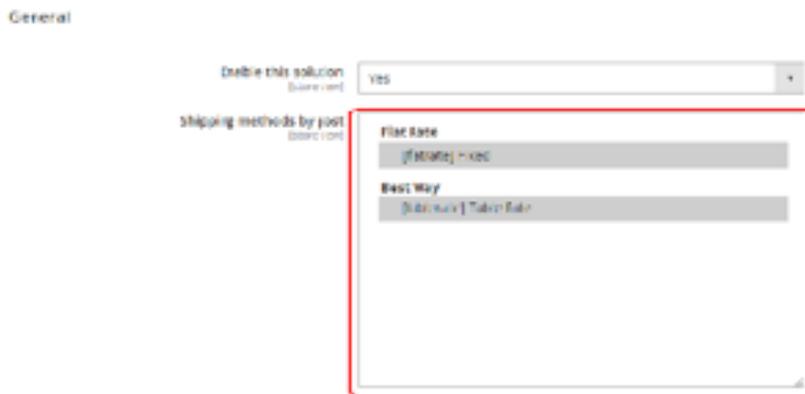


Figure 19

In the “Shipping methods by post” box choose all shipping methods that are to be considered as “postal” by clicking on them (chosen postal methods will be highlighted in blue color).



Figure 20

To exclude delivery method from “postal” just click once again on the selected Delivery method so that background color should be changed to white.

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

Always press “Save Config” at the right upper corner of the page after any changes on the Extension set-up page.

#### Step 4. Multi Warehouse source selection option

In the same General sub-section it is possible to enable or disable multi source handling option for automatic warehouse selection (requirements explained in Sections 2.9, 3.6.1 and 3.6.2.)

In case it has to be Disabled, select “No” in Enable MSI field.

#### General

The screenshot displays the 'General' configuration page. At the top, the 'Enable this solution' dropdown is set to 'Yes'. Below it, the 'Shipping methods by post' section is expanded, showing three methods: 'Flat Rate' (Fixed), 'Best Way' (Table Rate), and 'GLS' (Pick in Store). At the bottom, the 'Enable MSI' dropdown is highlighted with a red border and is set to 'No'.

Figure 21

Alternatively, when multi source solution has to be enabled, select “Yes” in the “Enable MSI” field.

Field MSI selection algorithm should be filled in accordance with the actually used source selection algorithm. Please, refer to Section 3.6.2 for detailed explanation.

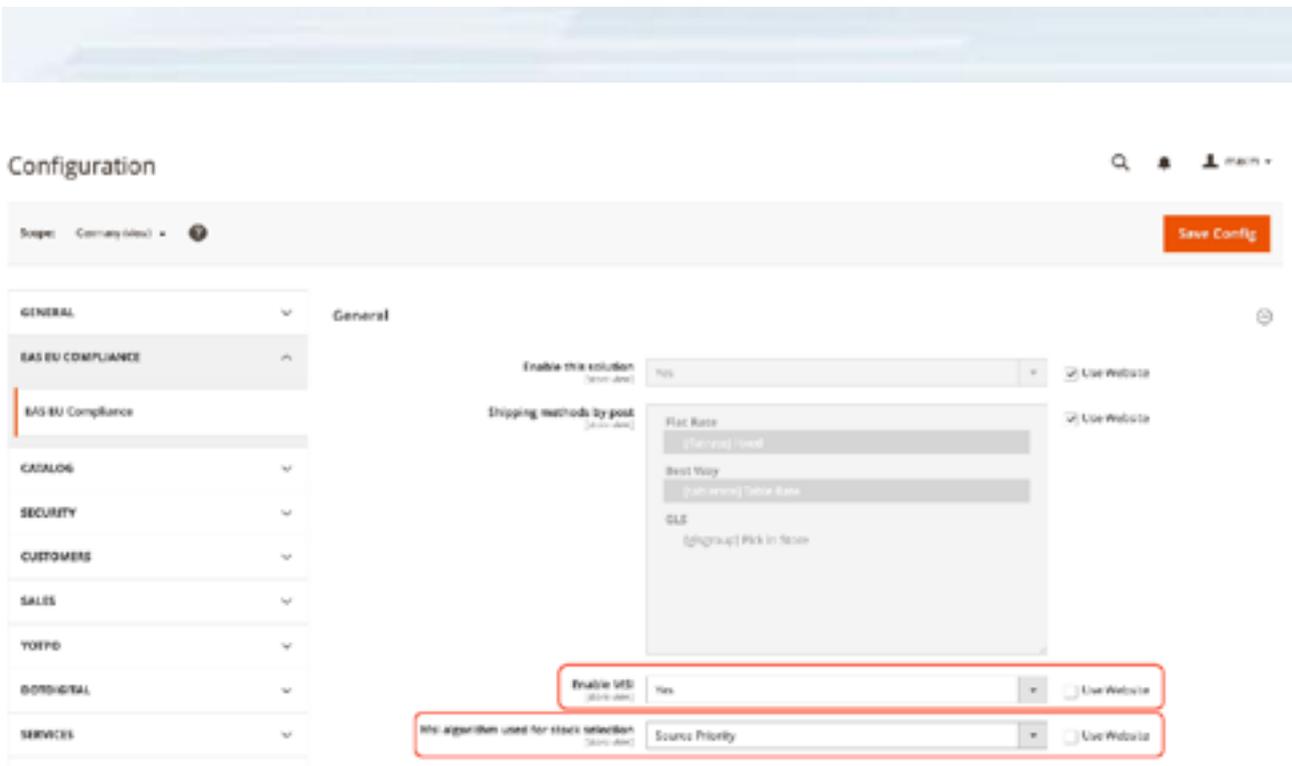


Figure 22

### Step 5. Mapping of merchandise additional attributes

Straight after the Extension installation, the EAS system will create additional attributes for Merchant's products (see Section 2.7 for the attributes description).



The Merchant shall ensure mapping of existing attributes to additional attributes created by the Extension. Mapping procedures depend on the number of merchandise attributes existing in the Merchant's Magento E-shop setting.

The initial settings of EAS EU compliance system special attributes are presented in the Figure 23 below.

#### Attributes

<b>HSCODE</b> <small>(store level)</small>	<input type="text" value="eas_hscode"/>
	<small>Use eas_hscode, if you don't have one</small>
<b>Reduced vat</b> <small>(store level)</small>	<input type="text" value="eas_reduced_vat"/>
	<small>Use eas_reduced_vat, if you don't have one</small>
<b>Seller registration</b> <small>(store level)</small>	<input type="text" value="eas_seller_registration_country"/>
	<small>Use eas_seller_registration_country, if you don't have one</small>
<b>Act as disclosed agent</b> <small>(store level)</small>	<input type="text" value="eas_act_as_disclosed_agent"/>
	<small>Use eas_act_as_disclosed_agent, if you don't have one</small>
<b>Warehouse country</b> <small>(store level)</small>	<input type="text" value="eas_warehouse_country"/>
	<small>Use eas_warehouse_country, if you don't have one</small>

Figure 23



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

Identification and analysis start by checking the existing attributes. Go to the Stores → Attributes → Products menu option (see Figure 24 below).

All existing attributes are displayed in table view. Slugs for EAS system created attributes always start with the “eas\_” prefix and are identified in the “Attribute code” column.

In the example Figure 24 below all EAS system attributes are circled in red (5 attributes: “Act as disclosed agent”, “HSCODE”, , “Seller registration country”, “Warehouse country”).

Attribute Code	Default Label	Required	System	Visible	Scope	Searchable	Use in Layered Navigation	Comparable
color_id	Color(s)	No	Yes	Yes	Global	Yes	Yes	Yes
cost	Cost	No	No	No	Global	Yes	Yes	Yes
country_of_manufacture	Country of Manufacture	No	Yes	Yes	Web site	Yes	Yes	Yes
custom_design	New Item	No	Yes	Yes	New Item	Yes	Yes	Yes
custom_design_from	Active From	No	Yes	No	Store View	Yes	Yes	Yes
custom_design_to	Active To	No	Yes	No	Store View	Yes	Yes	Yes
custom_layout	New Layout	No	Yes	No	Store View	Yes	Yes	Yes
custom_layout_update	Active Layout Update	No	Yes	Yes	Store View	Yes	Yes	Yes
description	Description	Yes	Yes	Yes	Store View	Yes	Yes	Yes
eas_act_as_disclosed_agent	Act as disclosed agent	No	No	No	Store View	Yes	Yes	Yes
eas_harmonized_system_code	Harmonized system code	No	No	No	Store View	Yes	Yes	Yes
eas_reduced_rate	Reduced rate	No	No	No	Store View	Yes	Yes	Yes
eas_seller_registration_country	Seller registration country	No	No	No	New Item	Yes	Yes	Yes
eas_warehouse_country	Warehouse Country	Yes	No	No	Store View	Yes	Yes	Yes
gallery	Image gallery	No	Yes	Yes	Global	Yes	Yes	Yes
gift_message_available	Gift & L. Message	No	Yes	No	Global	Yes	Yes	Yes
harmonized_system_code	Harmonized system code	No	No	No	Store View	Yes	Yes	Yes
image	Base	No	Yes	No	Store View	Yes	Yes	Yes

Figure 24

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

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

EAS attribute	Merchant preexisting attribute	Reason for matching
Act as (disclosed) Agent	No matching attributes	
HSCODE	Harmonized system code	Both attributes are populated by the same data – customs nomenclature code (HS6+ code)

Reduced VAT for TBE	No matching attributes	
Seller registration country	No matching attributes	
Warehouse country	No matching attributes	

Table 5

Further actions based on the performed analysis are as follows:

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

Mapping is performed in the respective section or EAS EU compliance Extension settings view. Compare to the settings shown at the beginning of step 4 (see below Figure 25).

Attributes

The screenshot shows a settings interface with five rows, each representing an attribute mapping. Each row consists of a label on the left, a dropdown menu in the middle, and a note on the right. The mappings are as follows:

- HSCODE** (Merchant view) is mapped to **harmonized\_system\_code** (EAS view). Note: Use eas\_hscode, if you don't have one.
- Reduced vat** (Merchant view) is mapped to **eas\_reduced\_vat** (EAS view). Note: Use eas\_reduced\_vat, if you don't have one.
- seller registration** (Merchant view) is mapped to **eas\_seller\_registration\_country** (EAS view). Note: Use eas\_seller\_registration\_country, if you don't have one.
- Act as disclosed agents** (Merchant view) is mapped to **eas\_act\_as\_disclosed\_agent** (EAS view). Note: Use eas\_act\_as\_disclosed\_agent, if you don't have one.
- WAREHOUSE COUNTRY** (Merchant view) is mapped to **eas\_warehouse\_country** (EAS view). Note: Use eas\_warehouse\_country, if you don't have one.

Figure 25



Press the “Save Config” button after mapping is complete!

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

Deletion is done in the product attribute view. Go to the Stores → Attributes → Product menu option in the main view (see figure below), choose the attribute (“HSCODE” in the example) and press “Delete Attribute” in the opened windows to remove the attribute.

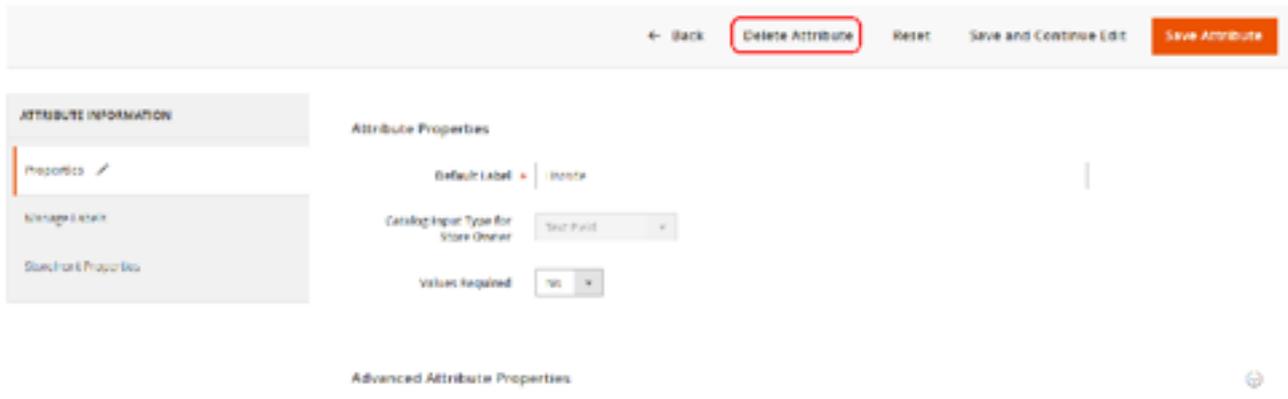


Figure 26

Confirm deletion by pressing Ok on confirmation window.

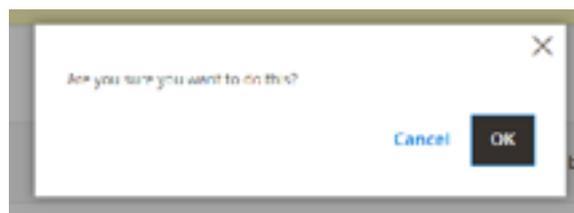


Figure 27

### Step 6. Enabling of shipping to the EU countries

Proceed to Stores → Configuration and look up in General tab for 1<sup>st</sup> parameter – Country Options (see Figure 28). Add either the whole Europe by clicking at “Use system value” box nearby European Union Countries list (see Figure 29) or all individual European countries where you deliver to. EAS solution will be operational in all 27 countries of the EU. Make sure that all other regions where you deliver your products are displayed in Allow Countries list. In Figure 28, then “Use system value” box is marked, all possible countries in the list are selected.

## Country Options

Default Country (France)  Use system value

Allow Countries (France)  Use system value

Zip/Postal Code is Optional for (France)  Use system value

European Union Countries (France)  Use system value

Figure 28

## European Union Countries (global)

Use system value

Australia

Austria

Azerbaijan

Bahamas

Bahrain

Bangladesh

Barbados

Belarus

Belgium

Belize

Figure 29

### Step 7. Ensuring of existing of EU compliance tax settings

After completing EAS Magento extension installation described in Sections 3.3 and 3.4, the Tax Settings are already implemented. To make sure that the EAS Magento extension is installed go to Stores → Configuration and look up for EAS EU COMPLIANCE tab (see Figure 30). If it is in place, then it means that appropriate Tax setting for all EU countries is set.



! Remember to erase all EU Tax Rules to avoid situation of double taxation! (Refer to Section 3.1)

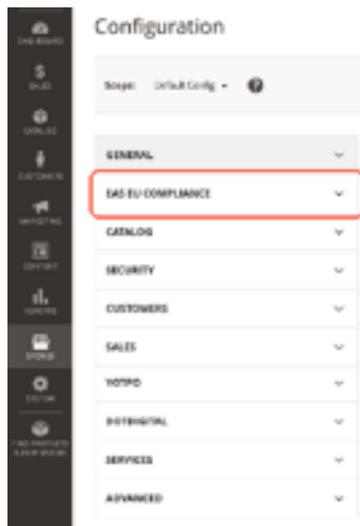


Figure 30

### 3.6. Manual population of the merchandise EAS system attributes

After the mapping of special EAS system attributes is complete (see Step 4 in Section 3.5) is completed some of the special attribute fields are not filled so the Merchant's operator has to fill in the required data.



There are two types of merchandise realized in the EAS system: Goods and Services (TBE). For merchandise to be attributed to Services, "This item has no weight" should be set to in Product's settings (see Figure 1).

To assign values for additional attributes, follow the next steps for each product in the Products section of your store:

1. Open the product where attributes have to be changed.
2. To apply changes to the whole Scope, select All Store Views (see Figure 31).
3. Scroll down until you see EAS additional attributes tab (see Figure 32).
4. In available field choose a proper available value.

## Rocket

Scope: All Store Views ▲ ?

- All Store Views
- Germany (website)
- German (store)
- For all other countries
- Germany (view)
- France
- France
- france

Enable Product [website]

Attribute Set

Product Name + [store view]

Figure 31

### EAS additional attributes

Itacode [store view] 150300

Reduced vat [store view] No

Act as disclosed agent [store view] Yes

Warehouse country [store view] Finland

Seller registration country [store view] Australia

Figure 32

- Once finished with adding all attributes, press “Save” button in the right upper corner.



If “Seller registration country” merchandise attributes are not filled, then the registration country of the shop (default country) will be used instead to populate both of these special attribute fields. Please, make sure that you have acquainted yourself with the attributes description (see Section 2.7) and intended use before you start using the EAS system.



For situation with “Warehouse country” attribute see Sections 3.6.1 and 3.6.2 for multisource handling/single source handling of merchandise in the EAS Magento extension.

### 3.6.1. Warehouse country attribute assignment handling without automatic Magento multisource support



Logic described in this sub section is applied when Merchants do not use Magento environment for handling of merchandise location.

As described in Section 2.9 EAS Magento extension supports all possible operational situations with handling of stocks in Magento. It is decisively not described in this document how sources and stock assignments work in Magento since the goal of this manual is to describe EAS Magento extension behavior in existing and working settings. So irrespective of the existing stock/sources configuration EAS Magento extension will work in the described manner.

In case when the Merchant does not use Magento environment for managing stocks and thus does not fully/properly identify within Magento store the place where merchandise is sold from (i.e., “Warehouse country” argument), the Merchant that uses EAS Magento extension still needs to define the place where the merchandise is sold from due to the EU legislation.



To implement this situation the Merchant has to ensure that “Enable MSI” is set to “No” in the configuration section of EAS Magento extension (see Figure 21).

Further in this scheme the Merchant shall use EAS special “Warehouse country” attribute provided by the EAS Magento extension (see Figure 32) on product level. In the sources section of Magento store there still will be a default store (mandatory set-up option) where the Merchant still shall input real address of the warehouse.

Merchants in reality may still use multiple warehouses (practical warehouses management including shipments may be organized in local ERP system or via EAS Merchant Dashboard), to achieve that the actual warehouse country data should be input on the product level. The Merchant may use bulk assignment (see Figure 33) or singular assignment methods available in Magento or use Merchandise Module (see Section 3.7). Further in Figure 33 ,Figure 34 and Figure 35 the Magento process for bulk assignment of attributes is shown. Note that “Warehouse country” attribute only appears among attributes when the EAS Magento extension is installed.

To bulk assign attributes in the Magento store, go to Administrative menu → Catalog → Products and tick all merchandise for which “Warehouse country attribute” shall be filled, then choose Actions → Update attributes (see Figure 33).

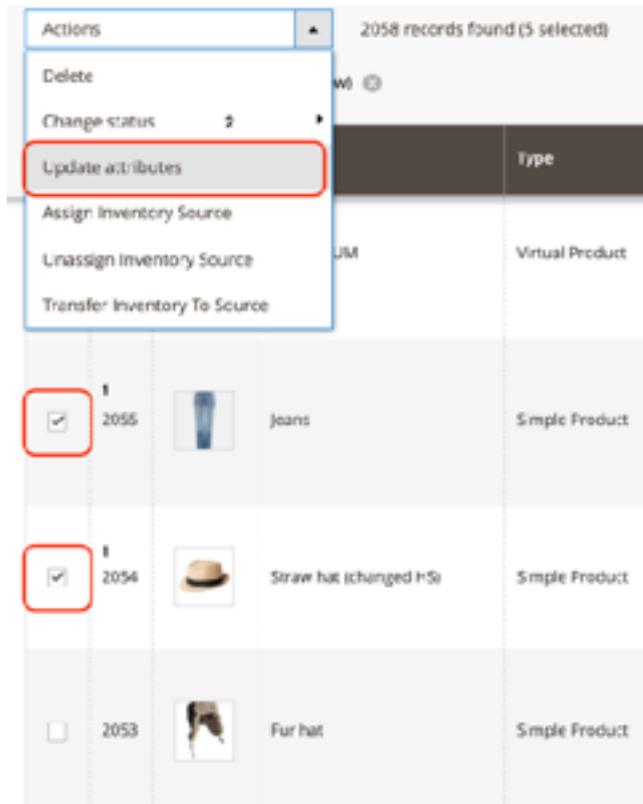


Figure 33

On the next page select to which View you want to assign the Warehouse country attribute.



Magento provides flexible instruments for arranging different Store views. Please, make sure that you consider existing store view settings while performing bulk attribute filling.

In this example, All Store Views was selected, so the changes will apply to all Views.

## Update Attributes

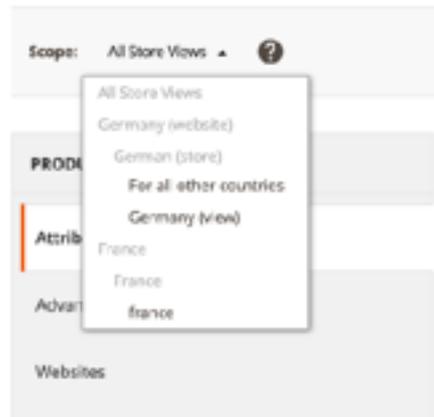


Figure 34

Next step is to select the warehouse country out of the fold down list to be assigned for chosen products.



Figure 35

This is the end of the procedure, now you have updated Source and Warehouse country attribute for bulk of products at once.

The same process in general applicable to simple situations when the Merchant has only one warehouse. In this case the filing of Warehouse country attribute can be done as described above, or, to simplify the process it is enough to properly identify the warehouse address in the default source. EAS Magento extension will apply the warehouse country in accordance with the following priorities:

- First data from the EAS "Warehouse country" special attribute is checked and applied.
- If the EAS "Warehouse country" special attribute is empty, then the country from the default warehouse is used.

### 3.6.2. Warehouse country attribute assignment handling with automatic Magento multisource support



Logic described in this sub section is applied when Merchants use Magento environment for handling of merchandise location and apply multisource approach.

As described in Section 2.9. EAS Magento extension supports all possible operational situations with handling of stocks in Magento. It is decisively not described in this document how sources and stock assignments work in Magento since the goal of this manual is to describe EAS Magento extension behavior in existing and working settings. So irrespective of the existing stock/sources configuration EAS Magento extension will work in the described manner.

The schema with multisource support configured in the Magento environment by the Merchant will not require any changes to the existing multisource settings on the Magento level. But certain settings are still required for the EAS Magento extension. To ensure that EAS Magento extension supports multiple source option, the Merchant must set up EAS Magento extension for the multisource use for which “Enable MSI” option is to be set “Yes” in the configuration section of EAS Magento extension (see Figure 22).

EAS Magento extension also supports priority shipping algorithms but in case when EAS Magento extension is used such algorithms are applied during the purchase and not at the moment of the shipment decision (as the standard Magento process goes). Thus, to make sure that shipping is performed in accordance with the existing algorithm, the Merchant should choose the proper MSI algorithm (“Source priority” algorithm is chosen in the example below, see Figure 22) – it should be the algorithm generally used by the Merchant for the operations. At the moment of the shipment the Merchant will not any longer be able to use the algorithm for choosing the warehouse for an actual fulfillment.



The Merchant will automatically be limited in the choice of warehouse at the moment of shipment – only the warehouse which was chosen by the shipping priority algorithm set in the EAS Magento extension at the moment of the sale will be allowed for the fulfillment. Setting the wrong algorithm in the EAS Magento extension may lead to items being shipped from less favorable warehouse.

Having enabled and set the MSI option and shipping algorithm, the Merchant does not need to set EAS “Warehouse country” attribute, all required country warehouse information for tax determination will be chosen from the existing configuration information on Merchant’s warehouses (see Figure 36).

Address Data 

Country \* Finland

State/Province Helsinki

City

Street

PostalCode \*

Figure 36

An example of multisource warehouse management is provided further. As selected in the Figure 22, MSI algorithm used for stock selection is set to Source Priority.

1. 3 products with 2 different WHs have been selected and purchased (Figure 37) in the store.

<input type="checkbox"/>	2040		cap de france	Simple Product	Default	mug cap	1,80,00	Default Source: 000 French WH: 100 GermanWH: 0	Default Stock: 0 French: 100 German: 70	Catalog Search	Enabled	Germany (selected) France	
<input type="checkbox"/>	2048		vneck Tshirt	Simple Product	Default	mug vneck	425,00	Default Source: 000 French WH: 100 GermanWH: 100	Default Stock: 1000 French: 100 German: 100	Catalog Search	Enabled	Germany (selected) France	
<input type="checkbox"/>	2048		Polo	Simple Product	Default	mug polo	430,00	Default Source: 000 French WH: 0 GermanWH: 100	Default Stock: 1000 French: 0 German: 70	Catalog Search	Enabled	Germany (selected) France	

Figure 37

2. The following country fulfillment information is sent to the EAS backend. The choice of the fulfillment country is made by EAS Magento extension based on the priority algorithm set in the EAS Magento extension configuration page (see Figure 22) and items availability in warehouses (as such “cap de france” was sold from the French warehouse since 0 items are available in Germany).

Product name	Warehouse country
cap de france	France
Vneck Tshirt	Germany
Polo	Germany

Table 6

Based on the warehouse country information it is clear that there will be 2 separate shipments created in the Magento shipment system – one from France and at least one from Germany.

3. To fulfill the shipment the Merchant's operator performs the usual actions, so in the administrative menu the following options are chosen: Sales → Orders, the order is chosen from the list (Figure 39).

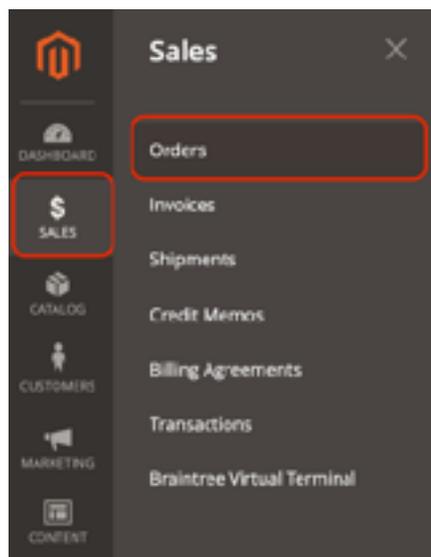


Figure 38

4. Ship button is pressed (Figure 39).



Figure 39

- For the first shipment EAS Magento extension has limited the shipment warehouse to the German warehouse (Figure 40) – the ONE initially chosen by the extension.

Source Selection

← Back Proceed to Shipment Source Selection Algorithm

Select a Source to Ship from

Source   
 German WH

Items Ordered

Product	SKU	Qty To Ship	Available Sources									
Car de France	magcarfr	1	<table border="1"> <thead> <tr> <th>Source</th> <th>Qty Available</th> <th>Qty To Deduct</th> </tr> </thead> <tbody> <tr> <td>French WH</td> <td>100</td> <td><input type="text" value="1"/></td> </tr> </tbody> </table>	Source	Qty Available	Qty To Deduct	French WH	100	<input type="text" value="1"/>			
Source	Qty Available	Qty To Deduct										
French WH	100	<input type="text" value="1"/>										
Wash Tablet	magwash	1	<table border="1"> <thead> <tr> <th>Source</th> <th>Qty Available</th> <th>Qty To Deduct</th> </tr> </thead> <tbody> <tr> <td>German WH</td> <td>100</td> <td><input type="text" value="1"/></td> </tr> <tr> <td>French WH</td> <td>100</td> <td><input type="text" value="0"/></td> </tr> </tbody> </table>	Source	Qty Available	Qty To Deduct	German WH	100	<input type="text" value="1"/>	French WH	100	<input type="text" value="0"/>
Source	Qty Available	Qty To Deduct										
German WH	100	<input type="text" value="1"/>										
French WH	100	<input type="text" value="0"/>										
Polo	magpolo	1	<table border="1"> <thead> <tr> <th>Source</th> <th>Qty Available</th> <th>Qty To Deduct</th> </tr> </thead> <tbody> <tr> <td>German WH</td> <td>100</td> <td><input type="text" value="1"/></td> </tr> </tbody> </table>	Source	Qty Available	Qty To Deduct	German WH	100	<input type="text" value="1"/>			
Source	Qty Available	Qty To Deduct										
German WH	100	<input type="text" value="1"/>										

Figure 40

- Shipment information on the conclusion of the first shipment is presented in the Figure 41 - 2 items are being shipped from the warehouse in Germany.

Items to Ship

Product	Qty	Qty to Ship
Wash Tablet SKU: magwash	Ordered: 1	<input type="text" value="1"/>
Polo SKU: magpolo	Ordered: 1	<input type="text" value="1"/>

Shipment Total

Shipment Comments  
comment text

Shipment Options  
 Append Comments  
 Email Copy of Shipment

Figure 41

- Second shipment initiated in the same usual way by applying standard Magento instruments (Figure 42).

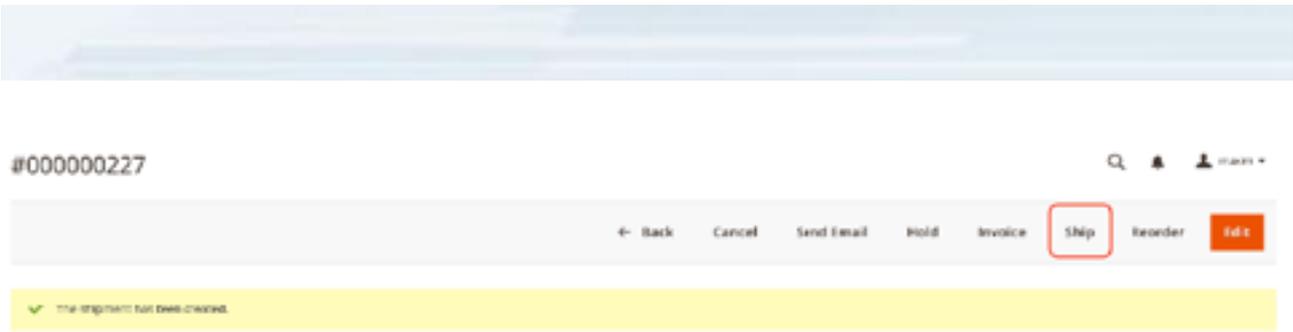


Figure 42

For the second shipment EAS Magento extension has limited the shipment warehouse to the French warehouse (Figure 43) – the ONE initially chosen by the extension.

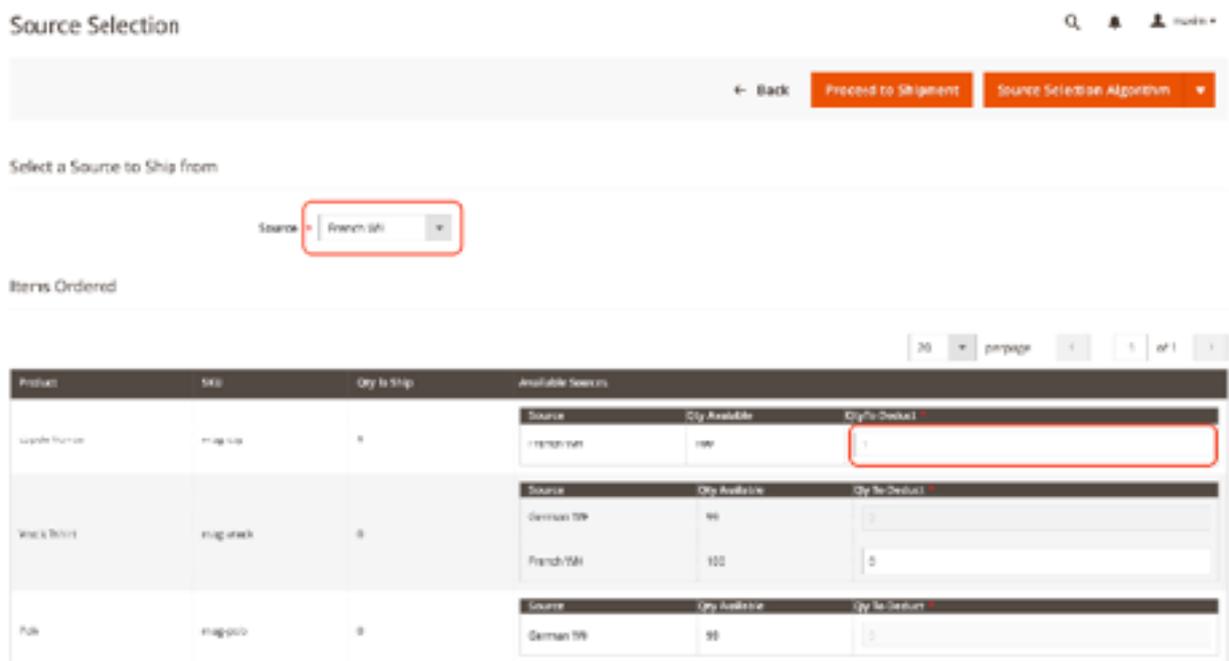


Figure 43

8. Shipment information on the conclusion of the shipment is presented in the Figure 44 – 1 item is being shipped from the warehouse in France.



Figure 44

As expected, 2 shipments have been created from 2 different warehouses (Figure 45) to fulfil the order. Shipment information coincides with tax determination data collected by EAS backend (see Table 6 above).

ID	Purchase Point	Purchase Date	Bill to Name	Ship to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Allocated Sources	Invoice Transaction Source
20000027	Germany (Berlin) Germany (Bielefeld) Germany (Frankfurt)	Dec 9, 2021 4:14:59 PM	Test Test	Test Test	€100.00	€100.00	Pending	<a href="#">View</a>	Germany (Bielefeld) Germany (Frankfurt)	

Figure 45

Dec 9, 2021 4:14:59 PM | Pending | Customer **Not Notified**  
Eas confirmation: product with sku mag-polo should be shipped from GER123 stock

Dec 9, 2021 4:14:59 PM | Pending | Customer **Not Notified**  
Eas confirmation: product with sku mag-vneck should be shipped from GER123 stock

Dec 9, 2021 4:14:59 PM | Pending | Customer **Not Notified**  
Eas confirmation: product with sku mag-cap should be shipped from FR123 stock

Figure 46

Additionally, EAS Magento extension provides notification on the shipment data to the Merchant to visualize basis for the tax determination decisions (see Figure 46).

## 4. EAS EU compliance Extension in operation

The Extension does not change the user experience of the person who visits the Merchants E-store. All standard functions of the Magento store are available including store browsing, display view options, delivery methods and checkout procedures.

So, the prospective customers can add products to the cart normally and proceed to chosen checkout.

After filling in required fields on Shipping page, the customer presses “Next” button and at this moment EAS back-end receives order data and returns results of landed cost calculations back on the Review and Payments page. In practice, the customer sees firstly Order Summary without tax on the Shipping page, afterwards the landed costs (taxes, import duties, delivery cost and EAS fee) are calculated and shown in Order Summary on the Review & Payments page.

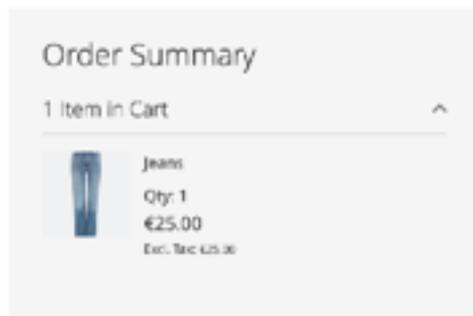


Figure 47

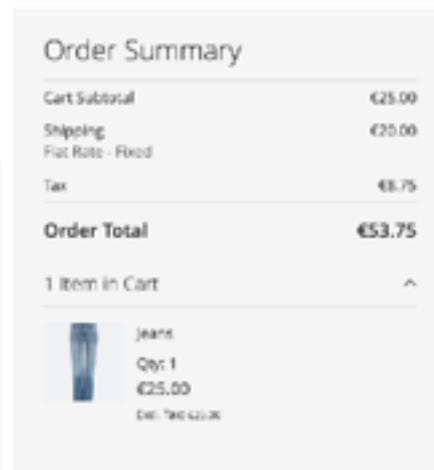


Figure 48

By pressing “Next” button, the EAS Magento extension collects cart and shipping information and redirects the user directly to the final the Review & Payments page (Figure 50) or to the EAS Confirmation page or (see Figure 49).

Confirmation page is displayed when additional information or confirmation from the end customer is required. This happens when:

- Fulfillment is performed from 3<sup>rd</sup> country.
- It is a B2B sale (domestic or intra-communal).

Content of the Confirmation page depends on applicable VAT conditions. The end customer needs to fill in some personal data/company VAT number, to confirm calculations result and representation statement by pressing the “Confirm” button. When requested, end customer has to input either the national personal ID number or the date of birth. This information will be kept by EAS and will not be visible/available to the E-Merchant.

Confirm Representation English ▾



**Personal info**

FC Name Title	
FC First Name	Test
FC Last Name	Test
Delivery Address Line 1	Test
Delivery Address Line 2	
City	Helsinki
State/Province	Etelä-Karjala
Postal Code	00690
Country	Finland
Phone	+358000000000
Email	mail@mail.com

**Delivery info**

Payment Currency	EUR
Merchandise Cost	25
Postal Charge	5
Taxes and Duties	7.5
EAS Fee	1.25
Delivery to a Person	Yes

Customer Personal ID:

Customer Date of Birth:

\* Customer Representation Terms:  I hereby give expressed consent to EAS system project Oy to represent me in the process of customs clearance of goods supplied under this order on conditions as specified in detail in [Link](#)

Notes: N/A

Figure 49

Confirmation page is available in several languages (language can be chosen from the menu at the top of the page).

After confirmation, the user is redirected back to the Review & Payments page and the “Place Order” button is displayed (Figure 50).

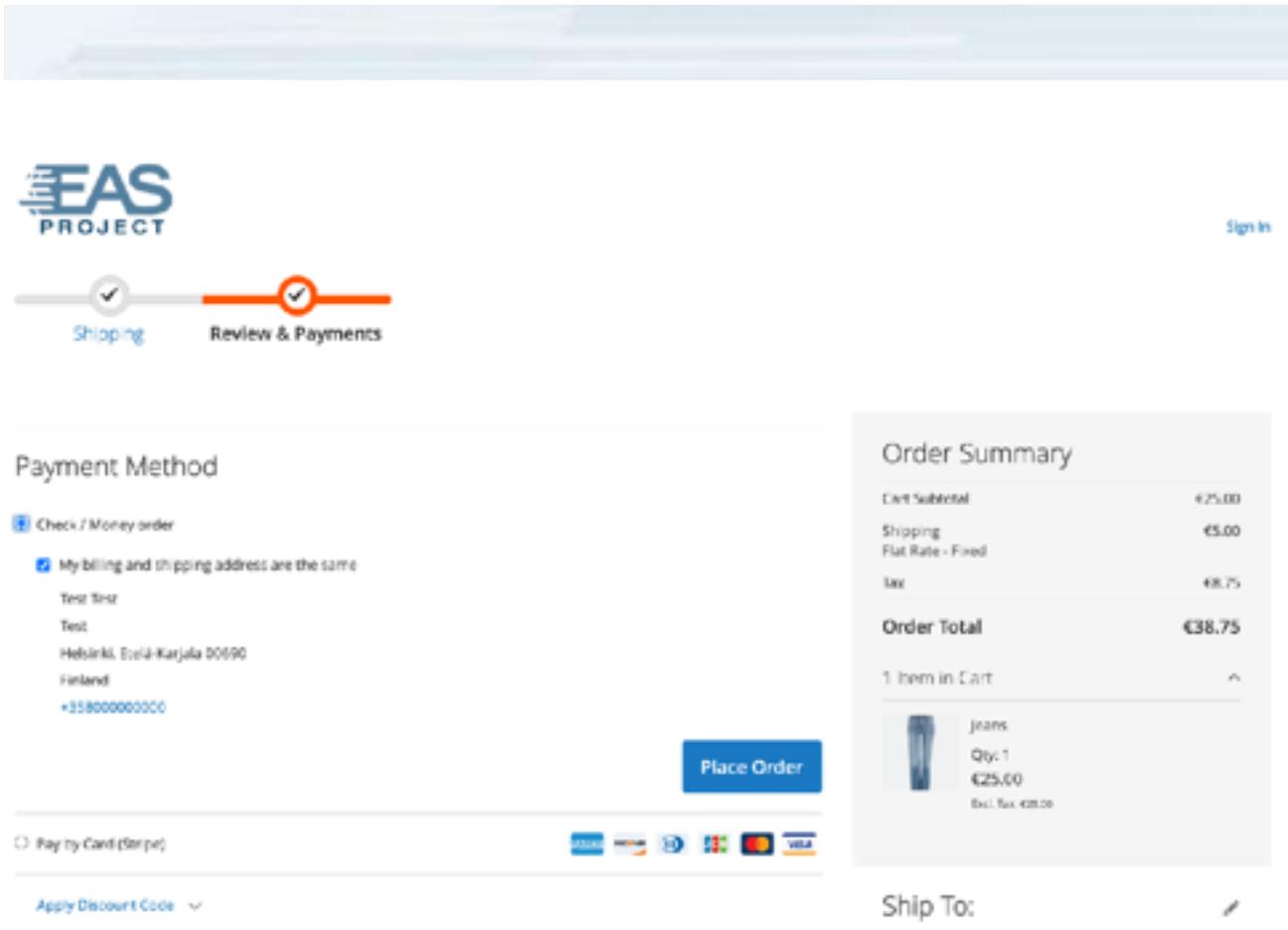


Figure 50

At this stage, the landed cost has been calculated and result is returned to the end customer, so the user can see the full price with “Tax” representing the amount of taxes and duties payable and applicable delivery cost.

The user should now select a preferred payment method and proceed to the Payment step.

The final confirmation page is shown after the order is paid (Figure 61). This is the end of the ordering process.

## Thank you for your purchase!

Your order # is: 000000126.

We'll email you an order confirmation with details and tracking info.

[Continue Shopping](#)

You can track your order status by creating an account.

Email Address: mail@mail.com

[Create an Account](#)

Figure 51

After the order is placed, change of payment status of the order in administrator's section of the Magento from pending to processed will notify EAS API on the order payment status change. Order will be marked by EAS system as "Paid" in the back end and made visible in the EAS Merchant dashboard.

## 5. Merchant dashboard and reporting

From the moment of the Extension registration, the Merchant is allowed to access and use the Merchant dashboard, a specific user interface created for holding and managing order and shipment data, customs data, labelling and reporting, including fiscal reports for all special schemes.

### 5.1. Access to the Merchant dashboard

Access to the Merchant dashboard is done via the login page URL: <https://dashboard.easproject.com>.

Access credentials (Username (1) and password (2)) are to be entered at the login page:



Figure 52

Username and password for the EAS Merchant dashboard are provided after registration to the registered Merchant e-mail.

### 5.2. Merchant dashboard main view

If proper access credentials are used, the following view becomes visible:

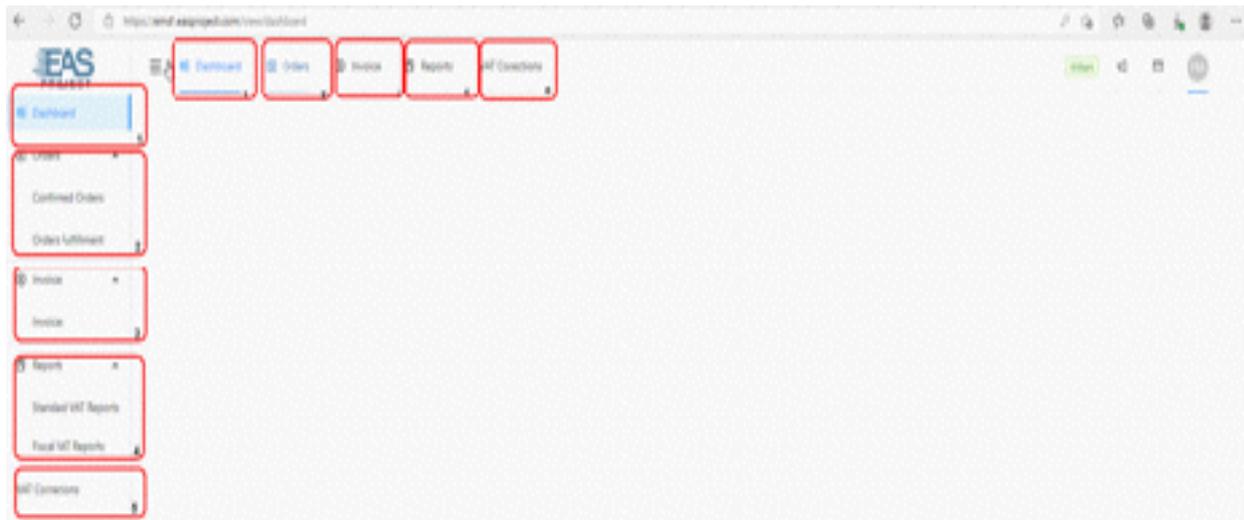


Figure 53

Five identical menu options are placed vertically on the left side and horizontally at the top of the page. Vertically placed menu options are expandable with sub-options remaining visible, while the horizontally placed menu options only fold out for using a chosen sub-option.

Merchant dashboard menu options (sub-options in the brackets):

1. Dashboard. The option is used only to remove any visible information visible on the main view area.
2. Orders (Confirmed orders, Orders fulfilment) The option is used for displaying the list of Merchant orders (with the possibility of filtering) and fulfilment of orders.
3. Invoices. The option displays issued invoices with the designation of payment status.
4. Reports (standard VAT reports, Fiscal VAT reports). Regular reports are displayed in this view.
5. VAT corrections. Choosing this option allows input of VAT corrections into fiscal VAT reports.

For a detailed description of menu options refer to Section 5.3.

## 5.3. Merchant dashboard functionality and menu options

### 5.3.1. Menu option “Profile Setting”

In the Merchant dashboard, in the right upper corner there is a profile logo (PM in this case). By clicking on it, the drop-down list appears. By clicking on Profile button, a Profile menu appears.

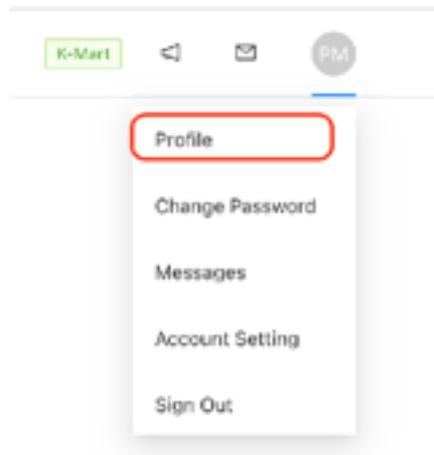


Figure 54

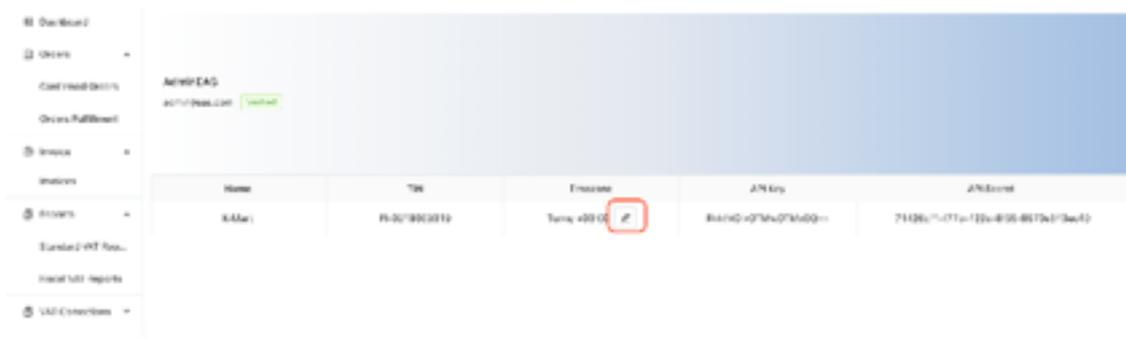


Figure 55

In Figure 55 it is possible to change Time Zone by clicking on the Pencil button.

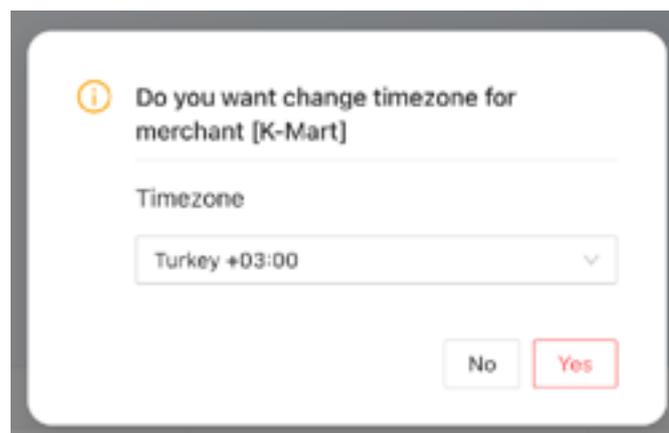


Figure 56

Here it is possible to select needed Time Zone (Figure 56). Please, refer to Section 2.12 for description of service time and practical application of the setting.

### 5.3.2. Menu option “Dashboard”

The option can be chosen at any time. Pressing the “Dashboard” button on horizontal or vertical menu line-ups leads to clearing of the main view.

### 5.3.3. Menu option “Orders”

Pressing the “Orders” button allows displaying the list of all orders that have been placed by end-customers with the Merchant (“Confirmed orders” sub-option) and for managing order shipments (“Orders fulfilment” sub-option).

#### “Confirmed orders” sub-option

This sub-option is to be used for manual setting of orders’ payment status and for checking the list of all orders (filtering can be applied).

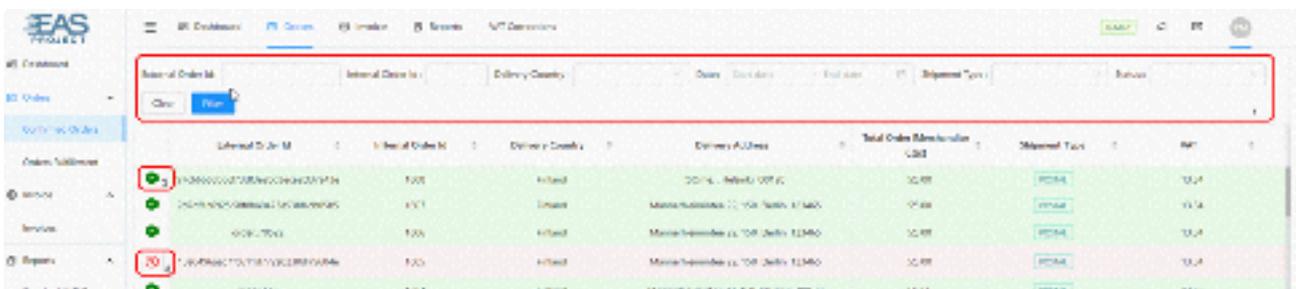


Figure 57

1. In view of area 1, it is possible to see filtering options. List of displayed orders can be filtered by external order id, internal order id, effective date range, postal/courier shipment type and payment status. By pressing the “Clear” button one can reset all filtering options.
2. Green tick (2) designates orders which have been paid (automatically during the checkout or marked manually in the Merchant dashboard).
3. The dollar sign (3) designates orders which have been placed but not paid yet. Pressing the dollar sign opens the payment confirmation menu:

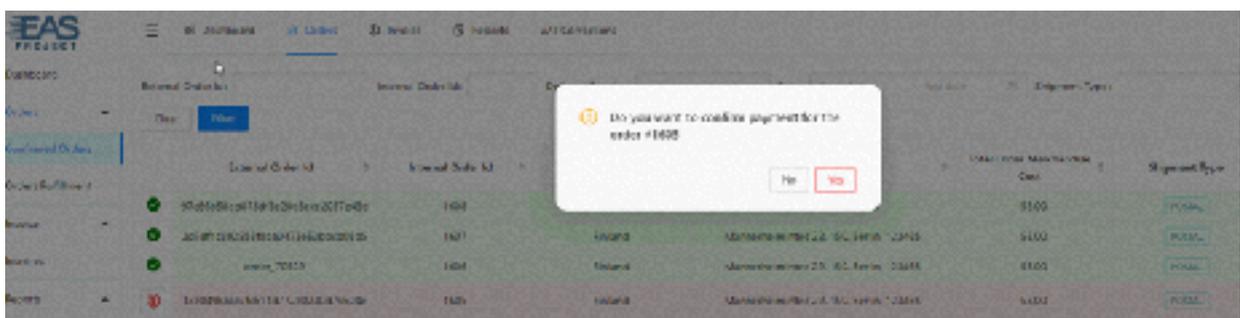


Figure 58



Note that there are two ways to change order payment status in case order payment is being differed. The change can be made by the E-Merchant in Merchant Dashboard manually on the day when the payment has been accounted for (see Figure 57) or the status could be changed directly in Magento by approving the order's payment (updating order status to "Processing" or "Complete"). To do so, press "Invoice" button in Order View (Figure 59) and afterwards scroll down and press "Submit invoice" bottom at the bottom of the page (Figure 61). The order payment status in the EAS Merchant Dashboard will change accordingly. Please note that in both methods only singular item change is available, so it would not be possible to have bulk payment status change.

*When customer uses check/delayed payments, firstly the status is Pending for payment, then after manual approval (creating Invoice) the status is changed to Processing and only after shipping the order the status is set to Complete. (Understand how shipment could be automated with one Source – Answer: Only by using external Plug-ins).*

#3000000008

← Back Cancel Send Email Hold **Invoice** Ship Reorder Edit

**ORDER VIEW**

- Information
- Invoices
- Credit Memos
- Shipments
- Comments History

**Order & Account Information**

Order # 3000000008 (The order confirmation email was sent)

Order Date	Nov 1, 2021, 12:03:12 PM
Order Status	Pending
Purchased from	France France France
Placed from IP	85.76.86.77

**Account Information**

Customer Name	Ted Test
Email	mail@real.com
Customer Group	NOT LOGGED IN

Figure 59

**Order Total**

**Invoice History**

Invoice Comments

Subtotal	629.00
Shipping & Handling	45.00
Tax	48.75
<b>Grand Total</b>	<b>722.75</b>

Payment Confirmation

Email Copy of Invoice

**Submit Invoice**

Figure 60

All fiscal reporting is based on the payment date, so if this action is not performed duly, fiscal reporting may deviate from the actual accounting data and may lead to misrepresentation of fines.



Manual assignment of payment status is only available for the Merchant if such option was chosen by them during registration. If during registration the Merchant

stated that it does not allow delayed payments, then the manual assignment of payment status in the Merchant dashboard is not available and orders are entered with the status “Processing”.

### “Orders fulfilment” sub-option

This sub-option is to be used for handling shipments for cross-border. It is used for assigning E-Merchant tracking numbers to shipments and for shipments splitting.

Orders fulfilment option allows E-Merchant to control the fulfilment of orders to the EU end-customers with full compliance to EU customs regulations and applicable special OSS VAT schemes and other customs arrangements.



Due to particularities of Magento software and availability of various Extensions for shipment handling, EAS Extension cannot collect shipment data from Magento store. Thus, E-Merchant has to manually input shipment/shipment splitting data into the Merchant Dashboard for items fulfilled from 3<sup>rd</sup> countries.

Only orders that have the status “Processing” and are to be fulfilled to EU from abroad (from any 3d Non-EU country) will be shown in “Orders fulfilment” sub-option view. Fully fulfilled orders are highlighted in green, the green tick button  is displayed instead of the red tick (see item 5 below). Partially fulfilled orders and orders that have not been fulfilled are highlighted in red and accompanied by a specific icon  .

As well as in “Confirmed orders” sun-option view, here it is possible to apply filtering to limit visible orders.

Proper fulfilment handling is required for the preparation of customs data and CN22/23 customs postal labels.

The following fulfilment rules are to be used by the E-Merchant:

- Tracking number should be supplied by the E-Merchant, where possible or applicable it may be an S10 (Universal postal union) tracking number, or any other tracking number assigned by the E-Merchant.
- Shipment splitting is only possible in cases when the collective intrinsic value of order items that are delivered from outside of the EU is below the threshold of 150 EUR. The threshold will be calculated automatically. If the collective value of items delivered from abroad is over 150 EUR, EAS solution will not allow the splitting of the shipments meaning that the shipment should be supplied in one package.
- A person responsible for handling shipments should choose items that are being shipped in a particular consignment, EAS solution will make sure that these items would be counted only once and will not be allowed to be chosen for the next shipments. See the example provided in Annex 2.

- If the order contains several identical items with the same SKU identity number (2 belts SKU 0001, 3 hats SKU 0005 etc.), all identical items should be placed in the same consignment (so it is not possible to ship one belt and two hats in one consignment and one more belt and one hat in the other).



Orders that are supplied within the EU are not displayed in the “Orders fulfilment” view. If the E-Merchant is not involved in cross order supply of goods this view will always be empty.

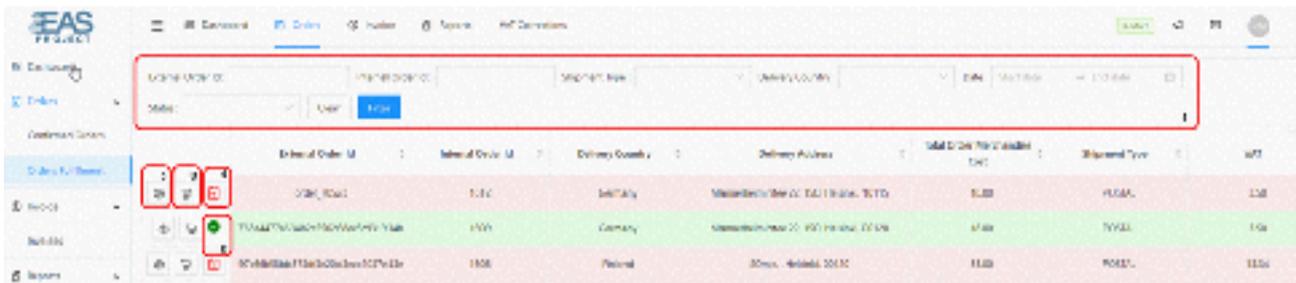


Figure 61

In the general view area, it is possible to see filtering options (1, Figure 61). The list of displayed orders can be filtered by external order id, internal order id, delivery country, effective date range and payment status. By pressing the “Clear” button one can reset all filtering options.

Clicking the button  (2, Figure 61) enables the order view with the applicable type of shipment (IOSS, FC REP) (for a description of applicable schemes see Section 2.1).

Order Summary #1001 24

Illustration	Merchandise Cost	WT	Customs Duty	IG% IG	Goods/TSB
 IOSS-MY001	210€	10.30	0.0€	1.20	GOODS
Wash	10.15	4.64	0.0€	1.20	GOODS
Belt	35.47	11.95	0.0€	1.20	GOODS
Shank with Logo	10.15	3.02	0.0€	1.20	GOODS

Figure 62

Clicking the  button (see Figure 62 above) toggles the view to include/exclude items that are being shipped under this order from abroad. If the underlying order contains items that are sold within EU or electronic services – they will not be visible in this view. As well, full order content can be viewed in Magento administrative view (menu options: Magento – Orders).

Button  (3, Figure 61) is used for splitting an order into 2 or more individual consignments. Clicking the button opens the following view:

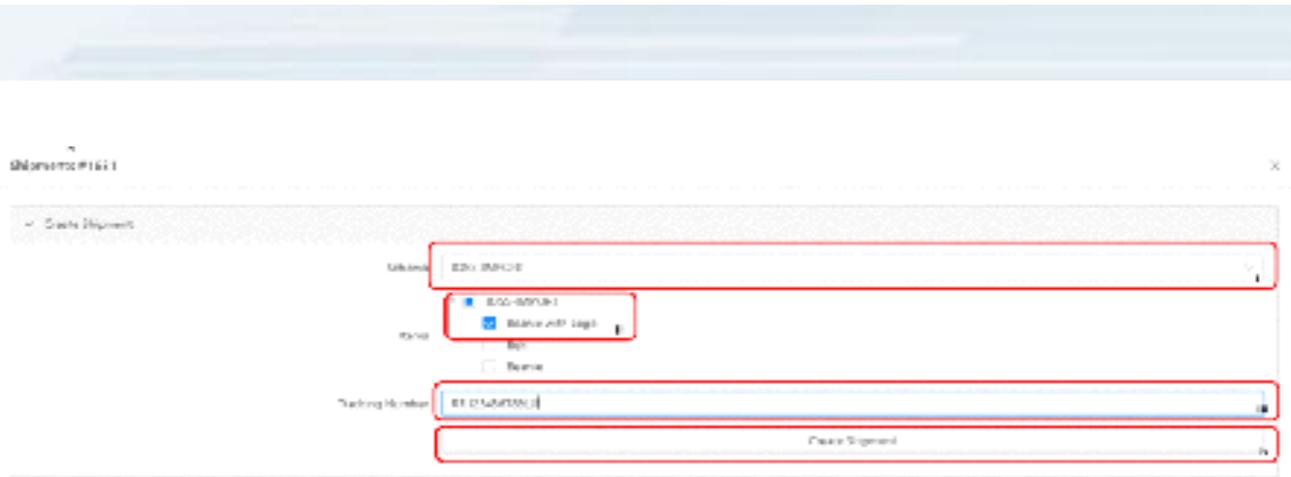


Figure 63

By consequently choosing steps i-ii-iii, the operator can create a new consignment containing one item (Beanie with Logo in the above example) input Tracking number (iii), which results after clicking on “create shipment” (iv) in the following view:

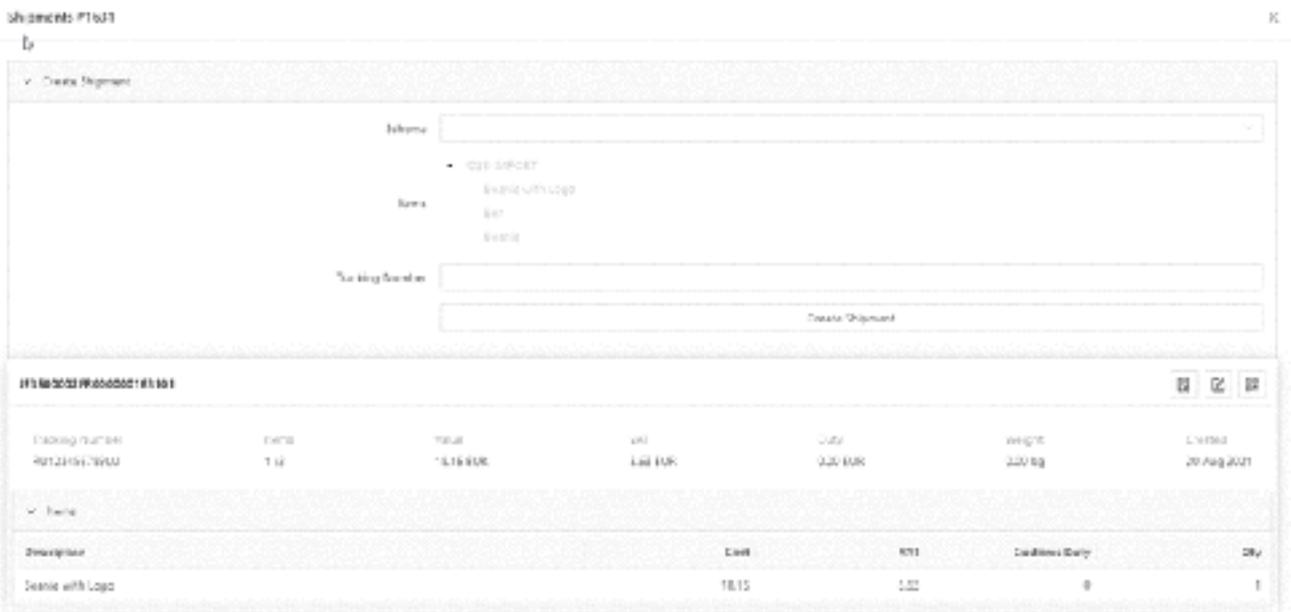


Figure 64

Thus, a shipment with internal EAS ID JF3500002FI000000163101 is created, external shipment ID is RR123456789LU.

The view of the Order fulfilment area is changed, with an icon  signifying the fact that some of the items have been shipped but there are still some items to be delivered to the end customer as shown in Figure 65.

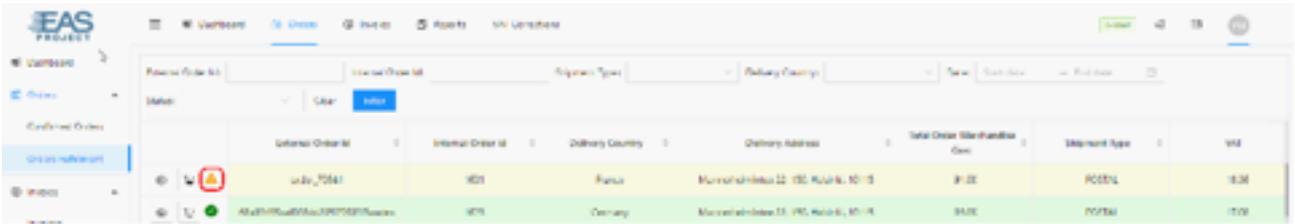


Figure 65

The next iteration with the shipment allows creating another consignment with the rest of the items in the order.

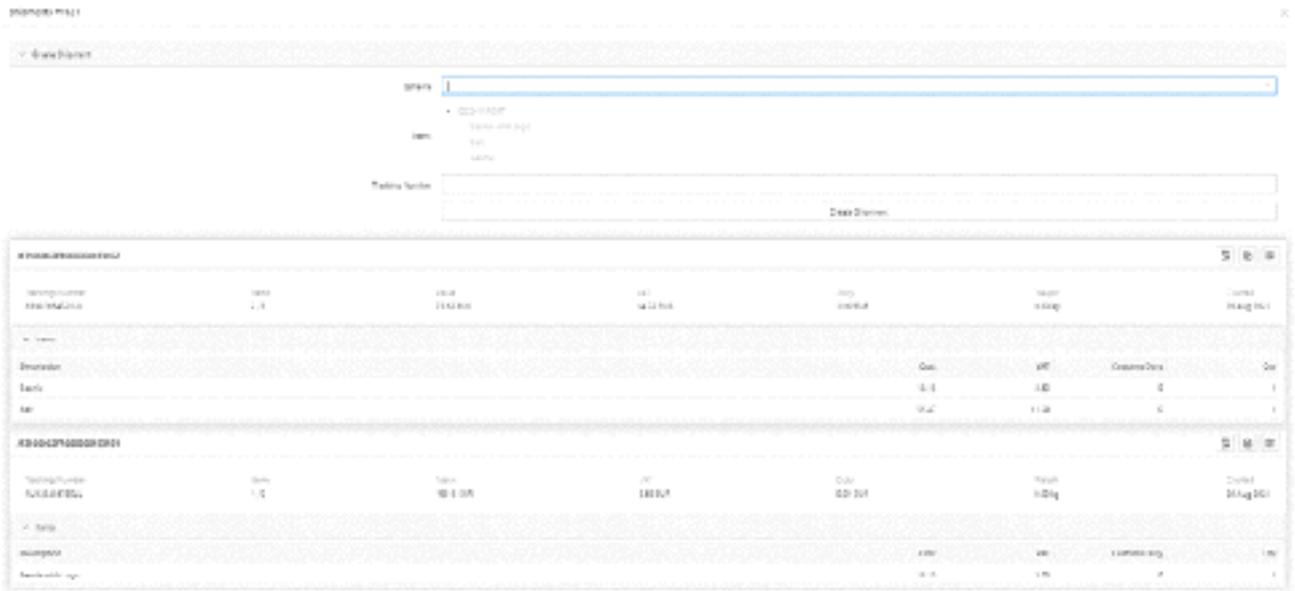


Figure 66

Thus, a shipment with internal EAS ID JF3500002FI000000163102 is created, external shipment id is RR987654321LU with two remaining items (Beanie and Belt) included in the consignment.



Figure 67

Note that the order highlight is changed to green meaning that the order is fully shipped.

The button  in Figure 61 allows creating one consignment for all the items in the order, thus bypassing the splitting of the shipment as described in item 3 above. By clicking the button , it brings about the following window.

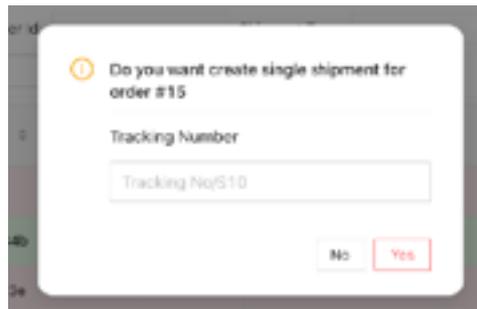


Figure 68

Entering the tracking number and choosing “Yes” will result in the whole order being assigned as one consignment and marked as shipped (see Figure 67).

**Additional data and labels are available for download from the Orders fulfilment sub-option**

There are 3 icons in the upper right corner in the shipment split view (see Figure 69 cropped out from Figure 66).



Figure 69



Clicking this icon returns the customs XML file created using national rules. Full compatibility is available to selected E-Merchants. Additional integrations may require.



Clicking this icon shows CN22/23 postal customs declaration in a separate window (see Figure 70 below). Postal customs declaration may be printed and used directly or incorporated into E-Merchant’s label.

<b>CUSTOMS DECLARATION</b>		May be opened officially		<b>CN 22</b>	
Designated operator				Important! See instructions on the back	
Gift		Commercial sample			
Documents		Returned goods			
<input checked="" type="checkbox"/> Sale of goods		Other (please specify):			
Quantity and detailed description of contents (1)	Net weight (2)	Value and currency (3)	H S tariff number* (4)	Country of origin* (5)	
kg	kg	EUR	848190	FIN	
Total weight in kg (6)		Total value (7)			
kg		EUR			
I, the undersigned, whose name and address are given on the form, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations					
Date and sender's signature (8)					

Figure 70



Clicking this icon returns a GS1 compatible QR code containing EAS order number, delivery name, address, phone number and e-mail. QR code may be printed and used directly or incorporated into E-Merchant's label.



Figure 71

### 5.3.4. Menu option "Invoice"

Choosing the "Invoice" tab allows viewing the list of all invoices that are sorted by the due date. The following information is available: due amount with payment rules description (1), the invoice in PDF form (2), underlying report with a breakdown of fees and charges downloadable in PDF (3) or Excel (4) formats.

EAS invoice includes EAS fees, Special postal fee, Customs duties, VAT payable to the Customs on FC REP (direct import) sales (see Figure 74).

If the E-Merchant is registered in Finland, then additional VAT (24%) will be charged on the EAS fee.

Duration	Due in	Amount	Invoice	Invoice Appendix	Invoice Appendix
2021-07-29 - 2021-08-05	2021-09-06	View Due	Invoice	Download PDF	Download Excel
2021-07-12 - 2021-07-29	2021-08-26	View Due	Invoice	Download PDF	Download Excel
2021-06-22 - 2021-07-12	2021-08-12	View Due	Invoice	Download PDF	Download Excel
2021-06-07 - 2021-06-21	2021-07-21	View Due	Invoice	Download PDF	Download Excel
Standard VAT Rep. 2021-06-07	2021-07-20	View Due	Invoice	Download PDF	Download Excel

Figure 72

By pressing “View Due” (1, on Figure 72), the Due Amount window shows up featuring the due amount and currency payment rules (Figure 73).

Currency payment rules designate in which currencies the payment should be done. The general rule is that if the due sum is below 500 EUR the payment should be done in one currency. Invoices with due amounts over 500 EUR shall be paid in multiple currencies. Please, refer to the EAS service contract on the applicable rules.



Figure 73

“Invoice” button (2, Figure 72) opens the current invoice in PDF form in a separate window, as shown below: (Note that the design may change)



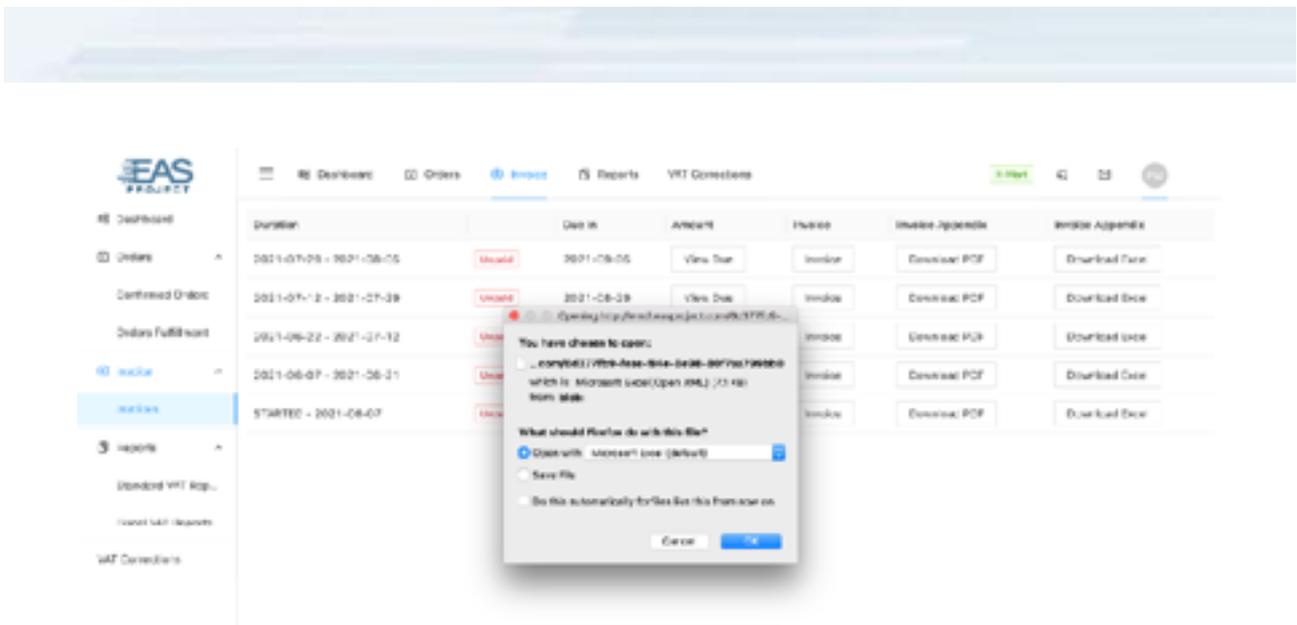


Figure 76

Below it is possible to see an underlying Excel report for the monthly invoice. The Merchant in this example is registered in Finland, so there is additional VAT (24%) on the EAS fee. Notice the following:

- For DDU FC REP order and Union OSS order only EAS fee is charged (plus Finnish VAT on EAS fee due to the fact that the E-Merchant is from Finland);
- For DDP FC representation order (cross border sale into EU) the End-customer is charged with VAT, Custom duties, Special postal fee, EAS fee. Additional Finnish VAT is charged on the EAS fee since the Merchant is from Finland.

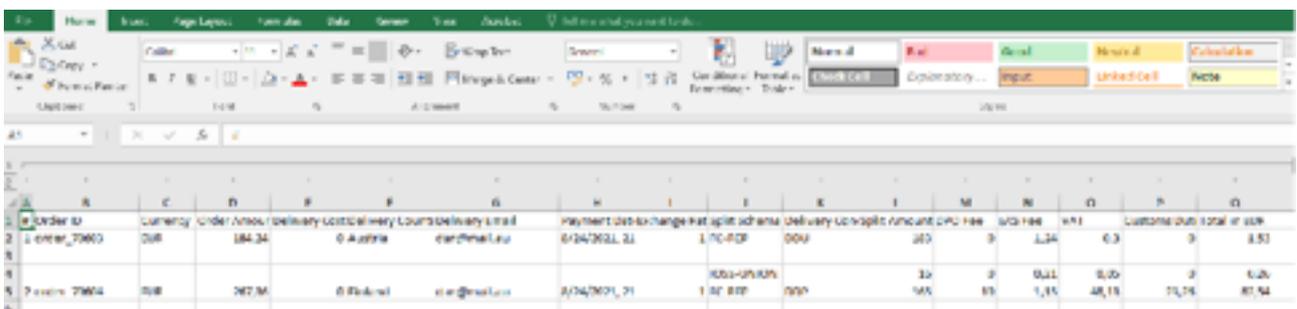


Figure 77

### 5.3.5. Menu option “Reports”

Merchant reports can be viewed by clicking button 4 (see Figure 53). Two sub-options of the Reports menu option are available: “Standard VAT reports” and “Fiscal VAT reports”.

All reports could be downloaded in PDF format. In the next Merchant Dashboard release, all reports will be available as Excel files.

#### “Standard VAT Reports” sub-option

The following standard VAT sales reports (prepared monthly) are accessible to the Merchant:

- B2B sales report (1)
- Domestic sales report (2)
- EI facilitation sales report (3)
- FC-representation (direct import) sales report (4)
- OSS Union special VAT scheme sales report (5)
- OSS Non-Union special VAT scheme sales report (6)
- OSS import special VAT scheme sales report (7)

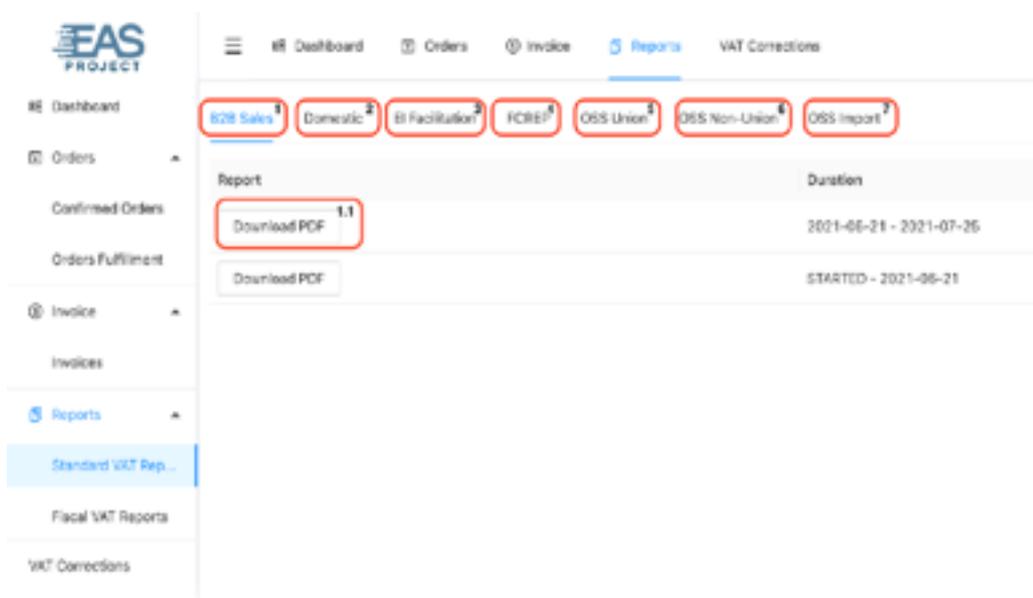


Figure 78

All reports are accessible by pressing buttons presented in the second row of menu options 1-7 (see Figure 78).

Reports can be downloaded in PDF format by pressing the “Download PDF” button (1.1, see Figure 78)

All other VAT sales reports can be accessed in the same way and for simplification reasons no reference is made to the access sequence of actions. The content of the reports will be discussed further in detail.

### 1. B2B sales report

B2B monthly sales report contains cross border sales (or domestic sales made when article 194 of VAT directive 2006/112/EC) made to legal entities in the EU. Both sales from other EU countries (EU cross border sales) and third non-EU countries end up in the report. For example, a sale made

from a warehouse in Germany to a French legal person end-customer and a sale made from China to a Spanish legal person end-customer will end up in this report.

All B2B sales in this report are accounted for with 0 VAT.

Further, we provide an example that illustrates a B2B sale made to a French end-customer with the following list of items (see Figure 79, Figure 80):

#### Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total	Customer Duties	EAS Fee	VAT on EAS Fee
Art SKU:art	Invoice	455.00	455.00	Ordered 1 Invoiced 1	455.00	40.00	9%	49.00	455.00	43.88	49.36	40.30
Long Sleeve Tee SKU:longsleeve tee	Invoice	425.00	425.00	Ordered 1 Invoiced 1	425.00	41.00	10%	49.00	438.00	43.88	47.89	40.38
Beantown Logo SKU:beantown logo	Invoice	418.00	418.00	Ordered 1 Invoiced 1	418.00	41.50	10%	49.00	427.50	43.88	47.36	40.29
Capote France SKU:capote	Invoice	438.00	438.00	Ordered 1 Invoiced 1	438.00	49.00	10%	49.00	438.00	43.88	47.27	40.49

#### Order Total

##### Notes for this Order

Items

Processing

Comments

Notify Customer by Email

Mark as Invoiced

Submit Comments

Jan 4, 2022 10:37 PM | Processing | Customer Notified  
Captured amount of €126.46 (Eigs, Transaction ID: pl\_202201040179309141189)

Jan 4, 2022 10:34 PM | Processing | Customer Notified  
See justification product with the request should be checked from #112

##### Order Totals

Subtotal	€128.00
Shipping & Handling	€31.00
Tax	€27.00
<b>Grand Total</b>	<b>€186.00</b>
Total Paid	€186.00
Total Refunded	€0.00
Total Due	€0.00
Total customer duties	€0.00
Total VAT	€16.88
Total EAS fee	€9.88
<b>Total EAS fee VAT</b>	<b>€5.19</b>

Figure 79

#### Order & Account Information

Order # 00000257 (The order confirmation email was sent)

Order Date	Jan 4, 2022, 1:51:34 PM
Order Status	Processing
Purchase Order #	Germany (pending) Germany (closed) Germany (open)
Order Total	€128.00

##### Account Information

Customer Name	Test Test
Email	test@test.com
Customer Group	MY_CUSTOMER

#### Address Information

##### Billing Address [edit](#)

Test Test  
123  
123  
Paris, Paris, 00000  
France  
T: +33000000000

##### Shipping Address [edit](#)

Test Test  
123  
123  
Paris, Paris, 00000  
France  
T: +33000000000

Figure 80

In this example, the test store is configured as having a fixed establishment in France. “Cap de France” item is delivered from this fixed establishment in France to a French end customer, so the sale is domestic with the French VAT rate applicable to the sale. All other items are delivered from abroad or from destinations in the EU other than France and the sales are B2B cross border sales.

The resulting part of the B2B report related to the above sales will look as follows (0 VAT rate is applied):

REPORT TO:  
K-Mart  
12, Helsinki

EM\_VAT+B2B\_FI-  
00000026-360  
Time Period 2021-09-22 - 2021-09-22

Item ID	Item Name	Unit	Qty	Price	Net Value	Gross Value	VAT	Net Weight	Gross Weight	Net Volume	Gross Volume	Net Value	Gross Value	VAT	Net Weight	Gross Weight	Net Volume	Gross Volume
0001	Cap de France	0001	1	100	100	100	0	100	100	100	100	100	100	0	100	100	100	100
0002	Item 2	0002	1	100	100	100	0	100	100	100	100	100	100	0	100	100	100	100
0003	Item 3	0003	1	100	100	100	0	100	100	100	100	100	100	0	100	100	100	100

Figure 81

The sale of one item (“Cap de France”) that was identified as domestic B2B sale ends up in the Domestic sales report (French VAT rate is applied):

REPORT TO:  
K-Mart  
12, Helsinki

EM\_VAT+DOMESTIC\_FI-  
00000026-361  
Time Period 2021-09-22 - 2021-09-22

Item ID	Item Name	Unit	Qty	Price	Net Value	Gross Value	VAT	Net Weight	Gross Weight	Net Volume	Gross Volume	Net Value	Gross Value	VAT	Net Weight	Gross Weight	Net Volume	Gross Volume
0001	Cap de France	0001	1	100	100	100	0	100	100	100	100	100	100	0	100	100	100	100

Figure 82

## 2. Domestic sales report

Both B2B domestic sales and B2C domestic sales end up in this monthly report on item level. All sales in this report are accounted for with the applicable VAT rate of the EU member state of the end-consumer.

An example of the report entry can be seen in Figure 84.

The report is available for download in the PDF form by pressing “Download PDF” (see 2.1. Figure 83 below).



In the above cases of B2B and B2C EI facilitated sales the following attribute also has to be filled for proper operation: “Originating Country” (for electronic services it is the country of underlying supplier or underlying supplier’s fixed establishment that conducts the sale of such services – this information should be procured by the E-Merchant from the underlying supplier).

*Sale of goods (B2C only)*

- EI facilitates B2C sale of EU goods supplied by EU underlying suppliers and acts as a disclosed agent (EI is not liable for VAT and only needs to keep sales records).
- EAS solution will calculate the VAT rate of the End-customer (when the sale is domestic or sold under the Union OSS scheme).

In all the above cases of B2C EI facilitated sales, the following attribute also has to be filled for proper operation: “Seller registration country”, “Warehouse country”.

For all special merchandise attributes, please, refer to Section 3.6.

The report is available for download in PDF form by pressing “Download PDF” (see item 3.1 in Figure 85 below).

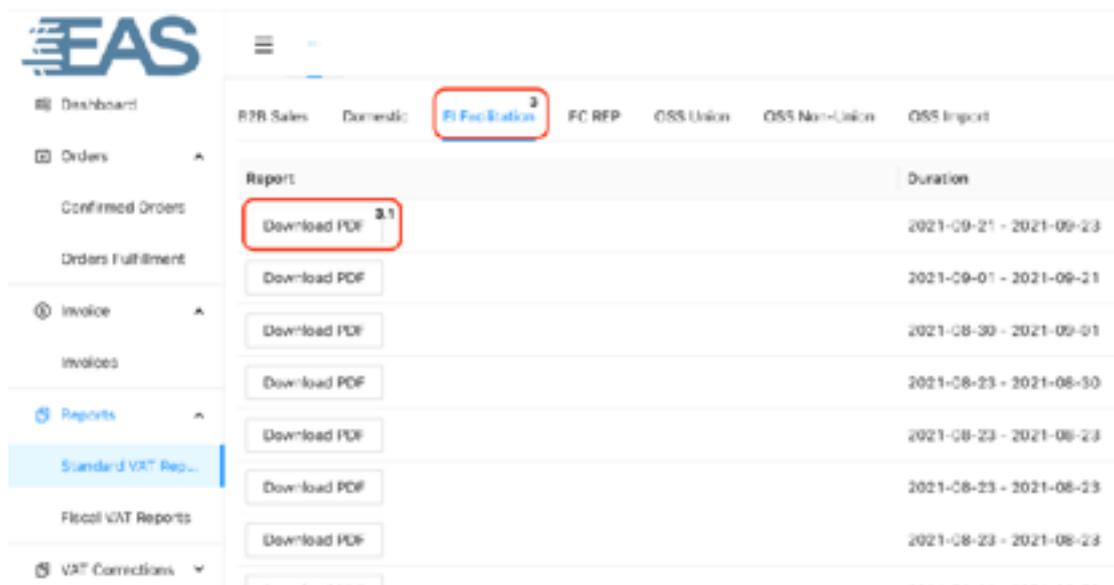


Figure 85

The following examples show the sales results in the EI facilitation reports.

The following items have been specifically assigned with the following attributes and tested to produce the standard reports.

In the Magento administrative view item attributes will look like this:

Items	Goods/ Services	Act as disclosed agent	Seller registration country	Warehouse country	B2B order ID (delivery country)	B2C order
<b>Long song</b>	Services	YES			1. order_70568 (To France)	3. order_70570 (To France)
<b>Short song</b>	Services	YES			2. order_70569 (To France)	
<b>Fur hat</b>	Goods	YES	France	Germany	Not allowed	4. order_70571 (To France)
<b>Straw hat</b>	Goods	YES	China	Germany	Not allowed	

Table 7

Long song

Gift Options

---

EAS additional attributes

Trancode   Use Default Value

Act as disclosed agent   Use Default Value

Reduced vat   Use Default Value

Seller registration country   Use Default Value

Warehouse Country   Use Default Value

Figure 86

## Short song

### Gift Options

#### EAS additional attributes

Product	<input type="text"/>
<input checked="" type="checkbox"/> Use Default Value	
Reduced vat	No
<input type="checkbox"/> Use Default Value	
Act as disclosed agent	Yes
<input checked="" type="checkbox"/> Use Default Value	
Warehouse Country	<input type="text"/>
<input checked="" type="checkbox"/> Use Default Value	
Seller registration country	<input type="text"/>
<input checked="" type="checkbox"/> Use Default Value	

Figure 87

## Fur hat

### Gift Options

#### EAS additional attributes

Product	02610000
<input checked="" type="checkbox"/> Use Default Value	
Reduced vat	No
<input checked="" type="checkbox"/> Use Default Value	
Act as disclosed agent	No
<input type="checkbox"/> Use Default Value	
Warehouse Country	Germany
<input type="checkbox"/> Use Default Value	
Seller registration country	France
<input checked="" type="checkbox"/> Use Default Value	

Figure 88



registered in Germany. Article 14(a) 2 of VAT Directive 2006/112/EC specifies that in such a case EI becomes responsible for VAT and the sale should be reported via the Union OSS scheme.

#### 4. Final customer representation (direct import) report

This monthly report includes B2C sales made with cross border fulfilment of items that do not fall within the Import OSS VAT special scheme category:

- Cross border orders with an intrinsic value over 150 EUR.
- Cross border orders with an intrinsic value below 150 EUR for approved Merchants using the system without OSS registration with “lite” Extension version.

The merchant does not need to register for FC representation operation mode, it becomes automatically available with Import OSS registration.

Merchants which wish to use the “lite” Extension version should apply for this via the self-registration form. This manual does not fully cover “lite” Extension particularities.

EAS solution is intended to simplify and automate the sales process irrespective of the fulfilment solutions and delivery options. But since some of the delivery options and solutions are provided by third parties (courier companies used by Merchants for delivery) EAS provides a range of possibilities for the handling of non IOSS deliveries taking into consideration these third-party solutions. To achieve maximum compatibility, the Merchant has to assign all shipment options to “postal” and “courier”. Assigning the shipments methods is explained in Section 2.6.

##### *Assigning of delivery methods*



Assigning logistic solutions to “postal” or “courier” only influences B2C sales made in value over 150 EUR and coming to EU from third countries. Postal/courier assignment will have no impact on tax determination on sales made with B2C/B2B deliveries starting and ending in the EU.



B2B deliveries from third countries are always delivered as DDU and are included in B2B report.

The merchant should assign available logistics solutions to “**courier**” if the Merchant desires that:

- the delivery would be made on DDU (delivered duty unpaid) conditions, with the End-customer handling customs duties and VAT personally or via the courier at arrival;
- the courier would provide a DDP solution with a charge-back to the Merchant;
- the courier would calculate customs duties and VAT at the moment of the sale for online collection by the Merchant (this solution may not be



compatible with the EAS solution and additional consultation/settings may be required).

In the above cases, the EAS solution will not perform any calculations of customs duties/VAT. And if any taxes or duties are calculated they are payable/collectable by respective courier operators.



The Extension has been tested with the most known delivery options available at the Magento marketplace. There may be issues with the handling of courier delivery methods if unofficial or untested delivery Extensions are used.

Merchant shall assign available logistics solutions to **“postal”** if the Merchant desires that:

- the delivery is performed by the actual postal operator, a member of the Universal postal union. Landed cost will be calculated inclusive of taxes and duties (DDP) if EAS has an agreement with the postal operator or exclusive of taxes and duties (DDU) if there is no such agreement. Availability of postal agreement is identified automatically at the moment of the sale;
- the delivery is performed by a non-postal operator and the item will be delivered EAS DDP with a special B2B label provided by EAS in the Merchant dashboard (connected Merchants will be notified when this option becomes available)



An additional fee for customs clearance is applicable for EAS DDP and postal DDP solutions. See a list of fees in Annex 2. Full landed cost is calculated for such deliveries at the moment of the sale inclusive of the customs clearance fee.

Due to EAS solution architecture, the End-customer will not be able to choose DDP or DDU solution with postal delivery method and only one option will be provided to them based on available EAS solutions for the End-customer country.

The FC representation report is available by pressing the “FC REP” button as shown below in Figure 92.

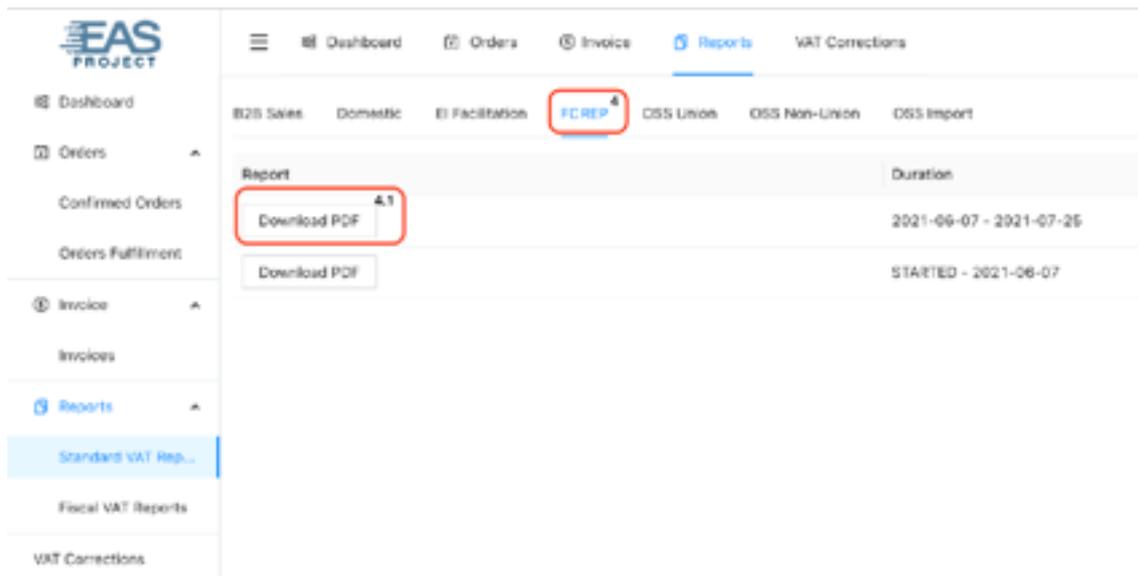


Figure 92

Two orders with an intrinsic value of over 150 EUR were prepared to produce the report below (see Figure 93). One order (#70592) was placed to Finland (where an agreement with the postal operator is available (Posti Oyj)) with the resulting DDP solution. The other order was placed to Austria where EAS has no agreement with the postal operator (Austrian post) and the result came to be a DDU solution without any taxes or duties calculated.

REPORT TO:  
K-Mart  
12, Helsinki

**EM\_VAT+FC\_REP\_FI-  
00000026-236**  
Time Period 2021-06-07 - 2021-07-26

Order No	Order Date	Order Type	Order Status	Order Country	Order City	Order Postal Code	Order VAT No	Order VAT No Type	Order VAT No Country	Order VAT No Validity	Order VAT No Expiry	Order VAT No Start	Order VAT No End	Order VAT No Status
70592	2021-06-07	Standard	Completed	Finland	Helsinki	00000	00000026-236	DDP	Finland	2021-06-07	2021-07-26	2021-06-07	2021-07-26	Active
70593	2021-06-07	Standard	Completed	Austria	Vienna	1000	00000026-236	DDU	Austria	2021-06-07	2021-07-26	2021-06-07	2021-07-26	Active

Figure 93

### 5. OSS Union special VAT scheme report

This monthly report shows B2C cross border sales made within the EU. EU registered merchants (or Non-EU merchants that have at least one Fixed establishment in the EU) can sell both goods and services under Union OSS VAT special scheme. Non-EU merchants that have no Fixed

establishments in the EU but are registered for VAT in any EU country can sell only goods in the EU. The following presumptions are made concerning the legal status of the Merchant:

- The Merchant has a valid registration for the Union OSS scheme;
- Sales are made from Merchants Member state of identification, Fixed establishments or Countries where the Merchant has VAT registration for handling goods;
- If the same items are held at different locations, they have to be kept under different SKU's with proper identification of items' place at the moment when the sale is made in the "Warehouse country" attribute with the double presentation of items in the store display (See Figure 52). Alternatively, the Merchant may keep items under one SKU but should make sure that physical sale should be done from one place as identified in "Warehouse country". Additional consultations are available on the issue on request;
- The Merchant shall assign one place for the sale of services (country of Merchant registration or the EU country where the Merchant has fixed establishment) and set it in the "Warehouse country". EAS solution will use this location as the place of sale. If for any specific reasons the Merchant needs to identify more than one place for the sale of services, it should consult EAS;

The monthly Union OSS VAT special scheme report is available by pressing the "OSS Union" button (5) as shown below in Figure 94.

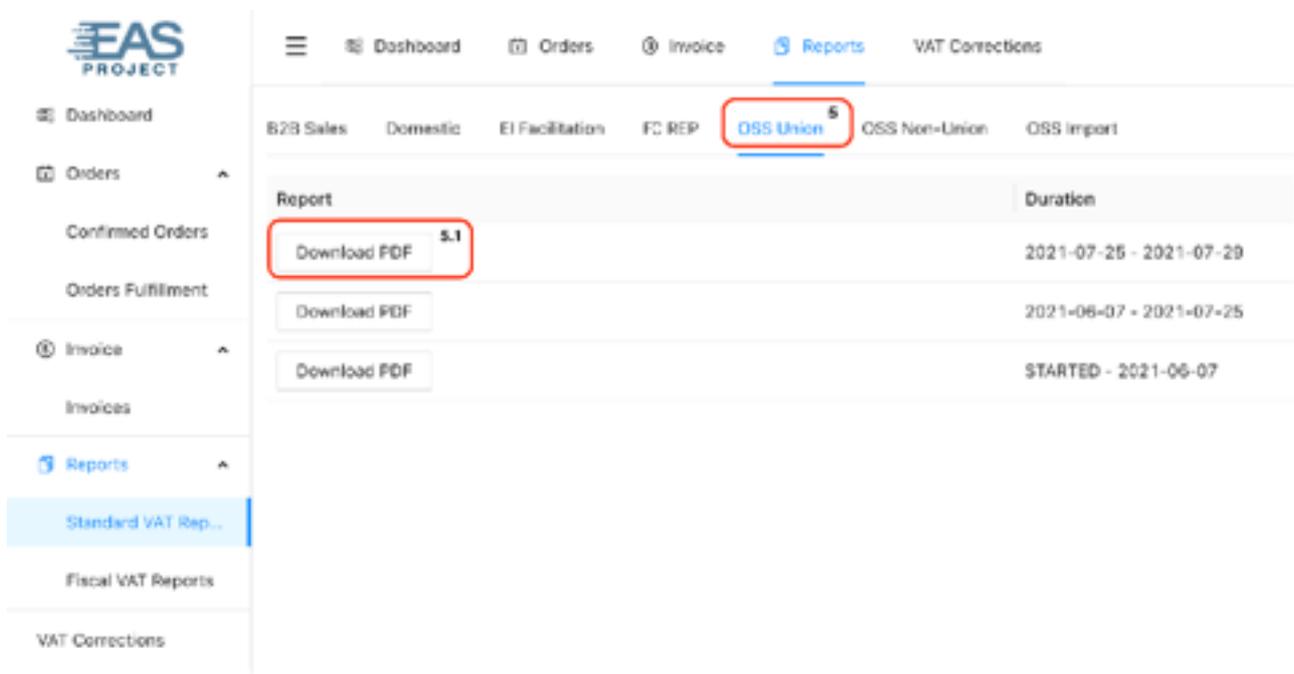


Figure 94

The report can be downloaded by pressing the "Download PDF" (5.1) button as seen above.

REPORT TO:  
**K-Mart**  
 12, Helsinki

**EM\_VAT\_UNION\_FI-00000026-111**

Time Period STARTED - 2021-06-07

Order ID	Order Date	Order Status	Order Type	Order Category	Order Sub-Category	Order Description	Order Amount	Order Tax	Order Total	Order Net	Order Gross	Order VAT	Order Net VAT	Order Gross VAT	Order Net VAT	Order Gross VAT
Order_7024	2021-06-07	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Order_7024	2021-06-07	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Order_7024	2021-06-07	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Order_7024	2021-06-07	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Figure 95

The Union OSS VAT report as depicted above shows that both goods and services can be sold within Union OSS VAT special scheme.

### 6. OSS Non-Union special VAT scheme report

This monthly report shows B2C sales made by Non-EU e-merchants to the EU countries. These merchants can sell only services under Non-Union OSS VAT special scheme. The following presumptions are made concerning the legal status of the Merchant:

- The Merchant has a valid registration for the Non-Union OSS scheme;
- The Merchant shall assign one place for the sale of services (country of Merchant registration or the EU country where the Merchant has fixed establishment) and set it in the “Warehouse country”. EAS solution will use this location as the place of sale. If for any specific reason the Merchant needs to identify more than one place for the sale of services, it should consult EAS.

The monthly Non-Union OSS VAT special scheme report is available by pressing the “OSS Non-Union” button (6) as shown below in Figure 96.

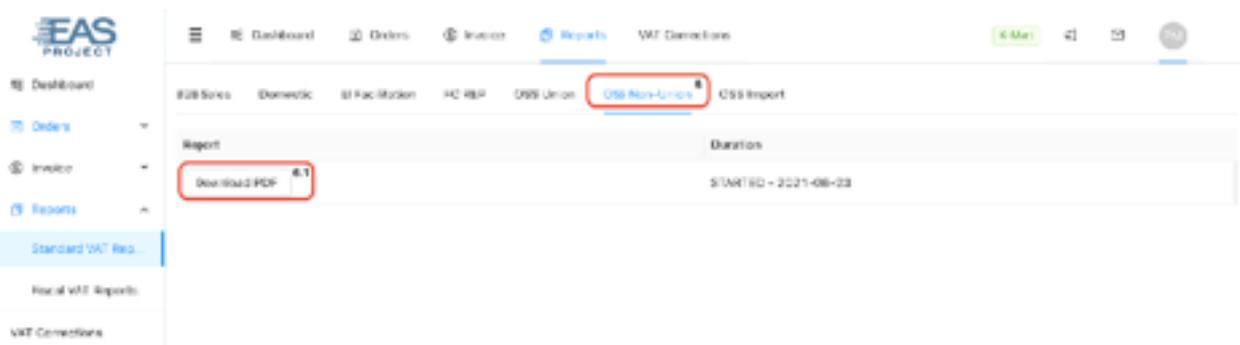


Figure 96

The report can be downloaded by pressing the “Download PDF” (6.1) button as seen above.



Figure 97

The Non-Union OSS VAT report as depicted above shows that only electronic services can be sold within Non-Union OSS VAT special scheme.

### 7. OSS import special VAT scheme report

This monthly report shows B2C import sales of LVC (parcels with an intrinsic value below 150 EUR) made to the EU countries by EU and Non-EU registered merchants, The following presumptions are made concerning the legal status of the Merchant:

- The Merchant has a valid registration for the Import OSS scheme;
- The goods' location at the moment of the sale has to be outside of the EU, even though an E-merchant can be legally registered in one of the EU countries or can have Fixed establishments in EU Countries, VAT registration for handling goods.

The monthly Import OSS VAT special scheme report is available by pressing the “OSS Import” button (7) as shown below in Figure 98.

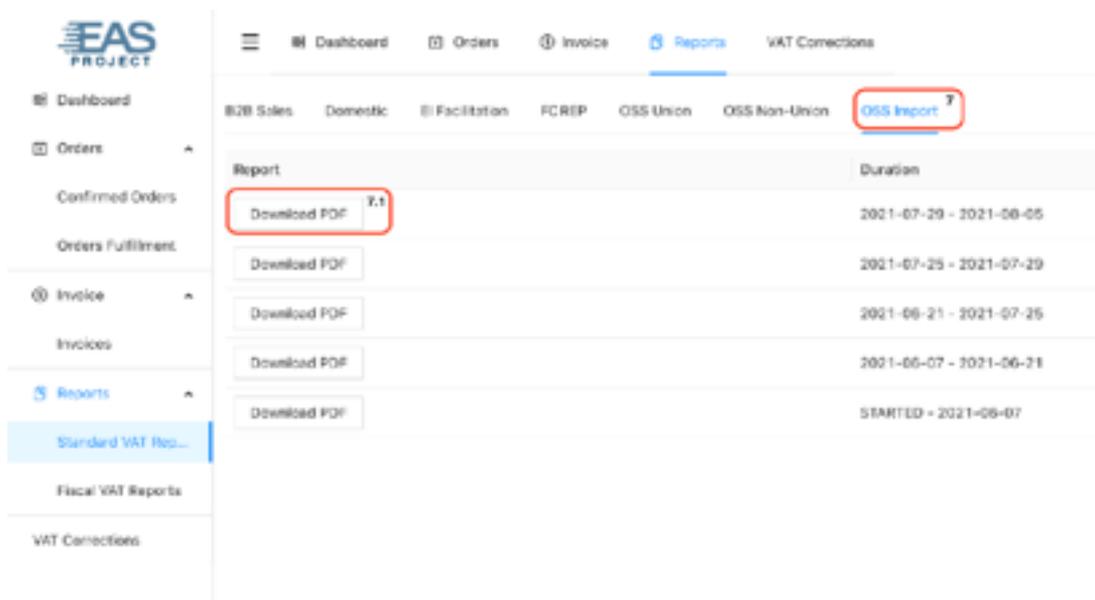


Figure 98

The report can be downloaded by pressing the “Download PDF” (7.1) button as seen above. In Figure 99 below, the sample IOSS report is presented with desired items rounded in the red box.

These items were sent to the customers by using the IOSS scheme with the payment date falling into reporting month.

REPORT TO:  
**K-Mart**  
12, HOSHI

**EM\_VAT\_IMPORT\_FI-00000026-231**  
Time Period 2021-06-21 - 2021-07-25

Invoice No.	Invoice Date	Invoice Amount	Invoice Type	Invoice Status	Invoice Date	Invoice Amount	Invoice Type	Invoice Status	Invoice Date	Invoice Amount	Invoice Type	Invoice Status
2021-06-21	2021-06-21	EUR 12	1	Final	2021-06-21 14:45:49	EUR 12	1	Final	2021-06-21 14:45:49	EUR 12	1	Final
2021-06-21	2021-06-21	EUR 130	1	Final	2021-06-21 14:45:49	EUR 130	1	Final	2021-06-21 14:45:49	EUR 130	1	Final
2021-06-21	2021-06-21	EUR 18	1	Final	2021-06-21 14:45:49	EUR 18	1	Final	2021-06-21 14:45:49	EUR 18	1	Final

Figure 99

### “Fiscal VAT Report” sub-option

- OSS Union fiscal report (prepared quarterly) (1)
- OSS Non-Union fiscal report (prepared quarterly) (2)
- OSS import fiscal report (prepared monthly) (3)

Fiscal reports can be provided to the fiscal authorities in the EU country of identification for the special schemes. Fiscal reports correlate with respective special VAT scheme special reports with consideration for reporting periods. Thus, the first quarter OSS Union fiscal report contains information on cross border B2C sales made to EU end customers during January, February, and March of the respective year which are also duly presented in the monthly OSS Union special VAT scheme sales reports for respective months.

Additionally, to reporting sales, fiscal reports may contain corrections applied to previous reports as prescribed and allowed by the applicable legislation. Corrections are explained in Section Menu option “VAT Corrections”.

In this section, it is possible to obtain all the Fiscal VAT reports: IMPORT, NON-UNION and UNION.

Report	Report Month
Download PDF	2021-7
Download PDF	2021-6
Download PDF	2021-5

Figure 100

In this revision of the Merchant dashboard, the Fiscal reports are available only in PDF form, next release will allow also excel and XML formats. Reports in XML forms will be made in accordance with the requirements of the Merchants fiscal authorities. Until the next release, the XML form of the report will be delivered to the Merchant by e-mail not later than the 25 date of the month that follows the reporting month. If the national fiscal system does not allow XML reporting, only PDF and Excel forms will be available.

### 8. Import OSS fiscal report

Import OSS fiscal monthly report for the respective OSS scheme reflects all sales made with the use of the Import OSS VAT special scheme. The report is fully analogous to the monthly sales Import OSS report when it comes to the sales volumes and due VAT but prepared to suit the requirements of the national fiscal authorities (the tax authorities of the Merchant’s country of identification) and applicable EU legislation.

By pressing the “IMPORT” button (see item 1, Figure 100) and choosing the “DOWNLOAD PDF” button with the required period, the Import OSS fiscal report will be generated:



Figure 101

### 9. OSS Non-Union fiscal report

Non-Union OSS fiscal quarterly report for the respective OSS scheme reflects all sales made with the use of the Non-Union OSS VAT special scheme. The report is fully analogous to the 3 monthly sales Non-Union OSS reports (in the respective quarter) when it comes to the sales volumes and

due VAT but prepared to suit the requirements of the national tax authorities (the tax authorities of the Merchant’s country of identification) and applicable EU legislation.

By pressing the “NON-UNION” button (see item 2, Figure 100) and choosing the “Download PDF” button with the required period, the Non-Union OSS fiscal report will be generated:

## The OSS NON Union Scheme Report

Reporter: K-Mart  
 1. Individual VAT identification number: null  
 2. Tax period: Q2.2021  
 2a. Start date and end date of period: 2021-04-01 - 2021-07-01  
 Currency: EUR

### Part 2: VAT due

4.1 Country code of the Member State of consumption: PL

#	Standard Rate	Taxable Amount At Standard Rate	VAT Amount At Standard Rate
	5.1.1	7.1.1	8.1.1
1	23	20.22	4.65

#	Reduced Rate	Taxable Amount At Reduced Rate	VAT Amount At Reduced Rate
---	--------------	--------------------------------	----------------------------

11.1 Total VAT amount payable:	4.65
--------------------------------	------

### Part 3: VAT Corrections

#	Tax Period	Country Code	Total VAT amount resulting from corrections of supplies
---	------------	--------------	---------------------------------------------------------

### Part 4: Balance of VAT due for each Member State of consumption

25.1 Total VAT amount payable for Member State:	4.65
-------------------------------------------------	------

Figure 102

## 10. OSS Union fiscal report

Union OSS fiscal quarterly report for the respective OSS scheme reflects all sales made with the use of the Non-Union OSS VAT special scheme. The report is fully analogous to the 3 monthly sales Union OSS reports (in the respective quarter) when it comes to the sales volumes and due VAT but prepared to suit the requirements of the national tax authorities (the tax authorities of the Merchant’s country of identification) and applicable EU legislation.

All sales are identified in accordance with the consumption countries against respective Fixed establishments/countries of VAT registration where the deliveries were made from as required by

EU regulations with notification of VAT ID numbers of such Fixed establishments or VAT registrations. Supplies made by EI acting in accordance with Article 14(a)2 (deemed supply of EI goods that are provided by non-EU underlying suppliers) are notified without VAT registration numbers as required by EU regulations.

By pressing the “UNION” button (see item 3, Figure 100) and choosing the “Download PDF” button with the required period, the Union OSS fiscal report will be generated:

### The OSS Union Scheme Report

Receptor: K-Mart  
 5. Individual VAT identification number: PL6666666666666666  
 7. Tax period: Q2 2021  
 26. Start date and end date of period: 2021-04-01 - 2021-07-01  
 Currency: EUR

Part 2: VAT on  
 Part 2(a) Services supplied from the Member State of identification and fixed establishments outside the Union  
 Part 2(b) Supplies of goods dispatched or transported from the Member State of identification  
 2.1 Country code of the Member State of consumption: PL

#	Standard Rate	Taxable Amount At Standard Rate	VAT Amount At Standard Rate
#	Reduced Rate	Taxable Amount At Reduced Rate	VAT Amount At Reduced Rate

11.1 Total VAT amount payable for supplies of services declared in part 7a and supplies of goods declared in part 2b: 9

Part 2(c) Services supplied from fixed establishments in Member States other than the Member State of identification  
 Part 2(d) Supplies of goods dispatched or transported from a Member State other than the Member State of identification  
 12.1 Country code of the Member State of consumption: PL  
 12.2 VAT number of fixed establishment: AT

#	Standard Rate	Taxable Amount At Standard Rate	VAT Amount At Standard Rate
12.1	12.1	12.1	17.11
1	24	36.48	8.74

#	Reduced Rate	Taxable Amount At Reduced Rate	VAT Amount At Reduced Rate
---	--------------	--------------------------------	----------------------------

20.1 Total VAT amount payable for supplies of services declared in part 2c and supplies of goods declared in part 2d: 9.24

20) Grand total for supplies from the Member State of identification, supplies of goods from another Member State and services from all fixed establishments set in the Member State of identification

21.1 Total VAT amount payable for Member State: 9.24

Part 3: VAT Corrections

#	Tax Period	Country Code	Total VAT amount resulting from corrections of supplies
---	------------	--------------	---------------------------------------------------------

Part 4: Balance of VAT due for each Member State of consumption

25.1 Total VAT amount payable for Member State: 9.24

Figure 103

### 5.3.6. Menu option “VAT Corrections”

The Merchant may introduce VAT corrections to the Fiscal special OSS VAT reports. Corrections can be made to periods of up to 3 years after the reporting period.



Corrections reflect standard business situations, i.e., items return with full reimbursement made to the End-customer, reimbursement due to unacceptable quality without the merchandise return, partial/full repayments made due to other reasons.



Operations like the exchange of items with the same value if the paid funds were not reimbursed to the End-Customer are not to be considered as VAT corrections and should be.



The corrections for Import Fiscal VAT report should only be entered if items imported into the EU customs territory within the Import OSS scheme have been successfully exported.

Corrections, in the same way as the fiscal reports, are only to be made in EUR.

Corrections can be negative and positive and made in respect of consumption countries. Negative corrections mean that the corrected amount is to be deducted from the due sum and the positive corrections mean that an additional amount is to be due for payment to the fiscal authorities.



Fiscal authorities may require confirmation on the made corrections, including proof of export for items imported under the Import OSS scheme.

To initiate VAT Correction, firstly press the “VAT correction” button (item 1, Figure 104) and chose one of the three options (items 2,3,4, Figure 72) in accordance with the report you want to correct.

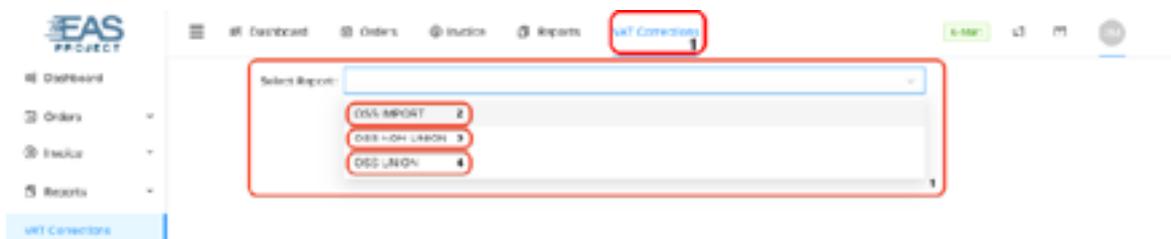


Figure 104

The correction form slightly varies depending on the report type: quarterly report corrections can be chosen for Union and Non-Union OSS fiscal reports and monthly for Import OSS fiscal report.

Import OSS fiscal report correction form:

The screenshot shows the 'VAT Corrections' page in the EAS PROJECT system. The left sidebar contains navigation options: Dashboard, Orders, Invoice, Reports, and VAT Corrections (highlighted). The main content area features a form with the following fields: 'Select Report' (dropdown menu with 'OSS IMPORT' selected), 'Select Country' (text input), 'Select Year' (text input), 'Select Month' (text input), 'VAT Correction' (text input), and a 'Submit' button.

Figure 105

Non-Union OSS fiscal report correction form:

The screenshot shows the 'VAT Corrections' page in the EAS PROJECT system. The left sidebar contains navigation options: Dashboard, Orders, Invoice, Reports, and VAT Corrections (highlighted). The main content area features a form with the following fields: 'Select Report' (dropdown menu with 'OSS NON-UNION' selected), 'Select Country' (text input), 'Select Year' (text input), 'Select Quarter' (text input), 'VAT Correction' (text input), and a 'Submit' button.

Figure 106

Union OSS fiscal report correction form:

The screenshot shows the 'VAT Corrections' page in the EAS PROJECT system. The left sidebar contains navigation options: Dashboard, Orders, Invoice, Reports, and VAT Corrections (highlighted). The main content area features a form with the following fields: 'Select Report' (dropdown menu with 'OSS UNION' selected), 'Select Country' (text input), 'Select Year' (text input), 'Select Quarter' (text input), 'VAT Correction' (text input), and a 'Submit' button.

Figure 107

The process of filling the correction forms is identical for all fiscal reports with one difference: reporting period (monthly period for Import OSS/quarterly period for Union and Non-Union OSS fiscal reports).

Figure 108

The example above (Figure 108) shows a correction of 1200 EUR introduced to the Import OSS report for June of 2021 for Austria.

Pressing the “Submit” button will result in the following statement:

Figure 109

All submitted corrections should be approved by the EAS operator. Approved corrections will be visible in the fiscal reports.

As soon as the EAS operator confirms the correction it is entered into the current period's report as a separate entry (see Figure 110).

Part 3: VAT data

4.1 Country code of the Member State of consumption: NL

#	Standard Rate	Taxable Amount At Standard Rate	VAT Amount At Standard Rate
1	Reduced Rate	Taxable Amount At Reduced Rate	VAT Amount At Reduced Rate

11.8 Total VAT amount payable

Part 4: VAT details

#	Tax Period	Country Code	Total VAT amount resulting from corrections of supplies
1	2011	BE	0.00
1	2017	AT	0.00

Part 4: Summary VAT data for each Member State of consumption

21.8 Total VAT amount payable by Member State

Figure 110

## 6. General system limitations

There are general presumptions about business solutions that are applicable to the use of the EAS system. These presumptions are part of the service contract with the Merchant for the use of the EAS system. The following presumptions/rules are to be considered while using the EAS EU VAT compliance system:

### *Registry status limitations*

- It is presumed that if Merchant is eligible for a particular special scheme, then it is registered for it. One exception is when non-EU Merchant is consciously approving the use only of customs special arrangement.
- Existence of FE in any EU countries for non-EU registered Merchants, irrespective of the fact whether FE participates in sales or not, ensues in Merchant being considered as EU Merchant.
- It is presumed that if a sale is made from a particular MS, Merchant has a warehouse VAT registration or FE there (for goods) or FE (for TBE), it is the responsibility of Merchant to make sure that all such cases are identified and compliance ensured.
- If a non-EU Merchant sells goods in EU under Union OSS scheme it is mandatory that at least one Warehouse VAT exists for such Merchant (in the MS where the goods are stored). The system will not properly handle situations when VAT management is done in a particular MS without VAT registration. It is up to the Merchant to ensure compliance with this requirement. This rule is not mandatory for non-EU Merchants acting as Electronic interfaces and only selling EU circulation free merchandise that is owned by non-EU underlying suppliers;
- EI status may not be clear from the point of view of EI. It is up to EI to identify its status as EI to the full extent of application of VATD articles 14a and 242a. General identifier of Merchant acting as EI is a situation when Merchant receives a fee (percentage or otherwise) from the underlying supplier for the sales of underlying supplier's items. In the System practical implementation, the use of the term "disclosed agent" as a merchandise attribute is wider than the legal application of the term. Please contact EAS for advice and consultation on EI status.

- It is always presumed that Merchant's fixed establishment participates in the sale. If Merchant conducts sales of TBE the Merchant has to assign one particular specific FE for the sale of TBE. For the sale of goods FE and Warehouse VAT are identical, Merchant should always assign goods to a particular FE/Warehouse VAT as the place where the transportation of goods starts. It is the Merchants responsibility to identify the role of its FEs and make it known to the EAS during registration.

*Regulatory limitations:*

- For B2B cases where VATD Article 194 may be rendered not applicable, sales made to such MSs will not be allowed by the EAS system, the order handling will be reverted back to the cart;
- Some services as identified in the registry system and the Service contract and merchandise to which excise duties applied shall not be sold by Merchants while using EAS VAT compliance system. This limitation is made known to the Merchants during self-registration process identified in the service contract between EAS and the Merchant.
- Merchant should ensure that Import OSS and special customs arrangement sales are not performed from EU based customs bonded warehouse.

*Particularities of attributing goods in the System for proper VAT and reporting handling:*

- Disclosed agent status should be identified by Merchant for proper handling of TBE and goods sold to the end customers. Improper identification of such status in recourse to goods/TBE may lead to non-compliance with application of the System.
- In case when NON EU Merchant opts out only for special customs arrangement (FC simplified representation) and for FC full representation, i.e. it is not registered for any OSS special schemes , and erroneously sets merchandise attribute "Location\_warehouse\_country" to EU MS the EAS system will revert the order handling back to cart stating that "E-merchant cannot sell this item to the desired destination".
- In case when EU Merchant opts out only for special customs arrangement (FC simplified representation) and for FC full representation, states that it acts as EI and sets merchandise

attribute “Act as disclosed agent” to YES, the EAS system will handle the order as Union OSS scheme order or EI facilitation order depending on the status of the underlying supplier.

- Situation when EU or Non-EU Merchant acts as EI and facilitates B2C sales of EU goods that belong to EU underlying supplier is identified by the following attributes being set for the goods : location\_warehouse\_country = EU MS, Act as disclosed agent = YES, Underlying supplier country = left blank (or EU MS) , EI only keeps the records , underlying supplier is responsible for VAT. EAS will still calculate proper landed cost for the sale;
- Situation when EU or Non-EU Merchant acts as EI and facilitates B2C sales of EU goods that belong to Non-EU underlying supplier is identified by the following attributes are set for the goods as shown: location\_warehouse\_country = EU MS, Act as disclosed agent = YES, Underlying supplier country = Non-EU country . EI is responsible for VAT under Union scheme.
- If Merchant sells same items from locations in different MS the Merchant shall keep them as separate items in its stock management system with separate SKU numbers (for example, if Merchant sells the same item from a warehouse in France and from a warehouse in Germany items should be identified differently in Merchant’s internal SKU management system with different SKU ID numbers and when an end customer purchases the item it should be attributable to the warehouse where it is being sold from.
- Sales of TBE should be attributed to a particular FE or the Merchant’s Head office (to allow for proper Union OSS scheme reporting). If the Merchant sells TBE from FEs in different MSs, then Merchant should identify TBE sold from different FEs separately (for example “Song 1” sold from France, SKU 0001 and “Song 1” sold from Germany, SKU 0002).

*B2B specific EAS system limitations:*

- NON EU Merchants have to have at least one VAT registration to do B2B sales from within EU (i.e. when the transportation of the goods starts in EU). Situation will be automatically checked by the EAS system during the sale.

- If the Merchant is registered for VAT or has FE in a particular MS and the goods are sold to the person in the country of that VAT registration/FE then this VAT registration or FE always participate in the sale, and the sale is always a considered as domestic sale. It is Merchant's liability to comply with that assumption.
- If the goods during B2B sale do not cross the internal EU borders, then it means that goods are in the same MS as the End customer and the sale is only allowed if Article 194 is applicable in the country of the End customer or Merchant is VAT registered in this country. In other situations, the sale will be prohibited (checked automatically by EAS system).
- Sale of goods by EI acting as a disclosed agent is not allowed by the EAS system for B2B sales and will be automatically prevented.
- Sale of TBE by EI acting as a disclosed agent is allowed. The sale is considered as domestic (VAT MS rate) if the originating country of TBE attribute equals to the country of the end customer, otherwise it is an intracommunity sale with VAT rate set at zero.

*EI limitations for Merchants acting as EI and not using OSS schemes:*

- NON EU registered Merchants that do not use Union and Import OSS schemes will not be able to make B2C sales acting as EI, the system will revert the sale to the cart;
- EU registered Merchants that do not use Union and Import OSS schemes will be able to make B2C sales acting as EIs, with EAS properly calculating VAT applicable to the sales;

*Customs and shipment limitations:*

- Shipment splitting is only allowed for IOSS and FC simplified representation order splits. B2B, FC full representation splits and EI facilitated non-EU goods have to be delivered in one shipment.
- For the following countries the ISO code must be used
  - Greece → GR

- United Kingdom → GB

## 7. Document change log

The following changes are introduced into this revision (3.5) of this document:

Change Number	Referenced section	Change
1	2.11	New text related to server time zones changes is added with reference to section 5.3.1.
2	5.3.1	Description of time zone adjustment is introduced into the Merchant dashboard description referenced to Section 2.11.
3	2.2	Last paragraph is changed
4	6	Section 6 describing general system limitations is added
5	7	Document change log section is added
6	Terms and definitions	Fixed establishment term is introduced into the list
7	Terms and definitions	VAT ID definition is added
8	All	Table and figure numerations are updated.
9	2.8	Description of limitations related to Merchants acting as EIs and opting not to use OSS schemes is added
10	7	Description of limitations related to Merchants acting as EIs and opting not to use OSS schemes is added
11	4	Additional information on confirmation page is added, confirmation page picture (Figure 54) is changed
12	5.3.3	Additional requirement for inputting shipment data is added to "Orders fulfilment" sub-option item.
13	6	Customs and shipment limitation about ISO code in added.
14	3.7	The part about MPM was removed.

*Table 8*