EXACTOR PRESTASHOP SALES TAX COMPLIANCE PLUG-IN: INSTALLATION & USER GUIDE

CONFIDENTIAL

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EXACTOR PRESTASHOP PLUG-IN SYSTEM DESCRIPTION

This **Exactor PrestaShop Plug-in** was developed to enable businesses to incorporate and benefit from the **Exactor** sales tax compliance service within their PrestaShop shopping cart. Once installed, neither the merchant, nor the customer, need to perform any additional functions to obtain sales taxes.   The taxes are calculated and seamlessly displayed in the PrestaShop shopping cart, and because the shopping cart communicates with the **Exactor System**, the **Exactor System** generates tax returns without the merchant having to transfer data from one system to another.

This Installation and User Guide provides information specifically for installing and using the **Exactor Sales Tax Compliance Plug-in** in the PrestaShop Shopping Cart versions 1.4 and above.   More detailed information about the **Exactor Sales Tax Compliance Service** (including setting up an account, managing the account, reports and filing returns) are found in the **Exactor User Guide**, which can be downloaded and reviewed from the "Help" tab on the **Exactor Merchant Module Website**.

***Note to Accounting Program Users**: If the user has QuickBooks, or other accounting programs or ERP systems, transactions from the PrestaShop shopping cart can be downloaded into the accounting program.   If the accounting program is used for reconciliation of all transactions, the user should download and install the **Exactor QB plug-in** as well.   What this means is that transactions that originated in the PrestaShop shopping cart, and were run through the **Exactor System** for calculation purposes (regardless of whether or not sales taxes were applied), can be downloaded in their entirety into the accounting software (e.g. QuickBooks), thus effectively bridging between the PrestaShop shopping cart and the accounting and ERP systems.*
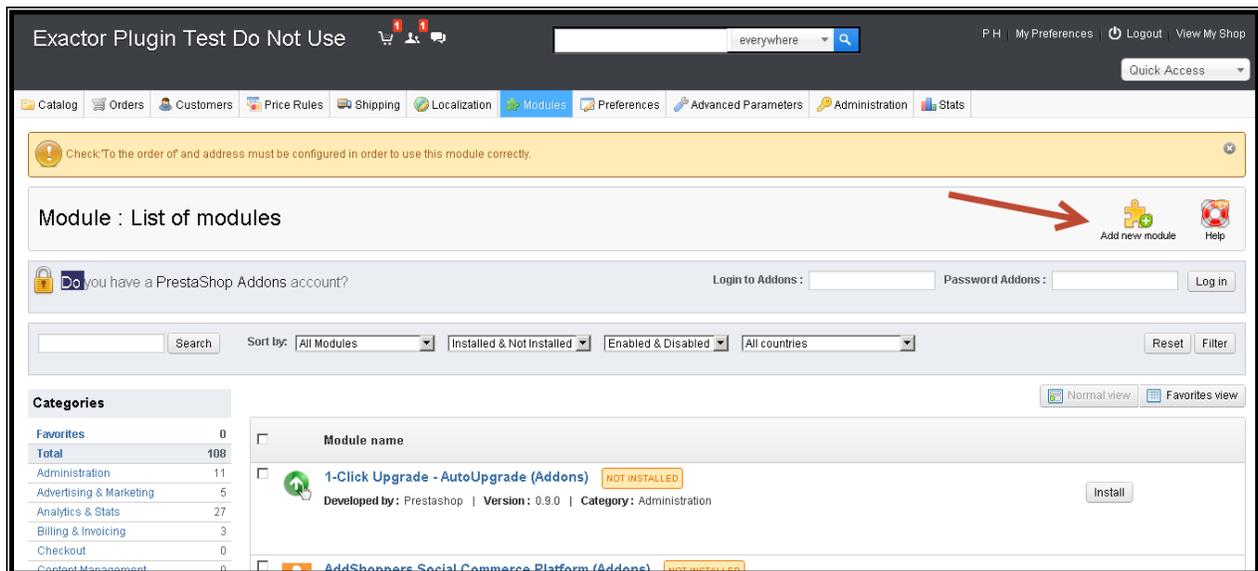
GETTING STARTED WITH EXACTOR

The **Exactor PrestaShop Plug-in** requires downloading, installing, setting up the plug-in within the PrestaShop shopping cart, and finally setting up the plug-in in the **Exactor Merchant Module website**. This section of the User Guide takes the user step by step through this process.

DOWNLOADING AND INSTALLING THE EXACTOR PRESTASHOP PLUG-IN

The user must start by downloading the **Exactor PrestaShop Plug-in.**

➢ On the **Exactor Merchant Module Website**, navigate to

→ Account Management
→ Integration Points and Plug-Ins

➢ Under "Shopping Carts", locate "PrestaShop" and download the **Exactor PrestaShop Plug-in** file and save to the computer.

➢ Make sure to note where on the computer the file is saved.

➢ In your PrestaShop Admin Panel, under the Modules Menu, select:
→ Add New Module

➢ A prompt will appear, allowing you to select the plugin downloaded previously.

> In the search menu, type "exactor" and click search
> The Exactor – Exactor Sales Tax module will appear
>> → Select the check box
>> → Click install the selection

Note: The uninstall button will be available instead on this same page you wish to uninstall previous versions of the plugin.

SETTING UP THE EXACTOR PRESTASHOP PLUG-IN

Once the **Exactor PrestaShop Plug-in** is installed, the **Exactor Merchant Account** information must be set-up. This set-up is necessary to make sure that the PrestaShop Shopping Cart communicates correctly and accurately with the **Exactor System**, to calculate and store transaction information.

Navigate to your PrestaShop Admin Panel and under the Modules Menu:
→ Exactor Module
→ Configure

Make sure to complete the following information:

➤ **Account #.** The account
number issued by **Exactor**
when setting up your **Exactor**
account.

➤ **User Name**.   You should
apply a User Name that is
unique for account number.
"Manage Users" in the Exactor
User Guide. For more
information, see

➤ **Business Address**.   You
should enter your company
address.   **Exactor** uses this
information as one of the
addresses for determining
taxes on transactions, so make sure that there are no errors in the address.   Otherwise,
Exactor may calculate and report the taxes incorrectly.

➤ **Do shipping charges include handling fees** – If shipping includes handling charges,
set this to YES, otherwise set this option to NO. This determines the correct tax rules to
be applied.

➤ **Commit taxes on**: The **Exactor PrestaShop Plug-in** gives the user the option of
committing the sales transaction to the **Exactor Merchant Account** upon payment or
other statuses.

→ If the user selects "never", transactions will **not** be committed to Exactor and will not
be used for generating tax returns.
→ If the user selects any of the other options, those transactions will be committed to
Exactor according to the option selected and will be used for generating tax returns.

See the section below on **Calculate Request and Commit Tax** for more detailed
information on these options.

➤ **Source of SKU Information - Exactor** allows the user to choose the field used to
identify a product. The merchant can use the PrestaShop (i) SKU Field (Reference Field)
or (ii) Product Category. The SKU information is sent to Exactor with each line item and
is used for **PRODUCT MAPPING** explained below.

➤ **Enable Entity Exemptions** – Setting this option to "Yes" enables the **Exactor
PrestaShop Plug-in** to send a Customer ID to the **Exactor Merchant Account**
identifying exempt entities. The merchant must enter the Customer ID and exemption
information into their **Exactor** Account for the entity exemption to be recognized during
the check out process. If this option is set to "No" then **Exactor** does not recognize any
entity exemptions. **Entity Exemption** is explained below.

➤ When the information is complete, Click **Save Data**. If the account setup is successful,
the following message appears near the top of the page.

PRODUCT MAPPING

After setting up the account information, the user should proceed to mapping products to

Exactor Unified Codes ("EUC"). Product Mapping is the term used when it is necessary for the **Exactor System** to identify the type of products sold in order to correctly apply taxability rules. **Exactor** applies its internal **Exactor Unified Code ("*EUC*")** to determine the tax rules that would apply to any given transaction - which rules apply to the product/service in the given taxing locality. For example, services and products such as clothing and food may have special taxability rate in various locations. Because different taxes are applied to different product categories, **Exactor** requires its customers to map any products which may require special taxability rules to the **EUCs**, so that the **Exactor System** can provide an accurate calculation in real time without disrupting the transaction flow.

When using the **Exactor** tax compliance service, the internal PrestaShop tax rules are not applied. As part of the set-up process, **the Exactor module resets all PrestaShop internal tax rates to 0**, to assure there is no conflict with the **Exactor** processes and tax calculations. Any change that a user makes to this process, such as changing the internal PrestaShop rates, results in tax calculation errors.

Product mapping is performed from within the **Exactor Merchant Module Website** and **NOT** from within the PrestaShop shopping cart. As part of the tax calculation process, the **Exactor PrestaShop Plug-in** transmits to the **Exactor System**, SKU information for each product being purchased. The user must choose the source of SKU information from PrestaShop, and then have it input into the **Exactor Merchant Website** mapped to the appropriate **EUC**. Based upon how the product is mapped on the **Exactor Merchant Website**, the **Exactor System** then applies the appropriate tax rules and rates to each separate line item.

Choosing SKU Information for Product Mapping

In the **Exactor** Account setup, the user selects which PrestaShop Product information is sent to **Exactor** in the SKU field. The merchant chooses the source of the "SKU" information sent to **Exactor** from the following:
(i) SKU Field; (ii) Product Category;

Caution: Not selecting a source of SKU information results in all transactions being taxed. In this situation, there is no SKU information for **Exactor** to use in product mapping. **Exactor** errs on the side of caution, and assumes that all products are taxable unless the SKU is product mapped. Do not use this category if you think that certain items could benefit from preferred tax treatment (such as reduced tax rates; tax holidays, etc).

Product Mapping SKUs to EUCs

PrestaShop has an option to "Export All Products" to a comma separate file. The merchant may then map the products to the appropriate **EUCs** and have **Exactor** upload the resulting Product mapping file to the merchant's **Exactor** account.

ENTITY EXEMPTION

The **Exactor PrestaShop Plug-In** allows the user to upload exemption information, and cross-reference between a buyer's personal exemption and any given transaction.

The plugin will add an Exemption ID field for every customer record.   Create the exemption in Exactor first and you will have an ECN number.   Put this number in the field and any orders from a customer with this mapping will automatically deem the order to be exempt from taxes.

Exactor:

PrestaShop:

CALCULATE REQUEST AND COMMIT TAX

After the **Exactor PrestaShop Plug-In** is installed, taxes are calculated and displayed everywhere where the tax field appears as an integral part of the PrestaShop shopping cart.

Before submitting the transaction total for credit card authorization, the PrestaShop shopping cart displays taxes calculated by **Exactor** in the "Order Summary" page.

Taxes displayed in the "Order Summary" page are *Tax Calculation Requests* only. These taxes are not used for generating tax returns. If the customer abandons the shopping cart at this stage, or otherwise their credit card is not authorized, the transaction remains in the **Exactor System**, but as a calculation request only. It is not converted to a *Committed Sales Transaction*, and is not used for generating tax returns.

Your shopping cart contains: 1 product

PRODUCT	DESCRIPTION	REF.	UNIT PRICE	QTY	TOTAL	
	iPod Nano Color : Black, Disk space : 16GB	--	$166.39 $158.07	1	$158.07	DELETE

Total products:	$158.07
Total shipping:	$2.00
Total (tax excl.):	$160.07
Total tax:	$0.00

	TOTAL:
Vouchers [ ] OK	$160.07

Estimate your shipping & taxes

Country [United States ▾]

State [Alabama ▾]

Zipcode [   ] (Needed for certain carriers)

CARRIER	INFORMATION	PRICE

Details on Tax Calculation Requests VS Committed Sales Transactions

During the "Exactor Options" setup, the user has the following option:
Commit taxes on completed orders: The **Exactor PrestaShop Plug-in** gives the user the option of committing the sales transaction to the **Exactor Merchant Account** on the completion of the sale, or the user may choose to only calculate the taxes for the order.

If an option is not selected then **Exactor** is only running *Tax Calculation Requests*:
➤ **TAX CALCULATION REQUEST**. In this option, the **Exactor System** performs an accurate tax calculation based upon transaction data inputted into the shopping cart. The transaction data, and tax information, are stored in the **Exactor System**, but are NOT be used for reporting or tax filing purposes.

If for example, payment received is selected, then, after clicking the "Submit" button, and upon receipt of the credit authorization, the transaction is committed, and the calculated taxes are applied to the next tax return.
➤ **COMMITTED SALES TRANSACTION**. In this mode, taxes are calculated, and the transaction data, and taxes, are written into the **Exactor System**, and stored for tax reporting purposes.

For more information about committed transactions and calculation requests only, see the Chapter "Reports" in the Exactor User Guide

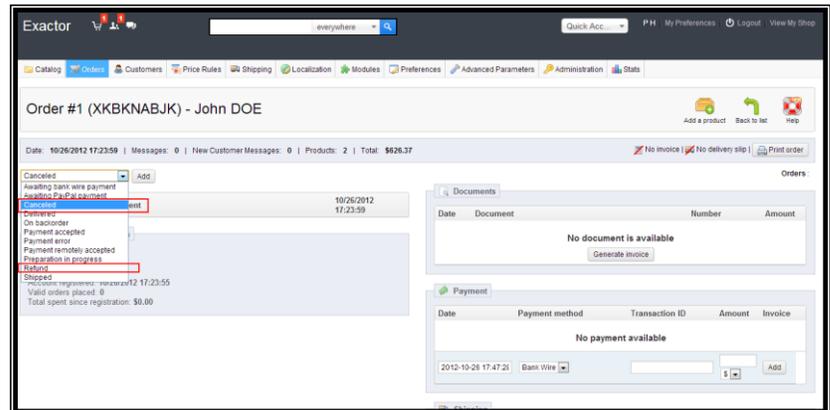The merchant can see the calculated taxes in their account on the Exactor Merchant Website.

For more information, please see "Detailed Tax Calculation Request" or "Detailed Committed Sales Transaction" in the Exactor User Guide.

CANCELLING A PURCHASE – REFUNDING THE TAXES

Cancelling an order results in a credit of the calculated taxes.

To apply a refund, navigate to the Orders Menu in the Admin panel, then
choose the specific order that needs to be refunded.

By selecting "Cancel" or "Refund" statuses, the order will be cancelled, and the committed taxes will be reversed.

A matching credit is written into the **Exactor System**.

Thank you for using the Exactor Sales Tax Compliance Service and the **Exactor PrestaShop Plug-in.** *If you have any questions, please do not hesitate to contact your* **Exactor** *representative, or e-mail us at* **customer.support@exactor.com**.