SPREECOMMERCE SHOPPING CART –
EXACTOR SALES TAX COMPLIANCE PLUG-IN:
INSTALLATION & USER GUIDE

CONFIDENTIAL

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EXACTOR SPREECOMMERCE PLUG-IN SYSTEM DESCRIPTION

This **Exactor SpreeCommerce Plug-in** was developed to enable businesses to incorporate and benefit from the **Exactor** sales tax compliance service within their SpreeCommerce 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 SpreeCommerce 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 SpreeCommerce Shopping Cart.   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 SpreeCommerce 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 SpreeCommerce 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 SpreeCommerce shopping cart and the accounting and ERP systems.*

GETTING STARTED WITH EXACTOR

The **Exactor SpreeCommerce Plug-in** requires downloading, installing, setting up the plug-in within the SpreeCommerce 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.

PRE-INSTALLATION REQUIREMENTS

To successfully run the Exactor SpreeCommerce Plug-in, the following must be installed:
- Ruby version 1.9.3
- Rails version 3.2.8
- SpreeCommerce version 2.0+ (please contact techsupport@exactor.com if running earlier versions)

DOWNLOADING AND INSTALLING THE EXACTOR SPREECOMMERCE PLUG-IN

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

➤ On the **Exactor Merchant Module Website (merchant.exactor.com)**, navigate to

→ Account Management
→ Integration Points and Plug-Ins
➤ Under "Shopping Carts", locate "SpreeCommerce" and download the **Exactor SpreeCommerce Plug-in** file and save to the computer.

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

The installation process consists of two steps:
1. Navigate to the Spree installation directory and place the file *Exactor_Spree_2.0.0_20130802.rb* there. If the file is zipped, make sure to unzip in first.

2. Open the console and navigate to the installation folder (please see below), and execute the following command there:
ruby Exactor_Spree_2.0.0_20130802.rb install

Using the command line tool:

Ubuntu OS:

➤ The terminal can be opened by pressing *ALT+CTRL+T*.
➤ Change the current directory with *cd* command, for example
o *cd /opt/spree/spree_installation*
o where */opt/spree/spree_installation* is the full path on file system.
➤ Type *ruby Exactor_Spree_2.0.0_20130802.rb install* and press Enter.
➤ You will see "Welcome to Spree Exactor installation program" in the output
➤ This message will appear a few seconds later
"ATTENTION! This plug-in supports only these versions of Spree: ["1.1.1","1.1.2","1.1.3"].
Is your version of Spree listed there? [Y/n]"

➤ Type *Y* and press enter to complete the install.
➤ Restart Rails Server - *sudo service apache2 restart*

Note: To uninstall the plugin, follow the above procedure, but type
ruby Exactor_Spree_2.0.0_20130802.rb uninstall

SETTING UP THE EXACTOR SPREECOMMERCE PLUG-IN

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

➤ Navigate to your SpreeCommerce Admin Panel and under the Configurations Menu:
→ Exactor Settings

Make sure to complete the following information:

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

➤ **User ID**.   You should apply a User Name that is associated with the merchant account #. *For more information, see "Manage Users" in the Exactor User Guide.*

➤ **Ship From 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.

➤ **Effective Date** – Select a date range to start processing orders with the **Exactor** plugin.

➤ **S&H charges** – Check the box if shipping includes handling charges.   This determines the correct tax rules to be applied.

➤ **Commit Options**: The **Exactor SpreeCommerce Plug-in** gives the user the option of committing the sales transaction to the **Exactor Merchant Account** based on transaction status or based on payment status or based on shipping status.

  o   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 SpreeCommerce (i) SKU Field or (ii) Product Category. The SKU information is sent to Exactor with each line item and is used for **PRODUCT MAPPING** explained below.
➤ When the information is complete, Click **Save Exactor Settings**. 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 SpreeCommerce tax rules are not applied. As part of the set-up process, **the Exactor module resets all SpreeCommerce 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 SpreeCommerce rates, results in tax calculation errors.

Product mapping is performed from within the **Exactor Merchant Module Website** and **NOT** from within the SpreeCommerce shopping cart. As part of the tax calculation process, the **Exactor SpreeCommerce Plug-in** transmits to the **Exactor System**, SKU information for each product being purchased. The user must choose the source of SKU information from SpreeCommerce, 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 SpreeCommerce Product information is sent to **Exactor** in the SKU field.   The merchant chooses the source of the "SKU" information sent to **Exactor** rom the following:
(i) SKU Field; (ii) Product Category;
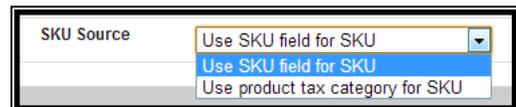
Caution: Not selecting a source of SKU information results in all transactions being taxed. In this situation, there is no SKU information for **Exactor** to use in product mapping. **Exactor** errs on the side of caution, and assumes that all products are taxable unless the SKU is product mapped. Do 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

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

In order to exempt a customer, an exemption record must be created in Exactor (merchant.exctor.com).   Once, an exemption ID (starts with ECN-) is created, insert this ID into the exemption ID field for a customer in SpreeCommerce.   Any orders from a customer with this mapping will automatically deem the order to be exempt from taxes.

Exactor:
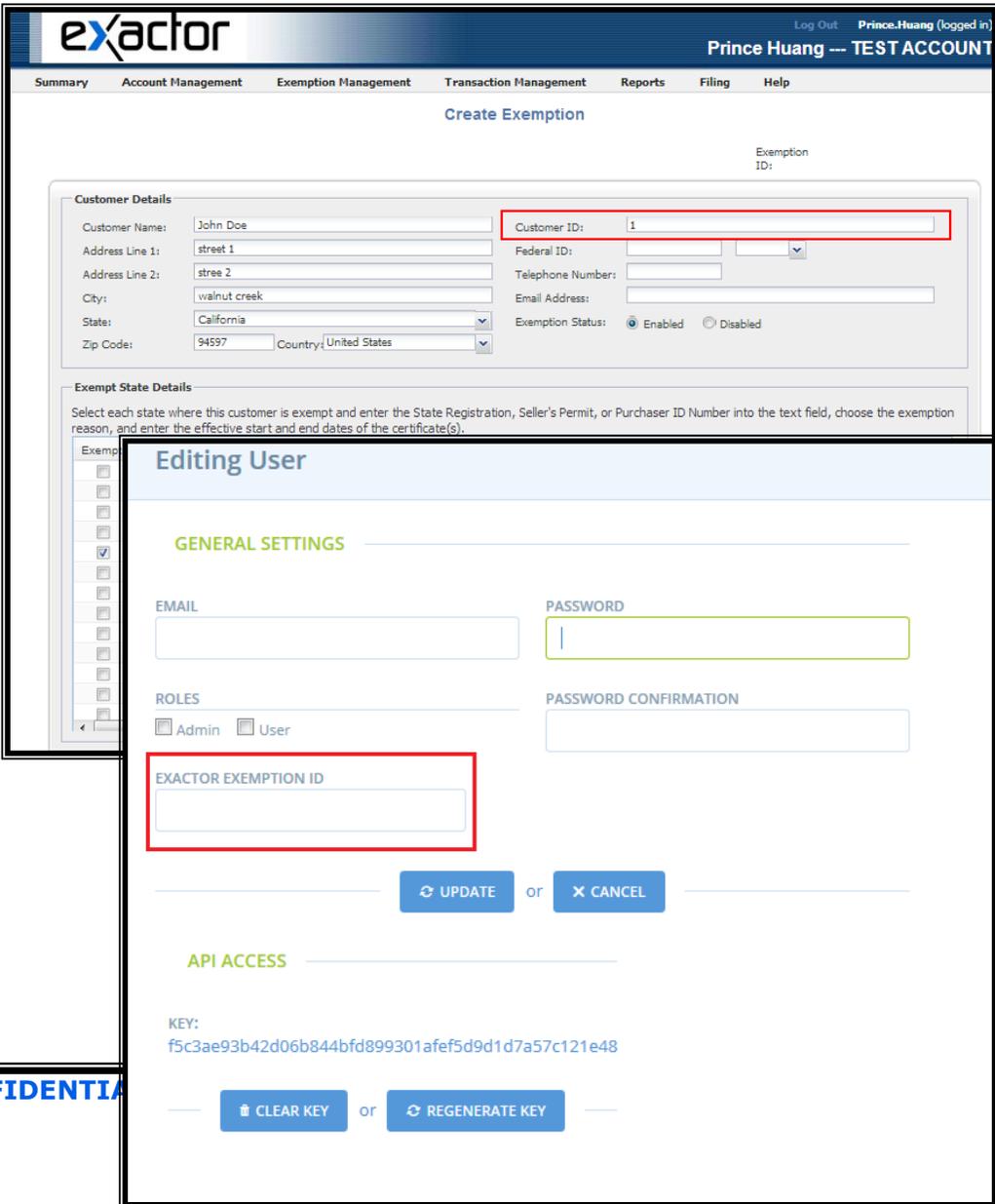
SpreeCommerce:

CALCULATE REQUEST AND COMMIT TAX

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

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

Taxes displayed in the "Order Payment" 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.
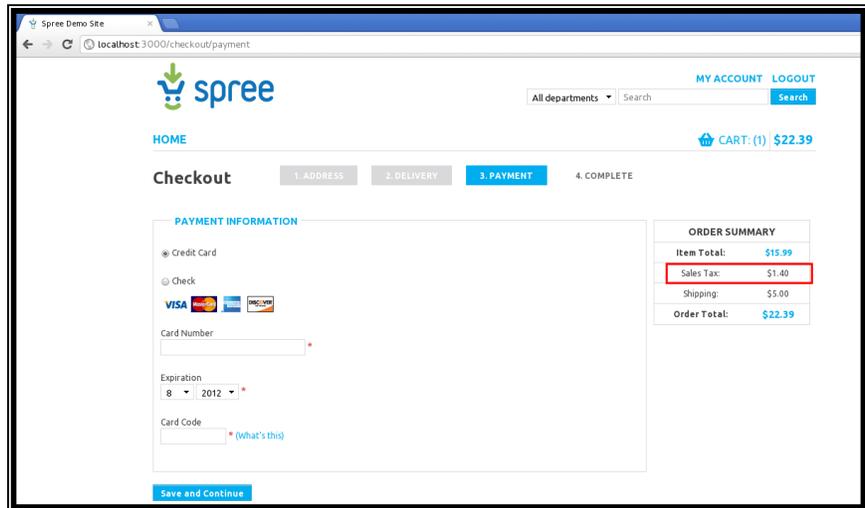
DETAILS ON TAX CALCULATION REQUESTS VS COMMITTED SALES TRANSACTIONS

During the "Exactor Options" setup, the user has the following option:
Commit Options: The **Exactor SpreeCommerce Plug-in** gives the user the option of committing the sales transaction to the **Exactor Merchant Account** on the completion of the sale, or upon payment or shipping status.

By default, the plugin sets commit transaction based on transaction status and will commit the order when an order has a status of "completed." 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", the
order will be cancelled, and
the committed taxes will be
reversed.
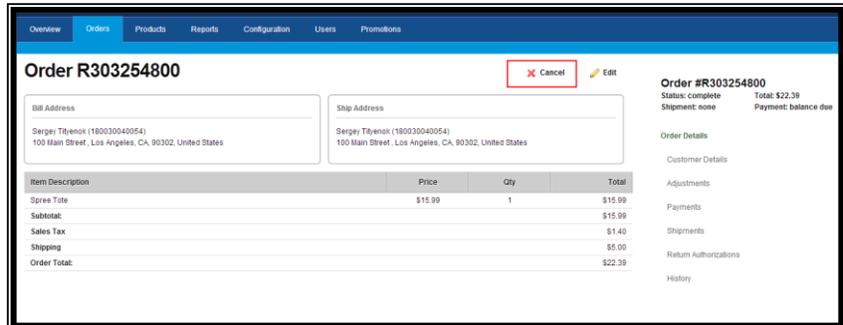
A matching credit is written into the
Exactor System.
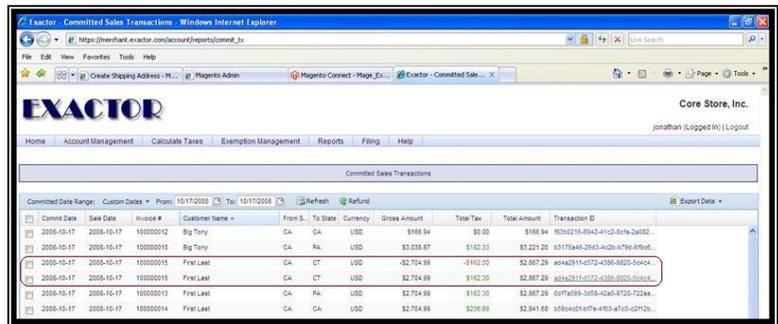
Thank you for using the Exactor Sales Tax Compliance Service and the Exactor
SpreeCommerce Plug-in*. If you have any questions, please do not hesitate to
contact your* Exactor *representative, or e-mail us at*
customer.support@exactor.com*.*