

Taxamo Assure WooCommerce Plugin Documentation

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Introduction

Grow your online business without VAT worries. The Taxamo Assure WooCommerce Plugin provides UK-based WooCommerce Merchants with a reliable EU VAT service. If you're a non-EU business selling physical goods to consumers in the EU, you are responsible to charge VAT on your sales and remit VAT to each country.

It can be complicated to manage the VAT calculations and monthly filings to the various countries according to their regulations. VAT errors can incur penalties to your business, or even result in VAT due by your customer at delivery which negatively impacts customer relationships and increases volumes of returns and refunds.

Taxamo Assure will manage the invoicing in your existing online checkout, and file all the required VAT reporting for you. Once you integrate the solution into your checkout process, it creates the invoice including calculation of the VAT due on every line item. The VAT due on each transaction is paid directly from your customers to Taxamo.

Once you integrate Assure, you'll be confident you're charging your customers the right VAT amount, and Taxamo will handle all the VAT filings and payments. With Taxamo Assure, there's no need for you to register and file monthly Import One Stop Shop (IOSS) VAT returns, so you can focus on selling.

Preliminary Setup

Before attempting to install the Taxamo Assure plugin you need to sign up to the Taxamo service.

You can sign up for a Sandbox account at: <u>https://manage.sandbox.marketplace.taxamo.com/auth.html#self-signup/Taxamo</u> and/or a Production account at: <u>https://manage.marketplace.taxamo.com/auth.html#self-signup/Taxamo</u>.

As part of the Taxamo account set up you will generate an API token that will be needed to complete your WooCommerce set up. Please store this token securely until you are ready to set up the WooCommerce plugin.

Overview

Taxamo Assure is revolutionizing tax management for UK-based merchants selling into the EU. Today we support the sale of low value import goods into the EU, under the IOSS Scheme.

- The IOSS scheme came into effect from the 1st July 2021.
- The IOSS scheme applies to Merchants not VAT registered in the EU and not physically present in the EU.
- Today, the IOSS scheme applies to consignments up to €150.
- The burden the IOSS scheme places on businesses includes: determining IOSS eligibility per transaction, calculating the correct VAT rate, sending compliant invoices and showing IOSS compliance at audit.
- Taxamo Assure, allows Merchants to pass that IOSS burden to Taxamo and trade compliantly into the EU.

Taxamo Assure will be liable for VAT on IOSS sales, which removes the need for you to register, file, and remit VAT under Import One Stop Shop (IOSS).

Account and Pricing

An additional Taxamo account is required, and fees apply. The account is not created during plugin installation. To create an Account please visit the <u>product page</u> and you can select the Sign-up button. You can create a sandbox account initially for testing and then a production account when you are ready to go live.

The Taxamo Assure WooCommerce plugin is free to download and install. Taxamo will change a £2 per transaction fee for each IOSS transaction supported. A fee is not charge for any transaction we cannot support e.g. a transaction over €150 or a B2B transaction – both of which are outside the current scope of IOSS.

Features

Taxamo Assure integrates into your customer checkout journey and controls the real-time VAT calculation, invoicing and VAT number validation on applicable sales. As you process sales, these transaction details are tracked and Taxamo Assure takes responsibility to file and remit the VAT due where Taxamo has the tax liability.

- Seamless integration with your checkout
 - The plugin connects to the Taxamo API's for sales and refunds
- Real-time VAT calculation
 - Calculates VAT due per line item at point of sale. This is on the checkout and not on the product pages.
 - Universal and dynamic pricing is supported (whether you load your products with tax inclusive pricing or tax exclusive pricing)
- Filing and remittance
 - Taxamo use their IOSS number for filing and remittance of VAT due for sales where Taxamo has the VAT liability.
- Business-to-business transaction validation
 - Automatic validation of VAT number for sales to business customers.
- Invoicing
 - Invoice generation and customisation. Taxamo will create a VAT invoice for the buyer where Taxamo has the VAT liability.
- On-demand VAT report
 - Instant reporting on VAT position through the Taxamo Dashboard
- Automated settlement
 - Automatic reconciliation of VAT and parcel commission against your credit card. The VAT due and fee is charged to your credit card

Use Case

You are a UK-based Merchant selling into the EU. You import low value goods into the EU for sale to B2C customers. You do not wish to register for VAT via an intermediary for IOSS. By using Taxamo Assure, you will use Taxamo's IOSS number and Taxamo will be responsible for the VAT for the sales under IOSS. Taxamo will be responsible for filing the IOSS return each month. You will provide Taxamo's IOSS number to your parcel carrier for the relevant IOSS sales.

Frequently Asked Questions

Please find more information under frequently asked questions.

Plugin Installation

- From the WordPress Dashboard select Plugins from the left navigation.



- Click the Add New button.

1	🖀 QA2 📮 0 🕂	New	
& }	Dashboard	Plugins Add New	
*	Posts	All (1) Active (1)	
9 1	Media	Bulk actions V Apply	
	Pages	D Plugin	Description
•	Comments	WooCommerce	An eCommerce tool
Mos	WooCommerce	Settings Deactivate	Version 5.9.0 By Au
	Products	🗌 Plugin	Description

- Click the Upload Plugin button.



- Click the Choose File button.

Add Plugins Upload Plugin	
If you have a plugin in a .zip format, you may install or update it by uploading it her If you have a plugin in a .zip format, you may install or update it by uploading it her Install Now	re.

- Click the Install Now button.

Add Plugins Upload Plugin	
If you hav	<i>r</i> e a plugin in a .zip format, you may install or update it by uploading it here.
	Choose file woocommer134-1135.zip

- Click the Activate Plugin button.



- Click the Taxamo Assure Plugin Settings button.

Plu	Add New Plugin
Т	Taxamo Assure Plugin is almost ready – Please add your Seller Token and complete the configuration to begin fetching tax rates.
	kamo Assure Plugin Settings

Taxamo Assure Settings Page:

Credentials Tab:

MaxMind Geoloca	ation Taxamo Assure	9
Credentials	Configuration	
Taxamo Assu	re by Vertex	
Taxamo Assure by Please refer to ou testing purposes y	y Vertex is a service for Ir <u>getting started docs</u> you may sign up for a <u>j</u>	r ecommerce merchants to process tax for physical goods sold into the EU that are valued up to 150 EUR. for further information. Merchants are required to have a Taxamo Assure account to use this service. For <u>Sandbox account</u> . When ready to go live, please sign up for a <u>Production account</u> .
Environment		Sandbox 🗸
		Use Sandbox for testing the service and Production for the live service.
Seller Token		seller_token
		You can obtain your Seller token from your Taxamo account. Please login (<u>Sandbox</u> or <u>Production</u>) then navigate: Dashboard > Settings > View API tokens.
Save changes		

Configuration Tab:

MaxMind Geolocation Taxamo Assure		
Credentials	Configuration	
Taxamo Assu	re by Vertex	
Taxamo Assure by <u>started docs</u> for fu When ready to go	Vertex is a service Irther information live, please sign u	for ecommerce merchants to process tax for physical goods sold into the EU that are valued up to 150 EUR. Please refer to our <u>getting</u> . Merchants are required to have a Taxamo Assure account to use this service. For testing purposes you may sign up for a <u>Sandbox account</u> . of for a <u>Production account</u> .
Enable VAT Num	ber Field	Enable VAT Number Field
		Allow businesses to enter their VAT number during checkout. Validated business transactions will be VAT exempt.
Provide Invoice	Link	Provide Invoice Link
		Taxamo Assure will send the customer the sole VAT invoice for their Assure transactions via email. Additionally, a link can be offered to the customer to see their invoice after checkout, if selected here. As an optional step: you can personalise the invoice template in your Taxamo Assure account. Please login (<u>Sandbox</u> or <u>Production</u>) then navigate: Dashboard > Settings > Customize invoices.
Debug Log		Enable Logging
		Log Taxamo Assure Plugin events. This is useful for Developers and the Taxamo Helpdesk to provide support and troubleshooting. You can view the logs within WooCommerce at: Dashboard > WooCommerce > Status > <u>Log</u>
Force Universal	Pricing	Force Universal Pricing
		Enabling this option makes Taxamo calculate VAT in such a way, that the final price is always the same as the price provided.
Save changes		

Taxamo Plugin Settings Configuration

Credentials

Environment

- Options are Sandbox or Production. Use Sandbox for testing the service and Production for the live service.

Environment	Sandbox	~	
	Use Sandbox for testing the service and Production for th	e live serv	/ice.

Seller Token

 Enter your Assure Seller Token. You can obtain your Seller token from your Taxamo account. Please login (Sandbox or Production) then navigate: Dashboard > Settings
 > View API tokens.

Seller Token	seller_token	
	You can obtain your Seller token from your Taxamo account. Ple (<u>Sandbox</u> or <u>Production</u>) then navigate: Dashboard > Settings >	ease login View API tokens.

Configuration

Enable VAT Number Field

 The VAT number field will become available to Customers on checkout if this option is checked. This allows Customers to enter their VAT Number to obtain an exemption from VAT. This is primarily used for Business to Business transactions, ie. the Customer is purchasing for their business. The Customers VAT number is sent to Taxamo for calculation.

Enable VAT Number Field	Inable VAT Number Field
	Allow businesses to enter their VAT number during checkout. Validated business transactions will be VAT exempt.

Provide Invoice Link

- If you check the Show Invoices setting this will enable the creation of an invoice in your Taxamo account. The Customer can also obtain a copy of the Taxamo invoice via the My Account area when they are logged into your WooCommerce store. The Customer will see a button to obtain a HTML formatted Taxamo Invoice when their Order is in a Complete status in WooCommerce.

Provide Invoice Link	Provide Invoice Link	
	Taxamo Assure will send the customer the sole VAT invoice for their Assure transactions via email. Additionally, a link can be offered to the customer to see their invoice after checkout, if selected here. As an optional step: you can personalise the invoice template in your Taxamo Assure account. Please login (<u>Sandbox</u> or <u>Production</u>) then navigate: Dashboard > Settings > Customize invoices.	

Debug Log

- Enabling this will allow the plugin to log Taxamo events in the WooCommerce Logs, located in Admin > WooCommerce > Status > Logs.

Debug Log 🛛 🔞	Enable Logging
	Log Taxamo Assure Plugin events. This is useful for Developers and the Taxamo Helpdesk to provide support and troubleshooting. You can view the logs within WooCommerce at: Dashboard > WooCommerce > Status > Log

Force Universal Pricing

- Enabling this option makes Taxamo calculate VAT in such a way that the final price is always the same as the price provided. This will ensure the price is consistent to all Customers regardless of their tax jurisdiction. You should keep in mind that it also means the tax exclusive price they receive will differ between sales that are in different jurisdictions.

Force Universal Pricing	Force Universal Pricing
	Enabling this option makes Taxamo calculate VAT in such a way, that the final price is always the same as the price provided.

First Time Install Wizard

Great! Now you've installed the plugin. You will now be presented with a Wizard Flow to take you through the steps needed to finalise your integration with Taxamo Assure and get you up and running. We've included detailed information on each step of the process below.

Wizard Flow

Assuming you have installed and activated the plugin (as per above steps), you will be presented with this notification message.

🚳 Dashboard	Plugins Add New Plugin		Screen Options 🔻 Help 🔻					
📌 Posts	The Taxamo Assure Plugin is almost ready – Please add your Seller Token and	complete the configuration to begin fetching tax rates.						
93 Media	Taxaimo Assure Plupin Settings.							
Pages	• Castro installed number							
Comments	All (24) Active (2) Inscive (2) Recently Active (1) Update Available (6) Musbuse (1) Dropin (1) Zeal of the state of the s							
WooCommerce		Normal Mark	-					
Products	D Plugin	Description						
Analytics	WooCommerce Settings Deactivate	An eCommerce toolkit that helps you sell anything. Beautifully.						
🐢 Marketing		version 8.8.5 By Aucomattic view details Docs API docs Community support						
🔊 Appearance	WooCommerce Taxamo Assure	Use Taxamo services in your WooCommerce shop.						
🖆 Plugins 🙆 📢	Sign Op Seconds Deeccivate	Version 1.0.2 By WooCommerce Visit plugin site						
Installed Plugins	Plugin	Description						
Add New Plugin	Bulk actions V Apply		2 items					
Plugin File Editor								
🚢 Users								
Ju Tools								
E Settings								
Collapse menu								
	Thank you for creating with <u>WordPress</u>		Version 6.5.2					

Click the Launch Taxamo Assure Settings Wizard button.

🕅 🍪 QA3 🔂 11	♥ 0 + New C*	day, opmc_dev 🔃
Dashboard Dashboar	Integration Automation	ty Finish setup
🖈 Posts		Help 🗸
91 Media	General Products Tax Shipping Payments Accounts & Privacy Emails Integration Advanced	
📕 Pages	MaxMind Geolocation Taxamo Assure	
P Comments		
WooCommerce	Instance Assure by Vertex	ount to use
Home 😰	reason results by them is a server to commente metalination by bookes tax to prise good and the count and are availed by the count, reaser tere to count getting samed does no minime metalination, metalination are required to inverse a taxanto resource of this service. For testing purposes your any sign of the Samboa social with the service. For testing purposes your any sign of the Samboa social with the service.	Jount to use
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Coupons		
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🖆 Plugins 🕐		
🚢 Users		
🖋 Tools		
Settings		
Collapse menu		

You will now be stepped through each Wizard screen.

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Dashboard Dashboar	Integration							Fi O Activity Finish se	etup
🖈 Posts								Help +	
91 Media	General Products Tax Shipp	ing Payments Accounts	Privacy Emails Integr	ation Advanced					
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Extensions		Production: You	should use production when	n you want to go live.					
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Coupons		Seller	Token								
Reports											
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Status		navigal	te:								
Extensions		Dashbo	oard > Settings > Vie	w API tokens.							
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Crears (79) Customers Coupons Reports Status Status Extensions	Launch Taxamo Assure Settings Wiza	WVz C Enable VAT Number Field Allow businesses to enter their VAT number during checkout. Validated business transactions will be VAT exempt. Note: If unsure, this option can be configured in the settings later.									
 Products Analytics Marketing 											
 ✗ Appearance ✗ Plugins ✗ Users ✗ Tools ☑ Settings ☑ Collapse menu 		Powered by # VERTE	EX.	P	revious Next		Plugin develoj	bed by OPMC			



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 ≁ Posts ♀ Media Pages Comments 	General Products Tax Shipp MaxMind Geolocation Taxamo Assure Taxamo Assure by Vertex	ing Payments Acc Taxamo Assure S	ounts & Privacy I Settings Wizard	Emails Integrat	ion Advanced		-	×			Help
Home 2 Crders 75 Customers Coupons	Taxamo Assure by Vertex is a service for eco this service. For testing purposes you may sly Launch Taxamo Assure Settings Wizz	Environment	Token	VAT		Debug	Pricing	Success	n. Merchants are required to have a Taxamo Asc	sure account	t to use
Reports Settings Status Extensions		Log faxan and troubl Dashboan Note: If un	eshooting. You can d > WooCommerce isure, this option can	view the logs with > Status > Log n be configured in	in WooCommerce the settings later.	at:	aesk to provide suppo	n			
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WooCommerce	Taxamo Assure by Vertex is a service for eco								n. Merchants are required to have a Taxamo Assure a	ccount to use
Home 🙆	this service. For testing purposes you may si	Environment	Token	VAT	Invoices	Debug	Pricing	Success		
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Coupons										
Reports					Success					
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🖋 Tools										
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Collapse menu										

Following the Success page, the Wizard redirects you to the normal Settings page, as per above.

Product Configuration

Available in Taxamo Assure only, is the ability to add a Product CN Code to individual products.

Product CN Code

- This setting can be found under the General tab when you Edit a Product. The CN code can be obtained from the Taxamo account under Product Classification.
- Taxamo Assure typically calculates tax at the standard rate for a jurisdiction. One exception is books, where a reduced rate can be availed of, if it is available in the buyer's jurisdiction. To avail of the reduced rate for books, a Product CN Code will need to be provided. Read more on CN codes <u>here</u>. To add CN codes via the WooCommerce plugin, from your WooCommerce Dashboard go: Products > Edit a Product > Vertex product CN code. Where a CN code is not provided, Taxamo will always calculate tax using the standard rate of tax for that jurisdiction.

Vertex product CN code)

Customer Checkout

- Examples of Taxamo VAT calculations on Checkout

Billing details			Your order			
First name <u>*</u>	Last name <u>*</u>		Product	Subtotal		
Company name (optional)			Vneck Tshirt × 1	€130.90		
Country/Region .			Subtotal	€130.90		
Germany	Ŧ]	Total	€130.90 (includes		
Street address *				€20.90 VAT DE E-SERVICE		
House number and street nam	e			esumated for Germany)		

Billing details		Your order	
First name <mark>.</mark>	Last name <u>.</u> *	Product	Subtotal
Company name (optional)		Vneck Tshirt × 1	€132.00
Country/Region .		Subtotal	€132.00
France Street address	•	Total	€132.00 (includes €22.00 VAT FR E-SERVICE)

Note in the examples above the difference in Tax calculator for the same product. Taxamo has calculated the tax based on the Customer country which is different in the 2 examples.

Completed Order

Customer

Order details	
Product	Total
<u>Vneck Tshirt</u> × 1	€120.00
<u>Polo</u> × 1	€20.00
Subtotal:	€140.00
Shipping:	Free shipping
Payment method:	Cash on delivery
Total:	€140.00 (includes €20.00 VAT FR E-SERVICE, €1.82 VAT)

Merchant

Order #88 details							
Payment via Windcave. Paid on 21 July 2022 @ 1:43 am.	Customer IP: 101.182.72.94						
General	Billing	0	Shipping				0
Date created:	John Doe 3 Bd des Capucines 75002 PARIS France Email address: dfhdjhfbv@dfkkidfnvkdjnv/dfv.dfvdf Phone: 12321321321		John Doe 3 Bd des G 75002 PAR France	apucine IS	s		
Product			Cost	Qty	Total	FR EUROPEAN VAT PHYSICAL	
Yneck Tshirt SKU: vneck			€15.00	× 2	€30.00	€6.00	
+ FR EUROPEAN VAT PHYSICAL SERVICE					€2.00	-	
Flat rate Items: Vneck Tshirt × 2					€10.00	-	
						Items Subtotal:	€30.00
						Fees:	€2.00
				_		Shipping:	€10.00
					FR EUROP	EAN VAT PHYSICAL:	€8.00
						Order Total:	€50.00

Refund

To refund an order you would navigate to the relevant order, ie Dashboard > WooCommerce > Orders. Then click on the Order.

- Click the Refund button.

Order #47 details							Order actions $\land \lor \blacktriangle$
Payment via Cash on delivery. Custor	mer IP: 101.182.120.156	6					Choose an action V >
General	Billing		0	Shipping		0	Move to Trash Update
Date created:	Test Test Test 75000 PARIS			Address: No shipping	address set.		Order notes
Status: Processing Customer: Guest	Email address: test@testing.jhbdfvjhb Phone: 123456789						Payment to be made upon delivery. Order status changed from Pending payment to Processing. 16 December 2021 at 2:27 am <u>Delete note</u>
Product		Cost	Qty	Total	VAT FR E-SERVICE		Add note 🕢
SKU: vneck		€100.00	× 1	€100.00	€20.00		Private note V Add
				Items S VAT FR E-S Ord	ubtotal: ERVICE: er Total:	€100.00 €20.00 €120.00	
Refund				@ T	his order is no longer	editable.	

- Enter the Quantity and Total.
- Click Refund.

Product		Cost	Qty	Total	VAT FR E-SERVICE
1	<u>Vneck Tshirt</u> SKU: vneck	€100.00	× 1 1	€100.00 100	€20.00 20
		•	Restoc Amount Total av @ Reason for	k refunded items: already refunded: vailable to refund: Refund amount: refund (optional):	 ✓ -€0.00 €120.00 120.00
Cancel]			Refu	nd €120.00 manually

The refund has been processed.

Product		Cost	Qty	Total	VAT FR E-SERVICE	
1	<u>Vneck Tshirt</u> SKU: vneck	€100.00	× 1 5 -1	€100.00 5 -€100.00	€20.00 ⋺ -€20.00	
Θ	Refund #48 - 16 December 2021, 2:30 am by <u>opmc_dev</u>			-€120.00		
				Items S VAT FR E-S Ord	ubtotal: ERVICE: er Total:	€100.00 €20.00 €120.00
				Re Net Pa	funded: ayment:	-€120.00 €0.00
				@ T	his order is no longer	editable.

Orders overview page showing the Order has been successfully refunded.

Ord	ers Add order				Screen Options Heip
All (2)	Processing (1) Refund	ed (1)			Search orders
Bulk	actions 🗸 🗸	Apply All dates	✓ Filter by registered customer	← Filter	
	Order		Date	Status	Total
	#47 Test Test		 4 mins ago 	Refunded	€ 120.00 <u>€0.00</u>

IOSS Number

The IOSS scheme allows suppliers and electronic interfaces selling imported goods to buyers in the EU to collect, declare and pay the VAT to the tax authorities, instead of making the buyer pay the VAT at the moment the goods are imported into the EU.

Taxamo API v3 will return an IOSS number which is then stored in the WooCommerce Order. This can be passed electronically to your parcel carrier.

Delete Update		
is_vat_exempt	no	
Delete Update		
vertex_invoice_url	https://marketplace-	
Delete Update	api.sandbox.marketplace.taxamo.com/ntmt/v3/invoices/	
vertex_ioss_number		
Delete Update		
vertex_transaction_key	The server of the second second second second second	

! Warning

Do not share this number with anyone other than your parcel carrier.

! Warning

You need to ensure that you are using the Production system.

! Warning

You should not provide the service's IOSS number to your Parcel Carrier or use it in any way for transactions where Taxamo does not become VAT liable, as these transactions are not IOSS eligible and this would result in a false declaration.