amavat®

SERVICE MANUAL

amavat® APPLICATION

A TOOL FOR VAT CALCULATION AND MARKETPLACE INTEGRATION

AN APPLICATION WHICH PROVIDES COMPREHENSIVE SUPPORT FOR E-COMMERCE BUSINESSES BY COMBINING ACCOUNTING WITH ADVANCED IT SOLUTIONS

- Login
- Dashboard
- Inbox
- Data panel
- VAT Calculations
- VAT Reports
- Company settings
- VAT Registrations
- Integrations
- Parameterization of algorithm

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amavat® APPLICATION

Our amavat® application offers a transformative solution for e-commerce enterprises. This cutting-edge tool seamlessly integrates advanced information technologies with accounting functionalities, delivering comprehensive support for VAT management and facilitating integration with leading sales platforms.

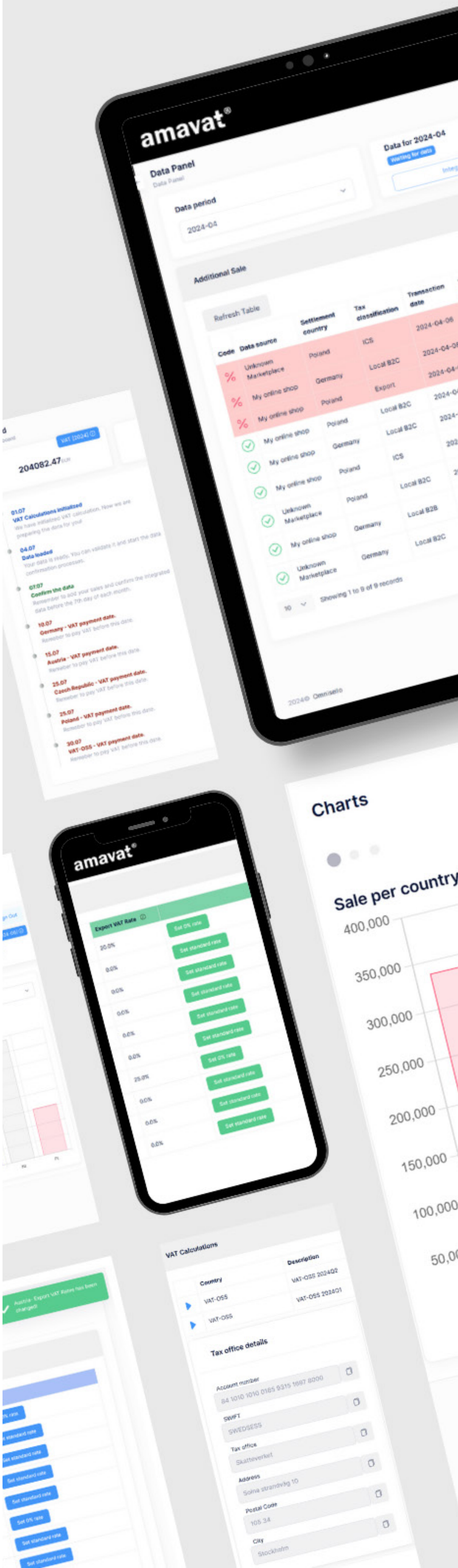
FEATURES PROVIDED BY THE APPLICATION

METHODS OF DATA DELIVERY

The amavat® application offers a range of features designed to simplify and automate key processes. One of its main functions is the ability to easily transfer VAT transaction data directly from Amazon, streamlining integration and improving reporting accuracy. The application also supports direct integration with Kaufland.de and Baselinker, enabling automatic data synchronization and enhancing transaction management efficiency. Additionally, the simplified data import process, supported by an intuitive interface, significantly reduces the burden of manual work.

"INBOX OF DOCUMENTS"

The application offers an advanced "Document Inbox" feature, designed to centralize and organize all essential documents related to business operations. This tool allows for efficient monitoring of all correspondence with tax authorities, consolidating all interactions with tax offices in one easily accessible location. This feature not only provides storage and access to key VAT documents but also enables comprehensive management of other important documents necessary for conducting business.

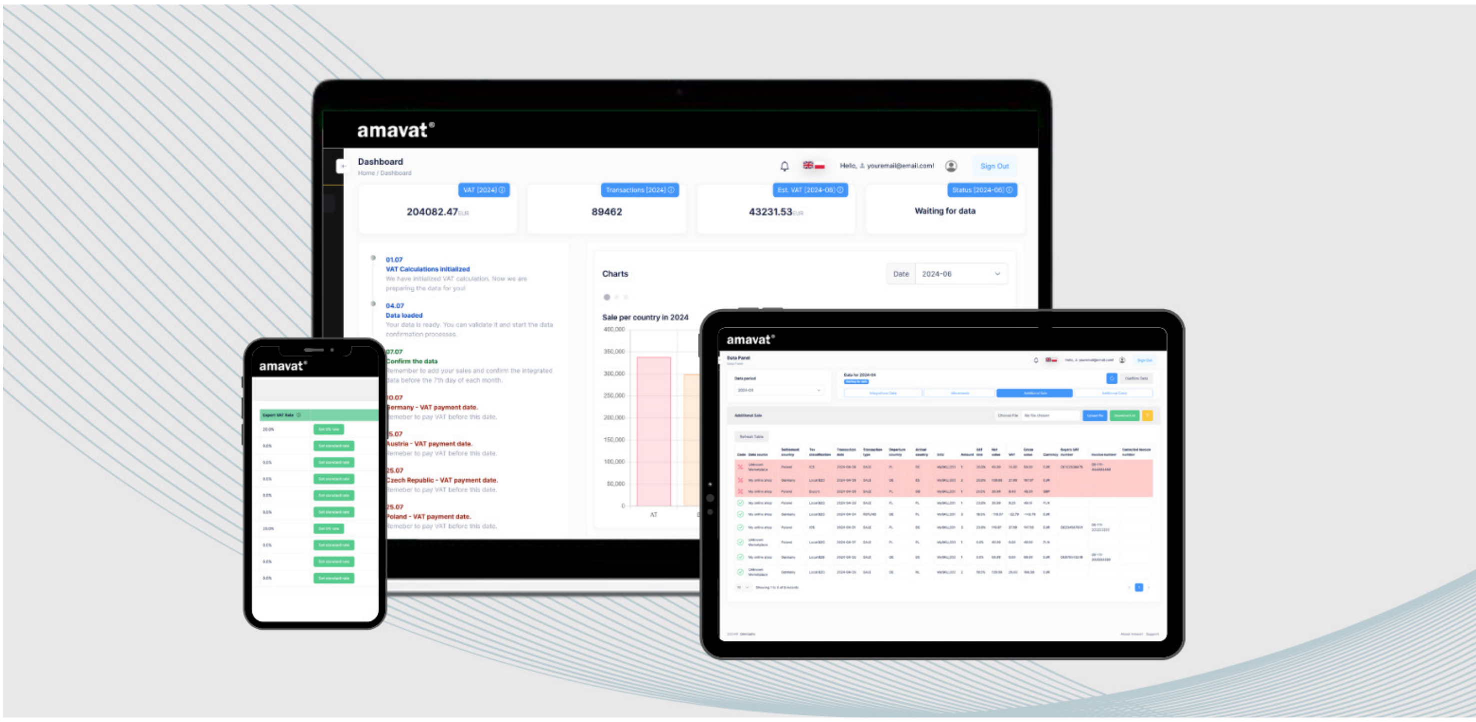


CAPABILITIES OFFERED BY REPORTING

The application provides a range of advanced reports that significantly enhance financial and accounting processes. Available reports include:

- **Consolidated Report:** A monthly sales summary useful for accountants and financial reviews.
- **Classified Transactions Report:** A detailed report categorizing transactions by VAT settlement country and VAT classification types, offering clear insights into the data.
- **VAT Summary Report:** Comprehensive details required for VAT filing, ensuring compliance and accuracy in documentation.
- **OSS Report:** A report tailored for OSS VAT declarations, improving the process of reporting cross-border sales within the EU.

The amavat® application is an advanced tool that significantly simplifies VAT transaction management and documentation while optimizing key financial and accounting processes through innovative reporting features. Integration with leading platforms and automatic data synchronization allow users to efficiently manage information, resulting in higher productivity and accuracy in daily operations. Our continuous efforts to refine and adapt the application to the rapidly changing market needs ensure that amavat® remains a modern and invaluable tool supporting the growth of your business.



MEANS OF OPERATION

LOGIN

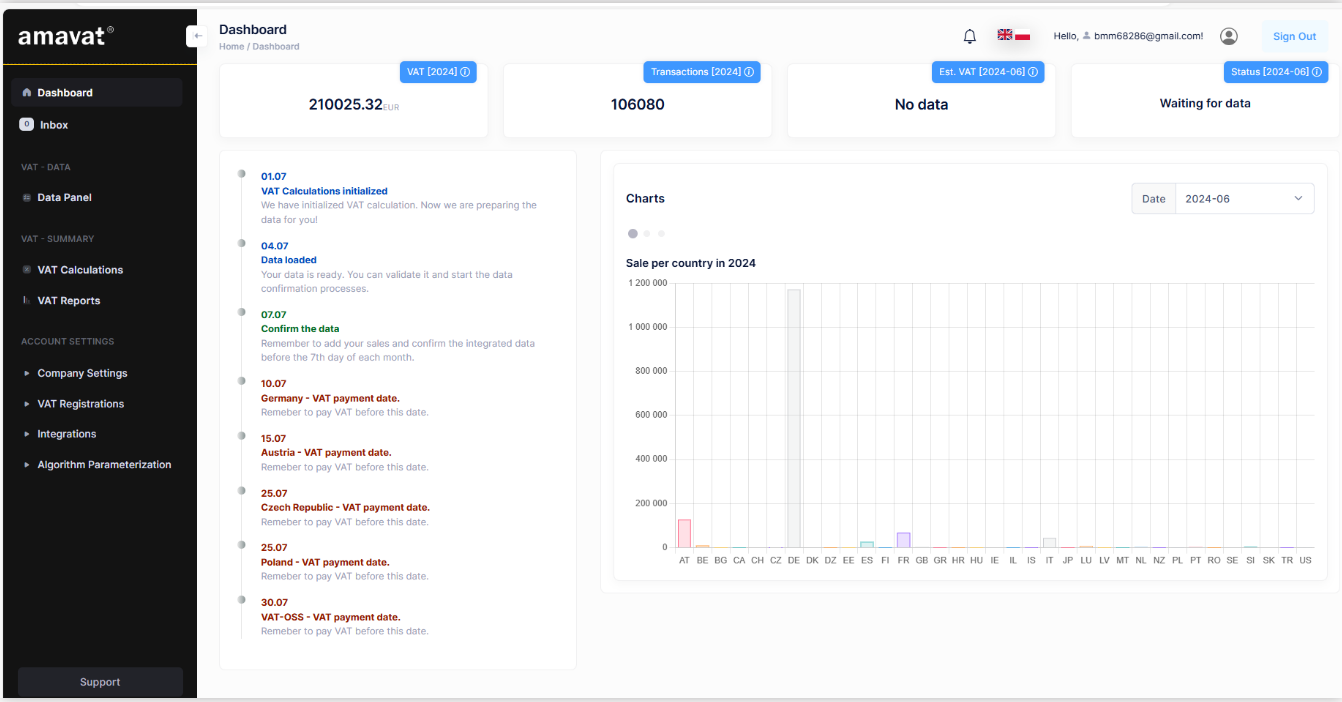
To log in to the amavat® application, you need to enter the email address and password that were used to log in to the client portal.

SIDE MENU

After logging in, the home page of the application appears.

On the left side, you can access the following from the panel:

1. **Dashboard**
2. **Inbox**
3. **Data Panel**
4. **VAT Summary**
   - VAT Calculations
   - VAT Reports
5. **Account Settings**
   - Company Settings
   - VAT Registrations
   - Integrations
   - Algorithm Parameterization



DASHBOARD

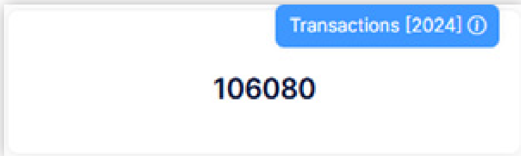
The home page contains four widgets:

1. VAT for the current tax year (EUR)

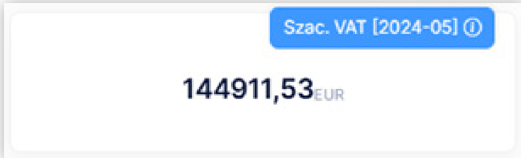
The VAT amount includes all data obtained through integration and data sent via file in the application.

2. Transactions for the current year (quantity)

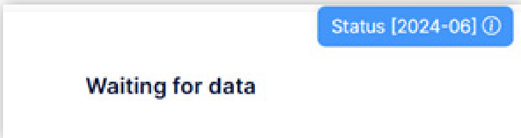
The number of transactions includes data from integration and data sent via file in the application.



3. Estimated VAT for the last month (EUR)



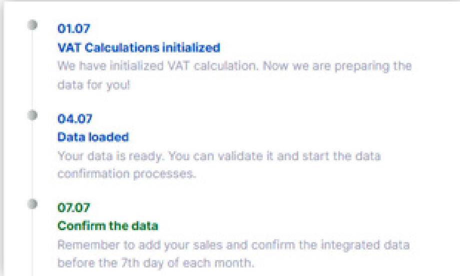
4. Status of the latest settlement:



- **Waiting for data:** This is the first status in a given settlement month, indicating that no data has been downloaded yet.
- **Completing data:** Data is being completed through integration or by adding files. Additional sales and costs can also be added at this stage.
- **Data load failed:** An error occurred while retrieving data needed for VAT settlements.
- **Confirming Data:** All data has been correctly added but the client has not yet confirmed the settlement.
- **Data confirmed:** The client has added and confirmed all data.
- **Waiting for Declarations:** All data has been added and confirmed, and the VAT settlement team is preparing the declaration.

5. Timeline

Below is a timeline indicating deadlines for actions in the given month that the client should follow.

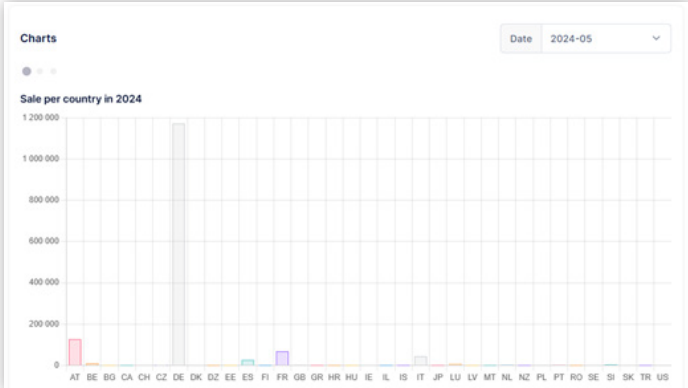


6. Schedule

Below the widgets is a schedule indicating deadlines for activities in a given month, to which the client should comply with.

Next to the timeline, there are three charts based on submitted transaction data:

- **Sales by country for the given year**

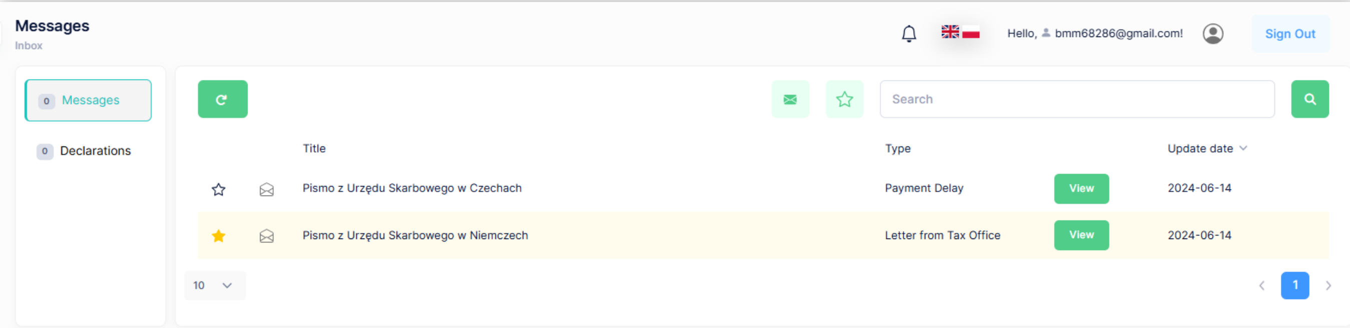


- **Sales by data source/integration for the given year**

- **Sales by data source/integration for the given month.**
  The month can be changed in the upper right corner of the chart.

INBOX

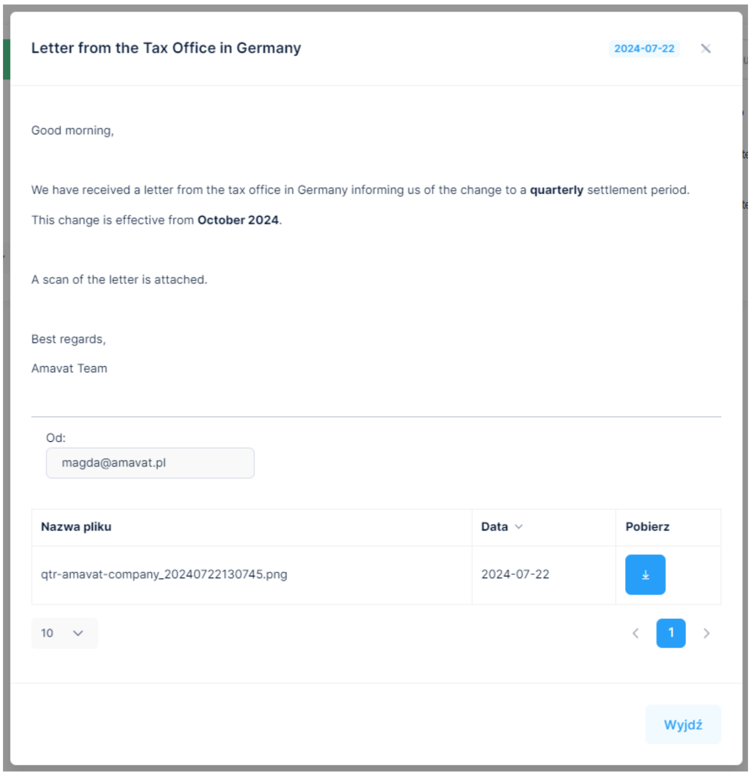
In the inbox, you can see all messages posted by the amavat® team or partners. These can be tax office letters or other informational messages.



You can add messages to favorites using the star button or go directly to unread messages using the envelope button at the top of the message field. Each message contains a title, type, and update date. The type of message includes a brief description of the content. To open a message, use the "View" button or click on the message title.

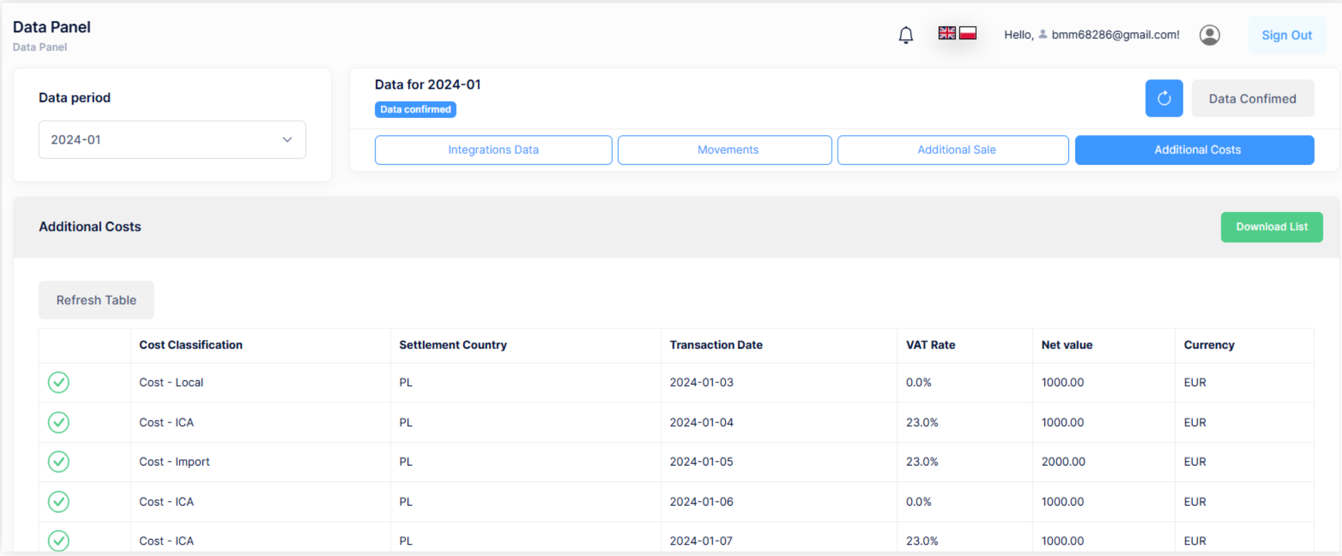
When a message is opened, its content is displayed. You can also see the sender and if an attachment was added, it is at the bottom of the message. The attachment can be downloaded using the "Download" button.

In the Declarations tab, the same functions are available as in the inbox. The difference lies in the type of message: the inbox contains letters and informational messages, while the Declarations tab contains information regarding declarations.



DATA PANEL

The data panel is where the client can fill in VAT data for a specific month. It is important to add data that matches the selected month. It is important to fill in the data monthly, even if settlements have a different frequency than monthly.



The data panel is divided into two fixed fields:

- **Data period:** Select the year and month of interest. For example, to work on data for May, select the appropriate year and month - May.
- **Data for (date):** The automatically selected date appears in the header of the next panel indicating that the data displayed is for the selected period.

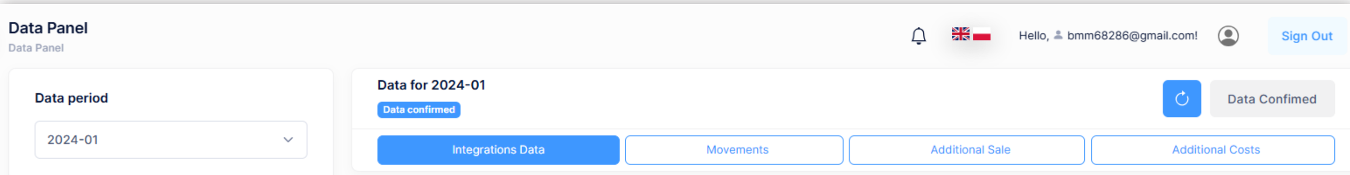
In this panel, you can choose the data source from which you want to add information.

Available sources include:

- Integration Data
- Transfers
- Additional Sales
- Additional Costs

INTEGRATION DATA

Integration data includes information added from platforms such as Amazon, Kaufland, Baselinker, and amavat®. For Amazon and amavat®, data can be added by uploading files in the amavat® application. For the rest of the integrations, data is automatically retrieved directly from the platform.



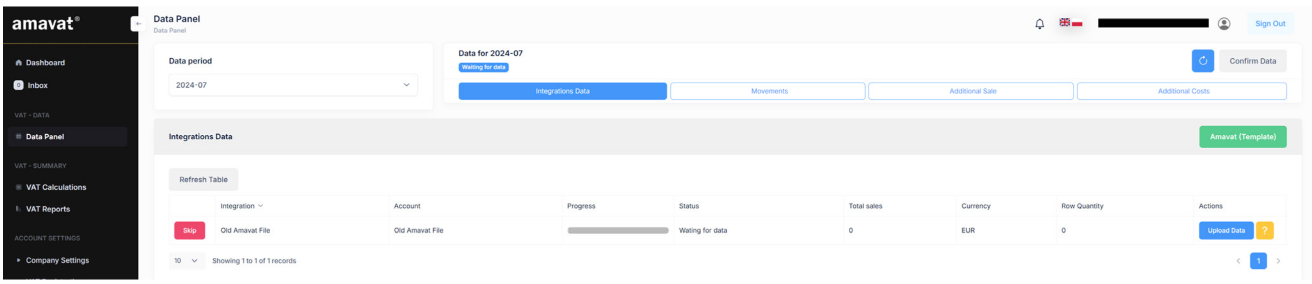
AMAZON

To upload data from the Amazon platform, you need to download the Amazon VAT Transactions Report directly from Amazon Seller Central.

How to download the Amazon VAT Report and upload it to amavat® application?

1. Log in to Amazon Seller Central.
2. From the menu on the left side, go to Reports, then Fulfillment by Amazon.
3. From the panel on the left side, select the Tax category and click on Amazon VAT Transactions Report.
4. Select the accounting month.
5. Download the file in .txt format by selecting the "Request .txt Download" option.
6. Save the file on your computer.
7. Then, in the amavat® application, go to the "Data Panel" and the "Integration Data" section. Next to Amazon Integration Data, you will find the "Upload Data" button.
8. Click "Upload Data" to open the file upload window.
9. Click "Choose File" and select the saved file from your computer.
10. Click "Upload File" to load it into the amavat® application.

If we do not have transactional data from this integration for a given month, skip adding the file by clicking the red "Skip" icon located on the left side of the integration row.



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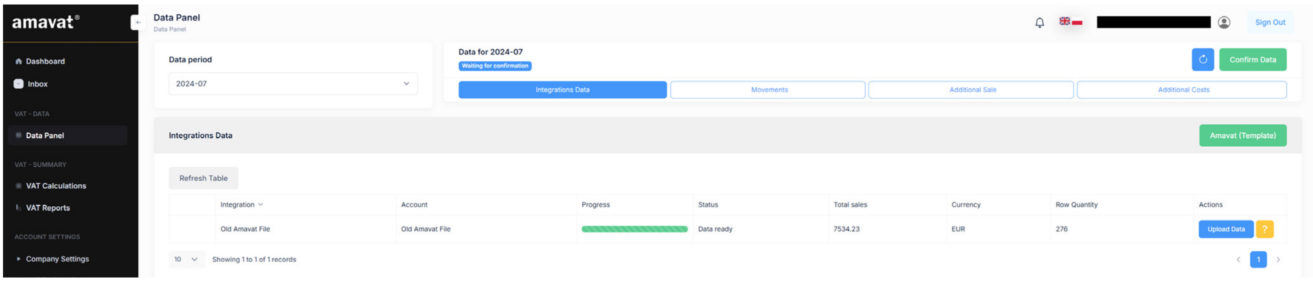
If the uploaded file is incorrect and you would like to add a different one, you can do so before confirming all data. To upload a new file, use the blue "Upload Data" button, click "Choose file" to select the correct file from your device, and then click the "Upload File" button. The new file should be successfully uploaded.

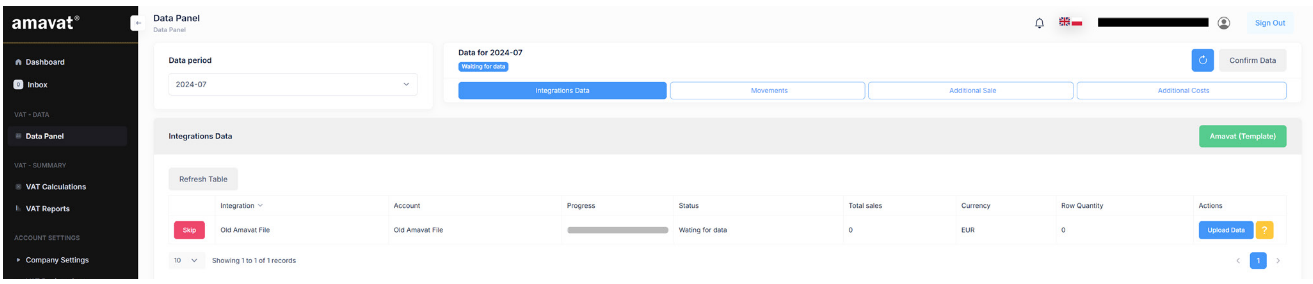


AMAVAT®

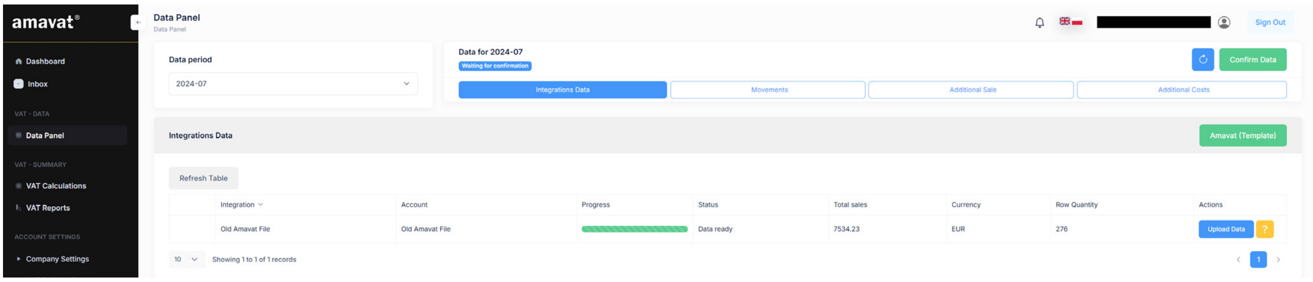
To submit sales data to amavat®, you need to use an old amavat® file (*.csv):

1. Save the file on your disk.
2. Go to the amavat® application, navigate to the "Data Panel" tab, and find the "Integration Data" section.
3. Next to amavat® Integration Data, click the "Upload Data" button.
4. Click "Choose File" and select the saved file from your computer.
5. Click "Upload File" to successfully load it into the amavat® application.

If we do not have transactional data from this integration for a given month, skip adding the file by clicking the red "Skip" icon located on the left side of the integration row.



Baselinker platform is automatically downloaded from the portal to the amavat® application, so there If the uploaded file is incorrect and you would like to add a different one, you can do so before confirming all data. To upload a new file, use the blue "Upload Data" button, click "Choose file" to select the correct file from your device, and then click the "Upload File" button. The new file should be successfully uploaded.



BASELINKER

Data from the Baselinker platform is automatically downloaded from the portal to the amavat® application, so there is no need to attach additional files or perform additional action

KAUFLAND

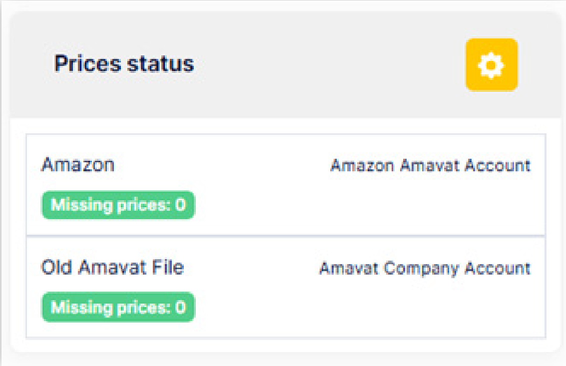
Data from the Kaufland platform is automatically downloaded from the portal to the amavat® application, so there is no need to attach additional files or perform additional actions.

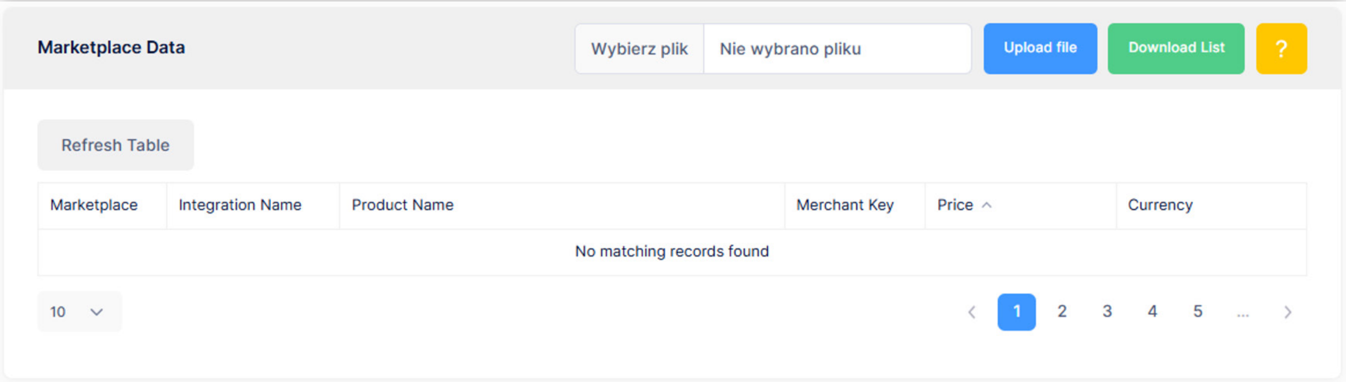
MOVEMENTS

The "Movements" tab pertains to all integrated platforms. If there are transactions involving transfers within the integrated data, they will be visible in this tab.

On the right-hand side, there is a "Price Status" panel. The application displays information about missing prices for transferred products, categorized by integration.

On the left-hand side, there is a "Marketplace Data" panel, where a detailed list is displayed in case of missing product prices. To fill in missing prices, use the "Download List" button located in the top right corner of the panel.





In the downloaded file, fill in all missing data for transferred products.

Data Provider	Integration Name	Product Name	SKU	Price	Currency
Amazon	Amazon Amavat Account	Textile bags	10002	3,2	EUR
Amazon	Amazon Amavat Account	Textile bags	10003	3,1	EUR

For transfers, the price to be provided should be the purchase price or the cost of production/ manufacturing of the product. It should not be the selling price of the product.

After completing the file, save the changes. Then, in the amavat® application, go to the Data panel, navigate to the "Movements" tab, select the file for upload, and use the "Upload File" button to add it correctly to the amavat® application.

The file content will be uploaded and processed. Updated data will be displayed in the table.

If the file was filled incorrectly, rows will be marked with a red background. To correct rows with errors, download a new file containing the table contents using the "Download List" button again. Attach and submit the corrected file using the "Upload File" button.

ADDITIONAL SALE

The term "Additional Sales" refers to all transactions that occurred on platforms or markets other than those integrated with the amavat® account. If sales occur through other channels in a given month, they can be entered into the application as additional sales. External sales, not integrated with a platform or market, that need to be included in settlements or reports for a given month should be treated as additional sales and entered into the application using a separate file.

How to add external sales in the amavat® application?

1. Use the green button "Download Template" - at this point, a file will be downloaded to your disk, which you need to fill out.
2. Complete the file.
3. Go to the amavat® application and use the "Choose File" button.
4. Select the file from your disk.
5. Use the "Upload File" button.

How to complete the additional sales file?

The downloaded file for external sales includes 16 visible columns (labeled with letters from B to P). Column A is intentionally hidden in the file - please do not delete it!

The application will only accept a file containing a total of 18 columns, from A to R. However, columns A, Q/ R are technical columns necessary for correctly submitting the file. These columns are irrelevant to the user filling out the file, so please ignore them.

Here's a description of how to fill in each column:

A	Transaction ID	This column is hidden by default but is necessary for correct data entry. Please do not delete it.
B	Data Source	Enter the data source, e.g., Ebay, Etsy, online store.
C	Transaction Date	Enter the transaction date or return date. Pay attention to the date format, e.g., 15.07.2023.
D	Transaction Type	Enter the transaction type as SALE (sale) or REFUND (return). For REFUND transactions, use '-' symbol for net amount, VAT amount, and gross amount. For example, -10.18.
E	Shipping Country	Enter the country code from which the goods were shipped. Pay attention to the country format, e.g., DE for Germany, PL for Poland, GB for Great Britain.
F	Destination Country	Enter the country code where the goods were sold. Pay attention to the country format, e.g., DE for Germany, PL for Poland, GB for Great Britain.
G	SKU	Enter the SKU (Stock Keeping Unit) of the sold product, which is a unique identifier or product name. This column is optional but can assist in transaction verification in generated reports.
H	Quantity	Enter the quantity of the product sold in the transaction. Important! For example, if you enter 5 in column H (quantity), columns for net amount, VAT amount, and gross amount (columns J, K, L) should already contain the final value for 5 units.
I	VAT Rate	Pay attention to the format when filling out this column. For example, for a 23% VAT rate, enter 0.23 or 0,23. For a 19% VAT rate, enter 0.19 or 0,19.
J	Net Amount	Net Amount Pay attention to the format when filling out this column. For example, enter 9.98 or 9,98.
K	VAT Amount	VAT Amount Pay attention to the format when filling out this column. For example, enter 0.23 or 0,23.
L	Gross Amount	Pay attention to the format when filling out this column. For example, enter 10.21 or 10,21.
M	Currency	Enter the currency code. Pay attention to the currency format (PLN, EUR, GBP, DKK, SEK, HUF, BGN, RON and CZK - external sales only accept these input currencies).
N	Buyer's VAT Number	Enter the buyer's VAT number only for B2B transactions. Leave this column blank for B2C transactions.
O	Invoice number	Enter the invoice number (optional field).
P	Corrected invoice number	Enter the corrected invoice number (optional field).
Q/R	Row Status / Error Code	These are technical columns and should remain empty.

The contents of the file will be uploaded and processed. The data will be displayed in the table below.

Additional Sale

Download List

Refresh Table

Code	Data source	Settlement country	Tax classification	Transaction date	Transaction type	Departure country	Arrival country	SKU	Amount	VAT rate	Net value	VAT	Gross value	Currency	Buyers VAT number	Invoice number	Corrected invoice number
	online shop	Poland	Local B2C	2024-06-01	SALE	PL	DE	1001	1	23.0%	100.00	23.00	123.00	EUR			
	online shop	Poland	Local B2C	2024-06-02	SALE	PL	DE	1001	1	23.0%	100.00	23.00	123.00	EUR			
	online	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]			

If the file has been filled in correctly, the data will have an "OK" status.

If the data has been filled in incorrectly, rows with erroneous data will be marked in red with an appropriate error identifier:

Incorrect country code – Country codes in column B (Settlement Country) should be entered in the following format, e.g., for Poland: PL.

Incorrect currency code – The application only accepts the following currencies: PLN, EUR, GBP, DKK, SEK, HUF, BGN, RON and CZK. If another currency is entered, an error will occur when loading the file.

Incorrect VAT rate – This error indicates that the VAT rate entered is incorrect or the format is wrong. For example, for a 23% VAT rate, you should enter 0.23 or 0,23.

To correct rows with errors, you can edit the content in the previously downloaded Excel file or download a new file containing the table contents using the "Download List" button. Attach the corrected file and submit it again using the "Upload File" button.

ADDITIONAL COSTS

The cost import function allows you to enter expense invoices into the application, which will be included in the monthly settlement.

Here's a brief overview of the types of cost invoices:

- **Local:** This refers to situation when goods are purchased within a single foreign country. For example, buying goods in Germany for a warehouse also located in Germany. Such transactions are subject to the applicable VAT rate in that country (e.g., 19% in Germany), which should be entered in your Excel file.
- **Import of goods:** This pertains to the acquisition of goods from outside the European Union.
- **Intra-Community acquisition of goods (ICS):** This refers to the acquisition of goods within the European Union but outside the country where your company is registered. For instance, if you purchase goods from France to Germany while your company is registered in Poland, such invoices should be processed with a 0% VAT rate.

It's important to note that if invoices are for services rather than the purchase of goods, they are typically not included in your Excel file.

According to general principles, if a transaction involves services, the place of VAT settlement is the country where the business has a permanent establishment. Therefore, if your company is based in Poland, the invoice will likely be settled in the local VAT declaration in Poland at a 0% rate.

There are cases where invoices are issued with the VAT rate applicable in the country for services related to business activities in that country. While it may seem permissible for VAT deduction, such invoices issued with incorrectly determined VAT rates may lead to financial penalties during potential tax audits.

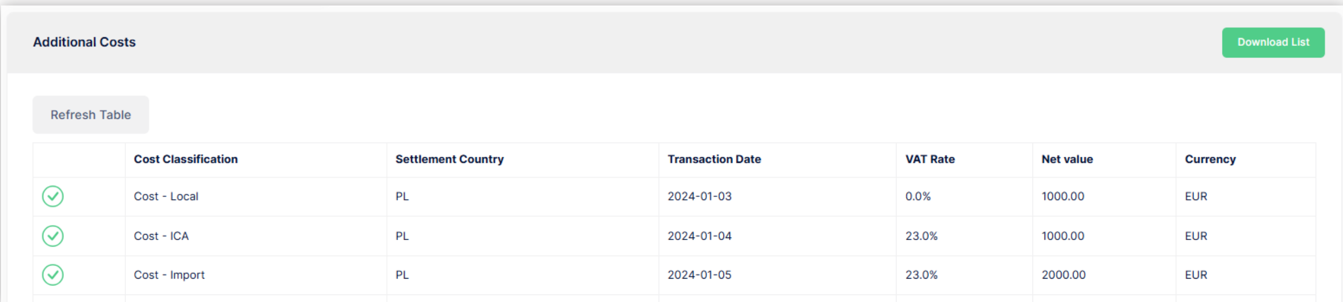
How to add additional costs in the amavat® application:

1. Use the green button "Download Template" - this will download a file to your disk which you need to fill out.
2. Complete the file.
3. Go to the amavat® application and use the "Choose File" button.
4. Select the file from your disk.
5. Use the "Upload File" button.

The downloaded file for adding cost invoices is an Excel file consisting of 6 visible columns (labeled from A to F). The application accepts only a file containing 8 columns, from A to H.

A	Cost Classification	Please enter the transaction type. "Local" - indicates a local transaction, "ICA" - Intra-Community Acquisition of Goods, or "Import" - Import of Goods. Import of Goods refers to the acquisition of goods from outside the EU, whereas ICA refers to the acquisition of goods from another EU country.
B	Settlement Country	Please enter the country code where the invoice should be settled, e.g., PL for Poland. For example, if goods are purchased from France to our warehouse in Germany, the country code should be DE for Germany.
C	Transaction Date	Please provide the transaction date. When filling out this column, pay special attention to the correct format, e.g., 31.05.2024.
D	VAT Rate	Please enter the VAT rate. Its value will depend on the transaction type or the VAT rate of the country where the transaction should be settled. When filling out this column, pay special attention to the correct format, e.g., for a 19% VAT rate, enter 0.19 or 0,19.
E	Net Amount	Please enter the total net value of the invoice. When filling out this column, pay special attention to the format, e.g., 9.98 or 9,98. The amount should be provided with precision to two decimal places.
F	Currency	When filling in this column, pay special attention to the correct currency format (PLN, EUR, GBP, DKK, SEK, HUF, BGN, RON, CZK - external sales do not accept other input currencies).
G	Error Code	These are technical columns, please do not fill them out.
H	Error Description	These are technical columns, please do not fill them out.

The file contents will be uploaded and processed. The data will be displayed in the table below.


Additional Costs

Download List

Refresh Table

	Cost Classification	Settlement Country	Transaction Date	VAT Rate	Net value	Currency
	Cost - Local	PL	2024-01-03	0.0%	1000.00	EUR
	Cost - ICA	PL	2024-01-04	23.0%	1000.00	EUR
	Cost - Import	PL	2024-01-05	23.0%	2000.00	EUR

If the file has been filled out correctly, the data will have an "OK" status.

If the data has been filled out incorrectly, rows with erroneous data will be marked in red with the appropriate error identifier:

Incorrect country code – Country codes in column B (Settlement Country) should be entered in the following format, e.g., for Poland: PL.

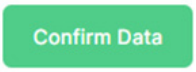
Incorrect currency code – The application only accepts the following currencies: PLN, EUR, GBP, DKK, SEK, HUF, BGN, RON and CZK. If another currency is entered, an error will occur when loading the file.

Incorrect VAT rate – This error indicates that the VAT rate entered is incorrect or in the wrong format. For example, for a 23% VAT rate, enter 0.23 or 0.23.

Incorrect transaction code – This relates to entering a value other than Local, ICA, or Import.

How to confirm settlement in the amavat® application?

1. Add the file or skip this step by using the red X button in the integration data.
2. Complete any movements if they have occurred.
3. Add additional sales if they have occurred.
4. Add additional costs if they have occurred.
5. Confirm the data using the green button in the top right corner "Confirm data".



Once the data is confirmed, it will not be possible to change or modify the data in the tables.

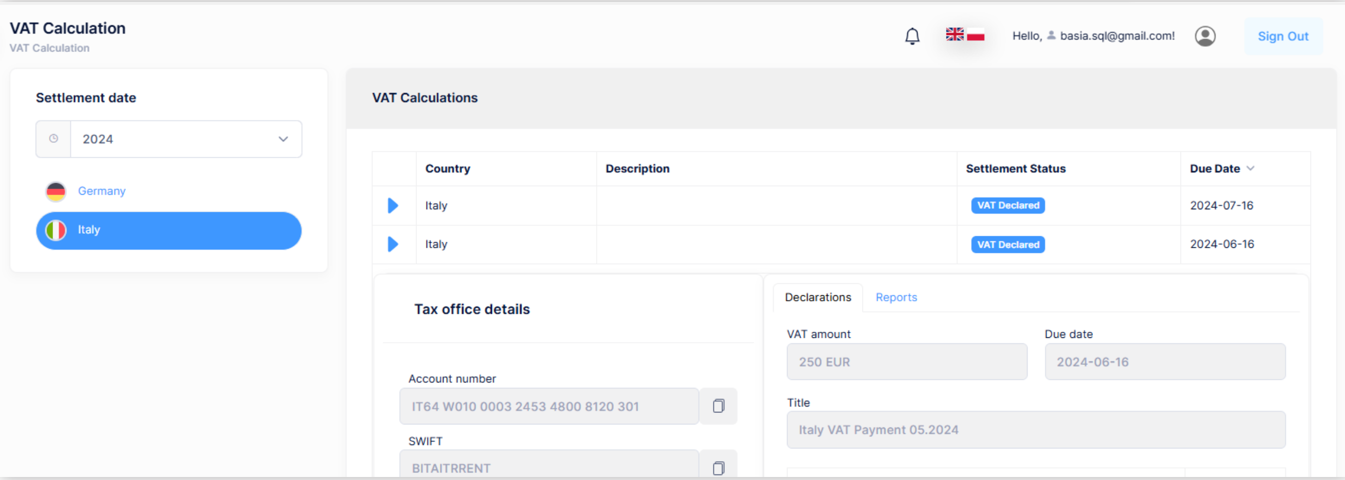
VAT CALCULATIONS

In the VAT Calculations tab, you will find all tax settlements divided by dates and countries. This section allows you to view the status of your tax settlements, VAT payment deadlines, and all necessary information for VAT payment along with the submitted declaration.

To navigate efficiently in this tab, follow these steps:

1. **Select the year**
2. **Choose the country** - After selecting the year, icons of all countries where settlements have been initiated will appear below the date. Click on the icon of the country you are interested in to proceed.

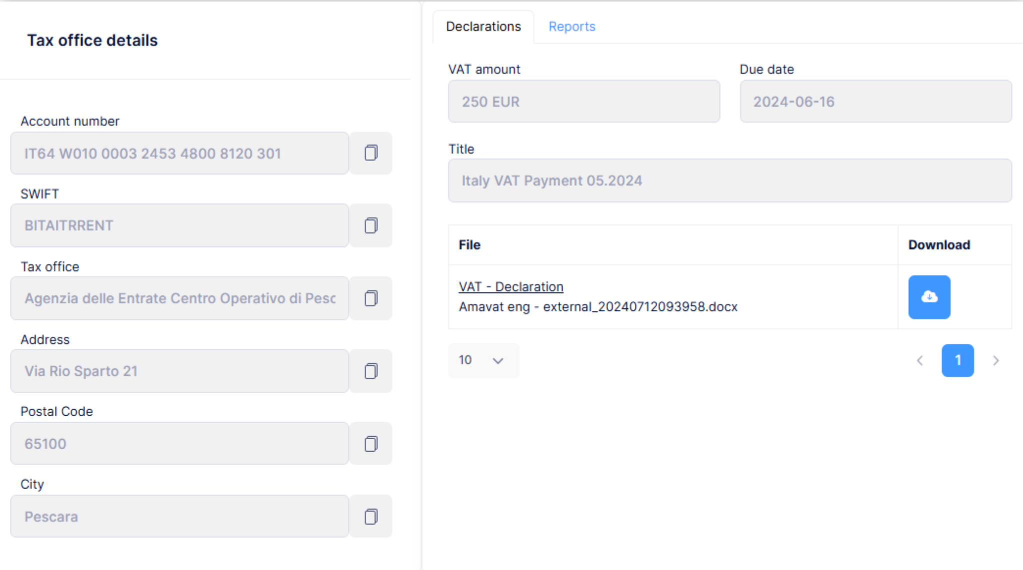
After completing these steps, the view on the right side will update, displaying all settlements for the selected year and country.



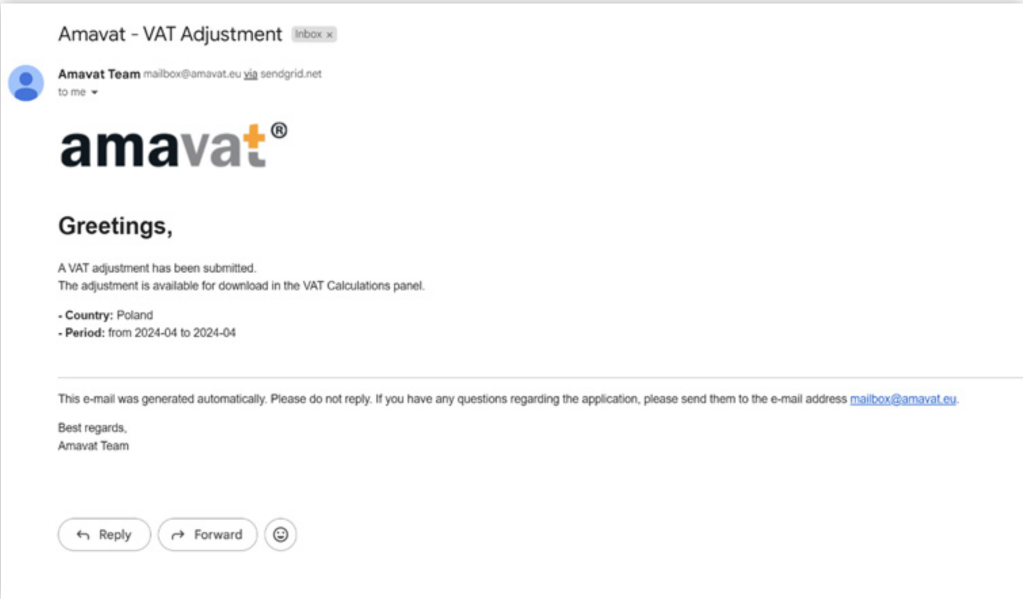
From this level, you can view the status of each settlement. Possible statuses include:

- **Waiting for data:** Awaiting data from integration and additional information.
- **Waiting for confirmation:** Data has been added but the settlement has not yet been confirmed by the client.
- **Declaring VAT:** VAT calculations are in progress, and fields related to VAT declaration are being filled.
- **VAT Declared:** VAT declaration has been submitted, and payment details have been completed.
- **Open to corrections:** The settlement has been opened by the amavat® team for corrections requested by the partner and for submitting a correction to the declaration.
- **Correction sent:** Correction to the VAT declaration has been submitted.

To obtain more information regarding a specific settlement, click on the blue triangle icon or the country name. Clicking on it will expand detailed information regarding the submitted VAT declaration for the chosen settlement.



After submitting the declaration or correction, you will receive a notification sent to your email address confirming the completion of this stage of settlements and providing details for proceeding with VAT payment. Below is a preview of such notification:



The information available from this view includes all details regarding the tax authority, VAT declaration amount, payment deadline for the declaration, and the option to download the declaration itself. Payment amount and the declaration itself are accessible only after the declaration has been submitted.

After submitting the VAT declaration, you can also proceed to the "Reports" tab, where the VAT report is available.

VAT REPORTS

In the "Reports" tab, you will find three types of reports:

1. **Consolidated Report** - This comprehensive document includes all transactions entered during data entry. It comprises integration data, additional sales, and additional costs. Within this report, you can find tax classification of transactions, taxation country, settlement country, adjusted VAT rate. The Consolidated Report is divided into five tabs:
    - VAT Summary
    - Source Data
    - Data with classification
    - B2B Transactions
    - Export Transactions

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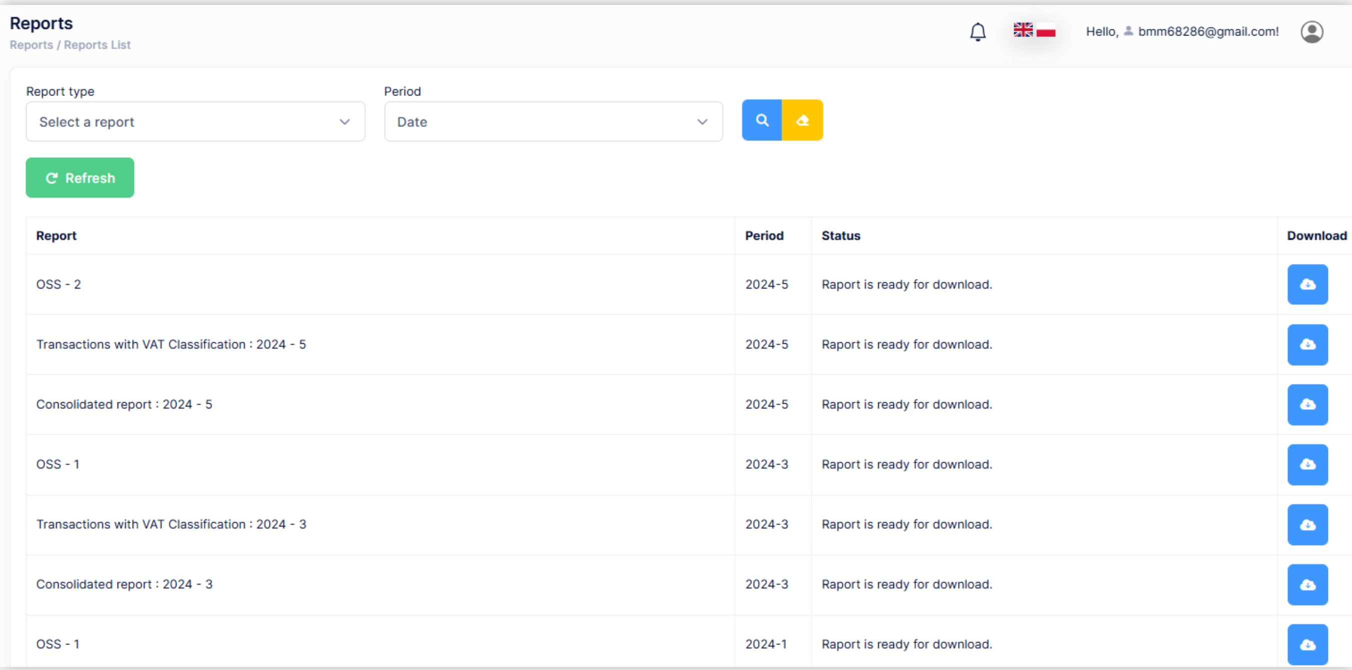
2. **Classified Data** - This report contains all transactions that have already been properly classified for tax purposes. Each transaction in this part of the report has the correct VAT classification assigned, determining how it should be taxed. This classification considers transaction type, taxation country, and other relevant factors affecting the VAT rate. This report allows you to easily see how each transaction has been classified and the corresponding VAT rates assigned to them.
3. **OSS Report** - This report provides detailed information about transactions qualified for VAT registration under the One Stop Shop (OSS) system. OSS is a simplified tax procedure that allows businesses to account for VAT on goods and services sold remotely to other EU countries through one member state. The report includes two tabs:
    - OSS summary
    - OSS transactions



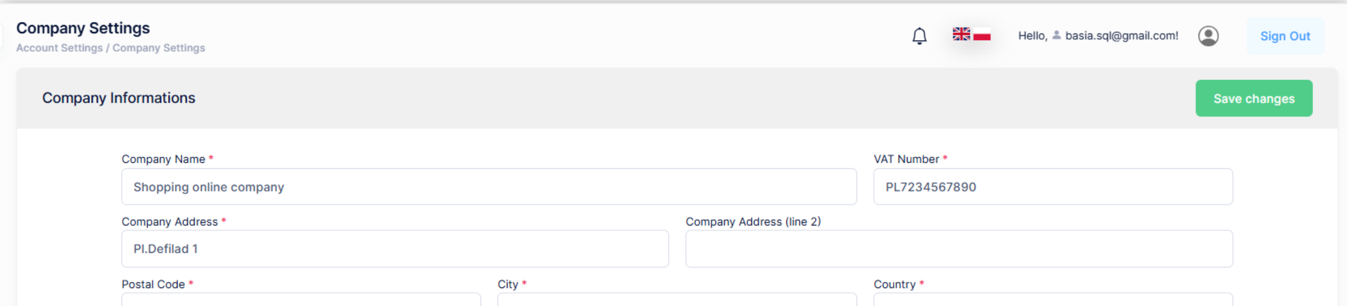
These reports provide comprehensive insights into your VAT transactions, helping you manage and understand your tax obligations across different countries effectively.

COMPANY SETTINGS

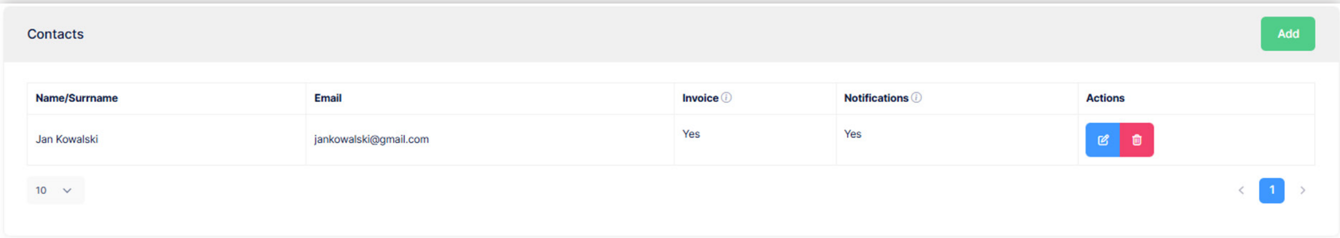
The "Company Settings" tab is used to configure basic information about your company, such as the company name, VAT number, and headquarters address. To make changes, follow these steps:

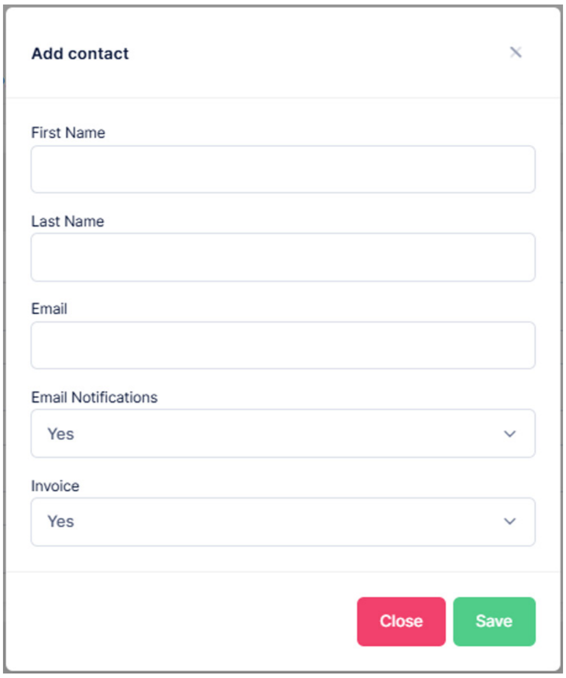
1. Enter the new data in the selected field that you want to change.
2. Use the "Save Changes" button located in the top right corner.

Please note that if you do not confirm the changes with the "Save Changes" button, the modifications will not be saved.



Below the company information, you can add contact persons along with specifying whether each person should receive notifications.





How to add a new Contact Person?

1. Click the "Add" button.
2. After clicking "Add", a window will appear allowing you to enter necessary information about the new contact person, such as their name, surname, email address, etc.
3. Use the "Save" button.

This allows you to easily manage the list of contact persons and their notification preferences.

How to remove a Contact?

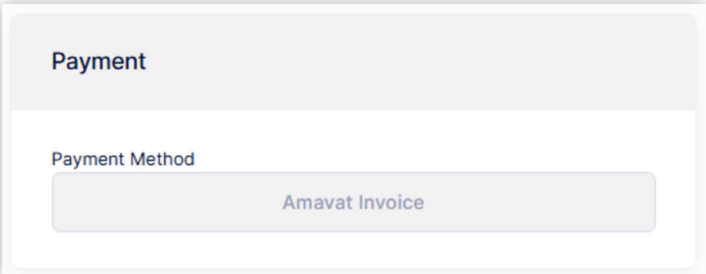
1. Locate the contact you wish to delete.
2. Use the red icon in the "Actions" field to delete it.
3. A message will appear asking if you are sure you want to delete the contact. If so, use the "Delete" button.

How to edit a Contact?

1. Locate the contact you wish to modify.
2. Use the blue icon in the "Actions" field to open the editing window.
3. Make the desired changes.
4. After making changes, click "Save" to save the modified data.

After each operation of modifying a contact, be sure to click "Save" to ensure that the changes are saved. Remember that unsaved changes will not be retained. Following these steps allows you to effectively manage your contacts in the system.

The last field visible in this tab is "Payment", which specifies the payment method selected for payments to amavat®. This is a field that cannot be modified by the client.

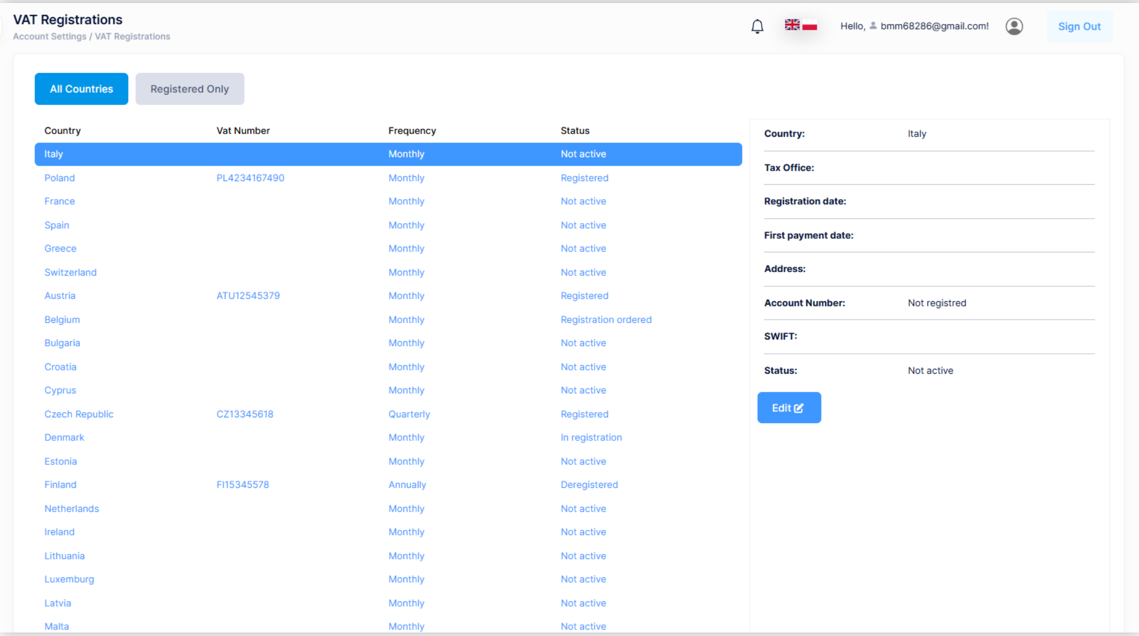


VAT REGISTRATIONS

To view or edit your VAT registrations, navigate to the "VAT Registrations" tab. Here, you will find two available tabs:

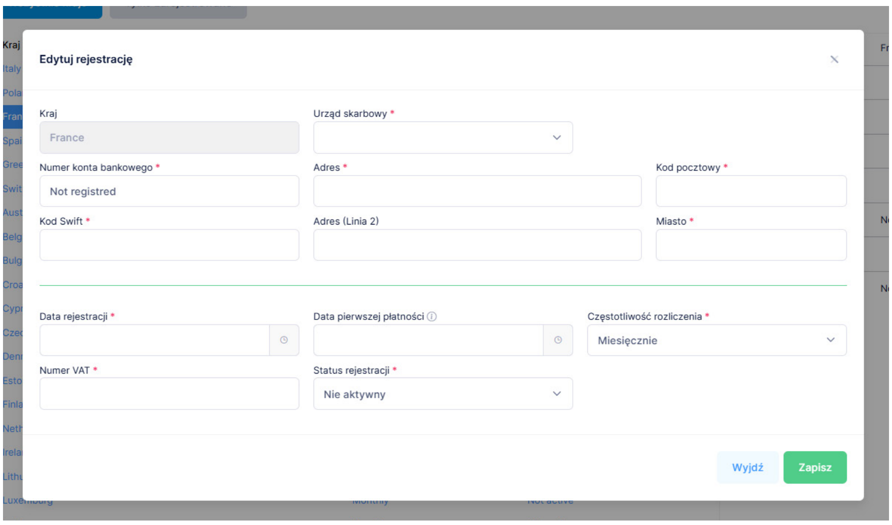
1. **All Countries**
2. **Registered Only**

In the "All Countries" tab, you will find a list of all countries where VAT registration is possible, including those countries where you already have registrations.



How to Add a New Registration?

1. Select a specific country and click the "Edit" button. This will open a panel with fields to fill out.
2. Complete the required fields marked with an asterisk and then click "Save" to save the changes.
3. To activate the edited registration, change the registration status to "Registered".
4. Confirm the changes by clicking "Save".



It is recommended to set up registrations according to the current factual state.

In the "Registered Only" tab, you will find all active registrations. You can edit a specific registration by selecting it and clicking the "Edit" button.

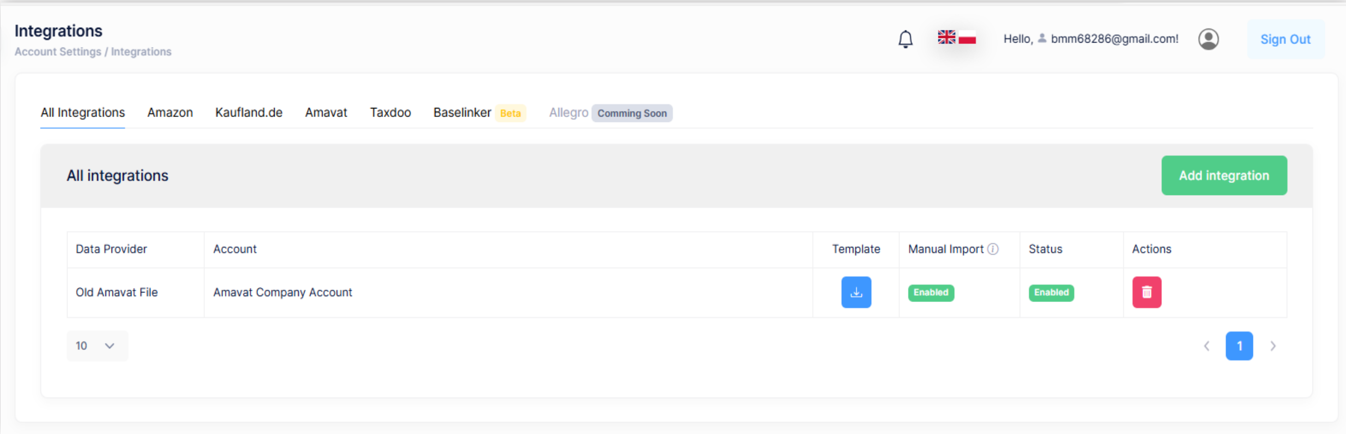
Remember, every change in registrations should be saved by clicking the "Save" button to ensure that the changes are retained. These features allow you to efficiently manage your VAT registrations.

Important: When adding UK VAT registration, Provide the Date of First VAT Payment!

The date of the first VAT payment in the United Kingdom is an important piece of information required to ensure accurate and timely compliance with VAT regulations in the UK. Be sure to enter this date correctly to avoid discrepancies or delays in settling VAT obligations.

INTEGRATIONS

In the amavat® application, there are currently four integrations available: amavat®, Amazon, Kaufland, and Baselinker. Expansion to include integration with additional platforms is planned for the future.

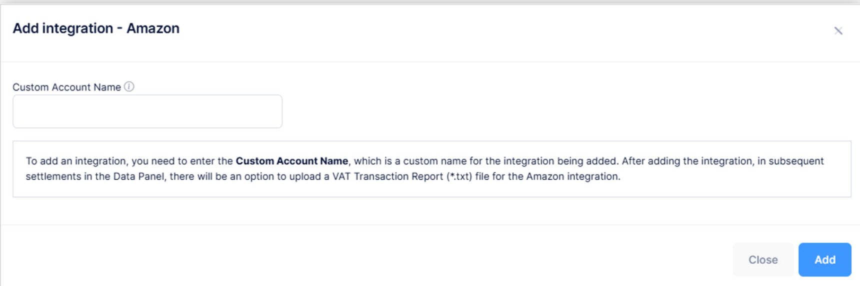


Important! Avoid duplicating integrations. If you already have a connection between Amazon and Baselinker and want the data to be automatically transferred this way, do not add the Amazon integration again in the "Integrations" section. The same applies to other integrations available in the amavat® application.

AMAZON INTEGRATION

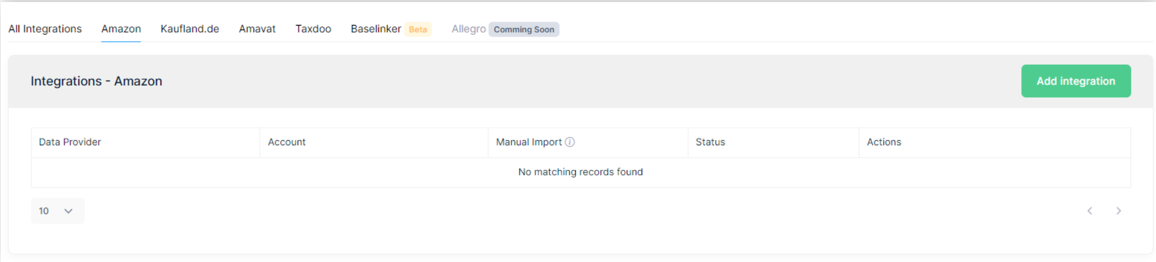
To integrate with your Amazon account in the amavat® application, follow these steps:

1. Log in to the amavat® application.
2. Go to the account settings category.
3. Select "Integrations," which will redirect you to the page with all integrations.
4. At the top panel, you will see all available and future integrations. To proceed with Amazon integration, click on the "Amazon" tab.
5. Next, click the "Add Integration" button. This will open a window to enter your integration details.

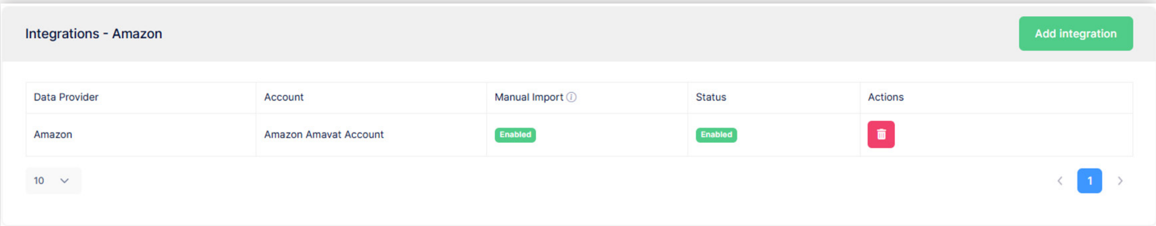


6. Enter a unique account name. This name does not have to match your Amazon account name but will be used to identify the integration in the future process.

7. After entering the account name, click the "Add" button located in the bottom right corner of the window.



A successfully added integration will display in the integrations panel as follows:

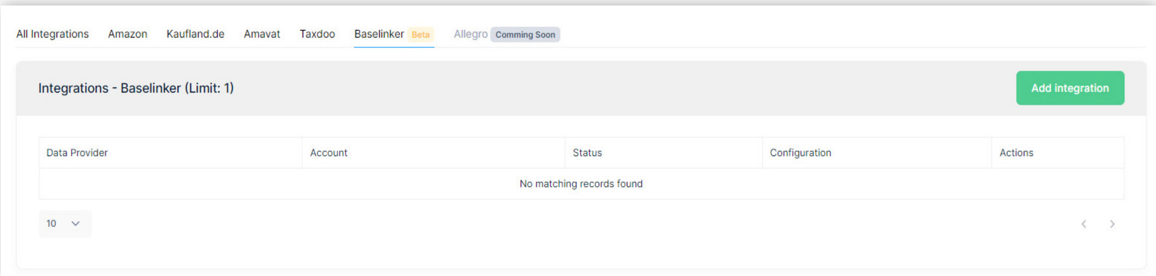


You can remove such an integration at any time using the red icon.

BASELINKER INTEGRATION

To integrate with your Baselinker account in the amavat® application, follow these steps:

1. Log in to the amavat® application.
2. Navigate to the account settings category.
3. Choose "Integrations," which will redirect you to the page with all integrations.
4. At the top panel, you will see all available and future integrations. To proceed with Baselinker integration, click on the "Baselinker" tab.
5. Use the green "Add Integration" button located in the top right corner. This will open a window where you can enter your account name and API key.



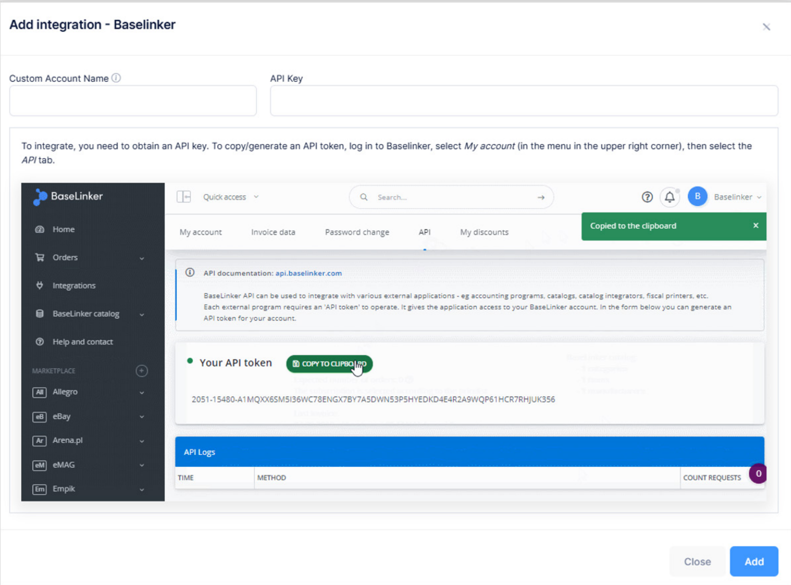
6. To successfully add the Baselinker integration, first enter the account name (which serves for identification) and then paste the copied API key.

How to obtain the API key?

- Log in to your Baselinker account.
- Click the account button in the upper right corner.
- Expand the list and select "My Account."
- Choose the API tab.
- The panel will display "Your API token" where you can click "Copy to Clipboard" to copy the API key.

7. In the amavat® application, enter the account name (it can be any name used for integration identification) and paste the copied API key.

8. Click the "Add" button located in the bottom right corner of the window. At this stage, the integration status will show as "Integration initialization – this process takes approximately 20 minutes. After initialization is complete, the status will change to "Configuration in progress."



9. Once the status changes to "Configuration in progress," click the "Baselinker Setup" button to adjust the integration settings.

10. In the configuration of statuses, you will find all Baselinker statuses retrieved. Choose the appropriate settings for them:
    - Sale
    - Refund
    - Not loaded

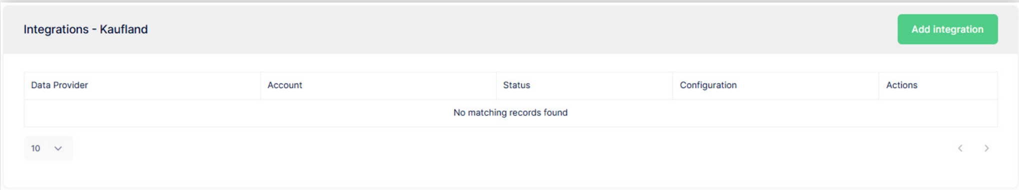
11. Proceed to the "Source systems" section, where you will find Baselinker integrations. Enable those you wish to include in data retrieval using "Enabled"; otherwise, use "Disabled." Also, set the shipping country.

12. After setting all options, click "Confirm" at the top of the configuration window. The integration status should change to "Active – Enabled," indicating that data retrieval from Baselinker to the amavat® application has commenced.

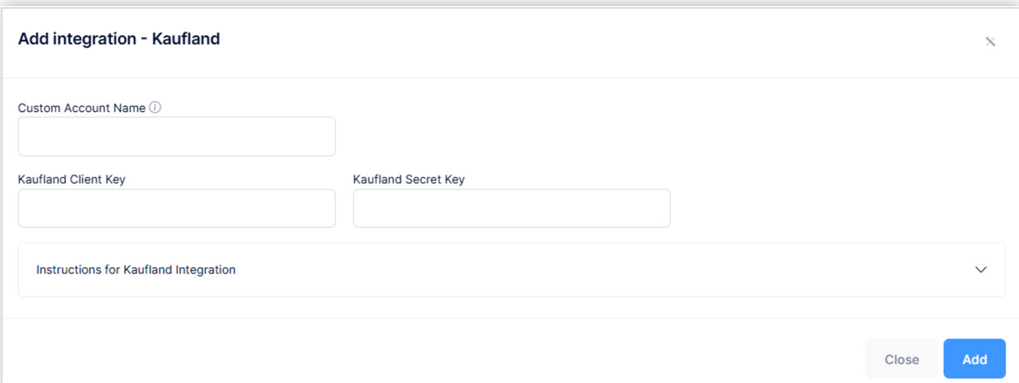
KAUFLAND INTEGRATION

To integrate with your Kaufland account in the amavat® application, follow these steps:

1. Log in to the amavat® application.
2. Navigate to the account settings category.
3. Choose "Integrations," which will redirect you to the page with all integrations.
4. At the top panel, you will see all available and future integrations.
5. To proceed with Kaufland integration, click on the "Kaufland.de" tab.
6. Use the green "Add Integration" button located in the top right corner. This will open a window where you can enter your account name, Kaufland Client Key, and Kaufland Secret Key.



7. To correctly add a Kaufland integration, you must first enter the name of the account. This name will identify the integration in further steps. Then enter the Kaufland customer key and Kaufland secret key.



How to obtain Kaufland Client Key and Kaufland Secret Key:

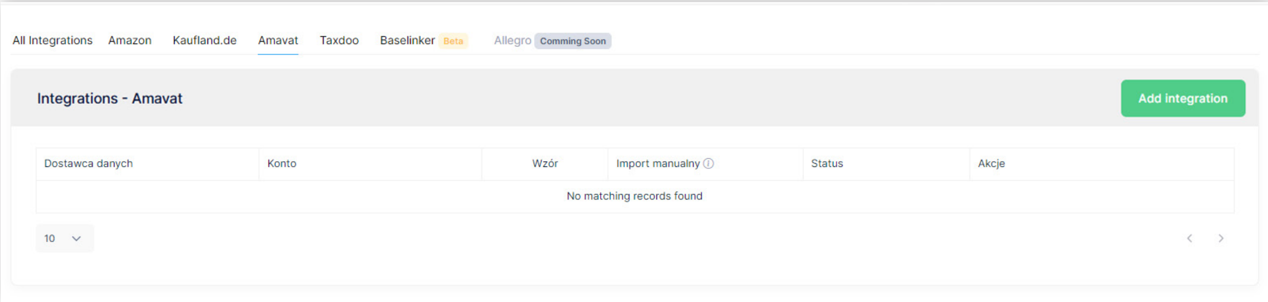
1. Access the merchant panel at https://sellerportal.kaufland.de/ and navigate to account settings.
2. Proceed to the API tab.
3. Use the "Generate new API keys" button.
4. New API keys will be generated. The first is the Kaufland Client Key, and below it, you will find the Kaufland Secret Key.

These keys should be entered into the amavat® application. Then, click "Add" to successfully add the integration.

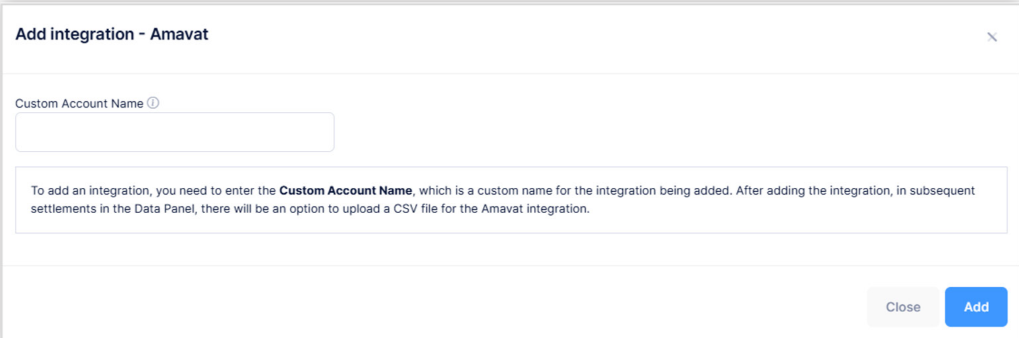
AMAVAT® INTEGRATION

How to integrate with amavat® account?

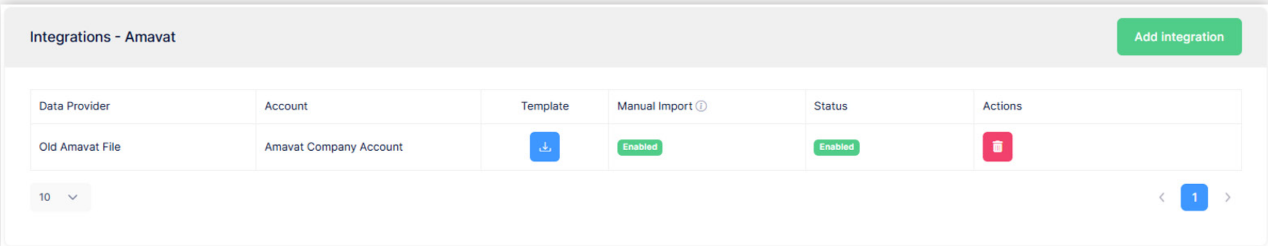
1. Log in to the amavat® application.
2. Navigate to the account settings category.
3. Choose "Integrations," which will redirect you to the page with all integrations.
4. At the top panel, you will see all available and future integrations. To proceed with amavat® integration, click on the "amavat" tab.
5. Then click the "Add Integration" button. This will open a window to enter your integration details.



6. Enter a unique account name. This name will be used to identify the integration in the future process.
7. After entering the account name, click the "Add" button located in the bottom right corner of the window.



A successfully added integration will display in the integrations panel as follows:



You can remove such integration at any time using the red icon in "Action" field.

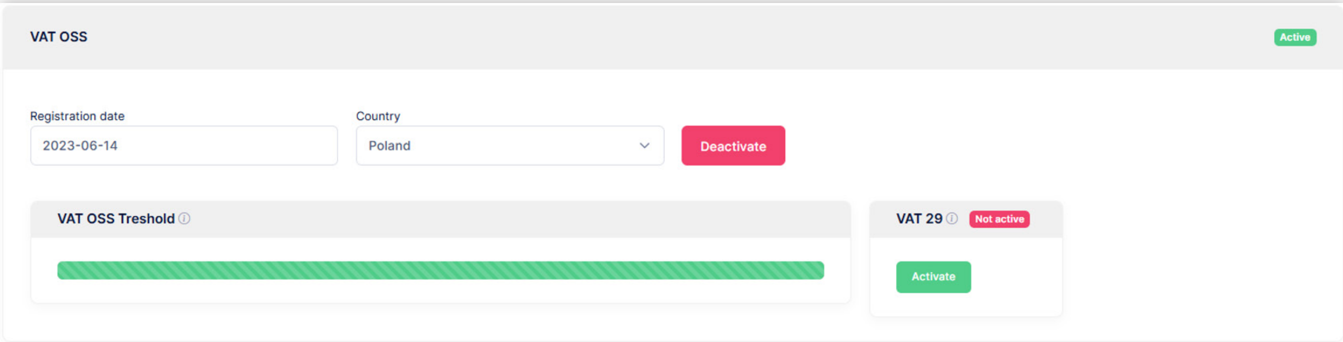
ALGORITHM PARAMETRIZATION

VAT OSS

If you are registered for VAT OSS, you need to add this registration under the "Algorithm parameterization" tab, VAT OSS. To do so provide the registration date and the country where VAT OSS is accounted for. Then click the "Activate" button.

You can also set a VAT OSS threshold that monitors the value of B2C sales made within the EU by a seller registered in the amavat® application. If historically the sales have exceeded 10,000 EUR, the threshold will be marked as exceeded, ceasing the calculation of this value. This information is indicative and indicates the sales threshold above which VAT OSS registration is not required. It is important to note that this function is advisory only, and the client remains responsible for monitoring the threshold.

On this page, you can also activate VAT-29 by clicking the "Activate" button.

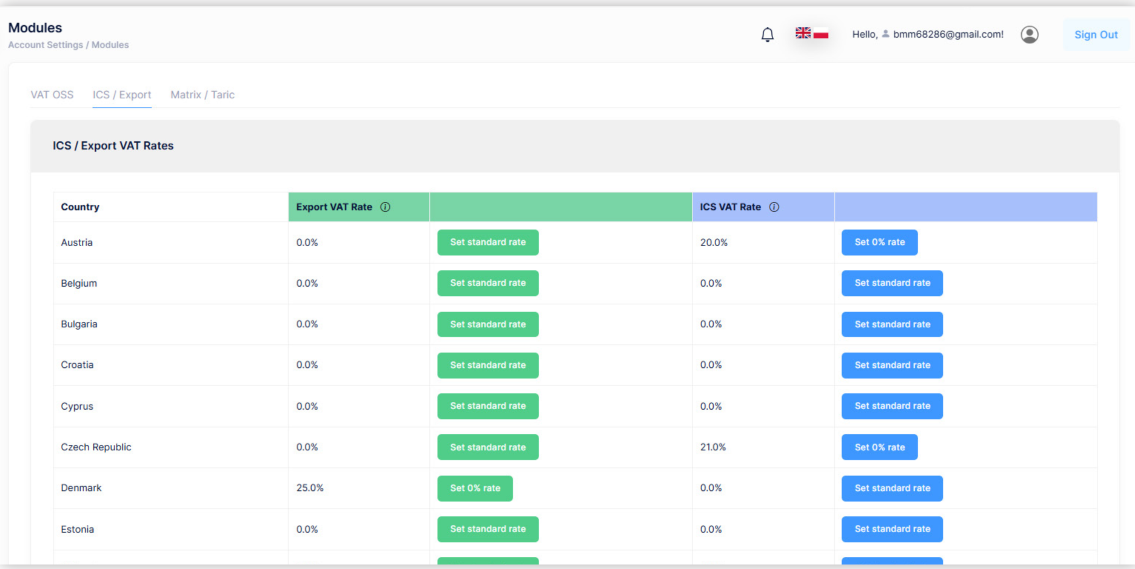


The registration status is visible in the top right corner of the panel.

ICS/EXPORT

In the "ICS/Export" tab, you can enter preferential VAT rates for ICS and exports to specific countries.

To change the rate, click either "Set standard rate" or "Set 0% rate". After making the change, a confirmation message will appear in the top right corner of the screen.

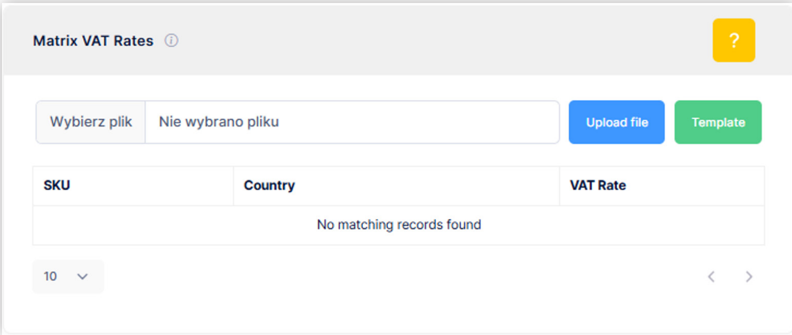


MATRIX/ TARIC

MATRIX

To enter custom VAT rates, navigate to the VAT Rate Matrix field.

In this field, there is a template file available for completion, which you can download by clicking the "Template" button.



After downloading the file, fill it out by adding information such as:

- SKU
- Tax ISO Country Code
- VAT rate – (provide the VAT rate in the format 0.07 or 0,07)

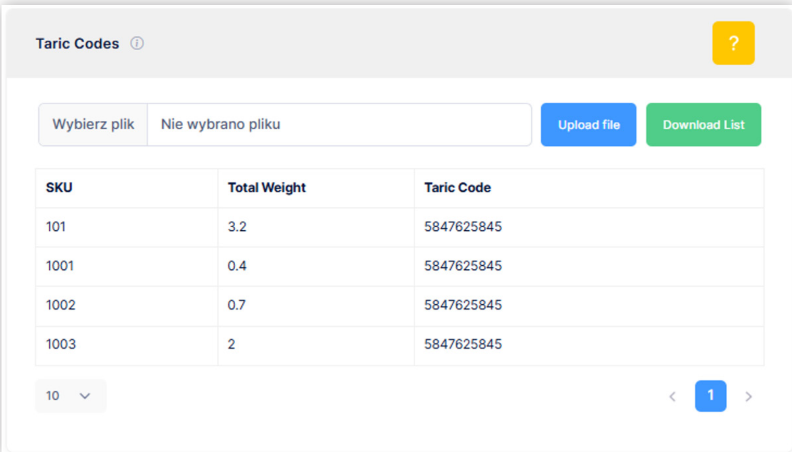
SKU	Tax ISO Country Code [PL,DE,ES etc.]	VAT Rate
10091	DE	0,07
10001	DE	0,07
10002	DE	0,07
10003	DE	0,07

Then attach the filled file by clicking "Choose file", and then "Upload file". After successfully uploading the file, a confirmation message will appear in the top right corner, and the data table will be updated.

TARIC

The "TARIC Codes" field is used to enter necessary codes for Intrastat settlements.

To correctly populate the table, download the generated file template by clicking the "Download List" button.



After downloading the file, fill it out by adding information such as:

- SKU
- Product Weight
- Taric Code

SKU	Product Weight	Taric Code
10001	0,3	7117190010
10002	0,6	7117190010
10006	1,20	7117190010
10003	0,4	7117190010

Once the file is completed, submit it to the application by clicking "Choose file", selecting the completed file, and loading it using the "Upload file" button.

After successfully uploading the file, a confirmation message will appear in the top right corner, and the data table will be automatically updated.

amavat®

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