Fachverlag

Moderne Wirtschaft GmbH

globalDoc Solution 6.6
User Manual

PricewaterhouseCoopers GmbH
Wirtschaftsprüfungsgesellschaft

Table of Contents

A. General introduction to globalDoc

After a general introduction to *globalDoc* in Chapter A, Chapter B of this user manual will provide you with the first steps in working with *globalDoc*. Subsequent Chapter C contains a detailed description of the work with *globalDoc*, including the required user information as well as a detailed description of following program items[1]:

My tasks,

Data collection,

Documentation content

Attachment overview, and

Create report.

In Chapter D you will learn the basics of task approval and task administration, followed by a definition of terms in Chapter E. The Annex provides you with an overview of all variables available in globalDoc as well as click paths how to use program items My tasks and Create report.

The separate *globalDoc* administrator manual describes program items of the *globalDoc* main menu, which are solely relevant for users with administrative privileges:

Task administration and

Settings

[1] Depending on user's access privileges, not all functions described might be available.

I. The idea behind *globalDoc*

globalDoc Solution ("*globalDoc*") is a software for the worldwide documentation of transfer prices of company groups which was developed, and is constantly being optimized by PricewaterhouseCoopers GmbH WPG (“PwC”).

globalDoc was developed on basis of national and international documentation regulations in order to meet the requirements for documentation of transfer prices efficiently and comprehensively.

globalDoc is designed so flexibly that both, medium-sized companies as well as multinationals can meet the various international documentation standards to the highest degree.

globalDoc facilitates, simplifies and unifies the worldwide documentation process through a modular structure of documentation content, the centralized collection of documentation-relevant information for multiple reporting companies[2], the systematic grouping of documentation already available to the Group, the possibility of central administration and automated uploading of documentation-relevant data from existing IT-systems, as well as an integrated and comprehensive workflow management.

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2 Reporting companies are affiliated companies as well as permanent establishments for which transfer pricing documentation is created in *globalDoc*.

II. The characteristics of *globalDoc*

1. Shared documentation platform for all users

To meet the complex structures of company groups, *globalDoc* enables the professionals involved in the documentation process (i.e. top management, management of individual business areas or documenting group companies) to work jointly on a single documentation platform.

All employees entrusted with documentation tasks will have access to *globalDoc* and thus also to the database stored on a central web server.

2. Modular structure of documentation content

Documentation contents are divided into individual text blocks. These text blocks are valid for all or several reporting companies or only for a single reporting company. To insure that individual documentation reports are produced, text blocks are assigned to each reporting company by relevancy.

Text blocks which are relevant to all reporting companies are centrally created and, via the *globalDoc* documentation level **Global**, assigned to all reporting companies automatically.

Alike, text blocks which are relevant to several, but not all, reporting companies are centrally created and, via the *globalDoc* documentation level **Divisional**, assigned to all companies requiring those text blocks. In *globalDoc*, any number of **Divisions** can be created. For example, a *globalDoc* **Division** may contain text blocks which are relevant to companies in a region, a business area, a function, or for companies which are transaction partners for a particular transaction group.

On the same note, text blocks which are merely relevant to a single reporting company are usually created by that company's employees and, via the *globalDoc* documentation level **Local**, assigned only to that company.

The transfer pricing documentation in *globalDoc* is, thus, carried out on three levels of documentation:

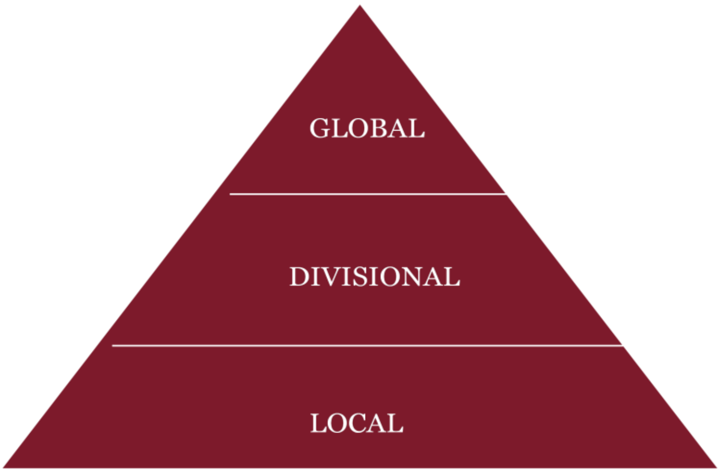

Fig. 1: Documentation Levels

The documentation structure and the grouping of transactions specified by the Group for the individual documentation reports serve as a base for the structured recording of information in the individual text blocks. As a result of this structural, and work-sharing collaborative approach to the creation of documentation, the workload will be reduced significantly in the long run.

Therefore, before entering information into *globalDoc*, it is advisable to create a concept ("architecture plan") in regards to the structure of the documentation.

3. Centralized recording of information relevant to several reporting companies

As mentioned above, *globalDoc* ensures a simplification of the documentation process. At a **Global** level, information which is documentation-relevant for all reporting companies, is recorded centrally. However, via subdivision in **Divisional** information (for multiple reporting companies) and **Local** information (for a single reporting company), it ensures a refinement of documentation, up to the level of detail required by each individual reporting company.

Usually, Local-Users, at the **Local** level of *globalDoc* will only collect company-specific information which is not recorded centrally (global or divisional documentation levels) and which is only relevant to their specific reporting company. To facilitate this process, pre-filled documentation templates may be provided centrally.

Fig. 2 displays an example of the input of specific information, depending on the documentation level. The allocation of documentation content to individual documentation levels depends on the respective documentation concepts specified by the Group.

This **Global**, **Divisional** and **Local** information is used in *globalDoc* to create various types of individual reports for each reporting company. However, those reports will not reveal what information has been created at a global, divisional, or local documentation level.

GLOBAL	DIVISIONAL	LOCAL
• MNE's Organisational structure • Description of MNE's business • MNE's intangibles • MNE's intercompany financial activities • TP-policy • Central transaction groups	• Division background • General description • Business relationships • R&D pool • System-/Process-documentation • Purchasing • Service provision • Intangibles	• Company background • Transaction analysis - Business relationships - Functional and risk analysis - TP analysis • (Extraordinary issues) • (Benchmarking study)

Fig. 2: Examples of information contained in different documentation levels

4. Central administration of documentation-relevant data

To avoid redundancies in these areas, the business relations (transactions or transaction groups) to be documented as well as the group companies involved in the documented transactions (transaction partners) may be centrally managed in *globalDoc*. Those centrally provided lists of transaction groups and transaction partners, subsequently, may be complemented by Local-Users who desire to add additional transaction groups or partners.

Moreover, an upload of documentation-relevant data from existing IT-systems via Excel-interfaces avoids risks associated with error-prone, manual data transfer in the transfer pricing documentation[3].

Alternatively, transactions (or transaction groups), transaction partners and/or transaction volumes may be recorded by Local-Users. As an example, that may be particularly interesting if the documentation concept of a Group is organized in decentral manner and evolves around local recording of documentation-relevant data.

5. Workflow management

The workflow management enables central control and monitoring of tasks to be carried out during the documentation process by *globalDoc* users. This ensures a purposeful documentation production and updating process by Local-Users as well as control of the documentation process through the Group headquarters.

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3 Direct interfaces between existing IT-systems and *globalDoc* may be coded separately, depending on their existing data quality. Such interfaces are not part of the *globalDoc* software.

In the workflow management of *globalDoc*, tasks may be defined and delegated to Local-Users. Then, within the team of Local-Users, single tasks may be assigned to specific team members. In addition, an integrated emailing function, automatically, posts email reminders (for open tasks) to Local-Users. Additionally, a status overview of created tasks may be generated. That way, *globalDoc* ensures that all steps in the documentation production are completed in time.

III. The user roles in *globalDoc*

1. System-Administrator

System-Administrators are *globalDoc* users with the most extensive user privileges.

A separate *globalDoc* administrator manual is available for users with administrative privileges. In that complementary manual functions available exclusively to that user group will be described.

2. Task-Administrator

While **Task-Administrators** do take over tasks in **Workflow Management**, they do not necessarily have the same authorizations as a **System-Administrator**.

3. Task-Approver

Task-Approvers responsible at **Local**, **Divisional** or **Global** documentation levels are entitled to approve locally (for a particular reporting company), divisionally or globally produced work results.

Any Local-User may be assigned local **Task-Approver** rights which are basic functions of task administration. This basic function of task administration is described, in a scope relevant to local Task-Approvers, in Chapter D of this manual.

4. Local-User

Local-Users are *globalDoc* users who do not possess any of **System-Administrator**'s or **Task- Administrator**'s privileges. However, they may be assigned the function of a local **Task-Approver**.

IV. The modules of *globalDoc*

The term **Modules** in *globalDoc* describes placeholders for the individual text blocks. Each of those modules may have an indefinite number of files attached[4].

1. Module classes

Pursuant to the three documentation levels in *globalDoc* (**Global**, **Divisional** and **Local**), *globalDoc*'s modules are divided into three classes. Each module class indicates to which level the information is to be assigned.

- **Modules** of the class **Global**: are usually created centrally, and contain general information which is relevant to documentation of all reporting companies.
- **Modules** of the class **Divisional**: are usually created by central bodies (e.g. business unit, national holding company, or central corporate service provider) and contain specific information which is relevant for several, but not all, reporting companies. Any number of divisions (i.e. regions, functions, transactions, business areas, etc.) may be set up. Subsequently, any number of modules can be allocated to them.
- **Modules** of the class **Local**: are usually created by respective local reporting companies. Therefore, they merely contain information relevant to one specific, local documentation report.

[4] Users may choose, for each attachment separately, whether it should be classified for internal purposes only and thus merely archived (e.g. meeting minutes, internal presentations or Excel sheets or other data-backup files), or whether it should be enclosed to transfer pricing documentation.

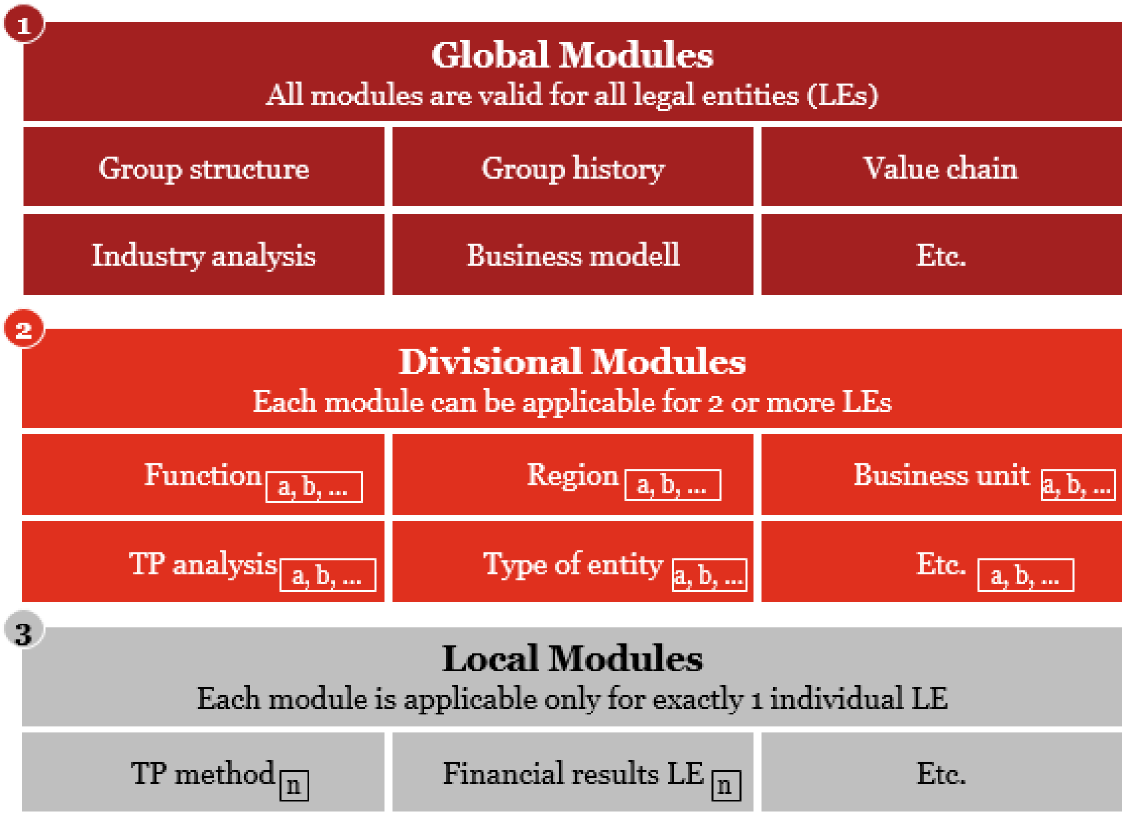


Fig. 3: Module Classes

globalDoc's layered system (**Global**, **Divisional**, **Local**), allows a group's top management and other central company units to hand down text blocks or pre-filled documentation templates (containing central information) to local companies. Alike, **Global** or **Divisional** file attachments might be passed on.

It is crucial that documentation content of such modules or attachments is reusable. Only if these files are free of any local company details, it can be ensured that their use is uniformly possible across all company entities. Therefore, *globalDoc* provides for a system of variables[5] as placeholders.

2. Module types

In *globalDoc* you can differentiate between two types of modules: Word Modules and Text Modules.

- **Word Modules:** are placeholders for text blocks which are embedded in *globalDoc* as Word files.
- **Text Modules:** are placeholders for text blocks which may be entered into text boxes

[5] A register of all variables available in *globalDoc* may be found in the annex to this manual.

after clicking on the detailed view symbol of any module navigation item.

3. Formatting contents of Word modules

It is important to ensure that Word files which are to be inserted into *globalDoc* are coherently formatted, before inserting them. Only uniformly formatted Word files allow for automatic report creation without time-consuming, manual reformatting.

Formatting of Word files may be done, as an example, on basis of the template which users may download under Download template on the details page of Word Modules. Additionally, detailed information on working with *globalDoc* may be encountered in Chapter C of this user manual.

If the template provided by default (to be downloaded under Download template) is used, and respective text block contains headings[6], following formatting for headings will be employed:

Header level	Format template
A.	Heading 1
A.1	Heading 2
A.1.1	Heading 3
A.1.1.1	Heading 4
A.1.1.1.1	Heading 5

However, if any same format template is consistently used when creating Word Modules, users may, of course, employ their own standard format. In that case, any reformatting to the *globalDoc* standards would not be necessary.

If a formatting which deviates from default *globalDoc* standard is desired, a separate module template may be generated by System-Administrators.

Please note: Sometimes, tables and graphics which are inserted in Word Modules may not be displayed in a format-appropriate manner during report generation. Therefore, it is recommended that users attach tables and graphics, either detached from the documentation text, as file attachments (for more detailed information on how to attach files to *globalDoc*, see Chapter C of this user manual) or to convert corresponding tables and graphics to image

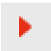
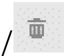
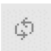
[6] Many headings are predefined by System-Administrators. Therefore, use of additional headings (in respective text blocks) is often only necessary if they should be sub-divided further.

files (e.g., jpeg format). Those may then be inserted directly into Word Modules. Additionally, it is recommended that users, for any table formatting, do not employ templates provided in Microsoft Word 2007 or newer (under the **Design** tab). Rather it is recommended to customize table formatting via **shading and border**. That way, users should be able to avoid formatting errors when creating reports.

If text passages are pasted directly from webpages into Word Modules, users should make sure to employ the **keep text only** function. Otherwise, objects not visible to users (at that point) might be transferred into Word Modules. Those could, potentially, lead to errors when creating reports.

V. An overview of important functions

By clicking on the different items in *globalDoc*, users who have sufficient user privileges may create, edit and delete records, modules, and so on. Following table provides an overview of most important symbols.

	Expand navigation items
	Download file
	Upload file
	Detailed overview/editing
 /  / 	Delete
	New data set
	Create module
	Reload table

B. First steps

I. Navigating in the program

Step 1: Opening the program

To log in (to *globalDoc*), please enter web address provided in Microsoft Internet Explorer or Mozilla Firefox. Use of different browsers, may cause *globalDoc* to not be displayed correctly.

Fig. 4: Login window of globalDoc

Step 2: Navigating in program items of main menu

After successful login[7], the program items (red buttons) unlocked by the System-Administrators for respective users will appear in the main menu of *globalDoc*. A typical main menu of Local-Users looks like this:

[7] Depending on centrally defined security standards.

Fig. 5: Main menu of globalDoc (user view)

By clicking the respective symbols of individual program items within main menu, users will enter respective functions and their corresponding sub-menus.

Following sections are intended to provide an overview of particular program items (within main menu). Alike, sections will elaborate on program items respective sub-menus and/or navigation items.

My tasks

Data collection

Documentation content

Attachment overview, and

Create report

A detailed description of how to work with mentioned program items is provided in Chapter C.

If a user was assigned the role of a Task-Administrator or a Task-Approver, **Task administration** program item is shown in main menu of *globalDoc* as well. The basic functions of **Task administration** program item, as far as relevant to local Task-Approvers or Task-Administrators, are described in Chapter D.

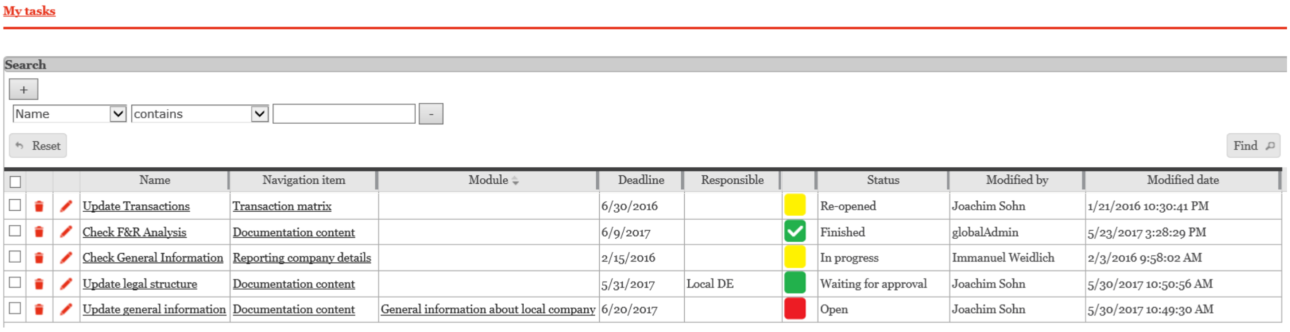
a) Program item – **My tasks**

*Fig. 6: Overview of program items in main menu: **My tasks***

The program item **My tasks** provides Local-Users with an overview of tasks assigned to them. Those tasks are either assigned centrally (by a Task-Administrator) or may be created by Local-Users themselves.

A change to detailed view (by clicking on the icon or in the column Name) allows users to navigate to detailed page view of respective task. Within that view, users are displayed details of selected task and may add processing notes (tab **Task detail**), retrieve additional information provided by Task-Administrator (tab **Additional guidance**) or view current processing history of task (tab **Change logs**).

By clicking in column Navigation item or Module, users may navigate directly from program item **My tasks** to corresponding area of documentation.


My tasks

Search

+

Name | contains | -

Reset | Find

Name	Navigation item	Module	Deadline	Responsible		Status	Modified by	Modified date
Update Transactions	Transaction matrix		6/30/2016			Re-opened	Joachim Sohn	1/21/2016 10:30:41 PM
Check F&R Analysis	Documentation content		6/9/2017			Finished	globalAdmin	5/23/2017 3:28:29 PM
Check General Information	Reporting company details		2/15/2016			In progress	Immanuel Weidlich	2/3/2016 9:58:02 AM
Update legal structure	Documentation content		5/31/2017	Local DE		Waiting for approval	Joachim Sohn	5/30/2017 10:50:56 AM
Update general information	Documentation content	General information about local company	6/20/2017			Open	Joachim Sohn	5/30/2017 10:49:30 AM

*Fig. 7: Detailed view program item: **My tasks***

b) Program item – **Data collection**

*Fig. 8: Overview of program items in main menu: **Data collection***

In program item **Data collection**, under **Data collection** > **Reporting company details** and **Data collection** > **Transaction management** users may enter information about their reporting company or its transaction partners, transaction groups and transaction volumes (**Transaction matrix**).

Moreover, users may enter information about distribution of functions and risks of respective companies as well as the appropriateness of transfer prices and/or methods in the sub-menu item **Data collection** > **Analysis**.

Screen with navigation items of respective sub-menus (of **Data collection**) is displayed below:

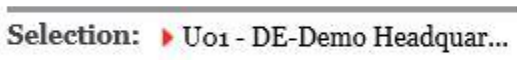
Fig 9: Detailed view program item: ***Data collection***

c) Program Item – **Documentation content**

Fig. 10: Overview of program items in main menu: ***Documentation content***

Clicking program item **Documentation content** in main menu of *globalDoc* opens an overview of documentation for selected reporting company in selected reporting period. All chapters and modules contained in this overview are defined by administrators, and, usually, may not be changed by Local-Users.

Depending on respective user privileges (assigned by System-Administrators), Local-Users may select a reporting company as well as a reporting period by clicking this symbol (located in upper right screen area):



Below, an example screen of a detailed overview of a potential documentation (including exemplary chapter names):

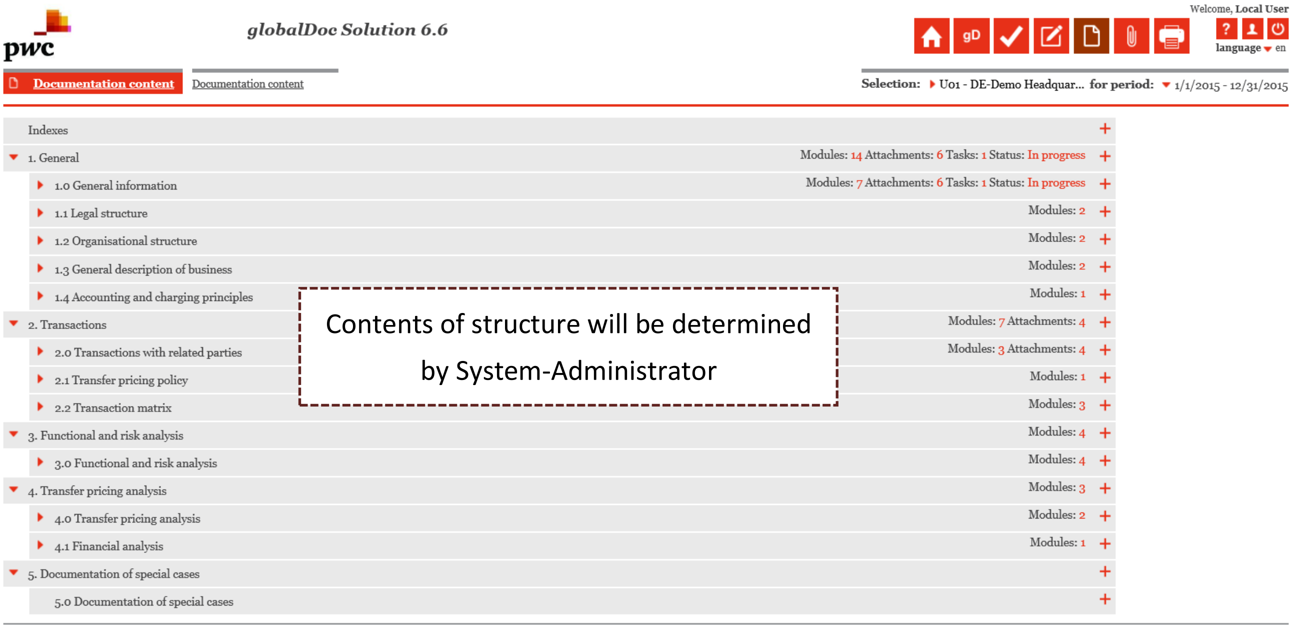


*Fig. 11: Detailed view program item**: Documentation content***

d) Program item – **Attachment overview**

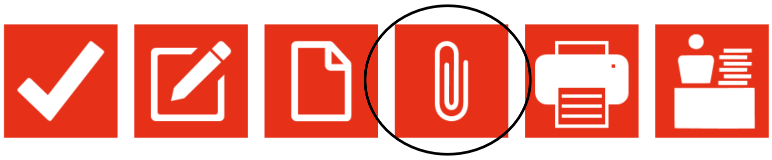


Fig. 12: *Overview of program items in main menu*: **Attachment overview**

As mentioned above, *globalDoc* allows for attachment of files to respective text passages within modules, transactions, or transfer pricing analysis. Under program item **Attachment overview**, users may access them directly (e.g. to update them).

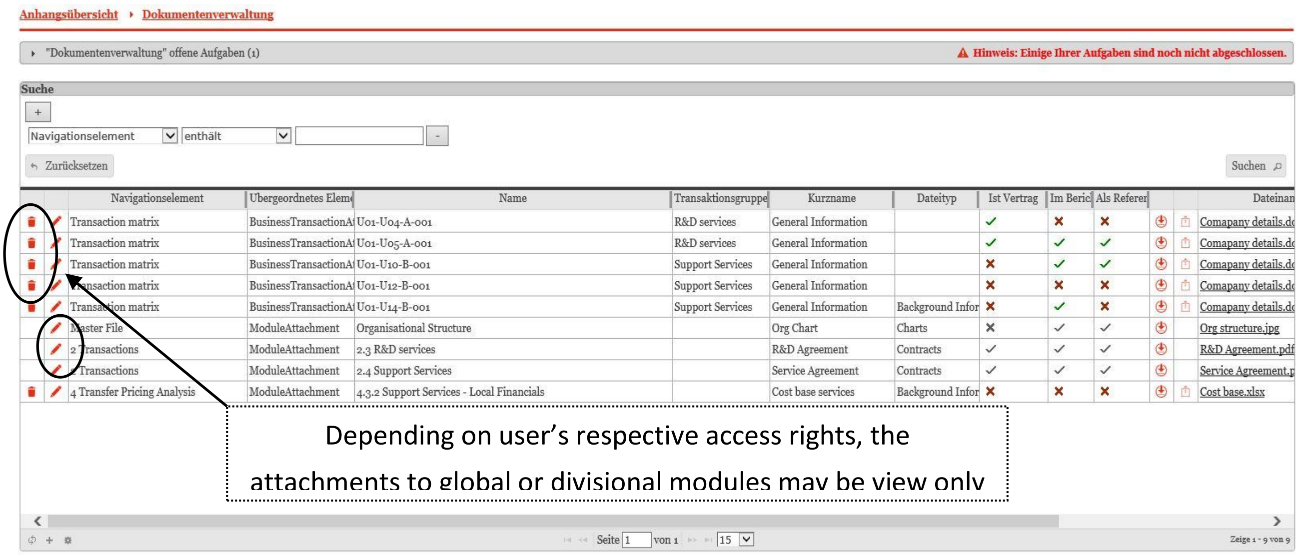


Fig 13: Detailed view program item: **Attachment overview**

e) Program item – **Create report**

Fig. 14: Overview of program items in main menu: ***Create report***

Generation and output of reports is accomplished via program item **Create report** .

f) Program item – **Task administration**

Fig. 15: Overview of program items in main menu: ***Task administration***

If a System-Administrator assigns a Local-User the role of (local) Task-Approver, that user will be displayed menu item **Task administration** in his/her main menu. Within this program item, he/she may, then, administer tasks within *globalDoc*.

Step 3: Searching for and finding data records

Overview surface for data records in *globalDoc* is always based on an identical pattern.

By clicking program item **My tasks** or **Attachment overview** in main menu, users will be directed to following overview surface (with the respective contents).

Below, an example screen of a detailed overview screen of the search and data window under My tasks :

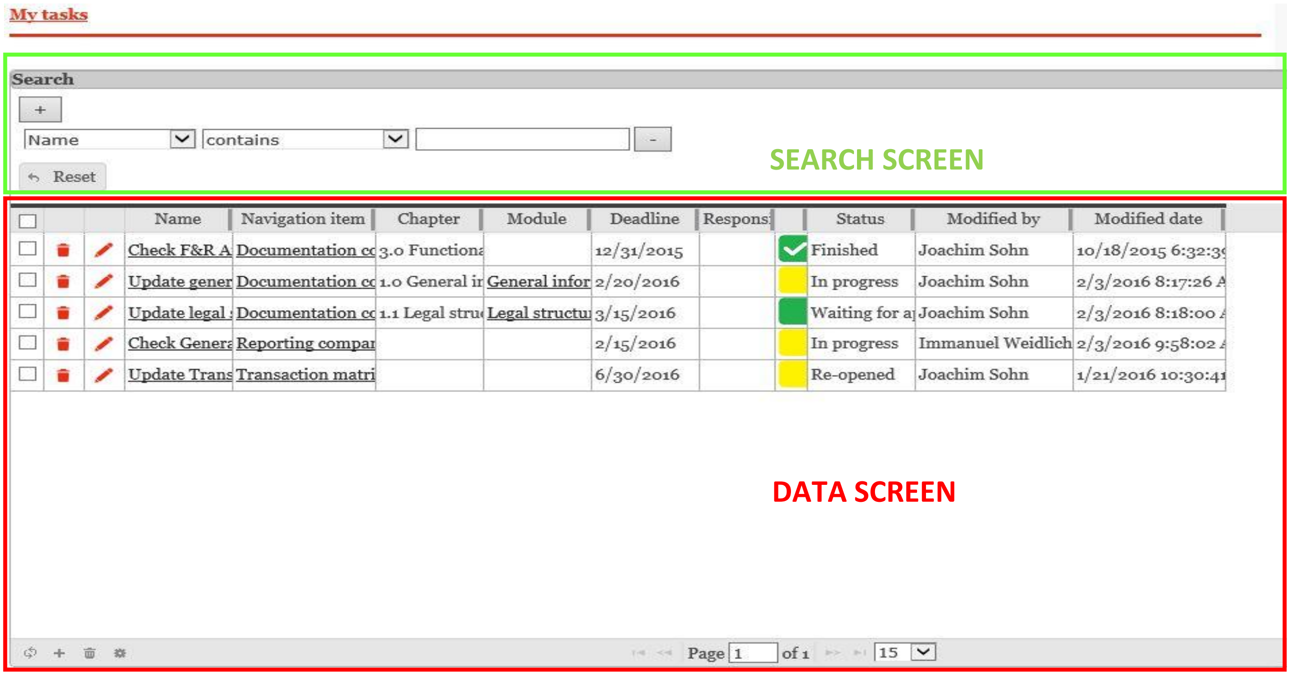


Fig. 16: Detailed view of search function screen (section)

Generally, overview surface consists of two screens: **Data window** and **Search window**

- **Data screen:** The data records are created under corresponding navigation items. Following standard functions are available to users with sufficient user privileges:

 **Add new:** Create new data record

 **Detail**: Detailed overview of data records for viewing or editing purposes

 **Delete**: Delete data record

 **Delete selected rows**: Delete several, selected, data records

 **Select columns**: This functions enables users (by clicking **Strg** + **Click**) to select columns they deem necessary for display. This user selection will be saved.

 **Reload grid**: This function will reset all search criteria from search

- **Search screen:** This function enables mere display of data sets/modules which meet indicated search criteria.

+	**Add rule**: Add new search criteria
-	**Delete rule**: Delete search criteria
Reset	Resets all indicated search criteria
Find	Applies all indicated search criteria

Step 4: Navigating to a module

To add a text block and/or attachment to a module, corresponding module must first be selected. This can either be done via **My Tasks**, by clicking on Module, or, alternatively, under **Documentation content** and clicking in selected column.

Step 5: Uploading Word files within detailed overview

The display surface of each detailed overview is usually (in the example of a local Word module) composed as follows:

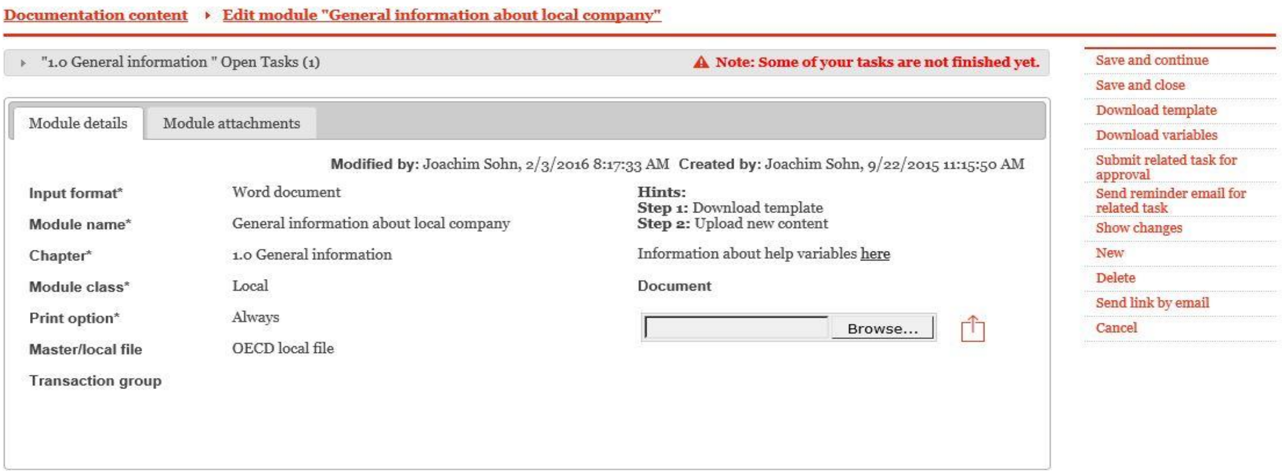


Fig. 17: Detailed view of a local Word module without content

If Word file is to be uploaded from local drive, select Browse... from local drive and upload it via this item into *globalDoc* (see *Fig. 17*).

Please note: users may only upload Word files into *globalDoc* modules if they possess sufficient user privileges to do so (for corresponding module).

Word files uploaded in *globalDoc* may be downloaded again by clicking on their filename or (which will be displayed after a Word file has been uploaded). That way, they might be processed further. Moreover, users with sufficient user privileges may delete uploaded Word files and/or upload new content. **Please note**: Only one single Word file may be attached to each Word module. If new Word file is uploaded (via Browse... and), it will replace existing file.

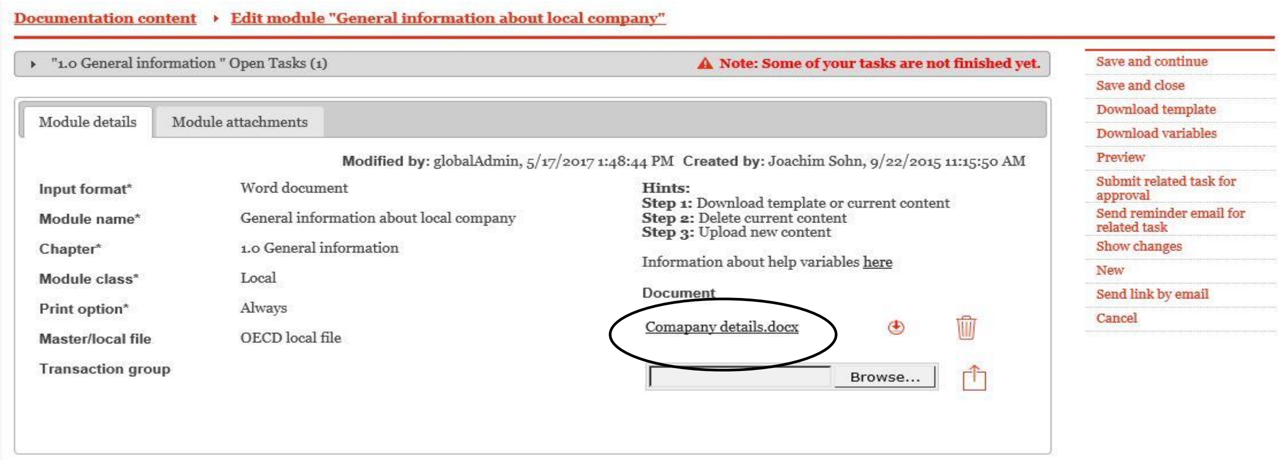


Fig. 18: Detailed view of a local Word module including uploaded Word file

A more detailed description of how to create and edit modules can be found in Chapter B.II.

More control options in detailed overview

Generally, command panels are located on the right side of detailed overview screens (see *Fig. 17* and *18*)[8]:

- **Save and continue:** will save created record. Also, *globalDoc* will remain in detailed overview screen after saving
- **Save and close:** will save data record, but then close detailed overview. This function will forward users to an overview of all existing modules (see *Fig. 11*: Overview of the program item **Document content**).
- **Use pre-filled template:** This control option appears only, if pre-filled templates for Local-Users are provided centrally. By clicking on this command, the template will be downloaded from *globalDoc* for further processing. It must then be saved on your local drive and uploaded to *globalDoc* via Browse... and .
- **Download template:** Users may download Word templates which are meant to ensure that format requirements in *globalDoc* are constantly complied with, when creating reports.
- **Download variables:** Users receive an overview of all variables (placeholders) which may be inserted into Word files by employing copy & paste function.
- **Preview:** Users receive a preview of module content in a preview window.

- **Show changes:** A table, will display all previous versions of module content to users. Earlier content from a module may be re-used by clicking and selecting Revert to this revision in command column to the right.

- **New:** This command is only available to users with sufficient user privileges to create modules. Such users have the option to create new modules directly from detailed overview page of another module.

- **Delete:** This command is only available to users with sufficient user privileges to create modules, as those users are authorized to delete modules as well. To display delete function, users must, as a first step, delete any possible module content. That step was introduced as a precautionary measure to avoid deletion of module contents in the process of deleting modules.

- **Send link by email:** This function will create a hyperlink to corresponding module overview and insert it into a new email. This process is supported by all common email clients (for example Lotus Notes) and improves communication in task processing within *globalDoc*.

- **Cancel:** This function will abort process and will revert users to data window.

Step 6: Processing tasks and creating reports

In many cases, it is sufficient for Local-Users to edit tasks defined for them under **My tasks** program item, and, if necessary, generate documentation reports for their reporting company employing **Create report** program item.

By selecting program item **My tasks** , after successful login, each user is displayed his assigned tasks.

As an alternative to program item **My tasks**, users may use program item **Documentation content** to read, download, and, if they possess sufficient user privileges for a module, change and re-upload contents of particular **Global**, **Divisional** and **Local** modules assigned to their reporting company. Moreover, users may add as many attachments as they see fit.

By using program item **Create report** , documentation containing uploaded documentation contents, may be generated. A more detailed description of the report creation process can be found in Chapter C.IV.

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8 Depending on user specific access rights, not all of mentioned features might be available

II. Creating a documentation

1. Creating a module

In program item **Documentation content**, chapter structure (navigation items) and modules are displayed to users.

In the process of conceptualization, System-Administrators determine under which of navigation items (chapters), **Global**, **Divisional** and/or **Local** modules are created as well as order in which they will be displayed to users. Modules of all three levels may be assigned to each navigation item. Also, each navigation item may contain an indefinite number of Text modules (local input boxes) or Word modules, whereby distribution of modules is dependent on the specific documentation concepts and may vary by case.

Chapter structure and modules displayed to Local-Users will usually be defined centrally. Please find an example below:

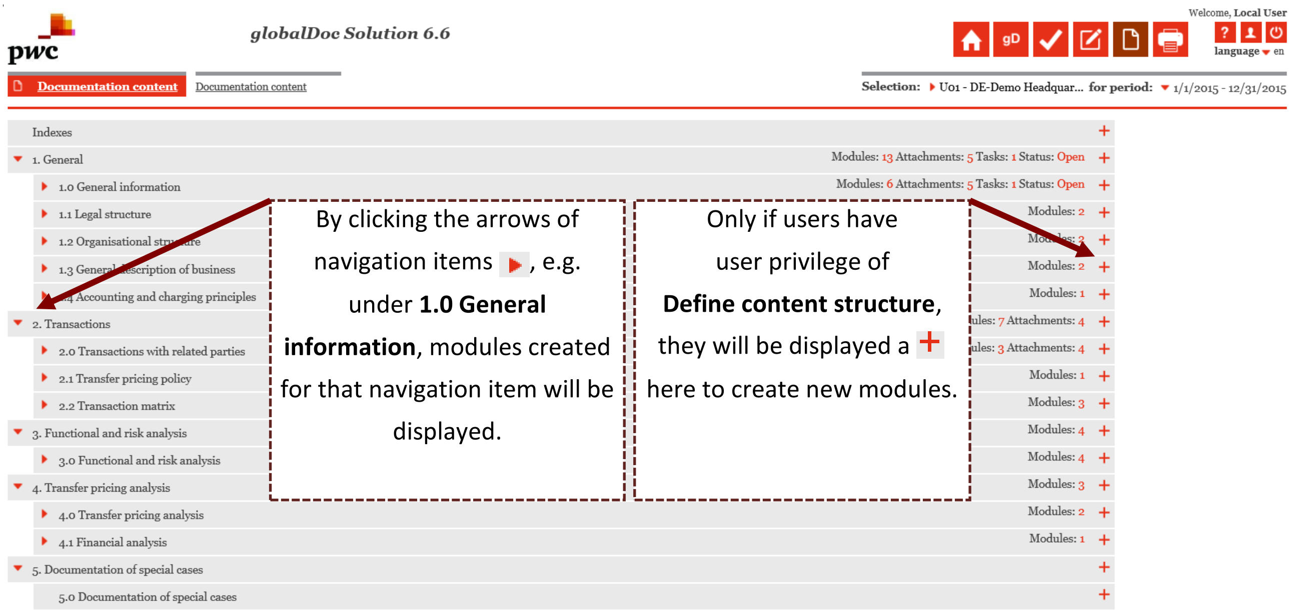


Fig. 19: Creating a module (1/2)

Therefore, Local-Users, may create or delete local modules only if System-Administrators assigned them sufficient user privileges (**Define content structure**). By clicking +, on the right-hand side of corresponding navigation item, those users will be forwarded to input mask for module creation (displayed below):

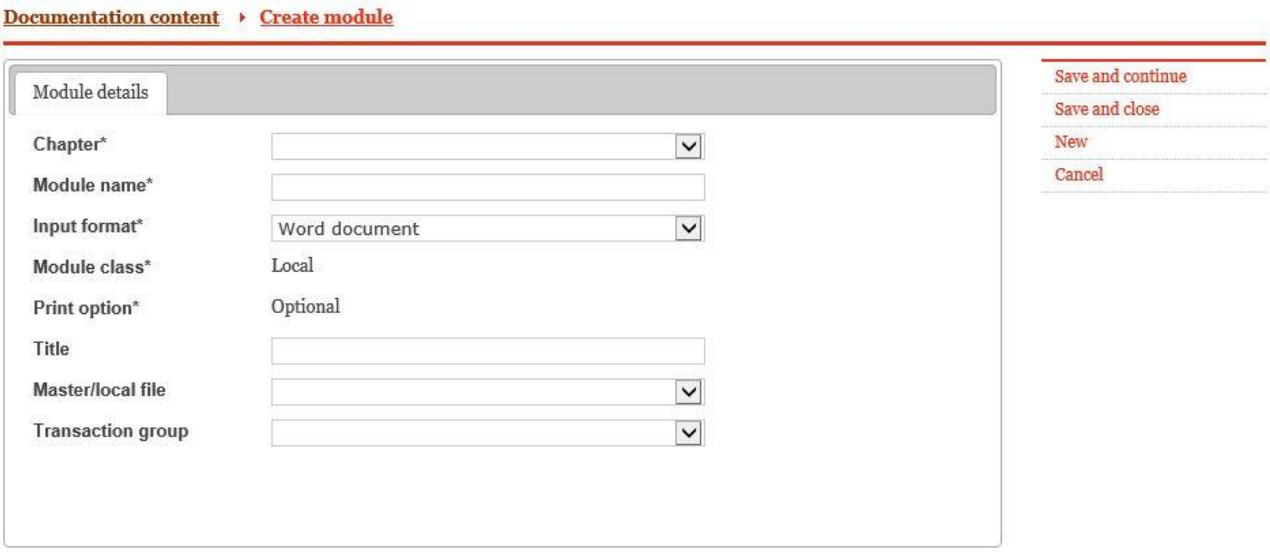


Fig. 20: Creating a module (2/2)

After completing all fields tagged with a * and subsequently saving module, module may be filled with documentation content[9].

2. Filling a module

Local-Users may edit contents of local modules indicated as documentation-relevant for reporting company via program item **Documentation content** . Content of modules of module classes **Global** and **Divisional** may only be edited by users with sufficient user privileges.

Information about the belonging of a single module to a particular **Module class** are described in *globalDoc*, e.g. in the overview page of program item **Documentation content** and in the detailed overview screen (Fig. 20 & 21). Indicators for central modules are labeled as **Global** or **Divisional** under **Module class**. These modules may be edited by users with sufficient user privileges only. Modules which may be edited by local users (i.e. without advanced user privileges) are labeled as **Local** under **Module class**.

By clicking , users may enter detailed overview of respective modules.

Detailed overview screen of a Word module

An example screen of a detailed overview of a local Word module might be composed as displayed below:

9 Via optional boxes **Master file/Local file** and **Transaction groups**, modules may be flagged as belonging to specific classifications (i.e. Master file, Local file or Transaction groups). That way, creation of specific reports is simplified.

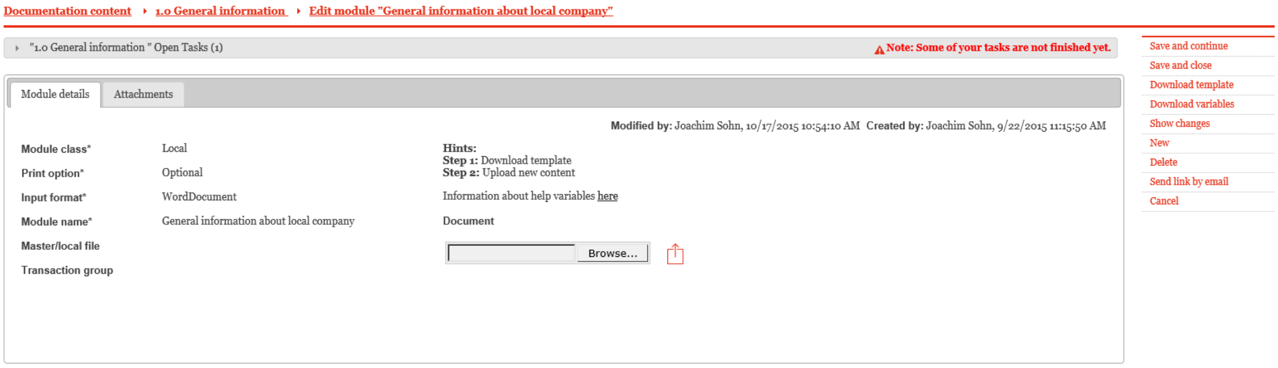


Fig. 21: Detailed overview of local Word module without content

A definition of which **Module class** (i.e. **Global**, **Divisional** or **Local**) a specific module was allocated to, may be found in the detailed overview of module itself. Alike, module itself displays its **Input format** (i.e. Word file – *Fig. 21*), its **Printing options** (Never, Optional or Always), its affiliation (i.e. **Master file, Local file** and/ or **Transaction group**), date of its last change as well as name of user who applied last changes (**Modified by** – *Fig. 21*). Additionally, module content will be displayed (in Fig. 22 below, a Word file has been uploaded).

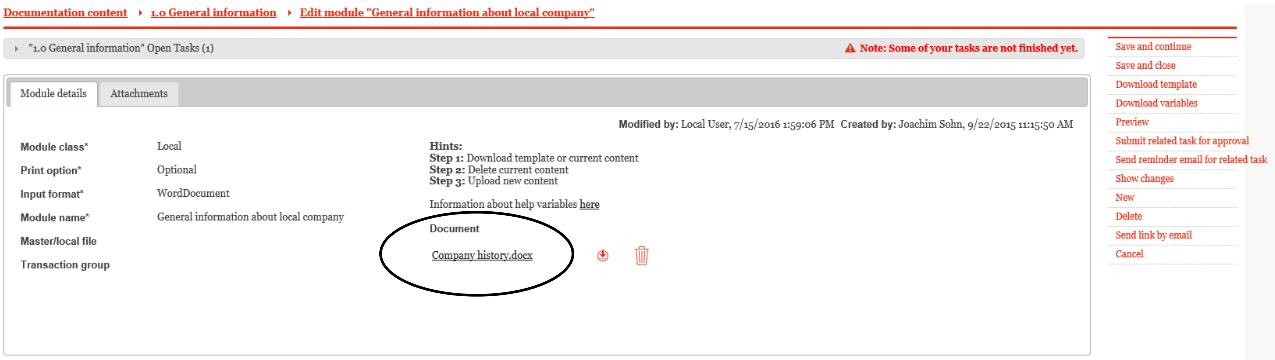


Fig. 22: Detailed overview of local Word module including uploaded Word file

Moreover, users will, automatically, be displayed **Hints** (in the middle of display, e.g. "step 1") by *globalDoc*, i.e. how to proceed to include, edit or delete module contents. Also, to upload a Word file, it must be selected form local drive by clicking Browse... . Subsequently, selecting will initiate uploading process (*Fig. 21*).

Word files uploaded into *globalDoc* may be re-downloaded by clicking or clicking on file name. Additionally, users with sufficient privileges may delete uploaded Word files by clicking , and subsquenlty upload new content.

Detailed overview screen of a Text module

An example screen of a detailed overview of a local Text module may be composed as follows:

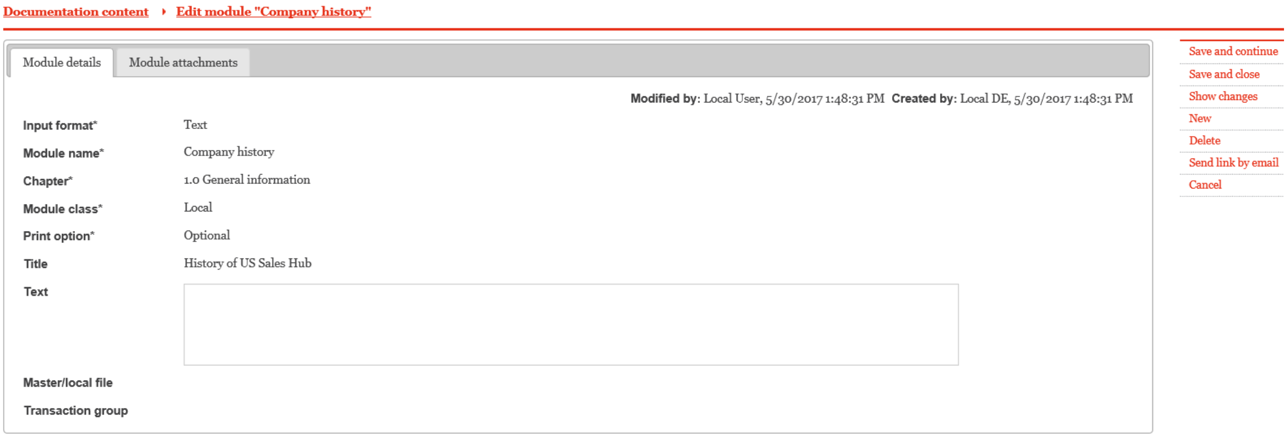


Fig. 23: Detailed view local Text module

Like for Word modules, detailed overview of Text modules contains information about **Module Classes, Printing options, Master/Local file** and **Transaction groups**. For **Text modules**, apart from **Module name** (mostly created by administrator), **Title** may be allocated (*Fig. 23*). Latter, will be used as heading for respective module content in *globalDoc* reports.

a) Filling of **Word modules**

Step 1: By clicking , users are forwarded to detailed overview of selected module.

Step 2: In case pre-filled templates are provided centrally, they may be selected by clicking Use prefilled template in command panel. If not, users may download uniformly formatted empty templates by clicking Download template.

Step 3: Apply changes and save on local drive

Step 4: Via Browse..., users may select Word file from local drive. Clicking will upload it to *globalDoc* (see Fig. 24).

Step 5: Subsequently, input must be saved by clicking Save and continue or Save and close.

Step 6: By clicking , uploaded word file may be downloaded again, and is ready for further changes to be applied (if any). If you save the Word file on your local drive, and subsequently upload this amended file to *globalDoc* via Browse... and (as described in Step 4, see Fig. 25), the existing file will be replaced by the now one because only one Word file may be allocated to each module.

Step 7: By clicking , users may delete uploaded word file, provided they possess necessary user privileges (see Fig. 25).

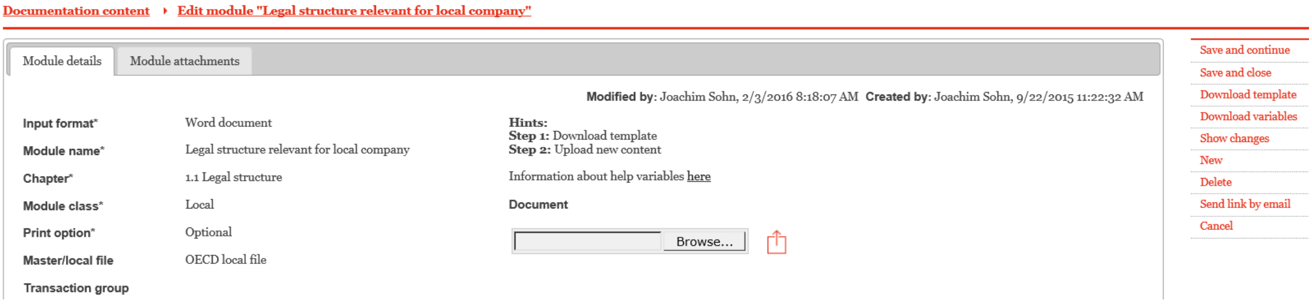


Fig. 24: Upload of Word files to Word modules without content

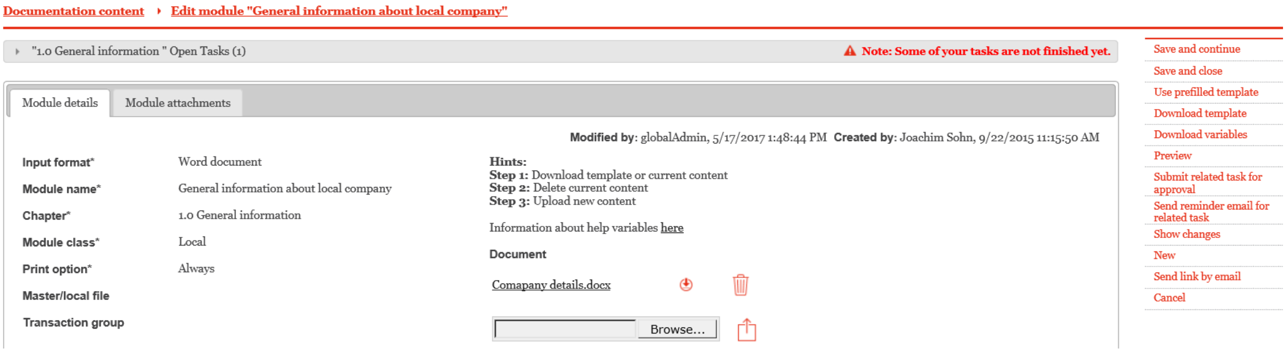


Fig. 25: Detailed overview including uploaded Word file

Additionally, users may fill **Word modules** directly on the overview page of program item **Documentation Content** by uploading Word files. These may be uploaded by clicking . Alike they may be deleted by using , and then, subsequently, replaced by new Word files clicking again.

b) Filling of Text modules

Step 1: By clicking , users will be forwarded to detailed overview of selected Text modules.

Step 2: Unlike **Word modules** (filling via Download template and of file), in case of **Text modules**, users must enter a text into designated the text box (*Fig. 26*). The alternative, of direct file upload (as for **Word modules**) on the overview page of program item **Documentation content** is not possible for Text modules.

Step 3: Subsequently, input must be saved by clicking Save and continue or Save and close.

Fig. 26: Filling of Text modules

3. Attachment of files

Regardless whether users are dealing with a Word or Text module, they may attach a discretionary number of files (formatted in common data types such as .doc, .docx, .xls, ilxs, .ppt, .pptx., .jpeg, .png, .gif, .jpg, .tif) to them. To do so, users must first select tab **Module attachments** in detailed overview of respective module (*Fig. 27*). Then, desired data attachment may be uploaded to module by clicking either **Upload** or employing the **Drag & Drop** function. Subsequently, following characteristics may be defined for attachments:

- A ✓ in column **Is contract**: indicates the uploaded file is a contract.
- A ✓ in the column **Report**: indicates the uploaded file will be attached when creating new documentations reports.
- A ✓ in the column **Reference**: indicates that within a report, reference will be made to this file. Therefore, it may only be ticked off, if **Report** is also checked.

A clicking on symbols ✓ and ✗ will change characteristics of respective attachment.

At a later point, users may, then, apply changes to those settings by double clicking on respective name of attachment. Apart from mentioned characteristics (**Is contract**, **Reference**, **Report**), users may allocate a name to file and determine document type (if envisaged by a System-Administrator).

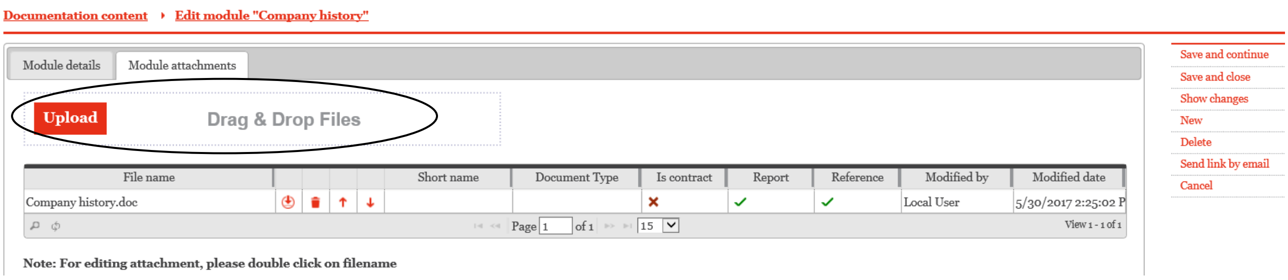


Fig. 27: Attachment of files

Also, *globalDoc* may be used as mere data pool for internal documents (i.e. to save meeting minutes, internal presentations or material exceeding regular module content) when selecting ✖ as characteristic for **Report** and **Reference**.

A file which was uploaded as attachment in *globalDoc* is available to download from *globalDoc* as well by clicking . Alike, it may be deleted at any point by clicking (provided user possesses sufficient privileges) or be arranged by using the arrow navigation item.

C. Detailed description of program items

I. Program item My tasks ✅

Particular users may be assigned specific tasks. Task-Administrators, may not only assign them, but also monitor their processing or delete them entirely.

Under **My tasks,** respective Local-Users will be able to see and process tasks assigned to their respective reporting companies.

Subsequently, Task-Approvers who are responsible on a **Local** (or **Divisional** or **Global**) level may approve working results of **Local** (or **Divisional** or **Global**) users.

Additionally, users may allocate personal tasks to themselves within this program item (i.e. to ensure effective time management).

Task creation for Local-Users

Users may create a new task by clicking + (in lower area of screen). This command will lead users to a detailed overview page (*Fig. 28*) in which a new task may be created. There, users may choose name of task, create a short description of it, add a deadline as well allocate the person responsible[10] for its completion. Moreover, tasks may be allocated to a specific module and/or notes be added to it. By clicking **Save and continue** or **Save and close** (in the command panel on the right), task will be saved. In addition, *globalDoc* allows, after saving task for the first time, to view tab **Additional guidance** in which further information (e.g. file name, or short name as well as document type) will be displayed. Under the tab **Change logs** historical changes of task, and the respective editors will be displayed.

[10] Under **My tasks**, users will be shown all tasks for which they possess sufficient user privileges to edit documentation contents. If multiple users possess those privileges, tasks will be shown to all those users. A categorization of tasks by employing the **Responsible** function simplifies their division.

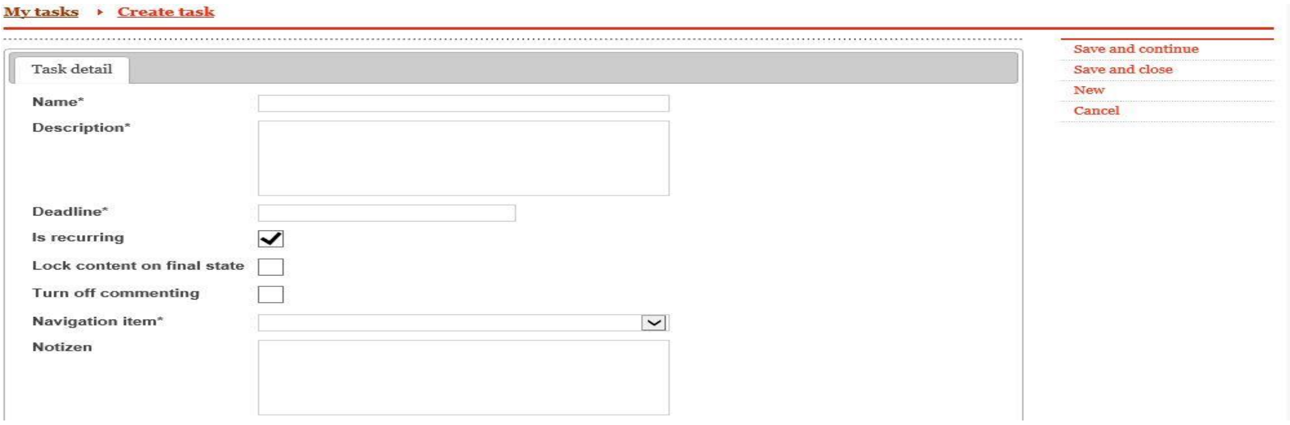


Fig. 28: Detailed page overview: Creation of task by Local-User

For modules to which specific tasks were allocated, under the detailed module overview[11], *globalDoc* will display the box **Open Tasks**, and status will be indicated as **Open**.

Fig. 29: The box Open Tasks

By clicking this symbol the box **Open Tasks** will pop-up (*Fig. 30*).

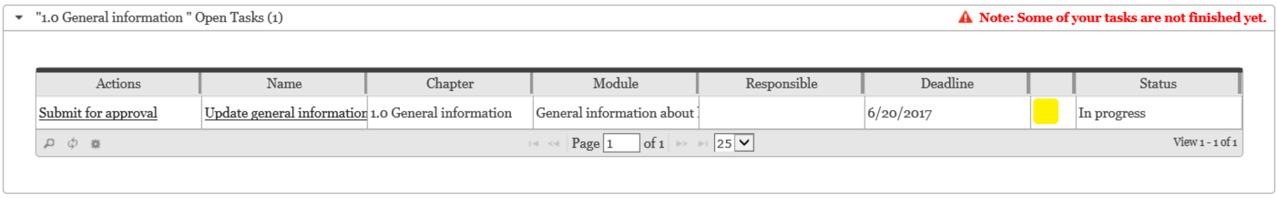


Fig. 30: Open box Open Tasks

This box allows Local-Users to consult the status of workflow management of the specific module. Status can be changed to **Waiting for approval** by clicking **Submit for approval**. This will trigger an email addressed to users with Task-Approver privileges to allow them to decide over final confirmation.

Status of created tasks

The status of workflow management in **Open Tasks** is displayed by a system of traffic lights. Those lights give information as to status of allocated tasks (incl. tasks created by Local-Users themselves). Please find an image of it below:

[11] For details, please refer to Chapter C. III. below

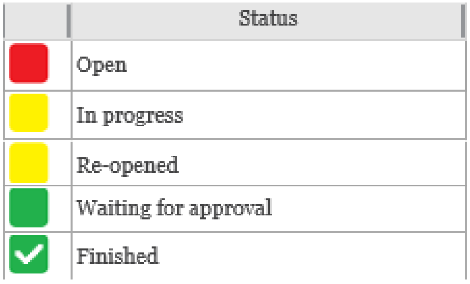


Fig. 31: Composition of traffic light system for workflow management

- **Open:** After its creation, any task will be labelled with a red traffic light.
- **In progress:** A yellow traffic light will appear once user opened related task.
- **Waiting for approval:** A green light will appear once user submitted related task for approval, but it remains pending.
- **Finished:** Users with privileges of a Task-Approver will be able to verify task completion. If users possessing those privileges click **Confirm as final**, task will be labeled with green traffic light and ticked off.
- **Re-opened:** A task which was completed already, but subsequently re-opened by Local-User or Task-Approver will change its status to **Re-opened** and a yellow light will appear next to it again (similar status to **In progress**). A finished task will also change its status to Re-opened in case the module to which task relates was amended[12]. Once new changes are applied, it will, again, be subject to approval (after user clicked **Submit for approval**).

[12] To avoid an unintentional reopening of a task, *globalDoc* enables users to tick off box "Lock content on final state" when creating a task (Fig. 28).

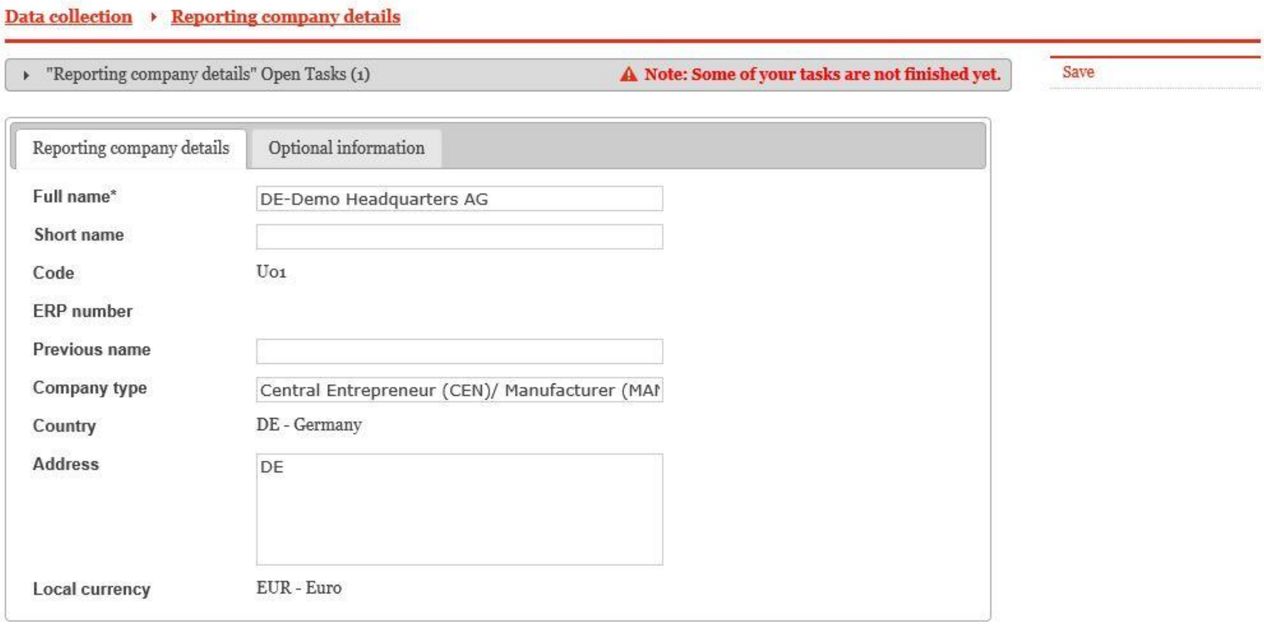
II. Program item Data collection

By clicking program item **Data collection**, users will be displayed navigation items **Reporting company details**, **Transaction management** and **Analysis**.

*Fig. 32: Program item **Data collection***

1. Reporting company details

Under **Data collection** > **Reporting company details** users may create or edit general information of reporting company (e.g. postal address, tax code), see *Fig. 33*. This information may be displayed on cover page of transfer pricing documentation (depending on reporting template designed by System-Administrator). Alike, those details may be used as variables for Word modules.



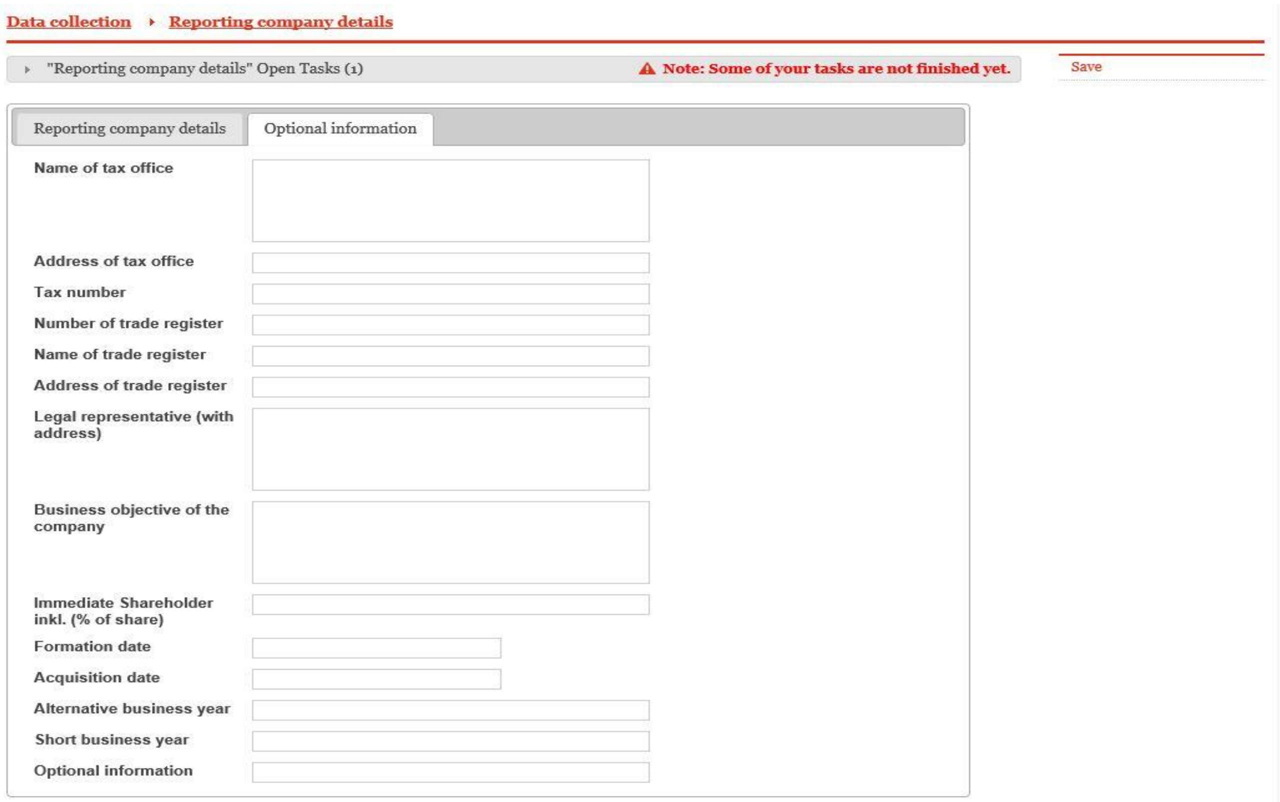


*Fig. 33: Navigation item **Reporting company details***

2. Transaction management

According to international, legal standards it is mandatory for companies to report transactions (incl. transaction volumes) between affiliated entities. Depending on selected reporting concept, this may be done within **Data collection > Transaction management**.

Alternatively (or supplementary, depending on documentation concept chosen centrally), users may upload Word modules and/ or Text modules as well as attachments (containing transaction volumes) under program item **Documentation content**.

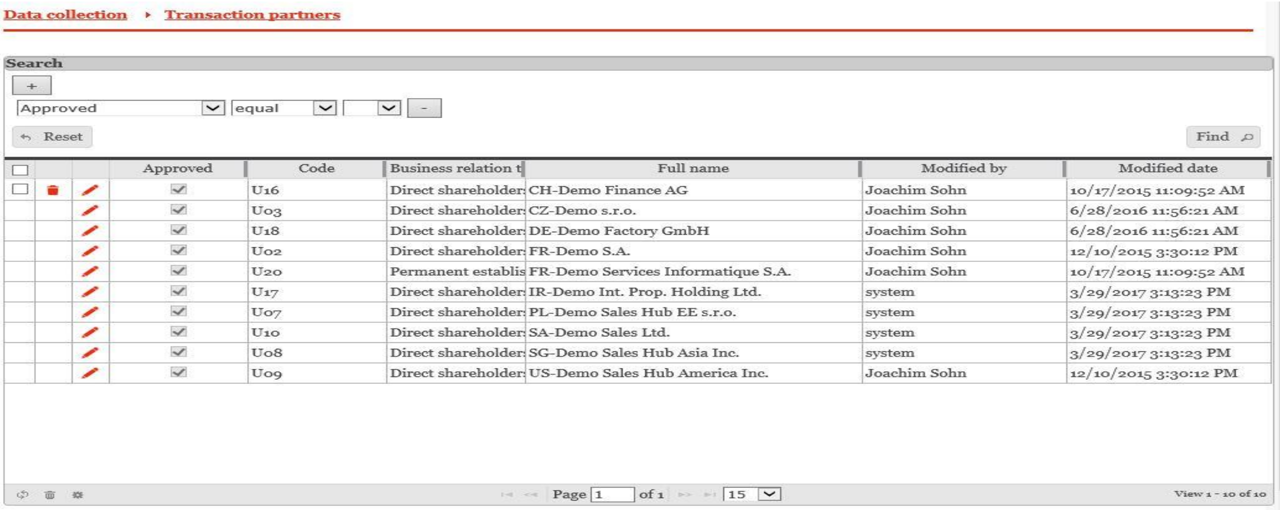
Another possibility would be the application of the optional, additional feature **TP matrix**[13].

a) Transaction partners

Under **Data collection > Transaction management > Transaction partners**, users may create entries of affiliated companies which had business dealings (i.e. transactions) with reporting company in corresponding reporting period. A removal of those partners with

[13] The additional feature **TP matrix** is a separate software tool, and not part of *globalDoc*.

or is possible, as long as no transactions were allocated previously, or allocated transaction were deleted first (*Fig. 34*).



			Approved	Code	Business relation t	Full name	Modified by	Modified date
			✓	U16	Direct shareholder	CH-Demo Finance AG	Joachim Sohn	10/17/2015 11:09:52 AM
			✓	U03	Direct shareholder	CZ-Demo s.r.o.	Joachim Sohn	6/28/2016 11:56:21 AM
			✓	U18	Direct shareholder	DE-Demo Factory GmbH	Joachim Sohn	6/28/2016 11:56:21 AM
			✓	U02	Direct shareholder	FR-Demo S.A.	Joachim Sohn	12/10/2015 3:30:12 PM
			✓	U20	Permanent establis	FR-Demo Services Informatique S.A.	Joachim Sohn	10/17/2015 11:09:52 AM
			✓	U17	Direct shareholder	IR-Demo Int. Prop. Holding Ltd.	system	3/29/2017 3:13:23 PM
			✓	U07	Direct shareholder	PL-Demo Sales Hub EE s.r.o.	system	3/29/2017 3:13:23 PM
			✓	U10	Direct shareholder	SA-Demo Sales Ltd.	system	3/29/2017 3:13:23 PM
			✓	U08	Direct shareholder	SG-Demo Sales Hub Asia Inc.	system	3/29/2017 3:13:23 PM
			✓	U09	Direct shareholder	US-Demo Sales Hub America Inc.	Joachim Sohn	12/10/2015 3:30:12 PM

Fig. 34: ***Transaction partners***

Synchronize Transaction partners from Group entities

Under **Data collection** > **Transaction partners** > **Synchronize from group entities**[14], Local-Users may select **Group entities** which had transactions with reporting company in corresponding reporting period from a register maintained by a System-Administrator. A centrally available transaction partner may be allocated to reporting company by clicking , or de-allocated by clicking (*Fig. 35*).

14 A click on the red button in lower area of the screen (below grid, see *Fig. 37*) will open the pop-up window which is exemplarily exhibited in *Fig. 35*.

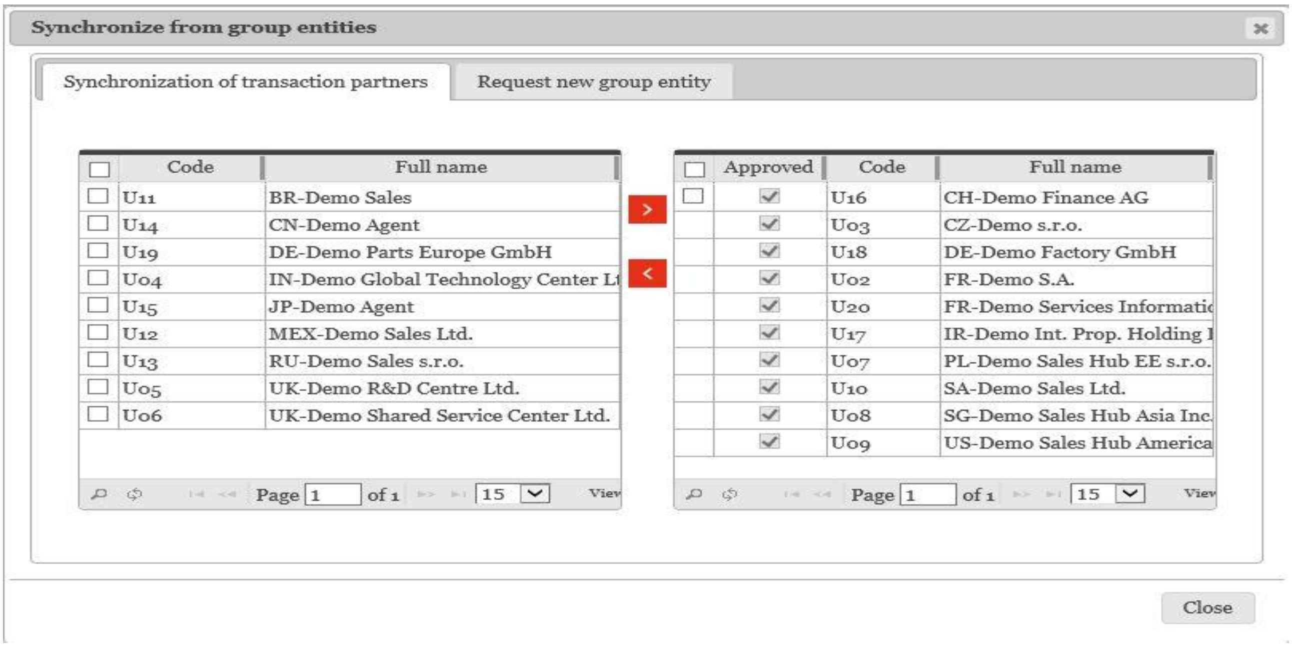


*Fig. 35: Synchronizing from **Group entities***

Moreover, under **Data collection** > **Transaction management** > **Transaction partner** > **Synchronize from group entities** > **Request new group entity**, Local-Users may request a System-Administrator to create company-specific transaction partners.

Fig. 36: Request new group entity

Those requests will remain subject to approval by a System-Administrator (for details, please refer to administrator manual). Only upon approval, new group entities will be available to Local-Users. Therefore, they will remain highlighted in red and not be available until approved by a System-Administrator (*Fig. 37*).

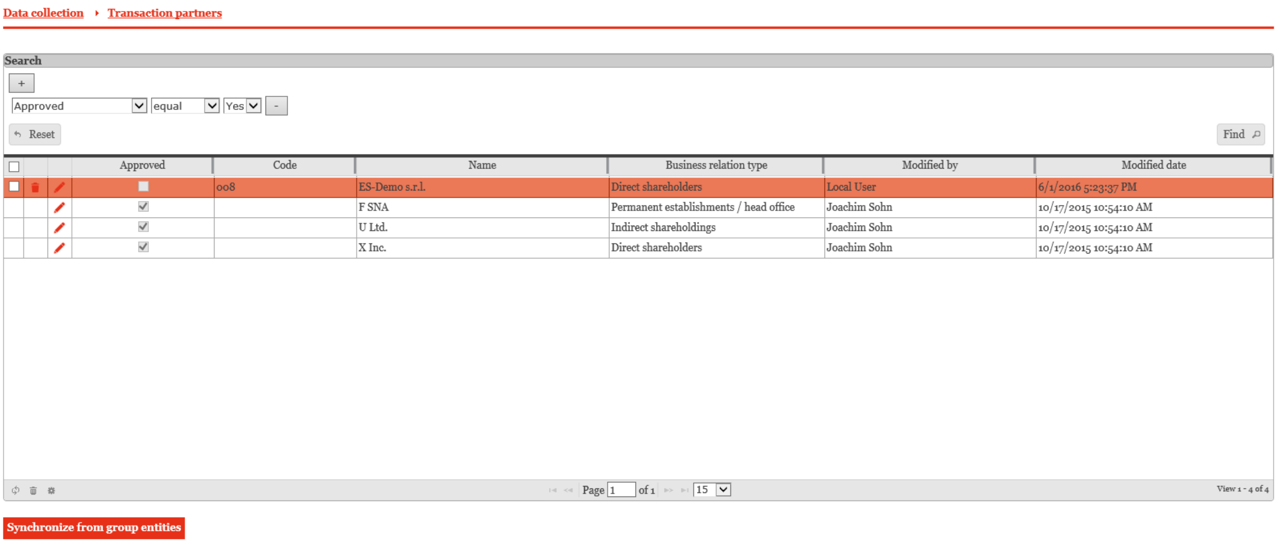


Fig. 37: ***Transaction partners***

When setting up new transaction partners, or employing centrally provided ones, under **Data collection** > **Transaction management** > **Transaction partners** > **Synchronize from group entities**, users may (if they desire to do so) allocate any transaction partner to a category from list below. The allocations might be provided centrally by a System-Administrator, but can be amended by Local-User (if necessary).

- Direct shareholders
- Indirect shareholders
- Direct holdings
- Indirect holdings
- Permanent establishments
- Other affiliated companies

Transaction partners may be listed by name and/or address. Also, shareholding structure and duration of holding may be specified (e.g. start until end of current documentation period).

Local-Users may also de-allocate existing transaction partners from their reporting companies. To prevent unintentional erasure, **previous deletion** of all transactions in relation to a given partner is compulsory.

b) Transaction groups

Under **Data collection** > **Transaction management** > **Transaction groups**, similar transactions may be clustered into **Transaction groups** (*Fig. 38*).

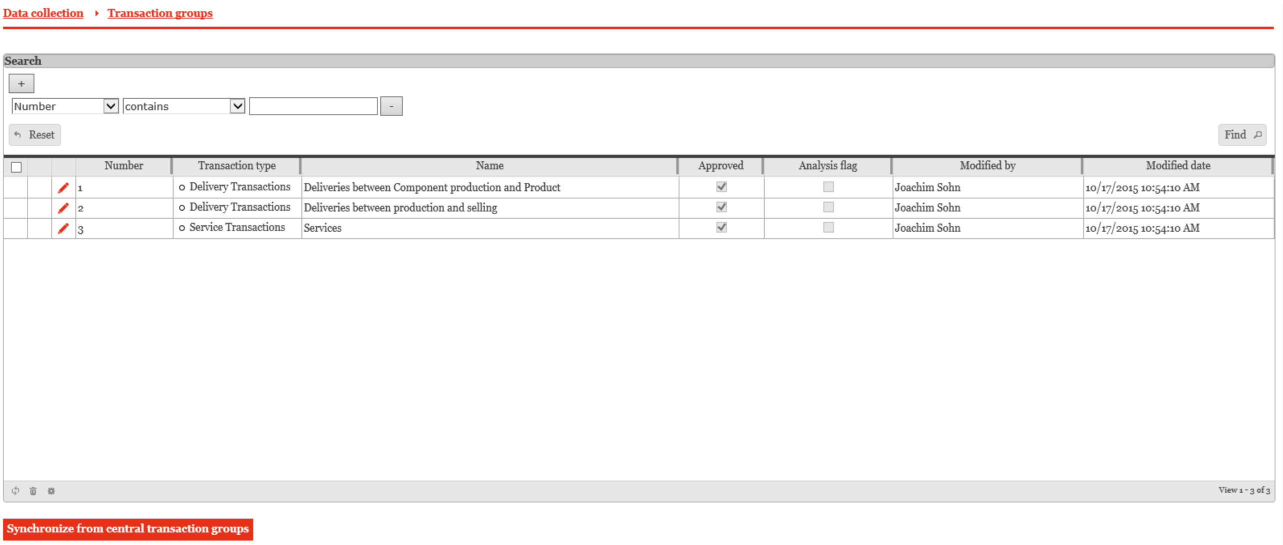


Fig. 38: Navigation item ***Transaction groups***

Synchronizing transaction groups

Under **Data collection** > **Transaction management** > **Transaction groups** > **Synchronize from central transaction groups**[15], Local-Users (like with **Transaction partners** above) may select **Transaction groups** from a centrally administered list. These may be allocated to reporting company by clicking > (*Fig. 39*).

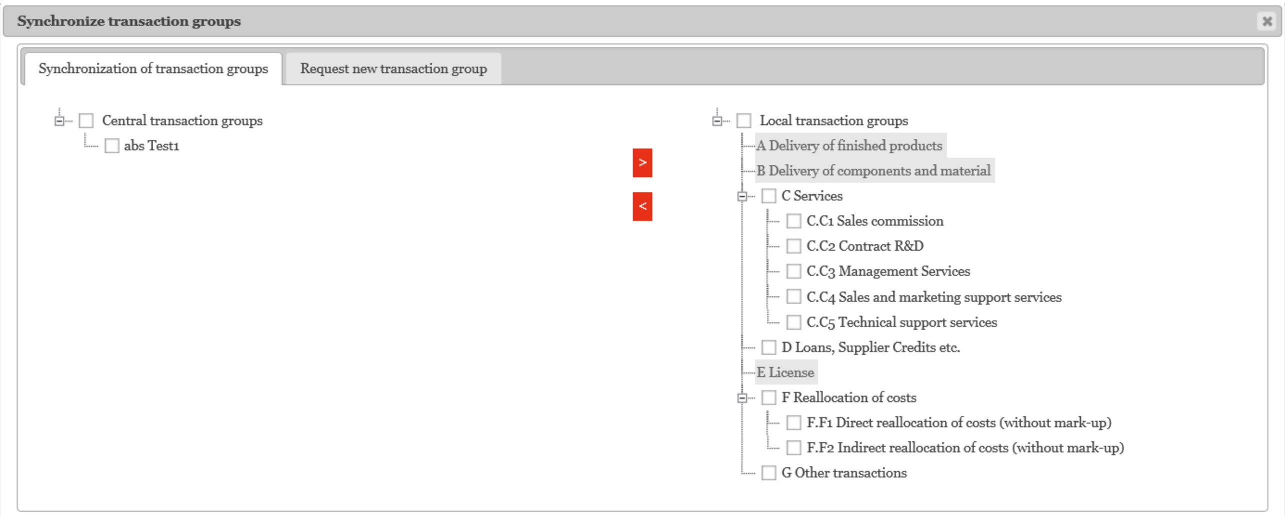


Fig. 39: Synchronize ***Transaction groups***

Similar to navigation item **Data collection** > **Transaction management** > **Transaction partners**, reporting companies may request new transaction groups/sub-groups under **Data collection** > **Transaction management** > **Transaction groups** > **Synchronize**

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15 A click on the red button in lower area of the screen (below grid, see *Fig. 38* above) will open the pop-up window which is exemplarily exhibited in *Fig. 39*.

from central transaction groups > **Request new transaction group** (*Fig. 40*)

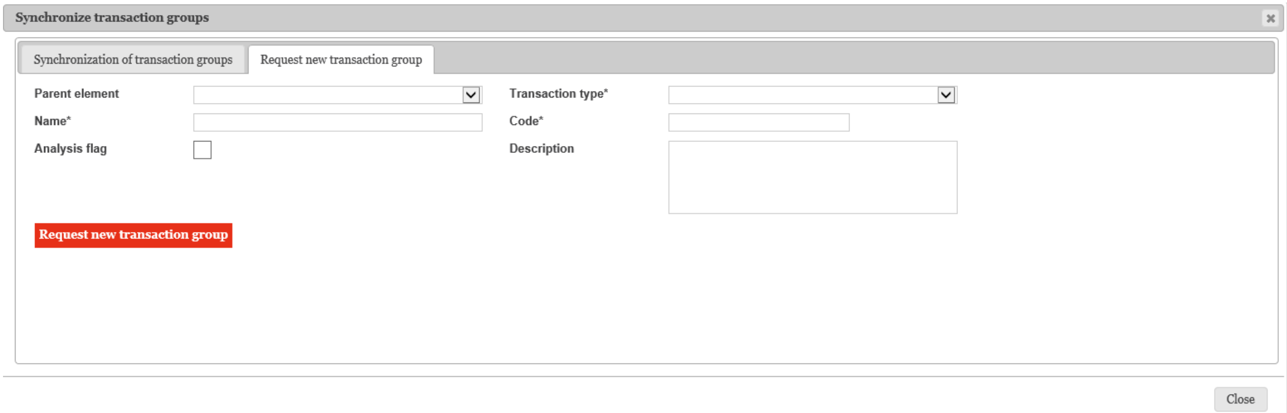


Fig. 40: Request new transaction group

The transaction groups/sub-groups requested will then, again, be subject to approval by a System-Administrator. That way, *globalDoc* aims to ensure uniformly entered and comparable information across the Group. Thereby, benefiting avoidance of redundant or inconsistent information. Any requested transaction group/sub-group will remain highlighted in red and not be available to users until approved by a System-Administrator.

In the process of requesting a transaction sub-group, users must allocate it to a specific transaction group (parent element) as well as choose a name for it. Its group number will be displayed in box **Code**.

Ticking off **Analysis flag** box allows users to perform function and risk analyses as well as transfer pricing analysis at transaction group level.

Therefore, if transactions within a transaction group are in need of a separate analysis, **Group analysis** <u>must not</u> be selected.

Transaction groups may be deleted by System-Administrators only. However, Local-Users have the option to adapt and update the allocation of transaction groups to their reporting companies (see *Fig. 38*).

c) Transaction matrix

Under navigation item **Data collection** > **Transaction management** > **Transaction matrix**, users may specify further details of the transactions with respect to their type, volume, underlying products or service.

By clicking ✏, users are directed to a detailed view. On that screen, users will be able to specify details of transactions (i.e. transaction volume, currency, contract date and so on).

If all transactions within a certain transaction group are deleted, deletion of last transaction will lead to deletion of allocated function and risk profile within in *globalDoc* as well.

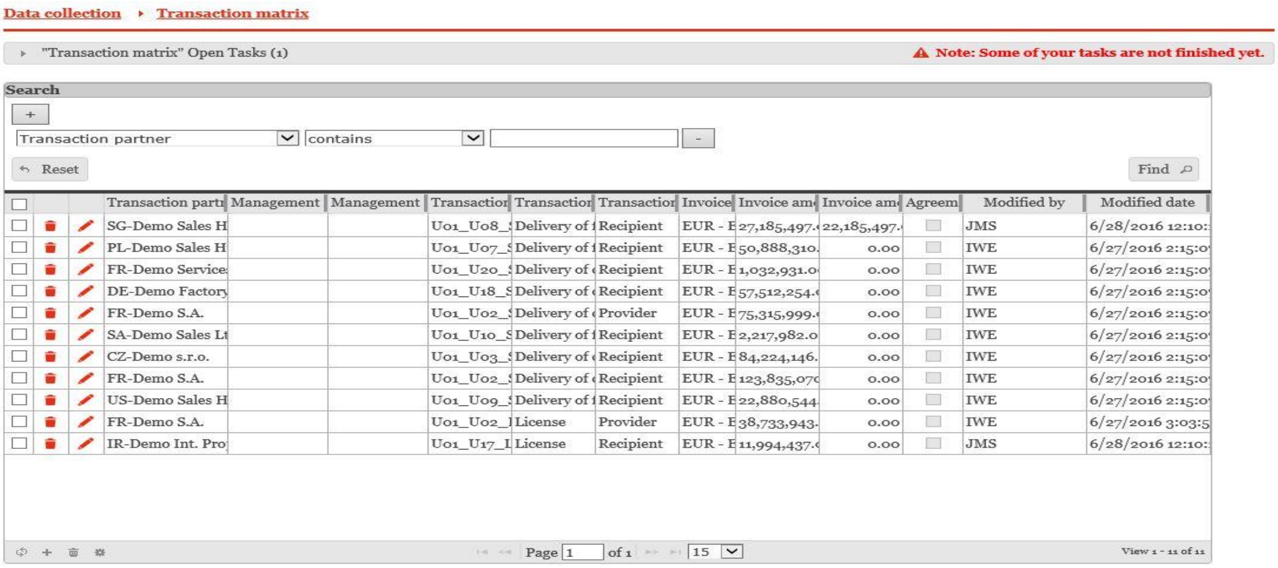


Fig. 41: ***Transaction matrix***

The **Transaction role** column determines whether reporting company is recipient or provider in corresponding transaction.

Via [+] (at the bottom of screen) more transactions may be added manually.

Also, in the detailed overview ✎, users may include local attachments (e.g. price calculations, contracts, etc.).

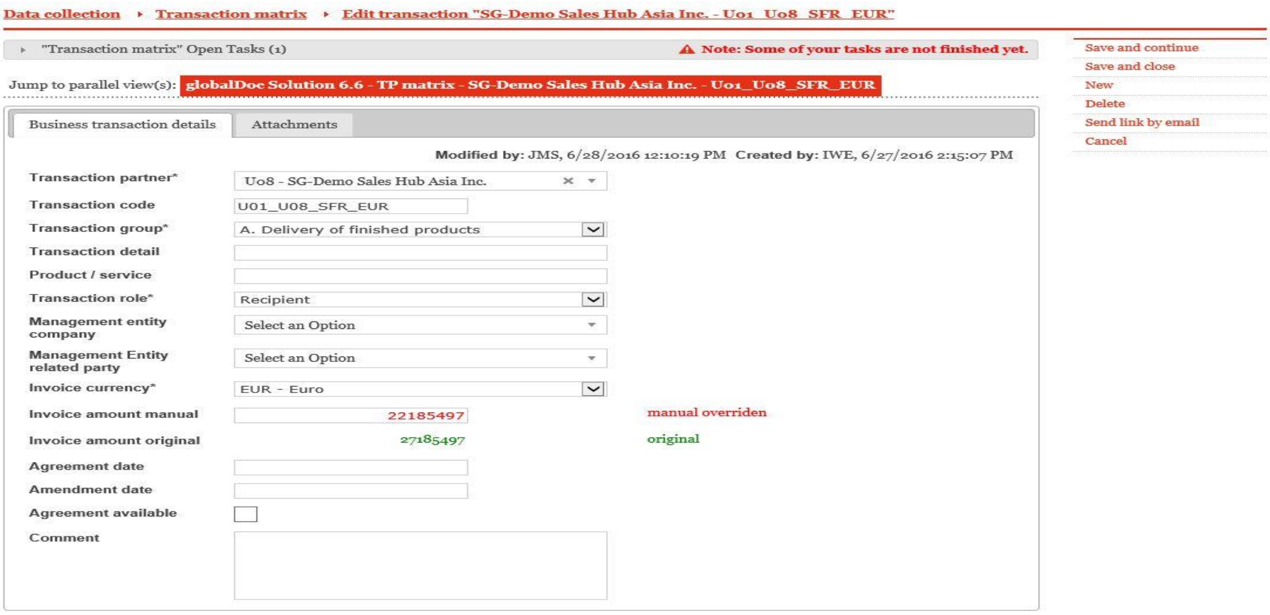


Fig. 42: Transaction details

Define or amend transactions via Excel

In addition to above-mentioned manual registration, transactions may be defined, or amended using an Excel-interface (e.g. when updating a new reporting period). Under **Data collection** > **Transaction management** > **Transaction matrix** > **Export and Import** (lower area of screen), users will be directed to screen below. There, they will be able to upload and download data.

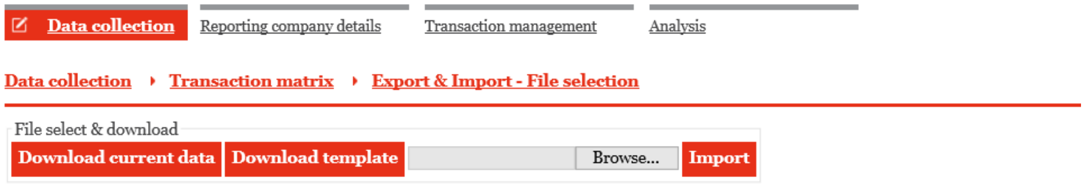


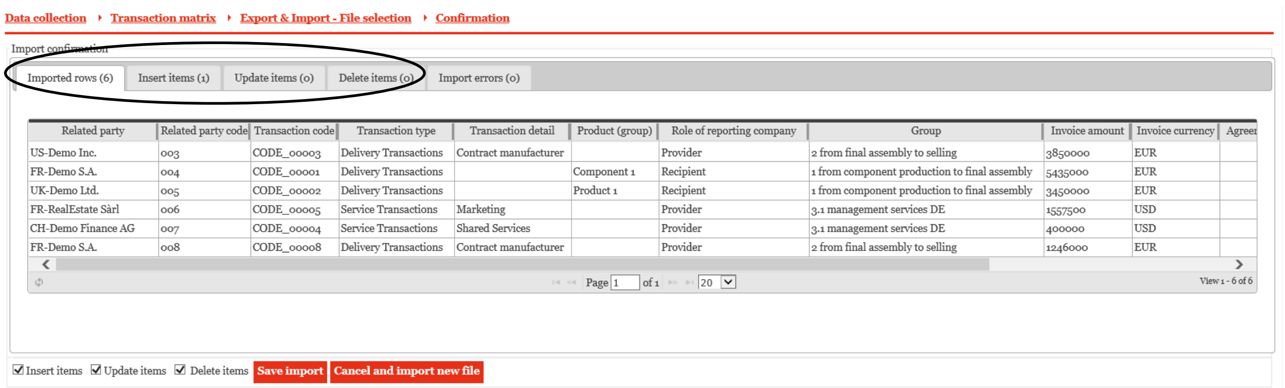
Fig. 43: Import and Export

In both cases (manual entry of data or importation of Excel-interface), it is essential that a unique transaction code is assigned to the transaction. This is necessary as *globalDoc* allocates changes to existing transactions based on this unique transaction code.

To ensure proper formatting, users may download a pre-formatted Excel template by clicking Download template.

To set up new transactions in a reporting year or to update transaction volumes from a previous year, as a first step, users should click Download current data to download Excel-file.

In the next step, it is possible to add/adjust transactions and volumes directly in downloaded Excel file. Clicking on Browse... Import will upload the data of selected Excel file to *globalDoc*. A confirmation overview displays records to be imported from file. Based on this, the newly added (tab **Insert items**), updated (tab **Update items**) and deleted (tab **Delete items**) data records are shown in the various tabs.



Related party	Related party code	Transaction code	Transaction type	Transaction detail	Product (group)	Role of reporting company	Group	Invoice amount	Invoice currency	Agreen
US-Demo Inc.	003	CODE_00003	Delivery Transactions	Contract manufacturer		Provider	2 from final assembly to selling	3850000	EUR	
FR-Demo S.A.	004	CODE_00001	Delivery Transactions		Component 1	Recipient	1 from component production to final assembly	5435000	EUR	
UK-Demo Ltd.	005	CODE_00002	Delivery Transactions		Product 1	Recipient	1 from component production to final assembly	3450000	EUR	
FR-RealEstate Sàrl	006	CODE_00005	Service Transactions	Marketing		Provider	3.1 management services DE	1557500	USD	
CH-Demo Finance AG	007	CODE_00004	Service Transactions	Shared Services		Provider	3.1 management services DE	400000	USD	
FR-Demo S.A.	008	CODE_00008	Delivery Transactions	Contract manufacturer		Provider	2 from final assembly to selling	1246000	EUR	

Fig. 44: Confirmation overview

Potential errors (i.e. transactions with partners not saved in program) are summarized in the “Errors” tab. Transactions listed in tab **Import errors** are not uploaded to *globalDoc* and must be imported again once the errors have been corrected (*Fig.45*).

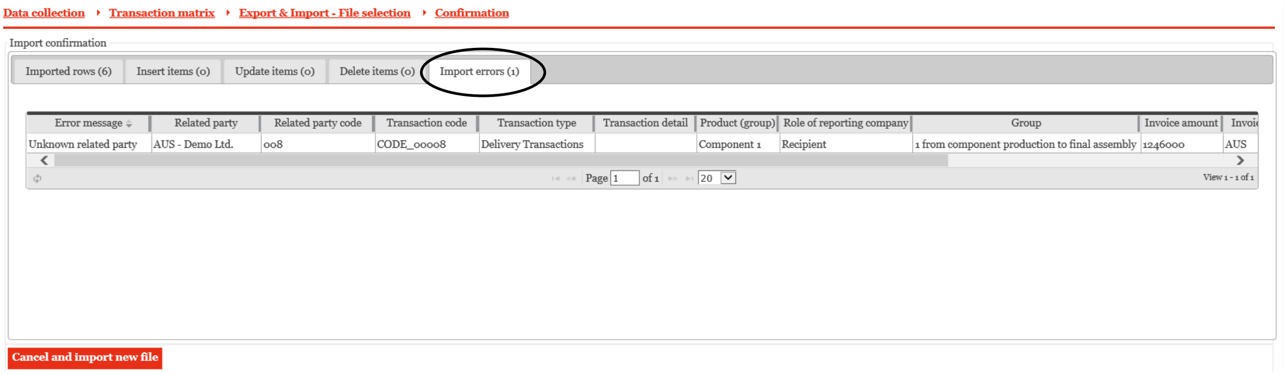


Fig. 45: Tab ***Import errors***

If Excel file contains transactions with transaction partners or transaction groups which have not yet been allocated to reporting company in *globalDoc*, but which a System-Administrator provided centrally already, they will be displayed as preview and automatically set up when the program is next saved, eliminating the need for Local-Users to set them up, manually, beforehand.

In confirmation overview users may add data records based on imported Excel file solely for existing transactions or to update existing transactions. Furthermore, users may delete existing transactions based on information stored in imported Excel files. Users must confirm their selection via the **Save import** button. However, should selected Excel file not be uploaded, process may be cancelled via **Cancel and import new file** (see *Fig. 44* & *45*)

Since it is essential for Excel import to allocate a unique code to every transaction, a help function exists which automatically generates transaction codes in cases a transaction had been set up in previous reporting periods without the respective code.

Generation of transaction codes

By clicking **Data collection** > **Transaction management** > **Transaction matrix** > **Generate transaction codes**, a new code may be generated for every existing transaction. **Please note**: existing codes will be overwritten in the process.

3. Analysis

The sub-menu **Data collection** > **Analysis** is divided into three navigation items: **Functional analysis**, **Risk analysis** and **Transfer pricing analysis**.

a) Functional analysis / Risk analysis

In accordance with national and international documentation regulations, it is necessary to document functions performed and risks assumed by local reporting company, appropriately. This may be done within navigation items **Data collection** > **Analysis** > **Functional analysis** and **Risk analysis**.

Alternatively, or in addition, there is an option to insert one or more Word modules or Text modules describing the function and risk profile via navigation item **Documentation content** (depending on documentation concept defined by the System-Administrators).

The navigation items **Data collection** > **Analysis** > **Functional analysis** and **Risk analysis** are construed in the same logical way, so both items are, jointly, explained below.

By selecting navigation item **Data collection** > **Analysis** > **Functional analysis** (or **Risk analysis)**, users will be displayed following screen:

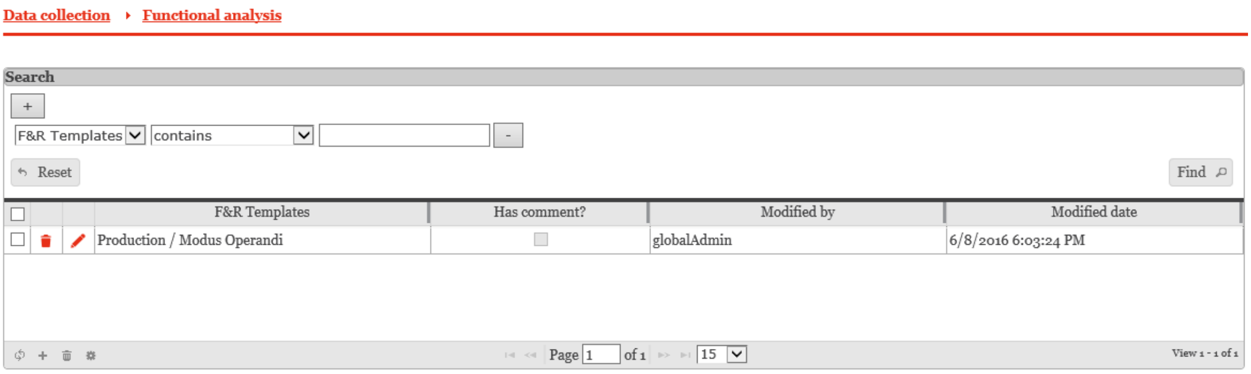


Fig. 46: Functional analysis (Grid)

By clicking + (in lower area of screen) users are forwarded to detailed overview, in which a functional or risk analysis may be prepared for each transaction group.

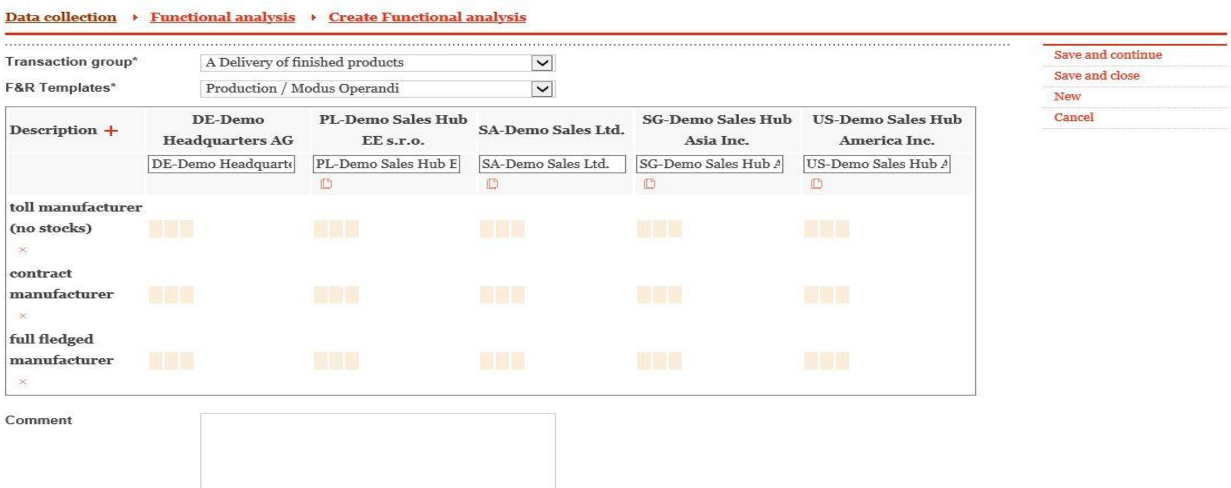


Fig. 47: Functional analysis (Detailed view)

To simplify entries, users may (after selecting respective transaction groups), in detailed overview page, select a template for functional and risk analysis (e.g. for production and sales) (*Fig. 48*).

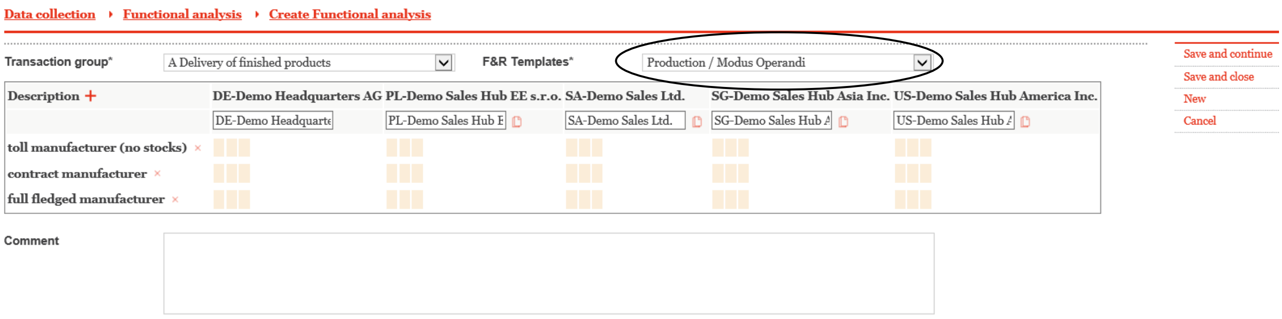


Fig. 48: Functional analysis (Templates)

Additionally, it should be noted that functionality of navigation items **Data collection** > **Analysis** > **Functional analysis** and **Risk analysis** is only available for transaction groups which have been set up by System-Administrator and are visible for Local-Users under section **Data collection > Transaction groups** already, as well as for individual transactions, requested by Local-Users and approved by a System-Administrator already, under section **Data collection > Transaction matrix**.

The functional and risk analyses are to be prepared in accordance with, under **Data collection** > **Transaction groups**, defined transaction groups.

Moreover, *globalDoc* ensures that transaction partners are automatically determined from data records previously registered under **Data collection** > **Transaction matrix**, meaning that only those group entities with which corresponding business relations actually exist are displayed here.

By the issuance of a transfer pricing documentation report[16], an Excel-table is generated for every transaction group with corresponding function and risk profile and attached to the report in annex.

Navigation item **Data collection** > **Analysis** > **Risk analysis** is structured similarly to **Data collection** > **Analysis** > **Functional analysis** in terms of handling and function.

[16] For further information, please refer to Chapter C. IV.

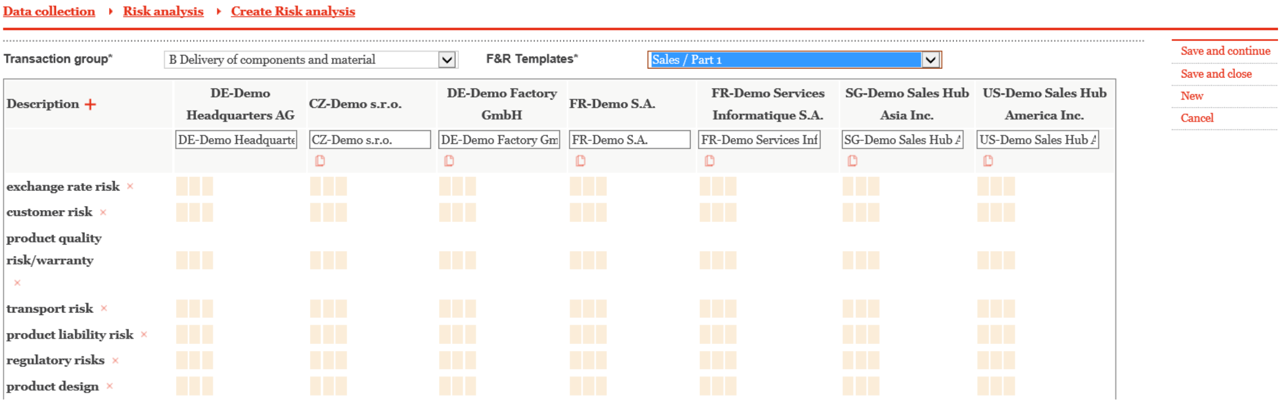


Fig. 49: Risk analysis (Detailed view)

Evaluation of Risks and Functions

In the first step of the functional or risk analysis users may tick the standard element ( ), indicating that a function is performed or a risk is assumed. To specify and weight this information, in a second step, a corresponding comment may be submitted. Depending on settings chosen by a System-Administrator, instead of one, up to five ticks ( ) are possible to specify degree of respective function or risk.

Furthermore, or additionally, one or more Word or Text modules may be added (depending on documentation concept defined by a System-Administrator) under navigation item **Documentation content**, including a verbal description of the function and risk profile.

b) Transfer pricing analysis

Under **Data collection** > **Analysis** > **Transfer pricing analysis**, *globalDoc* offers the possibility to explain transfer pricing method selected and to describe appropriateness of transfer prices applied to individual transactions or transaction groups. To allocate corresponding transaction in an additional box, relevant transaction group must be selected first.

Alternatively, or in addition, Word modules and/ or Text modules may be uploaded within navigation item **Documentation content** (depending on the documentation concept defined by the System-Administrator).

By selecting **Data collection** > **Analysis** > **Transfer pricing analysis**, users will be forwarded to following screen:

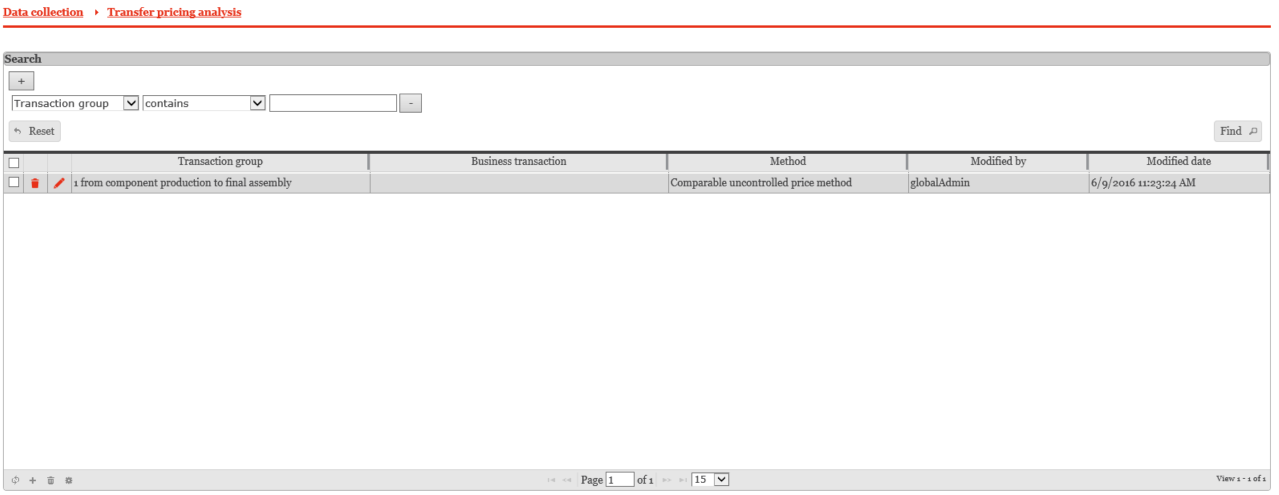


Fig. 50: Transfer pricing analysis (Grid)

By clicking + (in the lower area of screen), users are forwarded to detailed overview, in which a transfer pricing analysis for the particular transaction group may be conducted.

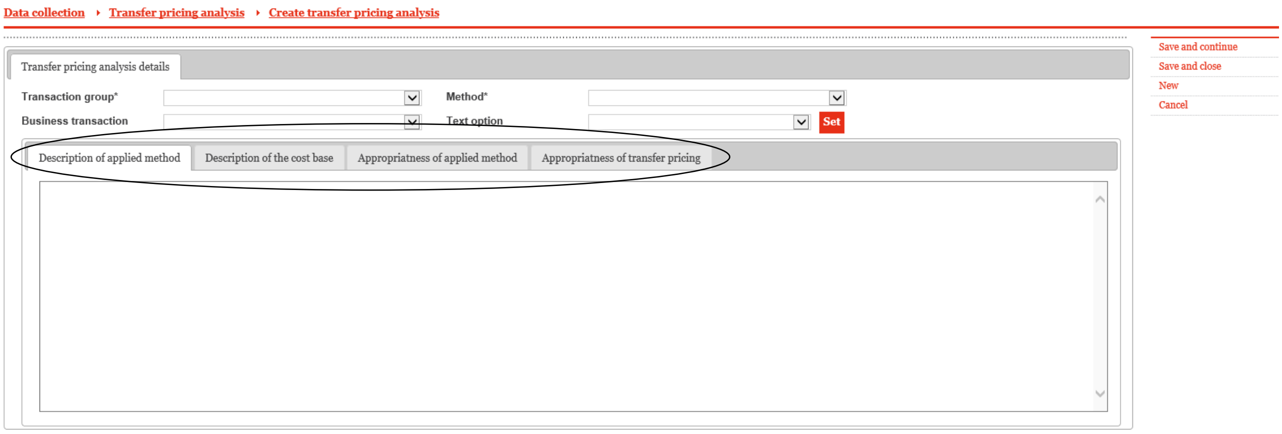


Fig. 51: Transfer pricing analysis (Detailed overview)

Choosing of appropriate transfer pricing method

The transfer pricing method applied may be chosen from **Method** selection box. If **Analysis flag** is not ticked for a given transaction group in navigation item **Transaction groups**, transfer pricing analysis will take place at the level of every individual transaction. If **Analysis flag** was indeed ticked off, transfer pricing analysis will be conducted at level of previously defined transaction group.

Description of applied method

Within the tabs circled in *Fig. 51*, transfer pricing method may be described. Moreover, *globalDoc* offers the possibility to describe cost base as well as to explain appropriateness of applied transfer pricing method, in detail.

The transfer pricing analysis may also be prepared centrally, and then, subsequently provided to Local-Users in form of pre-filled text blocks. Despite that being the case, Local-Users would still be able to change underlying text and/or add their own free text. Centrally submitted text blocks are available in tab **Text option** depending on previously selected transfer pricing method. After completing the work on this section, users must click the **Set** button to record data input and proceed (see *Fig. 52*).

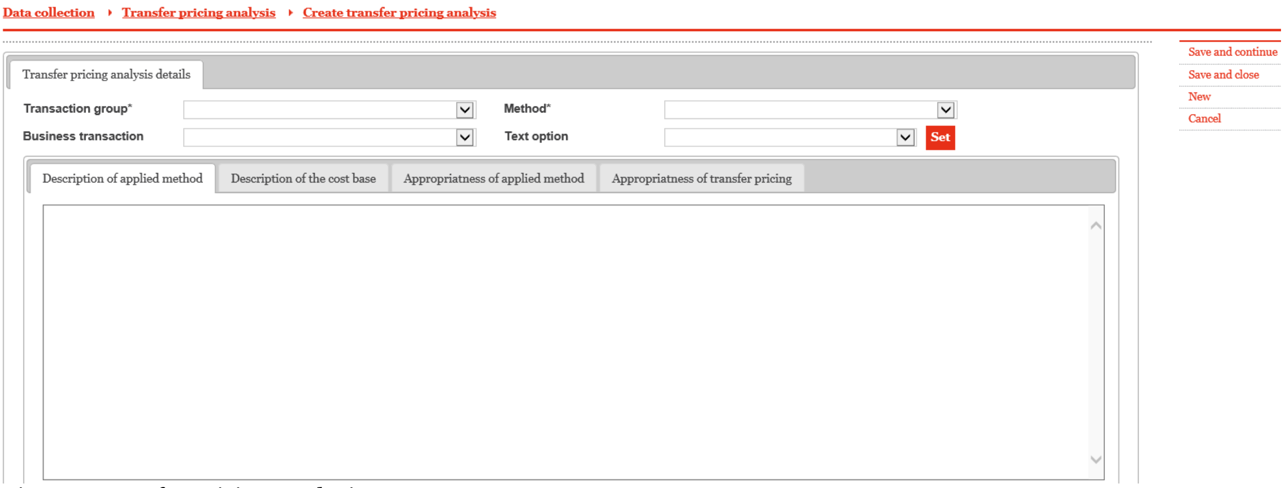


Fig. 52: Transfer pricing analysis

If the "Best Method Rule" is required for a (US) company, a fifth tab for the transfer pricing analysis will appear next to the four tabs described already (*Fig. 51*).

Additionally, it should be noted that functionality of navigation item **Transfer pricing analysis** is only available for transaction groups which were set up and are available for Local-Users under navigation item **Transaction groups** and individual transactions (requested by Local-Users and already approved by a System-Administrator) which were set up under **Transaction matrix** already.

III. Program item Documentation content

Data submitted via program item **Data collection** are complemented by additional text in this program item. Users may distinguish between parts taken from **Data collection** and **Documentation content** in the overview grid (*Fig. 53*).

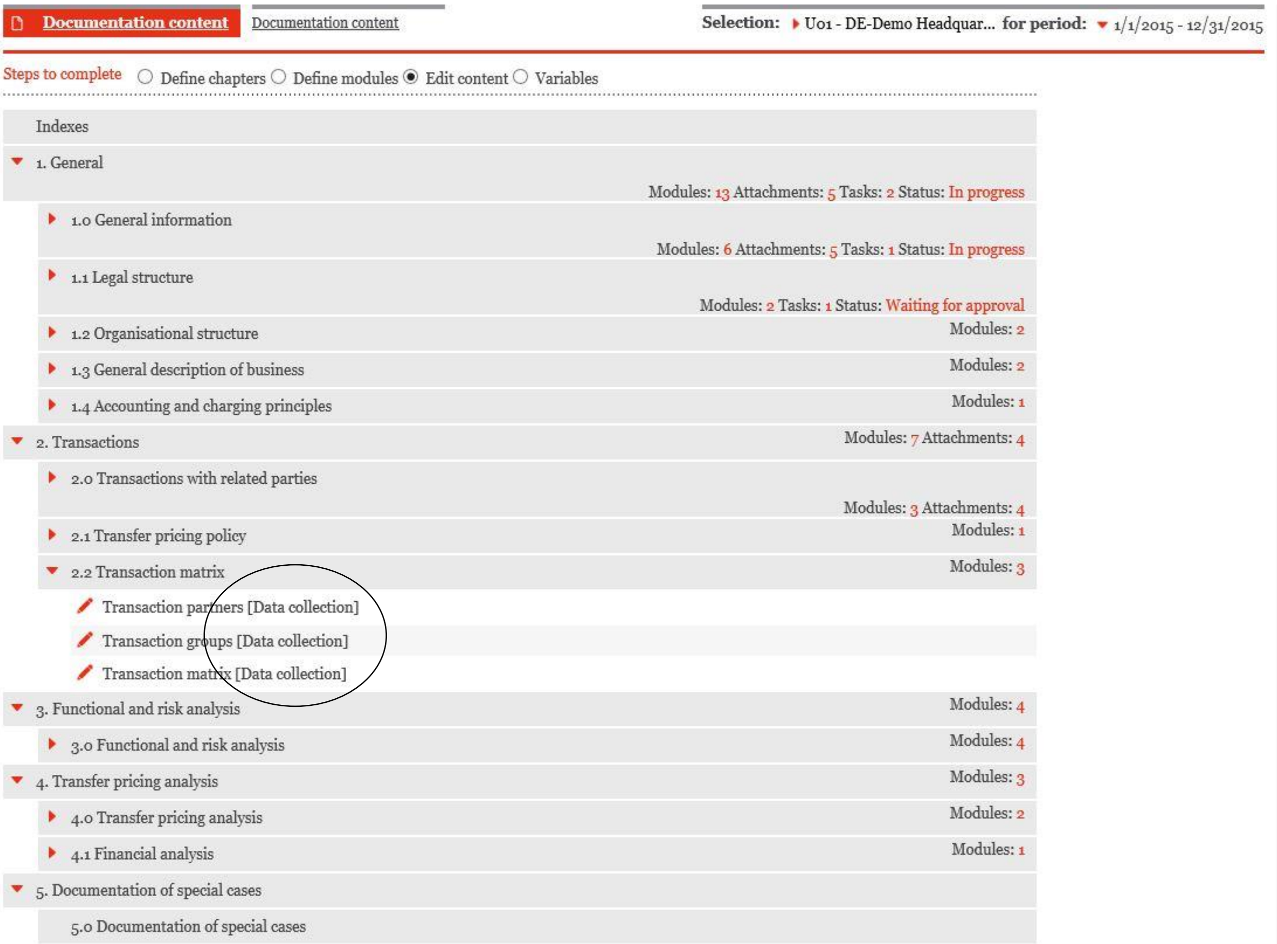


Fig. 53: Documentation Content (Overview)

Modules originating from program item **Data Collection** cannot be changed in **Documentation content**. They merely constitute placeholders to properly display the general structure of the documentation report, in this overview grid. By clicking on those modules, following screen will open:

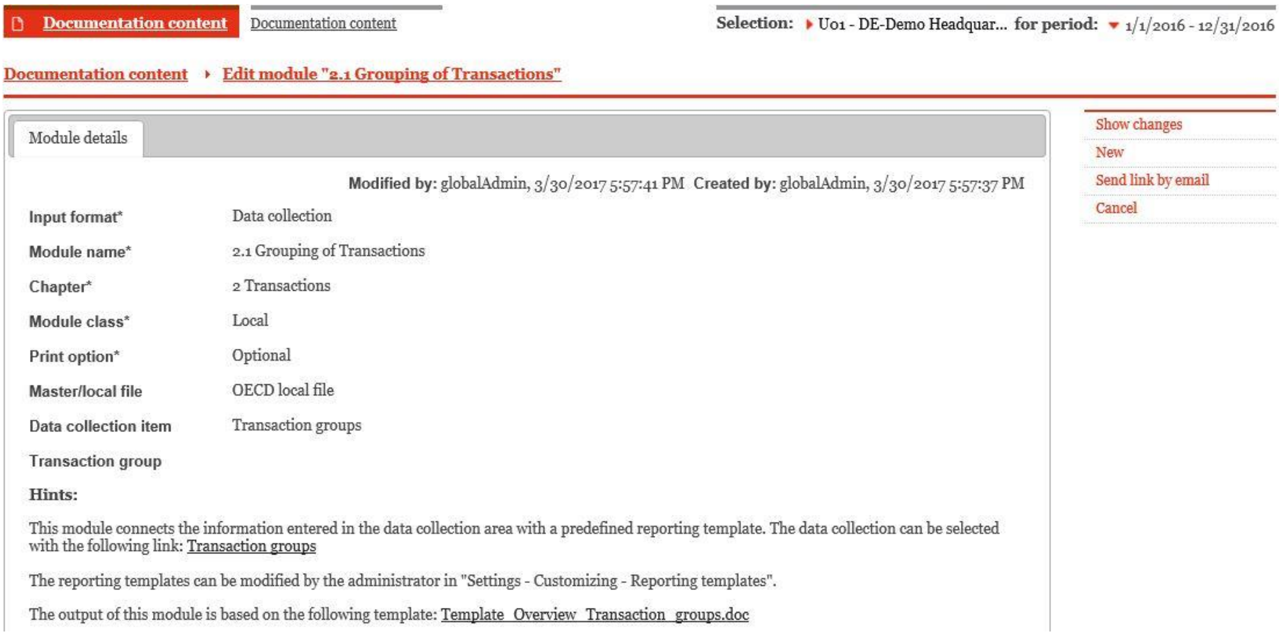


Fig. 54: Documentation Content – module from section ***Data Collection***

The remaining modules may be filled with documentation content, by either directly entering text into *globalDoc* (Text modules) or uploading Word file (Word modules). By clicking on respective navigation items (here (*Fig. 57*): 1. General, 2. Transactions, 3. Functional and Risk analysis, 4. Transfer pricing analysis, 5. Documentation of special cases), relevant modules may be opened and viewed.

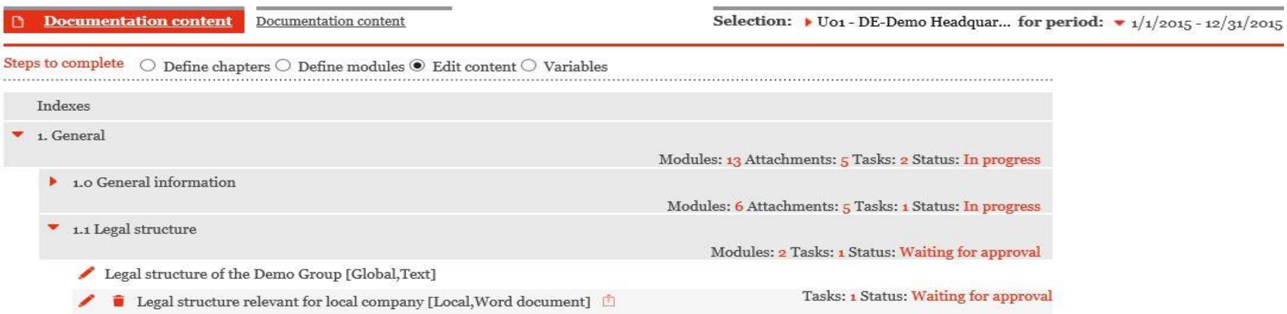


Fig. 55: Documentation content – module from section ***Documentation content***

Centrally created modules are labelled as **Global** or **Divisional**. Usually, it is then not possible for Local-Users to edit those modules (due to lack of user privileges). Those modules should, generally, be maintained by central offices only. Modules, which may be filled by Local-Users are labelled as **Local**.

Fig. 56: Documentation content – detailed overview of a local module (without content)

For a detailed description of how to create, edit or delete **Global**, **Divisional** or **Local** modules, please refer to Chapter B.II.

Downloading of variables

To ensure efficient working with *globalDoc*, users are able to use variables in Word files. Variables may be described as placeholders for data which is usually employed in documentation reports. These often explicitly contain master data and transaction data of reporting companies. Variables may be viewed via either clicking the box **Information about help variables here** (in the middle of screen), or by clicking Download variables (in the command section to the right) (*Fig. 57*).

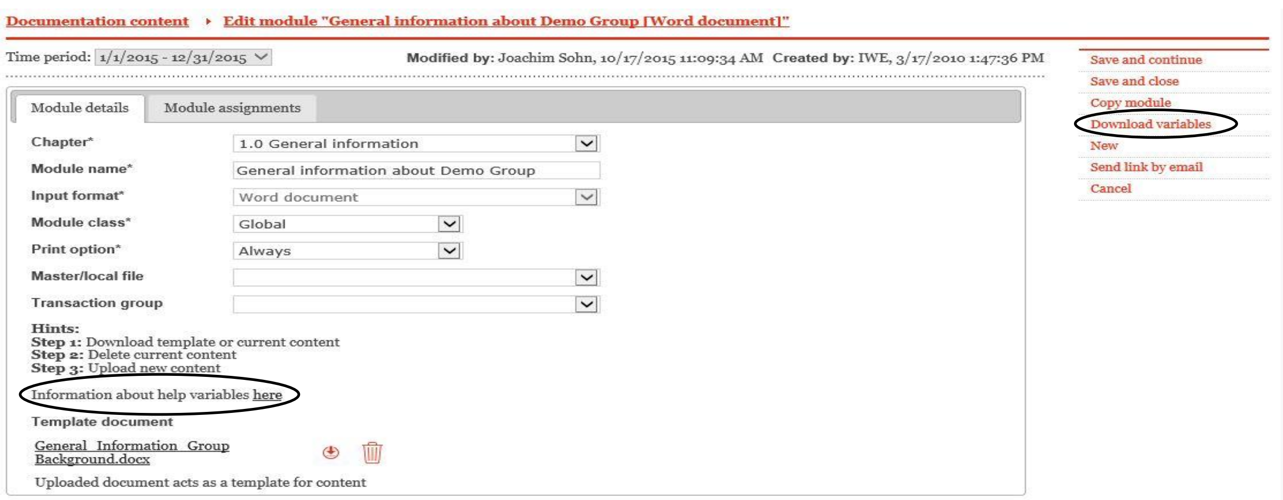


Fig. 57: Variables

Clicking on the boxes indicated above will trigger opening of a Word file in which variables are displayed as the links highlighted in grey and put in «quotation marks», e.g.

«ReportingCompanyName» (*Fig. 58*)[17]. Those variables will be inserted in running text of relevant modules instead of respective actual data of reporting company. However, they will be automatically replaced by actual data when printing the report.

Information about variables in templates

General variables to be used all other templates

Reporting Company	«ReportingCompanyName»
Company Address	«ReportingCompanyAddress»
Tax Office	«ReportingCompanyTaxOffice»
Tax Number	«ReportingCompanyTaxNumber»
Reporting Period	«PeriodStartDate»-«PeriodEndDate»
Reporting Period Years	«PeriodStartYear»-«PeriodEndYear»
Short business year	«ReportingCompanyShortBusinessYear»
Alternative business year	«ReportingCompanyAlternativeBusinessYear»
Legal representative	«ReportingCompanyLegalRepresentative»
Core business description	«ReportingCompanyCoreBusinessDesc»
Enable best method rule	«ReportingCompanyEnableBestMethodRule»
Optional information	«ReportingCompanyOptionalInformation»

Fig. 58: Variables (part)

17 A register of all variables available in *globalDoc* may be accessed in the annex to this manual.

IV. Program item Create report

globalDoc may generate transfer pricing documentation reports and print them by clicking program item **Create report**.

Fig. 59: Create report

Clicking the item will forward users to its sub-menu.

Step 1: Selection of optional features

Prior to creation of report users may select optional and/or additional features (*Fig. 60*)

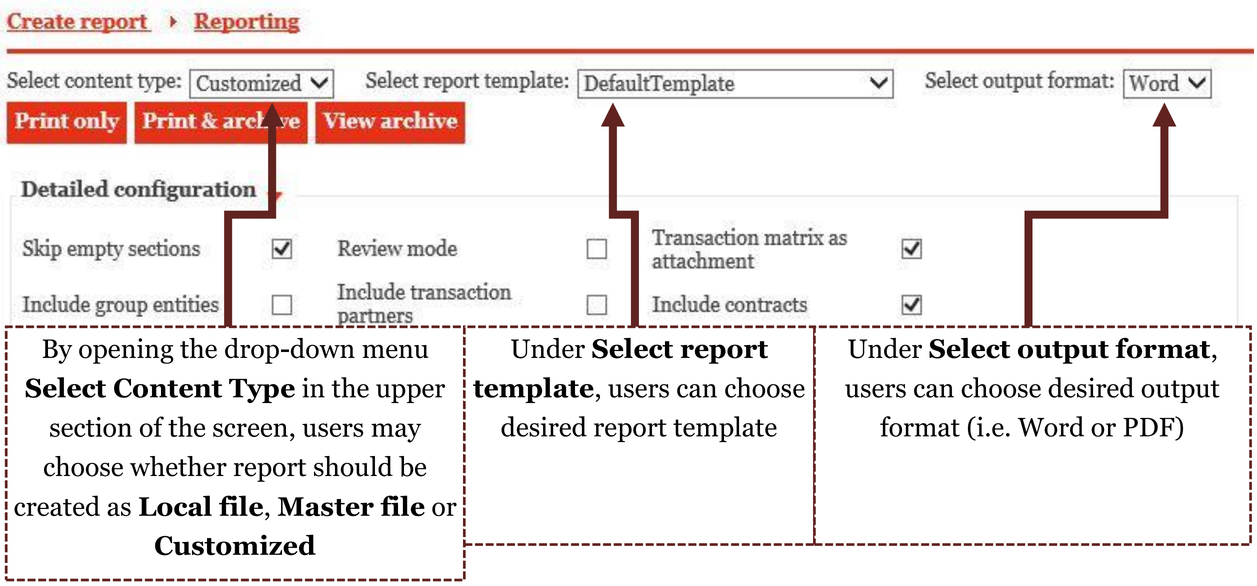


Fig. 60: Optional features when creating report

- **Select content type**: By opening the drop-down menu, users may determine which reports should be generated. Depending on selection applied, only **Master file**, only **Local file**, or entire report (content type **Customized**) will be created.

- **Select report template**: By opening the drop-down menu users may selected desired documentation template (remember, users with advanced privileges will be able to individualize them).

- **Select output format**: By opening the drop-down menu, users may select desired output format (Word or PDF).

Step 2: Selection of detailed configuration

globalDoc users may select a more detailed configuration (*Fig. 61*)

Fig. 61: Detailed configuration

- **Skip empty sections**: This function allows for dynamic creation of reports, based on selected modules. Respective chapters and modules will be displayed in a consecutive manner.

- **Review mode**: If this box is ticked off, *globalDoc* will create comment boxes which indicate beginning and end of respective modules. That way a subsequent inclusion of manual changes made during review process will be supported and simplified at the same time.

- **Transaction matrix as attachment**: Selection of this function will attach a Transaction matrix as created in **Data collection** to report.

- **Include group entities/related parties/contracts**: This function will attach group entities, related parties or contracts to report.

Step 3: Save configuration

All changes applied (described in Steps 1 + 2 above and Step 4 below) may be saved (**Save configuration**) as well as re-imported (**Load configuration**) under

to ensure quicker and easier report creation.

Fig. 62: Saved configurations

Step 4: Selection of chapters and modules for report creation

By removing ticks ☑ in area **Select chapters**, certain chapters, unnecessary for current documentation purposes, may be excluded from report.

By clicking ⊞ chapters will unfold. That way, users may select ☑ or de-select single modules which are to be in- or excluded them from report. However, feature is only applicable for modules which were characterized with the print option “Optional” upon creation of respective module.

Also, users may change order of modules or chapters employing the **drag & drop** function.

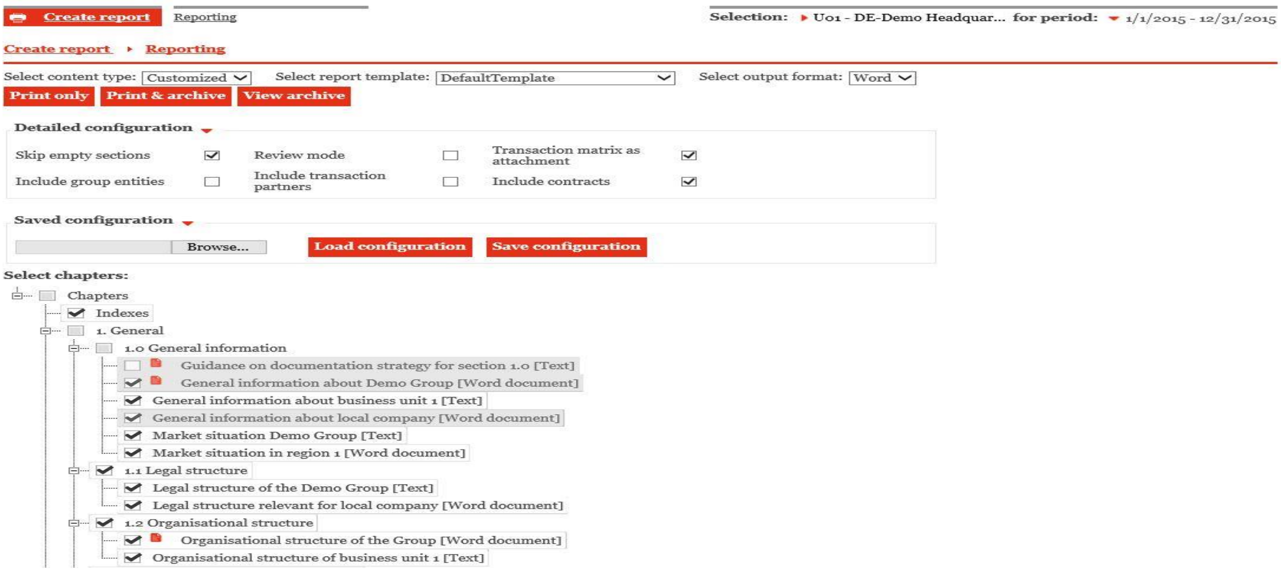


Fig. 63: Selection of single modules

Moreover, transaction groups may be selected or deselected to determine transaction specific documentation reports[18].

Fig. 64: Selection of single transaction groups

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18 Upon creation of a module, users may allocate it to a specific transaction group (see Chapter B.II.2)

Navigation item ☑ Indexes should always remain ticked off, as it ensures that cover page and index will appear in final report.

Step 5: Generation of report

As a final step, desired report will be created by clicking Print only. When clicking Print & archive it will be archived as well, and, thus, is, subsequently available by clicking View archive. All reports will be made available as compressed Zip-file. Thus, it is crucial to install an unarchiving software on computers on which *globalDoc* is used.

V. Program item Attachment overview

Users may upload documents (attachments) to *globalDoc* modules, transactions, and transfer pricing analysis, by either employing the **drag & drop** function or clicking **Upload**. Under **Attachment overview**, all attachments of respective modules, transactions or transfer pricing analysis are made available (depending on user privileges). Those may, then, be edited further.

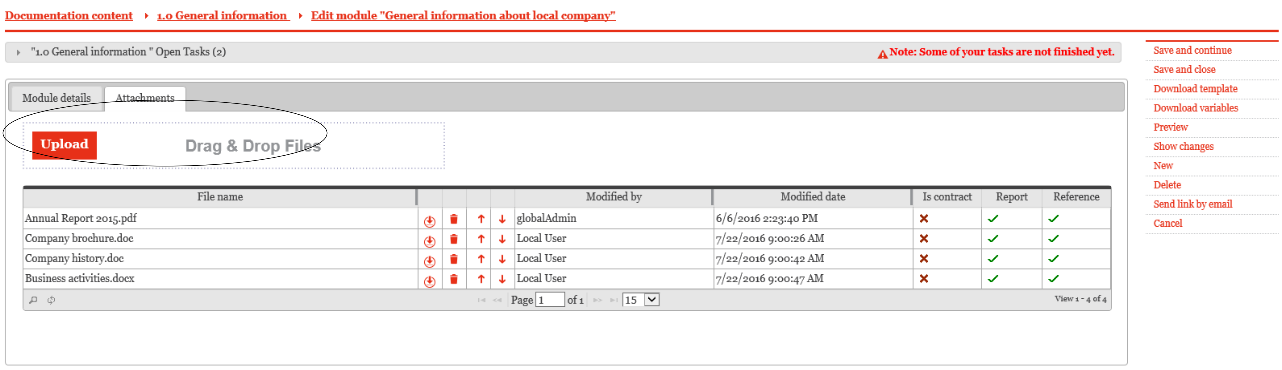


Fig. 65: Attaching of local attachments to a module

Under **Attachment overview**, attached documents may be viewed and (depending user privileges) edited (i.e. deleted or replaced).

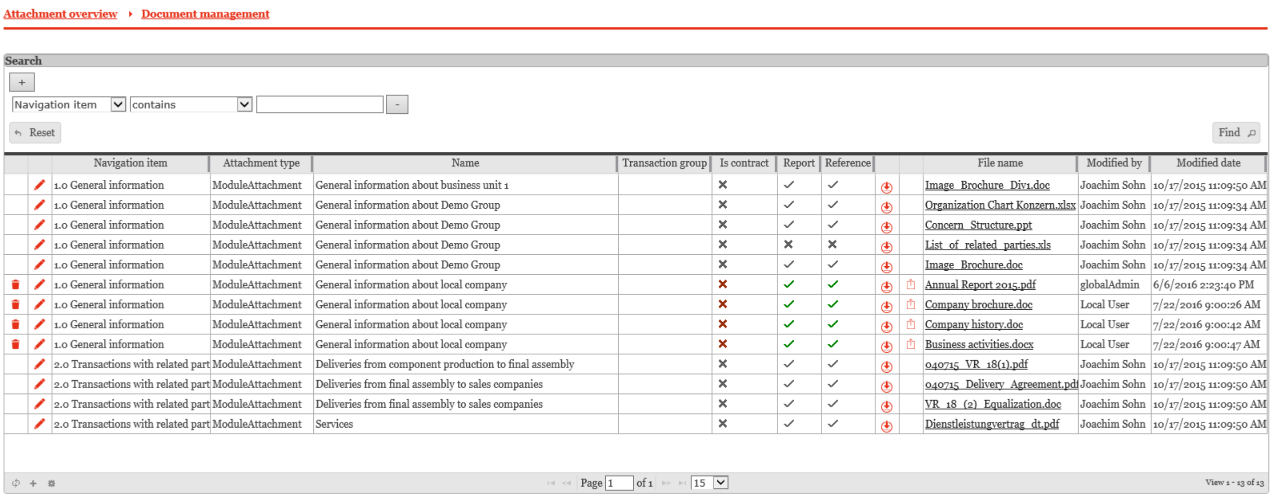


Fig. 66: Attachment overview

D. Basics of Task approval/Task administration

Provided Local-Users were assigned role of (local) Task-Approver and/or (local) Task-Administrator, their main menu will, apart from program items described to this point, contain the symbol **Task administration**.

Fig. 67: Main menu of globalDoc (View of users with the role of a Task-Administrator)

Within *globalDoc*, the view of a local Task-Approver or local Task-Administrator is limited to program item **Task administration** > **Company dashboard**. By clicking it, the overview page (**Company dashboard**) of relevant reporting company, whose user has Task approval/Task administration privileges for, will open.

Under ▾ Reports , there are two tabs in which assigned tasks are ordered according to respective reporting companies.

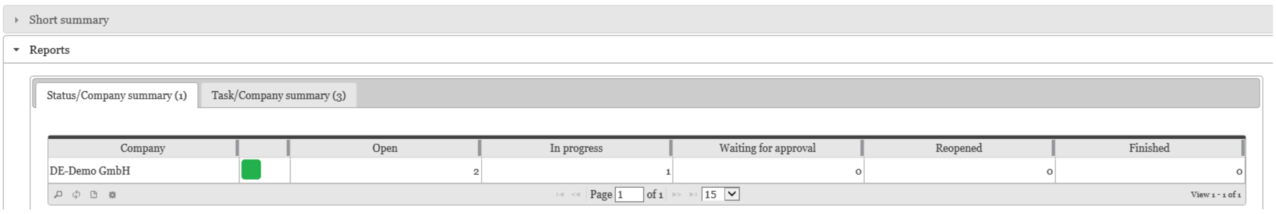


Fig. 68: Overview of tasks on company dashboard

The tab ▾ Short summary contains a detailed overview page of the status (Open, In progress, Waiting for approval, Re-opened, Finished) of all tasks, for each reporting company relevant to local Task-Approver or Task-Administrator, respectively.

Also, the tab **Task/Company summary** contains an overview of all reporting companies relevant to respective Task-Approver or Task-Administrator.

Under ▾ Short summary, users will find three tabs, in which assigned tasks are ordered according to their respective status (i.e. Overdue tasks, Tasks waiting for approval, Recently reopened tasks).

Local Task-Approvers may use different paths to access their working results to be approved (My tasks, Documentation content, and Documentation management).

After successful verification of working results with status **Waiting for approval**, Task-Approvers may confirm tasks as final (**Confirm as final**).

This confirmation may be given in respective modules by clicking **Open tasks** (see above, Chapter C.I.).

*Fig. 69: Confirm Final (within navigation item **Documentation content**)*

Alternatively, confirmation may be given under **My tasks** and clicking on respective task. A subsequent selection of **Confirm as final** in navigation bar on the right will approve corresponding working result.

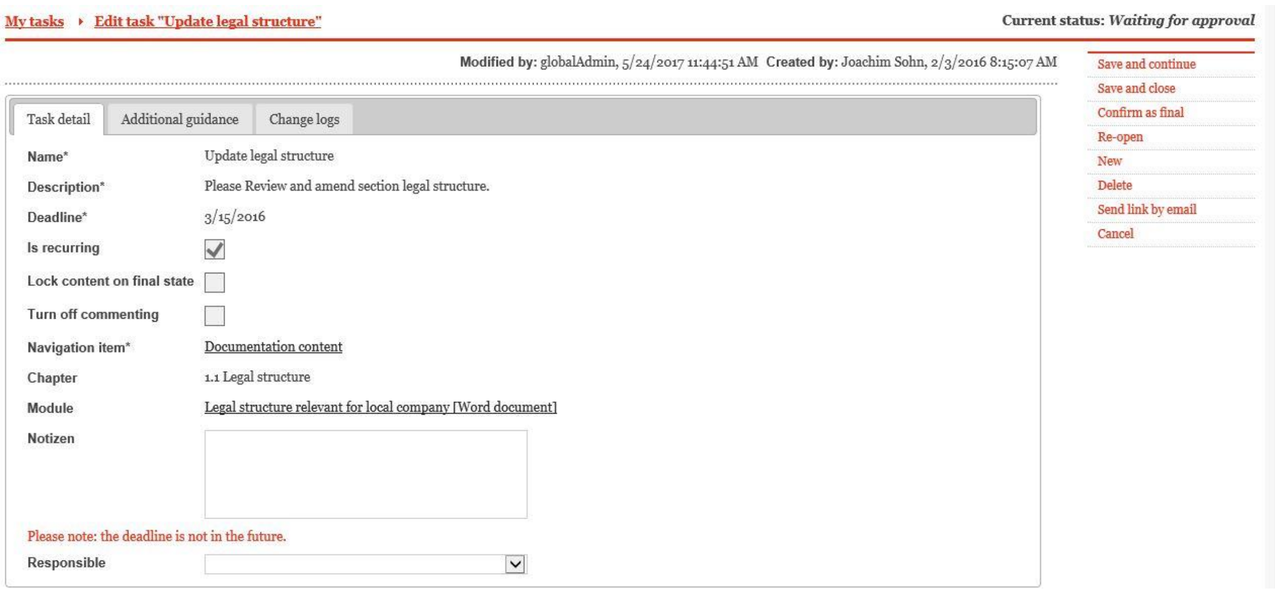


*Fig. 70: Confirm as final (within navigation item **My tasks**)*

E. Definition of Terms

Best Method Rule:

US transfer pricing guidelines require taxable entities to establish which transfer pricing method is the most suitable for an individual transaction (group). As a result, US companies are required to check all methods for their suitability as part of their transfer pricing documentation. For US companies (reporting companies), therefore, a System-Administrator will usually tick off a corresponding field in *globalDoc* which provides for that test to be displayed for each individual case.

Business Transaction Attachments:

Business transaction attachments are files which are directly allocated to individual transactions at reporting company level (e.g. contracts or cost calculations on which transaction is based). Often, these files are issued as annexes to their corresponding report.

Central transaction groups:

Central transaction groups are business relationships between group companies which were pooled to transaction groups (by a System-Administrator)**.**

Divisional:

The **Divisional** level contains information which is merely relevant to a certain group of reporting companies.

Divisions:

Divisions represent a certain group of reporting companies. As an example, they might be split in regions, functions or business areas. A System-Administrator may, subsequently, assign modules (containing relevant documentation contents) to specific *globalDoc* divisions.

Global:

The **Global** level contains information which is centrally administered and usually relevant to all reporting companies.

Grid:

Grid is a different term for data window (see Chapter B.I.3).

Group entities:

Group entities are all legal entities and permanent establishments of the Group which are available in *globalDoc* as transaction partners for the business relationships which need to be documented. They can — but do not necessarily have to — be reporting companies at the same time.

Local:

The **Local** level contains information which is solely relevant to local reporting companies.

Module:

A module is a placeholder for documentation content. To any module, an indefinite number of attachments may be added. Documentation content may be assigned to a module in format of a Word file (Word module) or free text entered in a box within module (Text module). Generally, as *globalDoc* summarizes modules in a Word-report, modules should mainly contain text in form of words. Tables or other documentation – especially if exceeding a page – may only be properly displayed to a limited extend in the Word-report. Therefore, in some cases, a manual re-formatting might be necessary.

In accordance with the three information levels, *globalDoc* allows for creation of **Global**, **Divisional** and **Local** modules. Contents of **Global** and **Divisional** modules are usually provided centrally and typically contain abstract, generally valid information and descriptions. Contents of **Local** modules, however, are produced independently by each entity. Therefore, they may contain more specific information. More details to *globalDoc* modules can be found in Chapter B of this manual.

Module Attachments:

Module attachments are documents allocated to a module. All most common document types may be attached (i.e. Word, Excel, PowerPoint, PDF and so on). If files are attached to centrally defined modules, it is essential that these, then, contain information relevant to multiple reporting companies. Attachments, may be included as annex to reports when printing them. For details, please refer to Chapter B.II.3.

Program items:

Program items in *globalDoc* are access points displayed in red in main menu. Those will be made available to respective users by a System-Administrator. Normally, the main menu of Local-Users is composed by: **My tasks**, **Data collection**, **Documentation content**, **Attachment overview**, **Create report** as well as, potentially, **Task administration**. For a detailed overview of the program items' functioning, please refer to Chapter C.

Reporting companies:

Reporting companies are group companies (legal entities and permanent establishments) for which documentation is produced. In addition to these group companies, the software does also display the different *globalDoc* divisions (categorization for **Divisional** modules) as reporting companies.

Reporting periods:

Reporting periods are the periods for which documentation reports will be created in *globalDoc* (set up by a System-Administrator).

Roles:

Roles are access rights to individual areas of *globalDoc*. In particular, these include read and write privileges. Those roles are managed by System-Administrators.

Apart from those access rights (**Roles**), a System-Administrator may assign other specific rules to individual users (see Chapter A.III.).

TP analysis attachments:

TP analysis attachments are files which serve to demonstrate appropriateness (e.g. benchmarking studies) and may be attached as annexes to report.

Users:

Users are set up in *globalDoc* by a System-Administrator. The System-Administrator also assigns user roles (i.e. System-Administrator, Task-Administrator and Task-Approver) as well as user privileges (e.g. read and write privileges) to each users (see Chapter A.III).

F. Annex

I. Overview of variables available in *globalDoc*

Information about variables in templates

General variables to be used in all other templates

Reporting Company	«ReportingCompanyName»
Company Address	«ReportingCompanyAddress»
Tax Office	«ReportingCompanyTaxOffice»
Tax Number	«ReportingCompanyTaxNumber»
Reporting Period	«PeriodStartDate»-«PeriodEndDate»
Reporting Period Years	«PeriodStartYear»-«PeriodEndYear»
Short business year	«ReportingCompanyShortBusinessYear»
Alternative business year	«ReportingCompanyAlternativeBusinessYear»
Legal representative	«ReportingCompanyLegalRepresentative»
Core business description	«ReportingCompanyCoreBusinessDesc»
Enable best method rule	«ReportingCompanyEnableBestMethodRule»
Optional information	«ReportingCompanyOptionalInformation»
Short name	«ReportingCompanyShortName»
ERP number	«ReportingCompanyEprNumber»
Previous name	«ReportingCompanyFormerName»
Address of tax office	«ReportingCompanyTaxOfficeAddress»
Number of trade register	«ReportingCompanyTradeRegisterNumber»
Name of trade register	«ReportingCompanyTradeRegisterName»
Address of trade register	«ReportingCompanyTradeRegisterAddress»
Formation date	«ReportingCompanyFormationDate»
Acquisition date	«ReportingCompanyAcquisitionDate»
Immediate Shareholder inkl. (% of share)	«ReportingCompanyImmediateShareholderValu»
Optional text 1	«ReportingCompanyOptionalText1»
Optional text 2	«ReportingCompanyOptionalText2»
Optional text 3	«ReportingCompanyOptionalText3»
Optional text 4	«ReportingCompanyOptionalText4»
Optional text 5	«ReportingCompanyOptionalText5»
User display name	«SessionUserPrettyName»
License company limit (optional)	«SessionKeyReportingCompanyLimit»
Report creation date	«ReportCreationDate»

Country code	«ReportingCompanyCountryCode»
Country name	«ReportingCompanyCountryName»
Currency	«ReportingCompanyCurrencyCode»
Name of enterprise	«ReportingEnterpriseName»

Specific variables/templates to be used in all other templates

Contract list template

This table-template contains information about files in contract-list

Description	Document type	File
«TableStart:ContractList»«DisplayString»	«DocumentTypeDisplayString»	«Path»«TableEnd:ContractList»

Additional fields useable in the table-template:

Short name	«ShortName»
Report	«Optional2»
Reference	«Optional3»
Navigation item	«LocalizedDescription»
Description	«Description»
Name	«Name»

Business transactions for a module

In general, transactions can be included per module, by using the variables described in the next section. If a module has a transaction group, the transactions are filtered by this group.

Summary by transaction group

Transaction group	Role	Invoice Currency	Total (Invoice)
«TableStart:ByGroupBTList»«Group»	«Role»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByGroupBTList»

Summary top ten by transaction group

Transaction group	Role	Invoice Currency	Total (Invoice)
«TableStart:ByGroupBTList10»«Group»	«Role»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByGroupBTList10»

Summary by transaction group and partners

Transaction group	Role	Transaction partner	Transaction partner country	Invoice Currency	Total (Invoice)
«TableStart:ByGroupPartnerBTList»«Group»	«Role»	«PartnerDisplayString»	«PartnerCountry»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByGroupPartnerBTList»

Summary of top ten by transaction group and partners

Transaction group	Role	Transaction partner	Transaction partner country	Invoice Currency	Total (Invoice)
«TableStart:ByGroupPartnerBTList10»«Group»	«Role»	«PartnerDisplayString»	«PartnerCountry»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByGroupPartnerBTList10»

Summary by partners

Role	Transaction partner	Transaction partner country	Invoice Currency	Total (Invoice)
«TableStart:ByPartnerBTList» «Role»	«PartnerDisplayString»	«PartnerCountry»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByPartnerBTList»

Summary of top ten by partners

Role	Transaction partner	Transaction partner country	Invoice Currency	Total (Invoice)
«TableStart:ByPartnerBTList10»«Role»	«PartnerDisplayString»	«PartnerCountry»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByPartnerBTList10»

The following table lists the useable fields:

Transaction group full name	«Group»
Transaction group code	«GroupCode»
Transaction group name	«GroupName»
Role within the transaction	«Role»
Transaction partner code	«PartnerCode»
Transaction partner name	«PartnerName»
Transaction partner address	«PartnerAddress»
Transaction partner currency	«PartnerCurrency»
Transaction partner country	«PartnerCountry»
Local /invoice currency	«InvoiceCurrencyID»
Total (local value/invoice)	«RemunerationInvoice»
Total (local value/invoice) short	«RenumerationInvoiceShort»
Group currency	«GroupCurrencyID»
Total (group currency)	«RenumerationGroupCurrency»
Total (group currency) short	«RenumerationGroupCurrencyShort»
Company currency	«CompanyCurrencyCode»
Total (company currency)	«RenumerationCompanyCurrency»
Total (company currency) short	«RenumerationCompanyCurrencyShort»

If a second currency is activated for the reporting period, then the second value can be printed with the following variables:

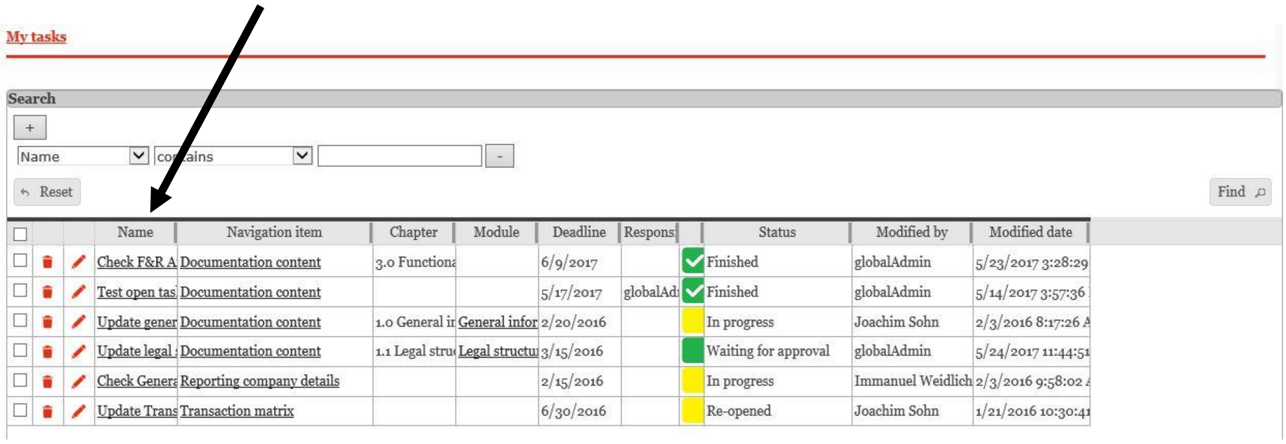
Invoice currency	«LocalCurrencyID»
Total (invoice)	«RemunerationLocal»
Total (invoice) short	«RenumerationLocalShort»

II. Click paths: How to use program items My tasks and Create report

1. Create task

Click My tasks

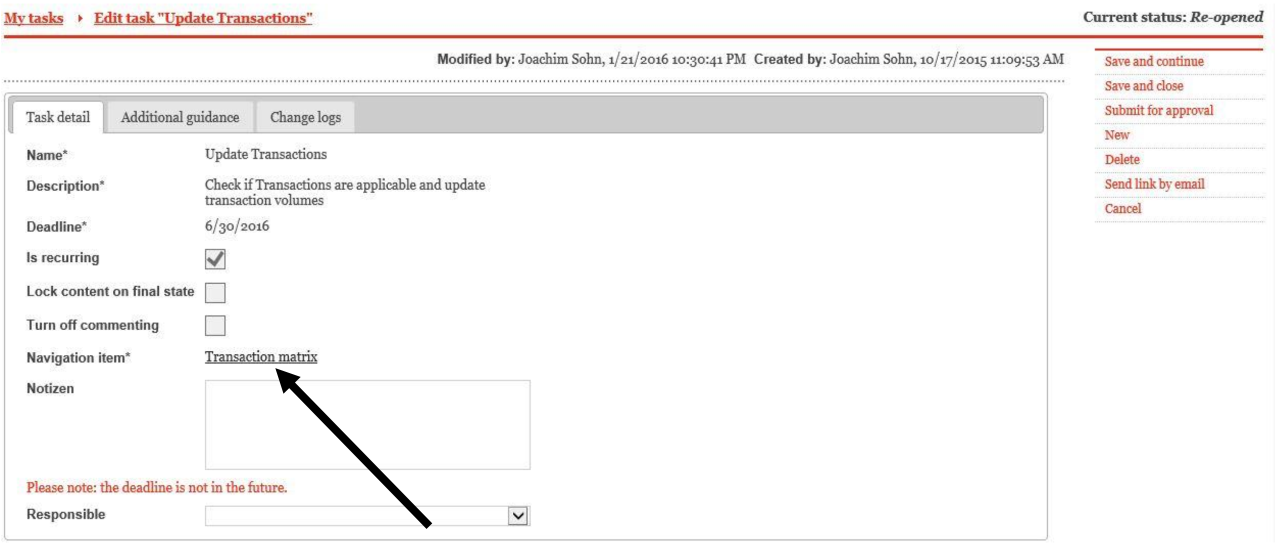
Click tasks (in column Name)



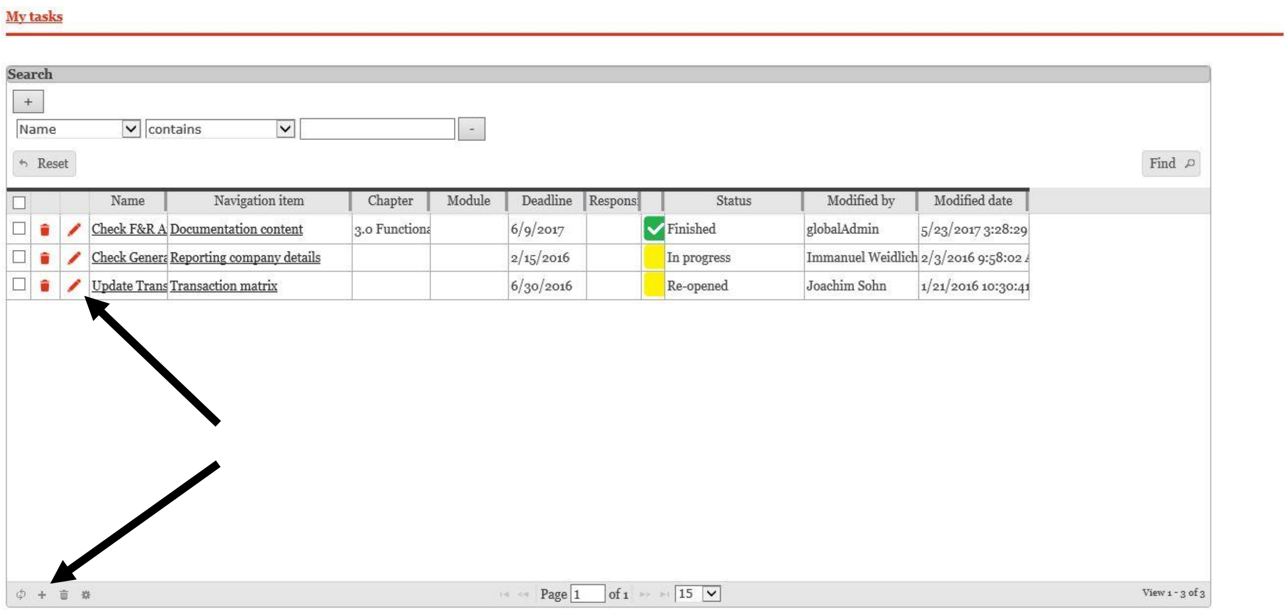
			Name	Navigation item	Chapter	Module	Deadline	Respons		Status	Modified by	Modified date
			Check F&R A	Documentation content	3.0 Functiona		6/9/2017			Finished	globalAdmin	5/23/2017 3:28:29
			Test open tas	Documentation content			5/17/2017	globalAd		Finished	globalAdmin	5/14/2017 3:57:36
			Update gener	Documentation content	1.0 General ir	General infor	2/20/2016			In progress	Joachim Sohn	2/3/2016 8:17:26 A
			Update legal	Documentation content	1.1 Legal stru	Legal structu	3/15/2016			Waiting for approval	globalAdmin	5/24/2017 11:44:51
			Check Genera	Reporting company details			2/15/2016			In progress	Immanuel Weidlich	2/3/2016 9:58:02
			Update Trans	Transaction matrix			6/30/2016			Re-opened	Joachim Sohn	1/21/2016 10:30:41

Example: Task to update transactions

Click navigation item



Create new task by clicking + or edit a task by clicking .

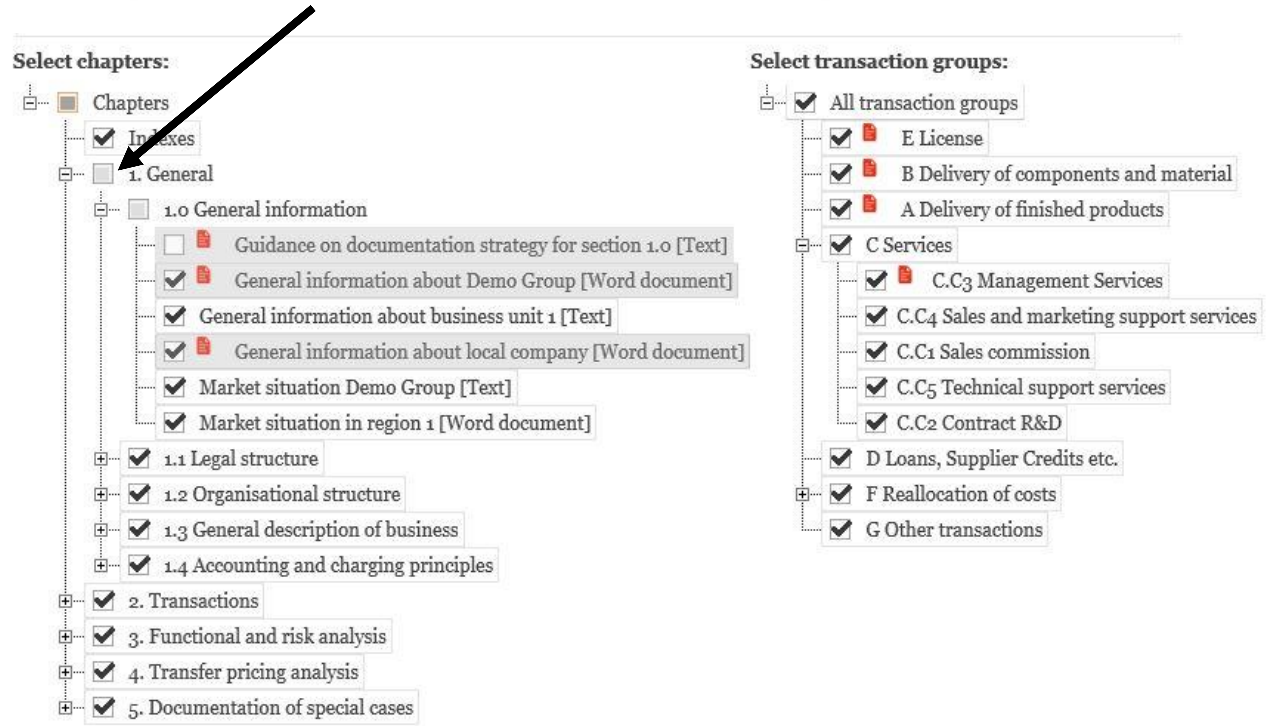


2. Create report

Select content type (Customized, Master file, Local file), report template and output format (PDF, Word)

Create detailed configuration

Select chapters and modules which should be included in the report



Save this configuration on your local drive (in case you intend to re-use these settings)

Print report