globalDoc Solution®

User Manual

Version 8.5

Fachverlag Moderne Wirtschaft GmbH

pwc

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Release Notes

In the eighth generation of *globalDoc Solution*®, in addition to the integration of a virus scanner for file uploads, the integration of benchmarking studies, the development of a role concept according to the "RACI" concept[1] and the expansion of the possibilities for report configuration took place. Some visible changes in version 8.5 are:

- Business line and company type are added as columns in many dialogues.
- Checklists can be assigned to modules, which then have to be completely checked off by a editor before the module can be finalised.
- The shareholders of a company can be included in the report as a table, and additional fields are now available as variables when creating transactions (comment, product, partner country, etc.).
- It is possible to search & replace in the entire documentation of a company (e.g. to quickly replace the company name with the corresponding variable).
- Attachments can now be specified centrally for several companies and users receive an indication of the attachments provided for the selected company.
- Contact capabilities integrated into the software for enquiries to PwC's globalDoc Support.
- When reopening a module, a comment can be stored, which is then displayed in a corresponding notification email.
- The current status of the modules is also displayed as a comment in the draft report.
- The task statistics can be sorted and exported.
- When selecting the transaction currency, up to three common currencies (group currency, national currencies of both transaction partners) are suggested. The suggestions are highlighted at the beginning of the list.
- Various bug fixes and minor adjustments

We thank you for your constructive feedback and suggestions, which enable us to continuously improve *globalDoc Solution*®.

We look forward to a continuing successful cooperation.

Your *globalDoc-Solution*® team

[1] RACI is a technique for the analysis and representation of responsibilities. The name is derived from the first letters of the terms Responsible, Accountable, Consulted and Informed.

Preliminary remarks

In addition to a general introduction to *globalDoc Solution*® (Chapter 1), this gDoc User Manual contains a description of the first steps in working with *globalDoc Solution*® (Chapter 2) and a detailed description of working with *globalDoc Solution*®, in particular a detailed description of the program items "*Reporting company*" (Chapter 3) and "*Tasks*" (Chapter 4) relevant to all users:

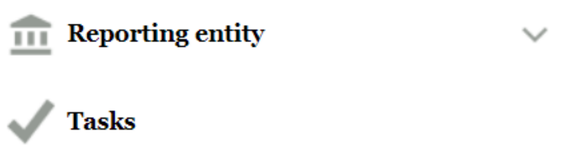

Figure 1: globalDoc Solution® program items for all users

Chapter 4 of this user manual also describes basic task administration features relevant to users with local task administrator rights.

The separate *globalDoc Solution*® administration manual describes the advanced functions of task administration that are relevant for *globalDoc Solution*® administrators as well as the program items[2] in the *globalDoc Solution*® main menu that are only relevant for users with administrator rights:

Figure 2:Additional program items for administrators

[2] Depending on the user rights assigned to the user by the administrator, not all programme items may be enabled for the user.

1 General introduction into globalDoc

1.1 The idea behind globalDoc

globalDoc Solution® ("*globalDoc*") is the continuously optimized solution developed by PricewaterhouseCoopers GmbH WPG ("PwC") for the worldwide documentation of transfer prices within a corporate group.

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

globalDoc is designed to be so flexible that both medium-sized groups of companies and multinational corporations can meet the various international documentation standards to the highest degree.

globalDoc facilitates, simplifies and standardizes the documentation process worldwide through a modular structure of documentation content, centralized collection of information relevant to several reporting companies3, systematic compilation of documentation already available within the group, the option of central administration and automated upload of documentation-relevant data from existing IT systems, as well as integrated and comprehensive workflow management.

[3] Reporting companies are group companies and permanent establishments for which transfer pricing documentation is prepared in *globalDoc*.

1.2 The features of globalDoc

1.2.1 Common documentation platform for all users

In order to do justice to the complex structures of a corporate group, the persons involved in the documentation process from top management, the individual business units and the reporting companies work on a common documentation platform.

All employees entrusted with documentation tasks have access to *globalDoc* and, depending on their authorization, to the database stored on a central web server.

1.2.2 Modular structure of the documentation contents

The documentation contents are divided into individual text modules. These text modules are valid for all or several reporting companies or only for a single reporting company. By assigning all text modules relevant to a reporting company, an individual documentation report is created for each reporting company.

Text modules that are relevant for all reporting companies are created centrally and can be automatically assigned to all reporting companies via the documentation level designated as "**Global**" in *globalDoc*.

Text modules that are relevant for several, but not all, reporting companies are also created centrally and assigned to all companies that require these text modules for their documentation via the documentation level called "**Divisional**" in *globalDoc*. Any number of **divisions** can be created in *globalDoc*. For example, a *globalDoc* **division** can contain text modules that are relevant for companies in a region, business area, or function, or for companies that are transaction partners in a particular transaction group.

Text modules that are only relevant for a single reporting company are usually created by employees of this reporting company locally and assigned to this single reporting company via the so-called "**Local**" documentation level. For such Local text modules, the head office can make prefilled templates available to local users for download in *globalDoc*.

The documentation of transfer prices in *globalDoc* thus takes place at three documentation levels:

Figure 3: Documentation levels

The group structure for the individual documentation reports and the grouping of transactions specified by the group serve as the basis for the structured entry of information in the individual text modules. Through this procedure and a documentation creation process based on the division of labour, the workload in connection with the documentation is significantly reduced in the long term.

Before entering information in *globalDoc* it is therefore advisable to create a concept ("architecture plan"/"blueprint") regarding the structure of the documentation and the assignment of tasks to the individual users of the *globalDoc* software.

1.2.3 Centralised collection of information relevant for several reporting companies

While group information that is relevant for all reporting companies generally is recorded by the corporate headquarters at the Global level of *globalDoc*, the documentation is refined to the level of detail required for the respective reporting company by further subdividing it into information recorded divisionally (for several reporting companies) and information recorded on a local level (only for one reporting company).

As a rule, the local user uses the Local level of *globalDoc* only the insert company-specific information not entered by the central authorities (Global or Divisional documentation levels) that is only relevant for his or her reporting company. For such Local text modules, the corporate headquarters can provide the responsible user with centrally prefilled templates, as already mentioned.

Depending on the documentation level, specific information is entered as shown below (see Figure 4). The assignment of the documentation contents to the individual documentation levels depends on the respective documentation concept ("architecture plan").

From this global, divisional and local information, *globalDoc* can create individual reports for each reporting company, which do not reveal which information has been created on a global, divisional or local documentation level.

GLOBAL	DIVISIONAL	LOCAL
• MNE‘s Organisational structure • Description of MNE‘s business • 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 • Functional and risk analysis • Benchmarking study	• Company background • Business strategy • Local financial overview • Organizational chart • Transaction analysis - Business relationships - TP analysis • (Extraordinary issues)

Figure 4: Documentation levels (examples)

1.2.4 Central management of documentation-relevant data

The business transactions to be documented (transactions or transaction groups) as well as the group companies involved in the documented business transactions (transaction partners) can be managed centrally in *globalDoc* in order to avoid redundancies. Additional specific transaction groups and partners can be added to the centrally managed lists of transaction groups and transaction partners by local users, but these are only available to all users after they have been granted the respective authorization by the system administrator.

Uploading documentation-relevant data from existing IT systems via Excel interfaces avoids time-consuming and error-prone manual data transfer to transfer pricing documentation[4].

Transactions or transaction groups, transaction partners and/or transaction volumes for a reporting company can also be entered by the local user, for example, if the documentation concept of the group provides for a largely decentralized responsibility for the documentation contents.

1.2.5 Workflow management

Workflow management enables the central controlling and monitoring of the tasks to be performed by the various *globalDoc* users within the documentation process. This ensures a goal-oriented processing and update workflow by local users as well as control of the documentation process by the corporate headquarters.

For each text block to be edited in *globalDoc*, the corresponding task is automatically created by the system.

In the workflow management of *globalDoc*, additional tasks can also be defined and delegated to local users. The tasks of the local users of a reporting company can be assigned to individual team members in *globalDoc* and, depending on the processing status, have a different traffic light color (red = new or in process or reopened; yellow = in the release process; green = final). In addition, reminders can be sent to local users via email and a status overview of the tasks created can be generated. Thus it can be ensured that all work steps for the creation of documentation are completed in time.

1.2.6 Optionally available additional functions

For a further automation of the use of *globalDoc* there is the possibility to use additional modules. Furthermore, interfaces to your existing IT systems and databases (participation database, employee database, contract database, etc.) can be set up. [5]

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[4] Direct interfaces between existing IT systems and *globalDoc* can be programmed separately depending on the existing data quality on the IT side. However, such interfaces are not part of the *globalDoc* Software.

[5] The additional modules TP matrix and TP questionnaire as well as possibly programmed interfaces to other IT systems or databases are not part of the globalDoc software.

TP matrix

The TP matrix add-on module supports you in creating the transaction matrix and allows you to determine the transaction volumes of your service relationships on the basis of the booking data available in your financial accounting. Optionally it allows you to set up an interface from your ERP system to TP matrix. To ensure consistent and error-free documentation, TP matrix also allows transaction volumes to be coordinated between the performing and receiving reporting companies.

TP questionnaire

The add-on module TP questionnaire enables local data retrieval using individually created questionnaires as well as the centralized or decentralized import of data from existing systems. The answers to the TP questionnaire questions can be automatically transferred as placeholders into the documentation contents of *globalDoc*.

CbC2Go

As part of the evaluation and aggregation of the data, CbC2Go, a specific further development of TP questionnaire, also supports you in the preparation of country by country reporting (CbCR).

1.3 The user roles of globalDoc

1.3.1 System administrator

System administrators are *globalDoc* users with the most extensive authorizations.

For users with administrator rights, a separate administrator manual is available in which the program items of *globalDoc* relevant exclusively for this user group are described in addition to the explanations in this user manual.

1.3.2 Security administrators

Security administrators are responsible for the **creation and administration of user roles**. If required, the security administrator role for creating users and assigning user roles can be removed from the system administrator's role. In this case, only a security administrator can create and manage users in *globalDoc*, whereas a system administrator has all other administrator rights.

1.3.3 Task administrators

Task administrators take over tasks in the **Workflow Management**. You can, but do not necessarily have to be system administrators with the most extensive permissions at the same time.

Since local users can be assigned the rights of a local task administrator, the basic functions of task administration relevant to local task administrators are described in *Chapter 4* of this manual.

1.3.4 Task approvers

The task approvers responsible at the **Local**, **Divisional** or **Global** documentation level are entitled to review and approve work results prepared locally (for a specific reporting company), Divisionally or Globally.

1.3.5 Local users

Local users are *globalDoc* users who are not system administrators, security administrators or task administrators. You can, but do not necessarily, have the permissions of a local task approver.

Depending on the authorization concept selected in the group, the security administrator will assign each user individual read and write rights to the different areas of *globalDoc*. For this reason, a user can usually only see certain areas of *globalDoc* and only perform actions released by the administrator.

1.3.6 Additional user roles

In addition to the user roles described above, in the eighth generation of *globalDoc* introduces four new types of user roles that can be assigned by the system administrator.

Those four new roles are the *Accountable*, *Reviewer*, *Responsible* and *Delegated User*.

Only one Accountable User must be assigned to each reporting company. All other user roles are optional. How these other user roles are related to each other and what their tasks are is outlined in the following illustrations:

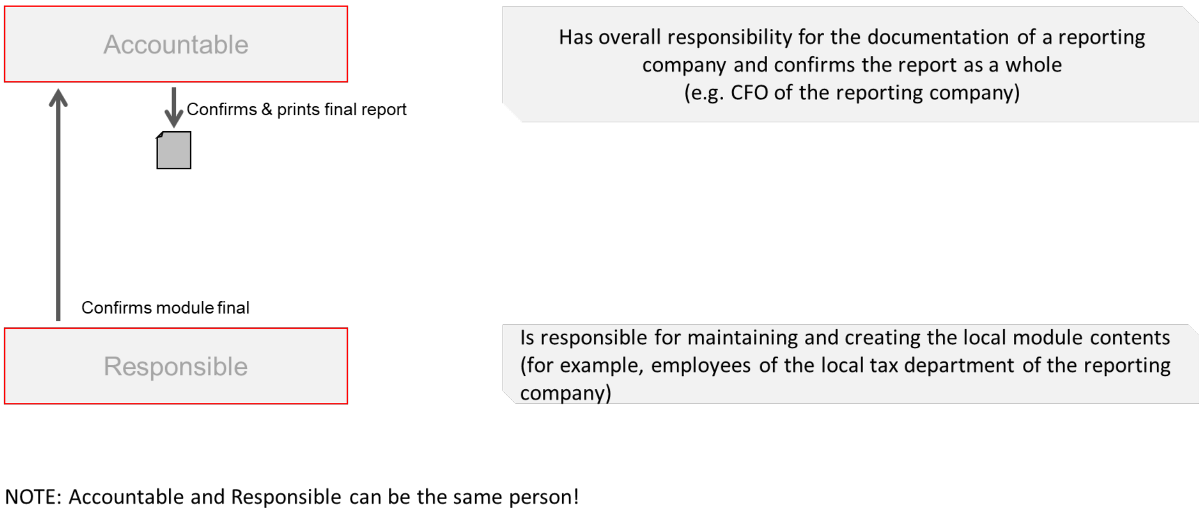


Figure 5: Accountable and Responsible

If only one Accountable User is assigned to a reporting company, the system automatically assigns this user the user role of Responsible.

The user with the role Responsible can delegate individual modules to another *globalDoc* user for processing. The role assignment to Responsible remains the same. The delegate role exists only until the Delegated User has completed the task or the delegation is revoked by the responsible user:

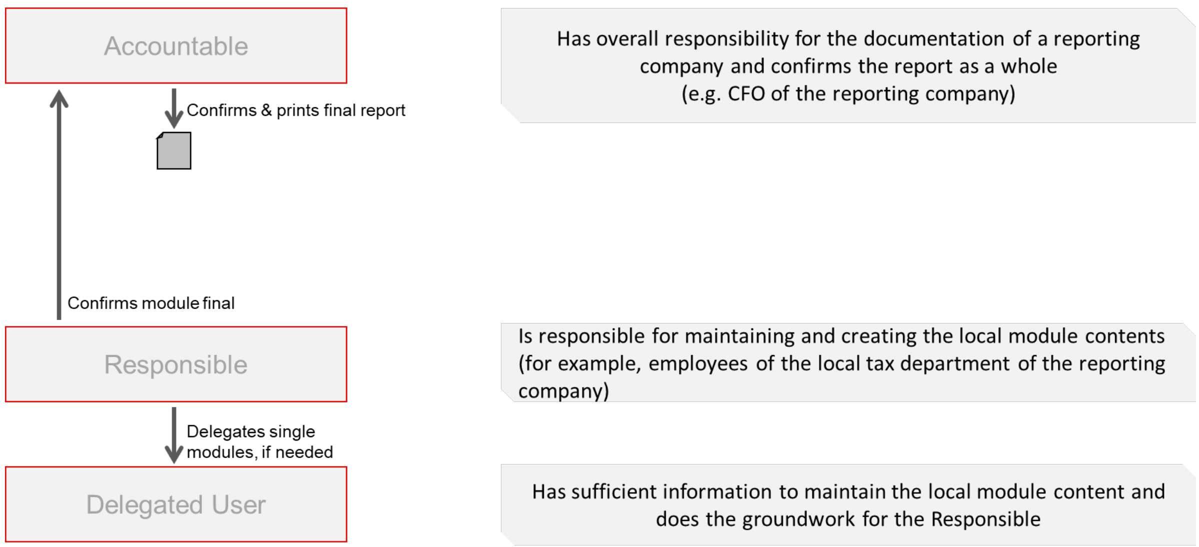


Figure 6: Accountable, Responsible and Delegated User

To comply with the principle of dual control, the system administrator can optionally assign the role of a Reviewer:

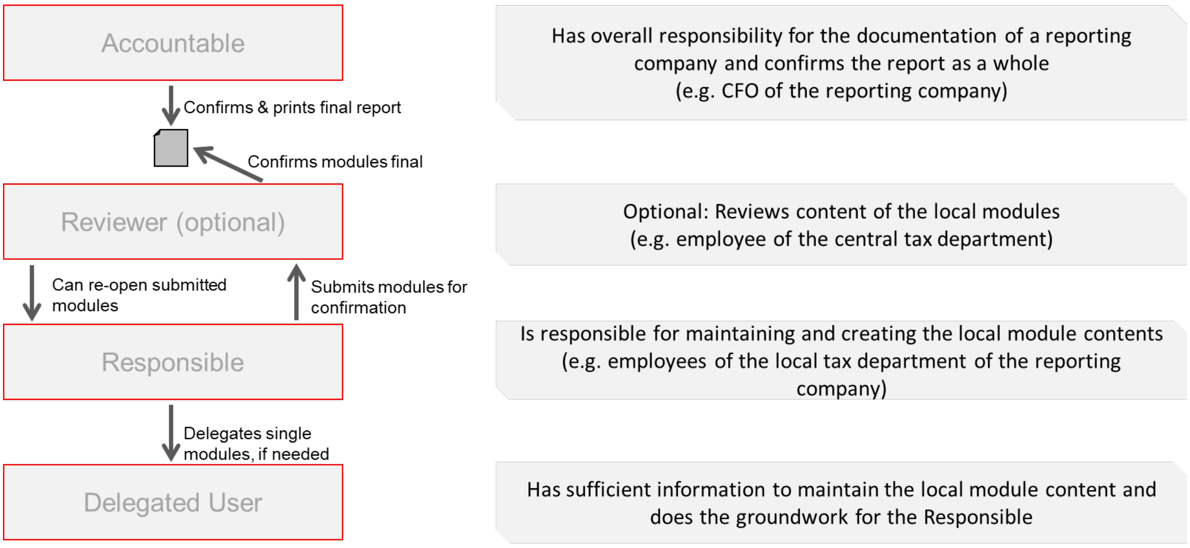


Figure 7: Interaction of all roles

These user roles simplify the documentation creation process and increase its transparency.

1.3.6.1 Accountable

Every reporting company must have an Accountable.

An Accountable is a *globalDoc* user who has overall responsibility for the documentation of a reporting company and finally confirms the documentation report of a reporting company. Similarly, an Accountable can also be the Responsible for the reporting company if no other user has been selected as Responsible for the reporting company.

1.3.6.2 Reviewer

If necessary, a Reviewer can be defined for each reporting enterprise.

The reviewer is a *globalDoc* user who can check modules edited by the Responsible and submitted for review and confirm them as final or open them again for editing if necessary.

1.3.6.3 Responsible

The Responsible is entitled to edit Local modules and, if a reviewer has been defined, to submit modules to the Reviewer for approval. If there is no Reviewer, the Reponsible can also directly set modules as final. In addition, the Responsible has the right to delegate the editing of modules to other users.

As already mentioned in the section on *Accountable*, the Accountable is automatically also the Responsible unless a different Responsible has been defined.

1.3.6.4 Delegated User

The Delegated User is a *globalDoc* user who is only granted temporary editor rights for a module by the Responsible. As explained in the *Responsible* section, a user becomes a Delegated User when a Responsible assigns the editing of a module to a user. As soon as the module has been delegated to the user, he can start processing it and can, upon completion, submit it to the Responsible again. By submitting the module, the delegation is terminated and all editor rights for the respective module are automatically revoked from the Delegated User.

1.4 The modules of globalDoc

The term "**modules**" is used in *globalDoc* to describe placeholders for the individual text blocks. Any number of files can also be attached to each module[6].

1.4.1 Module classes

In accordance with the three documentation levels in globalDoc (**Global**, **Divisional** and **Local**), the modules are also divided into three classes. A module class indicates to which level the information is to be assigned.

- **Global modules** are usually created by the head office and contain general information that is relevant to documentation for all reporting companies.
- **Divisional modules** are created by centralized departments (e.g. business unit, national holding company, central group-internal service provider) and contain specific information that is relevant to documentation for several, but not all, group companies. Any number of **divisions** can be formed (e.g. by regions, functions, transactions, business areas, etc.), to which any number of modules can be assigned.
- **Local modules** are usually created by the respective local report companies themselves and therefore only contain information relevant to local documentation. It is also possible to create modules at the "Local" level that can only be edited by the headquarters.

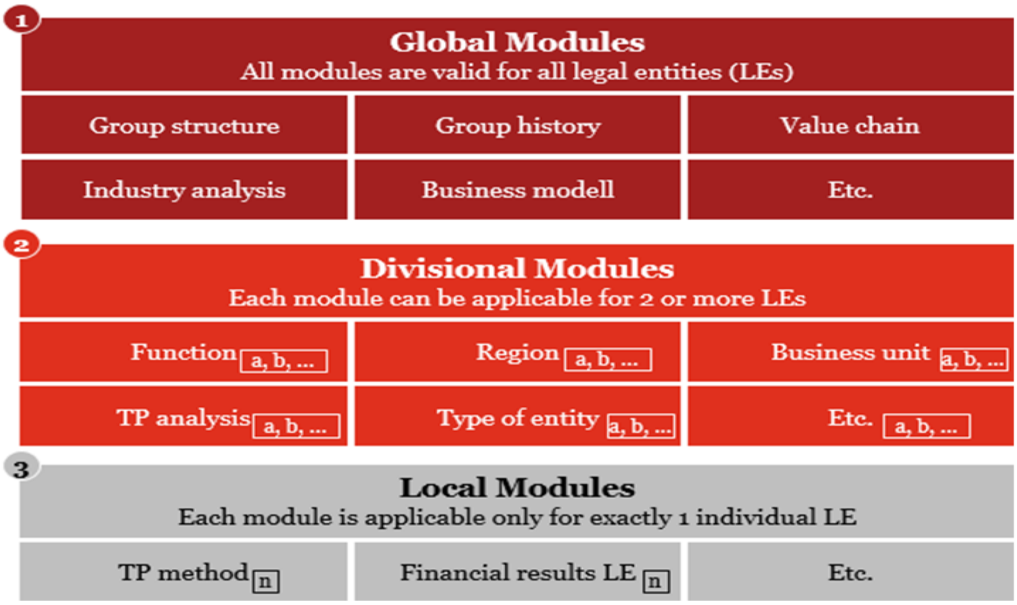


Figure 8: Module classes

In this way, the corporate headquarters and other centralized offices can transfer the centrally available information to the local reporting companies via *globalDoc* in the form of global or divisional text modules and file attachments, or via prefilled templates for text modules of

6 For each file attachment it can be defined individually whether it should be output as an attachment for transfer pricing documentation, or whether it should only be used internally and only archived in globalDoc, such as meeting minutes, internal presentations, Excel tables and other data sources for back-up.

local modules. It is important that the documentation contents of such text modules and file attachments are abstract, reusable and therefore free of details of individual local companies, or that only the variables (placeholders)[7] available in *globalDoc* are used for this purpose. Only then can these text modules and file attachments be used efficiently across multiple entities.

In *globalDoc*, text modules can be created both by uploading Microsoft Word files or plain (unformatted) text, or by editing a chapter using the in-tool editor.

1.4.2 Formatting the contents of modules

It must be ensured that the formatting of the Word files of all modules maintained in *globalDoc* is consistent. Only with uniformly formatted Word files, a consistently formatted report can be generated automatically and without manual (re)formatting.

The formatting of the Word files can be done, for example, using the template, which the user can download from **Download template** within the detail page of modules. Detailed information about working with *globalDoc* can be found in *chapter 3* of this user manual.

If the template contained by default in *globalDoc* is used under **Download template**, the following formatting is set for the headings if the respective text module is to contain headings[8]:

Heading level	Template
1).	Heading 1
a)	Heading 2
i)	Heading 3
(1)	Heading 4
(a)	Heading 5

If you always use the same format template when creating modules, you can of course use your own standard. A reformatting to the *globalDoc* standard is not necessary in this case.

If a formatting deviating from the default is desired, users with appropriate administrator rights can generate their own module template.

NOTE: Tables and graphics inserted in modules cannot always be displayed in the correct format during the report generation due to the program. It is therefore recommended that the user either attaches tables and graphics as file attachments detached from the documentation text (detailed information on attaching in *globalDoc* can be found in *chapter 3* of this user manual) or converts the corresponding table or graphic into an image file (e.g. JPEG file format). This can then be inserted directly into the Word module. Furthermore, it is recommended not to select the table format templates (under the tab "**Draft**") from Microsoft

[7] A list of the variables available in *globalDoc* can be found in the appendix to this user manual.

[8] Many headings are also specified by the system administrator on the system side. An additional use of headings in the respective text block is therefore only necessary if this is to be subdivided further.

Word 2007 or a newer version for a desired table format, but to set up the desired table format manually via the shadowing and frame function, otherwise format problems can occur during the output of the report.

If text passages are transferred directly from Internet pages into modules, it must be ensured that the texts are inserted as unformatted text in Word, since otherwise Internet objects that are not visible to the user may flow into the text of the module, which can cause errors during report generation.

1.5 The most important functions at a glance

By clicking on the different symbols in *globalDoc*, a user with the corresponding user rights can create, edit and delete data records, modules, etc. The following table provides an overview of the most important symbols.

Symbol	*Description*
	Unfolding of the navigation points
	Download file
	Upload file
	Detailed view/Edit
	Delete
+ Neu	*New data set*
+	*Add rule (Search function)*
-	*Delete rule (Search function)*
	Print preview
	Replace pre-filled template
+	*Create chapter/module*
	Preview (module content)
?	*Display information*
×	*Close the open program point and forward to the start screen*
	Forwarding to the program point "Task Management"
	Forwarding to the program point "Task TP Documentation"
	Forwarding to the program point "Report"

1.5.1 Help and contact

The icon ? in the upper right-hand corner of the screen provides you with further information on *globalDoc* and allows you to access the current manuals. Here you also have the option of directly aproaching your *globalDoc* contact person at PwC.

Click on the question mark symbol to open the following page:

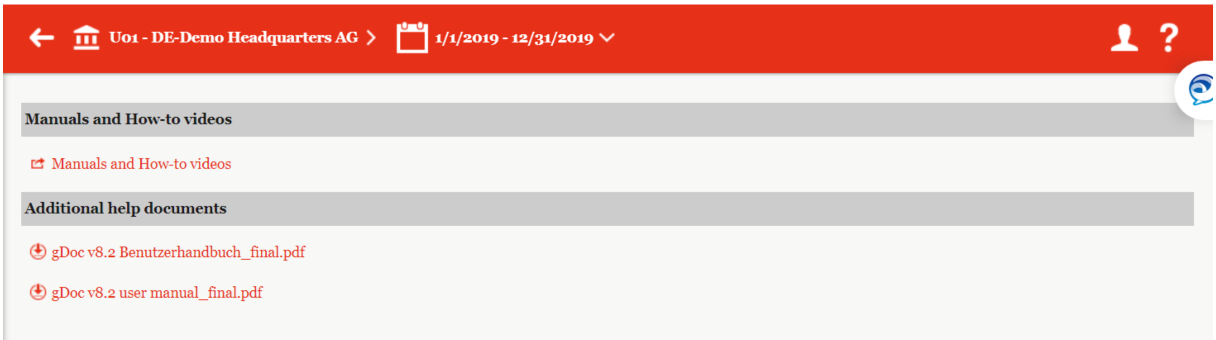


Figure 9: Help section

Under the section "User manuals and how-to videos", the link "User manuals and how-to videos" will take you directly to *globalDoc*'s external support page. Depending on the language settings on your browser, the page will open either in English or in German.

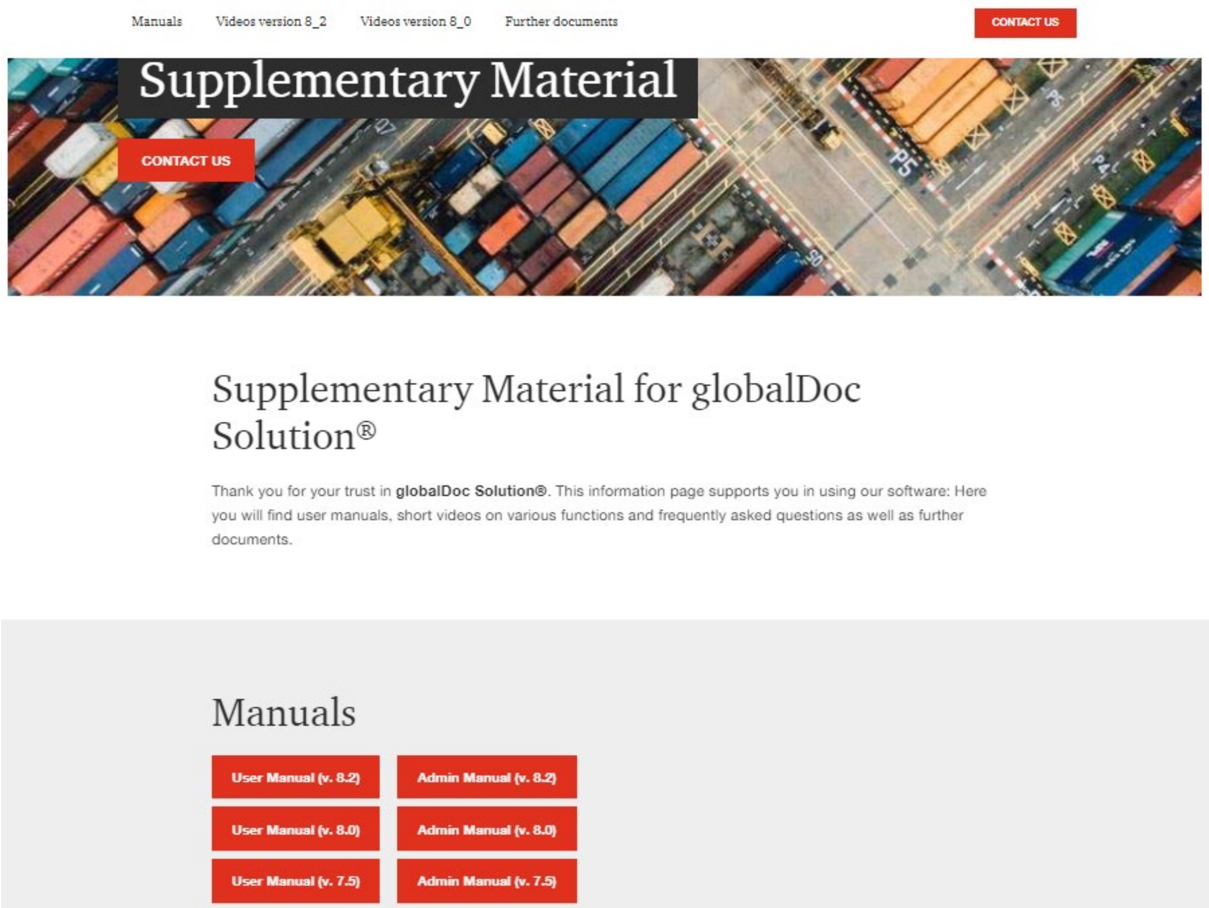


Figure 10: external help website

Here you will find user manuals and videos, sorted by *globalDoc* version. This page is updated on an ongoing basis.

You can also contact the *globalDoc* contact persons at PwC directly via a contact form on the *globalDoc* external support page.

In the "Further documents" section, you will usually find group-specific documents that your system administrator has uploaded for your support.

2 First steps

2.1 Login

To register in *globalDoc*, please enter the Internet address provided to you into your Google Chrome , Microsoft Edge or Mozilla Firefox browser. If other browsers are used, it may not be possible to display *globalDoc* without errors.

In the login window, enter the data provided to you by the administrator, usually user name and password.

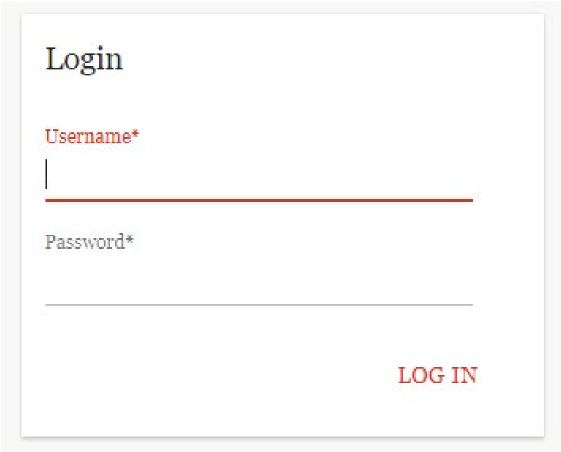


Figure 11: Login to globalDoc

It is possible to introduce two-factor authentication. If your company chooses this option, after entering the user name and password, another field appears in which a six-digit OTP code must be entered, which you will receive by email or SMS:

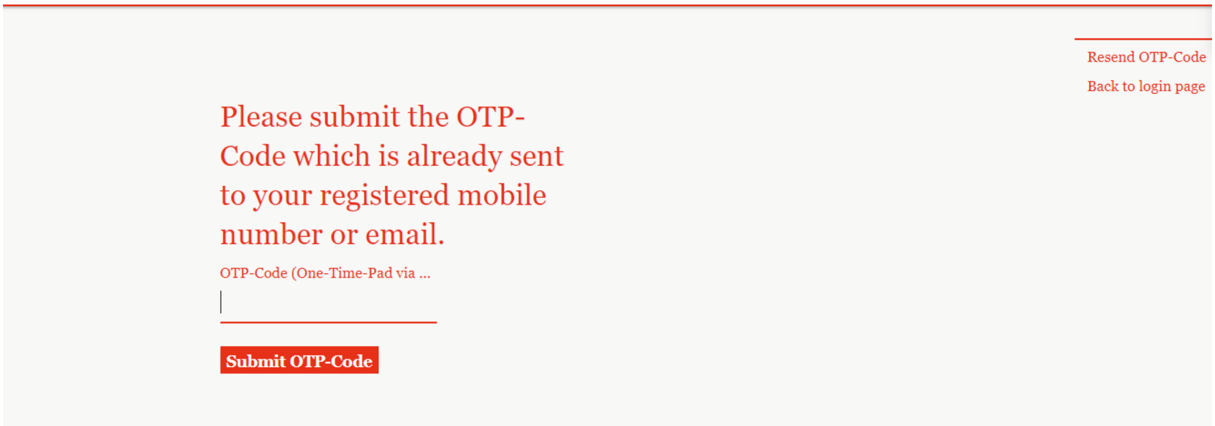


Figure 12: OTP-Code entry

NOTE: If the password is entered incorrectly several times, the username will be locked and needs to be unlocked by a Security Administrator. Due to security reasons, the user does not receive any additional notification about being locked out from the system.

2.2 Home Screen

After a successful login[9] the start screen appears. This contains an overview of the tasks assigned to you and any completed documentation reports already available as well as the program items of the main menu of *globalDoc* that have been released by the administrator for the respective user on the left side of the screen. As a rule, the main menu of a local user will look like this:

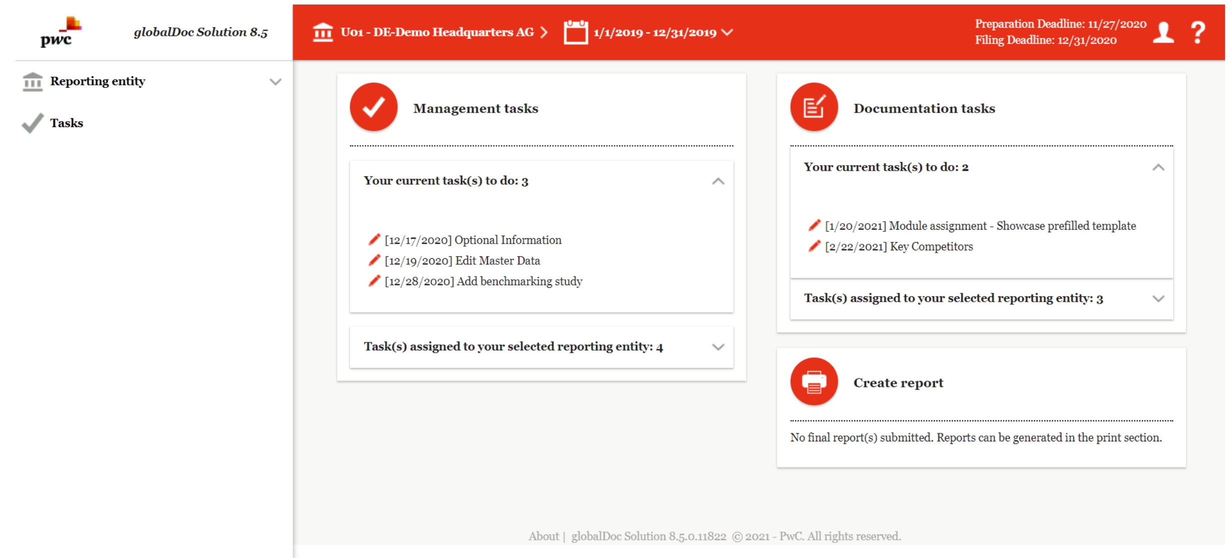


Figure 13: Home screen

Depending on the responsibilities and the project status, you can access tasks in three different categories:

“**Management Tasks**“ displays the management-tasks, previously set up by an task administrator, which still need to be executed by you.

“**Documentation Tasks**” displays the tasks related to the preparation of the TP documentation, which still need to be executed by you. In difference to the manually created "Tasks Management", these are tasks automatically created by the system with reference to open modules of the transfer pricing documentation.

With the symbol you can directly navigate to the respective task.

In the menu “**Create report**” and by clicking , you can download the final reports and print them respectively (in the screenshot above, no final report is available yet).

A click on the printer-icon takes you to the *globalDoc* user interface, where you can download new reports from the selected reporting company and then print (see menu item "Create report").

[9] Depending on the IT security standards defined by the corporate headquarters, a different login process (e.g. single sign-on) is also possible.

2.2.1 User profile

By clicking the profile-symbol you can manage your individual data, log out of the system or change your language settings.

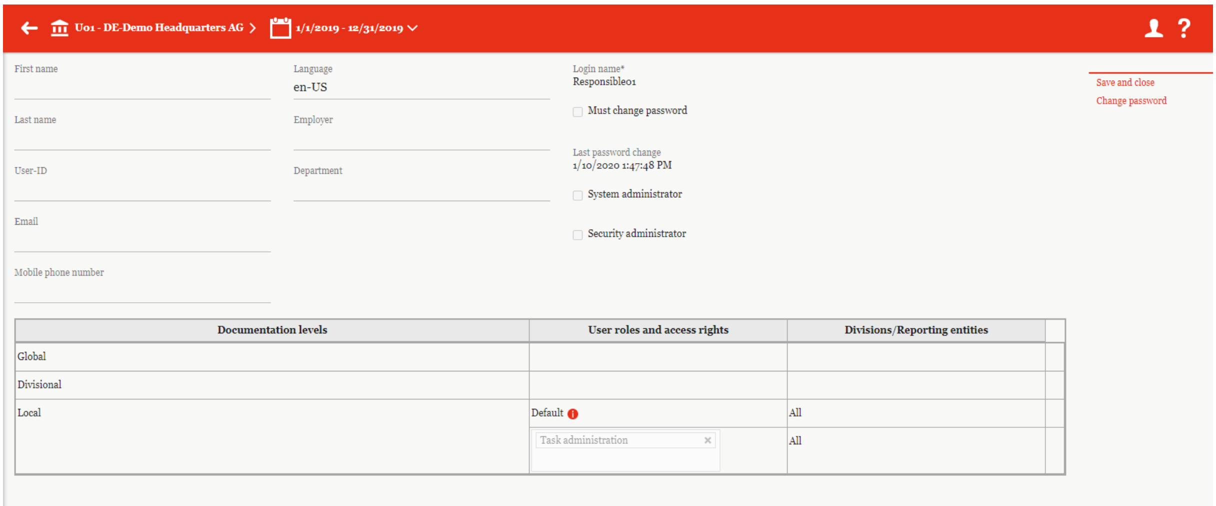


Figure 14: user profile

2.2.2Help section

By clicking the symbol you can access the user manuals of the current version, as well as all additional information and material provided by the administrator.

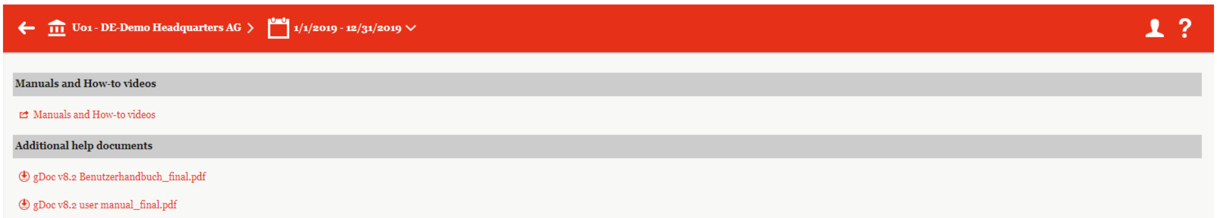


Figure 15: help section overview

2.2.3Edit user profile

Via the icon MY ACCOUNT the user has the possibility to view his profile, change data and also the password.

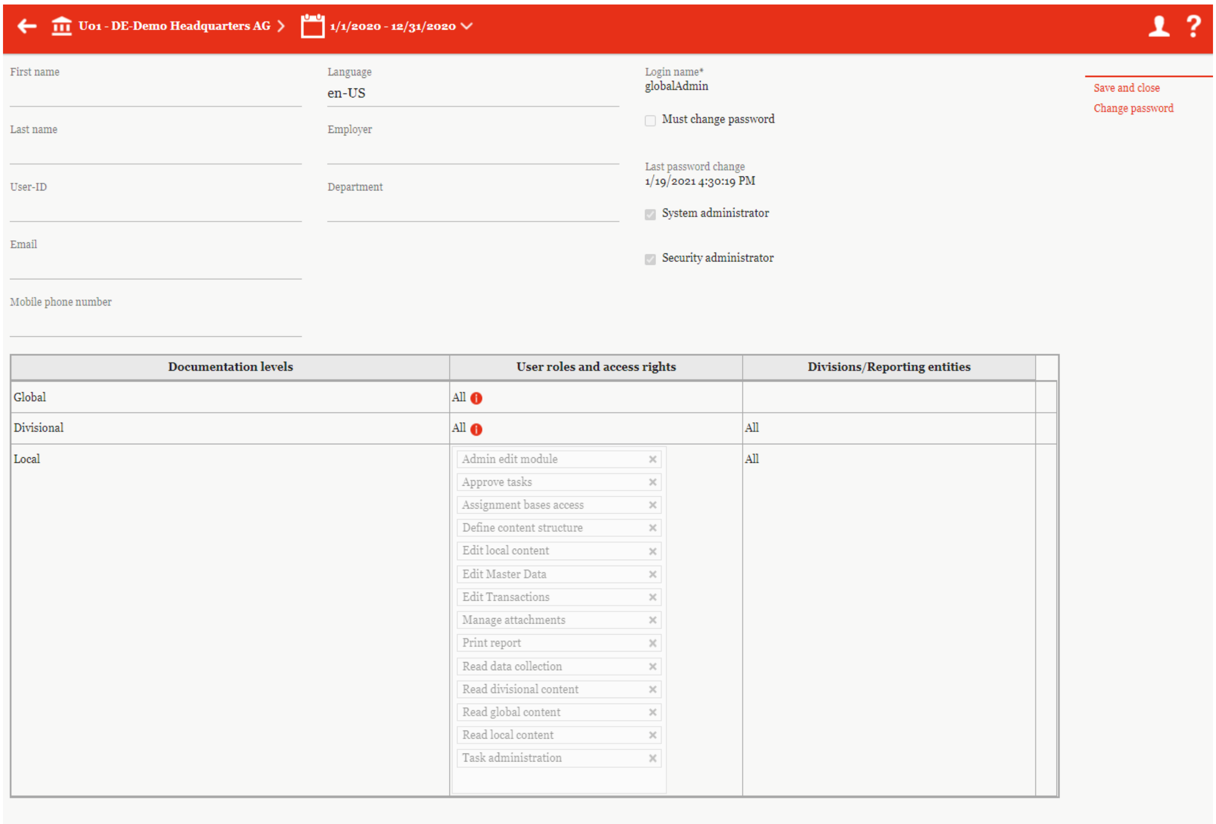


Figure 16: user profile

2.2.4 Selection of Reporting Companies and Reporting Period

The current reporting company and reporting period are displayed in the area at the top left corner of the window highlighted in red .

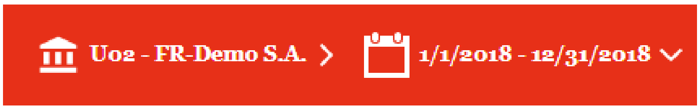
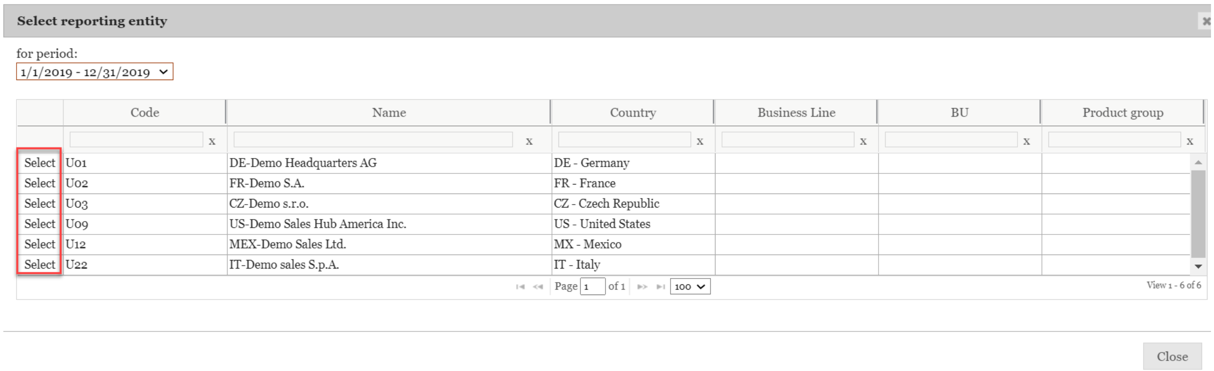


Figure 17: Display of the reporting company and reporting period

If the local user has the appropriate authorization, he or she can select another reporting company and/or another reporting period. This is done by a click on the symbol in the upper left screen area and a subsequent selection by clicking on Select in the appearing window:



	Code	Name	Country	Business Line	BU	Product group
Select	U01	DE-Demo Headquarters AG	DE - Germany			
Select	U02	FR-Demo S.A.	FR - France			
Select	U03	CZ-Demo s.r.o.	CZ - Czech Republic			
Select	U09	US-Demo Sales Hub America Inc.	US - United States			
Select	U12	MEX-Demo Sales Ltd.	MX - Mexico			
Select	U22	IT-Demo sales S.p.A.	IT - Italy			

Figure 18: Selection of the reporting company and reporting period

At the end of the list, you can scroll through existing companies using the arrowheads Page 1 of 1 100 or expand the display by specifying the lines to be displayed.

On the right-handed top area of the windows, the deadlines with respect to preparation and filing of the TP documentation are shown. More detailed information regarding deadlines and details with respect to the reporting in a specific country can be implemented by an administrator within the menu item „*Reporting companies/Master Data/Details for deadlines*“ (chapter 3.1).

NOTE: Depending on the documentation strategy selected in the group, the legal deadlines by which the report must be submitted to the tax authorities at the latest can be displayed under Submission deadline, for example. Under Creation deadline, the date by which the report must be completed can also be displayed, e.g. because it can be requested by the tax authorities from this date onwards.

Figure 19: Preparation and filing deadline

2.2.5 Navigation to the individual program items

On the start screen, depending on the assigned roles, various program and menu items are displayed in the menu column on the left side of the screen, e.g.:

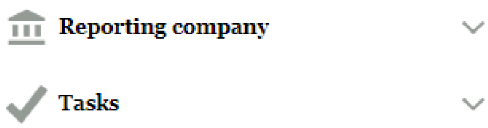


Figure 20: Menu items of a local user

By clicking on the respective program item of the main menu, you will reach the respective submenus, as far as they have been activated for you.

The following sections provide a first overview of the individual program items of the main menu as well as their respective submenus and navigation items. A detailed description of how to work with these program items is given in *chapter 3*.

The following figure shows the submenus of the program item "**Reporting company**":

NOTE: Depending on the user rights assigned to you by the administrator, not all submenus may be visible to you.

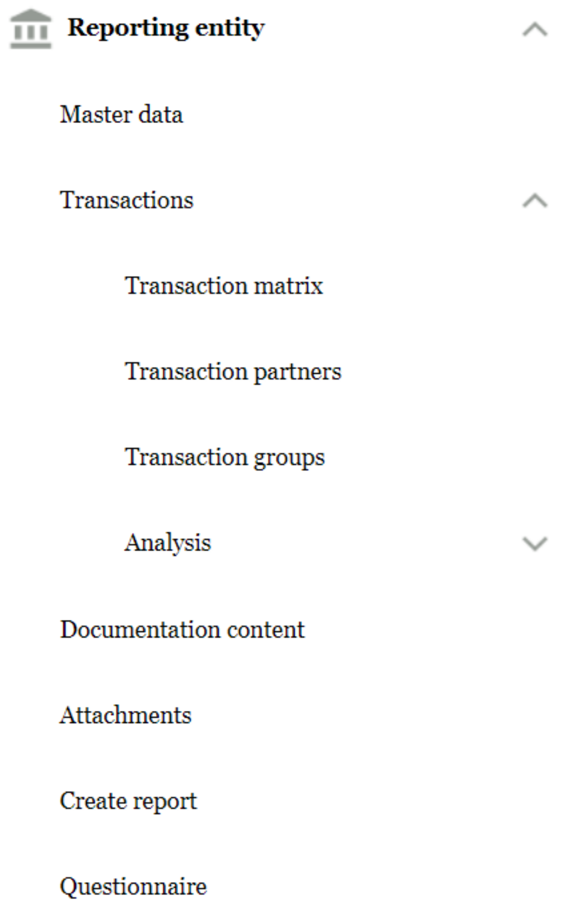


Figure 21: Submenus of the program item "Reporting company"

If a user has the role of a task administrator, he can navigate to the submenu in program item "**Tasks**" (depending on the user rights assigned to you by the administrator, not all submenus may be visible to you here either):

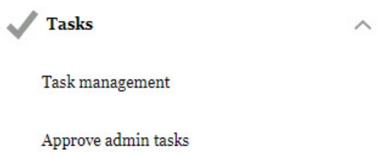


Figure 22: Program item "Tasks"

The program item "**Tasks**" provides the local user with an overview of the tasks assigned to him. The tasks are either specified centrally by an administrator, or can be created by the local user (with appropriate rights).

A change to the detail view (by clicking on the icon directly in the start screen or alternatively in the submenu "*Tasks/Task management*" by clicking on the icon in the column "Name") allows the user to navigate directly to the corresponding navigation item of the task.

Basic task administration functions that are relevant for local task administrators are described in *chapter 4*.

3 *Program item Reporting company*

Below „**Reporting company**“ the following submenus are being displayed:

Reporting entity

- Master data
- Transactions
  - Transaction matrix
  - Transaction partners
  - Transaction groups
  - Analysis
- Documentation content
- Attachments
- Create report
- Questionnaire

Figure 23: Submenus of program item "Reporting company"

NOTE: The menu items available to you depend on the user rights set up for you by the security administrator. It is therefore possible that the menu items described in the manual are not visible for individual users.

3.1 Menu item Master data

Within the menu item "**Master Data**" the general information of the reporting company can be inserted, viewed, and edited. These include, i.e. information regarding the name, short name, previous name, entity type, country, address, ERP number, and local currency of the respective company. The input-fields marked with * must be filled in. The input-field “code” has to be filled with an alphanumerical, indidivudal number. The number can be choosen freely.

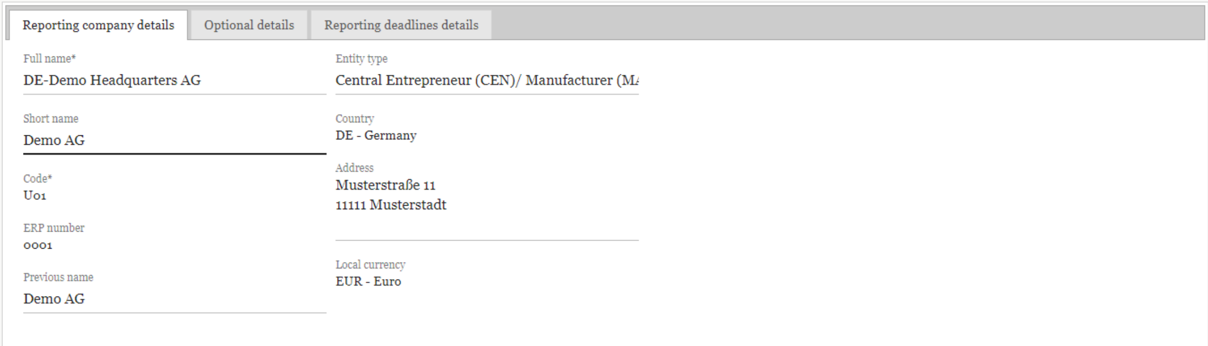


Figure 24: Reporting company details

NOTE: The fields not marked with * do not have to be filled in, but this information can be inserted as variables in the documentation reports. If such a field is used as a variable but no entry is made here, the variable remains empty when the report is generated.

Furthermore, it is possible to fill in additional information in the „**Optional details**“ tab:

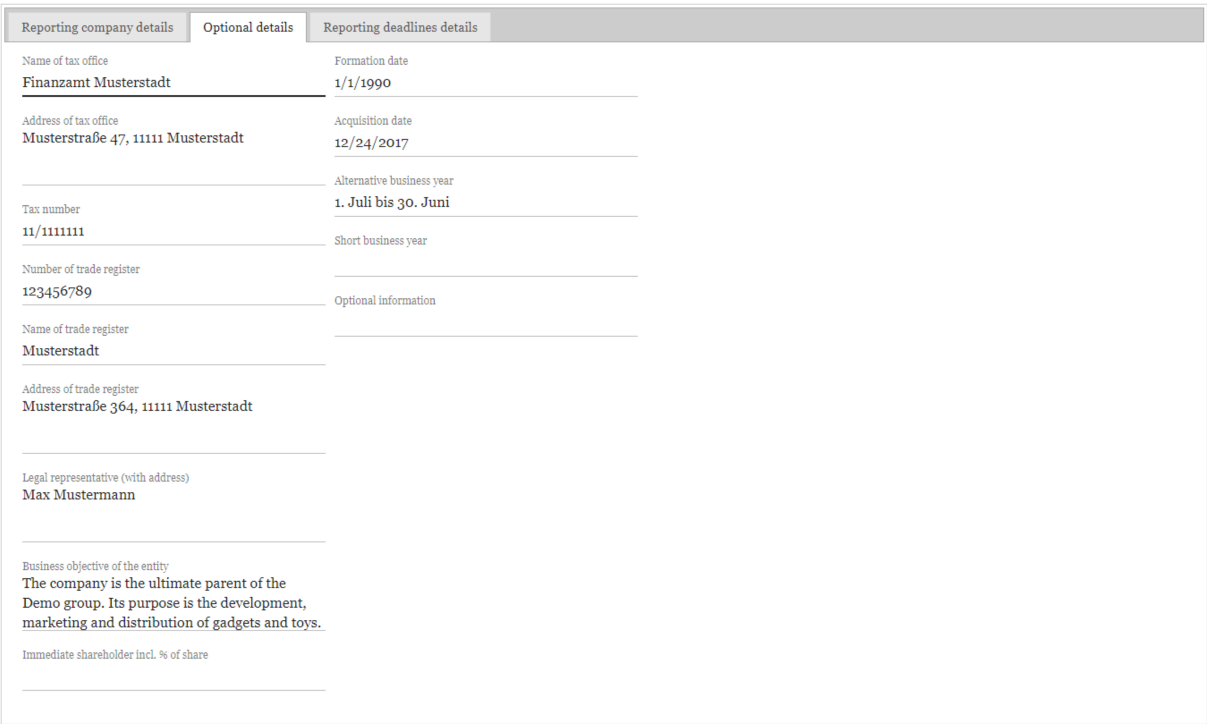


Figure 25: Optional details of a reporting company

In the tab "**Reporting deadlines details**" you can enter your own creation and submission deadlines or, if necessary, adjust the deadlines entered by the system administrator. The stored details are then displayed in the top right-hand corner of the start screen.

3.2 Menu item Transactions

In accordance with national and international documentation regulations, it is necessary to document transactions between group companies, stating their actual volumes and currencies.

In the menu item "**Transactions**", the transactions already entered are displayed in the form of a pivot table. In this overview table there is the possibility to configure the view. You can group the transactions by transaction partner, country or transaction group and also determine a currency of the financial data.

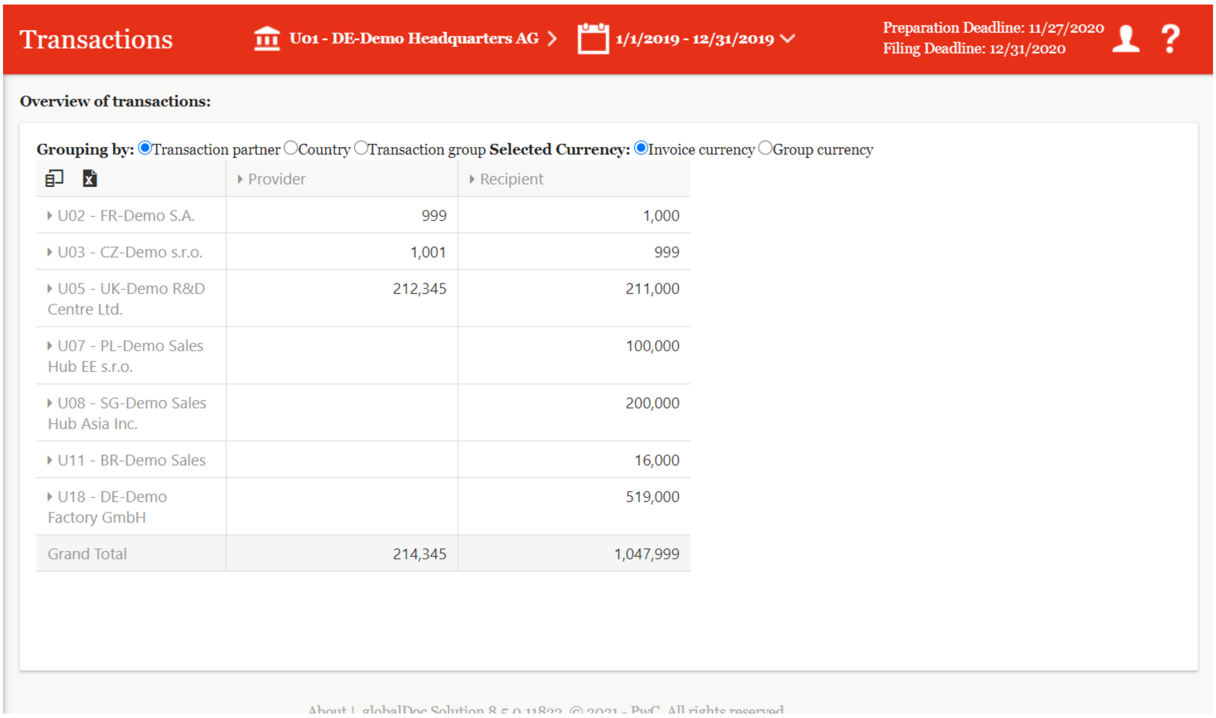


Figure 26: Transactions overview

In addition, you can navigate to the corresponding submenus via the navigation items "Transaction matrix", "Transaction partners", "Transaction groups" and "Analysis".

3.2.1 Transaction matrix

Within the navigation point "**Transaction matrix**" it is possible to specify the transactions in more detail with regard to the type of transaction, the volume or the type of product or service.

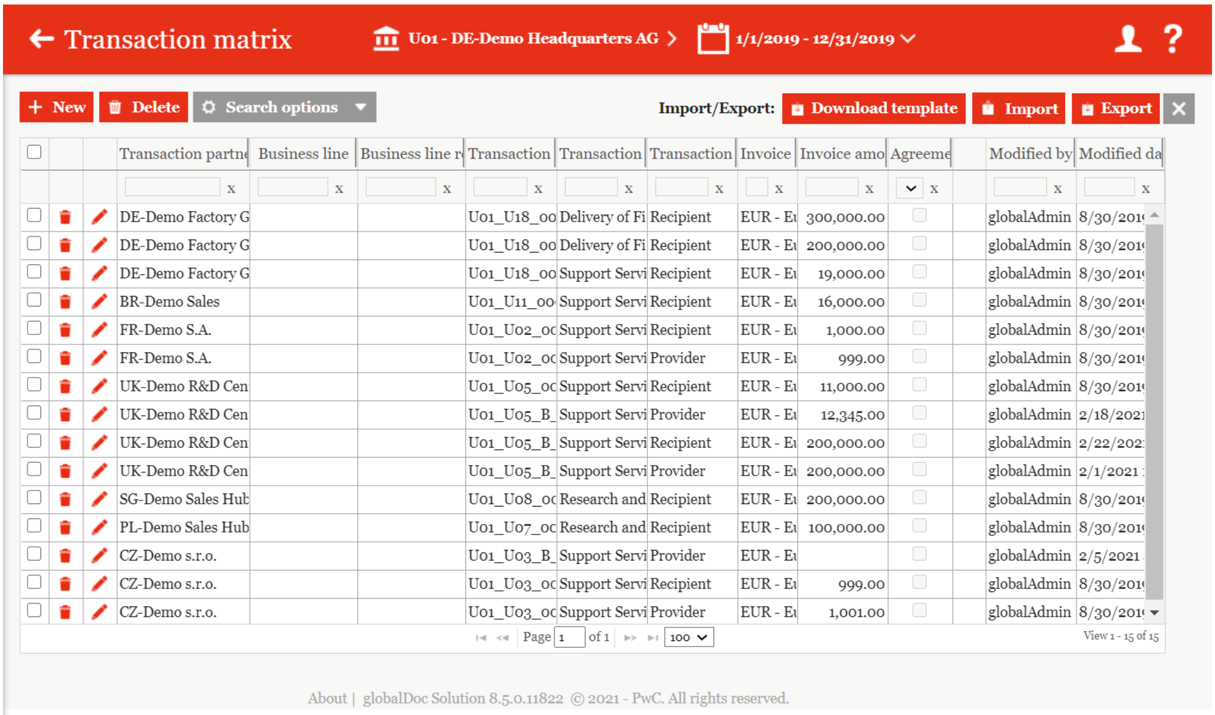


Figure 27: Transaction matrix

Within this menu item it is possible for the user to enter/edit data manually via or or to enter data via Excel import. These two options are described below.

Within this menu item it is possible for the user to enter, new/edit existing transactions via + New or manually, or to enter and import data via Excel with Import. These two options are shown below.

3.2.1.1 Manual data entry

By clicking on the user can reach the details of a transaction.

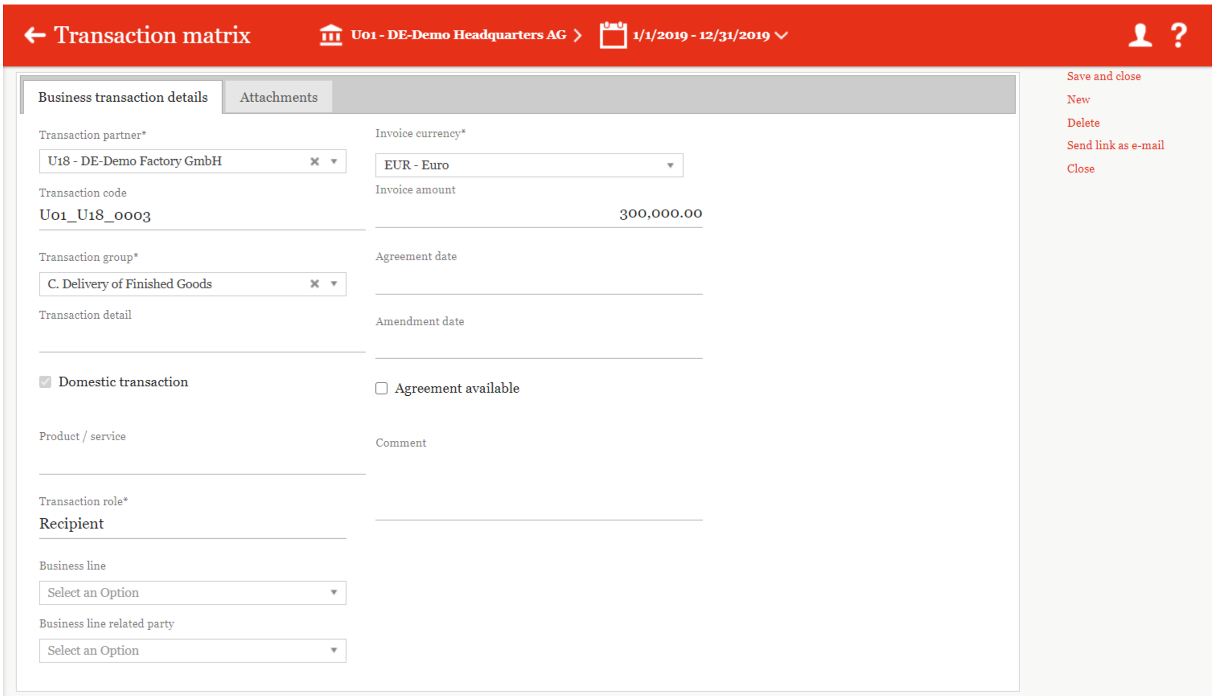


Figure 28: Details of a transaction

In the "**Business transaction details**" tab, you can enter more detailed information (e.g. transaction partner*, invoice currency*, transaction code, etc.) on the individual transactions. Fields marked with a * must be filled in.

In the "**Transaction role***" field, select whether the reporting company documenting the transaction is the receiver (recipient) or the supplier (provider) of the transaction.

Since it is necessary for the system to assign a unique transaction code to each transaction, transaction codes are automatically generated for all transactions if this field is not filled when entering the transaction. The transaction code is inserted after saving the transaction partner in the "**Transaction code**" field and be changed manually afterwards.

When selecting the transaction currency, up to three common currencies (group currency, local currency of both transaction partners) are suggested. The suggestions are displayed and highlighted at the beginning of the list.

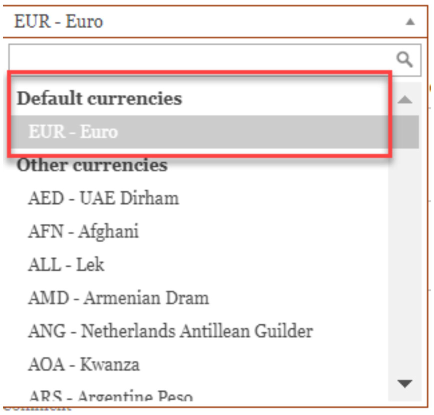


Figure 29: default currencies

In addition, the user has the option of adding local attachments (e.g. calculation schemes, contracts, etc.) in the "**Attachments**" tab, which is displayed after saving changes. This works either via the button **Upload** or by drag & drop into the marked area.

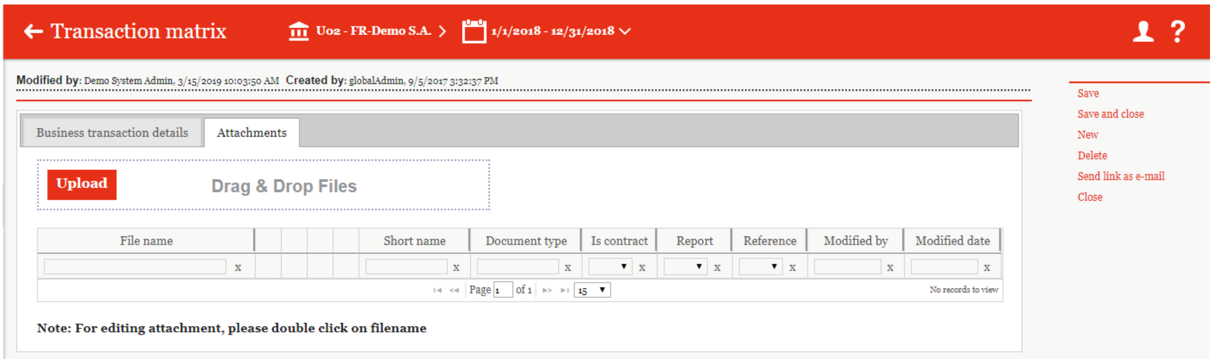


Figure 30: Transaction matrix – Attachments

3.2.1.2 Centrally provided attachments

When creating central transaction groups, system administrators can provide attachments that are made available to the user when entering transactions. A warning message will appear as shown in the following image:

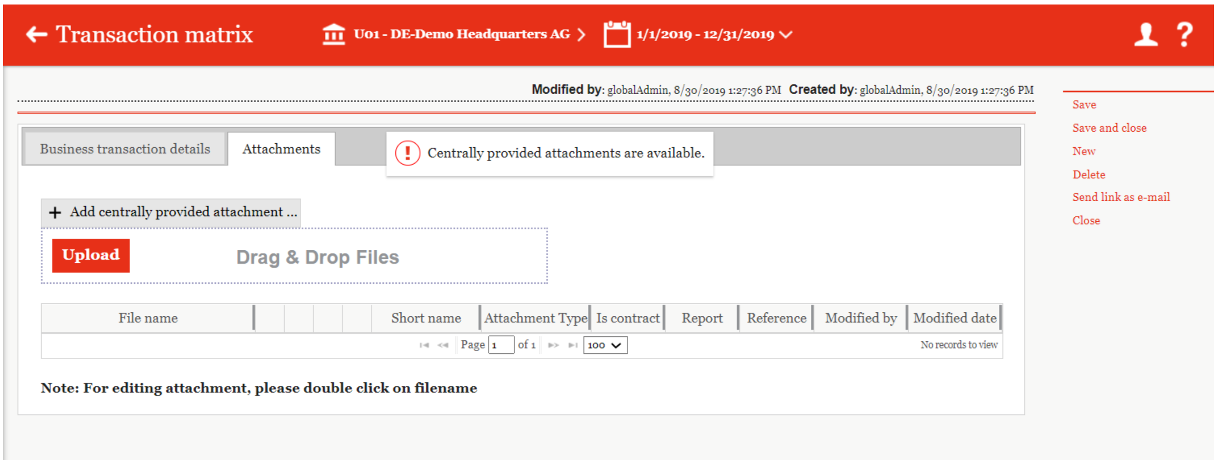


Figure 31: centrally provided attachments

Now, the user has the option to add the attachment(s) to the transaction by selecting the "Add" checkbox.

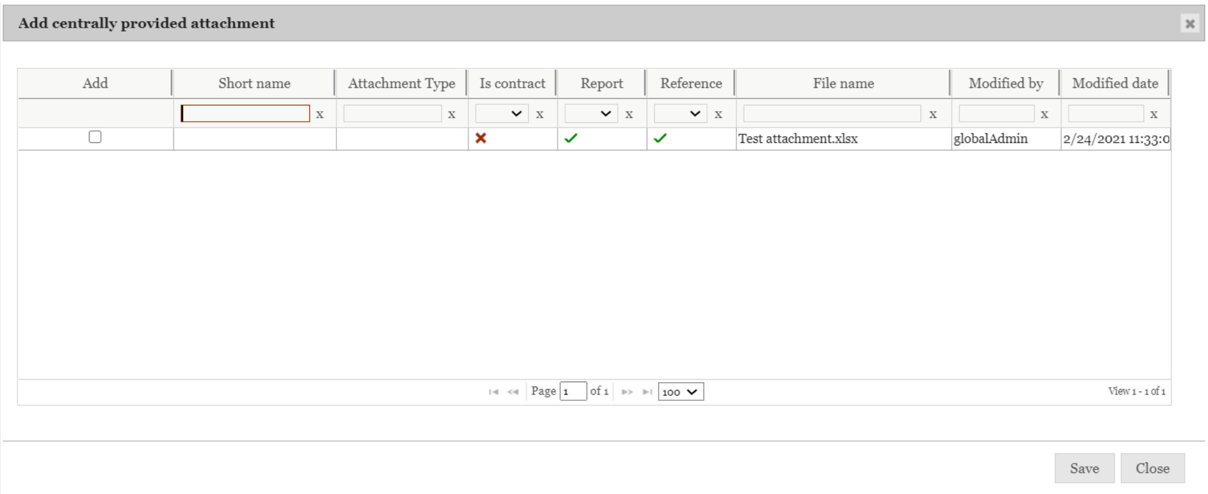


Figure 32: Centrally provided attachment

3.2.1.3 Data entry via Excel import

In addition to manual entry, transactions can also be created or changed using an Excel import (for example, when updating a new reporting year). The **Import** and **Export** fields take the user to the following view, from where data can be uploaded and downloaded.

In both cases, manual data entry and data import, a unique transaction code must be assigned to the transaction. This is necessary because the program assigns the changes to existing transactions to each individual transaction using the transaction code.

NOTE: Current data will be updated/overwritten after data import via Excel upload.

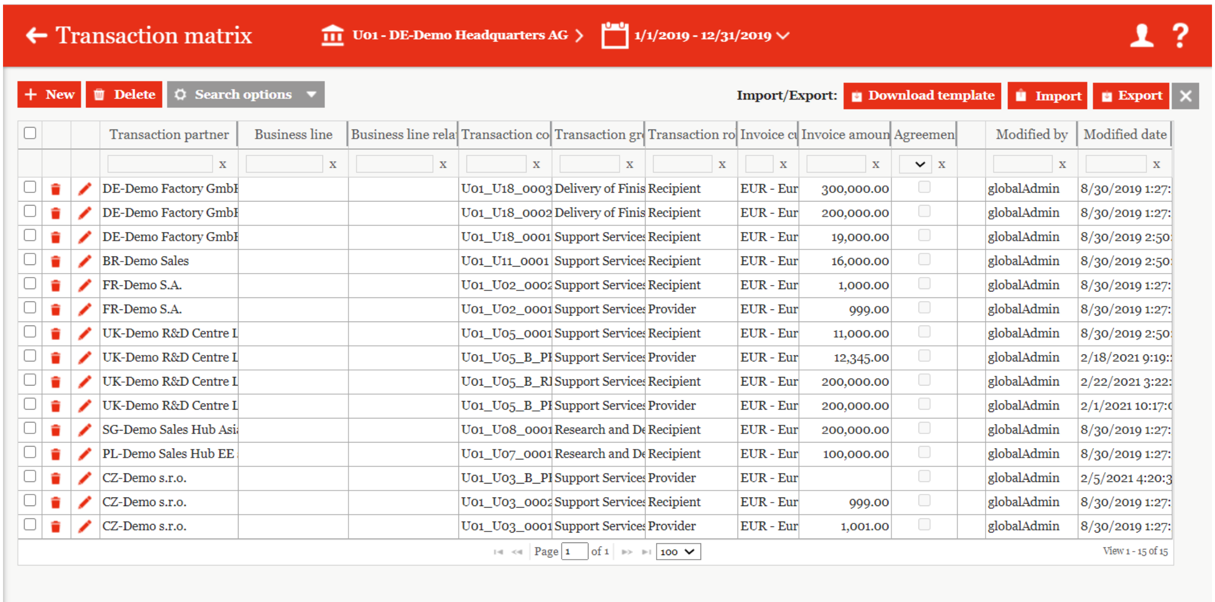


Figure 33: Transaction matrix

An empty Excel template can be downloaded via **Download template**, which ensures that the format specifications of *globalDoc* are always adhered to during the creation process.

3.2.2 Transaction partners

Under the navigation point "**Transaction partners**", you can select the affiliated companies of the reporting company with which the reporting company maintains business relationships (transactions) during the selected period. By clicking the icon , transaction partners can be deleted from the overview. This is only possible if the respective transaction partner does not have a transactions with the reporting company.

Once transaction partners have been deleted from the overview, they still are available as transaction partners to other reporting companies. Only administrators are able to delete transaction partners from the system.

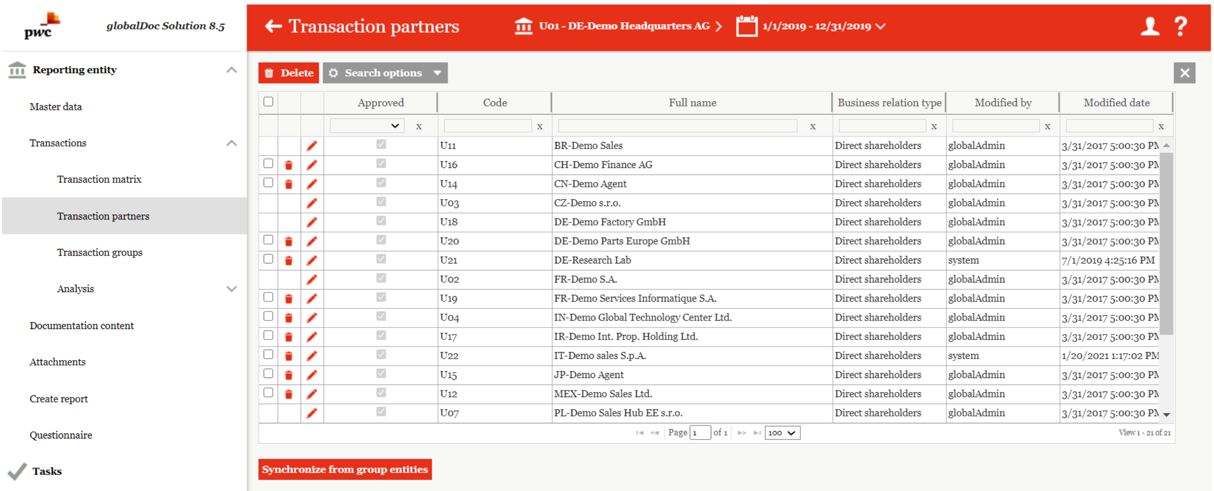


Figure 34: Transaction partners

By clicking on the button **Synchronize from group entities**, you can select from the group companies already centrally managed by the administrator those group companies with which business relationships took place in the year under review.

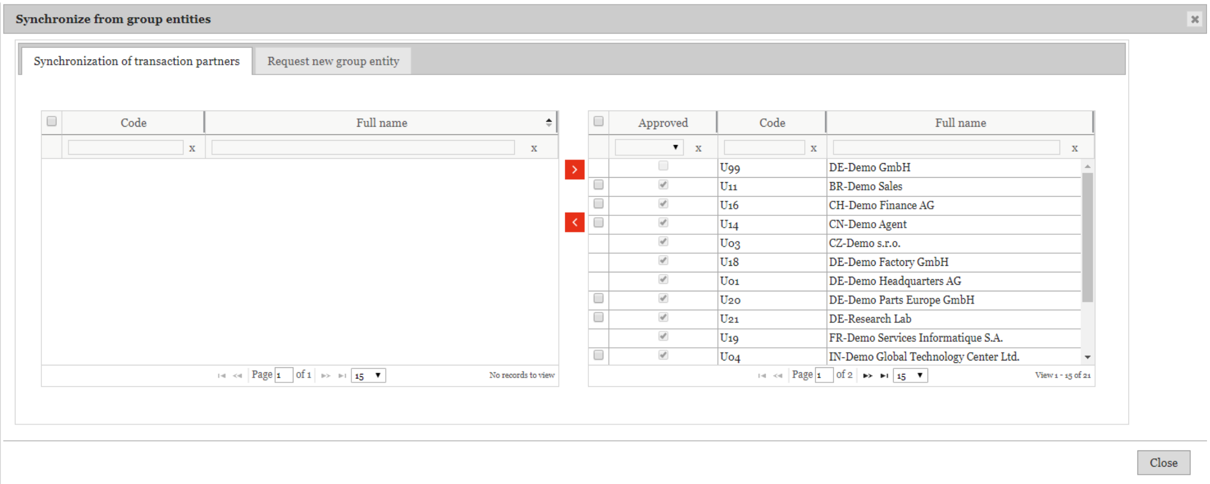


Figure 35: Synchronization of transaction partners

The already created transaction partners can be selected and directly assigned to the local company by clicking on ›. In this overview, you can also use the "**Request new group entity**" tab to ask the system administrator to create new transaction partners. The request for a new transaction partner is subject to a confirmation process by the administrator. Until the confirmation process has been completed, the transaction partner remains highlighted in red in the transaction partner overview and is not available throughout the group. This is intended to ensure uniformly maintained transaction partners throughout the Group and avoid redundancies.

When creating a new entry and when selecting a centrally defined transaction partner, after clicking on "**Synchronize from group entities**", a distinction must be made between the following categories of transaction partners (in the field "**Business relationship type***"). The categories may already have been preassigned by the administrator on system side, but which, from the point of view of the reporting companies, may have to be changed by the local user if necessary:

- Indirect shareholders
- Direct shareholders
- Indirect shareholdings
- Direct shareholdings
- Permanent establishments/head office
- Other related parties

The transaction partners can be listed with name and address. In addition, the shareholding ratio and the duration of the shareholding can be specified (e.g. beginning to end of the reporting period to be documented).

3.2.3 Transaction groups

It is possible to create transaction groups for similar transactions. The selection of the transaction groups, managed centrally by the administrator, can be found under the navigation point "**Transaction groups**".

3.2.3.1 Synchronise Transaction Groups

Similar to the transaction partners, the deletion of transaction groups can only be performed by the administrator. However, the local user has the option to adjust and update the allocation of transaction groups to his company accordingly, given that the respective transaction group is not already used within the transaction data of the company.

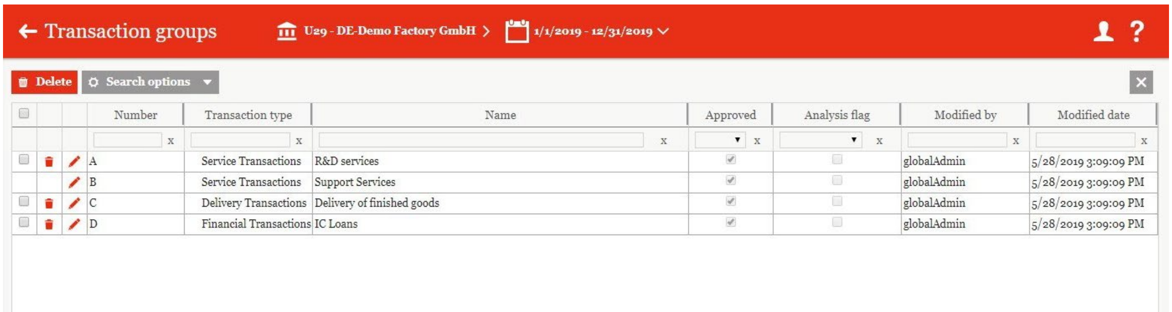


Figure 36: Transaction groups

By clicking the button **Synchronize from transaction groups**, the local user can select transaction groups from a centrally managed list (comparable to the procedure under the navigation point "*Transaction partners*"). These can be allocated to the local company via >.

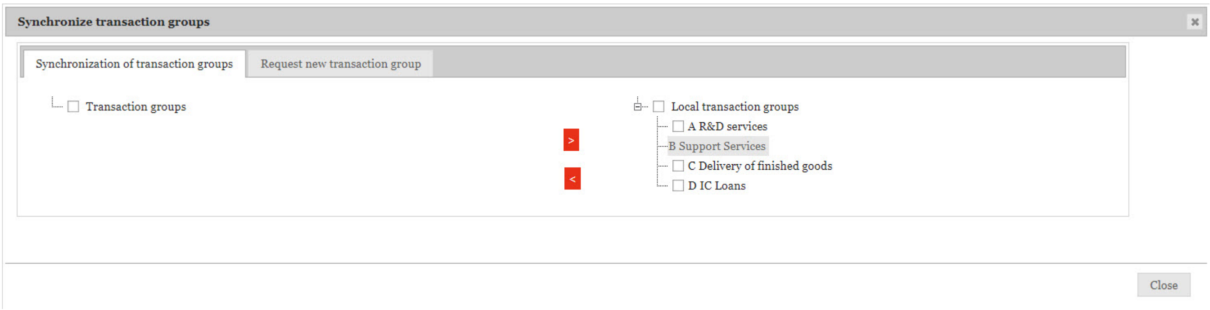


Figure 37: Synchronization of transaction groups

Comparable to the navigation point "*Transaction partners*", the reporting company has the option of requesting specific transaction (sub)groups individually. This is done via the "**Request new transaction group**" tab.

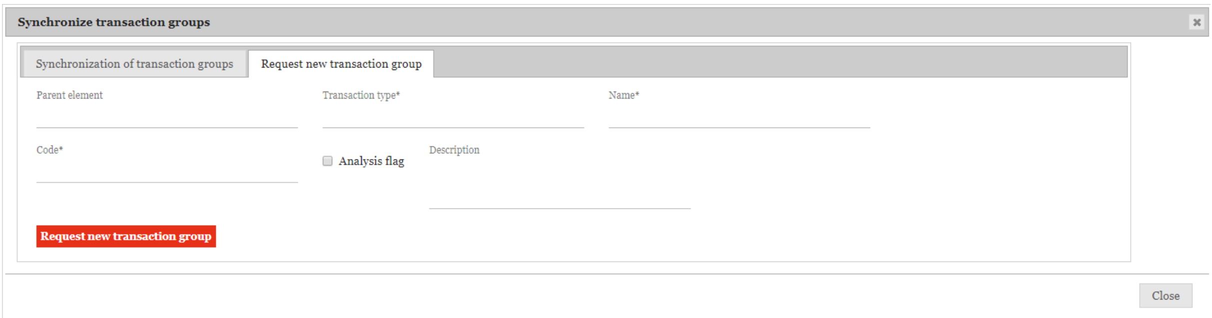


Figure 38: Request new transaction group

The requested transaction (sub)group is subject to a confirmation process by the administrator, just as for the transaction partners. The aim is to ensure uniformly maintained and comparable information throughout the Group and thus avoid redundancies. Until the confirmation process has been completed, the transaction group remains highlighted in red in the transaction group overview and is equally not available throughout the group.

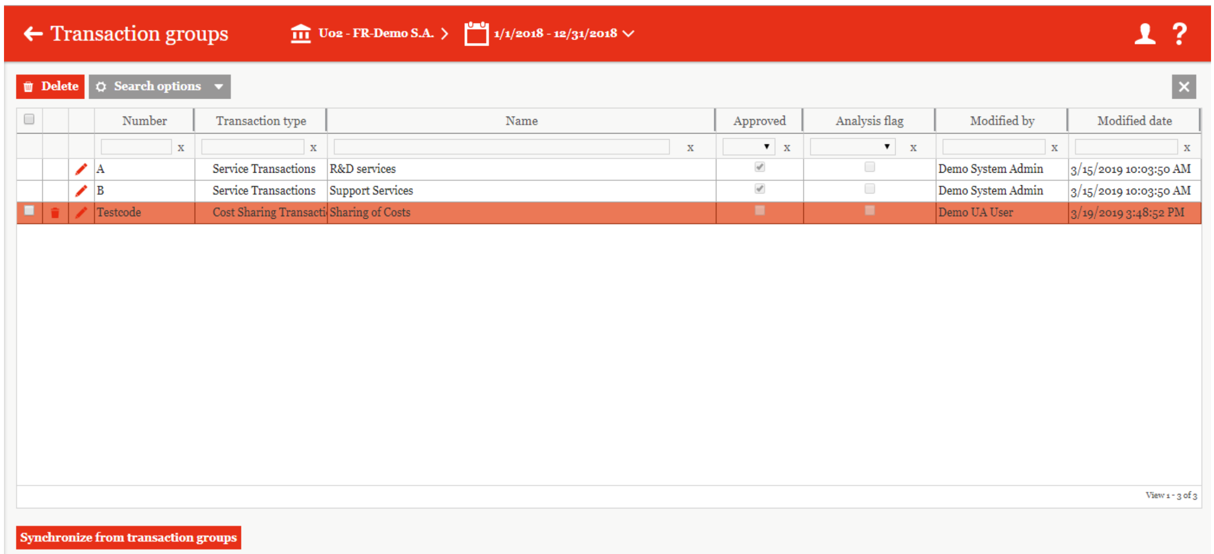


Figure 39: Not confirmed transaction group

When requesting a transaction (sub)group, the user has to choose to which transaction the transaction group is to be assigned as well as a transaction group name. The group number is displayed in the "**Number**" field.

Setting a check mark in "**Group analysis**" (within the detail view) will later enable you to perform function and risk analyses as well as transfer pricing analyses in the optionally usable menu item "**Analysis**" at transaction group level.

If the menu item "**Analysis**" is used and transactions within a transaction group require a separate analysis, the "**Group analysis**" must not be selected. The deletion of transaction groups can only be performed by the administrator. However, the local user has the option of adjusting and updating the assignment of transaction groups to his company accordingly.

3.2.3.2 Determine materiality thresholds

Click  to open the transaction group for editing. The following materiality thresholds can be added:

- **General materiality threshold for I/C matrix:** If the value of a transaction is above the materiality threshold, the transaction is included in the Excel file attached to a report. If it is below, the transaction is not included.
- **General materiality threshold for modules:** Individual modules can be allocated via an automatic allocation mechanism. In this case, if the value of a transaction is above this materiality threshold, the modules that are linked to the transaction are printed in the report. If the value is below this threshold, they are not printed.

In this area, a user can set a local threshold that is below the general materiality threshold, that is set centrally by the system administrator for the transaction groups.

NOTE: If the administrator has not set a general materiality threshold, the local user cannot set a materiality threshold here.

3.2.4Analysis

3.2.4.1 Functional/Risk analysis

In accordance with national and international documentation regulations, it is necessary to document the functions and risks assumed by individual companies. This can be done within the navigation points "**Functional analysis**" and "**Risk analysis**". Both are structured according to the same logic and are therefore summarized here.

Selecting the navigation point takes you to an overview page with the existing analyses, which can be searched selection field Search options, edited by clicking and deleted by clicking .

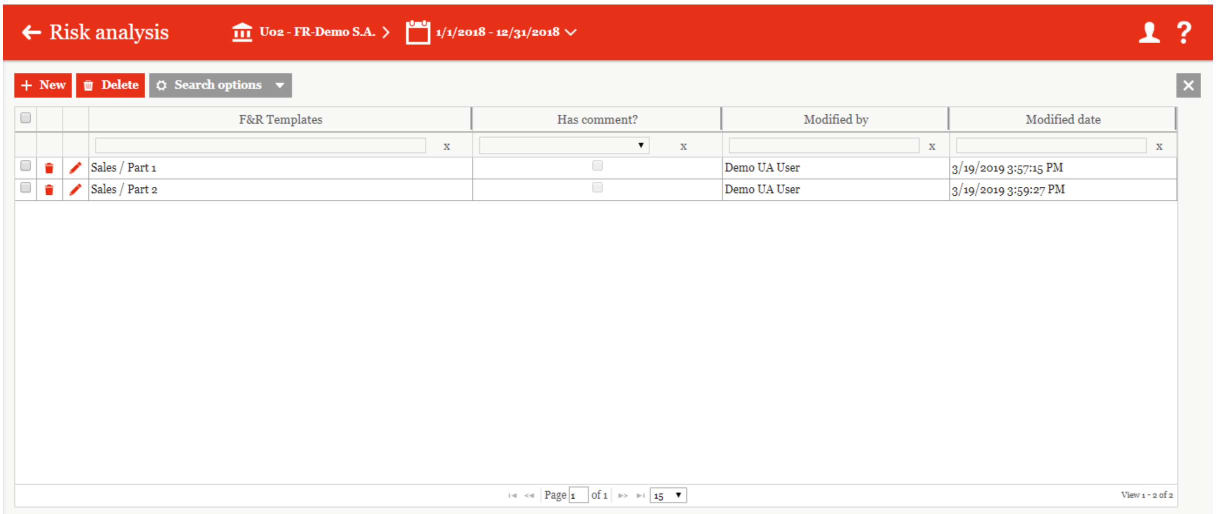


Figure 40: Risk analysis

In addition, a new analysis can be created with + New. The detail view, which opens when you want to edit an existing analysis or create a new one, differs only in the fields that are filled in:

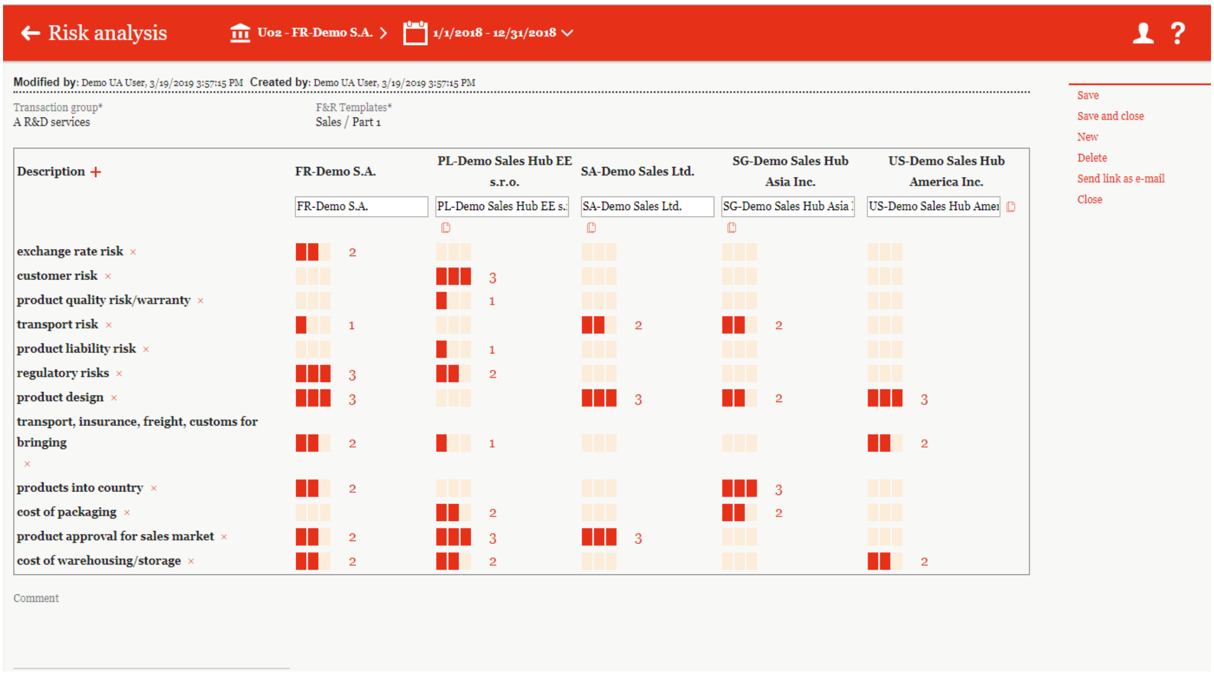


Figure 41: Risk analysis - Detailed view

Within the detail view, the "**Transaction group***" and "**F&R Templates***" can be selected via a drop-down menu.

By clicking + a new description can be added and it can be removed by clicking x. By clicking , a copy of the relevant company can be generated.

By adjusting the bars, it can be expressed that a function is performed or a risk is borne. The corresponding impact can be displayed with the amount of bars. Additionally, comments can be made to further describe the respective function or risk.

3.2.4.2 Transfer pricing analysis

The navigation point "**Transfer pricing analysis**" allows to explain the selected transfer pricing method and the appropriateness of the transfer prices for the individual transactions or transaction groups.

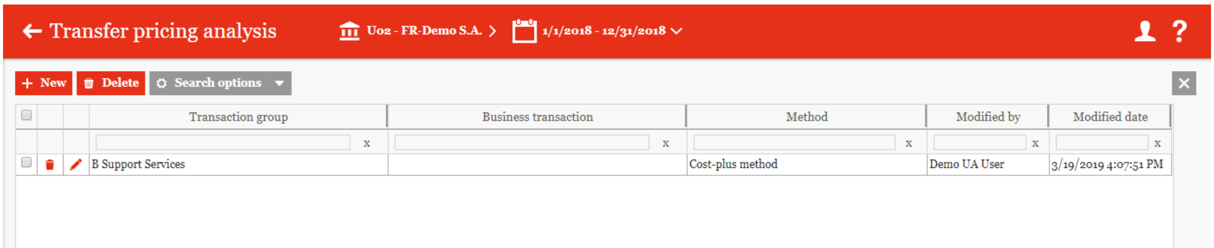


Figure 42: Overview of transfer pricing analyses

All transfer price analyses are displayed in the overview. These can be searched, edited, deleted and recreated as usual in *globalDoc*. You can use the + New icon to carry out a transfer price analysis for the respective transaction group.

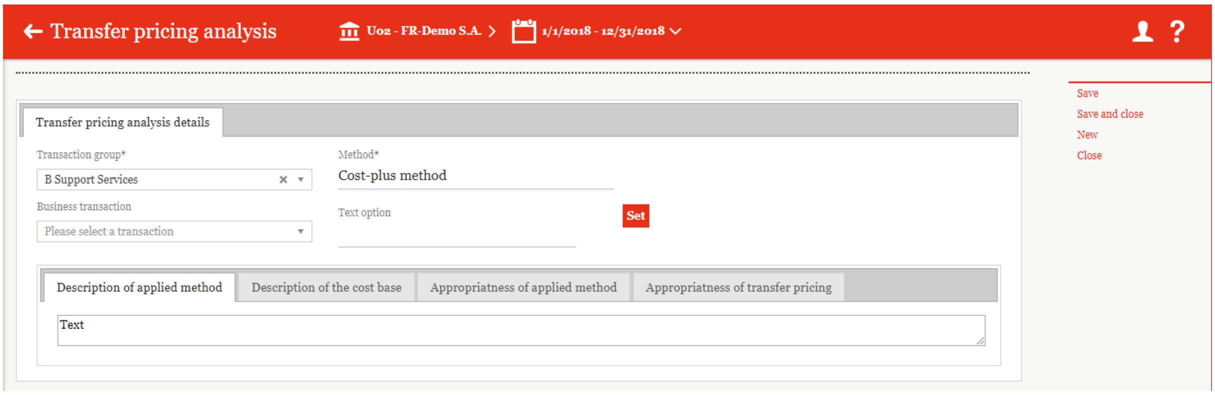


Figure 43: Creation of a transfer pricing analysis

The applied transfer pricing method can be selected in the "**Method**" selection field. If no check mark has been set for "**Group analysis?**" in the navigation point "*Transaction groups*" for the relevant transaction group, the documentation takes place at the level of the previously defined transaction group.

Now the applied transfer pricing method can be described ("**Description of applied method**") and its appropriateness can be explained in more detail under the marked tabs. Furthermore, it is possible to describe the cost basis ("**Description of the cost basis**") and the transfer price analysis as well as the appropriateness of transfer prices ("**appropriateness of applied method**“and "**appropriateness of transfer pricing**").

The argumentation with regard to appropriateness can also be made on a Global level and can be given centrally to the Local level in the form of finished text modules. A change of the text modules or the input of a free text is still possible by the local user. Depending on the previously selected transfer pricing method, the centrally specified text modules are available for selection in the "**Text option**" selection field. After the editing of the texts has been completed, the button **Set** must be clicked.

If the "Best Method Rule" is required for a (US) company and the administrator creates the company accordingly, a fifth tab appears next to the four tabs already described.

Note that the functions of the "Transfer pricing analysis" navigation point are only available if the transaction groups under the "*Transaction groups*" navigation point and the individual transactions under the "*Transaction matrix*" navigation point have already been created.

3.3 Menu item Documentation content

By clicking on the menu item "**Documentation content**" (under "*Menu item Documentation content*" in the main menu of *globalDoc*) an overview of the report configurations intended by the administrator for the reporting company in the selected reporting period opens. In many cases "Standard Local File" and "Standard Master File" can be selected here.

Click on to select one of the available report configurations.

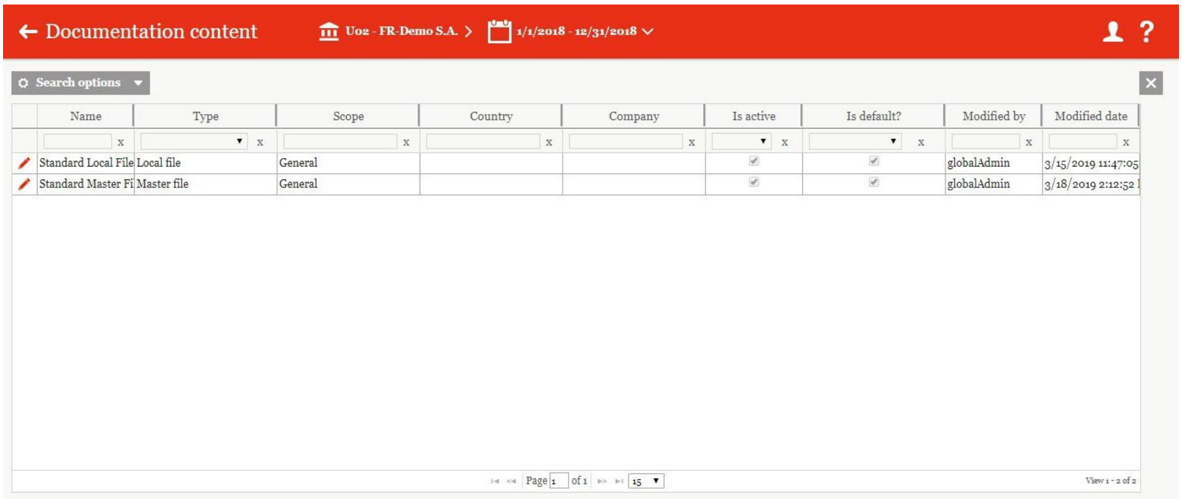


Figure 44: Relevant report configurations

After appropriate selection, an overview of the chapters and modules contained in the respective report configuration is displayed. These can usually not be changed by the local user.

This overview is illustrated below as an example:

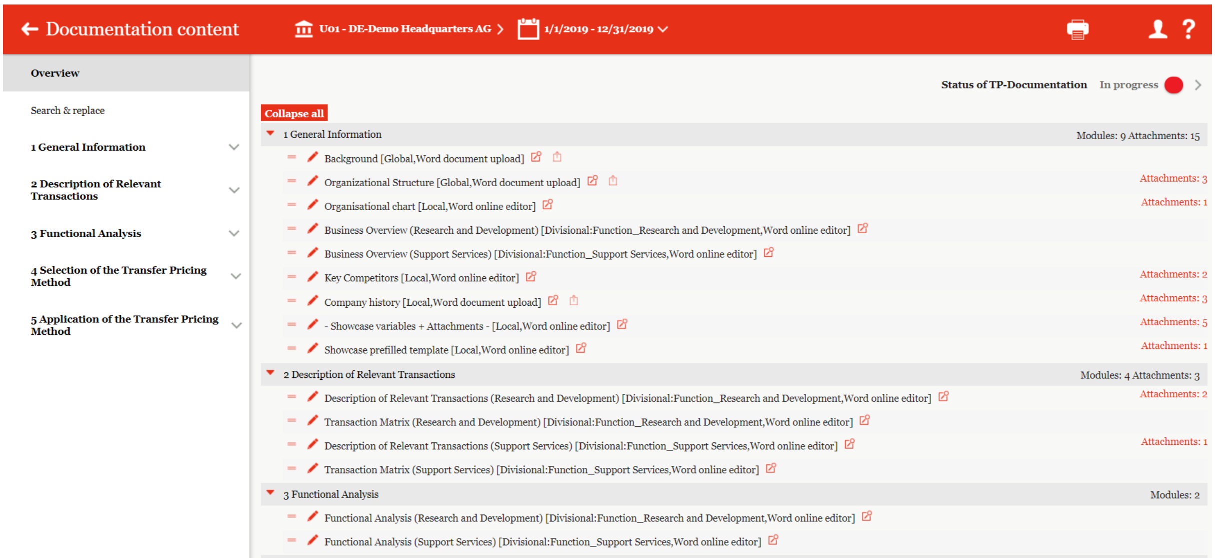


Figure 45: Overview documentation content

By clicking , you can generate a print preview of the individual module and allows you to edit the module by uploading a Microsoft Word document or using the online editor (more on this in the chapter "*Online Editor*").

By clicking , you can also upload a Word document to fill the module with content or replace an existing module's content (see *upload Word Document*).

3.3.1 Search & replace

It is possible to search and replace texts or variables within the entire documentation. This enables efficient retrieval and consistent implementation of the desired changes. A possible change could be, for example, the replacement of the company name with the corresponding variable in the entire document.

Clicking on "**Search & replace**" opens a search mask with the entire documentation.

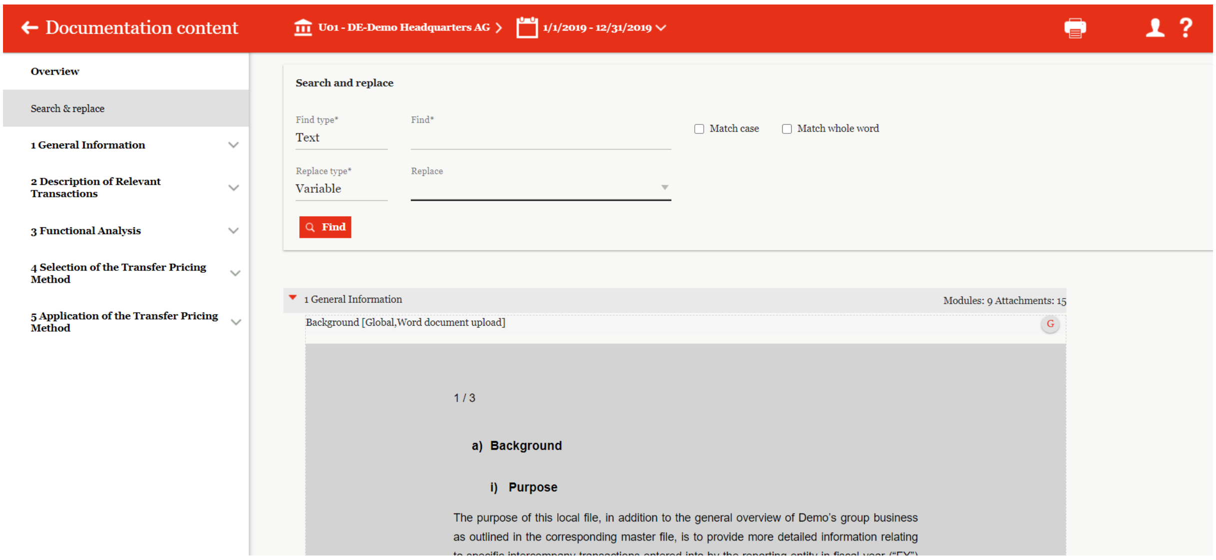


Figure 46: Search & replace

The search can be fine-tuned by entering the following information:

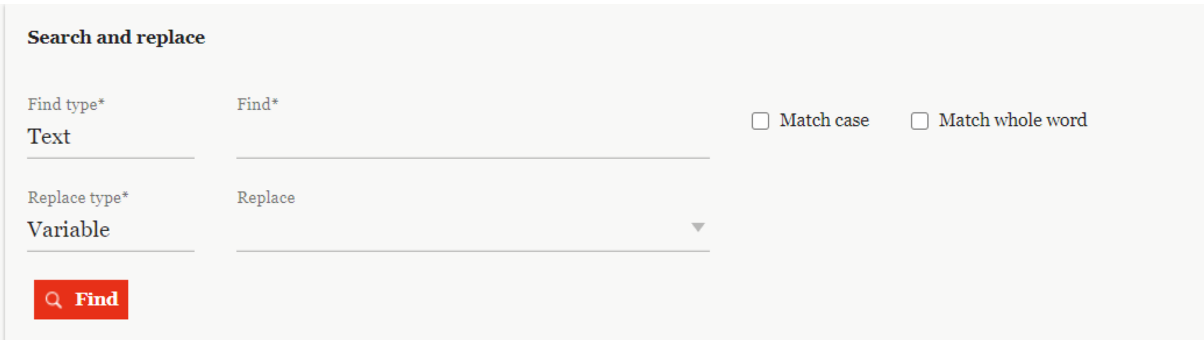


Figure 47: Search & replace input

Find type*: Here you can specify the type of information to be searched for. You can either search for a text or for a variable in the documentation.

Replace type*: Here you can specify the type of information to be replaced. You can either insert a text or a variable.

Find*: Here you can specify which text or variable to search for. If "Variable" has been selected for "Search type", a small arrowhead is displayed for "Find*". If you click on this arrowhead, all variables available in the documentation are listed and can be selected by clicking on them.

If "Text" has been selected for "Find type", a free search text can be entered here.

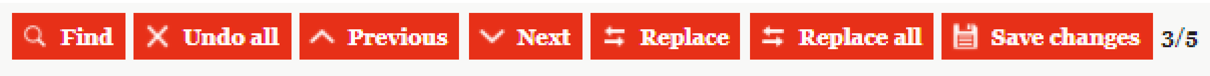
Replace: If "Variable" was selected for "Replace", a small arrowhead is displayed. If you click on this arrowhead, all variables available for replacement are listed and can be selected by clicking on them.

If text is selected for "Replace type", then you can enter a free text for replacement here.

Match whole word: By ticking this box, you can specify whether only whole words should be searched for.

Match case: If you tick this box, the search is case-sensitive.

All fields marked with an asterisk (*) are mandatory fields. Click on Find to execute the search.



The "Search and replace" function is intuitively designed and comparable to the function in e.g. Microsoft Word. The "**Undo All**" button resets all changes and cancels the search. The "Previous" and "Next" links can be used to navigate from one search result to the next and back again. "**Replace**" replaces the results found individually. "**Replace all**" replaces all results found at once.

With the function "Save changes" all changes are saved and cannot be undone.

NOTE: A user can only change the text modules for which he has the corresponding access rights.

3.3.2 Overview

By clicking on in the navigation bar on the left edge of the screen (in the example: "Local file" - see previous illustration), the document structure with the associated modules is also displayed on the left edge of the screen.

The module classes are represented there as follows:

D for Divisional, G for Global and L for Local. The icons are displayed in four different colours:

G Grey: Module cannot be edited by the user of the selected reporting company. When editing modules on a Local level, modules that are on a Global or Divisional level are shown

L Red: "Editing". The module is available for editing by the user.

L Yellow: "Waiting for approval".

L Green: "Finished".

The documentation content itself can therefore be read and, if necessary, edited in two ways:

By clicking on a module in the overview (see figure above) or by opening the chapter structure in the navigation bar on the left side of the screen and then clicking on one of the modules (marked with G, D or L):

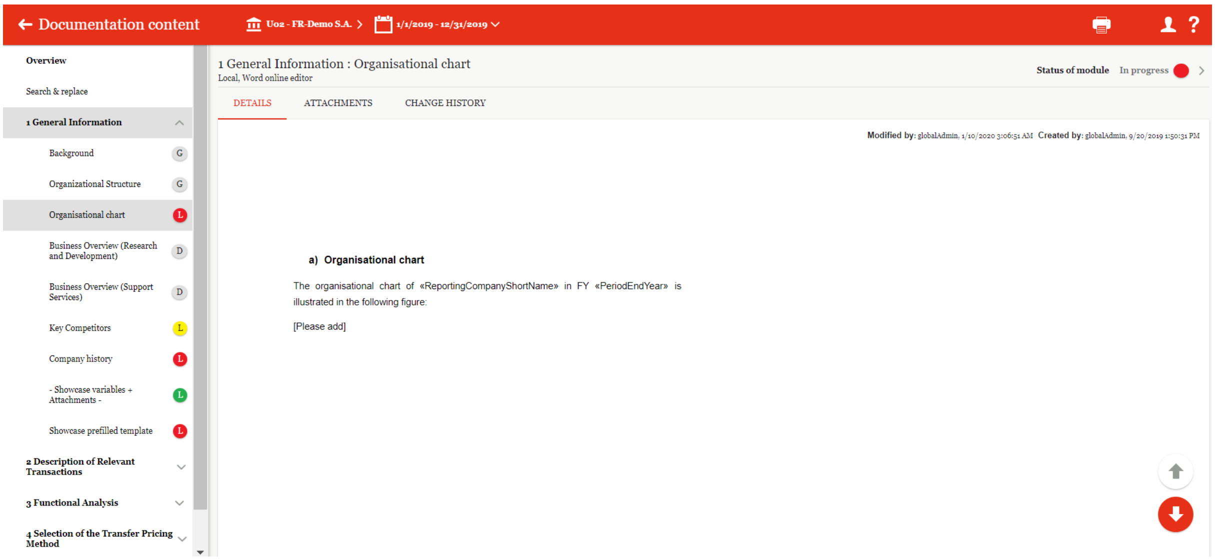


Figure 48: Selected module - Documentation content

Using the arrow navigation at the bottom right of the screen, you can then "browse" from module to module, similar to an e-book.

The "**Status of TP Documentation**" button at the top right corner of the overview page (see see figure below) allows you to submit the entire TP documentation for review or to confirm it finally, depending on the user's rights[10]. You can use this feature, for example, if the complete documentation report should be approved by a third person, for example the local financial manager (with the *globalDoc* role "*Accountable*"), after the completion of all local modules. When finalising the overall report, the status of all local modules contained in it is automatically set to “finished” as well.

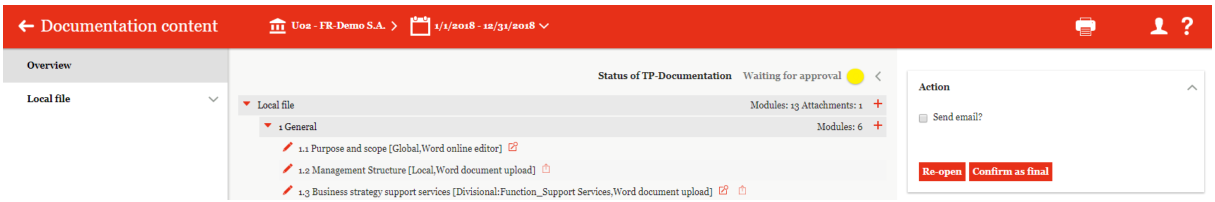


Figure 49: Confirm module after submission for approval

With **Re-open** it is possible to edit the entire documentation again. **Confirm as final** approves the entire documentation for release (both functions are only available to users with the role "**Approve tasks**" in addition to a user with the role "Accountable").

10 For single modules, please refer to chapter Status of module.

3.3.3 Tab Details

From the overview page of the module content you can switch to the display of the module content by clicking on (alternatively: by opening the chapter in the left navigation column and then clicking on a module (marked with G, D or L)).

The tabs "**Details**", "**Attachments**" and "**Change history**" can be seen in the upper area (see following screenshot).

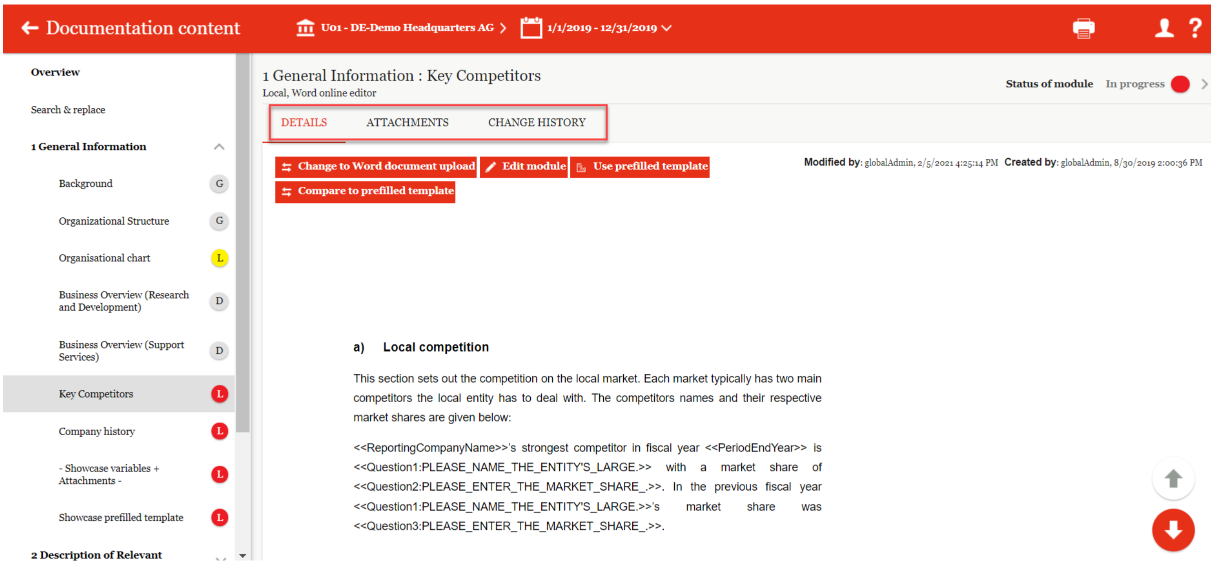


Figure 50: Details of a module, not edited by the user

In the case of a module that you can edit, the following buttons are usually displayed under the "**Details**" tab:

Figure 51: Selection bar in editable module

By clicking „Change to Word document upload“ or „Edit module“, the module’s contents can be changed either by uploading Word documents or directly in the Online Editor.

The button „**Use prefilled template**“ is only visible if the system administrator has assigned a prefilled template to the module.

3.3.3.1 Upload Word document

If a user has been assigned the user role of a (Local/Divisional/Global) editor by the system administrator, the user can view and edit the contents of the (Local/Divisional/Global) modules under "**Documentation content**".

Via the *reporting “Reporting entity/Documentation content/ of the corresponding documentation report”*, the user can access an overview of the modules visible to him:

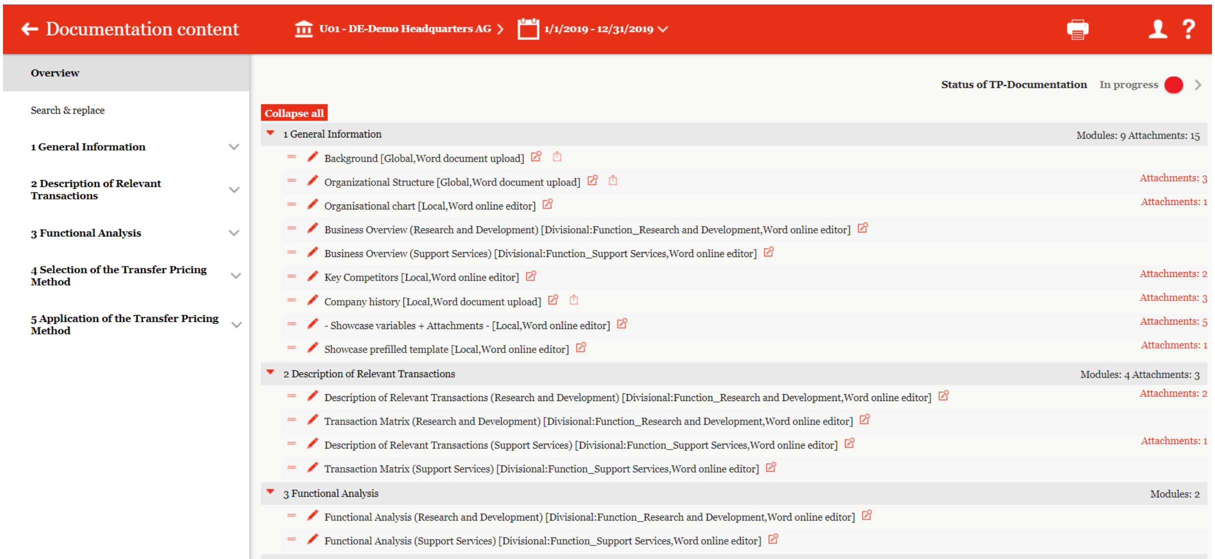


Figure 52: Documentation content - Overview of modules

The icon displays, that the user can upload a Word document.

If no Word document has been uploaded yet, the following window opens, if you click the icon:

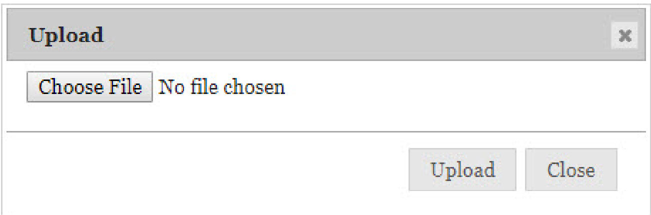


Figure 53: Upload Word document

If a Word document has already been uploaded, the following window opens, when clicking the icon:

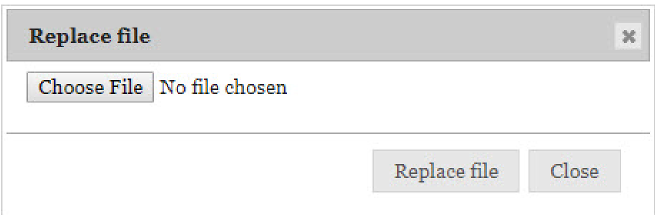


Figure 54: Replace Word document

A click on "**Choose File**" prompts the user to select the file to upload. “**Upload**" or "**Replace file**" fills the (local) module with content.

Alternatively, it is also possible to click on the button to switch to the detailed view of the module and fill it there. After the button has been clicked, the following detailed view opens:

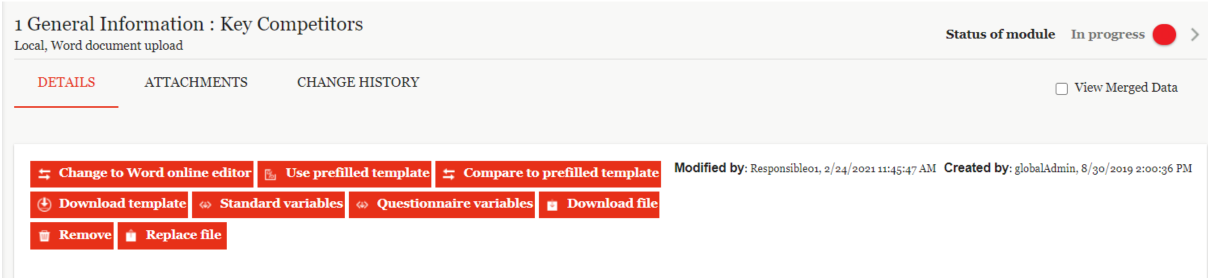


Figure 55: Detailed view - Local module

In the detailed view, various functions for editing the module content are available. These functions are briefly described below. These buttons are only displayed when the button **Change to Word document upload** has been clicked:

Use prefilled template	*Use a pre-filled template specified by the system administrator (only displayed if such a template exists for the module)*
Change to Word online editor	*Changing the editing method from Word Upload to Word-Online Editor*
Download template	*Download a template specified by the system administrator (empty but correctly formatted Word file)*
Standard variables	*Download of standard variables. A Word file will be available, containing all standard variables, which can be copied and pasted into the module content (Details: see overview on globalDoc variables). Important: The variables contain Word field functions. They need to be pasted as they are, only pasting the text does not work.*
Questionnaire variables	*Download of variables which have been defined in the questionnaire (see Menu item* Questionnaire*)*
Upload or **Replace file**	*Upload or replace the module content by uploading a Word document*
Download file	*Download the module content as a Word document to the local computer.*
Remove	*Delete the documentation content*

After clicking on **Upload** or **Replace file**, you will be asked to select the file you want to upload. As soon as the selection is confirmed, the file is uploaded and the (local) module is filled with content.

3.3.3.2 Online editor

The built-in online editor allows the user to create and edit content directly in *globalDoc* using the well-known Word user interface. For example, the online editor allows the reporting company to adapt the templates provided.

The button **Change to Word online editor** opens the selected module in the Online Editor for editing. When opening the module in the Online Editor for the first time, the following warning message appears:

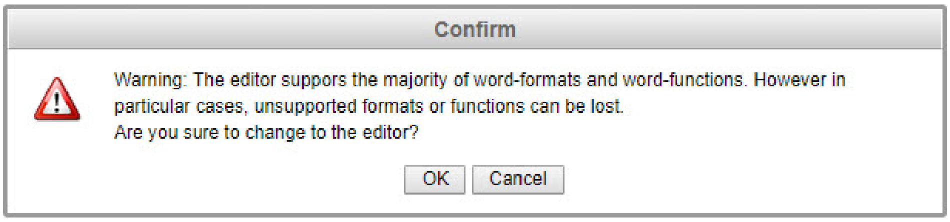


Figure 56: Changing to the online editor - Warning message

With the confirmation "**OK**" the module is converted into the stored template and with "**Cancel**" the action is aborted.

If the module was previously opened with the Online Editor, clicking on the button "**Edit module**" opens the module in the online editor.

In the online editor, users can perform three primary tasks: Edit the module, add attachments to the module, and view the modification history of the module (see following screenshot).

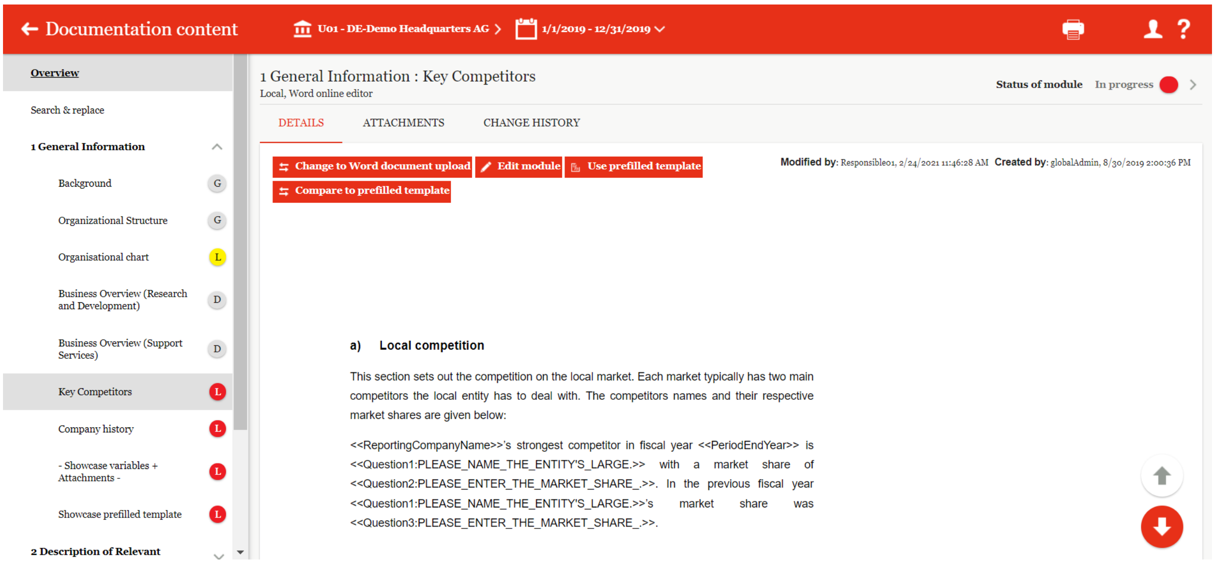


Figure 57: Overview online editor

Editing the module in the online editor essentially corresponds to the familiar Word environment, as shown in the following screenshot:

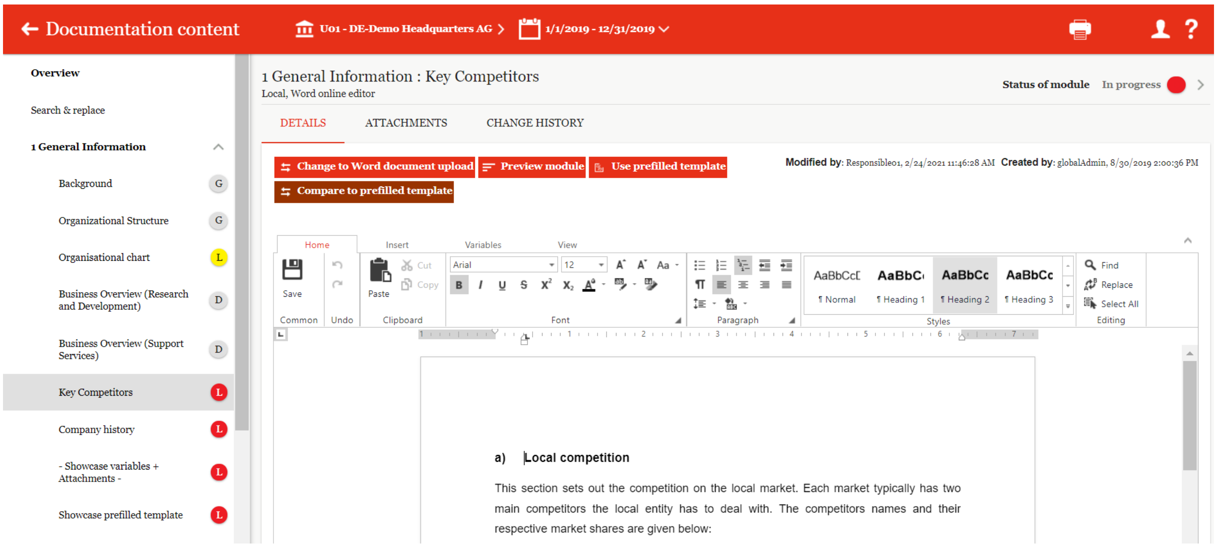


Figure 58: Editing mode of the online editor

In addition to the usual editing options within the Online Editor, it is also possible to insert a variable stored in *globalDoc* or a benchmarking study stored in *globalDoc* via the tab "**Variables**". Additionally, if a questionnaire is available, the answers from there can also be used as variables within the module (see menu item *Questionnaire*).

If you click on the "Insert variable" area marked in the illustration below, a dialog window opens in which you can select from the stored variables (see *Menu item Master data*):

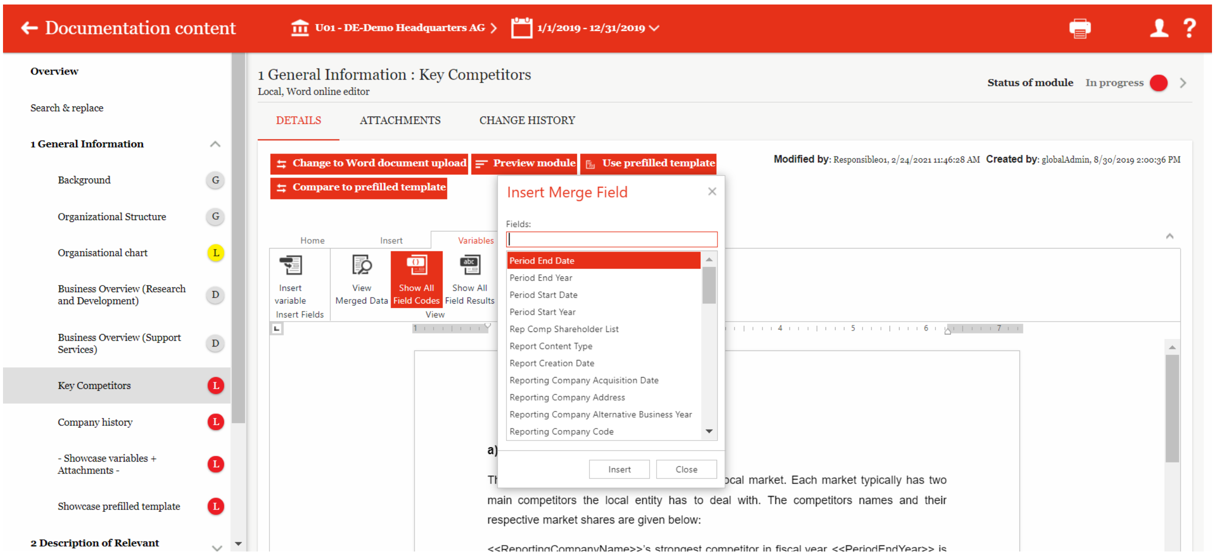


Figure 59: Online Editor - Insert variable

If you click on "**Insert benchmarking study**" marked in the following figure, a dialog window will also open in which you can select from the stored benchmarking studies:

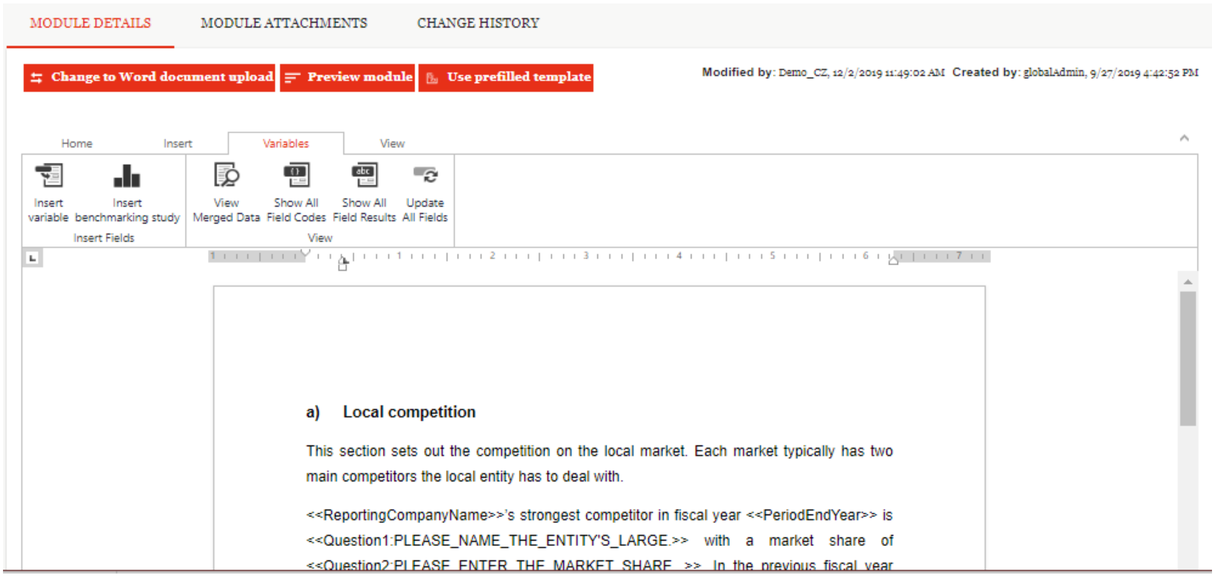


Figure 60: Online Editor - Inserting a benchmarking study

The following dialog window appears:

Select benchmarking study

Region

	Name	First year of study	Last year of study	Region	PLI name	Minimum	Lower Quartile	Median	Upper Quartile	Maximum
	APAC Support Services	2016	2018	APAC	Mark-up on total coast - in %	4.30	4.60	5.30	6.10	7
	EMEA Research and Development	2016	2018	EMEA	Mark-up on total coast - in %	1.90	2.60	3.60	4.90	7.50
	EMEA Support Services	2016	2018	EMEA	Operating margin - in %	2.90	3.60	5.40	7.30	12.20
	NAFTA Research and Development	2016	2018	NAFTA	Mark-up on total coast - in %	2.30	4.30	5	7.10	9.90
	NAFTA Support Services	2016	2018	NAFTA	Return on capital employed - in %	2.10	3	5.40	7.70	13.70

Additional available studies

	Name	First year of study	Last year of study	Region	Country	PLI name	Minimum	Lower Quartile	Median	Upper Quartile	Maximum
	DE Research and Development	2016	2018		DE - Germany	Mark-up on total coast - in %	2.30	4.50	6.40	7.80	11
	DE Research and Development	2016	2018		DE - Germany	Operating margin - in %	1.50	2.50	5	7.50	8.50
	FR Support Services	2016	2018		FR - France	Mark-up on total coast - in %	2.20	3.50	5.30	6.70	9
	US Research and Development	2016	2018		US - United States	Mark-up on total coast - in %	1.20	2.50	3.70	5.50	8.90

Figure 61: Online Editor - Selection of benchmarking studies

Within this window, the requested benchmarking study can be selected by clicking the symbol and the benchmarking study is inserted into the module to be edited. If all desired changes have been made within the editor, it is possible to save the changes with the symbol.

The Online Editor also offers the option of using a template prefilled by the system administrator by clicking on the button **Use prefilled template** (which can then be adapted as required by the local editor). Since this replaces any existing documentation content with the prefilled template, the use of the prefilled template must be confirmed (see following figure).

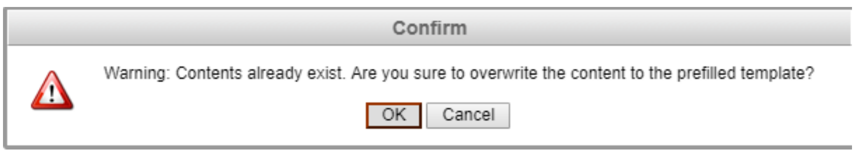


Figure 62: Warning message - Selection of prefilled template

The button “preview mode” allows for a preview of the module to be displayed.

The online editor can be accessed again by clicking the button “Edit module”.

3.3.3.3 Updated prefilled template

If the administrator has updated the prefilled template for this module, the system recognises this and displays a message window (see the following figure).

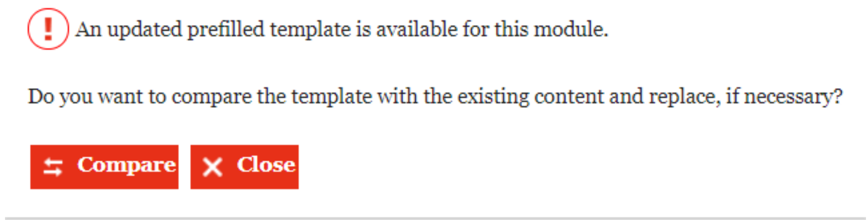


Figure 63: Updated prefilled template

The "Compare" button can be used to compare the current module content and the prefilled template updated by the administrator.

The differences between the two versions are shown in colour in a separate window.

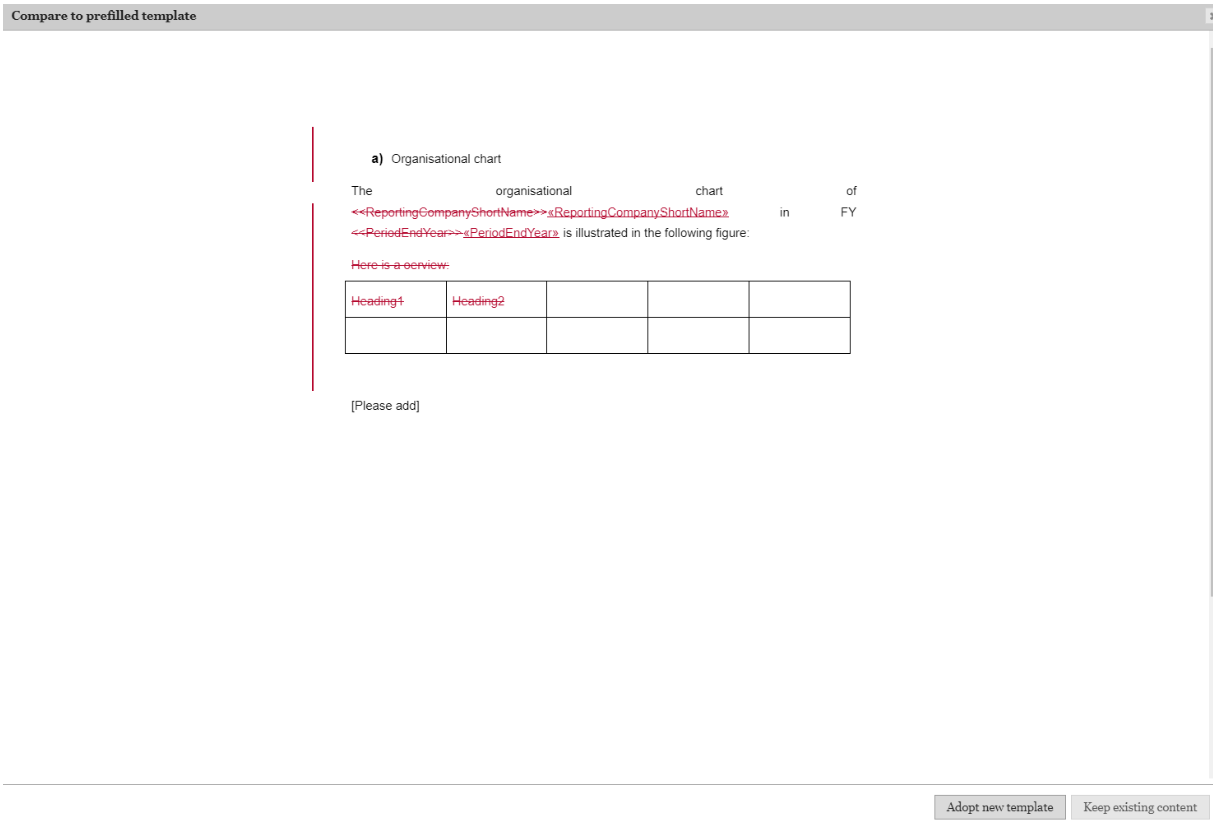


Figure 64: Compare prefilled template

You can either use the function "Adopt new template" to take over the template provided by the administrator or use the function "Keep exisiting content" to not update the content.

3.3.4 Tab Attachments

In the "**Attachments**" tab, users can upload file attachments that are assigned to this module. Attachments can contain files in any format such as spreadsheets, Excel tables, images and PDF documents.

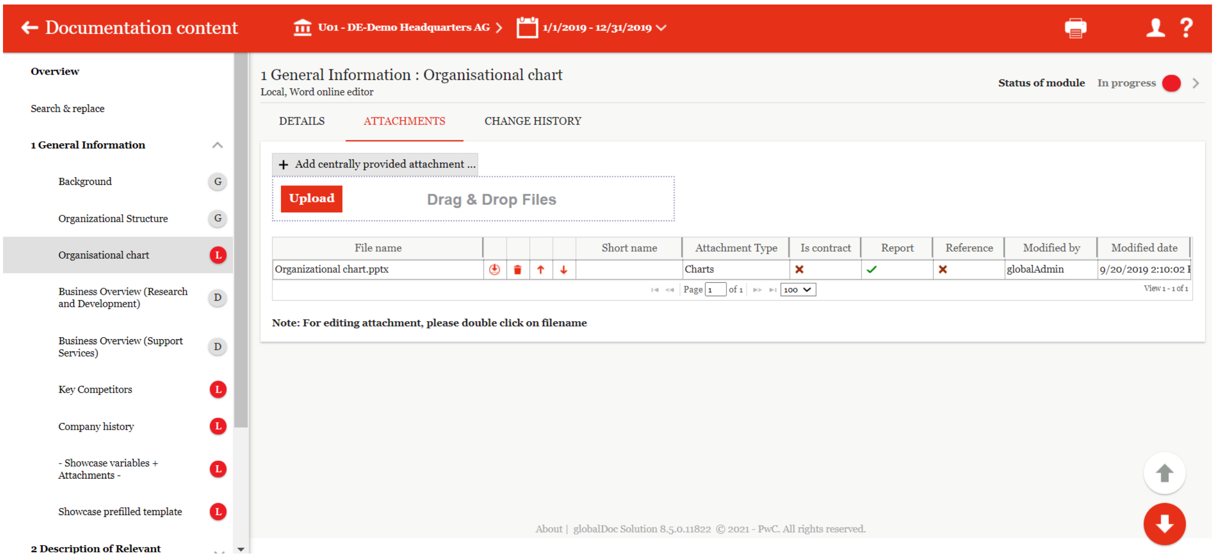


Figure 65: Module attachments

Within the tab, all uploaded module attachments are being displayed.

The icons ↑ and ↓ cause the respective attachment to be moved up or down in the list.

By clicking in the cells of the columns "**Is contract**", "**Report**" and "**Reference**" you can determine whether the module attachment is a contract ("Is contract"), whether the module attachment should be printed as an attachment to the report ("Report") and whether in this case a reference to this attachment should appear in the documentation text ("Reference").

The selection of the fields "**Is contract**", "**Report**" or "**Reference**" are displayed in the overview with the symbol ✗ for non-selection and with the symbol ✓ for selection.

The information "**Modified by**" and "**Modified date**" are filled by the system.

The file name of the module attachment is displayed in the "**File name**" column. A double-click on this file name opens an editing window (see following figure). There the module attachment can be provided with a short name and a document type. The user can freely choose a short name for the file and select a document type from a dropdown list of document types already specified by the administrator. Attachments marked with both "**Is contract**" and "**as enclosure to report**" are stored in the "**Contracts**" folder when the report is generated. The variables to reference contracts within the report can be downloaded by clicking the button "standard variables" in the sub-menu "Documentation Content/Module Details".

Attachments that are only marked with "**as enclosure to report**" are stored either in the folder "**Documents**" or in one of the folders created by the system administrator as "Document type" during report generation. To store an attachment in a folder created by the system administrator, the respective document type must be selected.

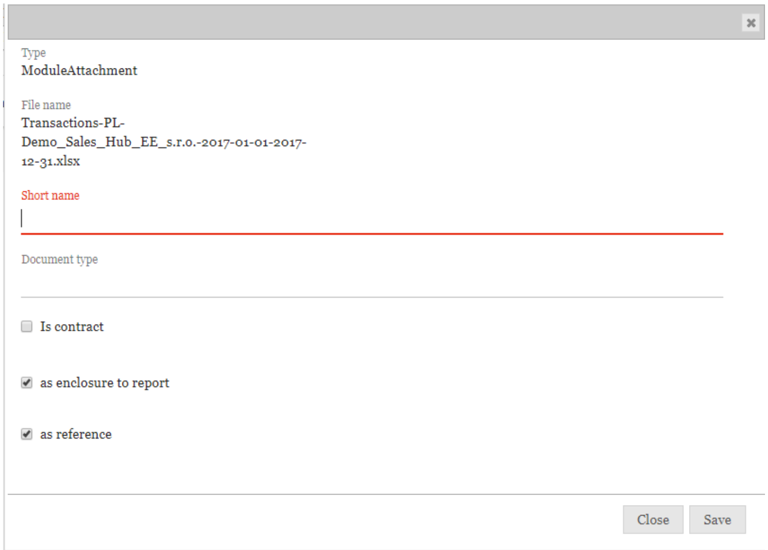


Figure 66: Set attachment characteristics

If the appendix is additionally marked with "**as reference**", the module attachment is indicated in the module text. The following figure shows an example of a reference to an attachment in the module text. The reference text can be entered by the system administrator.

	Please find attached the following additional information:
#	File name
1	Transactions-PL-Demo_Sales_Hub_EE_s.r.o.-2017-01-01-2017-12-31.xlsx
2	Transactions-CZ-Demo_s.r.o.-2022-01-01-2022-12-31.xlsx

Figure 67: Reference to attachments

NOTE: The module attachments can only be edited as long as the status of the module is "**In progress**" (i.e. red). See *Status of the module*.

3.3.4.1 Centrally provided attachments

The system administrator can provide attachments centrally for local modules. If this is the case, the local user is shown a message window after opening the module:

Figure 68: centrally provided attachment note

Likewise, the "Attachments" tab in the module is displayed in red with an exclamation mark.

Figure 69: navigation panel

In the "Attachments" tab of the module, a button is displayed with which you can decide whether you want to accept the provided attachment.

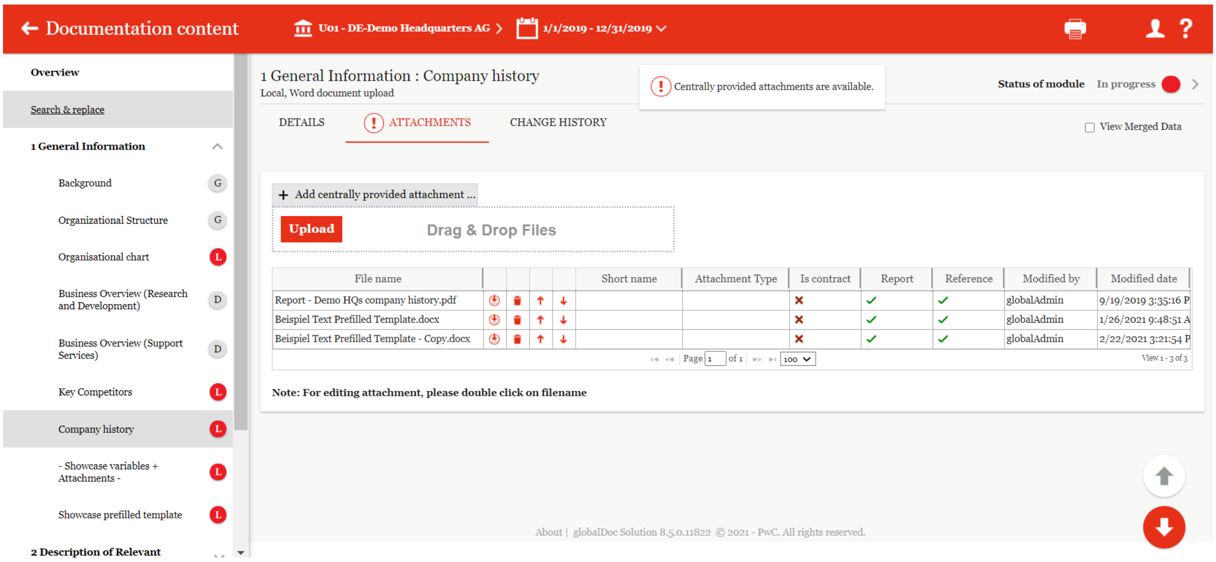


Figure 70: centrally provided attachment

After clicking the button, the following table opens. Here, a user has the option of selecting in the column "Add" or in the column "Dismiss" and thus attaching the centrally provided attachment to your module.

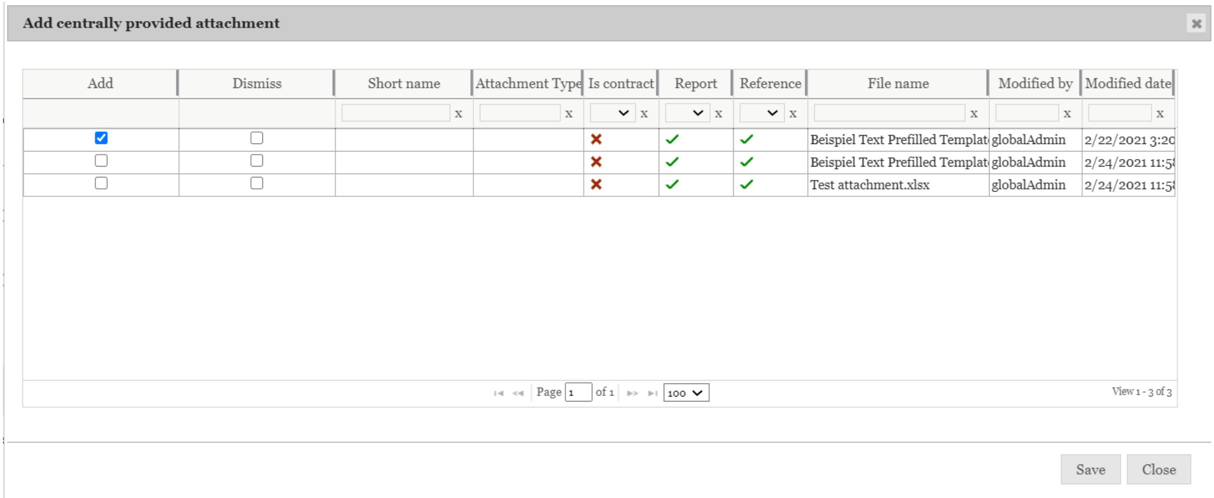


Figure 71: centrally provided attachments selection

3.3.5Tab Change history

The "**Change history**" tab lists all saved versions of the module content and attachments. The user can view the individual versions, compare them with the current version, or replace the current version with a selected version (this does not delete the current version, but continues to be available via the change history).

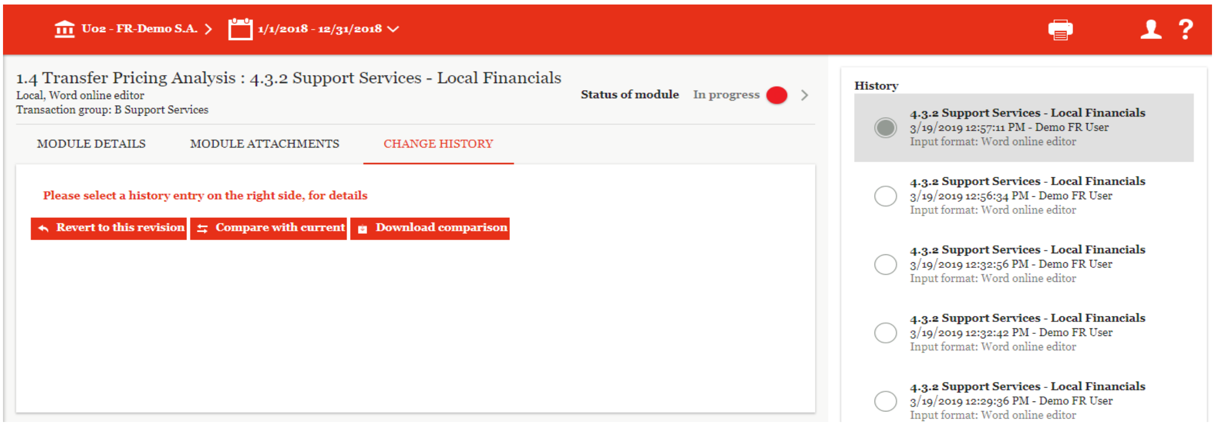


Figure 72: Change history

At this, the user has the option to perform the following actions:

Revert to this revision: The module content is reset to the status of the selected version. The previous module content is also historicised.

Compare with current: A display appears showing the differences between the current and the selected module content in track--change mode.

Download comparison: A Word file is created here in which the differences between the current and the selected module contents are displayed in track-change mode.

3.3.6Status of the module

If a user has been selected as “Responsible” for a reporting company, he can change the status of a module and pass it on to the "Reviewer" (see *Reviewer*) or to a user with the role "Approve Task" (see *Task Approver*) to check the changes he has made ("**Submit for approval**").

The status of a module can be found in the upper right corner of the screen (see e.g. Tab Details):

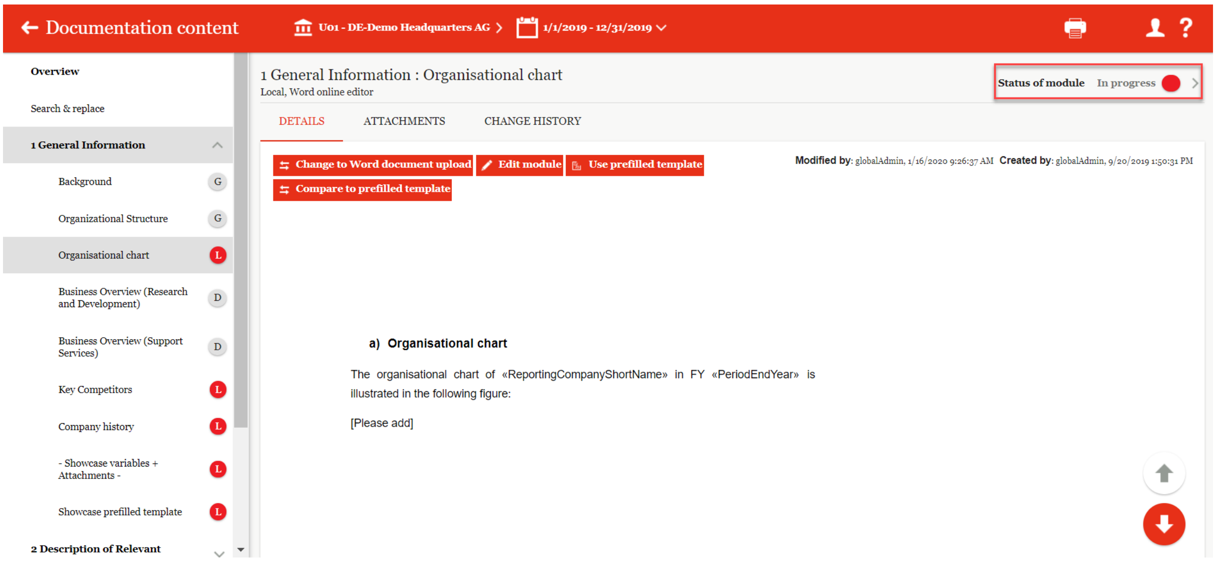
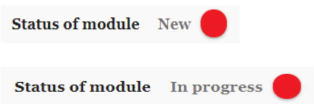
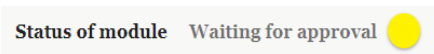


Figure 73: Status of a module

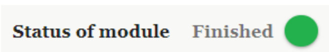
Also in this case, the processing status of the module is indicated using traffic light colors.



If a module has not yet been processed, the status "New" will be displayed. If the module is in progress, it has the status "In progress".



The module has been submitted to the Reviewer for approval. Further processing by the submitter is no longer possible in the current status (unless he or she also has the role of the "Task Approver"). Only when the task approver has executed the "Reject" or "Re-open" command is it possible for the local user to edit the module again.



The module has been approved and, thus, has the status "Finished".

NOTE: A user with the role "Task Approver" can change the status of a module at any time as long as the entire TP documentation has not yet been completed.

3.3.6.1 Module verification process

By clicking the button 

in the upper right corner of the screen, the review mode will be opened.

In this mode, for example, the Delegated User of a module can complete his delegation or the Responsible can submit the module to the Reviewer for approval.

NOTE: If no user has been assigned the role of Reviewer for the reporting company by the System Administrator, the Responsible can release the module directly (i.e. without an approval process). In this case the status of the module changes immediately from "red" to "green": 

.

Task managers (users with the role "Approve Tasks", Responsible or Reviewer) can check the modules directly in *globalDoc*. Task owners are notified by email about tasks that are to be checked. Task approvers can comment on the module, approve changes to the module, or re-edit the module by reopening the task.

The person responsible for the task must check modules with the status "**Approval still pending**". The right side of the screenshot shows the different options for the editor of the module: "**Action**", "**Comments**", "**Info**", "**History**" and “Checklist” (see following figure).

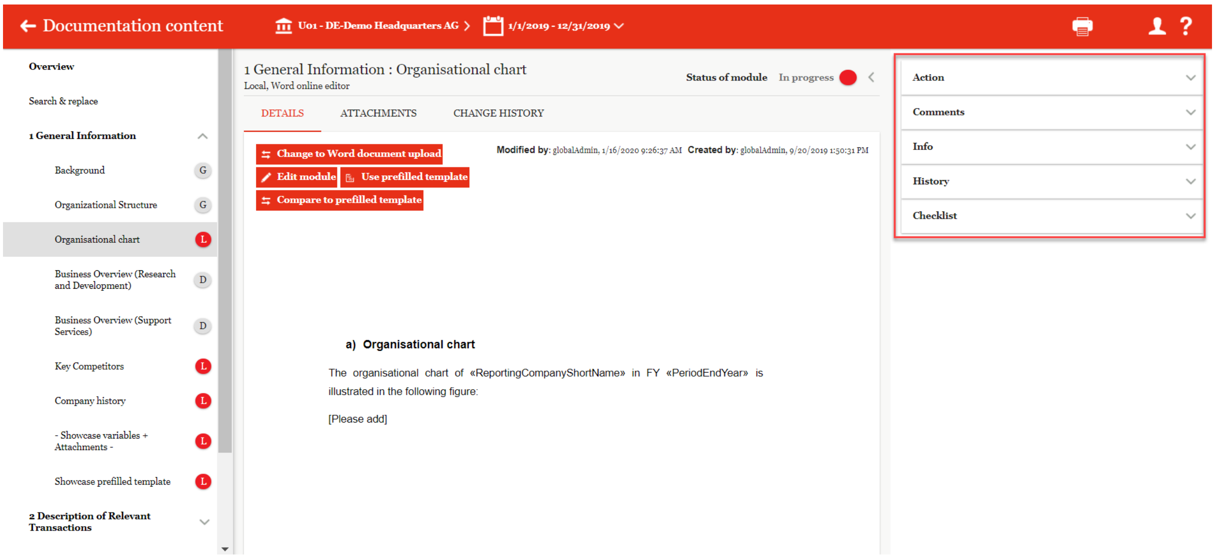


Figure 74: Options of the review process

Depending on the module status, the following options are available for tracking the module status (see screenshot 53).

By clicking the button ⌄ , the individual sections can be opened. The following figure is an example on how a status of a module can look like (in this case from the point of view of a Responsible):

Figure 75: Options of a Responsible

3.3.6.2 Action

The option section "**Action**" lets the user with permission to edit a module (e.g. as "Responsible") forward the module for approval via the link "Submit for approval". The responsible user with the role "**Submit for approval**" (or Reviewer) will be informed by e-mail, if the selection field "**Send email?**" was selected, as shown below. In this case, an optional input field also appears in which a message or comment for the reviewer can be stored when submitting the task.

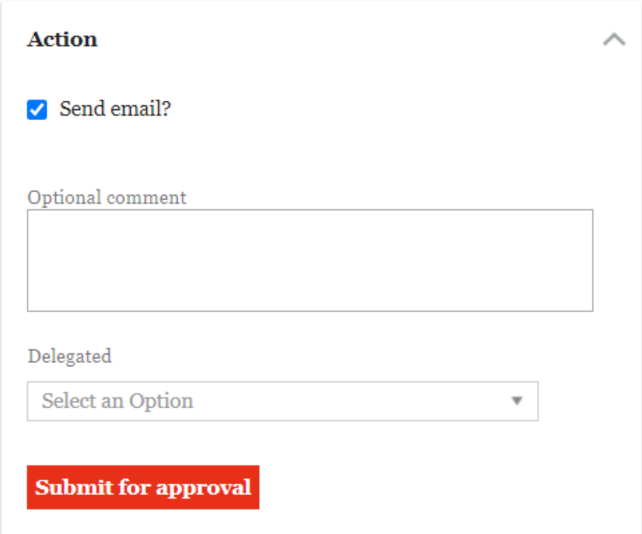


Figure 76: Submit for approval

Within this option section it is also possible for the responsible person (Responsible) to delegate the editing of the module to a local user. This can be done by selecting the appropriate user from the drop-down menu below "**Delegated**" and then clicking **Delegate**. All users created by the Security Administrator are available for selection. The delegation may be withdrawn at any time in the same place.

The user, to whom the processing of the module was delegated, now has the possibility in the same option section (i.e. under "**Status of module**") to reject the delegation or complete the delegation after successful processing.

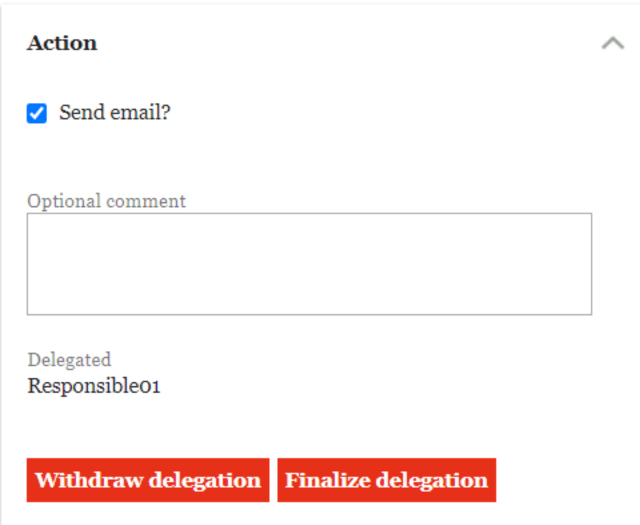


Figure 77: Edit delegation

Once the delegation has ended, the responsible person (Responsible) is again provided with the option "**Submit for approval**".

If the Responsible selects these, the status of the module changes from "red" to "yellow" 

if the system administrator has assigned the Reviewer role to a user for the teaching company. Otherwise, the Responsible can release the module directly (i.e. without an approval process). In this case the status of the module immediately changes from "red" to "green": 

.

Due to the status change, the functions "**Re-open**" and "**Confirm as final**" appear in the option section "**Action**", depending on the authorization of the user, or the option section is empty, since the next processing step lies with the Reviewer.

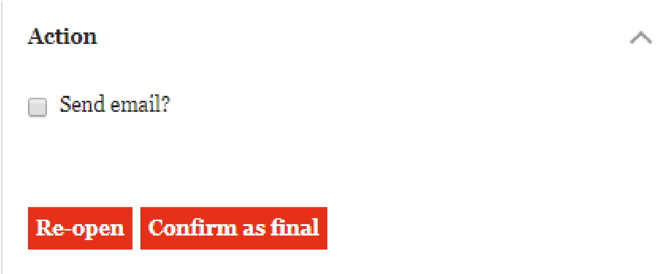
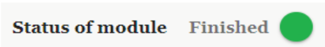


Figure 78: Edit request for approval

The function "**Re-open**" resets the status of the module and it again has the status "In progress" and the color red.

With the function "**Confirm as final**" the responsible reviewer can approve the module and set the status to "**Finished**".



If the module is "**Finished**", the reviewer has the possibility to reopen it.

The status can be reset to "**In progress**" using the "**Reject**" function.

This ensures that the approval process runs according to clear criteria and is in the final cycle.

NOTE: The status of the module can also be seen on the left side of the screen in the structure level. This means that if the status of the module changes, it is also changed accordingly for the symbols of the module classes (see following figure). See also chapter "*Menu item Documentation content*".

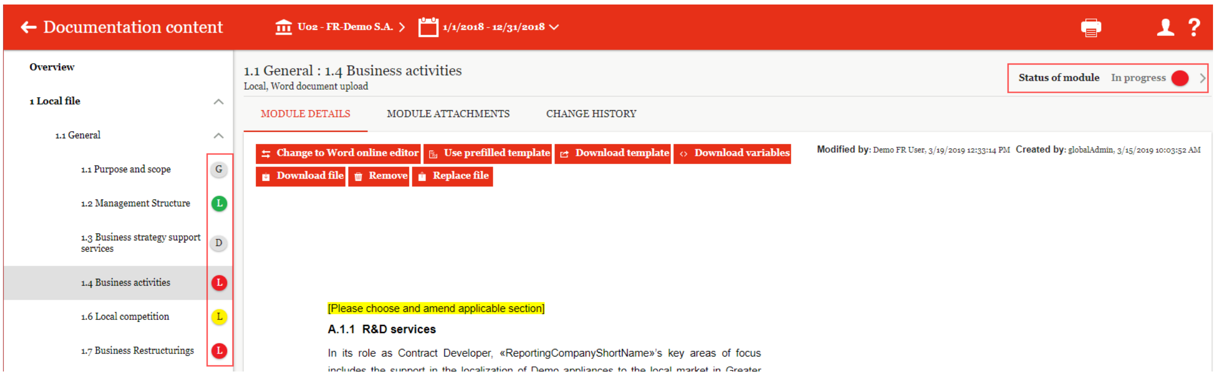


Figure 79: Module classes - Status of module

NOTE: If the responsible user has been assigned the role "Approve Tasks", he or she can directly make changes to the module. By activating the "Approve" function, the module receives the status "Finished".

In the " Action" section, a note is also displayed if the defined checklists (see checklists) for the module have not yet been completely checked off.

You have not yet finalized all items from the checklist. Therefore, status module can not be changed.

Figure 80: checklist warning

3.3.6.3 Comments

In the comment area, the different user groups involved in the review process (e.g.: Responsible, Delegated User, Reviewer and other users with editing rights), are enabled to add comments, e.g. instructions for action or queries about the editing process of the module.

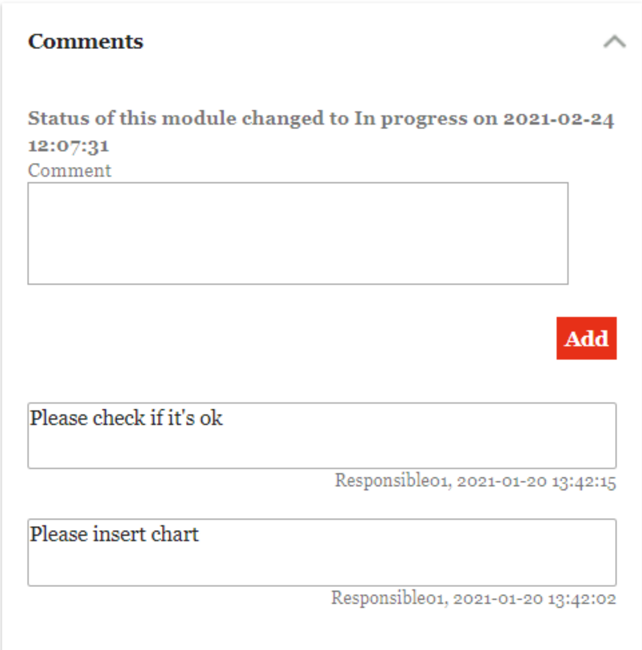


Figure 81: comments

A comment can also be entered when reopening a module. All comments are displayed in chronological order.

3.3.6.4 Info

In this section, it is possible to see which users have the aforementioned roles and can create a deadline for the completion of the module-related task as a responsible. The information on the task is also displayed on the home screen.

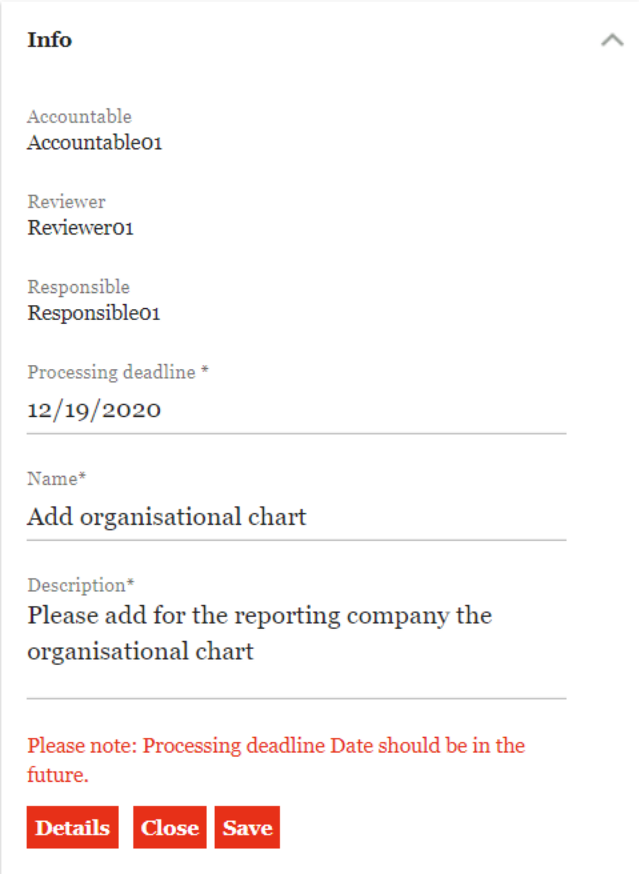


Figure 82: Option section Info

Following input fields are displayed:

Accountable: The Accountable has overall responsibility for the documentation of a reporting company and confirms the report as a whole.
Reviewer (optional): The Reviewer reviews content of the local modules .He can then either approve it or reopen it.
Responsible: The Respsonsbile is responsible for the module content (text blocks and file attachments) and may delegate editing to other users, if necessary.
Processing deadline*: Here, an authorized user can specify by when a task must be completed. If the task is not completed by the deadline, the following message appears: "Please note: The processing deadline has been exceeded." In addition, the system administrator can define at which points globalDoc sends automatic e-mails as reminder of an impending deadline. Of course, your own tasks and the respective deadline can also be seen directly on the home screen.
NOTE: This processing deadline refers to specific tasks in the documentation process. It is not to be confused with the creation or submission deadline that appears on the top right of the home page.
Name*: Depending on the authorization, the processor of the module can enter a name for the respective assignment. Normally, it contains the information which module class is assigned to the module and which structure level it has.
Description*: A short description of the task is stored in this field.

By clicking the button **Close**, the option section can be closed without saving. The button **Save** saves the changes you have entered. This button is displayed as long as you have the authorisation to edit tasks..

The button **Details** opens the detailed view. Via "Details" you, as a user of globalDoc Solution, receive, in addition to the above-mentioned information, an overview of the comments (see Comments) and the history of changes made to the editing deadline.

Figure 83: Info details

The responsible person (or the administrator) also has the option of entering additional information in the "Additional information" tab by clicking on the "Details" button, where the complete information on the module can be seen.

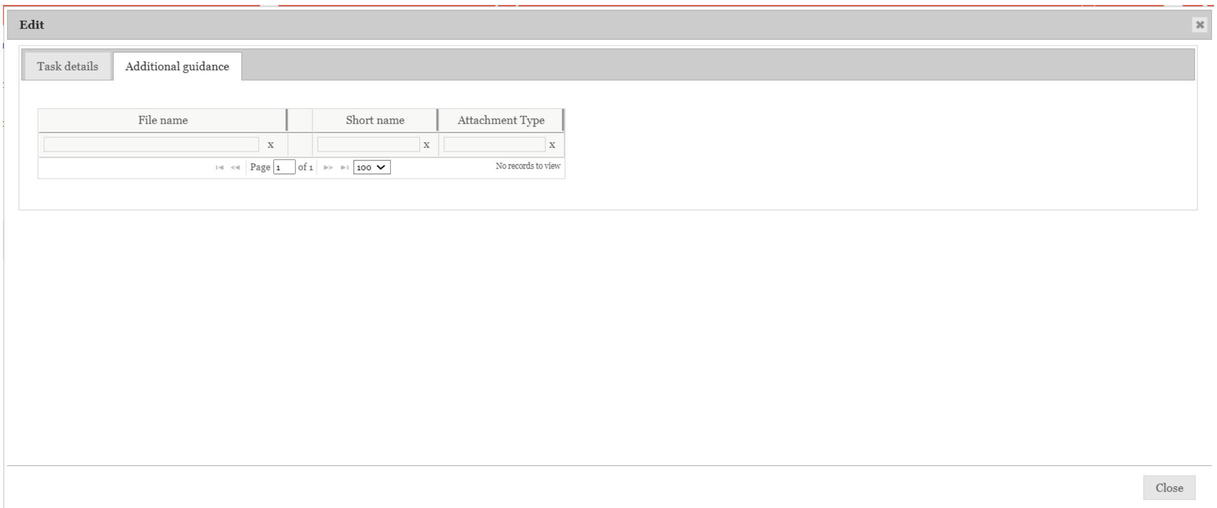


Figure 84: additional guidance

3.3.6.5 History

The "**History**" option section shows which user changed the module status at what time and how. In order to show the name of the respective user, the mouse must be placed on top the profile picture icon.

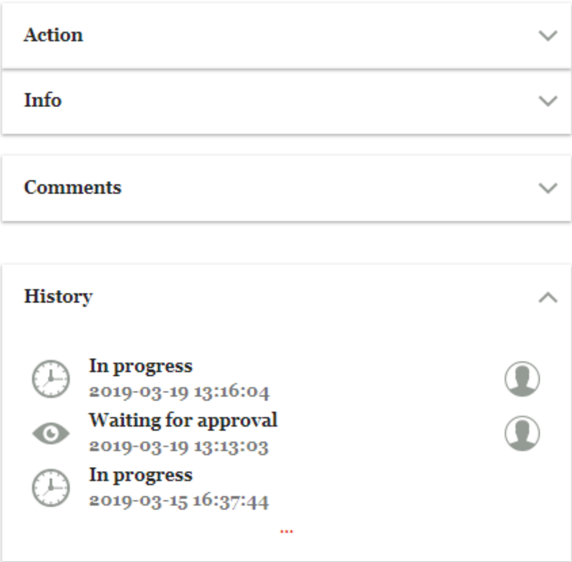


Figure 85: History

3.3.6.6 Checklist

Checklists can be assigned to modules. This can be done centrally by the system administrator or locally during module editing. Before a module is finalised by the editor, all the items listed must be checked off as completed.

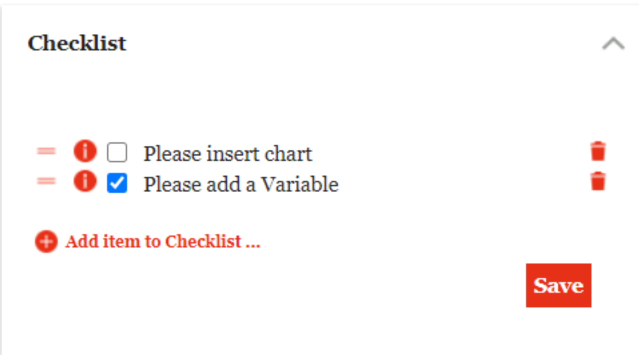


Figure 86: Checklist

A new list entry can be created via the link **Add item to Checklist ...** . As in the illustration above, a short description is required. Each change can be saved via the "Save" button.

As usual in globalDoc, entries are deleted by clicking on the symbol .

With the symbol , however, the order of the entries can be changed. To do this, click on the symbol with the mouse and move it.

If you move the mouse over the information symbol , the person who created and changed the entry is displayed.

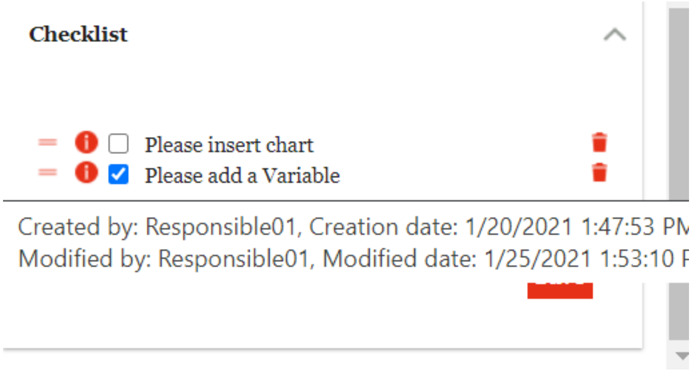


Figure 87: Checklist details

A status change of a module is only possible when all checklist entries have been checked off. To ensure that open items are not forgotten in longer checklists, a note is always displayed in the "Action" section if there are entries that have not been completed.

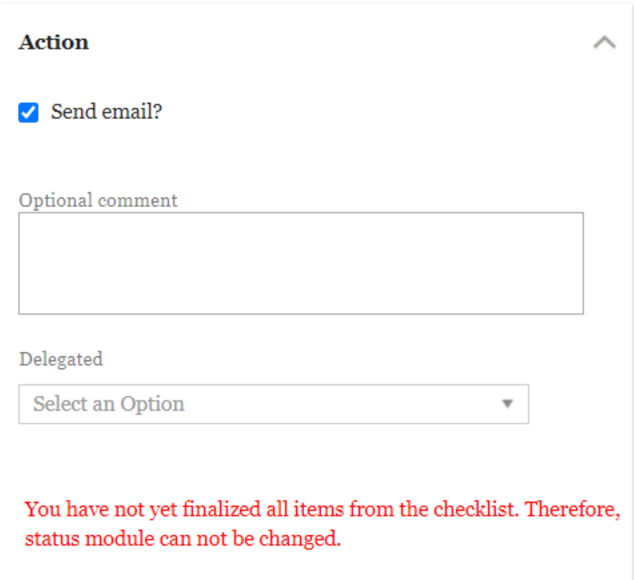


Figure 88: checklist warning

3.4 Menu item Attachments

The menu item "**Attachments**" lists all uploaded attachments for the selected reporting company and the corresponding reporting period.

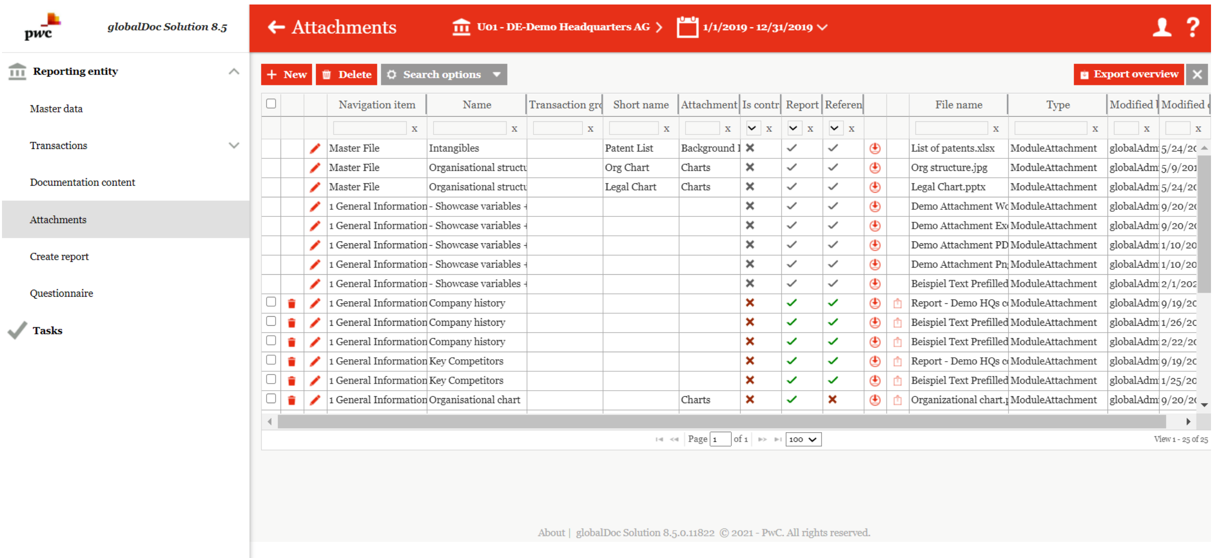


Figure 89: Overview page Attachments

Here, all attachments are listed, independend from which module they are allocated to, in a tabular form. The search options under **Search options** allow for a specific search. The individual data sets can be edited by clicking the button . The button  allows to download the respective attachment. By clicking the button **+ New**, it is possible to create a new attachment.

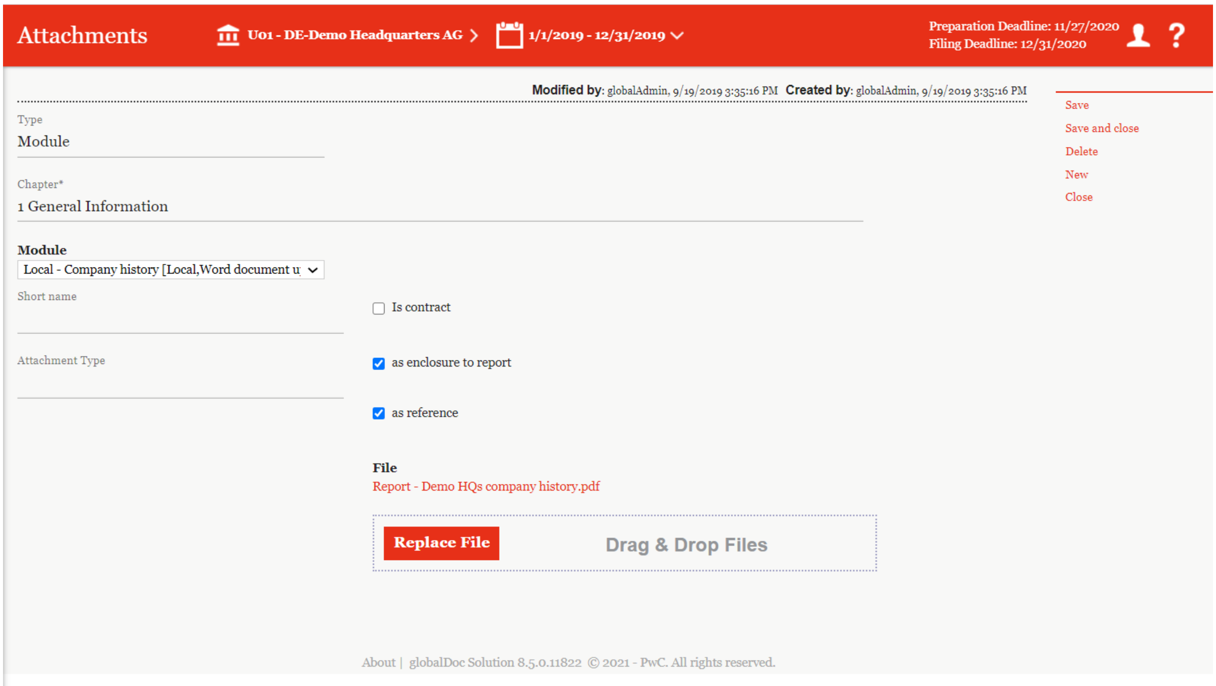


Figure 90: Upload attachment

As already described in the chapter "*Tab Attachments*", further settings for the attachment can be specified here. While in the " Attachments" tab only the attachments of the selected module can be edited, in the "Attachments" menu item the attachments of all modules editable by the editor can be edited simultaneously, regardless of which module they belong to.

A drop-down menu is used to select the main module and chapter. With "**Document type**" one can also specify what type of file was uploaded.

If you edit an already existing attachment by clicking the button, for which you have corresponding editing rights, you can use the **Replace File** function to upload a new file via drag & drop and thereby replace the existing file. This can also be done directly in the table (see figure Figure 64: Overview page Attachments”) by clicking .

NOTE: The file will be replaced directly. This action cannot be reverted.

With the button **Export overview** at the top right of the overview page, you can export the complete attachments to a report. It is not the files themselves that are exported, but the metadata for the files. With an export overview you have a better understanding of the attachments and the modules to which they are assigned.

	A	B	C	D	E	F
1	Document type	Consecutive number	File name	Attachment type	Module	Creation
2	Invoices	1	Example invoice.xlsx	Module	Application of the Transfer Pricing Method (Support Services)	8/30/2019
3	Contracts	1	R&D Agreement.pdf	Module	Description of Relevant Transactions (Research and Development)	8/30/2019
4	Contracts	2	R&D Agreement.docx	Module	Description of Relevant Transactions (Research and Development)	8/30/2019
5	Contracts	3	Service Agreement.pdf	Module	Description of Relevant Transactions (Support Services)	8/30/2019
6	Charts	1	Org structure.jpg	Module	Organisational structure	3/31/2017
7	Charts	2	Legal Chart.pptx	Module	Organisational structure	5/24/2017
8	Charts	3	Organizational chart.pptx	Module	Organisational chart	9/20/2019
9	Charts	4	Example organizational chart.pptx	Module	Organizational Structure	8/30/2019
10	Charts	5	Example organizational chart.pdf	Module	Organizational Structure	8/30/2019
11	Charts	6	Example organizational chart.PNG	Module	Organizational Structure	8/30/2019
12	Benchmarking Studies	1	Demo benchmarking study report - Global Research and Development 2016 2018.pdf	Module	Application of the Transfer Pricing Method (Research and Development)	8/30/2019
13	Benchmarking Studies	2	Demo benchmarking study report - Global Support Services 2016 2018.pdf	Module	Application of the Transfer Pricing Method (Support Services)	8/30/2019
14	Benchmarking Studies	3	Demo benchmarking study report - DE Research and Development 2016 2018.pdf	Module	Local Benchmarking Study (Research and Development)	8/30/2019
15	Background Information	1	List of patents.xlsx	Module	Intangibles	5/24/2017
16	Other	1	Demo Attachment Word.docx	Module	- Showcase variables + Attachments -	9/20/2019
17	Other	2	Demo Attachment Excel.xlsx	Module	- Showcase variables + Attachments -	9/20/2019
18	Other	3	Demo Attachment PDF.pdf	Module	- Showcase variables + Attachments -	1/10/2020
19	Other	4	Demo Attachment Png.png	Module	- Showcase variables + Attachments -	1/10/2020
20	Other	5	Beispiel Text Prefilled Template.docx	Module	- Showcase variables + Attachments -	2/1/2021
21	Other	6	Report - Demo HQs company history.pdf	Module	Company history	9/19/2019
22	Other	7	Beispiel Text Prefilled Template.docx	Module	Company history	1/26/2021
23	Other	8	Beispiel Text Prefilled Template - Copy.docx	Module	Company history	2/22/2021
24	Other	9	Report - Demo HQs competitors.pdf	Module	Key Competitors	9/19/2019
25	Other	10	Beispiel Text Prefilled Template.docx	Module	Key Competitors	1/25/2021
26	Other	11	Beispiel Text Prefilled Template.docx	Module	Showcase prefilled template	1/20/2021
27	Other	12	Benchmarking study.xlsx	Task	Add benchmarking study	1/9/2020
28	Other	13	Company Guidelines.pdf	Task	Fill out Admin-Module	1/13/2020
29						

Figure 91: export overview attachments

3.5 Menu item Create report

You can create and archive reports via the menu "**Create report**".

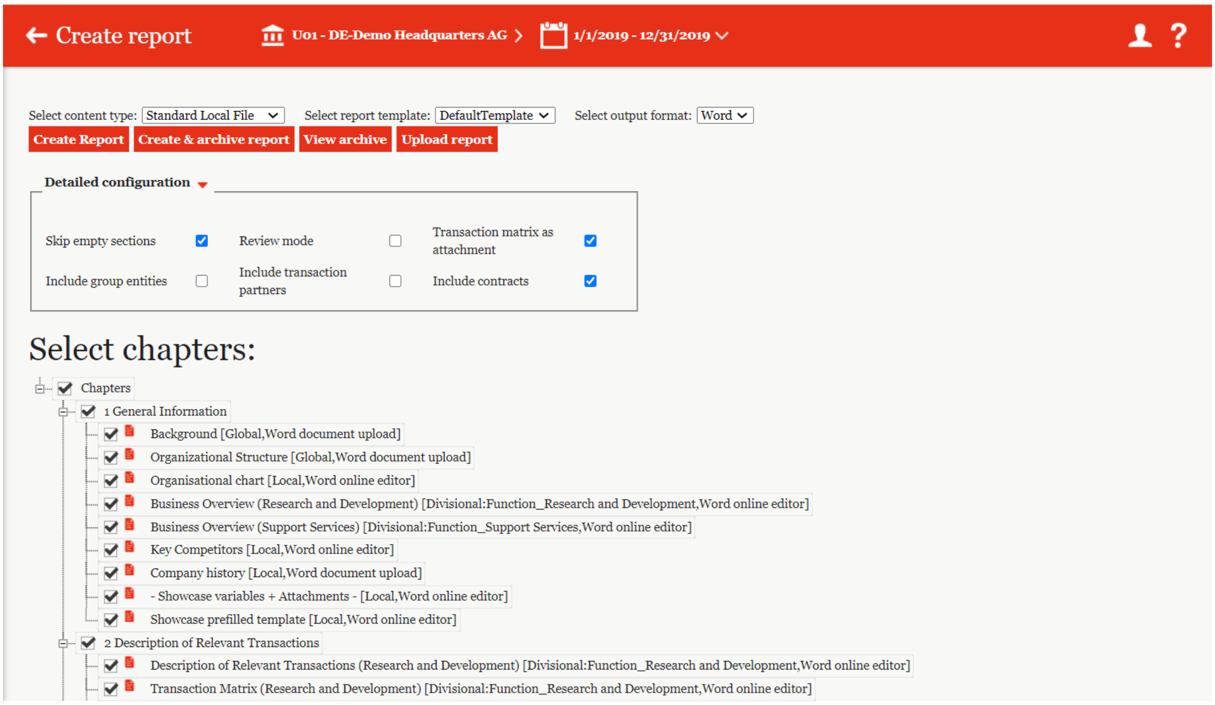


Figure 92: Create report

In the upper part of the window the content type can be selected between "Standard **Master File**", "Standard **Local File**" and other reporting configurations provided by the administrator. You can select a previously set up template as the report template. As format you can choose between "**Word**" and "**PDF**".

By clicking the button **Create Report**, you create the report in the chosen format. The button **Create & archive report** allows you to creat the report while at the same time also archiving it. The button **View archive** will show the current archive.

NOTE: Depending on the documentation process of your group, it is possible that the system administrator will not grant you the right to print final reports by yourself. If the report is finalized already, you have the option to to reach out to the administrator for the printed report ("**Request report**").

As long as not all modules are "Finished": **Status of module** Finished, you only have the option to print reports in PDF format with a "Draft" watermark.

In addition, the button **Upload report** is also displayed. Here, the user can manually upload a report to the archive. This can be the case, for example, if the report has been changed or translated outside the tool.

Via the box "**Detailed configuration**" it is possible to make further settings, such as whether empty sections should be skipped or whether the transaction matrix should be attached to the report. In addition, it can be specified whether an overview of all group entities, transaction partners or existing contracts should be included in the report.

In addition to these settings, it is possible to output the report in a "review mode". In this mode, one can see directly in the report what status the module has, who is responsible and/or whether it has been delegated. This is advantageous if you want to print the report for checking before finalising it or if you need an overview of the status of the report.

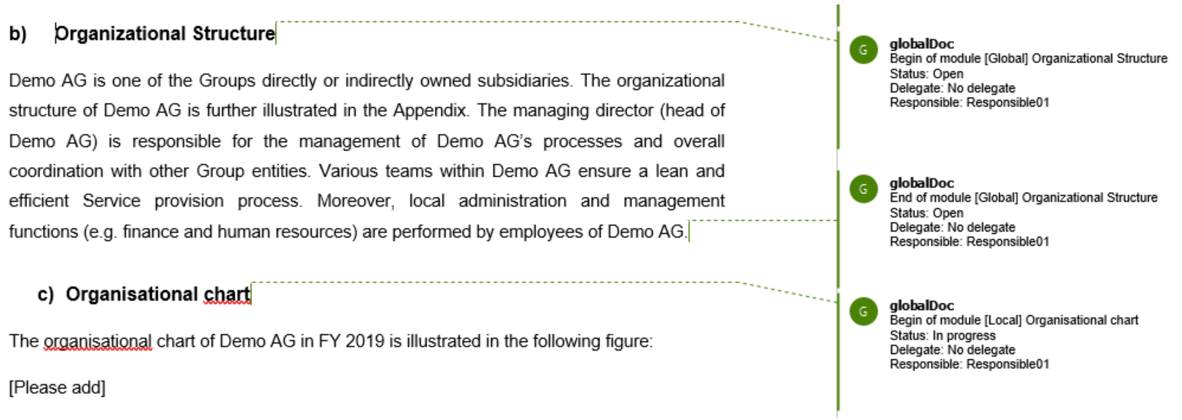


Figure 93: Review mode

Below the above-mentioned configuration options, the user can select and de-select the chapters (and modules) and transaction groups that should appear in the report (if the user has the appropriate rights, i.e. "Create report" for the selected reporting company).

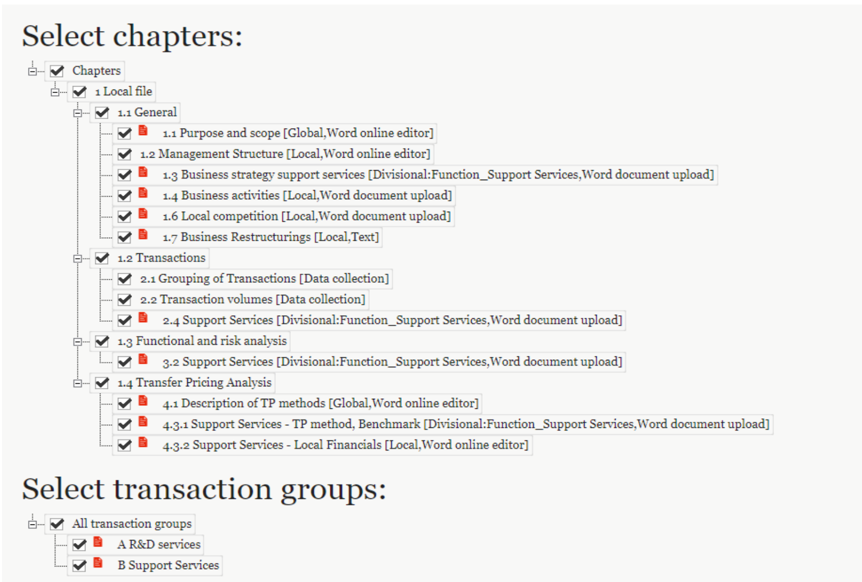


Figure 94: Create report - Chapter selection

3.6 Menu item Questionnaire

Questions asked by the administrator can be answered via the menu item “**Questionnaire**”.

The answers are entered into the existing text fields and then saved via the button Save. Fields marked with a "*" are mandatory fields and must be filled in. After saving, the answers can be used as variables in the documentation content.

The questionnaire (including prefilled and empty fields as an example) is illustrated in the following figure:

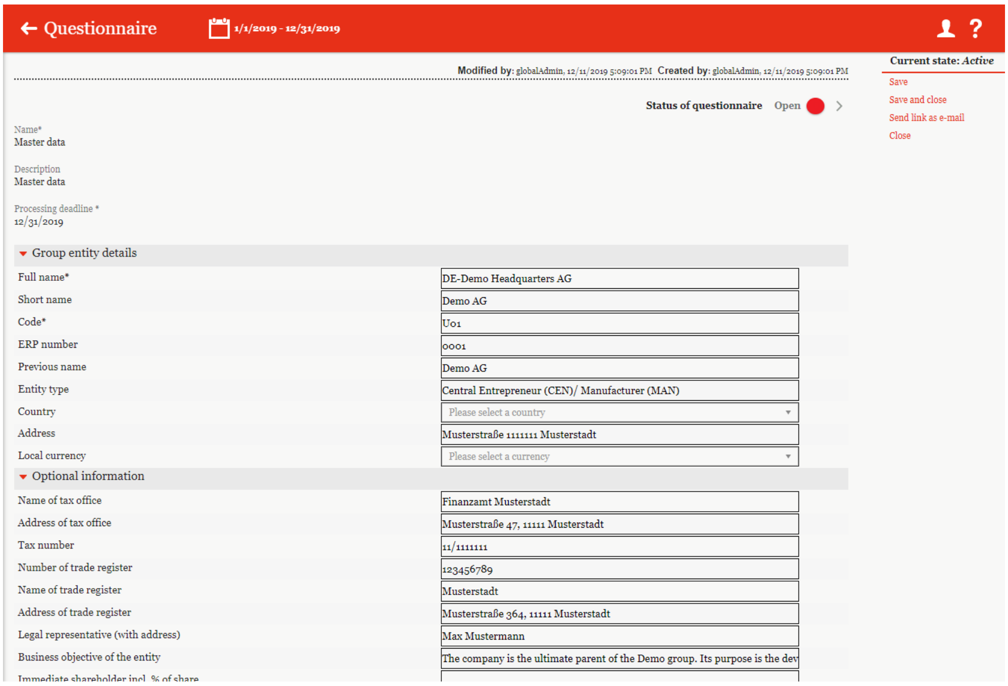


Figure 95: Questionnaire

3.6.1 Status of questionnaire

If you are a “Responsible”-user for your reporting company, you can change the status of a questionnaire and pass it on to the "Reviewer" (see *Reviewer*) or a user with the role "Approve Task" (see *Task approvers*) to review the changes you have made ("**Submit for approval**"). If no reviewer is available, you can directly set the questionnaire to "final".

The status of a questionnaire can be found at the top right of the window (Status of questionnaire Open). Similar to the processing status of a module (*see Status of the module*), the progress of processing the questionnaire is also displayed in different colors.

3.6.1.1 Filling in the questionnaire

To complete the questionnaire, the answers to the questions can be written directly as free text in the corresponding text fields. If you hold the mouse over the symbol ?, a help text appears for those questions for which the system administrator has provided a help text. By clicking on "Save", the answers are logged in and can be changed again at any time as long as the questionnaire still has the status "In progress".

NOTE: All answers can be used as variables in the module text.

3.6.1.2 Review process for the questionnaire

By clicking the button **Status of questionnaire** Open at the top right of the screen, you open the review mode.

In this mode, the Delegated-user of a questionnaire can complete his delegated task or a Responsible-user can submit the questionnaire to the Reviewer for his approval.

NOTE: The review mode for questionnaires is the same as for the "*Module verification process*".

Task managers (users with the role "Approve Tasks", Responsible-users or Reviewer-users) can check the questionnaires directly in *globalDoc*. Task managers are notified by e-mail about tasks that are to be reviewed. Task managers can comment on the questionnaire, make changes to the questionnaire, approve it, or re-open the task to initiate further processing of the questionnaire.

The task manager must check questionnaires with the status "**Approval pending**". The right side of the screenshot shows the different options for the processor of the questionnaire: "**Action**", "**Info**", "**Comments**", "**History**" (see following figure).

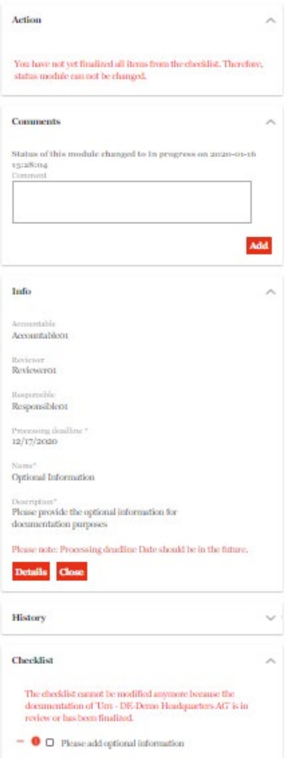


Figure 96: Options in the review process of a questionnaire

The sections can be opened by clicking on the button , while the contents are displayed just like for modules.

Action

The section "**Action**" allows the user to control the approval process of the questionnaire, select email notifications, and delegate the responsibility for the questionnaire.

For detailed information about the options within this section, see the corresponding document section for the “*Module verification process*”.

Comments

The section "**Comments**" allows users with different roles to add comments, e.g. instructions or questions about the processing of the questionnaire.

For detailed information about the options within this section, see the corresponding document section for the “*Module verification process*”.

Info

The section "**Info**" allows the user to define and delegate tasks.

In this option section it is possible to identify the responsibilities of the roles and to create a deadline for the completion of the task as a responsible.

For detailed information about the options within this section, see the corresponding document section for the “Module verification process”.

History

The section "**History**" allow to track who processed the questionnaire and when the questionnaire was processed.

For detailed information about the options within this section, see the corresponding document section for the “Module verification process”.

Checklist

As already explained in the chapter "Status of the module", checklists can be created in order to ensure a complete and structured processing of the task.

Detailed information on the possibilities within the options section can be found in the corresponding section for the “Module verification process”.

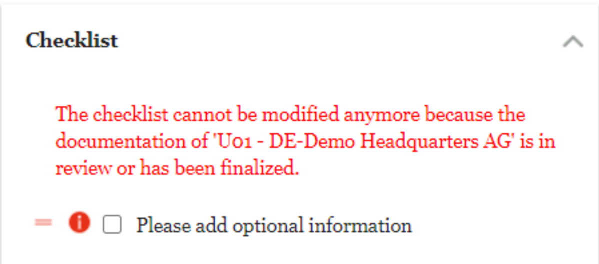


Figure 97: Checklist

4 *Program item Tasks*

4.1 *Overview*

A click on "*Tasks*" redirects the user to an overview page displaying all tasks to be completed or already completed.

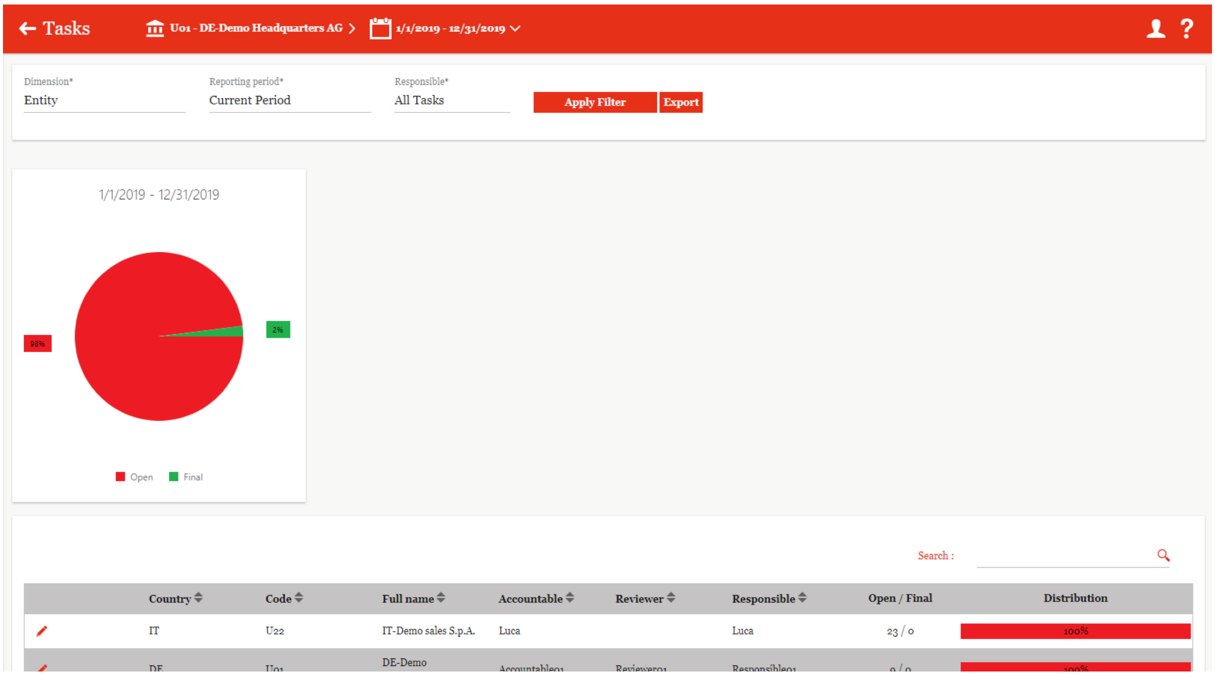


Figure 98: Overview Tasks

With "**Dimension***", users with corresponding rights can display the task area according to different dimensions (countries, reporting companies, selected reporting company) and access the displayed tasks. You can also set the reporting period (All periods, Selected period) and the responsibility (All tasks, Own tasks). Under **Apply Filter**, the chosen filter will be applied.

Depending on the dimension selected, all tasks are listed in tabular form under or next to the pie chart according to various criteria, such as the country, the users responsible, or the task status.

Although tasks are displayed both on the landing page and in detail in the menu item "Tasks", depending on individual authorisation, there is also the option of exporting the tasks to Excel via the button **Export**. In this way, the user can also store or analyse the task list locally on their computer.

1	Name	Processing deadlin	Linked to	End date	Module clas	Country	Code	Full name	Chapter
2	Add organisational chart	19.12.2020	Organisational chart	1/1/2019 - 12/31/2019	Local	DE	U01	DE-Demo Headquarters AG	1 General Information
3	Key Competitors	15.02.2018	Key Competitors	1/1/2019 - 12/31/2019	Local	DE	U01	DE-Demo Headquarters AG	1 General Information
4	Company history	15.02.2018	Company history	1/1/2019 - 12/31/2019	Local	DE	U01	DE-Demo Headquarters AG	1 General Information
5	Showcase the variables and attachment features	25.12.2020	- Showcase variables + Attachments -	1/1/2019 - 12/31/2019	Local	DE	U01	DE-Demo Headquarters AG	1 General Information
6	Fill out Admin-Module	31.12.2020	Admin edit Module	1/1/2019 - 12/31/2019	Local	DE	U01	DE-Demo Headquarters AG	1 General Information
7	Module assignment - Showcase prefilled template	15.02.2018	Showcase prefilled template	1/1/2019 - 12/31/2019	Local	DE	U01	DE-Demo Headquarters AG	1 General Information
8	Add benchmarking study	28.12.2020	Local Benchmarking Study (Research and Development)	1/1/2019 - 12/31/2019	Local	DE	U01	DE-Demo Headquarters AG	5 Application of the Transfer Pricing Method
9	Add organisational chart	19.12.2020	Organisational chart	1/1/2019 - 12/31/2019	Local	FR	U02	FR-Demo S.A.	1 General Information
10	Key Competitors	15.02.2018	Key Competitors	1/1/2019 - 12/31/2019	Local	FR	U02	FR-Demo S.A.	1 General Information
11	Company history	15.02.2018	Company history	1/1/2019 - 12/31/2019	Local	FR	U02	FR-Demo S.A.	1 General Information
12	Showcase the variables and attachment features	25.12.2020	- Showcase variables + Attachments -	1/1/2019 - 12/31/2019	Local	FR	U02	FR-Demo S.A.	1 General Information
13	Showcase prefilled template	15.02.2018	Showcase prefilled template	1/1/2019 - 12/31/2019	Local	FR	U02	FR-Demo S.A.	1 General Information
14	Add organisational chart	19.12.2020	Organisational chart	1/1/2019 - 12/31/2019	Local	CZ	U03	CZ-Demo s.r.o.	1 General Information
15	Key Competitors	15.02.2018	Key Competitors	1/1/2019 - 12/31/2019	Local	CZ	U03	CZ-Demo s.r.o.	1 General Information
16	Company history	15.02.2018	Company history	1/1/2019 - 12/31/2019	Local	CZ	U03	CZ-Demo s.r.o.	1 General Information
17	Showcase the variables and attachment features	25.12.2020	- Showcase variables + Attachments -	1/1/2019 - 12/31/2019	Local	CZ	U03	CZ-Demo s.r.o.	1 General Information
18	Showcase prefilled template	15.02.2018	Showcase prefilled template	1/1/2019 - 12/31/2019	Local	CZ	U03	CZ-Demo s.r.o.	1 General Information
19	Add organisational chart	19.12.2020	Organisational chart	1/1/2019 - 12/31/2019	Local	US	U09	US-Demo Sales Hub America Inc.	1 General Information
20	Key Competitors	15.02.2018	Key Competitors	1/1/2019 - 12/31/2019	Local	US	U09	US-Demo Sales Hub America Inc.	1 General Information
21	Company history	15.02.2018	Company history	1/1/2019 - 12/31/2019	Local	US	U09	US-Demo Sales Hub America Inc.	1 General Information
22	Showcase the variables and attachment features	25.12.2020	- Showcase variables + Attachments -	1/1/2019 - 12/31/2019	Local	US	U09	US-Demo Sales Hub America Inc.	1 General Information
23	Showcase prefilled template	15.02.2018	Showcase prefilled template	1/1/2019 - 12/31/2019	Local	US	U09	US-Demo Sales Hub America Inc.	1 General Information
24	Add benchmarking study	28.12.2020	Local Benchmarking Study (Research and Development)	1/1/2019 - 12/31/2019	Local	US	U09	US-Demo Sales Hub America Inc.	5 Application of the Transfer Pricing Method
25	Add organisational chart	19.12.2020	Organisational chart	1/1/2019 - 12/31/2019	Local	MX	U12	MEX-Demo Sales Ltd.	1 General Information
26	Key Competitors	15.02.2018	Key Competitors	1/1/2019 - 12/31/2019	Local	MX	U12	MEX-Demo Sales Ltd.	1 General Information
27	Company history	15.02.2018	Company history	1/1/2019 - 12/31/2019	Local	MX	U12	MEX-Demo Sales Ltd.	1 General Information
28	Showcase the variables and attachment features	25.12.2020	- Showcase variables + Attachments -	1/1/2019 - 12/31/2019	Local	MX	U12	MEX-Demo Sales Ltd.	1 General Information
29	Showcase prefilled template	15.02.2018	Showcase prefilled template	1/1/2019 - 12/31/2019	Local	MX	U12	MEX-Demo Sales Ltd.	1 General Information
30	Profilo aziendale	31.12.2019	Profilo aziendale	1/1/2019 - 12/31/2019	Local	IT	U22	IT-Demo sales S.p.A.	1 Descrizione generale della Società
31	Descrizione generale della Società	31.12.2019	Descrizione generale della Società	1/1/2019 - 12/31/2019	Local	IT	U22	IT-Demo sales S.p.A.	1 Descrizione generale della Società
32	Showcase prefilled template	31.12.2019	Showcase prefilled template	1/1/2019 - 12/31/2019	Local	IT	U22	IT-Demo sales S.p.A.	1 General Information
33	Add benchmarking study	28.12.2020	Local Benchmarking Study (Research and Development)	1/1/2019 - 12/31/2019	Local	IT	U22	IT-Demo sales S.p.A.	5 Application of the Transfer Pricing Method

Figure 99: Export tasks

4.2 Menu item Task management

Provided that a local user has been assigned the role of a local task administrator ("Task administration" role) by the system administrator, the menu item "**Task management**" is also displayed under the program item "Tasks".

Via *Tasks/Task Management*, the user is directed to the overview page of the already created tasks (see screenshot below) as well as to the available functions for managing them:

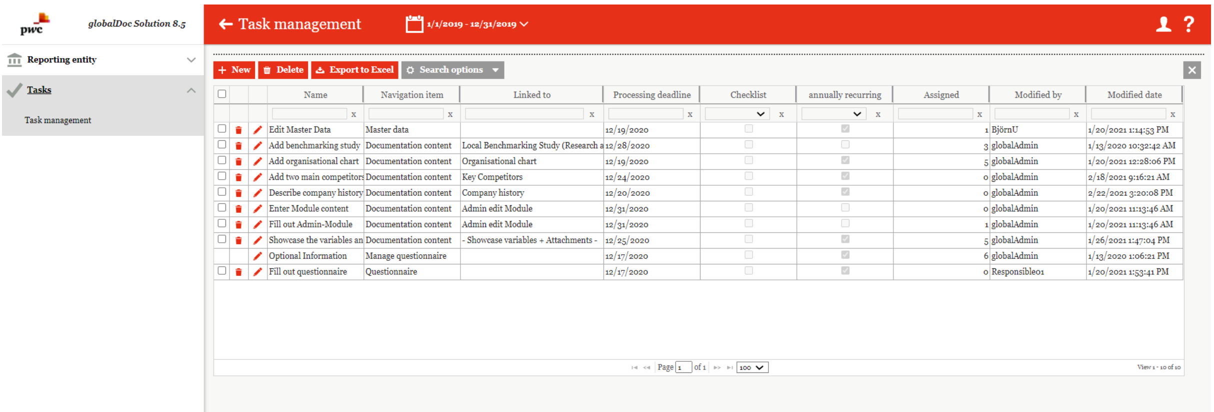


Figure 100: Task management

The view of all existing reporting periods can be sorted by the following attributes by clicking on the corresponding field:

- ***Name***
- ***Navigation item***
- ***Linked to***
- ***Processing deadline***
- ***Checklist***
- ***annually recurring***
- ***Assigned***
- ***Modified by***
- ***Modified date***

The selected task can be deleted directly using the symbol or edited using the symbol.

The overview page provides various functions for managing tasks, which are briefly described below:

+ New	*Create a new task*
Delete	*Delete the selected tasks*
Export to Excel	*Issues the task overview as an Excel table*
Search options	*Configure the search: Select "Simple search", "Advanced search" or columns. The search can also be updated here.*
×	*Close task management and redirect to the "Tasks" overview page*

Under *Tasks/Task management*, the detail view for creating a new task is opened by selecting the + New button.

The detail view of a new task consists of the tabs "**Task details**":

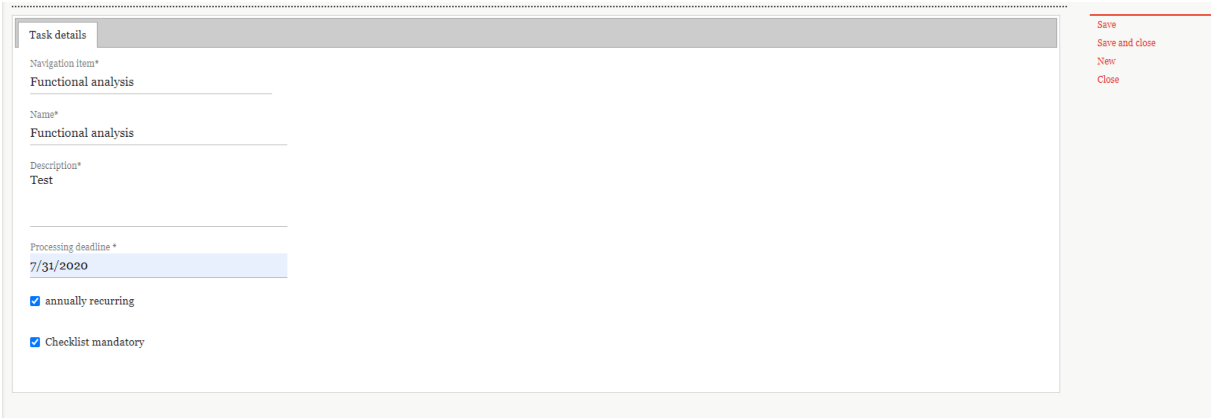


Figure 101: Create new task

The creation of a new task requires in the tab "**Task details**" the input of a navigation item, which can be selected from a dropdown menu, by clicking on the empty field, a name must be given to the task, as well as a short description and the processing time.

By checking the boxes in the lower area, it can be selected whether a task is annually recurring and whether a mandatory checklist should be activated.

After saving and then clicking on ✏ of the corresponding task, the "**Reporting entities**" "**Additional guidance**" and "**Change history**" tabs are also displayed.

Furthermore, the "Checklist" area is now displayed in the "Task details" tab. By clicking on "Add item to Checklist..." a new item can be created on the checklist. For more information, see also the [review process for the module](#).

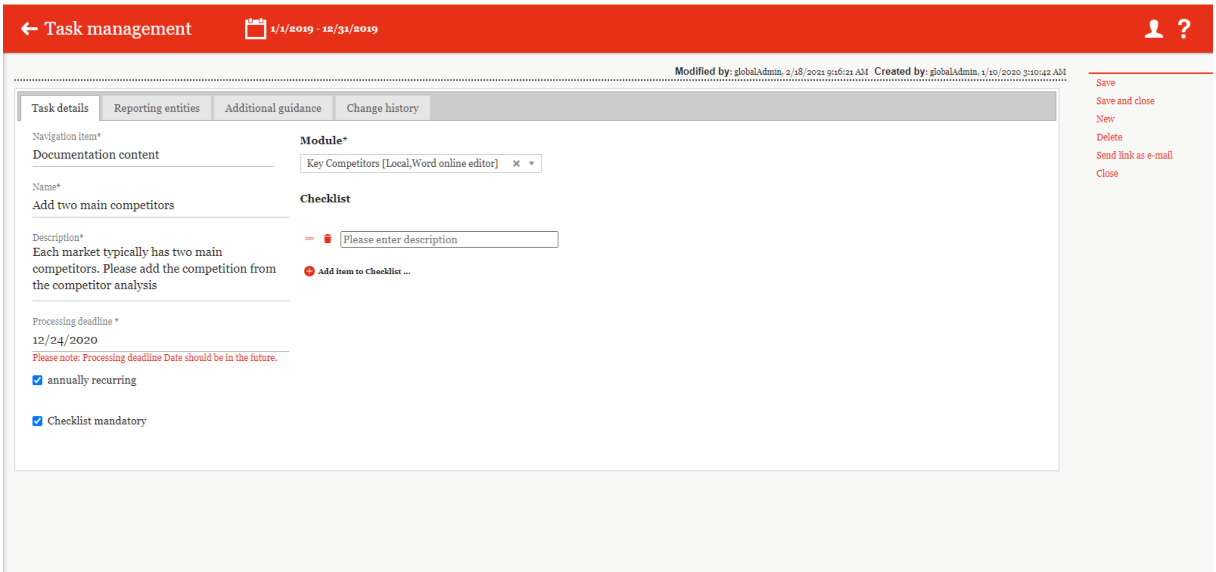


Figure 102: task details

In the second tab " **Reporting entities** ", after saving the new task, if it refers to Local modules, certain reporting companies can be assigned or removed using the buttons + Assign reporting company or 🗑 Drop selected reporting company function.

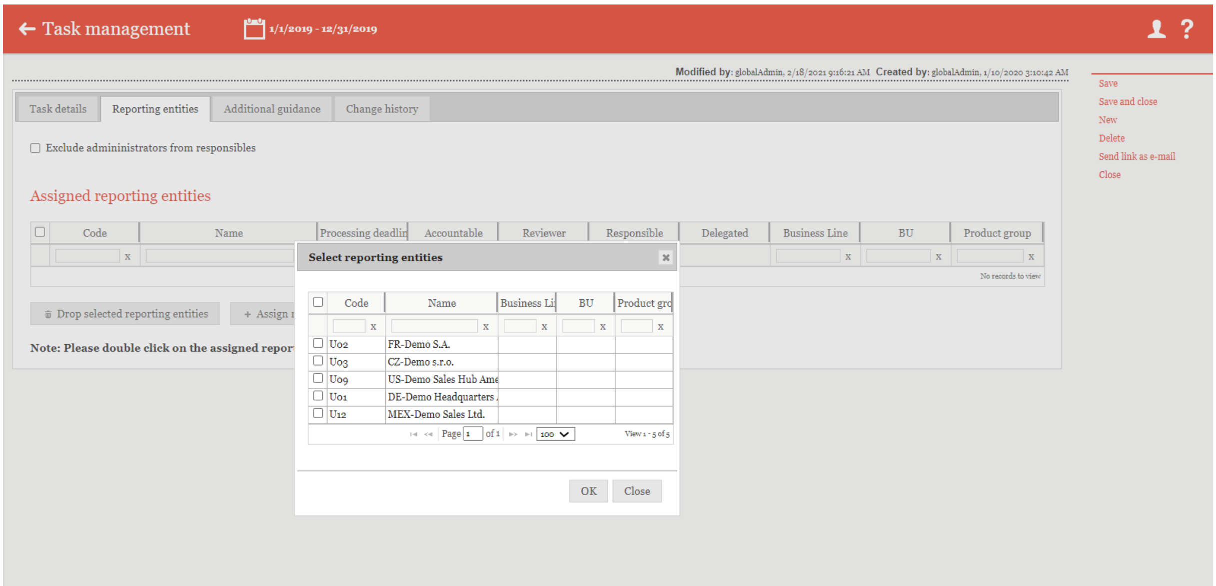


Figure 103: Create new task - Assignment of reporting entities

By double-clicking on the selected reporting entity, you can also enter a company-specific key date and a responsible editor.

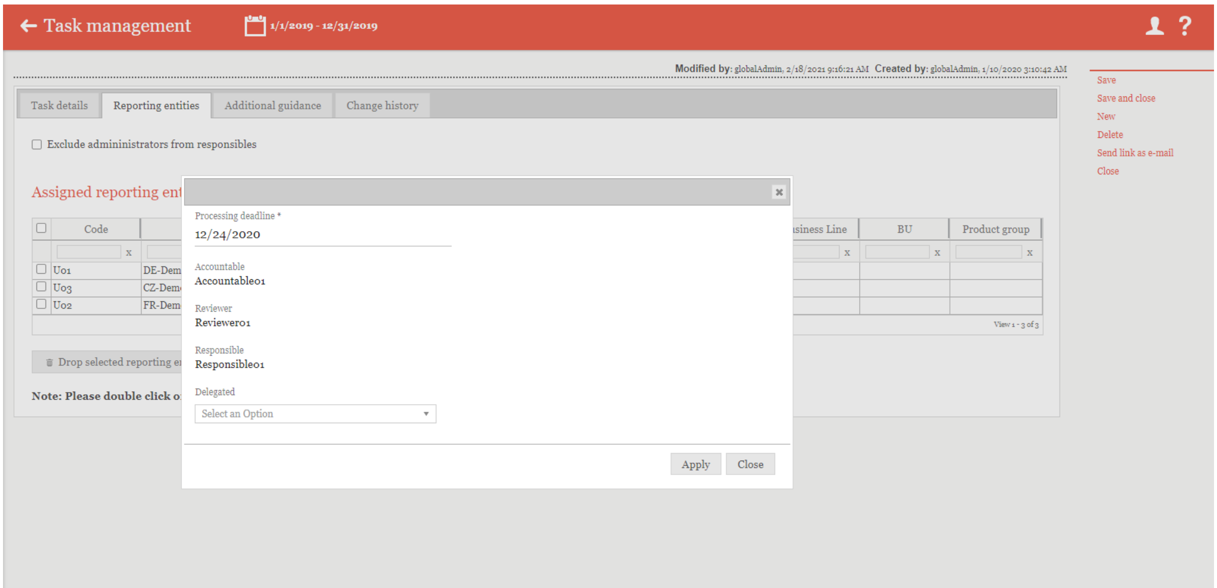


Figure 104: Create new task - Edit reporting entity

Various attachments can be uploaded in the "**Additional guidance**" tab. These are listed in tabular form in the overview and can be downloaded or deleted on request.

NOTE: The attachments uploaded in the "**Additional guidance**" tab should not be confused with the module attachments (see "*Module attachments*"), they are only used for additional internal explanation of the respective task or give processing instructions. They are not attached to the transfer pricing documentation under "Create report".

The "**Change history**" tab allows the user to track the changes made to the corresponding task.

In the program item "*Tasks*" you can open the menu item "Documentation content" in the menu item "**Task management**" in the column "Navigation element" by clicking on "**Doc-**

umentation content". When the modules are open, the field "**Status of module**" is displayed in the upper part of the detail view.

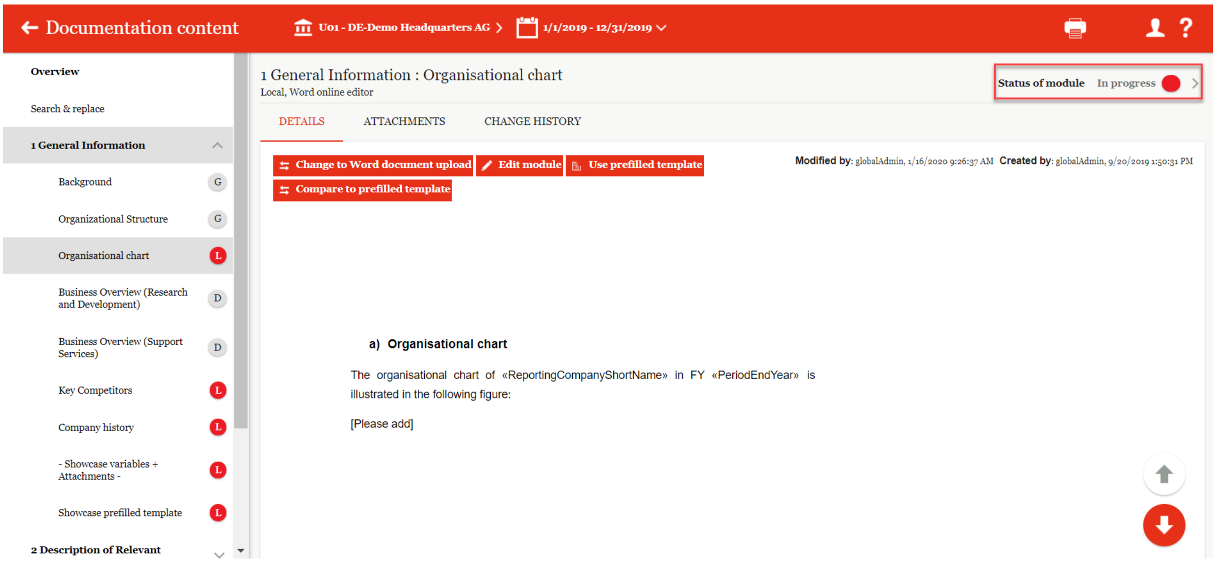


Figure 105: Status of module

By clicking on the icon, a display window opens on the right side of the screen in which the possible actions, details of the corresponding task as well as the specified additional information and change history are displayed (as explained in the document section status of the module).

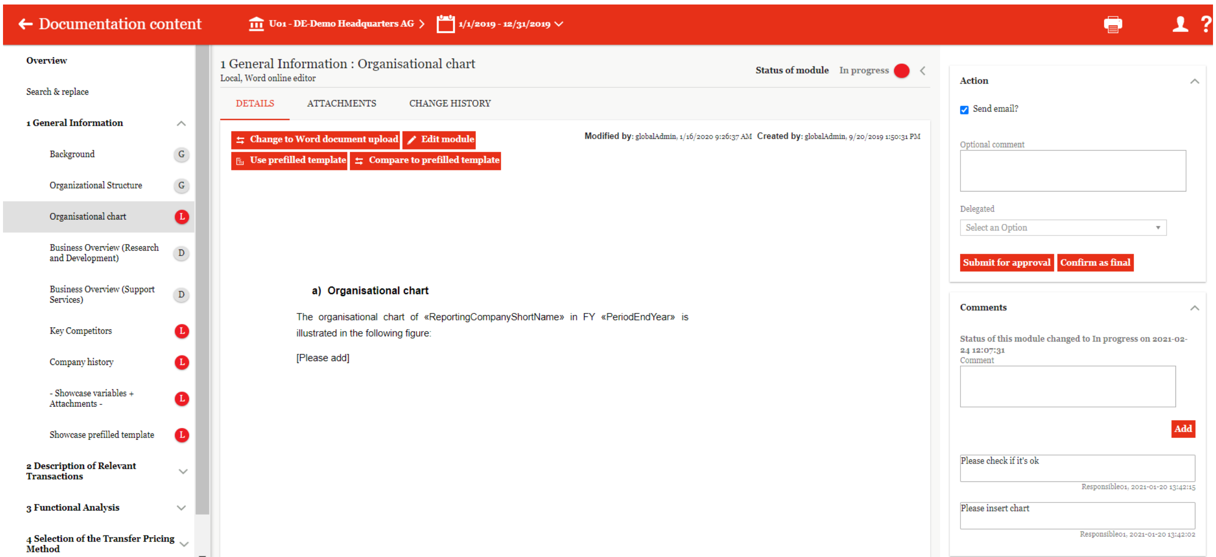


Figure 106: Starting the approval workflow

Once the module has been processed, the user can change the status of the workflow management in this display window by clicking the corresponding button in the "**Action**" section. If required, the system generates an email to the relevant users informing them of the approval submitted.

5 Definition of Terms

Archive:

Under *Menu item Create report*, it is possible to archive generated reports or to up-load separate files as final reports to the archive. You can manage the archived reports in the same place via "Display archive".

Divisional:

The Divisional level contains information relevant to a particular group of reporting companies.

Divisions:

Divisions represent a specific group of reporting companies. For example, divisions can be divided into regions, functions or business units. Modules with documentation relevant to a specific group of reporting companies can then be assigned to a division. Specific user rights can also be distributed for each created division.

Documentation content:

The content of all modules assigned to a reporting company forms the documentation content of this reporting company. Transactions, details and optional information (all of which can be inserted into the text as placeholders) also belong to the documentation content.

Documentation structure:

The documentation structure contains the chapter structure as well as all modules of a reporting period. When a new reporting period is created, the structure of the previous reporting period is initially adopted, but can be adjusted.

Documentation types:

After uploading, module attachments can be classified into different document types. When a report is generated, these attachments are sorted accordingly. The document types can be created and edited by an administrator under *Settings/Administration/Document types*.

Global:

The Global level contains information relevant for all reporting companies. However, Global modules can also be distributed individually to reporting companies as required.

Group companies:

Group companies are all legal entities and branches of the group that are created in *globalDoc* and are available as transaction partners for the business relationships to be documented. They can, but do not necessarily have to be, reporting companies (legal entities and permanent establishments) for which a documentation report is prepared.

Local:

The Local level contains information that is relevant for the local reporting company.

Menu items:

Menu items in *globalDoc* are the selection fields of the main menu released by the administrator for the respective user.

Module:

A module is a placeholder for documentation content. The documentation contents can be added to a module in the form of a Word upload (Word module) or by using the Online Editor feature. Module contents basically consist of Microsoft Word documents (docx format) and are merged into a single document when a report is generated. Any number of attachments can be added to each module, which are output as separate files when a report is generated.

Global, Divisional and Local modules can be created according to the three information levels. The contents of the Global and Divisional modules are created once and thus, displayed equally to all assigned reporting companies. Local modules can also be assigned to all reporting companies. However, the content and appendices are specifically filled by each reporting company without affecting the content of other reporting companies.

Module attachments:

Module attachments are files attached to a module. These can be different document types (Word, Excel, Powerpoint, Zip, Visio, PDF files, etc.). In the case of centrally specified modules, it is important that these documents only contain information that is valid for several companies. When generating reports, these documents can be included in the appendix to the report.

Module cluster:

Modules can be combined into module clusters. These module cluster can then be assigned as a whole to reporting companies, so that the distribution is always uniform and consistent. Module clusters can be created for homogeneous and similar reporting companies to which the identical modules are to be assigned.

Report:

The report includes the transfer pricing documentation of the selected reporting company and its appendices.

Report templates:

Report templates determine the format of the document in which a report is generated. *globalDoc* formats the headings, font and font size, line spacing, title page, table of contents etc. according to the selected report template. In addition to the "*Default template*", which is stored in the system by default, any number of report templates can be uploaded.

Reporting company:

Reporting companies are group entities or permanent establishments for which a documentation is prepared. For this purpose, a check mark must be set by an administrator under "*Creates report?*" under *Settings/Administration/Group entities*. A check mark must also be set under "*Has transactions?*" to be able to use the *Reporting company/Transactions* function.

Reporting periods:

Reporting periods are the periods for which documentation reports must be created using *globalDoc*. The documentation contents are separated according to time periods. A new reporting period is usually created by copying a previous reporting period. The master data is copied, but can be adjusted for each reporting period. Reporting companies and divisions can be copied with their contents into the new reporting period, but this is not absolutely necessary (for example, in case a reporting company is no longer documented).

Roles:

Roles are access rights to the individual areas of *globalDoc*. This includes in particular read and write rights. The roles are managed by the administrator.

In addition to these access rights (roles), specific user roles (such as System administrator, task administrator and task approver) are also assigned in *globalDoc* to individual users.

Template document:

Local modules are specifically filled by the individual reporting companies. These are usually empty. Alternatively, template documents can be created centrally and uploaded to Local modules. These can then be used and edited by the local user as a template.

Transactions:

Transactions are business events such as purchases/sales of goods, services, loans, deliveries, licenses, etc. with affiliated group companies at a certain price (transfer price).

Transfer pricing analysis - Attachments:

Transfer pricing analysis attachments are files that serve as evidence of appropriateness (e.g. benchmarking studies). These files can also be inserted in the appendix to the re-port.

Types of documents:

Module attachments can be classified into different document types after uploading. When you generate a report, these attachments are sorted accordingly. The document types can be created and edited under Settings/Administration/Document types.

User:

Users are the users created by the administrator in *globalDoc*. Each user has an account with which he or she can log in to the respective *globalDoc* instance. The administrator is responsible for access rights (roles) granted to the individual users, in particular read and write rights, as well as the user roles granted to the individual users (administrator, task administrator and task approver).

Variables:

Variables are placeholders in the documentation content, which are automatically filled in by the information on the respective reporting company (name, short name, fiscal year, address, etc.) when generating a report. Information on the companies can be defined under Settings/Administration/Group companies and under Reporting companies/Reporting company details.

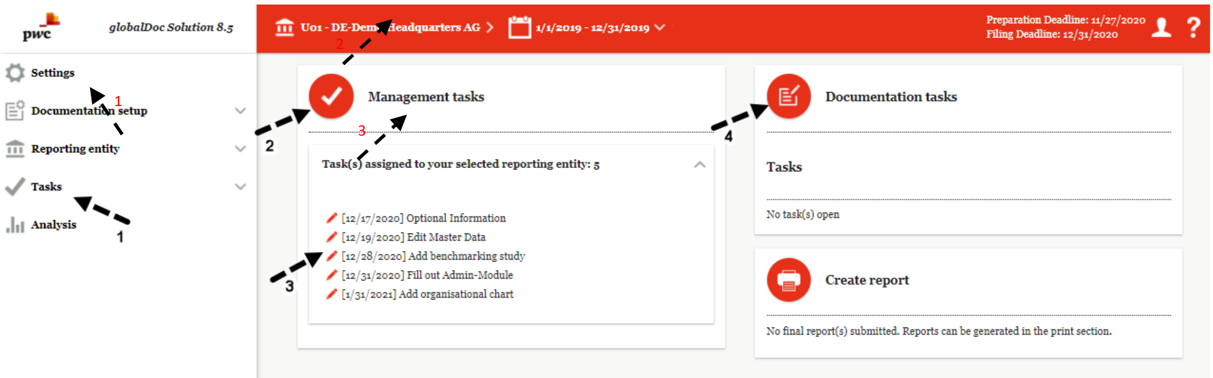
The transactions entered in the Matrix under Reporting company/Transactions/Matrix can also be displayed in the report using variables.

6 *Attachments*

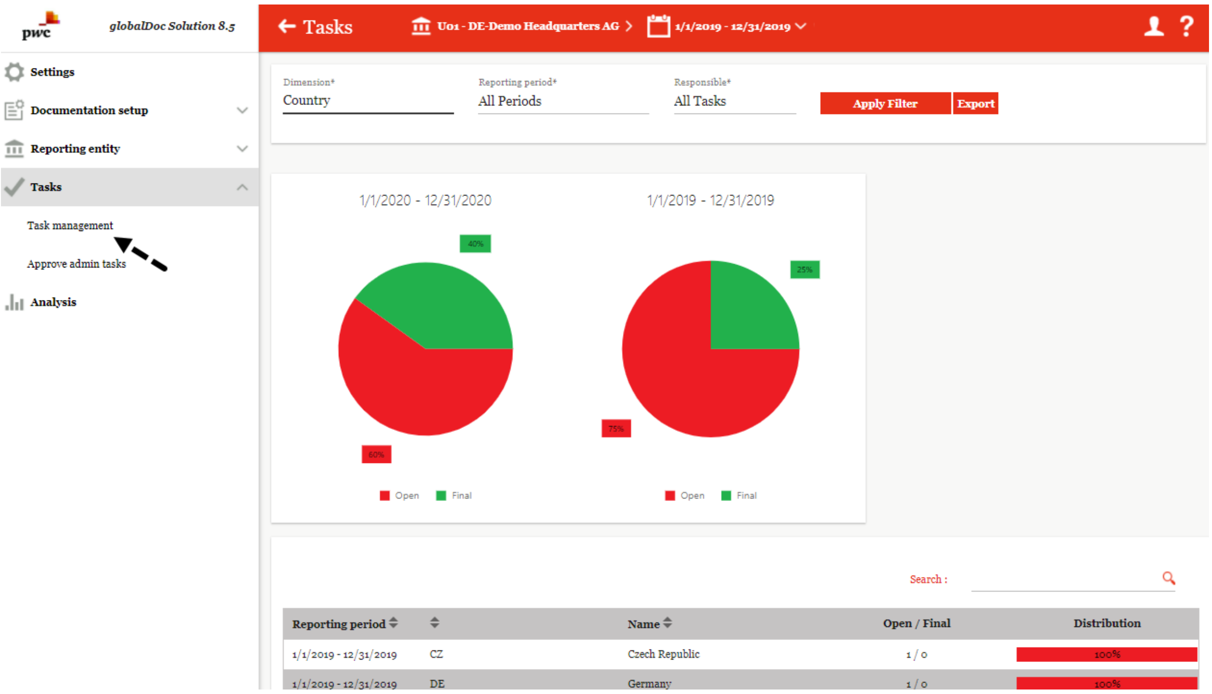
6.1 *General click path to Tasks and Report generation*

6.1.1 *Tasks*

1. Open the task overview (dashboard) via 1, 2 or 4. Alternatively, directly open the relevant task (module) via 3.

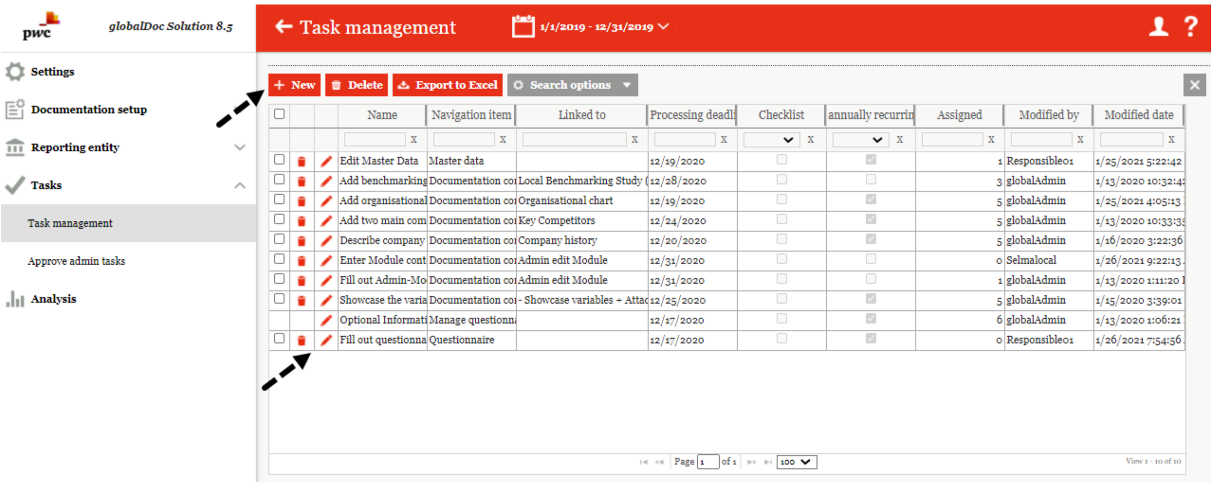


2. In the opened dashboard, click on Task management:

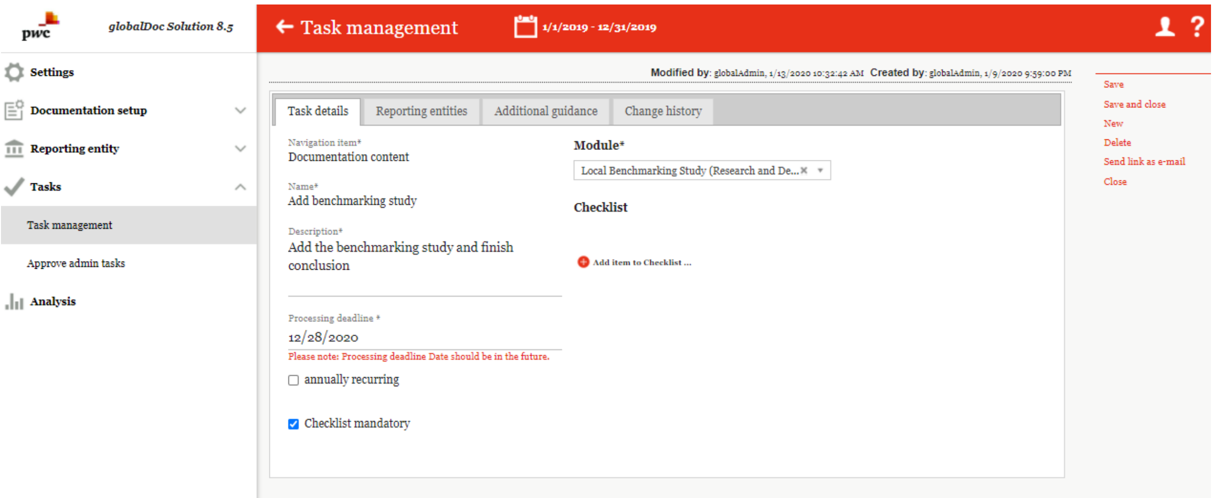


a. If necessary, select „Entity“ or „Current entity“ under **Dimension*** and confirm with „Apply Filter“. Then click on the icon to edit the list of tasks. If “Entity” was selected under Dimension*, you will now be forwarded to the view of the selected company. If “Current entity” has been selected under Dimension*, you will now be forwarded directly to the selected task.

b. To create a new task, first click on „Task management“ and then in the window that opens (see following figure) click on one of the visibile manual tasks created by the task administrator to edit it. You can also click **+ Neu** to create a (custom) manual task.



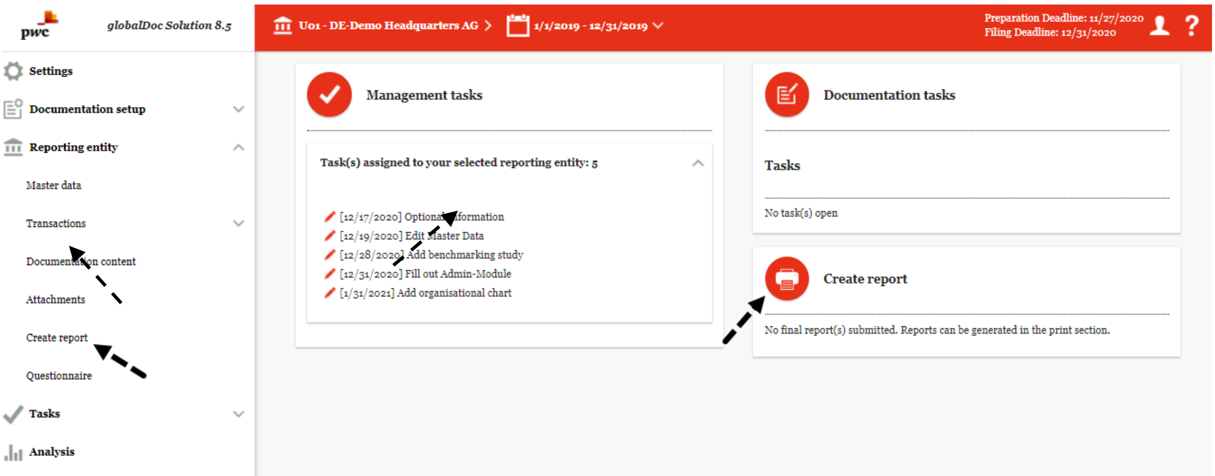
3. Manage tasks in the editing mode:



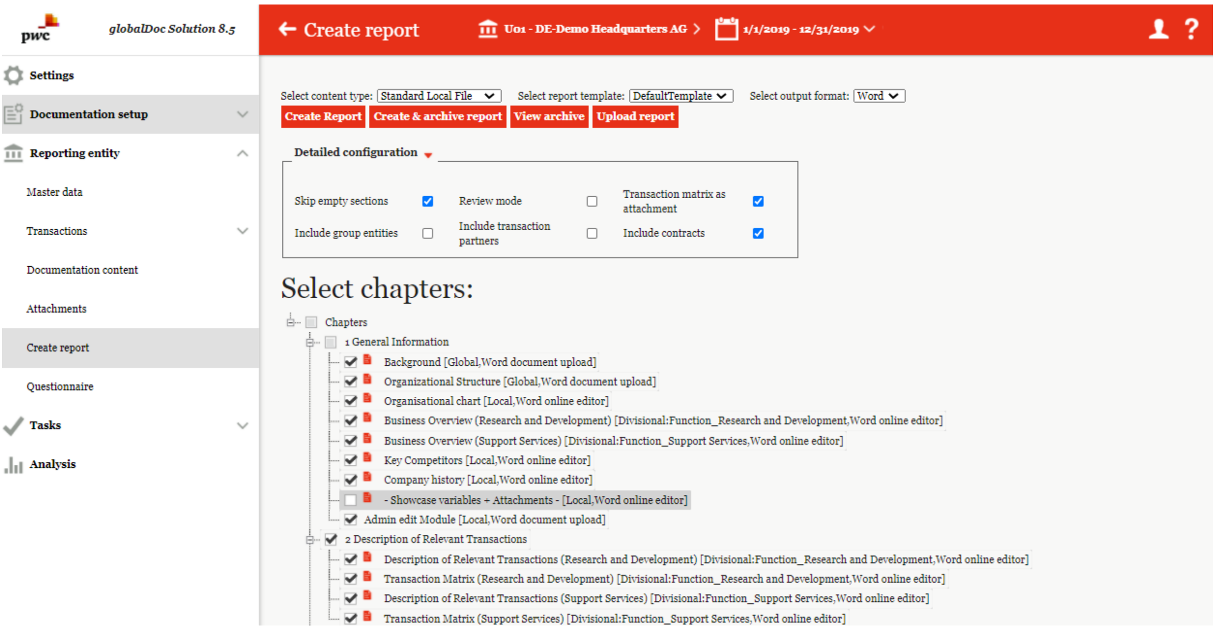
Fill in the tabs "**Task details**", "**Reporting entities**" and, if required, "**Additional guidance**".

6.1.2 Create report

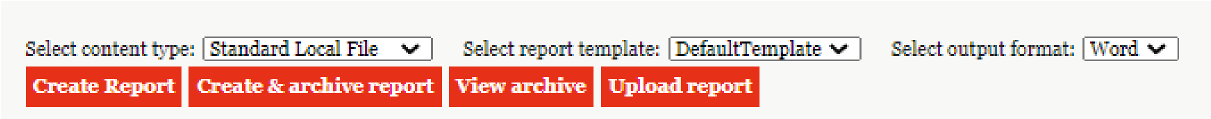
1. Start report generation by clicking on the icon or to the menu item "**Create report**".



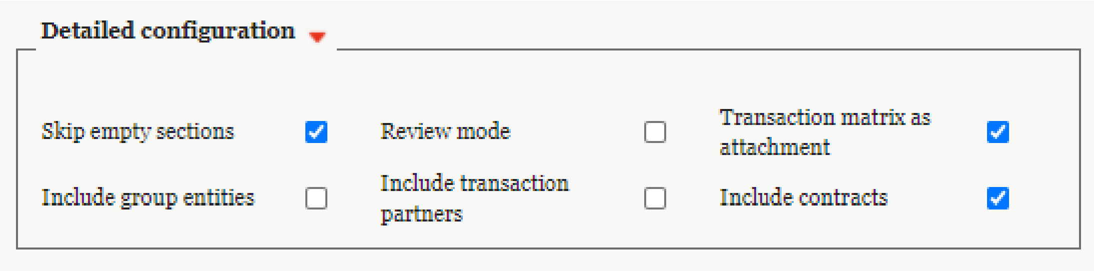
2. Overview page



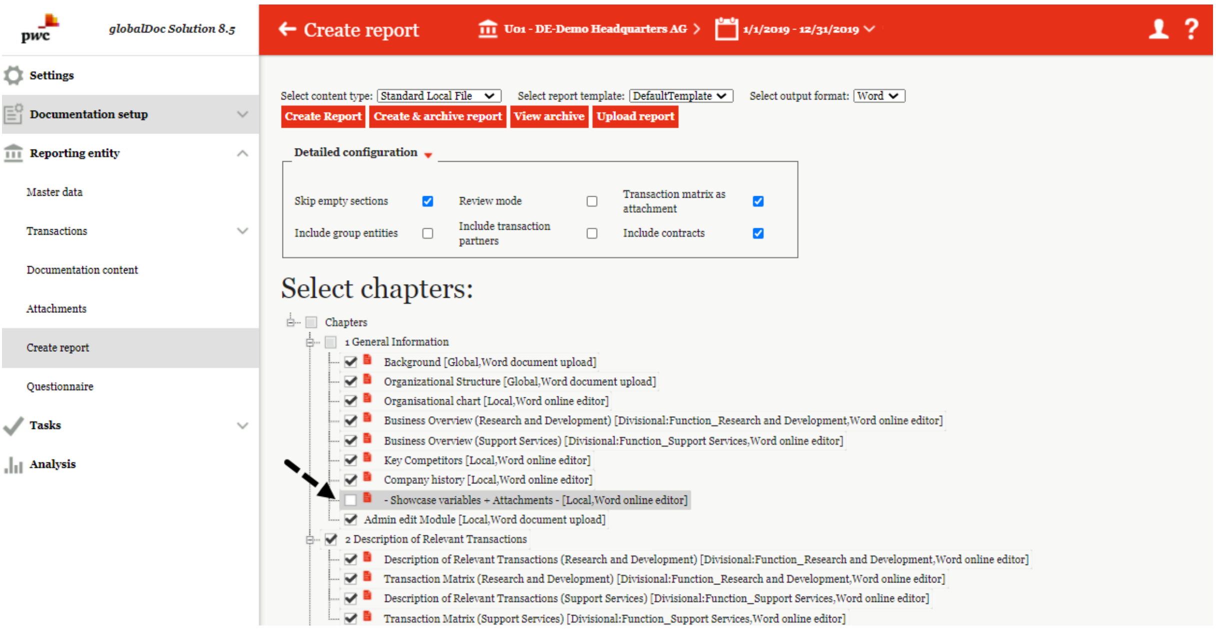
a. Select content type (Individual, Master File, Local File), report template and output format (PDF, Word) .



b. If required: Set detailed configuration.



c. Select or deselect chapters to appear in the report.



d. Print report

Figure 107: click path create report 11

NOTE: Depending on the documentation process of your group, it is possible that the system administrator will only grant you the right to request the report output ("Request for Print"). In addition, depending on the documentation process of your company, it is possible that you can only generate a report in PDF format with draft watermarks, as long as not all modules have the status "**Finished**": 

Table of figures

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globalDoc Solution® 8.5 User manual

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