globalDoc Solution®

User manual

Version 9.2

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Legal matters

Release notes

Functional enhancements:

- The automatic module allocation has been redesigned to allow flexible allocation rules and exceptions. For example, modules can now be automatically allocated to reporting entities that fulfil certain criteria, such as affiliation to a certain business line and / or residence in certain countries.
- It is now possible to configure multiple review levels for the modules as well as for the entire documentation report and to define multiple reviewers for each review level. If multiple reviewers are defined for a certain review level, approval by one of the defined reviewers is sufficient for this review level. The option to configure multiple review levels ensures that all review loops required by the group are adhered to for each module and each documentation report and that compliance with the review process is documented in the system in an audit-proof manner.
- A new, interactive in-tool help system has been integrated. This makes it easier to use the software, especially for users who do not regularly work with globalDoc.
- Where possible, drop-down fields have been added to the Excel files available for download/upload in globalDoc so that the required entries in Excel can now be selected from existing drop-down lists. This avoids typing errors or different character strings for the same facts.

Functional adjustments:

- The partner's country is now displayed in the globalDoc transaction matrix in addition to the existing fields. The country is now also displayed in the Excel transaction matrix, which can be generated when creating a documentation report.
- Local threshold values for the automatic allocation of modules or the inclusion of a transaction in the Excel transaction matrix can now be both above and below the global default values.
- The questionnaires can now be (temporarily) saved even if there are no entries for mandatory fields. Validation of whether entries are available for all mandatory fields now only takes place when the status changes. Thus, the questionnaires can also be answered successively.
- French is available as an additional language for the user interface.
- In the final review, comments to mark the start and end of a module are no longer displayed in the preview of the documentation report.
- Modules that contain pre-filled templates are now automatically displayed when the report is generated, even if no user has previously viewed the associated module.
- It is now possible to enter several directories per documentation report, e.g., a table of contents, list of figures, list of appendices, etc.
- Global and divisional modules no longer lose their status when a company is added to or removed from the exception list (only applies to automatically allocated modules).
- Reports created using the Create and archive report function are now saved as a draft if the documentation status is not yet finalized.

Important note:

- The receiver variables in the transaction tables have been renamed "Recipient". **Any existing tables with these variables must be adjusted manually**.

Your *globalDoc Solution*® Team

Preliminary remarks

In addition to a general introduction to *globalDoc* (Chapter 1), this *globalDoc* User manual contains a description of the first steps in working with *globalDoc* (Chapter 2) as well as a detailed description of working with *globalDoc*, in particular a detailed description of the program items **"Reporting entity"** (Chapter 3) and **"Tasks"** (Chapter 4) relevant to all users (see also Figure ”*globalDoc* program items for all users”):

Figure 1: globalDoc program items for all users

Chapter 4 of this user manual also describes basic Task administration features relevant to users with the user right “Task administration”.

The separate *globalDoc* Administration manual describes the advanced functions that are only relevant for the administrators of your *globalDoc* system (see figure “Additional program items for administrators”).

Depending on the user rights assigned to you by your System- or Security administrator, not all program items may be enabled.

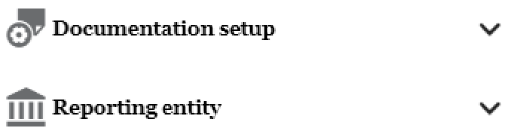


Figure 2: Additional program items for administrators

For a better understanding of the terms contained in this User manual, you will find the most important term definitions in Chapter 5. General click paths through the globalDoc tool and an explanation of the variables available for an automated creation of your documentation reports can be found in the appendix of this manual (Chapter 6).

1. General introduction to globalDoc

1.1. The idea behind globalDoc

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 based on national and international documentation regulations in order to meet the requirements of transfer pricing documentation efficiently and comprehensively.

globalDoc is designed to be flexible so 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 companies, 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.

1.2. The features of globalDoc

1.2.1. Common documentation platform for all persons involved in the documentation process

To cope with the complex structures of a corporate group, the persons involved in the documentation process at the headquarters, the individual business lines and the reporting entities work on a common documentation platform.

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

The access rights of the individual employees vary depending on which roles and authorizations have been enabled by the administrator.

1.2.2. Modular structure of the documentation contents

The documentation contents are divided into individual text blocks. These text blocks are valid for all or several reporting entities or only for a single reporting entity.

Any number of attachments can be added to each of these text blocks. Each text block and the associated attachments are assigned to a so-called **module** ("data container") in *globalDoc*. In such a module, all changes made to the text block during the documentation creation process and the assigned attachments are historized in an audit-proof manner.

By assigning all modules relevant to a reporting entity, an individual documentation report is created for each reporting entity.

Module contents, i.e., text blocks and associated attachments that are relevant for all reporting entities, are created centrally and can be automatically assigned to all reporting companies via the documentation level designated as **"Global"** in *globalDoc*.

Module contents, i.e., text blocks and associated attachments that are relevant for several, but not all, reporting entities are also created centrally and assigned to all entities that require these text blocks for their documentation via the documentation level called "**Divisional**" in *globalDoc*. Any number of **globalDoc-divisions** can be created in *globalDoc*. For example, a *globalDoc* division can contain text blocks that are relevant for companies in a region, business line, or function, or for companies that are transaction partners in a particular transaction group.

Module contents, i.e., text blocks that are only relevant for a single reporting entity are usually created by employees of this reporting entity locally and assigned to this single reporting entity only, via the so-called “**Local**” documentation level. For such local text blocks, the headquarter can provide prefilled templates to local users for download in *globalDoc*.

The documentation of transfer prices in *globalDoc* thus takes place at three documentation levels (see Figure "Documentation levels in *globalDoc*").

Figure 3: Documentation levels in globalDoc

The outline 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 modules. Through this procedure, and a documentation creation process based on the division of labor, 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 (“module structure”) and the assignment of tasks to the individual users of the *globalDoc* software.

1.2.3. Centralized collection of information relevant for seve-ral reporting entities

While information that is relevant for all reporting entities of the multinational group is usually 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 at the **Divisional** level (for several reporting entities) and information recorded at the **Local** level of *globalDoc* (only for one reporting entity).

With the help of the **Variables** function integrated in *globalDoc*, text blocks can be created uniformly and yet individually filled with content. In addition to the master data of the reporting entities and information about the documentation period, questionnaire variables and numerous tables are also available as variables.

As a rule, a local user answers the questionnaire provided by the corporate headquarters in *globalDoc*, enters on the Local level of *globalDoc* the company-specific information not recorded by the central offices (at the Global or Divisional documentation levels) that is only relevant for his reporting entity and, if required, loads the corresponding attachments into the system (contracts, charts, etc.).

For such Local text blocks, the corporate headquarters can, as already mentioned, provide the local user with centrally pre-filled templates.

Depending on the documentation level, specific information is entered, which is shown as an example in Figure "Possible documentation contents within the various globalDoc documentation levels". The assignment of the documentation contents to the individual documentation levels depends on the respective documentation concept ("architecture plan").

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: Possible documentation contents within the various globalDoc documentation levels

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

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* 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 approved 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 the transfer pricing documentation. Direct interfaces between existing IT systems and *globalDoc* can be programmed separately depending on the data quality already available on the IT side. However, such interfaces are not part of the *globalDoc* software.

Transactions or transaction groups, transaction partners and/or transaction volumes for a single reporting entity 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

The 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 preparation- and update-process by local users as well as the control of the documentation process by the corporate headquarters.

For each text block which requires editing in *globalDoc*, a 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 review”; green = “final”).

In addition, a status overview of the created tasks can be generated, and local users can be reminded of due tasks via an e-mail function. Thus, it can be ensured that all work steps for the creation of your documentation reports are completed in time.

1.2.6. Optionally available additional functions

For further automation of the use of *globalDoc* it is possible to use the following, optionally available additional features. Furthermore, interfaces to your existing IT systems and databases (participation database, employee database, contract database, etc.) can be set up. The additional features TP matrix and TP questionnaire as well as any programmed interfaces to other IT systems or databases are not part of the *globalDoc* software.

1.2.6.1. TP Data Hub (TPDH)

The TPDH add-on module supports you in the decentralized collection, validation and consolidation of any kind of quantitative data required for the preparation of the individual local files. Data is recorded via an Excel document that is customized to your needs and uploaded to the software in a decentralized manner for each reporting company. When the Excel document is uploaded, an automated quality check of the recorded data is carried out. Any number of completeness and consistency checks customized to your requirements are run in TPDH and the user receives immediate feedback from the system via error and warning messages.

1.2.6.2. TP matrix

The add-on feature TP matrix supports you in creating the transaction matrix and allows you to determine the transaction volumes of your intra-group relationships based on the booking data available in your financial accounting system. 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 matched between the performing and receiving reporting companies.

1.2.6.3. TP questionnaire

The add-on feature 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*.

1.2.6.4. 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 the country-by-country reporting (CbCR).

1.3. The user roles of globalDoc

1.3.1. System administrators

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 take care of the creation and administration of users and the assignment of user roles.

Again, please refer to the separate Administrator manual, which describes, in addition to the explanations in this User manual, the program items of *globalDoc* that are exclusively relevant for this group of users.

Only users with the roles System administrator or Security administrator have administrator rights.

The roles System administrator or Security administrator can be assigned to several users.

A user can be assigned both the System administrator and Security administrator roles.

All other user roles described below have specific functions with certain read and edit rights, which are assigned to the users by a System administrator or a Security administrator.

1.3.3. Users with the right Task administration

Users who hold the role "Task administration" take over tasks in the Workflow Management. They can but do not 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 administration user, the basic functions of the Task administration relevant to local Task administration users are described in Chapter 4 of this manual.

1.3.4. Users with the right Approve tasks

The users who are responsible at the **Local, Divisional** or **Global** documentation level, and hold the role "Approve tasks", are entitled to review and approve work results prepared locally (for a specific reporting entity), divisionally (for one or more *globalDoc* Divisions) or globally.

1.3.5. User rights of Local users

In this manual, the term local user is used for all globalDoc users who are neither System administrators nor Security administrators. They can, but do not have to, have the already mentioned user rights "Task administration" and "Approve tasks".

Depending on the authorization concept selected in your group, the Security administrator will assign each user individual read and write permissions 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 System- or Security administrator. Depending on the documentation level, different roles can be assigned to the local users:

Module class	Roles
Global	• Admin edit module • Approve tasks • Define content structure • Edit global content • Manage attachments • Read global content • Tasks administration
Divisional	• Admin edit module • Approve tasks • Define content structure • Edit global content • Manage attachments • Read global content • Tasks administration
Local	• Admin edit module • Approve tasks • Assignment bases access • Define content structure • Edit local content • Edit Master Data • Edit Transactions • Manage attachments • Print report • Print with Approval • Read data collection • Read divisional content • Read global content • Read local content • Read/Insert benchmarking studies • Task administration

1.3.6. Reporting entity related user roles

In addition to the user rights described above, up to four user roles can be assigned to each reporting entity by the System- or Security administrator.

Those four user roles are: **“Accountable”, “Reviewer”, “Responsible”** and **“Delegated”**.

One Accountable and one Responsible user must be assigned to each reporting entity. 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 illustration.

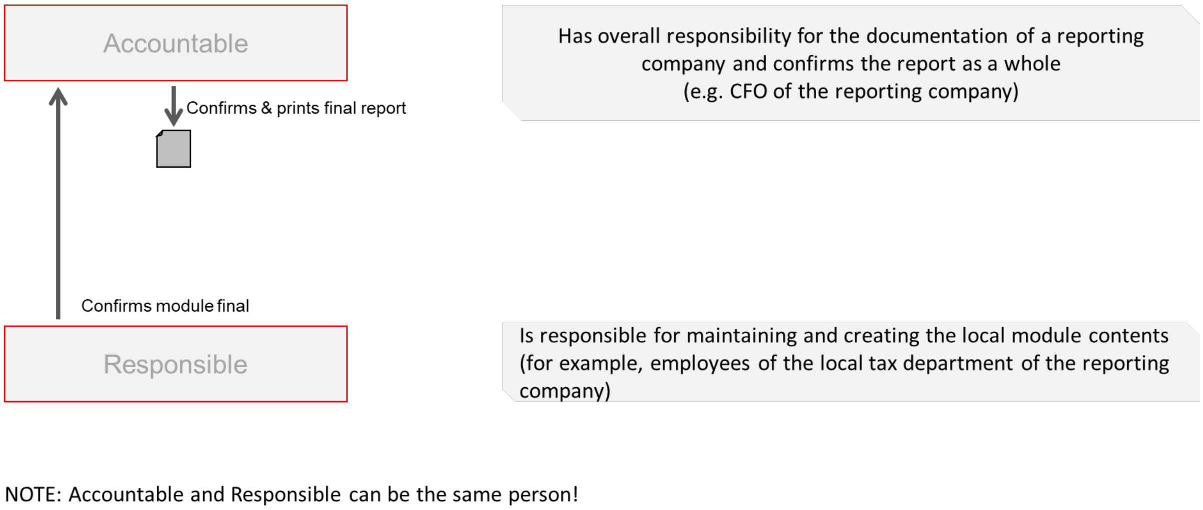


Figure 5: Relationship between Accountable and Responsible

If only an Accountable User is assigned to a reporting entity, the system automatically assigns this user also the user role Responsible. The above figure illustrates the relationship between Accountable and Responsible, as well as their responsibilities.

The user with the role Responsible can assign individual modules to another *globalDoc* user for processing, to the so-called Delegated User. 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 (see Figure "Relationship between Accountable, Responsible and Delegated User").

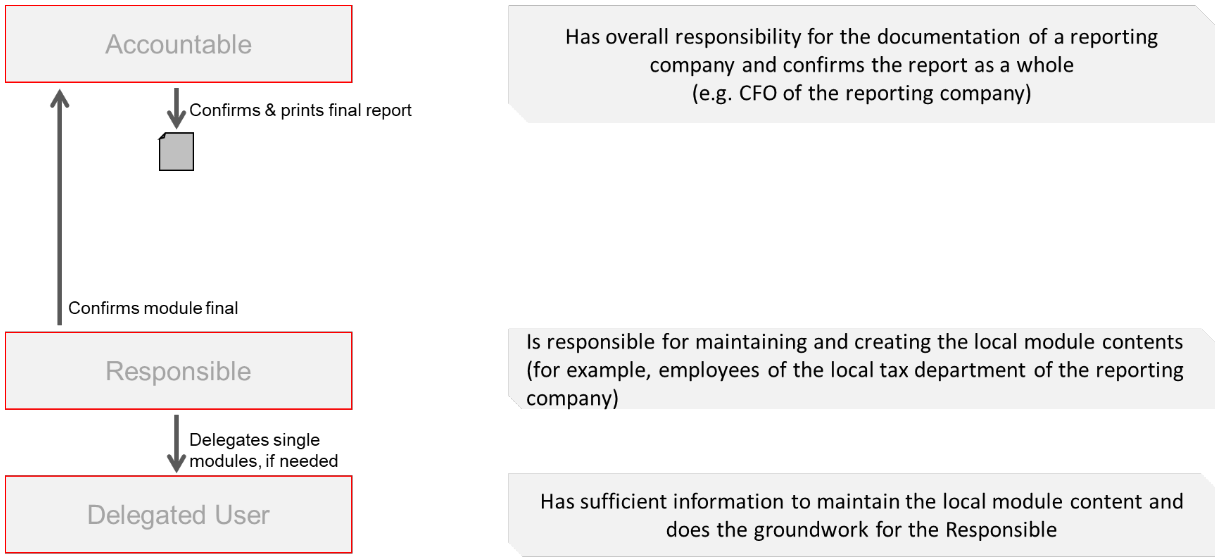


Figure 6: Relationship between Accountable, Responsible and Delegated User

To comply with the principle of dual control, the System- or Security administrator can optionally assign the role of a Reviewer (see Figure "Interaction of all roles").

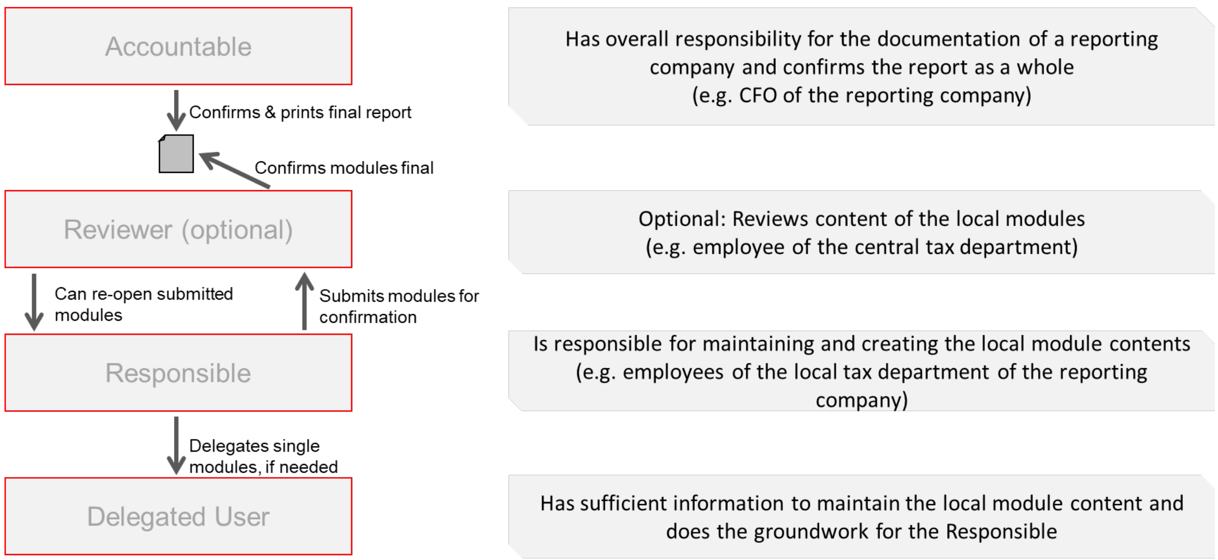


Figure 7: Interaction of all roles

These, reporting entity related user roles simplify the documentation creation process and increase its transparency.

1.3.6.1. Accountable

Every reporting entity must have an Accountable.

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

1.3.6.2. Reviewer

If desired, a Reviewer can be defined for each reporting entity.

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

1.3.6.3. Responsible

Every reporting entity must have a 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 Responsible can directly set modules as final. In addition, the Responsible has the right to delegate the editing of modules to other users, the so-called Delegated Users.

As already mentioned in the *Accountable* section, the Accountable is, by default, 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, unless the user has any of the other user rights described above for the module.

1.4. The modules of globalDoc

The term "**module**" is used in *globalDoc* to describe placeholders for the individual text blocks. In addition, any number of files can also be attached to each module. For each file attached to a module, it can be individually defined, for example, whether it should be included as an attachment to the transfer pricing documentation report or whether it should only be used internally and only be archived in *globalDoc*, such as meeting minutes, purely internal presentations, internal Excel spreadsheets and any other data sources for backup purposes.

1.4.1. Module classes

Corresponding to 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 (see Figure "Module classes").

- **Global modules** are usually created by the headquarters and contain general information that is relevant to documentation for all reporting entities.
- **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 lines, etc.), to which any number of modules can be assigned.
- **Local modules** are usually created by the local reporting entities themselves and therefore only contain information relevant to local documentation. It is also possible to create modules at the "Local" module class level that can only be edited by the headquarters.

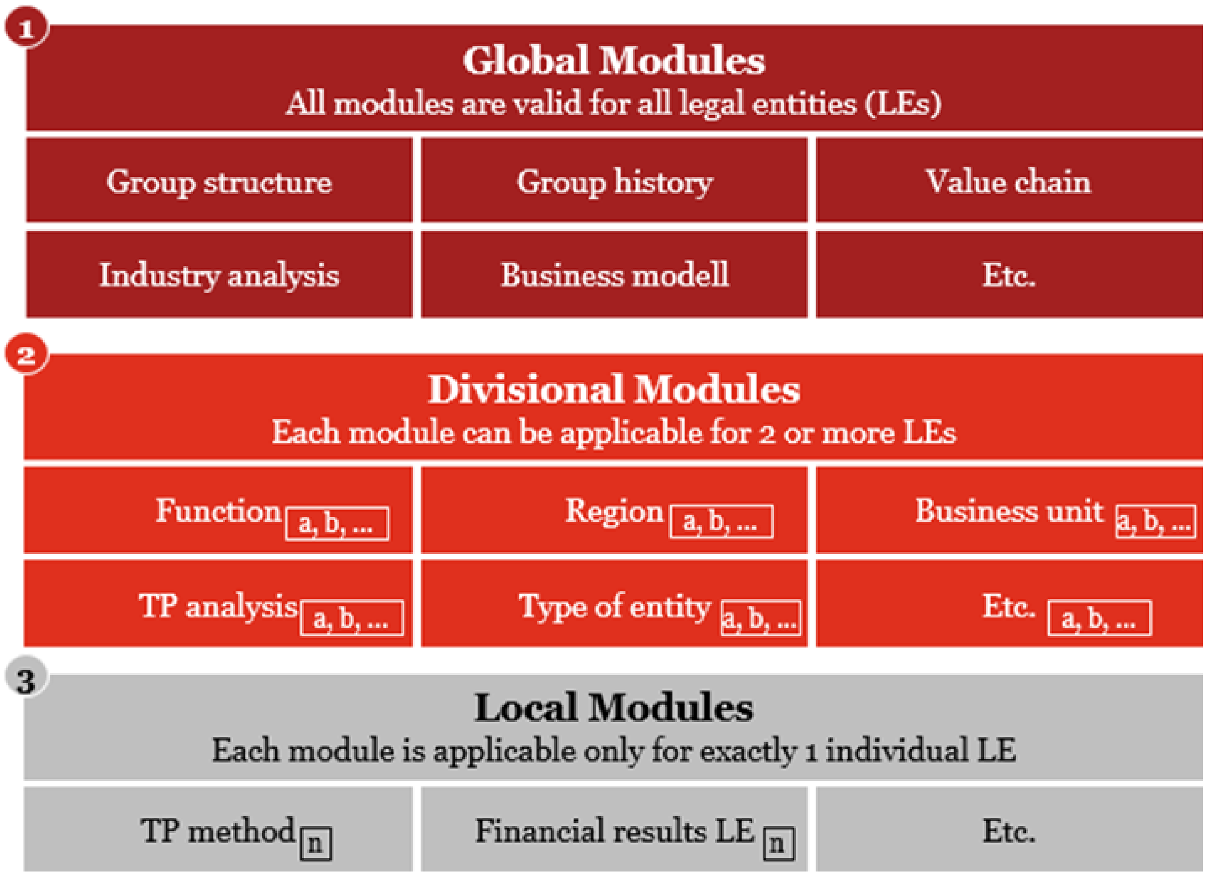


Figure 8: Module classes

Thus, the corporate headquarters and other centralized offices can provide the centrally available information to the local reporting companies via *globalDoc* in the form of global or divisional text blocks and file attachments. Also, the headquarters can support the local companies by providing prefilled text templates and file attachments which can be used for the creation of local modules.

It is important that the documentation contents of such text blocks and file attachments are abstract, reusable and therefore free from details of individual local reporting companies. For specific information, the variables (placeholders) available in *globalDoc* can be used to allow a text block to be used for multiple reporting entities. Only then can these text blocks and file attachments be used efficiently across multiple reporting entities.

More detailed explanations of the variables available in *globalDoc* and their uses can be found in the appendix of this user manual and in the administrator manual.

In *globalDoc*, text blocks can be created and edited directly in **Microsoft Word**, or you can use the online editor integrated in the tool.

In addition, existing Microsoft Word files can also be uploaded to *globalDoc* as text blocks.

1.4.2. Formatting the contents of modules

Detailed information on working with *globalDoc* can be found in the following chapters of this user manual. There, for example, Chapter 3.3.3 (Edit module) describes in detail how to edit the module content.

At this point, however, we would like to point out that when editing the module content with Microsoft Word, you must take good care to ensure that the formatting of all **Word files** is consistent.

To ensure this, a System administrator can create (at least) one **report template** according to your corporate identity guidelines (colors, fonts, font sizes, formatting of headings, logos, etc.) and make it available to you in *globalDoc*. How to create such a report template and what to pay attention to is explained in the administrator manual in the chapter "Customizing/Report template". Otherwise, the "Default template" included in *globalDoc* by default can also be used.

If you edit the module contents via **Microsoft Word**, it is of great importance that the formatting of your Word file always corresponds to the report template provided to you. Only with consistently formatted Word files can a consistently formatted report be generated automatically and without manual (re-)formatting.

If your System administrator has provided you with a report template, it is important that you familiarize yourself with your corporate identity specifications so that you can edit the module contents using the correct formats and, for example, format the headings correctly.

In this context, please note that it is crucial how you edit the module content:

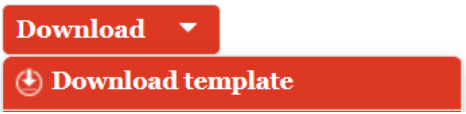
1. If the module is edited using the "Edit Module" button, Microsoft Word will automatically open with the formats corresponding to the report template. If Microsoft Word opens with different formats when you click the "Edit Module" button for the first time, please open the online editor first. This will ensure that the formats from the report template are adopted correctly. You can then close the online editor and edit the module content using the "Edit module" button.

2. If the module is edited via the online editor, the correct report template is also automatically used here. Some formats may not be displayed correctly in the online editor. However, please note that this only applies to the display of the module content on the user interface. It is not necessary to correct the formatting, because the formats are taken correctly from the report template when creating the report.

3. If you prefer to update the modules locally on your computer, you can download the module content as a Word file from *globalDoc*, edit and save it locally, and then upload it back to *globalDoc*.

   You can also upload a Word file directly to a module without first downloading any existing module content as a Word file from *globalDoc*. In this case, the existing module content is replaced by the new module content.

   When doing so, it is extremely important that you create the new module content with the **template** that can be downloaded from *globalDoc*. This template is an empty Word document, which is preformatted according to the template. You can download it on the detail page of each module (for details see chapter 3) by clicking on:



Unless a specially formatted report template is used in your group, the default template included in *globalDoc* can be used under 

. The following formatting is set there by default for the headings if the respective text block is to contain headings:

Heading level	Template
A.	Heading 1
A.1	Heading 2
A.1.1	Heading 3
A.1.1.1	Heading 4
A.1.1.1.1	Heading 5

Regardless of the reporting template used, the following should be noted regarding **headings**:

Many chapter headings are already created by the System administrator in the *globalDoc* software. Additional use of headings in the respective module content is therefore only necessary if it is to be further subdivided. In this case you must pay attention to the correct specification of the heading level in the module content. For example, if the module to be edited is in a chapter for which the system administrator has already assigned heading level 1, headings from heading level 2 must usually be used in the module content.

Subsequent format problems or changes

If you face any problems with the format later, when editing or creating reports, check, or let your System administrator check the following steps:

1. Have the report templates been correctly stored in the Report Configuration and in the navigation item Settings Report Period.
2. Open the relevant module and check if the module was saved with the correct template.
3. If not (you will recognize this if your format specifications are not displayed), download the template using the "Download template" button. Now copy the content of the module and paste it into the empty template. Check the formats or assign them again, e.g., if the format of a headline was not recognized. Then save the file with the desired file name and upload it back to *globalDoc*.
4. If the module is saved with the correct template and the format is still not displayed, the formats should be assigned again individually. That’s because it can happen sometimes that a similarly named format was assigned.
5. It may happen that your system administrator changes the report template at some point, for example, because new corporate design specifications are introduced. In this case, you can reassign these new formats in the module which you are editing so that the new formats are applied to the module view. Regardless of this, *globalDoc* automatically updates these formats when creating reports.
6. If the module does not have any content yet, an empty Word document will appear after clicking on "Edit module", formatted according to your report template. If you find that the predefined formats are not available for selection, contact your System administrator.
7. If text blocks should be transferred directly from Internet pages into modules, make sure that the texts are inserted unformatted into Word, since otherwise Internet objects that are not visible to the user may be included in the text of the module, which can cause errors during report generation.

NOTE: If you have any further questions, please do not hesitate to contact your System administrator.

1.5. Overview of the most important symbols of the user interface

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 the navigation items
	Download file
	Upload file
	Detailed view/Edit
or	Delete
+ New	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 item 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”
Import	Import of an (Excel)-file
Export	Export of an (Excel)-file

2. First steps

2.1. Login

To login to *globalDoc*, please enter the Internet address provided to you into your browser:

- Chrome version 45
- Edge version 13
- Safari version 10 (except version 12.0)
- Firefox version 34
- Opera Version 92

If other browsers are used, globalDoc may not be displayed correctly. Microsoft Internet Explorer is no longer supported as of globalDoc version 9.2.

If Single-Sign-On (SSO) has been enabled in your *globalDoc* system, the *globalDoc* start screen opens immediately.

Otherwise, after entering the Internet address, the following login window appears (see Figure "Login to *globalDoc*"). Enter there the data provided to you by the System or Security administrator. Usually these are username and password.

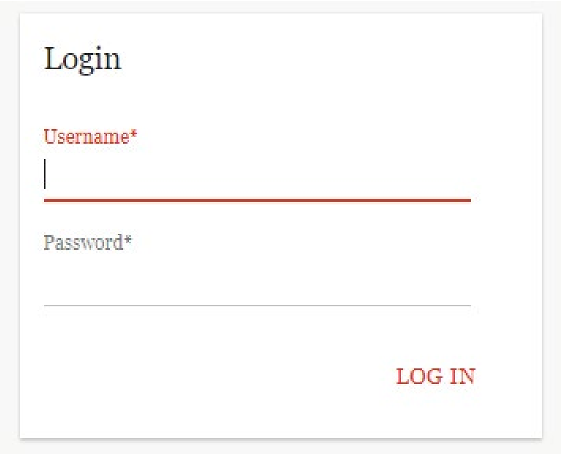


Figure 9: Login to globalDoc

It is optionally possible to use a two-factor authentication for the login to increase the security of your *globalDoc* system against unauthorized access. If your group chose this option, after entering the username and password, another field appears in which a six-digit OTP code must be entered, which you will receive by email or SMS (see Figure "Two-factor authentication (OTP-Code entry)"). Please note that a new OTP code (one-time-password) is generated at each login:

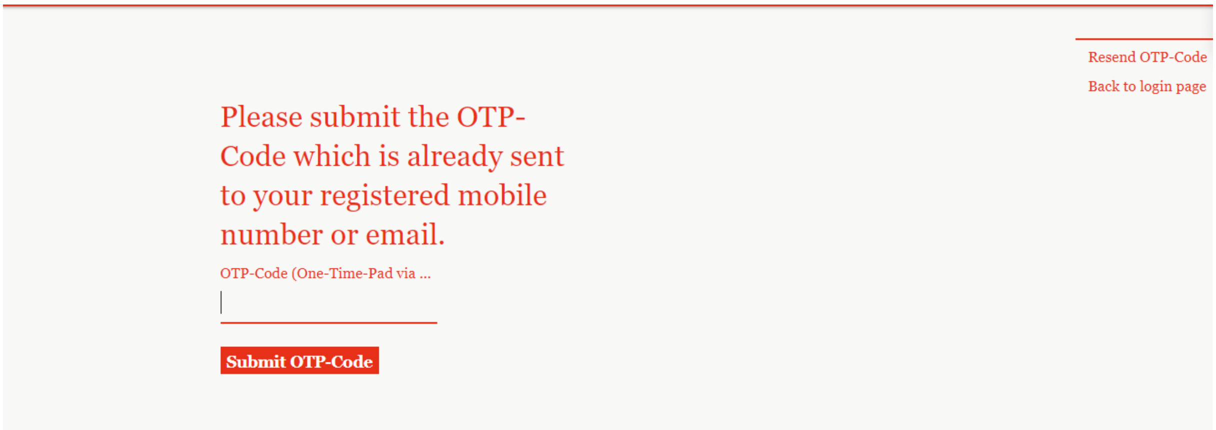


Figure 10: Two-factor authentication (OTP-Code entry)

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

2.2. Home Screen

After a successful login the home screen appears (see Figure "Home screen of *globalDoc*"). The home screen 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 System- or Security 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:

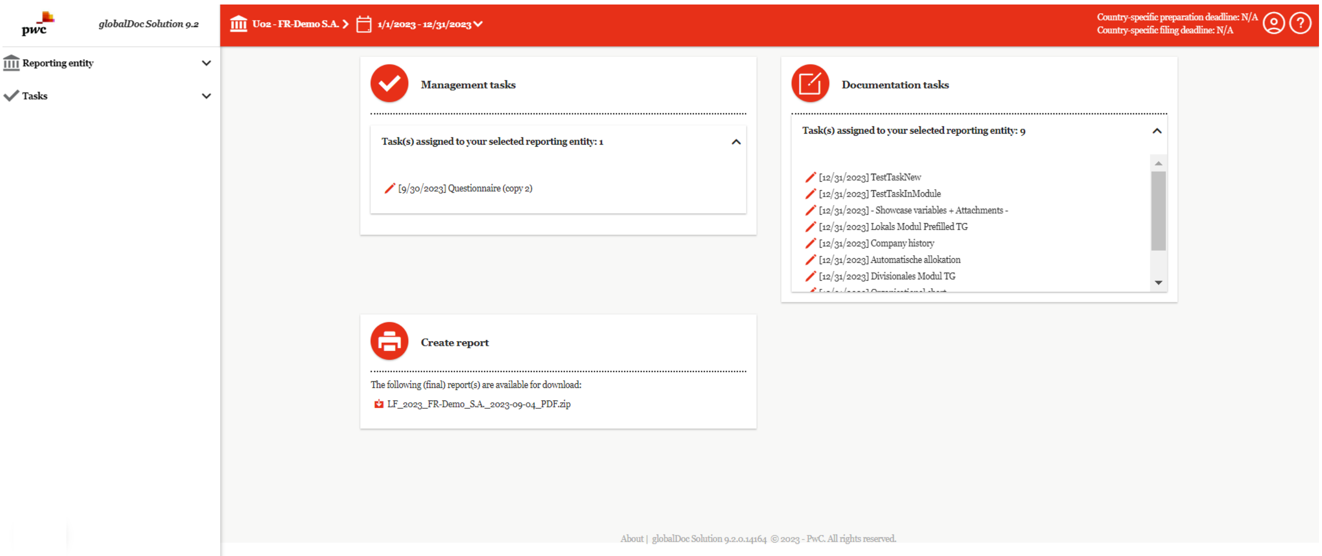


Figure 11: Home screen of globalDoc

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

“Management tasks“ displays those management tasks which still need to be performed and which previously have been set up by a user with the user right “Task administration”.

“Documentation tasks” displays those tasks related to the preparation of the TP documentation, which still need to be performed. Unlike the manually created **"Management tasks"**, these tasks have automatically been created by the system with reference to open modules of the transfer pricing documentation. The automatically created tasks apply to everyone who has access for the reporting period/reporting entity. However, "Your current tasks" shows tasks that are specifically assigned or delegated to you.

"Tasks from other reporting entities/reporting periods", in contrast to the two task overviews, shows you tasks that have only been delegated to you from another reporting entity/reporting period.

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

In the menu **"Create report"** and (if final reports are already available) by clicking , you can download the final reports and subsequently print them (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 and subsequently print new reports from the selected reporting company (see menu item **"Create report"**).

2.2.1. Help and contact

By cklicking the symbol in the upper right-hand corner of the screen you may obtain further information on *globalDoc.* Furthermore, you have access to the current manuals and you may directly contact your *globalDoc* contact person at PwC, there.

The following screen opens after clicking on the symbol (see figure "Help section overview"). Depending on the assigned role, the help section offers more or less categories for a user to choose from:

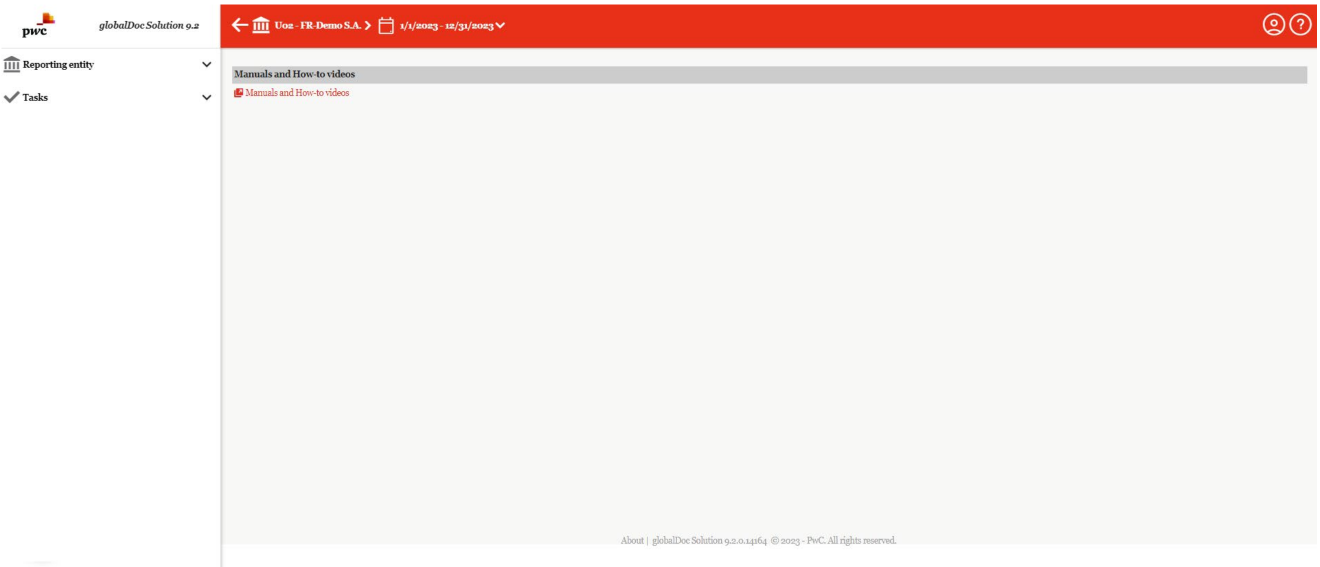


Figure 12: Help section overview

In the section "Manuals and How-to videos", the link "Manuals and How-to videos" will take you directly to *globalDoc*'s external support page (see Figure "External support page of *globalDoc*").

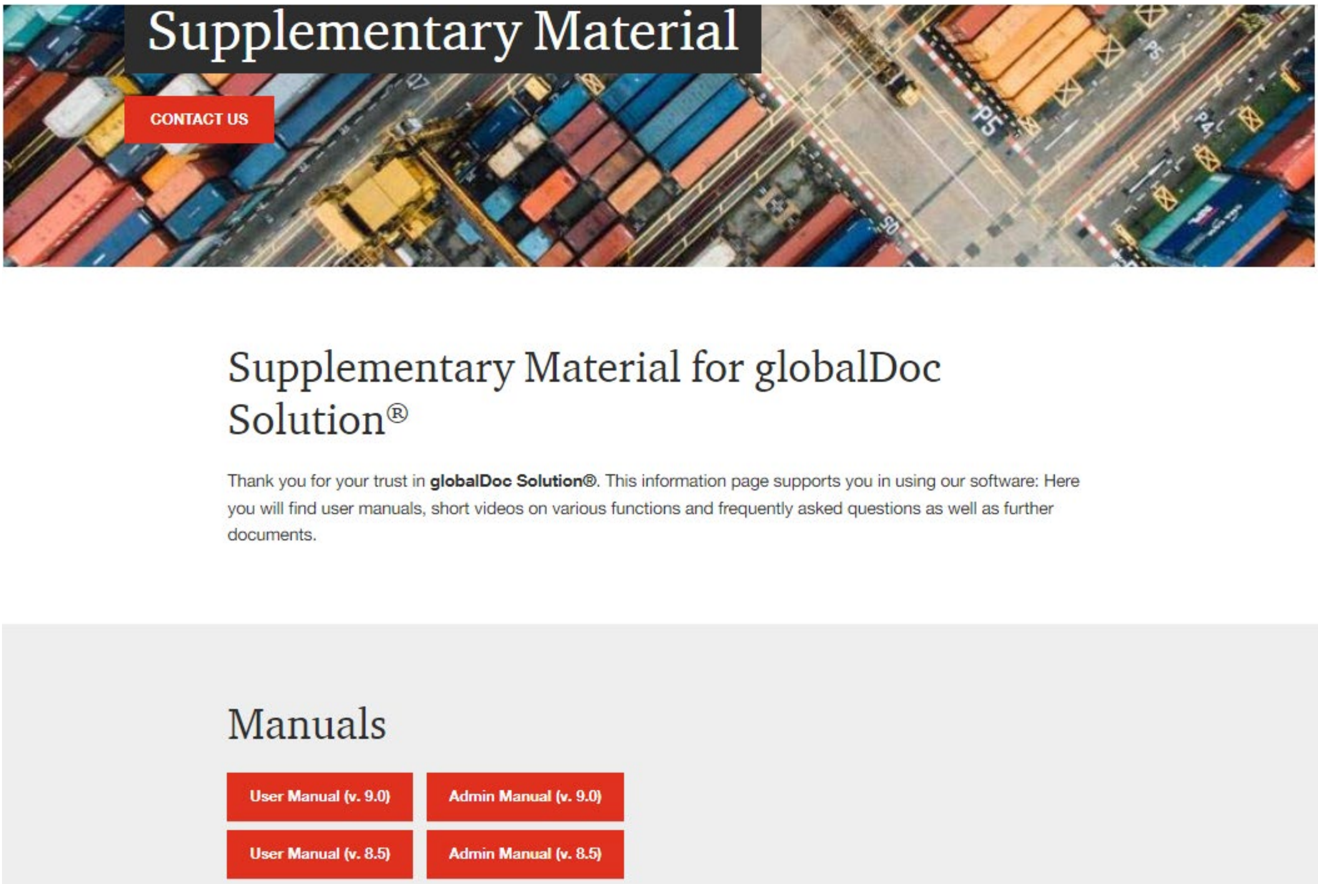


Figure 13: External support page of globalDoc

On the external support page of *globalDoc*, you will find user manuals and videos, sorted by *globalDoc* version. This page is updated on an ongoing basis.

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

In the **"Additional help documents"** section, you will usually find group-specific documents that your System administrator has uploaded for your support.

NOTE: The section "System log messages" and the link "System log messages" is only relevant for PwC to support you efficiently in case of system errors.

2.2.2. User profile

By clicking the profile-symbol  you can view your individual user profile, change your language settings for the user frontend, change your password and log out of the system, or (see Figure "User profile").

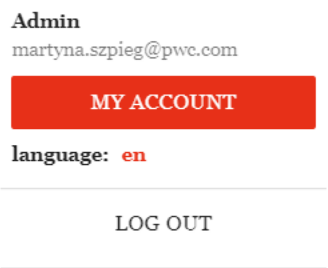


Figure 14: User profile

Via the icon  and a subsequent click on 

, your profile will be displayed (see Figure "Overview User Profile").

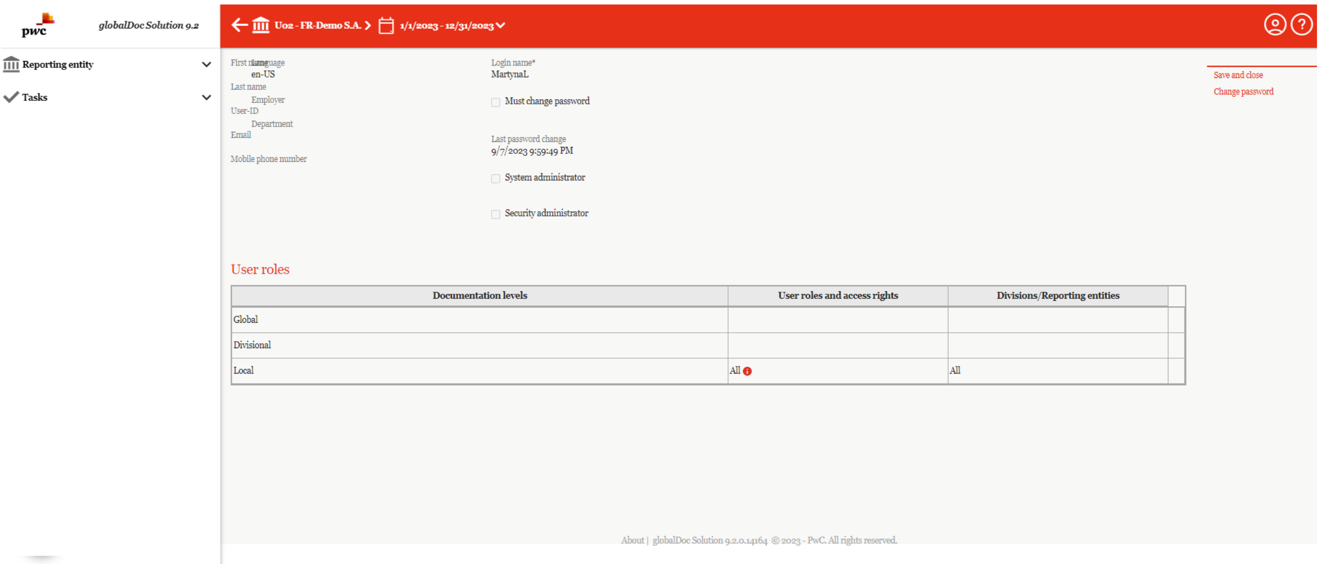


Figure 15: Overview User Profile

The user roles displayed in the view represent only the roles you have for the reporting period selected above. In another period, you might have different roles and rights if they are set up by a Security administrator.

Changes to the user profile can be made here, but not for the user roles. These must be made by the Security administrator.

Below the "User profile" button, you can select the desired language. If you move the mouse cursor over "en" (as an example), all languages enabled in your *globalDoc* system are displayed. Here you can directly select the desired language. By changing the language, the complete *globalDoc* user interface will be displayed in the selected language, but the language of the documentation content will not change.

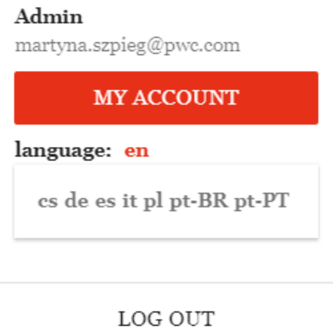


Figure 16: User profile - Language selection

2.2.3. Selection of Reporting entity and Reporting period

The current reporting entity and reporting period are displayed in the top left corner of the window on a red background (see Figure "Display of the reporting entity and reporting period").

Figure 17: Display of the reporting entity and reporting period

If the local user has the appropriate authorization, he or she can select another reporting entity and/or another reporting period. This is done by a click on the symbol in the top left corner and a subsequent click on Select in the appearing window. The user can also select the reporting period in the top left corner (see Figure "Selection of the reporting entity and reporting period").

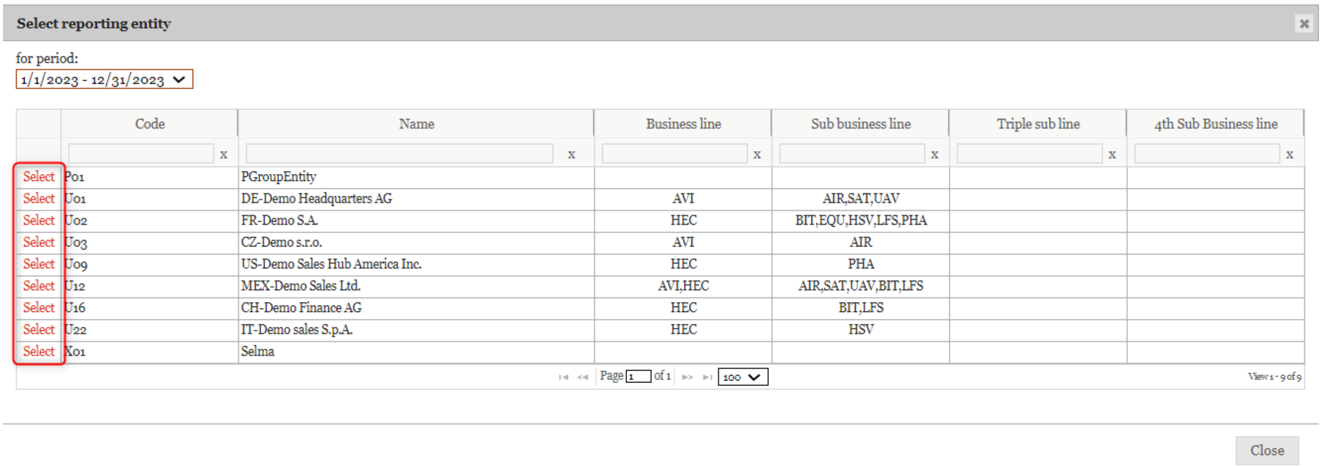


Figure 18: Selection of the reporting entity and reporting period

At the end of the list, you can scroll through existing reporting entities using the arrowheads Page 1 of 1 100 or navigate to the corresponding page by entering a desired page number. Furthermore, you can expand the display by entering the numbers of the lines to be displayed.

In the top right corner of the windows, the deadlines with respect to preparation and filing of the TP documentation for the selected reporting entity are shown. Detailed information about the deadlines as well as details about country-specific documentation requirements in the corresponding country can be made available by the System administrator for the user under the menu item **"Reporting entity/Master data"** under the tab **"Reporting deadlines details"** (see chapter 3.1).

Figure 19: Preparation and filing deadline

NOTE: Depending on the documentation strategy selected in your group, the date displayed as “filing deadline” may, for example, be the legal deadline by which the report must be submitted to the tax authorities at the latest. Under “preparation 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 (see Figure "Preparation and filing deadline").

2.2.4. Navigation to the individual program items

On the home screen, depending on the assigned roles, various program and menu items are displayed in the menu column on the left side of the screen. The Figure "Program items of the home screen (local user)" depicts the program items of a local user:

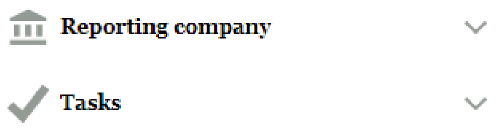


Figure 20: Program items of the home screen (local user)

By clicking on the respective program item of the main menu or by clicking on , you will reach the respective submenus, provided 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 entity**":

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

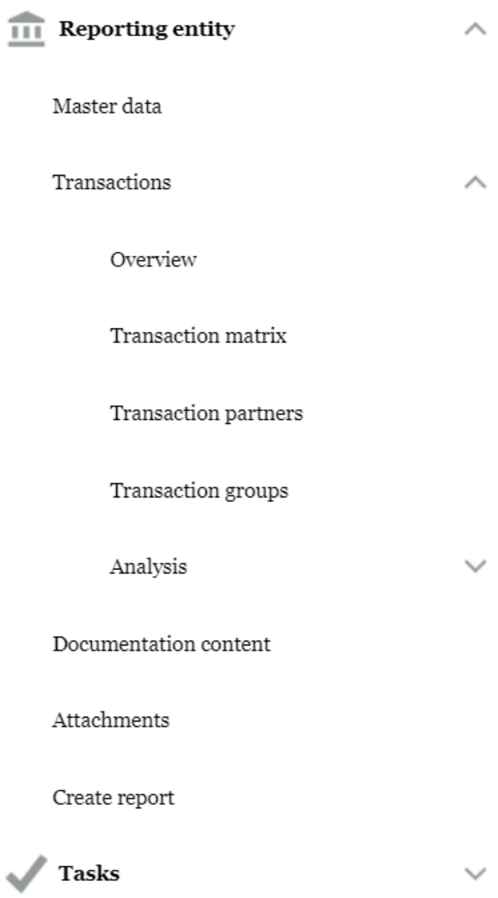


Figure 21: Submenus of the program item "Reporting entity"

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

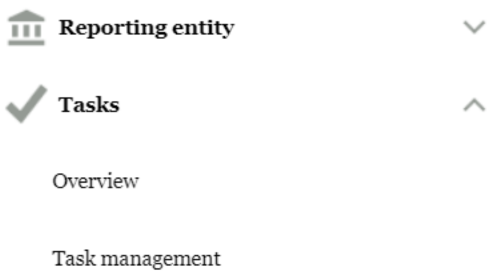


Figure 22: Program item "Tasks"

The program item "**Tasks**" provides the local user with an overview of the tasks assigned to him. The tasks are either assigned centrally by a System- or Security administrator, or they are created by the local user (with appropriate rights).

A change to the detailed view (by clicking on the icon directly in home 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 (e.g., a module).

Basic task administration functions that are relevant for local users with the role "Task administration" are described in *chapter 4*.

3. Program item Reporting entity

Under the program item “**Reporting entity**”, the following submenus (“menu items”) are being displayed:

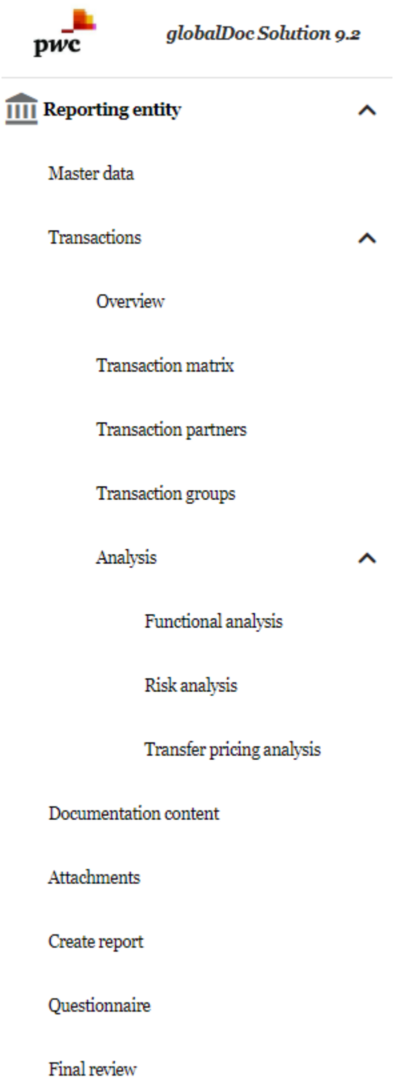


Figure 23: Possible submenu (“menu items”) of program item "Reporting entity"

NOTE: The submenus (“menu items”) available to you depend on the user rights set up for you by the Security administrator or System administrator. It is therefore possible that some of the menu items described in this manual are not visible for certain 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 in the tab **“Reporting company details”** (see Figure "Reporting company details").

These include information regarding the full name, short name, previous name, entity type, country, address, ERP number, and the local currency of the respective entity. The input-fields marked with an asterisk (*) must be filled in. The obligatory input-field “Code” must be filled with an alphanumerical, individual number. The number can be chosen freely for each entity.

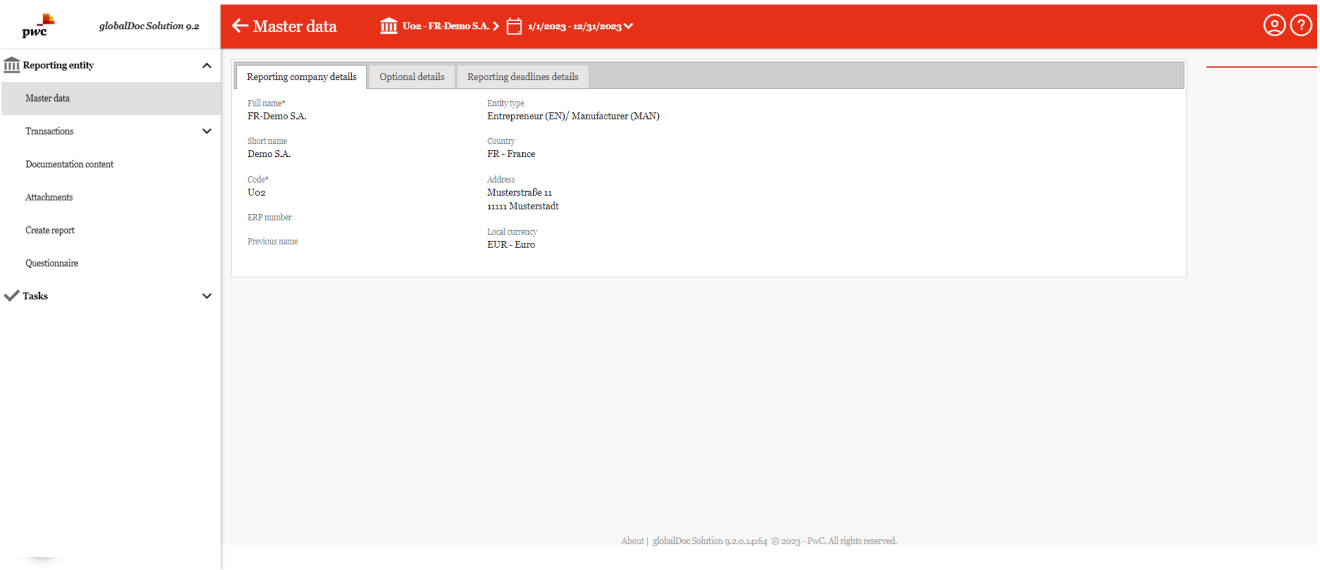


Figure 24: Reporting company details

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

Furthermore, it is possible to fill in additional information in the tab "**Optional details**" (see Figure "Optional details of a reporting company").

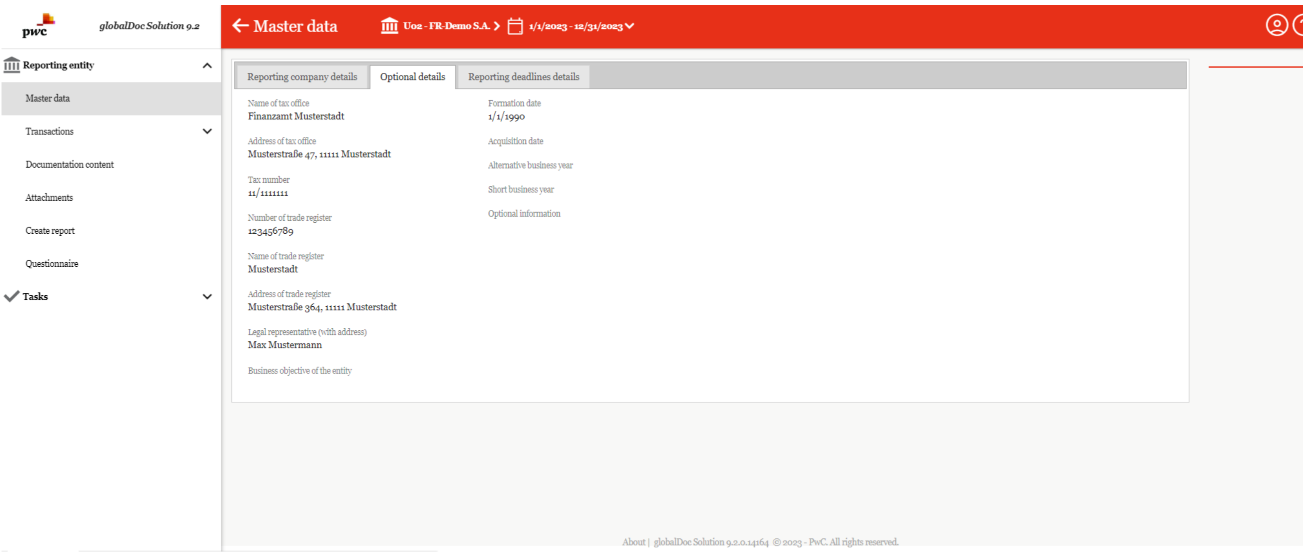


Figure 25: Optional details of a reporting company

In the tab "**Reporting deadlines details**" you can enter your own preparation and filing 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 (see Figure "Transactions' overview").

In this overview table you have the possibility to adjust the view. You can group the transactions by transaction partner, country or transaction group and also determine the currency of the financial data.

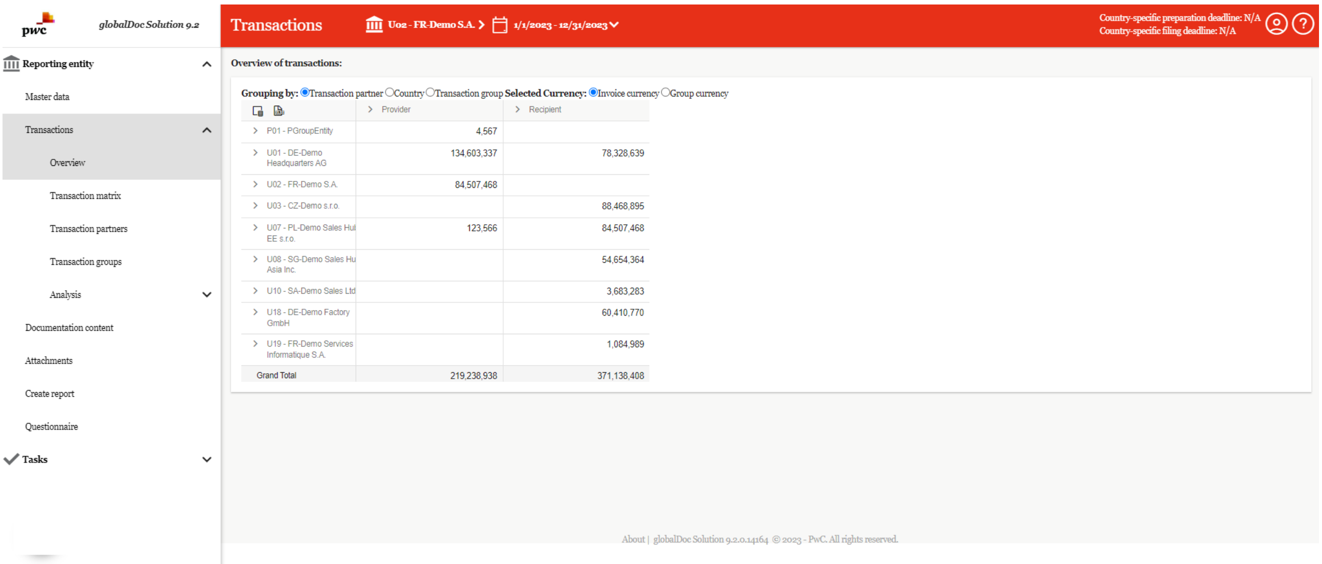


Figure 26: Transactions' overview

In addition, you can navigate to the corresponding submenus via the navigation items "Transaction matrix", "Transaction partners", "Transaction groups" and "Analysis" (see Figure "Possible submenu ("menu items") of program item "Reporting entity").

3.2.1. Transaction matrix

Under the navigation item "**Transaction matrix**" it is possible to specify the transactions in more detail regarding the type of transaction, the volume or the type of product or service (see Figure "Transaction matrix - Overview page").

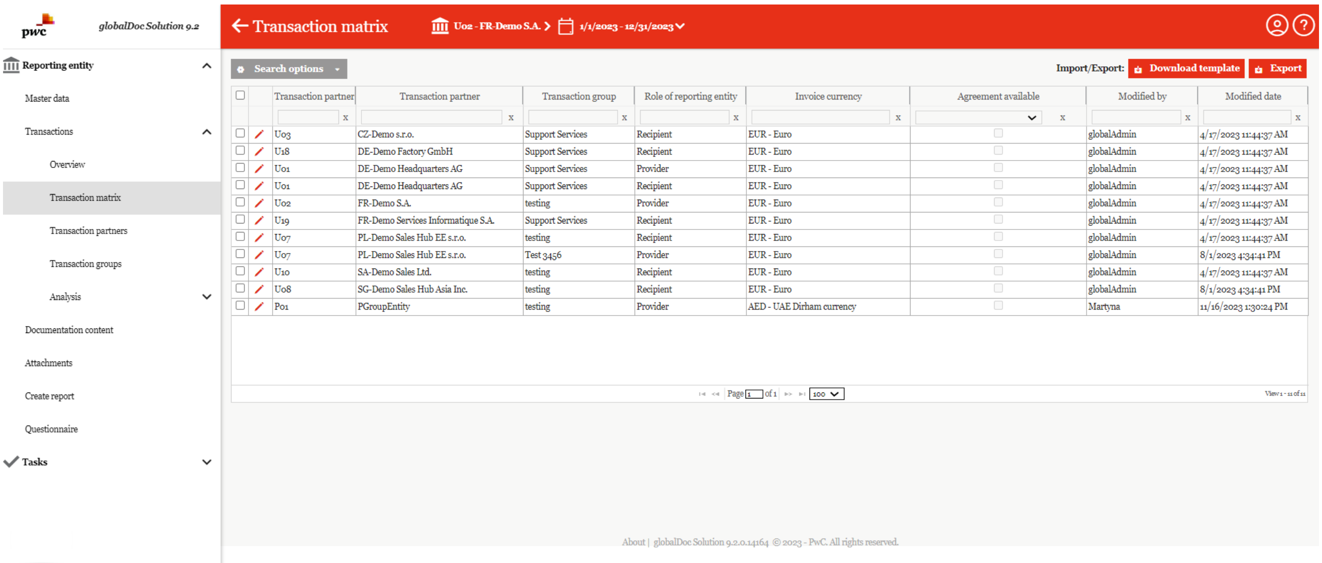


Figure 27: Transaction matrix – Overview page

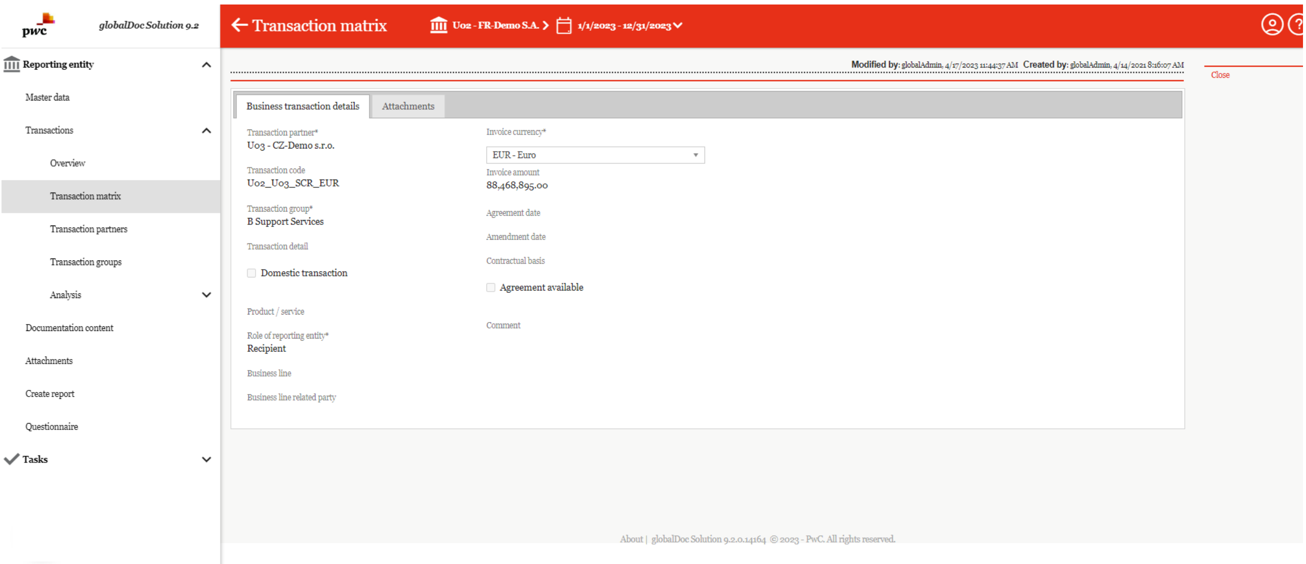
Within this submenu item it is possible for the user to create new transactions via + New and to delete existing transactions via Delete or , respectively. The deletion of transactions is irrevocable. Therefore, it is recommended to export the data as a backup via the "Export" button. This creates an Excel file, which can be saved by you outside of *globalDoc*.

Furthermore, transactions can be entered and edited manually via or imported from Excel via Import.

The last two options are presented below.

3.2.1.1. Manual data entry

By clicking on the user can reach the details of a transaction (see Figure "Transaction matrix - manual data entry - tab “Business transaction details” with exemplary data).



v

Figure 28: Transaction matrix - manual data entry – tab “Business transactions details”

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 an asterisk (*) must be filled in. The **"Role of reporting entity*"** field is particularly important here. This field determines whether the reporting entity for which the transaction is documented is the supplier (provider) or the receiver (recipient) of the transaction.

In the "Invoice amount" field, the amounts entered are displayed in decimal notation.

NOTE: Negative numbers preceded by "minus" signs are not reflected in the sorting and display. Since the "Role of reporting entity*" field is used to select whether the documenting reporting entity is the recipient or provider for the respective transaction, it is sufficient to enter positive amounts in the "Invoice amount" field. Negative amounts will then only be used for adjustment entries.

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. In this case, the transaction code is inserted automatically after saving the transaction partner in the "**Transaction code**" field and can still be changed manually afterwards. If the field is empty, a new unique transaction code is always generated.

When selecting the transaction currency, up to three common currencies (group currency, local currency of either transaction partner) are suggested. The suggestions are displayed and highlighted at the beginning of the list (see Figure "Manual data entry – Default currencies").

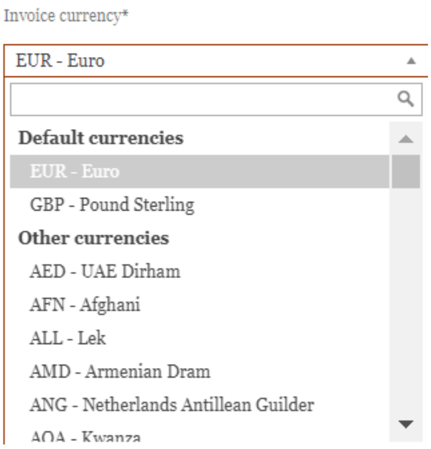


Figure 29: Manual data entry - Default currencies

NOTE: There is no automatic currency conversion. However, the calculation is performed during automatic allocation if the thresholder rate is specified for the currency. The exchange rate is not multiplied but divided.

1.1.6.2. Edit existing currencies

Click on "Settings/Administration/Currencies" to open the detailed view of a selected currency (see figure "Edit existing currency - detailed view").

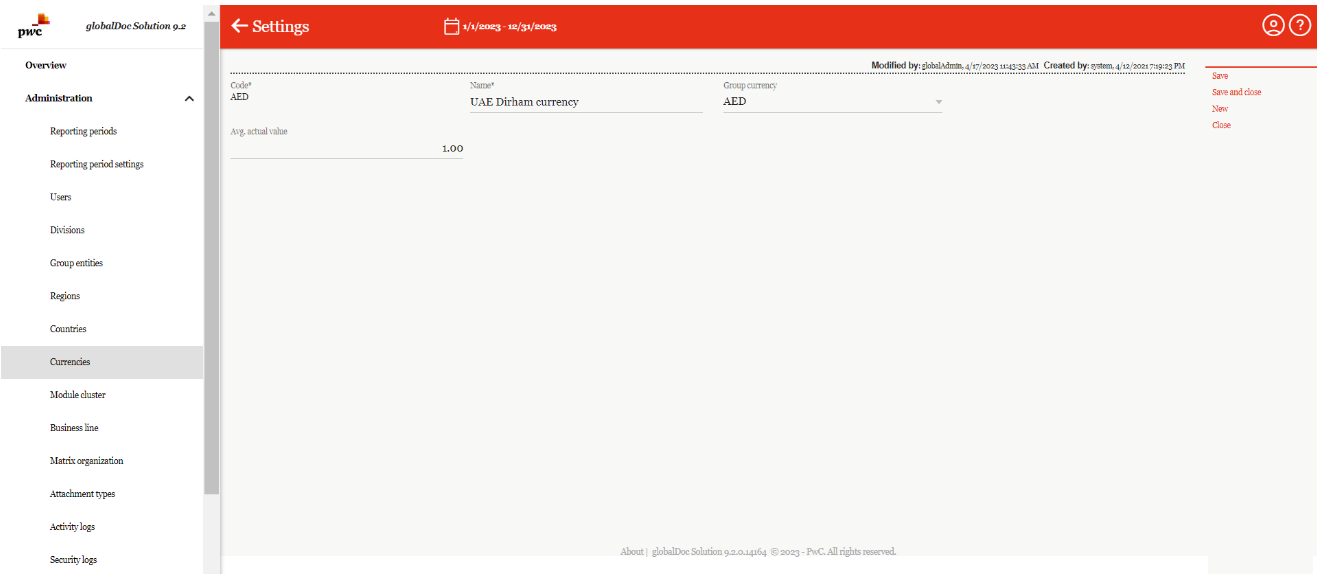


Figure 30: Edit existing currency - detailed view

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 the drag & drop function into the marked area (see Figure "Transaction matrix - Manual data entry - Attachments").

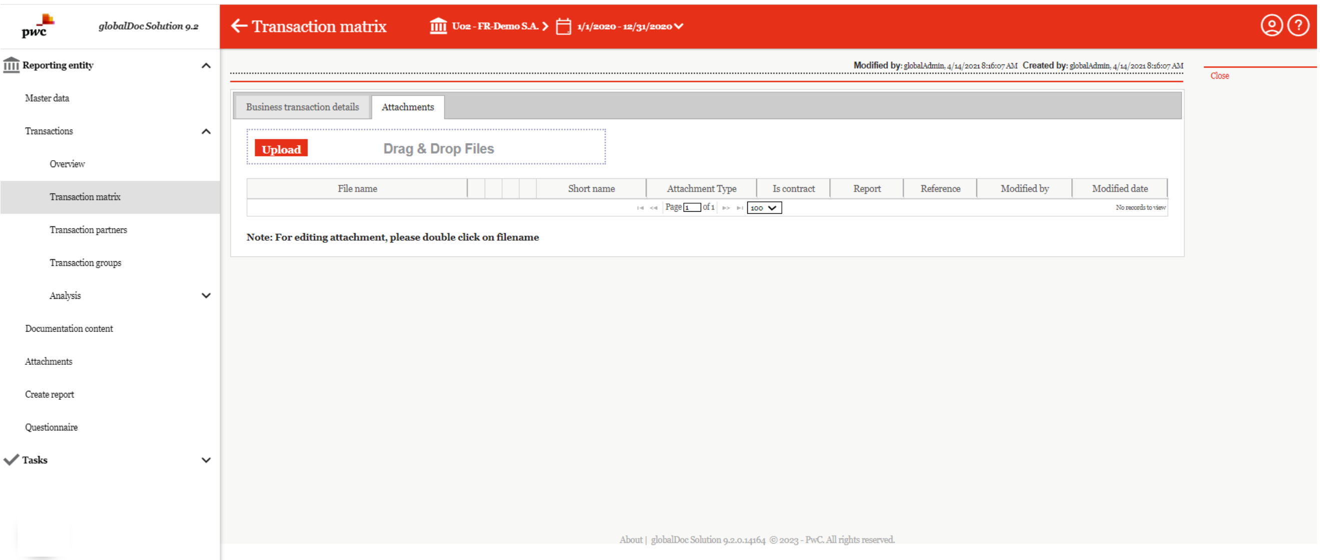


Figure 31: Transaction matrix – Manual data entry- Attachments

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:

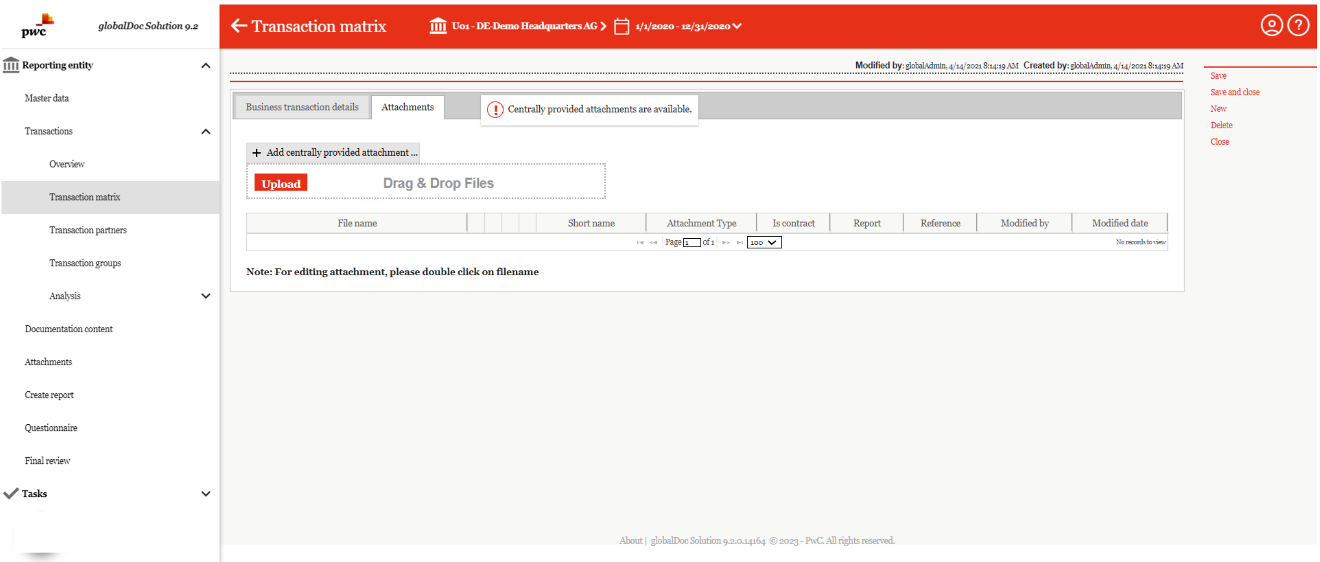


Figure 32: Centrally provided attachments - Warning message

Now, the user has the option to add the attachment(s) to the transaction by selecting the "Add" checkbox (see Figure "Centrally provided attachment - Adding attachments"). If the file shall not be added, no action is required.

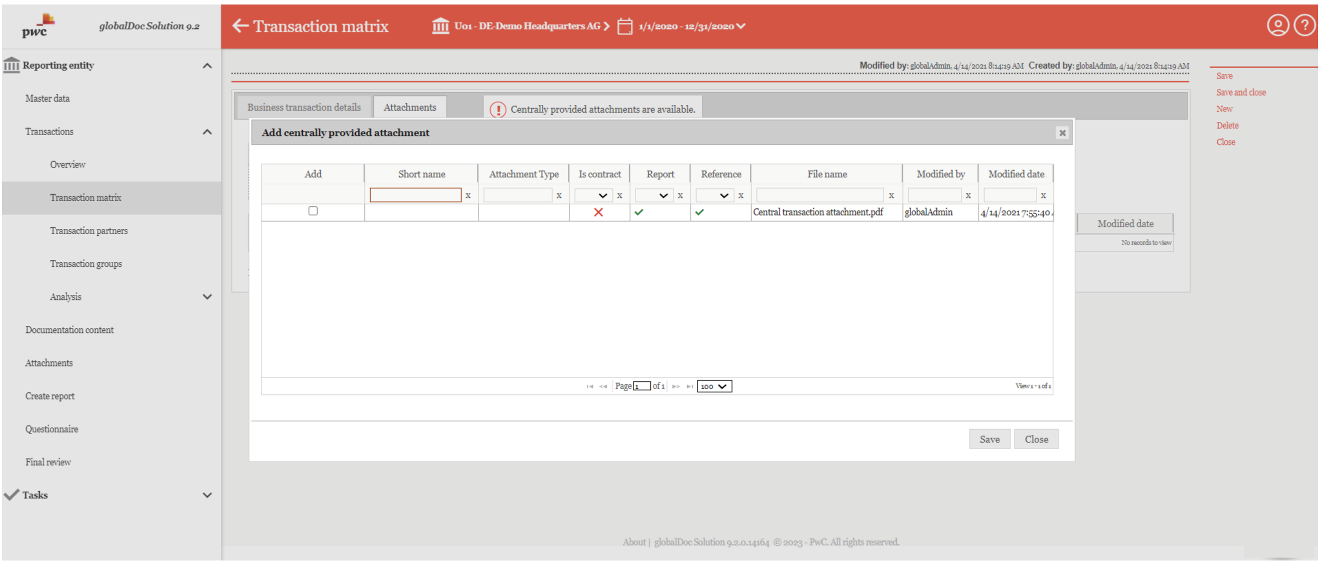


Figure 33: Centrally provided attachment - Adding attachments

3.2.1.3. Data entry via Excel import

In addition to manual data entry, transactions can also be created or changed using an Excel import (for example, when updating a new reporting period).

This is done via the fields **Import** and **Export** in the following screen (see Figure "Transaction matrix - Overview"), where data can be uploaded and downloaded.

In either case, 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. That is why for every transaction, a transaction code is generated automatically should the corresponding field be left empty.

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

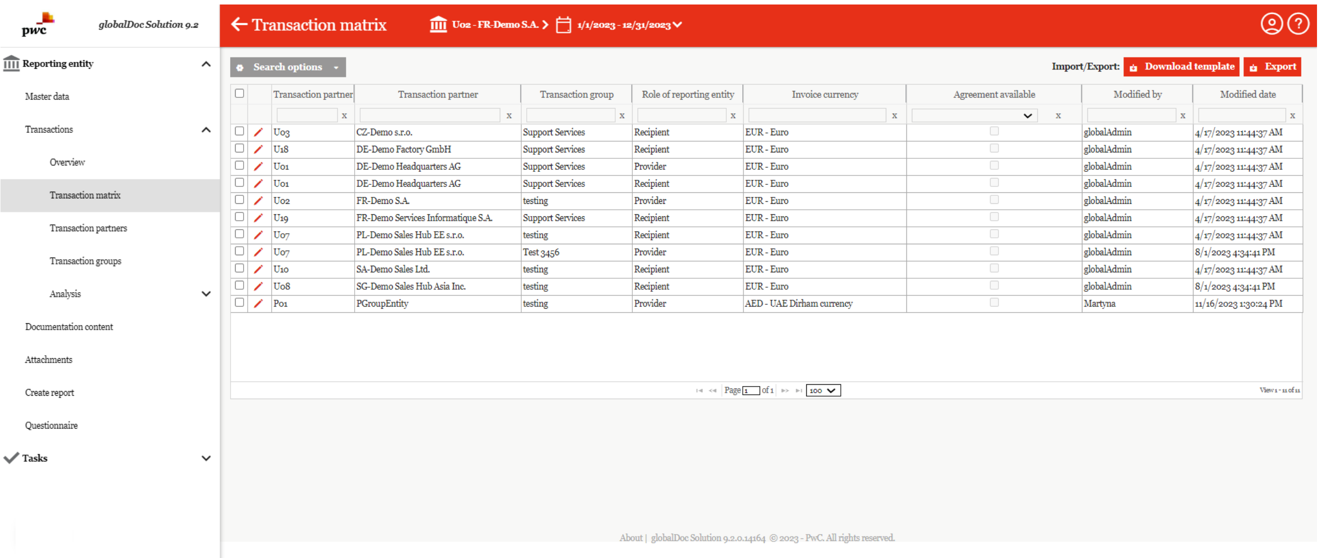


Figure 34: Transaction matrix – Overview

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 (see Figure "Transaction matrix - Overview").

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 (see Figure "Transaction partners - Overview").

By clicking the icon , transaction partners can be removed from the overview. This is only possible if the respective transaction partner does not have any transaction with the reporting company.

Once transaction partners have been removed from the overview, they are still available as transaction partners to other reporting companies. Only a System administrator can delete transaction partners from the system conclusively.

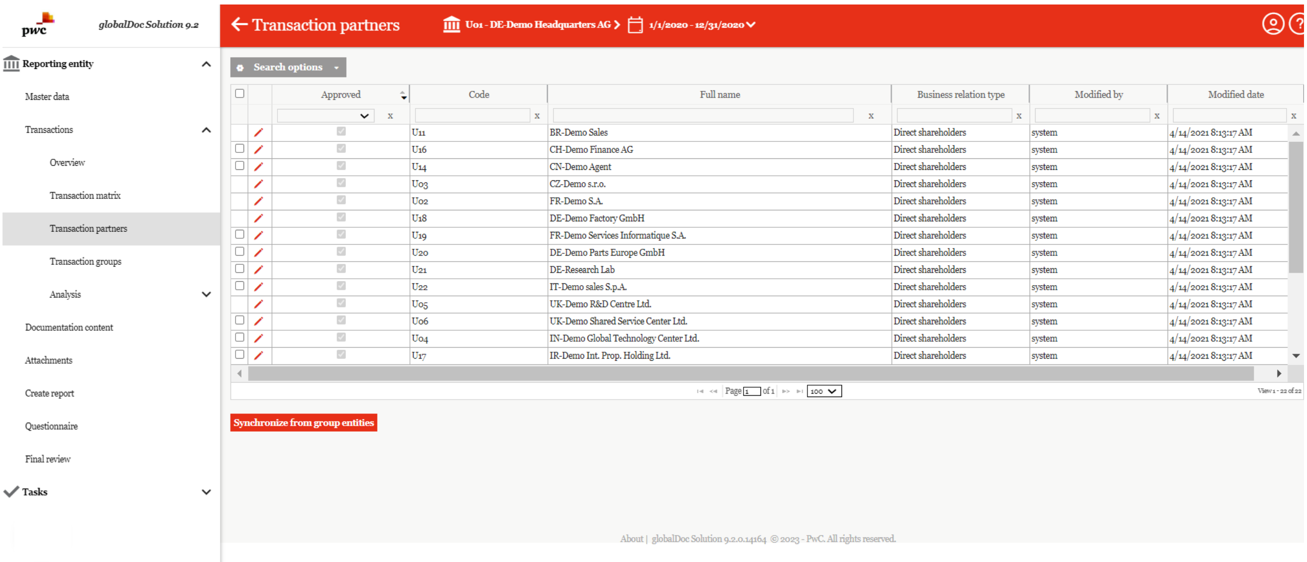


Figure 35: Transaction partners - Overview

If the transaction data shall be entered manually in the navigation item "Transaction matrix" to create the transaction matrix, all transaction partners which shall be available for selection can be adapted as described via the navigation item "Transaction partner". Thus, the maintenance of the transaction partners facilitates the selection of the correct transaction partner of a transaction.

Else, the navigation point "Transaction partner" only needs to be used by a local user if the transaction partner you are looking for has not already been created in the system.

That's because in this navigation item a local user can create a new transaction partner provisionally in the system via the following function. This must then be accepted by the System administrator.

By clicking on the button **Synchronize from group entities**, you can select those group companies from the group companies already centrally managed by the system administrator with which the reporting company had business relationships in the year under review (see Figure "Synchronization of transaction partners").

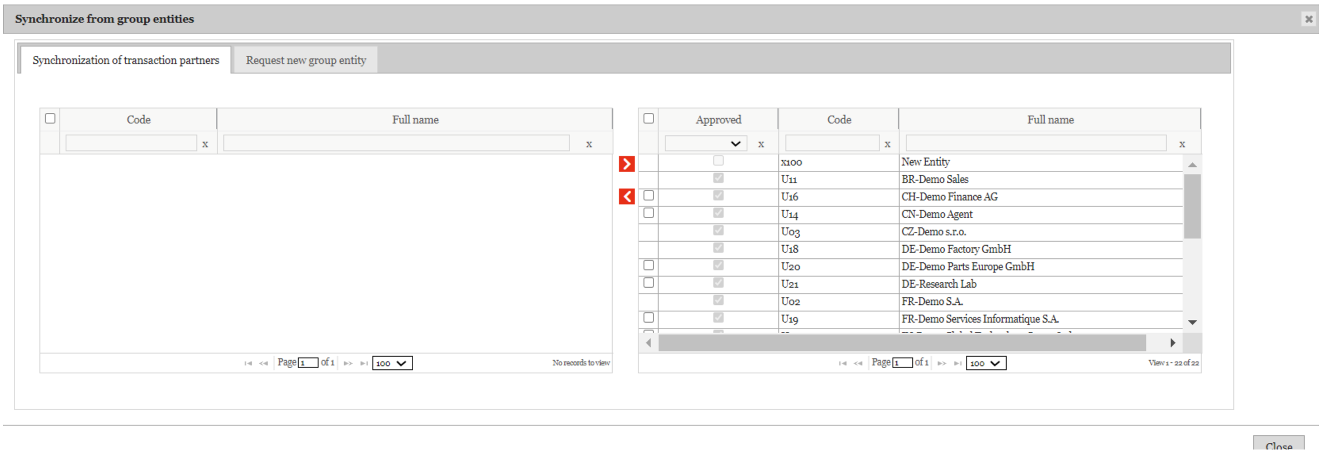


Figure 36: Synchronization of transaction partners

The existing transaction partners can be selected and directly assigned to the reporting entity by clicking on . Further, you may also use the "**Request new group entity**" tab in this view to ask the System administrator creating new transaction partners. Please note that the request for a new transaction partner is subject to a confirmation process by the System administrator. Until the confirmation process has been completed, the transaction partner remains highlighted in red in the transaction partner overview and is not available for other reporting entities. This feature ensures uniformly maintained transaction partners throughout the whole Group and avoids redundancies.

When creating a new transaction partner and 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 system administrator in the system. Nevertheless, they may have to be amended from the viewpoint of a reporting entity by the local user:

- 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).

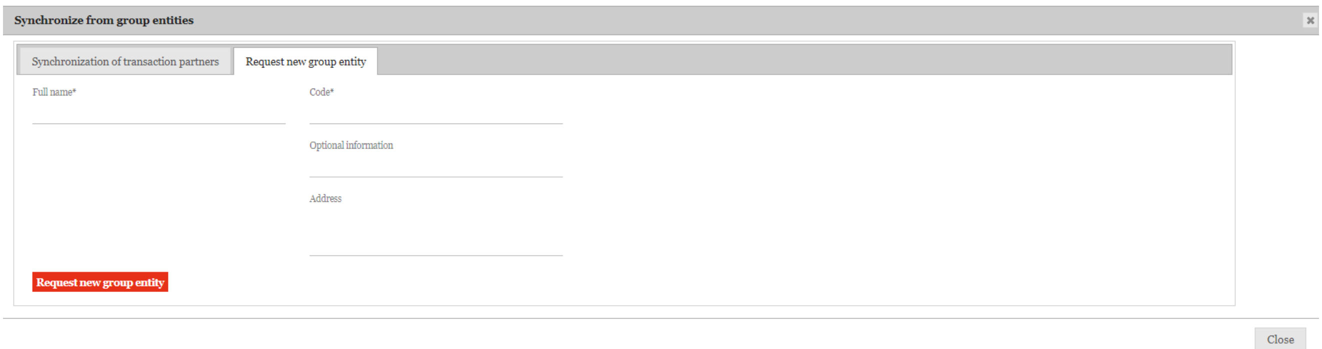


Figure 37: Request new group entity

3.2.3. Transaction groups

It is possible to create transaction groups for similar transactions. The transaction groups are managed centrally for your Group by the System administrator. The selection of the transaction groups which are relevant for the transactions to be recorded, can be made in the navigation item "**Transaction groups**" (see Figure "Transaction groups - Overview").

3.2.3.1. Synchronise Transaction Groups

Like for the transaction partners, a final deletion of transaction groups can only be performed by the System administrator. As a local user, however, you may adjust and update the allocation of transaction groups to your reporting entity accordingly, unless the respective transaction group is already used for a transaction in your reporting entity.

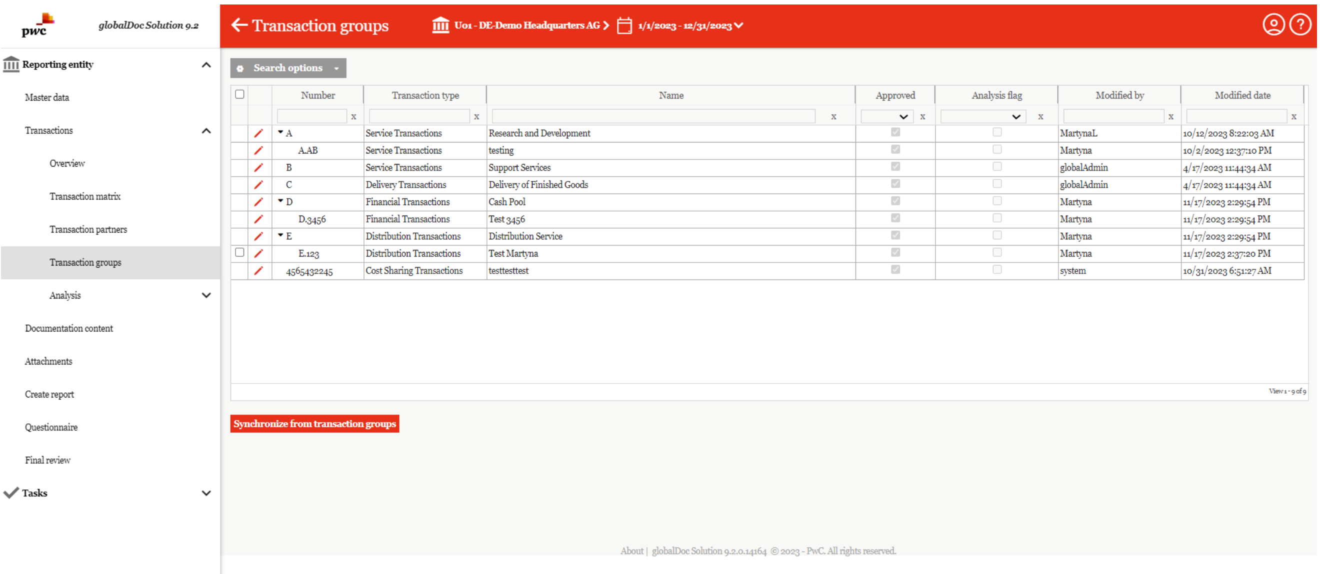


Figure 38: Transaction groups - Overview

By clicking the button **Synchronize from transaction groups**, you may select transaction groups from a centrally managed list (comparable to what has been described in this manual for the navigation item "*Transaction partners*") (see Figure "Synchronization of transaction groups"). These can be allocated to your reporting entity via the icon .

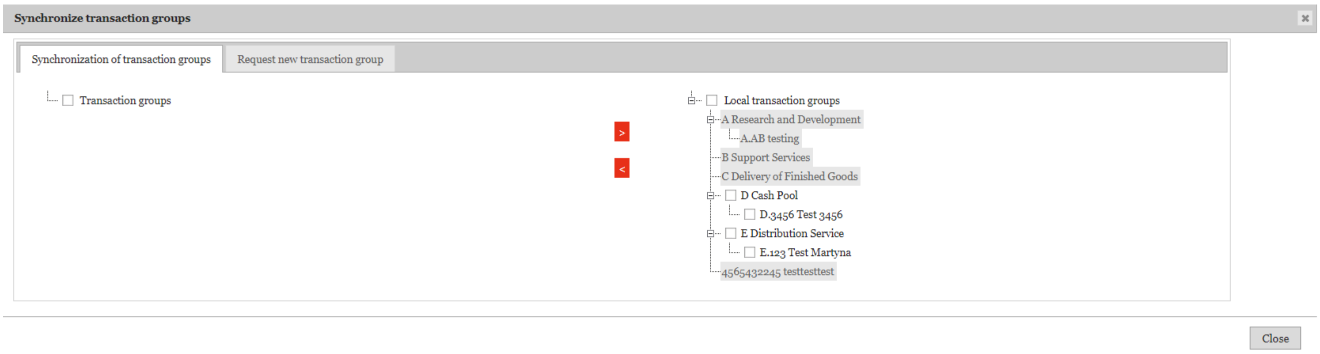


Figure 39: Synchronization of transaction groups

3.2.3.2. Request new Transaction group

Comparable to the navigation item "*Transaction partners*", the reporting entity has the option of requesting specific transaction groups or transaction subgroups individually. This is done via the "**Request new transaction group**" tab (see Figure "Requesting a new transaction group").

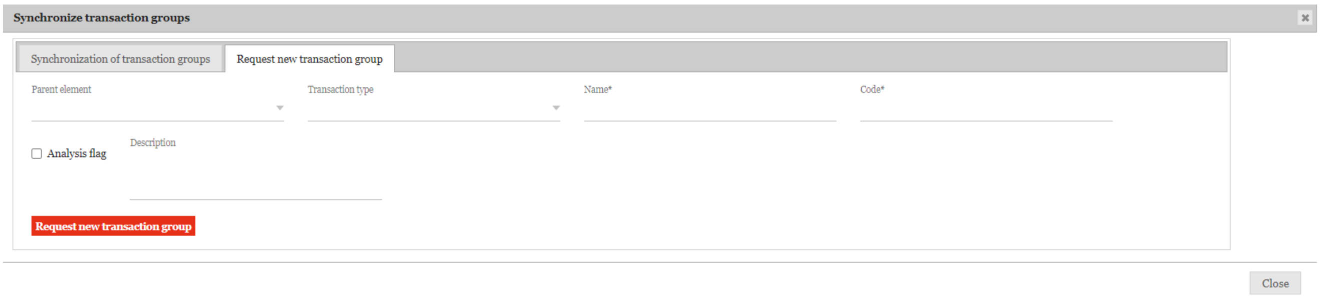


Figure 40: Requesting a new transaction group

The requested transaction (sub)group is subject to a confirmation process by the System administrator, much like the confirmation process of 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 not available throughout the group (see Figure: "Unconfirmed transaction group").

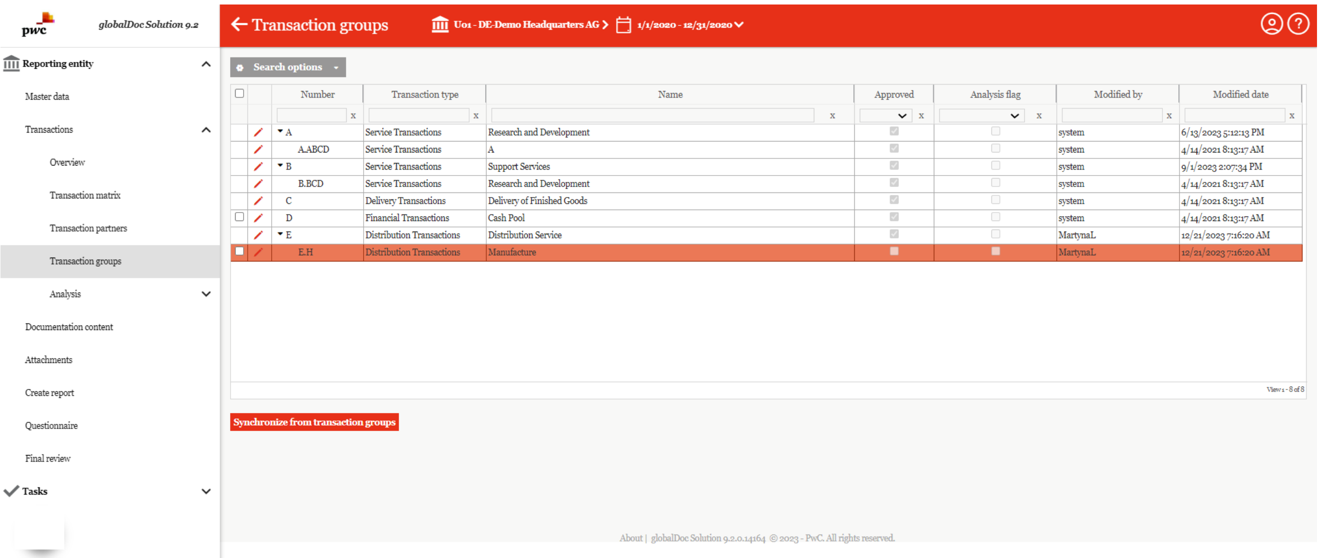


Figure 41: Unconfirmed transaction group

When requesting a transaction (sub)group, the user must choose to which transaction the transaction group is 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 allow you to perform function and risk analyses as well as transfer pricing analyses in the optionally usable menu item "**Analysis**" at transaction group level.

The System administrator determines whether the menu item “Analysis” is used in your Group. 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 System administrator. However, the local user has the possibility to adjust and update the allocation of transaction groups to his company accordingly.

3.2.3.3. Determine materiality thresholds

Click to open the transaction group for editing. Here, you may also see the following materiality thresholds which may have been set by your System administrator:

- **General materiality threshold for I/C matrix:** If the value of a transaction is above or equals 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 or equal to this materiality threshold, the modules that are linked to the transaction automatically allocated to the report. If the value is below this threshold, they are not allocated.

In this view, a user can set a local threshold that is below the general materiality threshold, which has been set centrally by the System administrator for the transaction groups.

This can be done via one of both of the following fields:

- **Lower local threshold for I/C matrix**
- **Lower local threshold for modules**

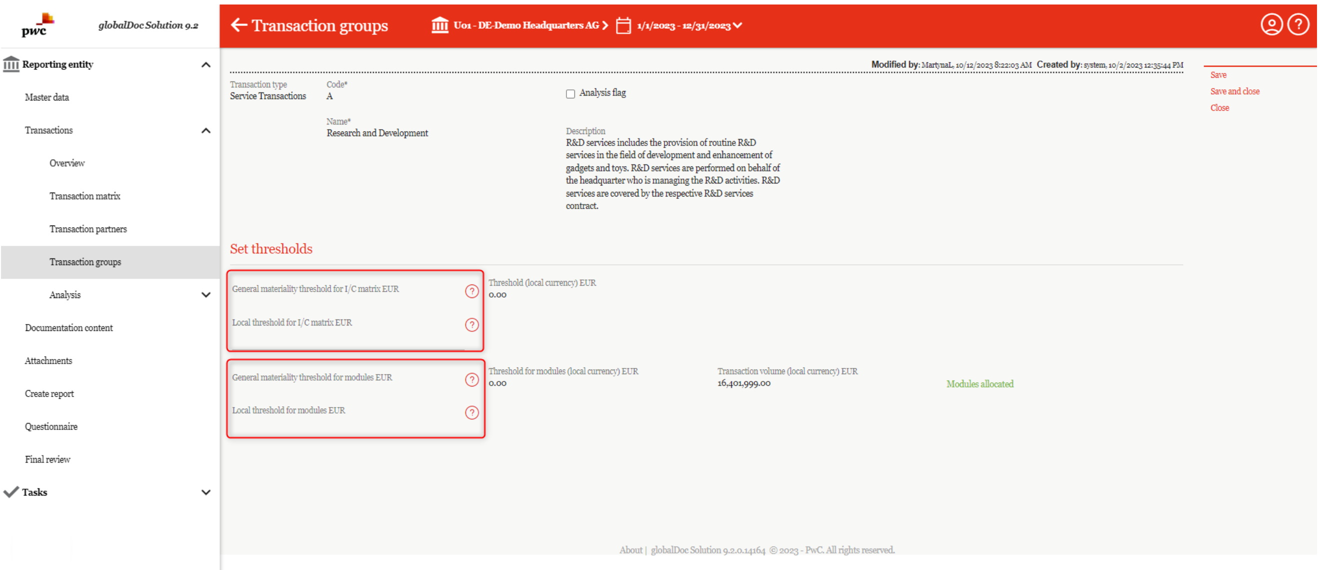


Figure 42: Determine local materiality thresholds

NOTE: If the System administrator didn't set a currency for a general materiality threshold or has not set an exchange rate to convert the transaction volume into your local currency, the local user cannot set a materiality threshold here either. The user receives the following message: "In order to translate the materiality threshold into local currency, the exchange rate of the local currency must be stored in group currency. Please contact your System administrator for this".

3.2.4. Analysis

The explanations in this chapter are only relevant for you if the corresponding *globalDoc* functions are actually used in your Group. If *globalDoc* modules are used in your Group to create and edit the functional and risk analyses as well as the transfer pricing analyses, the analyses provided by the system do not have to be used (additionally).

The decision whether *globalDoc* modules or the functions described in this chapter are used in your Group is made by your System administrator.

3.2.4.1. Functional analysis/Risk analysis

In accordance with national and international documentation regulations, it is necessary to document the functions performed and risks assumed by individual companies. This can be done within the submenus "**Functional analysis**" and "**Risk analysis**" of the navigation item **"Analysis"**. Both are structured according to the same logic and are therefore summarized here (see Figure "Risk analysis - Overview").

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

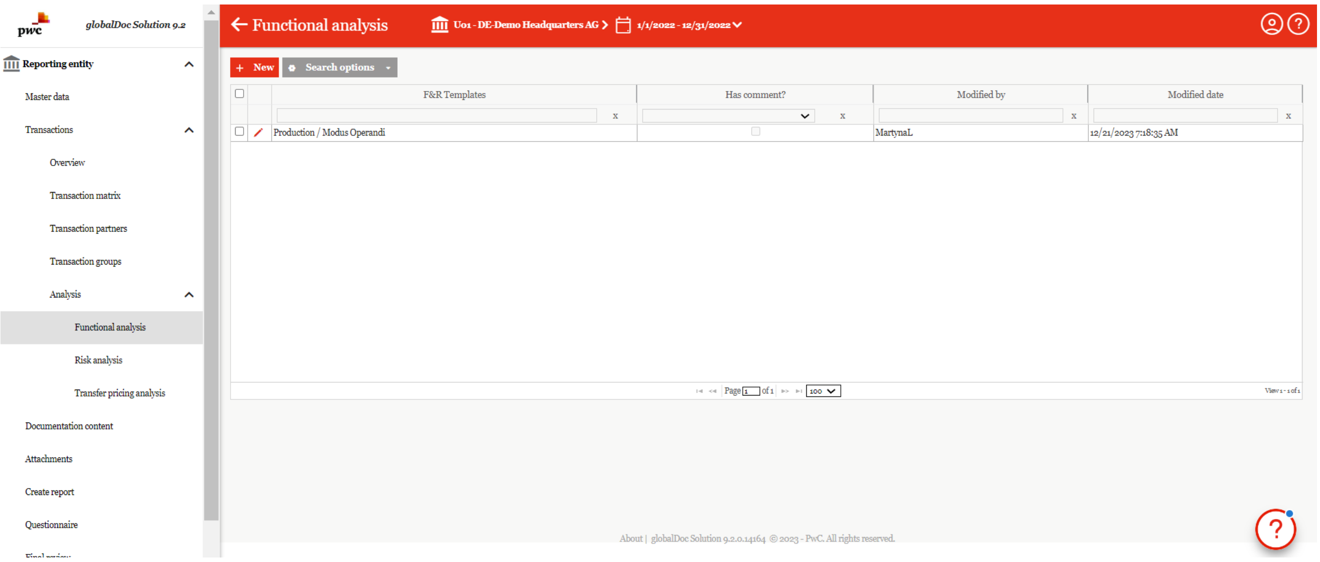


Figure 43: Risk analysis -Overview

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 (see Figure: "Risk analysis - Detailed view").

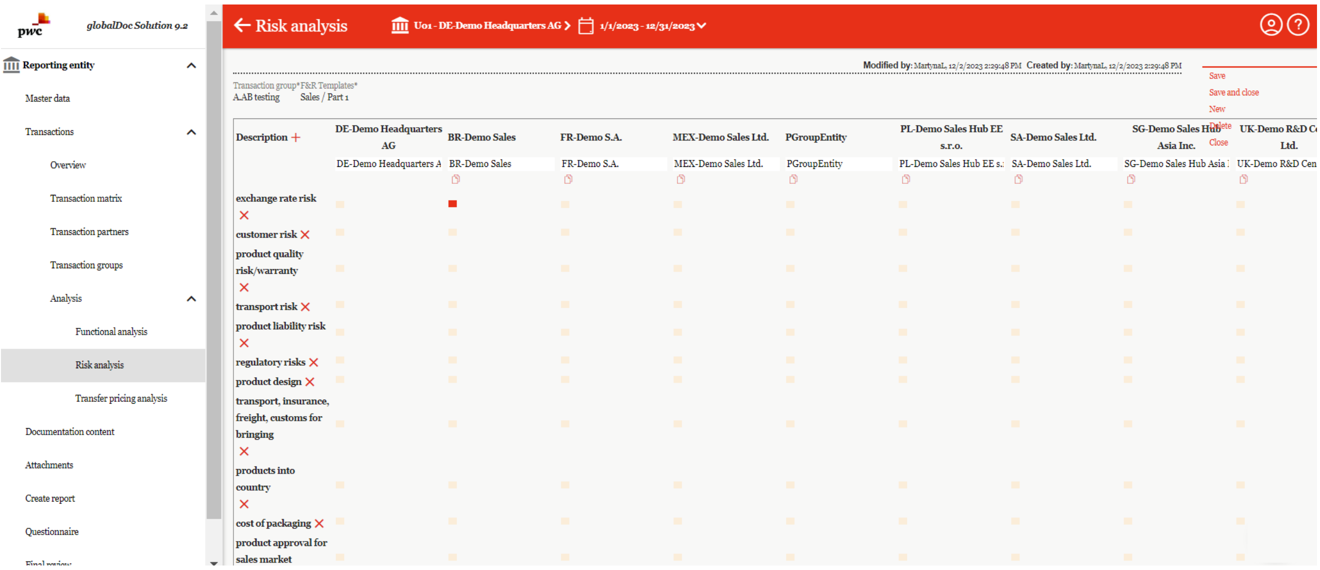


Figure 44: Risk analysis - Detailed view

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 ✕. By clicking , a copy of the relevant company can be generated.

The selection of the bars can be used to express that a function is performed / a risk is assumed. The number of bars can be used to represent the corresponding impact. Additionally, comments can also be inserted to describe the function performed or the risk assumed in more detail.

NOTE: The number of bars available to you in the Functional- and the Risk analysis is specified by your System administrator.

3.2.4.2. Transfer pricing analysis

The navigation item "**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.

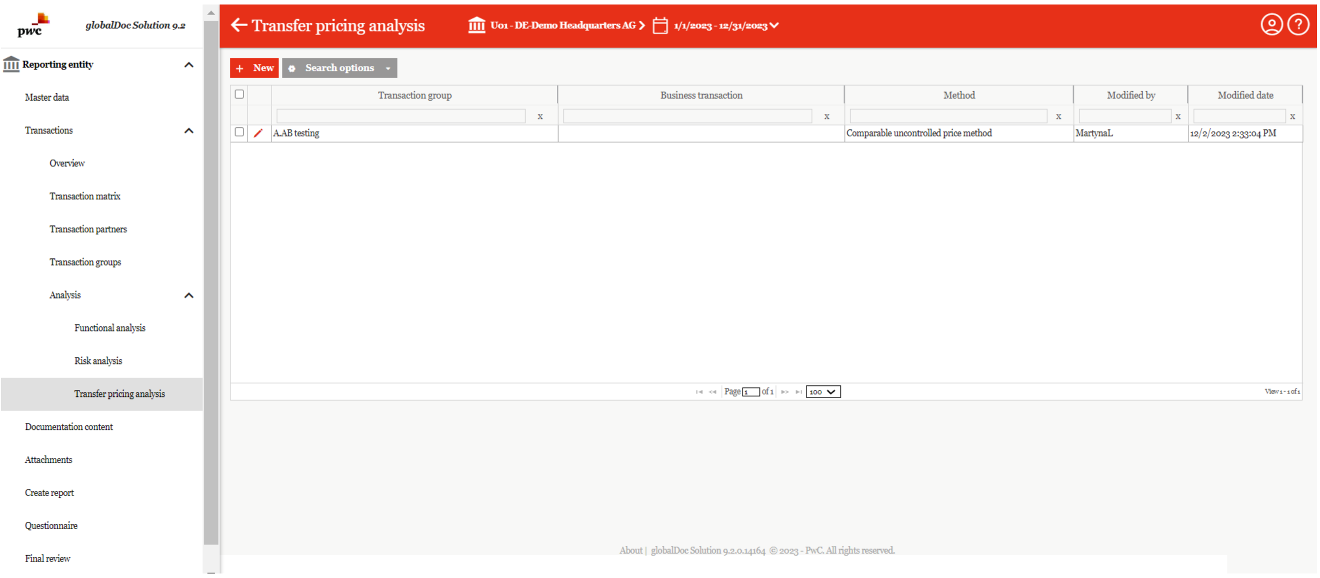


Figure 45: Overview of transfer pricing analyses

All transfer pricing analyses are displayed in the overview (see Figure: "Overview of transfer pricing analyses"). These can be searched, edited, deleted, and recreated via *globalDoc* (see also Chapter “Functional analysis / Risk analysis”). You can use the + New icon to carry out a transfer pricing analysis for the respective transaction group (see Figure "Creation of a transfer pricing analysis").

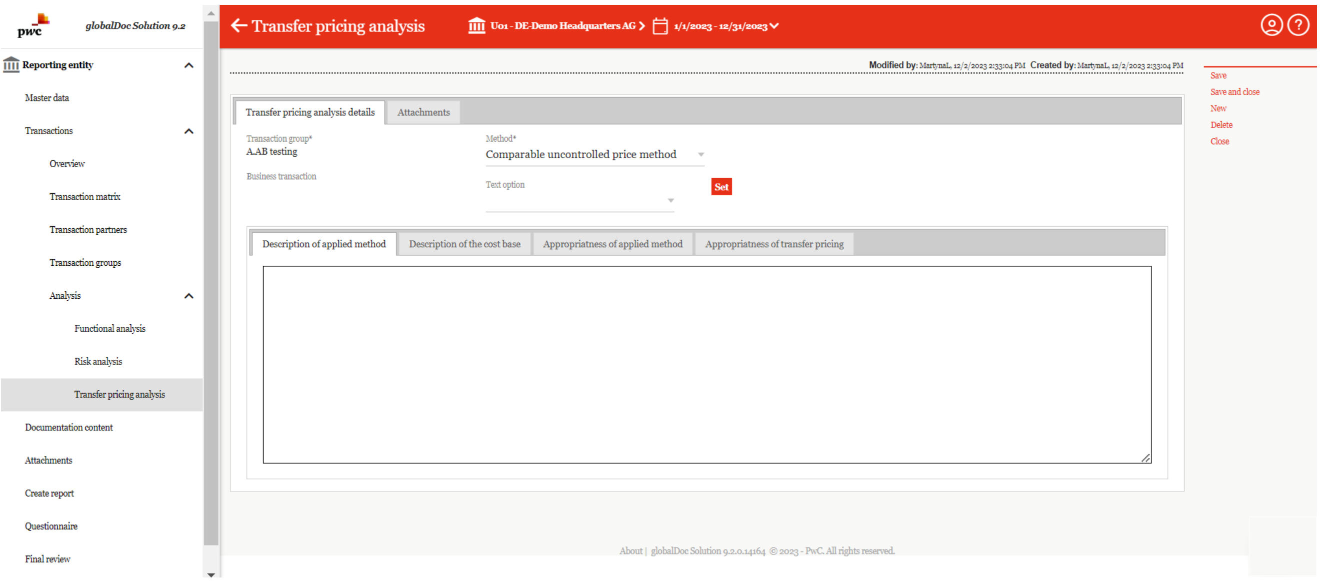


Figure 46: Creation of a transfer pricing analysis

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 "*Documentation setup / Transaction groups*" for the relevant transaction group (which may only be done by a System administrator), the documentation takes place at the level of the previously defined transaction group.

Via the different tabs displayed in the view, the transfer pricing method applied can be described (**"Description of applied method"**) and its appropriateness can be explained in more detail, here. Furthermore, it is possible to describe the cost basis (**"Description of the cost base"**) and to present the transfer pricing analysis as well as the appropriateness of transfer prices in more detail (**"Appropriateness of applied method"** and **"Appropriateness of transfer pricing"**).

The transfer pricing analysis can also take place at the global level and be centrally provided to the local level in the form of prefilled text blocks. However, the user can still change the text blocks or enter free text at the local level. The centrally predefined text blocks are available for selection in the **"Text Option"** selection field depending on the previously selected transfer pricing method. After the editing of the texts is finished, the button **Set** must be clicked.

If the "Best Method Rule" is required for a (US) company and the System administrator has created the company accordingly, a fifth tab will appear in addition to the four tabs already described.

NOTE: The functionalities of the submenu **"Transfer pricing analysis"** are only available if the transaction groups under the navigation item "Transactions/Transaction groups" and the individual transactions under the navigation item "Transactions/Transaction matrix" have already been created.

3.3. Menu item Documentation content

By clicking on the menu item "**Documentation content**" (under menu item "**Reporting entity/Documentation content**" in the main menu of *globalDoc*) an overview of the report configurations provided by the System administrator for the reporting entity in the selected reporting period opens, provided you have rights for several report configurations. In many cases the report configurations "Standard Local File" and "Standard Master File" should be available for selection here.

Click on to select one of the available report configurations (see Figure "Relevant report configurations").

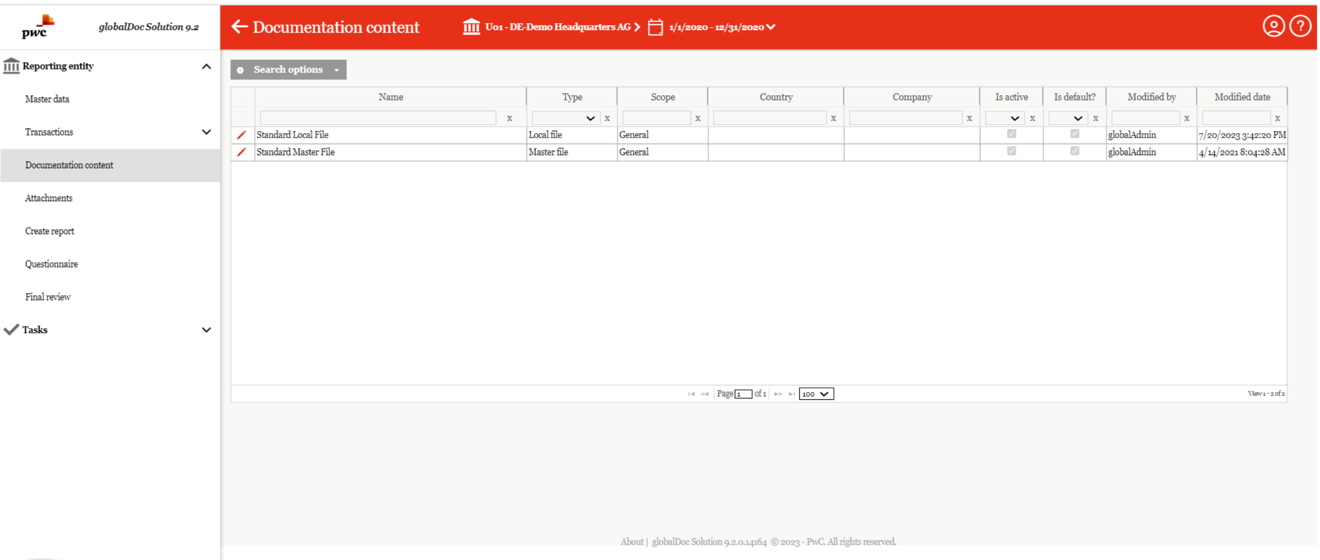


Figure 47: Relevant report configurations

After appropriate selection, an overview of the chapters (highlighted in gray) and modules (highlighted in light) contained in the respective report configuration and allocated to your reporting entity is displayed. The structure and name can usually not be changed by the local user. The local user can only edit the content as long as the authorization for the respective module are available.

This overview is illustrated by the Figure "Report configuration", exemplary.

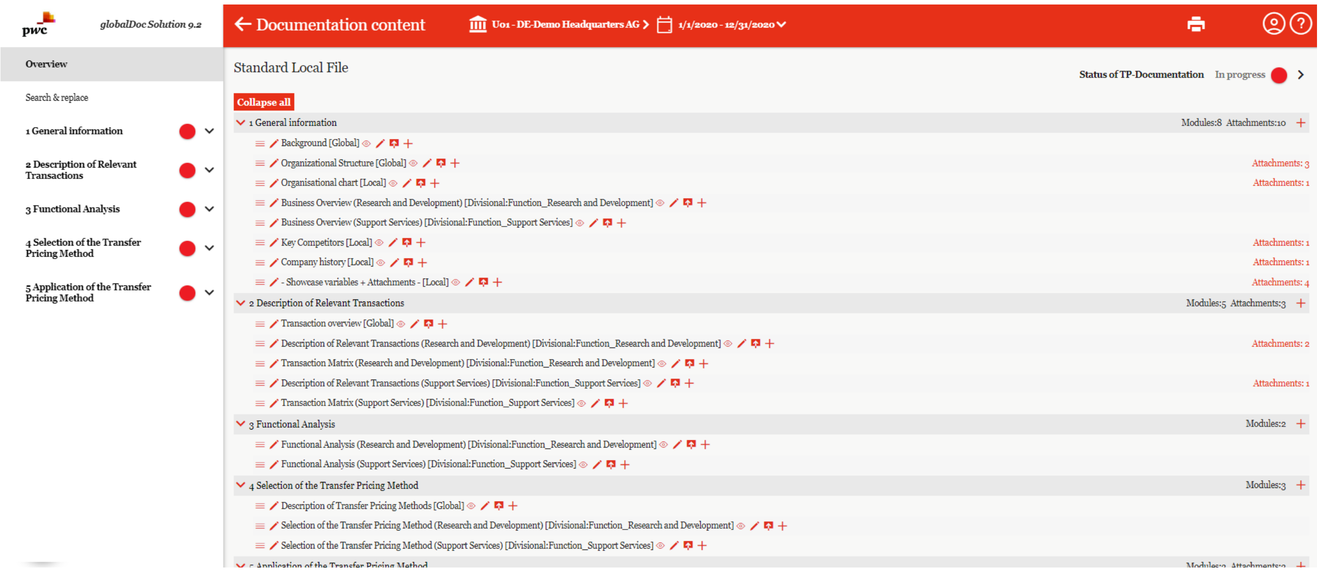


Figure 48: Overview Report configuration

If you only have rights for one report configuration of your company, the overview of the documentation content will appear immediately after clicking on the menu item "Documentation content" (under "Reporting entity/Documentation content" in the main menu of *globalDoc*).

The button **Collapse all** collapses all open chapters. If many chapters are assigned to your company in *globalDoc*, clicking this button will increase the overview. Afterwards all or selected chapters can be expanded again.

By clicking , you can generate a print preview of the individual module.

By clicking , you can upload a Word document to fill the module with content and thus replace an existing module's content.

Via you may view and edit the module content. Details are explained in the chapter "Edit module".

3.3.1. Overview

In the navigation bar on the left-hand side of the screen, the system headings, and the associated modules of your *globalDoc* documentation are displayed below the menu item "Search and replace" (see Figure "Documentation content - Selected module").

If necessary, you must first expand the individual chapters by clicking on in this navigation bar so that the system headings and associated modules are displayed there.

In this display, the module classes of the individual modules and their status in the workflow process are represented as follows:

D for Divisional, G for Global and L for Local.

The respective icons are displayed in four different colors:

G Gray stands for **"Module cannot be edited by the user for the selected reporting entity"**. When editing modules on a Local level, global and divisional modules are displayed in gray because they can only be read but not edited. (please note that global and divisional modules are only displayed, if the corresponding user has the right to view them).

Red stands for **"In progress"**. The module is available for editing by the user.

Yellow stands for **"Waiting for approval"**. Editing is no longer possible here unless the module is reopened.

Green stands for **"Finished"**. The module content has been created and reviewed.

On the modules to which the user does not have editing rights, the status of the module is shown with a correspondingly colored circle. For example, red for "In progress" yellow for "Waiting for approval" or green for "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; see Figure " Documentation content - Selected module"):

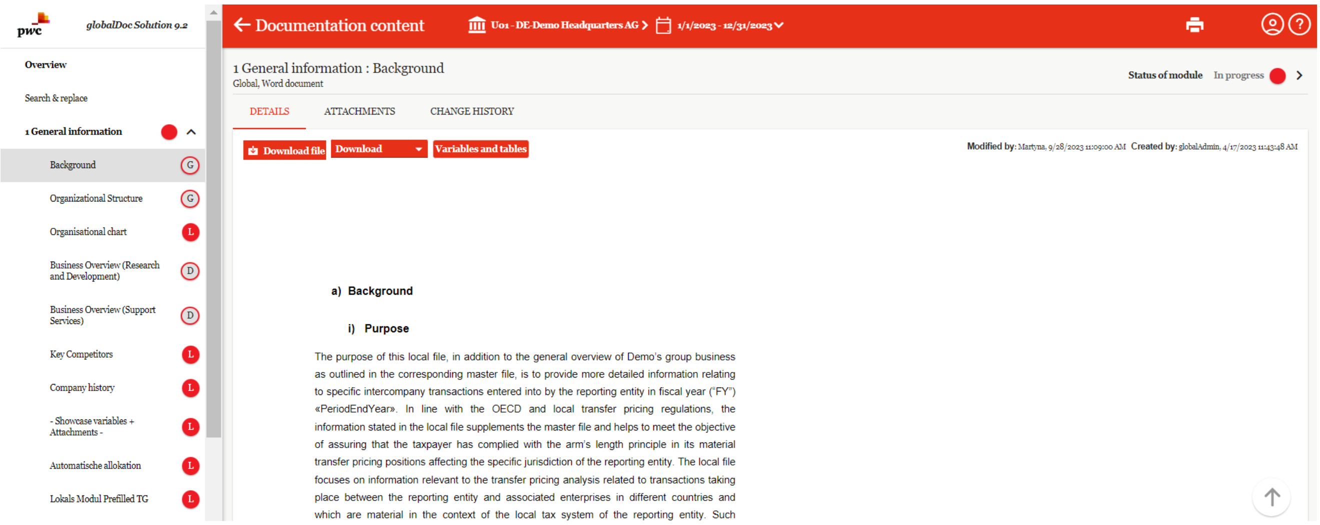


Figure 49: Documentation content - Selected module

The arrow navigation at the bottom right of the screen can then be used to "scroll" from module to module in the documentation, similar to reading an e-book.

3.3.1.1. Status of TP Documentation

The "**Status of TP Documentation**" button at the top right of the overview page (see Figure "TP Documentation overview") shows the overall status of the TP documentation.

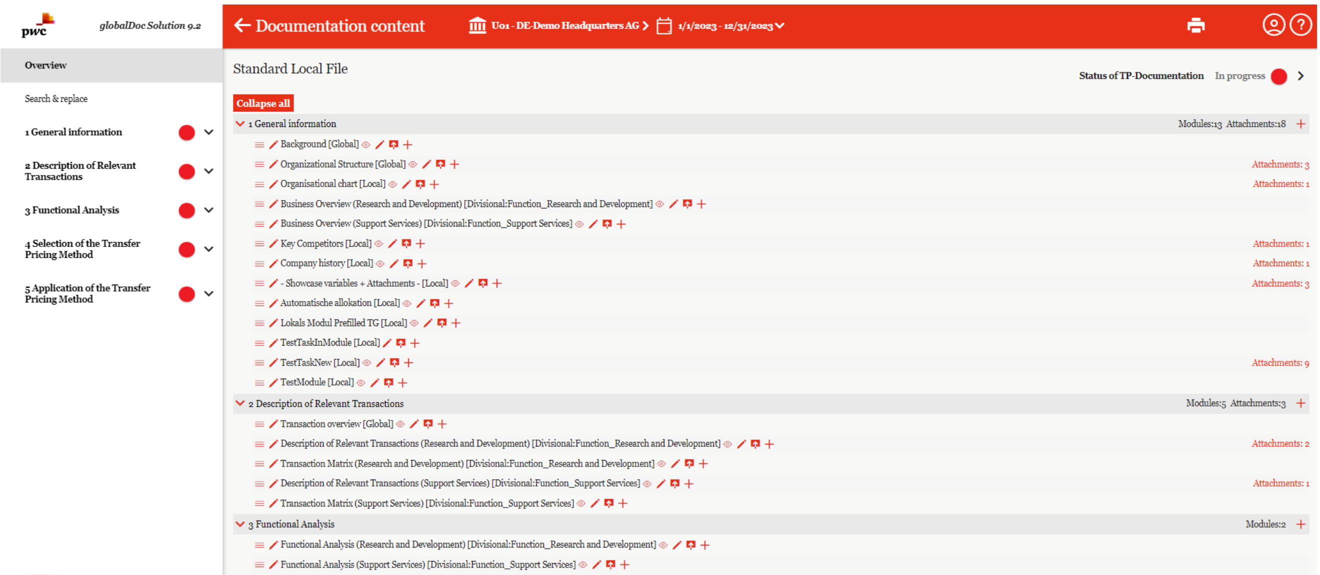


Figure 50: TP Documentation overview

This allows, depending on the user's rights, to submit the entire TP documentation for review or also to confirm it finally (for individual modules, see "Status of module"). The **"Submit for review"** function can be used, for example, if the complete documentation report is to be approved again by a third person, such as the local finance manager or your contact person in the Group tax department (with the Accountable role), after all local modules have been completed. When finalizing the complete report, all local modules contained in it are automatically set to final as well.

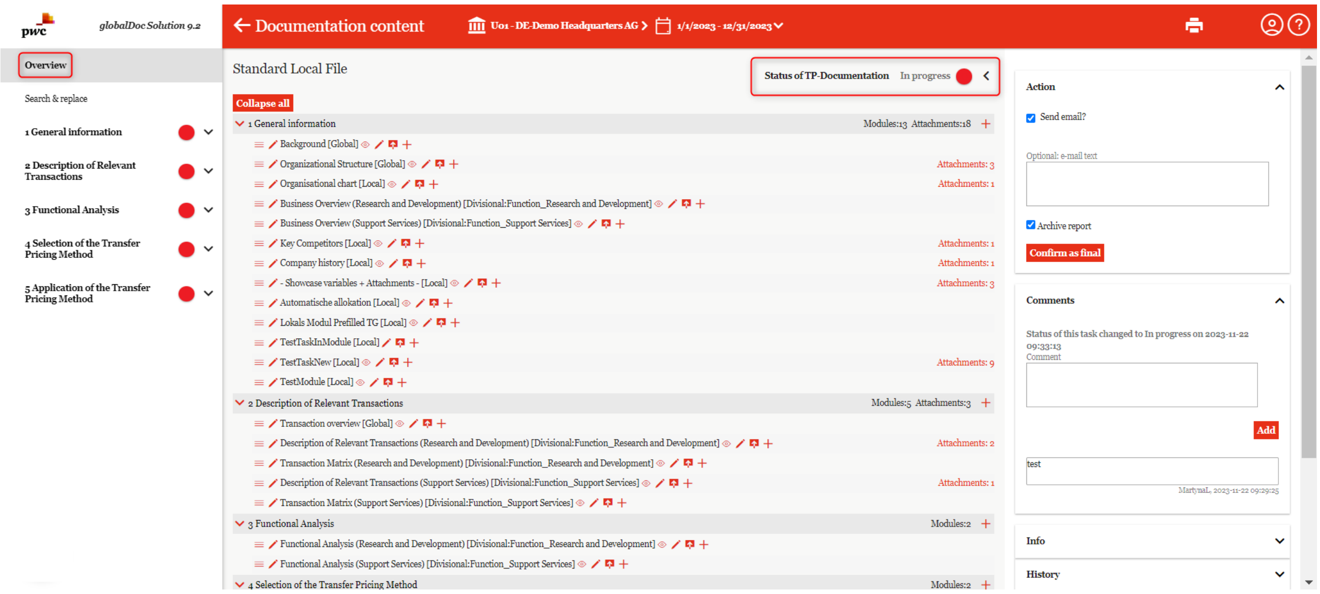


Figure 51: Overview TP Documentation Submit for approval

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").

The status colors or names are similar as for modules. However, here they actually refer to the entire TP documentation. The following status messages are available:

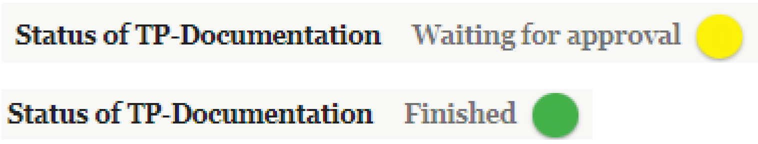


Figure 52: Status type TP Documentation

If you click on the status of the documentation, the workflow view opens on the right side of the screen. Here, you may e.g., change the status of the documentation.

NOTE: The individual sections of the workflow view are explained in detail in the chapter "Edit module/Status of the module".

Here in this chapter, only the differences to the module status are explained.

The most important differences exist in the sections Action and Info.

NOTE: While it’s possible in the module related view to delegate the task to someone else (see chapter Status of the module), this is not possible in the TP documentation view.

Option section - Action

In this option section the user with the required rights (Responsible, Reviewer, Accountable and System administrator) may submit the report for review **(“Submit for approval”**) or, for example as an Accountable, confirm the report as final (**"Confirm as final"**).

If the default checkmark **"Send email"** is not deselected, a message text for the next person in the workflow process can be entered in the **"Optional comment"** field. With a subsequent click on one of the red buttons for the status change (Submit for approval, Confirm as final, Reopen), this person is informed about the status change by email. If a text has been entered in the "Optional comment" field, this text will be added to the e-mail.

NOTE: Depending on the settings made by your system administrator, an e-mail is always sent to the next person in the workflow process when a status change occurs, even if you remove the default "Send e-mail" checkmark.

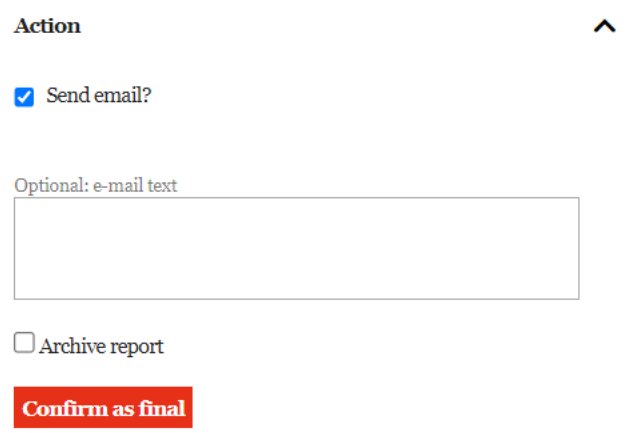


Figure 53: Option section - Action - Status of TP Documentation

As with the modules, the status can be reverted by clicking the **"Re-open"** button.

Option section - Info

In this section it is possible to see which users have the roles in the workflow process mentioned above. For the Accountable or Responsible it is also possible to create a deadline for the completion of the module related tasks. The information about the tasks is also displayed on the *globalDoc* start page

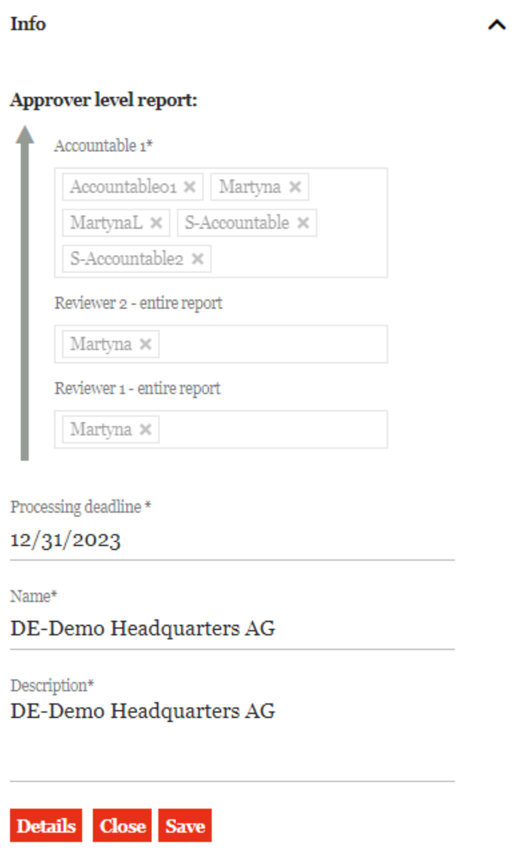


Figure 54: Option section - Info - TP Documentation

NOTE: You can also use this area to create documentation-related tasks.

The following input fields can be found:

Accountable: The specified user is the overall responsible for the reporting entity's documentation.

Reviewer (optional): Module content (single text blocks and file attachments) is submitted by the Responsible to the Reviewer for review. The Reviewer can then either approve them or re-open them for editing. As can be seen from the illustration, there are several reviewers or also Responsible. Within the reviewers there can be different reviewer levels and within a level several reviewers can be added to a review level. The approval level works from bottom to top. This means that the module content is first checked by review level "Reviewer1" and then by "Reviewer2".

Responsible: The specified user is responsible for the module content (single text blocks and file attachments) and can delegate editing to other users if necessary. As with the Reviewer approval level, several users can be added as Responsible.

Processing deadline*: In this field, a user, if authorized, can specify by when a task must be completed. If the task is not completed by the deadline, the following message text appears directly here: "Please note: The processing deadline has been exceeded." In addition, the System administrator can define at which times *globalDoc* sends automatic emails as a reminder of an impending deadline. Own tasks and the respective processing deadline are also visible directly on the start page.

NOTE FOR SYSTEM ADMINISTRATORS: While the fields on the module level are for information only, the user with required rights can change roles here. The roles can also be changed directly under the navigation item "Group companies" (which is not visible for a local user) in the detailed view of the respective company. However, this is only possible for local companies but not so for the levels "Global" and "Divisional". For Global and Divisional company types, this can only be changed here (in the navigation item Documentation content / Overview).

3.3.2. 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 (see Figure "Search & replace").

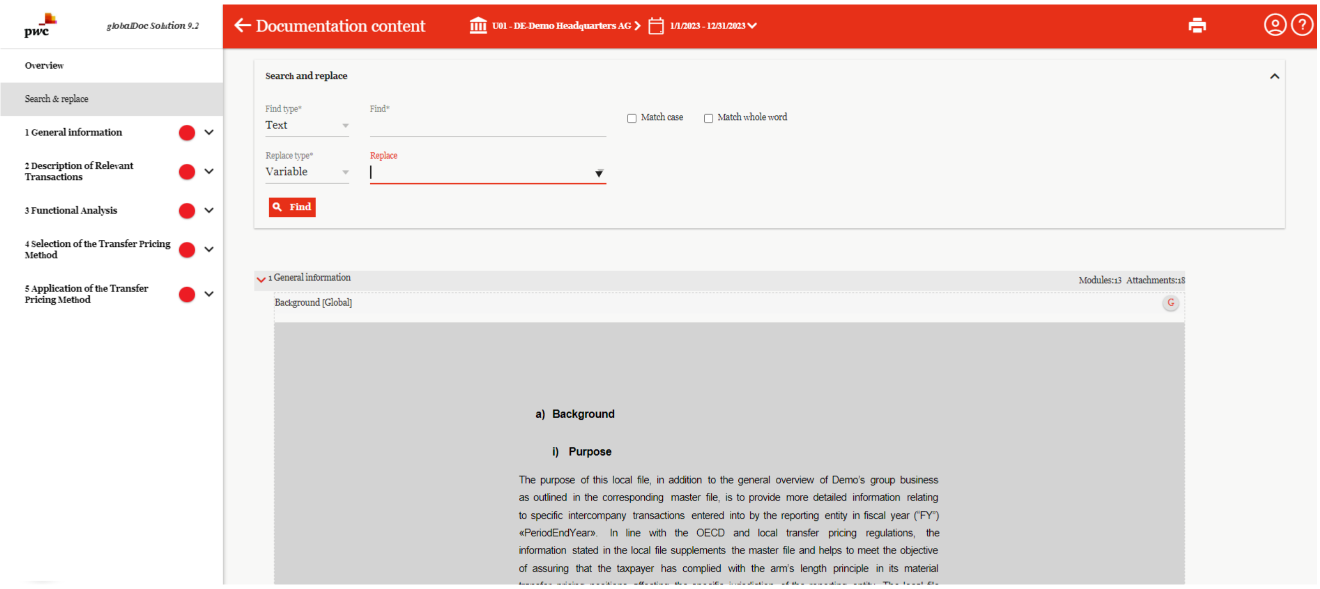


Figure 55: Search & replace

The search can be refined by entering the following information:

Figure 56: 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.

Find | Undo all | Previous | Next | Replace | Replace all

The **"Search and replace"** function is intuitively designed and comparable to the function in, e.g., Microsoft Word. The "**Undo all**" button resets all newly made 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: Each user can only change the text of modules for which this user has the required editor rights and have the status Status of module In progress “. You may either select **"Replace all"** or always click the "Next" button and then click **"Replace"**.

3.3.3. Edit Modul

3.3.3.1. Tab Details

As described in the previous chapters, you can open the desired documentation report via Reporting entity / Documentation content. If you must edit modules in several reports for the selected reporting entity, these reports are displayed on an overview page. In most cases these reports are "Standard local file" and "Master file".

After opening the selected documentation report, an overview page of the documentation content of this documentation report is displayed.

If you only have modules to edit in one report for the selected reporting entity, you will be taken directly to the overview page of the Documentation content.

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

In the upper area of each module, you will find the following tabs: **"Details"**, **"Attachments"** and **"Change history"**. Users can perform three primary tasks in the module (the following figure shows a module in the preview mode): edit the module, add or delete attachments to the module, and view the module's change history (see Figure "Local module in preview mode").

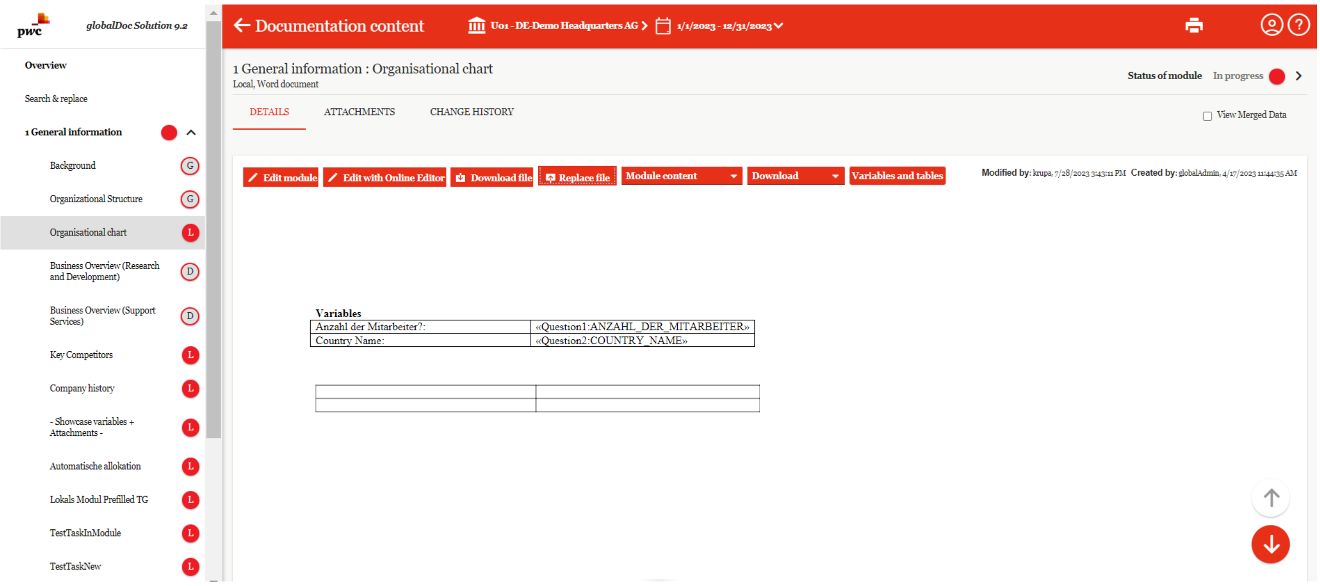


Figure 57: Local module in preview mode

For a module that can be edited by you, the following buttons are usually visible under the **"Details"** tab:

Figure 58: Buttons in an editable module

You can edit such a module in three ways:

1. by clicking on the "Edit module" button.

2. by clicking on the "Edit with Online Editor" button

3. by clicking on the "Download file" or "Replace file" button.

3.3.3.1.1. Edit module button: opens Microsoft Word

This function allows you to edit the module directly in Microsoft Word. When opening the module for the first time, you may receive a Microsoft Word warning message. This must be confirmed with "OK". Afterwards you can edit and save the Word document by clicking on the "Enable Editing" button in Microsoft Word.

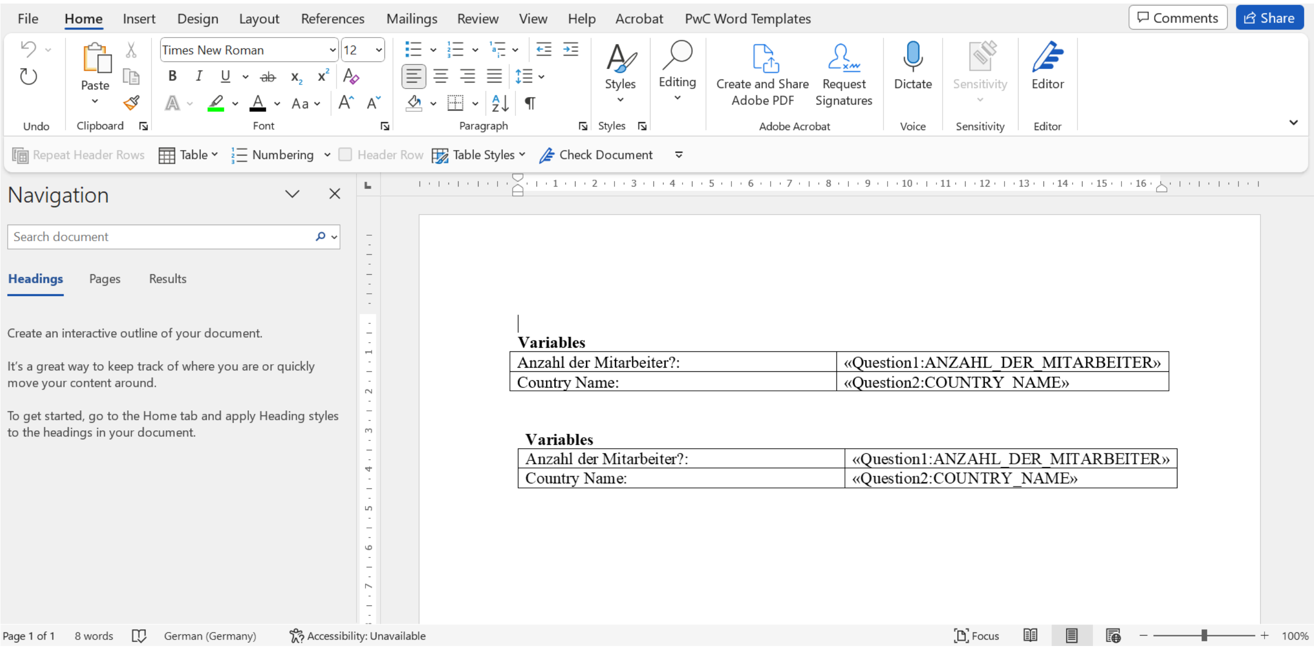


Figure 59: Edit module in Microsoft Word

All changes in the Word document are immediately transferred to the *globalDoc* software when saved.

NOTE: If the Word document is opened by you, other users cannot edit the module. Therefore, please close the Word document when you have finished editing it.

When editing, you can use all the features and formats that Microsoft Word offers. You can use footnotes, bookmarks or MS Shapes and Forms, etc. It is also possible to use your company's format templates, so that you can select your company-specific formats such as font, tables, etc. at any time when editing in Microsoft Word.

NOTE: It can happen in review mode that images and tables are displayed in the other module if the paragraph is not recognizable. In these cases, a paragraph should therefore be inserted manually at the end of the paragraph by pressing Enter. Or insert a paragraph in the image and table properties.

NOTE: Please familiarize yourself with your company-specific formats beforehand so that you select the correct formats when editing in Microsoft Word.

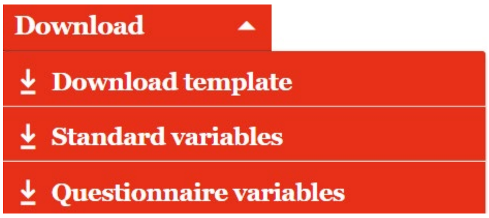
Furthermore, the option to insert variables into the module text is available for you, here. To insert variables, you may use the following functions:

These functionalities offer the possibility to easily insert standard variables, questionnaire variables or even predefined tables for transactions, shareholders, contracts, and attachments. The use of variables is explained in detail below (please see chapter “Using variables”).

Only a first overview shall be provided, here:

To insert variables into the Word document, first click on "Variables and tables" and then on the respective button for the variable (Standard variables or Questionnaire variables). There you can search for the desired variable and select it by clicking on it. Thus, the selected variable will be copied to the clipboard and can then be pasted into your Microsoft Word document using the Microsoft Word "Paste" function.

Alternatively, by clicking on the "Download" button and then on "Standard variables", you can also download a Microsoft Word file from the system in which all standard variables are listed. From there you can select the desired variable with the Microsoft Word function "Copy and Paste" and insert it into your Word document with the module content:



globalDoc Solution recognizes the variables inserted in either way in your Word document and will output them when printing.

3.3.3.1.2. Online Editor

The Online Editor integrated in the globalDoc software allows the user to create or edit content directly in globalDoc.

Via the button  the selected module can be opened in the Online Editor for editing. After opening the module, the following warning appears above the editor:

Figure 60: Warning about switching to online editor

Editing the module in the online editor is essentially the same as in the familiar Word environment (see Figure "Editing a mode via the Online Editor").

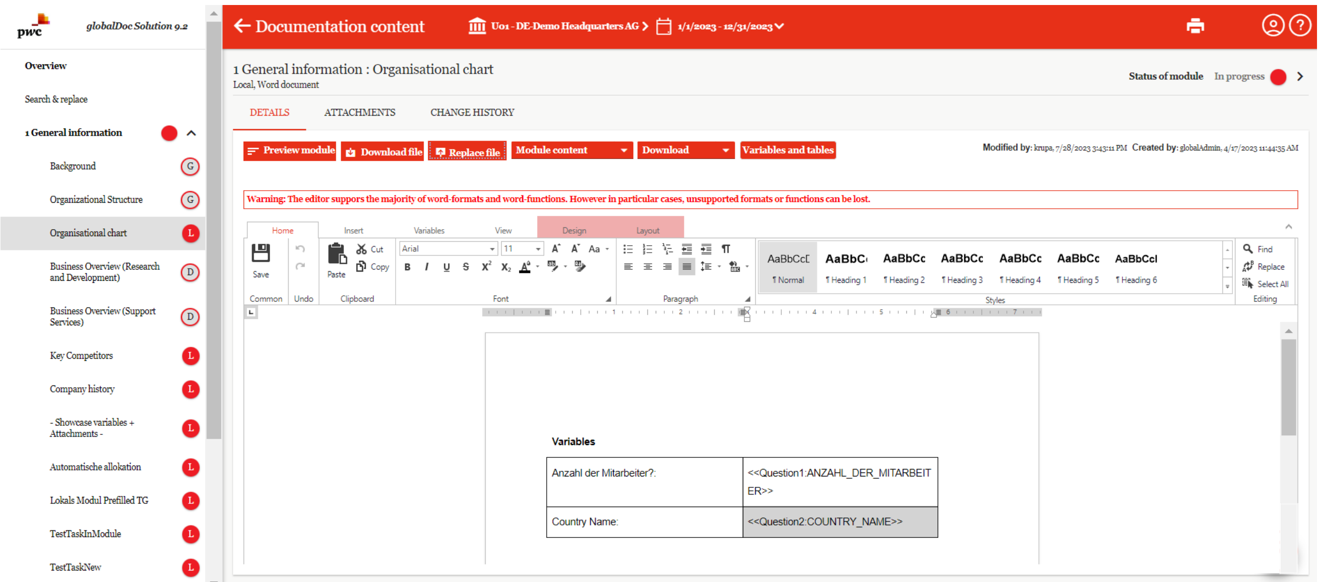


Figure 61: Edit module via the Online Editor

Unlike editing via Microsoft Word, some formats such as shapes, SmartArt are not supported in the Online Editor.

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

Clicking on the **"Insert variable"** area marked in Figure "**Variables - Insert variables**" opens a dialog box in which you can select from the stored variables (see menu item "Master data").

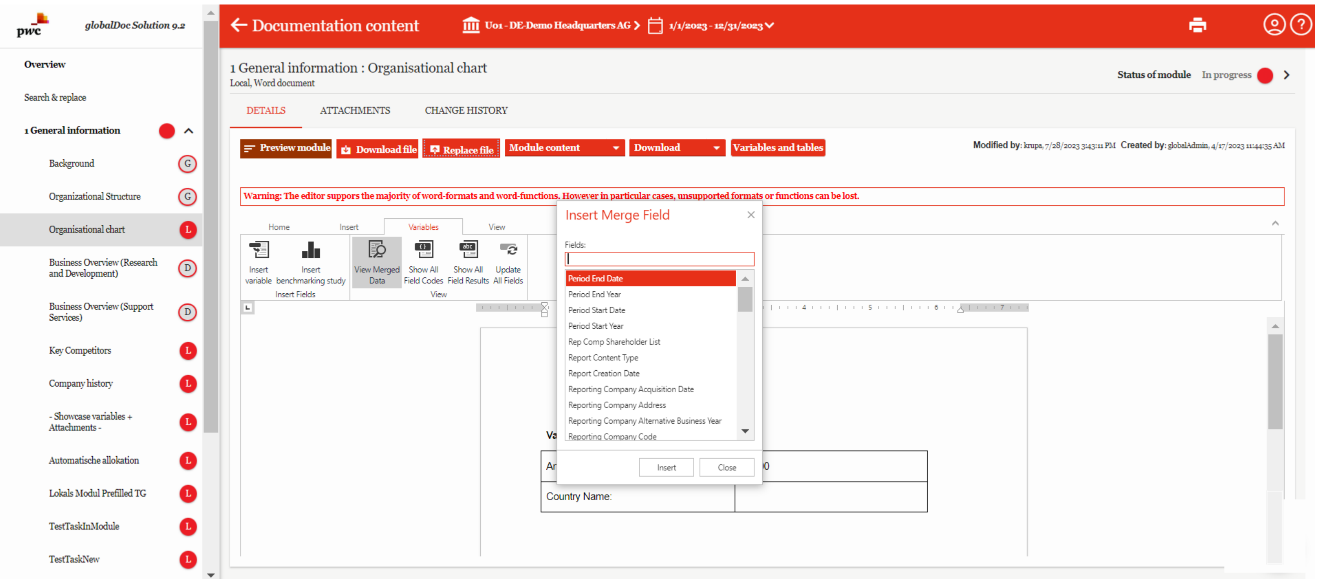


Figure 62: Variables - Insert variables

NOTE: While many variables (standard variables) can be added directly in the Online Editor, some special variables (table variables) must be inserted outside of *globalDoc* in the module downloaded as a Word file. These are transaction tables that are copy-pasted into the module. These special variables allow the transactions for each company and reporting period to be presented in a structured way in the printed documentation. The variables available in *globalDoc* are shown in the appendix to this user manual.

Clicking on the **"Insert benchmarking study"** area marked in Figure "**Variables - Insert benchmarking study**" also opens a dialog box in which a selection can be made from the stored benchmarking studies.

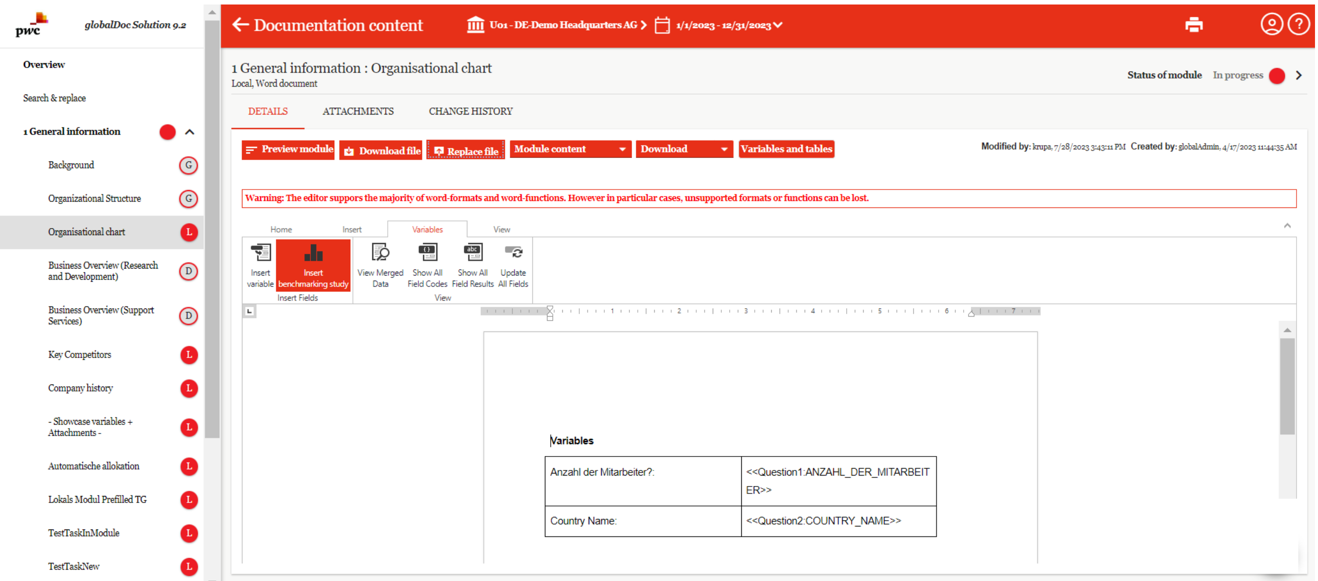


Figure 63: Variables - Insert benchmarking study

The following dialog box, with a list to select the benchmarking studies previously created by Admin, appears:

Select benchmarking study

Country

	Name	First year of study	Last year of study	Country	PLI name	Minimum	Lower Quartile	Median	Upper Quartile	Maximum
←	GE Research and Development	2019	2021	DE - Germany	Berry ratio - in %	2.30	4.50	6.40	7.80	11

Region

	Name	First year of study	Last year of study	Region	PLI name	Minimum	Lower Quartile	Median	Upper Quartile	Maximum
←	NAFTA Research and Development	2018	2020	Americas	Berry ratio - in %	2.30	4.30	5	7.10	9.90
←	NAFTA Support Services	2018	2020	Americas	Mark-up on direct cost - in %	2.10	3	5.40	7.70	13.70
←	APAC Support Services	2018	2020	APAC	Berry ratio - in %	4.30	4.60	5.30	6.10	7
←	APAC Support Services Test	2018	2020	APAC	Berry ratio - in %	2.30	4.50	6.40	7.80	11
←	EMEA Research and Development	2018	2020	EMEA	Berry ratio - in %	1.90	2.60	3.60	4.90	7.50
←	EMEA Support Services	2018	2020	EMEA	Gross margin - in %	2.90	3.60	5.40	7.30	12.20
←	Test Selma Bench	2010	2019	EMEA	Interest rate - in %	2	3	4	6	8

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	2018	2020		CN - China	Berry ratio - in %	2.30	4.50	6.40	7.80	11
←	FR Support Services	2018	2020		FR - France	Berry ratio - in %	2.20	3.50	5.30	6.70	9
←	US Research and Development	2018	2020		US - United States	Berry ratio - in %	1.20	2.50	3.70	5.50	8.90

Figure 64: Selection of benchmarking studies

Within this window, the desired benchmarking study can be selected by clicking the icon and the benchmarking study will thus be inserted into the module to be edited.

Once all the desired changes have been made within the editor, it is necessary to save the changes using the icon under the "Home" tab.

The button **Preview module** displays the module content in preview mode. You can return to the Online Editor by clicking the button **Edit with Online Editor**.

3.3.3.1.3. Download and replace Word document

By clicking on **Download file** the module content can be downloaded to your computer as a Word document. You can then edit the module with all Word functionalities, save it on your computer and then upload it back to *globalDoc* by clicking on **Replace file** "Replace file".

Alternatively, you can also work directly in the overview of the modules visible to you (see Figure "Documentation content - overview of modules"):

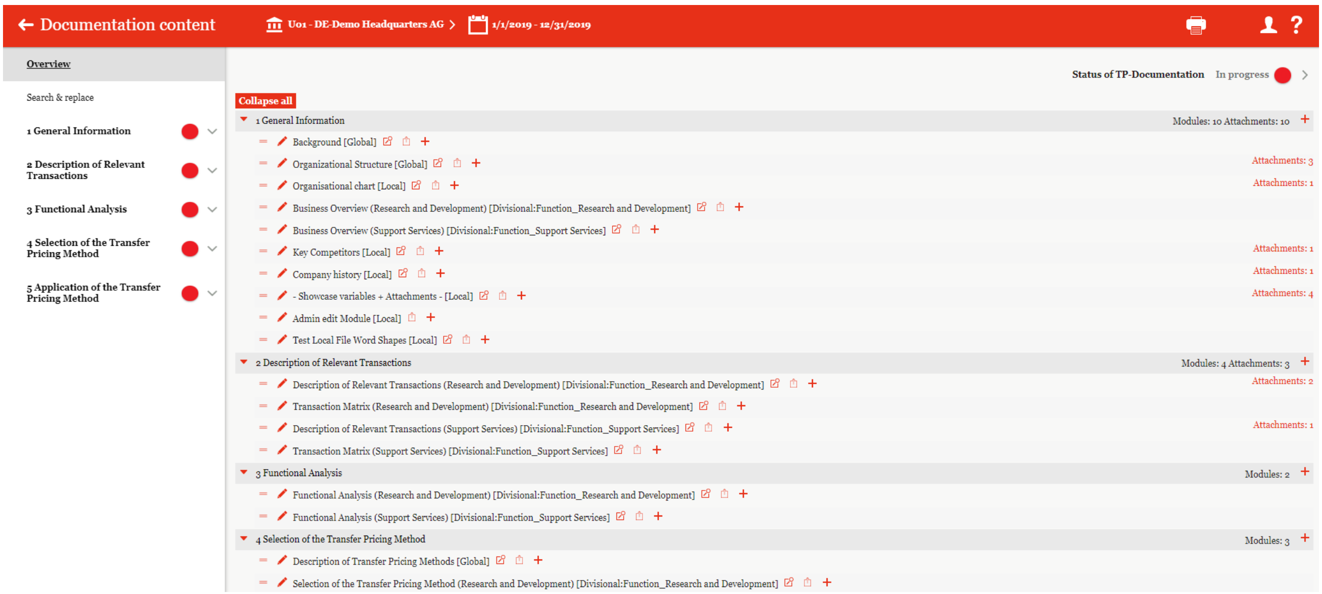


Figure 65: Documentation content - overview of modules

The icon indicates that the user can upload a Word document.

If no Word document has been uploaded yet, the following upload window appears after clicking the icon :

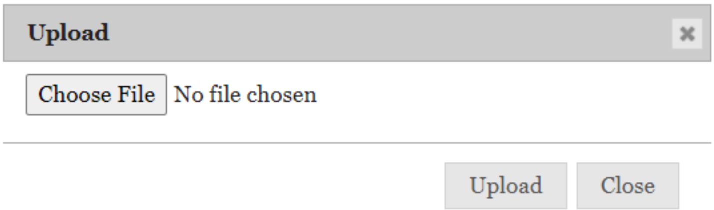


Figure 66: Upload Word-Document

If a Word document has already been uploaded, the following upload window will appear after clicking on the icon :

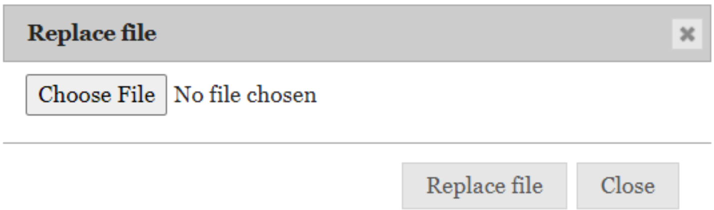


Figure 67: Replace Word-Document

After clicking on "**Choose File**" the user is asked to select the corresponding file to be uploaded. By "**Upload**" or "**Replace File**" the (local) module will be filled with content.

3.3.3.1.4. Central prefilled template documents

If the System Administrator has updated the template document for this module, the system recognizes this and draws attention to it accordingly by means of a message window (see Figure "Central template document - message").

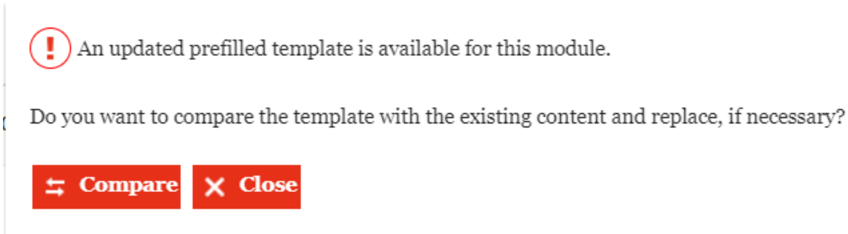


Figure 68: Central template document - message

The "Compare" button can be used to compare the current module content and the template document updated by the System Administrator.

The differences between the two versions are displayed in color in a separate window (see the "Accept/reject central template document" Figure). The same window opens also when you press the button Compare.

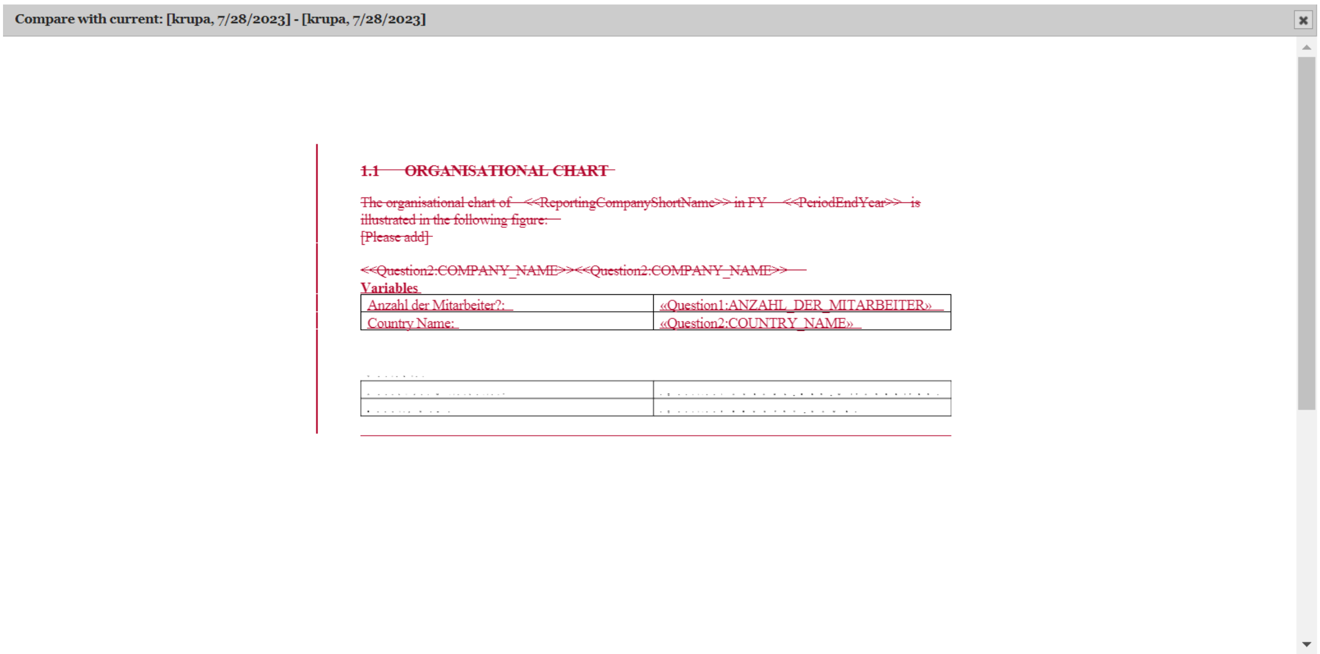


Figure 69: Accept/reject central template document

You can either use the "**Apply new template**" function to apply the template provided by the system administrator or use the "**Keep previous content**" function to not update the content. If you select "Keep previous content", you still have the possibility to adopt it afterwards via the button **Use prefilled template**.

This is because globalDoc also offers the option of using a template pre-filled by the system administrator (which can then be adapted by the local user as required) by clicking on the button **Use prefilled template**.

Since the use of the template replaces any existing documentation content, the use of the prefilled template must be additionally confirmed (see figure "Message - Use prefilled template").

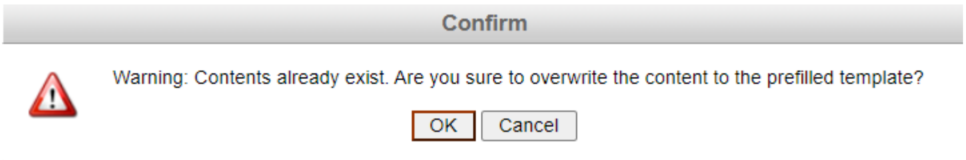
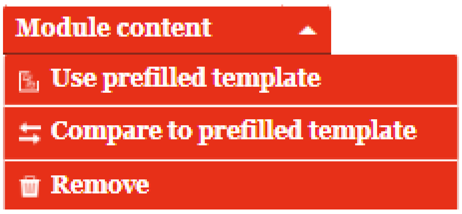


Figure 70: Message – Use prefilled template

The function **Use prefilled template** only appears if the centrally provided template document has not been adopted. This is because this function gives you the option of subsequently adopting the prefilled template.

3.3.3.1.5. Overview of the buttons for editing the module

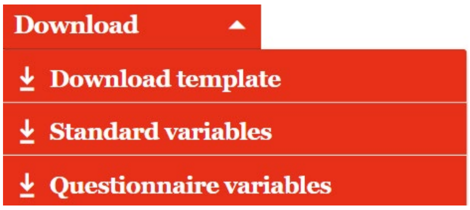
Edit module	The module is opened in Microsoft Word. The function is described in detail below.
Edit with Online Editor	The module is opened with the online editor integrated in globalDoc. The function is described in detail below.
Replace file	Uploading or replacing the module content from a Word document.
Download file	Downloading the module content as a Word document to the local computer.



Use prefilled template: Use a pre-filled template specified by the system administrator (displayed only if such a template exists for the module).

Compare to prefilled template: If changes have already been made in the module, it is still possible to compare between the template and the current module content.

Remove: Delete the module content. To completely delete a module content, the template must also be deleted.



Download template: Download a template specified by the System Administrator (empty but correctly formatted Word file).

Standard variables: Download standard variables. A Word document opens from which the variables can be copied and pasted into the documentation content. Important: The variables have a field function in Word. Therefore, the format must be taken over when pasting (just taking over the text is not sufficient).

Questionnaire variables: Download the variables that have been defined in the questionnaire (see menu item Questionnaire).

Transaction tables, Shareholders table, Contracts table and Attachment table are predefined tables filled with the required variables.

The way of using these functions is described in detail in the chapter "Using variables".

3.3.3.2. Tab Attachments

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

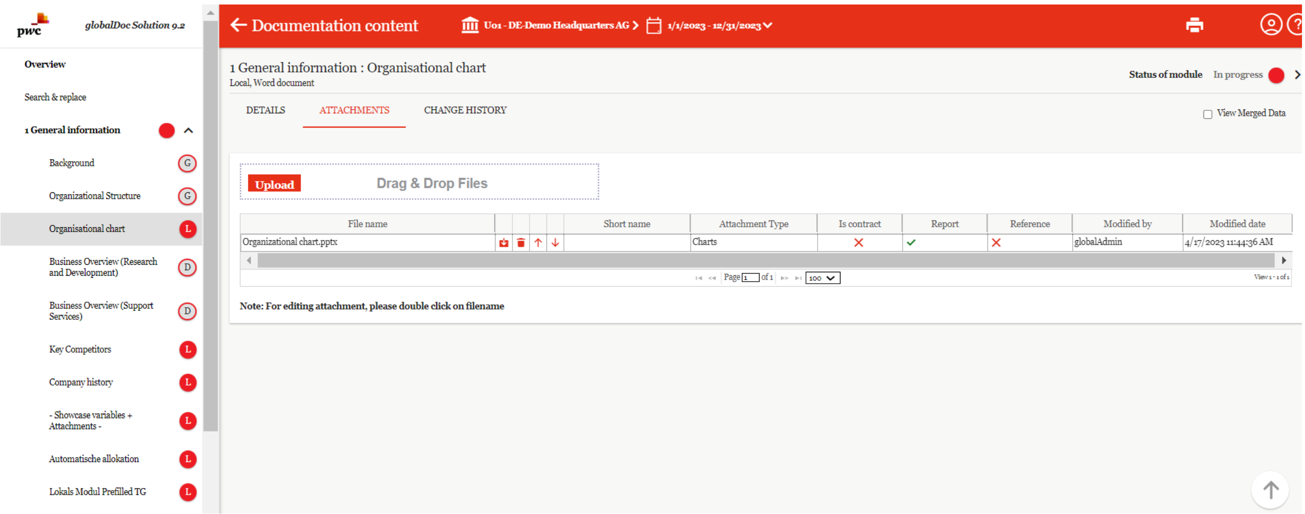


Figure 71: Module attachments

Within the tab “**Attachments**”, 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.

Double-clicking on this file name opens an editing window (see following figure). There, the module attachment can be provided with a short name and an

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 an attachment type for grouping similar attachments during report generation. The user can freely choose a short name for the file and select an attachment type from a drop-down menu with document types already specified by the System administrator. Attachments marked with both "**Is contract**" and "**Report**" are stored in the "**Contracts"** folder when the report is generated.

Attachments that are only marked with "**Report**" are stored during report generation in the ZIP file generated by the system either in the folder "**Documents**" or in one of the correspondingly designated subfolders created by the System Administrator as "Attachment type". To store an attachment in a subfolder created by the System Administrator, the respective Attachment type must be selected (see figure "Set attachment characteristics" - in this example, the attachment type "Charts" was selected).

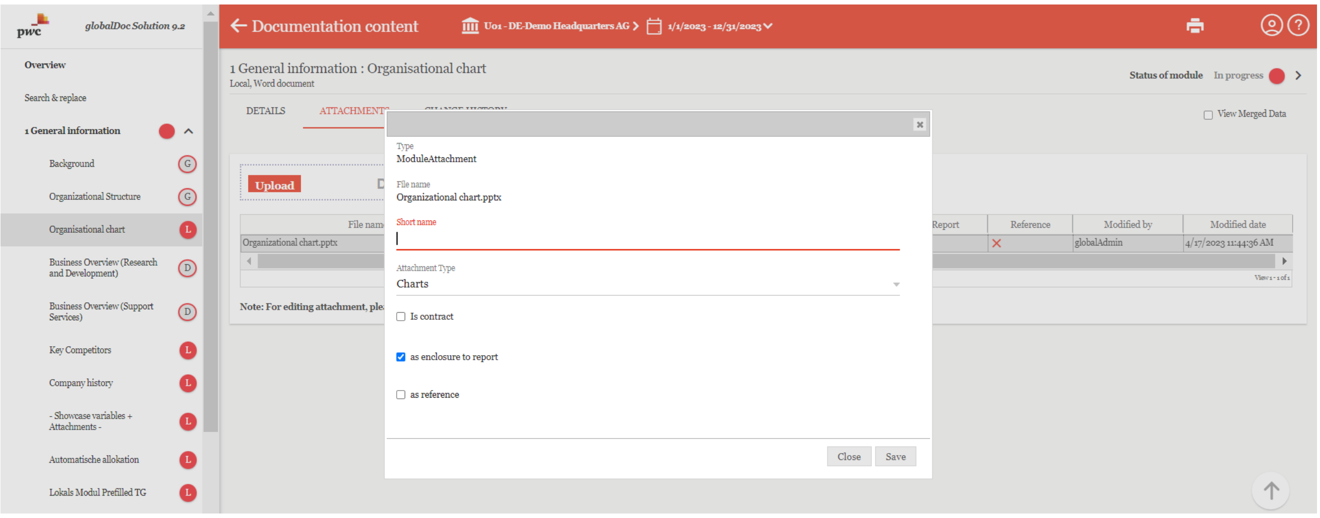


Figure 72: Set attachment characteristics

If the appendix is additionally marked with "**as reference**", the module attachment is indicated in the module text. The figure "Reference to attachments in the module text" shows an example of such a reference to an attachment in the module text. The reference text can be edited 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 73: Reference to attachments in the module text

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

3.3.3.2.1. Centrally provided attachments

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

Figure 74: Module – Message centrally provided attachments

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

Figure 75: Centrally provided attachments - Note

Furthermore, in the "**Attachments**" tab of the module, a grey button + Add centrally provided attachment ... is displayed with which you can decide whether you want to accept the provided attachment (see Figure "Overview module attachments with note: + Add centrally provided attachment …").

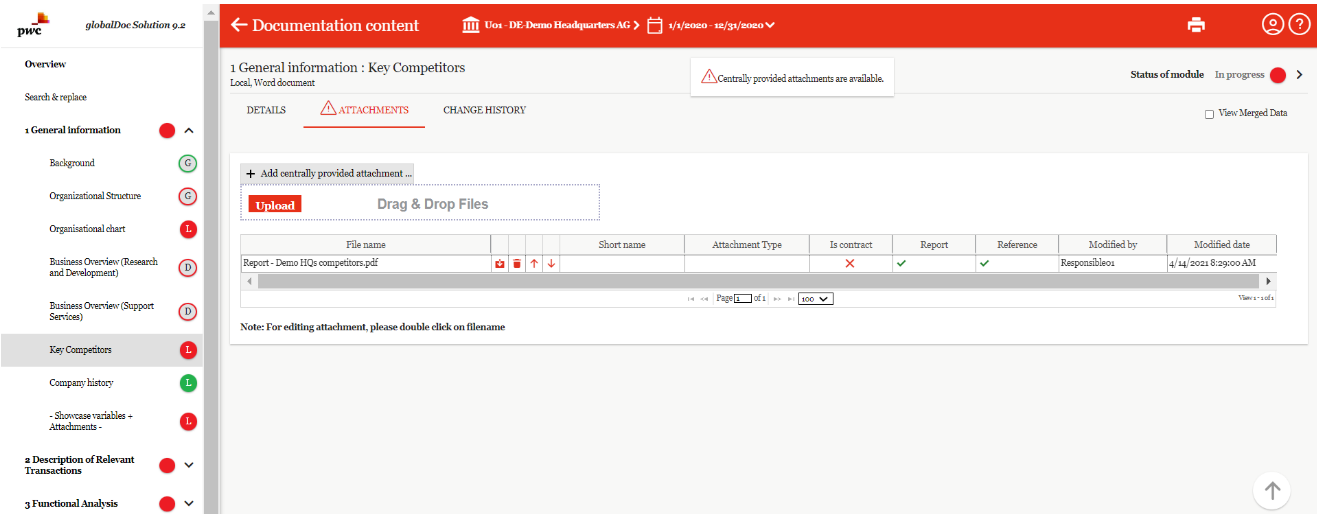


Figure 76: Overview module attachments with note: + Add centrally provided attachment …

After clicking the button + Add centrally provided attachment ..., the following pop-up window opens. Here you have the option of placing a check mark in the "Add" column or in the "Dismiss" column and thus adding the centrally provided attachment to the module or not (see Figure "Selecting centrally provided attachments"). If multiple centrally provided attachments are available for the module, all these centrally provided attachments will be displayed in this pop-up window. The selection can be made individually for each attachment. Also, if needed, the centrally provided "Is contract", "Report", and "Reference" settings can be changed. And finally, as described above, a Short name can be assigned if required and an Attachment Type can be selected from the attachment types provided by the System administrator in order to assign the attachment to the corresponding folder of the ZIP file during report generation.

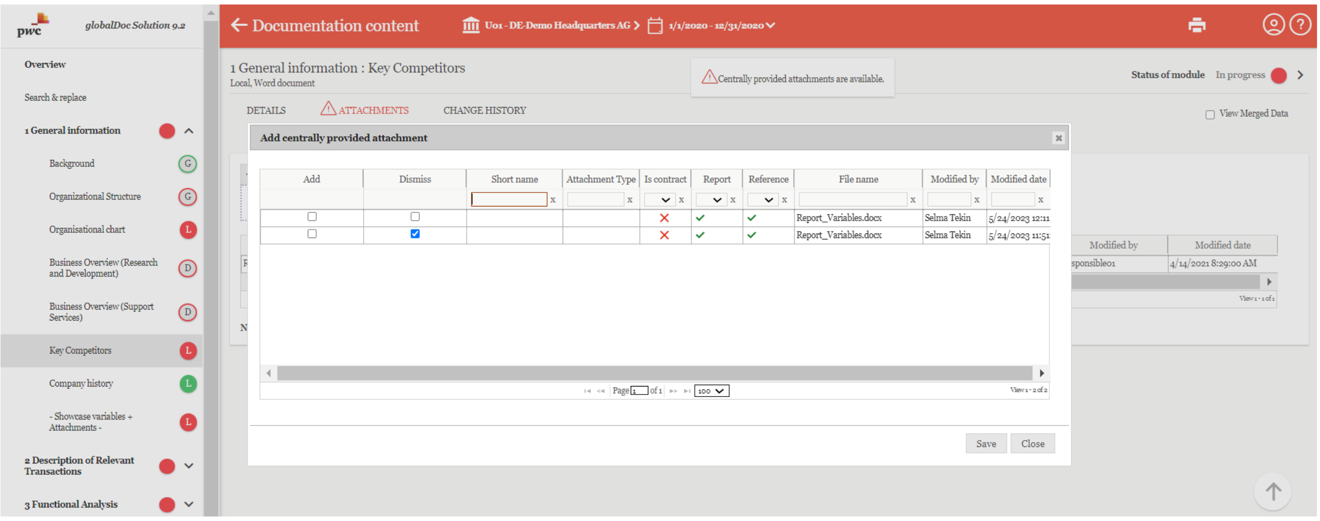


Figure 77: Selecting centrally provided attachments

3.3.3.3. Tab Change history

The "**Change history**" tab lists all saved versions of the module content and attachments (see Figure "Change history"). 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).

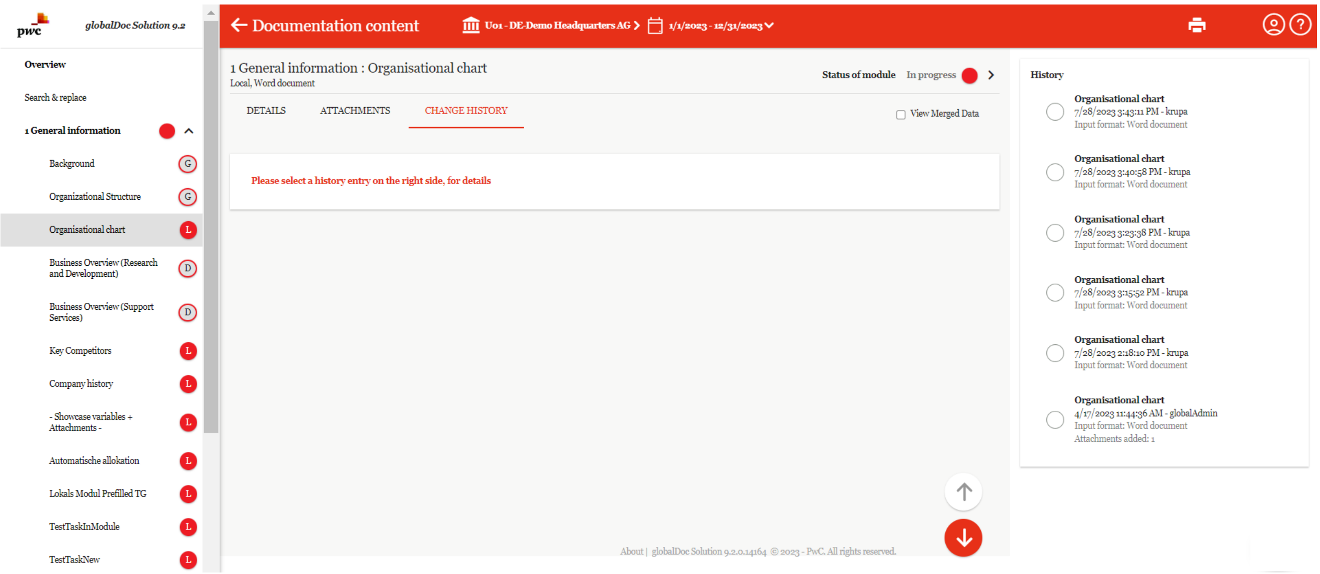


Figure 78: Change history

After selecting a saved version of the module content, the user has the option to perform the following actions within the "Change history" tab:

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

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.

3.3.3.4. Status of the module

If a user has been selected as “Responsible” for a reporting company, this user 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 *Approve tasks*) 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:

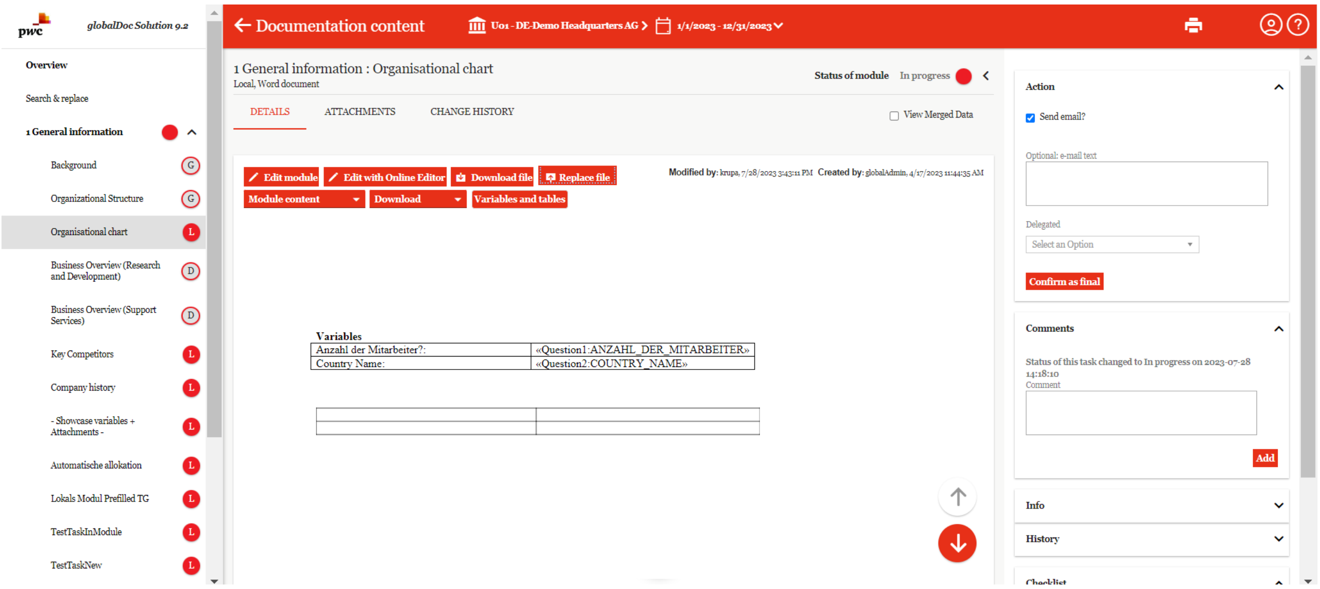


Figure 79: Status of a module

Also here, the processing status of the module is indicated using traffic light colors.

Status of module New	If a module has not yet been processed, the status "New" will be displayed.
Status of module In progress	If the module is in progress, it has the status "In progress".
Status of module Delegated	If the Responsible delegated editing a module to another user, it has the status “Delegated”.
Status of module Waiting for approval	The module has been submitted for approval to the Reviewer or a user with the role “Approve tasks”, respectively. Further processing by the submitter is no longer possible in this module status (unless he or she also has the role "Approve tasks"). Only when the Reviewer or a user with the role "Approve tasks" has executed the "Reject" or "Reopen" command is it possible for the local user (Responsible) to edit the module again.
Status of module Finished	The module has been approved and, thus, has the status "Finished".

NOTE: A user with the role "Approve tasks" can change the status of a module at any time if the entire TP documentation has not yet been completed.

3.3.3.4.1. Module review process

By clicking the button **Status of module** In progress in the upper right corner of the screen, the review mode will be opened.

In this mode, for example, 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/Security 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 "In progress" to "Finished": Status of module Finished .

Task managers (users with the role "Approve Tasks", Responsible/Accountable 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 Figure "Options of the review process").

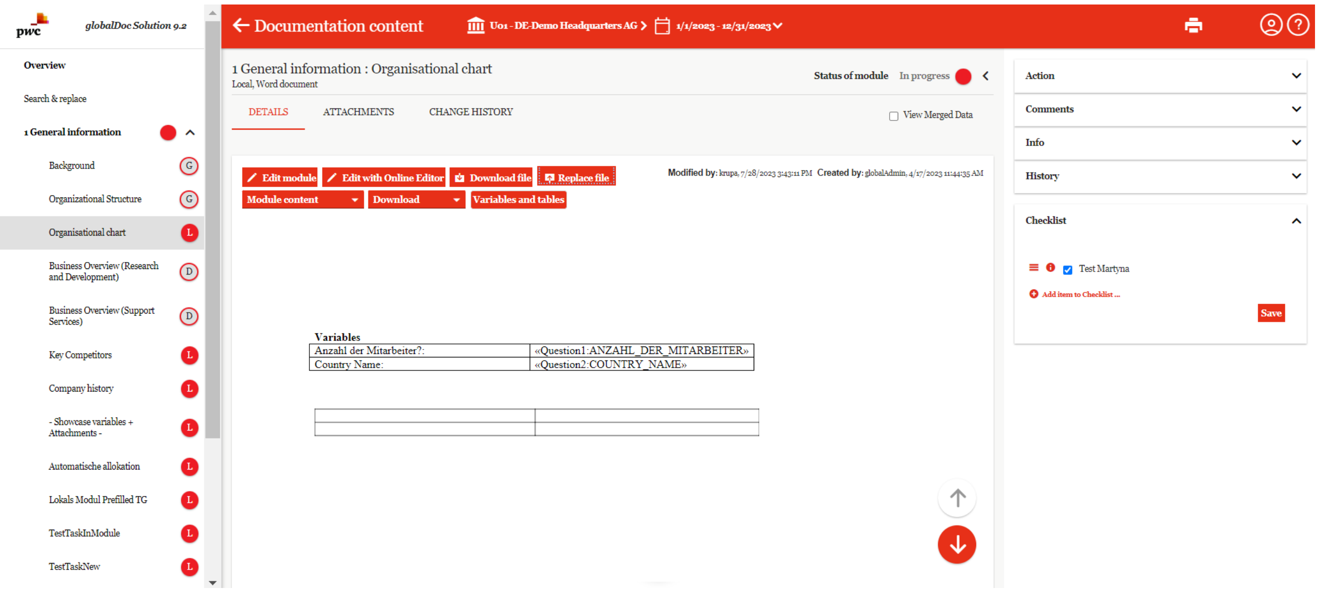


Figure 80: Options of the review process

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

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

Figure 81: Options of a Responsible

3.3.3.4.2. 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 in the Figure "Submit for approval" below. In this case, an optional input field also appears in which a message or comment for the user with the right “Approve tasks” or for the “Reviewer” can be stored when submitting the task.

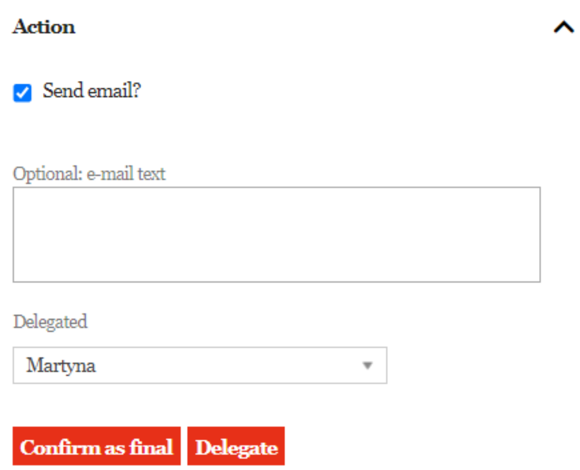


Figure 82: Submit for approval

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 System/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 (see Figure "Edit delegation").

NOTE: One module can be assigned to several users at the same time. However, for editing a module, not more than one user should be working on it at the same time.

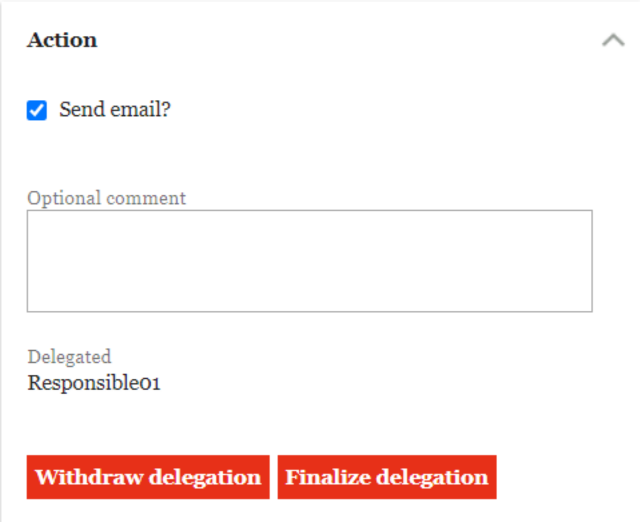


Figure 83: Edit delegation

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

If the Responsible selects this option, the status of the module changes from "red" to "yellow" Status of module Waiting for approval if the system/security 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": Status of module Finished.

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 (see Figure "Edit request for approval"), or the option section is empty, since the next processing step lies with the Reviewer.

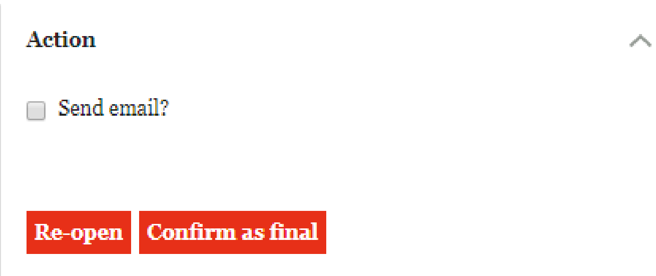
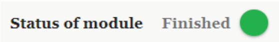


Figure 84: Edit request for approval

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 Figure "Module classes - Status of module"). See also chapter *"Menu item Documentation content"*.

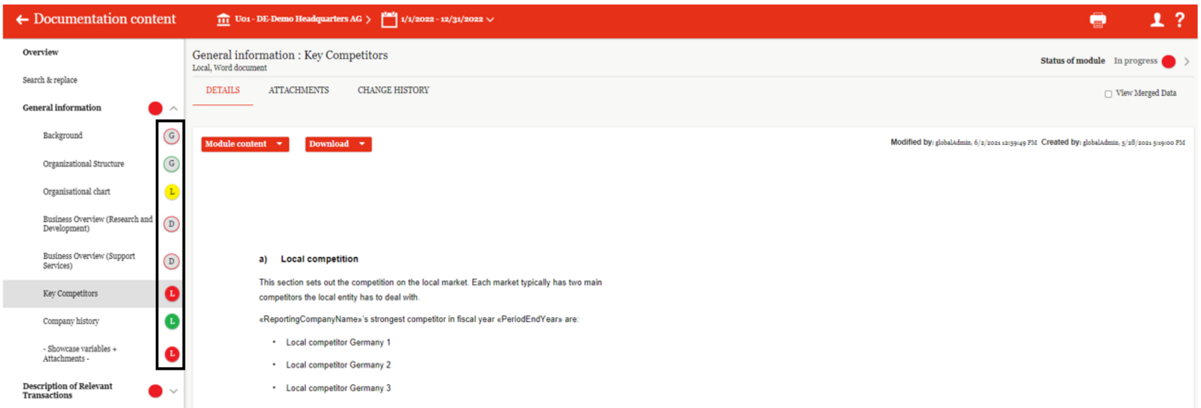


Figure 85: Module classes - Status of module

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 (see also Figure "Checklist warning").

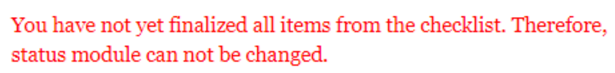


Figure 86: Checklist warning

3.3.3.4.3. Comments

In the Comments section, 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 (see Figure "Comments").

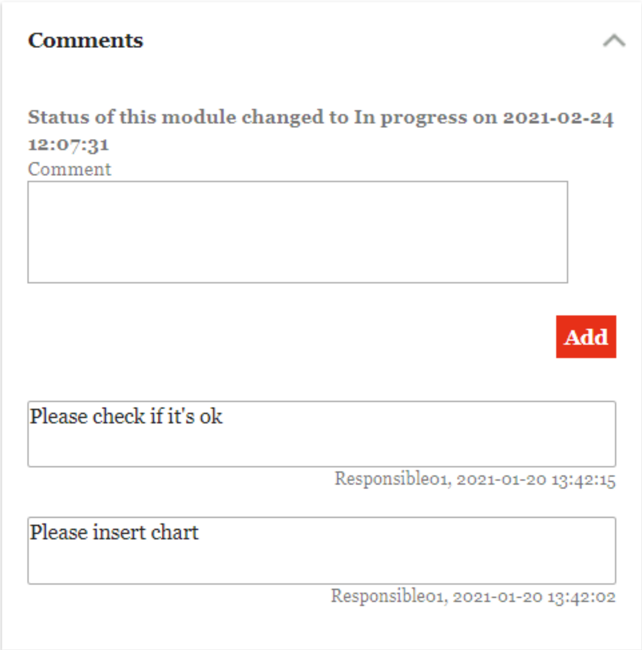


Figure 87: Comments

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

3.3.3.4.4. Info

In this section, it is possible to see which users have the aforementioned roles. The Accountable or Responsible have the additional possibility to create a deadline for the completion of the module-related tasks as a responsible. The information on the tasks is also displayed on the home screen of *globalDoc*.

Figure 88: Option section Info

NOTE: You can also create module-related tasks via this area.

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. Several review levels can be added if required.

Responsible: The Responsible is responsible for the module content (text blocks and file attachments) and may delegate editing to other users, if necessary.

NOTE: Several users can be created as Responsible, Reviewer or Accountable. When sending for review or approval, not all users who have the role need to confirm. It is sufficient if one user gives the approval. As can be seen in the illustration, the order of the roles is indicated by an arrow. This means that the approval workflow starts with the Responsible and ends with the Accountable via the Reviewer. Each responsible person is informed by email when the status changes. The exact functionality is described in the administrator manual.

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 authorization 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 (see Figure "Info details").

Figure 89: Info details

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

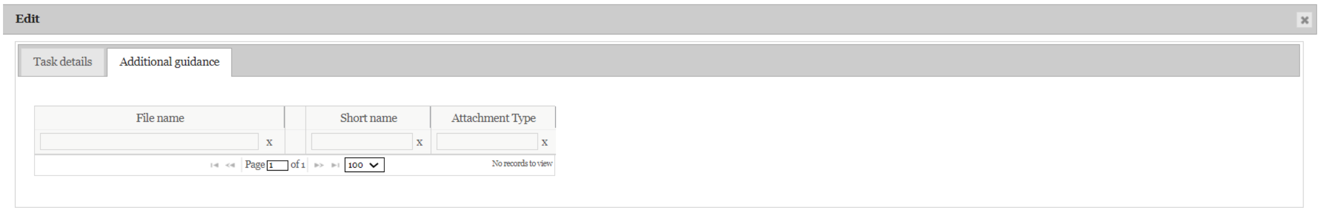


Figure 90: Additional guidance

NOTE: Not to be confused with the status of the complete report, where you can create tasks related to the complete report. And if you have the necessary rights as a user, you can also change roles (Accountable, Reviewer, Responsible) for report.

3.3.3.4.5. History

The "**History**" 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 (see Figure "History").

Figure 91: History

3.3.3.4.6. Checklist

Checklists can be assigned to modules (see Figure "Checklist"). This can be done centrally by the system administrator or locally during module editing by the Delegated User. Before a module is finalized by the editor, all the items listed must be checked off as completed.

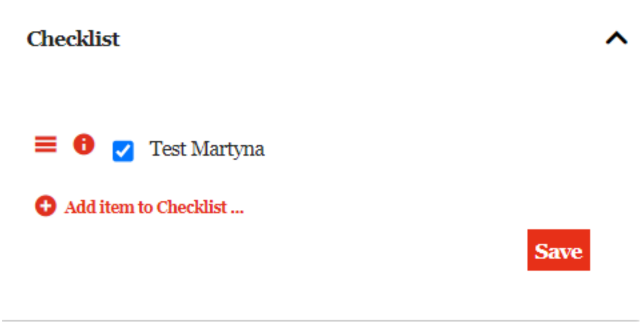


Figure 92: Checklist

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, hold it and move it.

If you move the mouse over the information symbol , the person who created and changed the entry is displayed (see Figure "Checklist details").

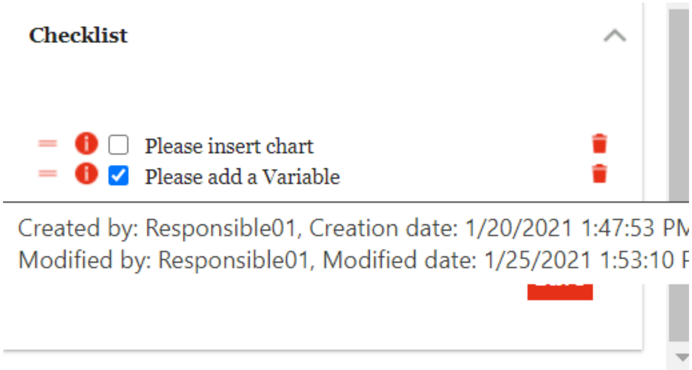


Figure 93: Checklist details

The 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, an according note is always displayed in the "Action" section if there are entries that have not been completed (see Figure "Checklist warning").

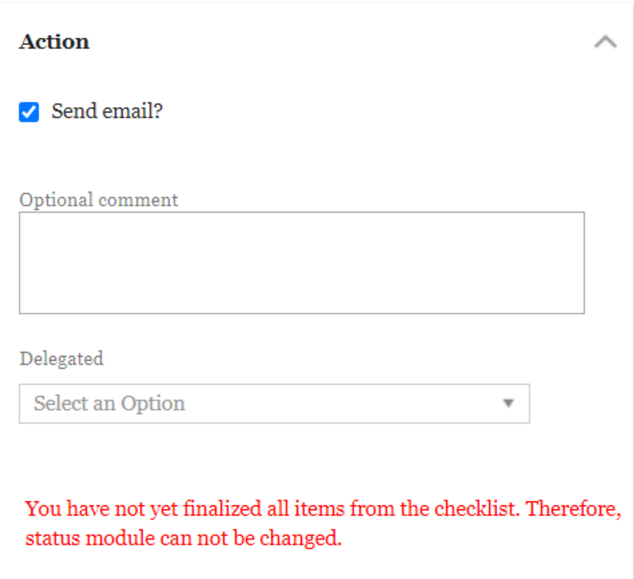


Figure 94: Checklist warning

NOTE: System administrators can create the checklists in the Report Configuration area. These are copied with the roll-forward opposite those created directly in the module. This function is described in the administrator manual.

3.3.3.5. Use of variables

3.3.3.5.1. Standard option to insert variables in the module content

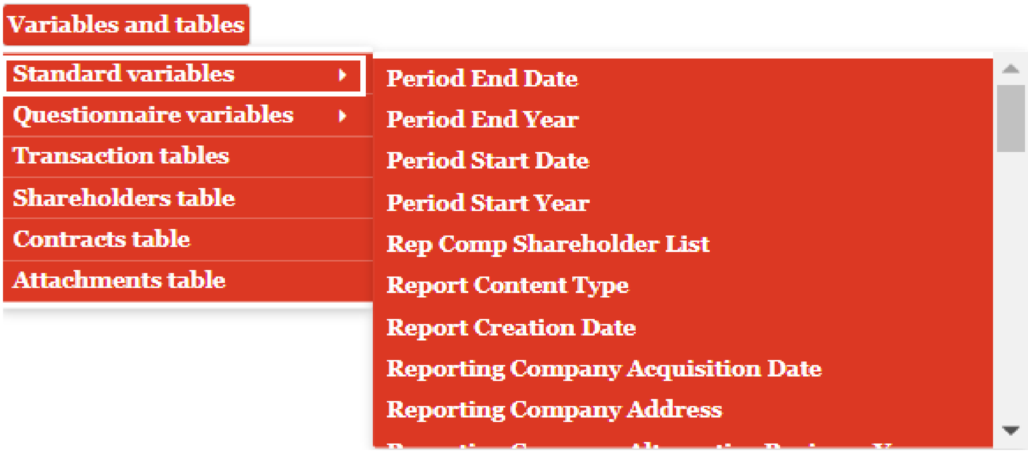
This way of inserting variables can be used while editing a module with Microsoft Word. For this purpose, the module content must have been opened in Microsoft Word by clicking the button "Edit module", as described above.

While the module is open in Microsoft Word, you can switch back to *globalDoc* and select under the button "Variables and tables" the category of variables you intend to insert.

Standard variables

If you intend to add a standard variable in the documentation content, such as a reporting period, a report entity name or any other item listed here, you just need to select this variable by clicking on it.

To do this, please click on "Standard variables", then on the desired variable, which will be displayed to the right:



With the scroll bar you can scroll down to view further available standard variables.

If you have selected the desired variable by clicking on it, this variable will be copied automatically to the clip-board.

Now you may switch back to the opened Microsoft Word document and place the variable wherever you like via the Microsoft Word “paste” function (shortcut: “ctrl + v”).

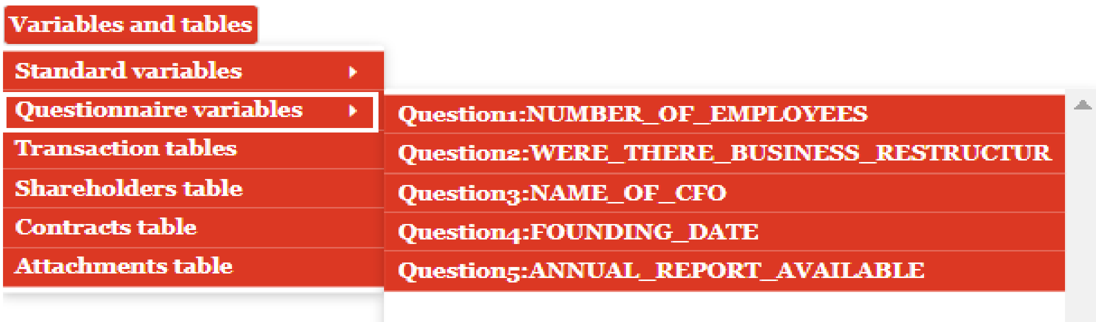
NOTE: It may be required to format the pasted variable with your target format.

Questionnaire variables

As described above, a user with the role of a System Administrator may create a questionnaire in *globalDoc*. Each question can be answered for each reporting entity separately.

If you intend to add a questionnaire variable, the required steps are very similar to what has been described above for the standard variables, you will just select the desired questionnaire variable.

To do this, please click on “Questionnaire variables”, then on the desired questionnaire variable, which will be displayed to the right:

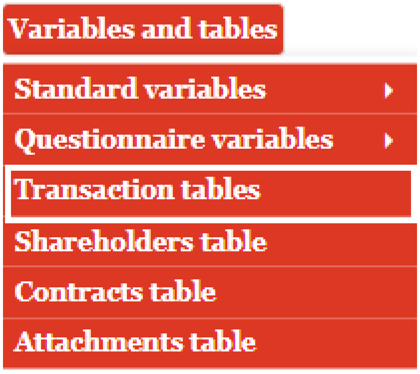


After you have selected a questionnaire variable, it will be copied automatically to your clipboard. Now you may switch back to the opened Microsoft Word document and place the variable wherever you like via the Microsoft Word “paste” function (shortcut: “ctrl + v”).

NOTE: It may be required to format the pasted variable with your target format.

Transaction tables

Via "Transaction tables", you have the option to insert predefined transaction tables into the opened Microsoft Word module.



After clicking on it, a pop-up window will open which allows you to configure your table.

NOTE: Please do not forget to open the module content in Microsoft Word before selecting a Transaction variable via click on "Edit module".

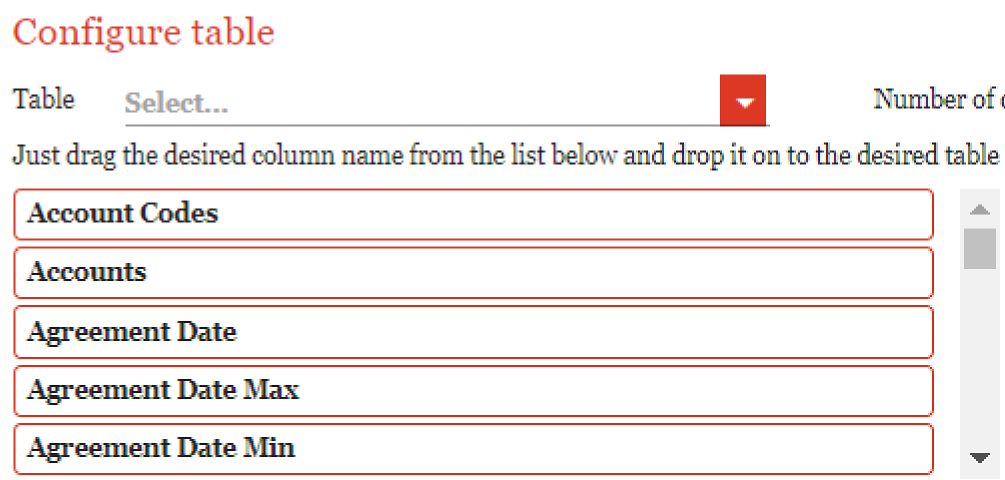


Figure 95: Transaction table configuration

Via the "Select…" item you can select which type of transaction table you intend to insert in the Microsoft Word document.

By clicking on the icon , a list of available and predefined transaction tables will be shown.

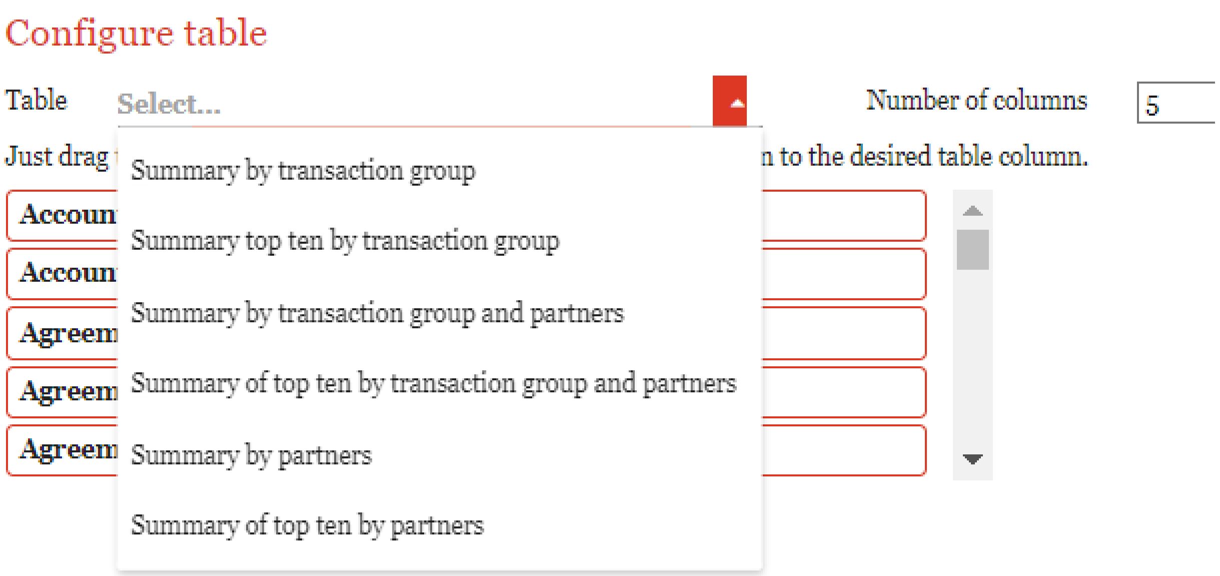


Figure 96: Selection of transaction tables

The following predefined transaction tables are available:

- Summary by transaction group
- Summary top ten by transaction group
- Summary by transaction group and partners
- Summary of top ten by transaction group and partners
- Summary by partners
- Summary of top ten by partners

After you have selected one of the predefined transaction tables, an empty table is added in the same view. Now you can specify, via the “Number of columns” item, how many columns there should be. In the next step the content of the columns can be configured.

To do this, you may simply drag the column names (i.e., the available variables) on the left side with your mouse and drop them into the column where its value shall be displayed. Please note that the column names (i.e., the variables which are available for your selection) only contain variables which are related to this table.

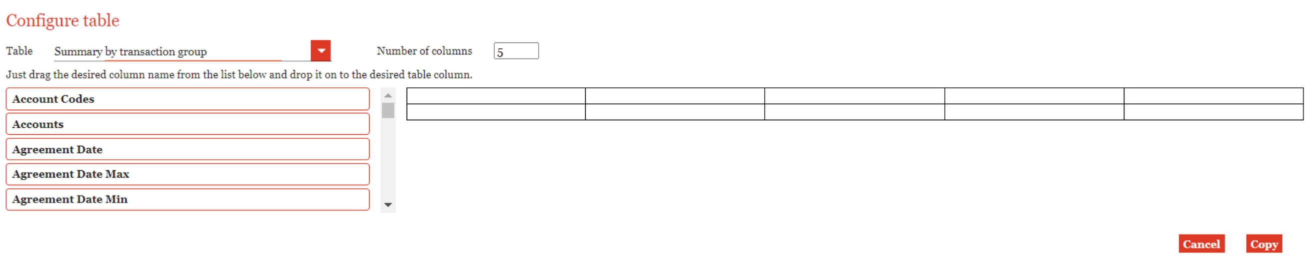


Figure 97: Selection of transaction tables

After specifying the type of transaction table, the number of columns and the column names (i.e., the available variables), the transaction table can be copied to the clipboard by clicking the "Copy" button.

As an example, the transaction table "Summary by transaction group" could be configured as follows.

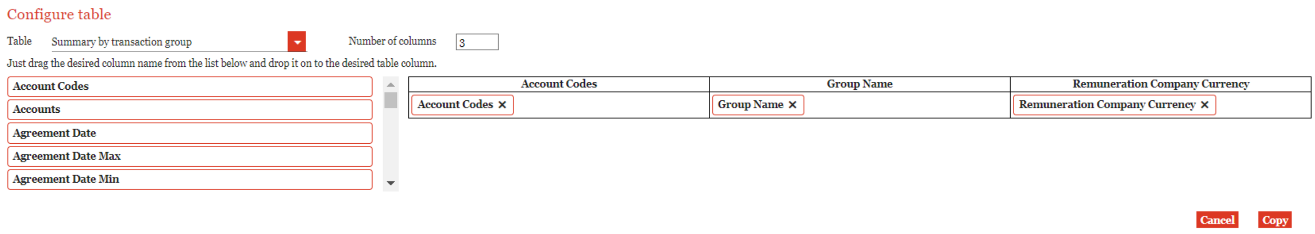


Figure 98: Transaction table configuration - Summary by transaction group

Now you can switch to the module which is opened in Microsoft Word and insert this table at the desired place of the text block.

If required, you can then format the table according to your needs using the standard Microsoft Word “Table Design” function:

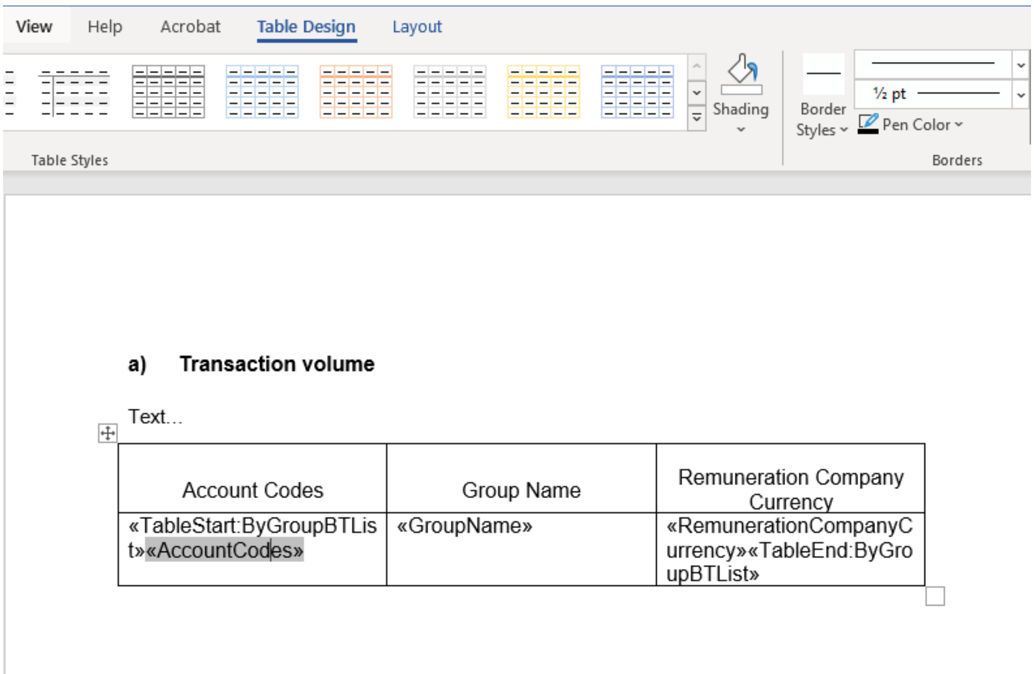


Figure 99: Editing a transaction table via the Microsoft Word “Table Design” function

Shareholder table

If you have maintained the shareholders of the reporting entities in *globalDoc*, you may create a shareholder list in your report.

The steps are very much like what has already been explained for the transaction tables. After clicking on "Shareholders table", a pop-up window is displayed in which you may configure the Shareholder table as described above and then copy it into the clipboard.

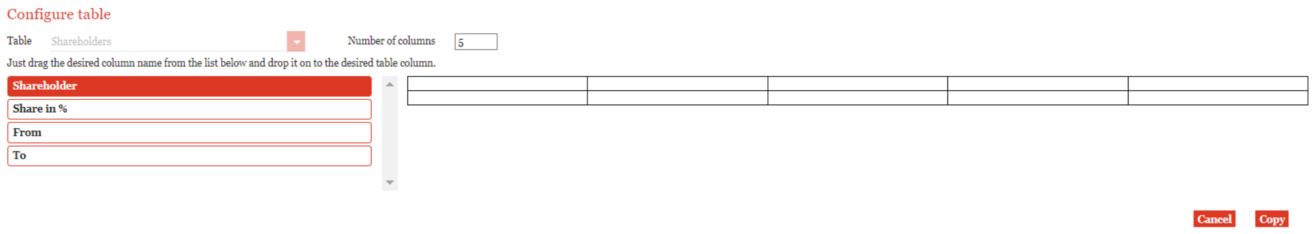


Figure 100: Shareholders table configuration

NOTE: For a detailed explanation about the configuration of a table, we refer to the section "Transaction tables".

Opposite to the “Transaction tables”, only one Shareholder table type is available. The list of variables which is displayed as potential column headers does also only contain the variables which are related for a shareholder list. After you adjusted the number of columns and selected the column headers you may insert the table into the opened Microsoft Word module by clicking “Copy” and pasting it there.

Contracts table

Via the "Contracts table" all variables relating to attachments which have been marked as contracts can be used to create a list of contracts. To mark an attachment as a contract, the attachment type "Contract" must be selected when uploading the attachment.

Similar to what has been explained above, a click on "Contracts table" will open a pop-up window, where you may configure the Contracts table according to your needs.

NOTE: For a detailed explanation about the configuration of a table, we refer to the section "Transaction tables".

Opposite to the “Transaction tables”, only one Contracts table type is available. The list of variables which is displayed as potential column headers does also only contain the variables which are related for a contract list. After you adjusted the number of columns and selected the column headers you may insert the table into the opened Microsoft Word module by clicking “Copy” and pasting it there.

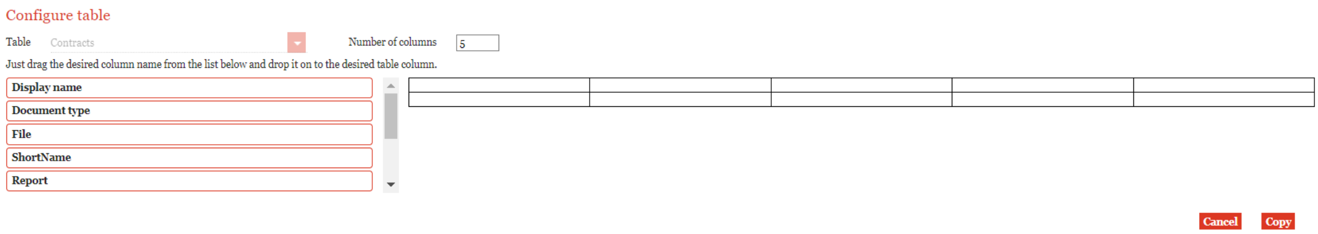
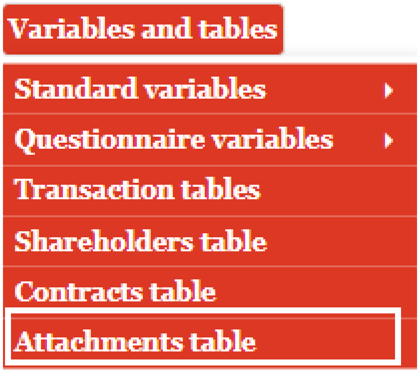


Figure 101: Contracts table configuration

Attachments table

This table allows you to create an attachments overview.



After clicking on "Attachments table", a pop-up window will also open here, in which you can again configure the table according to your needs.

NOTE: For a detailed explanation about the configuration of a table, we refer to the section "Transaction tables".

Opposite to the "Transaction tables", only one Attachments table type is available. The list of variables which is displayed as potential column headers does also only contain the variables which are related for an Attachments overview. After you adjusted the number of columns and selected the column headers you may insert the table into the opened Microsoft Word module by clicking "Copy" and pasting it there.

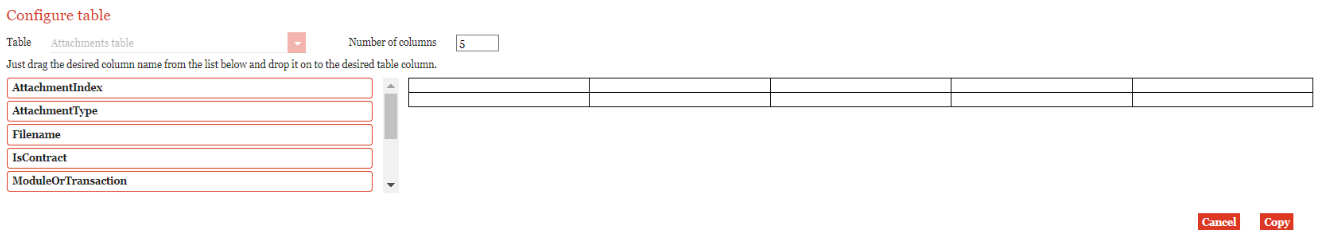


Figure 102: Attachments table configuration

3.3.3.5.2. Advanced options to insert variables and tables into a module

Standard variables

As already explained, variables can be used as placeholders to fill documentation content as automatically as possible, thereby reducing the tasks of local users.

Standard variables as well as questionnaire variables can be downloaded by System Administrators under the navigation item "Report configuration" and by any other users under the navigation item "Documentation content" after having selected a module via the "Download" button:

Here you may download all available variables into a Microsoft Word document, select your desired variable and insert it via "Copy & Paste" in the downloaded Microsoft Word module.

NOTE: When selecting a variable from the Microsoft Word document, please note that even if the variable text is highlighted in gray when you simply click on a variable, this does not mean that the variable is selected. Therefore, please mark the variable text completely before copying it. Otherwise, only the text may have been copied and not the associated field function.

Standard variables are variables that are already predefined by the system. Currently more than 100 standard variables may be used in *globalDoc*.

With the new *globalDoc* version some new variables have been added. These are listed below.

Transaction group descriptiuon	«GroupDescription»
Earliest agreement date (non-empty values)	«AgreementDateMin»
Latest agreement date (non-empty values)	«AgreementDateMax»
Earliest last amendment date (non-empty values)	«LastAmendmentDateMin»
Latest last amendment date (non-empty values)	«LastAmendmentDateMax»
Product description (all values comma separated for non-empty values)	«ProductDesc»
Product description (alphabetically first value for non-empty values)	«ProductDescriptionMin»
Product description (alphabetically last value for non-empty values)	«ProductDescriptionMax»
Transaction detail (all values comma separated for non-empty values)	«TransactionDetail»
Transaction detail (alphabetically first value for non-empty values)	«TransactionDetailMin»
Transaction detail (alphabetically last value for non-empty values)	«TransactionDetailMax»
Comment (all values comma separated for non-empty values)	«Comment»
Comment (alphabetically first value for non-empty values)	«CommentMin»
Reporting Entity Code	«DPUCode»
Reporting Entity Name	«DPUName»
Reporting Entity CodeName	«DPUDisplayString»
Reporting Entity Country	«DPUCountry»
Provider Code	«ProviderCode»
Provider Name	«ProviderName»
Provider CodeName	«ProviderCodeName»
Provider Country	«ProviderCountry»
Provider Country Code	«ProviderCountryCode»
Provider Country Name	«ProviderCountryName»
Receiver Code	«ReceiverCode»
Receiver Name	«ReceiverName»
Receiver CodeName	«ReceiverCodeName»
Receiver Country	«ReceiverCountry»
Receiver Country Code	«ReceiverCountryCode»
Receiver Country Name	«ReceiverCountryName»
Comment (alphabetically last value for non-empty values)	«CommentMax»

NOTE: A variable has been renamed. If you have this variable in use, it should be replaced by the new one.

Total (invoice) short	«RenumerationLocalShort» has been amended to: «RemunerationLocalCurrencyShort»

Questionnaire variables

As described in the chapter "Menu Item Questionnaire", each question which has been created by a System Administrator in the questionnaire can be used as a variable. As the questions typically are answered by the local users of the different reporting entities, using the questionnaire feature allows an individualization of the documentation contents without requiring the local user to edit a module.

Please note that a local user may only answer the questionnaire once it has been activated by the System Administrator.

Inserting a questionnaire variable into the documentation content works the same as for standard variables.

The use of the questionnaire variables, just like the use of the standard variables, can be done either by downloading a Microsoft Word file with the available variables and then using the Microsoft Word "Copy & Paste" function, or directly in the online editor. Accordingly, if a variable has no content, there will be no content in the report. If the variable has no value, then the variable name is displayed as a placeholder.

However, the system administrator has the possibility to get an overview of all answers via the function "Manage questionnaire" and to insert them if necessary. An overview of the questionnaire variables can be downloaded as described at the beginning of this chapter.

Variables in tables

In *globalDoc*, variables can also be used in tables. Several often-used tables have already been preconfigured and are available in the Microsoft Word file. Furthermore, it is also possible that you configure tables of your own.

1. Preconfigured tables

In addition to individual variables that can be used in the module as required, such as ""ReportingCom-pany-Name"", there are predefined tables that are intended for listing transactions.

These tables can be used to display all transactions of a reporting company with its transaction partners. To do this, select the desired table type in full, copy it and paste it into the module.

Business transactions for a module

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

Summary by transaction group

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

Summary top ten by transaction group

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

Summary by transaction group and partners

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

Figure 103: Standard transaction variables

After having done so, you may of course customize the format of table according to your needs. You can access these tables by downloading the standard variables as a Microsoft Word document from globalDoc.

Currently, the following predefined tables are available:

- Summary by transaction group
- Summary top ten by transaction group
- Summary by transaction group and partners
- Summary of top ten by transaction group and partners
- Summary by partners
- Summary of top ten by partners

1. Self-configured tables

It is also possible to create your own transaction tables independently of the predefined transaction tables. As an example, you may create separate transaction tables for the "Recipient" and the "Provider" within a transaction group. It is also possible to sort the tables by one or more columns and specify whether the columns should be sorted in ascending or descending order.

The creation of such self-configured tables requires some experience in Microsoft Word. The easiest way to create a table according to your own requirements is to start by copying one of the existing preconfigured tables.

After selecting the most suitable transaction table, it should be pasted into the downloaded Microsoft Word module. After that, the table should first be customized, i.e., which columns are required and how should they be named. Here it is to be considered, according to which variables the table is to align itself and/or with which it is to start and how and with which variable the sorting is to take place.

To do so, you may take the following steps:

Select the most appropriate preconfigured table, e.g., “Summary by transaction group” and paste it into your opened Microsoft Word module:

Summary by transaction group

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

Figure 104: Preconfigured table inserted for further processing

Click with the right mouse button on the first variable at the table and then select "Edit field" in the pop-up window:

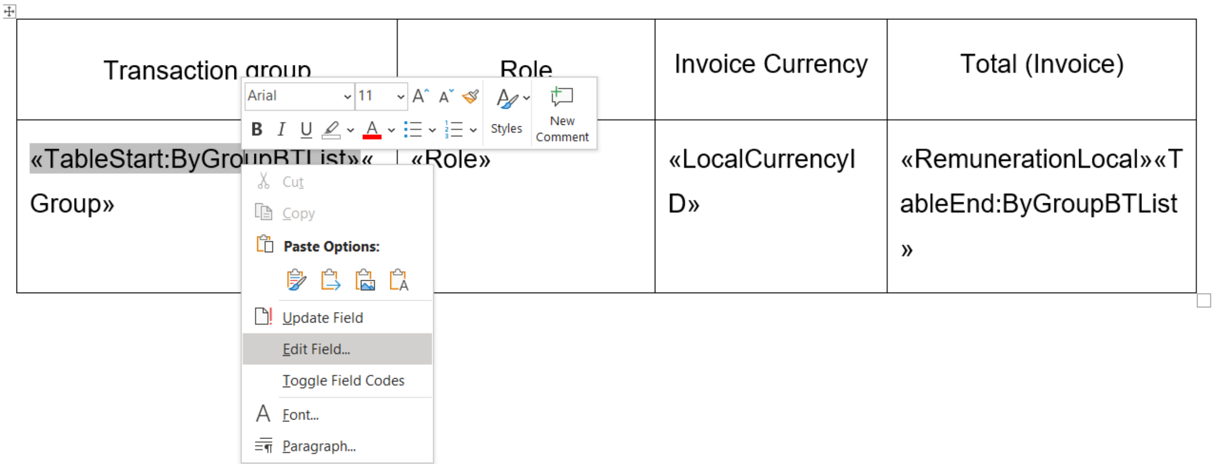


Figure 105: Preconfigured table inserted for further processing

After having done so, the Microsoft Word window for field editing opens:

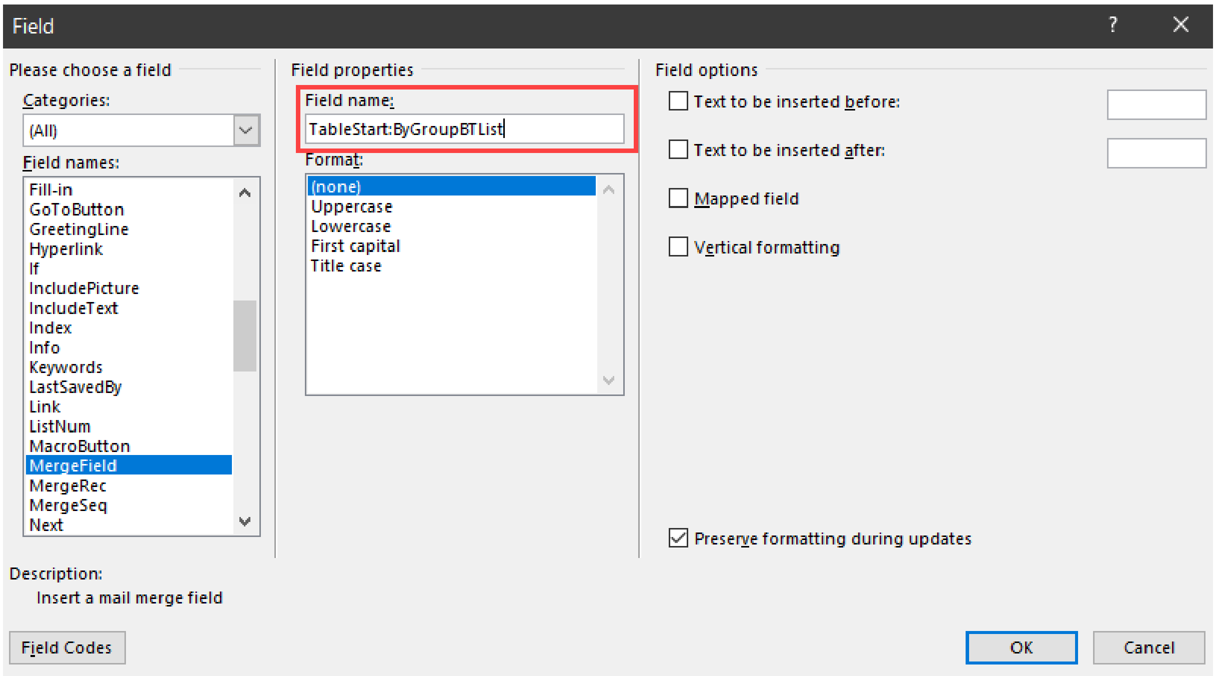


Figure 106: Edit field in Microsoft Word

In the "Field name" input field, insert the current variable with which the table should start.

As an example, this could look like this:

„TableStart:ByGroupAndPartnerCountryNameSortGroupAndRemunerationLocalDesc“

„TableEnd:ByGroupAndPartnerCountryNameSortGroupAndRemunerationLocalDesc“

1. Each transaction table starts with "TableStart:" and ends with "TableEnd:". It is important that this syntax is structured the same, but only starts with either TableStart or TableEnd.
2. The grouping starts with "By". I.e., in this example the variable "Group" would be the variable after which the table is to be grouped first.
3. With "And" other variables can be linked from the standard variables.
4. In the above example, within the transaction group, the transactions are additionally grouped by the country names of the transaction partners "PartnerCountryName".
5. The sorting of the tables is optional and is introduced by the string "Sort". Similar to the grouping, the variables to be sorted follow here. In the above example, all transactions are first sorted alphabetically by transaction group. Multi-level sorting can be configured through And.
6. To each standard variable, which is used in connection with transactions, "Desc" can be appended. This will sort the column values in descending order. Without this addition, the columns will be sorted in ascending order.

In addition to the example, with the addition of "Top10" you can output only the first 10 records. This variable syntax could look like this:

"TableStart:ByTop10GroupAndPartnerCountryName..."

Such a variable syntax may create the following exemplary output in your report:

Transaction group	Partner Country Name	Role	Invoice Currency	Total (Invoice)
A Research and Development	GB	Recipient	EUR	2000000.00
A Research and Development	SG	Recipient	EUR	208000.00
A Research and Development	PL	Recipient	EUR	100000.00
B Support Services	BR	Provider	EUR	16000.00
B Support Services	GB	Recipient	EUR	11000.00
B Support Services	CZ	Provider, Recipient	EUR	2000.00
B Support Services	FR	Provider,	EUR	1999.00

Figure 107: Example for self-configured table

NOTE: Experienced Microsoft Word users can of course edit the variable field in Word with "Edit field" so that you can already specify here, e.g., how the decimal places are to be displayed. For further creation options, please directly contact your *globalDoc* support team.

Calculated tables for administrators

This type of table is a combination of self-created tables and questionnaire variables.

Such tables are particularly relevant if you want to display a specific table depending on the answer. An example would be benchmarking tables that should only be displayed if, for example, the company belongs to the "EMEA" region.

NOTE: These tables are not displayed during normal editing. Therefore, these modules should be created and changed by the administrators, especially during the initial creation.

For this purpose, questions should be created and answered via the questionnaire. As explained above in the questionnaire variables, these variables can also be used with this type of table.

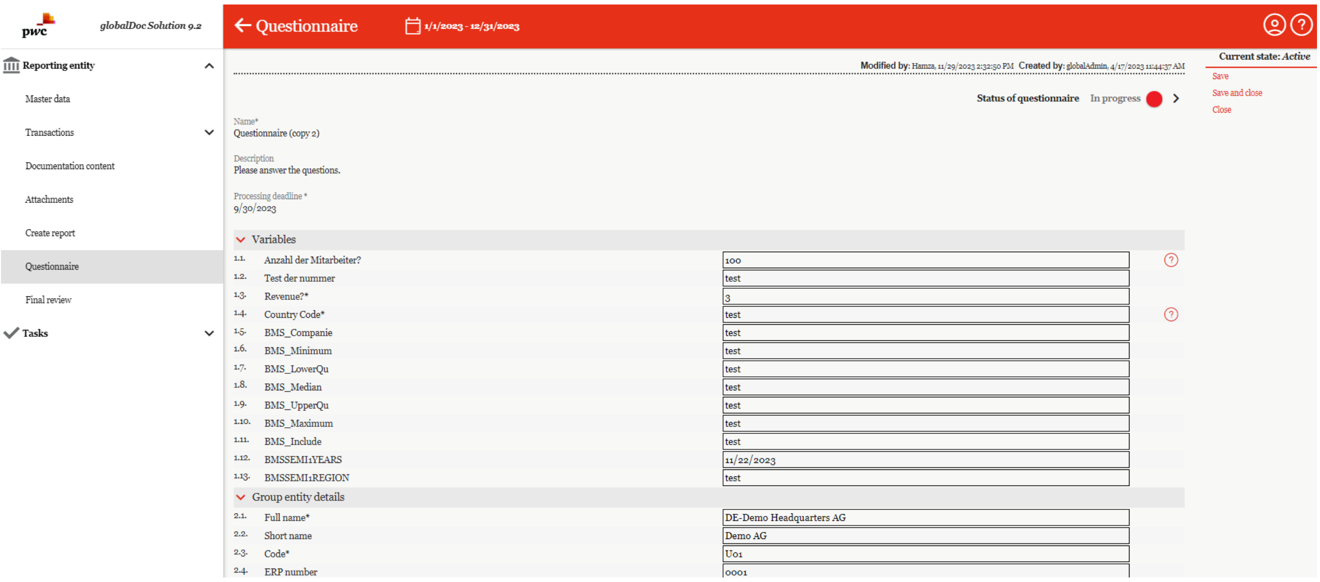


Figure 108: Create question over the questionnaire

1.1.1.1.1 **Benchmarking results**

A database search was conducted to identify the sufficiently comparable independent companies whose MoTC can serve as a benchmark for the MoTC of the tested party. Appendices describe the search process in detail. As a result of this search, a comparable set of independent companies was identified. The key weighted average MoTC results for the comparable companies are summarized below.

Regular Table

Weighted average 2019-2021 MoTC of comparables in NAFTA						
Comparable Set	Companies	Minimum	**Lower Quartile**	Median	**Upper Quartile**	Maximum
	16	-1.35%	**3.74%**	11.82%	**14.64%**	19.26%

Calculated Table

Figure 109: View of the module for the local user

With ALT+F9 you can activate the view in Word in which you can display hidden fields and codes.

You can then build your calculated table in this view. With an IF query, you also have the option of displaying several tables depending on the criteria.

This can be clearly seen in the following screenshot. A benchmarking table is created here as an example. The field codes are filled with the questionnaire variables that were previously created and answered under Manage questionnaire.

Regular Table

Weighted average 2019-2021 MoTC of comparables in NAFTA						
Comparable Set	Companies	Minimum	**Lower Quartile**	Median	**Upper Quartile**	Maximum
	16	-1.35%	**3.74%**	11.82%	**14.64%**	19.26%

Calculated Table

{ IF {MERGEFIELD Question47:BMSSEMI1INCLUDE} = "yes" "

Weighted average {MERGEFIELD Question48:BMSSEMI1YEARS} MoTC of comparables in {MERGEFIELD Question49:BMSSEMI1REGION}						
Comparable Set	Companies	Minimum	**Lower Quartile**	Median	**Upper Quartile**	Maximum
	{MERGEFIELD Question50:BMSSEMI1COMPANIES}	{MERGEFIELD Question51:BMSSEMI1MINIMUM}	{MERGEFIELD Question52:BMSSEMI1LOWERQUARTILE}	{MERGEFIELD Question53:BMSSEMI1MEDIAN}	{MERGEFIELD Question54:BMSSEMI1UPPERQUARTILE}	{MERGEFIELD Question55:BMSSEMI1MAXIMUM}

Figure 110: View of the module after ALT+F9

NOTE: For support or further questions, please contact the globalDoc team at PwC.

3.4. Menu item Attachments

The menu item "**Attachments**" lists all uploaded attachments for the selected reporting company and the corresponding reporting period (see Figure "Overview page attachments").

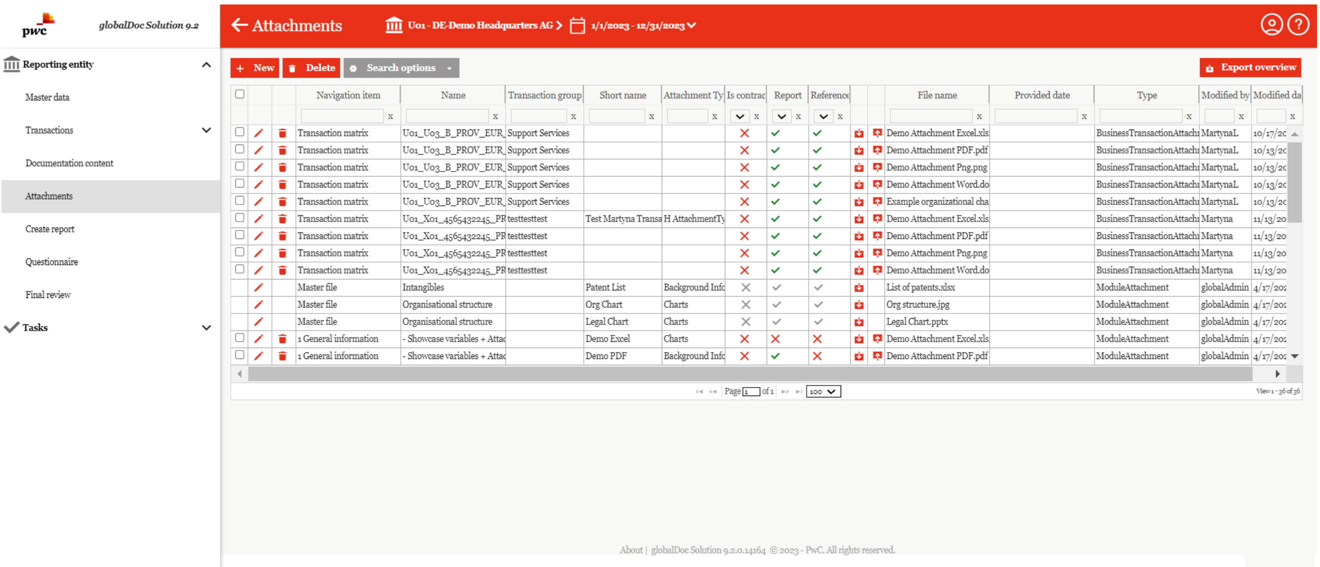


Figure 111: Overview page attachments

Here, all attachments are listed, independent 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 (see Figure "Upload attachment").

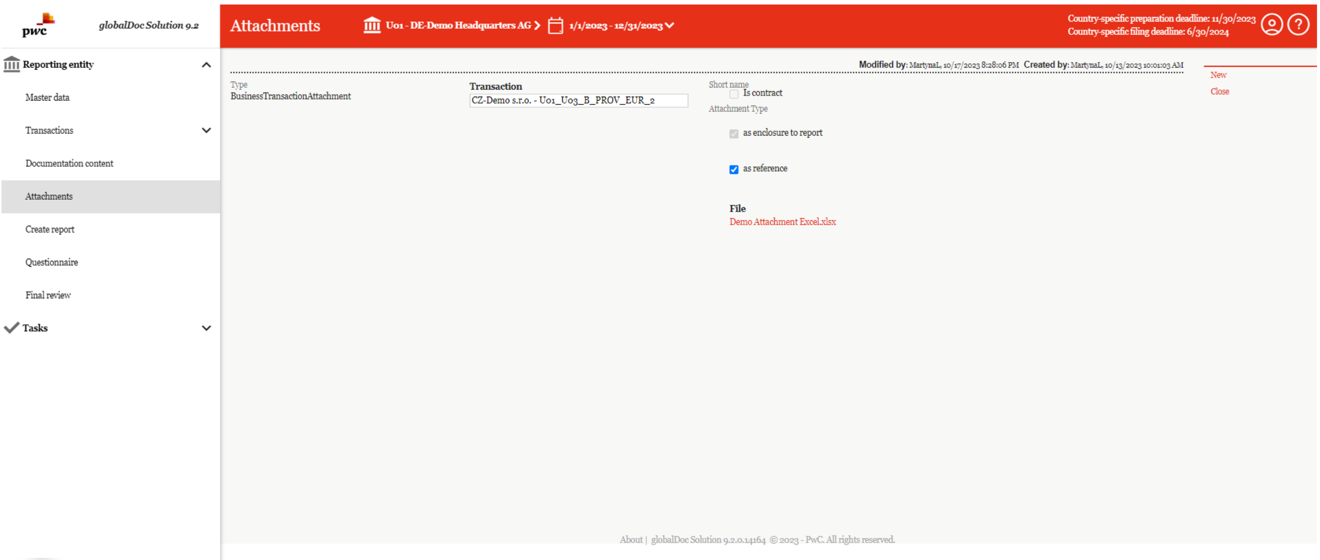


Figure 112: Upload attachment

Similar to what has already been 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.

When uploading an attachment, 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 **Error! Reference source not found.**") 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 of the menu item "Attachments", 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 (see Figure "Export overview attachments").

Attachment type	Consecutive number	File name	Type
Invoices	1	Example invoice.xlsx	Module
H AttachmentType	1	Demo Attachment Excel.xlsx	Transaction
H AttachmentType	2	Demo Attachment Excel.xlsx	Module
Contracts	1	R&D Agreement.pdf	Module
Contracts	2	R&D Agreement.docx	Module
Contracts	3	Service Agreement.pdf	Module
Charts	1	Org structure.jpg	Module
Charts	2	Legal Chart.pptx	Module
Charts	3	Demo Attachment Excel.xlsx	Module
Charts	4	Organizational chart.pptx	Module
Charts	5	Example organizational chart.pptx	Module
Charts	6	Example organizational chart.pdf	Module
Charts	7	Example organizational chart.PNG	Module
Benchmarking Studies	1	Demo benchmarking study report - Global Research and Development 2018 2020.pdf	Module
Benchmarking Studies	2	Demo benchmarking study report - Global Support Services 2018 2020.pdf	Module
Background Information	1	List of patents.xlsx	Module
Background Information	2	Demo Attachment PDF.pdf	Module
Background Information	3	Demo Attachment Png.png	Module
Other	1	Demo Attachment Excel.xlsx	Transaction
Other	2	Demo Attachment PDF.pdf	Transaction
Other	3	Demo Attachment Png.png	Transaction

Figure 113: Export overview attachments

3.5. Menu item Create report

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

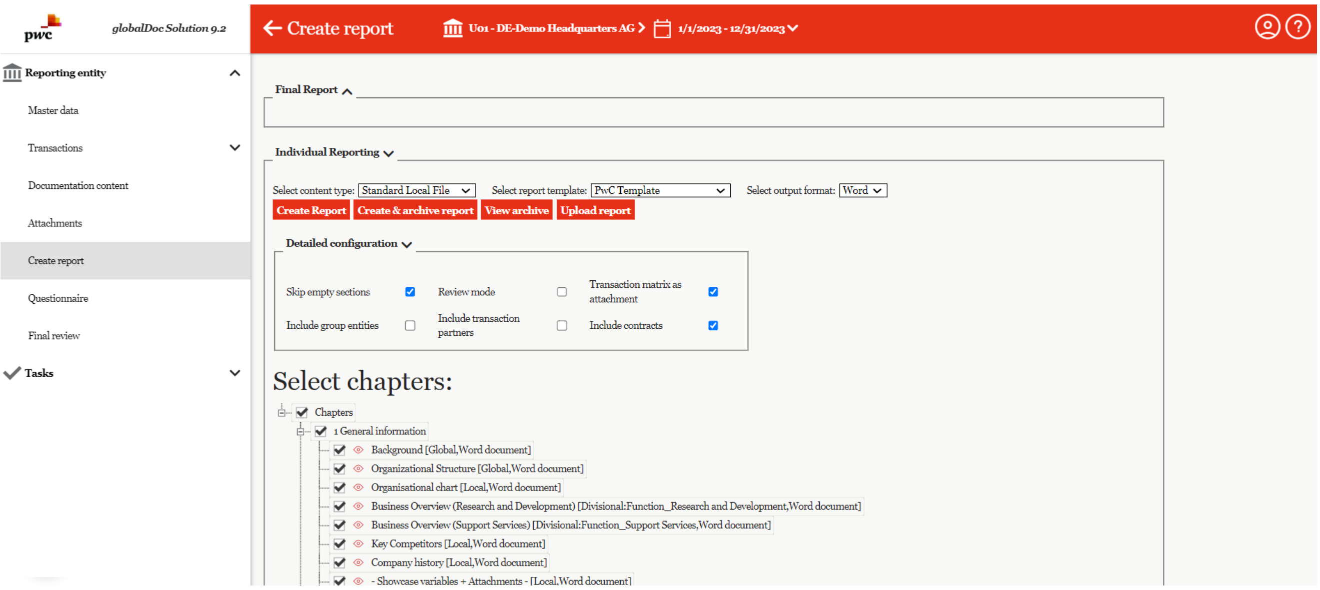


Figure 114: Create report

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 system 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 (Note that a ZIP file will be created). The button **Create & archive report** allows you to create the report while at the same time also archiving it. The button **View archive** will show the current archive (see Figure "Create report").

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 reach out to the system/security 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 finalizing it or if you need an overview of the status of the report (see Figure "Review mode").

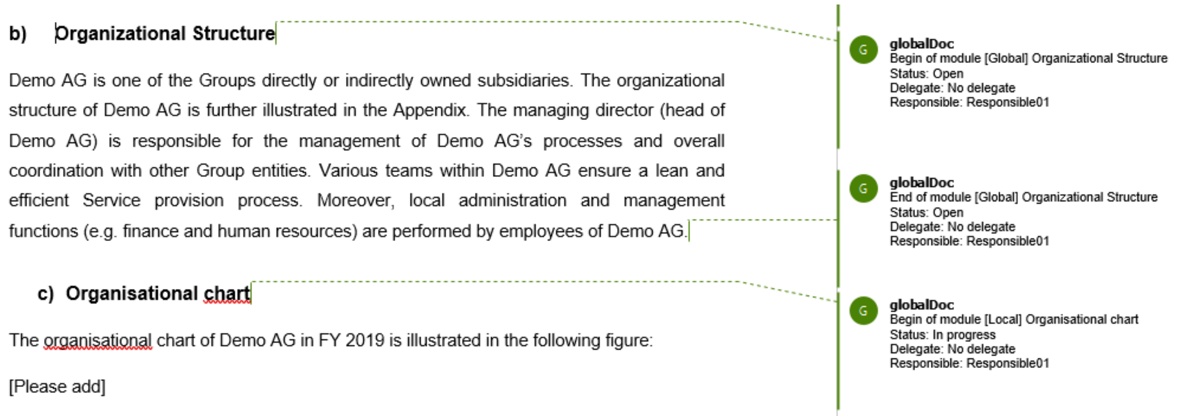


Figure 115: Review mode

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) (see Figure "Create report – Select chapters").

By clicking on ☑, the respective module or chapter can be excluded from printing, unless the administrator has deactivated this print option for this module. By clicking on , the module content ("Preview") can be displayed (see Figure "Create report - Select chapter").

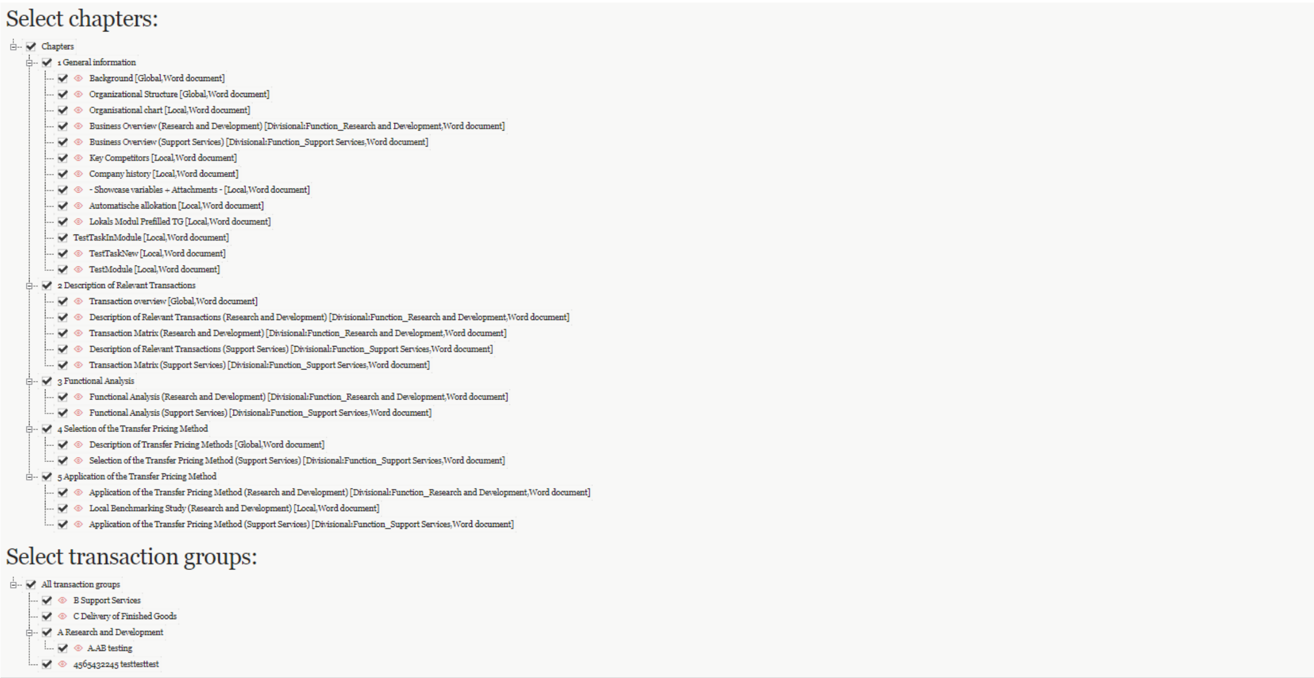


Figure 116: Create report – Select chapters

The administrator may restrict the “Create report” feature for users with editor. The effects for the user are as follows:

1. The user can print reports that have not yet been finalized in PDF format only (the report file in the downloaded ZIP file). In addition, the pages of this report all have a watermark labelled "Draft".
2. Once the report to be printed is finalized, the user will not be able to print the report directly but will only have the possibility to request printing of this report (see the "Request report" figure).

3.6. Menu item Questionnaire

Questions asked by the System administrator can be answered via the menu item “**Questionnaire**”. The questionnaire is divided into three sections. The first section is the "Variables", here the system administrator can freely define various questions according to the requirement. The second and third sections "Group entity details" and "Optional information" refer to the master data. Missing or outdated master data can thus be updated by the local user.

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. Help texts can be added at the end of a text field by the system administrators. These can be read by the user via with a mouseover.

If questions from the questionnaire are used as variables in the documentation content, the answers are transferred to the variables of the documentation content when your answers are saved in the questionnaire. As the questions are filled in by the users of the various local companies, this enables the individualization of standard texts, even when using "global" or "divisional" modules, without the local user having to edit the module content.

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

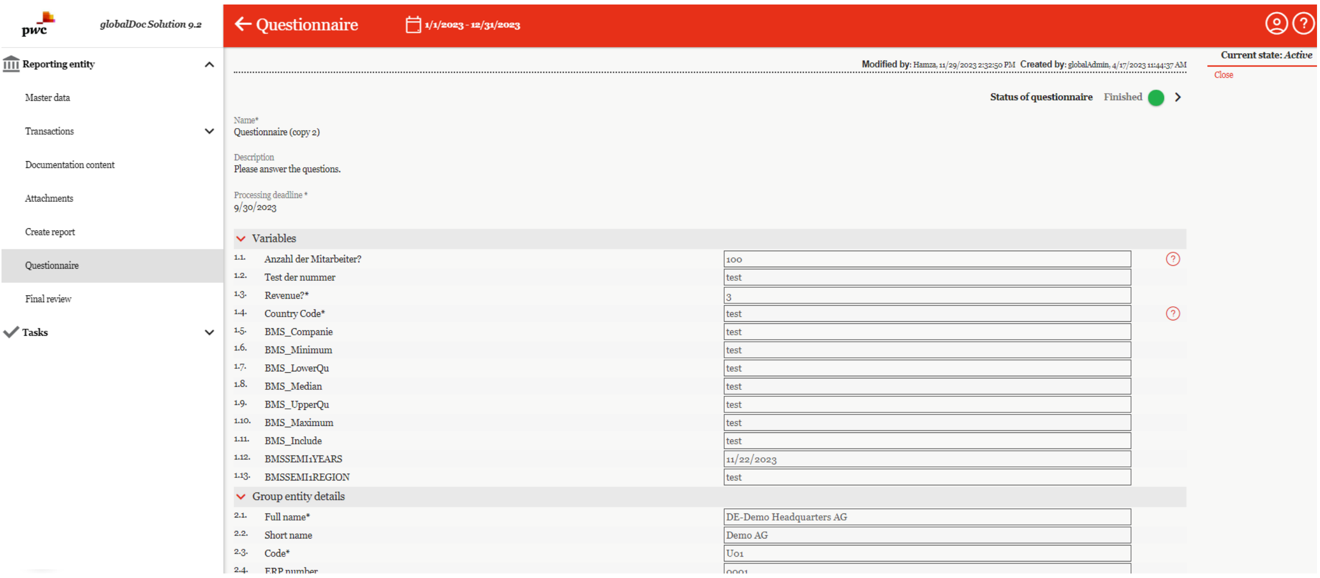


Figure 117: Questionnaire

3.6.1. Status of the questionnaire

If you are an "Accountable" or “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" to review the changes you have made ("**Submit for approval**"). If no Reviewer or user with the role "Approve Task" 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). Like 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, provided a Reviewer has been assigned to someone.

NOTE: The review mode for questionnaires is the same as for the “ ***Module review process***”.

Task managers (users with the role "Approve Tasks", Responsibles / Accountables or Reviewers) 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 Figure "Options in the review process of a questionnaire").

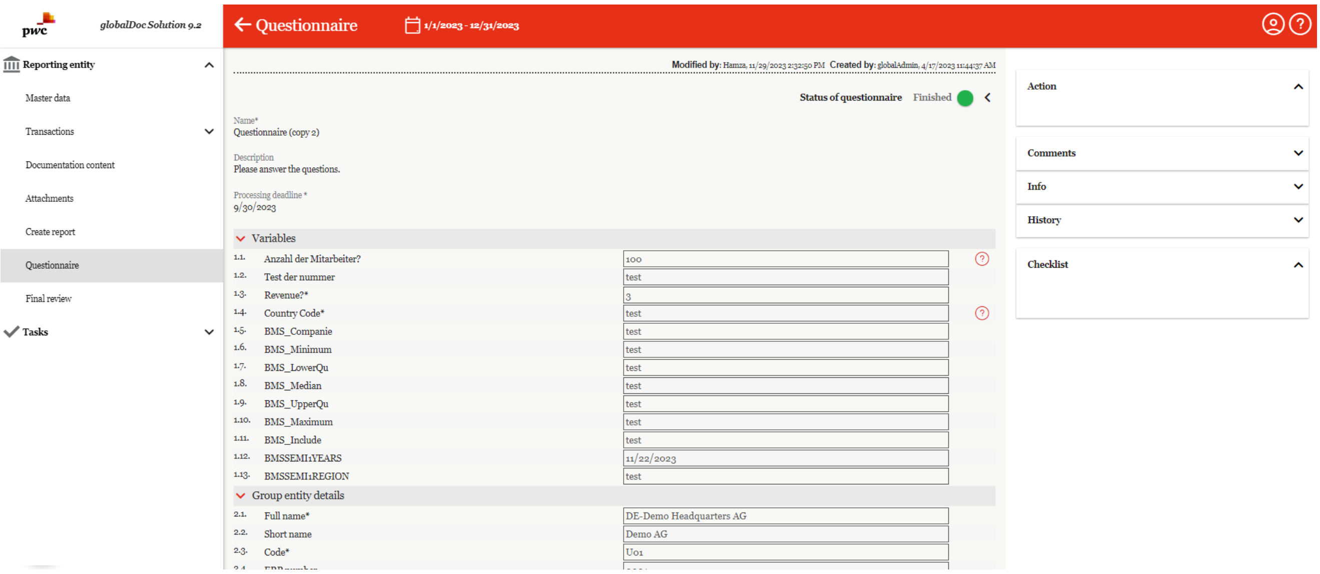


Figure 118: Options in the review process of a questionnaire

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 review 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 review 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 review process***".

History

The section "**History**" allows 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 review 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 review process***”.

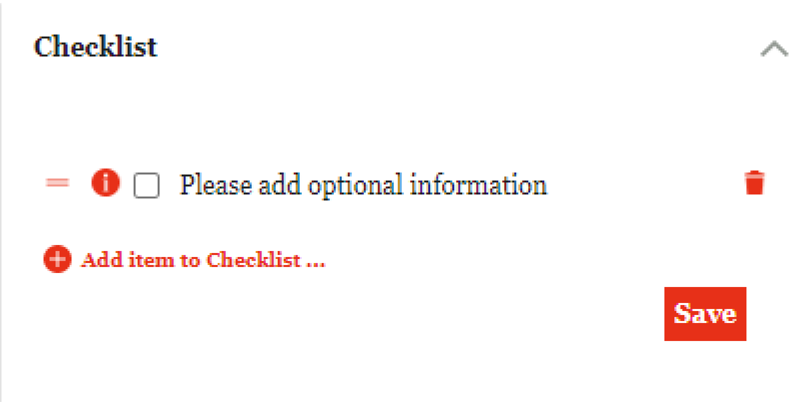


Figure 119: Questionnaire Checklist

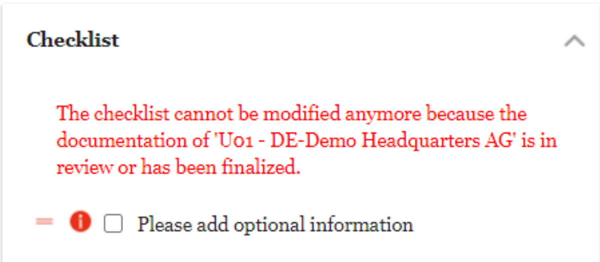


Figure 120: Questionnaire Checklist-Note

3.7. Final review

If a user has been assigned the Reviewer role for the modules of a reporting company, the user can submit the TP documentation to the Accountable for approval. If more than one Reviewer has been assigned for the modules of a reporting company, the last Reviewer in the chain of Reviewers may submit the TP documentation. Otherwise, the Responsible can submit the TP documentation to the Accountable for approval. If one or more Reviewers have been assigned on a document level, each Reviewer submits the document to the next Reviewer in the chain and the last Reviewer submits the Report to the Accountable for a final approval.

The submission of the TP documentation to the Accountable for approval takes place in the "Overview" view. Here, the workflow menu can be displayed by clicking on "Status of TP documentation" (top right).

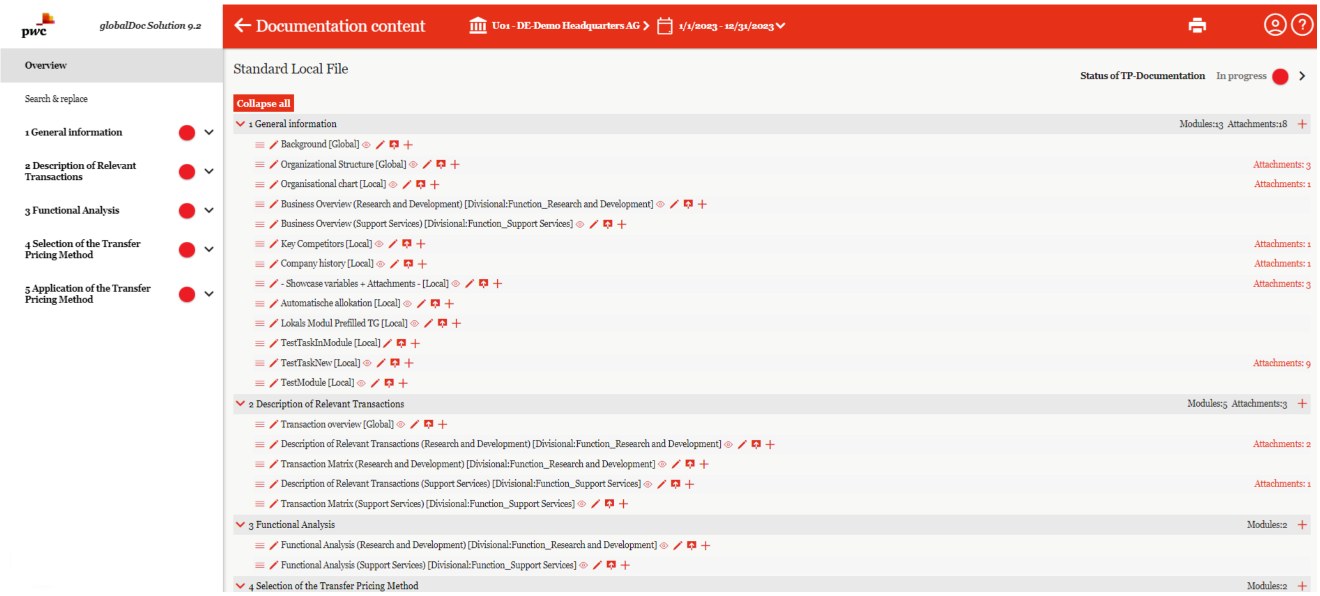


Figure 121: Documentation overview – Submit for approval

There, the status of the TP documentation in the "Activity" area can be changed from "In process" (red) to "Approval pending" (yellow) by clicking on the "Submit for approval" button.

If before clicking on the "Submit for Approval" button the default checkmark for "Send Email?" has not been removed, the Accountable will receive a system automatically generated email indicating that the TP documentation has been submitted to them for approval.

NOTE: Before clicking the "Submit for approval" button, an entry can be made in the "Optional note text" field, which will then appear in the system-generated email.

Figure 122: Optional E-Mail.Text

The system-generated email contains a link that takes the accountable directly to the "Final Review" view (after entering username and password, if applicable).

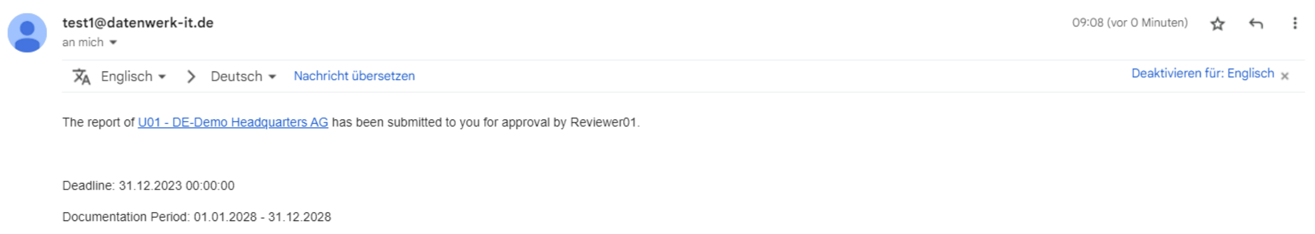


Figure 123: Submit approval email to accountable

After clicking on the link (and entering username and password if necessary) the accountable will be redirected to the following page.

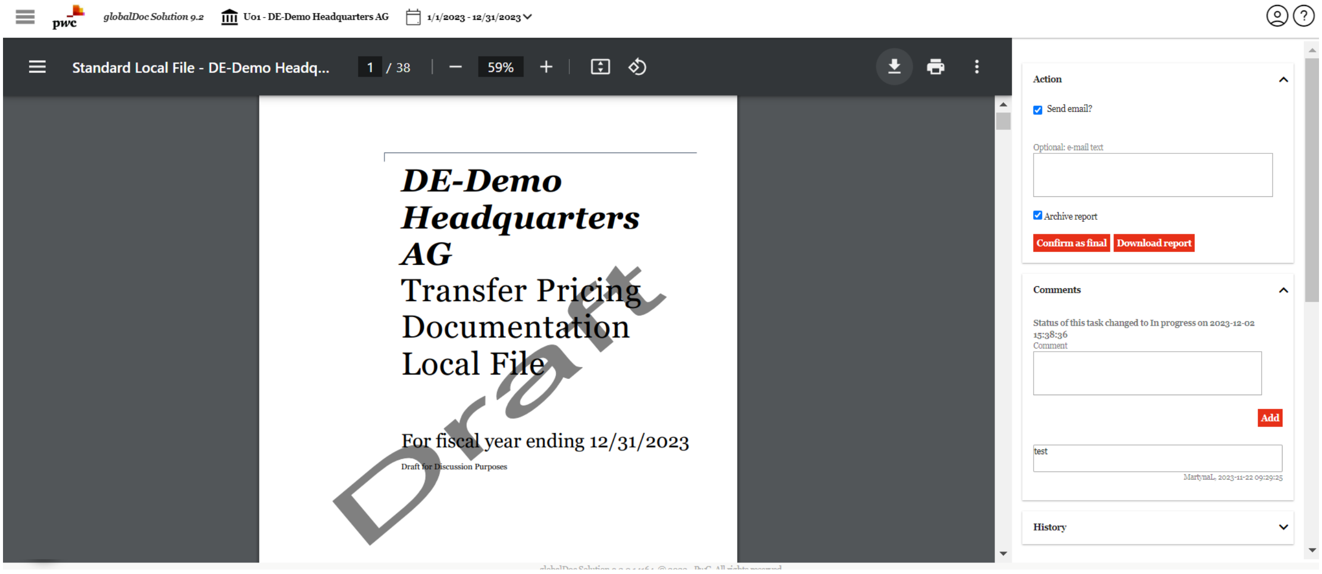


Figure 124: View final review

Clicking on "Final Review" opens a new window in which the complete documentation can be read and reviewed.

Once the TP documentation has been submitted for approval, this window can also be opened in the "Reporting company" navigation item via a new "Final review" navigation item.

In this window, the Accountable can read the entire TP documentation and download it if required (watermarked "Draft" in each case). Furthermore, he can download all attachments here.

In addition to the accountable, only the system administrators have access to this area.

Depending on the rights assigned to you, you will see up to three selection buttons in the "Activity" area of the opened right workflow menu:

Here you can submit the TP documentation to the Accountable for final review by clicking on the "Submit for Approval" button, or, by clicking on "Confirm Final" you can change the status of the TP documentation to "Final".

Both user roles (Accountable and System Administrator) can reopen the final report in this area and set it to draft status.

During the final confirmation, the system checks in the background whether the questionnaire is still open. If this is the case, the documentation cannot be set to final. This has the following reason: If the answers in the questionnaire have answered questions about master data or changes have been added, these must be confirmed and finalized beforehand.

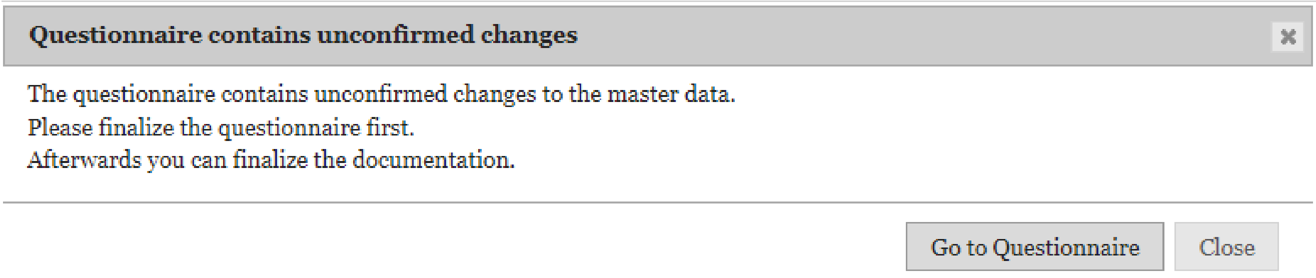


Figure 125: Open Questionnaire

By clicking on the "Go to questionnaire" button, you will be redirected to the questionnaire page.

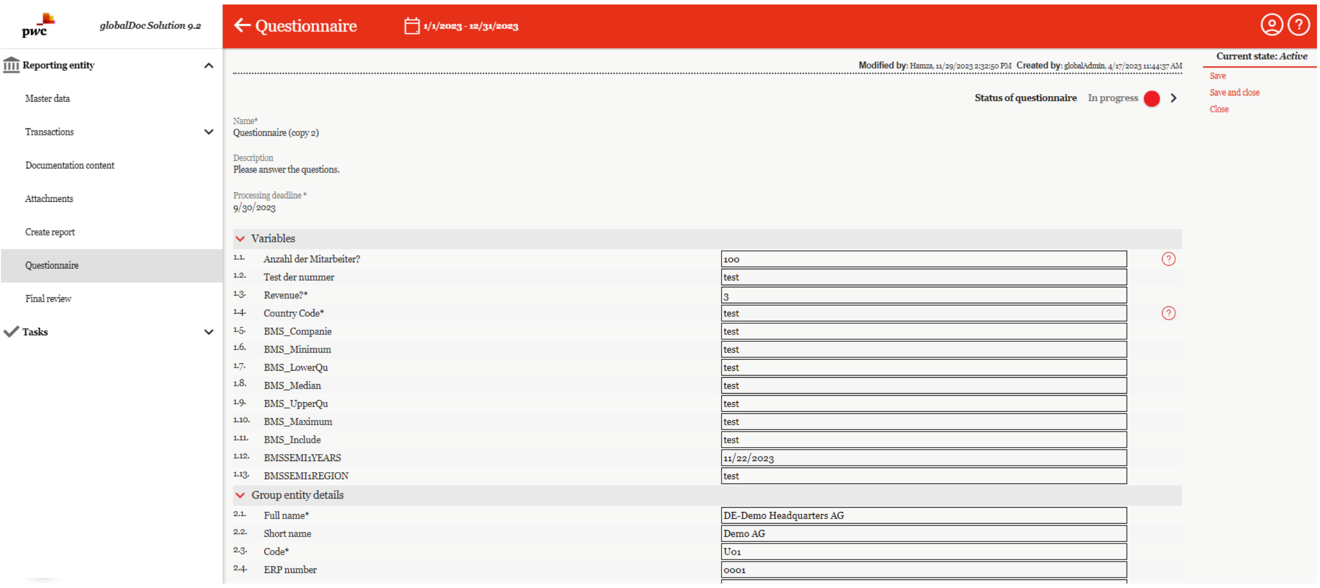


Figure 126: Questionnaire changing status

With the "Download Report" button you can download the report as a PDF file. As long as the status of the TP documentation is not yet "final", the PDF file contains the "Draft" watermark. When the status of the TP documentation is set to "final", the "Draft" watermark is also removed from the PDF file.

On the right side, in addition to the above buttons, you will find the option to control the email sending and to insert an optional hint text for the email.

In the Comment section you can leave a comment and in the History section you can view the change history.

While the Attachments section has all the attachments for the complete documentation, you can also download and review them directly here without having to go into the individual modules.

NOTE: If the report is reopened or rejected because changes are still needed, then these changes must be made as usual under Documentation Content in the individual modules. With the comment and email function, the accountable can leave their change requests or a reason.

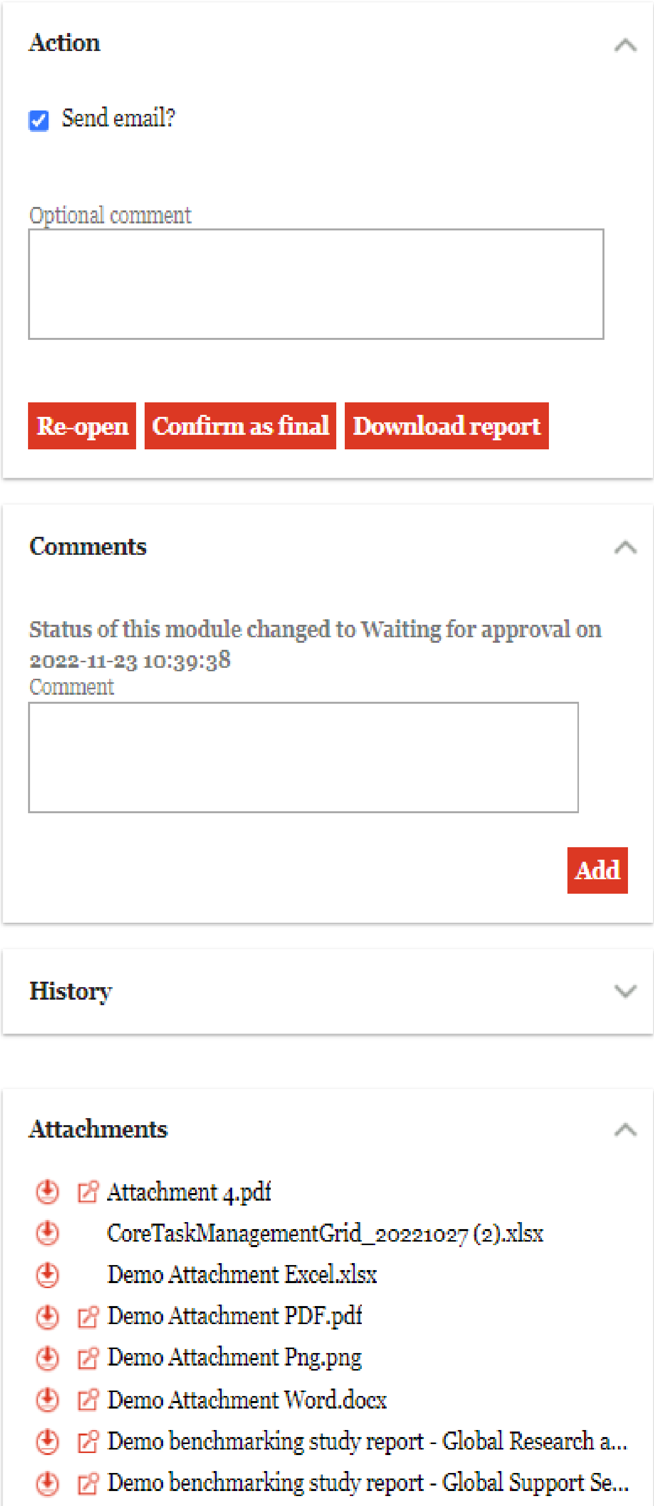


Figure 127: Final review - status change

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:

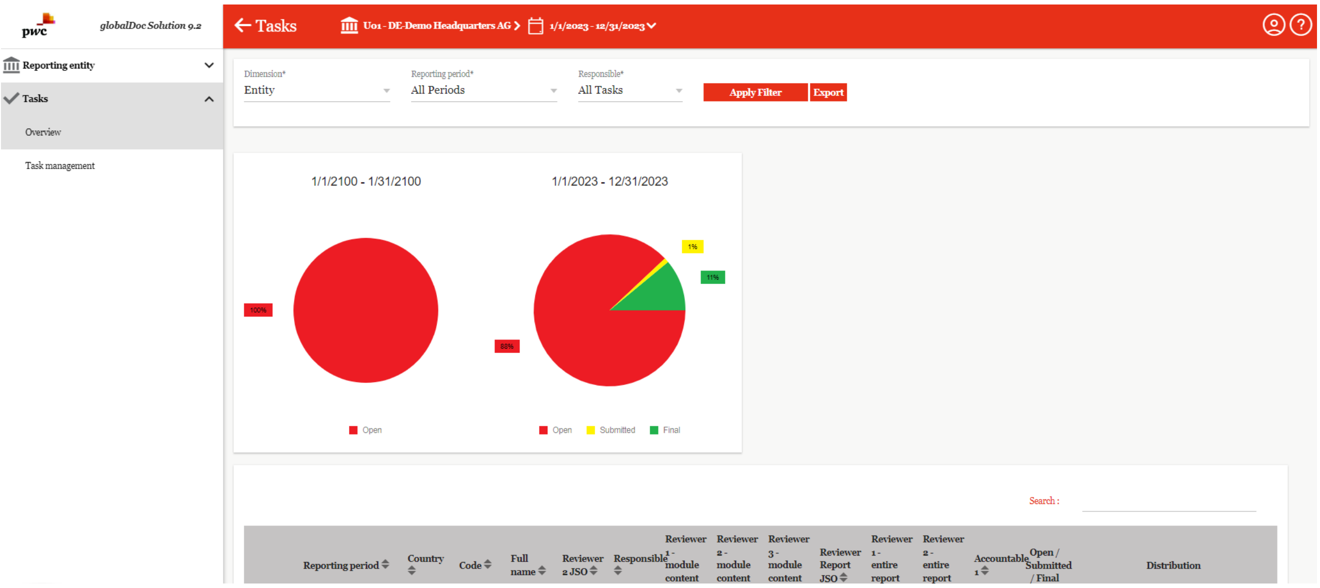


Figure 128: Overview Tasks

With the filtering option "**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.

The pie chart in the Figure **"Overview Tasks"** illustrates the fraction of pending as well as finished tasks which one reporting company still has to take care of in the respective reporting period.

Below the pie charts you will find a detailed displayed task list that graphically highlights the status. If you have a longer task list, you can also search for it directly here with the search.

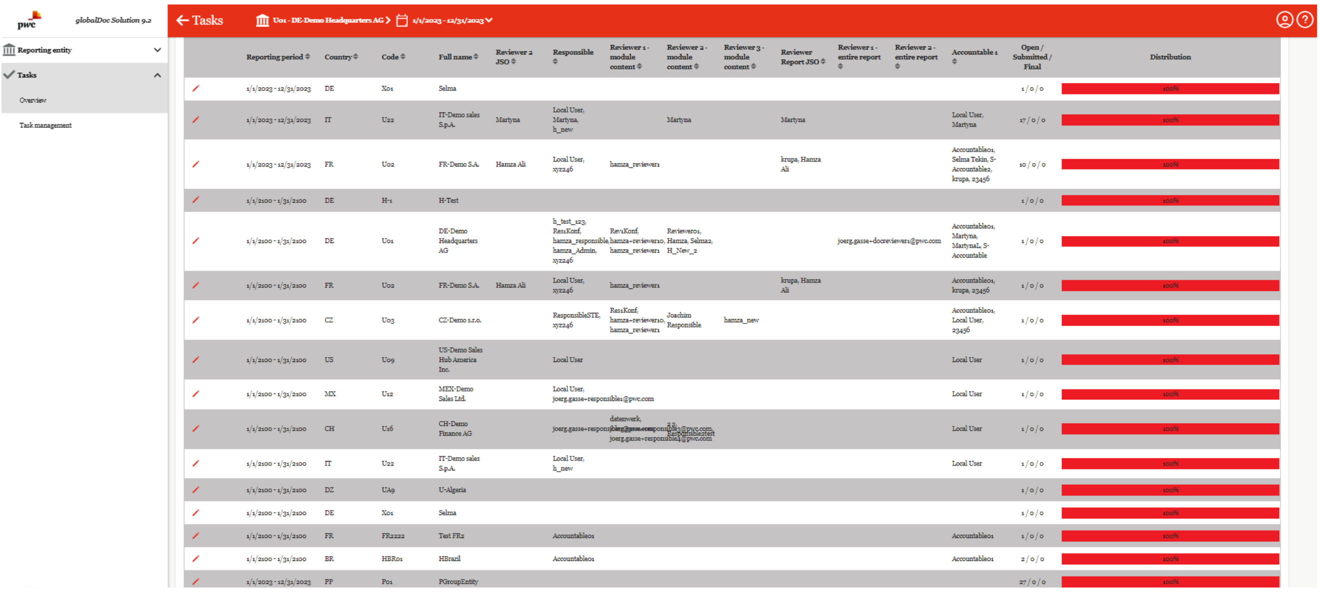


Figure 129: Task overview

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

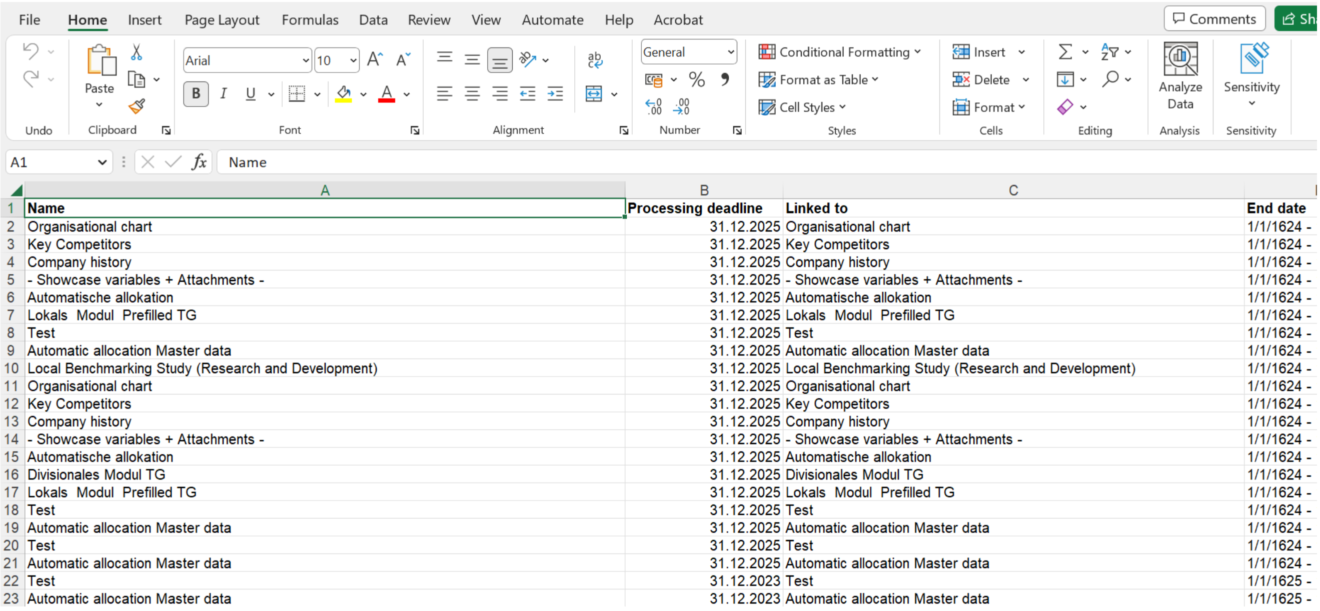


Figure 130: Export tasks

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/security 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 Figure "Task Management" below) as well as to the available functions for managing them:

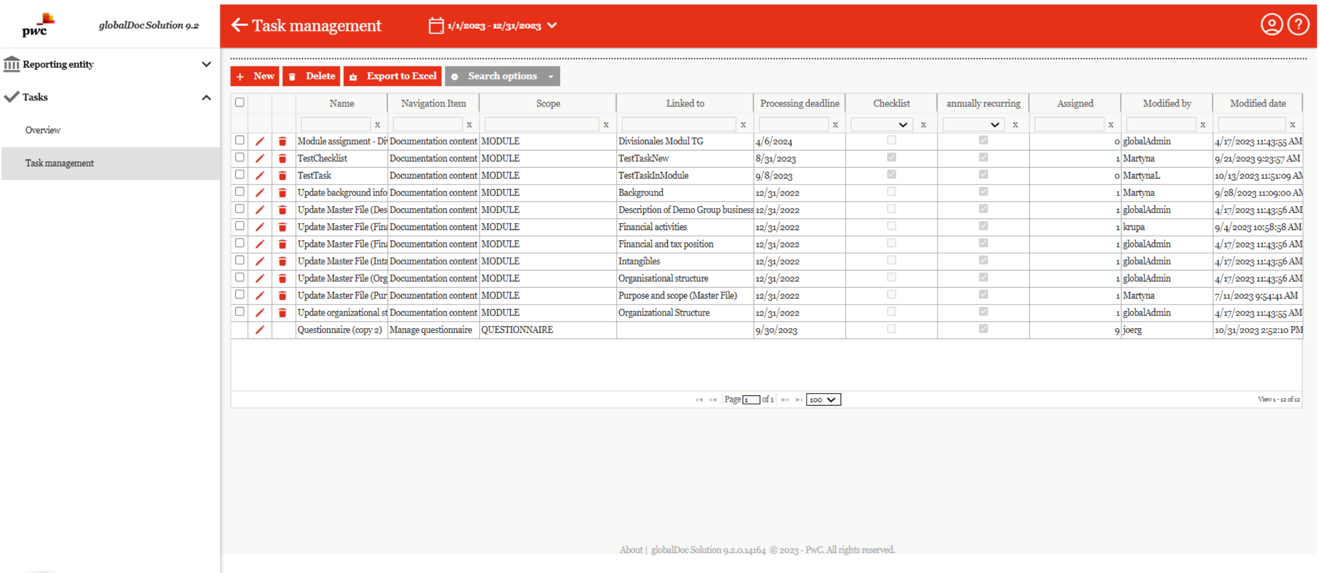


Figure 131: Task management - Task administration

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

- Last status change
- Name
- Navigation item
- Linked to
- Processing deadline
- Area
- 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.

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**" (see Figure "Create new task")

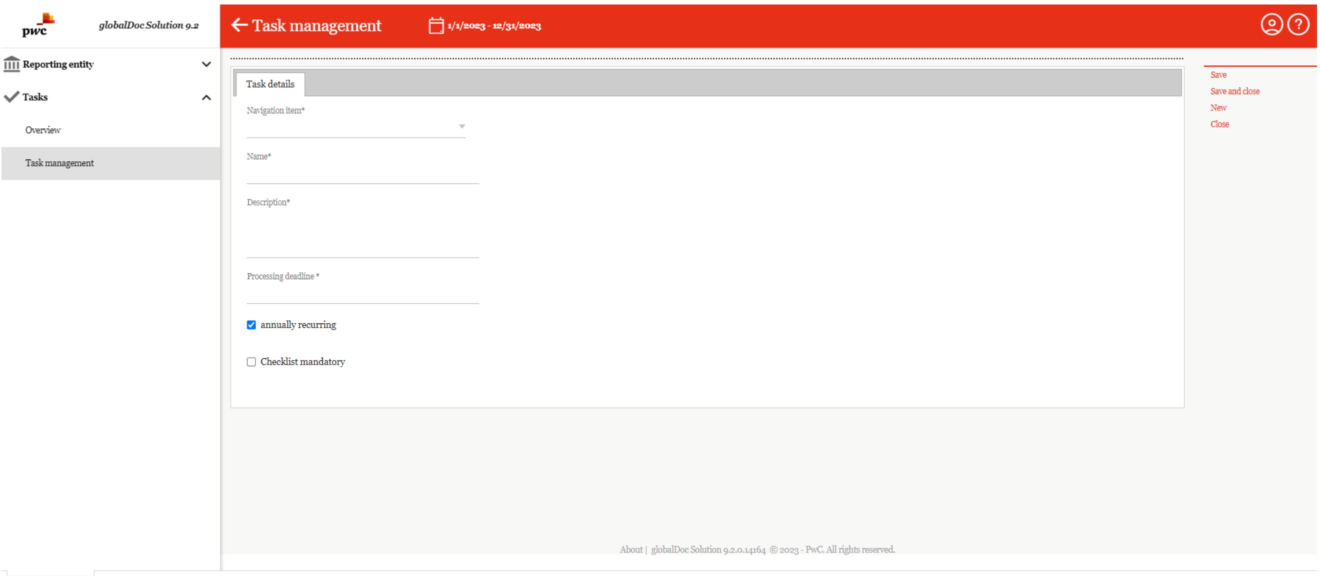


Figure 132: Create new task

The creation of a new task requires in the tab "**Task details**" the input of a navigation item, which can be selected with the help of 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 displayed next to the "**Task details**" tab.

On the **"Task details"** tab, the according modules have to be chosen. If the box next to the option **"Checklist mandatory is checked"**, the **"Checklist"** area is 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 modul/Checklist.*

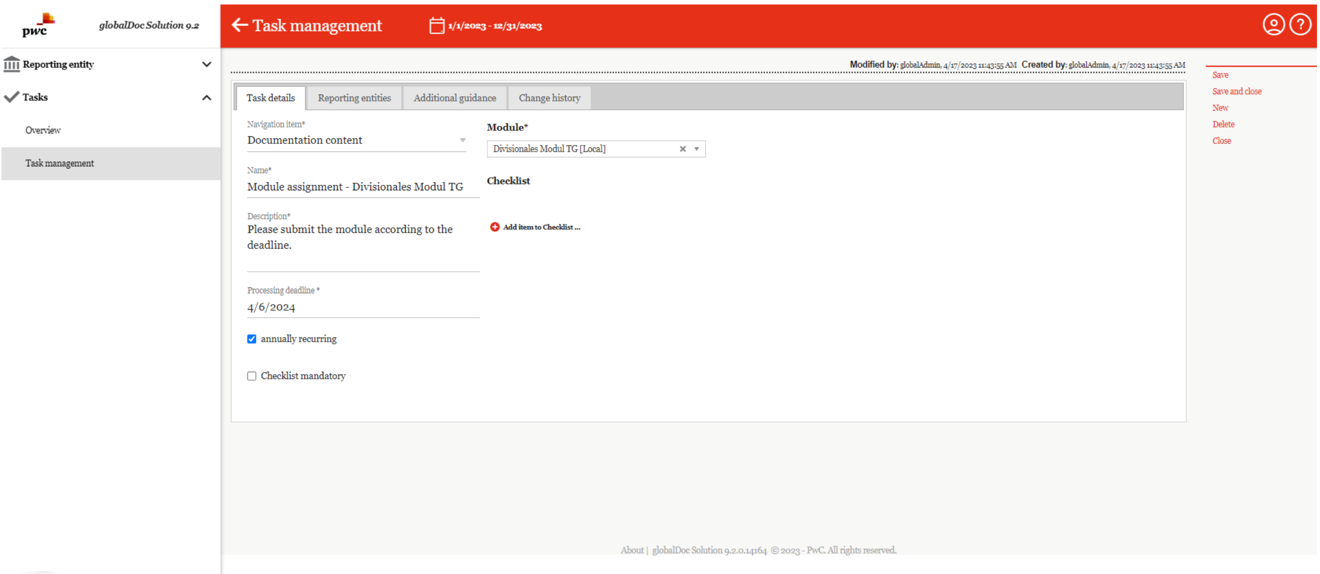


Figure 133: Task details

In the second tab "**Reporting entities**", after saving the new task, provided it refers to Local modules, certain reporting companies can be assigned or removed using the buttons + Assign reporting entity or 🗑 Drop selected reporting company function (see Figure "Create new task - Assignment of reporting entities").

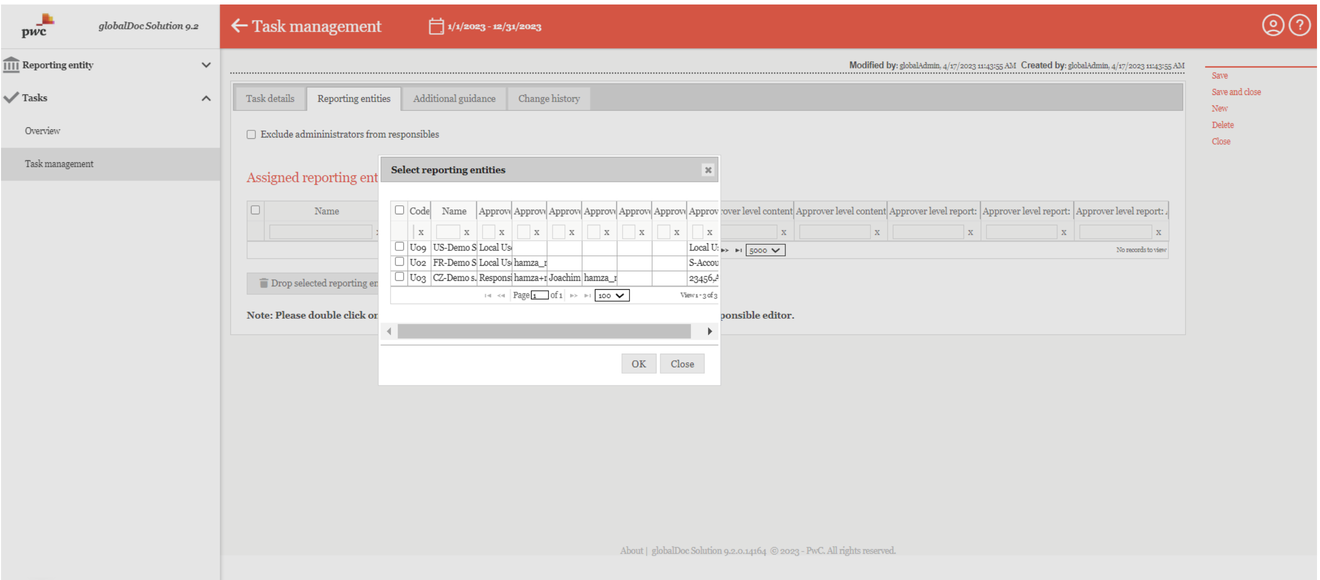


Figure 134: Create new task - Assignment of reporting entities

By double-clicking on the selected reporting entity, you can also enter a company-specific key date (i.e. a Processing deadline) and a responsible editor. Only the system/security administrator can enter a specific key date (see Figure "Create new task - Edit reporting entity").

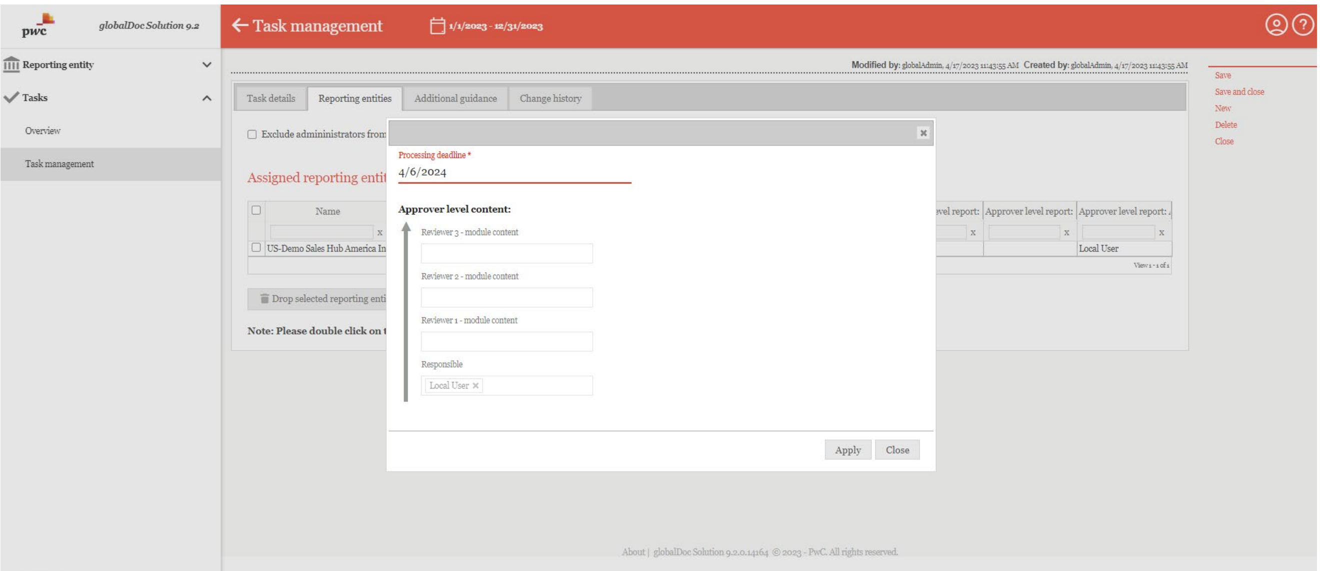


Figure 135: Create new task - Edit reporting entity

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") as 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.

The program item **"Tasks"** allows you to open the menu item "**Documentation content**" in the menu item "**Task management**" in the column **"Navigation element"** by clicking on "**Documentation content**". When the modules are open, the field "**Status of module**" is displayed in the upper right part of the detail view (see Figure **"Status of module"**).

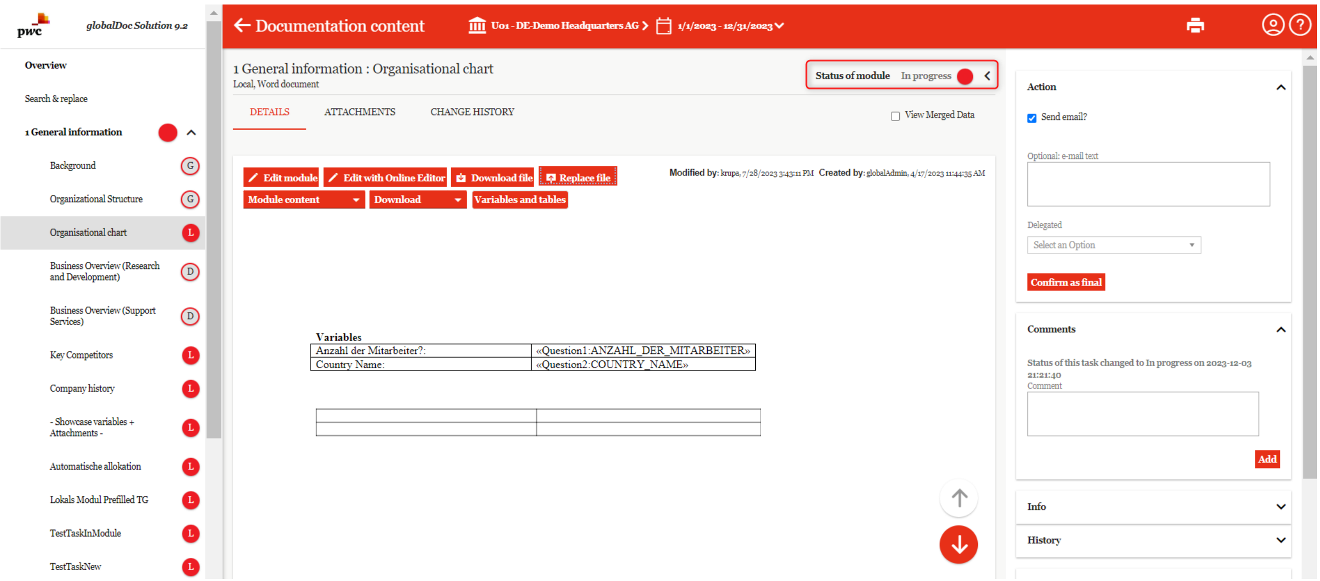


Figure 136: Status of module

By clicking on the icon, a display window opens on the right side of the screen in which the possible actions ("**Action**"), details of the corresponding task ("**Comments**") as well as the specified additional information ("**Info**"), change history ("**History**") and, if applicable, a checklist ("**Checklist**") is displayed. (as explained in the document section *status of the module*).

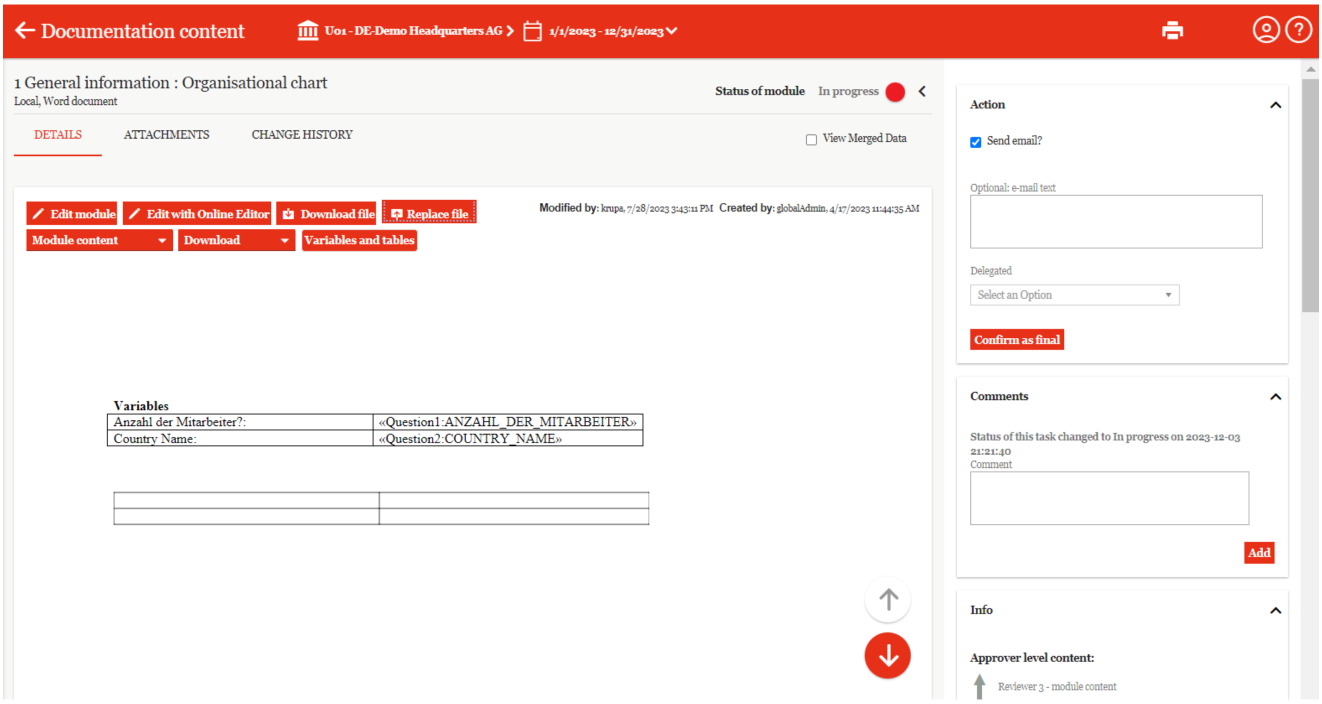


Figure 137: Starting the approval workflow

Once the module has been processed, the user (Delegated 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.

The Accountable, Responsible or Reviewer has the authority to ultimately confirm the module after checking it by clicking on the button **"Final confirm"** (button to be inserted as an image if necessary). If desired, the system will also generate an e-mail to the relevant users to inform them about the final confirmation.

5. Definition of Terms

Archive:

Under *Menu item Create report*, it is possible to archive generated reports or to upload separate files as final reports to the archive (e.g., translations into local languages). You can manage the archived reports in the same place via "Display archive".

Divisional Level:

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 a system administrator under *Settings/Administration/Document types*.

General materiality threshold:

Threshold value used throughout the Group to determine whether or not a module related to a transaction should be included in the final report and in the attachments. The threshold is country-specific and therefore depends on the legal requirements applicable to the local reporting companies. The general materiality thresholds are set by the system administrator.

Global Level:

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 Level:

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 system/security 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 a system/security 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 system/security administrator.

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

Single sign-on:

"Single sign-on" refers to an authentication procedure in which the user has to log on to the software once with his or her access data.

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).

Transaction groups:

Transaction groups are defined in the settings by the system administrator and can be selected under "Reporting companies/Transactions/Transaction matrix" when creating transactions. This is about a group-wide uniform naming of the Transaction types/Transaction groups?.

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 system/security administrator in *globalDoc*. Each user has an account with which he or she can log in to the respective *globalDoc* instance. The system/security 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 (e.g. Task administrator and Approve tasks).

Variables:

Variables are placeholders in the documentation content, which are automatically replaced 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 either under Settings/Administration/Group companies by the system administrator or locally 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. Appendix

6.1. General click paths

6.1.1. Tasks

Via click you can directly open the relevant task (module).

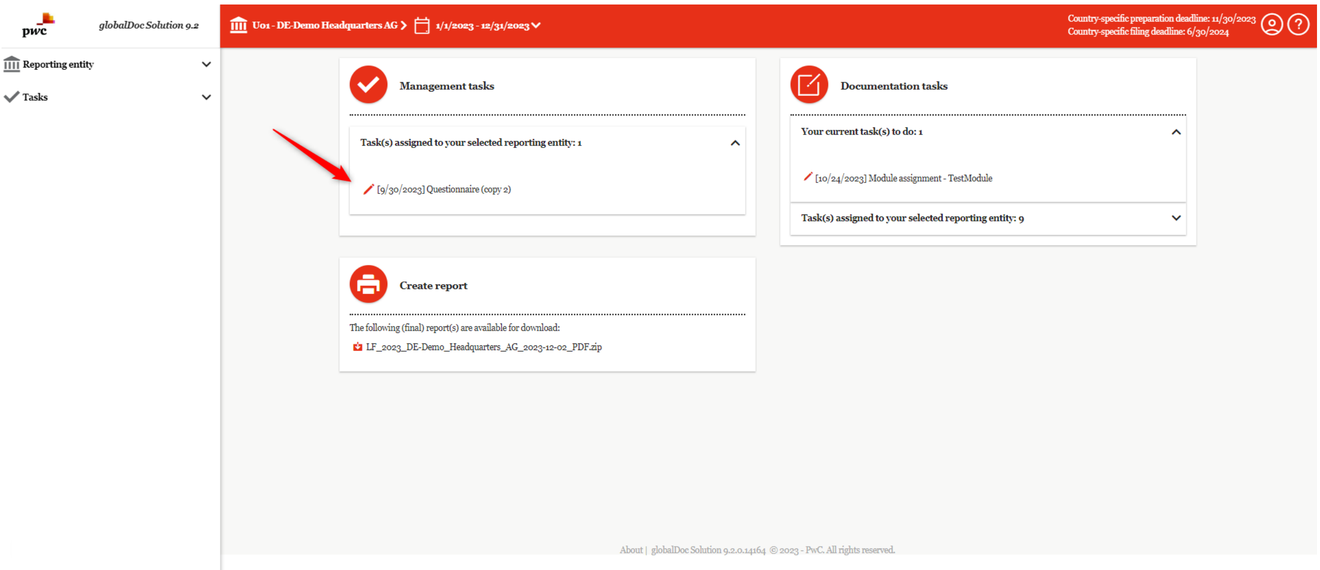


Figure 138: Home screen of globalDoc

Via submenus you can open task overview.

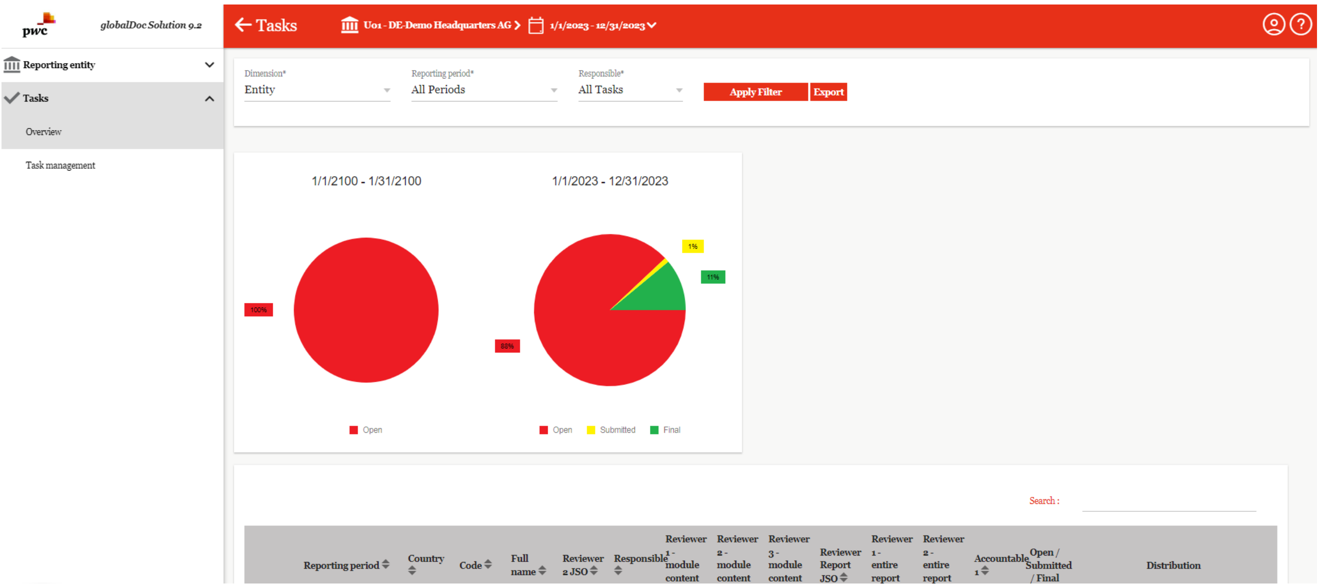


Figure 139: Task overview

- If necessary, select „Entity“or „Current entity“ under **Dimension***, select the period under **Reporting period**, select the task area under **Responsible** and confirm with „Apply Filter“ (The "Export" button generates an Excel table with a list of all the tasks previously selected by the applied criteria). 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.

- 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 visible manual tasks created by the task administrator to edit it. You can also click + New to create a (custom) manual task.
- You can also click on one of the visible manual tasks created by the task administrator to edit it (3).

NOTE: Only users with the necessary rights have access to the menu item "Task administration".

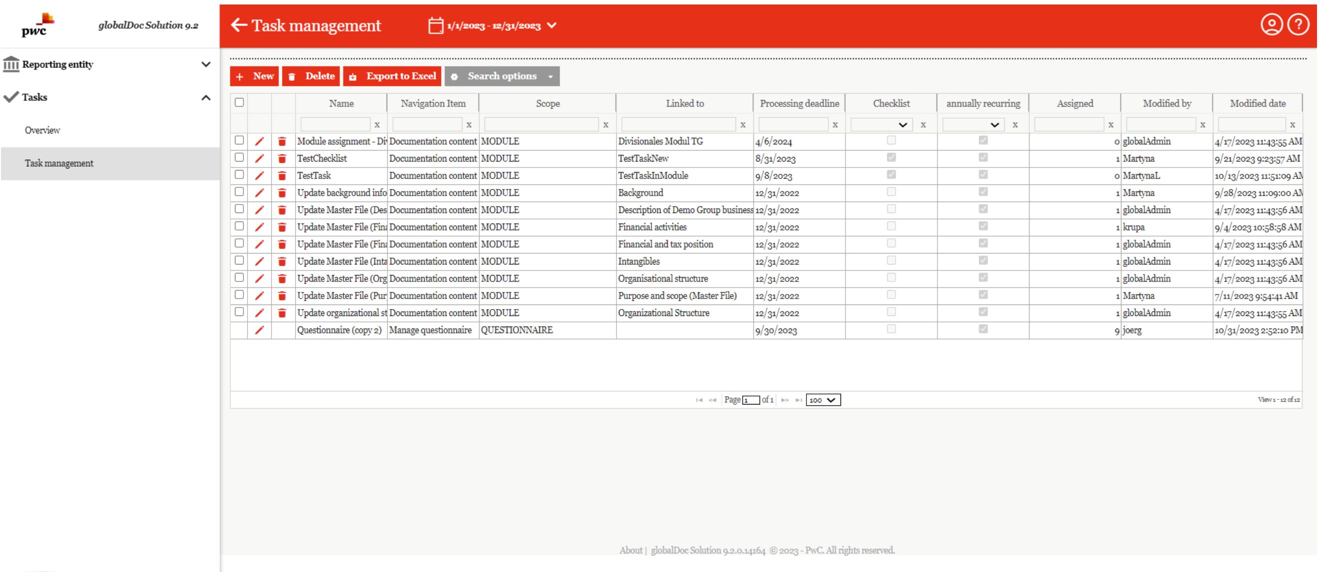


Figure 140: Task management

Via click on you can manage tasks in the editing mode:

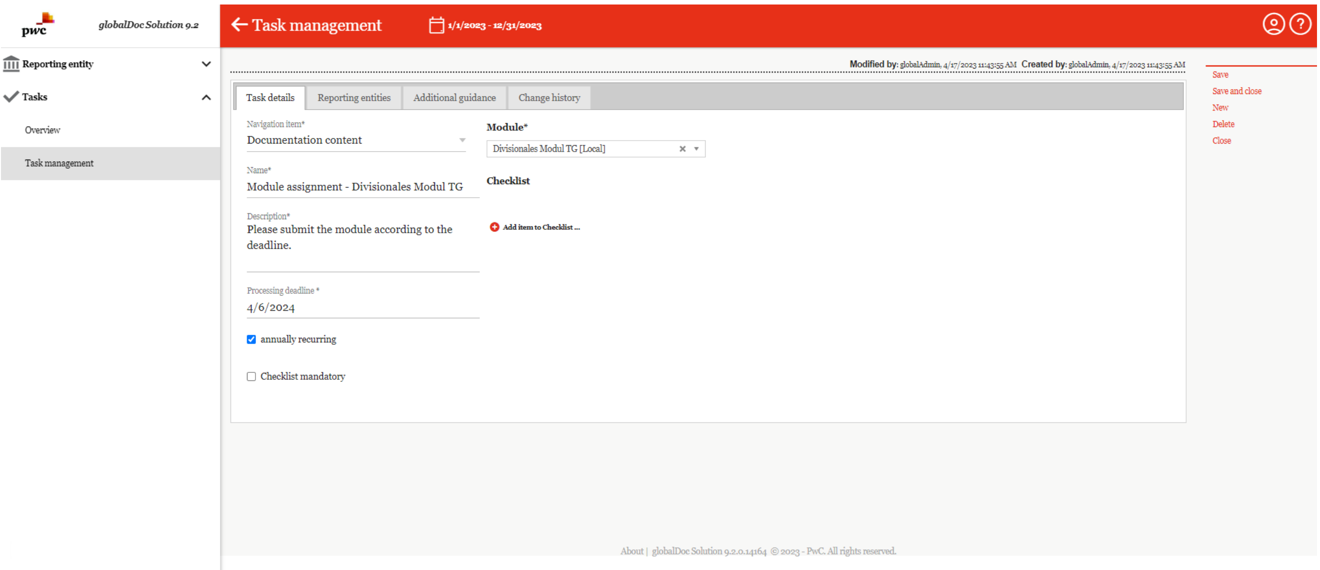


Figure 141: Edit task mode

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

NOTE: Only users with the relevant rights have access to the individual tabs.

6.1.2. Create report

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

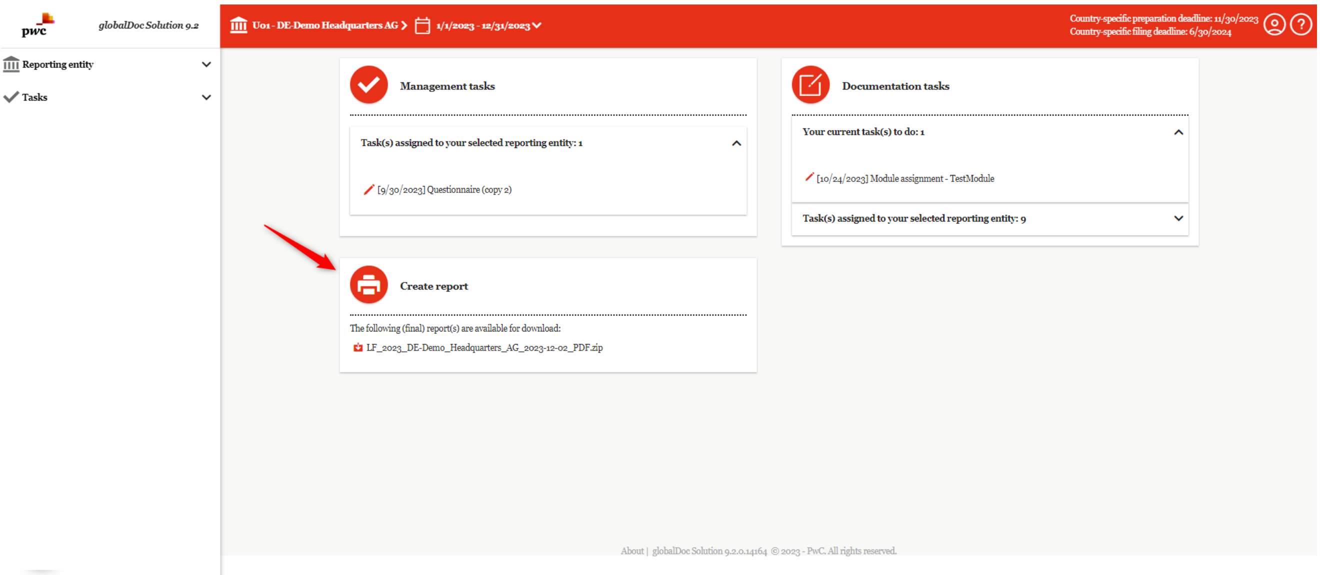


Figure 142: Home screen of globalDoc

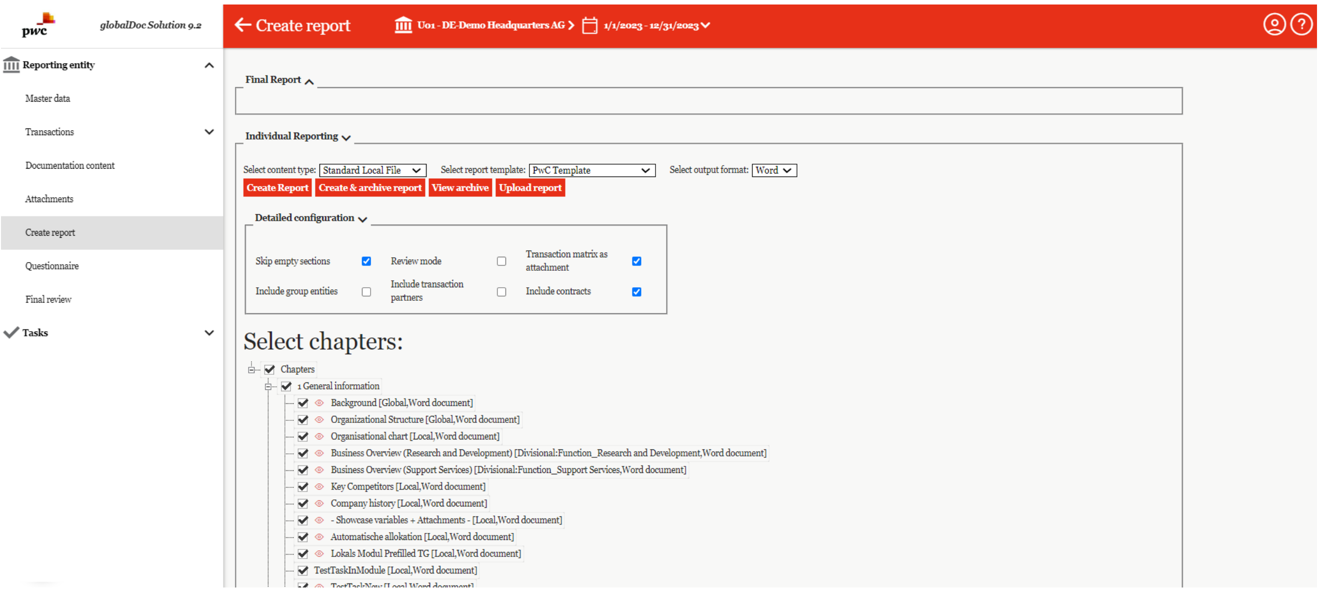


Figure 143: Create report

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

If required: Set detailed configuration.

Select or deselect chapters to appear in the report.

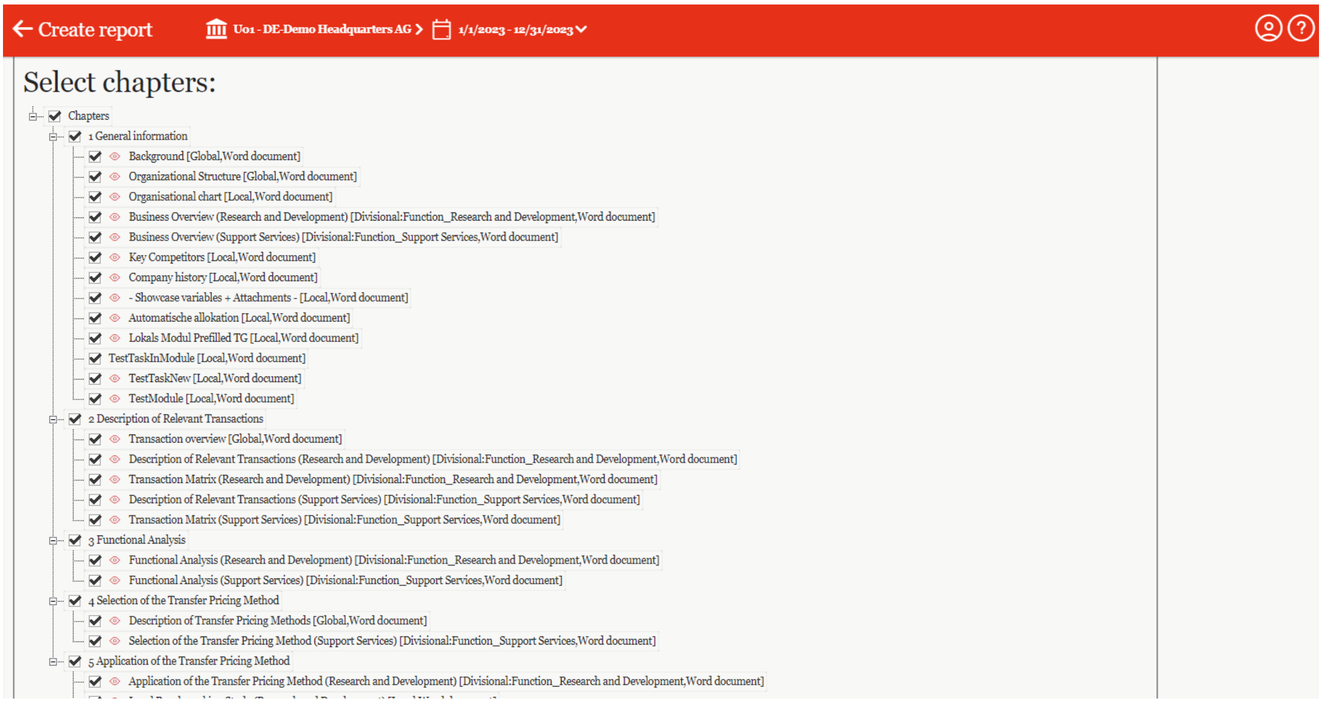
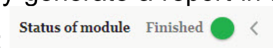


Figure 144: Print report

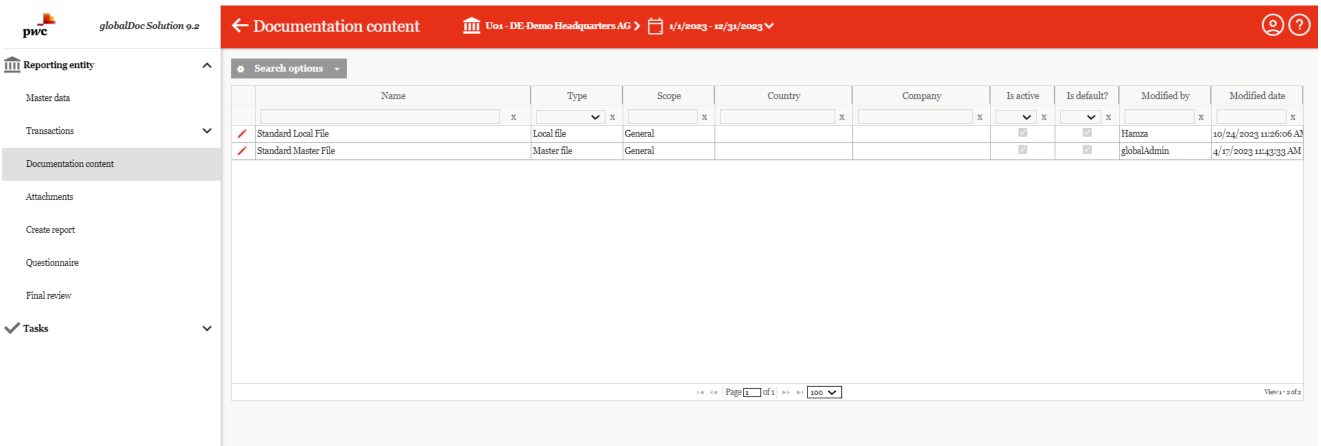
NOTE: Depending on the documentation process of your group, it is possible that the system/security administrator will only grant you the right to request the report output ("Request for Print"). In addition, depending on the documentation process of your company, it is possible that you can only generate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

6.1.3. Final approve process of a Report

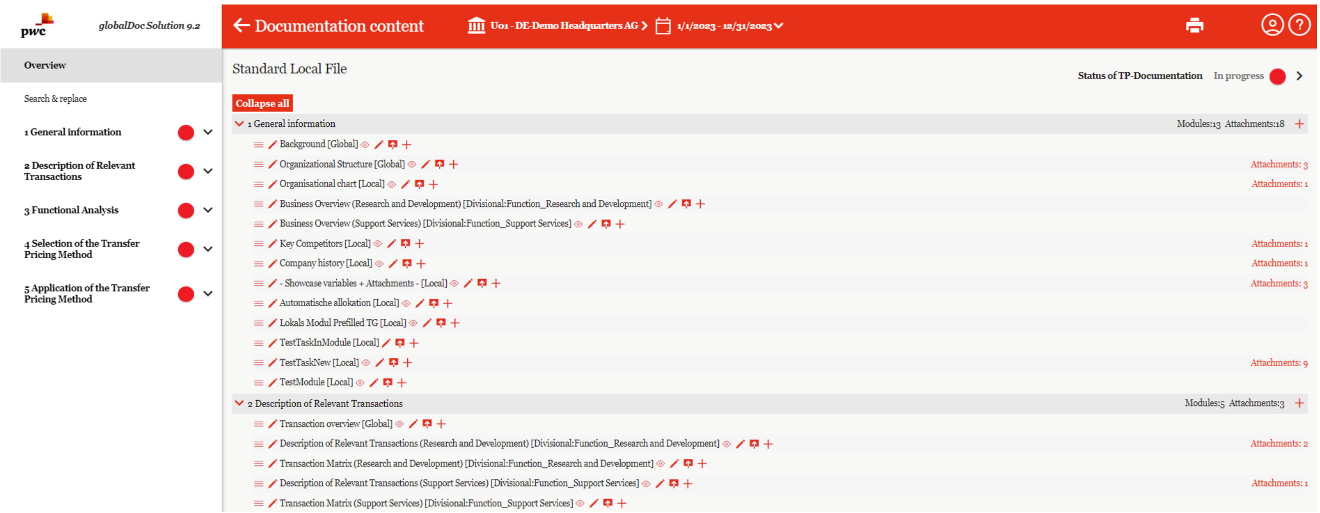
The submission of a documentation report for approval is carried out by the reviewer, provided that a reviewer has been specified for the reporting company concerned. If more than one reviewer has been specified for the reporting company, each reviewer submits the report to the next reviewer in the chain. If no reviewer has been specified for the reporting company concerned, the submission for approval is made by the responsible party.

In each case, the documentation report is finally approved by the Accountable.

1. The reviewer/responsible opens the menu item Documentation content in the navigation point Reporting entity and selects the documentation report to be released (in the following example: Standard Local File):

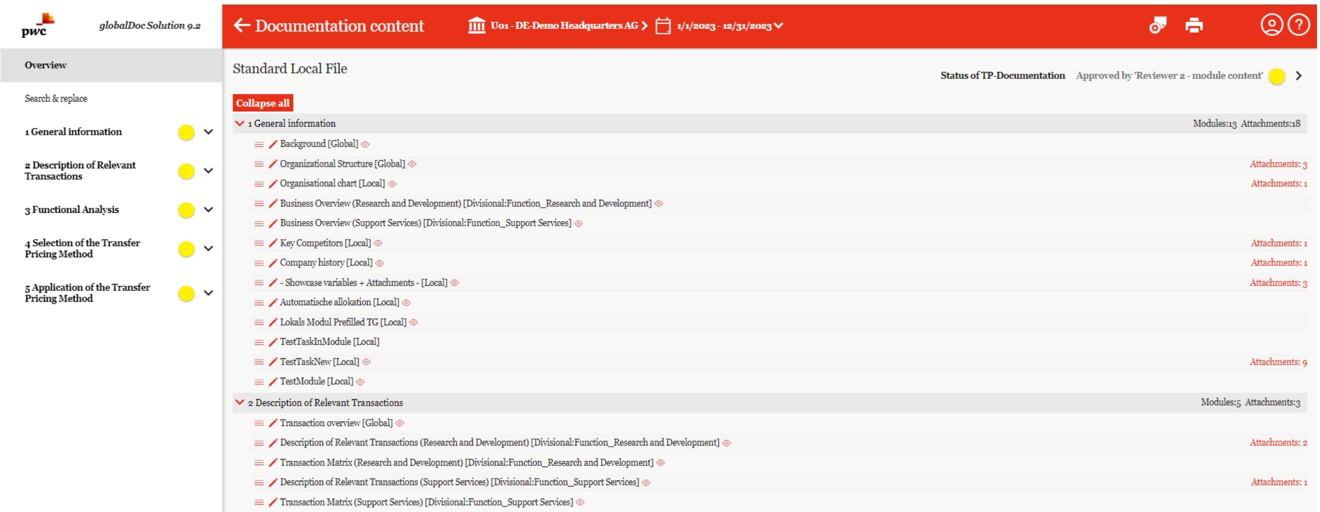


2. In the documentation report to be released, the reviewer/responsible clicks on "Status of TP-Documentation" in the navigation item "Overview" at the upper left edge of the screen in order to show the workflow area on the left side of the screen:



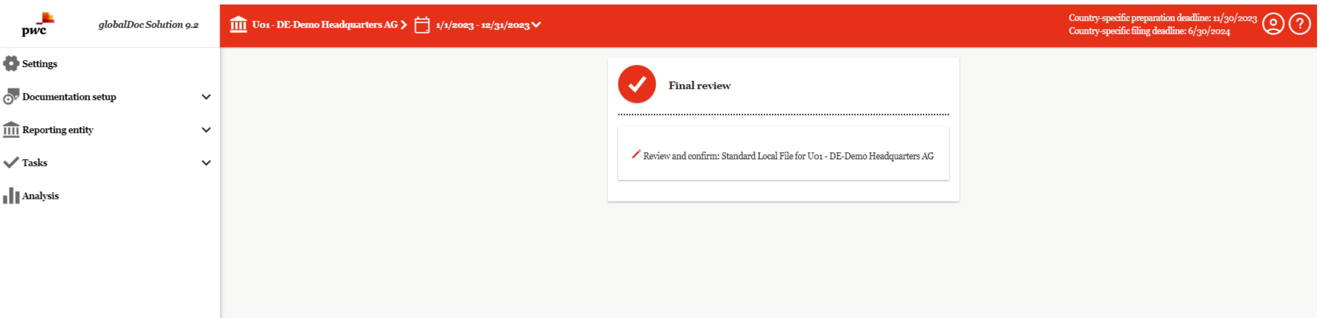
If required, a text can be entered here in the field "Optional comment", which will then appear in the system-generated e-mail when the reviewer / responsible **subsequently** clicks on "Submit for approval".

With the click on "Submit for approval", *globalDoc* automatically sends an e-mail to the accountable to inform them about the task, if the function is activated. The user interface also changes as follows:



I.e.: the status of the TP documentation is now "Waiting for approval" and the button in the workflow area on the left side of the screen changes to "Re-open".

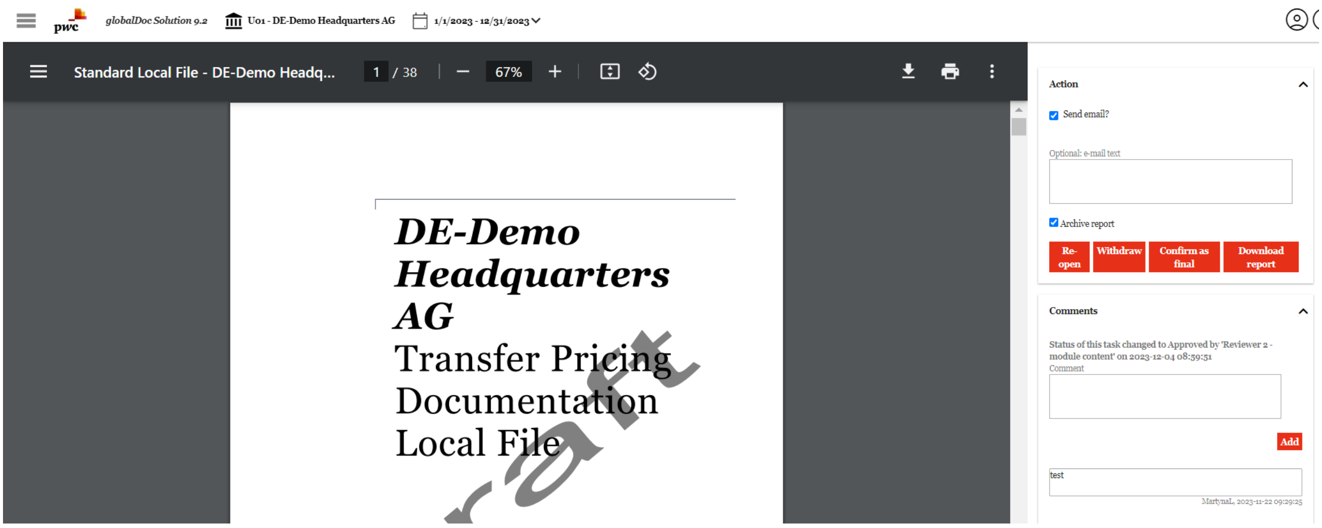
3. The Accountable start screen now looks like this (if the status of the TP documentation is "Waiting for approval"):



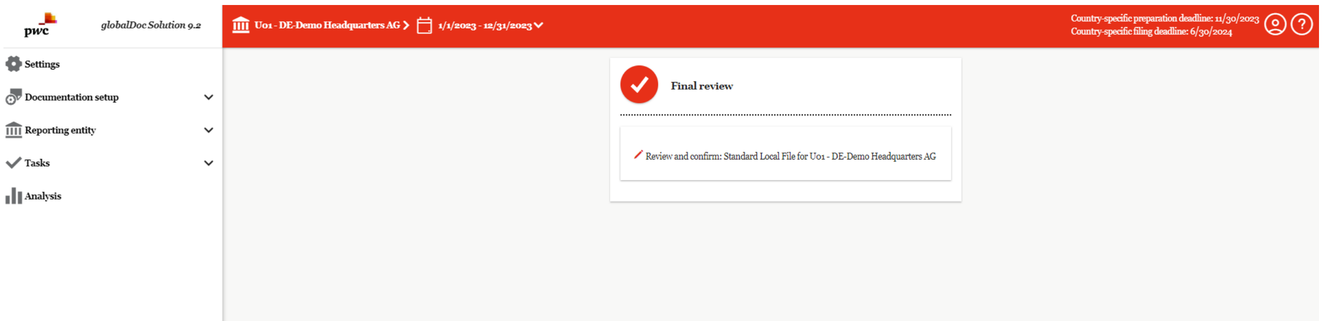
Note 1: The Accountable will see the same start screen if he clicks on the link in the e-mail that was automatically triggered by the Reviewer / Responsible!

Note 2: If the status of the TP-Documentation is "In progress", the accountable will see the previous, normal start screen when he logs in!

4. Click on to open the report to be released.

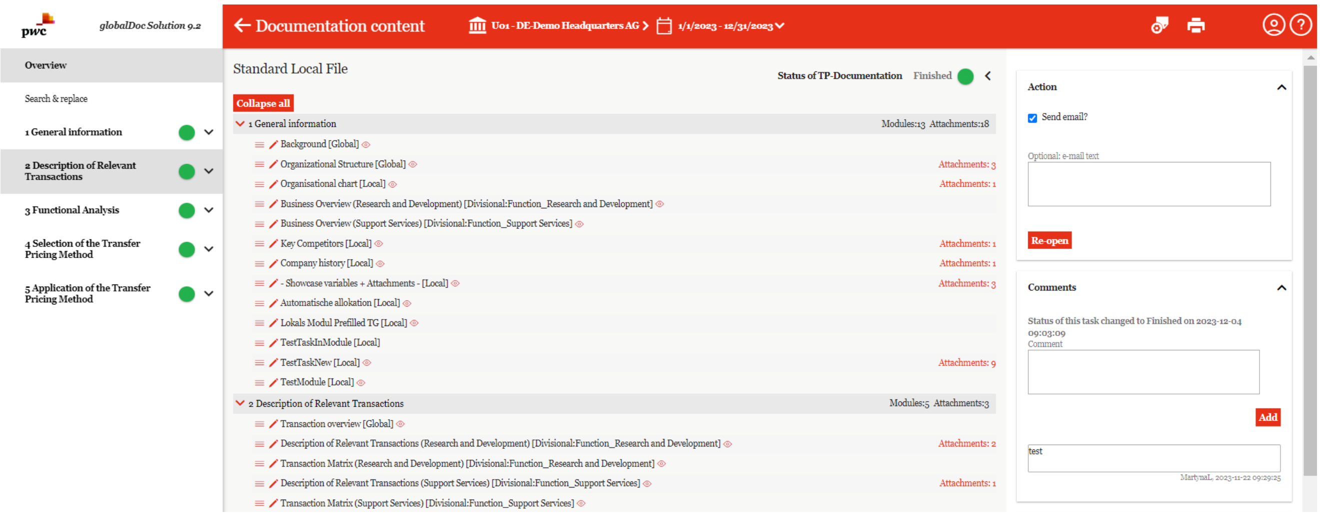


5. After the accountable has clicked on "Confirm as final" (and later logs back into globalDoc), his start screen looks like this:

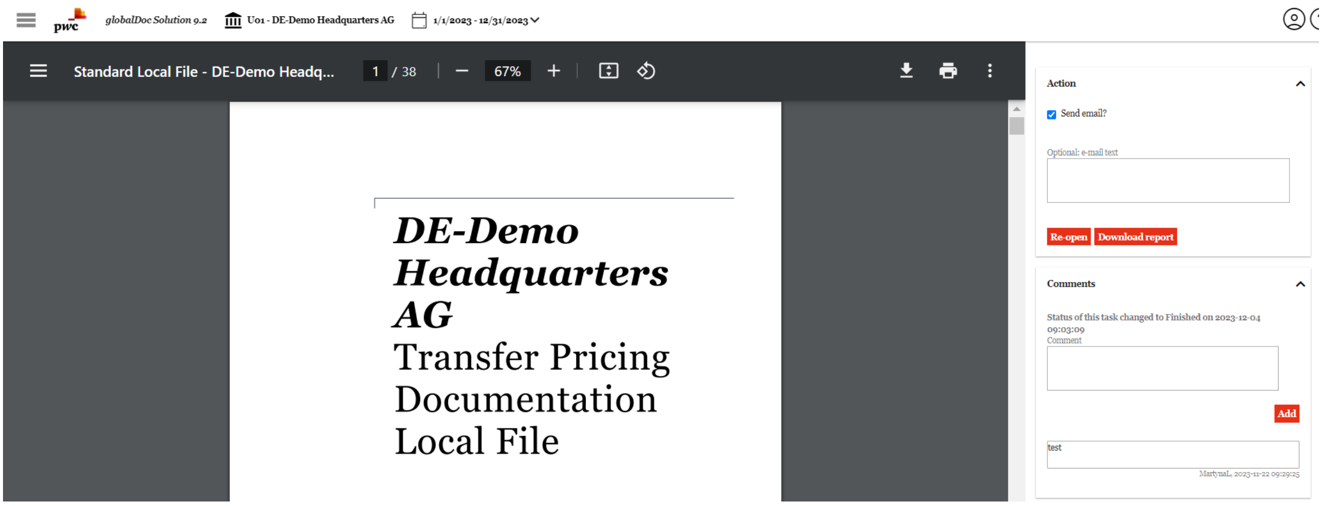


For the Responsible and Reviewer, the start screen is still the previous, normal start screen. However, no tasks are open there, because the report is already final.

Furthermore, neither the responsible nor the reviewer can reset the status of the TP-Documentation, as the report is already final:



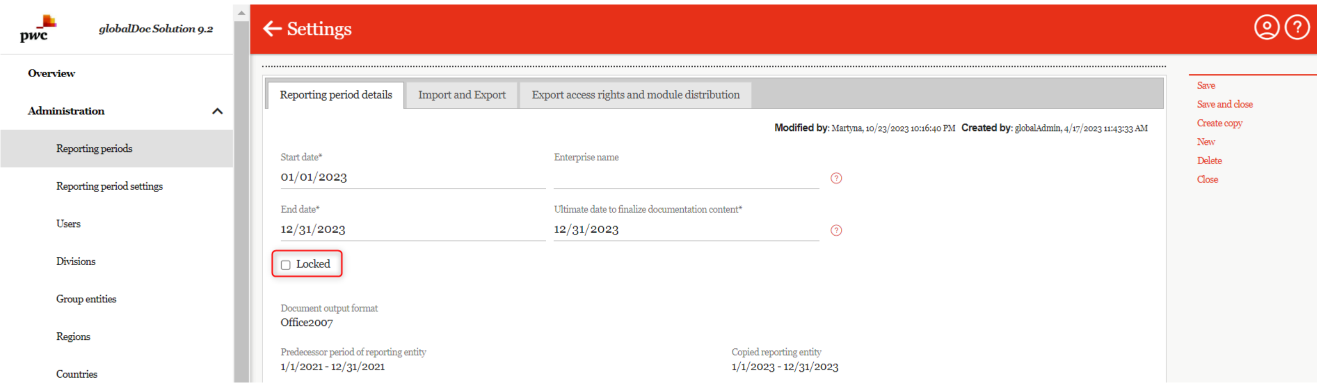
6. If the Accountable (= CFO) clicks on the pencil symbol "Show finalized Standard Local File" in his start screen, the following screen appears:



Only the Accountable (and any System Administrator) can re-open the report via the "Re-open" button if required!

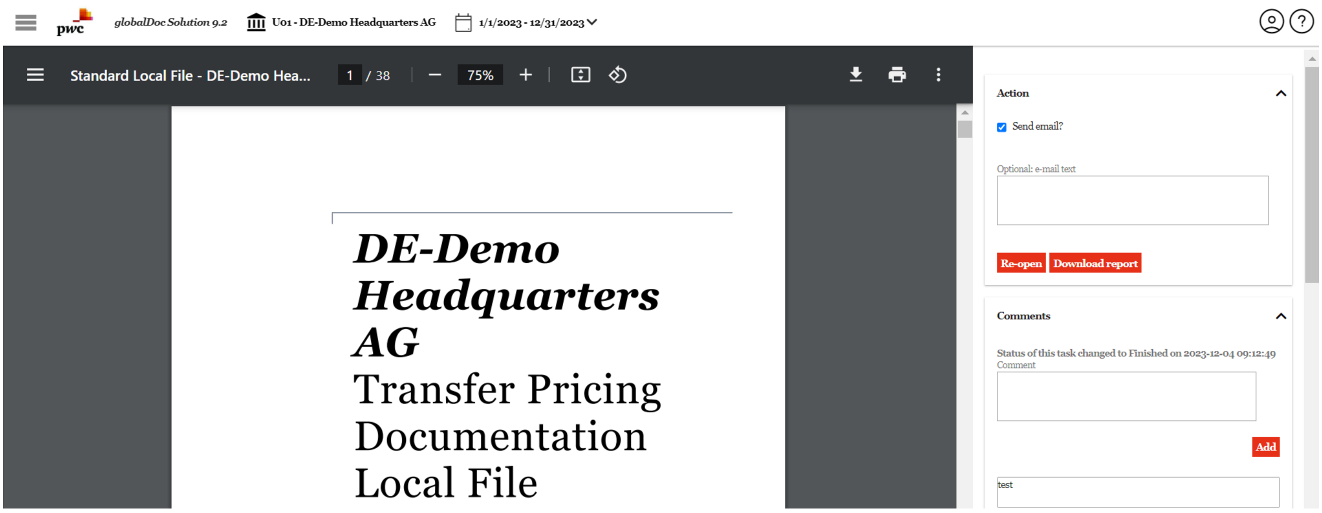
After clicking on "Re-open" the status is "In progress" again!

Note: To completely close a reporting period, only a system administrator can click on the checkbox in front of "Locked" in Settings / Administration / Reporting Periods / *selecting the corresponding period* / in the following screen:



To save the closing of the reporting period, he must then click on "Save" or "Save and close" in the command column at the top right.

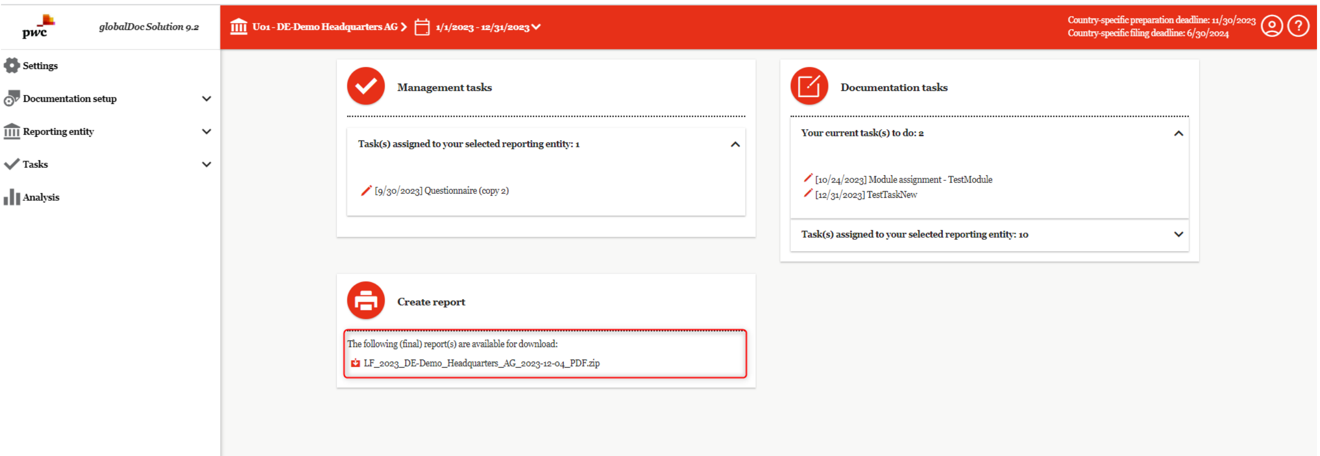
After the system administrator has locked the reporting period for editing (by clicking on "Locked"), the accountable (= CFO) can no longer open the status of the report (since the period is locked altogether):



7. When the approve process is completed, the report is not archived in globalDoc at the same time!

   To archive a report in globalDoc, an authorized user must navigate to the corresponding globalDoc page via the "Create Report" button in order to archive a report in globalDoc via the "Create & archive Report" function.

   Only then is the released and archived report available for download on the globalDoc start screen.



6.2. Variables to be used in globalDoc

6.2.1. Standard variables

Navigation point	Text field	Variable
	Group entity variables	
Group entity details		
Settings / Administration / Group entities / Group entity details	Full name e.g. “DE-Demo Headquarters AG”	«ReportingCompanyName»

Settings / Administration / Group entities / Group entity details	Short name e.g. “Demo-HQ”	«ReportingCompanyShortName»
Settings / Administration / Group entities / Group entity details	Code e.g. “U01”	«ReportingCompanyCode»
Settings / Administration / Group entities / Group entity details	ERP number e.g. “U01”	«ReportingCompanyErpNumber»
Settings / Administration / Group entities / Group entity details	Previous name e.g. “Demo AG”	«ReportingCompanyFormer-Name»
Settings / Administration / Group entities / Group entity details	Country e.g. “GB”	«ReportingCompanyCoun-tryCode»
Settings / Administration / Group entities / Group entity details	Country e.g. “United Kingdom”	«ReportingCompanyCountry-Name»
Settings / Administration / Group entities / Group entity details	Address e.g. “Musterstraße 11 11111 Musterstadt”	«ReportingCompanyAddress»
Settings / Administration / Group entities / Group entity details	Local currency e.g. „EUR“	«ReportingCompanyCurren-cyCode»
Settings / Administration / Group entities / Group entity details	Local currency e.g. „Euro“	«ReportingCompanyCurrency-Name»
Settings / Administration / Group entities / Group entity details	*“Business line name level 1”*	«ReportingCompanyBusiness-LineName1»
Settings / Administration / Group entities / Group entity details	*“Business line name level 2”*	«ReportingCompanyBusiness-LineName2»
Settings / Administration / Group entities / Group entity details	*“Business line name level 3”*	«ReportingCompanyBusiness-LineName3»
Settings / Administration / Group entities / Group entity details	*“Business line name level 4”*	«ReportingCompanyBusiness-LineName4»

Settings / Administration / Group entities / Group entity details	*"Business line name level 5"*	«ReportingCompanyBusinessLineName5»
Settings / Administration / Group entities / Group entity details	*"Default related party type"*	«ReportingCompanyDefaultRelatedPartyType»
Settings / Administration / Group entities / Group entity details	*"Company type"*	«ReportingCompanyType»
Optional information		
Settings / Administration / Group entities / Optional information	Name of Tax Office e.g. "Finanzamt Musterstadt"	«ReportingCompanyTaxOffice»
Settings / Administration / Group entities / Optional information	Address of tax office e.g. "Musterstraße 47 11111 Musterstadt"	«ReportingCompanyTaxOfficeAddress»
Settings / Administration / Group entities / Optional information	Tax Number e.g. "11/1111111"	«ReportingCompanyTaxNumber»
Settings / Administration / Group entities / Optional information	Number of trade register e.g. "123456789"	«ReportingCompanyTradeRegisterNumber»
Settings / Administration / Group entities / Optional information	Name of trade register e.g. "Musterstadt"	«ReportingCompanyTradeRegisterName»
Settings / Administration / Group entities / Optional information	Address of trade register e.g. "Musterstraße 364, 11111 Musterstadt"	«ReportingCompanyTradeRegisterAddress»
Settings / Administration / Group entities / Optional information	*Legal representative (with address)* *e.g.* *"Max Mustermann"*	«ReportingCompanyLegalRepresentative»
Settings / Administration / Group entities / Optional information	*Business objective of the company* *e.g.* *"The company is the ultimate parent of…"*	«ReportingCompanyCoreBusinessDesc»
Settings / Administration / Group entities / Optional information	Formation date e.g. "01/01/2012"	«ReportingCompanyFormationDate»

Settings / Administration / Group entities / Optional information	Acquisition date e.g. “07/01/1997”	«ReportingCompanyAcquisi-tionDate»
Settings / Administration / Group entities / Optional information	Alternative business year e.g. “07/01/2017 – 06/30/2018”	«ReportingCompanyAlternative-BusinessYear»
Settings / Administration / Group entities / Optional information	Short business year e.g. “01/01/2018 – 06/30/2018”	«ReportingCompanyShortBusi-nessYear»
Settings / Administration / Group entities / Optional information	*Optional information* *e.g.* *“No business restructurings…”*	«ReportingCompanyOptionalIn-formation»

List of shareholders			
Shareholders	**Share in %**	**From**	**To**
«TableStart:RepCompShareholderList»«RepCompShareHolder»	«RepCompShareholderShare»	«RepCompShareholderFrom»	«RepCompShareholderTo»«TableEnd:RepCompShareholderList»

Reporting period variables		
Settings / Administration / Re-porting periods / Reporting pe-riod details	Start date / end date e.g. “01/01/2018“ / “12/31/2018”	*«PeriodStartDate»-«PeriodEndDate»*
Settings / Administration / Re-porting periods / Reporting pe-riod details	Based on start and end date e.g. “2018”	«PeriodStartYear»-«PeriodEndYear»
Reporting period settings variables		
Settings / Administration / Re-porting period settings	Enterprise name “Demo Corporation”	«ReportingEnterpriseName»
Workflow variables		
System variables (based on editors’ login name)	Name of the editing user	«SessionUserPrettyName»
System variables (based on creation date)	Date of report generation	«ReportCreationDate»
Configurable variables*		

Can be optional enabled	Optional text 1	«ReportingCompanyOptionalText1»
	Optional text 2	«ReportingCompanyOptionalText2»
	Optional text 3	«ReportingCompanyOptionalText3»
	Optional text 4	«ReportingCompanyOptionalText4»
	Optional text 5	«ReportingCompanyOptionalText5»

*These variables can be customized and enabled according to your individual needs. Please contact the globalDoc Solution® support team.

6.2.2. Complex Variables

Contract list template

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

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

Additional fields useable in the table-template:

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

Business transactions for a module

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

Summary by transaction group:

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

Summary top ten by transaction group:

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

Summary by transaction group and partners:

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

Summary of top ten by transaction group and partners:

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

Summary by partners

Role	Transaction partner	Transaction partner country	Transaction partner country name	Invoice Currency	Total (Invoice)
«TableStart:ByPartnerBTList»«Role»	«PartnerDisplayString»	«Partner Country»	«PartnerCountryName»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByPartnerBTList»

Summary of top ten by partners:

Role	Transaction partner	Transaction partner country	Transaction partner country name	Invoice Currency	Total (Invoice)
«TableStart:ByPartnerBTList10»«Role»	«PartnerDisplayString»	«Partner Country»	«PartnerCountryName»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByPartnerBTList10»

The following table lists the useable fields:

Transaction group full name	**«Group»**
Transaction group code	«GroupCode»
Transaction group name	«GroupName»
Transaction group description	«GroupDescription»
Role within the transaction	«Role»
Transaction partner code	«PartnerCode»
Transaction partner name	«PartnerName»

Transaction partner short name	«PartnerShortName»
Transaction partner address	«PartnerAddress»
Transaction partner currency	«PartnerCurrency»
Transaction partner country code	«PartnerCountry»
Transaction partner country name	«PartnerCountryName»
Local /invoice currency	«InvoiceCurrencyID»
Local /invoice currency long name	«InvoiceCurrencyDisplayName»
Local /invoice currency name	«InvoiceCurrencyName»
Total (local value/invoice)	«RemunerationInvoice»
Total (local value/invoice) short	«RenumerationInvoiceShort»
Group currency	«GroupCurrencyID»
Total (group currency)	«RemunerationGroupCurrency»
Total (group currency) short	«RenumerationGroupCurrencyShort»
Company currency	«CompanyCurrencyCode»
Total (company currency)	«RemunerationCompanyCurrency»
Total (company currency) short	«RemunerationCompanyCurrencyShort»
Earliest agreement date (non-empty values)	«AgreementDateMin»
Latest agreement date (non-empty values)	«AgreementDateMax»
Earliest last amendment date (non-empty values)	«LastAmendmentDateMin»

Latest last amendment date (non-empty values)	«LastAmendmentDateMax»
Product description (all values comma separated for non-empty values)	«ProductDesc»
Product description (alphabetically first value for non-empty values)	«ProductDescriptionMin»
Product description (alphabetically last value for non-empty values)	«ProductDescriptionMax»
Transaction detail (all values comma separated for non-empty values)	«TransactionDetail»
Transaction detail (alphabetically first value for non-empty values)	«TransactionDetailMin»
Transaction detail (alphabetically last value for non-empty values)	«TransactionDetailMax»
Comment (all values comma separated for non-empty values)	«Comment»
Comment (alphabetically first value for non-empty values)	«CommentMin»
Reporting Entity Code	«DPUCode»
Reporting Entity Name	«DPUName»
Reporting Entity CodeName	«DPUDisplayString»
Reporting Entity Country	«DPUCountry»
Provider Code	«ProviderCode»
Provider Name	«ProviderName»
Provider Short Name	«ProviderShortName»
Provider CodeName	«ProviderCodeName»
Provider Country	«ProviderCountry»
Provider Country Code	«ProviderCountryCode»

Provider Country Name	«ProviderCountryName»
Receiver Code	«ReceiverCode»
Receiver Name	«ReceiverName»
Receiver Short Name	«ReceiverShortName»
Receiver CodeName	«ReceiverCodeName»
Receiver Country	«ReceiverCountry»
Receiver Country Code	«ReceiverCountryCode»
Receiver Country Name	«ReceiverCountryName»
Comment (alphabetically last value for non-empty values)	«CommentMax»

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

Invoice currency	**«LocalCurrencyID»**
Invoice currency long name	«LocalCurrencyDisplayName»
Invoice currency name	«LocalCurrencyName»
Total (invoice)	«RemunerationLocal»
Total (invoice) short	«RemunerationLocalCurrencyShort»

Attachment List

Index	Type	Type	Short name

«TableStart:AttachmentList»«AttachmentIndex»	«AttachmentType»	«Filename»	«Shortname»«TableEnd:AttachmentList»

The following fields are available:

Index	**«AttachmentIndex»**
Attachment type	«AttachmentType»
File name	«Filename»
Is contract (Yes/No)	«IsContract»
Module or transaction	«ModuleOrTransaction»
Name	«Name»
Short name	«Shortname»
Transaction group code	«Transaction group code»
Transaction group name	«Transaction group name»

	Please find attached the following additional information:
#	File name
1	Report_Variables.docx

6.3. Table of figures

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