



ORACLE
NETSUITE

Brazil-Specific Features



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Table of Contents

- Brazil Help Topics 1
 - Brazil Terminology 7
 - Brazil Account Setup 12
 - Setting Up Brazil-specific Preferences 13
 - Brazil-specific SuiteApps 15
 - Brazil Localization 15
 - SuiteTax Latam Engine - Brazil Records 66
 - Brazil Reports 88
 - Brazil Certification Tax Authorities 102
 - E-Document Certification Service 112

Brazil Help Topics

Overview

The following help topics provide information about NetSuite features that are specific to companies doing business in Brazil. The NetSuite International Edition can be configured with capabilities and reports specific to a Brazilian business settings and requirements.

For more information about localized editions of NetSuite, as well as setting up NetSuite accounts and subsidiaries, see the following topics:

- [NetSuite Editions Overview](#)
- [Introduction to NetSuite OneWorld](#) for companies using NetSuite across multiple subsidiaries and countries.
- [Set up NetSuite OneWorld](#)
- [Creating Subsidiary Records](#) on NetSuite OneWorld.

General NetSuite features are covered in other chapters and topics.

General Setup

For information about NetSuite features, SuiteApps, and preferences that can be used for users in Brazil, see the following topics:

- [Brazil Account Setup](#) – Provides an overview of NetSuite features to be enabled by the users in Brazil and SuiteApps available for installation.
- [Setting Up Brazil-specific Preferences](#) – Provides steps to set up your NetSuite company and user preferences for Brazil, including date, currency, language, and time zone.

Functional Areas

You can activate and get access to different features from the following functional areas:

- [Accounting](#)
- [Billing and Invoicing](#)
- [Payments](#)
- [Purchasing](#)
- [Taxation](#)
- [Tax Reporting](#)

For more information about SuiteApps installation, see the help topic [Installing a Bundle](#) or [Installing from the SuiteApp Marketplace](#).

For more information about enabling NetSuite features, see the help topic [Enabling Features](#).

Note: If you do not have sufficient permissions to install SuiteApps or enable features, contact your account administrator.

Accounting

Feature	Description	Prerequisites
Chart of Accounts Management	<p>Enables you to modify the Chart of Accounts according to business requirements in Brazil.</p> <p>You can use the Chart of Accounts Import to add ledger accounts to the Account list record. For more information, see the help topic Chart of Accounts Import.</p>	Check the Use Account Numbers box on the Accounting Preferences page.
General Ledger Report	<p>Lists journal entries sorted in chronological order and subtotaled by day and month.</p> <p>For more information, see Generating Country Tax Reports for Brazil.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> ■ Tax Reporting Framework SuiteApp For more information, see the help topic Installing Tax Reporting Framework. ■ Brazil Reports SuiteApp For more information, see Brazil Reports SuiteApp Installation.
General Journal Report	<p>Lists both the balance of each active account, as well as the journal entries.</p> <p>For more information, see Generating Country Tax Reports for Brazil.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> ■ Tax Reporting Framework SuiteApp For more information, see the help topic Installing Tax Reporting Framework. ■ Brazil Reports SuiteApp For more information, see Brazil Reports SuiteApp Installation.
Income Statement Report	<p>Lists income, expenses, and net income for a specific period of time.</p> <p>For more information, see Generating Country Tax Reports for Brazil.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> ■ Tax Reporting Framework SuiteApp For more information, see the help topic Installing Tax Reporting Framework. ■ Brazil Reports SuiteApp For more information, see Brazil Reports SuiteApp Installation.
Balance Sheet Report	<p>Lists the company's assets, liabilities, and equity.</p> <p>For more information, see Generating Country Tax Reports for Brazil.</p>	<ul style="list-style-type: none"> ■ Install the following SuiteApps: <ul style="list-style-type: none"> □ Tax Reporting Framework SuiteApp For more information, see the help topic Installing Tax Reporting Framework. □ Brazil Reports SuiteApp For more information, see Brazil Reports SuiteApp Installation. ■ Set up account records to appear in reports for Brazil. For more information, see Setting Up Accounts to Appear in Reports for Brazil

Feature	Description	Prerequisites
Trial Balance Report	<p>Lists the balance of each active account as of a specified date, usually the end of the month.</p> <p>For more information, see Generating Country Tax Reports for Brazil.</p>	<ul style="list-style-type: none"> ■ Install the following SuiteApps: <ul style="list-style-type: none"> □ Tax Reporting Framework SuiteApp For more information, see the help topic Installing Tax Reporting Framework. □ Brazil Reports SuiteApp For more information, see Brazil Reports SuiteApp Installation. ■ Set up account records to appear in reports for Brazil. For more information, see Setting Up Accounts to Appear in Reports for Brazil
Income Statement Report	<p>Lists the company's income, expenses, and net income. Follows the Demonstração do Resultado do Exercício (DRE) standard.</p> <p>For more information, see Generating Country Tax Reports for Brazil.</p>	<ul style="list-style-type: none"> ■ Install the following SuiteApps: <ul style="list-style-type: none"> □ Tax Reporting Framework SuiteApp For more information, see the help topic Installing Tax Reporting Framework. □ Brazil Reports SuiteApp For more information, see Brazil Reports SuiteApp Installation. ■ Set up account records to appear in reports for Brazil. For more information, see Setting Up Accounts to Appear in Reports for Brazil

Billing and Invoicing

Feature	Description	Prerequisites
Item Setup for Brazil	<p>Enables you to set Brazil-specific information on item records, such as details relevant for taxation, electronic invoicing, and accounting purposes.</p> <p>The Brazil Localization SuiteApp localizes the following item types:</p> <ul style="list-style-type: none"> ■ Inventory item ■ Group ■ Kit/package ■ Non-inventory item ■ Other charge ■ Service <p>For more information, see Creating Items for Brazil.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> ■ Brazil Localization SuiteApp For more information, see Brazil Localization SuiteApp Installation. ■ Brazil Reports SuiteApp For more information, see Brazil Reports SuiteApp Installation.
Electronic Invoicing for Brazil	<p>In Brazil, every operation involving goods or services must be documented on electronic invoices.</p> <p>The electronic invoicing features enable you to generate, certify, and send electronic invoices for goods or services compliant with Brazilian requirements.</p> <p>For more information, see Electronic Invoicing for Brazil.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> ■ Electronic Invoicing SuiteApp For more information, see the help topic Installing and Setting Up Electronic Invoicing. ■ E-Document Certification Service SuiteApp

Feature	Description	Prerequisites
		<p>For more information, see E-Document Certification Service SuiteApp Installation.</p> <ul style="list-style-type: none"> ■ Brazil Certification Tax Authorities SuiteApp <p>For more information, see Brazil Certification Tax Authorities SuiteApp Installation.</p> <ul style="list-style-type: none"> ■ Brazil Localization SuiteApp <p>For more information, see Brazil Localization SuiteApp Installation.</p>

Payments

Feature	Description	Prerequisites
PayU Latin America External Checkout	Enables you to handle credit card payments for sales orders and web site orders. You can manage card authorization, fraud management, and funds capture for all card-not-present transactions directly from NetSuite.	Install the Payment Gateway SuiteApp. For more information, see the help topic Installing the Payment Gateway SuiteApp .
Bank Records	Creates a predefined set of bank records containing settings to use the Centro Nacional de Automação Bancária (CNAB) system with several Brazilian banks. For more information, see Creating Bank Records for Brazil .	Install the Brazil Localization SuiteApp. For more information, see Brazil Localization SuiteApp Installation .
Banking Information Records	Enables you to create records with your subsidiary's bank account details and preferences to generate CNAB files and receive payments through bank slips and Pix payments. For more information, Creating Banking Information Records for Brazil .	Install the Brazil Localization SuiteApp. For more information, see Brazil Localization SuiteApp Installation .
Vendor Payment Preferences	Enables you to enter your vendors' bank account details and preferences to receive payments from you. For more information, see Setting Up Customers or Vendors for Brazil .	Install the Brazil Localization SuiteApp. For more information, see Brazil Localization SuiteApp Installation .
Fine and Interest Charges	Enables you to calculate fine and interest amounts to be charged on late payments. For more information, see Applying Fine and Interest Charges for Brazil .	Install the Brazil Localization SuiteApp. For more information, see Brazil Localization SuiteApp Installation .
Payments with Installments	<p>Adds localized fields to installment term of payment records that enable you to define fine and interest rates on late payments.</p> <p>Adds localized fields to the installment sublist on transaction records.</p> <p>For more information, see Creating Installment Terms of Payment for Brazil.</p>	<ul style="list-style-type: none"> ■ Enable the Installments feature. For more information, see the help topic Enabling Vendor Payment Installments. ■ Install the Brazil Localization SuiteApp.

Feature	Description	Prerequisites
		For more information, see Brazil Localization SuiteApp Installation .
Bank Slips	Enables you to generate bank slips for invoice transactions and register them with the bank through CNAB files. For more information, see Generating CNAB Delivery Files for Brazil and Downloading Bank Slips for Brazil .	Install the Brazil Localization SuiteApp. For more information, see Brazil Localization SuiteApp Installation .
Pix Payments	Enables you to make and receive instant payments through Pix by registering them with the bank through CNAB files. For more information, see Generating CNAB Delivery Files for Brazil .	Install the Brazil Localization SuiteApp. For more information, see Brazil Localization SuiteApp Installation .
CNAB File Generation	Enables you to generate delivery files with the following layout standards: <ul style="list-style-type: none"> ■ CNAB 240 ■ CNAB 400 ■ CNAB 750 For more information, see Generating CNAB Delivery Files for Brazil .	Install the following SuiteApps: <ul style="list-style-type: none"> ■ Brazil Localization SuiteApp For more information, see Brazil Localization SuiteApp Installation. ■ LATAM File Builder SuiteApp For more information, see Brazil Reports SuiteApp Installation.
CNAB File Import	Processes the return files the bank sends you back and updates NetSuite transactions accordingly. For more information, see Importing CNAB Return Files for Brazil .	Install the following SuiteApps: <ul style="list-style-type: none"> ■ Brazil Localization SuiteApp For more information, see Brazil Localization SuiteApp Installation. ■ LATAM File Builder SuiteApp For more information, see Brazil Reports SuiteApp Installation.

Purchasing

Feature	Description	Prerequisites
Inbound Electronic Invoices Posting	Enables you to enter purchase transactions and post the inbound electronic documents that record the acquisition of goods or services in Brazil. For more information, see Posting Incoming Electronic Invoices for Brazil .	Install the Brazil Localization SuiteApp. For more information, see Brazil Localization SuiteApp Installation .

Taxation

Feature	Description	Prerequisites
Tax Registration Numbers	Enables you to enter the company's federal, state, and municipal tax registration numbers on subsidiary, vendor, and customer records.	Install the Brazil Localization SuiteApp. For more information, see Brazil Localization SuiteApp Installation .

Feature	Description	Prerequisites
	For more information, see Setting Up Subsidiaries for Brazil and Setting Up Customers or Vendors for Brazil .	
CFOP Codes	<p>Creates a predefined set of records for all the Código Fiscal de Operações e Prestações (CFOP) codes defined by local authorities.</p> <p>CFOP codes classify goods and services transactions in Brazil.</p> <p>You can apply a set of rules exclusively to transactions identified by a specific CFOP code.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> ■ SuiteTax Latam Engine SuiteApp For more information, see the help topic SuiteTax Latam Engine SuiteApp Installation. ■ SuiteTax Latam Engine - Brazil Records SuiteApp For more information, see SuiteTax Latam Engine - Brazil Records SuiteApp Installation. ■ Brazil Localization SuiteApp For more information, see Brazil Localization SuiteApp Installation.
MCN and Service Codes	<p>Creates predefined item code records for all the Mercosur Common Nomenclature (MCN) and service codes defined by local authorities.</p> <p>MCN and service codes classify goods and services items.</p> <p>You can apply a set of rules exclusively to items associated with a specific MCN or service code.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> ■ SuiteTax Latam Engine SuiteApp For more information, see the help topic SuiteTax Latam Engine SuiteApp Installation. ■ SuiteTax Latam Engine - Brazil Records SuiteApp For more information, see SuiteTax Latam Engine - Brazil Records SuiteApp Installation.
Tax Information	<p>Enables you to enter information on subsidiary record that affects taxation, tax reporting, and electronic invoicing, such as:</p> <ul style="list-style-type: none"> ■ Line of business ■ Tax regime ■ Cultural sponsor ■ CRT code ■ Primary and secondary CNAE codes ■ SUFRAMA registration <p>For more information, see Setting Up Subsidiaries for Brazil.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> ■ SuiteTax Latam Engine SuiteApp For more information, see the help topic SuiteTax Latam Engine SuiteApp Installation. ■ SuiteTax Latam Engine - Brazil Records SuiteApp For more information, see SuiteTax Latam Engine - Brazil Records SuiteApp Installation. ■ Brazil Localization SuiteApp For more information, see Brazil Localization SuiteApp Installation.
Predefined Tax Determination Rules for Brazil	<p>Provides a predefined set of rules that enable you to calculate taxes on purchases and sales transactions for Brazil.</p> <p>Calculates taxes such as:</p> <ul style="list-style-type: none"> ■ COFINS ■ CSLL ■ ICMS ■ INSS 	<p>Install the SuiteTax Latam Engine - Brazil Records SuiteApp.</p> <p>For more information, see SuiteTax Latam Engine - Brazil Records SuiteApp Installation.</p>

Feature	Description	Prerequisites
	<ul style="list-style-type: none"> ■ IPI ■ IRRF ■ PIS <p>For more information, see Tax Determination Rules Setup for Brazil.</p>	
Parameter Types for Brazil	<p>Enables you to set up specific taxation scenarios for several Brazilian taxes.</p> <p>For more information, see Parameter Types for Brazil.</p>	<p>Install the SuiteTax Latam Engine - Brazil Records SuiteApp.</p> <p>For more information, see SuiteTax Latam Engine - Brazil Records SuiteApp Installation.</p>

Tax Reporting

Feature	Description	Prerequisites
Fiscal Book Reports	<p>Lists electronic invoices and their respective tax details from a given period of time, usually a month.</p> <ul style="list-style-type: none"> ■ Provided services ■ Received services ■ Outbound goods ■ Inbound goods <p>For more information, see Generating Country Tax Reports for Brazil.</p>	<p>Install the Brazil Reports SuiteApp. For more information, see Brazil Reports SuiteApp Installation.</p>
Tax Assessment Reports	<p>Calculates the amounts of taxes due and generates reports for the following taxes:</p> <ul style="list-style-type: none"> ■ ICMS ■ IPI ■ IRPJ and CSLL ■ PIS and COFINS <p>For more information, see Tax Assessment for Brazil.</p>	<p>Install the Brazil Reports SuiteApp. For more information, see Brazil Reports SuiteApp Installation.</p>
Statutory Reports	<p>Generates the reports standardized, received, validated, stored, and authenticated by the Sistema Público de Escrituração Digital (SPED) system.</p> <p>For more information, see Generating Statutory Reports for Brazil.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> ■ Brazil Reports SuiteApp For more information, see Brazil Reports SuiteApp Installation. ■ LATAM File Builder SuiteApp For more information, see Brazil Reports SuiteApp Installation

Brazil Terminology

The following table defines the terms used in NetSuite to support Brazil-specific business processes and SuiteApps.

Some terms in the terminology relate to features available on a specific SuiteApp, such as Brazilian Hub or Brazil Localization.

Term	Definition
AEDF	Autorização para Emissão de Documentos Fiscais Eletrônicos is the authorization code for e-document issuing. It is provided by the city of Florianópolis' government for the issuing of electronic invoices in that municipality.
AFRMM	Adicional ao Frete para Renovação da Marinha Mercante is a tax levied on the value of waterborne transportation. Its collection is aimed at the development of the Brazilian merchant marine and naval industry.
ANP	Agência Nacional do Petróleo, Gás Natural e Biocombustíveis is a government body that regulates the activities of the oil, natural gas, and biofuel industries in Brazil.
ANTT	Agência Nacional de Transportes Terrestres is a government body that regulates the provision of transportation services on Brazilian roads and railways.
CEP	Código de Endereçamento Postal is the Brazilian postal code. It is an 8-digit numeric code that designates a specific location in Brazil.
CEST	Código Especificador da Substituição Tributária is a 7-digit numeric code that identifies goods subject to both tax substitution and ICMS advance payment regimes.
CFOP	Código Fiscal de Operações e Prestações is a 4-digit code that classifies the nature of goods and services transactions in Brazil.
CFPS	Código Fiscal de Prestação de Serviços is a code that classifies the services provided by a self-employed person or by a company. In some Brazilian municipalities, a CFPS code is required to issue electronic invoices for services.
CIDE	Contribuições de Intervenção no Domínio Econômico is a federal tax levied on fuel commercialization and the transfer of funds abroad.
CNAB	Centro Nacional de Automação Bancária is a software that establishes an interface for exchanging information between banks, companies, and customers. CNAB aims to facilitate bank note issuing and write-offs.
CNAE	Classificação Nacional de Atividades Econômicas is a code that determines the field of economic activity.
CNPJ	Cadastro Nacional de Pessoas Jurídicas is a code that identifies entities and organizations before the Receita Federal for tax purposes.
CPF	Cadastro de Pessoas Físicas is an eleven-digit code that identifies natural persons for tax purposes.
COFINS	Contribuição para o Financiamento da Seguridade Social is a federal tax levied on the gross revenue of businesses and legal entities established in Brazil. Its purpose is to finance the Brazilian social security system.
COMPE	Sistema de Compensação de Cheques e Outros Papéis is Brazil Central Bank's check clearance system. The COMPE system assigns a 3-digit code to banks that operate in Brazil.
CPOM	Cadastro de Prestadores de Serviços de Outros Municípios is a municipal registry for service providers that are not established in the city where they provide services.
CRC	Conselho Regional de Contabilidade is a state entity tasked with regulating and supervising accounting practices. The CRC is also responsible for issuing licenses to professional accountants.
CRT	Código de Regime Tributário is a code that companies that adhere to the Simples Nacional tax regime must indicate to generate electronic invoices for goods.

Term	Definition
CSLL	Contribuição Social sobre o Lucro Líquido is a federal tax on the net profits of businesses and legal entities established in Brazil. Its purpose is to support the Brazilian social security system.
CSOSN	Código de Situação da Operação do Simples Nacional is a 3-digit code that identifies a product's source and its ICMS taxation in transactions by companies that adopted the Simples Nacional tax regime.
CST	Código da Situação Tributária is a 3-digit code that identifies a product's source and its taxation in transactions by companies that adopted a regular tax regime (Lucro Real or Lucro Presumido).
CT-e	Conhecimento de Transporte Eletrônico is an e-document for registering the provision of cargo transportation services.
CT-e OS	Conhecimento de Transporte Eletrônico de Outros Serviços is an e-document for registering the provision of intercity, interstate, or international transportation services. This covers the transport of passengers, valuables, and the collection of excess baggage fees. It replaces the Nota Fiscal de Serviço de Transporte.
DANFE	Documento Auxiliar da Nota Fiscal Eletrônica is a simplified version of Nota Fiscal de Produto Eletrônica, containing the NF-e main information.
DCTF	Declaração de Débitos e Créditos Tributários Federais is an e-document that discloses data regarding several Brazilian federal taxes and contributions. With this declaration, the Receita Federal posts the tax credit and the way it was paid.
DES ST	Declaração Eletrônica do ISS sobre Serviços Tomados is an e-document that discloses the ISS tax levied on services taken by taxpayers incorporated in the city of Florianópolis.
DIRF	Declaração do Imposto de Renda Retido na Fonte is an e-document that discloses the income paid by the paying source and the taxes and contributions withheld by it.
DUA	Documento Único de Arrecadação is a tax collection document issued by the state of Espírito Santo.
ECD	Escrituração Contábil Digital is a part of the SPED system. ECD enables the transmission of digital bookkeeping files such as the general journal and general ledger.
ECF	Escrituração Contábil Fiscal is a digital bookkeeping file. The ECF contains the fiscal and bookkeeping information about transactions subject to the IRPJ and CSLL taxes
EFD Contribuições	Escrituração Fiscal Digital das Contribuições is an e-document used by companies to report PIS or PASEP, and COFINS contributions, in the cumulative or non-cumulative tax assessment regimes.
EFD-Reinf	Escrituração Fiscal Digital de Retenções e Outras Informações Fiscais is an e-document used by both companies and individuals to report paid and withheld income tax, the taxpayer's Contribuição Social, and gross revenue information for the assessment of substituted social security contributions.
FCP	Fundo de Combate à Pobreza is an amount levied on ICMS, acting as an additional tax rate on the collection of this tax. Its collection is aimed at minimizing the impact of social inequalities between Brazilian states. It is also known as FECOMP.
FCP ST	Fundo de Combate à Pobreza Retido por Substituição Tributária is a percentage amount of ICMS withheld by tax substitution in interstate or intrastate transactions. Its collection is aimed at minimizing the impact of social inequalities between Brazilian states.
GIA	Guia de Informação e Apuração do ICMS is an e-document that shows the ICMS values calculated in the period. It is a document required by several Brazilian states.

Term	Definition
GIA ST	Guia de Informação e Apuração do ICMS ST is an e-document that shows the ICMS ST values calculated in the period. It is required by several Brazilian states.
GIF ST	Guia de Informação Fiscal de Serviços Tomados is an e-document that contains an overview of the ISS values of services taken by taxpayers incorporated in the city of Florianópolis.
GISS	Guia de Informação e Escrituração Eletrônica de ISS is a digital file used by both companies and individuals to record the collection of ISS when taking or providing services. Also known as GISS Online.
GNRE	Guia Nacional de Recolhimento de Tributos Estaduais is a document aimed at interstate sales transactions. It allows ICMS to be collected at the state of destination.
IBPT	Instituto Brasileiro de Planejamento e Tributação is an institute that researches the Brazilian tax system. It provides the Tabela IBPT, a chart that lists the average tax burden on goods and services. This chart helps companies and legal entities maintain fiscal transparency.
ICMS	Imposto sobre Circulação de Mercadorias e Serviços de Transporte Interestadual, Intermunicipal e de Comunicação is a state tax levied on different products, and various services, sold in Brazil and abroad.
ICMS DIFAL	Diferencial de Alíquotas do Imposto sobre Circulação de Mercadorias e Serviços de Transporte Interestadual, Intermunicipal e de Comunicação is a tax relating to the difference between the ICMS rates of the state of origin and the state of destination of the transaction.
ICMS ST	Substituição Tributária do Imposto sobre Circulação de Mercadorias e Serviços de Transporte Interestadual, Intermunicipal e de Comunicação is a regime in which the responsibility for the collection of ICMS due, in relation to transactions or services provided, is attributed to another taxpayer.
II	Imposto de Importação is a federal tax levied on the entry of foreign goods into Brazilian territory.
INSS	Instituto Nacional do Seguro Social is a governmental body responsible for the payment of pensions and benefits for Brazilian workers who contribute to the Regime Geral de Previdência Social. The contribution to the INSS guarantees the right to such benefits.
IPI	Imposto sobre Produtos Industrializados is a federal tax levied on domestic and imported manufactured goods.
IR	Imposto de Renda is the Brazilian federal income tax. It is levied on the income of legal entities and natural persons.
IRPF	Imposto de Renda das Pessoas Físicas is a federal tax levied on the income of natural persons.
IRPJ	Imposto de Renda das Pessoas Jurídicas is a federal tax levied on the income of legal entities.
IRRF	Imposto de Renda Retido na Fonte is a federal tax withheld on the income of legal entities and natural persons at the time of receipt. It acts as an advance of income tax, which must be assessed and withheld by the paying source.
ISPB	Identificador de Sistema de Pagamentos Brasileiro is an 8-digit code used to identify a bank in Brazil Central Bank's reserve transfer system.
ISS	Imposto Sobre Serviços is a municipal tax levied on services provided by natural persons and legal entities. It is also known as ISSQN.
MEI	Microempreendedor Individual is a self-employed entrepreneur registered in the Portal do Empreendedor and covered by the Simples Nacional tax regime.

Term	Definition
NCM	Nomenclatura Comum do Mercosul, or Mercosur Common Nomenclature (MCN), is an 8-digit code used to identify types of goods, according to the commodities categorization agreed upon by the member countries: Argentina, Brazil, Paraguay, and Uruguay.
NIT	Número de Inscrição do Trabalhador is an eleven-digit code that identifies a worker in the Regime Geral da Previdência Social. It corresponds to the PIS or PASEP for individual contributors, optionally insured individuals, domestic workers, specially insured individuals, or self-employed workers.
NF-e	Nota Fiscal de Produtos Eletrônica is an e-document sent to the federal government, registering the movement of goods.
NFC-e	Nota Fiscal do Consumidor Eletrônica is an e-document sent to state governments, registering sales transactions of goods or services to a consumer.
NFCEE	Nota Fiscal/Conta de Energia Elétrica is an e-document that registers electricity provided to a consumer.
NFS-e	Nota Fiscal de Serviços Eletrônica is an e-document sent to municipal governments, registering services provided.
NFST	Nota Fiscal de Serviço de Telecomunicação is an e-document that registers telecommunication services provided.
PASEP	Programa de Formação do Patrimônio do Servidor Público is a federal contribution levied on governmental bodies over the benefit granted to government employees. It corresponds to the PIS for private-sector workers.
PIS	Programa de Integração Social is a federal contribution levied on private companies over the benefit granted to private-sector workers. It corresponds to the PASEP for government employees.
Pix	Pix is a solution created and maintained by the Brazil Central Bank, which offers instant fund transfers and payments.
RPA	Recibo de Pagamento Autônomo is a document issued by companies that hire services from self-employed professionals.
RPS	Recibo Provisório de Serviços is an e-document issued on a provisional basis, in the event there is a problem preventing the issuing of one or a batch of Notas Fiscais de Serviço Eletrônicas (NFS-e).
SCANC	Sistema de Captação e Auditoria dos Anexos de Combustíveis is an information system related to the sale and movement of fuels derived from petroleum or anhydrous ethyl alcohol. It generates and transmits reports to the respective federative units from information submitted by taxpayers who trade fuel.
SEFAZ	Secretaria de Estado da Fazenda is a governmental body under the Ministry of Economy responsible for controlling the revenues and expenses of each Brazilian federative unit.
SIAFI	Sistema Integrado de Administração Financeira is a system that books, monitors, and controls the federal government's budget spending and its assets.
SIMP	Sistema de Informações de Movimentação de Produtos is a federal system intent on monitoring the production and movement of goods regulated by the ANP. It is used by producers or traders of these goods to submit reports to the ANP.
Siscomex	Sistema Integrado de Comércio Exterior is a federal system that integrates the activities of registration, monitoring, and control of foreign trade operations.
SPED	Sistema Público de Escrituração Digital is a system that regulates, standardizes, certifies, and verifies auxiliary statutory reports.

Term	Definition
SUFRAMA	Superintendência da Zona Franca de Manaus is an autarchy that manages the Manaus Free Trade Zone.

Brazil Account Setup

Setting up an account for an organization doing business in Brazil usually requires enabling several features and installing SuiteApps.

Enabling Features for a Brazil Account

Some features available in your NetSuite account can be important or even essential for users in Brazil. If they are inactive, you should consider enabling them. Follow the instructions below to enable the most common features beneficial for users in Brazil. However, if you want to get access to some specific product area, see [Functional Areas](#) and check the exact requirements.

Note: If you do not have sufficient permissions to enable features, contact your account administrator.

To enable the most common features for Brazil:

1. Go to Setup > Company > Setup Tasks > Enable Features.
2. On the **Company** subtab, enable the following features:
 - Multiple Units of Measure
 - Multi-language
 - Multiple Currencies
 - File Cabinet
3. On the **Accounting** subtab, check the following boxes:
 - Accounting
 - Accounting Periods
 - Installments
4. On the **Tax** subtab, check the following boxes:
 - Advanced Taxes
 - SuiteTax

Note: The SuiteTax feature must be shared to your NetSuite account before you can enable it. For more information about SuiteTax, contact your account manager and see the help topic [SuiteTax](#).

5. On the **SuiteCloud** subtab, enable the following features:
 - Custom Records
 - Advanced PDF/HTML Templates
 - Client SuiteScript

- Server SuiteScript
- Custom GL Lines
- Custom Transactions
- REST Web Services

6. Click **Save**.

Available SuiteApps

Some additional features will only become active if you install a specific SuiteApp to your NetSuite account. SuiteApps are applications that extend NetSuite for specific industry and business needs. If you would like to get access to some specific product area, see [Functional Areas](#) and check which SuiteApps are required to be installed. Brazil-specific features are currently available in the following SuiteApps:

SuiteApp	Area	Description
Brazil Localization	<ul style="list-style-type: none"> ■ Accounting ■ Billing and Invoicing ■ Payments ■ Taxation 	Enables you to comply with Brazilian accounting and financial reporting requirements.
SuiteTax Latam Engine	Taxation	Provides a Tax Engine plug-in implementation and a structure of custom records that enables you to comply with Latin American tax requirements.
SuiteTax Latam Engine - Brazil Records	Taxation	Enables you to determine and calculate several Brazilian taxes in different business scenarios.
Brazil Reports	<ul style="list-style-type: none"> ■ Accounting ■ Tax Reporting 	Enables you to generate accounting, financial, tax, and statutory reports to comply with Brazil's reporting requirements.
LATAM File Builder	<ul style="list-style-type: none"> ■ Payments ■ Tax Reporting 	Enables you to build dynamic file layouts to generate and import electronic data files.
Electronic Invoicing	Billing and Invoicing	Provides the framework for generating electronic invoices.
E-Document Certification Service	Billing and Invoicing	Enables you to send e-documents for certification. The SuiteApp provides features for setting up communications with tax authorities' web services, and managing e-document certification requests and responses.
Brazil Certification Tax Authorities	Billing and Invoicing	Provides predefined plug-ins, templates, and records to enable you to submit e-documents to several Brazilian tax authorities.
Payment Gateway	Payments	Provides integration with PayU Latin America External Checkout payment gateway for Brazil.

Setting Up Brazil-specific Preferences

To setup your NetSuite account according to Brazil-specific preferences, you must adjust your NetSuite company and subsidiary settings.

- [Brazil-specific Company Preferences](#)

■ Brazil-specific User Preferences

Brazil-specific Company Preferences

Make sure that your NetSuite role has the appropriate permissions to set up company and subsidiary preferences specific to Brazil.

To set up Brazil-specific company preferences:

1. If your parent company is Brazilian, do the following to set up the company information:
 - a. Go to Setup > Company > Setup Tasks > Company Information.
 - b. In the **Country/State/Province** field, enter your company's state or federative unit.
 - c. In the **Currency Locale** field, select **Brazil (Portuguese)**.
 - d. In the **Time Zone** field, select the appropriate time zone **(GMT-03:00) Brasilia**.
 - e. Click **Save**.
2. To set up Brazilian subsidiary records, do the following:
 - a. Go to Setup > Company > Classifications > Subsidiaries.
 - b. Create a subsidiary record for each of your legal entities.
For more information, see the help topic [Creating Subsidiary Records](#).
 - c. On the Subsidiary page define the following preferences:
 - In the **Country** field, select **Brazil**.
 - In the **State/Province** field, enter your subsidiary's state or federative unit.
 - In the **Language** field, select **Português (Brasil)**.
 - In the **Currency** field, select the currency for Brazil.
For more information, see the help topic [Setting a Base Currency](#).
 - d. Click **Save**.

Brazil-specific User Preferences

As a best practice, define preferences at the company or subsidiary level. User preferences usually take precedence over the other preferences set for a role, subsidiary, or company. If a user is linked to a subsidiary, that user will inherit the settings set on the subsidiary record. For more information, see the help topic [General Personal Preferences](#).

To set up Brazil-specific personal user preferences:

1. Go to Home > Set Preferences.
2. Click the **General** subtab.
3. Under Localization, do the following:
 - a. In the **Language** field, select **Português (Brasil)**.
 - b. In the **Time Zone** field, select **(GMT -03:00) Brasília**.
4. Under Formatting, do the following:
 - a. In the **Date Format** field, select **DD/MM/YYYY**.

- b. In the **Long Date Format** field, select **DD Month YYYY**.
 - c. In the **Time Format** field, select **DD/MM/YYYY**.
5. Click **Save**.

Brazil-specific SuiteApps

The following Brazil-specific SuiteApps are currently available:

- [Brazil Localization](#)
- [SuiteTax Latam Engine - Brazil Records](#)
- [Brazil Reports](#)
- [Brazil Certification Tax Authorities](#)
- [E-Document Certification Service](#)

Brazil Localization

The Brazil Localization SuiteApp enables businesses in Brazil to comply with local accounting, financial, and reporting requirements. The SuiteApp provides the following features that you can set up and customize:

- **Localized records** – Custom fields and custom records for you to set up subsidiaries, customers, vendors, items, taxes, and other records with information required by Brazilian authorities.
- **Electronic invoicing** – Custom fields, templates, and sending methods enable you to generate and send e-documents for certification to Brazilian tax authorities.
 - Supports Nota Fiscal Eletrônica de Produto (NF-e) and Nota Fiscal Eletrônica de Serviços (NFS-e).
 - Provides PDF templates for you to print the certified e-documents.
 - Requires the Electronic Invoicing, E-Document Certification Service, and Brazil Certification Tax Authorities SuiteApps. For more information, see [Prerequisites for Installing the Brazil Localization SuiteApp](#).
- **Localized transactions** – Custom transactions for canceling e-documents, submitting corrections to tax authorities, and returning goods in Brazil.
- **Tax compliance** – Custom records and plug-ins to enable the determination and calculation of taxes on the purchase and sales of goods and services in Brazil.
 - Supports federal, state, and municipal taxes.
 - Requires the SuiteTax Latam Engine and SuiteTax Latam Engine - Brazil Records SuiteApps.
- **Electronic bank files** – Custom fields and custom records for you to set up and charge fines and interests, and to generate and import electronic bank files.

For more information about the Brazil Localization SuiteApp, see the following topics:

- [Brazil Localization SuiteApp Installation](#)
- [Roles and Permissions for Brazil Localization](#)
- [Getting Started with Brazil Localization](#)
- [Electronic Invoicing for Brazil](#)

- [Payments for Brazil](#)
- [Brazil Localization Known Limitations and Best Practices](#)

Brazil Localization SuiteApp Installation

This topic guides you through the installation of the Brazil Localization SuiteApp.

Prerequisites for Installing the Brazil Localization SuiteApp

Before installing the Brazil Localization SuiteApp, you must meet the following requirements:

- Ensure you are using an OneWorld account.
For more information, see the help topic [Introduction to NetSuite OneWorld](#).
- Install the Electronic Invoicing SuiteApp.
For more information, see the help topic [Installing and Setting Up Electronic Invoicing](#).
- Install the E-Document Certification Service SuiteApp.
For more information, see [E-Document Certification Service SuiteApp Installation](#).
- Install the Brazil Certification Tax Authorities SuiteApp.
For more information, see [Brazil Certification Tax Authorities SuiteApp Installation](#).
- Install the SuiteTax Latam Engine SuiteApp.
For more information, see the help topic [SuiteTax Latam Engine SuiteApp Installation](#).
- Install the SuiteTax Latam Engine - Brazil Records SuiteApp.
For more information, see [SuiteTax Latam Engine - Brazil Records SuiteApp Installation](#).
- Install the Localization Assistant SuiteApp.
For more information, see the help topic [Installing the Localization Assistant SuiteApp](#).
- Install the LATAM File Builder SuiteApp.
For more information, see [Brazil Reports SuiteApp Installation](#).
- Add **Portuguese (Brazil)** and **Latin American Spanish** as languages enabled for translation in the General Preferences page.
If your account's default language is either Portuguese (Brazil) or Latin American Spanish, it will not appear on the list. If the language is not listed, you do not need to add it. For more information, see the help topic [Enabling the Entry of Translation Strings for a Specific Language](#).
- Enable several features in NetSuite.

To enable features:

1. Go to Setup > Company > Enable Features.
2. On the **Company** subtab, check the following boxes:
 - Multiple Units of Measure
 - Multi-Language
 - Multiple Currencies
 - File Cabinet
3. On the **Accounting** subtab, check the following boxes:

- Accounting
 - Accounting Periods
 - Installments
4. On the **Tax** subtab, check the following boxes:
 - Advanced Taxes
 - SuiteTax



Note: The SuiteTax feature must be shared to your NetSuite account before you can enable it. For more information about SuiteTax, contact your account manager and see the help topic [SuiteTax](#).

5. On the **Transactions** subtab, check the **Advanced Shipping** box.
6. On the **Items & Inventory** subtab, check the **Inventory** box.
7. On the **CRM** subtab, check **Opportunities** box.
8. On the **SuiteCloud** subtab, check the following boxes:
 - Custom Records
 - Advanced PDF/HTML Templates
 - Client SuiteScript
 - Server SuiteScript
 - Custom GL Lines
 - Custom Transactions
 - REST Web Services
9. Click **Save**.

Installing the Brazil Localization SuiteApp

The Brazil Localization SuiteApp is a managed SuiteApp. Whenever there are enhancements or new features added, NetSuite automatically updates your account.

To install this SuiteApp, you must have permission and access to the SuiteApp Marketplace. For more information, see the help topic [Viewing SuiteApps in the SuiteApp Marketplace](#).

To install the Brazil Localization SuiteApp:

1. In NetSuite, go to SuiteApps.
2. In the **Search Apps** field, enter **Brazil Localization**.
3. Click **Brazil Localization**.
4. At the top-right area of the SuiteApp details page, click **Install**.
5. Wait for the installation to complete.



Tip: After the installation is complete, verify the status of the import that creates the predefined records. For more information, see [Verifying the Import Status of the Brazil Localization Predefined Records](#).

For more information about the SuiteApp installation process, see the help topic [Installing from the SuiteApp Marketplace](#).

Verifying the Import Status of the Brazil Localization Predefined Records

After the Brazil Localization SuiteApp installation is complete, the import of the predefined records provided by the SuiteApp starts automatically.

A script deployment record runs in your account to import the predefined records. The script is named **BRL SC SDF Installer** (Script ID `customscript_brl_sc_sdf_installer`).

The script directly creates the following record types:

- Item
- Payment method



Tip: If you notice that the predefined item and payment method records are missing from your account, view the script's execution log. On the execution log, you can verify if errors occurred. For more information, see the help topic [Using the Script Execution Log Tab](#).

The script also triggers the CSV import that creates the predefined records for the following record types:

- Bank
- CEST Code
- CNAE Code
- File layout
- IPI legal framing code
- Layout section
- Section source
- Source field
- Transaction nature

Before you start using the Brazil Localization SuiteApp, you must verify the status of the import. The SuiteApp is ready to use after the import is complete.

To verify the import status of the Brazil Localization predefined records:

1. Go to Setup > Import/Export > View CSV Import Status.
2. In the Job Status list, verify the status information for the following jobs:
 - CUSTOMRECORD_BRL_BANK
 - CUSTOMRECORD_BRL_CEST
 - CUSTOMRECORD_BRL_CNAE
 - CUSTOMRECORD_BRL_IPI_LEGAL_FRAMING_CODE
 - CUSTOMRECORD_BRL_TRAN_NATURE
 - CUSTOMRECORD_LFB_FILE_LAYOUT
 - CUSTOMRECORD_LFB_LAYOUT_SECTION
 - CUSTOMRECORD_LFB_SECTION_SOURCE
 - CUSTOMRECORD_LFB_SOURCE_FIELD
3. Wait until you can see the following information for the jobs:
 - The **Status** column is set as **Complete**
 - The **Percent Complete** column is set as **100%**
 - The **Message** column states that all records were imported successfully

Roles and Permissions for Brazil Localization

Access to the custom records and transactions provided by the Brazil Localization SuiteApp requires specific permissions. By default, the Administrator role is granted full permissions to the custom records and transactions. The SuiteApp also grants access to selected custom transactions for the A/P Clerk and A/R Clerk roles. If other roles need to view, access, or edit the custom records, an administrator can grant permission to the roles.

See the following table for more information about the default permissions granted with the Brazil Localization SuiteApp.

Role	Category	Permission	Access Level
Administrator	Custom Record	Additional Information Preset	Full
Administrator	Custom Record	Bank	Full
Administrator	Custom Record	Banking Information	Full
Administrator	Custom Record	Bank Security Type	Full
Administrator	Custom Record	Billing Instruction	Full
Administrator	Custom Record	Billing Portfolio	Full
Administrator	Custom Record	CEST Code	Full
Administrator	Custom Record	CNAB Central Clearing House	Full
Administrator	Custom Record	CNAB Delivery File	Full
Administrator	Custom Record	CNAB Purpose of the DOC Transfer	Full
Administrator	Custom Record	CNAB Purpose of the TED Transfer	Full
Administrator	Custom Record	CNAB Return File	Full
Administrator	Custom Record	CNAB Type of Payment	Full
Administrator	Custom Record	CNAB Type of Service	Full
Administrator	Custom Record	CNAE Code	Full
Administrator	Custom Record	Fine and Interest Creation Request	Full
Administrator	Custom Record	IPI Legal Framing Code	Full
Administrator	Custom Record	Parameter Type Alias Mapping	Full
Administrator	Custom Record	Pix Preferences	Full
Administrator	Custom Record	Return File Occurrence	Full
Administrator	Custom Record	Tax Alias Mapping	Full
Administrator	Custom Record	Term Custom Fields	Full
Administrator	Custom Record	Transaction Nature	Full
Administrator	Custom Record	Vendor Payment Preferences	Full
Administrator, A/R Clerk	Custom Transaction	Correction Letter	Full

Role	Category	Permission	Access Level
Administrator, A/P Clerk, A/R Clerk	Custom Transaction	Delivery Cancellation Journal	Full
Administrator, A/P Clerk, A/R Clerk	Custom Transaction	Delivery Journal	Full
Administrator, A/R Clerk	Custom Transaction	E-Document Cancellation	Full
Administrator, A/R Clerk	Custom Transaction	Fine and Interest Charges	Full
Administrator, A/R Clerk	Custom Transaction	Goods Return	Full
Administrator, A/P Clerk	Custom Transaction	Import Bill	Full
Administrator, A/P Clerk	Custom Transaction	Inbound Delivery	Full
Administrator, A/R Clerk	Custom Transaction	Outbound Delivery	Full

Getting Started with Brazil Localization

Before you start using Brazil Localization's features, ensure you complete the required settings:

- Enable and set up the Brazil GL lines plug-in.
The Brazil GL Lines plug-in posts additional lines to the general ledger impact, ensuring that your general ledger complies with Brazilian accounting requirements. For more information, see [Brazil GL Lines Plug-in Deployment](#).
- Add tax accounts to the tax types for Brazil.
For more information, see [Tax Types Setup for Brazil](#).
- Set up tax determination rules for Brazil.
For more information, see [Tax Determination Rules Setup for Brazil](#).
- If you generate reports with the Brazil Reports SuiteApp, set up your account records to appear in Brazilian reports.
For more information, see [Setting Up Accounts to Appear in Reports for Brazil](#).
- Set up subsidiaries for Brazil.
Set tax registration numbers, e-document certification preferences, addresses, and other relevant information. For more information, see [Setting Up Subsidiaries for Brazil](#).
- Set up customers and vendors for Brazil.
Set the tax registration numbers, e-document sending recipient, address, and other relevant information. For more information, see [Setting Up Customers or Vendors for Brazil](#).
- Set up employees for Brazil.
Set the tax registration number, address, and other relevant information. For more information, see [Setting Up Employees for Brazil](#).
- Set up contacts for Brazil.
Set the tax registration number and Conselho Regional de Contabilidade (CRC) registration number for accountants and company partners. For more information, see [Setting Up Contacts for Brazil](#).
- Create item records for Brazil.
Set codes to change how taxes are levied and accounts to which to post item amounts. For more information, see [Creating Items for Brazil](#).
- Set up electronic invoicing for Brazil.
Define e-document generation and certification settings. For more information, see [Setup for Electronic Invoicing for Brazil](#).

- Set up payments for Brazil.
Set up fine and interest items, banking information and other details for electronic payments. For more information, see [Setup for Payments for Brazil](#).
- Review the current limitations and best practice recommendations.
For more information, see [Brazil Localization Known Limitations and Best Practices](#).

Brazil GL Lines Plug-in Deployment

To meet Brazilian accounting standards, the Brazil Localization SuiteApp provides a Custom GL Lines Plug-in that posts additional lines to the general ledger impact.

Before you start creating transactions for Brazil, you must enable and set up the plug-in.

- [Enabling the Brazil GL Lines Plug-In](#)
- [Setting Up the Brazil GL Lines Plug-In](#)

Enabling the Brazil GL Lines Plug-In

To deploy the Custom GL Lines Plug-in, you must first enable the plug-in on your account.

To enable the GL lines plug-in:

1. Go to Customization > Plug-ins > Manage Plug-ins.
2. Under Custom GL Lines Plug-in, check the **Brazil GL Lines** box.
3. Click **Save**.

Setting Up the Brazil GL Lines Plug-In

After enabling the plug-in, you must set up its deployment record.

To set up the custom GL lines plug-in:

1. Go to Customization > Plug-ins > Plug-in Implementations.
2. Click **View** next to the **Brazil GL Lines** (ID: customscript_br1_pl_customgl) plug-in implementation record.
3. Click **Configure**.
The custom GL lines: configuration record opens.
4. Click the **Execution Rules** subtab.
5. In the **Transaction Type** field, check the **All** box.
6. In the **Subsidiaries** field, select the Brazilian subsidiaries you have in your account.



Note: Selecting subsidiaries located outside of Brazil will affect the general ledger impact of transactions involving these companies and may result in improper entries to your ledger.

7. Click **Save**.

Setting Up Subsidiaries for Brazil

Brazil Localization provides specific fields in subsidiary records that enable you to enter information relevant to your company in Brazil.

Before setting up a subsidiary for Brazil, you must verify that your NetSuite role has the appropriate permissions to edit subsidiary records.

For more information about creating a subsidiary record, see the following topics:

- [Creating Subsidiary Records](#)
- [Brazil-specific Company Preferences](#)


To set up a subsidiary for Brazil:

1. Go to Setup > Company > Classifications > Subsidiaries.
2. Click **Edit** next to the subsidiary you want.
3. In the **Federal Tax Registration** field, enter the subsidiary's federal tax registration number.
 - If the subsidiary record represents a company, enter the Cadastro Nacional de Pessoas Jurídicas (CNPJ) number. You can enter the 14-digit number using one of the following formats: 00000000000000 or 00.000.000/0000-00.
 - If the subsidiary record represents an individual, enter the Cadastro Nacional de Pessoas Físicas (CPF) number. You can enter the 11-digit number using one of the following formats: 00000000000 or 000.000.000-00.
4. (Optional) If the subsidiary is subject to state taxes, in the **State Tax Registration** field, enter the subsidiary's state tax registration number.
5. (Optional) If the subsidiary is subject to municipal taxes, in the **Municipal Tax Registration** field, enter the subsidiary's municipal tax registration number.
6. (Optional) If you want NetSuite to automatically populate the e-document category in transactions involving the subsidiary, in the **Default E-Document Category** field, select the e-document category.
7. (Optional) If you want a specific employee to appear as the sender of the emails of the e-documents you certify with the subsidiary, in the **E-Document Sender** field, select an employee.
 If you do not select an employee, the name and email address of the user who sent the e-document will be shown as the sender. For more information, see the help topic [Selecting a Designated E-Document Sender](#).
8. (Optional) If you want to send certified e-documents to customers using a specific email template, in the **E-Document Email Customization Template** field, select an e-document email custom template.
 If you do not select an e-document email custom template, NetSuite uses a standard template to send the e-document. For more information, see the help topic [E-Document Email Custom Templates](#).
9. In the **Canceled Sales Account** field, select the default account to which to post amounts from canceled sales transactions involving this subsidiary.
 When you cancel an invoice, NetSuite reverses GL entries related to the transaction. In general, the canceled sales account is a cost of goods sold account.
10. In the **SuiteTax Latam Engine Line of Business** field, select the line of business in which the subsidiary operates.
11. In the **SuiteTax Latam Engine Tax Regime** field, select the tax regime to which the subsidiary adheres.
 For more information, see the help topic [Associating Tax Regime and Line of Business with Subsidiaries](#).
12. (Optional) If the subsidiary is entitled to a tax relief under Brazil's Federal Law for Cultural Incentive (PRONAC 8.313/1991), check the **Cultural Sponsor** box.

13. (Optional) If you selected **Optante pelo Simples Nacional** as the tax regime, in the **CRF Code** field, select the Código de Regime Tributário (CRT) code that applies to the subsidiary.
14. In the **Primary CNAE Code** field, select the Classificação Nacional de Atividades Econômicas (CNAE) code that identifies the subsidiary's main economic activity.

CNAE is a standardized register of economic activities maintained by Brazil's Instituto Brasileiro de Geografia e Estatística (IBGE).
15. In the **Secondary CNAE Codes** field, select one or more CNAE codes that identify the subsidiary's additional economic activities.
16. If the subsidiary does business in the Manaus Free Trade Zone, in the **SUFRAMA Registration** field, enter the number of its SUFRAMA registration.

SUFRAMA stands for Superintendência da Zona Franca de Manaus. You can enter the 9-digit number in the following formats: 000000000 or 00.0000.00-0.
17. Add the subsidiary's address.
 - a. Click the **Addresses** subtab.
 - b. In the **Address** field, click **Edit**.
 - c. In the **Country** field, select **Brazil**.
 - d. In the **Address** field, enter the address with the street suffix (for example, avenue, boulevard, road, route and street) and street name.
 - e. In the **Number** field, enter the address number.
An address number can contain numbers and letters.
 - f. In the **Address Complement** field, enter additional information that helps to locate the address.
For example, you can indicate whether the address is a house or an apartment.
 - g. In the **District** field, enter the name of the district where the address is located.
 - h. In the **City** field, select the city where the address is located.
When you select a city, the **State** field automatically displays the acronym of the state associated with the city.
 - i. In the **ZIP** field, enter the postal code of the address.
 - j. Click **OK**.

 **Note:** If you have a language other than **English (U.S.)**, **Español (Latinoamérica)**, or **Português (Brasil)** set on your personal preferences, the **Address**, **Number**, and **District** fields are labeled as **Address 1**, **Address 3**, and **Address 2**, respectively.
For more information, see the help topic [General Personal Preferences](#).

18. (Optional) If your company sells or purchases goods, enter the address for receiving shipments.
NetSuite uses the shipping address for tax determination and calculation purposes.
To add a specific address for receiving shipments, do the following:
 - a. Click **Edit**.
 - b. In the **Shipping Address** field, click **Edit**.
 - c. Repeat steps C through J from step 17.
19. To calculate taxes with the SuiteTax Latam Engine, assign a tax registration to the subsidiary.
To assign a tax registration, do the following:
 - a. Click the **Tax Registration** subtab.
 - b. In the **Country** column, select **Brazil**.

When you select the country, the **Nexus** column automatically displays the **Brazil** nexus. If a tax agency is associated with the nexus record, the **Tax Agency** column is also populated with the tax agency.

- c. If no tax agency appears in the **Tax Agency** column, review the nexus record and verify if there is a tax agency set.

For more information about nexuses and tax agencies, see the help topic [Setting Up Nexuses in SuiteTax](#).

- d. In the **Tax Engine** column, select **SuiteTax Latam Engine Plug-in**.
- e. In the **Effective From** column, select a date from which the nexus is in effect for the subsidiary.
- f. Click **Add**.

- 20. Click **Save**.

Setting Up Customers or Vendors for Brazil

Brazil Localization provides specific fields in customer and vendors to enable you to enter information relevant about the individuals and companies with which you make business.

Before setting up a customer or vendor for Brazil, you must verify that your NetSuite role has the appropriate permissions to edit customer or vendor records.

For more information about creating customer and vendor records, see the following topics:

- [Creating a Customer Record](#)
- [Creating a Vendor Record](#)

To set up a customer or vendor for Brazil:

1. Access the customer or vendor record.
 - For a customer, go to Lists > Relationships > Customer.
 - For a vendor, go to Lists > Relationships > Vendors.
2. Click **Edit** next to the record you want.
3. In the **Federal Tax Registration** field, enter the customer or vendor's federal tax registration number.
 - If the record represents a company, enter the Cadastro Nacional de Pessoas Jurídicas (CNPJ) number. You can enter the 14-digit number using one of the following formats: 00000000000000 or 00.000.000/0000-00.
 - If the record represents an individual, enter the Cadastro Nacional de Pessoas Físicas (CPF) number. You can enter the 11-digit number using one of the following formats: 00000000000 or 000.000.000-00.
4. (Optional) If you want to set a default payment method for the customer or vendor, in the **Default Payment Method** field, select the method.


When you set a default payment method, NetSuite automatically populates the **Payment Method** column of all the installments from transactions you create with this company or individual.
5. (Optional) If the customer or vendor is subject to state taxes, in the **State Tax Registration** field, enter the state tax registration number.
6. (Optional) If the customer or vendor is subject to municipal taxes, in the **Municipal Tax Registration** field, enter the municipal tax registration number.

7. In the **SuiteTax Latam Engine Line of Business** field, select the line of business in which the company or individual operates.
8. In the **SuiteTax Latam Engine Tax Regime** field, select the tax regime to which the company or individual adheres.

For more information, see the help topic [Associating Tax Regime and Line of Business With Subsidiaries, Customers, and Vendors](#).

9. If the customer or vendor does business in the Manaus Free Trade Zone, in the **SUFRAMA Registration** field, enter the number of their SUFRAMA registration.

SUFRAMA stands for Superintendência da Zona Franca de Manaus. You can enter the 9-digit number in the following formats: 000000000 or 00.0000.00-0.

10. Add the customer or vendor address.
 - a. Click the **Address** subtab.
 - b. If this is not the address packages are usually sent to, clear the **Default Shipping** box.
 - c. If this is not the address bills are usually sent to, clear the **Default Billing** box.
NetSuite populates the default billing and shipping addresses when you enter a transaction for the customer or vendor.
 - d. Click the pencil icon  in the **Edit** column.
 - e. In the **Country** field, select **Brazil**.
 - f. In the **Address** field, enter the address with the street suffix (for example, avenue, boulevard, road, route and street) and street name.
 - g. In the **Number** field, enter the address number.
An address number can contain numbers and letters.
 - h. In the **Address Complement** field, enter additional information that helps to locate the address.
For example, you can indicate whether the address is a house or an apartment.
 - i. In the **District** field, enter the name of the district where the address is located.
 - j. In the **City** field, select the city where the address is located.
When you select a city, the **State** field automatically displays the acronym of the state associated with the city.
 - k. In the **ZIP** field, enter the postal code of the address.
 - l. Click **OK**.
 - m. Click **Add**.



Note: If you have a language other than **English (U.S.)**, **Español (Latinoamérica)**, or **Português (Brasil)** set on your personal preferences, the **Address**, **Number**, and **District** fields are labeled as **Address 1**, **Address 3**, and **Address 2**, respectively.

For more information, see the help topic [General Personal Preferences](#).

11. (Optional) If you want to send emails with the e-documents you certify on transactions with the customer or vendor, do the following:
 - a. Click the **E-Document** subtab.
 - b. Click the **E-Document Email Recipient** subtab.
 - c. In the **Contact** column, select the contact.
 - d. Click **Add**.

For more information, see the help topic [Defining E-Document Email Recipients](#).

12. (Optional) If you are setting up a vendor and you want to pay them through the Centro Nacional de Automação (CNAB) system, do the following:
 - a. Click the **Financial** subtab.
 - b. Click the **Payment Preferences** subtab.
 - c. In the **Type of Payment Information**, select the type of payment information to which the preferences apply.
For instance, the preferences can apply to a checking or savings account, or to an account that receives payments through a Pix key.
 - d. If the preferences apply to a checking or savings account, do the following:
 - i. In the **Bank** field, select the bank where the vendor maintains their bank account.
 - ii. In the **Branch Number** field, enter the number that identifies the bank branch where the vendor maintains the account.
 - iii. In the **Branch Check Digit** field, enter the check digit that identifies the bank branch where the vendor maintains the account.
 - iv. In the **Account Number** field, enter the vendor's bank account number.
 - v. In the **Account Check Digit** field, enter the vendor's bank account check digit.
 - e. If the preferences apply to a Pix key, do the following:
A Pix key is an alias that identifies a checking account
 - i. In the **Type of Pix Key** field, select the type of Pix key you want to associate with the bank account.
Brazil Localization supports the following key types:
 - Federal tax registration number
 - Email address
 - Mobile phone number
 - Random key
 - ii. In the **Pix Key** field, enter the Pix key.
Some types of key require a specific number of characters:
 - **Federal tax registration number** – Depends on the type of tax registration:
 - Cadastro de Pessoas Físicas (CPF) – 11 characters
 - Cadastro Nacional de Pessoas Jurídicas (CNPJ) – 14 characters
 - **Mobile phone number** – 14 characters
When entering a mobile phone number, include the country and area code before the phone number. For example, +55 XX XXXXXXXX.
 - f. If you want the payment preferences to be the default for when you create transactions to pay the vendor, check the **Default** box.
 - g. Click **Add**.
 13. Click **Save**.

Setting Up Employees for Brazil

Brazil Localization provides specific fields in employee records to enable you to enter information about your employees in Brazil.


Before setting up an employee for Brazil, you must verify that your NetSuite role has the appropriate permissions to edit employee records.

For more information about creating an employee record, see the help topic [Adding an Employee](#).

To set up an employee for Brazil:

1. Go to Lists > Employees > Employees.
2. Click **Edit** next to the record you want.
3. In the **Federal Tax Registration** field, enter the customer or vendor's federal tax registration number.
 - If the record represents a company, enter the Cadastro Nacional de Pessoas Jurídicas (CNPJ) number. You can enter the 14-digit number using one of the following formats: 00000000000000 or 00.000.000/0000-00.
 - If the record represents an individual, enter the Cadastro Nacional de Pessoas Físicas (CPF) number. You can enter the 11-digit number using one of the following formats: 00000000000 or 000.000.000-00.
4. (Optional) If you want to set a default payment method for the employee, in the **Default Payment Method** field, select the method.

When you set a default payment method, NetSuite automatically populates the **Payment Method** column of all the installments from transactions you create with this company or individual.

5. Add the employee's address.
 - a. Click the **Address** subtab.
 - b. If this is not the address packages are usually sent to, clear the **Default Shipping** box.
 - c. If this is not the address bills are usually sent to, clear the **Default Billing** box.
NetSuite populates the default billing and shipping addresses when you enter a transaction for the customer or vendor.
 - d. Click the pencil icon  in the **Edit** column.
 - e. In the **Country** field, select **Brazil**.
 - f. In the **Address** field, enter the address with the street suffix (for example, avenue, boulevard, road, route and street) and street name.
 - g. In the **Number** field, enter the address number.
An address number can contain numbers and letters.
 - h. In the **Address Complement** field, enter additional information that helps to locate the address.
For example, you can indicate whether the address is a house or an apartment.
 - i. In the **District** field, enter the name of the district where the address is located.
 - j. In the **City** field, select the city where the address is located.
When you select a city, the **State** field automatically displays the acronym of the state associated with the city.
 - k. In the **ZIP** field, enter the postal code of the address.
 - l. Click **OK**.
 - m. Click **Add**.



Note: If you have a language other than **English (U.S.)**, **Español (Latinoamérica)**, or **Português (Brasil)** set on your personal preferences, the **Address**, **Number**, and **District** fields are labeled as **Address 1**, **Address 3**, and **Address 2**, respectively.

For more information, see the help topic [General Personal Preferences](#).

6. Click **Save**.

Setting Up Contacts for Brazil

Brazil Localization provides specific fields in contact records to enable you to store information from accountants and company partners.

If you have the Brazil Reports SuiteApp installed in your account, NetSuite prints the company partner and accountant information in statutory reports. For more information about Brazil's statutory reports, see [Generating Country Tax Reports for Brazil](#).

Before setting up a contact for Brazil, you must verify that your NetSuite role has the appropriate permissions to edit contact records. For more information about contacts, see the help topic [Contacts](#).

To set up a contact for Brazil:

1. Go to Lists > Relationships > Contacts.
2. Click **Edit** next to the record you want.
3. If the contact is an accountant or company partner, in the **Federal Tax Registration** field, enter the contact's federal tax registration number.
 - If the record represents a company, enter the Cadastro Nacional de Pessoas Jurídicas (CNPJ) number. You can enter the 14-digit number using one of the following formats: 00000000000000 or 00.000.000/0000-00.
 - If the record represents an individual, enter the Cadastro Nacional de Pessoas Físicas (CPF) number. You can enter the 11-digit number using one of the following formats: 00000000000 or 000.000.000-00.
4. If the contact is an accountant, in the **Accountant License Number** field, enter their Conselho Regional de Contabilidade (CRC) registration number.
5. Click **Save**.

Creating Items for Brazil

In Brazil, you can create items with codes that change how taxes are levied, and with accounts to which to post amounts from Brazil-related operations.

To create an item for Brazil:

1. Go to Lists > Accounting > Items > New.
2. Click the item type you want.
Brazil Localization supports the following item types:
 - Inventory item
 - Group
 - Kit/package
 - Non-inventory item
 - Other charge
 - Service
3. Fill the relevant information.
For more information, see the help topic [Creating Item Records](#).
4. (Optional) If you want to classify and apply specific tax rules to the item, under Classification, in the **SuiteTax Latam Engine Item Code** field, select the appropriate code.

When you have the SuiteTax Latam Engine – Brazil Records SuiteApp installed, the field lists both MCN codes and service codes. For more information about item codes, see the help topic [Creating Item Codes in the SuiteTax Latam Engine](#).

5. (Optional) In the **SPED EFD Type** field, select the type of the item according to the classification defined by the Sistema Público de Escrituração Digital (SPED).

For more information, see [Associating SPED EFD Types with Items](#).

6. If the item is a product, under Classification, do the following:
 - a. (Optional) In the **Origin** field, select the code that identifies the origin of the item.
 - b. (Optional) If the item is subject to the Imposto Sobre Produtos Industrializados (IPI), in the **IPI Legal Framing Code** field, select the appropriate IPI legal framing code.
 - c. (Optional) If the item is subject to Imposto sobre Circulação de Mercadorias e Serviços de Transporte Interestadual, Intermunicipal e de Comunicação (ICMS) tax substitution, in the **CEST Code** field, select the Código Especificador da Substituição Tributária (CEST) code you want to associate with the item.

7. Click the **Accounting** subtab.

8. In the **Canceled Sales Account** field, select the default account to which to post amounts from canceled sales transactions involving this item.

When you cancel an invoice, NetSuite reverses GL entries related to the transaction. In general, the canceled sales account is a cost of goods sold account.

9. If the item is a product, in the **Returned Goods Account** field, select the default account to which to post debit amounts from goods return transactions involving this item.

When customers return goods to your company, NetSuite reverses GL entries related to the transaction.

10. Click **Save**.

Electronic Invoicing for Brazil

The Brazil Localization SuiteApp enables you to generate and certify electronic invoices. The SuiteApp also provides features for you to enter information about electronic invoices you received from your vendors.

For more information about electronic invoicing for Brazil, see the following topics:

- [Setup for Electronic Invoicing for Brazil](#)
- [Generating Electronic Invoices for Brazil](#)
- [Canceling Electronic Invoices for Brazil](#)
- [Correcting Electronic Invoices for Brazil](#)
- [Returning Goods for Brazil](#)
- [Posting Incoming Electronic Invoices for Brazil](#)
- [Generating Electronic Invoices for Inbound Deliveries for Brazil](#)
- [Generating Electronic Invoices for Outbound Deliveries for Brazil](#)
- [Canceling Electronic Invoices for Inbound or Outbound Deliveries for Brazil](#)

Setup for Electronic Invoicing for Brazil

Before you start generating electronic invoices in NetSuite for Brazil, you must set up the generation and certification of your e-documents.

- Ensure you have the Electronic Invoicing, E-Document Certification Service, and Brazil Certification Tax Authorities SuiteApps installed.

These SuiteApps are prerequisites for installing Brazil Localization. For more information, see [Prerequisites for Installing the Brazil Localization SuiteApp](#).

- Set up accounting periods in your account.

For more information, see the help topic [Manage Accounting Periods Page](#).

- Upload your digital certificate to NetSuite.

Brazil Localization is compatible with A1 certificates. Before uploading the digital certificates, ensure the certificates include the private key and all the certificates in the certification path. For more information, see the help topic [Uploading Digital Certificates](#).

- Create an e-document package for Brazil.

For more information, see the help topic [Creating E-Document Packages](#).

- Create an e-document sending method for Brazil.

For more information, see [Creating the E-Document Sending Method for Brazil](#).

- Create e-document templates for each tax authority and type of operation you perform.

For more information, see [Creating Outbound E-Document Templates for Brazil](#).

- Create additional information presets to include in electronic invoices.

For more information, see [Creating Additional Information Presets](#).

- Create estimated taxes records to include in electronic invoices

For more information, see [Creating Estimated Taxes for Brazil](#).

- Set up transaction natures for Brazil.

For more information, see [Setting Up Transaction Natures for Brazil](#).

- Associate certification service operations with e-document templates.

For more information, see [Associating Certification Service Operations with E-Document Templates in Brazil](#).

- Define e-document certification settings for your Brazilian subsidiaries.

For more information, see [Defining E-Document Certification Settings](#).

- Create e-document series for your e-document certification settings.

For more information, see [Creating E-Document Series](#)

- Define e-document sending preferences for your e-document certification settings.

For more information, see [Defining E-Document Sending Preferences](#).

- If you certify electronic invoices for services, add municipal taxation codes for the tax authorities with which you certify the e-documents.

For more information, see [Adding Municipal Taxation Codes](#).

- If you send a high volume of electronic invoices for certification, set up your account's e-document certification processing capacity.

You can set up the processing capacity of the script records that send your e-documents for certification. For more information, see [Setting the E-Document Certification Requests' Processing Capacity](#).

- If you must certify electronic invoices in sequential order, set up e-document sequential order sending.

For more information, see [Setting Up Sequential Order Sending](#).

- If you certify electronic invoices with tax authorities that use the GIAP standard, add GIAP's certification custom fields.

For more information, see [Adding GIAP Standard's Certification Custom Field](#).

- If you certify electronic invoices with the Florianópolis tax authority, add Florianópolis' certification custom fields.

For more information, see [Adding Florianópolis' Certification Custom Fields](#).

Creating the E-Document Sending Method for Brazil

To send electronic invoices for certification to Brazilian tax authorities, create an e-document sending method record for Brazil.

To create the e-document sending method for Brazil:

1. Go to Setup > E-Documents > E-Document Sending Methods > New.
2. In the **Name** field, enter a name for the e-document sending method.
3. In the **E-Document Package** field, select the e-document package with which you want to associate with the sending method.
4. In the **E-Document Sending Method Plug-in** field, select **Brazil Certification Sending Plug-in**.
5. In the **Sending Channel** field, enter **SOAP**.
6. In the **Transaction Type** field, select the following transaction types:
 - Correction Letter
 - Delivery Cancellation Journal
 - E-Document Cancellation
 - Inbound Delivery
 - Invoice
 - Import Bill
 - Good Return
 - Outbound Delivery
7. In the **Subsidiary** field, select the subsidiaries that certify e-documents for Brazil with the sending method.
8. Check the **Sending Method for Certification** box.

For more information about sending methods, see the help topic [Creating E-Document Sending Methods](#).

Creating Outbound E-Document Templates for Brazil

To generate and certify electronic invoices for Brazil, you need to create e-document template records.

In Brazil, because each tax authority can define specific requirements for certifying e-documents, e-document templates vary according to:

- E-document category
- Tax authority
- Certification operation

The Brazil Certification Tax Authorities SuiteApp provides predefined e-document template files to meet the requirements from several Brazilian tax authorities. You can use the predefined e-document template files to create your e-document template records.

For more information, see [Creating Tax Determination Rules for Specific MCN or Service Codes](#).

To create an e-document template for Brazil:

1. Go to Setup > E-Documents > E-Document Templates > New.
2. In the **Name** field, enter a name for the template.
3. In the **E-Document Package** field, select the e-document package with which you want to associate with the template.
4. In the **Digital Signature Plug-in Implementation** field, select **E-Document Digital Signature Plug-in**.
5. In the **Custom Data Source Plug-in Implementation** field, select **Brazil E-Document Data Source Plug-in**.
6. In the **Transaction Type** field, select the types of transaction with which you want to use the template.

In Brazil, the transaction types depend on the e-document's category and certification operation:

E-Document Category	Certification Operation	Transaction Type
Electronic invoice for goods	Send	Inbound Delivery, Invoice, Import Bill, Good Return, Outbound Delivery
	Cancel	E-Document Cancellation, Delivery Cancellation Journal
	Check status	—
	Update	Correction Letter
Electronic invoice for services	Send	Invoice
	Cancel	E-Document Cancellation

7. In the **Subsidiary** field, select the subsidiaries that generate and certify e-documents for Brazil with the template.
8. Under Template Content, in the **Content Type** field, select **XML**.
If available, you can paste in this field the content of the predefined e-document template file from the Brazil Certification Tax Authorities SuiteApp.
9. In the **Template for Outbound E-Documents** field, enter the XML content of the outbound e-document template.
10. Click **Save**.

For more information about e-document templates, see the help topic [Creating E-Document Templates](#).

Creating Additional Information Presets

If you need to provide more details about a transaction or e-document to tax authorities, you can create additional information presets.

NetSuite populates the preset text in transactions' additional information field. For more information, see [Generating Electronic Invoices for Brazil](#).

The Brazil Localization SuiteApp also provides a list of additional information preset records by default.

To create an additional information preset:

1. Go to Setup > Brazil Localization > Additional Information Preset > New.
2. In the **Name** field, enter a name for this additional information preset.

3. In the **Additional Information** field, enter any relevant information you want to have as an option to include on electronic invoices.
For example, you can provide information about payment conditions, discounts, tax credits, tax benefits, or legal processes.
4. In the **SPED Code** field, enter the code associated with this type of additional information in the Sistema Público de Escrituração Digital (SPED) system.
The code must have up to six alphanumeric characters. Special characters are not supported.
5. Click **Save**.

Creating Estimated Taxes for Brazil

Estimated taxes demonstrate the amount represented by taxes in the price of your company's goods and services.

If the tax authority to which you send electronic invoices for certification requires you to provide an estimation of tax amounts, create an estimated taxes record.

In general, estimated taxes are calculated according to the rates specified in the Instituto Brasileiro de Planejamento e Tributação (IBPT) chart.

To create an estimated taxes record:

1. Go to Setup > Brazil Localization > Estimated Taxes > New.
2. In the **Item Code** field, select the code associated with the items for which you want to estimate taxes.
3. If you want to estimate taxes for a specific item associated with the selected item code, in the **Item** field, select the item.
4. If the item is subject to an IPI tax exception, in the **IPI Tax Exception Code** field, enter the code of the exception as defined in the Tabela de Incidência do Imposto Sobre Produtos Industrializados (TIPI) table.
5. In the **Type of Item Code** field, select the type of code you selected in the Item Code field.
In Brazil, item codes can be service codes or Mercosur Common Nomenclature (MCN) codes.
6. In the **Description** field, enter a description for this estimated taxes record.
7. In the **Federal Tax on Domestic Items (%)** field, enter the federal tax rate on domestic items as specified in the IBPT chart.
8. In the **Federal Tax on Imported Items (%)** field, enter the federal tax rate on imported items as specified in the IBPT chart.
9. In the **State Tax Rate (%)** field, enter the state tax rate as specified in the IBPT chart.
10. In the **Municipal Tax Rate (%)** field, enter the municipal tax rate as specified in the IBPT chart.
11. In the **Effective From** field, enter or select the date the tax rates and other parameters in this record start being effective.
12. In the **Effective Until** field, enter or select the date the tax rates and other parameters in this record stop being effective.
After the end of its effectivity, the tax rates are no longer taken into account in the tax estimation process.
13. In the **IBPT Chart Key** field, enter the key of the IBPT chart you want to use to estimate taxes.
14. In the **IBPT Chart Version** field, enter the version number of the IBPT chart you used as a reference to create the record.

15. In the **Source** field, enter the source of the information you entered in the record to estimate taxes.
16. Click **Save**.

Setting Up Transaction Natures for Brazil

In Brazil, the transaction nature describes the type of business transaction you performed. For example, it can indicate if you sold a product to a reseller or a final consumer. The transaction nature may be a required information in electronic invoices.

The Brazil Localization SuiteApp provides a set of predefined transaction natures that describe common transactions. You can edit the predefined records and adjust them, or you can create transaction natures to meet your business needs.

The predefined transaction natures all contain default Códigos Fiscais de Operações e Prestações (CFOP) codes for intrastate, interstate, and international transactions. When you add items to a transaction, NetSuite automatically populates the CFOP code according with the selected transaction nature.

To set up a transaction nature:

1. Go to Setup > Brazil Localization > Transaction Nature.
2. Click **Edit** next to the transaction nature you want.
3. If you want to rename the record, in the **Name** field, enter a new name for the transaction nature.
4. If you want to associate the transaction nature with other e-document categories, in the **E-Document Category** field, select one or multiple types of e-document.

When you associate an e-document category with a transaction nature, NetSuite populates the transaction nature automatically on transactions using the selected e-document category.

5. If you want NetSuite to populate the Additional Information field in transactions with this nature, in the **Default Additional Information Preset** field, select a preset.

NetSuite displays the content of the additional information preset you selected in the **Default Additional Information** field.

6. If you want to change the predefined CFOP codes for items on incoming transactions with the transaction nature, do the following:
 - a. In the **CFOP Code for Incoming Intrastate Transactions** field, select the CFOP code you want to set as default for items on Incoming transactions with companies from the same state.
 - b. In the **CFOP Code for Incoming Interstate Transactions** field, select the CFOP code you want to set as default for items on Incoming transactions with companies from different states.
 - c. In the **CFOP Code for Incoming International Transactions** field, select the CFOP code you want to set as default for items on Incoming transactions with companies from different countries.
7. If you want to change the predefined CFOP codes for items on outgoing transactions with the transaction nature, do the following:
 - a. In the **CFOP Code for Outgoing Intrastate Transactions** field, select the CFOP code you want to set as default for items on outgoing transactions with companies from the same state.
 - b. In the **CFOP Code for Outgoing Interstate Transactions** field, select the CFOP code you want to set as default for items on outgoing transactions with companies from different states.

- c. In the **CFOP Code for Outgoing International Transactions** field, select the CFOP code you want to set as default for items on outgoing transactions with companies from different countries.



Note: If you do not want to have default CFOP codes, you can clear the previous fields. In Brazil, the CFOP code is required for transactions involving goods, but not for transactions involving services.

- 8. Click **Save**.

Generating Electronic Invoices for Brazil

In Brazil, you must register every sales transaction involving goods or services on electronic invoices. Generating and certifying an electronic invoice communicates the sale to the tax authority.

Electronic invoices for goods are known as notas fiscais de produto eletrônicas (NF-e), and electronic invoices for services are known as notas fiscais de serviço eletrônicas (NFS-e).

If an error occurs during the e-document generation, review the **E-Document Audit Trail** subtab and the execution logs for the E-Document Generation Service SU script (Script ID: customscript_ei_generation_service_su). For more information about script logs, see the help topic [Viewing a List of Script Execution Logs](#).

To generate an electronic invoice for Brazil:

1. Go to Transactions > Sales > Create Invoices.
2. Fill the required information in the invoice transaction form.
For more information, see the help topic [Creating an Invoice](#).
3. Under Primary Information, in the **E-Document Category** field, select the type of e-document you want to generate from this transaction.
If you set a default e-document category for the transaction's subsidiary, NetSuite will automatically populate it in this field. You can change it to any other e-document category you want.
4. To add more information about this transaction to the electronic invoice, do the following:
 - To use a predefined additional information text, in the **Additional Information Preset** field, select an additional information preset.
NetSuite populates the Additional Information field with the predefined text. If you need to provide more information, you can edit the content in the field. For more information, see [Creating Additional Information Presets](#).
 - To add information that is specific about this transaction, in the **Additional Information** field, enter the relevant information.
If the information exceeds the character limit defined by the tax authority, the system truncates the content.
5. Click the **Items** subtab.
 - a. Add the items you are selling.
For more information, see the help topic [Adding Items on a Sales Transaction](#).
 - b. When adding the items, in the **CFOP Code** column, select the Código Fiscal de Operação e Prestação (CFOP) code that identifies the type of transaction.
If you associated the selected e-document category with a transaction nature record, NetSuite automatically populates the CFOP code with the appropriate default option. You can change it to any other CFOP code you want. For more information, see [Setting Up Transaction Natures for Brazil](#).

6. If you are generating an electronic invoice for goods that involves items for shipping, click the **Shipping** subtab.

Enter the relevant information about the shipping carrier and the shipment.

- a. In the **Name** field, enter the legal name of the shipping carrier.
- b. In the **Type of Shipping Service** field, select the type of shipping services you hired from the shipping carrier.
- c. In the **ANTT Code** field, enter the shipping carrier's Agência Nacional de Transportes Terrestres (ANTT) code.
- d. In the **License Plate** field, enter the license plate number of the vehicle assigned to ship the items.
- e. In the **State of the License Plate** field, enter the acronym of the state of the vehicle's license plate.
- f. In the **Federal Tax Registration** field, enter the shipping carrier's federal tax registration number.
 - If the shipping carrier is a company, enter the Cadastro Nacional de Pessoas Jurídicas (CNPJ) number. You can enter the 14-digit number using one of the following formats: 00000000000000 or 00.000.000/0000-00.
 - If the shipping carrier is an individual, enter the Cadastro Nacional de Pessoas Físicas (CPF) number. You can enter the 11-digit number using one of the following formats: 00000000000 or 000.000.000-00.
- g. In the **Address** field, enter address of the shipping carrier.
Include the street suffix (for example, avenue, boulevard, road, route, or street), street name, number, and district.
- h. In the **City** field, select the city where the address is located.



Warning: Do not use the browser's autocomplete feature to populate the City field, it can lead the page to stop responding. You can refresh the page if it stops responding, but be aware that this action erases unsaved changes.

- i. In the **State** field, enter the acronym of the state where the address is located.
- j. In the **State Tax Registration** field, enter the shipping carrier's state tax registration number.
In Brazil, the state tax registration number identifies a company subject to state taxes. This tax registration number is issued by the state where the carrier is located. Enter numbers only.
- k. In the **Quantity** field, enter the quantity of items being shipped.
- l. In the **Species** field, enter the type of the shipment or the items being shipped.
For example, boxes, bundles, pallets, or units.
- m. In the **Brand** field, enter the brand of the items being shipped.
- n. In the **Numbering** field, enter the numbering of the shipment or the items being shipped.
You can enter a serial number, inventory number, or any other number that is relevant.
- o. In the **Gross Weight** field, enter the gross weight of the items being shipped.
The gross weight is the total weight of the items and their packaging.
- p. In the **Net Weight** field, enter the net weight of the items being shipped.
The net weight is the total weight of the items without the packaging.

7. Click the **E-Document** subtab.

Add the e-document sending information:

- a. In the **E-Document Template** field, select a template for this transaction.
- b. In the **E-Document Sending Method** field, select the sending method.

If you set a default e-document template and sending method, NetSuite automatically populates these fields. You can change the selections if you want. For more information, see [Defining E-Document Sending Preferences](#).

8. Click the **E-Document Certification** subtab.

- a. If you are generating an electronic invoice for services, under RPS Details, in the **RPS Series** field, select the series assigned to this transaction's transitory receipt for services (RPS).

If you associated a default series for the combination of subsidiary, e-document category, and tax authority you are using, NetSuite automatically populates the series. You can change it to any other series associated with the same combined information. For more information, see [Creating E-Document Series](#).

- b. If you are generating an electronic invoice for goods, do the following:
 - i. In the **Certified E-Document Series** field, under Certified E-Document Details, select the series assigned to this transaction's e-document.

If you associated a default series for the combination of subsidiary, e-document category, and tax authority you are using, NetSuite automatically populates the series. You can change it to any other series associated with the same combined information. For more information, see [Creating E-Document Series](#).

 - ii. (Optional) If you want this electronic invoice to reference another electronic invoice, in the **Referenced Electronic Invoice** field, enter the access key of the existing e-document.

The access key of the referenced electronic invoice must be 44 characters long.

- c. In the **Transaction Nature** field, select the transaction nature that applies to this transaction.

NetSuite only displays transaction natures associated with the selected e-document category. If you associated the e-document category with a transaction nature record, NetSuite automatically populates the transaction nature. You can change it to any other transaction nature. For more information, see [Setting Up Transaction Natures for Brazil](#).

9. Click **Save**.

NetSuite saves the invoice.

10. Verify if the system generated a number for the e-document.

- a. Click the **E-Document** subtab.
- b. Click the **E-Document Certification** subtab.
 - If you are generating an electronic invoice for services, verify the **RPS Number** field.
 - If you are generating an electronic invoice for goods, verify the **Certified E-Document Number** field.
- c. If the field is clear, click **Edit**.
- d. Click **Save**.

Repeat the previous steps to check if NetSuite assigned a number to the e-document.


11. Click **Generate E-Document**.

12. Click **Certify E-Document**.

13. Refresh the page until the **Certified E-Document Status** field on the **E-Document Certification** subtab is set as **Certified** or **Rejected**.

14. (Optional) If the status is **Certified**, you can do the following:
 - a. To download the XML representation of the e-document, in the **Certified E-Document File** field, click **Download**.
 - b. To download the PDF representation of the e-document, in the **Certified E-Document PDF File** field, click **Download**.
 - c. To send the certified e-document to the customer, click **Send E-Document**.
15. (Optional) If the status is **Rejected**, you can do the following:
 - a. Click the **E-Document Audit Trail** subtab.
 - b. Review the details.
 - c. Click the **E-Document Certification** subtab.
 - d. In the **Return Message** field, review the message.
 - e. In the **E-Document Certification Return** field, click **View**.

The e-document certification return record opens. In it, you can review more details about the e-document certification.

 **Note:** Review the return message and other error details. Depending on the error, you may need to edit the transaction and generate and send the e-document again.

Canceling Electronic Invoices for Brazil

In Brazil, if a sale is canceled after the electronic invoice is certified, you must cancel the e-document. Canceling an electronic invoice revokes the e-document certified by the tax authority.

You can cancel an electronic invoice in the following cases:

- If you identify errors on the information provided in the original transaction.
- If you identify errors on the tax calculation.
- If the customer gives up on a purchase.

In general, you can cancel an electronic invoice for goods (NF-e) in Brazil up to 24 hours after its certification by the tax authority. For electronic invoices for services (NFS-e), cancellation deadlines vary by tax authority.

Before you try to cancel an electronic invoice, verify the deadlines and requirements set by the tax authority that certified it.

If an error occurs during the e-document generation, review the **E-Document Audit Trail** subtab and the execution logs for the E-Document Generation Service SU script (Script ID: `customscript_ei_generation_service_su`). For more information about script logs, see the help topic [Viewing a List of Script Execution Logs](#).

To cancel an electronic invoice in Brazil:

1. Go to Transactions > Sales > Create Invoices > List.
2. Click **View** next to the transaction you want.
3. Click **Cancel E-Document**.
NetSuite creates the e-document cancellation transaction.
4. Add the e-document sending information.
 - a. Click the **E-Document** subtab.
 - b. In the **E-Document Template** field, select a template for this transaction.
 - c. In the **E-Document Sending Method** field, select the sending method.

If you set a default e-document template and sending method, NetSuite automatically populates these fields. You can change the selections if you want. For more information, see [Defining E-Document Sending Preferences](#).

You can only edit these two fields. Keep any information derived from the invoice's certified e-document unchanged.

5. Click **Save**.
6. Click **Generate E-Document**.
7. Click **Certify E-Document**.
8. Refresh the page until the **Certified E-Document Status** field in the **E-Document Certification** subtab is set as **Certified** or **Rejected**.
9. (Optional) If the status is **Certified**, you can do the following:
 - a. In the **Created From** field, click the link with the invoice number.
The invoice opens. The invoice status is **Paid in Full**.
 - b. Click the **E-Document** subtab.
 - c. Click the **E-Document Certification** subtab.
In the **Certified E-Document Status** field, the status is set as **Canceled**.
 - d. To download the XML representation of the e-document, in the **Certified E-Document File** field, click **Download**.
 - e. To download the PDF representation of the e-document, in the **Certified E-Document PDF File** field, click **Download**.
 - f. To send the canceled e-document to the customer, click **Send E-Document**.
10. (Optional) If the status is **Rejected**, you can do the following:
 - a. Click the **E-Document Audit Trail** subtab.
 - b. Review the details.
 - c. Click the **E-Document Certification** subtab.
 - d. In the **Return Message** field, review the message.
 - e. In the **E-Document Certification Return** field, click **View**.
The e-document certification return record opens. In it, you can review more details about the e-document certification.



Note: Review the return message and other error details. Depending on the error, you may need to edit the transaction and generate and send the e-document again.

Correcting Electronic Invoices for Brazil

In Brazil, when you need to amend information or submit additional details about a transaction, you must send an electronic correction letter (CC-e) to the tax authority. Sending the correction letter does not change the certified electronic invoice.

You can only send correction letters to amend electronic invoices for goods (NF-e). You can send up to 20 correction letters to amend the same electronic invoice. Electronic invoices for services (NFS-e) do not support correction letters. If you need to amend an electronic invoice for services, you must cancel the certified e-document and generate and certify a new electronic invoice.

You cannot send a correction letter to amend an e-document in the following cases:

- If the change affects tax calculation, such as the tax basis, tax rate, or the transaction's amount.
- If the change affects the addresses of either the issuer or receiver.

- If the change affects the certification date.

If an error occurs during the e-document generation, review the **E-Document Audit Trail** subtab and the execution logs for the E-Document Generation Service SU script (Script ID: `customscript_ei_generation_service_su`). For more information about script logs, see the help topic [Viewing a List of Script Execution Logs](#).

To correct an electronic invoice in Brazil:

1. Go to Transactions > Sales > Create Invoices > List.
2. Click **View** next to the transaction you want.
3. Click **Create Correction Letter**.
NetSuite creates the correction letter transaction.
4. In the **Correction Text** field, enter the text of the correction letter.
The text must contain a minimum of 15 characters, up to a maximum of 1000 characters.
5. Add the e-document sending information.
 - a. Click the **E-Document** subtab.
 - b. In the **E-Document Package** field, select an e-document package for the transaction.
When you select an e-document package, NetSuite automatically populates the **E-Document Template** and **E-Document Sending Method** fields. You can change the selections if you want.
 - c. (Optional) To enable the sending of the correction letter, in the **E-Document Email Recipient** field, enter the email address that will receive the e-document.
6. Click **Save**.
7. Click **Generate E-Document**.
8. Click **Certify E-Document**.
9. Refresh the page until the **Certified E-Document Status** field in the **E-Document Certification** subtab is set as **Certified** or **Rejected**.
10. (Optional) If the status is **Certified**, you can do the following:
 - a. To download the XML representation of the e-document, in the **Certified E-Document File** field, click **Download**.
 - b. To download the PDF representation of the e-document, in the **Certified E-Document PDF File** field, click **Download**.
 - c. To send the correction letter to the defined e-document email recipient, click **Send E-Document**.
11. (Optional) If the status is **Rejected**, you can do the following:
 - a. Click the **E-Document Audit Trail** subtab.
 - b. Review the details.
 - c. Click the **E-Document Certification** subtab.
 - d. In the **Return Message** field, review the message.
 - e. In the **E-Document Certification Return** field, click **View**.
The e-document certification return record opens. In it, you can review more details about the e-document certification.



Note: Review the return message and other error details. Depending on the error, you may need to edit the transaction and generate and send the e-document again.

Returning Goods for Brazil

In Brazil, when customer return goods to your company, you need to register the transaction on a new electronic invoice for goods (NF-e). Returning goods reverses the sale entirely or partially.

You can record a goods return from a customer in the following cases:

- If the items were not delivered.
- If the customer refuses the delivery.
- If the goods are damaged or present defects covered on the product warranty.

If an error occurs during the e-document generation, review the **E-Document Audit Trail** subtab and the execution logs for the E-Document Generation Service SU script (Script ID: `customscript_ei_generation_service_su`). For more information about script logs, see the help topic [Viewing a List of Script Execution Logs](#).

To return goods for Brazil:

1. Go to Transactions > Sales > Create Invoices > List.
2. Click **View** next to the transaction you want.
3. Click **Return Goods**.
NetSuite creates the goods return transaction.
4. Click the **Items** subtab.
5. (Optional) Review the items being returned.
 - a. If the automatically populated code does not apply, in the **CFOP Code** column, enter the appropriate Código Fiscal de Operação e Prestação (CFOP) code.
NetSuite automatically populates the field with the default return CFOP code for the invoice's CFOP code.
 - b. If only some of the items are being returned, remove the items that are not part of the return.
6. If you are generating an electronic invoice for goods that involves items for shipping, click the **Shipping** subtab.
Enter the relevant information about the shipping carrier and the shipment.
 - a. In the **Name** field, enter the legal name of the shipping carrier.
 - b. In the **Type of Shipping Service** field, select the type of shipping services you hired from the shipping carrier.
 - c. In the **ANTT Code** field, enter the shipping carrier's Agência Nacional de Transportes Terrestres (ANTT) code.
 - d. In the **License Plate** field, enter the license plate number of the vehicle assigned to ship the items.
 - e. In the **State of the License Plate** field, enter the acronym of the state of the vehicle's license plate.
 - f. In the **Federal Tax Registration** field, enter the shipping carrier's federal tax registration number.
 - If the shipping carrier is a company, enter the Cadastro Nacional de Pessoas Jurídicas (CNPJ) number. You can enter the 14-digit number using one of the following formats: 00000000000000 or 00.000.000/0000-00.

- If the shipping carrier is an individual, enter the Cadastro Nacional de Pessoas Físicas (CPF) number. You can enter the 11-digit number using one of the following formats: 00000000000 or 000.000.000-00.

- g. In the **Address** field, enter address of the shipping carrier.

Include the street suffix (for example, avenue, boulevard, road, route, or street), street name, number, and district.

- h. In the **City** field, select the city where the address is located.



Warning: Do not use the browser's autocomplete feature to populate the City field, it can lead the page to stop responding. You can refresh the page if it stops responding, but be aware that this action erases unsaved changes.

- i. In the **State** field, enter the acronym of the state where the address is located.

- j. In the **State Tax Registration** field, enter the shipping carrier's state tax registration number.

In Brazil, the state tax registration number identifies a company subject to state taxes. This tax registration number is issued by the state where the carrier is located. Enter numbers only.

- k. In the **Quantity** field, enter the quantity of items being shipped.

- l. In the **Species** field, enter the type of the shipment or the items being shipped.
For example, boxes, bundles, pallets, or units.

- m. In the **Brand** field, enter the brand of the items being shipped.

- n. In the **Numbering** field, enter the numbering of the shipment or the items being shipped.
You can enter a serial number, inventory number, or any other number that is relevant.

- o. In the **Gross Weight** field, enter the gross weight of the items being shipped.
The gross weight is the total weight of the items and their packaging.

- p. In the **Net Weight** field, enter the net weight of the items being shipped.
The net weight is the total weight of the items without the packaging.

7. Click the **E-Document** subtab.

Add the e-document sending information:

- a. In the **E-Document Template** field, select a template for this transaction.
- b. In the **E-Document Sending Method** field, select the sending method.

If you set default a e-document template and sending method, NetSuite automatically populates these fields. You can change the selections if you want. For more information, see [Defining E-Document Sending Preferences](#).

8. Click **Save**.

NetSuite saves the goods return.

9. Verify if the system generated a number for the e-document.

- a. Click the **E-Document** subtab.
- b. Click the **E-Document Certification** subtab.
- c. In the **Certified E-Document Number** field, verify if NetSuite displays a number.
- d. If the field is clear, click **Edit**.
- e. Click **Save**.

Repeat the previous steps to check if NetSuite assigned a number to the e-document.

10. Click **Generate E-Document**.
11. Click **Certify E-Document**.
12. Refresh the page until the **Certified E-Document Status** field in the **E-Document Certification** subtab is set as **Certified** or **Rejected**.
13. (Optional) If the status is **Certified**, you can do the following:
 - a. To download the XML representation of the e-document, in the **Certified E-Document File** field, click **Download**.
 - b. To download the PDF representation of the e-document, in the **Certified E-Document PDF File** field, click **Download**.
 - c. To send the certified e-document to the customer, click **Send E-Document**.
14. (Optional) If the status is **Rejected**, you can do the following:
 - a. Click the **E-Document Audit Trail** subtab.
 - b. Review the details.
 - c. Click the **E-Document Certification** subtab.
 - d. In the **Return Message** field, review the message.
 - e. In the **E-Document Certification Return** field, click **View**.

The e-document certification return record opens. In it, you can review more details about the e-document certification.



Note: Review the return message and other error details. Depending on the error, you may need to edit the transaction and generate and send the e-document again.

Posting Incoming Electronic Invoices for Brazil

In Brazil, when you acquire goods or services from a vendor, you receive an electronic invoice.

Posting the information from the electronic invoices you receive can be a legal requirement for your business. Incoming e-documents contain information relevant for bookkeeping and reporting purposes.

To post incoming electronic invoices for Brazil:

1. Go to Transactions > Payables > Enter Bills.
2. Fill the required information in the vendor bill transaction form.
For more information, see the help topic [Entering a Vendor Bill](#).
3. Under Primary Information, in the **E-Document Category** field, select the type of e-document you received from the vendor.
4. Click the **Items** subtab.
 - a. Add the items you purchased.
 - b. When adding the items, in the **CFOP Code** column, select the Código Fiscal de Operação e Prestação (CFOP) code that identifies the type of transaction.

If you associated the selected e-document category with a transaction nature record, NetSuite automatically populates the CFOP code with the appropriate default option. You can change it to any other CFOP code you want. For more information, see [Setting Up Transaction Natures for Brazil](#).
5. Click the **E-Document** subtab.
6. Click the **E-Document Certification** subtab.

- a. If you received an electronic invoice for services, do the following:
 - i. Under RPS Details, in the **RPS Series** field, enter the series assigned to this transaction's transitory receipt for services (RPS).
 - ii. In the **RPS Number** field, enter the number assigned to this transaction's transitory receipt for services (RPS).
 - iii. In the **RPS Date** field, enter the date assigned to this transaction's transitory receipt for services (RPS).
 - iv. Under Certified E-Document, in the **Transaction Nature** field, select the transaction nature that applies to this transaction.
 - v. In the **Access Key** field, enter the access key that the tax authority assigned to the e-document you received.
 - vi. If the RPS series is different from the certified series, in the **Certified E-Document Series** field, enter the series of the certified e-document.
 - vii. If the RPS number is different from the certified number, in the **Certified E-Document Number** field, enter the number of the certified e-document.
 - viii. In the **Certification Date** field, enter the date when the e-document was certified by the tax authority.
- b. If you received an electronic invoice for goods, do the following:
 - i. In the **Transaction Nature** field, select the transaction nature that applies to this transaction.
 - ii. In the **Access Key** field, enter the access key that the tax authority assigned to the e-document you received.

When you enter the access key of an electronic invoice for goods, NetSuite automatically populates the **E-Document Model**, **Certified E-Document Series**, and **Certified E-Document Number** fields.
 - iii. In the **Certification Date** field, enter the date when the e-document was certified by the tax authority.

7. Click **Save**.

Generating Electronic Invoices for Inbound Deliveries for Brazil

Inbound delivery transactions are operations in which shipped goods return to the company as an inbound item in the inventory. The following operations are examples of inbound deliveries:

- Free samples
- Goods sent for repair
- Goods sent for industrialization

In Brazil, you must register every inbound delivery transaction on electronic invoices. Generating and certifying an electronic invoice communicates the delivery to the tax authority.

NetSuite automatically considers electronic invoice for goods as the e-document category for inbound delivery transactions.

If an error occurs during the e-document generation, review the **E-Document Audit Trail** subtab and the execution logs for the E-Document Generation Service SU script (Script ID: customscript_ei_generation_service_su). For more information about script logs, see the help topic [Viewing a List of Script Execution Logs](#).

To generate an electronic invoice from an inbound delivery transaction:

1. Go to Transactions > Purchases > Inbound Delivery > New.
2. In the **Vendor** field, under Primary Information, select the vendor.
NetSuite automatically populates the **Vendor Federal Tax Registration**, **Subsidiary**, and **Subsidiary Federal Tax Registration** fields.
3. In the **Account** field, select the GL account to which to post this transaction.
4. To add more information about this transaction to the electronic invoice, do the following:
 - To use a predefined additional information text, in the **Additional Information Preset** field, select an additional information preset.
NetSuite populates the Additional Information field with the predefined text. If you need to provide more information, you can edit the content in the field. For more information, see [Creating Additional Information Presets](#).
 - To add information that is specific about this transaction, in the **Additional Information** field, enter the relevant information.
If the information exceeds the character limit defined by the tax authority, the system truncates the content.
5. Click the **Items** subtab.
 - a. Add the inbound items.
 - b. When adding the items, in the **CFOP Code** column, select the Código Fiscal de Operação e Prestação (CFOP) code that identifies the type of transaction.
If you associated the e-document category with a transaction nature record, NetSuite automatically populates the CFOP code with the appropriate default option. You can change it to any other CFOP code you want. For more information, see [Setting Up Transaction Natures for Brazil](#).
6. Click the **Shipping** subtab.
Enter the relevant information about the shipping carrier and the shipment.
 - a. In the **Name** field, enter the legal name of the shipping carrier.
 - b. In the **Type of Shipping Service** field, select the type of shipping services you hired from the shipping carrier.
 - c. In the **ANTT Code** field, enter the shipping carrier's Agência Nacional de Transportes Terrestres (ANTT) code.
 - d. In the **License Plate** field, enter the license plate number of the vehicle assigned to ship the items.
 - e. In the **State of the License Plate** field, enter the acronym of the state of the vehicle's license plate.
 - f. In the **Federal Tax Registration** field, enter the shipping carrier's federal tax registration number.
 - If the shipping carrier is a company, enter the Cadastro Nacional de Pessoas Jurídicas (CNPJ) number. You can enter the 14-digit number using one of the following formats: 00000000000000 or 00.000.000/0000-00.
 - If the shipping carrier is an individual, enter the Cadastro Nacional de Pessoas Físicas (CPF) number. You can enter the 11-digit number using one of the following formats: 00000000000 or 000.000.000-00.
 - g. In the **Address** field, enter address of the shipping carrier.
Include the street suffix (for example, avenue, boulevard, road, route, or street), street name, number, and district.
 - h. In the **City** field, select the city where the address is located.



Warning: Do not use the browser's autocomplete feature to populate the City field, it can lead the page to stop responding. You can refresh the page if it stops responding, but be aware that this action erases unsaved changes.

- i. In the **State** field, enter the acronym of the state where the address is located.
 - j. In the **State Tax Registration** field, enter the shipping carrier's state tax registration number.
In Brazil, the state tax registration number identifies a company subject to state taxes. This tax registration number is issued by the state where the carrier is located. Enter numbers only.
 - k. In the **Quantity** field, enter the quantity of items being shipped.
 - l. In the **Species** field, enter the type of the shipment or the items being shipped.
For example, boxes, bundles, pallets, or units.
 - m. In the **Brand** field, enter the brand of the items being shipped.
 - n. In the **Numbering** field, enter the numbering of the shipment or the items being shipped.
You can enter a serial number, inventory number, or any other number that is relevant.
 - o. In the **Gross Weight** field, enter the gross weight of the items being shipped.
The gross weight is the total weight of the items and their packaging.
 - p. In the **Net Weight** field, enter the net weight of the items being shipped.
The net weight is the total weight of the items without the packaging.
7. Click the **E-Document** subtab.
Add the e-document sending information:
 - a. In the **E-Document Template** field, select a template for this transaction.
 - b. In the **E-Document Sending Method** field, select the sending method.
If you set a default e-document template and sending method, NetSuite automatically populates these fields. You can change the selections if you want. For more information, see [Defining E-Document Sending Preferences](#).
 8. Click the **E-Document Certification** subtab.
 - a. In the **Certified E-Document Series** field, under Certified E-Document Details, select the series assigned to this transaction's e-document.
If you associated a default series for the combination of subsidiary, e-document category, and tax authority you are using, NetSuite automatically populates the series. You can change it to any other series associated with the same combined information. For more information, see [Creating E-Document Series](#).
 - b. In the **Transaction Nature** field, select the transaction nature that applies to this transaction.
NetSuite only displays transaction natures associated with the e-document category. If you associated the e-document category with a transaction nature record, NetSuite automatically populates the transaction nature. You can change it to any other transaction nature. For more information, see [Setting Up Transaction Natures for Brazil](#).
 - c. (Optional) If you want this electronic invoice to reference another electronic invoice, in the **Referenced Electronic Invoice** field, enter the access key of the existing e-document.
The access key of the referenced electronic invoice must be 44 characters long.
 9. Click **Save**.
NetSuite saves the inbound delivery transaction.

10. Verify if the system generated a number for the e-document.
 - a. Click the **E-Document** subtab.
 - b. Click the **E-Document Certification** subtab.
 - c. Verify the **Certified E-Document Number** field.
 - d. If the field is clear, click **Edit**.
 - e. Click **Save**.

Repeat the previous steps to check if NetSuite assigned a number to the e-document.
11. Click **Generate E-Document**.
12. Click **Certify E-Document**.
13. Refresh the page until the **Certified E-Document Status** field on the **E-Document Certification** subtab is set as **Certified** or **Rejected**.
14. (Optional) If the status is **Certified**, you can do the following:
 - a. To download the XML representation of the e-document, in the **Certified E-Document File** field, click **Download**.
 - b. To download the PDF representation of the e-document, in the **Certified E-Document PDF File** field, click **Download**.
 - c. To send the certified e-document to the customer, click **Send E-Document**.
15. (Optional) If the status is **Rejected**, you can do the following:
 - a. Click the **E-Document Audit Trail** subtab.
 - b. Review the details.
 - c. Click the **E-Document Certification** subtab.
 - d. In the **Return Message** field, review the message.
 - e. In the **E-Document Certification Return** field, click **View**.

The e-document certification return record opens. In it, you can review more details about the e-document certification.



Note: Review the return message and other error details. Depending on the error, you may need to edit the transaction and generate and send the e-document again.

16. (Optional) To view the delivery journal generated from this transaction, click the **Related Records** subtab.

Delivery journals are transactions that post inbound deliveries to ledger accounts.

Generating Electronic Invoices for Outbound Deliveries for Brazil

Outbound delivery transactions are noncommercial operations in which your company ships goods from the inventory to another facility. The following operations are examples of outbound deliveries:

- Free samples
- Donations
- Goods sent for repair that you do not post in payables or receivables accounts
- Goods sent for industrialization that you post in payables or receivables accounts

In Brazil, you must register every outbound delivery transaction on electronic invoices. Generating and certifying an electronic invoice communicates the delivery to the tax authority.

NetSuite automatically considers electronic invoice for goods as the e-document category for outbound delivery transactions.

If an error occurs during the e-document generation, review the **E-Document Audit Trail** subtab and the execution logs for the E-Document Generation Service SU script (Script ID: `customscript_ei_generation_service_su`). For more information about script logs, see the help topic [Viewing a List of Script Execution Logs](#).

To generate an electronic invoice from an outbound delivery transaction:

1. Go to Transactions > Sales > Outbound Delivery > New.
2. In the **Customer** field, under Primary Information, select the customer.
 NetSuite automatically populates the **Customer Federal Tax Registration**, **Subsidiary**, and **Subsidiary Federal Tax Registration** fields.
3. In the **Location** field, select the location in which you want to register the transaction.
4. To add more information about this transaction to the electronic invoice, do the following:
 - To use a predefined additional information text, in the **Additional Information Preset** field, select an additional information preset.
 NetSuite populates the Additional Information field with the predefined text. If you need to provide more information, you can edit the content in the field. For more information, see [Creating Additional Information Presets](#).
 - To add information that is specific about this transaction, in the **Additional Information** field, enter the relevant information.
 If the information exceeds the character limit defined by the tax authority, the system truncates the content.
5. Click the **Items** subtab.
 - a. Add the outbound items.
 - b. When adding the items, in the **CFOP Code** column, select the Código Fiscal de Operação e Prestação (CFOP) code that identifies the type of transaction.
 If you associated the e-document category with a transaction nature record, NetSuite automatically populates the CFOP code with the appropriate default option. You can change it to any other CFOP code you want. For more information, see [Setting Up Transaction Natures for Brazil](#).
6. Click the **Shipping** subtab.
 Enter the relevant information about the shipping carrier and the shipment.
 - a. In the **Name** field, enter the legal name of the shipping carrier.
 - b. In the **Type of Shipping Service** field, select the type of shipping services you hired from the shipping carrier.
 - c. In the **ANTT Code** field, enter the shipping carrier's Agência Nacional de Transportes Terrestres (ANTT) code.
 - d. In the **License Plate** field, enter the license plate number of the vehicle assigned to ship the items.
 - e. In the **State of the License Plate** field, enter the acronym of the state of the vehicle's license plate.
 - f. In the **Federal Tax Registration** field, enter the shipping carrier's federal tax registration number.
 - If the shipping carrier is a company, enter the Cadastro Nacional de Pessoas Jurídicas (CNPJ) number. You can enter the 14-digit number using one of the following formats: 00000000000000 or 00.000.000/0000-00.

- If the shipping carrier is an individual, enter the Cadastro Nacional de Pessoas Físicas (CPF) number. You can enter the 11-digit number using one of the following formats: 00000000000 or 000.000.000-00.

- g. In the **Address** field, enter address of the shipping carrier.

Include the street suffix (for example, avenue, boulevard, road, route, or street), street name, number, and district.

- h. In the **City** field, select the city where the address is located.



Warning: Do not use the browser's autocomplete feature to populate the City field, it can lead the page to stop responding. You can refresh the page if it stops responding, but be aware that this action erases unsaved changes.

- i. In the **State** field, enter the acronym of the state where the address is located.

- j. In the **State Tax Registration** field, enter the shipping carrier's state tax registration number.

In Brazil, the state tax registration number identifies a company subject to state taxes. This tax registration number is issued by the state where the carrier is located. Enter numbers only.

- k. In the **Quantity** field, enter the quantity of items being shipped.

- l. In the **Species** field, enter the type of the shipment or the items being shipped.
For example, boxes, bundles, pallets, or units.

- m. In the **Brand** field, enter the brand of the items being shipped.

- n. In the **Numbering** field, enter the numbering of the shipment or the items being shipped.
You can enter a serial number, inventory number, or any other number that is relevant.

- o. In the **Gross Weight** field, enter the gross weight of the items being shipped.
The gross weight is the total weight of the items and their packaging.

- p. In the **Net Weight** field, enter the net weight of the items being shipped.
The net weight is the total weight of the items without the packaging.

7. Click the **E-Document** subtab.

Add the e-document sending information:

- a. In the **E-Document Template** field, select a template for this transaction.
- b. In the **E-Document Sending Method** field, select the sending method.

If you set a default e-document template and sending method, NetSuite automatically populates these fields. You can change the selections if you want. For more information, see [Defining E-Document Sending Preferences](#).

8. Click the **E-Document Certification** subtab.

- a. In the **Certified E-Document Series** field, under Certified E-Document Details, select the series assigned to this transaction's e-document.

If you associated a default series for the combination of subsidiary, e-document category, and tax authority you are using, NetSuite automatically populates the series. You can change it to any other series associated with the same combined information. For more information, see [Creating E-Document Series](#).

- b. In the **Transaction Nature** field, select the transaction nature that applies to this transaction.

NetSuite only displays transaction natures associated with the e-document category. If you associated the e-document category with a transaction nature record, NetSuite automatically populates the transaction nature. You can change it to any other transaction nature. For more information, see [Setting Up Transaction Natures for Brazil](#).

- c. (Optional) If you want this electronic invoice to reference another electronic invoice, in the **Referenced Electronic Invoice** field, enter the access key of the existing e-document.

The access key of the referenced electronic invoice must be 44 characters long.

9. Click **Save**.

NetSuite saves the outbound delivery transaction.

10. Verify if the system generated a number for the e-document.

- a. Click the **E-Document** subtab.
- b. Click the **E-Document Certification** subtab.
- c. Verify the **Certified E-Document Number** field.
- d. If the field is clear, click **Edit**.
- e. Click **Save**.

Repeat the previous steps to check if NetSuite assigned a number to the e-document.

11. Click **Generate E-Document**.

12. Click **Certify E-Document**.

13. Refresh the page until the **Certified E-Document Status** field on the **E-Document Certification** subtab is set as **Certified** or **Rejected**.

14. (Optional) If the status is **Certified**, you can do the following:

- a. To download the XML representation of the e-document, in the **Certified E-Document File** field, click **Download**.
- b. To download the PDF representation of the e-document, in the **Certified E-Document PDF File** field, click **Download**.
- c. To send the certified e-document to the customer, click **Send E-Document**.

15. (Optional) If the status is **Rejected**, you can do the following:

- a. Click the **E-Document Audit Trail** subtab.
- b. Review the details.
- c. Click the **E-Document Certification** subtab.
- d. In the **Return Message** field, review the message.
- e. In the **E-Document Certification Return** field, click **View**.

The e-document certification return record opens. In it, you can review more details about the e-document certification.



Note: Review the return message and other error details. Depending on the error, you may need to edit the transaction and generate and send the e-document again.

Canceling Electronic Invoices for Inbound or Outbound Deliveries for Brazil

In Brazil, if a delivery is canceled after the electronic invoice is certified, you must cancel the e-document. Canceling an electronic invoice revokes the e-document certified by the tax authority.

You can cancel an electronic invoice for an inbound or outbound delivery in the following cases:

- If you identify errors on the information provided in the original transaction.
- If you identify errors on the tax calculation.
- If the vendor or customer gives up on the transaction.

In general, you can cancel an electronic invoice for goods (NF-e) in Brazil up to 24 hours after its certification by the tax authority. Before you try to cancel an electronic invoice, verify the deadlines and requirements set by the tax authority that certified it.

If an error occurs during the e-document generation, review the **E-Document Audit Trail** subtab and the execution logs for the E-Document Generation Service SU script (Script ID: `customscript_ei_generation_service_su`). For more information about script logs, see the help topic [Viewing a List of Script Execution Logs](#).

To cancel an electronic invoice for an inbound or outbound delivery:

1. Access the transaction whose electronic invoice you want to cancel.
 - To cancel an e-document from an inbound delivery, go to Transactions > Purchases > Inbound Delivery > List.
 - To cancel an e-document from an outbound delivery, go to Transactions > Sales > Outbound Delivery > List.
2. Click **View** next to the transaction you want.
3. Click **Cancel E-Document**.
NetSuite creates the e-document cancellation transaction.
4. Add the e-document sending information.
 - a. Click the **E-Document** subtab.
 - b. In the **E-Document Template** field, select a template for this transaction.
 - c. In the **E-Document Sending Method** field, select the sending method.
If you set a default e-document template and sending method, NetSuite automatically populates these fields. You can change the selections if you want. For more information, see [Defining E-Document Sending Preferences](#).
You can only edit these two fields. Keep any information derived from the invoices's certified e-document unchanged.
5. Click **Save**.
6. Click **Generate E-Document**.
7. Click **Certify E-Document**.
8. Refresh the page until the **Certified E-Document Status** field in the **E-Document Certification** subtab is set as **Certified** or **Rejected**.
9. (Optional) If the status is **Certified**, you can do the following:
 - a. In the **Created From** field, click the link with the invoice number.
The invoice opens. The invoice status is **Paid in Full**.
 - b. Click the **E-Document** subtab.
 - c. Click the **E-Document Certification** subtab.
In the **Certified E-Document Status** field, the status is set as **Canceled**.
 - d. To download the XML representation of the e-document, in the **Certified E-Document File** field, click **Download**.
 - e. To download the PDF representation of the e-document, in the **Certified E-Document PDF File** field, click **Download**.

- f. To send the canceled e-document to the customer, click **Send E-Document**.
10. (Optional) If the status is **Rejected**, you can do the following:
 - a. Click the **E-Document Audit Trail** subtab.
 - b. Review the details.
 - c. Click the **E-Document Certification** subtab.
 - d. In the **Return Message** field, review the message.
 - e. In the **E-Document Certification Return** field, click **View**.

The e-document certification return record opens. In it, you can review more details about the e-document certification.



Note: Review the return message and other error details. Depending on the error, you may need to edit the transaction and generate and send the e-document again.

Payments for Brazil

The Brazil Localization SuiteApp provides features to help you receive installment payments, charge fines and interests, and exchange information with your bank about your electronic payments.

For more information about payments for Brazil, see the following topics:

- [Setup for Payments for Brazil](#)
- [Payment Information in Transactions for Brazil](#)
- [Applying Fine and Interest Charges for Brazil](#)
- [Generating CNAB Delivery Files for Brazil](#)
- [Importing CNAB Return Files for Brazil](#)
- [Downloading Bank Slips for Brazil](#)
- [Troubleshooting CNAB Files Processing](#)

Setup for Payments for Brazil

Before you start making and receiving payments in NetSuite for Brazil, you must set up terms of payments, bank details, and other required information.

- Ensure you have the LATAM File Builder SuiteApp installed.
LATAM File Builder is a prerequisite for installing Brazil Localization. For more information, see [Prerequisites for Installing the Brazil Localization SuiteApp](#).
- Set up fine and interest items for Brazil.
Brazil Localization creates two items to account for fine and interest amounts. You need to set up these two items to ensure they work properly in your account. For more information, see [Setting Up Fine and Interest Items for Brazil](#).
- Create installment terms of payments for Brazil.
Create term of payment records to account for the interest and fine rates that NetSuite should calculate on late payments. For more information, see [Creating Installment Terms of Payment for Brazil](#).
- Create or set up existing bank records for Brazil.
Brazil Localization creates a set of predefined bank records on your account. You can create records for banks that are not included, or set up the existing banks to your payment needs. For more information, see [Creating Bank Records for Brazil](#).

- Create banking information records.

Create a record to store your company's bank account in Brazil and preferences to use the Centro Nacional de Automação Bancária (CNAB) system. For more information, see [Creating Banking Information Records for Brazil](#).

- Add your vendors' payment preferences.

To make payments to vendors, add their payment preferences to the vendor record. For more information, see [Setting Up Customers or Vendors for Brazil](#).

Setting Up Fine and Interest Items for Brazil

The Brazil Localization SuiteApp provides two items to account for fine and interest amounts. NetSuite uses the **FineCharge** and **InterestCharge** items in fine and interest transactions you create for Brazil.

You must set up these two items to ensure they work properly in your account. You should define the subsidiaries to which they apply and the account to which to post their amounts.

For more information about fine and interests, see [Applying Fine and Interest Charges for Brazil](#).

To set up fine and interest items:

1. Go to Lists > Accounting > Items.
2. Click **Edit** next to the item named **FineCharge** or **InterestCharge**.
3. If you have subsidiaries in multiple countries, in the **Subsidiary** field, clear the selection of the subsidiaries located outside of Brazil.

By default, NetSuite automatically selects all the subsidiaries from your account. However, the fine and interest items should not be associated with subsidiaries outside of Brazil. Keep the selection to Brazilian subsidiaries only.
4. Click the **Accounting** subtab.
5. In the **Income Account** field, select the account to which to post the fine or interest amounts.
6. Click **Save**.

Creating Installment Terms of Payment for Brazil

In Brazil, installments can be subject to interest and fine rates. You can set up your term of payment records to account for the interest and fine rates that NetSuite should calculate on late payments.

To create an installment term of payment for Brazil:

1. Go to Setup > Accounting > Setup Tasks > Accounting Lists > New.
2. Click **Term**.
3. Check the **Installment** box.
4. Fill the relevant information.

For more information, see the help topics [Creating Terms of Payment](#) and [Creating Installments](#).
5. In the **% Daily Interest for Installments** field, enter the percentage of daily interest to apply if the invoice is paid late.
6. In the **% Fine for Installments** field, enter the percentage of the fine to apply if the invoice is paid late.

NetSuite applies the fine on the invoice's original amount, prior to interests.

7. Click **Save**.

Finding Predefined Bank Slip Templates for Brazil

NetSuite uses bank slip templates to generate bank slips for Brazil. The bank slip is an offline payment method usually printed as a PDF file.

To use the bank slip template, you must associate it with a bank record.

The Brazil Localization SuiteApp provides a predefined bank slip template for the following banks:

- Banco Bradesco
- Banco do Brasil
- Banco Itaú
- Banco Santander

To find the predefined bank slip template files for Brazil:

1. Go to Documents > Files > File Cabinet
2. In the sidebar or list, click **SuiteApps**.
The folders within this folder appear.
3. Click the **com.brazillocalization** folder.
The folders within this folder appear.
4. Click the **src** folder.
The folders within this folder appear.
5. Click the **Bank Slip Templates** folder.
The folders within this folder appear.
6. Find the bank with which you register bank slips, and then click its folder name.
The files within this folder appear.
7. (Optional) To transfer the template to your local device, click **Download** next to the file.
You can download and customize the predefined templates according to your business needs. You can then upload the customized template to your account's File Cabinet and associate it with a bank record. For more information, see the help topic [Uploading Files to the File Cabinet](#).

Creating Bank Records for Brazil

Bank records contain information about Brazilian banks and settings required for using electronic bank payments with the Centro Nacional de Automação Bancário (CNAB) system.

When you install Brazil Localization, the SuiteApp creates a set of predefined bank records on your account. All the predefined bank records include information such as the bank's code in the national checks clearance system, known as Sistema de Compensação de Cheques e Outros Papéis (COMPE), and its identification code in the Sistema de Pagamentos Brasileiro (SPB).

A few predefined bank records include additional information, such as the template and plug-in required to generate bank slips, and the CNAB file layouts required to generate delivery files and process return files.

You can edit the predefined records or create new records for banks that are not included in the predefined set.

To create a bank record for Brazil:

1. Go to Setup > Brazil Localization > Bank > New.
2. In the **Name** field, enter the name of the bank.
3. In the **COMPE Code** field, enter the 3-digit code that identifies the bank in the COMPE system.
This code is the most commonly used way to identify a bank in a transaction. The COMPE code is assigned by the Brazil Central Bank.
4. In the **ISPB Code** field, enter the 8-digit code that identifies the bank in the SPB system.
The ISPB code is assigned by the Brazil Central Bank.
5. If you generate delivery files for this bank, in the **Delivery Files Folder ID** field, enter the internal ID of the File Cabinet folder in which to save the generated delivery files.

To find a File Cabinet folder's internal ID:

- a. Set the **Show Internal IDs** preference.
For more information, see the help topic [Setting the Show Internal IDs Preference](#).
- b. Go to Documents > Files > File Cabinet.
- c. Find the folder to which you want to save the delivery files.
- d. Verify the folder's internal ID on the **Internal ID** column.

Take note of the ID to enter it in the **Bank Slips Folder ID** field.

When you enter an internal ID in this field, the **Delivery Files Folder** field displays the name of the folder that matches the ID you entered.

If you do not select a folder, NetSuite saves delivery files in the User Documents folder (ID -20).

6. If you generate and register bank slips with this bank, do the following:
 - a. In the **Bank Slips Folder ID** field, enter the internal ID of the File Cabinet folder in which to save the generated bank slips.

To find a File Cabinet folder's internal ID:

- i. Set the **Show Internal IDs** preference.
For more information, see the help topic [Setting the Show Internal IDs Preference](#).
- ii. Go to Documents > Files > File Cabinet.
- iii. Find the folder to which you want to save the bank slips.
- iv. Verify the folder's internal ID on the **Internal ID** column.

Take note of the ID to enter it in the **Bank Slips Folder ID** field.

When you enter an internal ID in this field, the **Bank Slip Folder** field displays the name of the folder that matches the ID you entered.

If you do not select a folder, NetSuite saves bank slips in the User Documents folder (ID -20).


- b. In the **Bank Slip Plug-In** field, select the Bank Slip plug-in implementation you want to use with this bank.
The plug-in implementation contains the methods and parameters required to generate the bank slips for this bank. This field only lists plug-in implementation records with the Bank Slip plug-in type.
- c. In the **Bank Slip Template** field, select the bank slip template from your account's file cabinet.

NetSuite uses the template to generate bank slips for the bank. The Brazil Localization SuiteApp provides predefined templates for a few banking institutions. For more information, see [Finding Predefined Bank Slip Templates for Brazil](#).

- d. In the **Logo** field, select or upload the logo image you want to use on all bank slips generated for this bank.

If you have already uploaded the logo your File Cabinet, select it. If you have not, you can upload it directly from the bank record. NetSuite supports common image file formats, such as BMP, GIF, JPG, and PNG.

To upload the logo image:

- i. Hover over the **File** field.
 - ii. Click the plus icon .
- The File window opens.
- iii. In the **Attach From** field, select **Computer** to attach a file from your local storage, or **Web** to attach a file by linking it from the internet.
 - iv. In the **File Name** field, enter a name for the file.
 - v. In the **Folder** field, select the File Cabinet folder to which to save the file.
 - vi. If you are attaching a file from the web, in the **URL** field, enter the URL to the file.
 - vii. If you are attaching a file from your computer, in the **Select File** field, click **Browse** and find the file you want to upload to NetSuite.
 - viii. In the **Character Encoding** field, select the proper character encoding for the file.
 - ix. Click **Save**.

7. Click the **CNAB Layouts** subtab.
8. To associate CNAB 400 layouts with the bank, do the following:
 - a. In the **Delivery File Layout for CNAB 400** field, select the file layout you want to use to generate delivery files for the bank.
 - b. In the **Return File Layout for CNAB 400** field, select the file layout you want to use to process return files you receive from the bank.
9. To associate CNAB 240 layouts with the bank, do the following:
 - a. In the **Delivery File Layout for CNAB 240** field, select the file layout you want to use to generate delivery files for the bank.
 - b. In the **Return File Layout for CNAB 240** field, select the file layout you want to use to process return files you receive from the bank.
10. To associate CNAB 750 layouts with the bank, do the following:
 - a. In the **Delivery File Layout for CNAB 750** field, select the file layout you want to use to generate delivery files for the bank.
 - b. In the **Return File Layout for CNAB 750** field, select the file layout you want to use to process return files you receive from the bank.
11. Click **Save**.

Creating Banking Information Records for Brazil

The banking information record stores details about your company's bank account in Brazil and your preferences to use the Centro Nacional de Automação Bancária (CNAB) system.

Create banking information records for the subsidiaries that receive electronic bank payments in Brazil.

To create a banking information record for Brazil:

1. Go to Setup > Brazil Localization > Banking Information > New.
2. In the **Name** field, enter a name to identify the banking information record.

3. In the **Subsidiary** field, select the company you want to associate with the bank account and the CNAB preferences.
4. In the **Bank** field, select the bank in which you maintain your company's bank account.
5. In the **Bank Account Type** field, choose the type of account your company maintains at the selected bank.
6. In the **Branch Number** field, enter the number that identifies the bank branch where your company maintains the account.
7. In the **Branch Check Digit** field, enter the check digit that identifies the bank branch where your company maintains the account.
8. In the **Account Number** field, enter your company's bank account number.
9. In the **Account Check Digit** field, enter your company's bank account check digit.
10. In the **Bank GL Account** field, select the GL account to which to post payment amounts.
NetSuite posts both on time and late payments to the selected account. If you do not select an account, payment amounts will be posted to the Undeposited Funds account.
11. To associate CNAB 400 preferences with the banking information record, do the following:
 - a. Check the **CNAB 400** box.
 - b. Click the **CNAB 400** subtab.
 - c. In the **Agreement Number** field, enter the number of your agreement with the bank.
The bank agreement enables you to use the CNAB system to register payments.
 - d. In the **Beneficiary Code** field, enter your company's beneficiary code.
 - e. In the **Current Nosso Número** field, enter the number that should be assigned to the next bank slip you generate.
 - If you didn't generate bank slips before using NetSuite, enter **1**.
 - If you generated bank slips before using NetSuite, enter the number following the Nosso Número assigned to the last bank slip you generated.
 NetSuite numbers your bank slips starting from the number you enter in this field.
 - f. In the **Bank Security Type** field, select the type of bank security the bank slips stand for.
 - g. In the **Billing Portfolio** field; select the billing portfolio you want to use to register your bank slips with the bank.
 - h. If you register your bank slips with Banco do Brasil, in the **Billing Portfolio Variation** field, enter the variation code for the billing portfolio you selected in the **Billing Portfolio** field.
 - i. To print guidelines about the payment in the body of your bank slips, in the **Bank Slips Instructions** field, enter the instructions you want to include.
The instructions can be up to 320 characters long and have up to 4 line breaks.
 - j. To include a billing instruction in your bank slips, in the **First Billing Instruction** field, select the billing instruction you want.
The billing instruction appears on the body of the generated bank slip. The instruction provides the bank with information about the billing. The billing instruction can call for fine or discount amounts, for instance.
 - k. To include an additional billing instruction in your bank slips, in the **Second Billing Instruction** field, select the instruction.
 - l. If you selected a billing instruction that calls for the protest of the bank slips after their due dates, in the **Days Until Protest** field, enter the number of days to enforce the protest.
A protest is an extrajudicial collection of debts. When you protest a bank slip, you legally recognize the non-payment of the slip.

- m. To set the Aceite (Acceptance) field in the bank slip as accepted, check the **Payer's Acceptance** box.
In bank slips, the Aceite field indicates if the payer accepted the bank slip, recognizing it as their liability. If you check the box, the field is set as S, which stands for accepted. If the box is clear, the field is set as N, which stands for not accepted.
 - n. In the **Days Until Fine** field, enter the number of days to enforce fines on late payments.
You can define the fine rate in the term of payment. For more information, see [Creating Installment Terms of Payment for Brazil](#).
 - o. To grant discounts on early payments, in the **Days Until Cut-Off Date for Granting Discount** field, enter the number of days prior to the due date the discount applies.
 - p. In the **Current Delivery File Number** field, enter the number that should be assigned to the next delivery file you generate.
 - If you never sent delivery files to the bank before using NetSuite, enter **1**.
 - If you sent delivery files to the bank before using NetSuite, enter the number following the one assigned to the last delivery file you generated.
 NetSuite numbers your delivery files starting from the number you enter in this field.
 - q. To enable installments to be paid past the due date, in the **Grace Period (Days)** field, enter the number of days after the installment's due date you want to define for the grace period.
After the grace period, the bank slip associated with the installment expires and the payment is no longer possible. If you do not define a grace period, the bank slip expires on the installment's due date.
12. To associate CNAB 240 preferences with the banking information record, do the following:
- a. Check the **CNAB 240** box.
 - b. Click the **CNAB 240** subtab.
 - c. In the **Agreement Number** field, enter the number of your agreement with the bank.
The bank agreement enables you to use the CNAB system to register payments.
13. To associate CNAB 750 preferences with the banking information record, do the following:
- a. Check the **CNAB 750** box.
 - b. Click the **CNAB 750** subtab.
 - c. In the **Agreement Number** field, enter the number of your agreement with the bank, which enables you to use the CNAB system to register your payments.
 - d. To grant discounts on early payments, in the **Days Until Cut-Off Date for Granting Discount** field, enter the number of days prior to the due date the discount applies.
 - e. To enable installments to be paid past the due date, in the **Grace Period (Days)** field, enter the number of days after the installment's due date you want to define for the grace period.
After the grace period, the dynamic QR code associated with the installment expires and the payment is no longer possible. If you do not define a grace period, the dynamic QR code expires on the installment's due date.
 - f. In the **Current Delivery File Number** field, enter the number that should be assigned to the next delivery file you generate.
 - If you never sent delivery files to the bank before using NetSuite, enter **1**.
 - If you sent delivery files to the bank before using NetSuite, enter the number following the one assigned to the last delivery file you generated.
 NetSuite numbers your delivery files starting from the number you enter in this field.
 - g. Add Pix keys.

A Pix key is an alias that identifies a checking account. You can associate up to 20 Pix keys with one banking record. Each key is unique, so you cannot add a Pix key that is already associated with a banking information record.

To add a Pix key, do the following:

- i. In the **Key Type** field, select the type of Pix key you want to associate with the bank account.

Brazil Localization supports the following key types:

- Federal tax registration number
- Email address
- Mobile phone number
- Random key

- ii. In the **Pix Key** field, enter the Pix key.

Some types of key require a specific number of characters:

- **Federal tax registration number** – Depends on the type of tax registration:
 - Cadastro de Pessoas Físicas (CPF) – 11 characters
 - Cadastro Nacional de Pessoas Jurídicas (CNPJ) – 14 characters
- **Mobile phone number** – 14 characters

When entering a mobile phone number, include the country and area code before the phone number. For example, +55 XX XXXXXXXXX.

- iii. Click **Add**.

Repeat the previous steps to add multiple keys.

14. Click **Save**.

Payment Information in Transactions for Brazil

For more information about how to add the information required to receive or make electronic bank payments for Brazil, see the following topics:

- [Adding Payment Information in Invoices for Brazil](#)
- [Adding Payment Information in Vendor Bills for Brazil](#)

Adding Payment Information in Invoices for Brazil

To receive payments through bank transfers, bank slips, or Pix payments, include payment details on your invoice transactions.

To add payment information in an invoice:

1. Go to Go to Transactions > Sales > Create Invoices.
2. Click the **Billing** subtab.
3. In the **Terms** field, select the term of payment that applies to the invoice.
4. In the **Banking Information** field, select the banking information you want to associate with this transaction.

Your company's banking information includes your bank account details and payment preferences for Brazil, such as the settings to use the CNAB system and generate electronic bank files.

5. On the Installments sublist, click the first row.
6. In the **Payment Method** column, select the payment method you want to use to receive the payment.
7. If you selected **Bank Transfer** as the payment method and you are receiving a Pix payment, do the following:
 - a. In the **Pix Transfer Method** field, select the method with which you want to receive the payment.
 - b. In the **Pix Key** field, select the Pix key with which you want to receive the payment for this installment.
8. Click **OK**.

If the invoice has multiple installments, NetSuite automatically populates the aforementioned columns for all the rows on the Installments sublist. If something changes from one installment to another, manually edit each installment.

Adding Payment Information in Vendor Bills for Brazil

To pay vendors through bank transfer, Pix, or bank slips, and to pay tax agencies, and utility companies bills, include payment details on vendor bill transactions.

To add payment information in a vendor bill:

1. Go to Transactions > Payables > Enter Bills.
2. Click the **Billing** subtab.
3. In the **Terms** field, select the term of payment that applies to the bill.
4. On the Installments sublist, click the first row.
5. In the **Payment Method** column, select the payment method you want to use to pay the vendor.
6. In the **Subsidiary Banking Information** column, select the banking information you want to associate with this transaction.

Your company's banking information includes your bank account details and payment preferences for Brazil, such as the settings to use the CNAB system and generate electronic bank files.

7. In the **Vendor Payment Preferences** column, select the payment information you want to use to pay the vendor.
8. In the **Type of Payment** column, select the type of payment you want to make.
9. In the **Type of Service** column, select the type of service you want to use to make the payment.
10. If you selected **Bank Transfer** as the payment method, do the following:

- a. If you are making a Documento de Crédito (DOC) or a Transferência Eletrônica Disponível (TED) transfer, do the following:
 - i. In the **Central Clearing House** column, select the central clearing house you want to use to process the payment.
 - ii. If you are making a DOC transfer, in the **DOC Purpose** column, select the purpose of the transfer.
 - iii. If you are making a TED transfer, in the **TED Purpose** column, select the purpose of the transfer.
- b. If you making a Pix payment, in the **QR Code** column, enter the string of the QR code the vendor sent you.

11. If you selected **Bank Slip** or **Tax or Utility Bill** as the payment method, in the **Bar Code** field, enter the bar code or numeric identification of the bank slip or bill.
The bar code must have either 44 characters or 47 characters.
12. Click **Ok**.
If the bill has multiple installments, NetSuite automatically populates the aforementioned columns for all the rows on the Installments sublist. If something changes from one installment to another, manually edit each installment.
13. Click **Save**.

Applying Fine and Interest Charges for Brazil

In Brazil, overdue balances can be subject to fine and interest charges.

If you set fine and interest rates on your terms of payment, you can calculate the charges and apply them to the installments past due. This creates fine and interest transactions, which are related to the original invoices.

If you did not set fine and interest rates on your terms of payment, you can enter the fine and interest amounts manually on the Fine and Interest Charges page.

For more information about setting fine and interest rates, see [Creating Installment Terms of Payment for Brazil](#).

To apply fine and interest charges for Brazil:

1. Go to Transactions > Sales > Fine and Interest > New.
2. In the **Subsidiary** field, select the subsidiary involved in the transactions for which you want to charge fines and interests.
3. (Optional) To search installments from a specific customer, in the **Customer** field, select the customer.
4. In the **Period** field, select the start and end due date of the installments to determine the period for the search.
5. Click **Search**.
NetSuite lists the installments that match the search criteria and displays the fine and interest amounts calculated.
6. Check the box next to each installment to apply charges to it.



Tip: To select all the installments listed on a page, check the box on the table header.

7. (Optional) If necessary, you can change the following information about the payment of any of the installments:
 - In the **Payment Date** column, select the date of the payment
 - In the **Fine** column, enter a fine amount.
 - In the **Interest** column, enter an interest amount.
8. Click **Apply Charges**.
NetSuite creates the fine and interest transactions for the installments you selected. When the creation is complete, NetSuite sends you an email notification.
9. (Optional) To view the fine and interest transactions, go to Transactions > Sales > Fine and Interest.

The default list view opens. In the **View** field, you can switch to the **Fines and Interests Default** view to see additional columns.

Generating CNAB Delivery Files for Brazil

The Centro Nacional de Automação Bancária (CNAB) system is a Brazilian solution that establishes an interface for information exchange between companies, banks, and customers. The system provides payment file standards that enable the communication with banking institutions.

In Brazil, a delivery file is a payment file that contains information about your company's transactions involving bank payments, which you want to register with the bank.

For instance, if you use bank slips to receive payments, you need to register them with the bank before sending them to your customer. The bank slip is an offline payment method exclusive to Brazil.

With the Brazil Localization SuiteApp, you can generate delivery files based on the installments of your NetSuite transactions.

The SuiteApp provides predefined layouts for the following standards and banks:

■ CNAB 240

- Banco Bradesco
- Banco do Brasil

Pix payments are currently not supported for this bank.

- Banco Itaú
- Banco Santander

■ CNAB 400

- Banco Bradesco
- Banco do Brasil
- Banco Itaú
- Banco Santander

■ CNAB 750

- Febraban (Federação Brasileira de Bancos)

To generate a CNAB delivery file:

1. Go to Transactions > Bank > CNAB Delivery Files > New.
2. In the **Subsidiary** field, select the subsidiary involved in the transactions for which you want to generate the file.
3. In the **Standard** field, choose the CNAB standard with which you want to generate the file.
To receive payments, choose **CNAB 400** or **CNAB 750**. To make payments, choose **CNAB 240**.
4. In the **Banking Information** field, select the banking information record with which you want to associate the generated file.
The banking information record contains details about your company's bank account and other preferences related to CNAB files.
5. In the **Period** field, select the start and end due date of the installments to determine the period for the search.
6. (Optional) If you are receiving payments and want to search transactions from a specific customer, in the **Customer** field, select the customer.

7. (Optional) If you are making payments and want to define a specific payment date, in the **Scheduled Date of Payment** field, select the date in which you will pay the installment.
NetSuite applies this payment date to all installments in the CNAB file you are generating. If you do not select a payment date, the system sets each installment's due date as the payment date.
8. (Optional) If you are making payments and want to search transactions from a specific vendor, in the **Vendor** field, select the vendor.
9. Click **Search**.
10. Check the box next to each installment to include it in the delivery file.



Tip: To select all the installments listed on a page, check the box on the table header.

11. Click **Generate File**.
The CNAB Delivery File page opens. You can check the progress of the file generation process on this page.
12. Refresh the page to update the **Status** field.
Continue refreshing the page until the status is one of the following:
 - Delivery File Generated
 - Partial Delivery File Generated
 - Bank Slips Generation Failed
 - Delivery File Generation Failed
13. If the status is **Delivery File Generated** or **Partial Delivery File Generated**, in the **File** field, click **Download**.
If you generate a CNAB 400 file, NetSuite also generates the bank slips associated with the transactions and installments you selected. For more information, see [Downloading Bank Slips for Brazil](#).



Note: The **Partial Delivery File Generated** status indicates that NetSuite generated the delivery file without the bank slips from some installments. You can include the missing installments in a future delivery file. For more information about what caused the partial generation, review the processing logs of the file.

14. To view details about the processing of the return file, click the **Processing Logs** subtab.
NetSuite lists errors or warnings caught during the generation of the delivery file. Review the logs if the status is **Partial Delivery File Generated**, **Bank Slips Generation Failed**, or **Delivery File Generation Failed**. You should address the errors before trying to generate the file again. For more information about troubleshooting the processing logs, see [Troubleshooting CNAB Files Processing](#).

Importing CNAB Return Files for Brazil

After you submit a delivery file to the bank, the banking institution sends you a return file. This file contains the bank response to the requests contained in the delivery file. You need to import the return file in NetSuite to update your transactions and payment statuses.

To import CNAB return files for Brazil:

1. Go to Transactions > Bank > CNAB Return Files > New.
2. In the **Banking Information** field, select the banking information record with which you want to associate the return file.

When you select a banking information, the **Subsidiary** field displays the company associated with the banking information. To change the subsidiary, either select another banking information record, or edit the banking information record itself and associate it with a different company.

3. In the **Layout** field, select the file layout you want to use to process the return file.




Important: If you select a layout that does not match the imported file, NetSuite does not process the file and the status of the CNAB return file remains as Pending. In this case, you must delete the pending record, create a new CNAB return file record, and select the appropriate layout. For example, to import a CNAB 400 file, select a layout compatible with the CNAB 400 standard.

4. In the **Standard** field, select the format standard of the file.
5. In the **File** field, select or upload the return file.

If you have already uploaded the return file to your File Cabinet, select it. If you have not, you can upload it directly from the CNAB delivery file record.

To upload the return file:

- a. Hover over the **File** field.
- b. Click the plus icon .
- The File window opens.
- c. In the **Attach From** field, select **Computer** to attach a file from your local storage, or **Web** to attach a file by linking it from the internet.
- d. In the **File Name** field, enter a name for the file.
- e. In the **Folder** field, select the file cabinet to which to save the file.
- f. If you are attaching a file from the web, in the **URL** field, enter the URL to the file.
- g. If you are attaching a file from your computer, in the **Select File** field, click **Browse** and find the file you want to upload to NetSuite.
- h. In the **Character Encoding** field, select the proper character encoding for the file.
- i. Click **Save**.



Note: Ensure you upload a TXT file. Other file formats are not compatible.

6. (Optional) To describe the return file and distinguish it from other return files, in the **Memo** field, enter a short description.

The memo text appears on the standard view of the CNAB return files list.

7. Click **Save**.

NetSuite starts processing the return file. You can check the progress on the **Status** and **Status Details** fields.

8. Refresh the page to update the status.

Continue refreshing the page until the status is one of the following:

- Processed
- Failed

The **Processed** status indicates that the return file was successfully imported.

9. To view details about each row from the return file, click the **Occurrences** subtab.

NetSuite lists each row from the return file and displays the transaction and installment information associated with it. The system also includes the status of the bank slips associated with each installment and other details about its processing in your account.

10. To view details about the processing of the return file, click the **Processing Logs** subtab.
NetSuite lists errors or warnings caught during the import of the return file. Review the status of the return file is **Failed**. You should address the errors before trying to import the return file again. For more information about troubleshooting the processing logs, see [Troubleshooting CNAB Files Processing](#).

Downloading Bank Slips for Brazil

After you import the CNAB return file, you can download the bank slips associated with the processed transactions and installments.

To download bank slips:

1. Go to Transactions > Sales > Create Invoices > List.
2. Click **View** next to the transaction you want.
3. Click the **Billing** subtab.
4. In the **Bank Slip** column, click **Download**

Troubleshooting CNAB Files Processing

If you face issues when generating delivery files or importing return files, you can review their processing logs. The logs contain information about errors or warnings caught during the generation or import of the file in NetSuite.

You may need to open a case with NetSuite Customer Support to understand the logs and solve the issues.

To troubleshoot CNAB files processing:

1. Access the file you want to troubleshoot.
 - To access delivery files, go to Transactions > Bank > CNAB Delivery Files.
 - To access return files, go to Transactions > Bank > CNAB Return Files.
2. Click **View** next to the file you want to troubleshoot.
3. Click the **Processing Logs** subtab.
4. In the **Transaction** column, review the number of the transaction associated with the log.
5. In the **Installment** column, review the number of the installment associated with the log.
6. In the **Details** column, review the details message.
7. If the details indicate that you need to edit transaction, bank, or banking information records, address the reported issues.
8. Process the file again.
 - If you are generating a delivery file, click **Retry File Generation**.
 - If you are importing a return file, import the file again.

For more information, see [Importing CNAB Return Files for Brazil](#).

Brazil Localization Known Limitations and Best Practices

Before using the Brazil Localization SuiteApp, be aware of the current limitations and best practice recommendations.

- [Best Practices for the Brazil Localization SuiteApp](#)
- [Known Limitations of the Brazil Localization SuiteApp](#)

Best Practices for the Brazil Localization SuiteApp

When using the Brazil Localization SuiteApp, be guided by the following recommendations:

- Restrict the **FineCharge** and **InterestCharge** items to Brazilian subsidiaries.
When you install the Brazil Localization SuiteApp, NetSuite automatically creates the **FineCharge** and **InterestCharge** items. The items are used to account for fine and interest amounts on fine and interest transactions. By default, the two items are associated with all the subsidiaries from your account. If you have subsidiaries from multiple countries, you should keep the items associated only to the Brazilian subsidiaries. To do that, edit the item records and, in the **Subsidiary** field, clear the selection of subsidiaries from outside of Brazil.
For more information, see [Setting Up Fine and Interest Items for Brazil](#).
- Before generating an e-document, verify if a number was assigned to the e-document.
After NetSuite saves the transaction, in the **E-Document Certification** subtab inside the **E-Document** subtab, verify if the system assigned a number to the e-document. If you are generating an electronic invoice for services, verify the **RPS Number** field. If you are generating an electronic invoice for goods, verify the **Certified E-Document Number** field.

Known Limitations of the Brazil Localization SuiteApp

When using the Brazil Localization SuiteApp, keep in mind the following limitations:

- The custom address form for Brazil only displays the customized labels when the account's language is **English (U.S.)**, **Español (Latinoamérica)**, or **Português (Brasil)**.
If you are using NetSuite with different account language preferences, instead of **Address**, **Number**, and **District**, the fields will be labeled as **Address 1**, **Address 3**, and **Address 2**, respectively.
For more information, see the help topic [General Personal Preferences](#).
- Brazil Localization only supports the **Generate**, **Certify** e-document automation type.
When setting up the e-document processes for automation feature from the Electronic Invoicing SuiteApp, you can only configure the **Process E-Document** button to automate the e-document generation and certification.
For more information, see the help topic [Processing E-Documents Automatically for Individual Transactions](#).
- Transactions that leverage Brazil Localization's electronic invoicing and tax determination features can have a maximum of 200 items and calculate up to 7 taxes.

SuiteTax Latam Engine - Brazil Records

The SuiteTax Latam Engine - Brazil Records SuiteApp enables you to comply with tax determination requirements from Brazil.

The SuiteApp provides predefined plug-ins and records required to calculate the following taxes:

- Services
 - Contribuição de Intervenção no Domínio Econômico (CIDE)
 - Contribuição para o Funcionamento da Seguridade Social (COFINS)

- Contribuições Sociais Retidas na Fonte (CSRF)
- Instituto Nacional do Seguro Social (INSS)
- Imposto de Renda Retido na Fonte (IRRF)
- Imposto Sobre Serviços de Qualquer Natureza (ISS or ISSQN)
- Programa de Integração Social (PIS)
- Goods
 - Contribuição para o Funcionamento da Seguridade Social (COFINS)
 - Fundo de Combate à Pobreza (FCP)
 - Imposto sobre a Circulação de Mercadorias e Serviços (ICMS)
 - Imposto sobre Produtos Industrializados (IPI)
 - Programa de Integração Social (PIS)

The SuiteTax Latam Engine - Brazil Records SuiteApp also provides a set of predefined tax determination rules for specific taxation scenarios.

The tax determination rules are available as CSV files that you can import to your account according to your business needs. Use the predefined files as examples or basic structures for you to set up your own tax determination rules.

Currently, the SuiteTax Latam Engine - Brazil Records SuiteApp is only available to a limited set of accounts.

To use the SuiteTax Latam Engine - Brazil Records SuiteApp, read the following topics:

- [SuiteTax Latam Engine - Brazil Records SuiteApp Installation](#)
- [Tax Types Setup for Brazil](#)
- [Tax Determination Rules Setup for Brazil](#)
- [Creating Tax Determination Rules for Specific MCN or Service Codes](#)
- [Parameter Types for Brazil](#)
- [Setting Tax Information in Subsidiary Records for Brazil](#)

SuiteTax Latam Engine - Brazil Records SuiteApp Installation

This topic guides you through the installation of the SuiteTax Latam Engine - Brazil Records SuiteApp.

Prerequisites for Installing the SuiteTax Latam Engine - Brazil Records SuiteApp

Before installing the SuiteTax Latam Engine - Brazil Records SuiteApp, you must meet the following requirements:

- Add **Portuguese (Brazil)** and **Latin American Spanish** as languages enabled for translation in the General Preferences page.
If your account's default language is either Portuguese (Brazil) or Latin American Spanish, it will not appear on the list. If the language is not listed, you do not need to add it. For more information, see the help topic [Enabling the Entry of Translation Strings for a Specific Language](#).
- Install the SuiteTax Latam Engine SuiteApp.
For more information, see the help topic [SuiteTax Latam Engine SuiteApp Installation](#).

- Enable the required features in NetSuite.

To enable features:

1. Go to Setup > Company > Enable Features.
2. On the **Tax** subtab, check the following boxes:
 - Advanced Taxes
 - SuiteTax



Note: The SuiteTax feature must be shared to your NetSuite account before you can enable it. For more information about SuiteTax, contact your account manager.

3. On the **SuiteCloud** subtab, check the following boxes:
 - Custom Records
 - Client SuiteScript
 - Server SuiteScript
4. Click **Save**.

Installing the SuiteTax Latam Engine - Brazil Records SuiteApp

The SuiteTax Latam Engine - Brazil Records SuiteApp is a managed SuiteApp. Whenever there are enhancements or new features added, NetSuite automatically updates your account.

As a shared SuiteApp, SuiteTax Latam Engine - Brazil Records SuiteApp is only available for installation on authorized accounts. For more information, contact your account manager.

To install this SuiteApp, you must have permission and access to the SuiteApp Marketplace. For more information, see the help topic [Viewing SuiteApps in the SuiteApp Marketplace](#).

To install the SuiteTax Latam Engine - Brazil Records SuiteApp:

1. In NetSuite, go to SuiteApps.
2. In the **Search Apps** field, enter **SuiteTax Latam Engine - Brazil Records**.
3. Click **SuiteTax Latam Engine - Brazil Records**.
4. At the top-right area of the SuiteApp details page, click **Install**.
5. Wait for the installation to complete.



Tip: After the installation completes, verify the status of the import that creates the predefined records. For more information, see [Verifying the Import Status of the Brazil Predefined Records](#).

For more information about the SuiteApp installation process, see the help topic [Installing from the SuiteApp Marketplace](#).

Verifying the Import Status of the Brazil Predefined Records

After the SuiteTax Latam Engine - Brazil Records SuiteApp installation completes, the import of the predefined records provided by the SuiteApp starts automatically.

A script deployment record runs in your account to import the predefined records. The script is named **FTEBR SDF Installer** (Script ID customscript_ftebr_sdf_installer).

The script directly creates the following record types:

- Nexus
- Tax code
- Tax type

For the complete list of tax types, see [Tax Types Setup for Brazil](#).



Tip: If you notice that the predefined nexus, tax code, or tax type records are missing from your account, view the script's execution log. On the execution log, you can verify if errors occurred. For more information, see the help topic [Using the Script Execution Log Tab](#).

The script also triggers the CSV import that creates the predefined records for the following record types:

- CFOP code
- City
- CRT code
- Item code
- Line of business
- Parameter type

For the complete list of parameter types, see [Parameter Types for Brazil](#).

- Tax mapping
- Tax parameter
- Tax regime

Before you start using the SuiteTax Latam Engine - Brazil Records SuiteApp, you must verify the status of the import. The SuiteApp is ready to use after NetSuite completes the import.

To verify the import status of the predefined records:

1. Go to Setup > Import/Export > View CSV Import Status.
2. In the Job Status list, verify the status information for the following jobs:
 - CUSTOMRECORD_FTEBR_CFOP
 - CUSTOMRECORD_FTEBR_CITY
 - CUSTOMRECORD_FTEBR_CRT
 - CUSTOMRECORD_FTE_ITEMCODE
 - CUSTOMRECORD_FTE_LOB
 - CUSTOMRECORD_FTE_PARAMTYPE
 - CUSTOMRECORD_FTE_TAXMAPPING
 - CUSTOMRECORD_FTE_TAXPARAMETER
 - CUSTOMRECORD_FTE_TAXREGIME
3. Wait until you can see the following information for the jobs:
 - The **Status** column is set as **Complete**
 - The **Percent Complete** column is set as **100%**

- The **Message** column states that all records were imported successfully

Tax Types Setup for Brazil

When you install the SuiteTax Latam Engine - Brazil Records SuiteApp, NetSuite automatically creates the following tax type records:

- Services
 - CIDE_IMPORTACAO_BR
 - COFINS_IMPORTACAO_SERVICOS_BR
 - CSRF_RETIDO_BR
 - INSS_PJ_RETIDO_BR
 - IRRF_PJ_RETIDO_BR
 - ISS_BR
 - ISS_IMPORTACAO_BR
 - ISS_RETIDO_BR
 - PIS_IMPORTACAO_SERVICOS_BR
- Goods
 - COFINS_BR
 - COFINS_IMPORTACAO_BENS_BR
 - FCP_BR
 - FCP_ST_BR
 - ICMS_BR
 - ICMS_DIFAL_BR
 - ICMS_IMPORTACAO_BENS_BR
 - ICMS_ST_BR
 - II_BR
 - IPI_BR
 - IPI_IMPORTACAO_BENS_BR
 - PIS_BR
 - PIS_IMPORTACAO_BENS_BR

However, the predefined tax type records do not include any account information to indicate where NetSuite should post the tax amounts in the balance sheet.

Before you start using the SuiteApp to determine and calculate taxes in your transactions in Brazil, add the account information to the tax type records.

Adding Tax Accounts to the Tax Types for Brazil

The accounts you select in the tax type records indicate where in the balance sheet NetSuite posts the tax amounts.

To add tax accounts to a tax type for Brazil:

1. Go to Setup > Tax > Tax Types.

2. Click **Edit** next to the tax type record you want.
3. In the **Nexus** column, select **Brazil**.
4. In the **Payables Account** column, select an account to which to post taxes on sale transactions.
 - For a tax due, select a liability account.
 - For a withholding tax, select an asset account.
 - For a tax paid on a cash basis, select the transitory account to which to post tax collected on payments.
5. In the **Receivables Account** column, select an account to which to post taxes on purchase transactions.
 - For a tax due, select an asset account.
 - For a withholding tax or a tax paid on a cash basis, select a liability account.
6. In the **Complementary Account** column, select an account to which to post transitory amounts or tax expenses.
 - For a tax paid on a cash basis, select the an asset account.
 - For other taxes, select the account to which to post tax amounts on sale transactions.
7. Click **Add**.
8. Click **Save**.

For more information about tax types in SuiteTax, see the help topic [Understanding Tax Types and Tax Codes in SuiteTax](#).

Tax Determination Rules Setup for Brazil

The SuiteTax Latam Engine - Brazil Records SuiteApp provides a set of predefined tax determination rules to calculate Brazilian taxes.

Tax determination rules is a custom record type provided by the SuiteTax Latam Engine - Brazil Records SuiteApp. The record gathers information related to the tax determination process, such as which subsidiaries and items are subject to which tax codes, rates, and effectivity periods. For more information, see the help topic [Creating Tax Determination Rules in the SuiteTax Latam Engine](#).

You can use the predefined files as examples and templates for you to set up your own tax determination rules. You can also import the predefined rules to your account according to your business needs.

The SuiteApp provides the predefined tax determination rules as CSV files. The predefined rules cover the following taxation scenarios:

- **Sales and purchases of goods** – From each Brazilian state to all Brazilian states, in the Lucro Presumido and Simples Nacional tax regimes.
- **Sales and purchases of services** – From the city of São Paulo (SP) to all Brazilian state capitals.

The predefined tax determination rules include general information for tax calculation in Brazil. After you import the CSV files and create the tax determination rules records in your account, you must set them up with your company-specific information.

For more information about the predefined tax determination rules for Brazil, see the following topics:

- [Finding the Predefined Tax Determination Rules Files for Brazil](#)
- [Predefined Tax Determination Rules Import for Brazil](#)
- [Setting Tax Determination Rules Preferences for Brazil](#)

Finding the Predefined Tax Determination Rules Files for Brazil

The predefined tax determination rules CSV files provided by the SuiteTax Latam Engine - Brazil Records SuiteApp are available in your account's File Cabinet.

You can download the ZIP file that contains the CSV files to your device and then import them to your NetSuite account.

The files are divided by:

- Incoming or outgoing goods
 - Line of business
 - Brazilian state
 - Tax regime
- Incoming or outgoing services
 - São Paulo city
 - Regular tax determination settings
 - Tax determination settings for CSRF withheld on the payment
 - Tax determination settings for CSRF withheld on the certification date

Each set of rules has two files that you can use to create different record types:

- A CSV file to create tax determination rules records
- A CSV file to create tax determination settings records related to the rules

You should download the files that are most relevant to your needs.

To find the predefined tax determination rules for Brazil:

1. Go to Documents > Files > File Cabinet.
2. On the sidebar, find the **SuiteApps** folder.
3. Click **SuiteApps**.
The files and folders within this folder show up on the right-side panel.
4. Click the **com.netsuite.brazilfasttaxenginedatarecords** folder.
The data records samples ZIP file shows up on the right-side panel.
5. Click **Download** next to **Data Records Sample.zip**.

Predefined Tax Determination Rules Import for Brazil

To create the predefined tax determination rules that the SuiteTax Latam Engine - Brazil Records SuiteApp provides, you must import the CSV files to your account.

Before you import the CSV files, unzip the ZIP file you downloaded from your account's File Cabinet. For more information, see [Finding the Predefined Tax Determination Rules Files for Brazil](#).

For each set of rules, you must upload two CSV files:

- First, upload the CSV file that creates the tax determination rules records
- Then, upload the CSV file that creates tax determination settings related to the rules

You must import first the tax determination rules, and then the tax determination settings. If you do not import the records in the described order, you may face issues on the import.

To import CSV files, you must have the proper permissions to perform the imports and to access the record types you are creating. For more information about the permissions required to access the custom records, see the help topic [Roles and Permissions for the SuiteTax Latam Engine](#).

For more information about how to import the files, see the following topics.

- [Importing Predefined Tax Determination Rules for Brazil](#)
- [Importing Predefined Tax Determination Settings for Brazil](#)

Importing Predefined Tax Determination Rules for Brazil

Start by importing the CSV files that create the tax determination rules records for Brazil.

To import the predefined tax determination rules for Brazil:

1. Go to Setup > Import/Export > Import CSV Records.
2. On the scan & upload CSV file step, do the following:
 - a. In the **Import Type** field, select **Custom Records**.
 - b. In the **Record Type** field, select **Tax Determination Rules**.
 - c. In the **Character Encoding** field, select **Unicode (UTF-8)**.
 - d. In the **CSV Column Delimiter** field, select **Semicolon**.
 - e. In the **CSV File(s)** field, choose if you are uploading one or multiple files.
 - f. Click **Select...** and select one or multiple CSV files from your local storage.
 - g. Click **Next**.
3. On the import option step, do the following:
 - a. Under Data Handling, choose **Add**.
 - b. Click **Next**.
4. On the field mapping step, if the mapping is not automatically populated, do the following:
 - a. In the **Your Fields** pane, click on the name of a field from the CSV file.
 - b. In the **NetSuite Fields** pane, click on the name of the corresponding NetSuite field.
 - c. Repeat the previous two steps until you match all the CSV file fields to the NetSuite fields.


Match the fields according to this chart:

Your Fields	NetSuite Fields
name	Name (Req)
externalId	External ID
custrecord_fte_taxrules_t_state_ori	State of the Issuer
custrecord_fte_taxrules_t_state_dest	State of the Receiver
custrecord_fte_taxrules_t_operation_code	Operation Code
custrecord_fte_taxrules_l_taxregime_orig	Tax Regime of the Issuer
custrecord_fte_taxrules_l_taxregime_dest	Tax Regime of the Receiver
custrecord_fte_taxrules_l_job_orig	Line of Business of the Issuer
custrecord_fte_taxrules_l_job_dest	Line of Business of the Receiver
custrecord_fte_taxrules_d_eff_from	Effective From (Req.)

- d. Define a reference type for the following fields:

- custrecord_fte_taxrules_l_taxregime_dest
- custrecord_fte_taxrules_l_taxregime_orig
- custrecord_fte_taxrules_l_lob_dest
- custrecord_fte_taxrules_l_lob_orig

To define a reference type:

- i. On the center pane, click the pencil icon  next to the field.
The Default Value or Reference Type window opens.
- ii. Choose the **Choose Reference Type** option.
- iii. Next to the **Choose Reference Type** option, select **External ID**.
- iv. Click **OK**.

Repeat the steps for the listed fields.

- e. Click **Next**.

5. (Optional) If you want, on the save mapping & start import step, enter the relevant mapping information.

This can help you when you are tracking the import's progress, or if you want to edit or run the import again later. For more information, see the help topic [Step Five Save Mapping & Start Import](#).

6. Click **Save & Run**.

This saves and runs the import. A message confirms that the import process started.

7. Click **Job Status** to view the import status.

Refresh the page until the status in the **Status** column states that the import is **Completed**.

Importing Predefined Tax Determination Settings for Brazil

After the tax determination rules are successfully imported to your NetSuite account, you can import the tax determination settings related to the rules.

To import the predefined tax rates for Brazil:

1. Go to Setup > Import/Export > Import CSV Records.
2. On the scan & upload CSV file step, do the following:
 - a. In the **Import Type** field, select **Custom Records**.
 - b. In the **Record Type** field, select **Tax Rate**.
 - c. In the **Character Encoding** field, select **Unicode (UTF-8)**.
 - d. In the **CSV Column Delimiter** field, select **Semicolon**.
 - e. In the **CSV File(s)** field, choose if you are uploading one or multiple files.
 - f. Click **Select...** and select one or multiple CSV files from your local storage.
 - g. Click **Next**.
3. On the import option step, under Data Handling, choose **Add**.
4. Click **Next**.
5. On the field mapping step, if the mapping is not automatically populated, do the following:
 - a. In the **Your Fields** pane, click on the name of a field from the CSV file.
 - b. In the **NetSuite Fields** pane, click on the name of the corresponding NetSuite field.


- c. Repeat the previous two steps until you match all the CSV file fields to the NetSuite fields. Match the fields according to this chart:

Your Fields	NetSuite Fields
externalId	External ID
custrecord_fte_taxrate_p_rate	Rate (Req)
custrecord_fte_taxrate_l_taxrule	Tax Determination Rule
custrecord_fte_taxrate_l_taxcode	Tax Code (Req)
custrecord_fte_taxrate_l_paramtype	Parameter Type
custrecord_fte_taxrate_d_effective_from	Effective From (Req)

- d. Define a reference type for the following fields:

- custrecord_fte_taxrate_l_paramtype
- custrecord_fte_taxrate_l_taxrule

To define a reference type:

- i. On the center pane, click the pencil icon  next to the field. The Default Value or Reference Type window opens.
- ii. Choose the **Choose Reference Type** option.
- iii. Next to the **Choose Reference Type** option, select **External ID**.
- iv. Click **OK**.

Repeat the steps for the listed fields.

- e. Click **Next**.

6. (Optional) If you want, on the save mapping & start import step, enter the relevant mapping information.

This can help you when you are tracking the import's progress, or if you want to edit or run the import again later. For more information, see the help topic [Step Five Save Mapping & Start Import](#).

7. Click **Save & Run**.

This saves and runs the import. A message confirms that the import process started.

8. Click **Job Status** to view the import status.

Refresh the page until the status in the **Status** column states that the import is **Completed**.

For more information about CSV imports, see the help topic [CSV Imports](#).

Setting Tax Determination Rules Preferences for Brazil

The predefined tax determination rules provided by the SuiteTax Latam Engine - Brazil Records SuiteApp include generic information for tax calculation in Brazil.

To use the predefined records to calculate taxes in your transactions in Brazil, you can include your company-specific information in the records. You can also create copies of the predefined records and set them up according to your business needs. For example, you can:

- Select one or multiple subsidiaries to which to apply the rules.
If you do not select at least one subsidiary, the rules do not apply to any transaction.
- Apply the rules to companies operating in a specific line of business.

- Restrict the rules to transactions to or from a certain state.

Enter the state's acronym in the **State of the Issuer** or **State of the Receiver** fields. Ensure you entered the correct acronym to enable NetSuite to match the rules with the proper state.

For example, if the rules apply only to transactions from the state of Bahia, in the **State of the Issuer** field, enter **BA**.

- Restrict the rules to transactions to or from a certain city.

Enter the city's name in the **City of the Issuer** or **City of the Receiver** fields. Also, enter the state's acronym in the **State of the Issuer** or **State of the Receiver** fields. Ensure you entered both the correct name and acronym to enable NetSuite to match the rules with the proper city.

For example, if the rules apply only to transactions to the city of Salvador, in the state of Bahia, do the following:

- In the **City of the Receiver** field, enter **Salvador**.
- In the **State of the Receiver** field, enter **BA**.

- Apply the rules only to transactions involving items identified by a certain service or Mercosur Common Nomenclature (MCN) code.

For more information, see [Creating Tax Determination Rules for Specific MCN or Service Codes](#).

- Add a parameter, such as a Código de Situação Tributária (CST) code, to further narrow down the applicability of the rules.

For more information about parameter types, see [Parameter Types for Brazil](#).

You must also keep your tax determination rules preferences up to date to comply with regulatory or business changes. The SuiteTax Latam Engine - Brazil Records SuiteApp does not provide updates for the predefined tax determination rules.

For more information about tax determination rules records, see [SuiteTax Latam Engine - Brazil Records](#).

After you set up your tax determination rules, ensure the following records are associated with the parameters to which the rules apply:

- Subsidiary
- Vendor
- Customer
- Item

For example, verify if the subsidiary and its customers are associated with the proper tax regime and line of business. Also, if the item is associated with the proper item code. For more information, see the following help topics:

- [Associating Tax Regime and Line of Business With Subsidiaries, Customers, and Vendors](#)
- [Associating Item Codes With Items](#)

Creating Tax Determination Rules for Specific MCN or Service Codes

To cover tax scenarios that apply to items based on their MCN or service codes, you can create specific tax determination rules records. For example, you can create rules to apply a lower or zero IPI tax rate on products with MCN codes entitled to the benefit.

Before you create the tax determination rules, ensure you associated the MCN or service code with the items to which the rules should apply. For more information, see [Creating Items for Brazil](#).

To create tax determination rules for specific MCN or service codes:

1. Go to Setup > Latam Tax Determination > Tax Determination Rules > New.



Tip: To cover similar scenarios, copy an existing tax determination rules record and only adjust the fields you need instead of creating a new record.

2. Fill the relevant information.

For more information, see the help topic [Creating Tax Determination Rules in the SuiteTax Latam Engine](#).

3. In the **Item Code** field, select the MCN or service code of the item on which you want to apply these rules.

This field lists both MCN codes and service codes.

4. Click **Save**.

5. Click the **Settings** subtab.

6. Click **New Tax Determination Settings**.

7. In the **Rate** field, enter the percentage at which the tax applies.

8. In the **Tax Code** field, select the tax code to which the settings apply.

9. Fill any additional information relevant to your tax scenario.

For more information, see the help topics [Creating Tax Determination Settings in the SuiteTax Latam Engine](#) and [Parameter Types for Brazil](#).

10. Click **Save**.

Parameter Types for Brazil

The SuiteTax Latam Engine - Brazil Records SuiteApp provides several parameter types that you can use to modify how NetSuite calculates a tax.

To use them, you must:

- Associate the parameter type with a tax determination settings or a tax code record.

Depending on the parameter type, when associating it with another record, you may also need to set a parameter value. For more information about associating parameter types with other records, see [SuiteTax Latam Engine - Brazil Records](#) and [SuiteTax Latam Engine - Brazil Records](#).



Tip: See the table on this topic to learn which of the predefined parameter types require parameter values.

- Ensure that the SuiteTax Latam Engine plug-in associated with the tax code considers the parameter type when determining a tax.

The predefined plug-ins provided with the SuiteApp are already prepared to consider the predefined parameter types associated with their respective taxes.

See the following table to learn more about the predefined parameter types for Brazil. The table includes the taxes to which they apply and whether you must set a parameter value for them or not. If no

information is indicated on the Parameter Value column, no value is required. For more information about parameter types in general, see [SuiteTax Latam Engine - Brazil Records](#).

Parameter Type	Tax Code	Parameter Value
COFINS Rate on Imported Services	PIS_IMPORTACAO_SERVICOS_BR	Required. The COFINS tax rate on imported services that should be levied on the tax basis prior to the calculation of PIS.
COFINS Rate on CSRF	CSRF_RETIDO_BR	Required. The COFINS rate that composes the CSRF tax rate on services.
CSLL Rate on CSRF	CSRF_RETIDO_BR	Required. The CSLL rate that composes the CSRF tax rate on services.
CSOSN 101 - Tributada pelo Simples Nacional com Permissão de Crédito	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR FCP_BR FCP_ST_BR	—
CSOSN 102 - Tributada pelo Simples Nacional sem Permissão de Crédito	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR FCP_BR FCP_ST_BR	—
CSOSN 103 - Isenção do ICMS no Simples Nacional para Faixa de Receita Bruta	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR FCP_BR FCP_ST_BR	—
CSOSN 201 - Tributada pelo Simples Nacional com Permissão de Crédito e com Cobrança do ICMS por Substituição Tributária	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR FCP_BR FCP_ST_BR	—
CSOSN 202 - Tributada pelo Simples Nacional sem Permissão de Crédito e com Cobrança do ICMS por Substituição Tributária	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR FCP_BR FCP_ST_BR	—
CSOSN 203 - Isenção do ICMS no Simples Nacional para Faixa de Receita Bruta e com Cobrança do ICMS por Substituição Tributária	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR	—

Parameter Type	Tax Code	Parameter Value
	FCP_BR FCP_ST_BR	
CSOSN 300 - Imune	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR FCP_BR FCP_ST_BR	—
CSOSN 400 - Não Tributada pelo Simples Nacional	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR FCP_BR FCP_ST_BR	—
CSOSN 500 - ICMS Cobrado Anteriormente por Substituição Tributária (Substituído) ou por Antecipação	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR FCP_BR FCP_ST_BR	—
CSOSN 900 - Outros	ICMS_BR ICMS_DIFAL_BR ICMS_ST_BR FCP_BR FCP_ST_BR	—
CST 00 - Tributado integralmente	ICMS_BR ICMS_DIFAL_BR FCP_BR	—
CST 10 - Tributada e com cobrança do ICMS por substituição tributária	ICMS_BR FCP_BR	—
CST 20 - Com redução da base de cálculo	ICMS_BR ICMS_DIFAL_BR FCP_BR	Required. The percentage of the reduced tax basis.
CST 30 - Isenta ou não tributada e com cobrança do ICMS por substituição tributária	ICMS_BR FCP_BR	—
CST 40 - Isento	ICMS_BR ICMS_DIFAL_BR FCP_BR	—

Parameter Type	Tax Code	Parameter Value
CST 41 - Não tributada	ICMS_BR ICMS_DIFAL_BR FCP_BR	—
CST 50 - Suspensão	ICMS_BR ICMS_DIFAL_BR FCP_BR	—
CST 51 - Diferimento	ICMS_BR ICMS_DIFAL_BR FCP_BR	Required. The percentage of the deferred tax basis.
CST 60 - Cobrado anteriormente por substituição tributária	ICMS_BR FCP_BR	—
CST 70 - Com redução da base de cálculo e cobrança do ICMS por substituição tributária	ICMS_BR FCP_BR	Required. The percentage of the reduced tax basis.
CST 90 - Outras	ICMS_BR ICMS_DIFAL_BR FCP_BR	—
CST 00 - Entrada com Recuperação de Crédito	IPI_BR	—
CST 01 - Entrada Tributável com Alíquota Zero	IPI_BR	—
CST 02 - Entrada Isenta	IPI_BR	—
CST 03 - Entrada Não Tributada	IPI_BR	—
CST 04 - Entrada Imune	IPI_BR	—
CST 05 - Entrada com Suspensão	IPI_BR	—
CST 49 - Outras	IPI_BR	—
CST 50 - Saída Tributada	IPI_BR	—
CST 51 - Saída Tributável com Alíquota Zero	IPI_BR	—
CST 52 - Saída Isenta	IPI_BR	—
CST 53 - Saída Não Tributada	IPI_BR	—
CST 54 - Saída Imune	IPI_BR	—
CST 55 - Saída com Suspensão	IPI_BR	—
CST 99 - Outras Saídas	IPI_BR	—
CST 01 - Operação Tributável com Alíquota Básica	COFINS_BR	—

Parameter Type	Tax Code	Parameter Value
	COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	
CST 02 - Operação Tributável com Alíquota Diferenciada	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 03 - Operação Tributável com Alíquota por Unidade de Medida de Produto	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 04 - Operação Tributável Monofásica - Revenda a Alíquota Zero	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 05 - Operação Tributável por Substituição Tributária	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 06 - Operação Tributável a Alíquota Zero	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR	—

Parameter Type	Tax Code	Parameter Value
	PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	
CST 07 - Operação Isenta da Contribuição	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 08 - Operação sem Incidência da Contribuição	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 09 - Operação com Suspensão da Contribuição	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 49 - Outras Operações de Saída	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 50 - Operação com Direito a Crédito - Vinculada Exclusivamente a Receita Tributada no Mercado Interno	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 51 - Operação com Direito a Crédito - Vinculada	COFINS_BR	—

Parameter Type	Tax Code	Parameter Value
Exclusivamente a Receita Não Tributada no Mercado Interno	COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	
CST 52 - Operação com Direito a Crédito - Vinculada Exclusivamente a Receita de Exportação	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 53 - Operação com Direito a Crédito - Vinculada a Receitas Tributadas e Não-Tributadas no Mercado Interno	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 54 - Operação com Direito a Crédito - Vinculada a Receitas Tributadas no Mercado Interno e de Exportação	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 55 - Operação com Direito a Crédito - Vinculada a Receitas Não-Tributadas no Mercado Interno e de Exportação	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 56 - Operação com Direito a Crédito - Vinculada a Receitas Tributadas e Não-Tributadas no Mercado Interno, e de Exportação	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR	—

Parameter Type	Tax Code	Parameter Value
	PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	
CST 60 - Crédito Presumido - Operação de Aquisição Vinculada Exclusivamente a Receita Tributada no Mercado Interno	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 61 - Crédito Presumido - Operação de Aquisição Vinculada Exclusivamente a Receita Não-Tributada no Mercado Interno	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 62 - Crédito Presumido - Operação de Aquisição Vinculada Exclusivamente a Receita de Exportação	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 63 - Crédito Presumido - Operação de Aquisição Vinculada a Receitas Tributadas e Não-Tributadas no Mercado Interno	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 64 - Crédito Presumido - Operação de Aquisição Vinculada a Receitas Tributadas no Mercado Interno e de Exportação	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 65 - Crédito Presumido - Operação de Aquisição Vinculada	COFINS_BR	—

Parameter Type	Tax Code	Parameter Value
a Receitas Não-Tributadas no Mercado Interno e de Exportação	COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	
CST 66 - Crédito Presumido - Operação de Aquisição Vinculada a Receitas Tributadas e Não-Tributadas no Mercado Interno, e de Exportação	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 67 - Crédito Presumido - Outras Operações	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 70 - Operação de Aquisição sem Direito a Crédito	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 71 - Operação de Aquisição com Isenção	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 72 - Operação de Aquisição com Suspensão	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR	—

Parameter Type	Tax Code	Parameter Value
	PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	
CST 73 - Operação de Aquisição a Alíquota Zero	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 74 - Operação de Aquisição sem Incidência da Contribuição	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 75 - Operação de Aquisição por Substituição Tributária	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 98 - Outras Operações de Entrada	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
CST 99 - Outras Operações	COFINS_BR COFINS_IMPORTACAO_SERVICOS_BR COFINS_IMPORTACAO_BENS_BR PIS_BR PIS_IMPORTACAO_SERVICOS_BR PIS_IMPORTACAO_BENS_BR	—
ISS on Imported Services	ISS_IMPORTACAO_BR	—

Parameter Type	Tax Code	Parameter Value
Maximum Taxable Amount	INSS_PF_RETIDO_BR IRRF_PF_RETIDO_BR	Required. The maximum amount within a tax bracket to which a tax rate applies.
Minimum Collection Amount	CSRF_RETIDO_BR INSS_PJ_RETIDO_BR	Required. The minimum tax amount required to collect or pay a tax.
Modalidade ICMS 0 - Margem Valor Agregado	ICMS_BR ICMS_DIFAL_BR	—
Modalidade ICMS 1 - Pauta	ICMS_BR ICMS_DIFAL_BR	—
Modalidade ICMS 2 - Preço Tabelado Máximo	ICMS_BR ICMS_DIFAL_BR	—
Modalidade ICMS 3 - Valor da Operação	ICMS_BR ICMS_DIFAL_BR	—
Modalidade ICMS ST 0 - Preço Tabelado ou Máximo Sugerido	ICMS_ST_BR	—
Modalidade ICMS ST 1 - Lista Negativa	ICMS_ST_BR	—
Modalidade ICMS ST 2 - Lista Positiva	ICMS_ST_BR	—
Modalidade ICMS ST 3 - Lista Neutra	ICMS_ST_BR	—
Modalidade ICMS ST 4 - Margem Valor Agregado	ICMS_ST_BR	—
Modalidade ICMS ST 5 - Pauta	ICMS_ST_BR	—
Modalidade ICMS ST 6 - Valor da Operação	ICMS_ST_BR	—
MVA	ICMS_ST_BR FCP_ST_BR	Required. The Margem de Valor Agregado (MVA) percentage.
PIS Rate on Imported Services	COFINS_IMPORTACAO_SERVICOS_BR	Required. The PIS tax rate on imported services that should be levied on the tax basis prior to the calculation of COFINS.
PIS Rate on CSRF	CSRF_RETIDO_BR	Required. The PIS rate that composes the CSRF tax rate on services.
Type of Date	CSRF_RETIDO_BR IRRF_PJ_RETIDO_BR	Required. The moment at which the company withholds CSRF or IRRF PJ. If the company withholds CSRF or IRRF PJ when certifying the transaction's e-document, enter Certification . If the company withholds CSRF or IRRF PJ when paying or receiving payments, enter Payment in the parameter value.

Setting Tax Information in Subsidiary Records for Brazil

In Brazil, the tax determination process depends on the tax regime to which a subsidiary adheres and the line of business the company operates in. The determination process may also be affected by other conditions, such as tax benefits or other particularities within a tax regime.

Set the relevant tax information on the subsidiary records of Brazilian companies.

To set tax information in a subsidiary record for Brazil:

1. Go to Setup > Company > Classifications > Subsidiaries.
2. Click **Edit** next to the subsidiary you want.
3. In the **SuiteTax Latam Engine Line of Business** field, select the line of business in which the subsidiary operates.
The SuiteTax Latam Engine - Brazil Records SuiteApp provides a few predefined line of business. You can create a new one to suit your needs. For more information, see [SuiteTax Latam Engine - Brazil Records](#).
4. In the **SuiteTax Latam Engine Tax Regime** field, select the tax regime to which the subsidiary adheres.
The SuiteTax Latam Engine - Brazil Records SuiteApp provides a few predefined tax regimes. You can create a new one to suit your needs. For more information, see [SuiteTax Latam Engine - Brazil Records](#).
5. (Optional) If the subsidiary is entitled to a tax relief under Brazil's Federal Law for Cultural Incentive (PRONAC 8.313/1991), check the **Cultural Sponsor** box.
6. (Optional) If the subsidiary adheres to the Simples Nacional tax regime, in the **CRT Code** field, select the Código de Regime Tributário (CRT) code.
NetSuite enables you to fill this field after you select the **Optante pelo Simples Nacional** option as the tax regime.
7. To calculate taxes with the SuiteTax Latam Engine, assign a tax registration to the subsidiary.
To assign a tax registration, do the following:
 - a. Click the **Tax Registration** subtab.
 - b. In the **Country** column, select **Brazil**.
When you select the country, the **Nexus** column automatically displays the **Brazil** nexus. If a tax agency is associated with the nexus record, the **Tax Agency** column is also populated with the tax agency.
 - c. If no tax agency appears in the **Tax Agency** column, review the nexus record and verify if there is a tax agency set.
For more information about nexuses and tax agencies, see the help topic [Setting Up Nexuses in SuiteTax](#).
 - d. In the **Tax Engine** column, select **SuiteTax Latam Engine Plug-in**.
 - e. In the **Effective From** column, select a date from which the nexus is in effect for the subsidiary.
 - f. Click **Add**.
8. Click **Save**.

Brazil Reports

The Brazil Reports SuiteApp enables businesses to comply with Brazilian reporting requirements.

In Brazil, government authorities may require companies and individuals to submit specific reports and bookkeeping information, depending on their line of business and tax regime. With Brazil Reports, you can generate the reports you must send to the government, or at least obtain summaries of the information you must provide to local authorities.

The SuiteApp also provides localized reports that you can leverage to monitor journal entries, balances, income, and transactions for Brazil.

With the Brazil Reports SuiteApp, you can generate the following reports in NetSuite:

- Accounting reports
 - **General ledger** – Lists journal entries sorted in chronological order and subtotaled by day and month.
 - **General journal** – Lists both the balance of each active account, as well as the journal entries, as of a specific period of time.
 - **Trial balance** – Lists the balance of each active account.
- Financial statements
 - **Balance sheet** – Lists the company's assets, liabilities, and equity, as of a specific period of time.
 - **Income statement** – Lists the company's income, expenses, and net income. Follows the Demonstração do Resultado do Exercício (DRE) standard.
- Fiscal books
 - **Provided services** – Lists outbound electronic invoices for services and their respective tax details, as of a specific period of time.
 - **Received services** – Lists inbound electronic invoices for services and their respective tax details, as of a specific period of time.
 - **Outbound goods** – Lists outbound electronic invoices for goods and their respective tax details, as of a specific period of time.
 - **Inbound goods** – Lists inbound electronic invoices for goods and their respective tax details, as of a specific period of time.
- Tax assessment reports
 - **ISS assessment** – Lists the company's taxable income subject to the ISS tax and calculates the amount of tax due and tax credit, as of a specific period of time.
 - **IRPJ and CSLL assessment** – Lists the company's taxable income subject to the IRPJ and CSLL taxes and calculates the amount of tax due and tax credit, as of a specific period of time.
 - **ICMS assessment** – Lists the company's taxable income subject to the ICMS tax and calculates the amount of tax due and tax credit, as of a specific period of time.
 - **IPI assessment** – Lists the company's taxable income subject to the IPI tax and calculates the amount of tax due and tax credit, as of a specific period of time.
 - **PIS and COFINS assessment** – Lists the company's taxable income subject to the PIS and COFINS taxes and calculates the amount of tax due and tax credit, as of a specific period of time.
- Statutory reports
 - **ECD** – Contains accounting, financial, and bookkeeping information about all transactions.
 - **ECF** – Contains the fiscal and bookkeeping information about transactions subject to the IRPJ and CSLL taxes.
 - **EFD ICMS IPI** – Contains bookkeeping and fiscal information about transactions subject to the ICMS and IPI taxes.
 - **EFD Contribuições** – Contains bookkeeping and fiscal information about transactions subject to the PIS and COFINS taxes.

- Auxiliary reports
 - **Simples Nacional assessment** – Lists the company's gross revenue sorted by subsidiary and business activity, as of a specific period of time.
Serves as a supporting report for you to submit your PGDAS data.
 - **Withheld taxes on services** – Lists the taxes withheld on provided and received services, such as INSS, IRRF, and CSRF, as of a specific period of time.
Serves as a supporting report for you to submit your EFD Reinf and DCTF Web data.

Currently, the Brazil Reports SuiteApp is only available to a limited set of accounts.

For more information about the Brazil Reports SuiteApp, see the following topics:

- [Brazil Reports SuiteApp Installation](#)
- [Setting Up Accounts to Appear in Reports for Brazil](#)
- [Associating SPED EFD Types with Items](#)
- [Generating Country Tax Reports for Brazil](#)
- [Tax Assessment for Brazil](#)
- [Generating Statutory Reports for Brazil](#)

Brazil Reports SuiteApp Installation

This topic guides you through the installation of the Brazil Reports SuiteApp.

Prerequisites for Installing the Brazil Reports SuiteApp

Before installing the Brazil Reports SuiteApp, you must meet the following requirements:

- Ensure you are using an OneWorld account.
For more information, see the help topic [Introduction to NetSuite OneWorld](#).
- Install the Tax Reporting Framework SuiteApp.
For more information, see the help topic [Installing Tax Reporting Framework](#).
- Install the LATAM File Builder SuiteApp.
For more information, see the help topic [LATAM File Builder Installation](#).
- Install the Brazil Localization SuiteApp.
For more information, see [Brazil Localization SuiteApp Installation](#).
- Check the **Use Account Numbers** box in your account's Accounting Preferences page.
For more information, see the help topic [Chart of Account Numbering](#).
- Enable several features in NetSuite.

To enable features:

1. Go to Setup > Company > Enable Features.
2. On the **Company** subtab, check the **Multi-Language** box.
3. On the **Accounting** subtab, check the **Accounting** box.
4. On the **CRM** subtab, check the **Customer Relationship Management** box.
5. On the **SuiteCloud** subtab, check the following boxes:
 - Custom Records

- Advanced PDF/HTML Templates
- Client SuiteScript
- Server SuiteScript

6. Click **Save**.

Installing the Brazil Reports SuiteApp

The Brazil Reports SuiteApp is a managed SuiteApp. Whenever there are enhancements or new features added, NetSuite automatically updates your account.

To install this SuiteApp, you must have permission and access to the SuiteApp Marketplace. For more information, see the help topic [Viewing SuiteApps in the SuiteApp Marketplace](#).

To install the Brazil Localization SuiteApp:

1. In NetSuite, go to SuiteApps.
2. In the **Search Apps** field, enter **Brazil Reports**.
3. Click **Brazil Reports**.
4. At the top-right area of the SuiteApp details page, click **Install**.
5. Wait for the installation to complete.



Tip: After the installation is complete, verify the status of the import that creates the predefined records. For more information, see [Verifying the Import Status of the Brazil Reports Predefined Records](#).

For more information about the SuiteApp installation process, see the help topic [Installing from the SuiteApp Marketplace](#).

Verifying the Import Status of the Brazil Reports Predefined Records

After the Brazil Reports SuiteApp installation is complete, the import of the predefined records provided by the SuiteApp starts automatically.

The import creates predefined records for the following record types:

- CSLL Deduction Code
- File Layout
- ICMS Adjustment Code
- IPI Adjustment Code
- IRPJ Deduction Code
- IPI Legal Framing Code
- Layout Section
- Section Source
- Source Field

Before you start using the Brazil Reports SuiteApp, you must verify the status of the import. The SuiteApp is ready to use after the import is complete.

To verify the import status of the Brazil Reports predefined records:

1. Go to Setup > Import/Export > View CSV Import Status.

2. In the Job Status list, verify the status information for the following jobs:
 - CUSTOMRECORD_BRR_CSLL_DEDUCTION_CODE
 - CUSTOMRECORD_BRR_ICMS_ADJ_CODE
 - CUSTOMRECORD_BRR_IPI_ADJUSTMENT_CODE
 - CUSTOMRECORD_BRR_IRPJ_DEDUCT_CODE
 - CUSTOMRECORD_BRR_SPEDEFD_ITEM_TYPE
 - CUSTOMRECORD_LFB_FILE_LAYOUT
 - CUSTOMRECORD_LFB_LAYOUT_SECTION
 - CUSTOMRECORD_LFB_SECTION_SOURCE
 - CUSTOMRECORD_LFB_SOURCE_FIELD
3. Wait until you can see the following information for the jobs:
 - The **Status** column is set as **Complete**
 - The **Percent Complete** column is set as **100%**
 - The **Message** column states that all records were imported successfully

Setting Up Accounts to Appear in Reports for Brazil

If you generate one of the following reports with the Brazil Reports SuiteApp, you must set up your account records with Brazil-specific information:

- Balance sheet
- Escrituração Contábil Fiscal (ECF)
- Escrituração Contábil Digital (ECD)
- Income statement
- Trial balance

For more information about the account record, see the help topics [Creating Accounts](#) and [Making Changes to Accounts](#).

To set up an account to appear in reports for Brazil:

1. Go to Setup > Accounting > Manage G/L > Chart of Accounts.
2. Click **Edit** next to the account you want.
3. In the **Number** field, review the account number.
Follow the Brazilian government guidelines regarding account numbering and use periods to separate the digits from different account levels. For example, the cash account number would be **1.1.1**.
4. To indicate the account is a subaccount, in the **Parent Account in the Brazilian Chart of Accounts** field, select the parent account.
The parent account must be a summary account. In Brazil, accounts can be subdivided into several levels. The account level affects how NetSuite displays the account in the Brazilian trial balance, balance sheet, and statutory reports for the Sistema Público de Escrituração Digital (SPED) system.
5. To map the account with the referential charts of accounts from the SPED system, in the **SPED Referential Chart of Accounts Code** field, enter the code assigned to this type of account in the referential charts of accounts.
6. To include the balance of the account in the income statement for Brazil, in the **Income Statement Section** field, select the section of income statement with which you want to associate the account.

If you do not select the section of the income statement to which to include the account's balance, NetSuite ignores the amount from the account in the statement.

7. Click **Save**.

Associating SPED EFD Types with Items

Brazil Reports enables you to classify the items included in the Escrituração Fiscal Digital (EFD) report according to the Sistema Público de Escrituração Digital (SPED) system.

You can associate SPED EFD types with item records subject to the ICMS and IPI taxes. The SPED EFD type field appears for the following types of item records:

- Group
- Inventory item
- Item Group
- Kit/package
- Lot Numbered
- Non-inventory item
- Serialized
- Service

To associate SPED EFD types with items:

1. Go to Lists > Accounting > Items.
2. Click **Edit** next to the item you want.
3. In the **SPED EFD Type** field, select the type of the item according to the classification defined by the SPED.
4. Click **Save**.

Generating Country Tax Reports for Brazil


Brazil Reports uses the Tax Reporting Framework SuiteApp to generate accounting, financial, fiscal books, and tax assessment reports for Brazil.

In the Country Tax Report page, you can generate the following reports in PDF format:

- Accounting reports
 - General ledger
 - General journal
 - Trial balance
- Financial statements
 - Balance sheet
 - Income statement
- Fiscal books
 - Provided services
 - Received services
 - Outbound goods

- Inbound goods
- Auxiliary reports
 - Simples Nacional assessment
 - Withheld taxes on services

To generate country tax reports for Brazil:

1. Go to Reports > Tax > Country Tax Reports.
2. In the **Subsidiary** field, select a Brazilian subsidiary.
NetSuite automatically populates the **Nexus** field with the nexus associated with the subsidiary.
3. (Optional) If you have multiple nexuses in your subsidiary and if the default one is not from Brazil, in the **Nexus** field, select the Brazilian nexus.
4. In the **Report Name** field, select the report you want to generate.
The field only displays tax report templates associated with the selected nexus.
5. In the **Start Date** field, select the start date for the report.
6. In the **End Date** field, select the end date for the report.
Each type of report has its own periodicity. Select the dates according to the report you are generating.
7. (Optional) If you are generating a general ledger report and want to apply additional filters, click **Open Brazil Reports Settings**.
The Brazil Reports Settings page opens.
 - a. To limit the report to GL accounts whose numbers are within a specific range, do the following:
 - i. In the **Starting Number of the Account Range** field, enter the starting number of the GL account range.
If you do not enter any number, NetSuite considers zero as the starting number.
 - ii. In the **Final Number of the Account Range** field, enter the final number of the GL account range.
If you do not enter any number, NetSuite considers 999999999 as the final number.
 For more information about GL account numbering, see the help topic [Chart of Account Numbering](#).
 - b. Click **Save**.
 - c. Close the Brazil Reports Settings page.
8. Click **Generate**.
NetSuite starts generating the report.
9. On the **Report Execution Log** subtab, locate the generated report.
The latest generated report displays at the top of the list.
10. In the **View | Download** column, wait for the loading bar to complete and change to a **View** link.
If the country tax report covers a long period, the report generation may take a few minutes to complete. You are notified through email when the report becomes available.
11. Click **View**.
12. Click the PDF icon  to download the report.

For more information, see the help topic [Generating Localized Country Tax Reports](#).

Tax Assessment for Brazil

In Brazil, assessing taxes means calculating the total amount of taxes that your company has already paid and that it still has to pay to the government.

- [Assessing IRPJ and CSLL](#)
- [Assessing ICMS](#)
- [Assessing IPI](#)
- [Assessing PIS and COFINS](#)

Assessing IRPJ and CSLL

The Imposto de Renda das Pessoas Jurídicas (IRPJ) and the Contribuição Social sobre o Lucro Líquido (CSLL) taxes apply to services provided and received in Brazil.

The IRPJ and CSLL assessment calculates the taxes paid and the taxes due on transactions in NetSuite. The result of the assessment is a summary of the total of IRPJ and CSLL due or the IRPJ and CSLL credits.

The IRPJ and CSLL assessment record enables you to define the deductions amounts that should be subtracted from the assessment.



Tip: You can leverage the provided services and received services fiscal books to review the assessment. For more information about generating the fiscal books, see [Generating Country Tax Reports for Brazil](#).

To assess IRPJ and CSLL:

1. Go to Reports > Brazil Reports > IRPJ and CSLL Assessment > New.
2. In the **Subsidiary** field, select the subsidiary whose IRPJ and CSLL amounts you want to assess.
3. In the **Type of Assessment** field, select the type of IRPJ and CSLL tax assessment you want to perform.
For example, you can assess taxes based on estimated amounts or on confirmed assessed amounts.
4. In the **Calculation Basis** field, select the type of calculation basis you want to use to assess IRPJ and CSLL.
5. In the **Start Date** field, select the start date of the assessment period.
6. In the **End Date** field, select the end date of the assessment period.
7. To add the calculation basis and tax rate information to the assessment, do the following:
 - a. Click the **Calculation Basis** subtab.
 - b. To add the IRPJ calculation basis and tax rate, do the following:
 - i. Click the **IRPJ** subtab.
 - ii. In the **Calculation Basis** field, enter the amount you want to use as basis for calculating the IRPJ due.
 - iii. In the **Tax Rate** field, enter the tax rate you want to use to calculate the IRPJ due.
The tax rate is a percentage applied on the calculation basis to obtain the IRPJ due before tax additional.
 - iv. In the **Tax Additional** field, enter the additional value that applies to monthly IRPJ amounts over 20,000.00 BRL per month.
 - v. If you assess IRPJ as estimate under the Lucro Real tax regime, in the **Amount Paid on Previous Months** field, enter the amount of IRPJ you paid previously.

Only enter the amounts from months within the same year of the assessment.

- c. To add the CSLL calculation basis and tax rate, do the following:
 - i. Click the **CSLL** subtab.
 - ii. In the **Calculation Basis** field, enter the amount you want to use as basis for calculating the CSLL due.
 - iii. In the **Tax Rate** field, enter the tax rate you want to use to calculate the CSLL due.
The tax rate is a percentage applied on the calculation basis to obtain the CSLL due.
 - iv. If you assess CSLL as estimate under the Lucro Real tax regime, in the **Amount Paid on Previous Months** field, enter the amount of CSLL you paid previously.
Only enter the amounts from months within the same year of the assessment.
8. To add tax deductions to the assessment, do the following:
 - a. To add IRPJ deductions, do the following:
 - i. Click the **IRPJ Deduction** subtab.
 - ii. In the **Deduction Code** column, select the code that identifies the type of deduction you want to apply.
 - iii. In the **Description** column, enter a description for the deduction you selected.
 - iv. In the **Amount** column, enter the amount you want to deduct from the total amount due.
 - v. Click **Add**.
Repeat the previous steps to add more deductions. Be aware that you cannot use a deduction code more than one time.
 - b. To add CSLL deductions, do the following:
 - i. Click the **CSLL Deduction** subtab.
 - ii. In the **Deduction Code** column, select the code that identifies the type of deduction you want to apply.
 - iii. In the **Description** column, enter a description for the deduction you selected.
 - iv. In the **Amount** column, enter the amount you want to deduct from the total amount due.
 - v. Click **Add**.
Repeat the previous steps to add more deductions. Be aware that you cannot use a deduction code more than one time.
9. Click **Save**.
NetSuite saves the record and calculates the IRPJ and CSLL amounts.
10. To view the calculated amounts, click the **Assessment** subtab.

Assessing ICMS

The Imposto sobre Circulação de Mercadorias e Serviços de Transporte Interestadual, Intermunicipal e de Comunicação (ICMS) tax applies to goods, shipping, and communication services in Brazil.


The ICMS assessment calculates the tax paid and the tax due on transactions in NetSuite. The result of the assessment is a summarized report and the total of ICMS due or the ICMS credit.

The ICMS assessment record enables you to define the adjustment amounts that should be added or deducted from the assessment. In the assessment record, you can also enter balances from previous assessments that entitle your company to tax credit.



Tip: You can leverage the inbound goods and outbound goods fiscal books to review the assessment report. For more information about generating the fiscal books, see [Generating Country Tax Reports for Brazil](#).

To assess ICMS:

1. Go to Reports > Brazil Reports > ICMS Assessment > New.
2. In the **Subsidiary** field, select the subsidiary whose ICMS amounts you want to assess.
3. In the **Start Date** field, select the start date of the assessment period.
4. In the **End Date** field, select the end date of the assessment period.
5. To add a debit or credit adjustment to the assessment, do the following:
 - a. Click the **Debit and Credit Adjustments** subtab.
 - b. In the **Adjustment Code** column, select the code with which you want to associate the adjustment.
The adjustment code determines whether NetSuite adds or subtracts the amount from the tax assessment.
 - c. In the **Description** column, enter a description for the adjustment.
 - d. In the **Amount** column, enter the amount to be added or subtracted from the assessment.
 - e. Click **Add**.
Repeat the previous steps to add other adjustments.
6. To add ICMS, ICMS ST, or FCP credit balances remaining from the previous assessment period, do the following:
 - a. Click the **Tax Amounts** subtab.
 - b. Add ICMS, ICMS ST, or FCP credit balances:
 - In the **ICMS Credit Balance** field, enter the balance.
 - In the **ICMS ST Credit Balance** field, enter the balance.
 - In the **FCP Credit Balance** field, enter the balance.
7. Click **Save**.
NetSuite saves the assessment record.
8. To generate the assessment report, click **Generate Report**.
If the assessment covers a long period, the report generation may take a few minutes to complete. When the report becomes available, NetSuite displays the View link under the Report field and notifies you through email. The system also updates the assessment record with the calculated tax amounts.
9. In the **Report** field, click **View**.
NetSuite opens the Country Tax Report - Brazil page.
10. Click the PDF icon  to download the report.

Assessing IPI

The Imposto sobre Produtos Industrializados (IPI) tax applies to transactions in Brazil involving manufactured goods.

The IPI assessment calculates the tax paid and the tax due on NetSuite transactions. The result of the assessment is a summarized report and the total of IPI due or the IPI credit.

The IPI assessment record enables you to define the adjustment amounts that should be added or deducted from the assessment. In the assessment record, you can also enter balances from previous assessments that entitle your company to tax credit.



Tip: You can leverage the inbound goods and outbound goods fiscal books to review the assessment report. For more information about generating the fiscal books, see [Generating Country Tax Reports for Brazil](#).

To assess IPI:

1. Go to Reports > Brazil Reports > IPI Assessment > New.
2. In the **Subsidiary** field, select the subsidiary whose IPI amounts you want to assess.
3. In the **Start Date** field, select the start date of the assessment period.
4. In the **End Date** field, select the end date of the assessment period.
5. To add a debit or credit adjustment to the assessment, do the following:
 - a. Click the **Debit and Credit Adjustments** subtab.
 - b. In the **Adjustment Code** column, select the code with which you want to associate the adjustment.
The adjustment code determines whether NetSuite adds or subtracts the amount from the tax assessment.
 - c. In the **Adjustment Origin** column, select the type of document that originated the adjustment.
 - d. If the origin of the adjustment is one of the following, in the **Document Number** field, enter the number of the document that identifies the origin.
 - Administrative case
 - Court case
 - Refund order or compensation statement (PER/DCOMP)
 - Other
 If the origin is **3 - Documento Fiscal**, do not enter a document number. For this origin, NetSuite retrieves the document number from your transaction records.
 - e. In the **Description** column, enter a description for the adjustment.
 - f. In the **Amount** column, enter the amount to be added or subtracted from the assessment.
 - g. Click **Add**.
Repeat the previous steps to add other adjustments.
6. To add IPI credit balance from the previous assessment period, do the following:
 - a. Click the **Tax Amount** subtab.
 - b. In the **IPI Credit Balance** field, enter the balance.
7. Click **Save**.
NetSuite saves the assessment record.
8. To generate the assessment report, click **Generate Report**.
If the assessment covers a long period, the report generation may take a few minutes to complete. When the report becomes available, NetSuite displays the View link under the Report field and notifies you through email. The system also updates the assessment record with the calculated tax amounts.
9. In the **Report** field, click **View**.

NetSuite opens the Country Tax Report - Brazil page.

10. Click the PDF icon  to download the report.

Assessing PIS and COFINS

The Programa de Integração Social (PIS) and Contribuição para o Financiamento da Seguridade Social (COFINS) taxes apply to services provided and received in Brazil.

The PIS and COFINS assessment calculates the taxes paid and the taxes due on NetSuite transactions. The result of the assessment is a summarized report and the total of PIS and COFINS due or the PIS and COFINS credit.


The PIS and COFINS assessment record enables you to define the adjustment amounts that should be added or deducted from the assessment. In the assessment record, you can also enter balances from previous assessments that entitle your company to tax credit.

 **Tip:** You can leverage the inbound goods, outbound goods, provided services, and received services fiscal books to review the assessment report. For more information about generating the fiscal books, see [Generating Country Tax Reports for Brazil](#).

To assess PIS and COFINS:

1. Go to Reports > Brazil Reports > PIS and COFINS Assessment > New.
2. In the **Subsidiary** field, select the subsidiary whose PIS and COFINS amounts you want to assess.
3. In the **Start Date** field, select the start date of the assessment period.
4. In the **End Date** field, select the end date of the assessment period.
5. To enter a debit or credit adjustment to the tax amounts assessed on outgoing transactions, do the following:
 - a. Click the **Outgoing Transactions** subtab.
Outgoing transactions are transactions from your subsidiary to another company or individual. Sales transactions, such as invoices, are the most common outgoing transactions.
 - b. To enter a debit or credit adjustment to the PIS amounts assessed on outgoing transactions, do the following:
 - i. Click the **PIS** subtab.
 - ii. In the **Credit Adjustments** field, enter the total amount from adjustments that should add to the PIS amount on outgoing transactions.
 - iii. In the **Debit Adjustments** field, enter the total amount from adjustments that should subtract from the PIS amount on outgoing transactions.
 - c. To enter a debit or credit adjustment to the COFINS amounts assessed on outgoing transactions, do the following:
 - i. Click the **COFINS** subtab.
 - ii. In the **Credit Adjustments** field, enter the total amount from adjustments that should add to the COFINS amount on outgoing transactions.
 - iii. In the **Debit Adjustments** field, enter the total amount from adjustments that should subtract from the COFINS amount on outgoing transactions.
6. To enter a debit or credit adjustment to the tax amounts assessed on incoming transactions, do the following:
 - a. Click the **Incoming Transactions** subtab.

Incoming transactions are transactions from other companies or individuals to your company. Purchase transactions, such as vendor bills, are the most common incoming transactions.


- b. To enter a debit or credit adjustment to the PIS amounts assessed on incoming transactions, do the following:
 - i. Click the **PIS** subtab.
 - ii. In the **Credit Adjustments** field, enter the total amount from adjustments that should add to the PIS amount on incoming transactions.
 - iii. In the **Debit Adjustments** field, enter the total amount from adjustments that should subtract from the PIS amount on incoming transactions.
 - c. To enter a debit or credit adjustment to the COFINS amounts assessed on incoming transactions, do the following:
 - i. Click the **COFINS** subtab.
 - ii. In the **Credit Adjustments** field, enter the total amount from adjustments that should add to the COFINS amount on incoming transactions.
 - iii. In the **Debit Adjustments** field, enter the total amount from adjustments that should subtract from the COFINS amount on incoming transactions.
 7. To add PIS and COFINS credit balances from the previous assessment period, do the following:
 - a. Click the **Assessment** subtab.
 - b. To add a PIS credit balance, do the following:
 - i. Click the **PIS** subtab.
 - ii. In the **Previous Credit Balance** field, enter the PIS balance.
 - c. To add a COFINS credit balance, do the following:
 - i. Click the **COFINS** subtab.
 - ii. In the **Previous Credit Balance** field, enter the COFINS balance.
 8. Click **Save**.
NetSuite saves the assessment report.
 9. To generate the assessment report, click **Generate Report**.
If the assessment covers a long period, the report generation may take a few minutes to complete. When the report becomes available, NetSuite displays the View link under the Report field and notifies you through email. The system also updates the assessment record with the calculated tax amounts.
 10. In the **Report** field, click **View**.
NetSuite opens the Country Tax Report - Brazil page.
 11. Click the PDF icon  to download the report.

Generating Statutory Reports for Brazil

In Brazil, legal entities must submit accounting and fiscal bookkeeping reports to the federal government. The system that standardizes, receives, validates, stores, and authenticates these reports is the Sistema Público de Escrituração Digital (SPED).

With Brazil Reports, you can generate the following statutory reports, provided you meet the generation prerequisites:


- **ECD**

 **Tip:** You can leverage the Brazilian general ledger and general journal reports to review the ECD file. For more information, see [Generating Country Tax Reports for Brazil](#).

■ ECF

Before you generate this report, ensure you create the IRPJ and CSLL assessment record and generate the IRPJ and CSLL assessment report.

For more information, see [Assessing IRPJ and CSLL](#).

 **Tip:** You can leverage the Brazilian income statement and balance sheet reports to review the ECF file. For more information, see [Generating Country Tax Reports for Brazil](#).

■ EFD ICMS IPI

Before you generate this report, ensure you meet the following prerequisites:

- Create the ICMS assessment record and generate the ICMS assessment report.
For more information, see [Assessing ICMS](#).
- Create the IPI assessment record and generate the IPI assessment report.
For more information, see [Assessing IPI](#).

■ EFD Contribuições

Before you generate this report, ensure you create the PIS and COFINS assessment record and generate the PIS and COFINS assessment report.

For more information, see [Assessing PIS and COFINS](#).

The SPED files you generate in NetSuite are ready for submission to the federal government.

To generate a statutory report for Brazil:



1. Go to Reports > Brazil Reports > SPED Files > New.
2. In the **File Type** field, select the type of SPED file you want to generate.
3. In the **Subsidiary** field, select the subsidiary for which you want to generate the file.
4. In the **File Layout** field, select the layout of the file you want to generate.
5. If you are generating an EFD Contribuições or EFD ICMS IPI file, in the **Accountant** field, select the contact of one or multiple accountants responsible for the information in the file.
6. In the **Start Date** field, select the start date of the period that the file covers.
7. In the **End Date** field, select the end date of the period that the file covers.
8. If you are generating ECD or ECF files, click the **Signers** subtab.
 - a. In the **Signer** column, select a signer for the file.
This field displays contact records. For more information about setting up contacts for Brazil, see [Setting Up Contacts for Brazil](#).
 - b. In the **Signer Qualification** column, select the qualification of the signer of the file, according with the SPED system.
 - c. If the signer qualification is **900 - Contador/Contabilista**, in the **Accountant License Number** column, enter the accountant's Conselho Regional de Contabilidade (CRC) number.
 - d. If the signer qualification is **900 - Contador/Contabilista** and you are generating an ECD file, do the following:
 - i. In the **Issuing State of the License** column, select the state of the CRC that issued the accountant's license.

- ii. In the **Accountant Regularity Certificate** column, enter the number of the accountant's professional regularity certificate.
The professional regularity certificate attests the accountant's compliance with their CRC. Enter the number in the following format: State acronym/Year/Number. For example, AC/0000/00000000. The number has no length limit.
- iii. In the **Certificate Expiration Date** column, enter the date on which the accountant's regularity certificate expires.
- e. If you want to list the signer as the legal representative in the SPED file, check the **Legal Representative** box.
- f. Click **Add**.

Repeat the previous steps to add multiple signers.

9. Click **Generate File**.
NetSuite starts generating the SPED file. You can verify the progress in the **Status** field.
10. Refresh the page to update the **Status** field.
11. If the status is **Generated**, in the **File** field, click **Download** to transfer the file to your local device.
12. If the status is **Failed**, in the **Generation Details** field, review the error message.
Depending on the error, you may need to edit your transaction records and generate the SPED file again.

Brazil Certification Tax Authorities

 **Note:** To access the Brazil Certification Tax Authorities SuiteApp documentation in Brazilian Portuguese (Português do Brasil), see  [Brazil Certification Tax Authorities](#).

To use the Brazil Certification Tax Authorities SuiteApp, read the following topics:

- [Brazil Certification Tax Authorities Overview](#)
- [Brazil Certification Tax Authorities SuiteApp Installation](#)
- [Finding Predefined E-Document Template Files for Brazil](#)
- [Associating Certification Service Operations with E-Document Templates in Brazil](#)
- [Enabling E-Document Validation on Certification Service Operations in Brazil](#)
- [Adding GIAP Standard's Certification Custom Field](#)
- [Adding Florianópolis' Certification Custom Fields](#)
- [Adding Rio Branco's Certification Custom Field](#)
- [Brazil Certification Tax Authorities SuiteApp Best Practices and Known Limitations](#)

Brazil Certification Tax Authorities Overview

The Brazil Certification Tax Authorities SuiteApp provides predefined plug-ins, templates, and records to enable you to submit e-documents to several Brazilian tax authorities.

In Brazil, every operation involving goods or services must be documented on electronic invoices. Companies may also be required to generate electronic accounting and bookkeeping reports. Tax collection forms and other operations involving goods, services, or expenses may need to be recorded as e-documents as well.

Brazilian companies must submit their e-documents to tax authorities, such as the Receita Federal, states' Secretarias da Fazenda (SEFAZ), and cities' governments. These authorities certify the e-documents by verifying their authenticity and compliance to format, content, and fiscal requirements.


You can share certified e-documents with other interested parties, such as vendors, customers, or tax agencies. You can use the e-documents for bookkeeping and accounting purposes. In Brazil, depending on their type, you may need to store certified e-documents for several years, due to legal requirements.

To support Brazilian e-document certification needs, the Brazil Certification Tax Authorities SuiteApp works with the E-Document Certification Service SuiteApp. For more information, see [E-Document Certification Service](#).

The Brazil Certification Tax Authorities SuiteApp provides predefined templates, records, and tax authority plug-ins required for e-document certification. You should use these templates, plug-ins, and records as a reference to create your own records and customize the settings according to your business needs.

The SuiteApp adds predefined records for the SEFAZ tax authorities to certify the electronic invoices for goods for all Brazilian states and the Federal District.

To certify electronic invoices for services, the SuiteApp supplies predefined tax authority records for a selection of cities and third-party standards. Verify with the tax authority to which you want to send e-documents whether they use their own template or a standard.

 **Note:** Brasília (DF) does not use a specific e-document template for electronic invoices for services. To generate e-documents for Brasília, use the Distrito Federal State Tax Authority record, and the electronic invoice for goods template for both goods and services transactions.

To view a list of tax authorities that adopt the standards to which Brazil Certification Tax Authorities supplies predefined records, see [Supported Cities](#).

For information about installing this SuiteApp, see [Brazil Certification Tax Authorities SuiteApp Installation](#).

Brazil Certification Tax Authorities SuiteApp Installation

This topic guides you through the installation of the Brazil Certification Tax Authorities SuiteApp.

Prerequisites for Installing the Brazil Certification Tax Authorities SuiteApp

Before installing the Brazil Certification Tax Authorities SuiteApp, you must meet the following requirements:

- Install the Electronic Invoicing SuiteApp.
For more information, see the help topic [Installing and Setting Up Electronic Invoicing](#).
- Install the E-Document Certification Service SuiteApp.
For more information, see [E-Document Certification Service SuiteApp Installation](#).
- Enable several features in NetSuite.

To enable features:

1. Go to Setup > Company > Enable Features.
2. On the **Company** subtab, check the following boxes:
 - Multi-language
 - File Cabinet

3. On the **SuiteCloud** subtab, check the following boxes:
 - Advanced PDF/HTML Templates
 - Client SuiteScript
 - Server SuiteScript
4. Click **Save**.

Installing the Brazil Certification Tax Authorities SuiteApp

The Brazil Certification Tax Authorities SuiteApp is a managed SuiteApp. Whenever there are enhancements or new features added, NetSuite automatically updates your account.

To install this SuiteApp, you must have permission and access to the SuiteApp Marketplace. For more information, see the help topic [Viewing SuiteApps in the SuiteApp Marketplace](#).

To install the Brazil Certification Tax Authorities SuiteApp:

1. In NetSuite, go to SuiteApps.
2. In the **Search Apps** field, enter **Brazil Certification Tax Authorities**.
3. Click **Brazil Certification Tax Authorities**.
4. At the top-right area of the SuiteApp details page, click **Install**.
5. Wait for the installation to complete.



Tip: After the installation is complete, verify the status of the import that creates the predefined records. For more information, see [Verifying the Import Status of the Brazil Certification Tax Authorities Predefined Records](#).

For more information about the SuiteApp installation process, see the help topic [Installing from the SuiteApp Marketplace](#).

Verifying the Import Status of the Brazil Certification Tax Authorities Predefined Records

After the Brazil Certification Tax Authorities SuiteApp installation is complete, the import of the predefined records provided by the SuiteApp starts automatically.

The import creates predefined records for the following record types:

- Tax authority certification service
- Certification service operation
- Digital signature tags
- Certification service URL
- XSD validation

The predefined records are provided for the tax authorities mentioned in the [Brazil Certification Tax Authorities Overview](#).

Before you start using the Brazil Certification Tax Authorities SuiteApp, you must verify the status of the import. The SuiteApp is ready to use after the import is complete.

To verify the import status of the Brazil Certification Tax Authorities predefined records:

1. Go to Setup > Import/Export > View CSV Import Status.
2. In the Job Status list, verify the status information for the following jobs:
 - CUSTOMRECORD_ECS_TAX_AUTHORITY
 - CUSTOMRECORD_ECS_CERT_SERV_OPERATION
 - CUSTOMRECORD_ECS_DIG_SIGNATURE_TAGS
 - CUSTOMRECORD_ECS_CERT_SERV_URL
 - CUSTOMRECORD_ECS_XSD_VALIDATION
3. Wait until you can see the following information for the jobs:
 - The **Status** column is set as **Complete**
 - The **Percent Complete** column is set as **100%**
 - The **Message** column states that all records were imported successfully

Finding Predefined E-Document Template Files for Brazil

The Brazil Certification Tax Authorities SuiteApp provides predefined e-document template files for several Brazilian tax authorities.

You can download the predefined template files to your computer. If you want, after downloading the templates, you can customize them according to your business needs.

The predefined files are available in your account's File Cabinet. For more information about the File Cabinet, see the help topic [Searching for and Viewing Files in the File Cabinet](#).

- **Electronic invoices for goods** – To download e-document template files to generate electronic invoices for goods, see the help topic [Finding the Predefined E-Document Template Files for Electronic Invoices for Goods \(Brazilian Hub SuiteApp\)](#).
- **Electronic invoices for services** – To download e-document template files for electronic invoices for services, see the help topic [Finding the Predefined E-Document Template Files for Electronic Invoices for Services \(Brazilian Hub SuiteApp\)](#).

After you download and possibly customize the templates, you can use them to create e-document template records in NetSuite. For more information, see the help topic [Creating E-Document Templates](#).



Note: Brasília (DF) does not use a specific e-document template for electronic invoices for services. To generate e-documents for Brasília, use the Distrito Federal State Tax Authority record, and the electronic invoice for goods template for both goods and services transactions.

To find predefined e-document template files for Brazil:

1. Go to Documents > Files > File Cabinet.
2. In the sidebar or list, click **SuiteApps**.
The files and folders within this folder appear.
3. Click the **com.netsuite.brazilcertificationtaxauth** folder.
The folders within this folder appear.
4. Click the **src** folder.
The **braziltemplates** folder appears.
5. Click the **braziltemplates** folder.
The **Goods** and **Services** folder appear.
6. If you want to download templates for electronic invoices for goods, do the following:

- a. Click the **Goods** folder.
 - b. Find the template file you want to download and click **Download**.
The folder may contain e-document template files to be used in a tax authority's test environment. These files are identified by the prefix **Test**.
7. If you want to download templates for electronic invoices for services for a tax authority that uses its own templates, do the following:
 - a. Click the **Services** folder.
 - b. Find the city from the tax authority you want, and click its folder name.
 - c. Find the state in which the tax authority is located, and click its folder name.
 - d. Find the template file you want to download and click **Download**.
The folder may contain e-document template files to be used in a tax authority's test environment. These files are identified by the prefix **Test**.
8. If you want to download templates for electronic invoices for services for a tax authority that uses a third-party template standard, do the following:
 - a. Click the **Services** folder.
 - b. Find the standard that the tax authority uses to generate e-documents, and then click its folder name.
 - c. Click the folder named after the version of the standard that the tax authority adopts.
 - d. Find the template file you want to download and click **Download**.
The folder may also contain e-document template files to be used in a tax authority's test environment. These files are identified by the prefix **Test**.

Associating Certification Service Operations with E-Document Templates in Brazil

The Brazil Certification Tax Authorities SuiteApp provides predefined certification service operation records to enable you to send e-documents to several Brazilian tax authorities.

Certification service operation records store information that NetSuite uses to submit different types of certification operations to tax authorities. For more information, see [Creating E-Document Certification Service Operations](#).

To identify the operations sent to the predefined tax authorities, you must associate e-document templates with service operation records. Different operations may require specific e-document templates, depending on the tax authority.

Each certification service operation record stands for one operation type for a certain tax authority. Associate e-document templates to as many certification service operation records as required for the tax authorities you send e-documents to.

Before associating certification service operations with e-document templates, ensure you have created e-document template records in your account. You can use the predefined templates that the Brazil Certification Tax Authorities SuiteApp supplies to create the e-document templates. For more information, see [Creating Tax Determination Rules for Specific MCN or Service Codes](#).

The certification service operation is associated with a tax authority through the tax authority certification service record. The tax authority certification service record gathers information about the connection set up between your NetSuite account and the tax authority.

To associate a certification service operation with an e-document template:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Find the tax authority certification service record for the tax authority to which you send e-documents, and then click **View**.
In general, tax authorities are state or city governments.
3. Click the **Operations** subtab.
4. On the subtab, find the certification service operation you want, and then click **Edit**.
5. In the **E-Document Template** field, select an e-document template to associate with the operation.
6. Click **Save**.

Enabling E-Document Validation on Certification Service Operations in Brazil

The Brazil Certification Tax Authorities SuiteApp provides predefined e-document validation files in the XSD format.

The SuiteApp automatically associates the XSD validation files with the sending operation records of the following predefined tax authorities:

- All Brazilian states
- Specific Brazilian cities
 - Barueri (SP)
 - Curitiba (PR)
 - Fortaleza (CE)
 - João Pessoa (PB)
 - Manaus (AM)
 - Natal (RN)
 - Recife (PE)
 - Rio Branco (AC)
 - Rio de Janeiro (RJ)
 - Salvador (BA)
 - São Paulo (SP)
 - Sorocaba (SP)
 - Vitória (ES)
- Specific third-party standards
 - ABRASF
 - BETHA
 - BHISS
 - DSF
 - GIAP
 - WEBISS

The XSD files validate the electronic invoices for goods (NF-e) and electronic invoices for services (NFS-e) you generate using the SuiteApp's predefined e-document templates. This validation applies to production, test, and contingency certification environments.

When NetSuite finds issues during the validation, it displays them in the e-document audit trail. For more information, see [Setting Up XSD Validation](#).

To enable e-document validation on a certification service operation:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service you want.
3. Click the **Operations** subtab.
4. Click the name of the sending operation record.
5. Click **Edit**.
6. Check the **Enable the XSD Validation** box.
7. Click **Save**.

Adding GIAP Standard's Certification Custom Field

Tax authorities from cities that use the GIAP standard require you to provide specific information when you send them e-documents for certification. The tax authority uses this information to authenticate your request for certification.

The tax authority provides you with an authentication token when you register your company to certify e-documents with the city.

To include the token on the e-document certification requests, add your company's token on the e-document certification settings record of the city that uses the GIAP standard. You must add the token as certification custom fields.

You should do this for all subsidiaries that send e-documents for certification to tax authorities that use the GIAP standard, both in test and production environments.

To add GIAP Standards' certification custom fields:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Find the tax authority certification service record for the city that uses the GIAP standard and click **View**.
The tax authority certification service record opens.
3. Click the **Certification Settings** subtab.
4. Find the e-document certification settings you want, and then click **Edit**.
The e-document certification settings record opens.
5. Click the **Custom Fields** subtab.
6. Add your token information.
 - a. Click **New Certification Custom Fields**.
A certification custom fields record opens.
 - b. In the **Custom Field Key** field, enter **Token**.
 - c. In the **Custom Field Value** field, enter the company's token.
 - d. Click **Save**.

For more information about creating certification custom fields, see the help topic [Adding Custom Fields for Certification](#).

Adding Florianópolis' Certification Custom Fields

The tax authority from the city of Florianópolis (SC) requires you to provide specific information when you send it e-documents for certification. The tax authority uses this information to authenticate your request for certification.

The Florianópolis tax authority provides you this authentication information when you register your company to certify e-documents in this Brazilian city. This information correspond to the credentials that identify your company.

To include this information in the e-document certification requests you send to Florianópolis with NetSuite, add your company's authentication credentials on its e-document certification settings record. You must add the credentials as certification custom fields.

To improve the security of the credentials you store in NetSuite, you should encrypt the password and client secret custom fields. To enable the encryption, create an API Secret and enter its ID on the e-document certification record associated with Florianópolis' tax authority certification service. Ensure that the API secret password has 16, 24, or 32 bytes. For more information, see the help topics [Creating Secrets](#) and [Defining E-Document Certification Settings](#).

You should do this for all subsidiaries that send e-documents for certification to Florianópolis, both in test and production environments.

To add Florianópolis' certification custom fields:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Find the tax authority certification service record named **Florianópolis (SC) Tax Authority** and click **View**.

The tax authority certification service record for the city of Florianópolis opens.

3. Click the **Certification Settings** subtab.
4. Find the e-document certification settings you want, and then click **Edit**.

The e-document certification settings record opens.

5. Click the **Custom Fields** subtab.
6. Add your username information.

- a. Click **New Certification Custom Fields**.

A certification custom fields record opens.

- b. In the **Custom Field Key** field, enter **Username**.
 - c. In the **Custom Field Value** field, enter the company's username.
 - d. Click **Save**.

7. Add your access pass information.

- a. Click **New Certification Custom Fields**.

A certification custom fields record opens.

- b. In the **Custom Field Key** field, enter **Access Pass**.
 - c. In the **Custom Field Value** field, enter the company's access pass.
 - d. (Optional) To encrypt the content of the **Custom Field Value** field, check the **Encrypt Custom Field Value** box.
 - e. Click **Save**.

8. Add your Autorização para Emissão de Documentos Fiscais Eletrônicos (AEDF) information.

- a. Click **New Certification Custom Fields**.

- A certification custom fields record opens.
 - b. In the **Custom Field Key** field, enter **AEDF**.
 - c. In the **Custom Field Value** field, enter the company's AEDF number.
 - d. Click **Save**.
- 9. Add your identification information.
 - a. Click **New Certification Custom Fields**.
 - A certification custom fields record opens.
 - b. In the **Custom Field Key** field, enter **Client ID**.
 - c. In the **Custom Field Value** field, enter the company's client ID, as provided by the tax authority.
 - d. Click **Save**.
- 10. Add your secret information.
 - a. Click **New Certification Custom Fields**.
 - A certification custom fields record opens.
 - b. In the **Custom Field Key** field, enter **Client Secret**.
 - c. In the **Custom Field Value** field, enter the company's client secret, as provided by the tax authority.
 - d. (Optional) To encrypt the content of the **Custom Field Value** field, check the **Encrypt Custom Field Value** box.
 - e. Click **Save**.

For more information about creating certification custom fields, see the help topic [Adding Custom Fields for Certification](#).

Adding Rio Branco's Certification Custom Field

The tax authority from the city of Rio Branco (AC) requires you to provide specific information when you send it e-documents for certification. The tax authority uses this information to authenticate your request for certification.

The tax authority provides you with a password when you register your company to certify e-documents with the city. To include this information in the e-document certification requests you send to Rio Branco with NetSuite, add your company's access pass on its e-document certification settings record. You must add the access pass as a certification custom field.

To improve the security of the credentials you store in NetSuite, you should encrypt the access pass custom field. To enable the encryption, create an API Secret. Ensure that the API secret password has 16, 24, or 32 bytes. For more information, see the help topics [Creating Secrets](#) and [Defining E-Document Certification Settings](#).

To add Rio Branco's certification custom field:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Find the tax authority certification service record named **Rio Branco (AC) Tax Authority** and click **View**.
 - The tax authority certification service record for the city of Rio Branco opens.
3. Click the **Certification Settings** subtab.

4. Find the e-document certification settings you want, and then click **Edit**.
The e-document certification settings record opens.
5. (Optional) To encrypt the custom field, in the **API Secret ID** field, enter the ID assigned to the API secret.
6. Click the **Custom Fields** subtab.
7. Add your access pass information.
 - a. Click **New Certification Custom Fields**.
A certification custom fields record opens.
 - b. In the **Custom Field Key** field, enter **Access Pass**.
 - c. In the **Custom Field Value** field, enter the company's access pass.
 - d. (Optional) To encrypt the content of the **Custom Field Value** field, check the **Encrypt Custom Field Value** box.
 - e. Click **Save**.

For more information about creating certification custom fields, see the help topic [Adding Custom Fields for Certification](#).

Brazil Certification Tax Authorities SuiteApp Best Practices and Known Limitations

Before using the Brazil Certification Tax Authorities SuiteApp, be aware of the current limitations and best practice recommendations.

- [Best Practices for the Brazil Certification Tax Authorities SuiteApp](#)
- [Known Limitations of the Brazil Certification Tax Authorities SuiteApp](#)

Best Practices for the Brazil Certification Tax Authorities SuiteApp

When using the Brazil Certification Tax Authorities SuiteApp, be guided by the following recommendations:

- When installing the SuiteApp, enable all the required features before installing the required SuiteApps for Brazil Certification Tax Authorities.
For more information, see [Brazil Certification Tax Authorities SuiteApp Installation](#).
- When installing the SuiteApp, install the required SuiteApps for Brazil before installing the Brazil Certification Tax Authorities SuiteApp.
For more information, see [Brazil Certification Tax Authorities SuiteApp Installation](#).
- When available, enable the XSD validation for the e-documents you generate and send for certification with the Brazil Certification Tax Authorities SuiteApp.
For more information, see [Enabling E-Document Validation on Certification Service Operations in Brazil](#).
- When entering item descriptions on invoices that you send to the Barueri (SP) tax authority for certification, press Enter to insert line breaks. The SuiteApp automatically removes other forms of line breaks, such as pipes,
, and \n.

Known Limitations of the Brazil Certification Tax Authorities SuiteApp

When using the Brazil Certification Tax Authorities SuiteApp, keep in mind the following limitation:

- E-documents certified in the test environments of certain tax authorities display some default return information.

In the e-document certification return records for these e-documents, the certified e-document number is always 000. The certification date is the date and time at which the e-document is sent for certification. NetSuite populates the fields by default because the tax authorities do not return valid certification data in their test environments. The default information prevents possible errors.

The tax authorities are São Paulo (SP) and those that use the DSF standard.

- XSD validation is available only for the sending operations of selected tax authorities.

The availability of XSD validation depends on the tax authorities usage of XSD files themselves. For more information about XSD validation for Brazil, see [Enabling E-Document Validation on Certification Service Operations in Brazil](#).

E-Document Certification Service

Note: To access the E-Document Certification Service SuiteApp documentation in Brazilian Portuguese (Português do Brasil), see  [E-Document Certification Service](#).

To use the E-Document Certification Service SuiteApp, read the following topics:

- [E-Document Certification Service Overview](#)
- [E-Document Certification Service SuiteApp Installation](#)
- [Roles and Permissions for the E-Document Certification Service](#)
- [E-Document Certification Service Setup](#)
- [Adding the E-Document Certification Monitor Portlet to a Dashboard](#)
- [Troubleshooting E-Document Certification Requests Processing](#)

E-Document Certification Service Overview

The E-Document Certification Service SuiteApp enables you to send e-documents to tax authorities.

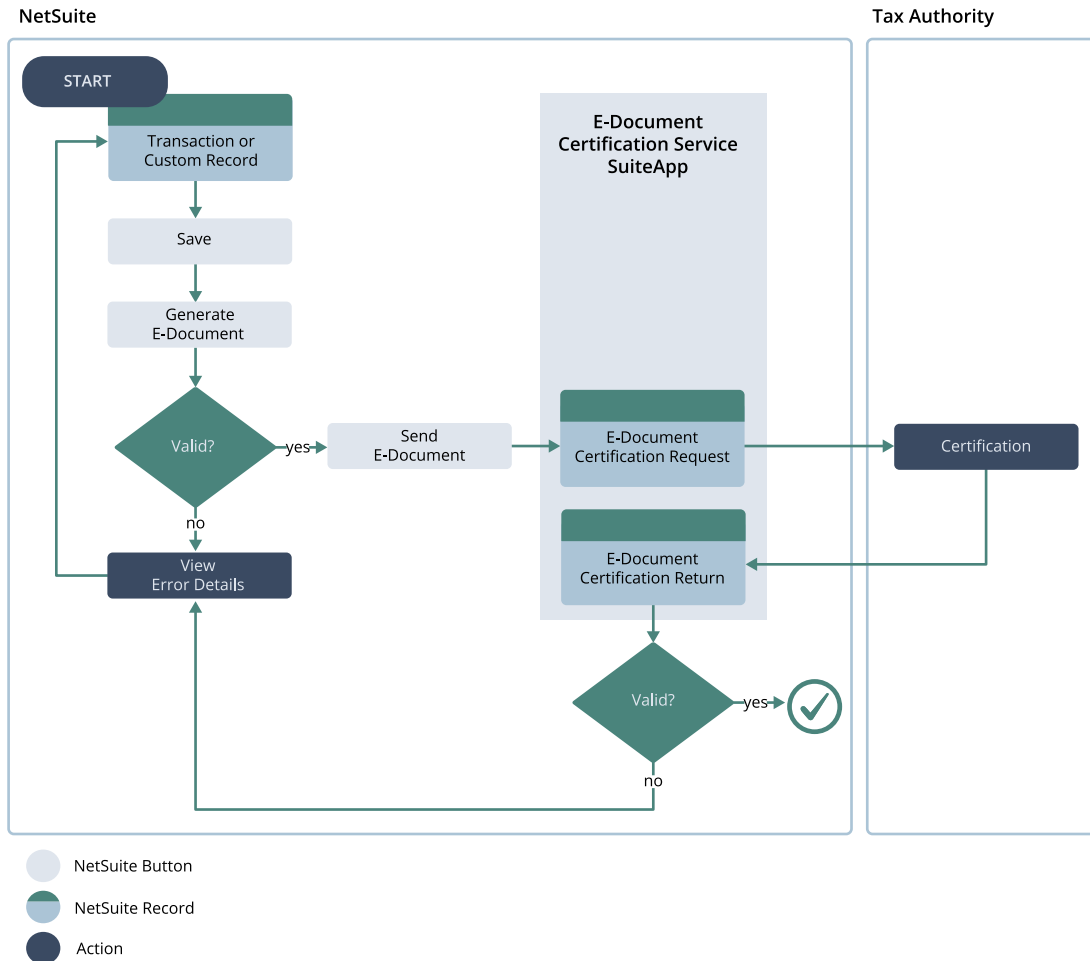
Several countries require that companies submit their e-documents to tax authorities for certification. An e-document in NetSuite can be a record or transaction in the format of an XML or JSON document generated according to a specific standard. Some countries legally recognize these files as official documents and may establish guidelines for their format and content, according to local business needs.

Tax authorities verify the e-documents' authenticity and compliance to prescribed requirements. You can share certified e-documents with the interested external parties, such as customers, vendors, or other tax agencies. You may need to store certified e-documents for a specific amount of time, depending on legal requirements.

The E-Document Certification Service SuiteApp enables you to set up connections to transmit your e-documents to tax authorities' web services. With the SuiteApp, you can define the tax authority to which your subsidiaries submit e-documents, the type of e-document you send them, and the environment used for certification (production, testing, or contingency).

The E-Document Certification Service SuiteApp also manages the e-document certification requests, responses from the tax authority, and digital signing. For more information about digital signing with the SuiteApp, see [E-Document Digital Signature](#).

The following diagram illustrates how the certification process works when you use the E-Document Certification Service SuiteApp.



For information about installing this SuiteApp, see [E-Document Certification Service SuiteApp Installation](#).

E-Document Certification Service SuiteApp Installation

This topic guides you through the installation of the E-Document Certification Service SuiteApp.

Prerequisites for Installing the E-Document Certification Service SuiteApp

Before installing the E-Document Certification Service SuiteApp, you must meet the following requirements:

- Ensure you are using an OneWorld account.
For more information, see the help topic [Introduction to NetSuite OneWorld](#).
- Install the Electronic Invoicing SuiteApp in your account.
For more information, see the help topic [Installing and Setting Up Electronic Invoicing](#).
- Enable several features in NetSuite.

To enable features:

1. Go to Setup > Company > Enable Features.

2. On the **Company** subtab, check the following boxes:
 - Multi-language
 - File Cabinet
3. On the **SuiteCloud** subtab, check the following boxes:
 - Custom Records
 - Advanced PDF/HTML Templates
 - Client SuiteScript
 - Server SuiteScript
 - REST Web Services
4. Click **Save**.

Installing the E-Document Certification Service SuiteApp

The E-Document Certification Service SuiteApp is a managed SuiteApp. Whenever there are enhancements or new features added, NetSuite automatically updates your account.

To install this SuiteApp, you must have permission and access to the SuiteApp Marketplace. For more information, see the help topic [Viewing SuiteApps in the SuiteApp Marketplace](#).

To install the E-Document Certification Service SuiteApp:

1. In NetSuite, go to SuiteApps.
2. In the **Search Apps** field, enter **E-Document Certification Service**.
3. Click **E-Document Certification Service**.
4. At the top-right area of the SuiteApp details page, click **Install**.
5. Wait for the installation to complete.

For more information about the SuiteApp installation process, see the help topic [Installing from the SuiteApp Marketplace](#).

Roles and Permissions for the E-Document Certification Service

Access to the custom records provided by the E-Document Certification Service SuiteApp requires specific permissions. By default, the Administrator role is granted full permissions to the custom records. If other roles need to view, access, or edit the custom records, an administrator can grant permission to the roles.

See the following table for more information about the default permissions granted with the E-Document Certification Service SuiteApp.

Role	Category	Permission	Access Level
Administrator	Custom Record	Certification Custom Fields	Full
Administrator	Custom Record	Certification Service Operation	Full
Administrator	Custom Record	Certification Operation Type	Full
Administrator	Custom Record	Certification Service URL	Full
Administrator	Custom Record	Digital Signature Tags	Full
Administrator	Custom Record	E-Document Category	Full
Administrator	Custom Record	E-Document Certification Priority	Full

Role	Category	Permission	Access Level
Administrator	Custom Record	E-Document Certification Settings	Full
All	Custom Record	E-Document Certification Request	Full
All	Custom Record	E-Document Certification Return	Full
Administrator	Custom Record	Tax Authority Certification Service	Full
Administrator	Custom Record	XSD Validation	Full

See the following table for more information about the permissions you can grant to the roles that must send e-documents for certification with the E-Document Certification Service SuiteApp.

Category	Permission	Access Level
Custom Record	Certification Custom Fields	View
Custom Record	Certification Service Operation	View
Custom Record	Certification Operation Type	View
Custom Record	Certification Service URL	View
Custom Record	Digital Signature Tags	View
Custom Record	E-Document Category	View
Custom Record	E-Document Certification Priority	View
Custom Record	E-Document Certification Settings	View
Custom Record	Tax Authority Certification Service	View
Setup	REST Web Services	Full
Setup	SuiteScript	Full
Setup	SuiteScript Scheduling	Full
Custom Record	XSD Validation	View

Granting Permission to the E-Document Certification Monitor Portlet

By default, the Administrator role is granted the permission to add and view the E-Document Certification Monitor portlet. If you are an administrator, you can grant permission to other roles to access the E-Document Certification Monitor portlet.

For more information about the portlet, see [Adding the E-Document Certification Monitor Portlet to a Dashboard](#).

To grant permission to the E-Document Certification Monitor portlet:

1. Go to Customization > Scripting > Script Deployments.
2. Under Filters, in the **Type** field, select **Portlet**.
3. Click **Edit** next to the script deployment record for the E-Document Certification Monitor portlet (Deploy ID: customdeploy_ecs_pt_edoc_cert_montr_tit).

The script deployment record opens.

4. Click the **Audience** subtab.
5. In the **Roles** field, select the roles for which you want to grant permission for the portlet.
6. Click **Save**.

E-Document Certification Service Setup

The E-Document Certification Service SuiteApp enables you to create and set up the submission of outbound e-documents to tax authorities.

If you are an administrator, you can configure the communication with tax authorities' web services according to local requirements and your business needs.

See the following topics for more information.

- [Certification Tax Authority Implementation](#)
- [E-Document Digital Signature](#)
- [Creating E-Document Categories](#)
- [Defining E-Document Certification Priorities](#)
- [Setting the E-Document Certification Requests' Processing Capacity](#)
- [Setting Up Sequential Order Sending](#)

Certification Tax Authority Implementation

The E-Document Certification Service SuiteApp provides you the infrastructure to communicate with tax authorities' web services. If you are an administrator, you can create tax authority certification services to submit e-documents for certification.

Read the following topics to learn how to create a tax authority certification service and implement the communication with a tax authority's web service in NetSuite.

- [Prerequisites for Creating a Certification Tax Authority Implementation](#)
- [Creating a Custom Plug-in Implementation for a Tax Authority](#)
- [Creating a Tax Authority Certification Service Record](#)
- [Cloning a Tax Authority Certification Service Record](#)

Prerequisites for Creating a Certification Tax Authority Implementation

Before you create a certification service for a tax authority, you must set up the creation of e-documents in NetSuite with the Electronic Invoicing SuiteApp. Ensure you meet the following requirements:

- **E-document template** – The E-Document Certification Service SuiteApp does not provide e-document templates. If you have a SuiteApp installed on your account that provides an e-document template, you can use it, but you must ensure it meets the tax authority's requirements. If not, you must create an e-document template for the tax authority to which you send e-documents. For more information, see the help topic [Creating E-Document Templates](#).
- **E-document package** – The E-Document Certification Service SuiteApp does not provide e-document packages. If you have a SuiteApp installed on your account that provides an e-document package, you can use it. If not, you must create an e-document package. For more information, see the help topic [Creating E-Document Packages](#).
- **E-document sending method** – The E-Document Certification Service SuiteApp provides two standard e-document sending methods: one for goods and another one for services. You can either use the standard e-document sending methods, or you can create your own. For more information, see the help topic [Creating E-Document Sending Methods](#).

Creating a Custom Plug-in Implementation for a Tax Authority

A custom plug-in implementation for a tax authority contains all the methods, parameters, and templates required to establish communication and handle responses between NetSuite and the tax authority.

Create a JavaScript file for the custom plug-in implementation. The JavaScript file must be compatible with SuiteScript 2.0.

The following code is a sample custom plug-in implementation for tax authority certification service.

```

1  /**
2   *
3   * @ApiVersion 2.x
4   * @ModuleScope Public
5   * @NScriptType plugintypeimpl
6   */
7
8  define([
9    "N/xml",
10   "N/search",
11   "SuiteApps/com.netsuite.edoccertificationservice/src/ecsShared/lib/taxAuthorityPluginLib"
12 ], function(
13   xml,
14   search,
15   taxAuthLib
16 ) {
17   /**
18    * Builds an object that contains the headers and the envelope with the XML content
19    * @param {Object} context
20    * @param {string|number} context.subsidiary
21    * @param {string|number} context.taxAuthority
22    * @param {string|number} context.environment
23    * @param {string|number} context.operationId
24    * @param {string|number} context.operationType
25    * @param {string|number} context.operationTypeExternalId
26    * @param {string|number} context.recordId
27    * @param {string|number} context.recordType
28    * @param {string|number} context.eDocContent
29    * @param {any} context.requestParameters
30    *
31    * @returns {Object} result
32    * @returns {any} result.headers
33    * @returns {string} result.contents
34    */
35   function buildMessage(context) {
36     var requestParameters = context.requestParameters;
37     var requestType = context.requestParameters.requestType;
38     var xmlContent = null;
39
40     switch(requestType) {
41       case "ConsultarLoteRpsRequest": {
42         var protocolNumber = requestParameters.certificationProtocol;
43         var subsidiaryCnpj = requestParameters.subsidiaryCnpj;
44         var subsidiaryInscricaoMunicipal = requestParameters.subsidiaryInscricaoMunicipal;
45
46         xmlContent = getRenderedCheckStatusTemplate({
47           taxAuthority: context.taxAuthority,
48           operationId: context.requestParameters.nextOperation,
49           protocol: protocolNumber,
50           subsidiary: context.subsidiary.toString(),
51           subsidiaryCnpj: subsidiaryCnpj,
52           subsidiaryInscricaoMunicipal: subsidiaryInscricaoMunicipal
53         });
54
55         break;
56       }
57       default: {
58         var xmlSoap = taxAuthLib.getXmlSoap(context.operationId);
59         xmlContent = context.eDocContent.replace('<?xml version="1.0" encoding="UTF-8" standalone="no"?>', "");
60         xmlContent = xmlSoap.replace("#XMLDATA#", xmlContent);
61
62         break;

```

```

63     }
64 }
65
66 return {
67     headers: {'Content-Type': 'text/xml;charset=utf-8'},
68     contents: xmlContent
69 };
70 };
71
72 /**
73  * Reads the response from the tax authority
74  * @param {Object} context
75  * @param {string|number} context.subsidiary
76  * @param {string|number} context.taxAuthority
77  * @param {string|number} context.environment
78  * @param {string|number} context.category
79  * @param {string|number} context.operationId
80  * @param {string|number} context.operationType
81  * @param {string|number} context.operationTypeExternalId
82  * @param {string|number} context.recordId
83  * @param {string|number} context.recordType
84  * @param {string|number} context.eDocContent
85  * @param {any} context.requestParameters
86  * @param {Object} context.response
87  * @param {string} context.response.body
88  * @param {code} context.response.code
89  * @param {headers} context.response.headers
90  *
91  * @returns {Object} result
92  * @returns {boolean} result.success
93  * @returns {string} result.message
94  * @returns {string} result.contents
95  * @returns {any} result.details
96  */
97 function readResponse(context) {
98     var requestType = context.requestParameters.requestType;
99
100     if (!requestType) {
101         var operationTypeExternalId = context.operationTypeExternalId;
102
103         if (operationTypeExternalId === "Send E-Document") {
104             requestType = "RecepcionarLoteRpsRequest";
105         }
106         if (operationTypeExternalId === "Cancel") {
107             requestType = "CancelarNfseRequest";
108         }
109     }
110
111     var xmlParse = parseXml(context.response.body);
112     var success = false;
113
114     var responseContents = xml.XPath.select({
115         node: xmlParse,
116         xpath: '//return'
117     })[0].textContent;
118
119     var responseParsedXml = parseXml(responseContents);
120     var originalParsedXml = parseXml(context.eDocContent);
121
122     var details = null;
123     var certificationProtocol = "";
124     var messageCode = "";
125     var message = "";
126     var fixMessage = "";
127     var certificationDate = null;
128     var documentSeries = "";
129     var transitoryDocumentNumber = "";
130     var certifiedDocumentNumber = "";
131     var accessKey = "";
132     var subsidiaryCnpj = "";
133     var subsidiaryInscricaoMunicipal = "";
134
135     switch(requestType) {

```

```

136         case "RecepcionarLoteRpsRequest": {
137             certificationProtocol = taxAuthLib.getFirstElementByTagName(responseParsedXml, 'ns3:Protocolo');
138
139             messageCode = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(
140 s(name(), ':Codigo')]");
141             message = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(
142 s(name(), ':Mensagem')]");
143             fixMessage = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(
144 s(name(), ':Correcao')]");
145
146             message = taxAuthLib.formatErrorMessage(message, messageCode, fixMessage);
147
148             subsidiaryCnpj = taxAuthLib.getFirstElementByTagName(originalParsedXml, 'Cnpj');
149             subsidiaryInscricaoMunicipal = taxAuthLib.getFirstElementByTagName(originalParsedXml, 'InscricaoMunicipal');
150
151             if (checkSuccessRecepcionarLote(messageCode, certificationProtocol)) {
152                 success = true;
153                 details = {
154                     subsidiaryCnpj: subsidiaryCnpj,
155                     subsidiaryInscricaoMunicipal: subsidiaryInscricaoMunicipal,
156                     certificationProtocol: certificationProtocol
157                 };
158             } else {
159                 details = {
160                     messageCode: messageCode
161                 };
162             }
163             break;
164         }
165         case "ConsultarLoteRpsRequest": {
166             messageCode = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(
167 s(name(), ':Codigo')]");
168             message = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(
169 s(name(), ':Mensagem')]");
170             fixMessage = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(
171 s(name(), ':Correcao')]");
172
173             message = taxAuthLib.formatErrorMessage(message, messageCode, fixMessage);
174
175             var certificationDateString = taxAuthLib.getFirstElementByTagName(responseParsedXml, 'ns4:DataEmissao');
176
177             if (errorCodeToReprocess(messageCode)) {
178                 success = true;
179                 details = {
180                     messageCode: messageCode,
181                     subsidiaryCnpj: context.requestParameters.subsidiaryCnpj,
182                     subsidiaryInscricaoMunicipal: context.requestParameters.subsidiaryInscricaoMunicipal,
183                     certificationProtocol: context.requestParameters.certificationProtocol
184                 };
185             } else if (checkSuccessConsultarLote(messageCode, certificationDateString)) {
186                 documentSeries = taxAuthLib.getElementByXPath(responseParsedXml, "//*[name()='ns4:IdentificacaoRp
187 s']/*[name()='ns4:Serie']");
188                 transitoryDocumentNumber = taxAuthLib.getElementByXPath(responseParsedXml, "//*[name()='ns4:IdentificacaoRp
189 s']/*[name()='ns4:Numero']");
190                 certificationDate = taxAuthLib.parseISODatetime(certificationDateString);
191                 certifiedDocumentNumber = taxAuthLib.getElementByXPath(responseParsedXml, "//*[name()='ns4:InfN
192 fse']/*[name()='ns4:Numero']");
193                 accessKey = taxAuthLib.getElementByXPath(responseParsedXml, "//*[name()='ns4:InfNfse']/*[name()='ns4:CodigoVer
194 ificacao']");
195
196                 success = true;
197                 details = {
198                     certificationDate: certificationDate,
199                     documentSeries: documentSeries,
200                     transitoryDocumentNumber: transitoryDocumentNumber,
201                     certifiedDocumentNumber: certifiedDocumentNumber,
202                     documentAccessKey: accessKey,
203                     additionalInformation: {
204                         certificationDateString: certificationDateString

```

```

199         }
200     };
201     } else {
202         success = false;
203         details = {
204             messageCode: messageCode
205         }
206     }
207     break;
208 }
209 case "CancelarNfseRequest": {
210     messageCode = taxAuthLib.getElementByXpath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')][*contains(name(), ':Codigo')]"");
211     message = taxAuthLib.getElementByXpath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')][*contains(name(), ':Mensagem')]"");
212     fixMessage = taxAuthLib.getElementByXpath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')][*contains(name(), ':Correcao')]"");
213
214     message = taxAuthLib.formatErrorMessage(message, messageCode, fixMessage);
215
216     if (checkSuccessCancelarNfse(messageCode)) {
217         certifiedDocumentNumber = taxAuthLib.getFirstElementByTagName(responseParsedXml, 'ns5:Numero') || taxAuthLib.getFirstElementByTagName(originalParsedXml, 'tns:NumeroNfse');
218         var certificationDateString = taxAuthLib.getFirstElementByTagName(responseParsedXml, 'ns5:DataHora');
219         certificationDate = taxAuthLib.parseISODatetime(certificationDateString);
220         success = true;
221
222         details = {
223             certificationDate: certificationDate,
224             certifiedDocumentNumber: certifiedDocumentNumber,
225             additionalInformation: {
226                 certificationDateString: certificationDateString
227             }
228         };
229     } else {
230         details = {
231             messageCode: messageCode
232         };
233     }
234
235     break;
236 }
237 }
238
239 return {
240     success: success,
241     message: message,
242     contents: responseContents,
243     details: details
244 };
245
246 };
247
248 /**
249  * Verifies if the current operation type has a following request
250  * @param {Object} context
251  * @param {string|number} context.subsidiary
252  * @param {string|number} context.taxAuthority
253  * @param {string|number} context.environment
254  * @param {string|number} context.operationId
255  * @param {string|number} context.operationType
256  * @param {string|number} context.operationTypeExternalId
257  * @param {string|number} context.recordId
258  * @param {string|number} context.recordType
259  * @param {string|number} context.eDocContent
260  * @param {any} context.requestParameters
261  * @param {Object} context.responseResult
262  * @param {boolean} context.responseResult.success
263  * @param {string} context.responseResult.message
264  * @param {string} context.responseResult.eDocContent
265  * @param {any} context.responseResult.details
266  *
267  * @returns {Object} result

```

```

268 * @returns {boolean} result.hasNextRequest
269 * @returns {any} result.requestParameters
270 */
271 function getNextRequest(context) {
272     var hasNextRequest = false;
273     var requestParameters = null;
274
275     if (context.operationTypeExternalId === "Send E-Document") {
276
277         var requestType = context.requestParameters.requestType;
278         var transaction = context.requestParameters.transaction;
279         var resultDocumentSubsidiaryCnpj = context.responseResult.details.subsidiaryCnpj;
280         var resultDocumentSubsidiaryInscricaoMunicipal = context.responseResult.details.subsidiaryInscricaoMunicipal;
281         var resultDocumentMessageCode = context.responseResult.details.messageCode;
282         var resultDocumentProtocol = context.responseResult.details.certificationProtocol;
283
284         if (!requestType) {
285             requestType = "RecepcionarLoteRpsRequest";
286         }
287
288         switch(requestType) {
289             case "RecepcionarLoteRpsRequest": {
290                 hasNextRequest = true;
291                 requestParameters = {
292                     requestType: "ConsultarLoteRpsRequest",
293                     subsidiaryCnpj: resultDocumentSubsidiaryCnpj,
294                     subsidiaryInscricaoMunicipal: resultDocumentSubsidiaryInscricaoMunicipal,
295                     certificationProtocol: resultDocumentProtocol,
296                     transaction: transaction,
297                     nextOperation: getWebServiceOperationByOperationType({
298                         taxAuthority: context.taxAuthority,
299                         subsidiary: context.subsidiary,
300                         category: getCategoryByIdByExternalId("Service"),
301                         operationType: getOperationTypeIdByExternalId("Check Status"),
302                         environment: context.environment
303                     })
304                 }
305
306                 break;
307             }
308             case "ConsultarLoteRpsRequest": {
309                 hasNextRequest = checkHasNextRequest(resultDocumentMessageCode);
310
311                 if (hasNextRequest) {
312                     requestParameters = {
313                         requestType: "ConsultarLoteRpsRequest",
314                         subsidiaryCnpj: resultDocumentSubsidiaryCnpj,
315                         subsidiaryInscricaoMunicipal: resultDocumentSubsidiaryInscricaoMunicipal,
316                         certificationProtocol: resultDocumentProtocol,
317                         transaction: transaction,
318                         nextOperation: context.requestParameters.nextOperation
319                     }
320                 } else {
321                     requestParameters = {
322                         requestType: "ConsultarLoteRpsRequest",
323                         transaction: transaction
324                     }
325                 }
326
327                 break;
328             }
329         }
330     }
331
332     return {
333         hasNextRequest: hasNextRequest,
334         requestParameters: requestParameters
335     };
336 };
337
338 /**
339  * Saves the e-document XML file in the File Cabinet and gets the information that will be saved on e-document certification
340  return record

```

```

340 * @param {Object} context
341 * @param {string|number} context.subsidiary
342 * @param {string|number} context.taxAuthority
343 * @param {string|number} context.environment
344 * @param {string|number} context.operationId
345 * @param {string|number} context.operationType
346 * @param {string|number} context.operationTypeExternalId
347 * @param {string|number} context.recordId
348 * @param {string|number} context.recordType
349 * @param {string|number} context.eDocContent
350 * @param {any} context.requestParameters
351 * @param {any} context.responseResult
352 * @param {boolean} context.responseResult.success
353 * @param {string} context.responseResult.message
354 * @param {string} context.responseResult.eDocContent
355 * @param {any} context.responseResult.details
356 *
357 * @returns {Object} result
358 * @returns {boolean} result.success
359 * @returns {string} result.message
360 * @returns {Object} result.returnDetails
361 * @returns {string} result.returnDetails.documentSeries
362 * @returns {string} result.returnDetails.transitoryDocumentNumber
363 * @returns {string} result.returnDetails.certificationProtocol
364 * @returns {string} result.returnDetails.certifiedDocumentNumber
365 * @returns {string} result.returnDetails.documentAccessKey
366 * @returns {Date} result.returnDetails.certificationDate
367 * @returns {number} result.returnDetails.certificationReturnFileId
368 * @returns {any} result.returnDetails.additionalInformation
369 */
370 function postProcess(context) {
371     var success = false;
372     var message = "";
373     var fileId = null;
374     var documentSeries = "";
375     var transitoryDocumentNumber = 0;
376     var certificationDate = null;
377     var certifiedDocumentNumber = "";
378     var documentAccessKey = "";
379
380     var folderId = taxAuthLib.getDocumentFolderId(context.taxAuthority, context.subsidiary, context.category);
381     var operationTypeExternalId = context.operationTypeExternalId;
382
383     switch(operationTypeExternalId) {
384         case 'Send E-Document': {
385             var saveResult = taxAuthLib.saveFile({
386                 content: context.responseResult.contents,
387                 fileName: "Certified E-Document " + " - " + context.requestParameters.transaction,
388                 folderId: folderId
389             });
390
391             success = saveResult.success;
392             message = saveResult.message;
393             fileId = saveResult.fileId;
394
395             documentSeries = context.responseResult.details.documentSeries;
396             transitoryDocumentNumber = context.responseResult.details.transitoryDocumentNumber;
397             certifiedDocumentNumber = context.responseResult.details.certifiedDocumentNumber;
398             certificationDate = context.responseResult.details.certificationDate;
399             documentAccessKey = context.responseResult.details.documentAccessKey;
400
401             break;
402         }
403         case 'Cancel': {
404             var saveResult = taxAuthLib.saveFile({
405                 content: context.responseResult.contents,
406                 fileName: "Cancelled E-Document " + " - " + context.requestParameters.transaction,
407                 folderId: folderId
408             });
409
410             success = saveResult.success;
411             message = saveResult.message;
412             fileId = saveResult.fileId;

```



```

413         certificationDate = context.responseResult.details.certificationDate;
414         certifiedDocumentNumber = context.responseResult.details.certifiedDocumentNumber;
415
416         break;
417     }
418 }
419 }
420
421 return {
422     success: success,
423     message: message,
424     returnDetails: {
425         documentSeries: documentSeries,
426         transitoryDocumentNumber: transitoryDocumentNumber,
427         certifiedDocumentNumber: certifiedDocumentNumber,
428         certificationDate: certificationDate,
429         certificationProtocol: "",
430         documentAccessKey: documentAccessKey,
431         certificationReturnFileId: fileId,
432         additionalInformation: context.responseResult.details ? context.responseResult.details.additionalInformation : ""
433     }
434 };
435 };
436
437 /**
438  * Gets the e-document transitory document number and e-document series from the XML content that will be sent to the tax
439  * authority
440  * @param {string} xmlContent
441  * @returns {Object} result
442  * @returns {string} result.number
443  * @returns {string} result.series
444  */
445 function getDocumentNumberAndSeries(xmlContent) {
446     var number = "";
447     var series = "";
448
449     var xmlDoc = parseXml(xmlContent);
450     var numberTag = taxAuthLib.getElementByXpath(xmlDoc, "//*[name()='IdentificacaoRps']//*[name()='Numero']");
451     var seriesTag = taxAuthLib.getElementByXpath(xmlDoc, "//*[name()='IdentificacaoRps']//*[name()='Serie']");
452
453     if (numberTag && seriesTag) {
454         number = numberTag;
455         series = seriesTag;
456     }
457
458     return {
459         number: number,
460         series: series
461     };
462 };
463
464 /**
465  * Modifies the XML file by inserting new tags before the final signature
466  * @param {object} context
467  * @param {string} context.unsignedXml
468  * @param {string|number} context.subsidiary
469  * @param {string} context.certificateId
470  * @param {string|number} context.taxAuthority
471  * @param {string|number} context.subsidiary
472  * @param {string|number} context.operationType
473  *
474  * @returns {string} modifiedUnsignedXml
475  */
476 function modifyDocumentXmlBeforeSignature(context) {
477     return context.unsignedXml;
478 };
479
480 function getRenderedCheckStatusTemplate(context) {
481     var customDataSource = {
482         alias: "data",
483         data: {

```

```

484         subsidiaryCnpj: context.subsidiaryCnpj,
485         subsidiaryInscricaoMunicipal: context.subsidiaryInscricaoMunicipal,
486         protocol: context.protocol
487     }
488 };
489 var rendererCheckStatusTemplate = taxAuthLib.getOperationRenderedXml({
490     taxAuthority: context.taxAuthority,
491     operationId: context.operationId,
492     subsidiary: context.subsidiary,
493     customDataSource: [customDataSource],
494     signXml: true
495 });
496
497 return rendererCheckStatusTemplate;
498 }
499
500 function errorCodeToReprocess(errorCode) {
501     var errorCodeToReprocess = ['E92', 'E4', 'A02'];
502
503     return errorCodeToReprocess.indexOf(errorCode) > -1;
504 }
505
506 function checkErrorByInitial(errorCode) {
507     return errorCode.substring(0,1) === 'E';
508 }
509
510 function checkSuccessRecepcionarLote(errorCode, protocol) {
511     if (checkErrorByInitial(errorCode)) return false;
512     if (!errorCode && protocol !== "") return true;
513
514     return false;
515 }
516
517 function checkSuccessCancelarNfse(errorCode) {
518     if (checkErrorByInitial(errorCode)) return false;
519     if (!errorCode) return true;
520
521     return false;
522 }
523
524 function checkSuccessConsultarLote(errorCode, authorizationDateString) {
525     if (checkErrorByInitial(errorCode)) return false;
526     if (authorizationDateString !== "") return true;
527
528     return false;
529 }
530
531 function checkHasNextRequest(errorCode) {
532     if (errorCodeToReprocess(errorCode)) return true;
533
534     return false;
535 }
536
537 function parseXml(xmlContent) {
538     if (!xmlContent) return null;
539     //To remove <?xml version="1.0" encoding="utf-8"?>
540     xmlContent = xmlContent.replace(/\<\?xml.+?\>/g, '');
541     while (xmlContent.indexOf("&") > -1) {
542         xmlContent = xmlContent.replace("&", "");
543     }
544
545     const newXml = xml.Parser.fromString({
546         text: xmlContent
547     });
548
549     return newXml;
550 }
551
552 function getWebServiceOperationByOperationType(context) {
553     var searchObj = search.create({
554         type: "customrecord_ecs_cert_serv_url",
555         filters: [

```

```

556         new search.createFilter({ name: "custrecord_ecs_crturl_l_tauth_cert", operator: "IS", values: context.taxAuthori
ty })),
557         new search.createFilter({ name: "custrecord_ecs_crturl_l_cert_env", operator: "IS", values: context.environment })),
558         new search.createFilter({
559             name: "custrecord_ecs_crtsrvp_l_oper_type",
560             join: "custrecord_ecs_crturl_l_cert_operation",
561             operator: "IS",
562             values: context.operationType
563         })
564     ],
565     columns: [
566         search.createColumn({
567             name: "internalid",
568             join: "custrecord_ecs_crturl_l_cert_operation"
569         })
570     ]
571 });
572
573 var searchRes = searchObj.run().getRange({ start: 0, end: 1 });
574
575 return searchRes[0].getValue({
576     name: "internalid",
577     join: "custrecord_ecs_crturl_l_cert_operation"
578 });
579 }
580
581 function getCategoryIdByExternalId(externalId) {
582     var searchObj = search.create({
583         type: "customrecord_ecs_edoc_category",
584         filters: [{"externalid", "is", externalId}],
585         columns: []
586     });
587
588     var searchRes = searchObj.run().getRange({ start: 0, end: 1 });
589     return searchRes[0].id;
590 }
591
592 function getOperationTypeIdByExternalId(externalId) {
593     var searchObj = search.create({
594         type: "customrecord_ecs_cert_serv_oper_type",
595         filters: [{"externalid", "is", externalId}],
596         columns: []
597     });
598
599     var searchRes = searchObj.run().getRange({ start: 0, end: 1 });
600     return searchRes[0].id;
601 }
602
603 return {
604     buildMessage: buildMessage,
605     readResponse: readResponse,
606     getNextRequest: getNextRequest,
607     postProcess: postProcess,
608     getDocumentNumberAndSeries: getDocumentNumberAndSeries,
609     modifyDocumentXmlBeforeSignature: modifyDocumentXmlBeforeSignature
610 }
611 })

```



Note: This code is a sample of a working plug-in for the Brazilian tax authorities that use the GINFES standard.

The following table describes the interface functions:

Interface Function	Description
buildMessage(context)	Creates the request envelope in XML. You should create the envelope based on the request headers and template entered in the certification service operation

Interface Function	Description
	record. Inside the request template, you should place the e-document generated with the e-document template you created. This comprises the request envelope.
<code>readResponse(context)</code>	<p>Reads the response provided by the tax authority's web service and extracts the information required for processing the response in NetSuite.</p> <p>Each tax authority defines its own XML schema and tag standards for its e-document templates and responses. You should adapt the code to the tax authority's particularities to enable NetSuite to read the information from the response.</p>
<code>getNextRequest(context)</code>	<p>Defines whether to send another e-document certification request for the same e-document or not.</p> <p>You need to send more than one e-document certification request for the same e-document if the tax authority's web service is asynchronous. The first request sends the e-document for certification, and the following requests inquire about the status of the certification.</p>
<code>postProcess(context)</code>	<p>Finishes processing the e-document certification request. When the processing is complete, the function extracts information from the certified e-document and saves it to the e-document certification return record.</p> <p>The function can be used to save the certified e-document file to the selected File Cabinet folder.</p>
<code>getDocumentNumberAndSeries(context)</code>	<p>Obtains the e-document transitory number and its series from the e-document file sent to the tax authority.</p> <p>This function is only used if you have selected the E-Document for Services Sending Plug-in as the implementation for sending e-documents in the applicable method record.</p>
<code>modifyDocumentXmlBeforeSignature(context)</code>	<p>Modifies the e-document file by inserting new tags or updating existing tags before the final digital signature.</p> <p>This function should only be used if the tax authority requires the digital signature. If not, the function can be empty.</p>

For more information about the interface functions, see [Tax Authority Plug-in Interface Definition](#).

Adding a Custom Plug-in Implementation for a Tax Authority

After you create the JavaScript file, you must create a plug-in implementation record in NetSuite.

To add a custom plug-in implementation for a tax authority:

1. Go to Customization > Plug-ins > Plug-in Implementations > New.
2. In the **Script File** field, select the script file that contains your plug-in implementation.
3. Click **Create Plug-in Implementation**.
The Select 2.0 Plug-in Type page opens.
4. Click **ECS Tax Authority Plug-in Type**.
5. In the **Name** field, enter a name for your implementation.
6. In the **ID** field, enter an internal ID for the implementation.

If you do not provide an ID, NetSuite provides one for you when you save the plug-in implementation record.

7. In the **Status** field, select the status of the implementation.
8. In the **Log Level** field, select the appropriate logging level you want for the script.
9. (Optional) If you want, in the **Description** field, enter a brief description of the implementation.
10. On the **Unhandled Errors** subtab, define which individuals are notified if script errors occur.
11. Click **Save**.

For more information about creating the plug-in implementation, see the help topic [Adding the Alternate Implementation to NetSuite](#).

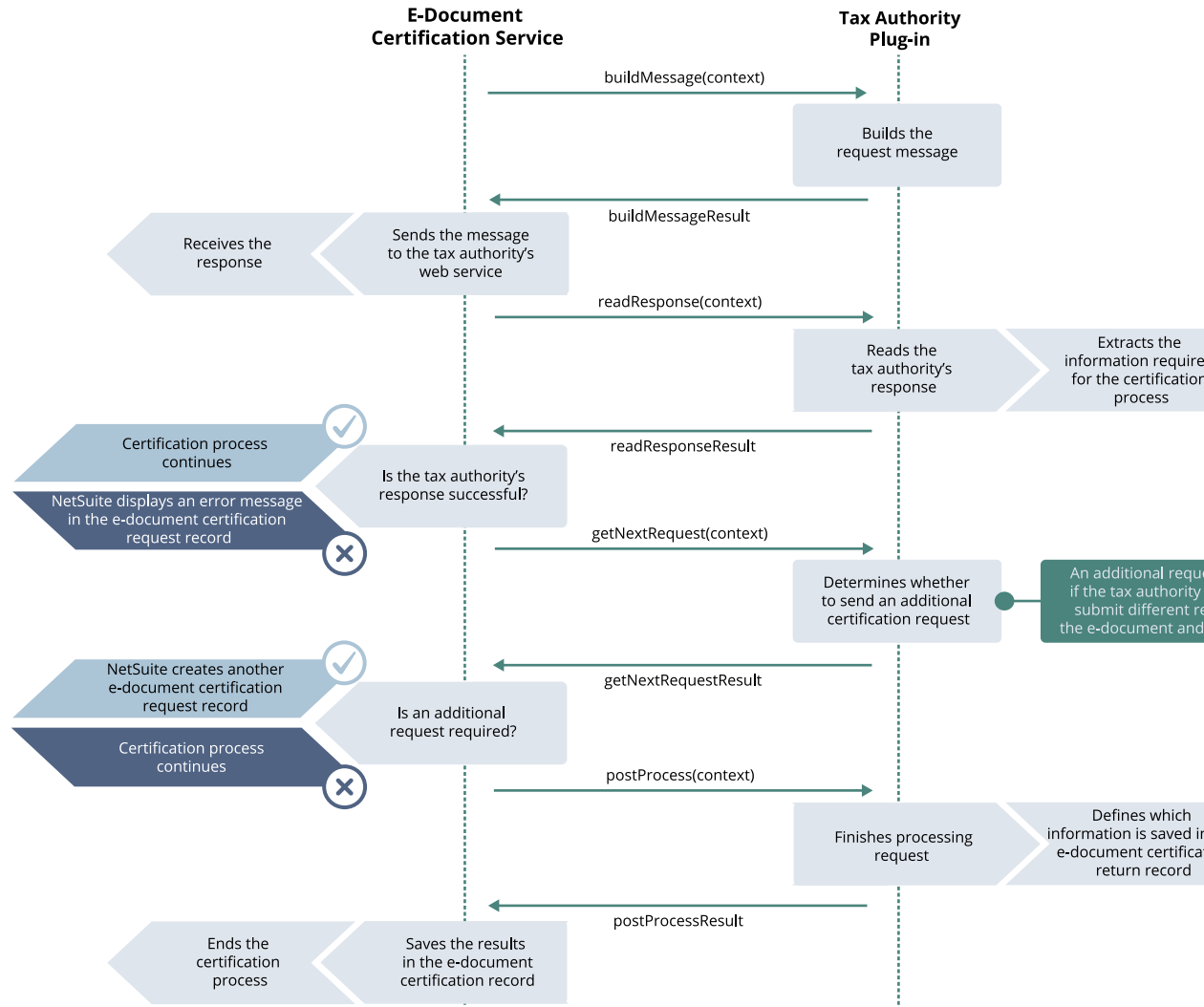
Tax Authority Plug-in Interface Definition

The plug-in interface includes the following interface functions and interface objects:

Interface Function	Containing Interface Objects
buildMessage(context)	buildMessageContext , MessageResult
readResponse(context)	readResponseContext , ClientResponse , DocumentResponseResult
getNextRequest(context)	getNextRequestContext , DocumentResponseResult , NextRequestResult
postProcess(context)	postProcessContext , DocumentResponseResult , PostProcessResult
getDocumentNumberAndSeries(context)	GetDocumentNumberAndSeriesResult
modifyDocumentXmlBeforeSignature(context)	modifyDocumentXmlBeforeSignatureContext

The tax authority plug-in is invoked when you send an e-document for certification.

The following diagram shows the workflow for the certification process:



buildMessage(context)

Function Declaration

```
function buildMessage(context)
```

Type

Interface function

Description

Creates the request envelope in XML.

You should create the envelope based on the request headers and template entered in the certification service operation record. Inside the request template, you should place the e-document generated with the e-document template you created. This comprises the request envelope.

Returns

[MessageResult](#)

Input Parameters

[buildMessageContext](#)

Example

```

1 function buildMessage(context) {
2   var requestParameters = context.requestParameters;
3   var requestType = context.requestParameters.requestType;

```

```

4      var xmlContent = null;
5
6      switch(requestType) {
7          case "ConsultarLoteRpsRequest": {
8              var protocolNumber = requestParameters.certificationProtocol;
9              var subsidiaryCnpj = requestParameters.subsidiaryCnpj;
10             var subsidiaryInscricaoMunicipal = requestParameters.subsidiaryInscricaoMunicipal;
11
12             xmlContent = getRenderedCheckStatusTemplate({
13                 taxAuthority: context.taxAuthority,
14                 operationId: context.requestParameters.nextOperation,
15                 protocol: protocolNumber,
16                 subsidiary: context.subsidiary.toString(),
17                 subsidiaryCnpj: subsidiaryCnpj,
18                 subsidiaryInscricaoMunicipal: subsidiaryInscricaoMunicipal
19             });
20
21             break;
22         }
23         default: {
24             var xmlSoap = taxAuthLib.getXmlSoap(context.operationId);
25             xmlContent = context.eDocContent.replace('<?xml version="1.0" encoding="UTF-8" standalone="no"?>', "");
26             xmlContent = xmlSoap.replace("#XMLDATA#", xmlContent);
27
28             break;
29         }
30     }
31
32     return {
33         headers: {'Content-Type': 'text/xml;charset=utf-8'},
34         contents: xmlContent
35     };
36 };

```

buildMessageContext

The buildMessageContext object contains the following properties:

Property	Type	Description
subsidiary	String, Number	The ID of the subsidiary sending the e-document for certification.
taxAuthority	String, Number	The ID of the tax authority certification service to which the e-document is being sent.
category	String, Number	The ID of the e-document category of the e-document.
operationId	String, Number	The ID of the certification service operation used to send the e-document for certification.
operationType	String, Number	The ID of the operation type associated with the certification service operation.
operationTypeExternalId	String, Number	The external ID of the operation type associated with the certification service operation.
recordId	String, Number	The ID of the record from which the e-document was generated.
recordType	String	The ID of the record type of the record from which the e-document was generated.
contents	String	The e-document content in XML, as a string.
requestParameters	Any	The relevant information for processing the e-document certification request and exchanging information between the sending script and

Property	Type	Description
		the plug-in implementation. This open text field is later converted to an object.

MessageResult

The MessageResult object contains the following properties:

Property	Type	Description
headers	Any	The request's header object.
contents	String	The request's message in XML.

readResponse(context)

Function Declaration `function readResponse(context)`

Type Interface function

Description Reads the response provided by the tax authority's web service and extracts the information required for processing the response in NetSuite.

Each tax authority defines its own XML schema and tag standards for its e-document templates and responses. You should adapt the code to the tax authority's particularities to enable NetSuite to read the information from the response.

Returns [DocumentResponseResult](#)

Input Parameters [readResponseContext](#)

Example

```

1 function readResponse(context) {
2     var requestType = context.requestParameters.requestType;
3
4     if (!requestType) {
5         var operationTypeExternalId = context.operationTypeExternalId;
6
7         if (operationTypeExternalId === "Send E-Document") {
8             requestType = "RecepcionarLoteRpsRequest";
9         }
10        if (operationTypeExternalId === "Cancel") {
11            requestType = "CancelarNfseRequest";
12        }
13    }
14
15    var xmlParse = parseXml(context.response.body);
16    var success = false;
17
18    var responseContents = xml.XPath.select({
19        node: xmlParse,
20        xpath: '//return'
21    })[0].textContent;
22
23    var responseParsedXml = parseXml(responseContents);
24    var originalParsedXml = parseXml(context.eDocContent);
25
26    var details = null;
27    var certificationProtocol = "";
28    var messageCode = "";
29    var message = "";
30    var fixMessage = "";
31    var certificationDate = null;
32    var documentSeries = "";
33    var transitoryDocumentNumber = "";

```



```

34 var certifiedDocumentNumber = "";
35 var accessKey = "";
36 var subsidiaryCnpj = "";
37 var subsidiaryInscricaoMunicipal = "";
38
39 switch(requestType) {
40     case "RecepcionarLoteRpsRequest": {
41         certificationProtocol = taxAuthLib.getFirstElementByTagName(responseParsedXml, 'ns3:Protocolo');
42
43         messageCode = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(
44 s(name(), ':Codigo')]");
45         message = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(name(),
46 ':Mensagem')]");
47         fixMessage = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains
48 s(name(), ':Correcao')]");
49
50         message = taxAuthLib.formatErrorMessage(message, messageCode, fixMessage);
51
52         subsidiaryCnpj = taxAuthLib.getFirstElementByTagName(originalParsedXml, 'Cnpj');
53         subsidiaryInscricaoMunicipal = taxAuthLib.getFirstElementByTagName(originalParsedXml, 'InscricaoMunicipal');
54
55         if (checkSuccessRecepcionarLote(messageCode, certificationProtocol)) {
56             success = true;
57             details = {
58                 subsidiaryCnpj: subsidiaryCnpj,
59                 subsidiaryInscricaoMunicipal: subsidiaryInscricaoMunicipal,
60                 certificationProtocol: certificationProtocol
61             };
62         } else {
63             details = {
64                 messageCode: messageCode
65             };
66         }
67
68         break;
69     }
70     case "ConsultarLoteRpsRequest": {
71         messageCode = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(
72 s(name(), ':Codigo')]");
73         message = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(name(),
74 ':Mensagem')]");
75         fixMessage = taxAuthLib.getElementByXPath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains
76 s(name(), ':Correcao')]");
77
78         message = taxAuthLib.formatErrorMessage(message, messageCode, fixMessage);
79
80         var certificationDateString = taxAuthLib.getFirstElementByTagName(responseParsedXml, 'ns4:DataEmissao');
81
82         if (errorCodeToReprocess(messageCode)) {
83             success = true;
84             details = {
85                 messageCode: messageCode,
86                 subsidiaryCnpj: context.requestParameters.subsidiaryCnpj,
87                 subsidiaryInscricaoMunicipal: context.requestParameters.subsidiaryInscricaoMunicipal,
88                 certificationProtocol: context.requestParameters.certificationProtocol
89             };
90         } else if (checkSuccessConsultarLote(messageCode, certificationDateString)) {
91             documentSeries = taxAuthLib.getElementByXPath(responseParsedXml, "//*[name()='ns4:IdentificacaoRps']/*[name()='n
92 s4:Serie']");
93             transitoryDocumentNumber = taxAuthLib.getElementByXPath(responseParsedXml, "//*[name()='ns4:IdentificacaoRp
94 s']/*[name()='ns4:Numero']");
95             certificationDate = taxAuthLib.parseISODateTime(certificationDateString);
96             certifiedDocumentNumber = taxAuthLib.getElementByXPath(responseParsedXml, "//*[name()='ns4:InfNfse']/*[name()='ns4:Nu
97 mero']");
98             accessKey = taxAuthLib.getElementByXPath(responseParsedXml, "//*[name()='ns4:InfNfse']/*[name()='ns4:CodigoVerifica
99 cao']");
100
101             success = true;
102             details = {
103                 certificationDate: certificationDate,

```

```

97         documentSeries: documentSeries,
98         transitoryDocumentNumber: transitoryDocumentNumber,
99         certifiedDocumentNumber: certifiedDocumentNumber,
100        documentAccessKey: accessKey,
101        additionalInformation: {
102            certificationDateString: certificationDateString
103        }
104    };
105    } else {
106        success = false;
107        details = {
108            messageCode: messageCode
109        }
110    }
111    break;
112    }
113    case "CancelarNfseRequest": {
114        messageCode = taxAuthLib.getElementByXpath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(
115        s(name(), ':Codigo')]");
116        message = taxAuthLib.getElementByXpath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains(name(),
117        ':Mensagem')]");
118        fixMessage = taxAuthLib.getElementByXpath(responseParsedXml, "//*[contains(name(), ':MensagemRetorno')]/*[contains
119        s(name(), ':Correcao')]");
120
121        message = taxAuthLib.formatErrorMessage(message, messageCode, fixMessage);
122
123        if (checkSuccessCancelarNfse(messageCode)) {
124            certifiedDocumentNumber = taxAuthLib.getFirstElementByTagName(responseParsedXml, 'ns5:Numero') || taxAuthLib.get
125            FirstElementByTagName(originalParsedXml, 'tns:NumeroNfse');
126            var certificationDateString = taxAuthLib.getFirstElementByTagName(responseParsedXml, 'ns5:DataHora');
127            certificationDate = taxAuthLib.parseISODatetime(certificationDateString);
128            success = true;
129
130            details = {
131                certificationDate: certificationDate,
132                certifiedDocumentNumber: certifiedDocumentNumber,
133                additionalInformation: {
134                    certificationDateString: certificationDateString
135                }
136            };
137        } else {
138            details = {
139                messageCode: messageCode
140            };
141        }
142        break;
143    }
144    }
145    }
146    return {
147        success: success,
148        message: message,
149        contents: responseContents,
150        details: details
151    };
152    };

```

readResponseContext

The readResponseContext object contains the following properties:

Property	Type	Description
subsidiary	String, Number	The ID of the subsidiary sending the e-document for certification.
taxAuthority	String, Number	The ID of the tax authority certification service to which the e-document is being sent.
category	String, Number	The ID of the e-document category of the e-document.

Property	Type	Description
operationId	String, Number	The ID of the certification service operation used to send the e-document for certification.
operationType	String, Number	The ID of the operation type associated with the certification service operation.
operationTypeExternalId	String, Number	The external ID of the operation type associated with the certification service operation.
recordId	String, Number	The ID of the record from which the e-document was generated.
recordType	String	The ID of the record type of the record from which the e-document was generated.
contents	String	The e-document content in XML, as a string.
requestParameters	Any	The relevant information for processing the e-document certification request and exchanging information between the sending script and the plug-in implementation. This open text field is later converted to an object.
response	ClientResponse	The object containing the results from the HTTP request.

ClientResponse

The ClientResponse object contains the following properties:

Property	Type	Description
body	String	The response content as a string.
code	Number	The code for the status of the HTTP request.
headers	Any	The headers of the response.

DocumentResponseResult

The DocumentResponseResult object contains the following properties:

Property	Type	Description
success	Boolean	The status (success or error) of the request processing.
message	String	The message extracted from the file the you get back from the tax authority.
contents	String	The XML content returned by the tax authority web service.
details	Any	An object containing the main information from the results of the request.

getNextRequest(context)

Function Declaration	<code>getNextRequest(context)</code>
Type	Interface function
Description	Defines whether to send another e-document certification request for the same e-document or not.

You need to send more than one e-document certification request for the same e-document if the tax authority's web service is asynchronous. The first request sends the e-document for certification, and the following requests inquire about the status of the certification.

Returns [NextRequestResult](#)

Input Parameters [getNextRequestContext](#)

Example

```

1 function getNextRequest(context) {
2     var hasNextRequest = false;
3     var requestParameters = null;
4
5     if (context.operationTypeExternalId === "Send E-Document") {
6
7         var requestType = context.requestParameters.requestType;
8         var transaction = context.requestParameters.transaction;
9         var resultDocumentSubsidiaryCnpj = context.responseResult.details.subsidiaryCnpj;
10        var resultDocumentSubsidiaryInscricaoMunicipal = context.responseResult.details.subsidiaryInscricaoMunicipal;
11        var resultDocumentMessageCode = context.responseResult.details.messageCode;
12        var resultDocumentProtocol = context.responseResult.details.certificationProtocol;
13
14        if (!requestType) {
15            requestType = "RecepcionarLoteRpsRequest";
16        }
17
18        switch(requestType) {
19            case "RecepcionarLoteRpsRequest": {
20                hasNextRequest = true;
21                requestParameters = {
22                    requestType: "ConsultarLoteRpsRequest",
23                    subsidiaryCnpj: resultDocumentSubsidiaryCnpj,
24                    subsidiaryInscricaoMunicipal: resultDocumentSubsidiaryInscricaoMunicipal,
25                    certificationProtocol: resultDocumentProtocol,
26                    transaction: transaction,
27                    nextOperation: getWebServiceOperationByOperationType({
28                        taxAuthority: context.taxAuthority,
29                        subsidiary: context.subsidiary,
30                        category: getCategoryByIdByExternalId("Service"),
31                        operationType: getOperationTypeIdByExternalId("Check Status"),
32                        environment: context.environment
33                    })
34                }
35
36                break;
37            }
38            case "ConsultarLoteRpsRequest": {
39                hasNextRequest = checkHasNextRequest(resultDocumentMessageCode);
40
41                if (hasNextRequest) {
42                    requestParameters = {
43                        requestType: "ConsultarLoteRpsRequest",
44                        subsidiaryCnpj: resultDocumentSubsidiaryCnpj,
45                        subsidiaryInscricaoMunicipal: resultDocumentSubsidiaryInscricaoMunicipal,
46                        certificationProtocol: resultDocumentProtocol,
47                        transaction: transaction,
48                        nextOperation: context.requestParameters.nextOperation
49                    }
50                } else {
51                    requestParameters = {
52                        requestType: "ConsultarLoteRpsRequest",
53                        transaction: transaction
54                    }
55                }
56
57                break;
58            }
59        }
60    }
61 }

```

```

62 |     return {
63 |         hasNextRequest: hasNextRequest,
64 |         requestParameters: requestParameters
65 |     };
66 | };

```

getNextRequestContext

The getNextRequestContext object contains the following properties:

Property	Type	Description
subsidiary	String, Number	The ID of the subsidiary sending the e-document for certification.
taxAuthority	String, Number	The ID of the tax authority certification service to which the e-document is being sent.
category	String, Number	The ID of the e-document category of the e-document.
operationId	String, Number	The ID of the certification service operation used to send the e-document for certification.
operationType	String, Number	The internal ID of the operation type associated with the certification service operation.
operationTypeExternalId	String, Number	The external ID of the operation type associated with the certification service operation.
recordId	String, Number	The ID of the record from which the e-document was generated.
recordType	String	The ID of the record type of the record from which the e-document was generated.
contents	String	The e-document content in XML, as a string.
requestParameters	Any	The relevant information for processing the e-document certification request and exchanging information between the sending script and the plug-in implementation. This open text field is later converted to an object.
responseResult	DocumentResponseResult	An object containing the result of the e-document certification request, as well as associated information.

NextRequestResult

The NextRequestResult object contains the following properties:

Property	Type	Description
hasNextRequest	Boolean	Indicates if another certification request is expected to be sent after the current request.
requestParameters	Any	The relevant information for processing the e-document certification request and exchanging information between the sending script and the plug-in implementation. This open text field is later converted to an object.

postProcess(context)

Function Declaration `function postProcess(context)`

Type	Interface function
Description	<p>Finishes processing the e-document certification request. When the processing is complete, the function extracts information from the certified e-document and saves it to the e-document certification return record.</p> <p>The function can be used to save the certified e-document file to the selected File Cabinet folder.</p>
Returns	PostProcessResult
Input Parameters	postProcessContext

Example

```

1 function postProcess(context) {
2     var success = false;
3     var message = "";
4     var fileId = null;
5     var documentSeries = "";
6     var transitoryDocumentNumber = 0;
7     var certificationDate = null;
8     var certifiedDocumentNumber = "";
9     var documentAccessKey = "";
10
11     var folderId = taxAuthLib.getEDocumentFolderId(context.taxAuthority, context.subsidiary, context.category);
12     var operationTypeExternalId = context.operationTypeExternalId;
13
14     switch(operationTypeExternalId) {
15         case 'Send E-Document': {
16             var saveResult = taxAuthLib.saveFile({
17                 content: context.responseResult.contents,
18                 fileName: "Certified E-Document " + " - " + context.requestParameters.transaction,
19                 folderId: folderId
20             });
21
22             success = saveResult.success;
23             message = saveResult.message;
24             fileId = saveResult.fileId;
25
26             documentSeries = context.responseResult.details.documentSeries;
27             transitoryDocumentNumber = context.responseResult.details.transitoryDocumentNumber;
28             certifiedDocumentNumber = context.responseResult.details.certifiedDocumentNumber;
29             certificationDate = context.responseResult.details.certificationDate;
30             documentAccessKey = context.responseResult.details.documentAccessKey;
31
32             break;
33         }
34         case 'Cancel': {
35             var saveResult = taxAuthLib.saveFile({
36                 content: context.responseResult.contents,
37                 fileName: "Cancelled E-Document " + " - " + context.requestParameters.transaction,
38                 folderId: folderId
39             });
40
41             success = saveResult.success;
42             message = saveResult.message;
43             fileId = saveResult.fileId;
44
45             certificationDate = context.responseResult.details.certificationDate;
46             certifiedDocumentNumber = context.responseResult.details.certifiedDocumentNumber;
47
48             break;
49         }
50     }
51
52     return {
53         success: success,
54         message: message,
55         returnDetails: {

```

```

56     documentSeries: documentSeries,
57     transitoryDocumentNumber: transitoryDocumentNumber,
58     certifiedDocumentNumber: certifiedDocumentNumber,
59     certificationDate: certificationDate,
60     certificationProtocol: "",
61     documentAccessKey: documentAccessKey,
62     certificationReturnFileId: fileId,
63     additionalInformation: context.responseResult.details ? context.responseResult.details.additionalInformation : ""
64   }
65 };
66 };

```

postProcessContext

The postProcessContext object contains the following properties:

Property	Type	Description
subsidiary	String, Number	The ID of the subsidiary sending the e-document for certification.
taxAuthority	String, Number	The ID of the tax authority certification service to which the e-document is being sent.
category	String, Number	The ID of the e-document category of the e-document.
operationId	String, Number	The ID of the certification service operation used to send the e-document for certification.
operationType	String, Number	The internal ID of the operation type associated with the certification service operation.
operationTypeExternalId	String, Number	The external ID of the operation type associated with the certification service operation.
recordId	String, Number	The ID of the record from which the e-document was generated.
recordType	String	The ID of the record type of the record from which the e-document was generated.
contents	String	The e-document content in XML, as a string.
requestParameters	Any	The relevant information for processing the e-document certification request and exchanging information between the sending script and the plug-in implementation. This open text field is later converted to an object.
responseResult	DocumentResponseResult	An object containing the result of the e-document certification request, as well as associated information.

PostProcessResult

The PostProcessResult object contains the following properties:

Property	Type	Description
success	Boolean	Indicates whether the e-document file was saved to the File Cabinet or not.
message	String	The message provided by the function that saves the e-document file to the File Cabinet.

Property	Type	Description
returnDetails	Object	The object containing information returned by the tax authority. This information is saved in the e-document certification return record.
returnDetails.documentSeries	String	The series assigned to the e-document. The series is related to the subsidiary selected on the record that originated the e-document
returnDetails.transitoryDocumentNumber	String	The transitory e-document number assigned by NetSuite to the e-document. The transitory number is used between the creation of the record in the system and the e-document certification.
returnDetails.certificationProtocol	String	The protocol assigned by the tax authority to the e-document.
returnDetails.certifiedDocumentNumber	String	The number assigned by the tax authority to the e-document.
returnDetails.documentAccessKey	String	The access key assigned by the tax authority to the e-document.
returnDetails.certificationDate	Date	The date on which the e-document was certified by the tax authority.
returnDetails.certificationReturnFileId	Number	The ID of the file saved in the File Cabinet.
returnDetails.additionalInformation	Object	The object containing additional information from the e-document certification return, as sent by the tax authority.

getDocumentNumberAndSeries(context)

Function Declaration `getDocumentNumberAndSeries(context)`

Type Interface function

Description Obtains the e-document transitory number and its series from the e-document file sent to the tax authority.

This function is only used if you have selected the E-Document for Services Sending Plug-in as the implementation for sending e-documents in the applicable method record.

Returns [GetDocumentNumberAndSeriesResult](#)

Input Parameters String

Example

```

1 function getDocumentNumberAndSeries(xmlContent) {
2     var number = "";
3     var series = "";
4
5     var xmlDoc = parseXml(xmlContent);
6     var numberTag = taxAuthLib.getElementByXpath(xmlDoc, "//*[name()='IdentificacaoRps']//*[name()='Numero']");
7     var seriesTag = taxAuthLib.getElementByXpath(xmlDoc, "//*[name()='IdentificacaoRps']//*[name()='Serie']");
8
9     if (numberTag && seriesTag) {
10         number = numberTag;
11         series = seriesTag;
12     }
13
14     return {
15         number: number,
16         series: series
17     }
18 }
```



```

17 | };
18 | };

```

GetDocumentNumberAndSeriesResult

The GetDocumentNumberAndSeriesResult object contains the following properties:

Property	Type	Description
Number	String	The transitory e-document number assigned to the e-document.
Series	String	The series assigned to the e-document.

modifyDocumentXmlBeforeSignature(context)

Function Declaration	modifyDocumentXmlBeforeSignature(context)
Type	Interface function
Description	<p>Modifies the e-document file by inserting new tags or updating existing tags before the final digital signature.</p> <p>This function should only be used if the tax authority requires the digital signature. If not, the function can be empty.</p>
Returns	String
Input Parameters	modifyDocumentXmlBeforeSignatureContext

Example

```

1 | function modifyDocumentXmlBeforeSignature(context) {
2 |     return context.unsignedXml;
3 | };

```

modifyDocumentXmlBeforeSignatureContext

The modifyDocumentXmlBeforeSignatureContext object contains the following properties:

Property	Type	Description
unsignedXml	String	The e-document file without the digital signature, in XML.
subsidiary	String, Number	The ID of the subsidiary sending the e-document for certification.
certificateId	String, Number	The ID of the digital certificate of the subsidiary sending the e-document for certification.
taxAuthority	String, Number	The ID of the tax authority certification service to which the e-document is being sent.
category	String, Number	The ID of the e-document category of the e-document.
operationType	String, Number	The internal ID of the operation type associated with the certification service operation.

Creating a Tax Authority Certification Service Record

A tax authority is a government agency responsible for regulating taxes in a territory, such as a city, state, region, or country. In some countries, a tax authority can oversee the certification of e-documents due to fiscal requirements.

In NetSuite, the tax authority certification service record stores information about the agency to which you send e-documents for certification.

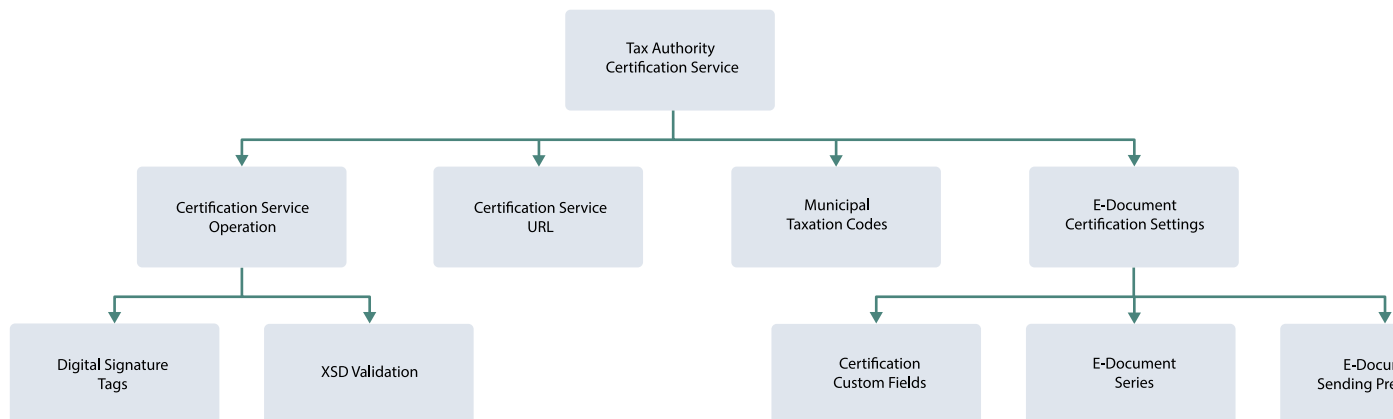
Make sure that you have created a tax authority custom plug-in implementation before you create the tax authority certification service record. For more information, see [Creating a Custom Plug-in Implementation for a Tax Authority](#).

To create a tax authority certification service record:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service > New.
2. In the **Name** field, enter a name for the tax authority certification service.
3. In the **Description** field, enter a description for the tax authority certification service.
You can mention the tax authority's jurisdiction or location. For example, the city or the state of the tax authority.
4. (Optional) If the tax authority requires that you send e-documents in sequential order, check the **Send E-Documents in Sequential Order** box.
The order is based on the transitory e-document number sequence. For more information, see [Setting Up Sequential Order Sending](#).
5. In the **Tax Authority Plug-in Implementation** field, select the tax authority plug-in implementation for the tax authority.
6. Click **Save**.

After you save the tax authority certification service record, you should complete the record by setting up the relevant tax authority information.

See the following diagram for more information about the structure of records placed under the tax authority certification service:



For more information about creating the records, see the following topics:

- [Creating E-Document Certification Service Operations](#)
- [Setting Up XSD Validation](#)
- [Adding Digital Signature Tags](#)
- [Adding Certification Service URLs](#)
- [Defining E-Document Certification Settings](#)
- [Adding Custom Fields for Certification](#)

- [Creating E-Document Series](#)
- [Defining E-Document Sending Preferences](#)
- [Adding Municipal Taxation Codes](#)

Creating E-Document Certification Service Operations

The E-Document Certification Service SuiteApp enables you to submit different types of certification operations to tax authorities. Different operations may require specific e-document templates, depending on the tax authority.

In NetSuite, certification service operation records store information about the operations sent to a specific tax authority certification service.

The E-Document Certification Service SuiteApp supports the following operation types:

- **Send e-document** – Sends the e-document to the tax authority for certification.
- **Check status** – Sends a request to the tax authority inquiring on the certification progress. Applies only to tax authorities that use asynchronous web services.
- **Update** – Sends an updated version of the e-document to the tax authority for certification.
- **Cancel** – Sends a request to the tax authority asking for an e-document to be canceled.
- **Void number** – Sends a request to the tax authority asking for an e-document number to be voided.

Create a certification service operation record for each tax authority and operation type.

To create certification service operations:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service you want.
3. Click the **Operations** subtab.
4. Click **New Certification Service Operation**.
A new certification service operation record opens.
5. In the **Name** field, enter a name to identify the certification service operation.
NetSuite displays the record's name on forms and other records that reference the certification service operation record.
6. In the **Operation Type** field, select the type of operation that you want.
7. (Optional) To include headers on the HTTP request you send to the tax authority, in the **Request Headers** field, enter the headers using the JSON format.
You can use headers to provide specific information about the request to the certification service.
8. In the **Request Template** field, enter the skeleton of the request using the XML format.
NetSuite uses the template to create the certification requests for this operation and send them to the tax authority. For example, if you are communicating with a web service that uses the SOAP protocol, you should place the SOAP envelope in this field.
9. In the **E-Document Template** field, select an e-document template to associate with the operation.
10. Click **Save**.

After you create a certification service operation record, you should associate it with the tags from the e-document template that NetSuite must sign with your digital certificate.

Setting Up XSD Validation

XSD validation verifies which XML elements and attributes must be present in the XML of your generated e-document. The validation helps you prevent certification failures caused by issues with the XML schema.

NetSuite uses XSD files to perform the validation during the e-document generation process. When NetSuite finds issues during the validation, it displays them in the e-document audit trail.

To set up the validation of your e-documents, associate an XSD file to a certification service operation record and enable the XSD validation feature. You can set up different XSD files for distinct tax authorities, operations, and environments.

To set up XSD validation on a certification service operation:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service you want.
3. Click the **Operations** subtab.
4. Click the name of the certification service operation record you want.
5. To associate an XSD validation file to the certification service operation, do the following:
 - a. Click the **XSD Validation** subtab.
 - b. Click **New XSD Validation**.
A new XSD validation record opens.
 - c. In the **XSD File** field, select the XSD file from your account's File Cabinet that you want to use to validate your generated e-documents.
 - d. If the validation requires several XSD files, in the **XSD File Path** field, enter the path to the File Cabinet folder that contains the additional files.
 - e. In the **Certification Environment** field, select the environment for which you want to validate e-documents before you send them for certification.
 - f. Click **Save**.
6. After you associate the XSD validation file, enable the validation on the certification service operation:
 - a. Click **Edit**.
 - b. Check the **Enable the XSD Validation** box.
 - c. Click **Save**.

Adding Digital Signature Tags

In general, tax authorities define one or multiple tags in which the signature of a digital certificate should be placed in an e-document template. To ensure that NetSuite signs the correct tags on your e-documents, you must add the tags the tax authority requires you to sign.

The tag records are associated with the certification service operation record, which in turn is associated with the e-document template.

You can define the order in which NetSuite signs each tag, according to the tax authority's requirements. You must create a digital signature tags record for each set of signature reference and signature entry tags that you sign.

To add a digital signature tag:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service you want.
3. Click the **Operations** subtab.
4. Click **Edit** next to the certification service operation record you want.
5. Click the **Digital Signature** subtab.
6. Click **New Digital Signature Tags**.

A new digital signature tags record opens.

7. In the **Signature Order** field, enter a number to indicate the order you want NetSuite to process the digital signature tag.

The signing sequence starts with the number 1.

8. In the **Signature Reference Tag** field, enter the tag from the e-document template that NetSuite must sign with the digital certificate.

When entering the tag name, do not use angled brackets (<>). Tags are case sensitive.

9. In the **Signature Entry Tag** field, enter the tag from the e-document template in which NetSuite should insert the digital signature.

When entering the tag name, do not use angled brackets (<>). Tags are case sensitive.

See the following sample code of a Brazilian electronic invoice for more information about the reference and entry tags. In the sample, the ns1:ReqEnvioLoteRPS tag is the signature entry tag, and the Lote Id="1" tag is the signature reference tag.

```

1  <!-- This is the signature entry tag-->
2  <ns1:ReqEnvioLoteRPS xmlns:ns1="http://localhost:8080/WSNFe2/lote" xmlns:tipos="http://localhost:8080/WSNFe2/
3  tp" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://localhost:8080/WSNFe2/lote http://
4  localhost:8080/WSNFe2/xsd/ReqEnvioLoteRPS.xsd">
5    <Cabecalho xmlns="">
6      <ecsCategoryType>Service</ecsCategoryType>
7      <ecsOperationType>Send E-Document</ecsOperationType>
8      <CodCidade>5403</CodCidade>
9      <CPF CNPJ Remetente>12345678901234</CPF CNPJ Remetente>
10     <Razao Social Remetente>Test Company Ltda.</Razao Social Remetente>
11     <transacao>true</transacao>
12     <dtInicio>2021-03-29</dtInicio>
13     <dtFim>2021-03-29</dtFim>
14     <QtdRPS>1</QtdRPS>
15     <ValorTotalServicos>297.00</ValorTotalServicos>
16     <ValorTotalDeduccoes>0.00</ValorTotalDeduccoes>
17     <Versao>1</Versao>
18     <MetodoEnvio>WS</MetodoEnvio>
19   </Cabecalho>
20   <!-- This is the signature reference tag-->
21   <Lote Id="1">
22     <RPS Id="1">
23       <Assinatura>e3d6009ce70acec235db9c752099a45e6d3ec691</Assinatura>
24       <InscricaoMunicipalPrestador>12312312</InscricaoMunicipalPrestador>
25       <RazaoSocialPrestador>Test Company Ltda.</RazaoSocialPrestador>
26       <TipoRPS>RPS</TipoRPS>
27       <SerieRPS>NF</SerieRPS>
28       <NumeroRPS>123</NumeroRPS>
29       <DataEmissaoRPS>2021-03-29T15:39:07</DataEmissaoRPS>
30       <SituacaoRPS>N</SituacaoRPS>
31       <SeriePrestacao>99</SeriePrestacao>
32       <InscricaoMunicipalTomador></InscricaoMunicipalTomador>
33       <CPF CNPJ Tomador>09550523548719</CPF CNPJ Tomador>
34       <RazaoSocialTomador>Caburai Transportes Ltda</RazaoSocialTomador>
35       <TipoLogradouroTomador>Avenida</TipoLogradouroTomador>
36       <LogradouroTomador>Das Guianas</LogradouroTomador>
37       <NumeroEnderecoTomador>1523</NumeroEnderecoTomador>
38       <ComplementoEnderecoTomador>Box 10 Rodoviaria</ComplementoEnderecoTomador>
39       <TipoBairroTomador>Bairro</TipoBairroTomador>
40       <BairroTomador>Treze de Setembro</BairroTomador>

```

```

39      <CidadeTomador>301</CidadeTomador>
40      <CidadeTomadorDescricao>Boa Vista</CidadeTomadorDescricao>
41      <CEPTomador>69308160</CEPTomador>
42      <EmailTomador></EmailTomador>
43      <CodigoAtividade>620310001</CodigoAtividade>
44      <AliquotaAtividade>2</AliquotaAtividade>
45      <TipoRecolhimento>A</TipoRecolhimento>
46      <MunicipioPrestacao>5403</MunicipioPrestacao>
47      <MunicipioPrestacaoDescricao>Uberlândia</MunicipioPrestacaoDescricao>
48      <Operacao>A</Operacao>
49      <Tributacao>T</Tributacao>
50      <ValorPIS>1.93</ValorPIS>
51      <ValorCOFINS>8.91</ValorCOFINS>
52      <ValorINSS>0.00</ValorINSS>
53      <ValorIR>0.00</ValorIR>
54      <ValorCSLL>2.97</ValorCSLL>
55      <AliquotaPIS>0.65</AliquotaPIS>
56      <AliquotaCOFINS>3.00</AliquotaCOFINS>
57      <AliquotaINSS>0.00</AliquotaINSS>
58      <AliquotaIR>0.00</AliquotaIR>
59      <AliquotaCSLL>1.00</AliquotaCSLL>
60      <DescricaoRPS>REFERENTE AO SERVICO X</DescricaoRPS>
61      <DDDPrestador/>
62      <TelefonePrestador/>
63      <DDDTomador/>
64      <TelefoneTomador/>
65      <Itens>
66          <Item>
67              <DiscriminacaoServico>SERVICO X</DiscriminacaoServico>
68              <Quantidade>1</Quantidade>
69              <ValorUnitario>297</ValorUnitario>
70              <ValorTotal>297</ValorTotal>
71              <Tributavel>S</Tributavel>
72          </Item>
73      </Itens>
74  </RPS>
75 </Lote>
76 </ns1:ReqEnvioLoteRPS>

```

10. Click **Save**.

Repeat the previous steps to enter each tag that NetSuite must sign on the tax authority's e-document template.

Adding Certification Service URLs

Tax authorities can provide different URLs for the certification environments they support or for the different types of operations they certify.

In NetSuite, you can add the URLs to connect with the tax authority certification service to which you send e-documents.

To add certification service URLs:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service you want.
3. Click the **Web Service URLs** subtab.
4. Click **New Certification Service URL**.
A new certification service URL record opens.
5. In the **Certification Environment** field, select the certification environment from the tax authority this URL connects to.
Tax authorities can provide different URLs for each certification environment.
6. In the **Certification Web Service URL** field, enter the URL for the tax authority's web service.

7. In the **Certification Service Operation** field, select one or multiple types of operation that can be requested from the tax authority through this web service URL.
8. Click **Save**.

Defining E-Document Certification Settings

To submit e-documents to tax authorities, you must define the settings you use to send each type of e-document you generate.

A subsidiary can submit different types of e-documents to the same tax authority. It can also use different certification environments to submit its e-documents, according to its business processes and requirements. The e-documents certified by the tax authority must be saved to specific folders in your account's file cabinet.

You can define these settings on the e-document certification settings record. The e-document certification settings is associated with a tax authority through the tax authority certification service record. The tax authority certification service record gathers information about the connection set up between your NetSuite account and the tax authority.

To define e-document certification settings:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service you want.
In general, tax authorities are state or city governments.
3. Click the **Certification Settings** subtab.
4. Click **New E-Document Certification Settings**.
A new e-document certification settings record opens.
5. In the **Subsidiary** field, select the subsidiary that sends e-documents for certification to the tax authority.
6. In the **E-Document Category** field, select the category of e-document you send to the tax authority for certification.
7. In the **E-Document Folder ID**, enter the internal ID of the file cabinet folder in which to save the certified e-documents.

In some countries, storing the certified e-document can be a legal requirement.

To find a file cabinet folder's internal ID:

- a. Set the **Show Internal IDs** preference.
For more information, see the help topic [Setting the Show Internal IDs Preference](#).
- b. Go to Documents > Files > File Cabinet.
- c. Find the folder to which you want to save the e-documents.
As a best practice to improve security, you should choose a folder restricted to a set of users and roles. This way, only the specified users and roles are able to access your certified e-documents. For more information about restricting access and viewing of file cabinet folders, see the help topic [Restricting Access to File Cabinet Folders](#).
- d. Verify the folder's internal ID on the **Internal ID** column.

Take note of the ID to enter it in the **E-Document Folder ID** field.

When you enter an internal ID in this field, the **E-Document Folder Name** field displays the name of the folder that matches the ID you entered.

8. In the **Certification Environment** field, select the environment to which you send the e-documents you generate.

- If you select **Production**, NetSuite sends the e-documents to the official certification environment and they are certified for legal and fiscal purposes.
 - If you select **Test**, NetSuite sends the e-documents to the tax authority's sandbox environment and they are certified for testing purposes.
 - If you select **Contingency**, NetSuite processes the e-documents in an emergency environment. The contingency can be used when the production environment is unavailable or cannot be reached due to connection issues.
9. (Optional) If you want to encrypt the certification custom fields associated with the record, in the **API Secret ID** field, enter the ID of the API secret you want to use for encryption.
- Encrypting the custom fields adds another layer of security to the information you store on NetSuite. Before associating the API secret, you must create it. Ensure that the API secret password has 16, 24, or 32 bytes. For more information, see the help topic [Creating Secrets](#).
- After you associate the API secret, you must enable the encryption of the certification custom fields. For more information, see [Adding Custom Fields for Certification](#).
10. Click **Save**.
- Repeat the previous steps to create an e-document certification settings record for each combination of tax authority, subsidiary, and e-document category you use.

Adding Custom Fields for Certification

Some tax authorities may require you to provide specific information in the e-documents you submit. For instance, a tax authority may require that your e-documents contain a region-specific unique identification number, or a password that the authority itself assigned to you.


The E-Document Certification Service SuiteApp enables you to include information on your e-documents by adding custom field records to your e-document certification settings.

Ensure that your e-document template and tax authority plug-in are configured to find and insert the custom field.

To add a custom field for certification:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service you want.
3. Click the **Certification Settings** subtab.
4. Click **Edit** next to the certification settings record you want.
The e-document certification settings record opens.
5. Click the **Custom Fields** subtab.
6. Click **New Certification Custom Fields**.
A new certification custom fields record opens.
7. In the **Custom Field Key** field, enter the key to identify the information the tax authority requires you to provide for the custom field.
8. In the **Custom Field Value** field, enter the value you want NetSuite to populate in the custom field which you identified in step 7.
9. If you want to encrypt the content of the **Custom Field Value** field, check the **Encrypt Custom Field Value** box.

Encrypting the custom field value adds another layer of security to the information you store on NetSuite. For example, you can consider encrypting the custom field value if you use the field to store sensitive information, such as a password or private key.

 **Note:** NetSuite uses an API secret to encrypt the custom field value. Before you check the **Encrypt Custom Field Value** box, you must enter the ID of the API secret you want to use for encryption in the associated e-document certification settings record. For more information, see [Defining E-Document Certification Settings](#).

10. Click **Save**.

Creating E-Document Series

An e-document series defines the numbering sequence assigned to each e-document you generate in NetSuite. A series can be a number, a letter or word, or a combination of both. Some tax authorities may require that you assign series to your e-documents. In NetSuite, e-document series are associated with e-document certification settings.

To create an e-document series:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service you want.
3. Click the **Certification Settings** subtab.
4. Click **Edit** next to the e-document certification settings you want.
5. Click the **E-Document Series** subtab.
6. Click **New E-Document Series**.
A new e-document series record opens.
7. In the **E-Document Series** field, enter the series with which you want to assign e-documents.
8. In the **Current E-Document Number** field, enter the number of the last e-document generated with the series.
NetSuite uses the current e-document number as a starting point to assign numbers for the next generated e-documents.
9. (Optional) If you want to set the series as default on transactions involving the subsidiary, e-document category, and tax authority from the related certification settings, check the **Default E-Document Series** box.
You can only set one default e-document series for each combination of subsidiary, e-document category, and tax authority. When you set a default series, NetSuite automatically populates the e-document series on transaction records.
10. Click **Save**.

Defining E-Document Sending Preferences

To automatically populate e-document related information on transaction records, you can associate default e-document templates and sending methods to your e-document certification settings. The sending preferences apply to the combination of subsidiary, e-document category, operation type, and tax authority from the certification settings.

To define sending preferences:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service you want.
3. Click the **Certification Settings** subtab.
4. Click **Edit** next to the e-document certification settings you want.

5. Click the **Sending Preferences** subtab.
6. Click **New E-Document Sending Preferences**.
A new e-document sending preferences record opens.
7. In the **Operation Type** field, select the type of operation for which you want to set the e-document template and sending method as default.
8. In the **Default E-Document Template** field, select the e-document template you want to associate with this record's operation type.
NetSuite populates this default e-document template in the E-Document Template field of sales transactions.
9. In the **Default E-Document Sending Method** field, select the e-document sending method you want to associate with this record's operation type.
NetSuite populates this default e-document sending method in the E-Document Sending Method field of sales transactions.
10. Click **Save**.

Adding Municipal Taxation Codes

In some jurisdictions, tax authorities may have distinct taxation codes to classify provided services at the municipal level and apply different tax rates.

The municipal taxation code appears on the e-documents you generate for the tax authority. Each municipal tax authority provides its own list of taxation codes.

To add municipal tax codes:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Click **View** next to the tax authority certification service record you want.
3. Click the **Municipal Taxation Codes** subtab.
4. Click **New Municipal Taxation Code**.
A new municipal taxation code record opens.
5. In the **Service Item** field, select the item with which you want to associate the municipal taxation code.
This field only lists service items. For more information about service items, see the help topic [Service Items](#).
6. In the **Municipal Taxation Code** field, enter the municipal taxation code you want to associate with the service item.
7. Click **Save**.

Cloning a Tax Authority Certification Service Record

The E-Document Certification Service SuiteApp enables you to clone a tax authority certification service record.

When you clone a tax authority certification service record (parent record), NetSuite also creates copies of the associated child records:

- Certification service operation
- Digital signature tags
- Certification service URL

The standard option to make a copy only copies the parent record, while the clone feature copies the child records as well.

You can clone a tax authority certification service record if you want to create a record of the same type with similar settings.

To clone a tax authority certification service record:

1. Go to Setup > E-Document Certification > Tax Authority Certification Service.
2. Next to the tax authority certification service record you want to clone, click **View**.
The tax authority certification service record opens in view mode.
3. Click **Clone**.

Wait until the cloned tax authority certification service record appears on your screen in view mode.



Note: NetSuite names cloned records with the copy prefix, to differentiate them from the original records. You can edit the cloned records to suit your business needs.

E-Document Digital Signature

The E-Document Certification Service SuiteApp signs your e-documents before sending them to tax authorities. The digital signature authenticates the e-documents.

To sign your e-documents in NetSuite with the E-Document Certification Service SuiteApp, you must upload your digital certificates to the account. For more information, see the help topic [Uploading Digital Certificates](#).

You must use valid digital certificates on your account. To be valid, a digital certificate must not be past its expiration date. You cannot sign your e-documents with an expired certificate.

The digital certificates you upload to your account must also include their private key and all certificates in the certification path. Otherwise, tax authorities may have issues certifying the e-documents signed with the certificates.

For more information about digital signing in NetSuite, see the help topic [Digital Signing](#).

Creating E-Document Categories

In several countries, local authorities may establish different types of e-documents your company must send for certification.

In NetSuite, you can create the different types of e-documents you use as e-document category records. You can associate e-document categories with e-document certification priorities and e-document certification settings.

To create an e-document category:

1. Go to Setup > E-Document Certification > E-Document Category > New.
2. In the **Name** field, enter the name of the e-document category.
3. (Optional) If you want NetSuite to validate the association of the e-document category in e-document certification settings records, check the **Enable Certification Settings Validation** box.

The box is checked by default. When you check this box, you can only associate the e-document category with the same subsidiary in one e-document certification settings record. When you

clear the box, you can associate the e-document category with the same subsidiary in multiple e-document certification settings records.

4. Click **Save**.

Defining E-Document Certification Priorities

When you send an e-document for certification, NetSuite places your e-document in a queue, and then sends it to the proper tax authority. NetSuite assigns a priority to each e-document to determine the order in which to send the e-documents to the tax authorities.

You can associate a priority with the category of the e-document and the type of operation. You can also associate a priority with the subsidiary that sends the e-documents.

By default, the E-Document Certification Service SuiteApp provides a set of predefined priority levels for a few combinations of e-document categories and operation types. The default priority levels range from 100 to 500. The lower the number, the higher the priority.

See the following table to learn more about the default priorities.

E-Document Category	Operation Type	Default Priority Level
Electronic Invoice for Goods	Send E-Document	300
Electronic Invoice for Goods	Cancel	100
Electronic Invoice for Goods	Update	500
Electronic Invoice for Goods	Void Number	200
Electronic Invoice for Goods	Check Status	400
Electronic Invoice for Services	Send E-Document	100
Electronic Invoice for Services	Cancel	200
Electronic Invoice for Services	Check Status	300

You can edit the default e-document certification priority records to adapt them to your needs. For instance, you can restrict the priority to a specific subsidiary, or you can change the priority level.

You can also create other e-document certification priority records.

To define e-document certification priorities:

1. Go to Setup > E-Document Certification > E-Document Certification Priority > New.
2. (Optional) If you want to apply this priority level to e-document certification requests from a specific subsidiary, in the **Subsidiary** field, select a subsidiary.
3. In the **E-Document Category** field, select the type of e-document for which you want to set a priority level.
4. In the **Operation Type** field, select the type of operation for which you want to set a priority level.
The operation type is the action you want the tax authority take when they receive your e-documents.
5. In the **Priority Level** field, enter the level of processing priority that you want to assign to the requests that match this record's settings.
The lower the number you enter, the higher the priority assigned to the requests.
6. Click **Save**.

Setting the E-Document Certification Requests' Processing Capacity

The E-Document Certification Service SuiteApp enables you to manage the e-document certification requests created on your account.

NetSuite creates an e-document certification request and places it in a queue whenever you send an e-document from a record. Then, scripts process the requests that are pending on the queue and send them to the proper tax authority.

You can set up each script deployment record's processing capacity according to your needs. For more information, see the following topics:

- [Setting the Processing Capacity for Non-Sequential Sending](#)
- [Setting the Processing Capacity for Sequential Sending](#)

Setting the Processing Capacity for Non-Sequential Sending

If you send e-documents in no particular order, the capacity to process requests depends on the number of SuiteCloud Processors you have available. The more SuiteCloud Processors available, the more requests a script can process. For more information, see the help topic [SuiteCloud Processors](#).

You can determine the amount of SuiteCloud Processors available to process the e-document certification requests associated with the script provided by the E-Document Certification Service SuiteApp. You can change this amount whenever you want.

To set the e-document certification requests' processing capacity:

1. Go to Customization > Scripting > Script Deployments.
2. Find the script deployment **ECS MR Message Queue Service**, and then click **Edit**.



Tip: To find the **ECS MR Message Queue Service** script deployment record, under Filters, in the **Type** list, select **Map/Reduce**. The search displays only map/reduce scripts and you can find the script deployment you want among them.

3. In the **Concurrency Limit** field, enter the amount of SuiteCloud Processors available to process the requests.
4. Click **Save**.

For more information about map/reduce script deployment records, see the help topic [Map/Reduce Script Deployment Record](#).

Setting the Processing Capacity for Sequential Sending

If you send e-documents in sequential order, the capacity to process requests depends on the amount of usage units available for the script deployment to consume.


In NetSuite, each scheduled script instance can use a maximum of 10,000 usage units. Every time NetSuite tries to send an e-document to a tax authority, it consumes a certain amount of usage units from the script deployment. After processing a request, the system verifies if there are enough units available to process the next one. If there are not enough units available, the script execution restarts to restore the 10,000 units limit.

You can define the minimum amount of usage units available before the script execution is restarted.

If the limit you set is not enough to send an e-document to the tax authority, you may get certification errors.

To set the processing capacity for sequential sending:

1. Go to Customization > Scripting > Script Deployments
2. Find the script deployment **ECS SC Sequential Message Queue Service**, and then click **Edit**.

 **Tip:** To find the **ECS SC Sequential Message Queue Service** script deployment record, under Filters, in the **Type** list, select **Scheduled**. The search displays only scheduled scripts and you can find the script deployment record you want among them.

3. Click the **Parameters** subtab.
4. In the **Minimum Usage Units Remaining** field, enter the minimum amount of usage units that need to remain available after the script is executed.

The minimum amount of remaining units must be enough for sending an e-document to a tax authority, considering the consumption of the plug-in implementation for that tax authority.

5. Click **Save**.

Setting Up Sequential Order Sending

Some tax authorities require e-documents to be sent in sequential order for certification. The order is based on the transitory e-document number sequence. You can enable this option on the tax authority certification service record, by checking the **Send E-Documents in Sequential Order** box.

When you start sending e-documents in sequential order in NetSuite, you must enter the number from the last certified e-document you sent to the tax authority.

You must do this only once for each tax authority and e-document series you use to send e-documents in sequential order. This ensures that NetSuite sends e-documents for certification according to the existing order.

To set up sequential order sending:

1. Go to Lists > E-Document Certification > E-Document Certification Return > New.
2. In the **Tax Authority Certification Service** field, select the tax authority certification service record for the tax authority that certified the e-document.
3. In the **Operation** field, select the operation requested from the tax authority.
4. In the **Series** field, enter the series assigned to the e-document.
The series is associated with the subsidiary that originated the e-document.
5. In the **Transitory E-Document Number** field, enter the transitory number assigned to the e-document.
The transitory e-document number is used between the creation of the record and the e-document certification.
6. In the **Subsidiary** field, select the subsidiary associated with the certified e-document.
7. Click **Save**.

Adding the E-Document Certification Monitor Portlet to a Dashboard

The E-Document Certification Monitor portlet displays information about the e-documents you have sent for certification from your NetSuite account.

By default, the Administrator role has the permission to use the E-Document Certification Monitor portlet. For more information on the permissions required for using the portlet, see [Granting Permission to the E-Document Certification Monitor Portlet](#)

If you have permission to view the E-Document Certification Monitor portlet, you can display it on your NetSuite dashboard.

To add the E-Document Certification Monitor to a dashboard:

1. Go to the home page.
2. Click **Personalize**.
3. On the Personalize Dashboard menu, select **SuiteApps**.
4. Click the E-Document Certification Monitor portlet, or drag the icon to the dashboard.

The E-Document Certification Monitor portlet appears on your dashboard. The portlet shows the following statuses, which focus on the latest e-document certification requests sent to tax authorities.

- **E-Documents Certified Today** – The amount of e-documents that were certified on the current date.
- **E-Documents with Certification Errors** – The amount of e-documents that presented errors when their certification requests were sent to tax authorities.
- **E-Documents Pending Certification** – The amount of e-documents with the operation type “send e-document” that are in the queue to be sent to tax authorities.
- **E-Documents Pending Cancellation** – The amount of e-documents with the operation type “cancel” that are in the queue to be sent to tax authorities.
- **E-Documents Pending Update** – The amount of e-documents with the operation type “update” that are in the queue to be sent to tax authorities.
- **E-Documents Pending Number Voiding** – The amount of e-documents with the operation type “void number” that are in the queue to be sent to tax authorities.

Clicking the amounts under a status opens a results page with a list of the e-documents that match the selected status.

For more information on dashboard portlets, see the help topic [Dashboards](#).

Troubleshooting E-Document Certification Requests Processing

If you face issues when processing e-documents certification requests, you can review the logs of the scripts that process e-documents for certification.

To facilitate your access to the execution logs, the E-Document Certification Service SuiteApp provides a saved search. The search displays the logs of the two scripts that process the requests in NetSuite.

The logs can provide insight on the processing of e-documents. You may need to open a case with NetSuite Customer Support to understand the logs and solve the issues.

To view the e-document certification request processing logs:

1. Go to Reports > Saved Searches > All Saved Searches.
2. Click **View** next to the **E-Document Certification Request Processing Logs** search.

The search opens.

3. To filter the results by the type of script, expand the Filters and do the following:
 - If you send e-documents in sequential order, in the **Script Type** field, select **Scheduled**.
The search displays only the execution logs of the **ECS SC Sequential Message Queue Service** script.
 - If you send e-documents in no particular order, in the **Script Type** field, select **Map/Reduce**.
The search displays only the execution logs of the **ECS MR Message Queue Service** script.



Tip: You can also filter the results by date. Use the **Date** or the **From** and **To** fields to define time periods to filter the results.