

# Vertex Certificate Center

## Reduce Audit Penalties and Improve Compliance

As sales taxability regulations continue to change and transaction volumes increase, managing sales tax exemption certificates without an automated solution can be an error-prone manual process. Vertex<sup>®</sup> Certificate Center automates and simplifies the end-to-end exemption certificate process to streamline internal processes, facilitate correct tax exempt calculation, and reduce audit exposure.

### Exemption Certificate Management Made Simple

Vertex Certificate Center automates the time-consuming and labor-intensive processes of exemption certificate management. It's a cloud-based paperless solution that electronically stores and tracks sales tax exemption certificates.

### End to End Automation

The Certificate Center offers an end-to-end solution from collection, validation, storage, and maintenance to audit reporting and tax-exempt calculations.

### Improve Tax Department Efficiency

With automated workflows, centralized storage, flexible tracking tools, and 24/7 access in the cloud, the Certificate Center improves efficiency to unlock time for the tax staff to focus on higher value work.

### Elevate Your Customer Experience

Accurate exemption management not only affects audit performance, it impacts your customer satisfaction. With the Certificate Center, you'll not only provide your customers with easy certificate submission tools but you'll increase your tax accuracy and consistency.

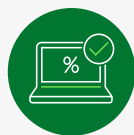
### Increase Tax Accuracy and Reduce Audit Risk

Manually storing, retrieving, and monitoring expiration dates increases the risk of errors, as well as penalties and fines during tax audits. With an automated solution you'll improve tax accuracy at the time of the transaction, accelerate audit response, and reduce audit exposure.

## Benefits



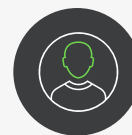
Streamlined  
Automated  
Processes



Increased  
Tax Accuracy



Improved  
Reporting &  
Reduced Audit Risk



Customer  
Satisfaction

## Features



### Self-Service Exemption Certificate Submission

Offer your customers a self-service, self-guided online tool where they can create and submit audit-ready certificates directly into your Vertex tax engine. *(See Exemption Certificate Wizard next page.)*



### Streamlined Certificate Renewals

Set up continual monitoring of certificate expiration dates. Run a report of expiring certificates and generate email/letter requests for new certificates.



### Tracking and Reporting

Multiple sorting features provide easy access to certificates. View certificates nearing expiration to move into renewal campaign. Respond more timely and completely to audit requests.



### Tax-Exempt Calculations

Seamless integration with the Vertex tax engine improves tax accuracy for tax exempt transactions.



### Master Data Coordination

Synchronization of certificates, customers, and taxpayers with the Vertex tax engine helps ensure master data is always up to date to minimize disputes, credits, and changes to transactions.



### Cloud Access

Cloud access eliminates the need for IT infrastructure and support. 24/7 availability maximizes tax staff productivity.



### Certificate Library

Continually updated library of exemption and resale certificates by jurisdiction (state and local). Supports multi-jurisdiction certificates, Direct Pay Permit management, and storage of customer billing and shipping information. Supports Single Use Certificates (by invoice number), Product or usage based, and Blanket Certificates.



### End to End Cloud Solution

Leverage a common user interface across end-to-end tax applications on the Vertex Cloud platform -- from tax determination to compliance and data management.

The screenshot displays the Vertex Certificate Center interface. The top navigation bar includes the Vertex logo, 'CERTIFICATE CENTER', and a user greeting 'Welcome, Jenny!'. The left sidebar contains a menu with options: Certificates, EC Wizard, Customers, Settings, Reports, and Correspondence. The main content area is divided into two sections:

**Customers (APPROVED)**

Table Settings | Showing Favorite Columns | Clear All Filters (2) | Clear Sorting

Customer Code	Customer Name	Parent Customer	Taxpayer	Status	Exemptions	Customer Type	Action
B0001010	Spin Manufacturing		BDB US / ecm11	Active		Bill To/Ship To	...
C0001010	Hardware World		BDB US / ecm11	Active		Bill To	...
C0001011	Hardware World IL ST1	C0001010	BDB US / ecm11	Active		Ship To	...
C0001012	Hardware World IL ST2	C0001010	BDB US / ecm11	Active		Ship To	...
C0001013	Hardware World IL ST3	C0001010	BDB US / ecm11	Active		Ship To	...
C0002010	Hardware World		BDB US / ecm11	Active		Bill To	...
C0002011	Hardware World WI S11	C0002010	BDB US / ecm11	Active		Ship To	...
C0002012	Hardware World WI ST2						
C0003010	PW Hardware CO						
E0004010	West Chester School District						

**Certificates (APPROVED)**

Bulk Actions | Table Settings | Showing Favorite Columns | Clear All Filters (2)

Exemp. ID	Customer Name	Customer Code	Status	Jurisdiction(s)	Reason	Source	Action
926118	Hardware World	C0001010	Approved	IL	Resale	ECW	...
926119	Hardware World	C0002010	Approved	WI	Resale	ECW	...
926134	PW Hardware CO	C0003010	Approved	IL	Resale	FCW	...
926135	Spin Manufacturing	B0001010	Approved	PA	Manufacturer	ECW	...
926136	West Chester School District	E0004010	Approved	PA	Schools	ECW	...

Vertex Certificate Center offers an end-to-end solution from collection, validation, storage, and maintenance, to audit reporting for tax exempt transactions.

## Exemption Certificate Wizard

### Self-Service Certificate Submission for your Customers

The Vertex Certificate Center allows companies to deploy the Exemption Certificate Wizard, a self-service web-based tool that enables their customers to create and submit new certificates directly to your Vertex system right from their computer or smart phone. From a website or e-commerce portal, buyers simply follow a series of guided questions, then the Wizard determines the certificates needed, populates them, and submits them directly into the Vertex Certificate Center.

### Benefits

- Supports an end-to-end process – from customer submission to exempt transactions
- Reduces certificate errors and improves audit performance
- Helps companies reduce audit reserves
- Streamlines internal tax processes
- Accelerates commerce

### Features



#### Self-Guided

Built-in logic guides the buyer through a series of questions about their business, locations, reason for exemption, and the purchase transaction.



#### Identify. Create. Submit.

Based on the information submitted, the Wizard identifies which certificate(s) are required, populates the audit-ready certificate(s), captures an electronic signature, and with one click it submits the certificate(s) directly to Vertex.



#### Multi-Certificate Questions

Where multiple certificates are required, the tool presents a single set of questions to create multiple certificates to streamline the customer experience.



#### Electronic Signature

Electronic signature capability ensures all certificates are audit-ready.



#### SaaS Simplicity

The SaaS solution can be deployed on your website or e-commerce platform. And automatic data updates ensure the latest exemption certificate rules and forms.

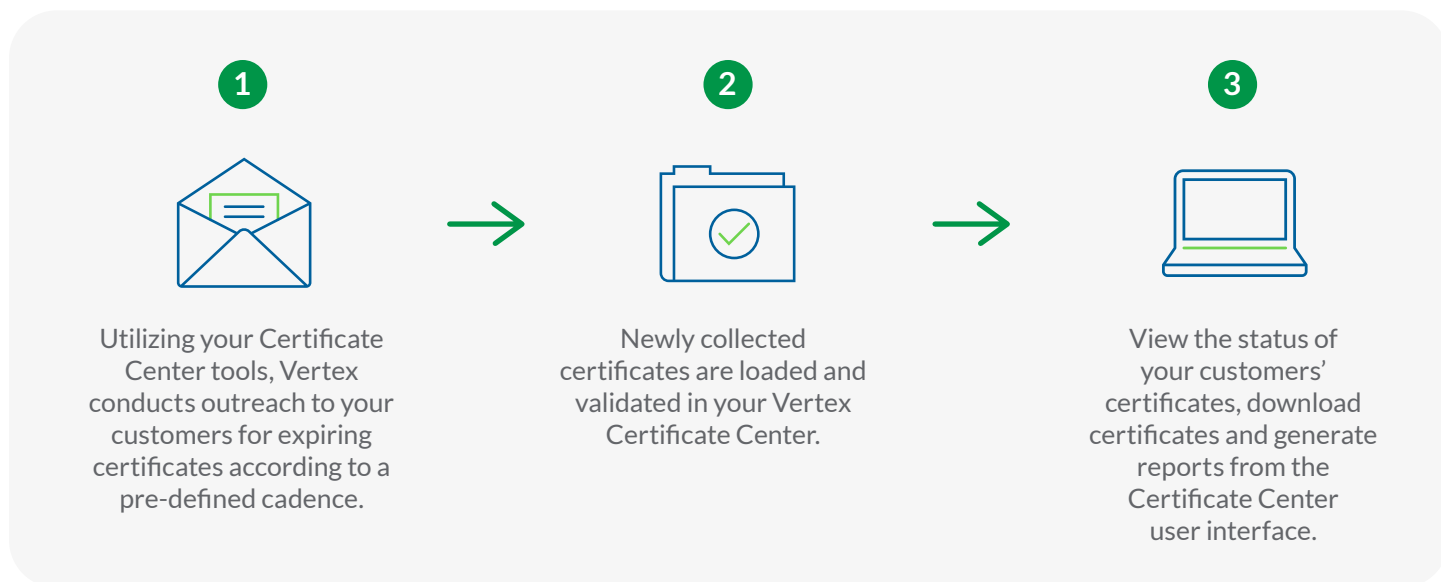
The image displays three sequential screenshots of the Exemption Certificate Wizard interface:

- Exemption Certificate Wizard:** The first screen shows a user creating a certificate for New York. It prompts the user to "Select a reason for the exemption" with a list of radio button options including Agricultural, Charitable, Contractor, Direct Mail, Direct Play Permit, Educational, Federal Government, Foreign Diplomat, Manufacturing (selected), Native American, Packaging, Religious, Retail, State or local government, and Other. Navigation buttons for "Back" and "Next" are at the bottom.
- Exempt Use Certificate:** The second screen asks the user to "Select the purchases eligible for exemption". It features a list of checkboxes: Machinery and equipment, parts tools and supplies (checked), Fuel, Gas, Electricity, Refrigeration, Steam, and Gas, electric, refrigeration or steam service. Below this is a field for the "Certificate of Authority Number". A "Preview Form" button is at the bottom left, and "Back" and "Next" buttons are at the bottom right.
- Signature Information:** The third screen is for "Signature Information". It includes fields for "Name" (John Doe), "Title" (Approver), and "Effective Date" (09/21/2016). A large signature field shows a handwritten signature "John Doe" with a "Clear" button to its right. Below the signature field is an "Upload" button. At the bottom, there are "Preview Form", "Back", and "Submit" buttons.

A simple, clean UI guides users through a series of questions to create, sign, and submit the required certificate(s).

## Add the Certificate Collection Service

Vertex Certificate Center customers can add the optional Vertex Certificate Service whereby our team will validate new certificates and proactively reach out to your customers to update expiring certificates, to ensure you stay current for reporting and audit preparation. We'll use your Certificate Center tools to conduct ongoing certificate collection/renewal campaigns according to a pre-defined cadence to keep your certificates up to date and audit-ready.



### End-to-End Solution

Vertex Certificate Service takes the ongoing tasks of certificate collection and renewal off your plate to keep tax teams focused on higher value work and improve audit performance at the same time. Combine the Vertex Certificate Center with the Vertex Certificate Service for an end-to-end solution to keep exemption certificates up to date, improve tax calculation accuracy, and reduce audit risk.

### One-Time Setup Service\*

Where needed, Vertex also offers a one-time Certificate Center Setup Service to get your current certificates up to date. We'll load your current certificates into your new Certificate Center -- and validate them. For any expired or invalid certificates, we'll perform an outreach to get them up to date. For customers where you have identified missing certificates, we will perform an outreach campaign to those customers to collect the necessary new certificates.

\* This service requires separate contract from above Certificate Collection service.

To learn more, visit [VertexInc.com](https://VertexInc.com).



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