

## Value Added Tax Navigator (VATN)

### Preparing country files using BPub Prep tools

Note: VATN-ref documents coming from the editor contain some markers in the text which will be used during the conversion to introduce more robust tagging in the converted file. For example:

- “//” to mark paragraphs which will become `<para include.in.chart="1">` in the sgml.  
`//Other: Zero rate and exemptions. Various special rates for specific products. 2% additional tax on sales to unregistered persons.`
- [#.#] and [end] to mark text requiring `<cite.bna.reference>`s. For example:  
`...and see [4.2]section 4.2[end] for more information on taxable transactions...`

In the sgml file will become:

```
...and see <cite.bna.reference
ref="vatn\pk\4.2">section 4.2</cite.bna.reference>
for more information on taxable transactions...
```

A. Run BPub Search -- to find for earlier version of file for this country (swap out the country name in the search string):

[http://tumbleweed-prod.bna.com/queries/run?utf8=%E2%9C%93&query%5Bcollection%5D=selected&query%5Binclude\\_summary%5D=false&query%5Bsort\\_by%5D=date&query%5Bservice\\_list%5D=vatn-ref&query%5Bchannelcollection%5D=&query%5Bchannel\\_list%5D=&query%5Bafter\\_date\\_string%5D=&query%5Bbefore\\_date\\_string%5D=&query%5Bbefore\\_date\\_string%5D=&query%5Bdate\\_restriction%5D=all&query%5Binclude\\_after\\_date%5D=false&query%5Binclude\\_before\\_date%5D=false&query%5Bbefore\\_date%5D=&query%5Bbefore\\_date%5D=&query%5Bafter\\_date%5D=&query%5Blimit%5D=25&query%5Buse\\_date%5D=publication\\_date&query%5Bquerytext%5D=in\\_related.to%3ASpain&query%5Bmodifier%5D=anywhere](http://tumbleweed-prod.bna.com/queries/run?utf8=%E2%9C%93&query%5Bcollection%5D=selected&query%5Binclude_summary%5D=false&query%5Bsort_by%5D=date&query%5Bservice_list%5D=vatn-ref&query%5Bchannelcollection%5D=&query%5Bchannel_list%5D=&query%5Bafter_date_string%5D=&query%5Bbefore_date_string%5D=&query%5Bbefore_date_string%5D=&query%5Bdate_restriction%5D=all&query%5Binclude_after_date%5D=false&query%5Binclude_before_date%5D=false&query%5Bbefore_date%5D=&query%5Bbefore_date%5D=&query%5Bafter_date%5D=&query%5Blimit%5D=25&query%5Buse_date%5D=publication_date&query%5Bquerytext%5D=in_related.to%3ASpain&query%5Bmodifier%5D=anywhere)

Look at the sgml to see:

- unit.start values:

```
<info.unit>
<unit.start copyright.owner="The Bureau of National Affairs,
Inc." bna.id.prefix="PK" class.code="PK" class.name="Pakistan"service.code="vat
n-ref" unit.code="vatn-PK" unit.name="BBNA GUIDE TO INDIRECT TAXATION
(VAT/GST)-Pakistan">
```

- related.to values:

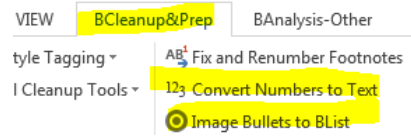
```
<related.to>
<country country.code="pk">
Pakistan</country>
</related.to>
```

You will use these unit.start and related.to values in the BPub Prep file you create.

## B. Create new BPub Prep document.

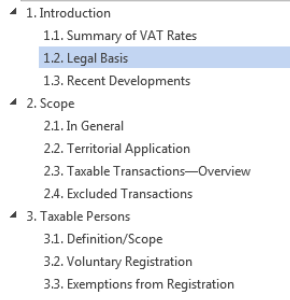
1. Turn on BPub Prep desktop, then Insert VATN document from editor.

2. Before doing anything else run the *Convert Numbers to Text*, and *Image Bullets to BList* macros (under BCleanup & Prep).



3. Run usual sequence of BPub Prep cleanup and tagging macros.

4. Switch to BAnalysis-Other tab. Select “Tag Heads” from the “Navigator Shortcuts” group (this applies BHead styles based on heading number pattern)



5. Using left-hand navigator, make sure that correct styles were applied to heading levels.

6. Add unit.start values using info from BPub Prep search.

Unit.Start¶

```
<unit.start (bna.id.prefix pk) class.code* (pk) class.name* Pakistan) copyright.owner (enter-text) (f
pdm.name (enter-text) republish.date (enter-text) service.code* vatn-ref) short.class.name (enter-text)
text) subclass.code (enter-text) subclass.name (enter-text) unit.code vatn-pk) unit.name* BBNA
INDIRECT-TAXATION-(VAT/GST)—Pakistan) unit.start ¶
```

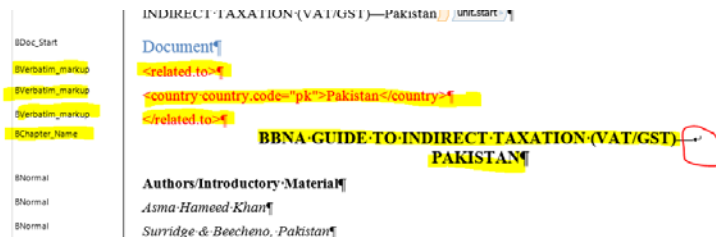
7. Add related.to info

Document¶

```
<related.to>¶
<country.country.code="pk">Pakistan</country>¶
</related.to>¶
BBNA-GUIDE-TO-INDIRECT-TAXATION-(VAT/GST)¶
PAKISTAN¶
Authors/Introductory-Material¶
Asma-Hameed-Khan¶
```

8. Apply BStyles:

(note manual line break in BChapterName)



9. Run “BNA.ID Tagging” macro (under BCleanup & Prep tab, in Special Use Tools group). Choose “last digit” option.

10. Using original document as guide, page through file, reviewing to be sure that:

- bullet lists correctly leveled, etc.
- no wayward indented quote paras.
- <related.to> info is correct.
- Bna.id tagging correct.

### C. Do *Send to BPub*.

1. Using PTE, open file in web queue, then:

- Strip EINS (under *Tools*)
- Find and replace (control-H) in this order:
  - Replace “<para>//” with “<para include.in.chart="1">”
  - Replace “[end]” with “</cite.bna.reference>”
  - Replace “[” with “<cite.bna.reference ref="\vatn\xx\" (note: replace “xx” with two-letter country.code from <related.to>.”
  - Replace “]” with “”>”
- Under *Tools*, run:
  - Omniparse, then
  - Run Assign EINS
- Save and Close file.

2. Open file in AT. Review to make sure that tagging is correct.

- <related.to> -- correct country.code?
- <para include.in.chart>
- <cite.bna.reference>