

USER GUIDE FOR eTIMS ONLINE PORTAL

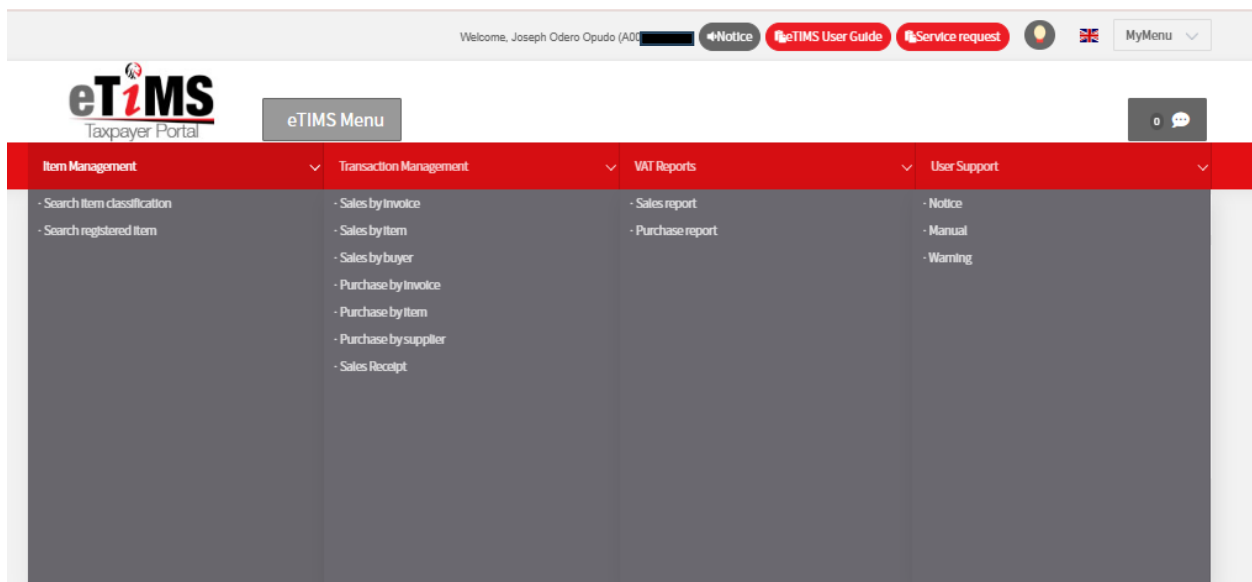
NB: Upon successful eTIMS application, an authorized KRA officer will verify and approve the application.

Step 1: Login using your UserID (KRA PIN) and password.



The screenshot shows the login interface for the eTIMS Taxpayer Portal. At the top center is the eTIMS logo with the text 'Taxpayer Portal' underneath. Below the logo are two input fields. The first field contains the UserID 'A00' followed by a redacted portion. The second field contains a redacted password represented by dots. Below these fields is a large orange button with the text 'LOGIN' in white capital letters.

Step 2: Once logged in a new menu bar should appear. On the new menu bar under item management click *search item classification*



The screenshot displays the eTIMS Taxpayer Portal dashboard after a successful login. At the top, there is a navigation bar with the eTIMS logo on the left, a welcome message 'Welcome, Joseph Odera Opudo (A00...)' in the center, and several utility buttons: 'Notice', 'eTIMS User Guide', 'Service request', a location icon, a language icon (UK flag), and a 'MyMenu' dropdown. Below the navigation bar is a main menu bar with four categories: 'Item Management', 'Transaction Management', 'VAT Reports', and 'User Support'. The 'Item Management' category is expanded, showing a list of options: 'Search item classification', 'Search registered item', 'Sales by Invoice', 'Sales by item', 'Sales by buyer', 'Purchase by Invoice', 'Purchase by item', 'Purchase by supplier', and 'Sales Receipt'. The 'Transaction Management' category is also expanded, showing 'Sales report' and 'Purchase report'. The 'User Support' category is expanded, showing 'Notice', 'Manual', and 'Warning'. A chat icon is visible in the top right corner of the dashboard.

Step 3: Click *search UNSPSC*

Search item classification [HOME > eTIMS Menu > Item Management > Search Item classification]

Item Management

- > Search Item classification
- > Search registered Item

Search Item classification

Segment

Family

Class

Commodity

10000000(Live Plant and Animal Material and Accessories and Supplies)

11000000(Mineral and Textile and Inedible Plant and Animal Materials)

12000000(Chemicals Including Bio Chemicals and Gas Materials)

13000000(Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials)

Item class code

Item class name

Step 4: Under the *Category name* field enter the name of the service you offer and search. Take note of the Code for that service.

Item Management Transaction Management VAT Reports User Support

Search item classification [HOME > eTIMS Menu > Item Management > Search item classification]

Item Management

- > Search item classification
- > Search registered item

Search item classification

Category code

Category code

Category name

audit

Level

--All--

Code	Name	Level
56112101	Auditorium or stadium or special use seating	Commodity
56112300	Auditorium or stadium or special use seating parts and accessories	Class
71161301	Oilfield audits or inspection services	Commodity
77101800	Environmental auditing	Class
84111600	Audit services	Class
84111603	Internal audits	Commodity

1


[Total Data : 6 / Total page : 1]

Step 7: Fill in the Item registration form and click the *Save* button.

Item registration ✕

>Item

* Item class code	8411160300(Internal audits) ▼	* Tax type	B-16.00% ▼
* Item Name	Internal Auditing		
Item standard name	Internal Audits		
* Item type	Service ▼	* Country of Origin	KENYA ▼
* Package unit	Net ▼	Quantity Unit	Number ▼
Barcode		* Status	Active ▼
Safety quantity	0	* Whether it is available to apply insurance	Unapplied ▼
* Basic unit price (VAT incl)	10000	Additional information	

 Save


Step 8: A confirmation message populates, click the *yes* button to register an item. In case a taxpayer wants to register more than one item, they will click the *register* button to add other items.

Item registration ✕

>Item

* Item class code	8411160300(Internal audits) ▼	* Tax type	B-16.00% ▼
* Item Name	Internal Auditing		
Item standard name	Internal		
* Item type	Service ▼		
* Package unit	Net ▼		
Barcode			
Safety quantity	0		
		ce	
* Basic unit price (VAT incl)	10000	Additional information	

Save


Item
Do you want to register?

Yes Cancel

Step 9: For items successfully added to the system, click on the + button under class code for the registered items to populate.

Search registered item [HOME > eTIMS Menu > Item Management > Search registered item]

Item Management

- > Search item classification
- > Search registered item

Search registered item

Item code KRA Changed

class code

+ 8411160300(Internal audits)

1 [Total Data : 1 / Total page : 1]

Search registered item [HOME > eTIMS Menu > Item Management > Search registered item]

Item Management

- > Search item classification
- > Search registered item

Search registered item

Item code KRA Changed

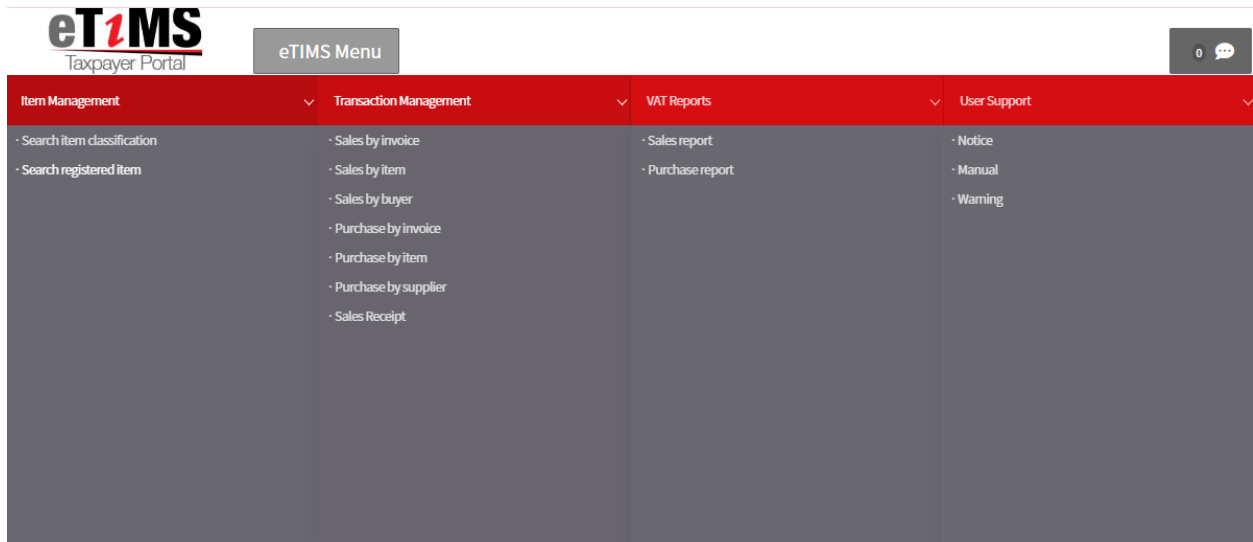
class code

- 8411160300(Internal audits)

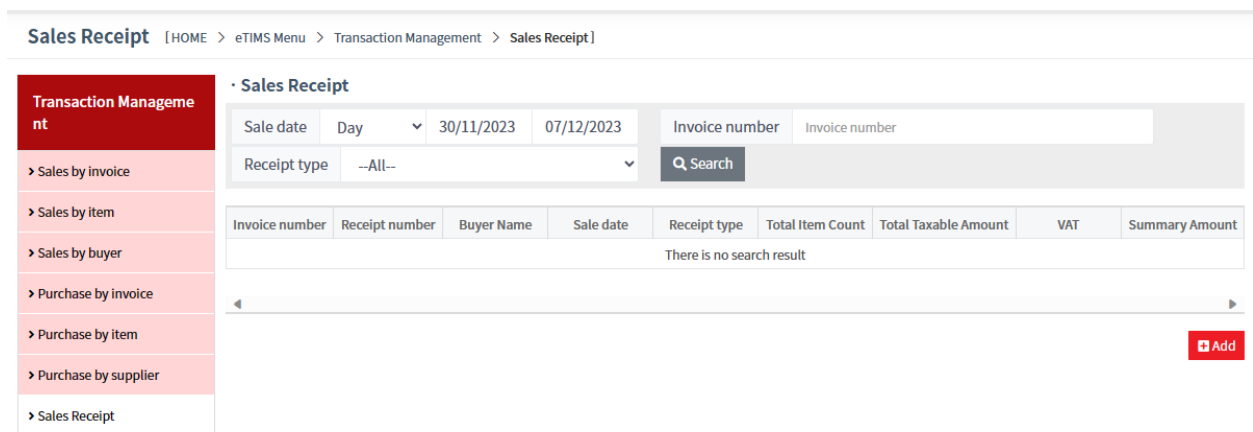
Item code	Item Name	Tax type	Country of Origin code	Unit Code	Package code	KRA Changed
KE3NTXNOX0000 1	Internal Auditing	B-16.00%	KE	NO	NT	N

1 [Total Data : 1 / Total page : 1]

Step 10: On the eTIMS menu click on *Sales Receipt* which is under *Transaction Management* to make a sale.



Step 11: Click the *add* button to proceed with the sale.



Step 12: Provide the *Sales Information* required.

Transaction Management	Sale Information			
> Sales by invoice	Buyer PIN	<input type="text" value="P000000000"/>	Buyer Name	<input type="text" value="ABCDE LTD"/>
> Sales by item	Buyer Mobile No*	<input type="text" value="0700000000"/>	Buyer Foreigner No	<input type="text"/>
> Sales by buyer	Payment Type*	<input type="text" value="CASH"/>		
> Purchase by invoice	Total Supply Price			
> Purchase by item	Total Taxable Amount	Total Tax Amount	Total Amount	
> Purchase by supplier				
> Sales Receipt				

Step 12: Provide the *Sales Item List* information required by searching the item under item name and providing the quantity and whether there is any discount. Once done click *Save*.

Sale item list							
#1							
Item name*	Package	Quantity*		Unit price (VAT incl)*	Discount rate*	Discount Amount	
Internal Auc	<input type="text"/>	NT	1	NO	<input type="text" value="10,000"/>	<input type="text" value="0"/>	
Total Item Price	Taxable Supply Price		Tax type	VAT			
<input type="text" value="10,000"/>	<input type="text" value="10,000"/>		D-Non VAT <input type="text"/>	<input type="text" value="0"/>			
Non-Fiscal Data <input type="text"/>							

Step 13: To download the invoice/receipt, under *Receipt number* select the number, for example 1.

Sales Receipt [HOME > eTIMS Menu > Transaction Management > Sales Receipt]

Transaction Management

Sales Receipt

Sale date Day 30/11/2023 07/12/2023 Invoice number Invoice number

Receipt type --All-- Q Search

Invoice number	Receipt number	Buyer Name	Sale date	Receipt type	Total Item Count	Total Taxable Amount	VAT	Summary Amount
1	1	ABCDE LTD	07/12/2023	Invoice	1	10,000	0	10,000

[Total Data : 1 / Total page : 1]

Add

Transaction Management

- > Sales by invoice
- > Sales by item
- > Sales by buyer
- > Purchase by invoice
- > Purchase by item
- > Purchase by supplier
- > Sales Receipt

Step 14: A proforma invoice will be displayed. Click on *receipt* to download the invoice.

Receipt Information ✕

PIN : A00 [REDACTED]										
client ID : P0000000000										
Item sequence	Item class code	Item code	Item name	Unit price (VAT incl)	Quantity	Supply Price	Discount Amount	Taxable Supply Price	Tax type	VAT
1	8411160300	KE3NTXNOX00001	Internal Auditing	10000	1	10000	0	10000	D	0
TOTAL										10000
TOTAL TAXABLE D-0										10000
TOTAL TAX D										0
TOTAL TAX										0
SCU INFORMATION										
Date	07/12/2023									
Invoice Number	KRACU0200000220/1									
Internal Data	B4XR-MXYW-RIB6-SQPD-7EQM-7E12-EM									
Receipt Singnature	ODEA-H4TR-D3PI-XSQF									

Receipt

The end of a sale.

Step 15: To raise a Credit Note on the processed transaction – under the invoice number click on the number, for example 1.

Sales Receipt [HOME > eTIMS Menu > Transaction Management > Sales Receipt]

Transaction Management

Sales Receipt

Sale date Day 30/11/2023 07/12/2023 Invoice number Invoice number

Receipt type --All--

Invoice number	Receipt number	Buyer Name	Sale date	Receipt type	Total Item Count	Total Taxable Amount	VAT	Summary Amount
1	1	ABCDE LTD	07/12/2023	Invoice	1	10,000	0	10,000

[Total Data : 1 / Total page : 1]

Transaction Management

- > Sales by invoice
- > Sales by item
- > Sales by buyer
- > Purchase by invoice
- > Purchase by item
- > Purchase by supplier
- > Sales Receipt

Step 16: Confirm whether it's a *partial* or a *full credit note*. For a full credit note, select *Credit Note*.

Invoice Information ✕

Sale type	Normal	Sale date	07/12/2023	Status	Approved
Receipt type	Invoice	Receipt number	1	Receipt issue date	07/12/2023 16:25:53
Branch name	Headquarter	Invoice number	1	Payment Type	CASH
Buyer PIN	P000000000	Buyer Name	ABCDE LTD	Buyer Mobile No	0700000000
Non-Fiscal Data					
Total Taxable Amount	10,000	Total Tax Amount	0	Total Amount	10000
Tax-D Taxable Amount	10,000	Tax-D Tax Amount	0	Tax-D Rate	0%

Item Name	Package	Quantity	Unit price (VAT incl)	Discount Amount	Taxable Supply Price	Tax type	VAT	Total Item Price
Internal Auditing	NT	1	10000	0	10000	0	0	10000
Totals					10000		0	10000

Step 17: Provide the reason for raising the credit note and save.

Invoice Information

Sale type	Normal
Receipt type	Invoice
Branch name	Headquarter
Buyer PIN	P000000000
Non-Fiscal Data	
Total Taxable Amount	10,000
Tax-D Taxable Amount	10,000

Credit Note reason

--Select--

--Select--
 Missing Quantity
 Missing Waiting
 Damaged
 Wasted
 Raw Material Shortage
 Refund
 Wrong Customer PIN
 Wrong Customer name
 Wrong Amount/price
 Wrong Quantity
 Wrong Item(s)
 Wrong tax type
 Other reason

Status	Approved
Receipt issue date	07/12/2023 16:25:53
Payment Type	CASH
Buyer Mobile No	0700000000
Total Amount	10000
Tax-D Rate	0%

Item Name	Package	Quantity	Unit price (VAT incl)	Discount Amount	Taxable Supply Price	Tax type	VAT	Total Item Price
Internal Auditing	NT	1	10000	0	10000	0	0	10000
Totals							0	10000

←Partial Credit Note
→Credit Note

Step 18: The credit note has been raised successfully.

Item Management Transaction Management VAT Reports User Support

Sales Receipt [HOME > eTIMS Menu > Transaction Management > Sales Receipt]

Transaction Management

- > Sales by invoice
- > Sales by item
- > Sales by buyer
- > Purchase by invoice
- > Purchase by item
- > Purchase by supplier
- > Sales Receipt

Sales Receipt

Sale date	Day	30/11/2023	07/12/2023	Invoice number	Invoice number
Receipt type	--All--			Search	

Invoice number	Receipt number	Buyer Name	Sale date	Receipt type	Total Item Count	Total Taxable Amount	VAT	Summary Amount
2	2	ABCDE LTD	07/12/2023	Credit Note	-1	-10,000	0	-10,000
1	1	ABCDE LTD	07/12/2023	Invoice	1	10,000	0	10,000

[Total Data : 2 / Total page : 1]

Add

THE END