USER GUIDE FOR eTIMS ONLINE PORTAL
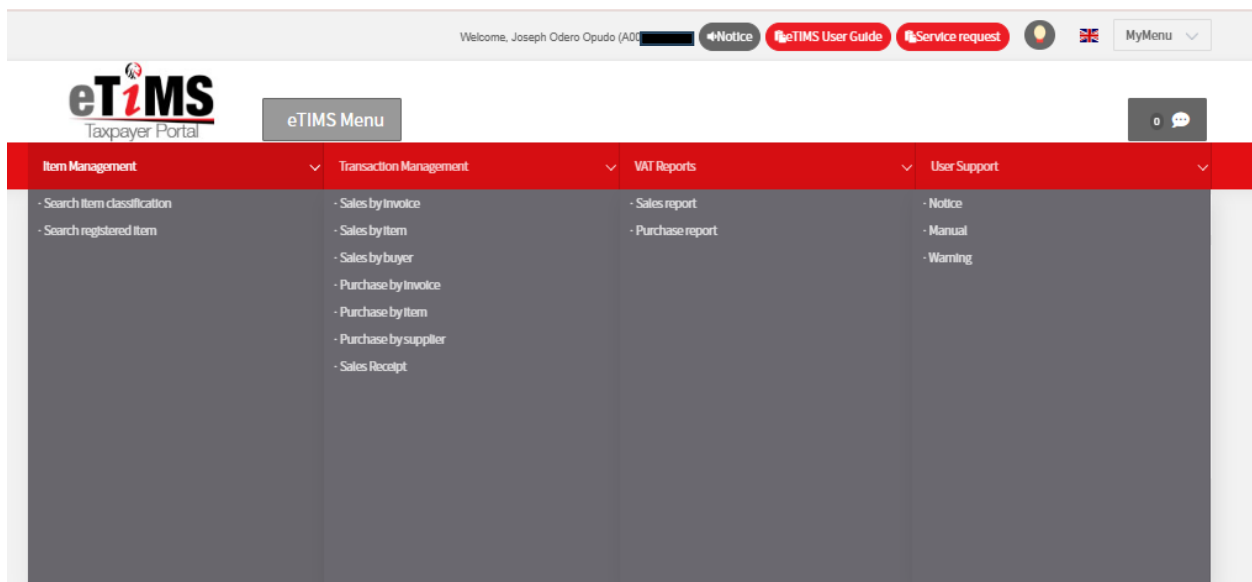
NB: Upon successful eTIMS application, an authorized KRA officer will verify and approve the application.

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

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

Step 3: Click *search UNSPSC*

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.

Step 5: On the eTIMS Menu, select search registered item.

Step 6: Click the *register* button to add an item/service.

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 appy 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.

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 | ⌄ | 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 | ⌄ | 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
KE3NTXNOX00001	Internal Auditing	B-16.00%	KE	NO	NT	N

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Step 10: On the eTIMS menu click on *Sales Receipt* which is under *Transaction Management* to make a sale.
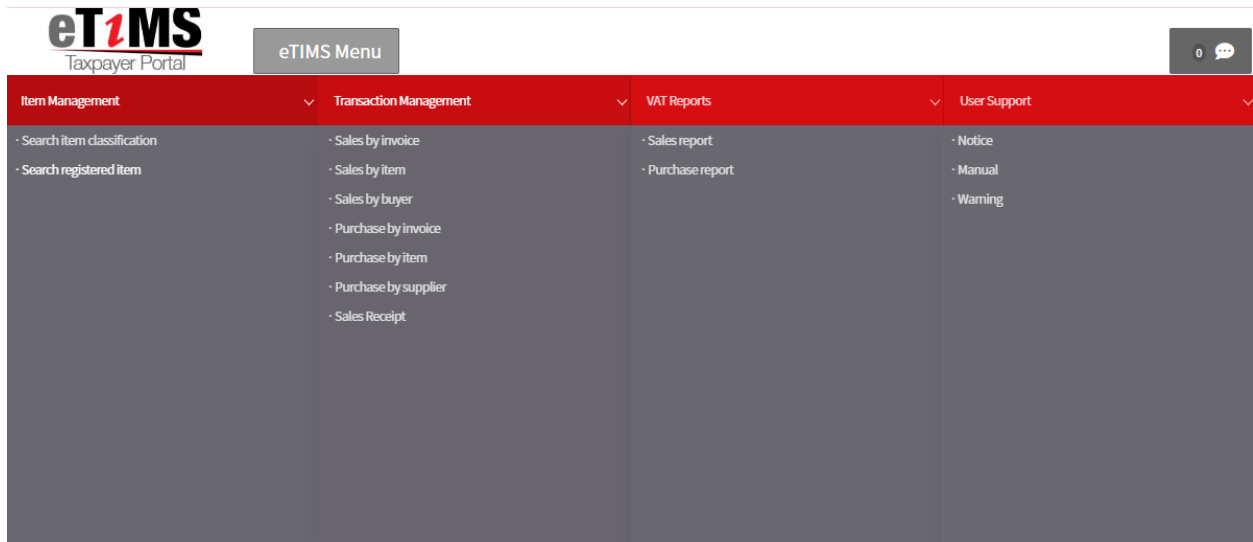
Step 11: Click the *add* button to proceed with the sale.
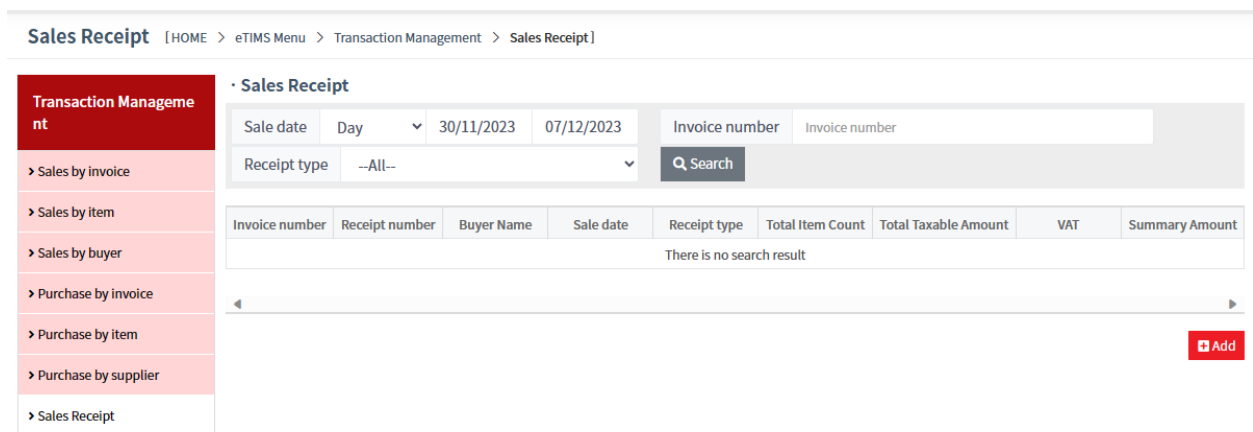
Step 12: Provide the *Sales Information* required.

Sale information

Buyer PIN	P000000000O	Buyer Name	ABCDE LTD
Buyer Mobile No*	0700000000	Buyer Foreigner No	

Payment Type* CASH

Total Supply Price

Total Taxable Amount   Total Tax Amount   Total Amount

Navigation menu:
- Sales by invoice
- Sales by item
- Sales by buyer
- Purchase by invoice
- Purchase by item
- Purchase by supplier
- Sales Receipt

Transaction Management

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	NT	1 NO	10,000	0	0

Total Item Price	Taxable Supply Price	Tax type	VAT
10,000	10,000	D-Non VAT	0

Non-Fiscal Data

Save

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

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

Receipt Information

PIN : A00 ▉▉▉▉

client ID : P0000000000O

Item se quence	Item class code	Item code	Item name	Unit price (VAT incl)	Quantity	Supply Pri ce	Discount Amount	Taxable S upply Pric e	Tax typ e	VAT
1	8411160300	KE3NTXNOX 00001	Internal Aud iting	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-7EI2-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]

· Sales Receipt

Transaction Management

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

1

[Total Data : 1 / Total page : 1]

◄ ►

✚Add

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	P0000000000	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

━Partial Credit Note ━Credit Note

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

Invoice Information				Credit Note reason	✕			✕
Sale type	Normal			--Select-- ▼	tus		Approved	
Receipt type	Invoice			--Select--	eipt issue date		07/12/2023 16:25:53	
				Missing Quantity				
				Missing Waiting				
Branch name	Headquarter	I		Damaged	Payment Type		CASH	
				Wasted				
Buyer PIN	P0000000000	B		Raw Material Shortage	Buyer Mobile No		0700000000	
				Refund				
Non-Fiscal Data				Wrong Customer PIN				
				Wrong Customer name				
Total Taxable Amount	10,000	T		Wrong Amount/price	Total Amount		10000	
				Wrong Quantity				
Tax-D Taxable Amount	10,000	T		Wrong Item(s)	Tax-D Rate		0%	
				Wrong tax type				
				Other reason				

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

➖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

1

[Total Data : 2 / Total page : 1]

➕Add

THE END