

STEP BY STEP GUIDE FOR EGMS PROCESSES

The EGMS processes outlined below are to be followed by manufacturers with Excise licenses and importers with an Import certificate

1. Create users in the EGMS system by completing the attached form (*EGMS External user creation form*); fill, stamp, scan and submit via email to KRA on egmshelp@kra.go.ke
2. Book an appointment for training for created EGMS users by writing an email to egmshelp@kra.go.ke
3. Log on to the EGMS system, click on SKU MANAGEMENT MODULE, select “SUBMIT NEW SKU” or “MODIFIED SKU”, update details and submit. Email the products KEBS certificate or Certificate of Conformity (COC) or Certificate of Origin (COO) as applicable for approval of SKUs.
4. On approval of SKU’s, log into the EGMS system, click “ORDERING”, select “MANAGE FORECAST”, input your six (6) months rolling forecast for all the classes of your products and click “OK”.
5. Apply for stamps-
 - a) Licensed manufacturers can apply for -
 - Any reasonable amount less than, but to a maximum of the estimated use of stamps per month, and
 - Additional stamps upon use of 75% of stamps previously issued.
 - b) Importers apply for the exact amount of stamps required for every import.
6. Make payments for the stamps as per the First Schedule to the Excise Duty (Excisable Goods Management System) Regulations, 2017.
Note: applications for stamps are approved by your respective Tax Service Office
7. Collect stamps upon approval - For importers and manufacturers with manual lines (using paper stamps).

Please note-

1. All enquiries should be made through the designated EGMS Helpdesk email- egmshelp@kra.go.ke or by calling **0709013504**. Your enquiries will be dealt with promptly. For visits to the EGMS Helpdesk situated at Times Tower ground floor, kindly obtain a prior appointment.
2. Documents to be submitted to the EGMS office are to be scanned and forwarded to egmshelp@kra.go.ke.
3. Stamps collection is as per designated schedules. Persons collecting stamps will be required to report to the EGMS Helpdesk for clearance and then proceed to the collection point situated at the Upper Basement.
4. Payment e-slips for Excise stamps can be generated directly from EGMS. Taxpayers are not required to visit the KRA Cash Office for processing of the payment.