

eTIMS USSD

How to access and use
eTIMS on *222*5#

User Guide



eCitizen



KENYA REVENUE
AUTHORITY

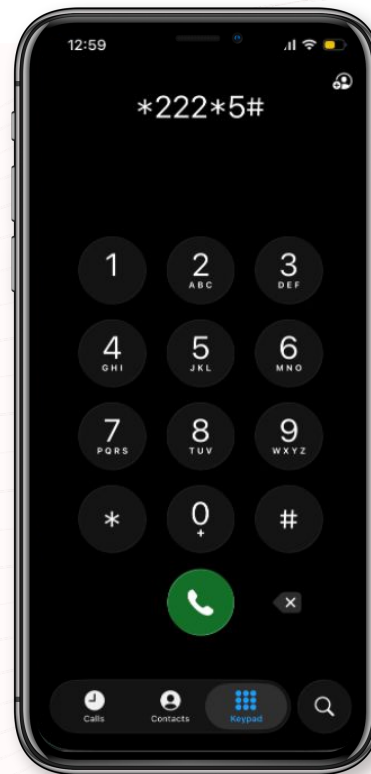
Tulipe Ushuru, Tujitegeme!

eTIMS

Introduction

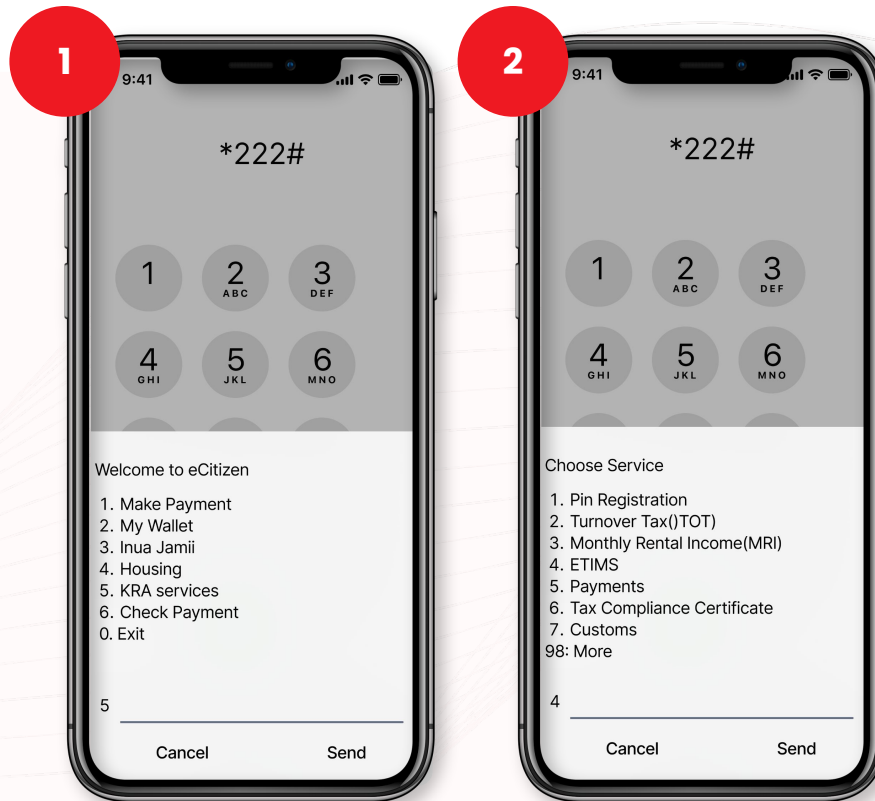
KRA eTIMS for Non – VAT obligated taxpayers allows the taxpayers to access simplified invoicing for their businesses allowing a user to access:

- Sales Invoice
- Credit
- Buyer Initiated



USSD

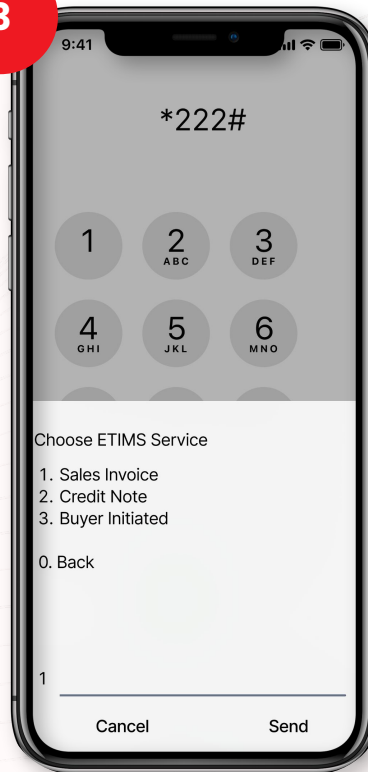
- Dial *222*5#
- Proceed to choose option 4 for **eTIMS**



Sales Invoice

- Select Option 1 – **Sales Invoice**
- Click **Send**
- **For a first time user, register to proceed.**

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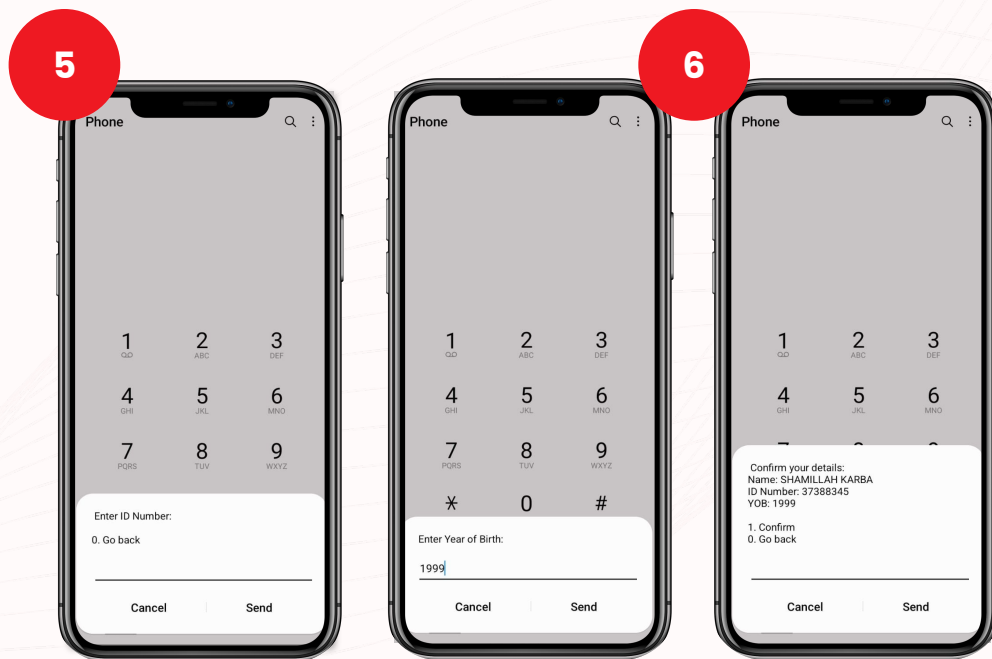


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Registration

- Enter ID Number, year of birth, confirm if details are correct
- Then click **Send** - If the year is incorrect, you will get a message to try again.
- Proceed to enter the correct Year of Birth and click **Send**

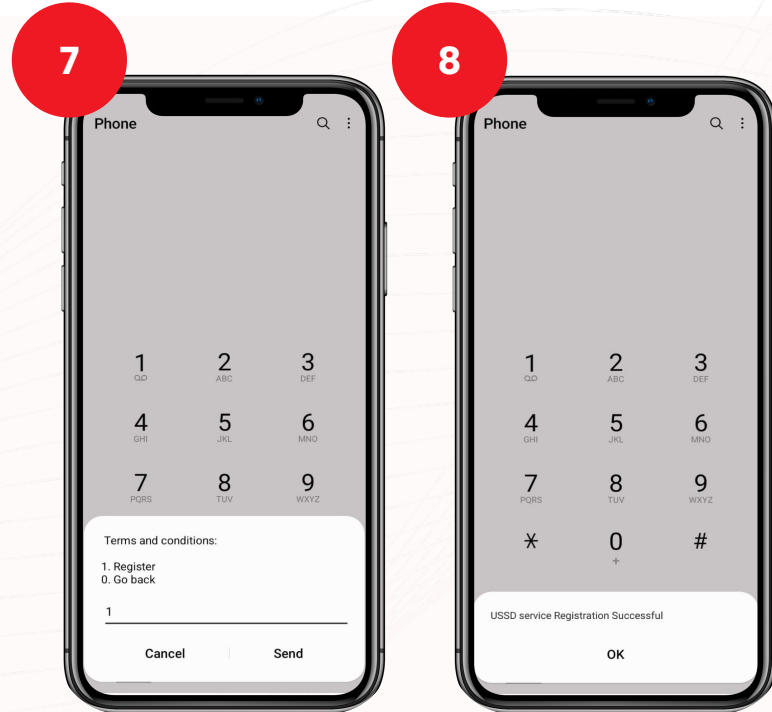


Registration Cont

Terms and Conditions

Select **1** to register in order to access eTIMS services.

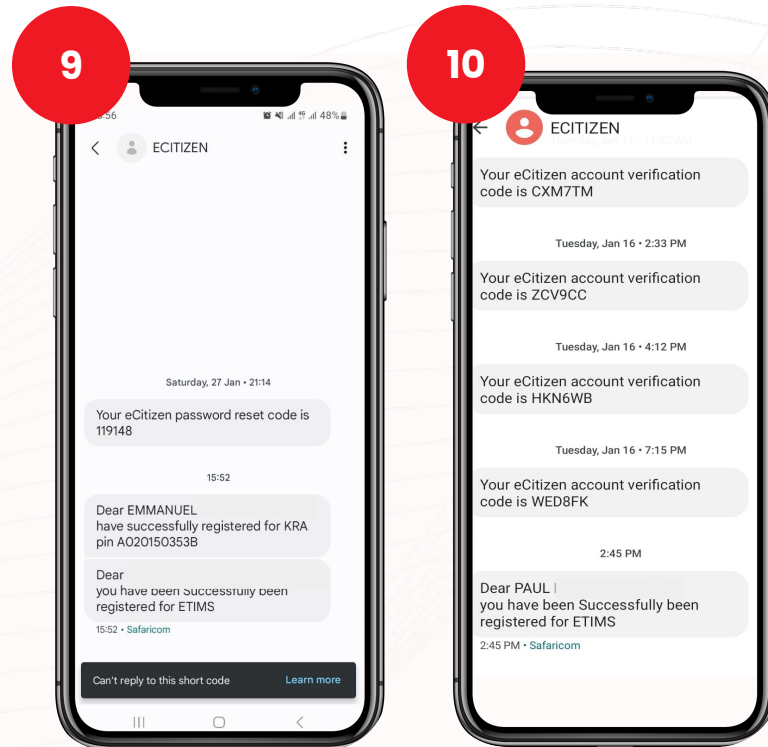
A pop up notification will be sent for successful registration of eTIMS.



Registration Cont

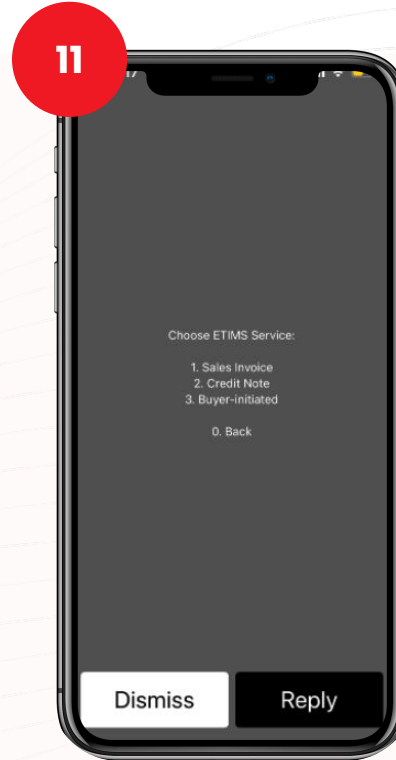
After registration you will receive a message stating you've been registered successfully on eTIMS.

For users with no PIN, they'll be registered and an SMS is sent to them to confirm successful registration of PIN and a KRA PIN Number is shared.



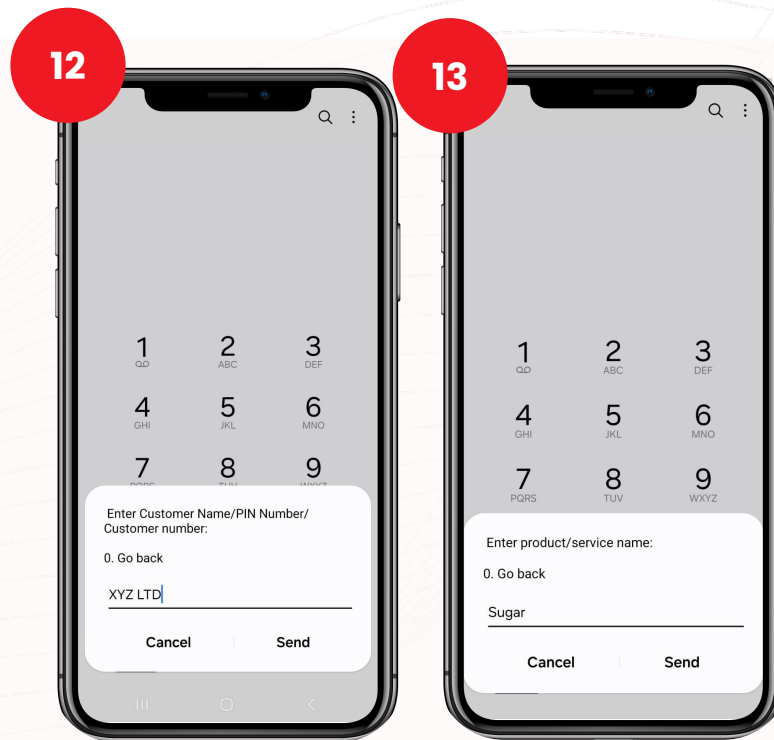
Sales Invoice

Select number 1 to access Sales Invoice service.



Sales Invoice

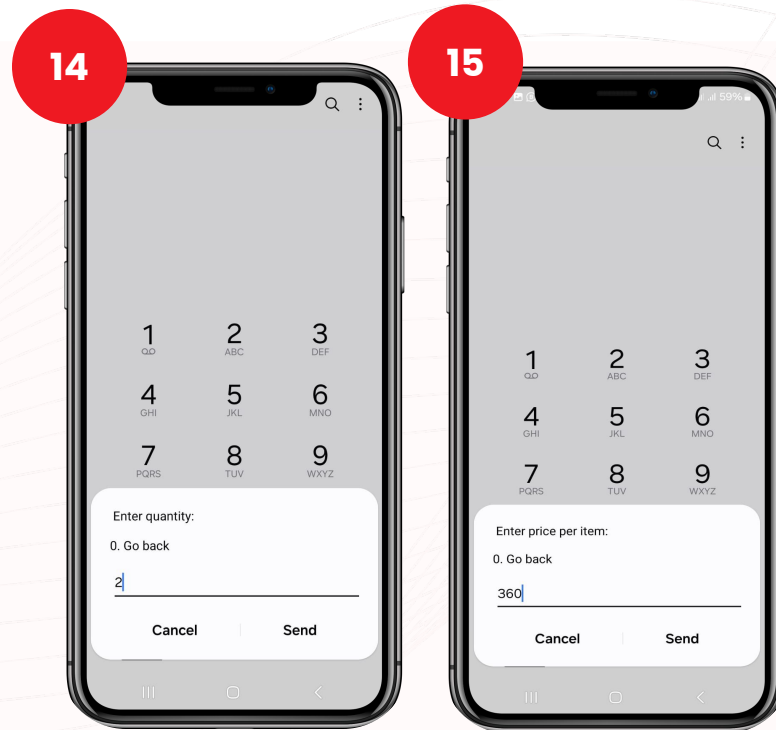
- Select option 1 to key in **customer name/ PIN number/ customer number.**
- Then proceed to Key in **product/ service name.**



Sales Invoice

13. Key in **Quantity**
Click on **Send**.

14. Key in **price per item**.
Click on **Send**.

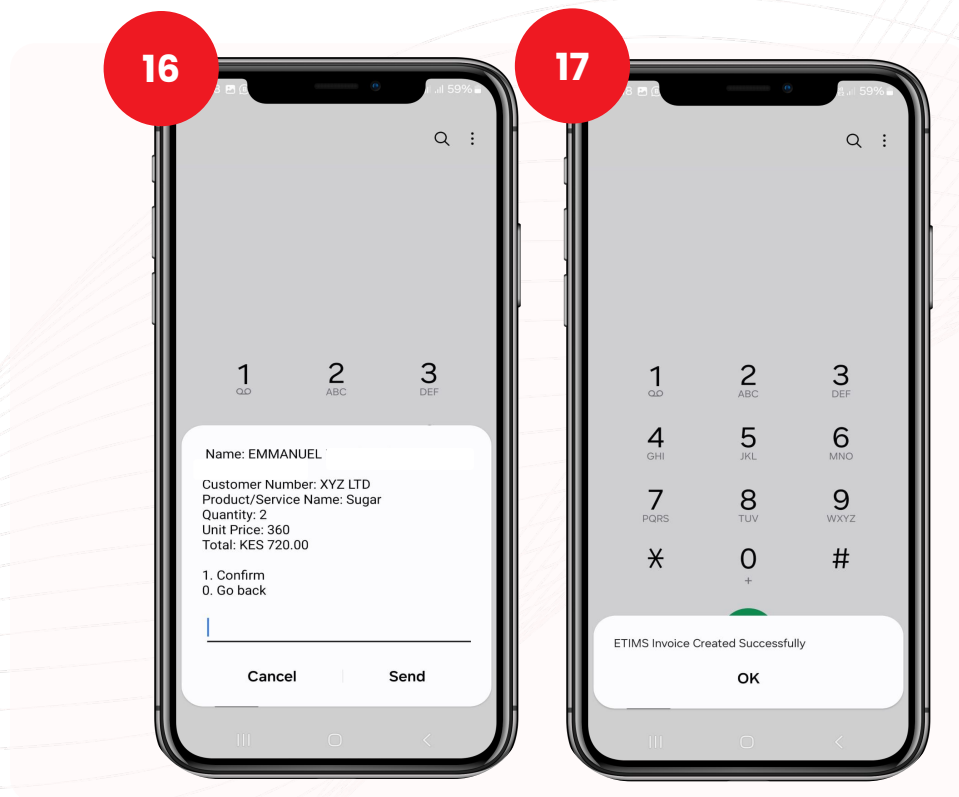


eTIMS Invoice

A message is sent confirming the name of the customer number, product/service name, quantity and unit price total.

Select 1 to confirm.

Upon confirmation, a notification is sent via SMS on successful creation of invoices.

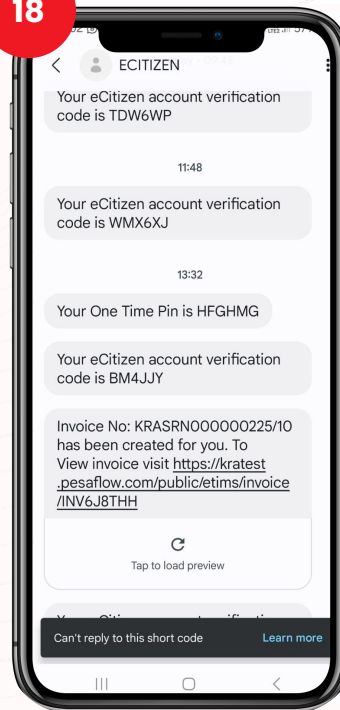


Sales Invoice Message

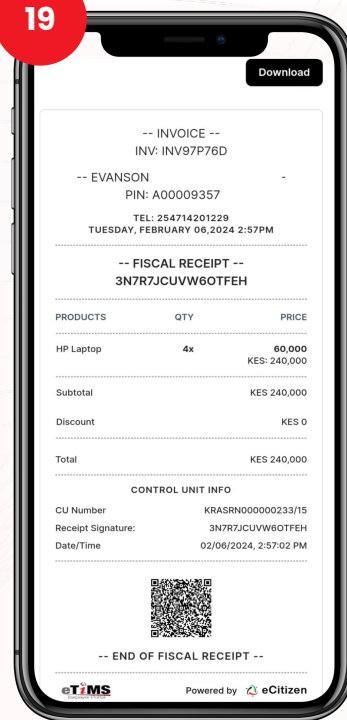
An invoice number is sent via sms stating the invoice has been created with a link to the invoice template.

Upon clicking the link, it redirects to an image showing a view of the invoice.

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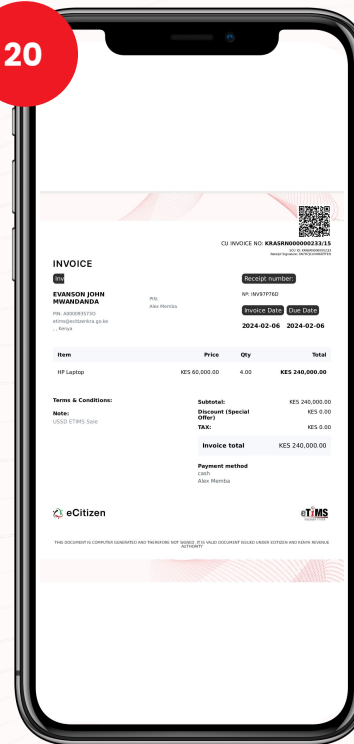


Sales Invoice

The invoice number sms link will redirect to a template view.

To download the invoice, click
Download.

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Credit Note

Dial ***222*5#** select option 4 for eTIMS.

Then select option 2 for Credit Note.

Select option 1 to select your PIN.

Key in KRA eTIMS invoice number e.g if the Invoice No is: **KRASRN000000225/1**, **key in number 1.**



Credit Note

After keying in an eTIMS invoice number, a message with the invoice number alongside a total amount is displayed.

Select option 1 to **Confirm** or 0 to **Go back**.

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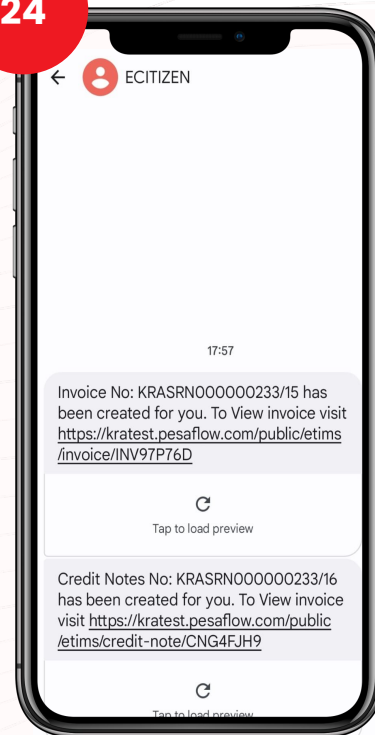


Credit Note

A notification is sent via SMS for successful creation of a Credit Note.

The message will have a link to the template.

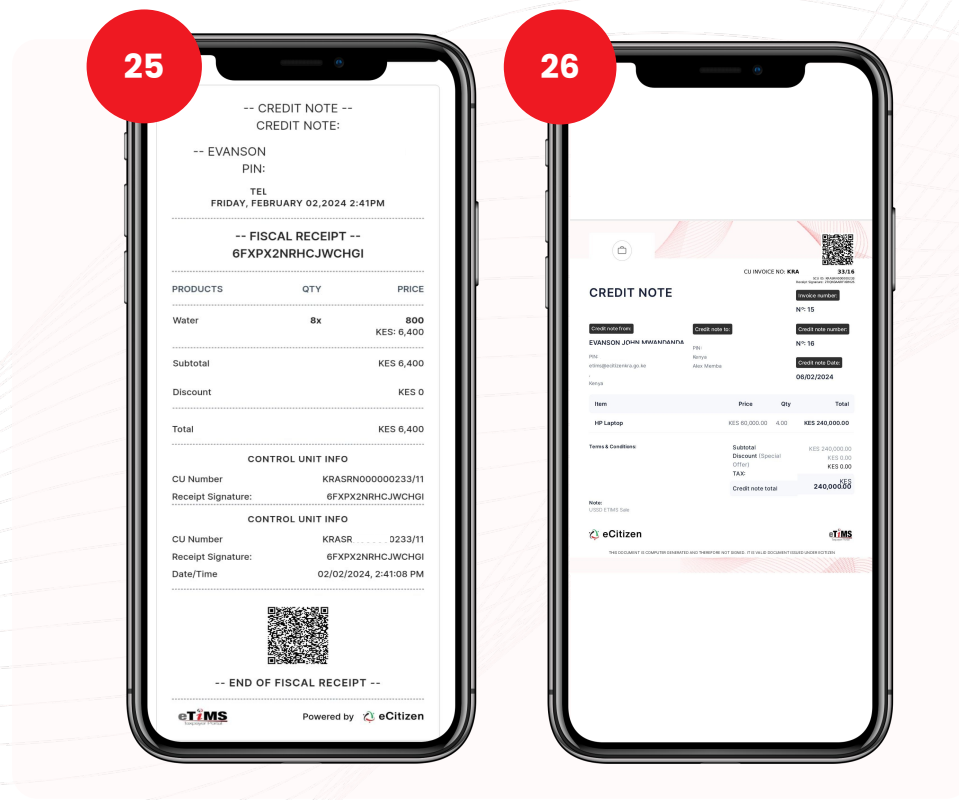
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Credit Note

The credit note sms link will redirect to a template view.

To download the invoice, click **Download.**

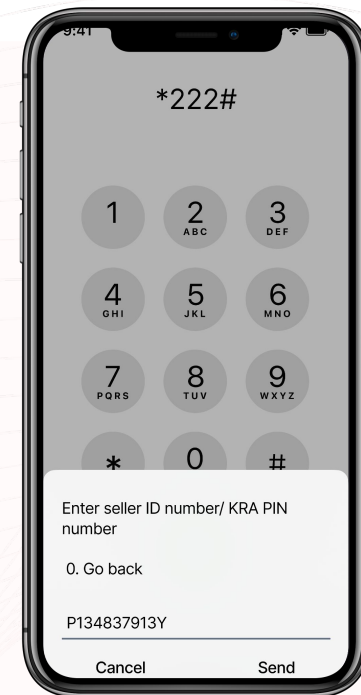
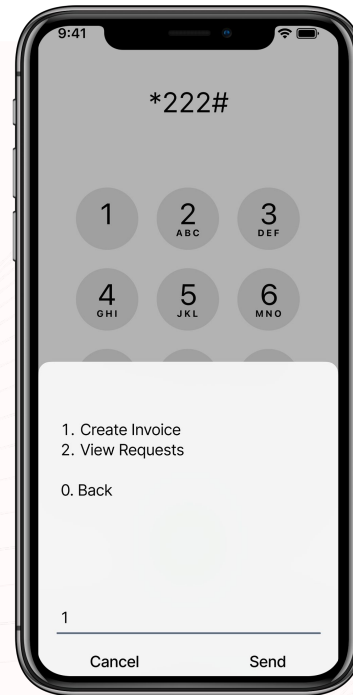


Create Invoice – Buyer

Enter 1 to select the **create invoice** option then click Send.

Next, enter the **Seller ID Number** or KRA PIN number and click send.

NOTE: To change/confirm any details you had entered, Enter 0 to Go back.



Seller Details

Enter the **Seller's phone number** and click send.

The seller's name will be shown.

Enter the **Name** of the item purchased and click send.

NOTE: To change/confirm any details you had entered, Enter 0 to Go back.



Product Details

Enter the **Quantity** of the items you purchased and click send.

Enter the **Unit Price** of the item.

NOTE: To change/confirm any details you had entered, Enter 0 to Go back.



Submit Items

The total amount of the items is automatically calculated from the previous information entered.

Enter 1 to confirm the product details and click send.

A message will pop up to confirm the request has been submitted.

NOTE: To change/confirm any details you had entered, Enter 0 to **Go back**.



Successful Creation

A message will be sent to your phone to confirm that the invoice was successfully created. .

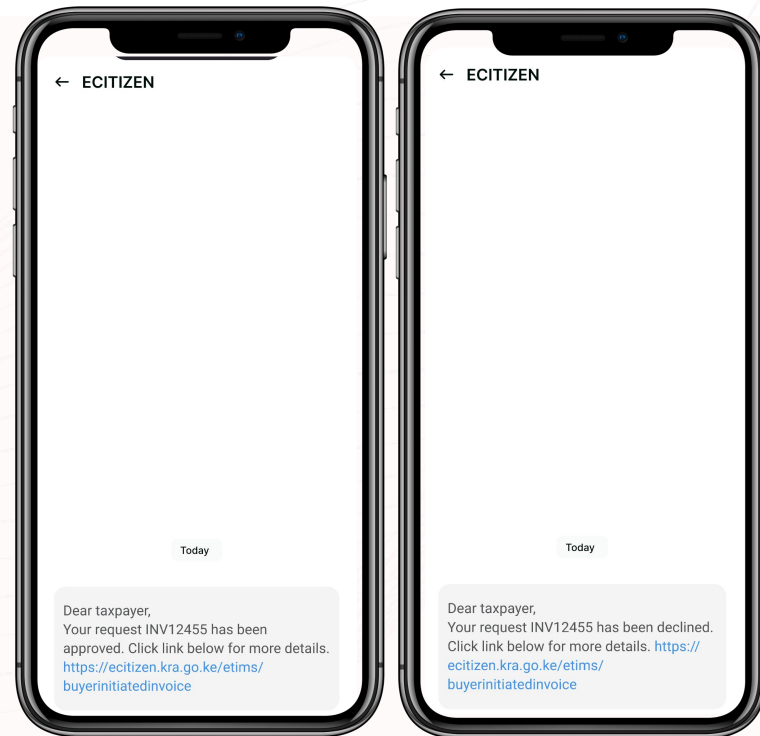


Invoice Feedback

The seller can either **Approve** or **Decline** your requested invoice.

A message will be sent to your phone to confirm the status of your invoice.

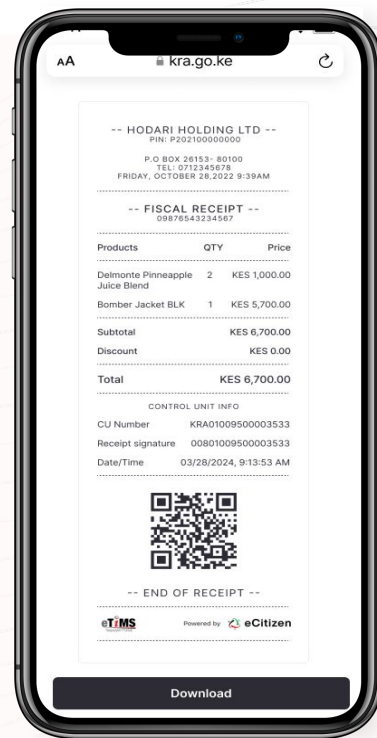
Click the link on the message to view the invoice.



Download Invoice

The invoice contains all the item details.

Click the **Download** button to download the invoice.



DIAL *222*5#

**IT TAKES YOU LESS
THAN 30SEC TO
GET YOUR SERVICE**

Call or Whatsapp: **0711 099 999**
Email: **callcentre@kra.go.ke**

Follow KRA Online

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- Instagram: @kra_care
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- YouTube: Kenya Revenue Authority



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