

eTIMS Web

Non VAT Context

How to access and use
eTIMS on **ecitizen.kra.go.ke**

User Guide



eCitizen



KENYA REVENUE
AUTHORITY

Tulipe Ushuru, Tujitegeme!

eTIMS

User Guide – eTIMS Web

How to access and use eTIMS on ecitizen.kra.go.ke

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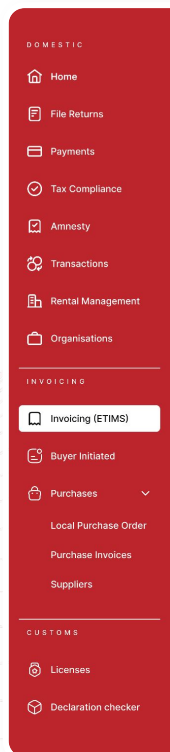
Getting Started

01 Getting Started:

Introduction

KRA eTIMS for Non VAT obligated taxpayers allows you to access simplified invoicing for your businesses allows you to;

- Access stock management,
- Manage purchases
- Manage customers and suppliers
- Generate eTIMS invoices and credit notes



Manage your business seamlessly with ETIMS E-Invoicing

Transform the way you manage your business seamlessly with ETIMS E-Invoicing. In the fast-paced and dynamic landscape of modern business, efficient financial processes are crucial for success. ETIMS E-Invoicing is your comprehensive solution to streamline and optimize the invoicing workflow, allowing you to focus on what matters most – the growth and success of your business.

☒ Accept ETIMS [Terms and Conditions](#)

☒ I have read and understood the [Privacy Policy](#)

[Learn more](#)

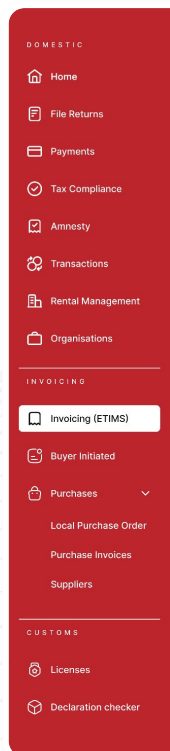
[Activate E-Invoicing](#)

01 Getting Started:

Activating eTIMS on eCitizen

To onboard on eTIMS as a first time user:

- Visit **ecitizen.kra.go.ke**
- Login using your eCitizen credentials.
- Click on **“Invoicing (eTIMS)”** Module.
- To activate, accept the terms and conditions and Privacy Policy.
- Click on **“Activate E-Invoicing”**
- A notification is displayed once done.
- Features under Invoicing module will be visible.



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Transform the way you manage your business seamlessly with ETIMS E-Invoicing. In the fast-paced and dynamic landscape of modern business, efficient financial processes are crucial for success. ETIMS E-Invoicing is your comprehensive solution to streamline and optimize the invoicing workflow, allowing you to focus on what matters most – the growth and success of your business.

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[Learn more](#)

[Activate E-Invoicing](#)

02

Item Management

02 Item Management:

Item Management

The Item management module enables you to add, edit or delete details on;

- Products
- Services

The screenshot displays the eTIMS web interface. On the left, a red sidebar contains a menu with 'Products' selected. The main area shows the 'Products' management page. At the top, there's a dropdown for 'Individual' and buttons for 'Checkers' and 'File Returns'. A search bar and a '+ Create New' button are also present. Below is a table of products:

Date Created	Product Number	Product Name	
Oct 05, 2021	0000000000	North Sun Limited	View
Oct 05, 2021	0000000000	North Start Limited	View
Oct 05, 2021	0000000000	North Pole Limited	View
Oct 05, 2021	0000000000	World Vision international	View
Oct 05, 2021	0000000000	Oxfam	View

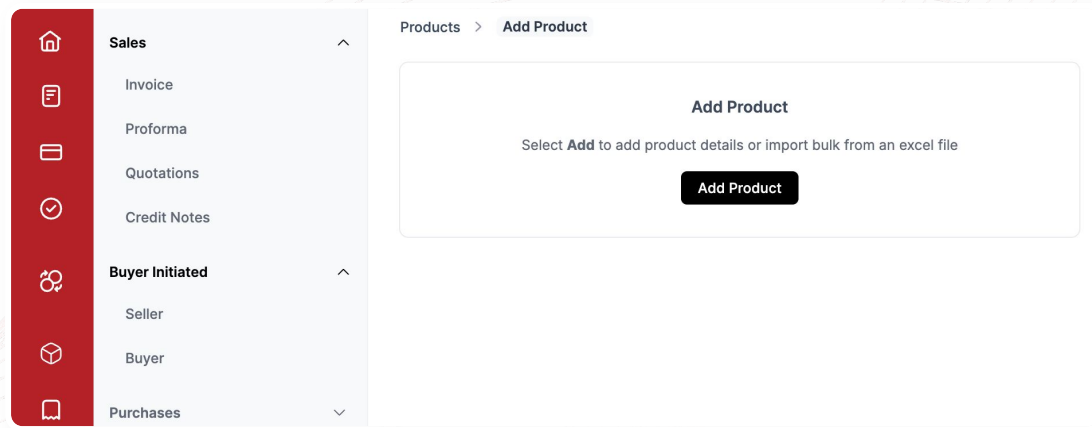
02 Item Management:

Products

All available products are listed here. The section also allows **viewing** and **editing** products' information.

From the section you can:

- Add products by clicking the **"Add Product"** button.
- Fill in the product name, unit cost and description



02 Item Management:

Services

All available services are listed here. The section also allows **viewing** and **editing** services' information.

From the section you can:

- Add services by clicking the **"Add Item Service"** button.
- Fill in the service name, unit cost and description

The screenshot shows the eTIMS web application interface. On the left is a sidebar menu with various navigation options. The main content area is titled 'Individual' and 'Services'. It features a table of services with the following data:

Date Created	Item Name	Class Name	Description	
Oct 05, 2021 11:00 AM	Massage 50131701	Dairy products and eggs 50131700	Gold Crown Milk	View
Oct 05, 2021 11:00 AM	Conferencing 50131701	Cereal and pulse products 50131700	Soko Ugali Maize Flour	View
Oct 05, 2021 11:00 AM	Hotel Transylvania 50131701	Dairy products and eggs 50131700	Tea Leaves	View
Oct 05, 2021 11:00 AM	Paragliding 50131701	Dairy products and eggs 50131700	Santa Lucia Spaghetti	View
Oct 05, 2021 11:00 AM	Boat ride 50131701	Dairy products and eggs 50131700	Kasuku Exercise Book	View

Below the table, there is a 'Proforma' section and a 'Service > Add Service' modal form. The 'Add Service' form has the following fields:

- Service Name ***: Enter Service Name
- Unit Cost ***: KES 0
- Description ***: Type

Buttons for 'Cancel' and 'Add Service' are at the bottom right of the modal.

03

Manage

03 Manage

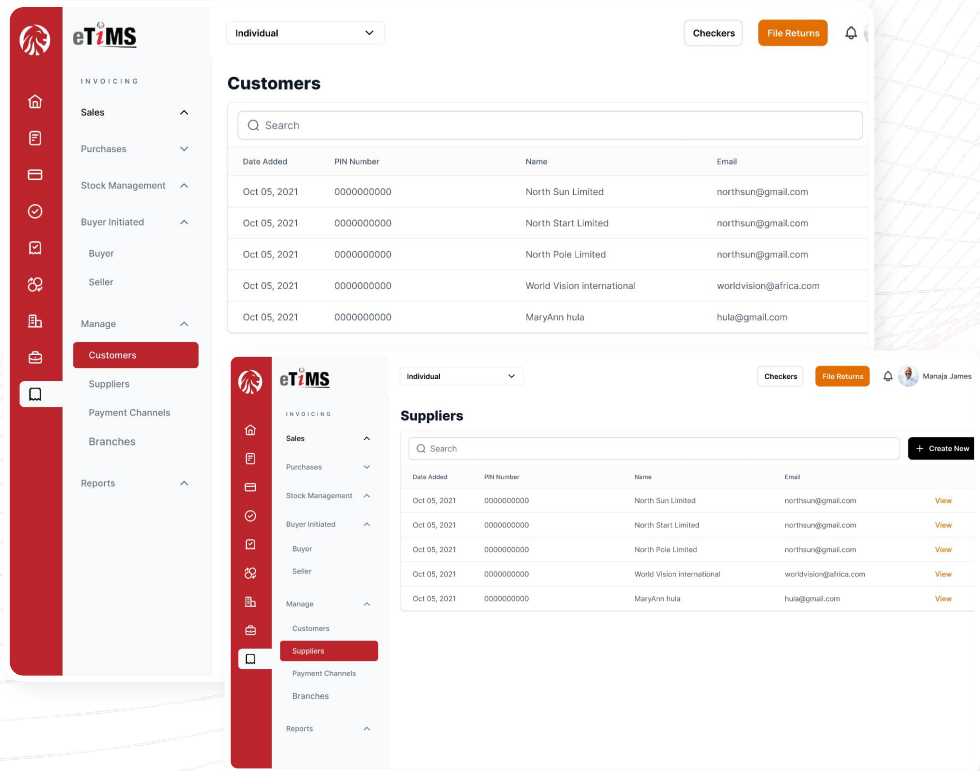
Manage

This section allows you to add customers, suppliers and payment channels.

You can create a new payment channel such as:

- Mpesa,
- Bank,
- Cash
- and additional option to include bank name and account number

This section also gives you an overview of all added customers and suppliers.



03 Manage

Customers

This section allows you to view details of customers such as **date added**, **PON number**, **name** and **email**. To add customers;

- Click on **“Create New Customer”**
- Add **“PIN of customer”** and click on **“Validate”**
- Confirm details and click on **“Add”**.
- **“Cancel”** button takes you back to the 1st step without adding the customer.

1

2

3

Add New Customer

PIN Of Customer

XYZ Company
20102223

Wrong User? [Cancel](#)

EMAIL
john.doe@gmail.com

BILLING ADDRESS
Mama Ngina Drive P.O. BOX 00242-0100
Mombasa, Kenya

[Cancel](#) [Add](#)

Add New Customer

☒ Use KRA PIN ☐ Manual

PIN of Customer

Enter PIN

[Cancel](#) [Validate](#)

Customers
Manage customers

Search

Date Added	PIN Number	Name	Email	Action
Oct 05, 2021	0000000000	North Sun Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Start Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Pole Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	World Vision International	worldvision@africa.com	View
Oct 05, 2021	0000000000	MaryAnn hula	hula@gmail.com	View

[+ Create New](#)

03 Manage

Customers with PINs

To add customers with PINs click **"Create New"** then proceed as follows;

1. Click on **"Manual"** under General – Key in the available details requested for.
2. On Address Tab – Add the details if available
3. Other Tab – Add the required details if available
4. Once all the details are input, click on **"Save"**. **"Cancel"** will automatically delete the data.

Note: Fields marked in * are mandatory. The save button will only be active once filled

The screenshots show the 'New Customer' form with three tabs: General, Address, and Other. In the General tab, the 'Manual' radio button is selected. The Address tab contains fields for Address, Town/City, Post Code, State, and Country. The Other tab contains fields for Website, Reference, and a Save button.

03 Manage

Customers without PINs

To add customers without PINs click on **"Create New"** Customer then proceed as follows;

- Step 1** – Click on **"Individual"** under Customer Type – Select Add without Pin.
- Step 2** – Add the details personal details from name, Email, Phone number, address (If available) and click on **"Add"**.

Note: Fields marked in * are mandatory. The save button will only be active once filled

1

New Customer

Customer Type
☒ Individual ☐ Non Individual

PIN Of Customer
 Enter PIN

Add without PIN

Cancel Validate

2

New Customer

Customer Type
☒ Individual ☐ Non Individual

Name * Use KRA PIN
 Enter Name ..

Email *
 Enter Email ..

Phone *
 +254 ▾

Address
 Enter Address

Town/City **Post Code**
 Enter Town/City .. Enter Post Code ..

Cancel Add

03 Manage

Suppliers

You can create a new supplier by first identifying the supplier type. You're also required to indicate whether the supplier has a PIN or not.

After selecting the supplier type, enter details such as;

- Name
- Id number
- Email
- Phone number

If a supplier has a PIN, their information is auto-filled once you enter their PIN.

The screenshot displays the eTIMS web application interface. On the left is a red sidebar with a navigation menu. The 'Suppliers' option is highlighted. The main area shows a 'Suppliers' section with a search bar and a '+ Create New' button. Below this is a table of suppliers.

Date Added	PIN Number	Name	Email	
Oct 05, 2021	0000000000	North Sun Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Start Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Pole Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	World Vision International	worldvision@africa.com	View
Oct 05, 2021	0000000000	MaryAnn hula	hula@gmail.com	View

04

Sales

04 Sales

Sales

This section gives view of;

- Invoices
- Proforma
- Quotations
- Credit notes

The screenshot displays the eTIMS web application interface. On the left is a red sidebar with a vertical menu containing icons and labels for various functions: Invoicing, Sales, Purchases, Stock Management, Buyer Initiated, Buyer, Seller, Manage, Customers, Suppliers (highlighted in red), Payment Channels, Branches, and Reports. The main content area is white and titled 'Suppliers'. At the top of this area, there is a dropdown menu set to 'Individual', buttons for 'Checkers' and 'File Returns', and a user profile for 'Manaja James'. Below the title is a search bar with a magnifying glass icon and a 'Create New' button. A table lists suppliers with the following data:

Date Added	PIN Number	Name	Email	
Oct 05, 2021	0000000000	North Sun Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Start Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Pole Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	World Vision International	worldvision@africa.com	View
Oct 05, 2021	0000000000	MaryAnn hula	hula@gmail.com	View

Invoices

An invoice is a document issued by the seller to the buyer to request for payment of goods and services that have been sold

Under invoices, you can view all existing invoices, total amount being invoiced and the status of the invoices.

This section also allows you to create or edit an invoice.

You can preview an invoice before sending it.

eTIMS
INVOICING

Sales

- Invoice
- Proforma
- Quotations
- Credit Notes
- Purchases
- Stock Management
- Buyer Initiated
- Buyer
- Seller
- Manage
- Reports

Sales Invoice
Create and manage sales invoices

Individual

Checkers File Returns Manaja James

Search

+ Create New

Invoice Date	Invoice Number	Due Date	Total Amount (KES)	Status	
Oct 05, 2021	0000000000	Oct 05, 2021	80,000	Synced	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending	View

04 Sales

Create Sales Invoices

To create an invoice fill in the correct details such as:

- **Upload of Logo** – This will appear on the invoice
- **Customer Name** – select from customers previously created or add new customer
- **Billing Address** Information: Type in any billing address information
- **Type of Tax** – Default option is **NON VAT**
- **Add items** details by clicking **“Add New Item”** option.
- You can add as many products/services as you wish
- Fill in the **“Add Items Details”** form then click on **“Add”**

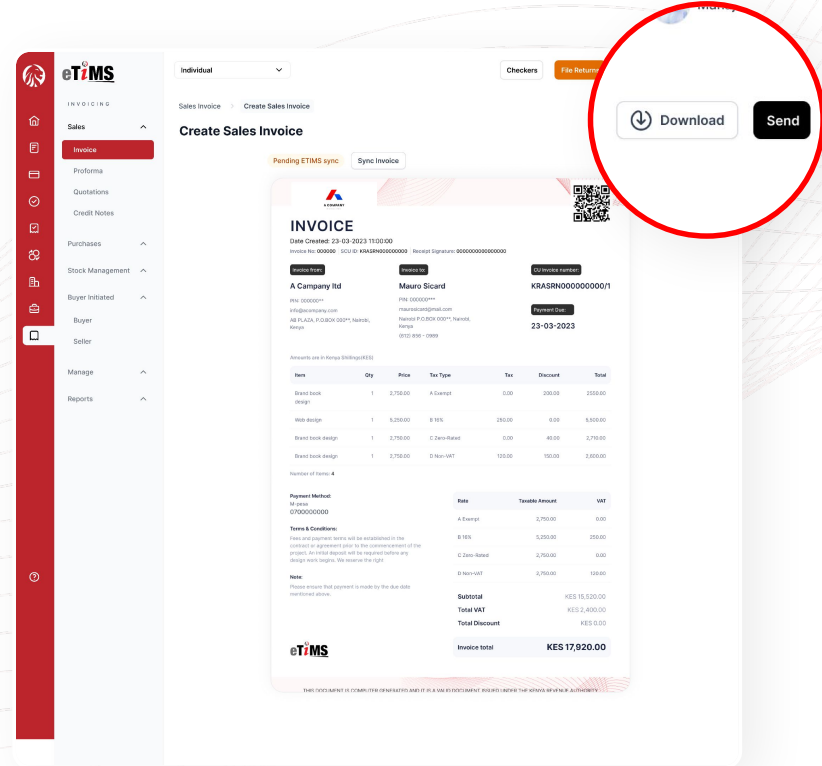
- Add Payment Method** – Payment Instruction to buyer on how to settle
- **Add note:** Provides additional text you might want on the invoice
 - **Term and conditions** – this is optional and represents instructions to the buyer
 - Click on **“Create Invoice”** to preview and generate an invoice

Once you fill in all the required details, the complete invoice is displayed.

You can then **download** the invoice or **send** to customers via email.

An eTIMS generated sales Invoice will have:

1. **QR Code**– this can be scanned to avail the invoice details.
2. eTIMS **CU Invoice number**.
3. eTIMS **Logo**.



Create sales Invoice (Preview)

In this section you get to view a list of invoice items such as:

- date,
- product/services, description,
- quantity,
- unit cost,
- amount and
- an add item button above.

It displays details such as customers , invoice and items.

1

Sales Invoice
Create and manage sales invoices

Individual

Checkers File Returns Manja James

Search + Create New

Invoice Date	Invoice Number	Due Date	Total Amount (KES)	Status
Oct 05, 2021	0000000000	Oct 05, 2021	80,000	Synced View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending View

2

Sales Invoice INV#123456

View PDF Generate Credit Note

Invoice Details

TYPE OF INVOICE
VAT Excluded

INVOICE DATE
00/00/0000

PAYMENT METHOD
MPESA: 0700000000

ADD NOTE
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

TERMS AND CONDITIONS
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Customer Details

NAME
Arlec Wol Mayer Arlec

Items Details

Date	Product/Service	Description	Quantity	Unit Cost KES	Amount KES
Oct 05, 2021	HP laptop	HP laptop	1	80,000	80,000
Oct 05, 2021	iphone 14 pro	The iPhone 14 Pro Max...	5	250,000	1,250,000

Summary

Subtotal	KES 1,330,000.00
Discount %	10%
Total	KES 1,197,000.00

04 Sales

Proforma

A proforma invoice is a document that declares scope and anticipated costs of a transaction. It is sent before goods and services are delivered. It cannot be used as a legal demand for payment

In this module you can create, edit and view existing proforma invoices.

The screenshot displays the eTIMS web application interface. On the left is a red sidebar with navigation icons and a menu. The main content area shows the 'Proforma' module with a search bar and a table of existing proforma invoices. Below this, a sample 'PROFORMA INVOICE' is shown, detailing the transaction between 'A Company Ltd' and 'Mauro Sicard'.

Proforma Module Interface:

- Header: Individual (dropdown), Checkers, File Buttons, Manoja James (user profile)
- Section: Proforma
- Search: Search bar, + Create New button
- Table of Proforma Invoices:

Invoice Date	Invoice Number	Due Date	Total Amount (KES)	Action
Oct 05, 2021	0000000000	Oct 05, 2021	80,000	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	View

PROFORMA INVOICE Details:

Invoice ID: 50F182340

Proforma from: A Company Ltd PIN: 000000** info@company.com AB PLAZA, P.O.BOX 000**, Nairobi, Kenya	Proforma to: Mauro Sicard PIN: 000000** maurosicard@email.com Nairobi P.O.BOX 000**, Nairobi, Kenya 070 000 00**	Proforma number: N#: 000027 Proforma Date: 23/03/2023
--	--	--

Item	Description	Price	Qty	VAT	Total
Web design	Description of item...	KES 5,250.00	1	KES 800	KES 6,050.00
Brand book design	Description of item...	KES 2,750.00	1	KES 400	KES 3,150.00
UI/UX App design	Description of item...	KES 7,520.00	1	KES 1,200	KES 8,720.00

Terms & Conditions:
Fees and payment terms will be established in the contract or agreement prior to the commencement of the project. An initial deposit will be required before any design work begins. We reserve the right.

Note:
Please ensure that payment is made by the due date mentioned above.

Subtotal Discount (Special Offer) VAT: Invoice total	KES 15,520.00 KES 0.00 KES 2,400.00 KES 17,920.00
---	---

Payment Method
M-pesa
0700000000

Quotations

A quotation is a formal document issued by a seller that states the estimated price and terms for supplying goods and services to suppliers.

In this module you can create, edit, and view existing quotations.

Quotation

Date Created	Reference Number	Due Date	Total Amount (KES)	
Oct 05, 2021	0000000000	Oct 05, 2021	80,000	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	View

A Company Ltd
 PIN: 00000001
 contact@maurosicard.com
 Mombasa PLAZA, P.O.BOX 94109,
 Nairobi, Kenya

Mauro Sicard
 PIN: 000000***
 maurosicard@mail.com
 Nairobi P.O.BOX 000**, Nairobi,
 Kenya
 070 000 00***

N°: 000027
 Quotation Date:
 23/03/2023

Item	Description	Price	Qty	VAT	Total
Web design	Description of Item...	KES 5,250.00	1	KES 800	KES 6,050.00
Brand book design	Description of Item...	KES 2,750.00	1	KES 400	KES 3,150.00
UI/UX App design	Description of Item...	KES 7,520.00	1	KES 1,200	KES 8,720.00

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Note:
 Please ensure that payment is made by the due date mentioned above.

Subtotal KES 15,520.00
Discount (Special Offer) KES 0.00
VAT: KES 2,400.00
Invoice total **KES 17,920.00**

Payment Method
 M-pesa
 0700000000

Credit notes

A credit note is issued by a seller to a buyer to reduce or cancel part of or an entire invoice already issued.

In this module you create, edit, view and download both new and existing credit notes

eTIMS

Individual

Checkers **File Actions** Manage James

Credit Notes

Search

Credit Note Date	Invoice Number	Credit Note Ref	Total Amount (KES)	
Oct 05, 2021	0000000000	0000000000	80,000	View
Oct 05, 2021	0000000000	0000000000	250,000	View
Oct 06, 2021	0000000000	0000000000	250,000	View
Oct 05, 2021	0000000000	0000000000	250,000	View
Oct 05, 2021	0000000000	0000000000	250,000	View

A Company Ltd

PIN: 00000001
contact@maurosicard.com
Mombasa PLAZA, P.O.BOX 94109,
Nairobi, Kenya

Mauro Sicard

PIN: 00000027**
maurosicard@gmail.com
Nairobi P.O.BOX 000**; Nairobi,
Kenya
070 000 00***

Nº: 000027

Credit note Date:
23/03/2023

Item	Description	Price	Qty	VAT	Total
Web design	Description of item...	KES 5,250.00	1	KES 800	KES 6,050.00
Brand book design	Description of item...	KES 2,750.00	1	KES 400	KES 3,150.00
UI/UX App design	Description of item...	KES 7,520.00	1	KES 1,200	KES 8,720.00

Reason for credit note
Damaged goods

Subtotal KES 15,520.00
VAT: KES 2,400.00

Invoice total **KES 17,920.00**

Payment Method
M-pesa
07000000000

Creating a Credit Note

To create Credit Note navigate to the **Credit Notes** then click **"Create New"**.

A credit note can either be:

1. Partial Credit Note – applies to partial cancellation.
2. Full Credit Note – applies to cancellation of the full invoice.

Select the type of credit note.

Note: For partial credit note can only be done once. KRA does not allow for multiple partial credit notes for the same invoice. However, it does allow for full credit note after the first partial credit note is done.

The screenshot displays the eTIMS web application interface. On the left is a red sidebar with a navigation menu. The 'Credit Notes' option is highlighted. The main content area shows the 'Credit Notes' section for a specific invoice, 'INV#123456'. At the top right of the main area, there are buttons for 'Checkers', 'File Returns', and a user profile for 'Manaja James'. Below these, there's a search bar and a '+ Create New' button, which is circled in red. A table below shows a list of credit notes with columns for 'Credit Note Date', 'Credit Note Ref', 'Type', and 'Total Amount (KES)'. The table contains two entries for 'Oct 05, 2021'.

Credit Note Date	Credit Note Ref	Type	Total Amount (KES)
Oct 05, 2021	0000000000	Partial	80,000
Oct 05, 2021	0000000000	Full	250,000

Creating a Credit Note Cont

Partial Credit Note

For partial credit note options changes can be done on:

1. Quantity.
2. unit price.
3. Removal of an item. However, all items cannot be removed.
4. Also addition of new items is not possible on a credit note.

NB: You can only generate one partial credit note on an invoice. For additional invoice adjustment generate full credit note

Full Credit Note

For full credit note option.

The user is able to cancel the full invoice.

Creating a Credit Note Cont

Send Credit Note

Click the **“Send”** button then key in the following;

1. Email address.
2. The subject.
3. Body of the email.
4. Click **send and close** button or **Cancel**

The screenshot displays the eTIMS web application interface. A 'CREDIT NOTE' is visible, issued by 'A Company Ltd' to 'Meuro Sicard' on '23-03-2023'. The credit note details include a list of items: 'New design' (4 units at KES 5,250.00 each, totaling KES 21,000.00). Below the credit note, a 'Send Email' dialog box is open. The dialog box contains the following fields and options:

- To:** makiya@gmail.com (highlighted with a red circle 1)
- Subject:** Invoice from ABC Company (highlighted with a red circle 2)
- Body:** A short explanation about the product/ service (highlighted with a red circle 3)
- Buttons:** Cancel and Send and Close (highlighted with a red circle 4)

05

Purchases

05 Purchases

Purchases

The purchases section has two main sub-sections which are;

- Local purchase order
- Purchase invoices

The screenshot shows the eTIMS web application interface. On the left is a red sidebar with navigation icons and labels: INVOICING, Sales, Purchases, Local Purchase Order (highlighted), Purchase Invoices, Stock Management, Buyer Initiated, Buyer, Seller, Manage, and Reports. The main content area is titled 'Local Purchase Orders' and features a search bar and a '+ Create Now' button. Below this is a table with the following data:

Purchase Order Date	Reference Number	Amount (KES)	
Oct 05, 2021	0000000000	80,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View

Local purchase order

A local purchase order is a formal legally binding document issued by a buyer to a supplier to initiate a purchase of goods or services within the same country.

This module allows you to:

- Create
- Edit
- And view existing and new Local Purchase Orders (LPOs)

Local Purchase Orders

Purchase Order Date	Reference Number	Amount (KES)	
Oct 05, 2021	0000000030	80,000	View
Oct 05, 2021	0000000030	250,000	View
Oct 05, 2021	0000000030	250,000	View
Oct 05, 2021	0000000030	250,000	View
Oct 05, 2021	0000000030	250,000	View

Mauro Sicard
 PIN: 000000***
 maurosicard@mail.com
 Nairobi P.O.BOX 000**, Nairobi,
 Kenya
 070 000 00***

Mauro Sicard
 PIN: 000000***
 maurosicard@mail.com
 Nairobi P.O.BOX 000**, Nairobi,
 Kenya
 070 000 00***

N#: 000027
 Order Date:
 23/03/2023

Item	Description	Price	Qty	VAT	Total
Web design	Description of Item...	KES 5,250.00	1	KES 800	KES 6,050.00
Brand book design	Description of Item...	KES 2,750.00	1	KES 400	KES 3,150.00
UI/UX App design	Description of Item...	KES 7,520.00	1	KES 1,200	KES 8,720.00

Terms & Conditions:
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Note:
 Please ensure that payment is made by the due date mentioned above.

Subtotal KES 15,520.00
Discount (Special Offer) KES 0.00
VAT: KES 2,400.00
Invoice total KES 17,920.00

Payment Method
 M-pesa
 0700000000

05 Purchases

Purchase invoices

This is a document received by business from a supplier after buying goods or services. It shows the amount a business is required to pay for the purchased items or services.

On this module you can view all eTIMS compliant purchase invoices issued to you and capture details of any other invoices.

Purchase invoices increases stock levels.

Purchase Invoices

Self-Generated Supplier-Generated

Search [Create New](#)

Date	Due Date	Purchase Invoice Number	Amount Due (KES)	
Oct 05, 2021	Oct 05, 2021	0000000000	80,000	View
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	View

A Company Ltd **Mauro Sicard** **Nº: 000027**

PIN: 00000000** PIN: 00000000**
 info@acompany.com maurosicard@mail.com
 AB PLAZA, P.O.BOX 000**, Nairobi, Kenya Nairobi P.O.BOX 000**, Nairobi, Kenya
 (612) 856 - 0989

Invoice Date: 23-03-2023 Payment Due: 23-03-2023

Item	Description	Price	Qty	VAT	Total
Web design	Description of item...	KES 5,250.00	1	KES 800	KES 6,050.00
Brand book design	Description of item...	KES 2,750.00	1	KES 400	KES 3,150.00
UI/UX App design	Description of item...	KES 7,520.00	1	KES 1,200	KES 8,720.00

Terms & Conditions:
 Fees and payment terms will be established in the contract or agreement prior to the commencement of the project. An initial deposit will be required before any design work begins. We reserve the right.

Note:
 Please ensure that payment is made by the due date mentioned above.

Subtotal KES 15,520.00
Discount (Special Offer) KES 520.00
VAT: KES 750.00
Invoice total **KES 15,750.00**

Payment Method
 M-pesa
 0700000000

06

Buyer initiated invoicing

Buyer initiated Invoicing

This feature allows a **buyer** to initiate generation of an invoice and the seller accepts or rejects the raised invoice.

Buyer

Individual

Checkers File Returns Manaja James

Pending Invoices

Search + Create Invoice

Date Created	Batch No	
Oct 05, 2021	00000	View
Oct 05, 2021	00000	View
Oct 05, 2021	00000	View
Oct 05, 2021	00000	View
Oct 05, 2021	00000	View

Seller

Individual

Checkers File Returns Manaja

Pending Complete

Search Select ds

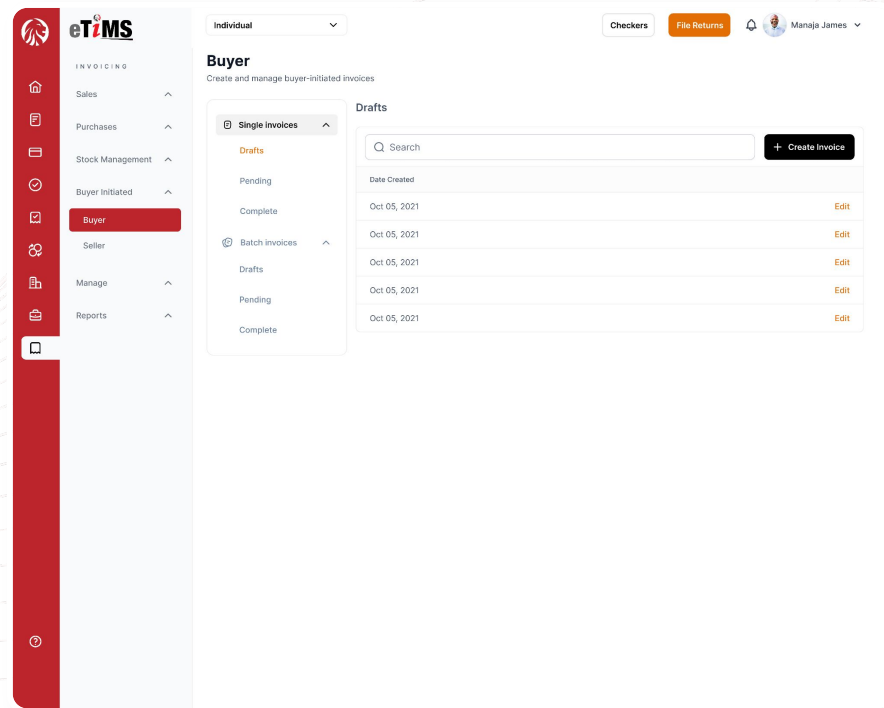
Order Date	Order Number	Buyers Name	Buyers PIN	Total Amount (KES)	Expiry
Oct 05, 2021	0000000000	ABC limited	A0000000000	80,000	2 days
	0000000000	flow ban ltd	A0000000000	250,000	
Oct 05, 2021		Brian Okal	A0000000000	250,000	10 days
Oct 05, 2021	0000000000	Mercy Hanal	A0000000000	250,000	10 days
Oct 05, 2021	0000000000	OCCAP CITY	A0000000000	250,000	

06 Buyer Initiated Invoice

1. Single Invoices

Drafts

This section allows you to view a list of individual invoices in draft status.



Create Invoice

To create an invoice enter all required details on the form such as:

- Type of sale
- Seller details
- Invoice details
- Items
- Payment option
- Other

When adding the Seller's details, it's mandatory to enter their valid KRA PIN.

The screenshot displays the eTIMS web application interface for creating a Buyer Initiated Invoice. The interface is divided into a sidebar and a main content area. The sidebar on the left contains navigation links: Sales, Purchases, Stock Management, Buyer Initiated (highlighted), Seller, Manage, and Reports. The main content area shows the invoice creation form. At the top, there's a header with the eTIMS logo and a dropdown menu set to 'Individual'. Below this, the 'Buyer' field is set to '000000' and the 'Invoice Number' is '000000'. The 'Invoice Logo' field shows a placeholder image. The 'Type of Sale' section has two radio buttons: 'Business To Business' (selected) and 'Business To Customer'. The 'Seller' section includes a 'Seller Name' field with a dropdown menu set to 'Select' and an '+ Add New' button. The 'Invoice Details' section has a 'Type Of Tax' dropdown set to 'VAT'. The 'Items' section has a 'Select Add to add details of Items sold' dropdown, an 'Add Multiple Items' button, and an 'Add Item' button. The 'Attachments' section has an '+ Add New' button. The 'Payment option' section has a 'Mpesa Till' dropdown and a 'Till: 000000' field with a 'Default' button. The 'Other' section has an 'Add Note' field with a 'Type' dropdown and a 'Terms and Conditions' field with a 'Type' dropdown. At the bottom, there are three buttons: 'Cancel', 'Save draft', and 'Create Invoice'.

Add Items

Here, you can either **“Add New”** item or choose an existing item(**select product.**)

Enter all the required details on the items. These include:

- Unit cost
- Quantity
- Amount

The total amount will be calculated automatically.
Click **“Add”** to complete the process.

Add Item Details

☒ Product ☐ Service

Select Product
Select... ▼

Unit Cost
KES 65.00

Add Item Details

☒ Product ☐ Service

Search
Gold Crown Milk 500 ML ×

Unit Cost
KES 65.00

Quantity
2

Current Quantity in Stock: 10

Amount
KES 130.00

Cancel Add

DIAL *222*5#

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THAN 30SEC TO
GET YOUR SERVICE**

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**KENYA REVENUE
AUTHORITY**

Tulipe Ushuru, Tujitegemei

eTIMS