
KRA Buyer Initiated Invoicing

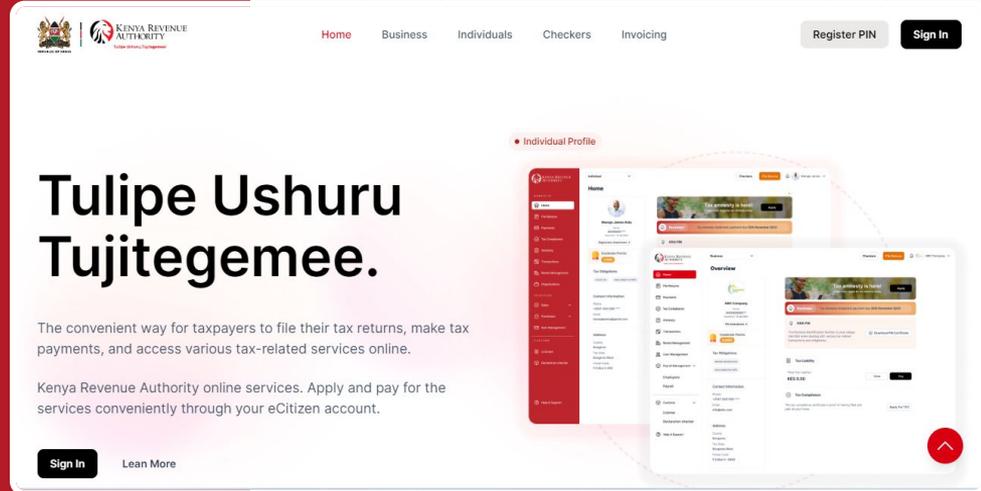
Access Kenya Revenue Authority services using your eCitizen account.



Log in to eCitizen

To initiate the buyer invoice generation process, log in to ecitizen.kra.go.ke

To utilize this solution, you require a **Valid KRA PIN**.



The screenshot displays the KRA eCitizen portal interface. At the top, there are navigation links for Home, Business, Individuals, Checkers, and Invoicing. On the right side, there are buttons for Register PIN and Sign In. The main content area features a large heading "Tulipe Ushuru Tujitegemee." followed by a sub-heading "The convenient way for taxpayers to file their tax returns, make tax payments, and access various tax-related services online." Below this, there is a paragraph: "Kenya Revenue Authority online services. Apply and pay for the services conveniently through your eCitizen account." A "Sign In" button and a "Learn More" link are positioned at the bottom left of the main content area. On the right side of the screenshot, there is a "Individual Profile" section with a red dashed border, showing a user profile card and a "Dashboard" overview with various service icons and data points. A red "back to top" arrow is visible in the bottom right corner of the screenshot.

1. Single Invoices

Drafts

The screenshot displays the KRA portal interface. On the left is a red sidebar with navigation options categorized into DOMESTIC, INVOICING, and CUSTOMS. The 'Buyer' option is highlighted. The main content area shows a dropdown menu for 'Individual' and a user profile for 'Manaja James'. Below this, the 'Buyer' section is active, showing a 'Drafts' table with a search bar and a '+ Create Invoice' button. The table lists five draft entries, all dated 'Oct 05, 2021', with 'Edit' links for each.

Kenya Revenue Authority

Individual

Checkers File Returns Manaja James

Buyer

Single Invoices

Drafts

Search

+ Create Invoice

| Date Created | Action |
|--------------|--------|
| Oct 05, 2021 | Edit |

Create Invoice

Enter all required details on the form:

- 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.

Individual

Buyer Draft Show preview

Cancel Save draft Create Invoice

Invoice Logo

Type of Sale

Business To Business Business To Customer

Seller

Seller Name + Add New

Select

Invoice Details

Type Of Tax

Non-VAT

Paid Not Paid

Items

Select Add to add details of items sold

Add Multiple Items Add Item

Attachments

+ Add New

Payment option

Mpesa Till

TIN: 000000 Default

Other

Add Note

Type

Terms and Conditions

Type

Add Items

Here, you can either **Add New** item or choose an existing item (**Add from Items.**)

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

- Type of Item
- Item name
- Description
- Unit cost
- Quantity
- Discount - If any

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

Add Item Details

Add New Add from Items

Type Of Item

Item Name

Description

Unit Cost

Quantity

Discount

Amount

Preview Purchase Order

Click on the **Show Preview** button to view the outlook of the invoice.

All details entered on the form will be displayed on the invoice. These details can still be edited.

Once satisfied with all the entered details, click **Create Invoice** to complete the process.

Individual

Buyer ↳ Create Sales Invoice

Cancel Save draft Create Invoice

Invoice Logo

Type of Sale

Business To Business Business To Customer

Seller

Seller Name

SolePower LTD PIN 893093993

Email info@solepower.com Billing address
Address: NdakiKampala Mwangari site opposite Regos station Remove

Invoice Details

Type Of Tax

Non-VAT

Due Date

22-11-2023

Items

| Name | Description | Quantity | Unit Cost KES | Amount KES |
|---------------|----------------|----------|---------------|------------|
| HP laptop | HP laptop | 1 | 80,000 | 80,000 |
| Iphone 14 ... | Made in Ken... | 5 | 250,000 | 1,250,000 |
| Sub total | | | 1,330,000 | |
| Discount % | | | 10% | |
| Total | | | 1,300,000 | |

Attachments

Tech design requirements.pdf
200 KB - 100% uploaded

Payment option

Mpesa Tl

Tl: 300000 Default

Other

Add Note

Type

Terms and Conditions

Type

Preview Hide preview

PURCHASE ORDER

A Company Ltd **Mauro Sicard** **23-05-2023**

| Item | Price | Qty | Total |
|-------------------|--------------|-----|--------------|
| Web design | KES 5,250.00 | 1 | KES 5,250.00 |
| Brand book design | KES 2,750.00 | 1 | KES 2,750.00 |
| UI/UX app design | KES 1,000.00 | 1 | KES 1,000.00 |

Terms & Conditions: **Subtotal** KES 15,500.00
This document is a contract. All the conditions in the
document are applicable to the goods and services provided.
The goods and services are provided on the basis of the
order only. Any other conditions shall apply.
Discount (Special Offer) KES 500.00
Invoice total **KES 15,750.00**

Payment Method
KES 000000000

eCitizen

Pending

Click on Pending to view all pending invoices awaiting approval by buyer.

View invoice details such as:

- Order date
- Order Number
- Seller Name
- Seller Pin
- Total Amount

To see more details about the invoice, click **View**.

Individual

Checkers File Returns Manaja James

Buyer

Single invoices

- Drafts
- Pending**
- Complete

Batch invoices

- Drafts
- Pending**
- Complete

Pending Invoices

Search + Create Invoice

| Order Date | Order Number | Seller Name | Seller PIN | Total Amount (KES) | |
|--------------|--------------|--------------|-------------|--------------------|----------------------|
| Oct 05, 2021 | 0000000000 | ABC limited | A0000000000 | 80,000 | View |
| Oct 05, 2021 | 0000000000 | flow ban ltd | A0000000000 | 250,000 | View |
| Oct 05, 2021 | 0000000000 | Brian Okal | A0000000000 | 250,000 | View |
| Oct 05, 2021 | 0000000000 | Mercy Hanal | A0000000000 | 250,000 | View |
| Oct 05, 2021 | 0000000000 | OCCAP CITY | A0000000000 | 250,000 | View |

Invoice Details

You can preview the invoice and see more details.

To change or edit any details on the invoice, click on the **Edit** button.

The screenshot displays the KRA eCitizen interface. On the left is a red navigation sidebar with categories: DOMESTIC (Home, File Returns, Payments, Tax Compliance, Amnesty, TurnOver Tax, Rental Management, Organisations) and INVOICING (Sales, Purchases, Buyer Initiated). Under 'Buyer Initiated', the 'Buyer' option is selected. Below this are 'CUSTOMS' options: Licenses and Declaration checker.

The main content area shows 'Individual' as the taxpayer type. The invoice status is 'Pending' (Expires in: 10 days) with ID 'INV-00000000'. The 'Seller Details' section includes: NAME: Mauro Sicard, PIN: 00000000000, and BILLING ADDRESS: Mama Ngina Drive P.O. BOX 00242-0100 Mombasa, Kenya. The 'Order Details' section shows: TYPE OF INVOICE: Non-VAT, ORDER DATE: 00/00/0000, NUMBER OF TIMES: 3, and AMOUNT: KES. 15,750.00. There are two attachments listed: 'doc-sample.CSV' (200 KB).

At the top right, there are buttons for 'Checkers', 'File Returns', and a user profile for 'Manaja James'. An 'Edit' button is visible in the top right corner of the main content area.

A 'PURCHASE ORDER' preview is shown in a dark-themed window. It includes a QR code, the KRA logo, and the following details:

- Supplier Details: Mauro Sicard, PIN: 00000000000, maurosicard@gmail.com, Nairobi P.O. BOX 00000** Nairobi, Kenya, 070 000 00000**
- Buyer Details: Mauro Sicard, PIN: 00000000000, maurosicard@gmail.com, Nairobi P.O. BOX 00000** Nairobi, Kenya, 070 000 00000**
- Order Number: N#: 000027
- Order Date: 23/03/2023

| Item | Price | Qty | Total |
|-------------------|--------------|-----|--------------|
| Web design | KES 5,250.00 | 1 | KES 5,250.00 |
| Brand book design | KES 2,750.00 | 1 | KES 2,750.00 |
| UI/UX app design | KES 7,520.00 | 1 | KES 7,520.00 |

Summary:

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

Payment Method: Mpesa Paybill, Account: 000000, Name: 000000

Footer: eCitizen logo and text: 'THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED. IT IS VALID DOCUMENT ISSUED UNDER E-SIGNATURE.'

Completed Invoice

To view the completed invoices, click on **Completed**.

Here, you can see the status of the invoices, either **Approved** or **Declined**.

Click on **View** to see more invoice details.

The screenshot displays the KRA portal interface for a Buyer. The sidebar on the left is divided into three sections: DOMESTIC, INVOICING, and CUSTOMS. The INVOICING section is active, showing options for Sales, Purchases, Buyer Initiated, Seller, and Item Management. The main content area shows the 'Complete Invoices' section, which includes a search bar, a '+ Create Invoice' button, and a table of invoice details.

Individual | **Checkers** | **File Returns** | **Manaja James**

Buyer

Complete Invoices

Search **+ Create Invoice**

| Invoice Date | Invoice Number | Seller Name | Seller PIN | Total Amount (KES) | Status | |
|--------------|----------------|--------------|-------------|--------------------|----------|----------------------|
| Oct 05, 2021 | 0000000000 | ABC limited | A0000000000 | 80,000 | Approved | View |
| Oct 05, 2021 | 0000000000 | flow ban ltd | A0000000000 | 250,000 | Declined | View |
| Oct 05, 2021 | 0000000000 | Brian Okal | A0000000000 | 250,000 | Approved | View |
| Oct 05, 2021 | 0000000000 | Mercy Hanal | A0000000000 | 250,000 | Declined | View |
| Oct 05, 2021 | 0000000000 | OCCAP CITY | A0000000000 | 250,000 | Declined | View |

Declined Invoice

On a declined invoice, you can view all the details of the invoice.



DOMESTIC

- Home
- File Returns
- Payments
- Tax Compliance
- Amnesty
- TurnOver Tax
- Rental Management
- Organisations

INVOICING

- Sales
- Purchases
- Buyer Initiated

Seller

Buyer

- Item Management

CUSTOMS

- Licenses
- Declaration checker

Individual

Buyer-Complete > INV-00000000

Declined 23/02/2024 14:00:01

Seller Details

NAME
Mauro Sicard

PIN
00000000000

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

Order Details

TYPE OF INVOICE
Non-VAT

ORDER DATE
00/00/0000

NUMBER OF TIMES
3

AMOUNT
KES. 15,750.00

Attachments

- doc-sample.CSV
200 KB
- doc-sample.CSV
200 KB

Checkers

File Returns

Manaja James

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 |

Subtotal KES 1,330,000.00

Discount % 10%

Total KES 1,197,000.00

Approved Invoice

For an Approved Invoice, an invoice will be generated and displayed.

Click on the Download icon to download the invoice.

Click on the Print icon to print the invoice.

The screenshot displays the KRA eTIMS interface. On the left is a navigation sidebar with categories: DOMESTIC (Home, File Returns, Payments, Tax Compliance, Amnesty, TurnOver Tax, Rental Management, Organisations), INVOICING (Sales, Purchases, Buyer Initiated), Seller (Buyer), Item Management, CUSTOMS (Licenses, Declaration checker), and a top navigation bar with 'Individual', 'Checkers', 'File Returns', and a user profile for Manaja James.

The main content area shows the invoice status as 'Approved' on 23/02/2024 at 14:00:01. It details the 'Seller Details' for Mauro Sicard, including name, PIN, and billing address. The 'Invoice Details' section shows a Non-VAT invoice dated 00/00/0000 with 3 times and an amount of KES 15,750.00. The 'Attachments' section lists two CSV files: doc-sample.CSV (200 KB).

The right side shows a preview of the invoice document. It features the KRA logo, a QR code, and the following information:
- Invoice From: A Company Ltd (PIN: 0000000000, email: info@company.com, address: M.P.K.A.Z.A., P.O. BOX 000000, Nairobi, Kenya)
- Invoice To: Mauro Sicard (PIN: 0000000000, email: mauro@company.com, address: Nairobi P.O. BOX 000000, Nairobi, Kenya)
- Invoice Number: N: 000027
- Invoice Date: 23-03-2023
- Payment Due: 23-03-2023

| Item | Price | Qty | Total |
|-------------------|--------------|-----|--------------|
| Web design | KES 5,250.00 | 1 | KES 5,250.00 |
| Brand book design | KES 2,750.00 | 1 | KES 2,750.00 |
| UI/UX app design | KES 7,520.00 | 1 | KES 7,520.00 |

Summary: Subtotal KES 15,520.00, Discount (Special Offer) KES 500.00, TAX KES 750.00, Invoice total KES 15,750.00. Payment Method: M-pesa 07000000000.

The document footer includes the eCitizen logo, eTIMS logo, and a disclaimer: 'THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED. IT IS VALID DOCUMENT UNLESS OTHERWISE NOTICED.'

2. Batch Invoices

Drafts

In this section, you can upload documents with item details as opposed to adding items one at a time.

Click **Create Invoice** to begin.



The screenshot shows the KRA web application interface. The top navigation bar includes the KRA logo, a dropdown menu set to 'Individual', and buttons for 'Checkers', 'File Returns', and a user profile for 'Manaja James'. The main content area is titled 'Buyer' and features a sidebar with navigation options: 'Single invoices', 'Drafts', 'Pending', 'Complete', 'Batch invoices', 'Drafts', 'Pending', and 'Complete'. The 'Batch invoices' section is active, displaying a table of drafts. A search bar and a '+ Create Invoice' button are located at the top right of the table. A circular callout highlights the '+ Create Invoice' button.

| Date Created | Batch No | |
|--------------|----------|----------------------|
| Oct 05, 2021 | 00000 | Edit |
| Oct 05, 2021 | 000 | Edit |
| Oct 05, 2021 | 0 | Edit |
| Oct 05, 2021 | € | Edit |
| Oct 05, 2021 | € | Edit |

Download Sample CSV

Click **Download Sample CSV** to download a sample template.

The screenshot displays the KRA portal interface. On the left is a dark red sidebar with the KRA logo and navigation menu. The main content area is titled 'Buyer' and shows a 'Pending' tab. A modal window titled 'Create Batch Invoice' is open, featuring a 'Download Sample CSV' button with a download icon. Below the button, it says 'Click to upload or drag and drop' and 'Excel (max. 800x400px)'. In the background, a table lists invoice data with columns for 'Invoice Date', 'Total Amount (KES)', and 'View'.

Kenya Revenue Authority

Individual

Checkers File Returns Manaja James

Buyer

Pending Complete

Search

+ Create Invoice

| Invoice Date | Total Amount (KES) | |
|--------------|--------------------|----------------------|
| Oct 05, 2021 | 80,000 | View |
| Oct 05, 2021 | 250,000 | View |
| Oct 05, 2021 | 250,000 | View |
| Oct 05, 2021 | 250,000 | View |
| Oct 05, 2021 | 250,000 | View |

Create Batch Invoice

[Download Sample CSV](#)

Click to upload or drag and drop
Excel (max. 800x400px)

Seller

Buyer

Item Management

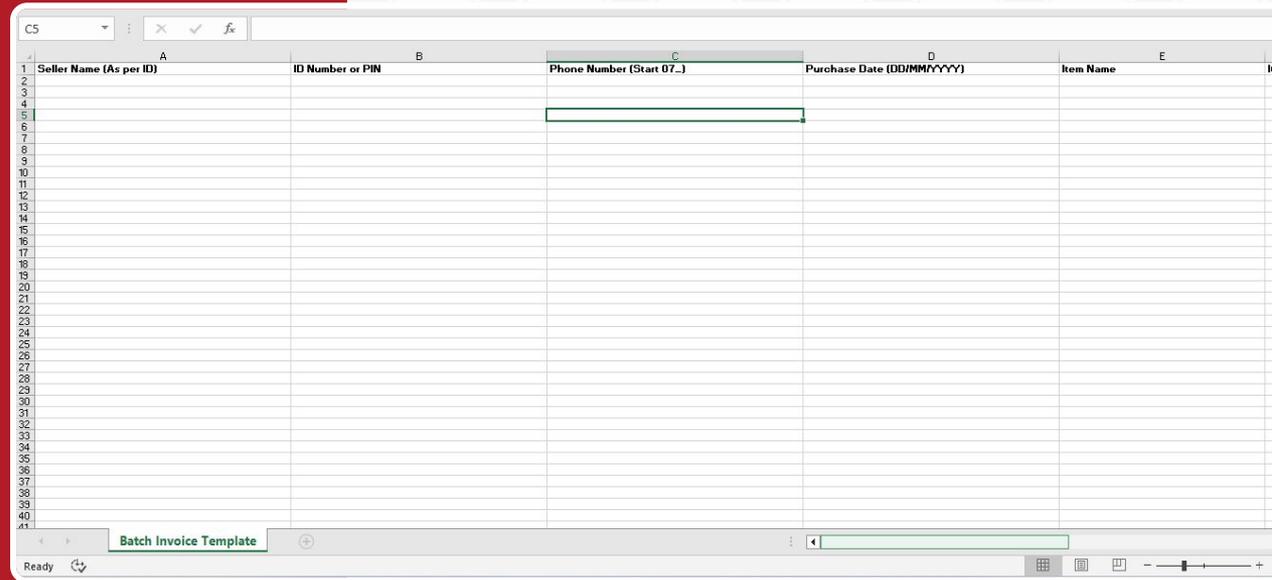
CUSTOMS

Invoice Template

Enter all the required details about the transactions on the document as shown.

Note:

- The seller name should be as per ID.
- Phone number should start with 07.....
- The Purchase Date should be of DD/MM/YYYY format



The image shows a screenshot of an Excel spreadsheet titled "Batch Invoice Template". The spreadsheet is set up with the following columns:

| | A | B | C | D | E |
|----|-------------------------|------------------|---------------------------|----------------------------|-----------|
| 1 | Seller Name (As per ID) | ID Number or PIN | Phone Number (Start 07..) | Purchase Date (DD/MM/YYYY) | Item Name |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
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| 22 | | | | | |
| 23 | | | | | |
| 24 | | | | | |
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| 26 | | | | | |
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |
| 31 | | | | | |
| 32 | | | | | |
| 33 | | | | | |
| 34 | | | | | |
| 35 | | | | | |
| 36 | | | | | |
| 37 | | | | | |
| 38 | | | | | |
| 39 | | | | | |
| 40 | | | | | |
| 41 | | | | | |

The spreadsheet is displayed in a window titled "Batch Invoice Template" with a status bar showing "Ready".

Upload Document

Click to upload the items' list.

The document has to be in **CSV format.**

The screenshot displays the KRA portal interface. On the left is a dark red sidebar with navigation options: DOMESTIC (Home, File Returns, Payments, Tax Compliance, Amnesty, TurnOver Tax, Rental Management, Organisations), INVOICING (Sales, Purchases, Buyer Initiated), Seller, Buyer (highlighted), and Item Management. The main content area is titled 'Buyer' and shows a 'Pending' tab. A modal window titled 'Create Batch Invoice' is centered, instructing users to 'Upload file to enter invoices' and providing a 'Download Sample CSV' link. Below the modal, a table lists invoice dates (all 'Oct 05, 2021') and total amounts (80,000, 250,000, 250,000, 250,000, 250,000 KES), each with a 'View' link. A 'Create Invoice' button is visible in the top right of the main area.

Items Preview

The items from the uploaded document will be automatically listed as shown.

The list displays the item details such as:

- Seller Name
- ID Number
- Phone number
- Invoice date
- Item name
- Quantity
- Unit price
- Discount
- Total amount

Kenya Revenue Authority

Cancel Save Draft Submit

Batch Invoices Preview

All 4000 Errors 138 Duplicates 12

Incorrect Data Duplicate item Submitted

Group by Seller ID Search ID

| | Seller Name | ID Number | Phone Number | Invoice Date | Item Name | Quantity | Unit Price(KES) | Discount(KES) | Total Amount(KES) | | |
|-------------------------------------|-----------------|-----------|--------------|---------------|----------------|----------|-----------------|---------------|-------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | James Kirani | 24651371 | 0724651371 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 0 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Julia Nyawira | 26713378 | 0767634832 | 12TH JAN 2024 | #### | 10 | 30,000 | 1,000 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Muna Muthoni | 27427472 | 0727427472 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Nicole Achieng | 352346858 | 07352346858 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Nicole Achieng | 352346858 | 07352346858 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Jane Auma | 54325734 | 0754325734 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Ashley Korir | 12543657 | 12543657 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Kayle Chepkemol | 34576788 | 0734576788 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | John Mwangi | 337685 | 0733768585 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Andrew Mutua | 32985985 | 0732985985 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| Number of sellers | | | | | | | | | 1,909 | | |
| Total Amount | | | | | | | | | KES 216,000 | | |

Transactions Preview

The uploaded transactions are color coded.

1. Red is for transactions that have errors such as incorrect ID number, 0 amount etc.
2. Yellow transactions are for duplicates - Transactions that have been repeated.
3. Green - represents submitted transactions.

The tab under batch shows the various categories. E.g To view all errors click on the errors tab.

Note: Transactions with errors cannot be submitted. Duplicates transactions are meant to assist with confirmation before submitting.

Kenya Revenue Authority

Cancel Delete Draft Save Draft Submit

Batch No: 00000

Incorrect Data Duplicate item Submitted

All 4000 Errors 138 Duplicates 12 Submitted

| | Quantity | Unit Price(KES) | Discount(KES) | Total Amount(KES) | | |
|--------------------------|--------------------------|--------------------------|---------------|-------------------|------------------------|------------------------|
| <input type="checkbox"/> | James Kimani 24551371 | 0724651371 | 12TH JAN 2024 | Gunia of Sugar | 10 30,000 0 30,000 | |
| 1 | <input type="checkbox"/> | Julia Nyawira 26713378 | 0767634832 | 12TH JAN 2024 | #### | |
| <input type="checkbox"/> | Muna Muthoni 27427472 | 0727427472 | 12TH JAN 2024 | Gunia of Sugar | 10 30,000 1,000 30,000 | |
| 2 | <input type="checkbox"/> | Nicole Achieng 352346858 | 07352346858 | 12TH JAN 2024 | Gunia of Sugar | 10 30,000 1,000 30,000 |
| <input type="checkbox"/> | Nicole Achieng 352346858 | 07352346858 | 12TH JAN 2024 | Gunia of Sugar | 10 30,000 1,000 30,000 | |
| <input type="checkbox"/> | Jane Auma 54325734 | 0754325734 | 12TH JAN 2024 | Gunia of Sugar | 10 30,000 1,000 30,000 | |
| 3 | <input type="checkbox"/> | Ashley Korir 12543657 | 0712543657 | 12TH JAN 2024 | Gunia of Sugar | 10 30,000 1,000 30,000 |
| <input type="checkbox"/> | Kayle Chepkemol 34576788 | 0734576788 | 12TH JAN 2024 | Gunia of Sugar | 10 30,000 1,000 30,000 | |
| <input type="checkbox"/> | John Mwangi 337685 | 0733768585 | 12TH JAN 2024 | Gunia of Sugar | 10 30,000 1,000 30,000 | |
| <input type="checkbox"/> | Andrew Mutua 32985985 | 0732985985 | 12TH JAN 2024 | Gunia of Sugar | 10 30,000 1,000 30,000 | |
| Number of sellers | | | | 1,909 | | |
| Total Amount | | | | KES 216,000 | | |

Submit Invoice

After making all the necessary changes, mark all the purchase orders you want to be submit.

Click the Submit button.

Mark the little box on the acknowledgement to confirm.

Kenya Revenue Authority

Delete Draft

Batch No: 00000

All 4000 Errors 138 **Duplicates 12**

Acknowledgment

By clicking submit, the purchase orders will be sent to the named sellers for approval. Do you wish to submit?

Save Draft Submit

Cancel Submit

Correct Data Duplicate item Submitted

Delete selected

Group by Seller ID Search ID

| | Seller Name | ID Number | Phone Number | Invoice Date | Item Name | Quantity | Unit Price(KES) | Discount(KES) | Total Amount(KES) | | |
|-------------------------------------|-----------------|-----------|--------------|---------------|----------------|----------|-----------------|---------------|-------------------|--|--|
| <input checked="" type="checkbox"/> | James Kimani | 24651371 | 0724651371 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 0 | 30,000 | | |
| <input checked="" type="checkbox"/> | Julia Nyawira | 37643879 | 0767634832 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | | |
| <input type="checkbox"/> | Muna Muthoni | 27427472 | 0727427472 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | | |
| <input checked="" type="checkbox"/> | Nicole Achieng | 352346858 | 07352346858 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | | |
| <input type="checkbox"/> | Nicole Achieng | 352346858 | 07352346858 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | | |
| <input checked="" type="checkbox"/> | Jane Auma | 54325734 | 0754325734 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | | |
| <input checked="" type="checkbox"/> | Ashley Korir | 12543657 | 0712543657 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | | |
| <input checked="" type="checkbox"/> | Kayle Chepkemol | 34576788 | 0734576788 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | | |
| <input checked="" type="checkbox"/> | John Mwangi | 33768585 | 0733768585 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | | |
| <input type="checkbox"/> | Andrew Mutua | 32985985 | 0732985985 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | | |

Submitted Invoices

Under submitted, you can view the different purchase orders submitted to the sellers.

Also, you can see the status of the purchase orders, either: **Approved or Declined**.

Cancel [Delete Draft](#) [Save Draft](#) [Submit](#)

Batch No: 00000

All 4000 Errors 138 Duplicates 12 **Submitted 76**

● Incorrect Data ● Duplicate Item ● Submitted

Group by Seller ID

| Seller Name | ID Number | Phone Number | Invoice Date | Item Name | Quantity | Unit Price(KES) | Discount(KES) | Total Amount(KES) | Status |
|--------------------------|-----------|--------------|---------------|----------------|----------|-----------------|---------------|-------------------|-------------------------------|
| James Kimani | 24651371 | 0724651371 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 0 | 30,000 | Pending View |
| Julia Nyawira | 27456472 | 0767634832 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | Pending View |
| Muna Muthoni | 27427472 | 0727427472 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | Declined View |
| Nicole Achieng | 352346858 | 07352346858 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | Pending View |
| Nicole Achieng | 352346858 | 07352346858 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | Pending View |
| Jane Auma | 54325734 | 0754325734 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | Pending View |
| Ashley Korir | 12543657 | 0712543657 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | Approved View |
| Kayle Chepkem | 34576788 | 0734576788 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | Approved View |
| John Mwangi | 33768585 | 0733768585 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | Pending View |
| Andrew Mutua | 32985985 | 0732985985 | 12TH JAN 2024 | Gunia of Sugar | 10 | 30,000 | 1,000 | 30,000 | Pending View |
| Number of sellers | | | | | | | | | 1,909 |
| Total Amount | | | | | | | | | KES 40,000 |

Invoice Preview

Click the View button to preview the purchase order.



Back

Order No: 00000

Pending Expires in: 10 days

Seller Details

NAME
Mauro Sicard

PIN
00000000000

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

Invoice Details

TYPE OF INVOICE
Non-VAT

INVOICE DATE
00/00/0000

NUMBER OF TIMES
3

AMOUNT
KES. 15,750.00

Attachments

doc-sample.CSV
200 KB

doc-sample.CSV
200 KB

The screenshot shows a digital purchase order document. At the top, it features the Kenya Revenue Authority logo and a QR code. The main title is 'PURCHASE ORDER'. Below this, there are sections for 'Supplier Details' (Mauro Sicard) and 'Order Details' (Order Number: N°: 000027, Order Date: 23/03/2023). A table lists three items: 'Web design' (KES 5,250.00), 'Brand book design' (KES 2,750.00), and 'UI/UX app design' (KES 7,520.00). The total amount is KES 15,750.00. A 'Payment Method' section indicates 'All-gross Payable' with account details. The document is signed by eCitizen.

| Item | Price | Qty | Total |
|---------------------------------|--------------|-----|----------------------|
| Web design | KES 5,250.00 | 1 | KES 5,250.00 |
| Brand book design | KES 2,750.00 | 1 | KES 2,750.00 |
| UI/UX app design | KES 7,520.00 | 1 | KES 7,520.00 |
| Subtotal | | | KES 15,520.00 |
| Discount (Special Offer) | | | KES 520.00 |
| Invoice total | | | KES 15,750.00 |

eCitizen

THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED. IT IS VALID DOCUMENT UNLESS OTHERWISE NOTIFIED.

Pending

Click on Pending to see the list of pending invoices.

You can search for a pending invoice either by date or batch number.

Click on View for more information on the invoice.

The screenshot displays the KRA portal interface. At the top left is the KRA logo and name. A navigation sidebar on the left is divided into three sections: DOMESTIC (Home, File Returns, Payments, Tax Compliance, Amnesty, TurnOver Tax, Rental Management, Organisations), INVOICING (Sales, Purchases, Buyer Initiated, Seller, Buyer), and CUSTOMS (Licenses, Declaration checker). The 'Buyer' option is highlighted in the sidebar. The main content area shows a dropdown menu for 'Individual' and a user profile for 'Manaja James'. Below this is a 'Buyer' section with a sidebar for 'Single invoices' (Drafts, Pending, Complete) and 'Batch invoices' (Drafts, Pending, Complete). The 'Pending Invoices' table has a search bar and a '+ Create Invoice' button. The table lists five pending invoices, each with a 'Date Created' of 'Oct 05, 2021' and a 'Batch No' of '00000', and a 'View' link.

| 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 |

Completed Invoices

Click on Completed to view a list of all completed invoices.

Click View to see more information on the invoices.

The screenshot displays the KRA portal interface. At the top left is the KRA logo. The sidebar on the left is divided into sections: DOMESTIC (Home, File Returns, Payments, Tax Compliance, Amnesty, TurnOver Tax, Rental Management, Organisations), INVOICING (Sales, Purchases, Buyer Initiated, Seller, Buyer), and CUSTOMS (Licenses, Declaration checker). The 'Buyer' section is highlighted. The main content area shows a dropdown for 'Individual', buttons for 'Checkers' and 'File Returns', and a user profile for 'Manaja James'. Below this is a 'Buyer' section with a left-hand menu for 'Single invoices' (Drafts, Pending, Complete) and 'Batch invoices' (Drafts, Pending, Complete). The 'Complete' option is selected. The 'Complete Invoices' table has a search bar and a '+ Create Invoice' button. The table lists five rows of completed invoices, each with a 'Date Created' of 'Oct 05, 2021' and a 'Batch No' of '00000', and a 'View' link.

| 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 |

END

