



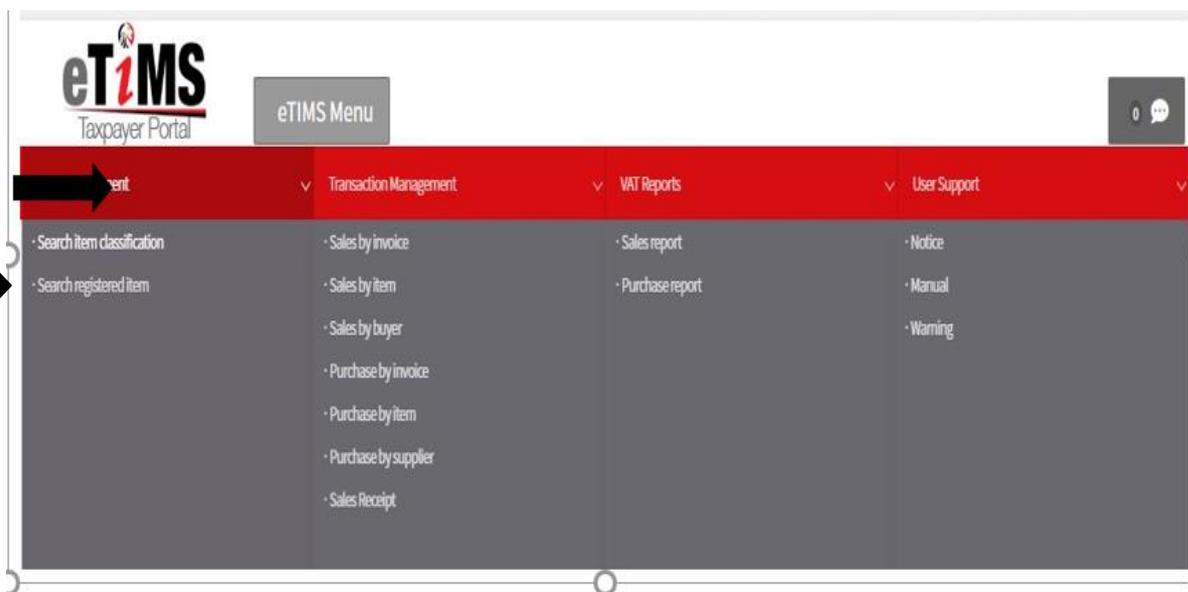
USER GUIDE FOR INVOICING VIA THE eTIMS ONLINE PORTAL

Step 1:

- Access the eTIMS Taxpayer Portal
- Use (KRA PIN) as the 'User ID' and 'Password' created during sign-up.
- 'Login'



Step 2: On the 'eTIMS menu bar' under 'Item management' select 'search registered item'.





Step 3: Click the *register* button to add an item/service.

Item Management Transaction Management VAT Reports User Support

Search registered item [HOME > eTIMS Menu > Item Management > Search registered item]

Item Management

Search registered item

Item code Item code KRA Changed Search Reset

class code

There is no search result

Item class code	Item class name
Item code	Item Name
Quantity Unit	Package unit
Item type	Tax type
Country of Origin	Item standard name
Additional information	
Registrant ID	Registration date

Excel Download Register

Step 4:

- Click the drop down on 'Item Class Code'
- Type the item name and select the class code that falls under that category.
- Fill in the other mandatory fields to register the item 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 apply insurance	Unapplied
* Basic unit price (VAT incl)	10000	Additional information	

Save



Step 5:

- A confirmation message will pop up.
- Click the 'Yes' button to register the item.

The screenshot shows the 'Item registration' form with a modal dialog box in the center. The dialog box has a yellow warning icon and the text 'Item Do you want to register?' with 'Yes' and 'Cancel' buttons. A black arrow points from the dialog box to the 'Item class code' field in the background form. The form fields include: Item class code (8411160300(Internal audits)), Tax type (B-16.00%), Item Name (Internal Auditing), Item standard name (Internal), Item type (Service), Package unit (Net), Barcode, Safety quantity (0), and Basic unit price (VA T incl) (10000). A 'Save' button is visible at the bottom right of the form.

- The registered item should appear as below

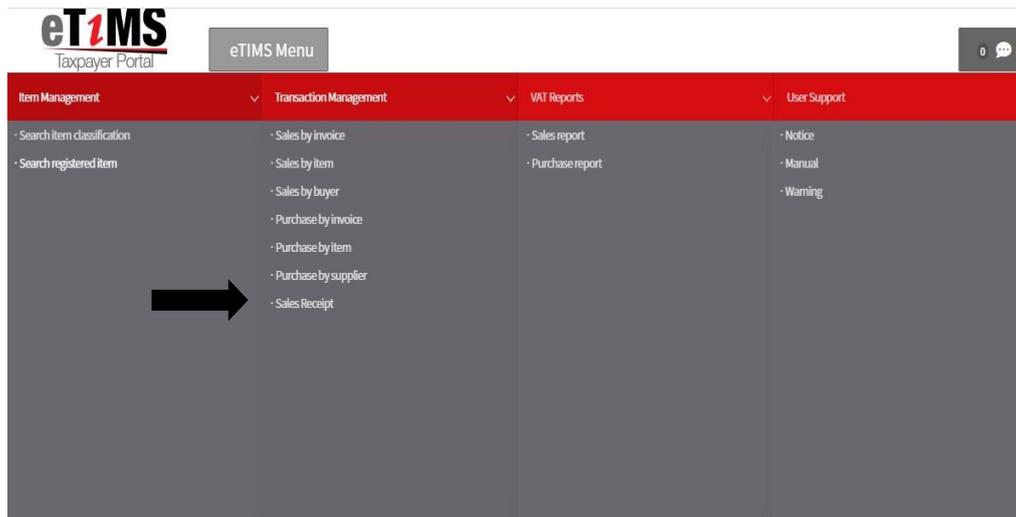
The screenshot shows the 'Search registered item' page. The breadcrumb trail is [HOME > eTIMS Menu > Item Management > Search registered item]. The page title is 'Search registered item'. On the left, there is a sidebar with 'Item Management' selected, and 'Search registered item' is highlighted. The main content area shows a search form with 'Item code' dropdown and 'Item code' input field, and a 'KRA Changed' checkbox. Below the search form, a table displays the search results. A black arrow points from the 'Search registered item' link in the sidebar to the table. The table has a header row with 'class code' and a data row with '+ 8411160300(Internal audits)'. At the bottom, there is a red box with the number '1' and the text '[Total Data : 1 / Total page : 1]'.

END OF ITEM REGISTRATION

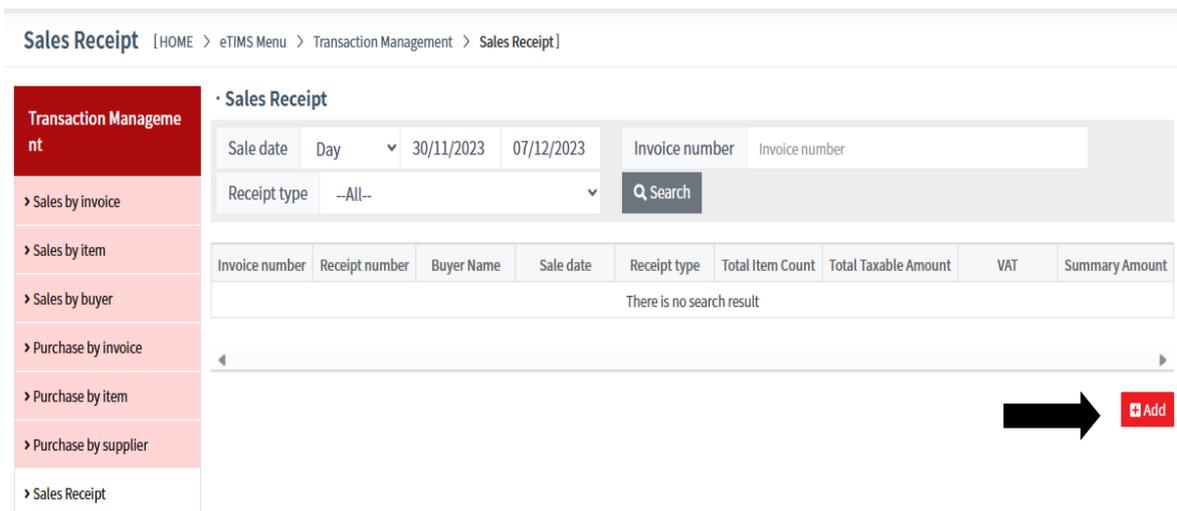


Step 6: How to Generate a Sales Receipt

- Click on 'Transaction Management'
- Select 'Sales Receipt' option



Step 7: Click the 'add' button to proceed.





Step 8: Provide the 'Sale Information' required.

- Buyer PIN (for business to business transactions-B2B)
- Buyer name
- Payment type

Transaction Management	Sale information			
› Sales by invoice	Buyer PIN	<input type="text" value="P000000000"/>	Buyer Name	<input type="text" value="ABCDE LTD"/>
› Sales by item	Buyer Mobile No*	<input type="text" value="0700000000"/>	Buyer Foreigner No	<input type="text"/>
› Sales by buyer	Payment Type*	<input type="text" value="CASH"/>		
› Purchase by invoice	Total Supply Price			
› Purchase by item	Total Taxable Amount	Total Tax Amount	Total Amount	
› Purchase by supplier				
› Sales Receipt				

Step 9:

- Input the 'Sales Item List' details
- Use the search button under 'Item name' to select the item you registered in Step 5.

Sale Item list						
#1						<input type="button" value="+"/>
Item name*	Package	Quantity*	Unit price (VAT incl)*	Discount rate*	Discount Amount	
Internal Auc <input type="button" value="Q"/>	<input type="text" value="NT"/>	<input type="text" value="1"/> <input type="text" value="NO"/>	<input type="text" value="10,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total Item Price	Taxable Supply Price	Tax type	VAT			
<input type="text" value="10,000"/>	<input type="text" value="10,000"/>	<input type="text" value="D-Non VAT"/>	<input type="text" value="0"/>			
Non-Fiscal Data	<input type="text"/>					
						<input type="button" value="Save"/>



Step 10: How to select the item

- Click on the '+' button adjacent to the item code.

Search registered item [HOME > eTIMS Menu > Item Management > Search registered item]

Item Management

- > Search item classification
- > Search registered item

Search registered item

Item code KRA Changed

class code

+ 8411160300(Internal audits)

1 [Total Data : 1 / Total page : 1]

- The item details will display as below.
- Click inside the item code to select the specific item.

Search registered item [HOME > eTIMS Menu > Item Management > Search registered item]

Item Management

- > Search item classification
- > Search registered item

Search registered item

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
KE3NTXNOX0000 1	Internal Auditing	B-16.00%	KE	NO	NT	N

1 [Total Data : 1 / Total page : 1]



Step 11:

- The selected item will appear on the 'sale item list' as shown below.
- Provide the quantity, the unit price (VAT inclusive) and any discount where applicable.
- Click 'Save'.

Sale item list

#1 +

Item name*	Package	Quantity*	Unit price (VAT incl)*	Discount rate*	Discount Amount
Internal Auc Q	NT	1 NO	10,000	0	0

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

Non-Fiscal Data

Save

Step 12:

- The receipt/invoice will appear on the 'Sales Receipt' as below
- To download the invoice/receipt, click the value under *Receipt number*.

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 v	30/11/2023	07/12/2023	Invoice number	Invoice number
Receipt type	--All-- v		Q Search		

Invoice number	Receipt number	Buyer Name	Sale date	Receipt type	Total Item Count	Total Taxable Amount	VAT	Summary Amount	
		1	ABCDE LTD	07/12/2023	Invoice	1	10,000	0	10,000

[Total Data : 1 / Total page : 1]

Add



Step 13:

- The 'receipt information' is displayed
- To download the invoice click on 'Receipt'.

Receipt Information ✕

PIN : A00 [REDACTED]

client ID : P000000000

Item sequence	Item class code	Item code	Item name	Unit price (VAT incl)	Quantity	Supply Price	Discount Amount	Taxable Supply Price	Tax type	VAT
1	8411160300	KE3NTXNOX00001	Internal Auditing	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-7E12-EM
Receipt Singnature	ODEA-H4TR-D3PI-XSQF

 [Receipt](#)

END OF INVOICE/RECEIPT GENERATION



Step 14: How to issue a Credit note

- Click the value under 'Invoice number' to generate a credit note.

Sales Receipt [HOME > eTIMS Menu > Transaction Management > Sales Receipt]

Transaction Management

Sales Receipt

Sale date: 30/11/2023 | Day: 07/12/2023 | Invoice number: [input]

Receipt type: --All-- [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

[Total Data : 1 / Total page : 1]

Add

Step 15:

- Confirm whether it is 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 16: Provide the reason for raising the credit note and 'save'.

Invoice Information		Credit Note reason		
Sale type	Normal	--Select--	Status	Approved
Receipt type	Invoice	Missing Quantity	Receipt issue date	07/12/2023 16:25:53
Branch name	Headquarter	Missing Waiting	Payment Type	CASH
Buyer PIN	P000000000	Damaged	Buyer Mobile No	0700000000
Non-Fiscal Data		Wasted		
Total Taxable Amount	10,000	Raw Material Shortage	Total Amount	10000
Tax-D Taxable Amount	10,000	Refund	Tax-D Rate	0%
		Wrong Customer PIN		
		Wrong Customer name		
		Wrong Amount/price		
		Wrong Quantity		
		Wrong Item(s)		
		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 17: The credit note will appear with a negative as shown below.

Item Management Transaction Management VAT Reports User Support

Sales Receipt [HOME > eTIMS Menu > Transaction Management > Sales Receipt]

Transaction Management

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

[Total Data : 2 / Total page : 1]

Add



Step 18:

- The credit note will appear on the ‘Sales Receipt’ as below
- To view the credit note details, click the value under *Receipt number*

Item Management Transaction Management VAT Reports User Support

Sales Receipt [HOME > eTIMS Menu > Transaction Management > Sales Receipt]

Transaction Management

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	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

[Total Data : 2 / Total page : 1]

Add

Step 19:

- The credit note information is displayed as shown below
- To download the credit note click on ‘Receipt’

PIN : P [REDACTED]										
client ID : [REDACTED]										
CREDIT NOTE										
Receipt Number : 1										
Item sequence	Item class code	Item code	Item name	Unit price (VAT incl)	Quantity	Supply Price	Discount Amount	Taxable Supply Price	Tax type	VAT
1	5510151500	KE2CTXBXX00001	Mugs	452.4	150	67860	0	67860	D	0
TOTAL										-67860
TOTAL TAXABLE D-0										-67860
TOTAL TAX D										-0
TOTAL TAX										-0
SCU INFORMATION										
Date	18/12/2024									
Invoice Number	[REDACTED]									
Internal Data	PZOZ-B53C-744Y-IOBB-J7RU-F37V-ZI									
Receipt Signature	I2CZ-G5L6-65PP-MIK5									

 [Receipt](#)

THE END