USER GUIDE FOR INVOICING VIA THE eTIMS ONLINE PORTAL
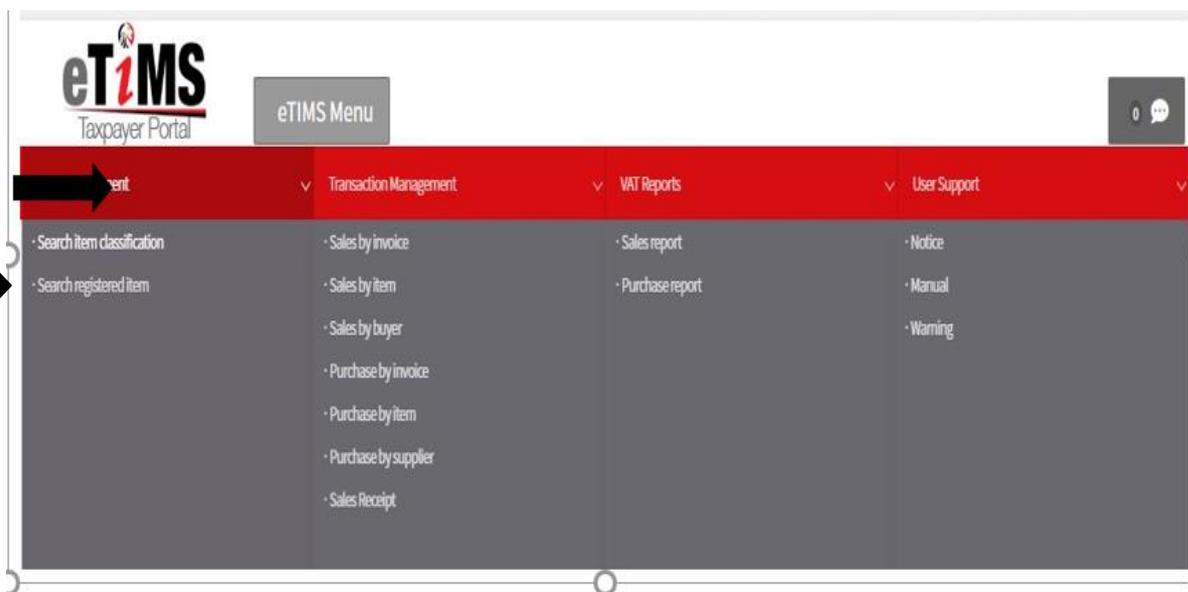
Step 1:
- Access the eTIMS Taxpayer Portal
- Use (KRA PIN) as the '*User ID*' and '*Password*' created during sign-up.
- '*Login*'

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.

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.

Step 5:

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

- The registered item should appear as below

END OF ITEM REGISTRATION

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Step 6: **How to Generate a Sales Receipt**

- Click on '*Transaction Management'*
- Select' *Sales Receipt'* option
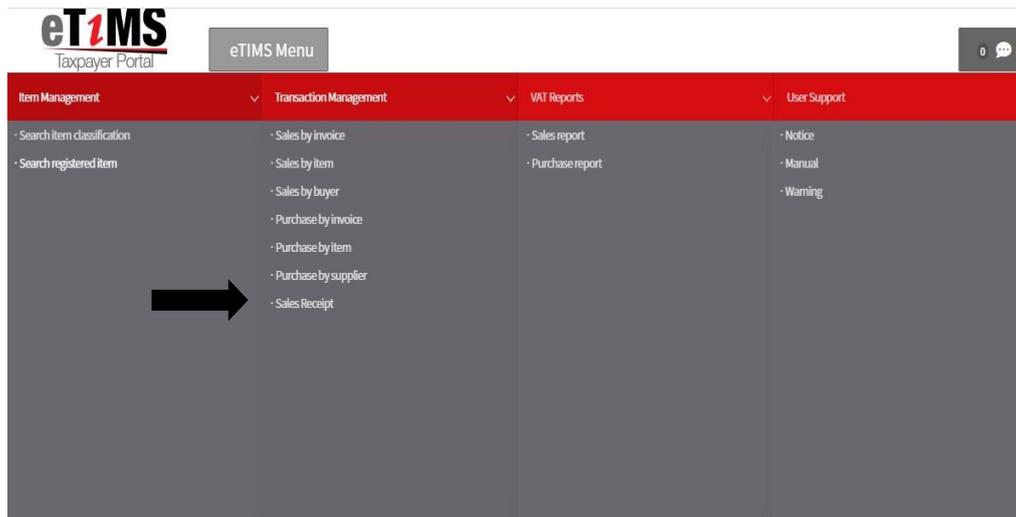
Step 7: Click the '*add'* button to proceed.

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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	
› Sales by item	
› Sales by buyer	
› Purchase by invoice	
› Purchase by item	
› Purchase by supplier	
› Sales Receipt	

Buyer PIN   P000000000O   Buyer Name   ABCDE LTD

Buyer Mobile No*   0700000000   Buyer Foreigner No
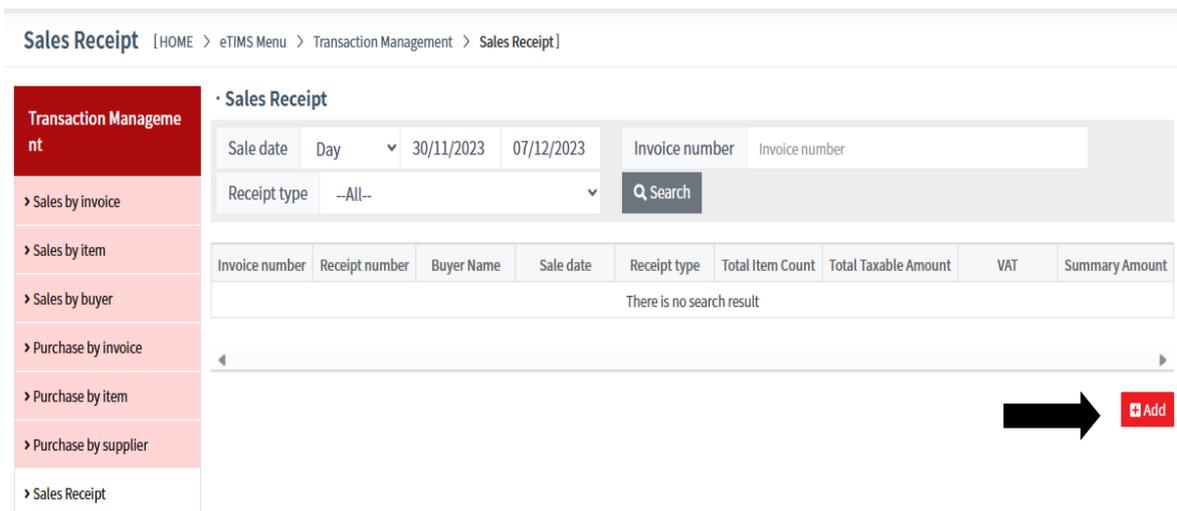
Payment Type*   CASH

Total Supply Price

Total Taxable Amount   Total Tax Amount   Total Amount

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   +

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

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

Non-Fiscal Data

🖫 Save

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Step 10: How to select the item

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

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

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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*'.

Step 12:

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

Step 13:

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

Receipt Information ✕

PIN : A00▮▮▮▮▮▮▮

client ID : P000000000O

Item se quence	Item class code	Item code	Item name	Unit price (VAT incl)	Quantity	Supply Pri ce	Discount Amount	Taxable S upply Pric e	Tax typ e	VAT
1	8411160300	KE3NTXNOX 00001	Internal Aud iting	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-7EI2-EM								
Receipt Singnature		ODEA-H4TR-D3PI-XSQF								

➡ **Receipt**

END OF INVOICE/RECEIPT GENERATION

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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]

· Sales Receipt

Transaction Management

> Sales by invoice
> Sales by item
> Sales by buyer
> Purchase by invoice
> Purchase by item
> Purchase by supplier
> Sales Receipt

| Sale date | Day ∨ | 30/11/2023 | 07/12/2023 | Invoice number | Invoice number |
| Receipt type | --All-- | | | Q 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]

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	P000000000O	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

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Step 16: Provide the reason for raising the credit note and '*save*'.

Step 17: The credit note will appear with a negative as shown below.

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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

> 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	30/11/2023	07/12/2023	Invoice number	Invoice number
Receipt type	--All--				

Q 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

1

[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▮▮▮▮

client ID : ▮▮▮▮

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	▮▮▮▮
Internal Data	PZOZ-B53C-744Y-IOBB-J7RU-F37V-ZI
Receipt Signature	I2CZ-G5L6-65PP-MIK5

Receipt

THE END

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