



ONLINE - USER MANUAL

Smart
INVOICE
Invoice the Smart Way

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1. INTRODUCTION

1.1. Overview

Welcome to the Smart Invoice Online User Manual. This comprehensive guide has been designed to provide you with all the information you need to make the most of the Smart Invoice Online solution.

Whether you are a seasoned professional or a first-time user, this document will provide guidance and information on the features, functionalities, and best practices on using the Online solution.

1.2. Goal of the User Manual

The primary goal of this User Manual is to empower the user with the knowledge and skills required to effectively utilize the Smart Invoice Online Solution. By the end of this document, you should be able to:

- Efficiently Navigate the Taxpayer Portal
- Apply for a Smart Invoice solution
- Create a New Sale receipt
- Monitor and Generate reports for Sales transactions
- Monitor and Generate reports for Purchase transactions
- Monitor and Generate reports for Stock and Product Items
- Review Tax annexures
- Access resources for user support

1.3. Management Module

The Management Module has the following menus:

1. **Item Management:** Users can search item classifications and view registered items information by filtering with different parameters.
2. **Stock Management:** Monitoring of stock (inventory, stock history, etc.)
3. **Transaction Management:** Monitoring of sales and/or purchase transactions
4. **Tax Annexure:** View previously submitted reports.
5. **User Support:** Access support resources

2. APPLY FOR SMART INVOICE ONLINE SOLUTION

2.1 Sign Up

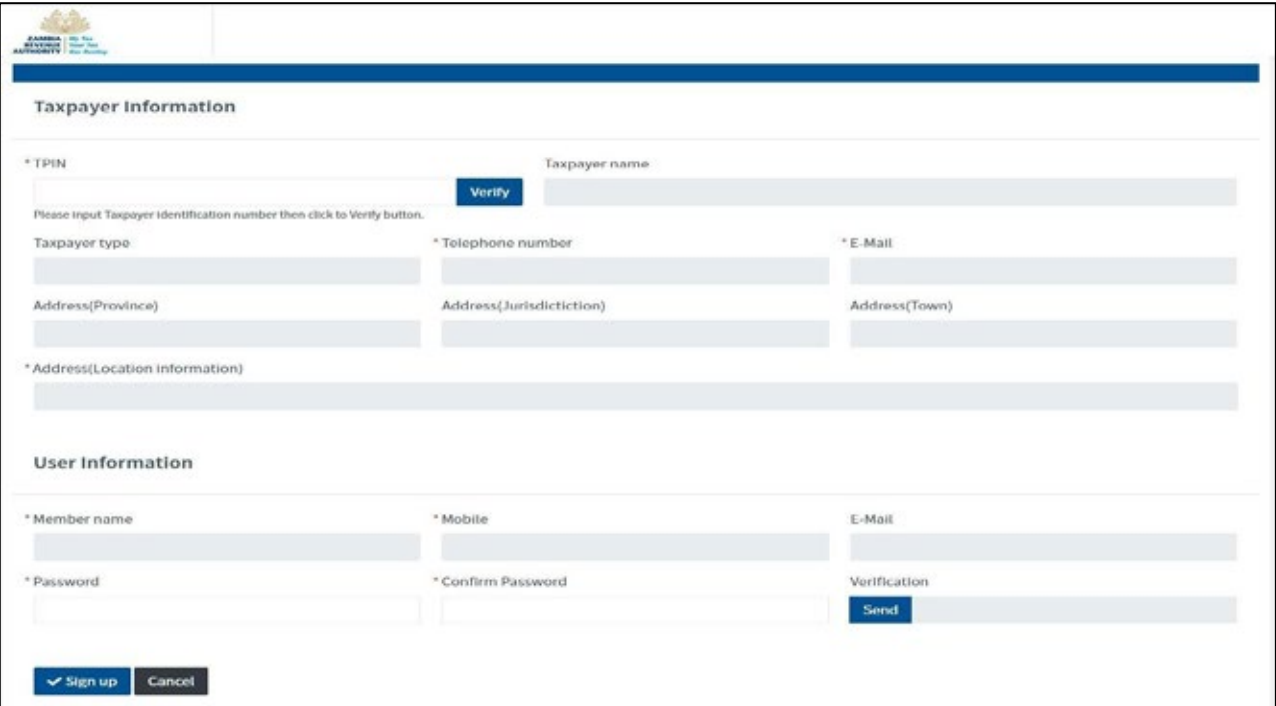
Step 1: Navigate to Taxpayer portal in your browser



The screenshot shows the 'TAXPAYER LOGIN' page of the Zambia Revenue Authority. At the top is the ZRA logo with the tagline 'My Tax, Your Tax, Our Destiny'. Below the logo, there are two input fields: 'TPIN' and 'Password'. A blue 'LOGIN' button is positioned below the password field. Below the login button is a blue 'SignUP' button. At the bottom, there are two links: 'Forgot your password?' and 'Are you new on this system? Learn More'.

Figure 1 - Login Page

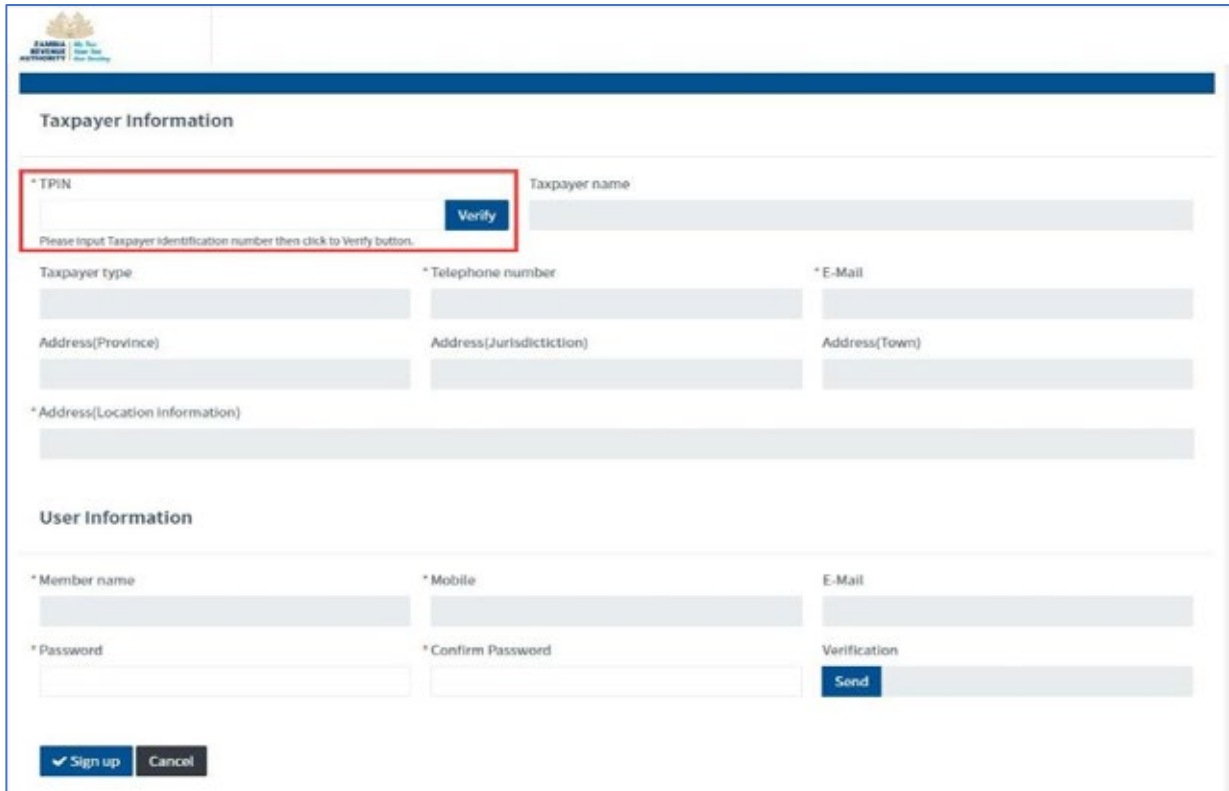
Step 2: Click on Sign Up button



The screenshot shows the 'Sign Up Form' of the Zambia Revenue Authority. The form is divided into two main sections: 'Taxpayer Information' and 'User Information'. The 'Taxpayer Information' section includes fields for 'TPIN' (with a 'Verify' button), 'Taxpayer name', 'Taxpayer type', '* Telephone number', '* E-Mail', 'Address(Province)', 'Address(Jurisdiction)', 'Address(Town)', and '* Address(Location information)'. The 'User Information' section includes fields for '* Member name', '* Mobile', 'E-Mail', '* Password', '* Confirm Password', and 'Verification'. A blue 'Send' button is located at the bottom right of the 'User Information' section. At the very bottom, there are two buttons: 'Sign up' and 'Cancel'.

Figure 2 - Sign Up Form

Step 3: Type in your TPIN and then click the verify Button



The screenshot shows a web form for TAMBA (Taxpayer Account Management and Billing Application). The form is divided into two main sections: "Taxpayer Information" and "User Information".

Taxpayer Information:

- * TPIN: A text input field with a "Verify" button next to it. A red box highlights this field and button. Below it, a message says "Please input Taxpayer identification number then click to Verify button."
- Taxpayer name: A text input field.
- * Taxpayer type: A text input field.
- * Telephone number: A text input field.
- * E-Mail: A text input field.
- Address(Province): A text input field.
- Address(Jurisdiction): A text input field.
- Address(Town): A text input field.
- * Address(Location information): A text input field.

User Information:

- * Member name: A text input field.
- * Mobile: A text input field.
- E-Mail: A text input field.
- * Password: A text input field.
- * Confirm Password: A text input field.
- Verification: A text input field with a "Send" button next to it.

At the bottom left, there are two buttons: "Sign up" (with a checkmark icon) and "Cancel".

Figure 3 TPIN verification

After clicking the **Verify** button, Taxpayer information will be auto-populated into the input fields.

Step 4: Set up your password. Ensure to adhere to the password policy.

Step 5: Click the **Send** Button to authorize the sign-up.

- A One-Time-Password (OTP) will be sent to the registered taxpayer phone number.
- You will then receive an SMS on your Mobile phone.
- Type in the OTP. For example: SMS says "Request security code is [579086]". You will type in 579086.

Taxpayer Information

* TPIN Taxpayer name

Please input Taxpayer identification number then click to Verify button.

Taxpayer type * Telephone number * E-Mail

Address(Province) Address(Jurisdiction) Address(Town)

* Address(Location information)

User Information

* Member name * Mobile E-Mail

* Password * Confirm Password Verification

Figure 4 - Taxpayer Information Verification

Step 6: Click the Sign-Up button to Submit.

Address(Province) Address(Jurisdiction) Address(Town)

COPPERBELT PROVINCE ISMTO Kitwe Kitwe

* Address(Location information)

Kitwe,05,POLLACK STREET,NKANAWEST

User Information

* Taxpayer name E-Mail

IDEN ZULU zulu@zra.org.zm

* Password

Verification

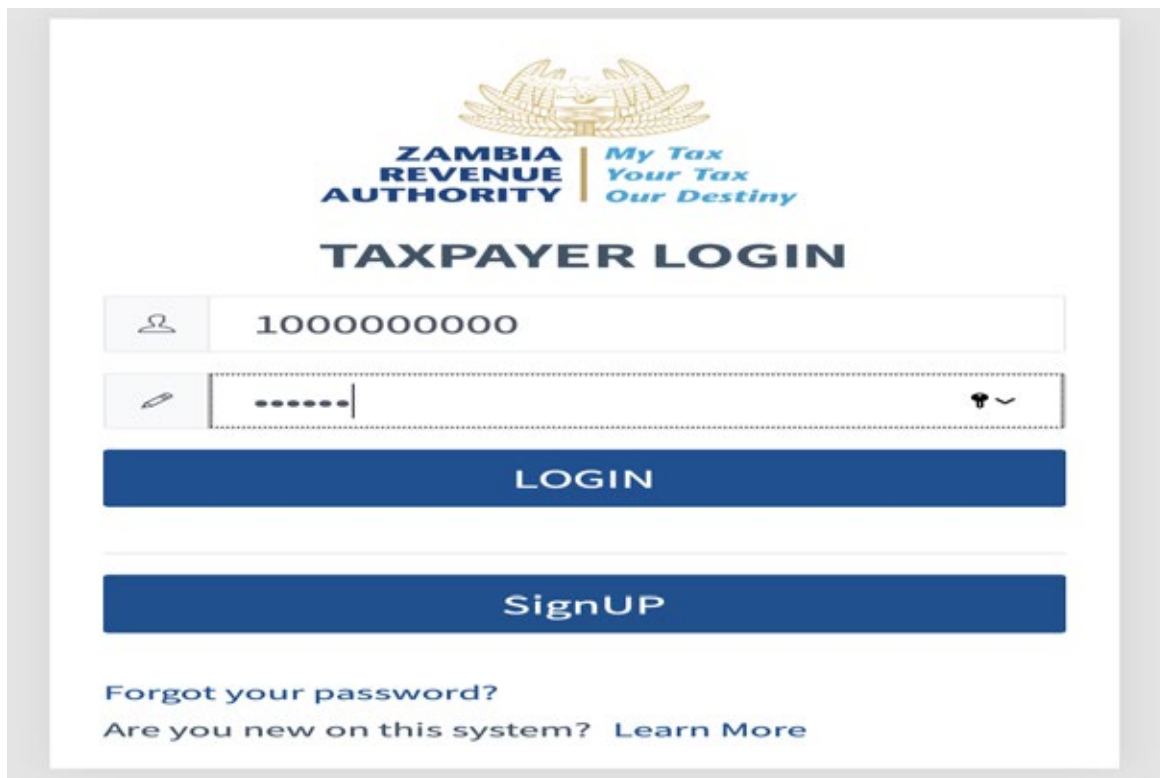
5b6bf

Sign up(TPIN)
Sign up is completed

Figure 5 - Taxpayer Sign Up

2.2 Initiate and Send application for Smart Invoice Online

Step 7: Browse the Taxpayer portal in your browser. Enter **User ID** and **Password** you provided in Step 4



The image shows the Taxpayer Login page of the Zambia Revenue Authority. At the top is the ZRA logo with the tagline "My Tax Your Tax Our Destiny". Below the logo is the text "TAXPAYER LOGIN". There are two input fields: one for the User ID (containing "10000000000") and one for the Password (containing "....."). Below the password field is a "LOGIN" button. Below the "LOGIN" button is a "SignUP" button. At the bottom, there are two links: "Forgot your password?" and "Are you new on this system? Learn More".

Figure 6 Login Page

Then click **Login** button.

Step 8: Upon successful Login click **Apply** button located at the top right area, then click **Smart Invoice** button.

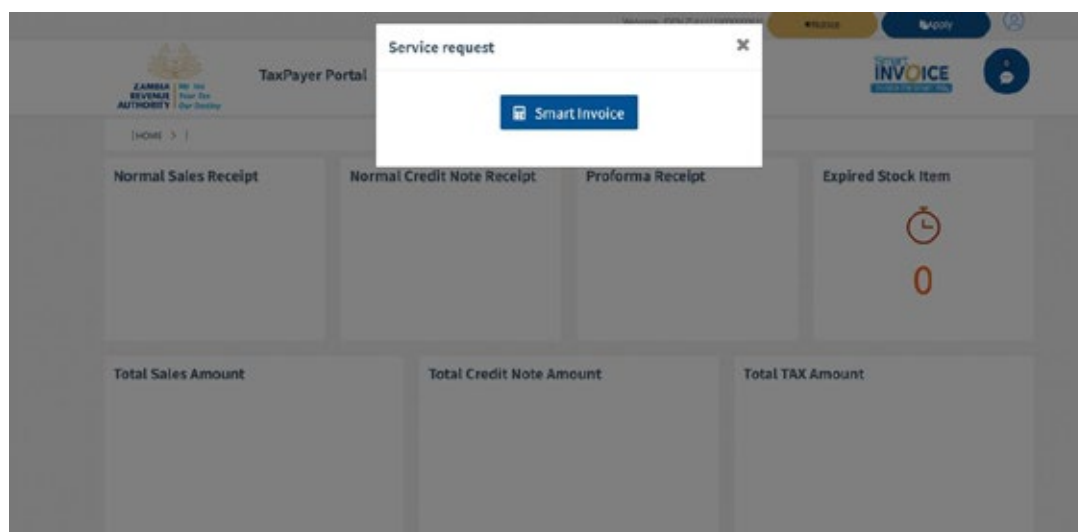


Figure 7 - Service Request

Step 9: Fill in the service information. On Smart Invoice Type choose **ONLINE** and attach the required document. And then click **Send** button.

Service Request (Smart Invoice)

Taxpayer Information

TPIN	Taxpayer name	Tax category
1000000002	KATWE INOVATIONS LTD	VAT
Taxpayer type	Telephone number	E-Mail
Partnership	0968878955	rep-57@zra.org.zm
Address(Province)	Address(Jurisdiction)	Address(Town)
COPPERBELT PROVINCE	ISMT0 Eastern Province	Lusaka
Address(Location information)		
Kitwe,HOUSE NO 4 2,MISEHI - WUSAKILE,AAAAA		

Service Information

* Smart Invoice Type

Figure 8 Service Request form

Step 10: Zambia Revenue Authority will process the service request.

- Approval to the request is received via sms.
- Login in as instructed in *STEP 7* and Start using the **Smart Invoice Online**.

3. ITEM MANAGEMENT

In this part of the system, the taxpayer can browse items by standardized classification hierarchy and also search registered items.

3.1. Search Item Classification

3.1.1. Item Classification Hierarchy

The items are classified in a hierarchy of Segment, Family, Class, Commodity respectively.

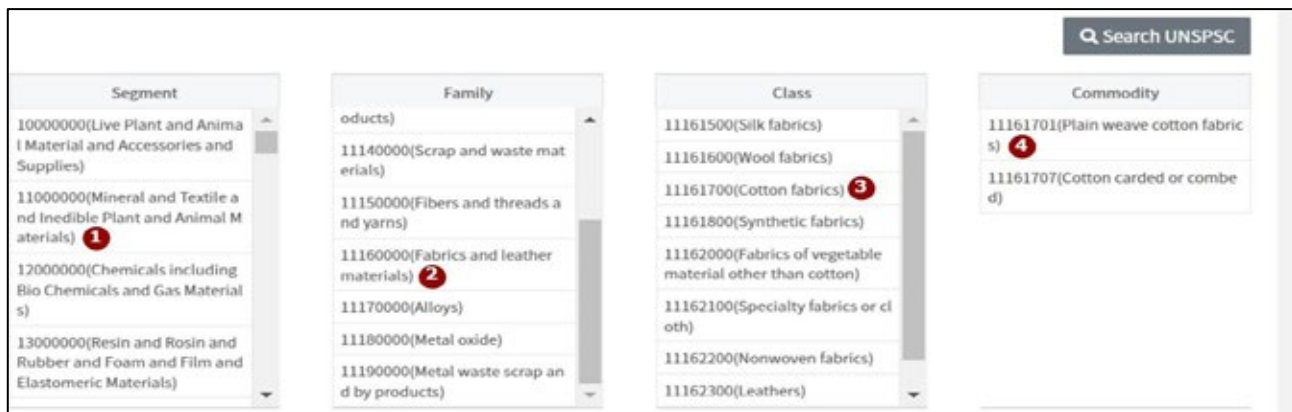


Figure 9 - Items Classification Hierarchy

3.1.2 Search United Nations Standard Products and Services Code (UNSPSC)

The items can also be searched using the UNSPSC classification:

1. Click the **Search UNSPSC** button
2. Enter any preferred search parameter(s)
3. Click the **Search** button

1

Q Search UNSPSC

2

Category code

Category code

Category name

Category name

Level

--All--

3

Q Search

Code	Name	Level
10000000	Live Plant and Animal Material and Accessories and Supplies	Sagement
10100000	Live animals	Family
10101500	Livestock	Class
10101502	Dogs	Commodity
10101504	Mink	Commodity
10101506	Horses	Commodity
10101507	Sheep	Commodity
10101510	Mice	Commodity
10101511	Swine	Commodity
10101512	Rabbits	Commodity

1

2

3

4

5

6

7

8

9

10

Next

Last

[Total Data : 12520 / Total page : 1252]

Figure 10 - Searching Item by UNSPSC code

3.2. Registering a New Item

A user can register a new item to be used later in stock or even during sale and/or purchase transactions. To add an item:

Figure 11 - Registering a New Item

1. Click on ‘Search Registered Items’ menu on the left pane
2. Click on ‘Register’ button
3. Fill in the form to register a new item
4. Click ‘Save’ button

Figure 3.2: New Item Registration Form

3.3. Search Registered Item

A user can search items registered in their Smart Invoice Client application:

1. Enter any preferred search parameter(s) - Item code OR Item Name and Click **Search**
2. The search results are filtered and displayed in area numbered (2)
3. Click a specific item in the results and The Item Information are displayed in area numbered (3)
4. You can export the list of items in excel file

The screenshot shows a web application interface for searching registered items. The breadcrumb trail at the top reads: HOME > Smart Invoice > Item Management > Search registered item.

Callout 1: Points to the search input area. It includes a dropdown menu for 'Item code', a text input field for 'Item code', a checkbox for 'ZRA Changed', and 'Search' and 'Reset' buttons.

Callout 2: Points to the search results table. The table has columns for 'Item code', 'Item Name', and 'Classification code'. It displays two results: '+ 1015160100(Wheat seeds)' and '+ 2312161400(Sewing machines)'. A blue box with the number '1' is at the bottom of the table, and a status bar shows '[Total Data : 2 / Total page : 1]'.

Callout 3: Points to the 'Item Information' table on the right. It contains fields for: Item classification code, Item classification name, Item code, Item Name, Quantity Unit, Package unit, Item type, Tax type, Origin nation, Item standard name, Additional information, Registrant ID, and Registration date.

Callout 4: Points to the 'Excel Download' and 'Register' buttons at the bottom left of the interface.

Figure 12 - Searching Registered Item

4. STOCK MANAGEMENT

4.1. Stock Inventory

Items in stock inventory can be accessed and filtered:

1. The list of items in the stock are listed in area numbered (1)
2. Filter the stock inventory items by entering item classification code or item code and click **Search**.
3. The stock inventory list can be exported by clicking the **Excel Download** button

The screenshot shows the 'Stock Inventory' page. On the left is a sidebar with 'Stock Management' and a list of options including 'Stock Inventory', 'Stock by item', 'Stock by Client/Supplier', 'Imported item list', 'Stock-in history', 'Stock-out history', 'Stock movement', and 'Opening/Closing stock'. The main area has a breadcrumb trail: [HOME > Smart Invoice > Stock Management > Stock Inventory]. Below this is a search section with two input fields: 'Item classification code' and 'Item code'. To the right of these fields are 'Search' and 'Reset' buttons. Below the search fields is a table with columns: 'Branch code', 'Item classification code', 'Item classification name', 'Item code', 'Item Name', 'Residue quantity', and 'Quantity Unit'. The table currently displays the message 'There is no search result'. Below the table is an 'Excel Download' button with a red notification icon.

Figure 13 - Stock Inventory

4.2. Stock by Item

Items in stock inventory can be accessed and filtered by item:

1. The list of items in the stock are listed in area numbered (1)
2. Filter the list by entering **Reported Date** or **Item Code** and click **Search**.
3. The items list can be exported by clicking the **Excel Download** button

The screenshot shows the 'Stock by item' page. The breadcrumb trail is: [HOME > Smart Invoice > Stock Management > Stock by item]. The left sidebar is identical to Figure 13. The main area has a search section with 'Report Date' (set to 07/12/2023), 'Day' (dropdown), and 'Item code' (dropdown). To the right are 'Search' and 'Reset' buttons. Below the search fields is a table with columns: 'Item Code(Name)', 'Quantity Unit Code', and two sections: 'Stock In' (with sub-columns: Quantity, Price, Total Value) and 'Stock Out' (with sub-columns: Quantity, Price, Total Value). The table currently displays the message 'There is no search result'. Below the table is an 'Excel Download' button with a red notification icon.

Figure 14 - Stock by Item

4.3. Stock by Client/Supplier

Items in stock inventory can be accessed and filtered by Client OR Supplier:

1. The list of items in the stock are listed in area numbered (1)
2. Filter the list by entering **Reported Date**, **item name/code** OR **CUSTOMER** and click **Search**.
3. The items list can be exported by clicking the **Excel Download** button

Figure 15 - Stock by Client/Supplier

4.4. Imported Item List

The user can view the list of all imported items

1. The list of imported items are listed in area numbered (1)
2. Filter the list by entering **Reported Date**, **item name** OR **Supplier Name** and click **Search**.
3. The items list can be exported by clicking the **Excel Download** button

Figure 16 - Imported Items List

4.5. Stock-In History

The user can view the Stock-In history:

1. The list of items added in the stock are listed in area numbered (1)
2. Filter the list **Reported Date, Item Code/Name** and click **Search**.
3. The items list can be exported by clicking the **Excel Download** button

Stock-in history [HOME > Smart Invoice > Stock Management > Stock-in history]

Stock Management

- > Stock Inventory
- > Stock by item
- > Stock by Client/Supplier
- > Imported Item list
- > Stock-in history
- > Stock-out history
- > Stock movement
- > Opening/Closing stock

Stock-in history

Report Date Day 07/12/2023 07/12/2023 Item code Search

Branch code	Item code	Item Name	Purchase			Importation			Adjustment In	Processing In	Shipment Received
			Quantity	Price	Total Amount	Quantity	Price	Total Amount	Quantity	Quantity	Quantity
There is no search result											

Excel Download

Figure 17 - Stock-In History

4.6. Stock-Out History

The user can view the Stock-Out history:

1. The list of items deducted from the stock are listed in area numbered (1)
2. Filter the list **Reported Date, Item Code/Name** and click **Search**.
3. The items list can be exported by clicking the **Excel Download** button

Stock-out history [HOME > Smart Invoice > Stock Management > Stock-out history]

Stock Management

- > Stock Inventory
- > Stock by item
- > Stock by Client/Supplier
- > Imported Item list
- > Stock-in history
- > Stock-out history
- > Stock movement
- > Opening/Closing stock

Stock-out history

Report Date Day 07/12/2023 07/12/2023 Item code Search

Branch code	Item code	Item Name	Sales			Shipment Out	Adjustment Out	Damaged Expired	Processing Out
			Quantity	Price	Total Amount	Quantity	Quantity	Quantity	Quantity
There is no search result									

Excel Download

Figure 18 - Stock-Out History

4.7. Stock Movement

The user can view the Stock movement:

1. The list of items is listed in area numbered (1)
2. Filter the list **Reported Date**, **item Code/Name** and click **Search**.
3. The items list can be exported by clicking the **Excel Download** button

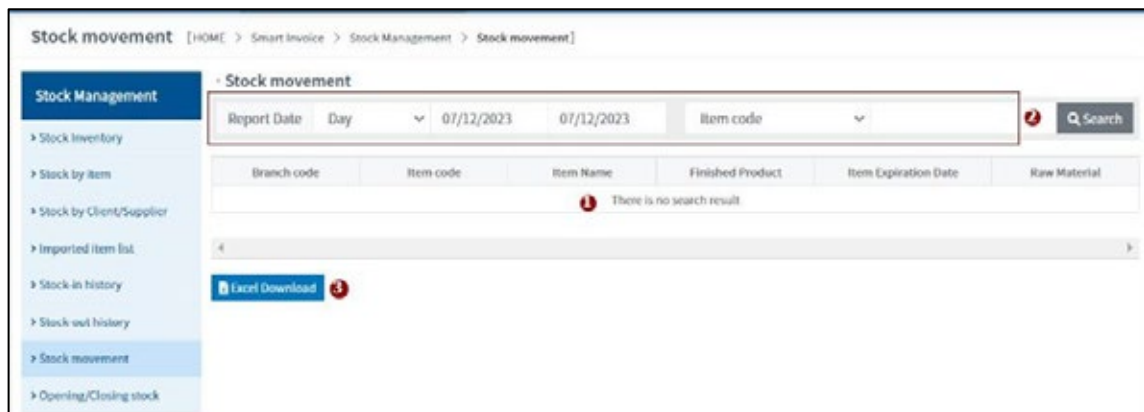


Figure 19 - Stock Movement

4.8. Opening/Closing Stock

The user can view the Opening & Closing Stock:

1. The list of items is listed in area numbered (1)
2. Filter the list **Reported Date**, **Item Code/Name** and click **Search**.
3. The items list can be exported by clicking the **Excel Download** button

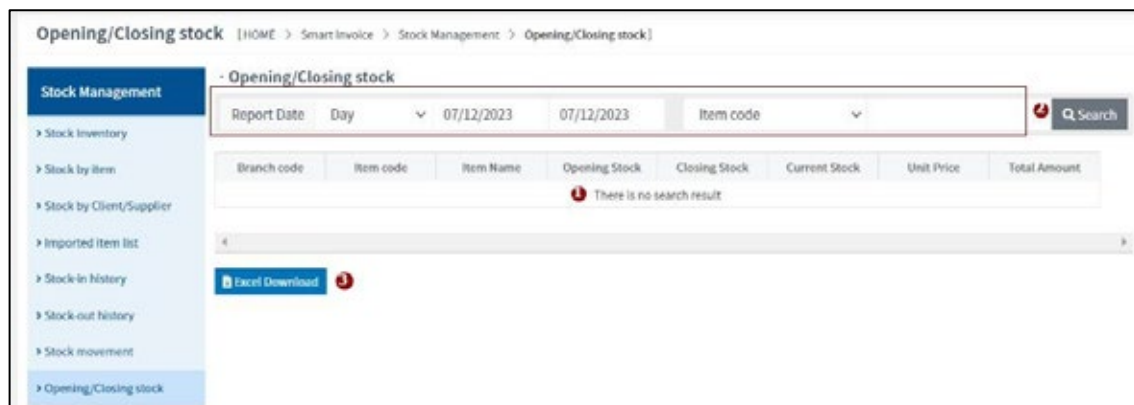


Figure 20 - Opening & Closing

5. TRANSACTION MANAGEMENT

5.1. Register a New Sale Transaction

A user can generate a new invoice for a new sale transaction. To create a new Invoice:

The screenshot displays the 'Sales Invoice' form. The sidebar on the left lists 'Transaction Management' options, with 'Sales Invoice' highlighted. The main form area includes fields for 'Sale date' (06/12/2023 to 13/12/2023), 'Invoice number', and 'Invoice type' (set to 'All--'). A search button is present. Below these fields is a table with the following data:

Invoice number	Buyer Name	Sale date	Invoice type	Total Item Count	Tot Taxable Amount	TAX	Summary Amount	Credit Note
1		13/12/2023	Sale	2	10,400	0	10,400	Credit Note

A blue button labeled 'Add Invoice' is located at the bottom right of the form.

Figure 21 - Adding a new invoice

1. Click on 'Sales Receipts'
2. Click 'Add Invoice'
3. Fill in Buyer information & Payment methods
4. Add an item by searching, then record quantity and unit price
5. You may add another item by clicking the + button
6. Once all items are added, click 'Save' then Confirm the invoice

Transaction Management

- > Sales by Invoice
- > Sales by item
- > Sales by buyer
- > Purchase by invoice
- > Purchase by item
- > Purchase by supplier
- > Sales Invoice

Sale information

Buyer TPIN Buyer Name

Buyer Mobile No Buyer Foreigner No

Payment Type*

Remarks

Total Supply Price

Total Taxable Amount Total Tax Amount Total Amount

Sale item list

#1

Item name*	Package	Quantity*	Unit price*	Supply Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Taxable Supply Price	Tax category	TAX	Total Price	
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	

Save

Figure 22 - New Invoice Details

5.2. Issuing a Credit Note

A sale can be refunded/cancelled by issuing a credit note:

Sales Invoice [HOME > Smart Invoice > Transaction Management > Sales Invoice]

Transaction Management

- > Sales by invoice
- > Sales by item
- > Sales by buyer
- > Purchase by invoice
- > Purchase by item
- > Purchase by supplier
- > Sales Invoice

Sales Invoice

Sale date Day 06/12/2023 13/12/2023 Invoice number Invoice number

Invoice type --All-- Search

Invoice number	Buyer Name	Sale date	Invoice type	Total Item Count	Tot Taxable Amount	TAX	Summary Amount	Credit Note
1		13/12/2023	Sale	2	10,400	0	10,400	Credit Note

[Total Data : 2 / Total page : 1]

Add Invoice

Figure 23 - Selecting a Sale to be Refunded/Cancelled

1. Click on 'Sales Receipts' to open the list of sales
2. On the sale to be refunded/cancelled click 'Credit Note'

Now the Sale information is displayed in a pop-up:

1. Click on ‘Credit Note’
2. Choose refund reason
3. Click ‘Save’

Figure 24 - Credit Note

5.3. Sales by Invoice

Sales transactions performed can be accessed and filtered by **INVOICE**:

1. The list of sales are listed in area indicated by (1) categorized by Invoice
2. Filter the sales transaction by entering: **Report Date, Invoice Number, SDC ID or Invoice Type** then click **Search**.
3. The sales transactions can be exported by clicking either the **Excel Invoices** button to download an aggregated report OR the **Excel Details** button to download details of a single invoice:

Figure 25 - Sales by Invoice

5.4. Sales by Item

Sales transactions performed can be accessed and filtered by **ITEM**:

1. The list of sales are listed in area indicated by (1) categorized by Item
2. Filter the sales transaction by entering: **Report Date, Item Code or Invoice Type** then click **Search**.
3. The sales transactions can be exported by clicking either the **Excel Report** button to download an aggregated report OR the **Excel Details** button to download a detail of a single invoice:

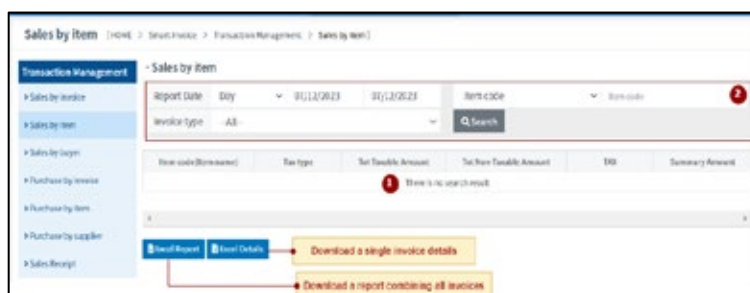


Figure 26 - Sales by Item

5.5. Sales by Buyer

Sales transactions performed can be accessed and filtered by **BUYER**:

1. The list of sales are listed in area indicated by (1) categorized by Buyer
2. Filter the sales transaction by entering: **Report Date, Item Code, Buyer Name or Invoice Type** then click **Search**.
3. The sales transactions can be exported by clicking the **Excel Report** button.

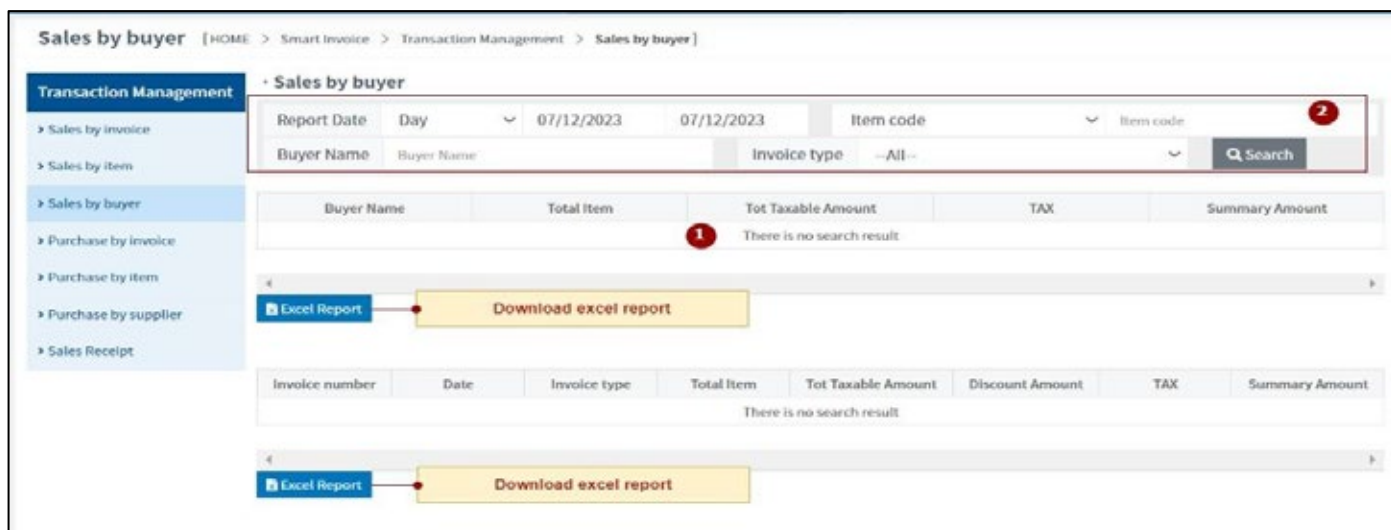


Figure 27 - Sales by Buyer

5.6. Purchase by Invoice

Purchase transactions performed can be accessed and filtered by **INVOICE**:

1. The list of purchases are listed in area indicated by (1) categorized by Invoice
2. Filter the Purchase transactions by entering: **Report Date, Invoice Number or Invoice Type** then click **Search**.
3. The Purchase transactions can be exported by clicking the **Excel Download** button.

Purchase by invoice [HOME > Smart Invoice > Transaction Management > Purchase by Invoice]

Transaction Management

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

Purchase by invoice

Report Date Day 07/12/2023 07/12/2023 Invoice number Invoice number

Invoice type --All-- Search

Invoice number	Receipt number	Supplier name	Date	Invoice type	Total Item	Tot Taxable Amount	Tot Non-Taxable Amount	TAX	Summary Amount
There is no search result									

Excel Download Export excel Report

Figure 28 - : Purchase by Invoice

5.7. Purchase by Item

Purchase transactions performed can be accessed and filtered by **ITEM**:

1. The list of purchases are listed in area indicated by (1) categorized by Item
2. Filter the Purchase transactions by entering: **Report Date, Item Code or Invoice Type** then click **Search**.
3. The sales transactions can be exported by clicking either the **Excel Report** button to download an aggregated report OR the **Excel Details** button to download an details of a single invoice:

Purchase by item [HOME > Smart Invoice > Transaction Management > Purchase by Item]

Transaction Management

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

Purchase by item

Report Date Day 07/12/2023 07/12/2023 Item code Item code

Invoice type --All-- Search

Item code(Item name)	Tax type	Tot Taxable Amount	Tot Non-Taxable Amount	TAX	Summary Amount
There is no search result					

Excel Report Excel Details

Download a single invoice details

Download a report combining all invoices

Figure 29 - Purchase by Item

5.8. Purchase by Supplier

Purchase transactions performed can be accessed and filtered by **SUPPLIER**:

1. The list of purchases are listed categorized by Supplier
2. Filter the purchase transaction by entering: **Report Date, Item Code, Supplier Name or Invoice Type** then click **Search**.
3. The purchase transactions can be exported by clicking the **Excel Report** button.

Sales Receipt

Purchase by supplier [HOME > Smart Invoice > Transaction Management > Purchase by supplier]

Transaction Management

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

Purchase by supplier

Report Date Day 07/12/2023 07/12/2023 Item code Item code
Supplier name Supplier name Invoice type --All-- Search

Supplier name	Total Item	Tot Taxable Amount	TAX	Summary Amount
There is no search result				

Excel Report

Invoice number	Date	Invoice type	Total Item	Tot Taxable Amount	Discount Amount	TAX	Summary Amount
There is no search result							

Excel Report

Figure 30 - Purchase by Supplier

Sales Receipts can be accessed and filtered by **INVOICE**:

1. The list of sales receipts are listed in area indicated by (1)
2. Filter the sales Receipts by entering: **Sale Date, Invoice Number OR Invoice Type** then click **Search**.

Sales Receipt [HOME > Smart Invoice > 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
Invoice type --All-- Search

Invoice number	Receipt number	Buyer Name	Sale date	Invoice type	Total Item Count	Tot Taxable Amount	TAX	Summary Amount
1 There is no search result								

Excel Report

Figure 31 - Sales Receipts

6. TAX ANNEXURE

7.1. Sales report

Sales Reports can be accessed:

1. Filter the sales reports by entering: **Report Date, Invoice Number OR Invoice Type** then click **Search**.
2. You may download the generated list of sales reports:

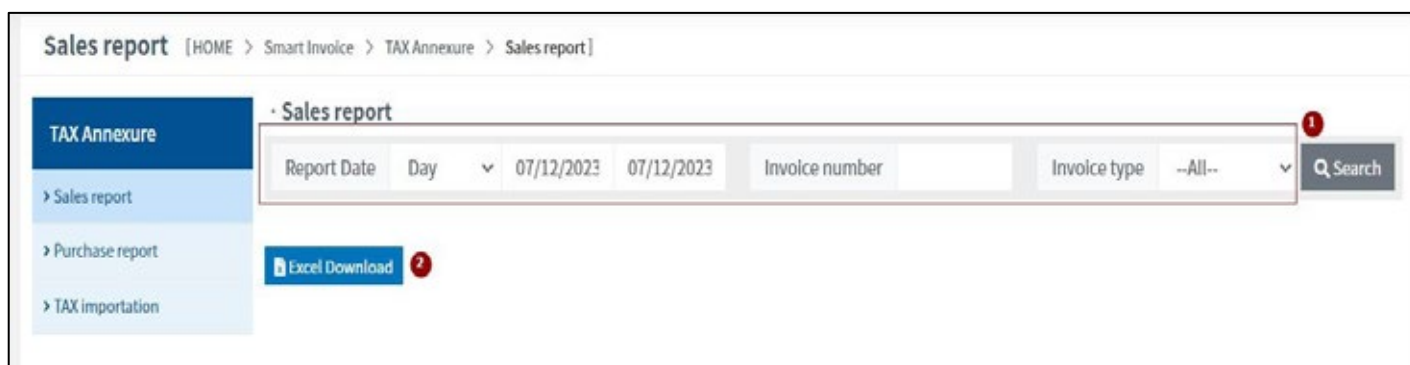
The screenshot shows the 'Sales report' page within a web application. At the top, there is a breadcrumb trail: [HOME > Smart Invoice > TAX Annexure > Sales report]. On the left, a sidebar menu under 'TAX Annexure' lists 'Sales report', 'Purchase report', and 'TAX importation'. The main content area has a title 'Sales report' and a search bar. The search bar contains fields for 'Report Date' (with a 'Day' dropdown and the value '07/12/2023'), 'Invoice number', and 'Invoice type' (with a dropdown set to '--All--'). A 'Q Search' button is on the right. Below the search bar is an 'Excel Download' button with a red notification badge '2'.

Figure 32 - Sales Report

7.2. Purchase report

Purchase Reports can be accessed:

1. Filter the purchase reports by entering: **Report Date, Invoice Number OR Invoice Type** then click **Search**.
2. You may download the generated list of purchase report:

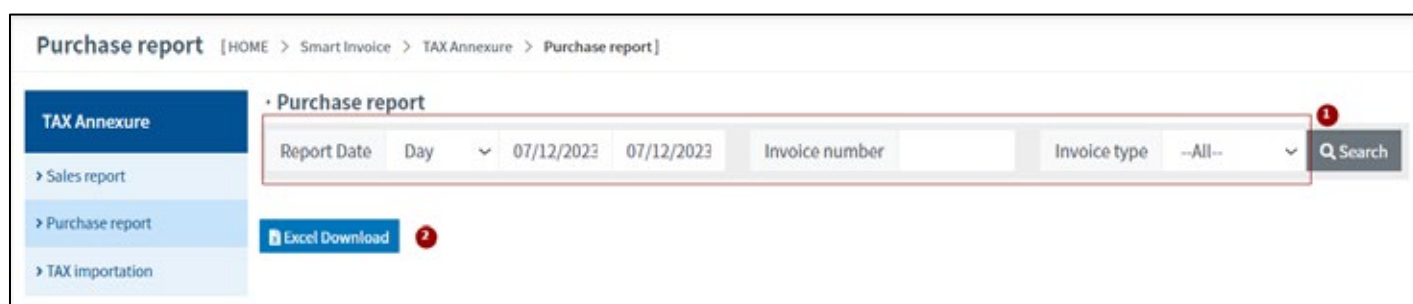
The screenshot shows the 'Purchase report' page. It has a similar layout to the sales report page, with a breadcrumb trail [HOME > Smart Invoice > TAX Annexure > Purchase report]. The sidebar menu highlights 'Purchase report'. The search bar includes 'Report Date' (07/12/2023), 'Invoice number', and 'Invoice type' (--All--), followed by a 'Q Search' button. An 'Excel Download' button with a red notification badge '2' is located below the search bar.

Figure 33 - Purchase Reports

7.3. Tax Importation

Tax Importation Reports can be accessed:

1. Filter the Tax importation reports by entering: **Declaration Date, Declaration Number or Nature of goods** then click **Search**.
2. You may download the generated list of Tax Importation report:

TAX importation [HOME > Smart Invoice > TAX Annexure > TAX importation]

TAX Annexure

- > Sales report
- > Purchase report
- > TAX importation

TAX importation

Declaration Date
Day
07/12/2023
07/12/2023

Declaration Number

Nature of Goods
Search

Declaration Tax Office Code	Declaration Number	Declaration Date	Nature of Goods	Country Code of Origin	Tariff Amount	TAX
There is no search result						

Excel Download

Figure 34 - Tax Importations

6. USER SUPPORT

8.1. Notice

The user can access a list of notices sent by the Authority and is able to filter/search using the notice title or content:

Notice [HOME > Smart Invoice > User Support > Notice]

User Support

- > Notice
- > Manual

Notice

Title

Search
Reset

Title	Attached file	View count	Registrant name	Registration date
There is no search result				

Figure 35 - Notices

8.2. Manual

The taxpayer can access a list of released manuals:

Manual

[HOME > Smart Invoice > User Support > Manual]

User Support

> Notice

> Manual

Manual

Manual name

Search

Reset

Manual name	Attached file	Registrant name	Registration date
There is no search result			

4

Figure 36 - Manuals

