ZAMBIA REVENUE AUTHORITY

My Tax
Your Tax
Our Destiny

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

Figure 1 - Login Page

Step 2: Click on Sign Up button

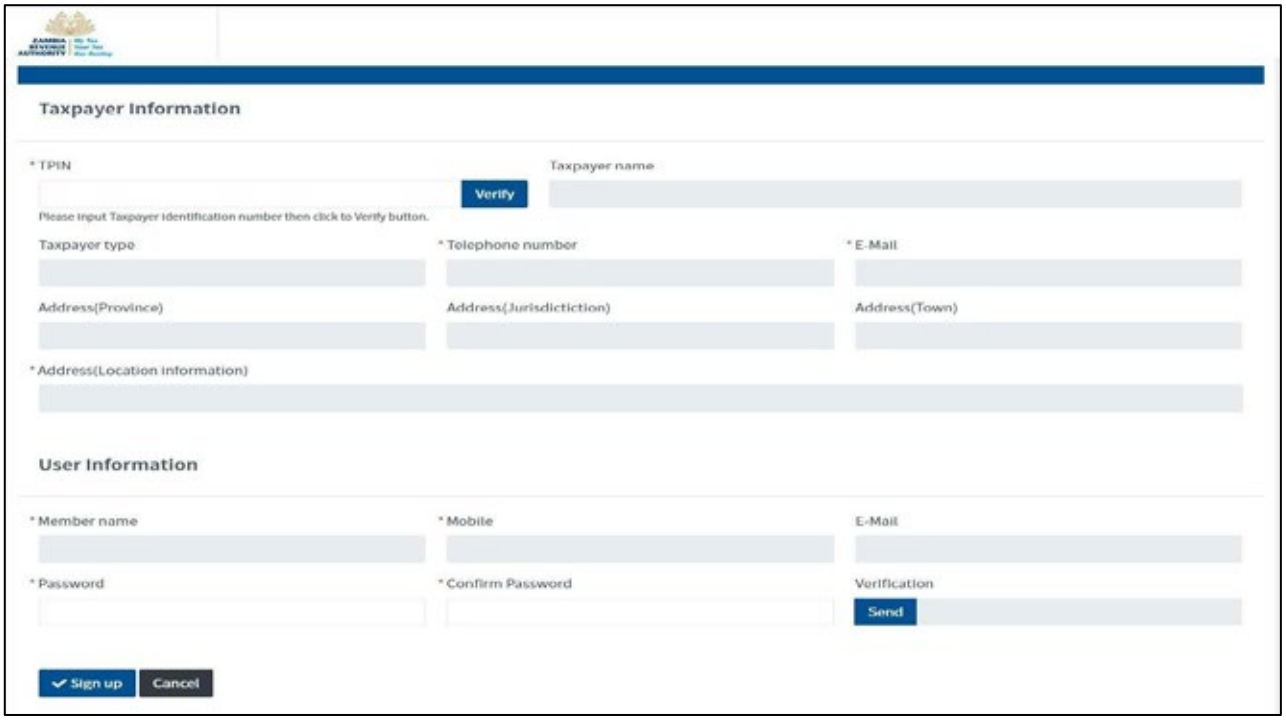

Figure 2 - Sign Up Form

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

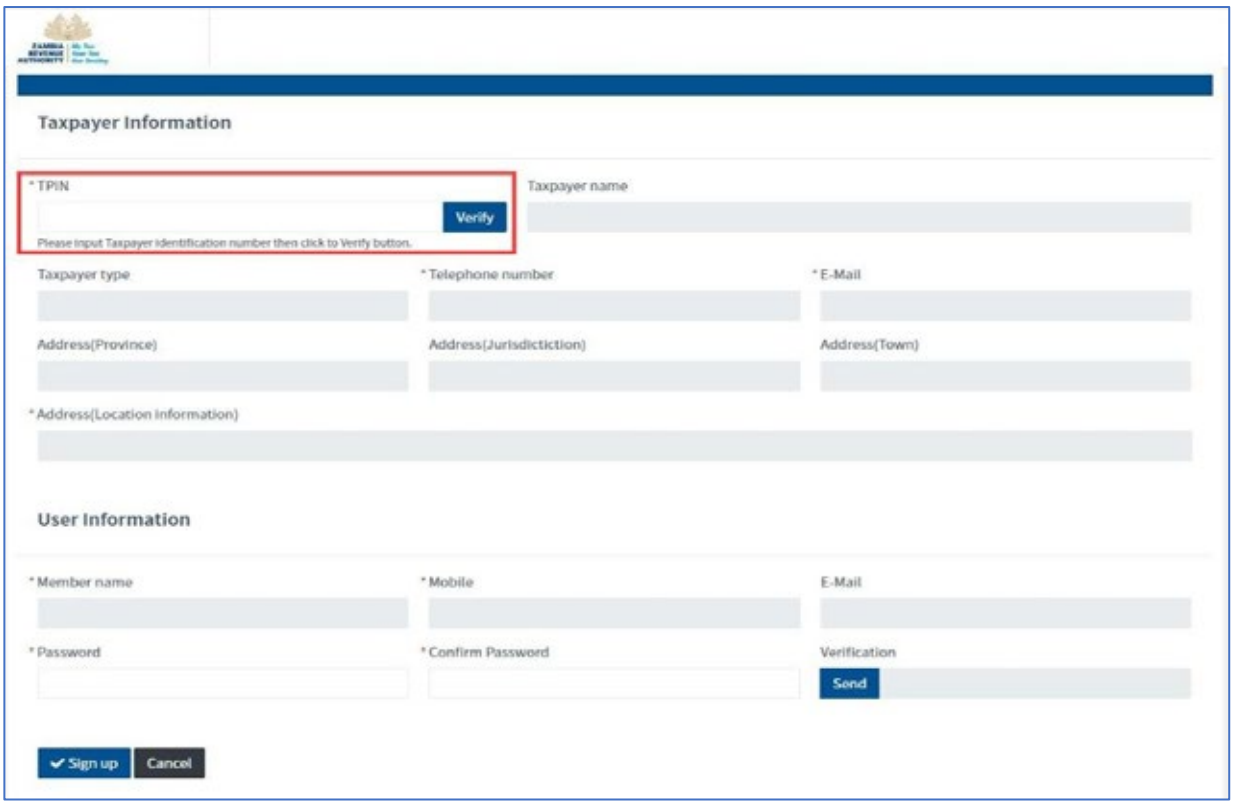

Figure 3 TPIN verification

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. A One-Time-Password (OTP) will be sent to the registered taxpayer phone number.

b. You will then receive an SMS on your Mobile phone.

c. Type in the OTP. For example: SMS says "Request security code is [579086]". You will type in 579086.

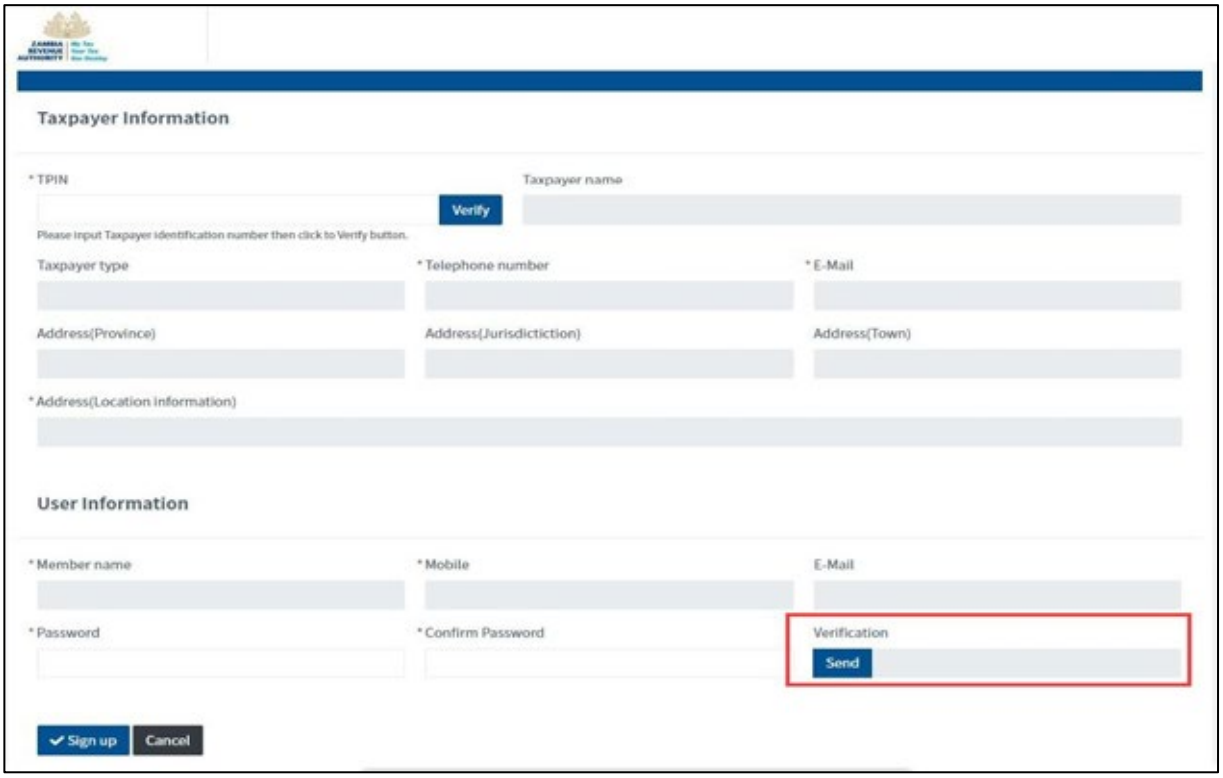

Figure 4 - Taxpayer Information Verification

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

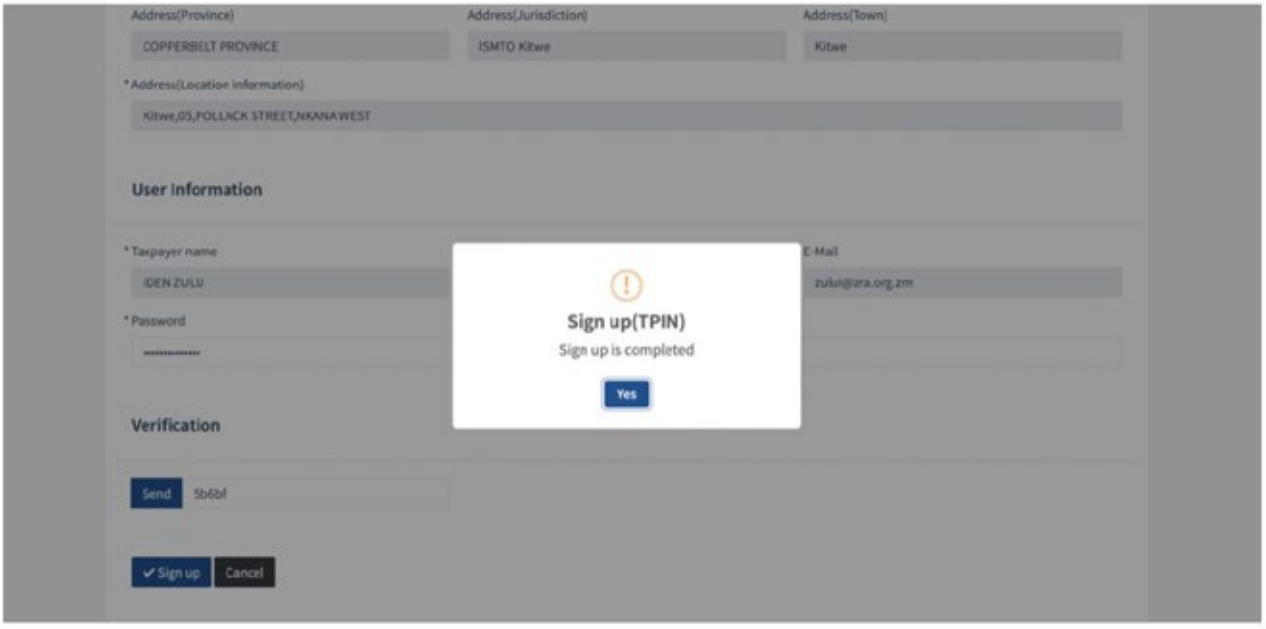

Figure 5 - Taxpayer Sign Up

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

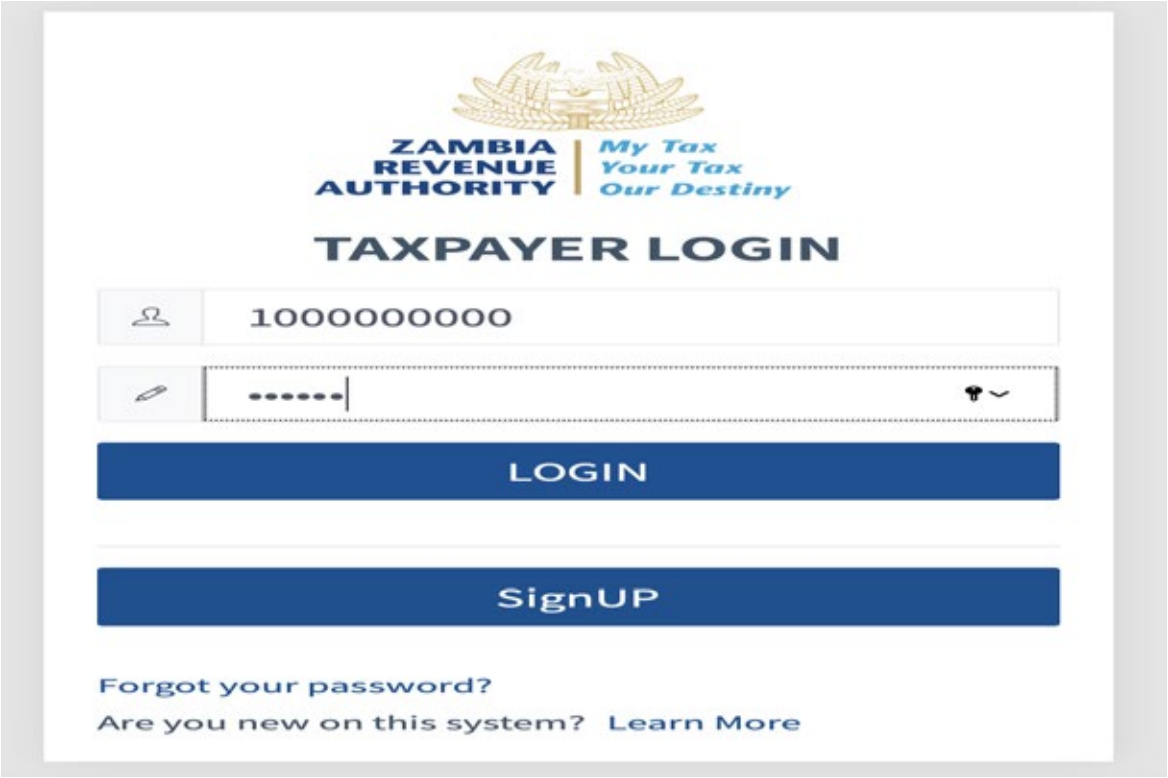

Figure 6 Login Page

Then click **Login** button.

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

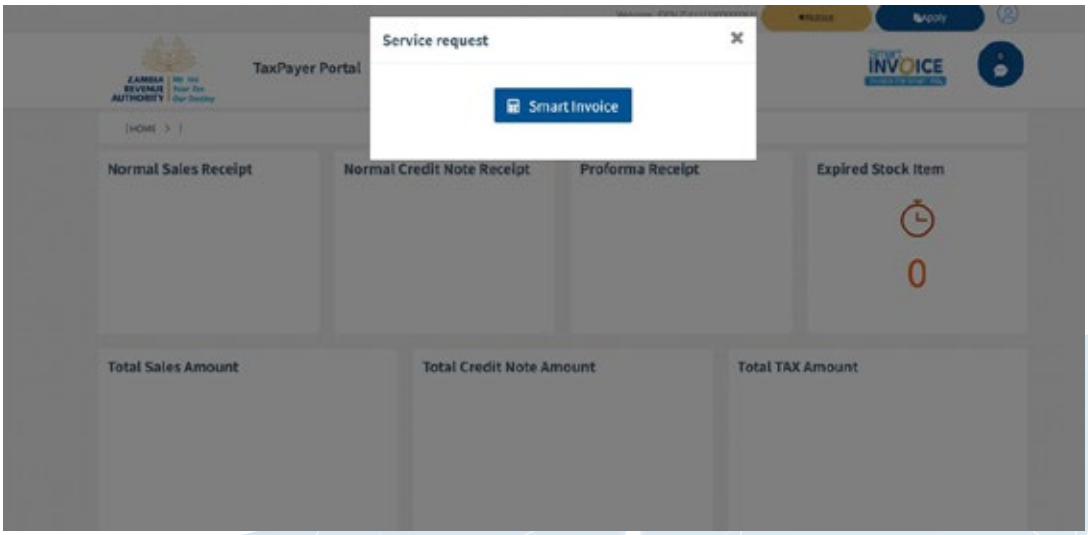

Figure 7 - Service Request

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

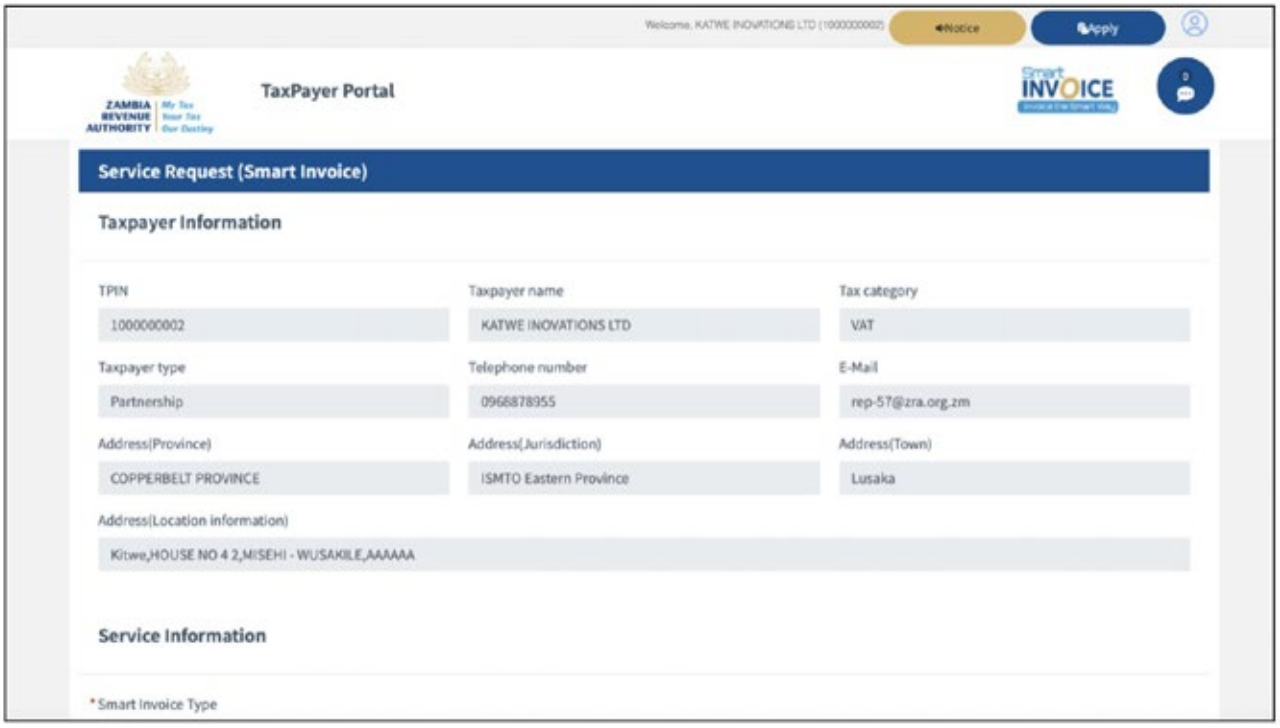

Figure 8 Service Request form

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

a) Approval to the request is received via sms.

b) 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

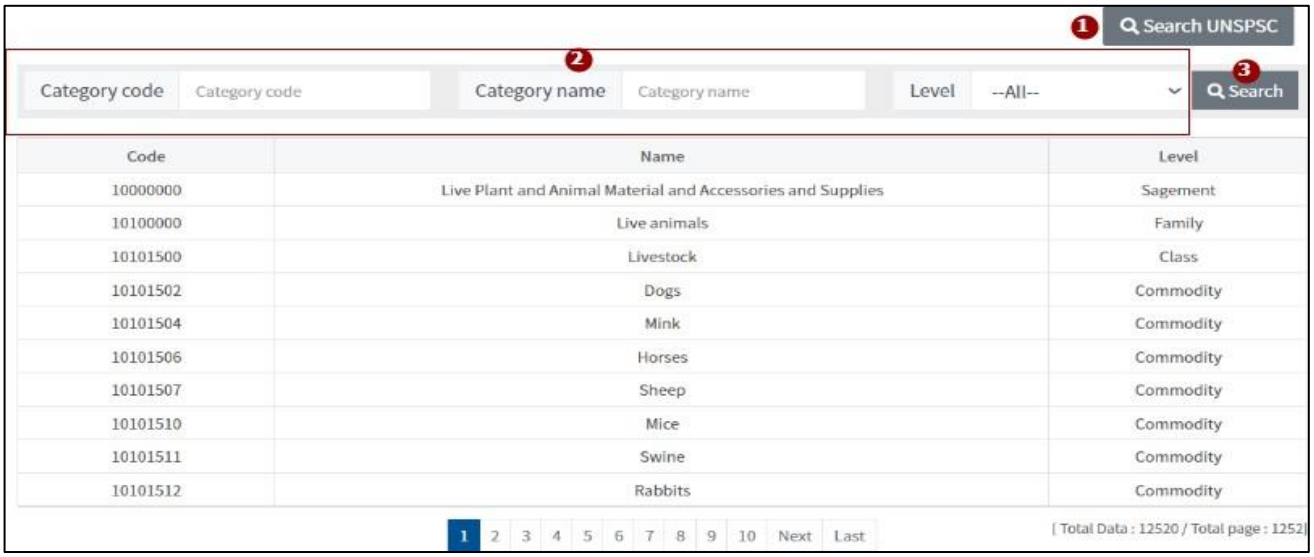

Figure 10 - Searching Item by UNSPSC code

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:

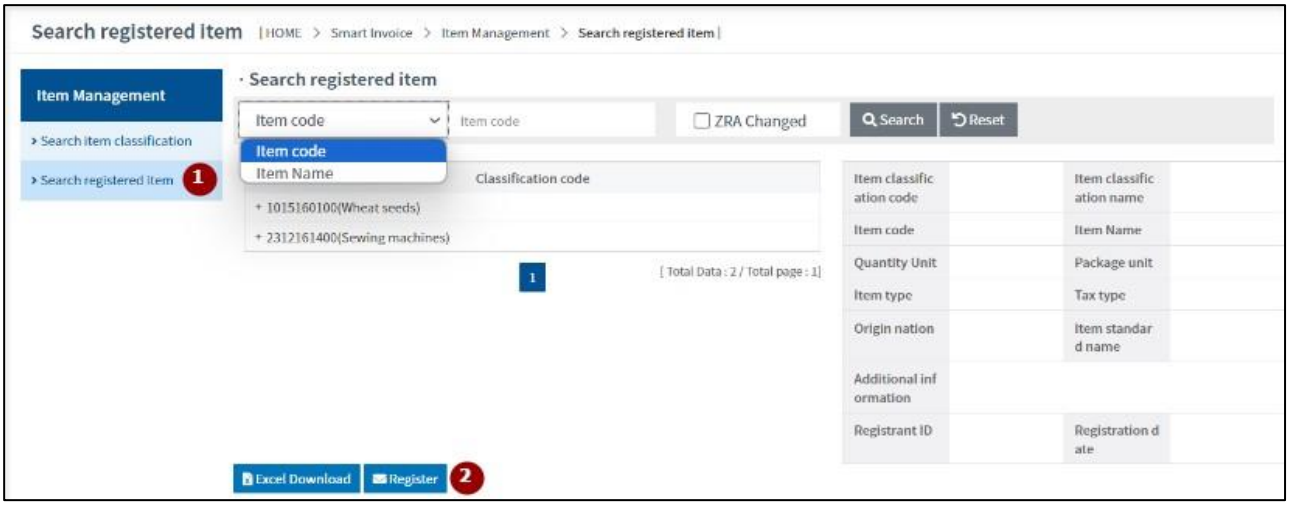

Figure 11 - Registering a New Item

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

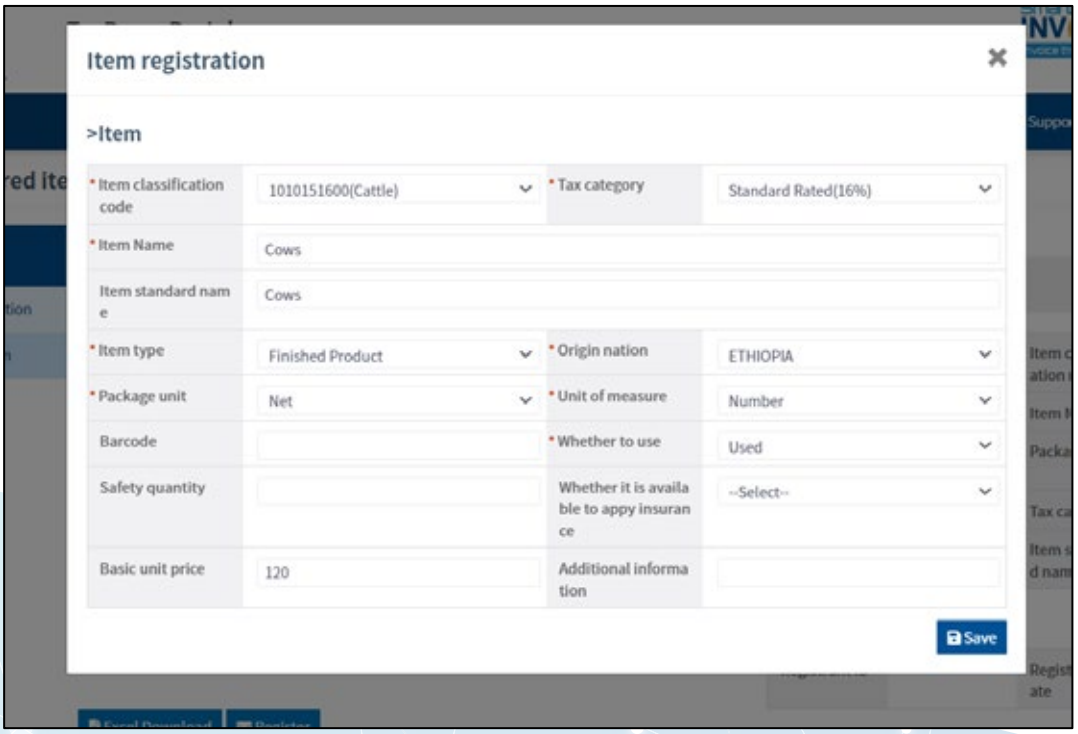

Figure 3.2: New Item Registration Form

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

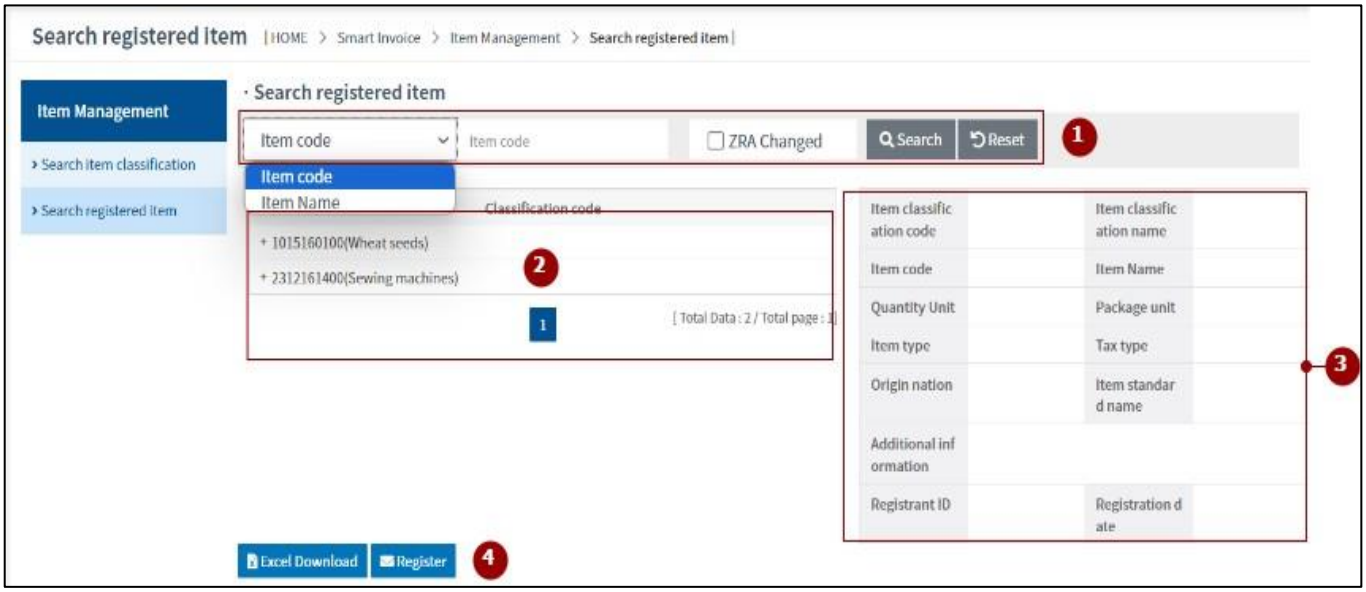

Figure 12 - Searching Registered Item

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

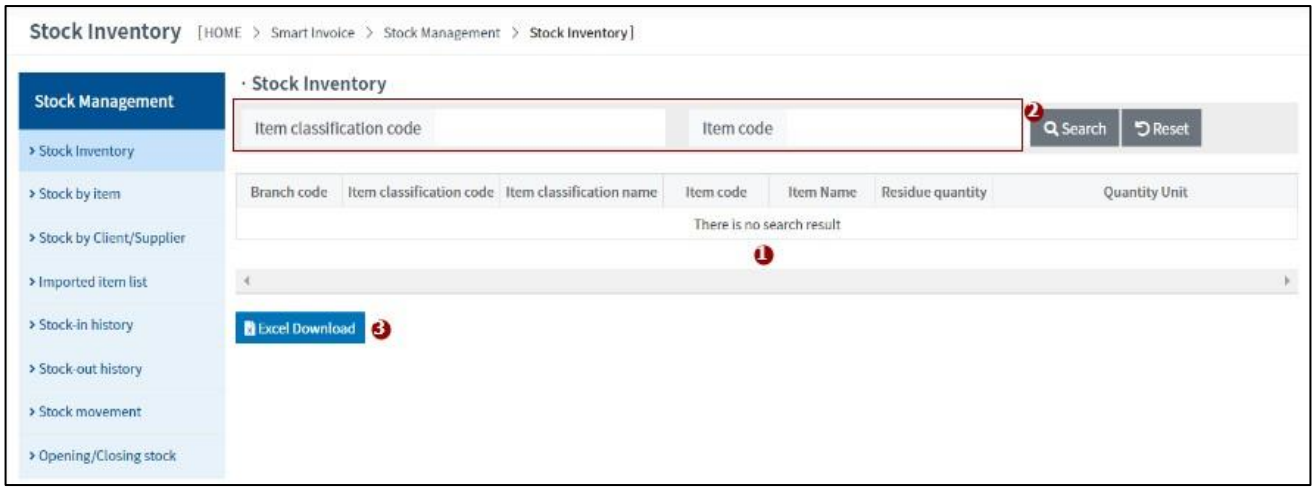

Figure 13 - Stock Inventory

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

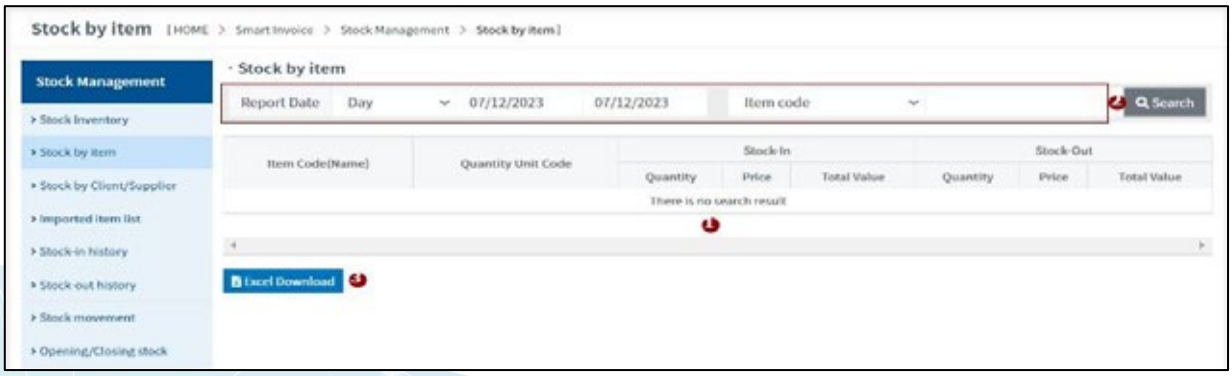

Figure 14 - Stock by Item

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

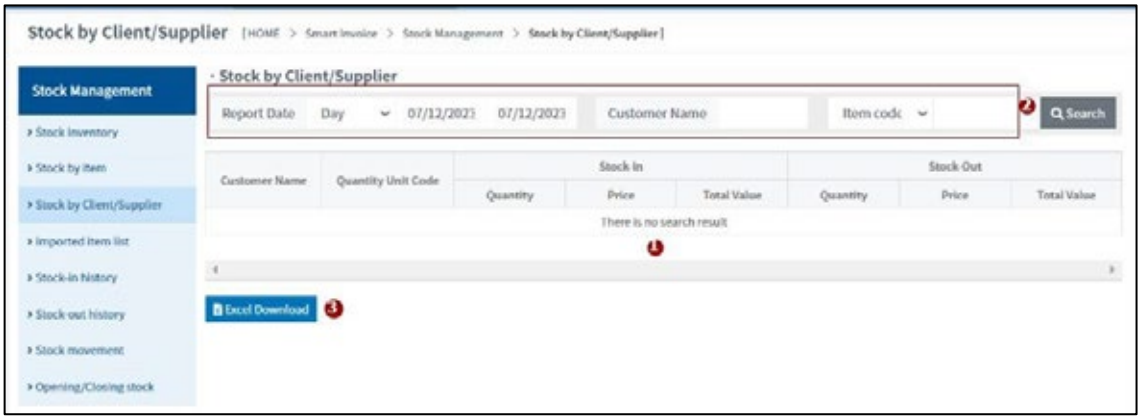

Figure 15 - Stock by Client/Supplier

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

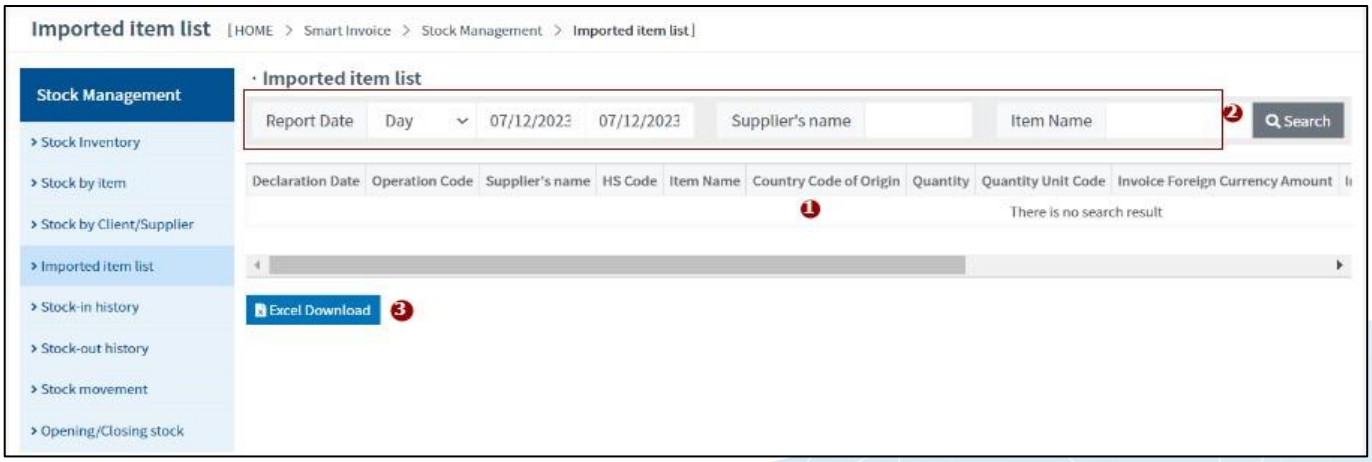

Figure 16 - Imported Items List

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

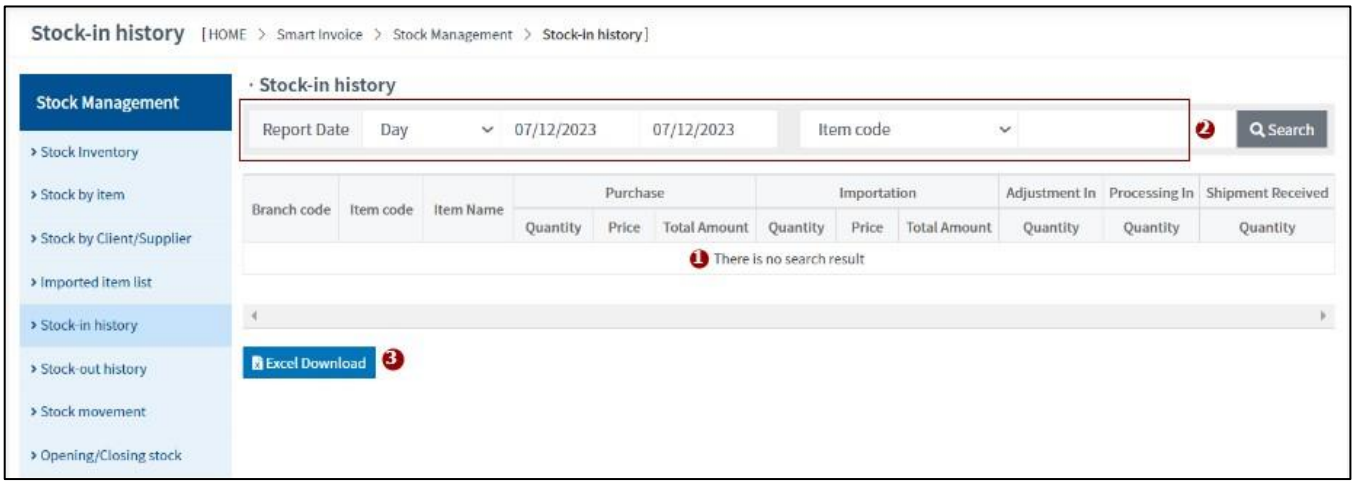

Figure 17 - Stock-In History

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

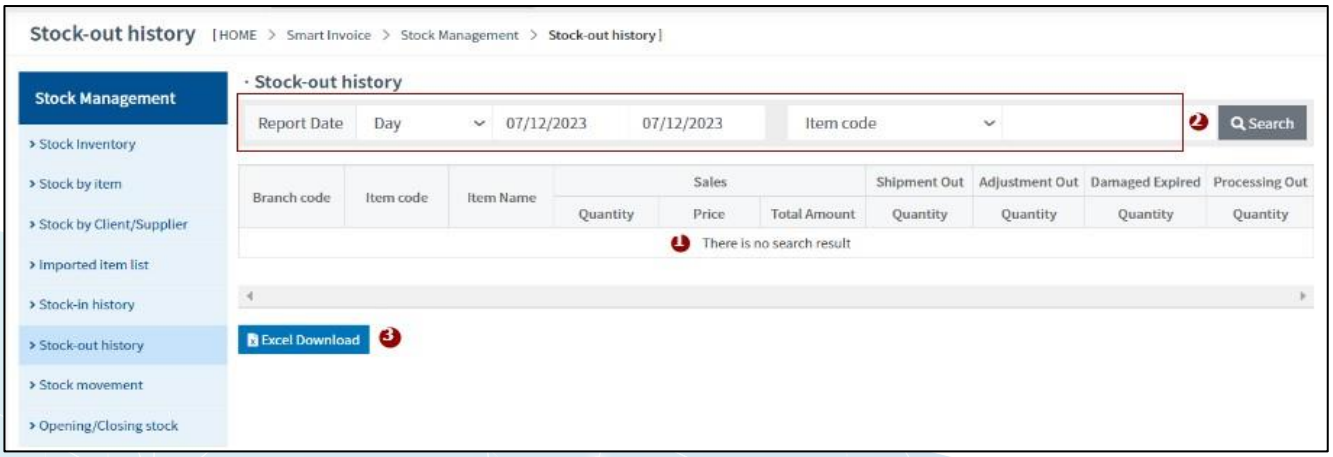

Figure 18 - Stock-Out History

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

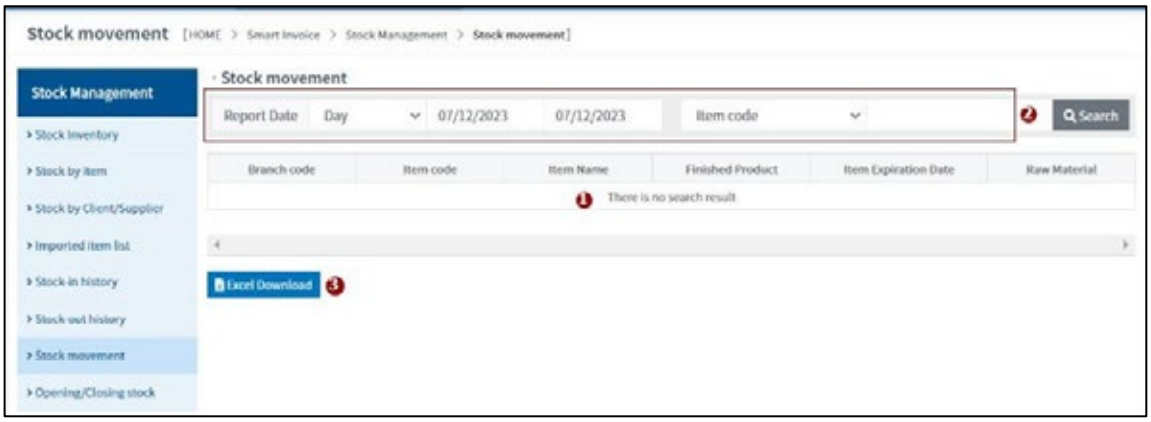

Figure 19 - Stock Movement

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

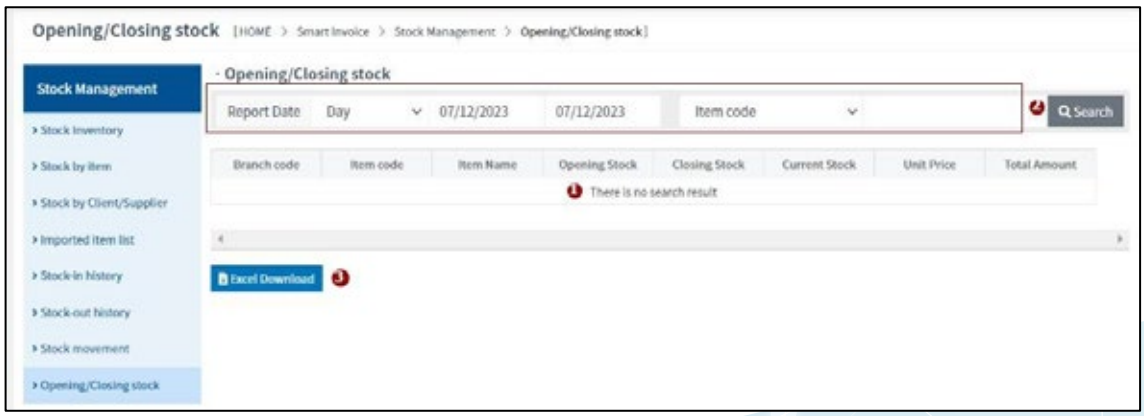

Figure 20 - Opening & Closing

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:

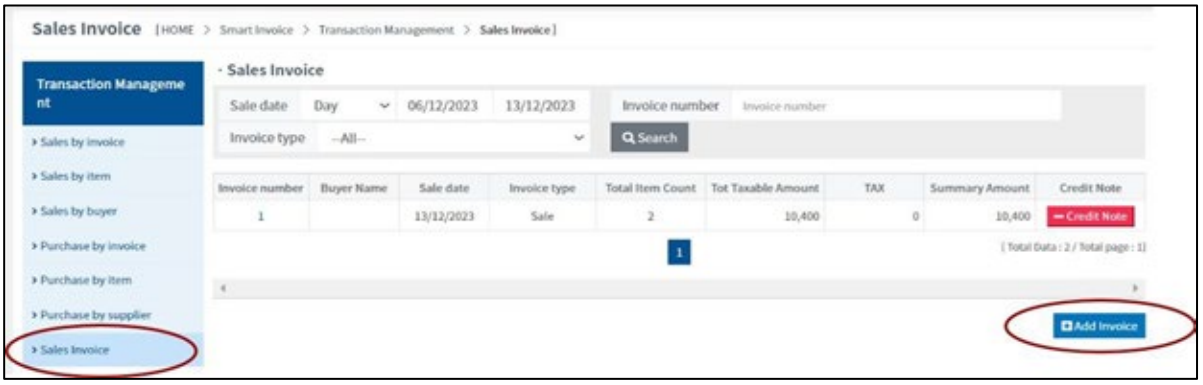

Figure 21 - Adding a new invoice

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

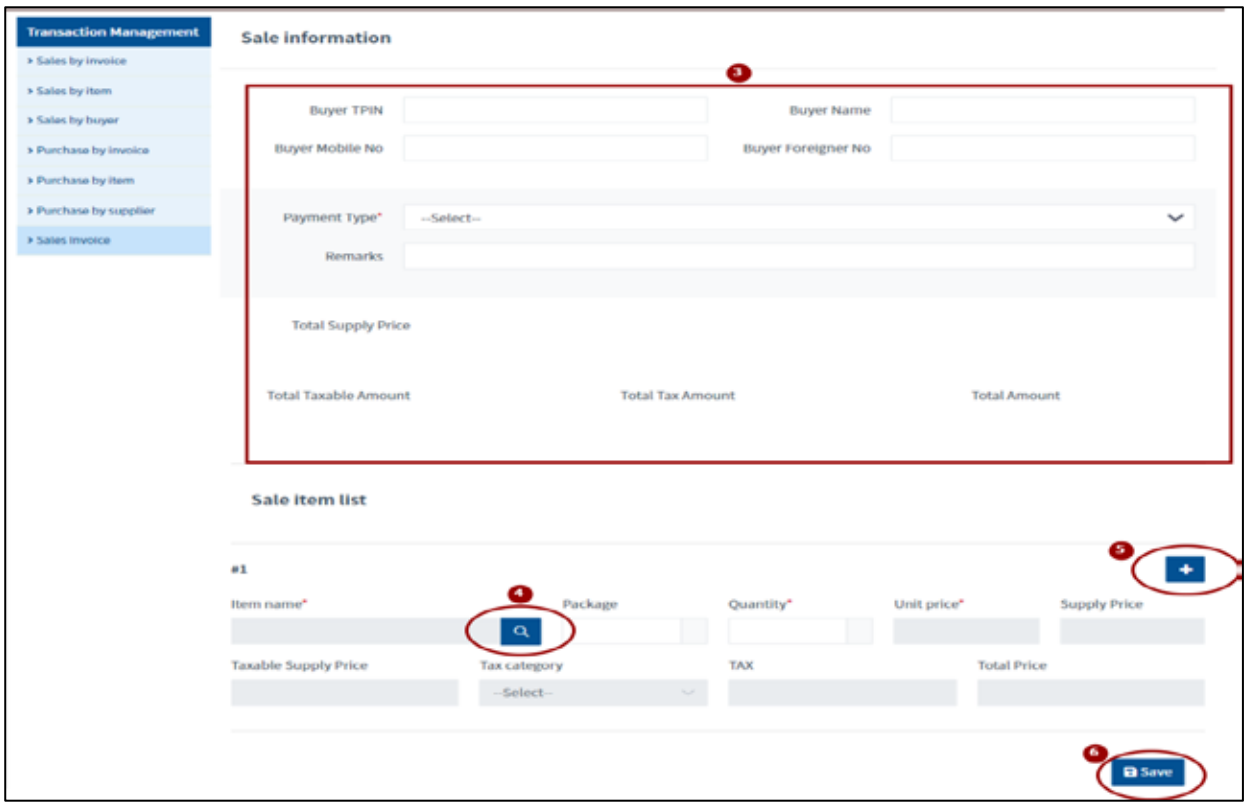

Figure 22 - New Invoice Details

5.2. Issuing a Credit Note

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

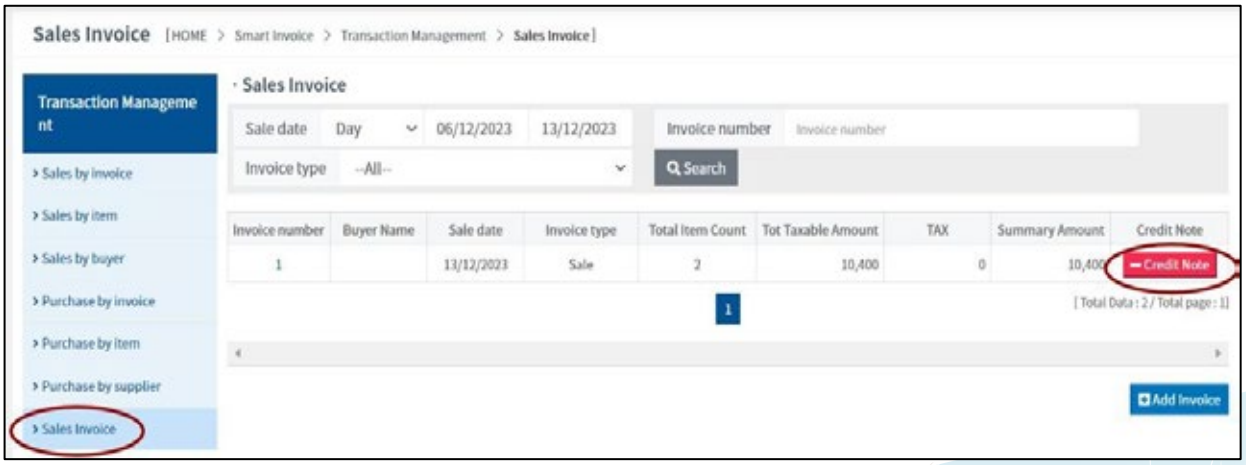

Figure 23 - Selecting a Sale to be Refunded/Cancelled

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'**

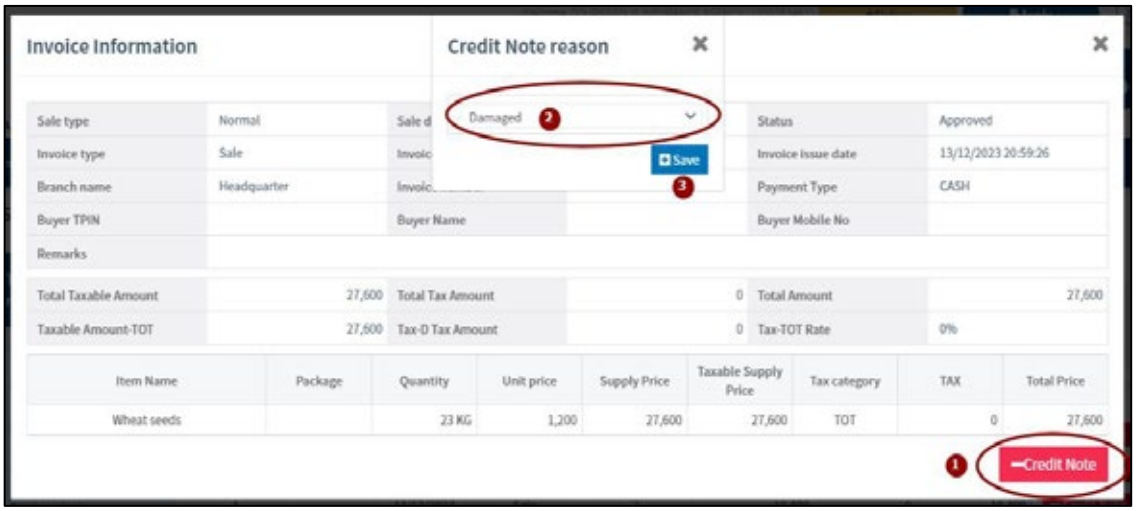

Figure 24 - Credit Note

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:

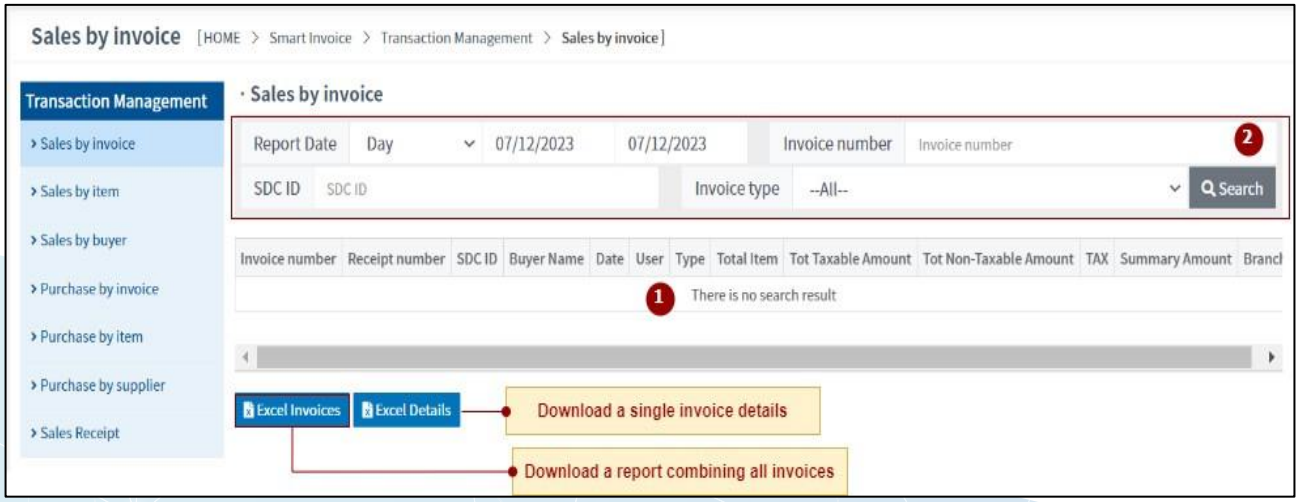

Figure 25 - Sales by Invoice

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:

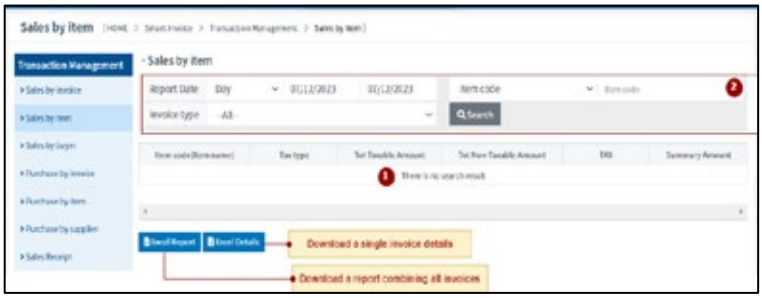

Figure 26 - Sales by Item

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.

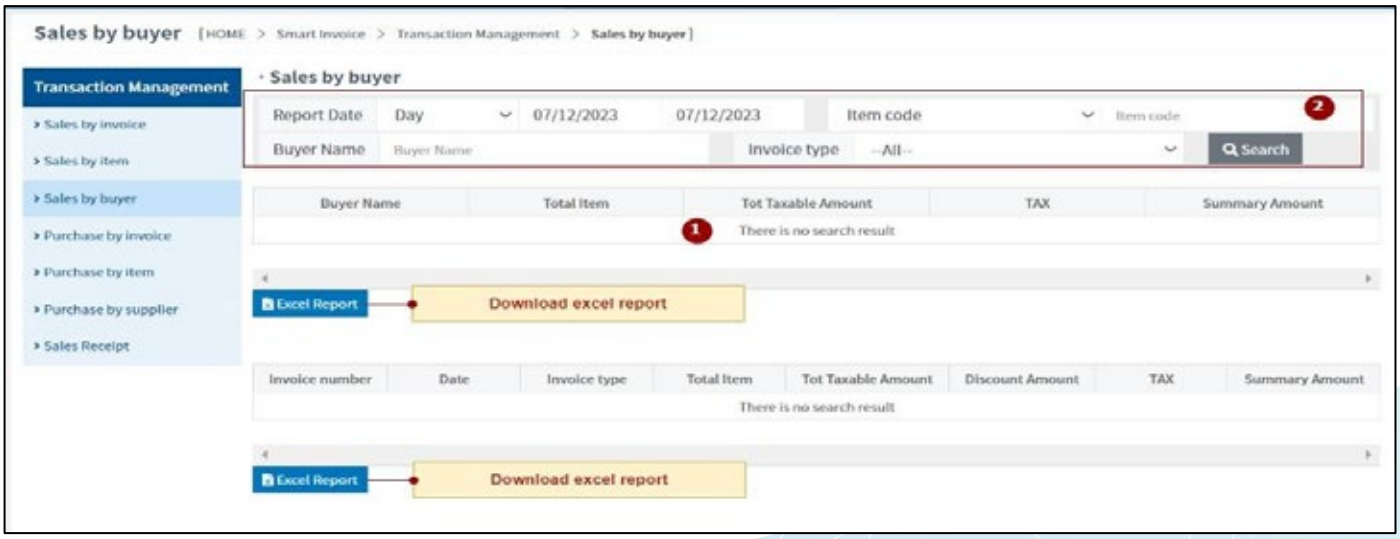

Figure 27 - Sales by Buyer

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.

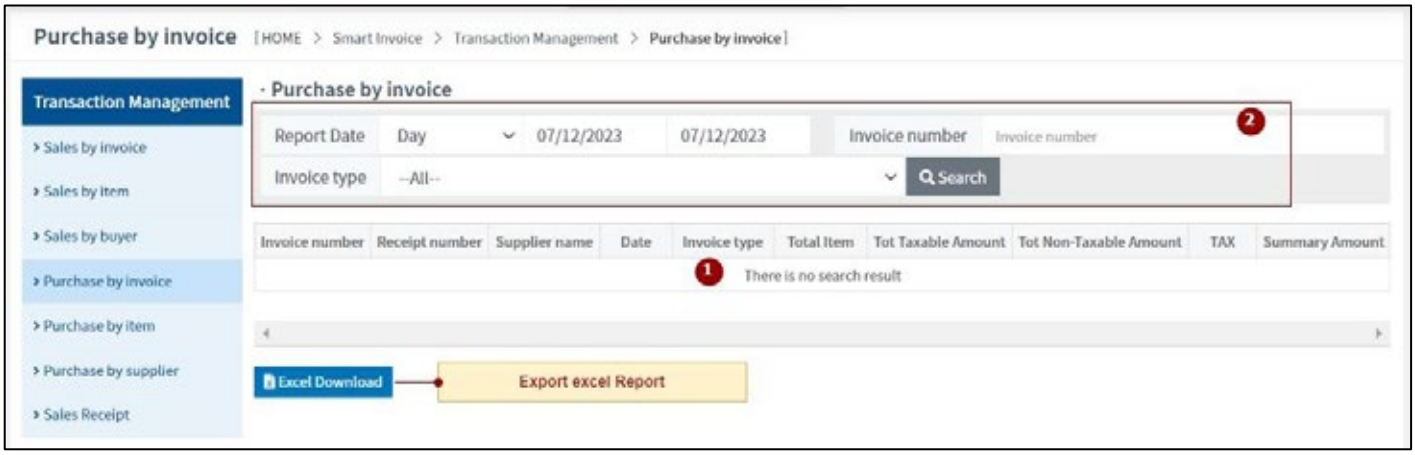

Figure 28 - : Purchase by Invoice

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:

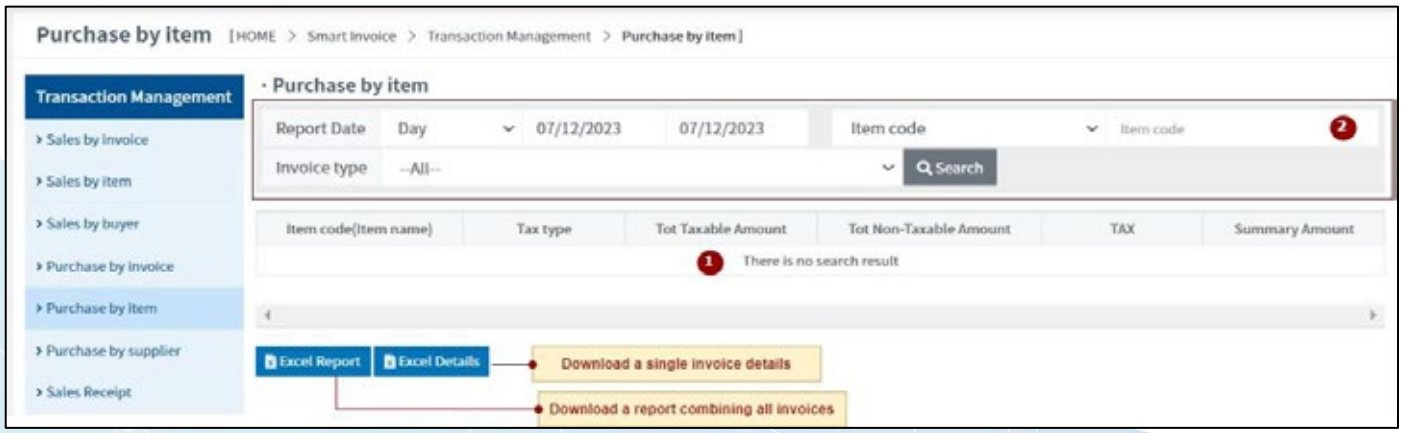

Figure 29 - Purchase by Item

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

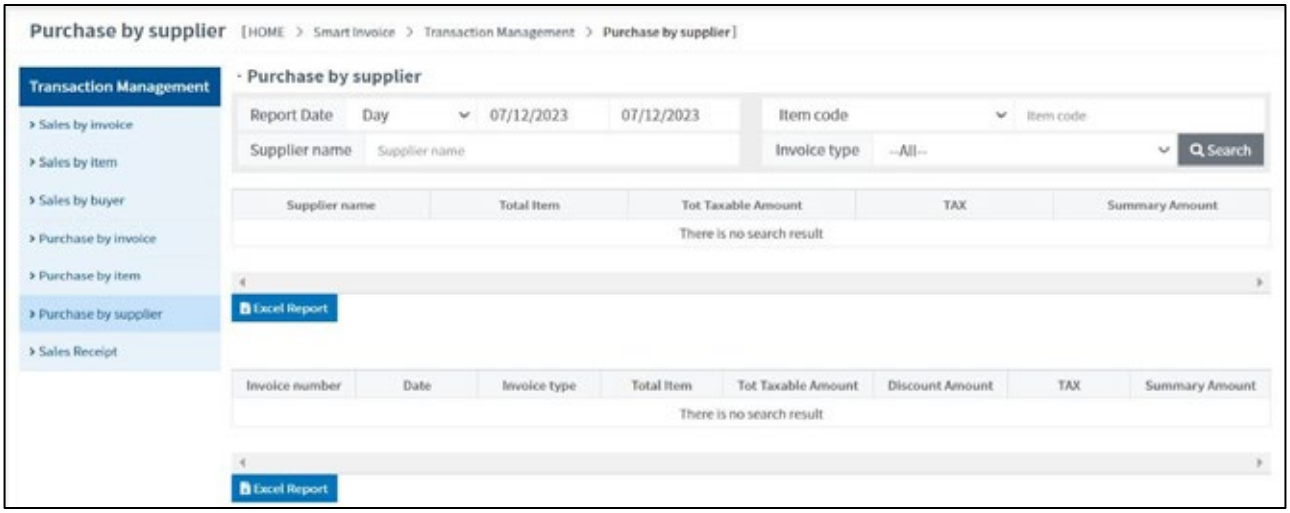

Figure 30 - Purchase by Supplier

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***.

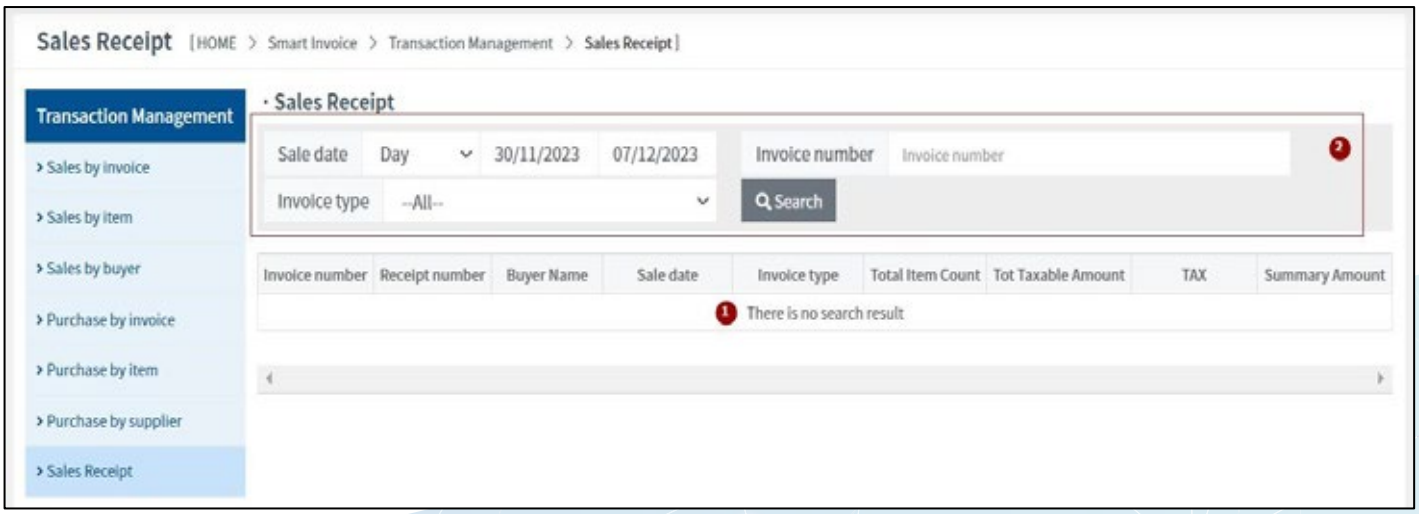

Figure 31 - Sales Receipts

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:

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:

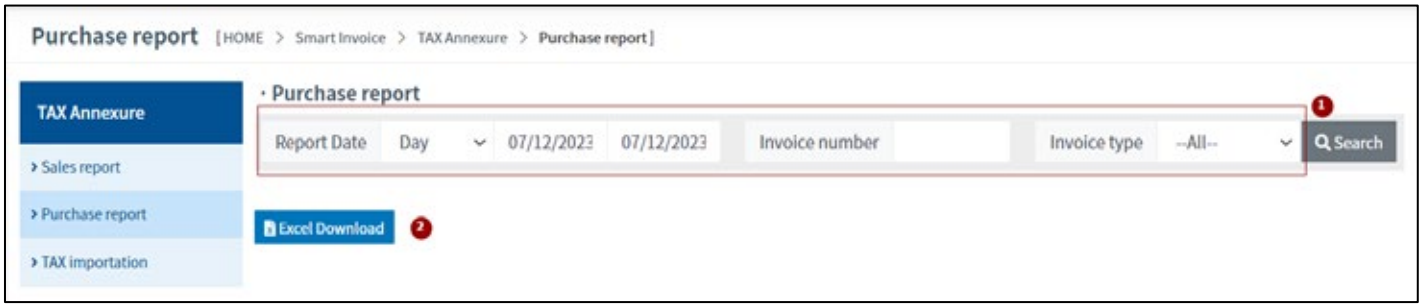

Figure 33 - Purchase Reports

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:

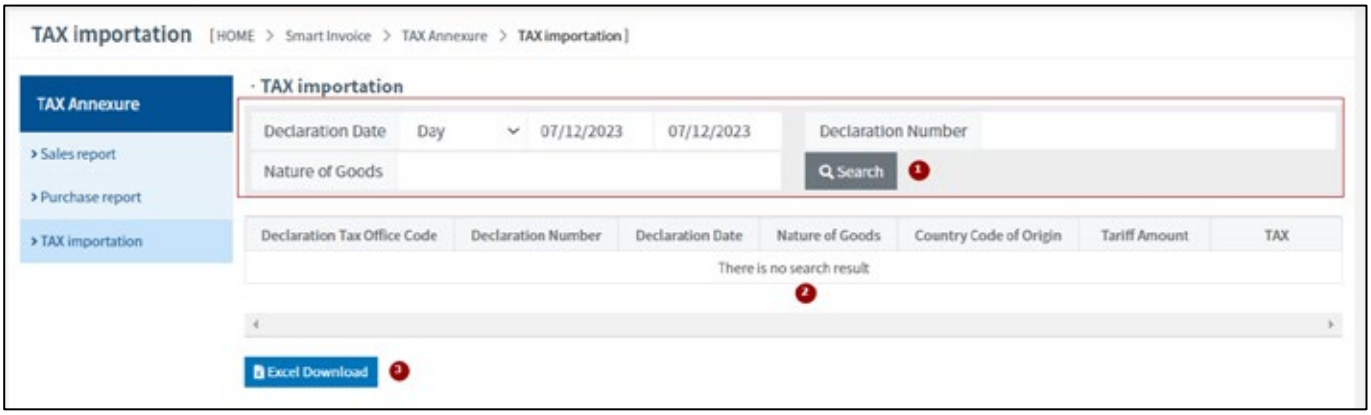

Figure 34 - Tax Importations

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:

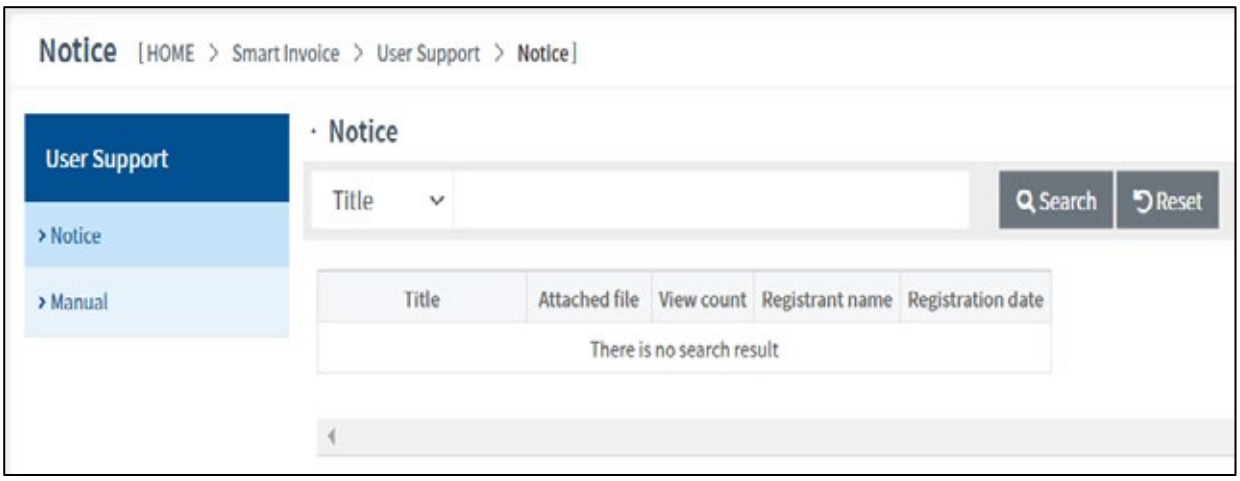

Figure 35 - Notices

8.2. Manual

The taxpayer can access a list of released manuals:

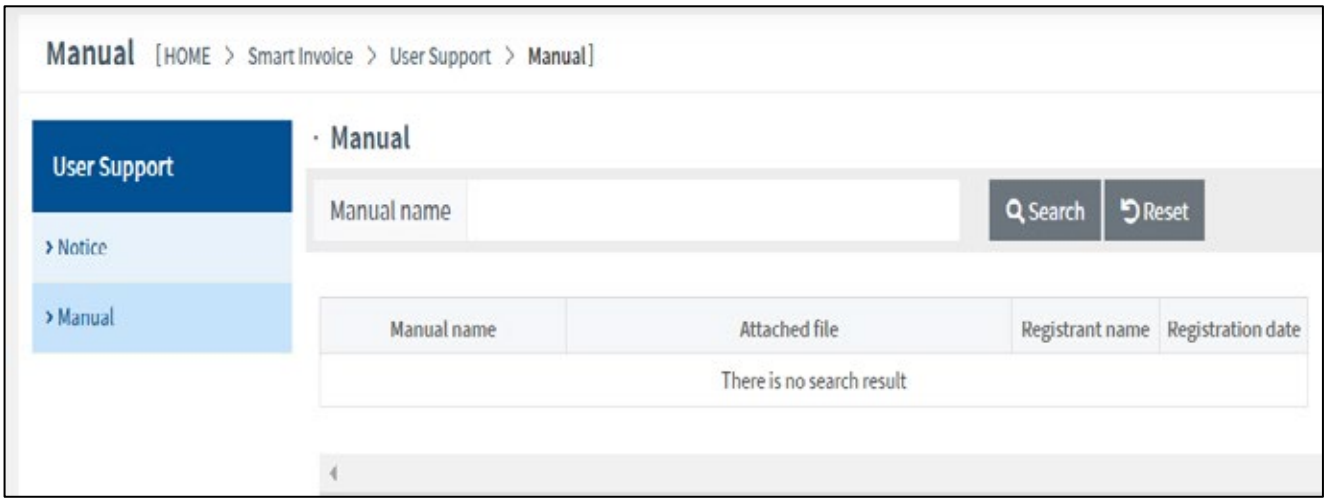

Figure 36 - Manuals