VSDC Service Request
STEP BY STEP GUIDE

Smart
INVOICE
Invoice the Smart Way

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1. INTRODUCTION

1.1. Overview

This guide has been designed to provide taxpayers wanting to integrate their client invoicing systems with Smart Invoice via the VSDC with information on how to sign-up and apply for VSDC service on the Smart Invoice portal.

2.   SIGN UP FOR ACCESS ON THE SMART INVOICE TAXPAYER SANDBOX PORTAL

1.2. Sign Up

Step 1: To Sign up on the sandbox portal click on or navigate to the following URL; https://sandboxportal.zra.org.zm/. This can also be accessed via the ZRA website (www.zra.org.zm) under the Smart Invoice Tab as shown below;
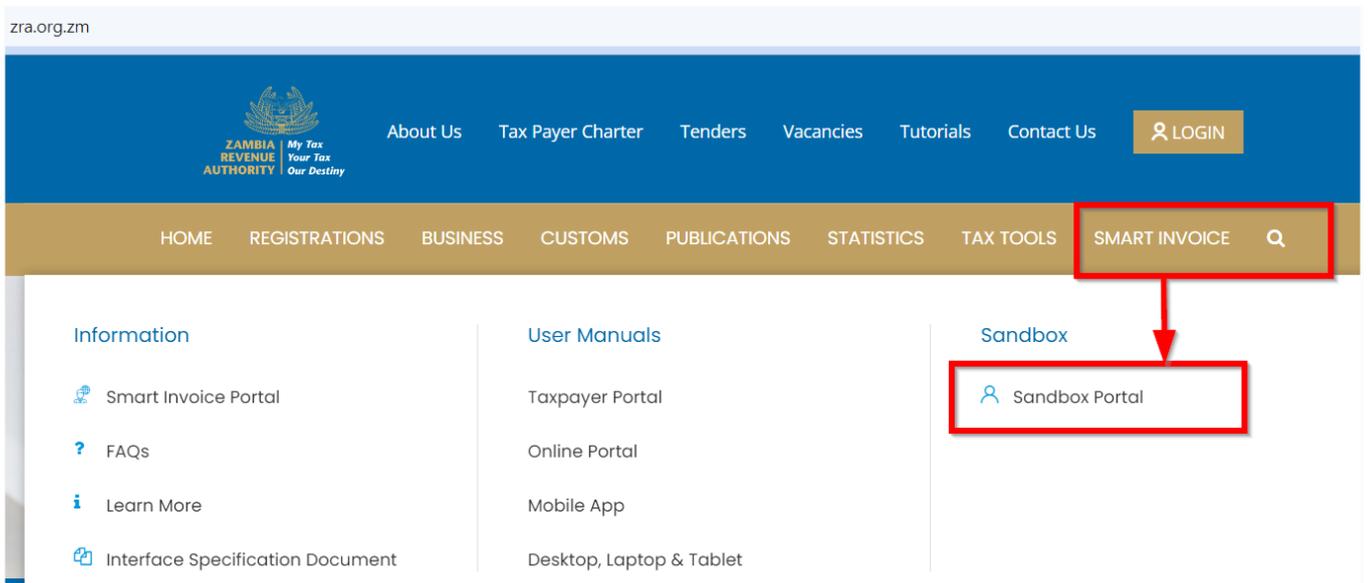
Step 2: On the page displayed, Click on Sign Up button
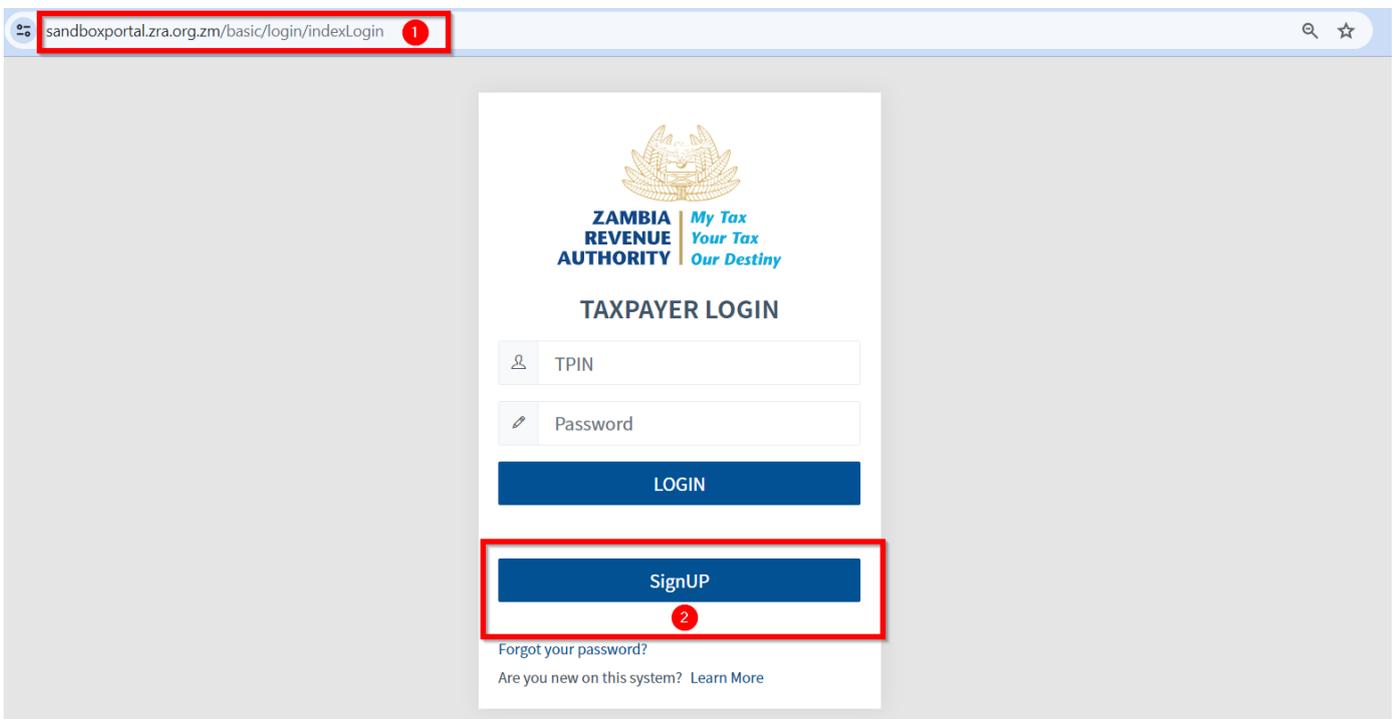
Figure 1 – Login Page

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

Figure 2 - Sign Up Form

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

Step 4: Enter and confirm the password to be used for the taxpayer Sandbox Portal. 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.

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

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

Figure 3 - Taxpayer Sign Up

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

Figure 4 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.
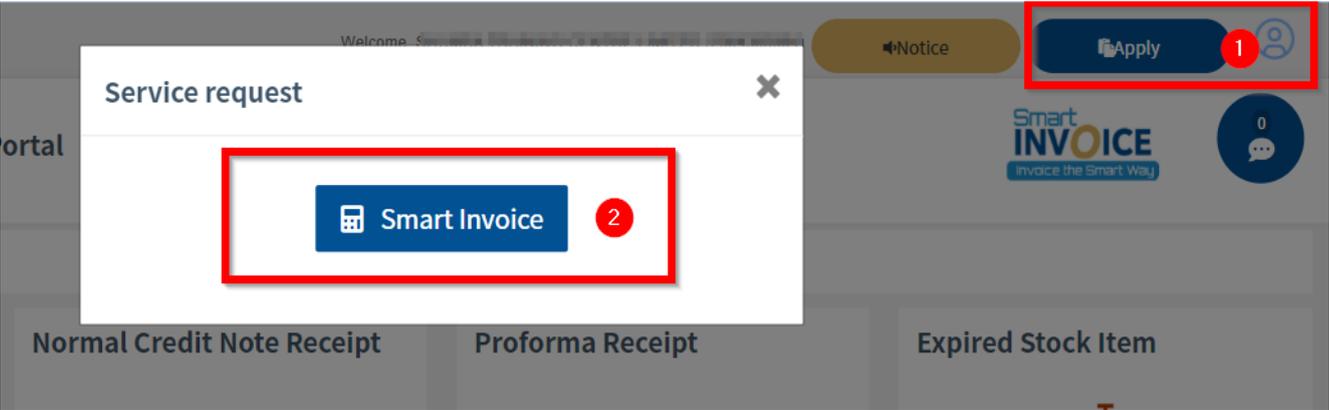
Figure 5 - Service Request

Step 9: Fill in the service information. On Smart Invoice Type choose *VSDC* 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 or Rejection notice will be received via SMS.

3. VIRTUAL SALES DATA CONTROLLER (VSDC) SETUP

The VSDC is a communication module built in Java for private CIS applications to send and receive various data (sales, purchase transaction data, receipts, etc.) to and from the ZRA Smart Invoice Server. After approval of the VSDC, a VSDC WAR package file will be availed to the taxpayer on the Smart Invoice Taxpayers' Portal with the provision to download as illustrated below.
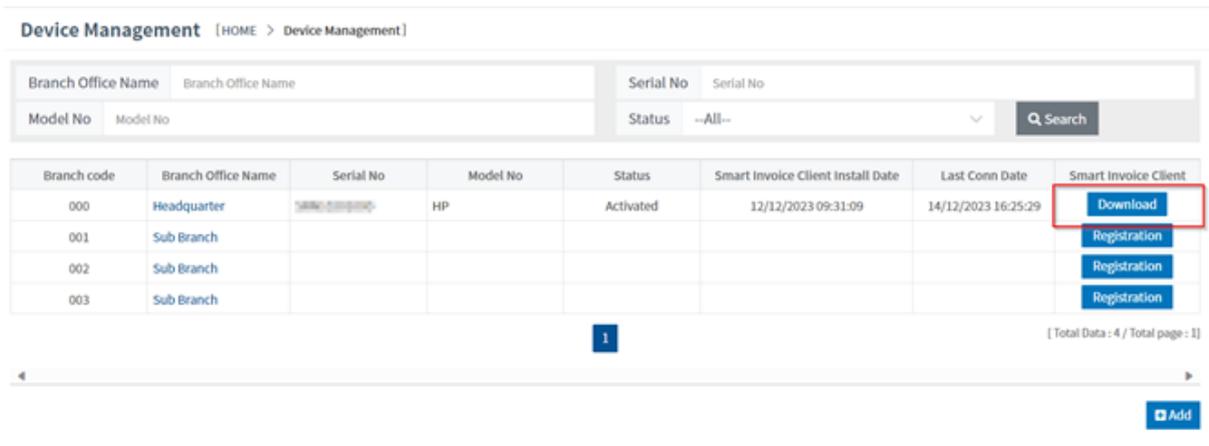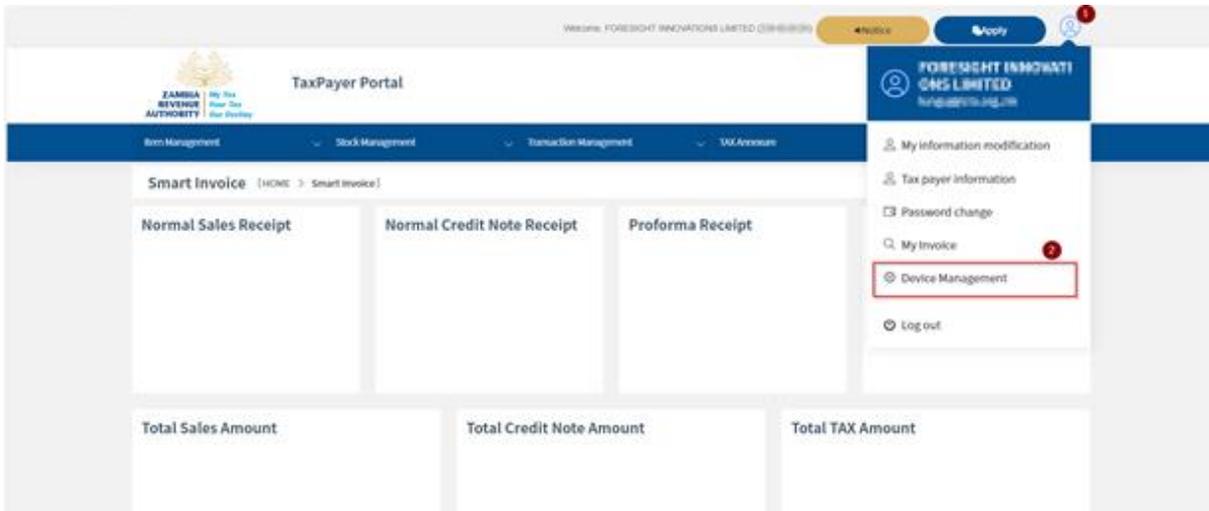
3.1. Prerequisites

To be able to use the packaged war file (VSDC-<version>.zip), the taxpayer will be required to deploy the application on their local server, ensuring to cater for the following steps:

a) Java Runtime Environment (JRE):

- Ensure that the server has Java installed. You can download and install the Java 8 from the official Oracle or OpenJDK website.

b) Servlet Container:

- Choose a servlet container such as Apache Tomcat, Jetty, or Apache HHTP Server. Download and install the chosen container on the server.

c) Sandbox WAR File:

- Have the Sandbox WAR file ready.

3.2. Running the VSDC Step by Step:

a) Install Java:

- Use the package manager or download the **Java 8** installer and follow the installation instructions.

b) Install a Servlet Container:

- Download the preferred servlet container i.e. (Apache Tomcat, Jetty, or Apache HHTP Server) from its official website.
- Extract the downloaded archive to a directory on the server.

c) Configure the Servlet Container:

- Adjust the servlet container's configuration settings as needed.
- Configure ports, memory settings, and any other necessary parameters.

d) Deploy the WAR File:

- Copy the VSDC WAR file to the deployment directory of the servlet container.
- Alternatively, use the deployment tool provided by the servlet container to deploy the VSDC WAR file.

e) Start the Servlet Container:

- Start the servlet container by running its startup script or command.
- Monitor the console logs for any errors during startup.

f) Access the Deployed Application:

- Once the servlet container has started successfully, access the deployed application by navigating to the appropriate URL.
- This URL is typically in the format http://<server_ip>:<port>/<app_co