



**ZAMBIA
REVENUE
AUTHORITY** | *My Tax
Your Tax
Our Destiny*

STEP-BY-STEP GUIDE TO UPLOAD OFFLINE INVOICES ON

SMART INVOICE DESKTOP AND TABLET

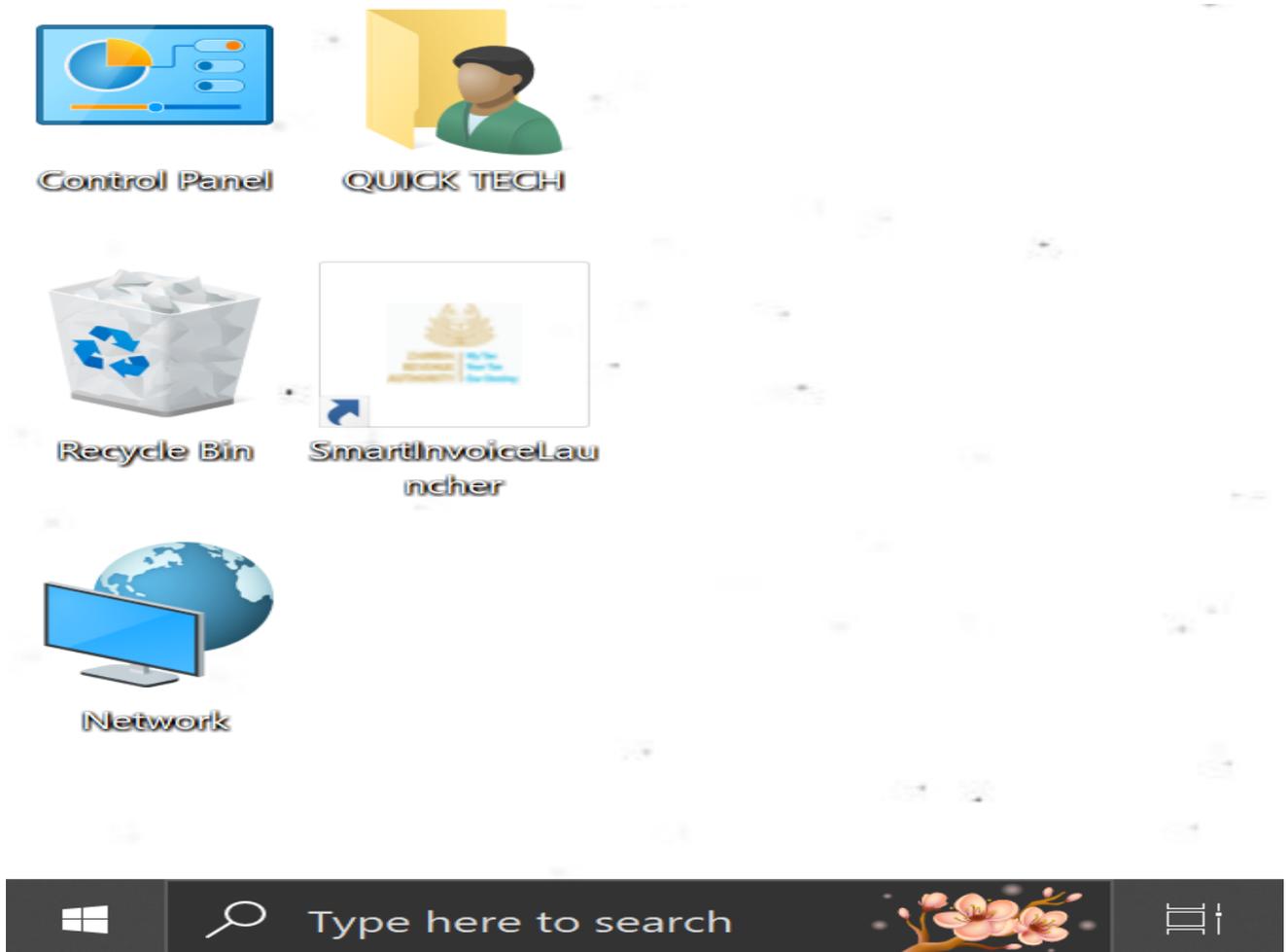


Smart
INVOICE
Invoice the Smart Way

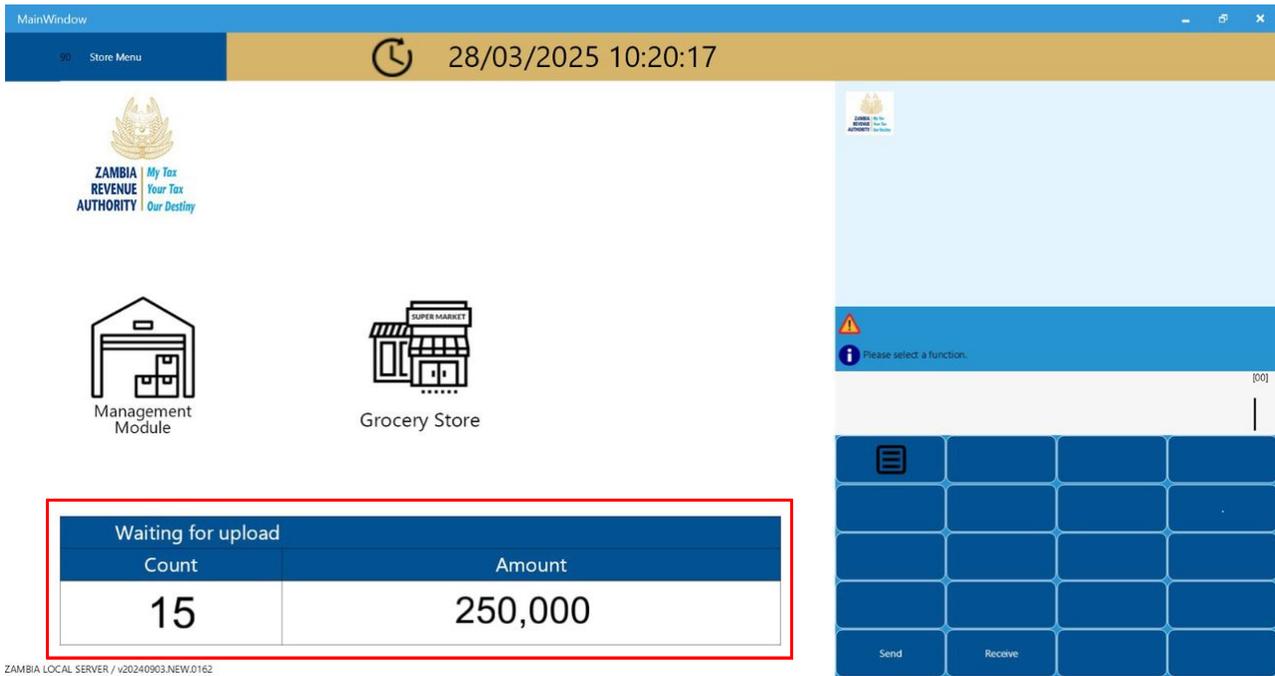
1. Confirm that your device is connected to the **internet**.



2. Open the **Smart Invoice application** on your desktop.

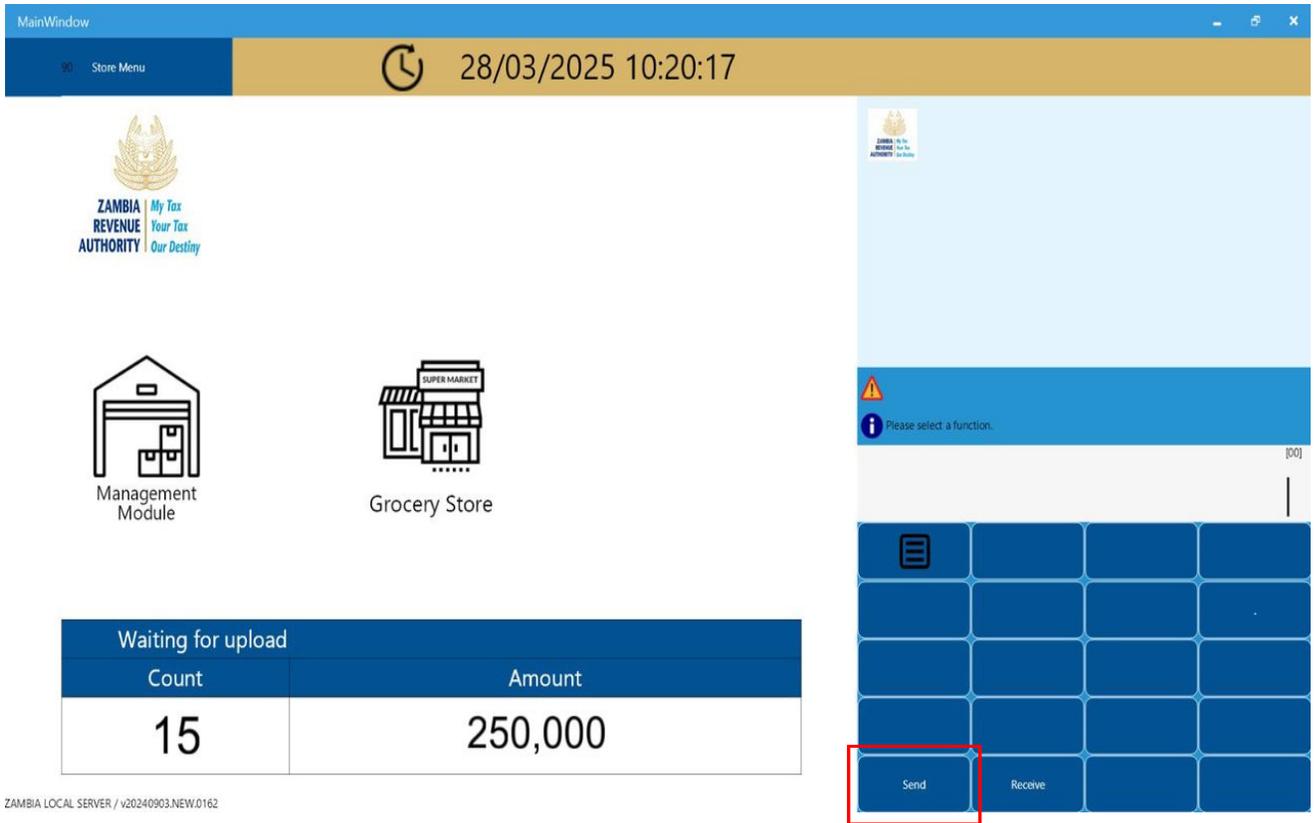


3. Navigate to the bottom left corner of the full menu to view the “waiting for upload” **Count** and **Amount** that are awaiting upload.



ZAMBIA LOCAL SERVER / v20240903.NEW.0162

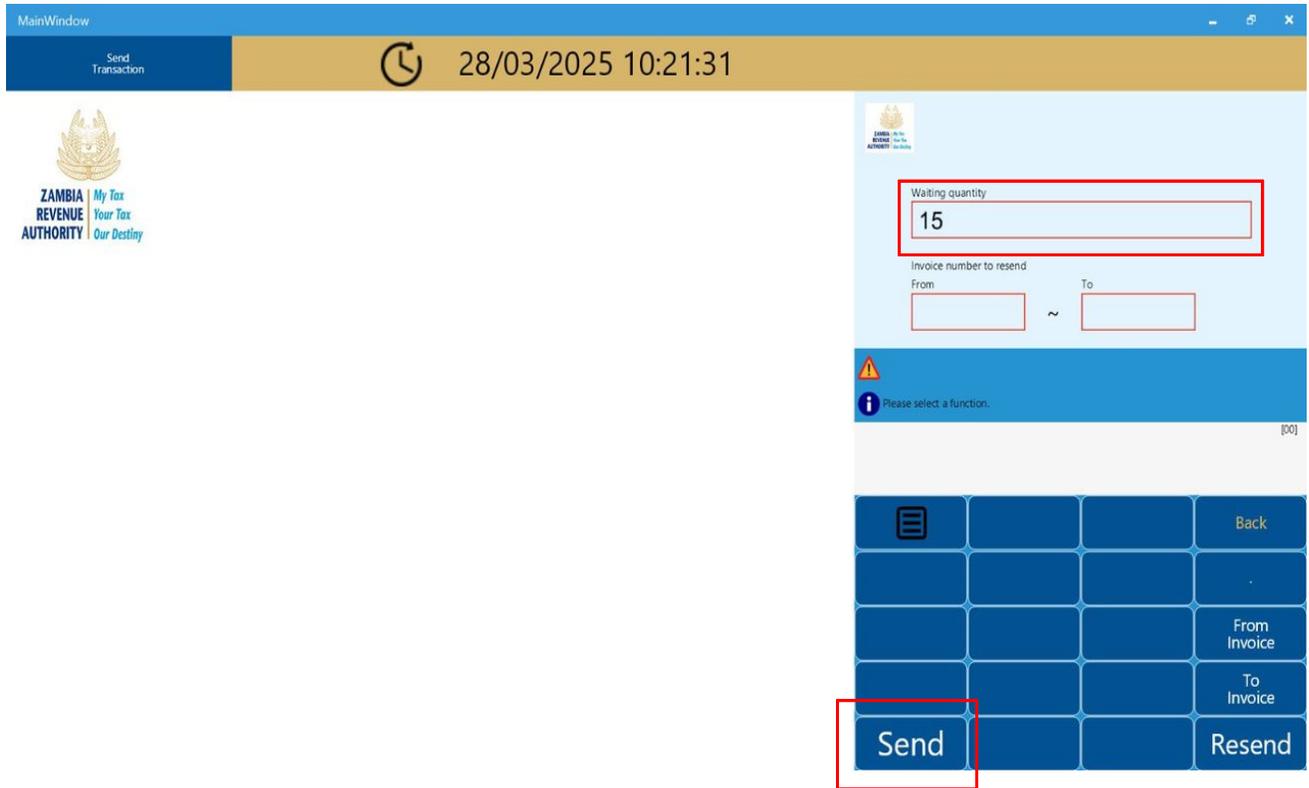
4. Click the **Send** button located at the bottom right-hand side of the screen.



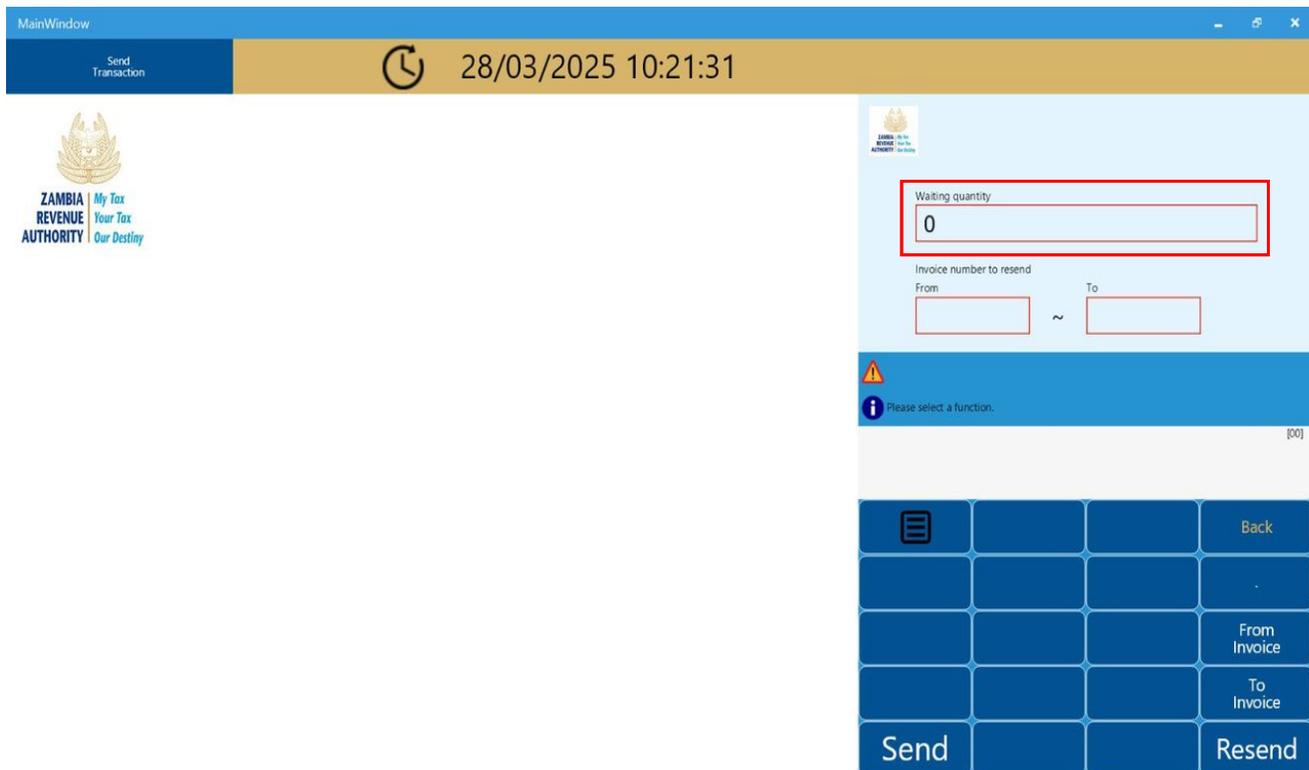
ZAMBIA LOCAL SERVER / v20240903.NEW.0162

5. Click the **Send** button on the subsequent screens until the **waiting quantity** reaches zero. If the waiting quantity is not changing

- i) Close and re-open the application
- ii) Try switching to a different network.



6. The **waiting quantity** should display **0** as below and then click **back**.



7. You will be taken to the main menu where the waiting for upload **Count** and **Amount** will be displayed as 0. At this point you have successfully uploaded the invoices to ZRA.

The screenshot shows the main menu of the ZRA software. At the top, there is a header bar with the text 'MainWindow' and 'Store Menu'. Below this, the date and time '28/03/2025 10:20:17' are displayed. The interface features the ZRA logo and the slogan 'ZAMBIA My Tax REVENUE Your Tax AUTHORITY Our Destiny'. There are two main menu items: 'Management Module' and 'Grocery Store'. A table is highlighted with a red border, showing the status of the upload process:

Waiting for upload	
Count	Amount
0	0

Below the table, the text 'ZAMBIA LOCAL SERVER / v20240903.NEW.0162' is visible. On the right side of the interface, there is a notification area with the text 'Please select a function.' and a grid of buttons for 'Send' and 'Receive'.



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