



ONLINE - USER MANUAL VERSION 3.3

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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 Sales 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:

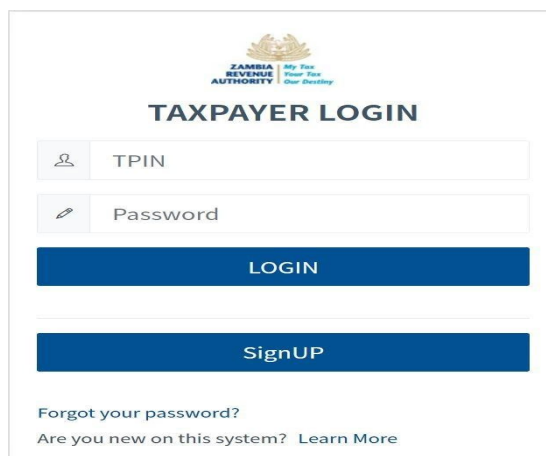
1. **Item Management:** Users can search item classifications and view registered items information by filtering with different parameters.
2. **Stock Management:** Monitoring of stock (inventory, stock history, etc.)

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 the Taxpayer portal in your browser by visiting www.zra.org.zm and click **Smart Invoice** then **Smart Invoice Portal**. The Login page below will be displayed:



TAXPAYER LOGIN

TPIN

Password

LOGIN


SignUP

[Forgot your password?](#)

[Are you new on this system? Learn More](#)

FIGURE SEQ FIGURE * ARABIC 1 –

Step 2: Click on Sign Up button



Taxpayer Information

* TPIN

Verify

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

Send

✓ Sign up

Cancel

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

The screenshot shows the ZAMBIA REVENUE AUTHORITY TPIN verification form. The form is divided into two main sections: 'Taxpayer Information' and 'User Information'. In the 'Taxpayer Information' section, the '* TPIN' field is highlighted with a red box, and a 'Verify' button is located next to it. Below the TPIN field, a message reads: 'Please input Taxpayer Identification number then click to Verify button.' Other fields in this section include 'Taxpayer name', 'Taxpayer type', '* Telephone number', '* E-Mail', 'Address(Province)', 'Address(Jurisdiction)', 'Address(Town)', and '* Address(Location Information)'. The 'User Information' section contains fields for '* Member name', '* Mobile', 'E-Mail', '* Password', '* Confirm Password', and 'Verification'. At the bottom of the form, there are buttons for 'Sign up' and 'Cancel', and a 'Send' button next to the 'Verification' field.


FIGURE SEQ FIGURE * ARABIC 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

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

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


* Address(Location information)

User Information

* Taxpayer name E-Mail

* Password

Verification

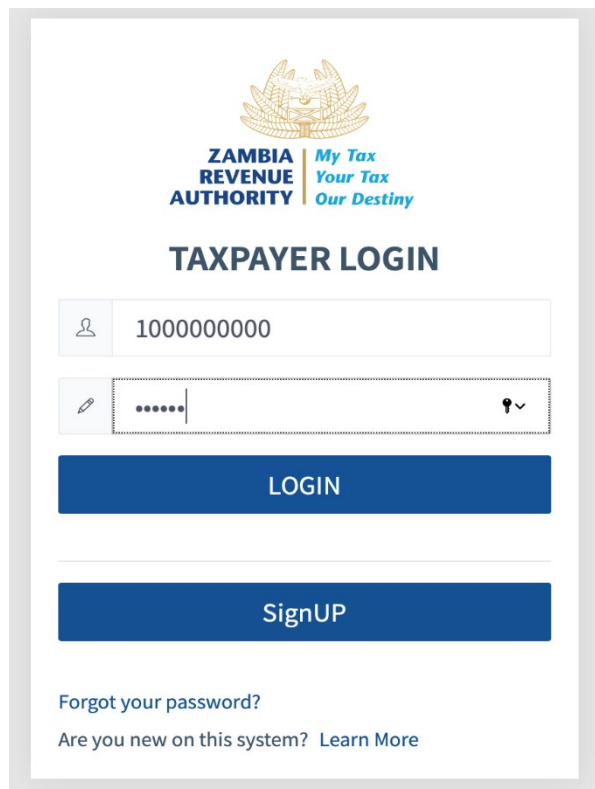


Sign up(TPIN)
Sign up is completed

FIGURE 5 - TAXPAYER SIGN UP

2.2 Initiate and Send an application for Smart Invoice Online

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



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, the text 'ZAMBIA REVENUE AUTHORITY' is displayed. The main heading is 'TAXPAYER LOGIN'. There are two input fields: the first for the User ID (containing '1000000000') and the second for the Password (masked with dots). Below these fields are two buttons: 'LOGIN' and 'SignUP'. At the bottom, there are two links: 'Forgot your password?' and 'Are you new on this system? Learn More'.

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

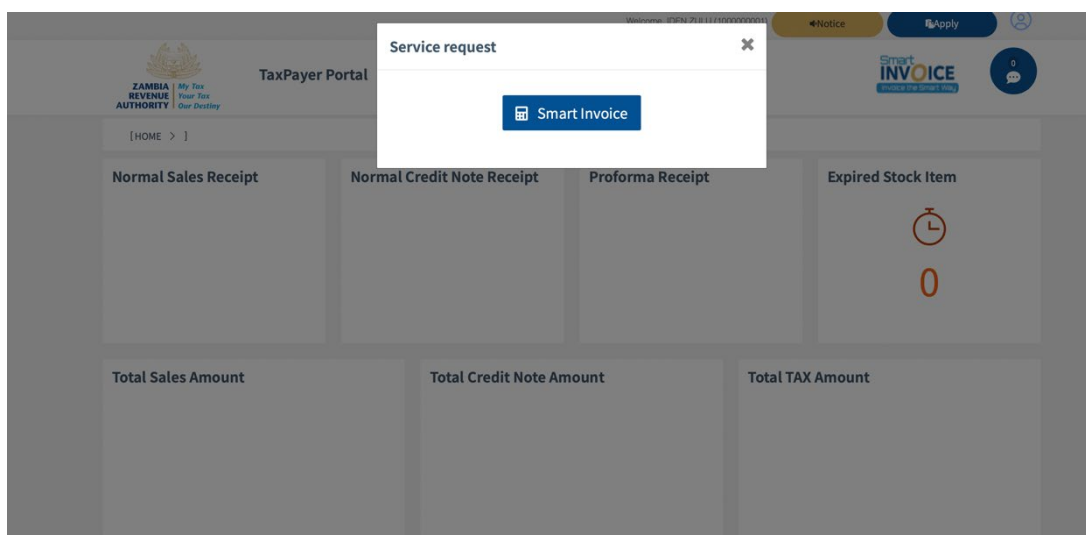


FIGURE 7 - SERVICE REQUEST

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

1. Choose solution type as <online solution>
2. Attach commitment form and tick commitments below
3. Click <send > button

Welcome, KATWE INOVATIONS LTD (1000000002) Notice Apply Profile

ZAMBIA REVENUE AUTHORITY | My Tax Your Tax Our Destiny **Taxpayer Portal** **Smart INVOICE** | Provide the Service Smart

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	ISMTO Eastern Province	Lusaka
Address(Location information)		
Kitwe, HOUSE NO 4 2, MISEHI - WUSAKILE, AAAAAA		

Service Information

* Smart Invoice Type

Service Information

Solution type	Model	Serial No
<input checked="" type="checkbox"/> --Select-- <input type="checkbox"/> VSDC <input type="checkbox"/> Desktop <input type="checkbox"/> Tablet <input type="checkbox"/> PDA <input type="checkbox"/> Mobile application <input checked="" type="checkbox"/> Online Solution [Services only]		

☐ I hereby confirm that I am ready to receive the Smart Invoice software and I shall use it properly.
☐ I will not proceed with resetting the device on which the Smart Invoice is installed until I get written authorization from ZRA upon an officially submitted request.
☐ I understand that I must return the Electronic Device being used (if any) to ZRA, within Five working days from the date of installation of the Smart Invoice software.
☐ I commit to hold all confidential information provided to me in the use of Smart Invoice and take all reasonable precautions to prevent unauthorized disclosure.
☐ I commit to use confidential information solely for the purpose for which it is provided.

FIGURE SEQ FIGURE * ARABIC 8 SERVICE REQUEST FORM

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


- a) Approval of the request is received via SMS.
- b) Login in as instructed in *STEP 7* and Start using the **Smart Invoice Online**.

3. BUSINESS NAME

Below are the steps to update the Business name

1. Go to Device management
2. Select branch you want to change the Business name
3. Select Business name you want

4. Click save



TaxPayer Portal

Item Management

Stock Management

Transaction Management

TAX Annexure

User Support

Sales Invoice

SHADRECK BANDA

TEMBOMA@zra.org.zm

Taxpayer information

Password change

My Invoice

Device Management

Bank account Management

Log out

Smart Invoice

[HOME > Smart Invoice]

Normal Sales Receipt


Normal Credit Note Receipt

Proforma Receipt

Total Sales Amount

Total Credit Note Amount

Total TAX Amount



TaxPayer Portal

Smart INVOICE

Invoice the Smart Way

0

Device Management

[HOME > Device Management]

Branch Office Name

Branch Office Name

Serial No

Serial No

Model

Model

Status

--All--

Search

Branch code	Branch Office Name	Serial No	Model	Status	Smart Invoice Client Install Date	Last Conn Date
000	Headquarter	SDC0020013829	SIONLINE	Activated		

1

[Total Data : 1 / Total page : 1]

Branch information

* Branch Office Name: Headquarter

Business Name: **SHABAN ENTERPRISES** (3)

* Address

Address Search

Province: LUSAKA PROVINCE

Town: Lusaka

Area: BUSEKO

Street: LUMUMBA RD

Plot No.: 56/19174

Location information:

* Person In Charge

Name: SHADRECK BANDA

Mobile Number: 0972657168

E-Mail: TEMBOMA@zra.org.zm

(4) Save

4. REPORT

In this part of the system , the taxpayer can browse different reports

The numbers below show different section where reports are found

1. Stock management related reports
2. Transaction management related reports
3. Tax annexure related report
4. Other reports

TaxPayer Portal

Item Management

Stock Management (1)

Transaction Management (2)

TAX Annexure (3)

User Support

Sales Invoicing

Reports (4)

- Insurance premium levy report
- Tourism levy report
- Rental tax report
- Local excise duty report
- Income tax turnover report
- Local purchase order report
- MTV sales report
- Expired products Report
- MTV Recommended Retail Price History

5.ITEM MANAGEMENT

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

5.1 Search Item Classification

5.1.1 Item Classification Hierarchy

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

Q Search UNSPSC			
Segment	Family	Class	Commodity
10000000(Live Plant and Animal Material and Accessories and Supplies) 1	Products	11161500(Silk fabrics)	11161701(Plain weave cotton fabrics) 4
11000000(Mineral and Textile and Inedible Plant and Animal Materials)	11140000(Scrap and waste materials)	11161600(Wool fabrics)	11161707(Cotton carded or combed)
12000000(Chemicals including Bio Chemicals and Gas Materials)	11150000(Fibers and threads and yarns)	11161700(Cotton fabrics) 3	
13000000(Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials)	11160000(Fabrics and leather materials) 2	11161800(Synthetic fabrics)	
	11170000(Alloys)	11162000(Fabrics of vegetable material other than cotton)	
	11180000(Metal oxide)	11162100(Specialty fabrics or cloth)	
	11190000(Metal waste scrap and by products)	11162200(Nonwoven fabrics)	
		11162300(Leathers)	

5.1.2 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

Q Search UNSPSC			
Category code	Category code	Category name	Level
			--All--
			Q Search
Code	Name	Level	
10000000	Live Plant and Animal Material and Accessories and Supplies	Segment	
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

5.2 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:

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

Search registered item | HOME > Smart Invoice > Item Management > Search registered item

Item Management

- Search item classification
- Search registered item **1**

Search registered item

Item code Item code ☐ ZRA Changed Search Reset

Item code
Item Name

Classification code

+ 1015160100(Wheat seeds)
+ 2312161400(Sewing machines)

1 [Total Data : 2 / Total page : 1]

Excel Download Register **2**

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	Registration date

FIGURE SEQ FIGURE * ARABIC 11 - REGISTERING A NEW ITEM

This taxpayer is registered for both the tourism levy and VAT so the default tax categories will be those two.

The numbers below show where you will click following the steps

1. Click tourism levy
2. Choose VAT category
3. Select item type
4. Select package unit
5. Select unit of measure
6. Click save

Item registration

>Item

* Item class code

Tourism levy

✓ --Select--

Tourism Levy

* Item Name

Item standard name

* Item type

--Select--

* Package unit

--Select--

Barcode

Safety quantity

Purchase price

Additional information

* Tax category

--Select--

* Origin nation

--Select--

* Unit of measure

--Select--

* Whether to use

--Select--

Whether it is available to apply insurance

--Select--

Selling price

6

Save

* Tax category

✓ --Select--

Standard Rated

MTV

Zero-rated by nature

Exempt

Reverse VAT

Disbursement

The image illustrates the process of setting up an item for a taxpayer who is registered on both rental and VAT.

Item registration

>Item

* Item class code:

* Rental: ☒ --Select--
Yes
No

* Tax category: --Select--
* This field is required

* Item Name:

Item standard name:

* Item type: --Select--

* Package unit: --Select--

Barcode:

Safety quantity:

Purchase price:

Additional information:

* Origin nation: --Select--

* Unit of measure: --Select--

* Whether to use: --Select--

Whether it is available to apply insurance: --Select--

Selling price:

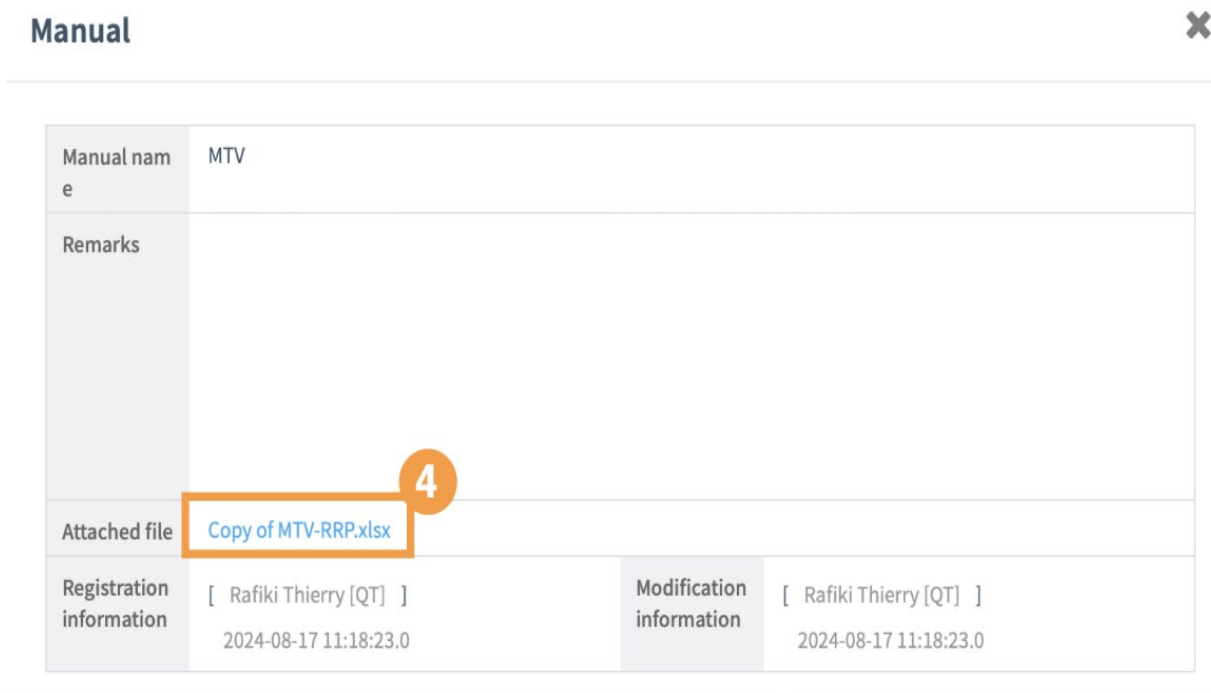
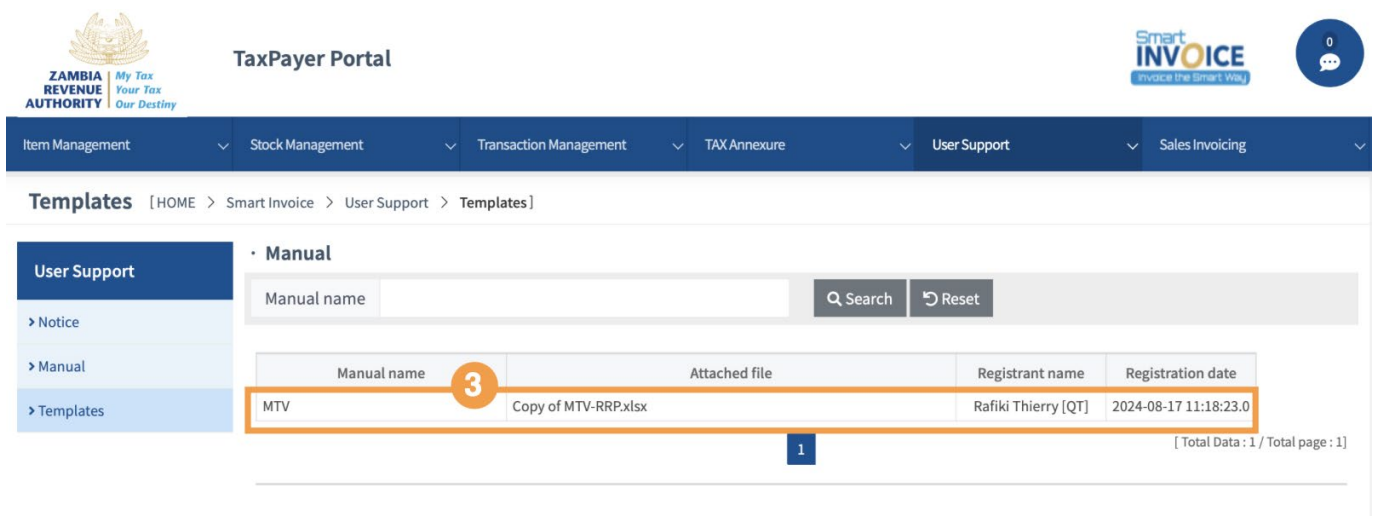
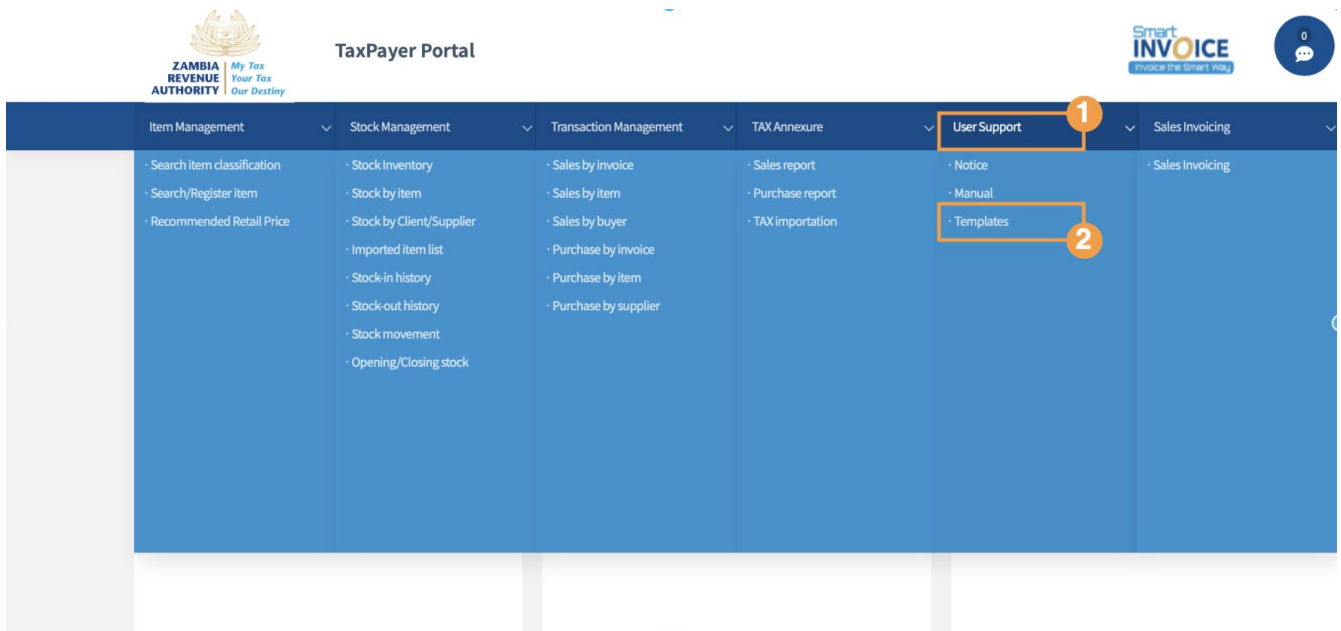
Save

5.3 Accessing the Manufacturer Taxable Value Excel template

A manufacturer can access the Manufacturer Taxable Value Excel template from an external portal.

After logging in to the external portal, below are the steps to access the template

1. Go to the user support tab
2. Click on template
3. Select the MTV template
4. Click on the attached Excel template to download it



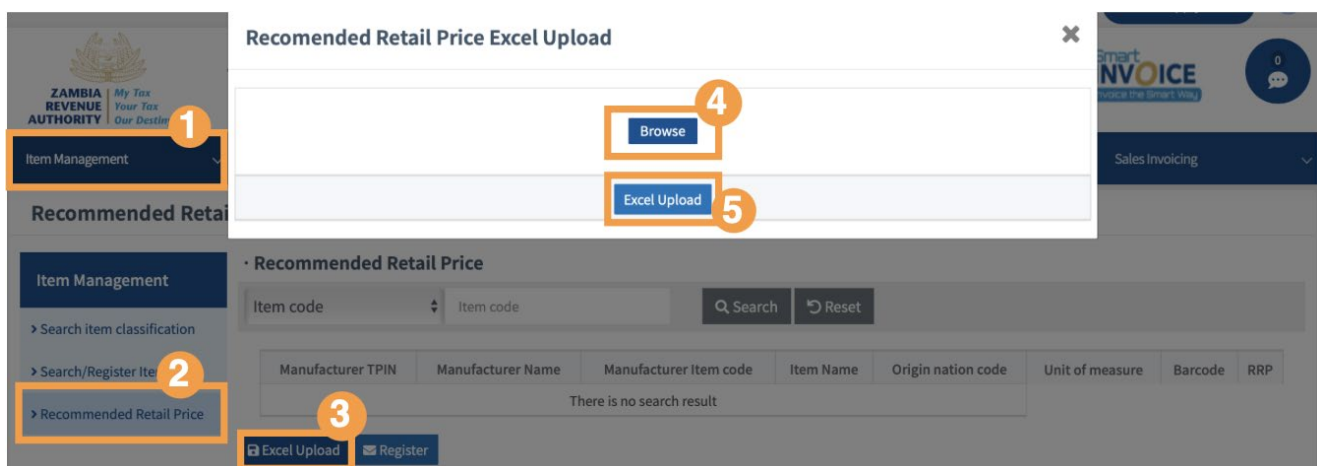
5.4 Uploading the completed MTV Excel template and updating the uploaded item

The manufacturers can upload their products with the Recommended retail price using the MTV Excel template

5.4.1 Steps to upload the completed template

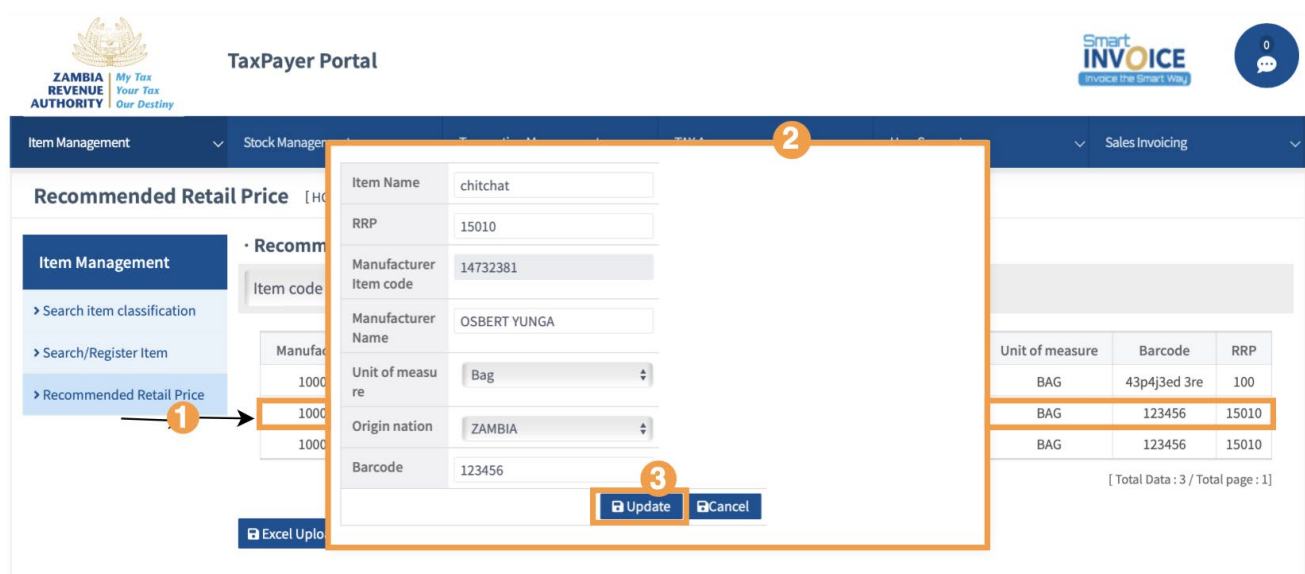
1. Go to the Item Management tab
2. Click on the Recommended Retail Price
3. Click on Upload Excel Button
4. Browser the filled template to upload
5. Click the excel upload button

The uploaded items with their details will be displayed



5.4.2 The Image illustrates the process of updating the MTV item

1. Select an item to update
2. A pop-up window is displayed
3. Fill the pop-up window and then click the update button



5.5 Registering MTV item

The image illustrates the process of registering an MTV item for a taxpayer who is registered on any tax category

1. Select MTV as a tax category
2. Select the manufacture item with the manufacture name
3. The Recommended retailed price from manufacturer is displayed
4. Set your selling price and fill other required filled
5. Click save button

Item registration ✕

>Item

* Item class code	<input type="text"/>	<input type="button" value="Q"/>	* Tax category	<div>MTV 1</div> <div>Tax category</div>
* Manufacturer MTV Item Name	<input type="text"/>			<input type="button" value="Q"/> 2
* RRP	<input type="text"/> 3			
* Item Name	<input type="text"/>			
Item standard name	<input type="text"/>			
* Item type	--Select-- ⌵	* Origin nation	--Select-- ⌵	
* Package unit	--Select-- ⌵	* Unit of measure	--Select-- ⌵	
Barcode	<input type="text"/>			
Safety quantity	<input type="text"/>	Service charge	--Select-- ⌵	
Purchase price	<input type="text"/>	Selling price	<input type="text"/> 4	
Additional information	<input type="text"/>			

5

5.6 Registering an RVAT item for a taxpayer who is registered on RVAT tax category

2

>Item

* Item class code	<input type="text"/>	<input type="button" value="Q"/>	* Tax category	Reverse VAT
* Item Name	<input type="text"/>			
Item standard name	<input type="text"/>			
* Item type	Service	* Origin nation	--Select--	
* Package unit	Net	* Unit of measure	Number	
Barcode	<input type="text"/>			
Safety quantity	<input type="text"/>	Service charge	--Select--	
Purchase price	<input type="text"/>	Selling price	0	
Additional information	<input type="text"/>			

1

3

FIGURE 18 – REGISTERING RVAT ITEM

5.7 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 the 'Search registered item' page. It includes a sidebar with 'Item Management' and 'Search registered item' selected. The main area has a search form with 'Item code' and 'Item Name' fields, a 'ZRA Changed' checkbox, and 'Search' and 'Reset' buttons (callout 1). Below the search form is a table of results (callout 2) with columns for item code, item name, classification code, quantity unit, item type, origin nation, additional information, registrant ID, and registration date. A table of item information is also visible (callout 3). At the bottom, there are 'Excel Download' and 'Register' buttons (callout 4).

Item code	Item Name	Classification code
+ 1015160100	(Wheat seeds)	
+ 2312161400	(Sewing machines)	

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	Registration date

6. STOCK MANAGEMENT

6.1. 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

Stock Inventory [HOME > Smart Invoice > Stock Management > Stock Inventory]

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 Inventory

Item classification code
Item code

Search

Reset

Branch code	Item classification code	Item classification name	Item code	Item Name	Residue quantity	Quantity Unit
There is no search result						

Excel Download

FIGURE 20 - STOCK

6.2 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

Stock by item [HOME > Smart Invoice > Stock Management > Stock by item]

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 by item

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

Search

Item Code(Name)	Quantity Unit Code	Stock-In			Stock-Out		
		Quantity	Price	Total Value	Quantity	Price	Total Value
There is no search result							

Excel Download

6.3. 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

Stock by Client/Supplier [HOME > Smart Invoice > Stock Management > Stock by Client/Supplier]

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 by Client/Supplier

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

Customer Name	Quantity Unit Code	Stock In			Stock Out		
		Quantity	Price	Total Value	Quantity	Price	Total Value
There is no search result							

Excel Download

FIGURE 22 - STOCK BY CLIENT/SUPPLIER

6.4. Imported Item List

The user can view the list of all imported items

1. The list of imported items is 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

Imported item list [HOME > Smart Invoice > Stock Management > Imported item list]

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

Imported item list

Report Date Day 07/12/2023 07/12/2023 Supplier's name Item Name Search

Declaration Date	Operation Code	Supplier's name	HS Code	Item Name	Country Code of Origin	Quantity	Quantity Unit Code	Invoice Foreign Currency Amount	Item Name
There is no search result									

Excel Download

6.5. 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 24 - STOCK-IN HISTORY

6.6. 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

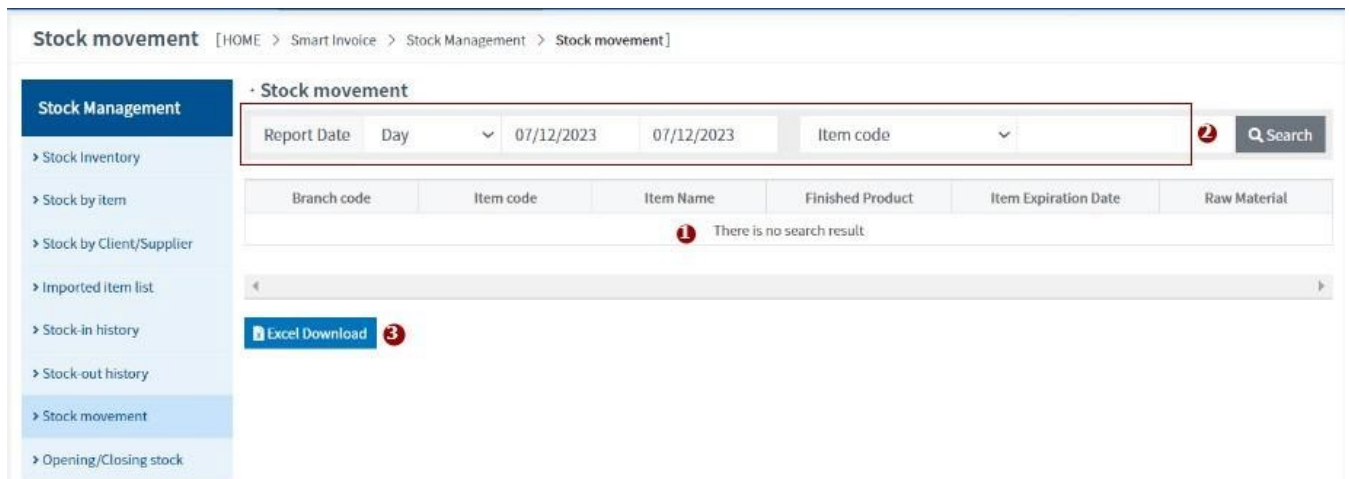
Branch code	Item code	Item Name	Sales			Shipment Out	Adjustment Out	Damaged Expired	Processing Out
			Quantity	Price	Total Amount	Quantity	Quantity	Quantity	Quantity
There is no search result									

Excel Download

6.7. 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

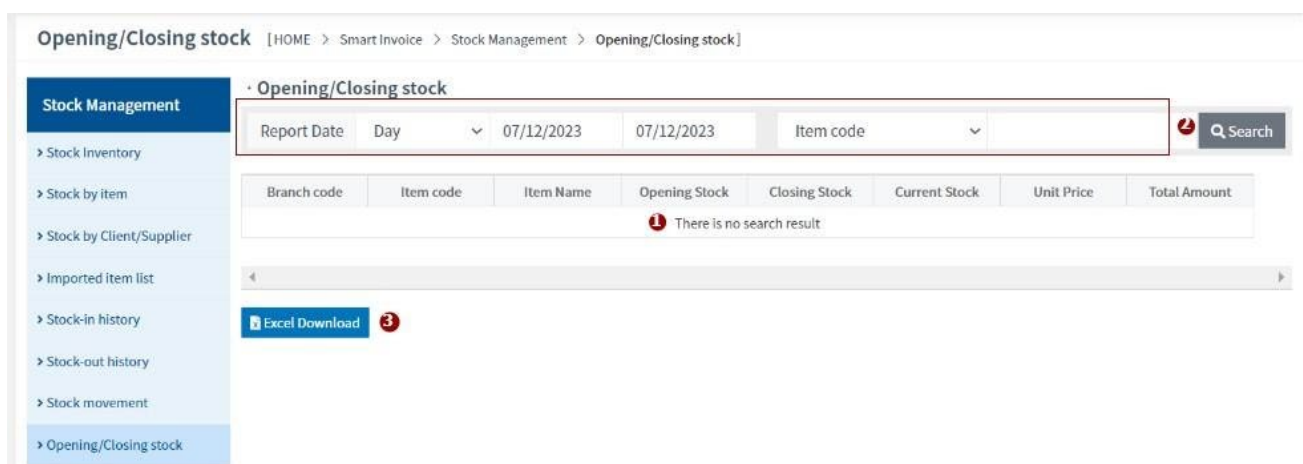


The screenshot shows the 'Stock movement' page in a web application. The breadcrumb trail is 'HOME > Smart Invoice > Stock Management > Stock movement'. On the left, a 'Stock Management' sidebar lists various options, with 'Stock movement' highlighted. The main content area is titled 'Stock movement' and contains a search form with fields for 'Report Date' (set to 07/12/2023), 'Day' (set to 07/12/2023), and 'Item code'. A 'Search' button is to the right. Below the search form is a table with columns: 'Branch code', 'Item code', 'Item Name', 'Finished Product', 'Item Expiration Date', and 'Raw Material'. A message 'There is no search result' is displayed in the table area. At the bottom left of the main area is an 'Excel Download' button with a red notification icon (3).

6.8. 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



The screenshot shows the 'Opening/Closing stock' page in a web application. The breadcrumb trail is 'HOME > Smart Invoice > Stock Management > Opening/Closing stock'. On the left, a 'Stock Management' sidebar lists various options, with 'Opening/Closing stock' highlighted. The main content area is titled 'Opening/Closing stock' and contains a search form with fields for 'Report Date' (set to 07/12/2023), 'Day' (set to 07/12/2023), and 'Item code'. A 'Search' button is to the right. Below the search form is a table with columns: 'Branch code', 'Item code', 'Item Name', 'Opening Stock', 'Closing Stock', 'Current Stock', 'Unit Price', and 'Total Amount'. A message 'There is no search result' is displayed in the table area. At the bottom left of the main area is an 'Excel Download' button with a red notification icon (3).

7.TRANSACTION MANAGEMENT

7.1 Sales by Invoice

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

1. The list of sales 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 28- SALES BY INVOICE

7.2 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:

7.3 Sales by Buyer

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

1. The list of sales is 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 30- SALES BY BUYER

7.4 Purchase by Invoice

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

1. The list of purchases is 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.

7.5 Purchase by Item

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

1. The list of purchases is 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:

The screenshot shows the 'Purchase by item' interface. On the left is a sidebar with 'Transaction Management' and a list of options including 'Purchase by item'. The main area has a search bar with fields for 'Report Date' (Day, 07/12/2023), 'Item code', and 'Invoice type' (All--). A 'Search' button is present. Below the search bar is a table with columns: 'Item code(Item name)', 'Tax type', 'Tot Taxable Amount', 'Tot Non-Taxable Amount', 'TAX', and 'Summary Amount'. A message 'There is no search result' is displayed. At the bottom, there are two buttons: 'Excel Report' and 'Excel Details'. Callouts indicate that 'Excel Report' leads to 'Download a report combining all invoices' and 'Excel Details' leads to 'Download a single invoice details'.

FIGURE 32 - PURCHASE BY ITEM

7.6 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.

8.TAX ANNEXURE

8.1 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' interface. On the left is a sidebar with 'TAX Annexure' and a list of options including 'Sales report'. The main area has a search bar with fields for 'Report Date' (Day, 07/12/2023), 'Invoice number', and 'Invoice type' (All--). A 'Search' button is present. Below the search bar is an 'Excel Download' button. A message 'There is no search result' is displayed.

FIGURE 33 - SALES REPORT

8.2. 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:

Purchase report [HOME > Smart Invoice > TAX Annexure > Purchase report]

TAX Annexure

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

Purchase report

Report DateDay07/12/202307/12/2023Invoice numberInvoice type--All--

1

Q Search

Excel Download

2

8.3 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 DateDay07/12/202307/12/2023Declaration NumberNature of Goods

Q Search

1

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

2

Excel Download

3

9.USER SUPPORT

9.1 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				

9.2 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			

FIGURE 37 – MANUALS

10.SALES INVOICING

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

1. Click on ‘Sales Invoicing’
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

Filter the sales Receipts by entering: ***Sale Date, Invoice Number OR Invoice Type*** then click ***Search***.

The list of sales invoices will be listed in area below after search

The screenshot shows the 'TaxPayer Portal' interface. At the top, there's a navigation bar with 'Sales Invoicing' selected. Below this, there's a search section with fields for 'Sale date', 'Invoice number', and 'Invoice type'. A search button is present. Below the search section, there's a table with columns: 'Invoice number', 'Customer Name', 'Sale date', 'Invoice type', 'Total Item Count', 'Tot Taxable Amount', 'Tax amount', 'Total Amount', 'Currency type', and 'Adjustments'. A message 'There is no search result' is displayed in the table area. A callout box with a red circle and the number '1' points to the 'Sales Invoicing' menu item. Another callout box with a red circle and the number '2' points to the 'Add Invoice' button in the bottom right corner.

FIGURE 38– ADDING A NEW INVOICE

10.1 Making a sale

Below is a sale made by a tax payer registered on Tourism levy (TL) and tan over tax (TOT)

1. Choose sale category
2. choose payment type
3. select currency to use
4. In put the exchange rate
5. Choose item to be sold
6. Put number of quantities other information will auto populate
7. Input the value/cash discount
8. Click <Save>

TaxPayer Portal

Item Management
Stock Management
Transaction Management
TAX Annexure
User Support
Sales Invoicing

Sales Invoicing [HOME > Smart Invoice > Sales Invoicing > Sales Invoicing]

Sales Invoicing

> Sales Invoicing

Sale information

Sale category*
Normal Invoice

Customer TPIN
Customer Name

Customer Mobile No
Customer Phone No

Payment Type*
--Select--

Currency*
--Select--
United States dollar
Euro
Pound sterling
South African rand
Chinese yuan
Zambian kwacha

Exchange rate*

Remarks

Total Supply Price

Sale item list

#1

Service name*	Package	Quantity*	Unit supply price*
Discount rate	Discount Amount	Supply Amount	
Taxable Supply Amount	Tax category	VAT amount	
	--Select--		
IPL Taxable amount	IPL category	IPL amount	
	--Select--		
Total Amount			

Cash Discount

Cash discount rate(%)	Cash discount Amount

Save

FIGURE 39– MAKING A SALE

Upon saving a sale, it will be displayed in the sales section as depicted below.

TaxPayer Portal

Sales Invoicing

[HOME > Smart Invoice > Sales Invoicing > Sales Invoicing]

Sales Invoicing

Sale date: Day 01/06/2024 10/09/2024 Invoice number Invoice number

Invoice type --All-- Q Search

Invoice number	Customer Name	Sale date	Invoice type	Total Item Count	Tot Taxable Amount	Tax amount	Total Amount	Currency type	Adjustments
24		10/09/2024	Debit note	1	517.2414	82.7586	600.0000	ZMW	Adjust invoice
23	keke	04/09/2024	Credit Note	-1	-32.5780	-7.4220	-40.0000	USD	
22		06/08/2024	Sale	1	190.4762	9.5238	200.0000	USD	Adjust invoice
21		13/06/2024	Sale	1	258.6207	41.3793	300.0000	ZMW	Adjust invoice
20	keke	13/06/2024	Credit Note	-1	-32.5780	-7.4220	-40.0000	USD	
19	keke	13/06/2024	Sale	1	97.7340	22.2660	120.0000	USD	Adjust invoice
18	kali	13/06/2024	Sale	1	71.4286	3.5714	75.0000	USD	Adjust invoice
17	banda	13/06/2024	Sale	1	4.7619	0.2381	5.0000	USD	Adjust invoice
16		11/06/2024	Sale	1	6.4655	0.0000	6.4655	USD	Adjust invoice

[Total Data : 9 / Total page : 1]

Normal sale will be saved Add Invoice

FIGURE 40– AFTER MAKING A SALE

10.2 Export

Exports refer to goods or services produced domestically in one country and sold to customers or businesses located in another country. It involves the transfer of goods and services across international borders, typically for commercial purposes.

How to make an export sale:

1. Select <export> as a sale category
2. Select <country of destination >
3. Select <payment type >
4. Select <currency>
5. Put <exchange rate >
6. Select <service name
7. Put quantity
8. Click < save>

TaxPayer Portal

Sales Invoicing [HOME > Smart Invoice > Sales Invoicing > Sales Invoicing]

Sale information

Sale category* **Export** (1)

Customer TPIN 1234567896 Customer Name

Customer Mobile No Customer Phone No

Country of destination* --Select-- (2)

Payment Type* --Select-- (3)

Currency* --Select-- (4)

Exchange rate* (5)

Remarks

Sale item list

#1

Service name* (6)

Package

Quantity* (7)

Unit supply price*

Supply Amount

Taxable Supply Amount

Tax category

TOT

VAT amount

TL Taxable amount

TL category

--Select--

TL amount

Total Amount

Save (8)

FIGURE 41– MAKING EXPORT SALE

After a sale is made go to sales invoicing then click on invoice number you will see client details below:

- 1.Export is denoted as C1(1)
2. Click< print invoice >to print the invoice (2)

client ID : 1234567896										
Item sequence	Item classification code	Item code	Service name	Unit supply price	Quantity	Supply Amount	Discount rate	Taxable Supply Amount	Tax category	Tax amount
1	8413150300	ZM3NTXNOX0005	insurance	115.3846	1	115.3846	0.0000	115.3846	C1 + IPL1	0.0000
Total amount										115.38 USD
Taxable Amount-C1-0%										115.3846
Total tax-C1										0.0000%
Taxable Amount-IPL1-5%										109.8901
Total tax IPL1										5.4945
Total tax										5.4945 USD
Exchange rate										1 USD = 26.0000 ZMW
SDC INFORMATION										
Date	30/04/2024 09:28:37									
Invoice Number	14									
Internal Data	7BG7-TQWI-6AJO-IWTR-WBCT-UYGX-3Y									
Invoice Signature	XHAY-CXGU-DZAV-KCEQ									
										Print Invoice

FIGURE 42– EXPORT SALE INVOICE PREVIEW

10.3 Local Purchase order (LPO)

This sales method is utilized by diplomats or individuals exempted from taxes, who, upon receiving LPO numbers, are relieved from tax obligations.

How to make an export sale:

1. Select <LPO> as a sale category
2. Put <LPO number >
3. Select <payment type >
4. Select <currency>
5. Put <exchange rate >
6. Select <service name >
7. Put quantity
8. Click < save>

The screenshot shows the 'Sales Invoicing' form in the TaxPayer Portal. The form is titled 'Sales Invoicing' and includes a breadcrumb trail: 'HOME > Smart Invoice > Sales Invoicing > Sales Invoicing'. The form is divided into sections: 'Sales Invoicing' (with a sub-section 'Sales Invoicing'), 'Sale information', and 'Payment information'. The 'Sale information' section contains fields for 'Sale category*' (set to 'LPO'), 'Customer TPIN', 'Customer Name', 'Customer Mobile No', and 'Customer Phone No'. The 'Payment information' section contains fields for 'LPO number*', 'Payment Type*' (set to 'Cash'), 'Currency*' (a dropdown menu with options: '--Select--', 'United States dollar', 'Euro', 'Pound sterling', 'South African rand'), 'Exchange rate*', and 'Remarks'. Numbered annotations (1-5) point to the following fields: 1. 'Sale category*' dropdown, 2. 'LPO number*' text input, 3. 'Payment Type*' dropdown, 4. 'Currency*' dropdown menu, and 5. 'Exchange rate*' text input.

FIGURE 43– LPO SALE

The screenshot shows a 'Sale item list' form. At the top left, there is a header '#1' and a blue '+' button. Below this, the form is divided into several sections. The first section contains a 'Service name*' field with a search icon, a 'Package' field, a 'Quantity*' field, a 'Unit supply price*' field, and a 'Supply Amount' field. The second section contains 'Taxable Supply Amount', 'Tax category' (with a dropdown menu showing 'TOT'), and 'VAT amount'. The third section contains 'TL Taxable amount', 'TL category' (with a dropdown menu showing '--Select--'), and 'TL amount'. The fourth section contains 'Total Amount'. At the bottom right, there is a blue 'Save' button. Three orange callout boxes with numbers 6, 7, and 8 are present. Callout 6 points to the 'Service name*' field. Callout 7 points to the 'Quantity*' field. Callout 8 points to the 'Save' button.

Sale item list			
#1			+
Service name*	Package	Quantity*	Unit supply price*
Taxable Supply Amount	Tax category		Supply Amount
	TOT		
TL Taxable amount	TL category		VAT amount
	--Select--		
Total Amount			
			Save

Following a completed sale, navigate to the sales invoicing section, then select the invoice number. Below, you'll find the client details displayed.

- 1.LPO is denoted as C2(1)
2. Click< print invoice >to print the invoice (2)

client ID : 1234567891

Item sequence	Item classification code	Item code	Service name	Unit supply price	Quantity	Supply Amount	Discount rate	Taxable Supply Amount	Tax category	Tax amount
1	8413152000	ZM3NTXNOX0006	insurance	9.6154	1	9.6154	0.0000	9.6154	C2 + IPL1	0.0000
Total amount										9.62 USD
Taxable Amount-C2-0%										9.6154
Total tax-C2										0.0000
Taxable Amount-IPL1-5%										9.1575
Total tax IPL1										0.4579
Total tax										0.4579 USD
Exchange rate										1 USD = 26.0000 ZMW
SDC INFORMATION										
Date	30/04/2024 10:26:08									
Invoice Number	15									
Internal Data	7BG7-TQWI-6AJO-IWTR-WBCT-UYGX-3Y									
Invoice Signature	Y3GX-C4L2-SGSK-6D52									
										Print Invoice

FIGURE 44– LPO SALE INVOICE PREVIEW

Note: When processing an LPO sale, ensure that you sell to a registered customer with a valid LPO number. The system will verify the validity of the LPO number against the sellers. The details of the sale item list will vary based on the tax category to which a taxpayer is registered. However, the process for making a sale remains the same across different tax categories.

10.4 Reverse Value Added Tax (RVAT)

This sales method Applies to transactions involving imported services. (For both Appointed Tax Agent and Self-invoicing).

How to make RVAT sale:

- 1.Select <RVAT> as a sale category
- 2.Select <Principal Name>
- 3.Fill other required information

ZAMBIA REVENUE AUTHORITY *My Tax Your Tax Our Destiny*

TaxPayer Portal

Smart INVOICE *Invoice the Smart Way*

Item Management | Stock Management | Transaction Management | TAX Annexure | User Support | Sales Invoicing

Sales Invoicing [HOME > Smart Invoice > Sales Invoicing > Sales Invoicing]

Sale information

Sale category* RVAT

Customer TPIN Customer Name

Customer Mobile No Customer Phone No

Principal name*

Principal name

Payment Type* --Select-- **Currency*** --Select-- **Exchange rate***

Additional details

FIGURE 45— RVAT SALE

10.5 Issuing Debit note

Sometimes, additional charges may arise after the initial transaction, such as additional goods, taxes, or other fees. In such cases, a debit note is issued to inform the buyer of the additional amount owed.

Procedures to create a debit note:

- 1). Click <Adjust invoice >
- 2). Click <debit Note >

FIGURE 46— CREATING A DEBIT NOTE

Invoice Information								
Sale type	Normal							
Invoice type	Sale							
Branch name	Headquarter							
Customer TPIN	1000000001							
Currency	USD							
Exchange rate	26.0000							
Status	Approved							
Invoice number	9							
Invoice issue date	29/04/2024 12:51:05							
Payment Type	Cash							
Customer Name								
Customer Mobile	No							
Remarks								
Total Taxable Amount	22.7359							
Total Tax Amount	0.3410							
Total Amount	25.35							
Taxable Amount-TL	22.7359							
Tax Amount-TL	0.0000							
Tax rate-TL	1.50%							
Item Name	Package	Quantity	Unit supply price	Supply Amount	Taxable Supply Amount	Tax category	Tax amount	Total Amount
drinks		2.00	NO	11.5385	23.0769	TL	0.3412	23.0769

After clicking on debit note you will land on the page below

- 1). You will see same TPIN as the original invoice.
- 2.) Debit note Invoice will reference the original invoice.
- 3.) Choose a debit note reason then make a sale as normal.
- 4) Select the item to be debited and fill the required information
- 5). Click <save > button to save the debit note

Sales Invoicing [HOME > Smart Invoice > Sales Invoicing > Sales Invoicing]

Sale information

Sale category* Normal Invoice

Customer TPIN 1000000001

Customer Name

Customer Mobile No

Customer Phone No

Reference invoice INV0020000079/9

Debit note reason* --Select--

Payment Type* --Select--

Exchange rate* 26

Remarks

Sale item list

#1

+

4

Service name*

🔍

Package

Quantity*

Unit supply price*

Discount rate

Discount Amount

Supply Amount

Taxable Supply Amount

Tax category

--Select--

VAT amount

IPL Taxable amount

IPL category

--Select--

IPL amount

Total Amount

Cash Discount

Cash discount rate(%)

Cash discount Amount

5

Save

FIGURE 46.1 – CREATING A DEBIT NOTE

After creating a debit note it will appear in sales as depicted below.

The screenshot shows the 'Sales Invoicing' section of the TaxPayer Portal. The breadcrumb trail is: HOME > Smart Invoice > Sales Invoicing > Sales Invoicing. The left sidebar has 'Sales Invoicing' selected. The main area shows a search filter for 'Debit note' and a table of invoices. The table has columns: Invoice number, Customer Name, Sale date, Invoice type, Total Item Count, Tot Taxable Amount, Tax amount, Total Amount, Currency type, and Adjustments. The 'Debit note' entry is highlighted in the 'Invoice type' column. An arrow points from the text 'Debit note will be displayed on the list' to the highlighted entry.

Invoice number	Customer Name	Sale date	Invoice type	Total Item Count	Tot Taxable Amount	Tax amount	Total Amount	Currency type	Adjustments
24		10/09/2024	Debit note	1	517.2414	82.7586	600.0000	ZMW	Adjust invoice
23	keke	04/09/2024	Credit Note	-1	-32.5780	-7.4220	-40.0000	USD	Adjust invoice
22		06/08/2024	Sale	1	190.4762	9.5238	200.0000	USD	Adjust invoice
21		13/06/2024	Sale	1	258.6207	41.3793	300.0000	ZMW	Adjust invoice
20	keke	13/06/2024	Credit Note	-1	-32.5780	-7.4220	-40.0000	USD	Adjust invoice
19	keke	13/06/2024	Sale	1	97.7340	22.2660	120.0000	USD	Adjust invoice
18	kali	13/06/2024	Sale	1	71.4286	3.5714	75.0000	USD	Adjust invoice
17	banda	13/06/2024	Sale	1	4.7619	0.2381	5.0000	USD	Adjust invoice
16		11/06/2024	Sale	1	6.4655	0.0000	6.4655	USD	Adjust invoice

Debit note will be displayed on the list

FIGURE 46.2 – CREATED DEBIT NOTE

NOTE: When creating a debit note, the taxpayer's information remains consistent and does not alter.

10.6 Issuing Partial/Full Credit Note

A credit note is a financial record provided by a seller to a buyer, signifying that a specific sum has been credited back to the buyer's account. This adjustment is made due to various reasons, such as damaged or missing items. It is commonly issued when there is a requirement to reimburse or balance out a previously invoiced amount.

10.6.1. Steps to create a full credit note:

Click on 'Sales invoicing' to open the list of sales

1. On the invoice to be credited click <Adjust invoice >
2. On the invoice to be credited click 'Credit Note'
3. Choose < credit note reason >
4. Click <full credit notes Button>
5. Click <Yes> button

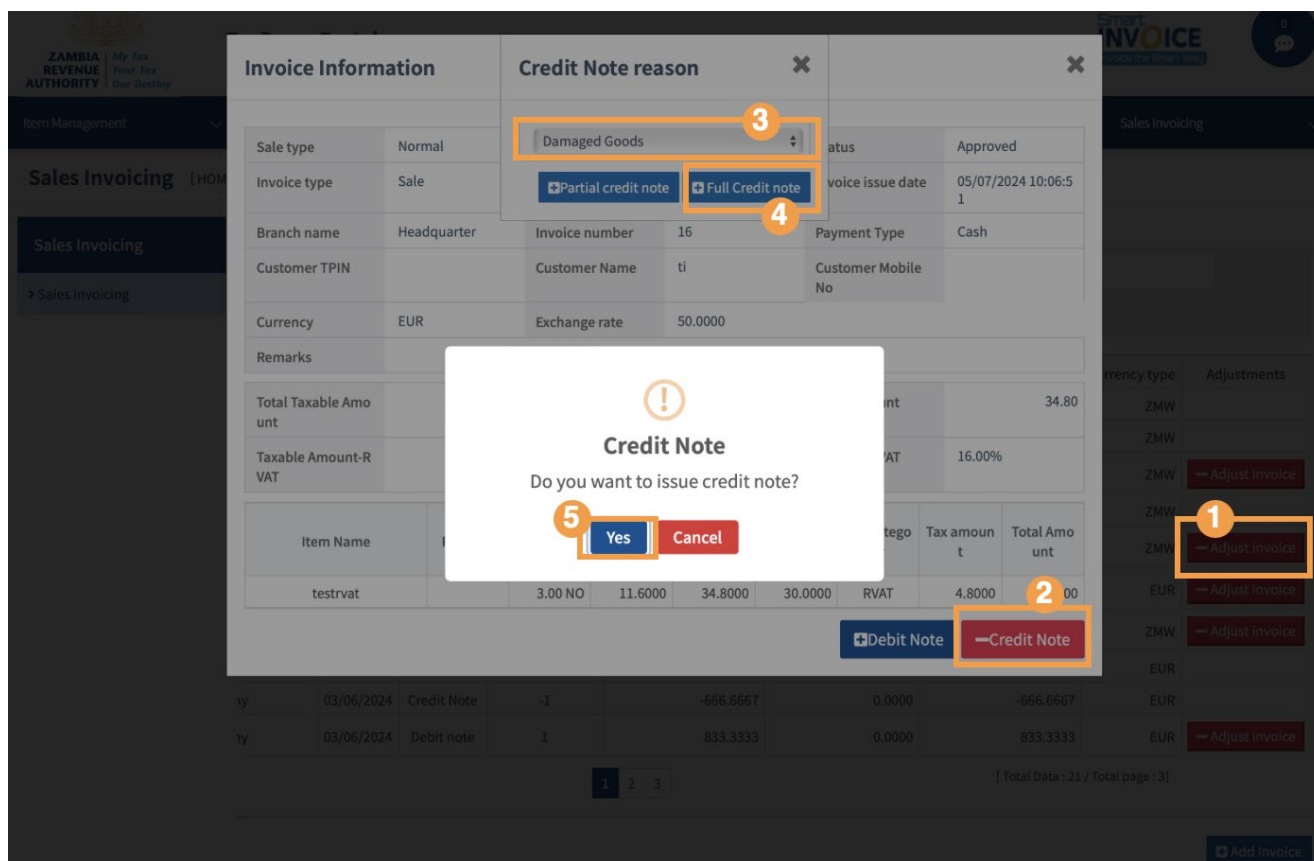


FIGURE 47— CREATING A FULL CREDIT NOTE

After clicking yes button, you will land on the page below and you will have a credit note invoice created in sales.

Sales Invoicing

➤ Sales Invoicing

• Sales Invoicing

Sale date Day ▾ 01/06/2024 10/09/2024 Invoice number Invoice number
Invoice type --All-- Q Search

Invoice number	Customer Name	Sale date	Invoice type	Total Item Count	Tot Taxable Amount	Tax amount	Total Amount	Currency type	Adjustments
24		10/09/2024	Debit note	1	517.2414	82.7586	600.0000	ZMW	Adjust invoice
23	keke	04/09/2024	Credit Note	-1	-32.5780	-7.4220	-40.0000	USD	
22		06/08/2024	Sale	1	190.4762	9.5238	200.0000	USD	Adjust invoice
21		13/06/2024	Sale	1	258.6207	41.3793	300.0000	ZMW	Adjust invoice
20	keke	13/06/2024	Credit Note	-1	-32.5780	-7.4220	-40.0000	USD	
19	keke	13/06/2024	Sale	1	97.7340	22.2660	120.0000	USD	Adjust invoice
18	kali	13/06/2024	Sale	1	71.4286	3.5714	75.0000	USD	Adjust invoice
17	banda	13/06/2024	Sale	1	4.7619	0.2381	5.0000	USD	Adjust invoice
16		11/06/2024	Sale	1	6.4655	0.0000	6.4655	USD	Adjust invoice

1

[Total Data : 9 / Total page : 1]

Credit note will have a
minus sign

Add Invoice

FIGURE 48 – CREATED CREDIT NOTE

10.6.2. Steps to create a Partial credit note:

Click on ‘Sales invoicing’ to open the list of sales

1. On the invoice to be credited click <Adjust invoice >
2. On the invoice to be credited click ‘Credit Note’
3. Choose < credit note reason>
4. Click <Partial credit note Button>

Invoice Information

Sale type	Normal
Invoice type	Sale
Branch name	Headquarter
Customer TPIN	
Currency	EUR
Exchange rate	50.0000
Remarks	

Total Taxable Amount	30.0000	Total Tax Amount	4.8000	Total Amount	34.80
Taxable Amount-RVAT	30.0000	Tax Amount-RVAT	4.8000	Tax rate-RVAT	16.00%

Item Name	Package	Quantity	Unit supply price	Supply Amount	Taxable Supply Amount	Tax category	Tax amount	Total Amount
testrvat		3.00 NO	11.6000	34.8000	30.0000	RVAT	4.8000	39.6000

Credit Note reason

Wrong price

Partial credit note Full Credit note

Debit Note Credit Note

FIGURE 49– CREATING A PARTIAL CREDIT NOTE

After clicking on partial credit note you will land on the page below

- 1) You will see same TPIN as the original invoice.
- 2) Partial credit note Invoice will reference the original invoice.
- 3) Choose a debit note reason then make a sale as normal.
- 4) Select the item to be credited and fill other required information
- 5) Click save button

Sales Invoicing

> Sales Invoicing

New Credit note information

Sale category* Normal Invoice 1

Customer TPIN 1000000001 Customer Name keke

Customer Mobile No Customer Phone No

Reference invoice INV0020000080/19 2

Credit Note reason* Wrong price 3

Payment Type* --Select-- Currency* United States dollar Exchange rate* 50

Additional details

Sale item list



#1

4

Service name*

Package

Quantity*

Unit supply price*

Discount rate

Discount Amount

Supply Amount

Taxable Supply Amount

Tax category

--Select--

VAT amount

IPL Taxable amount

IPL category

--Select--

IPL amount

Total Amount

Cash Discount

Cash discount rate(%)

Cash discount Amount

5 Save

Save

FIGURE 50— CREATING A PARTIAL CREDIT NOTE

After clicking yes button, you will land on the page below and you will have a credit note invoice created in sales.

Sales Invoicing

> Sales Invoicing

• Sales Invoicing

Sale date Day ▾ 01/06/2024 10/09/2024 Invoice number Invoice number
Invoice type --All--

Invoice number	Customer Name	Sale date	Invoice type	Total Item Count	Tot Taxable Amount	Tax amount	Total Amount	Currency type	Adjustments
24		10/09/2024	Debit note	1	517.2414	82.7586	600.0000	ZMW	<input type="button" value="Adjust invoice"/>
23	keke	04/09/2024	Credit Note	-1	-32.5780	-7.4220	-40.0000	USD	
22		06/08/2024	Sale	1	190.4762	9.5238	200.0000	USD	<input type="button" value="Adjust invoice"/>
21		13/06/2024	Sale	1	258.6207	41.3793	300.0000	ZMW	<input type="button" value="Adjust invoice"/>
20	keke	13/06/2024	Credit Note	-1	-32.5780	-7.4220	-40.0000	USD	
19	keke	13/06/2024	Sale	1	97.7340	22.2660	120.0000	USD	<input type="button" value="Adjust invoice"/>
18	kali	13/06/2024	Sale	1	71.4286	3.5714	75.0000	USD	<input type="button" value="Adjust invoice"/>
17	banda	13/06/2024	Sale	1	4.7619	0.2381	5.0000	USD	<input type="button" value="Adjust invoice"/>
16		11/06/2024	Sale	1	6.4655	0.0000	6.4655	USD	<input type="button" value="Adjust invoice"/>

1

[Total Data : 9 / Total page : 1]

Credit note will have a
minus sign


10.7 Commercial invoice

For all exports of goods and incidental services (e.g. Transport and Insurance), suppliers will be required to issue a commercial invoice using Smart Invoice.


10.7.1. Making Commercial Invoice

To create a new commercial invoice, follow the following steps

1. Click on ‘Sales Invoicing’
2. Select “Commercial Invoice”
3. Click “add invoice “
4. Fill in the displayed form
5. Once the information is filled, click “save “button



TaxPayer Portal




0

Item Management	Stock Management	Transaction Management	TAX Annexure	User Support	Sales Invoicing
<ul style="list-style-type: none">Search item classificationSearch/Register ItemRecommended Retail Price	<ul style="list-style-type: none">Stock InventoryStock by itemStock by Client/SupplierImported item listStock-in historyStock-out historyStock movementOpening/Closing stock	<ul style="list-style-type: none">Sales by invoiceSales by itemSales by buyerPurchase by invoicePurchase by itemPurchase by supplier	<ul style="list-style-type: none">Sales reportPurchase reportTAX importation	<ul style="list-style-type: none">NoticeManualTemplates	<ul style="list-style-type: none">Sales InvoicingCommercial invoiceProvisional & Final invoice


1

[Total Data : 6 / Total page : 1]

3 Add Invoice



TaxPayer Portal



0

Item Management	Stock Management	Transaction Management	TAX Annexure	User Support	Sales Invoicing
-----------------	------------------	------------------------	--------------	--------------	-----------------

Commercial invoice [HOME > Smart Invoice > Sales Invoicing > Commercial invoice]

Sales Invoicing

- > Sales Invoicing
- > Commercial invoice
- > Provisional & Final invoice

Create Commercial invoice

4

Shipping date*16/12/2024

Shipment number*

UCR No.*

Export country code*--Select--

Currency*--Select--

Exchange rate*

Payment terms*

Export reason text*

Sender information

Sender name (Name of Authorized Signatory)*

Sender address*

Sender postal code*

Sender phone no*

Sender email*

Customs code*

Port of loading*

Unit supply price*	Tariff code*	Sub-total
<input type="text"/>	<input type="text"/>	<input type="text"/>
Freight costs [Tax Excl.]	Handling costs [Tax Excl.]	Storage costs [Tax Excl.]
<input type="text"/>	<input type="text"/>	<input type="text"/>
Insurance costs [Tax Excl.]	Other costs [Tax Excl.]	
<input type="text"/>	<input type="text"/>	
Total amount		
<input type="text"/>		

Bank information

Bank name*	Swift code*	Bank branch*	Bank account no*	Bank account name*
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5


10.8. Provisional Invoice


A provisional invoice allows the seller to receive partial payments without waiting for the final transaction details, thus avoiding cash flow issues and business disruptions.

10.8.1. Making provisional Invoice through one specific commercial invoice

To create a new provisional invoice, follow the following steps

1. Click on **'Sales Invoicing'**
2. Select **"Commercial Invoice"**
3. Open the selected commercial invoice
4. Click provisional invoice button
5. Fill in the displayed form
6. Once the information is filled, click **"save"** button





0

TaxPayer Portal

Item Management
Stock Management
Transaction Management
TAX Annexure
User Support
Sales Invoicing

Search item classification
Search/Register item
Recommended Retail Price

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

Sales by invoice
Sales by item
Sales by buyer
Purchase by invoice
Purchase by item
Purchase by supplier


Sales report
Purchase report
TAX Importation


Notice
Manual
Templates

Sales Invoicing
Commercial Invoice
Provisional & Final invoice

1

[Total Data : 6 / Total page : 1]





0

Item Management
Commercial invoice
Sales Invoicing
Sales Invoicing
Commercial invoice
Provisional & Final invoice

Invoice Information

Invoice type	Commercial Invoice	Invoice date	2024-12-13 12:16:22	Invoice status	Pending Approval
Transaction type	Sale	Exporter reference	CINV0020000068/6	Shipping date	2024-12-14 00:00:00
Shipment number	2345	Buyer reference no	wertre	UCR No.	2345
Importer/Buyer/Consignee	swedrf, sedrf, 234567	Receiver company name	swedrf	Export country code	AG
Destination country	AG	Currency	EUR	Exchange rate	23.0000
Export reason text	sdvccfds				
Subtotal	0.0000	Total invoice value	66.96		
Total freight costs [Tax Excl.]	4.0000	Total handling costs [Tax Excl.]	4.0000	Total storage costs [Tax Excl.]	4.0000
				Total insurance costs [Tax Excl.]	4.0000
				Total other costs [Tax Excl.]	4.0000

Item Name	Package	Quantity	Tariff	Unit supply price	Shipment value	Subtotal	Total Amount
Vet		4	21.7391	86.9565	0.0000	66.9600	

Provisional Invoice
Finalize Invoice
Print Invoice
Credit Note

Shipping date
Shipment no
Cu

12-13 00:00:00
23456

12-13 00:00:00
23456

12-13 00:00:00
23456543

12-14 00:00:00
2345

12-17 00:00:00
23456

12-17 00:00:00
34565

[Total Data : 6 / Total page : 1]

Add Invoice

Provisional & Final Invoice [HOME > Smart Invoice > Sales Invoicing > Provisional & Final Invoice]

Sales Invoicing

> Sales Invoicing

> Commercial invoice

> Provisional & Final invoice

Sale information

Sale category*

Export

Customer TPIN

Customer Name

Customer Mobile No

+260

Customer Phone No

Country of destination*

ANTIGUA AND BARBUDA

Commercial Invoice

CINV0020000068/6

Purchase order no

Payment Type*

--Select--

Currency*

Euro

Exchange rate*

23

Total deductions

Total Amount

Cash Discount

Cash discount rate(%)

Cash discount Amount

Bank information

Bank name*

--Select--

Swift code*

Bank branch*

Bank account no*

Bank account name*

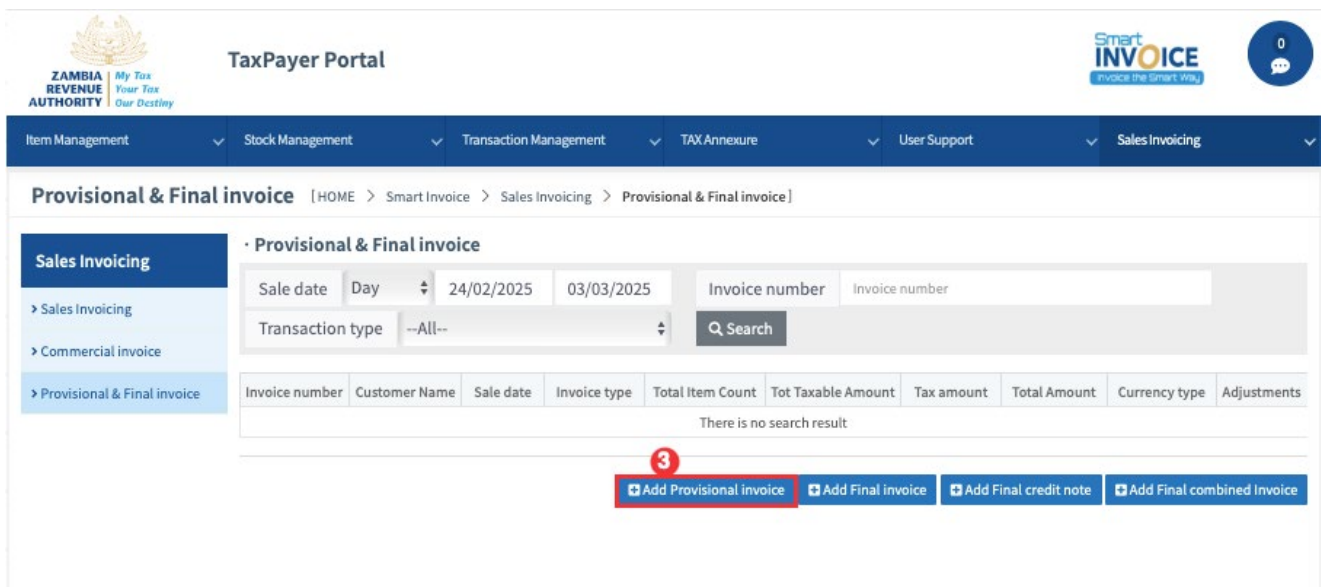
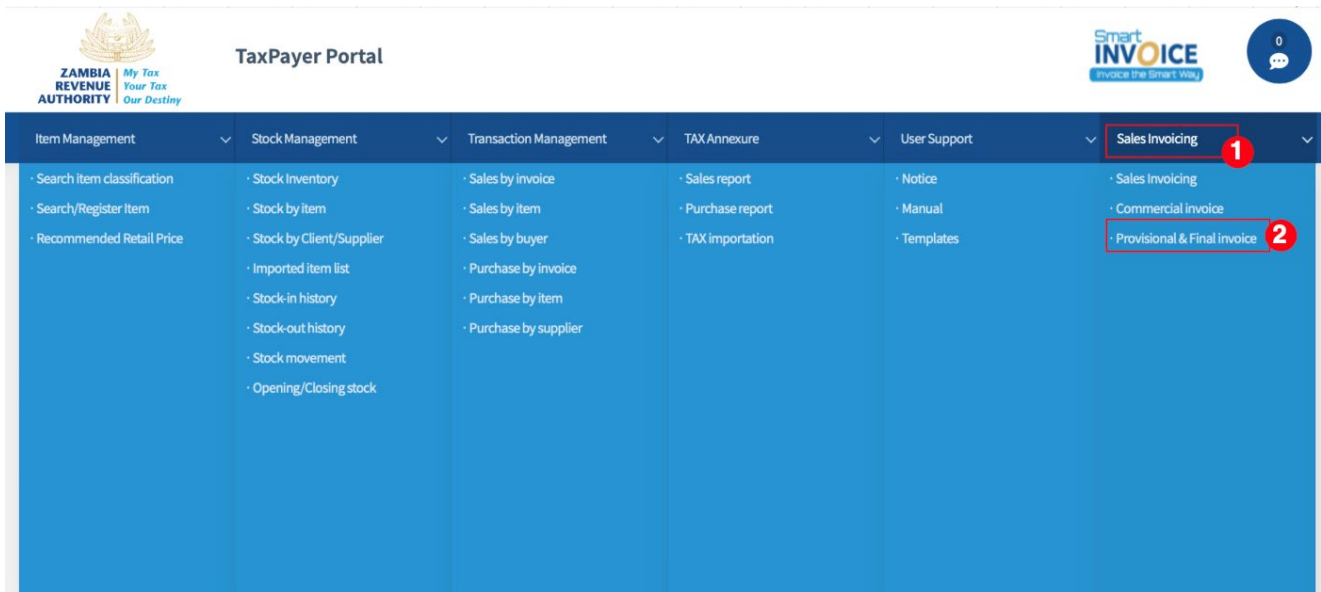
6

Save

10.8.2. Making provisional Invoice linked to multiple commercial invoices

To create a new provisional invoice, follow the following steps

1. Click on ‘Sales Invoicing’
2. Click on “provisional & final invoice”
3. Click add provisional invoice button
4. Fill in the displayed form
5. Once the information is filled, click “save “button



Item Management

Stock Management

Transaction Management

TAX Annexure

User Support

Sales Invoicing

Provisional & Final invoice [HOME > Smart Invoice > Sales Invoicing > Provisional & Final invoice]

Sales Invoicing

> Sales Invoicing

> Commercial invoice

> Provisional & Final invoice

Sale information

Sale category*

--Select--

Customer TPIN

Customer Name

Customer Mobile No

+260

Customer Phone No

Country of destination*

--Select--

Commercial Invoice

Provisional invoice

Add more commercial invoice numbers, separated by commas.

Add more provisional invoice numbers, separated by commas.

Purchase order no

Payment Type*

Currency*

Exchange rate*

--Select--

--Select--

--Select--

Additional details

4

Sale item list

#1

Service name*

Package

Quantity*

Unit supply price*

Discount rate

Discount Amount

Supply Amount

Taxable Supply Amount

Tax category

VAT amount

Treatment charges

Processing charges

Tolling charges

Refinery charges

Freight or transport

Moisture deductions

Insoluble deductions

Total deductions

Total Amount

Cash Discount

Cash discount rate(%)

Cash discount Amount

Bank information

Bank name*

Swift code*

Bank branch*

Bank account no*

Bank account name*

5

Save

10.9. Final invoice

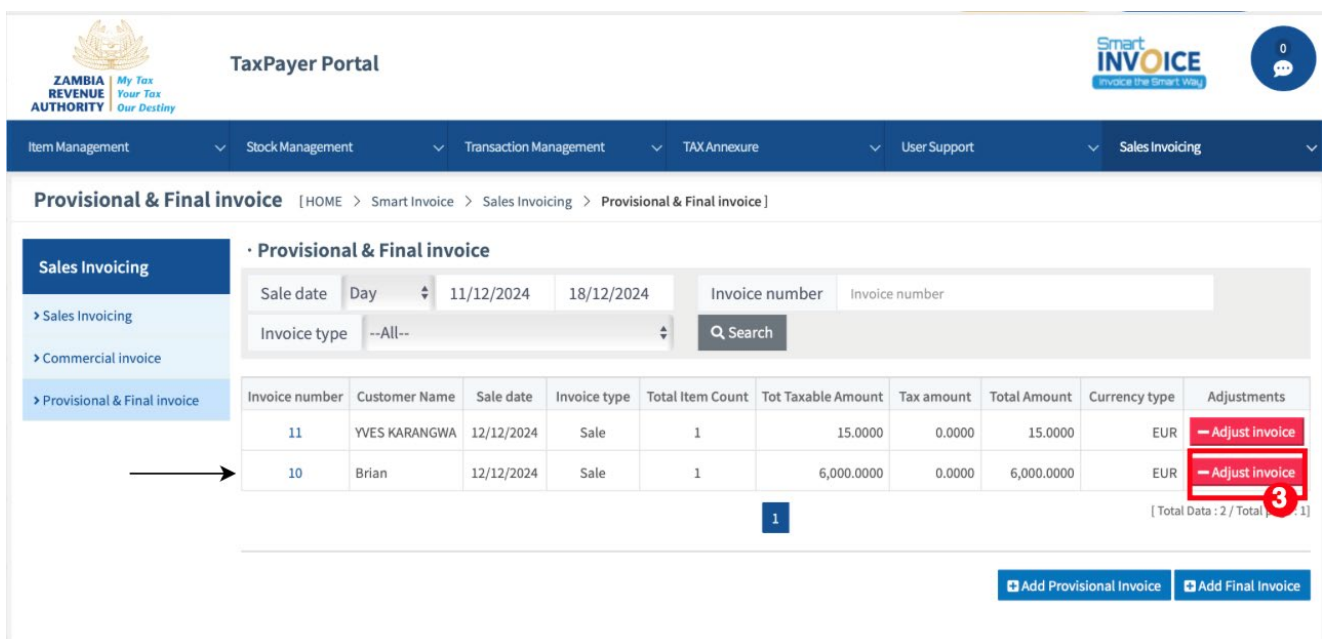
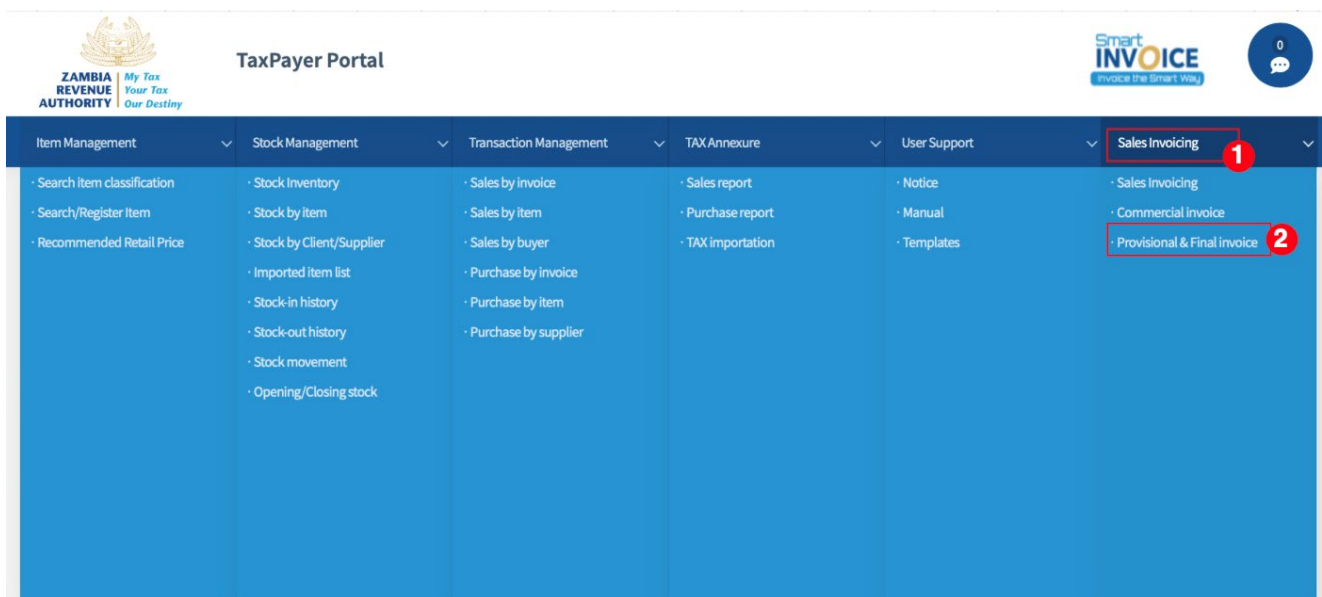
A final invoice allows the seller to receive full payments after the final transaction details.

10.9.1. Making a final Invoice through one specific provision invoice

To create a new a final invoice, follow the following steps

1. Click on **‘Sales Invoicing’**
2. Click on **“provisional invoice”**
3. Click on **“Adjust invoice”** of the selected provision invoice
4. Click **“final invoice”** button on the displayed window

5. Fill in the displayed form
6. Once the information is filled, click “save “button



ZAMBIA REVENUE AUTHORITY
My Tax Your Tax Our Destiny

- Item Management
- Provisional & Final invoice
- Sales Invoicing
 - Sales Invoicing
 - Commercial invoice
 - Provisional & Final invoice

Invoice Information

Sale type	Provisional invoice	Sale date	14/03/2025	Status	Approved
Invoice type	Sale	Invoice number	3	Invoice issue date	14/03/2025 11:38:53
Branch name	Headquarter	Invoice number	3	Payment Type	Cash
Customer TPIN	1000000000	Customer Name	kezaa	Customer Mobile No	+260789623923
Currency	EUR	Exchange rate	20.0000		
Remarks	additional				
Total Taxable Amount	1,286.1035	Total Tax Amount	0.0000	Total Amount	1,286.10
Taxable Amount-C1	1,286.1035	Tax Amount-C1	0.0000	Tax rate-C1	0.00%

Item Name	Package	Quantity	Unit supply price	Supply Amount	Taxable Supply Amount	Tax category	Tax amount	Total Amount
water	3.00	3.00 NO	431.0345	1,293.1035	1,286.1035	C1	0.0000	1,286.1035

Finalize Invoice
Final Credit note
Final Combined invoice
Credit Note

Apply

Smart INVOICE

Reports

Currency type: EUR Adjustments: Adjust Invoice

[Total Data : 1 / Total page : 1]

Add Final combined Invoice

ZAMBIA REVENUE AUTHORITY
My Tax Your Tax Our Destiny

- Item Management
- Stock Management
- Transaction Management
- TAX Annexure
- User Support
- Sales Invoicing

TaxPayer Portal

Smart INVOICE

Provisional & Final invoice [HOME > Smart Invoice > Sales Invoicing > Provisional & Final invoice]

Sales Invoicing

- Sales Invoicing
- Commercial invoice
- Provisional & Final invoice

Sale information

Sale category* Export

Customer TPIN 1000000000 Customer Name Brian

Customer Mobile No +260456545676 Customer Phone No 456787656

Country of destination* ANDORRA

Commercial Invoice Provisional invoice

ANDORRA INV0020000068/10

Add more commercial invoice numbers, separated by commas.

Purchase order no 4567 Payment Type* --Select-- Currency* Euro Exchange rate* 3


Additional details

Freight or transport	Moisture deductions	Insoluble deductions	Total deductions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Amount			
<input type="text"/>			
Cash Discount			
Cash discount rate(%)	Cash discount Amount		
<input type="text"/>	<input type="text"/>		
Bank information			
Bank name*	Swift code*	Bank branch*	Bank account no*
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Bank account name*
			<input type="text"/>
			<input type="button" value="Save"/>


10.9.2. Making a final credit note through one specific provision invoice

To create a final credit note, follow the following steps

1. Click on ‘**Sales Invoicing**’
2. Click on “**provisional invoice**”
3. Click on “**Adjust invoice**” of the selected provision invoice
4. Click “**final credit note**” button on the displayed window
5. Fill in the displayed form
6. Once the information is filled, click “**save**” button





TaxPayer Portal



0

Item Management	Stock Management	Transaction Management	TAX Annexure	User Support	Sales Invoicing 1
<ul style="list-style-type: none"> Search item classification Search/Register item Recommended Retail Price 	<ul style="list-style-type: none"> Stock Inventory Stock by item Stock by Client/Supplier Imported item list Stock-in history Stock-out history Stock movement Opening/Closing stock 	<ul style="list-style-type: none"> Sales by invoice Sales by item Sales by buyer Purchase by invoice Purchase by item Purchase by supplier 	<ul style="list-style-type: none"> Sales report Purchase report TAX Importation 	<ul style="list-style-type: none"> Notice Manual Templates 	<ul style="list-style-type: none"> Sales Invoicing Commercial invoice Provisional & Final invoice 2





0

TaxPayer Portal

Item Management
Stock Management
Transaction Management
TAX Annexure
User Support
Sales Invoicing

Provisional & Final invoice

[HOME > Smart Invoice > Sales Invoicing > Provisional & Final invoice]

Sales Invoicing

Sales Invoicing
Commercial invoice
Provisional & Final invoice

Provisional & Final invoice

Sale date

Day

11/12/2024

18/12/2024

Invoice number

Invoice number

Invoice type

--All--

Q Search


Invoice number	Customer Name	Sale date	Invoice type	Total Item Count	Tot Taxable Amount	Tax amount	Total Amount	Currency type	Adjustments
11	YVES KARANGWA	12/12/2024	Sale	1	15.0000	0.0000	15.0000	EUR	Adjust Invoice
10	Brian	12/12/2024	Sale	1	6,000.0000	0.0000	6,000.0000	EUR	Adjust Invoice


1

[Total Data : 2 / Total : 1]

Add Provisional Invoice

Add Final Invoice





0

Item Management

Provisional & Final invoice

Sales Invoicing

Sales Invoicing
Commercial invoice
Provisional & Final invoice

Invoice Information

Sale type

Provisional invoice

Sale date

14/03/2025

Status

Approved

Invoice type

Sale

Invoice number

3

Invoice issue date

14/03/2025 11:38:53

Branch name

Headquarter

Invoice number

3

Payment Type

Cash

Customer TPIN

1000000000

Customer Name

kezaa

Customer Mobile No

+260789623923

Currency

EUR

Exchange rate

20.0000

Remarks

additional

Total Taxable Amount	1,286.1035	Total Tax Amount	0.0000	Total Amount	1,286.10
Taxable Amount-C1	1,286.1035	Tax Amount-C1	0.0000	Tax rate-C1	0.00%

Item Name	Package	Quantity	Unit supply price	Supply Amount	Taxable Supply Amount	Tax category	Tax amount	Total Amount
water	3.00 BC	3.00 NO	431.034	1293.1035	1,286.1035	C1	0.0000	1,286.1035

Finalize Invoice

Final Credit note

Final Combined invoice

Credit Note

Sales Invoicing

> Sales Invoicing

> Commercial invoice

> Provisional & Final invoice

Sale information

5

Sale category*

Export

Customer TPIN

1000000000

Customer Name

YVES KARANGWA

Customer Mobile No

+260907655678

Customer Phone No

078864567876545

Country of destination*

ALBANIA

Commercial Invoice

Provisional invoice

INV0020000068/11

Add more commercial invoice numbers, separated by commas.

Purchase order no

3456543

Payment Type*

--Select--

Currency*

Euro

Exchange rate*

3

Additional details

Total Supply Price

Sale item list

#1



Service name*

Package

Quantity*

Unit supply price*



Discount rate

Discount Amount

Supply Amount

Taxable Supply Amount

Tax category

VAT amount

--Select--

Deductions

Treatment charges

Processing charges

Tolling charges

Refinery charges

Freight or transport

Moisture deductions

Insoluble deductions

Total deductions

Total Amount

Cash Discount

Cash discount rate(%)

Cash discount Amount

Bank information

Bank name*

Swift code*

Bank branch*

Bank account no*

Bank account name*

ABSA

swift33

kitwe

98765434567876543

Gigi

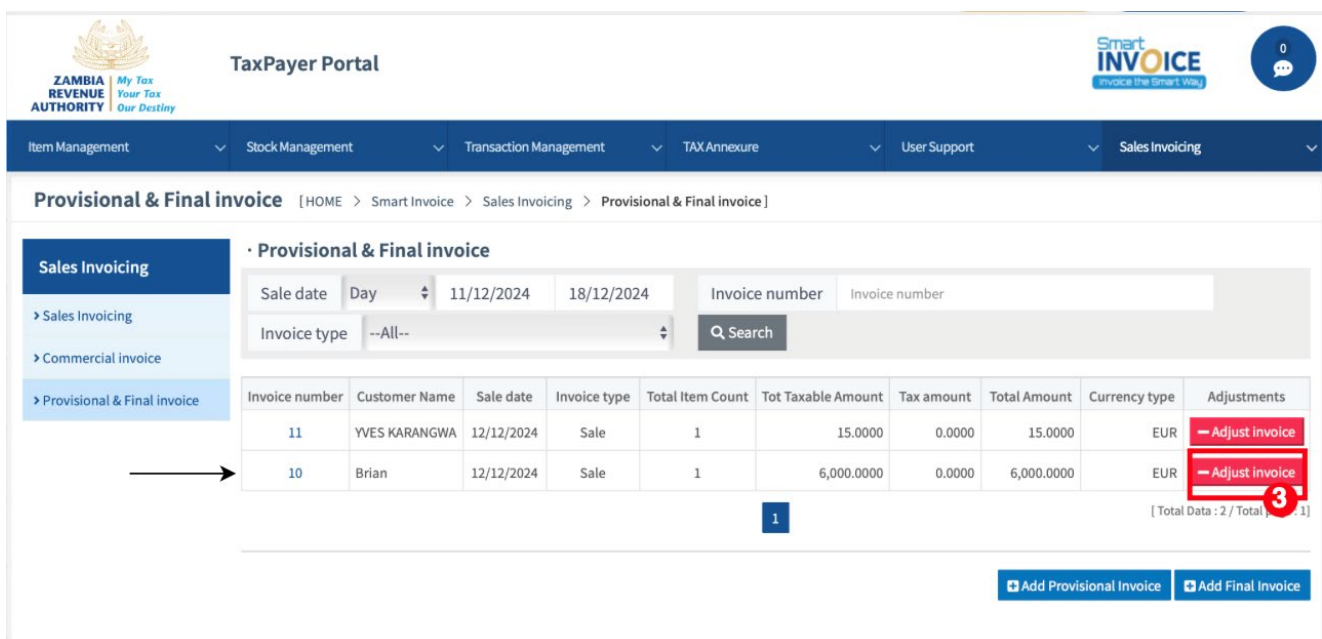
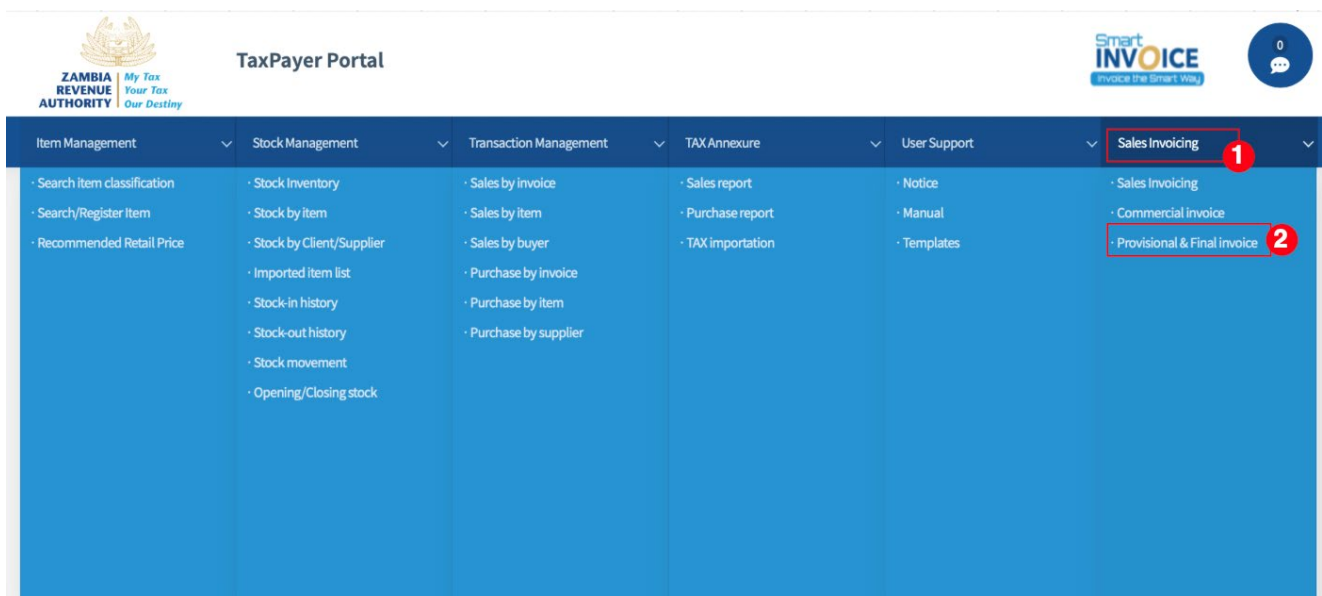
6

Save

10.9.3. Making a final combined through one specific provision invoice

To create a final credit note, follow the following steps

1. Click on ‘Sales Invoicing’
2. Click on “provisional invoice”
3. Click on “Adjust invoice” of the selected provision invoice
4. Click “Final combined” button on the displayed window
5. Fill in the displayed form
6. Once the information is filled, click “save “button



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Welcome: SHADRECK RANDA (1001113064)

Apply

0

INVOICE

Invoice the Smart Way

Reports

Currency type: EUR Adjustments: Adjust invoice

[Total Data : 1 / Total page : 1]

Add Final combined Invoice

Invoice Information

Sale type	Provisional invoice	Sale date	14/03/2025	Status	Approved
Invoice type	Sale	Invoice number	3	Invoice issue date	14/03/2025 11:38:53
Branch name	Headquarter	Invoice number	3	Payment Type	Cash
Customer TPIN	1000000000	Customer Name	kezaa	Customer Mobile No	+260789623923
Currency	EUR	Exchange rate	20.0000		
Remarks	additional				

Total Taxable Amount	1,286.1035	Total Tax Amount	0.0000	Total Amount	1,286.10
Taxable Amount-C1	1,286.1035	Tax Amount-C1	0.0000	Tax rate-C1	0.00%

Item Name	Package	Quantity	Unit supply price	Supply Amount	Taxable Supply Amount	Tax category	Tax amount	Total Amount
water	3.00 BC	3.00 NO	431.0345	1,293.1035	86.1035	C1	0.0000	1,286.1035

Finalize Invoice
Final Credit note
Final Combined invoice
Credit Note

Provisional & Final invoice

SALES INVOICING

Provisional & Final invoice

HOME > Smart Invoice > Sales Invoicing > Provisional & Final invoice

Sale information

Sale category*

Export

Customer TPIN

1000000000

Customer Name

YVES KARANGWA

Customer Mobile No

+260907655678

Customer Phone No

078864567876545

Country of destination*

ALBANIA

Commercial Invoice

Provisional invoice

INV0020000068/11

Purchase order no

3456543

Payment Type*

--Select--

Currency*

Euro

Exchange rate*

3

Additional details

Total Supply Price

Sale item list

#1



Service name*

Package

Quantity*

Unit supply price*



Discount rate

Discount Amount

Supply Amount

Taxable Supply Amount

Tax category

VAT amount

--Select--

Deductions

Treatment charges

Processing charges

Tolling charges

Refinery charges

Freight or transport

Moisture deductions

Insoluble deductions

Total deductions

Total Amount

Cash Discount

Cash discount rate(%)

Cash discount Amount

Bank information

Bank name*

Swift code*

Bank branch*

Bank account no*

Bank account name*

ABSA

swift33

kitwe

98765434567876543

Gigi

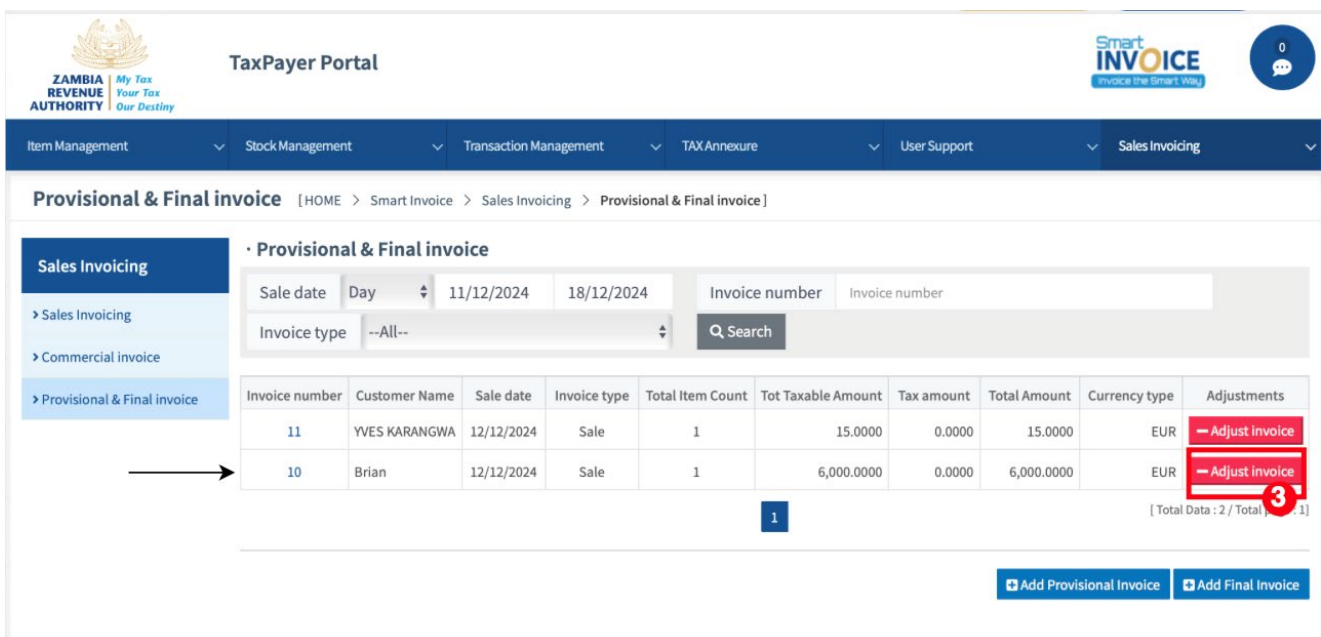
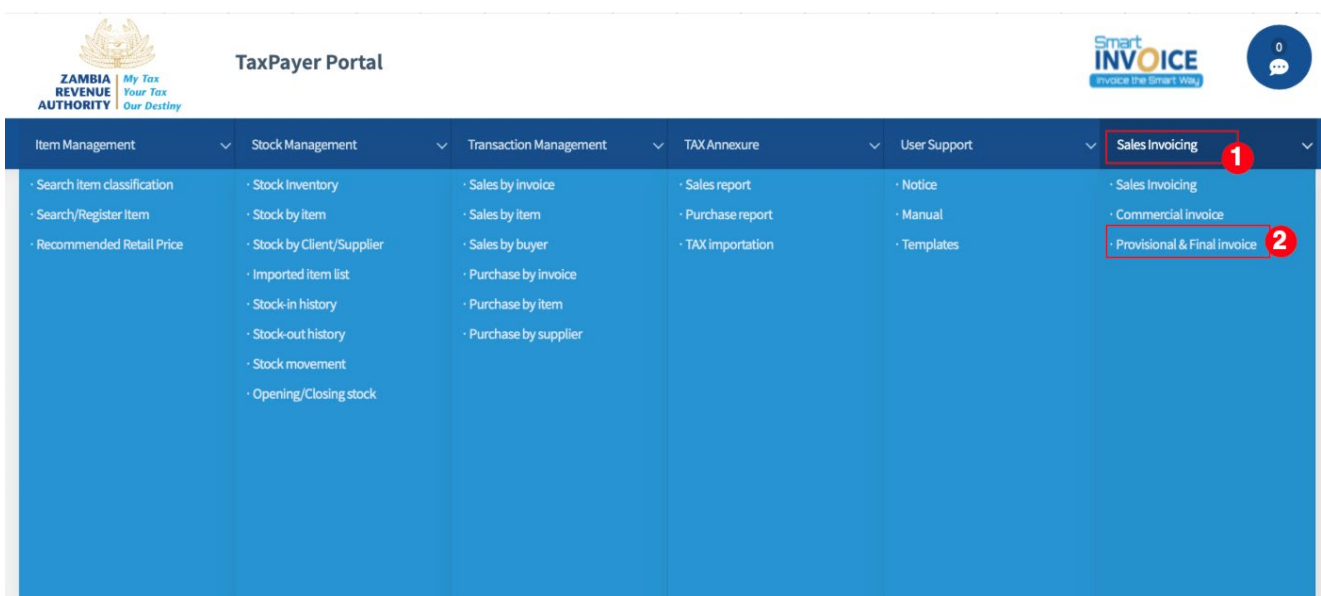
6

Save

10.9.4. Making a credit note through one specific provision invoice

To create a final credit note, follow the following steps

7. Click on ‘Sales Invoicing’
8. Click on “provisional invoice”
9. Click on “Adjust invoice” of the selected provision invoice
10. Click “credit note” button on the displayed window
11. Select credit note reason
12. Confirm
13. The credit not is displayed on the list



Invoice Information

Sale type

Provisional invoice

Invoice type

Sale

Branch name

Headquarter

Customer TPIN

1000000000

Currency

EUR

Remarks

additional

Credit Note reason

Wrong price

Full Credit note

Status

Approved

Invoice issue date

14/03/2025 11:38:53

Payment Type

Cash

Customer Mobile N

+2607896239230

Exchange rate

20.0000

Total Taxable Amo unt

1,286.1035

Total Tax Amount

0.0000

Total Amount

1,286.10

Taxable Amount-C 1

1,286.1035

Tax Amount-C1

0.0000

Tax rate-C1

0.00%

Item Name	Package	Quantity	Unit suppl y price	Supply Am ount	Taxable Su pply Amou nt	Tax catego ry	Tax amou nt	Total Amo unt
water	3.00 BC	3.00 NO	431.0345	1,293.1035	1,286.1035	C1	0.0000	1,286.1035

Combined invoice

Credit Note

!

Credit Note

Do you want to issue credit note?

Yes

Cancel

ZAMBIA
REVENUE
AUTHORITY

My Tax
Your Tax
Our Destiny

TaxPayer Portal

Smart INVOICE

Invoice the Smart Way

0

Item Management

Stock Management

Transaction Management

TAX Annexure

User Support

Sales Invoicing

Provisional & Final invoice

[HOME > Smart Invoice > Sales Invoicing > Provisional & Final invoice]

Sales Invoicing

Sales Invoicing

Commercial invoice

Provisional & Final invoice

Provisional & Final invoice

Sale date

Day

11/12/2024

18/12/2024

Invoice number

Invoice number

Invoice type

--All--

Q Search

Invoice number	Customer Name	Sale date	Invoice type	Total Item Count	Tot Taxable Amount	Tax amount	Total Amount	Currency type	Adjustments
12	Brian	12/12/2024	Credit Note	-1	-6,000.0000	0.0000	-6,000.0000	EUR	
11	YVES KARANGWA	12/12/2024	Sale	1	15.0000	0.0000	15.0000	EUR	Adjust invoice
10	Brian	12/12/2024	Sale	1	6,000.0000	0.0000	6,000.0000	EUR	

1

[Total Data : 3 / Total page : 1]

Add Provisional Invoice

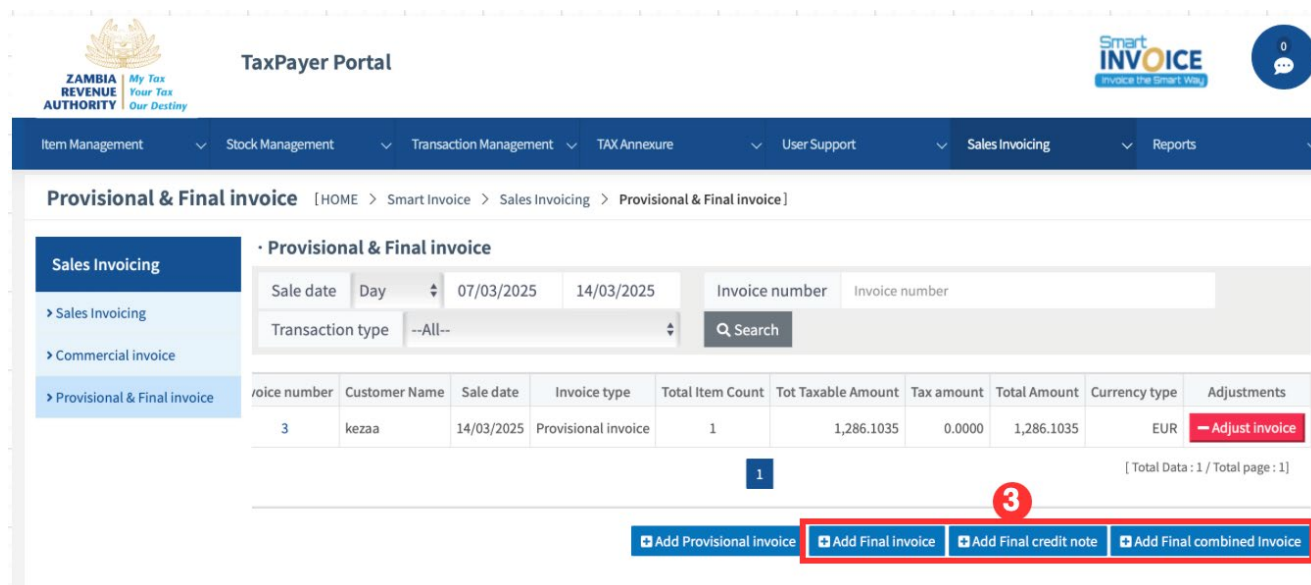
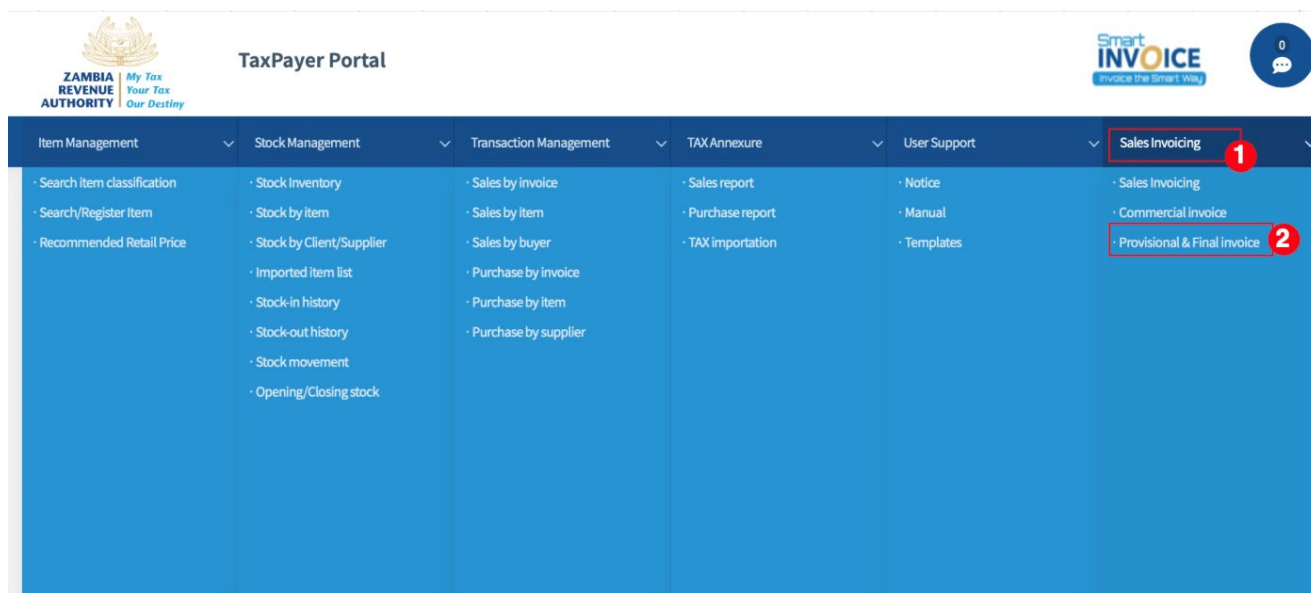
Add Final Invoice

10.9.5. Making a final invoice linked to multiple provision invoice

To create a final credit note, follow the following steps

63 | Page

1. Click on ‘Sales Invoicing’
2. Click on “provisional & final invoice”
3. Click on “Any final invoice” button
4. Fill a displayed form
5. Click on save



Provisional & Final invoice [HOME > Smart Invoice > Sales Invoicing > Provisional & Final invoice]

Sales Invoicing

> Sales Invoicing

> Commercial invoice

> Provisional & Final invoice

Sale information

Sale category*

--Select--

Customer TPIN

Customer Name

Customer Mobile No

+260

Customer Phone No

Country of destination*

--Select--

Commercial Invoice

Add more commercial invoice numbers, separated by commas.

Provisional invoice

Add more provisional invoice numbers, separated by commas.

Purchase order no

Payment Type*

--Select--

Currency*

--Select--

Exchange rate*

Additional details

4

Sale item list

#1



Service name*

Package

Quantity*

Unit supply price*



Discount rate

Discount Amount

Supply Amount

Taxable Supply Amount

Tax category

VAT amount

--Select--

Deductions

Treatment charges

Processing charges

Tolling charges

Refinery charges

Freight or transport

Moisture deductions

Insoluble deductions

Total deductions

Total Amount

Cash Discount

Cash discount rate(%)

Cash discount Amount

Bank information

Bank name*

Swift code*

Bank branch*

Bank account no*

Bank account name*

ABSA

swift33

kitwe

98765434567876543

Gigi

5

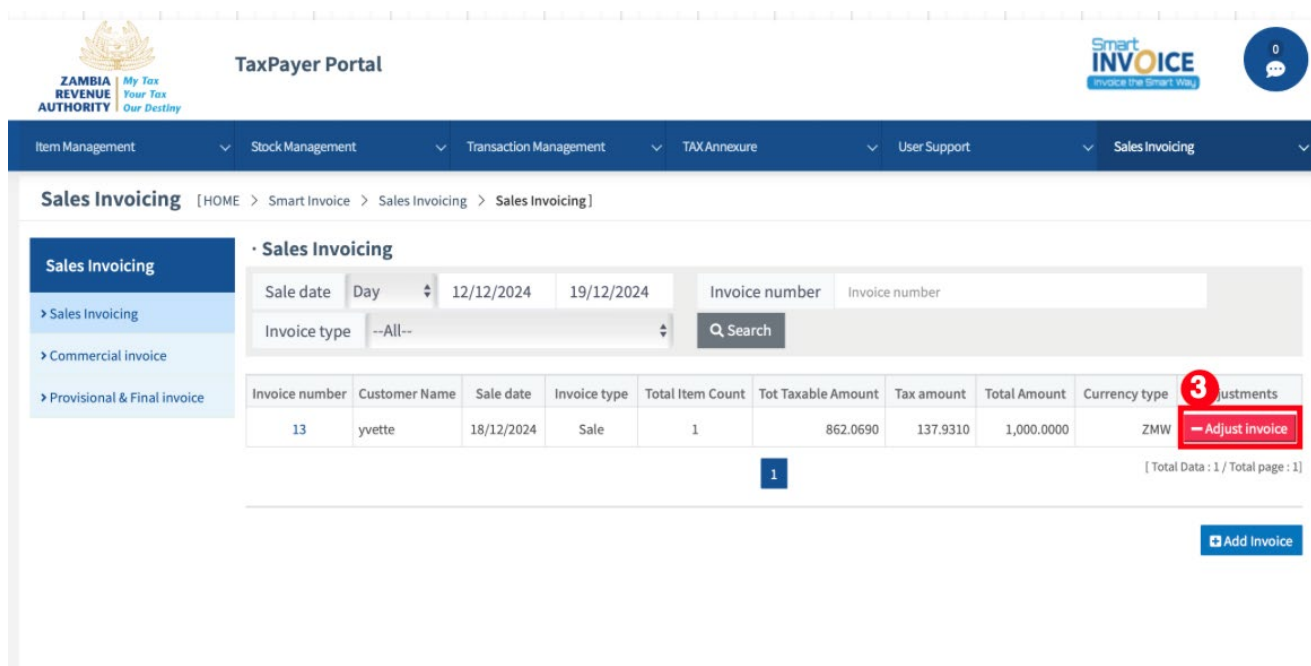
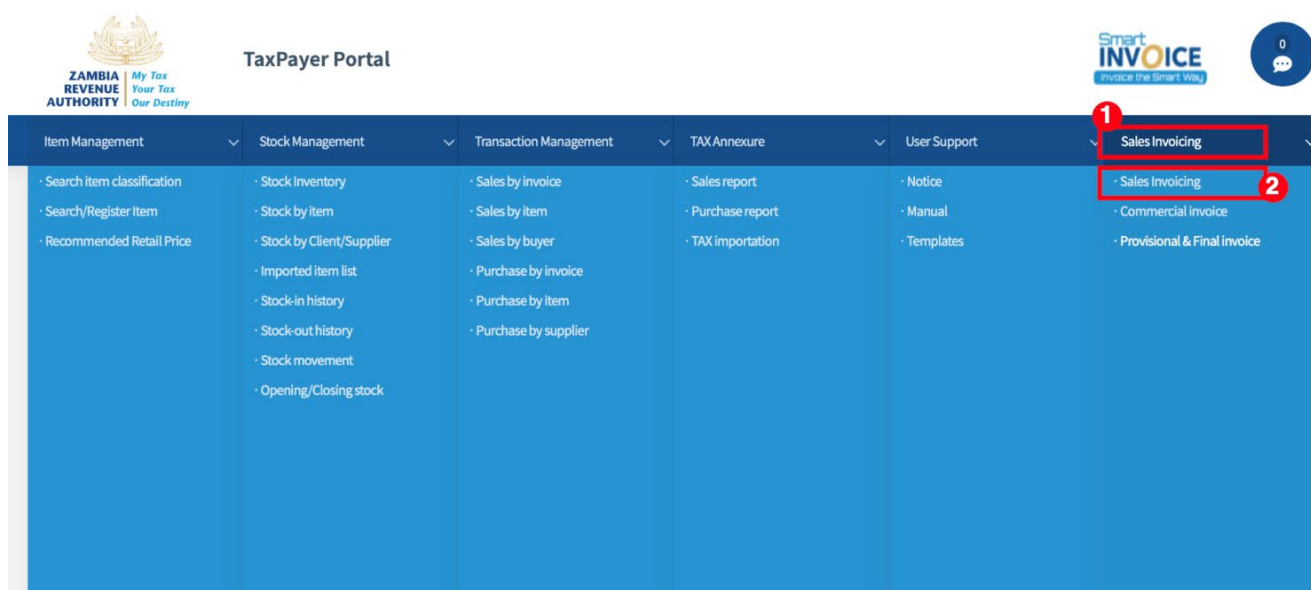
Save

10.10. Value credit note

Value credit note to adjust the monetary value of a transaction without altering quantity or taxes, typically for corrections, discounts, or returns

To issue a value credit note, follow the following steps

1. Click on ‘Sales Invoicing’
2. Click on “sales invoicing”
3. Click on “Adjust invoice” button
4. Click “value credit note” button on the displayed window
5. input the value
6. click save button



Invoice Information

Sale type	Normal	Sale date	18/12/2024	Status	Approved
Invoice type	Sale	Invoice number	13	Invoice issue date	18/12/2024 15:09:25
Branch name	Headquarter	Invoice number	13	Payment Type	Cash
Customer TPIN	1000000000	Customer Name	yvette	Customer Mobile No	
Currency	ZMW	Exchange rate	1.0000		
Remarks	azsdfghj				

Total Taxable Amount	862.0690	Total Tax Amount	137.9310	Total Amount	1,000.00
Taxable Amount-A	0.0000	Tax Amount-A	137.9310	Tax rate-A	16.00%

Item Name	Package	Quantity	Unit supply price	Supply Amount	Taxable Supply A mount	Tax category	Tax amount	Total Amount
Vet		2.00 NO	500.0000	1,000.0000	862.0700	A	137.9310	1,000.0000

+Debit Note

-Credit Note

Value credit note

Add Invoice

Sale item list

#1

Service name*

Vet

Package

NT

Quantity*

1

NO

* This field is required

ZMW

Discount rate

Discount Amount

Supply Amount

5

Taxable Supply Amount

Tax category

VAT amount

5

Standard Rated

0

Total Amount

0

Cash Discount

Cash discount rate(%)

Cash discount Amount

Bank information

Bank name*

Swift code*

Bank branch*

Bank account no*

Bank account name*

--Select--

6

Save

