

KRA Invoicing Context - eTIMS

Access Kenya Revenue Authority services using your eCitizen account.

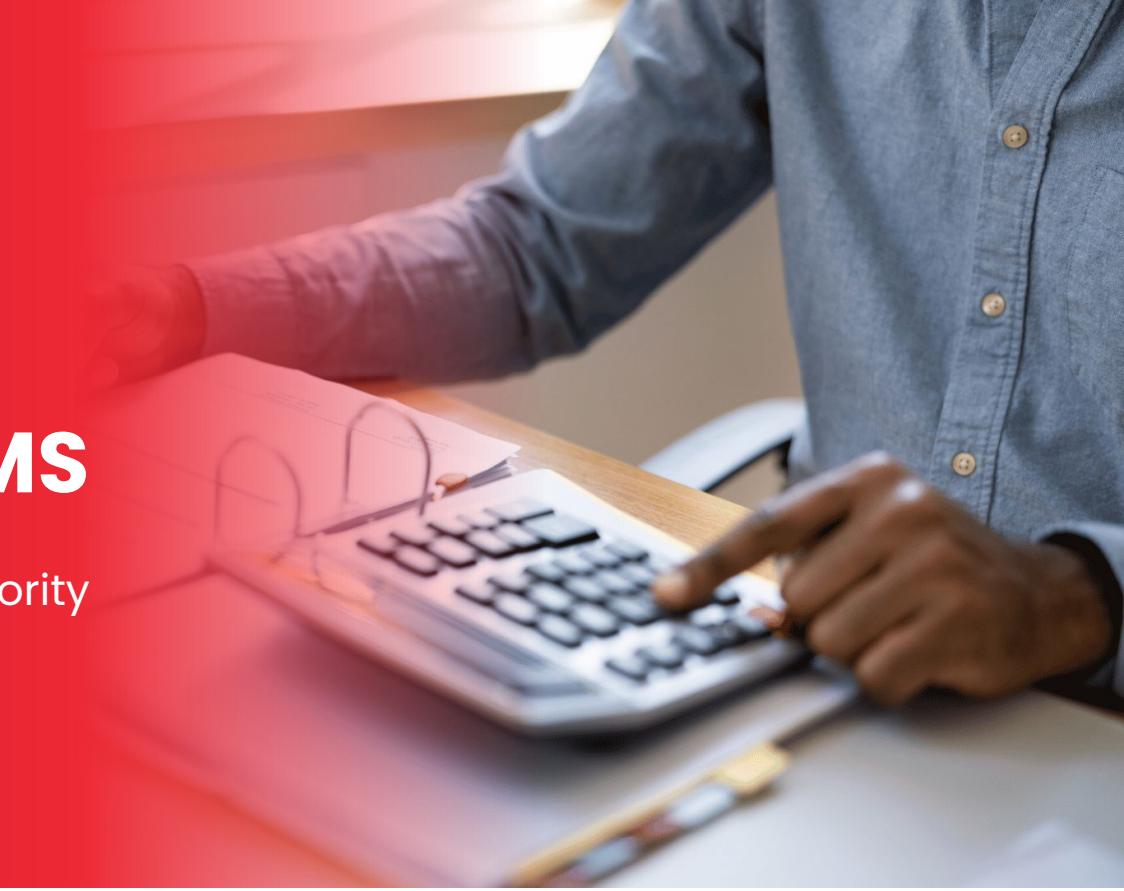


eCitizen



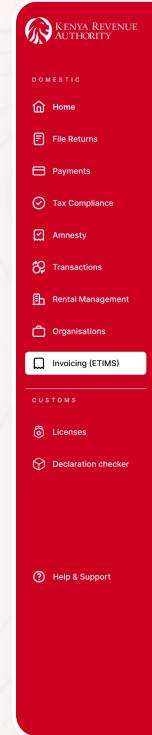
KENYA REVENUE
AUTHORITY

eTiMS



Activation of eTims

- Click on Invoicing (ETIMS) Module.
- To activate, accept the terms and conditions and Privacy Policy.
- Click on **Activate E-Invoicing**
- A notification upon successful initialisation will be displayed.
- Features under Invoicing module will be visible.



Manage your business seamlessly with ETIMS E-Invoicing

Transform the way you manage your business seamlessly with ETIMS E-Invoicing. In the fast-paced and dynamic landscape of modern business, efficient financial processes are crucial for success. ETIMS E-Invoicing is your comprehensive solution to streamline and optimize the invoicing workflow, allowing you to focus on what matters most - the growth and success of your business.

Accept ETIMS Terms and Conditions

I have read and understood the [Privacy Policy](#)

[Learn more](#) [Activate E-Invoicing](#)

Customers

Customers with PINs

This is a listing of customers entailing date added, pin number, name, email details.

1. **Step 1** - Click on **Create New Customer**
2. **Step 2** - Add **PIN of customer** and click on **validate**
3. **Step 3** - Confirm details and click on **Add**.
4. **Cancel** takes you back to Step 1 without adding the customer.

1

KENYA REVENUE AUTHORITY

DOMESTIC

- Home
- File Returns
- Payments
- Tax Compliance
- Amnesty
- Transactions
- Rental Management
- Organisations

INVOICING

- Sales
- Invoice
- Proforma
- Quotations
- Customers**

2

Add New Customer

Use KRA PIN Manual

PIN of Customer

Enter PIN

Cancel Validate

3

Customers

Date Added	PIN Number	Name	Email	Action
Oct 05, 2021	0000000000	North Sun Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Start Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Pole Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	World Vision International	worldvision@africa.com	View
Oct 05, 2021	0000000000	MaryAnn hula	hula@gmail.com	View

PIN Of Customer
XYZ Company
20102223
Wrong User? [Cancel](#)

EMAIL
johndoe@gmail.com

BILLING ADDRESS
Mama Ngina Drive P.O. BOX 00242-0100
Mombasa, Kenya

Cancel Add

Customers

Customers without PINs

Click on **Create New Customer**

1. **Step 1** - Click on **Manual** under General - Key in the available details requested for.
2. **Step 2** - On Address Tab - Add the details if available
3. **Step 3** - Other Tab - Add the required details if available
4. Once all the details are input, click on **Save**. **Cancel** will automatically delete the data.

Note: Fields marked in * are mandatory. The save button will only be active once filled

1 New Customer

Use KRA PIN Manual

General **Address** **Other**

Name *
[Input Field]

Email *
[Input Field]

Phone *
[Input Field]

KRA Pin
[Input Field]

Currency
Ksh

2 New Customer

Use KRA PIN Manual

General **Address** **Other**

Address
Enter Address

Town/City
Enter Town/City

Post Code
Enter Post Code

State
Enter State

Country *
Kenya

3 New Customer

Use KRA PIN Manual

General **Address** **Other**

Website
Enter Website

Reference
Enter Reference

Item Management

This module is for creation or managing both products/items and services.

The preview page shows all products and services created. To get more details, click on **view as** shown on 2

To add product or service, click on **Create New**

The image displays two screenshots of the eTiMS platform. The top screenshot shows the 'Item Management' page under the 'Products' tab. It lists several items with columns for Date Created, Product Number, and Product Name. The 'Create New' button is highlighted with a red circle and labeled '1'. The bottom screenshot shows the 'Social Media Management' page under the 'Item Management' tab. It displays 'Product Details' for 'Social media management' and a 'Sales' section with a table of transactions. A red circle highlights the 'View' link in the 'Sales' table, labeled '2'. Both screenshots include a red navigation bar with icons for Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, and Organisations. The top right corner of the top screenshot shows user information: 'Checkers', 'File Returns', and 'Manaja James'.

1

2

Create Product/Service

A product/service can be added by either;

1. Multiple Items – allows for upload if the item/services are many.
2. Add Item – This allows for adding one item at a go.

Click on **Add Item** option.
Provide the details required then click on **Add**

The screenshots illustrate the process of adding a product/service in the Kenya Revenue Authority e-TIMS system. The top screenshot shows the 'Add Product' screen with two options: 'Add Multiple Items' (button 1) and 'Add Item' (button 2, highlighted with a red circle). The bottom screenshot shows the 'Add Product' form with fields for Product Name, Product Description, and Product Selling Price (KES 1,000.00). A large orange circle highlights the 'Add' button.

Item Management - Add Multiple Items

Select **Add Multiple Items**
Download the CSV template and fill
and save it.
Proceed to upload the CSV file.
Click on **Submit**.

The image displays two screenshots of the Kenya Revenue Authority's eTims system, specifically the 'Item Management' module. The top screenshot shows the 'Create Product' page, where a callout highlights the 'Add Multiple Items' button. The bottom screenshot shows the 'Multiple Upload' page, where a callout highlights the 'Submit' button.

Top Screenshot: Create Product Page

- Header: Individual, Checkers, File Returns, Manja James
- Page Title: Item Management > Create Product
- Reference Number: REF#00000
- Section: Add Product
- Text: Select Add to add product details or import bulk from an excel file
- Buttons: Add Multiple Items (highlighted with a yellow circle), Add Item

Bottom Screenshot: Multiple Upload Page

- Header: Individual, Checkers, File Returns, Manja James
- Page Title: Item Management > Create Product
- Reference Number: REF#00000
- Section: Multiple Upload
- Text: Instructions: 1. Download the skeleton file below and fill it with proper data 2. Upload the updated file in the form below and submit.
- Buttons: Download Skeleton CSV, Cancel, Submit (highlighted with a yellow circle)

Sales Invoice

This page will display a listing of all historical sales invoices created.

- Click on **Create Invoice**.
- Click on **View** to get more details on the invoice.

The top screenshot shows the 'Sales Invoice' page with a search bar and a message 'No Record found' with a 'Create Invoice' button, circled in orange. The bottom screenshot shows the same page with a list of historical invoices for various organizations like North Sun Limited, North Start Limited, North Pole Limited, World Vision International, and Oxfam, each with a 'View' button.

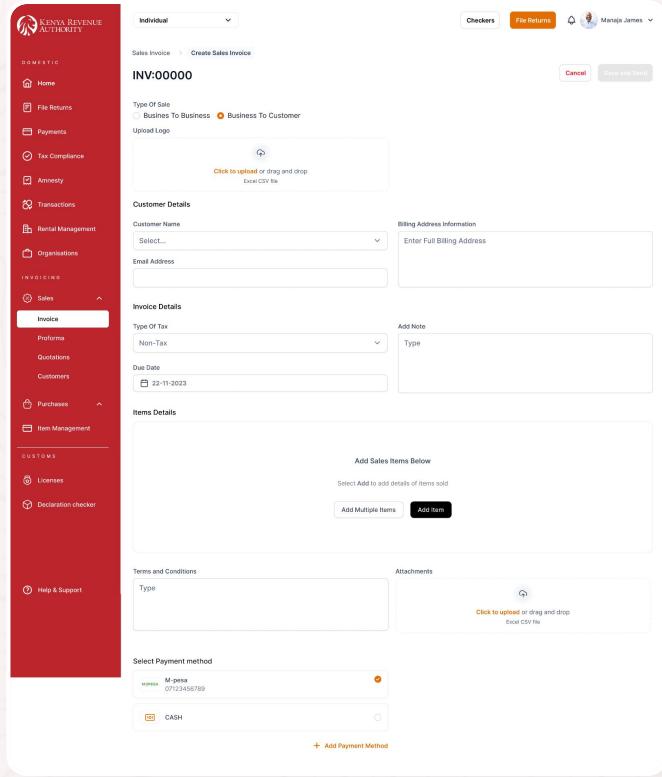
Invoice Date	Invoice Number	Name	Total Amount (KES)
Oct 05, 2021	0000000000	North Sun Limited	80,000
Oct 05, 2021	0000000000	North Start Limited	250,000
Oct 05, 2021	0000000000	North Pole Limited	250,000
Oct 05, 2021	0000000000	World Vision International	250,000
Oct 05, 2021	0000000000	Oxfam	250,000

Create Sales Invoice

Select the Type of Sale

Fill in the rest of the details required such as:

- **Upload of Logo** – This will appear on the invoice
- **Type of sale** – Business to Business option, or Business to customer
- **Customer Name** – select from customers created
- **Type of Tax** – Select the default option for Non-Vat
- Due date for Invoice
- Items details by **Add Item** or **Add Multiple Items** option.
- Add from the Item Management or create new item/service.
- **Term and conditions** – this is optional and represents instructions to the buyer
- **Add Payment Method** – Payment Instruction to buyer on how to settle



Create Sales Invoice

Upon filling in the invoice details.
You can either:

- 1. Cancel Invoice** – Delete the invoice created.
- 2. Save** – Creates an invoice.
- 3. Save and Send** – Allows user to save the invoice and share with buyer via email.
- 4. Edit** – Allows for change of the item content.
- 5. Delete** – this allows for removal of the line item.

Date	Product/Service	Description	Quantity	Unit Cost KES	Amount x KES
Oct 05, 2021	HP laptop	HP laptop	1	80,000	80,000
Oct 05, 2021	Iphone 14 pro	The iPhone 14 Pro Max...	5	250,000	1,250,000
				Sub total	1,330,000
				Discount %	10%
				Total	1,300,000

Sales Invoice

Upon completion of uploading relevant information or filling relevant details provided the system displays the sales invoice.

Download the invoice or **send** to customers via email.

An eTims generated Sales Invoice will have:

- 1. QR Code**- this can be scanned to avail the invoice details.
- 2. eTims CU Invoice number.**
- 3. eTims Logo.**

INVOICE

Invoice from: Sterling Ltd
P.M. 00000000
corporate@revenuekenya.com
Mombasa Plaza, P.O.BOX 94100,
Nairobi, Kenya

Invoice to: Mauro Sicard
P.M. 00000000
contact@maurosicard.com
Palo Alto, San Francisco, CA 93702,
United States of America
912 994 - 0989

Invoice number: N°: 000027
Invoice Date: 23/03/2023

Item	Price	Qty	Total
Web design	KES 5,250.00	1	KES 5,250.00
Brand book design	KES 2,750.00	1	KES 2,750.00
UI/UX app design	KES 7,520.00	1	KES 7,520.00

Subtotal: KES 15,520.00
Discount (Special Offer): KES 500.00
TAX: KES 750.00
Invoice total: **KES 15,750.00**

Terms & Conditions:
These terms and conditions will be established in the contract or agreement prior to the commencement of the project. An initial deposit will be required before any design work begins. We reserve the right to suspend or halt work in the event of non-payment.

Note:
Fees and payment terms will be established in the contract or agreement prior to the commencement of the project. An initial deposit will be required before any design work begins. We reserve the right to suspend or halt work in the event of non-payment.

eCitizen
THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED. IT IS A VALID DOCUMENT ISSUED UNDER E-TIMS

Invoice Items Preview

- Step 1** - In this section the user gets to view a listing of invoice items it entails; date, product/services, description, quantity, unit cost, amount and an add item button above.
- Step 2** - In this section the displays the customer's details, invoice details and items details.

Sales Invoice

Invoice Date	Invoice Number	Due Date	Total Amount (KES)	Status
Oct 05, 2021	000000000	Oct 05, 2021	80,000	Paid View
Oct 05, 2021	000000000	Oct 05, 2021	250,000	Pending View
Oct 05, 2021	000000000	Oct 05, 2021	250,000	Paid View
Oct 05, 2021	000000000	Oct 05, 2021	250,000	Pending View
Oct 05, 2021	000000000	Oct 05, 2021	250,000	Paid View

INVR4TDJL

Customer Details

NAME	ABUKOI TEST DRCASIO
FIN	A00109983X
BILLING ADDRESS	South of Nairobi

Items Details

Product/Service	Description	Quantity	Unit Cost (KES)	Amount (KES)
remote	sdgfh	10	500	5,000

Invoice Details

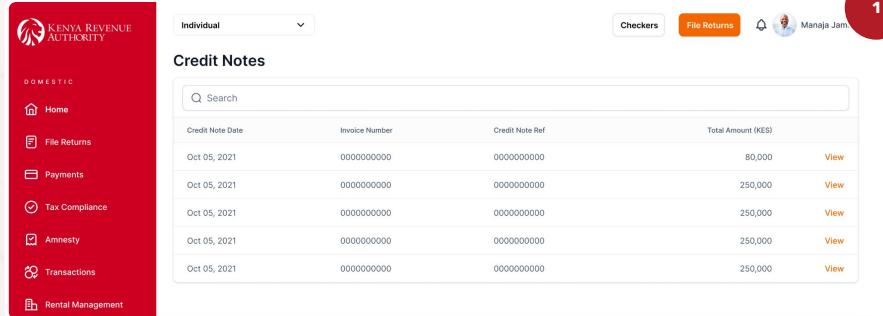
TYPE OF INVOICE	sale
DUE DATE	2024-01-07
INVOICE DATE	2024-01-07
PAYMENT METHOD	cash
ADD NOTE	
TERMS AND CONDITIONS	

Credit Note

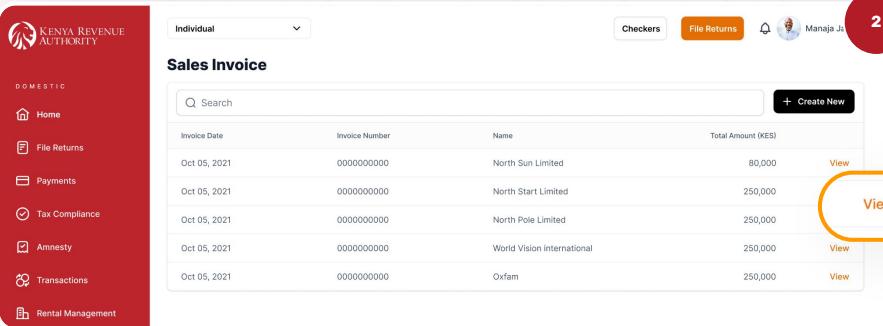
Credit Note Module shows a view of all credit notes created.

To create Credit Note. Click on Sales Invoice module.

Proceed to click on **View** of the invoice to be canceled as shown on screen **2**



Credit Note Date	Invoice Number	Credit Note Ref	Total Amount (KES)	Action
Oct 05, 2021	000000000	000000000	80,000	View
Oct 05, 2021	000000000	000000000	250,000	View
Oct 05, 2021	000000000	000000000	250,000	View
Oct 05, 2021	000000000	000000000	250,000	View
Oct 05, 2021	000000000	000000000	250,000	View



Invoice Date	Invoice Number	Name	Total Amount (KES)	Action
Oct 05, 2021	000000000	North Sun Limited	80,000	View
Oct 05, 2021	000000000	North Start Limited	250,000	View
Oct 05, 2021	000000000	North Pole Limited	250,000	View
Oct 05, 2021	000000000	World Vision international	250,000	View
Oct 05, 2021	000000000	Oxfam	250,000	View

Credit Note

Click on Invoice view.

To create Credit Note - Click on **Create Credit Note**

A credit note can either be:

1. Partial Credit Note - applies to partial cancellation.
2. Full Credit Note - applies to cancellation of the full invoice.

Select the type of credit note.

Note: For partial credit note can only be done once. KRA does not allow for multiple partial credit notes for the same invoice. However, it does allow for full credit note after the first partial credit note is done.

Sales Invoice > INVR4TDJL

Original invoice Credit notes

INVR4TDJL

Customer Details

NAME	ABUKOI TEST ORCAS10
PIN	A001979963X
BILLING ADDRESS	South of Nairobi

Items Details

Product/Service	Description	Quantity
remote	sdfghj	10

Invoice Details

TYPE OF INVOICE	Paid
sale	
DUE DATE	2024-01-07
INVOICE DATE	2024-01-07
PAYMENT METHOD	Cash
ADD NOTE	
TERMS AND CONDITIONS	

View PDF + Create Credit Note

Full credit note Partial credit note

Subtotal 10 Total 10 KES 4,990

Partial Credit Note

For partial credit note options. The change can be done on:

1. Quantity.
2. unit price.
3. Removal of an item. However, all items cannot be removed.
4. Also addition of new items is not possible for a credit note.

REF#00000

Customer Details

Customer Name: ABC Company

Email Address: abc254@company.com

Billing Address Information: 13 Jacaranda Avenue

Credit Note Details

Type Of Tax: Non-Tax

Due Date: 22-11-2023

Add Note: Some Info

Items Details

Date	Product/Service	Description	Quantity	Unit Cost KES	Amount KES
Oct 05, 2021	HP laptop	HP laptop	1	80,000	80,000
Oct 05, 2021	Iphone 14 pro	The iPhone 14 Pro Max...	5	250,000	1,250,000

Terms and Conditions

Click to upload or drag and drop Excel CSV file

Select Payment method

M-pesa 07123456789

CASH

+ Add Payment Method

Full Credit Note

For full credit note option.
The user is able to cancel the full invoice.

Credit Note

Upon completion of creating a credit note the system displays the credit note alongside a **download** and **send** button.

Download the invoice or **send** to customers via email.

An etims generated Sales Credit Note will have;

1. QR Code- this can be scanned to avail the invoice details.
2. eTims credit note number
3. eTims Logo .

1. QR Code- this can be scanned to avail the invoice details.

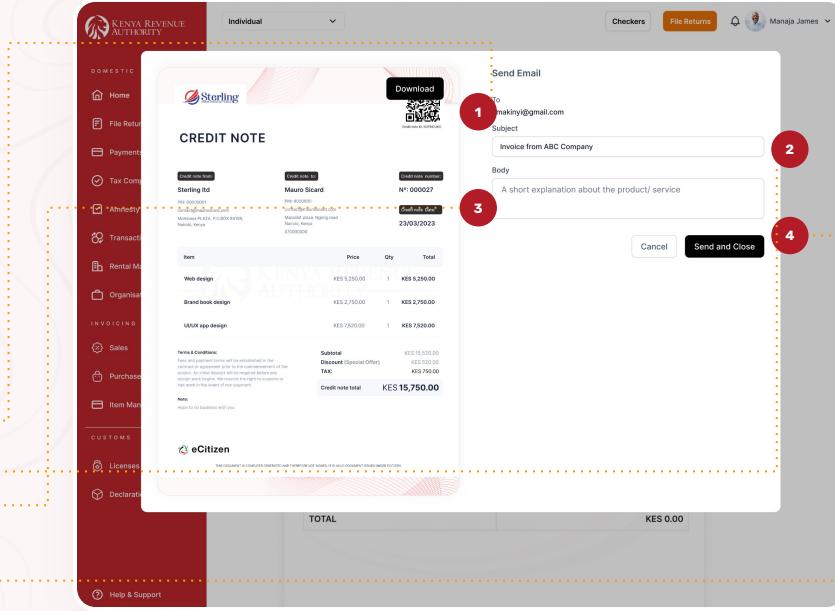
2. eTims credit note number

3. eTims Logo .

Send Credit Note

Click the Send button.
Key :

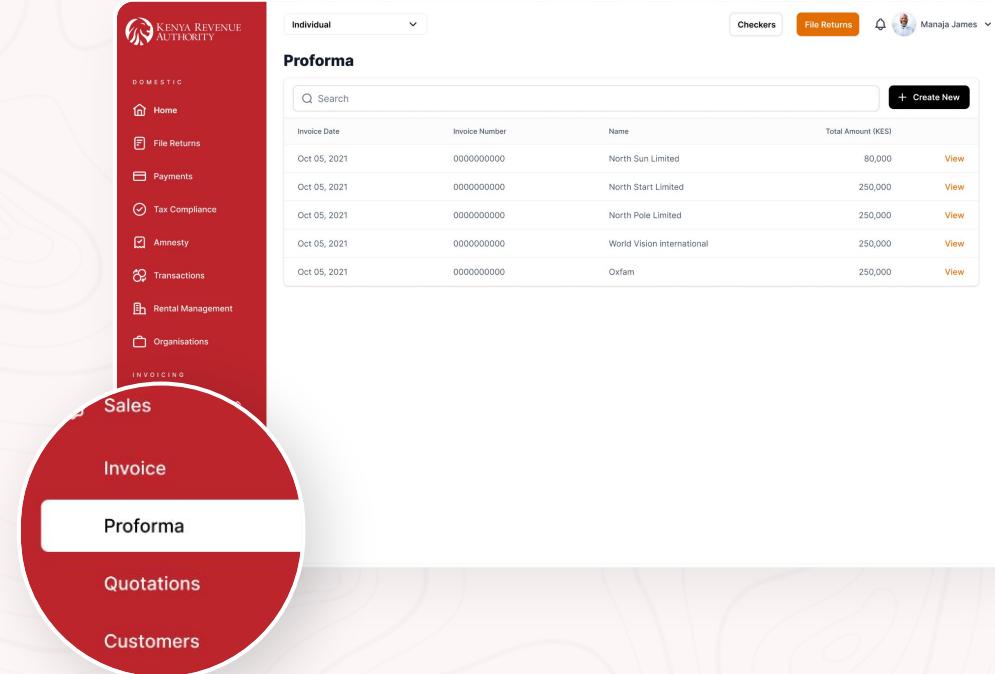
1. Email address.
2. The subject.
3. Body of the email.
4. Click **send and close** button or **Cancel**



Proforma Invoice

This is a listing entails:

- Invoice date.
- Invoice number.
- Name.
- Total amount
- View button.



The screenshot shows the Kenya Revenue Authority's e-TiMS system interface. At the top, there is a navigation bar with the KRA logo, a search bar, and user profile information for 'Manaja James'. Below the navigation bar is a sub-menu for 'Proforma' with a 'Create New' button. The main content area displays a table of Proforma invoices with columns for Invoice Date, Invoice Number, Name, and Total Amount (XES). Each row in the table has a 'View' button. A large red circle is overlaid on the center of the page, covering the 'Proforma' button and part of the table. The red circle is labeled with the following text: 'Sales', 'Invoice', 'Proforma', 'Quotations', and 'Customers'.

Invoice Date	Invoice Number	Name	Total Amount (XES)
Oct 05, 2021	000000000	North Sun Limited	80,000
Oct 05, 2021	000000000	North Start Limited	250,000
Oct 05, 2021	000000000	North Pole Limited	250,000
Oct 05, 2021	000000000	World Vision International	250,000
Oct 05, 2021	000000000	Oxfam	250,000

Create Proforma Invoice

Type of Sales is in two categories:

1. Business to Customer
2. Business to Business

Provide the information required, once done. Click on **Save and Send** or **Cancel**

Note:

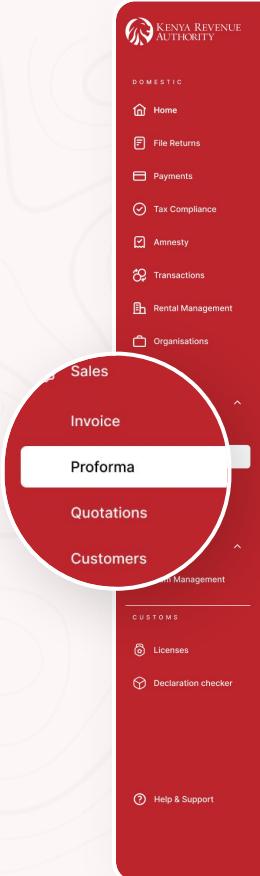
Cancel clears and resets the proforma invoice details.

The screenshot shows the Kenya Revenue Authority (KRA) e-TiMS software interface for creating a proforma invoice. On the left, a sidebar menu is open under the 'Sales' category, showing 'Invoice' as the selected option. A circular callout highlights the 'Proforma' option. The main content area is titled 'Create Proforma Invoice' and includes fields for 'Customer Details' (Customer Name, Email Address, Billing Address), 'Invoice Details' (Type Of Tax, Due Date), 'Items Details' (Add Sales Items Below), 'Terms and Conditions' (Type), and 'Select Payment method' (Mpesa, Bank, Cash). Buttons for 'Save and Send' and 'Cancel' are visible at the top right.

Proforma INVOICE

This section displays the Proforma invoice after completion of filling in relevant information.

Download the invoice or click on **send** to share with customer.



Individual

Proforma > Create Proforma Invoice

REF#123456

Download

Send

PROFORMA INVOICE

Proforma from: Sterling Ltd

Proforma to: Mauro Sicard

Proforma number: N°: 000027

PIN: 00000001
contact@maurosicard.com
Mombasa PLAZA, P.O.BOX 94109,
Nairobi, Kenya
070000000

PIN: 00000000
contact@maurosicard.com
Mansabit plaza, Ngong road
Nairobi, Kenya
070000000

Proforma Date: 23/03/2023

Item	Price	Qty	Total
Web design	KES 5,250.00	1	KES 5,250.00
Brand book design	KES 2,750.00	1	KES 2,750.00
UI/UX app design	KES 7,520.00	1	KES 7,520.00

Subtotal KES 15,520.00
Discount (Special Offer) KES 520.00
TAX: KES 750.00

Proforma total **KES 15,750.00**

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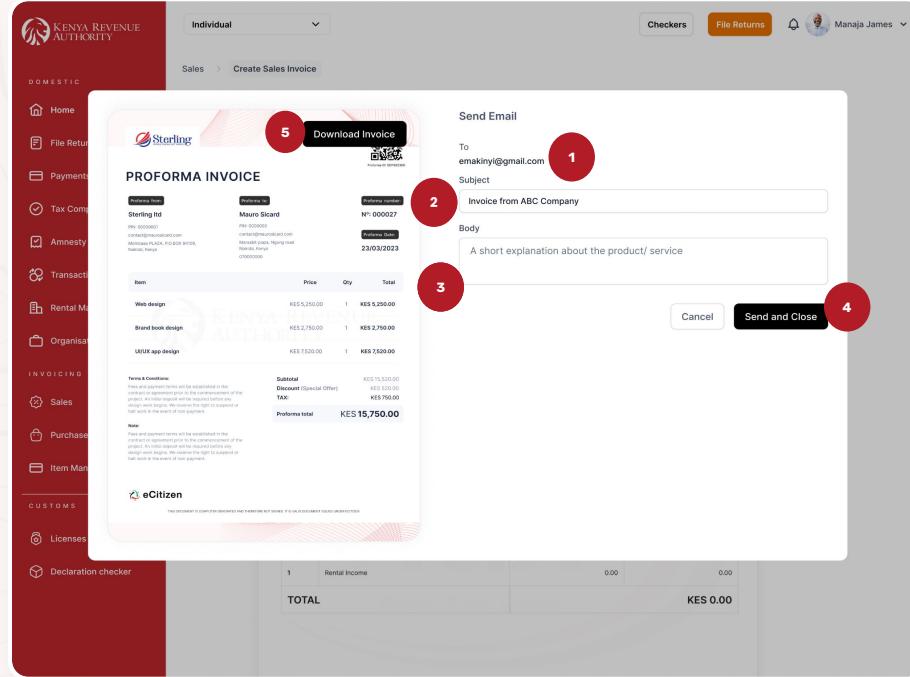
eCitizen

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Send Proforma invoice

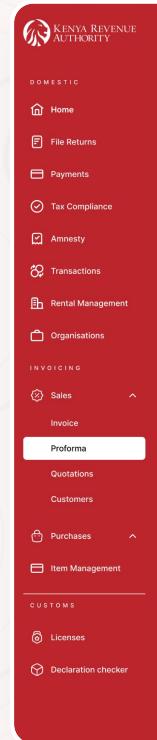
When a user clicks the send button, the system prompts user to key in :

1. Email address.
2. The subject.
3. Body of the email.
4. Click **send and close** button or **Cancel**
5. **Download Invoice**



Reference Number

In this section the displays the customer's details, invoice details and items details when a user keys in the reference number on the search tab.

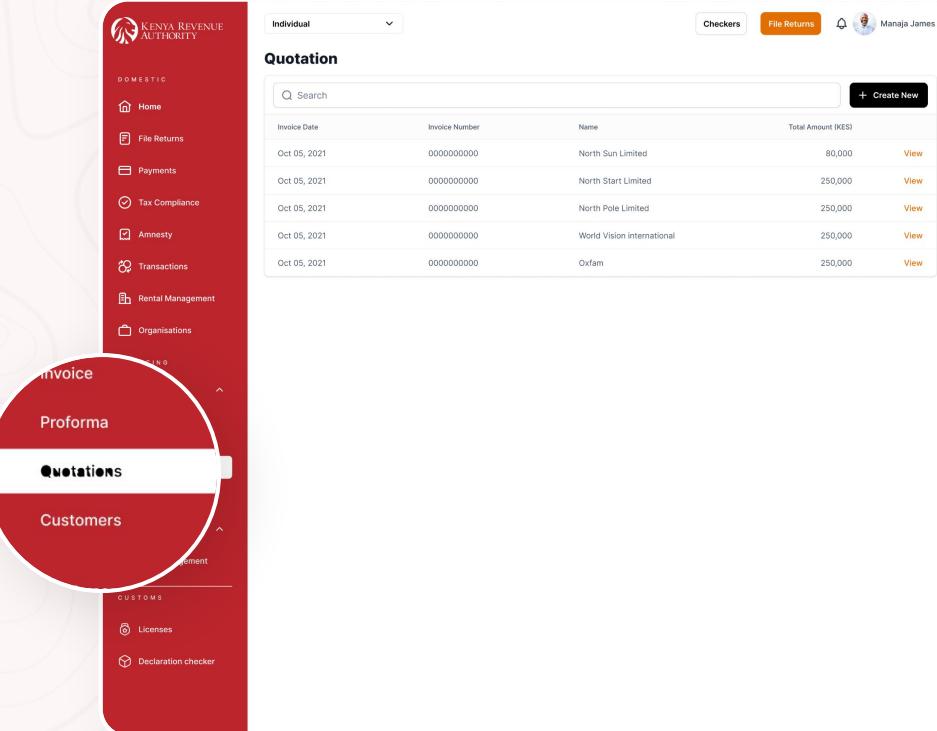


Date	Product/Service	Description	Quantity	Unit Cost KES	Amount KES
Oct 05, 2021	HP laptop	HP laptop	1	80,000	80,000
Oct 05, 2021	Iphone 14 pro	The iPhone 14 Pro Max...	5	250,000	1,250,000

Subtotal	KES 1,330,000.00
Discount %	10%
Total	KES 1,197,000.00

Quotation

This section displays a listing of quotations entailing; invoice date, invoice number, name, total amount and a view button.



The screenshot shows the Kenya Revenue Authority eTiMS Quotation module. The top navigation bar includes links for Checkers, File Returns, and a user profile for Manaja James. The main content area is titled "Quotation" and features a search bar and a table of quotation data. The table columns are Invoice Date, Invoice Number, Name, and Total Amount (KES). Each row in the table includes a "View" button. The data in the table is as follows:

Invoice Date	Invoice Number	Name	Total Amount (KES)	Action
Oct 05, 2021	0000000000	North Sun Limited	80,000	View
Oct 05, 2021	0000000000	North Start Limited	250,000	View
Oct 05, 2021	0000000000	North Pole Limited	250,000	View
Oct 05, 2021	0000000000	World Vision International	250,000	View
Oct 05, 2021	0000000000	Oxfam	250,000	View

Create Quotation

In this section a user can create a quotation by selecting the a business to customer type of sale and uploading relevant information or filling in customer details, invoice details, items details , term and conditions with selection of a payment method.

The screenshot shows the 'Create Quotation' page within the eTims system. The left sidebar contains navigation links for Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations, Invoicing, Sales, Invoice, Proforma, and Quotations. The 'Quotations' link is highlighted in red. The main content area is titled 'REF#00000' and shows the 'Create Quotation' form. The form includes fields for 'Type Of Sale' (Business To Business selected), 'Upload Logo' (with a placeholder 'Click to upload or drag and drop Excel CSV file'), 'Customer Details' (Customer Name dropdown, Billing Address Information), 'Quotation Details' (Type Of Tax dropdown, Due Date dropdown), 'Item Details' (Add Sales Items Below, Add Multiple Items, Add Item buttons), 'Terms and Conditions' (Type text input), 'Attachments' (Upload area with placeholder 'Click to upload or drag and drop Excel CSV file'), and 'Select Payment method' (M-pesa and CASH options, Add Payment Method button). The top right of the page shows 'Checkers', 'File Returns', a user profile for 'Manaja James', and 'Cancel' and 'Save and Send' buttons.

Create Quotation

In this section a user can create a quotation by filling in customer details, quotation details, items details , term and conditions with selection of a payment method.

REF#00000

Customer Details

Customer Name: SolaPower LTD PIN B930093993

Billing Address Information: Enter Full Billing Address

Quotation Details

Type Of Tax: Select...

Due Date: Select date

Add Note: Type

Items Details

Date	Product/Service	Description	Quantity	Unit Cost KES	Amount KES
Oct 05, 2021	HP laptop	HP laptop	1	80,000	80,000
Oct 05, 2021	Iphone 14 pro	The iPhone 14 Pro Max...	5	250,000	1,250,000
					Sub total 1,330,000
					Discount % 10%
					Total 1,300,000

Terms and Conditions

Type:

Select Payment method

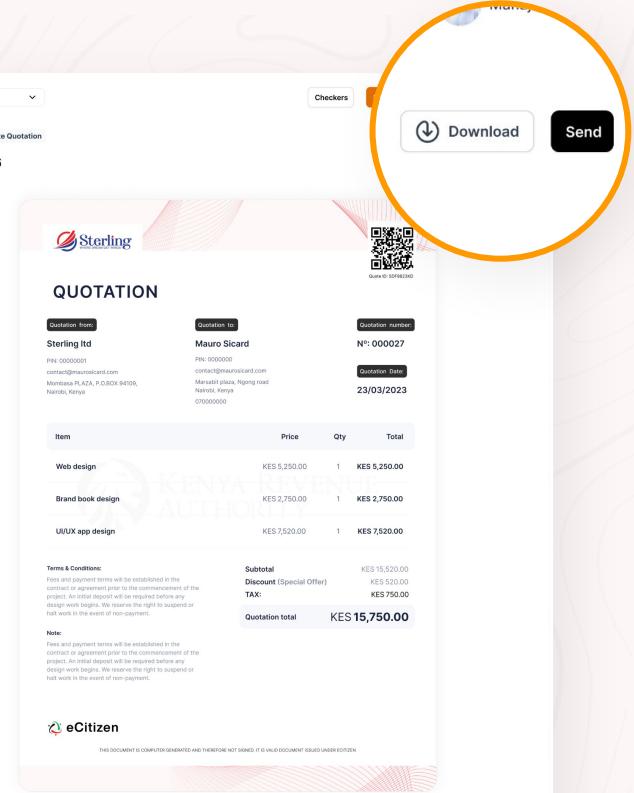
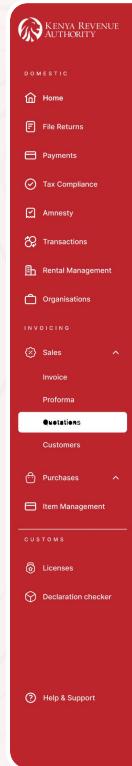
M-pesa 07123456789

CASH

+ Add Payment Method

Quotation

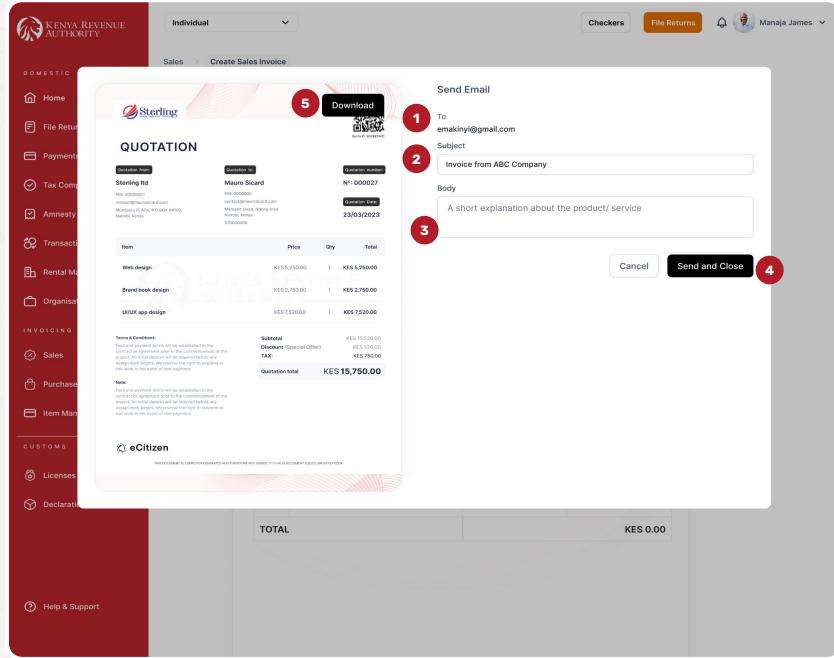
Upon completion of creating a quotation the system displays the credit note alongside a download button.



Send Quotation

When a user clicks the send button, the system prompts user to key in :

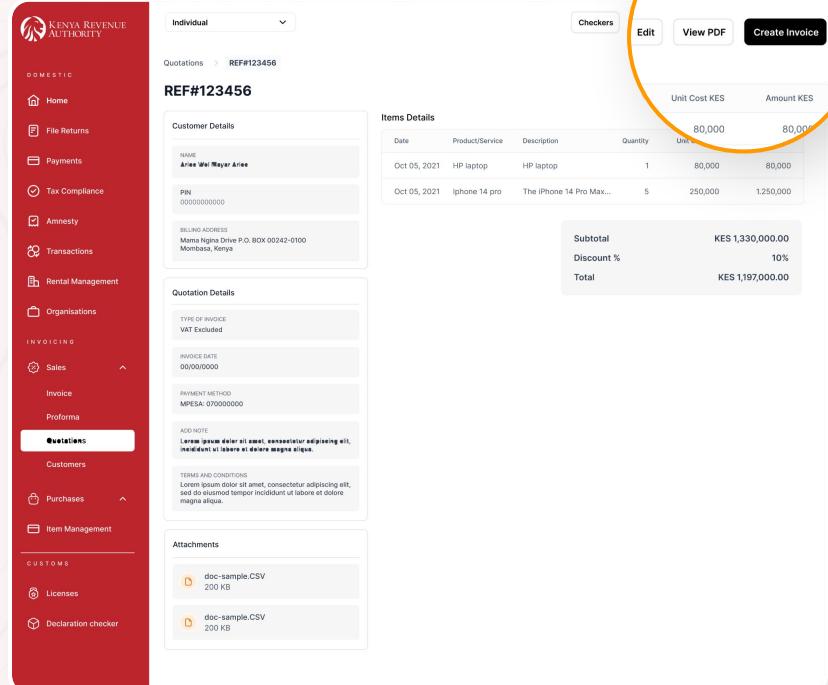
1. Email address.
2. The subject.
3. Body of the email.
4. Click **send and close** button or **Cancel**.
5. **Download Invoice**.



Reference Number

This section displays the customer's details, quotation, details and item details when you keys in the reference number on the search tab.

The user can convert the quotation to an invoice upon confirmation.



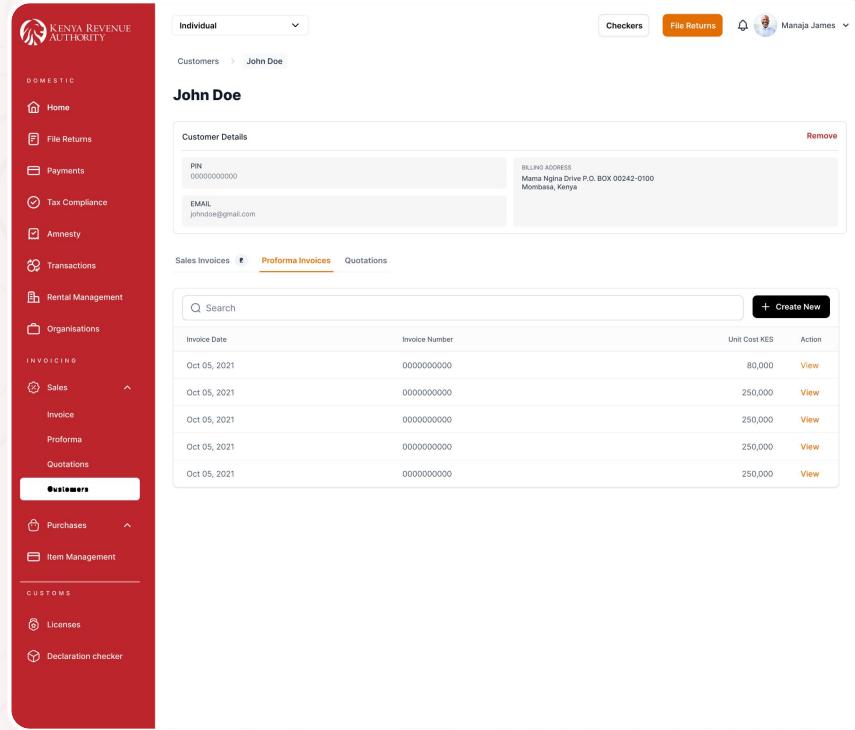
The screenshot shows the Kenya Revenue Authority e-TIMS system interface. The top navigation bar includes 'eCitizen', 'KENYA REVENUE AUTHORITY', and 'eTiMS'. The top right corner shows a user profile for 'Manaja Jame' with a notification icon. The main content area is titled 'Quotations' and shows a search bar with 'REF#123456' and a dropdown for 'Individual'. Below the search bar, the reference number 'REF#123456' is displayed. The interface is divided into several sections: 'Customer Details' (Name: Arax Wel Mayer Arax, PIN: 0000000000, Billing Address: Mombasa Njiru Drive P.O. BOX 00242-0100 Mombasa, Kenya), 'Quotation Details' (Type of Invoice: VAT Excluded, Invoice Date: 00/100/0000, Payment Method: MPESA: 0700000000), 'Items Details' (Table showing two items: HP laptop at 80,000 KES each, and iPhone 14 pro at 250,000 KES each), and 'Totals' (Subtotal: KES 1,330,000.00, Discount %: 10%, Total: KES 1,197,000.00). A large orange circle highlights the user profile in the top right corner.

Transactions by Customers

A visibility of all transactions by customer is availed on customer module.

Click on view customer and log of all sales invoices, proforma invoices and quotations is availed.

Click on view to check on details of invoices or quotations created.



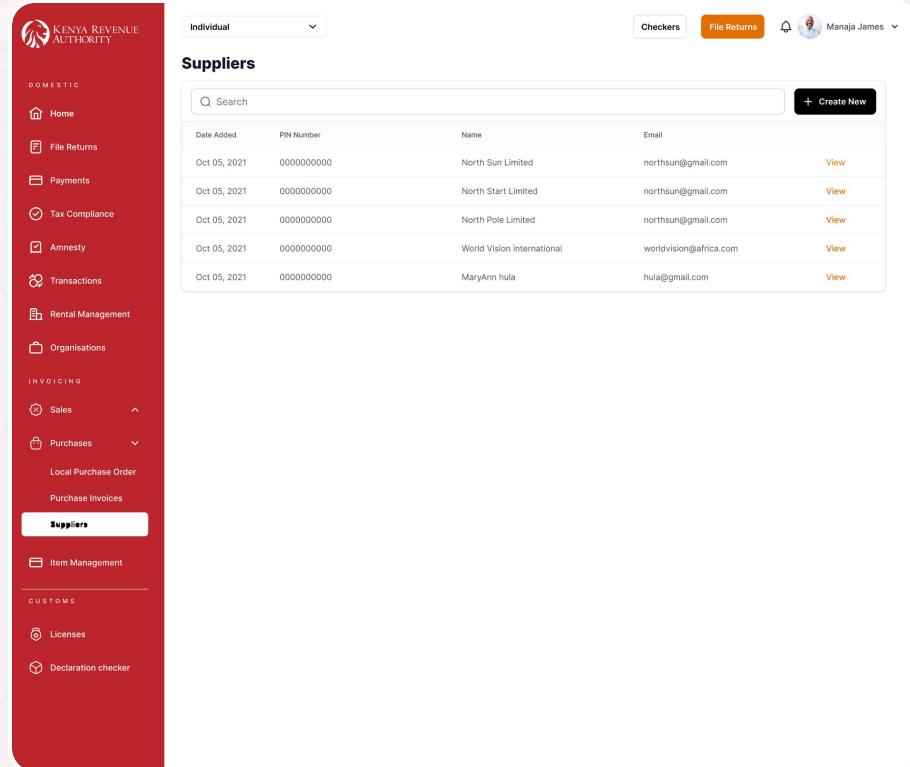
The screenshot shows the Kenya Revenue Authority eTiMS customer module. At the top, there are navigation links for 'Checkers', 'File Returns', and a user profile for 'Manaja James'. The main content area shows 'Customer Details' for 'John Doe', including a PIN (0000000000), an email (john doe@gmail.com), and a billing address (Mama Ngina Drive P.O. Box 00242-0100, Nairobi, Kenya). Below this, there are tabs for 'Sales Invoices', 'Proforma Invoices' (which is selected), and 'Quotations'. A search bar and a 'Create New' button are also present. A table lists five sales invoices with the following data:

Invoice Date	Invoice Number	Unit Cost KES	Action
Oct 05, 2021	0000000000	80,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View

Suppliers

This is a list of suppliers entailing; date added, pin number, name, email, and a view button.

Click on **Create New** fill in required information and save the supplier.



The screenshot shows the Kenya Revenue Authority eTiMS portal. The left sidebar is red and contains the following navigation items:

- DOMESTIC**
 - Home
 - File Returns
 - Payments
 - Tax Compliance
 - Amnesty
 - Transactions
 - Rental Management
 - Organisations
- INVOICING**
 - Sales
 - Purchases
 - Local Purchase Order
 - Purchase Invoices
 - Suppliers** (highlighted in white)
- ITEM MANAGEMENT**
- CUSTOMS**
 - Licenses
 - Declaration checker

The main content area is titled "Suppliers" and shows a table of supplier data:

Date Added	PIN Number	Name	Email	Action
Oct 05, 2021	0000000000	North Sun Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Start Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	North Pole Limited	northsun@gmail.com	View
Oct 05, 2021	0000000000	World Vision International	worldvision@africa.com	View
Oct 05, 2021	0000000000	MaryAnn hula	hula@gmail.com	View

At the top right of the main area, there are buttons for "Checkers", "File Returns", and a user profile for "Manaja James".

Local Purchase Orders

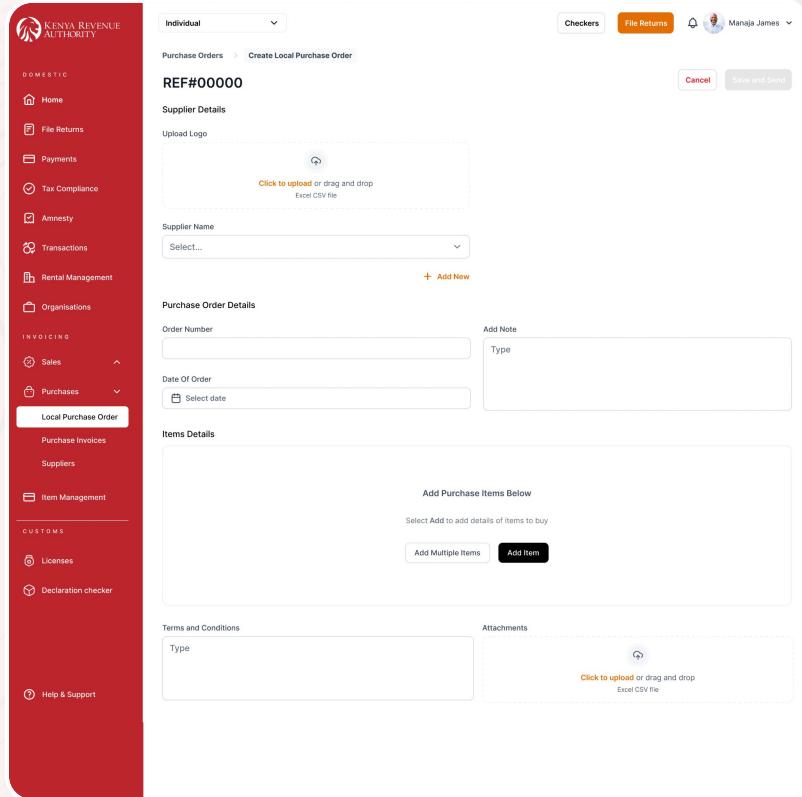
This section displays a listing of local purchase orders entailing;

purchase order, date, reference number, amount and a view button.

Purchase Order Date	Reference Number	Amount (KES)	Action
Oct 05, 2021	0000000000	80,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View

Create Local Purchase Order

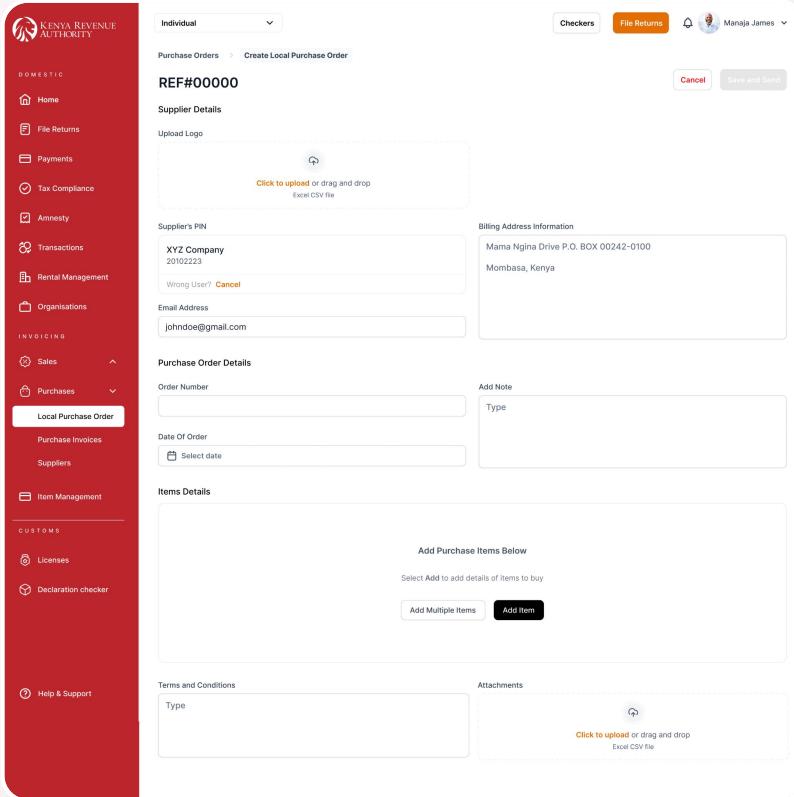
In this section a user can create a local purchase order by filling in supplier's details, purchase order details, item details, term and conditions.



The screenshot shows the Kenya Revenue Authority eTiMS system interface for creating a local purchase order. The left sidebar, titled 'KENYA REVENUE AUTHORITY', contains a navigation menu with sections: DOMESTIC (Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations), INVOICING (Sales, Purchases, Local Purchase Order, Purchase Invoices, Suppliers), ITEM MANAGEMENT (Item Management), CUSTOMS (Licenses, Declaration checker), and Help & Support. The 'Local Purchase Order' option under 'Purchases' is highlighted. The main content area is titled 'Purchase Orders > Create Local Purchase Order' and shows a form for creating a purchase order. The form includes fields for 'Supplier Details' (Upload Logo, Click to upload or drag and drop Excel CSV file), 'Supplier Name' (Select... dropdown, Add New button), 'Purchase Order Details' (Order Number, Add Note, Date Of Order, Select date), 'Items Details' (Add Purchase Items Below, Add Multiple Items, Add Item buttons), 'Terms and Conditions' (Type text area), and 'Attachments' (Click to upload or drag and drop Excel CSV file). The top right of the interface shows 'Checkers' (button), 'File Returns' (button), a user profile for 'Manaja James', and 'Cancel' and 'Save and Send' buttons.

Create Local Purchase Order

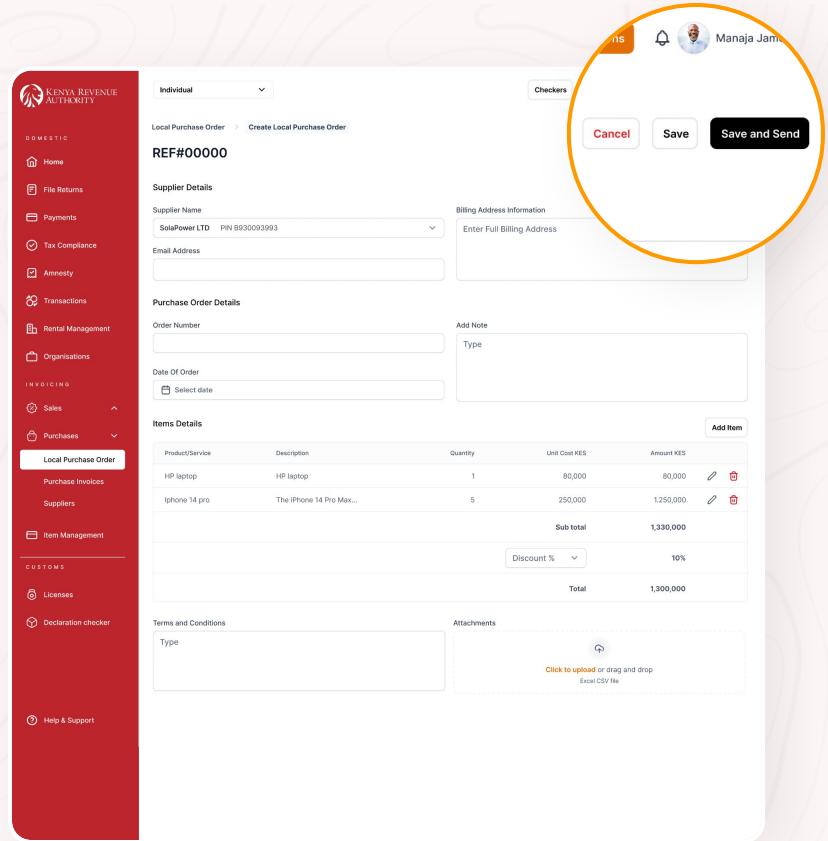
In this section, you can create a local purchase order by filling in supplier's details, purchase order details, items details, term and conditions.



The screenshot shows the Kenya Revenue Authority eTims system interface. The left sidebar, titled 'DOMESTIC', contains the following navigation items: Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations, INVOICING, Sales, Purchases (selected), Local Purchase Order (sub-item), Purchase Invoices, Suppliers, Item Management, CUSTOMS, Licenses, Declaration checker, and Help & Support. The main content area is titled 'Create Local Purchase Order' with a reference number 'REF#00000'. It includes sections for 'Supplier Details' (with a placeholder 'Click to upload or drag and drop Excel CSV file'), 'Supplier's PIN' (XYZ Company, 20102223), 'Billing Address Information' (Mama Ngina Drive P.O. BOX 00242-0100, Mombasa, Kenya), 'Purchase Order Details' (Order Number, Date Of Order, Add Note), 'Items Details' (Add Purchase Items Below, Add Multiple Items, Add Item), 'Terms and Conditions' (Type), and 'Attachments' (with a placeholder 'Click to upload or drag and drop Excel CSV file'). The top right corner shows user information for 'Manaja James' and navigation buttons for 'Checkers', 'File Returns', 'Cancel', and 'Save and Send'.

Create Local Purchase Order

In this section you can create a local purchase order by filling in supplier's details, purchase order details, item details, terms and conditions.



REF#00000

Supplier Details

Supplier Name: SolarPower LTD PIN: 8930093993

Purchase Order Details

Order Number:

Date Of Order:

Items Details

Product/Service	Description	Quantity	Unit Cost KES	Amount KES
HP laptop	HP laptop	1	80,000	80,000
iPhone 14 pro	The iPhone 14 Pro Max...	5	250,000	1,250,000

Sub total: 1,330,000

Discount %: 10%

Total: 1,300,000

Terms and Conditions

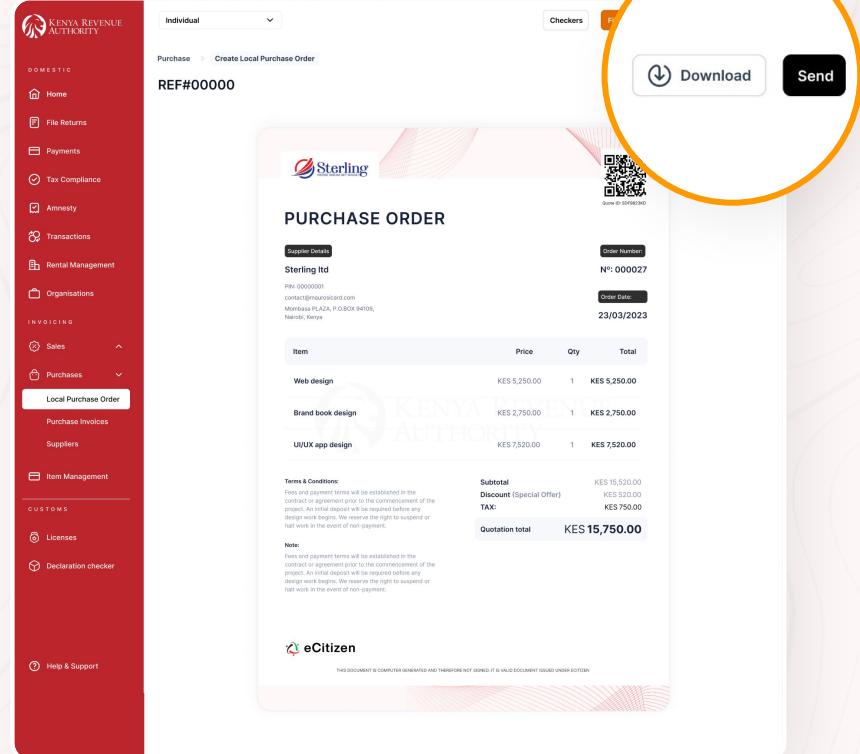
Type:

Attachments:

Click to upload or drag and drop
Excel CSV file

Local Purchase Order

Upon completion of creating a Local Purchase Order, the system displays the Local Purchase Order alongside a download button.



The image shows a screenshot of the Kenya Revenue Authority's eTiMS system. On the left is a vertical navigation menu with sections for Domestic (Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations), Invoicing (Sales, Purchases, Local Purchase Order, Purchase Invoices, Suppliers), Customs (Item Management, Licenses, Declaration checker), and Help & Support. On the right, a 'Create Local Purchase Order' page is displayed with a reference number 'REF#00000'. Below this is a 'PURCHASE ORDER' document for 'Sterling Itd' (Order Number: 000027, Order Date: 23/03/2023). The document details three items: Web design (KES 5,250.00), Brand book design (KES 2,750.00), and UI/UX app design (KES 7,520.00), totaling KES 15,750.00. A QR code is present on the document. A large orange circle highlights the 'Download' button and the 'Send' button at the top right of the document view.

PURCHASE ORDER

Supplier Details

Sterling Itd

PH: 00000000
cont@sterlingitd.com
Monteja PLAZA, P.O.BOX 94109,
Nairobi, Kenya

Order Number: N# 000027

Order Date: 23/03/2023

Item	Price	Qty	Total
Web design	KES 5,250.00	1	KES 5,250.00
Brand book design	KES 2,750.00	1	KES 2,750.00
UI/UX app design	KES 7,520.00	1	KES 7,520.00

Subtotal: KES 15,520.00
Discount (Special Offer): KES 520.00
TAX: KES 750.00
Quotation total: **KES 15,750.00**

Terms & Conditions:

Fees and payment terms will be established in the contract or agreement prior to the commencement of the project. An initial deposit will be required before any design work begins. We reserve the right to suspend or halt work in the event of non-payment.

Note:

Fees and payment terms will be established in the contract or agreement prior to the commencement of the project. An initial deposit will be required before any design work begins. We reserve the right to suspend or halt work in the event of non-payment.

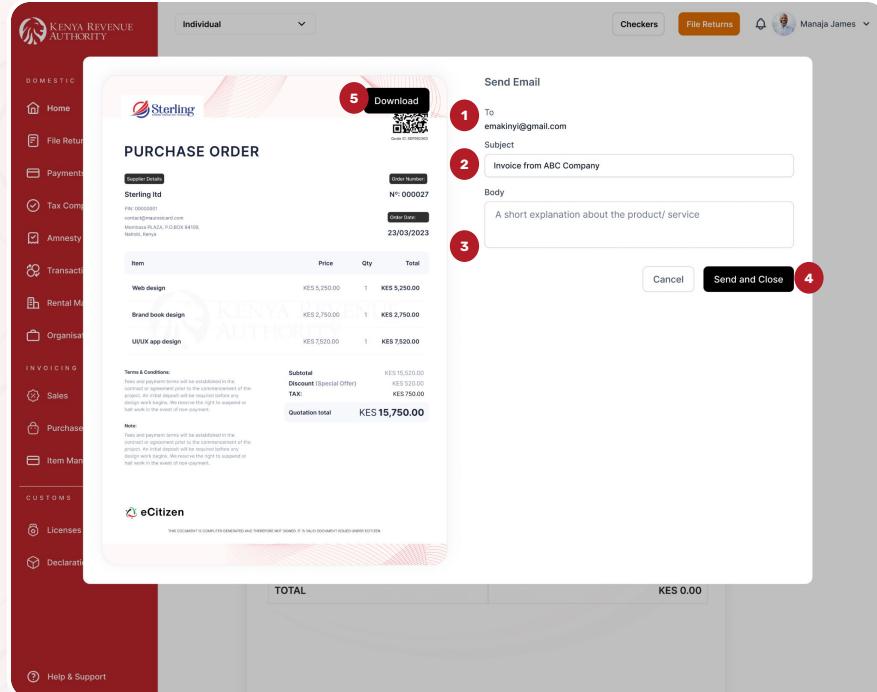
eCitizen

THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED. IT IS VALID DOCUMENT ISSUED UNDER E-TIAMS.

Send Purchase Order

When a user clicks the send button, the system prompts user to key in :

1. Email address.
2. The subject.
3. Body of the email.
4. Click **send and close** button or **Cancel**.
5. **Download Invoice**.



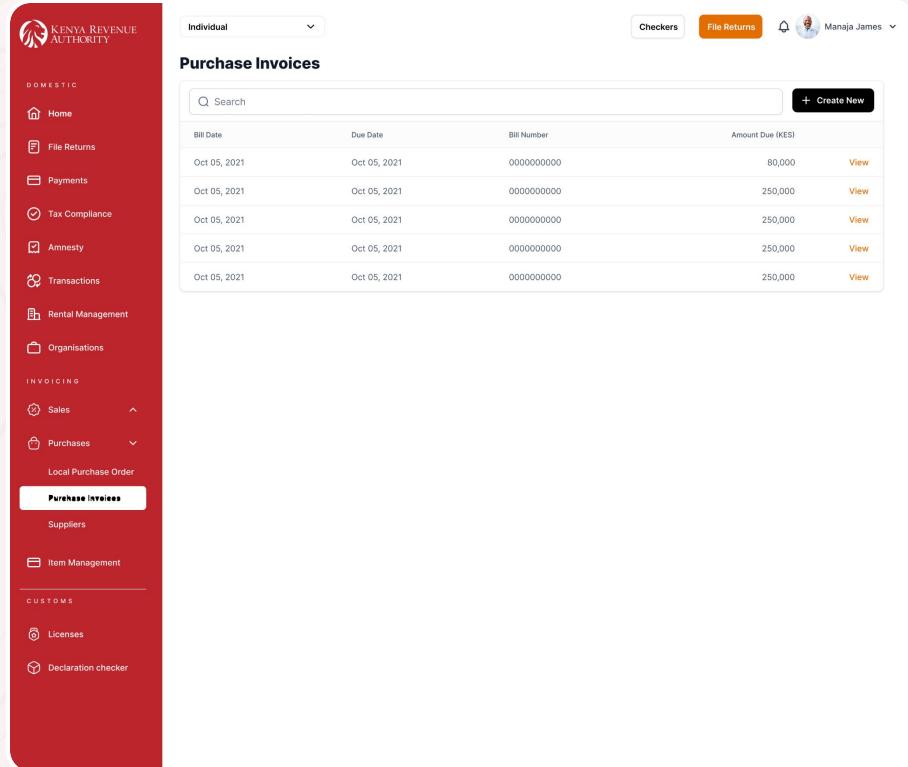
Reference Number

This section displays the supplier's details, purchase order details and item details when you key in the reference number on the search tab.

The screenshot shows the Kenya Revenue Authority e-TiMS system interface. The left sidebar is red and contains navigation links for Domestic (Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations), Invoicing (Sales, Purchases, Local Purchase Order, Purchase Invoices, Suppliers), and Customs (Licenses, Declaration checker). The main content area is titled 'Purchase Orders > REF#123456' and shows 'REF#123456' in large bold letters. It includes sections for 'Supplier Details' (Name: Aries Wel Meyer Aries, PIN: 0000000000, Billing Address: Mama Ngina Drive P.O. BOX 00242-01000, Mombasa, Kenya), 'Purchase Order Details' (Order Number: 12345566, Date of Order: 00/00/0000), 'Items Details' (Table with columns: Product/Service, Description, Quantity, Unit Cost KES, Amount KES, showing HP laptop and iPhone 14 pro), and a summary table with Subtotal (KES 1,330,000.00), Discount % (10%), and Total (KES 1,197,000.00). The bottom section shows 'Attachments' with two CSV files: 'doc-sample.csv' (200 KB) and 'doc-sample.csv' (200 KB).

Purchase Invoices

This displays a listing of purchase invoices entailing; bill date, due date, bill number, amount due and a view button.



The screenshot shows the Kenya Revenue Authority eTiMS system interface. At the top, there is a navigation bar with 'Checkers', 'File Returns', and a user profile for 'Manaja James'. Below the navigation bar is a search bar and a 'Create New' button. The main content area is titled 'Purchase Invoices' and displays a table of purchase invoices. The table columns are 'Bill Date', 'Due Date', 'Bill Number', and 'Amount Due (KES)'. Each row in the table includes a 'View' button. The table data is as follows:

Bill Date	Due Date	Bill Number	Amount Due (KES)	Action
Oct 05, 2021	Oct 05, 2021	0000000000	80,000	View
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	View

The left sidebar contains a navigation menu with sections for 'DOMESTIC' (Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations), 'INVOICING' (Sales, Purchases, Local Purchase Order, Purchase Invoices, Suppliers), 'ITEM MANAGEMENT' (Item Management), and 'CUSTOMS' (Licenses, Declaration checker). The 'Purchase Invoices' link is highlighted in the Purchases section.

Create Bill

In this section you can create a bill by filling in the supplier's details, bill details, item details, term and conditions.


KENYA REVENUE AUTHORITY

DOMESTIC

- [Home](#)
- [File Returns](#)
- [Payments](#)
- [Tax Compliance](#)
- [Amnesty](#)
- [Transactions](#)
- [Rental Management](#)
- [Organisations](#)

INVOICING

- [Sales](#)
- [Purchases](#)
 - [Local Purchase Order](#)
 - [Purchase Invoices](#) ✓
 - [Suppliers](#)
- [Item Management](#)

CUSTOMS

- [Licenses](#)
- [Declaration checker](#)

[Help & Support](#)

Individual
Checkers
[Cancel](#)
[Save](#)
[Submit](#)

Purchase Invoices > Create Bill

REF#00000

Supplier Details

Supplier Name: **SolPower LTD** PIN: B930093993

Email Address:

Billing Address Information

Enter Full Billing Address:

Bill Details

Bill Number: <input type="text"/>	Add Note: <input type="text"/>
Bill Date: <input type="button" value="Select date"/>	Due Date: <input type="button" value="Select date"/>

Items Details

Product/Service	Description	Quantity	Unit Cost KES	Amount KES	Actions
HP laptop	HP laptop	1	80,000	80,000	
iPhone 14 pro	The iPhone 14 Pro Max...	5	250,000	1,250,000	

Sub total: 1,330,000

Discount %: 10%

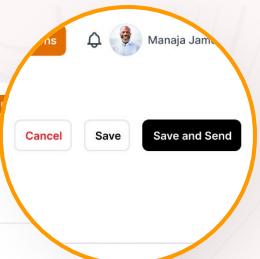
Total: 1,300,000

Terms and Conditions

Type:

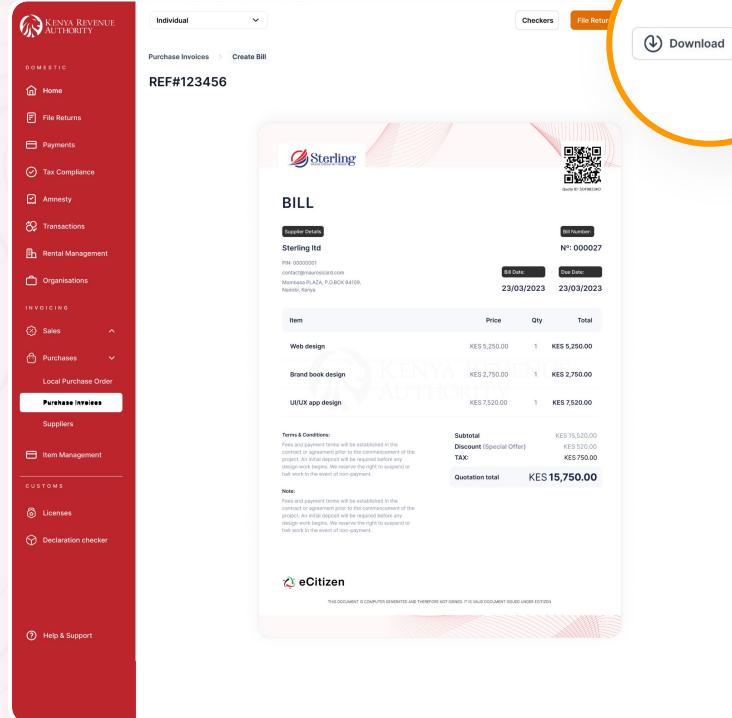
Attachments

Click to upload or drag and drop
Excel CSV file



Bill

Upon completion of creating a bill, the system displays the bill alongside a download button.



The screenshot shows the Kenya Revenue Authority e-TiMS system interface. On the left is a red sidebar with various navigation options: Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations, INVOICING (Sales, Purchases, Local Purchase Order, Purchase Invoices), Suppliers, Item Management, CUSTOMS (Licenses, Declaration checker), and Help & Support. The main content area is titled 'Purchase Invoices' and shows a bill with the reference number 'REF#123456'. The bill is for 'Sterling' and includes a QR code. The bill details are as follows:

Item	Price	Qty	Total
Web design	KES 5,250.00	1	KES 5,250.00
Brand book design	KES 2,750.00	1	KES 2,750.00
UI/UX app design	KES 7,520.00	1	KES 7,520.00

Subtotal: KES 15,520.00
Discount (Special Offer): KES 500.00
TAX: KES 750.00
Quotation total: KES 15,750.00

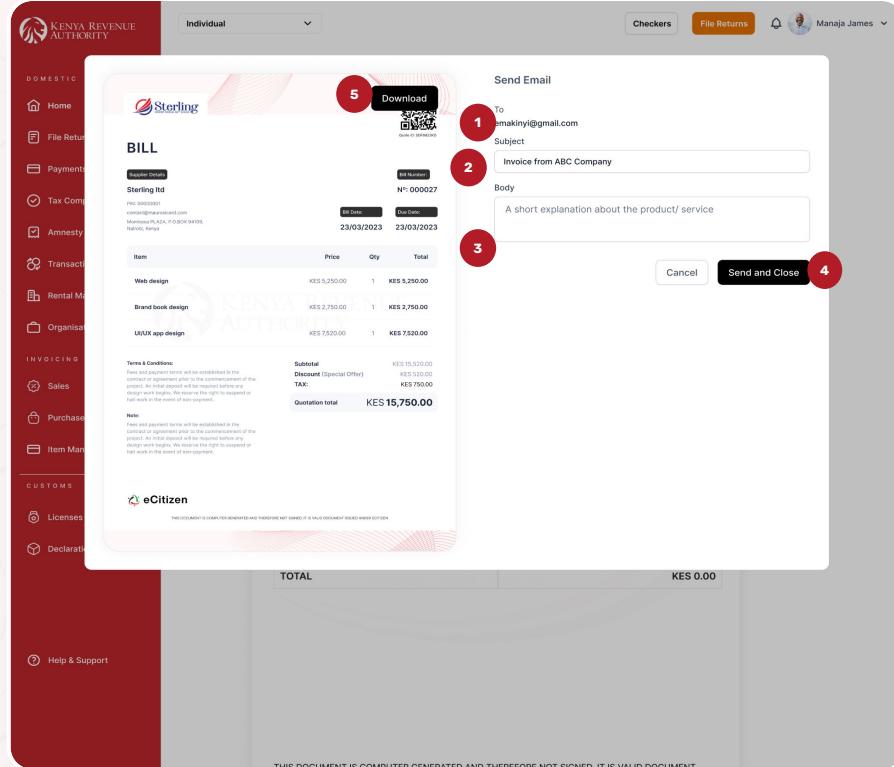
At the bottom of the bill, it says 'eCitizen' and 'THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED. IT IS A VALID DOCUMENT ISSUED UNDER E-TIMS'.

At the top right of the main content area, there are buttons for 'Checkers', 'File Return', 'Download' (which is circled in orange), and 'Send'.

Send Bill

When a user clicks the send button, the system prompts user to key in :

1. Email address.
2. The subject.
3. Body of the email.
4. Click **send and close** button or **Cancel**.
5. **Download Invoice**.



Reference number

This section displays the supplier's details, purchase order details and item details when you key in the reference number on the search tab.

The screenshot shows the Kenya Revenue Authority eTiMS system interface. The left sidebar is red and contains navigation links for Domestic (Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations), Invoicing (Sales, Purchases, Local Purchase Order, Purchase Invoices, Suppliers, Item Management), and Customs (Licenses, Declaration checker). The main content area is white and displays the following information:

Individual REF#123456
REF#123456

Supplier Details

NAME	Aries Wai Moyer Aries
PIN	0000000000
BILLING ADDRESS	Martha Njiru Drive P.O. BOX 00242-0100 Mombasa, Kenya

Items Details

Product/Service	Description	Quantity	Unit Cost KES	Amount KES
HP laptop	HP laptop	1	80,000	80,000
iPhone 14 pro	The iPhone 14 Pro Max...	5	250,000	1,250,000

Bill Details

BILL NUMBER	12345566
BILL DATE	00/00/0000
DUUE DATE	00/00/0000

ADD NOTE
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

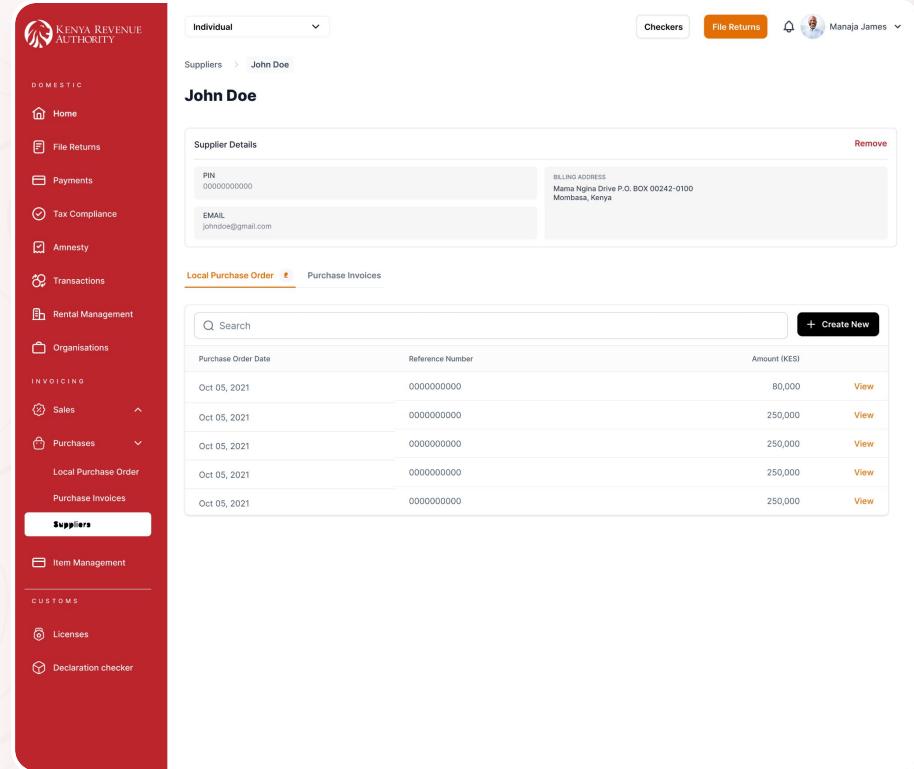
TERMS AND CONDITIONS
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Attachments

doc-sample.CSV 200 KB
doc-sample.CSV 200 KB

Local Purchase Order

This is a listing of local Purchase Order.



The screenshot shows the Kenya Revenue Authority eTiMS system interface. The left sidebar is red and contains the following navigation items under 'DOMESTIC' and 'INVOICING':

- Home
- File Returns
- Payments
- Tax Compliance
- Amnesty
- Transactions
- Rental Management
- Organisations
- Sales
- Purchases
- Local Purchase Order (selected)
- Purchase Invoices
- Suppliers (highlighted in white)
- Item Management
- Licenses
- Declaration checker

The main content area shows a supplier profile for 'John Doe' with the following details:

- Supplier Details:
 - PIN: 0000000000
 - EMAIL: johndoe@gmail.com
- BILLING ADDRESS: Mama Ngina Drive P.O. BOX 00242-0100 Mombasa, Kenya

Below this, a table lists local purchase orders:

Purchase Order Date	Reference Number	Amount (KES)	Action
Oct 05, 2021	0000000000	80,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View
Oct 05, 2021	0000000000	250,000	View

END



REPUBLIC OF KENYA



KENYA REVENUE
AUTHORITY

