

# KRA Invoicing Context – eTIMS

Access Kenya Revenue Authority  
services using your eCitizen  
account.



eCitizen

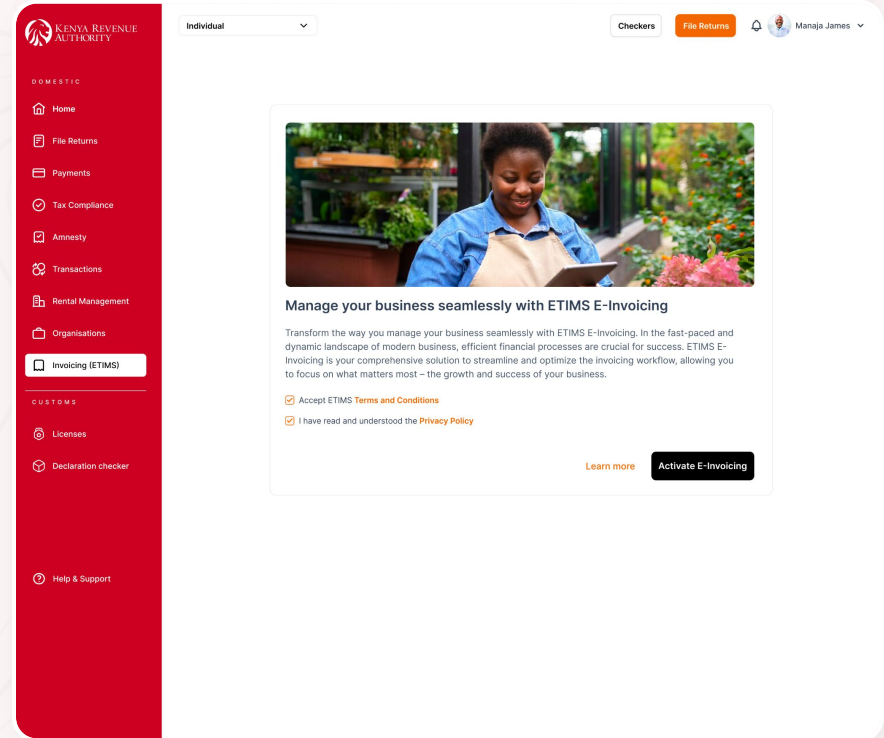


KENYA REVENUE  
AUTHORITY

**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.



# 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**

**2**

**3**

**Customers**

Date Added	PIN Number	Name	Email	Action
Oct 05, 2021	0000000000	North Sun Limited	northsun@gmail.com	<a href="#">View</a>
Oct 05, 2021	0000000000	North Start Limited	northsun@gmail.com	<a href="#">View</a>
Oct 05, 2021	0000000000	North Pole Limited	northsun@gmail.com	<a href="#">View</a>
Oct 05, 2021	0000000000	World Vision international	worldvision@africa.com	<a href="#">View</a>
Oct 05, 2021	0000000000	MaryAnn hula	hula@gmail.com	<a href="#">View</a>

**Add New Customer**

☒ Use KRA PIN ☐ Manual

PIN of Customer

Enter PIN

[Cancel](#) [Validate](#)

**Add New Customer**

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**

The image displays three sequential screenshots of the 'New Customer' registration form, illustrating the steps for creating a customer without a PIN.

**Step 1:** The 'General' tab is active. The form includes fields for Name (\*), Email (\*), Phone (\*), KRA Pin, and Currency (pre-filled with 'Ksh'). The 'Manual' radio button is selected. A 'Cancel' button is at the bottom right.

**Step 2:** The 'Address' tab is active. Fields include Address, Town/City, Post Code, State, and Country (\*, pre-filled with 'Kenya'). 'Cancel' and 'Save' buttons are at the bottom right.

**Step 3:** The 'Other' tab is active. Fields include Website and Reference. 'Cancel' and 'Save' buttons are at the bottom right.



# 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**

**Screenshot 1: Item Management**

Individual | Checkers | File Returns | Manaja James

**Item Management**

Products Services

Search

Date Created	Product Number	Product Name	
Oct 05, 2021	0000000000	North Sun Limited	View
Oct 05, 2021	0000000000	North Start Limited	View
Oct 05, 2021	0000000000	North Pole Limited	View
Oct 05, 2021	0000000000	World Vision International	View
Oct 05, 2021	0000000000	Oxfam	View

**+ Create New**

**Screenshot 2: Product Details**

Individual | Checkers | File Returns | Manaja James

Item Management > Social Media Management

**Product Details** Edit

NAME: Social media management | Product Selling Price: KES. 100,000.00

**Sales**

Search

DATE	INVOICE	AMOUNT	
17-05-2023 11:51AM	GYTEC08609WB	2,567	View
17-05-2023 11:51AM	GYTEC08609WB	2,567	View

# 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 image displays two screenshots of the Kenya Revenue Authority (KRA) eTIMS system interface, specifically the 'Create Product' section.

**Top Screenshot:** Shows the 'Add Product' screen. The user is logged in as 'Manoja James'. The screen displays the 'REF#00000' and the 'Add Product' section. There are two numbered steps: 1. Add Multiple Items and 2. Add Item.

**Bottom Screenshot:** Shows the 'Add Item' form. The user is logged in as 'Manoja James'. The screen displays the 'REF#00000' and the 'Add Product' section. The form includes fields for 'Product Name', 'Product Description', and 'Product Selling Price'. The 'Product Selling Price' field is highlighted with a red circle, showing a dropdown menu with 'KES' selected. The 'Add' button is also highlighted with a red circle.

# 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 (KRA) eTIMS interface, illustrating the process of adding multiple items.

**Top Screenshot:** The interface shows the 'Item Management' section with the 'Create Product' option selected. The reference number 'REF#00000' is displayed. A red circle highlights the 'Add Product' section, which contains the text 'Select Add to add product details or import bulk from an excel file'. Below this text, two buttons are visible: 'Add Multiple Items' and 'Add Item'.

**Bottom Screenshot:** The interface shows the 'Multiple Upload' section. A red circle highlights the 'Submit' button. The 'Instructions' section lists the steps: '1. Download the skeleton file below and fill it with proper data' and '2. Upload the updated file in the form below and submit.' Below the instructions, there is a 'Download Skeleton CSV' button. A dashed box indicates the area for uploading a file, with the text 'Upload a file or drag and drop XLSX, XLS, CSV up to 10MB'. The 'Cancel' and 'Submit' buttons are also visible.

# 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 interface displays the Kenya Revenue Authority (KRA) eTIMS system. The top navigation bar includes the KRA logo, a dropdown menu for 'Individual', and buttons for 'Checkers', 'File Returns', and a user profile for 'Manaja James'. The left sidebar contains a menu with 'DOMESTIC' and 'INVOICING' sections. The 'INVOICING' section is expanded, showing 'Sales' as the active category, with sub-options for 'Invoice', 'Proforma', and 'Quotations'. The main content area is titled 'Sales Invoice' and features a search bar. In the top screenshot, a message states 'No Record found' with the subtext 'You do not have any Invoices' and a 'Create Invoice' button. In the bottom screenshot, a table lists historical sales invoices with columns for 'Invoice Date', 'Invoice Number', 'Name', and 'Total Amount (KES)'. Each row includes a 'View' link. A '+ Create New' button is located in the top right corner of the table area.

Invoice Date	Invoice Number	Name	Total Amount (KES)	
Oct 05, 2021	0000000000	North Sun Limited	80,000	<a href="#">View</a>
Oct 05, 2021	0000000000	North Start Limited	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	North Pole Limited	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	World Vision International	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	Oxfam	250,000	<a href="#">View</a>

# 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

The screenshot displays the KRA eTIMS interface for creating a sales invoice. The left sidebar contains navigation menus for DOMESTIC, INVOICING, and CUSTOMS. The main form area is titled 'Individual' and 'Create Sales Invoice'. It includes fields for 'Type Of Sale' (Business To Business, Business To Customer), 'Upload Logo', 'Customer Details' (Customer Name, Email Address, Billing Address Information), 'Invoice Details' (Type Of Tax, Due Date, Add Note), 'Items Details' (Add Sales Items Below), 'Terms and Conditions', 'Attachments', and 'Select Payment method'. The form is partially filled with example data, and buttons for 'Cancel' and 'Save and Start' are visible at the top right.

# 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.

**Individual** **Checkers** **File Returns** **Manoja James**

Sales Invoice > Create Sales Invoice

### Create Sales Invoice

Upload Logo

Click to upload or drag and drop  
Excel CSV file

**Customer Details**

Customer Name:

Billing Address Information:

Email Address:

**Invoice Details**

Type Of Tax:

Add Note:

Due Date:

**Items Details** **Add Item**

Date	Product/Service	Description	Quantity	Unit Cost KES	Amount KES	
Oct 05, 2021	HP laptop	HP laptop	1	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:

**Attachments**

Click to upload or drag and drop  
Excel CSV file

Select Payment method:

# 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**.

The screenshot shows the 'Create Sales Invoice' interface in the eTIMS system. The sidebar on the left contains navigation links for Domestic (Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations) and Invoicing (Sales, Invoice, Proforma, Quotations, Customers). The main content area displays a preview of a sales invoice. The invoice header includes the Sterling logo and the text 'INVOICE'. It lists the invoice from 'Sterling Ltd' and the invoice to 'Mauro Sicard'. The invoice number is 'Nº: 000027' and the invoice date is '23/03/2023'. The invoice items 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 7,500.00	1	KES 7,500.00

The invoice also includes a 'Subtotal' of KES 15,500.00, a 'Discount (Special Offer)' of KES 500.00, and a 'TAX' of KES 750.00, resulting in an 'Invoice total' of KES 15,750.00. The footer of the invoice includes the eCitizen logo and the text 'THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED BY A HUMAN DOCUMENT SIGNED UNDER E-SIGNATURE'.



# 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.

**1**

**Sales Invoice**

Invoice Date	Invoice Number	Due Date	Total Amount (KES)	Status
Oct 05, 2021	0000000000	Oct 05, 2021	80,000	Paid View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Paid View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Pending View
Oct 05, 2021	0000000000	Oct 05, 2021	250,000	Paid View

**2**

**Invoice Details**

**Customer Details**

NAME: ARBUDOT TEST ORCA510  
PIN: A001875963X  
BILLING ADDRESS: South of Nairobi

**Invoice Details**

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

**Item Details**

Product/Service	Description	Quantity	Unit Cost KES	Amount KES
retrofit	107(h)	10	500	5,000

**Summary**

Subtotal	KES 5,000
Discount	10
Total	KES 4,990

# 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**

Individual

Checkers File Returns Manaja Jam

### Credit Notes

Q Search

Credit Note Date	Invoice Number	Credit Note Ref	Total Amount (KES)	
Oct 05, 2021	0000000000	0000000000	80,000	<a href="#">View</a>
Oct 05, 2021	0000000000	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	0000000000	250,000	<a href="#">View</a>

Individual

Checkers File Returns Manaja Jam

### Sales Invoice

Q Search + Create New

Invoice Date	Invoice Number	Name	Total Amount (KES)	
Oct 05, 2021	0000000000	North Sun Limited	80,000	<a href="#">View</a>
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	<a href="#">View</a>
Oct 05, 2021	0000000000	Oxfam	250,000	<a href="#">View</a>

# 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.**

The screenshot displays the KRA eTIMS interface for a sales invoice. The left sidebar contains navigation options: Home, File Returns, Payments, Tax Compliance, Amnesty, INVOICES (with a sub-menu for Invoice), Profirms, Quotations, Customers, Credit Notes, Purchases, and Item Management. The main content area shows the invoice details for INVR4TDJL, including Customer Details (NAME: ARUKI TEST ORCASTO, PIN: A001979963X, BILLING ADDRESS: South of Nairobi), Invoice Details (TYPE OF INVOICE: sale, DUE DATE: 2024-01-07, INVOICE DATE: 2024-01-07, PAYMENT METHOD: cash, ADD NOTE, TERMS AND CONDITIONS), and Items Details (Product/Service: remote, Description: sdjghj, Quantity: 10, Unit: KES). A summary table on the right shows Subtotal (10), Discount (10), and Total (KES 4,990). The 'Create Credit Note' button is circled in orange, with a dropdown menu showing options for 'Full credit note' and 'Partial credit note'.

Product/Service	Description	Quantity	Unit
remote	sdjghj	10	KES

Subtotal	Discount	Total
10	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.

# Full Credit Note

For full credit note option.

The user is able to cancel the full invoice.

The screenshot shows the KRA eTIMS interface for creating a credit note. The left sidebar contains navigation menus for DOMESTIC and CUSTOMER sections. The main content area is titled 'Individual' and shows the 'Create Credit Note' process. The interface includes fields for Customer Details, Billing Address Information, Credit Note Details, Items Details, Terms and Conditions, Attachments, and Select Payment method.

**Individual** Checkers File Returns Manaja James

Sales Invoices > INV#123456 > **Create Credit Note**

**REF#00000** Cancel Save

**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**

Lorem Ipsum Dolor Sit Amet, Consectetur Adipiscing Elit, Sed Do Eiusmod Tempor Incidunt Ut Labore Et Dolor Magna Aliqua.

**Attachments**

Click to upload or drag and drop  
Excel CSV file

**Select Payment method**

M-pesa 07123456789 ☒

CASH ☐

[+ Add Payment Method](#)

# 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 .

**KENYA REVENUE AUTHORITY**

Individual

Credit Notes > Create Credit Note

REF#1234656

Download Send

**CREDIT NOTE**

**Credit note from:**  
Sterling Ltd  
Pw: 00000001  
contact@maurosicard.com  
Mombasa PLAZA, P.O.BOX 94109,  
Nairobi, Kenya

**Credit note to:**  
Mauro Sicard  
Pw: 00000002  
contact@maurosicard.com  
Marabout place, Ngara road  
Nairobi, Kenya  
0700000008

**Credit note number:**  
N#: 000027

**Credit note 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

**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.

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

**Note:**  
Hope to do business with you

**eCitizen**

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# 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**

**KENYA REVENUE AUTHORITY** Individual

Checkers File Returns Manoja James

**DOMESTIC**

- Home
- File Return
- Payments
- Tax Compliance
- Activity
- Transaction
- Rental Management
- Organisations

**INVOICES**

- Sales
- Purchase
- Item Management

**CUSTOMER**

- Licenses
- Declarations
- Help & Support

**CREDIT NOTE**

**Sterling** **Mauro Sicard** **N° 000027**

**Send Email**

To:

Subject:

Body:

**Cancel** **Send and Close**

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 7,750.00	1	KES 7,750.00

**Terms & Conditions:** These are standard terms and conditions for the services provided by the company. The customer agrees to the terms and conditions of the services provided by the company. The customer agrees to the terms and conditions of the services provided by the company.

**Subtotal:** KES 15,750.00  
**Discount (Special Offer):** KES 0.00  
**Tax:** KES 750.00  
**Credit note total:** KES 15,750.00

**eCitizen**

**TOTAL** **KES 0.00**

# Proforma Invoice

This is a listing entails:

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

The screenshot shows the KRA eTIMS interface for Proforma Invoices. The sidebar on the left lists various functions under 'DOMESTIC' and 'INVOICING' categories. The main area displays a table of Proforma Invoices with the following data:

Invoice Date	Invoice Number	Name	Total Amount (KES)	Action
Oct 05, 2021	0000000000	North Sun Limited	80,000	<a href="#">View</a>
Oct 05, 2021	0000000000	North Start Limited	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	North Pole Limited	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	World Vision International	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	Oxfam	250,000	<a href="#">View</a>



# 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 KRA eTIMS interface for creating a proforma invoice. The left sidebar contains a 'Sales' menu with options: Invoice, Proforma (highlighted), Quotations, and Customers. The main form area is titled 'Individual' and 'Create Proforma Invoice'. It includes a reference number 'REF#00000', a warning message 'This is not a sales invoice. You will be required to create a tax invoice to receive payment', and various input fields for customer and invoice details. The 'Type Of Sale' is set to 'Business To Business'. The 'Billing Address Information' section is empty. The 'Invoice Details' section includes 'Type Of Tax' (Set to 'Select...') and 'Due Date' (Set to 'Select date'). The 'Items Details' section has a button 'Add Sales Items Below'. The 'Terms and Conditions' section is empty. The 'Select Payment method' section shows 'M-pesa' and 'CASH' options.

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

**Proforma To:** Mauro Sicard  
PIN: 00000000  
contact@maurosicard.com  
Marshall plaza, Ngong road  
Nairobi, Kenya  
0700000000

**Proforma number:** N#: 000027  
**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

**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.

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

**eCitizen**

THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED. IT IS VALID DOCUMENT ISSUED UNDER ECITIZEN

# 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**

The screenshot displays the KRA eCitizen portal interface. The sidebar menu on the left includes options like Home, File Return, Payment, Tax Compliance, Amnesty, Transaction, Rental Management, Organisation, Invoicing, Sales, Purchase, Item Management, Customs, Licenses, and Declaration checker. The main content area shows the 'Create Sales Invoice' process. A 'PROFORMA INVOICE' preview is visible, detailing items like 'Web design', 'Brand book design', and 'UI/UX app design' with their respective prices and totals. The 'Send Email' form on the right has fields for 'To' (emakiny@gmail.com), 'Subject' (Invoice from ABC Company), and 'Body' (A short explanation about the product/ service). The 'Send and Close' button is highlighted with a red circle and number 4. The 'Download Invoice' button is highlighted with a red circle and number 5. The 'Cancel' button is also visible.

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 1,500.00	1	KES 1,500.00
<b>Subtotal</b>			KES 9,500.00
<b>Discount (Special Offer)</b>			KES 1,500.00
<b>Tax</b>			KES 750.00
<b>Proforma total</b>			<b>KES 15,750.00</b>

# 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.

The screenshot displays the KRA eTIMS interface for a Proforma invoice. The sidebar on the left lists navigation options under DOMESTIC, INVOICING, and CUSTOMS. The top header shows the user profile 'Manaja Jami' and actions like 'Checkers', 'File Returns', 'Edit', 'View PDF', and 'Create Invoice'. The main content area shows the Proforma details for REF#123456, including Customer Details, Invoice Details, and Items Details.

**Customer Details**

NAME	Aries Wei Mayer Aries
PIN	000000000000
BILLING ADDRESS	Mama Ngina Drive P.O. BOX 00242-0100 Mombasa, Kenya

**Invoice Details**

TYPE OF INVOICE	VAT Excluded
INVOICE DATE	00/00/0000
PAYMENT METHOD	M-PESA: 0700000000
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.

**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

**Summary**

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

**Attachments**

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

# Quotation

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

The screenshot shows the KRA eTIMS interface. The sidebar on the left contains the following menu items: Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations, and a section for CUSTOMERS with options for Licenses and Declaration checker. The main content area is titled 'Quotation' and features a search bar and a '+ Create New' button. Below this is a table listing quotations.

Invoice Date	Invoice Number	Name	Total Amount (KES)	
Oct 05, 2021	0000000000	North Sun Limited	80,000	<a href="#">View</a>
Oct 05, 2021	0000000000	North Start Limited	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	North Pole Limited	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	World Vision international	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	Oxfam	250,000	<a href="#">View</a>

# 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.

# 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.

**Individual** Checkers

Quotations Create Quotation

**REF#00000**

**Customer Details**

Customer Name: SolaPower LTD PIN 8930083993

Email Address:

**Billing Address Information**

Enter Full Billing Address:

**Quotation Details**

Type Of Tax: Select...

Due Date: Select date

**Add Note**

Type:

**Items Details** Add Item

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:

**Attachments**

Click to upload or drag and drop  
Esew CSV file

**Select Payment method**

M-pesa ☒ 07123456789

CASH ☐

+ Add Payment Method

Cancel Save Save and Send

Manaja Jam



# Quotation

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

The screenshot displays the Kenya Revenue Authority (KRA) eCitizen portal. The sidebar menu on the left includes options like Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations, INVOICING (Sales, Invoice, Proforma, Quotations, Customers), PURCHASES (Item Management), CUSTOMS (Licenses, Declaration checker), and Help & Support. The main content area shows a 'Quotation' page for 'Sterling Ltd' (PIN: 00000001) and 'Mauro Sicard' (PIN: 00000001). The quotation number is N°: 000027, dated 23/03/2023. The table lists items: Web design (KES 5,250.00), Brand book design (KES 2,750.00), and UI/UX app design (KES 7,520.00). The total quotation value is KES 15,520.00. A 'Download' button is circled in orange in the top right corner.

**Kenya Revenue Authority**

Individual

Quotations > Create Quotation

REF#123456

**QUOTATION**

**Quotation from:** Sterling Ltd  
PIN: 00000001  
contact@maurosicard.com  
Marissa PL/DA, P.O BOX 9400,  
Nairobi, Kenya

**Quotation to:** Mauro Sicard  
PIN: 00000001  
mauro@maurosicard.com  
Marissa PL/DA, P.O BOX 9400,  
Nairobi, Kenya

**Quotation number:** N°: 000027

**Quotation 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

**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.

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

**eCitizen**

THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED. IT IS A VALID DOCUMENT SINCE UNDER E-SIGNATURE.

# 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**.

**QUOTATION**

**Sterling Ltd**  
Kenya Revenue Authority Ltd  
Maurice Siband

**Items**

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 7,750.00	1	KES 7,750.00

**Subtotal** KES 15,750.00  
**Quotation total** KES 15,750.00

**Send Email**

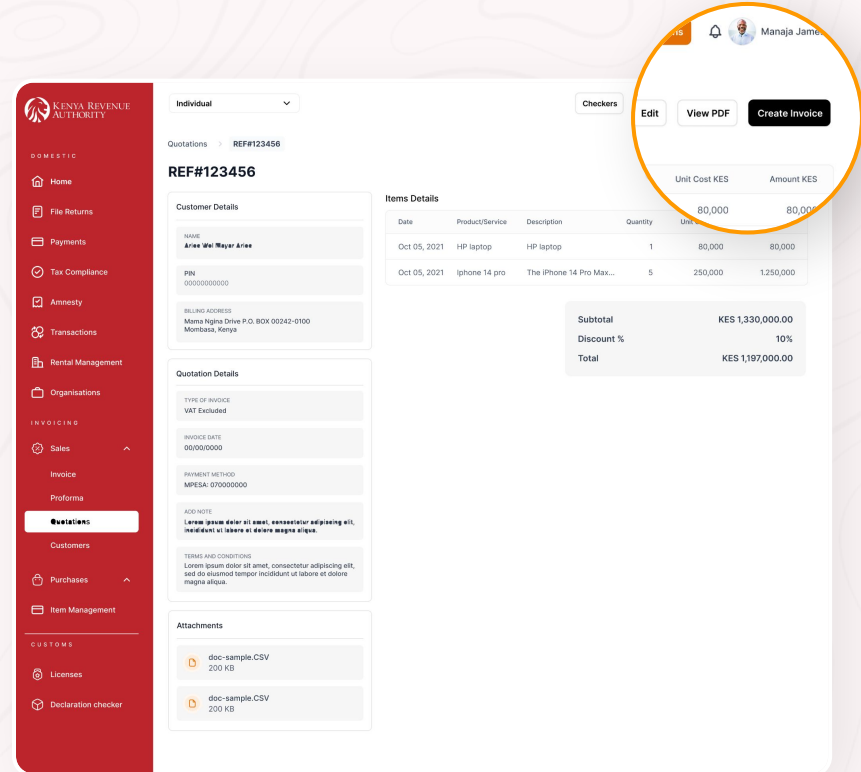
To: emakiny@gmail.com  
Subject: Invoice from ABC Company  
Body: A short explanation about the product/ service

Cancel Send and Close

# Reference Number

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

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



**Kenya Revenue Authority**

Individual

Checkers

Edit View PDF Create Invoice

Quotations REF#123456

**REF#123456**

**Customer Details**

NAME: Arisa Wai Mayer Arisa

PIN: 0000000000

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

**Quotation Details**

TYPE OF INVOICE: VRT Excluded

INVOICE DATE: 00/00/0000

PAYMENT METHOD: MPESA: 070000000

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.

**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

Subtotal: KES 1,330,000.00

Discount %: 10%

Total: KES 1,197,000.00

**Attachments**

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

# 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 displays the KRA eTIMS interface. On the left is a red sidebar with navigation options: DOMESTIC (Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations), INVOICING (Sales, Invoice, Proforma, Quotations), CUSTOMS (Licenses, Declaration checker), and a 'Customers' button. The main content area shows the 'Individual' customer profile for 'John Doe'. It includes a 'Customer Details' section with fields for PIN (0000000000), EMAIL (johndoe@gmail.com), and BILLING ADDRESS (Mama Njira Drive P.O. BOX 00242-0100, Nairobi, Kenya). Below this is a table of transactions for 'John Doe', with tabs for Sales Invoices, Proforma Invoices, and Quotations. The table has columns for Invoice Date, Invoice Number, Unit Cost KES, and Action. The data shows five transactions on October 05, 2021, with invoice numbers 0000000000 and unit costs of 80,000, 250,000, 250,000, 250,000, and 250,000 KES respectively. Each row has a 'View' link in the Action column.

Invoice Date	Invoice Number	Unit Cost KES	Action
Oct 05, 2021	0000000000	80,000	<a href="#">View</a>
Oct 05, 2021	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	250,000	<a href="#">View</a>

# 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 KRA eTIMS interface. The sidebar on the left contains the following menu items: Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, and Organisations. The main content area is titled 'Suppliers' and features a search bar and a '+ Create New' button. Below this is a table with the following data:

Date Added	PIN Number	Name	Email	
Oct 05, 2021	0000000000	North Sun Limited	northsun@gmail.com	<a href="#">View</a>
Oct 05, 2021	0000000000	North Start Limited	northsun@gmail.com	<a href="#">View</a>
Oct 05, 2021	0000000000	North Pole Limited	northsun@gmail.com	<a href="#">View</a>
Oct 05, 2021	0000000000	World Vision International	worldvision@africa.com	<a href="#">View</a>
Oct 05, 2021	0000000000	MaryAnn hula	hula@gmail.com	<a href="#">View</a>

# Local Purchase Orders

This section displays a listing of local purchase orders entailing;

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

The screenshot displays the KRA eTIMS interface. On the left is a red sidebar with navigation links under three categories: 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 'Local Purchase Order' link is highlighted. The main content area is titled 'Local Purchase Orders' and includes a search bar and a '+ Create New' button. Below is a table with the following data:

Purchase Order Date	Reference Number	Amount (KES)	
Oct 05, 2021	0000000000	80,000	<a href="#">View</a>
Oct 05, 2021	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	0000000000	250,000	<a href="#">View</a>

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

# 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 displays the KRA eTIMS interface for creating a Local Purchase Order. The interface is divided into a left sidebar and a main content area.

**Left Sidebar (Navigation Menu):**

- DOMESTIC**
  - Home
  - File Returns
  - Payments
  - Tax Compliance
  - Amnesty
  - Transactions
  - Rental Management
  - Organisations
- INVOICING**
  - Sales
  - Purchases
    - Local Purchase Order** (highlighted)
    - Purchase Invoices
    - Suppliers
  - Item Management
- CUSTOMS**
  - Licenses
  - Declaration checker
- Help & Support

**Main Content Area:**

- Header:** Individual (dropdown), Checkers, File Returns, Manja James (user profile).
- Breadcrumbs:** Purchase Orders > Create Local Purchase Order.
- Reference:** REF#00000.
- Supplier Details:**
  - Upload Logo: Click to upload or drag and drop (Excel CSV file).
  - Supplier Name: Select... (dropdown), + Add New.
- Purchase Order Details:**
  - Order Number: Text input.
  - Date Of Order: Select date (calendar icon).
  - Add Note: Type (text area).
- Items Details:**
  - Add Purchase Items Below: Select Add to add details of items to buy.
  - Buttons: Add Multiple Items, Add Item.
- Terms and Conditions:** Type (text area).
- Attachments:** Click to upload or drag and drop (Excel CSV file).



# 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 displays the KRA eTIMS interface for creating a local purchase order. The left sidebar contains navigation menus for DOMESTIC, INVOICING, and CUSTOMS. The main content area is titled 'Individual' and 'Create Local Purchase Order' with a reference number 'REF#00000'. It includes sections for Supplier Details (with an upload logo area), Billing Address Information, Purchase Order Details (with fields for Order Number, Date of Order, and an Add Note section), Items Details (with an 'Add Purchase Items Below' section), Terms and Conditions, and Attachments. The interface is clean and modern, with a red sidebar and white main content area.

**Kenya Revenue Authority**

Individual

Checkers File Returns Manaja James

Purchase Orders Create Local Purchase Order

REF#00000

Supplier Details

Upload Logo

Click to upload or drag and drop  
Excel CSV file

Supplier's PIN

XYZ Company  
20102223

Wrong User? Cancel

Email Address

john.doe@gmail.com

Billing Address Information

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

Purchase Order Details

Order Number

Type

Date Of Order

Select date

Add Note

Type

Items Details

Add Purchase Items Below

Select Add to add details of items to buy

Add Multiple Items Add Item

Terms and Conditions

Type

Attachments

Click to upload or drag and drop  
Excel CSV file

# 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.

**KENYA REVENUE AUTHORITY**

Individual Checkers

Local Purchase Order Create Local Purchase Order

REF#00000

**Supplier Details**

Supplier Name:

Email Address:

**Billing Address Information**

Enter Full Billing Address:

**Purchase Order Details**

Order Number:

Date Of Order:

**Items Details** Add Item

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

Cancel Save Save and Send

# Local Purchase Order

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

The screenshot displays the KRA eCitizen portal interface. On the left is a red sidebar menu with categories: DOMESTIC (Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations), INVOICING (Sales, Purchases, Purchase Invoices, Suppliers, Item Management), CUSTOMS (Licenses, Declaration checker), and Help & Support. The 'Purchases' option is selected, showing a sub-menu with 'Local Purchase Order'. The top navigation bar includes a dropdown menu set to 'Individual', a 'Checkers' button, and a 'Purchase' breadcrumb leading to 'Create Local Purchase Order'. Below this, the reference 'REF#00000' is shown. The main content area displays a 'PURCHASE ORDER' for 'Sterling Ltd'. It includes a QR code, a 'Download' button (circled in orange), and a 'Send' button. The order details show a supplier from Nairobi, Kenya, with an order number N°: 000027 and date 23/03/2023. A table lists three items: Web design (KES 5,250.00), Brand book design (KES 2,750.00), and UI/UX app design (KES 7,520.00). The total is KES 15,520.00. The document is signed by eCitizen.

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

# 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**.

The screenshot displays the KRA eCitizen portal interface. On the left is a navigation menu with categories: DOMESTIC (Home, File Return, Payment, Tax Compliance, Amnesty, Transaction, Rental Management, Organisation), INVOICING (Sales, Purchase, Item Management), and CUSTOMS (Licenses, Declaration). The main content area shows a 'PURCHASE ORDER' form for 'Sterling Ltd'. The form includes a QR code, a download button (labeled 5), and a table of items. A 'Send Email' dialog box is open on the right, with fields for 'To' (labeled 1), 'Subject' (labeled 2), and 'Body' (labeled 3). The dialog has 'Cancel' and 'Send and Close' (labeled 4) buttons. The user's name 'Manaja James' is visible in the top right corner.

**PURCHASE ORDER**

**Sterling Ltd**  
PIN: 00000001  
email@sterlingltd.com  
Mwai Njiru Road, P.O. Box 44105,  
Nairobi, Kenya

Order Number: N°: 0000027  
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 7,500.00	1	KES 7,500.00

**Terms & Conditions:**  
Price 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.

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

**Note:**  
Price 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 A COPY OF THE ORIGINAL DOCUMENT AND TRANSFERRED BY IT. IT IS A COPY OF THE ORIGINAL DOCUMENT AND TRANSFERRED BY IT.

**Send Email**


1 To: emakinyi@gmail.com  
2 Subject: Invoice from ABC Company  
3 Body: A short explanation about the product/ service

Cancel Send and Close 4

**TOTAL** KES 0.00

# 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.

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

Individual

Purchase Orders

REF#123456

View PDF

Create Invoice

Supplier Details

NAME

Arice Wei Mayer Arice

PIN

000000000000

BILLING ADDRESS

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

Purchase Order Details

ORDER NUMBER

12345566

DATE OF ORDER

00/00/0000

ADD NOTE

Lorem ipsum dolor sit amet, consectetur adipiscing elit,  
incidunt ut laoreet ut dolore magna aliquam.

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

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

Subtotal

KES 1,330,000.00

Discount %

10%

Total

KES 1,197,000.00

Checkers

File Returns

Manaja James

# 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 KRA eTIMS interface. The sidebar on the left contains the following menu items: 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). The main content area is titled 'Purchase Invoices' and features a search bar and a '+ Create New' button. Below is a table of purchase invoices.

Bill Date	Due Date	Bill Number	Amount Due (KES)	
Oct 05, 2021	Oct 05, 2021	0000000000	80,000	<a href="#">View</a>
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	<a href="#">View</a>
Oct 05, 2021	Oct 05, 2021	0000000000	250,000	<a href="#">View</a>

# Create Bill

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

Individual

Checkers

Cancel Save Save and Send

Purchase Invoices Create Bill

REF#00000

Supplier Details

Supplier Name SolaPower LTD PIN 000000000

Billing Address Information

Enter Full Billing Address

Email Address

Bill Details

Bill Number

Add Note

Type

BIT Date Select date Due Date Select date

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

Over 500 files

# Bill

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

The screenshot displays the KRA eCitizen portal interface. On the left is a red sidebar with navigation links: DOMESTIC (Home, File Returns, Payments, Tax Compliance, Amnesty, Transactions, Rental Management, Organisations), INVOICE (Sales, Purchases, Local Purchase Order, Purchase Invoices, Suppliers, Item Management), and CUSTOMS (Licenses, Declaration checker, Help & Support). The main content area shows the 'Individual' user profile, 'Purchase Invoices' section, and a specific bill with reference number REF#123456. The bill is from Sterling Ltd, dated 23/03/2023, with a total of KES 15,750.00. A table lists the items: Web design (KES 5,250.00), Brand book design (KES 2,750.00), and UI/UX app design (KES 7,520.00). The bill also includes terms and conditions, a note, and a QR code. A 'Download' button is highlighted with an orange circle.

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	Discount (Special Offer)
KES 15,520.00	KES 750.00
<b>Quotation total</b>	<b>KES 15,750.00</b>



# 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**.

Kenya Revenue Authority

Individual

Checkers File Returns Manaja James

DOMESTIC

Home File Return Payment Tax Compliance Amnesty Transaction Rental Management Organisation Invoicing Sales Purchase Item Management Customs Licenses Declaration Help & Support

**BILL**

**Sterling Ltd**

File 00000001  
contact@sterlingltd.com  
Main Road, P.O. Box 34103, Nairobi, Kenya

Invoice No: N°-000027  
Bill Date: 23/03/2023 Due 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 7,500.00	1	KES 7,500.00

**Terms & Conditions:**  
Price 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.

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

**Note:**  
Price 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.

**Send Email**

To: makinyi@gmail.com

Subject: Invoice from ABC Company

Body: A short explanation about the product/ service


Cancel Send and Close

**TOTAL** KES 0.00

THIS DOCUMENT IS COMPUTER GENERATED AND THEREFORE NOT SIGNED. IT IS A VALID DOCUMENT.

# 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.

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

CUSTOMER

Licenses

Declaration checker

Individual

REF#123456

Checkers

File Returns

Manaja James

View PDF

Supplier Details

NAME

A/tee Mai Wayer A/tee

PIN

00000000000

BILLING ADDRESS

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

Bill Details

BILL NUMBER

1234566

BILL DATE

00/00/0000

DUE 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

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

Subtotal

KES 1,330,000.00

Discount %


10%

Total

KES 1,197,000.00

# Local Purchase Order

This is a listing of local Purchase Order.

 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

Individual

Checkers

File Returns

 Manja James

Suppliers > John Doe

John Doe


Supplier Details

Remove

PIN  
000000000000

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

EMAIL  
john.doe@gmail.com

Local Purchase Order  Purchase Invoices

Q Search

+ Create New

Purchase Order Date	Reference Number	Amount (KES)	
Oct 05, 2021	000000000000	80,000	<a href="#">View</a>
Oct 05, 2021	000000000000	250,000	<a href="#">View</a>
Oct 05, 2021	000000000000	250,000	<a href="#">View</a>
Oct 05, 2021	000000000000	250,000	<a href="#">View</a>
Oct 05, 2021	000000000000	250,000	<a href="#">View</a>



# — END



REPUBLIC OF KENYA



eCitizen



KENYA REVENUE  
AUTHORITY

eTIMS