Import Sales Invoices

For bulk uploading invoices, a template of the excel file is available for Taxpayers. Taxpayer can use "Validate" option available in excel file to verify data offline before importing in Iris. Once imported, Taxpayer has to validate data online to perform the remainder validations. In case of any validation error, Iris will not store or reflect any data provided in the imported file.

Following are the steps to import invoices:

1. Click on link "<u>https://e.fbr.gov.pk/SOP/IRIS/help/index.html</u>" to download excel template for import data as shown below:

$\leftarrow \rightarrow C$ $$ https://e.ft	pr.gov.pk/SOP/IRIS/help/index.html		☆ 🗑 \varTheta
	Help	Download	
	FAQs	4	
	Registration	4	
	Withholding Tax	a	
	Wealth Statement	*	
	Wealth Statement (Video Help)	*	
	Income Tax Return	_	
	Income Tax Return (Video Help)	*	
	Withholding Tax Statement Template	_	
	Withholding Tax Statement (Video Help)	4	
	Sales Invoice Template	_	

2. Validate data offline using "Validate" button provided in excel template file.



3. Login Iris, Taxpayer will be redirected on Iris main dashboard. Go to "Invoice Management" option from Iris mega menu an select "Sales Ledger" sub menu as shown below:

Registration - As	ssets Declaration -	Rectification -	Appeals 👻	Refund 👻	DNFBP -	Withholdin	g / Advance Tax 👻	CPR Correction -	Invoice Management 🗸	MIS -		
1.表							💄 My Pr	rofile(s)	Information Center Sales Ledger	<u>ite</u> S	XChange Pin SpChange P	assword 🥑 Logout
											Mon N	ov 08 14:56:32 PKT 2021
e Edit de View	2 Reply											ń
▶ Draft	+ Filter											
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 Outbox 	Task	Registration No.	N	lame	Tay Vear		Submission Date	Due Date	Period Start D)ste	Period End Date	Assignment
 Completed Tasks 	No records fou	nd.		wanno -	Tex Teal		Guornaaron Date	Due Dale	renou start L	Volito	r shou End Date	raagillient
						Pages	(1 of 1) 📧 .	14 44 10	record(s) found			

4. Iris will redirect user on "Sales Tax Invoice Management" section as shown below:

8	Sales		Management															× .
	Regi	istration No)															
1	Domes	stic Transa	ctions															
														Choose File N	lo file chose	en Impor	rt	Validate
	_ 5	Search Invo	bices															
			Buver Registr	ation No / CNIC					Buver Name					Invoice No				
			Seller Registr	ation No / CNIC					Seller Name					Invoice Status	Select		-	
				Trans Type	Select		-		Invoice Type	Select	t	-		Sale Type	Select		•	
			SRC) / Schedule No.	Select		-		Item Sr. No.	Select	t	-	Dest	ination of Supply	Select		-	
			Sale Origination Prov	ince of Supplier	Select		-		From Date				0	To Date			C	
					Search	Clear												
	Add	d Invoice	🖉 Edit 🖉 View	/ 🝵 Delete	Reject	Unreject	Refresh	h										
								Domestic	Sales and Pu	ırcha	ses Invoices							
					_			14 44	(1 of 10) 🛛 👞	- 14	147 record(s) found				_			
Sr	No.	Status	Remarks	Invoice No	Invoice Type	Invoid Date	e Bu	uyer Registration o/ CNIC.	Buyer Name		Seller Registration No / CNIC	Sel	ler Name	Sale Typ	be	Sale Origination Province of Supplier		Destinati Suppli
	1	Valid		875875	Purchase Invoice	01-Nov- 2021	xx	****	****		****	x	*****	Petroleum Proc	ducts	PUNJAB		SINDH
	2	Valid		12346	STWH	05-May- 2021	××	****	******		*****	x	****	Goods at stand (default)	lard rate	AZAD KASHMIR		GILGIT BALTISTA

5. Click "Choose File" button from top left right corner of the screen, Iris will load file browse window as shown below:

Sales	Sales Tax Invoice Management																
Re	gistration No																
Dom	estic Transa	ctions															
	- Search Invoices																
		Buyer Registra	ation No / CNIC					Buyer Name					Invoice No				
		Seller Registra	ation No / CNIC					Seller Name					Invoice Status	Select		-	
			Trans Type	Select			*	Invoice Type	Select	t	•		Sale Type	Select		-	
		SRO	*	Item Sr. No.	Select	t	-	Dest	tination of Supply	Select		-					
		Sale Origination Provi	ince of Supplier	Select			-	From Date				0	To Date			۵	
				Search	Clear												
+ A	dd Invoice	🖉 Edit 🖉 View	🗑 Delete	Reject	Unreject	Re	fresh										
							Domestic	Sales and Pu	rcha	ses Invoices							
								(1 of 10) 🛛 👞	ы	147 record(s) found							
Sr No.	Status	Remarks	Invoice No	Invoice Type	Invo	oice ate	Buyer Registration No/ CNIC.	Buyer Name		Seller Registration No / CNIC	Sell	er Name	Sale Typ	e	Sale Origination Province of Supplier		Destinati Suppli
1	Valid		875875	Purchase Invoice	01-No 2021	ov-	xxxxxxxxx	****		****	x	****	Petroleum Proc	lucts	PUNJAB		SINDH
2	Valid		12346	STWH	05-Ma	ву-	****	*****		****	x	xxxxxxxx	Goods at stand	ard rate	AZAD KASHMIR		GILGIT BALTISTA

This "choose File" section function is same as of browse file option provided in efbr portal to upload invoices as shown below:

F	BR	Fe Reve	deral Bo	oard of 1 - Governm	Rever ent of Pak	istan							
Home	Administratio	on	Registration	n Declarat	tion Req	uests	e-Payments	e-Folder	CREST	ADD IBAN	Steel Sector Ac	lj. Note	Logc
Pr iales Tax Control Cent	int this Page	Sal	es Tax & Fe	deral Excis	e Return	(2021-3	22)	Current N	° M-115911615	Preparing			
Monthly N	ov,21 V	KEGISTRY ILLU REGISTRY	I 00023-1 C in case of Individua	Name FBR Mobile Test Use	er 3 Business Natur	e	Tax Pe	riod Ni 1021 C	ormal Revised	Submission Date			
MIS Report Annex - C Sales Tax Re Annex - A	eturn A G	Sales	188-000002-3 Tax & Federal Exci e for File:	ise Return				vnload Sample Fi	le l	rowse Impor	t Data Back To Return	Back to	Upload F Annexure
Annex - I Annex - I Annex - J Annex - I Annex - I	H I J F												

6. After file selection from "Choose File" option, click on "Import" button to import records. All records will appear in sales ledger with status "Pending Verification" after successful import as shown below:

Registre Domestic	tration No												
Domestic	ic Transac										6	Data Imported Success	ifully.
		tions											
											Choose File No f	file chosen Imp	ort Validate
- Sea	arch Invoi	ces											
		Buyer Regis	stration No / CNIC				Buyer Name				Invoice No		
		Seller Regis	stration No / CNIC				Seller Name				Invoice Status Se	elect	*
			Trans Type	Select			Invoice Type	Select	~		Sale Type Se	elect	★ 1
		SF	RO / Schedule No.	Select		-	Item Sr. No.	Select	-		Destination of Supply Se	elect	* 3
		Sale Origination Pro	ovince of Supplier	Select		-	From Date			1	To Date		
				Search	Clear								
													6
+ Add In	Invoice	Edit De Viel		Reject	Unreject F	Refresh							
						Domestic	Sales and P	urchases Invoices					
							(1 of 1)	1 record(s) found					
Sr No. S	Status	Remarks	Invoice No	Invoice Type	Invoice Date	Buyer Registration No/ CNIC.	Buyer Name	Seller Registration No / CNIC	Seller	Name	Sale Type	Sale Origination Province of Supplier	Destination Supplier
1 Pe val	Pending alidation		435123-2	Sale Invoice	07-Aug- 2019	*****	******	******	xxx	*****	Goods (FED in ST Mode)	AJK	AJK
2 Pe	ending alidation		435123-1	Sale Invoice	06-Aug- 2019	*****	*****	******	xx	*****	Electricity Supplied to marble/granite indust	o Gilgit Baltistan	Gilgit Ball
3 '	Valid		1234	Sale Invoice	29-Jul- 2020	*****	*****	******	xxxx	*****	Goods	Punjab	ICT
4 CI	Claimed		1294	Sale Invoice	24-Aug- 2020	*****	****	*****	xxxx	*****	Services	Punjab	Khyber Pakhtunk

7. Click on "Validate" button to verify record.

		Management															×
Re	gistration No)															
Dom	estic Transa	ctions															
													Choose File N	lo file chos	en Impor	t V	/alidate
	Search Invo	bices															
																	T
		Buyer Registra	ation No / CINIC					Buyer Name					Invoice No				
		Seller Registra	ation No / CNIC					Seller Name					Invoice Status	Select		r	
			Trans Type	Select			•	Invoice Type	Select				Sale Type	Select		r	
		SRO	/ Schedule No.	Select			•	Item Sr. No.	Select		+	Dest	tination of Supply	Select		r	
		Sale Origination Prov	ince of Supplier	Select			*	From Date				0	To Date				
				Search	Clear												
						_											
+ A0	dd Invoice	🖉 Edit 🖉 View	🗑 Delete	Reject	Unrejec	t Ref	fresh										X
							Domestic	Sales and Pu	irchas	ses Invoices							
								(1 of 10) 🛛 👞	ы	147 record(s) found							
Sr No.	Status	Remarks	Invoice No	Invoice Type	lnv D	oice ate	Buyer Registration No/ CNIC.	Buyer Name		Seller Registration No / CNIC	Sel	ler Name	Sale Typ	pe	Sale Origination Province of Supplier		Destinati Suppli
1	Valid		875875	Purchase Invoice	01-N 2021	0V-	****	****		****	x	****	Petroleum Proc	ducts	PUNJAB		SINDH
2	Valid		12346	STWH	05-M	ay-	xxxxxxxxx	*****		xxxxxxxxx	х	*****	Goods at stand	dard rate	AZAD KASHMIR		GILGIT BALTISTA

8. Iris will run On-line validation and load verification status as Valid or Invalid with error stated in "Remarks" field as follows:

+ A	dd Invoice	🖌 Edit 🖉 View	🗑 Delete	Reject	Unreject F	Refresh								
						Domestic	Sales and Purch	nases Invoices						
	re ere (1 of 1) ere er 1 record(s) found													
Sr No.	Status	Remarks	Invoice No	Invoice Type	Invoice Date	Buyer Registration No/ CNIC.	Buyer Name	Seller Registration No / CNIC	Seller Name	Sale Type	Sale Origination Province of Supplier	Destination Supplier		
1	Invalid	invalid HS Code	435123-2	Sale Invoice	07-Aug- 2019	*****	*****	*****	*****	Goods (FED in ST Mode)	AJK	AJK		
2	Invalid	invalid Rate	435123-1	Sale Invoice	06-Aug- 2019	****	xxxxxxxxxx	****	****	Electricity Supplied to marble/granite industry	Gilgit Baltistan	Gilgit Balt		
3	Valid		1234	Sale Invoice	29-Jul- 2020	*****	****	****	****	Goods	Punjab	ICT		
4	Claimed		1294	Sale Invoice	24-Aug- 2020	*****	****	****	****	Services	Punjab	Khyber Pakhtunk		

- 9. To correct invalid record, select and edit specified invoice (*seeInvoice Modification section for details*). Invoice status will turn to "Valid" after modification as per given remarks.
- 10. The same function was performed in efbr portal automatically on file upload and user was informed about verification status at file level. In case of facing some validation error, Taxpayer has to upload the complete corrected file again. However, in Iris, system marks the records as valid / invalid so that user can select the invalid record and edit it directly for correction. Now Taxpayer does not need to upload the entire file to correct invalid records.