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 "https://e.fbr.gov.pk/SOP/IRIS/help/index.html" to download excel template for import data as shown below:

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:
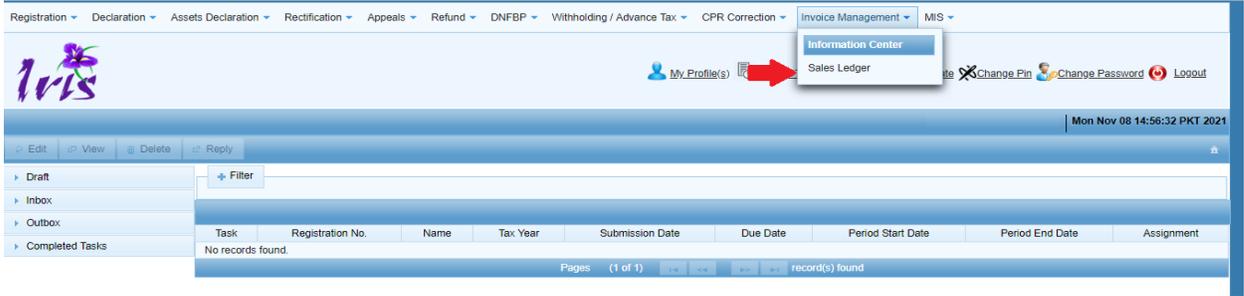
4. Iris will redirect user on "Sales Tax Invoice Management" section as shown below:
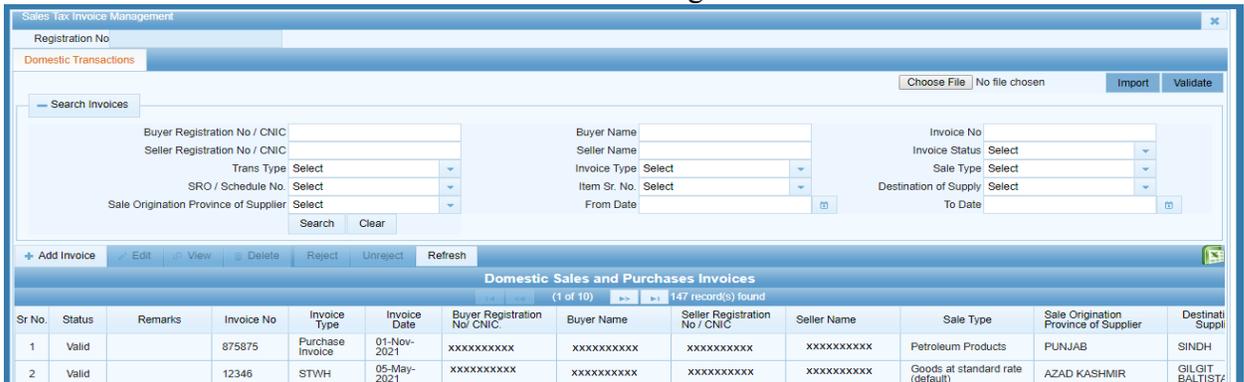
5. Click "Choose File" button from top left right corner of the screen, Iris will load file browse window as shown below:
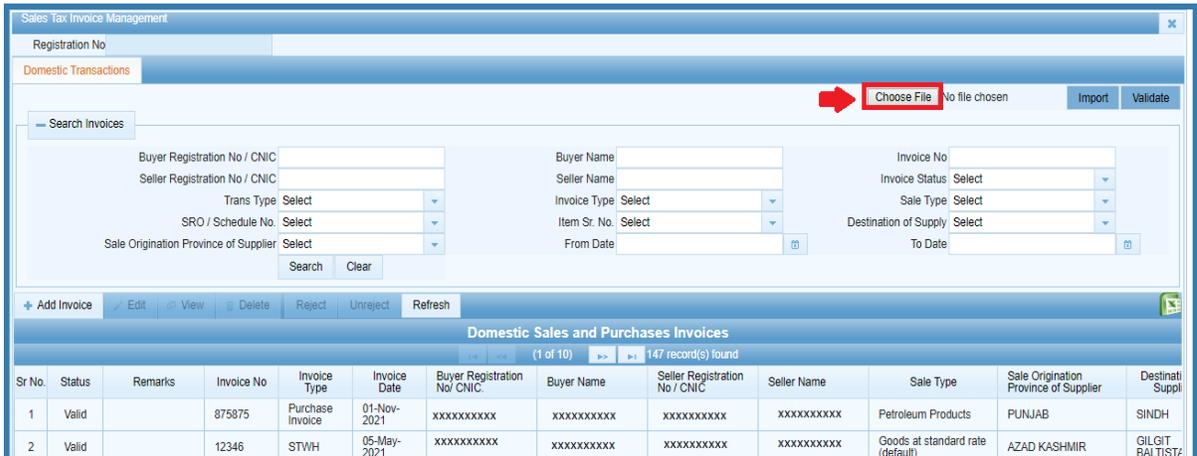
This "choose File" section function is same as of browse file option provided in efbr portal to upload invoices as shown below:

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:

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

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

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	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	Goods (FED in ST Mode)	AJK	AJK
2	Invalid	invalid Rate	435123-1	Sale Invoice	06-Aug-2019	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	Electricity Supplied to marble/granite industry	Gilgit Baltistan	Gilgit Balt
3	Valid		1234	Sale Invoice	29-Jul-2020	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	Goods	Punjab	ICT
4	Claimed		1294	Sale Invoice	24-Aug-2020	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	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.