



Digital Invoicing User Manual



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Introduction

This document serves as a comprehensive guide for understanding and utilizing the Digital Invoicing System developed by Pakistan Revenue Automation Limited (PRAL) for the Federal Board of Revenue (FBR), Pakistan. The Digital Invoicing System is a pivotal step towards modernizing the taxation process by streamlining invoice management and fostering compliance. It provides an integrated platform for taxpayers, license integrators, and tax officers to collaborate effectively in managing and validating digital invoices in accordance with FBR regulations.

Objective

To provide clear guidance on effectively using the Digital Invoicing System developed by PRAL for FBR to streamline invoice management and ensure compliance with tax regulations.

Scope of the Document

This document provides detailed guidance on the following aspects of the Digital Invoicing System:

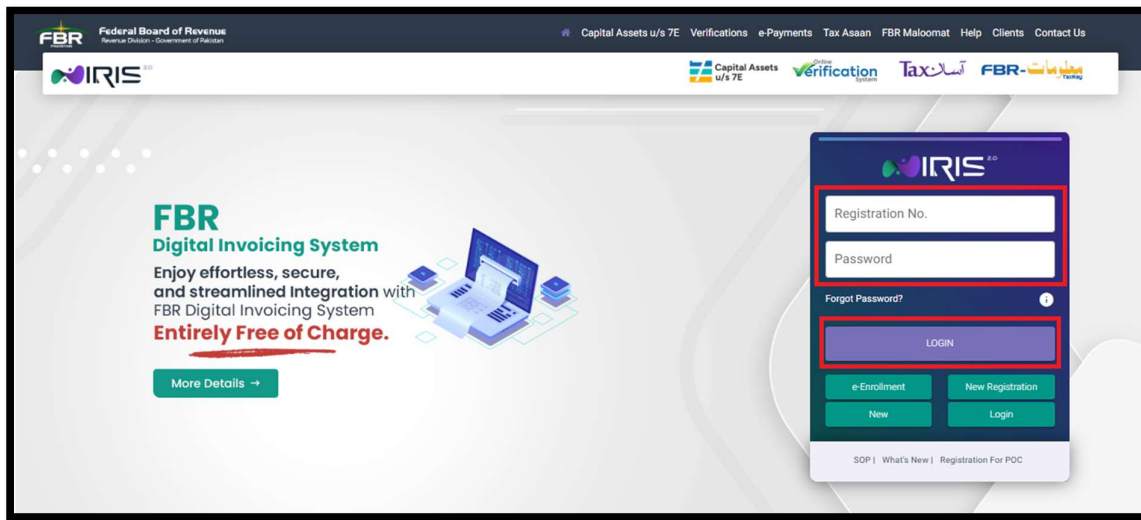
- **Taxpayer Responsibilities:**
 - Submission and management of digital invoices.
 - API integration.
- **License Integrator Responsibilities:**
 - Reviewing taxpayer applications.
 - Accepting or rejecting applications.
 - Transitioning accepted applications to production for invoice management.
- **System Functionalities:**
 - Real-time invoice management and viewing (daily, monthly, Quarterly and Yearly).
 - Seamless integration with FBR's broader taxation infrastructure.

Digital Invoicing User Manual

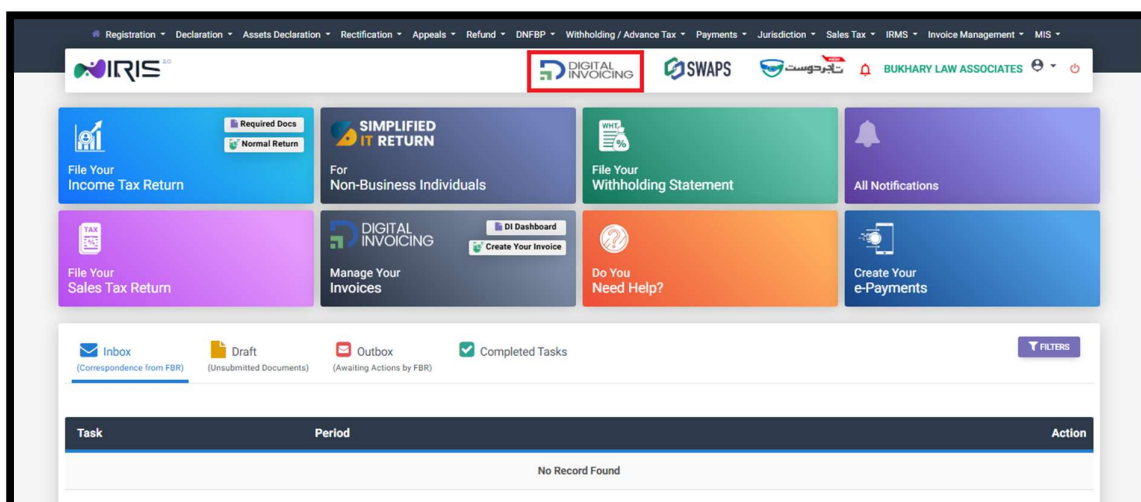
Taxpayer's Registration Process

1. Log In

- Access the IRIS portal using the designated link by entering your registration number and password. Upon logging in, you will be directed to the dashboard.

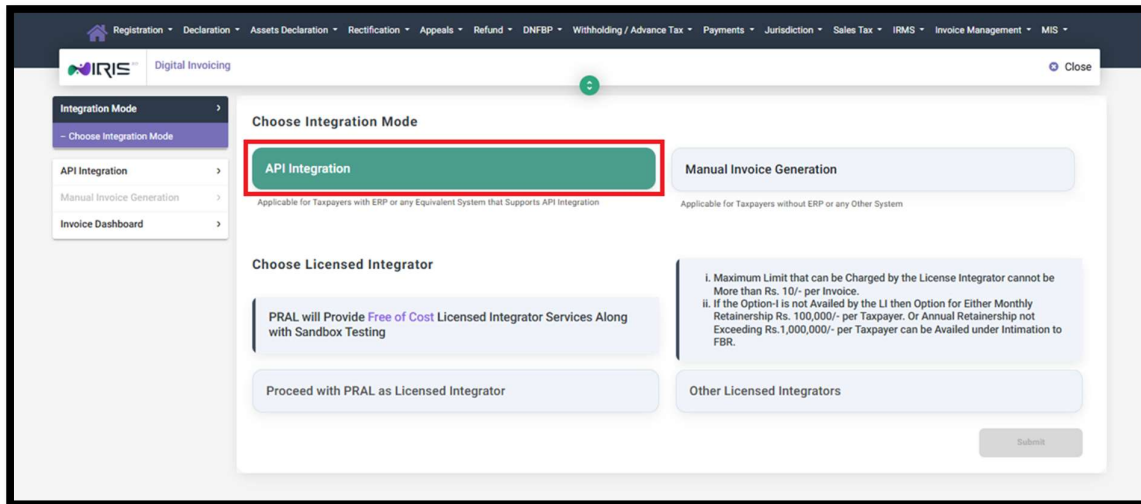


- Navigate to **Digital Invoice** by selecting the **Digital Invoicing**.



1. Integration Mode

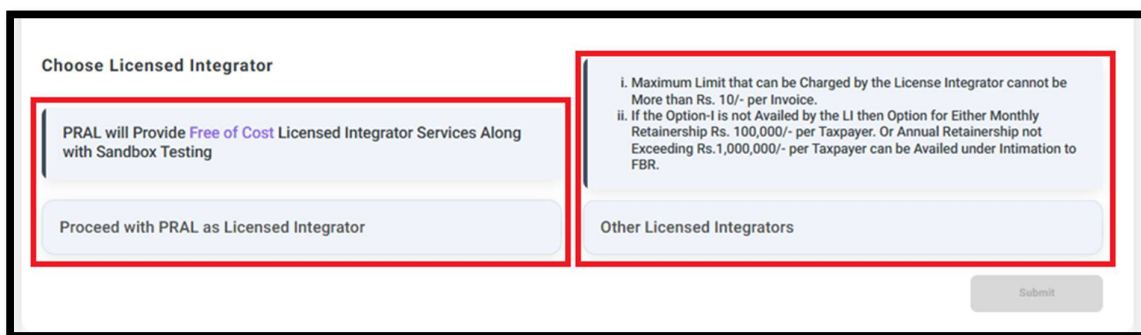
- You will land on the Integration Mode screen where two Modes can be seen: **API Integration** and **Manual Invoice Generation**.



The screenshot shows the 'Integration Mode' screen in the IRIS system. The left sidebar has a menu with 'Integration Mode', 'Choose Integration Mode', 'API Integration', 'Manual Invoice Generation', and 'Invoice Dashboard'. The main content area is titled 'Choose Integration Mode' and contains two large buttons: 'API Integration' (highlighted with a red box) and 'Manual Invoice Generation'. Below these buttons, there is a section titled 'Choose Licensed Integrator' which contains two columns of information. The left column states that PRAL will provide free of cost licensed integrator services along with sandbox testing, with a button 'Proceed with PRAL as Licensed Integrator'. The right column lists conditions for other licensed integrators, including a maximum limit of Rs. 10/- per invoice and a monthly retainerhip of Rs. 100,000/- per taxpayer. A 'Submit' button is at the bottom right.

2. API Integration

Proceed to the **API Integration** tab and Choose Licensed Integrator. PRAL will Provide Free of Cost Licensed Integrator Services along with Sandbox Testing, whereas Other Licensed Integrators may charge certain fee.



This is a close-up of the 'Choose Licensed Integrator' section from the previous screenshot. It shows two distinct options, each enclosed in a box. The left box, highlighted with a red border, contains the text 'PRAL will Provide Free of Cost Licensed Integrator Services Along with Sandbox Testing' and a button labeled 'Proceed with PRAL as Licensed Integrator'. The right box, also highlighted with a red border, contains two bullet points: 'i. Maximum Limit that can be Charged by the License Integrator cannot be More than Rs. 10/- per Invoice.' and 'ii. If the Option-I is not Availed by the LI then Option for Either Monthly Retainerhip Rs. 100,000/- per Taxpayer. Or Annual Retainerhip not Exceeding Rs.1,000,000/- per Taxpayer can be Availed under Intimation to FBR.' Below this text is a button labeled 'Other Licensed Integrators'. A 'Submit' button is located at the bottom right of the entire section.

IF “Proceed with PRAL as Licensed Integrator”

- Select “Proceed with PRAL as Licensed Integrator” and click the “Submit” button.



Choose Licensed Integrator

PRAL will Provide **Free of Cost** Licensed Integrator Services Along with Sandbox Testing

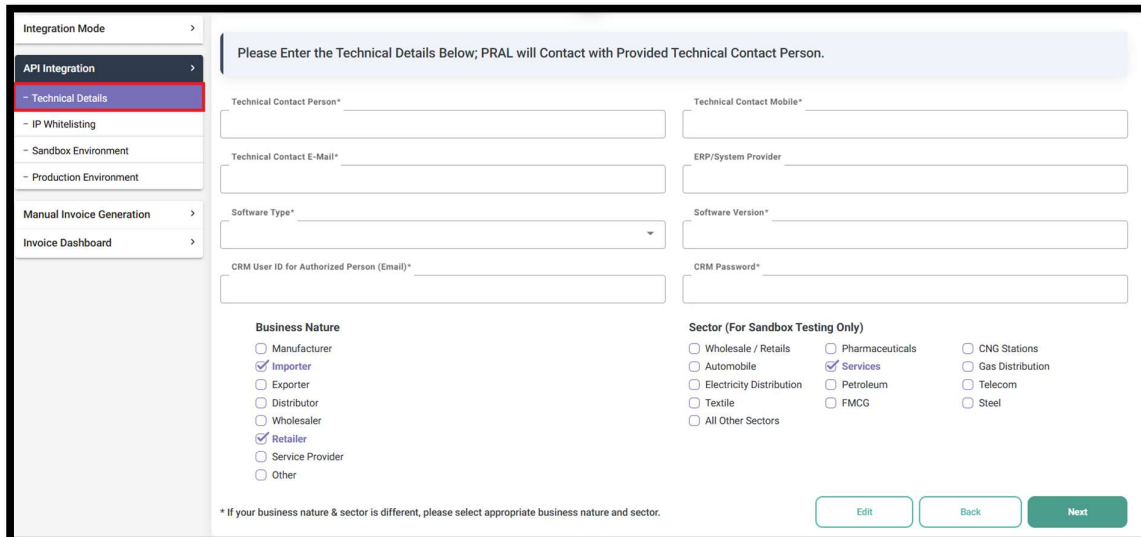
Proceed with PRAL as Licensed Integrator

Other Licensed Integrators

Submit

i. Maximum Limit that can be Charged by the License Integrator cannot be More than Rs. 10/- per Invoice.
ii. If the Option-I is not Availed by the LI then Option for Either Monthly Retainership Rs. 100,000/- per Taxpayer. Or Annual Retainership not Exceeding Rs.1,000,000/- per Taxpayer can be Availed under Intimation to FBR.

Technical Details:



Integration Mode

- API Integration
 - Technical Details
 - IP Whitelisting
 - Sandbox Environment
 - Production Environment
- Manual Invoice Generation
- Invoice Dashboard

Please Enter the Technical Details Below; PRAL will Contact with Provided Technical Contact Person.

Technical Contact Person*
Technical Contact Mobile*
Technical Contact E-Mail*
ERP/System Provider
Software Type*
Software Version*
CRM User ID for Authorized Person (Email)*
CRM Password*

Business Nature

- ☐ Manufacturer
- ☒ Importer
- ☐ Exporter
- ☐ Distributor
- ☐ Wholesaler
- ☒ Retailer
- ☐ Service Provider
- ☐ Other

Sector (For Sandbox Testing Only)

- ☐ Wholesale / Retails
- ☐ Automobile
- ☐ Electricity Distribution
- ☐ Textile
- ☐ All Other Sectors
- ☒ Pharmaceuticals
- ☒ Services
- ☐ Petroleum
- ☐ FMCG
- ☐ CNG Stations
- ☐ Gas Distribution
- ☐ Telecom
- ☐ Steel

* If your business nature & sector is different, please select appropriate business nature and sector.

Edit **Back** **Next**

- Provide Technical Details and click on Next button.
 - Technical Contact Person
 - Technical Contact Mobile
 - Technical Contact Email
 - ERP/System Provider
 - Software Type (Cloud/On Premises)
 - Software Version
 - CRM User ID for Authorized Person (Email that will be used to register complaint or seek support at our “Customer Relationship Management”).
 - CRM Password
- Specify Business Types (for Sandbox Testing Only)
 - Business Nature (Multiple Can be Selected)
 - Sector (Select One Only)
- Click on “Next” button.

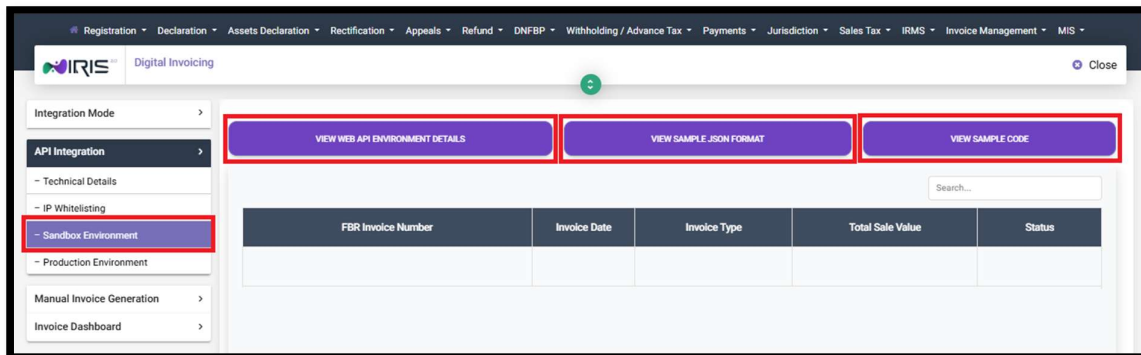
IP Whitelisting:

- Enter **IP Whitelisting** details.
 - Hosting Server Company Name
 - Hosting Server Country
 - IP Address (minimum 1 and maximum 3)
- OR
- Upload file for multiple IPs
 - Click the **Download Sample File** Link.
 - Fill details and upload.
 - File type must be xls with up to 1 MB size.
- The IPs detail will be displayed in below table:

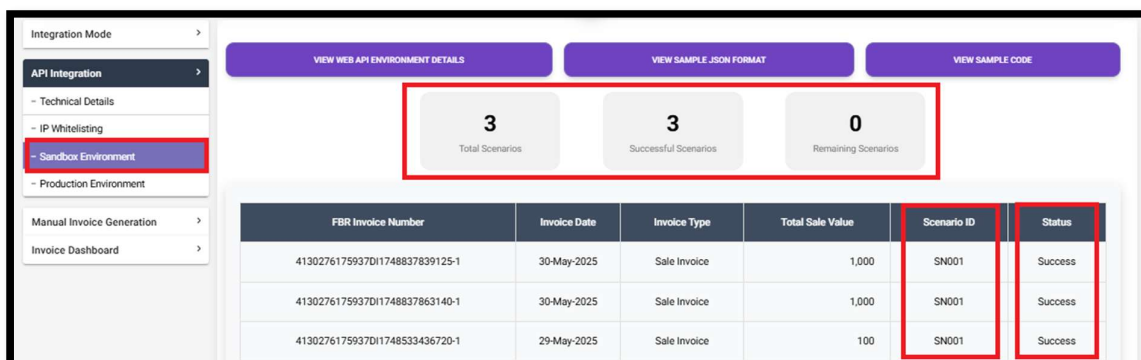
IP Address Added	Action
12.22.23.34	REMOVE
16.13.14.16	REMOVE
192.12.87.98	REMOVE

- By clicking the “Submit” button, the application will be successfully submitted to PRAL. The PRAL Data Centre will accept or reject the IPs submitted by the taxpayer within 2 working hours. This will automatically initiate Sandbox testing.

Sandbox Environment:

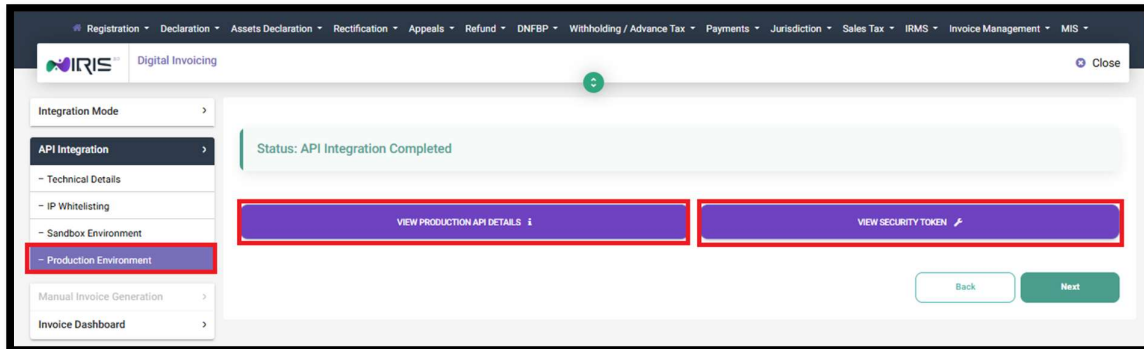


- Click on Sandbox Environment to view below information to complete integration for testing:
 - View Web API Details
 - View Sample JSON Format
 - View Sample Code
- Upon completing the integration in the Sandbox Environment, the taxpayer must submit scenario-based invoices that align with the selected combination of “**Business Nature**” and “**Sector**” as specified in the **Technical Details** section.
- To begin, use the Sandbox Environment token to get access to the available JSON invoice data. After you’re authorized, post each invoice JSON according to the specific scenario explained in the Technical Document. Each time you submit an invoice, the system will give you a unique Invoice Number.



- When a test invoice is successfully submitted, the system will automatically generate a **Production Token**.

Production Environment:



- Click on Production Environment to view below details:
 - View Production API Details
 - View Security Token



- Use the aforementioned information to complete integration on Production and start transmitting invoices in real time.

Note: Once you've successfully submitted all the required test invoices for every relevant sector and business type, the system will generate the final Production Token for you.

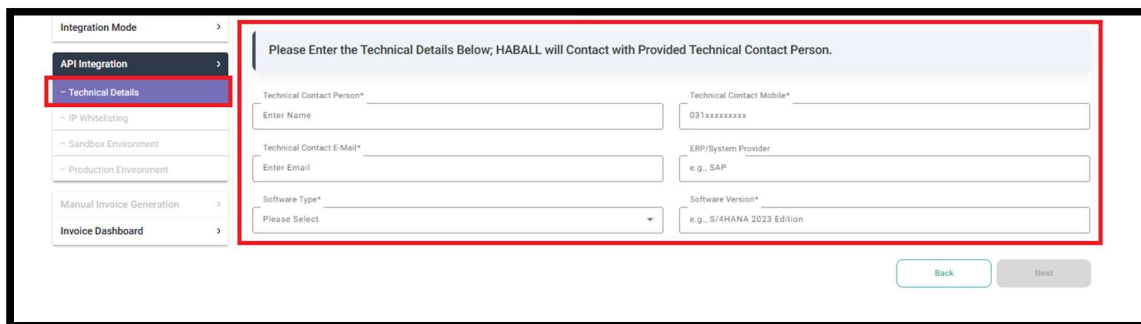
IF “Proceed with Other Licensed Integrator”

- Select “**Proceed with Other as Licensed Integrator**”, choose the desired license integrator from drop down list and click on “Submit” button.



- Click on Submit button to navigate on “API Integration” Screen.

Technical Details:

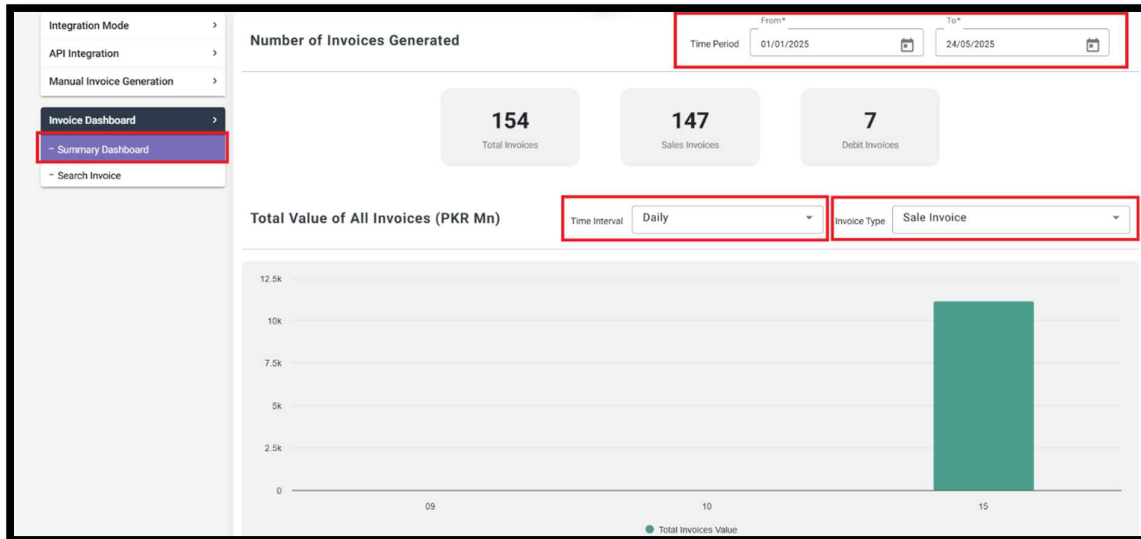


- Provide Technical Details.
- After the acceptance of application by the chosen Licensed Integrator, remaining menu links (under API Integration Tab) will be available.

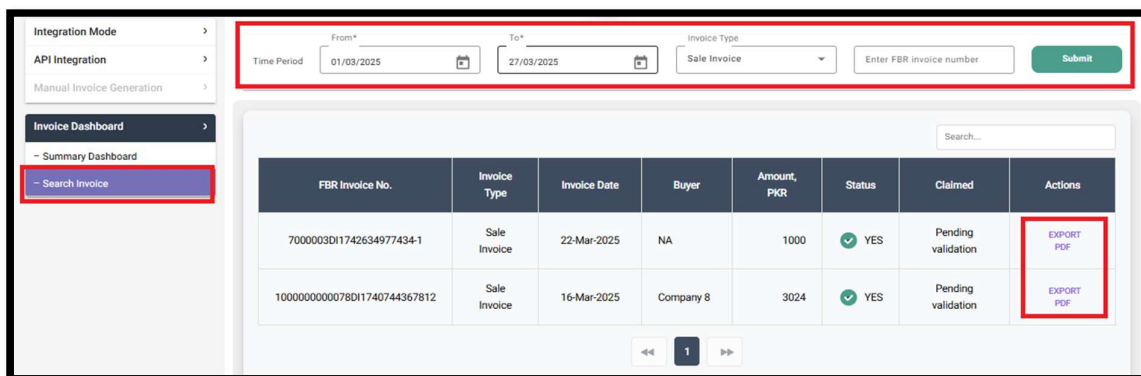
Note: The rest of the process remains the same as explained in “Proceed with PRAL as Licensed Integrator”. However, In case of an LI other than PRAL, PRAL does not perform IP whitelisting for taxpayers.

3. Invoice Dashboard

Navigate to the Invoice Dashboard. In the Summary Dashboard, invoices from a selected month and year can be viewed.



- View real time invoice value graph data in four formats:
 - Daily
 - Monthly
 - Quarterly
 - Yearly
- The invoice value graph is available in three formats:
 - Sale Invoice
 - Debit Note
- In the invoice search, you can find invoices by selecting the time period and invoice type and export in pdf.



The screenshot displays the Invoice Search interface. At the top, there are filters for 'Time Period' (From: 01/03/2025, To: 27/03/2025), 'Invoice Type' (Sale Invoice), and a search bar. Below the filters is a table with the following columns: FBR Invoice No., Invoice Type, Invoice Date, Buyer, Amount, Status, Claimed, and Actions. The table contains two rows of data. The 'Actions' column for each row has a red box around the 'EXPORT PDF' link.

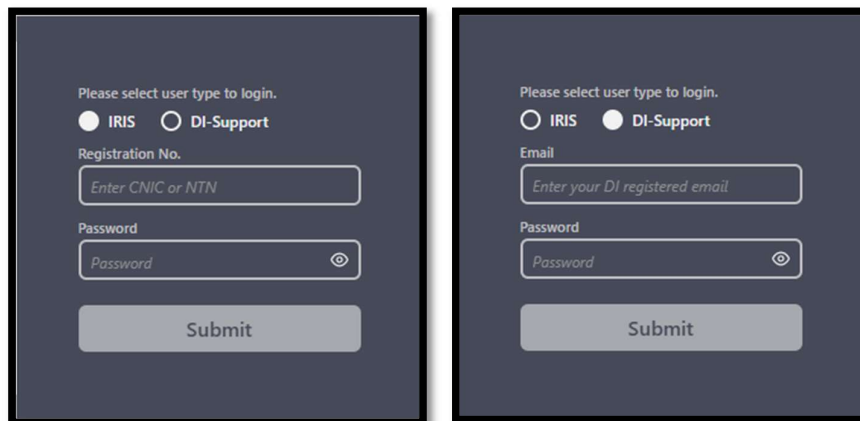
FBR Invoice No.	Invoice Type	Invoice Date	Buyer	Amount, PKR	Status	Claimed	Actions
7000003D11742634977434-1	Sale Invoice	22-Mar-2025	NA	1000	YES	Pending validation	EXPORT PDF
1000000000078D11740744367812	Sale Invoice	16-Mar-2025	Company 8	3024	YES	Pending validation	EXPORT PDF

DI CRM Manual:

In Order to seek help and support for issues during integration and post integration, the Taxpayer and License Integrators will use the “Customer Relationship Management” (CRM) for Digital Invoicing.

1. Log In

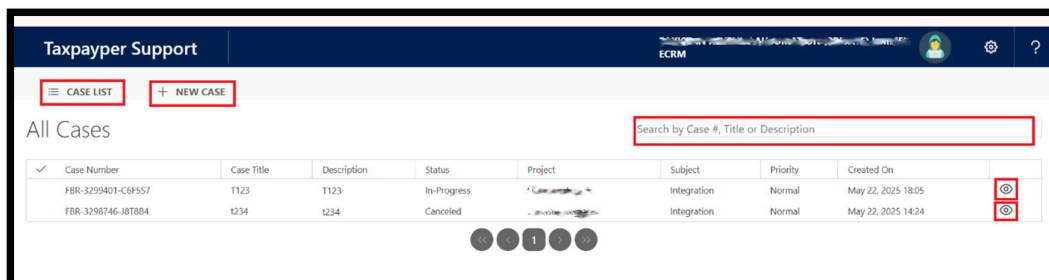
- Navigate to the ECRM portal. (<https://dicrm.pral.com.pk>)
- Select the relevant radio button.
 - License Integrators will select **IRIS**
(Login by Entering registration number and Password)
 - Taxpayer / Technical Content Person will select **DI-Support**
(Login by entering DI registered email ID and Password provided in technical details)
- Log in by entering your **credentials** and click on “Submit” button.



(Note: After 5 unsuccessful attempts, ID will be Blocked)

Note: A taxpayer can log in using either IRIS or the DI Support option. If he wants to log in himself, he can use the IRIS option. If he wants to authorize a person (as mentioned in the technical details screen), the login should be done through the DI Support option.

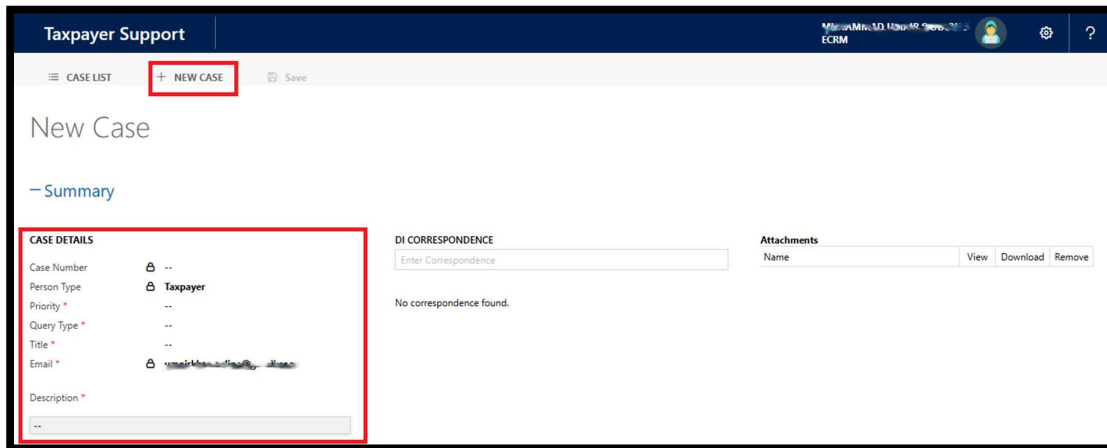
- Upon successful login, you will be directed to the main dashboard, which displays the **Case List** and provides the option to create **New Case**.
- Cases can be searched by their **case number** or **title**.
- To view details of an existing case, simply click the “**View**” icon next to the case entry.



Case Number	Case Title	Description	Status	Project	Subject	Priority	Created On
FBR-3299401-C6F557	T123	T123	In-Progress		Integration	Normal	May 22, 2025 18:05
FBR-3298746-J8T884	t234	t234	Canceled		Integration	Normal	May 22, 2025 14:24

2. New Case

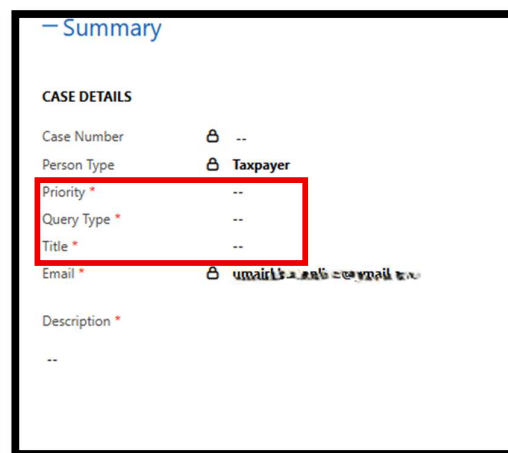
- To enter a new case, click on '+ New Case' on the main dashboard.



FOR LICENSE INTEGRATOR



FOR TAXPAYER



The fields marked with * are mandatory

- In case of LI, enter **Client Register No. /Name** and all the locked details will be auto selected.
- "Case Number"** will be assigned by the system.
- Person type **"License Integrator"** or **"Taxpayer"** will be auto fetched at the time of login as per user type selection (**IRIS/DI-Support**)
- Client Name (In case of LI) auto populated and cannot be changed.
- Select the **Priority Type** from the drop-down list. (Mandatory)
 - High
 - Normal
 - Low
- Select the **Query Type** from the drop-down list. (Mandatory)
 - Integration
 - Post Integration

- Select the **Title. (Mandatory)**
- **Email** auto populated and cannot be changed. **(Mandatory)**
- Describe the issue in Description **(Mandatory)**
- Click the **“Save”** button.

3. Attachments

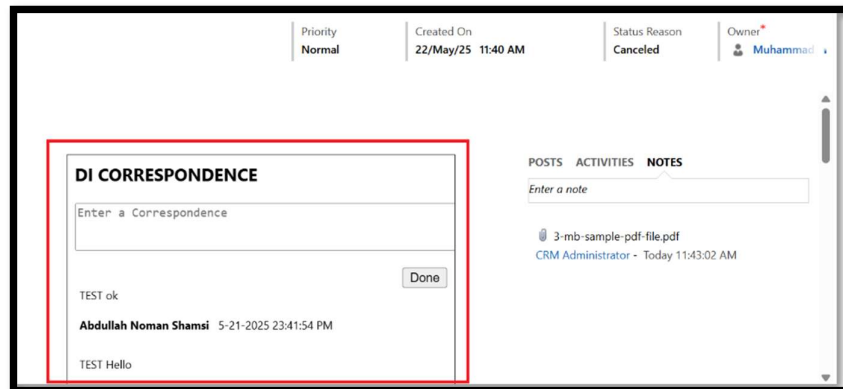
- Once the case is saved, attachments can be added, removed, viewed, and downloaded.
- Attachments should be in PDF format and must not exceed a file size of 5MB



Attachments			
Name	View	Download	Remove
ADDITION FORM.pdf			

4. Correspondence

- Any additional information or correspondence can be added under the correspondence section.



DI CORRESPONDENCE

Enter a Correspondence

TEST ok

Abdullah Noman Shamsi 5-21-2025 23:41:54 PM

TEST Hello

Done

Priority: Normal

Created On: 22/May/25 11:40 AM

Status Reason: Canceled

Owner: Muhammad

POSTS ACTIVITIES NOTES

Enter a note

3-mb-sample-pdf-file.pdf

CRM Administrator - Today 11:43:02 AM