Fiscal Edge Invoicing Guide

1. General

1. The customer TPIN must consist of numbers only.
2. Each item on an invoice must be unique. Do not repeat items; instead, increase the quantity as needed.
3. Each item in the inventory must have a unique description.
4. Every line item on an invoice must have a quantity greater than zero.
5. Invoices must be issued using the applicable Zambian tax codes. Non-Zambian or redundant tax codes should be disabled to prevent erroneous selections.
6. Credit notes must be linked to the corresponding original invoice.
7. The Zambian Kwacha must be configured as the base currency of the system, and all foreign currencies must be converted against it.
8. Never use TaxType 00 in pastel as this is a not configured default TaxType and will cause fiscalization error.

2. Credit Note

1. The unit price of line items on a credit note must match the original item's unit price.
2. The tax codes on a credit note must match the original item's tax codes.
3. The quantity of line items on a credit note cannot exceed the original item's quantity.
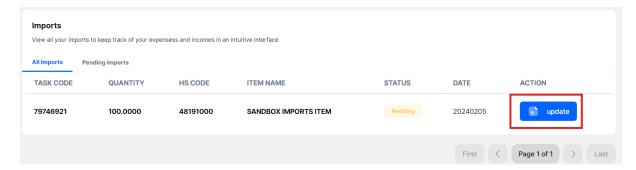4. The conversion rate on a credit note must be the same as that on the original invoice.

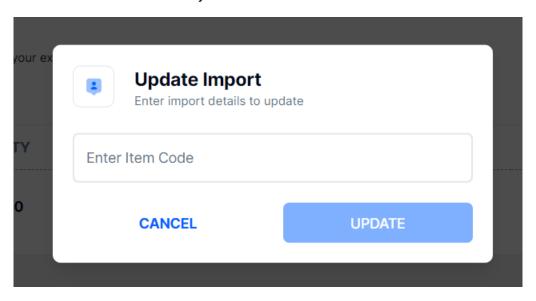Every item on a credit note must exist on the original invoice.

3. Templates

1. Only smart invoice-enabled templates should be selected when printing an invoice. Using templates that are not smart invoice-enabled will result in the absence of fiscal details on invoices, which does not comply with ZRA requirements and could result in fines for the company
2. Invoice printouts must contain Fiscal details

4. Imports

Imports are managed through the Fiscal Edge dashboard. Companies involved in importing goods should designate an individual with access to the Fiscal Edge portal to update the import status of these items. This is a mandatory requirement set by the ZRA.
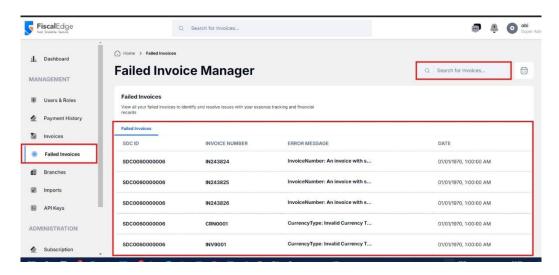
Provide the item code as found in your ERP and click on **UPDATE**

5. Fiscalization Error

Fiscal Edge has developed a monitoring tool capable of detecting invoices that failed to fiscalize due to user errors or non-compliance with ZRA requirements. In such cases, the system will automatically email the client with details of the failure reason. Alternatively, users can log in to the Fiscal Edge platform and locate the invoice in the "Error Invoices" section.

Failed Invoice Error Details ✕

Invoice Number:	KSHINV0333
Date:	Aug 28, 2024, 6:50:21 AM

Error Messages:

LocalPurchaseOrder:
- Tax Codes can not be null or empty

DestinationCountryCode:
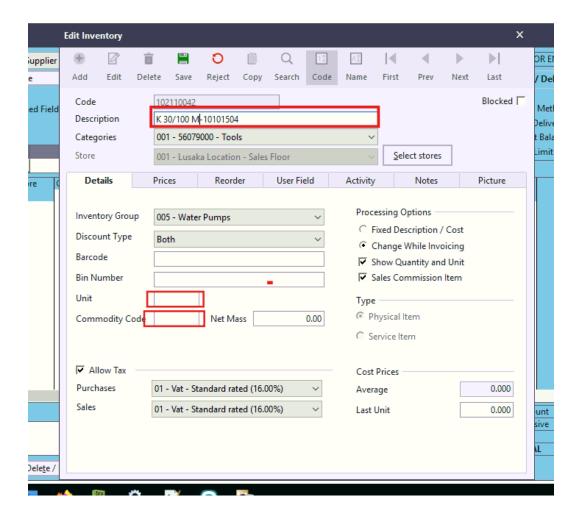- Tax Codes can not be null or empty

InvoiceItems[0].RRP:
- tax code cannot be null or empty
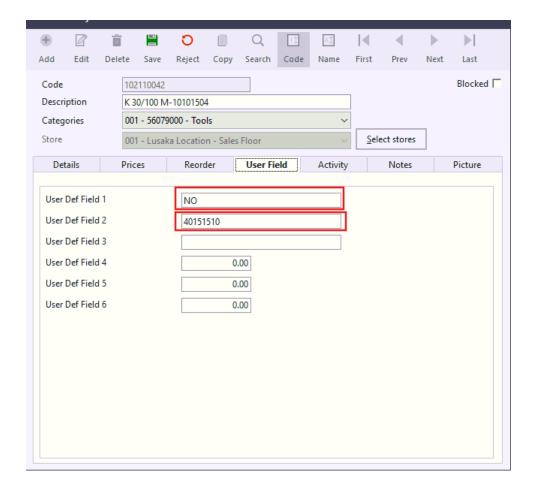
InvoiceItems[0].TaxCodes:
- tax label cannot be null

6. Pastel Specific Note

1. Inventory item descriptions must be updated to include the UNSPSC Codes, separated by a dash. For example: Mailing bag – 44121509.
2. The Commodity Code field should be used to capture the item's country of origin code. This code represents the ISO code for the country, such as ZA for South Africa or ZM for Zambia. If the product is sourced from more than one country, any of the source countries' codes can be used.
3. The Unit field should be used to capture the Packaging Unit Code. Refer to the approved list below (for detailed information on each code, please see the ZRA specification document):
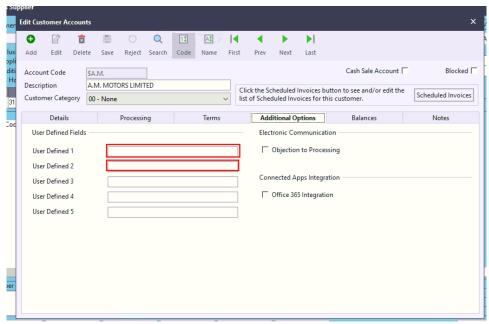*AM;BA;BC;BE;BF;BG;BJ;BK;BL;BQ;BR;BV;BZ;CA;CH;CJ;CL;CR;CS;CT;CTN;CY ;DR;GT;HH;IZ;JR;JU;JY;KZ;LZ;ML;NT;OU;PD;PG;PI;PO;PU;RL;RO;RZ;SK;TN;TY; VG;VL;VO;VQ;VR;VT;VY;B/L;BIN;BOTT;BOUQ;BOWL;BOX;BUBG;BULK;BUNC; BUND;CLEA;EA;EACH;ECON;ECPO;G/L;KARR;LABE;MESH;NETL;P/KG;PACK; PCRT;PILP;POC;POCS;POLY;POT;PREP;PUND;PUNN;SLEE;SOCK;TRAY;TRSE; TUB;UNWR;WRAP*
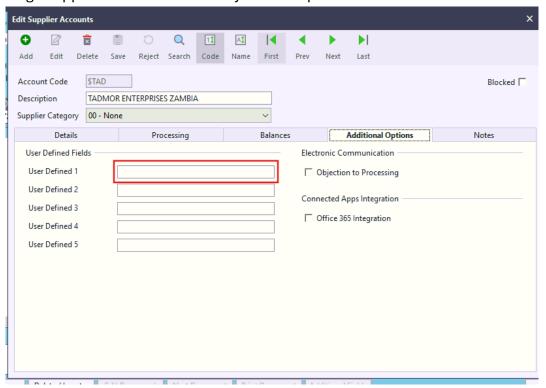
4. The User Def Field 1 Should be used to capture the QuantityUnitCode. Refer to the approved list below (for detailed information on each code, please see the ZRA specification document):
4B;AV;BA;BE;BG;BL;BLL;BX;CA;CEL;CMT;CR;DR;DZ;GLL;GRM;GRO;KG;KTM;KWT;L;LBR;LK;LTR;M;M2;M3;MGM;MTR;MWT;NO;NX;PA;PG;PR;RL;RO;SET;ST;TNE;TU;U;YRD

5. The User Def Field 2 should be used to capture the UNSPSC Codes. This means the UNSPSC Code must be captured twice: once in the item description, as stated above, and again in the User Def Field 2.

6. The User defined 1 in the Customer profile should be used to capture LPO number for LPO customers

7. The User Defined Field 2 on the customer profile should be used to capture the customer's location country. This should be represented by the ISO code for the country; for example, if the customer is in China, use "CN." If the customer is local, either leave the field blank or enter "ZM."

8. The User Defined Field 1 in the supplier profile should be used to specify whether the supplier is local or foreign. Enter "local" for local suppliers and "foreign" for foreign suppliers. These are the only two accepted values for this field.

9. The Message Field on the invoice screen must not be used, as it is reserved for fiscal details.