

**DOMESTIC TAXES DEPARTMENT  
BUSINESS TRANSFORMATION OFFICE**

**USER GUIDE ON ROLLOUT OF NEW GENERATION OF EXCISE  
STAMPS  
NOVEMBER, 2021**

**1.0 Introduction:**

Pursuant to the provisions of the Excise Duty (Excisable Goods Management System) Regulations, 2017, Kenya Revenue Authority is rolling out a new generation of excise stamps. The aim is to continuously review and improve the security features of excise stamps leveraging on new and emerging technology.

The roll-out will be done in three phases as indicated in the table below:

Wines, Spirits, Ready To Drink, Beer, Other Tobacco Products	From 6 <sup>th</sup> December, 2021
Water, Soft Drinks and Juices	From 28 <sup>th</sup> December, 2021
Tobacco Products and Keg Beer	From 1 <sup>st</sup> February, 2022

A visual image of the new generation of excise stamps is provided below





A visual image of the current generation of excise stamps that is being phased out is also provided below.

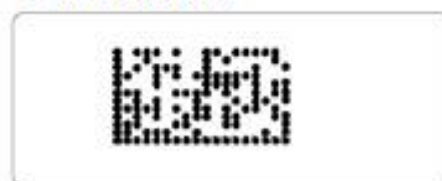
- Self Adhesive Stamps



- Non Self Adhesive Stamp



- Direct Marks



## 2.0 Important dates of the rollout plan

Important dates for the main Activities	Wines, Spirits, RTD, Beer, OTP	Water, Soft drinks and Juices	Tobacco (reels & pre-cuts) and Keg
Last date to order the current generation of excise stamps	30/11/2021	20/12/2021	24/01/2022
Last date to issue the current generation of excise stamps	03/12/2021	24/12/2021	28/01/2022
Ordering and picking of the new generation of stamps	06/12/2021	27/12/2021	01/02/2022



### 3.0 Utilisation of the current generation of excise stamps remaining in the taxpayer's premises after the rollout.

Taxpayers who shall have stocks of the current generation of excise stamps remaining in their premises after the date of the rollout, will be allowed to consume the stocks in their premises within one month from the date of the rollout. Any paper stamps remaining after the one month period shall be returned to KRA.

	<b>Wines, Spirits, RTD, Beer, OTP</b>	<b>Water, Soft drinks and Juices</b>	<b>Tobacco (reels &amp; pre-cuts) and Keg</b>
Last date to utilise the current generation of excise stamps	05/01/2022	26/01/2022	28/02/2022

### 4.0 User Guide on how to apply for the new generation of excise stamps

The new generation of stamps have a new code type i.e. v4. When applying for the new stamps, the applicant shall select the new versions of stamps as shown below in each module. Since the rollout of the new generation of stamps has been done in phases, users are reminded to refer the rollout dates provided above for guidance on when to start applying for the new generation of stamps.

#### Creating an Order

Click the order creation menu on the web application and on the drop down there will be a list of the stamp types of which the user should select the new stamps that have v4 e.g. Beer reels v4 as shown on the image below

#### Create Order

Site *	Test Site One
Site Information	Test Site One 288398 Nairobi, 00100 , Kenya
Document Type *	Local purchase
Product Type *	Nothing selected
Preferred PU Type *	Nothing selected
Quantity of Stamps *	Beer Reels V4
	Beer Reels
	Bottled Water Reels V4
	Bottled Water Reels
	Soft Drinks Reels V4
	Tobacco - Other Tobacco Products - V4
	Wine Reels - V4

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## Managing Forecast

Click the manage forecast menu on the web application and on the drop down there will be a list of the stamp types of which the user should select the new stamps that have v4 e.g. Beer reels v4 as shown on the image below

### Manage Forecasts

Site *	Test Site One
Product Type *	Nothing selected
<div>Search</div>	Nothing selected
	Beer Reels V4
	Beer Reels
	Bottled Water Reels V4
	Bottled Water Reels
	Soft Drinks Reels V4
	Spirits Reels - New
	Spirits Reels - V4
	Tobacco - Other Tobacco Products - V4
	Tobacco - pre-cut - V4
	Tobacco domestic Reel - V4
	Wine Reels - V4

## SKU Creation

Click the submit new/modified product SKU on the web application and fill the SKU form as per the product. At the code type level, the user will select the new version stamp e.g. Spirit Reel-V4

<b>Submit New/Modified Product SKU</b>	
Brand:	Test Brand Here
SKU Description *	Test SKU Here
Market Type: *	Domestic
Product Category: *	Spirit
Packaging Type: *	Glass Bottle
Packaging Volume: *	1 Liter
%Alc. content (ABV) *	40
Barcode: *	123456789
Icon picture: *	<div>Browse...</div> <div>* Uploaded image must have a clear background and its format must be either jpg, jpeg, gif or png</div>
Subsystems *	DAS- Test Site One
Code Types *	Spirits Reels - New Spirits Reels - V4
Final Description Comments	Test Brand Here Test SKU Here 1 Liter
Site	<div>Description</div> <div>Test Site One</div>