



ETHIOPIA
Ethiopian Revenues and Customs Authority



E-Tax User Guide

E-Tax Module for SIGTAS

Second Edition (April 2012)

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About this Guide

Introduction

The **E-Tax** is a large public application designed to work with the Standard Integrated Government Tax Administration System (**SIGTAS**). It is a user friendly product which allows taxpayers to file electronically and to see and print their declarations on line.

Note: At any time you may proceed directly to the section **Examples of E-Tax Declarations** in the current user guide; if you need detailed information on the various pages available in **E-Tax**, you may consult the corresponding section of this user guide.

For security reasons, the **E-Tax** database is separate from the SIGTAS database. An **E-Tax** user does not have a direct access to the SIGTAS database. A communication mechanism (DB link) between the two applications allows data to flow from one database to the other.

Declaration changes (adding, removing or modifying a line) are done in SIGTAS and they are automatically reflected in **E-Tax** when the user files online.

This document is a reference guide for **E-Tax**. It describes the tasks that can be performed both by taxpayers and tax officers.

For additional information on how to use **E-Tax**, refer to the **E-Tax** functional specifications and **E-Tax** flowcharts and instructions sheets.

For additional information on how to use SIGTAS, refer to the **SIGTAS General Help Guide**. It describes the common user interface items in SIGTAS, the common terminology that is used throughout the user guides, and instructions on how to navigate within SIGTAS.

Note: Throughout this guide, the **Specifics** column in the tables describing the **E-Tax** pages may contain either the symbol (*) meaning that the corresponding field is mandatory or the symbol (C) meaning that the corresponding field is mandatory under a specific condition which is explained in the **Field Description** column.

Audience

This user guide is targeted to both tax officers (private domain) and taxpayers (public domain).

The tax officers may have different access to the application depending on their roles, namely:

- Taxpayer Registration
- Tax Officer Registration
- Customer Service
- Tax Clearance Certificate (TCC) Request Manager
- Refund Request Manager

As for the taxpayers, only the taxpayers already registered in SIGTAS (i.e. having a TIN) can use **E-Tax**. Once a taxpayer has obtained the username and password, he can declare on-line, view his own declarations and receive and send messages and documents, such as letters or tax

clearance certificates, upload supporting documents and do TIN and/or TCC validation, ofcourse depending on the roles that are granted by the tax officer.

To have access to **E-Tax**, both tax officers and taxpayers require a username and a password.

E-Tax General Rules

Rules for displaying figures in **E-Tax** are as follows:

- An amount owed by the Tax Authority to the taxpayer is displayed as a positive amount;
- An amount owed by the taxpayer to the Tax Authority is displayed with a negative sign before it.

Rules for taxpayer names:

- For individuals, the name is the concatenation of the first name, father's name and grandfather's name, if captured
- For non-individuals, the name is the registered name from SIGTAS;

SIGTAS fields for the names and Kebele displayed in **E-Tax** are as follows:

- If the language selected in **E-Tax** is English, then the first set of names and kebele from SIGTAS is displayed in **E-Tax**. The reason is that the first set of these fields in SIGTAS holds the English version;
- If the language selected in **E-Tax** is Amharic, then the third set of names and kebele from SIGTAS is displayed in **E-Tax**. The reason is that the third set of these fields in SIGTAS holds the Amharic version;
- If the language selected in **E-Tax** is different than English or Amharic (any other language different from English or Amharic), then the second set of names and kebele from SIGTAS is displayed in **E-Tax**. The reason is that the second set of these fields holds the 'local' language.

The **E-Tax** pages can be viewed by the taxpayer in the language of his choice, provided the translation of values has been done and is available in **E-Tax**.

In addition, the data submitted by a taxpayer will be in the language of his choice. This should not have any impact on SIGTAS as names and addresses cannot be changed through **E-Tax** (as changing such a field implies printing a new AFIS card as well as recovering the old TIN Certificate and emitting a new one).

The information that a taxpayer can submit is either figures or drop-downed based-values.

Use of E-Tax by Tax Officers

Introduction

In order to have access to the **E-Tax** application, a username and a password are required.

- A tax officer can be registered for **E-Tax** access only by a tax officer having the role of “Tax Officer Registration”;
- A taxpayer can be registered for **E-Tax** access only by a tax officer registered as the same tax centre as the taxpayer.

Logging in as a Tax Officer with the Role of Tax Officer Registration

When you open the **E-Tax** application, the following page is displayed:

Welcome

Register to use this service

To start using this website, you will need a username and password. To learn more on how to obtain one, contact Your Tax Centre.

Login

Username
sylvia

Password

Login

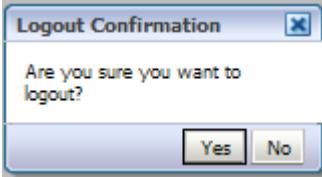
You are not logged in.

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Type your username and the password in the corresponding fields and then click on the **Login** button.

The following page is displayed:

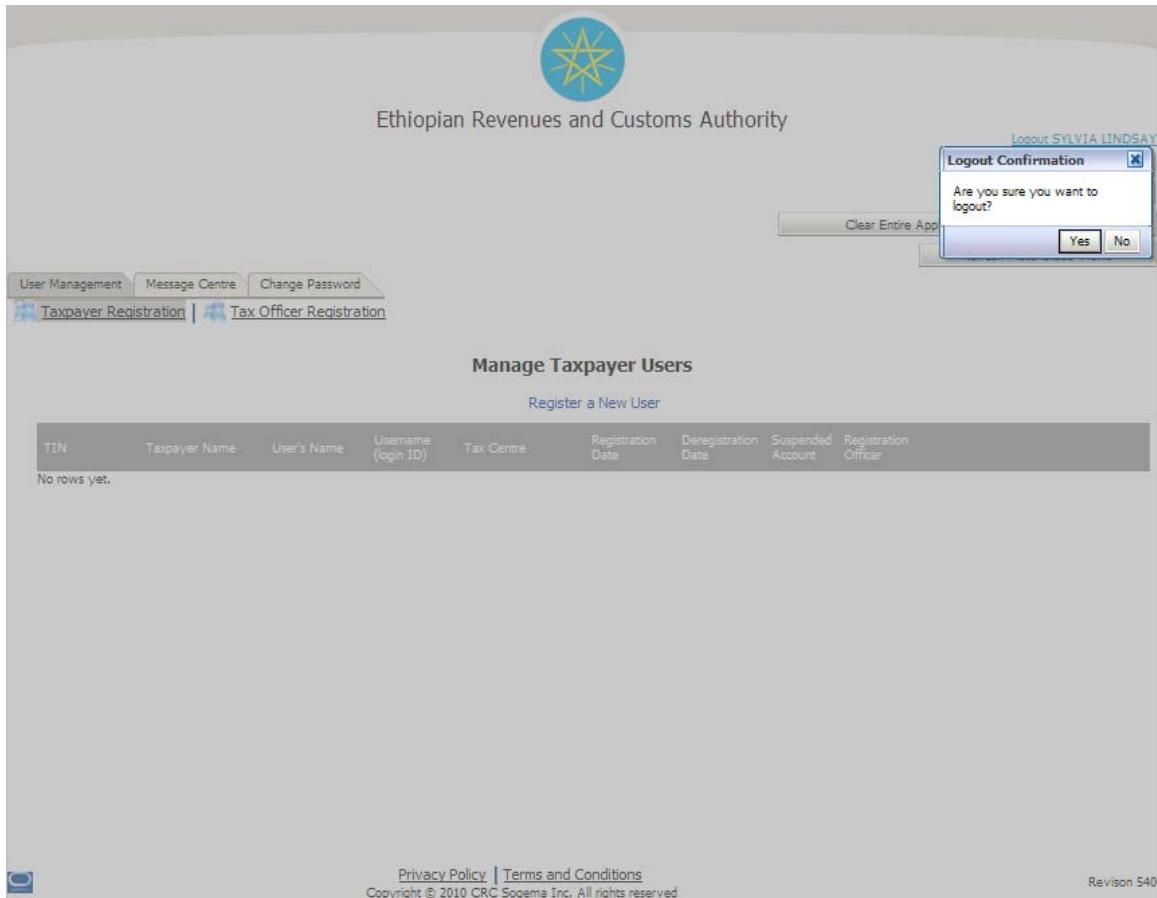
The screenshot shows the E-Tax Module for SIGTAS interface. At the top right, there is a logo of the Ethiopian Revenues and Customs Authority, followed by the text "Ethiopian Revenues and Customs Authority". To the right of the logo are links for "Logout SYLVIA LINDSAY", "Select a Language ENGLISH", "Select a Calendar Gregorian", "Clear Entire Application Cache (6,859 chars)", and "Refresh Materialized Views". Below these links are navigation tabs: "User Management", "Message Centre", "Change Password", "Taxpayer Registration" (which is highlighted in blue), and "Tax Officer Registration". The main title "Manage Taxpayer Users" is centered above a table. The table has columns: TIN, Taxpayer Name, User's Name, Username (login ID), Tax Centre, Registration Date, Deregistration Date, Suspended Account, and Registration Officer. A message "No rows yet." is displayed below the table. At the bottom left, there are links for "Privacy Policy" and "Terms and Conditions", along with a copyright notice: "Copyright © 2010 CRC Sogema Inc. All rights reserved". At the bottom right, it says "Revison 540".

Manage Taxpayer User Page			
Field Name	Specifics	Field Description	Drop-down List
Logout	Hyperlink	<p>Displays the name of the user which is the concatenation of his/her first name and father's name.</p> <p>Following a click on the Logout hyperlink, the following confirmation message appears:</p>  <p>If you click on Yes, you are logged out of E-Tax and brought back to the Login page.</p> <p>If you click on No, you remain logged in.</p>	N
Select a Language		<p>E-Tax detects the language of the user's browser.</p> <p>If the language of the user's browser does not correspond to any of the options listed in the drop down menu, then the page will be displayed in the default language of the E-Tax application, which is English.</p> <p>The user can also select another language from the drop-down list.</p>	Y

Manage Taxpayer User Page			
Field Name	Specifics	Field Description	Drop-down List
Select a Calendar		Allows selecting the calendar option.	Y
Clear Entire Application Cache		<p>Button</p> <p>A click on this button will clear the E-Tax cache memory. This includes clearing the labels in all languages, the contents of drop-down lists, the results of queries, etc. As a consequence, whatever is cleared must be reread from SIGTAS.</p> <p>Note: Only tax officers with the role of Tax Officer Registration will see this button when they log in.</p>	N
Refresh Materialized Views	Button	<p>Following a click on this button, all intermediate calculated tables, such as new tax periods, tax accounts and taxpayer contact information, will be refreshed.</p> <p>Normally, the server is refreshed every 24 hours, and all changes coming from SIGTAS will be reflected in E-Tax the following day. However if outside access to the server has been blocked for maintenance purposes, the user having access to this button can click on it and the data will be refreshed a few minutes later.</p> <p>Note: Only tax officers with the role of Tax Officer Registration will see this button when they log in.</p>	N

Logging out from E-Tax

Irrespective of whether you are a tax officer or a taxpayer, when you logout from the **E-Tax**, you must always confirm:



Click on **Yes** if you want to quit or on **No** if you want to remain logged into **E-Tax**.

Tax Officer Registration

Note: The tax officers can be registered as users of the **E-Tax** application only by a tax officer who has been assigned the role of “Tax Officer Registration”. The tax officers having this role assigned are designated by the Tax Authority.

Initially when the **E-Tax** application is delivered to the customer, there is one tax officer having the role of “Tax Officer Registration”.

In order to register a tax officer to **E-Tax** proceed as follows:

- ◆ Log in as a tax officer with the role of “Tax Officer Registration” as described in the section **Logging in as a Tax Officer with the Role of Tax Officer Registration** of the current user guide;
- ◆ Click on the **Tax Officer Registration** tabulation; the **Manage Tax Officers** page opens. Then refer to the section **About the Manage Tax Officers Page** in the current user guide for a description of each field in this page.
- ◆ Click on the **Register a New User** hyperlink; The **Register Tax Officer** page opens. Then refer to the section **About the Register Tax Officer Page** in the current user guide for a description of each field in this page.

About the Manage Tax Officers Page

The **Manage Tax Officers** page displays the list of tax officers already registered as users of **E-Tax**.

Note: The tax officer having assigned the role “Tax Officer Registration” can see all the tax officers registered as **E-Tax** users of all tax centres.

User's Name	Employee ID	Username (login ID)	Tax Centre	Tax Authority	Registration Date	Deregistration Date	Suspended Account	Registration Officer	
ETAXAD ETAXAD	etax		ADDIS ABABA VAT	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	04/05/2009		N	ETAXAD ETAXAD	Reset Password
SYLVIA LINDSAY	sylvia		AA BRANCH EAST	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	16/06/2009		N	ETAXAD ETAXAD	Reset Password
Sylvia Lindsay	SylvLind7939		ADDIS ABABA LTD	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	06/07/2011		N	SYLVIA LINDSAY	Reset Password
mohammed hosni mubarak	mohamhosn4...		ADDIS ABABA VAT	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	16/04/2012		N	SYLVIA LINDSAY	Reset Password
zaki saad malak	zakimsaad6634		ADDIS ABABA VAT	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	12/04/2012		N	SYLVIA LINDSAY	Reset Password
marga marga marga	marqmmarc1...		ADDIS ABABA VAT	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	12/04/2012		N	zaki saad malak	Reset Password

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Manage Tax Officers Page			
Field Name	Specifics	Field Description	Drop-down List
Register a New User		<p>Hyperlink. A click on this hyperlink opens the Register Tax Officer page. The form is empty and ready to register a tax officer as a new user of E-Tax.</p>	N
User's Name		<p>Column header. Displays the names of the tax officers registered as users of E-Tax.</p>	N

Manage Tax Officers Page			
Field Name	Specifics	Field Description	Drop-down List
Employee ID		<p>Column header.</p> <p>Displays the employee identification number of each tax officer already registered as a user of E-Tax, if applicable. This number is usually emitted by the government for its employees.</p>	N
Username (login ID)		<p>Column header.</p> <p>Displays (in a form of a hyperlink) the username of each tax officer already registered as a user of E-Tax.</p> <p>A click on a specific hyperlink opens the Register Tax Officer page of that tax officer. All the information of that tax officer is then displayed.</p>	N
Tax Centre		<p>Column header.</p> <p>Displays the tax centre of each of the listed tax officers already registered as users of E-Tax.</p>	N
Tax Authority		<p>Column header.</p> <p>Displays the Tax Authority of the tax centre of each of the listed tax officers already registered as users of E-Tax.</p>	N
Registration Date		<p>Column header.</p> <p>Displays the date of registration to E-Tax of each of the listed tax officers.</p> <p>Note: The date format depends on the selected language. For example, in Amharic, the date is displayed as "01-11-2001" while in English, would be "17-09-2009".</p>	N
Deregistration Date		<p>Column header.</p> <p>Displays the date of deregistration from E-Tax of each of the listed tax officers, if applicable.</p> <p>Note: The date format depends on the selected language. For example, in Amharic, the date is displayed as "01-11-2001" while in English, would be "17-09-2009".</p>	N
Suspended Account		<p>Column header.</p> <p>Displays the status of the account of each of the listed tax officers registered as users of E-Tax. Possible values are "Y" or "N".</p>	N
Registration Officer		<p>Column header.</p> <p>Displays the name of the officer (having the role "<i>Tax Officer Registration</i>") who registered each of the listed tax officers to E-Tax.</p>	N

Manage Tax Officers Page			
Field Name	Specifics	Field Description	Drop-down List
Forgot Password		Column header. Displays the Change Password hyperlink for each listed tax officer. A click on one of these hyperlinks leads to the Complete Tax Officer Registration page of the corresponding tax officer in order to allow changing his password in case he has forgotten it.	N

About the Register Tax Officer Page

The E-Tax officer having the “**Tax Officer Registration**” role uses this page to register a tax officer as a user of E-Tax.

All the mandatory fields (marked with an asterisk) must be captured.

The screenshot shows the 'Register Tax Officer' page in the E-Tax module. The top navigation bar includes links for User Management, Message Centre, Change Password, Taxpayer Registration, and Tax Officer Registration. The main form is titled 'User Information' and contains fields for First Name (Marga), Father's Name (Petrus), Grandfather's Name, Name in AMHARIC, Employee ID (MM789043), Tax Authority (ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY), Tax Centre (ADDIS ABABA LTO), Registration Date (16/04/2012), Deregistration Date, and Suspended Account. Below the form is a 'Assign Roles to User' section with 'Available Roles' (Customer Service) and 'Selected Roles' (Refund Request Manager, TCC Request Manager, Tax Officer Registration, Taxpayer Registration). Navigation buttons at the bottom include 'Cancel' and 'Next'.

Register Tax Officer Page			
User Information block			
Field Name	Specifics	Field Description	Drop-down List
Name in Amharic		Row containing the name fields in Amharic of the tax officer to be registered as a user of E-Tax .	N
First Name	(*)	Contains the first name of the tax officer to be registered to E-Tax , in Amharic. Manually captured.	N
Father's Name	(*)	Contains the father's name of the tax officer to be registered to E-Tax , in Amharic. Manually captured.	N
Grandfather's Name		May contain the grandfather's name of the tax officer to be registered to E-Tax , in Amharic. Manually captured; however it is not mandatory.	N
Add a name in a second language		<p>Button.</p> <p>A click on this button, displays the required fields and buttons to allow registration of the tax officer's name in a second language.</p> <p>Note: For a description of these fields refer to the section About the Add a Name in a Second Language Button of the Register Tax Officer Page in the current user guide.</p>	N
Employee ID		Contains the employee's identification number emitted by the government for all its employees, if applicable.	N
Tax Authority	(*)	<p>Drop-down list.</p> <p>Allows selecting the Tax Authority of the tax officer to be registered as a user of E-Tax.</p>	N
Tax Centre	(*)	<p>Drop-down list.</p> <p>Allows selecting the tax centre (within the Tax Authority) of the tax officer to be registered as a user of E-Tax.</p>	N
Registration Date	(*)	<p>Displays the date of the registration of the tax officer as a user of E-Tax. This date cannot be changed; it is the system date.</p> <p>Note: The date format depends on the selected language. For example, in Amharic, the date is displayed as "01-11-2001" while in English, would be "17-09-2009".</p>	N
Deregistration Date		<p>Contains the date of deregistration of the tax officer as a user of E-Tax, if applicable. This field is empty until the user is to be deregistered.</p> <p>Once an E-Tax user is deregistered, his account cannot be reactivated. It is permanently deregistered. If he needs to have access again to E-Tax, a new account must be registered.</p>	

Register Tax Officer Page			
User Information block			
Field Name	Specifics	Field Description	Drop-down List
		<p>Notes: The date format depends on the selected language. For example, in Amharic, the date is displayed as "01-11-2001" while in English, would be "17-09-2009";</p> <p>A tooltip describing which calendar is to be used (Gregorian or Ethiopian) appears on the page when the mouse cursor is positioned in this field.</p>	
Suspended Account		<p>Check box.</p> <p>It indicates whether the user's account is temporarily suspended or not.</p> <p>Note: An account can be suspended and reactivated several times.</p>	N

Register Tax Officer Page			
Assign Role to User block			
Field Name	Specifics	Field Description	Drop-down List
Available Roles		<p>Box containing the roles that are available to be assigned to the tax officer as a user of E-Tax.</p> <p>Each role is preceded by a check box that allows selecting that role when ticked.</p>	N
Selected Roles		Box containing the roles that are assigned to the tax officer as a user of E-Tax.	N
Move		<p>Arrow.</p> <p>After selecting a role in the left box, clicking on this arrow moves the selected role to the right box.</p> <p>The role or the roles that were selected will be moved from the left to the right box.</p> <p>Note: At least one role must be assigned to the tax officer in order to complete the registration. If no role has been assigned the following error message is displayed: "You must make at least one selection".</p>	N
Move All		Arrows.	N
		A click on these arrows moves all the roles from the left to the right box without requiring any selection.	

Register Tax Officer Page			
Assign Role to User block			
Field Name	Specifics	Field Description	Drop-down List
Remove		<p>Arrow.</p> <p>A click on this arrow moves the selected role from the right box back to the left box.</p>	N
Remove All		<p>Arrows.</p> <p>A click on these arrows moves back all the roles from the right to the left box without requiring any selection.</p>	N
Cancel		<p>Button.</p> <p>A click on this button cancels the tax officer registration as a user of E-Tax and the Manage Tax Officers page is displayed again.</p>	N
Next		<p>Button.</p> <p>This button is dynamic; it can be either Next or Save.</p> <p>If the user is registered for the first time, the displayed button is Next; a click on this button moves forward the registration to the next step using the Complete Tax Officer Registration page (where the user enters his password).</p> <p>For a tax officer already registered to E-Tax and requiring modifications of his registration (for example his account is being suspended), the button displays Save</p>	N
Save		<p>Button.</p> <p>A click on this button saves the required modifications after which the Manage Tax Officer page is displayed.</p>	N

About the Complete Tax Officer Registration Page

The **Complete Tax Officer Registration** page is used to verify the information that is already registered and to complete the registration by entering the tax officer password. This page opens after clicking on the **Next** button of the **Register Tax Officer** page.

The screenshot shows the 'Complete Tax Officer Registration' page. At the top, there is a logo of the Ethiopian Revenues and Customs Authority, followed by the authority's name. On the right side, there are links for 'Logout SYLVIA LINDSAY', 'Select a Language ENGLISH', 'Select a Calendar Gregorian', 'Clear Entire Application Cache (5,963 chars)', and 'Refresh Materialized Views'. Below these are navigation links for 'User Management', 'Message Centre', 'Change Password', 'Taxpayer Registration', and 'Tax Officer Registration'. The main content area is titled 'Complete Tax Officer Registration' and contains a 'User Information' section. This section includes fields for First Name (AMHARIC: Marga), Father's Name (Petru), Grandfather's Name, Employee ID (MM789043), Tax Authority (ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY), Tax Centre (ADDIS ABABA LTO), Registration Date (16/04/2012), and Deregistration Date. It also lists roles: Taxpayer Registration, Tax Officer Registration, TCC Request Manager, and Refund Request Manager. Below this is a 'Username and Password' section where the username is MargPetr4466 and the password is masked. A note indicates the password strength is 'AVERAGE'. At the bottom of the page, there are links for 'Privacy Policy' and 'Terms and Conditions', along with copyright information and a revision note ('Revision 657').

Complete Tax Officer Registration Page

The User Information block

Note: This block displays the information already registered for the tax officer. For the interpretation of each field, refer to the description given in the section **About the Register Tax Officer Page** in the current user guide.

Complete Tax Officer Registration Page			
The Username and Password block			
Field Name	Specifics	Field Description	Drop-down List
Username		<p>Displays the username generated by E-Tax.</p> <p>Note: The username is generated following a click on the Next button of the Register Tax Officer page.</p> <p>The username is based on the name of the tax officer and is unique.</p>	N
		<p>Icon.</p> <p>When position the mouse over this icon, the following text is displayed: “Your password must be at least 8 characters long and contain one digit”.</p>	N
Password	(*)	<p>Manually captured.</p> <p>The tax officer enters his password in this field; the password must be a combination of alphanumeric characters and have a minimum of eight characters.</p> <p>When you position your cursor in the field, the following tooltip is displayed: “Your password must be at least 8 characters long and contain one digit”.</p> <p>Note: The password is not displayed on the screen as entered. Each entered character is replaced by a “*”.</p> <p>The password is case sensitive and must contain at least one digit number;</p> <p>An algorithm verifies the password strength.</p>	N
Confirm Password	(*)	<p>Manually captured.</p> <p>The tax officer enters a second time his password in this field.</p> <p>Notes: If the password is different from the one entered in the Password field, then the following error message is displayed: “This password does not match the confirmation password”.</p> <p>The tax officer has the possibility to either re-enter the confirmation password or go back to the Password field and choose a new password;</p> <p>The password is not displayed on the screen as entered. Each character entered is replaced by a “*”.</p>	N
Password Strength		<p>Display only. It can be “Weak”, “Average”, “Strong” or “Very strong”.</p> <p>Note: A “Weak” password indicates a password</p>	N

Complete Tax Officer Registration Page				
The Username and Password block				
Field Name	Specifics	Field Description	Drop-down List	
		very easy to decrypt while a "Strong" password is hard to decrypt.		
Back		Button. Following a click on this button, the username and password are not registered in the E-Tax database and the page Register Tax Officer is displayed with all the user information that was registered in the first step.	N	
Finish		Button. Following a click on this button, the username and password are saved in the E-Tax database and the page Manage Tax Officers is displayed. The information on the new registered tax officer is listed in this page (refer to the screen capture underneath). This button is dynamic. It becomes the Save button when the Complete Tax Officer Registration page is opened using the Reset Password hyperlink.	N	

The screenshot shows the 'Manage Tax Officers' page of the ERC website. The page header includes the logo of the Ethiopian Revenues and Customs Authority, language and calendar selection dropdowns, and links for Logout, Select a Language (ENGLISH), Select a Calendar (Gregorian), Clear Entire Application Cache, Refresh Materialized Views, and User Management, Message Centre, Change Password.

The main content area displays a table of registered users. The table has columns: User's Name, Employee ID, Username (login ID), Tax Centre, Tax Authority, Registration Date, Deregistration Date, Suspended Account, and Registration Officer. Each row includes a 'Reset Password' link. A red arrow points to the last row of the table, which corresponds to the user 'Marga Petru'.

User's Name	Employee ID	Username (login ID)	Tax Centre	Tax Authority	Registration Date	Deregistration Date	Suspended Account	Registration Officer	
ETAXAD ETAXAD		etax	ADDIS ABABA VAT	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	04/05/2009		N	ETAXAD ETAXAD	Reset Password
SYLVIA LINDSAY		sylvia	AA BRANCH EAST	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY		16/06/2009	N	ETAXAD ETAXAD	Reset Password
Sylvia Lindsay		SylvLind7939	ADDIS ABABA LTO	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY		06/07/2011	N	SYLVIA LINDSAY	Reset Password
mohammed hosni mubarak		mohamhosn...	ADDIS ABABA VAT	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY		16/04/2012	N	SYLVIA LINDSAY	Reset Password
zaki saad malak		zakimsaad6...	ADDIS ABABA VAT	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY		12/04/2012	N	SYLVIA LINDSAY	Reset Password
marga marga marga		marommara...	ADDIS ABABA VAT	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY		12/04/2012	N	zaki saad malak	Reset Password
Marga Petru	MM789043	MargPetr4468	ADDIS ABABA LTO	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY		16/04/2012	N	SYLVIA LINDSAY	Reset Password

At the bottom of the page, there are links for Privacy Policy, Terms and Conditions, and Copyright © 2010 CRC Sogema Inc. All rights reserved. The page also includes a footer note: Revision 657.

About the Add a Name in a Second Language Button of the Register Tax Officer Page

This section describes the fields and buttons available on the **Name in Other Language** row of the **Register Tax Officer** page. This row becomes visible after a click on the **Add a Name in a Second language** button.

The screenshot shows the 'Register Tax Officer' page. At the top right, there are links for 'Logout', 'Select a Language' (set to ENGLISH), and 'Select a Calender' (set to Gregorian). Below the header, there are tabs for 'User Management', 'Message Centre', 'Approvals and Validations', and 'Change Password'. The main content area is titled 'Register Tax Officer' and contains a 'User Information' block. The 'User Information' block includes fields for 'First Name' (Antonio), 'Father's Name' (Florice), 'Grandfather's Name' (empty), 'Employee ID' (empty), 'Tax Authority' (ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY), 'Tax Centre' (ADDIS ABABA VAT), 'Registration Date' (15/04/2012), 'Deregistration Date' (empty), 'Suspended Account' (checkbox unchecked), and a 'Role Assignment' section. The 'Role Assignment' section has three columns: 'Available Roles' (empty), 'Selected Roles' (checkboxes for Refund Request Manager, TCC Request Manager, Tax Officer Registration, Taxpayer Registration, and Customer Service), and buttons for Move, Move All, Remove, and Remove All. At the bottom of the page, there are links for 'Privacy Policy' and 'Terms and Conditions', and a copyright notice: 'Copyright © 2010 CRC Sogema Inc. All rights reserved'. The revision number 'Revision 657' is also present.

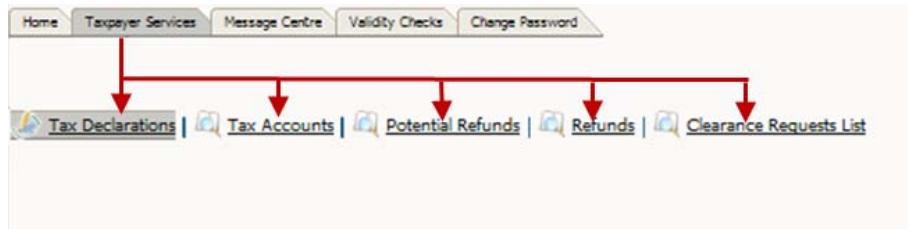
Register Tax Officer Page			
The Name in Other Language Row of the User Information block			
Field Name	Specifics	Field Description	Drop-down List
* ENGLISH		Drop-down list. The available values are the same as for the Select a Language drop-down list. It allows selecting a language other than Amharic for entering the E-Tax user's name.	Y
Name in Other Language		Row containing name fields in a language other than Amharic.	
First Name	(*)	Contains the first name of the tax officer to be registered to E-Tax in the selected language. Manually captured.	N

Register Tax Officer Page			
The Name in Other Language Row of the User Information block			
Field Name	Specifics	Field Description	Drop-down List
Father's Name	(*)	Contains the father's name of the tax officer to be registered to E-Tax in the selected language. Manually captured.	N
Grandfather's Name		May contain the grandfather's name of the tax officer to be registered to E-Tax in the selected language. Manually captured; however it is not mandatory.	N
Delete		Button. A click on this button removes the row Name in Other Language in case it is no longer required.	N

Use of E-Tax by Taxpayers

Introduction

Following a successful logging in to **E-Tax**, the taxpayer has access to the following menu:



- ♦ **Home** (default menu displayed in dark grey); this page contains a summary of all activity types that a taxpayer can do as a user of **E-Tax** application.
- ♦ **Taxpayer Services**; a click on the **Taxpayer Services** menu displays the following sub-menu:
 - ♦ **Tax Declarations**;
A click on this sub-menu opens the **Tax Declarations** page (default page of this sub-menu)
 - ♦ **Tax Accounts**;
A click on this sub-menu opens the **Tax Accounts** page
 - ♦ **Potential Refunds**
A click on this sub-menu opens the **Potential Refunds** page
 - ♦ **Refunds**
A click on this sub-menu opens the **Refunds** page
 - ♦ **Clearance Requests Lists**
A click on this sub-menu opens the **Tax Clearance Certificate Requests** page
 - ♦ **Taxpayer Information**;
A click on this sub-menu opens the **Taxpayer Information** page
- ♦ **Message Centre**;
A click on this menu displays the **Manage Messages** page
- ♦ **Validity Checks**; a click on the **Taxpayer Services** menu displays the following sub-menu:



♦ **TIN Validation;**

A click on this sub-menu opens the **Validate TIN** page (default page of this sub-menu)

♦ **Clearance Validation;**

A click on this sub-menu opens the **Validate Tax Clearance** page

♦ **Change Password.**

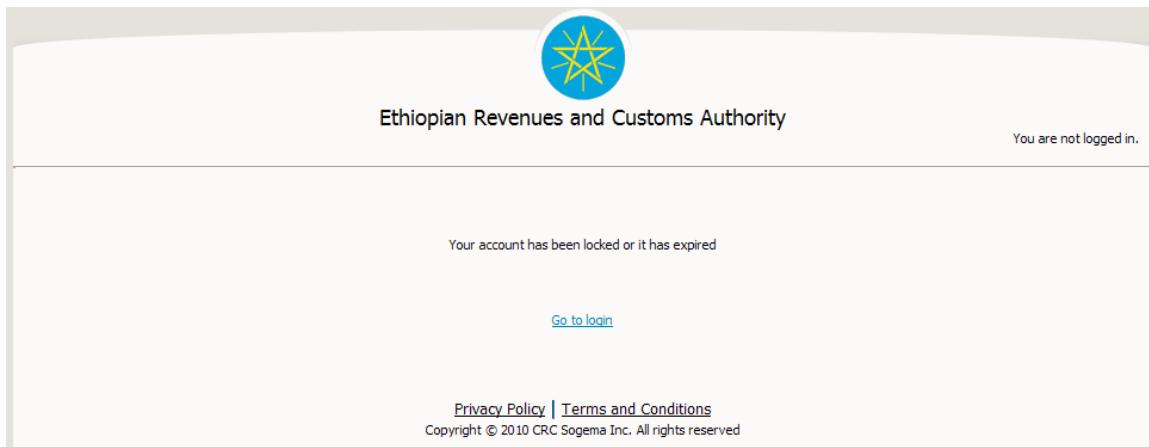
A click on this menu displays the **Change Password** page.

Logging into E-Tax as a Taxpayer

When you open the **E-Tax** application, the following page is displayed:

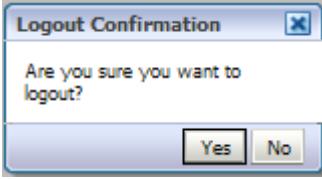
Type your username and the password in the corresponding fields and then click on the **Login** button.

If the taxpayer is not successful, the following page is displayed:



Note: This situation may happen in case that the taxpayer has been deregistered from E-Tax or his account has been suspended. Follow the corresponding business procedure to reactivate the login information.

Following a successful login, the taxpayer has access to the E-Tax application, namely to the following menu: the **Home** menu and page (default page), the **Taxpayer Services** menu, the **Message Centre** menu, **Validity Checks** menu and the **Change Password** menu. On any of these pages and/or menus, the right top block allows the taxpayer to log out, to select the language and the calendar.

Taxpayer's Upper Right block			
Field Name	Specifics	Field Description	Drop-down List
Logout Username		<p>Hyperlink</p> <p>Displays the name of the user which is the concatenation of his/her first name and father's name and grandfather's name, if applicable).</p> <p>Following a click on the Logout hyperlink, the following confirmation message appears:</p>  <p>If you click on Yes, you are logged out of E-Tax and brought back to the Login page.</p> <p>If you click on No, you remain logged in.</p>	N
Select a Language		<p>E-Tax detects the language of the user's browser.</p> <p>If the language of the user's browser does not correspond to any of the options listed in the drop down menu, then the page will be displayed in the default language of the E-Tax application, which is English.</p> <p>The user can also select another language from the drop-down list.</p>	Y

Taxpayer's Upper Right block			
Field Name	Specifics	Field Description	Drop-down List
Select a Calendar		Allows selecting the calendar option.	Y

Taxpayer Registration

Taxpayers may be registered as users of the **E-Tax** application only by a tax officer who has been assigned the role of “Taxpayer Registration”.

In order to register a taxpayer to **E-Tax**, proceed as follows:

- ◆ Log in as a tax officer with the role of “Taxpayer Registration” as described in the section **Logging in as a Tax Officer with the Role of Tax Officer Registration** of the current user guide;
- ◆ Click on the **Tax Officer Registration** tabulation; the **Manage Tax Officers** page opens. Then refer to the section **About the Manage Tax Officers Page** in the current user guide for a description of each field in this page.
- ◆ Click on the **Register a New User** hyperlink; The **Register Tax Officer** page opens. Then refer to the section **About the Register Tax Officer Page** in the current user guide for a description of each field in this page.

About the Manage Taxpayer Users Page

In order to be registered as a user of the **E-Tax** application, a taxpayer must have an active TIN (already registered in SIGTAS) within the same tax centre as the tax officer who registers the taxpayer to **E-Tax**.

A taxpayer may be granted one or a few particular roles, namely:

1. **View Only** (default role): allows the taxpayer to only see his information in **E-Tax** without being able to submit or modify any information;
2. **Declaration** role: allows the taxpayer to return, submit his returns and modify certain contact information;
3. **TIN Validation** role: allows the taxpayer to validate other taxpayers' TIN;
4. **Tax Clearance Validation** role: allows the taxpayer to validate tax clearance certificates;
5. **Upload Supporting Document Files** role: allows the taxpayer to upload the withholding details, facilitating tax compliance.

After login into **E-Tax**, the tax officer is positioned in the **Manage Taxpayer Users** page.

Notes: Only taxpayers as users of **E-Tax** are displayed in this page.

The tax officer can only see the taxpayers who are registered as users of **E-Tax** within the same tax centre.

The tax officer can only register taxpayers of his own tax centre as users of **E-Tax**; if he is trying to register a taxpayer as a user to **E-Tax** using a TIN that is not from his tax centre, he receives the following message: “*The taxpayer for this TIN could not be found in your tax centre*”.

Ethiopian Revenues and Customs Authority

User Management | Message Centre | Approvals and Validations | Change Password

Taxpayer Registration | Tax Officer Registration

Manage Taxpayer Users

Register a New User

TIN	Taxpayer Name	User's Name	Username (Login ID)	Tax Centre	Registration Date	Deregistration Date	Suspended Account	Registration Officer	Reset Password
0000580998	Registnm3204	sl10 634s-	sl10634s-1431	ADDIS ABABA VAT	10/01/2011		N	SYLVIA LINDSAY	Reset Password
0016298228	Hela Zeki Gebra	Hela Zeki Gebra	HelaZeki3853	ADDIS ABABA VAT	16/04/2012		N	mohammed hasni mubarak	Reset Password
0016298228	Hela Zeki Gebra	Hela Zeki Gebra	HelaZeki2008	ADDIS ABABA VAT	16/04/2012		N	mohammed hasni mubarak	Reset Password
0016298228	Hela Zeki Gebra	Hela zeki gebra	Helazeki0255	ADDIS ABABA VAT	16/04/2012		N	mohammed hasni mubarak	Reset Password
0001008052	Firstname1009300 Negash Lestname1009300	tamer seed zeki	tamerseed8378	ADDIS ABABA VAT	12/04/2012		N	zeki seed malek	Reset Password
0001448291	Firstname1008817 Getachew Lestname1008817	marga marga	margamarg9045	ADDIS ABABA VAT	12/04/2012		N	marga marga marga	Reset Password

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Manage Taxpayer Users Page			
Field Name	Specifics	Field Description	Drop-down List
Register a New User		<p>Hyperlink.</p> <p>A click on this hyperlink opens the Register Taxpayer User page.</p> <p>The form is empty and ready to register a taxpayer as a new user of E-Tax.</p>	N
TIN		<p>Column header.</p> <p>Displays the TIN of each taxpayer already registered as a user of E-Tax within the displayed tax centre, if applicable.</p>	N
Taxpayer Name		<p>Column header.</p> <p>Displays the name corresponding to the TIN of each taxpayer already registered as a user of E-Tax within the displayed tax centre, if applicable.</p>	N
User's Name		<p>Column header.</p> <p>Displays the user's name corresponding to the TIN of each taxpayer already registered as a user of E-Tax, if applicable. The user's name is a concatenation of all his names.</p>	N

Manage Taxpayer Users Page			
Field Name	Specifics	Field Description	Drop-down List
Username (login ID)		<p>Column header.</p> <p>Displays (in a form of a hyperlink) the username of each taxpayer already registered as a user of E-Tax.</p> <p>A click on a specific hyperlink opens the Register Taxpayer User page of that taxpayer. All the information of that taxpayer is then displayed.</p>	N
Tax Centre		<p>Column header.</p> <p>Displays the tax centre of each of the listed taxpayers already registered as users of E-Tax. Actually, all must have the same tax centre.</p>	N
Registration Date		<p>Column header.</p> <p>Displays the date of registration to E-Tax of each of the listed taxpayers.</p> <p>Note: The date format depends on the selected language. For example, in Amharic, the date is displayed as "01-11-2001" while in English, would be "17-09-2009".</p>	N
Deregistration Date		<p>Column header.</p> <p>Displays the date of deregistration from E-Tax of each of the listed taxpayers, if applicable.</p> <p>Note: The date format depends on the selected language. For example, in Amharic, the date is displayed as "01-11-2001" while in English, would be "17-09-2009".</p>	N
Suspended Account		<p>Column header.</p> <p>Displays the status of the account of each of the listed taxpayers registered as users of E-Tax. Possible values are "Y" or "N".</p>	N
Registration Officer		<p>Column header.</p> <p>Displays the name of the officer (having the role "<i>Tax Officer Registration</i>") who registered each of the listed taxpayers to E-Tax within the displayed tax centre.</p>	N
Reset Password		<p>Column header.</p> <p>Displays the Reset Password hyperlink for each listed taxpayer. A click on one of these hyperlinks leads to the Complete Taxpayer Registration page of the corresponding taxpayer in order to allow changing his password in case he has forgotten it.</p>	N

About the Register Taxpayer User Page

The **E-Tax** officer having the “**Taxpayer Registration**” role uses this page to register a taxpayer as a user of **E-Tax**.

Note: All the mandatory fields (marked with an asterisk) must be captured.

Register Taxpayer User Page			
Taxpayer Information block			
Field Name	Specifics	Field Description	Drop-down List
TIN	(*)	The TIN of the taxpayer to be registered as a user of E-Tax . Manually captured.	N
Taxpayer Name		The name of the taxpayer corresponding to this TIN.	N

Register Taxpayer User Page			
User Information block			
Field Name	Specifics	Field Description	Drop-down List
Name in Amharic		Row containing the name fields in Amharic of the taxpayer to be registered as a user of E-Tax.	N
First Name	(*)	Contains the first name of the taxpayer to be registered to E-Tax, in Amharic. Manually captured.	N
Father's Name	(*)	Contains the father's name of the taxpayer to be registered to E-Tax, in Amharic. Manually captured.	N
Grandfather's Name		May contain the grandfather's name of the taxpayer to be registered to E-Tax, in Amharic. Manually captured; however it is not mandatory.	N
Add a name in a second language		<p>Button.</p> <p>A click on this button, displays the required fields and buttons to allow registration of the taxpayer's name in a second language.</p> <p>Note: For a description of these fields refer to the section About the Add a Name in a Second Language Button of the Register Taxpayer User Page in the current user guide.</p>	N
Tax Authority		Displays the Tax Authority of the taxpayer to be registered as a user of E-Tax. This is actually the Tax Authority of the E-Tax registration officer.	N
Tax Centre		Displays the tax centre (within the Tax Authority) of the taxpayer to be registered as a user of E-Tax. This is actually the tax centre of the E-Tax registration officer.	N
Registration Date	(*)	<p>Displays the date of the registration of the taxpayer as a user of E-Tax. This date cannot be changed; it is the system date.</p> <p>Note: The date format depends on the selected language. For example, in Amharic, the date is displayed as "01-11-2001" while in English, would be "17-09-2009".</p>	N
Deregistration Date		<p>Contains the date of deregistration of the taxpayer as a user of E-Tax, if applicable. This field is empty until the user is to be deregistered.</p> <p>Once an E-Tax user is deregistered, his account cannot be reactivated. It is permanently deregistered. If he needs to have access again to E-Tax, a new account must be registered.</p> <p>Notes: The date format depends on the selected language. For example, in Amharic, the date is displayed as "01-11-2001" while in English, would be "17-09-2009";</p> <p>A tooltip describing which calendar is to be used (Gregorian or Ethiopian) appears on the</p>	

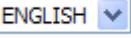
Register Taxpayer User Page			
User Information block			
Field Name	Specifics	Field Description	Drop-down List
		page when the mouse cursor is positioned in this field.	
Suspended Account		<p>Check box.</p> <p>It indicates whether the user's account is temporarily suspended or not.</p> <p>Note: An account can be suspended and reactivated several times.</p>	N
View Only		<p>Check box.</p> <p>It is always selected. It indicates that at minimum, the taxpayer can only view his declarations using E-Tax without being able to submit or modify any information.</p>	N
Declaration		<p>Check box.</p> <p>A selected check box indicates that this taxpayer is given the right to file electronically using E-Tax. Manually selected.</p>	N
TIN Validation		<p>Check box.</p> <p>A selected check box indicates that this taxpayer is given the right to validate the TIN of other taxpayers using E-Tax. Manually selected.</p> <p>Default option is deselected and it is editable.</p>	N
Tax Clearance Validation		<p>Check box.</p> <p>A selected check box indicates that this taxpayer is given the right to validate tax clearance certificates of other taxpayers.</p> <p>Default option is deselected and it is editable.</p>	N
Upload Document Files		<p>Check box.</p> <p>A selected check box indicates that this taxpayer is granted the authorization to upload files through E-Tax application (the button Upload CSV in the VAT-Withholding Details page is activated).</p> <p>This will help reducing the risk of receiving an infected file from an unauthorized source.</p> <p>Note: By default, the check box Upload Supporting Document Files is selected for all users who are authenticated to declare. In other words as soon as you select the Declaration check box, the Upload Supporting Document Files is automatically selected, but it can be edited.</p>	N

Register Taxpayer User Page			
User Information block			
Field Name	Specifics	Field Description	Drop-down List
E-mail Address		Contains the taxpayer's e-mail address. Manually captured.	N
Cancel		Button. A click on this button cancels the taxpayer's registration as a user of E-Tax and sends back the E-Tax officer to the Manage Taxpayer Users page.	N
Next		Button. A click on this button moves forward the registration to the next step using the Complete Taxpayer Registration page (where the user enters his password).	N

About the Add a Name in a Second Language Button of the Register Taxpayer User Page

This section describes the fields and buttons available on the **Name in Other Language** row of the **Register Taxpayer User** page. This row becomes visible after a click on the **Add a Name in a Second language** button.

The screenshot shows the 'Register Taxpayer User' page. At the top right, there are links for Logout (SYLVIA LINDSAY), Select a Language (ENGLISH), Select a Calendar (Gregorian), and buttons for Clear Entire Application Cache and Refresh Materialized Views. Below the header, there are tabs for User Management, Message Centre, Change Password, Taxpayer Registration (which is selected), and Tax Officer Registration. The main form has a title 'Register Taxpayer User' and a sub-section 'Taxpayer Information' with fields for TIN (0016298202) and Taxpayer Name (Baby Ewing Ewing). The 'User Information' section contains fields for First Name, Father's Name, and Grandfather's Name. A dropdown menu labeled 'Name in AMHARIC' is shown, with 'Name in Other Language' selected and 'ENGLISH' chosen. Two red arrows point from this dropdown to the 'First Name' and 'Father's Name' fields, both of which contain the value 'Baby'. Other visible fields include Tax Authority, Tax Centre, Registration Date (16/04/2012), Deregistration Date, Suspended Account, View Only, Declaration, TIN Validation, Tax Clearance Validation, and Email Address (babye@hotmail.com). There are also several checkboxes for account status.

Register Taxpayer User Page			
The Name in Other Language Row of the User Information block			
Field Name	Specifics	Field Description	Drop-down List
* ENGLISH 		<p>Drop-down list. The available values are the same as for the Select a Language drop-down list.</p> <p>It allows selecting a language other than Amharic for entering the taxpayer's name as a user of E-Tax.</p>	Y
Name in Other Language		Row containing the name fields in a language other than Amharic.	N
First Name	(*)	Contains the first name of the taxpayer to be registered to E-Tax , in the selected language. Manually captured.	N
Father's Name	(*)	Contains the father's name of the taxpayer to be registered to E-Tax , in the selected language. Manually captured.	N
Grandfather's Name		May contain the grandfather's name of the taxpayer to be registered to E-Tax , in the selected language. Manually captured; however it is not mandatory.	N
Delete		<p>Button.</p> <p>A click on this button removes the row Name in Other Language in case it is no longer required.</p>	N

About the Complete Taxpayer Registration Page

The **Complete Taxpayer Registration** page is used to verify the information that is already registered and to complete the registration by entering the tax officer's password. This page opens after clicking on the **Next** button of the **Register Tax Officer** page.

Logout SYLVIA LINDSAY

Select a Language **ENGLISH** Select a Calendar **Gregorian**

Complete Taxpayer Registration

Taxpayer Information

TIN	0015298202
Taxpayer Name	Baby Ewing Ewing

User Information

First Name	Father's Name	Grandfather's Name
AMHARIC Baby ENGLISH Baby	Ewing Ewing	

Tax Authority: ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY Suspended Account:

Tax Centre: AA BRANCH EAST

Registration Date: 16/04/2012 Deregistration Date:

Username and Password

Username: BabyEwin7512 * Password: Password Strength: STRONG
* Confirm Password:

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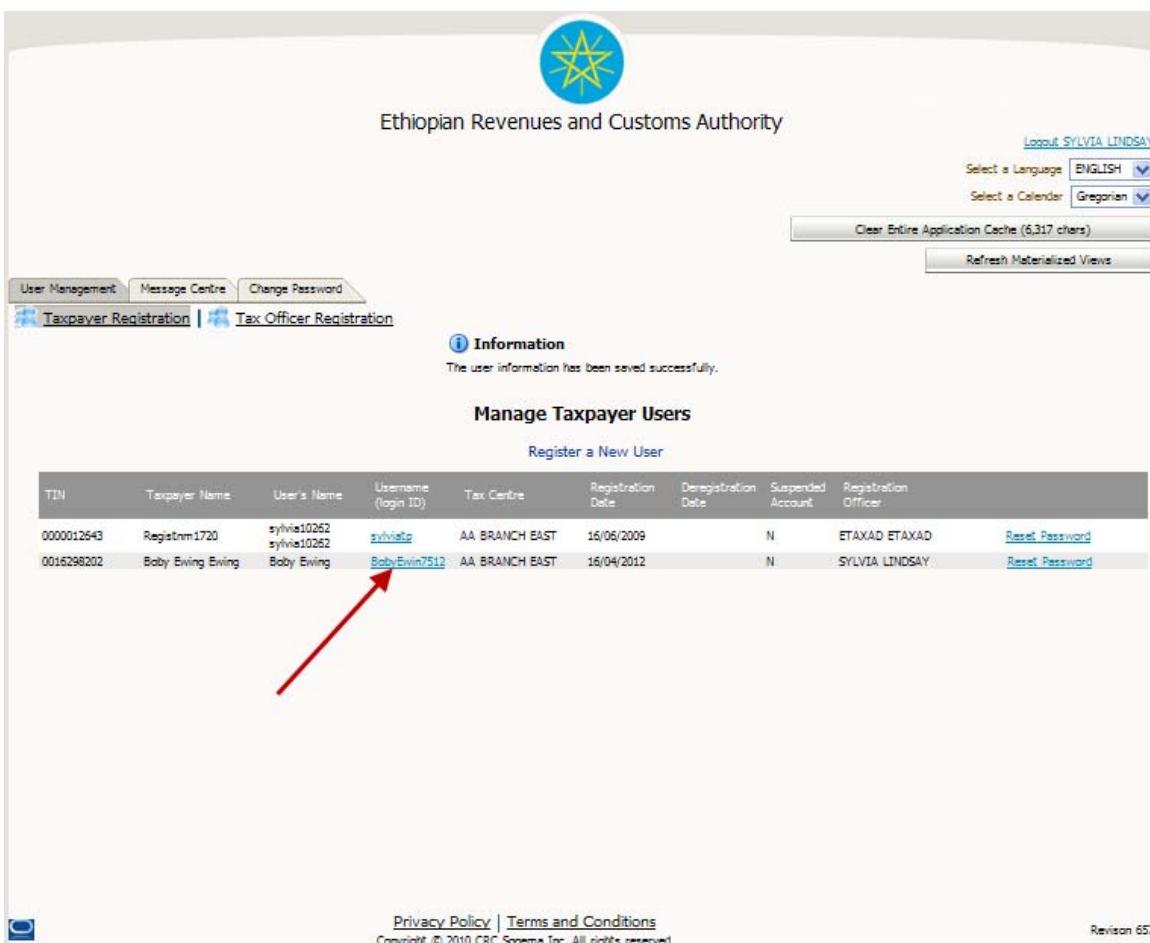
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Note: The **Taxpayer Information** and **User Information** blocks display the information already registered for the taxpayer. For the interpretation of each field, refer to the description given in the section **About the Register Taxpayer User Page** in the current user guide.

Complete Taxpayer Registration Page			
The Username and Password block			
Field Name	Specifics	Field Description	Drop-down List
Username		<p>Displays the username generated by E-Tax.</p> <p>Note: The username is generated following a click on the Next button of the Register Tax Officer page.</p> <p>The username is based on the name of the tax officer and is unique.</p>	N
(?)		<p>Icon.</p> <p>When the mouse is positioned over this icon, the following text is displayed: “Your password must be at least 8 characters long and contain one digit”.</p>	N

Complete Taxpayer Registration Page			
The Username and Password block			
Field Name	Specifics	Field Description	Drop-down List
Password	(*)	<p>Manually captured.</p> <p>The taxpayer enters his password in this field; the password must be a combination of alphanumeric characters and have a minimum of eight characters.</p> <p>When you position your cursor in the field, the following tooltip is displayed: "<i>Your password must be at least 8 characters long and contain one digit</i>".</p> <p>Note: The password is not displayed on the screen as entered. Each entered character is replaced by a '*'.</p> <p>The password is case sensitive and must contain at least one digit number;</p> <p>An algorithm verifies the password strength.</p>	N
Confirm Password	(*)	<p>Manually captured.</p> <p>The taxpayer enters a second time his password in this field.</p> <p>Notes: If the password is different from the one entered in the Password field, then the following error message is displayed: "<i>This password does not match the confirmation password</i>".</p> <p>The tax officer has the possibility to either re-enter the confirmation password or go back to the Password field and choose a new password;</p> <p>The password is not displayed on the screen as entered. Each character entered is replaced by a '*'.</p>	N
Password Strength		<p>Display only. It can be "Weak", "Average", "Strong" or "Very strong".</p> <p>Note: A "Weak" password indicates a password very easy to decrypt while a "Strong" password is hard to decrypt.</p>	N
Back		<p>Button.</p> <p>Following a click on this button, the username and password are not registered in the E-Tax database and the page Register Taxpayer User is displayed with all the user information that was registered in the first step.</p>	N

Complete Taxpayer Registration Page			
The Username and Password block			
Field Name	Specifics	Field Description	Drop-down List
Finish		<p>Button.</p> <p>Following a click on this button, the username and password are saved in the E-Tax database and the page Manage Taxpayer Users is displayed. The information on the new registered tax officer is listed in this page (refer to the screen capture underneath).</p> <p>This button is dynamic. It becomes the Save button when the Complete Taxpayer Registration page is opened using the Reset Password hyperlink.</p>	N



The screenshot shows the 'Manage Taxpayer Users' page. At the top right, there are links for 'Logout SYLVIA LINDSAY', 'Select a Language ENGLISH', 'Select a Calendar Gregorian', 'Clear Entire Application Cache (6,317 chars)', and 'Refresh Materialized Views'. Below the header, there are navigation links for 'User Management', 'Message Centre', 'Change Password', 'Taxpayer Registration' (which is highlighted), and 'Tax Officer Registration'. A message box displays an 'Information' icon and the text 'The user information has been saved successfully.' The main area is titled 'Manage Taxpayer Users' and contains a table with the following data:

TIN	Taxpayer Name	User's Name	Username (Login ID)	Tax Centre	Registration Date	Deregistration Date	Suspended Account	Registration Officer	
0000012543	Registration1720	sybils10262	sybils10262	AA BRANCH EAST	16/06/2009		N	ETAXAD ETAXAD	Reset Password
0016298202	Bob Ewing Ewing	Bob Ewing	BobEwing7512	AA BRANCH EAST	16/04/2012		N	SYLVIA LINDSAY	Reset Password

At the bottom left, there are links for 'Privacy Policy' and 'Terms and Conditions'. Copyright information at the bottom states 'Copyright © 2010 CRC Sogema Inc. All rights reserved'. At the bottom right, it says 'Revision 657'.

About the Taxpayer's Home Page

The taxpayer's Home page contains a summary of all the types of activities that a taxpayer can do as a user of E-Tax application. It opens by default following a successful login.

The screenshot displays the E-Tax Module for SIGTAS interface. At the top, there is a logo of the Ethiopian Revenues and Customs Authority (ERCA) and navigation links for Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, and Change Password. On the right side, there are dropdown menus for Select a Language (set to ENGLISH) and Select a Calendar (set to Gregorian). A welcome message "Welcome Boby Ewing Ewing" is shown, along with a notification bar indicating "You have 0 unread messages".

Declarations to be Filed: This section shows a table with columns for Tax Centre, Tax Type, Tax Period, Due Date, and Action. A message "No rows yet." is displayed. To the right, there is a link to "View all declarations to be filed" and a magnifying glass icon.

Account Balances: This section shows a table with columns for Tax Centre, Tax Type, Tax Account, and Balance. Two entries are listed: "AA BRANCH EAST" with Tax Type "EXCISE TAX" and Tax Account "3394940010" and Balance "0.00"; and "AA BRANCH EAST" with Tax Type "VALUE-ADDED TAX(VAT)" and Tax Account "3394980001" and Balance "-195.00". A total row shows "Total -195.00". To the right, there is a link to "Choose a Tax Account to view the details of the account" and a magnifying glass icon.

Refunds: This section shows a table with columns for Tax Type, Tax Period, Requested Amount, Approved Amount, and Status. A message "No rows yet." is displayed. To the right, there is a link to "View all Refund Requests".

Tax Clearance Certificate Requests: This section shows a table with columns for Clearance Type, Supporting Documents Needed, Request Date, and Status. A single entry "N 12/04/2012" is listed. To the right, there is a link to "View all Tax Clearance Certificate Requests".

At the bottom, there are links for Privacy Policy and Terms and Conditions, and a copyright notice: "Copyright © 2010 CRC Sogema Inc. All rights reserved". On the far right, it says "Revision 657".

Taxpayer's Home Page			
The Top block			
Field Name	Specifics	Field Description	Drop-down List
Welcome followed by the Name of the Taxpayer		Displays the word "Welcome" followed by the SIGTAS registration name of the taxpayer.	N
"You have N unread messages"		Hyperlink. Displays the number of messages N (where "N" can be 0, 1 or N) that the taxpayer has not yet read.	N

Taxpayer's Home Page			
The Top block			
Field Name	Specifics	Field Description	Drop-down List
		<p>Note: A click on this hyperlink leads the taxpayer to the Manage Messages page.</p> <p>For a description of these fields refer to the section About the Manage Messages Page in the current user guide.</p>	

Taxpayer's Home Page			
The Declarations to be Filed block			
Field Name	Specifics	Field Description	Drop-down List
Tax Centre		<p>Header column.</p> <p>Displays the tax centres of all tax types waiting to be filed.</p>	N
Tax Type		<p>Header column.</p> <p>Displays the tax types waiting to be filed.</p>	N
Tax Period		<p>Header column.</p> <p>Displays the tax periods for which the declarations are due.</p> <p>Note: Two arrows allow sorting either descending (default option) or ascending upon clicking on one of them.</p>	N
Due Date		<p>Header column.</p> <p>Displays the due dates for the listed tax types.</p> <p>Note: Two arrows allow sorting either descending, oldest date first (default option) or ascending upon clicking on one of them.</p>	N
Action		<p>Hyperlink or display only.</p> <p>If the value is “File Now”, then a click on this hyperlink will lead to the corresponding blank declaration form.</p> <p>If the value is “In Progress”, then a click on this hyperlink will lead to the corresponding declaration form with all data already saved so that the taxpayer can resume the filing process.</p> <p>If the value is “Contact Tax Centre”, then this field becomes display only.</p> <p>A value of “Filed” or “Suspended” will not be displayed on this summary page.</p>	N

Taxpayer's Home Page			
The Declarations to be Filed block			
Field Name	Specifics	Field Description	Drop-down List
		Note book icon.	
Instructions Text		<p>Text followed by a hyperlink. The text displays the following instructions for the user: For more information, please visit ERCA's website at http://www.erca.gov.et/. A click on this hyperlink opens the ERCA's web site.</p>	N
View all declarations to be filed		<p>Hyperlink. A click on this hyperlink opens the Tax Declarations page.</p> <p>Note: For a description of these fields refer to the section About the Tax Declarations Page in the current user guide.</p>	N

Note: The objective of the **Account Balances** block is to give the taxpayer, at a glance, the information of his tax accounts. Usually the taxpayer has all his tax accounts in the same tax centre. However, for decentralised tax types such as Schedule A- PAYE, it is possible that the tax accounts are managed by various tax centres. Therefore, the column **Tax Centre** is displayed.

All tax accounts including suspended, exempted and closed tax accounts are displayed.

Between five to ten records are displayed.

Taxpayer's Home Page			
The Account Balances block			
Field Name	Specifics	Field Description	Drop-down List
Tax Centre		<p>Header column. Displays the tax centre corresponding to the tax account.</p>	N
Tax Type		<p>Header column. Displays the tax type corresponding to the tax account.</p>	N
Tax Account		<p>Header column. Displays the tax account number as a hyperlink. Clicking on this hyperlink leads to the Tax Accounts page and opens the transaction block corresponding to the tax account.</p> <p>Notes: For additional information on this page, refer to the section About the Tax Accounts Page in the current user guide.</p>	N

Taxpayer's Home Page			
The Account Balances block			
Field Name	Specifics	Field Description	Drop-down List
		Two arrows allow sorting either ascending, lowest account number first (default option) or descending upon clicking on one of them.	
Balance		<p>Header column.</p> <p>Displays the amount of each listed account.</p> <p>Note: Two arrows allow sorting either descending, largest amount first or ascending upon clicking on one of them.</p>	N
		Magnifying glass icon.	N
Instructions Text		<p>Text followed by a hyperlink.</p> <p>The text displays the following instructions for the user: "Choose a Tax Account to view the details of the account. For more information, please visit ERCA's website at http://www.erca.gov.et".</p> <p>A click on this hyperlink opens the ERCA's web site.</p>	N
Total		Contains the sum of the balances of all tax accounts (those displayed and not displayed) on the Home page.	N
View all account balances		<p>Hyperlink.</p> <p>A click on this hyperlink opens the Tax Accounts page without listing a particular tax account.</p> <p>Note: For a description of these fields refer to the section About the Tax Accounts Page in the current user guide.</p>	N

Taxpayer's Home Page			
The Refunds block			
Field Name	Specifics	Field Description	Drop-down List
Tax Type		<p>Header column.</p> <p>Displays the names of the tax types for refunds.</p> <p>Note: Two arrows allow sorting the tax types either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N

Taxpayer's Home Page			
The Refunds block			
Field Name	Specifics	Field Description	Drop-down List
Tax Period		<p>Header column.</p> <p>Displays the tax periods for refunds.</p> <p>Note: Two arrows  allow sorting the tax periods either descending, oldest tax period first (default option) or ascending upon clicking on one of them.</p>	N
Requested Amount		<p>Header column.</p> <p>Displays the requested amounts of refunds that were captured in the screen Register Refund (CA713S).</p> <p>Note: Two arrows  allow sorting the requested amounts either descending, largest requested amount first or ascending upon clicking on one of them.</p>	N
Approved Amount		<p>Header column.</p> <p>Displays the approved amounts of refunds that were captured in the screen Register Refund (CA713S).</p> <p>Note: Two arrows  allow sorting the approved amounts either descending, largest approved amount first or ascending upon clicking on one of them.</p>	N
Status		<p>Header column.</p> <p>Displays the statuses of the refund requests.</p> <p>Note: Two arrows  allow sorting the statuses either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N
Total Requested		Displays the total amount of all requested refunds (for all tax types) in the block " Refunds ".	N
Total Approved		Displays the total amount of all approved refunds (for all tax types) in the block " Refunds ".	N
View all Refund Requests		<p>Button.</p> <p>A click on this button opens the Refunds page. This is an expanded view of all taxpayer's refund requests in E-Tax. This screen will display the list with all refund requests, eliminating the three-month rule for past requests.</p> <p>Note: For additional information on this page, refer to the section About the Refunds Page in the current user guide.</p>	N

Taxpayer's Home Page			
The Tax Clearance Certificate Requests block			
Field Name	Specifics	Field Description	Drop-down List
Clearance Type		<p>Header column.</p> <p>Displays the type of tax clearance certificates that have been requested by the taxpayer.</p> <p>Note: Two arrows allow sorting either alphabetically (default option) or in reversed alphabetical order upon clicking on one of them.</p>	N
Supporting Documents Needed		<p>Header column.</p> <p>Displays Y if the certificate type requires supporting documents (i.e. the check box Certificate Requires Supporting Documents of the screen Maintain Document Type (BT21) is selected).</p> <p>Displays N if the certificate type does not require supporting documents (i.e. the check box Certificate Requires Supporting Documents of the screen Maintain Document Type (BT21) is deselected).</p> <p>Note: Two arrows allow sorting the TCC requests either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N
Request Date		<p>Header column.</p> <p>Displays the dates on which the TCC requests were registered in E-Tax.</p> <p>Note: Two arrows allow sorting the request dates either descending, oldest date first (default option) or ascending upon clicking on one of them.</p>	N
Status		<p>Header column.</p> <p>Displays the current statuses of the TCC requests for this taxpayer.</p> <p>The following values can be displayed:</p> <ul style="list-style-type: none"> • Approved: SIGTAS validation completed successfully or the user has approved the request; • Rejected: SIGTAS validation has failed or the user manually has rejected the request; • Pending: Validation was requested, but not yet completed. <p>Note: Two arrows allow sorting either alphabetically (default option) or in reversed alphabetical order upon clicking on one of them.</p>	N

Taxpayer's Home Page			
The Tax Clearance Certificate Requests block			
Field Name	Specifics	Field Description	Drop-down List
View all Tax Clearance Certificate Requests		<p>Button.</p> <p>A click on this button opens the Tax Clearance Certificates Requests page. This is an expanded view of all taxpayer's clearance requests in E-Tax. This screen will display the list with all clearance requests, eliminating the three-month rule for past requests.</p>	N

About the Taxpayer's Tax Declarations Page

Following a successful logging in to **E-Tax**, the taxpayer has access to the following service pages after clicking on the **Taxpayer Services** menu: **Tax Declarations** page ((default page of this menu), **Tax Accounts** page and **Taxpayer Information** page).

The taxpayer uses the **Tax Declarations** page to manage all his tax declarations. A status mechanism allows him to view the progress of his filing.

By default, when accessed for the first time, the **Tax Declarations** page is displayed contracted, namely:

- All tax accounts are displayed as closed with the “+” sign;
- All tax accounts are displayed (active, closed, suspended and exempted);
- Default sorting is by tax type in alphabetical order;

The screenshot shows the "Tax Declarations" page of the E-Tax system. At the top, there is a logo of the Ethiopian Revenues and Customs Authority (ERC) and a user profile for "Logout Jerry George". Below the header, there are language and calendar selection dropdowns. The main content area displays a table of tax accounts with the following data:

	SCHED D-DIVIDENDS	Account Number	69927	Tax Centre	ADDIS ABABA LTO
[+]	SCHED D-GAIN ON SHAR.	Account Number	1721340003	Tax Centre	ADDIS ABABA LTO
[+]	SCHEDULE A-PAYE (MONTHLY)	Account Number	3010370003	Tax Centre	ADDIS ABABA LTO
[+]	SCHEDULE C-NORMAL	Account Number	34465	Tax Centre	ADDIS ABABA LTO
[+]	VALUE-ADDED TAX(VAT)	Account Number	13342	Tax Centre	ADDIS ABABA LTO
[+]	WITH TAX ON PAYM	Account Number	34466	Tax Centre	ADDIS ABABA LTO

At the bottom of the page, there are links for "Privacy Policy" and "Terms and Conditions", and a copyright notice: "Copyright © 2010 CRC Sogema Inc. All rights reserved".

Tax Declarations Page - Contracted

Field Name	Specifics	Field Description	Drop-down List
“+” sign		Button. A click on this button expands the hidden contents of the taxpayer's tax accounts. Note: On first access of this page, all the contents of the tax accounts are hidden and all the tax accounts have the ‘+’ sign.	N
Tax Type		Displays the tax type of the tax account.	N
Account Number		Displays the tax account number.	N
Tax Centre		Displays the name of the tax centre managing the tax account.	N

The screenshot shows the 'Tax Declarations' section of the E-Tax module. It lists several tax types and their details. The 'VALUE-ADDED TAX(VAT)' entry is expanded to show a table of filing history. The table includes columns for Tax Period, Action, Submission Number, Document Number, and Assessment Number. The rows show entries for Mar, Feb, Jan, Dec, and Nov of 2011, each with a 'File now' link.

Tax Period	Action	Submission Number	Document Number	Assessment Number
Mar, 2011	File now			
Feb, 2011	File now			
Jan, 2011	Filed	3720003	31263660010	20012210010
Dec, 2010	File now			
Nov, 2010	Filed		30665310003	19815590003

Note: Following a click on the “+” sign, the corresponding tax accounts details are displayed. The other tax accounts remain closed (no details displayed) unless the ‘+’ sign is clicked upon. Therefore, some tax accounts can be “opened” and others can remain “closed”.

Tax Declarations Page - Expanded			
The Top block			
Field Name	Specifics	Field Description	Drop-down List
“-” sign		Button. A click on this button hides the details of the tax account.	N
Tax Type		Displays the tax type of the tax account.	N
Account Number		Displays the tax account number.	N
Tax Centre		Displays the name of the tax centre managing the tax account.	N

Note: A vertical scroll bar is available on the right hand side of the lower block of the screen. It is used to reveal the details for all tax declarations related to a particular tax account. Five statuses are available for the tax declarations, namely: “File Now” (hyperlink), “In Progress” (hyperlink), “Filed” (display only), “Contact Tax Centre” (display only) and “Suspended” (display only).

Tax Declarations Page - Expanded			
The Lower block			
Field Name	Specifics	Field Description	Drop-down List
Tax Period		Displays the tax period of the transaction.	N
Action		<p>Hyperlink or display only.</p> <p>It lists the possible actions available to the taxpayer.</p> <p>If the value is “File Now”, then this field is displayed as a hyperlink; a click on this hyperlink will open a blank declaration form for the corresponding tax type and period. This allows the taxpayer to fill in the line details of the declaration.</p> <p>Note: The “File Now” status implies that no previous declaration process was started for this tax period/tax account.</p> <p>If the value is “In Progress”, then this field is displayed as a hyperlink; a click on this hyperlink will open the corresponding declaration form with all data already saved so that the taxpayer can resume the filing process.</p> <p>Note: The “In Progress” status implies that the declaration process was already started for this tax period/tax account.</p> <p>If the value is “Contact Tax Centre”, then this field becomes display only.</p> <p>Note: The “Contact Tax Centre” status implies</p>	N

Tax Declarations Page - Expanded			
The Lower block			
Field Name	Specifics	Field Description	Drop-down List
		<p>that the declaration for this tax period/tax account is too old; consequently it can not be filed using E-Tax. The taxpayer must contact his tax centre to file.</p> <p>If the value is “Filed”, then this field becomes “display only”.</p> <p>The status “Filed” covers the following three situations:</p> <ul style="list-style-type: none"> 1) The taxpayer has filed over the counter: consequently the Submission No field has no value; 2) The taxpayer has filed using E-Tax: consequently the Submission No field displays the submission number of the declaration; 3) The taxpayer has not filed, but the Tax Centre has created an estimated assessment in SIGTAS: consequently, the Submission No field has no value; however a document number and an assessment number are displayed in the corresponding fields. The assessment number is only shown if it has been calculated in SIGTAS. <p>Note: The “Filed” status implies that a declaration is already registered in SIGTAS for this tax period/tax account;</p> <p>If the value is “Suspended”, then this field becomes “display only”.</p> <p>Note: The “Suspended” status signifies that an inactivity period of the type “Suspended” is registered for the tax account. Suspended tax accounts do not require filing while an inactivity period of the type “Exempted” do.</p>	
Submission Number		<p>Displays the submission number of the declaration if it was filed using E-Tax.</p> <p>Note: Two arrows  allow sorting either descending or ascending upon clicking on one of them.</p>	N
Document number		<p>Hyperlink.</p> <p>Displays the document number of the declaration, if any.</p> <p>A click on this hyperlink opens the View Filed Declaration page where the taxpayer can view his submitted declaration.</p>	N

Tax Declarations Page - Expanded			
The Lower block			
Field Name	Specifics	Field Description	Drop-down List
		<p>Notes: Two arrows  allow sorting either descending or ascending upon clicking on one of them.</p> <p>For additional information, refer to the section About the View Filed Declaration Page in the current user guide.</p>	
Assessment Number		<p>Hyperlink.</p> <p>Displays the assessment number of the transaction.</p> <p>A click on this hyperlink opens the View Assessment page.</p> <p>The assessment must be calculated in SIGTAS before displaying the assessment number in E-Tax.</p> <p>It is possible the assessment number is not yet created, even though there is a document number. In such a case, the document number is displayed but not the assessment number.</p> <p>Note: Two arrows  allow sorting either descending or ascending upon clicking on one of them.</p>	N

About the View Filed Declaration Page

The **View Filed Declaration** page contains the data submitted by the taxpayer. The taxpayer can access this page at any time from the **Manage Tax Declaration** page by clicking on the corresponding **Document Number** hyperlink.

The taxpayer may either print his declaration by clicking on the **Print** button or return to the **Tax Declaration Main Page** by clicking on this hyperlink.


Ethiopian Revenues and Customs Authority

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Select a Language ENGLISH
Select a Calendar Gregorian

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View Filed Declaration

Print

TIN Taxpayer Name	0000009646(Unknown)		
Tax Centre Account Number Tax Type	ADDIS ABABA LTO 13342VALUE-ADDED TAX(VAT)		
Tax Period Due date	Jan, 201109/03/2011		
	Document Number	Document Date	3126366001030/08/2011
	Submission Number	Submission Date	372000330/08/2011

Line Number	Line Description	Amount
5	(Unknown)	5,000.00
10	VAT on Taxable Goods and Supplies (15% of line 5)	56,000.00
15	Value of Zero-Rated Goods	
20	Value of Exempt Supplies/Sales	4,000.00
25	Value of Remitted Supplies	
30	Total Supplies/Sales (lines 5 + 15 + 20 + 25)	
35	VAT Charged for this Period (= line 10)	10,200.00
50	Value of Local Purchases Input	
55	VAT on Local Purchases Input (15% of line 50)	
60	Value of Imported Inputs	
65	VAT on Imported Inputs (15% of line 60)	
70	Value of General Expense Inputs	
75	VAT on General Expense Inputs (15% of line 70)	
80	Value of Purchases with no VAT or Undeclared Inputs	
85	Value of Total Inputs (lines 50 + 60 + 70 + 80)	
90	Value of Taxable Inputs (lines 50 + 60 + 70)	
95	Total Inputs Tax Credit (lines 55 + 65 + 75)	

[Return to Tax Declaration Main Page](#)

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View Filed Declaration Page			
The Top block			
Field Name	Specifics	Field Description	Drop-down List
TIN / Taxpayer Name		Displays the TIN followed by the taxpayer's name.	N
Tax Centre		Displays the tax centre of the tax account for this declaration.	N
Account Number		Displays the tax account number for which the declaration is being filed.	N
Tax Type		Displays the name of the tax type for which the declaration is being filed.	N
Tax Period		Displays the tax period of the tax type for which the declaration is being filed.	N
Due Date		Displays the due date for this declaration.	N
Print		Button. A click on this button opens a new window showing the declaration filed by the taxpayer in a format fit for printing.	N

View Filed Declaration Page			
The Top block			
Field Name	Specifics	Field Description	Drop-down List
		<p>Note: This document will then serve him as a payment document. It is possible for the taxpayer to print this document as many times as he wishes. The fields and the general look of the declaration are based on the actual declarations.</p>	
Document Number / Document Date		<p>Displays the number generated by SIGTAS confirming that the SIGTAS database has received the taxpayer's declaration from the E-Tax database. This number is followed by the date on which this document number was created in SIGTAS.</p> <p>Note: This document number is based on the Submission Number when the E-Tax database synchronises with the SIGTAS database (which is instantaneously).</p> <p>If for some reason the E-Tax database is not synchronised with the SIGTAS database and consequently the document number was not created, then this field remains empty.</p>	N
Submission Number / Submission Date		<p>Displays the number generated by E-Tax confirming that the E-Tax database has received the taxpayer's declaration. This number is followed by the date on which the declaration was submitted to the E-Tax database.</p> <p>Note: If for some reason the E-Tax database is not synchronised with the SIGTAS database and consequently the document number was not created, then this field remains empty.</p>	N
Return to Tax Declaration Main Page		<p>Hyperlink. A click on this hyperlink takes the taxpayer to the Tax Declaration Main Page.</p>	N

View Filed Declaration Page			
The Lower block			
Field Name	Specifics	Field Description	Drop-down List
Line Number		<p>Column header. This column contains all the line numbers of the declaration.</p>	N
Line Description		<p>Column header. This column contains the description of each corresponding line number.</p>	N

View Filed Declaration Page			
The Lower block			
Field Name	Specifics	Field Description	Drop-down List
Amount		Column header. This column contains the submitted amount for each corresponding line number.	N

About the View Assessment Page

The **View Assessments** page allows viewing the difference between what has been assessed as opposed to what has been submitted; this page also allows viewing the summary of what has been assessed.

This page can be accessed either from the expanded **Tax Declaration** page or from the expanded **Tax Accounts** page by clicking on the **Assessment Number** hyperlink.

After consulting the assessment information, the taxpayer may return to the page from which the **View Assessments** page has been called by clicking on the **Return** hyperlink.

The screenshot shows the 'View Assessment' page of the E-Tax module. At the top, there's a logo of the Ethiopian Revenues and Customs Authority, followed by the text 'Ethiopian Revenues and Customs Authority'. On the right, there are language and calendar selection dropdowns set to English and Gregorian respectively. The main navigation menu includes Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, Change Password, Tax Declarations, Tax Accounts, Potential Refunds, Refunds, Request Clearance, and Clearance Requests List. Below the menu, the title 'View Assessment' is displayed. The page displays taxpayer details: TIN/Taxpayer Name (0000009646 Unknown), Account Number (13342ADDIS ABABA LTD), Tax Type (Value-Added Tax (VAT)), Tax Period (Jan, 2011), Due Date (09/03/2011), and Assessment Number (20012210010). A large table lists tax components with columns for Line Number, Line Description, Submitted amount, and Assessed amount. The table includes rows for VAT on various goods and supplies, local purchases input, and total inputs. At the bottom, a summary table provides a breakdown of the total due amount, including Tax, Penalty, Interest, and Total Due. A 'Return' link is at the very bottom.

Line Number	Line Description	Submitted	Assessed
5	(Unknown)	5,000.00	5,000.00
10	VAT on Taxable Goods and Supplies (15% of line 5)	56,000.00	750.00
15	Value of Zero-Rated Goods		0.00
20	Value of Exempt Supplies/Sales	4,000.00	4,000.00
25	Value of Remitted Supplies		0.00
30	Total Supplies/Sales (lines 5 + 15 + 20 + 25)		9,000.00
35	VAT Charged for this Period (= line 10)	10,200.00	750.00
50	Value of Local Purchases Input		0.00
55	VAT on Local Purchases Input (15% of line 50)		0.00
60	Value of Imported Inputs		0.00
65	VAT on Imported Inputs (15% of line 60)		0.00
70	Value of General Expense Inputs		0.00
75	VAT on General Expense Inputs (15% of line 70)		0.00
80	Value of Purchases with no VAT or Undclaimed Inputs		0.00
85	Value of Total Inputs (lines 50 + 60 + 70 + 80)		0.00
90	Value of Taxable Inputs (lines 50 + 60 + 70)		0.00
95	Total Inputs Tax Credit (lines 55 + 65 + 75)		0.00

Summary	Assessed
Tax	750.00
Penalty	750.00
Interest	70.32
Total Due	1,570.32

[Return](#)

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The View Assessments Page			
The Top block			
Field Name	Specifics	Field Description	Drop-down List
TIN / Taxpayer Name		Displays the TIN followed by the taxpayer's name.	N
Tax Type		Displays the tax type of the assessment number for which the View Assessments page is displayed.	N
Tax Period		Displays the tax period of this assessment.	N
Due Date		Displays the filing due date of this assessment.	N
Account Number		Displays the account number for this assessment.	N
Tax Centre		Displays the tax centre of the account number for this assessment.	N
Assessment Number		Displays the number of the assessment for which the information is displayed in the View Assessments page.	N

The View Assessment Page			
The Middle block			
Field Name	Specifics	Field Description	Drop-down List
Line Number		Column header. This column contains all the line numbers of the assessment.	N
Line Description		Column header. This column contains the description of each corresponding line number for this assessment.	N
Submitted		Column header. This column contains the amount that was submitted for each line number when filing, if applicable.	N
Assessed		Column header. This column contains the amount calculated by the tax centre using SIGTAS for each line number of the assessment.	N

The View Assessment Page			
The Lower block			
Field Name	Specifics	Field Description	Drop-down List
Summary		Column header. It contains the following fields: Tax , Penalty , Interest and Total Due .	N

The View Assessment Page			
The Lower block			
Field Name	Specifics	Field Description	Drop-down List
		Note: Each field contains the assessed amount; the Total Due field contains the sum of the assessed amounts of tax, penalty and interest for the assessment.	
Assessed		Column Header This column contains the assessed amount for each Summary item (tax, penalty and interest) as long as their total.	N
Return		Hyperlink. A click on this hyperlink leads the taxpayer to the page from which the View Assessments page has been called, namely either the Tax Declaration or the expanded Tax Accounts page.	N

About the Taxpayer's Tax Accounts Page

The **E-Tax** provides the taxpayers with the ability to view transactions that have taken place in each of their tax accounts. A transaction can be an assessment, a payment, a refund or any other SIGTAS transaction type.

This feature allows the taxpayer to track his various tax accounts, see the assessments being done, reassessments (if any), the payments he made and the overall position of his tax accounts.

The taxpayer uses the **Tax Accounts** page to view transactions that have taken place within a tax account.

By default, when accessed for the first time, the **Tax Accounts** page is displayed contracted, namely:

- All the tax accounts are displayed as closed with the “+” sign;
- All the tax accounts are displayed (active, closed, suspended and exempted);
- Default sorting is by tax type in alphabetical order;

Ethiopian Revenues and Customs Authority

Logout Jerry George

Select a Language ENGLISH

Select a Calendar Gregorian

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Tax Accounts

+ SCHED D-DIVIDENDS	Account Number 65927	Account Balance 0.00	Tax Centre ADDIS ABABA LTO
+ SCHED D-GAIN ON SHAR.	Account Number 1721340003	Account Balance 0.00	Tax Centre ADDIS ABABA LTO
+ SCHEDULE A-PAYE (MONTHLY)	Account Number 3010370003	Account Balance 0.00	Tax Centre ADDIS ABABA LTO
+ SCHEDULE C-NORMAL	Account Number 34465	Account Balance 1,183,051.94	Tax Centre ADDIS ABABA LTO
+ VALUE-ADDED TAX(VAT)	Account Number 13342	Account Balance 541,839.71	Tax Centre ADDIS ABABA LTO
+ WITH TAX ON PAYM	Account Number 34466	Account Balance 139,447.40	Tax Centre ADDIS ABABA LTO

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Tax Accounts Page - Contracted			
Field Name	Specifics	Field Description	Drop-down List
“+” sign		<p>Button.</p> <p>A click on this button expands the hidden contents of the taxpayer's tax accounts.</p> <p>Note: On the first access of this page, all the contents of the tax accounts are hidden and all the tax accounts have the ‘+’ sign.</p>	N
Tax Type		Displays the tax type of the tax account.	N
Account Number		Displays the tax account number.	N
Account Balance		Displays the balance of the tax account.	N
Tax Centre		Displays the name of the tax centre managing the tax account.	N

The screenshot shows the 'Tax Accounts' section of the E-Tax module. At the top, there's a logo of the Ethiopian Revenues and Customs Authority and a user dropdown. Below the header, a navigation bar includes links for Home, Tax Declarations, Tax Accounts, Potential Refunds, Refunds, Request Clearance, and Clearance Requests List. The main content area is titled 'Tax Accounts' and lists several accounts. One account, 'VALUE-ADDED TAX(VAT)', is expanded to show its transaction history. The transactions are listed by date, showing amounts, actions (e.g., OTHER CREDIT IN, CHARGE, TRANSFER IN/OUT), tax types, reversal status, transaction dates, and comments. At the bottom of the page, there are links for Privacy Policy and Terms and Conditions, along with a copyright notice and a revision number.

Note: Following a click on the “+” sign, the corresponding tax accounts details are displayed. The other tax accounts remain closed (no details displayed) unless the ‘+’sign is clicked upon. Therefore, some tax accounts can be “opened” and others can remain “closed”.

The Tax Accounts Page - Expanded

The Top block

Field Name	Specifics	Field Description	Drop-down List
“-” sign		Button. A click on this button hides the details of the tax account.	N
Tax Type		Displays the tax type of the tax account.	N
Account Number		Displays the tax account number.	N
Account Balance		Displays the balance of the tax account.	N
Tax Centre		Displays the name of the tax centre managing the tax account.	N

Note: A vertical scroll bar is available on the right hand side of the lower block of the screen. It is used to reveal the details of the corresponding tax account.

The Tax Accounts Page - Expanded			
The Lower block			
Field Name	Specifics	Field Description	Drop-down List
Tax Period		<p>Displays the tax period of the transaction.</p> <p>Note: Two arrows  allow sorting either descending or ascending upon clicking on one of them.</p>	N
Assessment Number		<p>Hyperlink.</p> <p>Displays the assessment number of the transaction.</p> <p>A click on this hyperlink opens the View Assessment page.</p> <p>Notes: Two arrows  allow sorting either descending or ascending upon clicking on one of them.</p> <p>For additional information on the assessment, refer to the section About the View Assessment Page in the current user guide.</p>	N
Amount		Displays the amount of the transaction.	N
Action		Displays the transaction type, such as charge, payment, transfer in, etc.)	N
Against?		Displays whether the transaction is against tax, penalty or interest.	N
Penalty Type		Display the penalty type of the transaction (if it is against penalty).	N
Reversal?		Displays a "Y" or an "N" to indicate whether the transaction has been reversed or not.	N
Transaction Date		<p>Displays the date of the transaction.</p> <p>Note: Two arrows  allow sorting either descending or ascending upon clicking on one of them.</p>	N
Comments		<p>Displays any comment related to the transaction.</p> <p>Note: The comments are always displayed in the language in which they have been entered (by the tax officer in SIGTAS), irrespective of the language selected by the taxpayer in E-Tax.</p>	N

Registering a Request for a Taxpayer Clearance Certificate

Introduction

The **E-Tax** application provides the taxpayers with the ability to make on-line requests for **Tax Clearance Certificates** to the Tax Administration and to receive the Tax Clearance Certificates electronically without going to the tax centre. As a result of an electronic request, the tax officers will receive a request notification.

There are two categories of tax clearance certificates (TCC), namely:

- ♦ Certificates, such as **Business License Renewal** and **Bid**, which are automatically generated by SIGTAS.

Following the request, **E-Tax** will trigger the liability validation package; a record showing “Approved” or “Rejected” will be registered in the **Service Request Management** page.

- ♦ If the status is “Approved” and the taxpayer did not request a hardcopy, the TCC is sent from the tax officer’s tax centre through the taxpayer’s message centre as a message having the TCC attached as a “PDF” file;
 - ♦ If the status is “Approved” and the taxpayer has requested a hardcopy, the TCC is sent through the taxpayer’s message centre and to the tax officer’s message centre for printing.
 - ♦ If the status is “Rejected” and the hyperlink **Why?** is displayed; a click on it, displays the reason for rejection.
 - ♦ If the status is “Rejected”, however the rejection is exceptionally overwritten in SIGTAS, the status becomes “Approved” and the TCC will be sent to the taxpayer.
- ♦ Certificates, such as **Bank Loan**, **Business Closing**, **Share Transfer Clearance**, **Selling of Property (vehicles or buildings)** and **Cost Sharing**, which require manual validation.

Following the request, the tax officer will see the service request. He may need to communicate with the taxpayer to obtain the supporting documents.

- ♦ If the manual validation is successful, the tax officer using the block **Tax Clearance Certificate Requests** of the **Taxpayer Service Request Management** page, will click on “**Approve**” to change the TCC request status to “Approved”.
- ♦ If the manual validation fails, the tax officer using the block **Tax Clearance Certificate Requests** of the **Taxpayer Service Request Management** page, will click on “**Reject**” to change the TCC request status to “Rejected”.

Registering a Request for a Taxpayer Clearance Certificate

To register a request for a tax clearance certificate to the Tax Administration, the taxpayer must use the **Tax Clearance Certificate Request** page in **E-Tax**.

The tax officers with appropriate credentials use the **Taxpayer Service Request Management** page in order to display and review taxpayers’ requests and to proceed in **E-Tax** or **SIGTAS** to approve or reject the requests.

To register a request for a TCC in E-Tax, proceed as follows:

1. Log into **E-Tax** as a taxpayer;
2. Click on **Taxpayer Services** and then on **Request Clearance**; the **Tax Clearance Certificate Requests** page opens.

The screenshot shows the 'Tax Clearance Certificate Request' page of the Ethiopian Revenues and Customs Authority (ERC) website. At the top right, there is a logo of a sun-like symbol, the text 'Ethiopian Revenues and Customs Authority', and user information including a logout link ('Logout raymond ibrahim'), language selection ('Select a Language ENGLISH'), and calendar selection ('Select a Calendar Gregorian'). Below the header is a navigation menu with links to Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, Change Password, Tax Declarations, Tax Accounts, Potential Refunds, Refunds, Request Clearance, and Clearance Requests List. The main content area is titled 'Tax Clearance Certificate Request'. It contains a dropdown menu for 'Clearance Type' set to 'Cost Sharing', a checked checkbox for 'Hardcopy Requested', and a 'Submit' button. At the bottom of the page, there are links for Privacy Policy and Terms and Conditions, a copyright notice ('Copyright © 2010 CRC Sogema Inc. All rights reserved'), and a revision note ('Revision 663').

3. Use the dropdown list of the **Clearance Type** field to select the corresponding request, in this example **Cost Sharing**;
4. If you want to print a copy of your request, select the check box **Hardcopy Requested**;
5. Click on the **Submit** button; the page **Tax Clearance Certificate Requests List** opens automatically. In this page you may see the status of your latest request and actually of all your requests.

Note: You may also open the **Tax Clearance Certificate Requests List** page for consultation without submitting a request by clicking on the **Taxpayer Services** and then on **Clearance Requests List**.

Ethiopian Revenues and Customs Authority

Logout raymond ibrahim

Select a Language ENGLISH

Select a Calendar Gregorian

[Home](#) [Taxpayer Services](#) [Message Centre](#) [Validity Checks](#) [Taxpayer Information](#) [Change Password](#)

[Tax Declarations](#) | [Tax Accounts](#) | [Potential Refunds](#) | [Refunds](#) | [Request Clearance](#) | [Clearance Requests List](#)

Tax Clearance Certificate Requests List

Clearance Type	Supporting Documents Needed	Request Date	Status
Cost Sharing	N	19/04/2012	Approved
Bid Participation	N	19/04/2012	Rejected
Business License Renewal	N	19/04/2012	Pending Approval
Business License Renewal	N	19/04/2012	Rejected

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Note: Refer to the sections About the Tax Clearance Certificate Request Page and About the Tax Clearance Certificate Requests List Page for a detailed description of each field in these pages.

An example of Electronic Reception of a TCC

This example illustrates the electronic reception of an approved TCC.

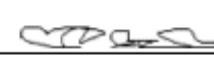
The taxpayer who has requested a **TCC** can see the approval using the **Tax Clearance Certificate Requests List** page.

Clearance Type	Supporting Documents Needed	Request Date	Status
Cost Sharing	N	20/04/2012	Approved
Cost Sharing	N	19/04/2012	Pending Approval
Cost Sharing	N	19/04/2012	Pending Approval
Business License Renewal	N	12/04/2012	Approved

Then this taxpayer may click on **Message Centre**. The **Manage Messages** page shows a new message with the Tax Clearance Certificate number displayed as a hyperlink. The name of the document is a concatenation of the following fields: **Certificate Type / Certificate Number**.

Received	Subject	From	Expiry Date
20/04/2012	TAX CLEARANCE CERTIFICATE / 35686270010	ERCA	20/10/2012

After clicking on this hyperlink, the PDF file containing the TCC opens. The following example is given for illustrative purposes only:

	<p style="text-align: center;">ኢትዮጵያ ፌዴራል ሪፐብሊክ ኢትዮጵያ የበሃሪና አገልግሎት ባንክ ስላም አበባ ሚኒስቴር</p>	 +251 12 5555555 2004 የፍል ዘርፍ: 35686270010
ለማመልከት በዚህ በርሃና የረዳውያዥ አገልግሎት ሚኒስቴር <hr/> <p>በዚህ መመሪያ BOBY EWING EWING በተዘጋጀ የጥር ይሸጋ የጥር ይሸጋ የጥር ይሸጋ የጥር 0016298202 በትኝ ማመልከት የጥር ይሸጋ ተሸጋ ስሜን ለሁኔታ ቢሮስ ሲሆን ቢሮስ ሲሆን የሚፈልጉትን ቢሮስ ይሸጋ የጥር ለሁኔታ የሚፈልጉትን ቢሮስ ይሸጋ ለደረሰው ቤት ያዘጋጀ የጥር ይሸጋ የጥር የጥር ይሸጋ የጥር ይሸጋ</p> <p>በዚህ በርሃና የረዳውያዥ አገልግሎት ሚኒስቴር የሰው ሰነድ ማረጋገጧ የሚሸጋ የሚሸጋ የሚሸጋ የሚሸጋ የሚሸጋ የሚሸጋ</p> <hr/>		
 <hr/> Bensaid Bernamas, Director Of Addis Ababa Branch East Tax Centre የሰው ሰነድ ማረጋገጧ		
 <hr/> <p>FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY TAX CLEARANCE CERTIFICATE</p>		
Date : 20-APR-2012 Certificate No.: 35686270010		
<p>To Whom It May Concern,</p> <p>We refer to your request regarding the above subject.</p> <p>We would like to confirm that BOBY EWING EWING , TIN 0016298202 has settled his/her Tax obligation for the Tax Year 2012 and that he can renew his/her Business Licence and/or conduct annual inspection service for motor vehicle owned by the Taxpayer for the year 2019/2020.</p> <p>For the purpose of participation in bids and auctions, this Tax Clearance Certificate is valid until 10 TEKMET 2005.</p>		
 <hr/> Bensaid Bernamas, Director Of Addis Ababa Branch East Tax Centre AA BRANCH EAST		
<small>Note: This Tax Clearance Certificate has no legal value to return licence or change the ownership of a property or</small>		

Note: For information on the **Message Centre** refer to the section **Taxpayer's Message Centre** in the current user guide.

About the Tax Clearance Certificate Request Page

Open the **Tax Clearance Certificate Request Page** as described in the section **Registering a Request for a Taxpayer Clearance Certificate** of the current user guide.

Ethiopian Revenues and Customs Authority

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Select a Language ENGLISH

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Tax Clearance Certificate Request

Clearance Type: Cost Sharing

Hardcopy Requested

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Tax Clearance Certificate Request Page			
Field Name	Specifics	Field Description	Drop-down List
Clearance Type	(*)	<p>Allows the user to select the type of clearance certificate.</p> <p>Note: The dropdown list is based on the Maintain Document Type (BT21) in SIGTAS, filtered to show only documents for which the check box IC – Certificate (Y/N) is selected.</p> <p>If the selected clearance type requires supporting documents and you have not provided them, you will receive the following message:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Supporting Documents are required</p> <p>Supporting Documents are required in order to obtain your Tax Clearance Certificate. Please contact your Tax Centre.</p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>Click on OK and contact your tax centre.</p>	Y.
Hardcopy Requested		<p>Check box.</p> <p>A selected check box Indicates that a hardcopy of the document is requested.</p>	N
Submit		<p>Button.</p> <p>A click on this button will submit the request to the Tax Administration.</p>	N

About the Tax Clearance Certificate Requests List Page

The **Tax Clearance Certificate Requests List** page shows the expanded view of all the taxpayer's clearance requests in **E-Tax**, eliminating the 3 months rule for past requests.

Log into **E-tax** as a taxpayer, then click on **Taxpayer Services** and then on **Clearance Requests List** to open the **Tax Clearance Certificate Requests List** page.

Clearance Type	Supporting Documents Needed	Request Date	Status
Cost Sharing	N	24/04/2012	Rejected Why?
Bid Participation	N	24/04/2012	Rejected Why?
Bid Participation	N	24/04/2012	Pending Approval
Bid Participation	N	24/04/2012	Rejected Why?
Bid Participation	N	24/04/2012	Pending Approval
Bid Participation	N	24/04/2012	Pending Approval
Bid Participation	N	24/04/2012	Pending Approval
Bid Participation	N	24/04/2012	Pending Approval
Bid Participation	N	24/04/2012	Pending Approval
Bid Participation	N	24/04/2012	Pending Approval
Bid Participation	N	23/04/2012	Rejected Why?
Cost Sharing	N	23/04/2012	Rejected Why?
Cost Sharing	N	23/04/2012	Approved Why?
Cost Sharing	N	23/04/2012	Approved Why?
Bid Participation	N	23/04/2012	Pending Approval
Bid Participation	N	23/04/2012	Pending Approval
Bid Participation	N	23/04/2012	Pending Approval
Cost Sharing	N	23/04/2012	Pending Approval
Cost Sharing	N	23/04/2012	Approved Why?

Logout raymond ibrahim
Select a Language ENGLISH
Select a Calendar Gregorian

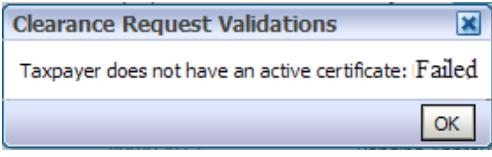
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Tax Clearance Certificate Requests List

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Tax Clearance Certificate Requests List Page			
Field Name	Specifics	Field Description	Drop-down List
Clearance Type		<p>Displays the type of the tax clearance certificate that has been requested by the taxpayer</p> <p>Note: Two arrows allow sorting the clearance types alphabetically either descending or ascending upon clicking on one of them.</p>	N.
Supporting Documents Needed		<p>Displays the value of the check box IC – Certificate (Y/N) of the screen Maintain Document Type (BT21) for the displayed clearance type. Possible values: "Y" or "N".</p> <p>Note: Two arrows allow sorting these values alphabetically either descending or ascending upon clicking on one of them.</p>	N.

Tax Clearance Certificate Requests List Page			
Field Name	Specifics	Field Description	Drop-down List
Request Date		<p>Displays the date on which the request was registered in E-Tax.</p> <p>Note: Two arrows allow sorting either descending, oldest date first or ascending upon clicking on one of them.</p>	N.
Status		<p>Displays the current status of the request.</p> <p>Notes: The following values can be displayed:</p> <p>“Approved”: SIGTAS validation was completed with success or the tax officer manually approved the request;</p> <p>“Rejected”: SIGTAS validation has failed or the user manually has rejected the request;</p> <p>“Pending”: the validation has been requested, but not yet completed.</p> <p>Two arrows allow sorting these values alphabetically either descending or ascending upon clicking on one of them.</p>	N.
Why?		<p>Hyperlink. This appears only for automatic rejections.</p> <p>A click on this hyperlink pops-up a message containing the reason for rejection followed by the status “Failed”:</p>  <p>Click on OK.</p>	N

About the Taxpayer Service Request Management Page

The **Taxpayer Service Request Management** page allows a tax officer to review all the clearance requests done by taxpayers for his tax centre in **E-Tax**.

Note: Only tax officers having the “*Refund Request Management*” role can access this page.

Log into **E-tax** as a tax officer, and then click on **Approvals and Validations**; the **Taxpayer Service Request Management** page opens.



Ethiopian Revenues and Customs Authority

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User Management Message Centre Approvals and Validations Change Password

Taxpayer Service Request Management

Refund Requests

TIN	Taxpayer Name	Tax Type	Tax Period	Request Date	Requested Amount	Approved Amount	Status	Action
0016298335	Raymond Ibrahim ...	VALUE-ADDED TAX...	Dec, 2011		2,000.00	2,000.00	VOUCHER/CHEQU...	Reply
0016298335	Raymond Ibrahim ...	VALUE-ADDED TAX...	Dec, 2011	20/04/2012	2,120.00	2,120.00	VOUCHER/CHEQU...	Reply
0016298335	Raymond Ibrahim ...	VALUE-ADDED TAX...	Dec, 2011	20/04/2012	4,500.00		PENDING APPROVAL	Reply
0016298335	Raymond Ibrahim ...	VALUE-ADDED TAX...	Dec, 2011	20/04/2012	3,300.00		PENDING APPROVAL	Reply

Tax Clearance Certificate Requests

TIN	Taxpayer Name	Clearance Type	SIGTAS Validation	Supporting Documents Needed	Request Date	Status	Action
001448291	Firstname1008817...	Cost Sharing	Y	N	20/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Cost Sharing	Y	N	20/04/2012	Rejected	Reply
0016298228	Hala Zaki Gabra	Bank Loan	N	Y	20/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Cost Sharing	Y	N	20/04/2012	Rejected	Reply
0016298335	Raymond Ibrahim ...	Cost Sharing	Y	N	20/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Cost Sharing	Y	N	20/04/2012	Approved	Reply
0016298335	Raymond Ibrahim ...	Bid Participation	Y	N	19/04/2012	Rejected	Reply
0016298335	Raymond Ibrahim ...	Cost Sharing	Y	N	19/04/2012	Approved	Reply
0016298335	Raymond Ibrahim ...	Bank Loan	N	Y	19/04/2012	Approved	Reply
0016298335	Raymond Ibrahim ...	Cost Sharing	Y	N	19/04/2012	Approved	Reply
0016298335	Raymond Ibrahim ...	Bid Participation	Y	N	19/04/2012	Rejected	Reply
0016298414	Danielle Lamarre Inc	Bid Participation	Y	N	19/04/2012	Pending Approval	Reply
0016298468	Koussa	Cost Sharing	Y	N	19/04/2012	Pending Approval	Reply
0016298468	Koussa	Bid Participation	Y	N	19/04/2012	Pending Approval	Reply
0016298468	Koussa	Bid Participation	Y	N	19/04/2012	Pending Approval	Reply

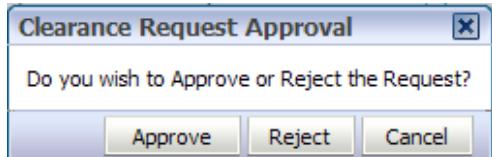
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Revision 680

Taxpayer Service Request Management Page				
The Refund Requests block				
Field Name	Specifics	Field Description	Drop-down List	
TIN		<p>Displays the TIN of the taxpayers with refund requests in the same tax centre as the tax officer who is logged in.</p> <p>Note: Two arrows  allow sorting the TIN either descending or ascending upon clicking on one of them.</p>	N.	
Taxpayer Name		<p>Displays the names of the taxpayers with refund requests in the same tax centre as the tax officer who is logged in.</p> <p>Note: Two arrows  allow sorting the listed taxpayers' names either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N.	
Tax Type		<p>The tax types of the listed refund requests.</p> <p>Note: Two arrows  allow sorting the listed tax types either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N.	

Taxpayer Service Request Management Page			
The Refund Requests block			
Field Name	Specifics	Field Description	Drop-down List
Tax Period		<p>Displays the tax periods to which the refund requests apply.</p> <p>Note: Two arrows  allow sorting the listed tax periods either descending, oldest period first or ascending upon clicking on one of them.</p>	N.
Request Date		<p>Displays the dates on which the refund requests were logged.</p> <p>Note: Two arrows  allow sorting the listed request dates either descending, oldest date first or ascending upon clicking on one of them.</p>	N.
Requested Amount		<p>Displays the requested amounts for the listed refunds.</p> <p>Note: Two arrows  allow sorting the listed requested amounts either descending, largest first or ascending upon clicking on one of them.</p>	N.
Approved Amount		<p>Displays the approved refund amounts captured in the Register Refund (CA713S) SIGTAS screen.</p> <p>Note: Two arrows  allow sorting the listed approved amounts either descending, largest first or ascending upon clicking on one of them.</p>	N.
Status		<p>Displays the refund status captured in the Register Refund (CA713S) SIGTAS screen.</p> <p>Note: Two arrows  allow sorting the listed statuses either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N.
Action		Displays the available action as a hyperlink.	N.
Last Message Sent		Displays the date of the last message sent to the taxpayer.	N.

Taxpayer Service Request Management Page			
The Tax Clearance Certificate Requests block			
Field Name	Specifics	Field Description	Drop-down List
TIN		<p>Displays the TIN of the taxpayers with clearance requests in the same tax centre as the tax officer who is logged in.</p> <p>Note: Two arrows  allow sorting the TIN either descending or ascending upon clicking on one of them.</p>	N.
Taxpayer Name		<p>Displays the names of the taxpayers with clearance requests in the same tax centre as the tax officer who is logged in.</p> <p>Note: Two arrows  allow sorting the listed taxpayers' names either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N.
Clearance Type		<p>The tax types of the listed clearance requests.</p> <p>Note: Two arrows  allow sorting the listed tax types either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N.
SIGTAS Validation		<p>If the check box Certificate is SIGTAS Validated in the Maintain Document Type (BT21) SIGTAS screen is selected, this field displays "Y".</p> <p>If the check box Certificate is SIGTAS Validated in the Maintain Document Type (BT21) SIGTAS screen is not selected, this field displays "N".</p> <p>Note: Two arrows  allow sorting these values either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N.
Supporting Documents Needed		<p>If the check box Certificate Requires Supporting Documents in the Maintain Document Type (BT21) SIGTAS screen is selected, this field displays "Y".</p> <p>If the check box Certificate Requires Supporting Documents in the Maintain Document Type (BT21) SIGTAS screen is not selected, this field displays "N".</p> <p>Note: Two arrows  allow sorting these values either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N.

Taxpayer Service Request Management Page			
The Tax Clearance Certificate Requests block			
Field Name	Specifics	Field Description	Drop-down List
Request Date		<p>Displays the dates on which the clearance requests were logged.</p> <p>Note: Two arrows  allow sorting the listed clearance request dates either descending, oldest date first or ascending upon clicking on one of them.</p>	N.
Status		<p>Displays the status of each listed clearance request.</p> <p>Notes: <u>For automatically validated clearance requests</u>, this field displays the value returned from SIGTAS, namely:</p> <p>“Approved”: SIGTAS validation was completed with success (can not be modified);</p> <p>“Rejected”: SIGTAS validation has failed (can not be modified);</p> <p>“Pending Approval”: the validation has been triggered, but not yet completed.</p> <p><u>For manually validated clearance requests</u>, this field displays the following values:</p> <p>“Approved”: the tax officer has approved the clearance request;</p> <p>“Rejected”: the tax officer has rejected the clearance request;</p> <p>“Pending Approval”: waiting for an approval from the tax officer.</p> <p>Two arrows  allow sorting these values alphabetically either descending or ascending upon clicking on one of them.</p>	N.
Action		<p>Displays the available actions, Validate or Reply as hyperlinks.</p> <p>A click on the Validate hyperlink, displays the following message:</p>  <p>Click on the required answer.</p> <p>If you click on “Approved”, the status of the clearance request changes to “Approved”. You still may send a message if you want to by clicking on the Reply</p>	N

Taxpayer Service Request Management Page			
The Tax Clearance Certificate Requests block			
Field Name	Specifics	Field Description	Drop-down List
		<p>hyperlink.</p> <p>If you click on “Rejected”, the status of the clearance request changes to “Rejected”. Normally you shall send a message to the taxpayer explaining the reasons for rejecting the clearance</p>	

Registering a Taxpayer Refund Request

Introduction

The **E-Tax** application provides the taxpayers with the ability to make on-line requests for **Refunds** to the Tax Administration and to electronically follow up the refund status without going to the tax centre.

Registering a Refund Request by a Taxpayer

To register a request for a tax clearance certificate to the Tax Administration, the taxpayer must use the **Potential Refunds** page in **E-Tax**.

A tax officer with appropriate credentials will use the SIGTAS screen **Register Refund** (CA713S) page in order to review the refund.

To register a refund request as a taxpayer, proceed as follows:

1. Log into **E-Tax** as a taxpayer;
2. Click on Taxpayer Services and then on Potential Refunds; the Potential Refunds page opens.
3. Expand the hidden contents of the section of the envisaged potential refund by clicking on the “+” sign;

Ethiopian Revenues and Customs Authority

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Select a Calendar Gregorian

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Potential Refunds

COST SHARING	Account Number	3395160001	Account Balance	0.00	Tax Centre	ADDIS ABABA VAT
EXCISE TAX	Account Number	3395190001	Account Balance	0.00	Tax Centre	ADDIS ABABA VAT
VALUE-ADDED TAX(VAT)	Account Number	3395200001	Account Balance	8,321,333.25	Tax Centre	ADDIS ABABA VAT
Tax Period	Assessment Number	Balance		Action		
Dec, 2011	22663480001	8,313,533.25		Request Refund		
WITH TAX ON PAYM	Account Number	3395140001	Account Balance	0.00	Tax Centre	ADDIS ABABA VAT

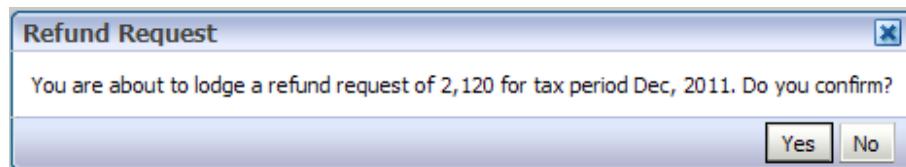
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4. Click on the **Request Refund** hyperlink;
5. The following pop-up window opens:



6. Enter the amount that you request for this type of tax and then click on the **Submit** button.
- The following message appears:



A click on **Yes** will automatically create a refund request in SIGTAS.

A click on **No** will cancel the refund request.

The **Potential Refunds** page shows the remaining amount available for the refund diminished by the requested amount. However the refund has not been yet approved.

Tax Type	Account Number	Account Balance	Tax Centre	VAT
COST SHARING	3395160001	0.00	ADDIS ABABA	VAT
EXCISE TAX	3395190001	0.00	ADDIS ABABA	VAT
VALUE-ADDED TAX(VAT)	3395200001	8,321,333.25	ADDIS ABABA	VAT
Tax Period	Assessment Number	Balance	Action	
Dec, 2011	22663480001	8,311,413.25	Request Refund	
WITH TAX ON PAYM	Account Number	Account Balance	0.00	Tax Centre ADDIS ABABA VAT

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7. Click on Taxpayer Services and then on Refunds to open the Refunds page;

Tax Type	Tax Period	Requested Amount	Approved Amount	Status
VALUE-ADDED TAX(VAT)	Dec, 2011	2,000.00	2,000.00	VOUCHER/CHEQUE PRODUCED
VALUE-ADDED TAX(VAT)	Dec, 2011	2,120.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	3,300.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	4,500.00		PENDING APPROVAL
		Total Requested	Total Approved	
		11,920.00	2,000.00	

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You may notice that the status of the requested refund is “Pending Approval”. This means that a tax officer must approve (or reject) this refund.

Once approved the status will change and you will see it displayed accordingly in the Refunds page.

Reviewing/Approving a Taxpayer's Refund Request in SIGTAS

To review a taxpayer's refund request, the tax officer will use the SIGTAS screen **Register Refund** (CA713S) page.

The tax officer will proceed as described in the section **Viewing Refund Information** in the guide **Collection, Penalties and Interest and Refunds, 100-30-04-03, Third Edition** in order to display the information about the requested refund.

Approval Date	Approval Position	Approval Name
20-APR-2012	ERCA BRANCH MANAGER	EMP_FNM93 EMP_LNM93

If the tax officer considers approving the refund request of this taxpayer, he/she will proceed as described in the section **Approving a Refund Request** in the guide **Collection, Penalties and Interest and Refunds, 100-30-04-03, Third Edition**.

The following example illustrates the approval of a taxpayer's refund request in SIGTAS.

CA713S

20-04-2012 ANNE Register Refund Page 1 of 1

Tax Account No.:	3395200001	Assessment No.:	22663480001	Tax Period:	12 2011
TIN / Name:	0016298335	RAYMOND IBRAHIM KHELLA			
Tax Type:	VALUE-ADDED TAX(VAT)				
Tax Centre:	ADDIS ABABA VAT				
Refund No.:	15320010	Refund Status:	VOUCHER/CHEQUE PRODUCED		
Document No.:	00035686260010	Date Received:	20-APR-2012	Refund Int.	
REFUND INFORMATION		Requested Amount	Approved Amount		
Maximum Refundable:	8,317,093.25	2,120.00	2,120.00		

Amounts Approval Payment

VOUCHER / CHEQUE INFORMATION Print Voucher

Voucher, Cheque, or Payment Order No.: 32 Issue Date: 20-APR-2012

Withdrawn From:

Bank: COMMERC BANK

Branch: COMM. BK OF ETHIOPIA

Account No.: 1418

If the taxpayer logs into **E-Tax** again, he will see the result as follows:

Ethiopian Revenues and Customs Authority

Logout raymond ibrahim
Select a Language ENGLISH
Select a Calendar Gregorian

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Tax Declarations | Tax Accounts | Potential Refunds | Refunds | Request Clearance | Clearance Requests List

Refunds

Tax Type	Tax Period	Requested Amount	Approved Amount	Status
VALUE-ADDED TAX(VAT)	Dec, 2011	2,000.00	2,000.00	VOUCHER/CHEQUE PRODUCED
VALUE-ADDED TAX(VAT)	Dec, 2011	2,120.00	2,120.00	VOUCHER/CHEQUE PRODUCED
VALUE-ADDED TAX(VAT)	Dec, 2011	3,300.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	4,500.00		PENDING APPROVAL
		Total Requested 11,920.00	Total Approved 4,120.00	

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Rejecting a Taxpayer's Refund Request

If the tax officer considers rejecting the refund request of this taxpayer, he/she has two options, namely:

1. Rejecting the refund request in SIGTAS in which case he/she will proceed as described in the section Rejecting or Discarding a Tax Refund Request in the guide Collection, Penalties and Interest and Refunds, 100-30-04-03, Third Edition; or
2. Rejecting the refund request in E-Tax in which case he/she will proceed as described in the following example.

The taxpayer registers a refund request in **E-Tax** as described in the section **Registering a Taxpayer Refund Request** of the current user guide. The status of the request displays “*Pending Approval*”.

Tax Type	Tax Period	Requested Amount	Approved Amount	Status
VALUE-ADDED TAX(VAT)	Dec, 2011	2,000.00	2,000.00	VOUCHER/CHEQUE PRODUCED
VALUE-ADDED TAX(VAT)	Dec, 2011	90,000.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	45,000.00		REJECTED
VALUE-ADDED TAX(VAT)	Dec, 2011	2,120.00	2,120.00	VOUCHER/CHEQUE PRODUCED
VALUE-ADDED TAX(VAT)	Dec, 2011	3,300.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	35,000.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	80,000.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	4,500.00		PENDING APPROVAL

Total Requested 261,920.00 Total Approved 4,120.00

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Revision 714

The tax officer logs into **E-Tax** and the clicks on the **Approvals and Validations**.



Ethiopian Revenues and Customs Authority

[Logout mohammed hosni](#)

Select a Language: ENGLISH | Select a Calendar: Gregorian

User Management | Message Centre | Approvals and Validations | Change Password

Taxpayer Service Request Management

Refund Requests

TIN	Taxpayer Name	Tax Type	Tax Period	Request Date	Requested Amount	Approved Amount	Status	Action
0016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011		2,000.00	2,000.00	VOUCHER/CHEQ...	Reply
0016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	02/05/2012	35,000.00		PENDING APPROV...	Reply / Rej...
0016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	02/05/2012	45,000.00		REJECTED	Rej...
0016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	02/05/2012	90,000.00		PENDING APPROV...	Reply / Rej...
0016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	01/05/2012	80,000.00		PENDING APPROV...	Reply / Rej...
0016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	20/04/2012	3,300.00		PENDING APPROV...	Reply / Rej...
0016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	20/04/2012	4,500.00		PENDING APPROV...	Reply / Rej...
0016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	20/04/2012	2,120.00	2,120.00	VOUCHER/CHEQ...	Reply

Tax Clearance Certificate Requests

TIN	Taxpayer Name	Clearance Type	SIGTAS Validation	Supporting Documents Needed	Request Date	Status	Action
0016298414	Danielle Lamare Inc	Bank Loan	N	Y	30/04/2012	Rejected	Reply
0016298414	Danielle Lamare Inc	Bank Loan	N	Y	30/04/2012	Approved	Reply
0016298414	Danielle Lamare Inc	Business Closing	N	N	30/04/2012	Rejected	Reply
0016298414	Danielle Lamare Inc	Bid Participation	Y	N	30/04/2012	Rejected	Reply
0016298335	Raymond Ibrahim ...	Bid Participation	Y	N	30/04/2012	Rejected	Reply
0001448291	Firstname1008817 ...	Bank Loan	N	Y	26/04/2012	Rejected	Reply
0001448291	Firstname1008817 ...	Selling of Property	Y	N	26/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Cost Sharing	Y	N	25/04/2012	Rejected	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Rejected	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Rejected	Reply
0016298228	Hala Zaki Gabra	Cost Sharing	Y	N	25/04/2012	Rejected	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Approved	Reply

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If the tax officer considers rejecting the refund request, he/she will click on the **Reject** hyperlink.

Taxpayer Service Request Management

Refund Requests

TIN	Taxpayer Name	Tax Type	Tax Period	Request Date	Requested Amount	Approved Amount	Status	Action
016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011		2,000.00	2,000.00	VOUCHER/CHEQ...	Reply
016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	02/05/2012	35,000.00		REJECTED	Reply
016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	02/05/2012	45,000.00		REJECTED	Reply
016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	02/05/2012	90,000.00		PENDING APPROV...	Reply / Reject
016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	01/05/2012	80,000.00		PENDING APPROV...	Reply / Reject
016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	20/04/2012	3,300.00		PENDING APPROV...	Reply / Reject
016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	20/04/2012	4,500.00		PENDING APPROV...	Reply / Reject
016298335	Raymond Ibrahim ...	VALUE-ADDED T...	Dec, 2011	20/04/2012	2,120.00	2,120.00	VOUCHER/CHEQ...	Reply

Tax Clearance Certificate Requests

TIN	Taxpayer Name	Clearance Type	SIGTAS Validation	Supporting Documents Needed	Request Date	Status	Action
0016298414	Danielle Lamarre Inc	Bank Loan	N	Y	30/04/2012	Rejected	Reply
0016298414	Danielle Lamarre Inc	Bank Loan	N	Y	30/04/2012	Approved	Reply
0016298414	Danielle Lamarre Inc	Business Closing	N	N	30/04/2012	Rejected	Reply
0016298414	Danielle Lamarre Inc	Bid Participation	Y	N	30/04/2012	Rejected	Reply
0016298335	Raymond Ibrahim ...	Bid Participation	Y	N	30/04/2012	Rejected	Reply
0001448291	Firstname1008817 ...	Bank Loan	N	Y	26/04/2012	Rejected	Reply
0001448291	Firstname1008817 ...	Selling of Property	Y	N	26/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Cost Sharing	Y	N	25/04/2012	Rejected	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Rejected	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Rejected	Reply
0016298228	Hala Zaki Gabra	Cost Sharing	Y	N	25/04/2012	Rejected	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Approved	Reply
0016298228	Hala Zaki Gabra	Selling of Property	Y	N	25/04/2012	Approved	Reply

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When the taxpayer log into E-Tax, he/she will see the status “Rejected” for this refund request.

Refunds

Tax Type	Tax Period	Requested Amount	Approved Amount	Status
VALUE-ADDED TAX(VAT)	Dec, 2011	2,000.00	2,000.00	VOUCHER/CHEQUE PRODUCED
VALUE-ADDED TAX(VAT)	Dec, 2011	90,000.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	45,000.00		REJECTED
VALUE-ADDED TAX(VAT)	Dec, 2011	2,120.00	2,120.00	VOUCHER/CHEQUE PRODUCED
VALUE-ADDED TAX(VAT)	Dec, 2011	3,300.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	35,000.00		REJECTED
VALUE-ADDED TAX(VAT)	Dec, 2011	80,000.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec, 2011	4,500.00		PENDING APPROVAL

Total Requested 261,920.00 Total Approved 4,120.00

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Revision 714

Normally (actually based on the business procedures), the taxpayer will also receive a message explaining the reasons for rejecting the refund request.

About the Expanded Potential Refunds Page

The **Potential Refunds** page allows a taxpayer to register a refund request to the Tax Administration in **E-Tax**.

1. Log into **E-Tax** as a taxpayer.
2. Click on **Taxpayer Services** and then on **Potential Refunds**. The **Potential Refunds** page opens.
3. Expand the hidden contents corresponding to the tax type for which you request a refund by clicking on the “+” sign;

The screenshot shows the E-Tax Potential Refunds page. At the top, there is a logo of the Ethiopian Revenues and Customs Authority (ERC) and a user dropdown menu. Below the header, a navigation bar includes links for Tax Declarations, Tax Accounts, Potential Refunds (which is currently selected and highlighted in blue), Refunds, Request Clearance, and Clearance Requests List. The main content area is titled "Potential Refunds". It displays a table of potential refunds for different tax types. The "VALUE-ADDED TAX(VAT)" row is expanded, showing a sub-table with columns for Tax Period, Assessment Number, Balance, and Action (with a "Request Refund" button). Other rows shown include COST SHARING, EXCISE TAX, and WITH TAX ON PAYM. At the bottom of the page, there are links for Privacy Policy and Terms and Conditions, and a copyright notice for CRC Sogema Inc. The revision number "Revision 696" is also present.

Potential Refunds Page			
Field Name	Specifics	Field Description	Drop-down List
“+”		<p>Button.</p> <p>A click on this button expands the hidden contents of the taxpayer's potential refunds for the respective tax type.</p> <p>Note: On first access of this page, all the contents of the potential refunds are hidden and all the tax types have the ‘+’ sign.</p>	N.

Potential Refunds Page			
Field Name	Specifics	Field Description	Drop-down List
Tax Type		The name of tax type for which a potential refund may be requested.	N.
Account Number		Displays the taxpayer's account number for this tax type.	N
Account Balance		Displays the balance of this taxpayer's account.	N
Tax Centre		Displays the tax centre of the tax account.	N
Tax Period		<p>Displays the tax period with potential refunds.</p> <p>Note: Two arrows  allow sorting the listed tax periods either descending, oldest period first or ascending upon clicking on one of them.</p>	N
Balance		<p>Displays the account balance with the amounts deducted for any refund request with the status "<i>Pending Approval</i>".</p>	N.
Assessment Number		<p>Hyperlink.</p> <p>A click on this hyperlink opens the View Assessment page.</p> <p>Note: For additional information on this page refer to the section About the View Assessment Page in the current user guide.</p>	N
Action		<p>Displays the available action as a hyperlink.</p> <p>A click on this hyperlink displays the tax period for the requested refund and allows the taxpayer to enter an amount for the refund.</p>  <p>Click on the Submit button. The following confirmation message is displayed.</p>  <p>Take the required action by clicking on Yes or No.</p> <p>A click on Yes generates the refund request.</p> <p>A click on No cancels the refund request.</p>	N.

About the Refunds Page

The **Refunds** page allows a taxpayer to see a list of their requested refunds, their statuses and the total of requested and approved amounts.

1. Log into **E-Tax** as a taxpayer.
2. Click on **Taxpayer Services** and then on **Refunds**. The **Refunds** page opens.

Note: This page is also displayed as part of the taxpayer **Home** page. By default, only the last five refund requests are displayed. However a click on the hyperlink **View all Refund Requests** will display the entire **Refunds** page.

Tax Type	Tax Period	Requested Amount	Approved Amount	Status	
VALUE-ADDED TAX(VAT)	Dec, 2011	2,000.00	2,000.00	VOUCHER/CHEQUE PRODUCED	
VALUE-ADDED TAX(VAT)	Dec, 2011	2,120.00		PENDING APPROVAL	
VALUE-ADDED TAX(VAT)	Dec, 2011	3,300.00		PENDING APPROVAL	
VALUE-ADDED TAX(VAT)	Dec, 2011	4,500.00		PENDING APPROVAL	
		Total Requested	11,920.00	Total Approved	2,000.00

Logout raymond.ibrahim
Select a Language ENGLISH
Select a Calendar Gregorian

Refunds

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Revison 680

Note: You may find the description of these fields in the section **About the Home Page (Refunds block)** in the current user guide. However, for convenience, the description is reproduced here.

The Refunds Page			
Field Name	Specifics	Field Description	Drop-down List
Tax Type		<p>Header column.</p> <p>Displays the names of the tax types for refunds.</p> <p>Note: Two arrows allow sorting the tax types either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N.

The Refunds Page			
Field Name	Specifics	Field Description	Drop-down List
Tax Period		<p>Header column.</p> <p>Displays the tax periods for refunds.</p> <p>Note: Two arrows allow sorting the tax periods either descending, oldest tax period first (default option) or ascending upon clicking on one of them.</p>	N.
Requested Amount		<p>Header column.</p> <p>Displays the requested amounts of refunds that were captured in the screen Register Refund (CA713S).</p> <p>Note: Two arrows allow sorting the requested amounts either descending, largest requested amount first or ascending upon clicking on one of them.</p>	N.
Approved Amount		<p>Header column.</p> <p>Displays the approved amounts of refunds that were captured in the screen Register Refund (CA713S).</p> <p>Note: Two arrows allow sorting the approved amounts either descending, largest approved amount first or ascending upon clicking on one of them.</p>	N.
Status		<p>Header column.</p> <p>Displays the statuses of the refund requests.</p> <p>Note: Two arrows allow sorting the statuses either alphabetically or in reversed alphabetical order upon clicking on one of them.</p>	N.
Total Requested		Displays the total amount of all requested refunds (for all tax types).	N.
Total Approved		Displays the total amount of all approved refunds (for all tax types).	N

About the Validity Checks

The “**Validity Checks**” is an **E-Tax** functionality that allows the on-line TIN and tax clearances validation by various institutions, against the data contained in the central SIGTAS database.

The process relies on the taxpayer providing their TIN or clearance number; however **E-Tax** does not allow users to search for information freely. The only other field displayed will be the taxpayer’s name, for privacy and security reasons.

If the TIN or the certificate number is valid, the taxpayer’s name is displayed and validity confirmed. Otherwise, a message is displayed informing the user that the TIN or clearance certificate number is not valid.

To avoid that private information becomes available publically, the user is asked to enter a “captcha” (*Completely Automated Public Turing test to Tell Computers and Humans Apart*) each time a TIN validation is requested.

The “Validity Checks” is achieved in the TIN Validation and Validate TIN Clearance pages.

Note: Refer to the sections **About the TIN Validation Page** and **About the Validate TIN Clearance Page** in the current user guide for additional information.

About the Validate TIN Page

The **Validate TIN** page allows the taxpayer to validate a TIN on-line.

Note: Only users with the assigned role and authenticated usernames and passwords will be allowed to proceed to this page.

To open this page log in as a taxpayer and then click on **Validity Checks** and again on **TIN Validation**.

The screenshot shows the "Validate TIN" page of the Ethiopian Revenues and Customs Authority (ERC) website. At the top, there is a logo of a yellow star inside a blue circle. Below the logo, the text "Ethiopian Revenues and Customs Authority" is displayed. On the right side, there are dropdown menus for "Logout raymond ibrahim", "Select a Language" (set to ENGLISH), and "Select a Calendar" (set to Gregorian). The main content area has a title "Validate TIN" and a note "Mandatory fields are marked with a *". It contains two input fields: one for "TIN" (value: 0001268054) and one for "Characters from image" (value: dh2bd). There are "Validate" and "Clear" buttons. Below these fields is a CAPTCHA image showing the text "dh2bd" with a blacked-out portion, and a link "I can't read the image". At the bottom of the page, there are links for "Privacy Policy" and "Terms and Conditions", and a copyright notice "Copyright © 2010 CRC Sogema Inc. All rights reserved".

The Validate TIN Page			
Field Name	Specifics	Field Description	Drop-down List
Mandatory fields are marked with a *		Text to guide the user for the mandatory fields.	N.
TIN	(*)	This field may contain the TIN to be validated. Manually captured.	N.

The Validate TIN Page			
Field Name	Specifics	Field Description	Drop-down List
Characters from image	(*)	<p>Displays a captcha which must be captured by the taxpayer for security purposes.</p> <p>After capturing, E-Tax validates that the word entered by the user matches with the word generated by the captcha engine.</p> <p>If yes, then the request will be pushed forward.</p> <p>If not, then the following error message is displayed: “<i>Invalid captcha guess</i>”. The captcha will be reset and the taxpayer will be able to retry.</p> <p>After three incorrect tries, E-Tax will automatically logout the user.</p>	N.
I can't read the image		<p>Button.</p> <p>A click on this button will resize the image and also change its contents.</p>	N.
Validate		<p>Button.</p> <p>A click on this button submits the request for validation.</p> <p>If the validation succeeds, the message “<i>Validated TIN First Name Last Name</i>” is displayed on the right hand side of the Clear button. The taxpayer name is display only and it is retrieved from SIGTAS.</p> <p>If the validation fails, the message “<i>Invalid TIN</i>” is displayed on the right hand side of the Clear button.</p>	N.
Clear		<p>Button.</p> <p>A click on this button clears all the fields on this page.</p>	N.

About the Validate Tax Clearance Page

The **Validate Tax Clearance** page allows the taxpayer to validate a TIN on-line.

Note: Only users with the assigned role and authenticated usernames and passwords will be allowed to proceed to this page.

To open this page log in as a taxpayer and then click on **Validity Checks** and again on **Clearance Validation**.


Ethiopian Revenues and Customs Authority

[Logout raymond ibrahim](#)
Select a Language Select a Calendar

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password
[TIN Validation](#) | [Clearance Validation](#)

Validate Tax Clearance

Mandatory fields are marked with a *

* TIN * TCC Number

Firstname 1004165 Mekonen Lastname 1004165 This Tax Clearance Certificate is valid

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Ethiopian Revenues and Customs Authority

[Logout marga marga](#)
Select a Language Select a Calendar

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password
[TIN Validation](#) | [Clearance Validation](#)

Validate Tax Clearance

Mandatory fields are marked with a *

* TIN * TCC Number

Invalid TIN and/or Certificate Number

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The Validate Tax Clearance Page			
Field Name	Specifics	Field Description	Drop-down List
Mandatory fields are marked with a *		Text to guide the user for capturing the mandatory fields.	N.
TIN	(*)	This field may contain the TIN to be validated. Manually captured.	N.
TCC Number	(*)	This field may contain the TCC number to be validated for the TIN in the TIN field. Manually captured.	N.
Dates		Displays the dates of validity for Business Licence Renewal and Bids certificates.	N.
Validate		<p>Button.</p> <p>A click on this button submits the request for validation.</p> <p>If the validation succeeds, then the full taxpayer's name followed by the message "This Tax Clearance Certificate is Valid" is displayed on the right hand side of the Clear button. The taxpayer name is "displayed only" and it is retrieved from SIGTAS.</p> <p>If the validation fails, the message "<i>Invalid TIN and/or Certificate Number</i>" is displayed on the right hand side of the Clear button.</p>	N.
Clear		<p>Button.</p> <p>A click on this button clears all the fields on this page.</p>	N.

About the Taxpayer Information Page

The **Taxpayer Information** page allows the taxpayer to view basic enrolment information and to update/change certain fields.



Ethiopian Revenues and Customs Authority

[Logout dd10 dd10](#)

Select a Language Select a Calendar

[Home](#) [Taxpayer Services](#) [Message Centre](#) [Validity Checks](#) [Taxpayer Information](#) [Change Password](#)

Taxpayer Information

Taxpayer Details

Taxpayer Name	Dd10	Work Phone No.
TIN	0016298269	Mobile No.
Tax Centre of Registration	AA BRANCH EAST	Fax No.
Correspondence Language	ENGLISH	Email Address
SIGTAS Correspondence	Both Paper and Electronic	

[Edit](#)

Addresses

Your Main Address		Your Mailing Address	
House No.	100	House No.	100
Door No.	100	Door No.	100
Street Name	DANA	Street Name	DANA
Kebele	KEBELE	Kebele	KEBELE
Woreda	WOREDA 2	Woreda	WOREDA 2
Zone/Sub-City	NO ZONE DIRE DAWA	Zone/Sub-City	NO ZONE DIRE DAWA
Region	DIRE DAWA	Region	DIRE DAWA
Country	Ethiopia	Country	Ethiopia
Postal Code		Postal Code	
Pa.Box	123456	Pa.Box	123456

NB: address changes made via your tax office may not be reflected here for up to 24 hours

Contact Information

First Name	Zeki	Phone No.	345789
Last Name	Seed	Mobile No.	
Other name		Fax No.	
Contact Title	ACCOUNTANT	Email Address	zekis@hotmail.com

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Revision 704

Taxpayer Information Page

The Taxpayer Details block

Field Name	Specifics	Field Description	Drop-down List
Taxpayer Name		Displays the name of the taxpayer if an individual or an owner of an individual enterprise or the registered name in case of a non-individual enterprise.	N
TIN		Displays the TIN of this taxpayer.	N
Tax Centre of Registration		Displays the tax centre of the taxpayer's TIN registration.	N

Taxpayer Information Page			
The Taxpayer Details block			
Field Name	Specifics	Field Description	Drop-down List
Correspondence Language		<p>Displays the taxpayer's preferred language of correspondence as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer has access to a drop-down list so that he can select any other available language. This will update the Tax Roll information in SIGTAS after saving the changes; however it will not change the language of the E-Tax system.</p>	Y
SIGTAS Correspondence		<p>Allows the taxpayer to indicate whether he/she wants to receive the correspondence on paper only, electronically only or on both.</p> <p>By default this field displays the value selected in the TR111S or TR121AS screen.</p> <p>Note: If you modify this value in "Edit" mode (click on the Edit button) and then you save it, the modification is shown in the corresponding SIGTAS screen (TR111S or TR121AS0).</p>	Y
Work Phone No.		<p>Displays the work phone number of the taxpayer as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer can modify the information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	N
Mobile No.		<p>Displays the taxpayer's mobile number as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: The taxpayer can modify the information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	N
Fax No.		<p>Displays the taxpayer's fax number as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: The taxpayer can modify the information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	N
Email Address		<p>Displays the taxpayer's e-mail address as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: The taxpayer can modify the information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	N
Edit		Button.	N

Taxpayer Information Page			
The Taxpayer Details block			
Field Name	Specifics	Field Description	Drop-down List
		A click on this button reveals the fields which can be updated (see the screen capture underneath); they are displayed within a rectangular frame. Two additional buttons are also shown, namely Save and Cancel .	
Save		Button. It becomes available in Edit mode (after a click on the Edit button). A click on this button saves all the modifications done in the editable fields.	N
Cancel		Button. It becomes available in Edit mode (after a click on the Edit button). A click on this button, cancels any modification done in the editable fields; consequently all the displayed values remain the same.	N

Addresses

Your Main Address		Your Mailing Address	
House No.	100	House No.	100
Door No.	100	Door No.	100
Street Name	DANA	Street Name	DANA
Kebele	KEBELE	Kebele	KEBELE
Woreda	WOREDA 2	Woreda	WOREDA 2
Zone/Sub-City	NO ZONE DIRE DAWA	Zone/Sub-City	NO ZONE DIRE DAWA
Region	DIRE DAWA	Region	DIRE DAWA
Country	Ethiopia	Country	Ethiopia
Postal Code		Postal Code	
Po.Box	123456	Po.Box	123456

NB: address changes made via your tax office may not be reflected here for up to 24 hours

Note: Both the **Your Main Address** and **Your Mailing Address** section of the **Address** block displays the information as registered in the **Tax Roll** screens of SIGTAS; this information can not be modified in **E-Tax**. A note on this page reminds the taxpayer that “address changes made via your tax office may not be reflected here for up to 24 hours”.

Taxpayer Information Page			
Your Main Address section of the Addresses block			
Field Name	Specifics	Field Description	Drop-down List
House No.		Displays the house number of the home address.	N
Door No.		Displays the door number of the home address.	N
Street Name		Displays the street name of the home address.	N

Taxpayer Information Page			
Your Main Address section of the Addresses block			
Field Name	Specifics	Field Description	Drop-down List
Kebele		Displays the name of the kebele of the home address.	N
Woreda		Displays the name of the woreda of the home address.	N
Zone/Sub-City		Displays the name of the zone or the sub-city of the home address.	N
Region		Displays the name of the region of the home address.	N
Country		Displays the name of the country of the home address.	N
Postal Code		Displays the postal code of the home address.	N
PO Box		The post office box number of the home address.	N

Taxpayer Information Page			
Your Mailing Address section of the Addresses block			
Field Name	Specifics	Field Description	Drop-down List
House No.		Displays the house number of the mailing address.	N
Door No.		Displays the door number of the mailing address.	N
Street Name		Displays the street name of the mailing address.	N
Kebele		Displays the name of the kebele of the mailing address.	N
Woreda		Displays the name of the woreda of the mailing address.	N
Zone/Sub-City		Displays the name of the zone or the sub-city of the mailing address.	N
Region		Displays the name of the region of the mailing address.	N
Country		Displays the name of the country of the mailing address.	N
Postal Code		Displays the postal code of the mailing address.	N
PO Box		The post office box number of the mailing address.	N

Note: The **Contact Information** block is visible only for non-individual enterprises.

The information on the taxpayer's contact person is not mandatory; however if the taxpayer has a contact person, at least three fields are mandatory, namely first name, last name and the title. These fields are shown with an asterisk when the **Contact Information** block is in **Edit** mode.

Contact Information

First Name	Zeki	Phone No.	345789
Last Name	Saeed	Mobile No.	
Other name		Fax No.	
Contact Title	ACCOUNTANT	Email Address	zakis@hotmail.com

Edit

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Taxpayer Information Page			
The Contact Information block			
Field Name	Specifics	Field Description	Drop-down List
First Name	(*)	<p>Displays the first name of the taxpayer's contact person as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer can modify or enter for the first time the information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	
Last Name	(*)	<p>Displays the last name of the taxpayer's contact person as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer can modify or enter for the first time the information the information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	
Other Name		<p>If applicable, displays the other name of the taxpayer's contact person as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer can modify or enter for the first time the information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	
Contact Title	(*)	<p>Displays the contact title of the taxpayer's contact person as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer has access to a drop-down list so that he can select or enter for the first time a contact title.</p> <p>This will update the Tax Roll information in SIGTAS after saving the changes.</p>	Y

Taxpayer Information Page			
The Contact Information block			
Field Name	Specifics	Field Description	Drop-down List
Phone No.		<p>Displays the phone number of the taxpayer's contact as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer can modify this information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	N
Mobile No.		<p>Displays the mobile number of the taxpayer's contact as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer can modify this information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	N
Fax No.		<p>Displays the fax number of the taxpayer's contact as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer can modify this information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	
Email Address		<p>Displays the e-mail address of the taxpayer's contact as registered in the Tax Roll screens of SIGTAS.</p> <p>Note: In Edit mode, the taxpayer can modify this information. This will update the Tax Roll information in SIGTAS after saving the changes.</p>	
Edit		<p>Button.</p> <p>A click on this button reveals the fields which can be updated, in this case all of them (see the screen capture underneath); they are displayed within a rectangular frame. Two additional buttons are also shown, namely Save and Cancel.</p>	
Save		<p>Button.</p> <p>It becomes available in Edit mode (after a click on the Edit button).</p> <p>A click on this button saves all the modifications done in the editable fields.</p>	N
Cancel		<p>Button.</p> <p>It becomes available in Edit mode (after a click on the Edit button).</p> <p>A click on this button, cancels any modification done in the editable fields; consequently all the displayed values (if applicable) remain the same.</p>	N

Contact Information

* First Name	Zaki	Phone No.	345789
* Last Name	Seed	Mobile No.	
Other name		Fax No.	
* TitleId	ACCOUNTANT	Email Address	zakis@hotmail.com

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Revision 704

About the Taxpayer's Change Password Page

The **Change Password** page can be used by the taxpayer to change their password.

Note: The **Change Password** page can also be used by the tax officer to change his password in which case, the upper block displays information specific to the tax officer, consequently this page is described in the tax officer section of the current user guide.

Ethiopian Revenues and Customs Authority

Logout ZAID RASHA
Select a Language ENGLISH
Select a Calendar Gregorian

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Change Password

Taxpayer Information

TIN	0001470837
Taxpayer Name	Firstname1004165 Mekonen Lastname1004165

User Information

First Name	Father's Name	Grandfather's Name
AMHARIC	ZAID	RASHA

Tax Authority	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	Registration Date	25/04/2012
Tax Centre	JIMMA BRANCH	Deregistration Date	
		Suspended Account	<input type="checkbox"/>

Username and Password

Username	ZAIDRASH2792	Password Strength	AVERAGE
Password	*****		
Confirm Password	*****		
Save			

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Revision 709

Change Password Page

The Taxpayer Information block

Field Name	Specifics	Field Description	Drop-down List
TIN		The taxpayer's TIN. Display only.	N
Taxpayer Name		The taxpayer's name. Display only.	N

Change Password Page			
The User Information block			
Field Name	Specifics	Field Description	Drop-down List
First Name		The taxpayer's first name in Amharic as entered at the registration as a user of E-Tax. Display only.	N
Father's Name		The father's name of the taxpayer in Amharic as entered at the registration as a user of E-Tax. Display only.	N
Grandfather's Name		The grandfather's name of the taxpayer in Amharic if entered at the registration as a user of E-Tax. Display only.	N
Tax Authority		Displays the Tax Authority of the taxpayer. Display only.	N
Tax Centre		Displays the tax centre (within the Tax Authority) of the taxpayer.	N
Registration Date		Displays the date of the registration of the taxpayer as a user of E-Tax.	N
Deregistration Date		Displays the date of deregistration of the taxpayer as a user of E-Tax, if applicable. This field is empty unless the user is deregistered in which case he can not login to E-Tax, hence he can not change his password.	N
Suspended Account		<p>It indicates whether the user's account is temporarily suspended or not.</p> <p>Only a taxpayer who is not suspended can change his password.</p>	N

Change Password Page			
The Username and Password block			
Field Name	Specifics	Field Description	Drop-down List
Username		The E-Tax username of the taxpayer. Display only.	N
		<p>Icon.</p> <p>When the mouse is positioned over this icon, the following text is displayed: "Your password must be at least 8 characters long and contain one digit".</p>	N

Change Password Page			
The Username and Password block			
Field Name	Specifics	Field Description	Drop-down List
Password	(*)	<p>Manually captured.</p> <p>The taxpayer enters his new password in this field; the password must be a combination of alphanumeric characters and have a minimum of eight characters.</p> <p>When the taxpayer positions the cursor in the field, the following tooltip is displayed: <i>"Your password must be at least 8 characters long and contain one digit"</i>.</p> <p>Note: The password is not displayed on the screen as entered. Each entered character is replaced by a '*'.</p> <p>The password is case sensitive and must contain at least one digit number;</p> <p>An algorithm verifies the password strength.</p>	N
Confirm Password	(*)	<p>Manually captured.</p> <p>The taxpayer enters a second time his new password in this field.</p> <p>Notes: If the password is different from the one entered in the Password field, then the following error message is displayed: <i>"This password does not match the confirmation password"</i>.</p> <p>The taxpayer has the possibility to either re-enter the confirmation password or go back to the Password field and choose a new password;</p> <p>The password is not displayed on the screen as entered. Each character entered is replaced by a '*'.</p>	N
Password Strength		<p>Display only. It can be "Weak", "Average", "Strong" or "Very strong".</p> <p>Note: A "Weak" password indicates a password very easy to decrypt while a "Strong" password is hard to decrypt.</p>	N

Change Password Page			
The Username and Password block			
Field Name	Specifics	Field Description	Drop-down List
Save		<p>Button.</p> <p>A click on this button saves the new password of the taxpayer.</p> <p>As a result of a successful password change, the following message is displayed in the top block:</p> <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> i Information Your new password has been saved successfully. </div>	N

Taxpayer's Message Centre

The **E-Tax** provides an email communication channel between the taxpayer and the tax centre. The Taxpayer Customer Service, at the tax centre level, is responsible of this process.

This feature facilitates communication between taxpayers and their tax centre while reducing the burden for both the taxpayer (24 hours/7 days) and the tax centre (no need to service the taxpayer over the counter).

A screen listing all received e-mails is available to the taxpayer. It will be possible for him to delete a message.

Clicking on the message will prompt a new page in which the taxpayer can read the message and reply to it.

For security reasons, messages sent/received are stored in the **E-Tax** database. The message functionality is self-contained in **E-Tax**. Message do not leave the **E-Tax** application through a messaging system such as Outlook, consequently there are no security issues of incoming e-mails such as viruses, spamming, maintaining virus definitions, etc.

About the Manage Messages Page

The **Manage Messages** page allows the taxpayer to view or delete the received messages and to receive SIGTAS generated documents.

Each SIGTAS-generated document is added individually in the inbox without a specific request from the taxpayer via **E-Tax**. The name of the letter will be a concatenation of the following fields: **Letter Type / Tax Type / Tax Period / Doc No.**

This convention ensures that the documents are clearly identified for the taxpayer.

Unread messaged of this type will be considered in the Dashboard “You have x new messages” field, as any other message type.

Clicking on the message will open the document in a PDF report instead of the normal message box to ensure the appropriate security for official documents. As such, the taxpayer will not be able to easily modify the document contents. The other advantage is to ensure that the letter layout of the Tax Administration is respected. The taxpayer will be able to print the document and pay against it, if the document is a payment document. Note that the PDF will be a static document, ensuring the taxpayer can reprint a given letter if needed, for his files.

Documents transfer to **E-Tax** includes all letters generated from SIGTAS. The following documents are explicitly outside the scope of this feature:

- ◆ TIN Certificate
- ◆ VAT Certificate
- ◆ Tax Clearance Certificate (if created in the SIGTAS screen **TR310S**, else if specifically requested through **E-Tax**, the TCC will be sent as a "PDF" file)
- ◆ Remittance
- ◆ Account Statement

Note: The taxpayer can see all the messages sent to him; all tax officers registered at the same tax centre as the taxpayer can also see and reply to the taxpayer's messages.

Manage Messages

Received	Subject	From	Expiry Date
20/04/2012	This a test message	ADDIS ABABA VAT	
20/04/2012	Reason for Rejecting the Request for Certificate for Property Selling	ADDIS ABABA VAT	
19/04/2012	Approved TCC	ADDIS ABABA VAT	

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Manage Page			
Field Name	Specifics	Field Description	Drop-down List
Send a New Message		<p>Hyperlink. A click on this hyperlink opens the Write Message page. This page is blank to allow writing a new message.</p> <p>Note: For additional information on this page refer to the section About the Write Message Page in the current user guide.</p>	N
		<p>Icon. It indicates whether the message has been read or not or a reply has been sent.</p> <p>Note: If message has never been read, the icon is a closed envelope;</p>	N

Manage Page			
Field Name	Specifics	Field Description	Drop-down List
		If the message has been read, the icon is an opened letter; If the message has been replied to, the icon is an envelope with an arrow pointing to the left.	
Received		Column header. This column contains a sent date for each message received by this taxpayer. Note: Two arrows allow sorting the sent date either descending or ascending upon clicking on one of them.	N
Subject		Column header. This column contains a hyperlink for each message received by this taxpayer; the hyperlink has the same name as the title of the subject of the message. A click on the hyperlink opens the Read Message page; this page displays the contents of the corresponding message. Note: For additional information on the assessment, refer to the section About the Read Message Page in the current user guide.	N
From		Displays the name of the sender as configured in the e-mail message tool used by the tax centre. Note: Two arrows allow sorting the sender names either alphabetically or in reversed alphabetical order upon clicking on one of them.	N

About the Read Message Page

The **Read Message** page allows the taxpayer to view or delete the received messages.

Note: The taxpayer can see all messages sent to him; the tax officer registered at the same tax centre as the taxpayer can also see the taxpayer's messages.

Ethiopian Revenues and Customs Authority

Logout raymond_ibrahim
Select a Language ENGLISH
Select a Calendar Gregorian

Read Message

From: ADDIS ABABA VAT
Subject: Reason for Rejecting the Request for Certificate for Property Selling
Sent: 20/04/2012

[Return to Message Centre](#) [Reply To Message](#)

Dear Sir, Following your request, I have noticed that the following document is missing... Kindly, xxxxx

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Read Message Page			
Field Name	Specifics	Field Description	Drop-down List
From		<p>Displays the sender's name.</p> <p>Note: If the tax centre is sending the message, then the name of the tax centre will be displayed. If the taxpayer is sending the message, then the TIN and the name of the taxpayer will be displayed.</p>	N
Subject		Displays the entire subject line.	N
Sent		Displays the date on which the message has been sent.	N
Return to Message Centre		<p>Hyperlink.</p> <p>A click on this hyperlink sends the taxpayer to the Manage Messages page.</p>	N
Reply to Message		<p>Hyperlink.</p> <p>A click on this hyperlink opens the Write Message page. This page allows writing a reply while preserving the message contents.</p> <p>Note: For additional information on this page refer to the section About the Write Message Page in the current user guide.</p>	N
Text		Contains the text of message that was sent.	N

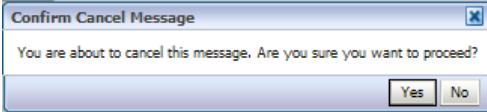
About the Write Message Page

The **Write Message** page allows the taxpayer to send a new message or to reply to an existing received message.

Note: When the taxpayer sends a message, it is always directed to the **Tax Centre of Registration of the TIN**. The reason is that the Customer Officer at the tax centre has been identified as the responsible for responding and managing the relation with the taxpayer.

The screenshot shows the 'Write Message' page of the Ethiopian Revenues and Customs Authority (ERC) website. At the top, there is a logo of the sun with rays, followed by the text 'Ethiopian Revenues and Customs Authority'. On the right side, there are links for 'Logout raymond ibrahim', 'Select a Language ENGLISH', and 'Select a Calendar Gregorian'. Below these are navigation links: Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, and Change Password. The main title 'Write Message' is centered above a form area. The form has two input fields: one for 'Subject' containing 'Rejection for the Certificate for Property Sales' and one for 'Message' containing 'Dear Sir, I am surprised that my request for.....|'. Below the message field is a note: 'When you are finished writing the message, please click on the 'Submit' button. Messages are generally answered within the next 5 days.' At the bottom of the form are 'Cancel' and 'Submit' buttons. At the very bottom of the page, there are links for 'Privacy Policy' and 'Terms and Conditions', and a copyright notice: 'Copyright © 2010 CRC Sogema Inc. All rights reserved'. To the right, it says 'Revision 698'.

Write Message Page			
Field Name	Specifics	Field Description	Drop-down List
*		The star (*) signifies that the field is mandatory.	N
Subject	(*)	<p>The user must type the subject of the e-mail.</p> <p>Note: If the message is a reply by the user (from the Read Message page), the mention "RE:" is added in front of the original subject, in which case the subject can not be modified.</p>	N
Message	(*)	<p>The user must type the text of his message.</p> <p>Note: If the message is a reply by the user (from the Read Message page), the original message is included and the user adds his</p>	N

Write Message Page			
Field Name	Specifics	Field Description	Drop-down List
		own message on top of it.	
Text		Contains a short paragraph explaining the next step to follow: "When you are finished writing the message, please click on the "Submit" button. Messages are generally answered within the next 5 working days."	N
Cancel		<p>Button.</p> <p>After a click on this button, the following message appears on the screen:</p>  <p>If you answer Yes, the message box closes, the message is cancelled and you are sent back to the Read Message page. If you answer No, the message box closes and you remain on the current page.</p>	N
Submit		<p>Button.</p> <p>A click on this button sends the message.</p> <p>If the message has been successfully sent, the Message Success page opens.</p> <p>Note: For additional information on this page refer to the section About the Message Success Page in the current user guide.</p> <p>If the message was not successfully sent, any errors will be displayed on the Write Message page to indicate what is missing or incorrect.</p>	N

About the Message Success Page

The **Message Success** is displayed when a message is successfully transmitted.

The screenshot shows the official website of the Ethiopian Revenues and Customs Authority (ERC). At the top, there is a logo of a yellow star inside a blue circle. Below the logo, the text "Ethiopian Revenues and Customs Authority" is displayed. On the right side of the header, there are links for "Logout raymond ibrahim", "Select a Language ENGLISH", and "Select a Calendar Gregorian". A navigation menu at the top includes "Home", "Taxpayer Services", "Message Centre", "Validity Checks", "Taxpayer Information", and "Change Password". The main content area is titled "Message Success" and contains the message "Your message has successfully been sent. We will reply as soon as possible." At the bottom left, there is a small circular icon with a letter 'C'. At the bottom center, there are links for "Privacy Policy" and "Terms and Conditions", along with the copyright notice "Copyright © 2010 CRC Sogema Inc. All rights reserved". At the bottom right, it says "Revision 698".

Message Success Page			
Field Name	Specifics	Field Description	Drop-down List
Return		<p>Hyperlink. A click on this hyperlink sends the taxpayer to the Manage Messages page.</p>	N
Text		This is a text confirming that the message has been successfully sent.	N

About the File Uploading E-Tax Feature

E-Tax offers to the taxpayers the capability of entering withholdings details (VAT, Pension, PAYE and WOP). The data is sent to SIGTAS and updates the SIGTAS details screen **Maintaining Withholding Tax** (TS1412S).

The following validations take place when a taxpayer is entering new values:

- ◆ With respect to the PAYE and Pension: a single record can be captured for a specific TIN during a specific period, from a specific employer (in other words the employee can have several employers).
- ◆ With respect to VAT and WOP: multiple records can be captured for a specific TIN. If a receipt has been captured, a single record must exist for a specific association TIN/Receipt Number.

E-Tax allows the taxpayers to upload a standard CSV file. CSV files are very simple file for which it is difficult to insert viruses or malwares. The file format will be provided to ERCA by a consultant.

The CSV file data is uploaded to **E-Tax** and inserted in the normal manual data entry records. Following a successful upload, the taxpayer will be able to open the manual data entry screen to review and validate the uploaded data. The data will be committed only after the taxpayer submitted their records, and transferred to SIGTAS as done for the manually entered data.

A “**Delete All**” feature will also be added to facilitate mass corrections if the taxpayer realizes that he/she made an error impacting all or most of his records.

In order to use the **Upload** feature, proceed as follows:

1. Using the **Tax Declarations** page, provide your declaration for the corresponding tax and period (VAT, Pension, PAY and WOP);

The screenshot shows the E-Tax module's Tax Declarations interface. At the top, there's a logo and navigation links for Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, and Change Password. On the right, there are language and calendar selection dropdowns. The main area displays two tax types: VALUE-ADDED TAX(VAT) and VAT-WITHHOLDING. For VAT, account number 17627 and tax center JIMMA BRANCH are shown. For VAT-WITHHOLDING, account number 3395000001 and tax center JIMMA BRANCH are shown. Below this is a table with columns for Tax Period, Action, Submission Number, Document Number, and Assessment Number. The table lists five entries for VAT-WITHHOLDING. The first entry for Dec, 2011 has an 'Action' column containing 'To File Contact Tax Centre' and a blue link 'File now'. A red arrow points to this 'File now' link. The other four entries show 'In progress' in the Action column. At the bottom, there are links for Privacy Policy and Terms and Conditions, along with a copyright notice for 2010 CRC Sogema Inc. and a revision note 'Revision 707'.

Tax Declarations						
		Account Number	Tax Centre			
+ VALUE-ADDED TAX(VAT)		17627	JIMMA BRANCH			
- VAT-WITHHOLDING		3395000001	JIMMA BRANCH			
		Tax Period	Action	Submission Number	Document Number	Assessment Number
		2052	To File Contact Tax Centre			
		Dec, 2011	File now			
		Nov, 2011	In progress			
		Oct, 2011	Filed		35687000010	
		Sep, 2011	In progress			

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Note: You must be given the role **Upload Supporting Document Files at E-Tax** registration.

2. Enter the line details:

Line Number	Line Description	Amount
10	Total Number of VAT-Withholders*	5
20	Total Taxable Amount for this Tax Period	500000
40	Total Tax Withheld for this Tax Period	60000

Tax Type
VAT-WITHHOLDING

Tax Period
Dec, 2011

Account Number
3395000001

Tax Centre
JIMMA BRANCH

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3. Click on the button **Continue to Step 2**. The corresponding **Withholding –Details** page opens and provides you with the following options:

- ◆ You may manually add or update records by clicking on the **Add** button.
- ◆ You may use a previous declaration period, if available, by clicking on the **Import from Previous Period** button.
- ◆ You must click on the **Upload CSV** button if this is the first declaration for this tax type and period.

Note: For additional information on these options, refer to the sections **About the Withholding Details Page** and **About the Supporting Documents File Upload Page** in the current user guide.

In order to complete your tax declaration, you must complete the following supporting document. Once completed, click on the "Next" to confirm your declaration.

Mandatory Fields are marked with a *

VAT Withholdings - Details

Add Import From Previous Period Upload CSV

Tax Type: VAT-WITHHOLDING

Tax Period: Dec, 2011

Account Number: 3395000001

Tax Centre: JIMMA BRANCH

Buttons: Cancel Save Back Next

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About the Withholding Details Page

The **Withholding - Details** page allows the user to capture withholding details or review captured data.

Note: In order to use this page must be given the role **Upload Supporting Document Files** at **E-Tax** registration.

1. Log into **E-tax** as a taxpayer;
2. Look at the section **Declarations to be Filed** on your **Home** page.
3. Click on the hyperlink **View all declarations to be filed** and select a specific declaration by clicking on the **File Now** or **In Progress** hyperlink) as explained in the section **About the Taxpayer's Tax Declarations Page** in the current user guide.
4. After capturing the **Line Details** and a click on the button **Continue to Step 2**, the following page opens.

In order to complete your tax declaration, you must complete the following supporting document. Once completed, click on the "Next" to confirm your declaration.

Mandatory fields are marked with a *

VAT Withholdings - Details

Add Import From Previous Period Upload CSV

Tax Type
VAT-WITHHOLDING

Tax Period
Dec, 2011

Account Number
3395000001

Tax Centre
JIMMA BRANCH

Cancel Save Back Next

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Revision 707

5. Click on one of the three available buttons.

For example if you click on the **Add** button, the **Withholding – Details** page at the step **Supporting Documents** opens.

Note: Notice that you are receiving indications about the mandatory fields. A specific example is given in the section **Filing a Declaration that Requires Supporting Documents through E-Tax** of the current user guide.

VAT Withholdings - Details

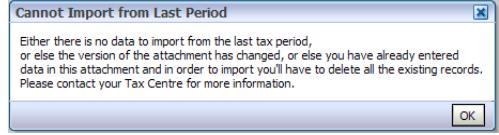
Details	Value
10 Taxable Amount	* 1200
15 VAT Withheld	* 110
20 Receipt Number	* 456
25 Receipt Date	* 25/12/2011

Tax Type: VAT-WITHHOLDING
Tax Period: Dec, 2011
Account Number: 3395000001
Tax Centre: JIMMA BRANCH

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The following table gives a description of the main fields of the **Withholding – Details** page.

The Withholding - Details Page			
Field Name	Specifics	Field Description	Drop-down List
Add		Button. A click on this button allows you to manually add or update records.	N.
Delete Current Record		Button. A click on this button allows you to delete only the current record.	N.
Delete All Records		Button. A click on this button allows you to delete all records captured in E-Tax. The following warning message is displayed:	N.

The Withholding - Details Page			
Field Name	Specifics	Field Description	Drop-down List
		<p>A modal dialog box titled "Confirm Delete All Records" with the message "This will delete all of the records. Are you sure?". It has "Yes" and "No" buttons.</p> <p>Click on Yes to delete all records or on No if you change your mind.</p>	
Import from Previous Period		<p>Button.</p> <p>A click on this button triggers the import of withholdings details from a previous period.</p> <p>Note: Note that the button must be disabled if records already exist in the table to avoid inserting erroneous values. The taxpayer will still be able to manually add/update records. A warning message will be displayed if the taxpayer clicks on the button: "This functionality is available only if the table is empty. Please delete all existing records first".</p> <p>If no data existed in the previous period, the following message is displayed:</p> <p>A modal dialog box titled "Cannot Import from Last Period" with the message "Either there is no data to import from the last tax period, or else the version of the attachment has changed, or else you have already entered data in this attachment and in order to import you'll have to delete all the existing records. Please contact your Tax Centre for more information." It has an "OK" button.</p>	N.
Upload CSV		<p>Button.</p> <p>This button is activated only if the taxpayer has the role Upload Supporting Document Files.</p> <p>A click on this button opens the Supporting Documents File Upload page.</p> <p>Note: Note that the button must be disabled if records already exist in the table to avoid inserting erroneous values. The taxpayer will still be able to manually add/update records. The following warning message will be displayed if the taxpayer clicks on the button:</p> <p>A modal dialog box titled "File Uploading Disabled" with the message "File uploading not available for this attachment type, or else you have already entered data in this attachment and in order to import you'll have to delete all the existing records. Please contact your Tax Centre for more information." It has an "OK" button.</p>	N.

About the Supporting Documents File Upload Page

The **Supporting Documents File Upload** page allows the user to select and upload a **CSV** (Comma Separated Values) withholding details file.

When the taxpayer uploads the file, **E-Tax** validates whether the file is a **CSV** file. Any other file type will be rejected and upload will not be allowed. The data will be transferred to **E-Tax** and will populate the normal data entry pages, creating as many records as needed. This allows the taxpayer to review the uploaded data before it is sent to SIGTAS.

Note: In order to use this page must be given the role **Upload Supporting Document Files** at **E-Tax** registration.

1. Log into **E-tax** as a taxpayer;
2. Look at the section **Declarations to be Filed** on your **Home** page.
3. Click on the hyperlink **View all declarations to be filed** and selected a specific declaration (by clicking on the **File Now** or **In Progress** hyperlink) as explained in the section **About the Taxpayer's Tax Declarations Page** in the current user guide.
4. After capturing the **Line Details** and clicking on the button **Continue to Step 2**, the following page opens.

The screenshot shows the 'VAT Withholdings - Details' page. At the top, there are tabs: 'Enter Line Details', 'Supporting Documents' (which is selected), 'Confirm Declaration Details', and 'End Declaration Process'. Below these tabs, a message reads: 'In order to complete your tax declaration, you must complete the following supporting document. Once completed, click on the "Next" to confirm your declaration.' On the left, there is a note: 'Mandatory fields are marked with a *'. In the center, there is a 'VAT Withholdings - Details' section with three buttons: 'Add', 'Import From Previous Period', and 'Upload CSV'. To the right of this section, there is a 'Tax Type' field set to 'VAT-WITHHOLDING'. Further down, there are fields for 'Tax Period' (set to 'Nov, 2011'), 'Account Number' (set to '3395000001'), and 'Tax Centre' (set to 'JIMMA BRANCH'). At the bottom of the page, there are 'Cancel', 'Save', 'Back', and 'Next' buttons. A red arrow points to the 'Upload CSV' button. The footer contains links to 'Privacy Policy' and 'Terms and Conditions', and a copyright notice: 'Copyright © 2010 CRC Sogeme Inc. All rights reserved'. The footer also includes a 'Revision 707' link.

5. Click on the **Upload CSV** button. The following page opens:

The screenshot shows the "Supporting Documents" step in a process flow. The top navigation bar includes links for Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, and Change Password. On the right, there are language and calendar selection dropdowns set to English and Gregorian. Below the navigation is a progress bar with four steps: Enter Line Details, Supporting Documents (which is active), Confirm Declaration Details, and End Declaration Process. A message at the top states, "You can upload data in CSV format for this supporting document type." An "Upload a File" input field contains the path "C:\Documents and Settings\miha", a "Browse..." button, and an "Upload" button. To the right of the input field is a small icon of a document with a checkmark. To the right of the upload area are fields for Tax Type ("VAT-WITHHOLDING"), Tax Period ("Nov, 2011"), Account Number ("3395000001"), and Tax Centre ("JIMMA BRANCH"). At the bottom left is a "Return" button, and at the bottom right is a copyright notice ("Copyright © 2010 CRC Sogema Inc. All rights reserved") and a revision number ("Revision 709").

6. Click on the **Browse** button to access the **CSV** file.

7. Click on the **Upload** button.

If the upload is successful you will get the “successful” message; else if it fails a message gives an indication about the reason(s) of failure.

The following table gives a description of the main fields of the **Supporting Documents File Upload** page.

The Supporting Documents File Upload Page			
Field Name	Specifics	Field Description	Drop-down List
Uploading a file		This field is used by the taxpayer to enter the file name and path to retrieve the CSV document.	N.
Browse		Opens a file browser, allowing the taxpayer to search and select their file. Once the file is selected, the path and filename will be displayed in the Uploading a file field.	N.

The Supporting Documents File Upload Page			
Field Name	Specifics	Field Description	Drop-down List
Upload		<p>Button.</p> <p>A click on this file will launch the following validations:</p> <p>1. Checking the file format. Only CSV files will be accepted.</p> <ul style="list-style-type: none"> a. If the file type is invalid, the following error message is displayed: "Invalid File Format. Please use a CSV file". b. If file format is valid, the column format (date/type/length/existence for mandatory fields) is verified for the selected tax type. <p>If errors are found in a record, a self explanatory message is displayed indicating why the file is rejected.</p> <p>If no errors are found in a record, the successful message is displayed and the uploaded data will create as many records as needed which will be viewable through the normal data entry screen.</p> <p>2. Once the file has been successfully uploaded, the taxpayer is automatically sent back to the Supporting Documents Data Entry page.</p>	N.

Use of SIGTAS Batches for E-Tax

Introduction

Tax declarations sent using **E-Tax** arrive in SIGTAS one at a time, as taxpayers file for each of their tax accounts; in order to process the declarations efficiently, SIGTAS can specifically generate batches for electronically filed declarations.

Description of the process:

1. Taxpayers file their various declarations over the Internet using **E-Tax**;
2. Declarations are received in SIGTAS and a document number for each declaration is automatically generated;
3. In each tax centre, on a daily basis or a different frequency, the "Assessment Section" will generate batches for electronically filed declarations. These batches will be assessed in the normal way and assessment notices (by batch) will be printed;

The results of the assessments are available in **E-Tax** for the taxpayer only after the assessments calculation in SIGTAS by the tax centre. Therefore, it is recommended the frequency be daily so that the assessment results can be available to taxpayers on **E-Tax** as quickly as possible;

4. Once calculated, the assessments and their results are available in **E-Tax** to the taxpayers.

Rules for the Batch Mechanism in SIGTAS

The batch mechanism uses the **Generate Batches of the eFiled Declarations** (AS67S) screen.

1. Batches are generated by the tax centre (as declarations are managed by tax centre);
2. The **Tax Centre** field in the screen is mandatory. The displayed tax centre will be the tax centre of the SIGTAS Tax Officer processing the batches;
3. Additional criteria can be specified to manage the batch. For example, a batch can be created for declarations of a specific tax type;
4. The **Max Batch Size** field is mandatory and will be specified by the tax officer; for example, if the batch size is 50 and the result of the query is 140 records then SIGTAS will create three different batches, namely two of 50 records and one of 40;
5. Declarations that are available to be attached to a specific batch are only those for which the corresponding tax accounts have the same tax centre specified in the screen **Generate Batches of efiled Declarations** (AS67S).

For example, if a taxpayer has three Schedule A- PAYE tax accounts in three different tax centres – A, B and C - and the taxpayer has filed for all three through **E-Tax**, then the tax officer processing the batches in SIGTAS of tax centre **A** will be able to process only the declaration of tax account **A**. The same applies to the tax officer in tax centre **B** (he will process the declaration for tax account **B**) and tax centre **C** (he will process the declaration for tax account **C**).

This organization is important since the physical files are in each of the three tax centres and the tax accounts are managed per tax centre (which can even be in different Tax Authorities);

6. Generating batches will automatically create the batch job records with the status “**Ready to Assess**” in the screen **Batch Jobs List** (AS51S). In the previous example, 3 records will have been created.

About the Generate Batches of the eFiled Declarations (AS67S) Screen

The **Generate Batches of efiled Declarations** (AS67S) screen is used to manage the declarations received via E-Tax. The tax officer groups a number of declarations into a batch. This batch is then assessed in SIGTAS as usual.

Note: For additional information on batch processing, refer to the **Tax Assessment** user guide.

Access path to open the screen: Assessment → Manage Batch → Generate Batches of eFiled Declarations.

The screenshot shows the AS67S application window titled "Generate Batches of eFiled Declarations". The top section contains search criteria: "Tax Type:" (empty), "Tax Centre:" (set to "AA BRANCH WEST"), "Tax Period:" (empty), "Date From:" (empty), "To:" (empty), and a "Search" button. Below this is a table listing declarations. The first declaration in the list has its "Batch No" field filled with "0000023085". A red arrow points to the "Supp. Docs Error" column for this row, specifically highlighting the error icon (a red 'X') in the "Error" column. The table has columns for "Batch No", "TIN", "Tax Account", "Doc.No", "Assess.No", "Tax Type", and "Supp. Docs Error". At the bottom of the screen are buttons for "Max Batch Size:" (with a text input field) and "Generate".

Generate Batches of eFiled Declarations																																																																																																	
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Max Batch Size:		Generate																																																																																															

Note: The top block allows the user selecting some criteria for the generation of the batch. The batch size and the tax centre are mandatory.

Generate Batches of efiled Declarations (AS67S)			
The Top block			
Field Name	Specifics	Field Description	LOV
Tax Type		<p>The type of tax for which the batch is generated.</p> <p>Note: If a value is selected then a click on the Search button will display only the list of documents related to the selected tax type for the specified tax centre.</p> <p>If no selection is done the query will return declarations for all tax types for the specified tax centre.</p>	LOV available from the Maintain Tax Type (BT01) screen.
Tax Centre	(*)	<p>The name of the tax centre for which the declarations are searched for.</p> <p>Notes: By default, the tax centre of the tax officer who is processing the batches is automatically displayed.</p> <p>In case the check box Tax Authority of the screen Maintain Tax Department Employee (BT24) is selected for the tax officer processing the batch, he can select any tax centre belonging to his Tax Authority.</p> <p>In case the check box Tax Authority of the screen Maintain Tax Department Employee (BT24) is not selected for the tax officer processing the batch, he can not modify the tax centre.</p>	LOV available from the Maintain Tax Centre (BT64) screen.
Tax Period		<p>The tax period related to the tax type.</p> <p>Note: The tax period is available only if a tax type has been selected.</p> <p>If no tax type has been selected, there is no LOV available and the declarations for all tax periods for the specified tax centre will be displayed.</p>	LOV available from the Maintain Tax Periods (MF37S) screen.
Date From / To		<p>Defines the initial and the end dates of a date range during which the electronically filed declarations have been submitted.</p> <p>Note: The date in the To field must be equal or later than the date in the Date From field.</p>	N
Search		<p>Button.</p> <p>A click on this button displays in the bottom block of the screen the details of the electronically filed declarations corresponding to the criteria specified in the top block.</p>	N

Note: The lower block displays the list of declarations corresponding to the selected criteria.

Generate Batches of efiled Declarations (AS67S)			
The Lower block			
Field Name	Specifics	Field Description	LDV
Select All Declarations		<p>Check box.</p> <p>A selected check box signifies that all the declarations displayed in this block are to be included in the batch, except those marked with errors ("X").</p> <p>Note: If this check box is not selected, then the declarations to be included in the batch will be individually specified by selecting the left hand side check box of each corresponding declaration.</p>	N
Check box on the left hand side		<p>Check box.</p> <p>A selected check box signifies that the corresponding declaration is to be included in the batch unless it has an error pending. In this situation the check box is deactivated and a validation message is displayed.</p>	N
Batch No		<p>The number of the batch for the electronically filed (e-filed) declarations. Display only.</p> <p>This batch number is generated following a click on the Generate button.</p> <p>Note: The tax officer can see the batches generated for e-filled declarations using the screen Batch Job List (AS51S).</p>	N
TIN		Displays the TIN of the taxpayer who has sent the declaration electronically.	N
Tax Account		Displays the number of the tax account corresponding to the e-filed declaration for this TIN.	N
Doc. No		<p>The document number of the e-filed declaration for this TIN.</p> <p>Note: This number is available to the tax officer who is using it in the screen Capture Remittance (AS52S) in order to calculate the assessment.</p>	N
Assess. No		Displays the assessment number obtained following the SIGTAS calculation of the declaration using the Capture Remittance (AS52S) screen.	N
Tax Type		Displays the name of the tax type for this declaration.	N
Tax Period		Displays the tax period for this declaration.	N
Supp. Doc Error		<p>This field displays an "X" if errors have been detected for the declarations requiring supporting documents. If the errors have been corrected it displays a "-".</p> <p>If no errors have been detected, then this field is</p>	N

Generate Batches of efiled Declarations (AS67S)			
The Lower block			
Field Name	Specifics	Field Description	LDV
		blank.	
...		<p>Button.</p> <p>In case there are errors or corrected errors for the corresponding declaration, this button is enabled. A click on this button opens the screen Manage eFiled Errors (AS68S). In this case the tax officer can see a list of the generated errors.</p> <p>If there are no errors for the corresponding declaration, this button is disabled. In this case, when clicking on this button, the following message is displayed:</p>  <p>Click on OK.</p>	N
Max Batch Size	(*)	Specifies the maximum number of remittances that can be inserted in each batch. The value can not be null or zero.	N
Generate		<p>Button.</p> <p>A click on this button generates the batch or the batches for the selected list of e-filed declarations.</p> <p>Note: The number of batches that is generated depends on the value of the field Max Batch Size and on the number of selected declarations. As an example, if you select 50 declarations and the maximum size of the batch is 30, then two batches will be created.</p>	N

About the Batch Jobs List (AS51S) Screen

The **Batch Jobs List** (AS51S) screen is used to create a batch of several items that can be run (or issued) at the same time. It is also used to display information on already created batches.

Note: Use the bottom scroll bar to display all the fields; use the vertical scroll bar to display all the existing jobs, if required.

This screen has been modified to process batches for e-filed declarations. For additional information on batch processing, refer to the **Tax Assessment** user guide.

Access path to open the screen: Assessment → Manage Batch → Create Batch.

This screenshot shows a 'Batch Jobs List' window. The top bar displays the date '14-SEP-11' and the user 'SIGTASAD'. The title bar says 'Batch Jobs List' and the status bar indicates 'Page 1 of 1'. The main area is a grid table with the following columns: Batch Year, Creation Date, Batch Run date, Role Date, #Remitt (enter'd), #Remitt (calc'd), Batch Charge Total, and Batch Status. The data shows ten entries for the year 2011, with various creation and run dates, and remittance counts ranging from 1 to 25.

Batch Year	Creation Date	Batch Run date	Role Date	#Remitt (enter'd)	#Remitt (calc'd)	Batch Charge Total	Batch Status
772730010	2011	29-08-2011		2			
772720010	2011	26-08-2011		3			
772710010	2011	26-08-2011		3			
772700010	2011	05-08-2011		1			
772690012	2011	22-01-2011		25	17		
772680012	2010	22-01-2011		25	25		
772670012	2010	22-01-2011		25	25		
772660012	2010	22-01-2011		25	25		
772650012	2010	22-01-2011		25	25		
772640012	2011	22-01-2011		25	25		

This screenshot shows a 'Batch Jobs List' window with a similar layout to the first one, but with additional columns for Batch Payment Total, Batch Control Tot, and Batch Operator Name. The rightmost columns show checkboxes for E Filed As and Re As, and a Status column indicating the current status of each batch. The data shows ten entries for the year 2011, with various payment and control totals, and operators like SIGTASAD and EMP_FNM1.

Batch Year	Batch Payment Total	Batch Control Tot	Batch Operator Name	E Filed As	Re As	Status
772730010	.00		SIGTASAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	READY T...
772720010	.00		SIGTASAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	READY T...
772710010	.00		SIGTASAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	READY T...
772700010	.00		SIGTASAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	READY T...
772690012	.00		EMP_LNM152	<input type="checkbox"/>	<input type="checkbox"/>	OPENED
772680012	.00		EMP_LNM309	<input type="checkbox"/>	<input type="checkbox"/>	OPENED
772670012	.00		EMP_LNM309	<input type="checkbox"/>	<input type="checkbox"/>	OPENED
772660012	.00		EMP_LNM309	<input type="checkbox"/>	<input type="checkbox"/>	OPENED
772650012	.00		EMP_LNM309	<input type="checkbox"/>	<input type="checkbox"/>	OPENED
772640012	.00		EMP_LNM152	<input type="checkbox"/>	<input type="checkbox"/>	READY T...

The following table contains a description of the fields in the **Batch Job List** (AS51S) screen when it is used for batch creation in **Insert** mode.

Note: If the screen is used to display information on an existing batch number or all batch numbers of a specific year or all the batches created by a specific operator, it must be in **Query** mode. In this case, one of the fields **Batch No** or **Batch Year** or **Batch Operator Name** becomes mandatory and the remaining fields that were captured at the batch creation are automatically displayed.

Batch Jobs List (AS51S)			
Field Name	Specifics	Field Description	LOV
Batch Number		The number of the created batch, automatically assigned by SIGTAS after saving the batch information. Display mode only.	N
Batch Year	(*)	The year that pertains to the assessments to be attached to the batch.	N
Creation Date		The date on which the batch was created, normally the current date.	N
Batch Run Date		The date on which the batch was run using the Calculate Assessments (AS54S) screen.	N
Role Date		Not currently used.	N
# Remitt (enter'd)		The number of remittances expected to be attached to the batch.	N
# Remitt (calc'd)		The actual number of remittances in the batch. This number is automatically updated each time a remittance is entered in SIGTAS and attached to the batch.	N
Batch Charge Total		The sum of the taxable amounts in the batch. Automatically generated by SIGTAS.	N
Batch Payment Total		The total amount of the payments that were received with the remittance forms that were captured in the Capture Remittance (AS52S) screen.	N
Batch Control Tot		Not currently used.	N
Batch Operator Name		The last name followed by the first name of the operator who has created the batch.	LOV available from the Maintain Tax Department Employee (BT24) screen.
E-Filed		Check box. Display mode only. A selected check box signifies that the batch has been created using the Generate Batches of efiled Declarations (AS67S) screen for electronically filed declarations.	N
Re As		Check box. A selected check box signifies that the batch contains only reassessments.	

Batch Jobs List (AS51S)			
Field Name	Specifics	Field Description	LOV
Status	(*)	<p>The status of the batch; either Opened, Closed or Ready to Assess.</p> <p>Opened = Remittances can be attached to the batch.</p> <p>Closed = Remittances cannot be attached to the batch.</p> <p>Ready to Assess = The remittances in the batch can be calculated.</p>	LOV of predefined values.

About the Manage eFiled Errors (AS68S) Screen

The **Manage eFiled Errors (AS68S)** screen is used to see a list of errors that occurred during the upload of the electronically filed declarations.

Access path to open the screen: Assessment → Manage Batch → eFiled Document Errors.

The screenshot shows the AS68S application window titled "Manage eFiled Errors". The top section contains search criteria fields: Subm ID (3650010), Tax Centre (AA BRANCH EAST), TIN (0000023136), Tax Type (WITH TAX ON PAYM), Tax Account (38924), Form Type, and Tax Period (01-2011). Below this is a table with two columns: "Fixed" (checkboxes) and "Error Description" (list of errors). The first error listed is "SIG-4840 : NO TAX PERIOD EXIST FOR THE MONTH AND YEAR ENTRD". To the right is a grid table with columns "TIN" and "Tax Account", showing the same data as the search criteria. At the bottom are summary statistics: Total Number of Errors (2), Total Number of Errors Corrected (2), and Total Number of Errors Remaining (0). A "Print Report" button is at the bottom right.

Fixed	Error Description
<input checked="" type="checkbox"/>	SIG-4840 : NO TAX PERIOD EXIST FOR THE MONTH AND YEAR ENTRD
<input checked="" type="checkbox"/>	SIG-4840 : NO TAX PERIOD EXIST FOR THE MONTH AND YEAR ENTRD
<input type="checkbox"/>	

TIN	Tax Account
0000023136	38924
0000023136	38924

Total Number of Errors: 2
Total Number of Errors Corrected: 2
Total Number of Errors Remaining: 0

Print Report

Note: The **Top** block of this screen allows selecting at least one value in one of the fields at a time. A query (a click on **F8**) will then display the records that correspond to the specified criteria.

Manage eFiled Errors (AS68S)			
The Top block			
Field Name	Specifics	Field Description	LOV
Subm ID		Allows selecting the submission number of the declaration that was filed using E-Tax.	LOV available and limited to the supporting documents with errors.
TIN		The TIN of the taxpayer whose declaration with errors is searched for. It can either be displayed or manually captured depending on the specified criteria.	N
Tax Account		<p>The tax account of the taxpayer with this TIN. It can either be displayed or manually captured depending on the specified criteria.</p> <p>Note: If the tax account is manually captured first, then the corresponding TIN is automatically displayed.</p>	N
Tax Centre		<p>The name of the tax centre for which the declarations with errors are searched for.</p> <p>Notes: If this screen is opened from the screen Generate Batches of efiled Declarations (AS67S) by clicking on this  button, the tax centre of the tax officer who is processing the batches is automatically displayed by default. If the screen is opened from the menu, this field is empty.</p> <p>In case the check box Tax Authority of the screen Maintain Tax Department Employee (BT24) is selected for the tax officer processing the batch, he can select any tax centre belonging to his Tax Authority.</p> <p>In case the check box Tax Authority of the screen Maintain Tax Department Employee (BT24) is not selected for the tax officer processing the batch, he only has access to his tax centre and can not modify it.</p>	LOV available from the Maintain Tax Centre (BT64) screen.
Tax Type		The tax type for which the declarations with errors are searched for.	LOV available from the Maintain Tax Type (BT01) screen.
Form Type		Currently not used.	N
Tax Period	(C)	<p>The tax period for which the declarations with errors are searched for.</p> <p>(C) The LOV is available only if a tax type has been selected.</p>	LOV available from the Maintain Tax Periods (MF37S) screen.

Manage eFiled Errors (AS68S)			
The Lower block			
Field Name	Specifics	Field Description	LOV
Fixed		<p>Check box.</p> <p>This check box must be manually selected after correcting the corresponding error(s).</p>	N
Error Description		The description of the error. Display only.	N
TIN		The TIN of the taxpayer whose declaration errors has been found. Display only.	N
Tax Account		The tax account corresponding to this TIN. Display only.	N
Tax Type		The tax type of this tax account. Display only.	N
Tax Period		The tax period of the declaration with errors. Display only.	N
Comment		Any pertinent comment.	N
Total Number of Errors		<p>Displays the total number of errors that have been found based on the specified criteria. Display mode only.</p> <p>Note: This number is updated each time the user clicks on the Save button on the toolbar.</p>	N
Total Number of Errors Corrected		<p>Displays the total number of errors that have been corrected. This is calculated as the sum of all Fixed check boxes that are selected.</p> <p>Note: This number is updated each time the user clicks on the Save button on the toolbar.</p>	N
Total Number of Errors Remaining		<p>This number is calculated as the difference between the total number of errors and the total number of corrected errors.</p> <p>Note: This number is updated each time the user clicks on the Save button on the toolbar.</p>	N
Print Report		<p>Button.</p> <p>A click on this button launches the eFiled Documents Errors (AS68R) report.</p>	N

About the eFiled Documents Errors (AS68R) Report

The **eFiled Documents Errors (AS68R)** report prints the details of all errors that occurred during the upload of the electronically filed declarations.

Access path: Open the **Manage eFiled Errors (AS68S)** screen (**Assessment → Manage Batch → eFiled Document Errors**), specify the required criteria and then click on the **Print Report** button.

SIGTAS AS68R 14-SEP-2011 02:12 PM	eFiled Documents Errors Report	page 1 of 1 SIGTASAD																		
SELECTION CRITERIA Subm ID: 3650010 TIN: 0000023136 Tax Type: WITH TAX ON PAYM Tax Account: 38924 Form Type: Tax Centre: AA BRANCH EAST Tax Period: 01-2011																				
<table border="1"> <thead> <tr> <th>Fixed</th> <th>Error Description</th> <th>TIN</th> <th>Tax Account</th> <th>Tax Type</th> <th>Tax Period</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>SIG-4840 : NO TAX PERIOD EXIST FOR THE MONTH AND YEAR ENTERED</td> <td>0000023136</td> <td>38924</td> <td>WITH TAX ON PAYM</td> <td>01-2011</td> </tr> <tr> <td>X</td> <td>SIG-4840 : NO TAX PERIOD EXIST FOR THE MONTH AND YEAR ENTERED</td> <td>0000023136</td> <td>38924</td> <td>WITH TAX ON PAYM</td> <td>01-2011</td> </tr> </tbody> </table>			Fixed	Error Description	TIN	Tax Account	Tax Type	Tax Period	X	SIG-4840 : NO TAX PERIOD EXIST FOR THE MONTH AND YEAR ENTERED	0000023136	38924	WITH TAX ON PAYM	01-2011	X	SIG-4840 : NO TAX PERIOD EXIST FOR THE MONTH AND YEAR ENTERED	0000023136	38924	WITH TAX ON PAYM	01-2011
Fixed	Error Description	TIN	Tax Account	Tax Type	Tax Period															
X	SIG-4840 : NO TAX PERIOD EXIST FOR THE MONTH AND YEAR ENTERED	0000023136	38924	WITH TAX ON PAYM	01-2011															
X	SIG-4840 : NO TAX PERIOD EXIST FOR THE MONTH AND YEAR ENTERED	0000023136	38924	WITH TAX ON PAYM	01-2011															
TOTALS Total Number of Errors: 2 Total Number of Errors Corrected: 2 Total Number of Errors Remaining: 0																				
ETHIOPLAN REVENUES AND CUSTOMS AUTHORITY - ETHIOPIA																				

The eFiled Documents Errors (AS68R) Report

Selection Criteria section

Selection Criteria		Automatically displayed. Note: For additional information on the selection criteria, refer to the section About the Manage eFiled Errors (AS68S) Screen in the current user guide.	N
--------------------	--	---	---

The eFiled Documents Errors (AS68R) Report

Report's layout

Field Name	Specifics	Field Description	LOV
Fixed		Column header. It contains an entry for each listed error that was found. If the error has been corrected, it prints an "x".	N
Error Description		Column header. It contains the description of the corresponding error entry.	N

The eFiled Documents Errors (AS68R) Report			
Report's layout			
Field Name	Specifics	Field Description	LOV
TIN		Column header. The TIN of the taxpayer whose e-filed declaration with errors has been found.	N
Tax Account		Column header. The tax account corresponding to this TIN.	N
Tax Type		Column header. The tax type of this tax account.	N
Tax Period		Column header. The tax period corresponding to this declaration.	N
TOTALS		Column header.	N
Total Number of Errors		The total number of errors that have been found based on the specified criteria.	N
Total Number of Errors Corrected		The total number of errors that have been corrected.	N
Total Number of Errors Remaining		The total number of errors left.	N

Examples of E-Tax Declarations

Introduction

There are two categories of tax types: those which require supporting documents such as "Withholding on payments" and those which do not require supporting documents, for example the VAT.

This section assembles together all the information available to the taxpayer as a user of **E-Tax**. At any time you can refer to the description of a specific **E-Tax** page for additional information.

Filing a Declaration not Requiring Supporting Documents through E-Tax

The first step to file a declaration is to login into E-Tax.

Login into E-Tax as a Taxpayer

To login into **E-Tax**, a taxpayer must have a username and a password; these are given by a tax officer who is himself registered as a user to **E-Tax** within the same tax centre as the taxpayer

Welcome

Register to use this service

To start using this website, you will need a username and password. To learn more on how to obtain one, contact your Tax Centre.

You are not logged in.

Login

Username
JerrGeor6580

Password

Login

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Information Available to the Taxpayer in His Home Page

Following a successful login, you are positioned in your **Home** page where you can see a summary of what declarations need to be filed, the account balances and whether you have any unread message.

The screenshot shows the E-Tax Module for SIGTAS Home page. At the top right, there is a logo of the Ethiopian Revenues and Customs Authority, a language selection dropdown set to English, and a calendar selection dropdown set to Gregorian. The main content area includes:

- Declarations to be Filed:** A table showing tax declarations due for various branches. One row for April 2004 has its "File now" button highlighted with a red box and a red arrow pointing to it. A tooltip says: "For more information, please visit ERCA website at <http://www.erca.gov.et/>".
- Account Balances:** A table showing tax account balances for JIMMA BRANCH. A tooltip says: "Choose a Tax Account to view the details of the account." Another tooltip says: "For more information, please visit ERCA website at <http://www.erca.gov.et/>".
- Refunds:** A table showing refund requests. A tooltip says: "View all Refund Requests", "Total Requested", and "Total Approved".
- Tax Clearance Certificate Requests:** A table showing clearance requests. A tooltip says: "View all Tax Clearance Certificate Requests".

At the bottom left, there is a logo and copyright information: "Privacy Policy | Terms and Conditions Copyright © 2010 CRC Sogema Inc. All rights reserved". At the bottom right, it says "Revision 709".

Note: The information that you see on your **Home** page has been registered for you in SIGTAS. Your account balances can be verified by a tax officer having the same tax centre as you by using the screen **Maintain Tax Account** (TR131S).

Filing a Declaration through E-Tax

The following example illustrates how to make a declaration using **E-Tax** for a tax type that does not require supporting documents, namely **VAT** for the tax period **March, 2011**.

Click on the **File now** hyperlink of your **Home** page for **VAT March, 2011**. The **View Filed Declaration** page opens.

You can enter the amounts for the required lines. If you need to leave the page, you can save the entered information by clicking on the **Save** button.

Line Number	Line Description	Amount
5	Value of Taxable Goods and Supplies	6000
10	VAT on Taxable Goods and Supplies (15% of line 5)	450
15	Value of Zero-Rated Goods	
20	Value of Exempt Supplies/Sales	325
25	Value of Remitted Supplies	
30	Total Supplies/Sales (lines 5 + 15 + 20 + 25)	6500
35	VAT Charged for the Period (= line 10)	
50	Value of Local Purchases Input	
55	VAT on Local Purchases Input (15% of line 50)	
60	Value of Imported Inputs	
65	VAT on Imported Inputs (15% of line 60)	
70	Value of General Expense Inputs	
75	VAT on General Expense Inputs (15% of line 70)	
80	Value of Purchases with no VAT or Unclaimed Inputs	
85	Value of Total Inputs (lines 50 + 60 + 70 + 80)	
90	Value of Taxable Inputs (lines 50 + 60 + 70)	
95	Total Inputs Tax Credit (lines 55 + 65 + 75)	
110	NET VAT DUE FOR MONTH (before carry-fwd calc) (line 35 - 95)	
115	VAT CREDIT FOR MONTH (before carry-fwd calc) (line 95 - 35)	
116	Hidden line - for VT011RS reports	
120	Other Credits for Month (Payments, Sales Tax, Goods On Hand)	
125	Credits Carried Forward from Previous Month	
130	Refund Given for Excess Credit	
135	Refund Interest Adjustment	
150	Total Remaining Due for Period (line110-115-120-125+130+135)	

Enter Line Details **Confirm Declaration Details** **End Declaration Process**

The first step is to fill in the line details of your declaration. When you are done, click on Continue to go to Step 2.

Mandatory fields are marked with *

Tax Type: VALUE-ADDED TAX(VAT)
Tax Period: Apr, 2004
Account Number: 17627
Tax Centre: JIMMA BRANCH

[Cancel](#) [Clear](#) [Save](#) [Continue to Step 2](#)

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If you can not continue filing your declaration, you may just log out and then resume your filing later as described in the next section.

Resuming an Incomplete Declaration through E-Tax

If you logged out and consequently have interrupted your declaration, you may come back later. After login into **E-File** you must use the vertical scrolling bar on the block **Declarations to be Filed** of your **Home** page and look for the declaration for the **VAT, tax period April, 2004**; you will notice that this declaration displays **"In progress"** under the **Action** header column.

Welcome Firstname1004165 Mekonen Lastname1004165 You have 1 unread messages

Declarations to be Filed

Tax Centre	Tax Type	Tax Period	Due Date	Action
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	Dec, 2003	08/02/2004	File now
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	Feb, 2004	08/04/2004	File now
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	Apr, 2004	07/06/2004	In progress
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	Aug, 2004	08/10/2004	File now
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	Oct, 2004	09/12/2004	File now

[View all declarations to be filed](#)



For more information, please visit ERCA website at <http://www.erca.gov.et>

Account Balances

Tax Centre	Tax Type	Tax Account	Balance
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	17827	-200,180.69
JIMMA BRANCH	VAT-WITHHOLDING	3395000001	-10,500.00

Total -210,680.69

[View all account balances](#)

Choose a Tax Account to view the details of the account.

For more information, please visit ERCA website at <http://www.erca.gov.et>

Refunds

Tax Type	Tax Period	Requested Amount	Approved Amount	Status
No rows yet.				

[View all Refund Requests](#)

Total Requested Total Approved

Tax Clearance Certificate Requests

Clearance Type	Supporting Documents Needed	Request Date	Status
Selling of Property/ Bid Participation Cost Sharing	N	27/04/2012	Approved
	N	27/04/2012	Rejected
	N	27/04/2012	Approved

[View all Tax Clearance Certificate Requests](#)

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Click on the “**In progress**” hyperlink; you are brought back to the **View Filed Declaration** page. This page displays the amounts that you have previously entered, so that you can just continue entering the remaining values.


Ethiopian Revenues and Customs Authority

Logout ZAID RASHA
Select a Language ENGLISH
Select a Calendar Gregorian

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Enter Line Details Confirm Declaration Details End Declaration Process

The first step is to fill in the line details of your declaration. When you are done, click on Continue to go to Step 2.

Line Number	Line Description	Amount
5	Value of Taxable Goods and Supplies	* 6,000.00
10	VAT on Taxable Goods and Supplies (15% of line 5)	450.00
15	Value of Zero-Rated Goods	
20	Value of Exempt Supplies/Sales	325.00
25	Value of Remitted Supplies	
30	Total Supplies/Sales (lines 5 + 15 + 20 + 25)	6,300.00
35	VAT Charged for this Period (= line 10)	
50	Value of Local Purchases Input	
55	VAT on Local Purchases Input (15% of line 50)	
60	Value of Imported Inputs	
65	VAT on Imported Inputs (15% of line 60)	
70	Value of General Expense Inputs	
75	VAT on General Expense Inputs (15% of line 70)	85
80	Value of Purchases with no VAT or Undelivered Inputs	
85	Value of Total Inputs (lines 50 + 60 + 70 + 80)	
90	Value of Taxable Inputs (lines 50 + 60 + 70)	220
95	Total Inputs Tax Credit (lines 55 + 65 + 75)	
110	NET VAT DUE FOR MONTH (before carry-fwd calc) (line 35 - 95)	
115	VAT CREDIT FOR MONTH (before carry-fwd calc) (line 95 - 35)	
116	Hidden line - for VT011RS reports	
120	Other Credits for Month (Payments, Sales Tax, Goods On Hand)	
125	Credits Carried Forward from Previous Month	
130	Refund Given for Excess Credit	
135	Refund Interest Adjustment	
130	Total Remaining Due for Period (line 110-115-120-125+130+135)	

Cancel Clear Save Continue to Step 2


Tax Type
 VALUE-ADDED TAX(VAT)

Tax Period
 Apr, 2004

Account Number
 17627

Tax Centre
 JIMMA BRANCH

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 Revision 709

When you finish, click on the **Continue to Step 2** hyperlink. This brings you a confirmation page where you can verify whether the entered amounts are correct or not.

Line Number	Line Description	Amount
5	Value of Taxable Goods and Supplies	6,000.00
10	VAT on Taxable Goods and Supplies (13% of line 5)	450.00
15	Value of Zero-Rated Goods	
20	Value of Exempt Supplies/Sales	325.00
25	Value of Remitted Supplies	
30	Total Supplies/Sales (Lines 5 + 15 + 20 + 25)	6,300.00
35	VAT Charged for this Period (= line 10)	
50	Value of Local Purchases Input	
55	VAT on Local Purchases Input (13% of line 50)	
60	Value of Imported Inputs	
65	VAT on Imported Inputs (13% of line 60)	
70	Value of General Expense Inputs	
75	VAT on General Expense Inputs (13% of line 70)	85.00
80	Value of Purchases with no VAT or Undelivered Inputs	
85	Value of Total Inputs (Lines 50 + 60 + 70 + 80)	
90	Value of Taxable Inputs (Lines 50 + 60 + 70)	220.00
95	Total Inputs Tax Credit (Lines 55 + 65 + 75)	
110	NET VAT DUE FOR MONTH (before carry-forward calc) (Line 35 - 95)	
115	VAT CREDIT FOR MONTH (before carry-forward calc) (Line 95 - 35)	
116	Hidden line - for VTD11RS reports	
120	Other Credits for Month (Payments, Sales Tax, Goods On Hand)	
125	Credits Carried Forward from Previous Month	
130	Refund Given for Excess Credit	
135	Refund Interest Adjustment	

Tax Type
VALUE-ADDED TAX(VAT)

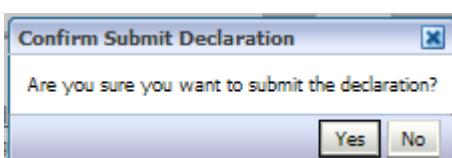
Tax Period
Apr, 2004

Account Number
17627

Tax Centre
JIMMA BRANCH

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If you consider that the declared amounts are correct, you can click on the **Submit** button. You get a validation and you may confirm that you really want to submit your declaration.



If you are sure, then click on **Yes**.

Following this action, your declaration will be submitted to the tax centre. Once you have submitted your declaration, you receive a **Submission number** which unique, in this example **3950009**. The submission number is generated after each declaration submitted through **E-Tax**.

The screenshot shows the user interface of the E-Tax module. At the top right, there is a logo of a yellow sun-like symbol inside a blue circle, followed by the text "Ethiopian Revenues and Customs Authority". To the right of the logo are links for "Logout ZAID RASHA", "Select a Language ENGLISH", and "Select a Calendar Gregorian". Below these are navigation tabs: Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, and Change Password. A blue banner at the top indicates that the declaration has been submitted for filing.

Information
The declaration has been submitted for filing.

Enter Line Details Confirm Declaration Details End Declaration Process

Thank you for submitting your tax declaration online. We will process your declaration right away.

Your declaration's submission number is **3950009**.
If you wish to print a copy of your submitted tax declaration, [click here](#).

Tax Type
VALUE-ADDED TAX(VAT)

Tax Period
Apr, 2004

Account Number
17627

Tax Centre
JIMMA BRANCH

[Return to Tax Declaration Main Page](#)

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Getting a Printed Copy of a Declaration Sent through E-Tax

If you want to get a printed copy of your declaration, click on the hyperlink “**click here**” of the previous page.

Following this action, you are led to the **View Filed Declaration** page which gives you a summary of your declaration.

The screenshot shows the E-Tax Module for SIGTAS interface. At the top, there is a logo of the Ethiopian Revenues and Customs Authority (ERC) and a navigation bar with links for Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, and Change Password. On the right side, there are dropdown menus for Select a Language (set to ENGLISH) and Select a Calendar (set to Gregorian). A link to Logout (ZAID RASHA) is also present.

The main content area is titled "View Filed Declaration". It shows the following information:

- TIN Taxpayer Name:** 0001470837 Firstname1004165 Mekonen Lastname1004165
- Tax Centre Account Number Tax Type:** JIMMA BRANCH17627 VALUE-ADDED TAX (VAT)
- Tax Period Due date:** Apr, 200407/06/2004
- Document Number Document Date:** 35687110010 30/04/2012
- Submission Number Submission Date:** 39500930/04/2012

A table below lists the declaration lines with their descriptions and amounts:

Line Number	Line Description	Amount
5	Value of Taxable Goods and Supplies	5,000.00
10	VAT on Taxable Goods and Supplies (15% of line 5)	450.00
15	Value of Zero-Rated Goods	
20	Value of Exempt Supplies/Sales	325.00
25	Value of Remitted Supplies	
30	Total Supplies/Sales (lines 5 + 15 + 20 + 25)	6,500.00
35	VAT Charged for this Period (= line 10)	
50	Value of Local Purchases Input	
55	VAT on Local Purchases Input (15% of line 50)	85.00
60	Value of Imported Inputs	
65	VAT on Imported Inputs (15% of line 60)	
70	Value of General Expense Inputs	
75	VAT on General Expense Inputs (15% of line 70)	
80	Value of Purchases with no VAT or Unclaimed Inputs	
85	Value of Total Inputs (lines 50 + 60 + 70 + 80)	
90	Value of Taxable Inputs (lines 50 + 60 + 70)	
95	Total Inputs Tax Credit (lines 55 + 65 + 75)	220.00
110	NFT VAT DUE FOR MONTH /before carried over/ (line 35 - 95)	

[Return to Tax Declaration Main Page](#)

At the bottom, there are links for Privacy Policy and Terms and Conditions, and a copyright notice: Copyright © 2010 CRC Sogema Inc. All rights reserved. On the right, it says Revision 709.

In the top right section of the **View Filed Declaration** page you will see the document number generated by SIGTAS followed by the date of the creation of this document as well as the submission number followed by the date of submission.

Getting a Formal Copy of a Declaration Sent through E-Tax

If you want a formal printout of the actual declaration that you submitted, click on the **Print** button of the **View Filed Declaration** page. You can keep the printout for your records in case you may need it as a proof of your declaration or you may bring it to the tax centre as a document for payment.

	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	VALUE-ADDED TAX(VAT)	
			
Section 1 - Taxpayer Information			
Taxpayer's Name: Firstname1004165 Mekonen		TIN: 0001470837	Tax Period: Apr, 2004
Registration Address: House No.: 285 Kebele: 01 Po.Box: Woreda: HURUMU Zone/Sub-City: ILLUBABOR Region: OROMIA Macao		Tax Account Number: 17627 Tax Centre: JIMMA BRANCH	<small>(Official Use Only)</small>  Document Number: 35687110010 Document Date: 30/04/2012 Submission Number: 3950009 Submission Date: 30/04/2012
Telephone Number: 917806082	Fax Number: 2		
Section 2 - Electronic Tax Declaration			
Value of Taxable Goods and Supplies		5	6,000.00
VAT on Taxable Goods and Supplies (15% of line 5)		10	450.00
Value of Zero-Rated Goods		15	
Value of Exempt Supplies/Sales		20	325.00
Value of Remitted Supplies		25	
Total Supplies/Sales (lines 5 + 15 + 20 + 25)		30	6,500.00
VAT Charged for this Period (= line 10)		35	
Value of Local Purchases Input		50	
VAT on Local Purchases Input (15% of line 50)		55	
Value of Imported Inputs		60	
VAT on Imported Inputs (15% of line 60)		65	
Value of General Expense Inputs		70	
VAT on General Expense Inputs (15% of line 70)		75	85.00
Value of Purchases with no VAT or Unclaimed Inputs		80	
Value of Total Inputs (lines 50 + 60 + 70 + 80)		85	
Value of Taxable Inputs (lines 50 + 60 + 70)		90	220.00
Total Inputs Tax Credit (lines 55 + 65 + 75)		95	
NET VAT DUE FOR MONTH (before carry-fwd calc) (line 35 - 95)		110	
VAT CREDIT FOR MONTH (before carry-fwd calc) (line 95 - 35)		115	
hidden line - for VT011RS reports		116	
Other Credits for Month (Payments, Sales Tax, Goods On Hand)		120	
Credits Carried Forward from Previous Month		125	
Refund Given for Excess Credit		130	
Refund Interest Adjustment		135	

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	VALUE-ADDED TAX(VAT)																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%;">Total Remaining Due for Period (line110-115-120-125+130+135)</td> <td style="width: 10%;">150</td> <td style="width: 15%;"></td> </tr> <tr> <td>Total Credit Available Carry-Forward=115+120+125-110-130-135</td> <td>160</td> <td></td> </tr> </table>		Total Remaining Due for Period (line110-115-120-125+130+135)	150		Total Credit Available Carry-Forward=115+120+125-110-130-135	160																			
Total Remaining Due for Period (line110-115-120-125+130+135)	150																								
Total Credit Available Carry-Forward=115+120+125-110-130-135	160																								
Section 3 - Taxpayer Certification																									
<p>I declare that the above declaration and all information provided here-with is correct and complete. I understand that any misrepresentation is punishable as per the Tax Law and the Penal Code. Declaration of preparer (other than the taxpayer) is based on all information of which the preparer has any knowledge.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Printed Taxpayer Name or Authorized Representative</td> <td style="width: 33%;">Date</td> <td style="width: 34%;">Company Seal</td> <td colspan="2" style="text-align: center; background-color: #cccccc;">For Official Use Only</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Date of Payment</td> <td>Receipt Number</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Amount of Payment</td> <td>Check Number</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2" style="text-align: center;">Cashier's Signature</td> </tr> </table>			Printed Taxpayer Name or Authorized Representative	Date	Company Seal	For Official Use Only						Date of Payment	Receipt Number					Amount of Payment	Check Number					Cashier's Signature	
Printed Taxpayer Name or Authorized Representative	Date	Company Seal	For Official Use Only																						
				Date of Payment	Receipt Number																				
				Amount of Payment	Check Number																				
				Cashier's Signature																					

Page 2 of 2

If you click on the “Return to Tax Declaration Main Page” hyperlink of the **View Filed Declaration** page, you are led back to the **Tax Declarations** page.

The screenshot shows the 'View Filed Declaration' page for a taxpayer named '0001470837 Firstname1004165 Mekonen Lastname1004165'. The declaration details are as follows:

TIN Taxpayer Name	0001470837 Firstname1004165 Mekonen Lastname1004165	Document Number	3568711001030/04/2012
Tax Centre Account Number Tax Type	JIMMA BRANCH17627 VALUE-ADDED TAX (VAT)	Document Date	3568711001030/04/2012
Tax Period Due date	Apr, 2004/07/06/2004	Submission Number	395000930/04/2012
Submission Date			

A detailed table of VAT amounts is provided:

Line Number	Line Description	Amount
5	Value of Taxable Goods and Supplies	6,000.00
10	VAT on Taxable Goods and Supplies (15% of line 5)	450.00
15	Value of Zero-Rated Goods	
20	Value of Exempt Supplies/Sales	325.00
25	Value of Remitted Supplies	
30	Total Supplies/Sales (Lines 5 + 15 + 20 + 25)	6,500.00
35	VAT Charged for this Period (= line 10)	
50	Value of Local Purchases Input	
55	VAT on Local Purchases Input (15% of line 50)	85.00
60	Value of Imported Inputs	
65	VAT on Imported Inputs (15% of line 60)	
70	Value of General Expense Inputs	
75	VAT on General Expense Inputs (15% of line 70)	
80	Value of Purchases with no VAT or Unclaimed Inputs	
85	Value of Total Inputs (lines 50 + 60 + 70 + 80)	
90	Value of Taxable Inputs (lines 50 + 60 + 70)	
95	Total Inputs Tax Credit (lines 55 + 65 + 75)	220.00
110	NFT VAT DUE FOR MONTH (before carrying forward) (line 35 - 95)	

[Return to Tax Declaration Main Page](#)

Revision 709

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If you look on your **Home** page using the vertical scroll bar, you will see that the **VAT** declaration for **April, 2004** is now gone from the **Home** page because the **Home** page shows only the declarations that need to be filed.

The screenshot shows the E-Tax Module for SIGTAS interface. At the top right, there is a logo of the Ethiopian Revenues and Customs Authority (ERCA) and a welcome message "Welcome Firstname1004165 Mekonen Lastname1004165". There are also language and calendar selection dropdowns.

Declarations to be Filed:

Tax Centre	Tax Type	Tax Period	Due Date	Action
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	Dec, 2003	08/02/2004	File now
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	Feb, 2004	08/04/2004	File now
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	Aug, 2004	08/10/2004	File now
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	Oct, 2004	09/12/2004	File now
JIMMA BRANCH	VAT-WITHHOLDING	Aug, 2010	09/10/2010	File now

[View all declarations to be filed](#)

Account Balances:

Tax Centre	Tax Type	Tax Account	Balance
JIMMA BRANCH	VALUE-ADDED TAX(VAT)	17527	-200,180.69
JIMMA BRANCH	VAT-WITHHOLDING	3395000001	-10,500.00

Total: -210,680.69

[View all account balances](#)

Refunds:

Tax Type	Tax Period	Requested Amount	Approved Amount	Status
No rows yet.				

[View all Refund Requests](#)

Tax Clearance Certificate Requests:

Clearance Type	Supporting Documents Needed	Request Date	Status
Selling of Property	N	27/04/2012	Approved
Bid Participation	N	27/04/2012	Rejected
Cost Sharing	N	27/04/2012	Approved

[View all Tax Clearance Certificate Requests](#)

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Logout ZAID RASHA
Select a Language ENGLISH
Select a Calendar Gregorian

Viewing the Complete Statuses of E-Tax Declarations

If you want to see the complete statuses of all declarations, after login into **E-Tax**, click on the **Taxpayer Services** menu and then on the **Tax Declarations** sub-menu.

You will see a summary of all tax declarations that have been filed or need to be filed per tax type.

The screenshot shows the E-Tax Module interface for the Ethiopian Revenues and Customs Authority. The top navigation bar includes links for Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, Change Password, and several tax-related options like Tax Declarations, Tax Accounts, Potential Refunds, Refunds, Request Clearance, and Clearance Requests List. The main content area is titled "Tax Declarations" and shows a table for "VALUE-ADDED TAX(VAT)". The table has columns for Tax Period, Action, Submission Number, Document Number, and Assessment Number. A specific row for "Apr, 2004 Filed" is highlighted with a red border, and its submission number, 3950009, is clearly visible. Other rows show declarations for July 2004 (Received), June 2004 (Filed), May 2004 (Filed), March 2004 (Filed), and February 2004 (File now). Below this table, there is another section for "VAT-WITHHOLDING" with account number 3395000001 and tax centre JIMMA BRANCH. At the bottom of the page, there are links for Privacy Policy and Terms and Conditions, along with a copyright notice for CRC Sogema Inc. and a revision number of 709.

If you click on the “+” sign of the **Value-Added (VAT)**, you will see that the declaration for the period **April, 2004** appears as being filed.

As a confirmation you also see the submission number, in this example **3950009**.

This submission number is only generated for declarations filed through **E-Tax**. If you look for other declarations that are filed, such as the one for the period **Jun, 2004**, you will notice that no submission number has been generated, meaning that the declaration for the period **Jun, 2004** has been physically filed and not through **E-Tax**.

Steps to Take on the Tax Officer's Side

Based on the established business procedures, the assigned tax officer (in the same tax centre as you) will run the **List of Documents** (DF136R) report in SIGTAS for the document state “**E-Filed**” and for specific dates as illustrated in the following example.

Note: For information on the applicable business procedures, refer to the corresponding **E-Tax** flowcharts and instructions sheets.

For information on the report **List of Documents** (DF136R), refer to the **Document Management** user guide.

DF136RS

30-APR-2012
ANNE

Print List of Documents

Page 1 of 1

Tax Type:

Document Type:

Tax Centre:

Document State: **E-FILED**

Tax Period Month/Year:

From:
Created: 25-APR-2012

To:
30-APR-2012

Printed:

Delivered:

Received:

Distributed:

TIN: Find Individual Find Enterprise

Taxpayer Name:

Assessment No.: Include Discarded:
Limit to Application Forms:

Run Report

The tax officer clicks on the **Run Report** button. The report **List of Documents** (DF136R) is created.

SIGTAS DF136R
30-APR-2012
05:40 PM

List of Documents

Page 1 of 1
ANNE

SELECTION CRITERIA

Tax Type:	Created From: 25-APR-2012	To: 30-APR-2012
Document Type:	Printed From:	To:
Tax Centre:	Delivered From:	To:
Document State: E-FILED	Received From:	To:
Tax Period:	Distributed From:	To:
TIN:	Include Discarded: N	
Taxpayer Name:	Limit to Appl. Forms: N	
Assessment No.:		

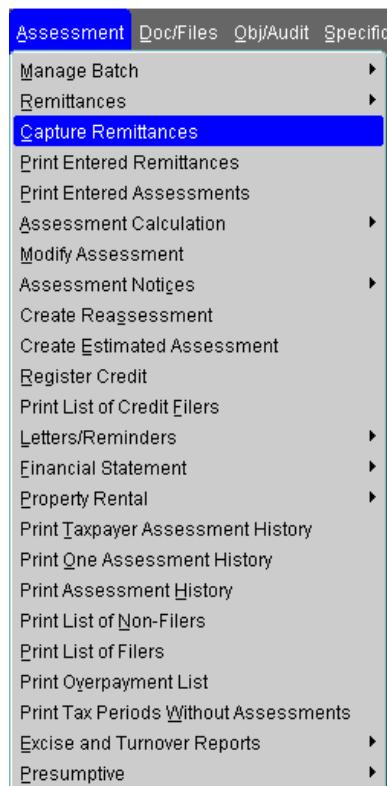
DOCUMENTS

Document No.	Tax Type	Taxpayer Name	TIN	Document State	Document Type	Distributed Date	Received Date	Printed Date	Delivered Date	Tax Period	File No.
35687110010	VALUE-ADDED TAX(VAT)	FIRSTNAME1004165 MEKONEN LASTNAME1004165	0001470837	E-FILED	REMITTANCE	30-APR-2012	30-APR-2012			4 / 2004	

Total Number of Documents: 1

ETHIOPLAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA

The tax officer will copy the document number for the report, in this case **35687110010**, and then will open the **Capture Remittance (AS52S)** screen:



The screenshot shows the 'Capture Remittance' screen for document number 35687110010. The form fields include:

- Doc. No.: 35687110010
- Tax Account: 17627
- TIN: 0001470837
- Lastname: LASTNAME1004165, Firstname: FIRSTNAME1004165
- Tax Type: VALUE-ADDED TAX(VAT)
- Form No.: VAT - ETH
- Value-Added Tax (Ethiopia)
- Tax Period: 04 2004
- Tax Centre: JIMMA BRANCH
- Assessment No.: 22663680010
- Estab.:
- Licence Base:
- Received Date: 30-APR-2012
- Prepared By: (empty)
- Batch No.: (empty)
- Assessment No.: 22663680010

Below the form is a table titled 'Line' with columns: Line No., Line Description, Submitted, Table Value, and Revised. The data entries are:

Line No.	Line Description	Submitted	Table Value	Revised
5	Value of Taxable Goods and	6,000.00		
10	VAT on Taxable Goods and S	450.00		
15	Value of Zero-Rated Goods			
20	Value of Exempt Supplies/Sa	325.00		
25	Value of Remitted Supplies			
30	Total Supplies/Sales (lines 5	6,500.00		

A 'Summary' button is located at the bottom right of the table area.

The tax officer will enter the document number (**35687110010**) in the **Doc. No.** field of the **Capture Remittance** (AS52S) screen and then make a query. Following the query, all the amounts that were submitted by you through **E-Tax** are automatically displayed in the corresponding fields.

The tax officer must then calculate the assessment by clicking on the **Calculate** button.

The screenshot shows the 'Capture Remittance' screen (AS52S). At the top, it displays the date '30-APR-2012' and the user 'ANNE'. The main title 'Capture Remittance' is centered above a grid of input fields. The fields include:

- Doc. No.: 35687110010
- Tax Account: 17627
- TIN: 0001470837
- LASTNAME1004165, FIRSTNAME1004165
- Tax Type: VALUE-ADDED TAX(VAT)
- Form No.: VAT - ETH
- Value-Added Tax (Ethiopia)
- Tax Period: 04 2004
- Tax Centre: JIMMA BRANCH
- Assessment No.: 22663680010
- Estab.: [empty]
- Licence Base: [empty]

Below these fields are two buttons: 'Calculate' (dark blue) and 'Page 1 of 1' (light blue). Underneath the input grid is a section with 'Received Date' (30-APR-2012), 'Prepared By' (empty), 'Batch No.' (empty), and 'Assessment No.' (22663680010).

The lower part of the screen contains a table titled 'Line' with columns 'Line No.', 'Line Description', 'Submitted', 'Table Value', and 'Revised'. The table data is as follows:

Line No.	Line Description	Submitted	Table Value	Revised
5	Value of Taxable Goods and	6,000.00		6,000.00
10	VAT on Taxable Goods and S	450.00		900.00
15	Value of Zero-Rated Goods			.00
20	Value of Exempt Supplies/Sa	325.00		325.00
25	Value of Remitted Supplies			.00
30	Total Supplies/Sales (lines 5	6,500.00		6,325.00

A 'Summary' button is located at the bottom right of the table area.

All the calculated amounts appear in the **Revised** column of the lower block of the **Capture Remittance** (AS52S) screen. The assessment number is also displayed in the corresponding field. A click on the **Summary** button will show the amounts that are due or credited.

The screenshot shows the 'Remittance Summary' dialog box. It displays the following financial details:

- Tax to Pay: 900.00
- Penalty To Pay: 900.00
- Interest To Pay: 1,313.94
- Total Credits: .00
- Balance: 3,113.94

A 'CLOSE' button is located at the bottom right of the dialog box.

Viewing the Assessed Amounts as a Taxpayer Using E-Tax

If you login again after a short while to **E-Tax** as a taxpayer and open the **Tax Declarations** page looking for the **VAT declaration for April, 2004**, you will see that the assessment number is displayed as a hyperlink under the **Assessment Number** column, in this example 22663680010. This number tells you that the assessment has been calculated.

Note: The frequency of assessment calculation by the tax centre is established by the corresponding business procedures.

VALUE-ADDED TAX(VAT)		Account Number	17627	Tax Centre	JIMMA BRANCH	
Tax Period	Action			Submission Number	Document Number	Assessment Number
May, 2004	Filed				440686	347514
Apr, 2004	Filed			3950009	35687110010	22663680010
Mar, 2004	Filed				80402	120581
Feb, 2004	File now					120919
Jan, 2004	Filed				94132	

Tax Declarations

Logout ZAID RASHA
Select a Language ENGLISH
Select a Calendar Gregorian

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If you click on this hyperlink, you can see a summary of all the amounts that have been assessed and any total due for the declaration for **VAT, April, 2004**.



Ethiopian Revenues and Customs Authority

Logout ZAID RASHA
Select a Language ENGLISH
Select a Calendar Gregorian

[Home](#) [Taxpayer Services](#) [Message Centre](#) [Validity Checks](#) [Taxpayer Information](#) [Change Password](#)

[Tax Declarations](#) | [Tax Accounts](#) | [Potential Refunds](#) | [Refunds](#) | [Request Clearance](#) | [Clearance Requests List](#)

View Assessment

TIN Taxpayer Name	0001470837 Firstname1004165 Mekonen Lastname1004165	Account Number	Tax Centre	17627JIMMA BRANCH
Tax Type Tax Period Due date	VALUE-ADDED TAX(VAT) Apr, 2004 07/06/2004	Assessment Number	22663680010	

Line Number	Line Description	Submitted	Assessed
5	Value of Taxable Goods and Supplies	6,000.00	6,000.00
10	VAT on Taxable Goods and Supplies (15% of line 5)	450.00	900.00
15	Value of Zero-Rated Goods		0.00
20	Value of Exempt Supplies/Sales	325.00	325.00
25	Value of Remitted Supplies		0.00
30	Total Supplies/Sales (lines 5 + 15 + 20 + 25)	6,500.00	6,325.00
35	VAT Charged for this Period (= line 10)		900.00
50	Value of Local Purchases Input		0.00
55	VAT on Local Purchases Input (15% of line 50)		0.00
60	Value of Imported Inputs		0.00
65	VAT on Imported Inputs (15% of line 60)		0.00
70	Value of General Expense Inputs		0.00
75	VAT on General Expense Inputs (15% of line 70)	85.00	0.00
80	Value of Purchases with no VAT or Unclaimed Inputs		0.00
85	Value of Total Inputs (lines 50 + 60 + 70 + 80)		0.00
90	Value of Taxable Inputs (lines 50 + 60 + 70)	220.00	0.00
95	Total Inputs Tax Credit (lines 55 + 65 + 75)		0.00
110	NET VAT DUE FOR MONTH (before carry-fwd calc) (line 35 - 95)		900.00

Summary	Assessed
Tax	900.00
Penalty	900.00
Interest	1,313.94
Total Due	3,113.94

[Return](#)

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An assessment notice will also be sent to the taxpayer from the tax centre, however the taxpayer has the possibility to login into **E-Tax** and see these amounts in the **View Assessment** page as soon as the tax centre has calculated the assessment.

You can also open the **Tax Account** page and see all the transactions that were created for any tax period for the corresponding tax type, in this example the **VAT**.

For instance for the period **April, 2004**, you can see all the details of the transactions, the amounts, against which charge type, which penalty type, transaction dates and any pertinent comments. This makes the entire process transparent to the taxpayer.

The screenshot shows the E-Tax module interface for the Ethiopian Revenues and Customs Authority. At the top, there's a logo and the text "Ethiopian Revenues and Customs Authority". Below the logo, there are language and calendar selection dropdowns. The main menu includes Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, Change Password, Tax Declarations, Tax Accounts, Potential Refunds, Refunds, Request Clearance, and Clearance Requests List. The current page is "Tax Accounts".

TAX ACCOUNTS

Tax Period	Assessment Number	Amount	Action	Against?	Penalty Type	Reversal?	Transaction Date	Comments
Jul, 2004	348000	-10,000.00	CHARGE	PENALTY	LATE/NON-FILING	N	13/09/2004	... LATE/NON-FILING PEN...
May, 2004	347514	-10,000.00	CHARGE	PENALTY	LATE/NON-FILING	N	08/07/2004	... LATE/NON-FILING PEN...
Apr, 2004	22663680010	-900.00	CHARGE	PENALTY	TAX	N	07/06/2004	...
Apr, 2004	22663680010	-900.00	CHARGE	PENALTY	LATE/NON-FILING	N	08/06/2004	... LATE/NON-FILING PEN...
Apr, 2004	22663680010	-13.14	CHARGE	INTEREST		N	08/06/2004	...
Apr, 2004	22663680010	-13.14	CHARGE	INTEREST		N	08/07/2004	...
Apr, 2004	22663680010	-13.14	CHARGE	INTEREST		N	09/08/2004	...
Apr, 2004	22663680010	-13.14	CHARGE	INTEREST		N	13/09/2004	...
Apr, 2004	22663680010	-13.14	CHARGE	INTEREST		N	11/10/2004	...
Apr, 2004	22663680010	-13.14	CHARGE	INTEREST		N	10/11/2004	...

VAT-WITHHOLDING

Account Number	Account Balance	Tax Centre	JIMMA BRANCH
3395000001	-10,500.00		

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Revision 709

You can also see similar information on other past declarations by using the vertical scroll down bar of the selected tax type.

Filing a Declaration that Requires Supporting Documents through E-Tax

The following example illustrates how to make a declaration using E-Tax for a tax type that does require supporting documents, namely "**Withholding Tax on Payments**" (**WITH TAX ON PAYM**) for the tax period **January, 2011**.

Filing a Declaration through E-Tax

The screenshot shows the ERCA E-Tax Module interface. At the top right, there is a logo of a yellow star inside a blue circle, followed by the text "Ethiopian Revenues and Customs Authority". To the right of the logo are links for "Logout Jerry George", "Select a Language ENGLISH", and "Select a Calendar Gregorian". Below the logo, a navigation bar includes links for "Home", "Taxpayer Services", "Message Centre", "Validity Checks", "Taxpayer Information", and "Change Password".

The main content area has a heading "Declarations to be Filed". It displays a table with columns: Tax Centre, Tax Type, Tax Period, Due Date, and Action. The table contains five rows for ADDIS ABABA LTD, each with a "File now" link. A red arrow points to the "File now" link for the declaration due on Jan, 2011 (09/03/2011). To the right of the table, there is a small icon of a document and a link: "For more information, please visit ERCA website at <http://www.erca.gov.et>".

Below this section is a heading "Account Balances". It displays a table with columns: Tax Centre, Tax Type, Tax Account, and Balance. The table contains four rows for ADDIS ABABA VAT, each with a balance value. To the right of the table, there is a small magnifying glass icon and a link: "Choose a Tax Account to view the details of the account. For more information, please visit ERCA website at <http://www.erca.gov.et>".

Under the "Account Balances" section is a heading "Refunds". It displays a table with columns: Tax Type, Tax Period, Requested Amount, Approved Amount, and Status. The table contains five rows for various tax types and periods, with status indicators like "PENDING APPROVAL" and "REJECTED". A link "View all Refund Requests" is located below the table.

At the bottom of the page, there is a "Tax Clearance Certificate Requests" section with a table showing clearance type, supporting documents needed, request date, and status. The table contains several rows with status indicators like "Rejected" and "Pending". A link "View all Tax Clearance Certificate Requests" is located below this table.

At the very bottom of the page, there are links for "Privacy Policy | Terms and Conditions" and "Copyright © 2010 CRC Sogema Inc. All rights reserved". On the far right, it says "Revision 714".

Click on the **File now** hyperlink of your **Home** page for **WITH TAX ON PAYM, January, 2011**. The **View Filed Declaration** page opens.

You may enter the amounts for the required lines. If you need to leave the page, you can save the entered information by clicking on the **Save** button.


Ethiopian Revenues and Customs Authority

Logout Jerry George
Select a Language ENGLISH
Select a Calendar Gregorian

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Enter Line Details Supporting Documents Confirm Declaration Details End Declaration Process

The first step is to fill in the line details of your declaration. When you are done, click on Continue to go to Step 2.

Mandatory fields are marked with a *		
Line Number	Line Description	Amount
10	(Unknown)	<input type="text" value="4"/>
20	Total Taxable Amount for this Tax Period	<input type="text" value="12000"/>
30	Total Tax Withheld for this Tax Period	<input type="text" value="8000"/>



Tax Type
WITH TAX ON PAYM

Tax Period
Jan, 2011

Account Number
34466

Tax Centre
ADDIS ABABA LTO

[Cancel](#) [Clear](#) [Save](#) [Continue to Step 2](#)

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If you can not continue filing your declaration, you may just logout and then resume your filing later as described in the next section.

Resuming an Incomplete Declaration through E-Tax

If you have logout and consequently have interrupted your declaration, you may come back later. After login into **E-File** you must use the vertical scrolling bar on the block **Declarations to be Filed** of your **Home** page and look for the declaration for the **WITH TAX ON PAYM, January, 2011**; you will notice that this declaration displays “**In progress**” under the **Action** header column.

Ethiopian Revenues and Customs Authority

[Logout Jerry George](#)

Select a Language: ENGLISH | Select a Calendar: Gregorian

[Home](#) [Taxpayer Services](#) [Message Centre](#) [Validity Checks](#) [Taxpayer Information](#) [Change Password](#)

Welcome (Unknown)

You have 0 unread messages

Declarations to be Filed

Tax Centre	Tax Type	Tax Period	Due Date	Action
ADDIS ABABA LTO	VALUE-ADDED TAX(VAT)	JULY 2011	05/08/2011	File now
ADDIS ABABA LTO	VALUE-ADDED TAX(VAT)	Dec. 2010	07/02/2011	File now
ADDIS ABABA LTO	WITH TAX ON PAYM	Dec. 2010	07/03/2011	File now
ADDIS ABABA LTO	WITH TAX ON PAYM	Jan. 2011	09/03/2011	In progress
ADDIS ABABA LTO	WITH TAX ON PAYM	Feb. 2011	08/04/2011	File now

[View all declarations to be filed](#)

Account Balances

Tax Centre	Tax Type	Tax Account	Balance
ADDIS ABABA VAT	COST SHARING	1395160001	-1,348,340.00
ADDIS ABABA VAT	EXCISE TAX	1395150001	-23,765.43
ADDIS ABABA VAT	VALUE-ADDED TAX(VAT)	1395130001	6,833,513,388.01
ADDIS ABABA VAT	WITH TAX ON PAYM	1395140001	-290,655.33

[View all account balances](#)

Total: 6,851,850,827.05

Choose a Tax Account to view the details of the account.

For more information, please visit ERCA website at <http://www.erca.gov.et>

Refunds

Tax Type	Tax Period	Requested Amount	Approved Amount	Status
VALUE-ADDED TAX(VAT)	Dec 2011	2,000.00	2,000.00	VOUCHER/CHEQUE PRODUCED
VALUE-ADDED TAX(VAT)	Dec 2011	90,000.00		PENDING APPROVAL
VALUE-ADDED TAX(VAT)	Dec 2011	45,000.00		REJECTED
VALUE-ADDED TAX(VAT)	Dec 2011	2,120.00	2,120.00	VOUCHER/CHEQUE PRODUCED
VALUE-ADDED TAX(VAT)	Dec 2011	3,300.00		PENDING APPROVAL
WITHHELD TAX(VAT)	Jan 2011	16,000.00		REJECTED

[View all Refund Requests](#)

Total Requested: 272,420.00 Total Approved: 6,420.00

Tax Clearance Certificate Requests

Clearance Type	Supporting Documents Needed	Request Date	Status
Selling of Property	N	03/03/2012	Approved
Bid Participation	N	30/04/2012	Rejected
Bid Participation	N	24/04/2012	Rejected
Cost Sharing	N	24/04/2012	Rejected
Cost Sharing	N	24/04/2012	Rejected
Other Requests	N	24/04/2012	Rejected

[View all Tax Clearance Certificate Requests](#)

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Click on the “**In progress**” hyperlink; you are brought back to the **View Filed Declaration** page. This page displays the amounts the amounts that you have previously entered, so that you can just continue entering the remaining values or changing some values as required.


Ethiopian Revenues and Customs Authority

Logout Jerry/George
Select a Language ENGLISH
Select a Calendar Gregorian

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Enter Line Details Supporting Documents Confirm Declaration Details End Declaration Process

The first step is to fill in the line details of your declaration. When you are done, click on Continue to go to Step 2.

Mandatory fields are marked with a *		
Line Number	Line Description	Amount
10	(Unknown)	* 4.00
20	Total Taxable Amount for this Tax Period	* 10.000.00
30	Total Tax Withheld for this Tax Period	* 8.000.00



Tax Type
WITH TAX ON PAYM

Tax Period
Jan, 2011

Account Number
34466

Tax Centre
ADDIS ABABA LTO

[Cancel](#) [Clear](#) [Save](#) [Continue to Step 2](#)

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When you finish, click on the **Continue to Step 2** hyperlink. This opens a page where you must click one of the following buttons: **Add**, **Import from Previous Period** or **Upload CSV**.

Ethiopian Revenues and Customs Authority

Logout Jerry George
Select a Language ENGLISH
Select a Calendar Gregorian

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Enter Line Details Supporting Documents Confirm Declaration Details End Declaration Process

In order to complete your tax declaration, you must complete the following supporting document. Once completed, click on the "Next" to confirm your declaration.

Mandatory fields are marked with a *

Withholding Tax on Payment Declaration Details

Add Import From Previous Period Upload CSV

Tax Type
WITH TAX ON PAYM

Tax Period
Nov. 2011

Account Number
3395140001

Tax Centre
ADDIS ABABA VAT

C Cancel Save Back Next

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Notice that you are receiving an indication about the mandatory fields. In this example, click on the **Add** button. The **Withholding Tax on Payment Declaration Details** page opens. Fill in the mandatory fields.

Ethiopian Revenues and Customs Authority

Logout Jerry George

Select a Language ENGLISH

Select a Calendar Gregorian

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Enter Line Details Supporting Documents Confirm Declaration Details End Declaration Process

In order to complete your tax declaration, you must complete the following supporting document. Once completed, click on the "Next" to confirm your declaration.

Mandatory fields are marked with a *

Withholding Tax on Payment Declaration Details

TIN	Receipt Number	Receipt Date	Tax to Credit
>>> <input type="button"/> 0000023085 <input type="button"/> Registration 4550	<input type="text"/> 346572	<input type="text"/> 19/09/2011	<input type="radio"/> OTHER
<input type="button"/> Add <input type="button"/> Delete Current Record			

Tax Type
WITH TAX ON PAYM

Details	Value
50 Taxable Amount	<input type="text"/>
55 Tax Withheld	<input type="text"/>

Number of Entries 1

Tax Period
Jan, 2011

Account Number
34466

Tax Centre
ADDIS ABABA LTO

Cancel Save Back Next

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If you click on the **Next** button before filling in all the mandatory fields, you get the following page with messages that tell you what to do before continuing your declaration.

The screenshot shows the E-Tax Module for SIGTAS interface. At the top, there is a logo of the Ethiopian Revenues and Customs Authority and a user login area. Below the header, a navigation bar includes links for Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, and Change Password.

A red arrow points to an error message: "Error: The following errors have been detected: There are missing mandatory values or other validation errors on this form". Another red arrow points to two specific fields: "Taxable Amount" and "Tax Withheld", both of which are marked as mandatory.

The main form is titled "Withholding Tax on Payment Declaration Details". It contains sections for TIN, Receipt Number, Receipt Date, Tax to Credit, Tax Type (WITH TAX ON PAYM), Tax Period (Jan, 2011), Account Number (34466), and Tax Centre (ADDIS ABABA LTO). A table displays entries for Taxable Amount and Tax Withheld, with a red arrow pointing to the Tax Withheld row.

At the bottom of the form, there are buttons for Cancel, Save, Back, and Next. The footer includes links for Privacy Policy and Terms and Conditions, along with copyright information and a revision number (Revision 540).

Enter the required values in all mandatory fields, and then if you need to add a new withholdee, click on the **Add** button. The screen displays the fields where you can enter the withholding details for another withholdee.

Ethiopian Revenues and Customs Authority

Select a Language | ENGLISH | Select a Calendar | Gregorian | Logout Jerry George

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Enter Line Details Supporting Documents Confirm Declaration Details End Declaration Process

In order to complete your tax declaration, you must complete the following supporting document. Once completed, click on the "Next" to confirm your declaration.

Mandatory Fields are marked with a *

Withholding Tax on Payment Declaration Details

TIN	Receipt Number	Receipt Date	Tax to Credit
<input type="text" value="0000023085"/> <input type="button" value="Select"/>	<input type="text" value="3446572"/> <input type="button" value="Select"/>	<input type="text" value="19/09/2011"/>	<input type="text" value="OTHER"/>
<input type="button" value=""/> >>>	<input type="button" value=""/> <<<	<input type="button" value=""/> >>>	<input type="button" value=""/> <<<
<input type="button" value="Add"/>	<input type="button" value="Delete Current Record"/>		

Tax Type
WITH TAX ON PAYM

Details	Value
50 Taxable Amount	<input type="text"/>
55 Tax Withheld	<input type="text"/>

Tax Period
Jan, 2011

Number of Entries
Total for Line 50 (Taxable Amount) 2
Total for Line 55 (Tax Withheld) 10,000.00
8,000.00

Account Number
34466

Tax Centre
ADDIS ABABA LTO

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If you do not need to enter the record for another withholdee, simply click on the **Delete Current Record** button.



Ethiopian Revenues and Customs Authority

Logout Jerry George
Select a Language ENGLISH
Select a Calendar Gregorian

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Enter Line Details Supporting Documents Confirm Declaration Details End Declaration Process

In order to complete your tax declaration, you must complete the following supporting document. Once completed, click on the "Next" to confirm your declaration.

Mandatory fields are marked with a *

Withholding Tax on Payment Declaration Details

TIN	Receipt Number	Receipt Date	Tax to Credit
Select * 0000023085	Registration 4550 * 346572	* 19/09/2011	* OTHER
<input type="button" value="Add"/>		Tax Type WITH TAX ON PAYM	

Number of Entries 1
 Total for Line 50 (Taxable Amount) 10,000.00
 Total for Line 55 (Tax Withheld) 8,000.00

Tax Period Jan, 2011

Account Number 34466

Tax Centre ADDIS ABABA LTO

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Then click on **Next**.

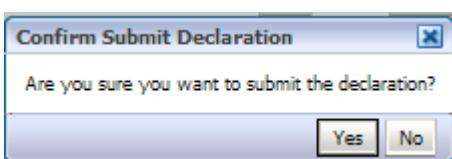
The screenshot shows the E-Tax Module interface for SIGTAS. At the top right, there are links for 'Logout Jerry George', 'Select a Language ENGLISH', and 'Select a Calendar Gregorian'. Below the header, a navigation bar includes 'Home', 'Taxpayer Services', 'Message Centre', 'Validity Checks', 'Taxpayer Information', and 'Change Password'. An activity flow at the bottom shows four steps: 'Enter Line Details', 'Supporting Documents', 'Confirm Declaration Details' (which is highlighted with a red arrow), and 'End Declaration Process'. A message bar states, 'You are about to complete your declaration, click on Submit to finalise the process.' To the left, a table lists tax details:

Line Number	Line Description	Amount
10	(Unknown)	4.00
20	Total Taxable Amount for this Tax Period	10,000.00
30	Total Tax Withheld for this Tax Period	8,000.00

To the right, there is a small icon of a document with a checkmark. Below the table, tax type and period are specified: 'WITH TAX ON PAYM', 'Jan, 2011'. Account number and tax centre are also listed: '34466', 'ADDIS ABABA LTO'. At the bottom, there are 'Cancel', 'Back', and 'Submit' buttons. The footer includes links to 'Privacy Policy' and 'Terms and Conditions', and notes 'Copyright © 2010 CRC Sogema Inc. All rights reserved' and 'Revision 540'.

Following this action, you receive a confirmation page where you can verify whether the entered amounts are corrected or not before submitting the declaration. You may also notice that the activity flow has reached the step **"Confirm Declaration Details"**.

If you consider that the declared amounts are correct, click on the **Submit** button. You get a validation and you may confirm that you really want to submit your declaration.



If you are sure, click on **Yes**.

At this point, your declaration has been submitted to the tax centre. Once you have submitted your declaration, you receive a **Submission number** which is unique, in this example **3800003**. The submission number is generated after each declaration submitted through **E-Tax**.

The screenshot shows the E-Tax Module for SIGTAS interface. At the top, there is a logo of the Ethiopian Revenues and Customs Authority (ERC) and a navigation bar with links: Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, and Change Password. On the right side, there are dropdown menus for Logout (Jerry George), Select a Language (ENGLISH selected), and Select a Calendar (Gregorian selected).

In the center, there is a section titled "Information" with a blue information icon. It displays a success message: "The declaration has been submitted for filing." Below this, a horizontal progress bar shows four steps: "Enter Line Details", "Supporting Documents", "Confirm Declaration Details", and "End Declaration Process". The fourth step is highlighted with a blue circle and a checkmark.

A teal banner at the bottom of the main content area says: "Thank you for submitting your tax declaration online. We will process your declaration right away."

On the right side of the page, there are several data entries:

- Tax Type:** WITH TAX ON PAYM
- Tax Period:** Jan, 2011
- Account Number:** 34466
- Tax Centre:** ADDIS ABABA LTO

At the bottom of the page, there are links for Privacy Policy and Terms and Conditions, and a copyright notice: "Copyright © 2010 CRC Sogema Inc. All rights reserved". There is also a "Return to Tax Declaration Main Page" button and a "Revision 540" note.

Getting a Printed Copy of a Declaration Sent through E-Tax

If you want to get a printed copy of your declaration, click on the hyperlink “**click here**” of the previous page.

Following this action, you are led to the **View Filed Declaration** page which gives you a summary of your declaration.

The screenshot shows the E-Tax Module for SIGTAS interface. At the top, there is a logo of the Ethiopian Revenues and Customs Authority (ERC) and a user login area for "Logout Jerry George". Below the login, there are dropdown menus for "Select a Language" (set to ENGLISH) and "Select a Calendar" (set to Gregorian). A navigation bar at the top includes links for Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, and Change Password.

The main content area is titled "View Filed Declaration". It shows the following information:

- TIN Taxpayer Name: 0000009646(Unknown)
- Tax Centre Account Number Tax Type: ADDIS ABABA LTO34466WITH TAX ON PAYM
- Tax Period Due date: Jan, 201109/03/2011
- Document Number Document Date: 3126368000319/09/2011
- Submission Number Submission Date: 380000319/09/2011

A table below lists tax amounts:

Line Number	Line Description	Amount
10	(Unknown)	4.00
20	Total Taxable Amount for this Tax Period	10,000.00
30	Total Tax Withheld for this Tax Period	8,000.00

At the bottom of the page, there are links for "Return to Tax Declaration Main Page", "Privacy Policy", "Terms and Conditions", and copyright information: "Copyright © 2010 CRC Sogema Inc. All rights reserved".

In the top right section of the **View Filed Declaration** page you will see the document number generated by SIGTAS followed by the date of the creation of this document as well as the submission number followed by the date of submission.

Getting a Formal Copy of a Declaration Sent through E-Tax

If you want a formal printout of the actual declaration that you submitted, click on the **Print** button of the **View Filed Declaration** page. You can keep the printout for your records in case you may need it as a proof of your declaration or you may bring it to the tax centre as a document for payment.

	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	WITH TAX ON PAYM		
				
Section 1 - Taxpayer Information				
Taxpayer's Name: Registnm548		TIN: 0000009646	Tax Period: Jan, 2011	
Registration Address: House No.: Kebelo: 05/13 Po.Box: Woreda: NO WOREDA-146 Zone/Sub-City: NEFAS SILK LAFTO Region: ADDIS ABABA Ethiopia		Tax Account Number: 34466	(Official Use Only) 	
		Tax Centre: ADDIS ABABA LTO	Document Number: 31263680003 Document Date: 19/09/2011 Submission Number: 3800003 Submission Date: 19/09/2011	
Telephone Number: 7866767	Fax Number: 			
Section 2 - Electronic Tax Declaration				
Total Number of Withholdees' 			10	
Total Taxable Amount for this Tax Period			10,000.00	
Total Tax Withheld for this Tax Period			8,000.00	
Section 3 - Taxpayer Certification				
I declare that the above declaration and all information provided here-with is correct and complete. I understand that any misrepresentation is punishable as per the Tax Law and the Penal Code. Declaration of preparer (other than the taxpayer) is based on all information of which the preparer has any knowledge.				
Printed Taxpayer Name or Authorized Representative	Date	Company Seal	For Official Use Only	
Signature of Taxpayer or Authorized Representative			Date of Payment	Receipt Number
Printed Name of Preparer	Date		Amount of Payment	Check Number
Signature of Preparer			<i>Cashier's Signature</i>	

Page 1 of 1

If you click on the “Return to Tax Declaration Main Page” hyperlink of the View Filed Declaration page, you are led to your Home page:

Welcome (Unknown)

Declarations to be Filed

Tax Centre	Tax Type	Tax Period	Due Date	Action
ADDIS ABABA LTO	SCHED D-GAIN ON SHAR	2010	10/09/2011	File now
ADDIS ABABA LTO	SCHEDULE A-PAYE (MONTHLY)	Jun, 2011	05/08/2011	File now
ADDIS ABABA LTO	VALUE-ADDED TAX(VAT)	Jun, 2011	05/08/2011	File now
ADDIS ABABA LTO	WITH TAX ON PAYM	Jun, 2011	05/08/2011	File now
ADDIS ABABA LTO	SCHEDULE A-PAYE (MONTHLY)	May, 2011	07/07/2011	File now

[View all declarations to be filed](#)

Account Balances

Tax Centre	Tax Type	Tax Account	Balance
ADDIS ABABA LTO	SCHED D-DIVIDENDS	55927	0.00
ADDIS ABABA LTO	SCHED D-GAIN ON SHAR	1721340003	0.00
ADDIS ABABA LTO	SCHEDULE A-PAYE (MONTHLY)	3010370003	0.00
ADDIS ABABA LTO	SCHEDULE C-NORMAL	34465	1,183,051.94
ADDIS ABABA LTO	VALUE-ADDED TAX(VAT)	13347	540,107.76
ADDIS ABABA LTO	WITH TAX ON PAYM	34465	139,447.40

Total: 1,862,607.10

[View all account balances](#)

For more information, please visit ERCA website at <http://www.erca.gov.et/>

Choose a Tax Account to view the details of the account.

For more information, please visit ERCA website at <http://www.erca.gov.et/>

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If you use the vertical scroll bar, you will see that the **WITH TAX ON PAYM** declaration for **January, 2011** is now gone from the **Home** page because the **Home** page shows only the declarations that need to be filed.

Viewing the Complete Statuses of E-Tax Declarations

If you want to see the complete statuses of all declarations, after login into **E-Tax**, click on the **Taxpayer Services** menu and then on the **Tax Declarations** sub-menu.

You will see a summary of all tax declarations that have been filed or need to be filed per tax type.

The screenshot shows the 'Tax Declarations' section of the E-Tax module. At the top, there's a logo of the Ethiopian Revenues and Customs Authority and a user profile for 'Logout Jerry George'. Navigation tabs include Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, Change Password, Tax Declarations, Tax Accounts, Potential Refunds, Refunds, Request Clearance, and Clearance Requests List.

The main area displays a table of tax declarations:

	SCHED D-DIVIDENDS	Account Number	65927	Tax Centre	ADDIS ABABA LTO	
+	SCHED D-GAIN ON SHAR	Account Number	1721340003	Tax Centre	ADDIS ABABA LTO	
+	SCHEDULE A-PAYE (MONTHLY)	Account Number	3010370003	Tax Centre	ADDIS ABABA LTO	
+	SCHEDULE C-NORMAL	Account Number	34465	Tax Centre	ADDIS ABABA LTO	
+	VALUE-ADDED TAX(VAT)	Account Number	13342	Tax Centre	ADDIS ABABA LTO	
+	WITH TAX ON PAYM	Account Number	34466	Tax Centre	ADDIS ABABA LTO	
		Tax Period	Action	Submission Number	Document Number	Assessment Number
		Mar. 2011	File now			
		Feb. 2011	File now			
		Jan. 2011	Filed	3800003	31263680003	
		Dec. 2010	File now			
		Nov. 2010	Filed		30850530003	19650920003

At the bottom, there are links for Privacy Policy, Terms and Conditions, and Copyright information, along with a revision note 'Revised 540'.

If you click on the “+” sign of the **WITH TAX ON PAYM**, you will see that the declaration for the period **January, 2011** appears as being filed.

As a confirmation you also see the submission number, in this example **3800003**.

This submission number is only generated for declarations filed through **E-Tax**. If you look for other declarations that are filed, such as the one for the period **Nov, 2010**, you will notice that no submission number has been generated, meaning that the declaration for the period **Nov, 2010** has been physically filed and not through **E-Tax**.

Steps to Take on the Tax Officer’s Side

Based on the established business procedures, the assigned tax officer (in the same tax centre as you) will run the **List of Documents** (DF136R) report in SIGTAS for the document state “**E-Filed**” and for specific dates as illustrated in the following example.

Note: For information on the applicable business procedures, refer to the corresponding **E-Tax** flowcharts and instructions sheets.

For information on the report **List of Documents** (DF136R), refer to the **Document Management** user guide.

DF136RS

19-09-2011

SIGTASAD

Print List of Documents

Page 1 of 1

Tax Type:

Document Type:

Tax Centre:

Document State: **E-FILED**

Tax Period Month/Year:

From: **19-09-2011**

To: **19-09-2011**

Created: **19-09-2011**

Printed:

Delivered:

Received:

Distributed:

TIN:

Find Individual

Find Enterprise

Taxpayer Name:

Assessment No.:

Include Discarded:

Limit to Application Forms:

Run Report

The tax officer clicks on the **Run Report** button. The report **List of Documents (DF136R)** is created.

SIGTAS DF136R
19-SEP-11
03:13 PM

List of Documents

Page 1 of 1
SIGTASAD

SELECTION CRITERIA

Tax Type:	Created From: 19-SEP-11	To: 19-SEP-11
Document Type:	Printed From:	To:
Tax Centre:	Delivered From:	To:
Document State: E-FILED	Received From:	To:
Tax Period:	Distributed From:	To:
TIN:	Include Discarded: N	
Taxpayer Name:	Limit to Appl. Forms: N	
Assessment No.:		

DOCUMENTS

Document No.	Tax Type	Taxpayer Name	TIN	Document State	Document Type	Distributed Date	Received Date	Printed Date	Delivered Date	Tax Period	File No.
31263680003	WITH TAX ON PAYM	REGISTNM548	0000009646	E-FILED	REMITTANCE	19-SEP-11	19-SEP-11	19-SEP-11	19-SEP-11	1/ 2011	1

Total Number of Documents: 1

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY-ETHIOPIA

The tax officer will copy the document number from the report, in this case **31263680003**, and then will open the **Capture Remittance (AS52S)** screen:

The screenshot shows the 'Capture Remittance' screen for AS52S. At the top, there are date and user fields: '19-09-2011' and 'SIGTASAD'. The main title is 'Capture Remittance'. On the right, it says 'Page 1 of 1'. Below the title, there are several input fields: 'Doc. No.: 31263680003', 'Tax Account: 34466'; 'TIN: 0000009646', 'REGISTNM548'; 'Tax Type: WITH TAX ON PAYM'; 'Form No.: WOP-1', 'Withholding Tax On Payment'; 'Tax Period: 01 2011', 'Tax Centre: ADDIS ABABA LTO'; 'Assessment No.: 20012230003', 'Estab.:'; and 'Licence Base:'. To the right of these fields is a 'Calculate' button. Below these fields is a section with 'Received Date: 19-09-2011', 'Prepared By: [empty]', 'Batch No.: [empty]', and 'Assessment No.: 20012230003'. At the bottom is a table with columns: Line No., Line Description, Submitted, Table Value, and Revised. The table contains four rows of data: 10 (Total Number of Withholdees), 20 (Total Taxable Amount for this), and 30 (Total Tax Withheld for this). There are also three empty rows below them. At the very bottom are 'Capture Details' and 'Summary' buttons.

Line No.	Line Description	Submitted	Table Value	Revised
10	Total Number of Withholdees	4.00		
20	Total Taxable Amount for this	10,000.00		
30	Total Tax Withheld for this	8,000.00		

The tax officer will enter the document number (**31263680003**) in the **Doc. No.** field of the **Capture Remittance (AS52S)** screen and then make a query. Following the query, all the amounts that were submitted by you through **E-Tax** are automatically displayed in the corresponding fields.

The tax officer must then calculate the assessment by clicking on the **Calculate** button.

The screenshot shows the AS52S Capture Remittance screen. At the top, it displays the date "19-09-2011" and the user "SIGTASAD". The main title is "Capture Remittance" and the page number is "Page 1 of 1". Below the title, there are several input fields: Doc. No.: 31263680003, Tax Account: 34466; TIN: 0000009646, REGISTNMS48; Tax Type: WITH TAX ON PAYM; Form No.: WOP-1, Withholding Tax On Payment; Tax Period: 01 2011, Tax Centre: ADDIS ABABA LTO; Assessment No.: 20012230003, Estab.:; Licence Base:;. A "Calculate" button is located on the right side of the input area. Below the input fields, there are two more rows of information: Received Date: 19-09-2011, Prepared By:; Batch No.: and Assessment No.: 20012230003. The bottom section contains a table titled "Line" with columns "Line No.", "Line Description", "Submitted", "Table Value", and "Revised". The table includes rows for: Total Number of Withholdees (Value: 4.00), Total Taxable Amount for this (Value: 10,000.00), Total Tax Withheld for this Ta (Value: 8,000.00), and other empty rows. At the bottom of the screen are "Capture Details" and "Summary" buttons.

Line No.	Line Description	Submitted	Table Value	Revised
10	Total Number of Withholdees		4.00	4.00
20	Total Taxable Amount for this		10,000.00	10,000.00
30	Total Tax Withheld for this Ta		8,000.00	8,000.00

All the calculated amounts appear in the **Revised** column of the lower block of the **Capture Remittance** (AS52S) screen. The assessment number is also displayed in the corresponding field. A click on the **Summary** button will show the amounts that are due or credited.

The screenshot shows the "Summary" dialog box with the title "Remittance Summary". It contains five text fields: Tax to Pay: 8,000.00, Penalty To Pay: 11,860.00, Interest To Pay: 875.28, Total Credits: .00, and Balance: 20,735.28. A "CLOSE" button is at the bottom right.

The tax officer clicks on the **Capture Details** button. The **Maintain Withholding Tax** (TS1412S) screen opens. The top block of the screen automatically displays the withholdee's information; the tax officer executes a "Query": an LOV dialogue box opens; he then selects again the correct tax period in the **Year/Month** field; following this action the bottom block automatically displays the information of the withholdees that was captured through e-filing.

TIN	Wdee ID	Withholdee's Name	Withholdee's Name (Amh)
0000023085		REGISTNM4550	

Viewing the Assessed Amounts as a Taxpayer Using E-Tax

If you login again after a short while to E-Tax as a taxpayer and open the **Tax Declarations** page looking for the **WITH TAX ON PAYM, January, 2011**, you will see that the assessment number is displayed as a hyperlink under the **Assessment Number** column, in this example 2001223003. This number tells you that the assessment has been calculated.

Note: The frequency of assessment calculation by the tax centre is established by the corresponding business procedures.

The screenshot shows the 'Tax Declarations' section of the ERC E-Tax Module. At the top, there's a logo of a sun with rays inside a circle, followed by the text 'Ethiopian Revenues and Customs Authority'. On the right, there are language and calendar selection dropdowns set to English and Gregorian respectively. Below the header, a navigation bar includes links for Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, Change Password, Tax Declarations, Tax Accounts, Potential Refunds, Refunds, Request Clearance, and Clearance Requests List.

The main content area is titled 'Tax Declarations' and displays a list of tax types with their account numbers and tax centers:

- SCHED D-DIVIDENDS Account Number: 65927 Tax Centre: ADDIS ABABA LTO
- SCHED D-GAIN ON SHAR Account Number: 1721340003 Tax Centre: ADDIS ABABA LTO
- SCHEDULE A-PAYE (MONTHLY) Account Number: 3010370003 Tax Centre: ADDIS ABABA LTO
- SCHEDULE C-NORMAL Account Number: 34465 Tax Centre: ADDIS ABABA LTO
- VALUE-ADDED TAX(VAT) Account Number: 13342 Tax Centre: ADDIS ABABA LTO

Below this, a table for 'WITH TAX ON PAYM' shows tax periods and actions:

Tax Period	Action	Submission Number	Document Number	Assessment Number
Apr, 2011	File now			
Mar, 2011	File now			
Feb, 2011	File now			
Jan, 2011	Filed	3800003	21263680003	20012230003
Dec, 2010	File now			

A red arrow points to the 'Filed' link for the Jan, 2011 period. The bottom of the page includes links for Privacy Policy and Terms and Conditions, and a copyright notice: 'Copyright © 2010 CRC Sogema Inc. All rights reserved'. On the right, it says 'Revision 540'.

If you click on this hyperlink, you can see a summary of all the amounts that have been assessed and any total due for the declaration for **WITH TAX ON PAYM, January, 2011**.

The screenshot shows the E-Tax Module for SIGTAS interface. At the top right, there is a logo of the Ethiopian Revenues and Customs Authority, a user name "Logout Jerry George", and language and calendar selection dropdowns. The main menu includes Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, Change Password, Tax Declarations, Tax Accounts, Potential Refunds, Refunds, Request Clearance, and Clearance Requests List. Below the menu, the title "View Assessment" is displayed. The page displays taxpayer information: TIN/Taxpayer Name (0000009646(Unknown)), Account Number (34466ADDIS ABABA LTO), Tax Type (WITH TAX ON PAYM), Tax Period (Jan, 2011), Due date (09/02/2011), and Assessment Number (20012230003). A table below shows tax details:

Line Number	Line Description	Submitted	Assessed
10	(Unknown)	4.00	4.00
20	Total Taxable Amount for this Tax Period	10,000.00	10,000.00
30	Total Tax Withheld for this Tax Period	8,000.00	8,000.00

Below this is another table for summary tax amounts:

Summary	Assessed
Tax	8,000.00
Penalty	11,860.00
Interest	875.28
Total Due	20,735.28

At the bottom left, there are links for Privacy Policy and Terms and Conditions, and a copyright notice: "Copyright © 2010 CRC Sogema Inc. All rights reserved". On the right, it says "Revision 540".

An assessment notice will also be sent to the taxpayer from the tax centre, however the taxpayer has the possibility to login into **E-Tax** and see these amounts in the **View Assessment** page as soon as the tax centre has calculated the assessment.

You can also open the **Tax Account** page and see all the transactions that were created for any tax period for the corresponding tax type, in this example the **WITH TAX ON PAYM**.

For instance for the period **January, 2011** you can see all the details of the transactions, the amounts, against which charge type, which penalty type, transaction dates and any pertinent comments. This makes the entire process transparent to the taxpayer.

The screenshot shows the E-Tax module interface for the Ethiopian Revenues and Customs Authority. The top navigation bar includes links for Home, Taxpayer Services, Message Centre, Validity Checks, Taxpayer Information, Change Password, and a user profile for Jerry George. Language and calendar selection dropdowns are also present. The main content area is titled 'Tax Accounts' and lists various tax types with their details. A detailed transaction history is shown for the 'WITH TAX ON PAYM' account.

Tax Period	Assessment Number	Amount	Action	Against	Penalty Type	Reversal?	Transaction Date	Comments
Jan. 2011	20012230003	-8.000.00	CHARGE		TAX	N	09/03/2011	...
Jan. 2011	20012230003	-10.500.00	CHARGE		PENALTY	LATE/NON-FILING	10/03/2011	... LATE/NON-FILING PEN...
Jan. 2011	20012230003	-400.00	CHARGE		PENALTY	LATE PAYMENT	10/03/2011	... LATE PAYMENT PENALTY
Jan. 2011	20012230003	-125.04	CHARGE		INTEREST	N	10/03/2011	...
Jan. 2011	20012230003	-160.00	CHARGE		PENALTY	LATE PAYMENT	11/04/2011	... LATE PAYMENT PENALTY
Jan. 2011	20012230003	-125.04	CHARGE		INTEREST	N	11/04/2011	...
Jan. 2011	20012230003	-160.00	CHARGE		PENALTY	LATE PAYMENT	09/05/2011	... LATE PAYMENT PENALTY
Jan. 2011	20012230003	-125.04	CHARGE		INTEREST	N	09/05/2011	...
Jan. 2011	20012230003	-160.00	CHARGE		PENALTY	LATE PAYMENT	08/06/2011	... LATE PAYMENT PENALTY
Jan. 2011	20012230003	-125.04	CHARGE		INTEREST	N	08/06/2011	...

You can also see similar information on other past declarations by using the vertical scroll down bar of the selected tax type.

Modifying Contact Information Using E-Tax

The taxpayer can also modify minimum contact information using the **Taxpayer Information** page of **E-Tax**. Any information changed in **E-Tax** will also be registered back in SIGTAS. This avoids the effort for the tax officer to go to a registration screen in SIGTAS and manually change this information.

Login into **E-Tax**, click on the **Taxpayer Services** menu and then on the **Taxpayer Information** sub-menu. The **Taxpayer Information** page opens.



Ethiopian Revenues and Customs Authority

[Logout dd10 dd10](#)

Select a Language ENGLISH

Select a Calendar Gregorian

Home Taxpayer Services Message Centre Validity Checks Taxpayer Information Change Password

Taxpayer Information

Taxpayer Details

Taxpayer Name	Dd10	Work Phone No.
TIN	0016298269	Mobile No.
Tax Centre of Registration	AA BRANCH EAST	Fax No
Correspondence Language	ENGLISH	Email Address
SIGTAS Correspondence	Both Paper and Electronic	

[Edit](#)

Addresses

Your Main Address		Your Mailing Address	
House No.	100	House No.	100
Door No.	100	Door No.	100
Street Name	DANA	Street Name	DANA
Kebele	KEBELE	Kebele	KEBELE
Woreda	WOREDA 2	Woreda	WOREDA 2
Zone/Sub-City	NO ZONE DIRE DAWA	Zone/Sub-City	NO ZONE DIRE DAWA
Region	DIRE DAWA	Region	DIRE DAWA
Country	Ethiopia	Country	Ethiopia
Postal Code		Postal Code	
Po.Box	123456	Po.Box	123456

NB: address changes made via your tax office may not be reflected here for up to 24 hours

Contact Information

First Name	Zeki	Phone No.	345789
Last Name	Seed	Mobile No.	
Other name		Fax No	
Contact Title	ACCOUNTANT	Email Address	zakis@hotmail.com

[Edit](#)

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If you want to change, for example, your **E-mail** address, click on the **Edit** button of the **Taxpayer Details** block, change the e-mail in the corresponding field and then click on the **Save** button. After saving, the new e-mail address is immediately shown in the **Taxpayer Information** page.

The screenshot shows the Taxpayer Information screen of the E-Tax Module. At the top right, there is a logo of the Ethiopian Revenues and Customs Authority, the text "Ethiopian Revenues and Customs Authority", and a "Logout dd10 dd10" link. Below that are language and calendar selection dropdowns. The main content area has a title "Taxpayer Information". Under "Taxpayer Details", there is a table with fields like Taxpayer Name (Dd10), TIN (0015298269), Tax Centre of Registration (AA BRANCH EAST), Correspondence Language (ENGLISH), and SIGTAS Correspondence (Both Paper and Electronic). To the right of the email field, there is a red arrow pointing upwards towards the "Edit" button. Under "Addresses", there are two tables: "Your Main Address" and "Your Mailing Address", both containing detailed address information. A note at the bottom says "NB: address changes made via your tax office may not be reflected here for up to 24 hours". Under "Contact Information", there is another table with fields for First Name (Zeki), Last Name (Seed), Other name, Contact Title (ACCOUNTANT), Phone No. (345789), Mobile No., Fax No., and Email Address (zakis@hotmail.com). At the bottom left is a "Privacy Policy | Terms and Conditions" link, and at the bottom right is "Revision 709".

Taxpayer Name	Dd10	Work Phone No.	
TIN	0015298269	Mobile No.	
Tax Centre of Registration	AA BRANCH EAST	Fax No.	
Correspondence Language	ENGLISH	Email Address	DD10@yahoo.ca
SIGTAS Correspondence	Both Paper and Electronic		

House No.	100	House No.	100
Door No.	100	Door No.	100
Street Name	DANA	Street Name	DANA
Kebele	KEBELE	Kebele	KEBELE
Woreda	WOREDA 2	Woreda	WOREDA 2
Zone/Sub-City	NO ZONE DIRE DAWA	Zone/Sub-City	NO ZONE DIRE DAWA
Region	DIRE DAWA	Region	DIRE DAWA
Country	Ethiopia	Country	Ethiopia
Postal Code		Postal Code	
Po.Box	123456	Po.Box	123456

NB: address changes made via your tax office may not be reflected here for up to 24 hours

First Name	Zeki	Phone No.	345789
Last Name	Seed	Mobile No.	
Other name		Fax No.	
Contact Title	ACCOUNTANT	Email Address	zakis@hotmail.com

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The new e-mail address is also automatically transferred to SIGTAS as illustrated for this example in the screen **Maintain Non-Individual Enterprise** (TR121AS) without requiring the tax officer intervention.

TIN Application No.: 101852660010 TIN Application Status: ENROLED
TIN: 0016298269 Taxpayer Subtype: FEDERAL PRIVATE ORGANIZ.
Enterprise Type: PRIVATE COMPANY LT Taxpayer Category: A
Enterprise No.: 67891500 Entry Date: 13-APR-2012 Farmer Category:

General Address Trade Fiscal Year/Comments Contact/Representative Associated Business

Main Trading Address

House No.:	100	Door No.:	100
Street Name:	DANA		
P.O. Box:	123456		
Region:	DIRE DAWA		
Woreda:	WOREDA 2		
Zone/Sub City:	NO ZONE DIRE DAWA		
Kebele:	KEBELE		
Kebele(Loc.):	KEBELE		
Kebele(Amh.):	KEBELE		
Country:	ETHIOPIA		
Postal Code:			

Mailing Address

House No.:	100	Door No.:	100
Street Name:	DANA		
P.O. Box:	123456		
Region:	DIRE DAWA		
Woreda:	WOREDA 2		
Zone/Sub City:	NO ZONE DIRE DAWA		
Kebele:	KEBELE		
Kebele(Loc.):	KEBELE		
Kebele(Amh.):	KEBELE		
Country:	ETHIOPIA		
Postal Code:			

Phone No.: Mobile Phone No.: Fax No.:
E-mail: **DD10@yahoo.ca**

If you require changing certain fields of the **Contact Information** block of the **Taxpayer Information** page, click on the **Edit** button of this block, change the required fields and then click on the **Save** button. If you click on the **Cancel** button, nothing will be saved.

The screenshot shows the Taxpayer Information page of the E-Tax Module. At the top right, there are language and calendar selection dropdowns. Below the header, the page is divided into sections: Taxpayer Details, Addresses, and Contact Information. Red arrows point to the 'Last Name' field ('Mansour'), the 'Phone No.' field ('897654'), and the 'Email Address' field ('mansour@hotmail.com') in the Contact Information section.

Taxpayer Name	Dd10	Work Phone No.	
TIN	0016298269	Mobile No.	
Tax Centre of Registration	AA BRANCH EAST	Fax No.	
Correspondence Language	ENGLISH	Email Address	DD10@yahoo.ca
SIGTAS Correspondence	Both Paper and Electronic	Edit	
Addresses			
Your Main Address		Your Mailing Address	
House No.	100	House No.	100
Door No.	100	Door No.	100
Street Name	DANA	Street Name	DANA
Kebele	KEBELE	Kebele	KEBELE
Woreda	WOREDA 2	Woreda	WOREDA 2
Zone/Sub-City	NO ZONE DIRE DAWA	Zone/Sub-City	NO ZONE DIRE DAWA
Region	DIRE DAWA	Region	DIRE DAWA
Country	Ethiopia	Country	Ethiopia
Postal Code		Postal Code	
Po.Box	123456	Po.Box	123456

NB: address changes made via your tax office may not be reflected here for up to 24 hours

Contact Information			
First Name	Philippe	Phone No.	897654
Last Name	Mansour	Mobile No.	
Other name		Fax No.	
Contact Title	ACCOUNTANT	Email Address	mansour@hotmail.com
Edit			

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After saving, the new changes are immediately shown in the **Taxpayer Information** page. These changes are also automatically transferred to the corresponding screen of SIGTAS without requiring the tax officer intervention.

Modifying the Password Using E-Tax

This section assumes that you remember your current password; consequently, if you can login to **E-Tax**, you will also be able to change your password.

Note: However if you have forgotten your password you can only change it by physically going to the tax centre and talk to the tax officer who has created your username and password initially.

Ethiopian Revenues and Customs Authority

[Logout Jerry George](#)

Select a Language: ENGLISH

Select a Calendar: Gregorian

[Home](#) [Taxpayer Services](#) [Message Centre](#) [Validity Checks](#) [Taxpayer Information](#) [Change Password](#)

Change Password

Taxpayer Information

TIN	0000009646
Taxpayer Name	Registhm548

User Information

AMHARIC	First Name	Father's Name	Grandfather's Name
	Jerry	George	

Tax Authority	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY	Registration Date	30/08/2011
Tax Centre	ADDIS ABABA LTO	Deregistration Date	
		Suspended Account	<input type="checkbox"/>

Username and Password

Username	JemGeor6580	Password Strength	STRONG
Password	*****		
Confirm Password	*****		
	<input type="button" value="Save"/>		

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Once you login to E-Tax, click on the **Change Password** menu; enter the new password in the **Password** field, re-enter the new password in the **Confirm Password** field and then click on **Save**.

Using the Message Centre in E-Tax

The communication between the tax officer and the taxpayer without requiring physical presence at the tax centre can be done through the **Message Centre**.

After logging into E-Tax, click on the **Message Centre** menu. The **Manage Messages** page opens.

The screenshot shows the 'Manage Messages' section of the ERC E-Tax Module. At the top right, there are language and calendar selection dropdowns set to English and Gregorian respectively. The main area displays a message list with one item: 'RE: Hello, this is a test' received on 30/08/2011 from ADDIS ABABA LTO. A red arrow points to the subject line of this message. Below the message list, there are links for 'Privacy Policy' and 'Terms and Conditions', and a copyright notice for CRC Sogema Inc. The bottom right corner indicates Revision 540.

All messages that were sent to you will be listed in this page (your inbox).

If you decide to send a message, click on the **Send a New Message** hyperlink: The **Write Message** page opens.

The screenshot shows the 'Write Message' page of the ERC E-Tax Module. It features a subject field containing 'abcd' and a message body field with the placeholder text 'This message refers to....'. A red arrow points to the message body field. Below the form, a note says 'When you are finished writing the message, please click on the 'Submit' button. Messages are generally answered within the next 5 days.' At the bottom, there are 'Cancel' and 'Submit' buttons. The footer includes links for 'Privacy Policy' and 'Terms and Conditions', and a copyright notice for CRC Sogema Inc. The bottom right corner indicates Revision 709.

Enter the required information in the **Subject** and **Message** fields and then click on the **Submit** button.

The tax centre will receive this message. All the tax officers within the same tax centre will be able to receive and reply to this message.

Other Features Available to the Taxpayer in E-Tax

You are also given the ability to change your language or your calendar by using the corresponding drop-down list. These fields are available from any page in **E-Tax**.

To safely logout from **E-Tax**, you shall confirm your choice by clicking on **Yes**.

The screenshot shows the E-Tax taxpayer information page. At the top right, a 'Logout dd10 dd10' button is highlighted. A 'Logout Confirmation' dialog box is overlaid on the page, asking 'Are you sure you want to logout?' with 'Yes' and 'No' buttons. The main page displays taxpayer information and user details, including a 'Change Password' section at the bottom.

Taxpayer Information	
TIN	0015268269
Taxpayer Name	dd10

User Information	
First Name	Father's Name
AMHARIC dd10	dd10
Tax Authority	ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY
Tax Centre	AA BRANCH EAST
	Registration Date Deregistration Date Suspended Account
	18/04/2012

Username and Password	
Username	dd10dd101534
Password	*****
Confirm Password	
<input type="button" value="Save"/>	

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