ZAMBIA REVENUE AUTHORITY

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GUIDE FOR TAXPAYERS: RESOLVING INPUT SCHEDULE ERRORS IN VAT RETURN FILING

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HOW TO ADDRESS ERRORS IN THE INPUT SCHEDULE WHEN FILING VAT RETURNS

This serves as a reminder to all Value Added Tax (VAT) registered suppliers that, effective 1st January 2025, input tax claims have been restricted to invoices issued through the Smart Invoice system.

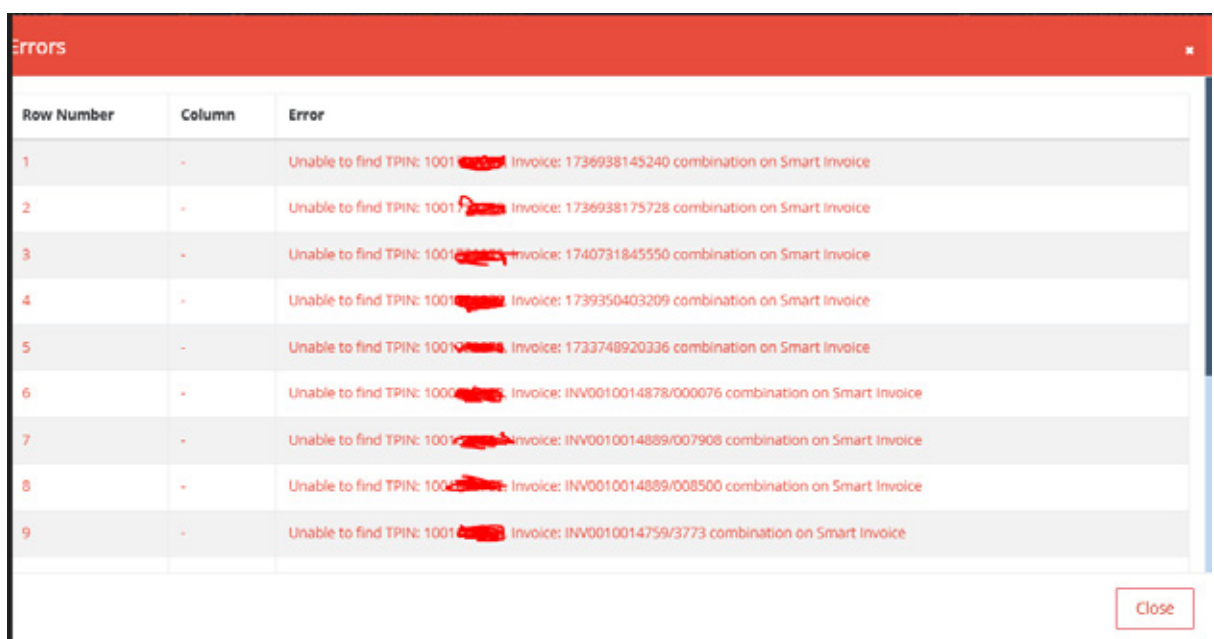Therefore, when submitting invoices for input tax claims, the system will validate the following details:

    i)   Supplier TPIN
   ii)   Invoice Number (Must adhere to the prescribed format)
  iii)   Invoice Date
  iv)   Purchaser TPIN
   v)   VAT Amount
  vi)   Net Amount

For an entry to pass validation, this combination of details must match the corresponding entry in the Smart Invoice system.

These guidelines have been issued to assist users who may encounter challenges under the input schedule when filing their VAT returns. The common errors are due to the following:

1. **Errors Related to Invoice date, Supplier TPIN and Invoice number Format**

   If any of these details are incorrect, the following error message will appear:

This error is triggered by any of the following:

a) Wrong invoice format as is the case in row 1 in the snip above *(Refer to guidance on smart invoice format provided at the end of the document)*

b) Wrong Invoice number

c) Wrong supplier TPIN

d) Wrong Invoice date

e) Wrong combination of the above

f) Invalid or no purchaser TPIN: Suppliers may sometimes capture invalid purchaser information or complete transactions without this information at all. This will lead to failure to make input claims as the data does not match the validation criteria.

g) Delayed transmission of invoice data to the Smart Invoice system: This can happen when an invoice is issued offline and cannot transmit data in real time. In such cases, the system records the date the invoice is uploaded to the Smart Invoice system rather than the actual date of issuance. Taxpayers are therefore encouraged to verify the invoice date by scanning the QR code or using the link provided on their invoices.

h) In some cases, a Taxpayer may have multiple dates and invoice numbers showing on their invoice, it is common to make an error in capturing the correct invoice date and invoice number in this case. The snip below demonstrates this scenario:

2. **Mismatch in VAT Amounts and Net Amounts**

   If the VAT amount or net amount does not match the Smart Invoice system records, the following error message will appear:

   Possible Causes:

   This issue may arise when incorrect amounts are recorded. It can also occur in foreign currency transactions due to discrepancies in exchange rates. If the transaction involves foreign currency, it's crucial that both parties are aware of the exchange rate used when transmitting the invoice to the Authority, as the return amount is stated and validated in Kwacha.

NOTE: To access the correct invoice data, a taxpayer can either *scan the QR code* or use the *invoice link on the invoice* to retrieve the information as registered in the smart invoice system. Taxpayers who do not have the means to verify the invoice details are encouraged to contact ZRA, who will assist in providing the necessary information.

If the errors persist despite having the correct entry combinations and ascertaining that the issue is not with the file, please contact the nearest ZRA office or reach us via email on advice@zra.org.zm

NOTICE ON SMART INVOICE FORMAT

RETURN FILING ON TAXONLINE USING SMART INVOICE GENERATED INVOICES

This is to inform all Value Added Tax (VAT) registered taxpayers that effective February 2025, it will be a requirement to declare invoices, credit notes and debit note issued from Smart Invoice using the specified transaction number format below:

1. **Format for Invoice Numbers**

   When filing a return, an *invoice number* must be entered in a manner that combines the letters **INV**, the **Sales Data Controller (SDC) ID** (without the prefix SDC) / and the **invoice number**. (e.g.: - INV0010015338/34993 where the SDC ID is 0010015338 and Invoice number is 34993).

2. **Format for Credit Note Numbers**

   When filing a return, a *credit note* must be entered in a manner that combines the letters **CRN**, the **SDC ID** (without the prefix SDC) / and the **credit note number**. (e.g.- CRN0010015338/35654 where the SDC ID is 0010015338 and the credit note number is 35654)

3. **Format for Debit Notes Numbers**

   When filing a return, a *Debit note* must be entered in a manner that combines the letters **DBT**, the **SDC ID** (without the prefix SDC) / and the **debit note number**. (e.g.- DBT0010015338/35654 where the SDC ID is 0010015338 and debit note number is 35654)

NOTE: *There should be no space between the Characters*

Failure to adhere to these formats will result in the respective invoices being *invalid for input tax deduction.*

For further clarification or assistance call ZRA Call Centre on 4111 or email advice@zra.org.zm or smartinvoice@zra.org.zm

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Call Centre

📞 4111
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