





# PRA-Iris Sales Tax Return Filing

**User Manual** 

December 2024

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# 1. Introduction

Pakistan Revenue Automation Limited is the major IT service provider of Punjab Revenue Authority (PRA) since its establishment in 2012. As a service provider, PRAL has been supporting PRA in automating taxpayer registration, sales tax returns, and revenue collection systems. PRA is the first provincial revenue collection agency in Pakistan to surpass collection of PKR 240 billion through effective use of IT based systems. PRA is on its way to achieving the goal of end-to-end automation of all business processes by implementing PRA-Iris. As a first step, PRA has successfully implemented its registration module in PRA-Iris and the next giant leap in PRA automation is PRA-Iris Sales Tax Return. Earlier PRA joined hands with FBR and other three provincial revenue authorities on Single Sales Tax Return which again is a great achievement towards ease of doing business and taxpayers facilitation operating on cross provincial level.

### **1.1** Scope of the Document

This document is a complete guide for e-filling of PRA-Iris Sales Tax Return by authorized users, covering the following aspects:

- 1. Invoice Management
- 2. Sales Tax Return Filing
  - Annex-A (Purchases)
  - Annex-B (Imports)
  - Annex-C (Domestic Sales)
  - Annex-D (Exports)
  - Annex-I (Debit/Credit Notes)
  - Payment
  - Verification
- 3. Application for Sales Tax Return Revision
- 4. Application for Sales Tax Return Extension





- 5. Filing of Withholding Statement
- 6. Filing of Statement by Collecting Agents

#### 1.2 Log in to the PRA-Iris Portal

1. Open the PRA-Iris portal using the following link

https://e.pra.punjab.gov.pk/public/txplogin.xhtml.

- 2. Enter your Username.
- 3. Enter your Password.
- 4. Click on the "Login" button.

PRA IRIS - A REVOLUTION IN DIGITALIZATION MODERN • EASY • FASTER	Trans Online Verification Create Pagement Help Contact Us PRA Text
PRA INTRODUCES A new Sales Tax, Retruin for easier businese and taxpayer facilitation spror to this period, use or grant sproked use Begin your asamless sales tax filling experience today.	Marthurs      N

5. After successful login, the user will be redirected to PRA-Iris main dashboard.

Registration • 🛊 Sales Tax • 🔹	Withholding = 👹 Invoice Management + UIS +
	Information Center Switch to Advance View
PRA lets	* Selvs Ledger
	Individual 11 Wed Aug 28 15:05:36 PKT 2024
T Edit / T Vear (§ Demin	Reply:
Draft	+ Fitter
+ Inbox	
Outbox	Task Registration No. Narse Tax Year Submission Date Due Date Period Start Date Period End Date Assignment
Completed Tasks	No records found.
_	Pages (1 of 1) The second seco

6. The user will find four folders on the right panel as under



- a. Draft: unsubmitted documents/ communication which can be edited as well as deleted
- b. Inbox: document/ communication taxpayer has received from tax office and needs compliance by him
- c. Outbox: documents/ communication which has been initiated by the taxpayer and require response from the tax office; and
- d. Completed Tasks: documents/ communication which have been submitted and no compliance or response is pending.
- 7. On top of the screen, the user will find horizontal tabs from where he can initiate the new tasks/ jobs.
- 8. The user/ taxpayer may also view his profile, generate and print his PRA registration certificate, change his Password or PIN through the PRA-Iris.





# 2. Invoice Management

The PRA-Iris return filing system is based upon Sales Tax Realtime Invoice Verification System (STRIVe). The taxpayer may add invoices through data entry, or he may import invoices in bulk by using Excel sheet through invoice management and then load and claim them in the relevant sales tax return annexure for the relevant tax period.

#### 2.1 Business and Branch Management in Registration Profile

Since PRA-Iris is an end-to-end solution to the tax processes of PRA, it retrieves information from the registration profile of the taxpayer like Address, Business IDs, Branch IDs, HS Code and relevant rate etc. So, it is important that the information in the profile should be up to date. Most of the fields can be updated by the taxpayers through their user like the addition of businesses and branches, change in registered email or cell phone etc. whereas a few modifications require approval by the concerned Commissioner e.g. change of Head Office.

The system displays the Business ID and Branch IDs as are provided in the registration profile. The taxpayer may add businesses and branches using the following steps:

- 1. Login to PRA-Iris user.
- 2. Click on My Profile.

Registration = 🔺 Sales Tax = 🔺 Withholding = 🔺 Invoice Management = MIS	
	Switch to Advance View
PRA teis	🔕 Compliants 🖚 Create Payment 🙎 My Profile(s) 🔤 Registration Cettificate 🕉 Change Pin Sectuange Passwerd 🥹 Lagout
	Mon Dec 02 14:32:06 PKT 2024
Edit P View Celete P Reply	Draft Declaration(2)

- 3. Click on the Businesses tab.
- 4. Add business details as well as branches, as shown below:







5. Added businesses will appear along with their IDs and for the selected business the system will display the added Branches along with their IDs as shown below:

PRA les								100	⊖ Print × Cose
Parsonal Details	Personal Details Businesses	s UNRy Connections	BaskAccounts Partners	Menters I	Legal Representative	Authorized Representative	Employer An	achment	
O Name: Individual 76	Business ID	Business Name					Acquisitio	n Date - Prin Bus	ary iness 💽
Hegistration No.: 1000000000070	<ul> <li>B0000001300-40364</li> </ul>	A & ∓ Mart					01-Dec 25	ы) Ц	12
A Tax Office: Labore Commissioneristic	Code Business Activity 804.2000 9804.2000 - Services p	ovided for infand carriage of	goods. / Service provided by p	mons for camage	of goods by rail or road	10 A	Acquisition Date	End Date	Principal
Unit Office: Midsh Newsz [Depoty]	9564.0000 9864.0000 Amusemen	f parks / Amusement parks	1			0.8	11-Dec-2024		ū
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Registered for Bales Tax:     Wei (weit) D1-Aug-2024			(1 # 1)	0					
Nadra Verification									

## 2.2 Add Invoices through data entry

The "Invoice Management" allows taxpayers to provide/ enter invoice (Sales, Purchase, Debit or Credit Note) data. Once added, the invoices can be viewed in the invoice management module as per the steps mentioned in "Filter, Search and View Invoices". The sales or purchase invoices for domestic transactions may be entered as below:





# 2.2.1 Add Sales Invoice (online form)

1. To add a sales invoice, click on the Add Invoice tab and select the PRA option from the dropdown menu.

- name of the second															
1	Boyer Registratio	en Ne / CNIC					Buyer Name				Invoice No.				
	Seller Registratio	No. J CARC	lant.				Swiller PLATTER	Subut	100		Invoice Duma	Select Outure	-1		
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	. Ba	simula Name Sel	lect				livench	Select	12						
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ADA						Note: Pine	se Provide Regis	Indian No. or NII	N with Check Digil	In invoice entry					
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1		Side:			Sulo Involce	12-0di 2024			htemsday			Senkon	5%	-	1,000
							25 🛩	en and the TE	t monthly from	1					

- 2. A pop-up window will appear to enter invoice details.
- 3. Select Sales from the radio button
- 4. Enter Buyer Registration Number.
- 5. Select Buyer Taxpayer Type either as intermediary or end consumer from the list. Please note that in case of selection as End consumer, the buyer will not be able to claim the input tax adjustment of the relevant invoice.
- 6. Select Sale Invoice under Invoice Type from the list.

Registration No.										Deal of Larry
Trends: Trendstore										
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- Search Invoices										
description the states										
					Par	thates . Sales	1			-
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	Invoice Type	" Sale Invoice			Involce No"			Invoice D	late"	1.8.1
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Sr No. Action	Status Remarks	Type Invo	na No. Description	Description	Sale Type Rate	ST Sales Excl.	Sales Tax	ST withheld	Charged wis 4	Basiness ID
	đ									
No records feared										





Note: Upon selection of Invoice type as "Sale Invoice", the fields of "Business ID" and "Branch ID" will be enabled.

- 7. Enter all mandatory fields marked with an asterisk "\*" in the Invoice Details section.
- 8. Then enter all the mandatory fields marked with an asterisk "\*" in the Item Details section.

Note: The system will only allow you to select the HS Codes associated with the selected Business ID, as per your registration profile and the system will only allow you to select the rate relevant to the selected HS Code for the period relevant to the selected invoice date.

- 9. Click Save Item to save the sale invoice.
- 10. Once saved, a message "Invoice saved successfully" will appear on the top-right corner of screen.

							Purchas	ers Dirdens				
B	luyer Regist	ution No / GNIC	8			Buyer N	lamo*			Buyer Taxpayor Type*		
		Invoice Type	· Sale Invoice			Invoio	e No"			Invoice Data*		0
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Maku	HSC e of Sales E	lede Description rcl. ST /Quantity	· Select		•	Sala	Rate <sup>-</sup> Select is Tax		•	Tax Reverse Charged uis 4 ST withheld		
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Sr No.	Action	Status	Remarka	trivoice Type	Invesce No.	Description	HSCode Description	Sale Type	Rate	Value of Sales Excl ST	Sales Ta	×
1	18	Valid		Sale Invoice								

- 11. After saving invoice details, PRA-Iris will reflect saved information under "Item(s) List" with option to edit and delete.
- 12. To add additional items for the same invoice, repeat steps 8 to 11.
- 13. Repeat steps 1 to 12 to add additional invoices.

### 2.2.2 Add Sales Invoices Claiming Withholding Tax

1. The invoices claiming Withholding tax will also be entered through Invoice Management.





- 2. Add a sales invoice using invoice management through data entry or in bulk.
- Add the invoice again with the same particulars except select the invoice type as STWH.
   The ST withheld in this case is auto calculated by the system.
- 4. Save the STWH invoice.

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Re	Invoice	Deturn									U		_
100								Purch	iases • Sales				
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			Invoice Typ	e' STWH			linvo	xice No* 12345			Invoice Date" 01-01-2	2024	(G)
			Sale Typ	e* Services		*							
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	Valu	ie of Sales Ex	cl. ST /Quanti	th.			Sale	rs Tax			ST withheld		
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	Sam	Action	Status	Remarks	Invoice	Invoice No.	Description	HSCode	Sale Type	Rate	Value of Sales Ex ST	cl Sales	Тах
Selec	SrNo	/ Manuali	Construction of the second	on a construction of the second	1300			and the second se			the second s		

5. It is pertinent to mention that the supplier cannot get the credit of the claimed Withholding amount unless the buyer/ Withholding Agent (service provider cum Withholding Agent) will either deposit sales tax against the said invoice or will verify the said invoice, if he decides to delink the said invoice for the relevant month.

#### 2.2.3 Add Purchase Invoices

- Select "Purchase" for entering purchase invoices once the window captioned "invoice detail" will appear.
- 2. After selection of invoice type, enter fields of purchase invoice (mandatory for unregistered sellers) and then click "Save Item" button as shown below:

Note: The system shall allow the Purchase invoice entry in case of unregistered seller.





					Choose F	No file choses	Import	Vold
Invite Indet								*
			Purchases     Sales					
	Seller Registration No / CNIC: 00000000000	Se	fer Name* Hello		Seller Taxpayer Type	Un Registered		
	Invoice Type" Purchase Invoice .	1	Wolce No* 1234		Invoice Date	01-08-2024	1	
	Purchase type: Services							
form Detail								
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	AND DESCRIPTION AND A		Constant of the second se					
						A Close ID Ck	tal 12 Save field	41
			Item(s) List		-		The Development	
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			et al.					• 1
-								-

3. The invoice details saved will be enlisted as shown below:

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and the second second		110612200											
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1	18	Vent		Purchase involce	1234	Services provided by holeis	SED1.1000	Services	16%	1,000	1	152	
							Contract of the		n prot(s) formet				
_													

### 2.2.4 Add Withholding Invoices by Withholding Agent

1. The Withholding Agent may also add STWH invoices against unregistered service provider/ supplier or in case the registered service provider has not declared STWH invoice in his Annexure C.





- 2. The said invoices will be uploaded in the Withholding Statement of Withholding Agent or Annexure A of Withholding Agent who is registered as a Service provider.
- 3. For invoices added by your Service Provider or supplier, add the same Purchase invoice again and the select invoice type as STWH.

iestic Tran	No: 0801137								
Involte	Details								×
	Seller Registration No	a / CNIC* 9999997 ce Type* STWH			Seller Name Invoice No	Purchases     Sale	es Seller Taxpa Invo	ver Type* Registered	
_	Purcha	se Type* Select	1.5				100.0		Long.
flem 1	Detail HSCode Dr Value of P	escription Sciences			Rate 1 Sales Tax	Net II	Tax Revers	e Charged uis 4 GST Withhold x Close	Clear 📑 Save Item
97 Min	Action Status	Remarks Inv	olce inunice No.	Descrip	Bern(s) Lis HSCode	Purchase Type	Pate Value of Put	rhases Sales Tay	GST WRITE
No re	acords found.	T)	pe	Cased	Description	I I I I I I I I I I I I I I I I I I I			Con many
				10-01	(\$ nf \$)	record(n) lound			

# 2.2.5 Adding Credit/ Debit Notes

Credit Notes are claimed mainly on account of Sales Returns by the service provider whereas Debit Notes are claimed mainly on account of Purchase Returns by service recipients and are claimed in Annexure I of sales tax returns within 90 days from the date of sales under the provisions of law. In case of supply to registered taxpayers, Credit Note cannot be allowed in Annexure I unless the service recipient claims the Debit Note in his return. Hence, in case of registered persons, the process is to be initiated by the service recipients.

#### 2.2.6 Add Credit Note

1. To add Credit Note, click "Invoice Management" and then click "Add Invoice".





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1vis	hoffie(s) 🚾 Registration Certificate 💥 Change Pin 🎉 Change Password 闷 Logout

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Domistic Transactions										
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Buyer Registration No / CNIC			Euver !	omo			Invoice No			
Seller Registration No / CNIC			Sollar f	(ame			Invoice Status	Select		
Tiano Type	Select		Involice	Type Select		-	Bale Type	Select	100	
Тахрауыг Тург	Select		From	Date 01-Jun	-2024	111	To Date	30-Jun-2024	-	
	Search Clear									
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Select AE Sr No. Invoice Ref No.	Status Remarks	Invoice No.	Invoice Type	Invoice Date	Buyer Registration No/ CNIC	Buyer Neme	Texpaper 1	VDe Seller Reg No / CNIC	intration 5	eller Name
No records found										
				-						
and an entering the second second		2	5 <b>•</b>	(1 = 1	0,000	ontEx) Jourid				

- 2. After the selection of "Sales" radio button, select invoice type as Credit Note.
- 3. Provide details of the credit note like number and date of Credit Note issued.
- 4. Provide sales invoice reference numbers allocated by the system against which the credit note is to be claimed.
- 5. Select the reason for Sales Returns and provide text in remarks.
- 6. The credit note invoice will be saved as shown below:

Rei	Tax Ino	iice Malagae Detais	en)]								1 Invoic	e saved Successfully.	
Dott	,	Buyer Registr	ation No / CNIC Involce Type Sale Type	00000000000     Credit Note     Servers	n		Buyer Nam Numbe	Purcha * ECBR TES * Si-001	ses • Sales TING USER 1	Buyer	Taxpayer Type" Informedi Note Date" 01-08-202	4 0	ta.
l	Ram	Sale Octor	Invoice Ref No.	* 3103751		P	Reeson	r Return of g	cods	R	eason Remarks		
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elec							lterri(s)	List		1.1		c	
	Sr No	Action	Status	Remarks	Invoice Type	Invoice No	Description	HSCode Description	Sale Type	Rate	Value of Sales Excl. ST	Sales Tax	me
	1	10	Valid		Credit Note	Si-001	Other restaurants 9/ services 9/	01.9000	Services	16%	10,000	1,600	-18
	2	2.0	Valid		Sale	Si-001	Other restaurants 90	01.9000	Services	18%	10.000	1,600	18





- 7. To view details of an Original Sale Invoice, click on the "Reference Number" displayed in the grid.
- 8. The system will retrieve the details of the invoice against which credit note is to be claimed for your reference as shown below:

nvoice Det	als									x
					Purchases • Sales					
Buye	ar Registration No / CNIC*	99999999999977		Buyer Name*	ECBR TESTING USER 1		Buyer Taxpayer Type* 1	Intermediary	*	
	Invoice Type*	Credit Note	*	Number*	12345		Note Date* (	01-08-2024		
	Sale Type*	Services	1							
	Sale Invoice Ref No.*	2354097379	120 <sup>12</sup>	Reason*	Select	-	Reason Remarks			
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Nem Dela	HSCode Description*	9801 2000-Services pro	udad I –	Rate" Sales Tax Hem(s) Li	10% 1,600	*	Tax Reverse Charged us ST withe	s 4 eld ç Clear	B Save Item	

## 2.2.7 Add Debit Note

1. To add Debit, Note Invoice, click "Invoice Management" and then click "Add Invoice".







Seles Tat Invoice Management			_	_	_			_	_	Switch Then	a a x
Registration No 100000000070											
Jemeistic Trensactions											
								Choose file	No file chosen	Import	Validate
- Search Invoices											
Buyer Registration No / CNIC				Buy	er Næme			Invoice No			
Soller Registration No / CNIC				Sel	er Narno			Invoice Status	Select	-	
Trans Type	Select		Ψ.	Invo	ice Type Sele	16	-	Sale Type	Select	7	
Taxpayer Type	Select		7	Fr	om Date 01-J	m-2024	100	To Date	30-Jun-2024	1001	
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Add Invoice	C Electric	R Report	V Lungia	C Refresh	* ± Den	vnload Sales Invoice T	emplate (File Vers	ion: 1.0.0}			1
		Not	e: Please F	rovide Regis	tration No	or NTN with Che	ck Digit in inv	voice entry.			-
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No records found											
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			1	25 ¥	(10	0	ordisa loand				

- 2. After the selection of "Purchase" radio button, select invoice type as Debit Note.
- 3. Provide details of the Debit Note like number and date of Debit Note issued.
- 4. Provide the sales invoice claimed as purchase reference number allocated by the system against which the debit note is to be claimed.
- 5. Select the reason for issuance of debit notes and provide text in remarks.
- 6. The debit note invoice will be saved.
- 7. To view details of a Sale Invoice against which debit note is to be claimed, click on the "Reference Number" displayed in the grid.
- 8. The system will retrieve the details of the invoice against for your reference.

#### 2.3 Filter, Search and View Invoices

You can use the filters shown on the screen below to find specific invoices that already exist in the Invoice Management System. The filters are:

- 1. Buyer Registration No./CNIC
- 2. Buyer Name
- 3. Invoice No.
- 4. Seller Registration No./CNIC





- 5. Seller Name
- 6. Invoice Status
- 7. Trans Type
- 8. Invoice Type
- 9. Sale Type
- 10. Taxpayer Type
- 11. From Date
- 12. To Date
- 13. Business Name
- 14. Branch

Test 1	And in case of	Construction.		-	-	-							steetste Thomas	0
Reg	istration.	No												111
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### 2.4 Uploading Invoices through Excel Sheets

For the bulk uploading of invoices, an Excel file template is available at e.pra.punjab.gov.pk/public/txplogin.xhtml. The taxpayer can use "Validate" option available in Excel file to verify data offline before uploading it in PRA-Iris. The taxpayer will also validate data online to perform remaining validations once the file is uploaded. In case of any validation PRA-PRAL © 2024 - All rights reserved

<u>eSupport@pra.punjab.gov.pk</u> 042-99205476-77/042-99205481 /042-99205716





error, Iris will not save or reflect any data provided in the imported Excel file. Once added, the invoices can be viewed in the invoice management module as per the steps mentioned in "Filter, Search and View Invoices".

## **2.4.1. Uploading Sales invoices through Excel Sheet:**

 To import sales invoices, the taxpayer will log in to PRA-Iris account and will click "Invoice Management" and then click "Sales Ledger".

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DDA 7 to	Information Center Sales Ledger	Switch to Advance View
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- 2. A window captioned Sales Invoice Management will appear.
- 3. Click on the "Download Sales Invoice Template," which will redirect taxpayer to e.pra.punjab.gov.pk/public/txplogin.xhtml, where they can download the Sales Invoice template (MS Excel).

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- 4. The above link may directly be used to download Sales Invoice templates.
- 5. Click on "Sales Invoice Template" for downloading as shown below:





- 6. Enter the invoice data in the relevant fields.
- 7. In the case of preparing data for Sales Invoices through Excel sheet, the Business ID and Branch ID need to be entered. To find the relevant Business ID(s) and Branch ID(s), follow steps under the heading "Business and Branch Management in Registration Profile".

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- 8. Validate data offline using "Validate" button provided in excel template file.
- 9. After validation of the Excel sheet, upload the MS Excel file.
- 10. Login to PRA-Iris.
- 11. Click Invoice Management and then "Sales Ledger".
- 12. Click Choose File.
- 13. After selecting the file, click the Import button.
- 14. After import of file, click the validate button.





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15. PRA-Iris will run online validation and load verification status as Valid or Invalid with error stated in "Remarks" field as follows:

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1	Invalid	invalid HS Code	435123-2	Sale Invoice	07-Aug- 2019	XXXXXXXXXXXX		****	XXXXXXXXXXXX	Goods (FED in ST Mode)	AJK	AJK
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3	Valid		1234	Sale Invoice	29-Jul- 2020	XXXXXXXXXXXXX	X0000000000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	100000000000000000000000000000000000000	Goods	Punjab	ICT
4	Claimed		1294	Sale Invoice	24-Aug- 2020	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	200000000000000000000000000000000000000	Services	Punjab	Khyber Pakhtunk

- 16. To correct invalid record, select and edit relevant invoice (see under title "Add invoices through Data Entry for details about editing invoices). Invoice status will turn to "Valid" after modification and validation as per given remarks.
- 17. In case of successful validation, a message "Data uploaded successfully" will appear.





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# **2.4.2.** Uploading Purchase invoices through Excel Sheet:

 To import sales invoices, the taxpayer will log in to PRA-Iris account and will click "Invoice Management" and then click "Sales Ledger".

Registration • ★ Sales Tax • ★ Withholding •	★ Invoice Management ▼	MIS •
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- 2. A window captioned Sales Invoice Management will appear.
- 3. Click on the "Download Sales Invoice Template," which will redirect taxpayer to e.pra.punjab.gov.pk/public/txplogin.xhtml, where they can download the Sales Invoice template (MS Excel).





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- 4. The above link may directly be used to download Sales Invoice templates.
- 5. Click on "Purchase Invoice Template" for downloading as shown below:



- 6. Enter the invoice data in the relevant fields.
- 7. In the case of preparing data of Purchase Invoices through Excel sheet.
- 8. Validate data offline using "Validate" button provided in excel template file.





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- 9. After validation of the Excel sheet, upload the MS Excel file.
- 10. Login to PRA-Iris.
- 11. Click Invoice Management and then "Sales Ledger".
- 12. Click Choose File.
- 13. After selecting the file, click the Import button.
- 14. After importing of file, clicking validate button.

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15. PRA-Iris will run online validation and load verification status as Valid or Invalid with error stated in "Remarks" field as follows:





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1	Invalid	invalid HS Code	435123-2	Sale Invoice	07-Aug- 2019			****	XXXXXXXXXXXX	Goods (FED in ST Mode)	AK	AJK
2	Invalid	invalid Rate	435123-1	Sale Invoice	06-Aug- 2019	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	****	Electricity Supplied to marble/granite industry	Gilgit Battistan	Gligit Ball
3	Valid		1234	Sale Invoice	29-Jul- 2020	XXXXXXXXXXX	XXXXXXXXXXXXXX	100000000000	XXXXXXXXXXXXXX	Goods	Punjab	ICT
4	Claimed		1294	Sale Invoice	24-Aug- 2020	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXX	Services	Punjab	Khyber Pakhtunk
	Cidentito		1627	Invoice	2020		*****	XXXXXXXXXX	XXXXXXXXXXXX	0011100	ruigeo	Pa

- 16. To correct invalid record, select and edit relevant invoice (see under title "Add invoices through Data Entry for details about editing invoices). Invoice status will turn to "Valid" after modification and validation as per given remarks.
- 17. In case of successful validation, a message "Data uploaded successfully" will appear.

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# 2.4.3. Uploading of Other invoices through Excel Sheet

The same method will be adopted while uploading the "Annexure A" invoices, "Annexure D" invoices and "Collecting Agent Statement" etc.





# 2.5 Verification/ Rejection of STWH Invoices by Service Providers-cum-Withholding Agents

To allow the service provider to claim Withholding Credit in Annex-C, their Withholding Agent (cum Service Provider) is required to verify relevant the STWH invoices through Invoice Management.

- 1. As a Service Recipient (who is registered as a Service Provider-cum-Withholding Agent), select the STWH invoice that is not verified "Unverified".
- 2. You may click on the "Verify" button to verify or "Reject" button to reject the selected STWH invoice.

Note: If the buyer loads the STWH invoice in their Annex-A, the system shall be marked the same as verified.

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- 3. To verify an STWH invoice added by your Service Provider:
  - a. In case you click on "Verify" a pop-up message on the top right side of the screen will appear notifying that the invoice has been verified successfully.





 After verification of invoice by the Withholding Agent (also registered as a Service Provider), the status of the STWH invoice is changed to "Verified" under the remark's column.

1	Buyer I	Registration No / CNIC	6				Buyer Name			Invoi <del>ce nuo</del>		
	Seller F	Registration No / CNIC	c				Seller Name			Invoice Status Selec	d	•
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<ul> <li>Add inv</li> </ul>	voice Fo	or Addition and	w en	Note	# Read Please Pro 25	✓ Unreport vide Rogis	C Refresh tration No. (1 of	or NTN with Chec	k Digit in invoice er 35) loand	niry.		ß
• Add inv	voice Fr	or Foll • V	Status	Remarks	N Reaut Please Pro 25 Invoice No.	<ul> <li>Unmited</li> <li>vide Règie</li> <li>vide Règie</li> <li>vide Règie</li> <li>vide Règie</li> <li>vide Règie</li> </ul>	C Refresh tration No. (1 of 1 Invoice Date	or NTN with Chec I) 2 locar Bayer Registration Not CNIC	k Digit in invoice er 3(3) frand Buyer Name	ntry. Texpayer Type	Seler Registration No / CNIC	Selier Name
• Add inv	voice Fr	or Edit V	Status Valid	Anithin v vindy Note Remarks Veilfied	at Ficanci 25 Invoice No.	vide Rogis	C Rafiesh tration No. (1 of 1 Invoice Date 01.Aug- 2024	or NTN with Chac ) 2 incom Bayer Registration Nor CNIC	k Digit in invoice er s(;) huud : Buyer Name : PHCENIX ARMOUR (PVT) LIMITED	ntry. Texpayer Type Intermediary	Seler Registration No / CNBC	Seller Name OIL AND GAS DEVELOPMEN COMPANY LIN

4. The verification by the Withholding Agent implies that he confirms the genuineness of the business transaction as well as concurring the claim of payment of Withholding by Service Provider/Withholding Agent in Government Treasury. The system will generate the 7a liability against the Withholding Agents to pay the amount verified by Withholding Agent, if the tax is not deposited within the statutory period.

Note: The buyer will be able to claim input tax credit only after the deposit of tax in Government Treasury.

5. The service provider can get the credit of the verified STWH invoice in case he has declared the relevant Sales Invoice in the relevant period.

Note: The STWH invoice can only be claimed in the same period of the relevant Sales Invoice and not in any proceeding tax periods.

6. To reject an STWH invoice added by your Service Provider:





a. In case of rejection of invoice by the Withholding Agent, the service provider cannot file his tax return unless the invoice is delinked from Annex C of the Service Provider.

Note: It is pertinent to mention that no verification is required by the buyers who are registered with PRA as Withholding Agents only. The system will generate 7a liability in the returns of service providers claiming Withholding, if system will not be able to verify the payment against their registration number within the statutory period.



# 3. Sales Tax Return Filing

# 3.1 Creating Sales Tax Return

- 1. Log in to PRA-Iris.
- 2. The system will redirect the user to PRA-Iris main dashboard.
- 3. Select "Sales Tax" from PRA-IRIS main menu.
- 4. Select "35 (Monthly Sales Tax Return filed voluntarily)" from the options available from the drop-down list.

Returns	Statements	Returns / Statements	Extension Applications	Revision Applications	Switch to Advance Ve				
1	nly Sales Tax ed voluntarity)	trevised ≸ 35(6) (Revised Sales Tax Return)	* 35(Application for Extension of Filling of Sales Tax Roturn)	* 35(6) (Application to Revised Sales Tex Return)	🙎 My Profice(s) 🔜 Registration Certificate 🛠 Change Pin 🤽 Change Password 🥺 Logout				
Collecting	atum For Agents				Individual 70 Thu Jul 25 10:04:59 PH				
Collecting	Agents	er.			Individual 70 Thu Jul 25 10:04:50 PKT 2				
<ul> <li>Draft</li> <li>Draft</li> </ul>	Agonts Agonts Manu Hapy	er			Individual 70 Thu Jul 25 10:04:50 PKT 2				
Collecting     Collecting     Draft     Inbox     Outbox	Agents Mana Mapy Filth	er Benistration No.	Name Tag Vi	ear Submission Date	Individual 70 Thu Jul 25 10:04:50 PKT 2				

5. After selection of return from menu, a new window will appear with a message to select the tax period for which sales tax return is to be filed:





B	it B S	ave 🗸 Submit 8 35 (Monthly Sales Tax	Cancel Print Return filed voluntarily)			•	Select Period.
8	Nate	Individual 70					Registration 100000000070 Number
	Period		Tax Year	Velid Upto	Due Date	Document Date	Submission Date *

- 6. Click on the "Period" button to select the tax period.
- 7. Enter the Tax Period and click the "search" icon.

Submit IS Sevo - Submit @ Genoet	a Pant			Switch To 🥵
35 (Monthly Salos Tax Return file	d voluntarily)			Transaction Date
Individual 70				Registration 10000000070
				Number
m Period =	Tax Year	Valid	Due Date Document Date	Submission Date *
		Upto	Search Period Date N	
			Tax Period *	
			Start Date End Date Action	
			No records found	
			Transmission of the second s	
			Cipse	

8. Select the desired tax period from the list.





E	E 9e	🕫 🖌 Submit 🔅 Cancel	a Pant						Participa - R
	Tarre.	35 (Monthly Sales Tax Return	filed solunbarity)					Transaction Date	
-	Name:	Individual 70						Registration	100000000070
								Number	
om o	Penod.		Tax Your	Valid	Due Dele		Document Date	Submission Date *	
				Upta	Beende Mercalt Daire				
					Tax Paned: * 2	522	2		
					Stert Date	EndDate	Action		
					01-Jul-2021	31-Jul-2021	Select		
					01-Aug-2021	31 Aug 2021	Belect		
					01-Sep-2021	30-Sap-2021	Subsct		
					01-Oct-2021	31-Oct-2021	Belect		
					01-Nov-2021	3D-Nov-2031	Select		
					01-Dec-2021	31-Dec-2021	Splect		
					Oituber-2022 Close	31. inn.2022	Seller 2		
<u> </u>									

9. The system will redirect the user to main task window of "35 (Monthly Sales Tax Return filed voluntarily)" with "Data" tab open as shown below:

#### **3.2** Sales Tax Credit Tab

- 1. Click the "Sales Tax Credit" link from the left menu.
- 2. Click the "Calculate" button. The system will display the calculated results against relevant amount codes as shown below:

.00	🖪 Save 🛹 Submit	Cencel      Print      Print      Print with Annex	(és						Switch Ta	n X
	Tank 36 (Monthly Sales 1	Tax Return filed voluntarily)				Transac	tion Dal	to 25-Jul-20	124	
-	future Individual 70					Registri	ntion	1000000	006078	
						Number				
	Penot 01-Jan-2024 - 31-J	lan-2024 Tax Year 2024 Valid	Due Date 20-Feb-	2024 Docum	nent Date 26-Jul-2024	Submisi	sion Dat	18: * 2024-07-	26 11:08:05.0	
		Upto								
c)ato	Annex-G (Domestic Sales)	Annex-G1 Branch wise Domestic Sales	Annex-I (Debit Gredit Notes)	Annex-A (Purchases)	Annex-B (Imports)	Annex-D (Expo	(etro	Payment	Ventication	
÷ 560	e Titx				1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 -					Calculate
Sale	e Tak Credit		Description				Code	Valuo	Sales Tax Amount	Action
Sale	a Tax Debit	1 - Domestic Purchases excluding fixed asse	ts for Providing of Service (Anne	x-A)			150101		0	0
Pay	oble / Refundable	2 - Imports excluding fixed assets (includes v	alue addition tax on commercial	mports) (Annex-B)			150102	542.0	92,70	16
Hoa	id wise Payable	3 - Cepital / Fixed Assets (Domestic Purches	es & Imports)				150103		0	0
Ann	ex-G (Arrears)	$4 - (\cdot)$ Reduced rate input, Non-creditable inp Provided in the other Jurisdiction and faxed t	uts (relating to exempt, non-take nere) (Annex A + Annex B)	d supplies/rendering of serv	ices and relating to serv	ces .	150104			0
		4a - Input Tax for the month = ( (1 + 2 + 3) -4	1				150105		92.78	16
		5 - Input allowed for adjustment (under sectio	n 16C)				150107		18.76	15
		6 - Credit carried forward from provious tax p	eriod(s)				150106			0
		6a - Crodit adjustment against excess payme	nt from previous period(s)				150109	6		0
		7 - Sales Tax withhold by the boyer as withho	iding agent (Annex-C)				150110		16,00	00
		7 a - Section 16(B)(1)(d) of the Punjab Sales Notes.	Tax on Services Act 2012 and dis	allowance of reduction in o	utput tax in respect of W	H of ST / Gr.	150111			۵
002247	E3080/pt/seconty/correspond	The Allowince of indul tils could and reduction	in of output tax out of previous re	turn column 7c			150112			4

### **3.3** Sales Tax Debit Tab

1. Click on the "Sales Tax Debit" tax from the left menu.





sales tax debit field should also be highlighted

2. Click on the "Calculate" button. The system will display the results calculated against relevant amount codes as shown below:

E	6	Save	🖌 Submit	Cancel	C Print	E Print w	dth Annexe	5							Swich	To 13 X
	TRSR	35	(Monthly Sales	Tax Return fil	ed voluntarily	y)			•			Transactio	n Date	25-Ju	-2024	
16.73	time :	Indi	vidual 70									Registratio	n	10000	00000070	
												Number				
= P		01-	Jan-2024 - 31	-Jen-2024	Тах Ү	'ear 2024	Valid Upto	Due Data 20-Feb-	2024	Docu	ment Date 26-Jul-2024	Submissio	n Date: *	2024-	07-28 11:08:05.0	
Data	Anne	ex-C (Do	mestic Sales)	Annex-C1	Branch-wis	e Domestic	Sales	Annex-I (Debit Credit Notes)	Annex-A (Pur	chases)	Annex-B (Imports)	Annex-D (Exports)	Pa	yment	Verification	<u> </u>
· Sale	Tax			1									8			Calculate
Sale	Tax Cre	edit					Descripti	ion		Code	Val	lue	58	les Tax	Amount	Action
Sale	Tax De	nde		9 - (A) Servi	ices provideo	s/rendered			15	0201		131,000			20,850	
Paya	ble / Re	efundabl	le	9 - (B) Serv	ices provideo	t/rendered (	Exempt Sa	le)	15	0202		D			0	
Head	1 wise P	Pavable		10 - Service	is Exported				15	0203		1,022,520			32	
Anne	ix-G (Aj	mears)		11 - Output	Tax for the m	onth = (9)			15	0205		131,000			20,850	

# **3.4** Payable/Refundable

- 1. Click on the "Payable/Refundable" link from the left menu.
- 2. Click on the "Calculate" button. The system will display the results after calculation against relevant amount codes as shown below.

Ed	I 📑 Save 🖌 Submit	Cancel 😩 Print 📓 Print with Anne	Kes						a x
	Task 35 (Monthly Sales	Tax Return filed voluntarily)				Transaction E	ate 25-Ju	I-2024	
14	Minime Individual 70					Registration	10000	00000070	
						Number			
٥.	Penod 01-Jan-2024 - 31-	Jan-2024 Tax Year 2024 Valid	Due Date 20-Feb-	2024 Docum	nent Date 26-Jul-2024	Submission C	ate: * 2024-	07-26 11:08:05 0	
		Upto							
Data	Annex-C (Domestic Sales)	Annex-C1 Branch-wise Domestic Sales	Annex-I (Debit Credit Notes)	Annex-A (Purchases)	Annex-B (Imports)	Annex-D (Exports)	Payment	Ventication	
• Sni	e Tar								Calculate
Sal	e Tax Credit		Descript	ion			Code	Sales Tax Amount	Action
Sal	e Tax Debit	12 - Input for the Month (Admissible Under R	ules) = Minimum of (4a+6+6a-7a	+7b) and (90% of 11)			150301	18,765	5
Pay	rable / Refundable	13 - Available Balance (Cr or Dr) = (11-(7+12	))				150302	-13,915	
Hea	ad wise Payable	14 - Do you want to Carry Forward the inputs	of Capital/Fixed Assets declared	at Sr-3 above			150303		+
And	nex-G (Arrears)	15 - Sales Tax withheld by the return filer as	withholding agent (Annex-A)				150304		
1		16 - Tax Reverse Charged (Annex-A) & (Ann	ex-C)				150305	0	)
		17 - Sales Tax Payable Formula: [if (13<0, th	en (15+16)] otherwise (13+15+16	)			150306	C	)
		18 - Refund Claim on Capital/ Fixed Assets F	ormula : [if 14 = "No" then "Minin	rum of Fixed Assets and Av	vailable Bajance" otherv	/ise zero]	150307	C	)
		19 - Credit to be carried forward					150308	87,936	3
		20 - End-of-Year Refund Claim (as determine	d periodically) Formula : [if Tax N	tonth = "JUN" and 19 > 0 th	nen 19 otherwise zero]		150309	0	
		21 - Net Credit carried forward Formula					150310	87,936	5
		22 - Fine / Penalty / Default Surcharge (23 +	24 * 25] (Annex-G)				150311	0	)
		23 - a) Default Surcharge / Others					150312	C	)

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<u>eSupport@pra.punjab.gov.pk</u> 042-99205476-77/042-99205481 /042-99205716





#### 3.5 Head Wise Payable

- 1. Click on the "Head Wise Payable" link from the left menu.
- 2. Click on the "Calculate" button. The system will display the results against relevant amount codes.

Triffe	<b>5</b> 8	ve 🛹 Submit	Cancel	E Print	a Print with Annes	Kes					Sento	tria 🖬 🗶
	Took	35 (Monthly Sale	Tax Return fil	led voluntaril	y)				Transactio	in Date 25-	Jul-2024	
-	faine'	Individual 70							Registrati	on 100	0000000070	
									Number			
20.1	Painot	01-Jan-2024 - 3	Jan-2024	Тах Ү	foar 2024 Valid	Due Date 20-Feb	-2024 D	ocument Date 26-Jul-202	4 Submissi	on Date * 202	4-07-26 11:08:05.0	)
					Upto							
Date	Annex-0	(Domestic Sales)	Annex-C1	t Branch-wis	e Domestic Sales	Annex-I (Debit Credit Notes)	Annex-A (Purchase	s) Annex-B (Imports)	Annex-D (Exports	) Payment	Verification	
- Sak	o Tank											Calculate
Sele	Tax Credit				Descriptio	n	Code	Payable Am	ount	Paid Am	ount	Action
Sale	Tax Debit		8-02385 - 8	leies Tax on	Services		150501		0		600,000	
Pay	oblo / Refu	dable	B-02385 - A	dditional Tax	/Surcharge/Others		150502		٥			
Hee	d wise Pay	sbia	B-02365 - A	moars			150503		0			
Ann	ex-G (Arrae	(15)	B-02385 - P	henalty/Fine			150504		0			
-			Total Amour	nt Payable			150600		0		600,000	

# 3.6 Annex - G (Arrears)

- 1. Click on the "Annex G (Arrears)" tab from the left menu.
- Click "+" button against each category/ item i.e. Default Surcharge, Arrears (Sales Tax) and Penalty/ fee.
- 3. A window will pop-up to enter the detail and click "OK" to save the amounts.

Edi	B Sav	re 🗸 Submit	Cancel	a Print	E Print with Annes	xes					Sw/	লাত 13 🕺
	Task	35 (Monthly Sales	Tax Return fil	ed voluntani	y)				Transaction Da	ate 25-Ji	ul-2024	
- 1	Name	Individual 70							Registration	1000	000000070	
									Number			
1	Furnod	01-Jan-2024 - 31	-Jan-2024	Tax 'r	fear 2024 Valid	Due Date 20-Feb-	2024 Docu	ment Date 26-Jul-202	4 Submission Da	ster * 2024	-07-26 11:08:05	0
					Upto							
Deta	Annex-C	(Domestic Sales)	Annex-C1	Branch-wis	e Domestic Sales	Annex-I (Debit Credit Notes)	Annex-A (Purchases)	Annex-B (Imports)	Annex-D (Exports)	Payment	Verification	
+ Sak	Tax.		1				1				1	Calculate
Sale	Tax Credit				Description	n.	Code		Value			Action
Sale	Tax Debit		Detault Sur	charge / Oth	ers		150601				+.	
Pay	able / Refun	dabla	Arrears				150602					
Hea	d wise Paya	ible	Penalty/Fine	2			150603				+	
Anne	eanA) D-re	r5)										



# 3.7 Annex - C (Domestic Sales)

1. Click on the "Annex C (Domestic Sales)" tab. Click "Load Sales" to load all invoices.

Edil	6	Save 🗸 Su	bmit 🧧	Cancel	📮 Print	S Print wi	th Annexes	\$_									Switch To	s X
	Tink	35 (Month)	y Sales Ta	x Return file	ed voluntarily	)					+			Transa	action Date	e 25-Jul-21	24	
147.19	Nation 1	Individual 7	0											Regist	ration	1000000	000070	
														Numb	er			
1		01-Jan-202	4 - 31-Ja	n-2024	Tax Ye	ar 2024	Valid		Due Date 20	)-Feb-2024		Documer	tt Date 26-Jul-2024	l Submi	ssion Date	2024-07-	26 11:08:05:0	
-	_		_				Upto					10						
Data	Алпе	x-C (Domestic	Sales)	Annex-C1	Branch-wise	Domestic 8	Sales	Annex-I (D	lebit Credit No	otes) An	nex-A (Purcha	ses)	Annex-8 (Imports)	Annex-D (Exp	ports)	Payment	Venification	
— = Fi	iter —									10		14		0		1.0		
	Buyer	r Registration N	o/ CNIC						Buyer Name					Invoice No				
		Fr	om Døte						To Date				00	Invoice Type	Select		7	
		s	ale Type	Select		*		1	Invoice Status	Select				Buyer Type	Select		*	
				Search	Clear													
Load S	ales	Load STWH	Submi	tinsut	De-	ink Sun	imary	Print										
				a.														
8							25	~			aa (a) 3	2 record(s	s) hound					
illi.	Sr No	Status	Buyer	Registratic CNIC	n No /	Buyer Name		Виует Ту	/De	Seller Regis CNIC	tration No /	Seller	Name	Sale Type		Invoice Type	Invoice No.	Invoice
	1	Valid	10000	0000072	1	ndividual 72	Intern	nediary	1	100000000	070	individ	tual 70 Se	rivicës		Sale Invoice	789987	16-Jan-

Edit	B S	ave 🖌 Sub	mit 🥝	Cancel	a Print		Print with	Annexe	s										Switch	n To ta X
1	Task	35 (Monthly	Sales Tax	Return file	d voluntar	rily)										Tra	nsaction Dat	le 25-Jul-2	2024	
5.1	Name	Individual 70	)													Re	gistration	100000	0000070	
																Nu	mber			
m F	Period	01-Jan-2024	- 31-Jan	-2024	Tax	Year	2024	Valid		Due Date	20-Feb-2	2024	Docume	ent Date	26-Jul-2024	Su	omission Dat	le: * 2024-07	-26 11:08:05.0	
			_				0	Jpto												
Data	Annex	-C (Domestic S	ales)	Annex-C1	Branch-w	ise Do	mestic Sa	les	Annex-I	(Debit Credit N	votes)	Annex-A (Purc	hases)	Annex	-B (Imports)	Annex-D (	Exports)	Payment	Verification	
— — Fi	ilter		_																	
	Buver F	Registration No.	/ CNIC							Buver Nam	1e					Invoice I	No			-
	Sujeri	Fro	m Date							To Da	te			m		Invoice Tv	be Select		*	-
		Sa	le Tyne S	elect			*			Invoice Stati	is Sele	ct				Buver Tv	ne Select		-	
			ie ijpe	Search	Clear											00)011)				
					ondu		-													_
Load S	sales	Load STWH	Submit	Unsub	amat D	e-link	Sumn	hary	Print											_
										Dome	STIC SAIG	es invoices data								
and a second								2:	• •	14 44	(1 01	2) 🕨 🖬	32 record	(5) 1000						
	Sr No.	Status	Buyer	Registratio CNIC	n No /	Buy	er Name		Buyer	Туре	Seller CNIC	Registration No /	Selle	r Name		Sale Typ	e	Invoice Typ	e Invoice	No. Invoice
	1	Valid	100000	0000072		Indiv	idual 72	Interr	mediary		10000	00000070	indiv	idual 70	Ser	vices		Sale Invoice	789987	16-Jan-
	2	Claimed	100000	0000072		Indiv	idual 72	Interr	mediary		10000	00000070	indivi	idual 70	Ser	vices		Sale Invoice	85858	17-Jan-

2. Sales Invoices as well as ST Withheld invoice(s) relevant to the tax period will be reflected in the tab "Annex C Domestic Sales" as shown below:





Edit	🖪 Sar	ve < Subr	mit 🛛 📀 Ca	incel 🗧 Pri	int 🛛 🚇 P	Print with A	Innexes									Switch To	8 X
	ask	35 (Monthly	Sales Tax Re	turn filed volur	ntarily)					+				Transaction D	ate 25-Jul-2	024	
5 N	ame	Individual 70												Registration	100000	0000070	
														Number			
D Pe	boine	01-Jan-2024	- 31-Jan-20	24 T	ax Year 2	024 V	alid	Due	e Date 20	-Feb-2024	Docum	ient Date	26-Jul-2024	Submission Da	ate: * 2024-07	-26 11:08:05.0	
			_			U	pto										
Data	Annex-C	Domestic Sa	ales) Ani	nex-C1 Branch	n-wise Dom	estic Sale	es Ani	nex-I (Debit	Credit No	tes) Annex-A (Pure	chases)	Annex-	B (Imports)	Annex-D (Exports)	Payment	Verification	
- Filt	er																
	Buyer Re	egistration No	/ CNIC					Bu	ver Name					Invoice No			
		Fror	m Date			0			To Date					Invoice Type Select		+	
		Sal	e Type Seler	ct		-		Invoi	ice Status	Select		-		Buyer Type Select		+	
			Sea	arch Clear													
Load Sa	les 1	oad STWH	Submit	Unsubmit	De-link	Summa	arv Pr	int									
				(active actions)			., .			c Sales Invoices data							_
X							25	<b>v</b>		(1 of 2) 🔛 🖿	32 recor	d(s) found					
	Sr No.	Status	Buyer Reg C	gistration No / CNIC	Buyer	Name	В	uyer Type		Seller Registration No / CNIC	Sell	er Name		Sale Type	Invoice Type	e Invoice No.	Invoice
	1	Valid	100000000	0072	Individ	ual 72	Intermed	diary	3	100000000070	indi	vidual 70	Ser	vices	Sale Invoice	789987	16-Jan-:
	2	Claimed	100000000	0072	Individ	ual 72	Intermed	diary		100000000070	indi	vidual 70	Ser	vices	Sale Invoice	85858	17-Jan-:
	3	Valid	100000000	0076	Individ	ual 76	Intermed	liary		1000000000070	Indi	vidual 70	Ser	vices	STWH	12345	01-Jan-:

#### 3. Click "Submit" to submit the Annexure C.

Esti	H Sa	eve 🗸 Subr	nit e	Cancel	🖨 Print	Print w	th Annexe	5		_								Switch To	5 X
8	Tasik,	35 (Monthly :	Sales Ta	x Return file	d voluntari	y)									Transaction I	Date 3	25-Jul-20	24	
167.13		Individual 70													Registration		10000000	000070	
															Number				
T F	mud	01-Jan-2024	- 31-Ja	n-2024	Tax Y	ear 2024	Valid	Due Date	20-Feb	-2024		Documen	t Date 2	6-Jul-2024	Submission (	Date: * 2	2024-07-2	26 11:08:05.0	
							Upto												
Data	Annex	C (Domestic Sa	ales)	Annex-C1	Branch-wis	e Domestic	Sales	Annex-I (Debit Credit	Notes)	Annex-	A (Purchas	ses) /	Annex-B (	(Imports)	Annex-D (Exports)	Payr	nent	Verification	
— — Fi	tter		2									1				0			
	Buyer B	edistration No.	CNIC					Buwer Nar	ne						Invoice No				9
	,	Fror	n Date				-	To De	ate						Invoice Type Select			+	
		Sal	e Type	Select				Invoice Stat	hus Sek	ect		-			Baver Type Select			*	
				Search	Clear														
Load S	ales 1	Load STWH	Submi	t Linnit	mit De	-link Sur	nmany	Print											
								Dome	etho Sa	les invoices	dera								
N							25	5 🗸 🔤 🖂	(1.0	x 2) 🛛 💀	<b>16</b> 33	2 record(s	) found						
B	Sr No	Status	Buyer	r Registratic CNIC	m No /	Buyer Name		Buyer Type	Selle	r Registratic	n No /	Seller	Name		Sale Type	Invo	ісе Туре	Invoice No	Invoice
	1	Valid	10000	00000072		Individual 72	Inter	mediary	1000	000000070		individ	ual 70	Sen	vices	Sale	Invoice	789987	16-Jan-
	2	Claimed	10000	00000072		Individual 72	Interr	mediary	1000	000000070		individ	ial 70	Sen	vices	Sale	Invoice	85858	17-Jan-

- 4. A message will appear "Annex C Domestic Sale Submitted successfully".
- 5. After submission of Annex C, the Un-submit button will be enabled so that the Annexure may be unsubmitted prior to submission of Sales Tax return as shown below:





E	n 🖪 Sa	ve 🗸 🗸 Sub	e lime	Cancel	a Print	a Print with	Annexes									Swich R	11 X
	Task	35 (Monthly	Sales Tax	Return file	d voluntarily	5				+			Transact	on Date	23-May-2	024	1
-	Name	Individual 11	1										Registrat	ion	10000000	00011	
													Number				
	Period	01-Jan-202	4 - 31-Jan	-2024	Тах Ус	ar 2024	Valid	Due Date	20-Feb-2	2024	Document	Date	Submissi	on Date: *			Ú
							Upto										
Data	Annex-	C (Domestic S	sales)	Annex-C1	Branch-wise	Domestic Sal	les An	nex-l (Debit Credi	Notes)	Annex-A (Purch	ases) An	nex-B (Imports)	Annex-D (Exports	s) Payr	ment	Verification	
1	Filter																
	Buyer R	egistration No	/ CNIC					Buyer Na	ime				Invoice No				
		Fro	om Date			00		To D	late		0		Invoice Type Sel	ect			
		Si	ale Type S	elect		-		Invoice Sta	etus Selec	t.	*		Buyer Type Sel	ect		*	
				Search	Clear												
Load	Seles E	bed STWH	Submit	Unsub	mit Del	ni Summ	nery Pr	int -									
la.			<u> </u>	_	_			0 or	neste Sale	s Invoices data							
P							25	×	(1.0		1 record(s) I	cond					
D	Sr No.	Status	Buyer	Registratio CNIC	n No /	Buyer Name	8	luyer Type	Seller I CNIC	Registration No /	Seller Na	me	Sale Type	Invo	ісе Туре	Invoice No.	Invoice C
E.	1	Valid	100000	0000007	h	dividual 7	End Cor	isumer	100000	0000011	Individua	( 11 Se	IVIOBS	Sale	Invoice	74102	05-Jan-20

- 6. Click on "Branch Wise Summary" Tab to view the summary of branch-wise domestic sales.
- 7. Click on "Branch Wise Print" to get the print of branch wise domestic sale summary.

Edit	8	Save 🖌 🗸 Sut	enit 🔍 🗙	Cancel 🚨 Pr	int 🗧 🔒 Pr	int with Ar	nnoxes								Switch To	13 1
	Teente	35 (Monthly	Sales Tax F	Return filed volu	ntarity)					+			Transaction Da	18-Nov-20	24	
	Valle												Registration			
													Number			
ti ti	Wild:	01-Aug-202	4 - 31-Aug-	2024 1	Tax Year 20	025 Va Up	ad	Due Date	20-Sep-2024	1	locument Date		Submission De	fa: *		
Data	Anne	- C (Domestic S	inten) A	unex-1 (Debit C	redit Notes)	Anne	-A (Purchase:	s) Anne	x-B (Imports)	Annex-D (Ex	ports) Paym	ent Venti	cation			
	Buye	r Registration N Fr S Busine	o / CNIC om Date ale Type Se ss Name Se s	slect slect Search Clas		*		Buy	ror Name To Date ce Status Selec Branch Selec	8		m	Invoice No Invoice Type Buyer Type	Select Select		
Load S	ales	Load STWH	Submit	rinançout	De-link	Summa	ny Print	Branch W	ise Summary	Branch Wise	Print					
N.U							26	Don	restic Salan Invo	acos data:						
	Sr No	Status	Buyer R	egistration No / GNIG	Buyer I	Name	Buyer 1	Гуре	Seller Regis CNIC	tration No 7	Seller Name		Sale Type	Invoice Type	Invoice No.	invo
	4	Valid					Intermediary					Serv	ces	Sale Invoice	Deno1	01-/

8. The STWH invoices added by the Withholding Agent will be available to the respective service providers. He can get the claim of the STWH invoice only after adding the sales invoices with the same particulars.





# 3.8 Annex - A (Purchases)

1. In order to add purchase invoices, click on the "Annex-A (Purchases)" tab;

Edit 😸 Save 🗸 Submit 🔍	Cancel 😃 Print 😃 Print with Annex	es			Switch To	s X
Task 35 (Monthly Sales Tax	Return filed voluntarily)			Transaction	Date 23-May-2024	
<ul> <li>Name Individual 76</li> </ul>				Registration	100000000076	
				Number		
Period 01-Jan-2024 - 31-Jan	1-2024 Tax Year 2024 Valid	Due Date: 20-Feb-	2024 Document Date	Submission	Date: "	
	Upto					
Data Annex-C (Domestic Sales)	Annex-C1 Branch-wise Domestic Sales	Annex-I (Debit Credit Notes)	Annex-A (Purchases) Annex-	8 (Imports) Annex-D (Exports)	Payment Verification	
- Filter						
Seller Registration No / CNIC		Seller Name		Invoice No		
From Date		To Date		Invoice Type	Select	-
Purchase Type S	Select	Invince Status S	elect	Sumplier Type	Select	
Inādmissible 5	Select	Salos Tay Amount		Source Authority	Select	-
In the second seco	Search Cloar	Seres for Prindin		Source Admong		1997
	Gealen Great					_
Load Invoices Load STWH De-li	ink Claim Invoices Across Jurisdiction	Summery Print				
		25 🗸 (1)	of 1) recerd(s) found			
Sr Fixed No Assets / Credit No. Goods input	on Reason of Non- table creditable uts	Source Authority Stat	US Seller Registration No / CNIC	Seller Name Supplier Tyl	De Buyer Registration No. CNIC.	Buyer
No records found.						

 Click on the Load Invoices button and, the "Load invoice(s)" screen will appear as shown below:

.cad Invoices										x
- Filter										
Seller NTN/CNIC						Selle	er Name			
From Date				0			To Date		1	
HSCode Description						Inv	voice No			
	Search	Clear								
Claim										
				10 🗸	(1 af 1)	record	d(s) found			
Sr No. Status	Seller Regist No / CNI	tration C	Seller Name	Buyer Registration No/ CNIC.	Buyer Name	Туре	Number	Date	Purchase Type	HS Co





- 3. The taxpayer may load invoices either entered manually or the invoices that are declared by his service providers as Sales in Annexure C of their sales tax returns.
- 4. Claim the desired invoices by selecting the invoices and pressing the 'Claim' tab.
- In case of Service provider cum Withholding Agent, STWH invoices declared by its service provider/ supplier and STWH invoices entered by withholding agents are also loaded in Annex-A.
- 6. The taxpayer may also delink certain invoices not intended to be claimed during the period for which sales tax return is intended to be filed.
- 7. The taxpayer may also delink certain STWH invoices not intended to be claimed during the period for which sales tax return is intended to be filed. After delinking the invoice in Annex-A/Withholding Statement, the status of that invoice will become Valid in Sales Ledger upon searching for that invoice and the remarks will be shown as Verified.

	Buyer F	Registration No / CNB	alo.				Buyer Name			Invoice No		
	Seller P	Registration No / CNB	3				Seller Name			Invoice Status	Select	*
		Trans Typ	e Select		*		Invoice Type S	elect		Sale Type	Select	
		Taxpayer Typ	e Select		*		From Date		m	To Date		100
		Business Nam	e Select		~		Branch S	elect	*			
			Search	Clear								
- Add In	IVOICE FO	or ZEGIT @V	iow a	Deals Vally	× Reject	A Thimble	C Refresh	*				E.
				Note	Please Pro	vide Regis	tration No.	or NTN with Chec	k Digit in invoice e	itry,		
	_				25	×	et vira	) las as 86 mea	ol(s) hierd			
Salact All	Sr No.	Invoice Ref No.	Status	Remarks	invoice No.	Invoice Type	Invoice Date	Buyer Registration No/ CNIC	Buyer Name	Taxpayer Typ	Selier Registration No / CNIC	Soller Name
	1	2354100803	Valid	Verified	2	STWH	01-Aug- 2024	0683803	TETRA PAK (PAKISTAN) LIMITED	Internediary	0709943	PHOENIX AR (PVT.) LIMITE
	2	2354100602	Valid		2	Purchase Involce	01-Aug- 2024	0683803	TETRA PAK (PAKISTAN) LIMITED	Intermediary		PHOENIX AR (PVT.) LIMITE
	3	7301529	Valid		2024/09/3 PTVPCTD P00146	Purchase Invoice	30-Sep- 2024	0683803	TETRA PAK PAKISTAN LIMITED	Intermediary		IGI GENERA INSURANCE
	4	7301528	Vəlid		2024/09/G PTVPCTD D00144	Purchase	30-Sep- 2024	0683803	TETRA PAK PARISTAN LIMITED	Intermediary		IGI GENERA INSURANCE

# 3.9 Annex - B (Imports)

1. Click on "Annex-B" tab, the "Annex-B" screen appears as shown below:





Edi	E Save	🗸 Submit	Cancel	🚨 Print	E Print wit	th Annexes						Switch To	13 X
10	91 3	(Monthly Sele	s Tax Return file	ed voluntarily)						Transaction D	ate 23-Mar	y-2024	
- No	ne in	dividual 76								Registration	10000	0000076	
-										Number			
Per	iod 0	-Jan-2024 - 31	-Jan-2024	Tax Yea	ar 2024	Valid	Due Date 20-Feb-20	24 Doct	ument Date	Submission D	ate: *		
						Upto							
Data	Annex-C (I	omestic Sales)	Annex-C1	Branch-wise	Domestic S	Sales Annex-I (D	ebit Credit Notes)	Annex-A (Purchases)	Annex-8 (Imports)	Annex-D (Exports)	Payment	Ventication	
- Fille	ni -						1		·		1		
		GD Type Selec	i,		-	GD Number		GD Date		60			
		Hs Code				Cash Number		Cesh Date		(m)			
	Co	ectorate Selec	t.		*	Quantity							
		Sea	rch Clear										
Load GD	6 De-lin	k Summary	Print										Į.
										Import GDs	Detab		
									25 💌	(1ar1	N	0 record(s) found	
~ *		Fixed Assets /	Non	Reason fo	or Non		Part	liculars of GD Imports (	Found In Customs Data)			FED Paid at	
or NO.		Capital Goods	inputs	Creditable	e input	Collectorate	GD Type	GD Number	GD Date	Hs Code	Туре	Import Stage	Cas
No record	s found,												

- 2. Click on the "Load GD(s)" button.
- 3. "Load GDs" screen shall appear with all GD(s) in the grid as shown below:

Eas	E Save	🗸 Subr	nit 🔍	Cancel	a Print	a Print v	with Annexes									Selfch To	13 X
21 74		5 (Monthly	Sales Ta	Return file	d voluntarily	)							1	fransaction Da	ate 25-Ju	1-2024	
-		ndividual 70											)	Registration	1000	00000070	
													- 3	Number			
	nd I	1-Jan-2024	- 31-Jai	1-2024	Tax Ye	ar 2024	Valid		Due Date 20-Feb-	2024	Doca	ment Date 28-Jul-2	024 1	Submission De	ste: * 2024-	07-26 11:08:05:0	
							Upto						-				
Data	Annex-C	Domestic S	eles)	Annex-C1	Branch-wise	Domestic	c Sales Ar	nnex-l (D	ebit Credit Notes)	Annex-A (Pur	chases)	Annex-8 (Imports	Annex-C	(Exports)	Payment	Verification	
- Filte	r -											a designed and the second s	- C				
		GD Type S	elect			*	GD	Number		GD I	0010						
		Hs Code					Cash	Number		9	ash		m				
	C	dectorate S	ielect				(	Quantity									
			Search	Clear													
Load GD	s De-l	nk Sum	mary	Print													_
-	-													Import GDs			
												25	<b>v</b>				
-		Fixed Non Reason for Non					P	articulars of GD	Imports (	Found In Customs De	ita)			FED Paid at			
Sr No.	śr No.	Capita Goods		inputs	Creditab	e input	Collector	rate	GD Type	GD Num	ber	GD Date	Hs Code		Туре	Import Stage	Cas
1		10					KAPE		HC	201357		07-Jul-2020	40169320			0	2280

- 4. Select desired GD(s) and click on "Claim" button.
- 5. A message "Invoice(s) claimed successfully" will appear.



#### 3.10 Annex - I (Debit Credit Notes)

The Debit/ Credit Notes are claimed in Annex I once the debit/ credit invoices are entered while using Sales Tax Invoice Management as explained in the relevant section.

1. Click on "Annex-I" tab as shown below:

	201. E	B Save	🗸 Submit	Cancel	S Print	- 2.5	Print with Anne.	xes					Switz	NTo 13 X
	Task		5 (Monthly Sales	Tax Return fil	ed voluntar	ty)					Transaction D	ate 23-Me	r-2024	
	Mirrie	i (1	ndividual 11								Registration	10000	00000011	
											Number			
	Pence	1	11-Jan-2024 - 31-	Jan-2024	Tax	Yeat 💈	2024 Valid	Oue Date 20-Feb-2	2024 Docu	ment Date	Submission C	Vete: *		
							Upto							
Deta	An	inex-C i	Domestic Sales)	Annex-C1	I Branch-wi	se Don	nestic Sales	Annex-I (Debit Credit Notes)	Annex-A (Purchases)	Annex-B (Imports	Annex-D (Exports)	Payment	Verification	
-	Filter							N						
	Se	iller Reg	istration No / CN	ic				Seller Name			Invoice No			
			From Da	de			m	To Date		m	Invoice Type	Select		
			Sale Typ	pe Select				Invoice Status S	elect		Supplier Type	Select		
			Sales Tax Amou	mt										
				Search	Clear									
Load	Debit	Credit	Notes Claim I	Debit / Credit I	Notes T	De-link	Pont							
-							11k - 28							Gebit/Credi
B													25 🗸	[10
Q.,						Pa	articulars of Sup	oplier / Buyer				Debit/Credit	Notes	
No.		Status	Seller Regist No / CNI	tration C	Seller Nam	6	Buyer Regit No/ CN	stration RC Buyer Name	Supplier Type	Number	Date	Type (Debit/ Note)	Credit	Reason

2. Click on "Load Debit/Credit Notes" to load the debit/ credit note invoices in Annex I.

) Edi	it	🖪 Save	🗸 Submit	Cancel	a Print	a Print with	Annexes							Switch	io 🕄 🗙
8.	Task	35	(Monthly Sales	Tax Return fil	led voluntaril	y)			+			Transaction	Date 23-May-	2024	
5	Name	e Ind	ividual 76									Registration	100000	000076	
												Number			
±	Perio	d 01-	Jan-2024 - 31-	Jan-2024	Tax Y	ear 2024 V	/alid	Due Date 20-Feb	-2024 D	locument Date		Submission	Date: *		
						l	Jpto		_						
Data	A	nnex-C (Do	omestic Sales)	Annex-C	1 Branch-wis	e Domestic Sa	es Anne:	x-I (Debit Credit Notes)	Annex-A (Purchase	es) Annex-E	3 (Imports)	Annex-D (Exports)	Payment	Verification	
— — F	Filter														
	S	ollor Donis	ration No / CNI	~				Seller Name				Invoice No			
	0	olioi regia	Erom Dat			-		To Date		240		Invoice Tupo	Select		-
			From Dat	e		•		10 Date				invoice Type	Select		
			Sale Typ	e Select		*		Invoice Status	Select	*		Supplier Type	Select		*
		S	ales Tax Amour	nt											
				Search	Clear										
Load	Debit	/ Credit No	tes Claim D	ebit / Credit	Notes D	e-link Print									
					1										Debit/Credit
N													2	5 🗸	(1 ol
						Particulars	of Supplier / B	luyer					Debit/Credit N	lotes	
Sr No.		Status	Seller Registr No / CNIC	ation	Seller Name	Buyer N	Registration o/ CNIC.	Buyer Name	Supplier Type	Num	ber	Date	Type (Debit/C Note)	redit F	Reason
1		Claimed	10000000000	70 Ind	lividual 70	10000	0000076	Individual 76	Intermediary	ABCD		18-Jan-2024	Debit Note	Cancel supply	lation of





# 3.11 Annex - D (Exports)

1. Click on "Annex-D (Exports)" tab.

i Edi	B Save	V Submit	Cancel	S Print	🖨 Print with Anne	ies -				_	Switch	10 13 14
	taras 35 (N	tonthly Sales T	ux Roturn file	ed voluntarit	y)				Transaction I	Date 25-Jul-	2024	
- 1	Index	dual 70							Registration	10000	0000070	
									Number			
= P	enod 01-Ja	an-2024 - 31-Ji	n-2024	Тах У	ker 2024 Valid	Due Date 20 Feb-	2024 Docum	nent Date 26-Jul-2024	Submission I	Date: * 2024-0	7-26 11:08:05.0	
					Upto							-
Data	Annex-C (Don	nostic Salos)	Annex-C1	Branch-wis	o Domostic Salos	Annex-I (Debit Credit Notes)	Annex-A (Purchasos)	Annex-B (Imports)	Annex D (Exports)	Payment	Ventication	
									Choo	se file No file	chosen	Import
- F#	ber											
	Buyer	Name (Foreign				SBP Code List /4 digiti			Bayer Country Se	lect .		-
	tout of	Descriptor				Doc. Invoice Number			Doc. Invoice Date		l m	
	Doc. Tar	Iff Code (8 digit	-			Foreign Exchange			Currency Type Se	fect		-
	Value in P	ak Rupees (Rs				Exempt Sales Tax Involved (Rs)		Actu	al/Estimated Date		10	
	Exch	ange Rate (XR				Remarks			Ref.Number of Se	lect		
			Seerch	Clear				No	otheation Authority			
			and and									
Add Inv	roice	Delete	ant .									
						Exports	Di Dezan					
						20 V (10	Dec Te	off SBD Code	Dec Impere D	An Institut		and the second second
1	Sr No.	Remarks	Buye	er Name (Fo	reign) Bu	er Country Desc	ription Dode (8 c	Sgit) List (4 digit)	Date	Number	Foreign Exc	hange

2. Click on "Add Invoice" tab and "Add invoice" window will open as shown below:

	Test -	35 (Monthly Sales T	its Return filed v	olunterity	n.			*			Transe	action Diate	25-Jul-2024		
		Individual 70									Regist	ration	1000000000070		
											Numb	er i			
		01-Jan-2024 - 31-Ji	nn-2024	Tax Ye	aar 2024	Valid Upto	Due Date 20-Feb-20	24	Document	Date 26-Jul-2024	Sabre	ssion Date: *	2024-07-26 11 08	05.0	
Deta	Dome	ntic Sales   Branch -	wse Domestic S	ales	Annex-1 (E	Debit Credit Notes)	Annex-A (Purchases	Annex-I	B (Imports)	Armen D (Exports	Payment	Verification	•		
		Add Invoice													x port.
		Buyer Nam	e (Foreign) ,			5	8P Code List (4 digit) .				Buyer Country,	Select			
			Description .				Doc. Invoice Number .				Currency Type .	Select		*	
		Doc. Tatiff Co	ide (8 digit) -			Exempt Sa	ees Tax Involved (Rs).			D	oc. Invoice Date .				
		Foreign	Exchange -				Exchange Rate (XR)+			Actual	Estimated Date -				
		Value in Pak R	upees (Rs) .				Ref Number of Notification/Authority -	Select		*					
			1	ldd (	Clear										
Add Inv	VOICE	_	-					100000	_	_		_			-
							Export CD								
D	St N	ia. Remarks	Buyer M	ame (Fo	roign.)	Buyer Country	Descrip	bon	Doc Tariff Code (8 digit)	SBP Code List (4 digit)	Doc Invoice Date	Doc Inv Numb	cice Foreig	n Exchan	ge

- 3. Enter all mandatory fields on account of each Export invoice.
- 4. Press "Add" button to add invoice.



## 3.12 Payment

1. Click "Payment" tab to retrieve the Computerised Payment Receipt (CPR) wise information of taxes deposited at the bank as follows:

Eau	🛢 Savo 🛹 Submit	Cancel G Print C Print with Annex	95	_				Switch To	13 X
8	Task 35 (Monthly Sales T	ax Return filed voluntarily)		•		Transaction	Date 25-Ju	1-2024	
5.4	Neme Individual 70					Registration	10000	00000070	
= ()	01-Jan-2024 - 31-J	an-2024 Tax Year 2024 Valid	Duo Date 29-Feb-	2024 Docu	ment Date 26-Jul-2024	Number Submission	Date: 1 2024-	07-26 11:08:05:0	
Data	Annex-C (Domestic Sales)	Annex-C1 Branch-wise Domestic Sales	Annex-I (Debit Credit Notes)	Annex-A (Purchases)	Annex-B (Imports)	Annex-D (Exports)	Payment	Ventication	
	CPR No.	Date	Amount Code		Description		Amount	Tax Year	+
		01-Jun-2023 00:00:00	150501	B-02305 - Sales	Tax on Services		600000	2024	
			Head Wo	e Sammary					
		Head of Account				,	Account		
150501	1				600000				

2. To retrieve the list of Computerized Payment Receipts (CPR), click '+' icon.

3. A window containing list of all CPRs relevant to tax period will appear as shown below:

CPR No.	Search by: CPR No. or Amount C	ode or Paid An	nount			1	Add Wor	klow Return Payments 🛛 🚸
No records found.			Payment	s				1
	CPR No.	Date	Amount Code	Description	Amount	Tax Year	Action	
No records found.		17-Nov- 2020 00:00:00	100501		100000	2021	Select	
		17-Dec- 2020 00:00:00	100506		50000	2021	<u>Select</u>	
		01-Jan- 2021	100501		10000	2021	Select	

- 4. Click "Select" link to claim desired CPR as tax payment along with sales tax return.
- 5. A taxpayer can select and attach multiple CPRs up to the amount of liability calculated by the system.
- 6. The attached CPR(s) will be listed under the payment tab as shown below:





Date	Amount Code	Description	Amount	Tax Year	*
17-Nov-2020 00:00:00	100501	B02341 - Sales Tax on Goods	100000	2021	<b>a</b>
17-Dec-2020 00:00:00	100506	B03085 - Petroleum Levy	10000	2021	8
	Head Wise Sum	mary			_
Head of Account			Account		
		100000			
		10000			
	Date           17-Nov-2020 00:00:00           17-Dec-2020 00:00:00           Head of Account	Date         Amount Code           17-Nov-2020 00:00:00         100501           17-Dec-2020 00:00:00         100506	Date         Amount Code         Description           17-Nov-2020 00:00:00         100501         B03031 - Sales Tax on Goods           17-Dec-2020 00:00:00         100506         B03085 - Petroleum Levy           Head Wise Summary           Head of Account           100000           100000	Date         Amount Code         Description         Amount           17-Nov-2020 00:00:00         100501         B03081 - Sales Tax on Goods         100000           17-Dec-2020 00:00:00         100506         B03085 - Petroleum Levy         10000           Head of Account	Date         Amount Code         Description         Amount         Tax Year           17-Nov-2020 00:00:00         100501         B0341 - Sales Tax on Goods         100000         2021           17-Dec-2020 00:00:00         100506         B03085 - Petroleum Levy         10000         2021           Head of Account           Head of Account           IO000           IO000

7. Any of the CPR may be deleted by clicking the "delete" icon present against each CPR.

# 3.13 Verification

1. After completion of data entry, click on the "Verification" tab to verify the data provided in sales tax return; Enter PIN and click "Verify Pin" provided against the PIN field.

- Edd	B Sa	ve 🖌 Submit	Cancel	2 Print	S Print with	Annexes								Switch To	15 X
	Tesk:	35 (Monthly Sales	Tax Return file	ed voluntarily)	1						Tran	saction Date	23-M	ву-2024	
4.1	Native	Individual 11									Regi	stration	10000	00000011	
											Num	ter			
Ŧ	Renol	01-Jan-2024 - 31	Jan-2024	Тах Үе	ar 2024	Valid	Due Date 20-Feb	-2024	Docum	nent Date	Subr	nission Date:			
						Upio									
Data	Аллеж-	C (Domestic Sales)	Annex-C1	Branch-wise	Domestic Sa	les An	nex-I (Debit Credit Notes)	Annex-A (Purc	hases)	Annex-8 (Imports)	Annex-D (Ex	ports) Pa	yment	Venticaboo	
i r	<b>/erificati</b> , Indwidual espects in	on 11 holder of CNIC I accordance with the Ver	No. 100000000 provisions of rify Pin	00011 in my c applicable lav Verification D	apacity as as w. ate:	thorized pe	rson do solemnly declare th	at to the best of m	y knowled	dge and belief the infor	mation given in t	his return is <sup>r</sup> i	are corre	act and complete in a	sti

- 2. Click the "Save" button to save the task as a draft.
- 3. Click the "Submit" button to submit the completed return. Once submitted, the return will no longer be editable.





© Edit	🛢 Sa	ve 🗸 Submit	Ocancel	Print	a Print wit	n Annexe	s						Switch T	5 X
	Task	35 (Monthly Sal	s Tax Return fil	ed voluntarily)				+			Transaction (	Date 23-M	ay-2024	
-	Name	Individual 11									Registration	1000	00000011	
											Number			
<b>B</b> 1	Period	01-Jan-2024 - 3	1-Jan-2024	Tax Ye	ar 2024	Valid	Due Date 20-Feb-	2024	Documer	nt Date	Submission (	Date: *		
						Upto								
Data	Annex-0	C (Domestic Sales	Annex-C	1 Branch-wise	Domestic S	ales	Annex-I (Debit Credit Notes)	Annex-A (Purchas	ses) /	Annex-B (Imports)	Annex-D (Exports)	Payment	Verification	
	Verificati , Individual espects in	on 11 holder of CNIG accordance with t	No. 10000000 le provisions of erify Pin	00011 in my c applicable lav Verification D	apacity as a /. ate:	uthorized	person do solemnly declare th	at to the best of my k	nowledge	e and belief the infor	mation given in this retu	m is/ are com	ect and complete in a	ыII

# 3.14 Print Sales Tax Return

- 1. Click on the "Print" button for a PDF version of the Sales Tax Return.
- 2. To print the return with Annexure details, click on the "Print with Annexures" tab.

e Edit	😁 Sav	e 🖌 🖌 Submit	O Cancel	a Print	a Print wi	th Annexe	5						Switch To	a x
Tes	sk	35 (Monthly Sales	Tax Return file	d voluntarily	)						Transaction I	Date 23-M	1ay-2024	
- Ner	no	Individual 11									Registration	1000	000000011	
_											Number			
m Peri	iod	01-Jan-2024 - 31-	Jan-2024	Tax Ye	ar 2024	Valid	Due Date 20-Feb	2024	Docu	ment Date	Submission [	Date: *		
						Upto								
Data /	Annex-C	(Domestic Sales)	Annex-C1	Branch-wise	Domestic \$	Sales	Annex-I (Debit Credit Notes)	Annex-A (Purcha	ases)	Annex-B (Imports)	Annex-D (Exports)	Payment	Verification	
Ver I, Inc resp	r <b>ificatio</b> dividual 1 pects in a	n 1 holder of CNIC h coordance with the	lo. 10000000 provisions of	00011 in my c applicable la	apacity as a w	authorized	person do solemnly declare th	at to the best of my	knowle	dge and belief the infor	mation given in this retur	n is/ are con	rect and complete in a	ъЩ
		Ver	ify Pin	Verification D	late:									

# 3.15 Concepts of liability created against 7a and explanation on account of 7b& 7c in Sales Tax Return

 7a liability is created in sales tax return of the tax period following the period where either input tax adjustment or credit of tax payment was allowed but no amount was deposited in Government Exchequer against those invoices. Some of the examples are as below:





- The input adjustment has been claimed for the previous tax period on account of the service received from service providers who, though submitted Annex C, submitted their sales tax return for the said tax period; or
- b. The service provider has been provisionally allowed the credit of Withholding tax, but Withholding Agent has not deposited the amount of tax Withheld during the statutory period. In the proceeding tax period, the system shall auto-calculate the liability against 7a.
- 2. The system will not allow taxpayer will submit his ST-Return for the tax period until 7a liability is discharged/ paid.
- 3. After the discharge/ payment of 7a liability, the said paid amount is reflected against 7c in the following tax period's Sales Tax Return.
- 4. If taxpayer's service provider subsequently files/ submits the tax return along with tax payment or the Withholding Agent deposits the amount, the system will reflect the said amount against 7b (previously reflected against 7c) and the taxpayer is entitled to claim its adjustment against his liability for subsequent tax period(s).





# 4. Revision of PRA-Iris Sales Tax Return

# 4.1 Filing of Revised Sales Tax Return on PRA-Iris

- 1. Click "Sales Tax" on the Horizontal Bar Menu at the top of the screen.
- 2. A drop-down menu will appear.
- 3. Click "Returns / Statements (Revised),".
- 4. Select "35(6) Revised Sales Tax Return"
- 5. The interface for filing of revised return will appear.

	Returns / Statements (Original)	Returns / Statements (Revised)	Extension Applications	Revision Applic	stions				Switch to	Advance View
let	<ul> <li>Monthly Sales Tax</li> <li>Return filed voluntarily)</li> </ul>	* 35(6) (Revised Sales Tax Return)	Extension of Filling of Sales Tax Return)	35(6) (Application Revised Sales To Return)	110 00	<u> My Prafila(s)</u>	Registration Certificat	<u>e</u> 🗙 <u>Change Pin</u> 🧏	Change Password	😡 Looput
	Monthly Return For Collecting Agents							Individual	72   Fri Aug 02 11	58:43 PKT 202
		+ Filter							Drait.	Deciaration(1)
Declaration(1)										
<ul> <li>Inbox</li> <li>Outbox</li> </ul>		Task	Registration N	o Namo	Tax Year	Task Dato	Due Date	Period Start Date	Period End Date	Assignment
<ul> <li>Completed Tasl</li> </ul>	33 W	5 (Monthly Sales Tax Return file oluntarily)	d 10000000000	2 Individual 72	2024	26-Jul-2024 11:47:52	20-Feb-2024 00:00:00	01-Jan-2024	51-Jan-2024	
				Pages (1 of	0	Less 1   Les   Les	1 recordes) found			

- 6. Click on the "Period" button on the right of the screen. A dialog box will appear.
- 7. Enter the relevant tax year in the "Tax Period" field. Click on "Search."
- 8. Click on "Select" next to the tax period appearing in dialogue box.





Ett B Save & Submit @ Cancel @ Print						X C (FFIC)
a Tank 35(6) (Revised Sales Tax Return)					Transaction Date	
tr Harne Individual 75					Registration	100000000075
					Number	
m Period - Tax Year	Velid	Due Dete		Document Date	Submission Date: *	
	Upto	Search Penod Date		*		
		Tax Period: * 2	2024	a		
		Start Date	End Date	Action Select		
		01-Dec-2023	31-Dec-2023	Select		
		01-Jan-2024	31-Jan-2024	Select		
		01-Feb-2024	28-Feb-2024	Select		
		01-Mar-2024	31-Mar-2024	Select		
		01-Apt-2024	30-Apr-2024	Select		
		01-May-2024	31-May-2024	Select		
		Close		-		
			_			

9. The form containing fields and tabs of revised Return will appear. Edit the data wherever required and submit the Return.

Edit 🖪 Save 🗸 Submit	Cancel Print Print with Annexes			Switch To	3 X
Task 35(6) (Revised Sal	es Tax Return) + Tran	nsaction Date	05-Aug-2024		
Name Individual 75	Reg	gistration	10000000007	5	
	Num	nber			
Period 01-Jan-2024 - 31-	Jan-2024 Tax Year 2024 Valid Due Date 07-Nov-2024 Document Date Sub	mission Date: *			
1	Unto				-
Data Annex-C (Domestic Sales)	Annex-C1 Branch-wise Domestic Sales Annex-I (Debit Credit Notes) Annex-A (Purchases) Annex-B (Imports) Annex-D (E	Exports) Pay	yment Verif	ication	
Sale Tax				Calc	culate
Sale Tax Credit	Description	Code	Value	Sales Tax Amount	Action
Sale Tax Debit	1 - Domestic Purchases excluding fixed assets for Providing of Service (Annex-A)	150101	2,500	400	
Payable / Refundable	2 - Imports excluding fixed assets (includes value addition tax on commercial imports) (Annex-B)	150102			
Head wise Payable	3 - Capital / Fixed Assets (Domestic Purchases & Imports)	150103	0	0	
Annex-G (Arrears)	4 - (-) Reduced rate input, Non-creditable inputs (relating to exempt, non-taxed supplies/rendering of services and relating to services Provided in the other Jurisdiction and taxed there) (Annex A + Annex B)	150104		0	
	4a - Input Tax for the month = [ (1 + 2 + 3) -4 ]	150105		400	
	5 - Input allowed for adjustment (under section 16C)	150107		400	
	6 - Credit carried forward from previous tax period(s)	150106		0	
	6a - Credit adjustment against excess payment from previous period(s)	150109		0	
	7 - Sales Tax withheld by the buyer as withholding agent (Annex-C)	150110			
	7a - Section 16(B)(1)(d) of the Punjab Sales Tax on Services Act 2012 and disallowance of reduction in output tax in respect of WH of ST / Cr. Notes.	150111			8
	7b - Allowance of input tax credit and reduction of output tax out of previous return column 7c	150112			8

- 10. Click on the verification tab.
- 11. Enter PIN and click on "Verify PIN"
- 12. Click "Save" button.
- 13. The saved return will be available in "draft" folder.
- 14. Upon approval by the relevant tax officer, the draft return may be submitted.





- 15. Once approval is issued upon application for filing of revised return, click edit on the draft return in "Draft" folder.
- 16. Click the "Submit" button.
- 17. Upon submission, the following message is displayed:

Eq.	m Se Text	35(6) (Revised Sa	Cencel 6	2 Print 2 Print with Ann	sxes		_	Trans 0	CODE verified successfully
		Individual 75						Registration	10000000075
		01-Jan-2024 - 31-	Jan-2024	Tax Year 2024 Vali	d Due Date 07-Nav	-2024 Docu	ment Dale	Submission	Date *
Data	Annex-G	(Domestic Sales)	Annex-C1 Br	ranch-wise Domestic Sales	Annex-I (Debit Credit Notes)	Annex-A (Purchases)	Annex-B (imports)	Annex-D (Exports)	Payment Vunfication
	Verificati 1. Indiv to the b	dual 75, CNIC No.1 est of my knowledge Ver	100000000075 e & belief the info lify Pin Ve	as Self / Momber of Asso mation given in this Return ritcation Dete 28 Aug-2024	Aru you sami you want ib Submit Transaction will not be aditable Yes. No. / ouimement is correct & competer	e after submission. De you m accontance war mé pro	Want to submi?	nce, 2001) of the Taxpa ak Ordinance, 2001 & In	yer named above, do solaminy declare that come Tax Rules, 2002.

## 4.2 Filing of Application for Revision of Sales Tax Return

The application for revision of return may be filed through PRA-Iris if the original return is already filed through PRA-Iris. Prior to filing of application for return revision, create draft of proposed revised return and save it after verification as explained in section 5.2. The revised return cannot be submitted unless the application for revision is approved by the relevant tax officer. In order to file an application for revision of PRA-Iris Sales Tax Return, the following steps may be followed:

- 1. Click "Sales Tax" on Horizontal Bar Menu at the top screen of PRA-IRIS portal.
- A Vertical Drop-Down Menu will appear. Under the "Revision Applications", click "35 (6) Application to Revise Sales Tax Return."





1       1	Returns	Statements Returns / Statements	Extension Applications	Revision Applications		Switch to Advance View
Monthly Return For Collecting Agents       Individual 70       Fri Aug 02 11:21:47 PKT 022         tot       Fri Aug 02 11:21:47 PKT 022         tot       Individual 70       Fri Aug 02 11:21:47 PKT 022         b Draft       + Filter         hibbox	100 St (Mont Return St	In Sales Tax 35(8) (Revised Sales Tax d voluntarily) Return)	★ 35(Application for Extension of Filling of Sales Tax Return)	<ul> <li>35(6) (Application to Revised Sales Tax Return)</li> </ul>	X My Profile(s) 🔜 Registration Certificate 🕉 Change	a Pin 🎉 Change Password Θ Looout
<ul> <li>brait</li> <li>brait</li> <li>Fliter</li> <li>Fliter</li> <li>Outbox</li> <li>Outbox</li> <li>Task Registration No Name Tax Year Submission Date Due Date Period Start Date Period End Date Assignment</li> <li>Completed Tasks: No records Jourd.</li> </ul>	Monthly Collecting	etum For Agents			in	dividual 70   Fri Aug 02 11:21:47 PKT 2024
Index Index Coultour Couplered Tasks Completed Tasks No records found. Partice Tasks No records found. Partice Tasks No records found. Partice Tasks Partice	► Draft	+ Filter				in the second second
Outbox     Task Registration No Name Tax Year Submission Date Due Date Period Start Date Period End Date Assignment     Completed Tasks     No records found     Pages (1 of 1)     Pages (1 of 1)	+ Inbox	Concerned and the second				
Kompleted Tasks     No records found.     Pages (1011)	Outbox	Tark Desirection Mr.	Name Tay V	ar Eubalissian Date	Data Data Data Data Data	Redad End Data Sociasmont
Plages (1 of 1) are and an proceedings) found	Completed Tasks	No records found.	INCIMES 1000 IN	on connection from	Due Date Panos State Date	Ferror Cito Gene Assignment
				Pages (1 of 1)		

- 3. Click on the "Period" button on the right of the screen. A dialog box will appear.
- 4. Enter the relevant tax year in the "Tax Period" field. Click on "Search."
- 5. Click on "Select" against the period for which Return is intended to be revised.

Edit E Save Submit Cancel @ Print						bwitch lo 🔁 🕱
35(8) (Application to Revised Sales Tax Return)			*		Transaction Date	
e Rame Individual 11					Registration	100000000011
					Number	
II Period - Tax Year	Valid	Due Date		Document Date	Submission Date. *	
	Upto	Second Printed Date		×		
		Tax Period. + 2	8024	0		
		Start Date 01-NOV-2023	End Date su-nor-zuzs	Action 5090		
		01-Dec-2023	31-Dec-2023	Select		
		01-Jan-2024	31-Jan-2024	Select		
		01-Feb-2024	28-Feb-2024	Select		
		01-Mar-2024	31-Mar-2024	Select		
		01-Apr-2024	30-Apr-2024	Select		
		01-May-2024	31-May-2024	Salact		
		Close				
				<u> </u>		

6. Type the contents of the application stating the reasons for revision in the "Contents" tab.





- SOK - R	ti Savo 🗸 S	Submit Cancel	a Priot					Sweeter 😝 🗙
I Tark	35(8) (Ap	plication to Revised S	ales Tax Return)			•	Transaction Date	05-Aug-2024
n Nietu	Individua	11					Registration	100000000011
							Number	
E Pened	01-Jan-2	024 - 31-Jan-2024	Yas Yoar	2024 Va	alid Due Date 30-Sep-2024	Document Date	Subression Data: 1	
				Up	pto			
Contents	Attachment	Reference Order	Assignment					

7. To attach a supporting document or file in the attachment tab, click on the "+" icon as shown below:

- 644	B Sava 🗸 S	Submit Sancel	C Print	_					will the to the
101 The	35(6) (Ap	plication to Revised S	ales Tax Rolum)				Transaction Date	05-Aug-2024	
. Nor	Individual	E11					Registration	100000000011	
							Number		
E Park	01-Jan 2	024 - 31 Jan 2024	Так Үеаг	2024 Velid	Due Date 30 Sep-2024	Document Date	Submission Date: *		i i i i i i i i i i i i i i i i i i i
				Upto					
Contents	Attactment	Reference Order	Assignment						
	Code				Desc	ription			Action
	2275	Evidence with	the application to	revise Sales Tax and I	edoral Excise Return				+
					La 🖬 🔳 (a i				
1					6 moord(s) found				

- 8. Click the "Reference Notice/Order" tab and press search icon. A window captioned "Order References" will appear.
- 9. Click search icon and the particulars of proposed revised sales tax return which is saved after verification will appear.





Ent E Save	e 🖌 🥪 Sub	omit @ Cancel a	Print									D X
Talk	35981 (App)	lication to Revised Sale	s Tax Return)					Tran	isaction Date	11-Sep-2024	-	
Name	500.010.000	14 - 16 - 1						Reg	istration Number	141.610 T 7 104		
Facine	01-Aug-200	24- 31-Aug-2024	Tax Year	2025 Valid Upto	Due Date 30-Se	p-2025	Document Date	Sub	mission Date: *			
Contents Attac	chment i	Reference Natice/Order	Assignment									
ų.	Reference C	Order										-p
	50	ibject										
			Order Referr	ones lar Code or Sulfjed.				×				
			Orde: Refer Search by E Bar Code	oste lar Code or Subject Subject	ŧ	Period Start Date	Period End Date	X Select	1			
			Orde: Refer Search by E Bar Code 123515	inne. Iar Code or Sufject Sufject 35(6) (Revised Sales Tax I	t Return)	Period Start Date 01-Aug-2024	Period End Date 31-Aug-2024	x Salact Salact	1			
			Orde: Rotern Search by: E Bar Code 123515	nova iar Code or Sufject Subject 35(6) (Revised Sales Tax I Phopes	t Return) (1.of 1)	Period Start Date 01-Aup-2024	Period End Date 31-Aug-2024 scendic) found	x Salact Select				
			Orde: Retern Search by: E Bar Code 123515	nove iar Code or Sufject Subject 35(6) (Revised Sales Tax I Phoes	t Return) (1 of 1)	Period Start Date 81-Aug-2024	Period End Date 31-Aug-2024 scontel / found	X Solici Select				
			Orde: Retern Search by: E Bar Cade 123515	nnaa aar Code or Sutject Sobject 35(6) (Revised Sales Tax I Poges	t Return) (f.af.1)	Period Start Date 01-Aug-2024	Period End Date 31-Aug-2024 scont(s) found	A Salect Salect				
			Orde: Roland Search by E Bar Code 123515	nosa lar Code or Sutject Subject 35(6) (Revised Sales Tax I Phores	t Return) (f of 1)	Period Start Date 81-Aup-2024	Period End Date 31-Aug-2024 econd(c) found	x Solect Steet	]			

 Click "Select" and the system will reflect the particulars of the proposed revised return in the tab as below:

Task	35(6) (A	opplication to Revised Sales 1	lax Return)			+	Transaction Date	11-8ep-2024	
North							Registration Number		
Perior	01-Aug	2024 - 31-Aug-2024	Tax Year 20	25 Valid Upto	Due Date 30-Sep-2025	Document Date	Submission Date: *		
Contents	Attachment	Reference Notice/Order	Assignment						
	Reference	Order 8000000100062784							A View Del
	5	ubject 35(6) (Revised Sales	Tax Return)						

11. Click on the "Submit" button on the Horizontal Bar Menu at the top of the screen.

0.0	B Save 🗸	Submit @ Cancel	E Print					Sweet) To	13 X
-	35(6) (A	pplication to Revised S	alies Tax Raturn)		•		Transaction Data	05-Aug-2024	
	Individu	al 11					Registration	10000000011	
							Number		
	01.Jan	2024 - 31-Jan-2024	Tax Year 2024	Valet	Due Date 30-Sep-2024	Document Date	Submission Date: 1		
				Upto					
Contents	Attachment	Reference Order	Assignment						
	Code				Date	internet and a second s			Action
	2275	Evidence with	the application to sevise	Ani you sa	ro you want to Submit	×			+
				Transad	tion will not be editable after submissio	n. Do you want to submit?			
				Yes	ND				-
				-					

12. Click on the "Print" button on the Horizontal Bar Menu at the top of the screen to print the application.





Edit	B Seve 🗸 S	ubmit. 🔷 Cancel	C Print					Switch To	13 .8
1 744	35(6) (Ap	plication to Revised Si	ales Tax Return)				Transaction Date	05-Aug-2024	
Term	- Individual	11					Registration	100000000011	
							Number		
Peno	01-Jan-20	024 - 31-Jan-2024	Tak Year	2024 Valid Upto	Due Date 30-Sep-2024	Document Date	Submission Date		
Contents	Attachment	Reference Order	Assignment						-
	Code	_			De	cription			Action
	2275	Evidence with I	the application to	revise Sales Tax and	Federal Excise Return				+
					C C C C				
					D tocond(s) found				
2									

13. When the concerned Tax Officer passes an order on the application, it will be available in your PRA-Iris Login in "Completed Tasks" folder.





# 5. Filing of Sales Tax Return Extension Application

To file an application for an extension for filing the PRA-Iris Sale Tax Return, these steps may be followed:

- 1. Login to PRA-Iris.
- 2. At horizontal menu available at the top of the screen, click "Sales Tax".
- On the sub- menu, click "35 (Application for Extension of Filing of Sales Tax Return)" under "Extension Applications".

100	Heturna / Statementa (Original) 35 (Monthly Sales Tax Return filed voluntarily)	Returns / Statements (Revised) # 35(8) (Revised Sales Tax Return)	Extension Application: Tax Extension of Filing of Safes Tax Return) Revised Safes Tax Return) Revised Safes Tax Return) Return				Registration Certificat	Switch to Advance Ve				
≥ Eat.   2 V • Draft	Monthly Return For Collecting Agents	+ Filler			_			Individual 7	Fri Aug 02 15	:44:53 PKT 2024 Declaration(2)		
Withholding(1) Registration(1) Declaration(2)		Task	Registration N	lo. Nama	Tax Year	Task Date	Due Date	Period Start Date	Period End Date	Assignment		
▶ Inbox		35 (Monthly Sales Tax Return the oluntarity)	t0000000000 be	70 Individual	2024	25-Jul-2024 12:48:17	20-Feb-2024 00:00:00	01-Jan-2024	31-Jan-2024			
<ul> <li>Outbox</li> </ul>		Monthly Return For Collecting A	pents 1000000000	70 Individual 70	2024	10-Jui-2024 14:52:50	20-Aug-2023 00:00:00	01-Jul-2023	31-Jul-2023			
<ul> <li>Completed Ta</li> </ul>	isks			Pages (1 of	1)	14.32.30	2 record(s) found					

- 4. A new window will appear.
- 5. Click on the "Period" button which will pop-up a dialog box.
- 6. In the dialog box, enter the relevant tax year against "Tax Period" and click "Search".
- 7. "Select" the tax period for which the extension is required.





Int B Save Submit @ Cancel @ Print		_			STATE B X
35(Application for Extension of Filling of Sales Tax Return)				Transaction Date	
Individual 75				Registration	100000000075
				Number	
m Penod - Tax Yoar Valid	Due Date		Document Date	Submission Date: *	
Upto	Silarch Pixtod Dati)				
	Tax Period 4 20	24	æ		
	Stort Date	End Date	Action		
	01-Jul-2023	31-Jul-2023	Select		
	01-Aug-2023	31-Aug-2023	Select		
	01-Sep-2023	30-Sep-2023	Select		
	01-Oct-2023	31-Oct-2023	Select		
	01-Nov-2023	30-Nov-2023	Select		
	01-Dec-2023	31-Dec-2023	Select		
	03-Jen-2024 Close	31-Jan-2024	Salact		

- 8. Type the contents of extension application in the text box under Content tab.
- 9. To attach a supporting document or file in Attachment Tab, click on "+" icon.
- 10. Click on the "Submit" button at horizontal menu present at the top of screen.
- 11. To get a print of your application, click on "Print" button located at the horizontal menu.
- 12. Once the Tax Officer passes an order upon application, the said order may be found in "Completed Task" folder.



# 6. Filing of Withholding Statements

- 1. Login to PRA-Iris.
- 2. Click on Withholding from the horizontal menu of PRA-Iris portal.
- 3. Click "Sales Tax Withholding Agent" from the drop-down list.

Registration = \star Sales Tax =	Withholding	🕈 Invoice Managem	ent • MIS •						
1015	Statements / F Sales Tax - Wil Agont	Forms Thholding				💄 My Profile(s) 🧱	Registration Certificate	Switc change Pin Secchange Pass	h to Advance View
								Individual 70 Mon Aug	05 14:51:53 PKT 2024
Edit View Edite	ort Repy 1								•
> Draft	+ Filter								
Inbox									
Outbox	Tests	Deeps Instance Mo.	Name	Taxa Manar	Sutherservices Dates	Due Date	Denied Start Date	Denned First Date	Antinenced
Completed Tasks	No records to	eund	Fadility	tax rear	Submission Date	Due Date	Period State Liate	Polici Lini Date	Azağımanı
	-			Page	= (1 of 1)		and(s) found		

- 4. A new window will appear.
- 5. Click "Period" button located on the right side of the screen. This will pop up a dialog box;
- 6. In dialog box, enter the relevant tax year against "Tax Period" and click Search icon.
- 7. Select the relevant tax period for which the Withholding Statement is to be filed.

Ent B Save Submit @ Cancel 4	Print						SWALL TO 🥵 🗶
Sales Tax Return for Withholding A	ponts					Transaction Date	
- Name Individual 70						Registration	100000000070
						Number	
Period	Tax Year	Valid	Due Date		Document Date	Submission Date: *	
		Upto	Search Denod Dale		×		
			Tax Period * 2	018	A		
			Start Date	End Date	Action		
			01-Jul-2015	31-Jul-2015	Select		
			01-Aug-2015	31-Aug-2015	Select		
			01-Sep-2015	30-Sep-2015	Select		
			01-Oct-2015	31-Oct-2015	Select		
			01-Nov-2015	30-Nov-2015	Select		
			01-Dec-2015	31-Dec-2015	Select		
			01-Jun-2018 Close	31-Jan-2016	Reduct		
					~		
1							

8. Withholding statement format containing tabs like data, statement of record, payment and verification will appear.





Save	Submit	Cancel	e Annota					Transaction Date	02 Aug 2024	NICE 1 10
Nation In	fividual 70	The transition	g regards					Registration	1000000000070	
Period 01	-Jul-2023 - 31	-Jul-2023	Tax Year	2024 Valid Upto	Due Date 30-Sep-2024	Document Date		Number Submission Date: *		
Selo Tax	Records	rayment	VISITINGEEDIT							Caka
Siele Tax Debit				Description	6	Code	Value	Sales Tax Ar	nount	Action
Head of Account B	02385	Sales Tax V	Withhold as Withh	olding Agent		150210				

- 9. Enter the required details in the fields provided. In case no withholding invoices relates to tax period, the taxpayer can submit a nil statement by not uploading any STWH invoices.
- 10. Click on "Annex G" tab.
- Click each tab one by one and add required data by clicking on the "+" button against each field.

East	8 Sa	avo 🛷 Submit	Cancel	😂 Print					Ser	1110 13 3
	Tion	Sales Tax Retu	m for Withhold	ng Agents				Transaction Date	02-Aug-2024	
	Noteries.	Individual 70						Registration		
								Number		
	Perof	01-Jul-2023 - 3	31-Jul-2023	Tax Year	2024 Valid Upto	Due Date 30-Sep-2024	Document Date	Submission Date		
Data	Statem	ent of Records	Payment	Verification						_
* (Sale	· Test					Description	Code	Value	Action	Geiculate
Salo	Tax Debit			Additional Tax/S	urcharge/Others		150601			
Heat	d of Acceu	int B-02385		Arrears			150602		+	
Anna	ex./= (Atro	and a little		Penalty/Fine			150603		+	
_		<u> </u>								





- 12. Fill in the following mandatory fields required against each entry:
  - a) Tax Period (Month and Year)
  - b) Detail/ description

Till @ Seve - Submit @ Can	icel 😂 Print		twith lo 🗴 🗶
Sales Tax Return for Withh	olding Agents	1.	Transaction Date 02-Aug-2024 Registration 100000000070
Parada 01-Ju6-2023 + 31-Ju6-2023	Tax Year 2024 Visid Upte	Due Date 30-Sep-2024 Document Date	Number Submission Date: *
Date         Statement of Records         Payment           • Sale Tax         Sale Tax         Sale Tax           Sale Tax Debit         Head of Account B-02/385         Sale Tax           • Wmsc-E (Arream)         Sale Tax         Sale Tax	Ventce Sides Tax Arrear Addir Try Arree Tax Pent Penal Det	ee * Defruit Situtinger / Diters:	Action: Calculate.

13. Press ok to enter the required data.

#### 6.1 Statement of Records

1. The system provides a platform for the taxpayer to view the statement of records for the relevant tax period with the return.

#### a) Loading Sales Tax Withholding Invoices

- i. Taxpayers can auto-load sales tax withholding invoices by clicking on the "Load Invoices" tab for the relevant tax period, where they are listed as the buyer.
- b) Delinking Sales Tax Withholding Invoices
  - Taxpayers can remove sales tax by withholding invoices by clicking on the "Delink" tab, which will delink them from the relevant tax period.





tist e Save 🗸 Submit e Cancel a Print				Gastiliteto 🤧 🛪
Sales Tex Return for Withholding Agents			Transaction Date	02-Aug-2024
<ul> <li>Farma Individual 70</li> </ul>			Registration Number	100000000070
Period 01-Jul-2023 - 31-Jul-2023 Tax Year 202	4 Valid Due Date 30 Upto	Sep-2024 Document Date	Submission Dela	•
Date Blatement of Records Payment Venticeboe			_	
Seller Registration No / CNIG 3740537502003	Setler Name	ABC	Invoice No. 123	45
From Date 01-Jul-2023	To Date	31-Jul-2023	Sales Tax Amount	
Purchase Type: Services	<ul> <li>Invotos Status</li> </ul>	Valid	Invoice Type STV	/H
Search Clear				
Load Involces De-link				
	Salos Da	Weinsking mulicies		and the second
Sr No. Seller Registration No / CNIC Seller Name No records found.	Type Number Date	HS Code Purchase Type	Rate Value of Purchasers Sal	es Tax GST Withheld

- 2. In case of payable amount, click "Payment" tab.
- 3. Click on "+" icon for the list of CPRs.
- 4. Click "Select" to attach and claim the relevant CPR of the required amount.

Sales Tax Return for Withholding Agen	te						Trans	action Date	02-Aug-2024	
Parma Individual 70							Regis	tration ar	100000000070	
ta Statement of Records Payment Verifier CPR No. Date	Tax Your 2024 Usin Units Search by CPR No. or Amou	Due D	ote 30-Sep-203 I Arnivint	24 Discurrient I	1014		Subm	ession Date *	lax Year	-
o records found	CPR No.	Cate	Amount Code	Description	Amount	Tex Your	Action			_
io recents found	672021070801019008001	01.Jun- 2023 00.00.90	150501	B-92385 - Seles Tax on Services	600000	2024	Select	Account		
								-		

- 5. Click on the verification tab.
- 6. Enter PIN and click on Verify PIN.
- 7. Click "Submit" button to submit the statement.





# 7. Filing of Statement by Collecting Agent

# 7.1 Collecting Statement filed by Banks

- 1. Login to PRA-Iris.
- 2. Click "Sales Tax".
- 3. Select the "Monthly Return for Collecting Agent" option.

Registration -	★ Sales Tax ▼ ★ Withho	olding 👻 🔺 Invoice Manage	ment 🔹 MIS 💌		
	Returns / Statements (Original)	Returns / Statements (Revised)	Extension Applications	Revision Applications	Switch to Advance View
PRA	★ 35 (Monthly Sales Tax Return filed voluntarily)	★ 35(6) (Revised Sales Tax Return)	★ 35(Application for Extension of Filling of Sales Tax Return)	★ 35(6) (Application to Revised Sales Tax Return)	Any Profile(s) 🚾 Registration Certificate 🕅 Change Pin Sechange Password 🥺 Logout
_	Monthly Return For Collecting Agents				individual 70 Wed Aug 28 15:31:07 PKT 2024
P Edit IP V	row in a Deleton inc. Rep	ay -			à → Draft → Declaration(3)

- 4. A new window will appear. Click on the "Period" button at the right side of screen. This will pop up a dialog box.
- 5. In the dialog box, enter the relevant tax year against "Tax Period" and click "Search".
- 6. Select the appropriate period for which collecting statement is required to be filed.

COM B Save Submit © Cancel 2 Prot				hween to the Ma
Task Monthly Return For Collecting Agents		•	Trensection Date	
individuel 70			Registration	100000000070
			Number	
m Period - Valid	Due Date	Document Date	Submission Date: *	
Upto	Search Period Date	8		
C C	Tax Period: * 2024	a.		
	Start Date 8	nd Date Action		
	01-Jul-2023 31-Jul	2023 Sylect		
	01-Aug-2923 31-Au	g-2023 Select		
	01-Sep-2023 30-Se	p-2023 Select		
	01-Oct-2023 31-Oc	r-2023 Select		
	01-Nov-2023 30-No	v-2023 Swleet		
	01-Dec-2023 31-De	e-2023 Select		
	01-1an-2024 91-1a Close	n.902.4 Ration		





7. The following screen will appear:

18.0
Action

- 8. Click the "Collecting Agent" tab.
- 9. Click the "Add Collecting Agent" button to enter relevant details.

Ect 8 Seve	Sobmit Cancel 4	Print			_	_	. Siw	tuh To 💶 🕷
a Terre M	onthly Return For Collecting Agen dividuel 70	3			Tra Re Nu	nsection Date gistration mbor	30-Aug-2024 1000000000070	
Data Venificatio	Name , Address , Stutiethen (Records	individual 70	PNTN. Calegory,	1000070 Service Provider/WithHolder	Per	od. 2023		ort Validate
Ser	Service Provider Name - Transaction Date - Value of Services -	a	Service Recipient Name , Transaction No. Code , Sales Tax Invoiced ,		CNIC/NTN of Service Recipien Rule, Sales Tax Collected,	1 Select	•	
Add East 1	Sente Pe	Add Clear	Collecting Agent 25 • (1 of 1 CNICANTN of Tran	s Patticulars ) 0 recold(c) fr	and		Sales Tay	Salos Tay
No. Status	Remarks Name	Name	Service Recipient No.	Code Transaction	Date Rate Value of	(Bervices	Invoiced	Collected

10. After entering details in all mandatory fields, click the "Add" button to add invoice. The invoice will be added as provided below:





	Task	Mor	nthly Return For C	collecting Ag	gents			+			Transaction Date	30-Aug-2024		
5.	Name	indiv	vidual 70								Registration	1000000000	0	
										r	Number			
00	Period	01~	Jan-2024 - 31-Jai	n-2024	Tax Ye	ar 2024 Valid	Due Date 20	-Feb-2024	Document Date	2	Submission Date: 1			
						Upto								
Data	a V	erificati	on Payme	ent C	ollecting Ag	jent								
										Choos	se file No file cho	sen	Import	Validate
	Filter													
		Service	Recipient Name				CNIC/NTN of Service	Recipient		Transac	ction Date		0	
		١	Value of Services				Sales Ta	x Invoiced		Sales Tax	Collected			
		Trans	saction No./Code											
				Search	Clear									
Add	Edit	View	Delete S	Summary	Print									
R								ng Agent's Particulars						-
Bit.							25 🗸							
	Sr No.	Status	Remarks	Service N	e Provider lame	Service Recipien Name	t CNIC/NTN of Service Recipient	Transaction No./Code	Transaction Date	Rate Valu	ue of Services	Sales Tax Invoiced	Sale	es Tax lected
	1	Invalid	DUPLICATE INVOICE EXISTS	Indiviua	173	Indiviual72	100000000072	CA-4	07-Jan-2024	16% 1,00	00	160	160	
	2	Valid		Indiviua	173	Indiviual72	100000000072	CA-4	07-Jan-2024	16% 1,00	00	160	160	
				-			1	4		de de	_			

- 11. By selecting the invoices already added, the following options are enabled to use for desired action relevant to these invoices:
  - a. Edit
  - b. View
  - c. Delete
  - d. Summary
  - e. Print.

	Task	Mo	nthly Return For C	Collecting Ag	gents					+			Transaction Date	a 30-Aug-2024		
	Name	indi	vidual 70										Registration	1000000000	0	
													Number			
	Period	01-	Jan-2024 - 31-Ja	n-2024	Tax Ye	ar 2024 Va	bila	Due Date 2	0-Feb-2024		Document Date		Submission Date	ə: *		
						U	pto									
Date	a 🛛	Verifical	tion Paym	ient (	Collecting /	Agent										
												[	Choose file No file c	hosen	Import	Validate
	Filter															
		Service	e Recipient Name					CNIC/NTN of Servic	e Recipient				Transaction Date		0	
			Value of Services					Sales T	ax Invoiced			Sal	les Tax Collected			
		Tran	saction No./Code													
	_			Search	Clear											
Add	Edit	View	/ Delete	Summary	Print											
-		_	1. 1		_				ling Agent's Pa	rticulars						
<b>B</b>							25	<b>v</b>			2 record(s) found					
	Sr No.	Status	Remarks	Service N	e Provider lame	Service Rec Name	ipient	CNIC/NTN of Service Recipient	Trans No./	action Code	Transaction Date	Rate	Value of Services	Sales Tax Invoiced	Sa Co	les Tax bliected
~	1	Invalid	DUPLICATE INVOICE EXISTS	Indiviua	173	Indiviual72		100000000072	CA-4		07-Jan-2024	16%	1,000	160	160	
-	2	Valid		Indiviua	173	Indiviual72	3	1000000000072	CA-4		07-Jan-2024	16%	1,000	160	160	





# 7.2 Filing of Statements by Collecting Agents other than Banks

To file Collecting Statements other than banks follow the steps as below:

1. Click "Invoice Management" and select "Sales Ledger".

Registration *	Sales Tax 🔻	Withholding 🔻	Invoice Management 💌	MIS •	
PRA	1 des		Information Center  Sales Ledger	Switch to	Advance View

2. A new screen will appear captioned "Sales Tax Invoice Management". Click 'Add Invoice

For' and then select "Collecting Agent" from the drop-down list as shown below:

Sales Tax Invoice Management								54	rich Theme	15 X
Registration No 100000000070										
Domestic Transactions										
							Choose file	¥o file chosen	Import	Validate
- Search Invoices										
Buyer Registration No / CNIC			Buye	r Name			Invoice No			
Seller Registration No / CNIC			Selle	r Name			Invoice Status	Select	-	
Trans Type	Select	-	Invoid	e Type Select		-	Sale Type	Select	*	
Taxpayer Type	Select	-	Fro	m Date 01-Jul	-2024	m	To Date	31-Jul-2024	60	
	Search Clear									
- Add Invoice For	w Doloto x Rep	ct. Vorepoct	C Refresh	-						ß
PRA Collecting Agent		25	<b>*</b>	(1 of	() <b>0 reco</b>	rd(s) found				
Select Au Sr No. Invoice Ref No.	Status Remarks	Invoice No.	Invoice Type	Invoice Date	Buyer Registration No/ CNIC.	Buyer Name	Taxpayer Ty	pe Seller Registrat No / CNIC	ion Sell	er Name
No records found.										

- 3. A new window namely "Invoice Details" will appear.
- 4. Enter the required details in all fields and click "Save Item" to save the invoice.





	1001005							
	Service Provider CNIC/NTN	3740537502083		Service Provider Name*	1234		C meona	ana 💌 Russes.
	Service Recipient CNIC/NTN*	3740537503094		Service Recipient Name*	5678	Te	spayer Type* Etht Comm	mar .
	Invoice Type*	Sale-Invoice-CA	-	Invoice No*	0011		Invoice Date* 02-08-2024	
	Sale Type"	Services	*					
There i	Detail	9801 9000-Other restaurants	č.v.	Rat	or 16%		GST Collected 2	
	HSCoria Description*			4401			CODI CONCORD E	
Valu	HSCode Description* ue of Sales Excl. ST /Quantity*	1,000		Sales Ti	ax 160			
Valu	HSCode Description* ue of Sales Excl. ST /Quantity*	1,000	1000	Sales Ti	ax 160		# Close	🔿 Clear 📑 Save Item
Valu	HSCode Description* se of Sales Exct. ST /Quantity*	1,000		Sales Ti Hom(a) Liai	ax 160		R Close	🗘 Clear 📑 Save Iten

5. Collecting Agent will select the invoice type "Sale Invoice CA," as shown below:

adents 1	Tax Invoice Management									Switch Thomas
top 1	Invoice Delads									
1	Service Provider CNIC/NTN*	3740537502983		Service Provider I	Name* 1234			C Pue	NALES 🐨 CH	0.05
4	Service Recipient CNIC/NTN*	3740537503094		Service Recipient I	Namo* 5678			Taxpayer Type* End Cal	astrony .	
E.	Invoice Type*	Sale-Invoice-CA	+	Invoi	e No* 0011			Invoice Date* 02-08-26	024	100
I.	Sale Type		P							
l	tom Delai	Select Sale-Invoice-CA								
L	HSCode Description*	9801 9000-Other restaurants			Rate* 16%			GST Collected 2		
	Value of Sales Excl. ST /Quantity*	1,000		S	ales Tax 160					
1									# Close	🛤 Save Iten
				Demo	s) List					
-	Sr No Action Status	Remarks Invoice Type	Invoice No.	Description	HSCode Description	Sale Type	Rate	Value of Sales Excl S7	Salos T	ак

6. The saved invoice can be edited by selecting the "Edit" option or can be deleted by clicking the icon representing delete.

Invoice	Ovtails										
	Service Provider CNIC/N	Nº 37405375020	83		Service Provid	der Name* 1234			Piero	1066 - S	alia -
	Service Recipient CNIC/N	"N" 37405375030	94		Service Recipie	ent Name* 5678			Texpayer Type* End Con	oumer	
	Invoice Ty	pe* Sale-Invoice-C	:A	*	ł	voice No* 0011			Invoice Date* 02-05-20	024	m
	Sale Ty	pe* Services		*							
Ram	HSCode Descripti	on- 9801.9000-Oti	her restaurants			Rate* 16%			GST Collected 2		
Valu	HSCode Description	on- 9801.9000-0ti ity* 1,000	her restaurants			Rater 16% Sales Tax 160			GST Collected 2		
Valu	HSCode Description of Sales Excl. ST /Quant	on* 9801.9000-0ti ity* 1,000	her restaurants	<b>.</b>		Rate* 16% Sales Tax 160			GST Collected 2	# Close	C Save B
Valu	HSCode Description HSCode Description (Sales Excl. ST /Quart	an" 9801.9000-0ti ity" 1,000	her restaurants			Rate* 10% Sales Tax 160			GST Collected 2	a Close	m Save I
Valu Sr No	HSCode Description of Sales Excl. ST /Quart	on* 9801.9000-Ort ity* 1,000 Remarks	her restaurants Invoice Type	is *	n Description	Rate* 10% Sales Tax 160 em(s) List HSCode Description	Sale Type	- Rate	GST Collected 2 Value of Sales Excl. ST	* Close Salos T	n Save B





7. The invoices added by the collecting agent will be claimed in Annexure C of the "Monthly Return for Collecting Agent". Once you click the "Load" button, the added invoices will be loaded and displayed as shown below:

Edit 🖱 Save 🗸 Submit 🔍 Cancel 🚐 Print					Switch To	a x
Monthly Return For Collecting Agents		•		Transaction Date	30-Aug-2024	
s Name individual 70				Registration	100000000070	
				Number		
Period 01-Nov-2023 - 30-Nov-2023 Tax Ye	ar 2024 Valid	Due Date 20-Dec-2023	Document Date	Submission Date: *		
	Upto					
Data Annex C Verification Payment						
- Filter						
Service Recipient CNIC/NTN	Service Recipient Name			Invoice No		
From Date	70 To Date			Invoice Type Select	-	
Sale Type Select	· Invoice Status	Select -				
Search Clear						
oad Sales Submit De-link Summary	Print					_
		Collecting Agent Sale Invoices I				
S	25 🗸	(1 of 1)	1 record(s) found			_
Sr Status Service Recipient No. Status CNIC/NTN	Service Recipient Taxpayer Ty Name	ype Service Provider CNIC/NTN	Service Provider Name	Sale Type Inv	oice Type Invoice No.	Invoice I
1 Valid 1234567890124 la	st End Consumer	1234567890123	test	Services Sali	e-Invoice- 12345	01-Nov-2

- 8. Click "Submit" to submit the Annexure C.
- A message will be displayed as "Domestic Sale Submitted successfully". After submission, PRA-Iris will enable Un-submit button to enable the taxpayer to Un-submit invoices before return submission.

Monthly Return For Collecting	Agents				Tre solution De		
hamo individual 70					Registration	100000000070	
					Number		
Particid 01-Jan-2022 - 31-Jan-2022	Tax Year 2022	Valid Due Dat	le 20-Feb-2022	Document Date	Submission Da	te:*	
		Upto					
Data Annex C Verification Payment							
- Eller							
- F HOR							
Service Recipient CNIC/NTN	Servi	ce Recipient Name			Invoice No		
From Date	m	To Date	. 00		Invoice Type Sele	ct	•
Sale Type Select	*	Invoice Status Select	*				
Search (	Clear						
and Seven Superior Unsubmit De-Int	Summary Print						
			ting Agent Sale Invoices De	6			
		25 🗸	(1 of 1)	0 record(s) found			
Sr Status Service Rec No. Status CNIC/N	spient Service Recipient IN Name	Taxpayer Type	Service Provider CNIC/NTN	Service Provider Name	Sale Type	Invoice Type Invoice I	4o, Invoic
vo records found.							





10. To link invoices, the collecting agent will click on the "Link" tab. For de-linking invoices, the collecting agent will click on the "De-link" tab.

Task Monthly Return For Collecting Agents						Inned Success	runy.	
n Name individual 70					L.		0010	_
					Number			
Period 01-Nov-2023 - 30-Nov-2023	Tax Year 2024 V	alid Due Dat	e 20-Dec-2023	Document Date	Submission	Onte: *		
	L.	lpto						
Data Annex C Verification Payment								
- Filter								
Sector Description Chill ( 2017)	Contra	Desiriest Name			Invision Ma			
Service Recipient CNICIN IN	Service	Recipient Name	L av		Invoice No	Colora		
From Date		10 Date			Invoice Type	Seruci	1	
Sale Type Select	*	Invoice Status Select	*					
Search Clear								
Load Sales Submit Unsummt De-link S	ummary Print							
		Collec	ting Agent Sale Invoices D	ala -				
		25 🗸	(f of 1)	0 record(s) found				_
Sr Status Service Recipient No Status CNIC/NTN	Service Recipient Name	Taxpayer Type	Service Provider CNIC/NTN	Service Provider Name	Sale Type	Invoice Type	Invoice No.	Invoice
No records found.								
		200 march 1						

11. The collecting agent can view the invoice summary by clicking on the "Summary" tab. The invoice summary will be displayed as shown on the screen below:

		Monthly Ret	um For Collecting Agents			•		Transaction Date	30-Aug-20	24	
- Marine individual 70								Registration	10000000	00070	
								Number			
		01-Nov-202	3 - 30-Nov-2023 T	ax Year 2024	Valid Due Dat	e 20-Dec-2023	Document Date	Submission Date: 1	•		
Data	Armox	C Verifica	ba Summary	_					×		
- F	itor		Value of Sales Excl. 1	ST					1,000		
S	Invice Rec	pient CNIC/N	Total Value Of Sales	Tax					160		
		From Da	GST Collected						2		
		Sale Ty	pe								
		Sale Ty	su		Collec	ting Agent Sale Invoices D	ata		_		
Lood 3		Sale Ty	sg		Coleic 25 ¥	ong Agent Salo Invoices D (1 of 1)	ata 1 record(s) found		_		
	Sr No.	Sale Ty Submit Un Status	su Service Recipient CNIC/NTN	Service Recipient Name	Collect 25 V Taxpayer Type	ong Agani Solo Invoices D (t of t) Service Provider CNIC/NTN	ta 1 record(s) found Service Provider Name	Sale Type Inv	voice Type	Invoice No	Invoio

12. The collecting agent can print invoices in PDF format by clicking on the "Print" tab.





1. 2.11	8 St	sie 🥪 Sut	amit @ Cancel 🚄 Pr	dent.						Switch To	EL X
10	See.	Monthly Rel	turn For Collecting Agents					Transaction Date	30-Aug-202	4	
-	Concession .	individual 7	0					Registration	100000000	0070	
								Number			
	Period	01-Nov-202	3 + 30-Nev-2023	Tax Year 2024	Valid Dee Da	te 20-0ec-2023	Decement Date	Submission Date	(* )		
					Lipbo						
Dolas	Annes	0 Ventice	dion - Payment								
- P	itter	10	2 6								
34	orvice Rec	BRAT CNIC/N	TN	Sectors	o Recisiont Name			Invition fact			
121		From D	ata	m	Tr: Date	1.00		Invision Type: Select	ŕ.	( 100)	
		Sale Tr	pe Select		Invoice Status Select	7					
			Search Clear								
L'ORA S	Rator	Survey 1	De link Siz	Directory Print							
0.000	Seiers 1	SODALL	Dennik Sch	initially Print		Tota Addred Take Inscriment Tak					
1N					25 ¥	13 (2) 31	1 months insured				
0	Br No.	Status	Service Recipient CNIC/NTN	Service Recipient Namy	Тахраует Туре	Service Provider CNIC/NTN	Service Provider Name	Sale Type	evoice Type	Impice No.	Invoice
	1.42	Visit	1234567800124	host -	End Concumer	1234567800123	16HLT	Services 8	ale-Inveice-	12345	01-1404

- 13. Attach CPRs of the amount paid for the relevant tax period.
- 14. If there is any tax payable, perform one of the following:
  - a. Attach a CPR of the same or greater amount.
  - b. Generate a Bill on account of payable amount and attach the CPRs after payments.

E.04	S AN BAY	is live slopme	Print				_	Switch To 😦 🗶
-	Test	Monthly Return For Collecting Av	gents		F	Transaction Date	30-Aug-2024	
· · · · ·	Nerrot:	individual 70				Registration	10000000007	0
						Number		
0.5	Parrola	01-Apr-2024 + 30-Apr-2024	Tex Year 2024 Valid	Due Date 20-May-2024	Document Date 30-Aug-2024	Submission Dete *	2024-08-30 12	45 13 0
			Upto					
Deta	Аллек С	Ventication Payment						
		CPR No.	Date	Amount Code	Description	1	Ampunt	Tax Year
57202	1070801011	9011111	01-Jun-2023 00:00:00	150501	B-02385 - Sales Tax on Services		10000	2024
				Hoad Wise Seriin	ny.			
			Head of Account			Accoun	t -	
150501	ŝ.				10000			

15. For verification, click on the "Verification" tab, enter the verification PIN, and then click"Verify PIN," as shown in the screen below:





