

## **STEP-BY-STEP GUIDE TO E-FILING OF GOVERNMENT SUBSIDY ON GOODS – MONTHLY SALES AND PURCHASES**

### **1. Introduction**

To benefit from the payment of the subsidy, eligible traders are required to first register with the MRA using the GSOG registration application on the MRA website.

- Only registered/licensed importer, manufacturer, wholesaler or distributor of subsidized goods should file the monthly Sales and Purchases application. The applicant will have to submit the application for payment of the subsidy not later than 7 working days after the end of that month for all sales effected during the preceding month.
- For category licensed retailers only, payment of the subsidy will be based on the inventory stock details already provided at the time of registration. No monthly Sales and Purchases application is required.



## 2.1. One-Time Password (OTP)

### LOGIN WITH OTP

A one time password has been sent to you by SMS on the provided mobile number.  
Enter this one time password below:

NID:

One Time Password(OTP): \*

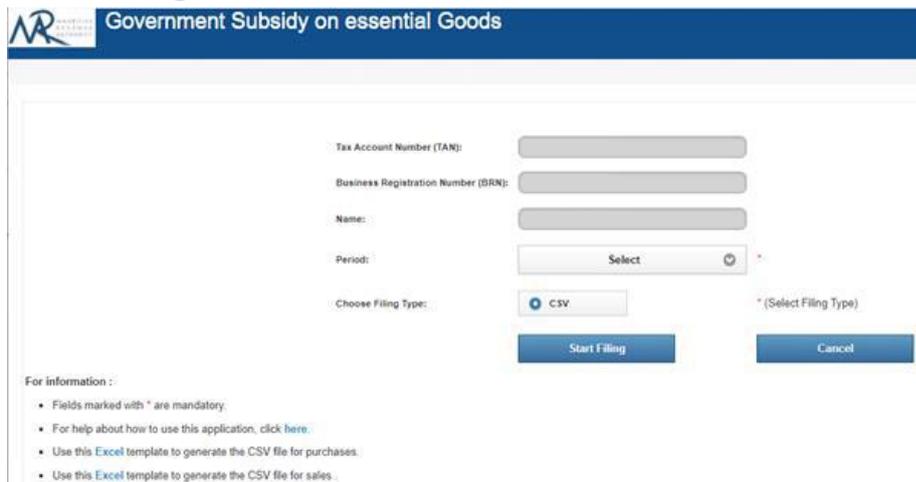
(Please enter the OTP sent to you by sms.)

Next

Regenerate OTP

The applicant will be directed to a new screen where the latter will need to input a one-time password (OTP) which shall be sent to the mobile number as registered on the previous screen.

## 3. Choosing Month Period



**Government Subsidy on essential Goods**

Tax Account Number (TAN):

Business Registration Number (BRN):

Name:

Period:

Choose Filing Type:  CSV \*(Select Filing Type)

**For information :**

- Fields marked with \* are mandatory.
- For help about how to use this application, click [here](#).
- Use this [Excel](#) template to generate the CSV file for purchases.
- Use this [Excel](#) template to generate the CSV file for sales.

**TAN, BRN and Name** are prefilled based on your login details. This information cannot be altered.

**Step 1:** Use the 'Period dropdown' to select the Month for which the return is being filed.

**Step 2:** In the "For information" section, the guidelines and the different templates are available for download.

**Step 3:** Click on "Start Filing" button to proceed to next page.

### A. CSV FILING TYPE

## 1. Applicant Information

Upload Details	Preview Purchases	Preview Sales	Summary
<b>APPLICANT INFORMATION</b>			
Tax Account Number (TAN)	<input type="text"/>	Business Registration Number (BRN)	<input type="text"/>
Name of Company	<input type="text"/>	Email for Entity (Owner) *	<input type="text"/>
Phone No. for Entity (Owner) *	<input type="text"/>	Mobile for Entity (Owner) *	<input type="text"/>
ID for Entity in case of an Individual *	<input type="text"/>		
Category *	<input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Distributor <input type="checkbox"/> Importer <input type="checkbox"/> Manufacturer		
Retail Type *	<input type="radio"/> any registered/licensed importer, manufacturer, wholesaler or distributor of the essential goods specified in the GN 158 of 2021, who sells those goods directly to a retailer <input type="radio"/> any registered/licensed importer or manufacturer who also holds a Retailer Licence and sells the essential goods specified in the GN 158 of 2021 directly to members of the general public. <input type="radio"/> any licensed retailer who still has in his possession a remaining stock of essential goods as specified in GN 158 of 2021 on 12 July 2021		
Trade Licence	<input type="text"/>		

**TAN, BRN, Name of Company, Category and Retail Type** are prefilled based on your registration details. This information cannot be altered.

**Step 1:** Enter the updated Applicant information such as email and mobile number in the respective fields in case of any changes.

**Step 2: Refer to steps 3 to 6 for File upload of Purchases and File upload of Sales**

**FILE UPLOAD - PURCHASES**

File type to be uploaded is CSV (comma delimited)      Use this [Excel](#) template to generate the CSV file. Refer to Guidelines

File No.	File Name	<a href="#">Add new file</a>	
Upload file	<input type="text" value="Choose File"/> No file chosen	 	

**FILE UPLOAD - SALES**

File type to be uploaded is CSV (comma delimited)      Use this [Excel](#) template to generate the CSV file. Refer to Guidelines

File No.	File Name	<a href="#">Add new file</a>	
Upload file	<input type="text" value="Choose File"/> No file chosen	 	

Choose file to be uploaded By clicking on the **“Choose File”** button. You cannot proceed any further unless file is chosen.

**INSTRUCTIONS**

1. Upload files containing details related to Government Subsidy Registration in [File Upload](#) section.
2. After successful file(s) upload(s), go to Summary tab and click on Submit button.
3. File submission is not complete until an acknowledgment message is displayed. Same will be sent to you via email.

**SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)**

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	0	0
Total number of records	0	0	0

**FILE UPLOAD**

Choose file type to be uploaded \*       CSV

File No.	File Name	<a href="#">Add new file</a>	
Upload file 1	<input type="text" value="Choose File"/> No file chosen	 	

**Step 3: The chosen file name appears as shown below. Click on “Upload” button.**

Choose file type to be uploaded \* CSV

File No.	File Name	<a href="#">Add new file</a>
Upload file 1	<input type="text" value="Choose File"/> Stock_Template_3.csv	 

**Step 4:**

**(i) Invalid file**

If the file contains any error, the file is not uploaded and an error message is displayed. For more details about the erroneous data, click on **“Click for details”** button.

The “Summary of uploaded and/or submitted file(s)” section is not updated. The file can be deleted by clicking on the delete bin icon . Please correct the file and click on **“Add new file”** button to upload the file again.

**SUMMARY OF UPLOADED AND/OR SUBMITTED FILE(S)**

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	0	0
Total number of records	0	0	0

**FILE UPLOAD**

Choose file type to be uploaded \* CSV

File No.	File Name	<a href="#">Add new file</a>
Upload file 1	<input type="text" value="Choose File"/> rcf1.csv	<b>File Upload Failed</b>  

**File upload failed**

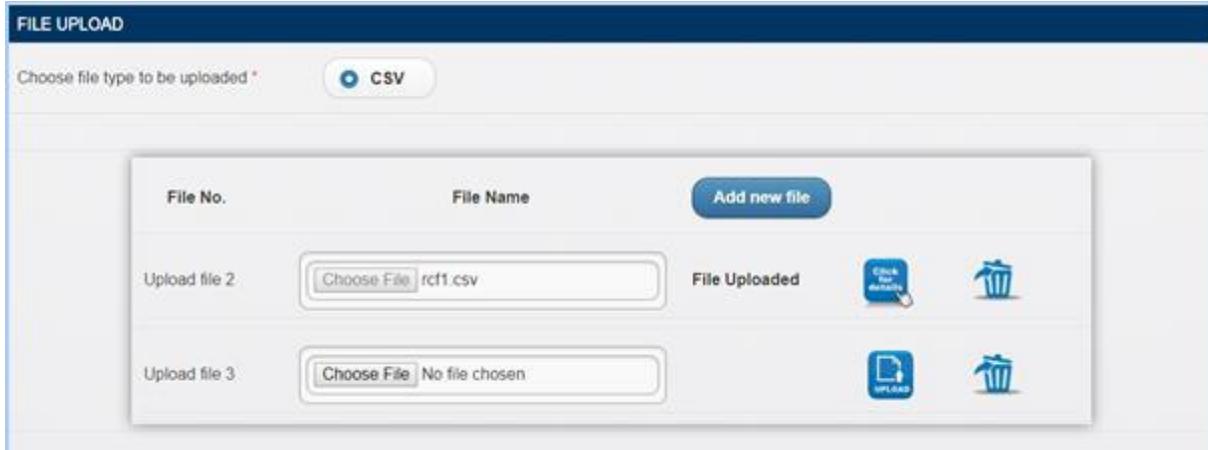
Line 2 : invalid line - Purchase date should not be older than 3 month as from subsidy act.

Total Errors # 1

**(ii) Valid file**

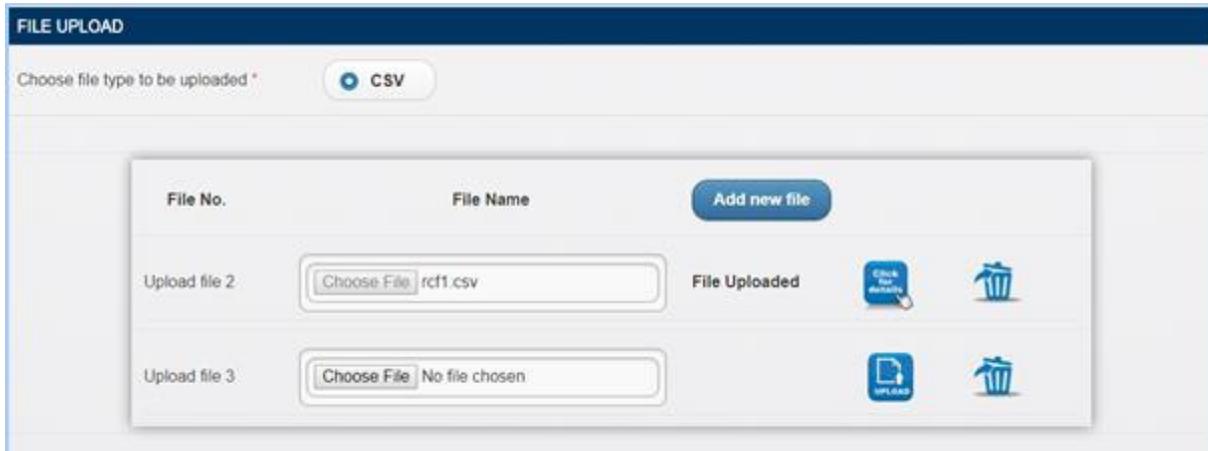
If a valid file is uploaded, a success message is displayed. Click on the “Click for details” button for more details about the successfully uploaded file.

The Summary of uploaded and/or submitted file(s) section is updated accordingly. The file can be deleted by clicking on the delete bin icon [🗑️].



**Step 5:**

In case there is more than one file to upload, click on “Add new file” button and repeat **Step 2** to **Step 4**.



**Step 6:** To delete a file, click on the delete bin icon [🗑️]. A confirmation message is displayed. Click on “OK” to delete file, else cancel the action.

**Step 7:** Once all files have been uploaded, proceed to the next page by clicking on the “Next” button.

## 5. Uploaded Files Preview for Purchases and Files Preview for Sales

**Step 1:** The page for preview of uploaded files is displayed. Please note that all names of uploaded files (not yet submitted) are displayed in yellow.

**PREVIEW OF UPLOADED FILES**

Click file name to preview: [Stock\\_Template\\_3.csv](#)

Show **10** records Selected file: Stock\_Template\_3.csv

SN	Product Category	Description	Item code	BRN of Seller/Importer	Invoice No from seller	Invoice Date	Bill of Entry Number	Closing Quantity	Quantity Bought	Unit Price	Stock
1	CANNED FISH	Safi Sardines chilli oil - 125g	101029	C12345678	12345	170730	10	300	25	45	250

Showing 1-10 out of 1 records

Navigation: << < 1 > >> Go to page 1 / 1 pages

Buttons: << Previous Next >>

**Step 2:** To display a specific number of records per page, choose value (10 / 50 / 100/ 1000) from “Show records” dropdown list.



**Step 3:** To navigate between pages, use the pagination displayed below the table.

Navigation controls:

- Go to First Page <<
- Go to Previous Page <
- Current page: 1
- Next page: 2
- Go to Next Page >
- Go to Last Page >>
- Go to page 1 / 2 pages

Enter Page number to navigate directly to that page

**Step 4:** Proceed to the next page by clicking on the “**Next**” button.



## 6. Summary

**Step 1:** The summary of uploaded files is displayed.

SUMMARY OF UPLOADED FILES	
STATISTICS	UPLOADED (NOT YET SUBMITTED)
Total Number of Purchases Files:	2
Total Number of Purchases records:	3
Total Number of Sales Files:	3
Total Number of Sales records:	2

### DECLARANT INFORMATION

Name \*  Email

ID of declarant

Phone No.  Mobile Phone No. \*

Capacity in which acting \*   
Example: Accountant, Manager, Director, Owner...

### DECLARANT ADDRESS

Street \*  Country \*

Locality  Mauritius Postal Region \*

Village/Town \*  Postal code

### DECLARATION

I hereby declare that all information submitted are true and complete. \*

<< Previous Submit

**Step 2:** In the “DECLARANT INFORMATION” section, enter the “Capacity in which acting”.

**Step 3:** In the “DECLARANT ADDRESS” section, enter the Street, Postal Region and Village / Town.

**Step 4:** In the “DECLARATION” section, click on the checkbox to confirm that all information provided is complete, true and correct. Then click on “Submit” button.

**Step 5:** The following screen is displayed upon successful submission of the return. An email is also sent to the declarant's email address.

Thank you for using the eservices facilities of MRA. Your online application for Government Subsidy on essential goods (sales and purchases) has been submitted to MRA on 30 Jul 2021 at 14:31:10.  
Acknowledgement ID : 16

Summary of return / Acknowledgement Confirmation

Total Number of Purchases files submitted : 1  
Total Number of Purchases records submitted : 2  
Total Number of Sales files submitted : 1  
Total Number of Sales records submitted : 2

## DETAILS ON FILE UPLOAD

### A. CSV File

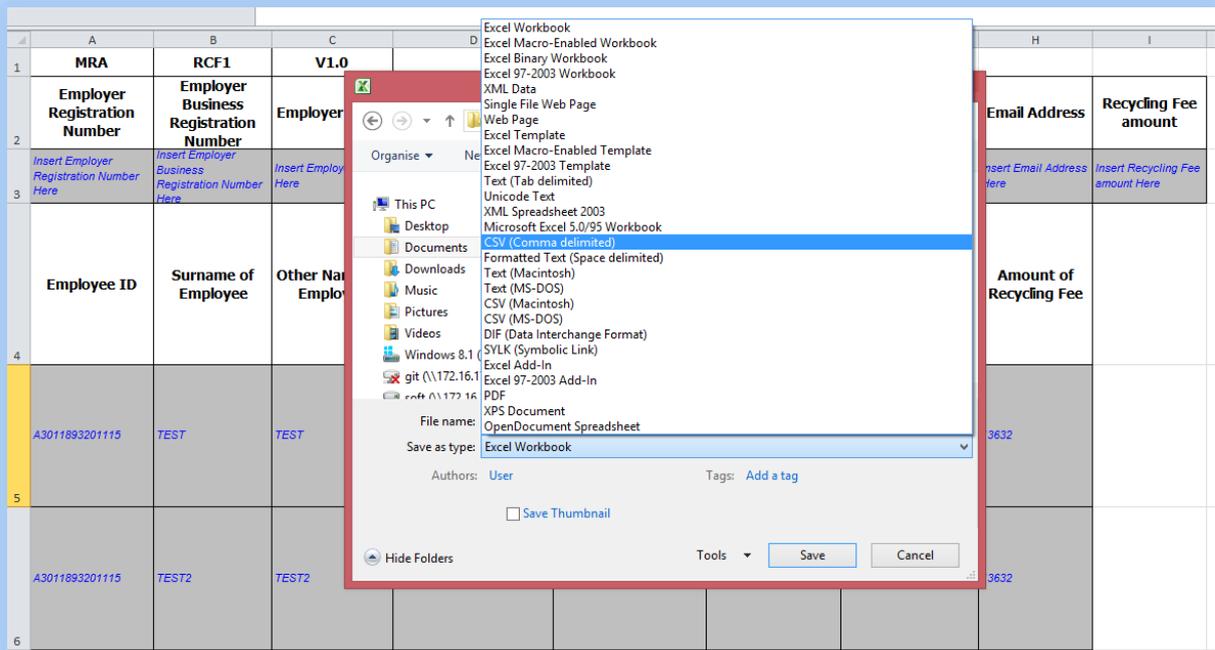
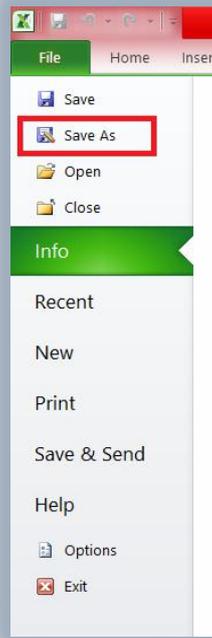
To generate your CSV file, please download the excel template for both **Purchases** and **Sales** available on the website.

A	B	C	D	E	F	G	H	I	J	K
Product Category	Product Description	Code	BRN of Seller	Invoice No	Invoice Date (YYMMDD)	Bill of Entry from Seller (if No In	Closing Quantity	Quantity Bought	Unit Price	Stock
CANNED FISH	Safi Sardines chilli oil - 125g	101029	C12345678	12345	170730		300	25	45	250

Use the template to add your information and continue adding in the next empty row.

A	B	C	D	E	F	G	H	I	J	K
Product Category	Product Description	Code	BRN of Seller	Invoice No	Invoice Date (YYMMDD)	Bill of Entry from Seller (if No In	Closing Quantity	Quantity Bought	Unit Price	Stock
CANNED FISH	Safi Sardines chilli oil - 125g	101029	C12345678	12345	170730		300	25	45	250

Then click on **File > Save As >** select **CSV (Comma delimited)**. Next, click on **Save**.



Find below an example of a generated CSV file to be uploaded on the website.

The CSV file must contain columns separated by the **comma [,]** character. A CSV file example with sample data can be downloaded from the website

## IMPORTANT NOTES

- 1) Data should exclude all special characters, including comma (Except Invoice Number).
- 2) Invoice Number will allow all special characters except for: , "
- 3) The invoice date format should be YYYYMMDD
- 4) File size for each upload should not exceed 2Mb.
- 5) Clicking on the "Upload" button(s) will save the file(s) on MRA's server. The final submission of the statement is completed only when the "Submit" button is clicked.
- 6) The combination of Item code, Invoice Number, Invoice Date and BRN of seller must be unique.
- 7) The combination of Item code, Bill of Entry Number and BRN of seller must be unique.