

STEP-BY-STEP GUIDE TO E-FILING OF VAT MONTHLY RETURN

1. Introduction

You want to submit your VAT Annex on the Mauritius Revenue Authority's website, but you do not know exactly how to proceed. This guide will help you through the entire process, from login into the system to saving your annex.

When filing your VAT Return Monthly, if the value of "Supplies made to VAT Registered Persons" is greater than zero, you are expected to submit the corresponding VAT Annex.

2. VAT Return Monthly

AT ANNEX BREAKDOWN				
Click to read note.1		VALUE (Rs. only)	VAT (Rs. only)	
upplies made to VAT Registered Persons		0)	0	
upplies made to NON VAT Registered Persons		0) [0	
DTAL		0)	0	
<< Previous Next >>				

If the value of "Supplies made to VAT Registered Persons" is greater than zero, "Click here to submit VAT Annex" button is displayed.

Click to read note 1	VALUE (Rs. only)	VAT (Rs. only)
Supplies made to VAT Registered Persons	3,000	4
Supplies made to NON VAT Registered Persons	0	
OTAL	3,000	4

Click on the "Click here to submit VAT Annex" button to proceed.



3. Upload Details

A popup window is opened which can be resized. The "Upload Details" screen is displayed.

Upload Details	the period December 2016 Preview Summary			
NSTRUCTIONS				
Upload files containing de	tails related to VAT Annex in <u>File Upload</u> s	ection.		
After successful file(s) up Saving your VAT Annex is	oad(s), go to Summary tab and click on Sa s not complete until this window is autome	we VAT Annex button. Datically closed. When you continue filing you	ur VAT return, you <mark>w</mark> ill see a green	icon indicating that VAT Annex has been sa
UMMARY OF UPLOAD	ED 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
LE UPLOAD	ploaded * O CSV	• XML		
ioose me type to be u				
	File No.	File Name	Add new file	
Up	File No.	File Name	Add new file	<u>1</u>
Up	File No.	File Name	Add new file	1

Statistics on successful file uploads for chosen period will be displayed under "Summary of Uploaded and/or Submitted File(s)" section. These details are updated whenever a file has been successfully uploaded, deleted or saved.

Step 1: Choose file type to be uploaded. You cannot proceed any further unless file type is chosen.

Choose file type to be uploaded *	CSV XML



			(e e - 🖈 🕨	This PC > Documents > File	•	V C	Search Files		
SUMMARY OF UPLOAD	DED AND/OR SUBMITTE	D FILE(S)		Organise 👻 New fo	older		. 0	[-	1
	STATISTI	cs	UPLO/	🍓 Homegroup	↑ Name		Type Microso	ft Excel Comma Se	parated Values	s Fi
	Total number of	f files	0	🌉 This PC						
	Total number o	f records	0	Desktop						
				ividsic						
FILE UPLOAD	oloaded *	CSV	XML	Windows 8.1 (C:)	v < e name:		~	All Files Open	Cancel	
FILE UPLOAD	oloaded * •	CSV F	XML	Windows 8.1 (C:)	v < e name Add new file		~	All Files Open 🗸	Cancel	

Step 2: Click on the "**Choose File**" button and browse file to be uploaded, as shown below.

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

Choose fil	e type to be uploaded *	O CSV O XML		
	File No.	File Name	Add new file	
	Upload file 1	hoose File vatAnnex.csv		位



Step 4:

(i) <u>Invalid file</u>

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 [1]. Please correct the file and click on "Add new file" button to upload the file again.

	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	0	0
Total number of records	0	0	0
File No.	File Name	Add new file	
be uploaded *	XML		

	STATIST		UPLOADED		UPLOADED & SUBMITTER	D TOTAL	
	Total number	of files	0	(1	8
	Total number	of records	0		V File upload failed		
				Total Errors # 1			
type to be	e uploaded *	o csv	ML XML				
type to be	e uploaded *	o csv	XML File Name				



(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 [1].

1
2
3,000
450

FILE UPL	OAD		✓ File upload successful
Choose fil	e type to be uploaded *	O CSV O XML	Total Number of Records: 2 VAT Supplies Amount (MUR): 3,000 VAT Amount : 450
	File No.	File Name	⊘ OK
	Upload file 1	Choose File vatAnnex.csv	File Uploaded



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.

e file type to be uploaded	d* O CSV O XML			
File No.	File Name	Add new file		
Upload file 1	Choose File vatAnnex.csv	File Uploaded	Click for details	谊
Upload file 2	Choose File No file chosen			前

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

oose file type to be uploaded *	O CSV O XML	Do you want to proceed with deletic	n of current file?	Cancel
File No.	File Name	Add new file		
Upload file 1	Choose File vatAnnex.csv	File Uploaded	Click for details	位
Upload file 2	Choose File vatAnnex2.csv	File Uploaded	Click for details	혭

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



4. Uploaded Files Preview

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.

Upload Details Preview	Summary		
k file name to preview: <u>vatAnnex.csv</u>	vatAnnex2.csv Selected file: vatA	nnex.csv	
N VAT Registered No. of person to whom sup	plies is made Name of person to whom supplies is mad	le VAT Supplies Amount (MUR)	VAT Amount
72709012	Paul Smith	1000	150 300
72178586	Mary Tucker	2000	
72178586 wing 1-2 out of 2 records	Mary Tucker	2000 e 1 /1 pages	đ

Step 2: To view records in a specific uploaded file, click on the file name.

lick file name to preview:	vatAnnex.csv	vatAnnex2.csv
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Step 3: To display a specific number of records per page, choose value (10 / 50 / 100/ 1000) from "Show records" dropdown list.

Show	10 🔘	records
	10	ſ
	50	
CM	100	distant
SN	1000	jistered



Step 4: The name of the file being currently previewed is displayed on top: "Selected file: vatAnnex2.csv"

PREVIEW OF UPLOADED FILES Zick file name to preview. vatAnnex.csv vatAnnex2.csv							
show	10 Crecords	Selected file: vatAnnex2.csv					
•	VAT Registered No. of person to whom supplies is made	Name of person to whom supplies is made	VAT Supplies Amount (MUR)	VAT Amount			
1	72709012	Paul Smith	2000	300			
	72178586	Mary Tucker	1500	225			
owin	g 1-2 out of 2 records	<< < So to page	/1 pages	đ			

Step 5: To navigate between pages, use the pagination displayed below the table.

Go to Previous Page	Go to Next Page	Enter Page number to navigate directly to that page
Go to First Page - << 1	2 > >> Go	o to page 1 / 2 pages
	Go to	Last Page

Step 6: To print records currently being displayed on the screen, click on the *step* icon.

Step 7: Proceed to the next page by clicking on the "**Next**" button.





5. Summary

Step 1: The summary page is displayed. Please ensure that all the values in the "**SUMMARY OF UPLOADED FILES**" section are correct.

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL			
Total number of files	2	0	2			
Total number of records	4	0	4			
/alue of Supplies (MUR)	6,000	0	6,000			
/AT Amount	900	0	900			
< Previous Save VA	TAnnex					

Step 2: Click on the "Save VAT Annex" button to save your VAT Annex.



Step 3: If the value for **Supplies made to VAT Registered Persons** entered in VAT Return does not tally with the sum of Value of Supplies for all VAT Registered Persons in VAT Annex, a warning will be displayed indicating same. If you still want to save your VAT Annex and go back to filing your VAT Return, click on the "OK" button else click on "Cancel".

oad Details Preview	VAT amount for total supplies made to V/ VAT return does not tally with sum of VAT Registered persons. Do you still want to s to VAT Return?	AT Registered Persons entered in F Supplies Amount for all VAT ave your VAT Annex and go back	
MARY OF UPLOADED FILES		OK Cancel	
STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
lotal number of files	2	0	2
Total number of records	4	0	4
/alue of Supplies (MUR)	6,000	0	6,000
/AT Amount	900		900
< Previous Save VAT	Annex		

The popup is closed automatically and a green icon is displayed if VAT Annex is successfully saved.

VAT ANNEX BREAKDOWN		
Click to read note 1	VALUE (Rs. only)	VAT (Rs. only)
Supplies made to VAT Registered Persons	3,000	450
Supplies made to NON VAT Registered Persons	0	0
TOTAL	3,000	450
	Click here to submit VAT Annex	VAT Annex saved
<< Previous Next >>		



6. Next time login (Before saving VAT Annex)

After having successfully uploaded the files in the "**Upload Details**" section, it is possible to close the popup without saving the annex.

On next login, only the previously successfully uploaded files are available. The taxpayer has the possibility to modify file uploads (Add new/Delete existing) indefinitely until the "**Save VAT Annex**" button is clicked.

		y			
TIONS					
es containi	ng details related to VAT Annex in <u>File Upload</u> sed	tion.			
cessful file our VAT Anr	(s) upload(s), go to Summary tab and click on Sa nex is not complete until this window is automoat	ve VAT Annex button. ically closed. When you continue filing your	VAT r <mark>e</mark> turn, you will see a green icon	indicating that VAT Annex has bee	n saved.
Y OF UP	LOADED AND/OR SUBMITTED FILE(S)	È			
	STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL	
	Total number of files	2	0	2	
	Total number of records	4	0	4	
	VAT Supplies Amount (MUR)	6,500	0	6,500	
	VAT Amount	975	0	975	
OAD le type to	be uploaded * O CSV	• XML			
OAD le type to	be uploaded * • • CSV	XML	Add new file		
OAD le type to	be uploaded * O CSV File No. File 1 vatAnnex.csv	XML File Name	Add new file	<u>^</u>	



7. New VAT Annex File

After having successfully saved all uploaded files, additional VAT annex files can be uploaded and saved.

On next login, the previously submitted files are available. The taxpayer has the possibility to view details of these files and delete these files. The statistics section for **uploaded & submitted** files is updated (highlighted in grey).

oad Details	Preview Summa	ry		
UCTIONS				
ad files containing deta	ails related to VAT Annex in <u>File Uploac</u>	section.		
successful file(s) uplo	ad(s), go to Summary tab and click on :	Save VAT Annex button.	VAT	ine indication destat Access
g your val annex is i	not complete until this window is autor	noatically closed. When you continue filing y	our val return, you will see a green	icon indicating that VAI Annex r
ARY OF UPLOADE	ED AND/OR SUBMITTED FILE(S)			
	STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
	Total number of files	1 0	2	2
	Total number of records	10	4	4
		1	1	
	Value of Supplies (MUR)	0	6,000	6,000
	Value of Supplies (MUR) VAT Amount	0	900	6,000
	Value of Supplies (MUR) VAT Amount	0	900	6,000 900
	Value of Supplies (MUR) VAT Amount	0	900	6,000 900
PLOAD	Value of Supplies (MUR) VAT Amount	0	900	6,000 900
PLOAD	Value of Supplies (MUR) VAT Amount		900	6,000 900
PLOAD e file type to be upl	value of Supplies (MUR) VAT Amount	0 0 XML	900	6,000
PLOAD e file type to be upl	value of Supplies (MUR) VAT Amount	0 0 XML	900	6,000
PLOAD e file type to be upl	value of Supplies (MUR) VAT Amount	0 0 XML	900	6,000
PLOAD e file type to be upl	value of Supplies (MUR) VAT Amount oaded * • CSV	0 0 XML File Name	6,000 900 Add new file	6,000
PLOAD e file type to be upl	Value of Supplies (MUR) VAT Amount oaded * • • C SV	0 0 XML File Name	6,000 900 Add new file	6,000
PLOAD e file type to be upl F Fi	Value of Supplies (MUR) VAT Amount oaded • • • • • • • • • • • • • • • • • •	0 0 XML File Name	Add new file	6,000 900



Step 1 To view actuals of subtracted files, check off check for actuals batton

Choose file type to be ploaded *	File uploa	ad successful		
	Total number of records: 2	/AT Supplies Amount (MUR): 3,000		
File No.	VAT Amount : 450			
File 1	utAnnex ok		Click for details	位
File 2	itAnnex2.csv	File Uploaded	Click	南

Step 2: To add new files / delete existing files, follow steps in <u>Section 3</u> of this document. When a new file is uploaded, note that "**Uploaded (Not yet Submitted)**" column of "**Summary of uploaded and/or submitted file(s)**" section is updated, so is the "**TOTAL**".



	STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITT	ED TOTAL
Tota	number of files	1	2	3
Tota	number of records	2	4	6
Valu	e of Supplies (MUR)	3,000	6,000	9,000
VAT	Amount	450	900	1,350
be uploaded *	○ csv	XML		
be uploaded * File No.	O CSV	• XML	Add new file	
be uploaded * File No. File 1	© CSV vatAnnex.csv	XML File Name File Name	Add new file	1
be uploaded * File No. File 1 File 2	csv vatAnnex.csv vatAnnex2.csv	XML File Name F	Add new file ile Uploaded cite ile Uploaded cite	。 ① 〔 ①

Step 3: Follow steps in <u>Section 4</u> and <u>Section 5</u> to preview these files and ultimately submit them.



Preview	r TEST COMPANY LTD 91 d December 2016 y Summary			
STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL	
Total number of files	1	2	3	
Total number of records	2	4	6	
Value of Supplies (MUR)	3,000	6,000	9,000	
VAT Amount	450	900	1,350	
< Previous Save VAT	Annex			

**IMPORTANT:

 The preview of "Uploaded & submitted" files is differentiated with a green background while "Uploaded (not yet submitted)" files have a yellow background (as shown below).

Click file name to preview:	<u>vatAnnex.csv</u>	vatAnnex2.csv
	vatAnnex3.csv	



DETAILS ON FILE UPLOAD

A. CSV File

To generate your CSV file, please click on download the excel template from here: <u>http://eservices7.mra.mu/VAT03_VATANNEX1/Download/VT03/excelTemplate.xlsx</u>.

9	💐 👗 Cut	Calibri + 11	· * · =		Wran Text		General	*	100	HIR	Normal 2	Nor	rmal	Bad		17	- The H	Th.	Σ AutoSum -	AT	
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Ţ	MRA	VT03	V1.0				4									- 54	4				
	VAT Payer TAN	Tax Period																			
Total and the second se	Insert Vat Payer Tax Account Number Here	Insert Tax Period here - YYMM																			
	VAT Registered No. of person to whom supplies is made	Name of person to whom supplies is made	Value of Supplies (MUR)	VAT Amount																	
	Insert VAT Registered Number of buyer Here	Insert Name of VAT Registered here	Insert Value of Supplies here	Insert VAT Amount here																	
	Insert VAT Registered Number of buyer	Insert Name of VAT Registered here	Insert Value of Supplies here	Insert VAT Amount here																	

Replace the blue text with your data as shown below.

	T14 -	f _x		
1	А	В	С	D
1	MRA	VT03	V1.0	
2	VAT Payer TAN	Tax Period		
3	99999999	1612		
4	VAT Registered No. of person to whom supplies is made	Name of person to whom supplies is made	Value of Supplies (MUR)	VAT Amount
5	99999991	Mary Glen	1000	150
6	99999992	Jim Ling	2000	300



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



_	114 🔻	Jx				
Å	A	B	C	Excel Workbook		
1	MRA	VT03	V1.0	Excel Binary Workbook		
2	VAT Payer TAN	Tax Period	Corganise ▼ Ne	Excel 97-2003 Workbook XML Data Single File Web Page Web Page Excel Template Excel Macro-Enabled Template Excel Macro-Enabled Template		
3	99999999	1612	1 This PC	Text (Tab delimited) Unicode Text XML Spreadsheet 2003 Microsoff Excel 5.0/95 Workbook		
4	VAT Registered No. of person to whom supplies is made	Name of perse to whom supplies is made	Documents Downloads Music Pictures Videos	CSV (Comma delimited) Formatted Text (Space delimited) Text (Mschosh) Text (MS-DOS) CSV (Mschosh) CSV (Ms-DOS) DIF (Data Interchange Format) SYLK (Symbolic Link) Event Add In		
5	99999991	Mary Glen	Soft (\\172.16. → :- 0\172.16.20 File name:	Excel 97-2003 Add-In PDF XPS Document OpenDocument Spreadsheet		
6	99999992	Jim Ling	Save as type: Authors:	CSV (Comma delimited) User	Tags: Add a tag	
7			0		-	<u> </u>
9			Hide Folders		Tools V Save	Cancel
0						



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 withsampledatacanbedownloadedfromhere:http://eservices8.mra.mu/DetailStmtVoucher/Download/VT03/csvTemplate.csv.

B. XML File

The XML file must be in a specific format (An example can be downloaded from here: http://eservices8.mra.mu/DetailStmtVoucher/Download/VT03/xmlTemplate.xml).



IMPORTANT NOTES

- 1) Data should exclude all special characters, including comma.
- 2) The field **Name of person to whom supplies is made** may include hyphen [-] and apostrophe ['].
- 3) File size for each upload **should not exceed** 2Mb.
- 4) <u>Clicking on the "Upload" button(s) will save the file(s) on MRA's server. The final submission</u> of the VAT Annex is completed only when the <u>Save VAT Annex</u> button is clicked.