

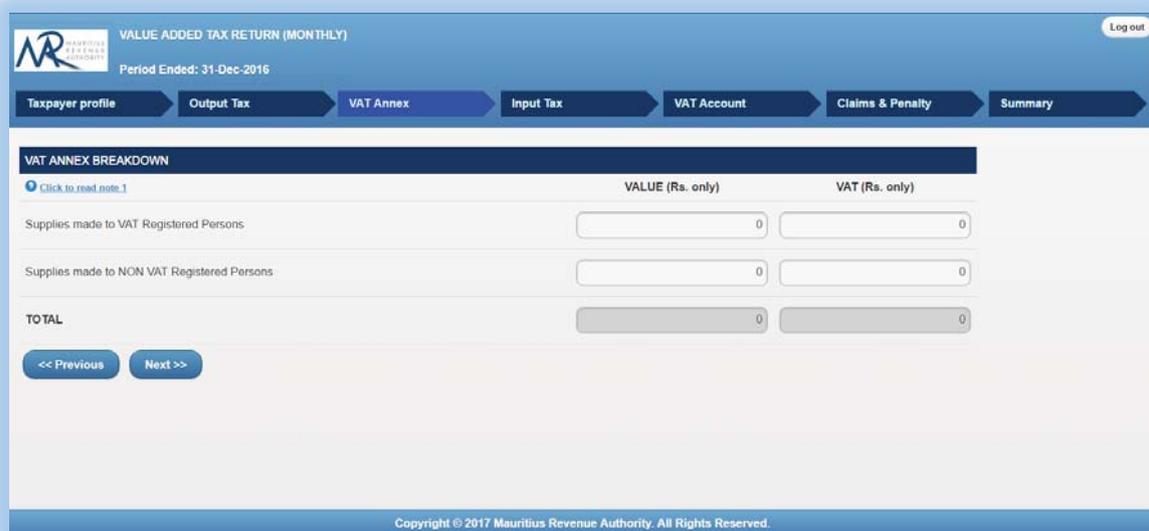
## STEP-BY-STEP GUIDE TO E-FILING OF VAT MONTHLY RETURN

### 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



VALUE ADDED TAX RETURN (MONTHLY)  
 Period Ended: 31-Dec-2016

[Taxpayer profile](#)
[Output Tax](#)
[VAT Annex](#)
[Input Tax](#)
[VAT Account](#)
[Claims & Penalty](#)
[Summary](#)

VAT ANNEX BREAKDOWN

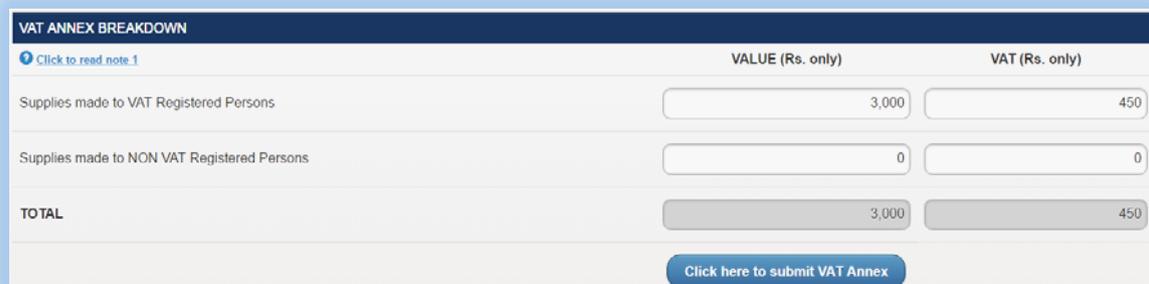
[Click to read note 1](#)

	VALUE (Rs. only)	VAT (Rs. only)
Supplies made to VAT Registered Persons	<input type="text" value="0"/>	<input type="text" value="0"/>
Supplies made to NON VAT Registered Persons	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>TOTAL</b>	<input type="text" value="0"/>	<input type="text" value="0"/>

[<< Previous](#)
[Next >>](#)

Copyright © 2017 Mauritius Revenue Authority. All Rights Reserved.

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



VAT ANNEX BREAKDOWN

[Click to read note 1](#)

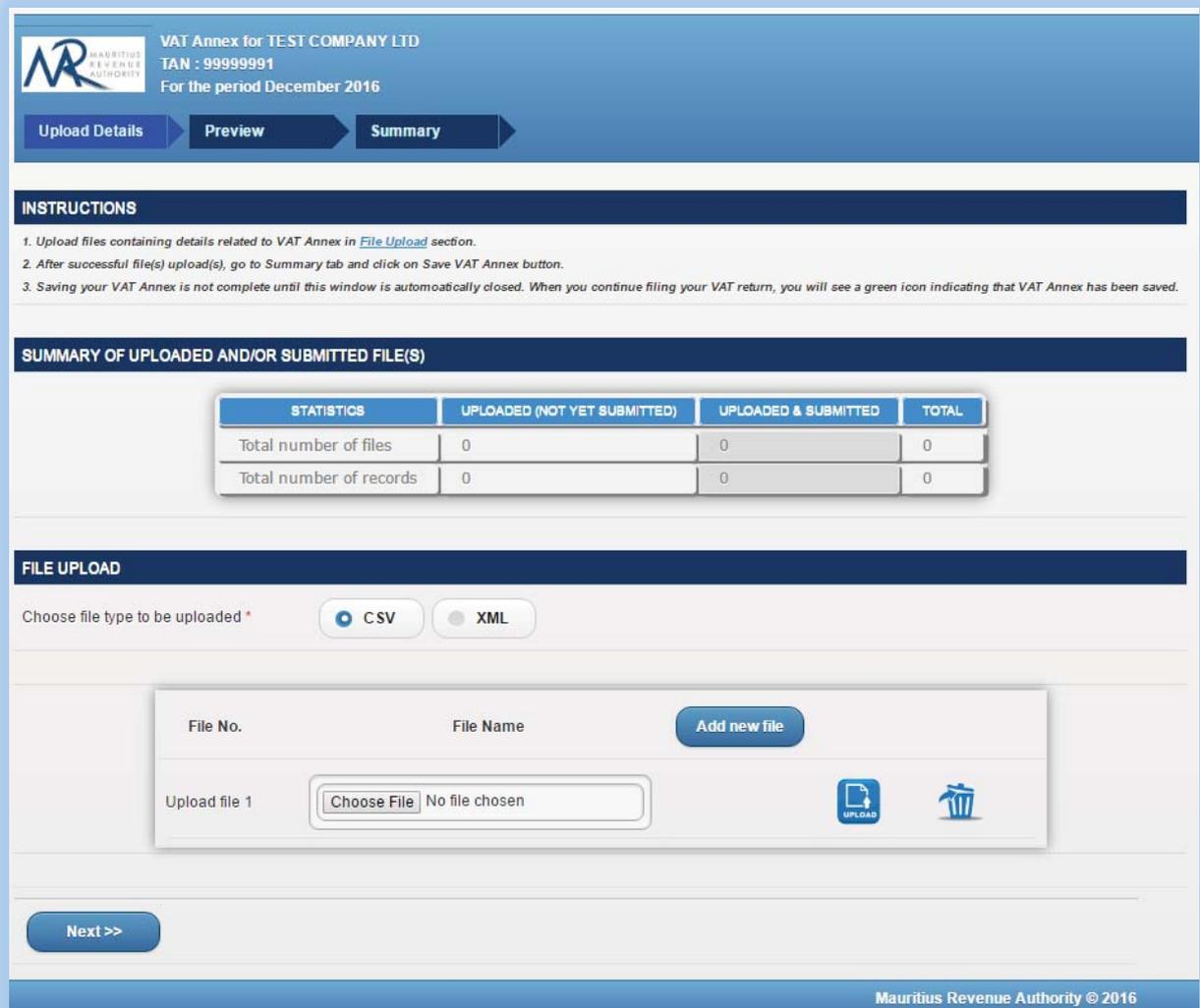
	VALUE (Rs. only)	VAT (Rs. only)
Supplies made to VAT Registered Persons	<input type="text" value="3,000"/>	<input type="text" value="450"/>
Supplies made to NON VAT Registered Persons	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>TOTAL</b>	<input type="text" value="3,000"/>	<input type="text" value="450"/>

[Click here to submit VAT Annex](#)

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.



VAT Annex for TEST COMPANY LTD  
TAN : 99999991  
For the period December 2016

Upload Details | Preview | Summary

**INSTRUCTIONS**

1. Upload files containing details related to VAT Annex in [File Upload](#) section.
2. After successful file(s) upload(s), go to Summary tab and click on Save VAT Annex button.
3. Saving your VAT Annex is not complete until this window is automatically closed. When you continue filing your VAT return, you will see a green icon indicating that VAT Annex has been saved.

**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  XML

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

Mauritius Revenue Authority © 2016

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.

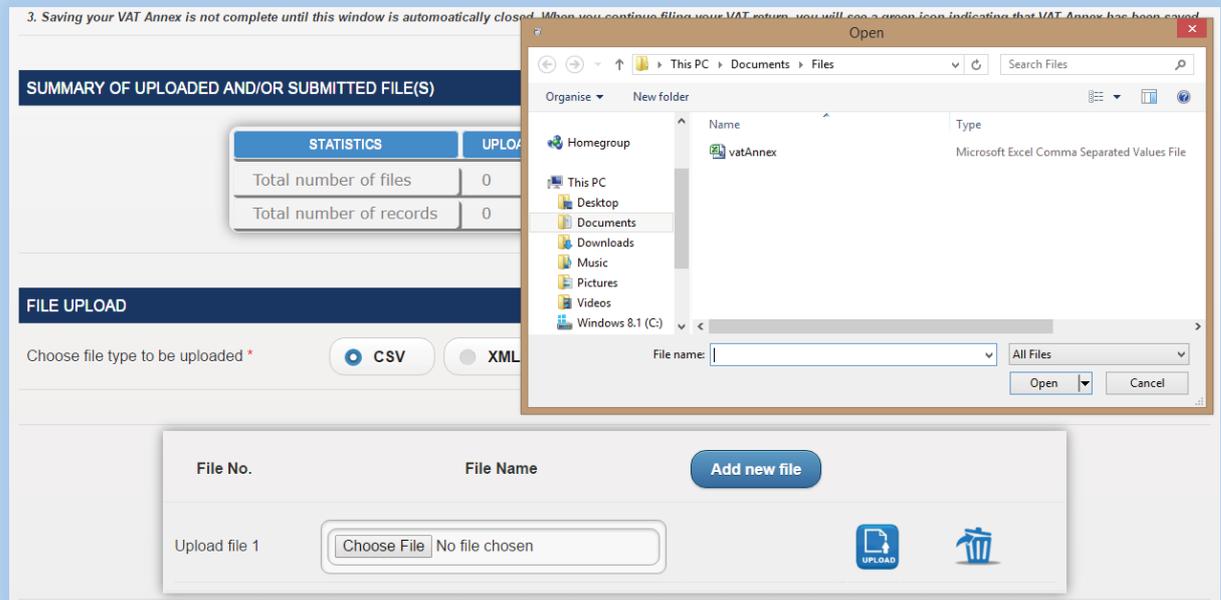


**FILE UPLOAD**

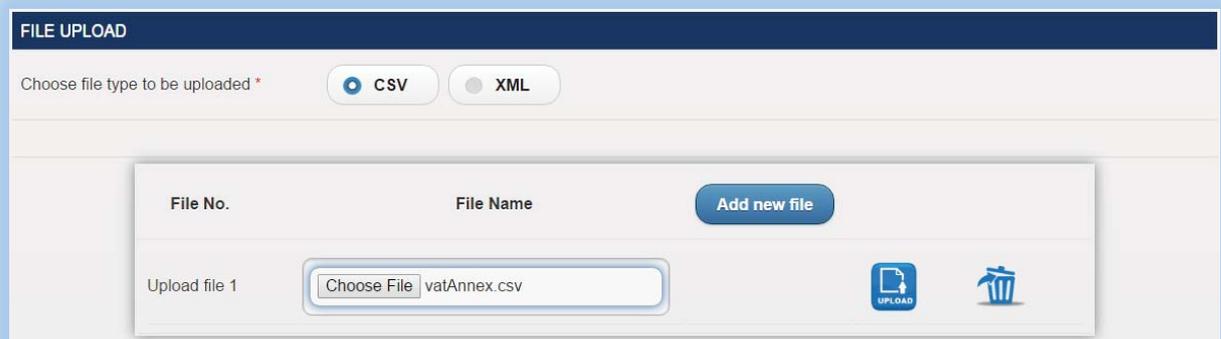
Choose file type to be uploaded \*

CSV  XML

**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.



**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  XML

File No.	File Name	
Upload file 1	<input type="text" value="Choose File"/> vatAnnex.csv	<input type="button" value="Add new file"/> File Upload Failed <input type="button" value="Click for details"/> 

**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  XML

File No.	File Name	
Upload file 1	<input type="text" value="Choose File"/> vatAnnex.csv	<input type="button" value="Add new file"/> File Upload Failed <input type="button" value="Click for details"/> 

**File upload failed**

Line 3 : invalid value '99999992' for column 1 - VAT Payer TAN (Incorrect TAN)

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 .

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

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	1	0	1
Total number of records	2	0	2
Value of Supplies (MUR)	3,000	0	3,000
VAT Amount	450	0	450

**FILE UPLOAD**

Choose file type to be uploaded \*  CSV  XML

File No.	File Name	
Upload file 1	<input type="text" value="vatAnnex.csv"/>	<input type="button" value="Add new file"/> <input type="button" value="File Uploaded"/> <input type="button" value="Click for details"/> <input type="button" value="Delete"/>

**FILE UPLOAD**

Choose file type to be uploaded \*  CSV  XML

File No.	File Name	
Upload file 1	<input type="text" value="vatAnnex.csv"/>	<input type="button" value="File Uploaded"/> <input type="button" value="Click for details"/> <input type="button" value="Delete"/>

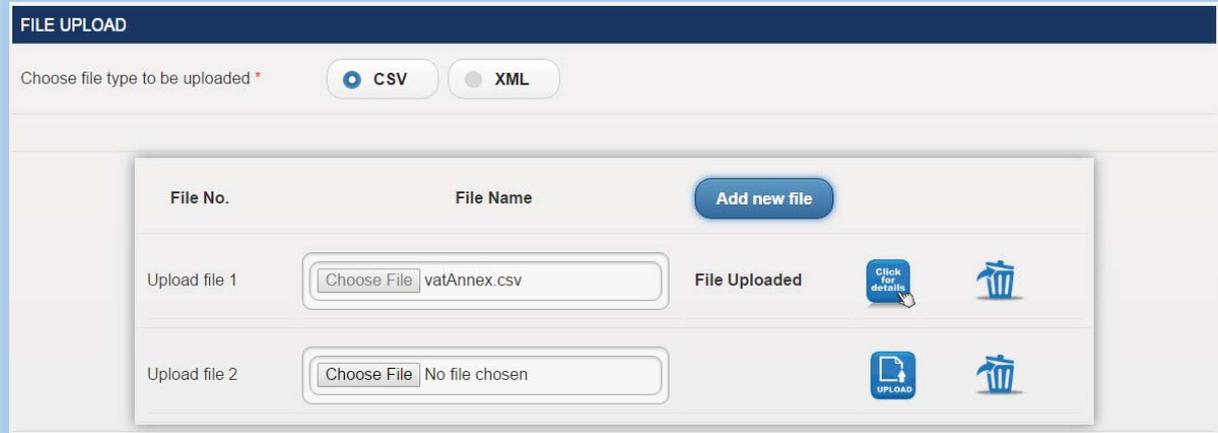
**File upload successful**

Total Number of Records: 2    VAT Supplies Amount (MUR): 3,000

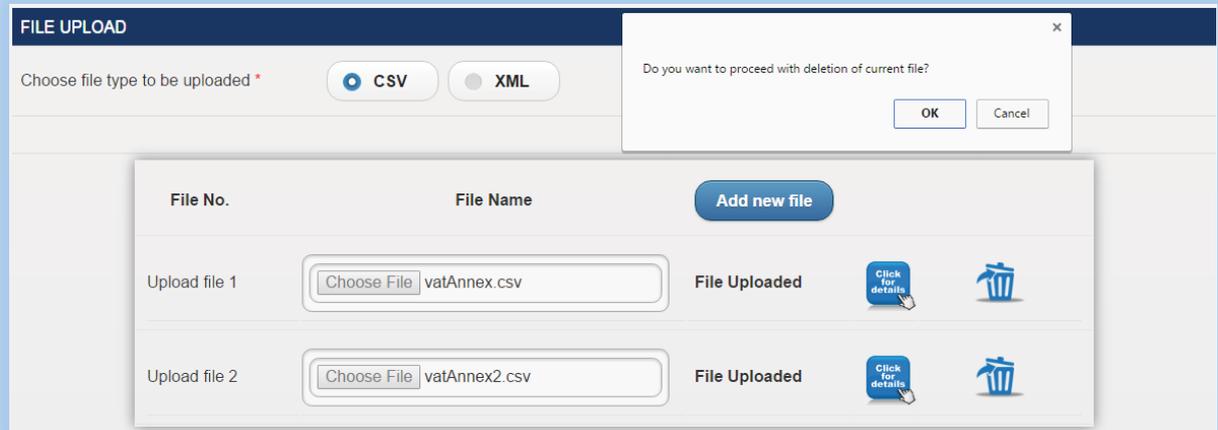
VAT Amount : 450

**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**.



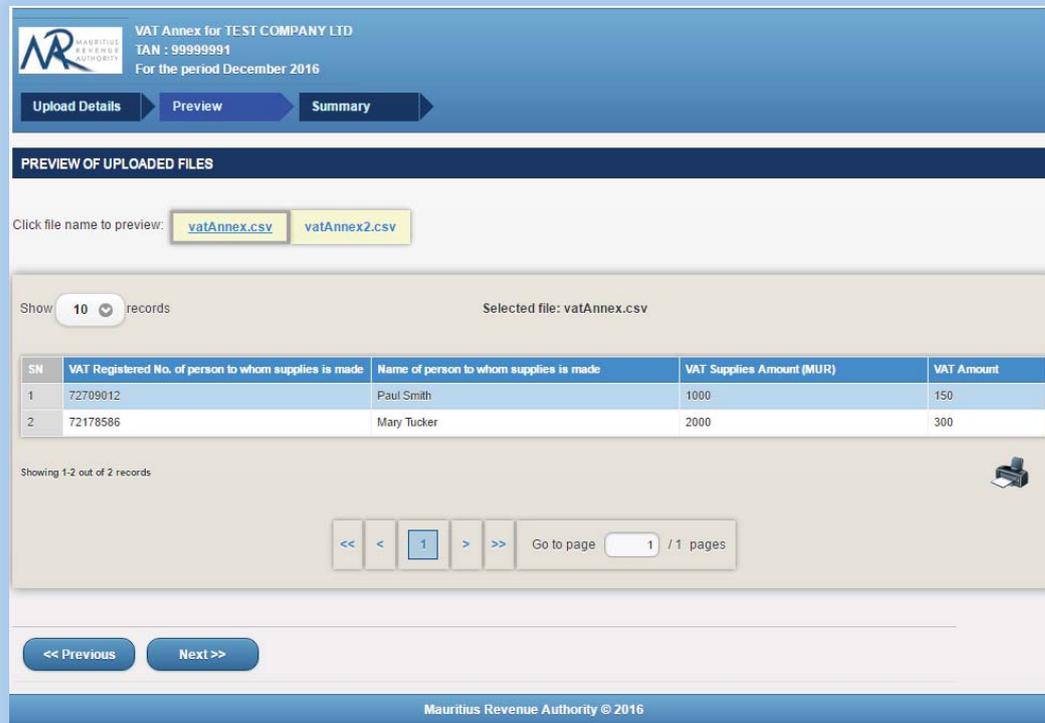
**Step 6:** To delete a file, click on the delete bin icon [🗑️]. A confirmation message is displayed. Click on “**OK**” to delete file, else cancel the action.



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

## 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.



VAT Annex for TEST COMPANY LTD  
TAN : 99999991  
For the period December 2016

Upload Details | **Preview** | Summary

PREVIEW OF UPLOADED FILES

Click file name to preview: vatAnnex.csv vatAnnex2.csv

Show  records Selected file: vatAnnex.csv

SN	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	1000	150
2	72178586	Mary Tucker	2000	300

Showing 1-2 out of 2 records

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

<< Previous Next >>

Mauritius Revenue Authority © 2016

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



Click file name to preview: vatAnnex.csv vatAnnex2.csv

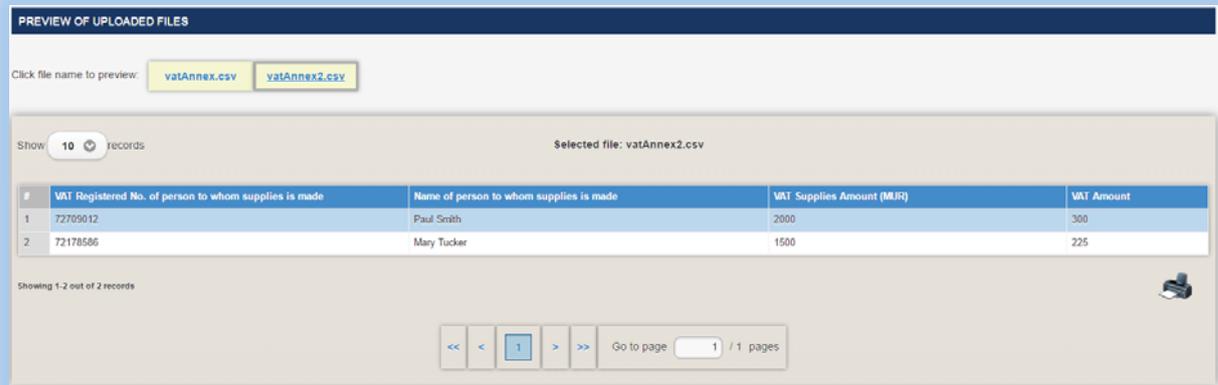
**Step 3:** To display a specific number of records per page, choose value (10 / 50 / 100/ 1000) from "Show records" dropdown list.



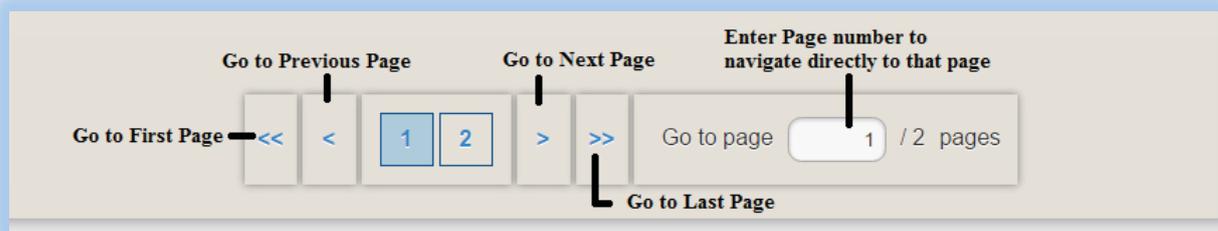
Show  records

- 10
- 50
- 100
- 1000

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



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



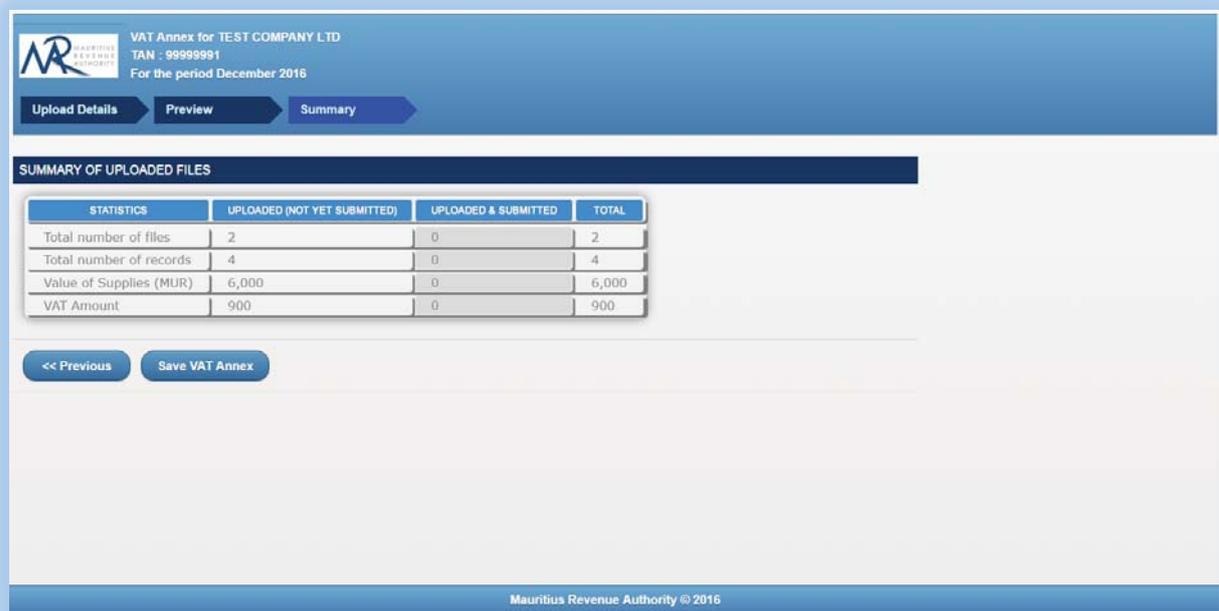
**Step 6:** To print records currently being displayed on the screen, click on the  icon.

**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.



VAT Annex for TEST COMPANY LTD  
 TAN : 99999991  
 For the period December 2016

Upload Details   Preview   Summary

**SUMMARY OF UPLOADED FILES**

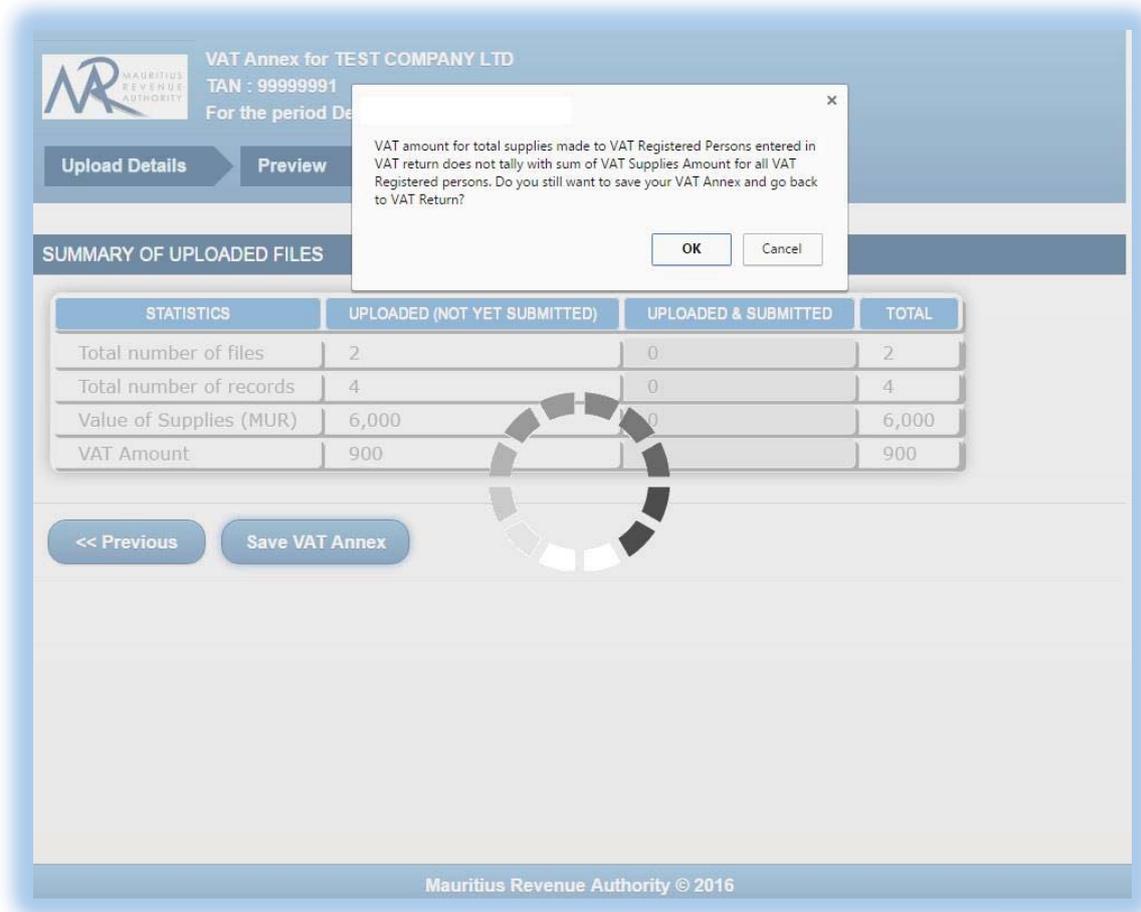
STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	4	0	4
Value of Supplies (MUR)	6,000	0	6,000
VAT Amount	900	0	900

<< Previous   Save VAT Annex

Mauritius Revenue Authority © 2016

**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”.



VAT Annex for TEST COMPANY LTD  
TAN : 99999991  
For the period De

Upload Details Preview

SUMMARY OF UPLOADED FILES

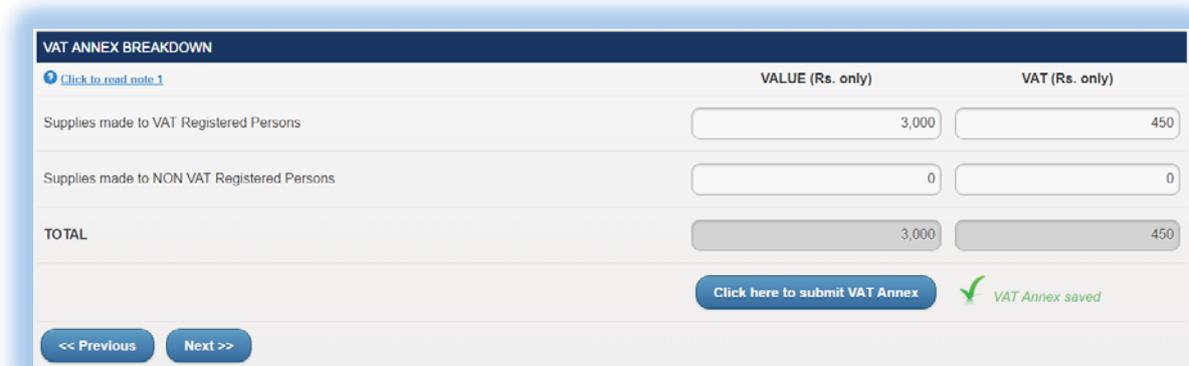
STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	2	0	2
Total number of records	4	0	4
Value of Supplies (MUR)	6,000	0	6,000
VAT Amount	900	0	900

<< Previous Save VAT Annex

Mauritius Revenue Authority © 2016

**Warning Popup:**  
VAT amount for total supplies made to VAT Registered Persons entered in VAT return does not tally with sum of VAT Supplies Amount for all VAT Registered persons. Do you still want to save your VAT Annex and go back to VAT Return?  
OK Cancel

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
<b>TOTAL</b>	<b>3,000</b>	<b>450</b>

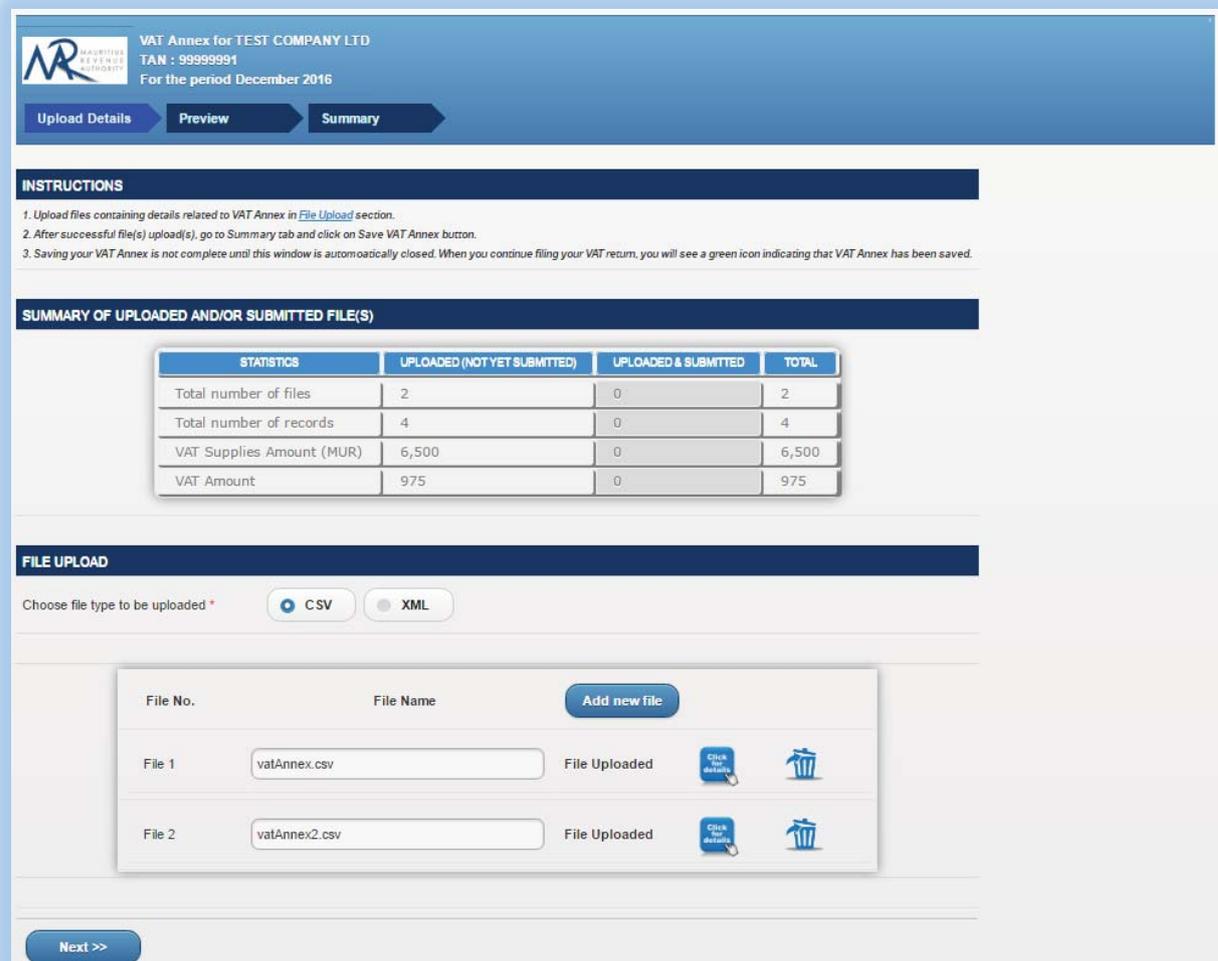
Click here to submit VAT Annex  VAT Annex saved

<< 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.



VAT Annex for TEST COMPANY LTD  
TAN : 99999991  
For the period December 2016

Upload Details | Preview | Summary

**INSTRUCTIONS**

1. Upload files containing details related to VAT Annex in [File Upload](#) section.
2. After successful file(s) upload(s), go to Summary tab and click on Save VAT Annex button.
3. Saving your VAT Annex is not complete until this window is automatically closed. When you continue filing your VAT return, you will see a green icon indicating that VAT Annex has been saved.

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

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

**FILE UPLOAD**

Choose file type to be uploaded \*  CSV  XML

File No.	File Name		
File 1	vatAnnex.csv	File Uploaded	 
File 2	vatAnnex2.csv	File Uploaded	 

Next >>

## 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).



VAT Annex for TEST COMPANY LTD  
 TAN : 99999991  
 For the period December 2016

Upload Details
Preview
Summary

**INSTRUCTIONS**

1. Upload files containing details related to VAT Annex in [File Upload](#) section.
2. After successful file(s) upload(s), go to Summary tab and click on Save VAT Annex button.
3. Saving your VAT Annex is not complete until this window is automatically closed. When you continue filing your VAT return, you will see a green icon indicating that VAT Annex has been saved.

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

STATISTICS	UPLOADED (NOT YET SUBMITTED)	UPLOADED & SUBMITTED	TOTAL
Total number of files	0	2	2
Total number of records	0	4	4
Value of Supplies (MUR)	0	6,000	6,000
VAT Amount	0	900	900

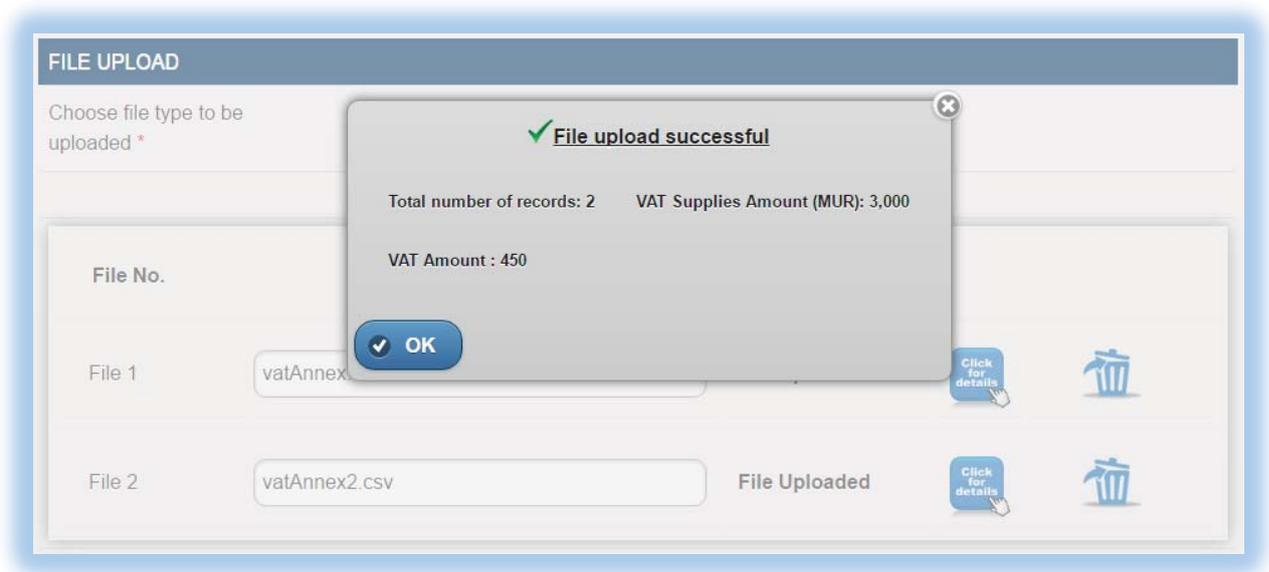
**FILE UPLOAD**

Choose file type to be uploaded \*

CSV
 XML

File No.	File Name			
		<a href="#">Add new file</a>		
File 1	vatAnnex.csv	File Uploaded	<a href="#">Click for details</a>	
File 2	vatAnnex2.csv	File Uploaded	<a href="#">Click for details</a>	

**Step 1:** To view details of submitted files, click on “Click for details” button.



**Step 2:** To add new files / delete existing files, follow steps in [Section 3](#) 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**”.

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

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

**FILE UPLOAD**

Choose file type to be uploaded \*

CSV  XML

File No.	File Name			
		<a href="#">Add new file</a>		
File 1	<input type="text" value="vatAnnex.csv"/>	File Uploaded	<a href="#">Click for details</a>	
File 2	<input type="text" value="vatAnnex2.csv"/>	File Uploaded	<a href="#">Click for details</a>	
Upload file 3	<input type="button" value="Choose File"/> <input type="text" value="vatAnnex3.csv"/>	File Uploaded	<a href="#">Click for details</a>	

**Step 3:** Follow steps in [Section 4](#) and [Section 5](#) to preview these files and ultimately submit them.



VAT Annex for TEST COMPANY LTD  
 TAN : 99999991  
 For the period December 2016

Upload Details
Preview
Summary

**SUMMARY OF UPLOADED FILES**

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

Mauritius Revenue Authority © 2016

**\*\*IMPORTANT:**

1. 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:

vatAnnex.csv

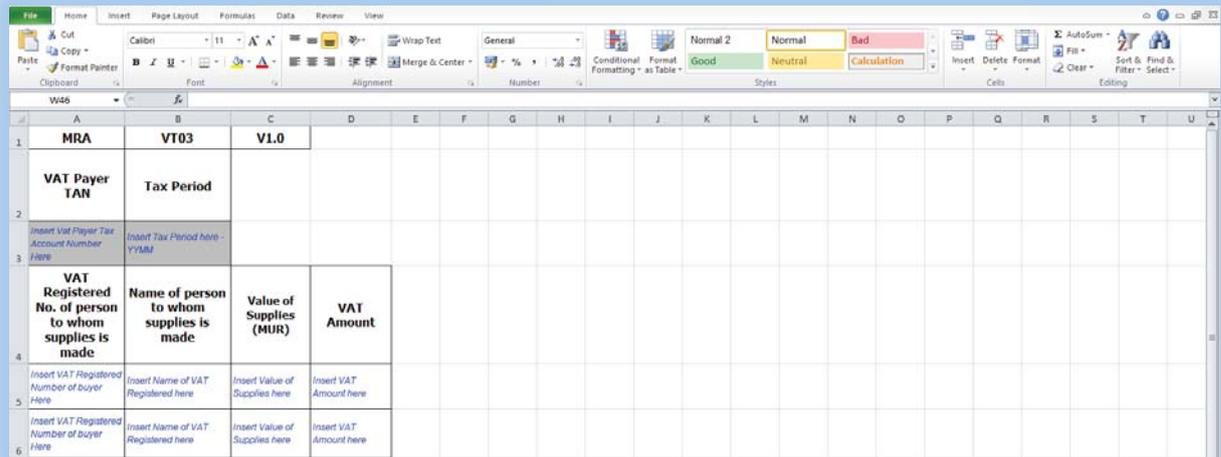
vatAnnex2.csv

vatAnnex3.csv

## DETAILS ON FILE UPLOAD

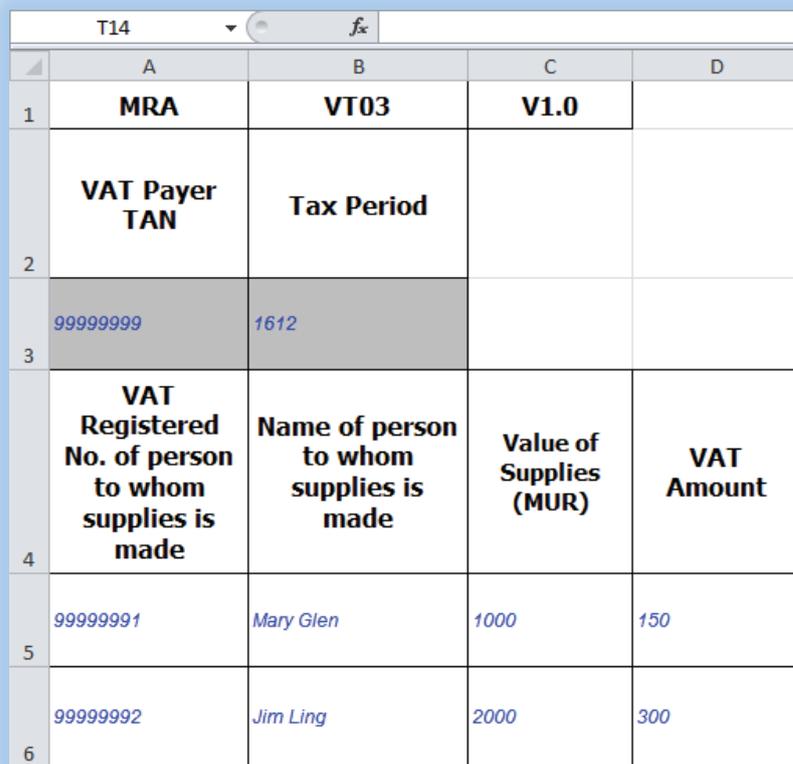
### A. CSV File

To generate your CSV file, please click on download the excel template from here: [http://eservices7.mra.mu/VAT03\\_VATANNEX1/Download/VT03/excelTemplate.xlsx](http://eservices7.mra.mu/VAT03_VATANNEX1/Download/VT03/excelTemplate.xlsx).



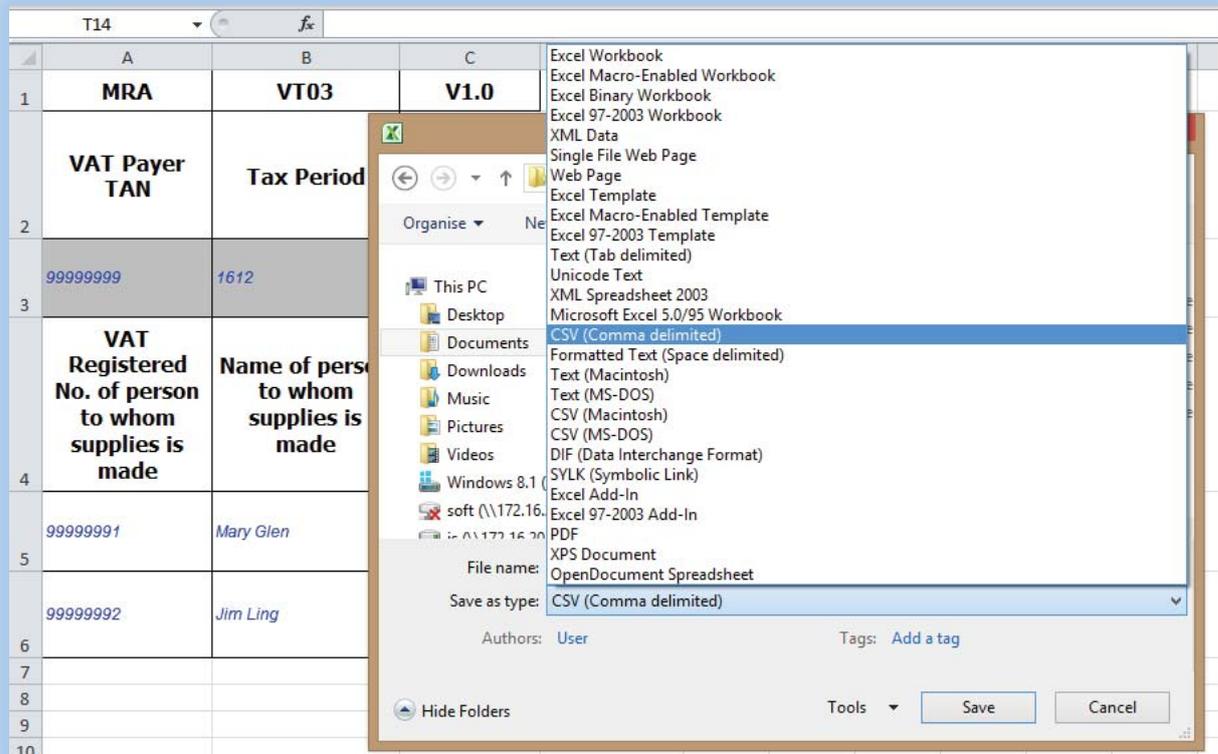
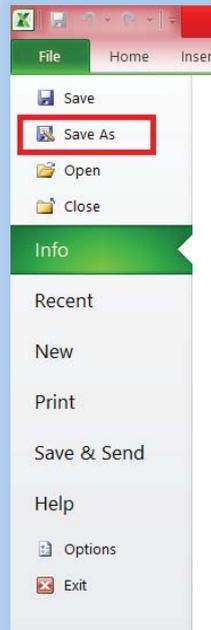
1	MRA	VT03	V1.0																
2	VAT Payer TAN	Tax Period																	
3	VAT Registered No. of person to whom supplies is made	Name of person to whom supplies is made	Value of Supplies (MUR)	VAT Amount															
4	Insert VAT Registered Number of buyer Here	Insert Name of VAT Registered here	Insert Value of Supplies here	Insert VAT Amount here															
5	Insert VAT Registered Number of buyer Here	Insert Name of VAT Registered here	Insert Value of Supplies here	Insert VAT Amount here															
6	Insert VAT Registered Number of buyer Here	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.

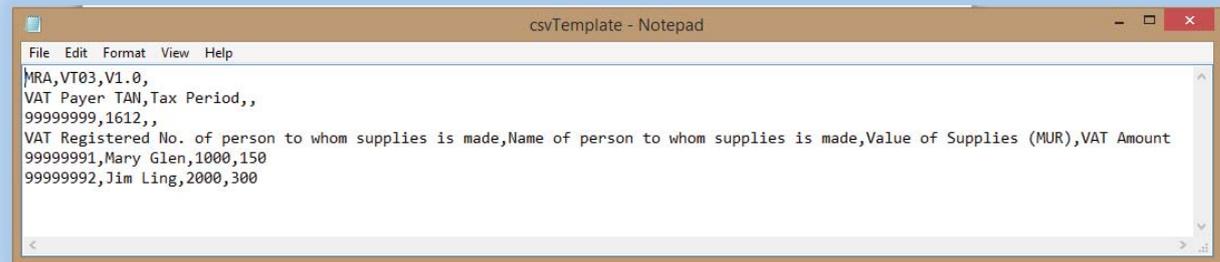


1	MRA	VT03	V1.0	
2	VAT Payer TAN	Tax Period		
3	99999999	1612		
4	VAT Registered No. of person to whom supplies is made	Name of person to whom supplies is made	Value of Supplies (MUR)	VAT Amount
5	99999991	Mary Glen	1000	150
6	99999992	Jim Ling	2000	300

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



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



```
File Edit Format View Help
MRA,VT03,V1.0,
VAT Payer TAN,Tax Period,,
99999999,1612,,
VAT Registered No. of person to whom supplies is made,Name of person to whom supplies is made,Value of Supplies (MUR),VAT Amount
99999991,Mary Glen,1000,150
99999992,Jim Ling,2000,300
```

The CSV file must contain columns separated by the **comma [,]** character. A CSV file example with sample data can be downloaded from here: <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) Clicking on the “**Upload**” button(s) will save the file(s) on MRA’s server. The final submission of the VAT Annex is completed only when the  button is clicked.