

Supplier Invoice Submission Process

Invoice Submission

User Guide - Suppliers

Supplier Submits Invoice for the Goods/Services

Application: iSupplier Portal

Navigation: New Kenya Isupplier Full Access > Finance > Create Invoices>Create invoice with a PO> Click on **GO**

Step 1

Personalize "Search Results: Finance"

Create Invoice With a PO **Go**

Search

Personalize "Search"

Note that the search is case insensitive

Supplier **Kenya Isupplier**

Invoice Number

Invoice Date From

Invoice Date To

Invoice Status

Go Clear

Personalize "Search Results: Finance"

Invoice Number

Invoice Date

Invoice Currency Code

Invoice Amount

Purchase Order

Status

Withdraw

Cancel

Update

View Attachments

Create Invoice With a PO **Go**

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

Buyer

Organization

Advances and Financing

Excluded

Go Clear

Advanced Search

Enter the PO number and Click Go

Select the PO you are invoicing against and click "Add to Invoice"

Step 2

Personalize "Search Results: Purchase Order"

Select Items: **Add to Invoice**

Select All Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item
☒	2861	1	1	☐	Mattress covers; Bed, Covers,	M00C
☐	2855	1	1	☐	Box file size 1451	M00C
☐	2854	1	1	☐	Shelf stable milk or butter products; Milk powder 25kg bag	M00C
☐	2853	1	1	☐	Sofa Set 7 Seater	M00C
☐	2852	1	1	☐	Workstation with cable management for 4 persons measuring 160cm	M00C
☐	2851	1	1	☐	Conference Facility; Full board	S000
☐	2850	1	1	☐	MOUSE, DATA ENTRY;OPTICAL WHEEL,WITH SCROLL WHEEL	M00C
☐	2848	1	1	☐	Commercial airplane travel; Domestic	S000
☐	2847	1	1	☐	Commercial airplane travel; Foreign, Business Class	S000
☐	2842	1	1	☐	Cereal grains; Green, Grams	M00C

Select Items: **Add to Invoice**

Click Next,

Home Orders Deliveries Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 **Next**

Personalize Query: (PoQueryRM)

Advanced Search

Personalize "Advanced Search"

Personalize Advanced Search: (AdvancedSearch)

Specify parameters and values to filter the data that is displayed in your results set.

Simple Search

☒ Show table data when all conditions are met.

☐ Show table data when any condition is met.

Packing Slip is

Waybill is

Container Number is

Supplier is XX Suppliers

Go Clear Add Another Container Number Add

Personalize "Search Results: Purchase Order"

Select Items: Add to Invoice

Select All Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
☒	3267	1	1	☐	Hair care supplies; Treatment Normal	M000003564		90	90	90	Each	50	KES	NSSF Building	State Department for Social protection		

Then, capture the invoice details as shown in the table below:

Cancel Back Step 2 of 4 **Next**

Invoice

* eTIMS Invoice Number

* Invoice Number

* Invoice Date 20-Jul-2026

(example: 20-Jul-2026)

Invoice Type **Invoice**

Currency **KES**

Invoice Description

Attachment **None** **Add...**

TIP Attach Relevant Documents

Etims Invoice Number	Enter the invoice number obtained from KRA eTIMS system
Invoice Number	INV_Your ID number (eg. 27311951)
Invoice Date	Today's Date Defaults
Invoice Description	Capture according to supplies delivered
Attachment	Hover your cursor on the attachment field to add an attachment.

Click Next. A Confirmation message will appear saying eTiMS invoice is validated and captured.

The screenshot shows the 'Create Invoice: Details' step in the eTiMS system. The interface includes a navigation bar at the top with tabs for Home, Orders, Deliveries, Finance, and Admin. Below the navigation bar, there are buttons for 'View Invoices', 'View Payments', and 'Create Invoices'. The main content area is divided into several sections: 'Supplier', 'Invoice', 'Customer', and 'Items'. The 'Supplier' section contains fields for Supplier ID, Tax Payer ID, Remit To Address, and Remit To Bank Account. The 'Invoice' section contains fields for eTiMS Invoice Number, Invoice Number, Invoice Date, Invoice Type, Currency, and Invoice Description. The 'Customer' section contains fields for Customer Tax Payer ID, Customer Name, and Address. The 'Items' section contains a table with columns for PO Number, Line, Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM, and Amount. The 'Confirmation' message at the top states: 'Your eTiMS Invoice is validated and captured in eTiMS-KRA.' The 'Next' button is highlighted in red.

Confirmation
Your eTiMS Invoice is validated and captured in eTiMS-KRA.

Create Invoice: Details
* Indicates required field

Supplier

* Supplier Tax Payer ID
Remit To Address
Remit To Bank Account

Invoice

* eTiMS Invoice Number
* Invoice Number
* Invoice Date
Invoice Type
Currency
Invoice Description

Customer

Customer Tax Payer ID
Customer Name
Address

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
939	1	1	MD00092803	TONNER 55A		NSF Bulding Block "A"	1	1	100	Each	100

Proceed to submit the supplier invoice.

Step 3

The screenshot shows the 'Create Invoice: Manage Tax' step in the eTiMS system. The interface includes a navigation bar at the top with tabs for Home, Orders, Deliveries, Finance, and Admin. Below the navigation bar, there are buttons for 'View Invoices', 'View Payments', and 'Create Invoices'. The main content area is divided into several sections: 'Supplier', 'Invoice', 'Customer', 'Summary Tax Lines', 'Items', and 'Shipping and Handling'. The 'Supplier' section contains fields for Supplier ID, Tax Payer ID, Remit To Address, Remit To Bank Account, Unique Remittance Identifier, and Remittance Check Digit. The 'Invoice' section contains fields for eTiMS Invoice Number, Invoice Number, Invoice Date, Invoice Type, Currency, and Invoice Description. The 'Customer' section contains fields for Customer Tax Payer ID, Customer Name, and Address. The 'Summary Tax Lines' section contains a table with columns for Summary Tax Line Number, Tax Regime Code, Tax Status Code, Tax Jurisdiction Code, Tax Rate Code, Tax Rate, Tax Amount, and Line Status. The 'Items' section contains a table with columns for PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice, UOM, Unit Price, and Amount. The 'Shipping and Handling' section contains a table with columns for Charge Type and Amount Description. The 'Next' button is highlighted in red.

Create Invoice: Manage Tax

Supplier

* Supplier Tax Payer ID
* Remit To Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

eTiMS Invoice Number
* Invoice Number
* Invoice Date
* Invoice Type
* Currency
Invoice Description

Customer

* Customer Tax Payer ID
Customer Name
Address

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.							

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
939	1	1	TONNER 55A		NSF Bulding Block "A"	1	1.00	Each	100.00	100.00

Shipping and Handling

Charge Type	Amount Description
No results found.	

The supplier will get a confirmation that the invoice is sent to the procuring entities accounts department for processing.

Step 4

[View Invoices](#) | [View Payments](#) | **Create Invoices**

[Purchase Orders](#) | [Details](#) | [Manage Tax](#) | [Review and Submit](#)

Confirmation
Invoice INV939 was submitted to our Accounts Payable department on 20-Jul-2026. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.
Invoice: INV939

[Printable Page](#) | [Create Another](#)

Supplier

* Supplier Tax Payer ID
* Remit To Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

eTIMS Invoice Number KRACU0200287540/1
* Invoice Number INV939
* Invoice Date 20-Jul-2026
Invoice Type Standard
* Currency KES
Invoice Description TONNER 55A
Auth Ref No
Administrative Code
eTIMS Invoice Number KRACU0200287540/1
Attachment None

Customer

* Customer Tax Payer ID 1203
Customer Name 1203_State Department for wildlife LE
Address P.O Box 30430 NAIROBI KE

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
939	1	1	TONNER 55A		NSSF Building Block "A"	1	1.00 Each	100.00	100.00

Invoice Summary

Items	100.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	100.00
Less Advances and Financing	0.00
Total (KES)	100.00

[Return to Invoices](#) | [Printable Page](#) | [Create Another](#)

eTiMS Invoice Process

Invoice Entry

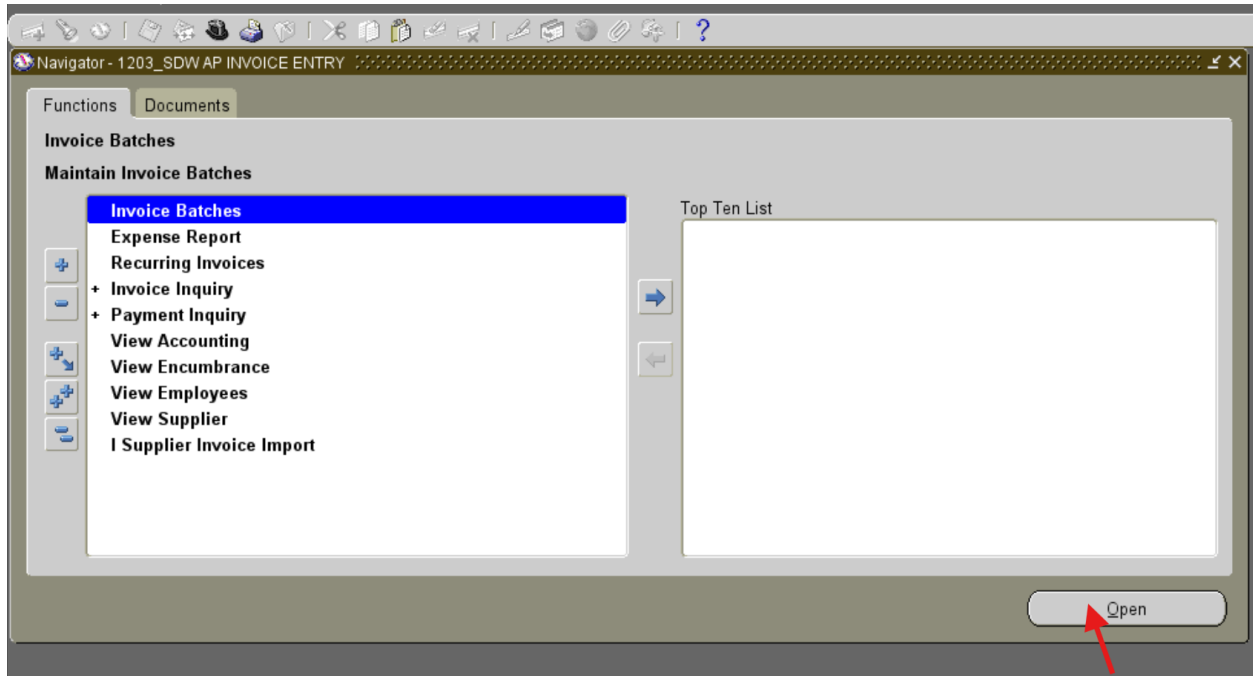
User Guide- MCDA Accountants

1.Direct Invoicing

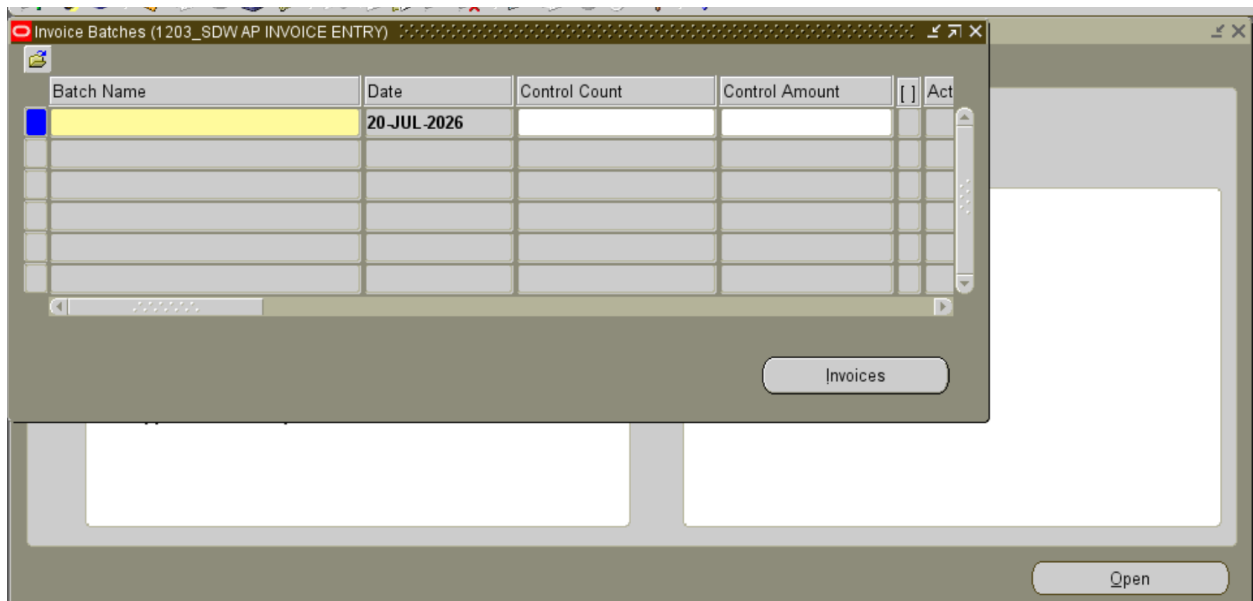
a) Navigation (Invoice Entry)

NP: AP Responsibility>Invoices>Entry>Invoices Batches>Open

Step 1



Click Open



Invoice Batches (1203_SDW AP INVOICE ENTRY)

Batch Name	Date	Control Count	Control Amount	[]	Act
SDWJUL26	20-JUL-2026				

Invoices

Enter the batch name

SDWJUL26

Save the document and scroll to the right as the system prompts you to enter the operating unit.

Invoice Batches (1203_SDW AP INVOICE ENTRY)

ment Curr	Hold Name	Hold Reason	Operating Unit	Liability Account

Invoices

Click on the list of value button

NOTE: You scroll to the right hand side so as to be able to see and enter the Operating Unit

Invoice Batches (1203_SDW AP INVOICE ENTRY)

Payment Curr	Hold Name	Hold Reason	Operating Unit	Liability Ac
			State Department for Wildlife	

Invoices

The Operating Unit defaults automatically

Click on the invoices button

Step 2

Invoice Workbench (1203_SDW AP INVOICE ENTRY) - SDWJUL26

Batch Control Total: Batch Actual Total:

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
State Department f		Standard			120689	NAIROBI	20-JUL-2026	INVN0939	KES

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

Items:

Retainage:

Prepayments Applied:

Withholding:

Subtotal:

Tax:

Freight:

Miscellaneous:

Total:

Amount Paid: KES 0.00

Status

Status: Never Validated

Accounted: Unprocessed

Approval: Required

Holds:

Scheduled Payment Holds:

Description:

Actions... 1 | Calculate Tax | Tax Details | Corrections | Quick Match | Match | All Distributions

On the new page, enter details such as Supplier name, date, invoice date etc.

Invoice Workbench (1203_SDW AP INVOICE ENTRY) - SDWJUL26

Batch Control Total Batch Actual Total **10000**

Item	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Control Amount	Withheld Amount	Prepaid Amount	GL Date	P
1	20-JUL-2026	INVN0939	KES	10,000.00					20-JUL-2026	K

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid **KES 0.00**

Status

Status **Never Validated**

Accounted **Unprocessed**

Approval **Required**

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Invoice Workbench (1203_SDW AP INVOICE ENTRY) - SDWJUL26

Batch Control Total Batch Actual Total **10000**

Item	Remit-To Supplier Site	Remit-To Bank Account Name	Remit-To Bank Account Number	Release Amount Net of Tax	P
1			2022169214		AI

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid **KES**

Status

Invoice

Auth Ref No: **AIE**

Administrative Code: **1203000101** Headquarters

eTIMS Invoice Number: **KRACU0200287540/1**

Context

OK Cancel Clear Help

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Click the DFF on the invoice workbench.

Enter the Auth Ref No: AIE number, the administrative code and eTIMS invoice number

Click OK

NB

The eTIMS invoice number field is the enhancement that is now mandatory. For direct Invoicing, the invoicer will enter a valid eTIMS invoice number provided by the supplier.

For invoices emanating from isuplier portal, the eTiMS invoice number will populate automatically on the invoice workbench DFF.

Invoice Workbench (1203_SDW AP INVOICE ENTRY) - SDWJUL26

Batch Control Total: Batch Actual Total: **10000**

	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Control Amount
Standard				NAIROBI	20-JUL-2026	INVNO939	KES	10,000.00		

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Total: Gross Retained Net

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Qu:
1	Item	10000									

Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Click on the lines tab

Enter the same amount as the header amount

Click on Distribution button

Click OK

The screenshot shows a 'Find Invoices' dialog box with the following sections and fields:

- Trading Partner:** Name, Supplier Site, PO Num, Supplier Number, Taxpayer ID, PO Shipment (dropdown).
- Invoice:** Number (containing 'INVNO939'), Type (dropdown), Terms (dropdown), Pay Group (dropdown), Amounts, Dates (20-JUL-2026 to 20-JUL-2026), Invoice Batch, Currency.
- Invoice Status:** Status (dropdown), Approval (dropdown), Accounting (dropdown), Payment (dropdown).
- Voucher Audit:** Category, Name, Numbers.
- Holds:** Status (dropdown), Name, Reason.

At the bottom, there are buttons: 'Calculate Balance Owed...', 'Clear', 'New', 'Find', 'Calculate Tax', 'Tax Details', and 'All Distributions'. A red arrow points to the 'Find' button.

Enter parameters like the invoice number or the invoice dates

Click Find button

Invoice Workbench (1203_SDW AP INVOICE VALIDATION)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
State Department f		Standard				NAIROBI	20-JUL-2026	INVN0939	KES

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	10,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	10,000.00
Tax	
Freight	
Miscellaneous	
Total	10,000.00

Amount Paid: KES 0.00

Status

Status: Never Validated

Accounted: No

Approval: Required

Holds: 0

Scheduled Payment Holds: 0

Description: SUPPLY OF TONNER 55A

Actions... 1 Calculate Tax Tax Details All Distributions

Select the Invoice you want to Validate

Click on Actions button

Invoice Workbench (1203_SDW AP INVOICE VALIDATION)

Batch Control Total Actual Total

Operating Unit	Customer Taxp	Invoice Date	Invoice Num	Invoice
State Department f		20-JUL-2026	INVN0939	KES

1 General 2 Line

Summary

Items	
Retainage	
Prepayments Applied	
Withholding	
Subtotal	
Tax	
Freight	
Miscellaneous	
Total	

Invoice Actions

☒ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Final Post

☐ Initiate Approval

☐ Stop Approval

☐ Release Holds

☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

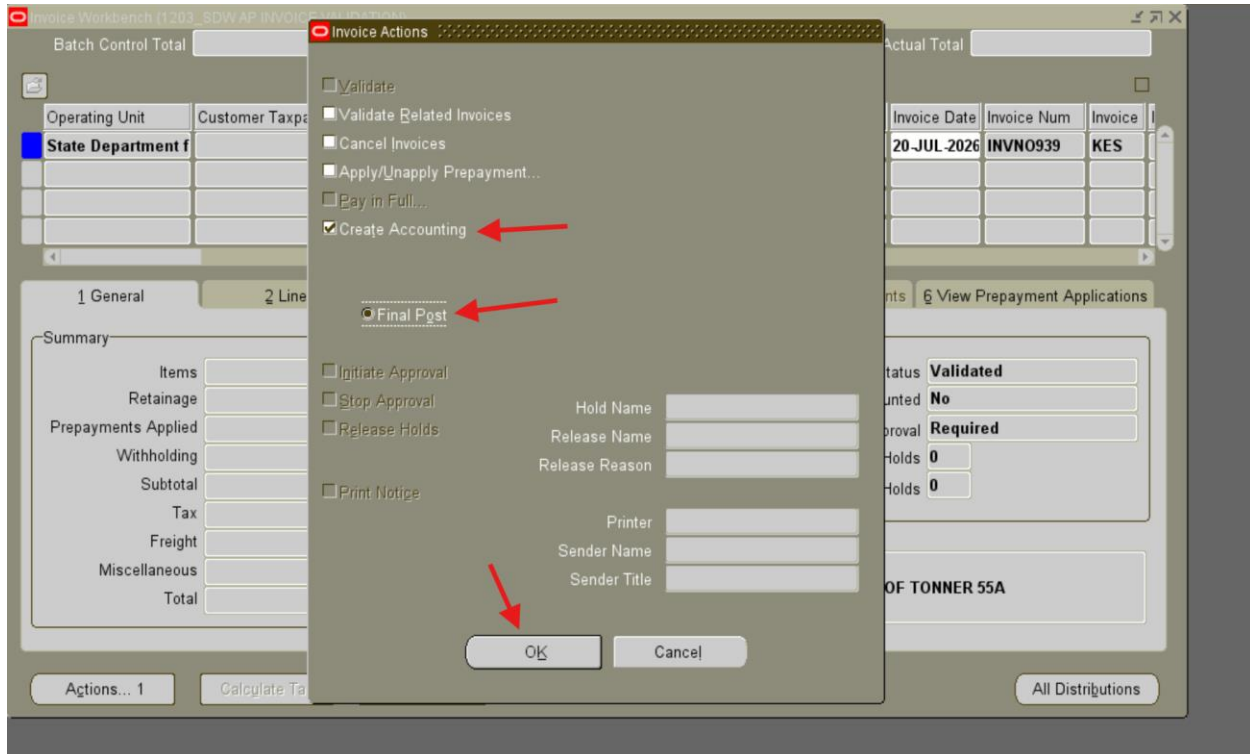
OK Cancel

Actions... 1 Calculate Ta All Distributions

Check the Validate check box

Click OK

Step 4



Check the Create accounting box

Select the Final post radio button

Click OK

NB:

At Validation and the processes thereafter, there are no changes. However, the system may

Throw eTiMS related errors incase there is violation, especially during invoice validation.

2. a) Isupplier Invoicing (Supplier Role)

Navigation: New Kenya Isupplier Full Access > Finance > Create Invoices>Create invoice with a PO> Click on **GO**

Enter the PO number and Click Go> select the PO you are invoicing against and click the tab “Add to Invoice”

Then, capture the invoice details as shown in the table below:

The screenshot displays the 'Create Invoice' interface with the following sections:

- Supplier:** Includes fields for Supplier Tax Payer ID, Remit To Address, and Remit To Bank Account. A checkbox for 'TIP Confirm Your Bank Details' is present.
- Invoice:** Includes fields for eTIMS Invoice Number (KRACU0200267540/1), Invoice Number (INV939), Invoice Date (20-Jul-2025), Invoice Type (Invoice), Currency (KES), and Invoice Description (TONNER 55A). There is an 'Attachment' field with 'None' and an 'Add...' button. A checkbox for 'TIP Attach Relevant Documents' is also present.
- Customer:** Includes fields for Customer Tax Payer ID (1203), Customer Name (1203_State Department for wildlife LE), and Address (P.O Box 30430 NAIROBI KE).
- Items:** A table with columns: PO Number, Line, Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM, and Amount. The table contains one row with PO Number 939, Line 1, Shipment 1, Item Number M000092803, Item Description TONNER 55A, Supplier Item Number, Ship To NSSF Building Block "A", Available Quantity 1, Quantity 1, Unit Price 100, UOM Each, and Amount 100.

Navigation buttons at the top include Home, Orders, Deliveries, Finance, and Admin. At the bottom, there is a 'LINK TO GOK TENDER' button and a footer with Home, Orders, Deliveries, Finance, Admin, Home, Logout, and Preferences.

Click Next. A Confirmation message will appear saying eTiMS invoice is validated and captured.

Home Orders Deliveries Finance Admin

View Invoices View Payments **Create Invoices**

Purchase Orders Details Manage Tax Review and Submit

Confirmation
Your eTIMS Invoice is validated and captured in eTIMS-KRA.

Create Invoice: Details
* Indicates required field

Supplier

* Supplier Tax Payer ID
Remit To Address
Remit To Bank Account 2022109214 00400

✓ TIP Confirm Your Bank Details

Invoice

* eTIMS Invoice Number KRACU0200287540/1
* Invoice Number INV939
* Invoice Date 20-Jul-2026
Invoice Type Invoice
Currency KES
Invoice Description TONNER 55A

✓ TIP Attach Relevant Documents Attachment None Add...

Customer

* Customer Tax Payer ID 1203
Customer Name 1203_State Department for wildlife LE
Address P.O Box 30430 NAIROBI KE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
939	1	1	M000092803	TONNER 55A		NSSF Building Block "A"	1	1	100	Each	100

Cancel Back Step 2 of 4 Next

LINK TO GOK TENDER

Home Orders Deliveries Finance Admin Home Logout Preferences

Proceed to submit the supplier invoice.

Home Orders Deliveries Finance Admin

View Invoices View Payments **Create Invoices**

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Manage Tax

Supplier

* Supplier Tax Payer ID
Remit To Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

* eTIMS Invoice Number KRACU0200287540/1
* Invoice Number INV939
* Invoice Date 20-Jul-2026
Invoice Type Standard
Currency KES
Invoice Description TONNER 55A

Auth Ref No
Administrative Code
eTIMS Invoice Number KRACU0200287540/1
Attachment None

Customer

* Customer Tax Payer ID 1203
Customer Name 1203_State Department for wildlife LE
Address P.O Box 30430 NAIROBI KE

Summary Tax Lines

Calculate

Summary Tax Line Number Tax Regime Code Tax Status Code Tax Jurisdiction Code Tax Rate Code Tax Rate Tax Amount Line Status

No results found.

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
939	1	1	TONNER 55A		NSSF Building Block "A"	1	1.00	Each	100.00	100.00

Shipping and Handling

Charge Type

No results found.

Amount Description

Cancel Save Back Step 3 of 4 Next Submit

Home Orders Deliveries Finance Admin Home Logout Preferences Help

The supplier will get a confirmation that the invoice is sent to the procuring entities accounts department for processing.

View Invoices | View Payments | **Create Invoices**

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation
Invoice INV939 was submitted to our Accounts Payable department on 20-Jul-2026. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.
Invoice: INV939

[Printable Page](#) [Create Another](#)

Supplier		Invoice	
* Supplier Tax Payer ID		eTIMS Invoice Number	KRACU0200287540/1
* Remit To Address		* Invoice Number	INV939
Remit To Bank Account		* Invoice Date	20-Jul-2026
Unique Remittance Identifier		Invoice Type	Standard
Remittance Check Digit		* Currency	KES
		Invoice Description	TONNER SSA
		Auth Ref No	
		Administrative Code	KRACU0200287540/1
		eTIMS Invoice Number	
		Attachment	None

Customer	
* Customer Tax Payer ID	1203
Customer Name	1203 State Department for wildlife LE
Address	P.O Box 30430 NAIROBI KE

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
939	1	1	TONNER SSA		NSSF Building Block "A"	1	1.00 Each	100.00	100.00

Invoice Summary

Items	100.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	100.00
Less Advances and Financing	0.00
Total (KES)	100.00

[Return to Invoices](#) [Printable Page](#) [Create Another](#)

Navigation

Isupplier Invoicing (Accountants' Role)

NP: AP Responsibility>Invoices>Entry>I supplier Invoice Import>Open

Navigator - 1203_SDW AP INVOICE ENTRY

Functions | Documents

I Supplier Invoice Import

Invoice Batches	Top Ten List
Expense Report	
Recurring Invoices	
+ Invoice Inquiry	
+ Payment Inquiry	
View Accounting	
View Encumbrance	
View Employees	
View Supplier	
I Supplier Invoice Import	

[Open](#)

Enter the respective dates, batch name, invoice category then search

Invoice Batch Import

Invoice Search
 From Date: **20-JUL-2026** To Date: **20-JUL-2026** Batch Name: **SDWJUL26**
 Invoice Category: **Recurrent Expenditure** Search

Invoice Header Details

Vendor Name	Invoice Num	Description	Invoice Date	Currency	Invoice Amount	Voucher Number
[REDACTED]	INV939	TONNER 55A	20-JUL-2026	KES	100	

Invoice Lines

Line No	Description	Item Description	Quantity	Unit Price	Amount	PO Number
1	TONNER 55A	TONNER 55A	1	100	100	939

Cancel Import

Invoice Batch Import

Invoice Search
 From Date: **20-JUL-2026** To Date: **20-JUL-2026** Batch Name: **SDWJUL26**
 Invoice Category: **Recurrent Expenditure** Search

Invoice Header Details

Vendor Name	Invoice Num	Description	Invoice Date	Currency	Invoice Amount	Voucher Number
BEADLES LIMITED	INV939	TONNER 55A	20-JUL-2026	KES	100	

Invoice Lines

Line No	Description	Item Description	Quantity	Unit Price	Amount	PO Number
1	TONNER 55A	TONNER 55A	1			

Decision

ARE YOU SURE YOU WANT TO IMPORT THESE INVOICE(S) ?

Yes No

Cancel Import

Invoice Batch Import

Invoice Search
 From Date: **20-JUL-2026** To Date: **20-JUL-2026** Batch Name: **SDWJUL26**
 Invoice Category: **Recurrent Expenditure** Search

Invoice Header Details

Invoice Num	Description	Invoice Date	Currency	Invoice Amount	Voucher Number
INV939	TONNER 55A	20-JUL-2026	KES	100	

Invoice Lines

Line No	Description	Item Description	Quantity	Unit Price	Amount	P.O. Number
1	TONNER 55A	TONNER 55A	1			

Note
 INVOICE(S) IMPORTED SUCCESSFULLY
 OK

Cancel Import

After importation, the accountant searches the invoices using the batch name.

Batch Control Total: Batch Actual Total:

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Control Amount	Withs
State Department f		Standard	939				20-JUL-2026	INV939	KES	100.00			

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	100.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	100.00
Tax	
Freight	
Miscellaneous	
Total	100.00

Amount Paid: KES 0.00

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description: TONNER 55A

Actions... 1 Calculate Tax Tag Details All Distributions

The details populates as below including the eTiMS invoice number on the DFF, exactly as entered by the supplier during invoice submission. The accountant can undertake other processes for supplier payment as usual.

Batch Control Total: _____ Batch Actual Total: _____

Rate	Customs Location Code	Remit-To Supplier Name	Remit-To Supplier Site	Remit-To Bank Account Name	Remit-To Bank Account Number	Release Amount Net of Tax
					2022169214	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	100.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	100.00
Tax	
Freight	
Miscellaneous	
Total	100.00

Amount Paid: KES 0.00 Status: Never Validated

Invoice

Auth Ref No: Headquarters
Administrative Code: 1203000101
eTiMS Invoice Number: KRACU0200287540/1
Context: _____

OK Cancel Clear Help

Actions... 1 Calculate Tax Tag Details All Distributions