# **EXCISE**

# **EXTERNAL**

# **USER MANUAL**

# **eFILING REGISTRATION**



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### 2 SCOPE

- a) The manual will enable licensees / registrants to:
  - i) Register as an eFiling user;
  - ii) Register as an Excise user on eFiling;
  - iii) Load banking details;
  - iv) Request a return (EXD 01);
  - v) View errors;
  - vi) Recover a saved return;
  - vii) View historic filed returns; and
  - viii) Make payment of Excise duties and / or levies via eFiling.
- b) Clients must also refer to EA-01-M01 for all the eFiling processes regarding registration and how to manage the eAccount; and to SE-ACC-02-M02 for the capturing and submission of returns. The payment rules can be viewed in BP-02.
- c) Clients who are not licensed / registered with an active Excise client number will not be able to follow the eFiling submission process. Clients need to complete a DA 185 as prescribed in SE-LR-02 and SE-LR-03 respectively. On receipt of the Excise client number, entities can register as an eFiling user. This process will provide the client with a Financial Account Number (FAN). The FAN will form part of the client's Payment Reference Number (PRN) that must be used to make payment. This will ensure that the client's account will be updated with the correct information and no penalties and interest will incur, provided that the return and payment are not late.
- d) The manual does not cover the submission of returns for Air Passenger Tax (APT).
- e) The Declaration and Return submission via eFiling manual (SE-ACC-02-M02) covers the capturing and submission of returns for the following products:
  - i) Sch1P2A Specific Excise duties;
    - A) Traditional African beer and beer powder;
    - B) Malt beer;
    - C) Wine, Vermouth and Other Fermented Beverages;
    - D) Spirits;
    - E) Tobacco; and
    - F) Mineral Products (Fuel Levy -Sch1P5A and Road Accident Sch1P5B).
  - ii) Sch1P2B Ad Valorem.
  - iii) Sch1P3 Environmental Levies:
    - A) Plastic bags;
    - B) Electricity levy;
    - C) Non energy-saving (filament) light bulbs levy;
    - D) Carbon dioxide (CO2), emission levy; and
    - E) Tyre levy.
  - iv) Sch1P7A Health Promotion Levy: A) Sugary Beverages.
  - v) Diamond Export levy; and
  - vi) Request, complete and submit local manufacturing declarations ZDP, ZGR and ZOL (CEB 01).

#### 3 eFILING

#### 3.1 How to register as an eFiling user

a) Access the eFiling website (<u>www.sarsefiling.co.za</u>).



- b) Click on the **REGISTER** button.
- c) If you have an existing eFiling account, click on the **LOGIN** button and proceed to paragraph (e) below.

	ABOUT OFILING REGISTER SECURITY CONTACT HOME SARS HOME
QuickLinks -	Registration
eFILING BENEFITS	To enjoy the full benefits and convenience of eFiling, you need to first register to gain secure access to your own tax information. Note: Registration for and the use of eFiling is free. All you need is internet access.
eFILING SERVICES	To complete the registration process you will need at hand: <ul> <li>Your tax registration number/s</li> </ul>
PAYMENT TO SARS	Your ID number     Your personal details
HELP / FAQ'S	eFilers will register as (Please select and click on the appropriate option below) :
FORMS & GUIDES access or download our forms and guides	FOR INDIVIDUALS FOR TAX PRACTITIONERS
CALL CENTRE 0800 00 SARS (7277)	An individual if they are operating in their personal capacity. A tax practitioner if they submit returns on behalf of other individuals or businesses in the they are submitting returns on behalf of the company for which they work.
REPORT SUSPICIOUS	Terms & Conditions Privacy Policy Disclaimer Manual on the Promotion of Access to information Act 2000
	All information, content and data on SARS websites and associated facilities, including but not limited to software, hyperlinks and databases, is the property of or licensed to SARS and is protected under applicable South African laws. Unauthorised usage of content and/or information is strictly prohibited. No person, business or web site may reproduce this site, contents, information or any portion thereof.

d) Click on the **FOR ORGANISATIONS** button, accept the terms and conditions on the bottom of the page and click on the **Continue** button to proceed to the next page.

( Register )-	Log-in (Your Details) (Organisation) (Registered ) (Your Tasks)
	User Login Information
I wish to reg	iter as a:
<ul> <li>(Choose</li> </ul>	n option below)
Individu	I : Personal Tax Services
Comparison Com Comparison Comparison Comp	r : Company Tax Services (Including Sole Proprietors)
Tax Pra	itioner
Login D	Itails
Login	
	(Your login name will be used to create a unique SARS eFiling login name)
Password	
Confirm Pas	word
Password Hi	t
	(Should you forget your password, we will give you the password hint on request.)
Security Ques	on 1 What is your favourite hobby?
Answer	
Security Ques	on 2 What is your favourite holiday destination?

- e) The user must complete all the login details and click on **Register**.
- f) A first-time user will receive confirmation that registration was successful and login details will be provided.

#### 3.2 Register as an Excise user

	Please provide your login details
Login	This is your generated login name (ie. johnd9876)
Passw	
	LOGIK HEGISTER
	For a reminder of your username or to reset your password click here
Your Password is now	
If you do not use the sy and you will automatica to be away from your d	curity reasons this system has been implemented with a timed session expiry. ystem for a prolonged period of time, you will receive a "Session Expired" notice ally be logged out. This time period has been set for 20 minutes. If you expect esk, please ensure that you save your current work. You should, however, once i leave this system unattended.

- a) Enter your Login details and Password that was provided. Press enter or click on Login.
- b) The user will now be able to register as an Excise client on eFiling.



c) On the home page, click on **FOR ORGANISATIONS** and then on **Register New**.

V SARS	FILING						
USER ORGANISATIO	ONS RETURNS CUSTOMS	DUTIES & LEVIES	SERVICES	TAX STATUS	CONTACT	LOGOUT	Тахр
Organisation Register New Change Details Banking Details Organisation Tax Types Request Tax Types ISV Activation Summary VAT Vendor Search Delete Taxpayer Pending Registration SARS Registered Details Employee Registration Admin Reports Rights Groups Special Links	Fax Number Physical Address  Physical Address  Discrete the state of t		uth African ba	~			
	Account Type Contact Person Title Initials Mr  Designation Telephone Number Cell Number E-mail Address Company Description	Firstname		Back	]	$\sim$	

d) The user must complete the relevant detail and click on **Continue**.



e) Warning messages will appear if any of the boxes are left blank. Click on **OK**, complete the missing information and click on the **Continue** button.

VSARS E	FILING						FOR O	RGANISATIC	ONS
Organisation Register New Change Details Banking Details	TAX PAYER TO GROUP System Default Continue Back	DUTIES & LEVIES	SERVICES	CONTACT	LOGOUT	Taxpayer List:	tester		

f) Tick the **System Default** box and click on **Continue**.

▼ SARS	FILING					FOR O	RGANISATIC	ONS
USER ORGANISAT			SERVICES CONTAG	LOGOUT	Taxpayer List:	tester		
Register New	TAX ORGANISATION SUP	MMARY						
Change Details	Company Name:		tester					
Banking Details	and the second second second second							
Organisation Tax	Registration Number:		2010/123456/07					
Types	Groups Selected		System Default					
Request Tax Types								
ISV Activation		Continue Back	Print Summary					
Summarv								

g) Verify if the information under the TAX Organisation Summary is correct and click on Continue.

VSARS		SATIONS	
USER ORGANISATI	IONS RETURNS CUSTOMS DUTIES & LEVIES SERVICES CONTACT LOGOUT Taxpayer List: tester		
Organisation	Excise Agent		*
Register New	Reference Number		
Change Details	Tax Office ALBERTON -		
Banking Details Organisation Tax	ABERTON		
Types	<b>II</b> 13		
Request Tax Types	Reference Number		
ISV Activation			
Summary VAT Vendor Search	Tax Office ALBERTON -		
Delete Taxpayer	Please note that you will automatically be activated to receive SARS notices for this tax type online.		
Pending Registration			
Admin Reports	Medical Scheme Contribution		
Rights Groups	Reference Number		
· · · · · · · · · · · · · · · · · · ·	Tax Office ALBERTON *		
Special Links	Please note that you will automatically be activated to receive SARS notices for this tax type online.		
	Insurance Payment		
	Reference Number		
	Tax Office ALBERTON -		
	Please note that you will automatically be activated to receive SARS notices for this tax type online.		Ξ
	Register		
	Register		-
			_

- h) Scroll down to Excise Agent and tick the **Excise Agent** box.
- i) The user must complete the **Reference Number** (Excise client code) and select the **Tax Office** (Excise Branch Office) and click on **Register**.



j) A message will be displayed to confirm that the Tax type has been successfully updated.

### 3.3 Load banking details (Credit Push)

a) Clients only have to perform this process once. After the banking details have been captured on eFiling, the client can just select the banking details and make payment on or before the due date of the filed (submitted) returns.



b) Click on **Organisations** and on the side menu option and then on **Banking Details**.

<b>V</b> SARS	FILING		F0	R ORGANISATIONS
USER ORGANISATIO	NS RETURNS CUSTOM	S DUTIES & LEVIES SERVICES CONTACT LOC	Taxpayer List: dia2	
Organisation Register New Change Details Banking Details	Banking Details Setup New Account	a		
Organisation Tax	<b>Description</b>	Bank		<u>Open</u>
Types Request Tax Types	dia2	FNB - CAMS, Online Banking, Internet Banking		<u>Open</u>
ISV Activation	1			
Summary VAT Vendor Search Delete Taxpayer Pending Registration				
Admin Reports				
Rights Groups Special Links				

c) Click on Setup New Account button.

<b>V</b> SARS	FILING					FOR OR	ANISATIC	ONS
USER ORGANISATI	ONS RETURNS CUSTOMS DUTIES	& LEVIES SERVICES	CONTACT	LOGOUT	Taxpayer List:	dia2		$\otimes$
Organisation Register New Change Details Banking Details	<u>Payments can be r</u>	Bank nade from a banking accou	<b>ing Informat</b> i unt of your cho					
Organisation Tax Types Request Tax Types ISV Activation Summary	Banking product as banking product an	Payment transactions that bill presentation - paymer d authorised the payment sh transactions are assum	it request. Onl request is this	ly once the i transaction	user has logged	into the		
VAT Vendor Search Delete Taxpayer Pending Registration Admin Reports Rights Groups	each transaction. T This payment mect instructions from th due to insufficient fi	<b>bit Pull</b> - Payment transa he transaction is assumed nanism utilises the inter-ba e originating bank to the c unds once the request is p	l to be succes nking facility, lients bank. Th rocessed by tl	sful after us ACB, that in he Debit Pus he originatin	er authorisation nvolves the initiat sh mechanism m	on eFiling. tion of payment nay reverse		
Special Links	branch details are p Account Name	This is a description of you		sstul.				
	Credit Push Account Number	 FNB - CAMS, Online 6200164235	Banking, Inte	rnet Banking	g •			
		[	Save Back					

d) Select the **Credit Push option** and complete the banking detail boxes. Only the Credit Push option can be selected for eFiling payments. Then click on **Save.** 

<b>V</b> SARS	FILING					A	F	OR ORGANISATIC	ONS
USER ORGANISAT	IONS RETURNS CU	ISTOMS DUTIES & LEVIES	SERVICES	CONTACT	LOGOUT	Taxpayer List:	dia2		$\otimes$
Organisation Register New Change Details	Banking Details								
Banking Details Organisation Tax	<b>Description</b>	<u>Bank</u>						<u>Open</u>	
Types Request Tax Types	dia2	FNB - CAMS, Online	Banking, Inter	net Banking				<u>Open</u>	
ISV Activation	rr	FNB - CAMS, Online	Banking, Inter	net Banking				<u>Open</u>	

e) Banking details will be displayed. If there is more than one bank account detail displayed, click on **Open** next to the applicable banking details.

#### 3.4 How to request a return

- a) After the client registered on eFiling he / she will be able to request a return on eFiling.
- b) If the eFiler has more than one (1) warehouse, all the warehouses will be displayed and the user must select the warehouse type for which he / she wants to submit a return.
- c) If an account was already submitted for a period, the client will not be able to submit another account for the same period.
- d) **Refunds** Clients will not be able to request refunds for over-payments. Over-payments can be setoff against the next month's account.
- e) **Opening balance(s)** Opening balances must only be inserted on accounts where there was a balance at the end of the previous accounting period (all warehouses except VMS). Opening balances must be indicated as per product type (e.g. 104.15.01 Sparkling wine, etc.). If the client's registration date is greater than the date of implementation, there will be no opening balance(s).
- f) Negative balance(s) If the capturing of the account results in a negative figure, the client will be able to submit the returns but it will create a case for the office to investigate. The outcome of the investigation will determine what must happen to correct the return or punitive measures will be put in place.
- g) When capturing the return information on eFiling, please ensure that the data is inserted in the correct column as the calculations are done accordingly. Over or under declarations may be generated should the information not be inserted in the correct columns.

USER DETAILS	b. b	COMPANY DETAILS Trading As Name:	Test Profile1 20989868
Login Name:	beuTest7184	Registration Number:	54321321
Date Registered:	2014/01/08	Date Registered:	2014/01/08
ma			
INCOME TAX QUICK S	EARCH		
	ne Tax Reference Number:		SEARCH
ce			
UPDATED VERSION 5.0.9	OF e@syFile** EMPLOYER NOW AV	AILABLE	
		and a second before a second beaution of the	y visiting the SARS eFiling website
The latest version 5.0			
http://www.sarsefiling.co.	za/ and downloading version 5.0	0.9 of e@syFile™ Employer. Ple	ase note: The updated e@syFile**
http://www.sarsefiling.co. Employer version 5.0.9	za/ and downloading version 5.0 for Macintosh will be available	0.9 of e@syFile™ Employer. Ple	
http://www.sarsefiling.co. Employer version 5.0.9	za/ and downloading version 5.0	0.9 of e@syFile™ Employer. Ple	ase note: The updated e@syFile**
http://www.sarsefiling.co. Employer version 5.0.9 version of e@syFile™ E	za/ and downloading version 5.6 9 for Macintosh will be available imployer, will not be accepted.	0.9 of e@syFile™ Employer. Ple at a later date. Any information	ase note: The updated e@syFile™ submitted to SARS using a previous
http://www.sarsefiling.co. Employer version 5.0.9 version of e@syFile™ E	za/ and downloading version 5.6 9 for Macintosh will be available imployer, will not be accepted.	0.9 of e@syFile™ Employer. Ple at a later date. Any information	ase note: The updated e@syFile**
http://www.sarsefiling.co. Employer version 5.0.9 version of e@syFile™ E	za/ and downloading version 5.6 9 for Macintosh will be available imployer, will not be accepted.	0.9 of e@syFile™ Employer. Ple at a later date. Any information	ase note: The updated e@syFil submitted to SARS using a previo
http://www.sarsefiling.co. Employer version 5.0.5 version of e@syFile™ E For more information on	za/ and downloading version 5.6 9 for Macintosh will be available imployer, will not be accepted.	0.9 of e@syFile™ Employer. Ple at a later date. Any information SAR5 website <u>http://www.sars.gov.z</u>	submitted to SARS using a previou
http://www.sarsefiling.co. Employer version 5.0.5 version of e@syFile™ E For more information on	za/ and downloading version 5. ) for Macintosh will be available imployer, will not be accepted. the updates to the software visit the	0.9 of e@syFile™ Employer. Ple at a later date. Any information SAR5 website <u>http://www.sars.gov.z</u>	submi
http://www.sarsefiling.co. Employer version 5.0.3 version of e@syFile <sup>™</sup> E For more information on IMPORTANT: ONLY ADO	za/ and downloading version 5.4 9 for MacIntosh will be available imployer, will not be accepted. the updates to the software visit the BE FLASH PLAYER TO BE USED FOR F	D.9 of e@syFile** Employer. Ple at a later date. Any information SARS website <u>http://www.sars.gov.z</u> ORMS ON SARS eFiLING	submitted to SA
http://www.sarsefiling.co. Employer version 5.0.3 version of e@syFile™ E For more information on IMPORTANT: ONLY ADO In our quest to improv	za/ and downloading version 5.4 of for Macintosh will be available imployer, will not be accepted. the updates to the software visit the BE FLASH PLAYER TO BE USED FOR I e our service to taxpayers, SARS is	9.9 of e@syFile <sup>™</sup> Employer. Plat a later date. Any information SAR5 website <u>http://www.sars.gov.z</u> ORMS ON SARS eFiLING phasing in the use of Adobe Flas	iase note: The updated e submitted to SARS using a <u>al</u> > Tax Types > PAYE for Emp h Player as the only plug-in
http://www.sarsefiling.co. Employer version 5.0.5 version of e@syFile* E For more information on IMPORTANT: ONLY ADO In our quest to Improv	za/ and downloading version 5.4 9 for MacIntosh will be available imployer, will not be accepted. the updates to the software visit the BE FLASH PLAYER TO BE USED FOR F	9.9 of e@syFile <sup>™</sup> Employer. Plat a later date. Any information SAR5 website <u>http://www.sars.gov.z</u> ORMS ON SARS eFiLING phasing in the use of Adobe Flas	ase note: The updated e@syFi submitted to SARS using a previ a( > Tax Types > PAYE for Employers h Player as the only plug-in for yc

h) Log onto the SARS website and access the eFiling page, click on **Duties and Levies** and from the side menu option, select **Excise Duties and Levies** and then click on **Request Return**.



i) A list of the warehouse number(s) that are active against the Excise client number will be displayed if the client is licensed for more than one warehouse.

	FILING	X STATUS CONTACT LODOUT Taxpayer List TESTING 4 PROD RELEASE SIGN OFF 21384018	
	O Environmental Levies	DBNVM 01392	
nsfer Duty	O Ad Valorem	CTNVS 00555	
se Levies &	O Malt Beer	PRLVM 00273	
69	O Bio Diesel – Type 2 Commercial	OUDVM 00102	
quest Return	O Bio-Diesel – Type 2 Commercial: Other	OUDVM 00102	
ed/Saved Returns	O Wine, Vermouth and Other Fermented Beverages	CTNSVI//01449	
lory lonc Filed Returns	O Malt Beer	KBYSOS00978	
count Rights	<ul> <li>Electrical Energy</li> </ul>	GMRVM 00796	
ount Maintenance	O Traditional African Beer	PTASVM01491	
al Duties Payable	O Illuminating Kerosene	RBSSOS00155	
	O Sugar Beverages Levy	GMRVM 00885	
cial Links	O Tobecco	GMRVM 00771	
	<ul> <li>Wine, Vermouth and Other Fermented Beverages</li> </ul>	MOSSOS00251	
	O Petrol	ELNVM 00202	
	O Illuminating Kerosene	ELNVM 00202	
	<ul> <li>Diesel – Distillate Fuel</li> </ul>	ELNVM 00202	
	<ul> <li>Specified Aliphatic Hydrocarbon Solvents</li> </ul>	ELNVM 00202	
	O Ad Valorem	PEZ/S 00089	
	O Tyre	PEZVS 00089	
	O Tyre	CTNVM 00554	
	O Tobacco	GMRSOS01632	
	You may select this button to send a request to	GMRVMP00162	
	SARS to obtain the most recent list of active	GMRVM 00788	
	products and registered warehouse numbers that	PTAVM 01927	
	are linked to your Excise code.	PEZVM 00339	
		STEVMS00362	
	The results will then be displayed in the grid above.	W0RS0S00210	

j) Click on Refresh my list of registered Products button to ensure that the latest information is displayed. Before the user clicks on the Refresh my list of registered Products button, a blue pop up screen will give an indication of what the client will achieve if he / she clicks on the button.

USER ORGANISATIONS		CONTACT LOGOUT Taxpayer List. TESTING 4 PROD RELEASE SIGN OFF 21384018	
ansfer Duty ccise Levies & tites toguest Rotum soued/Saved Returns istory listory listory listory listore Filed Returns account Rights account Mantenance breat Duties Payable becial Links	Environmental Levies     Ad Valorem     Malt Beer     Bio-Diesel – Type 2 Commercial     Bio-Diesel – Type 2 Commercial Other     Wine, Vermouth and Other Fermented Beverages     Mait Beer     Electrical Energy     Traditional African Beer     Illuminating Kerosene     Sugar Beverages Levy     Tobacco     Wine, Vermouth and Other Fermented Beverages     Petrol     Illuminating Karosene     Diesel – Distilate Fuel     Specified Aliphatic Hydrocarbon Solvents	DBNVM 01392 CTNVS 00555 PRLVM 00273 OUDVM 00102 OUDVM 00102 CTNSVM01449 KBYS0S00078 GMRVM 00786 PTASVM01491 RBSS0S00155 GMRVM 00786 GMRVM 00785 GMRVM 00885 GMRVM 00202 ELNVM 00202 ELNVM 00202	•
	Ad Valorem     Tyre     Tyre     Tyre     Tobacco     Spints     Environt Select this button to send a request to SARS to     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     Tyre     obtain a full history of your return submissions     the results will then be displayed in a grid on the     next page.	PEZVS 00089 PEZVS 00089 CTNVM 00554 GMRS0S01632 GMRVMP00182 GMRVM 00786 PTXVM 01927 PEZVM 00339 STEVMS0062 WORSOS00210	

- k) The same will apply if the user moves the mouse to the adjacent button the **Request Return History Listing** pop up screen will appear.
- I) The user must select the button next to the applicable warehouse and click on the **Request Return History Listing** to proceed to the next screen.

		Effective 31	May 2018
USER ORGANISATIO	FILING NS RETURNS CUSTOMS DUTIES & LEVIES SERVICES TAX STATUS CONTACT LOGOUT Texpayer List. TESTING 4 PROD RELEASE SIGN OFF 21384018	FOR OR	
Transfer Duty Excise Levies & Duties Request Return Issued/Saved Returns Historic Filed Returns	Trader Details           Trader Details           Trader Name           TESTING 4 PROD RELEASE SIGN OFF 21384018           Registration Number:         2354654654           Excise Client Code:         21384018           Warehouse Number:         AIRVM 100885		
Account Rights Account Rights Account Maintenance Local Duties Payable Special Links	The table below contains a list of the last few returns submitted against the selected industry/warehouse. You may view a submitted return, or amend and file new returns where applicable. Refer to the detail in the table for this information. To continue, select a record against which you want to transact and then click on the relevant button which will then become available.		
	Select         ERN         Period From Date         Period To Date         Submission Channel         Submission Date         Status         CSV Required 7           NEW         2018-04-01         2018-04-30         N/A         N/A         NEW         YES		Exception None
	View Request Correction Request Next Return		

m) The user must select **New** and click on **View** to display the return The following warning **Messages** from the webpage might be displayed:



i) The client requested the return before the first day of the next accounting period a warning **Message from the webpage** will be displayed to inform the user when the next return will be available; or



ii) There is currently an active intervention case, new return not allowed; or



iii) There is currently an active intervention case, amendment not allowed. Intervention cases must be solved before the client will be able to complete and submit the next return.

							Effe	ctive 31	May 201
SARS	FILING								OR ORGANISATIO
ER ORGANISATI	ONS RETURNS CUSTOMS DUTIES & LEVIES	SERVICES TAX STATUS CONTA	CT LOGOUT Taxpayer	List: Testing Profile	v				
isfer Duty se Levies & Duties	Return History Listing								
e Levies & Duties iest Return									
d/Saved Returns	Trader Details Trader Name:	Testing Profile							
V	Registration Number:	2354654654							
ic Filed Returns	Excise Client Code:	21384018							
	Warehouse Number:	PTAVM 01927							
ount Rights									
unt Maintenance Duties Payable	The table below contains a list of the last few	returns submitted against the	selected industry/wareho	use.					
unt Rights unt Maintenance I Duties Payable ial Links	The table below contains a list of the last few	, in the second s							
unt Maintenance Duties Payable	You may view a submitted return, or amend a	and file new returns where appli	cable. Refer to the detail i	in the table for this information.					
unt Maintenance Duties Payable		and file new returns where appli	cable. Refer to the detail i	in the table for this information.					
int Maintenance Duties Payable	You may view a submitted return, or amend a	and file new returns where appli	cable. Refer to the detail i	in the table for this information.	Submission Date	Status	CSV Required ?	Can Amend ?	Exception
unt Maintenance Duties Payable	You may view a submitted return, or amend a To continue, select a record against which you	and file new returns where appli u want to transact and then clic	cable. Refer to the detail i	in the table for this information. which will then become available.		Status NEW	CSV Required ?	Çan Amend ? NA	Exception
unt Maintenance Duties Payable	You may view a submitted return, or amend a To continue, select a record against which you Select ERN	and file new returns where appli u want to transact and then clic Period From Date	cable. Refer to the detail i k on the relevant button Period To Date	in the table for this information. which will then become available. Submission Channel	Submission Date				

- n) If a previous submitted return needs to be amended, select the specific return and click on **Request Correction**. The return will be displayed and the user can make the necessary amendments.
- o) If there are no warning messages the user can continue with the process to request a return.

<b>V</b> SARS		ING								FOR ORGANISATIONS
USER ORGANISATI	ONS RETUR	NS CUSTOMS DUTIES & LEVIES	SERVICES TAX STATUS CONTA	ICT LOGOUT Taxpayer	List: Testing Profile	V				
Transfer Duty										
Excise Levies & Duties	Return Hi	istory Listing								
Request Return	Trader D									
Issued/Saved Returns	Trader Na		Testing Profile							
History		on Number:	2354654654							
Historic Filed Returns	Excise Cl	ient Code: se Number:	21384018 PTAVM 01927							
Account Rights	warenous	se number:	PTAVM 01927							
Account Maintenance										
Local Duties Payable	The set 1.									
Special Links	The cable	below contains a list of the last few	returns submitted against the	selected industry/warend	ouse.					
	You may i	view a submitted return, or amend a	nd file new returns where appli	cable. Refer to the detail	in the table for this information.					
	To continu	ue, select a record against which yo	u want to transact and then clic	k on the relevant button	which will then become available					
	i contant	an our a record against rinter fo								
	Select	ERN	Period From Date	Period To Date	Submission Channel	Submission Date	Status	CSV Required ?	Can Amend ?	Exception
	) Select	NEW	2017-07-01	2017-09-30	Submission Channel	Submission Date	NEW	NO	Can Amend ? NA	None
	Ň	PTAVM 0192720170630000	2017-04-01	2017-06-30	EFILING	2017-02-17T15:47:43	COMPLETED	NO	YES	None
	0	PTAVM 0192720170331000	2017-01-01	2017-03-31	EFILING	2017-02-13T15:48:08	BUSY	NO	NO	None
	0	1 11 11 11 11 12 12 11 10 30 10 00	2011 01 01	2011 00:01	Enterio	2011 02 10110.40.00	0001	iiv	iiv	TVIV
	15	Derevel Operation	- Data							
	View	Request Correction Request Ne	Xt Ketum							

p) Select the applicable return and click on **Request Next Return**.

#### Effective 31 May 2018 1.000 SARS EFILING FOR ORGANISATIONS DUTIES & LEVIES EE TAX STATUS CONTACT LOGOUT Taxpaver List Test Profile1 20989868 Return History Listing Trader Details Trader Name: Test Profile1 20989868 54321321 20989868 OUDVS 00022 Registration Numbe Excise Client Code t Maintenance The table b at of the last fe You may view a submitted return, or a nd and file new returns wh applicable. Refer to the detail in the table for this info ect and th an click on the relevant button which will th SetTern Period From Date Period NOT YET AVAILABLE 2014/07-01 2014/07-01 OUDVS 0002220140630A00 2014-04-01 2014/0 OUDVS 0002220140331A00 2014-04-01 2014/0 OUDVS 0002220140331A00 2014-01-01 2013/0 OUDVS 000222013131A00 2013-01-01 2013/0 OUDVS 0002220130930A00 2013-04-01 2013/0 OUDVS 0002220130930A00 2013-04-01 2013/0 OUDVS 0002220130930A00 2013-04-01 2013/0 CSV Required Status CSV Required ? Can Amend ? Exception NEW VES N/A None S1 COMPLETED VES YES NO None S1 COMPLETED VES NO None None S0 BUSY YES NO None S0 BUSY YES NO None S8 BUSY YES NO None S8 BUSY YES NO None SARS requires that you upload and submit the relevant data file prior to viewing or completing your return. To upload a CSV file now, select the Upload Data button below. OUDVS 0002220130630A00 2013-04-01 OUDVS 0002220130331A00 2013-01-01 To cancel this request and return to the history listing page, click on the Back button Request Correction Request Next Return Upload Data Back

q) The screen will be displayed if the selection is made for a licensee in the Motor Industry for Ad Valorem and for Sugar Beverages Levy purposes only. The user must click on Upload Data to upload the Comma Separated Value file (CSV – file).

SARS	HET VOT	FOR ORGANISATIONS
Transfer Duty Excise Levies & Dutes Request Return Issued/Saved Returns History	TAXPAVER DETAILS Taxpayer Name: T255H03 4 PROD RELEASE SION OFF 21384018 Registration Number: 2354054054. Excise Client Code: 21384018	~
Hatonic Fluid Relums Account Maintenance Locar Dutter Physiole Opecial Links	CEV File Upload To send a file to SARS, click on 'Browse' and select the applicable file you want to upload. Then click on the 'Upload & Submit' button. The file will then be added to the lable below and concurrently sent to SARS. Should you wish to refresh your CSV data that is displayed in your return once it is issued, you may submit a new CSV file. Note however that a new return will automatically be issued with the updated data after it is successfully submitted to SARS. Document Name: Upload & Submit Very important: • The only file type which may be uploaded is .csv • Pasaword protected documents may not be uploaded.	

r) The user must read the message in green before he / she clicks on **Browse**. The following screen will be displayed.

File Edit View Favorites	Choose File to Unload	menta Basa	×
	🚱 🔍 🖡 🕨 Sugar Tax CSV		• 49 Search Sugar Tax CSV P
VCARC	Organize • New folder		E• 🗍 0
V SARS C	Favorites Anne	A Date modified Type Size	
USER ORGANISATIONS	RETURNS Downloads	2018/04/19 12:38 Microsoft Excel Co 1 748 KB	
Transfer Duty	TAXPAYER C		
Deguast Datum	Taxpayer Nan Registration N <sup>(2)</sup> Libraries Excise Client ( 3) Documents		
Issued/Saved Returns History	🔳 Music		
Historic Filed Returns Account Rights Account Maintenance	CSV File UpIc SPictures		
Local Duties Payable	button. The file		✓ All files (*,*)
Special Links	Should you w		Open Cancel

s) The user must search for the applicable CSV – file that must be uploaded for the return period. The user must click on **Open**. The previous screen will appear and then the user must click on **Upload** and **Submit**.

USER ORGANISATIO	NS RETURNS CUSTOMS DUT		TAX STATUS CONTACT LOC	Taxpayer List	Combine Multi Industry Profile 21002034	V	۱
Transfer Duty Excise Levies & Duties Request Return Issued/Saved Returns History	Note however that a new return v This will therefore override any in Document Name:	formation that you have capt		ccessfully submitted to s	SARS.		^
Historic Fried Returns Account Rights Account Maintenance Local Duties Payable Special Links	• The only file type which m     • Password protected docur      UPLOADED DOCUMENTS						
	File Name 21002034 SBL 0405.csv	File Size	Date / Time Uploaded 2018/04/18	File Status	Open		
	21002034 SDL 0403.65V	1653	2010/04/10	Obioaded	View		

#### t) If the user clicks on **View**, the uploaded CSV – file will be displayed. See screen below.

File Edit View Favorites Tools Help
DA17901 Excel upload fileSchedule of Health Promotion Levy Items Removed,, Warchouse number: PEZVM 00347, Excise code: 21002034, www.sars.gov.za.,, Taxpayer e-mail addressPERIOD,FROM: 20180401,TO: 20180430,, sugarman@gmail.com,,, A Client Product Code,B Client Product Description,C Tariff Subheading,D Health Promotion Levy Item,E Unit package volume or the diluted/mixed volume in ml,F Number of Units removed,G Sugar content g/100m,H Total sugar content removed per grams / 100, 1 Threshold Sugar content g/100ml prescribed,J Sugar Content Leviable,K Total sugar contentin excess of the threshold in grams / 100, L Levy Rate per gram. / M Total Sugar Levy payable CPCAS050,100,033.7,16850,4,29.7,14850,0.021,311.85 SAOCMB4,Passion Fruit Cordinal,21069022,1910510,2000,100042,840000,4,38,760000,0.021,15760 DSFP5,Straws. 21069069,1910515,550,10000,11,275000,47,175000,0.021,3675 ISC6_Mineral water,2202110,1910705,300,100000,6,6,1980000,4,2,6780000,0.021,16380 O7_Litchi water,2202109,01910710,330,100000,04,136,018800000,0.21,2494800 ISCOL8,Non -alcoholic beer Lime,2202199,01910710,330,100000,04,136,018800000,0.21,27202929,01910725,375,666669,212,25300185.54,417,2,4300150.5,0.021,003.16 D11,Other,22029990,1910790,600,21213699,10.6,1349191256,4,6,6,840062480.4,0.021,17641312.09 Total,,21075537.02

Do you wa	ant to close all tabs o	r the current tab?
	Close all tabs	Close current tab

u) To close the CSV – file, click on the close button and then on Close all tabs.

VSARS	FILING	
USER ORCAMISATIO Transfer Duty Register Register Declaration Issued Vsaved Declarations Submitted Declarations Hatoy Account Maintenance Exclas Levies & Duties Local Duties Payable Special Links	RETURNS       CUSTORS       DUTIES & LEVIES       REWOLDS       TAX STATUR       CONTACT       LOODUT       Taxpagger List.       TESTING 4 PROD RELEASE SIGN OFF 21384018       Image: Contact and Contact an	
	UPLOADED DOCUMENTS No documents have been uploaded. Back	~

v) If the upload was unsuccessful, a message will be displayed to confirm it.

						Effective 3	81 May 201
V SARS	FILING				H	FO	OR ORGANISATIONS
USER ORGANISATIO	ONS RETURNS CUSTOMS DUT	TIES & LEVIES SERVICES TAX STATUS CONTAC	T LOGOUT Taxpayer List	Combine Multi Industry Profile	21002034		۲
capator Duby							
ransfer Duty xcise Levies &	EXCISE AND LEVIES WORK	PAGE	-				
ccise Levies & uties	TaxPayer Details						
cise Levies & rties equest Return	TaxPayer Details Trader Name: Registration Number:	Excise Indus incl Tyres 1946/023458/07					
cise Levies & ties equest Return sued/Saved Returns story	TaxPayer Details Trader Name:	Excise Indus incl Tyres					
clse Levies & ties equest Return sued/Saved Returns story storic Filed Returns	TaxPayer Details Trader Name: Registration Number:	Excise Indus incl Tyres 1946/023458/07	1				
clse Levies & tites equest Return sued/Saved Returns istory istoric Filed Returns ccount Rights	TaxPayer Details Trader Name: Registration Number Excise Client Code:	Excise Indus incl Tyres 1946/023458/07 21002034	Pation From Date	Period To Date	STATUS		
	TaxPayer Details Trader Name: Registration Number:	Excise Indus incl Tyres 1946/023458/07	Period From Date 01/04/2018	Period To Date 3004/2018	STATUS Issued	-	

- w) If the CSV file uploaded successfully the user can continue.
- x) The user must refer to the **Declaration and Return Submission via eFiling (SE-ACC-02-M01)** for the capturing and submission of the returns.
- y) For more functionality on eFiling refer to the paragraphs down below:
  - i) Paragraph 3.5 How to view errors;

Upload Document Data Upload via CS

- ii) Paragraph 3.6 How to recover a return that was saved but not yet submitted (filed);
- iii) Paragraph 3.7 How to view previous captured and submitted returns; and
- iv) Paragraph 3.8 How to make payment.

#### 3.5 View errors

a) The user can be prompted with Error messages while he/she are busy with the capturing of the return.



b) If the client made a capturing error, an **Error** pop up message will appear to inform the client that the captured information might be incorrect. The client will be able to review the captured information and make corrections where applicable. The client must ensure that all the information is captured correctly before the return is submitted to the SARS.

				Effective 31 May 201
SARS	FILING			
USER ORGANISATI	ONS RETURNS CUSTOMS DUTIES & LEVIE	S SERVICES TAX STATUS	CONTACT LOGOUT	Taxpayer List: Testing Profile
Transfer Duty	Back Save Return File Return Validate	Print Validate Saves your r	return on eFiling and pe	rforms a simulated tax calculation.
Excise Lovies & Duties Request Return	3 / 6 9 125°	% -		
Issued/Saved Returns				
History Historic Filed Returns	Product Details	- ENVIRONMENTAL	LEVY RETURN	FOR TYRES
Account Rights Account Maintenance		152.01		
Local Outies Payable Special Links		Number	KN	
pecial clines	152.01.07	8	60.20	
		🕂 Add	- Delete	
	Total of Levy Item(s)	2	60.20	
		152.02		
		Number	KN	

c) If users request that the captured information on the return must be validated, the system will save the return on eFiling and performs a simulated tax calculation.

	VSARS		
	USER ORGANISATI	ions returns customs duties a levies services tax status contact locout Taxpayer List. Tording Profile 🔽	
	Transfer Duty Excise Lovies & Duties Request Return Issued/Saved Returns History Historic Filed Returns Account Rights Account Maintenance	DETAILS  RESULT  Your validation request has been successfully sent to SARS. The data submitted within your Excise Return is currently being assessed. Please check again later for the result of this validation. Note: You may access and view this return from within the "Issued / Saved Returns' menu on the left. You will only be able to update thirther changes after the validation result has been received.	
	ocal Duties Payable	The noise you have completed any outstanding information, click on the File' button and this will send the form to SARS.	
Ì		Please select the Continua' button below to be directed to the work page.	
		Continue	

d) The client will receive a **Result** notification, if he / she requested a return validation on the system. Examples of errors that can occur are indicated below. Click on **Continue** to proceed to the next page.

S/MKS	FILING					
R ORGANISATIO	INS RETURNS CUSTOMS DUTIES & LEVIES SE	RVICES TAX STATUS CONTACT LOC	Taxpayer List: Testing Profi	le	v	
20000 C						
er Duty						
Levies & Duties	EXCISE AND LEVIES WORK PAGE					
evios & Dutios t Return Saved Returns	TaxPayer Details Trader Name:	Testing Profile				
evios & Dutios : Retum Saved Returns	TaxPayer Details Trader Name: Registration Number:	2354654654				
evios & Dutios Return Saved Returns Filed Returns Rights	TaxPayer Details Trader Name:					
evies & Dulies t Return	TaxPayer Details Trader Name: Registration Number:	2354654654				

- e) If any errors were detected the status of the return will indicated that the "Return Validation Failed". In the case of Tyres, click on **Tyre** and **View Errors**. All the errors detected on the return will be visible to the client.
- f) If the client clicks on the **Back to Search**, button the client will be returned to the Excise and Levies work page.
- g) To refresh the return information, click on the **Refresh Return** button. Select **Tyre** and the saved return will open at the registration page.

Transier Duty	Back Save Retu	m File Return Validate	Print			
Excise Levies & Duties Request Return	** *	/ 6 \varTheta 🖶 1234				
Issued/Saved Returns History Historic Filed Returns		Removal from I	Details – ENVIRONMENTAL	LEVY RE	TURN FOR TYRES	ELRT101
Account Rights Account Maintenance Local Duties Payable			152.01			
Special Links			Number Ki	0.00		
			= Delete	Add		
		Total of Levy Rem(s)	0	0.00	Error Please ensure that you complete the following mandatory fields	
			152.02		before submitting the form:	
			Number Ki	_	- Selection - Selection - Selection	
			0	0.00		
			📼 Delete	Add	Ok	
		Total of Levy Item(s)	0	0.00		
			152.03			
			Number K	()		
			0	0.00		
			= Delete	Add		
		Total of Levy Item(4)	0	0.00		

i) If the client omitted to capture or incorrectly captured information in any of the required boxes, an Error message will be displayed. The boxes that need to be completed or amended will be encircled in red. Error messages will be displayed if errors are encountered:
 A) Mandatory fields must be completed;

Error		
8	The levy item you have selected is already in use. Hint: - Please select another levy item	Ok

B) The same levy item cannot be selected again as totals for the same item must be consolidated into one (1) total. Click on **Ok** and make corrections were necessary.

#### 3.6 Recover a saved return

			CONTACT 100007 Taxpayer List. Testing Profile					ORGANISATIO
ander Duty cleo Levies & Dutiet squest Return sued/Saved Returns istory istoric Filed Returns count Rights ccount Rights	Industry: Select All Issued Swed From Date: Warehouse Number:			Status: Issued Saved To Date: Search	Select All	v		
col Duties Payable	Industry	Warehouse No	Status	Issued/Save	d Date	From Date	To Date	Open
ncia) Links	Туге	PEZVS 00089	Saved	28/03/2017		01/01/2017	31/03/2017	Open
	Туте	PTAVM 01927	Saved - Return Validation Successful	17/03/2017		01/07/2017	30/09/2017	Open
	Environmental Levies	DBNVM 01392	Issued	15/03/2017		01/03/2017	31/05/2017	Open

- a) If a return has been captured and saved by the client previously and has not yet been submitted to the SARS, the client can return to the saved return and do amendments, save it again or submit it to the SARS. The return must be filed by the client before it will be visible by the SARS.
- b) Select **Issued / Saved Returns** on the menu bar and click on **Open**.

#### 3.7 View historic filed returns

a) All previous returns submitted can be viewed.

ND HETOR	COBTOM DUTIES	& LEVIES BERVICED TAX E	TATUS CONTACT LOOOL	Taxpayer List: 1	est Profile1 20989868		
Industry: Issued/Save Warehouse I		23	Search	Status: Issued/Saved To Date:	Select All		
Industry		Warehouse N		Submitted Date	Payment	PRN	Oper
Spirits		OUDVMS000	70 Return Filed Successful	ly 30/01/2014	Make Payment	8130004966EE0016503	Oper
Ad Valore	n	OUDVS 0001	4 Return Filed Successful	ly 30/01/2014	Make Payment	8130004966EE0016553	Oper
Traditiona	African Beer	OUDSVM007	77 Return Filed Successful	ly 30/01/2014	Make Payment	8130004966EE0016565	Oper
Malt Beer		OUDVM 0012	9 Return Filed Successful	ly 30/01/2014	Make Payment	8130004966EE0016539	Oper
Electrical	inergy	OUDVM 0021	8 Return Filed Successful	ly 30/01/2014	Make Payment	8130004966EE0016515	Oper
Illuminatio	Kerosene	OUDVM 0020	5 Return Filed Successful	ly 30/01/2014	Make Payment	8130004966EE0016527	Oper
Malt Beer		OUDSOS003	25 Return Filed Successful	ly 30/01/2014	Make Payment	8130004966EE0016541	Oper
Spirits		OUDSOS0028	81 Return Filed Successful	ly 29/09/2014	Make Payment	8130004966EE0023128	Oper
Wine, Ver	nouth and Other Fermente	d Beverages OUDSVM008	15 Return Filed Successful	ly 29/01/2014	Make Payment	8130004966EE0016476	Oper
Diesel – D	stillate Fuel	OUDVM 0020	5 Return Filed Successful	ly 29/01/2014	Make Payment	8130004966EE0016488	Oper
Malt Beer		OUDSOS003	25 Return Filed Successful	ly 29/01/2014	Make Payment	8130004966EE0016490	Oper
Wine, Ver	nouth and Other Fermente	d Beverages OUDSOS0030	03 Return Filed Successful	ly 28/02/2014	Make Payment	8130004966EE0018456	Oper
Wine, Ver	nouth and Other Fermente	d Beverages OUDOS 0013	6 Return Filed Successful	ly 28/02/2014	Make Payment	8130004966EE0018432	Oper
Wine, Ver	nouth and Other Fermente	d Beverages OUDSVM008	23 Return Filed Successful	ly 28/02/2014	Make Payment	8130004966EE0018482	Ope
Diesel – D	stillate Fuel	OUDVM 0015	3 Pending	28/01/2014	Submission Pending	8130004966EE0015082	Oper
Malt Beer		OUDVM 0012	9 Return Filed Successful	ly 28/01/2014	Make Payment	8130004966EE0016414	Oper
Traditiona	African Beer	OUDSVM007	77 Pending	28/01/2014	Submission Pending	8130004966EE0015993	Oper
Electrical	inergy	OUDVM 0016	1 Return Filed Successful	ly 28/01/2014	Make Payment	8130004966EE0016426	Ope
Ad Valore	n	OUDVS 0002	2 Return Filed Successful	ly 28/01/2014	Make Payment	8130004966EE0016438	Oper
Environme	ntal Levies	OUDVM 0018	8 Return Filed Successful	ly 28/01/2014	Make Payment	8130004966EE0016399	Oper

b) Click on **Duties and Levies**, **Excise Levies and Duties** and then on **Historic Filed Returns**.

#### 3.8 Make payment

e Return File Return Validat	0									
7 / 7 🔒 🌒 75%	-									
	- (3									
Navajon Puri CAE	HX.	2.02	0.00	6.00	0.00	eac	0.00	2.02	6.00	
Battan	0.30	0.00	0.00	0.0	0.00	6.00	2.00	8.8	4.00	
Non-Guty Faul	0.50	0.00	0.00	8.90	6.00	1.00	610	600	0.00	
Dietig Barrow	8.30	0.00	0.00	à 20	0.00	ax	0.00	0.00	6.K	
Total On Which Duty West To Paul	8.96	0.00	0.00	8.80	0.00	8.00	0.00	886	4.00	
Duty Calculation -	05 - VER STORA	GE WAREHOU	SE.						Dura.wet	
		and the local division of the local division	1000 C		MARK.	- 22. I			Mar I	
Exten Value	0	¢	£	8	5	¢]	0	£ ]	c	
Dates 277	0.30	8.50	0.00	0.00	0.00	6.00	0.00	0.00	0.00	
Clarity Cave	u l	u	u (	U	u	1A.	UA I	LA .	LA.	
Res (Cold)	2 7000	2.7500	4.85500	4,8500	8.2900	122 8000	\$12,8000	102 9000	122,8000	
Daty Payment	0.00	0.00	0.00	0.0	0.00	8.00	0.0	0.00	6.00	
Qver/Underpayme	nt - OS - VER STO	RAGE WAREH	IOUSE						OV AVEL	
	MAN IN CASE		-	PAR .					and a second sec	
Despared	8.00	2.0	0.00	6.00	0.00	60	0.00	18	0.00	
Underjayheet	0.00	0.00	0.00	a int	0.00	\$ <b>X</b>	936	1.00	0.00	
Duty Calculation -	05 - VER STORA	GE WAREHOU	SE		DUCENET					
Gross Advante Pagaria	-		6.06							
Loss Dress Dies-Paynerit			0.00							
Builden	-		Etti Paymen	Details - OS-	VER STORAGE	WARFHOUSE			dewer	

- a) The payment date(s) and amount(s) will be displayed on the last page of the return. The payment information is automatically generated by the system and the due date displayed will be the date of payment. Weekend and holidays were incorporated in the calculation of the date.
- b) After the return was filed, the user will receive a message that indicates that the return was submitted and is ready to be paid.



c) The user must select what option he/she wants to execute. If the **Pay Now** button is selected, the user will proceed to the next step and if the user selects **Pay Later**, the user can make payment at a later stage. Late payments can incur penalties and interest and therefore users must ensure that the payment is not late (after the specified date and time).

VSARS	FILING					FOR ORGANISATIONS
USER ORGANISATI	ONS RETURNS CUSTO	MS DUTIES & LEVIES SE	ERVICES TAX STATUS	CONTACT LOGOUT	Taxpayer List: Test Profile 2 21384433	😭 📼
Transfer Duty Excise Levies & Duties Request Return Issued/Saved Returns History Historic Filed Returns Account Rights	EXCISE AND LEVIES TaxPayer Details Trader Name: Registration Number: Excise Client Code:	S WORK PAGE Test Profile 2 2138 35435453 21384433	4433			
Account Maintenance	Industry	Warehouse Number	Period From Date	Period To Date	STATUS	
Local Duties Payable Special Links	Electrical Energy Back to Search Make	OUDVM 00653	01/03/2014	31/03/2014	Return Filed Successfully	

d) For payment, the client must click on **Make Payment** and the client's eFiling eAccount will open. To make payment, refer to the eAccount on eFiling document (EA-01-M01) and for the payment rules refer to BP-02.

#### 4 MEASURES

a) None

#### 5 **REFERENCES**

#### 5.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules	Customs and Excise Act No. 91 of 1964: Sections 19, 27, 60 and Chapter VA
administered by SARS:	and VB
	Customs and Excise Rules: 19, 27, 54FA.01 to 54FA.09, 54I.01 to 54I.09
	60.08(2)(a)(i), 119A.R101A(10)(d) and 200.03
Other Legislation:	None
International Instruments:	None

### 5.2 Cross References

DOCUMENT #	DOCUMENT TITLE
BP-02	Payments – External Standard
EA-01-M01	eAccount on eFiling – External Manual
SE-ACC-02-M02	Declaration and Return Submission via eFiling – External Manual

## 5.3 Quality Records

NUMBER	TITLE
CEB 01	Custom/Excise Billing
DA 185	Application Form: Registration/Licensing of Customs and Excise Clients
EXD 01	Excise Duty and Levy Return

### 6 DEFINITIONS AND ACRONYMS

APT	Air Passenger Tax
CO2	Carbon Dioxide
CSV	Comma Separated Value
FAN	Financial Account Number
PRN	Payment Reference Number

#### 7 DOCUMENT MANAGEMENT

Business Owner	Executive: Excise Audit Enforcement
Document Owner	Executive: Governance
Detail of change from previous revision	<ul> <li>The manual SE-AM-19-M01 has been split into two (2) manuals with new Q-codes:</li> <li>SE-ACC-02-M01 – eFiling Registration; and</li> <li>SE-ACC-02-M02 – Declaration and Return Submission via eFiling; Updated the list of products with the Health Promotion Levy on sugary beverages that can be submitted on a EXD 01 via eFiling; Updated outdated screens and information pertaining to it; and Updated the Legislation section with the Health Promotion Levy on sugary beverages information.</li> </ul>
Template number and revision	