

Steps to be followed to set up testing data submission:

	Activity	Responsibility	Channel
STEP 1	Company confirms they have C:D installed in their software environment. SARS prescribes C:D syntax in Appendix A. The process syntax should be adapted to suit your organisation's own enterprise management protocol, as long as these basic steps are executed in the sequence demonstrated.	3 rd Party	Connect:Direct
STEP 2	Company confirms 3rd Party Link:Multi Protocol Label Switching (MPLS) through the Service Provider: Internet Solutions online.	3 rd Party	Connect:Direct
STEP 3	Company provides SARS with their Organisation details, user details, Node Name, Source IP and Port details by completing the form attached as per Appendix applicable, for enrolment purposes. Completed form should be sent to Bus_Sys_CDsupport@sars.gov.za	3 rd Party	Connect:Direct or Sterling File Gateway (HTTPS)
STEP 4	SARS enrolls and activates the organisation to use the Connect:Direct or Sterling File Gateway channel. SARS provides company with a digital certificate to be used for authentication during file submission. For Sterling File Gateway a link will be provided for access to the gateway site.	SARS	Connect:Direct or Sterling File Gateway (HTTPS)
STEP 5	Company create a PEM file from that certificate provided (public key, Entrust CA, Lawtrust CA), and supply to SARS. PEM file to be send to _SPS_Connect_Direct@sars.gov.za	3 rd Party	Connect:Direct
STEP 6	SARS import the PEM file into Trusted Client Cert store and grants the firewall access to submitting parties	SARS	Connect:Direct
STEP 7	Company start submitting files via connect Direct or Sterling File Gateway.	SARS	Connect:Direct or Sterling File Gateway (HTTPS)

APPENDIX A:

As explained in STEP 1 in the table above, the process syntax should be adapted to suit your organisation's own enterprise management protocol, as long as these basic steps are executed in the sequence demonstrated below.

```
taxrun process snode=sarsqa

validat run task snode (pgm=UNIX)
    sysopts="cdvalidate.sh '<nopath_destinationfilename>_<yournodename>.<txt|zip|psv>'"
    if (validat ne 0) then
        exit
    eif
step1 copy from (file="<your-source-file>")
    to (file="<nopath_destinationfilename>_<yournodename>.<txt|zip|psv>")
    if (step1 eq 0) then
forward run task snode (pgm=UNIX)
    sysopts="ForwarderInbound.sh
    '<nopath_destinationfilename>_<yournodename>.<txt|zip|psv>'"
    eif
```

APPENDIX B: (Applicable to Connect:Direct and Sterling File Gateway (HTTPS) enrolment)

Organisation Details	
Organisation name	
Company registration number (with slashes)	
Trading As	
Income Tax Reference Number	
eFiling Business Administrator Details: This user is equivalent to the current eFiling full administrator. The role of this user is to enrol the legal entity/organisation that will be submitting data to SARS. Thus user must also select the Technical Administrator (TA) that will complete the enrolment process.	
Surname	
First name	
Login name	
Email address	
Cellphone number	
Telephone number	
Technical Administrator Details: The role of this user is to request the digital certificate and to select/appoint technical users.	
Surname	
First name	
ID / Passport number	
Login name	
Email address	
Cellphone number	
Telephone number	
Technical User Details: The role of this user is to submit files	
Surname	
First name	
ID / Passport number	
Login name	
Email address	
Cellphone number	
Telephone number	

APPENDIX C: (Applicable to Connect:Direct enrolment)

Additional Connect Direct Information	
Node Name	
PC IP Address	
Buffer Size	
Number of Connects to Connect Direct	
Common Name (CN)	<p>TheCN must = VAR1 + “ ” + VAR2 + “_” + VAR3 + “_” + VAR4 + “_” + VAR5, where</p> <ul style="list-style-type: none"> • VAR1 = ‘SARS’ – This variable is a hardcoded string • VAR2 = Company registration number, e.g. 2004/003456/07 (without slashes, ie 200400345607) • VAR3 = Tax Reference number, number – the company's Income Tax reference number, e.g. 9087654321 • VAR4 = Tax type - in this case it will always be “IT” for Income Tax • VAR5 = ConnectDirect node name, e.g. CD. <p>E.g. CN = SARS_200400345607_9087654321_IT_CD</p>

APPENDIX D: (Only applicable for certificate renewals)

Organisation Details	
Organisation name	
Company registration number (with slashes/)	
Income Tax Reference Number	
Technical Administrator Details:	
First name	
ID / Passport number	
Login name	