

Send information voucher

The website allows taxpayers to submit a request for information vouchers by following these steps:

1. The taxpayer shall access the taxpayer's website.
2. The system shows the main page that contains the top navigation bar according to the type of taxpayer and automatically transfers the taxpayer to the "My Requests" list.

Note: "Information vouchers" appear for all types of taxpayers except for "Employee".

3. The taxpayer checks "information vouchers" from the top navigation bar. As a result, the dropdown menu for "Information Vouchers" appears.
4. The taxpayer clicks on "Information Vouchers".

Note : If there are no requests, the system will show "No services available".

5. The system displays a set of readable fields represented by a gray background (as in the "Taxpayer Number" field), and these fields represent the taxpayer's data.
6. The taxpayer shall determine the fiscal year.

Note: If the taxpayer chooses a fiscal year that is being posted, the system will display an alert message "There is an information voucher sent for the selected year under implementation. Please follow the request from the "My Requests" list.

7. The taxpayer clicks on the "Add" button.

Note: When you click on the "Add" or "Send" button without selecting a fiscal year, the system will display a warning message "Please enter the fiscal year".

8. The taxpayer shall enter the following data into the information slip:

- Taxpayer number (enter field)
- Name of the taxpayer * (enter field)
- Nationality (enter field)
- Document number (drop down list)
- Currency symbol (drop down list)
- Unit code (drop down list)
- Quantity (enter field)
- Amount * (enter field)
- Type of information * (drop down list)

- phone number * (enter field)
- Address * (enter field)

Notes:



- If the taxpayer clicks on the "Retrieve" button, the system retrieves the taxpayer's information that contains the following fields:
 - The name of the taxpayer
 - Nationality
 - Document number
 - If the taxpayer enters an incorrect taxpayer number and clicks on the "Retrieve" button, the system will display a warning message "This taxpayer does not exist."
- 9.** The taxpayer will click on the "Save" button after filling in the data for the compulsory information voucher.

Notes:

- If the taxpayer clicks on the "Save" button without filling in the mandatory fields, the system will display a warning message "Please enter the required fields".
- If the taxpayer enters the "phone number" less than the number of required fields and clicks the "Save" button, the system will display a warning message "Please make sure that the phone number is correct".
- If the taxpayer clicks on the "Cancel" button, the system will cancel the entered information and return to the information voucher list.

10. The system adds the taxpayer's information in the list of information vouchers.

Notes:

- The taxpayer can modify the data of the taxpayers added in the list by clicking on  for that beneficiary.
- The taxpayer can delete the taxpayer's data by clicking on the  for that beneficiary.

11. The taxpayer clicks on the "Send" button.

12. A message will appear to the taxpayer indicating that the request for "information vouchers" has been successfully sent in the absence of any alert hindering the sending process.

Note: If the taxpayer clicks on the "Send" button before saving the entered data, the system will display a warning message "Please enter the data before saving."

- 13.** When you click on “OK”, the request will be transferred to the “My Orders” page.
- 14.** The taxpayer can view the information voucher request sent through the "My Requests" menu. The taxpayer clicks on the transaction number link (00000123) and then the details and status of the submitted request are displayed.