

eTIMS IMPLEMENTATION GUIDE

For Small Businesses in Kenya

What is eTIMS?

eTIMS (Electronic Tax Invoice Management System) is a digital system introduced by the Kenya Revenue Authority to manage tax invoices electronically. It requires real-time transmission of invoice data to the KRA's systems.

Who Needs eTIMS?

Your business may be required to register if:

- Annual turnover exceeds KES 5 million
- You are in the retail or hospitality sector
- You are a service provider with significant transaction volumes
- You have been specifically notified by the KRA

Implementation Steps

Step 1: Verify Your Registration Status

Log into your KRA iTax account and check your PIN registration details.

Step 2: Choose an eTIMS-Compliant System

Select a POS system or invoicing software that is KRA-certified.

Step 3: Register with eTIMS

Access the eTIMS portal through the KRA website and complete registration.

Step 4: Configure Your POS System

Install eTIMS integration software and configure your system.

Step 5: Train Your Staff

Conduct training sessions on the new system and procedures.

Step 6: Go Live and Monitor

Launch eTIMS operations and monitor performance.

Key Requirements for eTIMS Compliance

- Real-time invoice transmission to the KRA
- Accurate data entry for all invoice information
- Proper tax coding for different products and services
- System backup and offline functionality
- Record retention for at least 5 years

Benefits of eTIMS

- Improved tax compliance and accuracy
- Reduced manual data entry errors
- Better record keeping and audit trails
- Streamlined invoicing and reporting processes

Need Help?

Tax Home Kenya specializes in eTIMS implementation. Contact us for guidance:

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