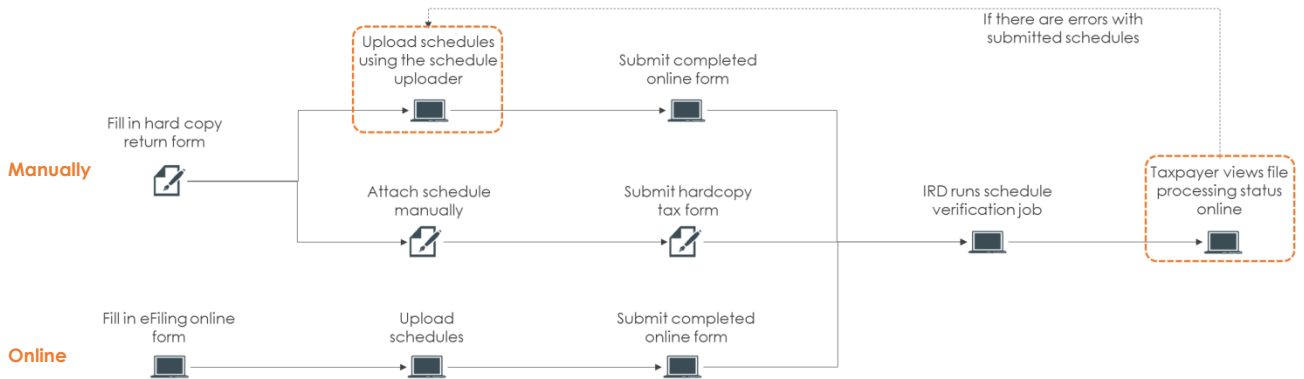# Sri Lanka Inland Revenue
-How to upload schedules and additional documents-

How to upload schedules and additional documents

To submit schedules or additional schedules, refer to

To check the help options available, refer to

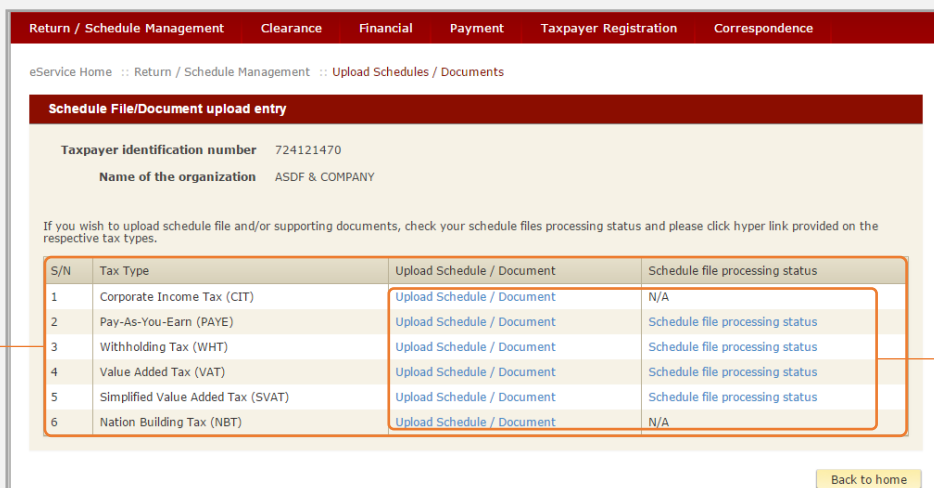| A. Schedules and additional documents submission | Page 1 |
| B. Help options | Page 4 |

A. Schedules and additional documents submission

1 Access www.ird.gov.lk and login to e-services. Refer to the quick guide *"How to login"* for more details

2 Select *Return/Schedule Management* → *Upload Schedules/Documents* from the top menu

3 You will see the list of tax types that are relevant for you here

4 To check on the errors for the schedule files submitted previously, click *Schedule file processing status* under the applicable tax type and refer to steps 5 to 12

To upload amended schedule files or additional documents, click *Upload Schedule/Document* under the applicable tax type and refer to steps 13 to 17

Sri Lanka Inland Revenue
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Schedule file processing status

Return / Schedule Management   Clearance   Financial   Payment   Taxpayer Registration   Correspondence

Schedule verify

TIN   724121470
SVAT No.
Tax type   VAT

5 * Period code   1632
Tax period from   2016-08-01   Tax period to   2016-08-31

Search   Reset   Cancel   **6**

Schedule file

TIN	Schedule type	Schedule file	Process status	Upload date	Process date	Tota...	Fail ...
724121470	VAT - Schedule 03 – Input Imports	724121470_VAT_SCHEDULE03...	SUCCESS	2016-10-31	2016-10-31	3	0
724121470	VAT - Schedule 04 – Credit / Debit	724121470_VAT_SCHEDULE04...	! PROCESSED WITH ERRORS	2016-10-31	2016-10-31	2	1
724121470	VAT - Schedule 02 Amendment – Input Tax	724121470_VAT_SCHEDULE02...	! REJECTED	2016-10-13	2016-10-14	1	1
724121470	VAT - Schedule 02 – Input Tax	724121470_VAT_SCHEDULE02...	SUCCESS	2016-10-10	2016-10-10	1	0
724121470	VAT - Schedule 01 – Output Tax	724121470_VAT_SCHEDULE01...	! PROCESSED WITH ERRORS	2016-10-06	2016-10-06	34	1
724121470	VAT - Schedule 02 – Input Tax	724121470_VAT_SCHEDULE02...	! REJECTED	2016-10-06	2016-10-06	1	1

1 - 10 of 10 items

5 Enter the *Period Code* where you have submitted the schedule files. The *Tax period from* and *Tax period to* fields will automatically be displayed according to the period code entered

6 Click *Search*

7 The processing status of the previously submitted schedule files are displayed. There are 3 types of file processing status: **Success**, **Rejected** and **Processed with Errors**

8 To see the error details, click on the *TIN* hyperlink

Error list: 400000204_VAT_SCHEDULE01_1633_20160915_ORIGINAL_V1.csv

Serial No.	Error Message
NA	Column 'Purchaser's TIN' is required based on the file specification. Column 'Name of the Purchaser' is required based on the file specification. Column 'Value of supply' is required based on the file specification. Your file has been rejected due to basic validation failed. Please make sure of below points 1.Use latest / correct Schedule Template 2.Schedule has been passed through Verification Tool 3.All columns are in correct order 4.Data entered is correct and in proper format (Ex : Date format 'MM/DD/YYYY')

1 - 1 of 1 items

Export to excel   **10**

9 If the file is **Rejected**, the details of why the file was rejected is as shown. You will need to resubmit the entire file again with the correct details.

10 Click *Export to excel* to export the error details into an external excel file

Error list: 400000204_VAT_SCHEDULE01_1633_20160813_ORIGINAL_V1.csv

Serial No.	Error Message
1	Invoice date does not fall in the tax period. VAT amount is not equal to Value of supply * VAT rates applicable to the period.
2	Invoice date does not fall in the tax period. VAT amount is not equal to Value of supply * VAT rates applicable to the period. TIN is not valid.
3	Invoice date does not fall in the tax period. VAT amount is not equal to Value of supply * VAT rates applicable to the period.

|◄ ◄ **1** ► ►| 1 - 3 of 3 items

Export to excel

11 If the file is **Processed with Errors**, the individual erroneous rows where the error occurred together with the corresponding error message will be displayed. You will need to correct these errors and to resubmit the file

12 Click *Export to excel* to export the error details into an external excel file

Upload schedule / document

13 Enter the *Period Code* where you are willing to submit the schedule or document files. The *Tax period from* and *Tax period to* fields will automatically be displayed according to the period code entered

14 Select the *Document Type*, *Sub Document Type* and click *Select Files* to choose the file to be uploaded

15 The selected document is shown here

16 Click *Submit*

17 You will receive an acknowledgement of your submission. Click *Print* to print a record for your own reference

Guidelines for Schedule / Document Uploading:

1. Submission of future period schedules or documents is not allowed
2. Amended schedules can be uploaded if and only if the original schedules were submitted previously
3. For any schedule submission, previously submitted schedules need to be processed by IRD first. If schedule status is pending processing, you are not allowed to submit schedules for same schedule type

Sri Lanka Inland Revenue
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Online help prompts: The blue icons next to some fields show additional information when the mouse is placed on them

Schedule Files/ Documents Screen

Taxpayer identification number	400000204
Name of the organization	QZW's company
Tax type	VAT
* Period Code	1632 ⓘ

Walk in to the Taxpayer Services Unit- Monday to Friday 8:30 am to 4:00 pm (except public holidays)
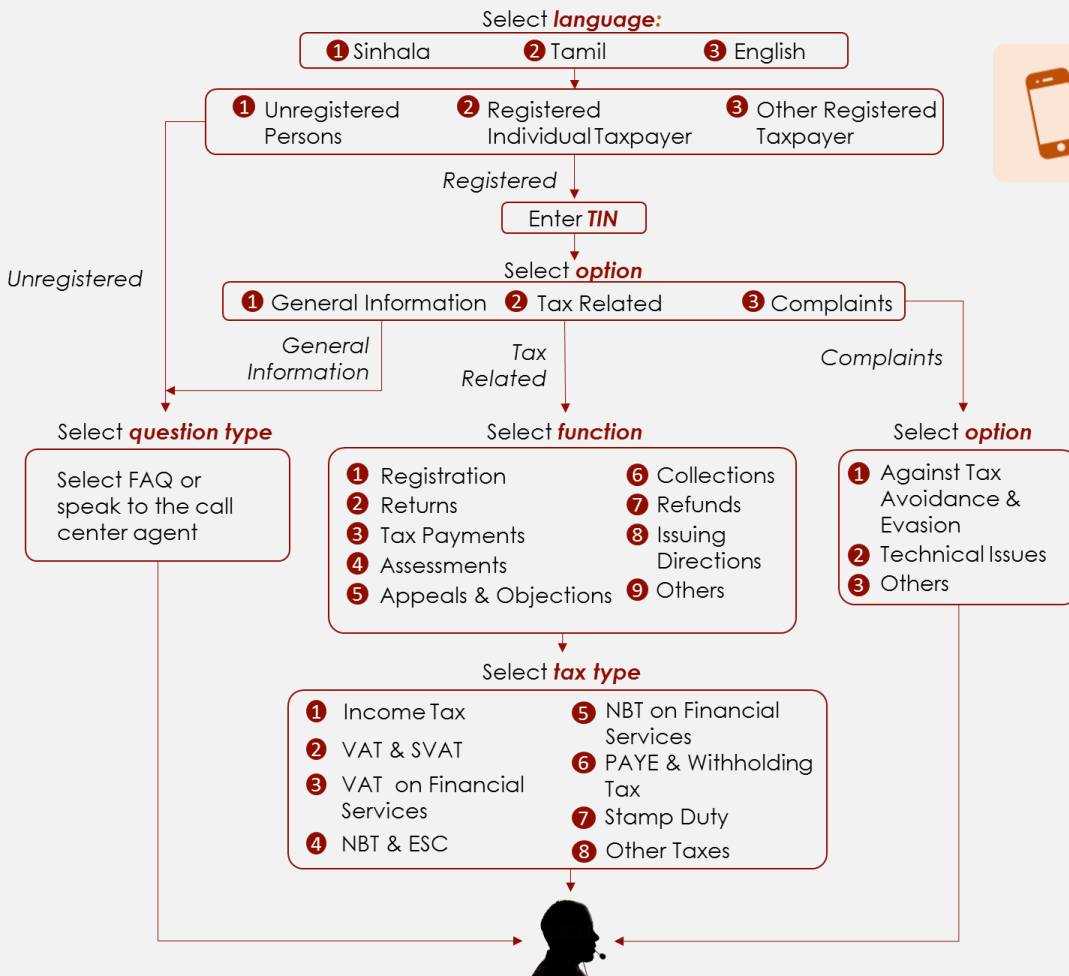
The TPS unit can help you with:
- Registration as a Taxpayer and issuing of Taxpayer Identification Number (TIN)
- Registration for tax types
- Updating of Taxpayer profile
- Issuing of Personal Identification Number (PIN) to use e-Services
- Issuing of Clearance certificate
- Advice on tax responsibilities and obligations
- Collection of returns and supporting documents

Taxpayer Services Unit
INLAND REVENUE DEPARTMENT
SIR CHITTAMPALAM A GARDINER MAWATHA,
COLOMBO 02

Call Center- Monday to Friday 9:00 am to 7:00 pm, Saturday 9:00 am to 1:00 pm

Call Center
1944

Select *language:*
- ❶ Sinhala   ❷ Tamil   ❸ English

- ❶ Unregistered Persons   ❷ Registered Individual Taxpayer   ❸ Other Registered Taxpayer

Registered

Enter *TIN*

Select *option*
- ❶ General Information   ❷ Tax Related   ❸ Complaints

Unregistered

General Information

Tax Related

Complaints

Select *question type*

Select FAQ or speak to the call center agent

Select *function*
- ❶ Registration
- ❷ Returns
- ❸ Tax Payments
- ❹ Assessments
- ❺ Appeals & Objections
- ❻ Collections
- ❼ Refunds
- ❽ Issuing Directions
- ❾ Others

Select *option*
- ❶ Against Tax Avoidance & Evasion
- ❷ Technical Issues
- ❸ Others

Select *tax type*
- ❶ Income Tax
- ❷ VAT & SVAT
- ❸ VAT on Financial Services
- ❹ NBT & ESC
- ❺ NBT on Financial Services
- ❻ PAYE & Withholding Tax
- ❼ Stamp Duty
- ❽ Other Taxes