

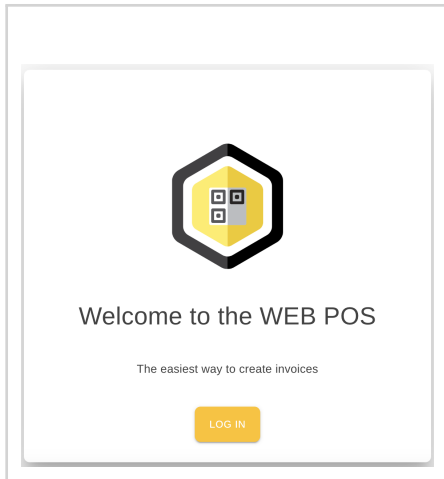
Apps

This section contains a description of all the applications which are a part of the TaxCore solution.

1.
[Web POS](#)
You can use the **Web POS** application to create fully fiscalized and valid invoices.
2.
[Secure Element Reader](#)
For more information, see the [Secure Element Reader documentation on GitHub](#).
3.
[Help Viewer](#)
The TaxCore **Help Viewer** online app offers access to complete searchable documentation for the VMS project.
4.
[TaxCore POS iOS User Manual](#)
The TaxCore POS system is an iOS POS app for any small or medium-sized business. It offers the end user a friendly interface that incorporates touch input while interfacing with the POS minimum set of functions to operate in accordance with Tax Authority guidelines.
5.
[Taxpayer Administration Portal User Manual](#)
The Taxpayer Administration Portal is a taxpayer web-based management interface for all taxpayers who completed the process of enrollment.
6.
[TaxCore Invoice Verificator](#)
TaxCore Invoice Verificator is an Android and iOS mobile application that allows users to scan the QR code on any invoice and verify its validity. It enables the general public to participate in controlling the taxpayers' compliance with EFD regulations.
7.
[Invoice Verification Service](#)
Invoice Verification Service is a web-based application enabling the general public (customers) and tax authority inspectors to perform a quick check of the regularity of each invoice. It uses the invoice's internal data to verify its integrity and authenticity.
8.
[Developer Portal](#)
The Developer Portal is a part of the [Taxpayer Administration Portal](#) and is intended for developers to test their [POS](#) and E-SDC devices and apply for accreditation.
9.
[TaxCore Mobile POS](#)
Up-to-date user documentation for TaxCore mobile POS is published via [GitHub](#).

Web POS

You can use the **Web POS** application to create fully fiscalized and valid invoices.



Accessing the app

You can access the app in two ways:

- **Directly from your browser** `[[ServiceUrl.WebPOS]]`

○

Tested in the following browsers for **Windows** users:



Google Chrome - version 135.0.7049.115 (recommended)



Microsoft Edge - version 135.0.3179.85



Mozilla Firefox - version 137.02

○

Tested in the following browsers for **macOS** users:



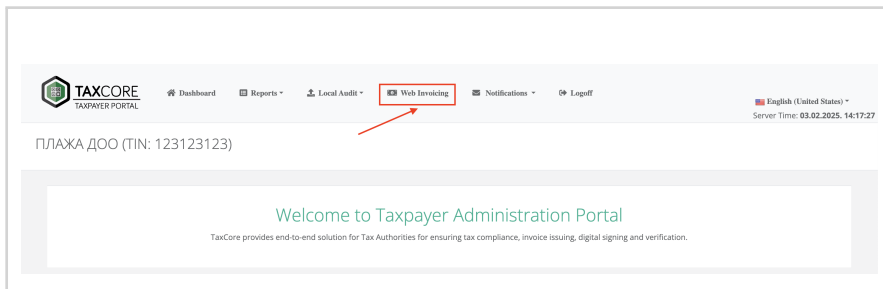
Google Chrome - version 135.0.7049.115 (recommended)



Mozilla Firefox - version 137.0.2 (aarch64)

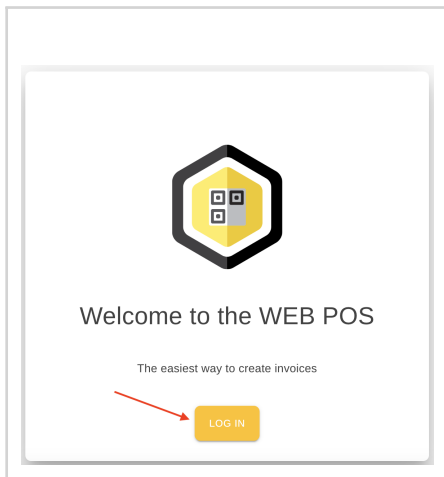


- From the [Taxpayer Administration Portal](#).

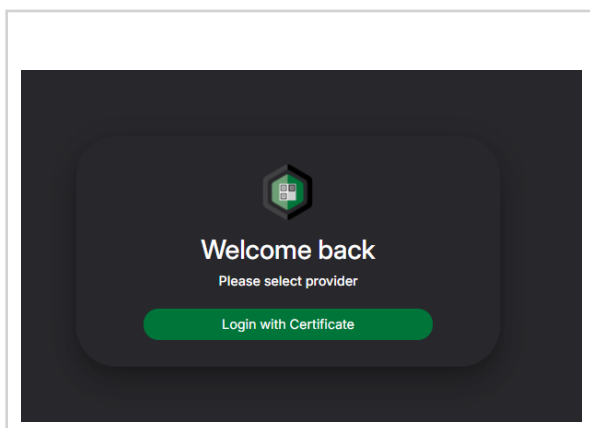


Steps for logging in

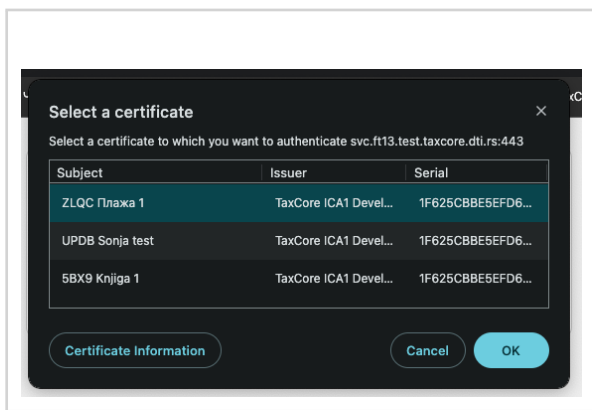
1. To access the app, click **Log in**.



2. Click **Login with certificate**.



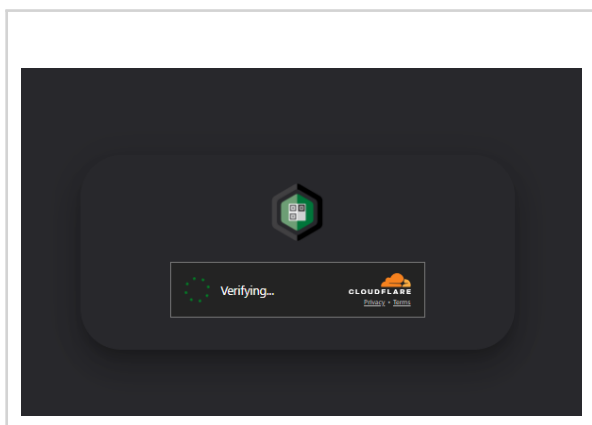
3. Select the certificate related to the business location from which you wish to issue invoices.



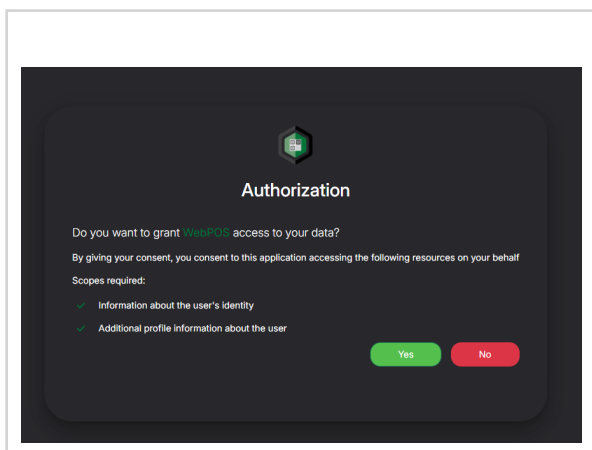
NOTE:

If you chose a certificate which is on a smart card, you will need to **enter a PIN for that smart card**.

4. After selecting a certificate, the captcha should be automatically resolved. If it isn't, complete it manually.



5. If the captcha is valid, you need to grant permission for the application to handle information needed for your access.



NOTE:

If you selected a digital file certificate in step 3, you will need to enter a PAC for that digital file certificate.

Please enter valid PAC

Secure element : ZLQC3R3N

PAC

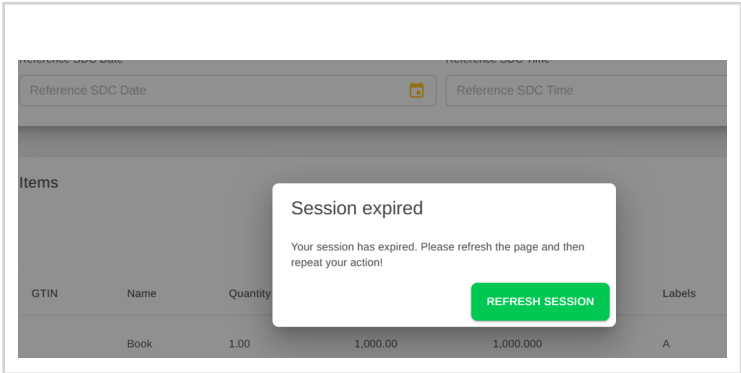
SUBMIT

Token expiration

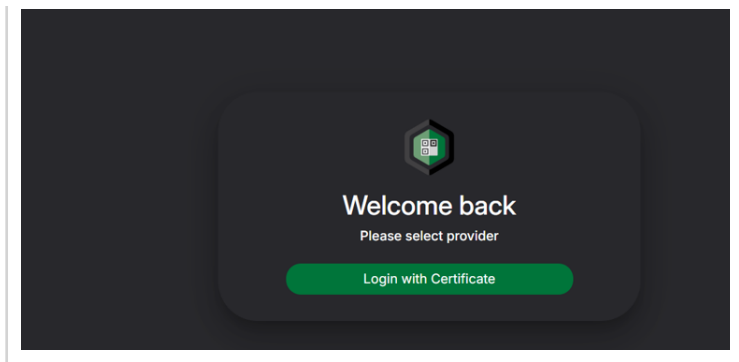
Your authentication token can expire while you are using the Web POS app. A pop-up will inform you that your session has expired and you will need to **refresh the session and repeat your actions**.

If your session expires:

1. Click **Refresh session**. This will lead you to the Welcome page.

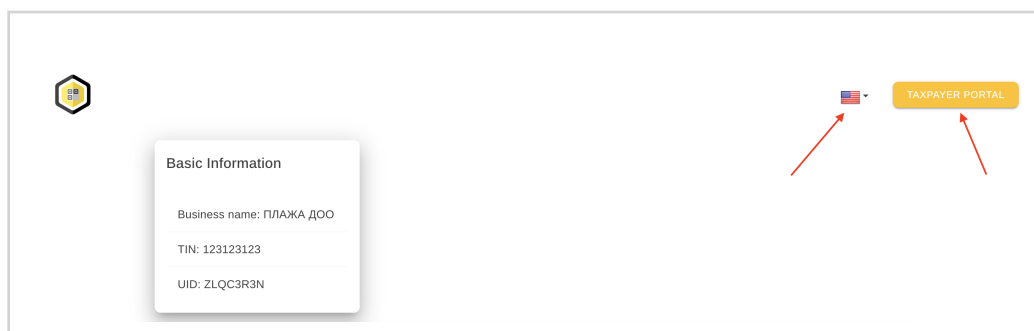


2. Log in again.



Creating an invoice

Once you access the Web POS, you can switch the interface language and redirect to the Taxpayer Administration Portal in the top right corner of the screen.



NOTE:

Web Invoicing neither stores your invoice data, nor adds cookies, so make sure you **do not refresh the page** while creating a new invoice. Web Invoicing is not responsible for any data loss.

NOTE:

This section describes the process of creating a Normal Sale invoice. To learn how to create a Refund or Copy invoice, see the [Invoice Actions Buttons](#) page.

Adding basic information

In the top part of the form, add the following information:

- **Cashier TIN** - (optional) if required, input your cashier identification
-

Buyer TIN - (optional) the use of Buyer TIN is always prescribed by local tax legislation

-
- **Buyer Cost Center** - (optional) the use of Buyer Cost Center is always prescribed by local tax legislation
-

Invoice Type - Normal, Proforma, Training, or Advance

-
- **Transaction Type** - Sale or Refund
-

Payment Type - select the means of payment for this transaction

-
- **Reference Number** - mandatory only when issuing a Refund or Copy invoice and must be entered in the prescribed format (see [Reference Number](#))
-

Reference SDC Date - field to optionally enter the date value for [Reference Time](#)

-
- **Reference SDC Time** - field to optionally enter the time value for [Reference Time](#)

Create Invoice

Cashier TIN

Cashier TIN

Buyer TIN

Buyer TIN

Buyer Cost Center

Buyer Cost Center

Invoice Type

INVOICE TYPE ▾

Transaction Type

TRANSACTION TYPE ▾

Payment Type

PAYMENT TYPE ▾

Reference Number

Reference Number

Reference SDC Date

Reference SDC Date

Reference SDC Time

Reference SDC Time

Adding items

To add an item to the invoice, click the green plus.

Add new item

×

GTIN

GTIN

Item Name

Item Name

Quantity

Quantity

Unit Price

Unit Price

Total Amount

Total Amount

Tax

☐ TVA exo. conv. – TVA sur HT - C - (1.00%)

☐ TVA exo. légale - Pas de TVA sur HT - D - (2.00%)

☐ TVA normal – TVA sur HT - A - (21.00%)

☐ TVA réduite – TVA sur HT - B - (9.00%)

ADD

CLEAR

The items will be listed in a table.

To change the quantity of an item, click on the current quantity value in the table.

Items

+

GTIN	Name	Quantity	Unit Price	Total Amount	Labels
	Milk chocolate	1.00	1.99	1.99	A

−

Total purchase: 1.99

Items

+

GTIN	Name	Quantity	Unit Price	Total Amount	Labels
	Milk chocolate	3	1.99	5.97	A -

Total purchase: 5.97

If you entered invalid values in the other fields (GTIN, Name, Unit price, etc.), you will have to **remove the item from the invoice table** and then **add it again**.

To add more items, click the green plus.

Items

+

Add items

GTIN	Name	Quantity	Unit Price	Total Amount	Labels
	Milk chocolate	3.00	1.99	5.97	A -

Total purchase: 5.97

Remove item

NOTE:

Your fiscalized invoice will pop-up.

Invoice successfully fiscalized

===== FISCAL INVOICE =====
123123123
ПЛАЖА ДОО
123123-Плажа 1
Пут за плажу 66
Lestane

Cashier:

-----NORMAL SALE-----
Items

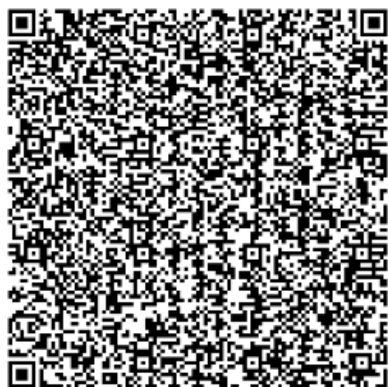
Name	Price	Qty.	Total
Milk chocolate (A)	1.99	3	5.97

Total Purchase:	5.97
Cash:	5.97

Label	Name	Rate	Tax
A	TVA normal - TVA sur HT	21.00%	1.04

Total Tax:	1.04
------------	------

SDC Time: 3.2.2025. 14:30:57
SDC Invoice No: ZLQC3R3N-AAYH6A00-232
Invoice Counter: 42/232ПП



===== END OF FISCAL INVOICE =====

Scroll down to see the options below the invoice:

- **Print**
- **Copy invoice**
- **Refund entire invoice** - this option is used when you want to **refund the entire amount** on a Sale invoice; if you need to **partially refund an invoice**, you can use the **Create new invoice** option to **create a Refund invoice** with the amount you wish to refund.
- **Cancel this invoice** - you can find a detailed description of cancelling invoices in the article [Cancellation of a Fiscal Invoice](#)

- **Send to email**
- **Create new invoice**

Invoice successfully fiscalized

SDC Time: 31.21.2023 14:30:37
SDC Invoice No: ZLQC3R3N-AAYH6A00-232
Invoice Counter: 42/232ΠΠ
=====



===== END OF FISCAL INVOICE =====

PRINT

COPY INVOICE

REFUND ENTIRE INVOICE

CANCEL THIS INVOICE

SEND TO EMAIL

CREATE NEW INVOICE

*HINT: you can print it on your desktop / network printer or you can print it as .pdf
(choose the destination once the print dialog opens)*

Secure Element Reader

For more information, see the [Secure Element Reader documentation on GitHub](#).

Help Viewer

Introduction

The TaxCore **Help Viewer** online app offers access to complete searchable documentation for the VMS project.

This documentation is published in two versions:

- The **Internal version** - complete user documentation intended for the tax authority users.
- The **Public version** - limited user documentation intended for taxpayers, [EFD vendors](#), and the general public.

Interface and navigation

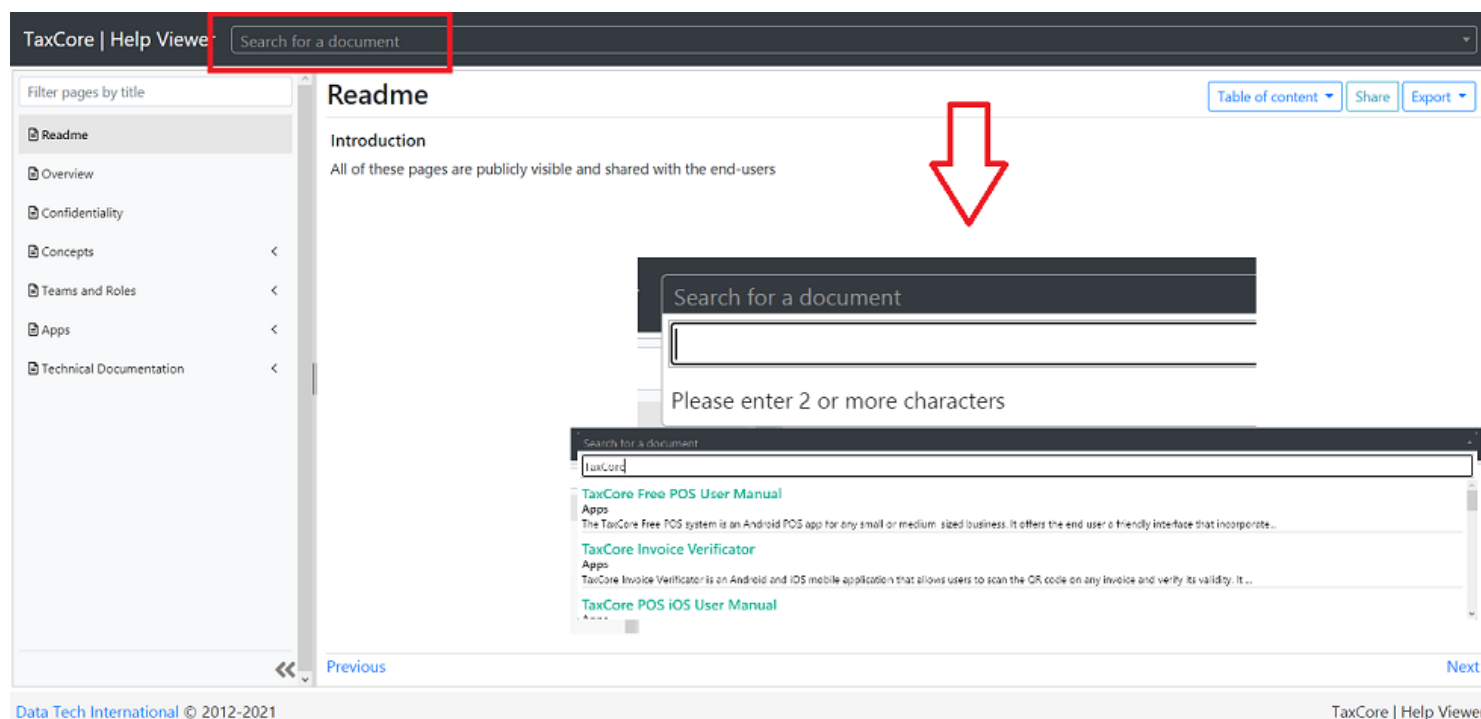
Help Viewer interface contains different features that enable an efficient and smooth user experience.

Searching information

Two different search bars are available:

- **General search bar**

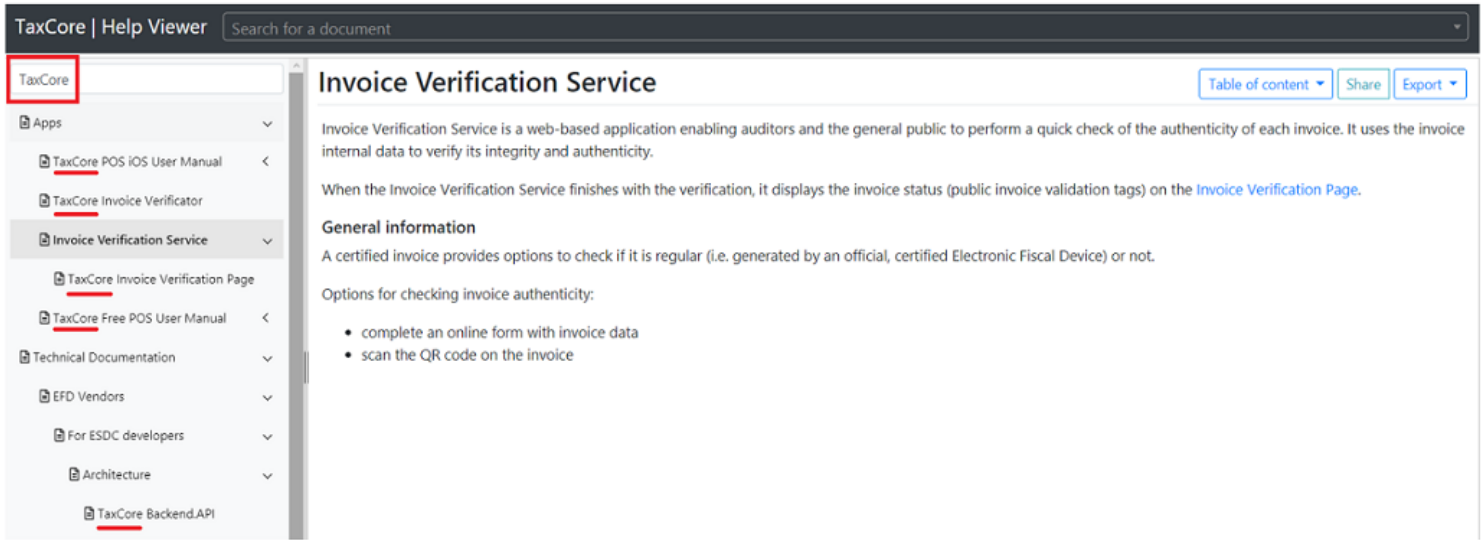
By entering 2 or more characters, a list of suggestions will be displayed based on the keywords. Also, an overview will be available under each suggestion in order to exactly know where is that page located (in case that there is 2 different pages with the same title).



Help Viewer - Image of the general search bar

- **Search bar filtered by title**

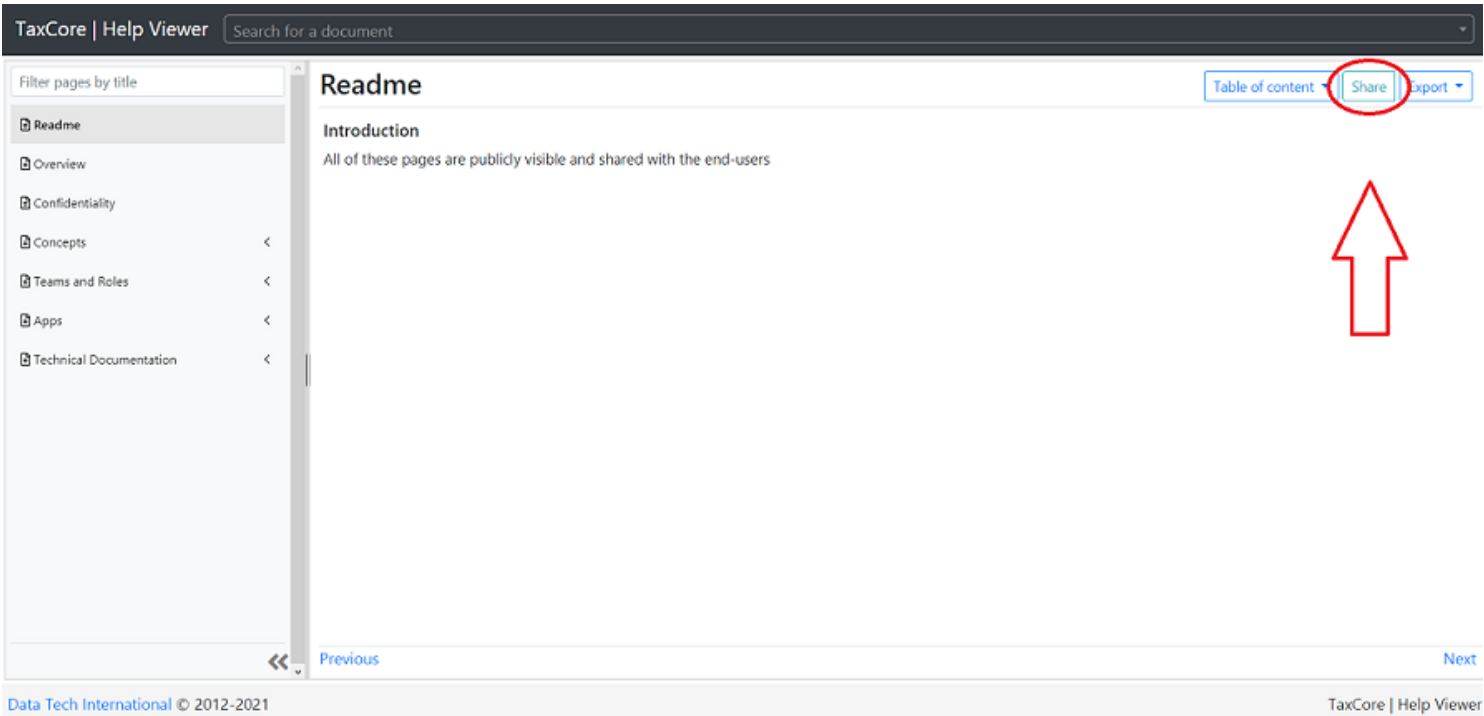
You can also search articles by their title keywords.



Help Viewer - Image of the search bar filtered by title

Sharing information

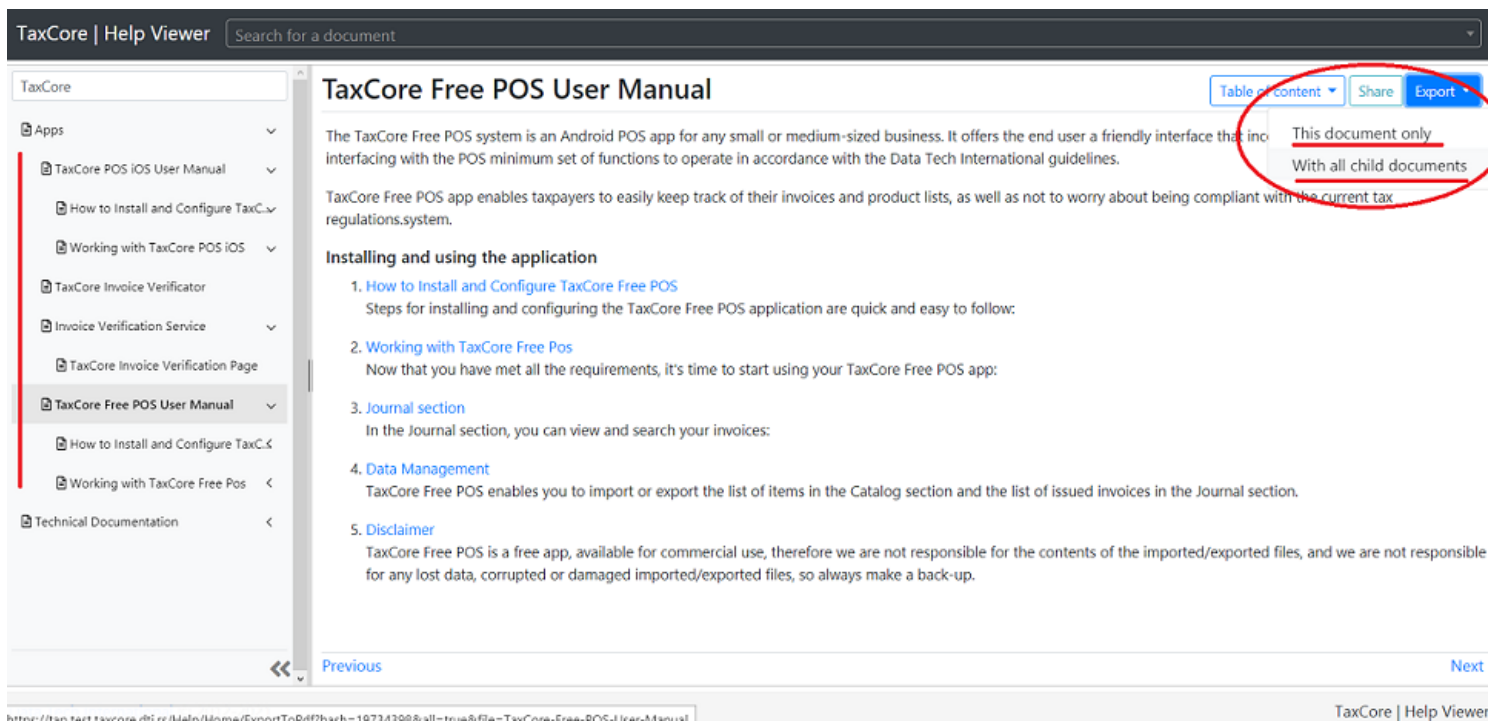
The **Share** option is available on each page.



Help Viewer - Image of the share option

Exporting information

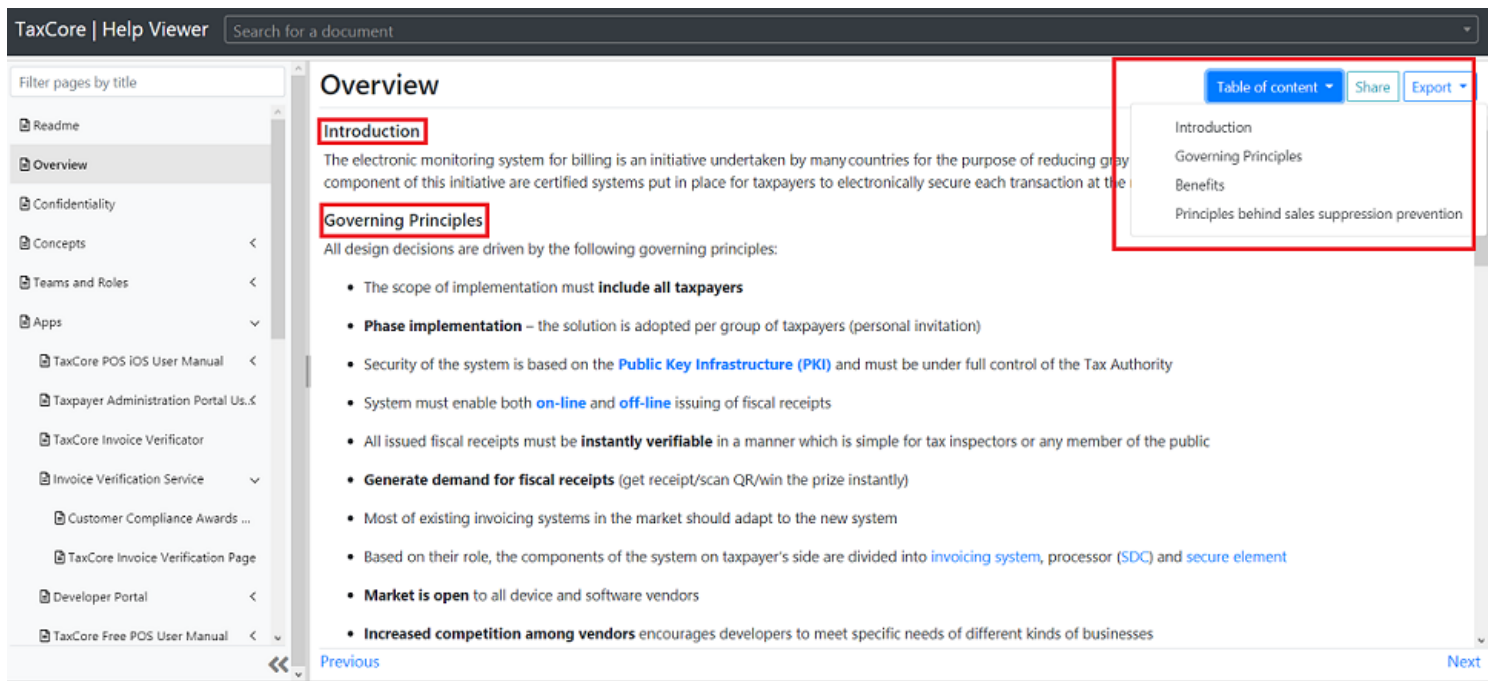
The **Export** option enables to export the current page in a PDF format or to export the current page with all child documents.



Help Viewer - Image of the export option

Table of content

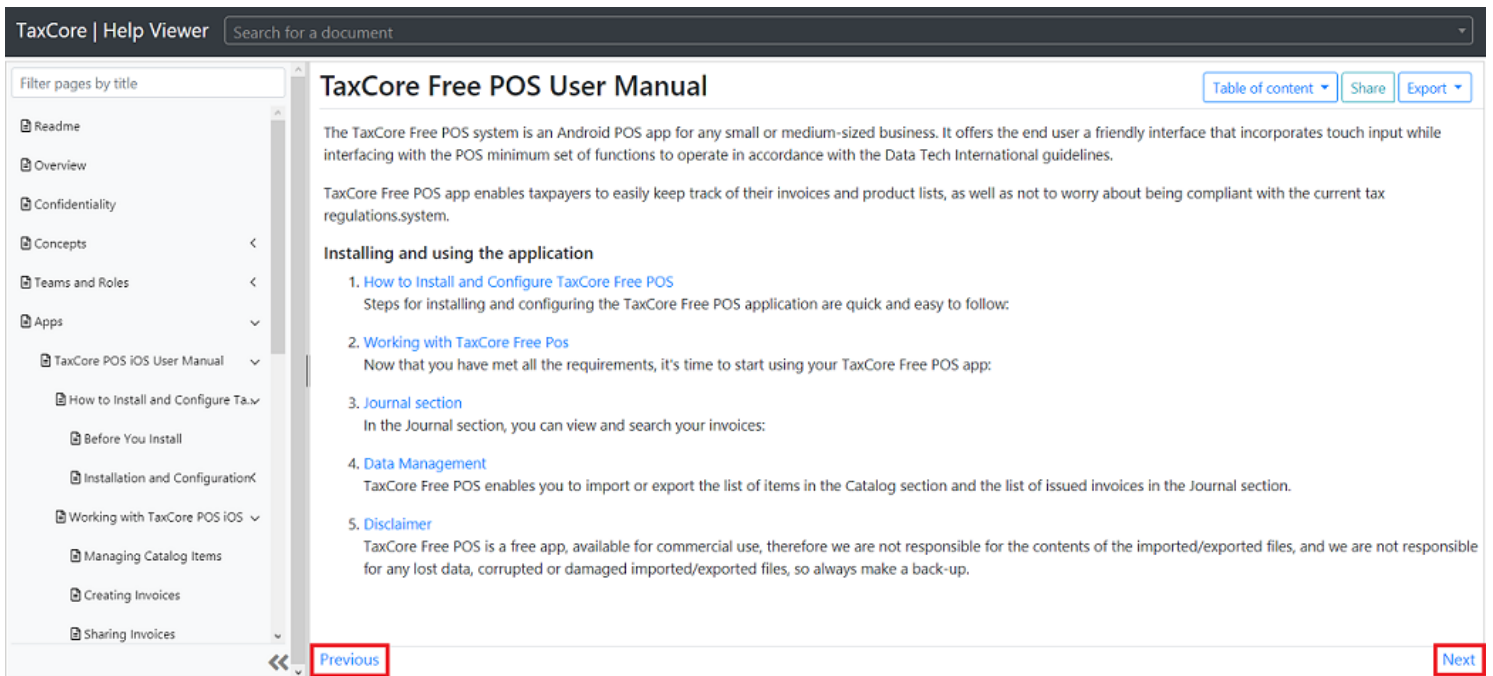
The **Table of content** is used to navigate more easily between sections of one article.



Help Viewer - Image of the table of content

Navigation to the next and previous page

Another thing that makes the navigation simple, is the **Previous** and **Next** option at the bottom of the page



Help Viewer - Image of the "previous" and "next" option

Documentation sections

Both versions of the Help Viewer online app contain 4 main sections :

- **Concepts**

Concepts are a description of all important TaxCore concepts.

- **Teams and Roles**

This section describes all user roles (both internal and external) which interact with TaxCore, with defined user role requirements and access rights.

NOTE:

Not all the roles will be visible to everyone (the public version will not show the internal roles).

- **Apps**

The apps section details user manuals for all delivered software components, with warnings, tips for best practices and maintenance guides.

NOTE:

Not all the applications will be visible to everyone (the public version will not show the internal applications).

This section contains technical instructions for POS and E-SDC vendors, detailed risk and threat analysis and business continuity guidelines.

Internal Help Viewer

The complete **internal help viewer** documentation is set up to help the tax authority users to better understand how the TaxCore product works.

The documentation is constantly updated, and the tax authority is notified of all changes.

There is additional content available that is not visible in the public version:

- **Processes** - A step-by-step description of all business processes that the Client needs to perform within the TaxCore solution.
- **Teams and Roles** - description of all the roles within the TaxCore solution, including the management organization.
- **Apps** - description of all the applications and platforms with detailed user manuals and guides for best practice.
- **Articles** - Informative articles about the TaxCore solution. Their goal is to help users get the best user experience and clear any issues or uncertainties on specific topics.

TaxCore POS iOS User Manual

The TaxCore POS system is an iOS POS app for any small or medium-sized business. It offers the end user a friendly interface that incorporates touch input while interfacing with the POS minimum set of functions to operate in accordance with Tax Authority guidelines.

TaxCore POS app enables taxpayers to easily keep track of their invoices and product lists, as well as not to worry about being compliant with the current tax regulations.

In this manual

1. [How to Install and Configure TaxCore POS iOS](#)
Steps for installing and configuring the TaxCore POS iOS application are quick and easy to follow:
- 2.

[Working with TaxCore POS iOS](#)

Now that you have met all the requirements, it's time to start using your TaxCore POS app:

3.

[Journal Section](#)

In the Journal section, you can view and search your invoices.

4.

[Data Management](#)

TaxCore POS iOS enables you to import or export the list of items in the **Catalog** section and the list of issued invoices in the **Journal** section.

5.

[Disclaimer](#)

TaxCore POS is a free app, available for commercial use, therefore we are not responsible for the contents of the imported/exported files, and we are not responsible for any lost data, corrupted or damaged imported/exported files, so always make a back-up.

How to Install and Configure TaxCore POS iOS

Steps for installing and configuring the TaxCore POS iOS application are quick and easy to follow:

1.

[Before You Install](#)

Before you can start using TaxCore POS app, make sure you have met several requirements:

2.

[Installation and Configuration](#)

Before you can start issuing receipts, you need to download the TaxCore POS app onto your handheld device (phone or tablet) from the following URL on Apple App Store:

Before You Install

Before you can start using TaxCore POS app, make sure you have met several requirements:

- Functioning iOS handheld device (phone or tablet) running on iOS 12.0+
- Available internet connectivity
- Functional built-in camera (optional)
- Active account on the Taxpayer Administration Portal

Related Articles

- [Installation and Configuration of TaxCore POS iOS](#)

Installation and Configuration

Before you can start issuing receipts, you need to download the TaxCore POS app onto your handheld device (phone or tablet) from the following URL on Apple App Store:

<https://apps.apple.com/fj/app/taxcore-pos/id1509195602>

Installing Certificates

NOTE:

You need to follow these steps if you plan to use this app with a V-SDC server. If you plan to use it with an E-SDC server, see [Connecting to VSDC or ESDC](#).

1. After you download the app, go the [Taxpayer Administration Portal](#) and [request issuing a new certificate](#) in a file format.

NOTE:

For more information on how to access the portal, please refer to [Taxpayer Administration Portal User Manual](#).

2. Once your request for a certificate(s) has been approved, you will receive a notification from VMS with the necessary certificate (.pfx file) and credentials: UID, password, POS Access Code (PAC), and Download URL(s).

TIP:

Since you will have to install the certificate(s) on your handheld device, make you open the notification to that device.

3. To download the PFX file certificate, click on the Download URL in the notification. The link is active for 7 days.

If the link expires before you download the certificate, you can request a new one via the *List of secure elements* section on the [Business Location Details](#) page.

List of UIDs						Request Additional Certificate
Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Active	CPF527K	POS Smart Card	11.07.2022 13:33:04	02.08.2022 10:46:08		Request Revocation
Active	JWJ7NQH	POS Smart Card	17.06.2022 16:58:14	17.06.2022 17:02:54		Request Revocation
Deactivated	QCYEVL7C	PFX File	17.06.2022 15:31:27	Never		Request Download Link Change PFX Request Revocation

After you click the link, a new page will open where you need to click **Submit**.



Download certificates



Submit

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On the next page, select the option to copy the download link to the clipboard. Or, if you need to download only the PFX file, click **Download POS PFX certificate**.

NOTE:

The copy-to-clipboard option can be used multiple times until you paste the copied link in the app.



Download certificates



Note for downloading: This is a one time download link! After you download the certificate, you will not be able to do it again until you request a new download link.

Note for copying to clipboard: Do not share this link via chat apps or email because antivirus software may render the link unusable.

Download certificates

Copy to clipboard

Note: For legacy android/iOS free pos apps

Download POS PFX certificate

Copy POS PFX certificate

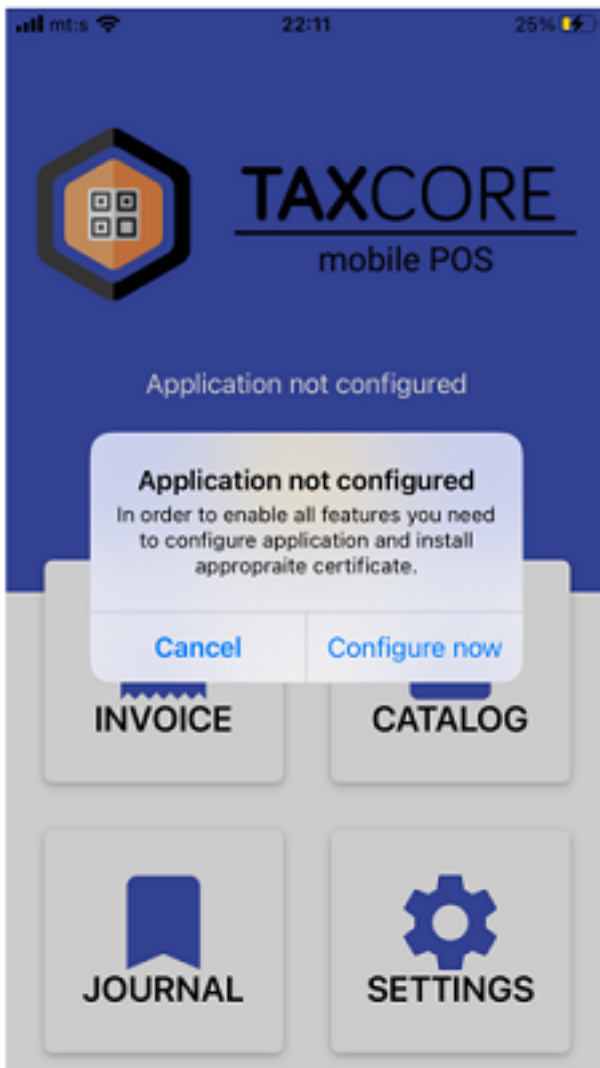
Copyright [Data Tech International](#) © 2012-2025 | Version : 3.5.16.0

NOTE:

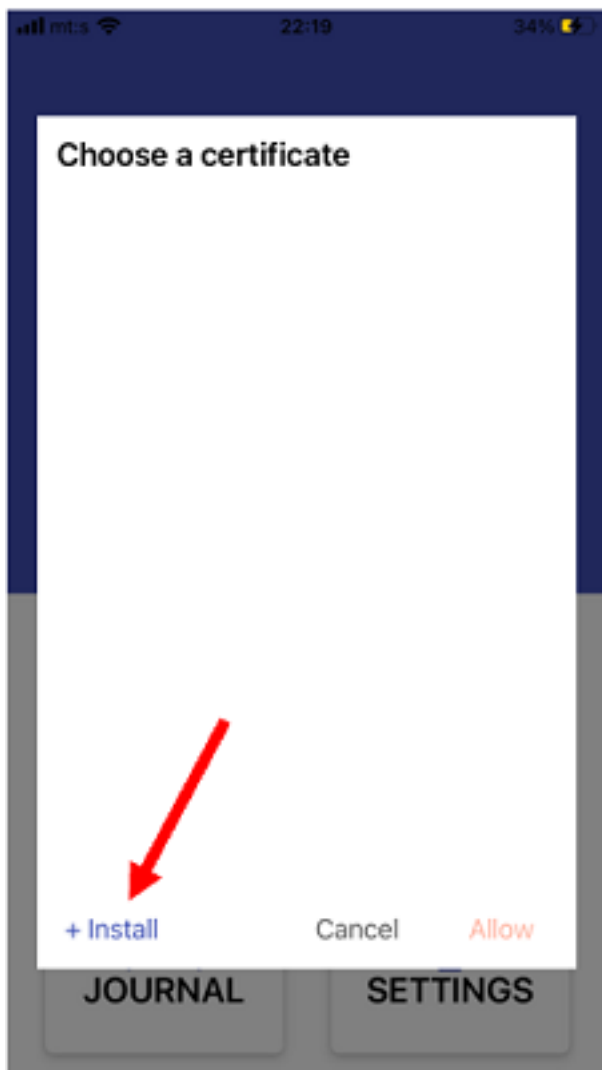
If you don't have screen lock protection (PIN, fingerprint...) set up on your device, the Android system will ask you to set it up when you download the PFX certificate. This is standard procedure for protecting the security of your private information.

When you start the app, you will see the “Application not configured” message on the screen. To install the certificate(s) you received in the notification:

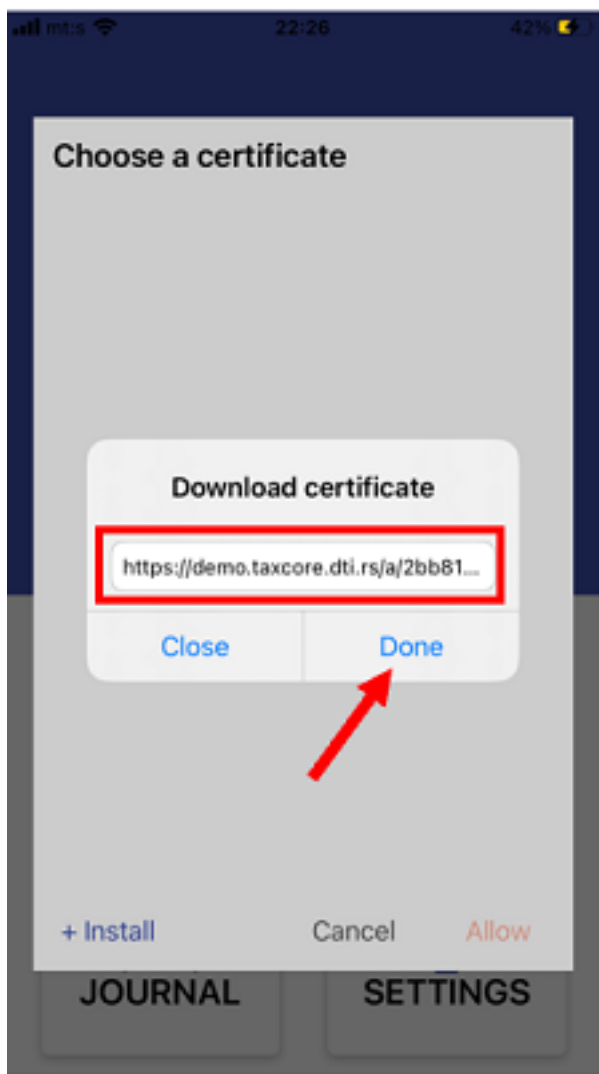
- o Tap **Configure now**



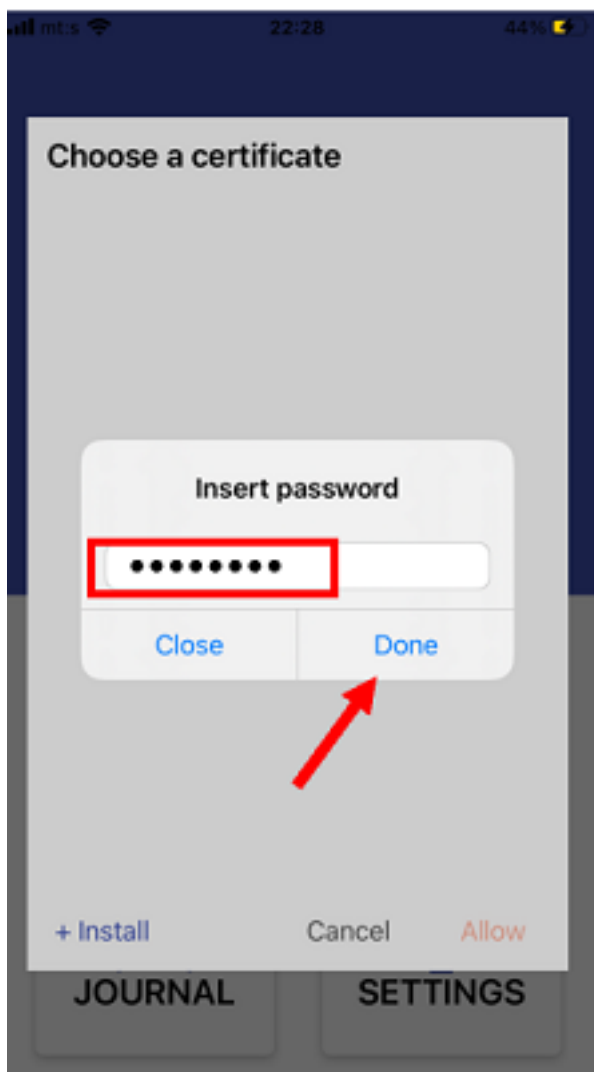
- o tap **Install** when the next page opens,



- o In the popup box copy-paste the *Download URL* from the Tax Authority email (see above) and tap **Done**.



- Since you are installing the certificate for the first time, you will need to enter the **Password** which you also received in the Tax Authority email (see above). You can also copy-paste it from the email or enter it manually (you can enter the password in both upper-case and lower-case letters).
- When you finish, just tap **Done**.



4.

The certificate is now installed on your device.

Finally, you just need to select the certificate as the one you will use to issue invoices. Tap on the certificate to select it (yellow *tick* symbol will appear) and then tap **Allow**.



The certificate UID and Location Name will be displayed on the app's home screen.

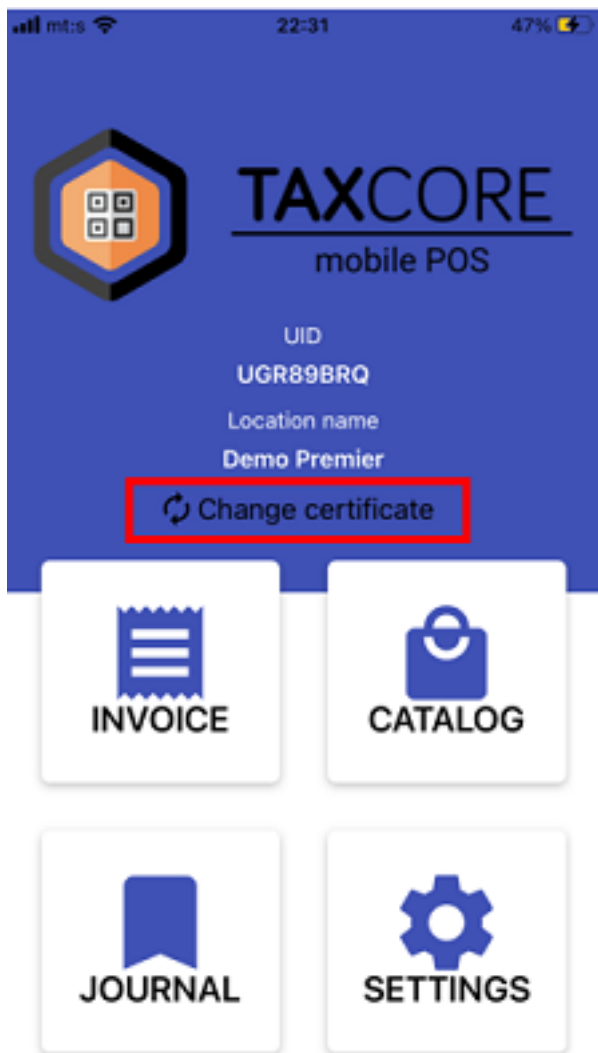


Changing certificates

During later use, if you install more certificate(s) on the same device, you will be able to change the certificate you want to use by tapping **Change certificate** on the app home screen.

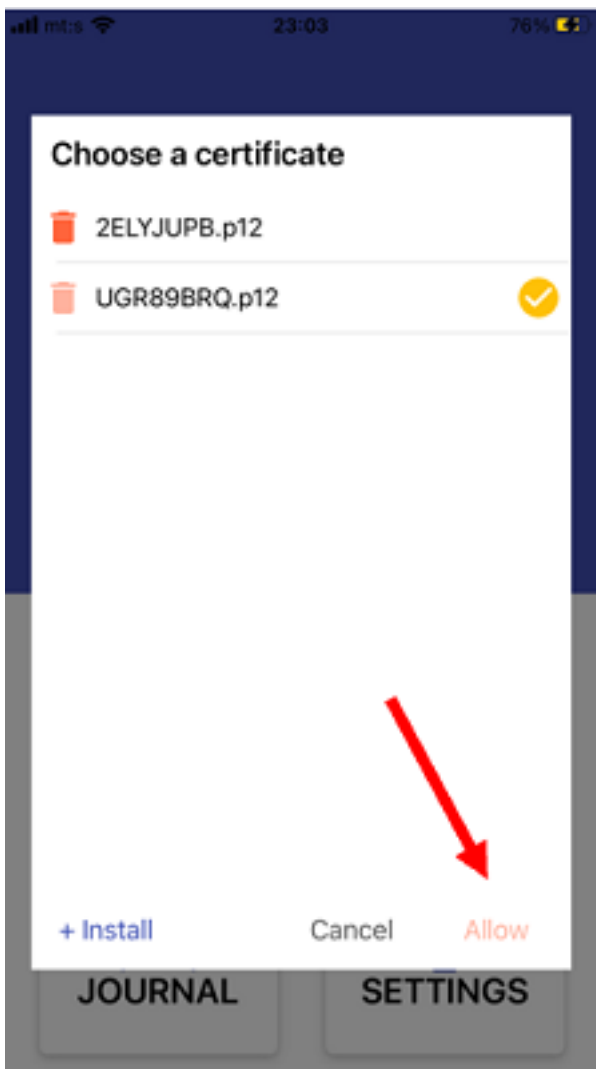
NOTE:

You can select only one certificate at a time.



Installation and Configuration - Image showing the Change certificate option for the app

Just select the certificate from the list and tap **Allow**.



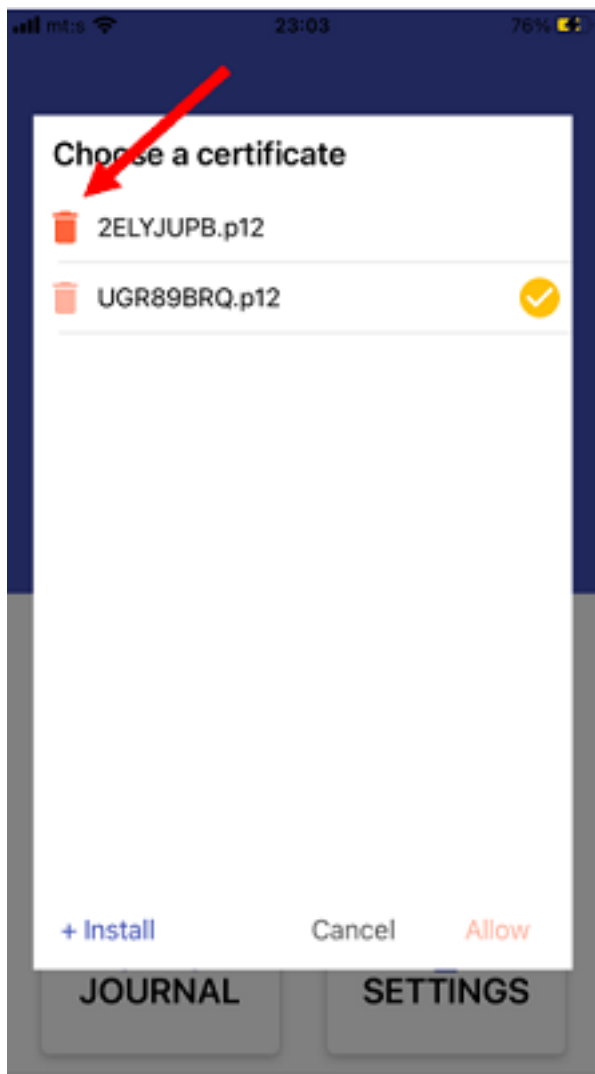
TaxCore POS iOS - Allow another installed certificate from the list

Deleting a certificate

To delete one of the installed certificates, just tap on Change certificate on the home screen and then tap the red *bin/trash can* symbol.

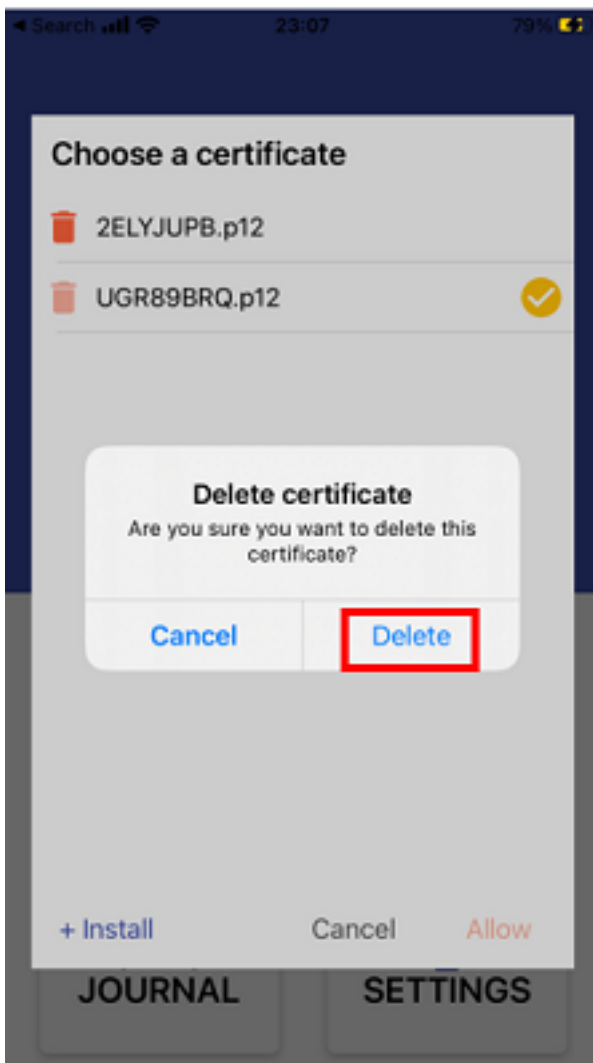
NOTE:

You can not delete a certificate that is selected for issuing invoices (marked with the yellow *tick* symbol).



TaxCore POS iOS - Image of deleting a certificate

In the confirmation box, just tap **Delete** and the certificate will be deleted from the list.



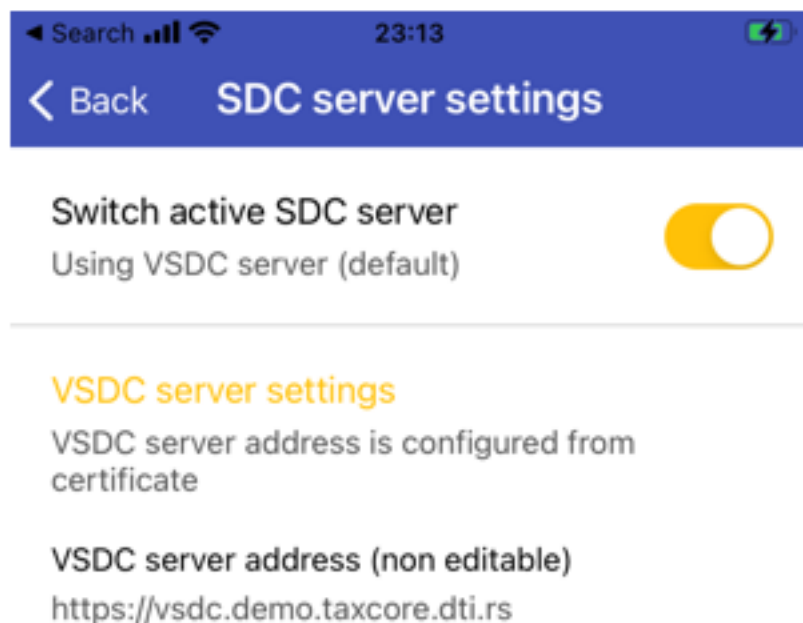
TaxCore POS iOS - Image of confirming certificate deletion

Other configurations

1.
[Connecting to V SDC or E SDC](#)
After you install the certificate(s), the application is connected to a V-SDC server by default. For that reason, V-SDC server address is configured automatically from the certificate.
2.
[Taxes](#)
The list of active taxes is configured automatically from the certificate and cannot be altered. To see the current list, open the **Settings** menu and choose **Taxes**.
3.
[Cashiers](#)
You can easily see the list of existing cashiers or add new cashiers by tapping on **Cashiers** in the **Settings** menu:

Connecting to V-SDC or E-SDC

After you install the certificate(s), the application is connected to a V-SDC server by default. For that reason, V-SDC server address is configured automatically from the certificate.



Connecting to V-SDC or E-SDC - Image of the V-SDC server default configuration

However, you can switch to using E-SDC at any time.

NOTE:

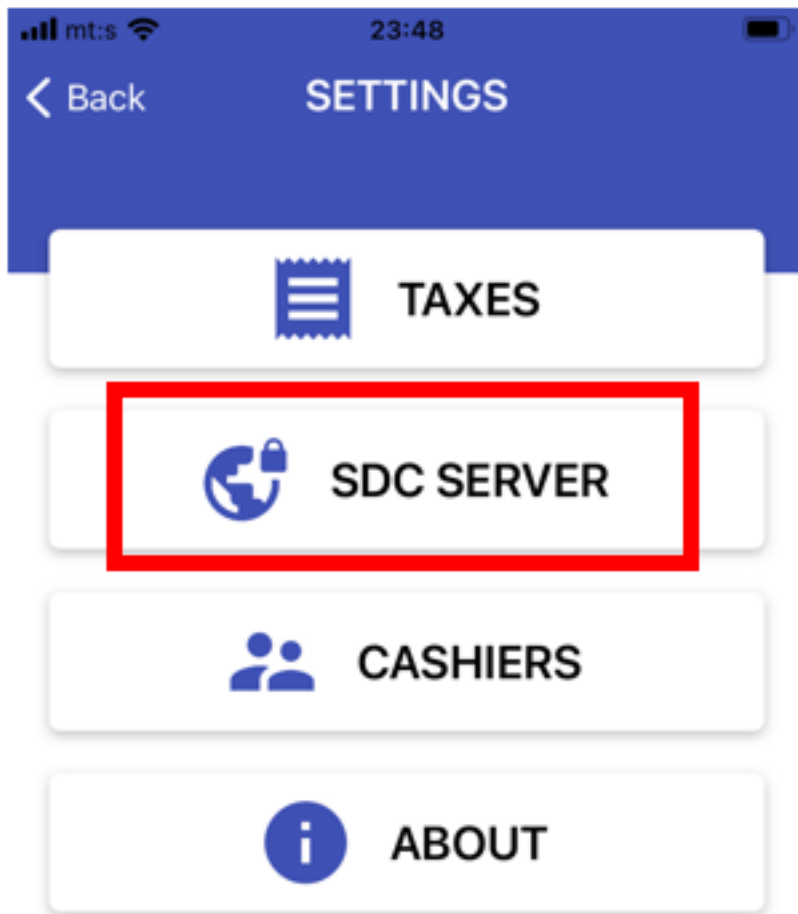
Only one connection can be established at a time, meaning you can either connect to a V-SDC or E-SDC service, but never to both at the same time.

Switching from V-SDC to E-SDC service

NOTE:

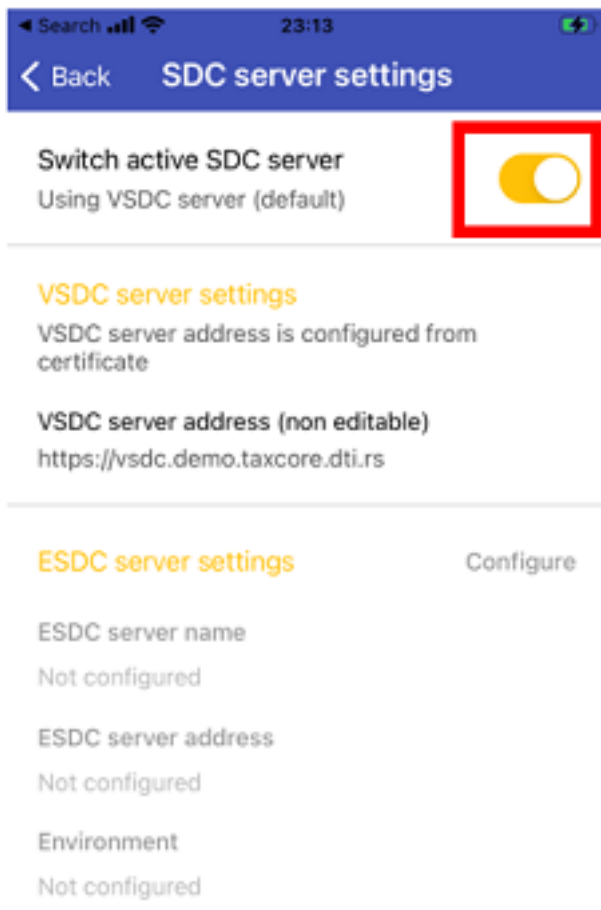
For the initial set up of an E-SDC connection, you will need to have an internet connection (as well as every next when you want to update the details of the connection). Once you set up the connection, you will be able to use the app with E-SDC without the Internet.

To switch to E-SDC, open the **Settings** section on the home screen and choose **SDC Server**.



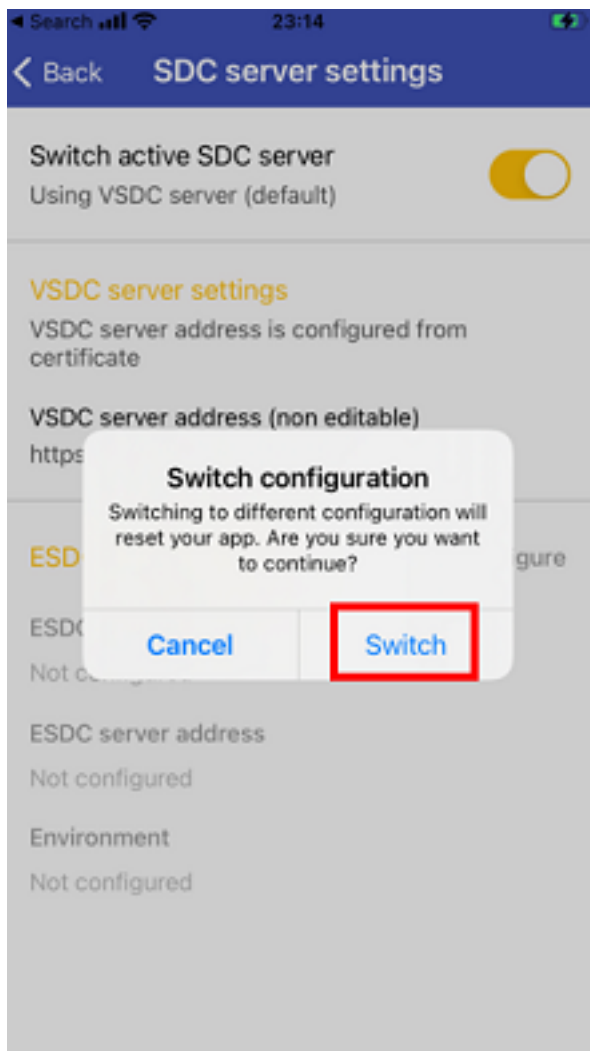
Connecting to V-SDC or E-SDC - Image of the SDC server section

On the new screen, tap on the switch button next to **Switch Active SDC server**.



Connecting to V-SDC or E-SDC - Image of the Switch Active SDC server option

In the confirmation box, tap **Switch**.



Connecting to V-SDC or E-SDC - Image of confirming SDC server switch

You need to enter the details of the E-SDC connection:

- **Environment** - select an environment from the list - the environment must match the jurisdiction in which you are using your smart card connected to E-SDC
- **E-SDC name** - provide a name for the E-SDC server (useful for distinguishing between multiple E-SDC servers which might in use at the same business location)
- **Protocol** - predefined for HTTP
- **IP address** - the unique IP address of the E-SDC server you want to use
- **Port** - manufacturer-specific port of the E-SDC server (provided in the E-SDC user manual)

mt:s 23:27

< Back ESDC server settings

ENVIRONMENT
Demo - demo.taxcore.dti.rs

E-SDC NAME
Test E-SDC

PROTOCOL
HTTP

IP ADDRESS
192 . 168 . 88 . 112

PORT (SPECIFIED BY MANUFACTURER)
8080

SAVE

PING

PING is used to check ESDC availability. After getting "All OK" message from ESDC tap SAVE to store configuration settings

Connecting to V-SDC or E-SDC - Image of the ESDC server details

After you fill in the form, you can use the **Ping** option to test the availability of the E-SDC service.

If everything is ok, just tap **Save** and the connection to this E-SDC server will be established.

NOTE:

If pinging the E-SDC service is unsuccessful, check the information you entered and whether the E-SDC is turned on and properly set up.

mt:s 23:27

< Back ESDC server settings

ENVIRONMENT
Demo - demo.taxcore.dti.rs

E-SDC NAME
Test E-SDC

PROTOCOL
HTTP

IP ADDRESS
192 . 168 . 88 . 112

PORT (SPECIFIED BY MANUFACTURER)
8080

SAVE

PING

PING is used to check ESDC availability. After getting "All OK" message from ESDC tap SAVE to store configuration settings

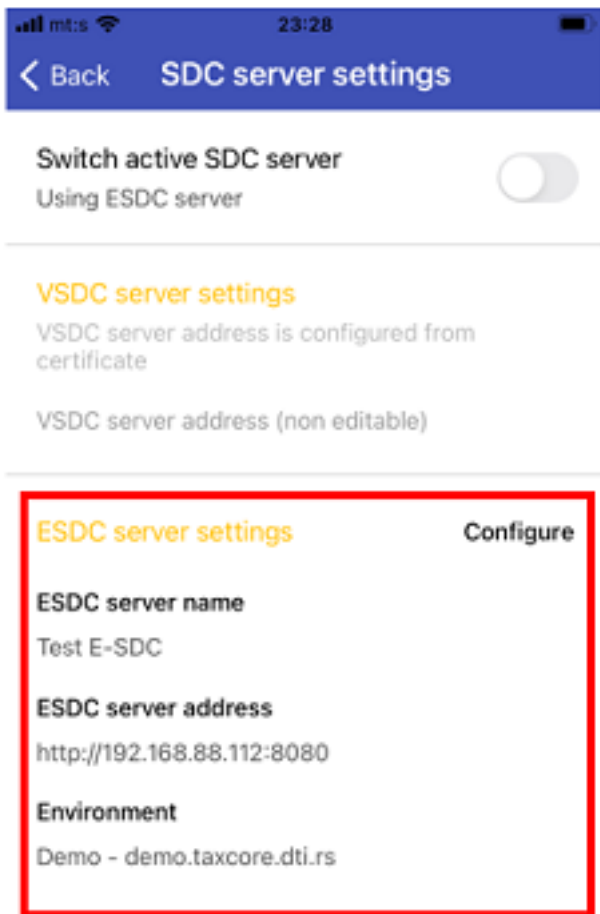
Connecting to V-SDC or E-SDC - Image of saving ESDC server details

You will see the **Configuration changed** message in a pop-up box.



Connecting to V-SDC or E-SDC - Image of the Configuration changed confirmation

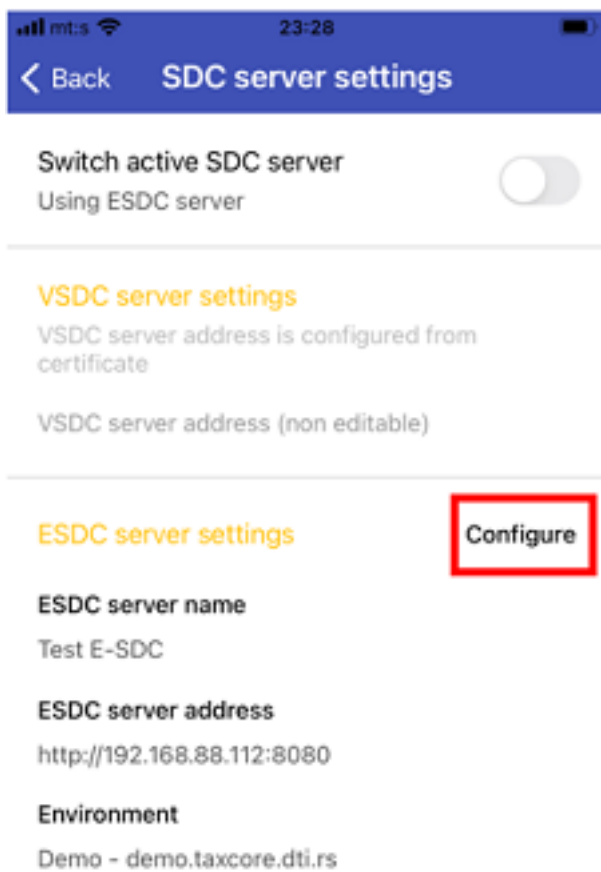
This setting will be saved, so that the next time when you switch from V-SDC to E-SDC server, you will not have to enter the same information again (unless you want to update the E-SDC server configuration - see below).



Connecting to V-SDC or E-SDC - Image of saved ESDC server configuration

Updating E-SDC server configuration

To update the E-SDC server configuration (changing the environment, E-SDC name, or E-SDC device you want to connect to), tap **Configure** in the E-SDC server settings.



Connecting to V-SDC or E-SDC - Image of updating ESDC server configuration

Enter the new information and tap **Save** to update the configuration.

Changing the environment for testing purposes

NOTE:

The below information applies to E-SDC vendors who wish to use the app to test their E-SDC solution before applying for accreditation.

TaxCore POS app allows you to define your own custom environment for E-SDC testing purposes.

To do that, open the E-SDC configuration setting and tap on the



symbol in the top-right corner.

mt:s 23:27

< Back ESDC server settings

ENVIRONMENT
Demo - demo.taxcore.dti.rs

E-SDC NAME
Test E-SDC

PROTOCOL
HTTP

IP ADDRESS
192 . 168 . 88 . 112

PORT (SPECIFIED BY MANUFACTURER)
8080

SAVE

PING

PING is used to check ESDC availability. After getting "All OK" message from ESDC tap SAVE to store configuration settings

Connecting to V-SDC or E-SDC - Image of changing the environment option

You will notice that the symbol has changed. You can now select **Custom** from the **Environment** list and then provide a new **Configuration URL**.

mt:s 23:34

< Back ESDC server settings

ENVIRONMENT
Custom 1

CONFIGURATION URL 2
sandbox.taxcore.online

E-SDC NAME
Test E-SDC

PROTOCOL
HTTP

IP ADDRESS
192 . 168 . 88 . 112

PORT (SPECIFIED BY MANUFACTURER)
8080

SAVE

PING

PING is used to check ESDC availability. After getting "All OK" message from ESDC tap SAVE to store

Connecting to V-SDC or E-SDC - Image of adding a new configuration URL

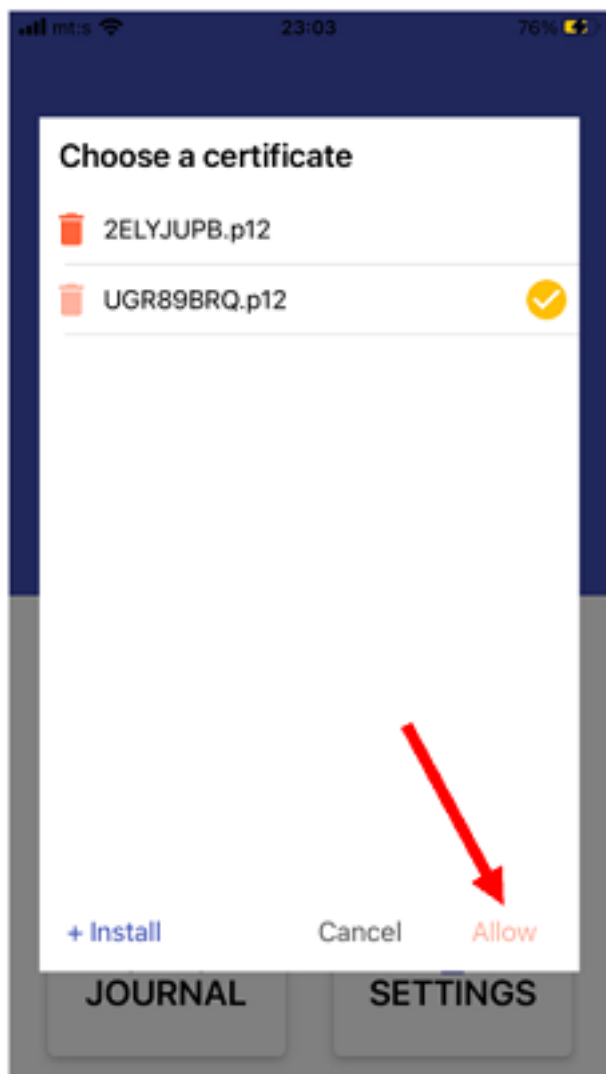
For completing the configuration, follow the same steps for setting up a regular E-SDC configuration (for production environment), as described above.

Switching from E-SDC to V-SDC service

Every time when you switch back to a V-SDC server, you will need to select the certificate you wish to work with and click **Allow** (just like during the initial application setup).

NOTE:

If you do not select any certificate, you will see the **Application Not Configured** message on the home screen.



Connecting to V-SDC or E-SDC - Image of selecting the certificate for V-SDC service

Taxes

The list of active taxes is configured automatically from the certificate and cannot be altered. To see the current list, open the **Settings** menu and choose **Taxes**.

16:36

<

SETTINGS

Active taxes

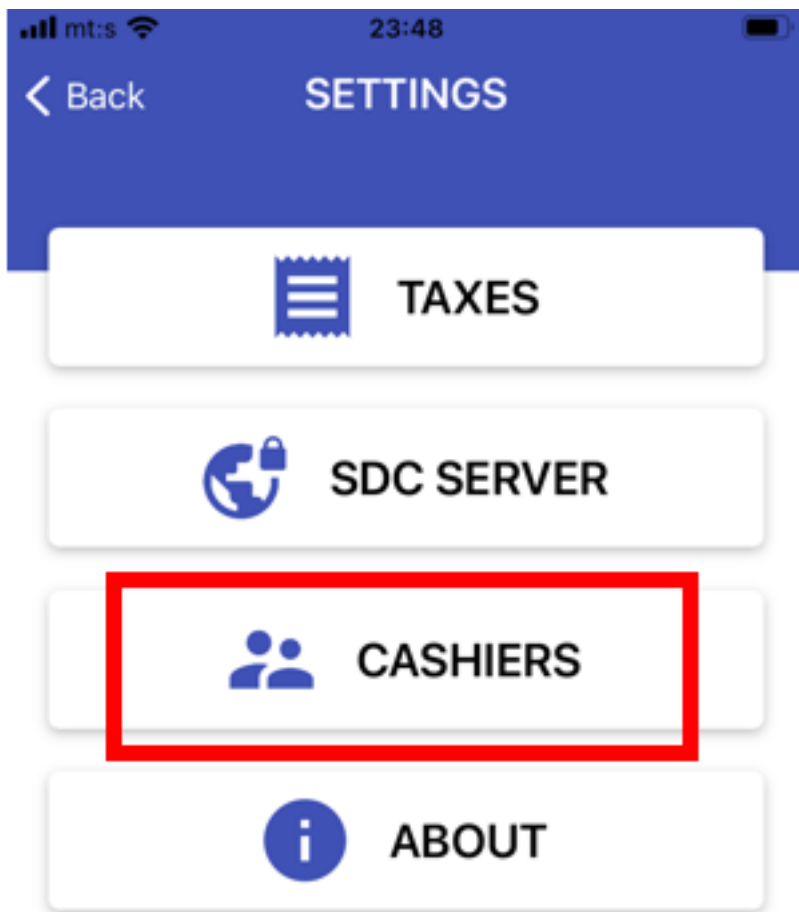
Taxes are automatically configured from server settings

B	Name	VAT
	Rate	0.0 %
E	Name	STT
	Rate	6.0 %
P	Name	PBL
	Rate	€ 0.2
C	Name	VAT-EXCL
	Rate	0.0 %
N	Name	N-TAX
	Rate	0.0 %
F	Name	ECAL
	Rate	10.0 %
A	Name	VAT
	Rate	9.0 %

Taxes - Image of the active taxes

Cashiers

You can easily see the list of existing cashiers or add new cashiers by tapping on **Cashiers** in the **Settings** menu:



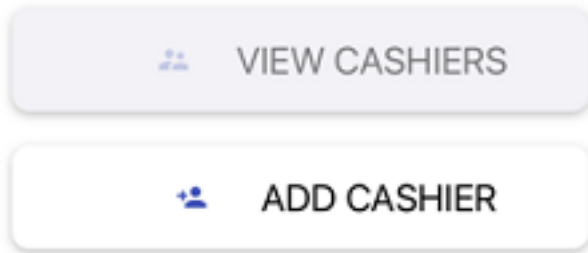
Cashiers - Image of the Cashiers section

Adding cashiers

NOTE:

If you are configuring the application for the first time, there will not be any cashiers on the list.

You can start to add cashiers, by tapping **Add Cashier**.

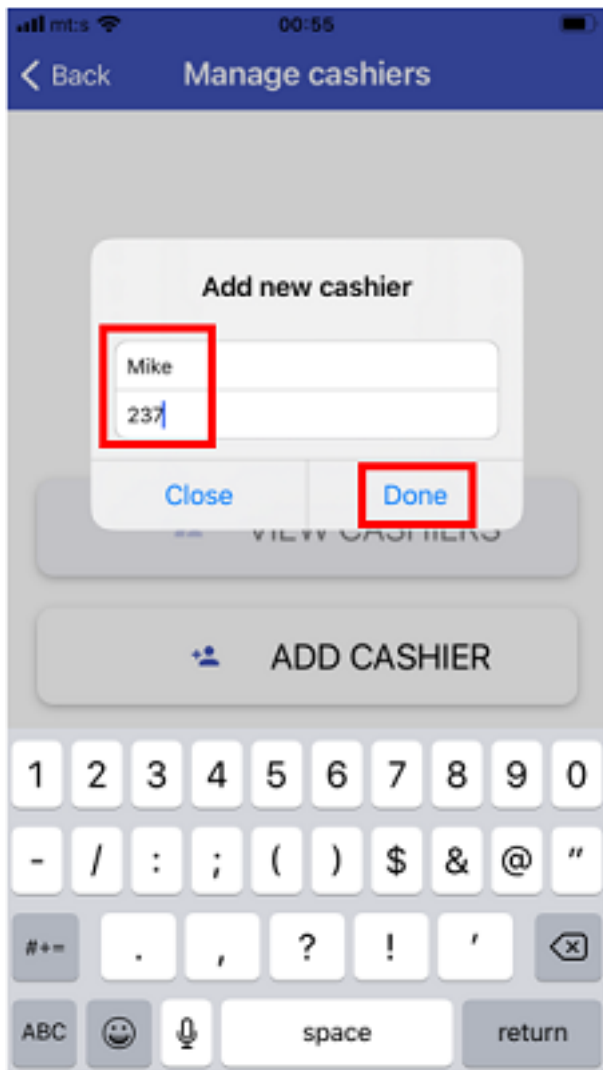


Cashiers - Image of Add Cashier option

In the pop-up box, you need to provide the cashier's name and ID.

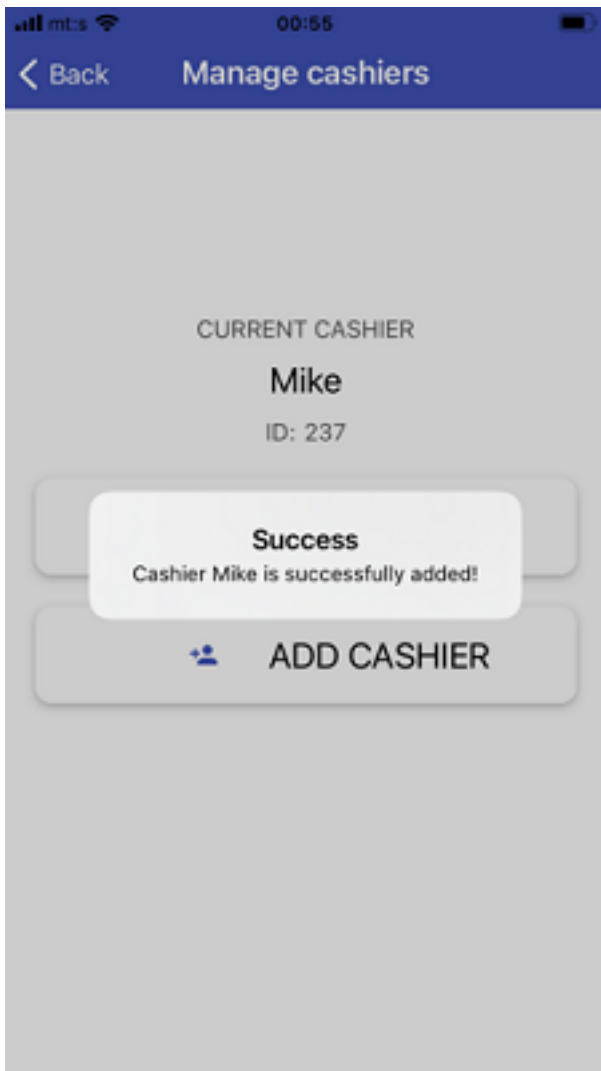
NOTE:

Cashier ID will be included in the [fiscal invoice](#) as **Cashier TIN**.



Cashiers - Image of the add cashier details

After you press **Done**, you will see the **Success** message.



Cashiers - Image of the added cashier confirmation

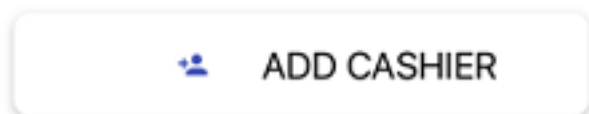
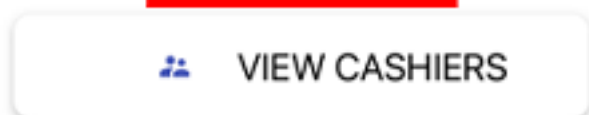
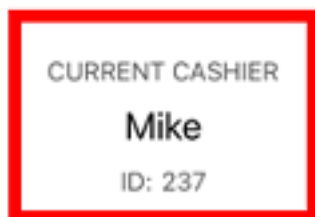
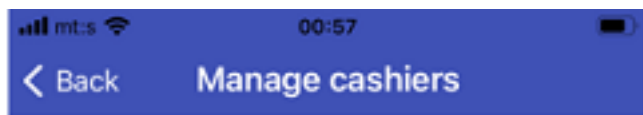
Follow the same steps for all other cashiers.

Switching the active cashier

You can easily switch the current cashier by tapping on their names on the list.

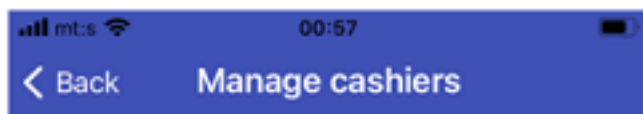
NOTE:
Only one cashier can be active at a time. The option of switching active cashiers is used to keep track of cashiers' activity during their work shifts.

The currently active cashier will always be displayed when you enter the **Cashiers** section.



Cashiers - Image of the currently active cashier

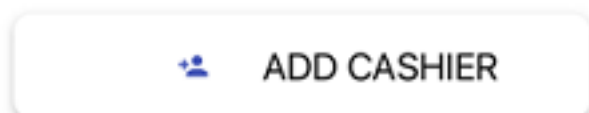
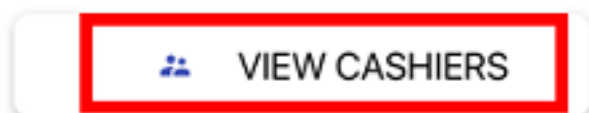
To see the list of all cashiers, tap **View Cashiers**.



CURRENT CASHIER

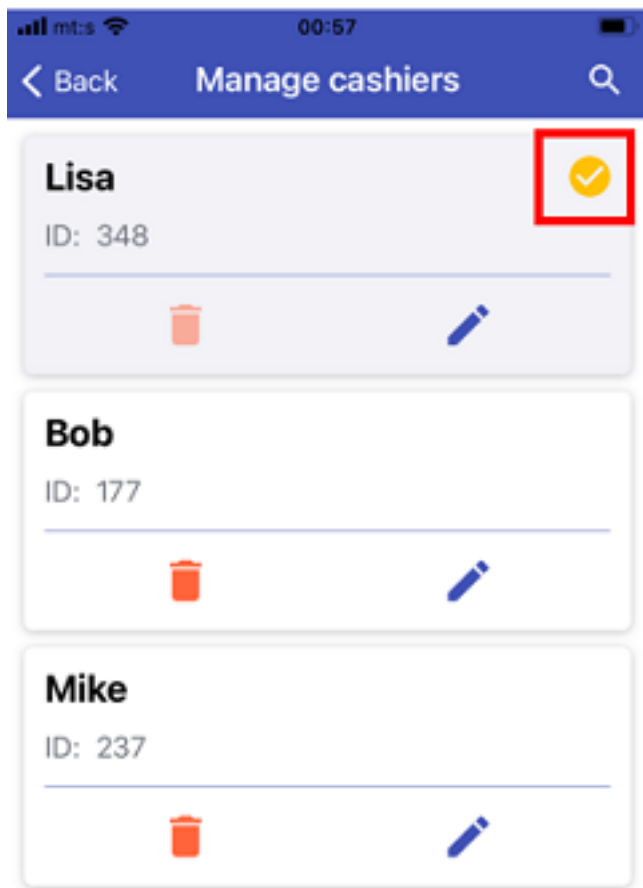
Mike

ID: 237



Cashiers - Image of the View Cashiers option

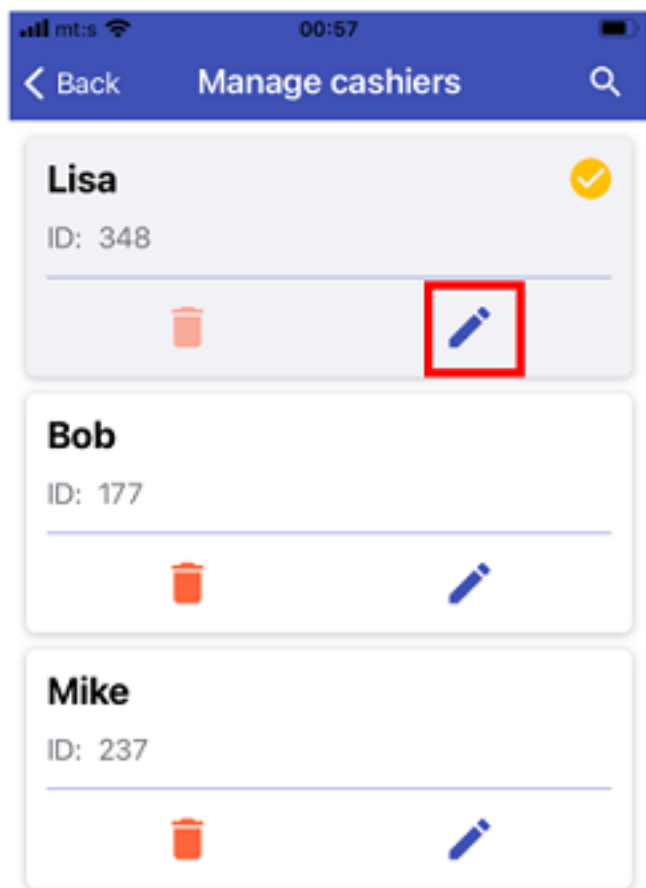
To switch the active cashier, all you need to do is to tap on their name in the list.



Cashiers - Image of switching the active cashier

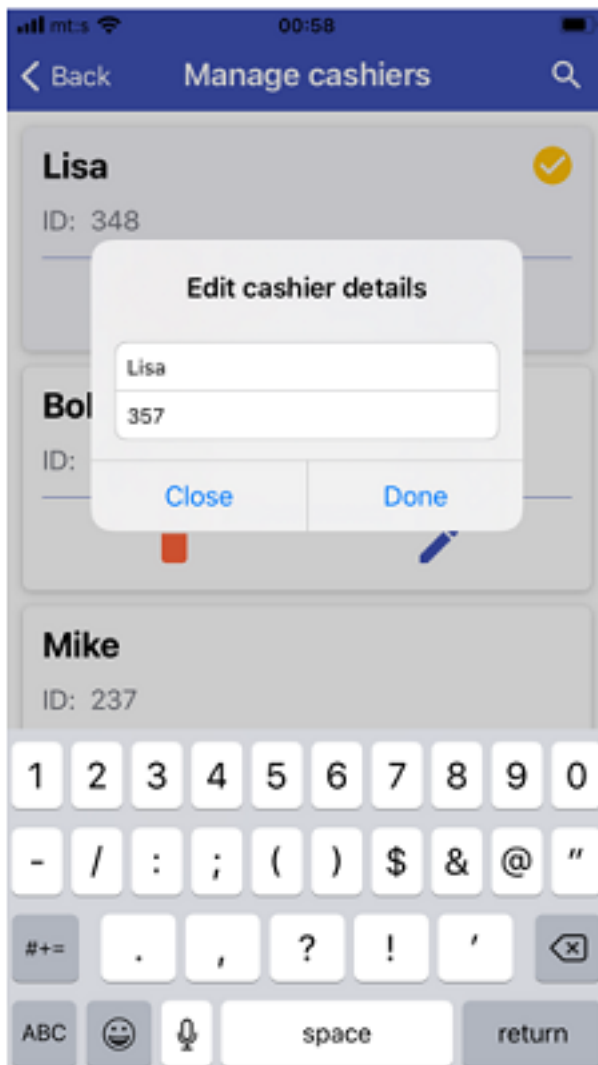
Editing cashiers

To edit an existing cashier, tap on  icon below their name.



Cashiers - Image of the editing a cashier option

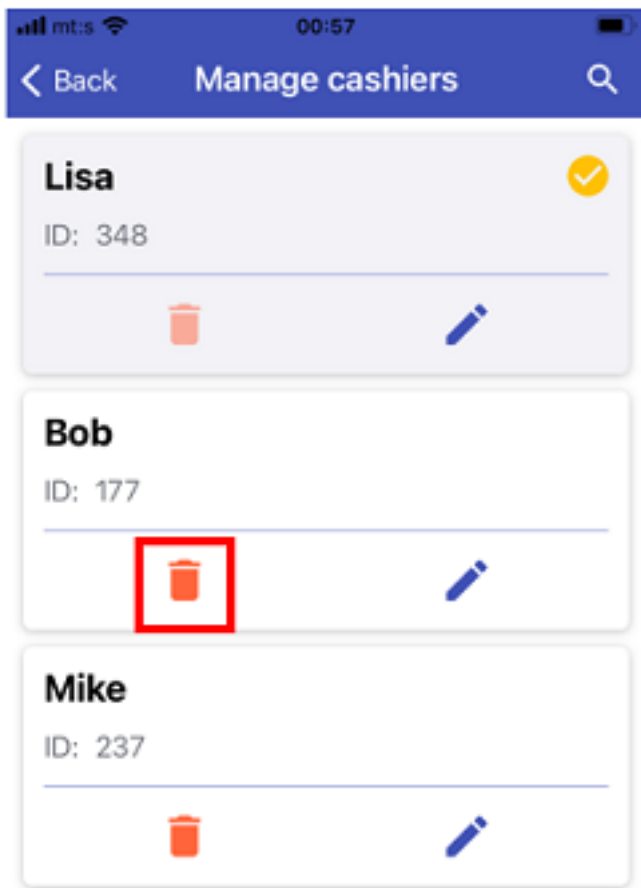
You can then just update the information in the pop-up box and tap **Done**.



Cashiers - Image of updated cashier's information

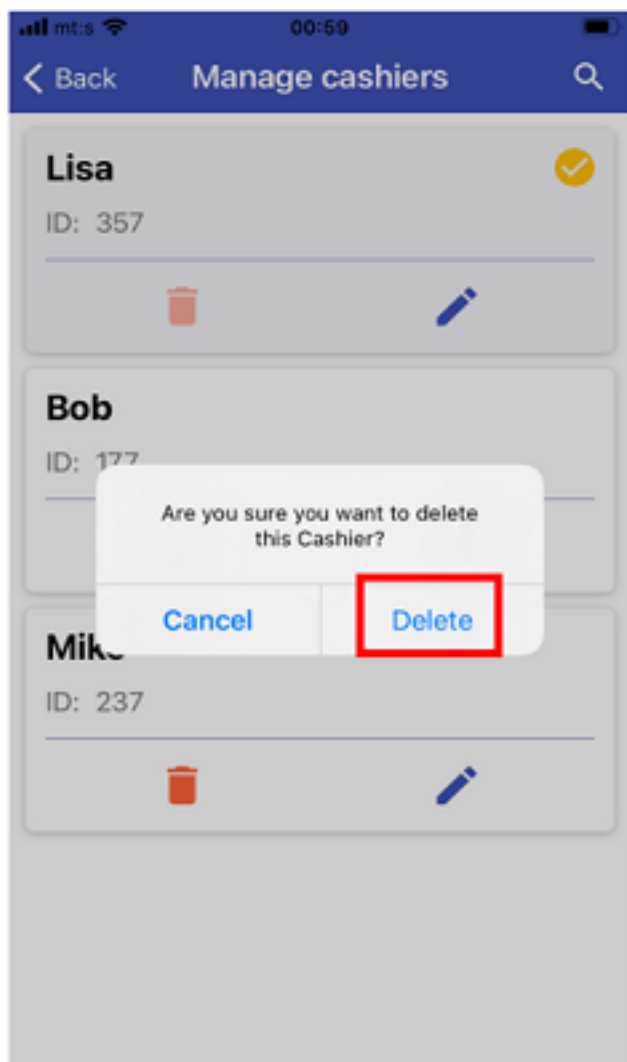
Deleting cashiers

To delete an existing cashier, tap on  icon below their name.



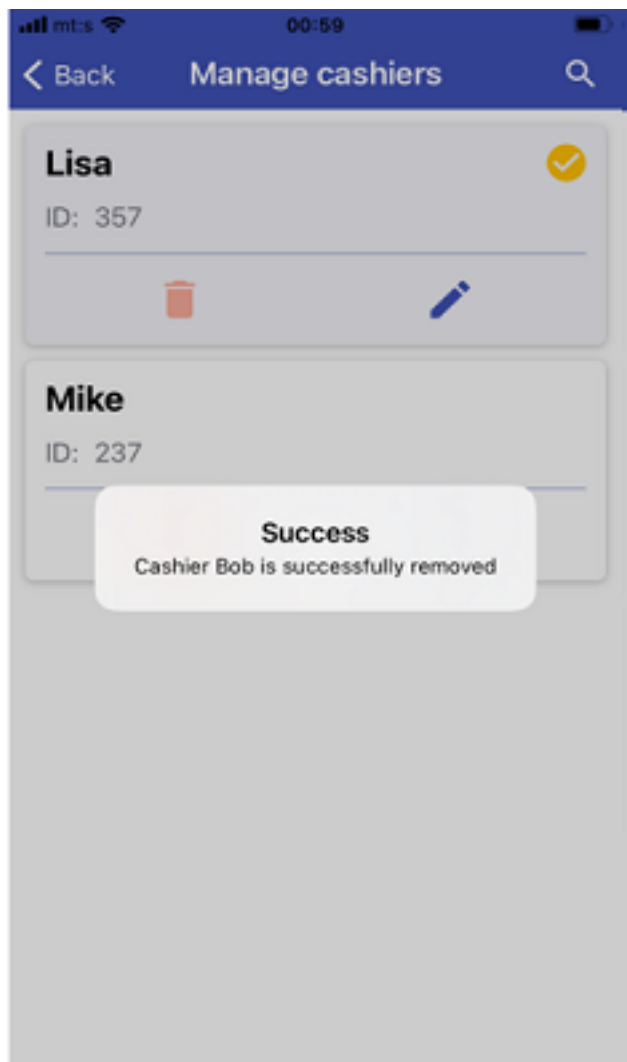
Cashiers - Image of the delete a cashier option

Confirm the action by tapping **Delete** in the pop-up box.



Cashiers - Image of confirming cashier deletion

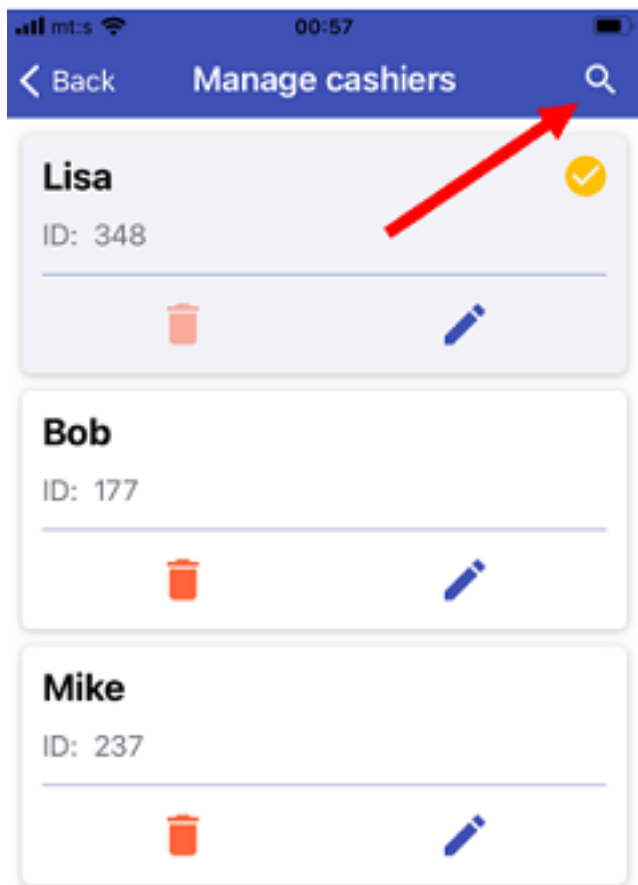
The **Success** message will appear on the screen.



Cashiers - Image of deleted cashier confirmation

Searching cashiers

To search for a specific cashier from the list, tap on the search symbol in the top-right corner.



Cashiers - Image of the search cashiers option

The search results will adapt automatically as you type.



Cashiers - Image of adaptive search cashier results

Working with TaxCore POS iOS

Now that you have met all the requirements, it's time to start using your TaxCore POS app:

1.

[Managing Catalog Items](#)

The **Catalog** section allows you to add new items to your list of

2.

[Creating Invoices](#)

When you successfully add all your products/services to the

3.

[Sharing Invoices](#)

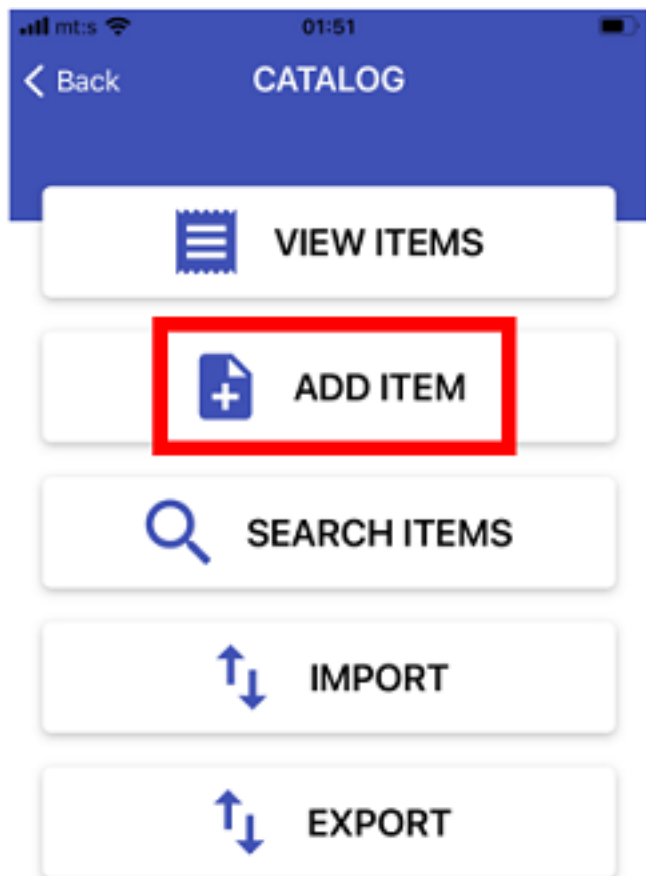
After you create an invoice, you can share it with your customer in several ways.

Managing Catalog Items

The **Catalog** section allows you to add new items to your list of products/services, as well as edit and delete the existing ones.

Adding items to catalog

To add new items, tap on the **Catalog** section and select **Add Item**.



TaxCore POS iOS - Image of the Add Item to catalog option

Fill in all mandatory fields - **Name** and **Unit Price**. You can optionally add the product's **EAN**.

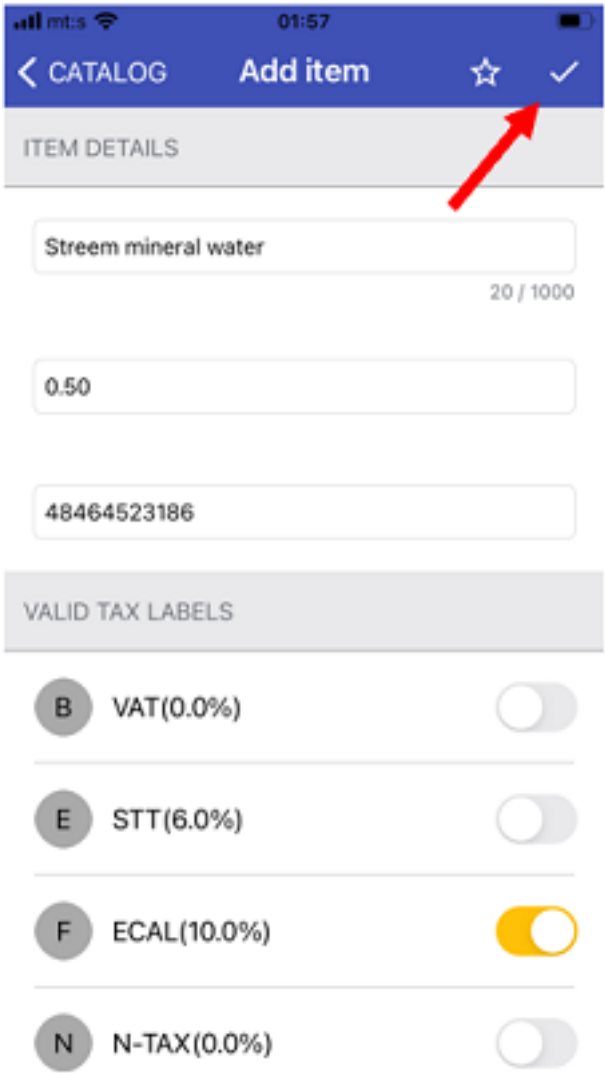
NOTE:

If you are applying any discounts on the item(s) when creating an invoice, you must provide the unit price value after **all** discounts have been calculated and applied. To do this, you can either update the price of the existing catalog item or create an additional item with the calculated discounted price.

Next, you need to select appropriate tax labels that will apply to this item. When you finish, tap the tick symbol in top right corner to save the new item.

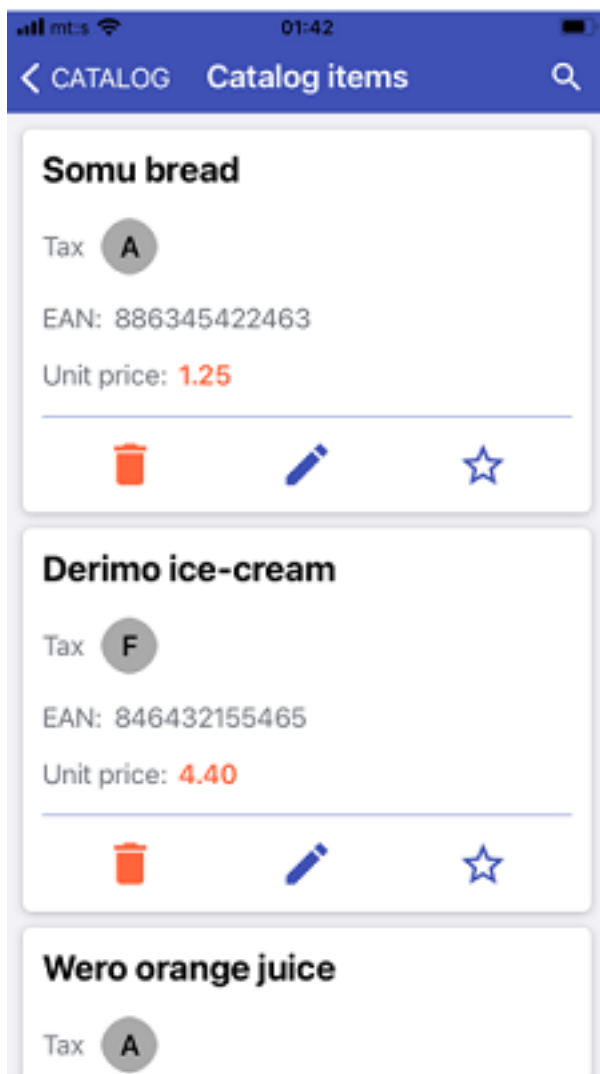
NOTE:

You must check with the Fiji Revenue And Customs Services which tax rates apply to the products and services in your catalog. The app doesn't apply the current tax rates automatically.



TaxCore POS iOS - Image of confirming a new item in the catalog

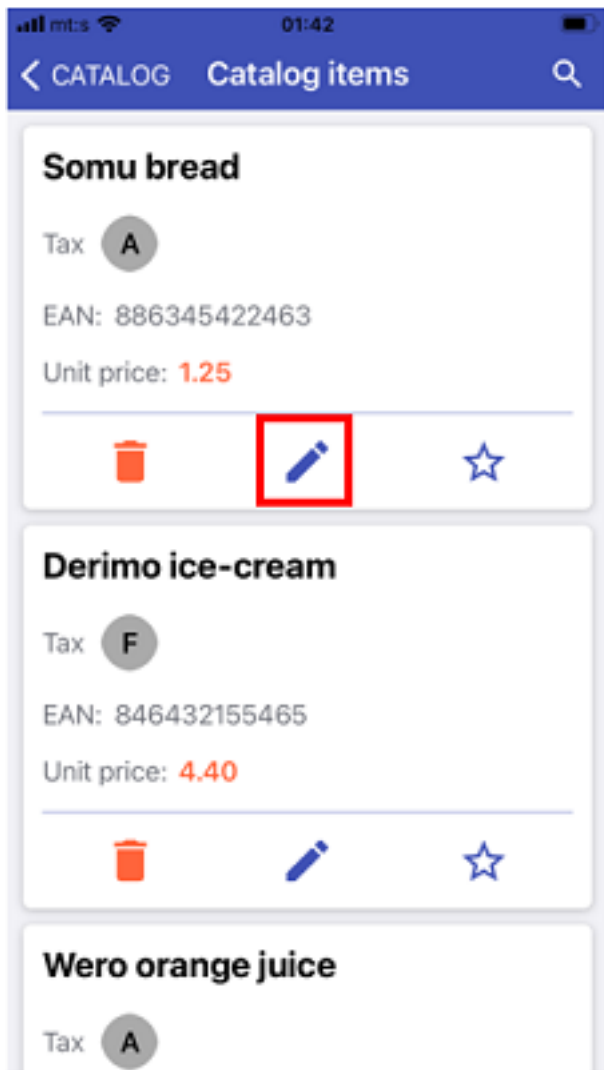
When you save the item, it will appear on the list of items in your catalog.



TaxCore POS iOS - Image of the newly added item in the catalog

Editing items in the catalog

To edit an existing item, tap on  icon below the item's name.



TaxCore POS iOS - Image of editing a catalog item

When the form opens, just edit the information and save the item.

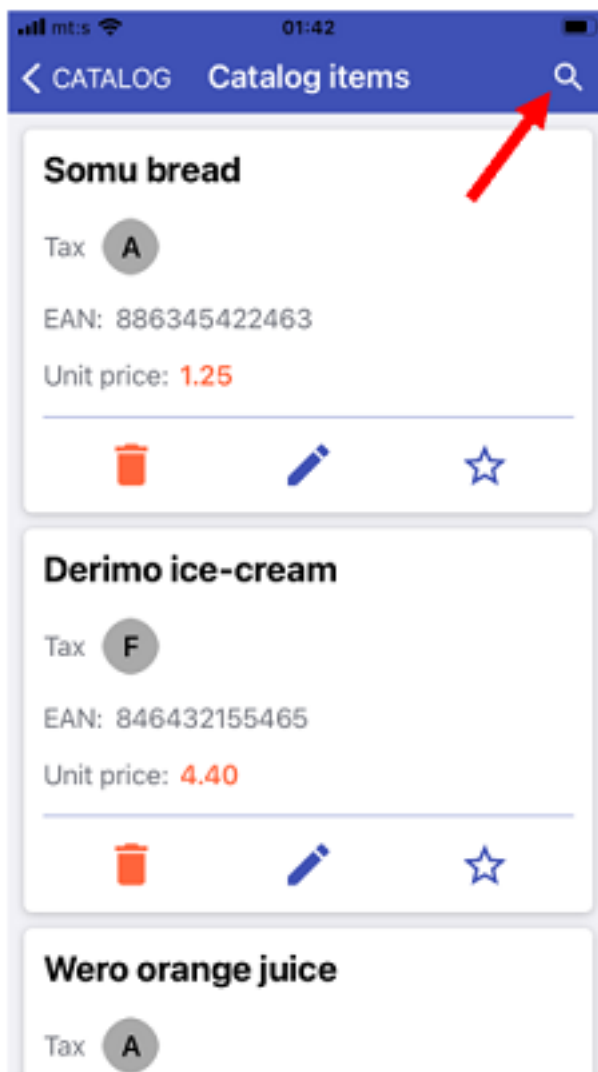
NOTE:

For more details and an example of editing items, see below **Items with an invalid label**.

Searching for items from the catalog

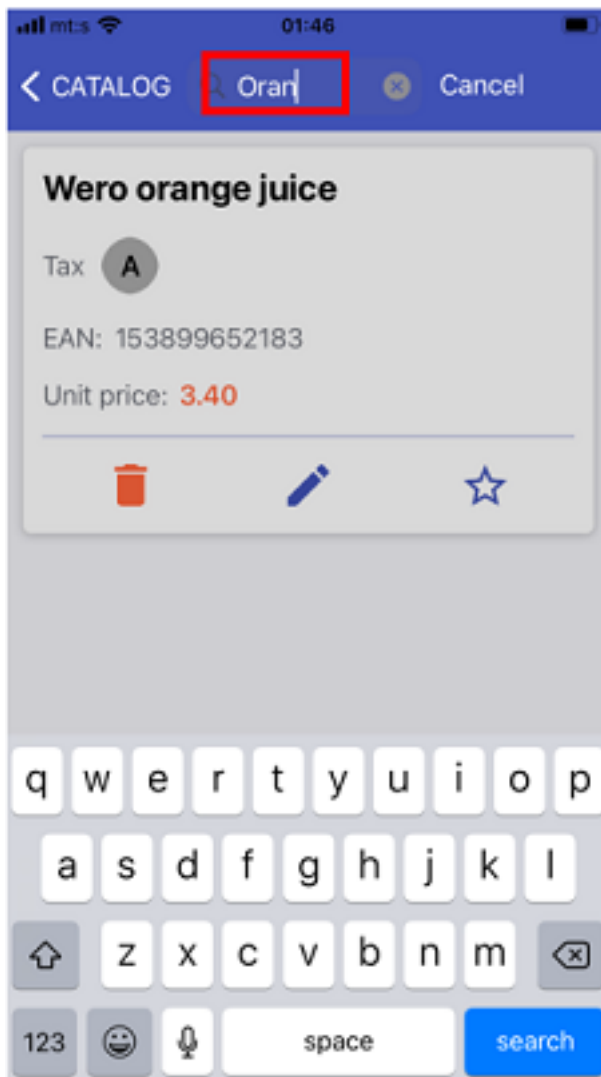
There are two ways to search for items:

1. You can search from the **View Items** section. Just tap on the search symbol in the top-right corner.



TaxCore POS iOS - Image of the search catalog items option

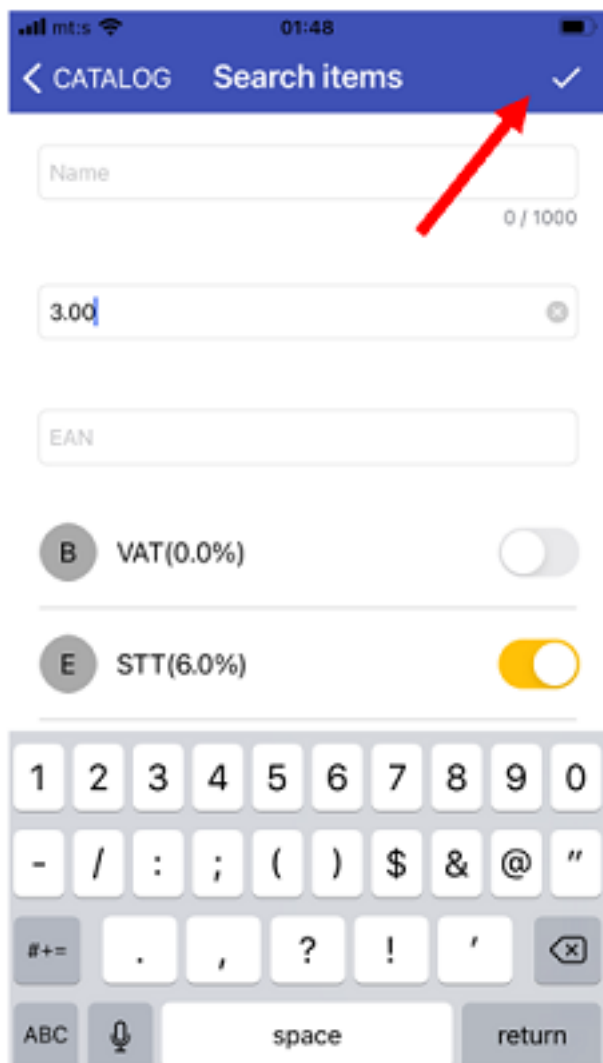
You can search for items by their Name or EAN. The search result will adapt as you type.



TaxCore POS iOS - Image of searching catalog items by name or EAN

2.
For a more advanced search, you can use the **Search Items** section. You can search the catalog by item name, unit price, EAN number or specific tax labels.

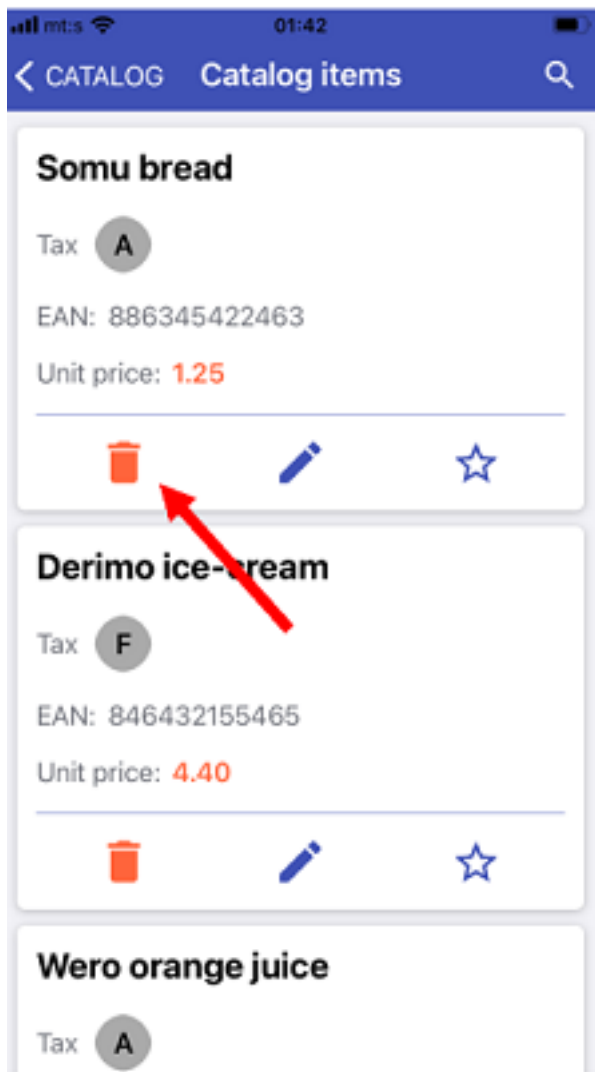
To see the search results, tap on the *tick* icon in the top-right corner.



TaxCore POS iOS - Image of searching catalog items via Search Items

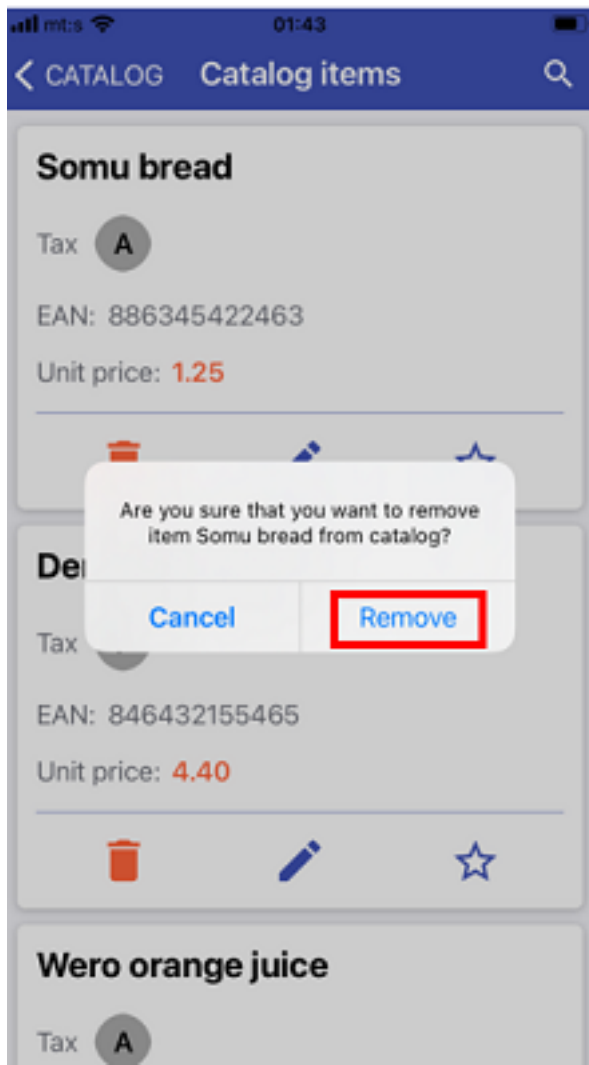
Deleting items from the catalog

To delete an existing item, tap on  icon below the item you want to delete.



TaxCore POS iOS - Image of deleting items from catalog

To complete the action, tap **Remove** in the confirmation box.

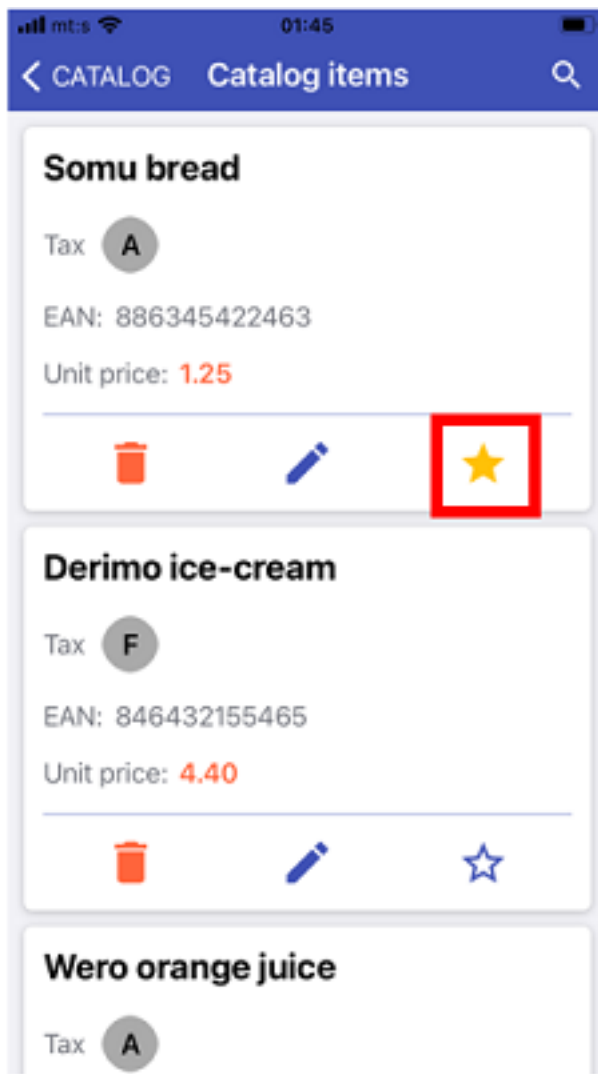


TaxCore POS iOS - Image of confirming deleting items from catalog

Adding items to favorites

If you have some items that are sold more often than others, you can add them to your favorites. This will enable you to add them to an invoice with just one tap (see [Creating Invoices](#)).

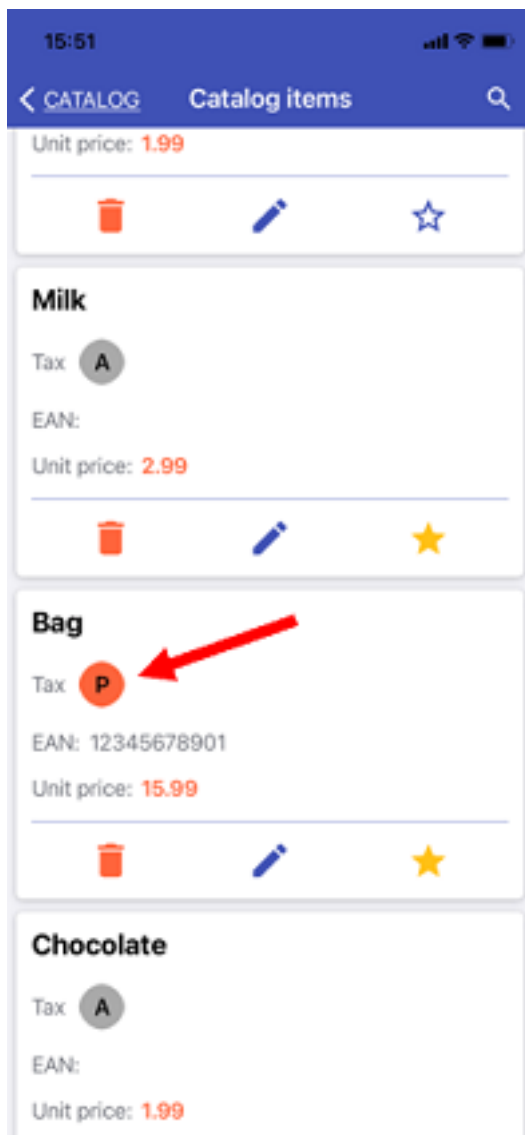
To add an item to favorites, just tap on the star icon below the item's name. It will turn to yellow.



TaxCore POS iOS - Image of adding catalog items to favorites

Items with an invalid label

If an item from your catalog has an invalid tax label, that label will be marked with red color.



TaxCore POS iOS - Image of a catalog item with an invalid tax label

You can fix this issue by editing the item. Tap the  icon and the invalid label will be displayed at the bottom in the **Invalid Tax Labels** list.

15:51

< Catalog items

Edit item

★

✓

ITEM DETAILS

Bag

3 / 1000

15.99

12345678901

VALID TAX LABELS

N

N-TAX(0.0%)

☐

A

VAGST(15.0%)

☐

B

VAGST-EXPO(0.0%)

☐

C

VAGST-EXCL(0.0%)

☐

INVALID TAX LABELS

P

PBL(WSS 0.2)

☒

TaxCore POS iOS - Image of unselecting an invalid tax label

Unselect the invalid label and select the appropriate label from the **Valid Tax Labels** list.

This will activate the *tick* icon in the top-right corner. Tap it to save the changes.

15:58

< Catalog items Edit item

ITEM DETAILS

Bag

15.99

12345678901

VALID TAX LABELS

N N-TAX(0.0%)

A VAGST(15.0%)

C VAGST-EXCL(0.0%)

B VAGST-EXPO(0.0%)

INVALID TAX LABELS

P PBL(WS\$ 0.2)

TaxCore POS iOS - Image of saving the new tax label for an item

When the changes are saved, the tick icon will become inactive again.

Related Articles

- [Creating Invoices](#)
- [Sharing Invoices](#)

Creating Invoices

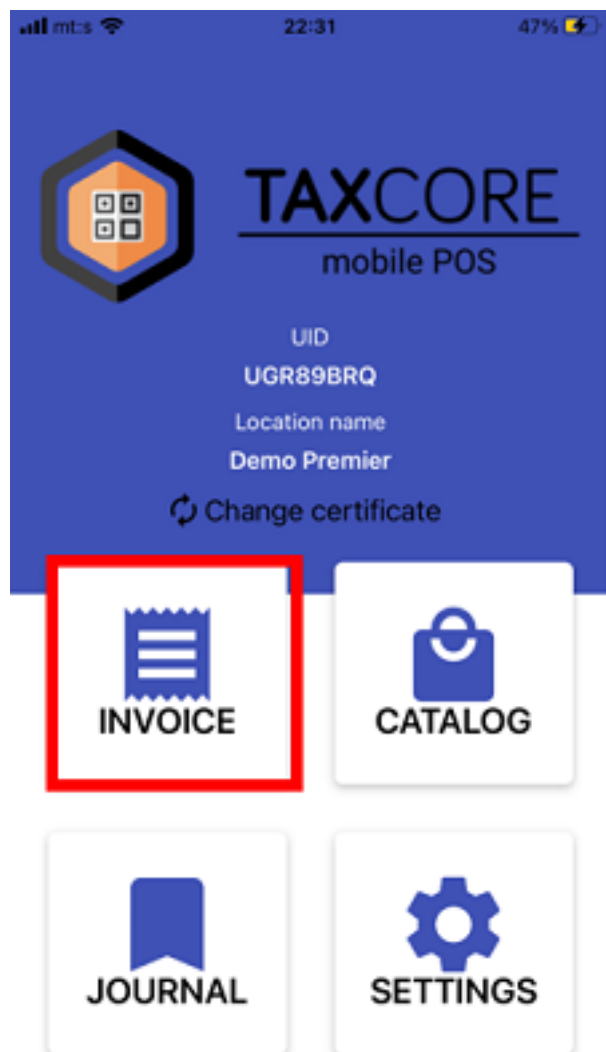
When you successfully add all your products/services to the Catalog, you are all set up to start issuing invoices. On initial use, there will be no invoices.

NOTE:

If you do not finish creating an invoice, and you return to it after more than 15 minutes, you will see a warning message that the invoice creation started more than 15 minutes ago.

Steps for creating a new invoice

1. Tap on the **Invoice** section.



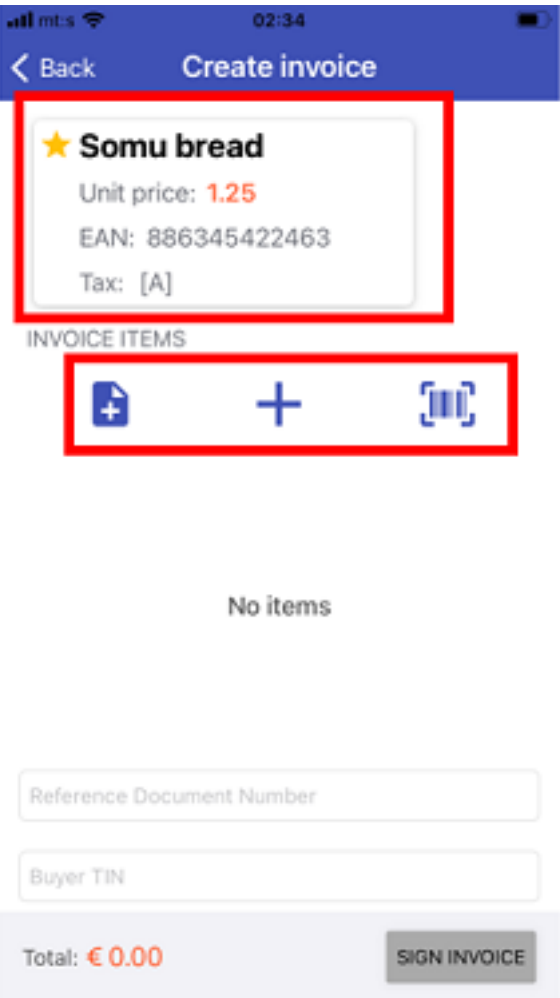
2. Enter **invoice items** - there are 4 ways to do this:

- o Select an item from the existing list of items 
- o Create a new item by using the **Add Item** option 
- o Scan the product 's QR code by using your smartphone camera 
- o Tap on one of the favorite items (if you labeled some as favorites) in the top of the screen.

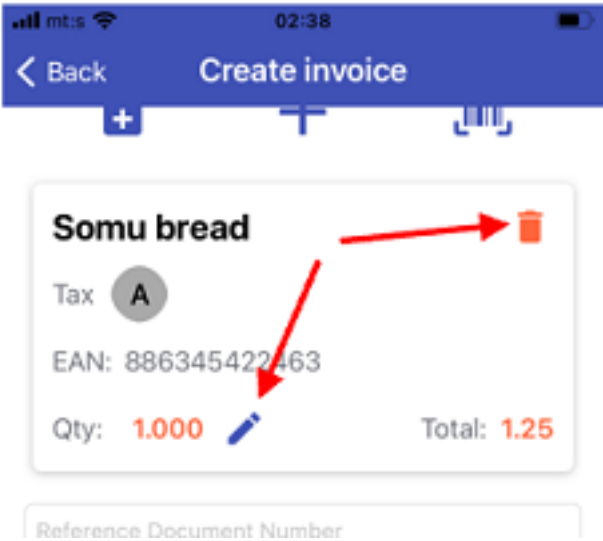
NOTE:

If you are applying any discounts on the item(s) when creating an invoice, you must provide the discounted unit

price value, after **all** discounts have been calculated and applied. See [Managing Catalog Items](#) for more information.



If necessary, you can edit the quantity for each item by tapping on  icon or delete each item by tapping on  icon.



3. Enter a **Reference Number** - mandatory only for *Copy* and *Refund* invoices. It represents the SDC invoice

number of the original Normal Sale/Refund invoice which you are refunding or copying.

4. Input **Buyer TIN** - only for invoices with buyer identification. If you enter a Buyer TIN, an additional optional field will appear - **Buyer Cost Center**.

INVOICE ITEMS



No items

Reference Document Number

Data Tech

Buyer Cost Center

Invoice Type:

Normal

5. Select the **invoice type** (*Normal, Proforma, Copy or Training*) and the **transaction type** (*Sale or Refund*).

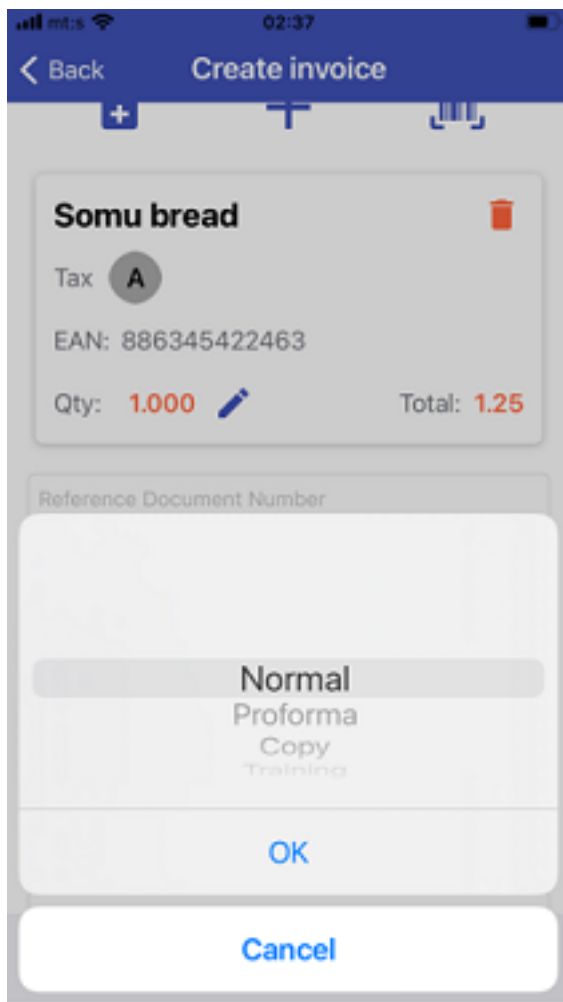
TaxCore POS iOS supports all invoice types:

Normal sale: It applies to all goods and services sold to a customer or another business by any means of payment.

Proforma: Billing for payment before providing the service or product typically calls for a Pro forma invoice.

Training: This type is used only when it's necessary to train a cashier for operations in a real working environment. This type is monitored by your country's tax authority and will attract audit if you use it frequently.

Copy: Re-issuing of a Normal sale receipt.



Creating Invoices - Image showing the invoice type options to choose from

NOTE:

If you choose Refund or Copy, a warning will appear that the **Reference Number** field is mandatory.

![[image.png?hash=971346101]](/.attachments/image-bcf6fda8-a279-4db8-9419-cbfa7f424d07.png?hash=971346101)

Creating Invoices - Image of the mandatory Reference Number field warning

6. Select the **Payment** method: Cash, Card, Check, Wire Transfer, Voucher, MobileMoney or Other
7. If you wish, you can cancel the transaction by clicking **Reset Invoice**
8. Click **Sign Invoice** at the bottom of the screen

Transaction Type:

Sale

Payment:

Cash

Total: € 1.25

SIGN INVOICE

9. Provide a valid **PAC** (for V-SDC) or **PIN** (for E-SDC) to complete creating the invoice.

NOTE:

After providing a valid PAC or PIN the app will not ask you to provide them again when creating new invoices for the next 15 minutes. After that, the memory is reset for safety reasons, and you will have to provide them again. Also, if you move the app into a background process on your device, the PAC or PIN will reset.

Enter PAC Cancel Invoice type.	Enter PIN Cancel
---	---

10. The invoice journal will appear on the screen, with [sharing](#) and printing options.


```
TIN: BBHH12345
Company: Demo Premier
Store: Demo Premier
Address: Filbert Way LE2 7FL
District: UNKNOWN
Cashier TIN: 357
POS Time: 05/02/2021 02:41:20
```

-----NORMAL SALE-----

Items

Name	Price	Qty.	Total
Somu bread (A)	1.25	1	1.25
Derimo ice-cream (F)	4.40	1	4.40

Total Purchase: 5.65

Payment Method:	Cash
-----------------	------

Label	Name	Rate	Tax
A	VAT	9.00%	0.10
F	ECAL	10.00%	0.40

Total Tax: 0.50

SDC Time: 05/02/2021 02:41:21

SDC Invoice No: UGR89BRQ-F6MYL8UM-305

Invoice Counter: 237/305NS



If you select an item with an invalid tax label, that label will be marked in red.

15:50

< Back

Create invoice

★ Bag

Unit price: 15.99

EAN: 12345678901

Tax: [P]

INVOICE ITEMS

+

Bag

Tax **P**

EAN: 12345678901

Qty: 1.000

Total: 15.99

Reference Document Number

Buyer TIN

Invoice Type:

Normal

Transaction Type:

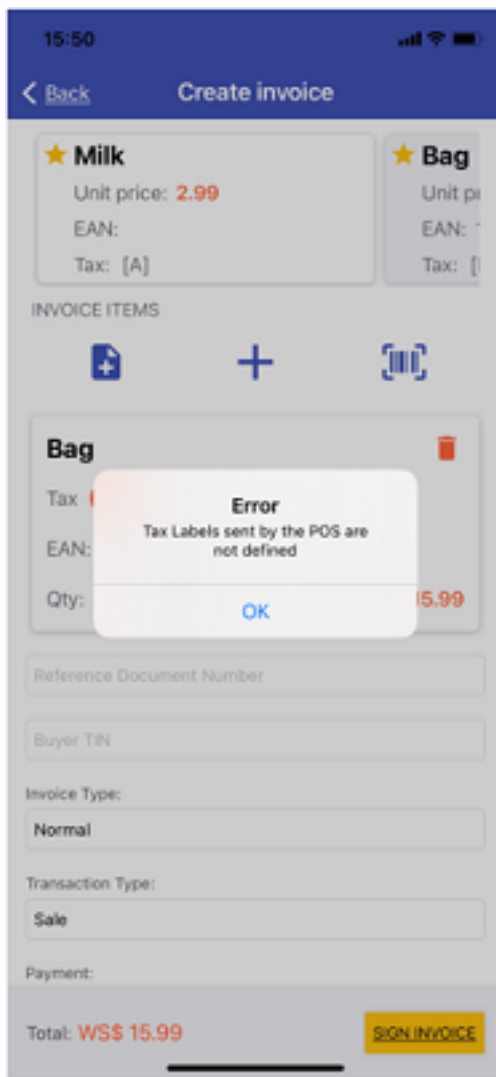
Sale

Payment:

Total: WSS 15.99

SIGN INVOICE

If you try to sign the invoice, you will receive the error message and will not be able to create the invoice.



Creating Invoices - Image of the invoice journal sharing and printing options

Related Articles

- [Creating a Refund Invoice](#)
- [Creating a Copy Invoice](#)
- [View Invoices](#)
- [Managing Catalog Items](#)
- [Sharing Invoices](#)

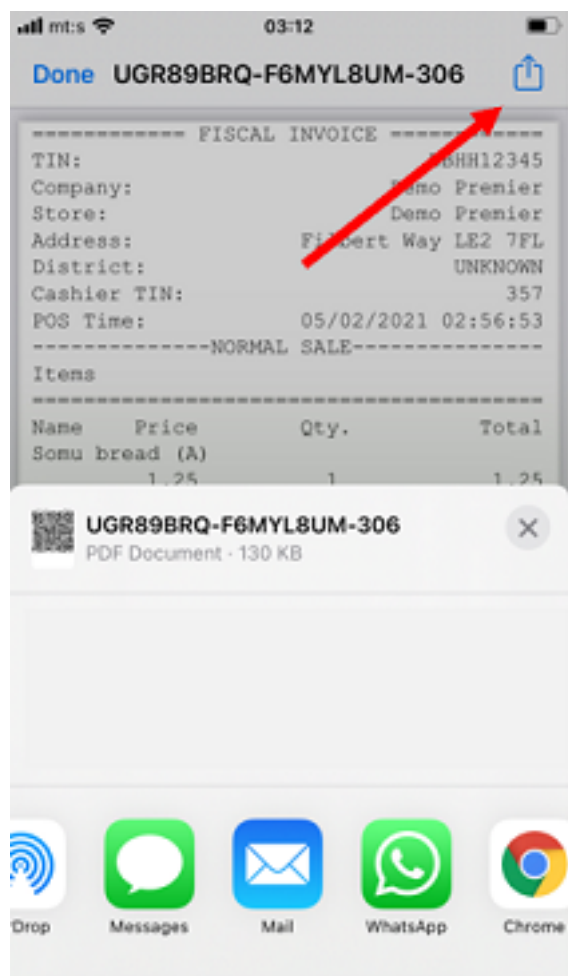
Sharing Invoices

After you create an invoice, you can share it with your customer in several ways.

NOTE:

Options for sharing invoices depend on the applications you installed on your device.

You can print, share, or even save an invoice as a PDF file, by tapping on  in the top right corner of an invoice journal.



Journal Section

In the Journal section, you can view and search your invoices.

1.

[View Invoices](#)

All the invoices you issued can be found in the **Journal** section of the app.

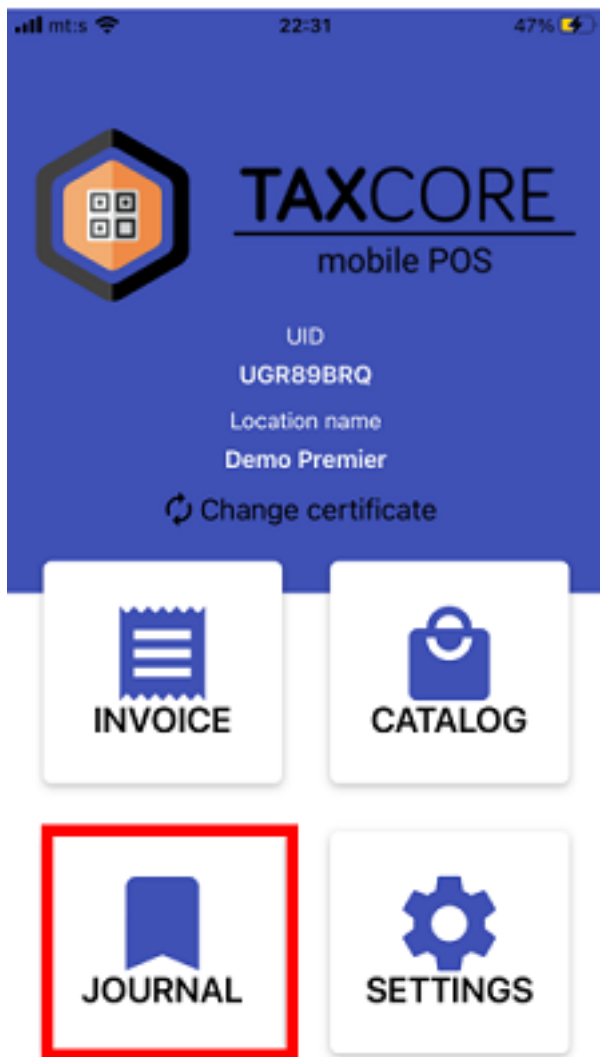
2.

[Search Invoices](#)

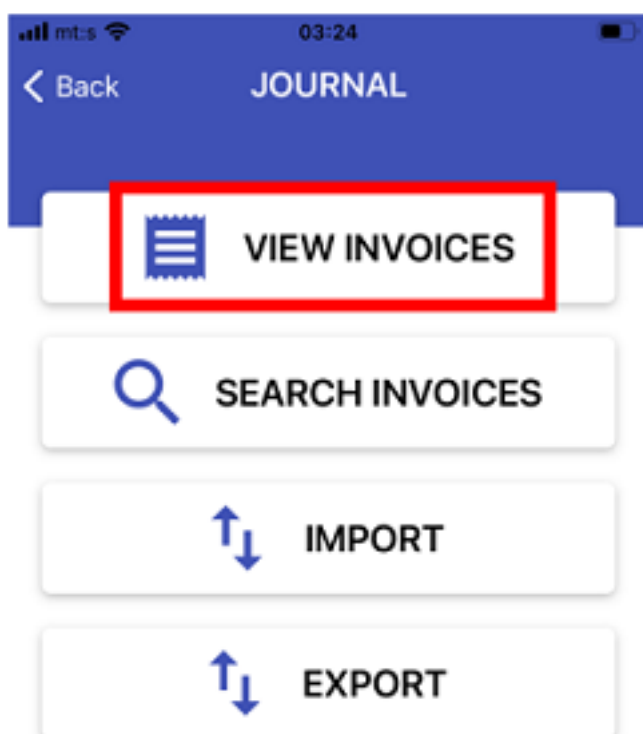
If you are looking for a specific invoice(s), tap on

View Invoices

All the invoices you issued can be found in the **Journal** section of the app.



To see the list of issued invoices, tap **View Invoices**.



For each invoice, you have the following options:

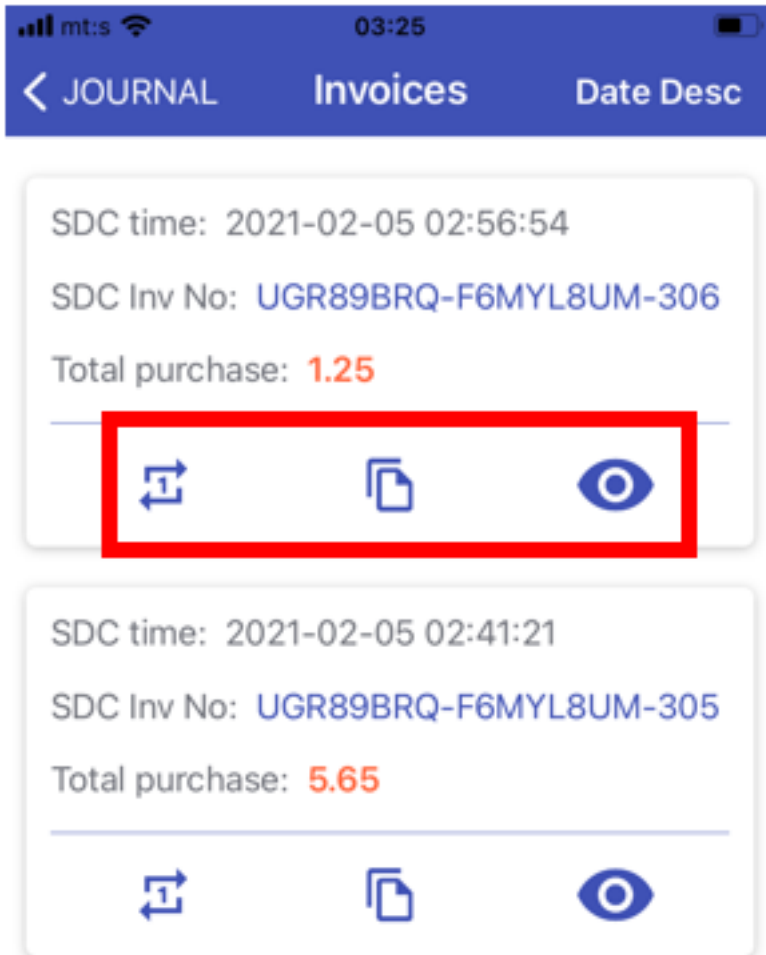
- Create a refund of the whole invoice (with different payment options)



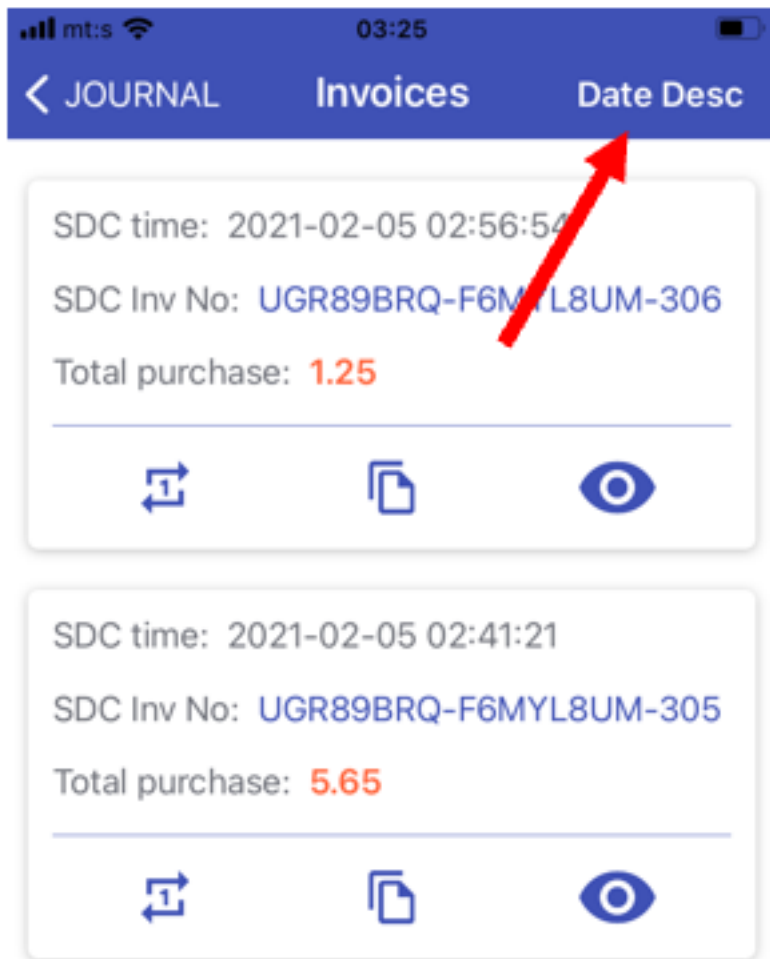
- Create a copy of the invoice



- See the invoice visual representation (with print and share options)



You can also use the **Date Ascending** and **Date Descending** menu to list the invoices according to their creation date.



Related Articles

- [Search Invoices](#)

Creating a Refund Invoice

With TaxCore POS you can create a Refund of the whole Normal Sale invoice or a partial Refund of the Normal Sale invoice.

Creating a refund of the whole invoice

To quickly create a Refund of the whole invoice, just tap the appropriate icon.

SDC time: 2021-02-05 02:56:54

SDC Inv No: UGR89BRQ-F6MYL8UM-306

Total purchase: 1.25



SDC time: 2021-02-05 02:41:21

SDC Inv No: UGR89BRQ-F6MYL8UM-305

Total purchase: 5.65



A new **Create Invoice** page will open, with invoice and transaction types already set to **Normal Refund**.

mts

03:27

< Invoices

Create invoice

Somu bread

Tax

A

EAN: 886345422463

Qty: 1.000

Total: 1.25

UGR89BRQ-F6MYL8UM-306

Buyer TIN

Invoice Type:

Normal

Transaction Type:

Refund

Payment:

Cash

Total: € 1.25

SIGN INVOICE

The mandatory *Reference Number* (the SDC Invoice Number of the original Normal Sale invoice) will be added automatically, so you can just tap **Sign invoice** to create a Refund.

mt:s 03:27

< Invoices Create invoice

Somu bread 

Tax **A**

EAN: 886345422463

Qty: **1.000**  Total: **1.25**

UGR89BRQ-F6MYL8UM-306

Buyer TIN

Invoice Type:
Normal

Transaction Type:
Refund

Payment:
Cash

Total: **€ 1.25** 

SIGN INVOICE

Creating a partial refund invoice

There are two ways you can create a partial refund:

Option 1

Find the Normal Sale invoice and just tap the appropriate icon.

SDC time: 2021-02-05 02:56:54

SDC Inv No: UGR89BRQ-F6MYL8UM-306

Total purchase: 1.25



SDC time: 2021-02-05 02:41:21

SDC Inv No: UGR89BRQ-F6MYL8UM-305

Total purchase: 5.65



You can change the quantity of each item or remove the whole item from the new refund invoice. This way you can adjust which quantities and which items are being refunded.

17:03

< Invoices

Create invoice

INVOICE ITEMS

Beer

Tax

A

EAN: 987654321

Qty: 3,500

Total: 9.28

73ETRPEA-73ETRPEA-34

Buyer TIN

Invoice Type:

Normal

Transaction Type:

Refund

Option 2

Find the Normal Sale invoice in the app's **Journal** and copy to clipboard the SCD Invoice Number of the original Normal Sale invoice.

SDC time: 2021-02-05 02:56:54

SDC Inv No: UGR89BRQ-F6MYL8UM-306

Total purchase: 1.25



SDC time: 2021-02-05 02:41:21

SDC Inv No: UGR89BRQ-F6MYL8UM-305

Total purchase: 5.65



Then when creating a new invoice you can just paste it in the **Reference Number** box. You can enter all other invoice details (specific items that are being refunded) manually.

mobile signal icons 02:34 battery icon

< Back Create invoice

★ **Somu bread**

Unit price: **1.25**

EAN: 886345422463

Tax: [A]

INVOICE ITEMS



No items

Reference Document Number

Buyer TIN

Total: € 0.00

SIGN INVOICE

Related Articles

- [Creating Invoice](#)
- [Creating a Copy Invoice](#)
- [View Invoices](#)

Creating a Copy Invoice

To quickly create a Copy of an invoice, just tap the appropriate icon as described above.

SDC time: 2021-02-05 02:56:54

SDC Inv No: UGR89BRQ-F6MYL8UM-306

Total purchase: 1.25



SDC time: 2021-02-05 02:41:21

SDC Inv No: UGR89BRQ-F6MYL8UM-305

Total purchase: 5.65



A new **Create Invoice** page will open, with invoice and transaction types already set to **Copy Sale** or **Copy Refund**.

mt:s 03:27

< Invoices Create invoice

Somu bread

Tax **A**

EAN: 886345422463

Qty: **1.000** Total: **1.25**

UGR89BRQ-F6MYL8UM-306

Buyer TIN

Invoice Type:

Copy

Transaction Type:

Sale

Payment:

Cash

Total: € 1.25 **SIGN INVOICE**

The mandatory *Reference Number* (the SDC Invoice Number of the original Normal Sale or Normal Refund invoice) will be added automatically, so you can just tap **Sign invoice** to create a Copy.

mt:s 03:27

< Invoices Create invoice

Somu bread

Tax **A**

EAN: 886345422463

Qty: **1.000** Total: **1.25**

UGR89BRQ-F6MYL8UM-306

Buyer TIN

Invoice Type:

Copy

Transaction Type:

Sale

Payment:

Cash

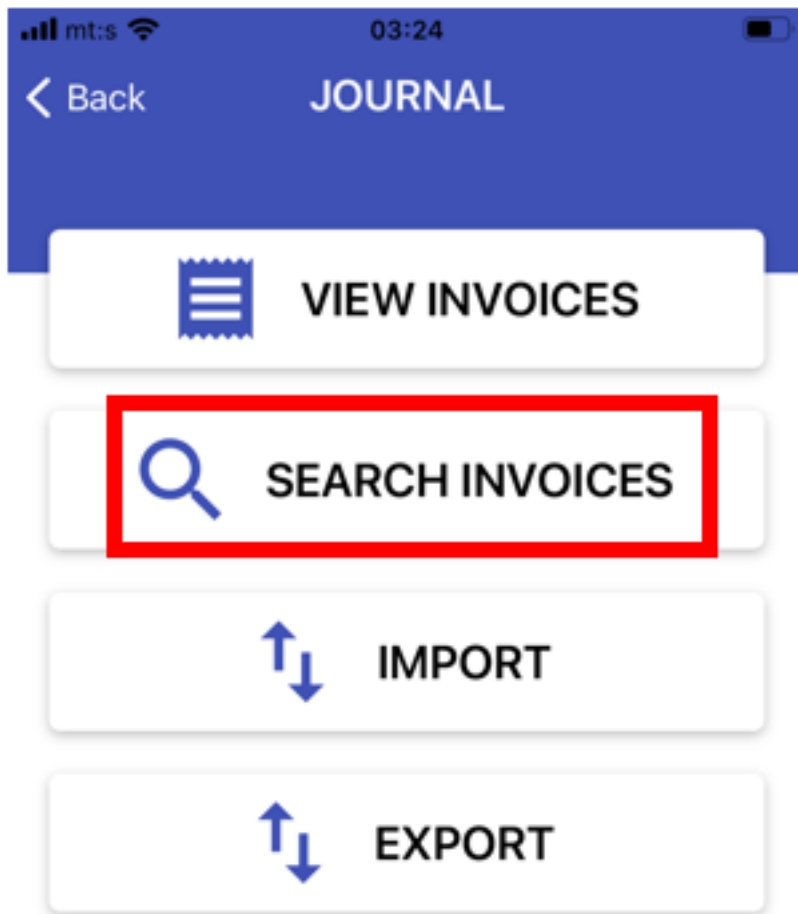
Total: € **1.25** **SIGN INVOICE**

Related Articles

- [Creating Invoices](#)
- [Creating a Refund Invoice](#)
- [View Invoices](#)

Search Invoices

If you are looking for a specific invoice(s), tap on **Search Invoices** in the **Journal** section.



You can search the list according to:

- a specific period when the invoices were created
- a specific SDC invoice number
- a specific Buyer TIN
- a specific invoice type
- a specific transaction type

When you set your search filter(s), just tap on the *tick* icon in top-right corner.

mt:s 03:31

< JOURNAL Search Invoices ✓

DATE AND TIME

From

2021-02-01 07:30

To

2021-02-04 20:30

INVOICE DETAILS

SDC Invoice No

Buyer TIN

Invoice option:

None

Transaction option:

None

RESET FILTER

Search Invoices - Image of the invoice searching options

Related Articles

- [View Invoices](#)

Data Management

TaxCore POS iOS enables you to import or export the list of items in the **Catalog** section and the list of issued invoices in the **Journal** section.

To do this, just select Export or Import options in the **Catalog** or **Journal** sections.

These operations can save you a lot of time when configuring the app.

1. [Export and Import Invoice](#)
Whenever the situation requires, you may either export all your invoices from the **Journal** or import a previously exported list.

2.

[Export and Import Catalog](#)

TaxCore POS app enables integration with other systems.

Export and Import Invoice

Whenever the situation requires, you may either export all your invoices from the **Journal** or import a previously exported list.

You can use the exported invoices file to stay compliant with the fiscalization requirements in situations when there is no internet connectivity or your E-SDC is malfunctioning.

1.

[Export Invoices](#)

To export all created invoices stored in your journal, tap on **Export** in the **Journal** section.

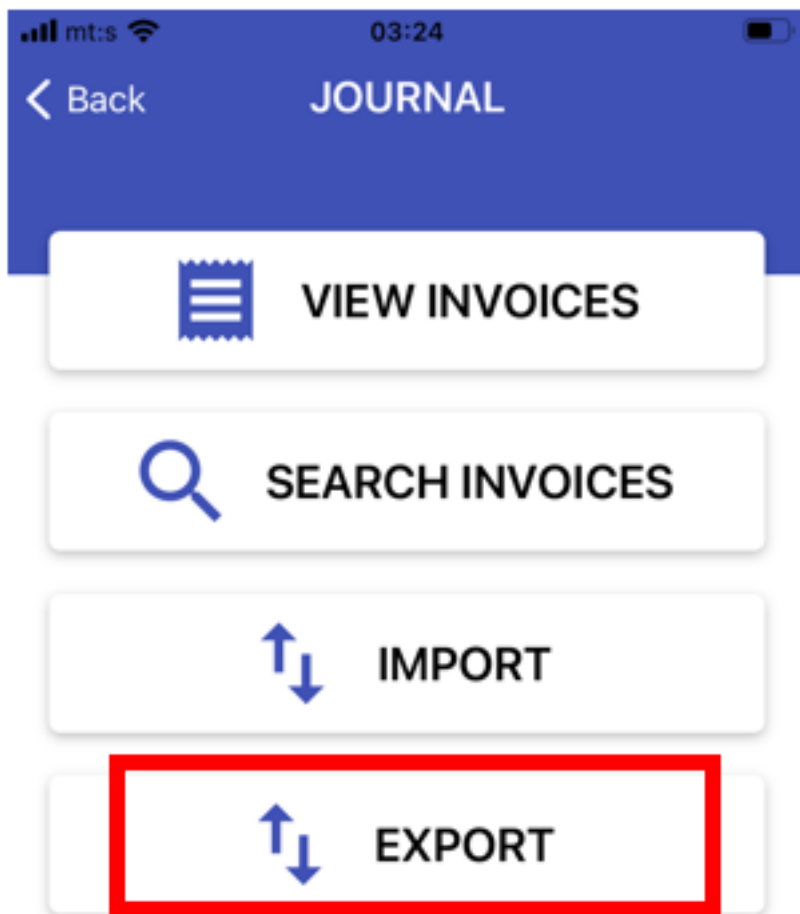
2.

[Import Invoices](#)

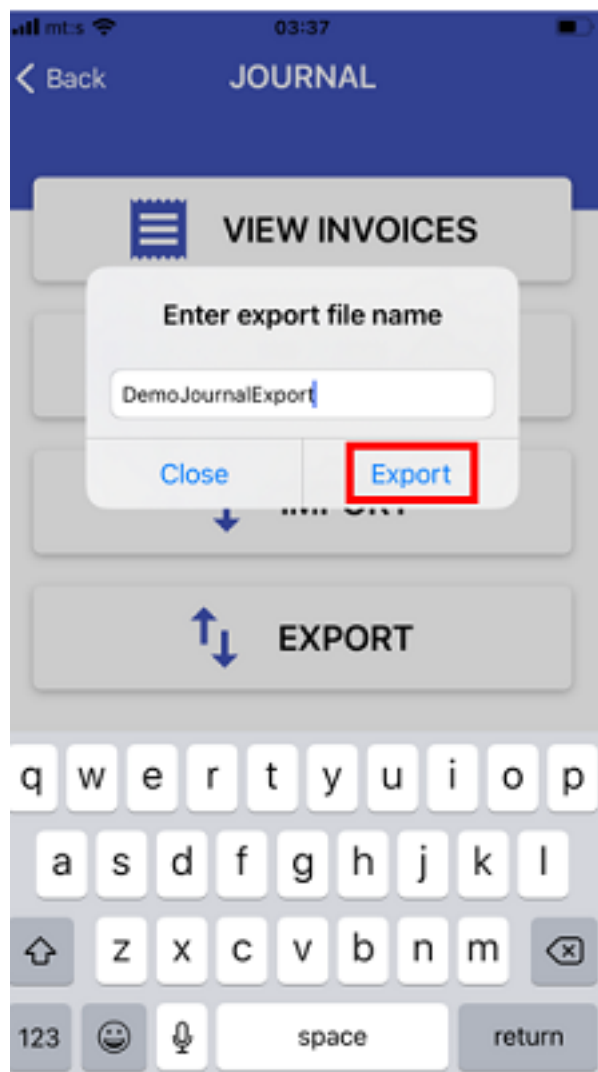
To import the previously exported invoices, select the

Export Invoices

To export all created invoices stored in your journal, tap on **Export** in the **Journal** section.

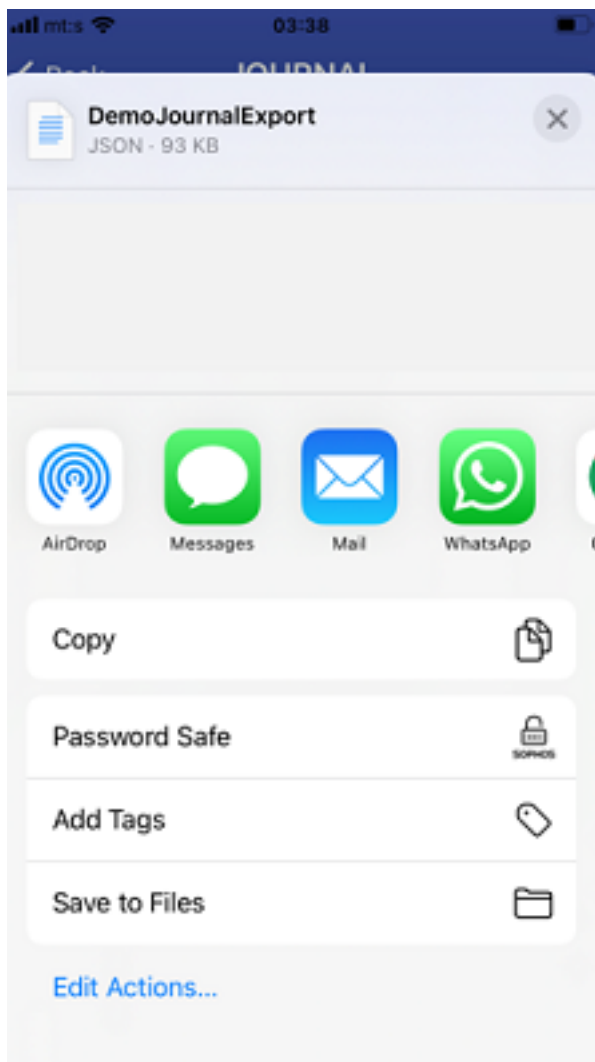


A dialog box will open, asking you to provide the name for the exported file. Enter a name and tap **Export**.



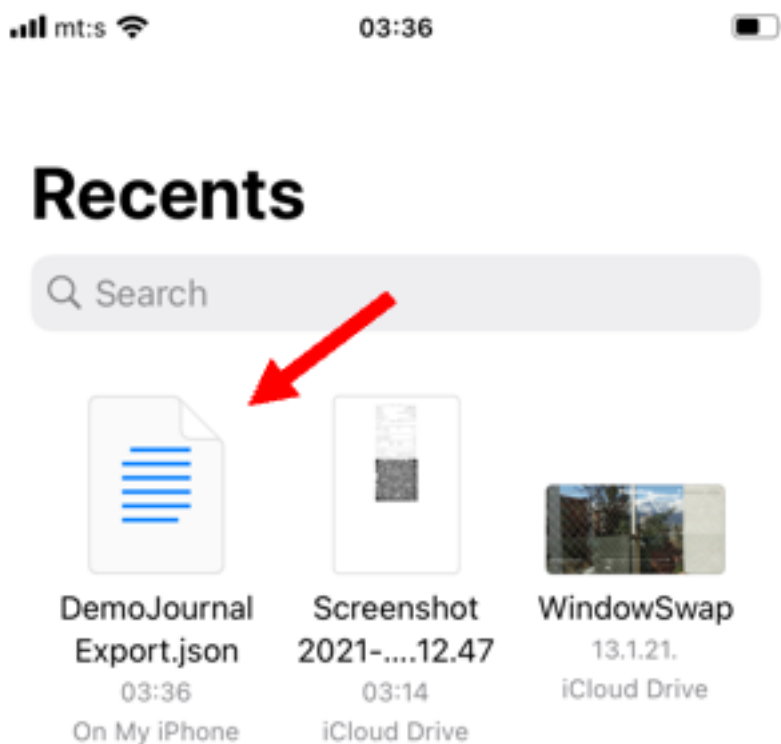
Export Invoices - Image of the export file option

Next, you will be prompted to choose the destination for saving the exported file. It can be any location, whether on your device or an external source.



Export Invoices - Image of saving the export file option

After saving, you will be able to find the file in the selected external storage.



Export Invoices - Image showing the file location in the selected external storage

NOTE:

If you are planning to delete TaxCore POS from your device, and you want to keep your journals for further use, make sure you export your invoices before deleting the app. Otherwise, your journal items will be lost.

This is what the contents of the exported DemoJournalExport.json look like:



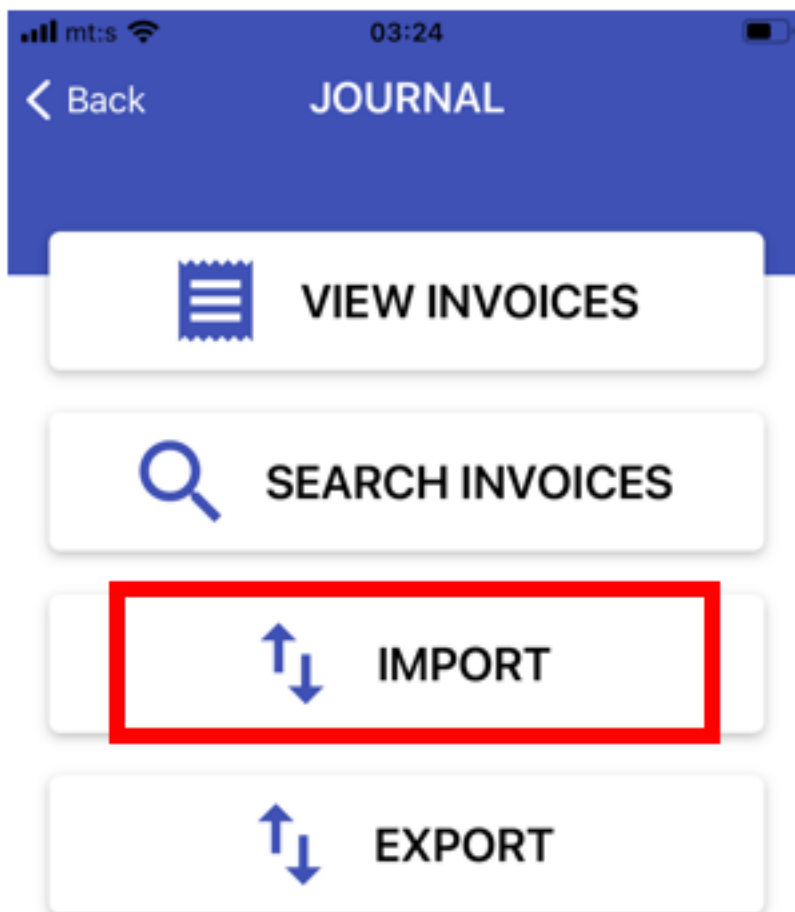
Export Invoices - Image of the exported file contents

Related Articles

- [Import Invoices](#)

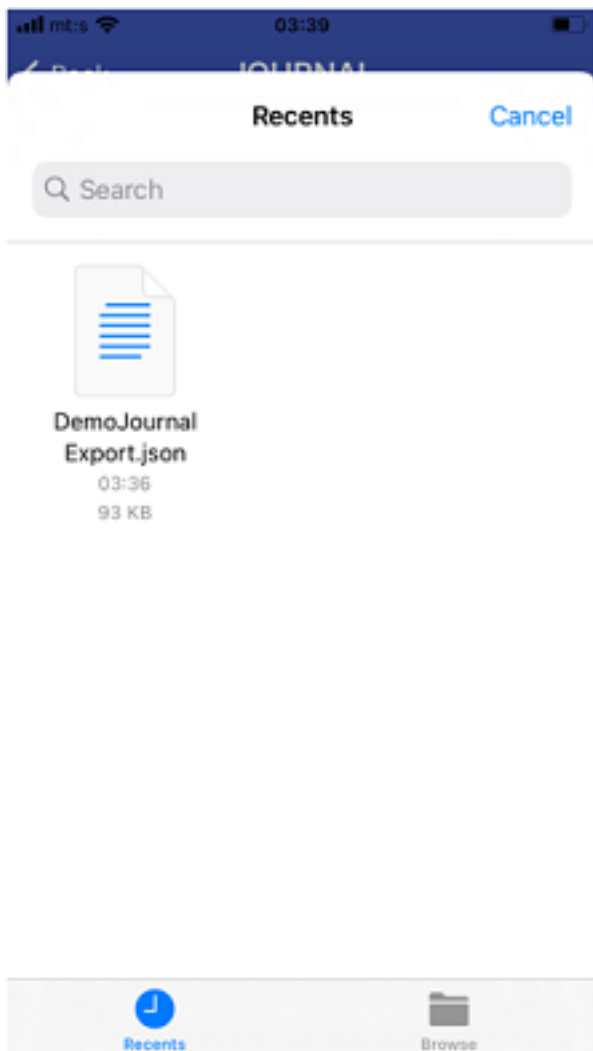
Import Invoices

To import the previously exported invoices, select the **Import** option in the **Journal** section.



Next, you will be asked to choose the external storage from which you want to import the list.

Journal file ready for import, should have the **.json** extension (for example: *DemoJournal.json*).



If the import is successful, you will see the message "**Journal imported**".

Related Articles

- [Export Invoices](#)

Export and Import Catalog

TaxCore POS app enables integration with other systems.

For example:

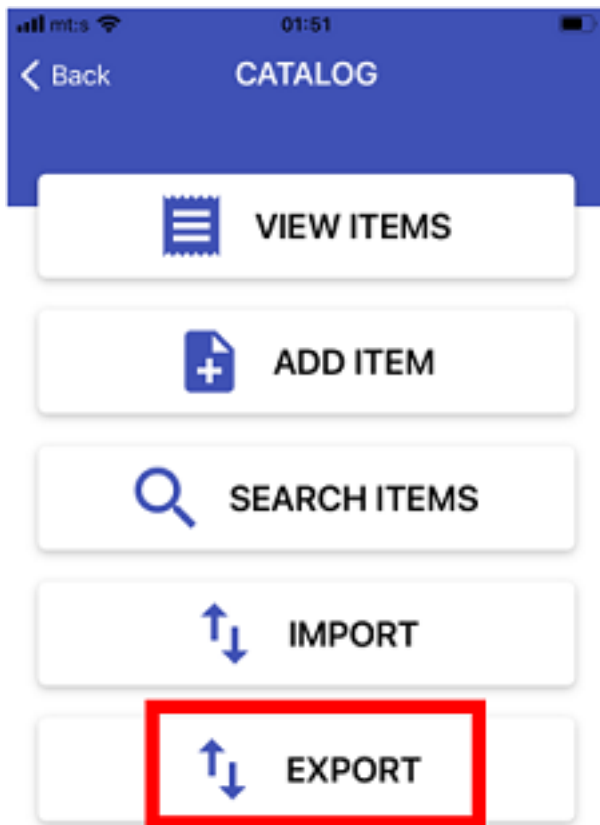
- Products/Services and prices are defined in company HQ
- A list is exported in .json format and sent to a branch office
- Branch office imports new catalog
- New products, services, and prices are available in the branch office through the TaxCore POS iOS

This means that your company's products and/or services and prices can be defined in advance in the company's headquarters.

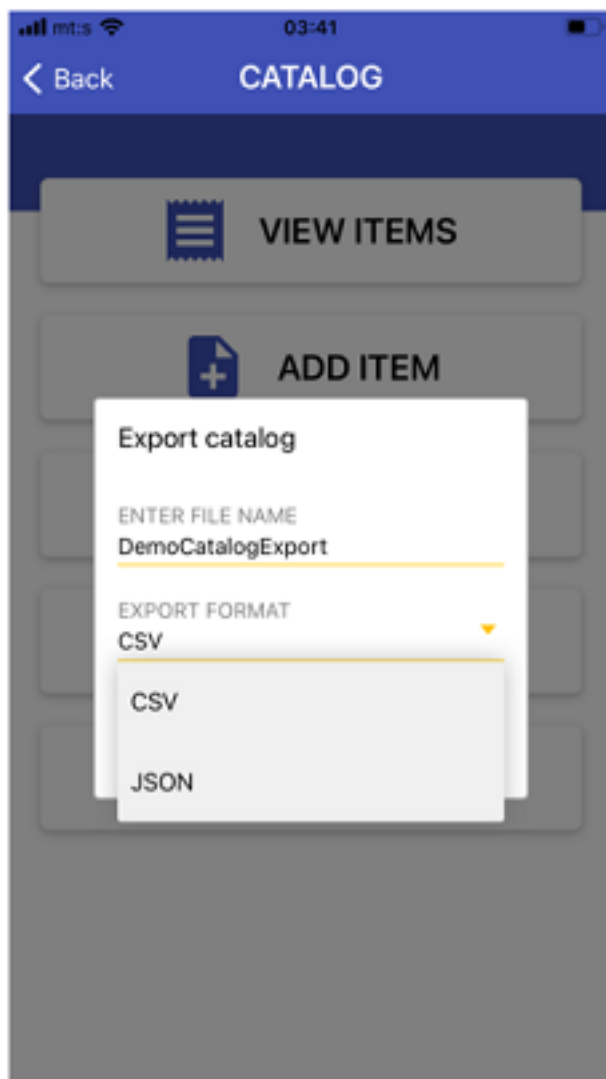
1.
[Export Catalog](#)
To export the whole catalog of items from your device tap on **Export** in the **Catalog** section.
2.
[Import Catalog](#)
To import a new catalog list of products/services, select the **Import** option in the **Catalog** section.

Export Catalog

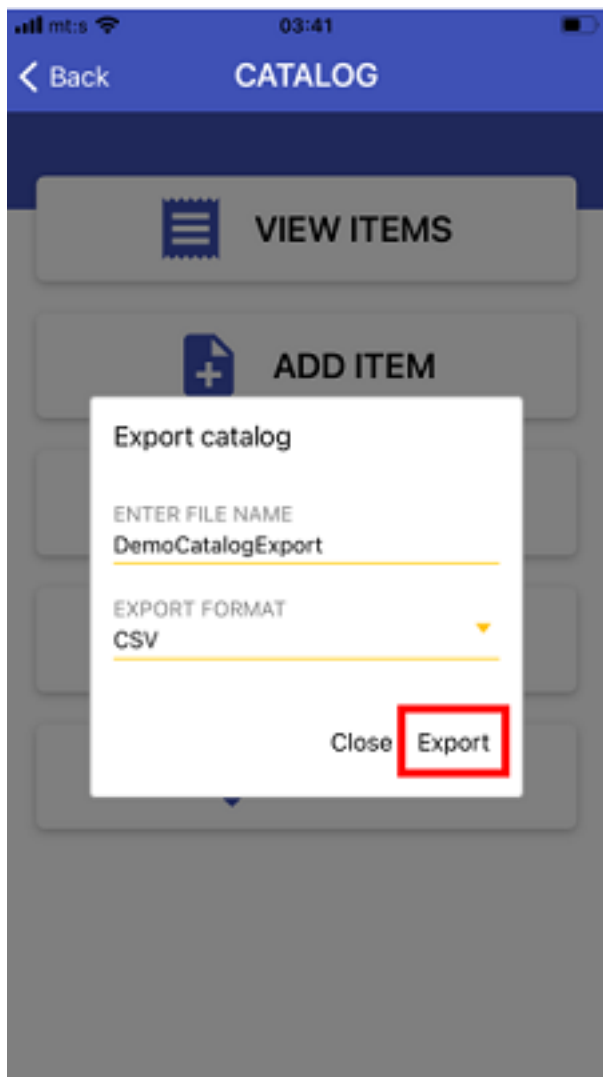
To export the whole catalog of items from your device tap on **Export** in the **Catalog** section.



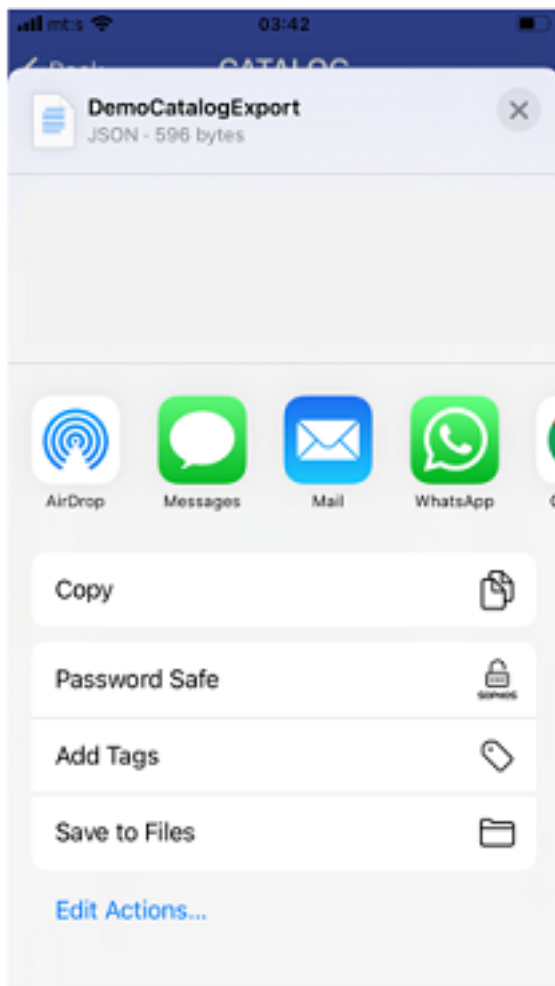
A dialog box will open, asking you to provide the name for the exported file and select the export format (CSV or JSON).



Fill in the form and tap **Export**.



Next, you will be prompted to choose the destination for saving the exported file, and it can be any location, whether on your device or an external source.



After saving, you will be able to find the file in the selected destination.

NOTE:

If you are planning to delete TaxCore POS from your device, and you want to keep your catalog items for further use, make sure you export your catalog before deleting the app. Otherwise, your catalog items will be lost.

Examples

Catalog exported in CSV format and opened in Excel.

	A	B	C	D	E
1	EAN	Name	UnitPrice	TaxLabels	isFavorite
2	12345678	Pencil	19.99	A	FALSE
3		Pen	4.99	A,N	FALSE
4	876543210	Beer	0.19	A	TRUE
5		Milk	2.99	A	TRUE
6		Mate 40 Pr	4.99	A	FALSE
7		Chocolate	1.99	A	FALSE
8		Phone	4.99	A	FALSE
9	12345678901	Bag	15.99	P	
10		Perfume	8.99	A	FALSE
11		Nutella	4.99	B	FALSE
12		Cookie	1.99	A	FALSE
13		Ice cream	3	A	FALSE
14		Wine	4.99	A	FALSE
15		Coca Cola	125	A	FALSE
16					

Catalog exported in JSON format.

```
[
  {
    "barcode": "12345680593",
    "count": 1,
    "type": "Catalog",
    "tax": [
      {
        "rate": 0,
        "code": "A"
      }
    ],
    "price": 4.99,
    "isFavorite": false,
    "name": "Mate 40 Pro"
  },
  {
    "type": "Catalog",
    "barcode": "",
    "price": 4.99,
    "tax": [
      {
        "rate": 0,
        "code": "B"
      }
    ],
    "count": 1,
    "isFavorite": false,
    "name": "Nutella"
  }
]
```

```
□}
]
```

Export Catalog - Image of the exported file aspect in .json format

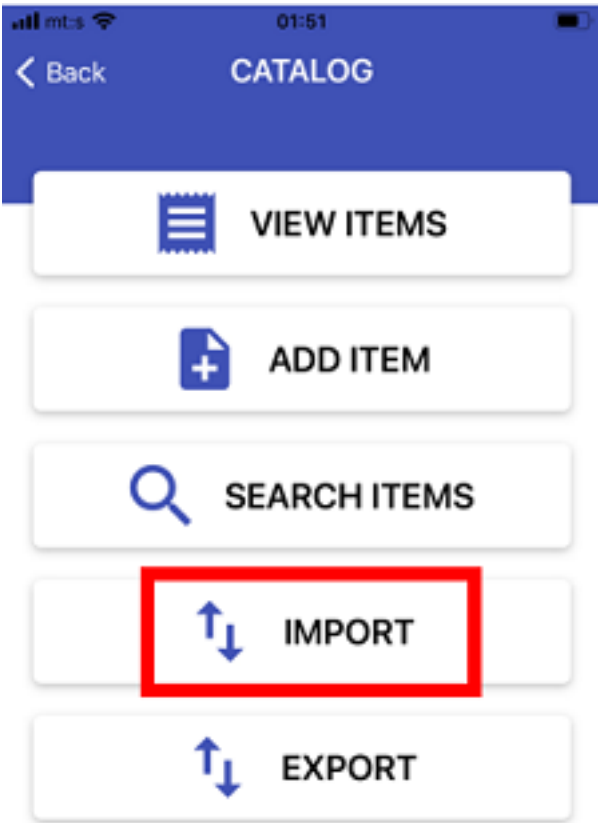
Related Articles

- [Import Invoices](#)

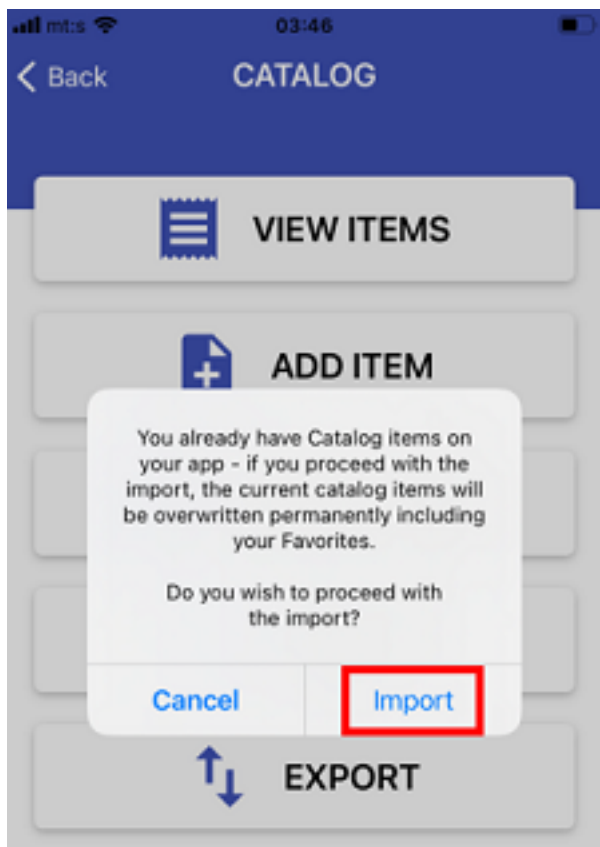
Import Catalog

To import a new catalog list of products/services, select the **Import** option in the **Catalog** section.

NOTE:
A catalog with up to 10 000 items can be imported without affecting the app's performance.

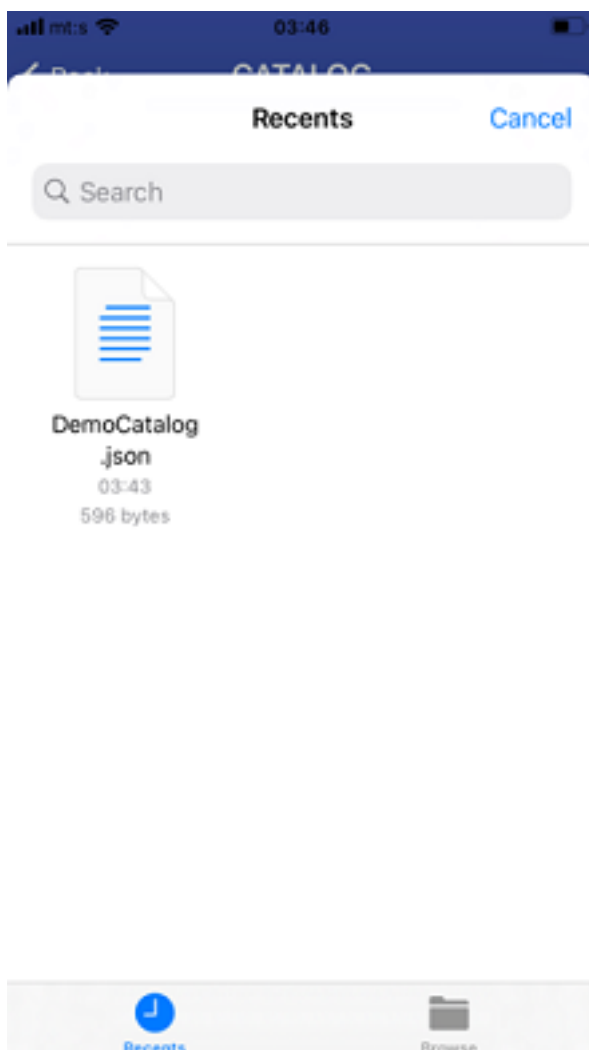


If you already have catalog items in your app, a warning box will pop up informing you that if you proceed with the import, the current catalog items will be overwritten permanently, and asking you if you wish to proceed anyway. Tap **Import** to proceed.



Next, you will be asked to choose the external storage from which you want to import the new catalog.

Catalog file ready for import must have a **.json** or **.csv** extension.



If the import is successful, you will see the message **Catalog imported**.

Related Articles

- [Export Catalog](#)

Disclaimer

TaxCore POS is a free app, available for commercial use, therefore we are not responsible for the contents of the imported/exported files, and we are not responsible for any lost data, corrupted or damaged imported/exported files, so always make a back-up.

We do not take responsibility for decisions taken and data entered by the users of TaxCore POS, based solely on the information provided in this app.

Taxpayer Administration Portal User Manual

The Taxpayer Administration Portal is a taxpayer web-based management interface for all taxpayers who completed the process of enrollment.

NOTE:
If you are an EFD vendor and wish to use the Developer Portal via the Taxpayer Administration Portal, please see [Developer Portal](#).

The Taxpayer Administration Portal is where you perform taxpayer administration such as:

- keep track of your basic business administration
 - o review all issued fiscal invoices
 - o review the total amounts per location and each secure element
 - o monitor the level of activity of each business location and secure element
- request renewal of expiring secure elements
- monitor their level of compliance (whether their invoices are reaching the tax authority database) on three levels
 - o missing invoices for the whole company
 - o missing invoices for each business location

- missing invoices for each secure element
- perform [local audit](#)
- use a free web invoicing tool to issue fiscal invoices

NOTE:

Access to the Taxpayer Portal is exclusive to the taxpayers who have completed the process of enrollment and received an Admin Secure Element on a smart card.

In this user manual

1. [Accessing Taxpayer Administration Portal](#)
As a first-time user, before you can log into the Taxpayer Administration Portal, you must go through the **registration process** and receive your Admin Secure Element on a smart card.
2. [Using Taxpayer Administration Portal](#)
After you successfully complete the process of [registration](#) and you [log in](#), you can start using the portal to track and update your business information.

Accessing Taxpayer Administration Portal

As a first-time user, before you can log into the Taxpayer Administration Portal, you must go through the **registration process** and receive your Admin Secure Element on a smart card.

After that, you will use this smart card every time when you want to access the portal.

1. [Registration](#)
2. [Logging into Taxpayer Administration Portal](#)
If you log in as Admin, you will have access to the full set of features and taxpayer information on the portal.

Related articles

- [Using Taxpayer Administration Portal](#)

Registration

Important points about the registration

1. [Submitting the Request For an Admin Secure Element](#)
You will receive an email asking you to fiscalize your business operation by submitting a request for a new Admin Secure Element on smart card.
2. [Smart Card, PIN or Certificate Issues](#)
Report the loss or theft of your card to the card issuer by contacting their Call Center as quickly as possible.
3. [Disclaimer](#)
In no event shall the Fiji Revenue And Customs Services and/or its respective suppliers be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss or theft of the owner's Authorized Person Smart card or PIN code, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use or performance of software, documents, provision of or failure to provide services, or information available from this service.

Submitting the Request For an Admin Secure Element

Receive an invitation to fiscalize your business operations

You will receive an email asking you to fiscalize your business operation by submitting a request for a new Admin Secure Element on smart card.

NOTE:

The email in the image uses the name TaxCore as a generic, country-agnostic example. The email you will receive will have **the name of your country's official tax authority organization**.



TaxCore Messaging Service (Test) <TaxCore@test.taxcore.dti.rs>

Thu 4/9/2020 4:52 PM

Marko Denić ✕



TaxCore

Dear **Adams Tony**,

as an authorized person for:

Business name: Business Ventures Ltd

TIN: 12 - 3456788

You are invited to introduce Fiscalization in your organization, in accordance with TaxCore Regulations.

Please visit <https://tap.test.taxcore.dti.rs/Registration/7fa572aa> to choose PIN code for your smart card.

Steps for submitting the request:

1. To request your Admin Secure Element, click on the emailed link, fill out the form, and request your Admin Secure Element (issued on a smart card).
2. In the **PIN** field input a 4-digit code (for example: 1234) which you will use with your smart card.
3. In the **Delivery Office** field choose the tax authority office where you want to pick up your smart card.

Submit Request for Authorized Person Smart Card

Please choose the PIN you will use in the future together with your Card, which will be issued to you.

Hello **Adams Tony**

PIN

1234

Delivery Office

Lestane DTI central office

Smart Card

Full Format

Choose PIN delivery method (optional)

You can choose to send your PIN via email or SMS. Please bear in mind that PIN should always be kept safe on secure location

☐ Email

☐ SMS

Add a person who will pick the smart card (optional)

If you don't add anyone, the smart card can be picked up **only** by the person who is registered as the company's Authorized Person.

☐ Add another person who will pick up the smart card **instead** of the Authorized Person

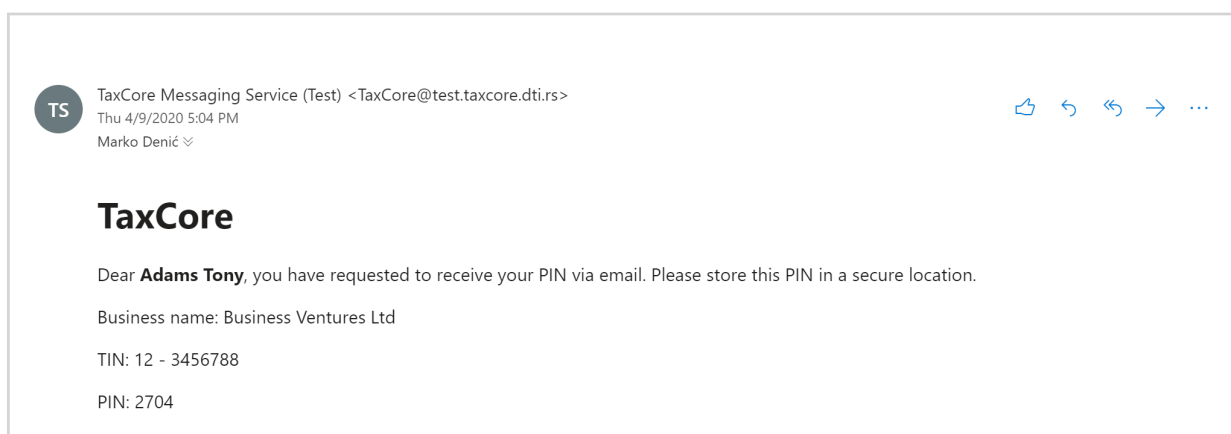
Submit

4.

In addition, you can choose to have your PIN code sent to you via email or SMS (if available) for future reference. This step is optional; however, due to eventual security issues, you must acknowledge the risk by ticking the **Accept security risk** checkbox.

The screenshot shows a web form titled "Submit Request for Authorized Person Smart Card". At the top, a light blue box contains the instruction: "Please choose the PIN you will use in the future together with your Card, which will be issued to you." Below this, the user is greeted with "Hello Adams Tony". The form fields include: "PIN" with the value "1234" and a note "* Select a 4-digit code (for example: 1234)"; "Delivery Office" with a dropdown menu showing "Lestane DTI central office"; "Smart Card" with a dropdown menu showing "Full Format"; and "Choose PIN delivery method (optional)" with two radio buttons, "Email" (selected) and "SMS". Below these is a checkbox labeled "Accept security risk ?" which is also checked. A yellow disclaimer box at the bottom states: "DISCLAIMER: You must remember your own PIN. You can also choose to receive your PIN code via email or SMS, but you do so entirely at your own risk. FRCS shall not be held responsible for possible data loss or for any improper or incorrect use of the information received via aforementioned channels."

5. If you chose to receive the PIN code via email or SMS (if available), after you click **Submit**, you will get the email or SMS (if available) instantly.



NOTE:

The email in the image uses the name TaxCore as a generic, country-agnostic example. The email you will receive will have the name of your country's official tax authority organization.

6. Finally, you can **authorize another person to pick up your smart card** instead of you. If you choose this

option, you need to provide this person's first name, last name and photo ID number.

NOTE:

If you do not add an additional person to pick up the smart card, it can be picked up only by the person who is already registered as the company's authorized person.

Choose PIN delivery method (optional)

You can choose to send your PIN via email or SMS. Please bear in mind that PIN should always be kept safe on secure location

☒ Email

☐ SMS

☒ Accept security risk ?

DISCLAIMER: You must remember your own PIN. You can also choose to receive your PIN code via email or SMS, but you do so entirely at your own risk. FRCS shall not be held responsible for possible data loss or for any improper or incorrect use of the information received via aforementioned channels.

Add a person who will pick the smart card (optional)

If you don't add anyone, the smart card can be picked up **only** by the person who is registered as the company's Authorized Person.

☒ Add another person who will pick up the smart card **instead** of the Authorized Person

First Name

Steven

Last Name

Boulder

Photo ID Number

224-65-2095

Submit

7. When you finish filling in the form, click **Submit**.

8.

After the successful form submission, you will be taken to the **Registration completed** page.

TAXCORE
TAXPAYER PORTAL

Registration completed

Thank you for registering as the authorized person. Soon, you will receive a smart card from the FRCS that you can use to sign receipts or invoices and establish secure communication.

You have chosen to receive the PIN code via E-mail or SMS.

Please bear in mind that the protection of the PIN code is your responsibility. Always keep the PIN code in a safe and secure location.

9.

Your submitted request will be reviewed and if it is approved, you will receive a an email notification.

TaxCore

Dear Adams Tony, Your personalization request has been approved.

Business name: Business Ventures Ltd

TIN: 12 - 3456788

UID: LLA5S4DW

Once your smart card has been created, you will be informed via email.

10. Next, the VMS Enrollment and Personalization officers from the will process your request and prepare a special **Authorized Person Smart Card** containing your **personal and business data** along with a **secure PIN code** known only by you.

11.
When the smart card is prepared, you will get an email invitation to pick it up at the tax authority delivery office you chose in step 3.

TaxCore

Dear **Adams Tony**, we would like to inform you that your Smart Card has been created.

Business name: Business Ventures Ltd

TIN: 12 - 3456788

UID: LLA5S4DW

You can pick it up at the chosen location (Tax office / District):

DTI central office Lestane

How to protect your Admin Secure Element and business information

- Don't disclose your PIN code over the phone or online
- Don't carry your PIN code on a piece of paper in your wallet, purse, or pocket
- Don't carry your smart card in your wallet, purse, or pocket
- Never write down your PIN code where it can be seen by others
- Don't write your PIN code on your smart card
- Never lend your smart card to anyone, even someone close to you
- Don't leave your computer or mobile phone unattended while logged-in
- Guard your business and personal information
- If you suspect that your PIN has been compromised, inform Fiji Revenue And Customs Services immediately

Related Articles

- [Smart Card, PIN or Certificate Issues](#)
- [Disclaimer](#)

Smart Card, PIN or Certificate Issues

Lost or stolen Smart Card

Report the loss or theft of your card to the card issuer by contacting their Call Center as quickly as possible.

[Click here to see the options depending on the type of secure element](#)

Depending on the type of secure element on the smart card, one of the following processes will be initiated:

Admin secure element:

the tax authority will initiate a new enrolment process during which you will receive a new Authorized Person Smart Card (Admin Secure Element)

- o the old Admin secure element will automatically be revoked
- POS secure element:
 - o you need to log into the Taxpayer Administration Portal and [request the revocation](#) of the certificate on the lost/stolen smart card
 - o next, you need to [request a new additional certificate](#)
 - o if the request is approved, you will receive a new smart card

NOTE:

If your smart card was stolen, you should also **inform the police** and try to obtain an official police report as a confirmation of the theft.

Compromised PIN (smart card) or PAC (digital file certificate)

Use the Authorized Person Smart Card to log into the Taxpayer Administration portal and request the revocation of the certificate which was compromised.

[Click here to see the options depending on the type of secure element](#)

Depending on the type of secure element, one of the following processes will be initiated:

Admin secure element:

the tax authority will initiate a new enrolment process during which you will receive a new Authorized Person Smart Card (Admin Secure Element)

- o the old Admin secure element will automatically be revoked
- **POS secure element:**
 - o you need to request a new additional certificate
 - o if the request is approved, you will receive a new smart card or digital file certificate

Smart cards containing either Admin or POS secure element **must be returned** to the tax authority.

Forgotten PIN (smart card) or PAC (digital file certificate)

[Click here to see the options depending on the type of secure element](#)

Depending on the type of secure element, one of the following processes will be initiated:

Admin secure element:

contact the tax authority and request issuing of a new Admin secure element

- o the tax authority will initiate a new enrolment process during which you will receive a new Authorized Person Smart Card (Admin Secure Element)
- o the old Admin secure element will automatically be revoked
- **POS secure element:**

- o you need to log into the Taxpayer Administration Portal and request the revocation of the certificate whose PIN/PAC you forgot
- o next, you need to request a new additional certificate
- o if the request is approved, you will receive a new smart card or digital file certificate

Smart cards containing either Admin or POS secure element **must be returned** to the tax authority.

Locked Smart Card secure element due to too many invalid PIN attempts

[Click here to see the options depending on the type of secure element](#)

Depending on the type of secure element, one of the following processes will be initiated:

Admin secure element:

contact the tax authority and request issuing of a new Admin secure element

- o the tax authority will initiate a new enrolment process during which you will receive a new Authorized Person Smart Card (Admin Secure Element)
- o the old Admin secure element will automatically be revoked
- **POS secure element:**

- o you need to log into the Taxpayer Administration Portal and request the revocation of the certificate whose PIN/PAC you forgot
- o next, you need to request a new additional certificate
- o if the request is approved, you will receive a new smart card or digital file certificate

Smart cards containing either Admin or POS secure element **must be returned** to the tax authority.

Expired Smart Card certificate

Inform the tax authority immediately and send the request for issuing another one through the Taxpayer Administration Portal.

Disclaimer

In no event shall the Fiji Revenue And Customs Services and/or its respective suppliers be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss or theft of the owner's Authorized Person Smart card or PIN code, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use or performance of software, documents, provision of or failure to provide services, or information available from this service.

Logging into Taxpayer Administration Portal

Different access rights

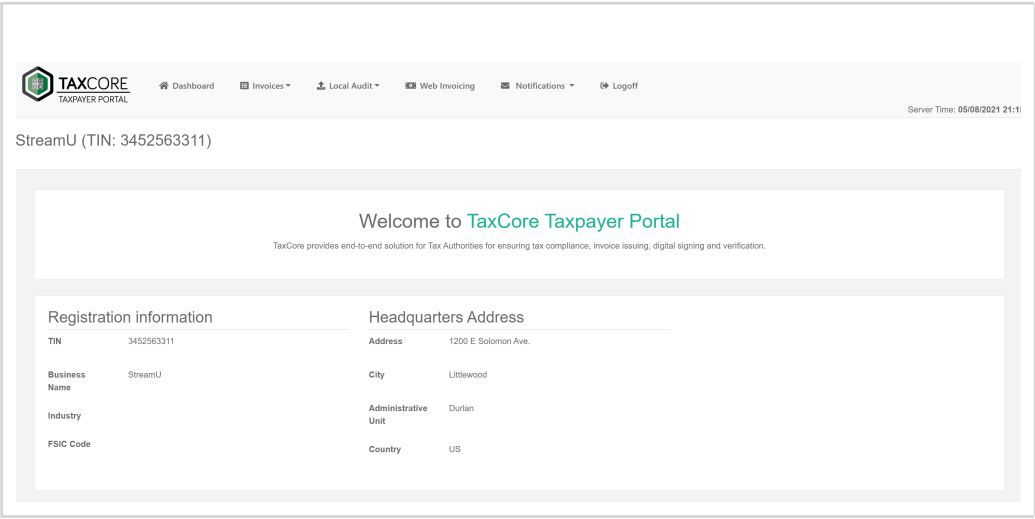
Logging in as Admin

If you log in as Admin, you will have access to the full set of features and taxpayer information on the portal.

Logging in with limited access

If you log in with **limited access**, you can only perform the following:

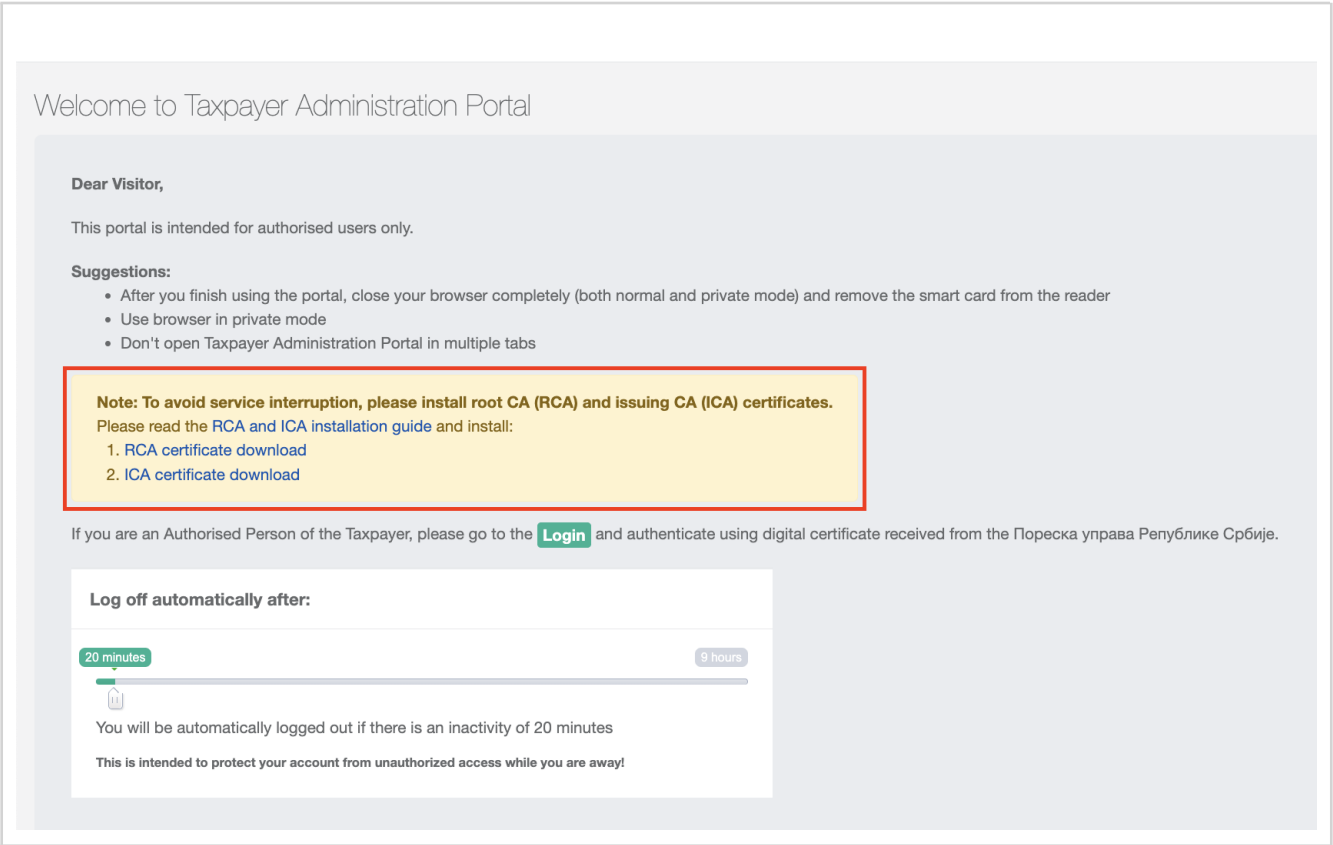
- issue invoices
- view only the invoices issued with that POS Smart Card
- [upload audit packages](#) and [commands status](#)
- [download commands](#) only for that POS Smart Card



Logging in for the first time

Before you log into TAP for the first time, and **especially if you plan to use the Taxpayer Administration Portal for issuing fiscal receipts**, make sure you install the RCA and ICA certificates.

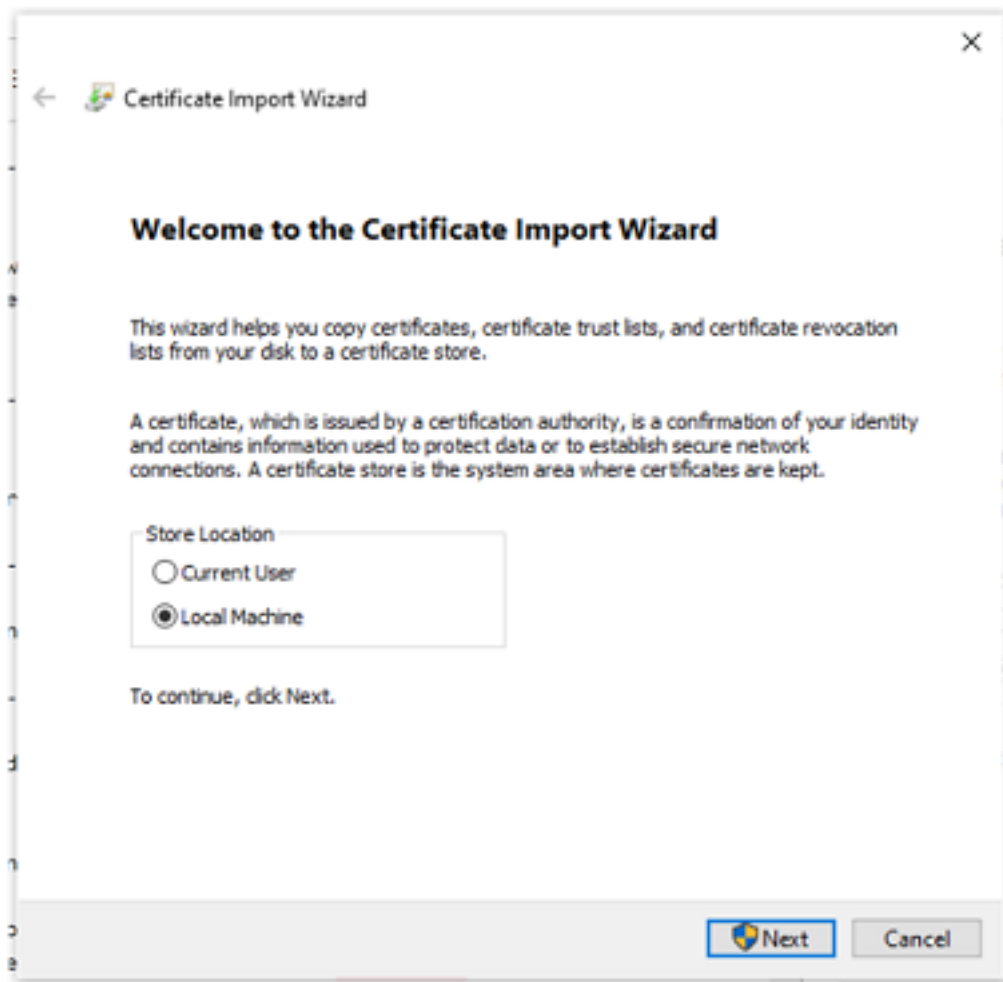
Links for the certificates and the installation guide are provided on the welcome page.



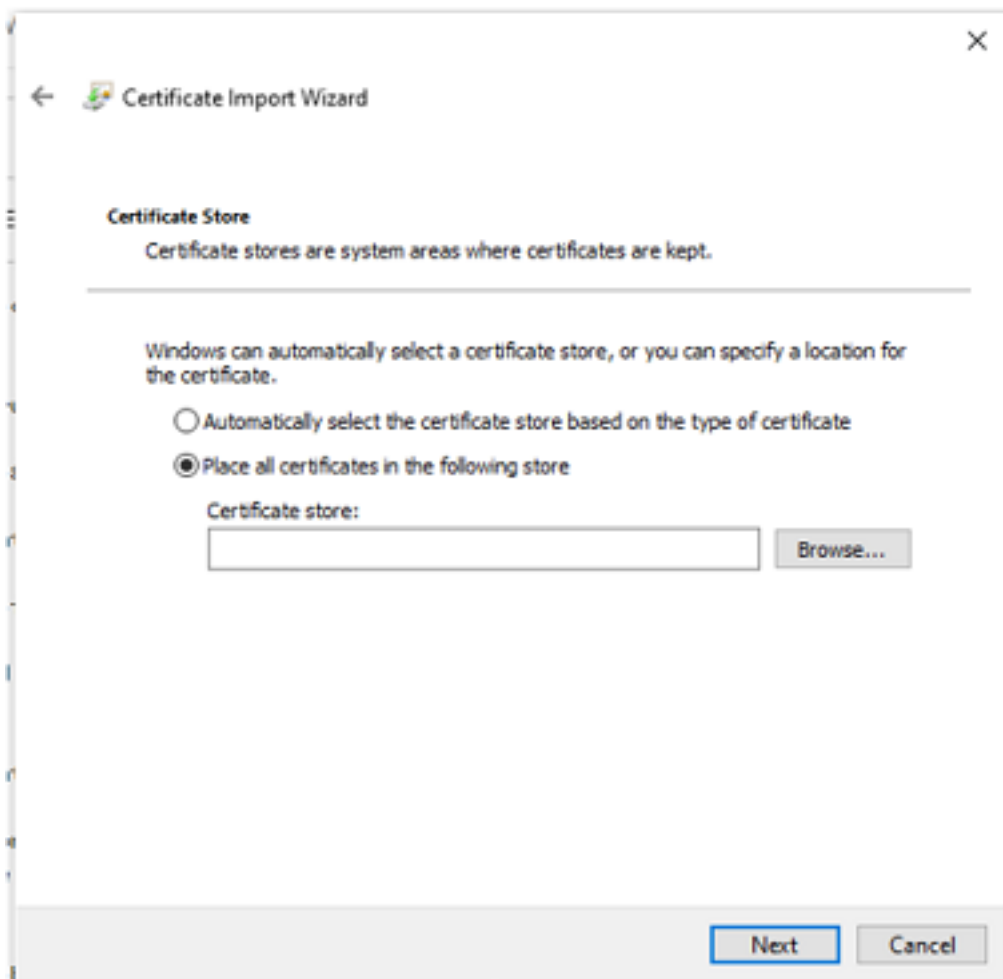
Installing RCA and ICA certificates

[Click here to see how to install the certificates](#)

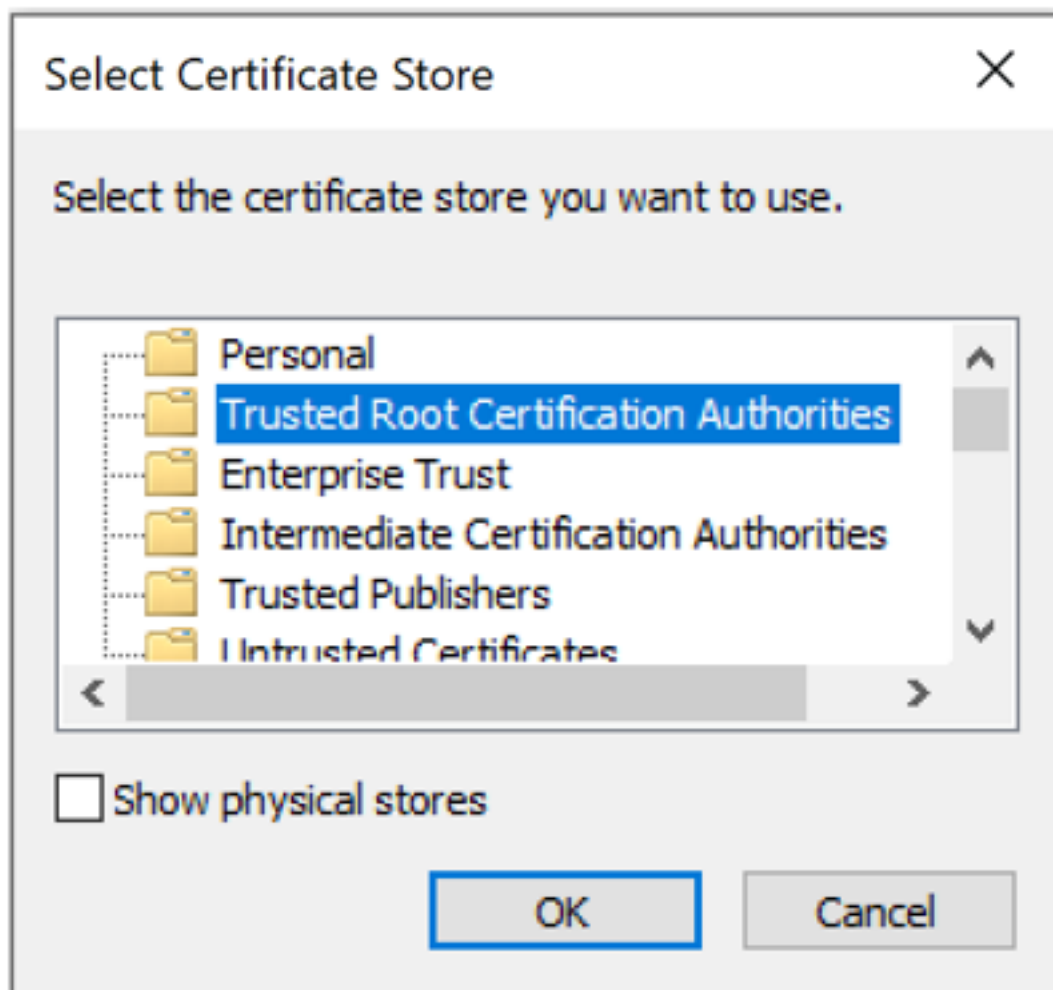
Select **Local Machine** as the location for both the RCA and the ICA certificate installation.



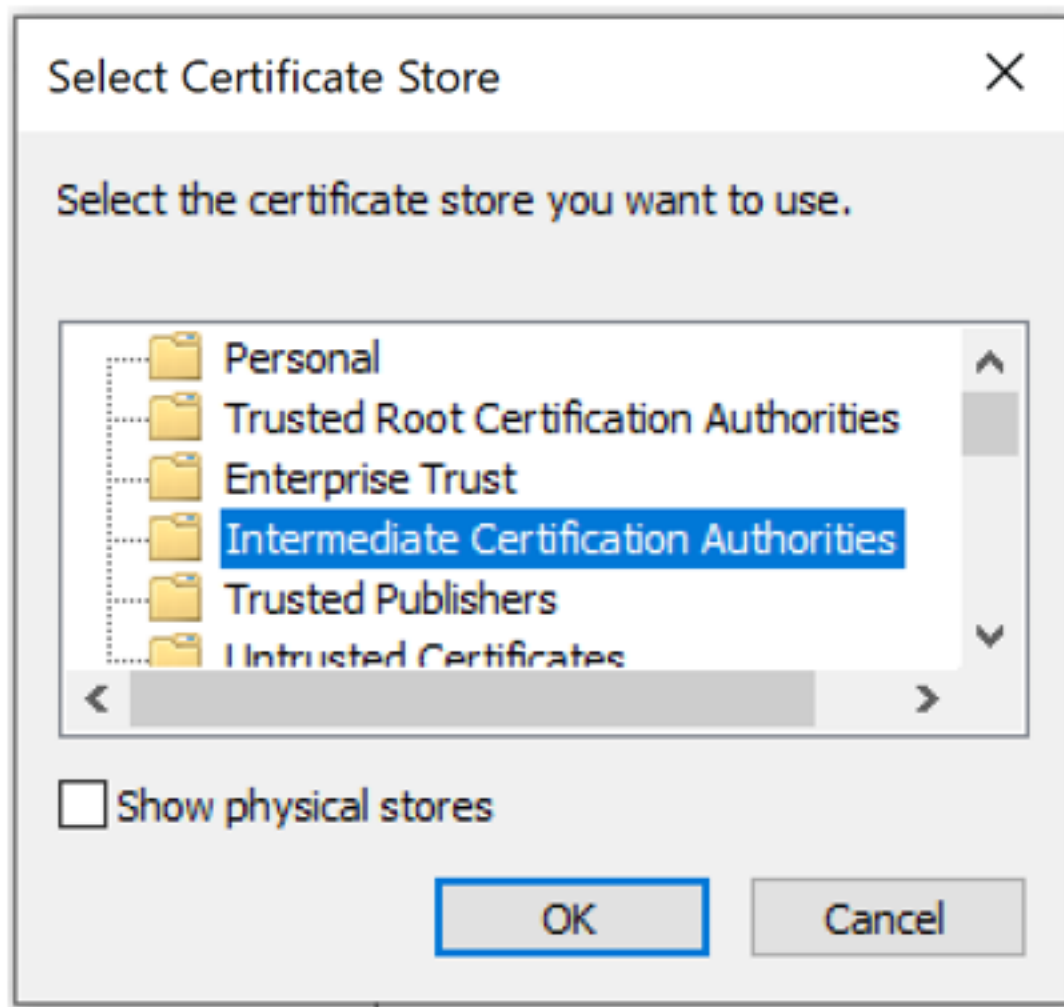
Select **Place all certificates in the following store** and click the **Browse**.



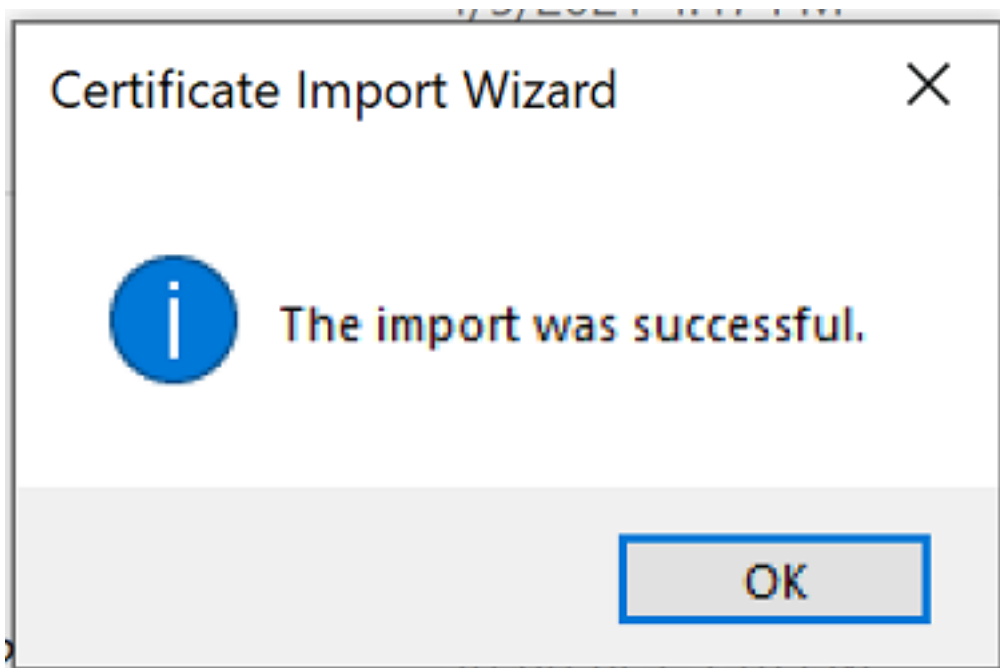
For RCA certificate - select **Trusted Root Certification Authorities**



For ICA certificate - select **Intermediate Certification Authorities**



Follow the installation wizard to complete the installation. When the installation is completed, you will receive the message "The import was successful".



Logging into TAP

1.

Access Taxpayer Administration Portal by opening <https://tap.vms.frcs.org.fj/> in your web browser.

○

Tested in the following browsers for **Windows users**:



Google Chrome - version 61.0.3163.100 (recommended)



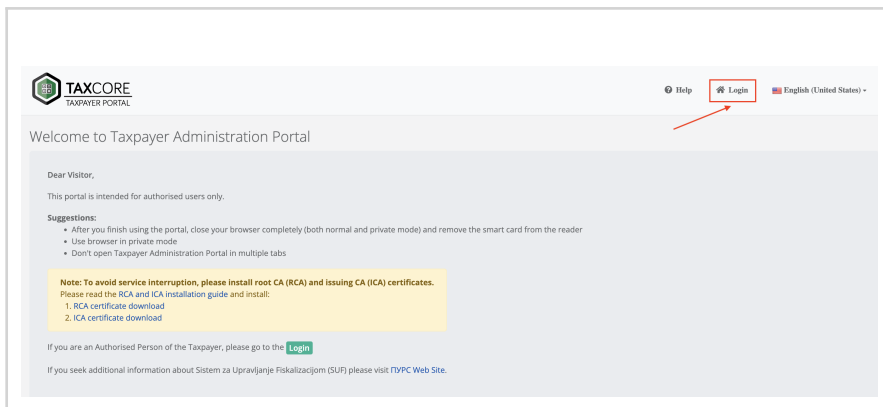
Microsoft Edge - version 40.15063.674.0

○

Tested in the following browsers for **macOS users**:

♠ **Mozilla Firefox**

2. In the upper right corner, click **Login**.

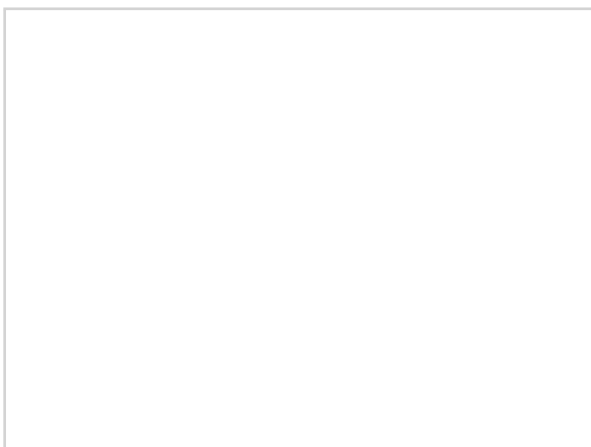


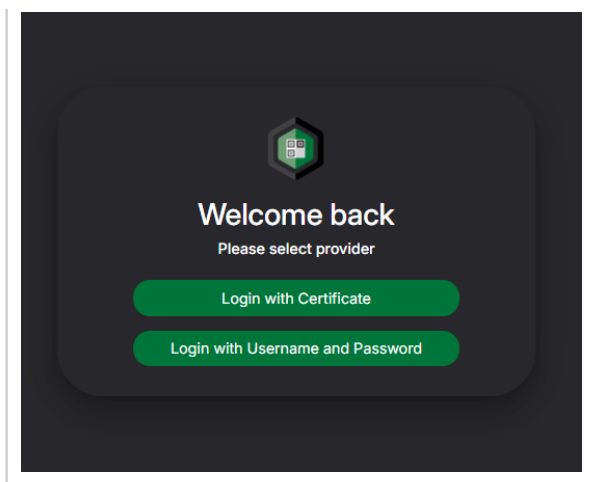
3.

Choose your preferred login method.

If you wish to log in as **admin**, select the option to log in with **username and password**.

If you select to log in with a **certificate**, you will have **limited access to the portal features**, as explained above.





[Click here to see how to log in with a certificate](#)

In the certificate menu, choose the certificate related to the business location from which you want to issue invoices.

[Click here to see how to log in with a username and password](#)

NOTE:

If you log in to Taxpayer Administration Portal using a username and password, you will **not be able to issue fiscal invoices through the portal**.

Enter your username and password. The captcha should be resolved automatically. If it isn't, complete it manually and click **Login**.

Logging off

When you log off, or you get logged off automatically due to inactivity, you need to follow these instructions:

- - If you want to continue using Taxpayer Administration Portal:
 - o Close your browser completely (both normal and incognito mode)
 - o Reopen the browser
 - o Login again
- - If you don't want to continue:
 - o Close your browser completely (both normal and incognito mode)
 - o Remove the smart card from the reader



You are logged off from Taxpayer Administration Portal

If you want to continue using Taxpayer Administration Portal:

- Close your browser completely (both normal and incognito mode)
- Reopen the browser
- Login again

If you don't want to continue:

- Close your browser completely (both normal and incognito mode)
- Remove the smart card from the reader

Related Articles

- [Registration to Taxpayer Administration Portal](#)

Using Taxpayer Administration Portal

After you successfully complete the process of [registration](#) and you [log in](#), you can start using the portal to track and update your business information.

In this section

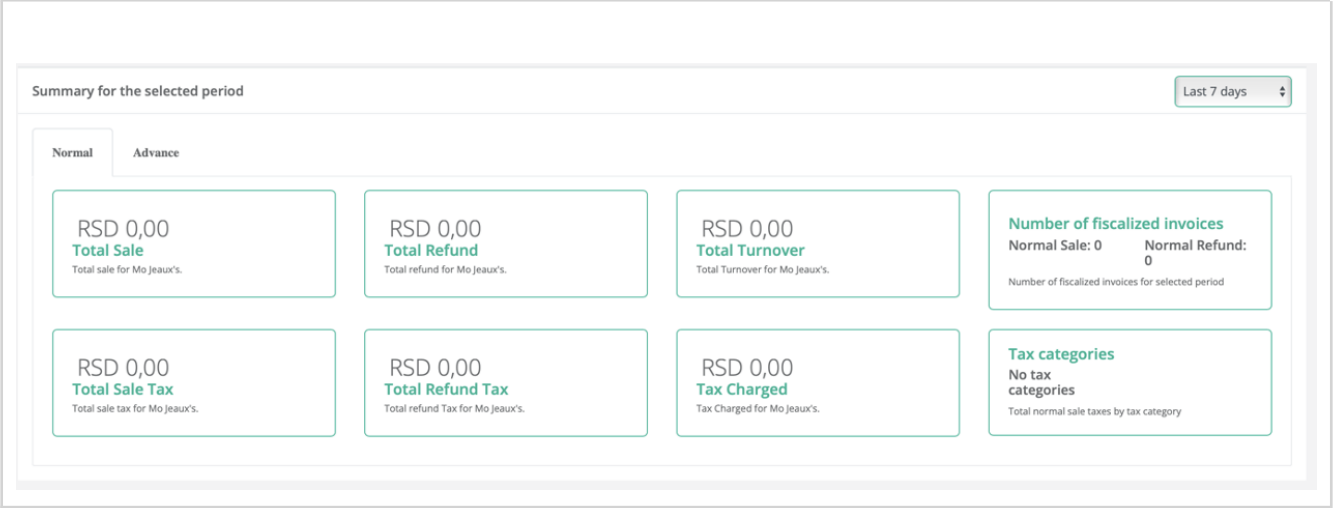
1.
[Dashboard](#)
Your homepage is the central hub for tracking your business administration and accessing this portal's features.
2.
[Administration section](#)
In the **Administration section**, you can perform standard administration tasks such as:
3.
[Reports](#)
The **Reports** section offers quick access to different reports available to taxpayers to keep track of their recorded transactions.
4.
[Local Audit Section](#)
This section enables you to successfully perform a [local audit](#) of your smart card secure element.
5.
[Web Invoicing](#)
This section redirects you to the [Web POS application](#) which you can use to create invoices on the go.
6.
[Notifications Section](#)
The **Notifications** section is where you receive important messages from the tax authority.
7.
[Help Links](#)
You can use the help links in the top right corner to quickly access the **relevant user documentation** published through the online [Help Viewer](#) app.

Dashboard

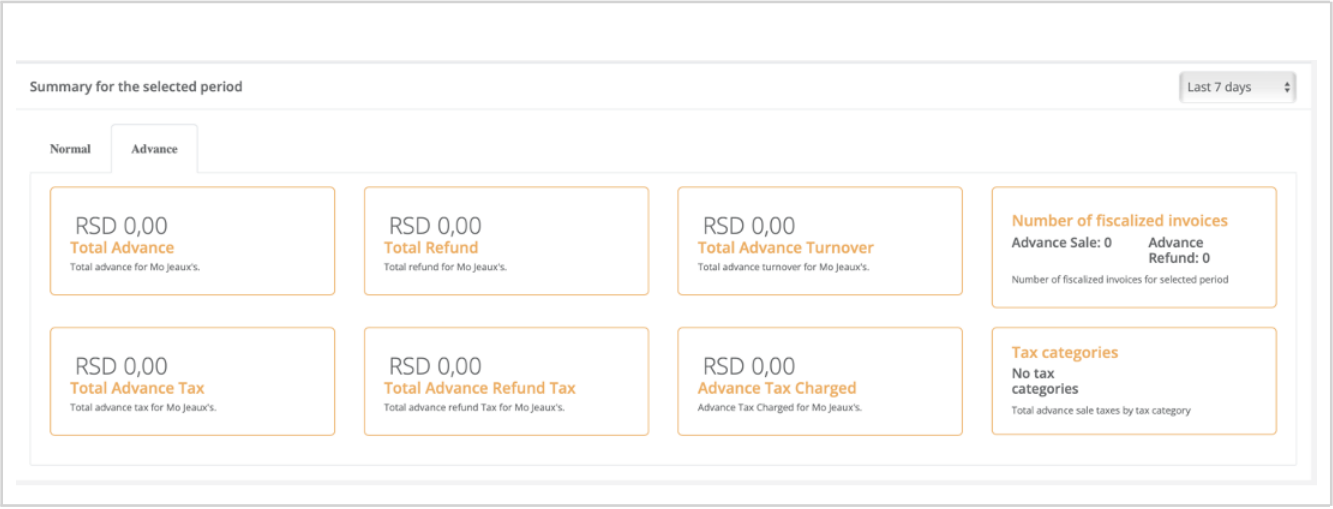
Your homepage is the central hub for tracking your business administration and accessing this portal's features.

The summary box at the top of the dashboard displays the following information:

- **Total Sale** - the sum of all transaction amounts for Normal Sale invoices
- **Total Refund** - the sum of all transaction amounts for Normal Refund invoices
- **Total Turnover** - the turnover of the total transaction amounts for all Normal Sale Normal Refund invoices
- **Number of fiscalized invoices** - total number of issued Normal Sale and Normal Refund invoices
- **Total Sale Tax** - the sum of all tax amounts calculated for Normal Sale invoices
- **Total Refund Tax** - the sum of all tax amounts calculated for Normal Refund invoices
- **Tax Charged** - the turnover of all tax amounts for all Normal Sale Normal Refund invoices
- **Tax categories** - total tax liability on all Normal Sale invoices, per tax category



To see the same information for the advance-type invoice, click on the **Advance** tab.



To filter the information by desired period, click on the drop-down menu in the top-right and select or manually input the desired period.



Below this summary box, you can find the following information:

- **Percent of locations not seen online in last 24h** - the percentage of your business locations where internet communication with the tax authority system was not established in the last 24 hours.

NOTE:

If a business location was not seen online in the last 24 hours, it means that the secure elements issued for that location in that period were not used to issue invoices, log into Taxpayer Administration Portal, or receive E-SDC commands from the Tax Authority.

- **Percent of missing invoices per Location** - the percentage of invoices (out of the total number of all invoices you issued) which didn't reach the tax authority database. If you have missing invoices in more than one business location, this percentage will be the average value from all of them.
- **Percent of locations having missing invoices** - the percentage of your business locations (out of all your location) that have missing invoices (issued invoices that didn't reach the tax authority database)

NOTE:

Use the information in fields **Percent of missing invoices per Location** and **Percent of locations having missing invoices** to track whether your issued invoices are reaching the VMS database. Sometimes the missing invoices might be caused by just a temporary internet failure. However, if you notice any prolonged issues with sending invoices to the database or if you are issuing fiscal invoices with an incorrect SDC time, it is **your responsibility to report that to the Fiji Revenue And Customs Services**. Also, if you are using an E-SDC, **you are responsible for maintaining its operational state and you must resolve any E-SDC related issues** in cooperation with your [vendor](#).

- **Locations not seen online in last 24h** - the list of all your business locations that didn't have internet communication with the tax authority system for 24 hours or more, with the information when they were last seen online. The list shows only the locations with active secure elements.
- **Number of missing invoices per Location** - the list of all your business locations that have missing invoices with the exact number of missing invoices for each location. The information can also be exported (see below).

NOTE: You can click on any location name from the sections **Locations not seen online in last 24h** and **Number of missing invoices per Location** to access information pages specific to those locations. For more information, see [Business Location Details](#).

- **Registration Information** - basic information about your business used for registration in the tax authority system
- **Headquarters Address** - the address of your business headquarters
- **Authorized Persons** - basic information about your business's authorized persons

% of locations not seen online in last 24h

100%

% of missing invoices per Location

14%

% of locations having missing invoices

50%

Locations not seen online in last 24h

Location Name	Last Seen
SIM DOO 10/10/2022 2:11:10 PM	
SIM Shop 11/20/2022 8:12:45 PM	

Showing 1 to 2 of 2 entries

Previous1Next

Number of missing invoices per Location

Location Name	Missing Invoices
SIM Shop 2	

Showing 1 to 1 of 1 entries

Previous1Next

Registration information

TIN	77565641
Business Name	SIM DOO
Industry	
FISC Code	

Headquarters Address

Address	Trsavska 84
City	BEOGRAD
Administrative Unit	Zemun

Authorized Persons

Valentina Radic

valentina.radic@st.rs

How to export information about missing invoices for business locations

To export the information about the missing invoices for each business location as JSON or XML files, use the **Export** option in the **Number of missing invoices per Location** section.

Number of missing invoices per Location		
Location Name	Missing Invoices	Export
 SIM Shop	2	
Showing 1 to 1 of 1 entries		
Previous 1 Next		

The exported data can then be used in other applications.



TAXCORE

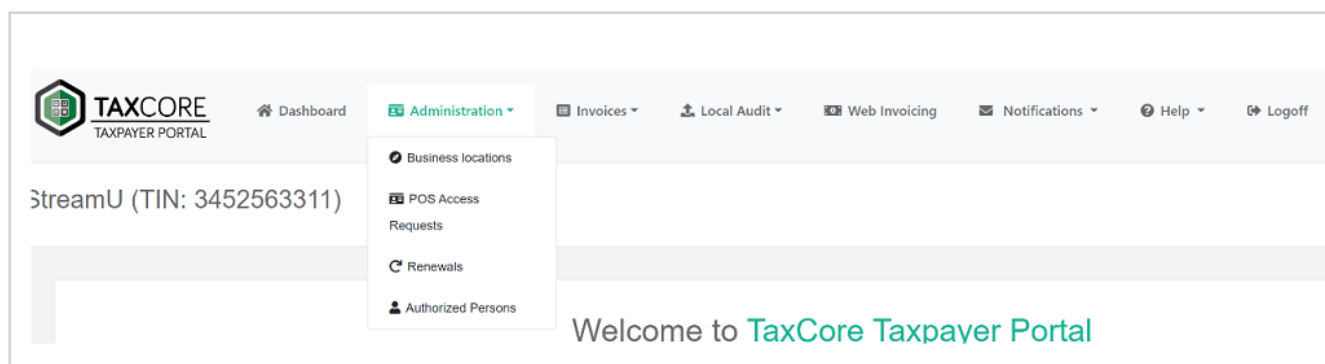
Missing invoices for: SIM Shop

Requested By	Signed By	Range from	Range to	Gap begins	Gap ends	Count
BYAR4A7C	BYAR4A7C	3	5	11/22/2022 13:55	11/22/2022 15:17	1
BYAR4A7C	BYAR4A7C	5	7	11/22/2022 15:17	11/22/2022 15:34	1

Administration section

In the **Administration section**, you can perform standard administration tasks such as:

- Review your business locations, secure elements, and authorized persons
- Submit requests for additional secure elements, secure element revocation, and secure element renewal



The **Administration section** consists of four subsections:

1. [POS Access Requests](#)
This section allows you to review all your requests for additional certificates (i.e. additional POS secure elements).
2. [Business Locations](#)
On the **Business locations** page, you can see the list of all your
3. [Renewals](#)
The **Renewals** section is where you keep track of all your expiring POS secure elements and manage their renewal.
- 4.

[Authorized Persons](#)

This section allows you to see the **list of authorized persons** for your company.

POS Access Requests

This section allows you to review all your requests for additional certificates (i.e. additional POS secure elements).

Search requests

You can use the Filter box to set the following filters when searching the requests:

- **Location** - your business location for which you requested additional POS secure elements
- **Status** - the status of your request
 - **Submitted** - your request is successfully submitted but has not been reviewed yet
 - **Approved** - your request has been approved
 - **Rejected** - your request has been rejected
- **Submitted From** - search all requests you submitted after a certain date
- **Submitted To** - search all requests you submitted until a certain date

Filter

Location

Submitted From

Status

Submitted

All

Submitted

Approved

Rejected

Search

Reset Search

Request Additional Certificates

The search results will be listed in a table below.

Results					
Location	Address	Submitted At	Files	Smart Cards	Status
125698-Fabrika	Braće Radića 12	25.09.2024, 14:56:09	0	1	Submitted
FirstPreviousPage 1 (of 1)NextLast					

NOTE:
If you click on **Reset Search**, you will reset only your search filters, but the search result will still be displayed until you make a new search.

Review requests

To review each request, click on **View**.

Results

Location	Address	Submitted At	Files	Smart Cards	Status	
125698-Fabrika	Braće Radića 12	25.09.2024. 14:56:09	0	1	Submitted	View

First

Previous

Page 1 (of 1)

Next

Last

A new page will open, displaying the request details.

TAXCORE
TAXPAYER PORTAL

DashboardAdministration -Reports -Local Audit -Notifications -Logoff

English (United States) -
Server Time: 26.03.2025, 15:2

Details

Status

Submitted

Details25.09.2024. 12:56:09

Pending Cards (1)

UID	PIN
SAJZ5GSY	5555

Location

Status

Active

CitySubotica

Location NameFabrika

Administrative UnitApiCollectionTest

AddressBraće Radića 12

CountrySR

Files (0)

No Files requested

NOTE:
In case you deregister your company, all your pending requests for additional certificates (secure elements) are **automatically** rejected. Similarly, in case you deregister one or more business locations, all your pending requests connected to that location(s), are **automatically** rejected.

Business Locations

On the **Business locations** page, you can see the list of all your business locations.

Search locations

To find specific location(s), use the search box to filter locations by their Location name, Unique location ID, Address, or City.

List of Locations

Create New

Search by Location name, Unique location ID, Address or City

Search

Status	Location Name	Address	City	Administrative Unit	View
In Production	1000304-BeezOn Shop	1500 E Solomon Ave	Littlewood	Lestane	View
Active	1000209-BeezOn Tech	Sunrise Creekside 30	Haver Crag	Lestane	View

FirstPreviousPage 1 of 1NextLast

NOTE:
The list shows only business locations with **active secure elements**.

Access location details

To see more details about each location, click on **View**.

List of Locations

Create New

Search by Location name, Unique location ID, Address or City

Search

Status	Location Name	Address	City	Administrative Unit	View
In Production	1000304-BeezOn Shop	1500 E Solomon Ave	Littlewood	Lestane	View
Active	1000209-BeezOn Tech	Sunrise Creekside 30	Haver Crag	Lestane	View

FirstPreviousPage 1 of 1NextLast

Business location details and available operations for each location

1.
[Business Location Details](#)
There are two ways that you can access more details for any of your business locations:
2.
[Requesting Additional Certificates](#)
For the standard process of issuing fiscal invoices, you should request additional certificates. In case you have more E-SDC instances on your business premise or more [invoicing systems](#) issuing invoices via V-SDC, you should request additional certificates for each E-SDC or invoicing system working with V-SDC.
3.
[Requesting Certificate Revocation](#)
TAP also offers the option to **request certificate revocation** in one of the following scenarios:

Business Location Details

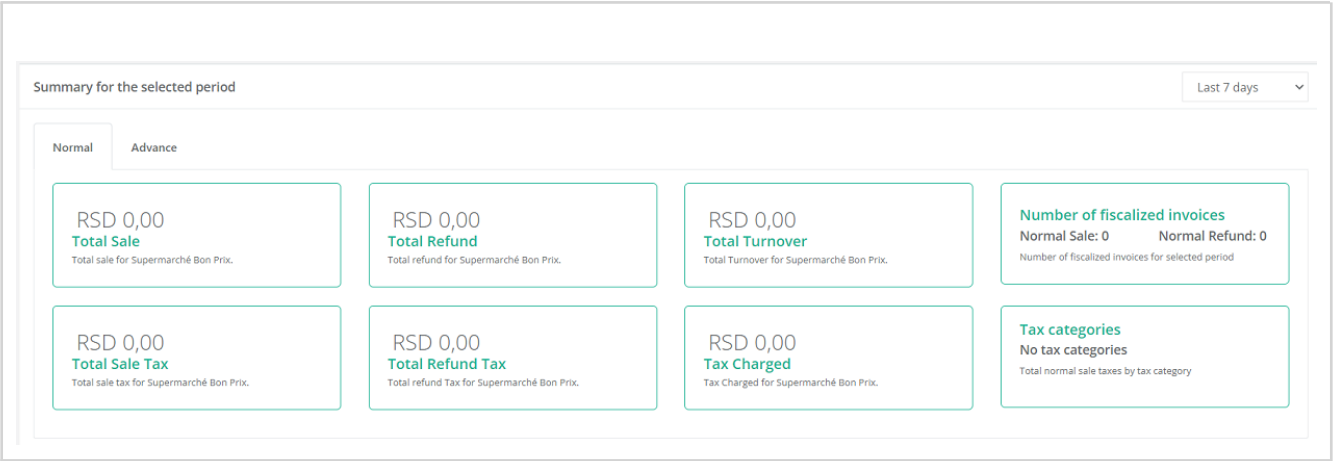
There are two ways that you can access more details for any of your business locations:

1. Open the list of your business locations and click on **View** next to a business location's name.
2. If you have locations with missing audit packages or which have not been online for more than 24 hours, you can click on those locations' names on the homepage dashboard.

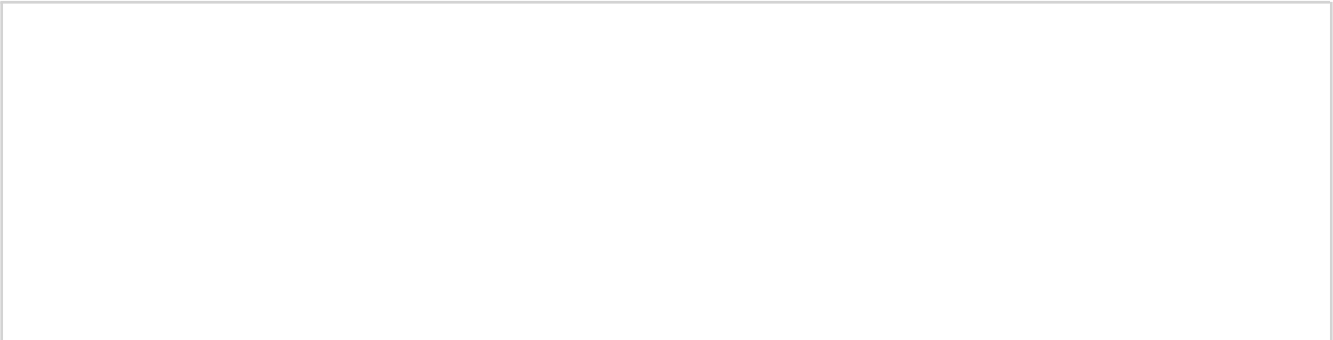
Whichever option you use, new **Location details** page will open, showing business details for that location.

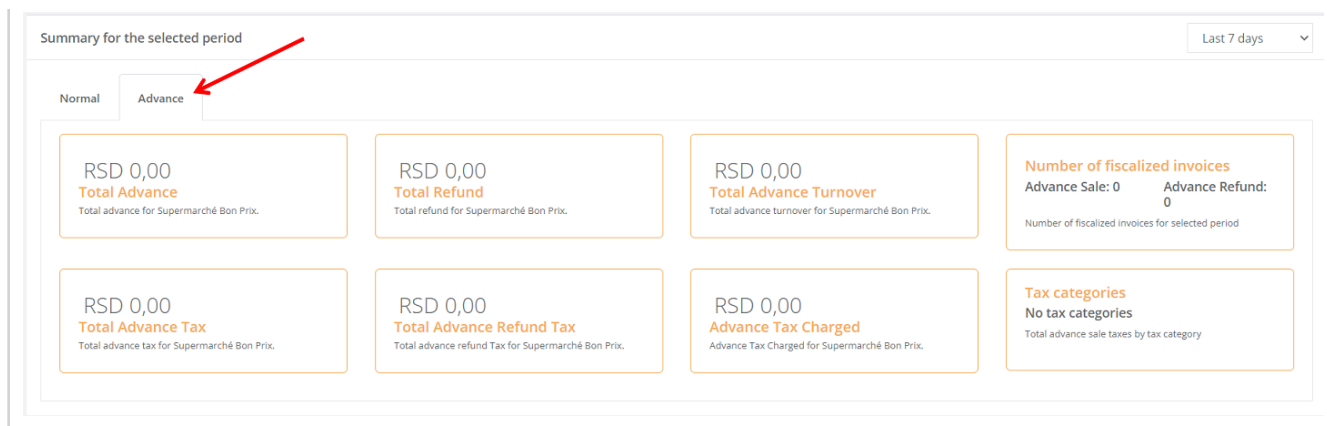
The summary box at the top of the dashboard displays the following information:

- **Total Sale** - the sum of all transaction amounts for Normal Sale invoices
- **Total Refund** - the sum of all transaction amounts for Normal Refund invoices
- **Total Turnover** - the turnover of the total transaction amounts for all Normal Sale Normal Refund invoices
- **Number of fiscalized invoices** - total number of issued Normal Sale and Normal Refund invoices
- **Total Sale Tax** - the sum of all tax amounts calculated for Normal Sale invoices
- **Total Refund Tax** - the sum of all tax amounts calculated for Normal Refund invoices
- **Tax Charged** - the turnover of all tax amounts for all Normal Sale Normal Refund invoices
- **Tax categories** - total tax liability on all Normal Sale invoices, per tax category

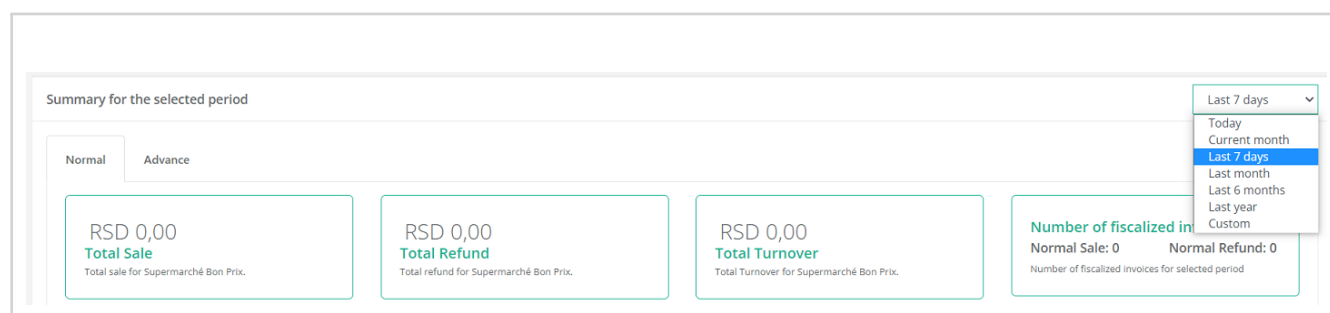


To see the same information for the advance-type invoice, click on the **Advance** tab.





To filter the information, click on the drop-down menu in the top-right and select or manually input (the *Custom* option for manual input of dates) the desired period.



Below this summary box, you can find the following information:

- **Percent of secure elements not seen online in last 24h** - the percentage of secure elements in that location which have not established an online connection with the VMS system in the last 24 hours
- **Percent of missing invoices per secure element** - the percentage of invoices not received by the VMS system per secure element on ESDC from that location
- **Percent of secure elements having missing invoices** - the percentage of secure elements in that location which have not sent one or more invoices to the VMS system
- **Secure elements not seen online in last 24h** - the list of secure elements on that location which have not established an online connection with the VMS system in the last 24 hours, including information about when they were last seen online
- **Number of missing invoices per SE** - the number of missing invoices per secure element on that location, with the option to export that data (see below)
- **List of UIDs** - the list of all secure elements on that location, with the option to:
 - o [request additional certificates](#) (i.e. additional POS secure elements)
 - o search secure elements issued for that location by their UID
 - o request a new download link for the POS secure element issued as a PFX file
 - o change the PAC code of the POS secure element issued as a PFX file

% of secure elements not seen online in last 24h

100%

% of missing invoices per secure element

7%

% of secure elements having missing invoices

6%

Secure elements not seen online in last 24h

UID	Last Seen
DP5VACBY	Never
DS8PP7CQ	Never
EXXN42CN	Never
GDFAV8VB	Never
GDQHZLQD	Never

Showing 1 to 5 of 16 entries

Previous1234Next

Number of missing invoices per SE

Requested By	Signed By	Missing Invoices	Export
DS8VXVE7	DS8VXVE7	2	

Showing 1 to 1 of 1 entries

Previous1Next

List of UID's

Request Additional Certificates

Search:

Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Created	EXXN42CN	Pos Pfx	07.11.2023. 11:13:58	Never		Request Download link Change PAC
Deactivated	MTHJSHKC	Pos Pfx	15.09.2023. 13:36:31	Never		Request Download link Change PAC
Deactivated	34ZED6WX	Pos Pfx	15.09.2023. 13:36:31	Never		Request Download link Change PAC
Created	VCAQB6EQ	Pos Pfx	14.09.2023. 15:23:13	Never		Request Download link Change PAC
Created	GDFAV8VB	Pos Pfx	12.09.2023. 11:23:30	Never		Request Download link Change PAC
Created	JDR3535E	Pos Pfx	04.09.2023. 15:15:57	Never		Request Download link Change PAC
Created	Y9FN8N3W	Pos Pfx	04.09.2023. 15:15:56	Never		Request Download link Change PAC
Created	WFCR65YY	Pos Pfx	04.09.2023. 15:15:55	Never		Request Download link Change PAC
Created	6AVPS5GP	Pos Pfx	04.09.2023. 15:15:54	Never		Request Download link Change PAC
Created	DS8PP7CQ	Pos Pfx	04.09.2023. 15:15:53	Never		Request Download link Change PAC Revoke Request Sent

Showing 1 to 10 of 18 entries

Previous12Next

Location Name

DT1 R12

Address

Kluzni put 7

City

БЕОГРАД (НОВИ БЕОГРАД)

Administrative Unit

Београд-Нови Београд

Status

Active

Back

NOTE:
In case you deregister your company, all your secure elements are **automatically** revoked. Similarly, in case you deregister one or more business locations, all your secure elements connected to that location are **automatically** revoked.

How to export information about missing invoices for secure elements

To export information about the missing invoices for each secure element as JSON or XML files, use the **Export** option in the **Number of missing invoices per SE** section.

NOTE:
One secure element can appear more than once in the *Requested By* column since the results are displayed for every unique combination of *Requested By-Signed By*



List of UID's Request Additional Certificates

Search:

Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Created	ULZRYWJA	PFX File	16/11/2022 11:51:05	Never		Request Download link Change PAC Request Revocation
Created	CR8RW5HX	PFX File	04/10/2022 15:23:36	Never		Request Download link Change PAC Request Revocation
Active	JZJQYJHQ	PFX File	04/10/2022 09:56:10	04/10/2022 13:36:37		Request Download link Change PAC Request Revocation
Active	BCWVJTJH	PFX File	28/09/2022 13:31:04	28/09/2022 13:37:40		Request Download link Change PAC Request Revocation
Created	DH95FKTC	PFX File	28/09/2022 13:26:00	Never		Request Download link Change PAC Request Revocation
Created	KMG6EYZ	PFX File	27/09/2022 16:21:57	Never		Request Download link Change PAC Request Revocation
Created	5F82RREJ	PFX File	15/09/2022 10:45:20	Never		Request Download link Change PAC Request Revocation
Active	TUA9U4HS	POS Smart Card	15/09/2022 10:20:59	17/11/2022 15:06:23		Request Revocation

Showing 1 to 8 of 8 entries

[Previous](#) [1](#) [Next](#)

NOTE:

In case you deregister your company, all your secure elements are **automatically** revoked. Similarly, in case you deregister one or more business locations, all your secure elements connected to that location are **automatically** revoked.

Accessing secure element details

To access the details of any secure element, click on its UID on the list.

List of UID's Request Additional Certificates

Search:

Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Created	ULZRYWJA	PFX File	16/11/2022 11:51:05	Never		Request Download link Change PAC Request Revocation
Created	CR8RW5HX	PFX File	04/10/2022 15:23:36	Never		Request Download link Change PAC Request Revocation
Active	JZJQYJHQ	PFX File	04/10/2022 09:56:10	04/10/2022 13:36:37		Request Download link Change PAC Request Revocation
Active	BCWVJTJH	PFX File	28/09/2022 13:31:04	28/09/2022 13:37:40		Request Download link Change PAC Request Revocation
Created	DH95FKTC	PFX File	28/09/2022 13:26:00	Never		Request Download link Change PAC Request Revocation
Created	KMG6EYZ	PFX File	27/09/2022 16:21:57	Never		Request Download link Change PAC Request Revocation
Created	5F82RREJ	PFX File	15/09/2022 10:45:20	Never		Request Download link Change PAC Request Revocation
Active	TUA9U4HS	POS Smart Card	15/09/2022 10:20:59	17/11/2022 15:06:23		Request Revocation

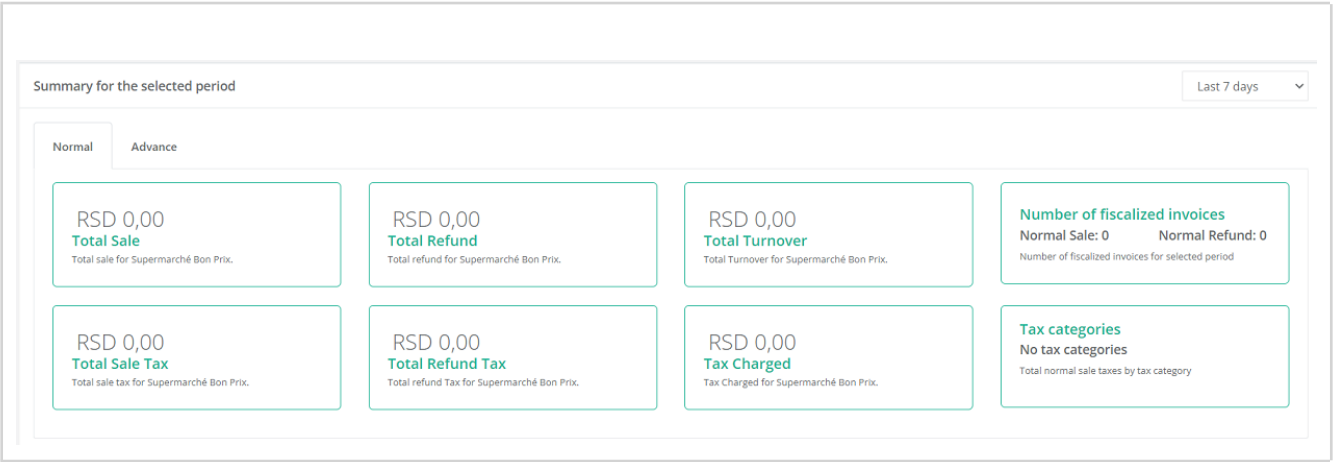
Showing 1 to 8 of 8 entries

[Previous](#) [1](#) [Next](#)

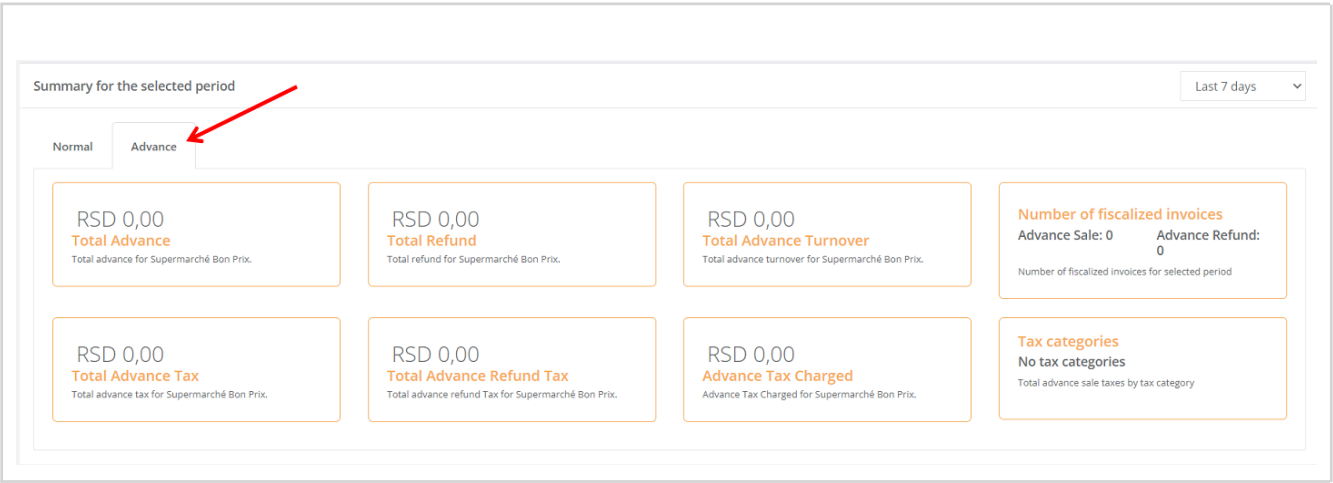
Alternatively, you can also click on any UID from the lists **Secure elements not seen online recently** or **Number of missing invoices per SE** (these lists contain only the secure elements which fulfill the criteria to be on the list - see [Business Location Details](#)).

A new page will open, with the summary box at the top of the dashboard displaying the following information:

- **Total Sale** - the sum of all transaction amounts for Normal Sale invoices
- **Total Refund** - the sum of all transaction amounts for Normal Refund invoices
- **Total Turnover** - the turnover of the total transaction amounts for all Normal Sale Normal Refund invoices
- **Number of fiscalized invoices** - total number of issued Normal Sale and Normal Refund invoices
- **Total Sale Tax** - the sum of all tax amounts calculated for Normal Sale invoices
- **Total Refund Tax** - the sum of all tax amounts calculated for Normal Refund invoices
- **Tax Charged** - the turnover of all tax amounts for all Normal Sale Normal Refund invoices
- **Tax categories** - total tax liability on all Normal Sale invoices, per tax category



To see all this information for the advance-type invoice, click on the **Advance** tab.



To filter the information by period, click the drop-down menu in the top-right and select or manually input the desired dates.



Summary for the selected period

Normal

Advance

RSD 0,00
Total Sale
Total sale for Supermarché Bon Prix.

RSD 0,00
Total Refund
Total refund for Supermarché Bon Prix.

RSD 0,00
Total Turnover
Total Turnover for Supermarché Bon Prix.

Number of fiscalized invoices
Normal Sale: 0 Normal Refund: 0
Number of fiscalized invoices for selected period

Last 7 days
Today
Current month
Last 7 days
Last month
Last 6 months
Last year
Custom

Below this summary box, you can find the following information:

- **Last Seen Online** - the last date and time when that secure element established an internet connection with the VMS system
- **Number of missing invoices** - the number of invoices issued by that secure element that have not reached the VMS database
- **Other information** - shows the status of the secure element (active or revoked) and the address of the location to which it is connected

Last seen online

Number of missing invoices
0

Status

Created

Location name

Supermarché Bon Prix

Address

Rue Pilot

City

Abidjan

Administrative Unit

Dange Nord

Country

CI

Back

Requesting Additional Certificates

NOTE:

Since your Admin Secure Element grants access to all TAP features, **keep it safe and limit its use** to only performing administrative tasks via TAP.

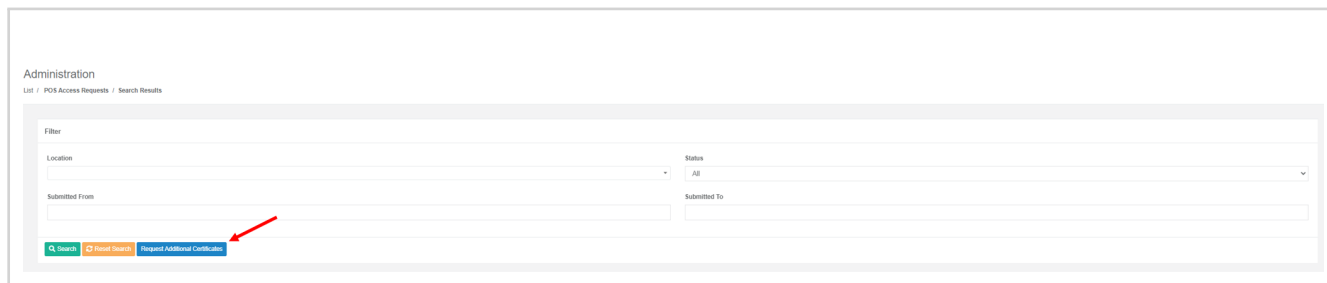
For the standard process of issuing fiscal invoices, you should request additional certificates. In case you have more E-SDC instances on your business premise or more [invoicing systems](#) issuing invoices via V-SDC, you should request additional certificates for each E-SDC or invoicing system working with V-SDC.

NOTE:

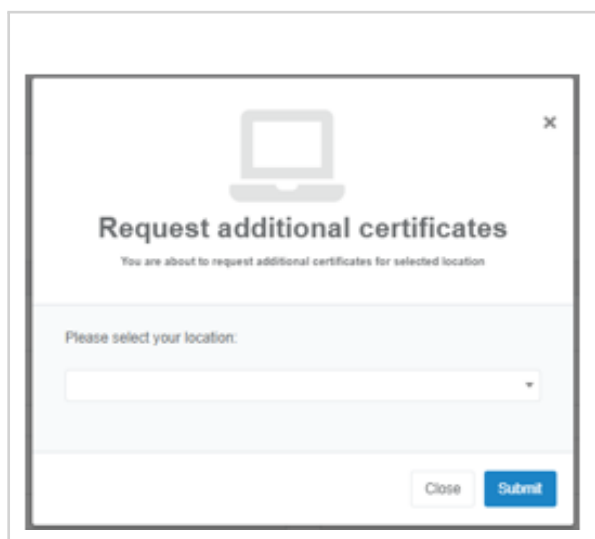
When requesting additional certificates, you are actually requesting additional POS Secure Elements. For more information, see POS Secure Element.

Initial steps for requesting a new certificate

1. Click on **Administration** at the top of the page and select **POS Access Requests** from the dropdown menu.
2. Click on **Request Additional Certificates**.



3. In the pop-up box, select the business location for which you need the secure element(s) and click **Submit**.



4. A new page will open. Depending on your needs, click on the plus icon next to labels **Smart cards** or **Files**.

NOTE:

If your EFD infrastructure uses **E-SDC**, request additional **Smart Cards**. However, if your infrastructure uses **V-SDC**, request additional **Files**. In case you are using both E-SDC and V-SDC, you can also **request both**.

Requesting additional smart card certificates

[Click here to see how to request smart cards](#)

When the dialog box opens, enter the PIN by:

- o using an automatically generated random PIN
- o generating a new random PIN by clicking on the icon
- o selecting your own 4-digit PIN which will be easier to remember

If you made an error, or you want to enter a different PIN code, click on the icon to remove it.

If your infrastructure allows it, add more requests by clicking on the icon .

2. To select the appropriate smart card format, check with your E-SDC vendor which format you need - **Full** or **SIM**.

3. To request additional smart cards, use the **Delivery Tax Office** menu to select the tax office branch where you can pick up the smart card(s).

You can always **authorize somebody else** to pick up the smart card** for you. Note that you will have to provide **valid identification details** of that person - first name, last name and ID number of an identification document with a photograph.

NOTE:

All the fields for providing identification details are limited to 30 characters.

Another person to pick up the card	<table><tr><td>First Name</td><td> </td></tr><tr><td>Last Name</td><td> </td></tr><tr><td>Photo ID Number</td><td> Enter ID number of any valid personal document with a photograph </td></tr></table>	First Name		Last Name		Photo ID Number	Enter ID number of any valid personal document with a photograph
First Name							
Last Name							
Photo ID Number	Enter ID number of any valid personal document with a photograph						

Requesting additional file certificates

[Click here to see how to request file certificates](#)

When the dialog box opens, enter the Password and PAC by:

- generating a new random Password and PAC by clicking on the icon 
- selecting your own 8-character (alphanumeric) Password and 6-character (alphanumeric) PAC

If you made an error or you want to enter a different Password code, click on the icon  to remove it.

If your infrastructure allows it, add more requests by clicking on the .

using an automatically generated random Password and PAC

NOTE:

Input data is **case sensitive** and written in ALL CAPS.

Files

Password 9VDUWZPY

PAC 85DKK9

+

X

Finishing the request

1. When you add all the new requests, to finish click the **Submit** button, or to dismiss the process click the **Cancel** button.

NOTE:

If you click the Cancel button, you will **not be able to retrieve any input data**.

2. A popup box will appear, summarizing your request and asking you to confirm it.

Submit your POS access request

You are submitting POS Access request with following details:

Location Name: Premier League, DTI

Delivery Tax Office: Rewa Default

Additional Authorized Person:

Smart Cards: 1

Files: 1

Yes No

Your request will be sent to the Fiji Revenue And Customs Services and you will receive an email when it is approved.

Notifications for additional smart cards

[Click here to read about the notification for smart cards](#)

If you requested an additional Smart Card certificate, you will receive an email when the request has been approved.

Later, when the smart card has been personalized, you will receive another notification and you can pick it up at your chosen tax office location. After that, you can immediately start using it with your E-SDC.

TaxCore

Dear **Vieri Patrick**, we would like to inform you that your Smart Card has been created.

Business name: Rasta Pasta

TIN: US-345905277

UID: M7BX5S4R

You can pick it up at the chosen location (Tax office / District):

DTI central office Lestane

Notifications for additional file certificates

[Click here to read about the notification for file certificates](#)

If you requested an additional file certificate, you will receive it in a notification after the request has been approved. You need to download the attached .pfx file and install it on the device that you will use as your invoicing system (POS).

The notification will also include the certificate's **password** (for installing the certificate) and **PAC** (for issuing fiscal invoices).

Downloading the PFX certificate

To download the PFX file certificate, click on the link in the notification. The link is active for 7 days.

If the link expires before you download the certificate, you can **request a new one** via the *List of secure elements* section on the [Business Location Details](#) page.

List of UID's

Request Additional Certificates

Search

Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Action	CP952YK	POS Smart Card	11.07.2022 12:33:04	02.08.2022 10:46:08		Request Download
Action	JW3TNKH	POS Smart Card	17.06.2022 16:56:14	17.06.2022 17:02:54		Request Download
Deactivated	QCYEVLPC	PFX File	17.06.2022 12:31:27	Never		Request Download Link Copy PAC Request Download

2.
- After you click on the link, you will have the option to download the certificate or copy the download link to the clipboard.

NOTE:
The option to directly download the certificate is a one-time link, while the copy-to-clipboard option can be used multiple times until you paste the copied link.

Download Certificates

Note for downloading:
This is a one-time download link! After you download the certificate, you will not be able to do it again until you request a new download link.

Note for copying to clipboard:
Do not share this link via chat apps or email because antivirus software may render the link unusable.

DOWNLOAD CERTIFICATES

COPY TO CLIPBOARD

Note: For legacy android/iOS free pos apps

DOWNLOAD POS PFX CERTIFICATE

COPY POS PFX CERTIFICATE

3.
- When the pop-up appears, confirm your action by clicking on **Yes**

Installing the PFX certificate

For instructions on how to install the PFX certificate, see [Installing a PFX File Certificate](#)

Changing the PFX certificate's PAC

1.

To change the PAC of your PFX certificate, go to the [Business Location Details](#) page.

2.

In the *List of secure elements* section, click on **Change PAC**.

Status	UID	Type	Registered at	Last Seen Online	Revoked at	Action
Active	XH2S3YWM	Pos Pfx	26.06.2023. 19:14:26	26.06.2023. 22:14:21		Request Download link Change PAC Request Revocation
Active	CS3YS6LX	Pos Pfx	26.06.2023. 17:14:17	26.06.2023. 22:08:20		Request Download link Change PAC Request Revocation

3.

A pop-up box will open where you need to enter and re-enter the new PAC.

×

Reset POS Access Code

You are about to change POS Access Code:
UID: QCYEYL7C

Enter new PAC

Re-enter new PAC

Close

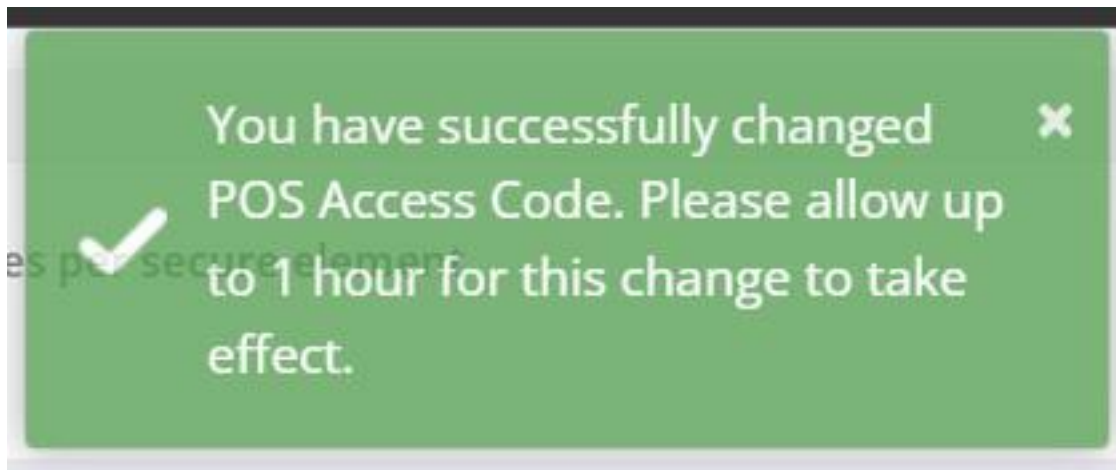
Confirm

4.

Click **Confirm**. A confirmation message will appear at the top of the page.

NOTE:

The new PAC will become active in one hour.



Requesting Certificate Revocation

TAP also offers the option to **request certificate revocation** in one of the following scenarios:

- you forget your PIN (for a [smart card](#)) or PAC (for PFX file)
- your certificate gets blocked because of too many wrong PIN entries
- you lose your smart card or it gets stolen
- you suspect that your PFX file is compromised or being misused by an employee
- you are closing your business or one of your business locations

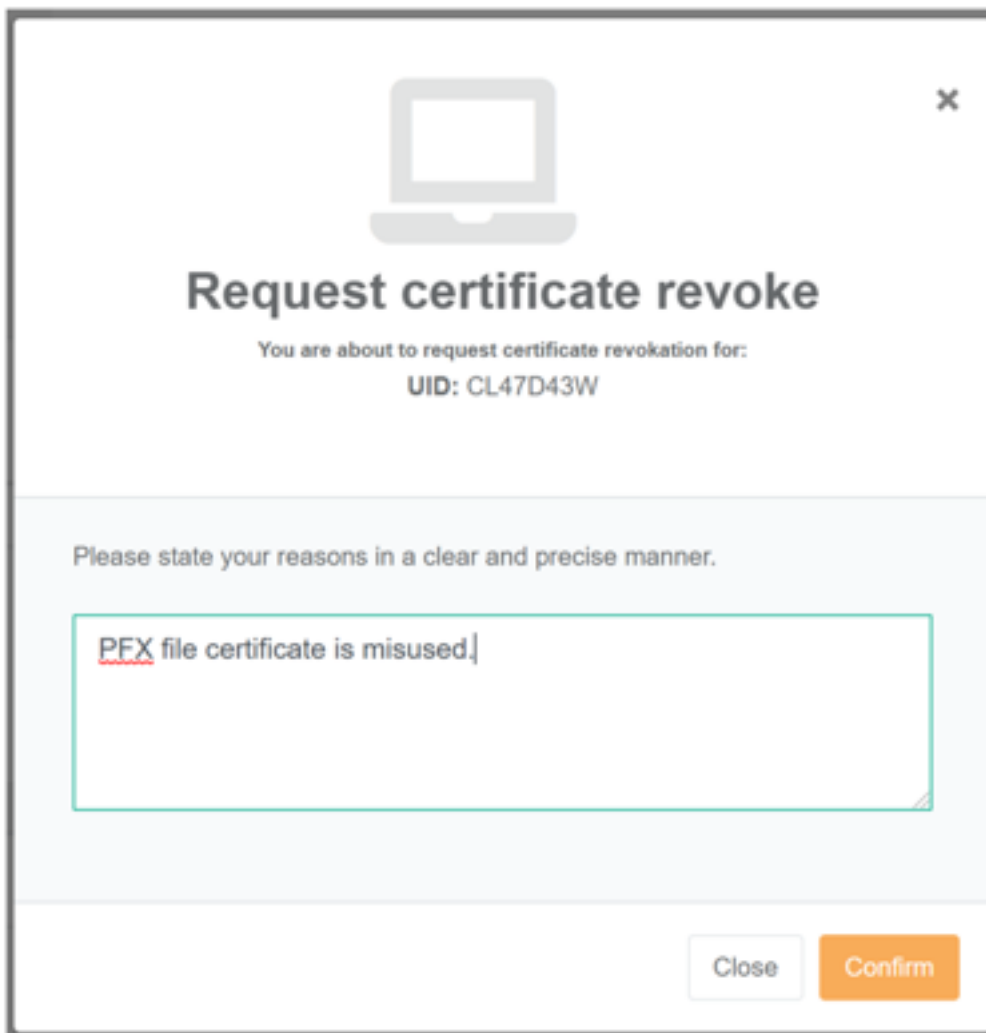
1. To make the request, open the [location details page](#) of the location for which you wish to request certificate revocation. A new page will open, displaying various location details, including the list of issued certificates for this location (section **List of UID's**).

2. Find the certificate you wish to be revoked and click on **Request Revocation** (every certificate is identified by its unique UID).

A screenshot of a web application interface showing a table titled "List of UID's". The table has columns for Status, UID, Type, Registered, Last Seen Online, Revoked, and Action. There are four rows of data. The "Action" column contains buttons for "Request Revocation" and "Change PAC". A red rectangle highlights the "Request Revocation" buttons for the first three rows. Above the table, there is a "Request Additional Certificates" button and a search bar.

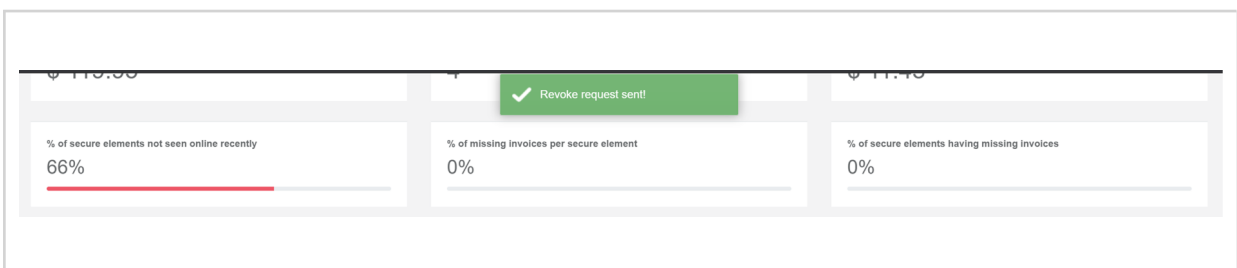
Status	UID	Type	Registered	Last Seen Online	Revoked	Action
Active	T8PFB7NT	POS Smart Card	05/08/2021 09:33:38	05/08/2021 11:38:12		Request Revocation
Created	6ACJAEKV	PFX File	05/08/2021 09:26:03	Never		Change PAC Request Revocation
Active	QC6G3BWF	Admin Smart Card	03/08/2021 09:51:30	05/08/2021 15:21:41		Request Revocation
Delivered	7EZU687E	Admin Smart Card	02/08/2021 16:49:56	Never		Request Revocation

- 3.
- A confirmation box will appear, where you provide the reason for making the revocation request. When you finish, click **Confirm**.



The dialog box has a title bar with a close button (X) in the top right corner. Below the title bar is a laptop icon. The main heading is "Request certificate revoke". Below this, it says "You are about to request certificate revocation for:" followed by "UID: CL47D43W". A light blue section contains the instruction "Please state your reasons in a clear and precise manner." Below this is a text input field with the text "PFX file certificate is misused|". At the bottom right are two buttons: "Close" and "Confirm".

- 4.
- A temporary confirmation message - **Revoke request sent!** - will appear on top of the screen.



- 5.
- When you refresh the page, you will see another **Revoke Request Sent** confirmation in the *Action* column.



An empty table structure with one row and one column, likely representing the 'Action' column mentioned in the text.

Status	UID	Type	Registered	Last Seen Online	Revoked	Action
Active	T8PFB7NT	POS Smart Card	05/08/2021 09:33:38	05/08/2021 11:38:12		Revoke Request Sent
Created	6ACJAEKV	PFX File	05/08/2021 09:26:03	Never		Change PAC Request Revocation
Active	QC6G3BWF	Admin Smart Card	03/08/2021 09:51:30	05/08/2021 15:21:41		Request Revocation
Delivered	7EZU687E	Admin Smart Card	02/08/2021 16:49:56	Never		Request Revocation

Your request will be forwarded to the Fiji Revenue And Customs Services where it will be approved or rejected. If the Fiji Revenue And Customs Services officers approve your request, you will receive an email confirmation.

NOTE:

This documentation uses the name *TaxCore* as a jurisdiction-neutral term, for general purposes. The email you will receive will have the name of your Tax Authority jurisdiction.

TaxCore

Dear **Stan Stone**, your Smart Card for:

Business name: StreamU

TIN: 3452563311

UID: T8PFB7NT

has been revoked due to the following reason:

Smart Card is damaged.

Also, the certificate status will change to **Revoked**.

Status	UID	Type	Registered	Last Seen Online	Revoked	Action
Revoked	T8PFB7NT	POS Smart Card	05/08/2021 09:33:38	05/08/2021 11:38:12	05/08/2021 18:54:27	
Created	6ACJAEKV	PFX File	05/08/2021 09:26:03	Never		Change PAC Request Revocation
Active	QC6G3BWF	Admin Smart Card	03/08/2021 09:51:30	05/08/2021 15:21:41		Request Revocation
Delivered	7EZU687E	Admin Smart Card	02/08/2021 16:49:56	Never		Request Revocation

NOTE:

In case you deregister your company, all your pending requests for certificate (secure element) revocation are **automatically** rejected. Similarly, in case you deregister one or more business locations, all your pending requests connected to that location, are **automatically** rejected.

Renewals

The **Renewals** section is where you keep track of all your expiring POS secure elements and manage their renewal.

NOTE:

This article covers the process of renewing **POS secure elements**. For instructions about renewing Admin secure elements, see [Renewing Admin Secure Elements](#).

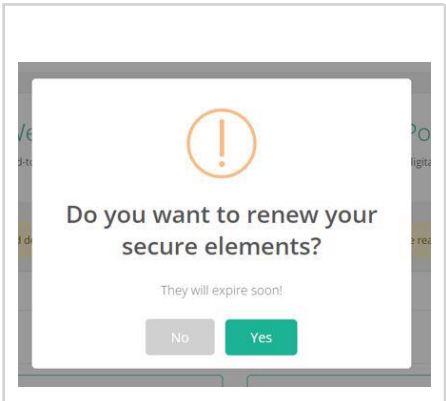
Notifications about expiring POS secure elements

Notifications are created when a secure element enters one of the expiration periods. You will be notified both via email and the Taxpayer Administration Portal (TAP).

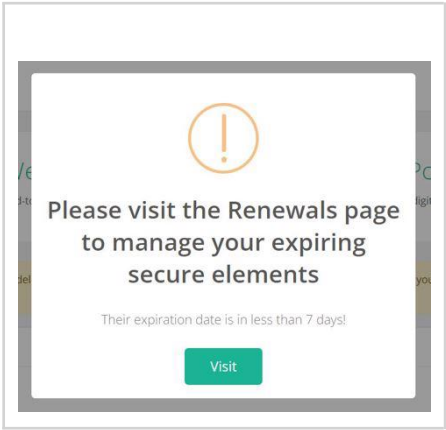
NOTE:

You will receive automatic notifications about expiring secure elements when any, or all of them, reach their expiration period.

Also, if you have expiring secure elements, every time when you log into TAP you will see a warning message that you have secure elements that will expire soon.



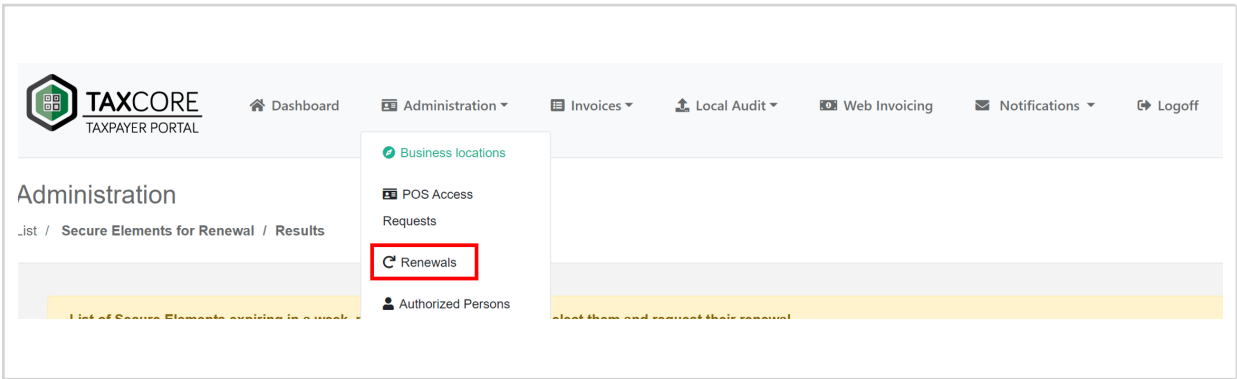
If you have secure elements in a **critical expiration period** (the minimum configured expiration period), you will see the warning message that you need to visit the Renewals page to manage the expiring secure elements.



Manage expiring POS secure elements

1. To manage your expiring secure elements, click on **Yes** on the warning message when you log into TAP (see above).

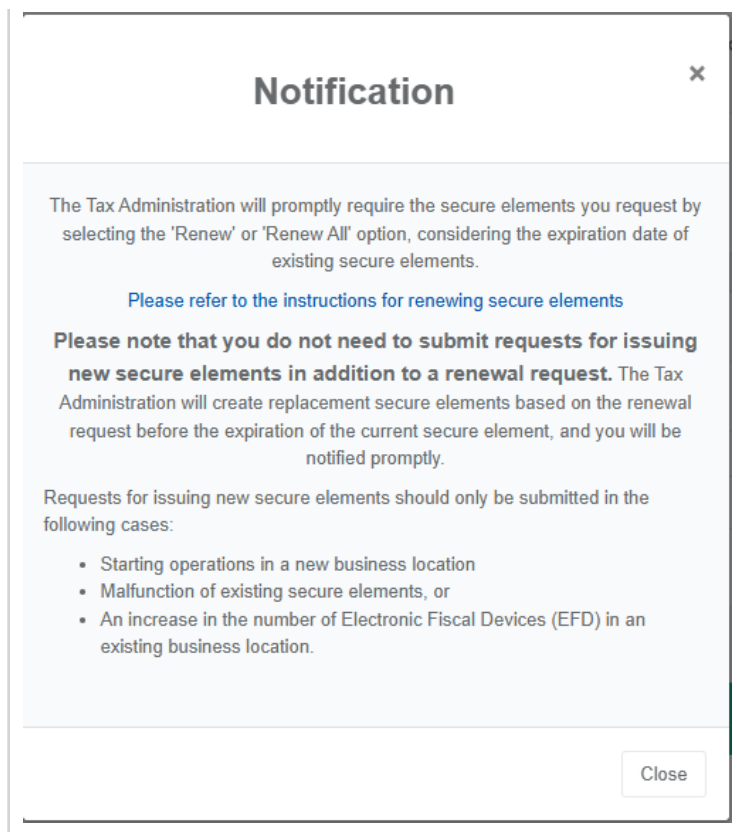
If you skip the warning message after logging in, you will still be able to access the page for managing expiring secure elements by clicking on **Administration** at the top of the page and select **Renewals** from the dropdown menu.



NOTE:
If you requested a renewal of secure elements, **wait for the Tax Authority to process your request**. Your secure element will be renewed in due time.

Do not request a new secure element.





2.

Both options will take you to a new page where the expiring secure elements are listed. The column **Expiry Period** shows the the expiration phase for each secure element.

NOTE:

If you logged into TAP with a POS Secure element, you will only be able to see the notification about the expiring secure element.

3.

For easier navigation through secure elements on the list, you can filter secure elements with these optional parameters:

- o **Location** - this option shows only locations with secure elements which are up for renewal
- o **Expiry period** - this option shows only secure elements for selected expiry period
- o **UID** - this option shows only secure element with selected UID



Administration

List / Secure elements for renewal / Results

Filter

Location

All

Expiry Period

All

UID

All

Search

Reset Search

NOTE:
If you change the search parameters after you already got some search results, you will reset the changes you made to the current results.

When you search for secure elements related to a specific location, next to the name of the business location you will see the unique location ID.

Filter

Location

All

Expiry Period

All

UID

All

Search

Reset Search

List of secure elements expiring. You can select them and request their renewal.
If you select Reject, you won't be able to renew that secure element anymore
If you select Postpone, you will be able to choose what to do with the secure element later

Renewal Action

Renew all

Postpone all

Secure elements for 116 Resting FT 12 shop - Brace Jugovic 82

In case you have several business locations with **the same name** but a **different address**, they will all be listed with their addresses clearly displayed.

Filter

Location

All

Expiry Period

All

UID

All

Search

Reset Search

Renewal Action

Renew all

Postpone all

Secure elements for 116-Testing FT 12 shop - Brace Jugovic 82

Actions	UID	Type	Registered On	Last Seen Online	Expiry Period
Select	469BFHGM	Pos Pfx	18.12.2024. 11:11:01		30 days
Select	V828FHWU	POS Smart Card	18.12.2024. 11:42:43		30 days

Secure elements for 327-Testing FT 12 shop - Solunska 11

Actions	UID	Type	Registered On	Last Seen Online	Expiry Period
Select	6FSR7DSE	Pos Pfx	18.12.2024. 11:11:03		30 days
Select	STMNBXGJ	POS Smart Card	18.12.2024. 11:51:02		30 days

4.

For each secure element on the list, you have the following options:

- o **Renew** - automatically sends a request for a new secure element that will replace the expiring secure element
- o **Postpone** - postpones your decision about renewing a secure element. These secure elements will be hidden and will appear again on the list when they reach their next expiration period. If the secure element has reached a critical expiration period (the minimum configured expiration period), it **cannot be postponed any longer**.
- o **Reject** - used if you decide that you will not need the secure element in the future. If you select this option, you will **not be able to renew that secure element anymore**.

Renewal Action

Renew all

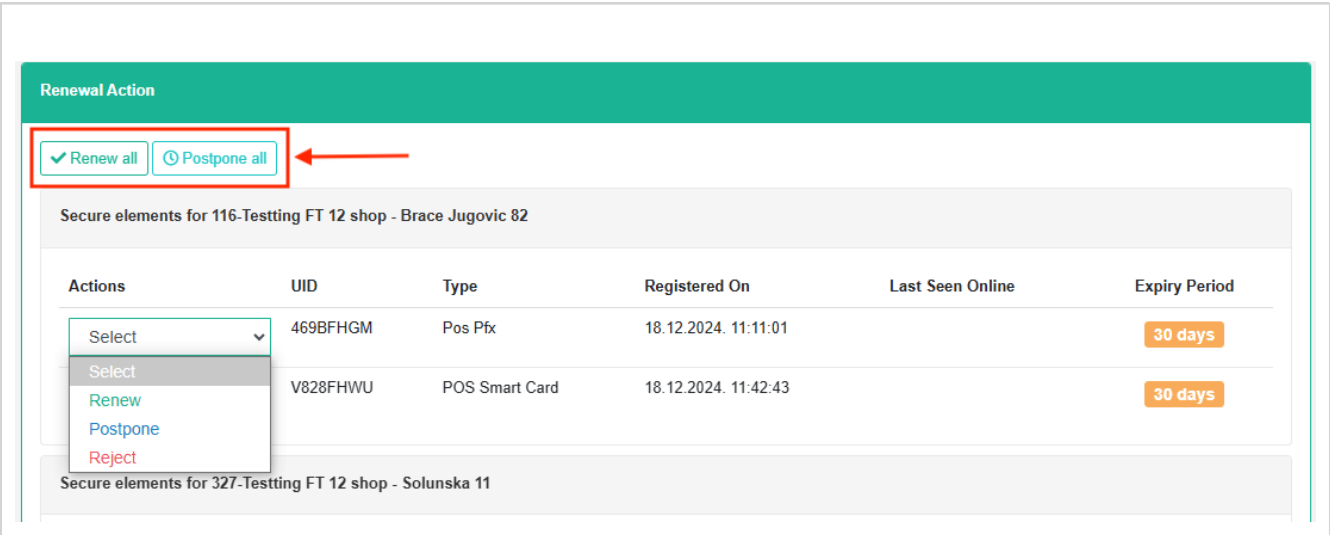
Postpone all

Secure elements for 116-Testing FT 12 shop - Brace Jugovic 82

Actions	UID	Type	Registered On	Last Seen Online	Expiry Period
Select	469BFHGM	Pos Pfx	18.12.2024. 11:11:01		30 days
Select	V828FHWU	POS Smart Card	18.12.2024. 11:42:43		30 days

Secure elements for 327-Testing FT 12 shop - Solunska 11

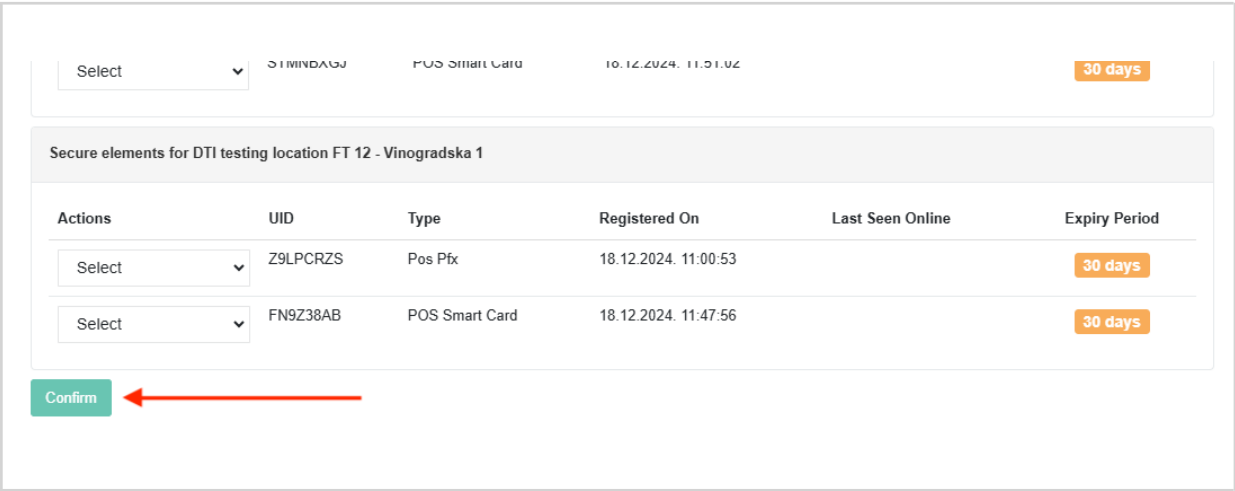
You can also use the **Renew all** or **Postpone all** options if you want to apply one of these options to all of the secure elements you searched for.



NOTE:

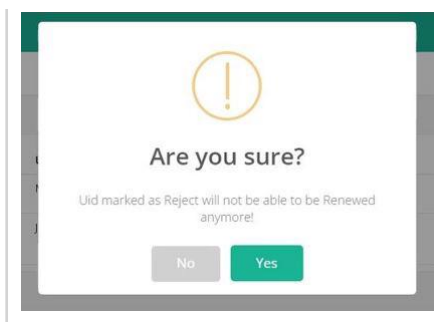
You can renew all or postpone the renewal of all secure elements related to a specific business location.

5. When you make a decision about all secure elements on the list, click **Confirm** in the bottom left corner of the page.



6. If you selected at least one secure element with **Reject**, you need to click on **Yes** in the pop-up box to confirm the decision.

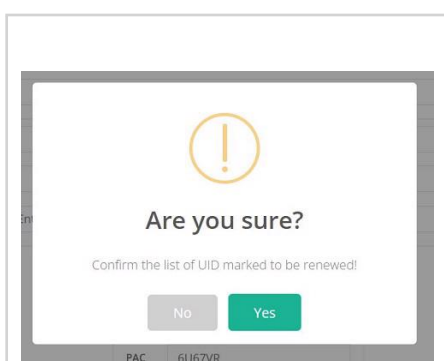




- 7.
- If you selected **at least one secure element** for renewal, a new page will open where you set the authentication credentials for your new secure elements (the process is the same as when [requesting additional secure elements](#)):
- o for secure elements issued on a smart card - [smart card PIN](#), pick up location, and additional person for picking up the card (optional)
 - o for secure elements issued PFX files - Password and PAC

- 8.
- When you finish, click **Renew** in the bottom left corner of the screen.

You will see another confirmation box - click **Yes** and your request will be sent to the tax authority for review.



If the review is **positive**, you will receive an **email notification** with information about the production of your new secure elements.

Renewing Admin Secure Elements

NOTE:
This article covers the process of renewing Admin secure elements. For instructions about renewing POS secure elements, see [Renewals](#).

NOTE:
You will receive **automatic notifications** about expiring secure elements when each one of them reach their expiration period.

When your Admin secure element(s) reach one of the expiration periods, you will receive an electronic notification both via email and the [Notifications section](#) on the Taxpayer Administration Portal.

Both notifications contain **a one-time link** you can use to request a new Admin secure element. You can submit the request the same way you [submitted the request for your original Admin secure element](#).

Your request will be reviewed by the tax authority. If the review is positive, you will receive an email notification with information about the production of your new Admin secure element(s).

Authorized Persons

This section allows you to see the **list of authorized persons** for your company.

Authorised Persons For Taxpayers

Dashboard / Insight / **Authorised Persons For Taxpayers**

Authorised Persons For Taxpayers

Business Name	UID	First Name	Last Name	TIN	Email	Phone	Mail Address	Role Name	City	
StreamU	U8BA3XYR	Stan	Stone	US-3452563311	marko.denic@dti.rs	+19704598234	1300 E Solomon Ave.	Authorized for TaxCore	Littlewood	Request Revocation

You can use the **Request Revocation** option to [request the revocation](#) of the admin secure element attached to a specific authorized person.

Authorised Persons For Taxpayers

Dashboard / Insight / **Authorised Persons For Taxpayers**

Authorised Persons For Taxpayers

Business Name	UID	First Name	Last Name	TIN	Email	Phone	Mail Address	Role Name	City	
StreamU	U8BA3XYR	Stan	Stone	US-3452563311	marko.denic@dti.rs	+19704598234	1300 E Solomon Ave.	Authorized for TaxCore	Littlewood	Request Revocation

Reports

The **Reports** section offers quick access to different reports available to taxpayers to keep track of their recorded transactions.

1.

[Daily Report](#)

The **Daily Report** allows you to review comprehensive transaction data for a selected period.

2.

[Search Invoices](#)

The **Search Invoices** page enables you to search all issued invoices and review potential issues with issued invoices.

Daily Report

The **Daily Report** allows you to review comprehensive transaction data for a selected period.

NOTE:

The period for displaying the results is **limited to 48 hours**.



To view the report, use the **Parameters** box to select a business location and a period.

NOTE:
If you logged into the Taxpayer Administration Portal with a smart card secure element, you are able to see the report results **only for the business location for which that secure element is issued.**

Daily Report

Reports / Daily Report

Filters

Location

All

From

To

Search

Daily report sections

The daily report consists of:

- **Missing invoices**

This box shows whether any of the invoices you issued have not yet arrived to the tax authority system. If there are such invoices, you will see the information about the missing invoices gap (i.e. the last invoice before and the first invoice after the recorded gap will be displayed). The data from the missing invoices is not included in the daily report.

You have missing invoices! Amounts from those invoices are not included in the reports.

Missing Invoices

Export

From	To
34GXKB5N-34GXKB5N-1	34GXKB5N-34GXKB5N-5

-

Invoices received via invoice verification

Here you can see whether some of the invoices you issued have arrived to the tax authority system via [invoice verification](#). If this is the case, some information in the daily report might be missing (see below).

Invoices received via invoice verification		Export
Requested By - Signed By		Invoice Number
34GXKB5N-34GXKB5N		
		34GXKB5N-34GXKB5N-5
		34GXKB5N-34GXKB5N-6

Total Amounts per Payment Type

This box shows the summary of transaction amounts per payment type for each secure element used in that business location, during the selected period.

Total Amounts per Payment Type									Export
Secure Element UID	Cash	Card	Other	Wire Transfer	Check	Mobile Money	Voucher	Total per Secure Element	
BT5A7QVM	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
XH3KKJRQ	0.00	0.00	20.00	20,000,000.00	0.00	0.00	0.00	20,000,020.00	
Total per Type	20.00	0.00	20.00	20,000,000.00	0.00	0.00	0.00	20,000,040.00	

Total Sale and Refund per Tax Rate

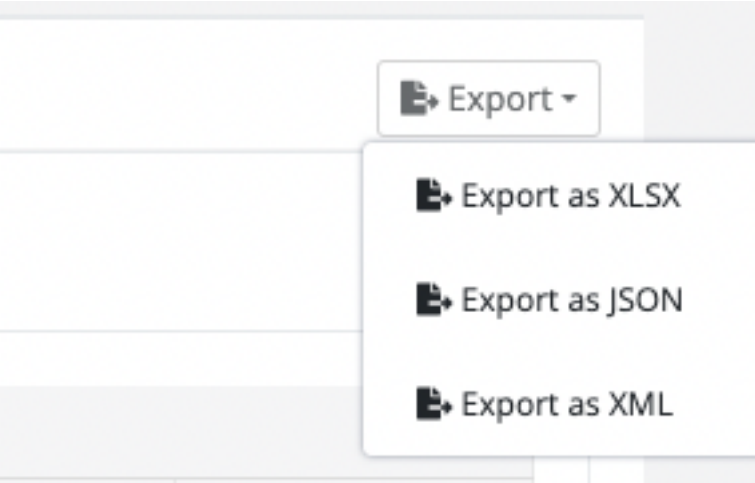
The final part of the report is the review of total transaction amounts per tax rate. For each tax rate used, the information is displayed about the cumulative net price, calculated tax and total sale amounts. The data is available for both transaction types (Sale and Refund) of the Normal and Advance invoices.

At the bottom of the box, you can see the first and last invoice that was used to collect the displayed data.

Total Sale and Refund per Tax Rate						
Normal Advance						
	Normal Sale			Normal Refund		
Rate	Net Price	Tax Amount	Sale	Net Price	Tax Amount	Refund
Ქ - 20%	11,666,700.92	2,333,340.18	14,000,041.10	0.00	0.00	0.00
E - 10%	5,454,545.45	545,454.55	6,000,000.00	0.00	0.00	0.00
Total	17,121,246.37	2,878,794.73	20,000,041.10	0.00	0.00	0.00
First invoice: XH3KKJRQ-Dt10v1o0-1 Last invoice: BT5A7QVM-BT5A7QVM-1						

Exporting the report

You can export each of the daily report's sections in XLSX, JSON or XML format.



Search Invoices

The **Search Invoices** page enables you to search all issued invoices and review potential issues with issued invoices.

NOTE:
If you are a first-time user, or you have just registered, most likely there will not be any invoices listed. Once your POS(s) start issuing invoices, they will appear on the list.

Searching invoices

1. [Using Invoice Filter](#)

Invoice Filter enables you to quickly find invoices that fulfill the desired criteria (Basic Search), or even to find specific invoices or small groups of invoices with exact search criteria (Advanced Search).

Using Invoice Filter

Invoice Filter enables you to quickly find invoices that fulfill the desired criteria (Basic Search), or even to find specific invoices or small groups of invoices with exact search criteria (Advanced Search).

1.

[Basic Search](#)

The **basic search** filter enables you to quickly search and list all invoices

2.

[Advanced Search](#)

For a more refined invoice search, you can use the **Advanced** search filter and narrow down your search results.

3.

[Search Results](#)

Whether you have used the Basic or Advanced search, the results will be listed below the search form.

4.

[Invoice Details](#)

If you want to review the specific data of your invoices, click on **Details** next to any invoice on the list.

Basic Search

The **basic search** filter enables you to quickly search and list all invoices based on their:

- **Transaction Type** - Sale or Refund
- **Invoice Type** - Normal, Proforma, Copy or Training
- **Date and Time** - when invoice signing was requested (On POS) and performed (On SDC)
- If you check the box **Cancellation Invoices** you will limit the search to **only the invoices used to cancel other invoices**.

Invoices
Home / Invoices

Filters

Invoice Types

Transaction Type

Invoice Type

Cancellation Invoices ☐

Date and Time of Invoice

On SDC From To

You can use the **Reset Filters** option to cancel all the previously applied filters (in case you want to apply new ones).

NOTE:

This action only resets the search filters - the results of your previous search (invoices) will not disappear until you click **Search** again.

Invoices
Home / Invoices

Filters

Invoice Types

Transaction Type

Invoice Type

Cancellation Invoices ☐

Date and Time of Invoice

On SDC From To

Advanced Search

For a more refined invoice search, you can use the **Advanced** search filter and narrow down your search results.

1. To access these search options, click on **Advanced** in the filter box.

Invoices

Home / Invoices

Filters

Invoice Types

Transaction Type Select Transaction Type

Invoice Type Select Invoice Type

Cancellation Invoices ☐

Date and Time of Invoice

On SDC From To

Search Reset Filters Advanced

2. A dropdown menu will display additional search filters:

-

Invoice Number on POS - search invoices by the invoice number you provided for your record-keeping

NOTE: Invoice Number on POS is optional information when creating invoices. If you do not provide it when creating your invoices, you will not be able to use this filter.

-

Invoice Number on SDC - search invoices by their automatically generated [SDC Invoice Number](#)

-

Buyer TIN - search invoices with buyer identification by their Buyer TIN identification (invoices issued to a specific buyer)

-

Buyer's Cost Center - search invoices with buyer identification by their Buyer's Cost Center identification

NOTE: Buyer's Cost Center is optional information when creating invoices. If you do not provide it when creating your invoices, you will not be able to use this filter.

-

Requested by UID - search invoices by the UID of your smart card/digital certificate which requested invoice signing

NOTE: When you log in with a POS smart card (secure element), the **Requested by UID** filter will not offer multiple options. Instead, it will only display the UID of the secure element on that smart card.

-

Signed by UID - search invoices by the UID of the secure element certificate which provided the digital signature

NOTE: If you use E-SDC, the secure element certificate which provided the digital signature is on your smart card (*Requested by* and *Signed by* UIDs will be the same). However, if you use V-SDC, the secure

element certificate which provided the digital signature is integrated into the V-SDC (*Requested by* and *Signed by* UIDs will be different).

- **Cashier TIN** - search invoices by your Cashier identification

NOTE: In some jurisdictions, *Cashier TIN* is optional information when creating invoices. If you do not provide it when creating your invoices, you will not be able to use this filter.

- **Invoice Counter** - search invoices by their [invoice counter](#)
- **Invoice Status** - search invoices by the status attached to them after they were analyzed by the VMS system (see below)

The screenshot displays a web-based search filter interface for invoices. It is organized into three main sections, each with a header bar:

- Invoice numbers:** Contains two input fields: "Invoice Number on POS" and "Invoice Number on SDC".
- Seller and Buyer:** Contains five input fields: "Buyer TIN", "Buyer's Cost Center", "Requested by UID" (with a dropdown menu showing "All"), "Signed By UID" (with a dropdown menu showing "All"), and "Cashier TIN".
- Invoice Counter and Status:** Contains two input fields: "Invoice Counter" and "Invoice Status" (with a dropdown menu showing "Select Invoice Validation Statuses").

At the bottom of the form, there are two buttons: "Search" (with a magnifying glass icon) and "Reset Search" (with a circular arrow icon). In the bottom right corner, there is a link labeled "Advanced" with a chevron icon.

Invoice status meaning

Using the *Invoice Status* filter can help you identify all your invoices that the VMS system labeled as invalid or problematic.

If your invoices are labeled with any of these, you should contact your EFD vendor(s) to identify the reason and solve the problem as soon as possible.

You can search your invoices according to the following statuses:

Status	Meaning
Signature is invalid	- You tried to create an invoice by signing it with a certificate not issued by the Tax Authority; - The URL of the scanned invoice (during invoice verification) was changed through a browser; - Secure element is in a strange state (neither valid nor revoked) due to a mistake during its production; - Some data on the invoice has changed; - SDC is malfunctioning
Internal data is invalid	Invoice internal data was encrypted in a wrong way, either by an unauthorized SDC or an unauthorized certificate
Invalid tax group used	Taxes on this invoice were calculated using a tax rates group that does not exist or is obsolete
Signed with revoked certificate	At the moment of invoice signing, the secure element (certificate) was already revoked
Signed with incomplete certificate	The secure element used for issuing this invoice was not properly personalized
MRC field is missing	E-SDC didn't send its manufacturer registration code when signing this invoice
MRC field is in invalid format	E-SDC's manufacturer registration code on this invoice is in a wrong format
SDCDateTime is out of range	The value for SDC time cannot be recorded in the database
ReferentDocumentDT is out of range	The value for Reference time cannot be recorded in the database
Invalid TaxItems on invoice	One of the TaxItem elements contains a value in the <code>Label</code> field that does not exist in the current tax rate group
Invalid tax categories on invoice	The invoice contains tax category identification (<code>CategoryOrderId</code>) that does not exist in the currently active tax rate group, i.e. the E-SDC sent a non-existing tax category identification to the secure element for fiscalization
Invoice does not contain payment information	The element <code>Request.Payment</code> is missing or it is

	empty, i.e. the invoice does not contain information about the payment
Secure element does not exist	One of the following invoice elements is invalid: - UID of the secure element that requested invoice fiscalization; - UID of the secure element that performed invoice fiscalization; - Taxpayer's TIN
SDCDateTime is in the future	SDC time on this invoice is in the future compared to the time of invoice reception at the tax authority
ReferentDocumentDT is in the future	Reference time on this invoice is in the future compared to its SDC time
SDCDateTime is in the past	SDC time on this invoice is in the past compared to the time of invoice reception at the tax authority. The difference is more than the allowed tolerance.
ReferentDocumentDT is in the past	Reference time on this invoice is in the past compared to its SDC time by more than it is allowed.

Search Results

Whether you have used the Basic or Advanced search, the results will be listed below the search form.

Results

Export 275 invoices to JSON

Export 275 invoices to XML

Shop Name	Requested By - Signed By - Counter	Invoice Counter	SDC Time (server time zone)	Invoice Type	Total Amount	
Simba PRESS OW2	CPP55ZYK-CPP55ZYK-91	52/91ΠΠ	02.08.2022, 9:43:34	Normal Sale	1000,00	Details
Simba PRESS OW2	CPP55ZYK-CPP55ZYK-90	51/90ΠΠ	02.08.2022, 9:42:14	Normal Sale	1000,00	Details
Simba PRESS OW2	CPP55ZYK-CPP55ZYK-89	50/89ΠΠ	02.08.2022, 8:31:13	Normal Sale	1000,00	Details
Simba PRESS OW2	CPP55ZYK-CPP55ZYK-88	49/88ΠΠ	02.08.2022, 8:31:11	Normal Sale	1000,00	Details
Simba PRESS OW2	CPP55ZYK-CPP55ZYK-87	48/87ΠΠ	02.08.2022, 8:31:09	Normal Sale	1000,00	Details
Simba PRESS OW2	CPP55ZYK-CPP55ZYK-86	47/86ΠΠ	02.08.2022, 8:31:07	Normal Sale	1000,00	Details
Simba PRESS OW2	CPP55ZYK-CPP55ZYK-85	46/85ΠΠ	02.08.2022, 8:31:05	Normal Sale	1000,00	Details

NOTE:
If you didn't select any search criteria, the search results will display **ALL invoices ever issued** after the initial use of the Authorized Person Smart Card.
Also, if you logged in with a POS smart card, the results will include only the invoices issued with that secure element (smart cart).

How to export invoices marked by invoice status

In order to use invoice data in other applications, you can export them as **JSON** or **XML** files.

Search

Reset Filters

Advanced

Maximum of 10000 invoices can be exported!

Maximum of 10000 invoices can be exported!

Export 11 invoices to JSON

Export 11 invoices to XML

Results

Shop Name	Requested By - Signed By - Counter	Invoice Counter	SDC Time (server time zone)	Invoice Type	Total Amount	
SIM Shop	PNG8ED89-PNG8ED89-13	13/13ΠΠ	21.11.2022. 8:31:04	Normal Sale	70.00	Details
SIM Shop	PNG8ED89-PNG8ED89-12	12/12ΠΠ	21.11.2022. 8:31:00	Normal Sale	70.00	Details
SIM Shop	PNG8ED89-PNG8ED89-9	9/9ΠΠ	20.11.2022. 19:59:36	Normal Sale	70.00	Details
SIM Shop	PNG8ED89-PNG8ED89-8	8/8ΠΠ	20.11.2022. 19:58:25	Normal Sale	3970.00	Details
SIM Shop	PNG8ED89-PNG8ED89-7	7/7ΠΠ	20.11.2022. 19:57:56	Normal Sale	16970.00	Details
SIM Shop	PNG8ED89-PNG8ED89-6	6/6ΠΠ	20.11.2022. 18:46:51	Normal Sale	970.00	Details
SIM Shop	PNG8ED89-PNG8ED89-5	5/5ΠΠ	20.11.2022. 18:46:24	Normal Sale	2573.00	Details
SIM Shop	PNG8ED89-PNG8ED89-4	4/4ΠΠ	20.11.2022. 18:45:35	Normal Sale	6973.00	Details
SIM Shop	PNG8ED89-PNG8ED89-3	3/3ΠΠ	20.11.2022. 18:19:13	Normal Sale	8875.00	Details
SIM Shop	PNG8ED89-PNG8ED89-2	2/2ΠΠ	20.11.2022. 18:18:53	Normal Sale	275.00	Details

First

Previous

Page 1 (of 2)

Next

Last

InvoiceNumber	TIN	RequestedBy	DateAndTimeOfPos	Cashier	BuyerTin	BuyersCostCenter	PosInvoiceNumber	Amount	Type	SDCTime_ServerTimeZone	InvoiceCounter	SignedBy	TotalAmount	TransactionType
PNG8ED89-PNG8ED89-13	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	5	Cash	21.11.2022. 8:31:04	13/13ΠΠ	PNG8ED89	70	Sale
PNG8ED89-PNG8ED89-12	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	1	Other	21.11.2022. 8:31:00	12/12ΠΠ	PNG8ED89	70	Sale
PNG8ED89-PNG8ED89-9	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	90	Cash	20.11.2022. 19:59:36	9/9ΠΠ	PNG8ED89	70	Sale
PNG8ED89-PNG8ED89-8	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	90	Cash	20.11.2022. 19:58:25	8/8ΠΠ	PNG8ED89	3970	Sale
PNG8ED89-PNG8ED89-7	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	150	Cash	20.11.2022. 19:57:56	7/7ΠΠ	PNG8ED89	16970	Sale
PNG8ED89-PNG8ED89-6	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	20	Other	20.11.2022. 18:46:51	6/6ΠΠ	PNG8ED89	970	Sale
PNG8ED89-PNG8ED89-5	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	20	Other	20.11.2022. 18:46:24	5/5ΠΠ	PNG8ED89	2573	Sale
PNG8ED89-PNG8ED89-4	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	20	Other	20.11.2022. 18:45:35	4/4ΠΠ	PNG8ED89	6973	Sale
PNG8ED89-PNG8ED89-3	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	130	Other	20.11.2022. 18:19:13	3/3ΠΠ	PNG8ED89	8875	Sale
PNG8ED89-PNG8ED89-2	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	100	Other	20.11.2022. 18:18:53	2/2ΠΠ	PNG8ED89	275	Sale
PNG8ED89-PNG8ED89-1	7.76E+08	PNG8ED89	07.09.2022. 10:20:52	cashier1	buyer1	bCC1	H8KGMUZZ-Dt1Ov2o0-2	20	Other	20.11.2022. 18:18:26	1/1ΠΠ	PNG8ED89	375	Sale

Invoice Details

If you want to review the specific data of your invoices, click on **Details** next to any invoice on the list.

Every invoice has several [Invoice details tabs](#) for displaying details, internal data or journal, as well as several [Invoice actions buttons](#) which enable you to use a particular invoice further.

Read more

1.

[Invoice Details Tabs](#)

The **Invoice Details** tabs allow you to review all the relevant information about a specific invoice.
2.

[Invoice Actions Buttons](#)

You can find the available actions buttons above the **Invoice** tab.

Invoice Details Tabs

The **Invoice Details** tabs allow you to review all the relevant information about a specific invoice.

Invoice: YM3YQDJF-GFB38TO0-1

Available Invoice Actions

Print

Copy invoice

Refund entire receipt

Send to email

HINT: you can print it on your desktop / network printer or you can print it as .pdf (choose the destination once the print dialog opens)

Invoice

Invoice Status

Journal

TIN:

US-345905277

Company:

Rasta Pasta

Store:

Rasta Pasta

Address:

2300 Mountain St.

Administrative Unit:

Durlan

Cashier TIN:

2203

Invoice No.

YM3YQDJF-GFB38TO0-1 ✓

Invoice is verified

Invoice - this tab shows all the basic information about the invoice

TIN:	US-345905277
Company:	Rasta Pasta
Store:	Rasta Pasta
Address:	2300 Mountain St.
Administrative Unit:	Durian
Cashier TIN:	2203
Buyer's TIN:	
Buyer's Cost Center:	
POS Number:	
POS Time:	

Invoice No.

YM3YQDJF-GFB38TO0-1

✓

Invoice is verified

Items

GTIN	Name	Price	Quantity	Total Price
12568736495	Niro laptop (B)	360.00	1.000	360.00
	Niro headphones (A)	46.50	1.000	46.50

Tax Rates

Label	Name	Rate	Tax
B	VAT	0.00%	0.00
A	VAT	9.00%	3.84

Total Purchase:	406.50
Total Tax:	3.84
Payment Method:	Card
Invoice Type:	NORMAL SALE
SDC Time (server time zone):	17/10/2020 04:21:21

Invoice Status - this tab shows the invoice's internal data.

➡ Invoice Request

TIN	US-345905277
Requested By	YM3YQDJF
Date and Time of POS	
Cashier TIN	2203
Buyer's TIN	
Buyer's Cost Center	
POS Number	
Payment Method	Card

Invoice No.

YM3YQDJF-GFB38TO0-1 ✓

Invoice is verified

⬅ Invoice Result

Requested By - Signed By - Counter	YM3YQDJF-GFB38TO0-1
SDC Time (server time zone)	17/10/2020 04:21:21
Invoice Counter	1/1NS
Signed By	GFB38TO0
Total Amount	406.50

Journal - this tab displays a visual representation of the actual receipt which was given to the customer.

===== FISCAL INVOICE =====

RS654321

Premier League DTI

Premier League DTI

Kruzni put 7

Lestane

Cashier: 2-5783

Buyer: RS349802744

Buyers Cost Center: CR02R

Ref No: LLA5S4DW-LGHFXH00-2

Ref DT: 20.04.2022. 13:08:34

-----NORMAL SALE-----

Items

=====

Name	Price	Qty.	Total
Barn ground coffee 200g (A)			
	8,40	2	16,80
Sunny Way red mug (A)			
	12,00	1	12,00

Total Purchase: 28,80

Cash: 28,80

=====

Label	Name	Rate	Tax
A	VAT	15,00%	3,76

Total Tax: 3,76

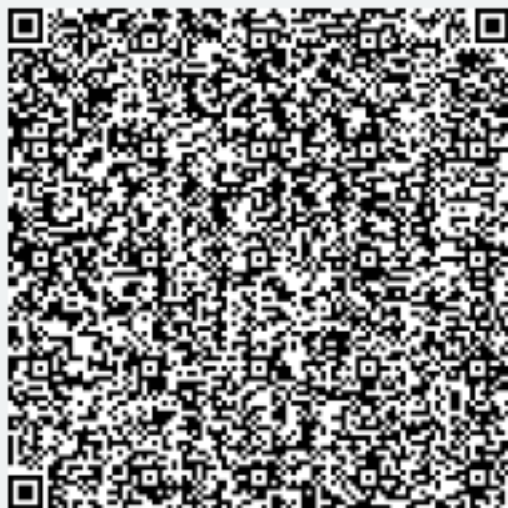
=====

SDC Time: 20.04.2022. 14:46:17

SDC Invoice No: BQVWAAR4-NBN68V00-21

Invoice Counter: 15/21111

=====



===== END OF FISCAL INVOICE =====

Invoice Actions Buttons

You can find the available actions buttons above the **Invoice** tab.

Invoice: YM3YQDJF-GFB38TO0-1

Available Invoice Actions

Print

Copy invoice

Refund entire receipt

Send to email

HINT: you can print it on your desktop / network printer or you can print it as .pdf (choose the destination once the print dialog opens)

i

Invoice

≡

Invoice Status

≡

Journal

TIN:

US-345905277

Company:

Rasta Pasta

Store:

Rasta Pasta

Address:

2300 Mountain St.

Administrative Unit:

Durlan

Cashier TIN:

2203

Invoice No.

YM3YQDJF-GFB38TO0-1 ✓

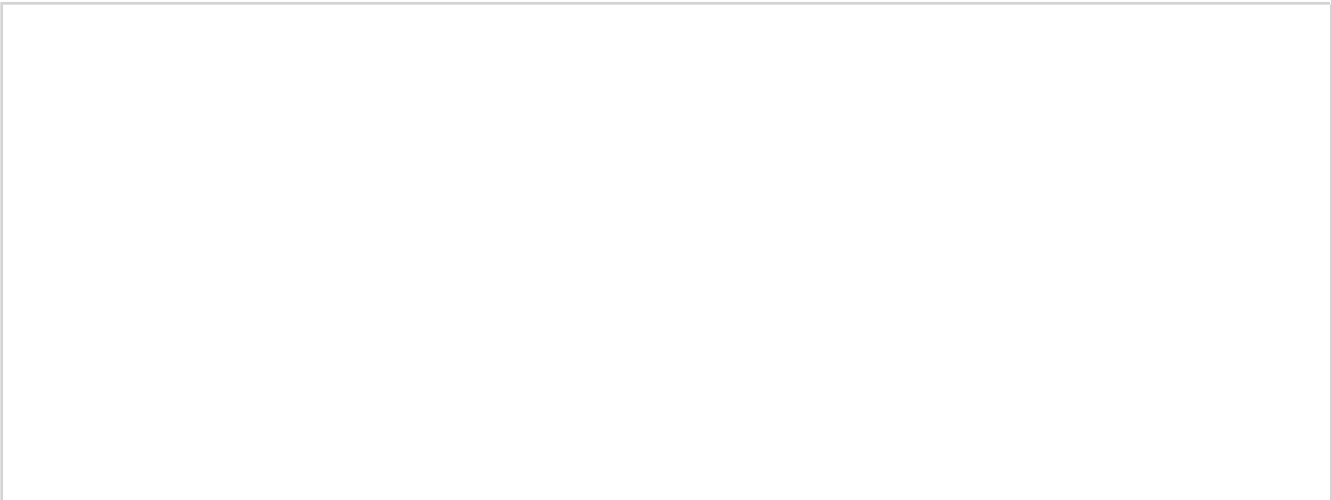
Invoice is verified

NOTE:
The number of action buttons varies depending on the invoice type. For example, you can't copy or refund an invoice that is already a Copy invoice.

Printing an invoice

[Click here to see how to print an invoice](#)

To print a specific invoice, select **Print as slip** or **Print as invoice** from the popup box.



Select print type

☒ Print as slip

☐ Print as invoice

Close

Print

2.

Set up the printing options and click Save.

4/20/22, 3:05 PM

BQVWARR-NBNGV00-22

***** FISCAL INVOICE *****
RS654321
Premier League DTI
Premier League DTI
Kruend put 7
Lestane
Cashier: 2-5783
Buyer: RS349802764
Buyers Cost Center: CRODR
Ref No: BQVWARR-NBNGV00-21
Ref DT: 20.04.2022, 14:46:17
***** NORMAL REFUND *****
Items
Name Price Qty. Total
Barn ground coffee 200g (A) 8,40 2 -16,80
Sunny Way red mug (A) 12,00 1 -12,00
Total Refund: 28,80
Cash: 28,80
Label Name Rate Tax
A VAT 15,00% 3,76
Total Tax: 3,76
SDC Time: 20.04.2022, 14:46:52
SDC Invoice No: BQVWARR-NBNGV00-22
Invoice Counter: 4/2279
***** END OF FISCAL INVOICE *****

1/1

Print

1 page

Destination

Pages

Layout

More settings

Save as PDF

All

Portrait

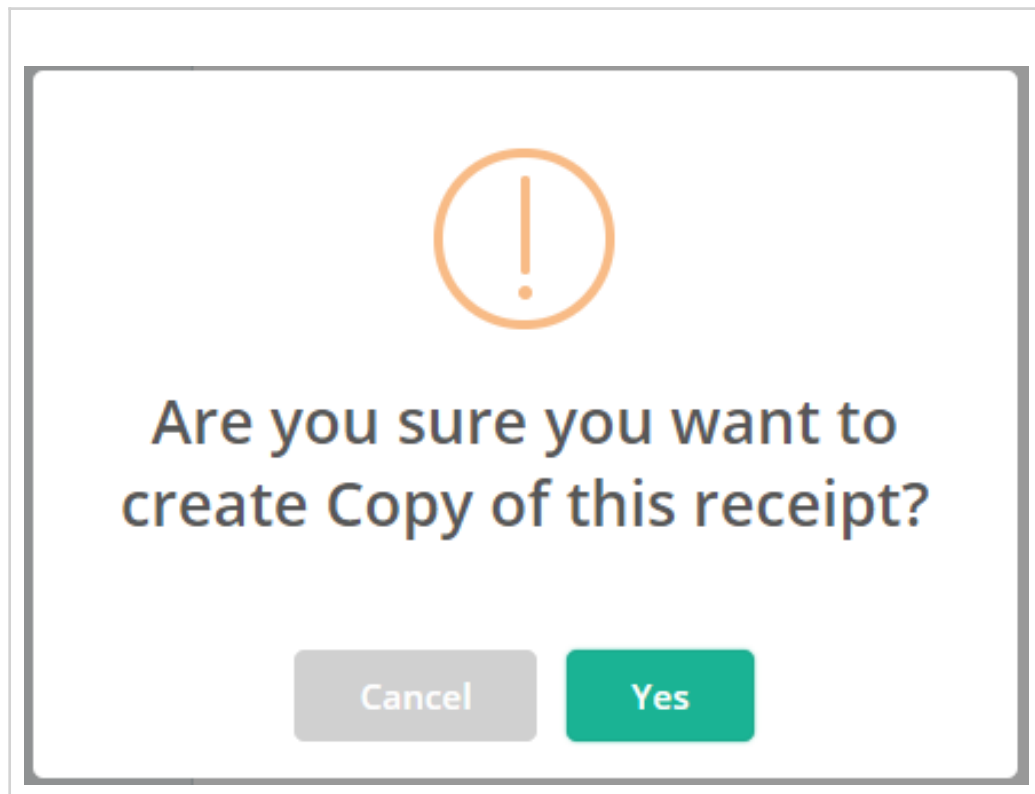
Save

Cancel

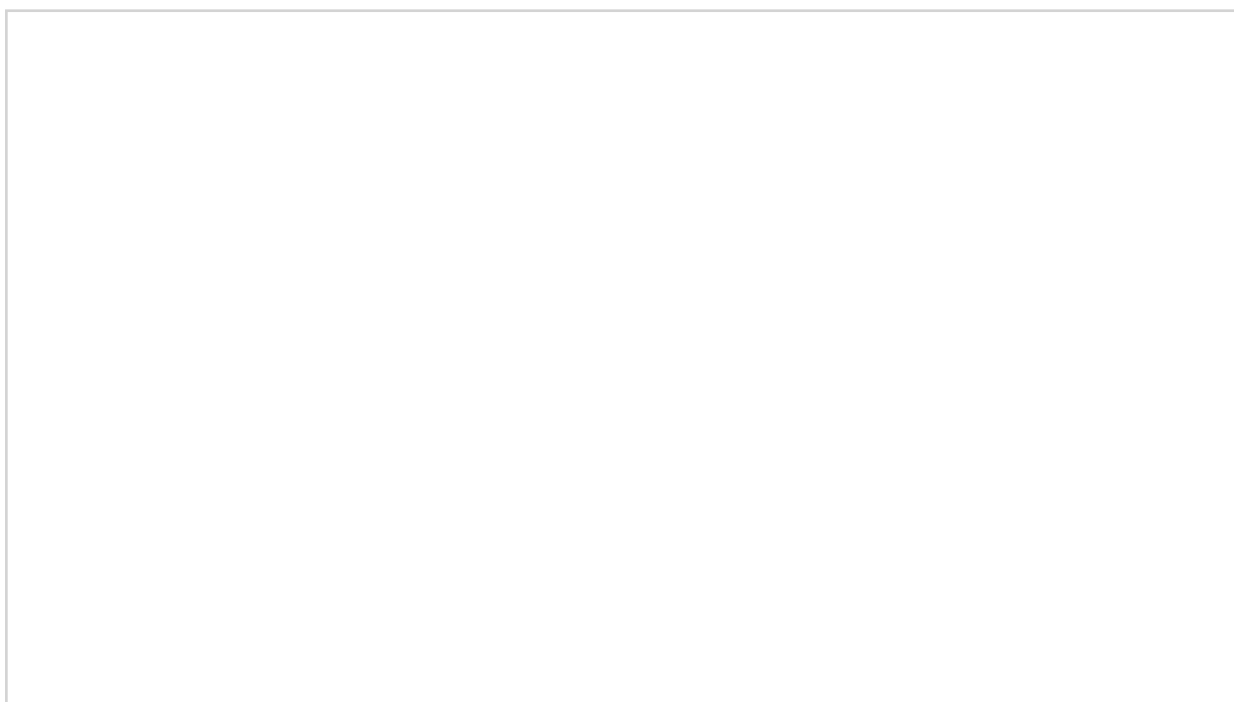
Copying an invoice

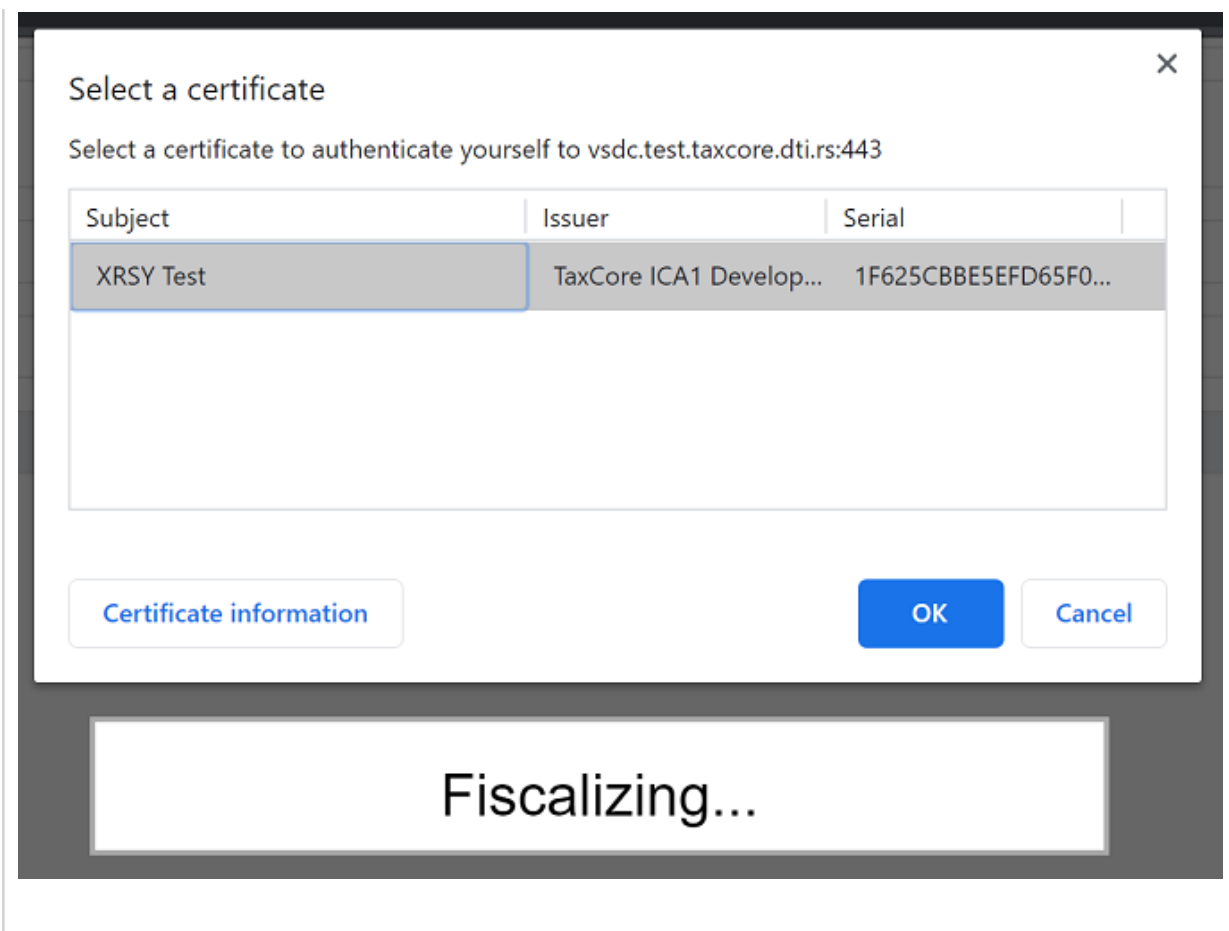
[Click here to see how to copy an invoice](#)

Before you can copy a specific invoice, a popup box will ask for confirmation.



2. To perform the fiscalization of the invoice, another popup box will ask you to authenticate yourself. Use the same certificate you used to log into the portal and click **Ok**.





3. The Copy invoice will automatically be created.

===== THIS IS NOT A FISCAL RECEIPT =====

RS654321

Premier League DTI

Premier League DTI

Kruzni put 7

Lestane

Cashier: 2-5783

Buyer: RS349802744

Buyers Cost Center: CR02R

Ref No: BQVWAAR4-NBN68V00-17

Ref DT: 20.04.2022. 14:25:52

-----COPY SALE-----

Items

=====

Name	Price	Qty.	Total
Milk Chocolate (A)			
	2,60	3	7,80
French cheese camembert (A)			
	7,00	1	7,00

Total Purchase: 14,80

Cash: 14,80

=====

THIS IS NOT A FISCAL INVOICE

=====

Label	Name	Rate	Tax
A	VAT	15,00%	1,93

Total Tax: 1,93

=====

SDC Time: 20.04.2022. 14:26:26

SDC Invoice No: BQVWAAR4-NBN68V00-18

Invoice Counter: 1/18KП

=====

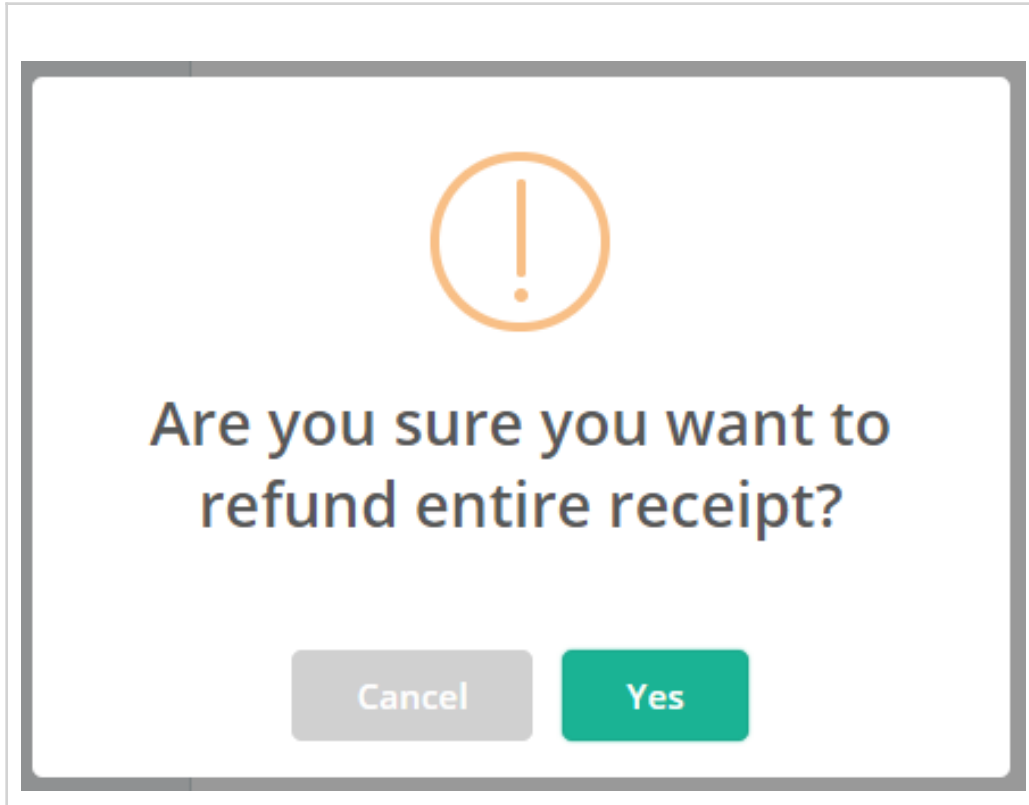


===== THIS IS NOT A FISCAL RECEIPT =====

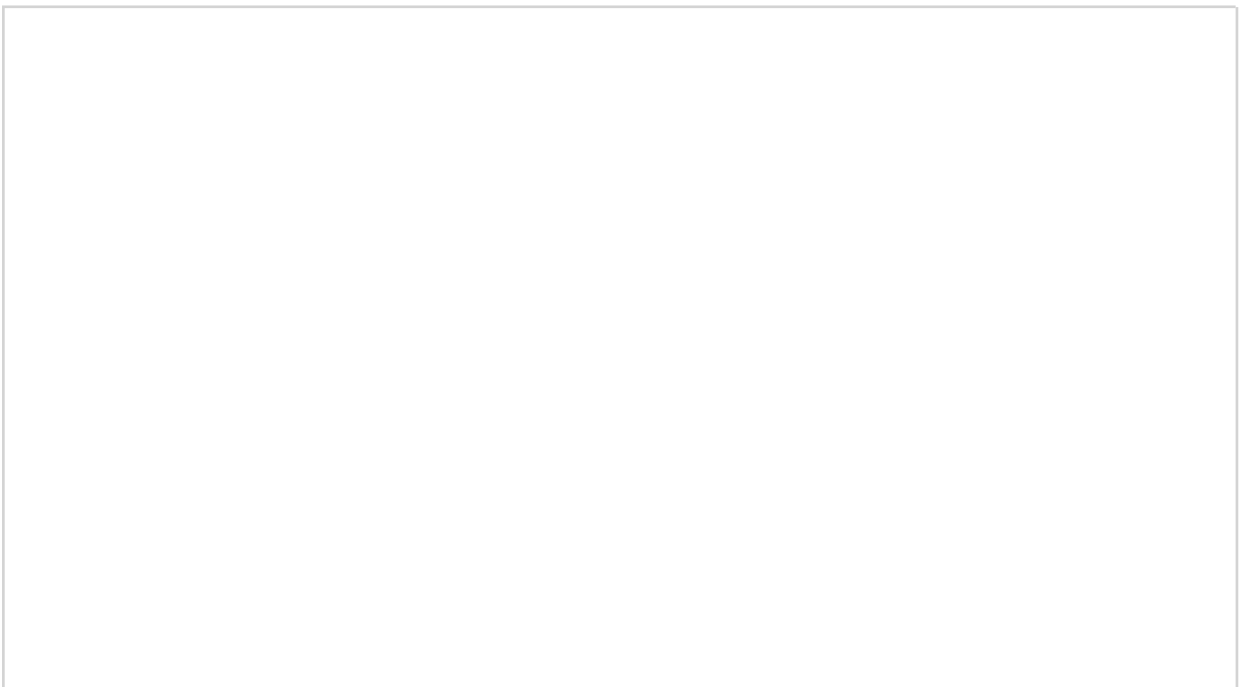
Refunding an invoice

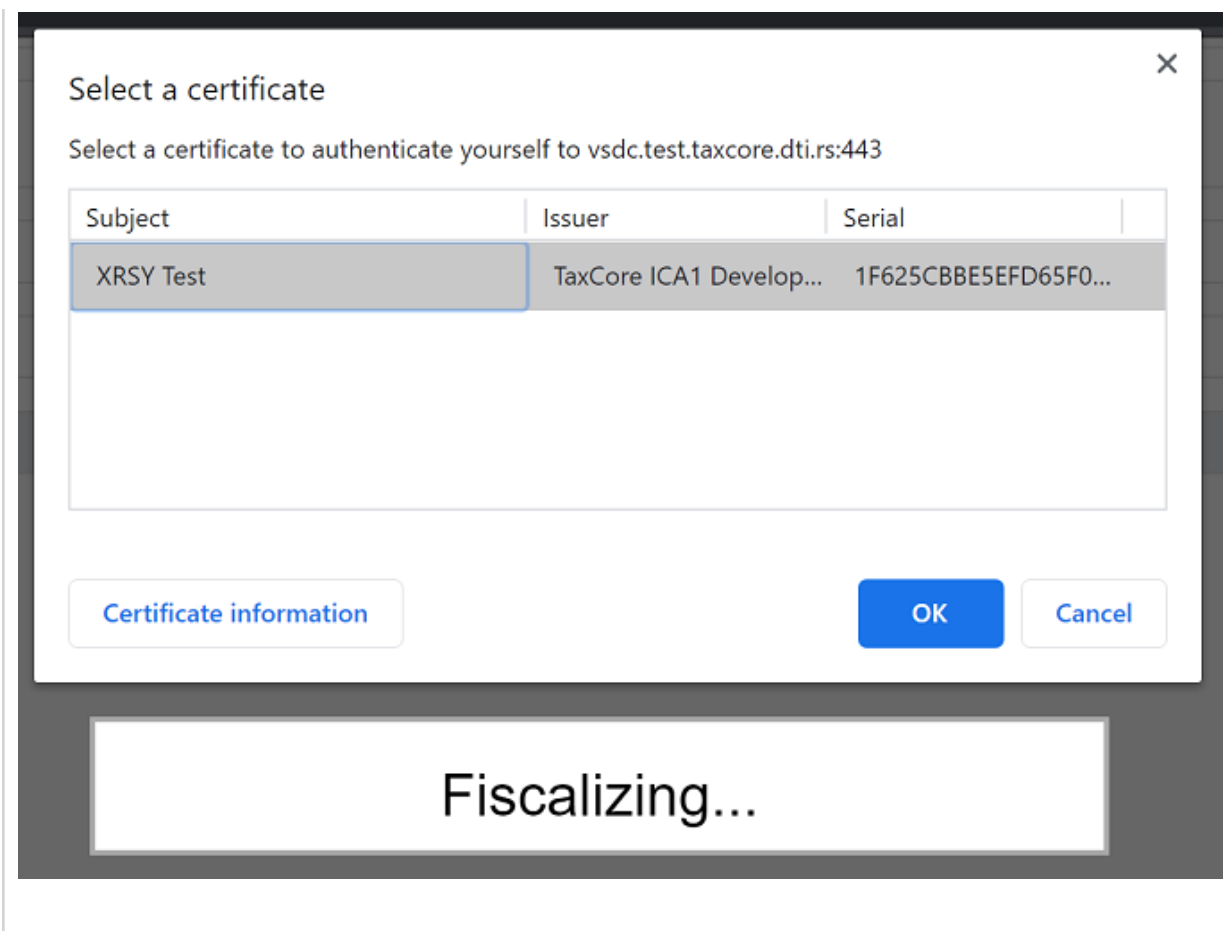
[Click here to see how to refund an invoice](#)

Before you can create a Refund based on a specific invoice, a popup box will ask for confirmation.



2. In order to perform the fiscalization of the invoice, another popup box will appear, asking you to authenticate yourself. Use the same certificate you used when you logged into the portal and click **Ok**.





3. The Refund invoice will automatically be created.

===== FISCAL INVOICE =====

RS654321
Premier League DTI
Premier League DTI
Kruzni put 7
Lestane

Cashier: 2-5783
Buyer: RS349802744
Buyers Cost Center: CR02R
Ref No: BQVWAAR4-NBN68VO0-21
Ref DT: 20.04.2022. 14:46:17

-----NORMAL REFUND-----

Items

=====

Name	Price	Qty.	Total
Barn ground coffee 200g (A)	8,40	2	-16,80
Sunny Way red mug (A)	12,00	1	-12,00

Total Refund:	28,80
Cash:	28,80

=====

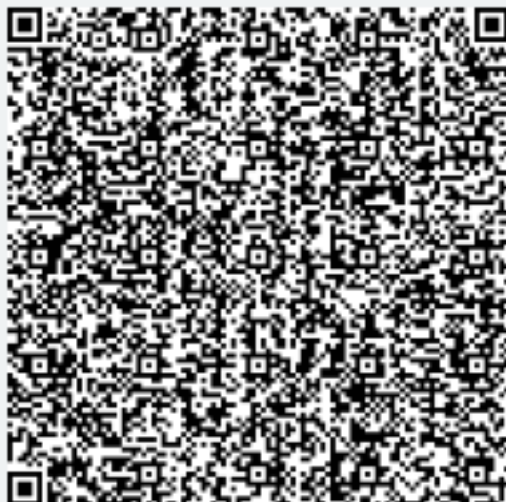
Label	Name	Rate	Tax
A	VAT	15,00%	3,76

Total Tax:	3,76
------------	------

=====

SDC Time: 20.04.2022. 14:46:52
SDC Invoice No: BQVWAAR4-NBN68VO0-22
Invoice Counter: 4/22NP

=====



===== END OF FISCAL INVOICE =====

Emailing an invoice

Click here to see how to email an invoice

To share a specific invoice via email, enter a valid email address to which you want to send the invoice and click *Next*.

Available Invoice Actions

Print

Copy invoice

Refund entire receipt

Send to email

HINT: you can print it on your desktop / network printer or you can print it as .pdf (choose the destination once the print dialog opens)

Step 1: Enter your email address

Valid Email Address

Next

2.
- Then, re-enter the same email address for confirmation and click **Send Invoice**.

Available Invoice Actions

Print

Copy invoice

Refund entire receipt

Send to email

HINT: you can print it on your desktop / network printer or you can print it as .pdf (choose the destination once the print dialog opens)

Step 2: Re-enter your email address

Re-enter Valid Email Address

Send Invoice

3.
- A confirmation message will appear at the top of the page.

tap.test.taxcore.dti.rs/Taxpayer/Invoice/XRSYSZWL-373ZQXF4-4

Incognito

TAXCORE
TAXPAYER PORTAL

TestBusiness locationsInvoice sent to EmailDownload CommandsUpload SDC Commands StatusWeb Invoicing

Server Time: 09/04/2020 03:16:53
Logoff

Invoice details

Home / Invoices / Invoice details

Invoice: XRSYSZWL-373ZQXF4-4

Available Invoice Actions

Print

Copy invoice

Refund entire receipt

Send to email

HINT: you can print it on your desktop / network printer or you can print it as .pdf (choose the destination once the print dialog opens)

Local Audit Section

This section enables you to successfully perform a [local audit](#) of your smart card secure element.

Subsections

1. [Upload Audit Packages](#)
If your E-SDC cannot establish a connection with the VMS system or there is no internet connectivity, you can upload your audit packages (issued invoices) manually through the Taxpayer Administration Portal.
2. [Download Commands](#)
As part of the local audit process, after you upload the audit packages, your secure element needs to receive a [Proof-of-Audit](#) from the VMS system, as confirmation of a successful audit.
3. [Upload Commands Status](#)
Every time your E-SDC receives new commands, it needs to **return a confirmation message** to the VMS system.

Upload Audit Packages

If your E-SDC cannot establish a connection with the VMS system or there is no internet connectivity, you can upload your audit packages (issued invoices) manually through the Taxpayer Administration Portal.

NOTE:

To upload Audit packages manually, you first need to download them from your E-SDC to a micro SD card or USB Flash drive. Audit packages must have a .json file extension.

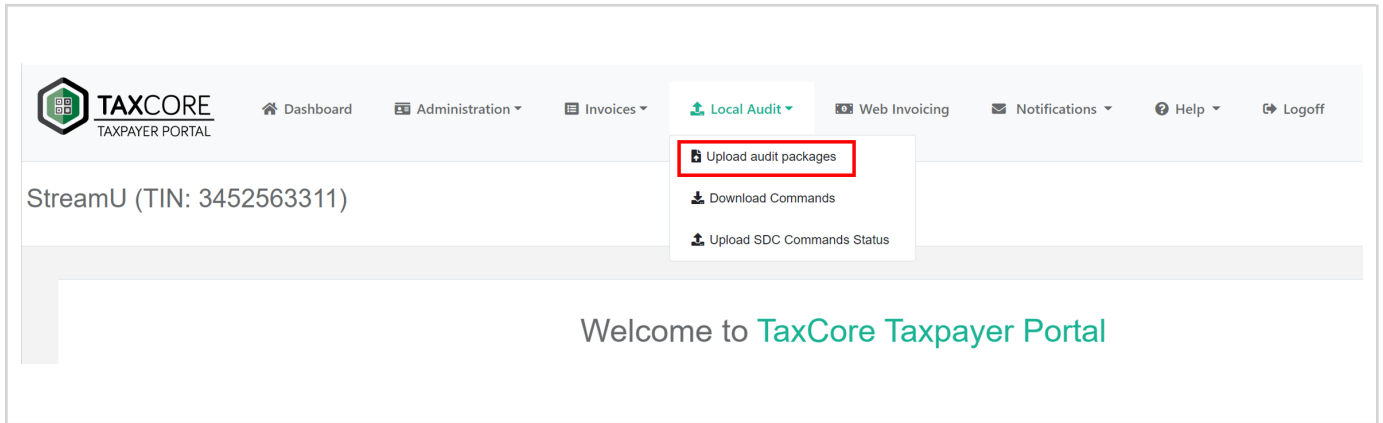
Initial steps

1. [Log into your account](#) on Taxpayer Administration Portal.
- 2

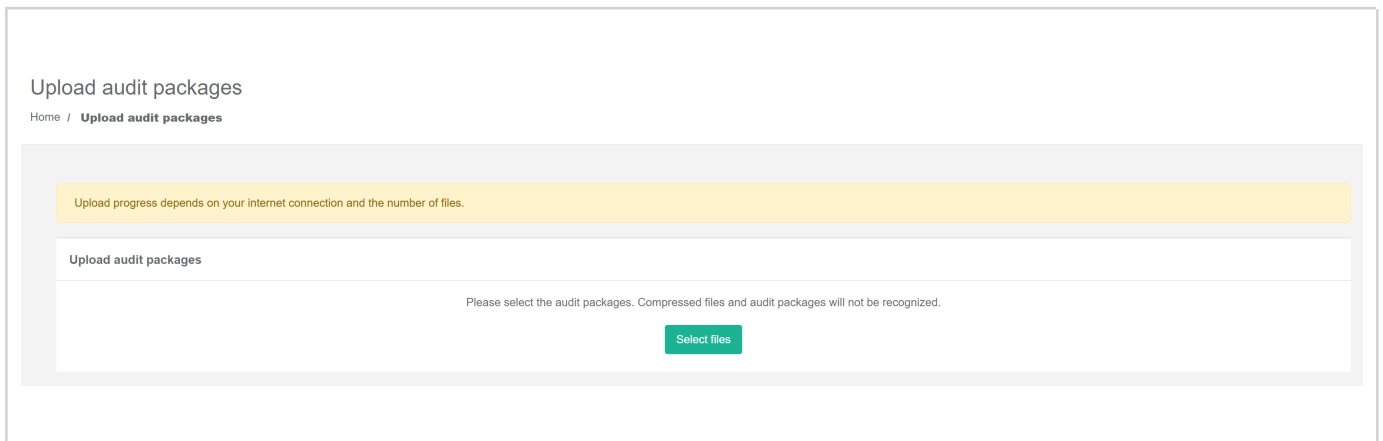
Plug your USB Flash drive into your computer, or place a micro SD card into a card reader.

Uploading audit packages

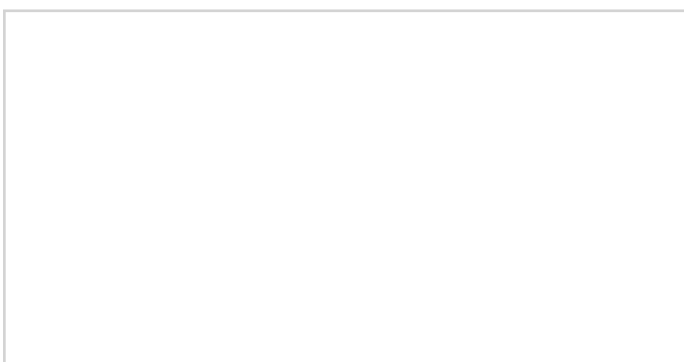
1. Click on **Local Audit** at the top of the page and select **Upload Audit Packages** from the dropdown menu.

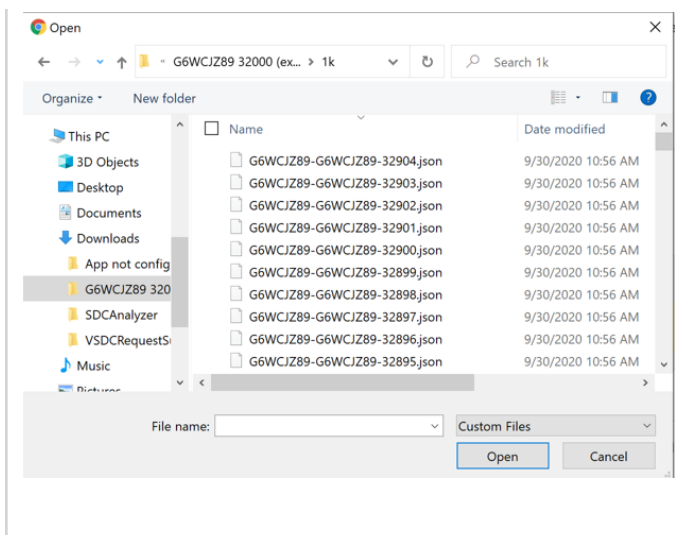


2. To start the upload, click on **Select files**. Note that **compressed files will not be recognized**.



3. Select the audit packages you wish to upload from the external storage (flash drive or SD card).

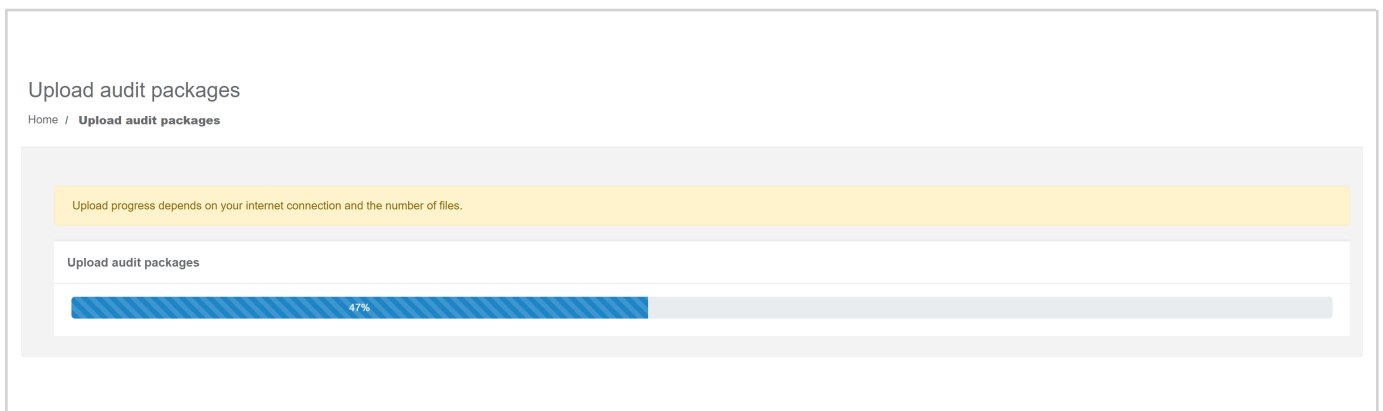




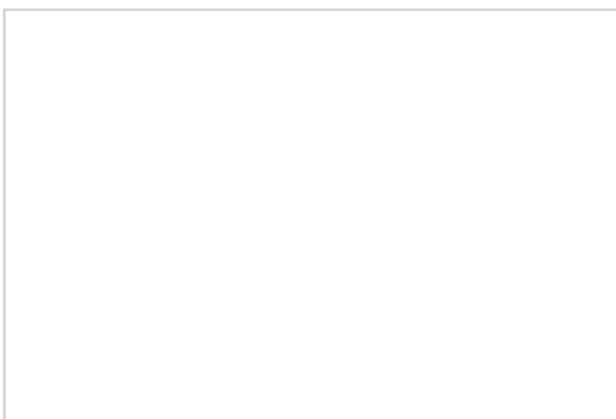
- 4.
- Use the progress bar to track the upload progress.

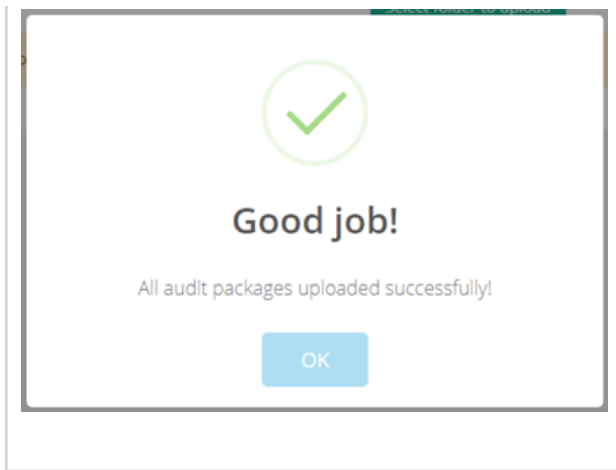
NOTE:

The duration of the upload depends on the number of selected audit packages and the speed of your internet connection.

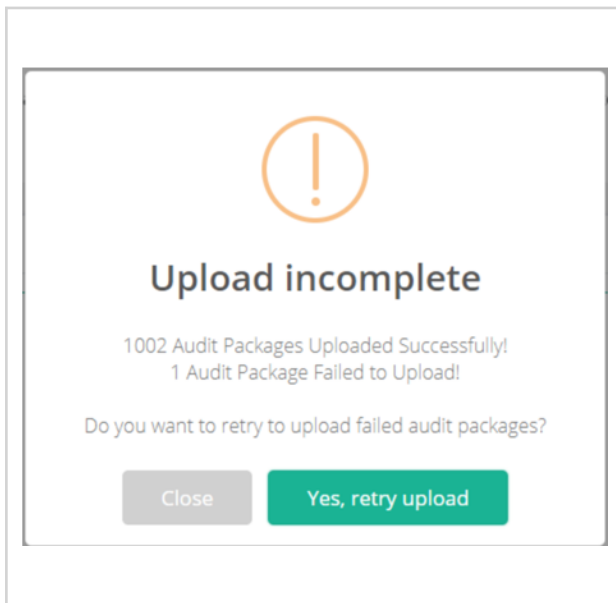


- 5.
- If all data in the files is valid, they will be uploaded instantly and you will see the **Good job!** message.

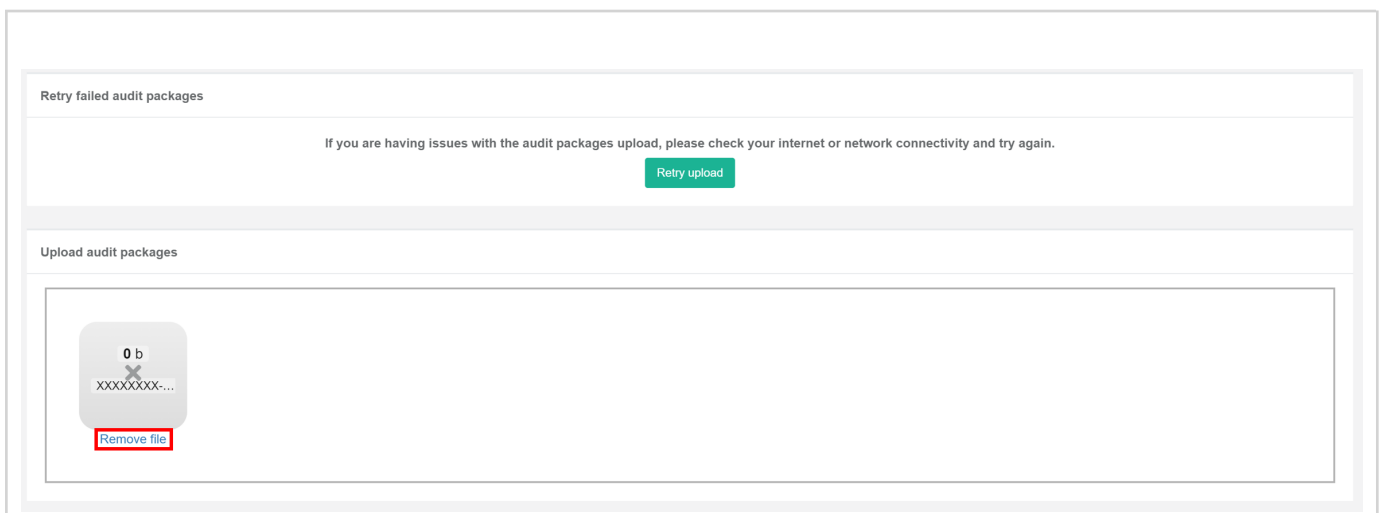




6. If one or more files fail to upload, you will see the **Upload Incomplete** message with the option to retry uploading the failed audit packages.



7. If the problem persists, you can remove the failed file(s) from the upload queue.

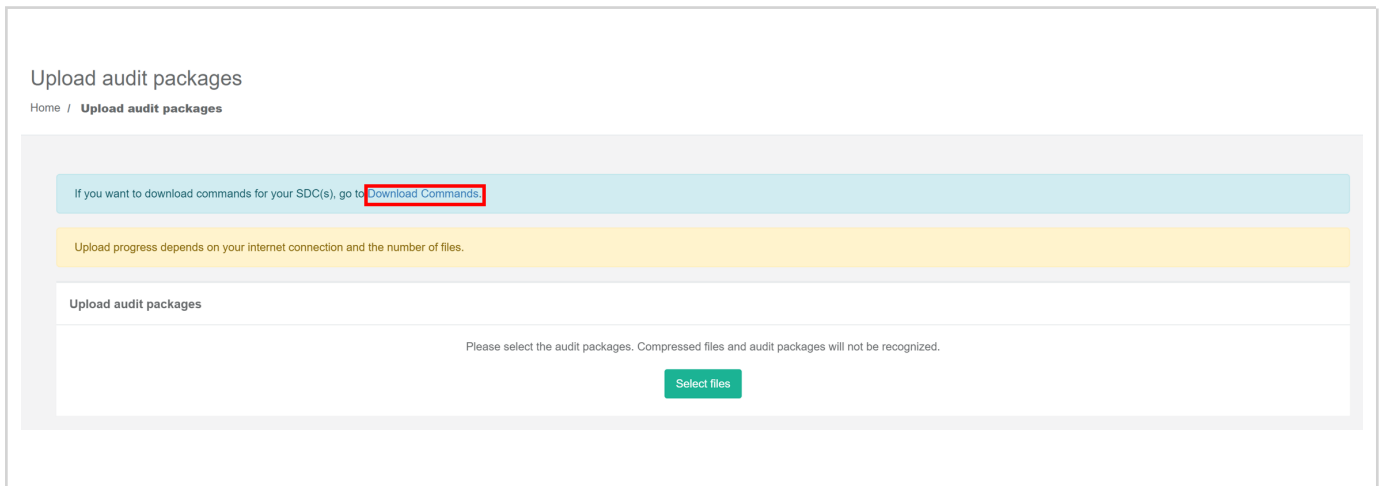


8.

If you wish to download commands for your SDC(s), click on the **Download Commands** link.

NOTE:

For more information on downloading commands, see [Download Commands](#).



Download Commands

As part of the local audit process, after you upload the audit packages, your secure element needs to receive a [Proof-of-Audit](#) from the VMS system, as confirmation of a successful audit.

Your E-SDC needs to be familiar with the **current tax rates** used in your country. For that reason, every time there is a change in the tax rate system, the E-SDC needs to receive these updates.

Both the Proof-of-Audit and updates for tax rates are received in the form of information files called **commands**.

If your E-SDC cannot establish a connection with the VMS system or there is no internet connectivity, you can **download commands to your E-SDC manually**.

1.

To manually download commands, click on **Local Audit** and select **Download Commands** from the dropdown menu.

StreamU (TIN: 3452563311)

Upload audit packages

Download Commands

Upload SDC Commands Status

Welcome to **TaxCore Taxpayer Portal**

- 2.
- In the tab **Information data**, enter the UID of the secure element for which you need to execute the local audit. Then click **Next**.

Download SDC Commands

Download commands for SDC manually

Follow steps to download new SDC commands file

1. Information data

2. Shop Information

3. Information

4. Finish

SDC UID

UID *

QC6G3BWF

*hint: UID is Unique Identifier (8 alphanumeric characters) assigned to each Smart card and embedded into the subject field of a digital certificate.

Previous

Next

- 3.
- Your business location data (name and address) will be automatically loaded in the **Shop Information** tab. Make sure it is correct and click **Next**.

Download SDC Commands

Download commands for SDC manually

Follow steps to download new SDC commands file

1. Information data

2. Shop Information

3. Information

4. Finish

Shop

Shop Name

StreamU

Shop Address

1200 E Solomon Ave.

Previous

Next

4. Click on either the **Initialization commands** or **Pending commands**, and the download will start immediately.

NOTE:

If you are using your E-SDC device for the first time, you have to **initialize it by downloading Initialization commands**. If your E-SDC has already been initialized, you can download Pending commands, if available.

Download SDC Commands

Download commands for SDC manually

Follow steps to download new SDC commands file

1. Information data

2. Shop Information

3. Information

4. Finish

Click on link below to download available commands for selected SDC.

Pending commands

Initialization commands

Note: on the first device initialization, you must download initialization commands. In other cases you can download Pending commands, available for your UID.

Previous

Next

5. To finalize the process, click **Finish**.

NOTE:

Make sure you transfer the downloaded commands to your E-SDC that is connected to the secure elements for which you are performing the local audit. You can use a USB Flash drive or a micro SD card for the data transfer.

Download SDC Commands

Download commands for SDC manually

Follow steps to download new SDC commands file

1. Information data

2. Shop Information

3. Information

4. Finish

Finish

Please load downloaded commands on SDC device.

Previous

Finish

Upload Commands Status

Every time your E-SDC receives new commands, it needs to **return a confirmation message** to the VMS system.

If your E-SDC cannot establish a connection with the system or if there is no internet connectivity, you can upload the commands' status **manually**.

1.

Click on **Local Audit** and select **Upload Commands Status** from the dropdown menu.

 **TAXCORE**
TAXPAYER PORTAL

[Dashboard](#) [Administration](#) [Invoices](#) [Local Audit](#) [Web Invoicing](#) [Notifications](#) [Help](#) [Logoff](#)

StreamU (TIN: 3452563311)

Upload audit packages

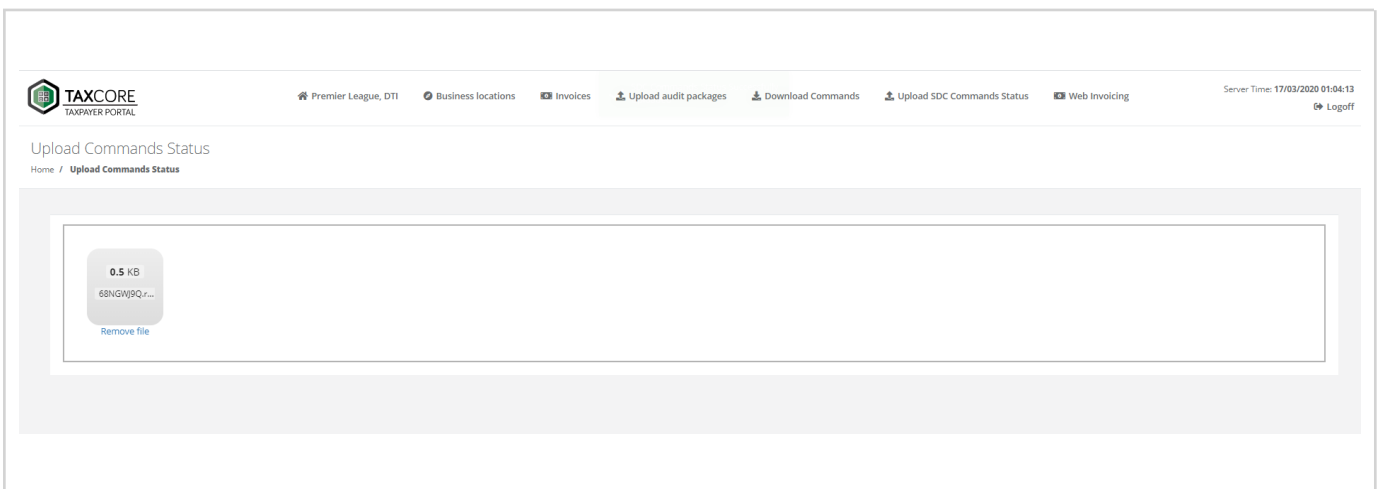
Download Commands

Upload SDC Commands Status

Welcome to TaxCore Taxpayer Portal

2. Copy the commands results file from your E-SDC onto a USB flash drive or micro SD card.

- 3.
- You have two options for uploading the commands result file:
- open the USB Flash or micro SD card location and drag and drop the commands result file into the marked area
 - alternatively, click on the marked area and browse for the file on the external storage (USB Flash / micro SD card)



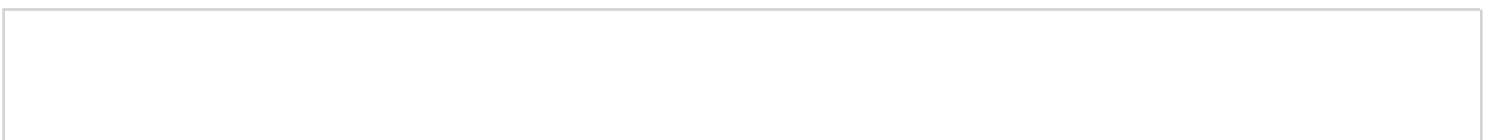
Web Invoicing

This section redirects you to the [Web POS application](#) which you can use to create invoices on the go.

Notifications Section

The **Notifications** section is where you receive important messages from the tax authority.

When you receive a new notification, a number will appear next to the section name.



StreamU (TIN: US-3452563311)

You can click on **Notifications** and select the new message you want to read.



TAXCORE
TAXPAYER PORTAL

Dashboard
Administration
Invoices
Local Audit
Web Invoicing
Notifications
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Logoff

StreamU (TIN: US-3452563311)

Your Secure elements are
expiring
09 Aug 2021 01:32

Read All Notifications

The message will open on the new page, with the exact time and date when it was sent.

Administration

List /
Notifications /
All

Notifications

Your Secure elements are expiring
09 Aug 2021 01:32

09 Aug 2021 01:32

Your Secure elements are expiring

UID	Type	Expiry Period
58H8BT73	PFX File	3 Months
YHQRYTWD	PFX File	3 Months

In the meantime, should you have any additional questions please check TaxCore website <https://www.taxcore.com/our-services/taxcore-monitoring-system-tms/>
If you seek further clarification, please email to EFDCCompliance@taxcore.com
Kind Regards,
TaxCore Team

All messages are saved. If you ever want to read a message again, you can click on **Notifications** and select **Read All Notifications** to open the list of all your notifications.



TAXCORE
TAXPAYER PORTAL

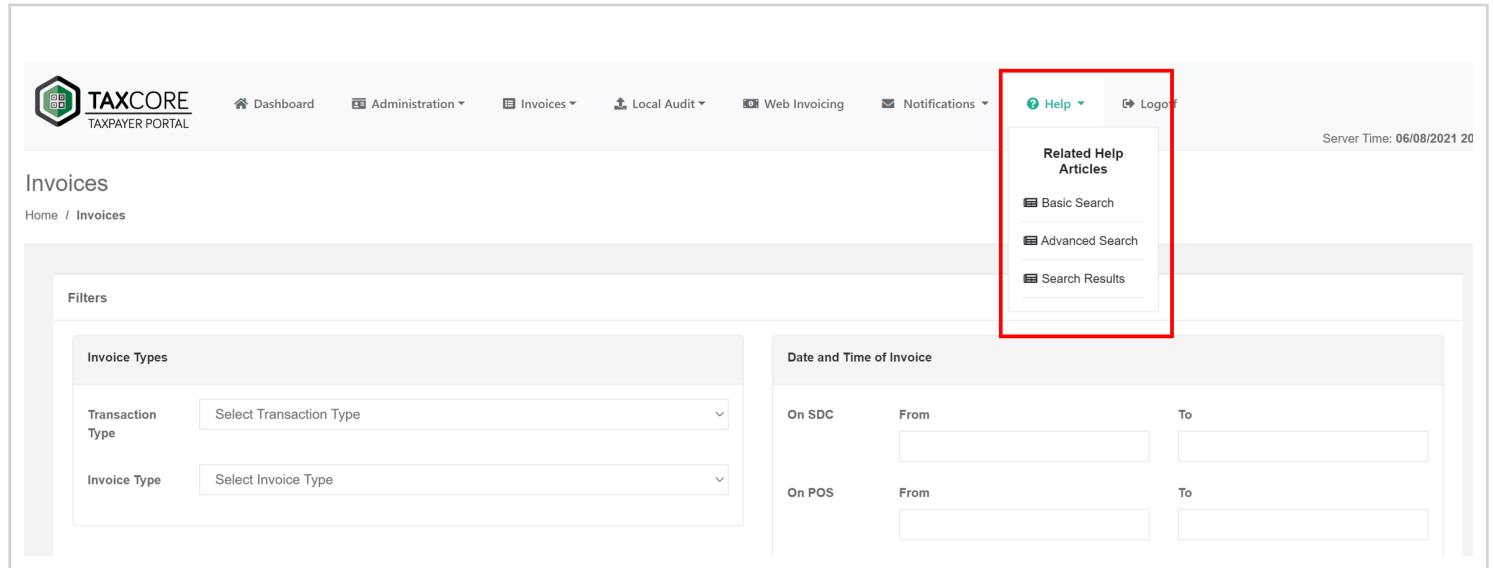
Dashboard
Administration
Invoices
Local Audit
Web Invoicing
Notifications
Logoff

Read All Notifications

Help Links

You can use the help links in the top right corner to quickly access the **relevant user documentation** published through the online [Help Viewer](#) app.

For some pages, there might be more than one available help link.



TaxCore Invoice Verificator

TaxCore Invoice Verificator is an Android and iOS mobile application that allows users to scan the QR code on any invoice and verify its validity. It enables the general public to participate in controlling the taxpayers' compliance with EFD regulations.

Using the app

To verify the validity of any invoice, just follow these steps:

1. Download and install the application
2. Open the app and bring your phone/tablet's camera over the QR code located at the bottom of the invoice.

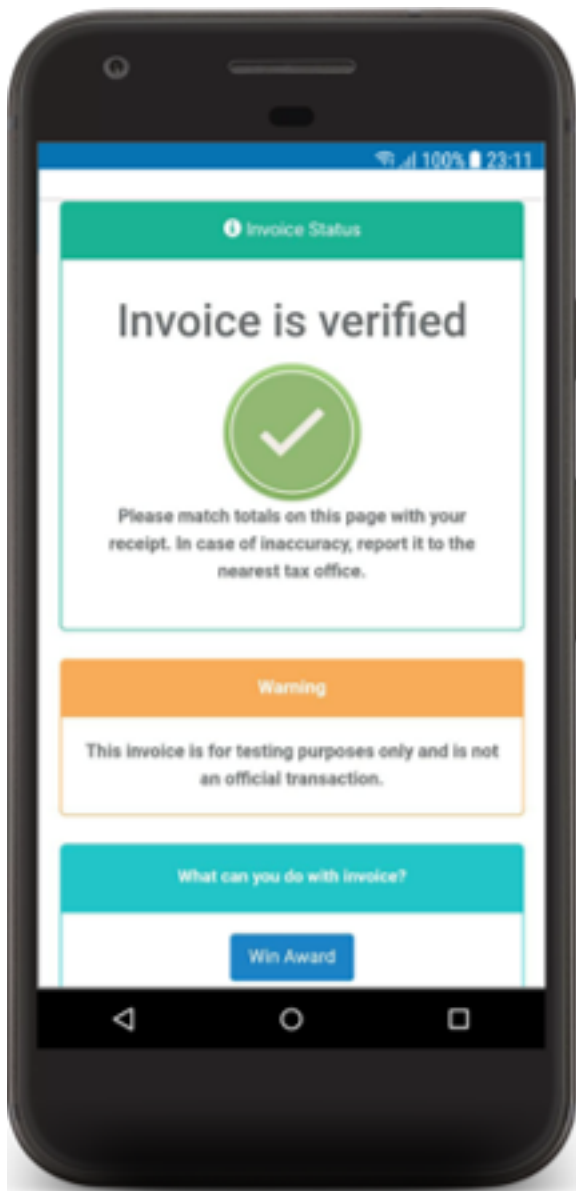
NOTE:

Notice the *flash* icon in the top right corner. You can use it to switch on and off your camera flashlight.



TaxCore Invoice Verificator - Image of the QR code used to verify the validity of an invoice

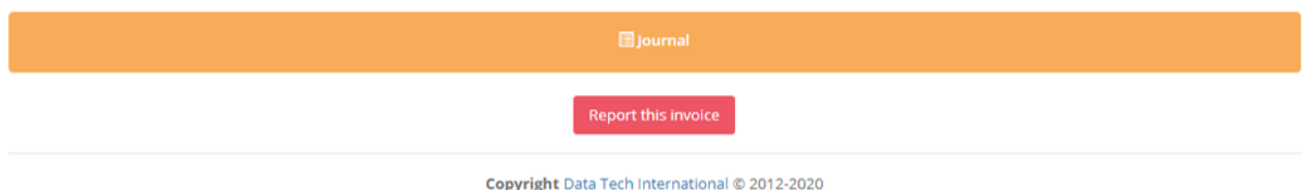
3. Tap the screen to set the camera focus
4. The application will automatically scan the QR code and you will land on the TaxCore [Invoice Verification page](#). A message box will appear informing you whether the invoice is verified or not.



TaxCore Invoice Verificator - Image of the message box displaying a verified invoice

NOTE:

TaxCore Invoice Verification page confirms that the invoice internal data is in compliance with the EFD regulations, i.e. that it fulfills the prescribed norm for the type of data. If you have reasons to suspect the invoice validity, you can click on the option **Report this invoice** at the bottom of the verification page and create a customer report.



TaxCore Invoice Verificator - Image of the Report this invoice option

Help and About

By clicking on the **Help** icon, you can go through a short 3-step tutorial for using TaxCore Invoice Verificator.

By clicking on the **About** icon, you can see basic information about the application - version number, the date of the last update and a link for more information.

Related Articles

- Invoice Verification Service

Invoice Verification Service

Invoice Verification Service is a web-based application enabling the general public (customers) and tax authority inspectors to perform a quick check of the regularity of each invoice. It uses the invoice's internal data to verify its integrity and authenticity.

A fiscal invoice must provide an option to immediately check its authenticity (i.e. whether it was generated by an official, certified Electronic Fiscal Device). There are two options for checking invoice authenticity:

- Scan the QR code on the invoice
- Click on the verification URL in the electronic invoice

How does it work?

A customer/inspector scans the QR code or clicks on the verification URL. When the Invoice Verification Service finishes with the verification, it displays the invoice status (public invoice validation tags) on the [Invoice Verification Page](#).

As part of the verification, the customer/auditor receives either the **Invoice is verified** or **Invoice is invalid** message.

The image displays two side-by-side screenshots of the 'Invoice Verification' interface. The left screenshot, titled 'Verified invoice', shows a green header bar with the text 'Invoice Status' and a green checkmark icon. Below the header, the text 'Invoice is verified' is displayed. At the bottom, a message states: 'Please match totals on this page with your receipt. In case of inaccuracy, [report it to the tax authority.](#)'. The right screenshot, titled 'Invalid invoice', shows a red header bar with the text 'Invoice Status' and a red 'X' icon. Below the header, the text 'Invoice is invalid' is displayed. At the bottom, a message states: 'This receipt is not registered. Please report it to the tax authority.'

NOTE:

Verification can also be performed by sending a request to the same URL with the `Accept` header set to `application/json`. This will return a JSON response containing the invoice details, as described in the

example above. The JSON response includes all relevant information about the invoice, such as the invoice request, result, journal, and its validity status. See [Scan invoice with JSON response](#)

NOTE:
Invoices can be verified even if the QR code, or the verification URL on an electronic invoice, is not available or readable - see [Invoice Verification Without a QR Code or Verification URL](#).

Details about the displayed information

Besides the status of invoice authenticity, the service displays the following information:

- **Invoice Request** - information about the transaction that was submitted by the taxpayer's POS.
 - **TIN** - The taxpayer's official TIN,
 - **Location Name, Address and City** - details about the business location (location name and physical address)
 - **Administrative Unit** - the administrative unit of the tax authority where the taxpayer is registered
 - **Buyer's TIN** - only for transactions with buyer identification
 - **Requested By** - The UID of the taxpayer's secure element used to issue the invoice
 - **Type** - The invoice and transaction type



Invoice Request →

TIN
456456777

Location Name
212121-Cvecara Novi Beograd

Address
Омладинских бригада 128

City
Београд

Administrative Unit
Lestane

Requested By
S39B8L5R

Type
Normal

Invoice Response - information about the transaction that was processed and fiscalized by an SDC service.

- o **Total Amount** - the total amount for the transaction on that invoice
- o **Transaction Type Counter** - the number of invoices of that type issued by that secure element
- o **Total Counter** - the total number of invoices issued by that secure element
- o **Invoice Counter Extension** - the extension displaying the invoice and transaction type of the invoice
- o **Requested By - Signed By - Counter** - the [SDC invoice number](#) of that invoice
- o **Signed By** - the UID of the secure element that fiscalized the invoice (if E-SDC was used, it will be the same as the Request By)
- o **SDC time** - the exact date and time when the invoice was fiscalized

← Invoice Result

Total Amount

100.0

Transaction Type Counter

63

Total Counter

74

Invoice Counter Extension

NS

Requested By - Signed By - Counter

S39B8L5R-AAYH6A00-74

Signed By

AAYH6A00

SDC Time (server time zone)

4/16/2025 1:48:14 PM

Invoice specification - list of invoice items with relevant data.

o

Name - item name

o

Quantity - item quantity

o

Unit price with VAT - item's unit price (tax included)

o

Total Price - total price of invoice item (unit price * quantity)

o

Tax base - item price (tax excluded)

o

VAT - invoice item tax amount

o

Rate - tax label

NOTE:

The journal is available only if the information about the invoice has already reached the tax authority.

![[image.png?hash=971346101]](/.attachments/image-9ca6626c-4cd2-4a91-b4e0-ff53cf1e3fe0.png?hash=971346101)

As a final option users can see print preview and print the invoice by clicking on **Print preview**. The print preview differs between Normal Sale invoices that are part of an advance transaction chain and those that are not.

![[image.png?hash=971346101]](/.attachments/image-9b983c5f-74f1-480c-84a9-7ad342bcbb36.png?hash=971346101)

How does this help the tax authority?

The action of using the Invoice Verification Service also automatically submits information about that invoice to the tax authority database. This means that the system will receive all important data about that invoice, even if it was issued in the offline mode and is still not submitted by the taxpayer's E-SDC.

This significantly reduces the possibility of taxpayers trying to manipulate the regular reporting of their activities.

Incentive for the general public's participation

Besides helping the tax authority, there are additional incentives for the general public to perform invoice verification, such as participating in the **Customer Compliance Award Program** or reporting suspicious invoices. Click on the links below for more information.

Read more

1. [Report Suspicious Invoices](#)
When you perform invoice verification (by scanning a QR code or clicking a verification URL), the information about the verifications is displayed on the [Invoice Verification Page](#). This enables you to compare the displayed information with the information on the fiscal invoice you received during purchase.
2. [Scan Invoice with JSON response](#)
Invoice verification by scanning a QR code can be done using the link and sending the *Accept* header with the value **application/json** to receive a JSON response containing the invoice data.
3. [Report Non Issuance of a Fiscal Invoice](#)

When a taxpayer does not issue a (verifiable) fiscal invoice, the customer can report this by using the Tax Authority's official website.

4.

[Invoice Verification Without a QR Code or Verification URL](#)

Suppose the invoice QR code is not readable, or the clickable verification URL is not operational. In that case, a customer can still verify an invoice by providing the following invoice information on the Tax Authority's official website: total amount, the [SDC Time](#), the [SDC Invoice Number](#) and the [Invoice Counter](#). After that, the customer only needs to click on **Submit**.

5.

[Customer Compliance Awards Program](#)

To encourage the general public (customers) participation in fiscalization, TaxCore offers the Customer Compliance Award (CCA) program. Every fiscal invoice issued by an accredited [EFD](#) system enables customers to immediately check its validity (usually by scanning a [QR code](#)).

6.

[TaxCore Invoice Verification Page](#)

The TaxCore Invoice Verification Page displays the invoice status for invoices processed by the Invoice Verification Service. It is the landing page for auditors and the general public who wish to verify the integrity and authenticity of any invoice.

Report Suspicious Invoices

When you perform invoice verification (by scanning a QR code or clicking a verification URL), the information about the verifications is displayed on the [Invoice Verification Page](#). This enables you to compare the displayed information with the information on the fiscal invoice you received during purchase.

In case there is any mismatch between the two sets of information, you can choose to report the invoice as suspicious, regardless whether you received the **Invoice is verified** or **Invoice is invalid** message. After your report, the tax authority will inspect the case as soon as possible.

How to check invoice information?

[Click here to see to how you can check information on your fiscal invoice](#)

When you perform invoice verification, the Invoice Verification Page shows whether the invoice is verified (issued by certified [Electronic Fiscal Device](#)) or not.

To compare the information on the invoice you received and its verification information, you need to open the journal image on the verification page. To do this, just click on **Journal**.

![image.png?hash=971346101](/.attachments/image-c38db847-2a00-4532-b7e0-a343f87cffce.png?hash=971346101)

The journal will appear below.

NOTE:

In case the invoice is yet to be submitted to the tax authority (e.g. due to lack of internet connection at the point of sale), the invoice journal will not be available. You can wait for a couple of minutes and try again.

You can now compare all the information between the displayed image and the invoice you received. Pay special attention to the following information:

taxpayer information (TIN, company name, location, address...)

- total purchase amount
- [SDC time](#) (the time when the invoice was created)
- the list of items on the invoice
- [invoice and transaction type](#)

If there is a mismatch in any of the above information, please report the invoice as suspicious.

How to report an invoice as suspicious?

If you consider the invoice to be suspicious in any way, you choose to report it. To access the report form, click on the report link at the bottom of the Invoice Verification Page.

![[image.png?hash=971346101]](/.attachments/image-83deef9b-7748-4b93-833a-ab291aea5c3b.png?hash=971346101)

A new page will open where you can fill out the form and report the invoice.

First, you can provide personal contact details (name, email or phone number). All the fields are optional and all the provided information is confidential (i.e. it will not be shared with anyone at any point). It is used only to qualify you for an award if the taxpayer gets prosecuted for tax fraud. To apply for an award, you also need to tick

Apply for an Award.

![[image.png?hash=971346101]](/.attachments/image-83ddaab7-e876-4668-82ec-fde5714c7264.png?hash=971346101)

In the following tab, you can upload an image of the fiscal invoice you received. Make sure you also save the original copy of the invoice.

![[image.png?hash=971346101]](/.attachments/image-0628ad88-6639-4b52-bc61-6cc5fd6f9a0b.png?hash=971346101)

Next, you need to select the reason(s) why the invoice is suspicious. If none of the options apply, select **Unspecified reason** at the bottom.

![image.png?hash=971346101](/.attachments/image-483cde95-9525-414e-b962-08438e1350b2.png?hash=971346101)

In the *Details* tab, you can provide more information about why you consider this invoice to be suspicious.

![image.png?hash=971346101](/.attachments/image-7bfcd010-5ed4-49db-83ab-6b3162a789dd.png?hash=971346101)

To complete the report, on the final tab, you need to click on **Complete** button.

![image.png?hash=971346101](/.attachments/image-74fca035-b222-459e-853f-f99b689f0865.png?hash=971346101)

You will see a confirmation message with further instructions.

![image.png?hash=971346101](/.attachments/image-7a1617ec-79f8-4efa-8455-8bf6c144563c.png?hash=971346101)

Also, if you left your email address when filling out the report form, you will receive an email from the Tax Authority with a confirmation that your report was received.

Scan Invoice with JSON response

Introduction

Invoice verification by scanning a QR code can be done using the link and sending the *Accept* header with the value **application/json** to receive a JSON response containing the invoice data.

Compose a HTTPS GET request as follows:

1. Add header "Accept: application/json".
2. Submit the GET request to the invoice verification URL

After the request is sent, TaxCore will return a response with a JSON formatted string containing data as described in the Response section.

Endpoints

Endpoint	Example
<Invoice_verification_URL_from_QR_code>	<code>https://vms.fracs.org.fj/v/?v1=...</code>

Method

GET

Header

Add the following HTTP headers to each request

- Accept: application/json
- Content-Type: application/json

Authentication

No authentication required

Response

This section describes the structure of the response returned by the endpoint.

Response Body

The response contains details about the invoice request, invoice result, journal, and the validation status.

JSON Response Structure

Field	Type	Description
invoiceRequest	object	Contains details about the invoice request data sent by taxpayer's invoicing system.
invoiceRequest.posTime	string	The time the point of sale recorded the invoice. Can be null.
invoiceRequest.taxId	string	Tax ID (TIN) of the taxpayer issuing the invoice.
invoiceRequest.businessName	string	Name of the taxpayer issuing the invoice.
invoiceRequest.locationName	string	Name of the business location where

		invoice is issued.
invoiceRequest.address	string	Address of the business location.
invoiceRequest.city	string	City where the business location is located.
invoiceRequest.administrativeUnit	string	The administrative unit where the business location is located.
invoiceRequest.buyer	object	Buyer information, if applicable. Can be null.
invoiceRequest.buyerCostCenter	object	Cost center for the buyer, if applicable. Can be null.
invoiceRequest.cashier	string	Cashier ID if available. Can be null.
invoiceRequest.requestedBy	string	UID of taxpayer secure element.
invoiceRequest.referentDocumentNum	string	SDC Invoice No of the fiscal invoice which is being referenced. Can be null.
invoiceRequest.invoiceType	enum InvoiceType	Type of invoice.
invoiceRequest.transactionType	enum TransactionType	Type of transaction.
invoiceRequest.payments	array	Payment information.
invoiceRequest.payments.paymentType	enum PaymentType	Type of payment.
invoiceRequest.payments.amount	decimal	Amount per payment type.
invoiceResult	object	Contains details about the invoice fiscalization returned by SDC.
invoiceResult.totalAmount	decimal	Total amount of the invoice.
invoiceResult.transactionTypeCounter	integer	The counter for this transaction type and invoice type.
invoiceResult.totalCounter	integer	The overall counter for all transactions.
invoiceResult.invoiceCounterExtension	string	Extension of the invoice counter.

invoiceResult.invoiceNumber	string	Unique identifier for the invoice (SDC number).
invoiceResult.signedBy	string	UID of secure element that signed the invoice.
invoiceResult.sdcTime	string	The timestamp of the fiscalization process (SDC time).
journal	string	Contains the fiscal invoice journal in plain text.
isValid	boolean	Indicates whether the invoice is valid.

Enumerations

InvoiceType

Value	Invoice Type
0	Normal
1	Proforma
2	Copy
3	Training
4	Advance

TransactionType

Value	Transaction Type
0	Sale
1	Refund

PaymentType

Value	PaymentType
0	Other

1	Cash
2	Card
3	Check
4	WireTransfer
5	Voucher
6	MobileMoney

Example

```
{
  "invoiceRequest": {
    "posTime": null,
    "taxId": "240799085",
    "businessName": "Knjige",
    "locationName": "1155567-Knjiga 1",
    "address": "Prvomajska 13",
    "city": "БЕОГРАД",
    "administrativeUnit": "Београд-Нови Београд",
    "buyer": null,
    "buyerCostCenter": null,
    "cashier": null,
    "requestedBy": "5BX9A4MP",
    "referentDocumentNumber": null,
    "invoiceType": 0,
    "transactionType": 0,
    "payments": [
      {
        "paymentType": 3,
        "amount": 1.0000
      }
    ]
  },
  "invoiceResult": {
    "totalAmount": 1.0,
    "transactionTypeCounter": 12283,
    "totalCounter": 12327,
    "invoiceCounterExtension": "NS",
    "invoiceNumber": "5BX9A4MP-AAZH6A00-12327",
    "signedBy": "AAZH6A00",
    "sdcTime": "2024-08-28T12:37:28.033Z"
  },
  "journal": "===== FISCAL INVOICE =====\r\n240799085\r\nKnjige\r\n1155567-Kr",
  "isValid": true
}
```

Report Non-Issuance of a Fiscal Invoice

When a taxpayer does not issue a (verifiable) fiscal invoice, the customer can report this by using the Tax Authority's official website.

1.
- In the first tab, you can optionally provide your contact details: name, email address, and phone number.
- However, if you select the option **Apply for an award**, you need to provide either your email or your phone number.

NOTE:
Your information will not be shared with anyone. It will only be used to contact you in case the tax authority wishes to reward the reports that lead to the taxpayer being financially sanctioned.

Reporting of invoice non-issuance

1

Contact details

2

Picture

3

Reasons

4

Details

5

Finish

Contact details

You are welcome to identify yourself and qualify for an award if this case leads to a prosecution of the taxpayer for tax evasion.

Discretion is guaranteed!

☐ Apply for an award

Your Name (optional)

Your Email (optional)

Your Phone (optional)

< PREVIOUS

NEXT >

2.
- In the next tab, you can upload up to 3 images that you find relevant, such as the picture of the invalid invoice you received, the picture of the store...

Supported formats are .png?hash=971346101, .jpg?hash=971346101, .jpeg, and .gif

Reporting of invoice non-issuance

✔

Contact details

2

Picture

3

Reasons

4

Details

5

Finish

Picture

Take a picture(s) or upload from your device, but also save your original receipt.

Maximum pictures: 3
Maximum file size: 5 MB

Click or drop images here to upload
(.png, .jpg, .jpeg, .gif)

< PREVIOUS

NEXT >

3.
- The third tab requires you to select one reason for submitting your report.

Reporting of invoice non-issuance

1 Contact details 2 Picture 3 Reasons 4 Details 5 Finish

Select your reason

☒ I did not get a receipt
I did not receive any receipt after the transaction

☐ I did not get a fiscal receipt
I received some receipt after the transaction but it is not a regular fiscal receipt

☐ Invalid QR code
The QR code on the receipt does not allow me to verify the receipt validity or it takes me to a wrong website

< PREVIOUS NEXT >

4. Next, you need to specify the location of the store. **Administrative Unit** is a dropdown menu, while in the **Location** field, you need to enter the store name

You can also provide more details in the text box at the bottom. These can be a street address or whatever best describes its exact location.

Reporting of invoice non-issuance

1 Contact details 2 Picture 3 Reasons 4 Details 5 Finish

Administrative Unit
Select Administrative Unit

Location

Please provide more details (optional)

< PREVIOUS NEXT >

5. Finally, you need to click on **Complete** to submit your report.

Report non-issuance of fiscal receipt

Reporting of invoice non-issuance

1 Contact details 2 Picture 3 Reasons 4 Details 5 Complete

If you have entered all the details of your report, you can send it to the Tax Administration for review by clicking on Complete.

< PREVIOUS COMPLETE

Invoice Verification Without a QR Code or Verification URL

Suppose the invoice QR code is not readable, or the clickable verification URL is not operational. In that case, a customer can still verify an invoice by providing the following invoice information on the Tax Authority's official website: total amount, the [SDC Time](#), the [SDC Invoice Number](#) and the [Invoice Counter](#). After that, the customer only needs to click on **Submit**.

![image.png?hash=971346101](/.attachments/image-24874359-5bb8-4484-93df-a7745fce8d71.png?hash=971346101)

The image below shows the required invoice elements for invoice verification:

![image.png?hash=971346101](/.attachments/image-d607102d-5d8d-4a37-a4bf-8f27a04719c2.png?hash=971346101)

Customer Compliance Awards Program

To encourage the general public (customers) participation in fiscalization, TaxCore offers the Customer Compliance Award (CCA) program. Every fiscal invoice issued by an accredited [EFD](#) system enables customers to immediately check its validity (usually by scanning a [QR code](#)).

The CCA program builds on top of this functionality and enables customers who scan invoices to potentially win prizes in a lottery sponsored by program partners.

The idea of introducing the program is to make fiscal invoices valuable to customers. If an invoice serves as a CCA ticket as well, consumers will have a reason to request it and asking for an invoice does not indicate mistrust, but simply the desire to participate in the lottery program.

How does the program work?

[Invoice Verification Service](#) is a web-based application enabling the general public to perform a quick check of the authenticity of each invoice in real-time or at their own convenience.

Every fiscal receipt/invoice provides means to check if the invoice is authentic (generated by the registered trader system) or not. In order to check the receipt, a customer can simply scan the QR code of the receipt using any QR code reader application from their smart phone.



Customer Compliance Awards Program - Image of the QR code invoice scanning option

The Invoice Verification Service verifies invoice integrity and authenticity. When the service finishes with the verification, it displays the invoice status - either a "Valid Invoice" or an "Invalid Invoice" message.

In the case of a "Valid Invoice" message, the customer is able to participate in the CCA by clicking one button. The customers are immediately informed of the outcome - and if they win, they also get a unique code they can use to claim their prize.

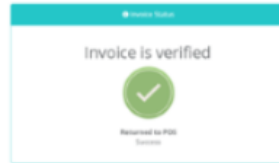
In case an "Invalid Invoice" message is received, the system registers this event for reporting, and the customer is able to provide more information about the store and merchant that issued the invoice for further fraud investigations by the Fiji Revenue And Customs Services.



1

User scans QR code of a fiscal receipt with any QR code reader.

Invoice: 0F7423MAYGAS00867



2

TaxCore, if receipt is valid, prompts user to participate in lottery drawing.



3

In case of 'Valid receipt' message, the user can also review a digital copy of the receipt as received and viewed by the Tax regulatory authority.

Invoice: 24072NLY24072NLY1



4

In case of 'Invalid receipt' message, the system will log the event and the user will be able to provide more information about merchant for further investigation.

Customer Compliance Awards Program - Image of the Invoice Verification Service diagram

TaxCore Invoice Verification Page

The TaxCore Invoice Verification Page displays the invoice status for invoices processed by the Invoice Verification Service. It is the landing page for auditors and the general public who wish to verify the integrity and authenticity of any invoice.

Developer Portal

The Developer Portal is a part of the [Taxpayer Administration Portal](#) and is intended for developers to test their [POS](#) and E-SDC devices and apply for accreditation.

General information

By using this portal, developers can:

- Download necessary documentation and applications
- Submit E-SDC checklist for accreditation
- Execute E-SDC Tests
- Submit a POS checklist for accreditation
- Submit POS invoice samples for accreditation
- Review your product's accreditation status at any time

In this user manual

1.

[Registration to Developer Portal](#)

To successfully fill in the accreditation enrollment form, you need to complete the following four steps:

2.

[Installing Certificates](#)

To access Taxpayer Administration Portal, you will need to install RCA, ICA and Developer Authentication (.pfx) certificates that you received in an email from the Tax Authority after finishing the [registration](#) process.

3.

[Logging in to Developer Portal](#)

1. After you successfully [install the certificates](#), go to the [Taxpayer Administration Portal](#) by opening <https://tap.vms.frcs.org.fj/> on your desktop browser.

4.

[Using Developer Portal](#)

1. Log in to the Taxpayer Administration Portal using your certificate.

Registration to Developer Portal

Registration steps

NOTE:

If you are already an accredited developer, you should contact the local Tax Authority for additional developer certificates. Check how to request additional certificates at [Developer Locations](#).

1. Go to <https://tap.vms.frcs.org.fj/> and click on **Apply Here**

TAXCORE
TAXPAYER PORTAL

Help Login

Welcome to Taxpayer Administration Portal

Dear Visitor,

This portal is intended for authorised users only.

Suggestions:

- After you finish using the portal, close your browser completely (both normal and incognito mode) and remove the smart card from the reader
- Use browser in incognito mode
- Don't open Taxpayer Administration Portal in multiple tabs

If you are an Authorised Person of the Taxpayer, please go to the [Login](#) and authenticate using digital certificate received from the TaxCore.

Log off automatically after:

20 minutes

You will be logged off after 20 minutes of inactivity.
This is intended to protect your account from unauthorized access while you are away!

If you seek additional information about TaxCore please visit [TaxCore Web Site](#).

This portal is intended for POS/ESDC developers only.
Note: if you are existing developer contact TaxCore for issuing additional developer certificates.

If you are new developer [Apply Here](#)

2. You will land on the Accreditation Enrollment Form page.

TAXCORE
TAXPAYER PORTAL

Login

Developer accreditation Enrollment

Accreditation Enrollment Form

Finishing these steps will enroll you for accreditation

1. Account 2. Profile 3. Company Details 4. Personal Details

Account Information

The Tax Authority accredits the brand, model and specification of each POS or E-SDC supplied by a supplier. This is done to ensure that EFDs for taxpayers' businesses are operating in accordance with these Regulations.

- "application" means an application for accreditation.
- "applicant" means a supplier or taxpayer who makes an application

To obtain application, please provide following information and submit your request:

Previous Next

To successfully fill in the accreditation enrollment form, you need to complete the following four steps:

- Account Information
- Profile Information
- Company Details
- Personal Details

3. Account and Profile steps are information steps - read them carefully.

4. Company details step requires that you insert valid details about your company:

1. Business name – insert your company name
2. TIN – insert your company TIN (which is unique). If the TIN you inserted is taken, contact the local tax authorities
3. Business Address – physical address of your company
4. City – the city where your company is located

- 5. Country – select the country where your company is located
- 6. Phone Number – company phone number
- 7. Postal Code – postal code of your company address
- 8. Website – company website - not mandatory

Vendor

HINT: Make sure information you have provided is correct, otherwise your application could be rejected.

Business Name*

TIN*

Business Address*

City*

Country*

- Country -

Phone Number*

- Country -

Post Code*

☐ My country does not use postal codes

Website

5. Personal details step requires that you insert Personal details of the individual responsible for accreditation:

- 1. First name – first name of the responsible individual
- 2. Middle name – middle name of the responsible individual - not mandatory
- 3. Last name – last name of the responsible individual
- 4. Phone Number – personal phone number
- 5. Email Address – email address of the responsible individual
- 6. Confirm Email – requires that you retype the email address

Primary Contact

HINT: Make sure information you have provided is correct, otherwise your application could be rejected.

First Name*	Stan		
Last Name*	Gilmoure		
Phone Number*	United States of ... x ▼	+1	97022344521
Email Address*	stan.gilmoure@riosoft.com		
Confirm Email*	stan.gilmoure@riosoft.com		

6. Click *Finish*. On the confirmation pop-up window enter Captcha code and click *Yes*.

Are you sure you want to submit your data?

Retype the characters from the picture to prove you are not a bot:

Enter captcha code here.

Yes

Close

7. After a short period, you will receive a confirmation email, asking you to visit the provided link to confirm your submission.

NOTE:
The image uses the word TaxCore as a generic, jurisdiction-agnostic term. The email you will receive will have the name of a specific tax monitoring system.

TaxCore

Dear **Tony Adams**,

As an authorized person for Boar's Head

TIN (12-3456789).

Please confirm your registration by clicking on the link

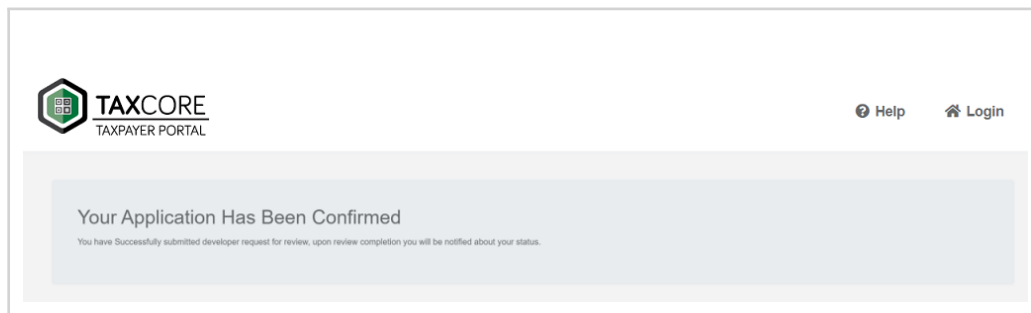
<https://tap.ft1.test.taxcore.dti.rs/DeveloperRegistration/ConfirmRegistrationEnrollment/e398feaf-4591-42a1-affe-485e593739a5>

If you are experiencing technical issues with the Developer Portal, please email to taxcore.support@dti.rs

Kind Regards,

TaxCore Team

8. After you click on the link, you will see the Application Confirmed page.



9. Next, the Tax Authority officers will start reviewing the data that you provided. If your application has been rejected, you will receive an email explaining the reason for rejection.

NOTE:

Read the rejection reason carefully, so you can resubmit the application with corrected mistakes.

TaxCore

Dear **Tony Adams**,

Your application has been rejected.

Reason for rejection: You did not provide valid contact information.

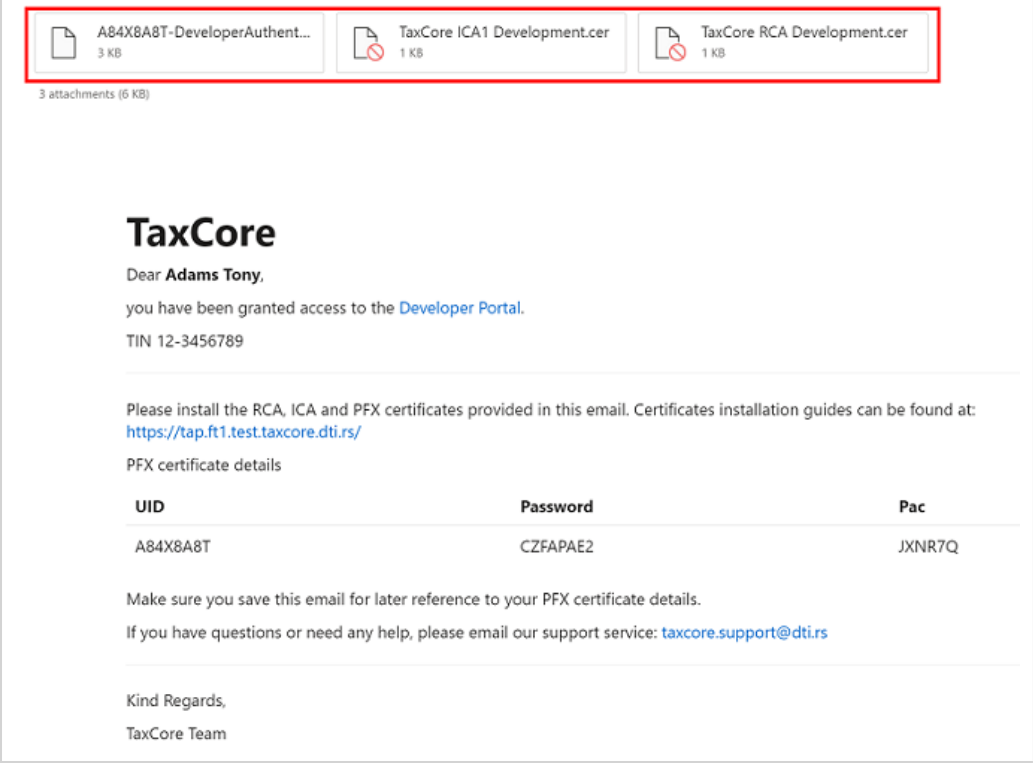
If you understand the reason for rejection, you are welcome to submit another application.

However, if you think the rejection was a mistake, or if you have additional questions, please contact our support service: taxcore.support@dti.rs

Kind Regards,

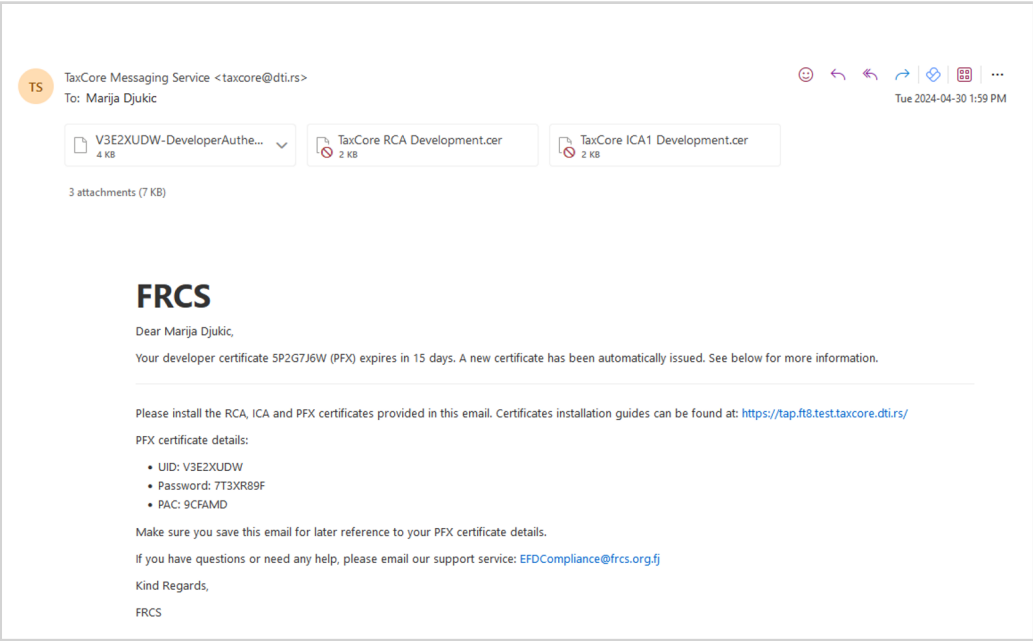
TaxCore Team

10. If your application has been approved, you will receive an email with your developer certificates (RCA, ICA and Developer Authentication) as attachments. You need to install the certificate before you can use it to log in to the Developer Portal.



Certificate renewal

When your developer authentication certificate enters the predefined expiration period, you will automatically receive a new certificate via email. You will still be able to use your current certificate until it officially expires.



Read more

1. [Issues With Smart Card, Certificate or PIN and PAC](#)
To receive a new smart card, follow these steps:

Related articles

- [Installing certificates](#)

Issues With Smart Card, Certificate or PIN and PAC

In case your Smart Card has been lost or stolen

To receive a new smart card, follow these steps:

- you need to log into the Taxpayer Administration Portal and request the revocation of the certificate on the lost/stolen smart card
- next, you need to request a new additional certificate
- if the request is approved, you will receive a new smart card

In case the privacy of your PIN (smart card) or PAC (digital file certificate) has been compromised

Use the Developer Authentication Certificate to log into the Taxpayer Administration Portal and request the revocation of the certificate which was compromised.

Depending on the type of secure element, one of the two processes will be initiated:

- In the case of Developer Authentication Certificate:
 - the tax authority will initiate a new registration process during which you will receive a new Developer Authentication Certificate
 - the old Developer Authentication Certificate will automatically be revoked
- In the case of an additional developer certificate:
 - you need to request a new additional certificate
 - if the request is approved, you will receive a new smart card or digital file certificate

In case you forgot your PIN (smart card) or PAC (digital file certificate)

Depending on the type of secure element, one of the two processes will be initiated:

- In the case of Developer Authentication Certificate:
 - contact the tax authority and request issuing of a new Developer Authentication Certificate
 - the tax authority will initiate a new registration process during which you will receive a new Developer Authentication Certificate
 - the old Developer Authentication Certificate will automatically be revoked
- In the case of an additional developer certificate:
 - you need to log into the Taxpayer Administration Portal and request the revocation of the certificate whose PIN/PAC you forgot
 - next, you need to request a new additional certificate
 - if the request is approved, you will receive a new smart card to digital file certificate

In case the certificate on your smart card has expired

Inform Fiji Revenue And Customs Services immediately and send the request for issuing of another one through the Taxpayer Administration Portal.

Installing Certificates

To access Taxpayer Administration Portal, you will need to install RCA, ICA and Developer Authentication (.pfx) certificates that you received in an email from the Tax Authority after finishing the [registration](#) process.

Guides for installing certificates

1. [Installing Developer authentication certificate](#)
You received the Developer authentication certificate in an email from the Tax Authority after finishing the [registration](#) process.
2. [Installing RCA and ICA certificates](#)
To install RCA and ICA certificates, follow these steps:

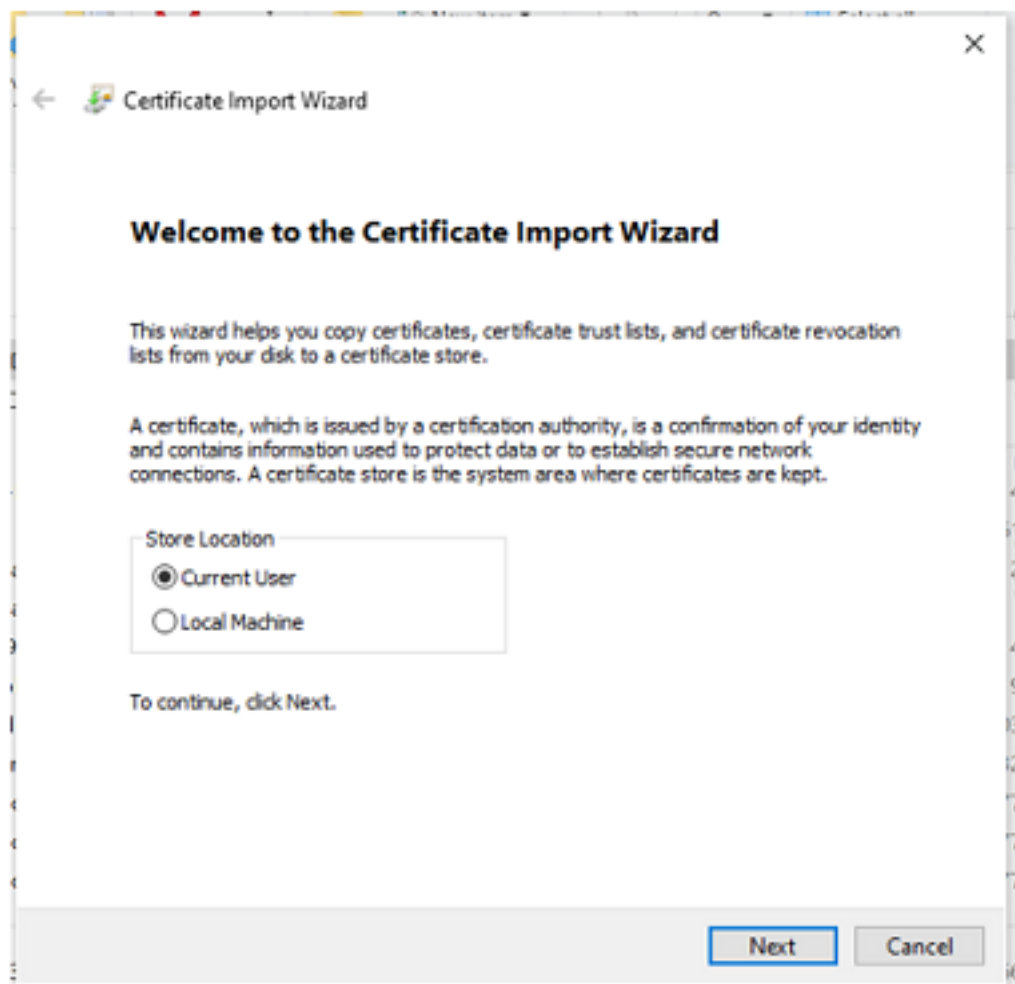
Installing Developer authentication certificate

You received the Developer authentication certificate in an email from the Tax Authority after finishing the [registration](#) process.

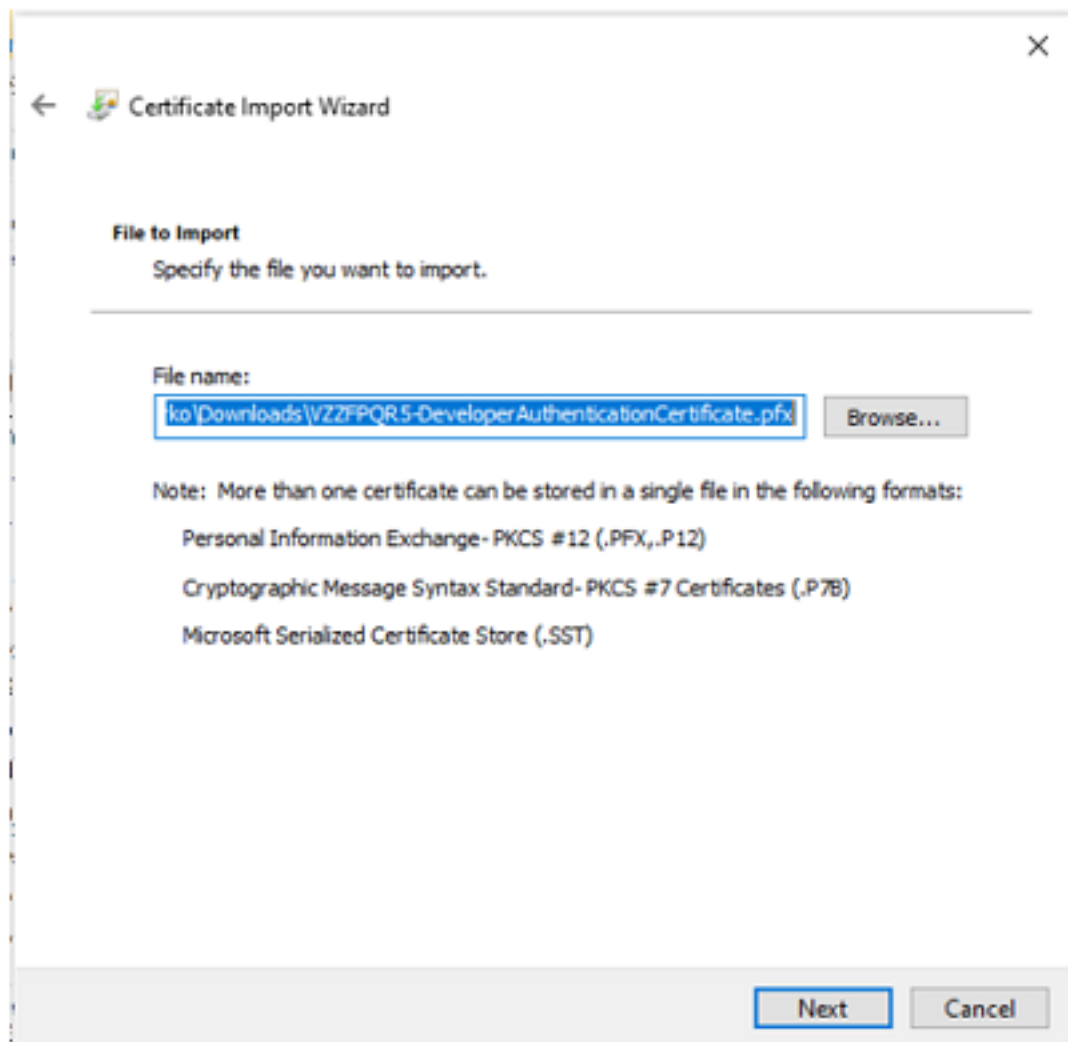
Installing certificates for Windows users

To install the certificate, follow these steps:

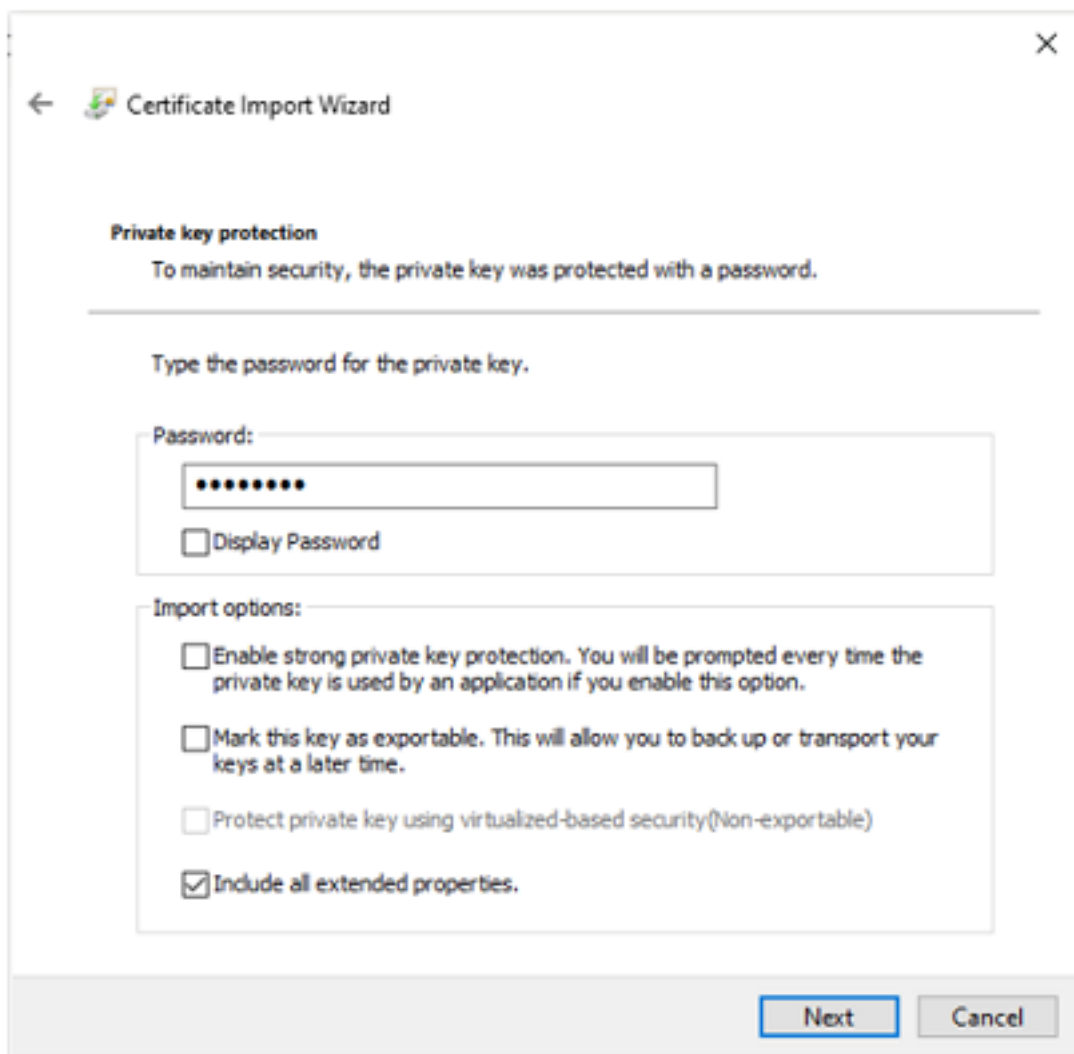
1. When you begin the installation process, you need to select a location for the certificate installation. For the Developer Authentication certificate you need to select **Current User**.



You can use the **Browse** option to specify the exact file you want to import (however, the wizard will automatically select the right certificate file). When you decide, just click **Next**.



2. In the next window, you need to enter the password that you received in the approval email from the Tax Authority.



The image shows a Windows 'Certificate Import Wizard' dialog box. At the top, there is a back arrow, a small icon, and the title 'Certificate Import Wizard' with a close button (X) in the top right corner. The main section is titled 'Private key protection' and contains the text 'To maintain security, the private key was protected with a password.' Below this is a horizontal line and the instruction 'Type the password for the private key.' There are two input fields: 'Password:' followed by a text box containing ten dots, and a checkbox labeled 'Display Password'. Below these is another section titled 'Import options:' containing four checkboxes: 'Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.', 'Mark this key as exportable. This will allow you to back up or transport your keys at a later time.', 'Protect private key using virtualized-based security(Non-exportable)', and 'Include all extended properties.' which is checked. At the bottom right, there are 'Next' and 'Cancel' buttons.

← Certificate Import Wizard

Private key protection

To maintain security, the private key was protected with a password.

Type the password for the private key.

Password:

.....

☐ Display Password

Import options:

☐ Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.

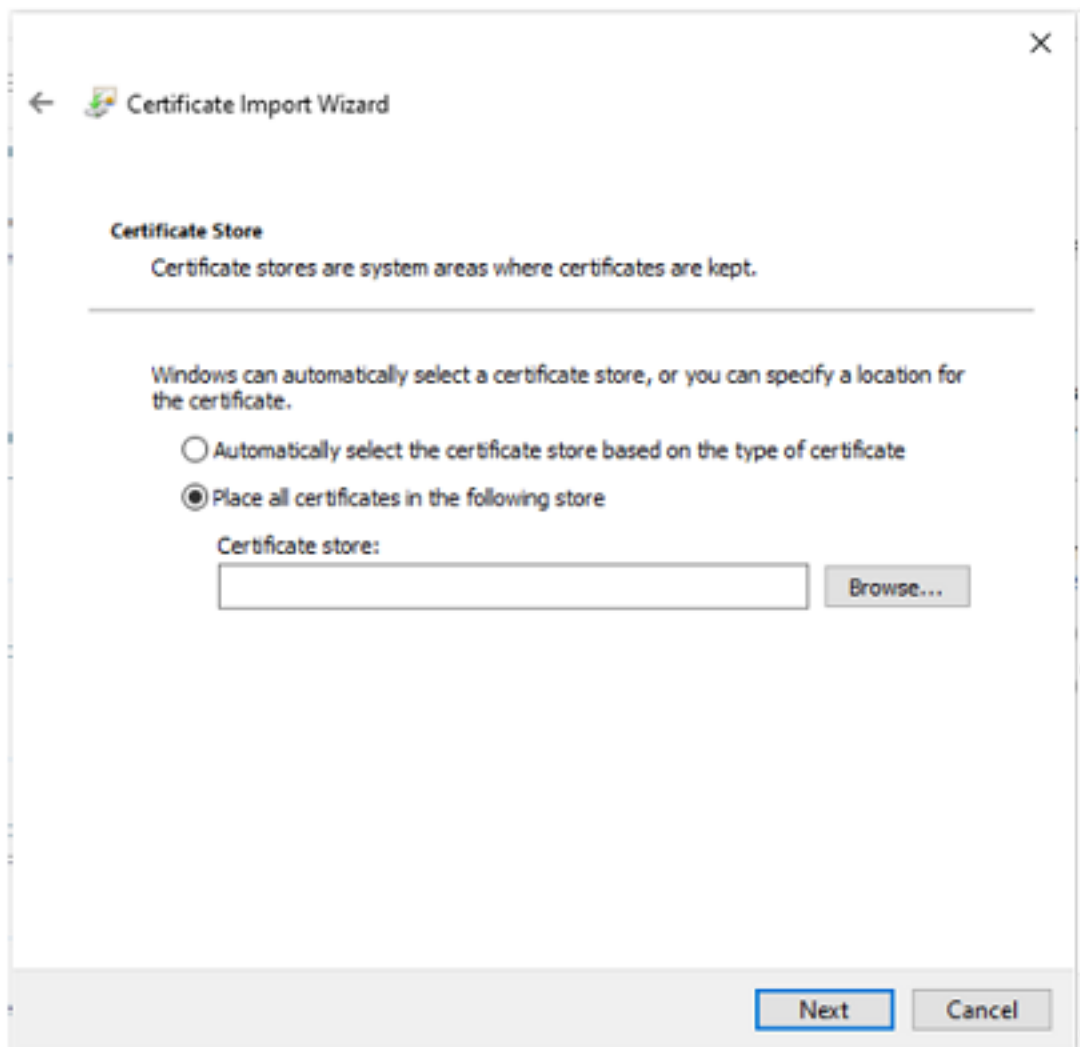
☐ Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

☐ Protect private key using virtualized-based security(Non-exportable)

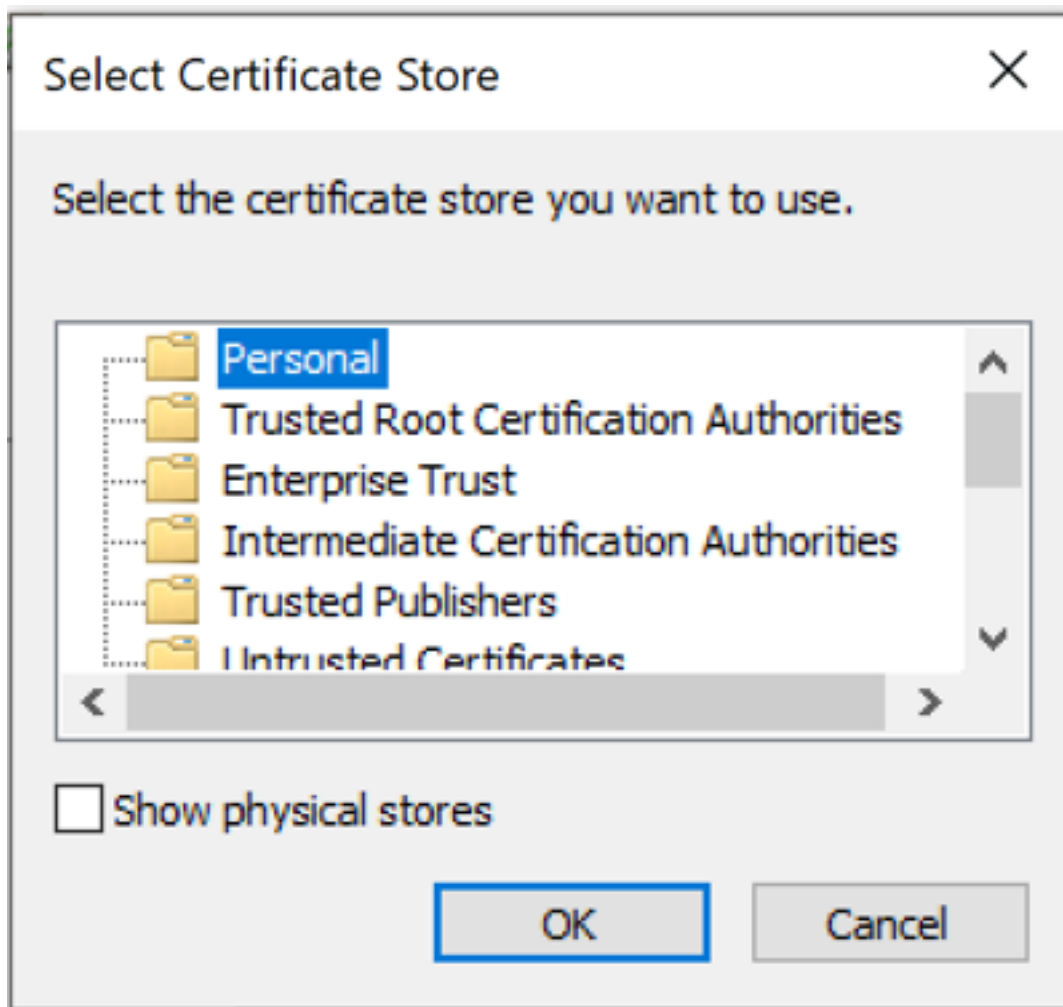
☒ Include all extended properties.

Next Cancel

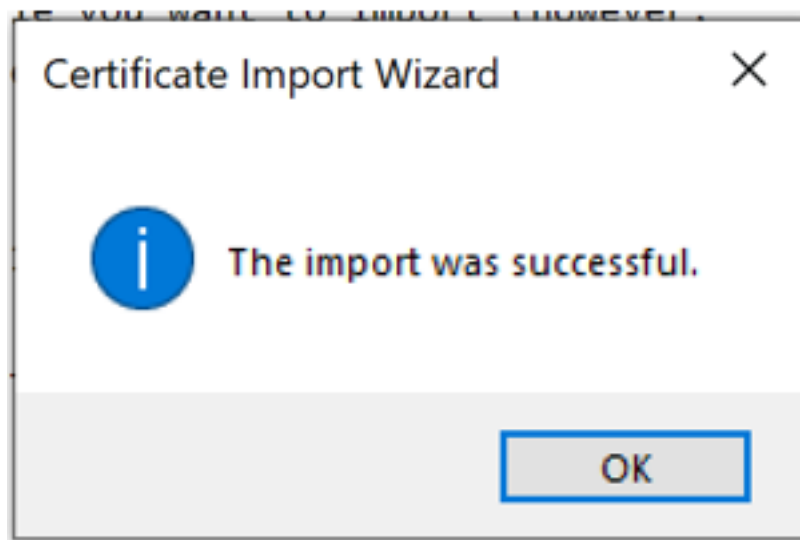
3. After that, you need to select the store where the certificate will be saved. Select **Place all certificates in the following store** and click **Browse**.



In the pop-up box select the **Personal** store



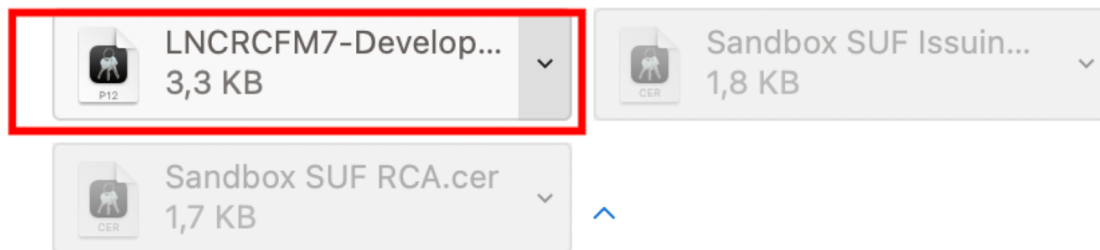
4. Follow the installation wizard to complete the certificate installation.
5. When everything is finished, you will see the message **The import was successful.**



Installing certificates for iOS users

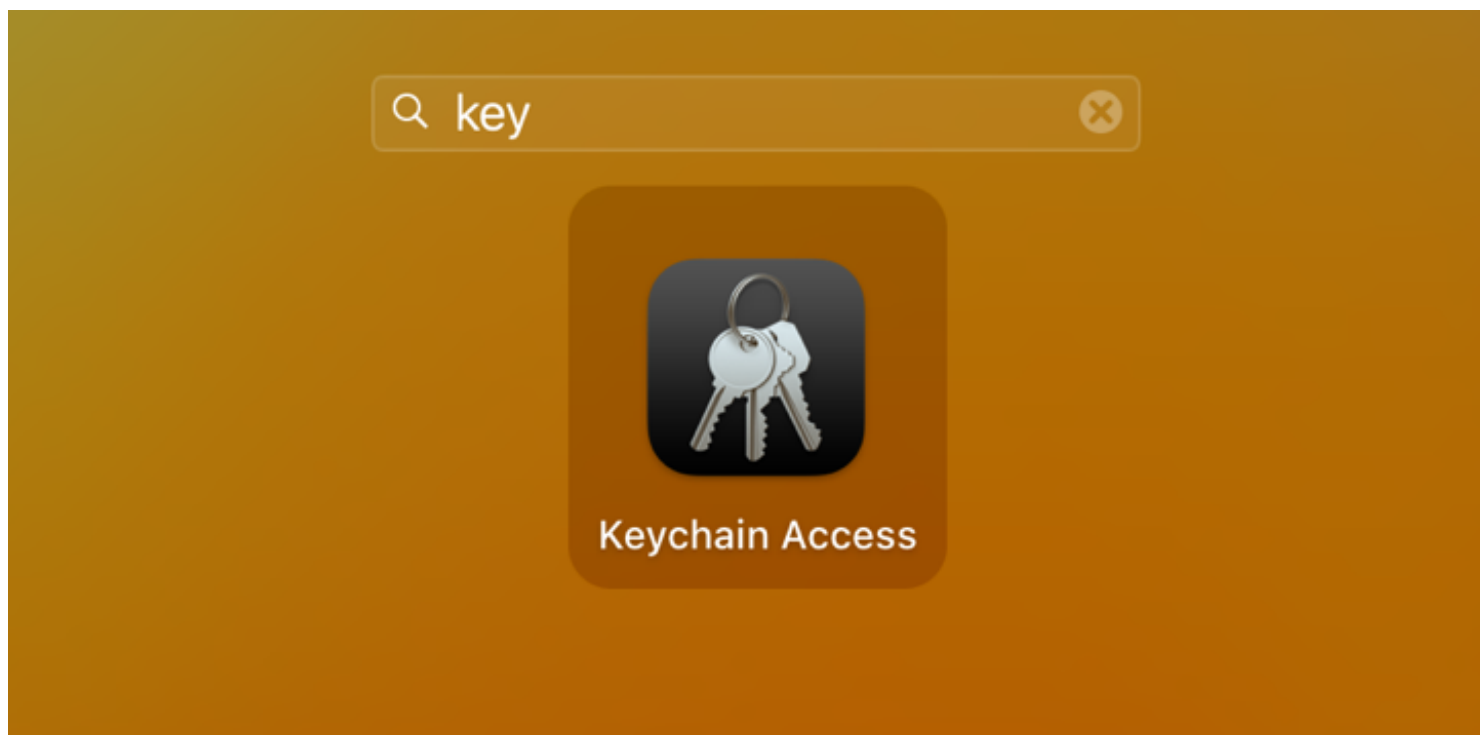
To install the certificate, follow these steps:

1. Download the certificates you have received from the Tax Authority.

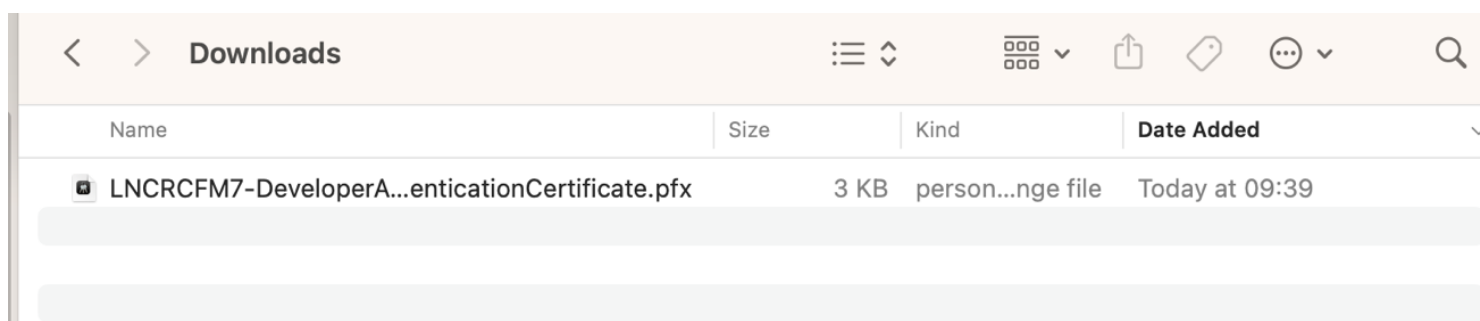


[Download All](#) • [Preview All](#)

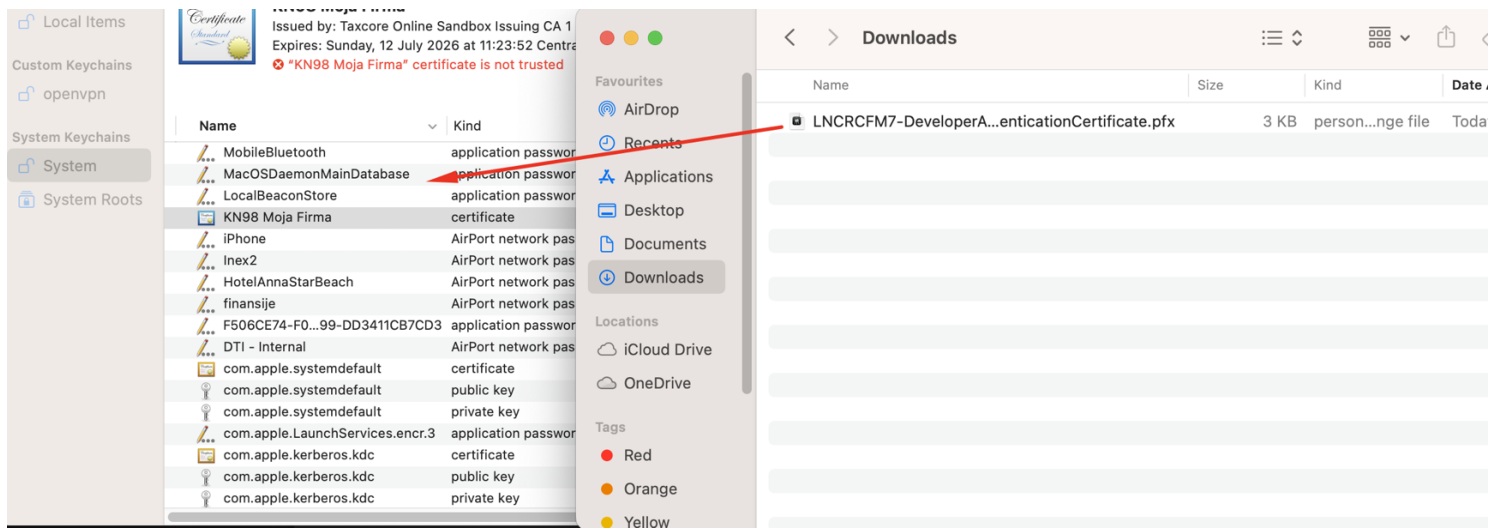
2. Find your keychain access and open it.



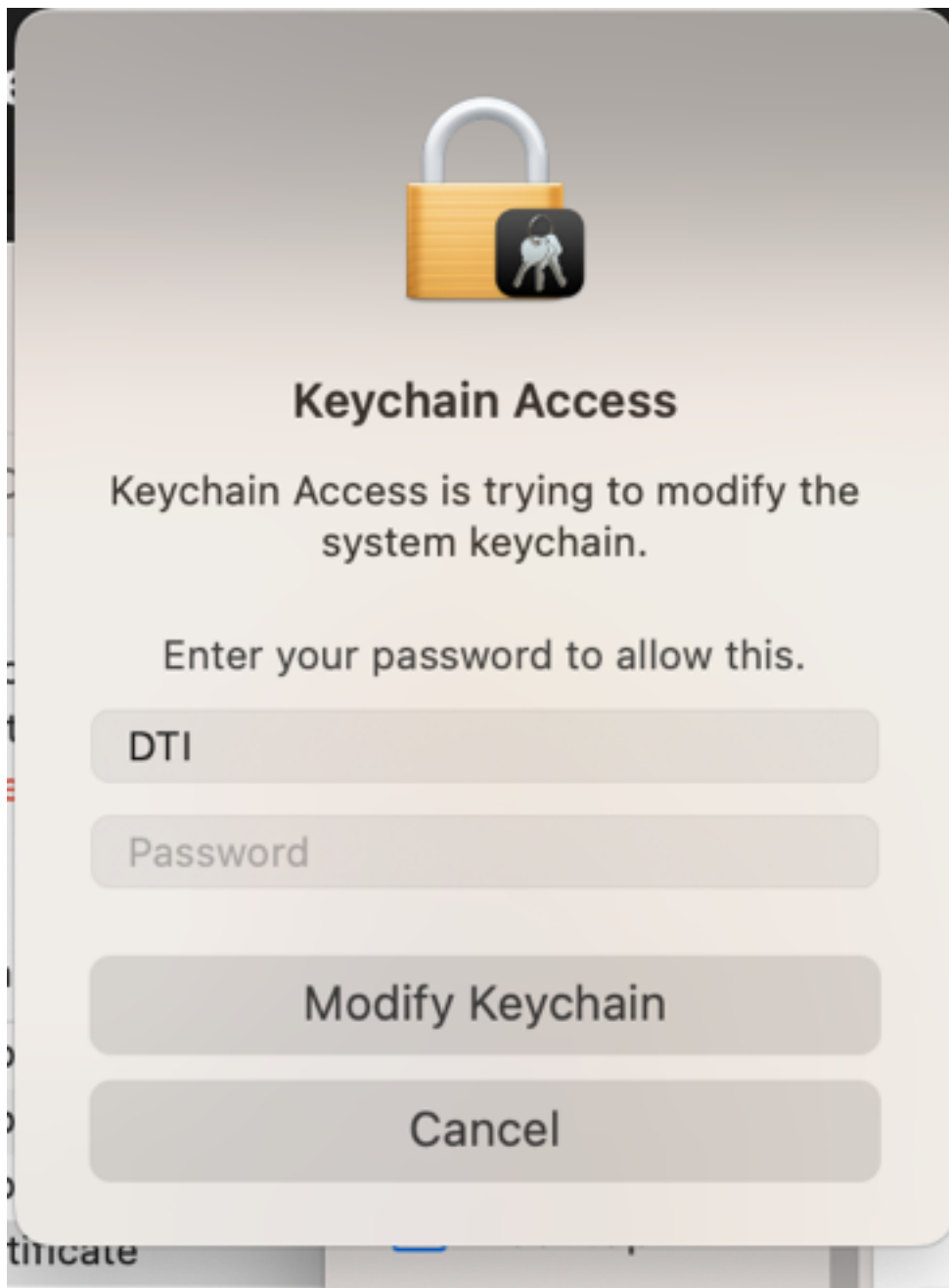
3. Once there, proceed to locate the file that you have downloaded.



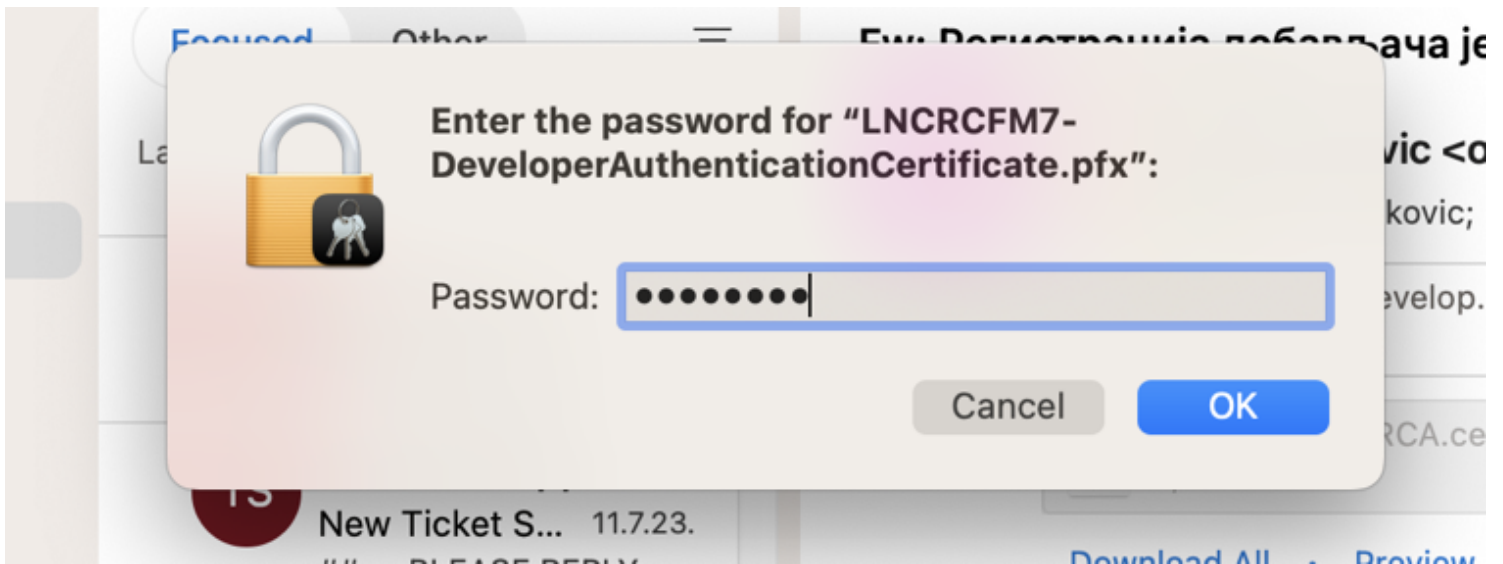
4. Drag and drop the file into the keychain access.



5. Enter your admin password (for your iOS device) and press **Modify Keychain**.



6. Finally, enter the certificate password you have received by email and your certificates will be installed.



Installing RCA and ICA certificates

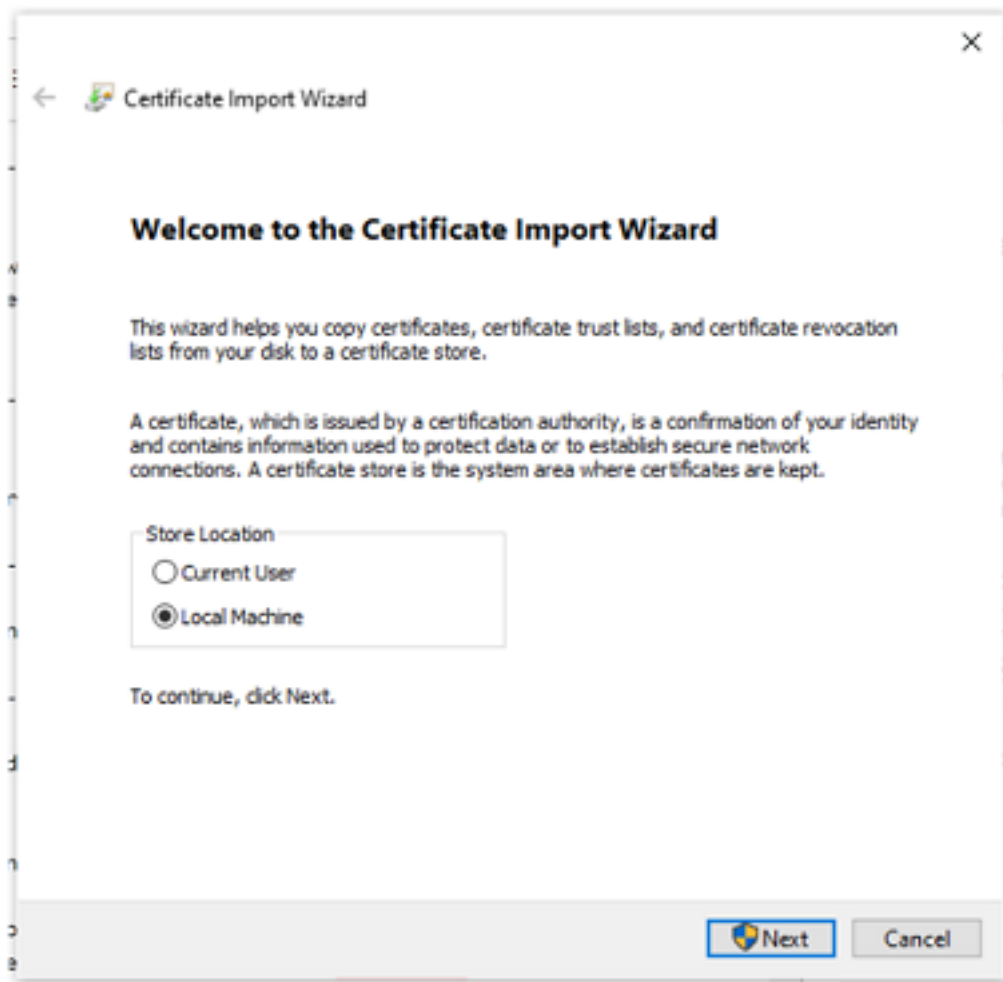
- RCA certificate can be downloaded here: <https://tap.vms.frcs.org.fj/Download/DownloadRcaCertificate>
- ICA certificate can be downloaded here: <https://tap.vms.frcs.org.fj/Download/DownloadIcaCertificate>

NOTE:

Alternatively, you can obtain RCA and ICA certificates through your Developer Authentication (.pfx) certificate. For more information, see [Obtaining RCA and ICA Certificates From a PFX Certificate](#).

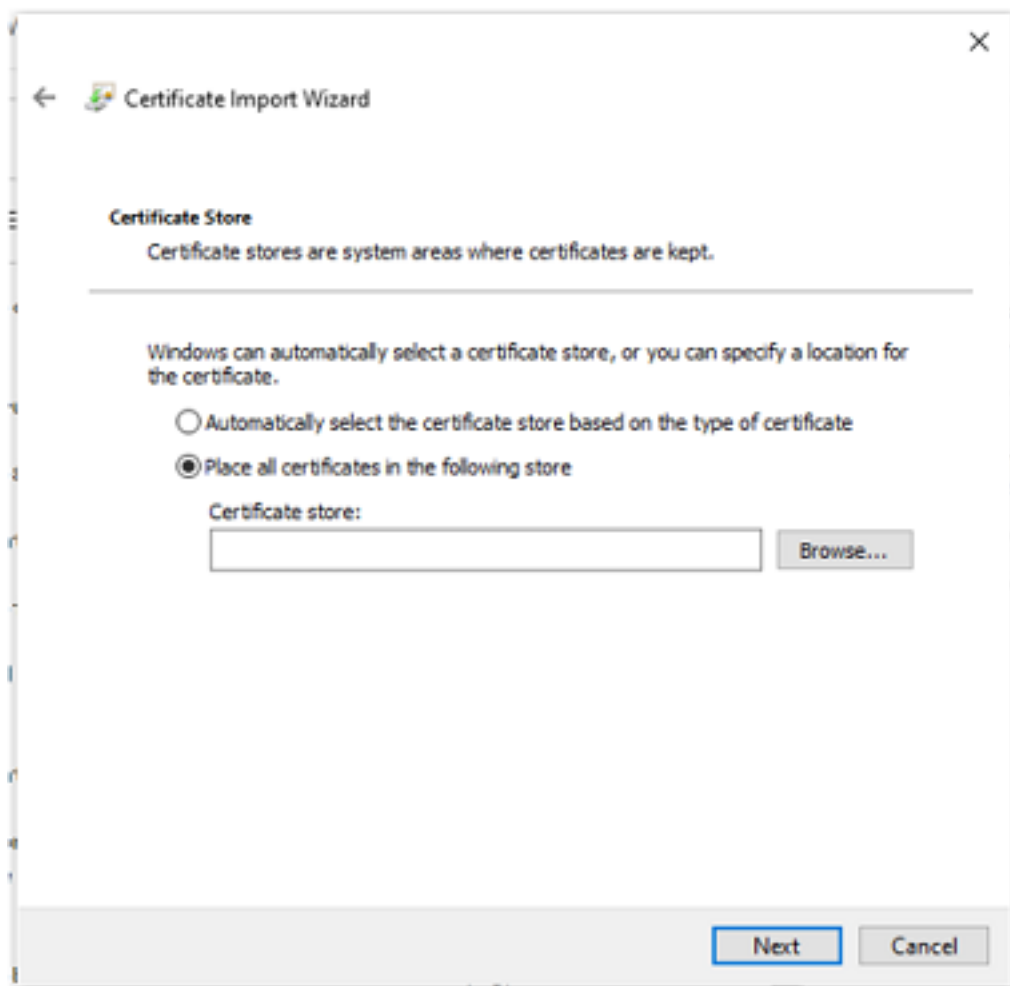
To install RCA and ICA certificates, follow these steps:

1. When you begin the installation process, you need to select a location for the certificate installation. For both RCA and ICA certificates you need to select **Local Machine**.



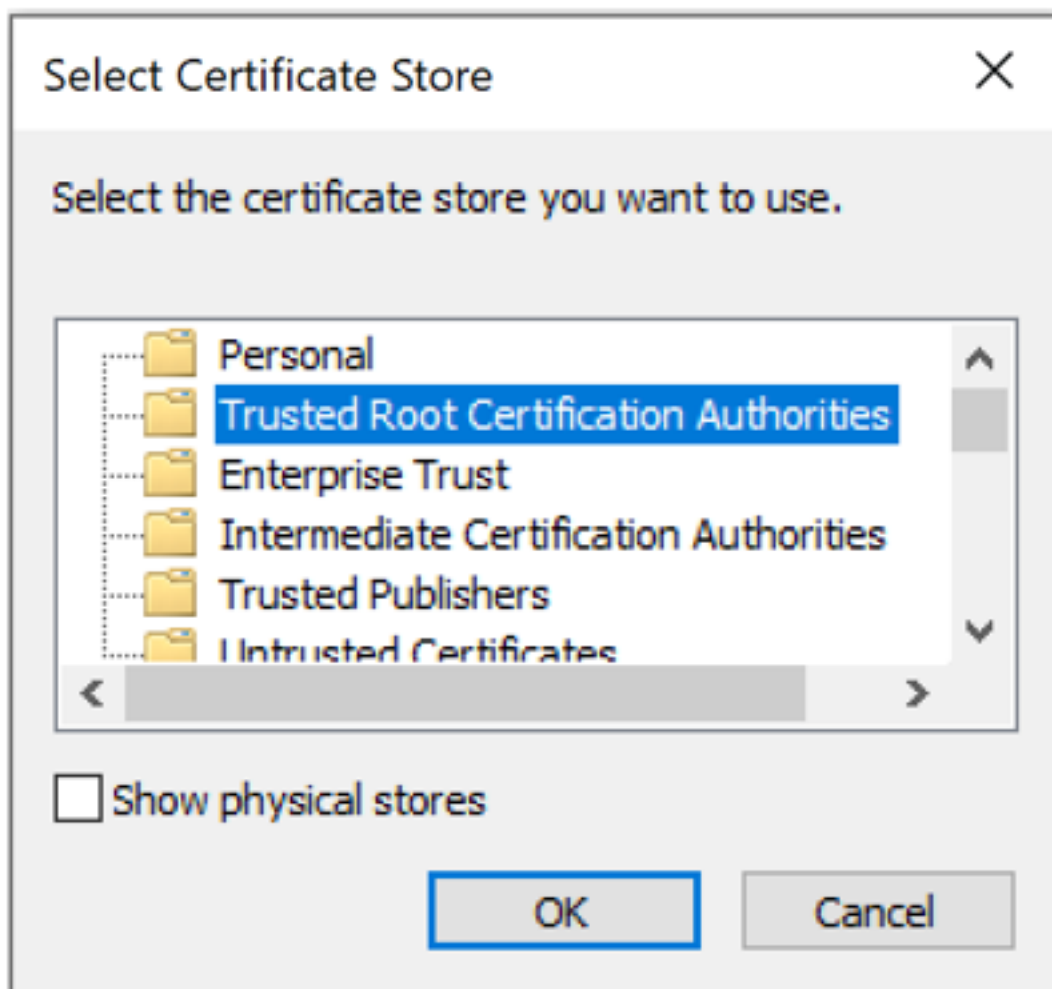
Installing Certificates – Image of the Welcome to the Certificate Import Wizard page (local machine)

2. During the installation, you will be asked to select under which store a certificate will be installed. Select **Place all certificates in the following store** and click the **Browse** button.



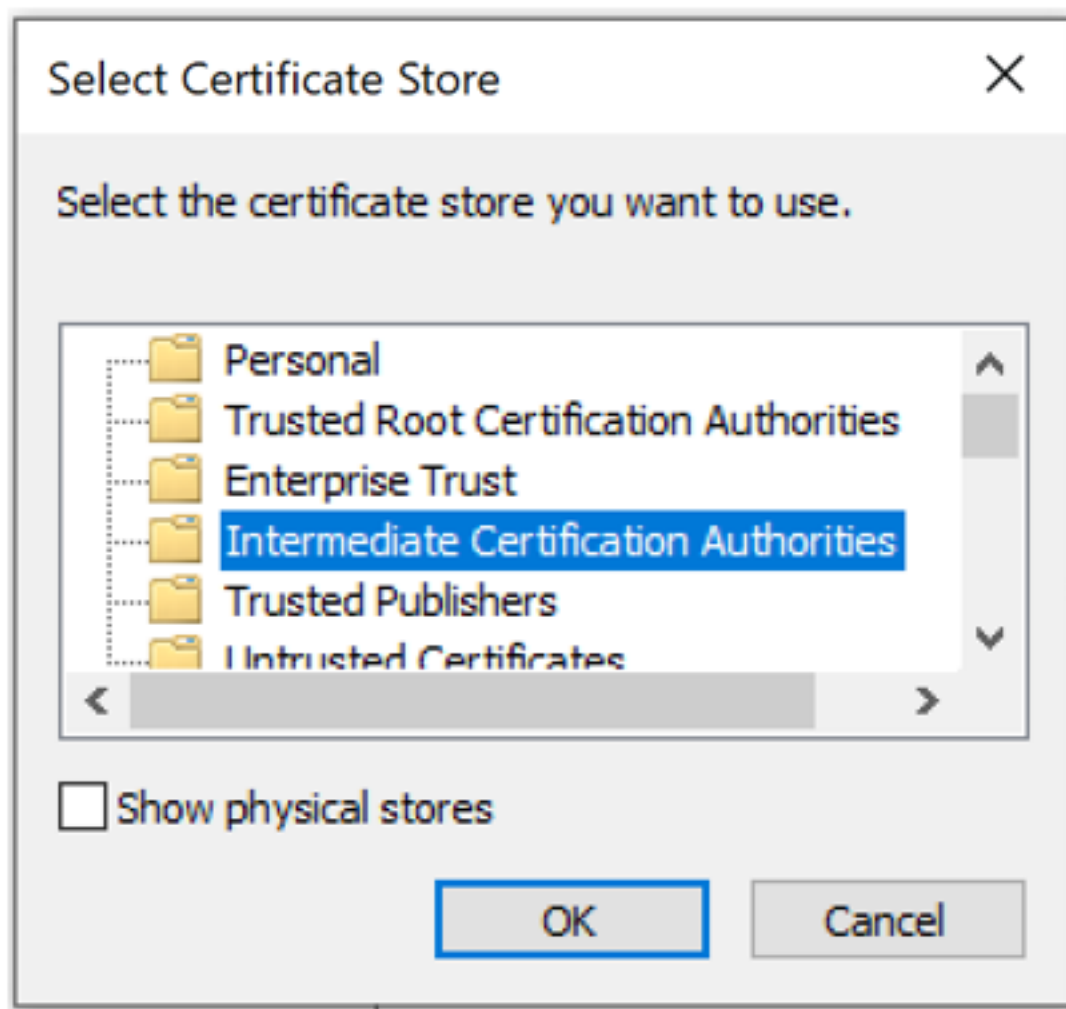
Installing Certificates – Image of the certificate store

- For **RCA** certificate - select Trusted Root Certification Authorities



Installing Certificates – Image of the trusted root certification authorities

- For **ICA** certificate - select Intermediate Certification Authorities



Installing Certificates – Image of the intermediate certification authorities

3. Follow the installation wizard to complete the installation.

Logging in to Developer Portal

1. After you successfully [install the certificates](#), go to the [Taxpayer Administration Portal](#) by opening <https://tap.vms.frcs.org.fj/> on your desktop browser.

NOTE:

Don't be concerned about the portal name in the above step. Developer Portal is accessed via the Taxpayer Administration Portal on the sandbox environment.

Welcome to Taxpayer Administration Portal

Dear Visitor,

This portal is intended for authorised users only.

Suggestions:

- After you finish using the portal, close your browser completely (both normal and incognito mode) and remove the smart card from the reader
- Use browser in incognito mode
- Don't open Taxpayer Administration Portal in multiple tabs

If you are an Authorised Person of the Taxpayer, please go to the [Login](#) and authenticate using digital certificate received from the TaxCore.

Log off automatically after:

1 hour

9 hours

You will be logged off after 1 hour of inactivity.

This is intended to protect your account from unauthorized access while you are away!

If you seek additional information about TaxCore please visit [TaxCore Web Site](#).

Logging in to Developer Portal – Image of the taxpayer administration portal page

- When you click **Login**, a dialog box will pop up, asking you to select a certificate. From the list, choose the certificate displaying your business name in the *Subject* column and VMS ICA in the *Issuer* column, and click **OK**.

NOTE:

This document uses the name TaxCore ICA as a generic jurisdiction-agnostic example. Your certificate will have the name of your jurisdiction in the *Issuer* column.

NOTE:

To log into the Taxpayer Administration Portal on the sandbox environment, use the PFX file certificate (Developer Authentication Certificate) received in email from the tax authority during [registration](#).

![[image.png?hash=971346101]](/.attachments/image-4525062a-2e59-48e9-9690-48b83bf0e49c.png?hash=971346101)

Logging in to Developer Portal – Image showing that a certificate needs to be selected to authenticate yourself

- You will be logged in automatically.

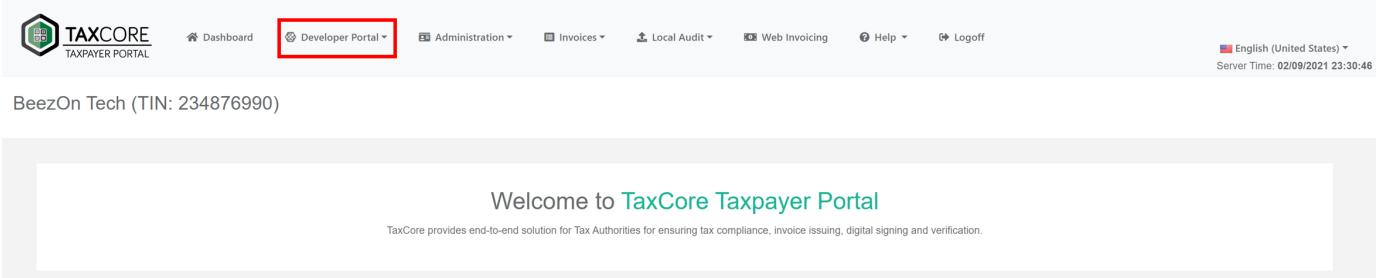
Using Developer Portal

Accessing Developer Portal

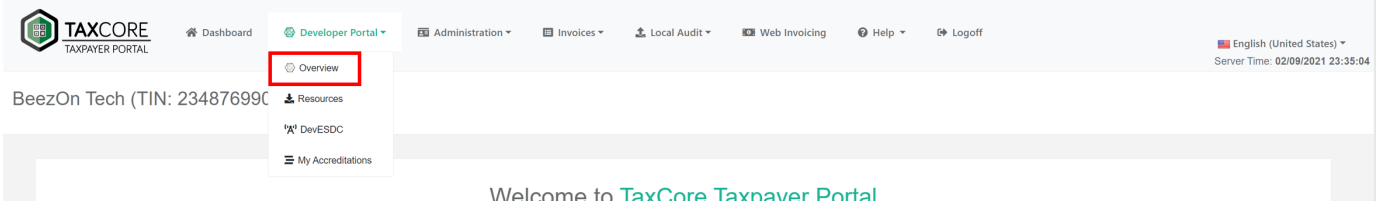
1. Log in to the Taxpayer Administration Portal using your certificate.

NOTE:
If you are not sure how to log into the Taxpayer Administration Portal, see [Logging into Developer Portal](#).

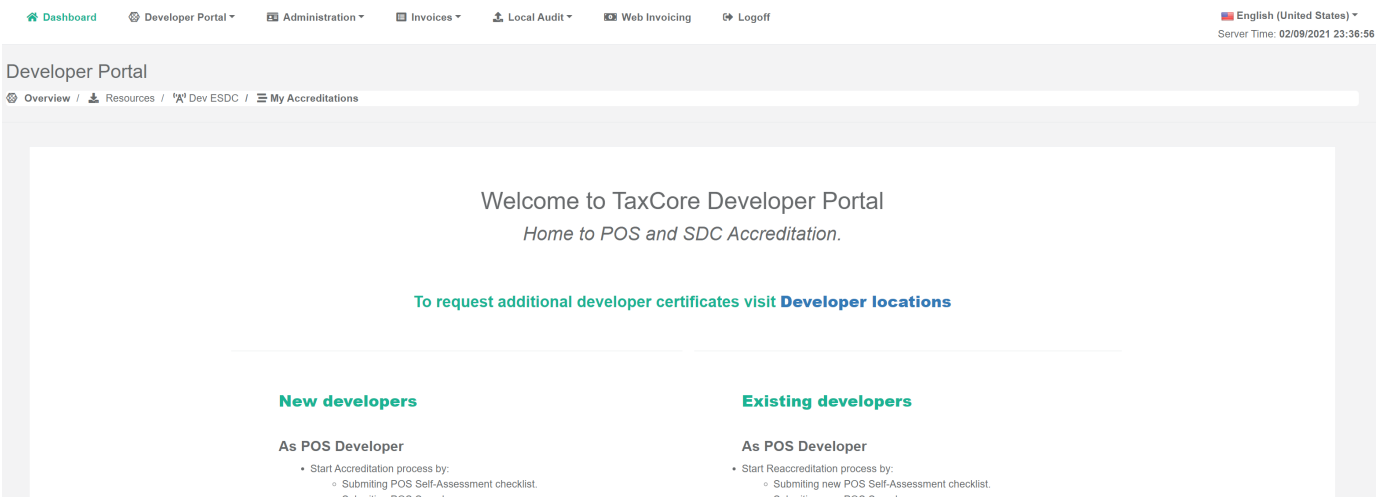
2. On the top navigation bar, there will be a section **Developer Portal**.



3. Select **Overview** from the dropdown menu



4. A new page will open displaying Developer Portal features.

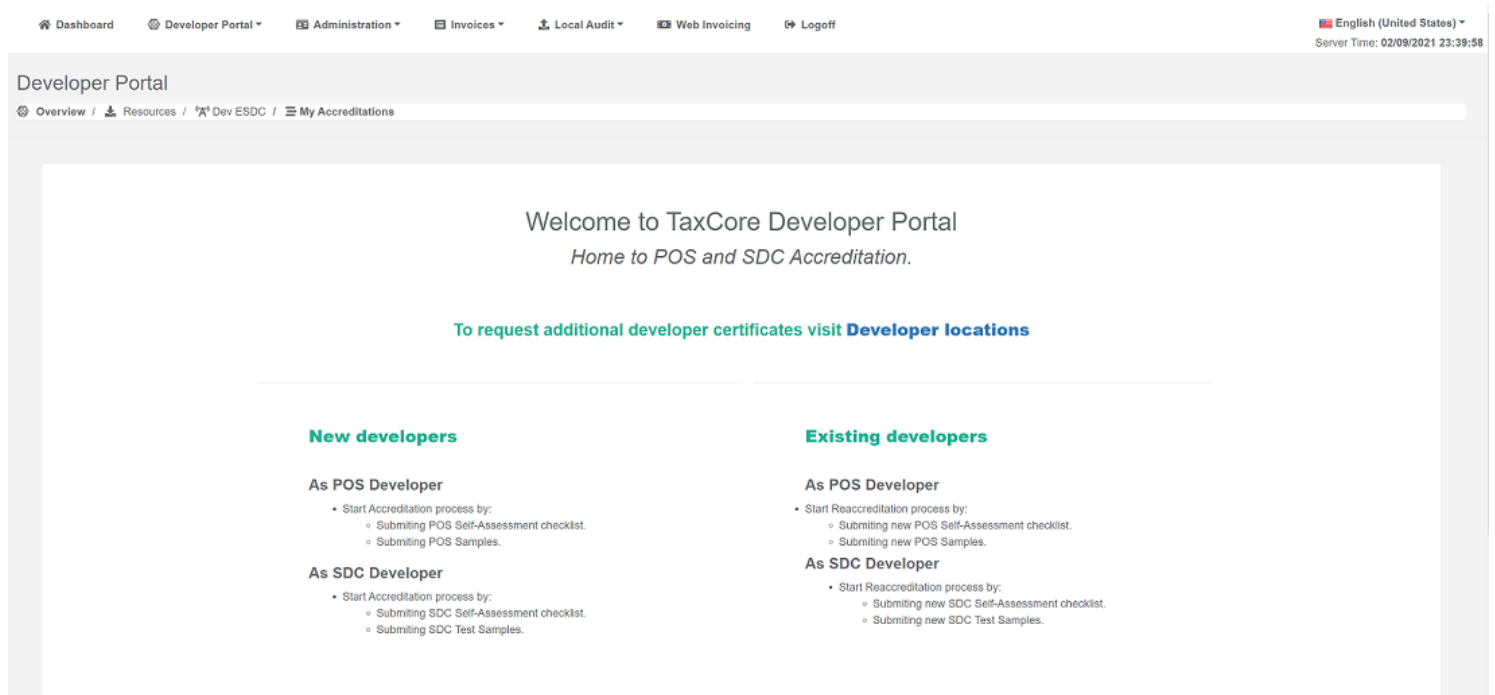


Using Developer Portal

1.
[Overview](#)
The Overview page summarizes actions that you can perform on the Developer Portal, both as an existing developer and as a new developer, both as a POS developer and an E-SDC developer.
2.
[Resources](#)
To access the Resources section, click on **Resources** on the homepage.
3.
[Developer locations](#)
Developer locations section enables you to:
4.
[Sections Invoices, Local Audit, Web Invoicing and Notifications](#)
Using sections **Invoices**, **Local Audit**, **Web Invoicing** and **Notifications** is described in detail in the user documentation for Taxpayer Administration Portal. Please refer to the following articles:
5.
[My Accreditations](#)
To access this section click on **My Accreditations** on the Developer Portal homepage.

Overview

The Overview page summarizes actions that you can perform on the Developer Portal, both as an existing developer and as a new developer, both as a POS developer and an E-SDC developer.



It also offers additional links:

- the link to the [Developer locations](#) page where you can request additional developer certificates
- the link to the [Resources](#) page where you can find all the necessary applications and documentation
- the link to the [TaxCore Support](#) where you can get answers to all your questions and doubts

Welcome to TaxCore Developer Portal

Home to POS and SDC Accreditation.

To request additional developer certificates visit [Developer locations](#)

New developers

As POS Developer

- Start Accreditation process by:
 - Submitting POS Self-Assessment checklist.
 - Submitting POS Samples.

As SDC Developer

- Start Accreditation process by:
 - Submitting SDC Self-Assessment checklist.
 - Submitting SDC Test Samples.

Existing developers

As POS Developer

- Start Reaccreditation process by:
 - Submitting new POS Self-Assessment checklist.
 - Submitting new POS Samples.

As SDC Developer

- Start Reaccreditation process by:
 - Submitting new SDC Self-Assessment checklist.
 - Submitting new SDC Test Samples.

- Help links
 - All available resources can be found on [Resources](#)

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TAXCORE|**SUPPORT** TaxCore Taxpayer Portal

Overview – Image of the footer of the developer portal page

Resources

To access the Resources section, click on **Resources** on the homepage.

[Dashboard](#) [Developer Portal](#) [Administration](#) [Invoices](#) [Local Audit](#) [Web Invoicing](#) [Logoff](#)

Developer Portal

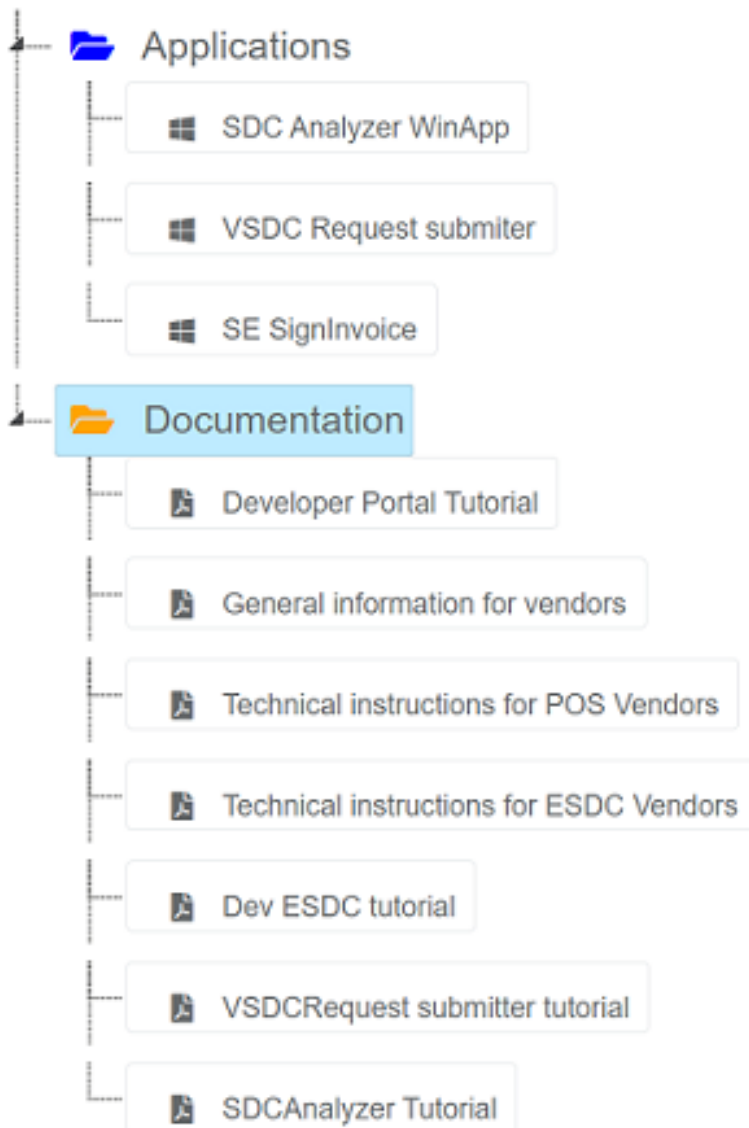
[Overview](#) / [Resources](#) / [Dev ESDC](#) / [My Accreditations](#)

On the Resources page, you can find links for applications ([SDC Analyzer Win App](#) and [VSDC Request submitter](#)) and documentation to assist your development and testing process.

All documentation links will take to the most up-to-date user documentation published through the Help Viewer. You can also use the Help Viewer to search for any other useful information.

Welcome to Resources Page

Here you can find all available resources to help you with accreditation



Resources per vendor type

1.

[POS Developers Apps](#)

This section describes the Developer Portal applications which are used by POS developers.

2.

[ESDC Developers Apps](#)

This section describes the Developer Portal applications which are used by E-SDC developers.

POS Developers Apps

This section describes the Developer Portal applications which are used by POS developers.

1.
[Dev ESDC](#)
Development ESDC is a software version of ESDC and it is used by POS developers. Dev-ESDC is built according to the latest technical specification for ESDC devices and is used to develop, test and accredit invoicing solutions.
2.
[VSDC Request submitter](#)
VSDC Request submitter is a basic V-SDC signing app, created with the intention of helping POS developers to integrate with the VMS system.

Dev-ESDC

Development ESDC is a software version of ESDC and it is used by POS developers. Dev-ESDC is built according to the latest technical specification for ESDC devices and is used to develop, test and accredit invoicing solutions.

It simulates the operation of an ESDC on a local network in the production environment, so vendors can upgrade their applications or devices without obtaining any physical device or smart card.

Development ESDC is also used during the accreditation process to check whether an invoicing system is functional.

Accessing and using Dev-ESDC

1. When you open the Dev-ESDC page you will see the list of all of your ESDC instances, depending on how many Developer certificates you were issued. Your secure access contains URL, along with a token (as a part of the URL), UID of your developer certificate and PIN of your admin/developer card:

Your personal Development ESDC instances.

NOTE: Five invalid PIN inputs will lock card.

List of ESDC Instances

Token	URL	PIN	UID	Card Inserted	PIN Counter	Date Activated	Action
6e136339-27a1-4366-a260-ccaa5cca9383	http://devesdc.ft1.test.taxcore.dti.rs/6e136339-27a1-4366-a260-ccaa5cca9383/api	7478	KE27S68E	☐	0	31/07/2020 01:20:35	Insert Card Remove Card Reset Pin Counter

2.

To start using to one of the ESDC instances, click on the button **Insert Card**

3.

Card status will change, and the ticked checkbox will show this change:

List of ESDC Instances

Token	URL	PIN	UID	Card Inserted	PIN Counter	Date Activated	Action
6e136339-27a1-4366-a260-ccaa5cca9383	http://devesdc.ft1.test.taxcore.dti.rs/6e136339-27a1-4366-a260-ccaa5cca9383/api	7478	KE27S68E	☒	0	31/07/2020 01:20:35	Insert Card Remove Card Reset Pin Counter

4. Copy the URL into Postman, Swagger or your POS, followed by the command for verifying PIN, for example:

<http://devesdc.ft1.test.taxcore.dti.rs/6e136339-27a1-4366-a260-ccaa5cca9383/api/v3/pin>

5.

After you verify your PIN, you can continue with the testing by calling other [commands from Technical Instructions for POS Developers](#)

6.

If you accidentally input a wrong PIN more than 5 times, your ESDC instance will get blocked. This also simulates real smart card behavior, in case you wish to implement support for this case. To verify the number of incorrect PIN inputs, check the PIN counter

List of ESDC Instances

Token	URL	PIN	UID	Card Inserted	PIN Counter	Date Activated	Action
6e136339-27a1-4366-a260-ccaa5cca9383	http://devesdc.ft1.test.taxcore.dti.rs/6e136339-27a1-4366-a260-ccaa5cca9383/api	7478	KE27S68E	☒	0	31/07/2020 01:20:35	Insert Card Remove Card Reset Pin Counter

7.

To reset the PIN counter for your card, click on the button **Reset PIN Counter**

8.

To simulate the behavior of smart card removal, click the button **Remove Card**

VSDC Request submitter

VSDC Request submitter is a basic V-SDC signing app, created with the intention of helping POS developers to integrate with the VMS system.

This mini-app is used to send an invoice request in order to get a signature from the V-SDC system.

To use it, you need to install all the certificates from the registration approval email that you received from VMS.

Accessing VSDC Request submitter

To access the VSDC Request submitter, do the following:

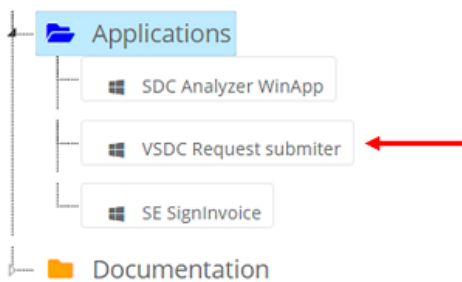
1. click on **Resources**.
2. Double-click on **Applications**.
3. VSDC Request submitter will appear in the drop-down menu.

Developer Portal

Overview / Resources / Dev ESDC / My Accreditations

Welcome to Resources Page

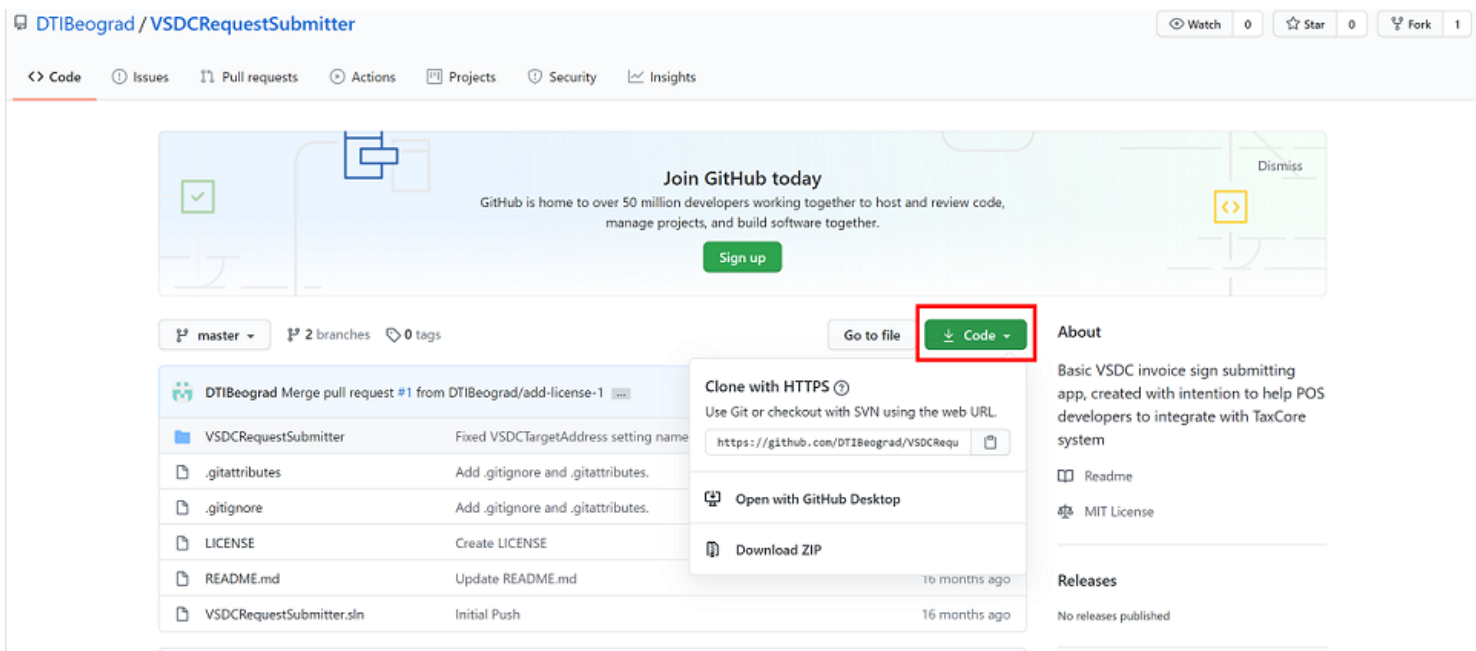
Here you can find all available resources to help you with accreditation



Using VSDC Request submitter

When you click on **VSDC Request submitter** in **Resources** menu, a GitHub page will open.

When the new page opens, you can download or copy the code by clicking on **Code**.



To submit a request, you will need to replace the values for *VSDC Target Address* and *PFX certificate name* and to enter the PAC for authenticating your certificate.

VSDC Request Submitter

VSDC Target Address

REPLACE WITH VSDC URL

Certificate Name (Subject CN):

REPLACE WITH POS PFX Certificate Name (Subject CN)

Request:

```
{
  "DateAndTimeOfIssue": null,
  "Cashier": null,
  "BuyerId": null,
  "BuyerCostCenterId": null,
  "Invoice Type": 0,
  "Transaction Type": 0,
  "Payment": [
    {
      "Amount": 1000.0,
      "Payment Type": 1
    }
  ],
  "InvoiceNumber": null
}
```

Accept-Language

default

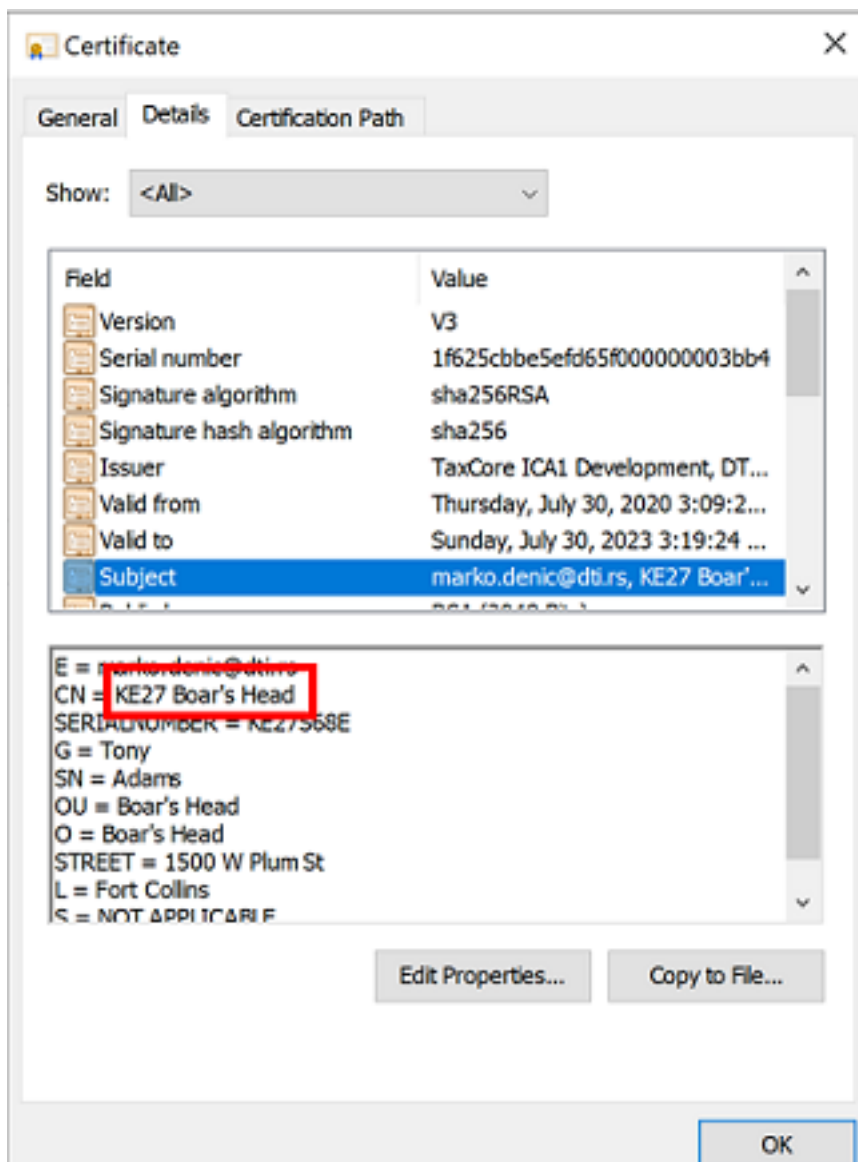
PAC:

REPLACE WITH PAC

RequestId:

Submit

- For VSDC Target Address use: <https://vsvc.vms.frcs.org.fj/>
- You can find the certificate PAC in the [registration](#) approval email that you received from VMS
- PFX certificate name can be seen in the Subject section of the PFX certificate



NOTE:

To avoid the constant setting of the VSDC server address and PFX certificate name from the app interface, you can set them by editing the *app.config* file.

You can also optionally send a RequestId and choose a language for your invoice request.

The screenshot shows a web application window titled "VSDC Request Submitter". It contains several input fields and a submit button. The "VSDC Target Address" field is populated with "https://vsdc.sandbox.taxcore.online/". The "Certificate Name (Subject CN):" field is populated with "KE27 Boar's Head". The "Request:" field contains a JSON object:

```
{  "DateAndTimeOfIssue": null,  "Cashier": null,  "BuyerId": null,  "BuyerCostCenterId": null,  "InvoiceType": 0,  "TransactionType": 0,  "Payment": [    {      "Amount": 1000.0,      "PaymentType": 1    }  ],  "InvoiceNumber": null.
```

 To the right of the JSON field is a dropdown menu labeled "Accept-Language" with "en-US" selected. At the bottom, there are two input fields: "PAC:" with the value "123456" and "RequestId:" with the value "41214234". A "Submit" button is located to the right of the "RequestId" field.

VSDC Request Submitter

VSDC Target Address

https://vsdc.sandbox.taxcore.online/

Certificate Name (Subject CN):

KE27 Boar's Head

Request:

```
{  "DateAndTimeOfIssue": null,  "Cashier": null,  "BuyerId": null,  "BuyerCostCenterId": null,  "InvoiceType": 0,  "TransactionType": 0,  "Payment": [    {      "Amount": 1000.0,      "PaymentType": 1    }  ],  "InvoiceNumber": null.
```

Accept-Language

en-US

PAC:

123456

RequestId:

41214234

Submit

NOTE:

For detailed instructions and examples for submitting invoice requests, see [Create Invoice](#).

You can find the results on the link provided in the Message Box.

ESDC Developers Apps

This section describes the Developer Portal applications which are used by E-SDC developers.

1. [SE SignInvoice](#)
SE SignInvoice is an app used by E-SDC developers to test sending [APDU commands](#) to smart card secure elements.
2. [SDC Analyzer Win App](#)
SDC Analyzer Win App is an accreditation software that is a part of the accreditation process for E-SDC devices or applications.

SE SignInvoice

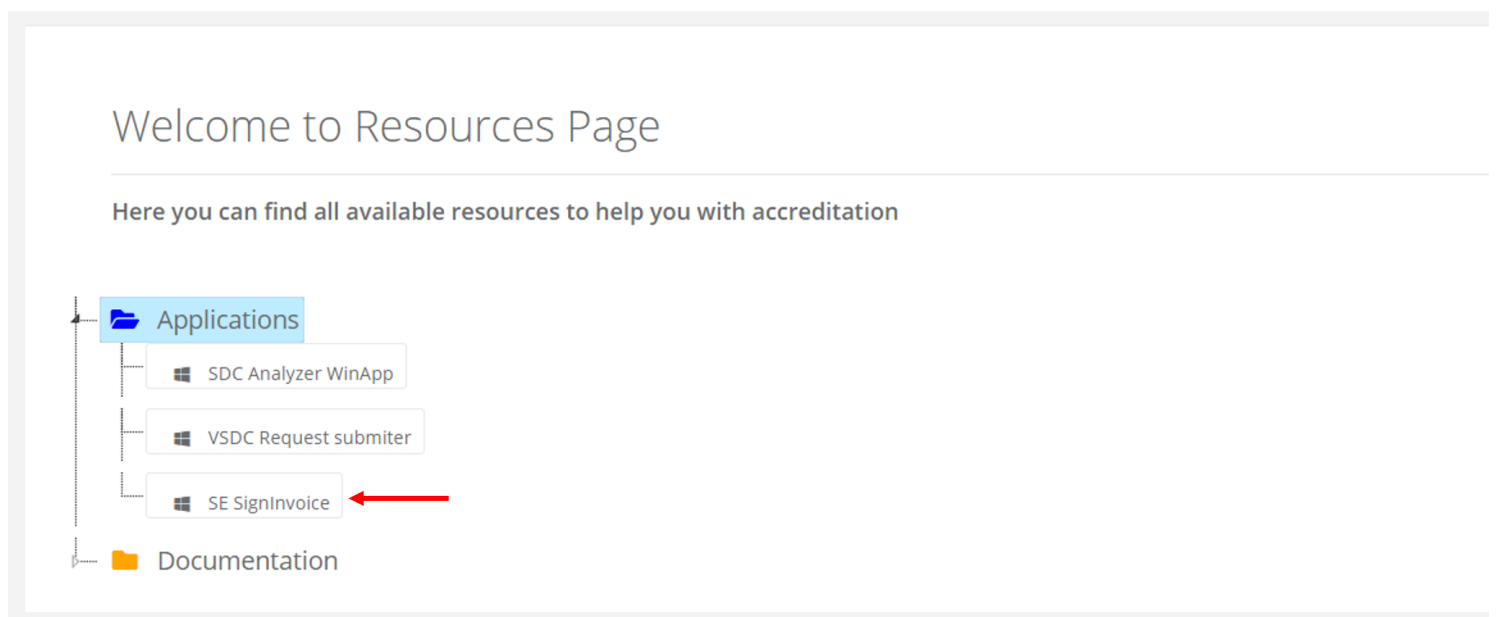
SE SignInvoice is an app used by E-SDC developers to test sending [APDU commands](#) to smart card secure elements.

To use it, you need to install all the certificates from the registration approval email that you received from VMS.

Accessing SE SignInvoice

To access the SE SignInvoice, do the following:

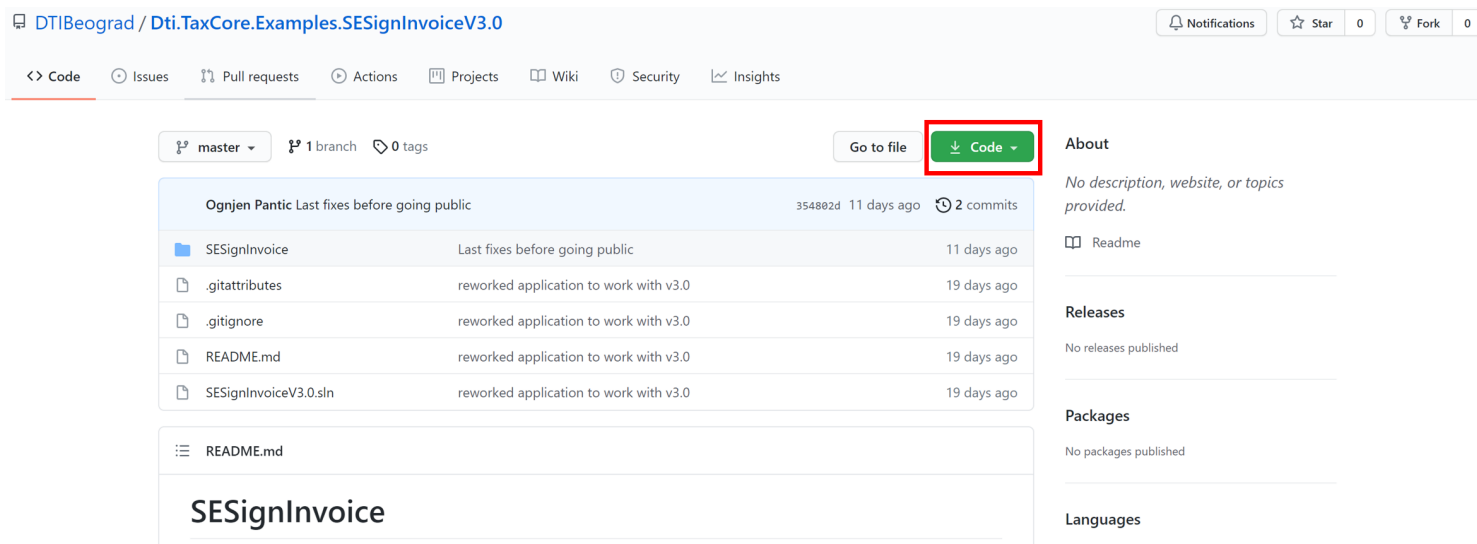
1.
Click on **Resources**.
2.
Double-click on **Applications**.
3.
SE SignInvoice will appear in the drop-down menu.



Using SE SignInvoice

When you click on **SE SignInvoice** in **Resources** menu, a GitHub page will open.

When the new page opens, you can download or copy the code by clicking on **Code**.



Prerequisites for using the app

- Operational smart card reader
- Initialized smart card with a TaxCore Secure Element Applet

NOTE:

Make sure only one smart card reader is connected to the system

Using SE SignInvoice

When you start using the app, you need to set smart card PIN of initialized smart card in the application Settings.

Application settings allow you to store and retrieve property settings and other information the next time it runs. [Learn more about application settings...](#)

	Name	Type	Scope	Value
	PIN	int	Application	2021
*				

After that, you can execute the offered test methods.

```

[TestClass]
public class ESDCFixture
{
    [TestMethod]
    public void SignInvoice()
    {
        #region Data used to create Invoice Request...

        #region Prepare Sign Invoice request...

        #region Send Pin Verify Command...

        #region Send Sign Invoice command...
    }
}

```

SDC Analyzer Win App

SDC Analyzer Win App is an accreditation software that is a part of the accreditation process for E-SDC devices or applications.

SDC Analyzer Win App can be downloaded from the Developer Portal. It issues a set of different requests to an E-SDC during the accreditation process. These requests are used to test if the E-SDC's functionality is compliant with the published technical specification.

Prerequisites

Before you start using SDC Analyzer Win App, make you that you request and receive an additional smart card certificate(s). For detailed instructions on how to request additional certificates, see [Developer Locations](#).

You also have to implement the [Get Status](#) command before using the app.

Accessing SDC Analyzer Win App

To access the SDC Analyzer Win App, do the following:

1. Click on **Resources**.
2. Double-click on **Applications**.
3. **SDC Analyzer Win App** will appear in the drop-down menu.

NOTE:

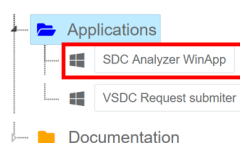
The application is automatically updated in the background.

Developer Portal

Overview / Resources / Dev ESDC / My Accreditations

Welcome to Resources Page

Here you can find all available resources to help you with accreditation

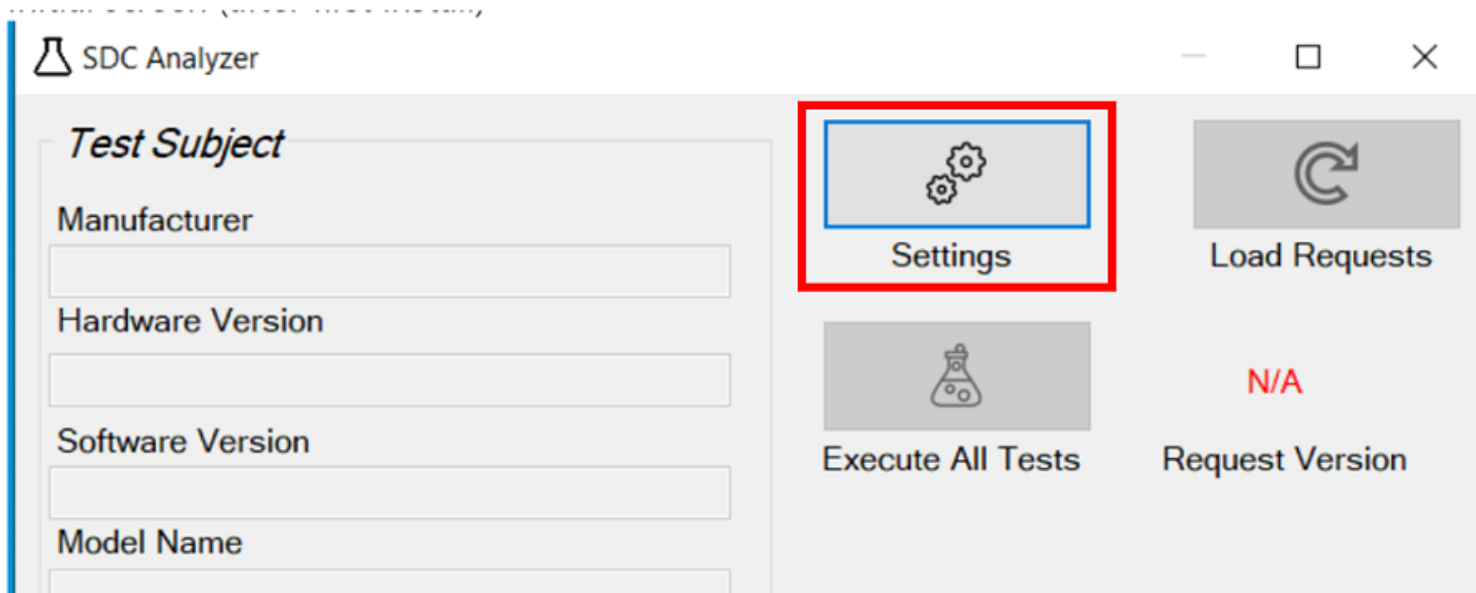


Using SDC Analyzer Win App

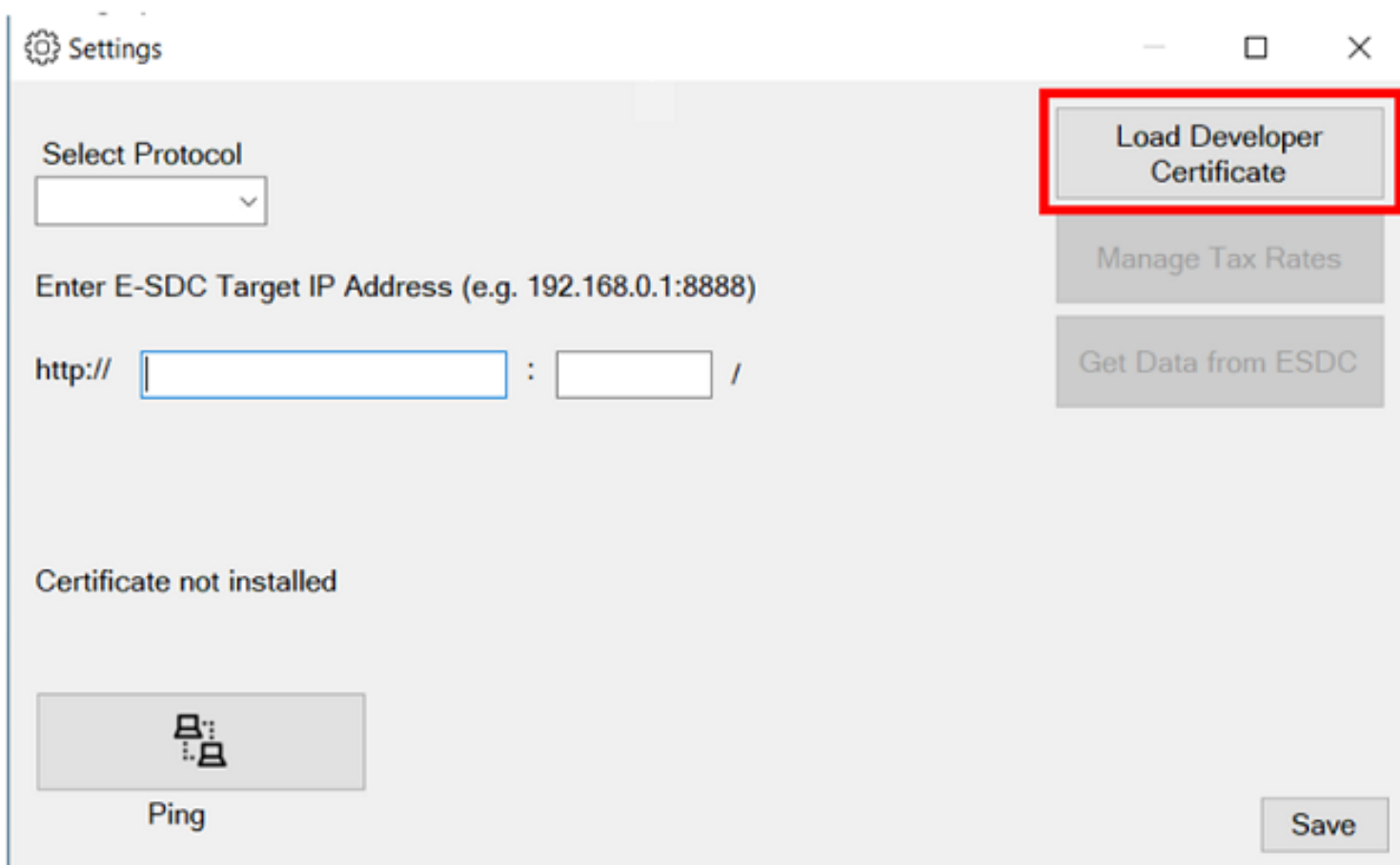
When you click on the app on **Resources** page, it will be automatically downloaded to your device. When you finish the quick installation process, you can run the app.



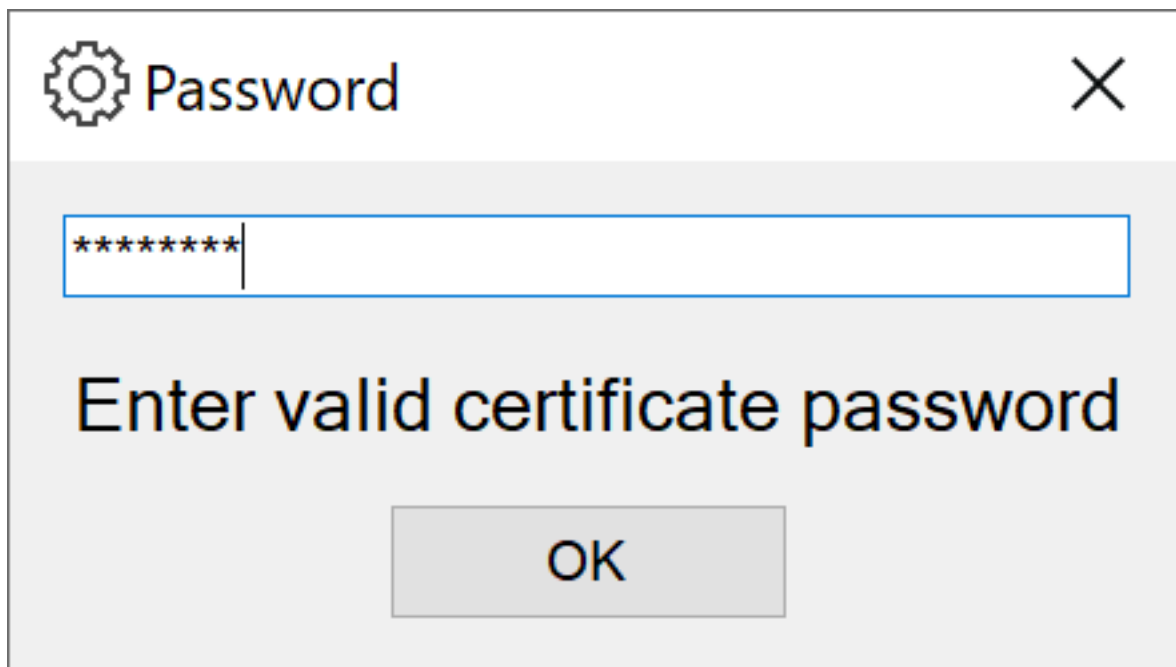
If you are using the app for the first time, or if you testing a new product, click on **Settings** to perform a short configuration.



In the new window, select **Load Developer Certificate** to load the PFX certificate that you received in the registration approval email (before that you need to download it to your computer or local storage).

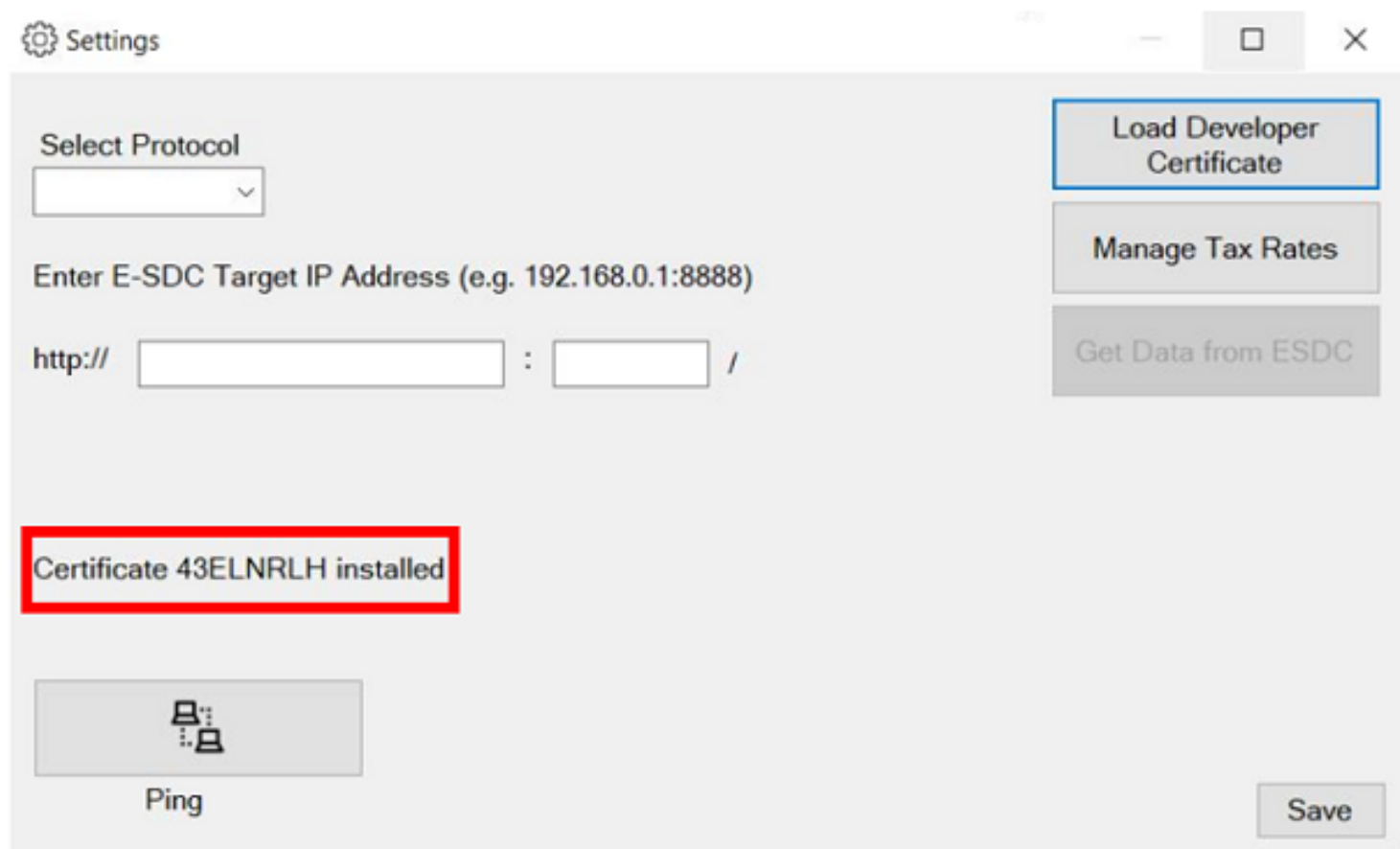


When you select the PFX certificate, a new window will open where you need to provide the certificate password - you received the password from the same email as the PFX certificate.



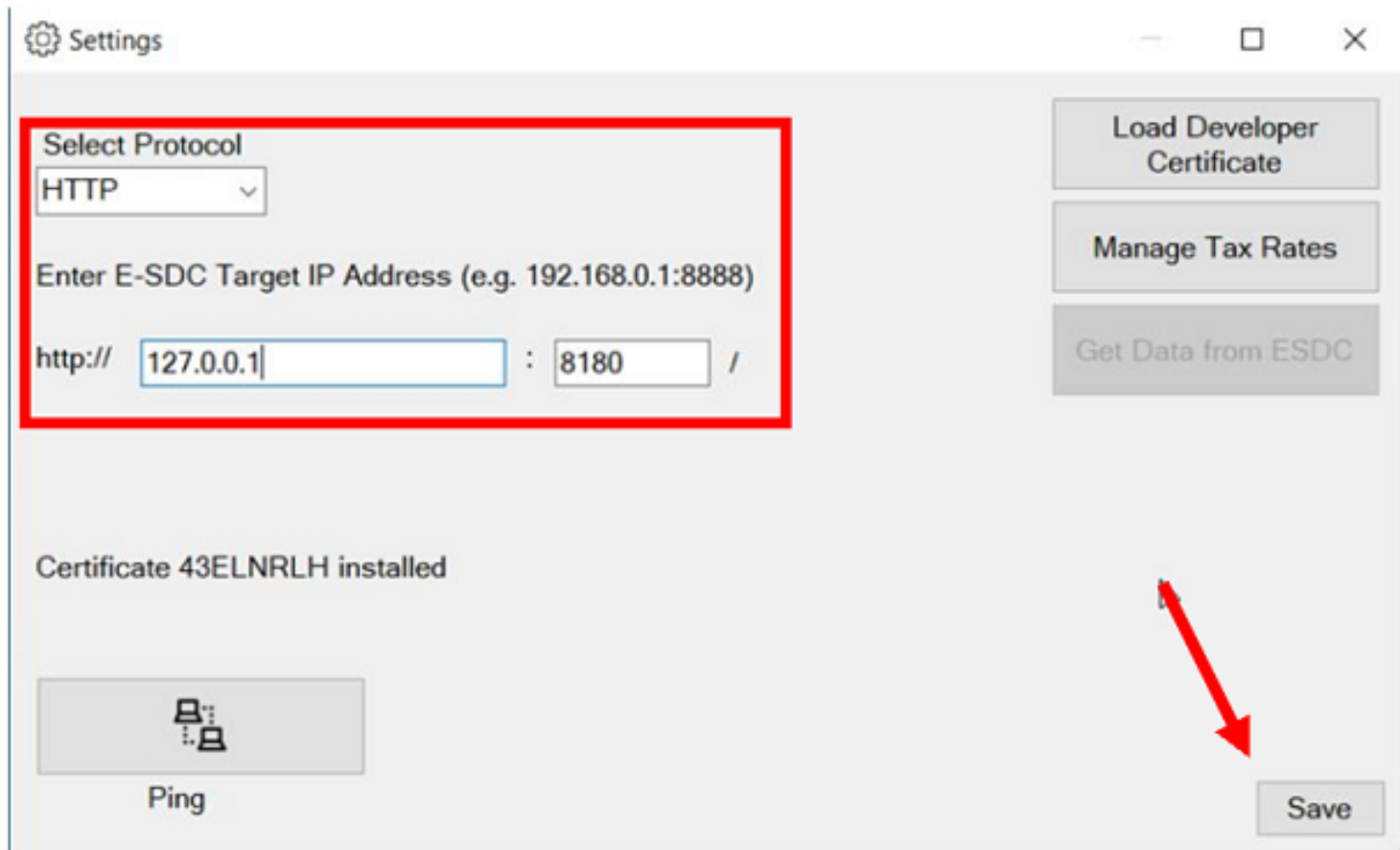
A dialog box titled "Password" with a gear icon on the left and a close button (X) on the right. It contains a password input field with "*****" and a cursor. Below the field is the text "Enter valid certificate password" and an "OK" button.

If everything is ok, you will see the message that the PFX certificate is installed.

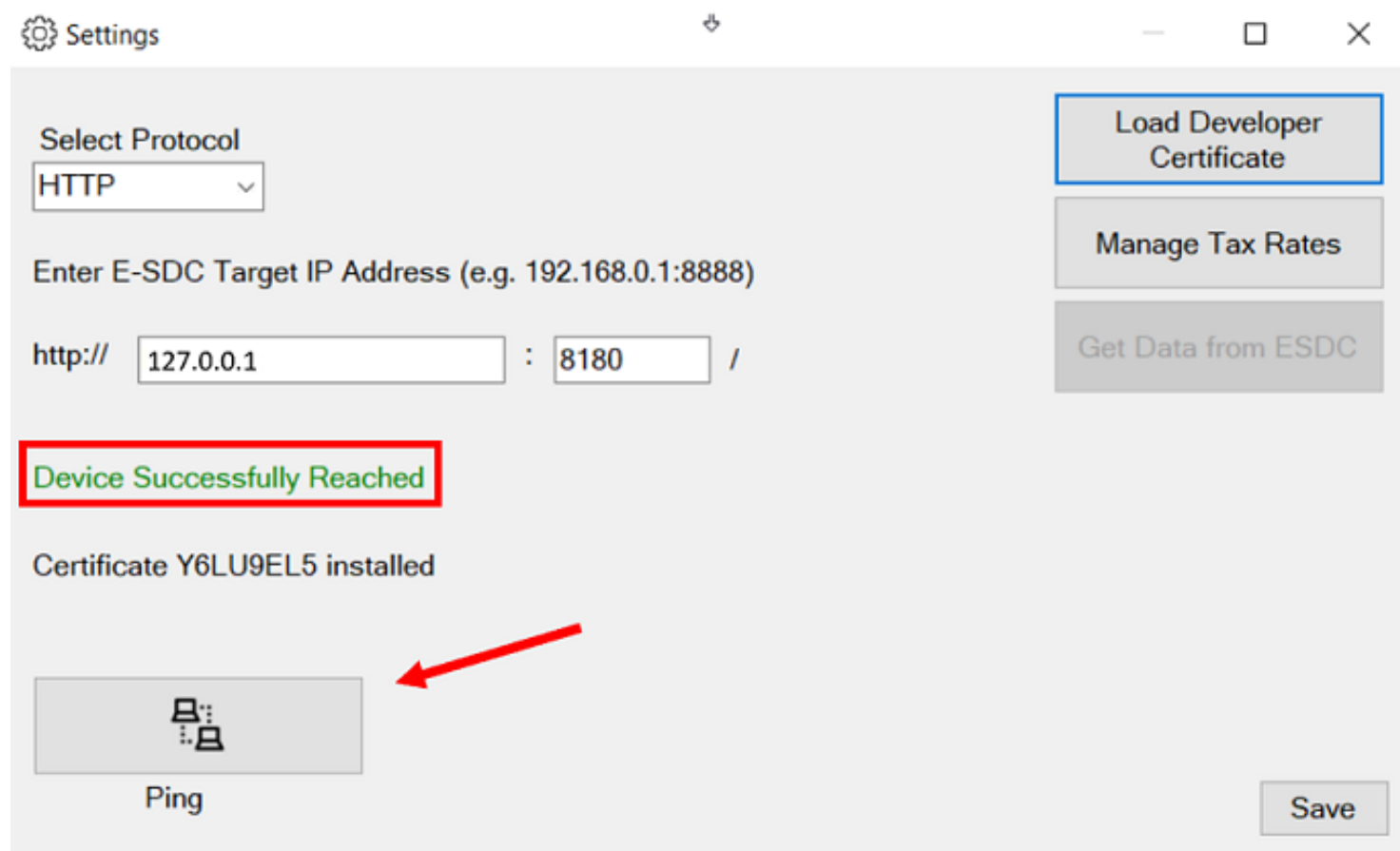


A "Settings" window with a gear icon and window controls. It features a "Select Protocol" dropdown, a label "Enter E-SDC Target IP Address (e.g. 192.168.0.1:8888)", and a URL input field starting with "http://". On the right are buttons for "Load Developer Certificate", "Manage Tax Rates", and "Get Data from ESDC". At the bottom left is a "Ping" button with a server icon. At the bottom right is a "Save" button. A red box highlights the message "Certificate 43ELNRLH installed".

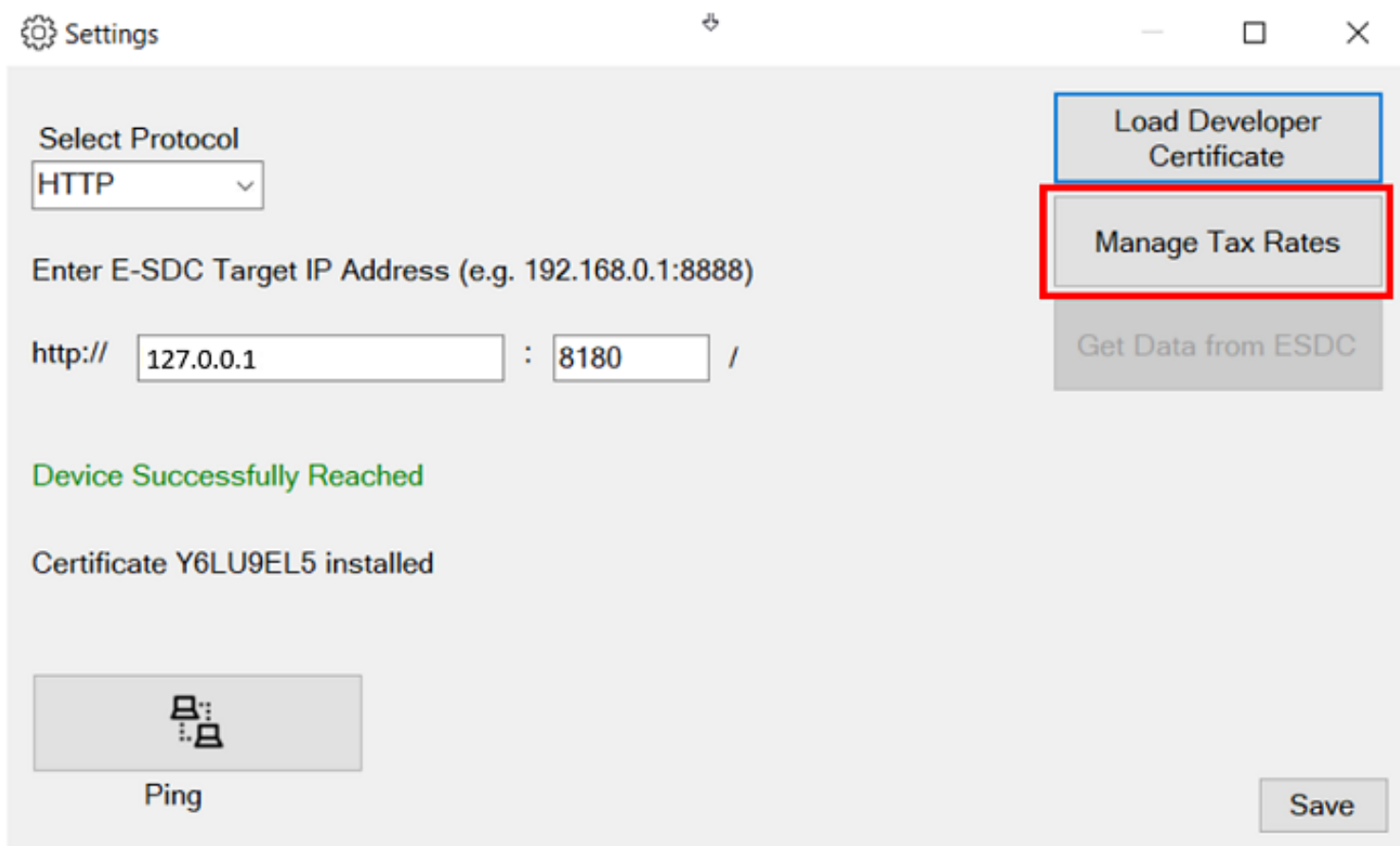
After you finish loading the certificate, you need to enter the target address of the E-SDC which you are testing and click **Save**.



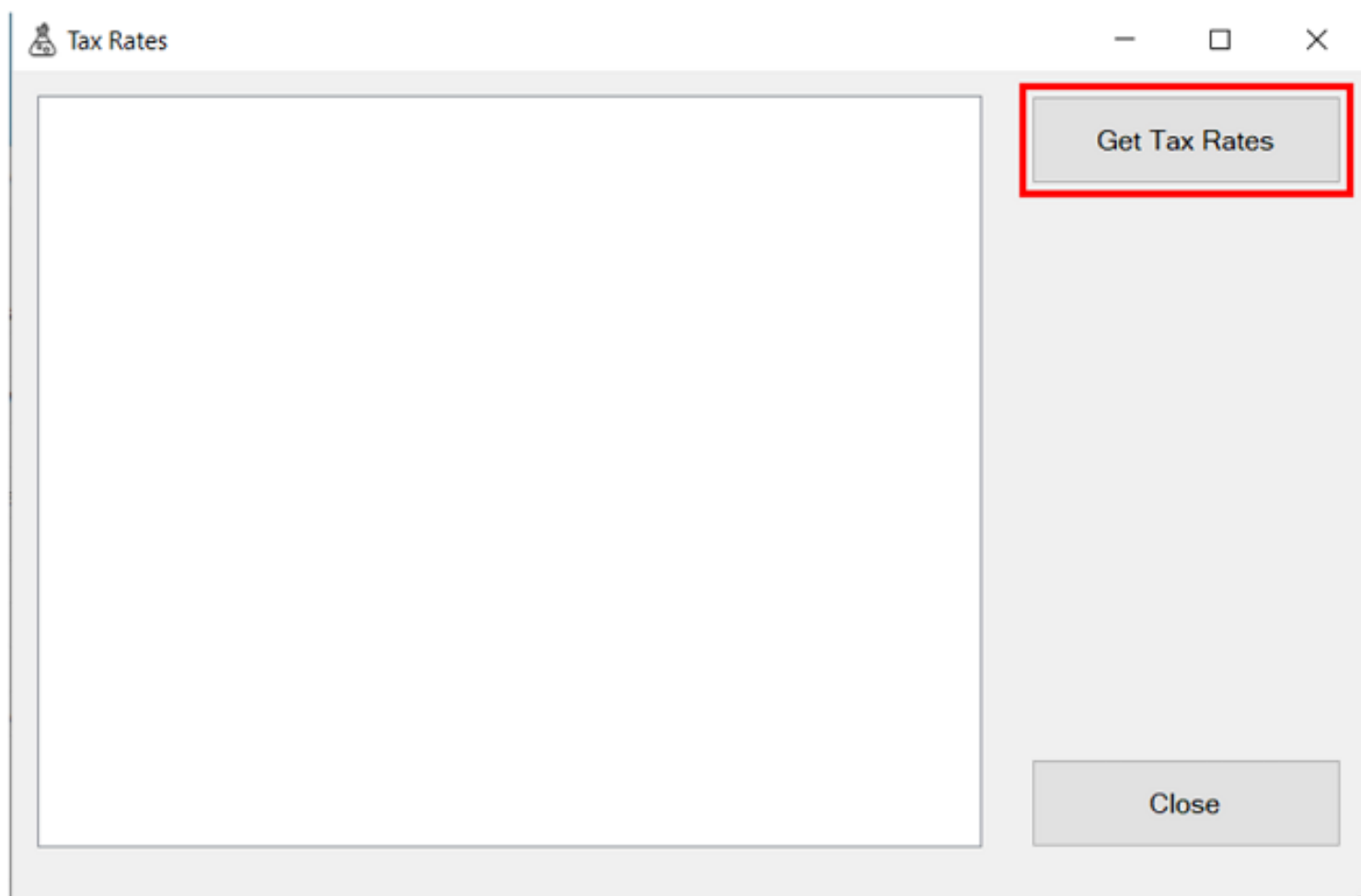
You can use the **Ping** option to confirm that the connection with your E-SDC has been established.



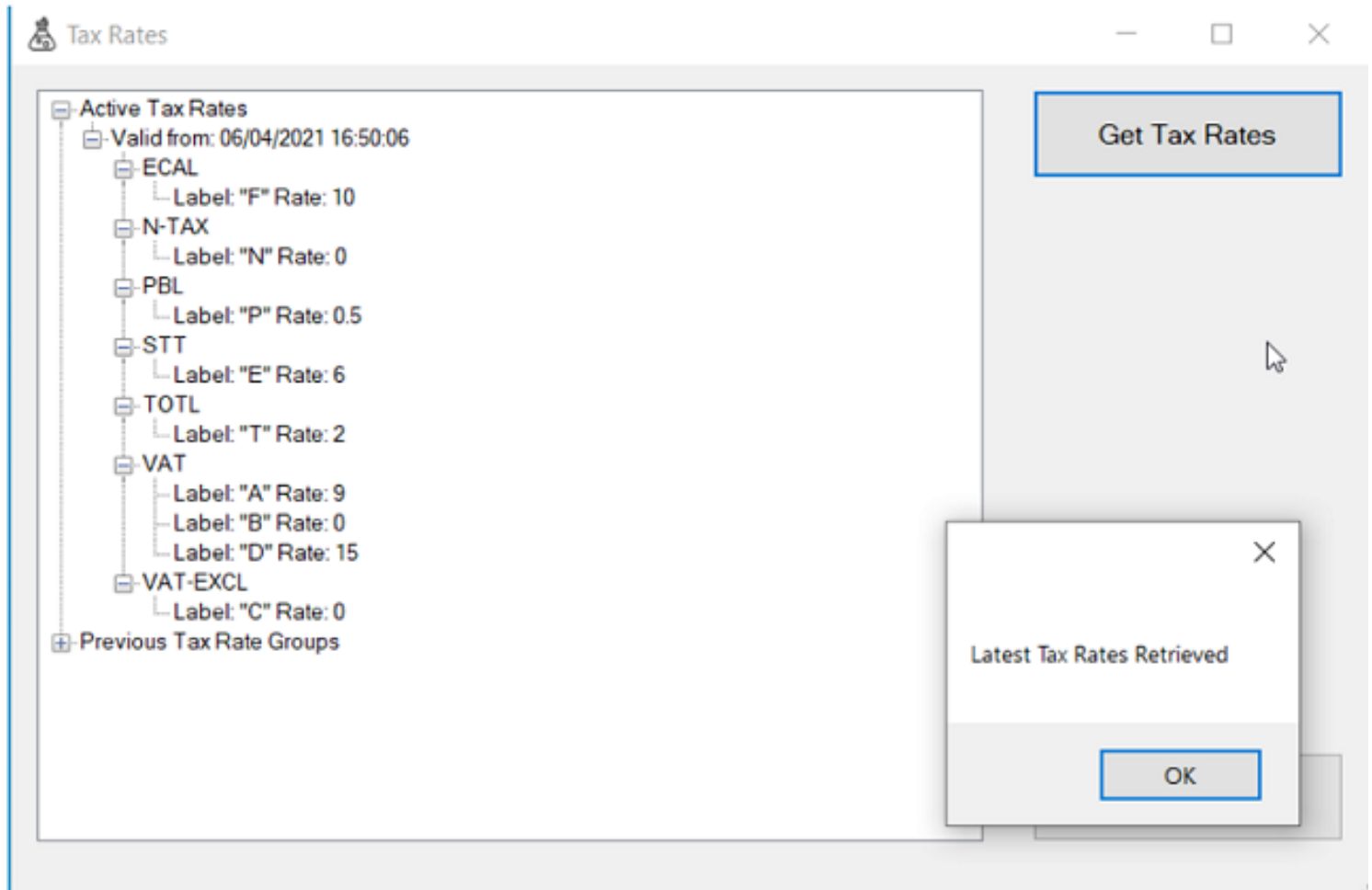
To get all active tax rates for the Sandbox environment, click **Manage Tax Rates**.



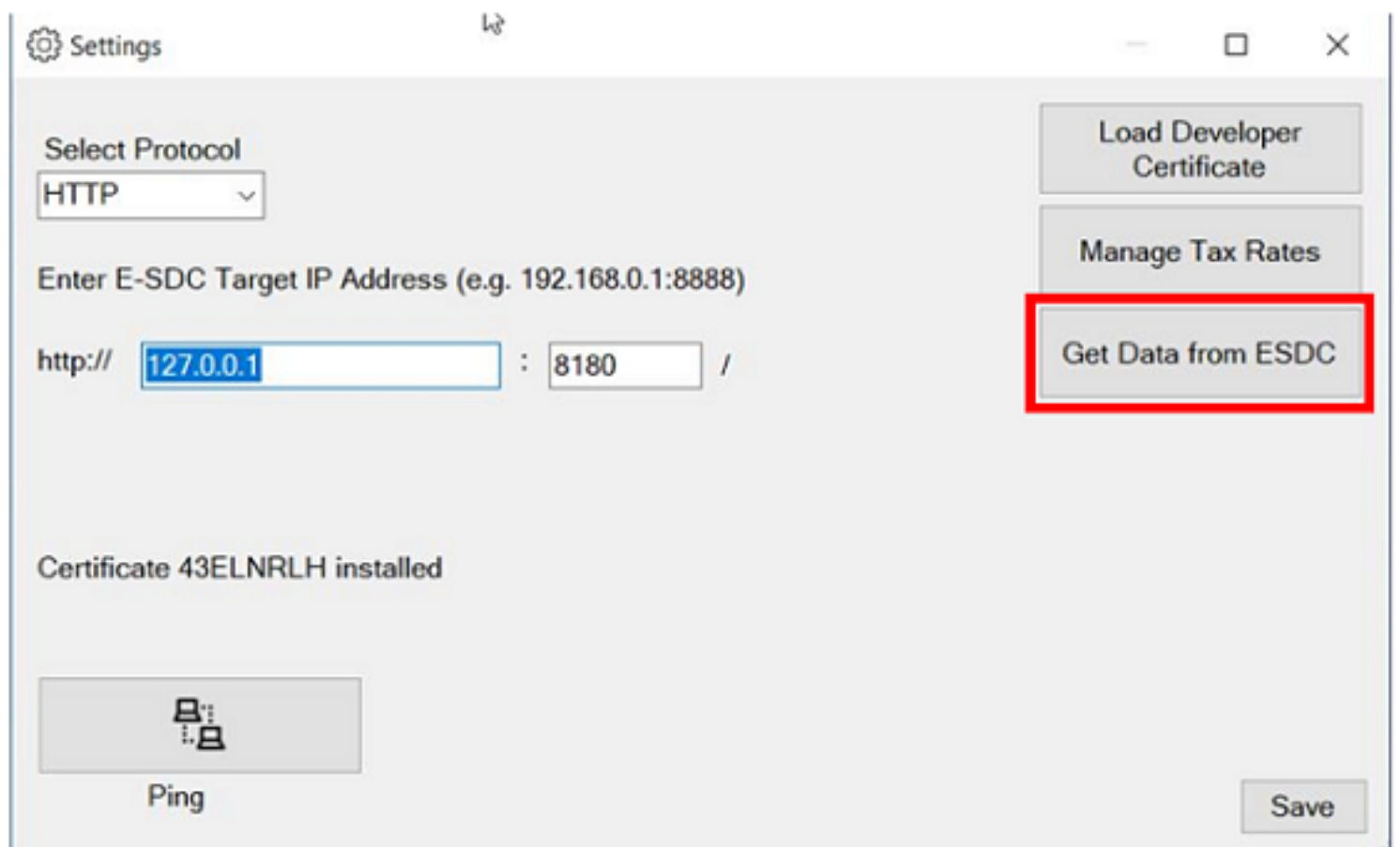
A new window will appear - click **Get Tax Rates** to load all active tax rates.



All active tax rates for the Sandbox environment will load.



To complete settings, in the Settings menu, click on **Get Data from ESDC** to update Test Subject data on the main window.



When you return to the main window, you will see that all the fields about the Test Subject have been filled

NOTE:
The information displayed in the fields must be the as the information that will be displayed on the tax authority's website if your E-SDC is accredited.

The information displayed in the fields must be the as the information that will be displayed on the tax authority's website if your E-SDC is accredited.

Before you start any testing, always click **Load Requests** to get the latest version of the requests.

Before you start any testing, always click **Load Requests** to get the latest version of the requests.

Test Subject

Manufacturer
Boar's Head

E-SDC Hardware Version
10575AEF4DF3173479130D2ED59326B2

E-SDC Software Version
2.0.63.19

MRC (manufacturers specific code)
01-2063-a018ed3399d841db880523963b4

Device Name
██████████

Tester Name
DESKTOP-C7QCOVC\Marko


Settings


Load Requests


Execute All Tests


Execute Selected Tests

1.0.1.1

Request Version

Execute All Tests

If you want to run all the tests on your product, select **Execute All Tests**.

Test Subject

Manufacturer

Boar's Head

E-SDC Hardware Version

10575AEF4DF3173479130D2ED59326B2

E-SDC Software Version

2.0.63.19

MRC (manufacturers specific code)

01-2063-a018ed3399d841db880523963b4

Device Name

[REDACTED]

Tester Name

DESKTOP-C7QCOVC\Marko



Settings



Load Requests



Execute All Tests

1.0.1.1

Request Version



Execute Selected Tests

A new window will appear, with initial guidance of all the necessary steps for performing a complete test. Make sure you read it and click **Next**.

Summary

Welcome to Accreditation Tests wizard

In Order to complete Accreditation tests you will need finish (28) steps.

Step 1: Check if you are connected to device, if not set up connection in settings, before executing tests

Step 2: Insert Card to execute initialization tests

Step 3: Insert invalid pin to execute invalid pin tests

Step 4: Insert valid pin to execute remaining tests

After completing all tests, you can preview your results on Taxpayer admin portal

Next

Cancel

If you have finished with the configuration settings and plugged in your smart card reader with your smart card inside, you can click on **Ping Device** to connect with the E-SDC.

NOTE:

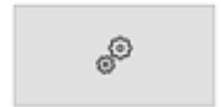
There are 28 steps to complete in order to execute all tests. Before executing each step, you must tick the checkboxes to verify that you set up the required conditions for that step. Make sure you read and follow the instructions before executing each step.

Only when you do that, the **Execute** button will become active.

Step 1: Card out

Please make sure that device is connected. Before executing tests

- ☒ Please verify that card is not inserted into card reader
- ☒ Please verify that SDC is not initialized



Settings



Ping Device

Execute

If you need greater clarification please visit [Help page.](#)

Next

Cancel

Click **Execute** to run the tests from that step. After you click **Execute**, the **Next** button will become active and you can proceed to the next step.

Step 1: Card out

Please make sure that device is connected. Before executing tests

Device Successfully Reached

- ☒ Please verify that card is not inserted into card reader
- ☒ Please verify that SDC is not initialized



Settings



Ping Device

Execute

If you need greater clarification please visit [Help page.](#)

Next

Cancel

When you complete all 28 steps, click **Finish**.

← 🔥 Accreditation Tests

Step 28: Visual Notification Asserts

These tests are designed to test Visual notifications of SDC.

- ☒ Please verify that card is inserted into card reader
- ☒ Please verify that SDC is initialized

Execute

If you need greater clarification please visit [Help page](#).

Finish

Cancel

A message will appear to log in to the Taxpayer Administration Portal (Developer Portal is [accessed through Taxpayer Administration Portal](#)) to review the results.

Success

×

Please login on:

[Taxpayer Admin Portal](#)

to review your test results.

OK

Execute Selected Tests

You can also use the **Execute Selected Tests** option on the main window.

Test Subject

Manufacturer

King Deli

E-SDC Hardware Version

10575AEF4DF3173479130D2ED59326B2

E-SDC Software Version

2.0.63.19

MRC (manufacturers specific code)

01-2063-a018ed3399d841db880523963b4

Device Name

[REDACTED]

Tester Name

DESKTOP-C7QCOVC\Marko



Settings



Load Requests



Execute All Tests

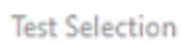
1.0.1.1

Request Version



Execute Selected Tests

A new window will open the list of all tests. All the tests are automatically selected for execution. If you don't *unselect* any of them, this option works the same as **Execute All Tests**.

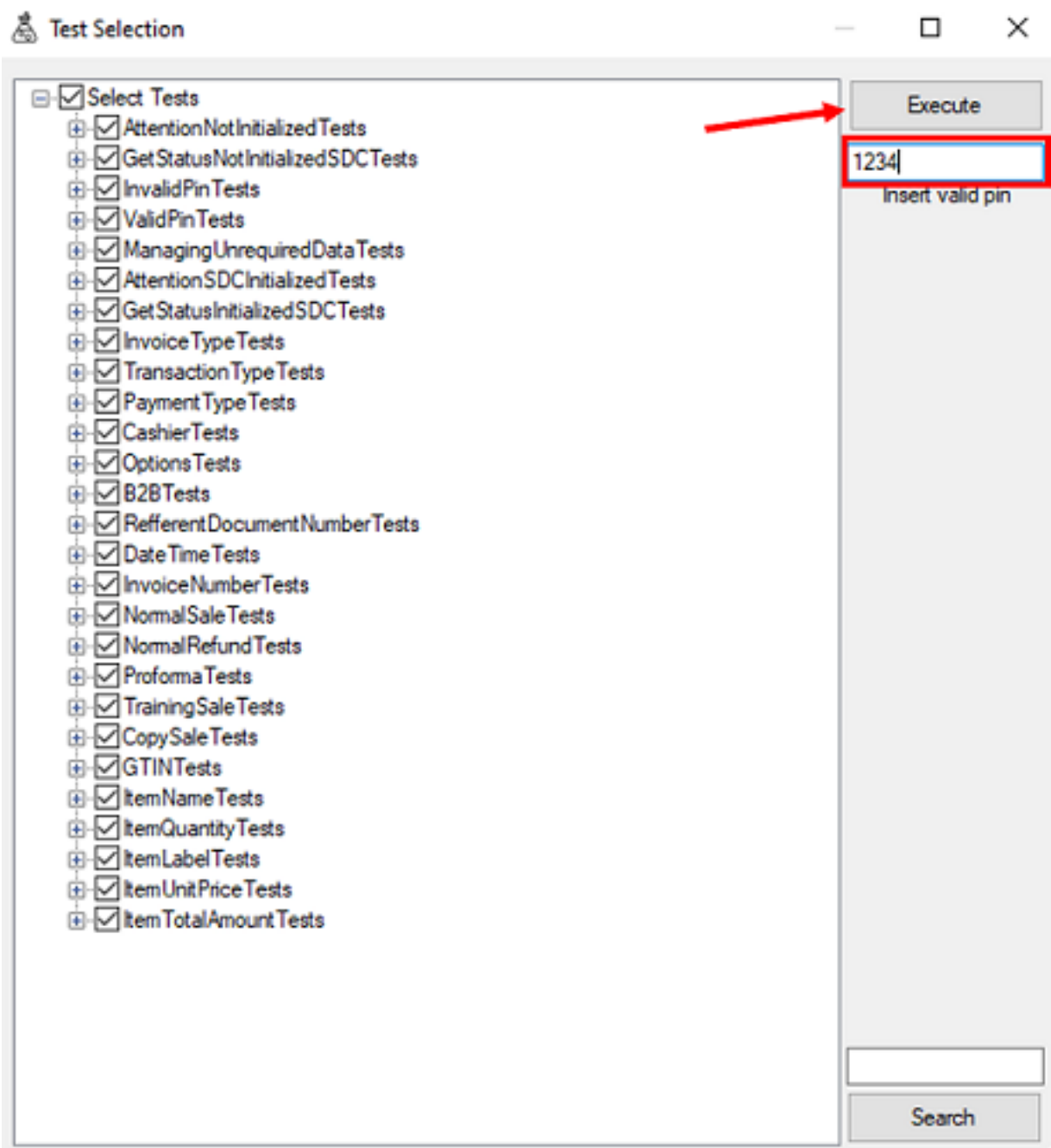


Insert valid pin

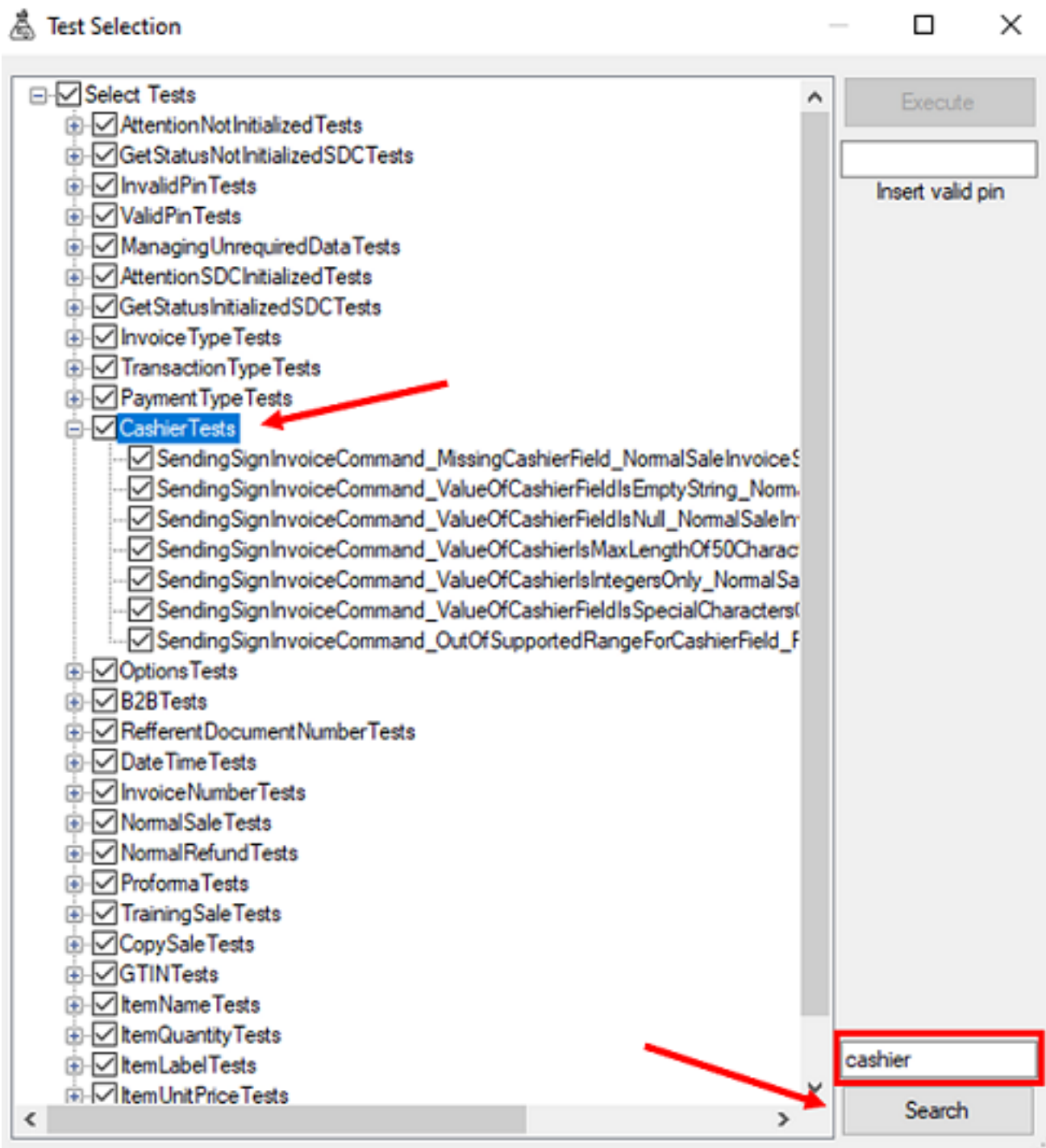
Search

NOTE:

You can also provide an invalid PIN to test that scenario.



If you need to find a specific test that you wish to *unselect* (exclude from the testing), you can use the search bar.



When you click **Execute** and start the testing process, you track its progress via the progress bar which will appear on the main window.

Test Subject

Manufacturer
King Deli

E-SDC Hardware Version
10575AEF4DF3173479130D2ED59326B2

E-SDC Software Version
2.0.63.19

MRC (manufacturers specific code)
01-2063-a018ed3399d841db880523963b4

Device Name
Marko

Tester Name
DESKTOP-C7QCOVC\Marko


Settings


Load Requests


Execute All Tests

1.0.1.1

Request Version

Working...

2:03 PM


Execute Selected Tests

When the testing is finished, you will see a notification window asking you to log into your profile on the Developer Portal to review the results.

NOTE:
Don't be confused by the mention of the Taxpayer Administration Portal in the message. The Developer Portal is accessed via the Taxpayer Administration Portal on the sandbox environment.

 Success

Please login on:

[Taxpayer Admin Portal](#)

to review your test results.

OK

Review testing results

When the testing process is over, you can review the results through your Developer Portal profile, in section [My Accreditations](#).

The screenshot displays the 'Technical Part' of a test results page. On the left, a list of test categories is shown, with 'SDC Analyzer Results' highlighted in green. On the right, a table lists test results for various attempts. The table has columns for 'Created On', 'Passed', and 'Failed'.

Created On	Passed	Failed
13/08/2020 11:12:23	827	3
13/08/2020 16:59:26	827	3
13/08/2020 10:49:38	79	751
01/07/2020 21:58:26	829	1
30/06/2020 11:42:14	829	1
15/06/2020 11:09:12	829	1
11/05/2020 16:45:05	829	1

Click on any test from the list for a more detailed display of results.

Developer locations

Developer locations section enables you to:

- Create a new company location
- Request additional certificates

Accessing Developer locations

To access this section click on **Developer locations**

The screenshot shows the 'Developer Portal' interface. The 'Administration' menu is open, and 'Developer locations' is selected. The main content area displays a welcome message and a link to 'Developer locations' for requesting additional certificates. Below this, there are two sections: 'New developers' and 'Existing developers', each with a list of steps for accreditation.

Welcome to TaxCore Developer Portal
Home to POS and SDC Accreditation.

To request additional developer certificates visit **Developer locations**

New developers

As POS Developer

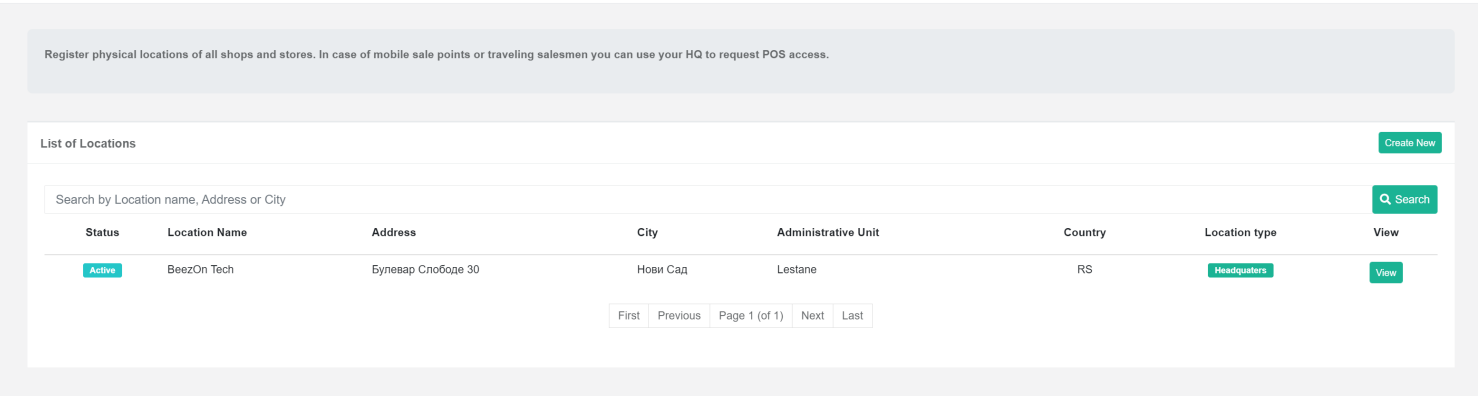
- Start Accreditation process by:
 - Submitting POS Self-Assessment checklist.
 - Submitting POS Samples.

Existing developers

As POS Developer

- Start Reaccreditation process by:
 - Submitting new POS Self-Assessment checklist.
 - Submitting new POS Samples.

A new page will open with a list of all your current locations.



Developer location activities

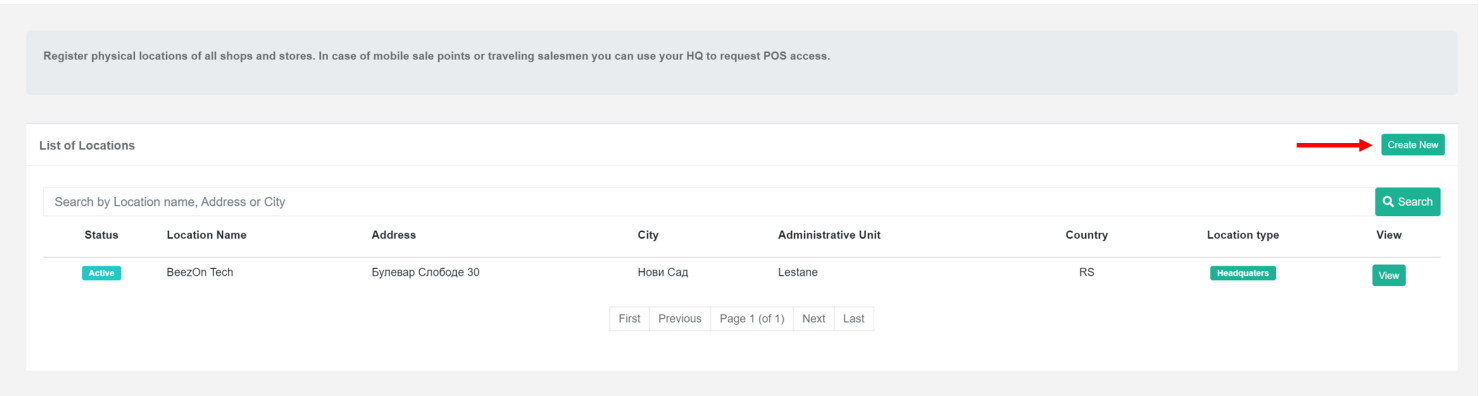
- [Creating a new company location](#)
In case a company has branch offices in different locations, you can create and manage new locations.
- [Requesting additional certificates](#)
You can request additional Developer certificates or additional POS access certificates (smart cards or PFX files):

Creating a new company location

In case a company has branch offices in different locations, you can create and manage new locations.

How to create a new company location

- Click **Create New** to create a new location.



Creating a new company location – Image of the administration page

- Provide the new location details (name, address, city, province, and country) and click **Create**.

Create location

Dashboard / Business locations / Create location

Location details

Location Name

Mo Jeaux's Bar

Address

820 City Park Ave

City

Fort Collins

Province

--Province--

Country

United States of America

Create

Cancel

Creating a new company location – Image of the create location section

3. Your list of locations will be updated, showing the new location (with the location type *Branch Office*).

Administration

List / Locations / Search Results

Register physical locations of all shops and stores. In case of mobile sale points or traveling salesmen you can use your HQ to request POS access.

List of Locations

Create New

Search by Location name, Address or City

Search

Status	Location Name	Address	City	Administrative Unit	Country	Location type	View
Registered	BeezOn Shop	1500 E Solomon Ave.	Littlewood	Lestane	US	Branch Office	View
Active	BeezOn Tech	Булевар Слободе 30	Нови Сад	Lestane	RS	Headquarters	View

First

Previous

Page 1 (of 1)

Next

Last

Creating a new company location – Image of the administration page

Requesting additional certificates

You can request additional Developer certificates or additional POS access certificates (smart cards or PFX files):

- **Developer certificates** - main, admin-type certificates issued in file format (PFX), that enable full access to all Developer Portal features and can be used for development and testing purposes for POS solutions.
- **Additional smart card certificates** - issued for a particular developer location and enable access to limited Developer Portal features (only information connected to that location). Smart cards are used for development and testing purposes for both E-SDC and POS solutions.
- **Additional file certificates** - issued in file format (PFX) for a particular developer location and enable access to limited Developer Portal features (only information connected to that location). They are used for development and testing purposes for POS solutions.

How to request an additional developer certificate

[Click here to see how to request developer certificates](#)

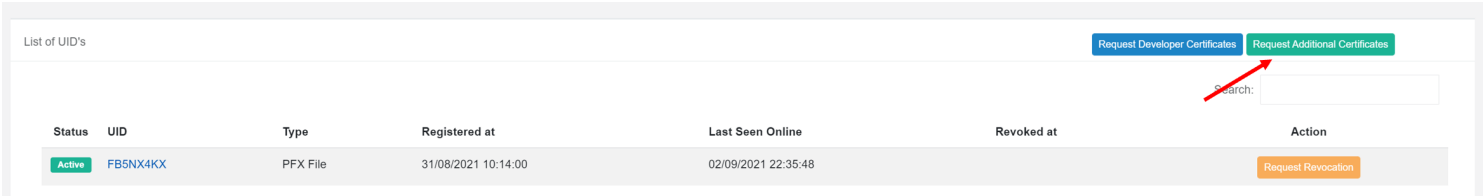
Find the location for which you wish to request the additional Developer certificate and click on **View**.

How to request an additional smart card certificate

[Click here to see how to request smart card certificates](#)

- 1. The *Location Details* page will open. Click on **Request Additional Certificates**.

Perform the same first step as with requesting an additional developer certificate above.



- 3. Complete the information for Additional Authorized Person if you wish to authorize someone to pick up the certificate instead of you.
- 4. In the **Smart Cards** section, click the "+" button. The system will automatically generate a random PIN for the smart card certificate, but it is advisable to set your own PIN which will be easier to remember. You can also use the blue  button for generating a new random PIN.

Smart Cards

PIN	3040	 
Smart Card	Full Format	
		

- 5. To request another smart card, just click on the "+" button again. If you change your mind, you can use the red  button to remove the request.

Smart Cards

PIN	3255	 
Smart Card	Full Format	
PIN	3726	 
Smart Card	Full Format	
		

- 6. After you click **Submit**, a pop-up box will appear asking you to confirm your request.

Submit your POS access request

You are submitting POS Access request with following details:

Location Name: Boar's Head

Delivery Tax Office:

Additional Authorized Person:

Smart Cards: 1

Files: 0

Yes

No

How to request additional POS PFX certificates

[Click here to see how to request POS PFX certificates](#)

1. In the **Files** section, click the "+" button. The system will automatically generate a random *Password* and *PAC* for the file certificate, but it is advisable to choose your own Password and PAC which will be easier to remember. You can also use the blue  button for generating a new random Password and PAC.

Follow the same first 2 steps as with requesting additional smart card certificates.

Files

Password	K3UDW6FB	 
PAC	5MF68U	
		

3. To request another file certificate, just click on the "+" button again. If you change your mind, you can use the red  button to remove the request.

Files

Password	K3UDW6FB	🔍 ✕
PAC	5MF68U	
Password	SRH3MFUM	🔍 ✕
PAC	9T8RVE	

4. After you click **Submit**, a pop-up box will appear asking you to confirm your request.

Submit your POS access request

You are submitting POS Access request with following details:

Location Name: Boar's Head

Delivery Tax Office:

Additional Authorized Person:

Smart Cards: 0

Files: 1

Notification about the approved request

When you submit your request, it will be reviews by a tax authority officer. If everything is ok, the request will be approved and you will be notified about the approval via email.

NOTE:

If you submitted a request for pfx file certificates, you will receive them in the same email. If you submitted a

request for smart cards, you will receive another notification when the cards are produced and ready for delivery.

Sections Invoices, Local Audit, Web Invoicing and Notifications

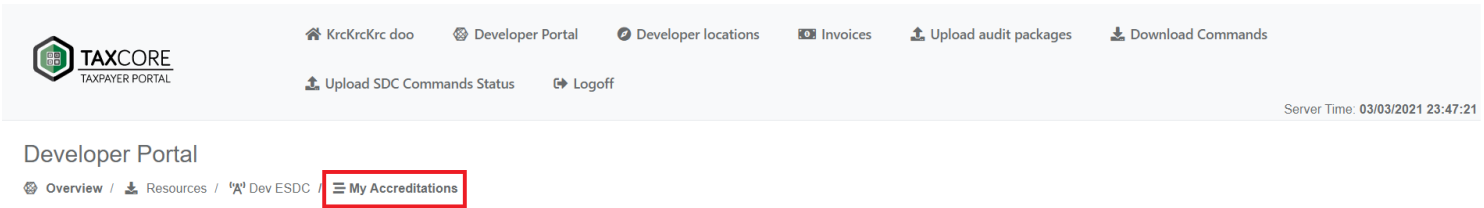
Using sections **Invoices**, **Local Audit**, **Web Invoicing** and **Notifications** is described in detail in the user documentation for Taxpayer Administration Portal. Please refer to the following articles:

- Invoices
- [Local Audit Section](#)
- [Web Invoicing](#)
- [Notifications Section](#)

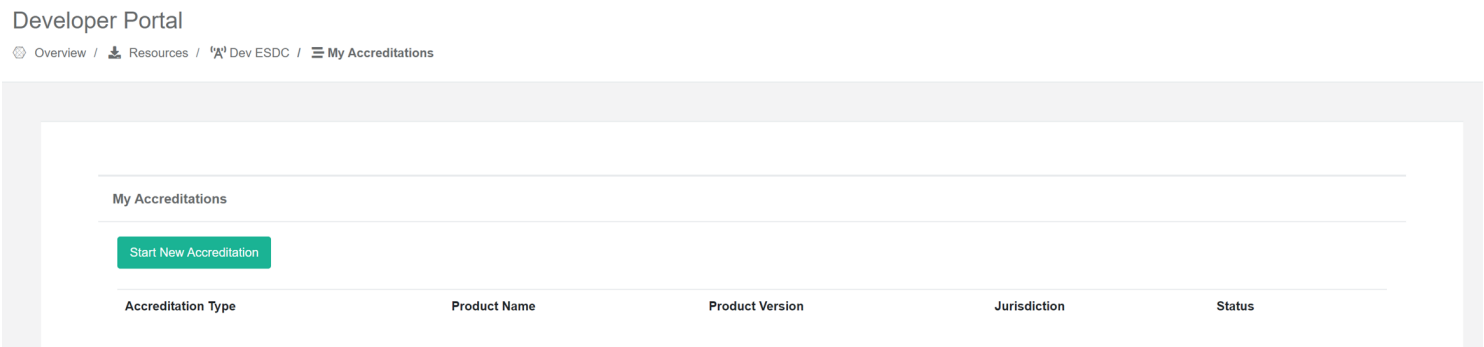
My Accreditations

My Accreditations is the section of the Developer Portal where registered EFD [vendors](#) can submit their applications for POS or E-SDC accreditations.

To access this section click on **My Accreditations** on the Developer Portal homepage.



A new page will open, with the option to start a new accreditation.



This page displays the list of all your accreditations, together with their current accreditation status. You can easily access any of them by clicking on **Details**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Product Version	Jurisdiction	Status	
ESDC	E-ESDC	1.0	Technical	Technical Preparation	Details
POS	MarkPOS	1.0	Technical	Technical Preparation	Details
POS	SuperESDC	1.0	Technical	Technical Preparation	Details
POS	SuperPOS	1.0	Technical	Technical Amendment Required	Details

My Accreditations - Image of the My Accreditations section

Accreditation statuses

Accreditations always have a status that shows their current state.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Product Version	Jurisdiction	Status	
ESDC	E-ESDC	1.0	Technical	Technical Preparation	Details
POS	MarkPOS	1.0	Technical	Technical Approved	Details
			Fiji	Accredited	Details
			Samoa	Approved	Details
POS	SuperESDC	1.0	Technical	Rejected	Details
POS	SuperPOS	1.0	Technical	Technical Approved	Details
			Fiji	Administrative Amendment Required	Details
			Samoa	Administrative Submitted	Details

My Accreditations - Image of the My Accreditations section

Before you start an accreditation process, make sure you read the below description of each status.

Status	Meaning
Technical Preparation	The initial status of the technical part. During this stage, you need to answer the questions from the technical part of the accreditation. Every newly created accreditation automatically has this status until the technical part is submitted for review.
Technical Submitted	Technical part of accreditation has been submitted for review. In this status, you can still change and save your answers in the technical part.

Under Technical Test	A tax authority reviewer has started the review of the technical part. You can no longer change your submitted answers.
Technical Amendments Required	Tax authority reviewer has identified some missing or incorrect information in your answers, and has requested that you make amendments to those answers. In this status, you can only change the answers for which the amendments were requested.
Technical Amendments Submitted	The requested amendments have been submitted.
Technical Approved	Your application has successfully passed the technical part of the accreditation process.
Administrative Preparation	The initial status of the administrative part. During this stage, you need to answer the questions from the administrative part of the accreditation. Every newly created application for a jurisdiction automatically has this status until the administrative part for that jurisdiction is submitted for review.
Administrative Submitted	Administrative part of accreditation for that jurisdiction has been submitted for review. In this status, you can still change and save your answers in the administrative part for that jurisdiction.
Under Administrative Review	A tax authority reviewer has started the review of the administrative part. You can no longer change your submitted answers for that jurisdiction.
Administrative Amendments Required	The same as Technical Amendments Required above.
Administrative Amendments Submitted	The same as Technical Amendments Submitted above.
Approved	Your application for that jurisdiction has successfully passed the administrative part of the accreditation.
Accredited	Your application has successfully passed the final review by the Technical Committee. Your POS or E-SDC product is accredited for that jurisdiction.
Rejected	Your entire accreditation process (both technical and administrative part) was terminated by the tax authority.

Types of accreditation

1.

[POS Accreditation](#)

POS accreditation is the process of accrediting your POS (invoicing system) solution.

2.

[E SDC Accreditation](#)

E-SDC accreditation is the process of accrediting your E-SDC solution.

POS Accreditation

POS accreditation is the process of accrediting your POS (invoicing system) solution.

This section describes the necessary steps for successfully submitting an application for POS accreditation.

NOTE:

Before you begin the accreditation process, make sure you read the **Accreditation statuses** section in [My Accreditations](#) to familiarize yourself with all the stages of a POS accreditation process.

Accreditation steps

1.

[Getting Started](#)

To start a new POS accreditation process, click on **Start New Accreditation** on [My Accreditations](#) page.

2.

[Technical Part](#)

To begin the technical part of a POS accreditation, [log in to the Developer Portal](#) and open the *My Accreditations* page.

3.

[Administrative Part](#)

To begin the administrative part of a POS accreditation, log in to the [Developer Portal](#) and open [My Accreditations](#).

4.

[Becoming Accredited for POS](#)

If the tax authority's Technical Committee reaches a positive decision during the final review of your application, your POS product becomes accredited.

Getting Started

To start a new POS accreditation process, click on **Start New Accreditation** on [My Accreditations](#) page.

My Accreditations

[Start New Accreditation](#)

Accreditation Type	Product Name	Product Version	Jurisdiction	Status
--------------------	--------------	-----------------	--------------	--------

A new *Product for Accreditation* page will open where you enter your product's basic information - type, name and version:

Product for Accreditation

Product type

ESDC

Product Name

[Create New Product](#)

Software Version

[Start](#)

1. For **Product Type**, select **POS**

Product for Accreditation

Product type

POS

Product Name

[Create New Product](#)

Product Version

[Start](#)

2.

For **Product Name**, you have two options:

- o If you have already accredited this product before (a now you have a new version), you can just select its name from the dropdown list

Product for Accreditation

Product type

POS

Product Name

SuperPOS

SuperESDC

Create New Product

O

If you are accrediting this product for the first time, follow these steps:

♠ click on **Create New Product**

Product for Accreditation

Product type

POS

Product Name

Create New Product

Product Version

Start

♠ on the new page select the type (POS), provide your product's name and click **Create**

New Product for Accreditation

Type

POS

Name

MarkPOS

Create

♠ return to the *Product for Accreditation* page (opens after you click **Start New Accreditation** on *My Accreditations* page) and find you newly-created product in the **Product Name** drop-down list

Product for Accreditation

Product type

POS

Product Name

SuperPOS

SuperESDC

E-ESDC

MarkPOS

Create New Product

3.

For **Product Version**, provide the version of your product that you wish to accredit.

Product for Accreditation

Product type

POS

Product Name

MarkPOS

Create New Product

Product Version

1.0

Start

4. After you provide all the basic information about your product, click **Start** at the bottom of the page.

Developer Portal

[Overview](#) / [Resources](#) / [Dev ESDC](#) / [My Accreditations](#)

Product for Accreditation

Product type

POS

Product Name

MarkPOS

Create New Product

Product Version

1.0

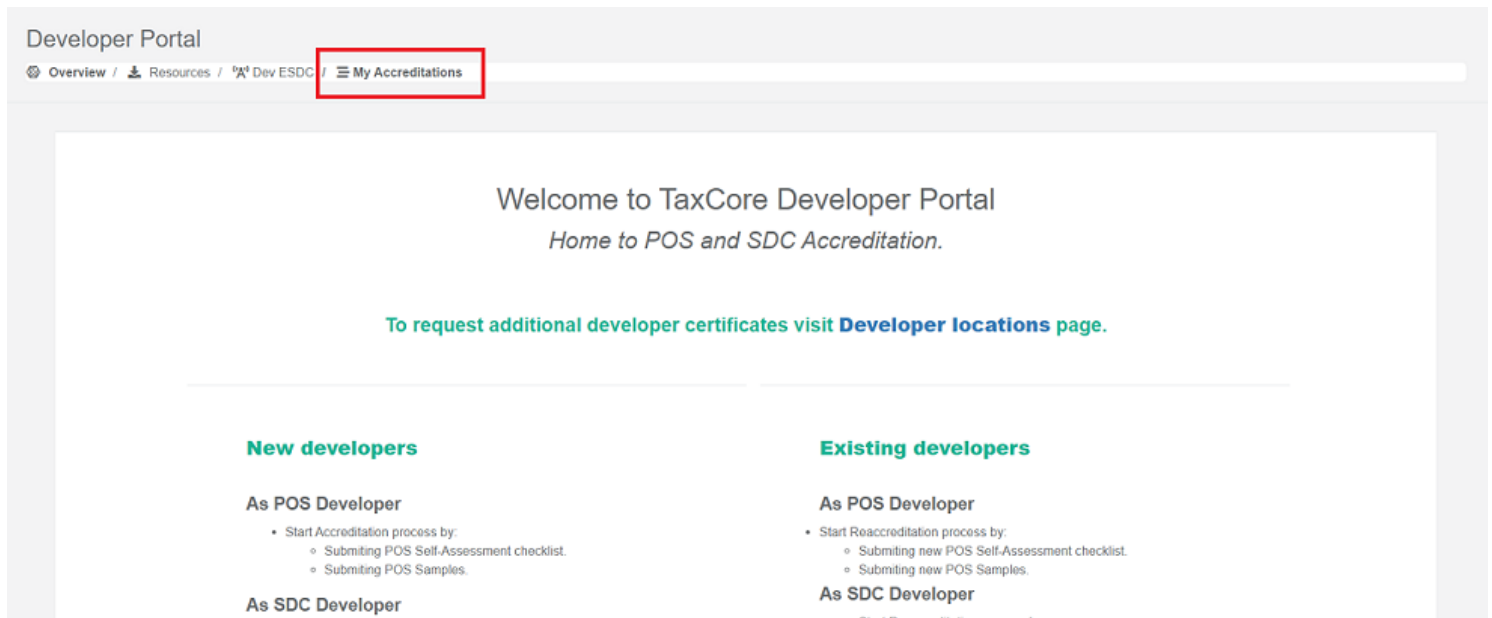
Start

5. The product will appear on your list of accreditations on the *My Accreditations* page and it will receive a unique accreditation number. Its initial status will **Technical Preparation**.

My Accreditations						
Start New Accreditation						
Accreditation Number	Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
1071	POS	MarkPOS	1.0.0	Technical	Technical Preparation	Details
38	POS	SmartPOS	1.0.0	Technical	Technical Preparation	Details

Technical Part

To begin the technical part of a POS accreditation, [log in to the Developer Portal](#) and open the *My Accreditations* page.



Starting the technical part

This is the part of the process that allows the applicant to issue a new technical accreditation for the type of product the applicant wish to accredit.

[Click here for more info](#)

First of all, find the product you wish to accredit and click on **Details**.

My Accreditations					
Start New Accreditation					
Accreditation Number	Accreditation Type	Product Name	Software Version	Jurisdiction	Status
1071	POS	MarkPOS	1.0.0	Technical	Technical Preparation Details

A new page will open, displaying all questions you need to answer before you can submit your application.

Accreditation Details

Product Name

SmartPOS

Software Version

1.0.0.1

Status

Technical Preparation

Submit for Review

*To submit the application you must answer all mandatory questions and make required amendments.

Questions in chapters will be marked with different colors:

mandatory questions unanswered

questions require amendments

valid for submission

Technical Part

Technical Details

Enclosed Documentation for Point of Sale Product

Type of POS

Installation of POS

Supported SDC Types

Connection Type to SDC

1. Accreditation Type: Transferable or Non-Transferable

Please provide company and product details

Provide Answer Here

Comments 0

Page design

The top of the page contains an information box with basic information about your accreditation. There is a button for submitting the technical part of your application for review.

[Click here for more info](#)**NOTE:**

The **Submit for Review** button is not clickable until you answer all mandatory questions (marked by red).

Accreditation Details

Product Name

SmartPOS

Software Version

1.0.0.1

Status

Technical Preparation

Submit for Review

*To submit the application you must answer all mandatory questions and make required amendments.

Questions are divided into chapters. The chapters are displayed on the left side, while on the right side you can see the questions from the selected chapter.

Questions in chapters will be marked with different colors:

mandatory questions unanswered

questions require amendments

valid for submission

Technical Part

Technical Details

Enclosed Documentation for Point of Sale Product

Type of POS

Installation of POS

Supported SDC Types

Connection Type to SDC

Supported Operating Systems

Items Required for manual testing

Prohibited functions

Operational Functions

PLU -- Database Control

Tax Rates

Printing

Supported Printers

Fiscal Invoice Distribution

Textual Representation of Fiscal Invoice

POS Samples

Please provide company and product details

1. Accreditation Type: Transferable or Non-Transferable

Provide Answer Here

Comments 0

2. Developer Name

Provide Answer Here

Comments 0

Save

*Changes are automatically saved when you navigate between question chapters even if you don't click the Save button.

Saving your answers

When you finish answering the questions from one chapter, you can save your answers by clicking **Save** at the bottom of the page.

Click here for more infoNOTE:

If you proceed to the next chapter, navigate to another Developer Portal page, or log off before clicking **Save**, changes you made on that page will still be saved automatically.

6. Other

Provide Answer Here

Comments 0

Save

*Changes are automatically saved when you navigate between question chapters even if you don't click the Save button.

Color explanation

Developer Portal uses colors to mark chapters and questions that are mandatory or require applicants' attention:

[Click here for more info](#)

Chapters/questions marked by **RED** color are mandatory, i.e. they have to be answered

- Chapters/questions marked by **ORANGE** color require amendments from the applicant. They receive this color when an application reviewer requires additional information from the applicant or a change of the provided information. These questions are usually followed by the reviewer's comment.
- Chapters/questions marked by **GREEN** color are ok, and they can be submitted after having reviewed them accordingly.

NOTE:

A chapter always has a color, if a chapter is not mandatory it will be marked as green. If a question is non-mandatory it will not be colored.

There is a color interpretation line above the questions that you can use to remind yourself about the colors' meanings.

Questions in chapters will be marked with different colors:

mandatory questions unanswered

questions require amendments

valid for submission

Submitting Technical Part for review

Only when you answer all the mandatory questions, the **Submit for Review** button will become active.

[Click here for more info](#)

Developer Portal

Overview / Resources / Dev ESDC / My Accreditations

Accreditation Details

Product Name

SmartPOS

Software Version

1.0.0.1

Status

Technical Preparation

Submit for Review

Questions in chapters will be marked with different colors:

mandatory questions unanswered

questions require amendments

valid for submission

When you click on it, the technical part of your application for accreditation will be sent for review.

The status of that application will automatically change to **Technical Submitted**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
POS	SmartPOS	1.0.0.1	Technical	Technical Submitted	Details

NOTE:
Even when you submit your answers for review, you are still able to make changes to any of them until the tax authority reviewer begins reviewing your answers. When the status of your application changes to **Under Technical Test**, the answer boxes become locked and you can not change your answers anymore.

Making amendments to your answers

During the official review of your answers, a tax authority reviewer might notice that something is missing in your answer(s) or that some information in your answer(s) needs to be amended. The reviewer will then mark that answer and leave a comment for you explaining what needs to be amended.

[Click here for more info](#)

When this happens, you will receive an email notification.

Dear Gilmore Stan,

Your application for POS accreditation for SmartPOS, version 1.0.0.1, was reviewed on 24 June 2021 and requires amendments.

Please log in to the [Developer Portal](#) to make the required amendments.

Kind Regards,

Also, you can notice that the status of your application has changed to **Technical Amendments Required**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
POS	SmartPOS	1.0.0.1	Technical	Technical Amendment Required	Details

To make the required amendment(s), log in to the **Developer Portal** and open the accreditation from **My Accreditations** list.

The chapter(s) which contain the answer(s) requiring amendments will clearly be marked by orange color.

✓ Printing

✓ Supported Printers

✓ Fiscal Invoice Distribution

✓ Textual Representation of Fiscal Invoice

⚠ POS Samples 1

Comments 0

Save

*Changes are automatically saved when you navigate between question chapters even if you don't click the Save button.

Find the answer(s) and click on the number next to **Comments** to see the reviewer's comments.

1. Normal Sale B2B

Please upload invoice samples created by your POS. Supported file type: .jpg, .gif, .png

No file chosen

Please name the invoice number for the uploaded invoice sample:

WER37VST-15TNZI6O-70

Comments 1

[24 Jun 2021 09:01] Reviewer: Image is not clear enough. Please upload a new image.

Read the reviewer's comments carefully to know which amendment you need to make. If you need more clarification from the reviewer, you can click **Add comment** and write your comment in the box. Click **Add** to save your comment.

1. Normal Sale B2B

Please upload invoice samples created by your POS. Supported file type: .jpg, .gif, .png

No file chosen

Please name the invoice number for the uploaded invoice sample:

WER37VST-15TNZI6O-70

Comments 1

[24 Jun 2021 09:01] Reviewer: Image is not clear enough. Please upload a new image.

Your comment

Once you know which amendment you need to make, you can just enter it in the answer box and click **Save** at the bottom of the page.

You will notice that the chapter and the questions are no longer marked by orange color.

1. Normal Sale B2B

Please upload invoice samples created by your POS. Supported file type: .jpg, .gif, .png

Choose File No file chosen

View Image

Please name the invoice number for the uploaded invoice sample:

WER37VST-15TNZI6O-76

Comments 1

However, your application will still be in the **Technical Amendments Required** status. To submit your updated answers, you have to click **Submit for Review**.

Accreditation Details

Product Name

SmartPOS

Software Version

1.0.0.1

Status

Technical Amendment Required

Submit for Review

The status of your application will change to **Technical Amendment Submitted**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
POS	SmartPOS	1.0.0.1	Technical	Technical Amendment Submitted	Details

Completing the Technical Part

When all your answers pass the technical review successfully, you will receive an email notification.

Click here for more info

Dear Gilmoure Stan,

Your POS product SmartPOS, version 1.0.0.1, has successfully passed the Technical Review of the POS accreditation process.

The next step is to complete the Administrative Review process.

To begin the Administrative Review, please log in to the [Developer Portal](#) and select the jurisdiction(s) for which you wish to accredit your product.

If you have questions or need any help, please email our support service: taxcore.support@dti.rs

Kind Regards,

You can also notice that the status of your application has changed to **Technical Approved**.

My Accreditations					
Start New Accreditation					
Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
POS	SmartPOS	1.0.0.1	Technical	Technical Approved	Details

The next step is to open the application by clicking on **Details** and begin the [Administrative Part](#) of accreditation.

Technical Details

In this chapter, you are asked to provide basic information about your application.

1. **Accreditation Type** - the type of accreditation you are applying for
 - o **Transferable** - for applicants who plan to sell their product to taxpayers (i.e. to transfer the accreditation to their customers)
 - o **Non-transferable** - for applicants who want to obtain the accreditation only for themselves (i.e. a taxpayer who wants to accredit their POS solution and not to sell it to other taxpayers). This type of accreditation can not be transferred to or shared with other taxpayers.

NOTE:

The **non-transferable** option is viable only to **vendors who have their company registered in the jurisdiction for which they want to accredit their product.**

If your company is **registered in a foreign country**, you must choose the **transferable** option, even if you plan to use the POS for your own purposes and do not want to sell it to other taxpayers.

2. **Contact person first and last name** - provide the name of the person in charge of developing your product

Enclosed Documentation for the Point of Sale

In this chapter, you need to provide information about the documentation that you will attach to your application. Mandatory questions are red.

You can choose to provide a link to your online documentation or upload a file for questions.

NOTE:

You can choose to provide a link to your online documentation or upload a file for each question. To upload files, just click on **Choose File** and browse for the appropriate file.

1. **Product Description** - it is necessary to provide a file with documentation or a website or documentation link that explains your product to potential customers. Answering this question is mandatory in order to confirm your credential as an applicant.

1.

Product Description (commercial material i.e. brochure, website, etc.)

Provide Answer Here

Choose File SmartPOS brochure.pdf

Comments 0

2. **Product User Manual** - user manual for your product that explains how it is operated. Your user manual must include the following topics:
 - o information about the supplier - email contact, website, etc;
 - o description and configuration of the product (functional characteristics);
 - o safety requirements and warnings (including attention that POS will not produce receipts without communicating with E-SDC and/or V-SDC);
 - o programming system parameters (setting tax rate, naming cashiers, setting various system options);
 - o programming operational parameters (PLUs, price change, etc.);
 - o sale operations (registration of sales, refunds, other receipt types, production of reports, etc.);
 - o use and operation of peripheral devices (if there are any);
 - o description of error messages and troubleshooting.

2.

Product User Manual

Provide Answer Here

Choose File SmartPOS ...r Manual.pdf

Comments 0

3. **Product Installation Guide** - documentation that explains how your customers can install your POS product. This is not a mandatory question because the Installation Guide can be a part of the User Manual. However, bear in mind that the Installation Guide itself (the document) is a mandatory requirement.

3. Product Installation Guide

Provide Answer Here

Choose File SmartPOS I...n Guide.pdf

Comments 0

4. **Product Configuration Manual** - documentation that explains how your customers can configure your POS product. Again, is is not a mandatory question because the Configuration Manual can be a part of the User Manual. However, bear in mind that the Configuration Guide itself (the document) is a mandatory requirement.

4. Product Configuration Manual

Provide Answer Here

Choose File SmartPOS ...n Manual.pdf

Comments 0

Managing uploaded files

After saving your your answers that contain uploaded filed, you have a couple of options for managing those files.

Review an uploaded file

If you upload a file in PDF format, you can review it by clicking **View PDF**.

2. Product User Manual

Provide Answer Here

SmartPOS user manual.pdf

View PDF

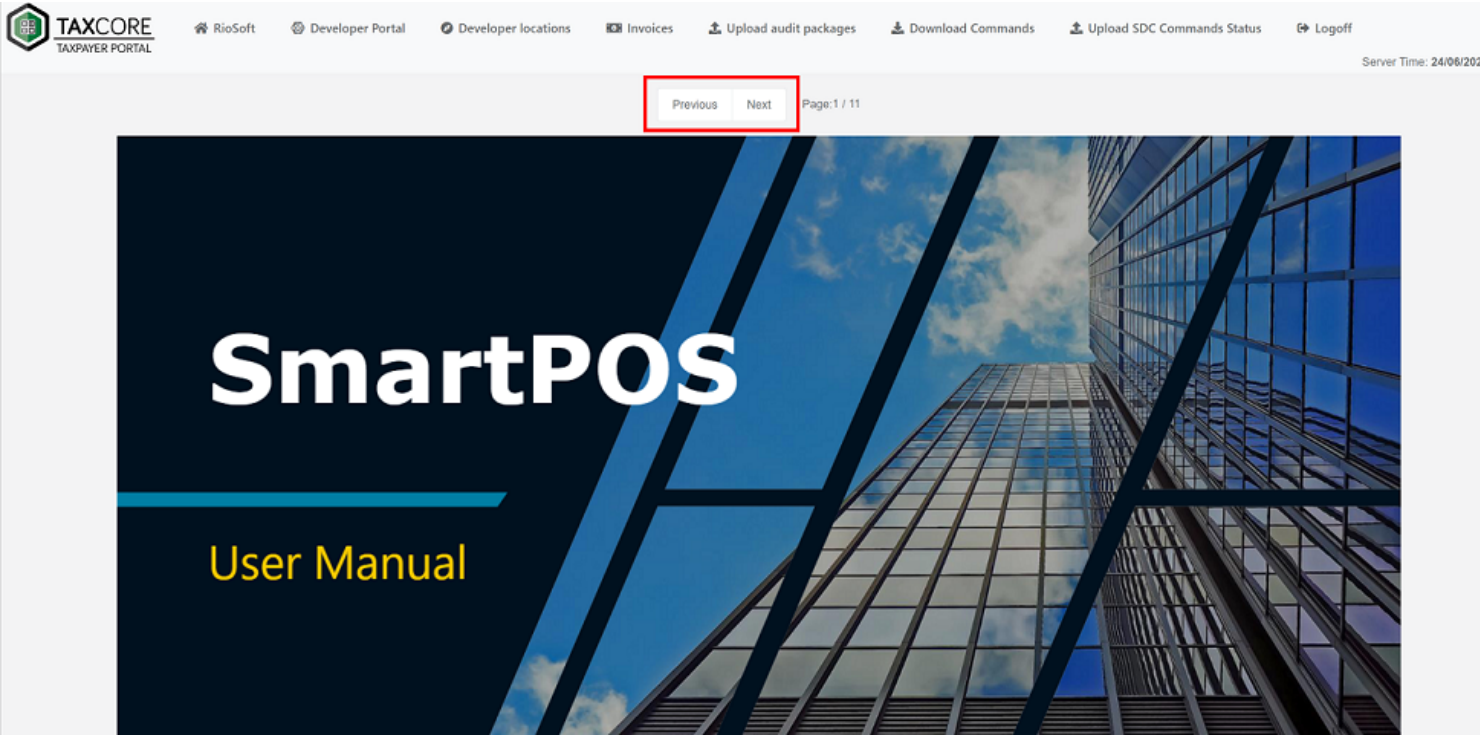
Download

Choose File No file chosen

Comments 0

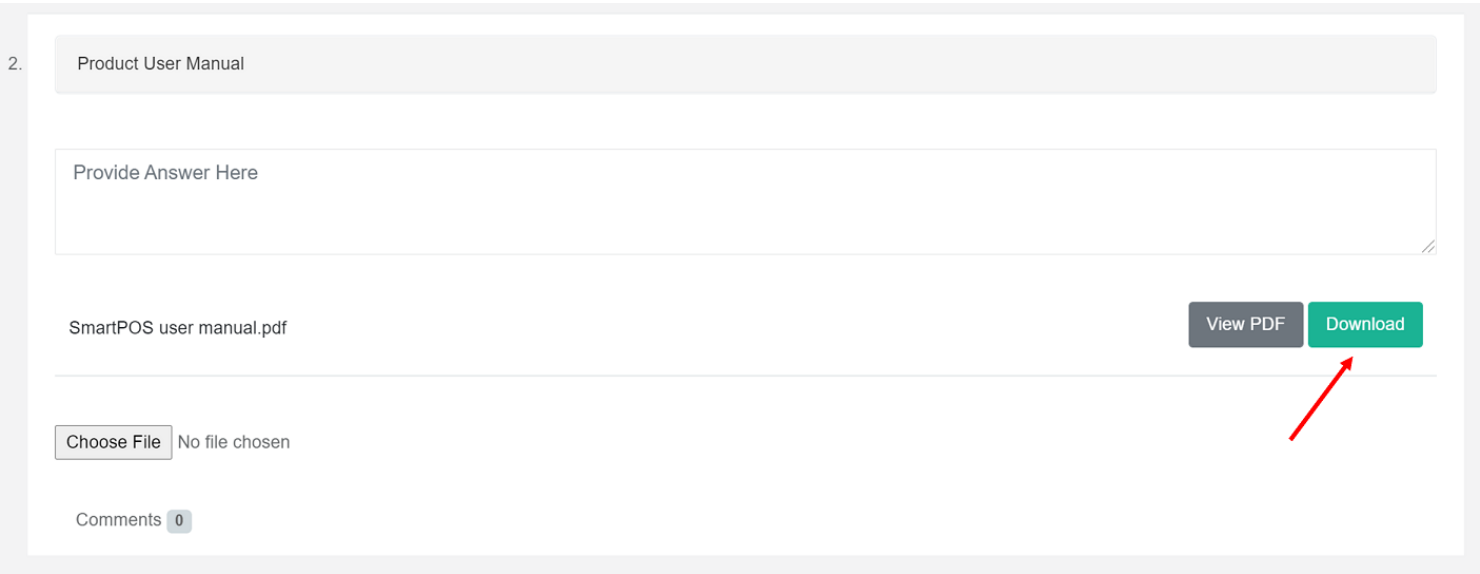
A new tab will open displaying your uploaded document. You can navigate through all the pages by clicking

Previous or Next.



Download an uploaded file

To download a file, click **Download** next to that file's name.



Replace an uploaded file

If you want to replace an uploaded file, simply click on the **Choose File** option for that question and select a new file to upload. The documents will be replaced automatically.

2. Product User Manual

Provide Answer Here

SmartPOS user manual.pdf

[View PDF](#) [Download](#)

 No file chosen

Comments 0

Items Required for Manual Testing

Questions in this chapter ask you to confirm whether you can submit certain hardware and supplies for the manual testing of your product, in case the reviewer wishes to perform a more detailed examination.

All the questions are optional. Select **YES** only if you can deliver the stated items.

Operational Functions

Questions in this chapter refer to the standard operation functions of your POS product. You need to indicate which of the options are supported by your product (some are mandatory).

- **Questions 1, 3 and 4** - these questions refer to optional functions. Select **YES only** for the options which your product supports.
- **Questions 2 and 5-17** - these questions refer to mandatory functions. You must select **YES** for all of them and provide a reference to these functions in your User Manual.

PLU - Database Control

Questions in this chapter refer to the functions of your POS product connected to price look-up codes (PLU) and their database.

All the questions represent mandatory functions. You must select **YES** for all of them and provide a reference to these functions in your User Manual.

Tax Rates

Questions in this chapter refer to the functions of your POS product related to printing, rounding, displaying, and calculating taxes.

All the questions represent mandatory functions. You must select **YES** for all of them and provide a reference to these functions in your User Manual.

Fiscal Invoice Distribution

Questions in this chapter refer to the manner in which your product can issue (distribute) invoices.

There are two specific options. If you select them, you must provide a reference to your user manual:

- **Paper**
- **Electronic (e-mail, SMS, chat platforms or anything alike)**

In addition, there is the option **Other** in case your invoice distribution type does not fit any of those categories. In this case, you will need to provide both the description of your distribution type and the reference to your user manual.

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option typing in your reference to your user documentation and save the answers, the others become optional (grey color).

Textual Representation of Fiscal Invoice

Questions in this chapter refer to the structure of your fiscal invoices issued by your POS product.

All the questions in this chapter refer to mandatory functions, as described in the [Anatomy of a Fiscal Receipt](#).

Therefore, you must select **YES** for each question.

POS Samples

Questions in this chapter require you to upload samples of fiscal invoices issued by your POS product, together with their SDC invoice number (in format xxxxxxxx-xxxxxxx-123).

NOTE:

Invoices are uploaded as images in **.jpg?hash=971346101**, **.jpeg**, **.gif** or **.png?hash=971346101** format. You can upload multiple images for each invoice type. Provided samples must have a QR code that is scannable by a reviewer.

Accreditation is performed individually for each sample provided.

Managing uploaded images

After you save your answers, you can review the uploaded images or replace them.

Reviewing images

To review the uploaded invoices, click **View Image**.

2.

Normal Refund B2B

Please upload invoice samples created by your POS. Supported file type: .jpg, .gif, .png

Choose File

No file chosen

View Image

Please name the invoice number for the uploaded invoice sample:

WER37VST-15TNZI6O-71

Comments 0

A pop-up window will appear where you can review the uploaded image.

Normal Refund B2B

Preview of submitted invoice sample

```

***** FISCAL INVOICE *****
TIN:                US - 234459688
Company:            Sunny May Diner
Store:              Sunny May Diner
Address:            200 Mountain Rd
District:           Durian
Cashier TIN:        2-4334
Buyer TIN:          US-123456789
Buyers Cost Center: CK112R
Ref No:             LLA554DM-LGHFXH00-395
-----NORMAL REFUND-----
Items
*****
Name  Price  Qty.  Total
Barn ground coffee 200g (A)
    7.86    2    -15.72
Sunny May mug (A)
    10.25    1    -10.25
-----
Total Purchase:      25.97
Payment Method:      Card
-----
Label  Name  Rate  Tax
A      VAT  9.00%  2.14
-----
Total Tax:           2.14
-----
SDC Time:            12/04/2021 22:06:15
SDC Invoice No:       LLA554DM-LGHFXH00-3
Invoice Counter:     2/30R
*****
***** END OF FISCAL INVOICE *****
    
```

Close

Replacing images

To replace an invoice image, click **Choose File** and select a new image file. After you save the answers, the image will be replaced.

2. Normal Refund B2B

Please upload invoice samples created by your POS. Supported file type: .jpg, .gif, .png

Choose File No file chosen

View Image

Please name the invoice number for the uploaded invoice sample:

WER37VST-15TNZI6O-71

Comments 0

Administrative Part

To begin the administrative part of a POS accreditation, log in to the [Developer Portal](#) and open [My Accreditations](#).

Starting the administrative part

This is the part of the process that allows the applicant to issue a new administrative accreditation for the type of product the applicant wish to accredit.

[Click here for more info](#)

First of all, find the product you wish to accredit and click on **Details**.

NOTE:
The status of your application for this product has to be **Technical Approved**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
POS	SmartPOS	1.0.0.1	Technical	Technical Approved	Details

A new page will open displaying your answers from the technical part. To start the administrative part of accreditation, click **Apply for Additional Jurisdiction** in the information box at the top of the page.

Developer Portal

Overview / Resources / Dev ESDC / My Accreditations

Accreditation Details

Product Name

SmartPOS

Software Version

1.0.0.1

Status

Technical Approved

Apply for additional jurisdiction

Questions in chapters will be marked with different colors:

mandatory questions unanswered

questions already answered

valid for submission

A new *Jurisdictions* page will open where you select a jurisdiction from the drop-down menu and click **Apply for this jurisdiction** to confirm.

Jurisdictions for Accreditation

Available Jurisdictions

Fiji

Apply for this jurisdiction

Select one jurisdiction now, and you will be able to apply for accreditation in additional jurisdictions.

NOTE:
If you wish to apply for more than one jurisdiction, don't worry. You just need to select one option at this step and will be able to add more jurisdictions later (more information below).

An application for the administrative part will be added to your list in *My Accreditations*, with the status **Administrative Preparation**.

My Accreditations				
Start New Accreditation				
Accreditation Type	Product Name	Software Version	Jurisdiction	Status
POS	SmartPOS	1.0.0.1	Technical	Technical Approved
Fiji				Administrative Preparation
				Details

Adding additional jurisdictions

To an additional jurisdiction for administrative review, you need to return to the Technical Part of your application. Click **Details** to open this part of the application.

Click here for more info

My Accreditations				
Start New Accreditation				
Accreditation Type	Product Name	Software Version	Jurisdiction	Status
POS	SmartPOS	1.0.0.1	Technical	Technical Approved
				Details
Fiji				Administrative Preparation
				Details

In the information box on top of the page, you will see your previously added jurisdictions already listed. To add a new one, click **Apply for additional jurisdiction**.

Accreditation Details

Product Name

SmartPOS

Software Version

1.0.0.1

Administrative Part Status:

Fiji

Administrative Preparation

Apply for additional jurisdiction

Select the desired jurisdiction from the *Available Jurisdictions* menu and click **Apply for this jurisdiction**.

Jurisdictions for Accreditation

Available Jurisdictions

Samoa

Apply for this jurisdiction

*Select one jurisdiction now, and you will be able to apply for accreditation in additional jurisdictions.

The newly added jurisdiction will appear on your list of applications in *My Accreditations*.

My Accreditations					
Start New Accreditation					
Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
POS	SmartPOS	1.0.0.1	Technical	Technical Approved	Details
			Fiji	Administrative Preparation	Details
			Samoa	Administrative Preparation	Details

Page design

The top of the page contains an information box with basic information about your accreditation. There is a button for submitting the administrative part of your application (for that jurisdiction) for review.

Click here for more infoNOTE:

The **Submit for Review** button is not clickable until you answer all mandatory questions (marked by red).

Accreditation Details

Product Name
SmartPOS
Software Version
1.0.0.1
Jurisdiction
Fiji
Status
Administrative Preparation

[Submit for Review](#)

**To submit the application you must answer all mandatory questions and make required amendments.*

Questions are divided into chapters. The chapters are displayed on the left side, while on the right side you can see the questions from the selected chapter.

NOTE:

The number and the content of chapters and questions will be different depending of the jurisdiction you are applying for.

Fiji Administrative Part

X
Administrative Details

X
Partners-Resellers

✓
Enclosed Documentation of Point of Sale Product for Fiji Vendors

X
Functional requirements

X
Declaration of Conformity

Please provide company and product details

1.
Company country of origin

Provide Answer Here

Comments 0

Saving your answers

When you finish answering the questions from one chapter, you can save your answers by clicking **Save** below the question(s).

Click here for more info**NOTE:**

If you proceed to the next chapter, navigate to another Developer Portal page, or log off before clicking **Save**, will still be saved automatically.

2.

Authorized person

Provide Answer Here

Comments 0

Save

**Changes are automatically saved when you navigate between question chapters even if you don't click the Save button.*

Color explanation

Developer Portal uses colors to mark chapters and questions that are mandatory or require applicants' attention:

Click here for more info

Chapters/questions marked by **RED** color are mandatory, i.e. they have to be answered

- Chapters/questions marked by **ORANGE** color require amendments from the applicant. They receive this color when an application reviewer requires additional information from the applicant or a change of the provided information. These questions are usually followed by the reviewer's comment.
- Chapters/questions marked by **GREEN** color are ok, and they can be submitted.

NOTE:

When a chapter/question doesn't have any color, it means that it is not mandatory.

There is a color interpretation line above the questions that you can use to remind yourself about the colors' meanings.

Questions in chapters will be marked with different colors:

mandatory questions unanswered

questions require amendments

valid for submission

Submitting Administrative Part for review

Only when you answer all the mandatory questions, the **Submit for Review** button will become active.

[Click here for more info](#)

Accreditation Details

Product Name

SmartPOS

Software Version

1.0.0.1

Jurisdiction

Fiji

Status

Administrative Preparation

Submit for Review

When you click on it, the administrative part of your application for accreditation will be sent for review.

NOTE:

If you want to apply for more than one jurisdiction, you need to repeat this process for each jurisdiction individually. The technical part of your accreditation is reviewed once for all jurisdictions, but the administrative part is reviewed individually for each jurisdiction.

The status of that application will automatically change to **Administrative Submitted**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
POS	SmartPOS	1.0.0.1	Technical	Technical Approved	Details
			Fiji	Administrative Submitted	Details
			Samoa	Administrative Preparation	Details

NOTE:

Even when you submit your answers for review, you are still able to make changes to any of them until the tax authority reviewer begins reviewing your answers. When the status of your application changes to **Under Administrative Review**, the answer boxes become locked and you can not change your answers anymore (unless you receive an official request from reviewers to make amendments).

Making amendments to your answers

When the Administrative review process starts, you might be asked to make amendments to some of your answers. Making amendments in the administrative part of the application works the same way as in the technical part. For more information, see section **Making amendments to your answers** in the documentation for the [Technical Part](#).

Completing the Administrative Part

When all your answers pass the administrative review successfully, you will receive an email notification.

[Click here for more info](#)

Dear Gilmore Stan,

Your POS product SmartPOS, version 1.0.0.1, has successfully passed the Administrative Review of the POS accreditation process. The details of your accreditation process will be forwarded to the Technical Committee for final review and confirmation. You will receive an email informing you about your next steps.

If you have questions or need any help, please email our support service: taxcore.support@dti.rs

Kind Regards,

You can also notice that the status of your application for this jurisdiction has changed to **Approved**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
POS	SmartPOS	1.0.0.1	Technical	Technical Approved	Details
			Fiji	Approved	Details
			Samoa	Administrative Preparation	Details

This means that the administrative part of your accreditation for this jurisdiction was reviewed positively. However, at this point your product is not accredited yet.

After successful technical and administrative review, the details of you your applications are forwarded to the tax authority's Technical Committee which decides whether to grant official POS accreditations for each jurisdiction.

Partners-Resellers

If you aren't the manufacturer of the product which is being accredited, but are acting as a Partner or a Reseller, here you need to provide the details of your partnership/agreement with the manufacturer.

This section asks you to define whether you are a Partner or a Reseller, as well as to confirm if you are authorized to modify or customize the software.

The questions are not mandatory.

Type of POS

In this chapter, you need to select the type of invoicing system you wish to accredit.

There are seven specific options:

- **Electronic cash register (ERC)**
- **Computerised Point of Sale system (POS)**
- **Application store product (App)**
- **Electronic funds transfer at Point of Sale (EFTPOS)**
- **Self-service Point of Sale (vending machine)**
- **Module (part) of an enterprise resource planning system (ERP)**
- **Middleware**

In case your product does not fit any of those categories there is also the option **Other**.

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option and save the answers, the others become optional (grey color).

Installation of POS

In this chapter, you need to select the manner in which you plan to install the product for your customers.

There are three specific options (**On-Premise**, **Cloud Service** or **Self-installation**) as well as the option **Other** in case your planned installation does not fit any of those categories.

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option and save the answers, the others become optional (grey color).

Supported SDC Types

In this chapter, you need to select which types of SDC service your product can work with.

There are four options:

- **ESDC** - your product can work with accredited, third-party E-SDC services
- **V-SDC using smart card** - your product can work with V-SDC service which is accessed by using a smart card for authentication
- **V-SDC using a digital certificate in file format** - your product can work with a V-SDC service which is accessed by using a file-format digital certificate for authentication.
- **Integrated POS and ESDC into one product (one manufacturer)** - your product integrates POS and E-SDC service as an all-in-one solution (the manufacturer of both components must be the same).

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option and save the answers, the others become optional (grey color).

Connection Type to SDC

In this chapter, you need to select the type of connection your product established with an SDC service.

There are three specific options:

- **Wireless connection (Wi-Fi)**
- **Ethernet / IP (HTTP Protocol)**

In addition, there is the option **Other** in case your connection type does not fit any of those categories.

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option and save the answers, the others become optional (grey color).

Supported Operating Systems

In this chapter, you need to select the operating systems your product can work with.

There are six specific options:

- **Windows**
- **Linux**
- **Android**
- **iOS**
- **macOS**
- **Embedded**

In addition, there is the option **Other** in case your connection type does not fit any of those categories.

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option and save the answers, the others become optional (grey color).

Prohibited Functions

Questions in this chapter ask you to confirm that your POS product does not perform any of the listed prohibited functions and that it strictly follows [Technical Instructions for POS Developers](#).

You have to select **YES** for each question and provide a reference to the part of your User Manual which describes these issues.

Printing

Questions in this chapter refer to the supported sizes for printing invoices.

There are three specific options. If you select them, you must provide a reference to your user manual:

- **Paper roll width up to 57mm**
- **Paper roll width 57mm – 80mm**
- **A4 size**

In addition, there is the option **Other** in case your supported printing size does not fit any of those categories.

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select or write in at least one option and save the answers, the others become optional (grey color).

Supported Printers

Questions in this chapter refer to the type of printers your product can work with.

There are two specific options. If you select them, you must provide a reference to your user manual:

- **External printer device connected to the POS**
- **Printer as an integral part of the POS**

In addition, there is the option **Other** in case your supported printing size does not fit any of those categories.

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select or write in at least one option and save the answers, the others become optional (grey color).

Administrative Operational Functions

Questions in this chapter are asking you if your POS is able to create a daily report when the user requests it, as well as if it supports cancelling issued invoices.

A detailed explanation about cancelling invoices is available in the Technical Guidelines document on the Tax authority's website.

All questions are mandatory.

Becoming Accredited for POS

If the tax authority's Technical Committee reaches a positive decision during the final review of your application, your POS product becomes accredited.

You will receive email notification of the successful accreditation.

Dear Gilmore Stan,

Congratulations!

Your POS product SmartPOS, version 1.0.0.1, has successfully passed the POS accreditation process.

The Technical Committee has confirmed the accreditation after their final review.

If you have questions or need any help, please email our support service: taxcore.support@dti.rs

Kind Regards,

You can also see that the status of your application for that jurisdiction has changed to **Accredited** in [My Accreditations](#) section on the Developer Portal.

NOTE:
If you applied for more than one jurisdiction, each one has to be accredited separately. The status of each jurisdiction application clearly shows its current state.

My Accreditations					
Start New Accreditation					
Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
POS	SmartPOS	1.0.0.1	Technical	Technical Approved	Details
			Fiji	Accredited	Details
			Samoa	Administrative Preparation	Details

E-SDC Accreditation

E-SDC accreditation is the process of accrediting your E-SDC solution.

This section describes the necessary steps for successfully submitting an application for an E-SDC accreditation.

NOTE:
Before you begin the accreditation process, make sure you read the **Accreditation statuses** section in [My Accreditations](#) to familiarize yourself with all the stages of an E-SDC accreditation process.

Accreditation steps

1.
[Getting Started](#)
To start a new ESDC accreditation process, click on **Start New Accreditation** on [My Accreditations](#) page.
2.
[Technical Part](#)
To begin the technical part of an E-SDC accreditation, [log in to the Developer Portal](#) and open the *My Accreditations* page.
3.
[Administrative Part](#)
To begin the administrative part of an E-SDC accreditation, log in to the [Developer Portal](#) and open [My Accreditations](#).
4.
[Becoming Accredited for E SDC](#)
If the tax authority's Technical Committee reaches a positive decision during the final review of your application, your E-SDC product becomes accredited.

Getting Started

To start a new ESDC accreditation process, click on **Start New Accreditation** on [My Accreditations](#) page.

Developer Portal

[Overview](#) / [Resources](#) / [Dev ESDC](#) / [My Accreditations](#)

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Product Version	Jurisdiction	Status
--------------------	--------------	-----------------	--------------	--------

A new *Product for Accreditation* page will open where you enter your product's basic information - type, name and

version:

Product for Accreditation

Product type

ESDC

Product Name

Create New Product

Software Version

Start

1. For **Product Type**, select **ESDC**

Product for Accreditation

Product type

ESDC

Product Name

Create New Product

Product Version

Start

2.
For **Product Name**, you have two options:

- o If you have already accredited this product before (and now you have a new version), you can just select its name from the dropdown list

Product for Accreditation

Product type

ESDC

Product Name

E-ESDC

Create New Product

Start

- o If you are accrediting this product for the first time, follow these steps:



click on **Create New Product**

Product for Accreditation

Product type
ESDC

Product Name

Product Version

Create New Product

Start

♠ on the new page select the type (ESDC), provide your product's name and click **Create**

New Product for Accreditation

Type
ESDC

Name
MarkESDC

Create

♠ return to the *Product for Accreditation* page (opens after you click **Start New Accreditation** on *My Accreditations* page) and find your newly-created product in the **Product Name** drop-down list

Product for Accreditation

Product type
ESDC

Product Name

E-ESDC
MarkESDC

Create New Product

Start

3.

For **Product Version**, provide the version of your product that you wish to accredit.

Product for Accreditation

Product type

ESDC

Product Name

MarkESDC

Create New Product

Product Version

1.0

Start

4. After you provide all the basic information about your product, click **Start** at the bottom of the page.

Product for Accreditation

Product type

ESDC

Product Name

MarkESDC

Create New Product

Product Version

1.0

Start

5. The product will appear on your list of accreditations on the *My Accreditations* page and it will receive a unique accreditation number. Its initial status will **Technical Preparation**.

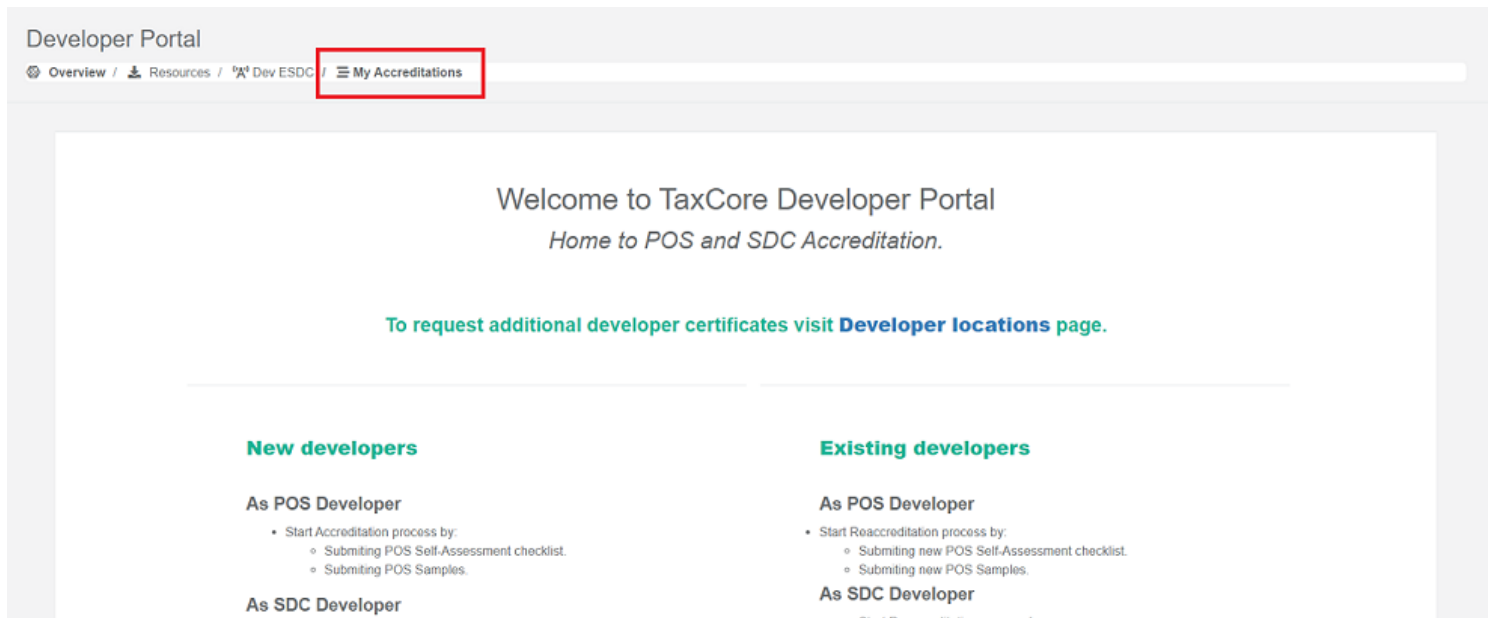
My Accreditations

Start New Accreditation

Accreditation Number	Accreditation Type	Product Name	Software Version	Jurisdiction	Status	
1072	ESDC	MarkESDC	1.0.0	Technical	Technical Preparation	Details

Technical Part

To begin the technical part of an E-SDC accreditation, [log in to the Developer Portal](#) and open the *My Accreditations* page.



Starting the technical part

This is the part of the process that allows the applicant to issue a new technical accreditation for the type of product the applicant wish to accredit.

[Click here for more info](#)

First of all, find the product you wish to accredit and click on **Details**.

My Accreditations					
Start New Accreditation					
Accreditation Number	Accreditation Type	Product Name	Software Version	Jurisdiction	Status
1072	ESDC	MarkESDC	1.0.0	Technical	Technical Preparation
					Details

A new page will open, displaying all questions you need to answer before you can submit your application.

Developer Portal

Overview / Resources / Dev ESDC / My Accreditations

Accreditation Details

Product Name

SmartESDC

Software Version

1.0.0.1

Manufacturer Code*

16-0001

Status

Technical Preparation

Submit for Review

*To submit the application you must answer all mandatory questions and make required amendments.

Questions in chapters will be marked with different colors:

mandatory questions unanswered

questions require amendments

valid for submission

Technical Part

Technical Details

Enclosed Documentation for External Sale Data Controller product

Type of E-SDC

Please provide company and product details

1. Product Hardware Version

NOTE:

Below the Manufacturer Code awarded to your product, there is a reminder to make sure you implement the Manufacturer Code on your E-SDC before you start testing it with ESDC Analyzer.

Page design

The top of the page contains an information box with basic information about your accreditation. There is a button for submitting the technical part of your application for review.

Click here for more info**NOTE:**

The **Submit for Review** button is not clickable until you answer all mandatory questions (marked by red).

Accreditation Details

Product Name

SmartESDC

Software Version

1.0.0.1

Manufacturer Code*

16-0001

*Please implement the above Manufacturer Code on your ESDC before testing it with the SDC Analyzer.

Status

Technical Preparation

Submit for Review

*To submit the application you must answer all mandatory questions and make required amendments.

Questions are divided into chapters. The chapters are displayed on the left side, while on the right side you can see the questions from the selected chapter.

Technical Part

Technical Details

Enclosed Documentation for External Sale Data Controller product

Type of E-SDC

Installation of E-SDC

E-SDC Interface display options

E-SDC Connection types

Supported Operating Systems

Items Required for manual testing

Visual verification

Basic Operational Functions

Real-Time Clock (RTC)

E-SDC Logging

Audit

Local Audit

Remote Audit

Persistence of Audit Packages and Invoice Processing

Digital Signatures

...

Please provide company and product details

1. Product Hardware Version

Provide Answer Here

Comments 0

2. Developer Name

Provide Answer Here

Comments 0

Save

*Changes are automatically saved when you navigate between question chapters even if you don't click the Save button.

Saving your answers

When you finish answering the questions from one chapter, you can save your answers by clicking **Save** at the bottom of the page.

Click here for more info**NOTE:**

If you proceed to the next chapter, navigate to another Developer Portal page, or log off before clicking **Save**, will still be saved automatically.

2.

Developer Name

Provide Answer Here

Comments 0

Save

**Changes are automatically saved when you navigate between question chapters even if you don't click the Save button.*

Color explanation

Developer Portal uses colors to mark chapters and questions that are mandatory or require applicants' attention:

Click here for more info

Chapters/questions marked by **RED** color are mandatory, i.e. they have to be answered

- Chapters/questions marked by **ORANGE** color require amendments from the applicant. They receive this color when an application reviewer requires additional information from the applicant or a change of the provided information. These questions are usually followed by the reviewer's comment.
- Chapters/questions marked by **GREEN** color are ok, and they can be submitted after having reviewed them accordingly.

NOTE:

A chapter always has a color, if a chapter is not mandatory it will be marked as green. If a question is non-mandatory it will not be colored.

There is a color interpretation line above the questions that you can use to remind yourself about the colors' meanings.

Questions in chapters will be marked with different colors:

mandatory questions unanswered

questions require amendments

valid for submission

Submitting Technical Part for review

Only when you answer all the mandatory questions, the **Submit for Review** button will become active.

[Click here for more info](#)

Developer Portal

[Overview](#) / [Resources](#) / [Dev ESDC](#) / [My Accreditations](#)

Accreditation Details

Product Name

MarkESDC

Product Version

1.0

Manufacturer Code

10-0001

Status

Technical Preparation

Submit for Review

When you click on it, the technical part of your application for accreditation will be sent for review.

The status of that application will automatically change to **Technical Submitted**.

My Accreditations					
Start New Accreditation					
Accreditation Type	Product Name	Product Version	Jurisdiction	Status	
ESDC	E-ESDC	1.0	Technical	Technical Preparation	Details
ESDC	MarkESDC	1.0	Technical	Technical Submitted	Details

NOTE:

Even when you submit your answers for review, you are still able to make changes to any of them until the tax authority reviewer begins reviewing your answers. When the status of your application changes to **Under Technical Test**, the answer boxes become locked and you can not change your answers anymore.

Making amendments to your answers

During the official review of your answers, a tax authority reviewer might notice that something is missing in your answer(s) or that some information in your answer(s) needs to be amended. The reviewer will then mark that answer and leave a comment for you explaining what needs to be amended.

[Click here for more info](#)

When this happens, you will receive an email notification.

TaxCore

Dear Adams Tony,

Your application for ESDC accreditation for MarkESDC, version 1.0, was reviewed on 21 October 2020 and requires amendments.

Please log in to the [Developer Portal](#) to make the required amendments.

Kind Regards,

TaxCore Team

Also, you can notice that the status of your application has changed to **Technical Amendments Required**.

My Accreditations

[Start New Accreditation](#)

Accreditation Type	Product Name	Product Version	Jurisdiction	Status	
ESDC	E-ESDC	1.0	Technical	Technical Preparation	Details
ESDC	MarkESDC	1.0	Technical	Technical Amendment Required	Details

To make the required amendment(s), log in to the **Developer Portal** and open the accreditation from **My Accreditations** list.

The chapter(s) which contain the answer(s) requiring amendments will clearly be marked by orange color.

Questions in chapters will be marked with different colors:
mandatory questions unanswered questions require amendments valid for submission

Technical Part

▲ **APPLICANT DETAILS** 1

✓ I. ENCLOSED DOCUMENTATION FOR THE EXTERNAL SALES DATA CONTROLLER (product only)

✓ II. OTHER ITEMS NECESSARY FOR TESTING

✓ III. HARDWARE CHECK

1. Accreditation submission date

19/10/2020

Comments 0

Find the answer(s) and click on the number next to **Comments** to see the reviewer's comments.

7. Company TIN

12/3456789

Comments 1

[21 Oct 2020 09:24] Reviewer: Company TIN is in wrong format.

Add comment

Read the reviewer's comments carefully to know which amendment you need to make. If you need more

clarification from the reviewer, you can click **Add comment** and write your comment in the box. Click **Add** to save your comment.

7.

Company TIN

12/3456789

Comments 1

[21 Oct 2020 09:24] Reviewer: Company TIN is in wrong format.

Add comment

Your comment

Add

Once you know which amendment you need to make, you can just enter it in the answer box and click **Save** at the bottom of the page.

You will notice that the chapter and the questions are no longer marked by orange color.

Technical Part

✓ APPLICANT DETAILS

✓ I. ENCLOSED DOCUMENTATION FOR THE EXTERNAL SALES DATA CONTROLLER (product only)

✓ II. OTHER ITEMS NECESSARY FOR TESTING

✓ III. HARDWARE CHECK

✓ III-L E-SDC shall be provided with following ports:

✓ IV. VISUAL VERIFICATION

✓ IV-L E-SDC shall have label firmly set on the outside of the cabinet indicating:

✓ IV-II. VISUAL VERIFICATION

✓ V. PERFORMANCE

✓ VI. PERSISTENCE OF AUDIT PACKAGES AND RECEIPT PROCESSING

✓ VII. DIGITAL SIGNATURES

✓ SDC Analyzer Results

✓ VIII. AUDIT

✓ IX. PROHIBITED FUNCTIONS

1. Accreditation submission date

19/10/2020

Comments 0

2. Company Address

1600 Mulberry Road

Comments 0

3. Company City

Littlewood

However, your application will still be in the **Technical Amendments Required** status. To submit your updated answers, you have to click **Submit for Review**.

Accreditation Details

Product Name

MarkESDC

Product Version

1.0

Manufacturer Code

10-0001

Status

Technical Amendment Required

Submit for Review

The status of your application will change to **Technical Amendment Submitted**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Product Version	Jurisdiction	Status	
ESDC	E-ESDC	1.0	Technical	Technical Preparation	Details
ESDC	MarkESDC	1.0	Technical	Technical Amendment Submitted	Details

Completing the Technical Part

When all your answers pass the technical review successfully, you will receive an email notification.

Click here for more info

TaxCore

Dear Adams Tony,

Your ESDC product MarkESDC, version 1.0, has successfully passed the Technical Review of the ESDC accreditation process.

The next step is to complete the Administrative Review process.

To begin the Administrative Review, please log in to the [Developer Portal](#) and select the jurisdiction(s) for which you wish to accredit your product.

If you have questions or need any help, please email our support service: taxcore.support@dti.rs

Kind Regards,

TaxCore Team

You can also notice that the status of your application has changed to **Technical Approved**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Product Version	Jurisdiction	Status	
ESDC	E-ESDC	1.0	Technical	Technical Preparation	Details
ESDC	MarkESDC	1.0	Technical	Technical Approved	Details

The next step is to open the application by clicking on **Details** and begin the [Administrative Part](#) of the accreditation.

Technical Details

In this chapter, you are asked to provide basic information about your application.

1.
Accreditation Type - the type of accreditation you are applying for
 - o **Transferable** - for applicants who plan to sell their product to taxpayers (i.e. to transfer the accreditation to their customers)
 - o **Non-transferable** - for applicants who want to obtain the accreditation only for themselves (i.e. a taxpayer who wants to accredit their POS solution and not to sell it to other taxpayers). This type of accreditation can not be transferred to or shared with other taxpayers.

NOTE:

The **non-transferable** option is viable only to **vendors who have their company registered in the jurisdiction for which they want to accredit their product.**

If your company is **registered in a foreign country**, you must choose the **transferable** option, even if you plan to use the POS for your own purposes and do not want to sell it to other taxpayers.

2. **Contact person first and last name** - the contact person throughout the accreditation process

Enclosed Documentation For the E-SDC

In this chapter, you need to provide information about the documentation that you will attach to your application. All questions are mandatory.

NOTE:

You can choose to provide a link to your online documentation or upload a file for each question. To upload files, just click on **Choose File** and browse for the appropriate file.

- **Product Description** - it is necessary to provide a file with documentation or a website or documentation link that explains your product to potential customers. Answering this question is mandatory in order to confirm your credential as an applicant.
-

User manual for the operator - user manual for your product that explains how it is operated, as well as the processes of remote and local [audit](#).

Installation guide - a document that explains how your E-SDC is installed at a taxpayer's sales point.

Managing uploaded files

After saving your answers that contain uploaded files, you have a couple of options for managing those files.

Review an uploaded file

If you upload a file in PDF format, you can review it by clicking **View PDF**.

2. User manual for the operator (cashier or shopkeeper), explaining normal operations in detail as well as local and remote audit instructions

Provide Answer Here

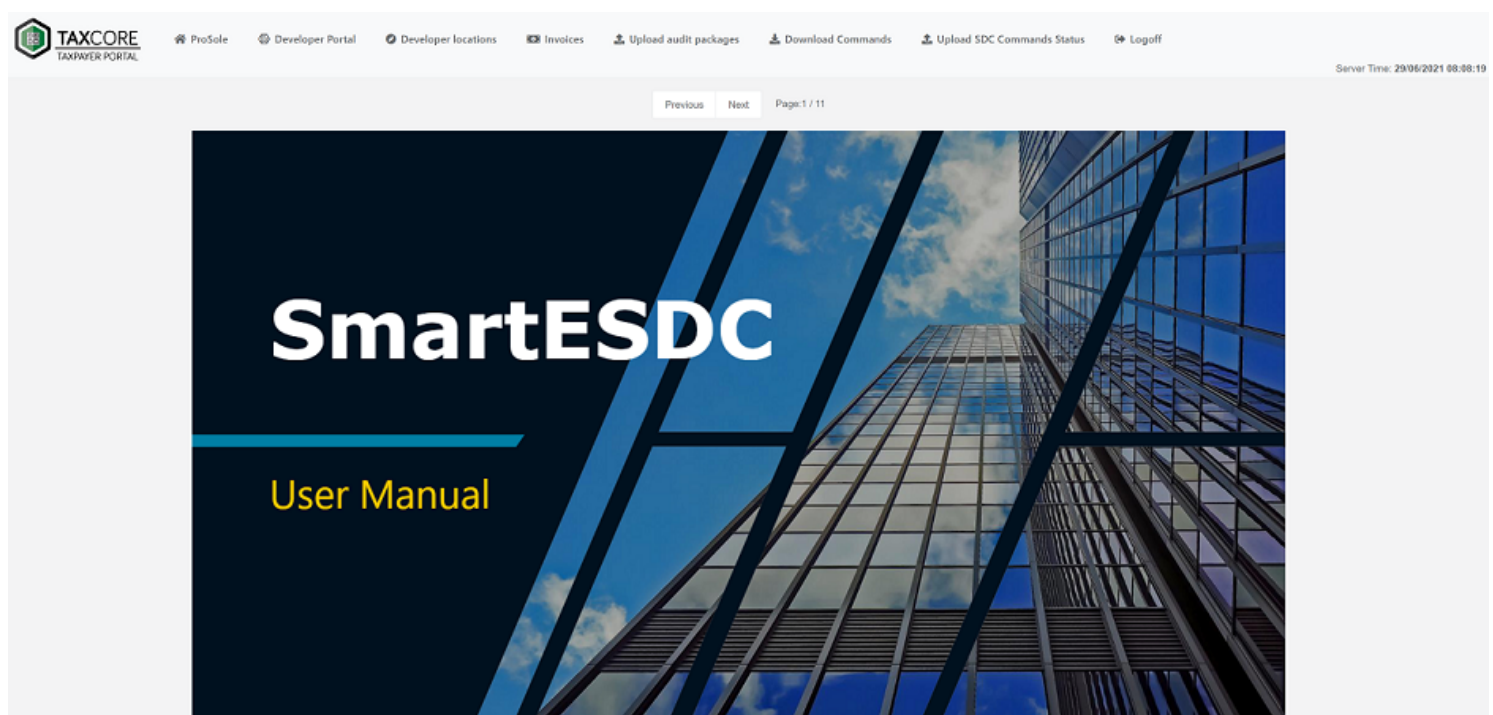
SmartESDC user manual.pdf

View PDF Download

Choose File No file chosen

Comments 0

A new tab will open displaying your uploaded document. You can navigate through all the pages by clicking **Previous** or **Next**.



Download an uploaded file

To download a file, click **Download** next to that file's name.

2. User manual for the operator (cashier or shopkeeper), explaining normal operations in detail as well as local and remote audit instructions

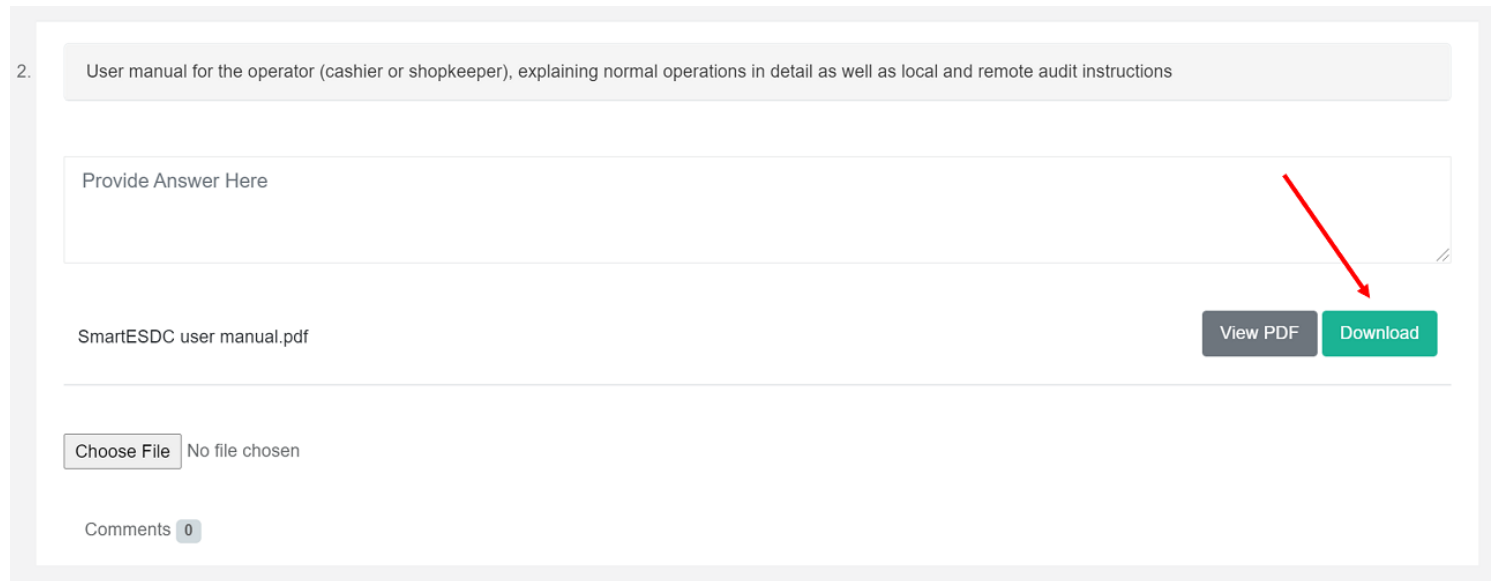
Provide Answer Here

SmartESDC user manual.pdf

View PDF Download

Choose File No file chosen

Comments 0



Replace an uploaded file

If you want to replace an uploaded file, simply click on the **Choose File** option for that question and select a new file to upload. The documents will be replaced automatically.

2. User manual for the operator (cashier or shopkeeper), explaining normal operations in detail as well as local and remote audit instructions

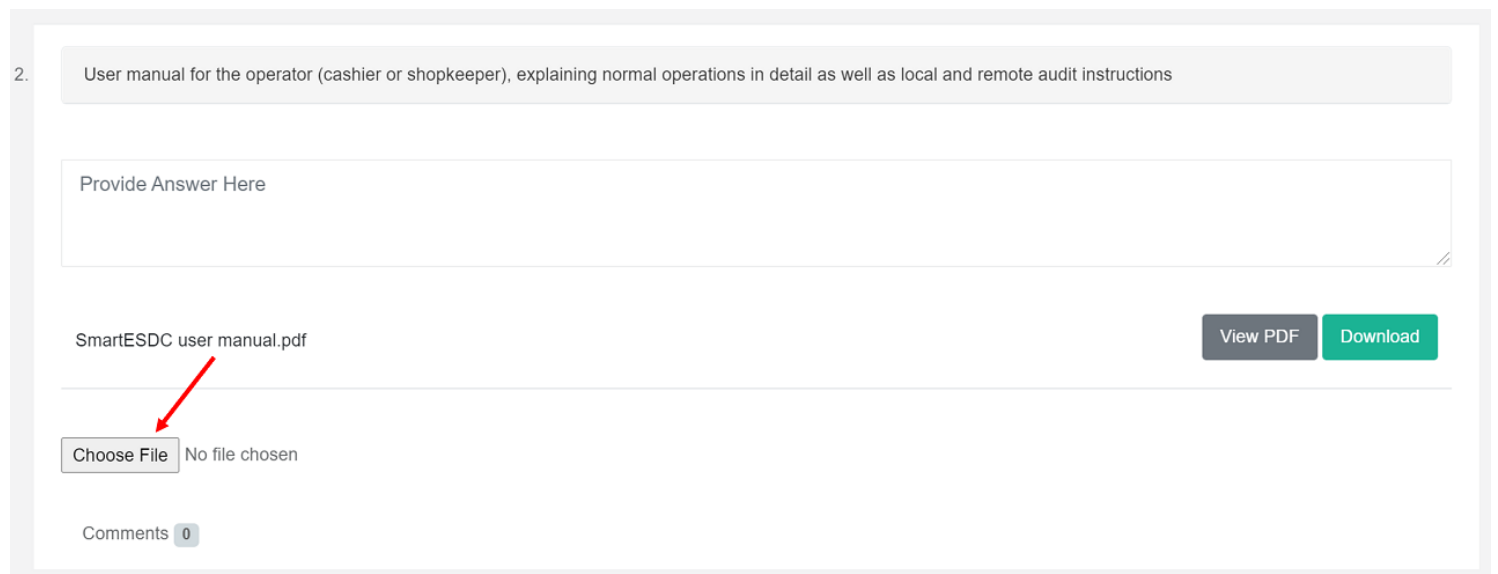
Provide Answer Here

SmartESDC user manual.pdf

View PDF Download

Choose File No file chosen

Comments 0



E-SDC Interface Display Options

In this chapter, you need to select how your E-SDC will display notifications to its users regarding the E-SDC status, the success of regular operations, or smart card information.

There are three specific options:

- **LED indicator light**
- **Display screen**
- **Pop-up notification**

In case your product does not fit any of the listed categories, there is also the option **Other**.

NOTE:
You can select more than one option.

Initially, all options are marked as mandatory (red color).
However, when you select at least one option and save the answers, the others become optional (grey color).

Items Required for Manual Testing

The questions in this chapter ask you to confirm that you will submit a specimen of your E-SDC product for testing purposes, along with any other necessary cable or hardware, if applicable.

In case your E-SDC is a software-based product, you can submit it via a download link in the textbox.

1.

E-SDC Specimen prepared for examination (If software base please provide a download link in textbox)

☒ Yes

Specimen will be shipped by DHL.

Document Reference

Comments 0

2.

All necessary hardware and cables required for installing E-SDC (if applicable)

☒ Yes

Comments 0

Question 4 requires you to submit licenses for activating the E-SDC specimen in case it is software-based. Please provide a download link for the licenses and a reference to the section of your user manual that explains product activation.

4. **Licences prepared for the activation of product (in case of a software version of E-SDC)**

☒ Yes

<https://www.smartesdc.com/licence/download>

User manual - chapter 1|

Comments 0

If your E-SDC is hardware-based, in question 4 just select **YES** and write **N/A** (not applicable) in both textboxes.

4. **Licences prepared for the activation of product (in case of a software version of E-SDC)**

☒ Yes

N/A

N/A|

Comments 0

Visual Verification

In this chapter, you need to confirm that your product has visible or easily accessible information about:

- the manufacturer
- the serial number
- the software and hardware version (in case the product is hardware based)
- the software version (in case the product is software based)

You need to **answer just one question**, depending on whether your E-SDC is software or hardware-based.

When you save the answer, both questions will become grey.

E-SDC Operational Functions

Questions in this chapter refer to the standard operational functions of your E-SDC product. You need to confirm

that your product applies all the required functionalities.

NOTE:

You can check such functionalities under the following section and subsections [For ESDC developers](#).

All questions are mandatory. You have to select **YES** for each question and provide a reference to the part of your User Manual which describes these functions.

Real-Time Clock (RTC)

This chapter covers the implementation of real-time clock functionality in your E-SDC.

All questions are mandatory. You have to select **YES** for each question and provide a reference to the part of your User Manual which describes these functionalities.

E-SDC Logging

Questions in this chapter refer to the error information your E-SDC product is required to log. You need to confirm that your product applies all the required functionalities.

All questions are mandatory. You have to select **YES** for each question and provide a reference to the part of your User Manual which describes these functions.

Audit

Questions in this chapter refer to the manner in which your E-SDC handles the audit process in general.

You must select **YES** for all questions to confirm that your E-SDC works in accordance with the section [Audit Process](#) in Technical documentation for E-SDC vendors.

Also, make sure you provide reference to the section of your user manual that explains how your E-SDC performs these functions.

Local Audit

Questions in this chapter refer to the manner in which your E-SDC handles the local audit process.

You must select **YES** for all questions to confirm that your E-SDC works in accordance with the section [Local Audit](#) and [Proof of Audit](#) in Technical documentation for E-SDC vendors.

Also, make sure you provide reference to the section of your user manual that explains how your E-SDC performs these functions.

Remote Audit

Questions in this chapter refer to the manner in which your E-SDC handles the remote audit process.

You must select **YES** for all questions to confirm that your E-SDC works in accordance with sections [Remote Audit](#) and [Proof of Audit](#) in Technical documentation for E-SDC vendors.

Also, make sure you provide reference to the section of your user manual that explains how your E-SDC performs these functions.

Persistence of Audit Packages and Invoice Processing

Questions from this chapter refer to the manner in which your E-SDC product fiscalizes invoices and creates audit packages.

You need to confirm that your product works in accordance with the requirements as described in section [Standard Operation](#) in technical documentation for E-SDC vendors.

All questions are mandatory. You have to select **YES** for each question and provide a reference to the part of your User Manual which describes these functions.

Digital Signatures

Questions in this chapter refer to the handling of digital signatures and creating a unique verification URL for each fiscal invoice. You need to confirm that your product applies all the required functionalities.

All questions are mandatory. You have to select **YES** for each question and provide a reference to the part of your User Manual which describes these functions.

Prohibited Functions

Questions in this chapter refer to the prohibited functions which must not be enabled by your E-SDC product. You need to confirm that your product applies all the required functionalities.

All questions are mandatory. You have to select **YES** for each question and provide a reference to the part of your User Manual which describes these functions.

SDC Analyzer Results

Questions in this chapter ask you to upload the results of testing your E-SDC product with the [SDC Analyzer Win App](#).

Administrative Part

To begin the administrative part of an E-SDC accreditation, log in to the [Developer Portal](#) and open [My Accreditations](#).

Starting the administrative part

This is the part of the process that allows the applicant to issue a new administrative accreditation for the type of product the applicant wish to accredit.

[Click here for more info](#)

Find the product you wish to accredit and click on **Details**.

NOTE:
The status of your application for this product must be **Technical Approved**.

My Accreditations					
Start New Accreditation					
Accreditation Type	Product Name	Product Version	Jurisdiction	Status	
ESDC	E-ESDC	1.0	Technical	Technical Preparation	Details
ESDC	MarkESDC	1.0	Technical	Technical Approved	Details

A new page will open displaying your answers from the technical part. To start the administrative part of accreditation, click **Apply for Additional Jurisdiction** in the information box at the top of the page.

Accreditation Details

Product Name

MarkESDC

Product Version

1.0

Manufacturer Code

10-0001

Status

Technical Approved

Apply for additional jurisdiction

A new *Jurisdictions* page will open where you select a jurisdiction from the drop-down menu and click **Apply for this jurisdiction** to confirm.

Jurisdictions for Accreditation

Available Jurisdictions

Fiji

Apply for this jurisdiction

*Select one jurisdiction now, and you will be able to apply for accreditation in additional jurisdictions.

NOTE:
If you wish to apply for more than one jurisdiction, don't worry. You just need to select one option at this step and will be able to add more jurisdictions later (more information below).

An application for the administrative part will be added to your list in *My Accreditations*, with the status **Administrative Preparation**.

My Accreditations

Start New Accreditation

Accreditation Type	Product Name	Product Version	Jurisdiction	Status	
ESDC	E-ESDC	1.0	Technical	Technical Preparation	Details
ESDC	MarkESDC	1.0	Technical	Technical Approved	Details
			Fiji	Administrative Preparation	Details

Adding additional jurisdictions

To an additional jurisdiction for administrative review, you need to return to the Technical Part of your application. Click **Details** to open this part of the application.

Click here for more info

ESDC	MarkESDC	1.0	Technical	Technical Approved	Details
			Fiji	Administrative Preparation	Details

In the information box on top of the page, you will see your previously added jurisdictions already listed. To add a new one, click **Apply for additional jurisdiction**.

Developer Portal

Overview / Resources / Dev ESDC / My Accreditations

Accreditation Details

Product Name	MarkESDC
Product Version	1.0
Manufacturer Code	10-0001
Administrative Part Status:	
Fiji	Administrative Preparation

Apply for additional jurisdiction

Select the desired jurisdiction from the *Available Jurisdictions* menu and click **Apply for this jurisdiction**.

Jurisdictions for Accreditation

Available Jurisdictions

Samoa

Apply for this jurisdiction

*Select one jurisdiction now, and you will be able to apply for accreditation in additional jurisdictions.

The newly added jurisdiction will appear on your list of applications in *My Accreditations*.

ESDC	MarkESDC	1.0	Technical	Technical Approved	Details
			Fiji	Administrative Preparation	Details
			Samoa	Administrative Preparation	Details

Page design

The top of the page contains an information box with basic information about your accreditation. There is a button for submitting the administrative part of your application (for that jurisdiction) for review.

Click here for more infoNOTE:

The **Submit for Review** button is not clickable until you answer all mandatory questions (marked by red).

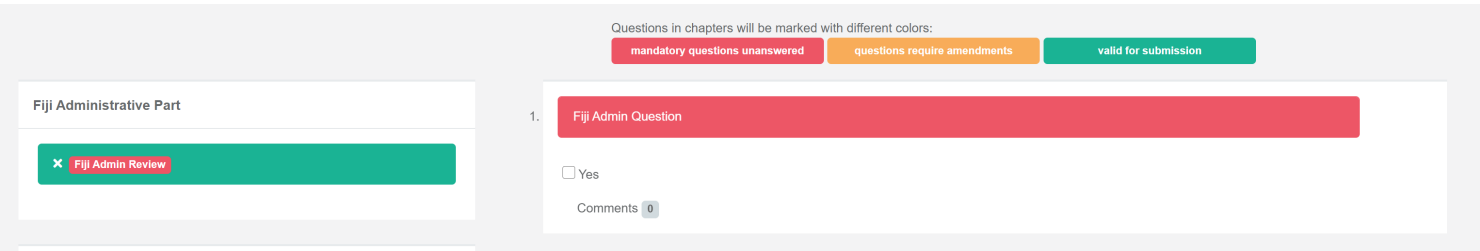
Accreditation Details

Product Name	MarkESDC
Product Version	1.0
Manufacturer Code	10-0001
Jurisdiction	Fiji
Status	Administrative Preparation

Submit for Review

*To submit the application you must answer all mandatory questions and make required amendments.

Questions are divided into chapters. The chapters are displayed on the left side, while on the right side you can see the questions from the selected chapter.

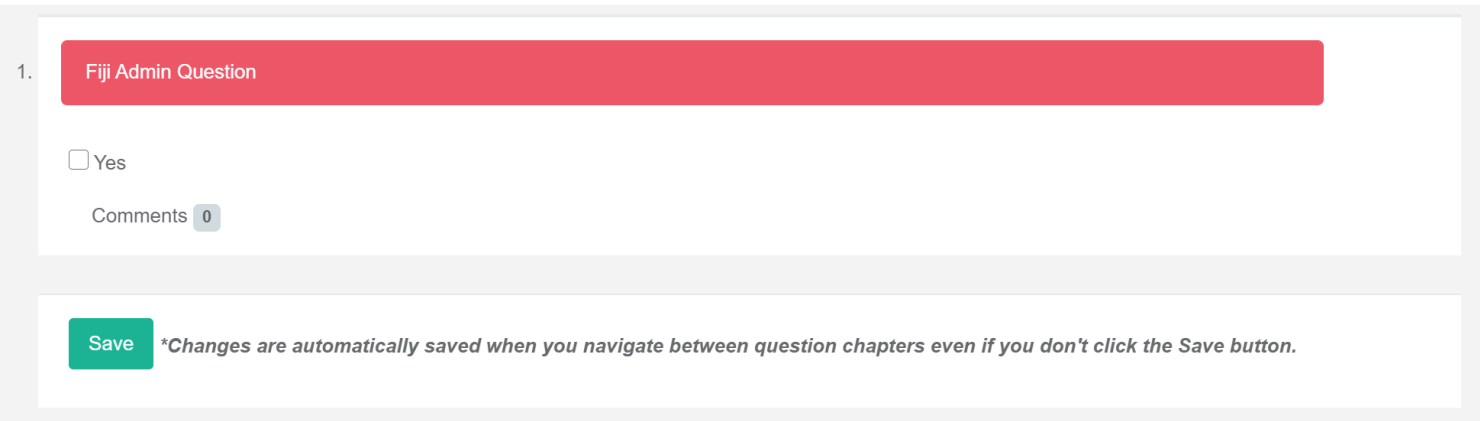


Saving your answers

When you finish answering the questions from one chapter, you can save your answers by clicking **Save** below the question(s).

Click here for more info**NOTE:**

If you proceed to the next chapter, navigate to another Developer Portal page, or log off before clicking **Save**, will still be saved automatically.



Color explanation

Developer Portal uses colors to mark chapters and questions that are mandatory or require applicants' attention:

Click here for more info

Chapters/questions marked by **RED** color are mandatory, i.e. they have to be answered

- Chapters/questions marked by **ORANGE** color require amendments from the applicant. They receive this color when an application reviewer requires additional information from the applicant or a change of the provided information. These questions are usually followed by the reviewer's comment.
- Chapters/questions marked by **GREEN** color are ok, and they can be submitted.

NOTE:

When a chapter/question doesn't have any color, it means that it is not mandatory.

There is a color interpretation line above the questions that you can use to remind yourself about the colors' meanings.

Questions in chapters will be marked with different colors:

mandatory questions unanswered

questions require amendments

valid for submission

Submitting Administrative Part for review

Only when you answer all the mandatory questions, the **Submit for Review** button will become active.

[Click here for more info](#)

Accreditation Details	
Product Name	MarkESDC
Product Version	1.0
Manufacturer Code	10-0001
Jurisdiction	Fiji
Status	Administrative Preparation

Submit for Review

When you click on it, the administrative part of your application for accreditation will be sent for review.

NOTE: If you want to apply for more than one jurisdiction, you need to repeat this process for each jurisdiction individually. The technical part of your accreditation is reviewed once for all jurisdictions, but the administrative part is reviewed individually for each jurisdiction.

Completing the Administrative Part

When all your answers pass the administrative review successfully, you will receive an email notification.

[Click here for more info](#)

TaxCore

Dear Adams Tony,

Your ESDC product MarkESDC, version 1.0, has successfully passed the Administrative Review of the ESDC accreditation process. The details of your accreditation process will be forwarded to the Technical Committee for final review and confirmation. You will receive an email informing you about your next steps.

If you have questions or need any help, please email our support service: taxcore.support@dti.rs

Kind Regards,
TaxCore Team

You can also notice that the status of your application for that jurisdiction has changed to **Approved**.

ESDC	MarkESDC	1.0	Technical	Technical Approved	Details
			Fiji	Approved	Details
			Samoa	Administrative Preparation	Details

This means that the administrative part of your accreditation for this jurisdiction was reviewed positively. However, at this point your product is not accredited yet.

After successful technical and administrative review, the details of you your applications are forwarded to the tax authority's Technical Committee which decides whether to grant official E-SDC accreditations for each jurisdiction.

Partners-Resellers

If you aren't the manufacturer of the product which is being accredited, but are acting as a Partner or a Reseller, here you need to provide the details of your partnership/agreement with the manufacturer.

This section asks you to define whether you are a Partner or a Reseller, as well as to confirm if you are authorized to modify or customize the software.

Type of E-SDC

In this chapter you need select the type of E-SDC you wish to accredit.

There are three specific options (**Hardware based**, **Software based** and **Internal E-SDC (POS and E-SDC combined)**) as well as the option **Other** in case your product does not fit any of those categories.

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option and save the answers, the others become optional (grey color).

Installation of E-SDC

In this chapter, you need to select the manner in which you plan to install the product for your customers.

There are three specific options:

- **On-Premise**
- **Cloud Service**
- **Self-installation**
- **Other** (in case your planned installation does not fit any of the other categories)

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option and save the answers, the others become optional (grey color).

E-SDC Connection Types

In this chapter, you need to state the type of connection between your E-SDC and taxpayer's invoicing system (POS).

There are three options:

- **Wireless (Wi-Fi)**
- **Ethernet/IP (HTTP)**
- **Other** (in case your product does not fit any of the other categories)

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option and save the answers, the others become optional (grey color).

Supported Operating Systems

In this chapter, you need to select the operating systems your E-SDC product can work with.

There are seven options:

- **Windows**
- **Linux**
- **Android**
- **iOS**
- **macOS**
- **Embedded**
- **Other** (in case your connection type does not fit any of the other categories)

NOTE:

You can select more than one option.

Initially, all options are marked as mandatory (red color).

However, when you select at least one option and save the answers, the others become optional (grey color).

Becoming Accredited for E-SDC

If the tax authority's Technical Committee reaches a positive decision during the final review of your application, your E-SDC product becomes accredited.

You will receive email notification of the successful accreditation.

TaxCore

Dear Adams Tony,

Congratulations!

Your ESDC product MarkESDC, version 1.0, has successfully passed the ESDC accreditation process. The Technical Committee has confirmed the accreditation after their final review.

If you have questions or need any help, please email our support service: taxcore.support@dti.rs

Kind Regards,

TaxCore Team

You can also see that the status of your application for that jurisdiction has changed to **Accredited** in [My Accreditations](#) section on the Developer Portal.

NOTE:

If you applied for more than one jurisdiction, each one has to be accredited separately. The status of each jurisdiction application clearly shows its current state.

My Accreditations					
Start New Accreditation					
Accreditation Type	Product Name	Product Version	Jurisdiction	Status	
ESDC	E-ESDC	1.0	Technical	Technical Preparation	Details
ESDC	MarkESDC	1.0	Technical	Technical Approved	Details
			Fiji	Accredited	Details
			Samoa	Administrative Preparation	Details

TaxCore Mobile POS

Up-to-date user documentation for TaxCore mobile POS is published via [GitHub](#).