# EXTERNAL GUIDE

# GUIDE FOR THE SUBMISSION OF THIRD PARTY DATA USING THE CONNECT DIRECT CHANNEL



# **REVISION HISTORY TABLE**

Date	Version	Description
30-11-2020	4	Updated to include eFiling Redesign

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#### 1 PURPOSE

- The purpose of this document is to guide the Technical Users, Technical Administrators and Business Administrators in uploading third (3rd) party data using the Connect Direct channel. The guide also demonstrates how to enrol, activate and delete a technical user, administrator and business administrator on eFiling.
- This guide in its design, development, implementation and review phases is guided and underpinned by the SARS Strategic Plan 2020/21 2024/25 and the applicable legislation. Should any aspect of this guide be in conflict with the applicable legislation the legislation will take precedence.

#### 2 INTRODUCTION

- South African Revenue Service (SARS) implementation of a 3rd Party Data Platform enables taxpayers to submit 3rd party supporting data to SARS via the following channels:
  - eFiling (via a data submission form with a limited volume only)
  - SARS branch manual capturing (limited volume only)
  - Direct Data Flow (by using the Connect: Direct<sup>™</sup> technology). Taxpayers are required to enrol and activate for this channel (refer to the Connect: Direct<sup>™</sup> Guide for how to use this channel)
  - Direct Data Flow (by using the Secure Web: https). Taxpayers are required to enrol and activate for this channel.
- Direct Data Flow channel reduces the overall administrative burden of large volume data transfer, shorten data processing cycle times and provide for faster feedback. Taxpayers who want to use the Direct Data Flow channel must have eFiling profiles to enrol for this channel and activate it on eFiling.
- Taxpayers choosing to use the Direct Data Flow channel need to be in possession of a security certificate to ensure secure file submission. Taxpayers will also be required to declare the accuracy of the data submitted to SARS by authorising the data submission. To enable SARS to administer these security certificates and to authenticate file submission, 3rd party data providers must request security certificates as part of the enrolment and activation process.
- Taxpayers will only be able to activate the Direct Data Flow Channel for the tax data types below, due to the fact that the taxpayer must be issued with a security certificate to be used with every file submission and that SARS must be able to authenticate file submissions;
  - Dividends (Withholding) Tax,
  - VAT201 supporting data,
  - IT3 (b), (c), (e), (s) Medical and insurance submissions, and
  - Foreign Tax Information (FTI) and CRS.

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Note: Taxpayers can only submit a maximum of 20 IT3 submissions via the eFiling channel.

# 3 ENROLMENT ON EFILING AND SUBMISSION OF 3RD PARTY DATA TO SARS

- Non-eFilers wishing to use the Direct Data Flow channel should register for eFiling at www.sarsefiling.co.za
- To manage 3rd party data submission, the taxpayer must have the following three types of users allocated in the enrolment and submission of 3rd party data to SARS;
  - Business Administrator This user is the same as the current eFiling full administrator. The role of this user is to enrol the legal entity/organisation that will be submitting data to SARS and the Technical Administrator. The taxpayer is not required to allocate new eFiling administrators for the purposes of 3<sup>rd</sup> party data submissions if one already exists.
  - Technical Administrator The role of this user is to request the security certificate and to enrol technical users. If the taxpayer decides to change the Technical Administrator, a new Technical Administrator must be added before the existing one can be removed. There must always be at least one Technical Administrator for each enrolled organisation.
  - Technical User The role of this user is to submit the data files to SARS via the Direct Data Flow channel. An organisation can have multiple Technical Administrators and Technical Users in order to allocate work according to the organisation's requirements. The technical user must be a different person from the technical administrator.

**Important to note:** Once enrollment of the organisation is completed, the person who enrolled the organisation becomes the Business Administrator. This implies that he/she (the Business Administrator) cannot be enrolled as a Technical Administrator or a Technical User.

# 3.1 Enrolling the Organisation

• To enrol the organisation, the user must be logged into eFiling at www.sarsefiling.co.za.



- Once logged into eFiling and on your **Organisation's work page**, click on **Services** in the top menu bar. From the side menu options, select **Enrol 3rd Party Data**.
- Under the Enrol 3rd Party Data option the following sub-menus are available:

Sub-Menu	Accessed by role
Enrol Organisation	Business Administrator (eFiling Administrator)
Enrol Technical Admin	Business Administrator (eFiling Administrator)
Request Certificate	Technical Administrator
Enrol Technical User	Technical Administrator
Submission Dashboard	Technical Administrator
	Technical User
Secure File Submission	Technical Administrator



#### • Select Enrol Organisation

• The following screen, containing the organisations details will appear

Other Services		Home	User Organisations	Returns Custorns	Duties & Levies	Services	Tax Status	Contact Log	Out
Tax Directives	Portfolio	T	axpayer		6				
Tax Directives - prior 2017		<b>•</b>		⊸ : Organ	isation	<b>P</b>			
Additional Services									
Tax Clearance Certificates	rol Organisation for 3rd Party	Data Submission							
Enrol 3rd Party Data	Organisation Name:		You have not yet enro	led an organisation for the	submission				
Enrol Organisation	Registration Number: Trading As:		of 3rd Party Data. By Organisation (reflect	default your representative ng on the left) has been s	elected.				
Enrol Technical Admin	Physical Address:	test 0001	To change this organ that will be submittin	isation and to enrol a diffe g bulk data to SARS, pleas	rent one e search for				
Request Certificate	Total Number of Tech Admins's:	0	the corresponding of Search for Organisal	ganisation.					
Enrol Technical User	Total Number of Tech users's:	0	Sector of the sector						
Submission Dashboard	Reference Number: Channels enroling for:	Connect Direct							
Secure File Submission		<ul> <li>Secure Web (https)</li> </ul>							
My TP Configuration	Enrol Organisation								
Complainte								ASK A QUESTION	17

Note: If the **Income Tax, PAYE or VAT** Reference number for the company is not prepopulated on the textbox, enter the number on the textbox before you proceed to the next step.

- Click Enrol Organisation to retrieve the organisations details
- The following screen will be displayed

Tax Directives	Portfolio	Та	xpayer
Tax Directives - prior 2017			Corganisation
Additional Services			
Tax Clearance Certificates	Enrol Organisation for 3rd Part	y Data Submission	
Enrol 3rd Party Data	ORGANISATION DETAILS		You have not set enroled an organication for the submission
Enrol Organisation	Registration Number: Trading As:		od and have not yn entreter an organization oa twe sonnes on of 3rd Party Data. By default your representative Croanization (refecting on the left) has been selected.
Enrol Technical Admin	Physical Address:		To change this organisation and to enrol a different one
Request Certificate	Total Number of Yash Adminutes		that will be submitting pluk data to SWKS, please search for the corresponding organisation.
Enrol Technical User	Total Number of Tech users's:	0	Search for Organisation
Submission Dashboard	Reference Number:		Message from webpage
Secure File Submission	Chambers enroung for:	<ul> <li>Connect Direct</li> <li>Secure Web (https)</li> </ul>	Submission?
My TP Configuration	Enrol Organisation		OK Cancel
Complainte			Skk a question?

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Once you click on **Ok**, the following screen will be displayed

Other Services	SARS @FU	NG Home	User Organisations	Returns Customs	Duties & Levies Service	s Tax Status	Contact Log Out
Tax Directives	Portfolio		Taxpayer				
Tax Directives - prior 2017		•		י : Orga	nisation		
Additional Services							
Tax Clearance Certificates	Enrol Organisation for 3rd P	arty Data Submission					
Enrol 3rd Party Data	ORGANISATION DETAILS		The organization	efected on the left is the or	manisation that		
Enrol Organisation	Registration Number: Trading As:		you have selected	to enrol for the submission	n of 3rd Party Data		
Enrol Technical Admin	Physical Address:	test					
Request Certificate	Total Number of Toch Admine's:	0001					
Enrol Technical User	Total Number of Tech users's:	0					
Submission Dashboard	Reference Number:						
Secure File Submission	Channets enroled for: Status	Legal entity enrolment requ	ested				
My TP Configuration	6						
Complainte							ASK A QUESTION?

• Once an organisation has been enrolled, i.e. the **Status** is **Legal Entity Enrolled**; the Business Administrator will be able to enrol the Technical Administrator(s).

#### Note:

- Users can now switch from using Connect Direct to Secure Web (http) and vice versa. This requires users to enrol for the use of both Connect Direct and Secure Web (http). To enrol for both channels, once having enrolled for Connect Direct, follow the same procedure as above (3.1), however when selecting the preferred channel, select Secure Web (http). This will result in the user being enrolled for both Secure Web (http) and Connect Direct channels.
  - See screen displayed below:

Other Services	😑 🌱 SARS 💩	NG Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
ax Directives	Portfolio		Taxpayer			ar maria	6	3			
ax Directives - prior 2017		*			*	: Organ	isation	ά.			_
dditional Services											
ax Clearance Certificates	Enrol Organisation for 3rd P	arty Data Submis	sion								
nrol 3rd Party Data	Organisation Name:		The	organisation reflec	led on the left i	s the organisat	on that				
Enrol Organisation	Registration Number: Trading As:		you t	ave selected to en	vol for the sub-	mission of 3rd I	Party Data				
Enrol Technical Admin	Physical Address:										
Request Certificate											
Enrol Technical User	Total Number of Tech Admins's: Total Number of Tech users's:	1									
Submission Dashboard	Reference Number:										
Secure File Submission	Channels enroling for:	Connect Direct Secure Web (https)	Legal entity e Legal entity e	nrolled nrolled							
ly TP Configuration	l									-	
omplainte										D ASK A QU	ESTION?

- The status will initially read as Legal Enrolment Requested. The status will later change to Legal Entity Enrolled. The organisation can only enrol a technical administrator if their status reads Legal Entity Enrolled.
- The status will only change once the user has refreshed the screen.

# 4 MANAGING TECHNICAL ADMINISTRATORS

#### 4.1 Enrolling a Technical Administrator



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• To enrol a Technical Administrator, select **Enrol Technical Admin** from the side menu options, on your Organisations work page under the **Enrol 3rd Party Data** menu.

Other Services		Home User	Organisations Returns	Customs Duties & Levi	es Services	Tax Status	Contact Log	Out
Tax Directives	Pertfolio	Taxpayer			MELE			
Tax Directives - prior 2017		•	•	• Organisation	YOU			
Additional Services								
Tax Clearance Certificates	Enroll Technical Administrator for 3	rd Party Data Submis	sion					
Enrol 3rd Party Data	ORGANISATION DETAILS Organisation Name:							
Enrol Organisation	Registration Number: Tax Reference:							
Enrol Technical Admin								
Request Certificate	NAME ID NUMBER/PAS Theshin Moodley	SSPORT NUMBER	ENROLLMENT DATE 2015/08/14	STATUS Link Enrolled	Open			
Enrol Technical User	Find Technical Administrator							
Submission Dashboard								
Secure File Submission								
My TP Configuration								
°omplainte							ASK A QUESTION	л 

Click Find Technical Administrator to search and select a Technical Administrator.

	Search for Tax User		
Sumame:	Email Address		
Login Name	First Name		
The wild character (*) may be used.		Search	
			clos

 Complete the information required and click on Search. The user can complete one of the fields and click on search. If no values are entered in the above fields, click on Search and all the registered eFiling users for the relevant organisation will be displayed.

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		Search for Tax IIs	er	
Surname:	Day	Email Add	liess	
Login Name		First Nam	e	
The wild charac	der (*) maybe used.		Search	]
Record found.		Page 1 of	<< Prev	ious Next >>
Surname	First Name	Login Name	Email Address	

• The screen with the user's details will be displayed. Select the user to be enrolled as the Technical Administrator.

USER DETAILS		
Name:		
ID Number:		
Email Address:		
Cell Phone: Telephone Number:		
Enroll Technical Adminis	trator	

• The screen with the details of the selected user will be displayed as confirmation. Select **Enrol Technical Administrator**, to submit the request.

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Other Services	SARS @ FILING Home User Organisations Returns Customs Duties & Levies Services	Tax Status	Contact Log Out
Tax Directives	Portfolio Taxpayer		
Tax Directives - prior 2017	I Organisation		
Additional Services			
Tax Clearance Certificates	Enroll Technical Administrator for 3rd Party Data Submission		
Enrol 3rd Party Data	ORGANISATION DETAILS		
Enrol Organisation	Organisation Name: Registration Number:		
Enrol Technical Admin	Tax Reference:		
Request Certificate	NAME ID NUMBERIPASSPORT NUMBER ENROLLMENT DATE STATUS		
Enrol Technical User	Enrolment requested	<u>Open</u>	
Submission Dashboard	Find Technical Administrator		
Secure File Submission			
My TP Configuration			
			ASK A QUESTION?

- By selecting the Enrol Technical Administrator button you will be redirected to the grid page.
- In the **Status** column, the status **Enrolment Requested** indicates that SARS is still processing the enrolment. The status **Link Enrolled** will be displayed once the enrolment of the user as the Technical Administrator has been confirmed.
- To replace one Technical Administrator with another Technical Administrator, the first enrolled Technical Administrator must have a status Link Enrolled. The Business Administrator must then enrol a new Technical Administrator. Click Find Technical Administrator and once a new Technical Administrator has been enrolled, the other Technical Administrator can be deleted.

#### Note:

To delete all Technical Administrator(s), all associated Technical Users and certificates need to be deleted first. Refer to paragraph 7.1 Enrolling a Technical User for a description of how to delete technical users.

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#### 4.2 Viewing details of a Technical Administrator



• To view all the Technical Administators, click **Enrol Technical Admin**.

Other Services		atus Contact	Log Out
Tax Directives	Portfolio Taxpayer		
Tax Directives - prior 2017	Crganisation		
Additional Services			
Tax Clearance Certificates	Enroll Technical Administrator for 3rd Party Data Submission		
Enrol 3rd Party Data	ORGANISATION DETAILS		
Enrol Organisation	Registration Number:		
Enrol Technical Admin			
Request Certificate	NAME ID NUMBER/PASSPORT NUMBER ENROLLMENT DATE STATUS		
Enrol Technical User	Enrolment requested Open		
Submission Dashboard	2		
Secure File Submission			
My TP Configuration			
		💬 ASK A QI	JESTION?

 All the Technical Administrators with the associated status with regard to their enrolment and activation will be displayed. Click **Open** next to a Technical Administrator to view the details of that particular Technical Administrator.

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ax Directives	Portfolio		Тахрауе	r					
ax Directives - prior 2017		·			Ŧ	: Organisat	tion		_
dditional Services	Enroll Technical /								
ax Clearance Certificates	ORGANISATION								 ٦I
nrol 3rd Party Data	Organisation Nar Registration Num	Enrol Technical Adm	inistrator for 7	leaf					
Enrol Organisation	Tax Reference:	Party Data Submissio	n	a d					
Enrol Technical Admin	NAME	USER DETAILS							
Request Certificate	Good Persons	Name: ID Number:							
Enrol Technical User	Find Technica	Cell Phone:		TEST@TEST.C0.2	2A				
Submission Dashboard		Delete Technic	al Administrator						
Secure File Submission									
ly TP Configuration									

• Details of the particular Technical Administrator will now open.

# 4.3 Deleting a Technical Administrator

Other Services	■ SARS @ FILMG Home User Organisations Returns Customs Duties & Levies Services Table Services	ax Status Contact Log Out
Tax Directives	Portolo Taxpayer	
Tax Directives - prior 2017	Crganisation	
Additional Services		
Tax Clearance Certificates	Enroll Technical Administrator for 3rd Party Data Submission	
Enrol 3rd Party Data	ORGANISATION DETAILS Organisation Name:	
Enrol Organisation	Registration Number: Tax Reference:	
Enrol Technical Admin		
Request Certificate	NAME D NUMBER/PASSPORT NUMBER ENROLLMENT DATE STATUS Link Enrolled Qren	
Enrol Technical User	Find Technical Administrator	
Submission Dashboard		
Secure File Submission		
My TP Configuration		
		ASK A QUESTION?

• To delete a Technical Administrator, click **Open** next to the Technical Administrator that is to be removed.

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Other Services	🗐 🏹 SA	RS @FILING	Home	User	Organisations	Returns	Customs	Duties & Levie	s Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio			Taxpayer								
Tax Directives - prior 2017			*			Ŧ	: Organ	iisation				
Additional Services	Enroll Technical											
Tax Clearance Certificates	ORGANISATIONE											
Enrol 3rd Party Data	Organisation Nar Registration Num	Enrol Technics	al Administrat	or for 3rd								
Enrol Organisation	Tax Reference:	Party Data Sub	mission									
Enrol Technical Admin	NAME	USER DETAILS										
Request Certificate	Good Parsons	ID Number:										
Enrol Technical User	Find Technice	Cell Phone: Telephone Num	nber:									
Submission Dashboard		Delete	Technical Admini	strator	)							
Secure File Submission												
My TP Configuration											<b>&gt;</b>	
											SK A QU	JESTION?

• Click **Delete Technical Administrator** to remove the Technical Administrator.

Other Services	ENCLARS CHELING Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log Out
Tax Directives	Portfolio Taxpayer
Tax Directives - prior 2017	Organisation
Additional Services	Enroll Technical Administrator for 3rd Party Data Submission
Tax Clearance Certificates	CORCAVES ATTORN
Enrol 3rd Party Data	Registration Not Enrol Technical Administrator for 3rd
Enrol Organisation	Tax Reference: Party Data Submission Message
Enrol Technical Admin	Administrator - Please note that a delete will result in a change in the Trichnical User Source
Request Certificate	Dimos Misa ID Number: To obtain the new source ID: Email Address:
Enrol Technical User	Find Technical         Cett Phone:         Please log in as the Technical User           Telephone Number:         On the Enrol Saf Panor Data Menu -> Enrol
Submission Dashboard	Delete Technical Administrator Technical User Click Open > Copy the entire Source
Secure File Submission	Use the new Source ID in your file Submissions.
My TP Configuration	
	Confirm Cancel

- You will be prompted to confirm that the user must be deleted. If you select **confirm**, the Technical Administrator will be deleted. To cancel the deletion, select **Cancel**.
- To delete all Technical Administrator(s), all associated Technical Users and certificates need to be deleted first. Refer to paragraph 7.1 Enrolling a Technical User for a description of how to delete technical users.

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• If you attempt to delete the only enrolled Technical Administrator without having deleted all the Technical Users first, this message will be displayed

# 5 SECURITY CERTIFICATE FROM SARS

#### 5.1 Requesting a security certificate

 Once a Technical Administrator has been enrolled successfully, the Technical Administrator can request the security certificate from SARS. This security certificate is required for submission of data via the Connect: Direct channel.



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• To request the security certificate from SARS, select **Request Certificate** from the side menu options, on your Organisations work page under the **Enrol 3rd Party Data** menu.

Other Services	SARS @FILNG	Home	User Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio	÷	Taxpayer	-	: Organi	sation	3)			
Tax Directives - prior 2017										
Additional Services										
Tax Clearance Certificates	Request Certificate for 3rd Party	/ Data Sub	mission							
Enrol 3rd Party Data	ORGANISATION DETAILS									
Enrol Organisation	Organisation Name: Registration Number:									
Enrol Technical Admin	Tax Reference:									
Request Certificate	Node Name IP Add	lress	Request Date		Status	Expiry (	Date			
Enrol Technical User	No Records available for your selection									
Submission Dashboard	Request New Certificate									
Secure File Submission										
My TP Configuration									D ASK A QUI	ESTION?

• The **Request Certificate** screen will list all certificates that were issued for that taxpayer. Initially this list will be empty. Click **Request New Certificate** to start a new certificate request process.

Other Services	SARS @ FILMG Home	User Organisations F	Returns Custorns	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio	Taxpayer	- : Organ	isation	D			
Tax Directives - prior 2017					-			_
Additional Services								
Tax Clearance Certificates	Request Certificate for 3rd Party				í			
Enrol 3rd Party Data	Organisation Name: SARS SUBSC	RIPTION TERMS - SARS LAWT	RUST 3 <sup>RD</sup> PARTY DAT	A ENTITY CERTIF	CATE			
Enrol Organisation	Tax Reference: PLEASE READ THE DATA ENTITY CE	SE SUBSCRIPTION TERMS CAREFUL REFECATE FROM THE SOUTH AFRIC	AN REVENUE SERVICE (***	UIGRADING OR US	ING THE			
Enrol Technical Admin	JSE OF SUCH D CONDITIONS CO	ATA ENTITY CERTIFICATE BY THE NTAINED HEREIN.	USER IMPLIES ACCEPT	ANCE OF THE TER	WS AND			
Request Certificate	Ne Records available for your soloction I. PREAMBLE							
Enrol Technical User	I.1 S and SAR	ARS has set up the e-Fling Systems S ensures security of its systems withorrowers for the oursess in a	for revenue collection including the information	and/or payment ; tion transmission ; its for the ofference	channels			
Submission Dashboard	channels have in a	SARS has sourced the Data Ent order to access and use the e-Film	ity Certificate which th system.	e Subscriber is rec	uired to			
Secure File Submission	1.2 A soknowi renderec isokalion	Ithough SARS provide: the Data i adges and agrees that the Dat 3 by SARS, but that it is a produc the Data Entity Certificate the Ar	Entity Certificate to the a Entity Cortificate is t or service of LAW tru thorized Recressionation	Subscriber, the Su not a product or st. By downloading	orvice and/or			
My TP Configuration	1.2.1	warrants that he/fee has bee	n mandated to submit	the Certificate Ap	vication		🤛 ASK A QUI	ESTION?

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ner Services			
Directives	Portfolio	Taxpayer 👻 🗄 Organisation	
Directives - prior 2017			
litional Services	Request Certificate for 3rd Party Infoatructure (Novel Vision Doc Als) Infoatructure Infoatructure	<ul> <li>recently and related oparation of the Authorities Representative undertake that         <ul> <li>a do or permit onlything to be done which will compromise the e-filling System</li></ul></li></ul>	
Clearance Certificates	Organisation Name: 10.1.3 The Subsci Registration Number: Entity Certific Tax References: Including the	criter shall ensure that the Authonised Representative does not utilize the Data factor in any manner which may companying the sucurity of SARS's system is network security of SARS informations.	
ol 3rd Party Data	for the opera environment 10.1.4 If SARS hos	ration of its system; or formper with the Data Entity Certificate or such a network in rwhatesever, or reason to believe that any of the Authorised Representatives is not obtain by	
nrol Organisation	No Records available to your relection the provision incurring one Perquest New Centrome Data Entity C	on of the Subscription Terris and Conditions SARS shall immediately, without vibility in terms of this Agreement, be entitled request LAW trust to support the Certificate.	
nrol Technical Admin	10.2 Exploy:		
equest Certificate	10.5.1 All we ef it Certificate a train the mai	the Date Entry Carifficant will areas upon emply accurately and the Date Entry and the Subsolution will be oblighted for () among the Date Relify Carifficate active in which it has been installed; (i) online care from occessing and/or	
nrol Technical User	using the Dot of the Data automatical damage lass	stre primy veriminaria, me Judiotaler acknowledges and agrees that upon explay a brihly Cartificate all lecourity opplied during the transmission of dets shall be ally last and \$A& Including LWM that shall not be held responsible for any is. Thet or convolution of data which has been transmitted from and/or Subschaft	
ubmission Dashboard	mochine. The	er dis of this accurrence shall remain with the Subscriber.	
ecure File Submission	Contrue and Re	Request ·	
TP Configuration	-	n dom	

You will be requested to accept the Terms and Conditions (T&C) that govern the use of this service by ticking the box next to I have read and accept the above conditions. Once the terms and conditions have been accepted, click Continue and Request. Please note that unless the terms and conditions are accepted, you will not be able to proceed to the next step.

		Home	User Organisatio	is Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Other Services										
Tax Directives	Portfolio	Ŧ	Taxpayer	Ŧ	: Orgar	isation				
Tax Directives - prior 2017										-
Additional Services	Request Certificate for 3rd Party Data	Submission								
Tax Clearance Certificates	Organisation Name:									
Enrol 3rd Party Data	Registration Number: Tax Reference:									
Enrol Organisation	Please capture the following detail of the Cha	nnel that will be conne	ecting to SARS							
Enrol Technical Admin	Channel: Con Node Name:	mect Direct								
Request Certificate	Buffer size: Number of Concurrent Sessions:									
Enrol Technical User	Do you want to generate the certificate request © Electronically - the eFiling system will auto	t manually or do you wa matically generate the	nt eFiling to assist in the proces certificate request and will send	17 the request for fulfi	liment. Once the	certificate				
Submission Dashboard	has been issued eFiling will assist in the insta O Manually - eFiling will provide you with the	allation of this certificate CN that you have to use	to generate the certificate requi	st. You will then ha	ive to upload the	certificate				
Secure File Submission	Continue	you will have to downloa	ad the certificate and manually i	stall the certificate	on the appropria	te server				
My TP Configuration									ASK A QUE	STION?

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- Capture the Node Name, IP Address, Buffer size and Number of Concurrent Sessions.
- Number of Concurrent Sessions is the number of simultaneous file transfer connections available at any time. Refer to the relevant netmap definitions for Connect: Direct to obtain this number.
- Select either the **Electronic** or **Manual** options for issuing the security certificate.
- 5.2 Electronic request process

Other Services	TYSARS @ FILING Home User Organisations Returns Customs Duties & Levies Services	s Tax Status Contact	Log Out
ax Directives	Portfolio Texpayer		
ax Directives - prior 2017			
ditional Services	Request Certificate for 3rd Party Data Submission		
x Clearance Certificates	ORGANESATION DEFAILS Organisation Name:		
rol 3rd Party Data	Registration Number: Tax Reference:		
Enrol Organisation	Please capture the following detail of the Channel that will be connecting to SARS		
nrol Technical Admin	Channel: Connect Direct Node Name:		
equest Certificate	IP Address: Buffer size: Number of Concurrent Sessions:		
nrol Technical User	Do you want to generate the certificate request manually or do you want eFiling to assist in the process?		
ubmission Dashboard	• Ore unward of Film will assist in the installation of this certificate request and will send the request two will be of an and the oreflicate base of the oreflicate request will assist or for the oreflicate of the oreflicate request two will be have to upload the certificate		
ecure File Submission	request. Once the certificate has been issued you will have to download the certificate and manually install the certificate on the appropriate server Continue		
y TP Configuration		ASK A QU	ESTION?

- To generate the security certificate request electronically, select **Electronically** button. This means that the eFiling system will automatically generate the security certificate request and will send the request for fulfillment. Once the security certificate has been issued, eFiling will assist in the installation of the security certificate.
- To use the electronic request process complete the screen as per the example above and once you are done, click **Continue**.

Other Services		<b>F</b> SARS	FILING	Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Ou
ax Directives	Portfolio			÷	Taxpayer		÷	: Organ	isation	3)			
x Directives - prior 2017													
ditional Services													
Clearance Certificates													
ol 3rd Party Data			<u>«</u> ,										
rol Organisation			Java -										
nrol Technical Admin													
equest Certificate													
nrol Technical User													
ubmission Dashboard													
ecure File Submission													
/ TP Configuration												🥅 ASK A QUE	STION?

• SA Java Applet widget will load on the screen

Other Sequence	SA		Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Other Services	Portfolio			Taxpayer				6				
Tax Directives			-			*	: Organ	isation				
Tax Directives - prior 2017												
Additional Services												
Tax Clearance Certificates		We are auto-regist this will take up to connection, please	tering for your certificate 1 minute depending on yo be patient.	, our								
Enrol 3rd Party Data												
Enrol Organisation												
Enrol Technical Admin		Applet Version: v1.0.0.22										
Request Certificate												
Enrol Technical User												
Submission Dashboard												
Secure File Submission												
My TP Configuration											🦻 ASK A QU	ESTION?

Once the Java Applet widget has loaded the screen above will be displayed. Click
 Browse to locate the directory for the certificate to be exported and then click Export cert.

EXTERNAL GUIDE GUIDE FOR THE SUBMISSION OF THIRD PARTY DATA USING THE CONNECT DIRECT CHANNEL GEN-ENR-01-G01

Other Services		Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio	-	Taxpayer		Ť	: Organi	sation	3)			
Tax Directives - prior 2017											_
Additional Services	The Certificate is installed successfully										
ax Clearance Certificates											
nrol 3rd Party Data											
Enrol Organisation											
Enrol Technical Admin											
Request Certificate											
Enrol Technical User											
Submission Dashboard											
Secure File Submission											
My TP Configuration										D ASK A QUES	STION?

• A message will appear confirming that your certificate has been successfully installed

Other Services	📄 🌱 SAi	RS @Filing	Home	User Organisations	Returns Cust	oms Duties & Levie	s Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio		<b>.</b>	Taxpayer	- : O	rganisation	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Tax Directives - prior 2017										-
Additional Services	De sur et Castificate (	fee 2nd Dente Dete C	-							
Tax Clearance Certificates	ORGANISATION DETAIL	s	nomission							
Enrol 3rd Party Data	Organisation Name:									
Enrol Organisation	Tax Reference:									
Enrol Technical Admin	Node Name	IP Address	Request Date	Status	Expiry Date					
Request Certificate	Test		2014/04/23	Certificate Issued	2015/04/23	Open				
Enrol Technical User	Request New Certific	cate								
Submission Dashboard										
Secure File Submission										
My TP Configuration									b ASK A QUE	STION?
	·		_							

#### 5.3 Manual request process

Other Services	Ţ ♥ SARS @ =	ILING Home	User Organisations	Returns Custom	s Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio	*	Taxpayer	∵ i Org	anisation				
Tax Directives - prior 2017					_	-			
Additional Services	Request Certificate for 3rd Pa	arty Data Submission							
Tax Clearance Certificates	Organisation Name:								
Enrol 3rd Party Data	Registration Number: Tax Reference:								
Enrol Organisation	Please capture the following detail	I of the Channel that will be conne	cting to SARS						
Enrol Technical Admin	Channel: Node Name:	Connect Direct							
Request Certificate	Buffer size: Number of Concurrent Sessions:								
Enrol Technical User	Do you want to generate the certific	ate request manually or do you war em will automatically generate the c	nt eFiling to assist in the process?	request for fulfillment. Once th	e certificate				
Submission Dashboard	has been issued eFiling will assist O Manually - eFiling will provide ye	in the installation of this certificate. ou with the CN that you have to use	to generate the certificate request.	fou will then have to upload th	e certificate				
Secure File Submission	Continue	en issued you will have to downloa	id the certificate and manually insta	I the certificate on the appropr	iate server				
My TP Configuration								D ASK A QUE	ESTION?

• To use the manual process to request a security certificate, select **Manually** and click **Continue**.

	📄 🏹 S	ARS OFILING	Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Other Services												
Tax Directives	Portfolio		*	Taxpayer		-	: Organ	isation				
Tax Directives - prior 2017												-
Additional Services	Request Certificat	e for 3rd Party Data	Submission									
Tax Clearance Certificates	Organisation Name	uls:										
Enrol 3rd Party Data	Registration Numbe Tax Reference:	r:										
Enrol Organisation	Please capture the	following detail of the Cha	annel that will be connect	ting to SARS								
Enrol Technical Admin	Channel: Interface Name:	Secure Web (htt Tes Manual	ps)									
Request Certificate	Please select the fol	lowing text to manually re-	quest your certificate									
Enrol Technical User	After the certificate re	equest has been created, j	please copy the CSR into	the text field be	low							
Submission Dashboard												
Secure File Submission	Remet Carl	rate		×								
My TP Configuration	- NAMESI CETAR										D ASK A QU	JESTION?

• A request string will be issued to the IP Address provided. Copy the request string into the textbox. Once you have done this, click **Request Certificate**.

EXTERNAL GUIDE GUIDE FOR THE SUBMISSION OF THIRD PARTY DATA USING THE CONNECT DIRECT CHANNEL GEN-ENR-01-G01

#### -----BEGIN CERTIFICATE REQUEST-----

MIIC3jCCAcYCAQAwgZoxFTATBgNVBAMMDFJIaW5oYXJkIDAwMTEUMBIGA1UECwwL QmVocmVucyAwMDExETAPBgNVBAoMCExBV3RydXN0MRIwEAYDVQQHDAIDZW50dXJp b24xEDAOBgNVBAgMB0dhdXRlbmcxCzAJBgNVBAYTAlpBMSUwIwYJKoZlhvcNAQkB FhZzdXBwb3J0QGxhd3RydXN0LmNvLnphMIIBIjANBgkqhkiG9w0BAQEFAAOCAQ8A MIIBCgKCAQEAh2bZmV0r1yPG/DLRRQXDpwR/hy4fCleaQDXzX4P4h8LFBRLFY88N ceuUJDISYbtME/sS4+z7+slK/ubTJLrZEmoaO/gj5JvJhGffYWG69ZEOsGssN8Tq w9pA4XgloBb+ExzvrmgMvq7ro4EwiWZ6+URBxUqwsRsThakmbZdejtBUqSWckIdr a2XgDvHgDqhX/CKPPJ84qa3+eLOnQXAMV2Mmy0Yl7qrOxjDUh9jD1T/ce+6M/1C9 NHfwMjAvKFXLvsVAW+MOuK50qo6GeYUy8ZxfFCMADhyxHW7qK2COBQZmqtprK7PT 3jmcMb7axyJ6PolK8iaQlFRWa3SATH1kywIDAQABMA0GCSqGSlb3DQEBBQUAA4IB AQAY5/Ug6bA1lrAlM954hkhyJGMSmGJA8w+TkrTI5KGUoc7fMV1bqkDvt+aToGxV ftengEf98JrGi48W13diazyNLMvyNnaOClK5xy144SpliLBWUvHHXVP0obnDJnsN HKX+BBHiBI/9nyVYkM0Jgqepa4PNLjPSjyvxbc/Git1cb2bC0svHWWcnlB1J1Htq iwZVbEdknzGEmRY3fjrChf5dTdenroavythyKbsNlgJpinlowrLEDjnMqmQlYNxi 7gJWOx2S6lP1vva1iYuf5KRJMSaF+3Oxmk7qZR+j/08/HuBatOZ1+3gwpL5oPpxx iCb1hDfnib25L3kWQe4JtNKd

-----END CERTIFICATE REQUEST-----

- Please note that a typical request string will look as displayed.
- You will now have the option to download the security certificate and then install it on the relevant server or to reinstall the security certificate.

#### 5.4 Deleting a Certificate

Other Services	SARS © FILING Home User Organisations Returns Customs Duties & Levies Services Ta	x Status Contact Log Out
Tax Directives	Pertolo Taxpayer	
Tax Directives - prior 2017		
Additional Services	Request Certificate for 3rd Party Data Submission	
Tax Clearance Certificates	Organisation DetAil S Organisation Name:	
Enrol 3rd Party Data	Registration Number: Tax Reference:	
Enrol Organisation	Please capture the following detail of the Channel that will be connecting to SARS	
Enrol Technical Admin	Channel: Connect Direct Node Name: Test	
Request Certificate	IP Address: Buffers size: 2048	
Enrol Technical User	Number of Concurrent Sessions: 1 Your certificate has been successfully issued	
Submission Dashboard	Status: Certificate issued Issued date: 20140423 Exceived date: 20150423	
Secure File Submission	Certificate: Click here to download certificate or click here to reinstall certificate Revolus Certificate	
My TP Configuration		ASK A QUESTION?

- **Revoke Certificate** You have the option to revoke a security certificate. If **Revoked Certificate** is clicked, the certificate will be revoked and the status of the security certificate will change to indicate that it was cancelled. The revoked security certificates will remain in the list of certificates.
- Renew Certificate Security certificates are only valid for 12 months from date of issue. The Renew Certificate button will only be available 30 days prior to the expiry date.

#### 6 MANAGING TECHNICAL USERS

#### 6.1 Enrolling a Technical User



EXTERNAL GUIDE GUIDE FOR THE SUBMISSION OF THIRD PARTY DATA USING THE CONNECT DIRECT CHANNEL GEN-ENR-01-G01

• To enrol a technical user, select **Enrol Technical User** from the side menu options, on your Organisations work page under the **Enrol 3<sup>rd</sup> Party Data** menu.

Tax Directives	SARS @ FILING	Home User	Organisations Returns	Customs Duties & Levies	Services Tax Status	Contact Log Out
Tax Directives - prior 2017	Portfolio	Taxpayer	Ţ	: Organisation	1	
Additional Services						
Tax Clearance Certificates	Frank Taskainel Hans for 2nd Darts I	Data Submission				
Enrol 3rd Party Data	ORGANISATION DETAILS	Data Submission				
Enrol Organisation	Organisation Name:					
Enrol Technical Admin	Registration Number: Tax Reference:					
Request Certificate				T CTATUS		
Enrol Technical User		SSPORT NUMBER	ENROLLMENT DAT	Role Enrolled	Open	
Submission Dashboard	Find Technical User					
Secure File Submission						
My TP Configuration						
Complaints						ASK A QUESTION?
						)))

• Click Find Technical User to search and select a Technical User.

								Conness	Tax Olatab	Contact	Log Ol
Tax Directives - prior 2017	Portfolio		Ŧ	Taxpayer		• : Orga	nisation	<u>)</u>			
Additional Services						_ • • • • 9		i			_
Tax Clearance Certificates											
Enrol 3rd Party Data	Enroll Tec							_			
Enrol Organisation	ORGANIS							.			
Enrol Technical Admin	Organisa	Sumame:		Sea	rch for Tax User Email Address			11			
Request Certificate	Registrat. Tax Refe	Login Name The wild chara	cter (*) may be used.		First Name		Search	_			
Enrol Technical User	_							- 1			
Submission Dashboard	Khavha Kh							lo:			
Secure File Submission	mandi Mar							close			
My TP Configuration	Find Techn	ical User									
Complaints											TIONS

EXTERNAL GUIDE GUIDE FOR THE SUBMISSION OF THIRD PARTY DATA USING THE CONNECT DIRECT CHANNEL GEN-ENR-01-G01

- Complete the information required and click **Search**. If no values are entered in the above fields, click **Search** and all the registered eFiling users for the relevant organisation will be displayed
- Select the user to be enrolled as a Technical User.

		Search for Tax User		
Surname:		Email Address		
Login Name		First Name		
The wild character (*)	may be used.		Search	
Record found.		Page 1 of	<< Previous Next >>	
Surname	First Name	Login Name	Email Address	
		Back to Top		

Tax Directives		SARS @FILING Home User Organisations Returns Customs Duties & Levies Services 1	Tax Status Contact Log Ou
Fax Directives - prior 2017	Portfolio	Taxpayer	
dditional Services			
ix Clearance Certificates	Enroll Technical		
nrol 3rd Party Data	ORGANISATIONE Organisation Nat		
Enrol Organisation	Registration Nurr Tax Reference:	Enrol Technical User for 3rd Party Data Submission	
Enrol Technical Admin	NAME BOT	USER DETAILS	
Request Certificate	No Technical User	ID Number: Email Address:	
Enrol Technical User		Cell Phone: Telephone Number:	
Submission Dashboard		Source Identifier: Please provide us with the ConnectDirect username used when submitting a file to SVRS:	
Secure File Submission		ConnectDirect Username:	
ly TP Configuration		Enrol rechnical User	
omplaints			

• To enrol the selected user, click Enrol Technical User

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Tax Directives	🗐 🏹 S/	4RS ⊜rung	Home	User Organisa	tions Returns Cus	toms Duties &	Levies Services	Tax Status	Contact Lo	og Out
Tax Directives - prior 2017	Portfolio		Ť	Taxpayer	- : (	Organisation				
Additional Services					• ``	organisation	(Ref.			-
Tax Clearance Certificates	Enroll Technical U	ser for 3rd Party Data	Submission							
Enrol 3rd Party Data	ORGANISATION DETA	VLS								
Enrol Organisation	Organisation Name: Registration Numbe	r:								
Enrol Technical Admin	Tax Reference:									
Request Certificate	NAME	ID NUMBER PASSPORT N	umber	ENROLLMENT DATE 2014/04/23	STATUS Enrolment requested	Open				
Enrol Technical User	Find Technical Use	ĸ								
Submission Dashboard										
Secure File Submission										
My TP Configuration										
Complaints									SK A QUESTI	ON?
	-								-	

- You will be redirected back to the grid page
- In the STATUS column, the status Role Enrolment Requested will be displayed while SARS is processing the enrolment. The status Role Enrolled will be displayed once the enrolment of the user as a Technical User has been confirmed.
- A particular Technical User can only be deleted once the Technical User has the status of **Role Enrolled**.

# 6.2 Viewing details of a Technical User



EXTERNAL GUIDE GUIDE FOR THE SUBMISSION OF THIRD PARTY DATA USING THE CONNECT DIRECT CHANNEL GEN-ENR-01-G01

• To view all the Technical Users, click Enrol Technical User

Tax Directives	SARS (	FILING	Home Use	r Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives - prior 2017	Portfolio		Тахра	yer	Ŧ	: Organi	isation	2			
Additional Services						· organi		a			_
Tax Clearance Certificates											
Enrol 3rd Party Data	Enroll Technical User	for 3rd Party Data	Submission								
Enrol Organisation	ORGANISATION DETAIL Organisation Name:	5									
Enrol Technical Admin	Registration Number: Tax Reference:										
Request Certificate											
Enrol Technical User	NAME	ID NUMBER/PASSPO	DRT NUMBER	ENRC	OLLMENT DATE	F	STATUS Role Enrolled	Open			
Submission Dashboard											
Secure File Submission											
My TP Configuration											
Complaints										-	

• All the Technical Users with the associated status with regard to their enrolment and activation will be displayed on the screen. To view the details of a particular Technical User, click **Open** next to the relevant user.

SER DETAILS			
lame:			
D Number:			
mail Address:			
Cell Phone:			
elephone			
lumber:			
Source			
dentifier:			
ConnectDirect			
Jsername:	 ]		

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• Details of the Technical User will be displayed. The **Source Identifier** field must be used in all files submitted by that Technical User on the Direct Data Flow Channel using the Connect:Direct technology.

#### 6.3 Deleting a Technical User

To delete, On the Enroll Technocal User for 3<sup>rd</sup> party Data Submission screen, click
 Open next to the Technical User that is to be removed on the Enrol Technical User
 for 3<sup>rd</sup> Party Data Submission page

Name:			
D Number:			
Email Address:			
Cell Phone:	000000000		
Telephone Number:			
Source Identifier:			
Secure Web Username	test_abc		
Delete Technical User			

Click **Delete Technical User** to remove the Technical User.

Name:				
D Number:	Message from webpage			
Email Address:				
Cell Phone:	Are you sure you want to delete	this Technical User?		
elephone Number:			6	
Source Identifier:				
	0	K Cancel 10	0	
Secure Web Userna	me: test_abc			
Delete Technical Us	ser			

- You will be prompted to confirm if the Technical User must be deleted. Selecting **OK**, will delete the Technical Administrator. To cancel the deletion, select **Cancel**.
- You will re-directed to the following screen:

Tax Directives	SAi		Home	User Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives - prior 2017	Portfolio			Taxpayer	Ţ	. Orazpi	ication				
Additional Services						: organi		KU -			
Tax Clearance Certificates											
Enrol 3rd Party Data	Enroll Technical U	Jser for 3rd Party	Data Submissio	n							
Enrol Organisation	ORGANISATION DE	TAILS									
Enrol Technical Admin	Registration Number Tax Reference:	HC .									
Request Certificate	C NAME		OT NUMBED		ve lev	A.7116					
Enrol Technical Liser	NAME	ID NUMBER/PASSPO	RINUMBER	2015/04/13	Del	lete requested	Open				
childreeningar oser				2015/04/13	Rol	le Enrolled	Open				
Cubmission Dashbased				2015/04/13	Ro	le Enrolled	Open				
Submission Dashboard				2015/04/09	Rol	le Enrolled	Open				
Secure File Submission	Find Technical User			2013/04/13	Ro	e created	2000				
My TP Configuration											

EXTERNAL GUIDE GUIDE FOR THE SUBMISSION OF THIRD PARTY DATA USING THE CONNECT DIRECT CHANNEL GEN-ENR-01-G01

• In the **Status** column, the status **Delete Requested** indicates that the request to delete the user as a Technical User has been submitted to SARS. The status **User Deleted** will be displayed once the enrolment of the Technical User has been cancelled on SARS's systems.

Tax Directives		AKS UPILING	Home	User Organisations Return	ns Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives - prior 2017	Portfolio		Ŧ	Taxpayer	• : Organis	ation				
Additional Services										
ax Clearance Certificates										
nrol 3rd Party Data	Enroll Technica	al User for 3rd Part	y Data Submissi	ion						
Enrol Organisation	ORGANISATION D	DETAILS								
Enrol Technical Admin	Registration Num	nber:								
	Tax Reference:									
Request Certificate	Tax Reference:									
Request Certificate	Tax Reference:	D NUMBER/PASS	PORT NUMBER	ENROLLMENT DATE	STATUS Role Enrolled	Open				
Request Certificate Enrol Technical User	Tax Reference:	ID NUMBER/PASSF	PORT NUMBER	ENROLLMENT DATE 2015/04/13 2015/04/13	STATUS Role Enrolled Role Enrolled	Open Open				
Request Certificate	Tax Reference:	ID NUMBER/PASSI	Port Number	ENROLLMENT DATE 2015/04/13 2015/04/13 2015/04/13 2015/04/13	STATUS Role Enrolled Role Enrolled Role Enrolled Dole Enrolled	Open Open Open				
Request Certificate Enrol Technical User Submission Dashboard	Tax Reference:	D NUMBER/PASS	Port Number	ENROLLMENT DATE 2015/04/13 2015/04/13 2015/04/13 2015/04/13	STATUS Role Enrolled Role Enrolled Role Enrolled Role Enrolled	Open Open Open Open				
Request Certificate Enrol Technical User Submission Dashboard Secure File Submission	Tax Reference:	D NUMBER/PASSF	PORT NUMBER	ENROLLMENT DATE 2015/04/13 2015/04/13 2015/04/09 2015/04/13	STATUS Role Enrolled Role Enrolled Role Enrolled	Open Open Open Open				
Request Certificate Enrol Technical User Submission Dashboard Secure File Submission Ay TP Configuration	Tax Reference: NAME Find Technical User	ID NUMBER/PASS	PORT NUMBER	ENROLLMENT DATE 2015/04/13 2015/04/13 2015/04/09 2015/04/13	STATUS Role Enrolled Role Enrolled Role Enrolled	Qaen Qaen Qaen Qaen Qaen				
Request Certificate Enrol Technical User Submission Dashboard Secure File Submission ky TP Configuration complaints	Tax Reference:	JO NUMBER/PASS	PORT NUMBER	ENROLLMENT DATE 2015/04/13 2015/04/13 2015/04/09 2015/04/13	STATUS Role Enrolled Role Enrolled Role Enrolled Role Enrolled	Open Open Open Open			ASK A Q	UESTION?

• The deleted Technical Users will not be displayed on the screen.

# 7 SUBMISSION DASHBOARD

• The user must be logged in as a Technical Administrator or Technical User to be able to view the **Submission Dashboard**.



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• To access the **Submission Dashboard**, select **Submission Dashboard** from the side menu options, on your Organisations work page under the 'Enrol 3rd Party Data' menu.

Tax Directives	SARS @Filmg	Home	User	Organisations	Returns	Customs	Duties & Levies	s Services	Tax Status	Contact	Log Out
Tax Directives - prior 2017	Portfolio	•	Taxpayer		Ţ	: Organ	isation				
Additional Services						· organ		AU .			
Tax Clearance Certificates	3rd PARTY DATA DASHBOARD										
Enrol 3rd Party Data	Client Details Client Name:			Sear	rch Criteria From Dat	te:					
Enrol Organisation	Registration Number:				To Date: Certificat	e Type:		Select	Type 🔻		
Enrol Technical Admin								R	equest		
Request Certificate	Data Submitted										
Enrol Technical User											
Submission Dashboard											
Secure File Submission											
My TP Configuration											
Complaints										🍋 ASK A QU	ESTION?
		_								~	-

Tax Directives		rsar.	S OFL	ING Home U	lser Org	anisations	Returns	Customs	Duties & Lo	evies Se	er	vices	vices Tax Status
Tax Directives - prior 2017	Portfolio			Tax	kpayer		Ţ	: Organi	sation				
Additional Services								· organ		effil	_		
Tax Clearance Certificates	3rd PARTY D	DATA D	ASHBO	ARD									
nrol 3rd Party Data	Client Details Client Name:				Search	Criteria From Date:			2014/04/2	1		1	
Enrol Organisation	Registration Nu	mber:				To Date: Certificate Typ	e:		2014/04/2 DIV	•			
Enrol Technical Admin									Reque	rst			
Request Certificate	Created Date	Unique File ID	o Channel Identifier	File Response Reason	Total No of Submitted Records	No Of Accepted Records	No Of Rejected Records	No Of Warning Accepted Records	No Of Duplicated Records	Summary Return			
Enrol Technical User	2014-04- 22T08:00:00.00	Testeing	ср	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and	4	4	0	0	0	Menn			1
Submission Dashboard				duplicate records.									
My TP Configuration													
Complaints													
		_	_									_	

 In the Search Criteria, you will not be able to enter the From Period and To Period fields. You will have to click Refresh to ensure that the latest status information is displayed on the dashboard.

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# 8 FURTHER INFORMATION

• For more information call the SARS Contact Centre on 0800 00 SARS (7277) or visit a SARS branch.

# 9 CROSS REFERENCES

DOCUMENT #	DOCUMENT TITLE	APPLICABILITY
GEN-ENR-01-G04	How to declare your Foreign Tax Information (FTI) for the AEOI - External Guide	All
GEN-ENR-01-G03	How to activate submit and declare third party data IT3 via eFiling	All
GEN-ENR-01-G02	Guide for submission of third party data using the HTTPS channel	All
GEN-ELEC-18-G01	How to register manage users and change password on eFiling	All
GEN-ENR-01-G06	HOW to activate and declare medical scheme contribution and insurance payments IT3(F) via eFiling	All

# **10 DEFINITIONS AND ACRONYMS**

FTI	Foreign Tax Information
OECD	Organisation for Economic Co-operation and Development
FATCA	Foreign Account Tax Compliance Act
FFI	South African Foreign Financial Institutions
SARS	South African Revenue Service
AEOI	Automatic Exchange of Information
GIIN	Global Intermediary Identification Number
RFI	Reportable Financial Institution

# DISCLAIMER

The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual.

For more information about the contents of this publication you may:

- Visit the SARS website at www.sars.gov.za
- Visit your nearest SARS branch
- Contact your own tax advisor/tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277)
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).