EXTERNAL GUIDE

GUIDE FOR THE SUBMISSION OF THIRD PARTY DATA USING THE HTTPS 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 and technical administrators in uploading third (3rd) party data via the secure web: HTTP channel. The guide also demonstrates how to enroll, 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

- The 3rd party data platform enables taxpayers to submit 3rd party supporting data to various SARS channels. This platform forms part of SARS modernisation process to simplify the tax process and to align them with best international practices. The 3rd party data channels are:
 - SARS branch office manual capturing of limited volume submissions
 - Direct Data Flow (by using the Connect: Direct technology and by using the Secure Web: https) Taxpayers are required to enrol and activate for this channel (refer to the Connect: Direct[™] Guide for how to use this channel)
 - eFiling electronic capturing of limited volume submissions
 - e@syFile™ consolidated and transactional data submission of the Dividend Tax return.

Note: This guide only relates to the Direct Data Flow (by using the Secure Web: https) channel.

- Direct Data Flow (Secure Web: https) is another channel which can be used to submit a maximum of 50k lines or 10MB volumes of data. This 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 (by using the Secure Web: https) need to be in possession of a 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 certificates and to authenticate file submission, 3rd party data providers must request 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. This is due to the fact that the taxpayer must be issued with a certificate to be used with every file submission and that SARS must be able to authenticate file submissions.
 - Dividends (Withholding) Tax
 - VAT201 supporting data (in the future)

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- IT3(b), IT3(c), IT3(e) and IT3(s)
- Medical Scheme Contributions
- Insurance Payments
- Foreign Tax Information (FTI), and CRS

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 <u>www.sars.gov.za</u> and follow the guidelines as provided on the page.
- 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 3rd 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.

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 enroll to be a Technical Administrator or a Technical User.

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3.1 Enrolling the organisation

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



- Once logged into eFiling and on your Organisations work page, click **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 User

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• Select Enrol Organisation

• The following screen, containing the organisations details will now appear. Select Secure Web (https)

Other Services	SARS @Filma	Home User	Organisations Returns Customs Duties & Levies Services Tax S	Status Contact Log Out
Tax Directives	Portfolio	Taxpayer		
Tax Directives - prior 2017		•	· Organisation	
Additional Services				
Tax Clearance Certificates	Enrol Organisation for 3rd Party D ORGANISATION DETAILS	Data Submission		
Enrol 3rd Party Data	Organisation Name: Registration Number:		You have not yet enroled an organisation for the submission of 3rd Party Data. By default your representative	
Enrol Organisation	Trading As: Physical Address:	test	Organisation (reflecting on the left) has been selected.	
Enrol Technical Admin	, njanan sala casi	0001	To change this organisation and to enrol a different one that will be submitting bulk data to SARS, please search for the corresponding organisation.	
Request Certificate	Total Number of Tech Admins's: Total Number of Tech users's:	0	the corresponding organis ason. Search for Organisation	
Enrol Technical User	Reference Number:			
Submission Dashboard	Channels enroling for:	Connect Direct	x	
Secure File Submission	Enrol Organisation			
My TP Configuration				D
Complainte				ASK A QUESTION?

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.

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- Click **Enrol Organisation** to retrieve the organisations details.
- A pop up message will be screened. The message confirms whether the user wants to enrol the organisation for 3rd party data submission. Click **Ok** to proceed.

Tax Directives	Portfolio	Taxpayer				
ax Directives - prior 2017		- ·	*	Organisation	1900 - 19	
dditional Services	Enrol Organisation for 3rd Party	Data Submission				
fax Clearance Certificates	ORGANISATION DETAILS					
Enrol 3rd Party Data	Organisation Name: Registration Number:		of 3rd Party Data. By def	d an organisation for the subm fault your representative		
Enrol Organisation	Trading As: Physical Address:			on the left) has been selected ation and to enrol a different or		
Enrol Technical Admin			that will be submitting b the corresponding orga	oulk data to SARS, please sear	rch for	
Request Certificate	Total Number of Tech Admins's: Total Number of Tech users's:	0	Search for Organisation			
Enrol Technical User			Message from webpage			
Submission Dashboard	Reference Number: Channels enroling for:	Connect Direct	Are you sure you sure you submission?	want to enrol this Organisation	for 3rd Party Data	
Secure File Submission		Secure Web (https)				
My TP Configuration	Enrol Organisation			OK	Cancel	

• The screen below will be displayed

Other Services	SARS @FILING	Home	User Org	anisations Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio		Taxpayer			6				
Tax Directives - prior 2017		*			• : Organ	hisation	ă.			
Additional Services	Enrol Organisation for 3rd Party	Data Submiss	ion							
Tax Clearance Certificates	ORGANISATION DETAILS									
Enrol 3rd Party Data	Organisation Name: Registration Number:			The organisation refl you have selected to		-				
Enrol Organisation	Trading As: Physical Address:									
Enrol Technical Admin										
Request Certificate	Total Number of Tech Admins's:	1								
Enrol Technical User	Total Number of Tech users's:	0								
Submission Dashboard	Reference Number: Channels enroled for:	Secure We	b (https)							
Secure File Submission	Status	Legal entity	enrolled	>						
My TP Configuration									•	
Complainte							_		D ASK A QU	JESTION?

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

Note:

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

Other Services	SARS @FLING	Home U:	er Organisations	Returns	Customs	Duties & Levie	s Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio	Тах	xayer							
Tax Directives - prior 2017		•		*	: Organ	isation	Ш.			
Additional Services	Enrol Organisation for 3rd Par	ty Data Submissio	n							
Tax Clearance Certificates	ORGANISATION DETAILS Organisation Name:		The orga	nisation reflec	ted on the l	eft is the organi	sation that			
Enrol 3rd Party Data	Registration Number: Trading As:					submission of 3				
Enrol Organisation	Physical Address:									
Enrol Technical Admin										
Request Certificate	Total Number of Tech Admins's:	1								
Enrol Technical User	Total Number of Tech users's:	1								
Submission Dashboard	Reference Number:									
Secure File Submission	Channels enroling for:	Connect Direct Secure Web (https)	Legal entity enro Legal entity enro							
My TP Configuration										
Comelainte									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 enroll 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



- To enrol a Technical Administrator, go to Services on the top menu, and then click Enrol 3rd Party Data on side menu.
- Select Enrol Technical Admin from the side menu options

Other Services	😑 🌱 SARS	FILING	Home	User Organis	ations Returns	Customs	Duties & Levies	Services	Tax Status	Contact Log Ou
Tax Directives	Portfolio			Taxpayer			6			
Tax Directives - prior 2017			÷		*	: Organ	isation	¥•		
Additional Services										
Tax Clearance Certificates	Enroll Technical Admir	nistrator for 3rd P	arty Data Su	bmission						
Enrol 3rd Party Data	ORGANISATION DETAILS Organisation Name:									
Enrol Organisation	Registration Number: Tax Reference:									
Enrol Technical Admin		MEERPAS SPORT NU	1070	ENROLLMENT	ATE STAT					
Request Certificate		MORTOPASSPORT NO	POER	2014/04/23		ment requeste	d <u>Open</u>			
Enrol Technical User	Find Technical Admin	istrator								
Submission Dashboard										
Secure File Submission										
My TP Configuration										ASK A QUESTION?
Complainte			_							~

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

Directives	Portfolio	Taxpayer			
Directives - prior 2017			✓ i Orga	inisation	
tional Services		tor for 3rd PartyData Submission			
Clearance Certificates	Organisation Nat		earch for Tax User		
ol 3rd Party Data	Registration Nur Tax Reference:	Sumame: Login Name	Email /ddress Frst Nime		
nrol Organisation	NUME	The wildcharacter (*) may be used.		earch	-
nrol Technical Admin	James Maja				
equest Certificate	Find Technic				
nrol Technical User					
Submission Dashboard					
Secure File Submission					
y TP Configuration					

• Complete the information required and clicks **Search**. The user can complete one of the fields and click on 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.

	S	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	
Bernwieser				
NewTA1				
		Back to Top		

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

nroll Technical A arty Data Submis	dministrator for 3rd sion		
USER DETAILS			
Name:			
ID Number:			
Email Address:			
Cell Phone:			
Telephone Numbe	r:		
Enroll Techni	cal Administrator		

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

Other Services	SARS @FUNG	Home I	User Organisations	Returns Customs	Duties & Levies Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio	TI.	sxpayer					_
Tax Directives - prior 2017		•		÷ : Organ	isation			_
Additional Services	Enroll Technical Administrator for 3rd	Party Data Submi:	ssion					
Tax Clearance Certificates	ORGANISATION DETAILS Organisation Name:							
Enrol 3rd Party Data	Registration Number: Tax Reference:							
Enrol Organisation								
Enrol Technical Admin	NAME ID NUMBERPASSPORT N	UMBER	ENROLLMENT DATE 2014/04/23	STATUS Enrolment requeste	d <u>Open</u>			
Request Certificate	Find Technical Administrator							
Enrol Technical User								
Submission Dashboard								
Secure File Submission								
My TP Configuration							ASK A QUE	COLOR D
a state								Corrower/

• 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.
- To delete all Technical Administrator(s), all associated Technical Users and certificates need to be deleted first. Refer to paragraph 6.1 Enrolling a Technical User for a description of how to delete technical users.

4.2 Viewing details of a Technical Administrator

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



Other Services		Home User	Organisations Returns	Customs Duties & L	evies Services	Tax Status Contact	Log Out
Tax Directives	Portfolio	Taxpayer					
Tax Directives - prior 2017		• · · · · · · · · · · · · · · · · · · ·	*	: Organisation			
Additional Services	1						
Tax Clearance Certificates	Enroll Technical Administrator fo	or 3rd Party Data Submis	sion				
Enrol 3rd Party Data	ORGANISATION DETAILS Organisation Name:						
Enrol Organisation	Registration Number: Tax Reference:						
Enrol Technical Admin	L						
Request Certificate	NAME ID NUMBER/ Theshlin Moodley	PASSPORT NUMBER	ENROLLMENT DATE 2015/08/14	STATUS Link Enrolled	Qpen		
Enrol Technical User	Find Technical Administrator						
Submission Dashboard							
Secure File Submission							
My TP Configuration							
Complaints						De aska q	JESTION?

• All the Technical Administrators will be displayed. Click **Open** next to a Technical Administrator to view the details of that particular Technical Administrator.

Other Services	SA		Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives	Portfolio			Taxpayer				6				
Tax Directives - prior 2017			*			*	: Organ	isation	<u>ي</u>			
Additional Services	Enroll Technical /											
Tax Clearance Certificates	ORGANISATIONE											
Enrol 3rd Party Data	Organisation Nar Registration Nur	Enrol Technica	al Administrat	or for 3rd								
Enrol Organisation	Tax Reference:	Party Data Sub										
Enrol Technical Admin	NAME	USER DETAILS										
Request Certificate	Good Persons	ID Number: Email Address										
Enrol Technical User	Find Technica	Cell Phone: Telephone Nun										
Submission Dashboard			Technical Admini	strator)							
Secure File Submission												
My TP Configuration											ASK A Q	ECTIONS
											ASK A Q	ESTION?

• Details of the particular Technical Administrator will now open.

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4.3 Deleting a Technical Administrator

Other Services		Home U	ser Organisations	Returns Custor	ns Duties & Levie	s Services	Tax Status	Contact Log Out
Tax Directives	Portfolio	Tax	payer					
Tax Directives - prior 2017		• · · · · · ·			ganisation	脳)		
Additional Services								
Tax Clearance Certificates	Enroll Technical Administrator fo	r 3rd Party Data Sub	omission					
Enrol 3rd Party Data	ORGANISATION DETAILS Organisation Name:							
Enrol Organisation	Registration Number: Tax Reference:							
Enrol Technical Admin								
Request Certificate	NAME D NUMBER/I Theshlin Moodley	PASSPORT NUMBER	ENROLLME 2015/08/14		TUS Enrolled	Open		
Enrol Technical User	Find Technical Administrator							
Submission Dashboard								
Secure File Submission								
My TP Configuration								
Complainte								ASK A QUESTION?

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

Other Services	E VSARS @FILING Home User Organisations Returns Customs Duties & Levies Services Tax Status	Contact Log (
Tax Directives	Portfolio Taxpayer	
Tax Directives - prior 2017	· · · · · · · · · · · · · · · · · · ·	
Additional Services		
Tax Clearance Certificates	Enroll Technical Administrator for 3rd Party Data Submission	1
Enrol 3rd Party Data	Organisation Net Registration Net Enrol Technical Administrator for 3rd	
Enrol Organisation	Tax Reference: Party Data Submission Message	
Enrol Technical Admin	USER DETAILS You are about to deter a Technical Administrator - Please not that a detere will not the technical User Source Downch who was to the Technical User Source Downch in used in the first source	
Request Certificate	ID Number: To obtain the new source ID. Email Address:	
Enrol Technical User	Cell Phone: • Prese log in as the Technical User • Cost provide Number: • Cost provide Star Party Data Menu - o Enrol Technical User - Setter Technical User	
Submission Dashboard	Delete Technical Administrator O Click Open > Copy the entre Source User User User	
Secure File Submission	Use the new Source ID in your tile submissions.	
My TP Configuration	Confirm Cancel	ASK & QUESTION
omolainte		ASK A QUESTION

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



•

- 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 6.1 Enrolling a Technical User for a description of how to delete technical users.

You cannot delete this user. Please delete all Technical Users and certificates before attempting to delete the user again.
OK Cancel

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

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5 SECURITY CERTIFICATE FROM SARS

5.1 Requesting a certificate from SARS

 Once a Technical Administrator has been enrolled successfully, the Technical Administrator can request the security certificate from SARS. This certificate is required for submission of data via the websecure (https) channel.

Enrol 3rd Party Data	
Enrol Organisation	
Enrol Technical Admin	
Request Certificate	
Enrol Technical User	
Submission Dashboard	
Secure File Submission	

 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		Home Us	er Organisations	Returns	Customs Duti	es & Levies Service	s Tax Status	Contact Log C
Tax Directives	Portfolio	Taxp	ayer	÷ 1	Organisatio	n 🛞		
Tax Directives - prior 2017								
Additional Services								
Tax Clearance Certificates	Request Certificate for 3rd Party	y Data Submissio	'n					
Enrol 3rd Party Data	ORGANISATION DETAILS							
Enrol Organisation	Organisation Name: Registration Number:							
Enrol Technical Admin	Tax Reference:							
Request Certificate	Node Name IP Add	trace	Request Date		Status	Expiry Date		
Enrol Technical User	No Records available for your selection	A 633	request bute		status	Expiry Date		
Submission Dashboard	Request New Certificate							
Secure File Submission								
My TP Configuration								ASK A QUESTION?

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- To request the certificate from SARS, go to Services on the top menu, then click Enrol
 3rd Party Data on side menu then select Request Certificate
- The **Request Certificate** screen will list all certificates that were issued previously for that taxpayer. Initially this list will be empty. Click **Request New Certificate** to start a new certificate request process.

)ther Services		Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact	Log Ou
ax Directives	Portfolio	Taxpayer 👻 🗄 Organisation	
x Directives - prior 2017			—
ditional Services			
x Clearance Certificates	Request Certificate for 3rd Part,	í	
irol 3rd Party Data	Organisation Name: Registration Number:	SARS SUBSCRIPTION TERMS - SARS LAWTRUST 3 ^{ED} PARTY DATA ENTITY CERTIFICATE	
Enrol Organisation	Tax Reference:	PLEASE READ THESE SUBSCRIPTION TERMS CAREFULLY BEFORE INSTALLING, UTGRADING OR USING THE DATA DNITY CORTIFICATE TROW THE SOUTH ATRICAN REVENUE SERVICE ("SARS"), INSTALLATION AND	
Enrol Technical Admin	Node Name P Adr	JSE OF SUCH DATA ENTITY CRITIFICATE BY THE USER IMPUTE ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN.	
Request Certificate	Request New Certificate	I. PREAMBLE	
Enrol Technical User	COMPACT CALL IN COLUMN 20	1.1 SARS has set up the a-Elfins System for revenue cellection and/or powert purpose and SARS ensures security of its systems including the information transmission channels utilized by transpruse for large purposes. In order to achieve security for the advancementioned	
Submission Dashboard		channels. SAIS has sourced the Data Entity Certificate which the Subscriber is required to have in order to access and use the e-Filing System.	
Secure File Submission		1.2 Although SARS provide: the Data Entity Certificate to the Subscriber, the Subscriber asknowledges and agrees that the Data Entity Certificate is not a preduct or service rendered by JARS, but that it is a product or service of LAW truit. By downloading and/or installing the Data Entity Certificate the Authorized Bergensentative	
ly TP Configuration			UESTION?

her Services	€ ▼SARS ®=□	NG	Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Ou
Directives	Portfolio		-	Тахрауе	r	Ŧ	: Organ	isation				
Directives - prior 2017												
ditional Services			Infrastructure and th	he Subscriber permit onythin	Including the Authority to be done which to structure.	rised Representa	tive undertake t	hat *				
x Clearance Certificates		10.1.3	including the netwo	any manner ink security of	which may compression of the second states infrastructure, and second states and sec	omise the securi	y of SARS's syst ork utilised by S	ARS .				
rol 3rd Party Data			ery menner whetees	even.	amper with the Data							
Enrol Organisation		10.1.4		e Subscription r in terms of th	nat any of the Author n Terms and Condifi is Agreement, be ent	ors SARS shall in	mediately, with	fuo				
Enrol Technical Admin		10.2	Exploy:									
Request Certificate		10.4.1	All use of the Date Certificate and the from the machine in	Subscriber with which it has	inte will exercise open ill be obligated to: () been installed; (ii) or The Subscriber ackno	i) remove the Do id/or to cease tro	ta Entity Certific m accessing and	ate Mor				
Enrol Technical User			of the Data Entity of automatically lost damage loss, thet	and SARS in and corruption	security applied dur duding LAW trust sh of data which is been a shall remain with th	ing the transmiss all not be held a transmitted from	en ef date shall responsible for	be any				
Submission Dashboard		Inare	read and accept the at		~)						
Secure File Submission		\leq	Contrue and Request	⊃_		·						
y TP Configuration								dow			ask a qu	JESTION?

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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.

5.2 Electronic request process

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	Crganisation	
Additional Services		
Tax Clearance Certificates	Request Certificate for 3rd Party Data Submission ORGANISATION DETAILS	
Enrol 3rd Party Data	Organisation Name:	
Enrol Organisation	Registration Number: Tax Reference:	
Enrol Technical Admin	Please capture the following detail of the Channel that will be connecting to SARS	
Request Certificate	Channel Secure Web (https) Interface Name:	
Enrol Technical User	Do you want to generate the certificate request manually or do you want eFiling to assist in the process? O Bectronically - the eFiling system will automatically generate the certificate request and will send the request for fulfilment. Once the certificate has been issued eFiling will assist in the installation of this certificate.	
Submission Dashboard	Manually - eFiling will provide you with the CN that you have to use to generate the certificate request. You will then have to upload the certificate request. Once the certificate has been is used you will have to download the certificate and manually install the certificate on the appropriate server	
Secure File Submission	Continue	
My TP Configuration		-
Complaints		ASK A QUESTION?

- Capture the Interface Name i.e your company name. Select either the Electronic or Manual options for issuing the certificate. It is recommended for secure web https channel that you select Electronic. This means that the eFiling system will automatically generate the certificate request and will send the request for fulfillment. Once the certificate has been issued, eFiling will assist in the installation of the certificate.
- To generate the certificate request electronically, select **Electronically** button.
- To use the electronic request process complete the screen above and once you are done, click **Continue.**

Tax Directives Portfolio Taxpeyer Additional Services If and Directives certificates Enrol Organisation Enrol Organisation Enrol Technical Admin If and Technical Admin Request Certificate Enrol Technical Ver Submission Dushboard Enrol Technical Admin My TP Configuration If and Technical Ver	Other Services		Home	User Organisa	ions Returns	Customs	Duties & Levies	Services	Tax Status	Contact Log	Out
Tax Directives - prior 2017 Additional Services Tax Clearance Certificates Enrol 3rd Party Data Enrol Organisation Enrol Technical Admin Request Certificate Enrol Technical User Submission Dashboard Secure File Submission My TP Configuration	Tax Directives	Portfolio		Taxpayer							
Tax Clearance Certificates Enrol 3rd Party Data Enrol Cryanisation Enrol Technical Admin Request Certificate Fund Technical User Submission Dashboard Secure File Submission My TP Configuration	Tax Directives - prior 2017		*		*	: Organi	sation				
Enrol 3rd Party Data Enrol Crganisation Enrol Technical Admin Request Certificate Enrol Technical User Submission Dashboard Secure File Submission My TP Configuration	Additional Services										
Errol Technical Admin Request Certificate Errol Technical User Submission Dashboard Secure File Submission My TP Configuration	Tax Clearance Certificates										
Errol Technical Admin Request Certificate Errol Technical User Submission Dashboard Recure File Submission My TP Configuration	Enrol 3rd Party Data										
Errol Technical Admin Request Certificate Errol Technical User Submission Dashboard Recure File Submission My TP Configuration	Enrol Organisation										
Enrol Technical User Submission Dashboard Secure File Submission My TP Configuration	Enrol Technical Admin	Java									
Submission Dashboard Secure File Submission My TP Configuration	Request Certificate										
Secure File Submission My TP Configuration Secure File Submission	Enrol Technical User										
My TP Configuration	Submission Dashboard										
💬 ASK A QUESTION?	Secure File Submission										
	My TP Configuration										
	Complainte									SER A QUESTION	7

Other Services		Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact L	og Out
Tax Directives	Portfolio		Taxpayer								
Tax Directives - prior 2017		*			Ŧ	: Organ	isation	ά.			_
Additional Services											
Tax Clearance Certificates	The Certificate is installed successfully										
Enrol 3rd Party Data											
Enrol Organisation											
Enrol Technical Admin											
Request Certificate											
Enrol Technical User											
Submission Dashboard											
Secure File Submission											
My TP Configuration										F	
Complainte					_	_		_	_	S ASK A QUEST	10N?

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

Other Services	😑 🏹 SARS	e Filing	Home User	Organisations Ret	ums Customs	Duties & Levies	Services Tax S	Status Contact	Log Out
Tax Directives	Portfolio		Тахрауе	r		6			
Tax Directives - prior 2017			• · · · · · · · · · · · · · · · · · · ·		✓ I Orga	nisation	P		
Additional Services									
Tax Clearance Certificates	Request Certificate for	3rd Party Data Submis	sion						
Enrol 3rd Party Data	ORGANISATION DETAILS								
Enrol Organisation	Registration Number: Tax Reference:								
Enrol Technical Admin									
Request Certificate	Node Name IP Test 0	Address Reques 2014/04			Expiry Date 2015/04/23	Open			
Enrol Technical User	Request New Certificate								
Submission Dashboard									
Secure File Submission									
My TP Configuration								-	
Complainte								🤛 ASK A QU	ESTION?

Other Services		us Contact Log Out
Tax Directives	Portfolio Taxpayer	
Tax Directives - prior 2017	Crganisation	
Additional Services	Request Certificate for 3rd Party Data Submission	
Tax Clearance Certificates	Request Certificate for and Party Data Submission ORGANISATION DETAILS	
Enrol 3rd Party Data	Organisation Name: Registration Number:	
Enrol Organisation	Tax Reference:	
Enrol Technical Admin	Please capture the following detail of the Channel that will be connecting to SARS Channel: Secure Web (https)	
Request Certificate	Interface Name: Test Your certificate has been successfully issued	
Enrol Technical User	Status: Certificate is sued Is sued date: 2014/04/23	
Submission Dashboard	Expiry date: 2015/04/23 Certificate: Click <u>here</u> to download certificate or click <u>here</u> to reinstall certificate	
Secure File Submission	Revoke Certificate Renew Certificate	
My TP Configuration		▶
Complainte		ASK A QUESTION?

5.3 Manual request process

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	· · · · · · · · · · · · · · · · · · ·		_
Additional Services			
Tax Clearance Certificates	Request Certificate for 3rd Party Data Submission ORGANISATION DETAILS		
Enrol 3rd Party Data	Organisation Name:		
Enrol Organisation	Registration Number: Tax Reference:		
Enrol Technical Admin	Please capture the following detail of the Channel that will be connecting to SARS		
Request Certificate	Channel: Secure Web (https) Interface Name: Do you want to generate the certificate request manually or do you want eFiling to assist in the process?		
Enrol Technical User	Uo you want to generate the centracean request manuary of do you want eriening to assist in the process? O Bectronically - the eFiling system will automatically generate the certificate request and will send the request for fulfilment. Once the certificate has been issued efficing will assist the installation of this certificate.		
Submission Dashboard	Manually - efiling will provide you with the CN that you have to use to generate the certificate request. You will then have to upload the certificate request. Once the certificate has been is sued you will have to download the certificate and manually install the certificate on the appropriate server		
Secure File Submission	Contrue		
My TP Configuration		•	
Complaints		ASK A QUES	TION?

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

Other Services	E TSARS @ FILING Home User Organisations Returns Customs Duties & Levies Services Tax Sta	tus Contact Log Out
Tax Directives	Portfolio Taxpayer	
Tax Directives - prior 2017	· · · · · · · · · · · · · · · · · · ·	
Additional Services	Request Certificate for 3rd Party Data Submission	
Tax Clearance Certificates	ORGANISATION DETAILS	
Enrol 3rd Party Data	Organisation Name: Registration Number: Tax Reference:	
Enrol Organisation		
Enrol Technical Admin	Please capture the following detail of the Channel that will be connecting to SARS Channel: Secure Web (https) Interface Name: TestMonal	
Request Certificate	Please select the following lext to manually request your certificate	
Enrol Technical User	After the certificate request has been created, please copy the CSR into the text field below	
Submission Dashboard	* ·	
Secure File Submission		
My TP Configuration	- Request Certificate	b
Complainte		ASK A QUESTION?

• Copy the Certificate Signing Request (CSR) into the textbox. then click Request Certificate.

Note: SARS does not provide the CSR however it is generated by the user

EXTERNAL GUIDE GUIDE FOR SUBMISSION OF THIRD PARTY DATA USING THE HTTP CHANNEL GEN-ENR-01-G02

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

MIIC3jCCAcYCAQAwgZoxFTATBgNVBAMMDFJIaW5oYXJkIDAwMTEUMBIGA1UECwwL QmVocmVucyAwMDExETAPBgNVBAoMCExBV3RydXN0MRIwEAYDVQQHDAIDZW50dXJp b24xEDAOBgNVBAgMB0dhdXRlbmcxCzAJBgNVBAYTAlpBMSUwlwYJKoZlhvcNAQkB FhZzdXBwb3J0QGxhd3RydXN0LmNvLnphMIIBIjANBgkqhkiG9w0BAQEFAAOCAQ8A MIIBCgKCAQEAh2bZmV0r1yPG/DLRRQXDpwR/hy4fCleaQDXzX4P4h8LFBRLFY88N ceuUJDISYbtME/sS4+z7+sIK/ubTJLrZEmoaO/gj5JvJhGffYWG69ZEOsGssN8Tq w9pA4XgIoBb+ExzvrmgMvq7ro4EwiWZ6+URBxUqwsRsThakmbZdejtBUqSWckIdr a2XgDvHgDqhX/CKPPJ84qa3+eLOnQXAMV2Mmy0YI7qrOxjDUh9jD1T/ce+6M/1C9 NHfwMjAvKFXLvsVAW+MOuK50qo6GeYUy8ZxfFCMADhyxHW7qK2COBQZmqtprK7PT 3jmcMb7axyJ6PolK8iaQIFRWa3SATH1kywIDAQABMA0GCSqGSIb3DQEBBQUAA4IB AQAY5/Ug6bA1IrAIM954hkhyJGMSmGJA8w+TkrTI5KGUoc7fMV1bqkDvt+aToGxV ftengEf98JrGi48W13diazyNLMvyNnaOCIK5xy144SpliLBWUvHHXVP0obnDJnsN HKX+BBHiBI/9nyVYkM0Jgqepa4PNLjPSjyvxbc/Git1cb2bC0svHWWcnlB1J1Htq iwZVbEdknzGEmRY3fjrChf5dTdenroavythyKbsNlgJpinlowrLEDjnMqmQlYNxi 7gJWOx2S6IP1vva1iYuf5KRJMSaF+3Oxmk7qZR+j/08/HuBatOZ1+3gwpL5oPpxx iCb1hDfnib25L3kWQe4JtNKd

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

- Please note that a typical request string will look as above
- 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

Channel:	Secure Web (https)	
nterface Name:	SARTest2	
Your certificate has	been successfully issued	
Status:	Certificate Issued	
Issued date:	2013/03/25	
Expiry date:	2014/03/25	
Click <u>here to downlo</u>	ad certificate.	
Revoke Certificate	Renew Certificate	

• Click **Revoke Certificate** to cancel the certificate.

EXTERNAL GUIDE GUIDE FOR SUBMISSION OF THIRD PARTY DATA USING THE HTTP CHANNEL GEN-ENR-01-G02

- Revoke Certificate You have the option to revoke a certificate. If Revoked Certificate is clicked, the certificate will be revoked and the status of the certificate will change to indicate that it was cancelled. The revoked certificates will still be on the list of certificates.
- **Renew Certificate** 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



- To enrol a Technical User, go to "Services" on the top menu, and then click Enrol 3rd
 Party Data on side menu.
- Select **Enrol Technical User** from the side menu options. Please note that a Technical Administrator may not enroll as a Technical User.

	ION DETAILS			
Organisatio				
Registratior Fax Referei				
NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
				Open

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

		Search for Tax User			
ganisa	Surname:	Email Address			
gistrati	Login Name	First Name			
ix Refe	The wild character (*) may be used.		Search		
- 1			\smile	-	
MIE					
avha Ki					
indi Ma					
				close	

• 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.

Surname:		Search for Tax User 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		

Select the user to be enrolled as a Technical User.

Enrol Technical Submission	User for 3rd Party Data	
USER DETAILS		1
Name:		
ID Number:		
Email Address:		
Cell Phone:		
Telephone		
Number:	E0F5CD56-502D-4149-BF4D-7279028E466ED1C7D80A-2662-469D-	
Source Identifier	BC99-823D837023D0	
Please provide u	with the Secure Web username used when submitting a file to SARS:	
Secure Web Username:		
Enrol Techn	rel liter 1	
Encol recht	cal User	

- To enrol the selected user, click **Enrol Technical User**.
- Note: It is mandatory to complete the cell phone number of the Technical User as SARS will sms the log in credentials to this cell phone number.

EXTERNAL GUIDE GUIDE FOR SUBMISSION OF THIRD PARTY DATA USING THE HTTP CHANNEL GEN-ENR-01-G02

Other Carolina		Home User	Organisations Returns	Customs Duties 8	Levies Services	Tax Status Contact	Log Out
Other Services Tax Directives	Portfolio	Тахрау	r.	: Organisation			
Tax Directives - prior 2017					end		
Additional Services	Enroll Technical User for 3rd Party Data	Submission					
Tax Clearance Certificates	ORGANISATION DETAILS Organisation Name:						
Enrol 3rd Party Data	Registration Number: Tax Reference:						
Enrol Organisation	NAME ID NUMBER PASSPORT N						
Enrol Technical Admin	NAME O NUMBER PASSPORT N	2014/0	MENT DATE STATUS 23 Enrolment req	uested Open			
Request Certificate	Find Technical User						
Enrol Technical User							
Submission Dashboard							
Secure File Submission							
My TP Configuration						D ASK	A QUESTION?

- 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.
- Once the Technical User has been enrolled, the SMS with the above information will be sent to the Technical User. The password must be used to sign-in the SARS Secure File Gateway The technical user password will be sent via sms.
- A particular Technical User can only be deleted once the Technical User has the status of **Enrolled**.

6.2 Viewing details of a Technical User



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

		SARS @ FILING	Home	User Organisations	Returns Custom	s Duties & Levie	s Services	Tax Status	Contact	Log Out
Other Services	Portfolio			Taxpayer						
ax Directives			-		⇒ : Org	anisation				
ax Directives - prior 2017										_
dditional Services	Enroll Technical	l User for 3rd Party D	Data Submission							
ax Clearance Certificates	ORGANISATION D									
nrol 3rd Party Data	Organisation Nan Registration Num Tax Reference:									
Enrol Organisation										
Enrol Technical Admin	NAME	ID NUMBER PASSP	ORT NUMBER	ENROLLMENT DATE 2014/04/23	STATUS Role Enrolled	Open				
Request Certificate	Find Technical I	User								
Enrol Technical User										
Submission Dashboard										
Secure File Submission										
Ay TP Configuration									🤛 ASK A QUE	STION?

• All the Technical Users will be displayed on the screen. To view the details of a particular Technical User, click **Open** next to the relevant user.

EXTERNAL GUIDE GUIDE FOR SUBMISSION OF THIRD PARTY DATA USING THE HTTP CHANNEL GEN-ENR-01-G02

SER DETAILS		
Name:		
ID Number:		
Email Address:		
Cell Phone:		
Telephone Number:		
Source Identifier:		
ConnectDirect Username:		

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 Secure File gateway technology.Deleting a Technical User

ax Directives		Home User	Organisations Returns	Customs Duties & Lev	ies Services	Tax Status Cor	ntact Log Out
ax Directives - prior 2017	Portfolio	Taxpayer		: Organisation			
dditional Services				• • • • •	CHEL		
x Clearance Certificates							
nrol 3rd Party Data	Enroll Technical User for 3rd Party ORGANISATION DETAILS	Data Submission					
Enrol Organisation	Organisation Name:						
Enrol Technical Admin	Registration Number: Tax Reference:						
Request Certificate							
Enrol Technical User	NAME ID NUMBER/PA	ASSPORT NUMBER	ENROLLMENT DAT	E STATUS Role Enrolled	Open		
Submission Dashboard	Find Technical User						
Secure File Submission							
ly TP Configuration							
Complaints							ASK A QUESTION?
						2)

• To delete a Technical User, click **Open** next to the Technical User that is to be removed on the **Enrol Technical User for 3**rd **Party Data Submission** page.

EXTERNAL GUIDE GUIDE FOR SUBMISSION OF THIRD PARTY DATA USING THE HTTP CHANNEL GEN-ENR-01-G02

•

er: dress: ne:	
dress:	
ne:	
se Number:	
Sentifier:	
te Technical User	

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

Please C	onfirm 🛛
?	Are you sure you want to delete this Technical User?
	OK Cancel

•

• 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**.

Tax Directives	SARS @FLING	Home Us	er Organisations	Returns Customs	Duties & Levies Service	es Tax Status Contact	Log Out
Tax Directives - prior 2017	Portfolio	Tax	payer	👻 🚦 Organis	ration		
Additional Services				i Organi			
Tax Clearance Certificates							
Enrol 3rd Party Data	Enroll Technical User for 3rd Part	y Data Submission					
Enrol Organisation	ORGANISATION DETAILS Organisation Name:						
Enrol Technical Admin	Registration Number: Tax Reference:						
Request Certificate							
Enrol Technical User	NAME ID NUMBER/PASS	PORT NUMBER	ENROLLMENT DATE 2015/04/13 2015/04/13	STATUS Delete requested Role Enrolled	<u>Open</u> Open		
Submission Dashboard			2015/04/13 2015/04/09	Role Enrolled Role Enrolled	Open Open		
Secure File Submission	Find Technical User		2015/04/13	Role Enrolled	Open		
My TP Configuration							
Complaints						b	
						D ASK A	QUESTION?

- 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.
- 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.**

Tax Directives		Home	User	Organisations Rel	urns Customs	s Duties & Levies	Services	Tax Status	Contact Log Ou
Tax Directives - prior 2017	Portfolio	Ť	Taxpayer		- : Oraz	anisation	2		
Additional Services					; 0190	anisation	a		
Tax Clearance Certificates	3rd PARTY DATA DASHBOARD								
Enrol 3rd Party Data	Client Details Client Name:			Search C	riteria rom Date:				1
Enrol Organisation	Trading As: Registration Number:				Date: ertificate Type:		Select Ty	pe 🔻	
Enrol Technical Admin							Req	uest	
Request Certificate	Data Submitted								9
Enrol Technical User									
Submission Dashboard									
Secure File Submission									
My TP Configuration									
Complaints									ASK A QUESTION?

EXTERNAL GUIDE GUIDE FOR SUBMISSION OF THIRD PARTY DATA USING THE HTTP CHANNEL GEN-ENR-01-G02

To view the Submission Dashboard go to Services on the top menu, then click Enrol
 3rd Party Data on side menu. Select Submission Dashboard from the side menu

Tax Directives		rsar:	S 🛛 🗖	ing Home L	lser Org	anisations	Returns	Customs	Duties & L	evies Services.	Tax Status	Contact Log C
Tax Directives - prior 2017	Portfolio			Ta	kpayer		Ŧ	: Organ	isation			
Additional Services								• • • • •		and .		
Tax Clearance Certificates	3rd PARTY D	ATA D	АЅНВО	ARD								
Enrol 3rd Party Data	Client Details Client Name: Trading As:				Search	From Date:			2014/04/2			
Enrol Organisation	Registration Nu	mber:				To Date: Certificate Typ	н:		2014/04/2 DIV Requ			
Enrol Technical Admin		a Submitte							Requ	est		
Request Certificate	Created Date	Unique File ID	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-	Testeing	CD	Accepted with warnings: This can be any combination of accepted fields,	4	4	0	0	0	Menr		
Submission Dashboard	22708:00:00.00			fields accepted with a warning and duplicate records.						_		
Secure File Submission												
My TP Configuration												
												ASK A QUESTION?

 In the Search Criteria, you will t be able to enter the From Period and To Period fields. You will have to click Request to ensure that the latest status information is displayed on the dashboard.

8 SUBMISSION OF DATA FILES TO SARS

• To access the Secure File Submission, go to Services on the top menu, and then click Enrol 3rd Party Data on side menu.



EXTERNAL GUIDE GUIDE FOR SUBMISSION OF THIRD PARTY DATA USING THE HTTP CHANNEL GEN-ENR-01-G02

• Select Secure File Submission from the side menu

Note that port 60600 (Login page) and 60666 (password resend) should be enabled on your network. You IT department should be able to assist you with opening the ports.

le Edit View Favorites 8 🗿 Suggested Sites 👻 🦉			👌 🕶 🔊 🖥	- 🚍 🖶 -	Page ▼ Safe	ety 🕶 Tools 👻 🔞 🕶	3
/indows Security							
Select a Certificate							
Valid From:	/trust2048 CA 2013/03/25 to 2014/03/25 o view certificate prope						
	/trust2048 CA 2013/03/22 to 2014/03/22						
	/trust2048 CA 2013/03/20 to 2014/03/20						
	/trust2048 CA 2013/03/18 to 2014/03/18						
	ОК	Cancel					
ng for response from sars.go						€ 100%	

- A list of certificates ready for submission will display. Select the certificate you want to submit to SARS.
- You will be routed to the Secure File Gateway site.

ARS Secure File Gateway		SARS
1 Logir	n Required.	
	SSP Sign in Portal	
	User ID: User ID is required	
	Sign In	
		a 100% 👻

• Use the user ID and password as provided to a Technical User as per sms received from SARS.

HP ALM - Quality Center 11.00 🔣 eFiling Authentication	SARS eFiling - Members	🥖 SARS Secure Fil	e Gateway 🛛 🗙	
File Edit View Favorites Tools Help		1		»
🔓 🗿 Suggested Sites 🔻 🗿 Web Slice Gallery 👻		<u>h</u> • ₪	🔻 🖃 🖶 🔻 Page	e▼ Safety▼ Tools▼ @▼ [≫]
SARS Secure File Gateway				▼'SARS 🔶
	Home	Profile	Help	Sign Out
File Activity Submission Response Files Reports				
Upload a file				
Specify mailbox file and renaming pattern				
Mailbox Path :		₹		
File :	Bro	wse		
Rename File As :				
Send				
Sein				
				• 100% -

- Click **Submission** tab
- From the Mailbox Path' drop-down box you should always select "*I*" only, Then select **Browse** to attach file to be submitted to SARS.

P ALM - Quality Center 11.00 🔣 eFiling Authentication	SARS eFiling - Members	🥖 SARS Secure Fi	le Gateway 🛛 🗙	
e Edit View Favorites Tools Help				»
🔊 Suggested Sites 🔻 🗿 Web Slice Gallery 👻		<u></u> ▼ <u></u>) 🔻 🖃 🖶 🔻 Page	▼ Safety ▼ Tools ▼ 🕢 ▼
ARS Secure File Gateway		Welcome	e Khavha3162	▼'SARS <mark>^</mark>
	Home	Profile	Help	Sign Out
ile Activity Submission Response Files Reports				
pload a file pecify mailbox file and renaming pattern				
Mailbox Path :		₹		
File :	Bro	wse		
Rename File As :				
Send				
				€ 100% ▼

Select **Send** button to submit the file to SARS.

•

https://securef	legatewaytest. sars.gov.za :60600/myfilegateway/home.do#myFilegateway	D-= ⊕ ¢	🥔 SARS Secure File Gateway 🛛 🗙	
Edit View Favorites	Tools Help			
SARS Secure File Gatewa	ny 🗿 SARS Secure File Gateway 💿 Incident Modification (pta 🎒 Suggested Si	tes 👻 🧃 Web Slice Galle	ry ▼	
ARS Secure File Gatewa				Welcome Dimaks
				Но
le Activity Submission Re	sponse Files Reports			
earch for file activities	ply leave all fields blank and select Find			
Search Criteria Arrived File				
Status Producer	Original File Name		Discovery Time *	
Routed Dimaks!	FTI_1_9000020603_FATCA Prof1_2015-06-16T082834.bd		06/26/2015 08:	55:18

• The status should be show as "Routed". This would indicate that the file was send to SARS successfully.
• Click Response Files tab to view statuses of other files submitted to SARS via this channel. Depending on the size of the file a response file will be send from SARS within few minutes.

🖇 🧃 Suggested Sites 👻 🧃 W	eb Slice Gallery 🔻		🟠 👻 🖾	🔻 🖃 🖶 🔻 Page 🕶	Safety ▼ Tools ▼ 🕢 ▼
ARS Secure File Gateway					▼'SARS ⁴
		Home	Profile	Help	Sign Out
File Activity Submission Re	sponse Files Reports				
Download a file Filter your mailbox by using th	he column input fields	1			
Received *	File Name	Mailbox			File Size 🔻
03/27/2013 14:39:51					233 bytes
03/25/2013 16:11:30					420 bytes
03/23/2013 15:09:08					372 bytes
03/23/2013 15:07:08					714 bytes
03/23/2013 15:07:08					230 bytes
3/23/2013 14:57:08					229 bytes
3/23/2013 14:57:08					421 bytes
03/23/2013 13:07:02					244 bytes
3/23/2013 13:07:02					436 bytes
3/23/2013 12:45:01					421 bytes
3/23/2013 12:45:01					229 bytes
3/23/2013 12:41:02					715 bytes
03/23/2013 12:41:01					231 bytes
3/23/2013 12:21:01					243 bytes
3/23/2013 12:21:00					435 bytes
					Refresh
					€ 100% -

• Note: Save the file immediately before opening it because once it has been opened it is going to be moved from the list/mailbox. Submitted files can be viewed by using the submission dashboard.

9 IMPORT A CERTIFICATE

• To access, click **Tool**, and then Internet options.

Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
To create home page tabs, type each address on its own line.
Use <u>c</u> urrent Use de <u>f</u> ault Use <u>b</u> lank
Delete temporary files, history, cookies, saved passwords, and web form information.
Delete browsing history on exit
<u>D</u> elete <u>S</u> ettings
Change search defaults. Settings
Tabs Change how webpages are displayed in Se <u>t</u> tings tabs.
Appearance
OK Cancel Apply

• Click on **Content**

Internet Options
General Security Privacy Content Connections Programs Advanced
Content Advisor Ratings help you control the Internet content that can be
viewed on this computer.
Settings
Certificates
Use certificates for encrypted connections and identification.
Clear <u>S</u> L state <u>C</u> ertificates Pu <u>b</u> lishers
AutoComplete
AutoComplete stores previous entries Settings on webpages and suggests matches for you.
Feeds and Web Slices
Feeds and Web Slices provide updated Settings content from websites that can be read in Internet Explorer and other programs.
OK Cancel Apply

Click Certificates

rsonal Other Peop	le Intermediate Certification	Authorities Tru	sted Root Certification
ssued To	Issued By	Expiratio	Friendly Name
SARS 199900464	43 LAWtrust2048 CA	2014/02/18	SARS 19990046
SARS 200600007	78 LAWtrust2048 CA	2014/03/18	SARS 20060000
🗐 SARS 201002508	33 LAWtrust2048 CA	2014/04/11	SARS 20100250
	ort		Advanc
nport Exp rtificate intended pu II>			Advanc

Select the Certificate and click Import

•



- Click Next.
- Give the name of the file when you exported it

ertifi	cate Import Wizard
File	to Import
	Specify the file you want to import.
	Eile name:
	TESTING SARS Browse
	Note: More than one certificate can be stored in a single file in the following formats:
	Personal Information Exchange- PKCS #12 (.PFX,.P12)
	Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)
	Microsoft Serialized Certificate Store (.SST)
ادعا	rn more about certificate file formats
LCai	n no e about <u>certificate nie formats</u>
	< Back Next > Cancel

• Click Next.



- Click Next.
- Enter a password.

runca	te Import Wizard
Passw	ord
Т	o maintain security, the private key was protected with a password.
Т	ype the password for the private key.
	Password:
	•••••
	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.
	▼ Include all extended properties.
.earn	more about protecting private keys
	< <u>B</u> ack <u>N</u> ext > Cancel

- Click Next.
- Select Automatically select the certificate store based on type of certificate

	nport Wizard
Certificate	
Certif	icate stores are system areas where certificates are kept.
	ows can automatically select a certificate store, or you can specify a location for ertificate.
۲	Automatically select the certificate store based on the type of certificate
0	Place all certificates in the following store
	Certificate store:
	Personal Browse
.earn more	e about <u>certificate stores</u>
	< <u>B</u> ack <u>N</u> ext > Cancel

• Click Next.



• Click finish.

ended purpose: <all></all>			
rsonal Other People In	termediate Certification	Authorities Tr	usted Root Certification
Issued To	Issued By	Expiratio	Friendly Name
SARS 1999004643	LAWtrust2048 CA	2014/02/18	SARS 19990046
🔄 SARS 2006000078	LAWtrust2048 CA	2014/03/18	SARS 20060000
SARS 2010025083	LAWtrust2048 CA	2014/04/11	SARS 20100250
	<u>R</u> emove		Advanced
ertificate intended purpose			Advanced
			<u>A</u> dvanced <u>V</u> iew

Select the import file and click on Import

Importing a ne	w private exchange key
	An application is creating a Protected item.
	CryptoAPI Private Key
	Security level set to Medium Set Security Level
	OK Cancel <u>D</u> etails
-	

• Click OK

•

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Certificate Import Wizard	
The import was successful.	
ОК)

10 EXPORT A CERTIFICATE

- Go to explorer.
- Click **Tools**.
- Select Internet Options
- Click OK

Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
To create home page tabs, type each address on its own line.
http://sarsportal/
T
Use <u>c</u> urrent Use de <u>f</u> ault Use <u>b</u> lank
Browsing history
Delete temporary files, history, cookies, saved passwords, and web form information.
Delete browsing history on exit
Delete Settings
Search Change search defaults. Settings
Tabs
Change how webpages are displayed in tabs.
Appearance
Colors Languages Fonts Accessibility
OK Cancel Apply

Select Content

ternet Options	•		? ×
General Security Privac	y Content Conn	ections Programs	Advanced
Content Advisor			
Ratings help y viewed on this		rnet content that car	n be
	😗 Enable	. 💮 Se <u>t</u> ti	ings
Certificates Use certificate	s for encrypted cor	nnections and identif	ication.
Clear <u>S</u> SL state	<u>C</u> ertificates	Pu <u>b</u> lish	ers
AutoComplete			
	stores previous en and suggests match		gs
Feeds and Web Slices —			
content from v	b Slices provide up vebsites that can b at Explorer and oth	e	gs
	ОК	Cancel	Apply

• Select Certificate

General Security Privacy Content Connections Programs Advanced Content Advisor Range help you control the Internet content that can be viewed on this computer. Image: Certificates	Internet Options
Raines help you control the Internet content that can be investion this computer. Image: Certificates Im	General Security Privacy Content Connections Programs Advanced
Use certificates in encrypted connections and identification. Clear SSL state Certificates Publishers AutoComplete image: state Certificates Publishers AutoComplete stores previous entries on webpages and suggests matches for you. Feeds and Web Slices provide updated content from websites that can be read in Internet Explorer and other programs. Settings	Ratings help you control the Internet content that can be viewed on this computer.
Clear SSL state Certificates Publishers AutoComplete Image: Settings Settings Image: Subscript of the stores previous entries on webpages and suggests matches for you. Settings Feeds and Web Slices Image: Settings Image: Subscript of the stores provide updated content from websites that can be read in Internet Explorer and other programs. Settings	Use certificates encrypted connections and identification.
AutoComplete stores previous entries on webpages and suggests matches Settings Feeds and Web Slices Feeds and Web Slices provide updated content from websites that can be read in Internet Explorer and other programs. Settings	
on webpages and suggests matches for you. Feeds and Web Slices Feeds and Web Slices provide updated content from websites that can be read in Internet Explorer and other programs.	AutoComplete
Feeds and Web Slices provide updated Settings Content from websites that can be read in Internet Explorer and other programs.	on webpages and suggests matches
content from websites that can be read in Internet Explorer and other programs.	Feeds and Web Slices
OK Cancel Apply	content from websites that can be read in Internet Explorer and other
	OK Cancel Apply

• Select the Certificate you want to export

rsonal Other Peop	ntended purpose: <ali>Personal Other People Intermediate Certification Authorities Trusted Root Certification</ali>				
ssued To	Issued By	Expiratio	Friendly Name		
	43 LAWtrust2048 CA	2014/02/18	SARS 19990046		
	78 LAWtrust2048 CA		SARS 20060000		
SARS 20100250	83 LAWtrust2048 CA	2014/04/11	SARS 20100250		
	port		Advanced		
tificate intended p			Advanced		
			<u>A</u> dvanced		

After you selected the certificate, click **Export** and then **Next**

ertificate Export Wizard	×
	Welcome to the Certificate Export Wizard
	This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk.
×	A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.
	To continue, click Next.
	< Back Next > Cancel

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• Click Yes, export the private key and then Next

rtificate Export Wizard	•
Export Private Key You can choose to export the private ke	y with the certificate.
Private keys are password protected. If certificate, you must type a password or	you want to export the private key with the n alater page.
Do you want to export the private	with the certificate?
Yes, export the private key	
No, do not export the private ke	у
Learn more about <u>exporting private keys</u>	↓
	•
	< Back Next > Cancel

Select Personal Information Exchange and click Next

•

rtificate Export Wizard	x
Export File Format Certificates can be exported in a variety of file formats.	
Select the format you want to use:	
DER encoded binary X.509 (.CER)	
Base-64 encoded X.509 (.CER)	
Oryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)	
Include all certificates in the certification path if possible	
Personal Information Exchange - PKCS #12 (.PFX)	
Include all certificates in the certification path if possible	
Delete the private key if the export is successful	
Export <u>all</u> extended properties	
Microsoft Serialized Certificate Store (.SST)	
Learn more about <u>certificate file formats</u>	
< <u>B</u> ack <u>N</u> ext > Cancel	

• Select a password for the private key

rtificate	e Export Wizard	×
Passwo To	ord o maintain security, you must protect the private key by using a pass	word.
Ту	/pe and confirm a password.	
	Password:	
	•••••	
	Type and confirm password (mandatory):	
	•••••	
	C Rade Nave >	Cancel
	< <u>B</u> ack <u>N</u> ext >	Cancer

• Enter a file name and click on Next

ertific	ate Export Wizard					×
	to Export Specify the name of the f	île you want to	o export			
	<u>F</u> ile name:					
	TESTING SARS				Browse	
			< <u>B</u> ack	<u>N</u> ext >	Ca	ncel

Click Finish

Certificate Export Wizard		×
	Completing the Certificate Exp Wizard You have successfully completed the Certificate wizard.	
	You have specified the following settings:	
	File Name	D:\Use
	Export Keys	Yes
	Include all certificates in the certification path	Yes
	File Format	Personi
	< <u>B</u> ack Finish	Cancel

The export was successful.



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11 FURTHER INFORMATION

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

12 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

13 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 registered tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 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).

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