

**EXCISE  
EXTERNAL  
USER MANUAL  
RETURN AND SUBMISSION OF HTML5  
FORMS VIA eFILING**

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## 1 SCOPE

- a) This manual is an **interim measure** to assist Excise clients in submitting their accounts / returns via eFiling using the new EXD forms, which are in HTML format. Subsequently the current Declaration and Return Submission via eFiling document with reference number SE-ACC-02-M02 will be updated in due course.

## 2 SUBMISSION OF EXCISE ACCOUNTS via eFiling

### 2.1 Login to eFiling

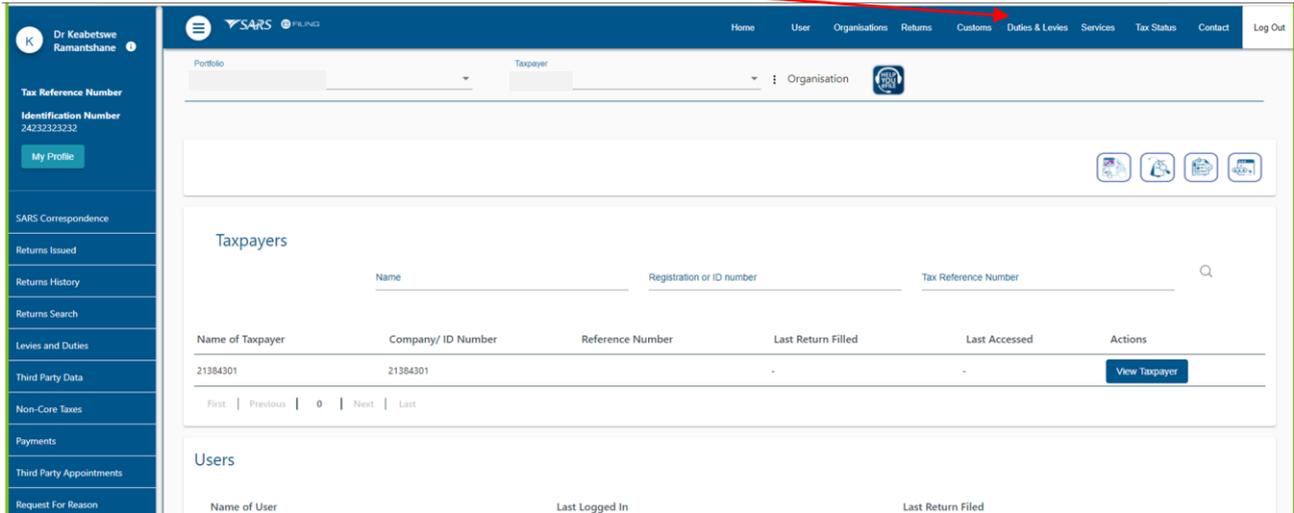
- a) Enter "**Username**". Click on "**Next**".

The screenshot shows the SARS eFiling login interface. On the left, the SARS logo and 'South African Revenue Service' are displayed, along with the text 'NEW LOOK New SARS'. On the right, a white login box contains the text 'Welcome, please login to SARS eFiling'. Below this is a text input field labeled 'Username'. Underneath the field are two links: 'Forgot Your Username?' and 'Forgot Your Password?'. At the bottom of the box is a blue button labeled 'Next' and a link 'Don't have an account? Register'. A red arrow points from the instruction 'Enter "Username"' to the input field, and another red arrow points from 'Click on "Next"' to the 'Next' button. The 'eFILING' logo is in the top right corner, and 'ASK A QUESTION?' is in the bottom right corner.

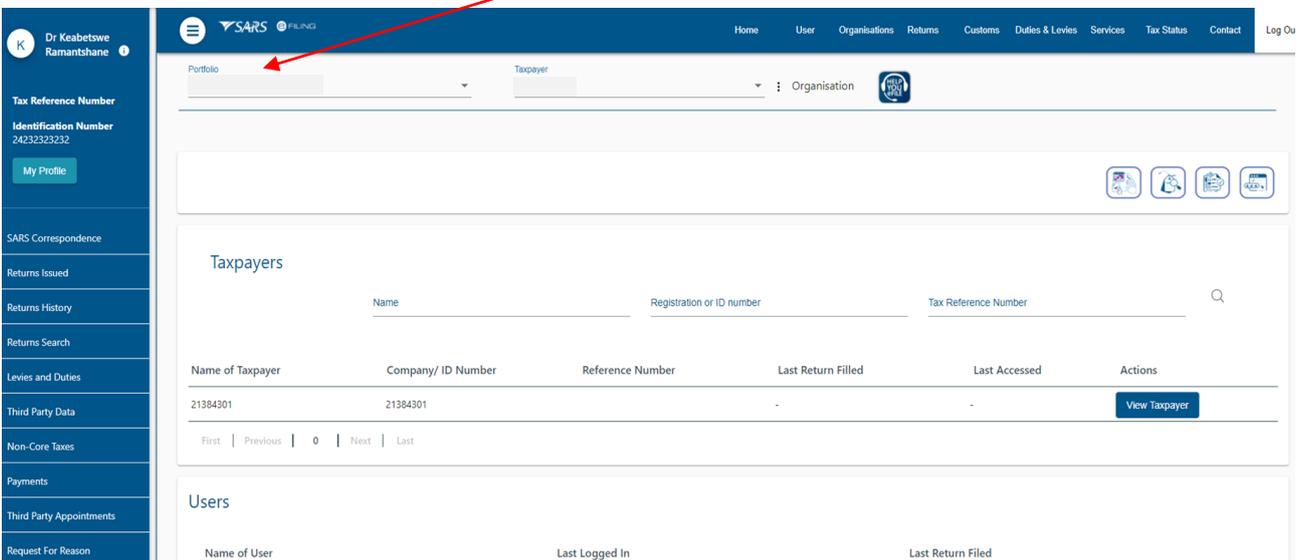
- b) Enter "**Password**". Click "**Login**".

The screenshot shows the same SARS eFiling login interface as above, but with the 'Password' field filled with asterisks. The 'Next' button is now a blue button labeled 'Login'. A red arrow points from the instruction 'Enter "Password"' to the password field, and another red arrow points from 'Click "Login"' to the 'Login' button. The rest of the page layout, including the SARS logo and 'NEW LOOK New SARS' text, remains the same.

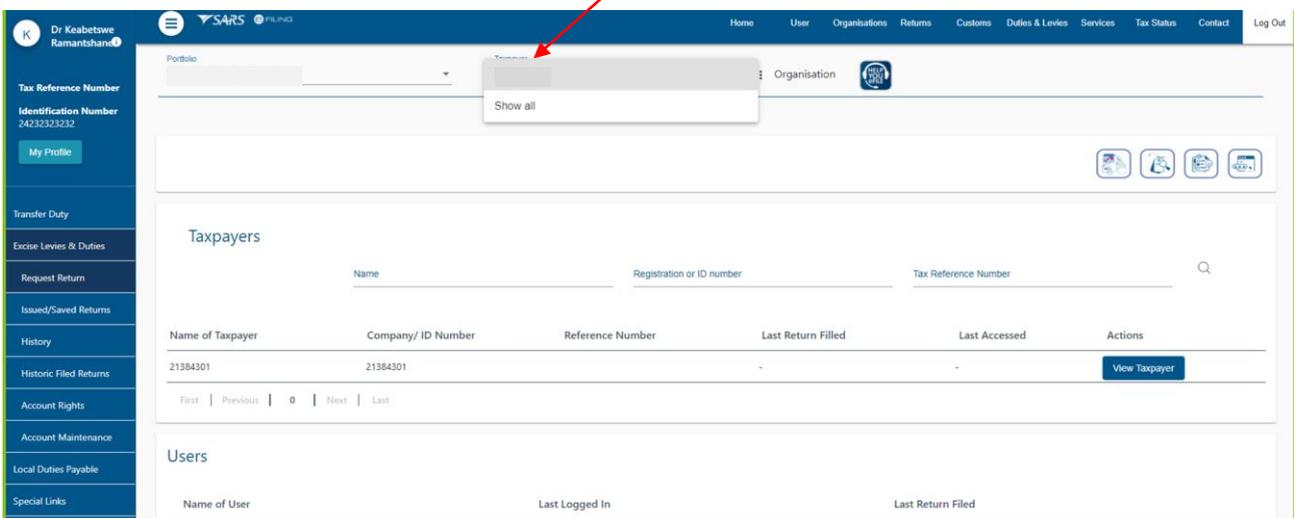
c) Click on “Duties & Levies”.



d) Click the drop down arrow to select “Portfolio”.



e) Click the drop down arrow to select “Taxpayer”.



- f) Click on **“Excise Levies”**.
- g) Click on **“Request Return”**.

The screenshot shows the SARS eFiling portal for Dr Keabetswe Ramantshane. The 'REQUEST RETURN' section is active, displaying trader details (Trader Name: 21384301, Registration Number: 21384301, Excise Client Code: 21384301). Below this, a table lists active products and warehouse numbers. The left sidebar has 'Excise Levies & Duties' and 'Request Return' highlighted with red arrows.

Select	Industry	Warehouse Number
<input type="radio"/>	Wine, Vermouth and Other Fermented Beverages	MOSSVM08419
<input type="radio"/>	Wine, Vermouth and Other Fermented Beverages	PTASVM01564
<input type="radio"/>	Wine, Vermouth and Other Fermented Beverages	UPTSOS00282
<input type="radio"/>	Electrical Energy	ELNVM 00218
<input type="radio"/>	Spirits	PTASOS02134
<input type="radio"/>	Spirits	PTASOS02148
<input type="radio"/>	Illuminating Kerosene	PTASOS02105
<input type="radio"/>	Spirits	PTASOS02121
<input type="radio"/>	Wine, Vermouth and Other Fermented Beverages	KBYOS 00186
<input type="radio"/>	Ad Valorem	GMRVS 00568
<input type="radio"/>	Tyre	GMRVS 00568
<input type="radio"/>	Carbon Tax	PTAVM 01528
<input type="radio"/>	Tobacco	PTAVM 01880
<input type="radio"/>	Malt Beer	PTAVM 00981
<input type="radio"/>	Tobacco	STEVN 00453
<input type="radio"/>	Wine, Vermouth and Other Fermented Beverages	PTASVM01521
<input type="radio"/>	Malt Beer	PRLVM 00288
<input type="radio"/>	Environmental Levies	PTAVM 01048
<input type="radio"/>	Spirits	WCVRMP00997
<input type="radio"/>	Wine, Vermouth and Other Fermented Beverages	PTASVM01548
<input type="radio"/>	Spirits	PTAVMP00178

- h) If the specific product does not appear, click on **“Refresh my list of registered Products”**.

The screenshot shows a list of products with columns for 'Select', 'Industry', and 'Warehouse Number'. A red arrow points to the 'Refresh my list of registered Products' button at the bottom of the list.

Select	Industry	Warehouse Number
<input type="radio"/>	Illuminating Kerosene	PTASOS02091
<input type="radio"/>	Spirits	QUDSOS00249
<input type="radio"/>	Malt Beer	PTAVM 01099
<input type="radio"/>	Traditional African Beer	PTASVM01532
<input type="radio"/>	Spirits	PTAVMS00163
<input type="radio"/>	Spirits	PTAVMP00186
<input type="radio"/>	Malt Beer	PTAVM 01072
<input type="radio"/>	Bio-Diesel – Type 2 Commercial	PTAVM 01110
<input type="radio"/>	Bio-Diesel – Type 2 Commercial: Other	PTAVM 01110
<input type="radio"/>	Malt Beer	PTAVM 01013
<input type="radio"/>	Bio-Diesel – Type 2 Commercial	PTAVM 01034
<input type="radio"/>	Bio-Diesel – Type 2 Commercial: Other	PTAVM 01034

- i) At the bottom of the screen click on **“Request History Return Listing”**.

The screenshot shows the same list of products as in the previous screenshot. A red arrow points to the 'Request Return History Listing' button at the bottom.

- j) User can request amendment on their Return by clicking on **“Request Correction”**.

The screenshot shows the 'Return History Listing' page. It displays trader details and a table of recent returns. A red arrow points to the 'Request Correction' button at the bottom of the table.

Select	EBN	Period From Date	Period To Date	Submission Channel	Submission Date	Status	CSV Required ?	Can Amend ?	Exception
<input type="radio"/>	NEW	2020-04-01	2020-04-30	N/A					
<input type="radio"/>	PTASVM0153220200331001	2020-03-01	2020-03-31	SM	2020-09-30T20:08:30	NEW	NO	YES	None
<input type="radio"/>	PTASVM0153220200229000	2020-04-01	2020-02-29	EPILING	2020-03-09T09:59:32	COMPLETED	NO	NO	None
<input type="radio"/>	PTASVM0153220200131000	2020-01-01	2020-01-31	EPILING	2020-03-09T09:57:58	COMPLETED	NO	NO	None
<input type="radio"/>	PTASVM0153220191231000	2019-12-01	2019-12-31	EPILING	2020-03-09T09:57:31	COMPLETED	NO	NO	None
<input type="radio"/>	PTASVM0153220191130000	2019-11-01	2019-11-30	EPILING	2020-03-09T09:57:05	COMPLETED	NO	NO	None
<input type="radio"/>	PTASVM0153220191031000	2019-10-01	2019-10-31	EPILING	2020-03-09T09:56:34	COMPLETED	NO	NO	None
<input type="radio"/>	PTASVM0153220190930000	2019-09-01	2019-09-30	EPILING	2020-03-09T09:56:08	COMPLETED	NO	NO	None
<input type="radio"/>	PTASVM0153220190831000	2019-08-01	2019-08-31	EPILING	2020-03-09T09:55:43	COMPLETED	NO	NO	None
<input type="radio"/>	PTASVM0153220190731000	2019-07-01	2019-07-31	EPILING	2020-03-09T09:55:11	COMPLETED	NO	NO	None
<input type="radio"/>	PTASVM0153220190630000	2019-06-01	2019-06-30	EPILING	2020-03-09T09:54:42	COMPLETED	NO	NO	None
<input type="radio"/>	PTASVM0153220190531000	2019-05-01	2019-05-31	EPILING	2020-03-09T09:53:57	COMPLETED	NO	NO	None

k) Select “Industry” e.g. Traditional African Beer.

**EXCISE AND LEVIES WORK PAGE**

**TaxPayer Details**

Trader Name:	21384301
Registration Number:	21384301
Excise Client Code:	21384301

**Tax Reference Number**

Identification Number: 24232323232

**My Profile**

Transfer Duty

Excise Levies & Duties

Request Return

Issued/Saved Returns

History

Historic Filed Returns

Account Rights

Account Maintenance

Local Duties Payable

Special Links

Industry	Warehouse Number	Period From Date	Period To Date	STATUS
Traditional African Beer	PTASVM01532	01/04/2020	30/04/2020	Issued

Back to Search | Refresh Return

l) Floater Headers (drop down opening the various schedules to the account and information pertaining to products)

**Mr b b**

SARS FILING

Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact Log On

Portfolio: anet10471 - test profile - 20995816 Taxpayer: test profile - 20996603 Organisation

Back Save File Return Validate Print

**SARS** South African Revenue Service

**Traditional Africans Beer (TAB)** EXD260

Licensee / Registrant Details

Product Details – EXCISE ACCOUNT SCHEDULE – SVM - TAB SPECIAL MANUFACTURING WAREHOUSE

Product & Tariff Items – SVM - TAB SPECIAL MANUFACTURING WAREHOUSE

Duty Calculation – SVM - TAB SPECIAL MANUFACTURING WAREHOUSE

Over / Underpayment – SVM - TAB SPECIAL MANUFACTURING WAREHOUSE

- i) Key changes from the old Adobe form to the HTML format –
  - A) **“PRN No.”** moved from Header to Licensee / Registrant field:

- B) **“Industry name & acronym”** is now featured as Header and **“form ID”** appears (EXD260):

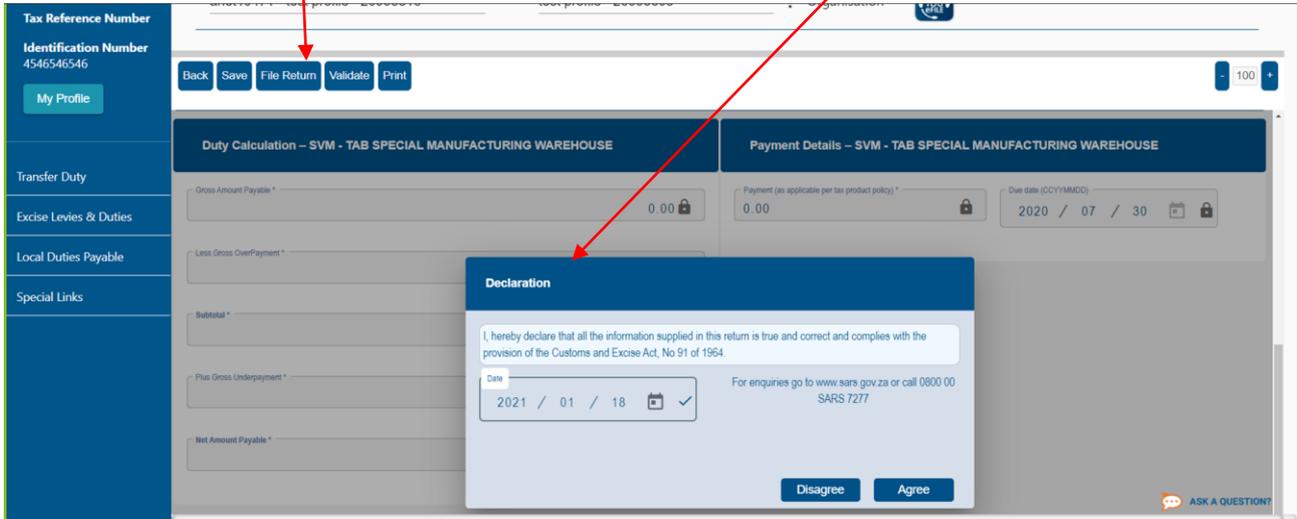
- C) Navigation tool activated if Industry has more columns than will fit on a page, the client will navigate using the left and right arrow:

	Product code CTOB Tariff 104.35.05	Product code CTOB Tariff 104.35.07	Product code PTOB Tariff 104.35.01	Product code PTOB Tariff 104.35.02	Product code PTOB Tariff 104.35.03	Product code PTOB Tariff 104.35.09
Overpayment	Amount* 0.00 ✓					
Underpayment	Amount* 0.00 ✓					
Less Returns of Duty Paid Stock	Amount* 0.00 ✓					

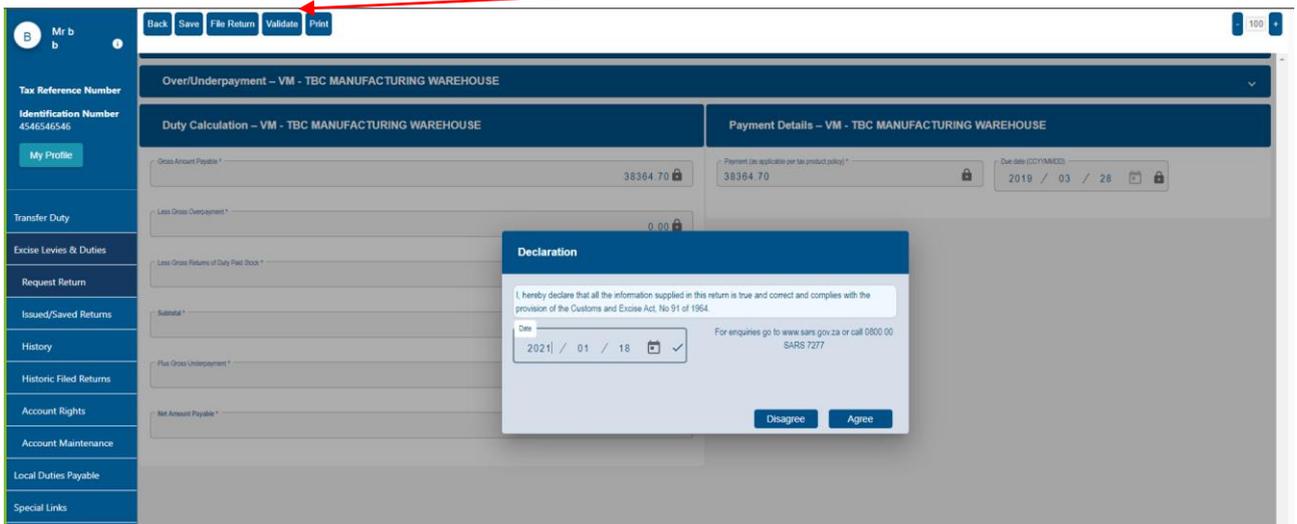
**Note** – Search functionality is not available now.

D) Declaration block from page 1 on EXD01 moved to bottom of account

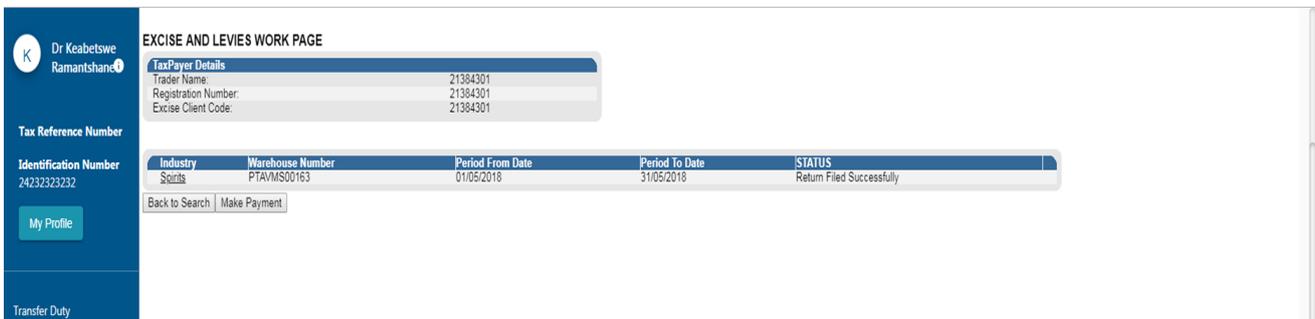
m) Click on **“File Return”** once the Account is completed. The **“Declaration”** pop-up with the **“Date”** is the date the client submits the Excise account / return, which can be changed.



n) On completion, the user must **validate** for submission purposes. Click on the **“Validate”** button.



o) The account will show successfully **“Filed”**. No changes to the payment process.



### 3 MEASURES

a) None

### 4 REFERENCES

#### 4.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	<b>Customs and Excise Act No. 91 of 1964:</b> Sections 19, 27, 60 and Chapter VA and VB <b>Customs and Excise Rules:</b> 19, 27, 54FA.01 to 54FA.09, 54I.01 to 54I.09, 60.08(2)(a)(i), 119A.R101A(10)(d) and 200.03.
Other Legislation:	<b>Diamond Export Levy Ac No. 15 of 2007:</b> Section 4 to 10
International Instruments:	<b>None</b>

#### 4.2 Cross References

DOCUMENT #	DOCUMENT TITLE
EA-01-M01	eAccount on eFiling – External Manual
SE-ACC-02-M01	eFiling Registration – External Manual
SE-ADV-03-M01	DA 75 Ad Valorem Excise Duty Account – External Manual
SE-BIO-03-M01	DA 162 Monthly Biodiesel Account – External Manual
SE-CBT-03-M01	DA 180 Environmental Account for Carbon Tax – External Manual
SE-CD-03-M01	DA 177 Carbon Dioxide Emissions Levy – External Manual
SE-DEL-03-M01	DL 163 – Diamond Export Levy Return – External Manual
SE-ELC-03-M01	DA 176 For Electricity Generated in South Africa – External Manual
SE-LR-03-M01	DA 185 Completion Manual – External Manual
SE-OIL-03-M01	Completion of DA 159 – External Manual
SE-OIL-04-M01	Completion of DA 160 – External Manual
SE-PB-03-M01	DA 161A Environmental Levy Account for Plastic Bags – External Manual
SE-SB-03-M01	DA 179 and Schedule – External Manual
SE-TL-03-M01	DA 178 and Annexures – External Manual

#### 4.3 Quality Records

NUMBER	TITLE
DA 75	Ad Valorem Excise Duty Account
DA 159	Petroleum Products: Account for Special Storage Warehouse
DA 160	Petroleum Products: Account for Manufacturing Warehouse
DA 161A	Environmental Levy Account for Plastic Bags
DA 162	Biodiesel Account for Category 1 Manufacturing Warehouse
DA 176	Environmental Levy Account for Electricity
DA 177	Environmental Levy Account for Carbon Dioxide Emission Levy
DA 178	Environmental Levy Return for Tyres
DA 179	Health Promotion Levy Return for Sugary Beverages
DA 180	Environmental levy Account for Carbon Tax
DA 185	Application Form: Registration / Licensing of Customs and Excise Clients
DA 260	Excise Account
DL 163	Diamond Export Levy Return
EXD 159	Petroleum Fuel (SOS)
EXD 160	Petroleum Fuel (FUL)
EXD 161	Plastic Bags (ELG)
EXD 162	Bio Diesel (BDO)
EXD 163	Diamond Export (DEL)
EXD 176	Electricity (ELC)
EXD 177	Carbon Emissions for Motor Industry (CO <sub>2</sub> )
EXD 178	Tyres (TLE)

NUMBER	TITLE
EXD 179	Sugar (SBL)
EXD 180	Carbon Tax (CBT)
EXD 260	Tobacco (TBC)
EXD 260	Malt Beer (MLT)
EXD 260	Spirits (SPR)
EXD 260	Other Fermented Beverages (OFB)
EXD 260	Vermouth (VER)
EXD 260	Wine (WNE)
EXD 260	Traditional African Beer (TAB)

## 5 DEFINITIONS AND ACRONYMS

Act	Customs and Excise Act, No.91 of 1964
CO <sub>2</sub>	Carbon Dioxide
DL	Diamond Levy
Licensee	Any person licensed under any provision of the Act.
PRN	Payment Reference Number
Registrant	Any person registered under any provision of the Act.
SOS	Special Storage Warehouse

## 6 DOCUMENT MANAGEMENT

Business Owner	Executive: Excise
Document Owner	Head: Business Design and Engineering
Author	Noeleen Singh
Detail of change from previous revision	Initial Release – Interim process
Template number and revision	GC-TM-17 – Rev 3