USER MANUAL

Electronic Invoicing System (EIS)
POS Management

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1. INTRODUCTION

The **Electronic Invoicing System (EIS)** is a comprehensive digital solution designed to automate the sales reporting and inventory management process for taxpayers. It facilitates real-time tracking of sales transactions and ensures accurate inventory adjustments, improving compliance, transparency, and operational efficiency.

The Point of Sale (POS) module is an IES module that will be used by taxpayers to manage inventories, suppliers, users and track sales receipts.

This manual serves as a guide to help taxpayers become familiar with the basic and most frequently used functionalities of the system.

2. ACCESSING SYSTEM

The Electronic Invoicing System (EIS) POS Management Portal is web-based and can be accessed with a link on your computer and mobile devices' browsers (Firefox, Microsoft Edge, Google Chrome, etc.).

Below is the link to access the system https://eis-portal.mra.mw/, as shown in Figure 1 below

https://eis-portal.mra.mw/

Figure 1. EIS link

Press enter after typing the link in your web browser, it shall display a login page as shown below in figure 2

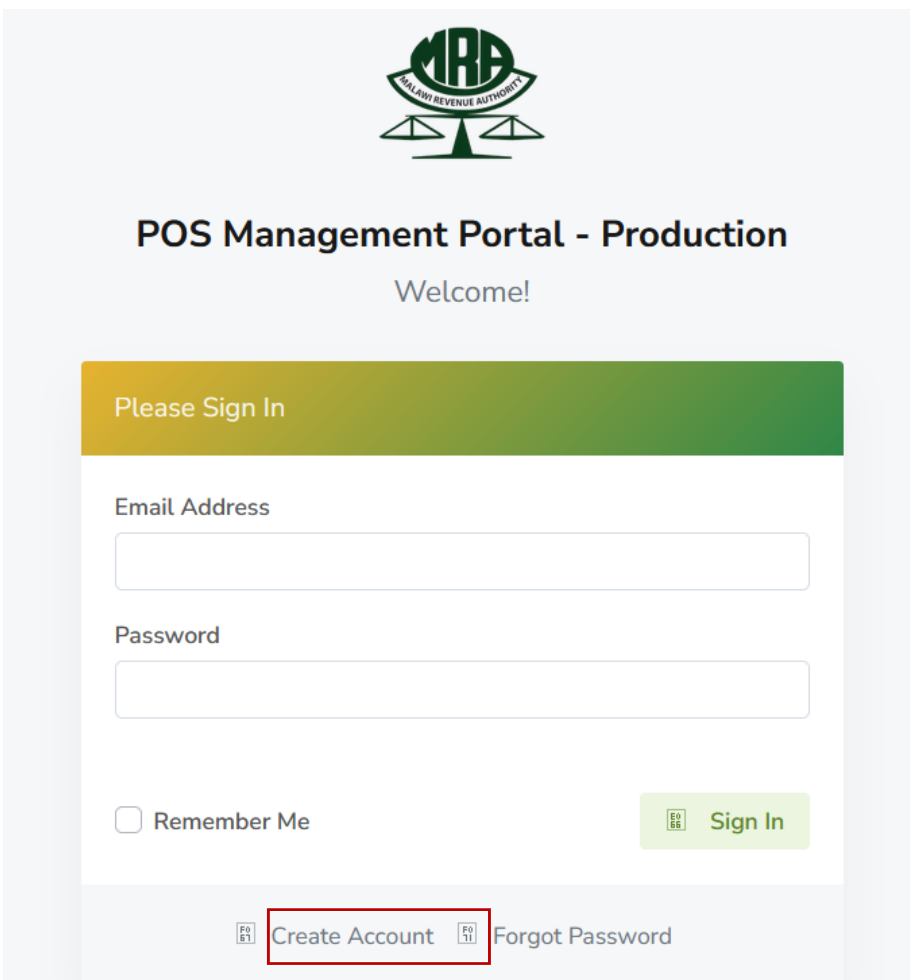


Figure 2. EIS login Portal

2.1 CREATE ACCOUNT

To create an account, you click on the link Create Account as shown in Figure 2 of the EIS login portal above. Create a new account page opens as in Figure 3 below. Then proceed to add your details and take note to fill up all mandatory fields with an asterisk (*).

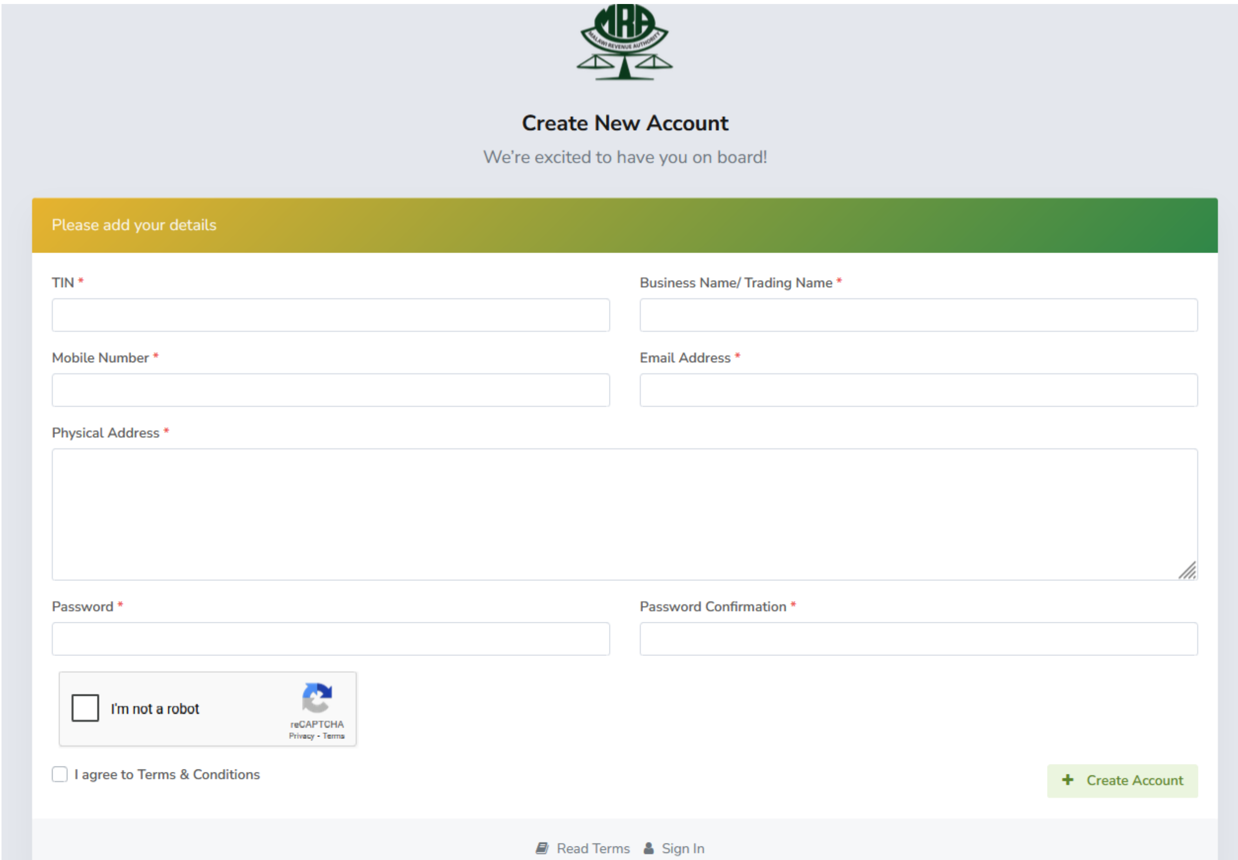


Figure 3. EIS Create New Account page

After filling in all the details, click on the link **Create Account** and then the Email verification window appears. Enter the validation code received from your email or your phone number and click on the **Validate Code** link. As Figure 4 below.

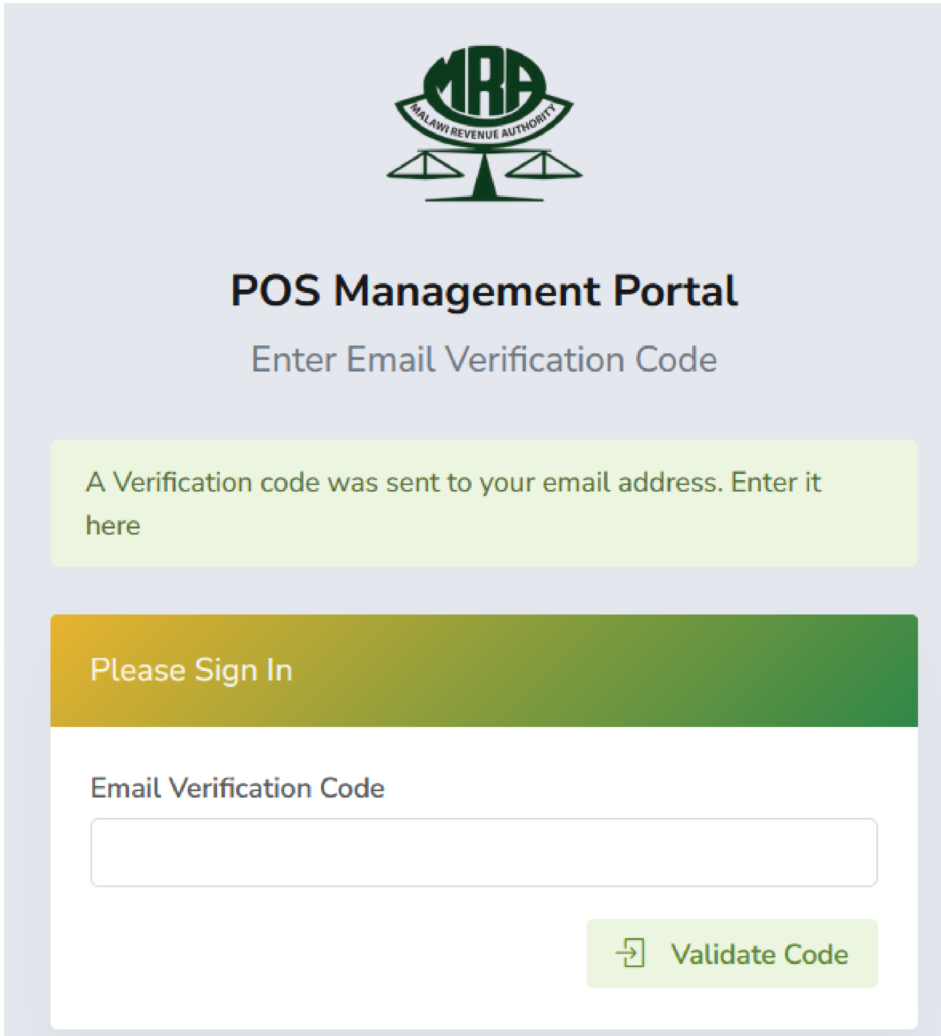


Figure 4. Email Verification window

2.2 SIGNING IN and SIGNING OUT

To sign in to the EIS, you will be required to use your domain credentials (credentials used to log in on your computer). Enter your domain username and password, and click on the Sign In button just below the credential tabs as shown in Figure 5 below

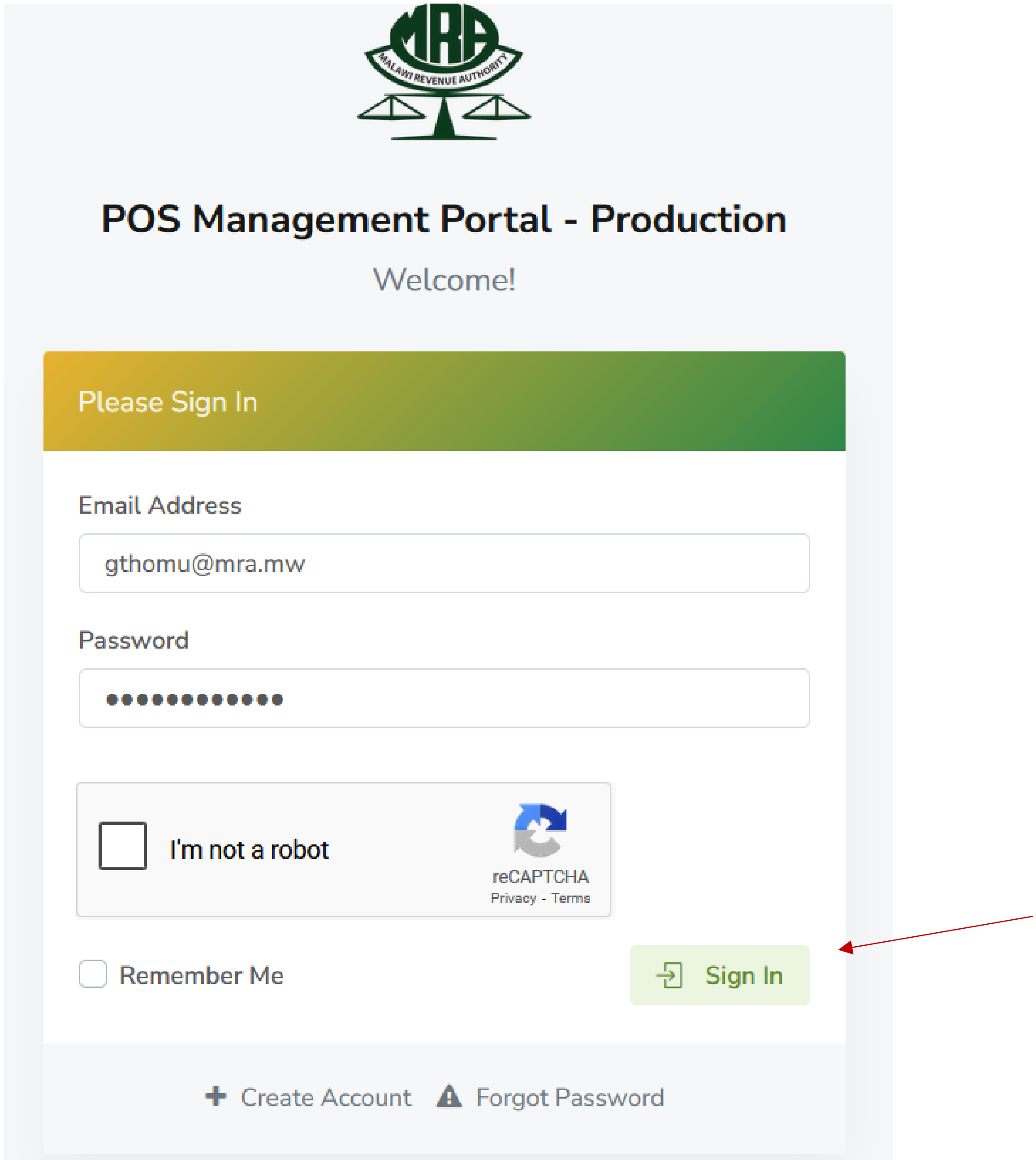


Figure 5 shows credentials and sign in

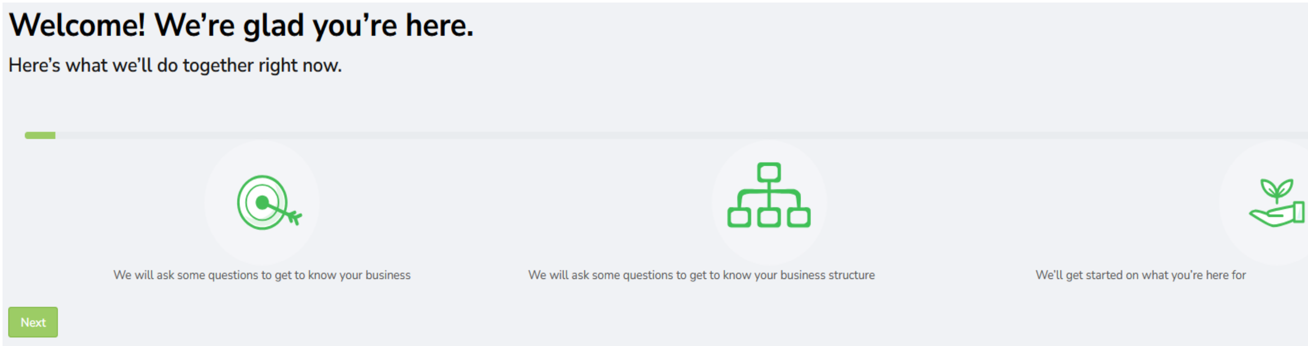


figure 6, shows Welcome page

Click Next and input the all the details about your business as in figure 7 below.

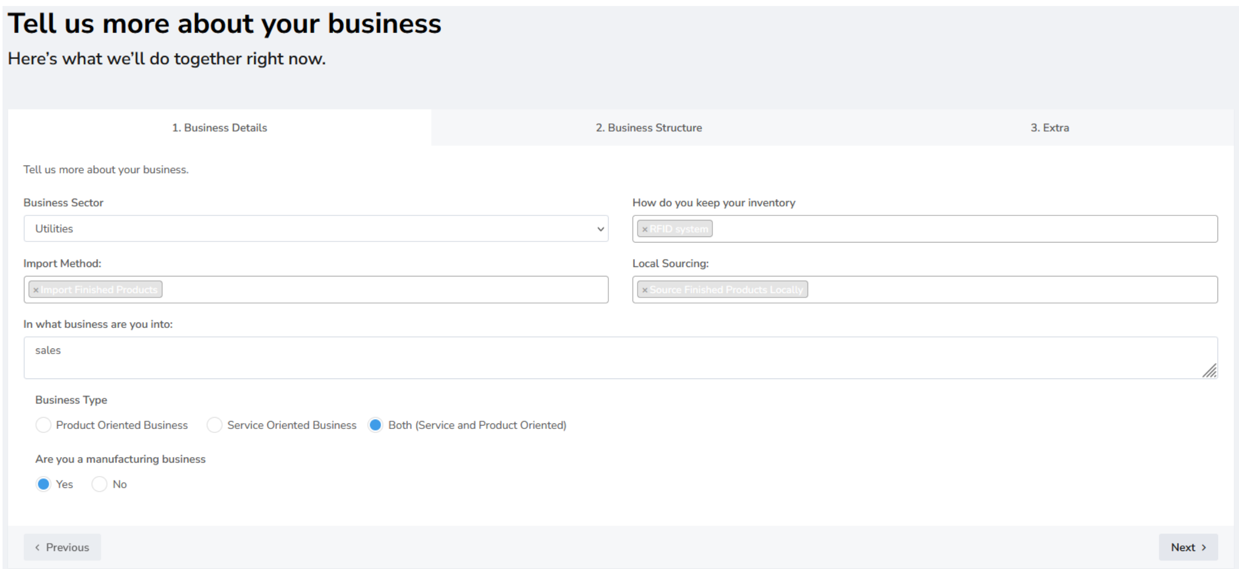


figure 7, input Business details

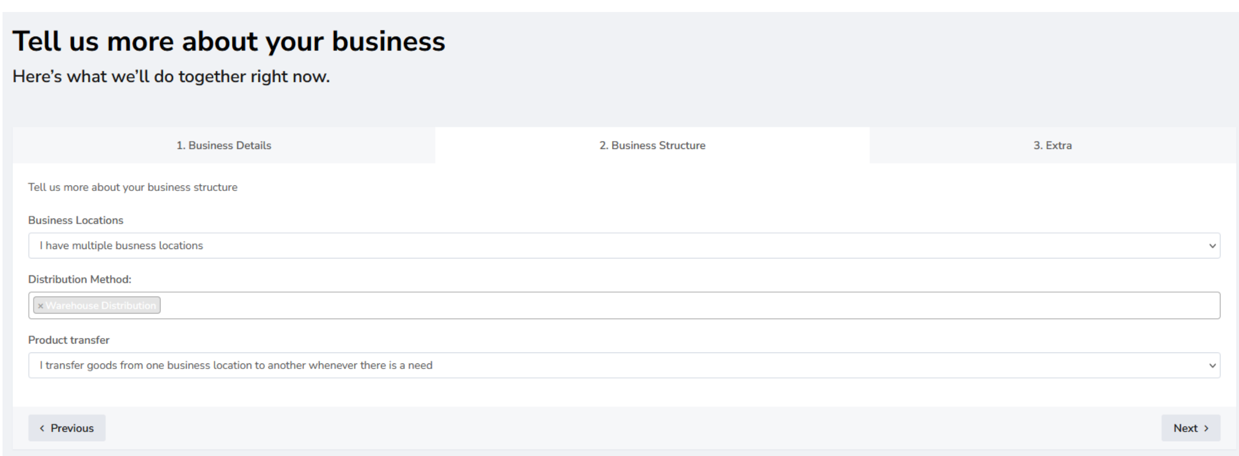


figure 8, input Business Structure

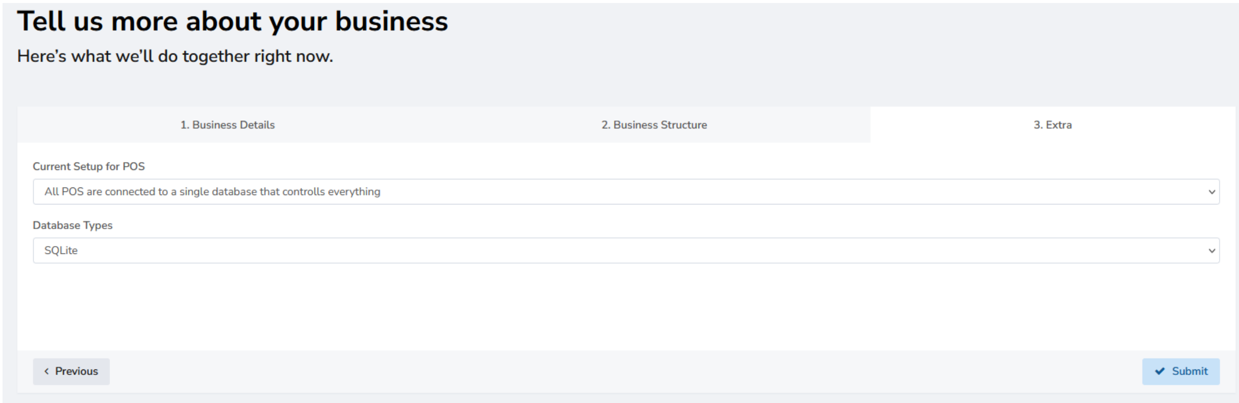


Figure 9, input Business Extra

Then click on submit to complete onboarding.

3. APPLICATION TOUR

The page below (*Figure 10*) opens, showing the Start Tour page. This page will show you a step-by-step tutorial about the POS Management Portal.

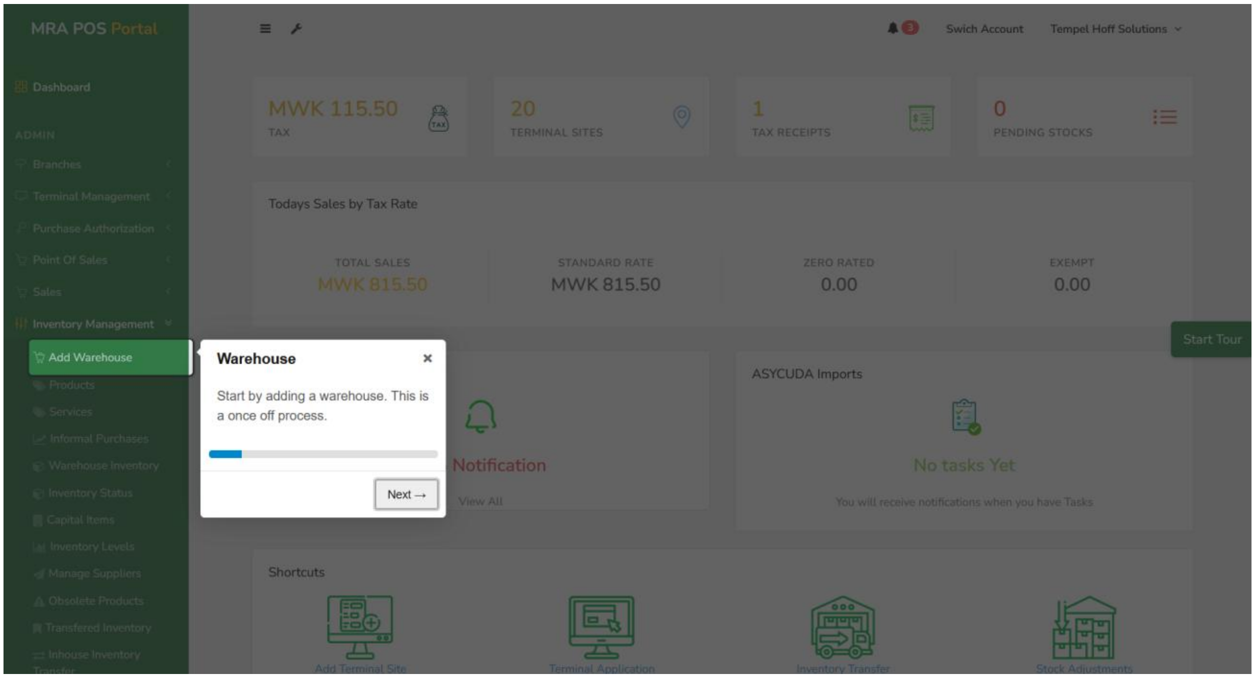


Figure 10, Start Tour page

4. POS MANAGEMENT PORTAL DASHBOARD.

The Dashboard shows a summary of transactions. It is for reference purposes only.

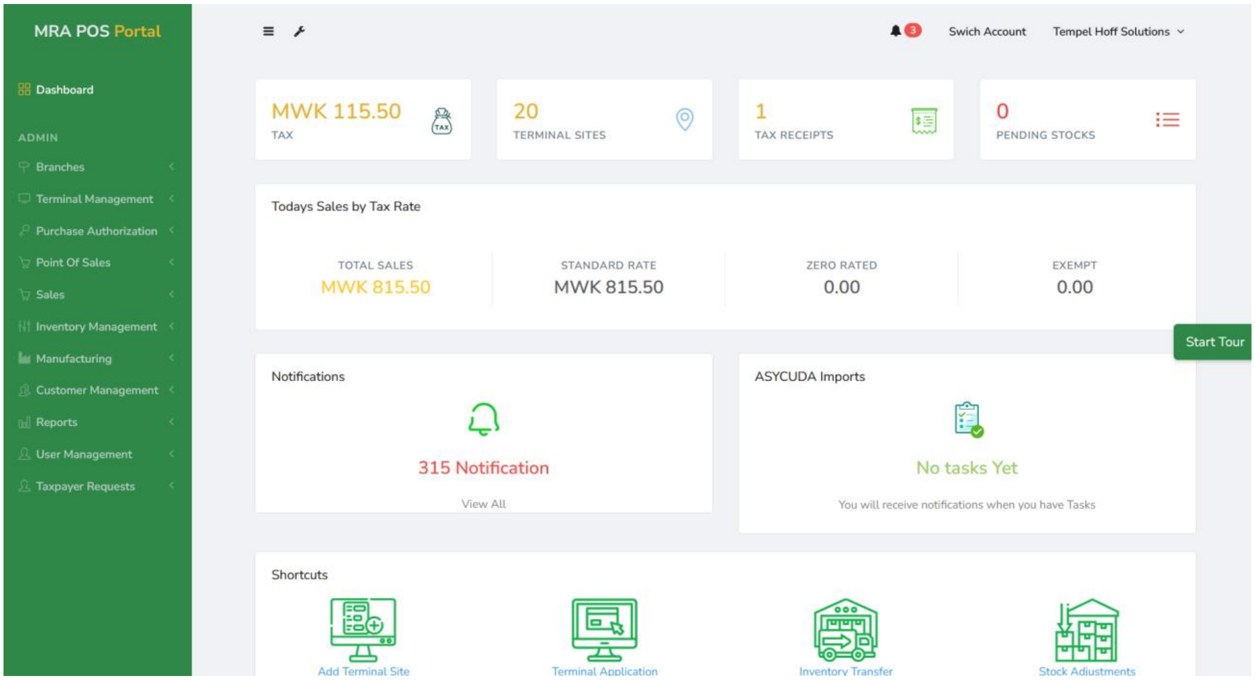


Figure 11, POS Management Portal Dashboard

To sign out, click on the username down arrow, then click the sign out button as shown in Figure 12 below.

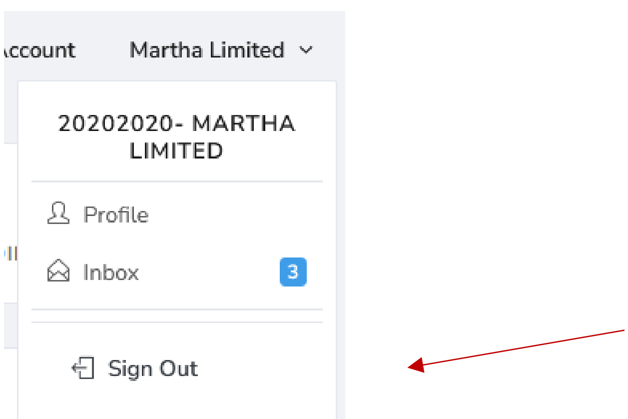


Figure 12: shows the sign-out button

5. INVENTORY MANAGEMENT

After a user has successfully signed in, a Warehouse must be added.

To add a Warehouse. Expand Inventory Management, then click on the Add Warehouse link, *Figure 13* will come up. Fill in the details and click the submit request button.

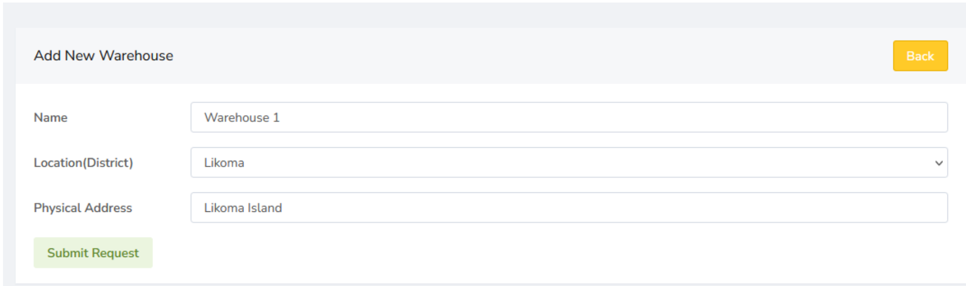


Figure 13, Adding a New Warehouse

5.1 UPLOAD INITIAL INVENTORY

In the main menu, go to **Inventory Management**, click on the link **Upload Initial Inventory** to upload inventory. Click on Download sample Excel file link.

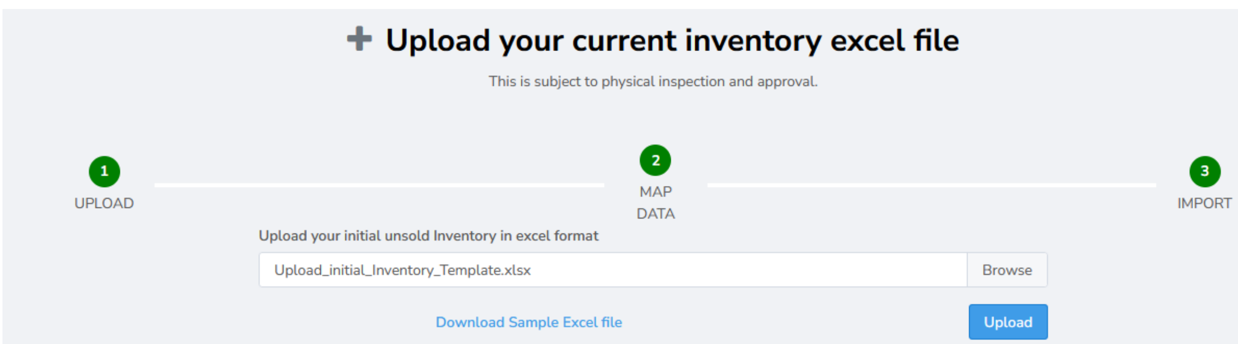


Figure 14, upload initial inventory page.

Below is figure 15 that shows the downloaded sample excel file format. Input the required data and save the file. Upload the excel file as in figure 14 above then click on Upload button.

BarCode	ProductName	ProductDescription	Unit Price	Quantity in Stock	Cost Price	DateBought	SellingPrice	Reorder Level	OverQuantityStockLevel	Perishability	ExpiryDate
1160302890	GreenCity Coffee	Coffee	45000.00	20	35000.00	2024-12-20	45000.00	5	100	Low	2/25/2025
2232992436	Mulinga Salt	table salt	2000.00	100	1200.00	2024-12-21	2000.00	20	200	Low	11/20/2026
2490893675	Ben soap	laundry powder	15000.00	50	13500.00	2024-12-22	15000.00	15	100	Low	2/20/2026

Figure 15, sample excel file.

After uploading the file, click on upload button this will take you to the window below to Map Initial Inventories, and search for Product code then click Submit Mapping button.

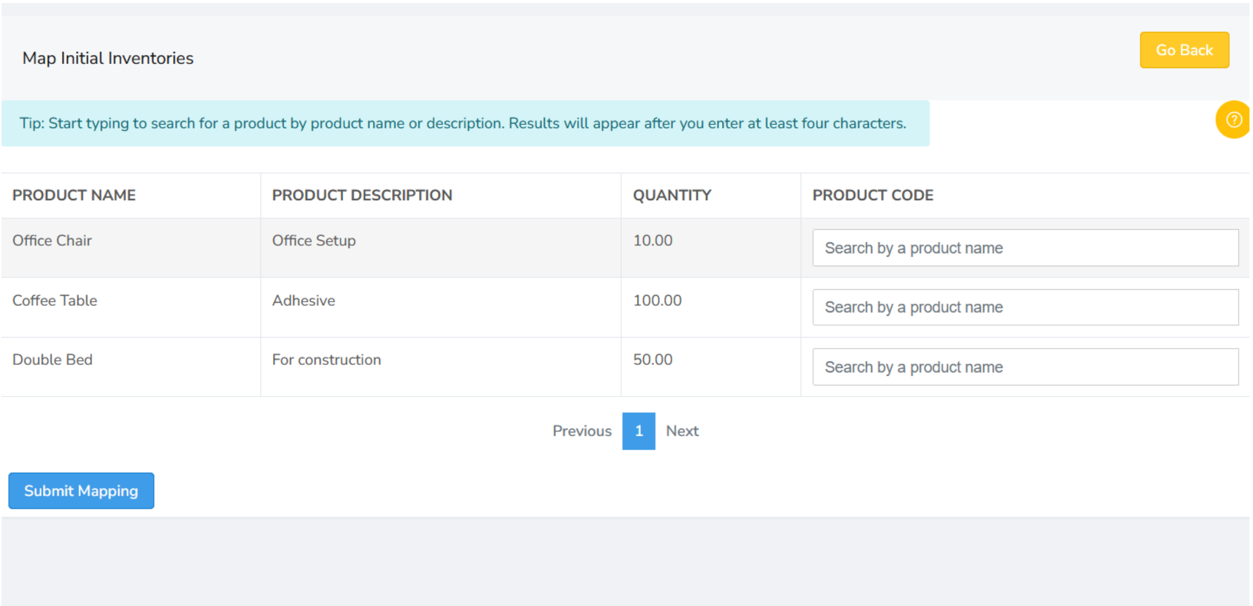


Figure 16, Map Initial Inventories.

Product Not Found

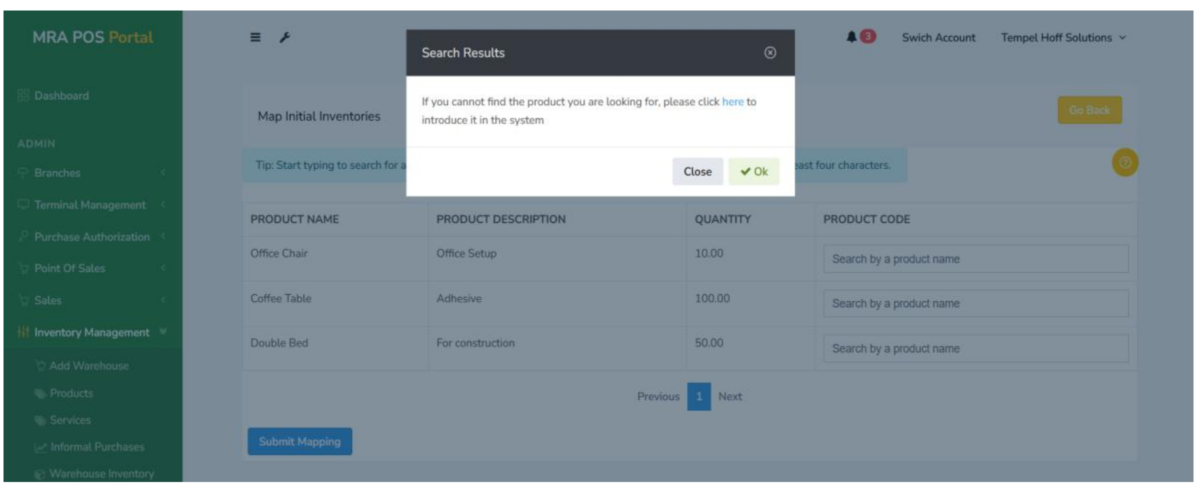


Figure 17, Product Not Found.

After submitting the window below will popup click on Synchronize Now button to finalize the Mapping of Inventories.

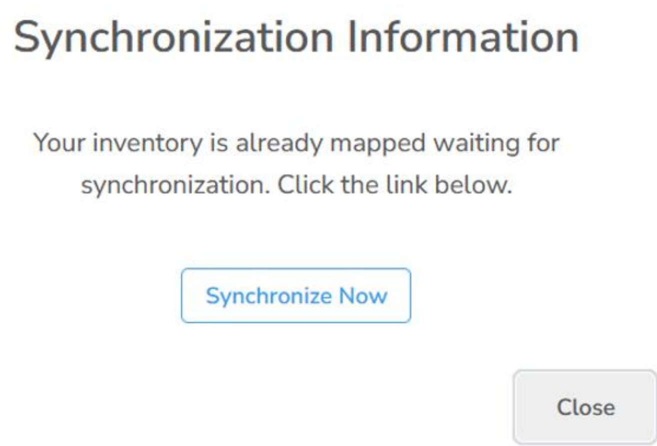


Figure 18, Map Initial Inventories

After synchronization is done, the window below will show inventory upload summary. the inventory quantities will not be reflected in the active inventory records until a physical inventory inspection has been completed.

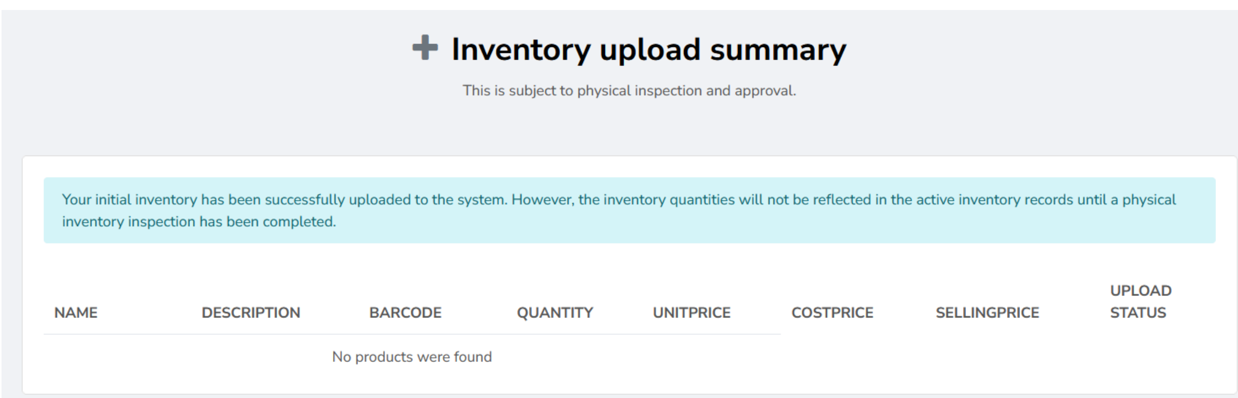
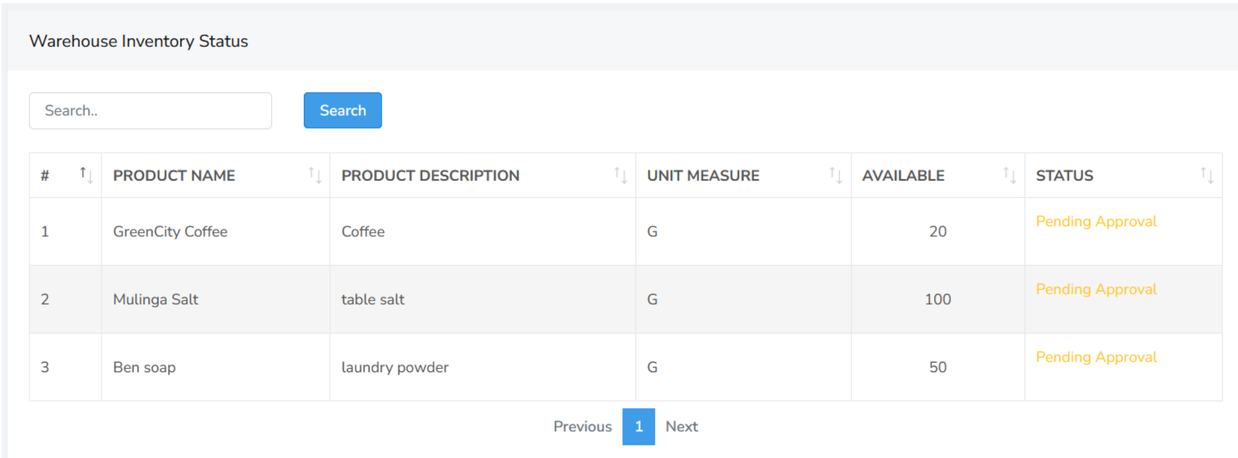


Figure 19, Inventory upload summary

5.2 WAREHOUSE INVENTORY STATUS

This shows the status of inventory waiting approval.


Warehouse Inventory Status

Search.. Search

#	PRODUCT NAME	PRODUCT DESCRIPTION	UNIT MEASURE	AVAILABLE	STATUS
1	GreenCity Coffee	Coffee	G	20	Pending Approval
2	Mulinga Salt	table salt	G	100	Pending Approval
3	Ben soap	laundry powder	G	50	Pending Approval

Previous 1 Next

Figure 20. Warehouse Inventory Status

Once the inventory has been approved by MRA, branch creation should follow. You are required to enter the branch name, site address, and enable auto generation of site identifier (optional) or enter site identifier. Click Submit to complete branch addition.

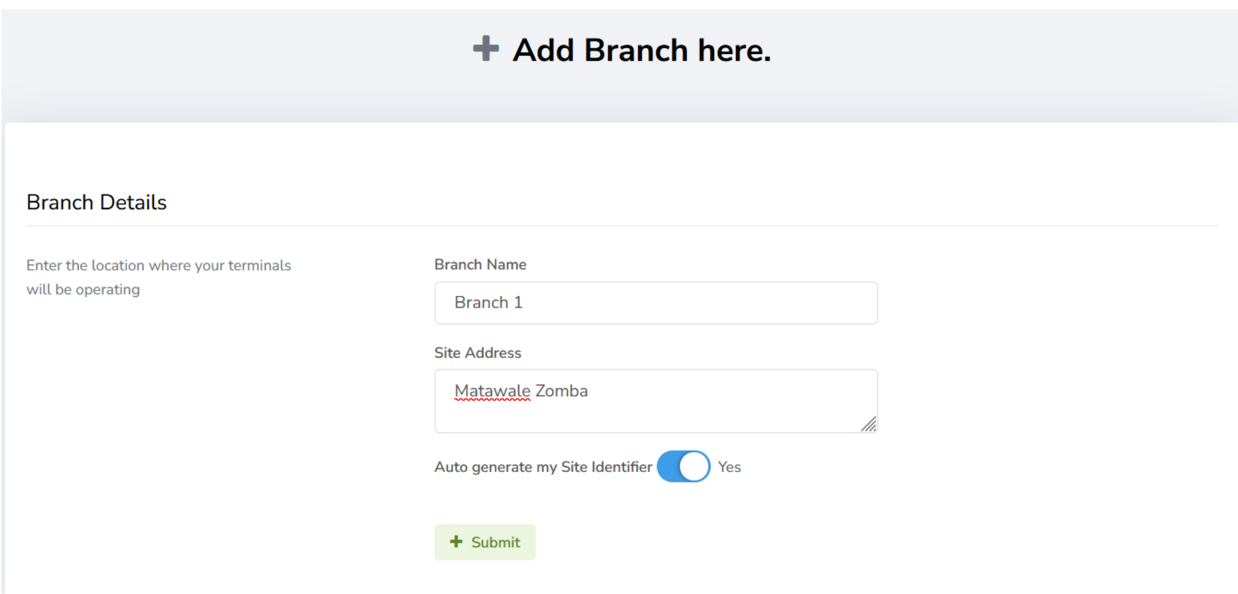


Figure 21. Adding a Branch

5.3 ADDING INVENTORY TO CAPITAL ITEMS

You can transfer inventories from the warehouse inventory to the capital item. Go to Inventory management and click the Warehouse Inventory. Then, click the 'Add to Capital Item' button.

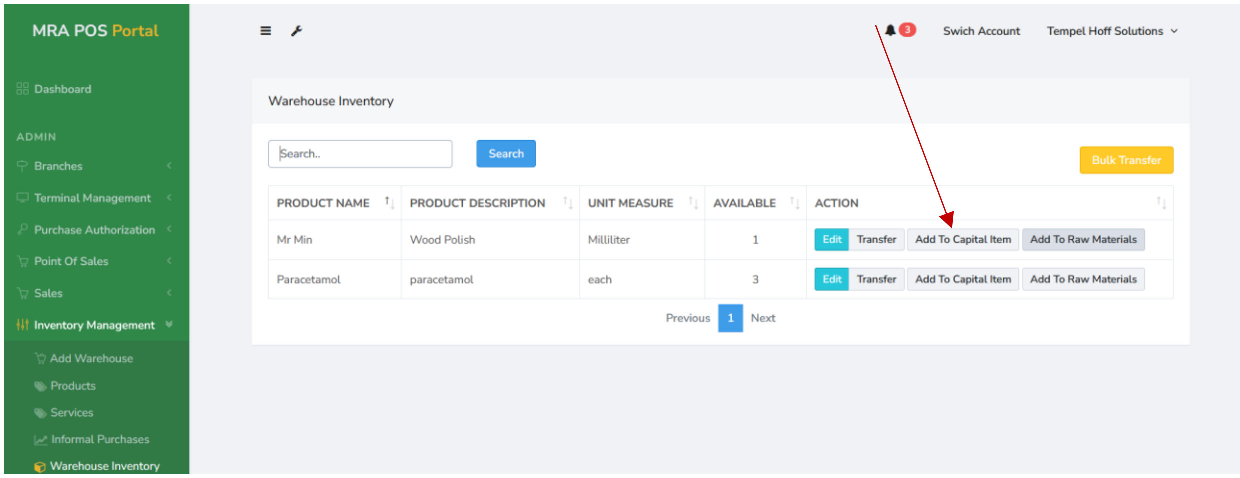


Figure 22. Transfer Inventory to capital item

5.4 ADDING INVENTORY TO RAW MATERIAL

You can transfer inventories from warehouse inventory to raw materials inventory. Go to Inventory Management and click on the Warehouse Inventory. Then, click the Add to Raw Materials button.

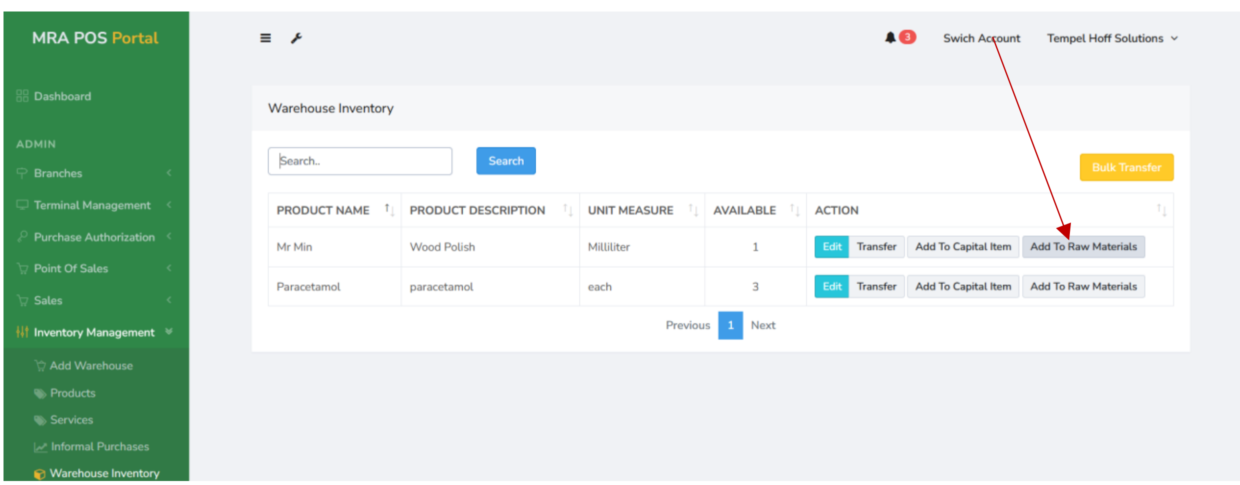


Figure 23. Transfer Inventory to raw materials

5.5 ADDING INVENTORY

After a branch has been created, the inventory must be transferred to the branch from the warehouse before a terminal can be applied. Go to Inventory management and click the warehouse Inventory. You can either use Bulk Transfer or Individual product transfer.

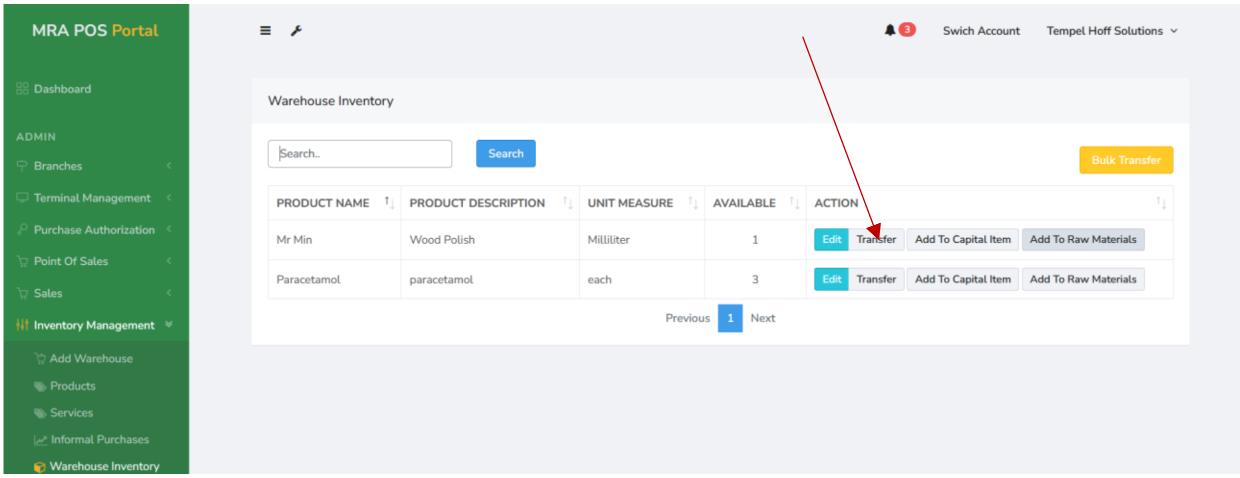


Figure 24. Transfer Inventory

5.6 USING BULK TRANSFER OPTION

You can transfer products to several branches at a time.

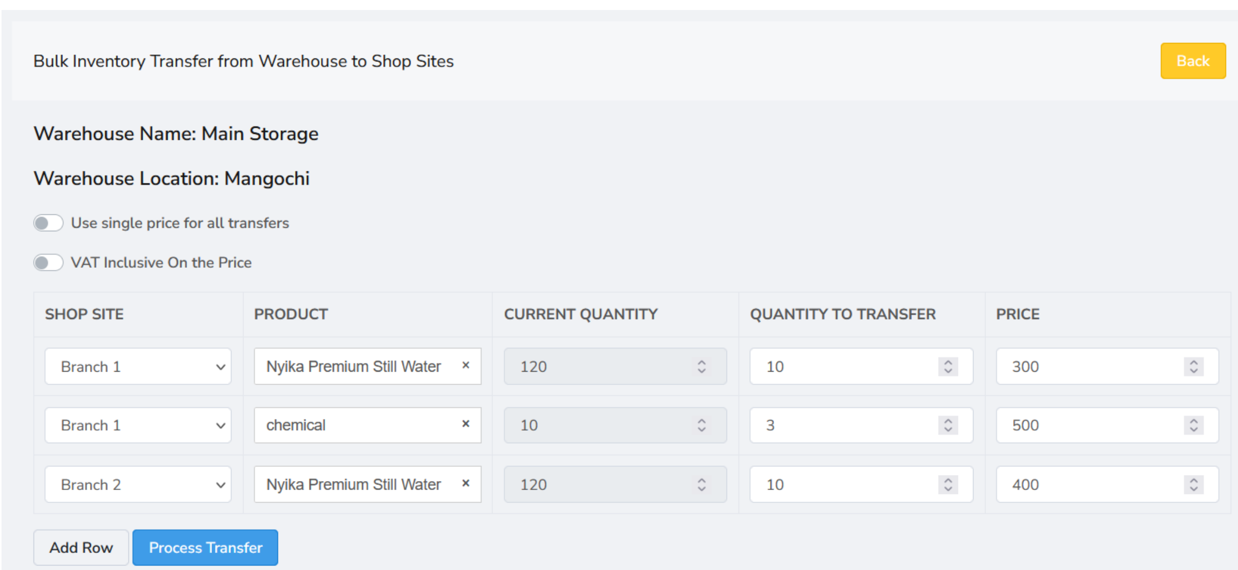


Figure 25. Using Bulk Transfer Window

6. APPLYING FOR A TERMINAL

Applying for a terminal at a branch. Populate all the required fields and click submit application. An Activation code will pop up and will be sent to your email as shown in Figure 23 below. This code will be used to activate your terminal before use.

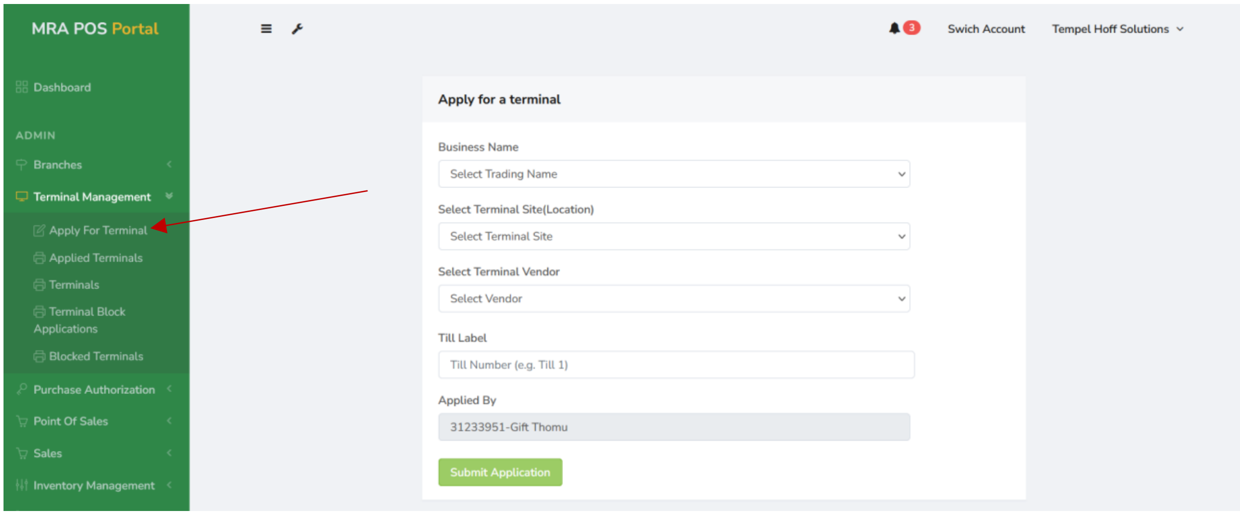


Figure 26. Applying for a Terminal.

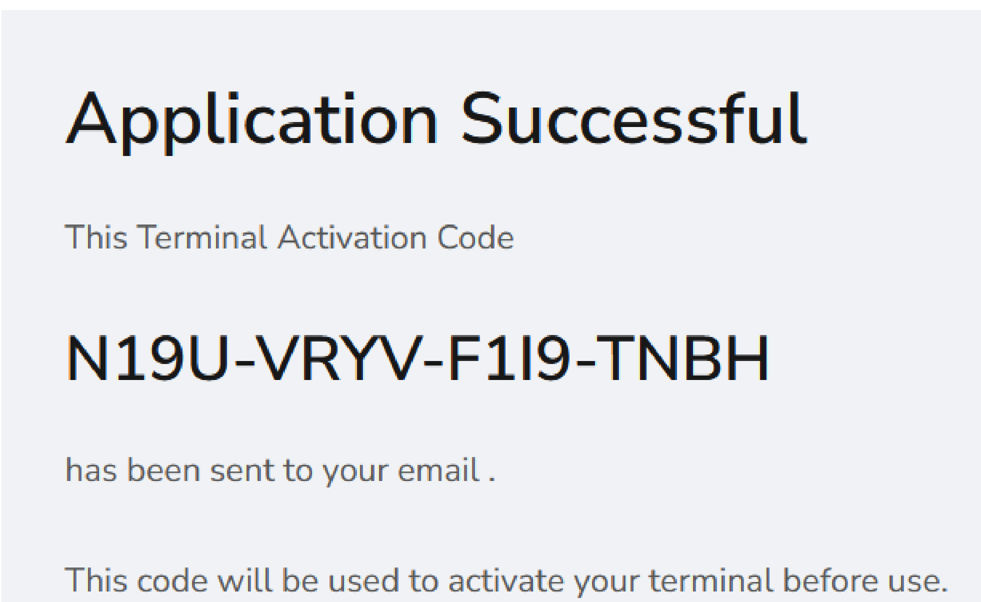


Figure 27. Terminal Activation Code

7. POINT OF SALES (POS).

To make a sale of a product or service, go to the Point of Sales and click For Products or Services as in Figure 28 below. And select a Branch and click on Continue to the Point of Sales.

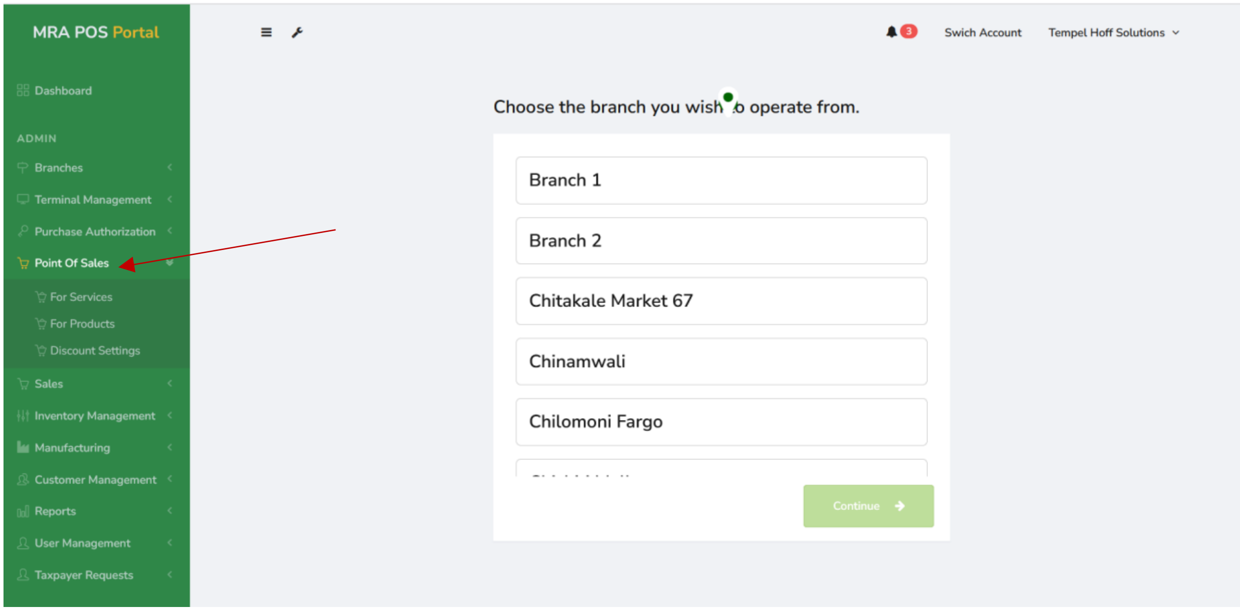


Figure 28. selecting Branch to add a Point of Sales.

This is a Point of Sales window where you can make sales transactions on the Taxpayer portal.

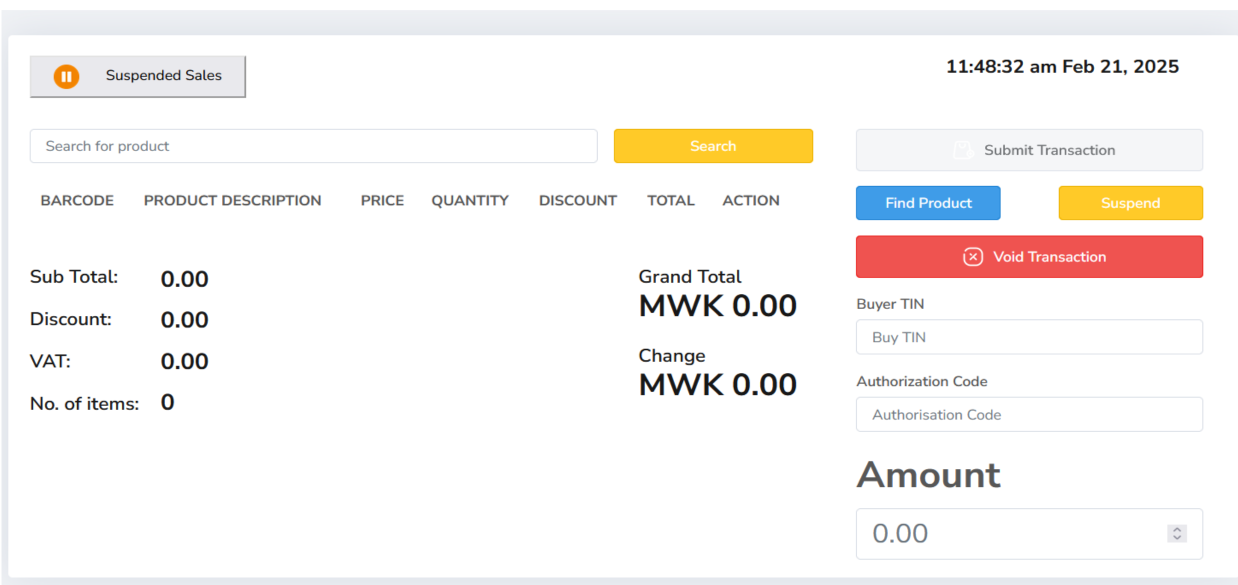


Figure 29. Point of Sales

7.1 DISCOUNT SETTINGS

In this window, Figure 30, you can set discount values for specific items to selected branches. Click on the Add button to add a new discount, as in Figure 31 below

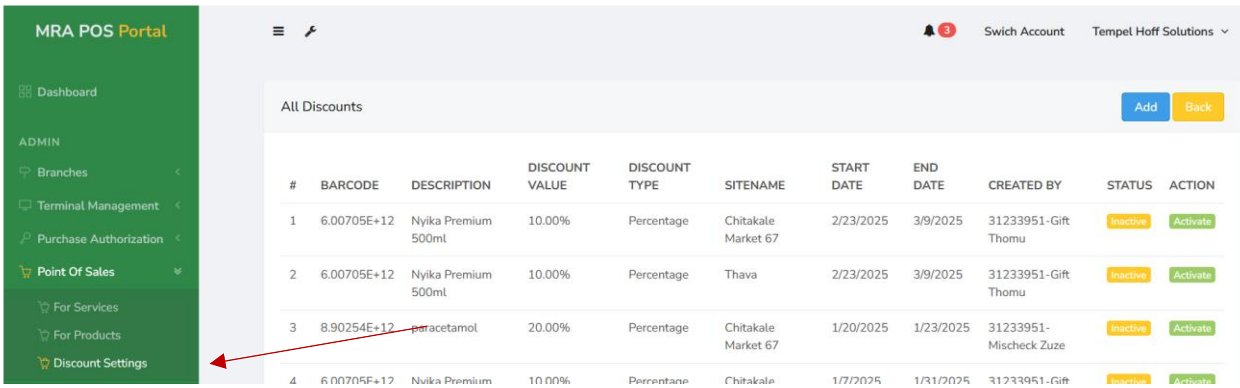


Figure 30. Discount settings.

Add New Discount. In the figure below, after adding the discount Save Changes

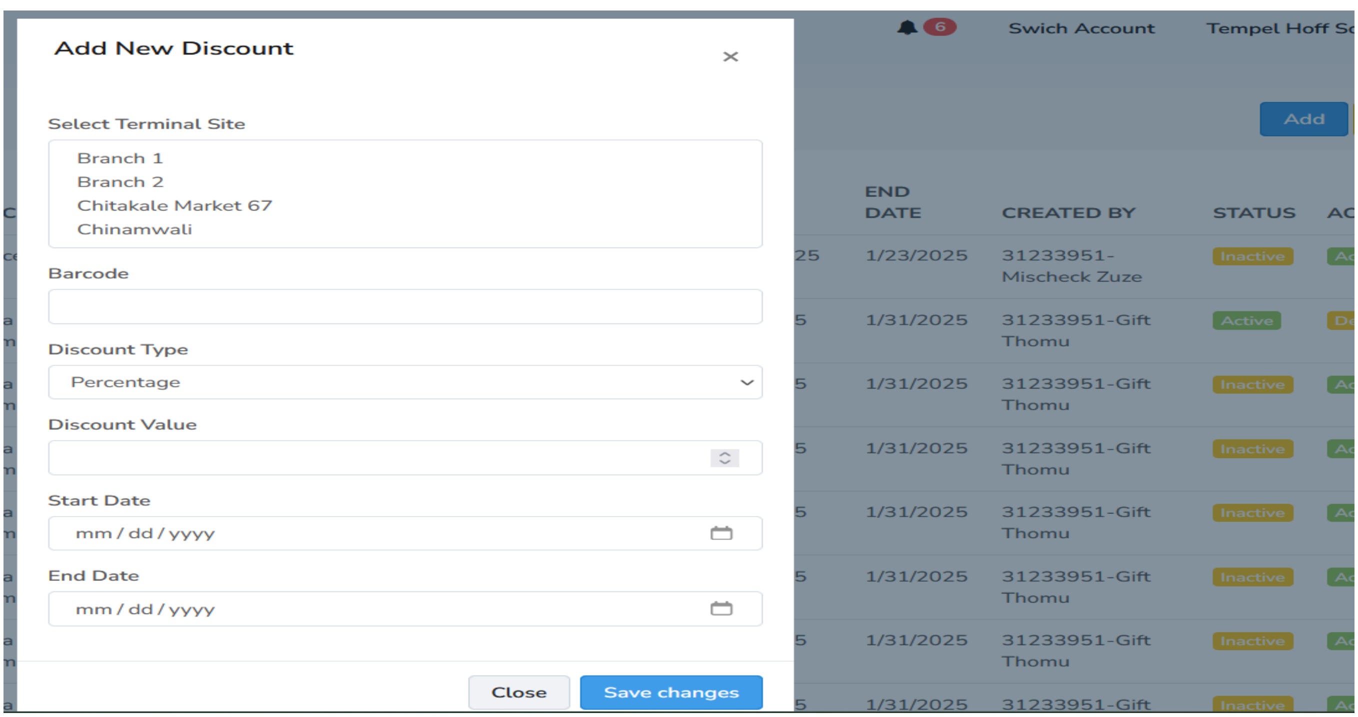


Figure 31. Adding a new discount

8. PURCHASE AUTHORISATION

To protect your Taxpayer Identification Number (TIN) from fraudulent usage through unauthorised purchases, you can either enable the use of Purchase Authorisation Code (PAC) or disable it by clicking on the toggle button and saving changes.

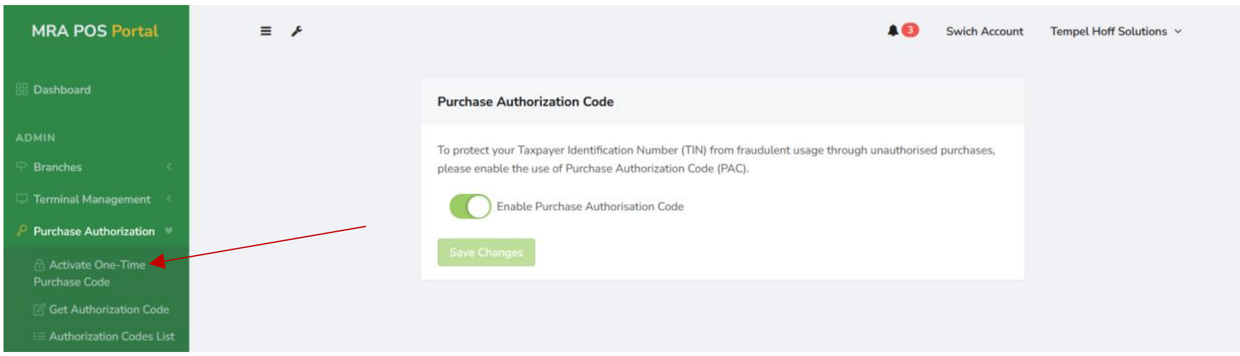


Figure 32. Purchase Authorisation Code window.

Note: everything that has been described above is the whole onboarding process for a Taxpayer to register and start issuing receipts.

9. OTHER FUNCTIONALITIES.

*9.1 **Sales***

9.1.1 Sales Receipts

link gives a summary of all receipts generated in the system.

9.2 ***Inventory Management***

9.2.1 Informal Purchases

Manages all incoming shipments and purchases, including those that are pending synchronization with the warehouse inventory, as in Figure 33 below.

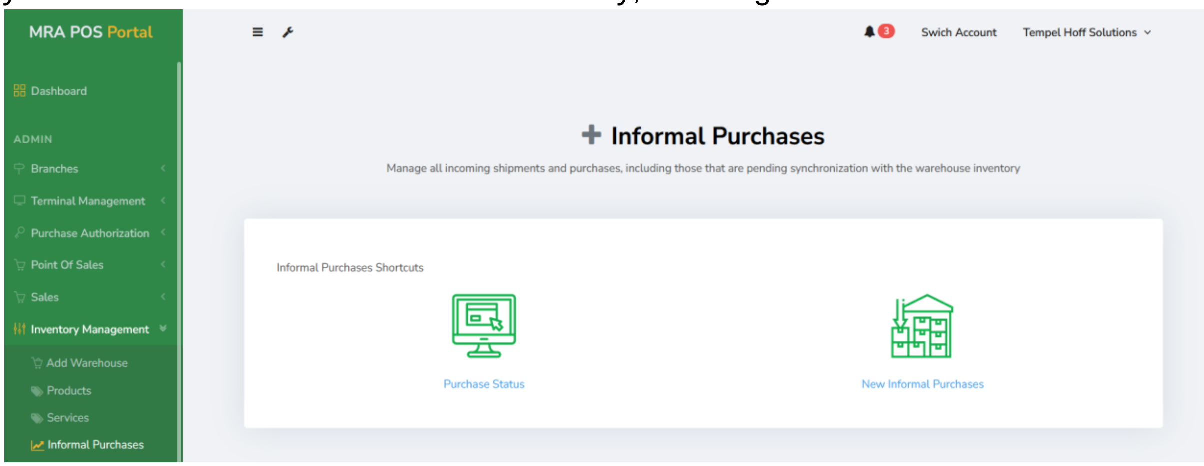


Figure 33. Informal Purchases.

9.2.2 New Informal Purchases

This will be used to receive new incoming inventories from informal suppliers, as in Figure 34 below.

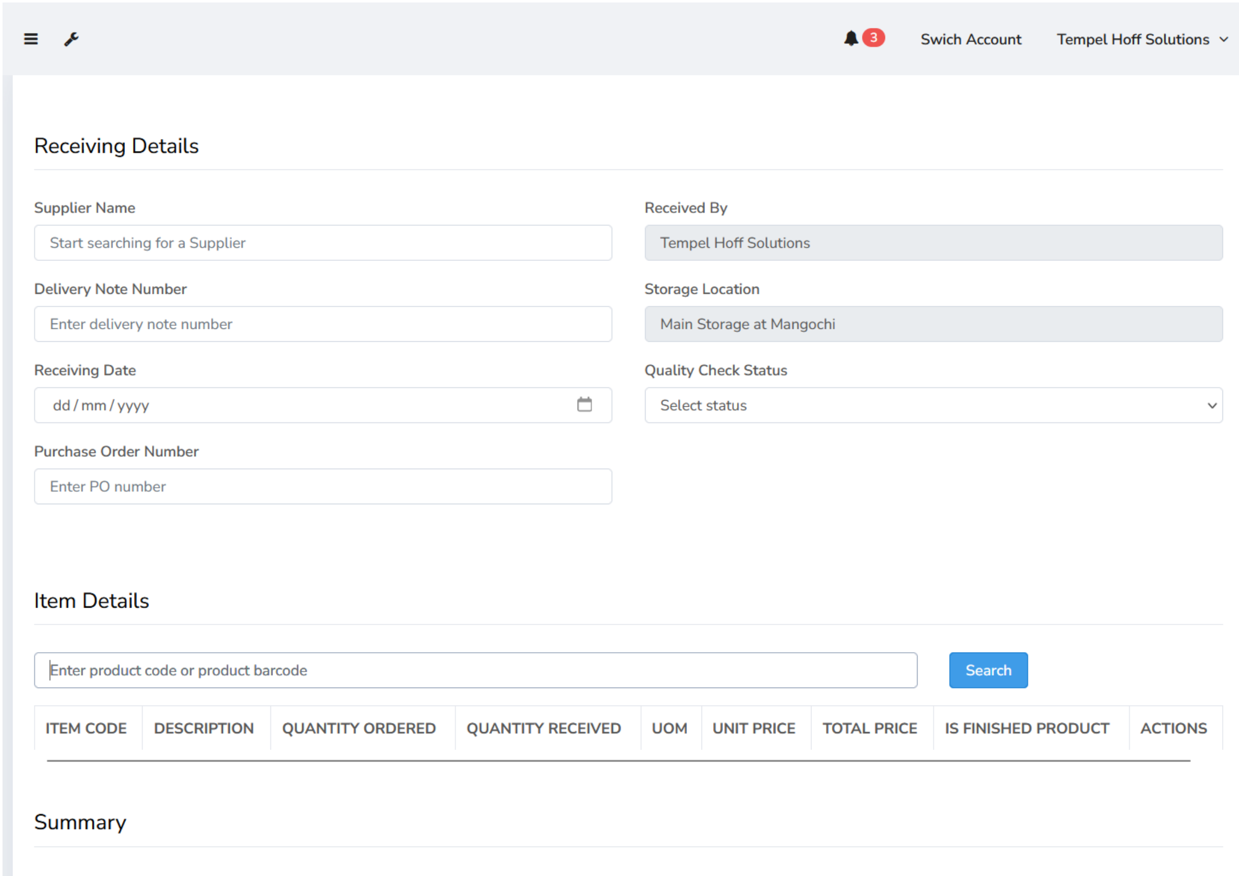
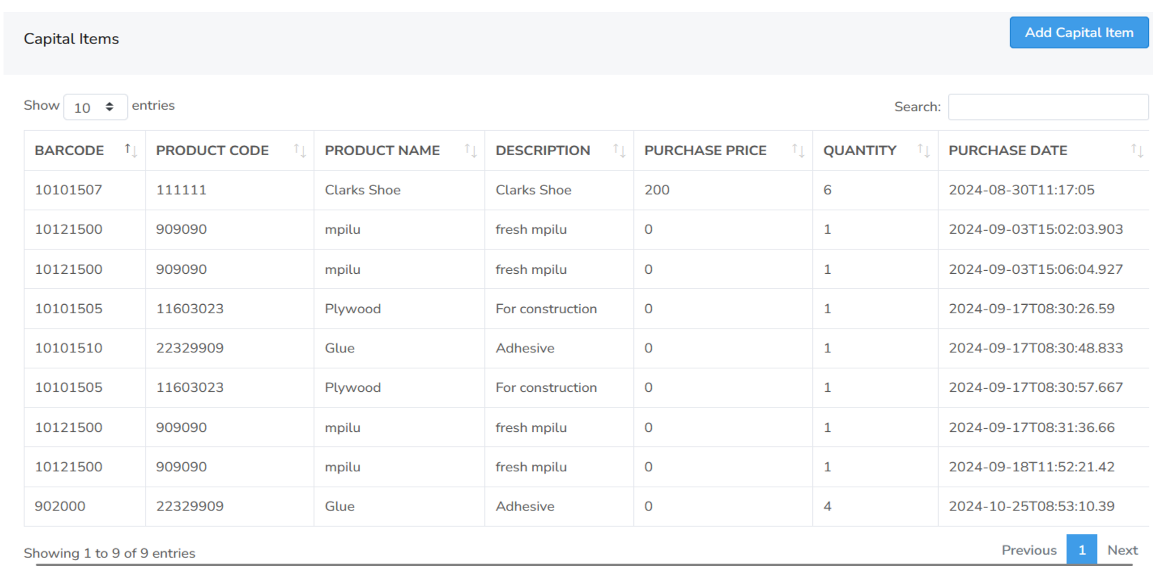


Figure 34. New Informal Purchases.

9.2.3 Capital Items

This will list all Capital items used by the business.


Capital Items

Add Capital Item

Show 10 entries

Search:

BARCODE	PRODUCT CODE	PRODUCT NAME	DESCRIPTION	PURCHASE PRICE	QUANTITY	PURCHASE DATE
10101507	111111	Clarks Shoe	Clarks Shoe	200	6	2024-08-30T11:17:05
10121500	909090	mpilu	fresh mpilu	0	1	2024-09-03T15:02:03.903
10121500	909090	mpilu	fresh mpilu	0	1	2024-09-03T15:06:04.927
10101505	11603023	Plywood	For construction	0	1	2024-09-17T08:30:26.59
10101510	22329909	Glue	Adhesive	0	1	2024-09-17T08:30:48.833
10101505	11603023	Plywood	For construction	0	1	2024-09-17T08:30:57.667
10121500	909090	mpilu	fresh mpilu	0	1	2024-09-17T08:31:36.66
10121500	909090	mpilu	fresh mpilu	0	1	2024-09-18T11:52:21.42
902000	22329909	Glue	Adhesive	0	4	2024-10-25T08:53:10.39

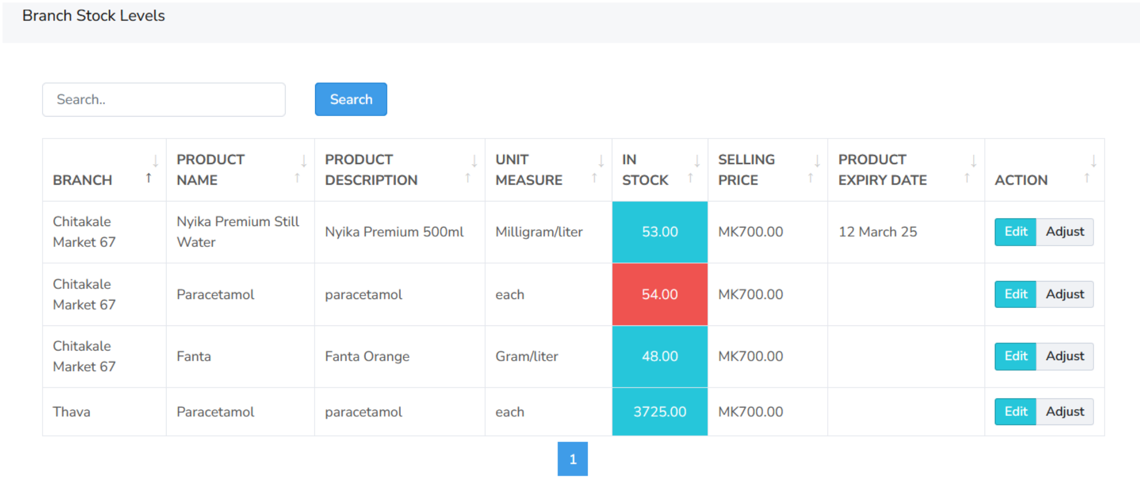
Showing 1 to 9 of 9 entries

Previous 1 Next

Figure 35. Capital items

9.2.4. Inventory Levels

This will show the Branch inventory levels.

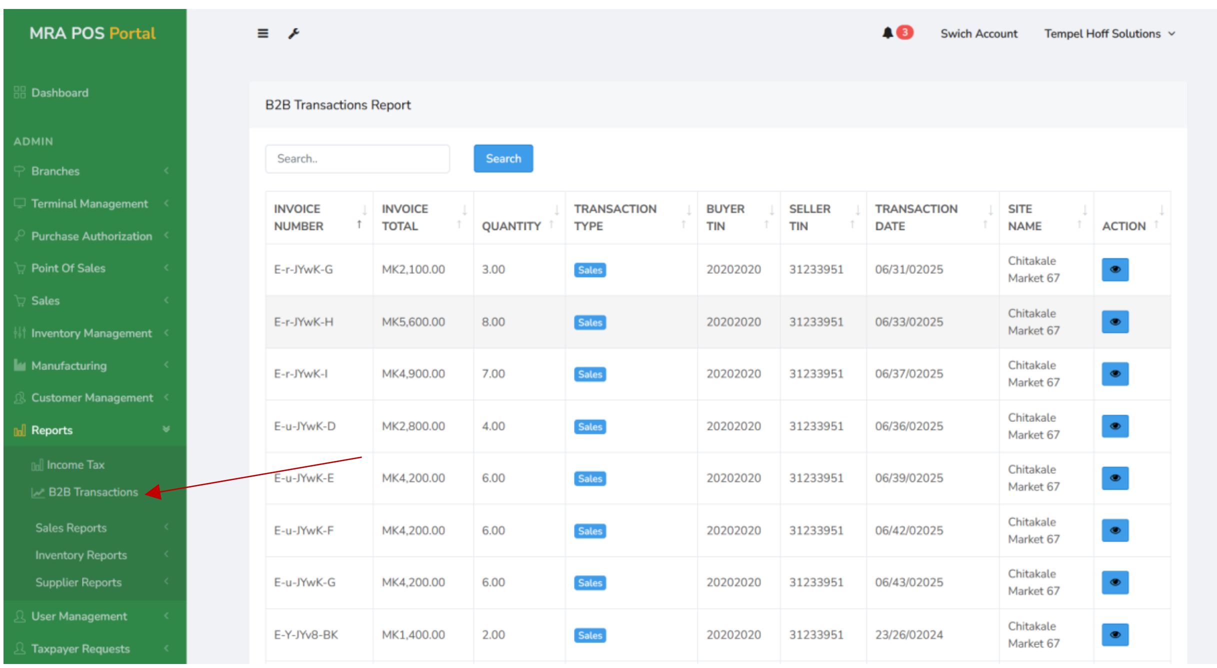


BRANCH	PRODUCT NAME	PRODUCT DESCRIPTION	UNIT MEASURE	IN STOCK	SELLING PRICE	PRODUCT EXPIRY DATE	ACTION
Chitakale Market 67	Nyika Premium Still Water	Nyika Premium 500ml	Milligram/liter	53.00	MK700.00	12 March 25	Edit Adjust
Chitakale Market 67	Paracetamol	paracetamol	each	54.00	MK700.00		Edit Adjust
Chitakale Market 67	Fanta	Fanta Orange	Gram/liter	48.00	MK700.00		Edit Adjust
Thava	Paracetamol	paracetamol	each	3725.00	MK700.00		Edit Adjust

Figure 36. Branch Stock Levels.

9.2.5. B2B Transactions

Under **Reports,** this shows a summary of the Business-to-Business purchases and sales report for a Taxpayer.

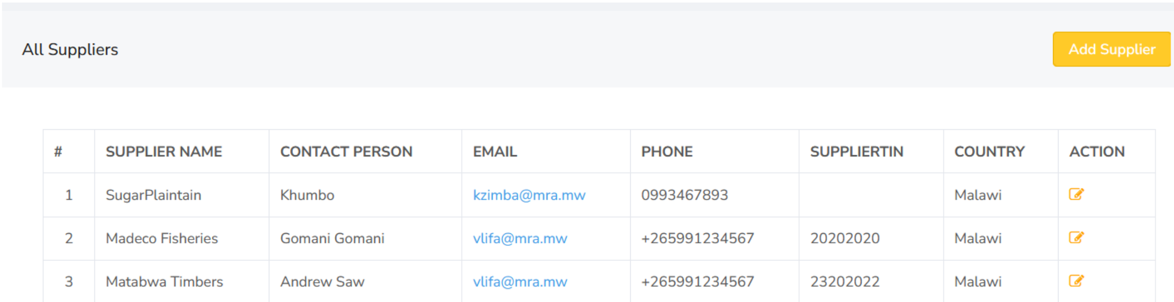


INVOICE NUMBER	INVOICE TOTAL	QUANTITY	TRANSACTION TYPE	BUYER TIN	SELLER TIN	TRANSACTION DATE	SITE NAME	ACTION
E-r-JYwK-G	MK2,100.00	3.00	Sales	20202020	31233951	06/31/02025	Chitakale Market 67	
E-r-JYwK-H	MK5,600.00	8.00	Sales	20202020	31233951	06/33/02025	Chitakale Market 67	
E-r-JYwK-I	MK4,900.00	7.00	Sales	20202020	31233951	06/37/02025	Chitakale Market 67	
E-u-JYwK-D	MK2,800.00	4.00	Sales	20202020	31233951	06/36/02025	Chitakale Market 67	
E-u-JYwK-E	MK4,200.00	6.00	Sales	20202020	31233951	06/39/02025	Chitakale Market 67	
E-u-JYwK-F	MK4,200.00	6.00	Sales	20202020	31233951	06/42/02025	Chitakale Market 67	
E-u-JYwK-G	MK4,200.00	6.00	Sales	20202020	31233951	06/43/02025	Chitakale Market 67	
E-Y-JYv8-BK	MK1,400.00	2.00	Sales	20202020	31233951	23/26/02024	Chitakale Market 67	

Figure 37. B2B Transactions Report.

9.2.6. Manage Suppliers

in this section suppliers information can be added up or edited.



#	SUPPLIER NAME	CONTACT PERSON	EMAIL	PHONE	SUPPLIERTIN	COUNTRY	ACTION
1	SugarPlaintain	Khumbo	kzimba@mra.mw	0993467893		Malawi	
2	Madeco Fisheries	Gomani Gomani	vlifa@mra.mw	+265991234567	20202020	Malawi	
3	Matabwa Timbers	Andrew Saw	vlifa@mra.mw	+265991234567	23202022	Malawi	

Figure 38. Manage Suppliers

9.2.7. Obsolete Products,

This shows all items that are about to expire in 7 days or have expired.

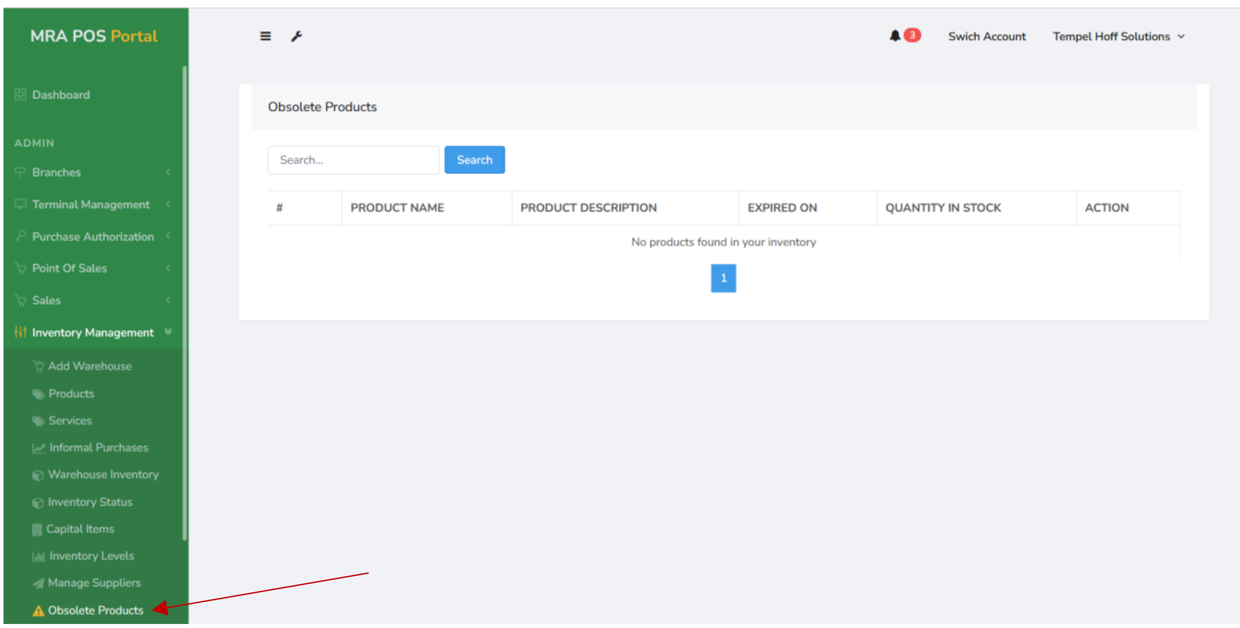


Figure 39: Obsolete Products.

9.2.8. Transferred Inventory

This shows the inventory transfer history.

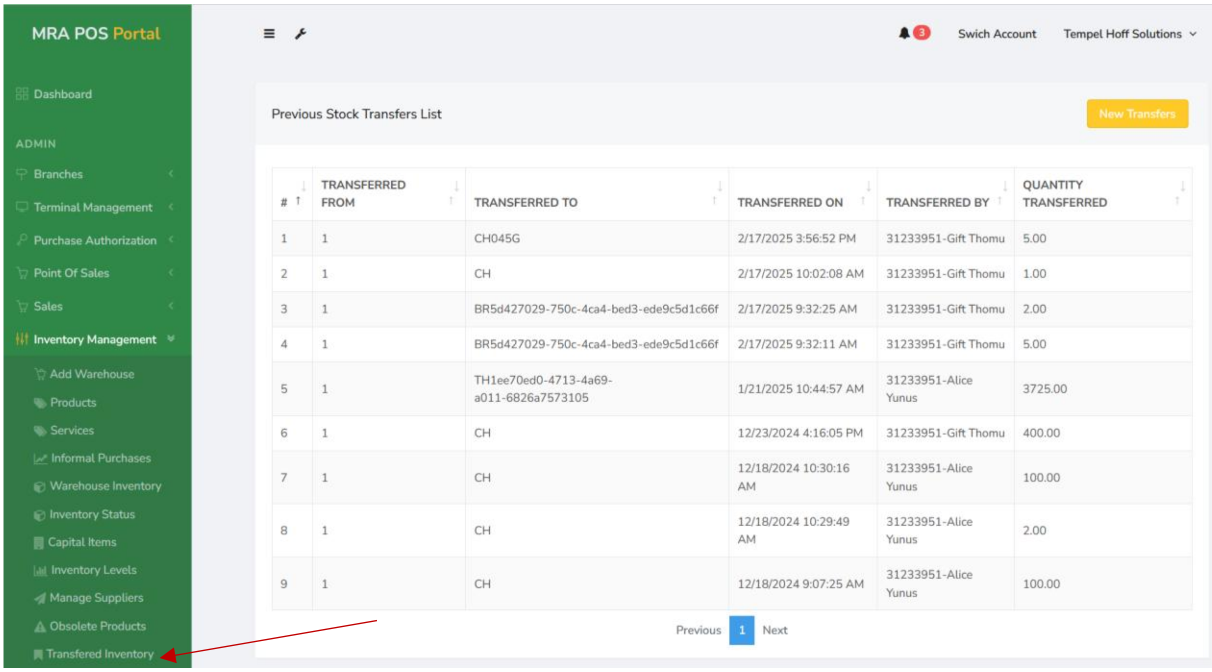


Figure 40: Transferred Products.

10. RAW MATERIAL CONVERSION

Populate the details of the products produced and the raw materials used on the form below. Click Process Conversion to initiate the inventory upload that is subject to approval by MRA.

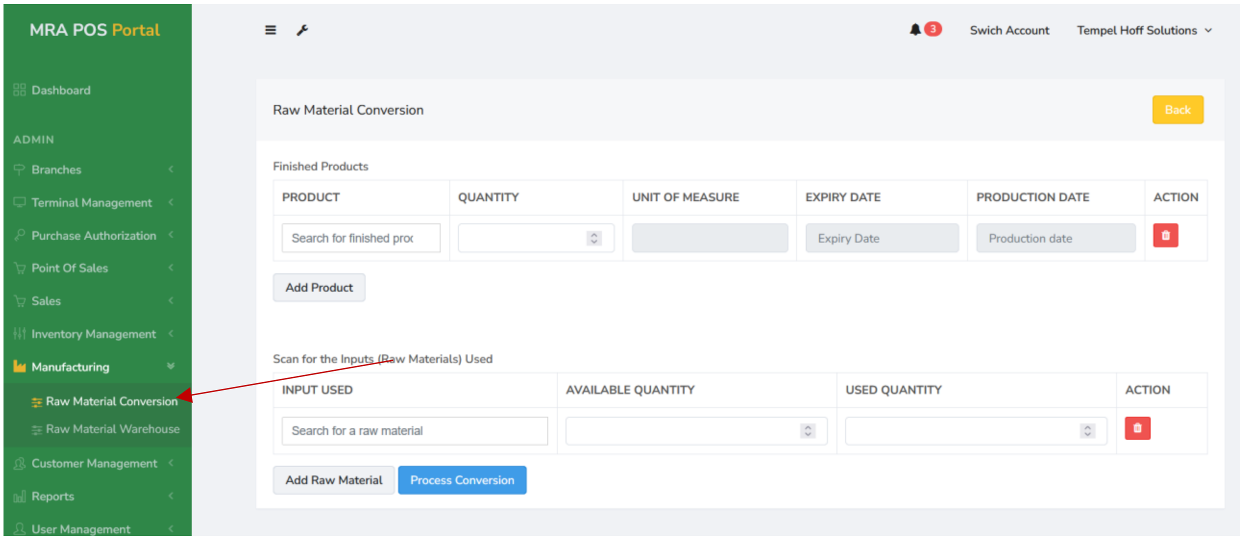


Figure 41. Raw Material Conversion

11. CUSTOMER MANAGEMENT

This allows for the management of customers. You can create customers and view the customer list.

12. REPORTS

✓ The following reports are available in the system

✓ Sales reports: Contain sales reports, e.g. sales summary, sales by product, category sales, sales trends, discounts, sales taxes and cancelled receipts.

✓ Inventory reports: Expiring Items, Overstock Items, Slow Moving Items, Inventory Turnover, Inventory Levels, Low Inventory, Stock Vs Sales, and Reorder Point.

✓ Supplier reports: contains suppliers' performance report, Purchase orders, and supplier cost analysis.

13. USER MANAGEMENT

This is where users are added, deactivated and roles assigned. Roles include Cashier, Accountant, Administrator, procurement, and Inventory.

14. IMPORTS MANAGEMENT

This allows the taxpayer to verify his imports and add the consignment to his inventory.

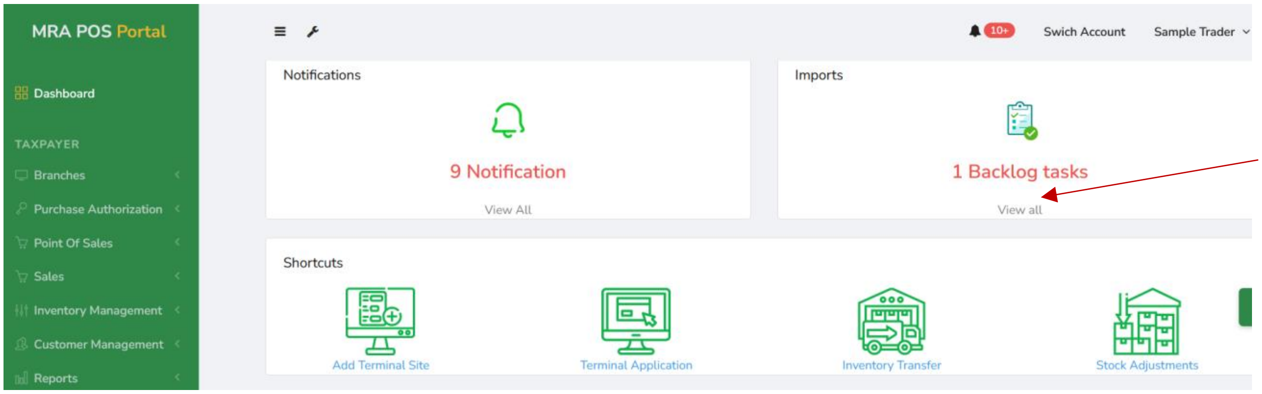


Figure 42: Import management.

15. TAXPAYER REQUESTS

This allows the taxpayer to view requests that required MRA approval, and it also acts as a shortcut to all requests in the system for easy navigation.

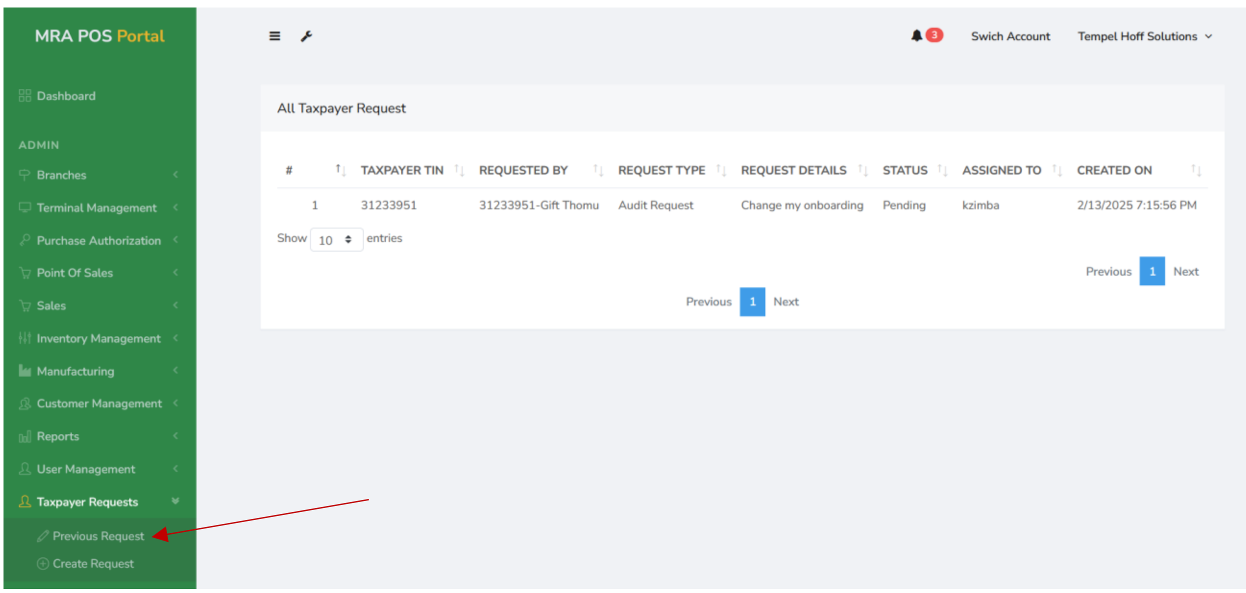


Figure 43 List of Previous Request.

15.1 CREATE *TAXPAYER* REQUESTS

From this window, you can select a type of request, and you will be redirected to the target page as long as the type of request is not General Inquiry. If the request type is General Inquiry, enter the request details and submit.

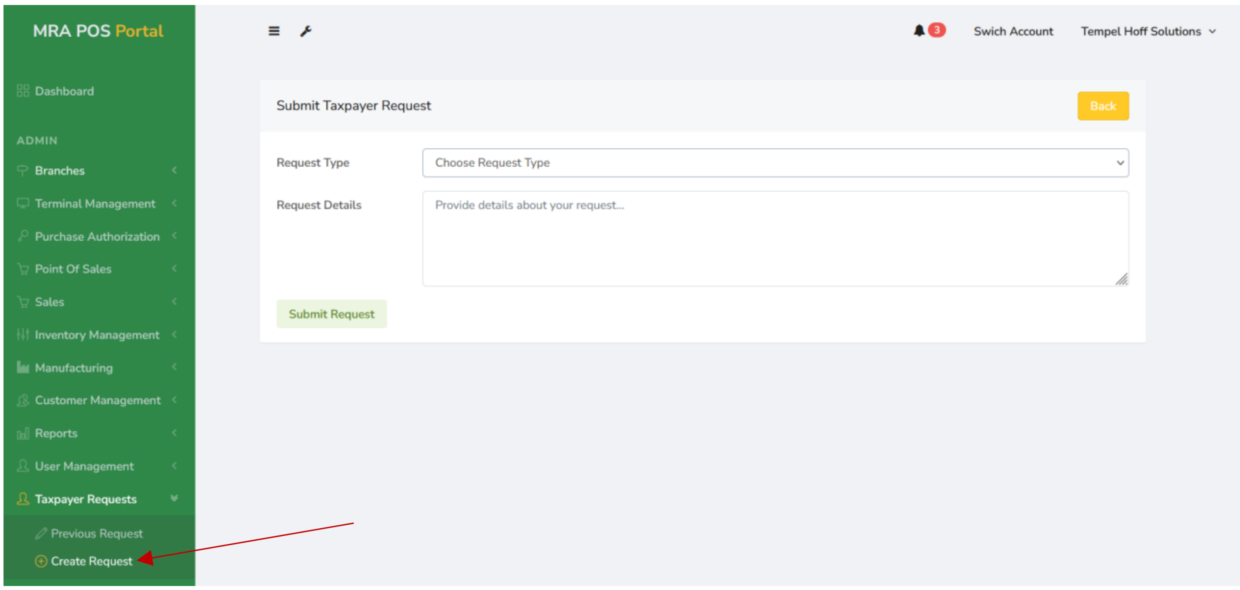


Figure 44: Create request.