Effective Date: 18 September 2023

THIRD-PARTY DATA HTTPS SUBMISSION

SARS External Guide

GUIDE FOR THE SUBMISSION OF THIRD-PARTY DATA USING THE HTTPS CHANNEL

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1 SUMMARY

a) The purpose of this document is to guide the technical users and technical administrators in uploading third (3rd) party data via the secure web: HTTPS channel. The guide also demonstrates how to enrol, activate, and delete a technical user, administrator, and business administrator on eFiling.

2 INTRODUCTION

a) The HTTPS 3rd party data platform is one of the digital platforms that enables taxpayers and entities to submit 3rd party data to SARS. The use of this digital platform forms part of SARS modernisation process to simplify the tax process aligning them with best international practices. The 3rd party data digital channels are:

i) Direct Data Flow (by using the Connect: Direct technology and by using the Secure Web: https)
A) Refer to the Connect: Direct™ Guide for how to use this channel.
ii) eFiling – electronic capturing of limited volume submissions

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

b) 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.

c) 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.

d) Taxpayers will only be able to activate the Direct Data Flow Channel for the tax data types below. This is because 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.

i) Dividends (Withholding) Tax
ii) VAT201 supporting data (in the future)
iii) IT3(b), IT3(c), IT3(d), IT3(e), IT3(s), and IT3(t)
iv) Medical Scheme Contributions
v) Insurance Payments
vi) Foreign Tax Information (FTI), and CRS

3 THIRD-PARTY DATA SUBMISSION

a) To submit your IT3 data file/certificates successfully, you must submit your data on the applicable platform and declare by validating the summary of your submitted data. eFiling registered submitting entities submit data to SARS by utilising one of the following platforms, which is dependent on the size of the data/certificates.

i) Connect Direct for bulk data,
ii) HTTPS for medium sized data, or
iii) eFiling for IT3-01 form (max of 20 Certificates).

b) Manual completions are done via the completion and submission of the IT3-01 form. Electronic or data file submissions are structured and uploaded as described on the file specifications detailed in the External BRS. Upon successful structuring of the file, the file should then be submitted via the HTTPS or Connect Direct platforms.

c) To ensure that the data/certificates are received and processed by SARS, submitting entities representatives are required to validate the activation of the IT3 submission functionality on eFiling. Additionally, they are to review their submitted data/certificates on the pre-populated IT3-02 return and once reviewed and in agreement with the summary data, they are to declare by submitting the IT3-02 return to SARS via eFiling.

4 THIRD-PARTY DATA SUBMISSION PROCESS

a) Third-Party data submission process pertains to the following operational segments; registration, activation, enrolment, submission, and the declaration of submitted data. Registration, activation, and enrolment are vital for the use of eFiling, however once successfully completed, submission and declaration are the two operational segments that should be followed during the required periodic third-party data submissions. Connect Direct digital platform is where bulk data can be submitted to SARS.

b) The electronic data file submissions should be structured and uploaded as described on the file specifications detailed in the External BRS. Upon successful structuring of the file, the file should then be submitted via the Connect Direct platform.

c) To ensure that the data/certificates are received and processed by SARS, submitting entities tax administrators are required to validate the activation of the third-party data type on eFiling. Additionally, tax administrators are to review their submitted data/certificates on the pre-populated IT3-02 return and once reviewed and in agreement with the summary data, they are to declare by submitting the IT3-02 return to SARS via eFiling.

Important to note:

- For more information on eFiling registration, activation, and enrolment, refer to the following guide.
    - GEN-ENR-01-10 - Manage Submission of IT3 Third-Party Data - External Guide
- For more information on eFiling Submission and declaration, refer to the following guide.
    - GEN-ENR-01-G03 – Guide for the Submission and Declaration of IT3 Third-Party via eFiling – External Guide

5 ENROLMENT OF THIRD-PARTY DATA SUBMISSION

a) Non-eFilers wishing to use the Direct Data Flow channel should register for eFiling at www.sars.gov.za and follow the guidelines as provided on the page.

b) 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:

i) **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.

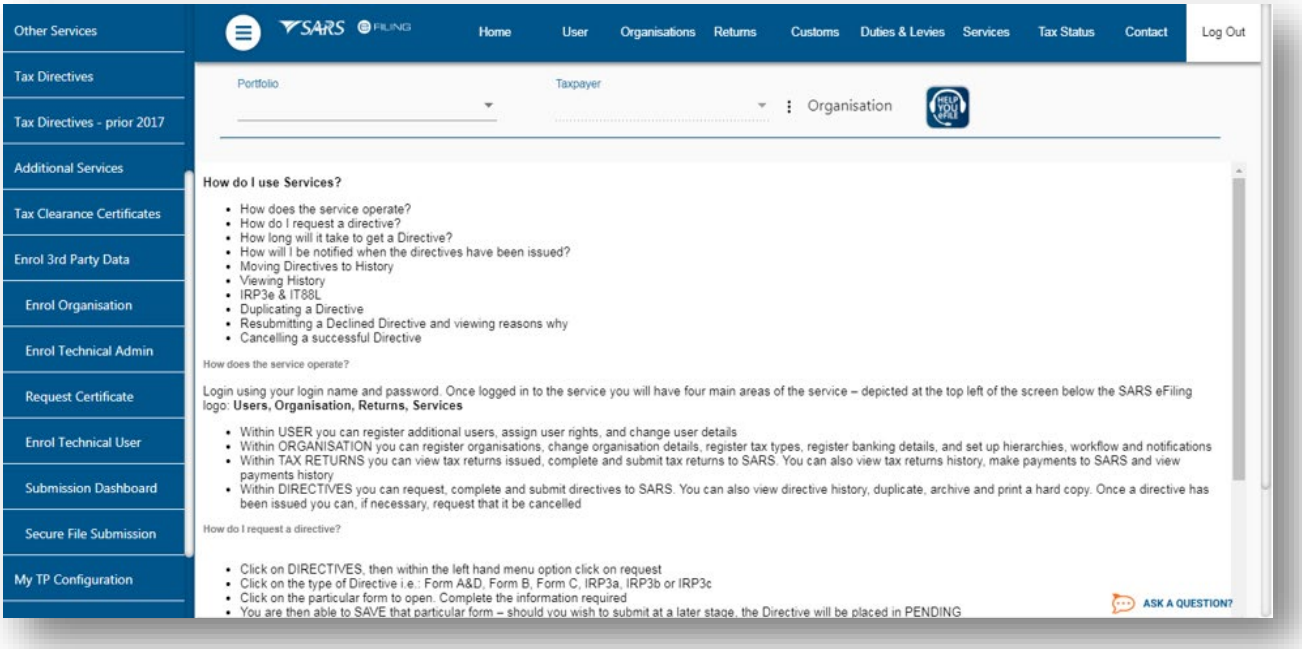
ii) **Technical Administrator** – The role of this user is to request the security certificate and to enrol technical users. If the taxpayer decides to change the Technical Administrator, a new Technical Administrator must be added before the existing one can be removed. There must always be at least one Technical Administrator for each enrolled organisation.

iii) **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 to allocate work according to the organisation's requirements. The technical user must be a different person from the technical administrator.

Note: Once enrolment of the organisation is completed, the person who enrolled the organisation becomes the Business Administrator. This implies that he/she (the Business Administrator) cannot enrol to be a Technical Administrator or a Technical User.

5.1 Enrolling an Organisation

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



How do I use Services?

- How does the service operate?
- How do I request a directive?
- How long will it take to get a Directive?
- How will I be notified when the directives have been issued?
- Moving Directives to History
- Viewing History
- IRP3e & IT88L
- Duplicating a Directive
- Resubmitting a Declined Directive and viewing reasons why
- Cancelling a successful Directive

How does the service operate?

Login using your login name and password. Once logged in to the service you will have four main areas of the service – depicted at the top left of the screen below the SARS eFiling logo: **Users, Organisation, Returns, Services**

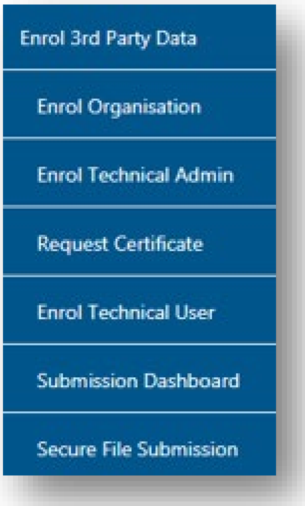
- Within USER you can register additional users, assign user rights, and change user details
- Within ORGANISATION you can register organisations, change organisation details, register tax types, register banking details, and set up hierarchies, workflow and notifications
- Within TAX RETURNS you can view tax returns issued, complete and submit tax returns to SARS. You can also view tax returns history, make payments to SARS and view payments history
- Within DIRECTIVES you can request, complete and submit directives to SARS. You can also view directive history, duplicate, archive and print a hard copy. Once a directive has been issued you can, if necessary, request that it be cancelled

How do I request a directive?

- Click on DIRECTIVES, then within the left hand menu option click on request
- Click on the type of Directive i.e.: Form A&D, Form B, Form C, IRP3a, IRP3b or IRP3c
- Click on the particular form to open. Complete the information required
- You are then able to SAVE that particular form – should you wish to submit at a later stage, the Directive will be placed in PENDING

b) 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.**

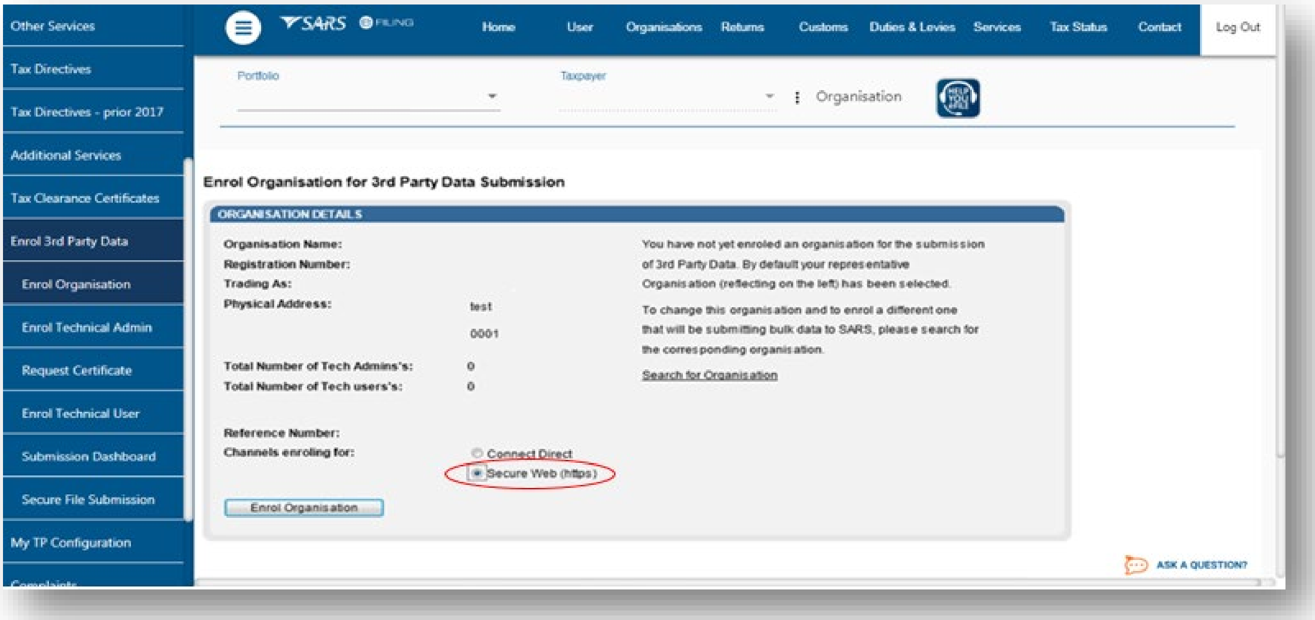
c) Under the **Enrol 3rd Party Data** option the following sub-menus are available:



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

d) Select **Enrol Organisation**

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



Enrol Organisation for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Trading As:
Physical Address: test
0001
Total Number of Tech Admins's: 0
Total Number of Tech users's: 0

Reference Number:
Channels enroling for: ○ Connect Direct ● Secure Web (https)

Enrol Organisation

You have not yet enroled an organisation for the submission of 3rd Party Data. By default your representative Organisation (reflecting on the left) has been selected.

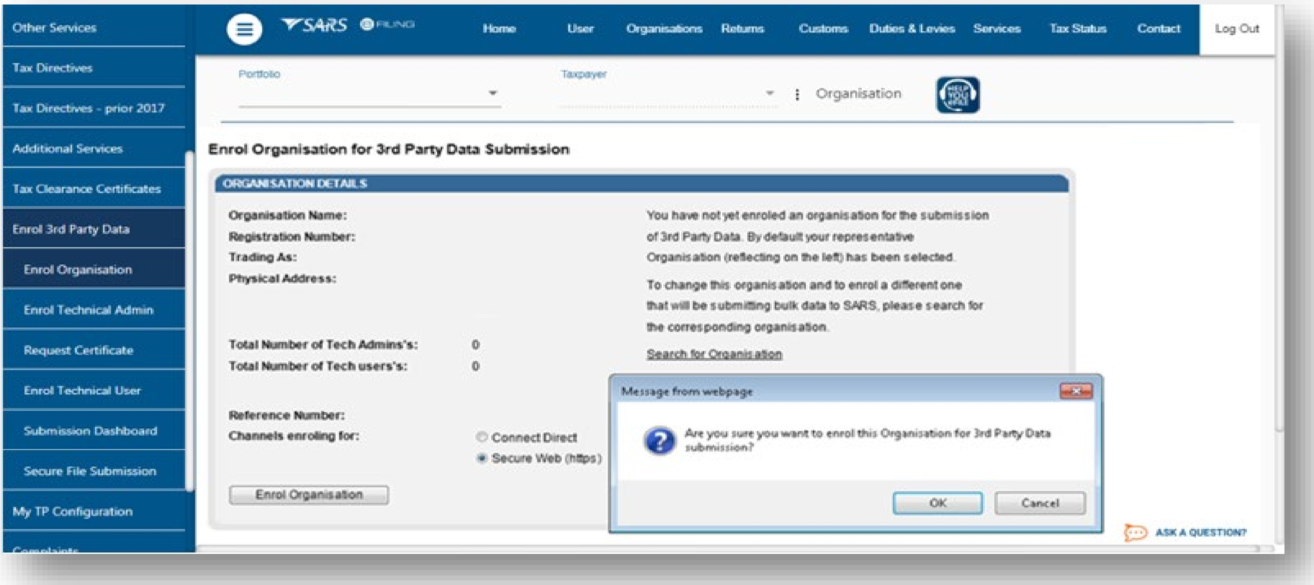
To change this organisation and to enrol a different one that will be submitting bulk data to SARS, please search for the corresponding organisation.

Search for Organisation

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

f) Click **Enrol Organisation** to retrieve the organisations details.

g) A pop-up message will be displayed. The message confirms whether the user wants to enrol the organisation for 3rd party data submission. Click **Ok** to proceed.



Enrol Organisation for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Trading As:
Physical Address:
Total Number of Tech Admins's: 0
Total Number of Tech users's: 0

Reference Number:
Channels enroling for: ○ Connect Direct ● Secure Web (https)

Enrol Organisation

You have not yet enroled an organisation for the submission of 3rd Party Data. By default your representative Organisation (reflecting on the left) has been selected.

To change this organisation and to enrol a different one that will be submitting bulk data to SARS, please search for the corresponding organisation.

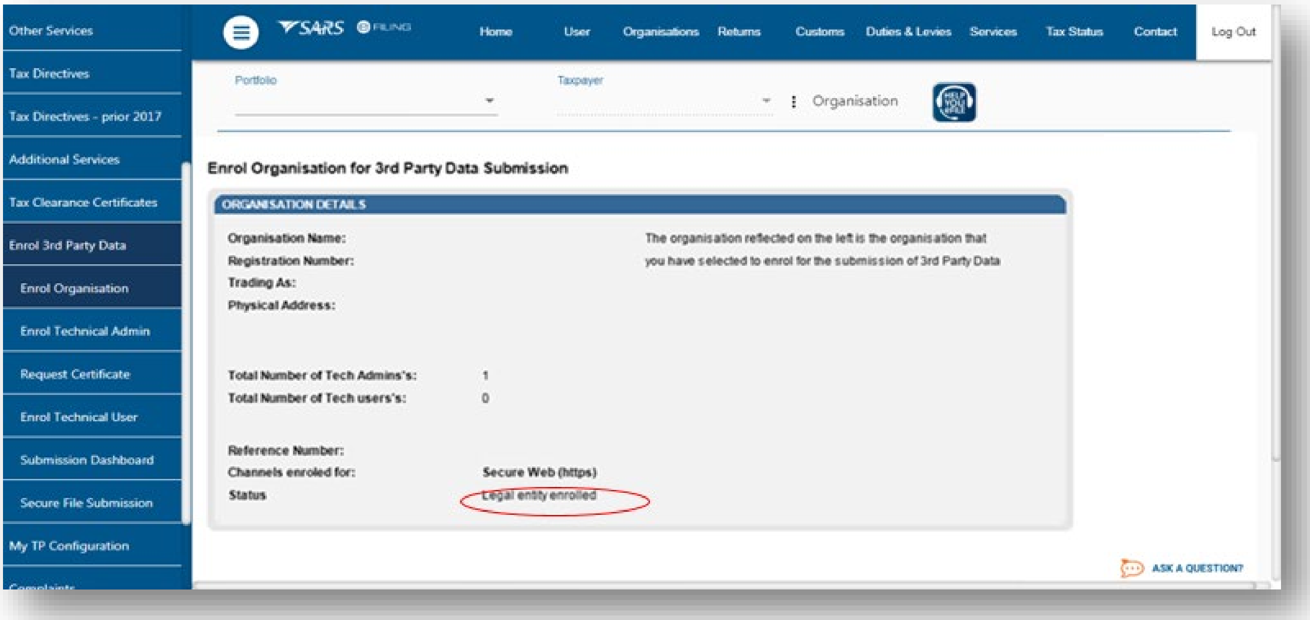
Search for Organisation

Message from webpage

Are you sure you want to enrol this Organisation for 3rd Party Data submission?

OK Cancel

h) The screen below will be displayed



Enrol Organisation for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Trading As:
Physical Address:

The organisation reflected on the left is the organisation that you have selected to enrol for the submission of 3rd Party Data

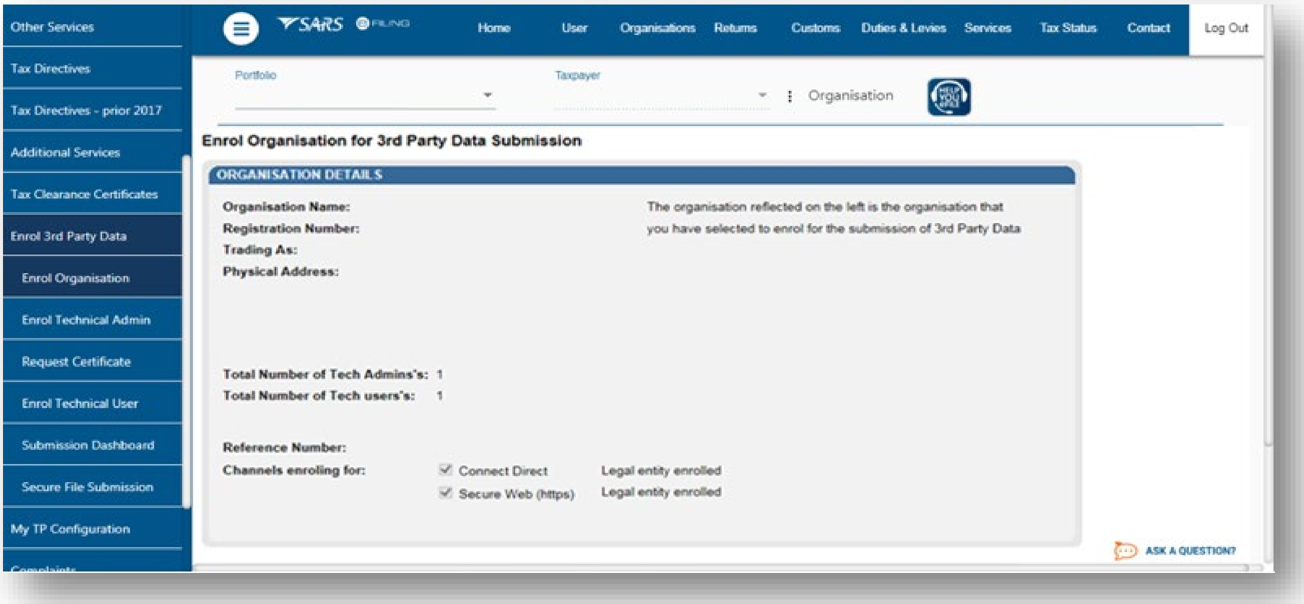
Total Number of Tech Admins's: 1
Total Number of Tech users's: 0

Reference Number:
Channels enroled for: Secure Web (https)
Status: Legal entity enrolled

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

Note the following:

- Users can 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 (https).
- To enrol for both, once having enrolled for Secure Web (https), follow the same procedure as described, however when selecting the preferred channel, select Connect Direct. This will result in the user being enrolled for both Secure Web (https) and Connect Direct.



Enrol Organisation for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Trading As:
Physical Address:

The organisation reflected on the left is the organisation that you have selected to enrol for the submission of 3rd Party Data

Total Number of Tech Admins's: 1
Total Number of Tech users's: 1

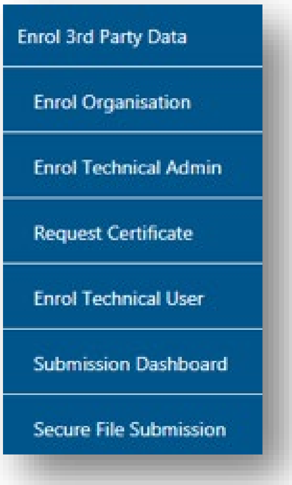
Reference Number:
Channels enroling for: ☑ Connect Direct Legal entity enrolled
☑ Secure Web (https) Legal entity enrolled

j) The status will initially read as **Legal Enrolment Requested**. The status will later change to **Legal Entity Enrolled**. The organisation can only enrol a technical administrator if their status reads **Legal Entity Enrolled**.

k) The status will only change once the user has refreshed the screen.

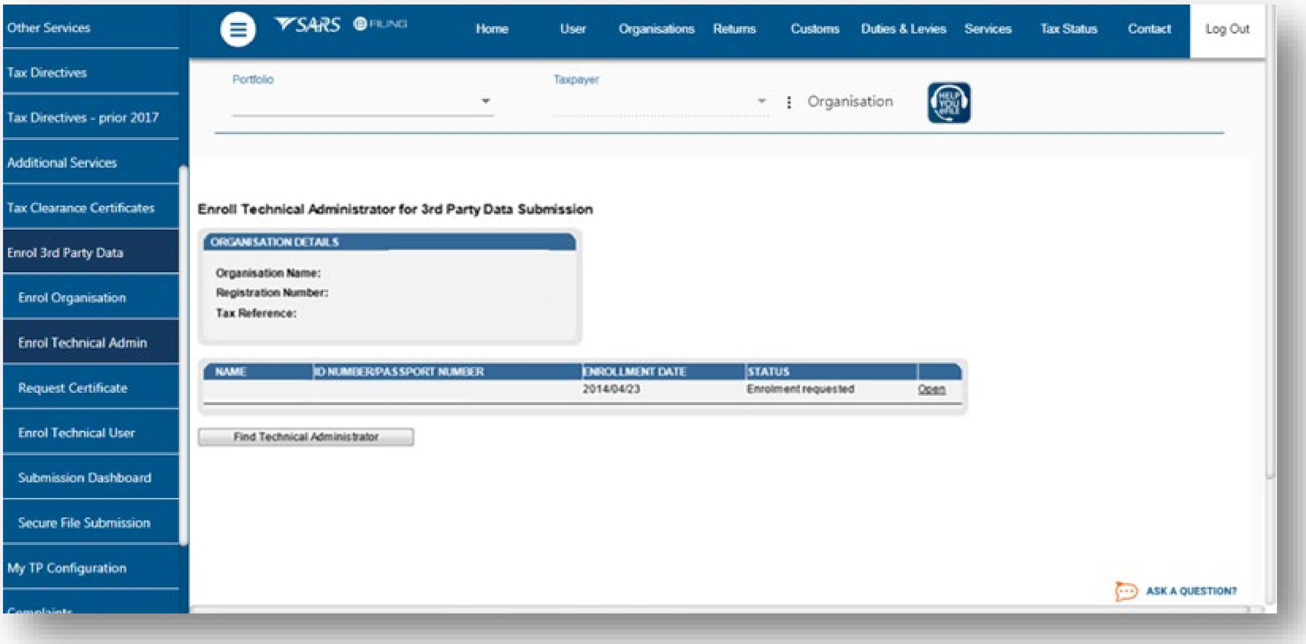
6 MANAGING TECHNICAL ADMINISTRATORS

6.1 Enrolling a Technical Administrator



a) To enrol a Technical Administrator, go to **Services** on the top menu, and then click **Enrol 3rd Party Data** on side menu.

b) Select **Enrol Technical Admin** from the side menu options



Enroll Technical Administrator for 3rd Party Data Submission

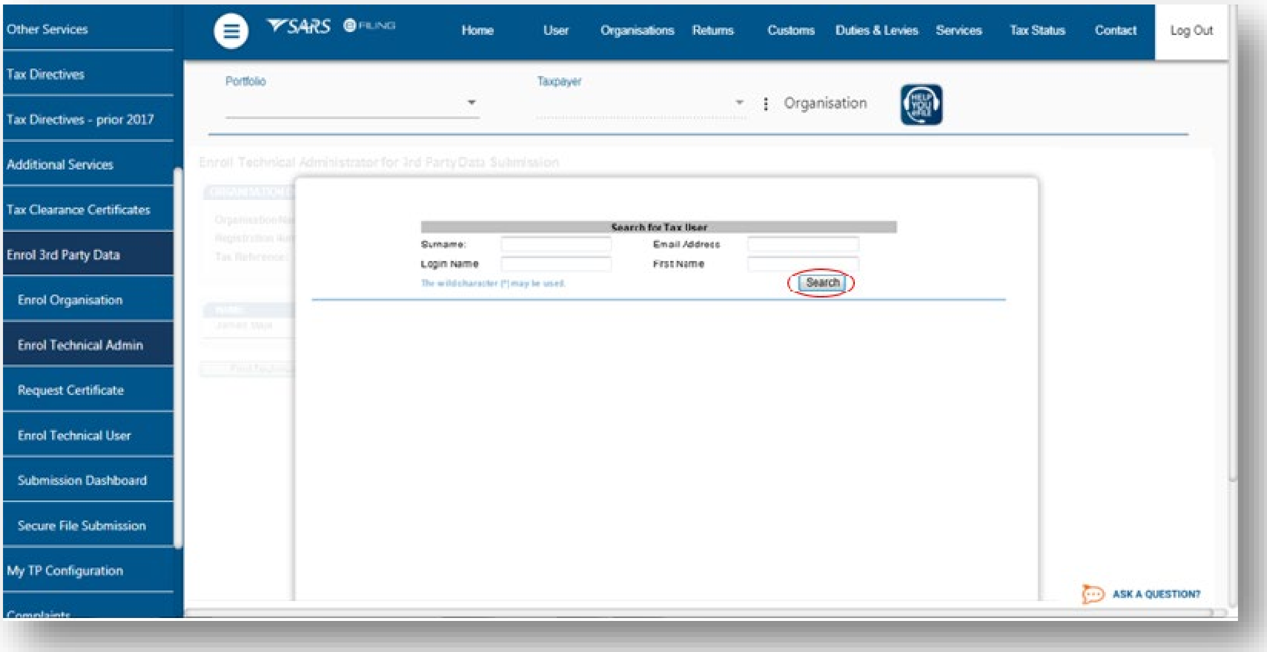
ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
		2014/04/23	Enrolment requested	Open

Find Technical Administrator

c) Click **Find Technical Administrator** to search and select a Technical Administrator.



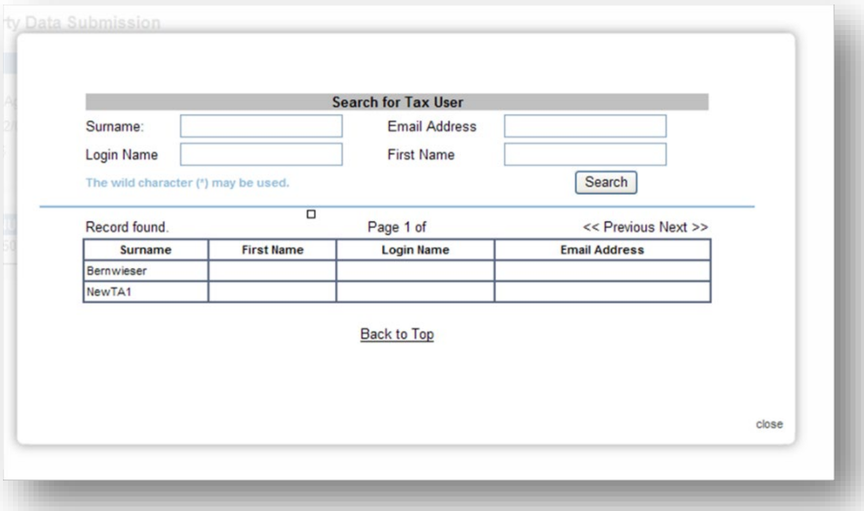
Enrol Technical Administrator for 3rd Party Data Submission

Search for Tax User			
Surname:		Email Address	
Login Name		First Name	

The wildcharacter (*) may be used.

Search

d) 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.



Search for Tax User			
Surname:		Email Address	
Login Name		First Name	

The wild character (*) may be used.

Search

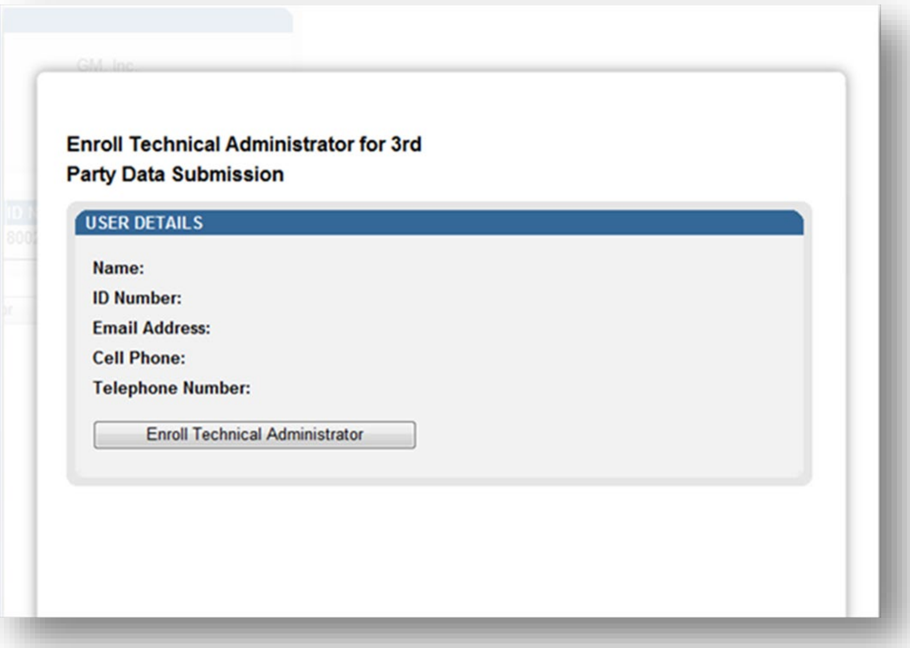
Record found. Page 1 of << Previous Next >>

Surname	First Name	Login Name	Email Address
Bernwieser			
NewTA1			

Back to Top

close

e) The screen with the user’s details will be displayed. Select the user that is to be enrolled as the Technical Administrator

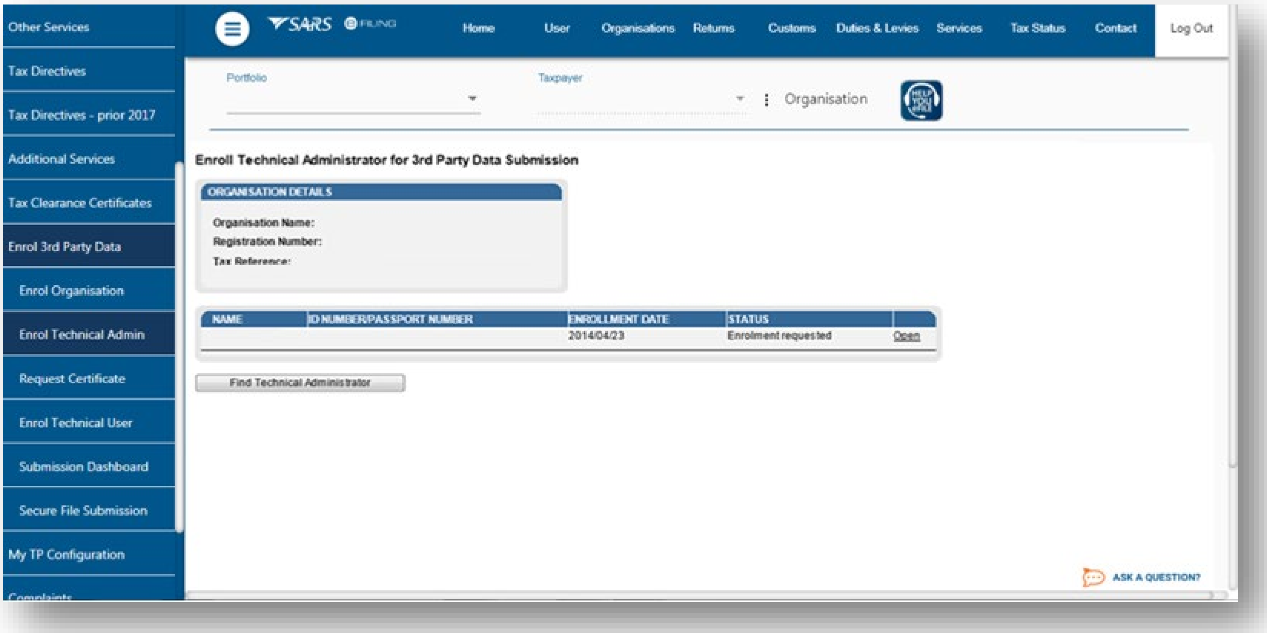


Enroll Technical Administrator for 3rd Party Data Submission

USER DETAILS

Name:
ID Number:
Email Address:
Cell Phone:
Telephone Number:

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



Enroll Technical Administrator for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
		2014/04/23	Enrolment requested	Open

g) By selecting the **Enrol Technical Administrator** button you will be redirected to the grid page.

h) 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.

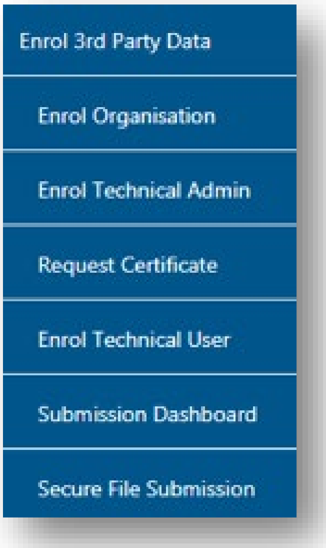
i) To replace one Technical Administrator with another Technical Administrator, the first enrolled Technical Administrator must have a status **Link Enrolled**. The Business Administrator must then enrol a new

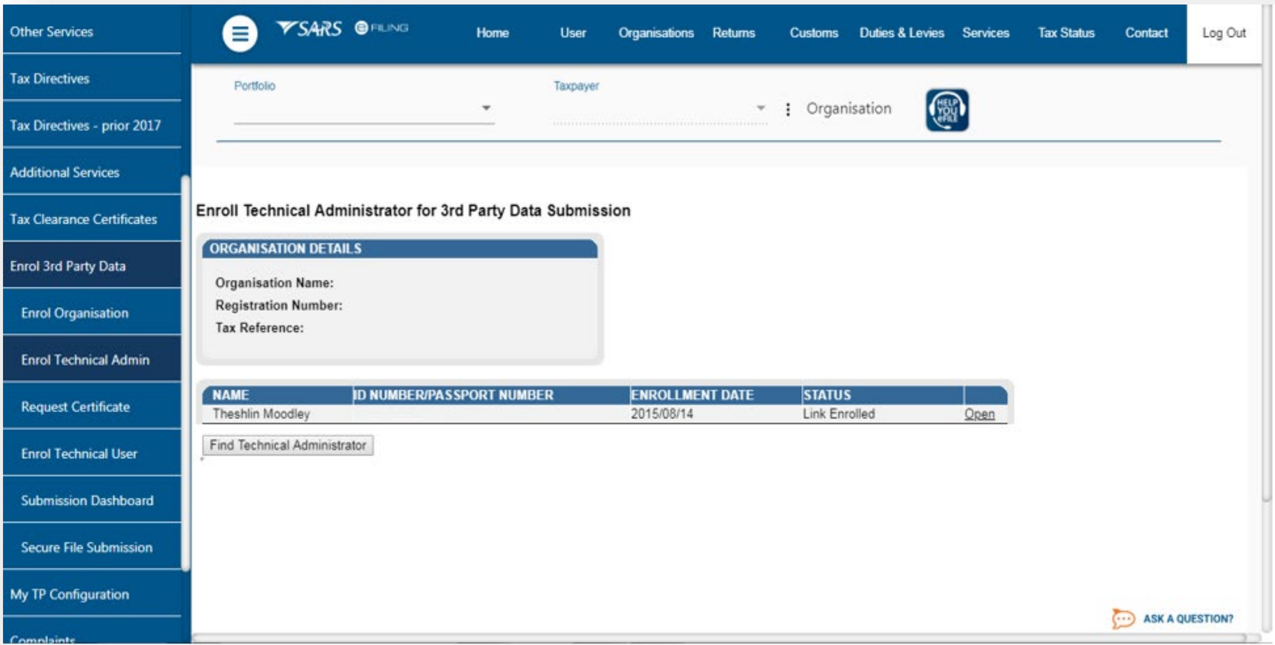
Technical Administrator. Click **Find Technical Administrator** and once a new Technical Administrator has been enrolled, the other Technical Administrator can be deleted.

j) To delete all Technical Administrator(s), all associated Technical Users and certificates need to be deleted first. Refer to section below on how to delete technical users.

6.2 Viewing details of a Technical Administrator

a) To view all the Technical Administators, click **Enrol Technical Admin**





Enroll Technical Administrator for 3rd Party Data Submission

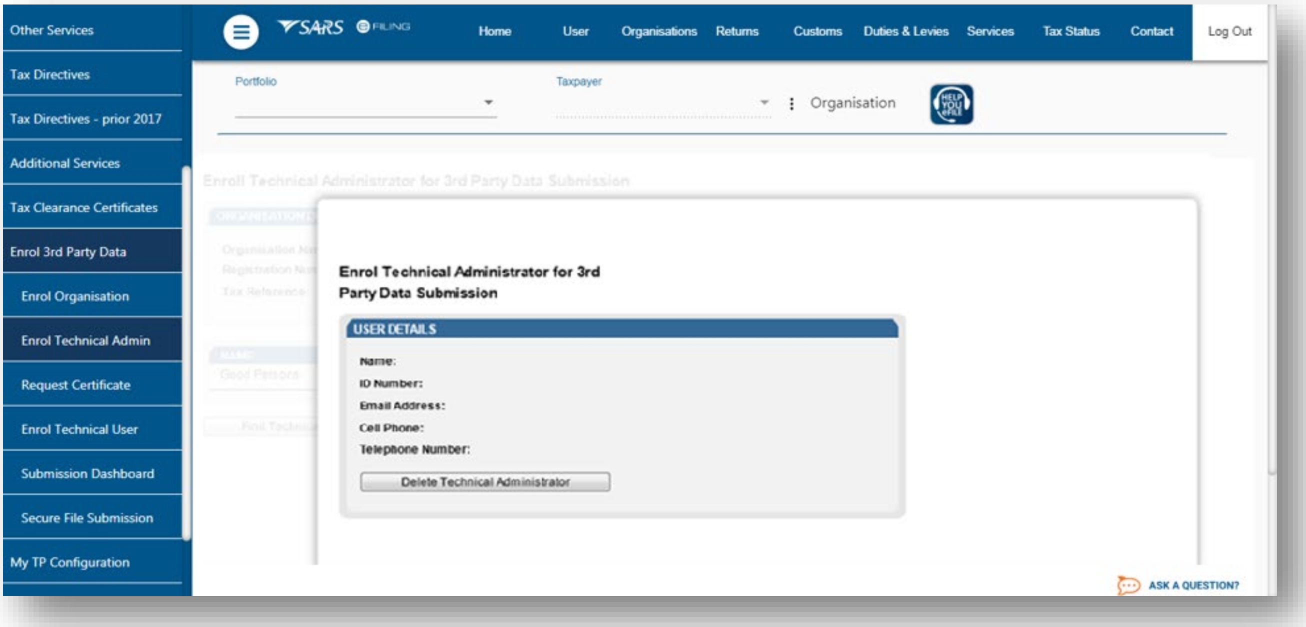
ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
Theshlin Moodley		2015/08/14	Link Enrolled	Open

Find Technical Administrator

b) All the Technical Administrators will be displayed. Click **Open** next to a Technical Administrator to view the details of theTechnical Administrator.



Enrol Technical Administrator for 3rd Party Data Submission

USER DETAILS

Name:

ID Number:

Email Address:

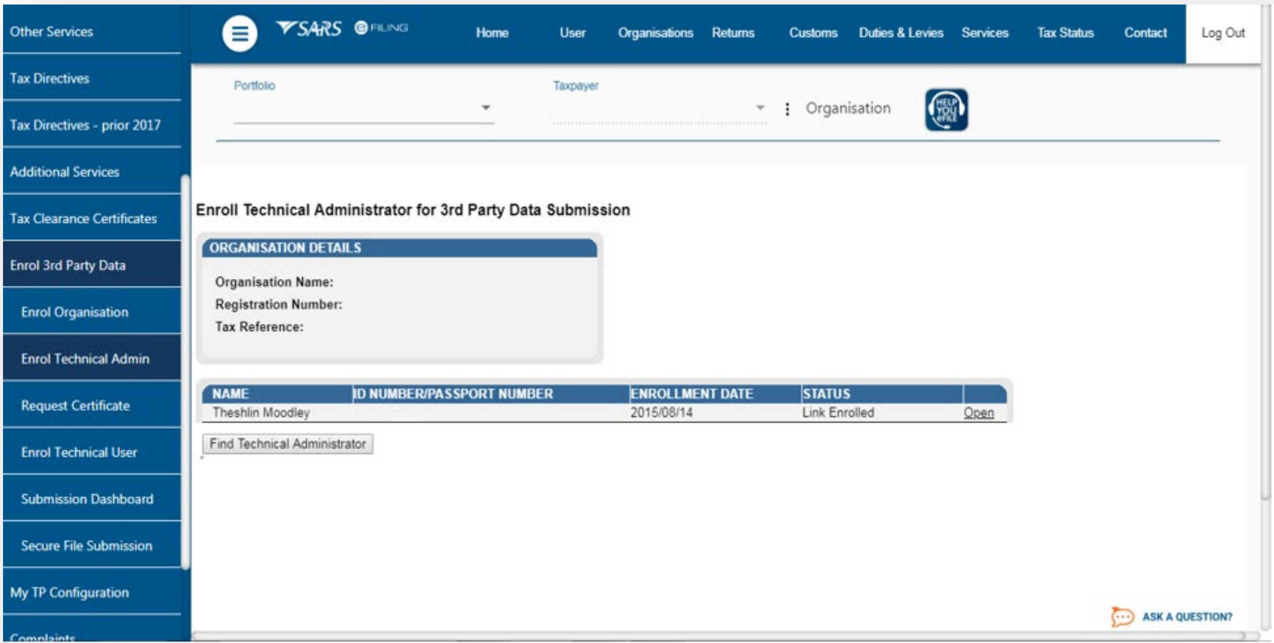
Cell Phone:

Telephone Number:

Delete Technical Administrator

c) Details of the Technical Administrator will now open.

6.3 Deleting a Technical Administrator



Enroll Technical Administrator for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:

Registration Number:

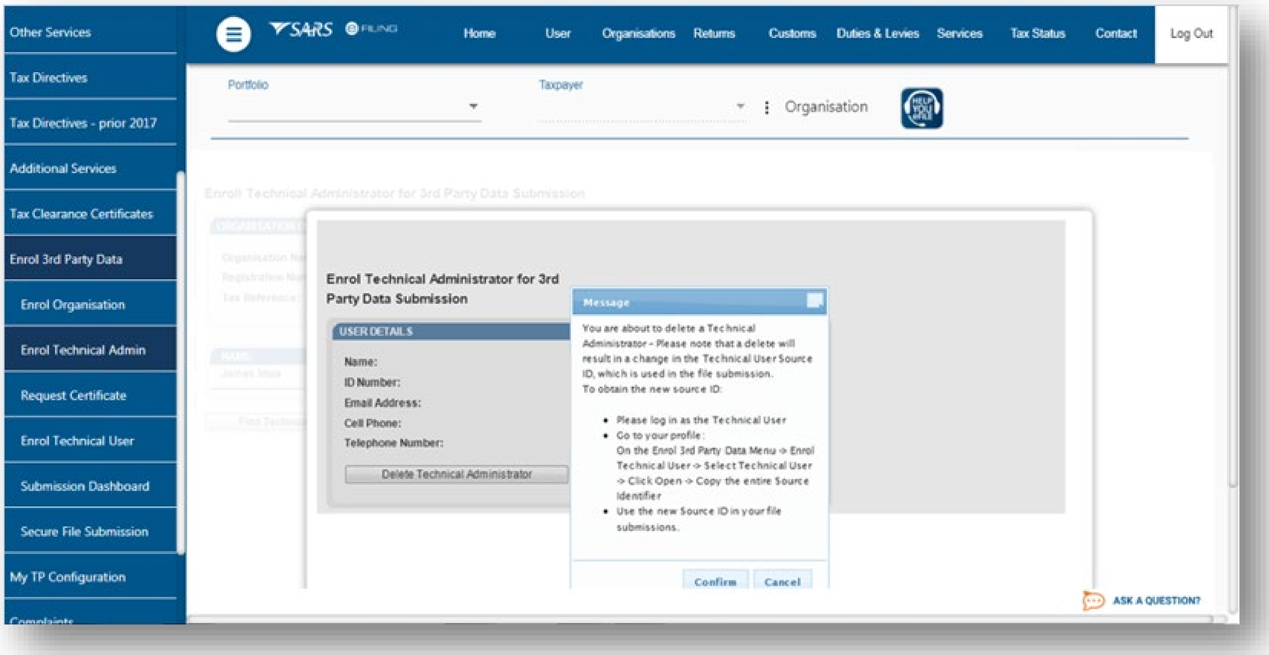
Tax Reference:

NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
Theshlin Moodley		2015/08/14	Link Enrolled	Open

Find Technical Administrator

a) To delete a Technical Administrator ,

i) Click **Open** next to the Technical Administrator that should be removed.



Enrol Technical Administrator for 3rd Party Data Submission

USER DETAILS

Name:

ID Number:

Email Address:

Cell Phone:

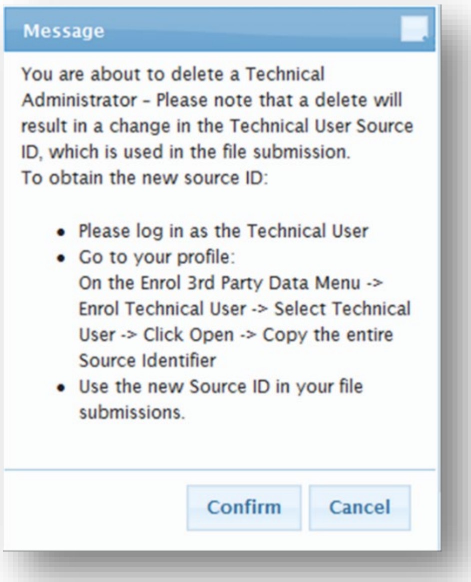
Telephone Number:

Message

You are about to delete a Technical Administrator - Please note that a delete will result in a change in the Technical User Source ID, which is used in the file submission.
To obtain the new source ID:

- Please log in as the Technical User
- Go to your profile:
  On the Enrol 3rd Party Data Menu -> Enrol Technical User -> Select Technical User -> Click Open -> Copy the entire Source Identifier
- Use the new Source ID in your file submissions.

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



Message

You are about to delete a Technical Administrator - Please note that a delete will result in a change in the Technical User Source ID, which is used in the file submission.
To obtain the new source ID:

- Please log in as the Technical User
- Go to your profile:
  On the Enrol 3rd Party Data Menu -> Enrol Technical User -> Select Technical User -> Click Open -> Copy the entire Source Identifier
- Use the new Source ID in your file submissions.

c) You will be prompted to confirm that the user must be deleted.

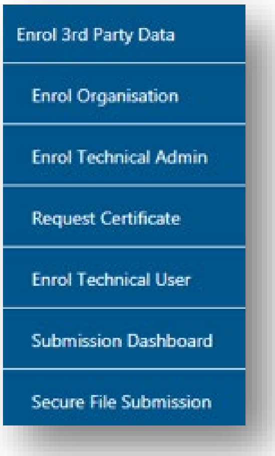
i) If you select **Confirm**, the Technical Administrator will be deleted.
ii) To cancel the deletion,
A) Select **Cancel**.

d) To delete all Technical Administrator(s), all associated Technical Users and certificates need to be deleted first. Refer to section below on how to delete Technical Users.

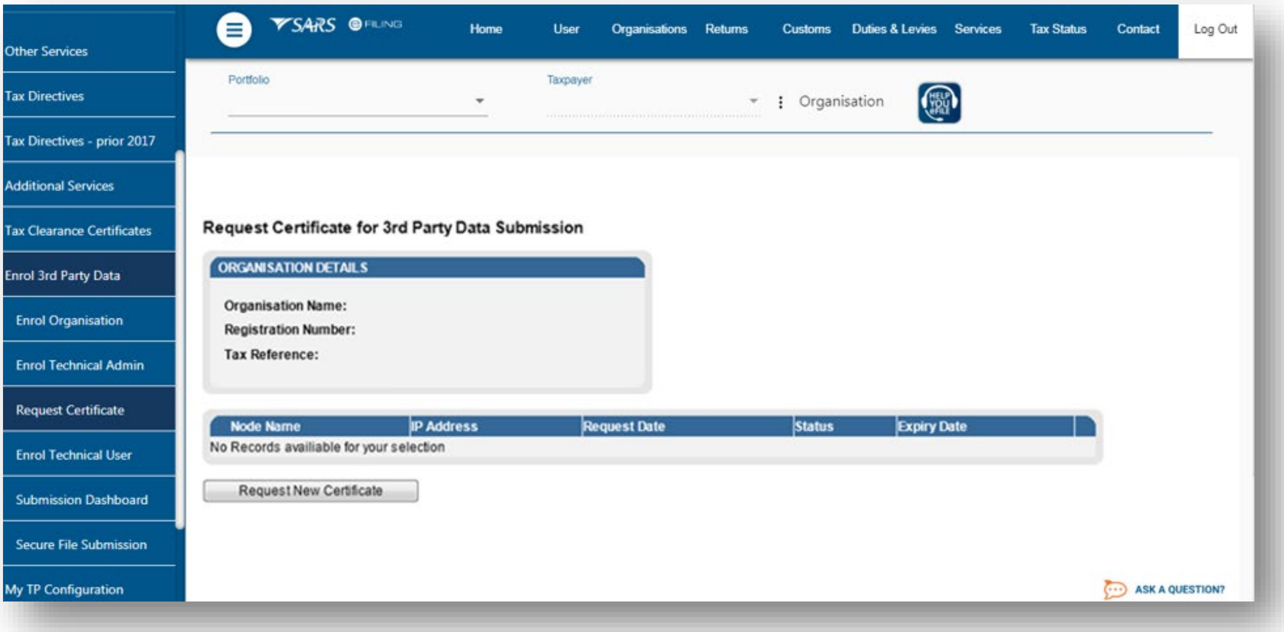
7 SECURITY CERTIFICATE FROM SARS

7.1 Requesting a certificate from SARS

a) 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.



b) 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.



Request Certificate for 3rd Party Data Submission

ORGANISATION DETAILS

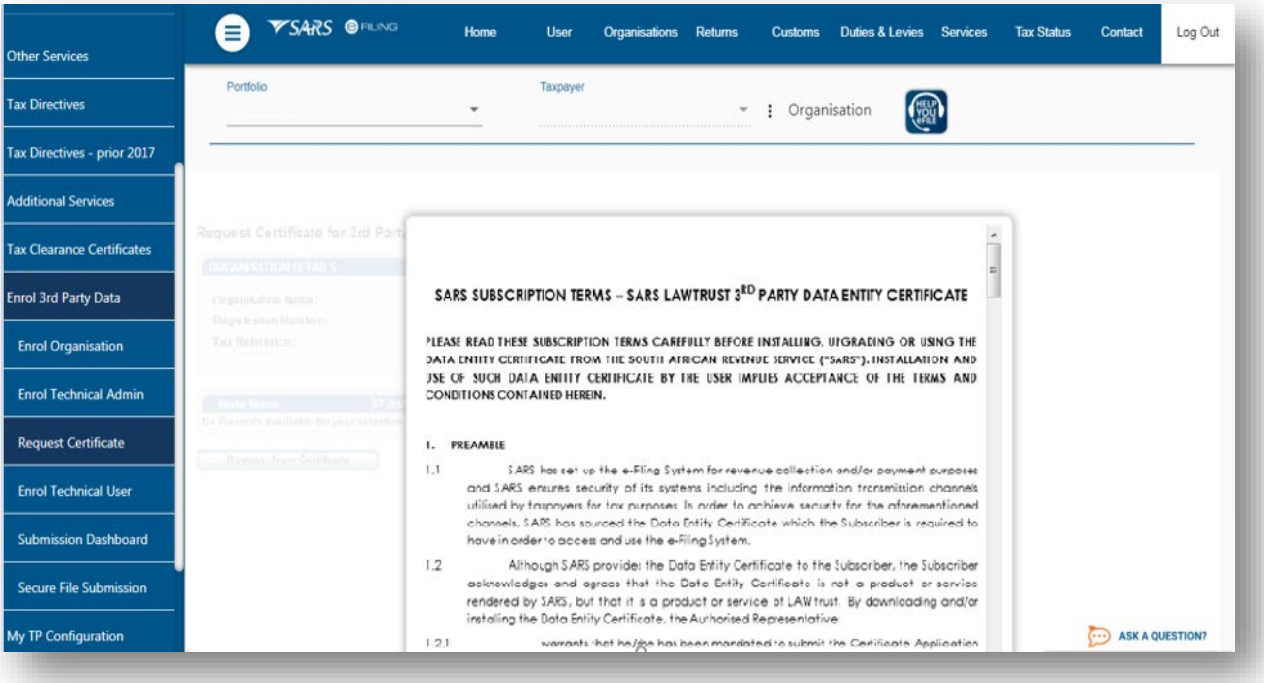
Organisation Name:
Registration Number:
Tax Reference:

Node Name	IP Address	Request Date	Status	Expiry Date
No Records availiable for your selection				

c) 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**

d) The **Request Certificate** screen will list all certificates that were issued previously for that taxpayer. Initially this list will be empty.

i) Click **Request New Certificate** to start a new certificate request process.



SARS SUBSCRIPTION TERMS – SARS LAWTRUST 3RD PARTY DATA ENTITY CERTIFICATE

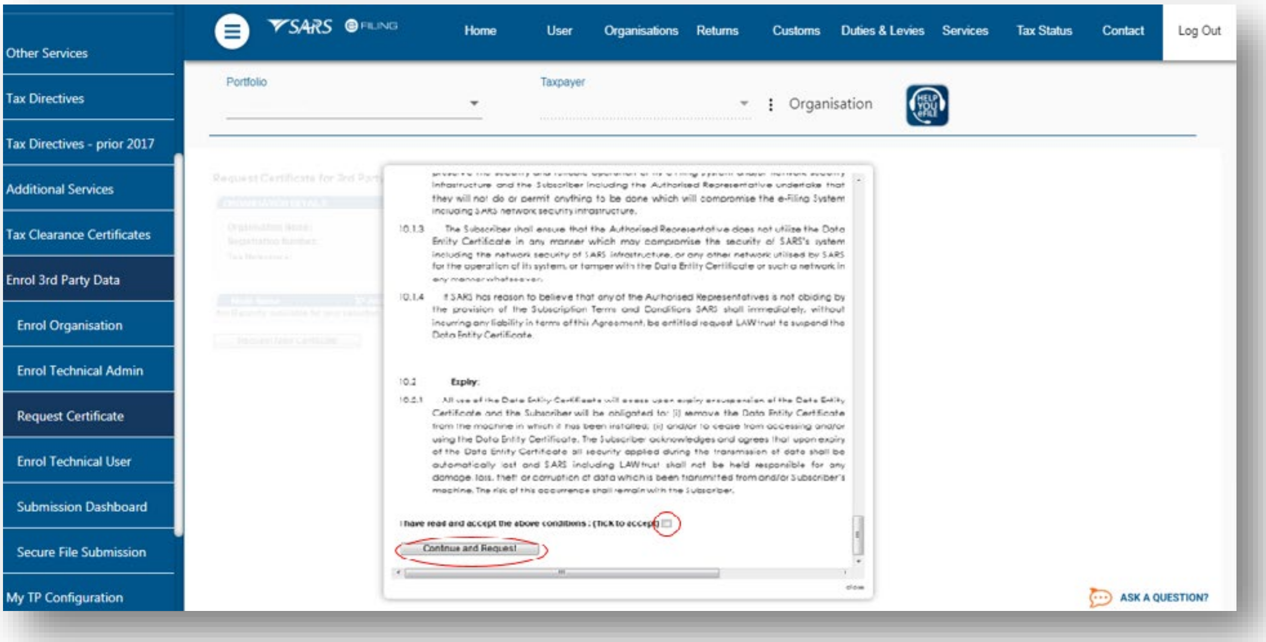
PLEASE READ THESE SUBSCRIPTION TERMS CAREFULLY BEFORE INSTALLING, UPGRADING OR USING THE DATA ENTITY CERTIFICATE FROM THE SOUTH AFRICAN REVENUE SERVICE ("SARS"). INSTALLATION AND USE OF SUCH DATA ENTITY CERTIFICATE BY THE USER IMPLIES ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN.

1. PREAMBLE

1.1 SARS has set up the e-Filing System for revenue collection and/or payment purposes and SARS ensures security of its systems including the information transmission channels utilised by taxpayers for tax purposes. In order to achieve security for the aforementioned channels, SARS has sourced the Data Entity Certificate which the Subscriber is required to have in order to access and use the e-Filing System.

1.2 Although SARS provides the Data Entity Certificate to the Subscriber, the Subscriber acknowledges and agrees that the Data Entity Certificate is not a product or service rendered by SARS, but that it is a product or service of LAWtrust. By downloading and/or installing the Data Entity Certificate, the Authorised Representative

1.2.1 warrants that he/she has been mandated to submit the Certificate Application



preserve the security and reliable operation of its e-Filing system and/or network security infrastructure and the Subscriber including the Authorised Representative undertake that they will not do or permit anything to be done which will compromise the e-Filing System including SARS network security infrastructure.

10.1.3 The Subscriber shall ensure that the Authorised Representative does not utilize the Data Entity Certificate in any manner which may compromise the security of SARS's system including the network security of SARS infrastructure, or any other network utilised by SARS for the operation of its system, or tamper with the Data Entity Certificate or such a network in any manner whatsoever.

10.1.4 If SARS has reason to believe that any of the Authorised Representatives is not abiding by the provision of the Subscription Terms and Conditions SARS shall immediately, without incurring any liability in terms of this Agreement, be entitled request LAWtrust to suspend the Data Entity Certificate.

10.2 **Expiry**:

10.2.1 All use of the Data Entity Certificate will cease upon expiry or suspension of the Data Entity Certificate and the Subscriber will be obligated to: (i) remove the Data Entity Certificate from the machine in which it has been installed; (ii) and/or to cease from accessing and/or using the Data Entity Certificate. The Subscriber acknowledges and agrees that upon expiry of the Data Entity Certificate all security applied during the transmission of data shall be automatically lost and SARS including LAWtrust shall not be held responsible for any damage, loss, theft or corruption of data which is been transmitted from and/or Subscriber's machine. The risk of this occurrence shall remain with the Subscriber.

I have read and accept the above conditions : (Tick to accept) □

Continue and Request

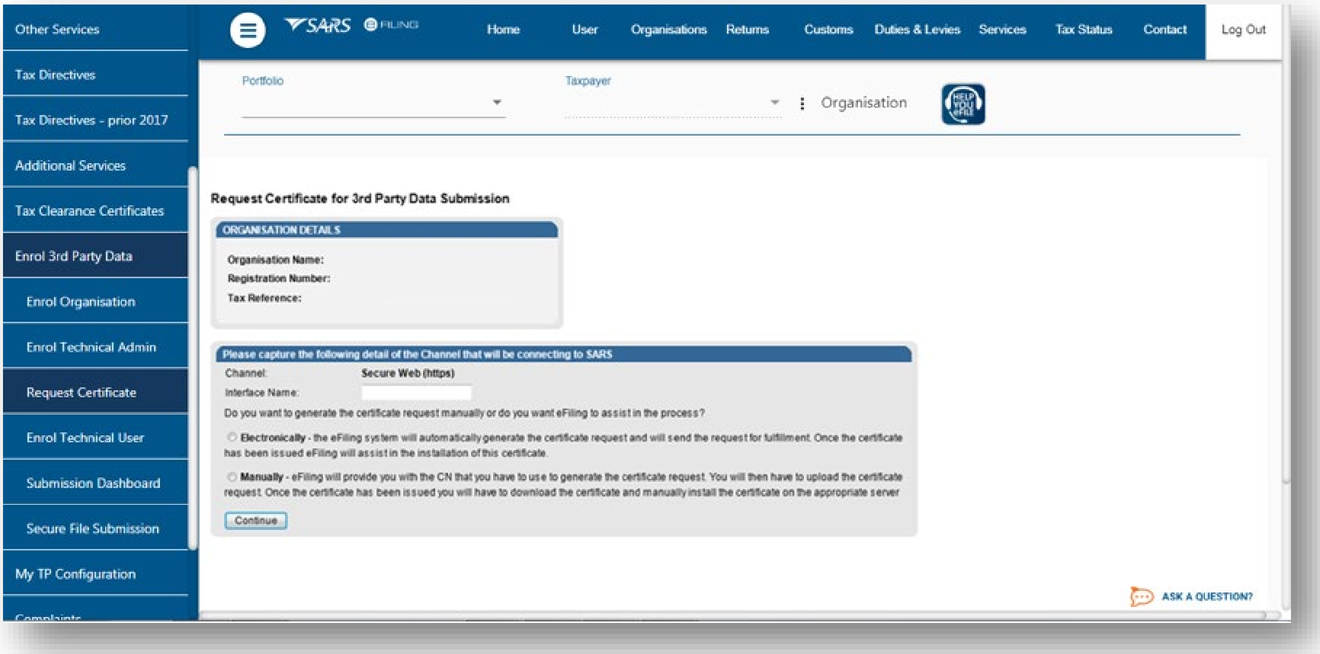
e) You will be requested to accept the Terms and Conditions (T&C) that govern the use of this service by ticking the box next to **I have read and accept the above conditions**.

f) Once the terms and conditions have been accepted,

i) Click on **Continue and Request**.

ii) Do note that unless the terms and conditions are accepted, you will not be able to proceed to the next step**.**

7.2 Electronic request process



Request Certificate for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

Please capture the following detail of the Channel that will be connecting to SARS

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?

○ **Electronically** - 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 this certificate.

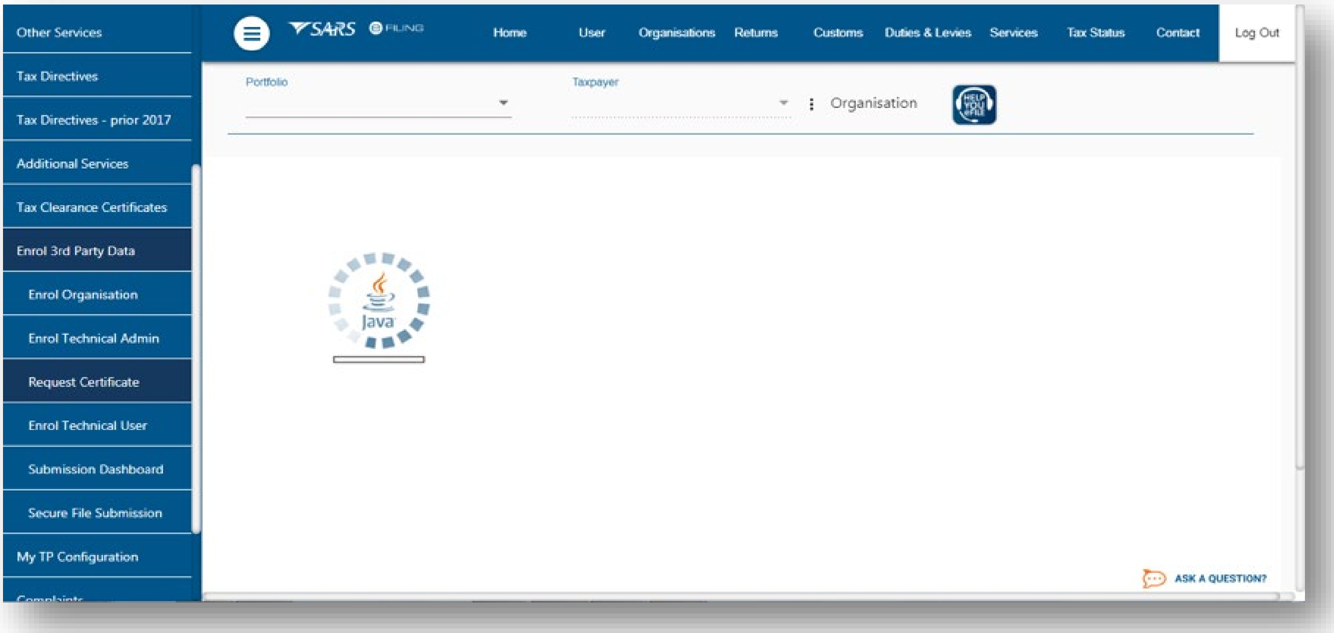
○ **Manually** - eFiling will provide you with the CN that you have to use to generate the certificate request. You will then have to upload the certificate request. Once the certificate has been issued you will have to download the certificate and manually install the certificate on the appropriate server

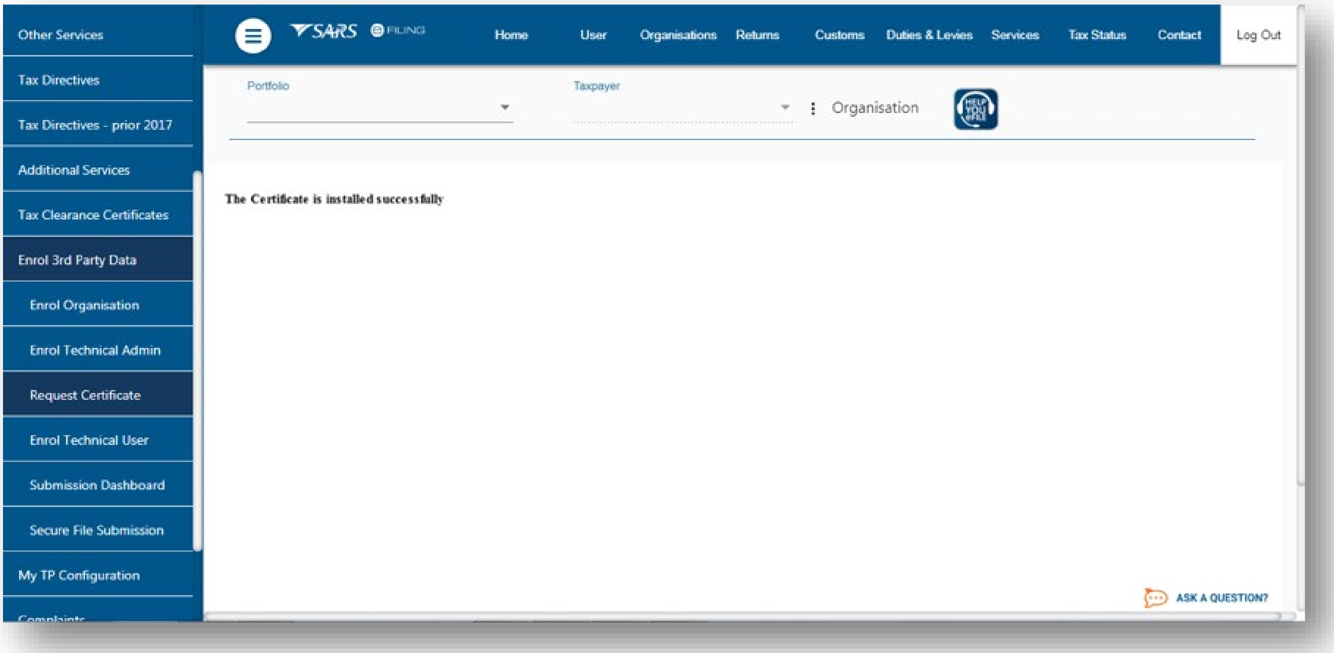
Continue

a) 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.

b) To generate the certificate request electronically, select **Electronically** button.

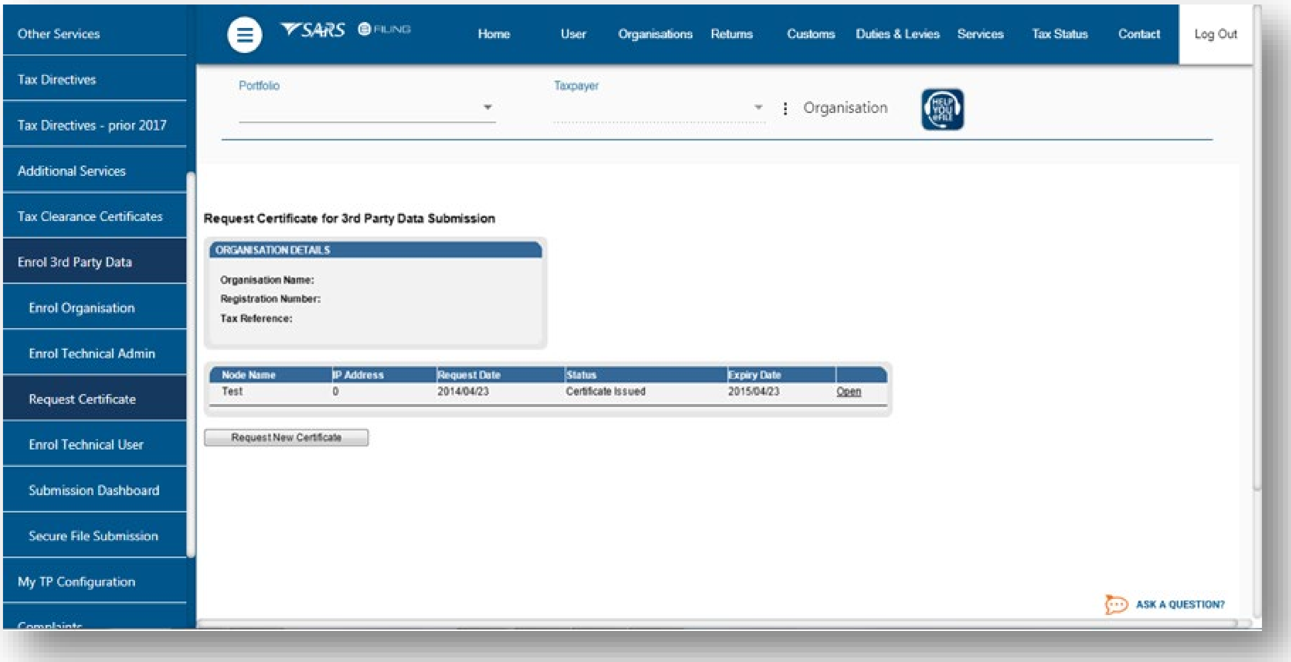
c) To use the electronic request process complete the screen above and once you are done, click **Continue.**





The Certificate is installed successfully

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

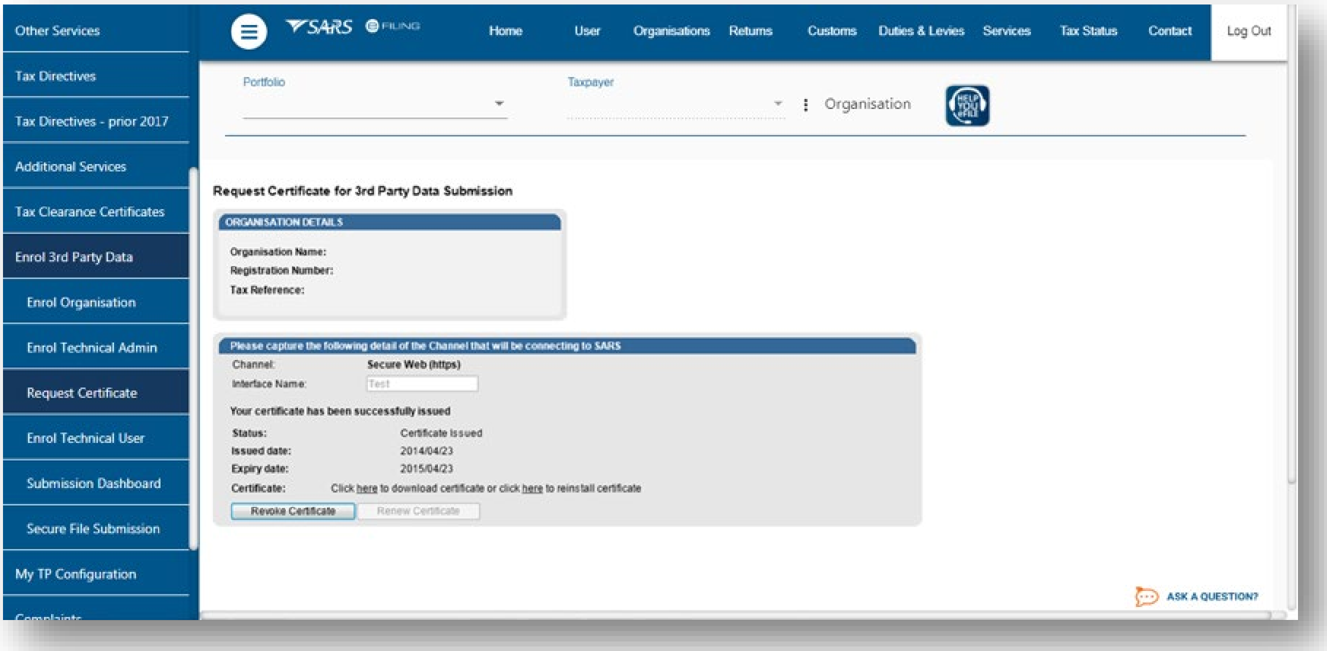


Request Certificate for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

Node Name	IP Address	Request Date	Status	Expiry Date	
Test	0	2014/04/23	Certificate Issued	2015/04/23	Open



Request Certificate for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

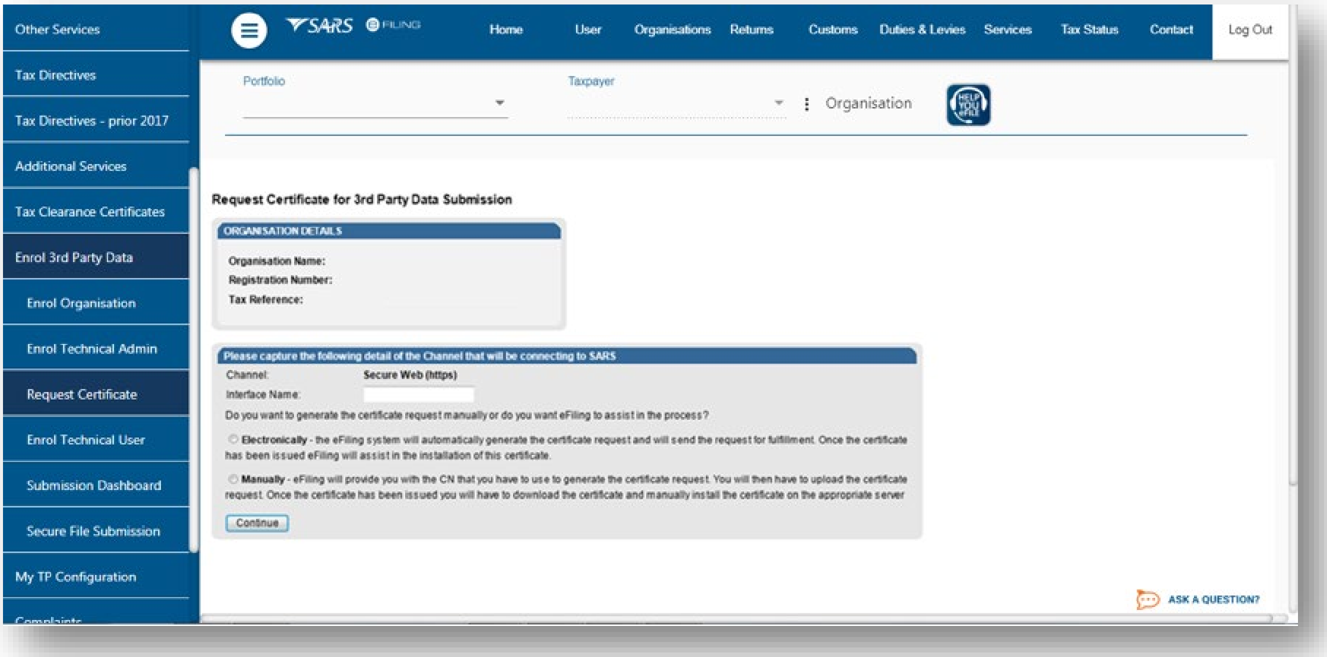
Please capture the following detail of the Channel that will be connecting to SARS

Channel: Secure Web (https)
Interface Name: Test

Your certificate has been successfully issued

Status: Certificate Issued
Issued date: 2014/04/23
Expiry date: 2015/04/23
Certificate: Click here to download certificate or click here to reinstall certificate

7.3 Manual request process



Request Certificate for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

Please capture the following detail of the Channel that will be connecting to SARS

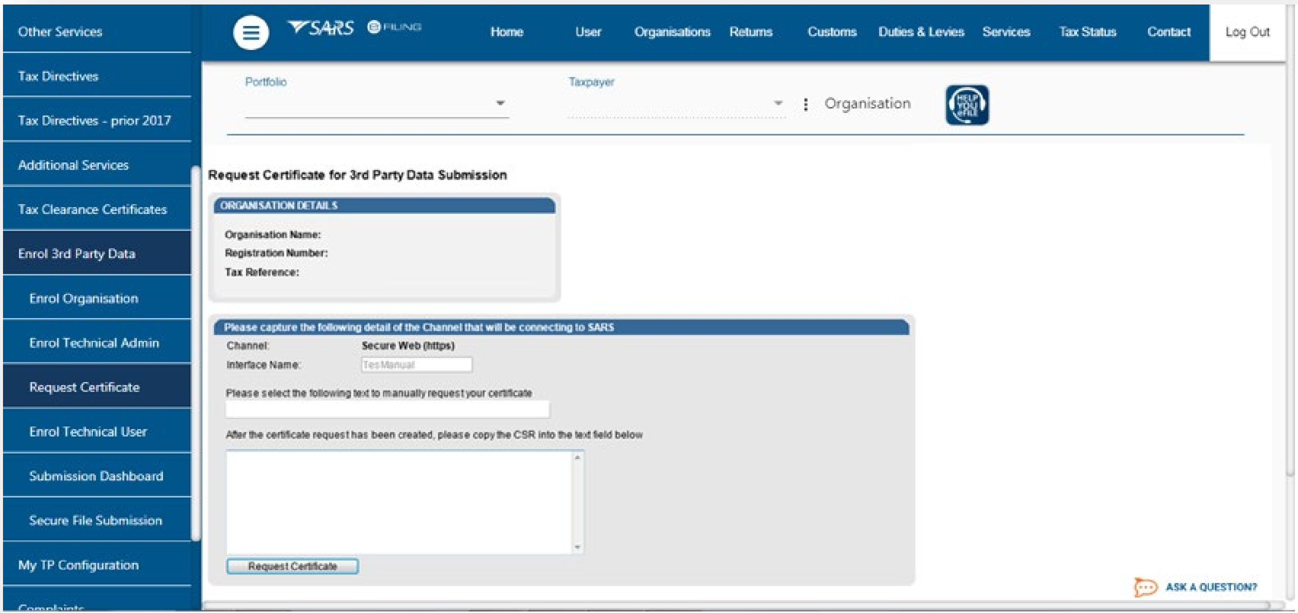
Channel: Secure Web (https)
Interface Name:

Do you want to generate the certificate request manually or do you want eFiling to assist in the process?

○ **Electronically** - 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 this certificate.

○ **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 issued you will have to download the certificate and manually install the certificate on the appropriate server

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



Request Certificate for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:

Registration Number:

Tax Reference:

Please capture the following detail of the Channel that will be connecting to SARS

Channel: Secure Web (https)

Interface Name: TesManual

Please select the following text to manually request your certificate

After the certificate request has been created, please copy the CSR into the text field below

Request Certificate

b) 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

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

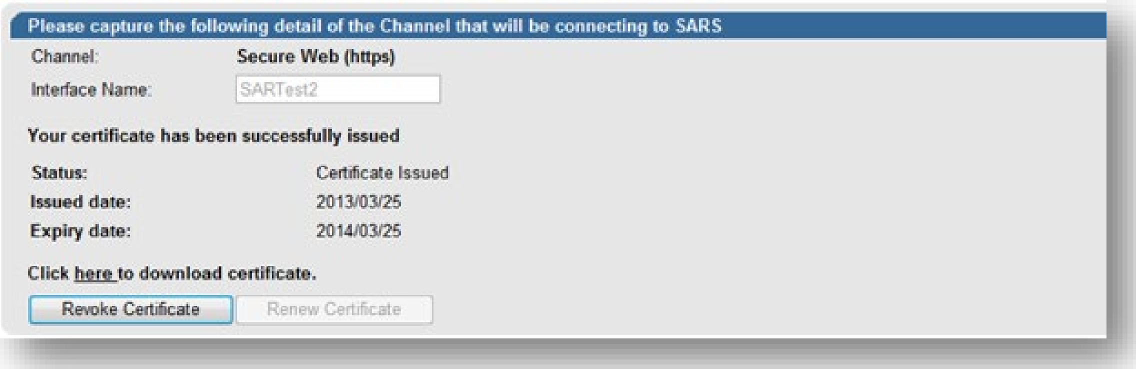
MIIC3jCCAcYCAQAwgZoxFTATBgNVBAMMDFJlaW5oYXJkIDAwMTEUMBIGA1UECwwL
QmVocmVucyAwMDExETAPBgNVBAoMCExBV3RydXN0MRIwEAYDVQQHDAlDZW50dXJp
b24xEDAOBgNVBAgMB0dhdXRlbmcxCzAJBgNVBAYTAlpBMSUwIwYJKoZIhvcNAQkB
FhZzdXBwb3J0QGxhd3RydXN0LmNvLnphMIIBIjANBgkqhkiG9w0BAQEFAAOCAQ8A
MIIBCgKCAQEAh2bZmV0r1yPG/DLRRQXDpwR/hy4fCIeaQDXzX4P4h8LFBRLFY88N
ceuUJDISYbtME/sS4+z7+sIK/ubTJLrZEmoaO/gj5JvJhGffYWG69ZEOsGssN8Tq
w9pA4XgIoBb+ExzvrmgMvq7ro4EwiWZ6+URBxUqwsRsThakmbZdejtBUqSWckIdr
a2XgDvHgDqhX/CKPPJ84qa3+eLOnQXAMV2Mmy0YI7qrOxjDUh9jD1T/ce+6M/1C9
NHfwMjAvKFXLvsVAW+MOuK50qo6GeYUy8ZxfFCMADhyxHW7qK2COBQZmqtprK7PT
3jmcMb7axyJ6PoIK8iaQIFRWa3SATH1kywIDAQABMA0GCSqGSIb3DQEBBQUAA4IB
AQAY5/Ug6bA1IrAIM954hkhyJGMSmGJA8w+TkrTI5KGUoc7fMV1bqkDvt+aToGxV
ftengEf98JrGi48W13diazyNLMvyNnaOCIK5xy144SpliLBWUvHHXVP0obnDJnsN
HKX+BBHiBI/9nyVYkM0Jgqepa4PNLjPSjyvxbc/Git1cb2bC0svHWWcnIB1J1Htq
iwZVbEdknzGEmRY3fjrChf5dTdenroavythyKbsNIgJpinlowrLEDjnMqmQIYNxi
7gJWOx2S6IP1vva1iYuf5KRJMSaF+3Oxmk7qZR+j/08/HuBatOZ1+3gwpL5oPpxx
iCb1hDfnib25L3kWQe4JtNKd

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

c) Please note that a typical request string will look as above

d) 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.

7.4 Deleting a certificate



Please capture the following detail of the Channel that will be connecting to SARS

Channel: Secure Web (https)

Interface Name: SARTest2

Your certificate has been successfully issued

Status:	Certificate Issued
Issued date:	2013/03/25
Expiry date:	2014/03/25

Click here to download certificate.

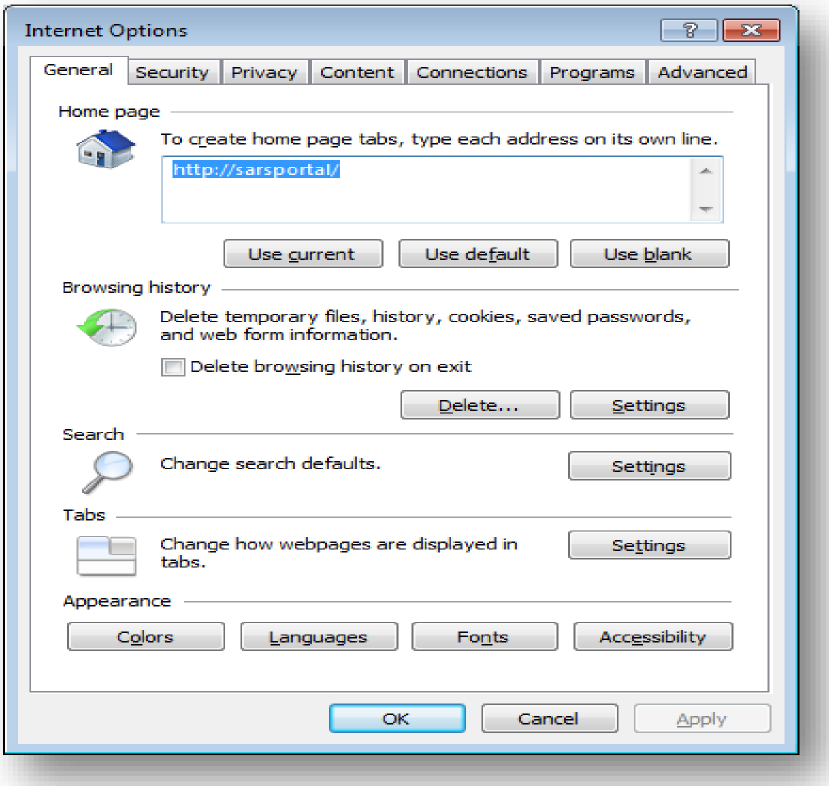
a) Click **Revoke Certificate** to cancel the certificate.

b) **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.

c) **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.

7.5 Import a Certificate

a) To access, click **Tool**, and then Internet options.



To create home page tabs, type each address on its own line.

http://sarsportal/

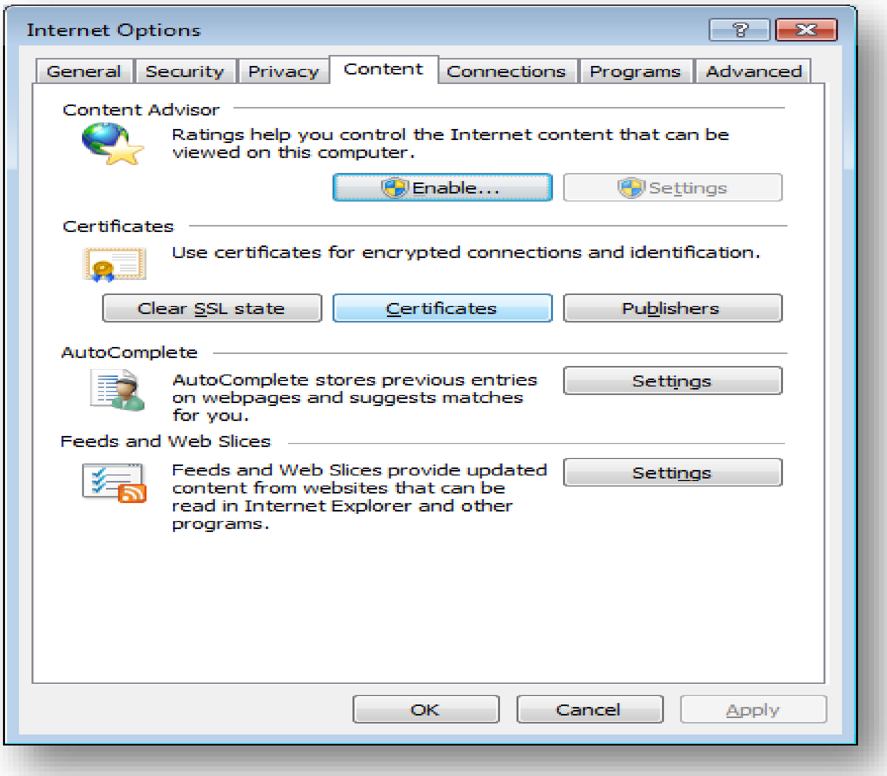
Delete temporary files, history, cookies, saved passwords, and web form information.

□ Delete browsing history on exit

Change search defaults.

Change how webpages are displayed in tabs.

b) 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.

Enable... | Settings

Certificates

Use certificates for encrypted connections and identification.

Clear SSL state | Certificates | Publishers

AutoComplete

AutoComplete stores previous entries on webpages and suggests matches for you.

Settings

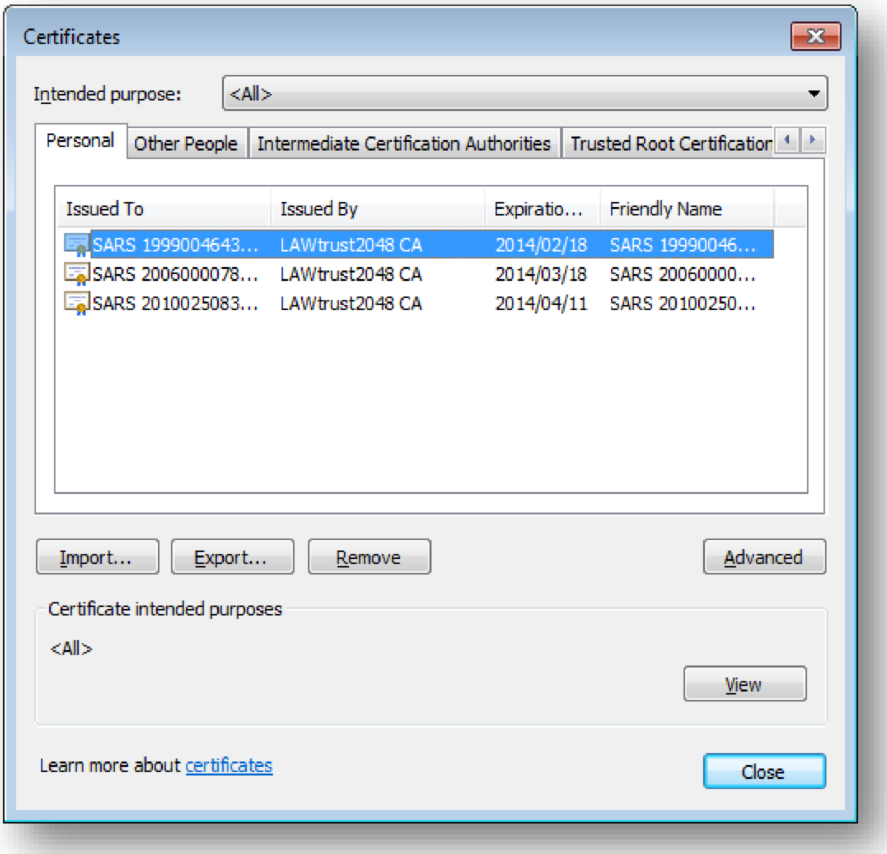
Feeds and Web Slices

Feeds and Web Slices provide updated content from websites that can be read in Internet Explorer and other programs.

Settings

OK | Cancel | Apply

c) Click **Certificates**



Certificates

Intended purpose: <All>

Personal | Other People | Intermediate Certification Authorities | Trusted 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...

Import... | Export... | Remove | Advanced

Certificate intended purposes

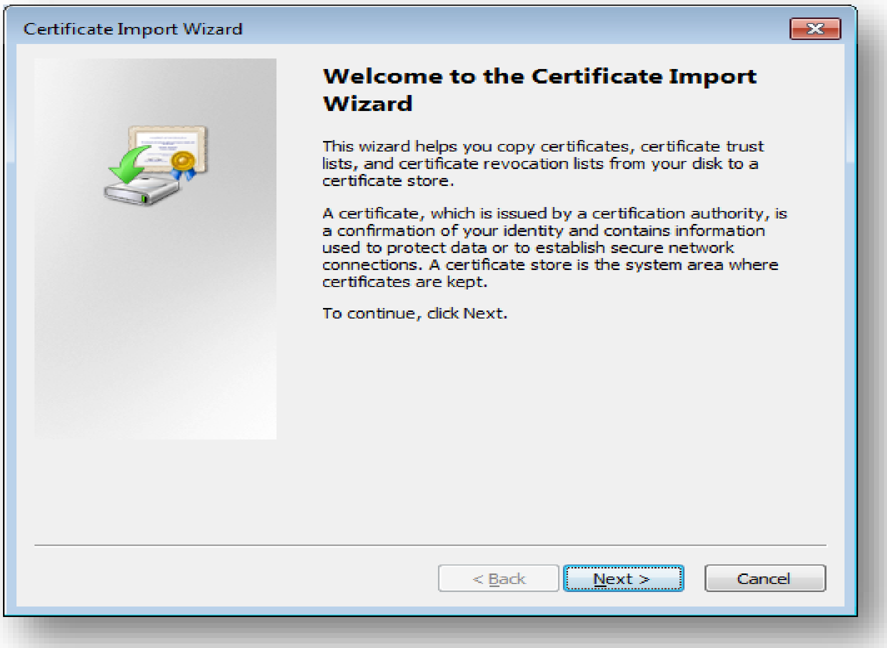
<All>

View

Learn more about certificates

Close

d) Select the Certificate and click **Import**



Certificate Import Wizard

Welcome to the Certificate Import Wizard

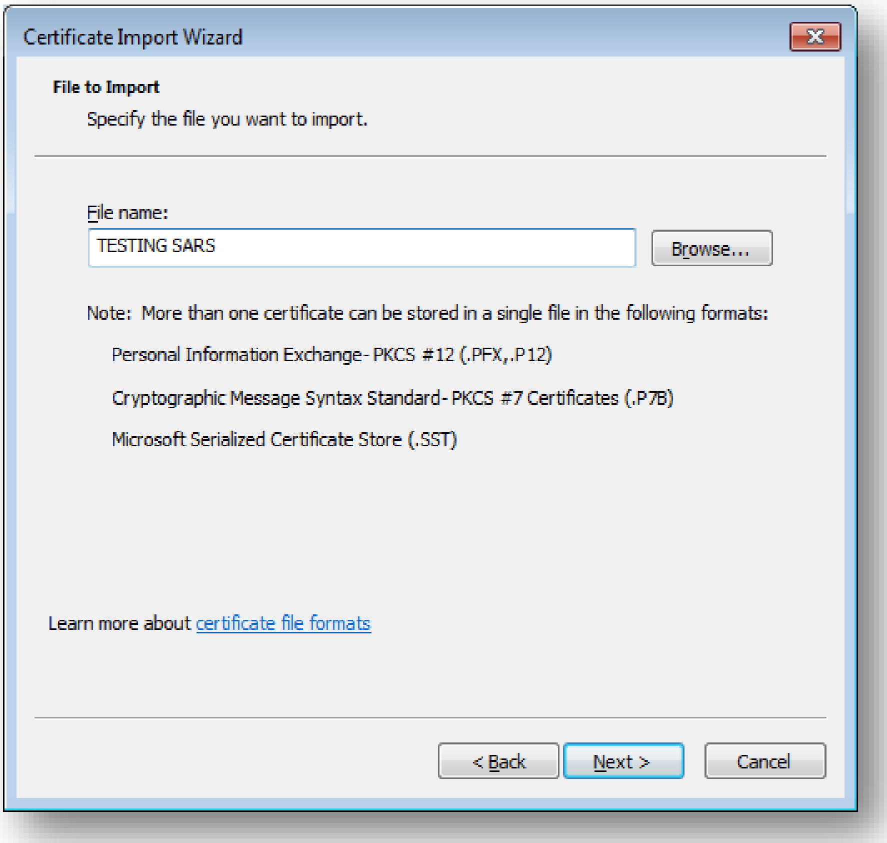
This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

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.

e) Click **Next**.

f) Give the name of the file when you have exported it



Certificate Import Wizard

File to Import

Specify the file you want to import.

File name: TESTING SARS

Note: More than one certificate can be stored in a single file in the following formats:

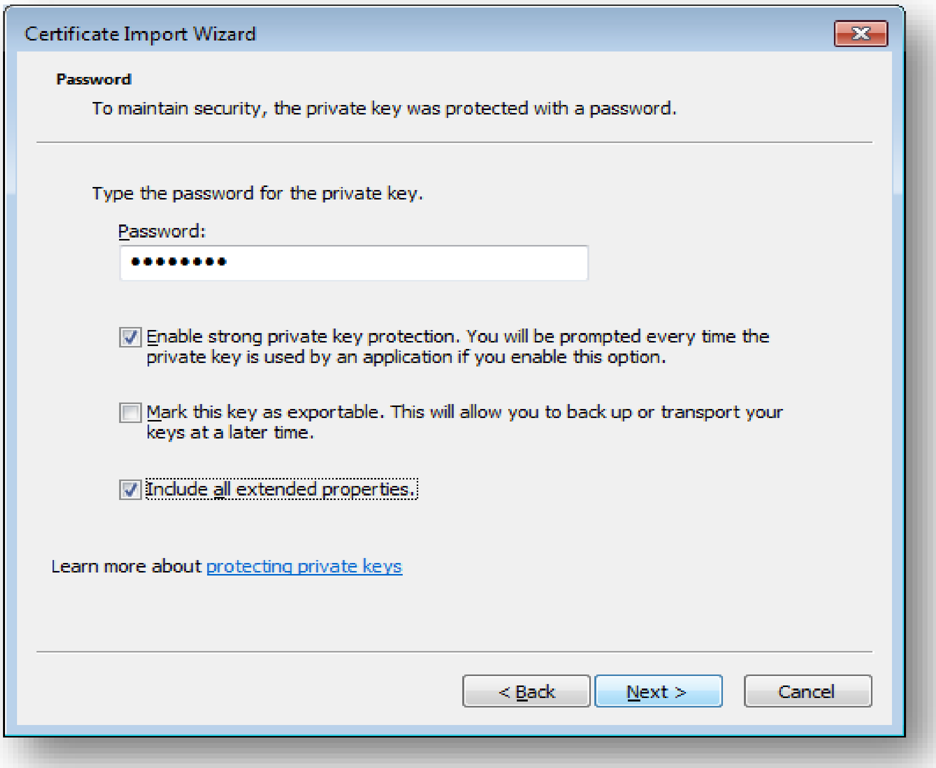
Personal Information Exchange- PKCS #12 (.PFX,.P12)

Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)

Microsoft Serialized Certificate Store (.SST)

Learn more about certificate file formats

g) Click **Next**.



Certificate Import Wizard

Password

To maintain security, the private key was protected with a password.

Type 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.

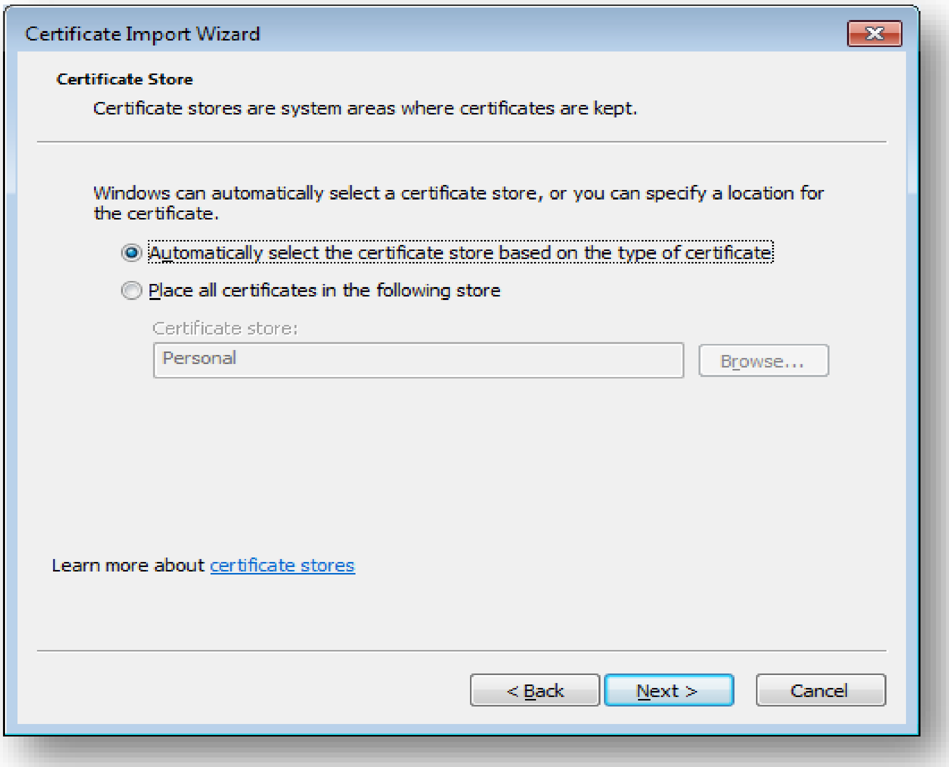
□ Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

☑ Include all extended properties.

Learn more about protecting private keys

h) Enter a password and click **Next**.

i) Select **Automatically select the certificate store based on type of certificate.**



Certificate Import Wizard

Certificate Store

Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for the certificate.

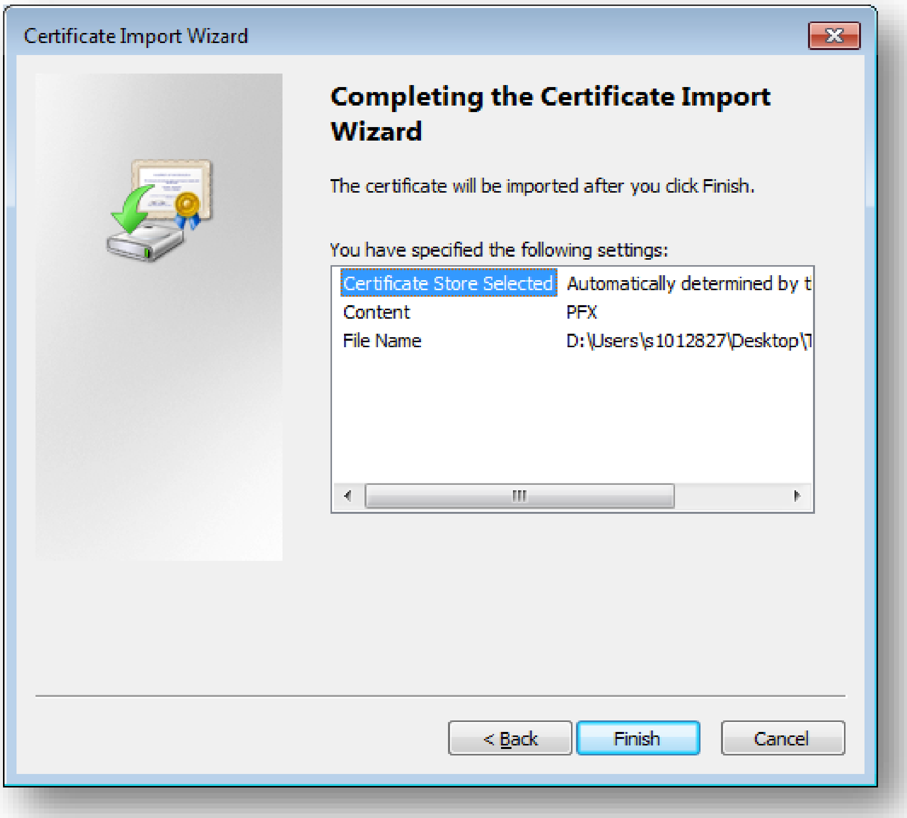
● Automatically select the certificate store based on the type of certificate

○ Place all certificates in the following store

Certificate store: Personal

Learn more about certificate stores

j) Click **Next.**



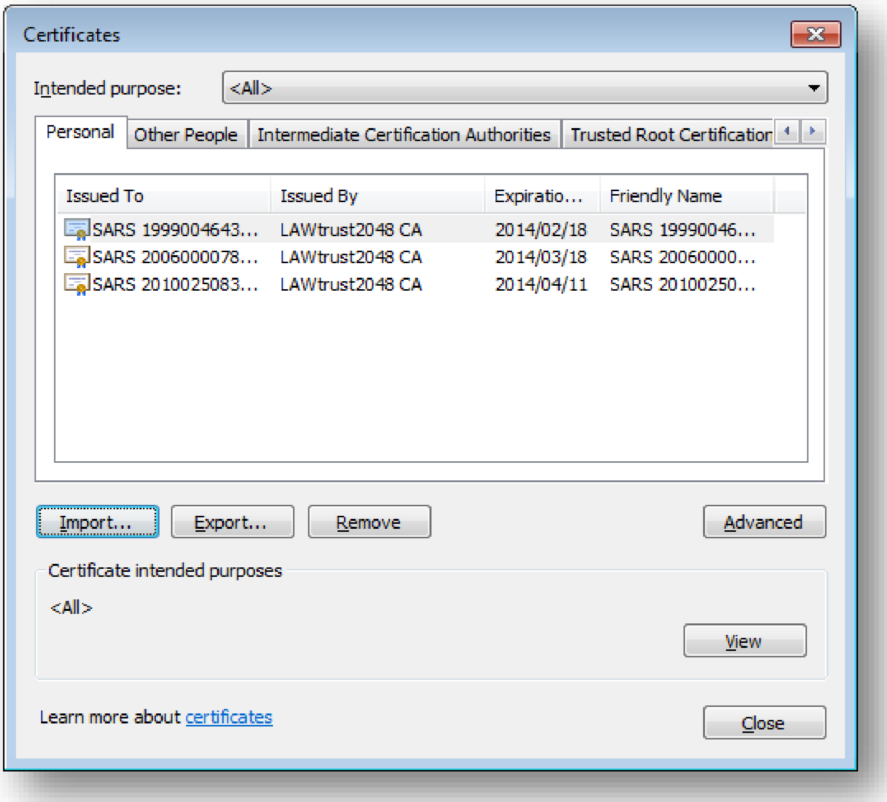
Completing the Certificate Import Wizard

The certificate will be imported after you click Finish.

You have specified the following settings:

Certificate Store Selected	Automatically determined by t
Content	PFX
File Name	D:\Users\s1012827\Desktop\T

k) Click **finish**.



Intended purpose: <All>

Personal
Other People
Intermediate Certification Authorities
Trusted Root Certification

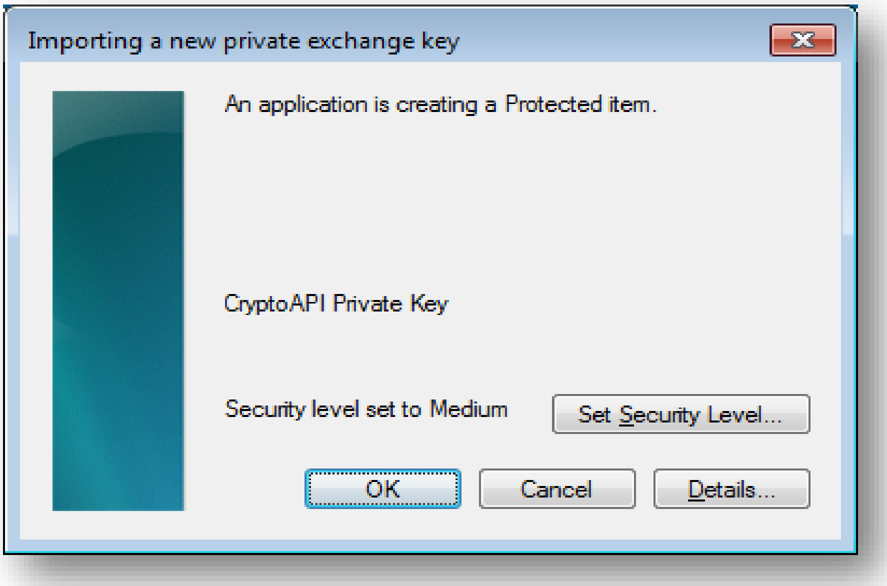
Issued To	Issued By	Expiratio...	Friendly Name
SARS 1999004643...	LAWtrust2048 CA	2014/02/18	SARS 19990046...
SARS 2006000078...	LAWtrust2048 CA	2014/03/18	SARS 20060000...
SARS 2010025083...	LAWtrust2048 CA	2014/04/11	SARS 20100250...

Certificate intended purposes

<All>

Learn more about certificates

l) Select the import file and click on **Import**



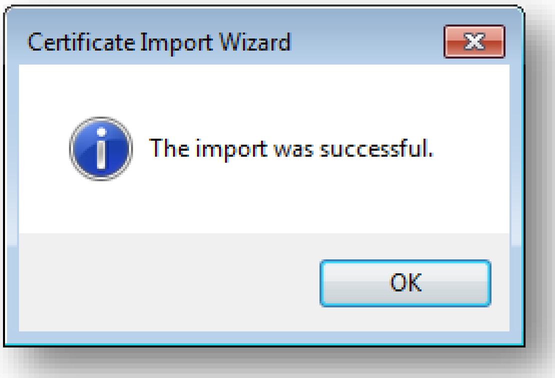
Importing a new private exchange key

An application is creating a Protected item.

CryptoAPI Private Key

Security level set to Medium

m) Click **OK**



Certificate Import Wizard

The import was successful.

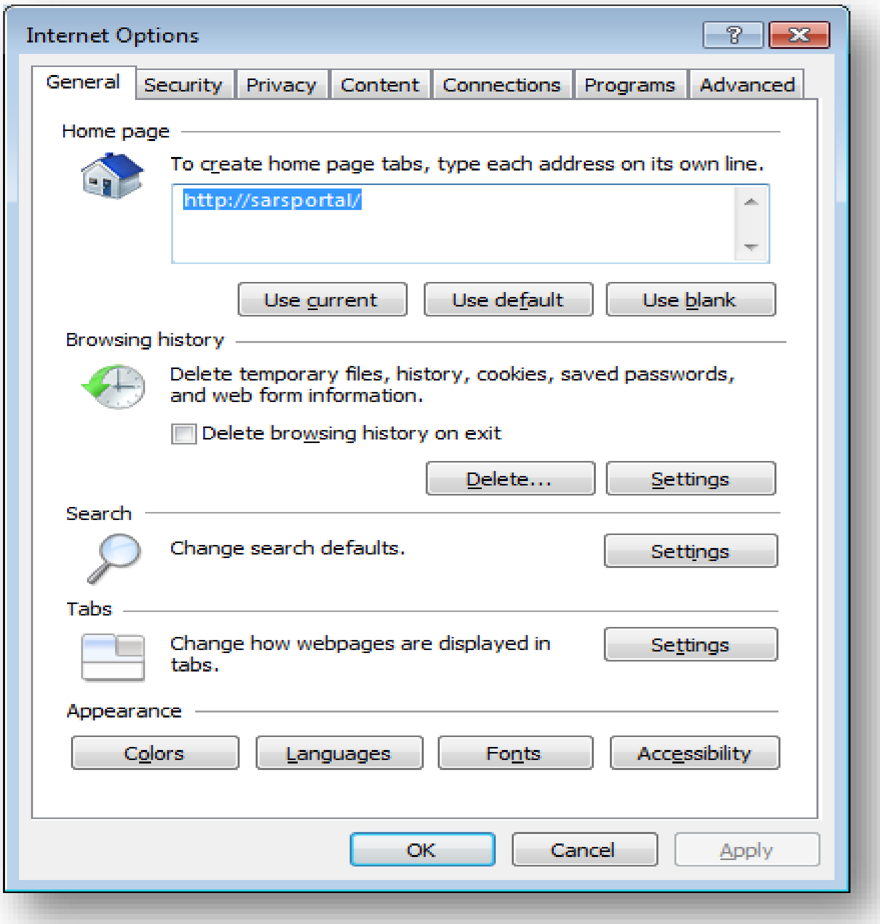
7.6 Export a Certificate

a) Go to explorer.

b) Click **Tools**.

c) Select **Internet Options**

d) Click **OK**



Internet Options

Home page

To create home page tabs, type each address on its own line.

http://sarsportal/

Browsing history

Delete temporary files, history, cookies, saved passwords, and web form information.

□ Delete browsing history on exit

Search

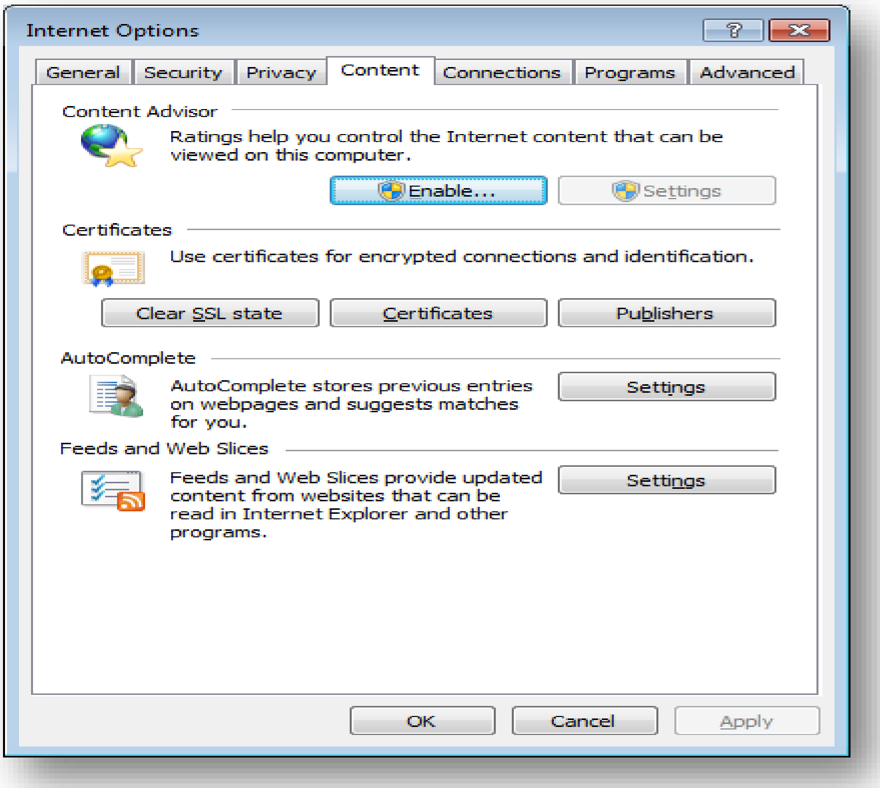
Change search defaults.

Tabs

Change how webpages are displayed in tabs.

Appearance

e) Select **Content**



Internet Options

Content Advisor

Ratings help you control the Internet content that can be viewed on this computer.

Certificates

Use certificates for encrypted connections and identification.

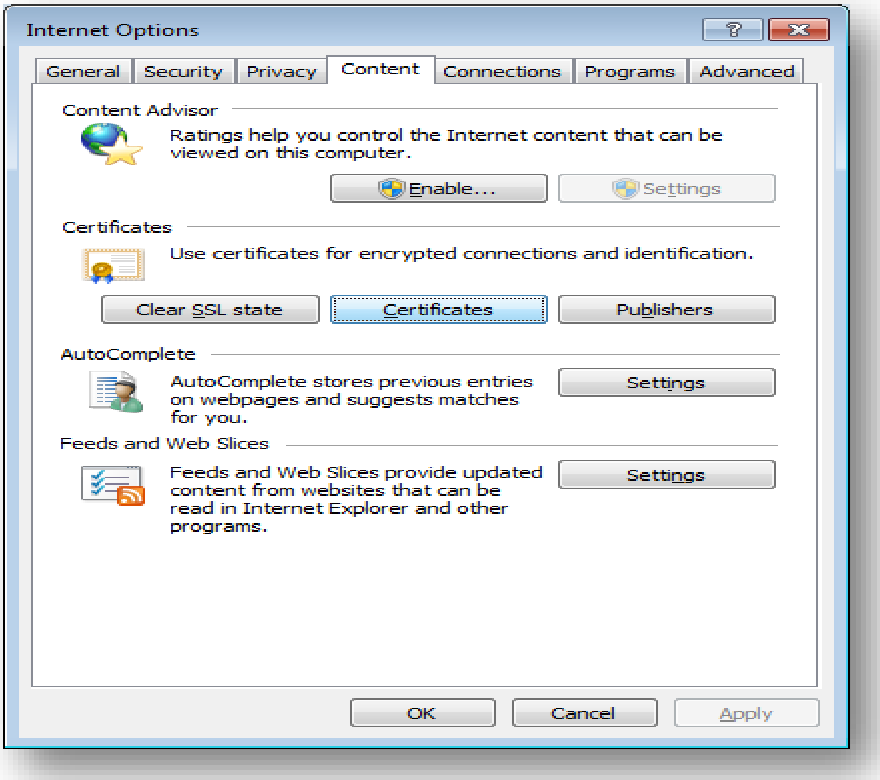
AutoComplete

AutoComplete stores previous entries on webpages and suggests matches for you.

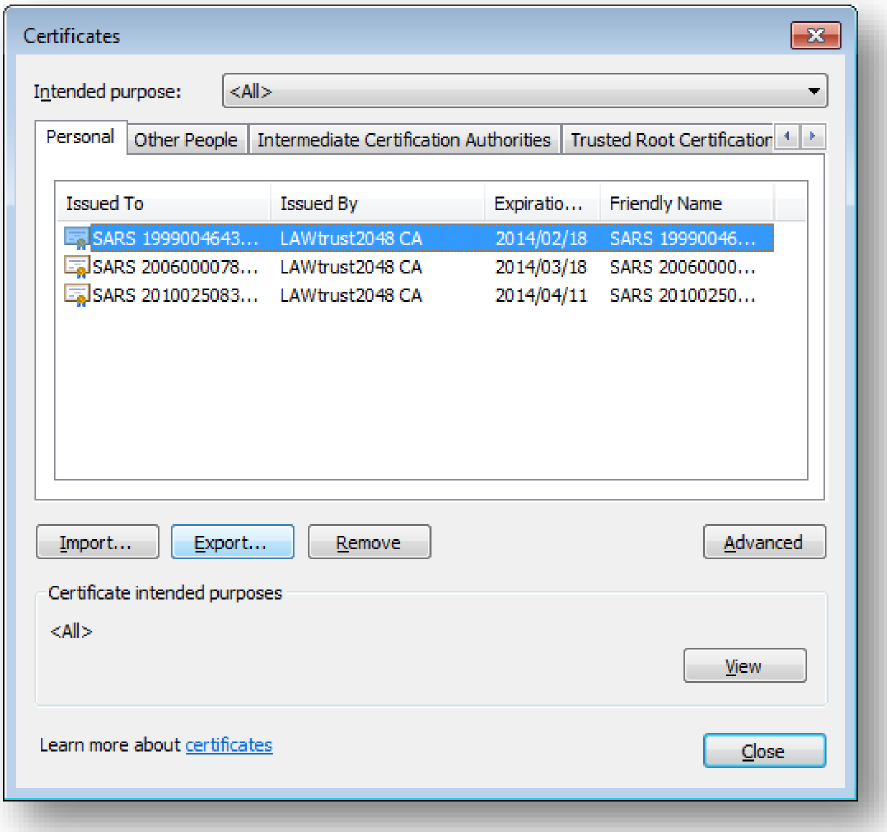
Feeds and Web Slices

Feeds and Web Slices provide updated content from websites that can be read in Internet Explorer and other programs.

f) Select **Certificate**


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.
Enable...
Settings
Certificates
Use certificates for encrypted connections and identification.
Clear SSL state
Certificates
Publishers
AutoComplete
AutoComplete stores previous entries on webpages and suggests matches for you.
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
OK
Cancel
Apply

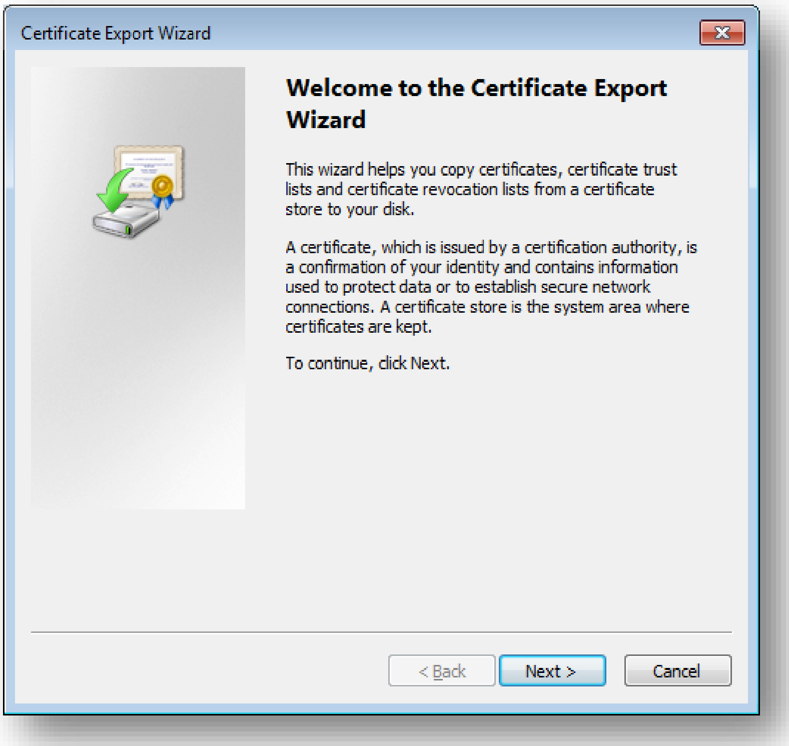
g) Select the Certificate you want to export.


Certificates
Intended purpose:
<All>
Personal
Other People
Intermediate Certification Authorities
Trusted 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...

Import...
Export...
Remove
Advanced
Certificate intended purposes
<All>
View
Learn more about certificates
Close

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



Certificate Export Wizard

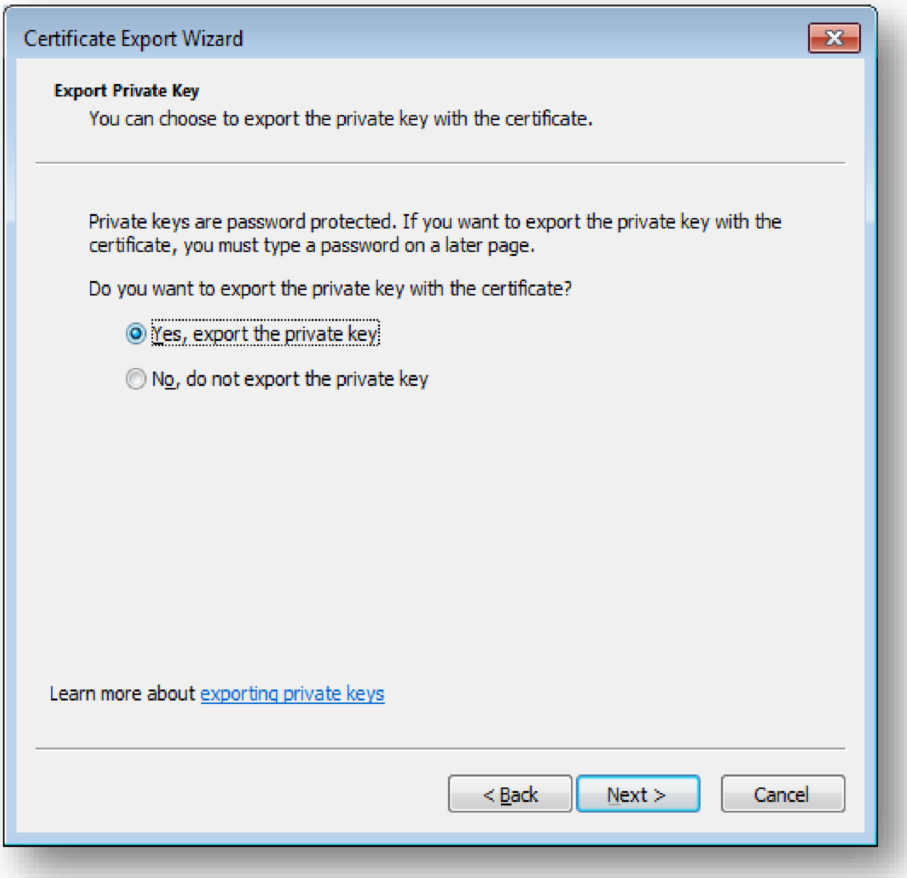
Welcome to the Certificate Export Wizard

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.

i) Click **Yes, export the private key** and then **Next**



Certificate Export Wizard

Export Private Key
You can choose to export the private key with the certificate.

Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.

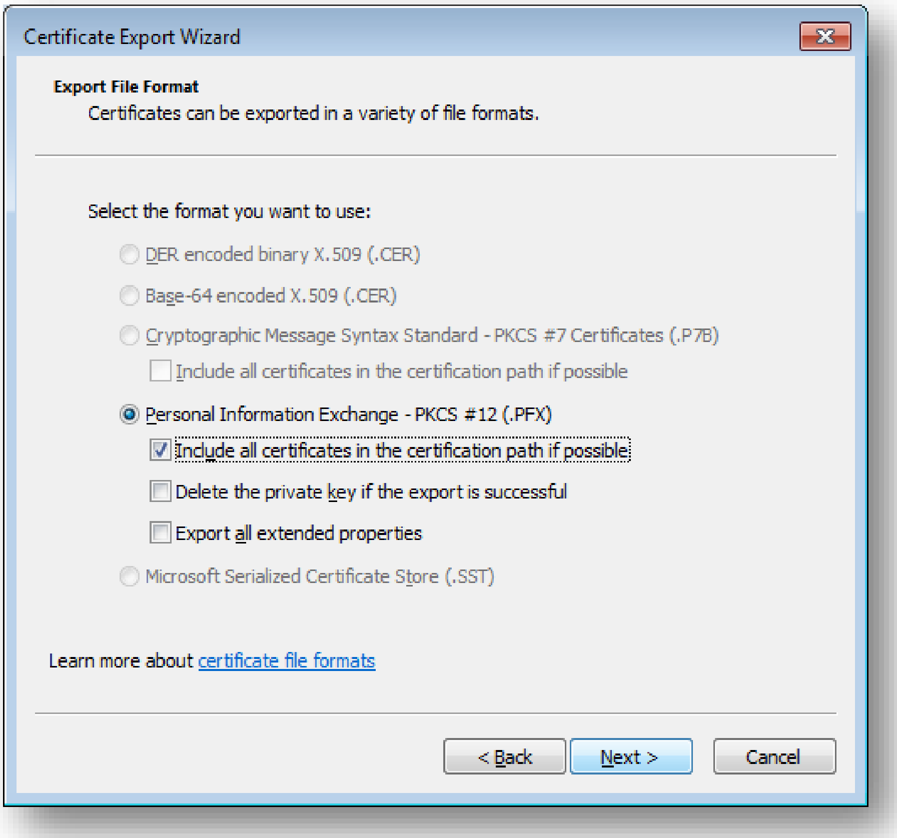
Do you want to export the private key with the certificate?

● Yes, export the private key

○ No, do not export the private key

Learn more about exporting private keys

j) Select **Personal Information Exchange** and click **Next**



Certificate Export Wizard

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)

○ Cryptographic 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

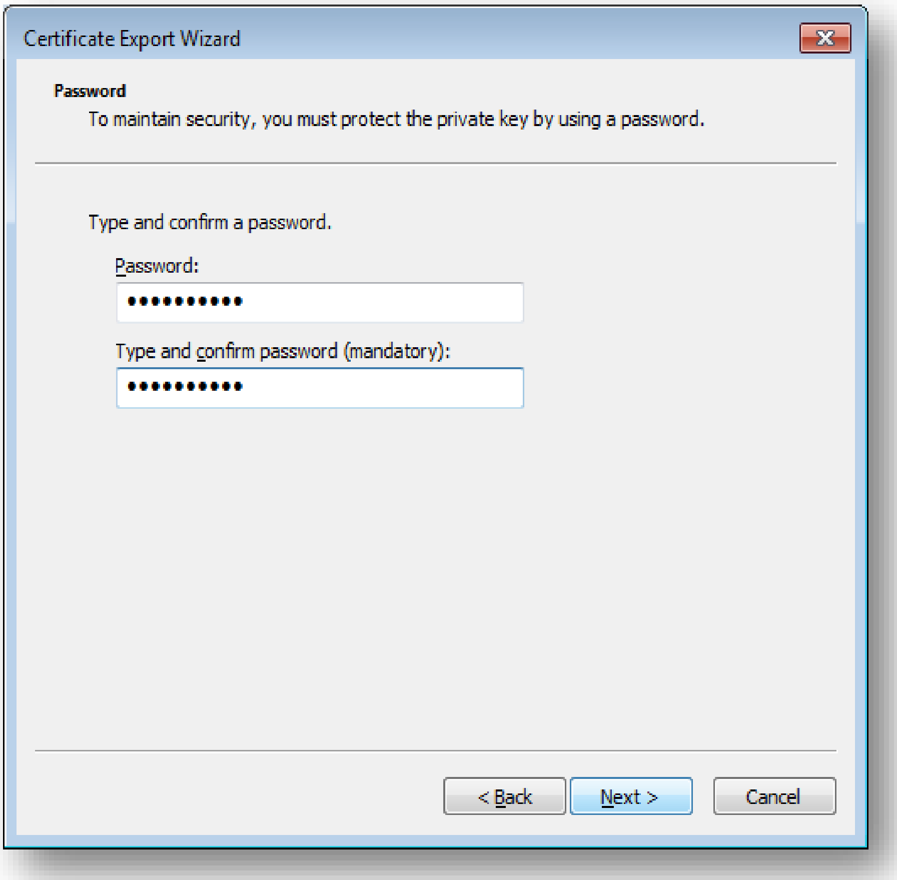
□ Delete the private key if the export is successful

□ Export all extended properties

○ Microsoft Serialized Certificate Store (.SST)

Learn more about certificate file formats

k) Select a password for the private key



Certificate Export Wizard

Password

To maintain security, you must protect the private key by using a password.

Type and confirm a password.

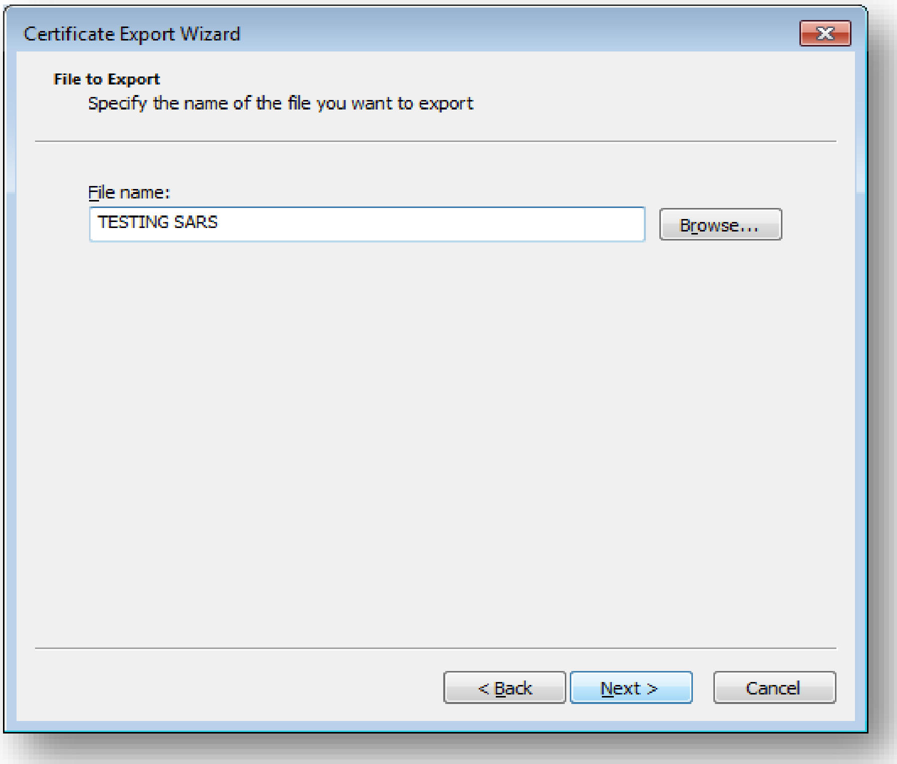
Password:

••••••••••

Type and confirm password (mandatory):

••••••••••

l) Enter a file name and click on **Next**



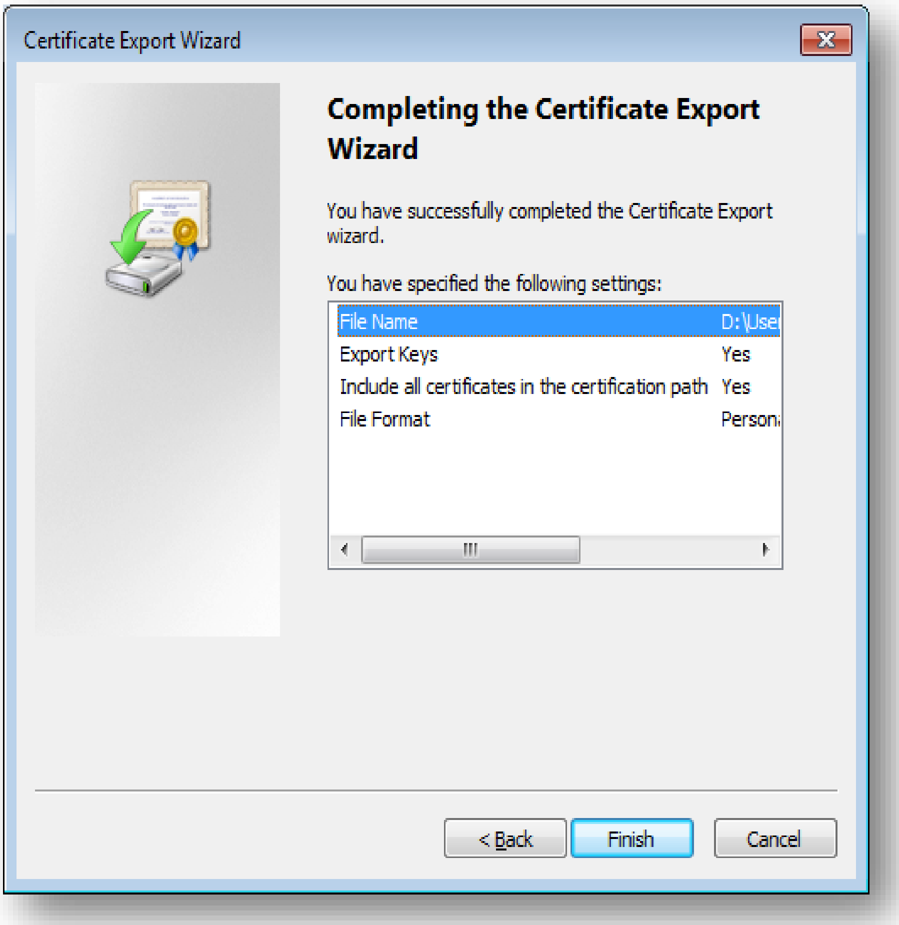
Certificate Export Wizard

File to Export

Specify the name of the file you want to export

File name: TESTING SARS

m) Click **Finish**



Certificate Export Wizard

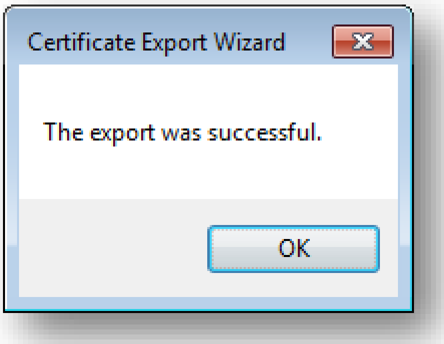
Completing the Certificate Export Wizard

You have successfully completed the Certificate Export wizard.

You have specified the following settings:

File Name	D:\Use
Export Keys	Yes
Include all certificates in the certification path	Yes
File Format	Person

n) The export was successful.



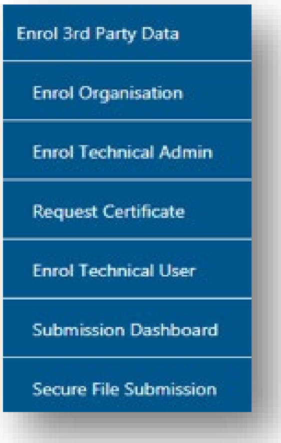
Certificate Export Wizard

The export was successful.

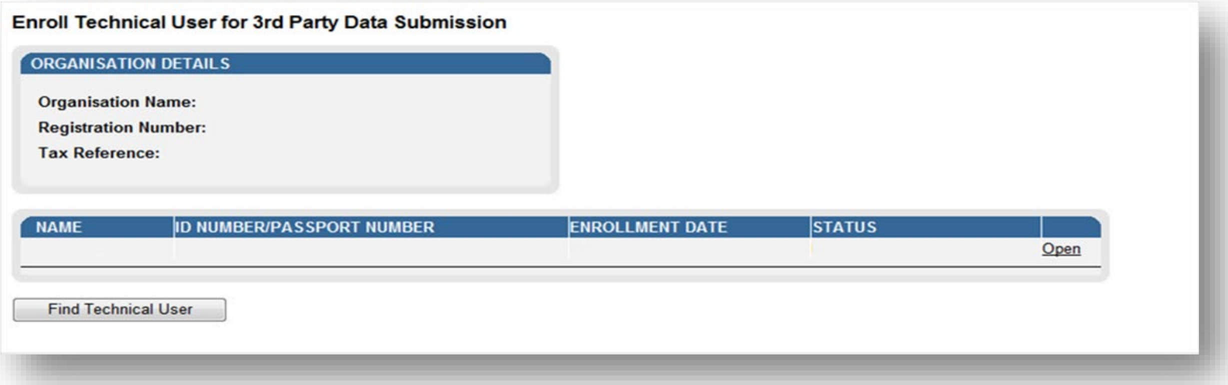
8 MANAGING TECHNICAL USERS

8.1 Enrolling a Technical User

a) To enrol a Technical User,
   i) Click on **Services** on the top menu, and
   ii) Click **Enrol 3rd Party Data** on side menu.



b) Select **Enrol Technical User** from the side menu options.
   i) Do note that a Technical Administrator may not enrol as a Technical User.



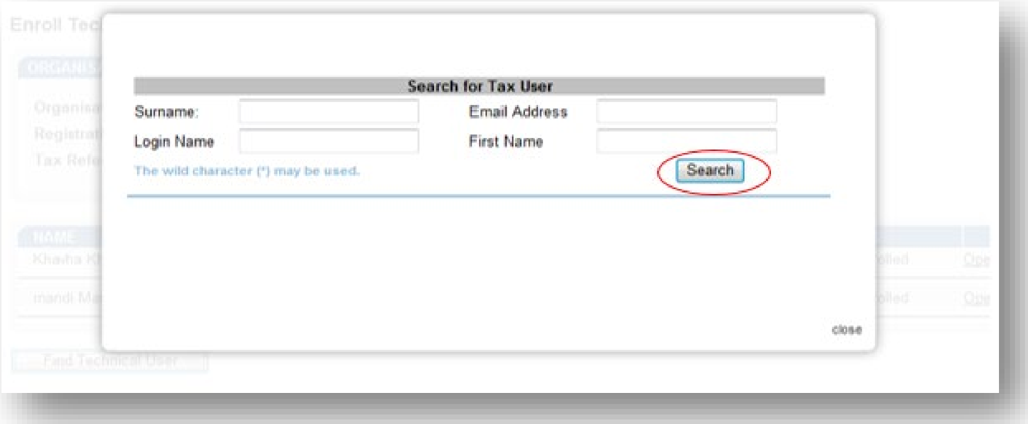
Enroll Technical User for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
				Open

c) Click **Find Technical User** to search and select a Technical User.

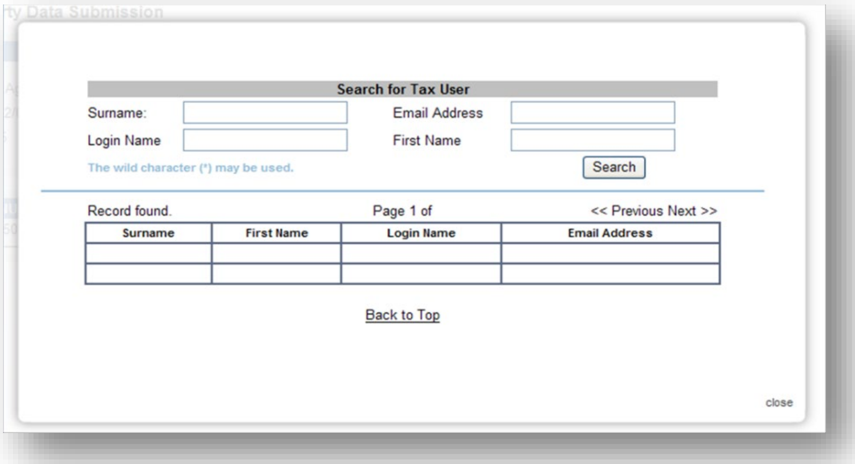


Search for Tax User

Surname:
Email Address
Login Name
First Name

The wild character (*) may be used.

d) 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.



Search for Tax User

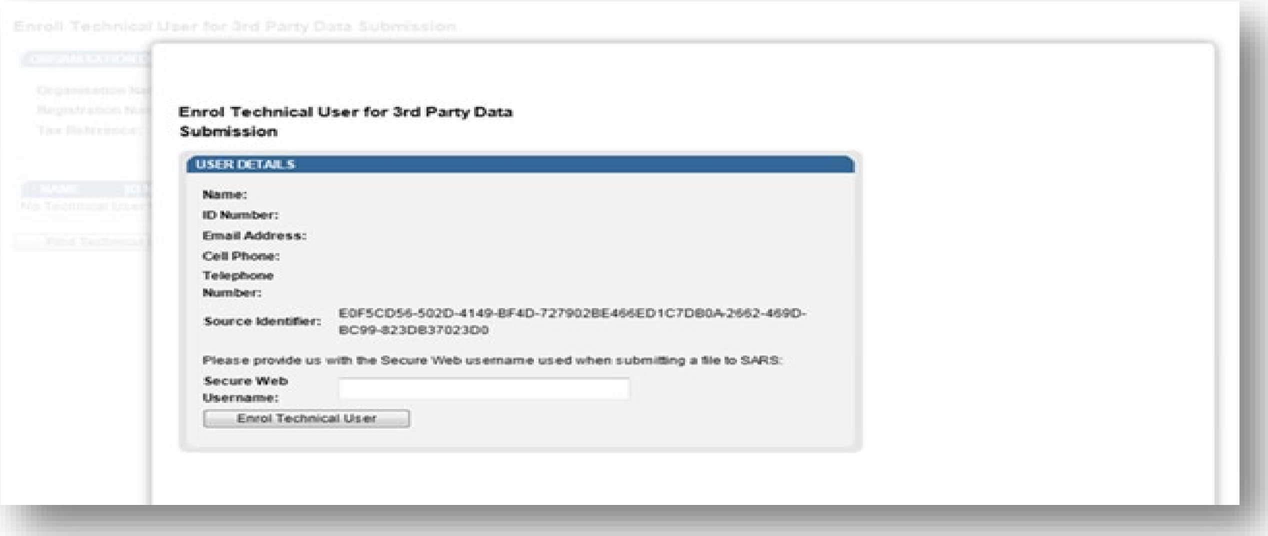
Surname:
Email Address
Login Name
First Name

The wild character (*) may be used.

Record found. Page 1 of << Previous Next >>

Surname	First Name	Login Name	Email Address

e) Select the user to be enrolled as a Technical User.



Enrol Technical User for 3rd Party Data Submission

USER DETAILS

Name:
ID Number:
Email Address:
Cell Phone:
Telephone Number:
Source Identifier: E0F5CD56-502D-4149-BF4D-727902BE466ED1C7DB0A-2662-469D-BC99-823DB37023D0

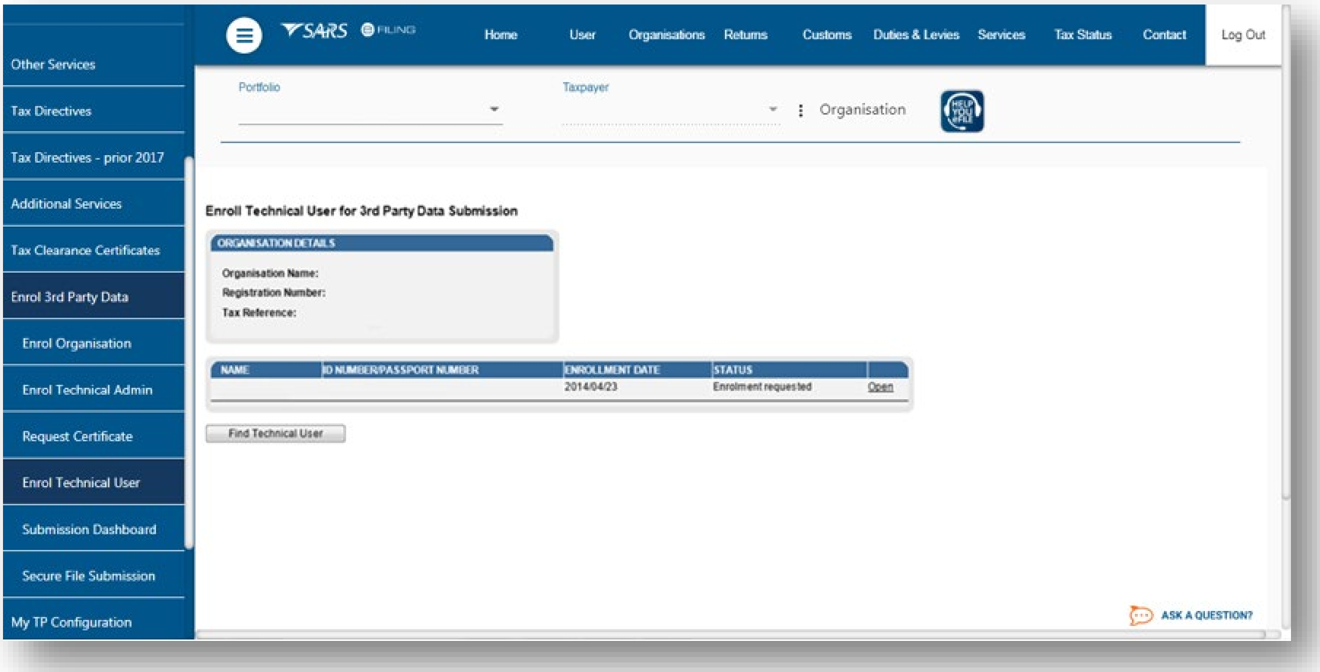
Please provide us with the Secure Web username used when submitting a file to SARS:

Secure Web Username:

f) To enrol the selected user,

i) Click on **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.



Enroll Technical User for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:

Registration Number:

Tax Reference:

NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
		2014/04/23	Enrolment requested	Open

Find Technical User

g) You will be redirected back to the grid page.

h) In the **STATUS** column, the status **Role Enrolment Requested** will be displayed while SARS is processing the enrolment.

i) The status **Role Enrolled** will be displayed once the enrolment of the user as a Technical User has been confirmed.

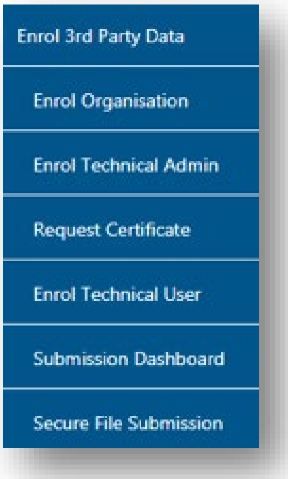
j) Once the Technical User has been enrolled, a SMS with the above information will be sent to the Technical User.

i) The password should be used to sign-in the **SARS Secure File Gateway** The Technical User password will be sent via SMS.

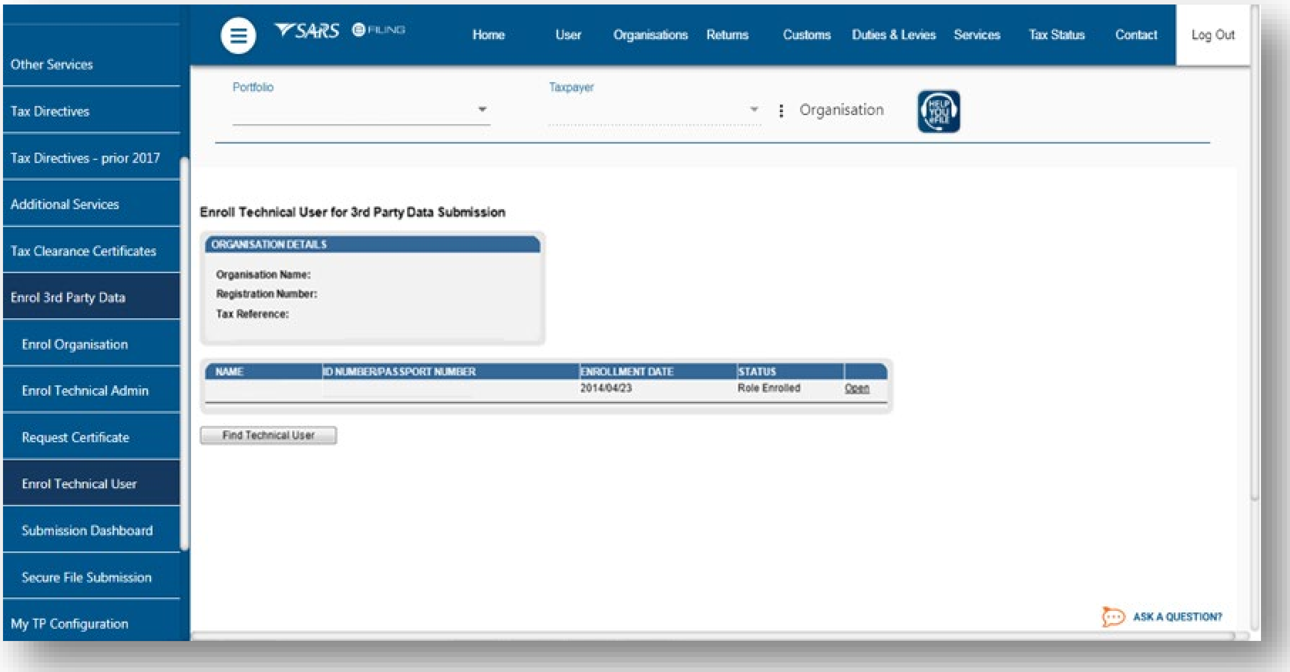
k) A Technical User can only be deleted once their status has been **Enrolled**.

8.2 Viewing details of a Technical User

I) To view a Technical User,
   i) Click on **Services** on the top menu, and
   ii) Click **Enrol 3rd Party Data** on side menu.



a) To view all the Technical Users, click **Enrol Technical User**



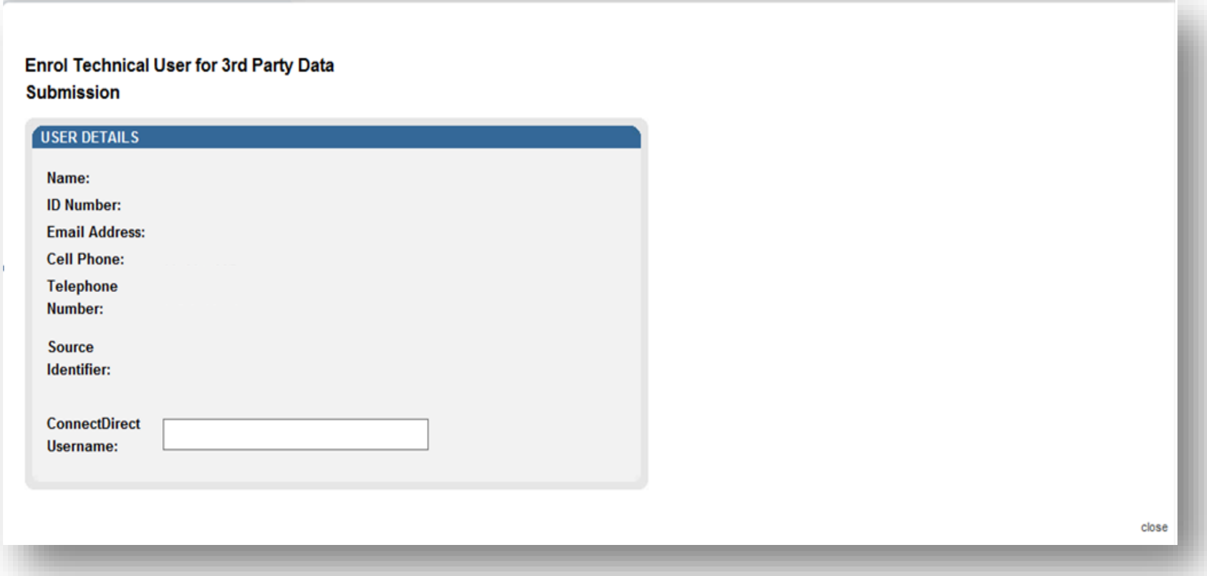
Enroll Technical User for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
		2014/04/23	Role Enrolled	Open

b) All the Technical Users will be displayed on the screen. To view the details of a Technical User,
   i) Click on **Open** next to the relevant user.



Enrol Technical User for 3rd Party Data Submission

USER DETAILS

Name:

ID Number:

Email Address:

Cell Phone:

Telephone Number:

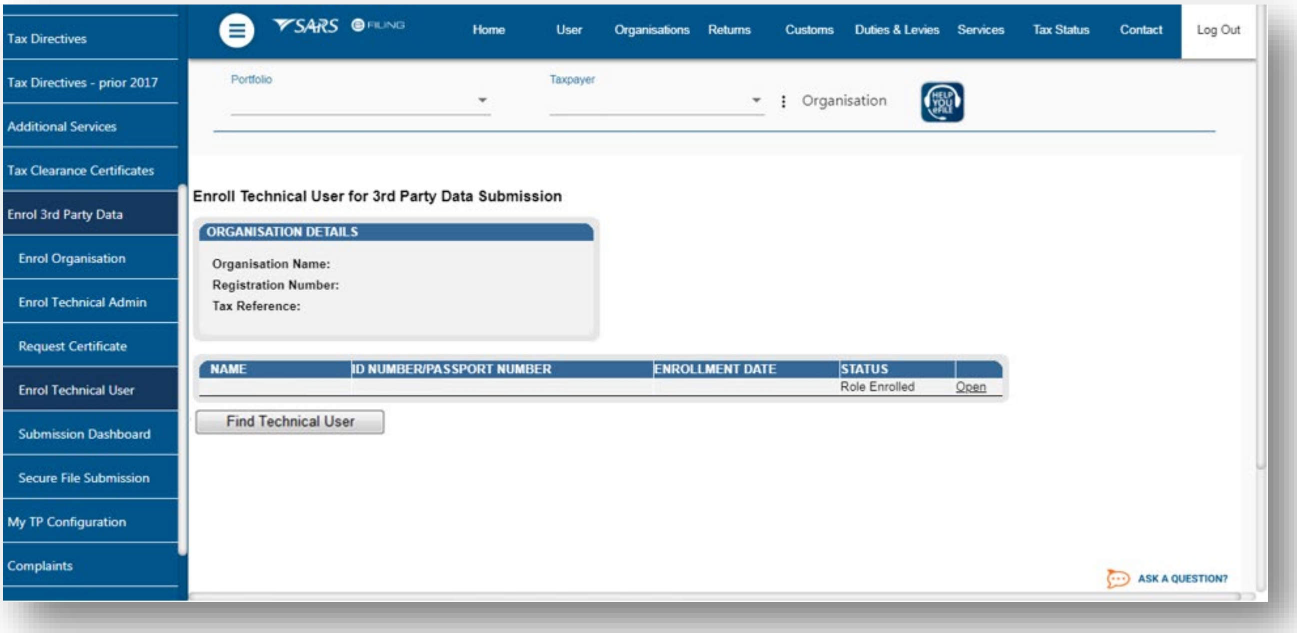
Source Identifier:

ConnectDirect Username:

c) Details of the Technical User will be displayed.

i) The **Source Identifier** field must be used in all files submitted by that Technical User on the Direct Data Flow Channel.

8.3 Deleting a Technical User



Enroll Technical User for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:

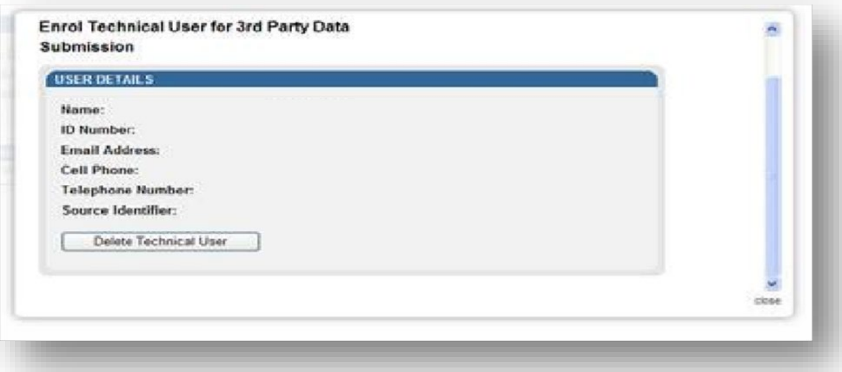
Registration Number:

Tax Reference:

NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
			Role Enrolled	Open

a) To delete a Technical User,

i) Click on **Open** next to the Technical User that is to be removed on the **Enrol Technical User for 3rd Party Data Submission** page.

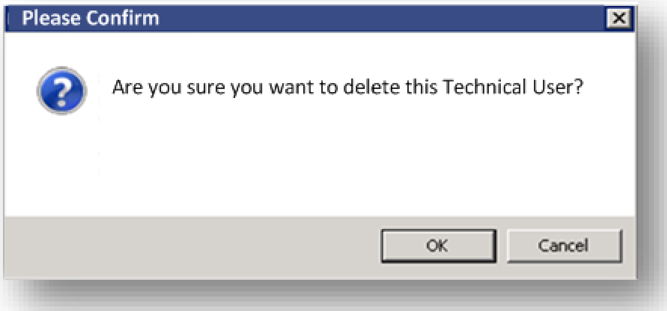


Enrol Technical User for 3rd Party Data Submission

USER DETAILS

Name:
ID Number:
Email Address:
Cell Phone:
Telephone Number:
Source Identifier:

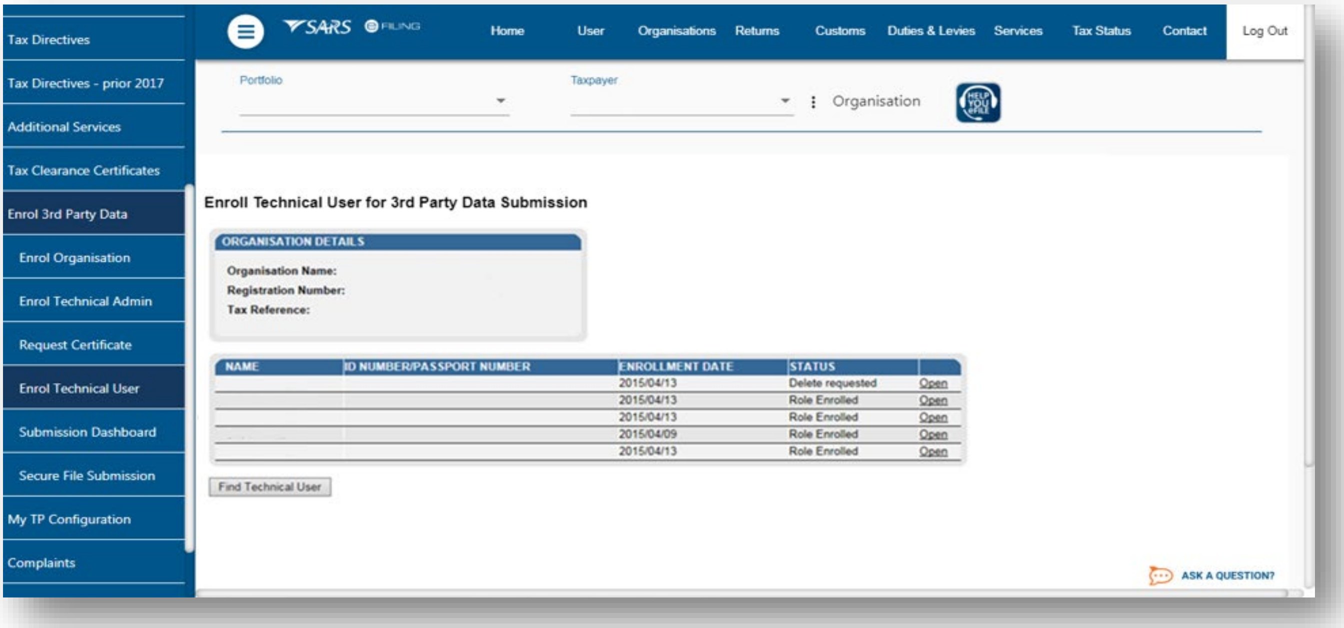
b) Click **Delete Technical User** to remove the Technical User.



Please Confirm

Are you sure you want to delete this Technical User?

c) 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** .



Enroll Technical User for 3rd Party Data Submission

ORGANISATION DETAILS

Organisation Name:
Registration Number:
Tax Reference:

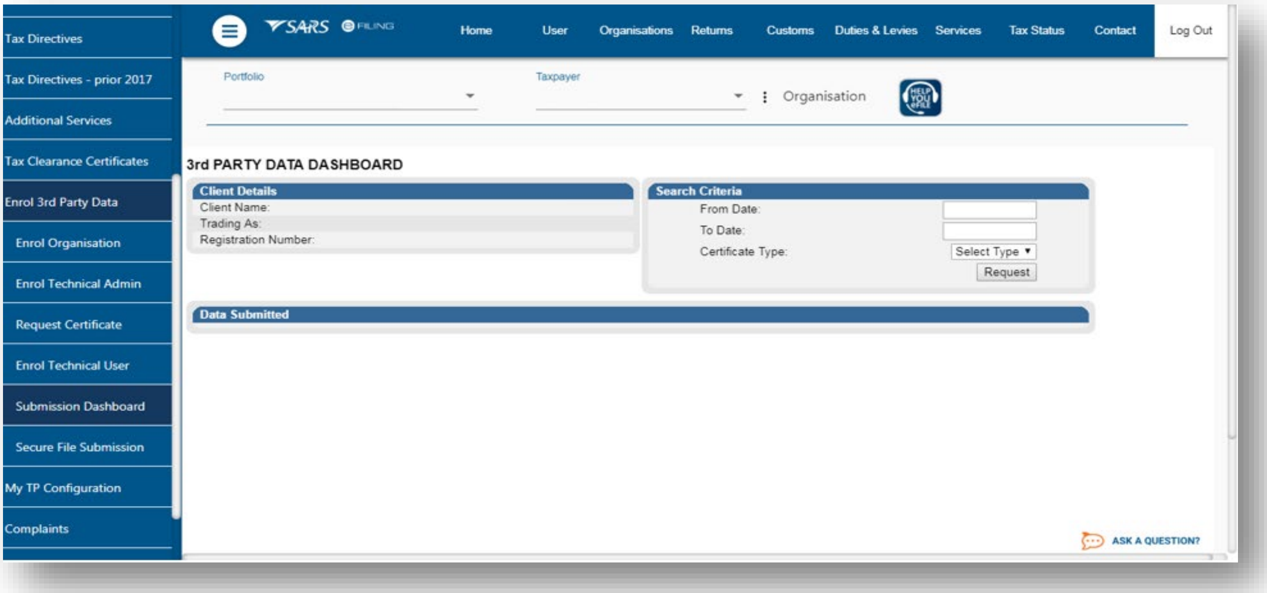
NAME	ID NUMBER/PASSPORT NUMBER	ENROLLMENT DATE	STATUS	
		2015/04/13	Delete requested	Open
		2015/04/13	Role Enrolled	Open
		2015/04/13	Role Enrolled	Open
		2015/04/09	Role Enrolled	Open
		2015/04/13	Role Enrolled	Open

d) 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.

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

9 SUBMISSION DASHBOARD

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



3rd PARTY DATA DASHBOARD

Client Details

Client Name:

Trading As:

Registration Number:

Search Criteria

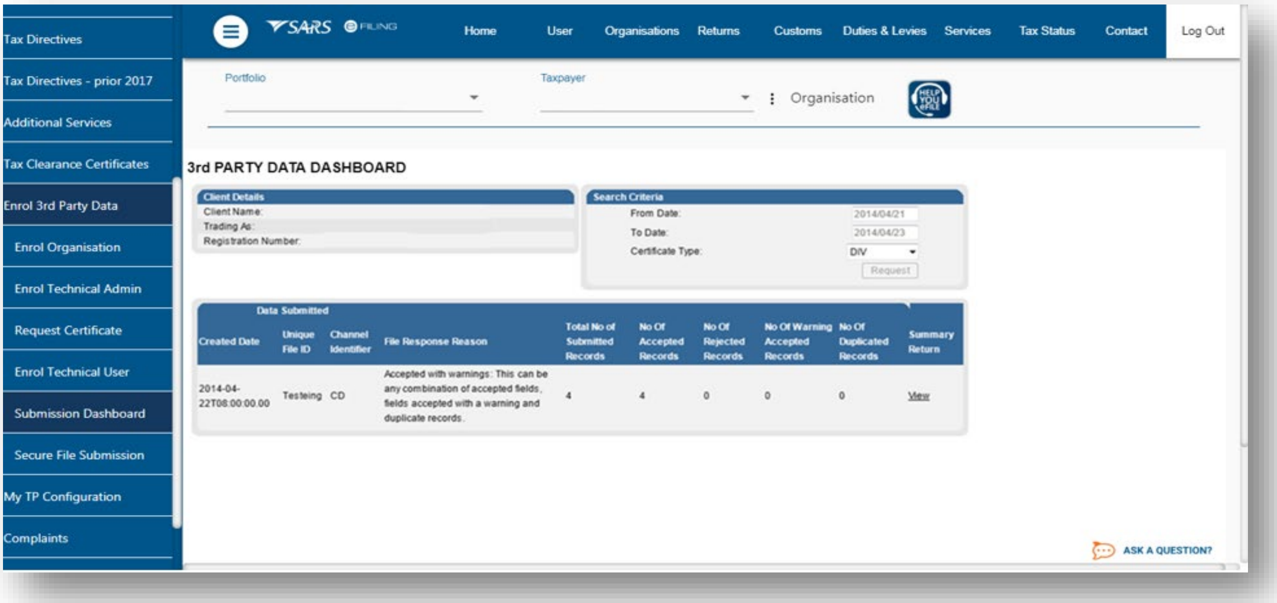
From Date:

To Date:

Certificate Type:

Data Submitted

b) 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.



3rd PARTY DATA DASHBOARD

Client Details

Client Name:

Trading As:

Registration Number:

Search Criteria

From Date: 2014/04/21

To Date: 2014/04/23

Certificate Type: DIV

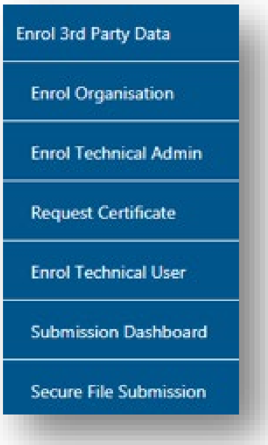
Data Submitted

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
2014-04-22T08:00:00.00	Testeing	CD	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate records.	4	4	0	0	0	View

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

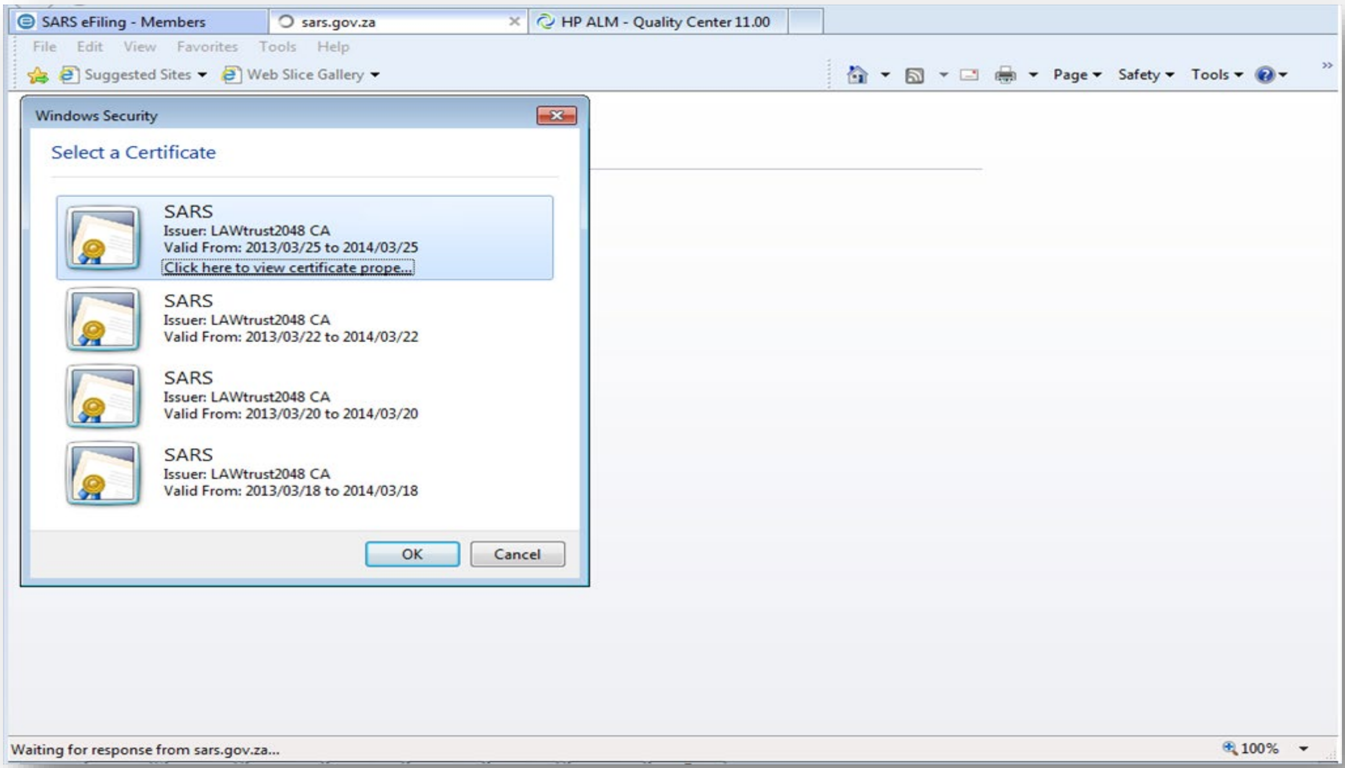
10 SUBMISSION OF DATA FILES TO SARS

a) To access the **Secure File Submission,** Click on **Services** on the top menu, and then click **Enrol 3rd Party Data** on side menu.



b) Select **Secure File Submission** from the side menu

c) 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.



Windows Security

Select a Certificate

SARS
Issuer: LAWtrust2048 CA
Valid From: 2013/03/25 to 2014/03/25
Click here to view certificate prope...

SARS
Issuer: LAWtrust2048 CA
Valid From: 2013/03/22 to 2014/03/22

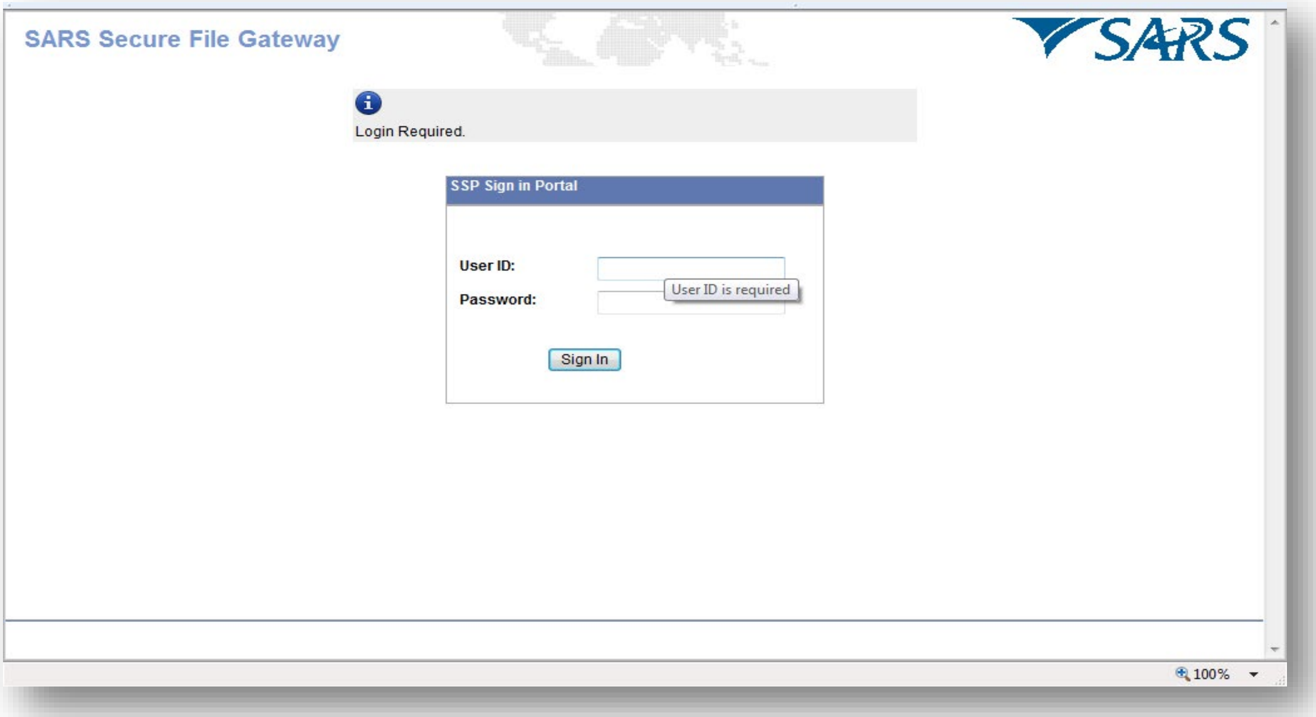
SARS
Issuer: LAWtrust2048 CA
Valid From: 2013/03/20 to 2014/03/20

SARS
Issuer: LAWtrust2048 CA
Valid From: 2013/03/18 to 2014/03/18

Waiting for response from sars.gov.za...

d) A list of certificates ready for submission will display. Select the certificate you want to submit to SARS.

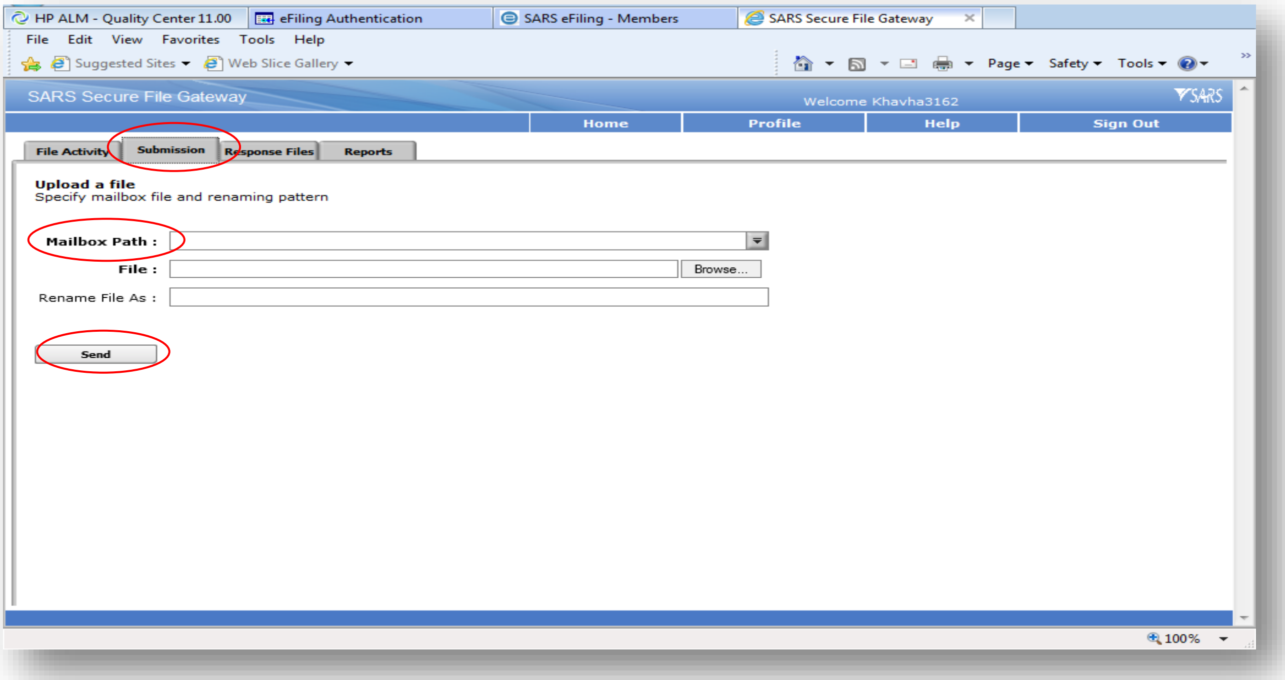
e) You will be routed to the Secure File Gateway site.

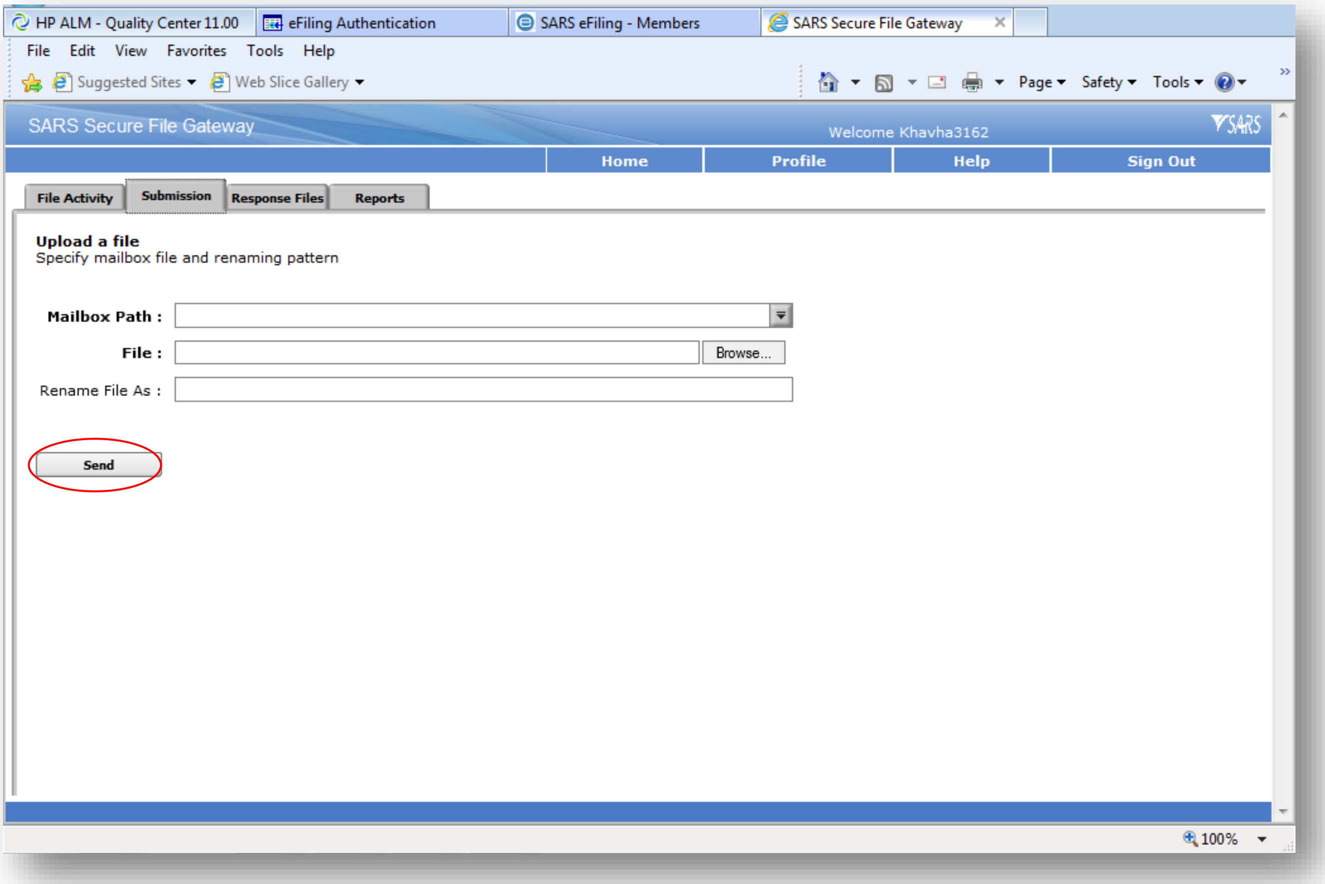


f) Use the user ID and password as provided to a Technical User as per sms received from SARS.

g) Click on the **Submission** tab.

h) From the Mailbox Path' drop-down box you should always select "**/**" only, then select **Browse** to attach file to be submitted to SARS.





Upload a file
Specify mailbox file and renaming pattern

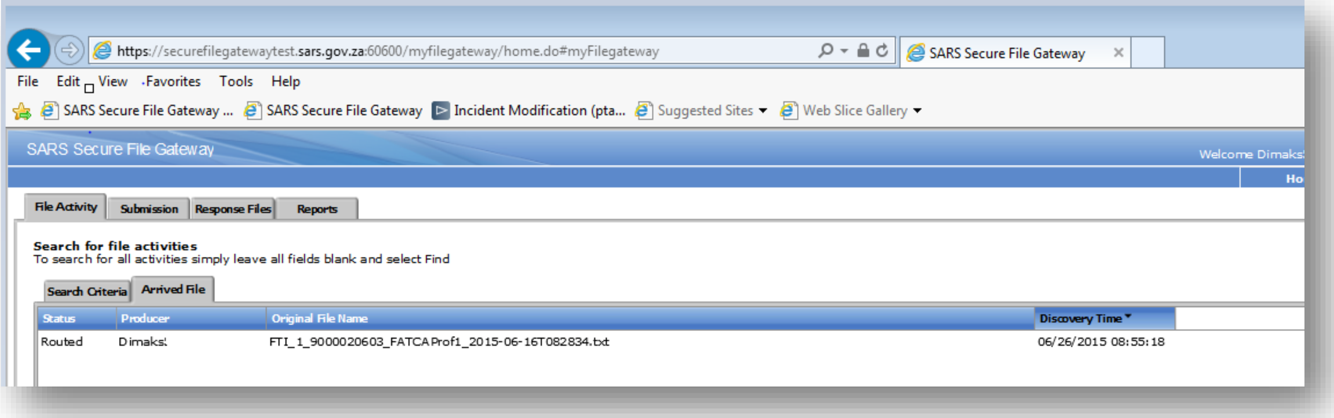
Mailbox Path :

File : Browse...

Rename File As :

Send

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

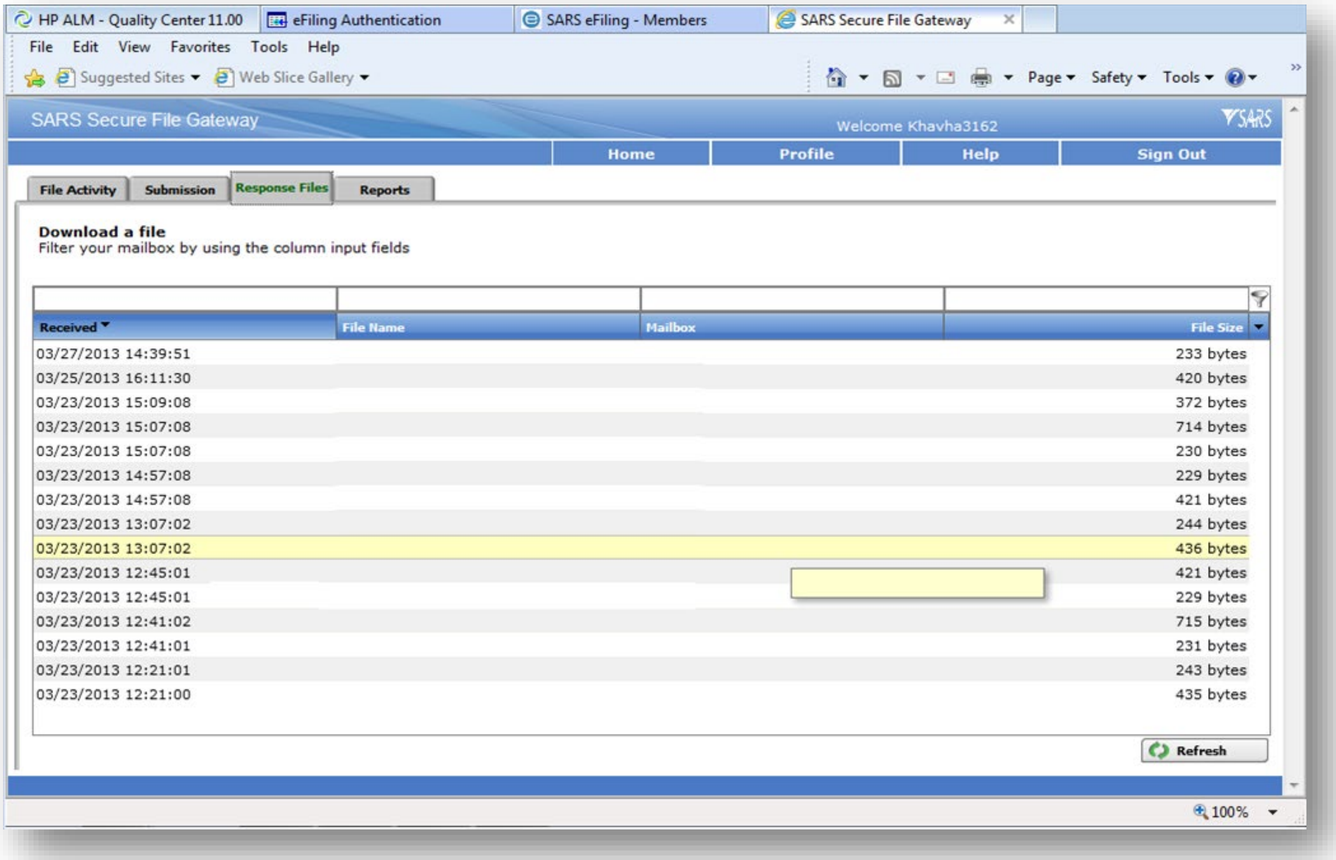


Search for file activities
To search for all activities simply leave all fields blank and select Find

Status	Producer	Original File Name	Discovery Time
Routed	Dimaks!	FTI_1_9000020603_FATCAProf1_2015-06-16T082834.txt	06/26/2015 08:55:18

j) The status should be show as “Routed”.
   i) This indicates that the file was send to SARS successfully.

k) Click on the **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.



Download a file
Filter your mailbox by using the column input fields

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
03/23/2013 14:57:08			229 bytes
03/23/2013 14:57:08			421 bytes
03/23/2013 13:07:02			244 bytes
03/23/2013 13:07:02			436 bytes
03/23/2013 12:45:01			421 bytes
03/23/2013 12:45:01			229 bytes
03/23/2013 12:41:02			715 bytes
03/23/2013 12:41:01			231 bytes
03/23/2013 12:21:01			243 bytes
03/23/2013 12:21:00			435 bytes

l) 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.

11 DEFINITIONS AND ACRONYMS

Link for centralised definitions, acronyms, and abbreviations: Glossary A-M | South African Revenue Service (sars.gov.za)

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

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