

# USER GUIDE FOR GENERATING A PURCHASE CODE

This guide serves to inform you that **no registered taxpayer who will purchase purposely for selling without a purchase code** provided by RRA systems. This is the security feature added in the EBM to prevent misuse of Buyer TIN.

## 1. FOR BUYER:

These are some steps to be followed by the buyer for purchase code generation:

**Step0:** The buyer dials \*800# in the calling menu of your telephone and press yes.

The below screen appears:

```
Welcome to M-Declaration

Select Language
1.English
2.Kinyarwanda

Press 0 to exit.
```

**Step1:** select 1 for English or 2 for Kinyarwanda and press SEND, the image below will be displayed:

```
Welcome to M-Declaration

1.Motor Cycles/Vehicles
2.Other Business Activities
3.Local Government Taxes
4.EBM Lottery
5.Request code for
n Next
```

**STEP02:** Select 5 and press SEND to request code for purchase, the image below will be displayed:

```
PURCHASE CODE REQUEST
Enter BUYER TIN (Ex:123456789):
Press * to Main Menu
Press 00 to exit.
```

**STEP03:** Put your TIN in the space provided and press SEND, The image below will be displayed

```
PURCHASE CODE REQUEST
Enter SELLER TIN (Ex:123456789):
Press * to Main Menu
Press 00 to exit.
```

**Step04:** Put seller/supplier TIN and press SEND, the image below will be displayed:

```
PURCHASE CODE REQUEST
Entered info,BuyerTIN:999948074
SellerTIN:999999017
Confirm your details by replying 1.
Press * to Main Menu
Press
n Next
```

**Step05:** type 1 to confirm that the information you provided is true and you need the purchase code, the image below will be displayed to show your purchase code provided by RRA system:

```
PURCHASE CODE REQUEST
OTP Purchase code is: 550994
Press * to Main Menu
Press 00 to exit.
```



Now you have got the purchase code, you are required to give it to the seller/supplier for him/her to be able to make your invoice:



## 2. FOR SELLER

After the supplier has got the purchase code from the buyer, he/she can proceed with invoice through sales management. Refer to the image below of invoice making:

**Note: Here in the image below purchase code field appears under Remark .**

Item Code	Unit Price	Sales Qty	Sales Price	Item Name	VAT	D/C Amount	Total Price
RW2BGXNOX0000001	25,000	1	25,000				
KAWUNGA MUGULUSI 25KG	0	0	25,000				

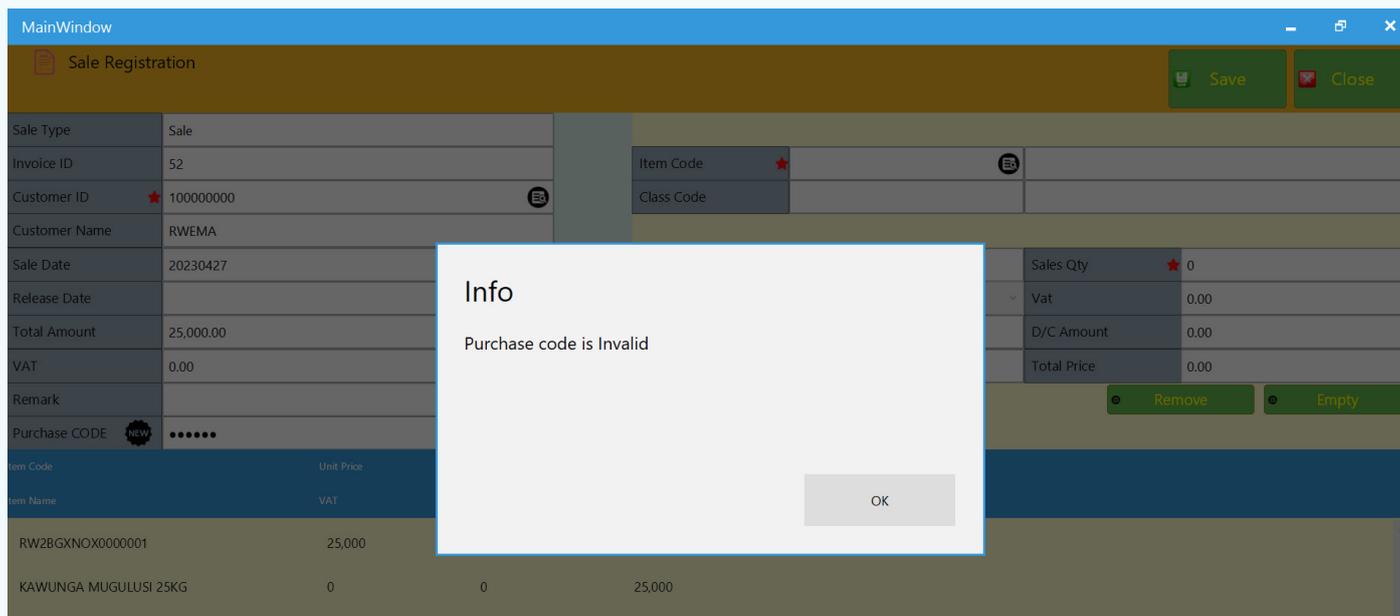
If the seller/supplier tries to save the invoice without putting the purchase code, the alert message below will warn him/her.

Info

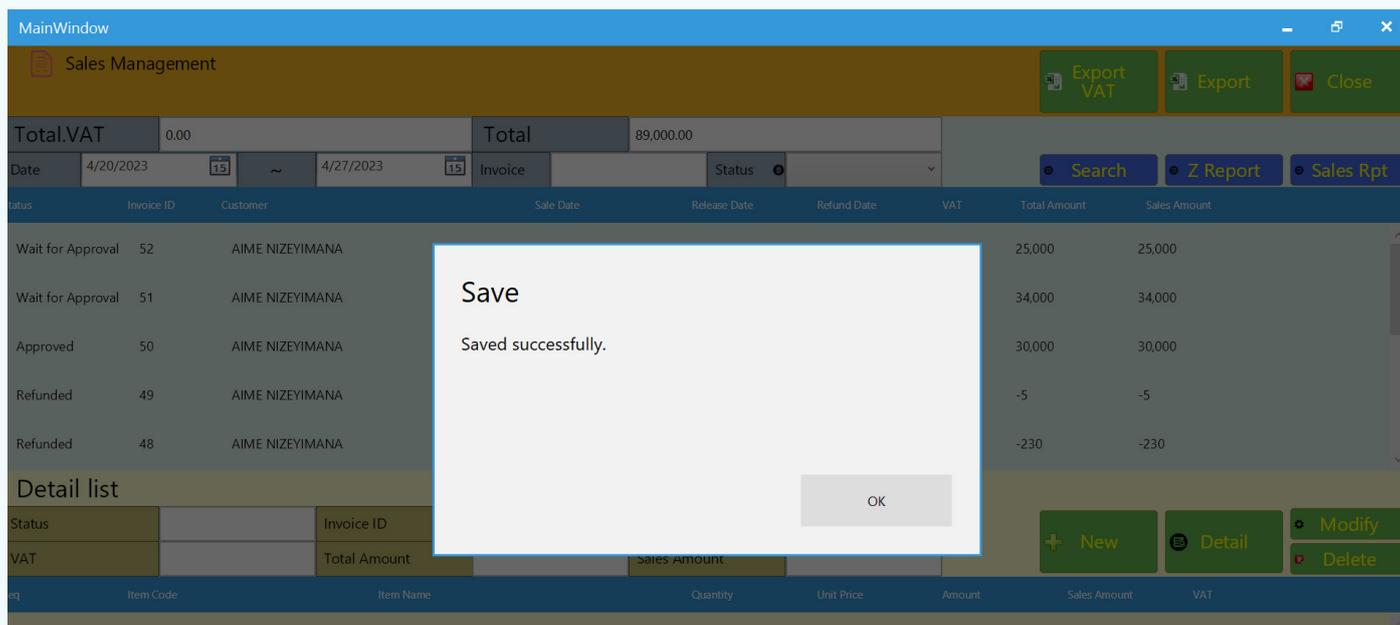
Please Enter Purchase Code It is Mandatory .

OK

If he/she puts wrong purchase code, he/she will not be able to save the invoice. The alert message below will warn him/her.



If he/she puts the correct purchase code and try to save the invoice, the system (EBM) will save the invoice successfully like here below:



Now the supplier is done with invoice registration, he /she can proceed with invoice approval and printing. Invoice approval and printing will be done as usual.

Below is important information to know:

- Purchase code is **used once on single** supplier and single transaction/invoice.
- Purchase code is **valid** unless it is used.
- Purchase code is needed for a taxpayer who **buys for business/resale purpose**. Therefore, the last consumer will be not in need of purchase code.

**FOR REGISTERING THE INDIVIDUAL CUSTOMER WHO HAS NO TIN.**

- For type, choose individual.
- use phone number in the field of TIN starting with 7.
- If the customer does not have any phone number, use any nine digits of your choice starting with zero 0.
- Otherwise this individual customer will be unable to be registered.



**MUGUZI**

**SABA FAGITIRE IGIHE CYOSE  
UGUZE MAZE WIREBERE  
ITERAMBERE DUKOMEZA  
KUGERAHO**

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**KORA URUHARE RWAVE NA EBM**

**HERE FOR YOU TO SERVE**

**THANK YOU**