


- **Step 4:** Please upload the required documents below:
 - A copy of Identity card (ID) of the owner of the business or one of the Company's shareholders;
 - The Full Registration Information for Domestic Company provided by Rwanda Development Board (RDB) or TIN certificate in case of individual enterprise;
 - EBM commitment form downloaded from <https://ebm2.rra.gov.rw/api/ConfirmForm>, well filled, stamped and signed by owner of the business or the shareholder of the Company;
- **Step 5:** Click on **Send** button to submit the form;
- **Step 6:** An RRA staff shall evaluate and approve the application. He/she will come back to you in due course. In case you do not hear from him/her, please contact us through this email: ebm2.installation@rra.gov.rw for support.

3.4. How to install the EBM Software on your computing device

- **Step 1:** Please login on <https://myrra.rra.gov.rw> using the user ID and password created;
- **Step 2:** Click on  image, then go to device management. On new tab opened, click on **Registration**. The new window will be opened also. Fill in serial number, Model Name and choose **EBM2.1 Client[Windows]** in case of windows Operating System, **EBM2.1 Client [Tablets]** in case of Tablets or **EBM2.1 Client[PDA]** in case of PDA from **EBM Client Software** then, click on **Registration** again;
- **Step 3:** Click on **download**. The application of EBM will be downloaded and found in Downloads of your computing device;
- **Step 4:** Go to downloaded app, click on **Install**, wait for processing and click on **open**, the new screen will appear;
- **Step 5:** On screen appeared, please fill-in your TIN, Branch Name (type 00) and Serial number of your computing device then click on **Initialize**, the application will be installed (In case of Tablets and PDA). For **Windows Operating System**, fill-in your TIN, Branch Name (type 00) and Serial

number of your computing device then click on **Confirm**. The application will direct you to a new window that requests you to refill the TIN, Branch Name (type 00) and Serial number of your computing device then click on **Initialize**, the EBM application will be installed.

3.5. How to issue an EBM invoice using EBM 2.1 software?

- ✓ You would attend physical or online training organised by RRA by requesting it through this email: ebm2.installation@rra.gov.rw ;
- ✓ You may follow video-tutorials on RRA YouTube channel: "Rwanda Revenue Authority", search with the keyword "Duhugurane" for guidance.

4. Are you interested in adopting the Online Sales Data Controller (OSDC)?

4.1. You must:

- Have a private invoicing system that needs to be integrated with EBM system;
- Have a system that works only if connected on internet.

4.2. How to Certify Private Invoicing system to use Online SDC?

- Please visit RRA Website at www.rra.gov.rw and go through **OSDC API technical specifications** for the integration of your Invoicing system with EBM;
- You should apply for the certification through cis_sdc_certification@rra.gov.rw with the following required administrative documents attached:
 - A copy of Identity card (ID) of the owner of the business or one of the Company's shareholders;
 - The Full Registration Information for Domestic Company provided by Rwanda Development Board (RDB) or TIN certificate in case of individual enterprise;
 - EBM commitment form downloaded from <https://ebm2.rra.gov.rw/api/confirmForm>, well filled, stamped and signed by owner of the business or the shareholder of the Company;
 - Software Documentation;

- Software Support SLA (Service level agreement) Template (for suppliers with User);
- Software Support SLA Template (for suppliers with RRA);
- Test Cases Document;
- You will undergo a certification process under the guidance of RRA officers
 - Administrative review (RRA will review submitted document);
 - Technical review: RRA certification team will review if all required technical specification are met together with private Invoicing system owner;
 - After successfully integrating with Online SDC, RRA will issue a certificate confirms your certification;
- Start using your Certified Invoicing system to issue receipts.

5. Users' Obligations

- ✓ EBM users should report immediately to RRA in case of any malfunctions, damage or theft of the handset on ebm2.installation@rra.gov.rw for proper handling;
- ✓ EBM users should report to RRA in case of cessation of activities or close of a branch.
- ✓ EBM users should download **anydesk** application from the link www.anydesk.com and install it on their computing devices to facilitate RRA remote support.

For more clarifications, please feel free to contact on RRA toll free **3004**.



EASY ADOPTION OF EBM USAGE



EASY ADOPTION OF EBM USAGE

Rwanda Revenue Authority (RRA) has introduced various options for the compliance of issuance of certified sales invoices. The solutions include the EBM Mobile Application, Online EBM, EBM2.1 Software and Online Sales Data Controller (OSDC). Taxpayers may choose the options that fit best their business operations and sizes. Below are descriptions of each solution, its requirements and the procedure of its adoption.

1. Are you interested in adopting EBM Mobile Application?

1.1. You must:

- Possess a smart phone with android version 8.0 and above with internal storage capacity from 8 GB and above;
- Be registered as micro or small taxpayer such that your annual turnover should have not exceeded twenty million Rwandan francs (20,000,000 Frw) by the time of application;
- Not be registered for VAT.

1.2. How to apply for EBM Mobile Application?


- **Step 1:** Please visit: <https://myrra.rra.gov.rw> and click on **SignUp** button to fill a registration form, create member ID (user ID, preferably TIN), Password and click on **Sign up** button;
- **Step 2:** Please use the created member ID and password to login, then click on service request and click on EBM2.1;
- **Step 3:** Please provide bank information and select EBM Client from EBM type (*EBM Mobile Application is part of EBM Client*);
- **Step 4:** Please upload below required documents:
 - A copy of Identity card (ID) of the owner of the business or one of the Company's shareholders;
 - The Full Registration Information for Domestic Company provided by Rwanda Development Board (RDB) or TIN certificate in case of individual enterprise;
 - EBM commitment form downloaded from <https://ebm2.rra.gov.rw/api/ConfirmForm>,

well filled, stamped and signed by owner of the business or the shareholder of the Company;

- **Step 5:** Click on **Send** button to submit the form;
- **Step 6:** An RRA staff shall evaluate and approve the application. He/she will come back to you in due course. In case you do not hear from him/her, please contact us through this email: ebm2.installation@rra.gov.rw for support.

N.B: For more information, please use the document on <https://ebm2.rra.gov.rw/api/guidelines> to guide you on how apply on Mobile Application.

1.3. How to remotely install the EBM Application on your Mobile Phone?

- **Step 1:** Please login on <https://myrra.rra.gov.rw> using the user ID and password created;
- **Step 2:** Click on  image, then go to device management. On new tab opened, click on **Registration**. The new window will be opened also. Fill in **serial number, Model Name** and choose **EBM2.1 Mobile Application [Android]** from EBM Client Software then, click on **Registration** again;
- **Step 3:** Click on **download**. The application of EBM with an extension **.apk** will be downloaded and you find it in smartphone Downloads or in Internal storage of the phone;
- **Step 4:** Go to downloaded app, click on **Install**, wait for processing and click on **open**, the new screen will appear;
- **Step 5:** On screen appeared, please fill-in your **TIN, Branch Name (type 00)** and **Serial number** of your smartphone then click on **Initialize**, the application will be installed.

1.4. How to issue the EBM Invoice using the Mobile Application?

- ✓ You would attend physical or online training organised by RRA by requesting it through this email: ebm2.installation@rra.gov.rw ;
- ✓ You may follow video-tutorials on RRA YouTube channel: "Rwanda Revenue Authority", search with the keyword "Duhugurane" for guidance.

2. Are you interested in adopting Online EBM?

2.1 You must be:

- Selling only services;
- Registered as micro or small taxpayer such that your annual turnover should have not exceeded twenty million Rwandan francs (Frw 20,000,000) by the time of application;

2.2 How to apply for the Online EBM

- **Step 1:** You should visit: <https://myrra.rra.gov.rw> and click on **SignUp** button to fill a registration form, create member ID (user ID, preferably TIN), Password and click on **Signup** button;
- **Step 2:** Please use the created member ID and password to login, then click on service request and click on EBM2.1;
- **Step 3:** Please provide bank information and select **Online** from EBM type;
- **Step 4:** Please upload the required documents below:
 - A copy of Identity card (ID) of the owner of the business or one of the Company's shareholders;
 - The Full Registration Information for Domestic Company provided by Rwanda Development Board (RDB) or TIN certificate in case of individual enterprise;
 - EBM commitment form downloaded from <https://ebm2.rra.gov.rw/api/ConfirmForm>, well filled, stamped and signed by owner of the business or the shareholder of the Company;
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- **Step 6:** An RRA staff shall evaluate and approve the application. He/she will come back to you in due course. In case you do not hear from him/her, please contact us through this email: ebm2.installation@rra.gov.rw for support.

2.3 How to access your Online EBM?

- **Step 1:** Open any browser such as Mozilla Firefox, Google Chrome, Internet explorer, etc., to access you Online EBM account;

- **Step 2:** Type <https://myrra.rra.gov.rw> in the opened browser and login using your user ID and Password Created;
- **Step 3:** Your Online EBM Account is open and ready for use.

2.4 How to use online EBM

- ✓ You would attend physical or online training organised by RRA by requesting it through this email: ebm2.installation@rra.gov.rw ;
- ✓ You may follow video-tutorials on RRA YouTube channel: "Rwanda Revenue Authority", search with the keyword "Duhugurane" for guidance.

N.B: Please do not expose your credentials to anybody and never leave your online EBM account without logging out.

3. Adoption for EBM 2.1 Software

3.1. You are:

- Large or Medium Taxpayer;
- Small or micro taxpayer;
- VAT or non-VAT registered.

3.2. You must

- ✓ Possess a computing device (Desktop, Laptop, Tablet, PDA or POS) with windows version 10.0.17 and above or android version 8.0 and above;

N.B: Computing devices with Mac Operating System are not compatible with the current EBM Software

3.3. How to apply for EBM 2.1 Software?

- **Step 1:** You should visit: <https://myrra.rra.gov.rw> and click on **SignUp** button to fill a registration form, create member ID (user ID, preferably TIN), Password and click on **Signup** button;
- **Step 2:** Please use the created member ID and password to login, then click on service request and click on EBM2.1;
- **Step 3:** Please provide bank information and select EBM Client from EBM type;