

## Supporting Document - CIS Verification Request TEST data Efiling

**Please Note :** The term "TEST" Efiling, implies that the submission is done on HMRC "TEST" site. The HMRC "TEST" site mirrors the "LIVE" site, and is a service provided by HMRC to help Software Developers in Testing submissions.

Following are the steps to be followed to conduct **CIS Verification Request TEST data Efiling :**

**Step 1 :** Download the Contractor, and Subcontractor XLS for Verification Request , from the EfileReady Developer Test site.

**Step 2 :** Save the Contractor XLS as .CSV file . Save the Subcontractor XLS as .CSV file.

**Step 3 :** Create an account in EfileReady Developer Test site, if you do not have one.

**Step 4:** Signin into your account in EfileReady Developer Test site.

**Step 5 :** From the menu options, Employer/Setup->HMRC Efile setup , please set the Efile setup to the **first option**, "I would like to use your Agent credentials for my Efiling". This option will default the credentials to Efilerready TEST credentials, for the submission.

**Step 6 :** Further go to Upload CSV Data-> Upload CIS CSV data -> Upload CIS Verification Request CSV data from the menu options.

**Step 7 :** Enter any reference name in the "User Ref" field. Browse "select" the Contractor .CSV file. Browse "select" the Subcontractor .CSV file. Click on "Upload" button.

**Step 8 :** After the file is uploaded successfully, and has passed validation, the page will display the appropriate message with the inhouse batch reference. If the data validation has failed, the relevant "Error messages" will be displayed.

**Step 9 :** Go to the Upload CSV Data->CIS CSV File Uploading Status->CIS Verification Request Uploading Status option. Select the "batch" to Efile.

**Step 10 :** Enter your name, and Re-enter your "Signin" password, in the Declaration page. Click on "Confirm", to proceed. Click on the "Red-button" to trigger the Efiling on the HMRC "TEST" site.

**Step 11 :** Check the status of Efiling through the option Efiling Status->CIS Efiled Status->CIS Verification Request Efiled Status. The process may take a couple of seconds. Check the IRMark, and Tax Treatment Status Details after the "Efiled STATUS" is displayed as "COMPLETED".

**Note :** The Verification Reply/Response from HMRC TEST site will be relevant and corresponding to the Verification Request data, only if the downloaded TEST data are used "as it is", without any changes. If any other test data is supplied in the Verification Request, i.e if Subcontractor CSV test data are modified, the HMRC TEST site will respond with a "GENERIC" response, which may not be corresponding to the input Verification Request Subcontractor data.