MTD for VAT using

eFileReady

User Guidelines

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1. Create Live eFileReady account

To start using our MTD VAT e-filing service, you will need to sign up with us. The sections below will help you to understand the steps involved in creating a LIVE account and e-filing the MTD VAT returns to HMRC from eFileReady.

1.1 Where and how to sign up for a LIVE account

To create a live account in eFileReady, go to http://efileready.com, and click on 'SIGN UP' button in the eFileReady home page.
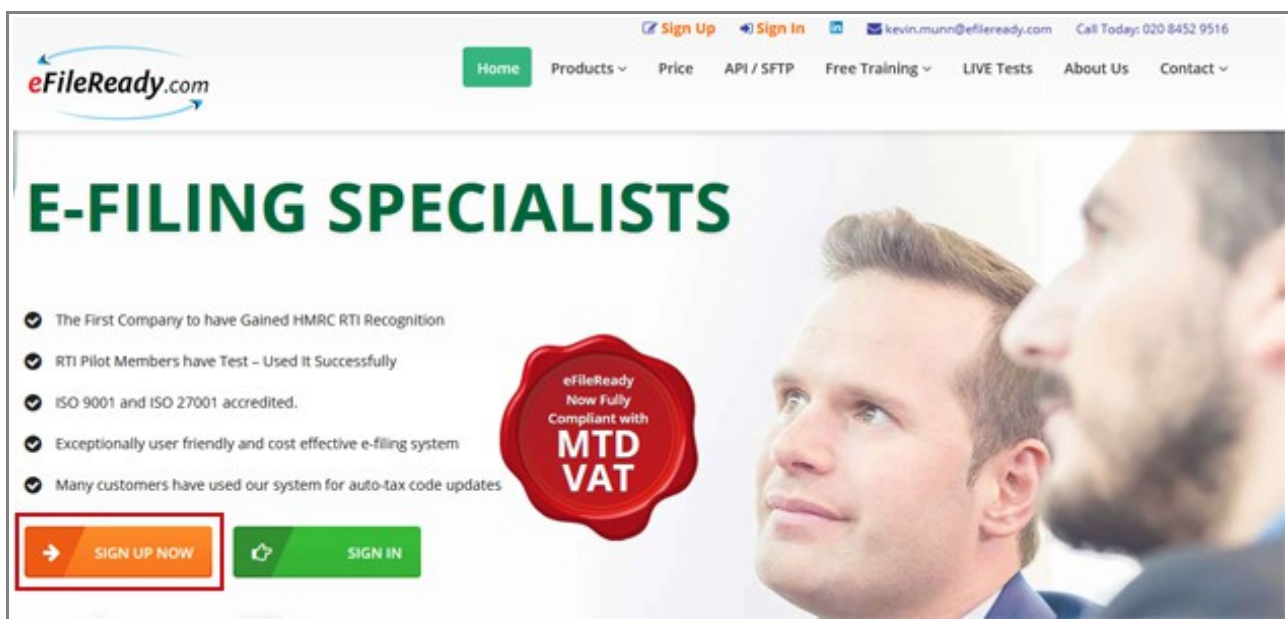

Figure 1.1 eFileReady sign up

Click Sign Up and follow the screens to sign up for a live account.

You will receive an e-mail containing an activation link. Click the link within the e-mail and set up the sign in details for your account.

Road Map:

Click on activation link → Set up your Sign In security details (password, pattern word etc.) → Final Confirmation

After your live account has been created, sign in to the LIVE account from the link http://efileready.com. Enter your sign in credentials (User ID, e-mail, password and pattern word) to sign in to your account. Each time you sign in you will be asked to enter these credentials.

Figure 1.2 Sign in

2. MTD VAT authorisation setup

Authorisation for MTD VAT return is a mandatory setup you will need to do to enable MTD VAT return e-filing to HMRC via eFileReady. After successful sign up process, login to eFileReady and go to Employer / Contractor menu in the tasking zone and select 'MTD VAT Authorisation Setup'.

Please follow the below road map for MTD VAT authorisation setup.

Road Map:

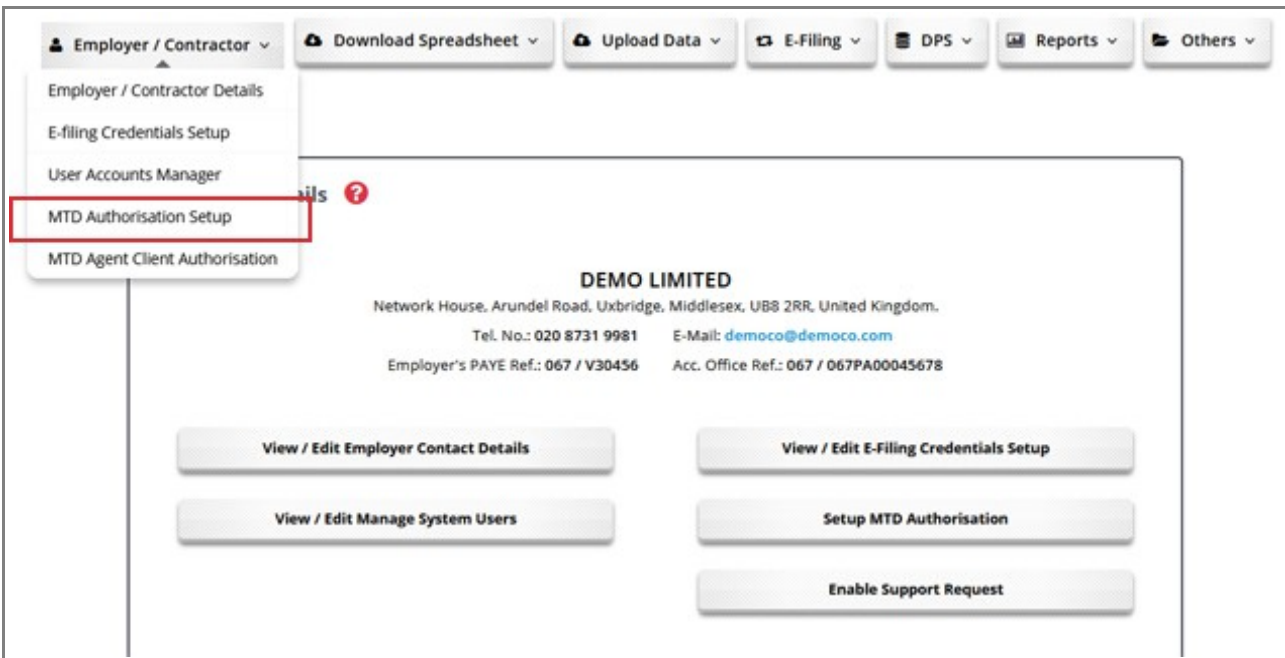*Employer / Contractor → MTD VAT Authorisation Setup → Proceed to HMRC for MTD VAT Authorisation*

Figure 2.1 MTD VAT authorisation setup

MTD VAT Authorisation Setup

For HMRC MTD services, you , as an Employer or Agent must authorise us to communicate with HMRC on your behalf. By clicking on the button below , you will be redirected to HMRC website to complete the MTD VAT Authorisation.

You will require your new Government Gateway credentials, and your mobile or landline phone to complete the 2-Step Verification(2SV) process on the HMRC website. After successfully finishing the steps on HMRC website, you will be taken back to eFileReady to continue with your E-filing related tasks

Click on the button below to proceed with MTD VAT Authorisation.

[**Proceed to HMRC for MTD VAT Authorisation**]

Figure 2.2 Proceed to MTD VAT setup

2.1 Grant Authority

Subsequently you will be redirected to HMRC's website to complete the MTD VAT Authorisation. Complete the Authorisation process with your MTD User ID and Password. After successfully finishing the steps on HMRC's website, you will be then taken back to eFileReady to continue with e-filing related tasks.

Figure 2.1.1 Authority to interact with HMRC

Figure 2.1.2 user sign in

Figure 2.1.3 Grant authority

3. Methods of transferring files to eFileReady

Once the authorisation process is completed, you will need to upload the MTD VAT file to eFileReady. Our system allows you to easily transfer VAT data extracted from any ERP/Accounting/VAT system. It acts as a digital link between your current system and HMRC's MTD VAT system. We provide you the following options to upload the MTD VAT data.

- Manual upload method (Refer section **4. Manually upload and e-file MTD VAT data**)
- SFTP method (Refer section **5. Upload and e-file MTD VAT data via SFTP**)

You can choose any of the above methods to transfer your MTD VAT data to eFileReady. Our inbuilt intelligent system will then convert the uploaded VAT data into the required MTD VAT data format. Further our system will e-file the data to HMRC through the MTD VAT API.

4. Manually upload and e-file MTD VAT data

In this method, you can manually upload the populated data file into eFileReady. Our system will accept the VAT data in either CSV or XML file formats. You can also extract the VAT data from the accounting package or specialist VAT software calculator directly. The system will support batch upload i.e. VAT data of multiple clients in the same file.

Following are the steps involved in uploading and e-filing your MTD VAT return CSV file.

Step 1: Download spreadsheet from eFileReady

You can download the CSV spreadsheet template from our system to populate the MTD VAT data. Follow the below road map to download MTD VAT template.

Road Map:

Download Spreadsheet → MTD VAT Template Download → Download MTD VAT Return Spreadsheet

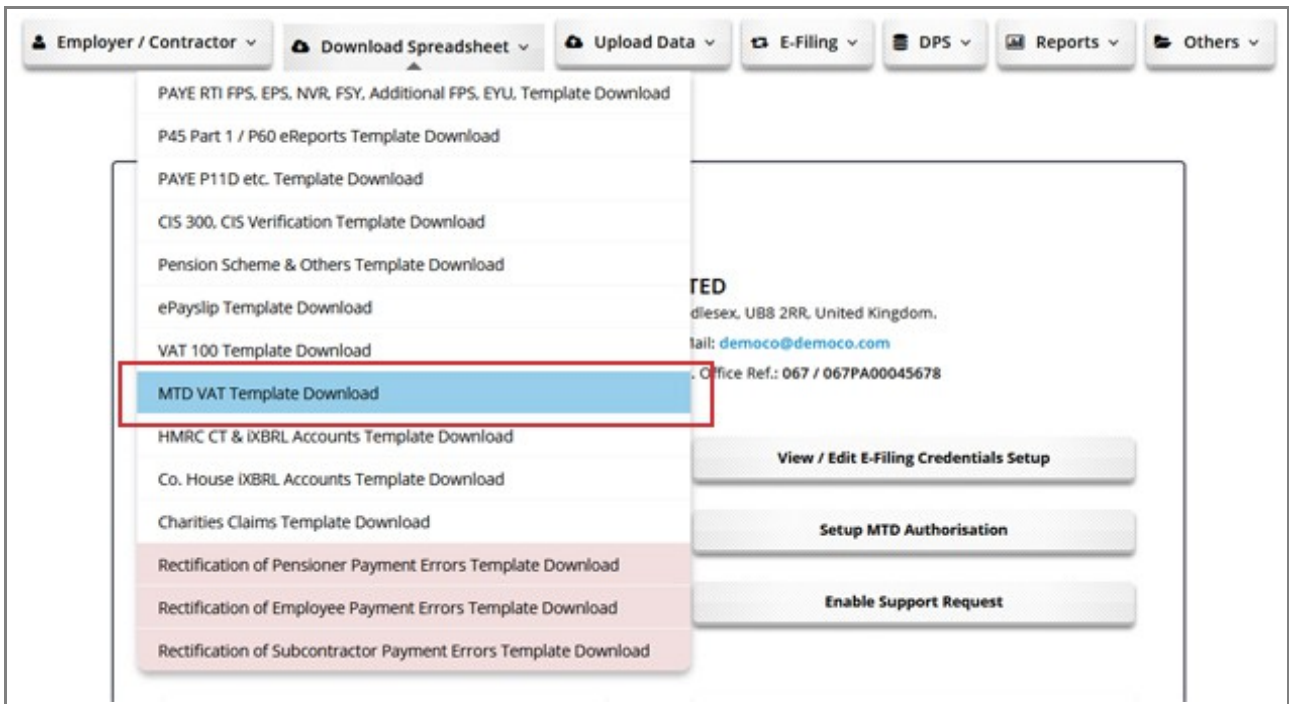We recommend you to download and read the instructions before you populate your data into the spreadsheet.

Figure 4.1 Download spreadsheet

Once downloaded, you should enter your data into the spreadsheet and save it in a CSV format.

NOTE : It is not necessary to use eFileReady provided template. You can also upload the VAT data extracted from your accounting system in the accepted format(either CSV or XML format).The XML file used should comply with HMRC's XML schema.

Step 2: Browse and upload the CSV file

The next step is to upload the populated VAT data spreadsheet into eFileReady. Please follow the road map below:

Road Map:

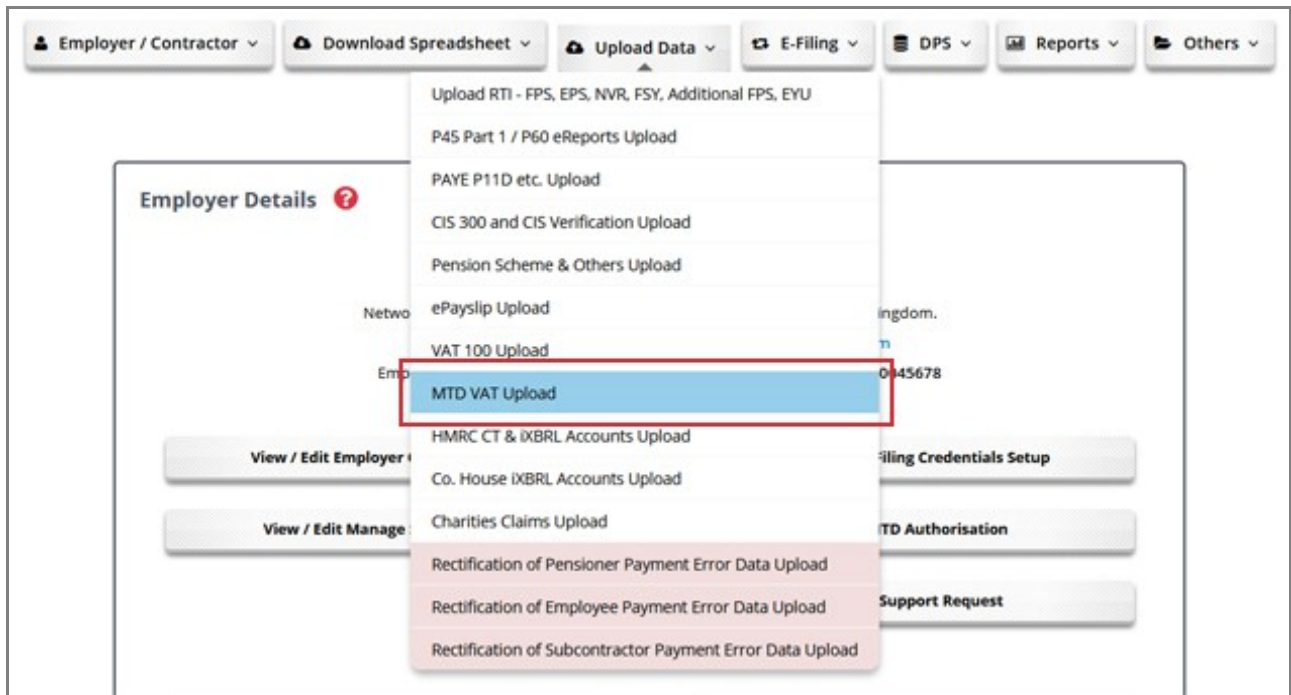*Upload Data → MTD VAT Upload → Upload MTD VAT Return CSV File → Browse → Upload CSV File*

Figure 4.2 MTD VAT Upload

Pick up the MTD VAT return CSV spreadsheet file you saved in your local system by clicking on the 'Browse' button. Enter a reference of your choice for the CSV file you are uploading(This is optional, you can leave it blank). Then click on 'Upload CSV File' button to upload the file to the eFileReady server.

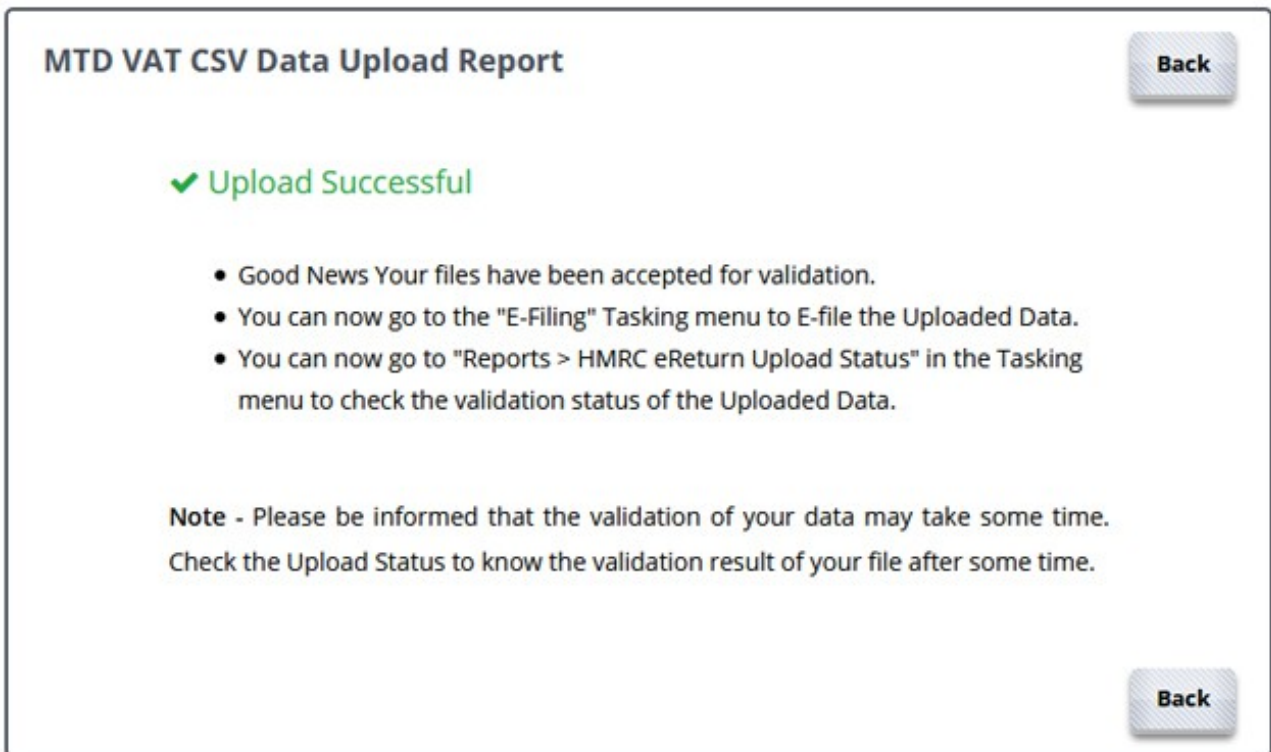**Figure 4.3 Browse and upload MTD VAT data**

Figure 4.4 MTD VAT upload data report

NOTE: Do not click the screen while the upload is in progress because it might interrupt the upload.

If no errors are found in the uploaded data, an upload successful message will be displayed as shown in Figure 4.4.

Step 3: E-File MTD VAT return uploaded data to HMRC

Now you can review and e-file the uploaded VAT return file to HMRC. Please follow the road map below to e-file MTD VAT return.

Road Map:

E-Filing → E-File All → Continue → Declaration page (Enter Name and Sign In Password) → E-File Now

Figure 4.5 E-file MTD VAT

Figure 4.6 Trader's declaration

Step 4: Check MTD VAT return E-Filed status

Once the data is submitted to HMRC an E-Filing Certificate is generated from HMRC which you can view in the Reports section. The status can be ***Initiated, Processing, Submitted and Completed***. Please keep checking the status.

Road Map :

Reports → View / Print your E-Filed Returns and Others →   MTD VAT Return

5. Upload and e-file MTD VAT data via SFTP

Our system will accept MTD VAT from any SFTP service you may use. We provide two options to transfer the MTD VAT data into eFileReady server via SFTP. This method is much more time saving than the manual method.

Once it is setup, you will just need to upload the file to eFileReady server. The system will pick up the uploaded data from the SFTP location and pre-validate them for HMRC XML Schema data conformance and business rules. Further, your MTD VAT data will be automatically e-filed to HMRC. We will acknowledge you with the e-filing status e-mail at each level of processing.

The two options to transfer the MTD VAT data into eFileReady server via SFTP are the following.

- SFTP setup for eFileReady provided SFTP services
- SFTP setup for Others / Third-party software

5.1   SFTP setup for eFileReady provided SFTP services

This method is only for users who do not have their own SFTP server, but want to use SFTP mode to transfer MTD VAT files to eFileReady. Such users can create SFTP account in eFileReady, and further drop e-filing data into their SFTP account.

Any user of eFileReady, can create SFTP account within their account. You will receive HMRC responses in a secure way. You can also get notifications and file processing status updates through Email.

Action 1 : Log in to eFileReady application.

'eFileReady SFTP' setup is a one-time setup to create an SFTP account in eFileReady. For this, log in to your account, and continue with the welcome page. You will then land on the 'Employer Details' page. Go to "*eFileReady SFTP SETUP → VAT*" link.
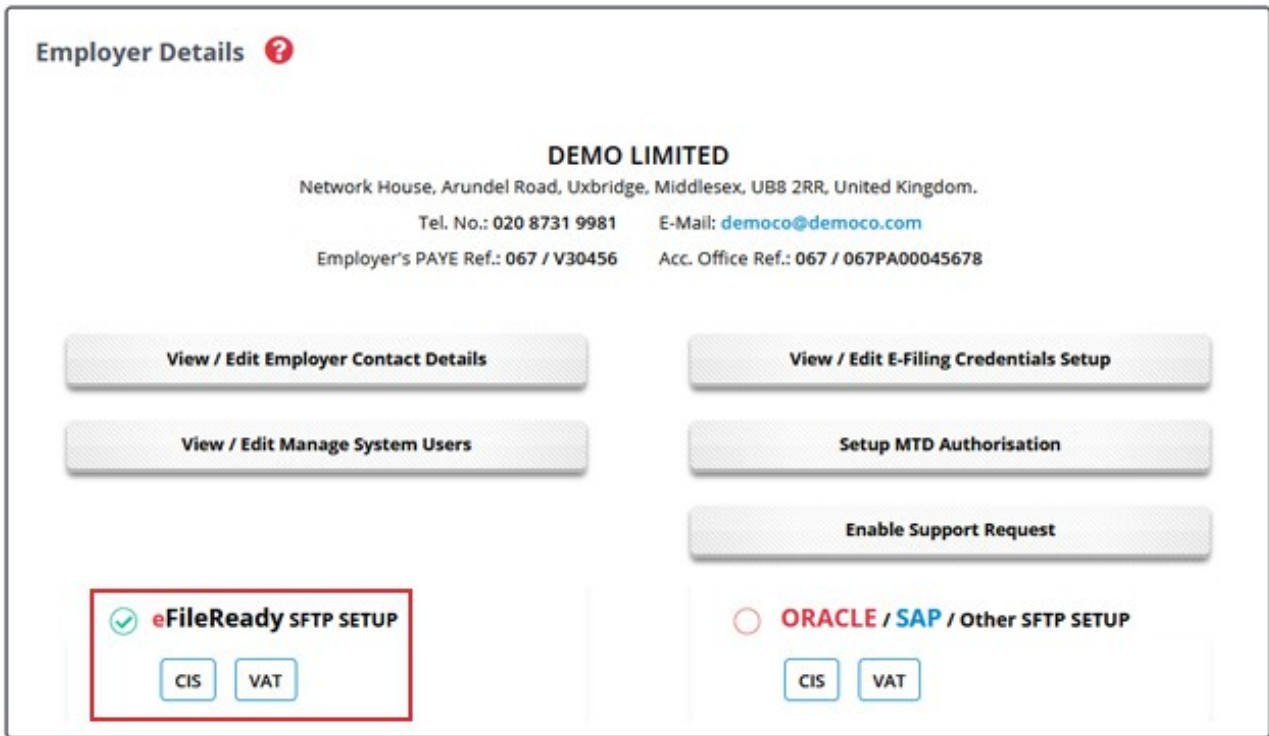

Figure 5.1.1 eFileReady SFTP setup

Action 2 : Request SFTP credentials

Click on "Request SFTP Credentials", the fields SFTP Server Name, SFTP Login User ID, Input Folder Name, Output Folder Name will be auto-populated with values. These fields are non-editable and generated by eFileReady. These are the details which you must later use to connect to eFileReady SFTP server.

'Input Folder Name' is the folder where in you will drop the MTD VAT CSV files. 'Output Folder Name', is the folder where in eFileReady will drop the Status responses (in JSON format) .

Fill in the SFTP Login Password of your choice and re-enter the password for confirmation purposes. Fill in the Email details, that is the Emails to which eFileReady will send response details with JSON attachments.

Figure 5.1.2 Request SFTP credentials

Click on 'Save' and wait , eFileReady will create SFTP account with the given details, and connect to your SFTP account. You will get an instant message on the page about the connection. eFileReady SFTP account is ready for use now.

After successfully setting up eFileReady VAT SFTP credentials, a page will be displayed as shown in Figure 5.1.3.

SFTP Details

SFTP Server Hostname / IP	demoSFTP.efileready.com
SFTP Login User ID	9AKB5TMG3CFSD
Input Folder Name	Inbox
Output Folder Name	Outbox
SFTP Login Password	*******

Contact Details

Contact Person Name	Redford Robert
System Administrator Email	demo@demo.com
1st Operator's Email	demo1@mail.com
2nd Operator's Email	demo2@mail.com
3rd Operator's Email	demo3@mail.com
4th Operator's Email	demo4@mail.com
5th Operator's Email	demo5@mail.com
Contact Tel. No. 1	020 1234 5678
Contact Tel. No. 2	020 1234 5678

Back   Edit

Figure 5.1.3 SFTP details

Action 3 : Download SFTP configuration file for FileZilla

To upload files using SFTP you will need an SFTP client software service provider to connect to eFileReady SFTP server. Following are the instructions to connect FileZilla client software to eFileReady SFTP server.

Click on "**Download SFTP Configuration for FileZilla**" button. An XML format configuration file will be downloaded immediately. eFileReady provides the configuration file for each of the FTP users. This file can be directly imported to FileZilla to configure SFTP.
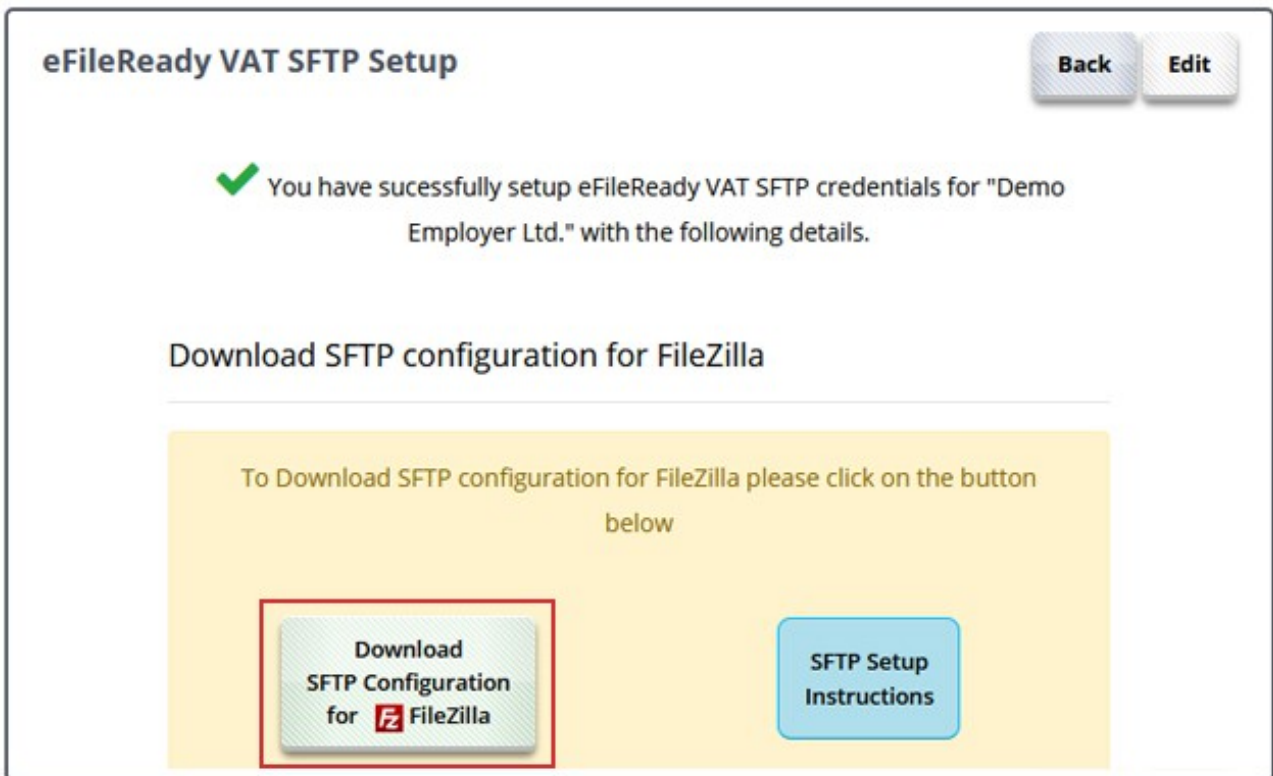

Figure 5.1.4 Download SFTP Configuration for FileZilla

Action 4: Download and install FileZilla

We recommend you to download the latest version of FileZilla. Click on the link below to download the latest version.

https://filezilla-project.org/download.php?show_all=1

Once downloaded, proceed to install FileZilla.

Action 5 : Import configuration file to FileZilla

Open FileZilla to import the downloaded configuration file.
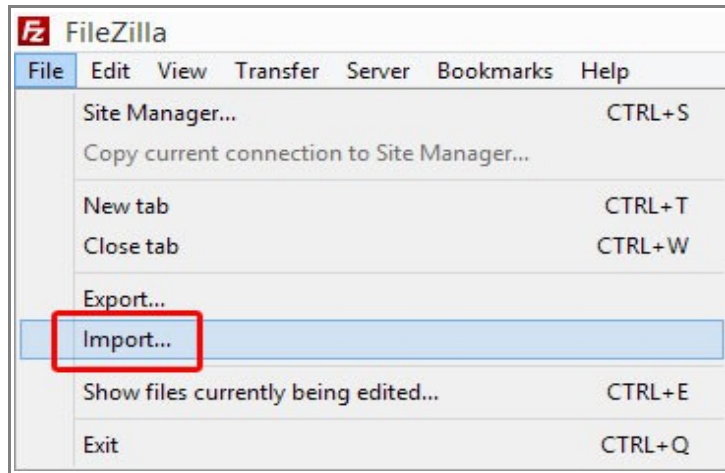
1. Go to *File → Import*

Figure 5.1.5 Import

2. Browse the configuration file. Select the eFileReady configuration XML file. *Click "Open" →*
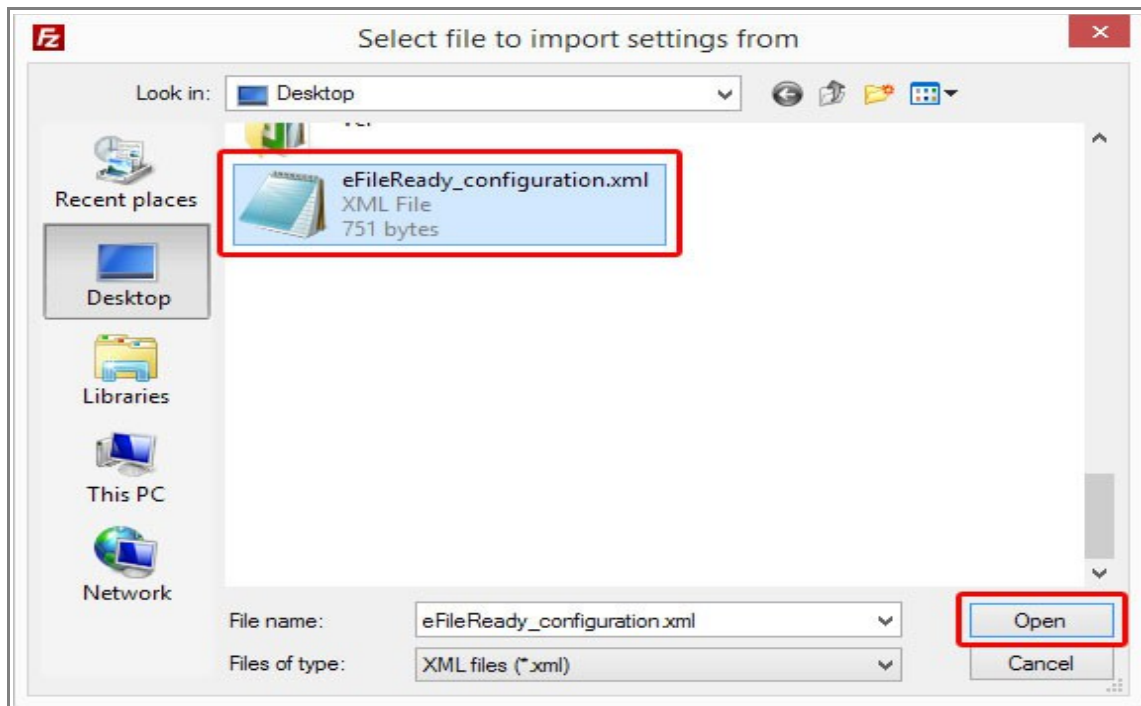*Click "OK"*

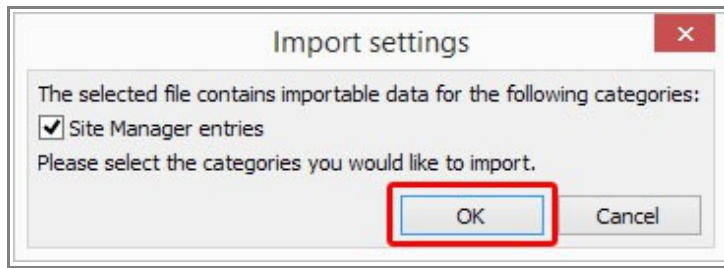**Figure 5.1.6 Open configuration file**

Figure 5.1.7 Import settings

Once the import process is completed, an "Import Successful" message will be displayed. The eFileReady SFTP site will be created. Now proceed to establish the SFTP connection to eFileReady.

Action 6 : Establish SFTP connection
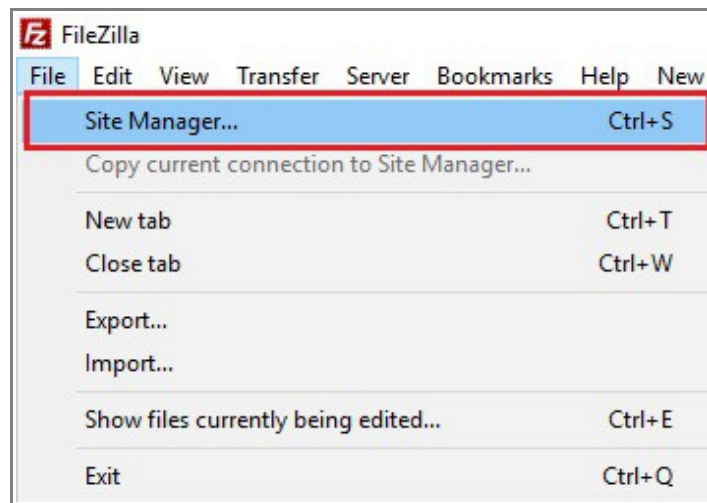
1. Go to *File → Site Manager*.

Figure 5.1.8 Site Manager

.

2. Select the eFileReady SFTP Server from the "**My Sites**" list. All the credentials will be automatically extracted from the configuration file.

3. Click on "**Connect**" to establish SFTP connection and transfer your files to eFileReady.
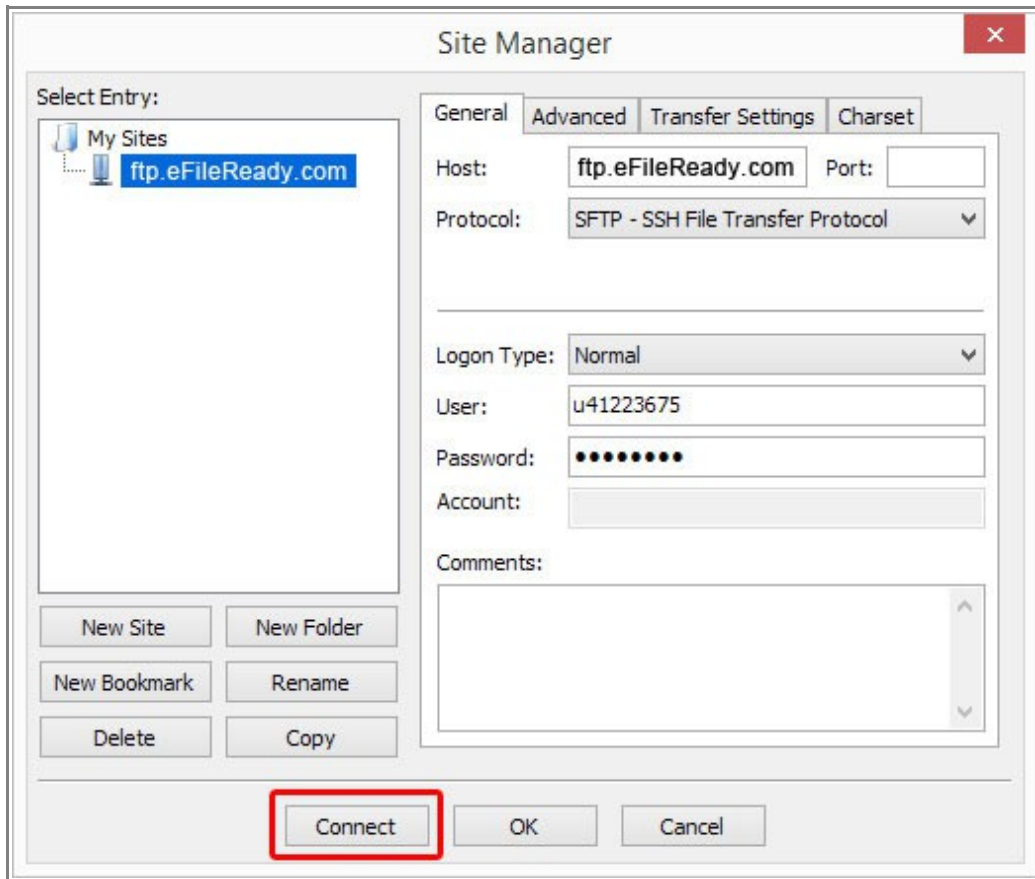
Figure 5.1.9 Establish SFTP connection

Action 7 : Transfer MTD VAT CSV file to eFileReady server

Once the connection is established, you can transfer the MTD VAT CSV file from your local directory to the eFileReady SFTP server. To transfer, you'll need to drag and drop the file to the appropriate folder.

Follow the steps to upload files to eFileReady SFTP server

1. First, drag and drop the MTD VAT CSV file to the "inbox" folder(Refer Figure 5.1.10).
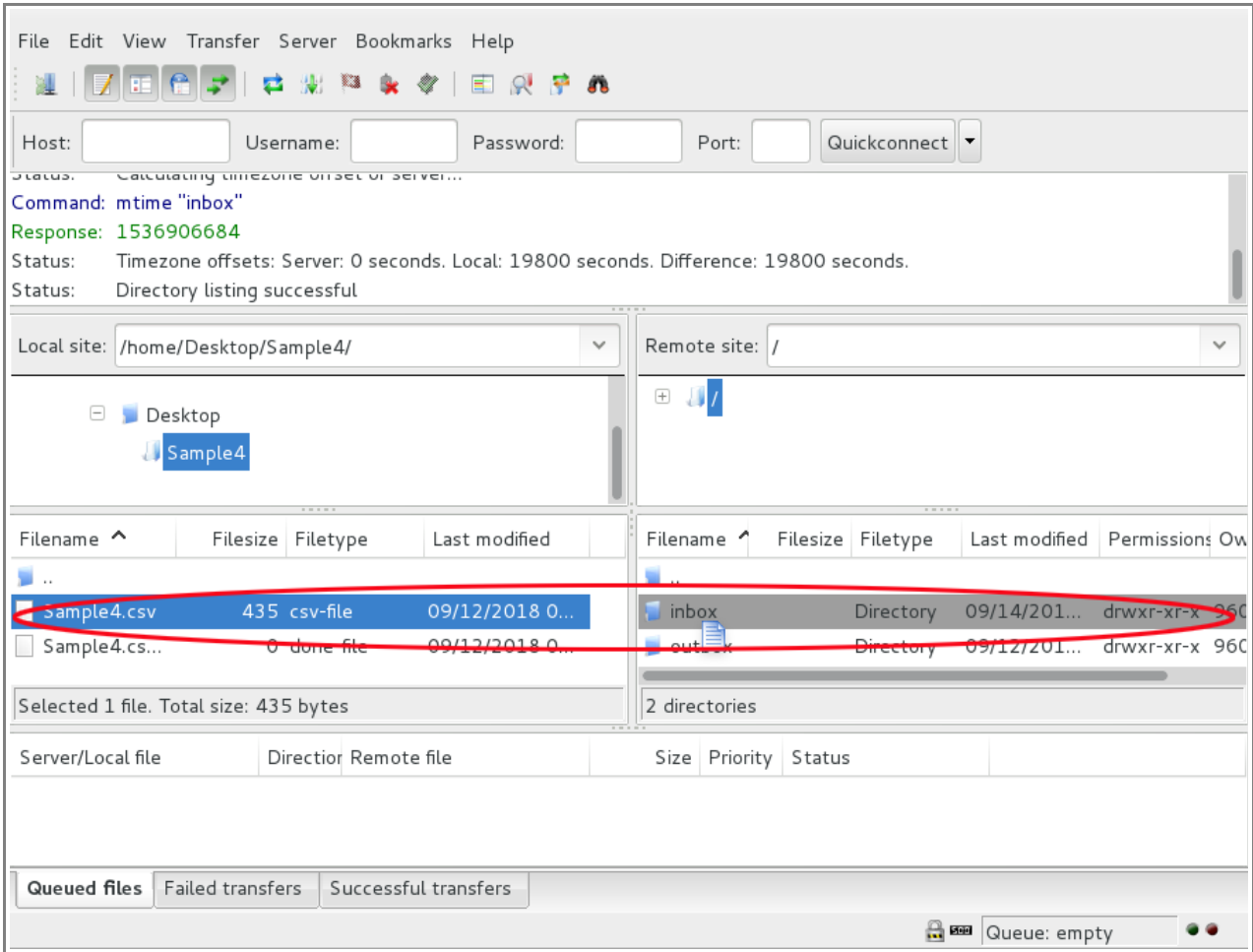
Figure 5.1.10 Drag and drop file to inbox folder

2. Check the file transfer status from the information window of FileZilla(Refer Figure 5.1.11).   If status is displayed as "Successful" you can continue with the following steps.

3. Drag and drop the "done" file to the "inbox" folder (The "done" file is an empty file used to indicate that the data file is ready to be taken for processing).

4. The system will automatically proceed for e-filing after the done file upload. You'll be further acknowledged with the e-filing status e-mail at each level of processing
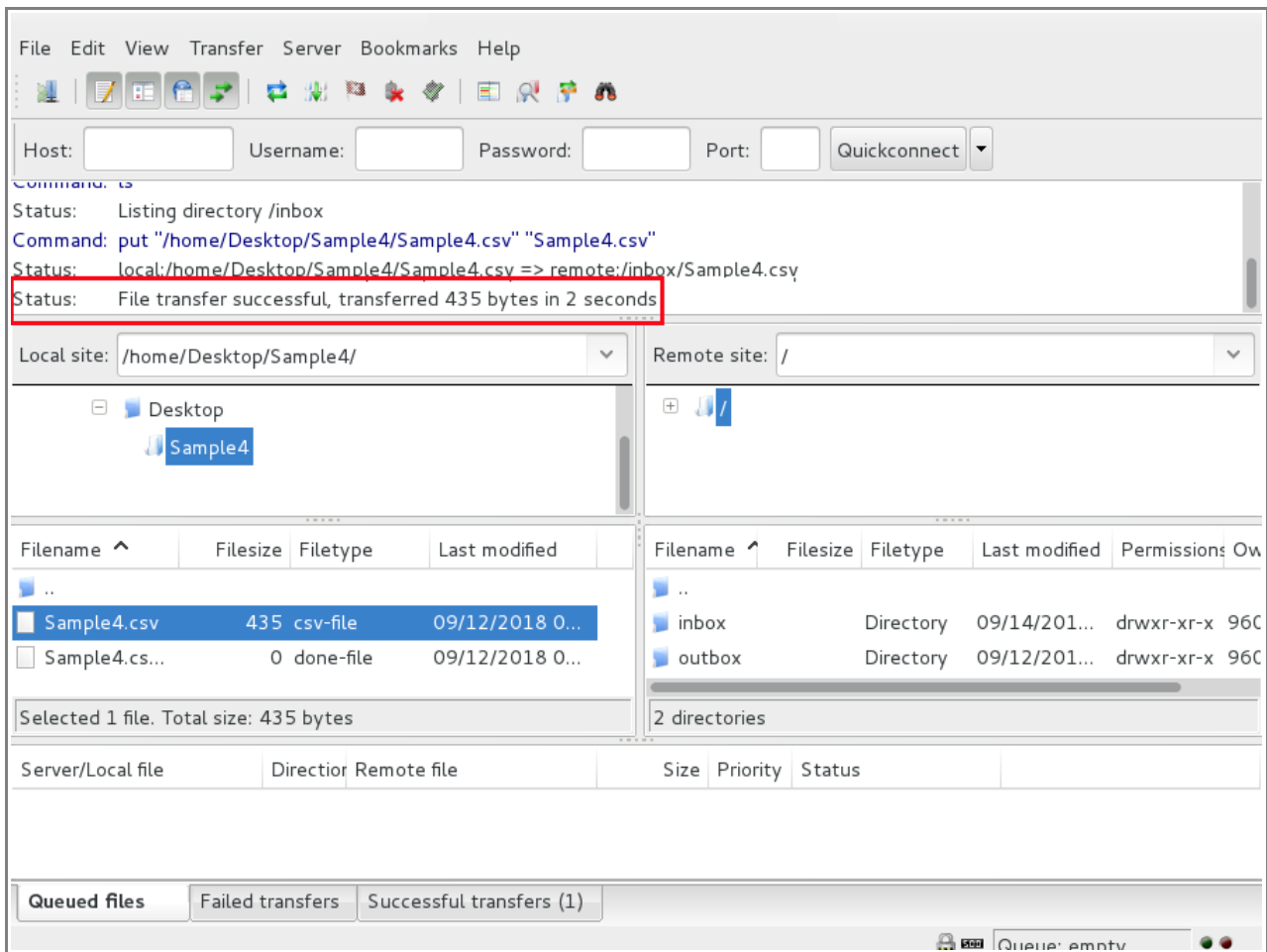
Figure 5.1.11 Check file transfer status

5.2   SFTP setup for Others / Third-party software

This method is only for users of Third-party software which are capable of having their own SFTP server, and want eFileReady to connect to their server and perform file transfer and file processing operations.

Any user of eFileReady can set up SFTP within their account by giving the Third-party SFTP details . This means you can send HMRC Efiling data for MTD VAT and receive HMRC responses in a secure way. You can also get notifications and file processing status updates through e-mail.

The steps below will explain how you can configure 'Other SFTP' Setup :

'Other SFTP' Setup is a one-time setup to link eFileReady with your SFTP location. For this, log in to your account, and continue with the welcome page. You will then land into the 'Employer Details' page.
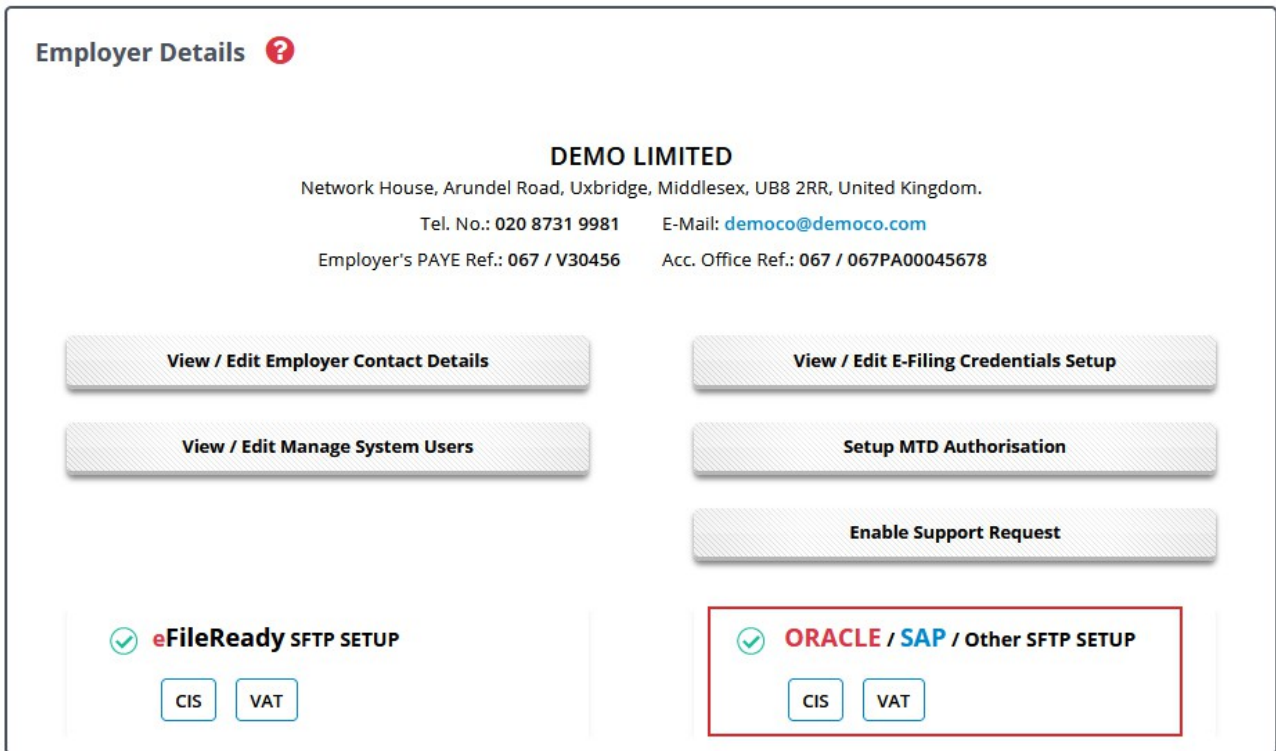
1. Go to "***Other SFTP SETUP → VAT***" .

Figure 5.2.1 Other SFTP setup

2. Enter the details for SFTP Server Name and SFTP Login User ID.

3. Further, enter the "Input Folder Name", that is the folder wherein you or the third-party software will drop the VAT CSV files.

4. Also, enter the "Output Folder Name", the folder wherein eFileReady will drop the status responses (in JSON format).

Figure 5.2.2 SFTP details

5. Fill in the SFTP login password and re-enter the password for confirmation purpose. Fill in the Email details, that is the e-mails to which eFileReady will send response details with JSON attachments.

6. Click on "Save" and wait. eFileReady will then connect to your SFTP location with the given details, and give you a message page if the connection could be established or not.

If the message is positive, the SFTP connection is successfully done. You can proceed with uploading files to the 'Input Folder' location. If not, check the details entered, and verify if the folder names given by you have appropriate permissions. Further you can retry the setup after corrective action is taken as required.

5.3 When will the files be processed?

eFileReady has the following two strategies to pick the uploaded CSV file for processing.

1) "Done" file strategy

2) "No Done" file strategy

eFileReady uses "Done" File strategy, as default, for accepting files through SFTP channel. That is, your CSV file will be consumed or accepted instantly only if 'done' file exists. The 'done' file would just be an empty file, only used to indicate that the data file is ready to be taken for processing.

For e.g., if 'MTDVAT_10.csv' is the name of the file to be transferred to eFileReady, then the associated 'done' file would be named as 'MTDVAT_10.csv.done'. So, first drop the CSV file 'MTDVAT_10.csv' in the 'Input Folder'. Then drop the associated 'done' file, that is 'MTDVAT_10.csv.done' into the 'Input Folder'.

Alternatively, you can opt for "No Done" file strategy if it is inconvenient for you or the Third-party software to implement the "done" file creation along with data file. In this strategy, it is important to know the timings when the file will be picked up for processing. Please check the section "Time limits for SFTP processing" for more information.

In general, for this case, you can drop the CSV files alone before 8.00pm. eFileReady will pick them all late evening, and process them. In this scenario, the file processing will not happen instantly, but will happen at a fixed time in the evening.

5.4 Time limits for SFTP processing

00:00 Hrs to 21:59 Hrs: "Done" file strategy will be active, i.e., the files are processed instantly soon after the done file is made available along with the CSV file.

22:00 Hrs to 23:59Hrs: "No Done" file strategy will be active, i.e., the files with no done will be processed. However, there is a time constraint that files that are uploaded on or before 20:00Hrs only will be considered for processing.

For example,

a) If we consider MTDVAT_10.csv is uploaded to the 'Input Folder' @19:30Hrs, this file will be picked up at 22:00 Hrs when the "No Done" file strategy will be active.

b) If we consider MTDVAT_12.csv is uploaded to the 'Input Folder' @20:10Hrs this file will not be picked up at 22:00Hrs as the time limit of 20:00 has crossed. This file will be picked up for processing the following day @22:00Hrs.
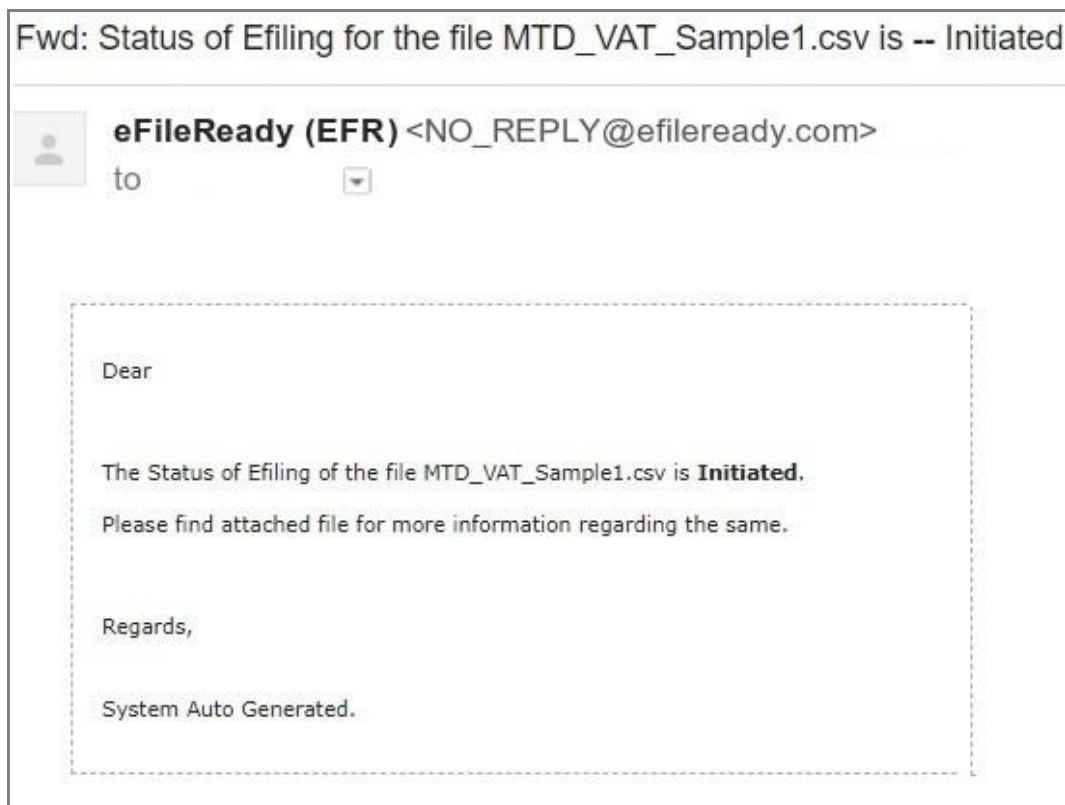
5.5   MTD VAT sample e-mail screenshots

Fwd: Status of Efiling for the file MTD_VAT_Sample1.csv is -- Initiated

eFileReady (EFR) <NO_REPLY@efileready.com>
to

Dear

The Status of Efiling of the file MTD_VAT_Sample1.csv is **Initiated**.

Please find attached file for more information regarding the same.

Regards,

System Auto Generated.

Figure 5.5.1 Initiated Email

Figure 5.5.2 In Progress Email

Figure 5.5.3 Completed Email

5.6   MTD VAT monthly return JSON samples

```
{
"correlationId":"9646022F08B9E43DADAEB2A6943428FE",
"statusCode":"initiated",
"stage":"",
"status":"Data processing is initiated.",
"successTimestamp":null
}
{
"correlationId":"9646022F08B9E43DADAEB2A6943428FE",
"statusCode":"in_progress",
"stage":"submission_initiated",
"status":"Data submission is initiated.",
"successTimestamp":null
}
{
"correlationId":"9646022F08B9E43DADAEB2A6943428FE",
"statusCode":"completed",
"status":"Data processing is completed without any errors.",
"providerId":"HMRC",
"providerRefId":"5b7a5b0e10000025003b43b9",
"providerMessage":"Receipt-Id : f9d81f31-0164-48d1-b7ec-11c8477578f0 ,
 Receipt-Timestamp : 2018-08-20T06:09:18.733Z",
"responseDetails":{"processingDate":"2018-08-20T06:09:18.733Z",
"paymentIndicator":"BANK",
"formBundleNumber":"340071976932",
"chargeRefNumber":"NgEyTYvDs9RcmLE4"
}
}
```

6. Download success certificate and reports

After successful e-filing we will issue a success certificate which includes HMRC's provided Timestamp and Receipt-Id. You can also download the e-filed data status in a PDF/CSV format for the selected period. In addition, our system will also store your data for up to 3 years.

Please follow the road map below to view / print the success certificates and reports.

Road Map:

Reports → MTD VAT E-Filed Details → MTD VAT E-Filed Status List → Print Certificate
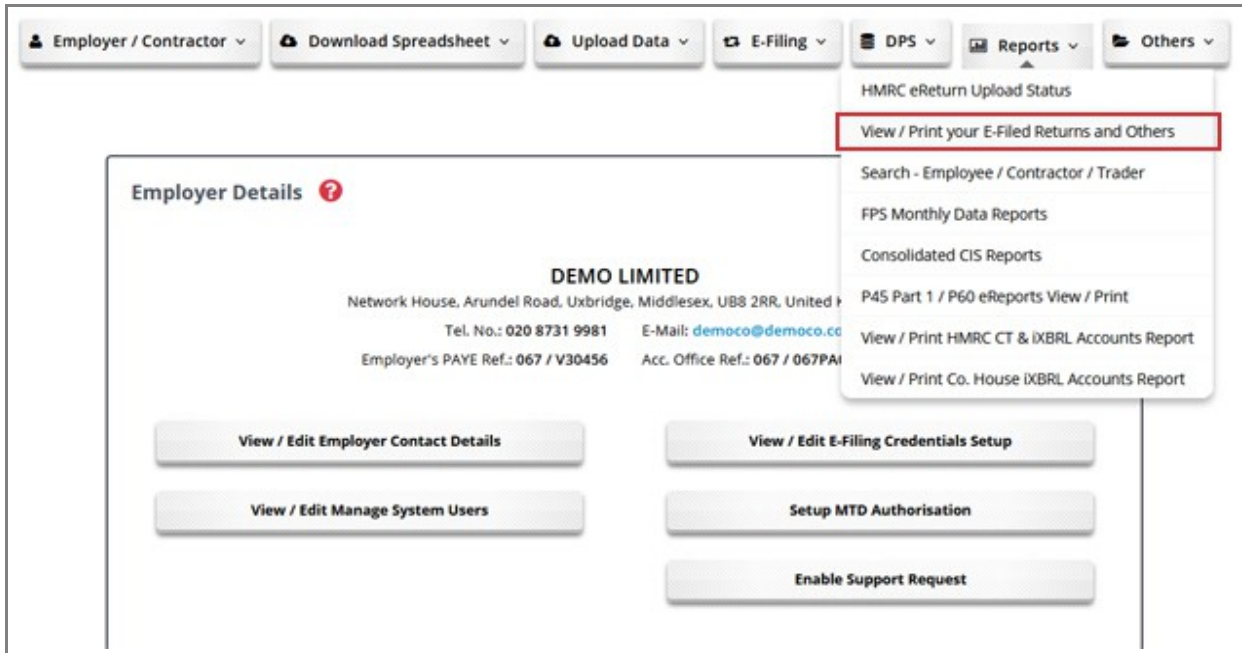
Figure 6.1 Download success certificate and report

Figure 6.2 MTD VAT e-filed status list

Figure 6.3 Sample digital certificate