

# POS USER MANUAL

## SALES DATA CONTROLLER

(SRB - IT wing)

### POS Registration & Integration User Manual

# Table of Contents

- Table of Contents ..... 2
- 1.1 Introduction..... 3
- 2.1 Scope 3
- 3.1 Definition and Acronyms ..... 3
- 4.1 POS Registration Process ..... 4
  - Step 1:..... 4
- 5.1 Registration Process for Branch & POS Stations ..... 6
  - Step 2: ..... 6
  - Step 3: ..... 11
  - Step 4: ..... 12

## 1.1 Introduction

The purpose of this document is to facilitate the integrated person to understand the process of POS registration and integration for sales invoices data with SRB.

Integrated person can register himself or herself through POS Registration Portal (“<https://pos.srb.gos.pk/registration>”)

Download the POS Integrated software from SRB website or SRB POS Registration Portal.

## 2.1 Scope

The scope of this document is limited to the technical description of SRB POS registration and integration process. The POS SDC is designed to communicate with POS system, receives and validates sales transaction data and generates / transmit SRB’s invoice number to POS system and transmit the invoice data / number to the SRB SDC system.

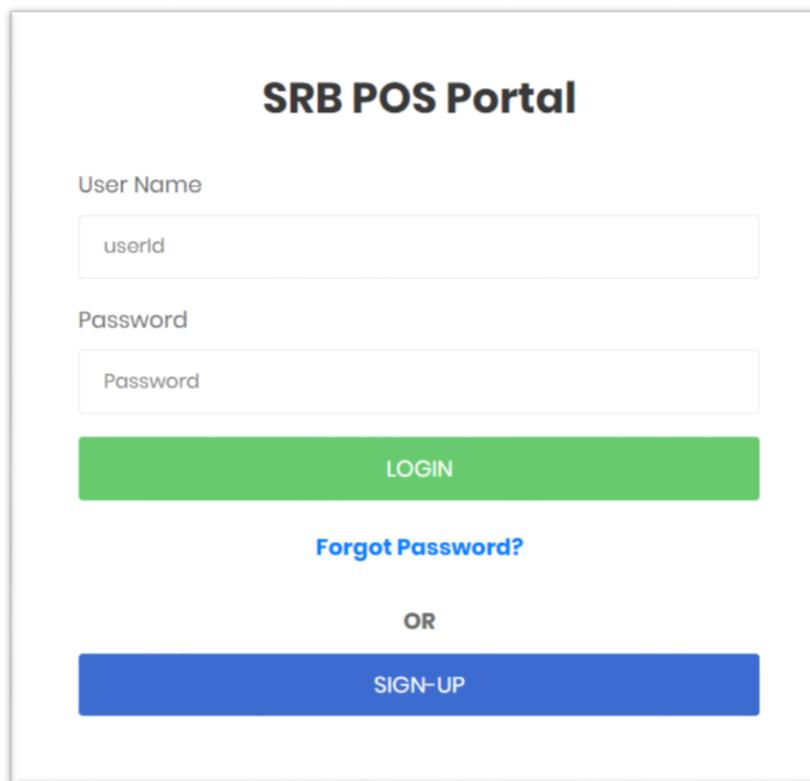
## 3.1 Definition and Acronyms

Acronym	Definition
SRB	Sindh Revenue Board
SNTN	Sindh National Tax Number
SDC	Sales Data Controller
POS	Point of Sale
SNTN	Sindh National Tax Number
URL	Uniform Resource Locator
ID	Identification
Focal Person	Means a person who deal the branch POS related matters.

## 4.1 POS Registration Process

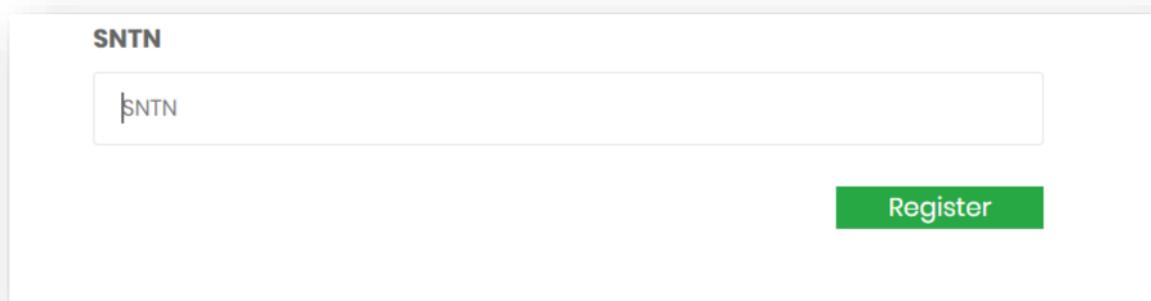
### Step 1:

To initiate the POS registration process, click on “Sign-up” button:



The image shows the SRB POS Portal interface. At the top, it says "SRB POS Portal". Below that, there are two input fields: "User Name" with the placeholder text "userid" and "Password" with the placeholder text "Password". Below the password field is a green button labeled "LOGIN". Underneath the login button is a blue link that says "Forgot Password?". Below that is the word "OR" in black. At the bottom is a blue button labeled "SIGN-UP".

Enter SNTN # and then click on “Register” button



The image shows a registration form for SNTN. At the top, it says "SNTN". Below that is a large input field with the placeholder text "SNTN". To the right of the input field is a green button labeled "Register".

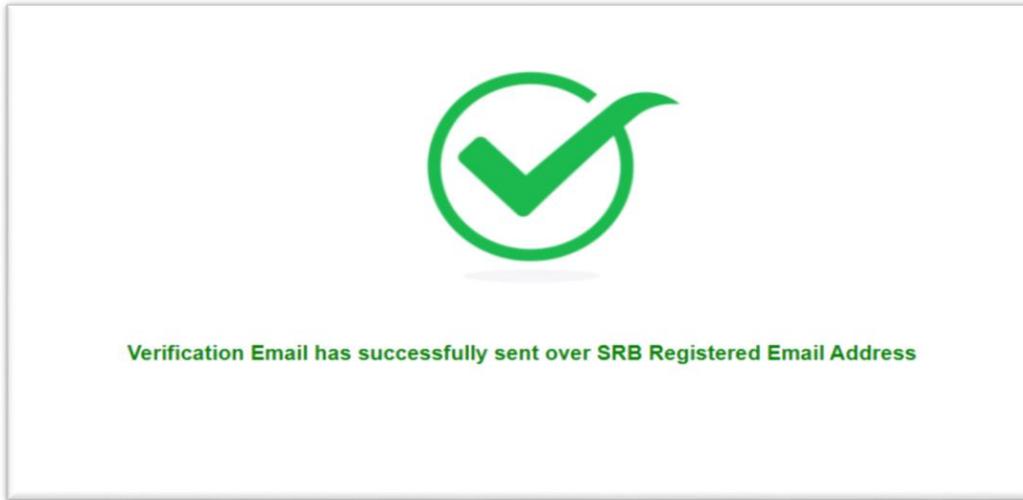
Verify displayed Information and click on “**Send Verification Email to above Registered email**” button.

**Note:** Any particular change required in displayed information will be process through SRB call center “111-778-000”

<b>SNTN:</b>	0636431
<b>Name:</b>	AKHTAR ALI
<b>Business Name:</b>	A-ONE MAKKAH RESTURANT
<b>Business Type:</b>	INDIVIDUAL
<b>Service Category:</b>	RESTAURANT & CAFE
<b>Address:</b>	R-79 GULSHAN BANGLOWS BLOCK-19, GULISTAN E JOHAR, KARACHI
<b>Cell No:</b>	+92 345****88
<b>Registered Email:</b>	s*****k@hotmail.com

[Send Verification Email to above Registered Email](#)

Upon successful verification, the SRB-SDC will send an email to registered person containing the URL, UserName and password to access the SRB-POS portal.



After successful login into SRB POS Portal, you can proceed the branch and POS stations registration process.

## Step 2:

### 5.1 Branch (es) & POS Stations Registration Process

Click on "Branch Setup" from the menu screen.

After click on “**Branch Setup**” list of branches and focal person’s information will be appeared.

click on “**Edit**” button and then update the Focal Person’s information

The screenshot shows the SRB POS Portal interface. At the top, there is a logo for SRB (Generating Revenue for People) and the text "SRB POS Portal". Below the header, there is a navigation bar with "Home" and "Logout" buttons. The main content area is titled "Focal Person for POS only (Person to be contacted by SRB for POS related issues)". It contains a form with the following fields:

- \*NAME: Input field containing "abdullah"
- \*Email: Input field containing "abdullahsoomro@gmail.com"
- \*Cell: Input field containing "03002583666"
- \*Tel: Input field containing "02132627242"

There is an "Edit" button with a pencil icon. Below the form is a table with the following columns: S.No., Branch Name, Address, Area, Latitude, Longitude, Category, and Action.

S.No.	Branch Name	Address	Area	Latitude	Longitude	Category	Action
1	PIZZA HUT (HYDERABAD)	PLOT NO.45,NEXT TO INDUS HOTEL, THANDI SARAK., HYDERABAD	HYDERABAD	141.235	142.952	Located in Hotel	<a href="#">Manage POS</a> <a href="#">Change Request</a>

Fill the mandatory information and click on “**Submit**” button.

The screenshot shows a modal window titled "Focal Person Details" with a close button (X). It contains the following fields:

- \*NAME: Input field
- \*Email: Input field containing "abc@xyz.com"
- \*Cell: Input field containing "03XXXXXXXX"
- \*Tel: Input field containing "02XXXXXXXX"

At the bottom right of the modal, there are "Cancel" and "Submit" buttons. An "Edit" button with a pencil icon is visible in the background of the main page.

Select and fill the required information of branch (es) to integrate with SRB SDC.

Click on **Register** button to save **branch area, located-in, latitude** and **logitude** information.

S.No.	Branch Name	Address	Area	Latitude	Longitude	Category	Action
1	PIZZA HUT (HYDERABAD)	PLOT NO.45,NEXT TO INDUS HOTEL, THANDI SARA K , HYDERABAD	HYDERABAD	0.0	0.0	Located in Hotel	<b>Manage Pos</b> <b>Change Request</b>
2	PIZZA HUT (HYDERABAD S.I.E)	PLOT # A-51 MUHAMMADI CHOWK NEAR TCS REGIONAL OFFICE SITE , HYDERABAD	HYDERABAD	11.0	12.0	Located in Hotel	<b>Manage Pos</b> <b>Change Request</b>
3	PIZZA HUT (SHAHEED-E-MILLAT)	SHOP NO. S-104 PLOT NO. 7/4, MEZZANINE FLOOR BLOCK-3, PECHS, SHAHEED E MILLAT ROAD, KARACHI	Select Area	latitude	longitu	Select	<b>Register</b>
4	M.C.R. (PRIVATE) LIMITED	7TH FLOOR SHAHNAZ ARCADE SHAHEED-E-MILLAT ROAD , , KARACHI	Select Area	latitude	longitu	Select	<b>Register</b>
5	PIZZA HUT (HYDERABAD-DELCO)	SHOP NO.1,UQAB COMPLEX,NEAR QUAID-E-AZAM MEDICAL COMPLEX, SADDAR , HYDERABAD	Select Area	latitude	longitu	Select	<b>Register</b>
6	PIZZA HUT (NAGAN CHOWRANGI)	SECTOR IIC-1 C3 NAGAN CHOWRANGI FLYOVER BEFORE UP MORE, NORTH KARACHI TOWNSHIP, KARACHI	Select Area	latitude	longitu	Select	<b>Register</b>

If you need to update any provided information, then click on **Change Request** button

### Change Request (Branch Particulars)

**Branch Name** MCDONALDS (AUTOBHAN HYDERABAD)

**Address** AUTOBHAN ROAD UNIT NO-3,LATIFABAD , , HYDERABAD

**Area** HYDERABAD

**Latitude** 0.0

**Longitude** 0.0

**Located In** Located in Hotel

**Close** **Submit Change Request**

Update the change request information and then Click on **“Submit Change Request”** button

On successful updation of branch information, Add POS station by clicking **Manage PoS** button

S.No.	Branch Name	Address	Area	Latitude	Longitude	Category	Action
1	PIZZA HUT (HYDERABAD)	PLOT NO.45,NEXT TO INDUS HOTEL, THANDI SARAQ , HYDERABAD	HYDERABAD	0.0	0.0	Located in Hotel	<b>Manage PoS</b> Change Request
2	PIZZA HUT (HYDERABAD S.I.E)	PLOT # A-51 MUHAMMADI CHOWK NEAR TCS REGIONAL OFFICE SITE, HYDERABAD	HYDERABAD	11.0	12.0	Located in Hotel	<b>Manage PoS</b> Change Request
3	PIZZA HUT (SHAHEED-E-MILLAT)	SHOP NO. S-104 PLOT NO. 7/4, MEZZANINE FLOOR BLOCK-3, PECHS, SHAHEED E MILLAT ROAD, KARACHI	Select Area	latitude	longitu	Select	<b>Register</b>
4	M.C.R. (PRIVATE) LIMITED	7TH FLOOR SHAHNAZ ARCADE SHAHEED-E-MILLAT ROAD , KARACHI	Select Area	latitude	longitu	Select	<b>Register</b>
5	PIZZA HUT (HYDERABAD-DELCO)	SHOP NO.1,UQAB COMPLEX,NEAR QUAID-E-AZAM MEDICAL COMPLEX, SADDAR , HYDERABAD	Select Area	latitude	longitu	Select	<b>Register</b>
6	PIZZA HUT (NAGAN CHOWRANGI)	SECTOR IIC-1 C3 NAGAN CHOWRANGI FLYOVER BEFORE UP MORE, NORTH KARACHI TOWNSHIP, KARACHI	Select Area	latitude	longitu	Select	<b>Register</b>

Create POS ID for POS station by clicking on the **“Add Now”** button.

POS List of MCDONALDS (AUTOBHAN HYDERABAD)

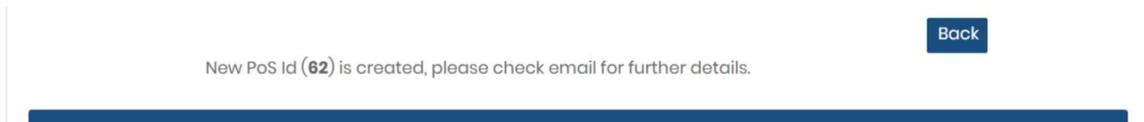
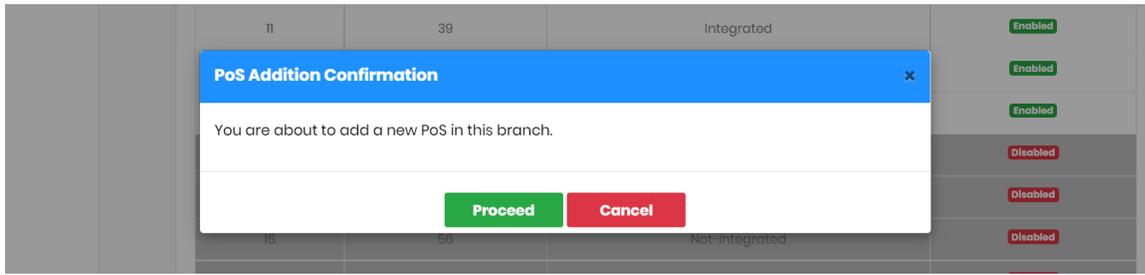
**Back**

New PoS Id (**62**) is created, please check email for further details.

S.No	POS ID	POS Status	Action
1	61	Not-Integrated	<b>Disabled</b>
2	62	Not-Integrated	<b>Enabled</b>

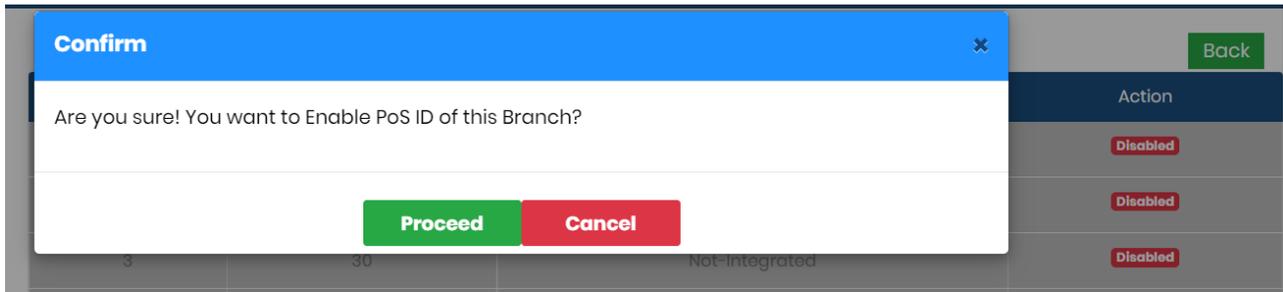
**Add New** **Back**

Click on **“Proceed”** button to generate new ID for POS station.



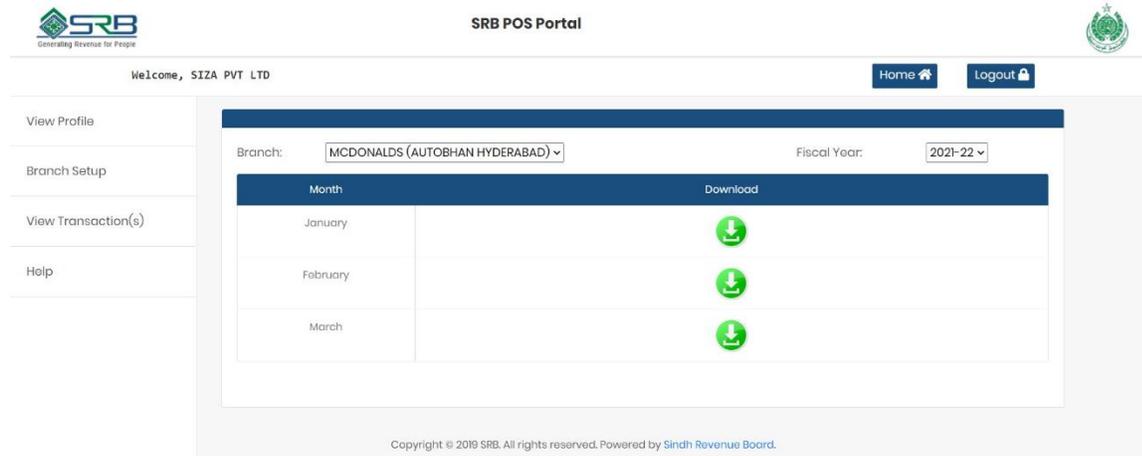
POS ID creation message will be appeared

All integrated and active POS Stations are showing **enabled** status and not integrated/inactive POS Station are showing **disabled** status, if you want to temporary diable a POS station for maintanace purpose you can press enable button followed by proceed button.



### Step 3:

### View /Download Transactions Details



SRB POS Portal

Welcome, SIZA PVT LTD

Home Logout

Branch: MCDONALDS (AUTOBHAN HYDERABAD) Fiscal Year: 2021-22

Month	Download
January	
February	
March	

Copyright © 2019 SRB. All rights reserved. Powered by Sindh Revenue Board.

Click to download button for downloading the Excel File for preparation of Annexure-C

Sr	NTN	CNIC	Name of Buyer	District of Buyer	Buyer Type	Document Type	Document Number	Document Date	HS Code	Sale Type	Rate	Value of Sales Excluding Sales Tax	Sales Tax Involved	St Withheld at Source
1	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-789	19-03-2020		Services	13			
2	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-788	19-03-2020		Services	13			
3	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-787	19-03-2020		Services	13			
4	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-781	18-03-2020		Services	13			
5	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-782	18-03-2020		Services	13			
6	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-784	18-03-2020		Services	13			
7	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-785	18-03-2020		Services	13			
8	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-786	18-03-2020		Services	13			
9	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-783	18-03-2020		Services	13			
10	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-777	17-03-2020		Services	13			
11	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-776	17-03-2020		Services	13			
12	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	B-282	17-03-2020		Services	13			
13	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-778	17-03-2020		Services	13			
14	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-779	17-03-2020		Services	13			
15	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-780	17-03-2020		Services	13			
16	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	B-283	17-03-2020		Services	13			
17	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-767	16-03-2020		Services	13			
18	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-766	16-03-2020		Services	13			
19	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-765	16-03-2020		Services	13			
20	9999997-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-764	16-03-2020		Services	13			
21	0000007-8		Taxpayer without proper NTN	Karachi	End_Consumer	SI	A-763	16-03-2020		Services	13			

## Step 4:

Download POS Integrated Software and Integration Manual.

The screenshot displays the SRB POS Portal interface. At the top left is the SRB logo with the tagline 'Generating Revenue for People'. The top center features the text 'SRB POS Portal', and the top right contains the national emblem of Pakistan. Below the header, a navigation bar shows 'Welcome, IMRAN ALI SOOMRO' on the left and a 'Logout' button on the right. A sidebar on the left lists menu items: 'View Profile', 'Branch Setup', 'View Transaction(s)', 'POS Integrated Software', and 'Help'. The main content area is titled 'POS Integrated Software' and contains three blue links: '. Download POS Integrated Software', '. POS Integrated Software Technical Document', and '. POS Integration User Guide'. At the bottom of the page, a copyright notice reads 'Copyright© 2019 SRB. All rights reserved. Powered by Sindh Revenue Board.'