



Instructions for completing the SALES BOOK

Date: Enter the date of the invoice. The format should be: date / month / year, e.g. 02.01.2024. This column is mandatory.

Invoice number: Enter the sale invoice number. The format is free, the column is mandatory.

Buyer name: Enter the full name of the buyer to whom the goods / services were supplied to, e.g. "XXXXX" L.L.C. The format is free, the column is mandatory.

Unique Business Registration Number / Fiscal Number: Enter the Buyer's Unique Business Registration Number or Fiscal Number of the buyer. Unique Business Registration Number – the format is 9 digits (persons who are registered in KBRA), starts with 81... and contains only numbers. Fiscal Number - the format is 9 digits, starts with 6... and contains only numbers (persons who are registered in TAK); In cases where the sales are from the Fiscal Electronic Device/Fiscal System, Exports, the numbers should be set according to the table below. This column is validatable and is a mandatory column.

Below you will find clarifications on how the UIN / FN column should be completed:

SALES BOOK	
Putting the Number in the UIN/FN Column	Description
81XXXXXXX	UIN starting with 81... is set for Sales for persons registered in KBRA.
60XXXXXXX	FN starting with 6... It is set for Sales for persons who are registered in TAK.
1	Number 1 is set for Sales from the Fiscal Electronic Device / Fiscal System, i.e. Daily Turnover.
2	Number 2 is set for Sales of services abroad, that is, if column b is completed.
3	Number 3 is set for Exports, i.e. if column c is completed.
0	Zero is set in cases where the Sales Book is declared without transactions, i.e. declaring the book with zero.

[a] Sales of goods/services within the country: Enter all sales of goods and services made within the country. The format is number, it is not a mandatory column.

[b] Sale of services abroad: Enter all sales of services abroad. The format is a number, it is not a mandatory column.

[c] Exports: Enter all sales of goods abroad. The format is number, it is not a mandatory column.

[d] Total sales: Enter all sales by adding columns a + b + c. The format is a number, it is a calculating column, which sums up the columns (d = a + b + c).

Attention: The Sales Book must be declared even if there are no transactions within the tax period. So the declaration is made with zero (0).