



SEEBURGER UK VAT Portal Cloud Service

Quick Start Guide

Version 2.0



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1. Introduction

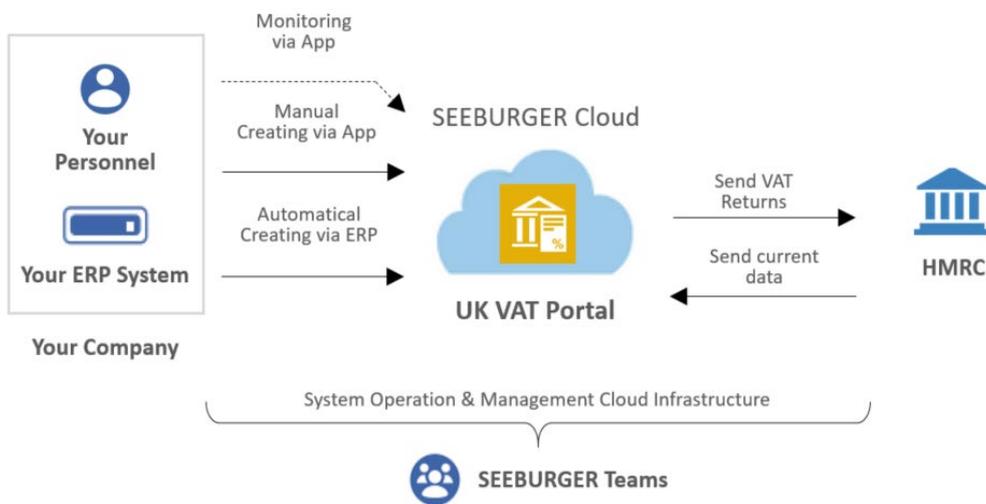
The UK government established an initiative called MTDfB (Making Tax Digital for Business) to make tax administration easier and more effective. Therefore, every VAT-registered taxpayer with an annual turnover of 85,000 GBP or more has to report his VAT information to the government authority in the UK called HMRC (Her Majesty's Revenue and Customs) quarterly by using MTD compatible software.

Based on the requirements for the VAT Return from HMRC, SEEBURGER AG provides a simple XML for UK VAT Reporting (called SimpleXML in this guide) for automatic sending of VAT Returns to HMRC via the SEEBURGER UK VAT Portal app. In the SEEBURGER UK VAT Portal app you can manage all VAT information you send and see the current status of data stored by HMRC.

It is also possible to send SimpleXMLs to HMRC manually. For customers who have not configured their system for automatic creation of VAT returns via SimpleXML, the UK VAT Portal app provides an opportunity to create VAT returns manually. Be aware that currently manual creation of VAT returns is only allowed until 31st March 2020!

The UK VAT Portal app gives you additional information on your liabilities and payments.

The diagram below shows how the sending process works.



This guide helps you with the following issues:

- basic setup of the SEEBURGER UK VAT Portal app
- creating manual VAT Return reports and sending them manually
- creating automatic VAT Return reports via SimpleXML and sending them manually and automatically

2. Prerequisites

Follow these steps to log in to the SEEBURGER Cloud and use the UK VAT Portal:

1. Open SEEBURGER Cloud using the following link: <https://portal.cloud.seeburger.de/cas/sso?> and log in with your SEEBURGER Cloud account.



2. If you do not have an account yet, go to <https://portal.cloud.seeburger.de> and follow the steps of the registration wizard. As the first user of your new company account you are the administrator.

When logging in for the first time, take a look at the **My Company** app. You can use the **My Company** app to invite additional users of your company and also grant them administrator rights.



3. Click **Services** in the menu bar to add the UK VAT Portal app.
4. Select **UK VAT Portal** and click **Edit**.
5. Click **Assign**.
6. Select the user and the permissions and confirm with **OK**.
7. The **UK VAT Portal** app is now available for your account in the SEEBURGER Cloud.



3. UK VAT Service Setup in the UK VAT Portal App

In this chapter, we describe the initial setup of your company. This includes your registration at HMRC and entering your company's VAT Return number.

You have two ways to register your company at HMRC:

- via the **Welcome Dialogue** (see chapter [3.1](#))
or
- via the **Settings** (see chapter [3.2](#)).

3.1 The Welcome Dialogue and the First Setup

When you open the **UK VAT Portal** for the first time, you will see a welcome dialogue.

1. Log in to the SEEBURGER Cloud and open the **UK VAT Portal** app.



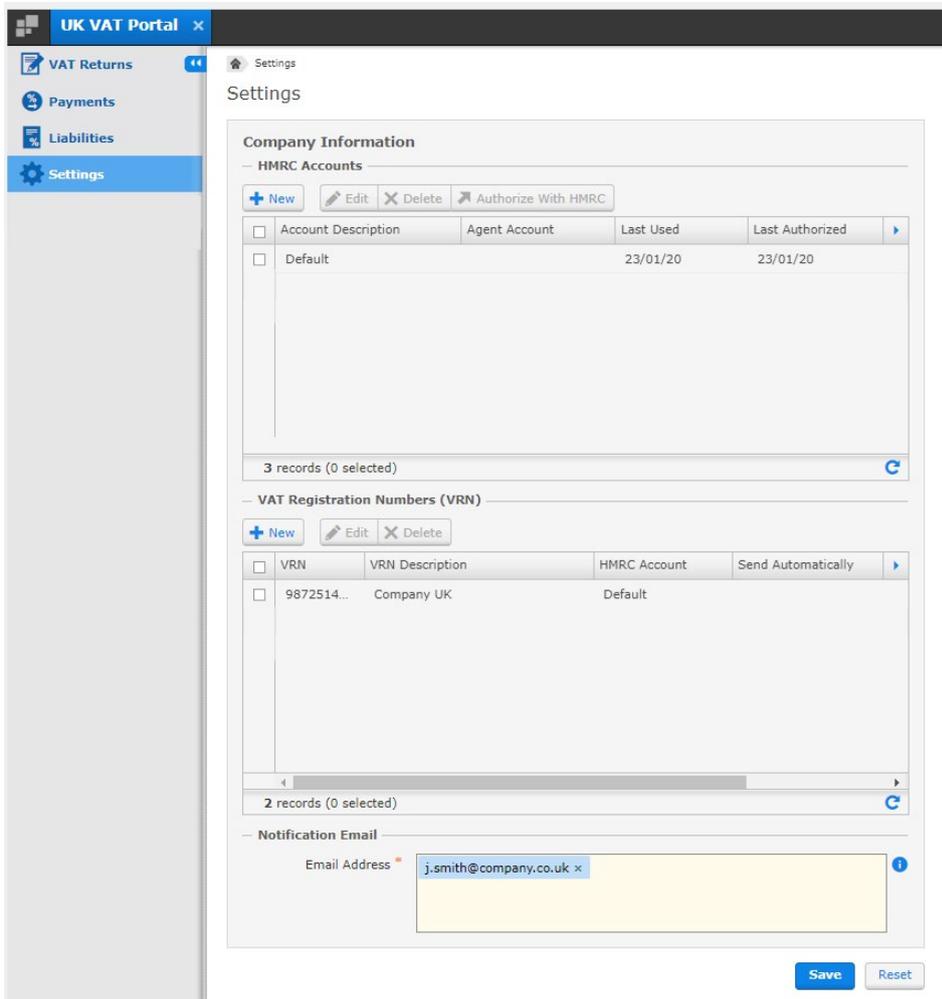
2. The **UK VAT Portal** opens automatically and shows the “**Connection to HMRC**” window.

A screenshot of the 'Connection to HMRC' window. The window has a grey header with the text 'Connection to HMRC'. Below the header, there is a light grey box containing an information icon (i) and the text: 'Please enter your information and go to HMRC to authorize the connection to SEEBURGER. After successful authorization, you will be automatically redirected to the UK VAT Portal. You can manage your authorization at any time in the settings.' Below this text are two input fields: 'VAT Number*' and 'Email Address*'. The 'Email Address*' field has a small information icon (i) on its right side. At the bottom of the window, there are two buttons: 'Go to HMRC' (blue) and 'Cancel' (grey).

3. Fill in the fields **VAT Number** and **Email Address**. We will send messages to the specified email addresses in case of failure, e.g. HMRC is not available.
4. To authorize your connection to HMRC, click **Go to HMRC**.
5. You will be forwarded to the official HMRC website where you have to register your company.

3.2 Settings

1. On the left side, you can see four categories: VAT Returns, Liabilities, Payments and Settings. Go to Settings in the menu.
2. The entered VAT Number and the authorisation done via the welcome dialog (step 2 in chapter 3.1) automatically creates the following entries:
3. Your HMRC Account will be entered as Default in the column Account Description (first table) and assigned to the VRN (second table). Your company name will be assigned to the VRN Description.

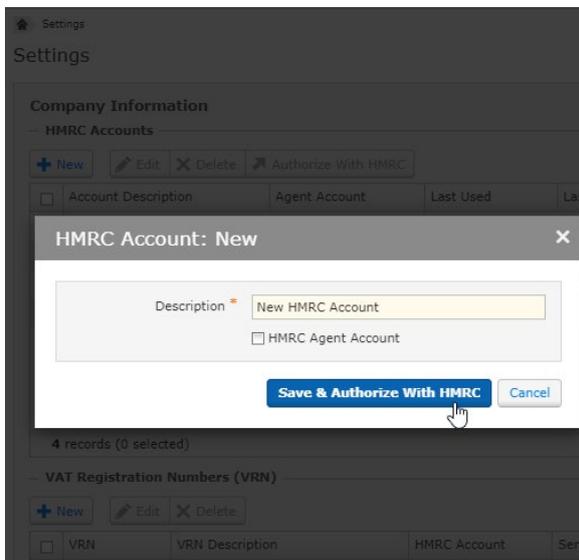


4. Fill in the field Email Address, if you want to receive messages in case of failure, e.g. HMRC is not available.

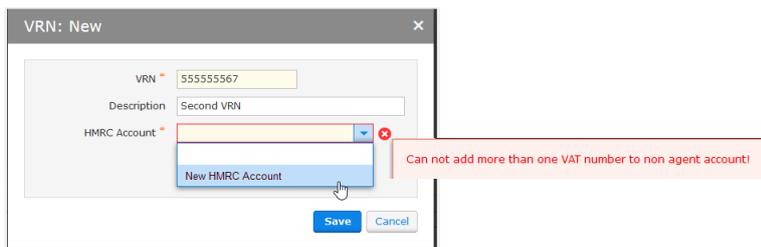
Please note: If you want to use only one account and one VRN, you do not need any additional configuration.

3.2.1 Multi-VAT Functionality

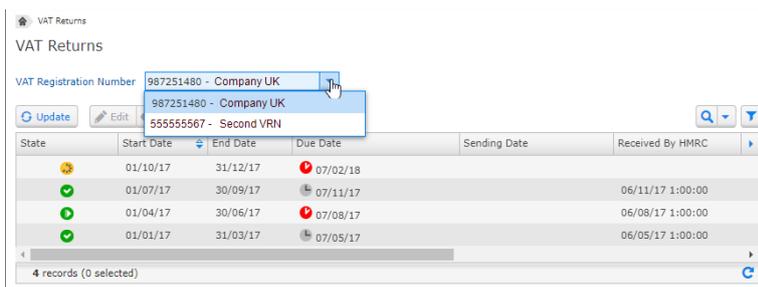
1. If you want to configure a second VRN for your company, you should create a **New** HMRC Account and authorize it via **Save & Authorize With HMRC**. You will be forwarded to the official HMRC website where you have to register your company. For further steps, see chapter [3.3](#).



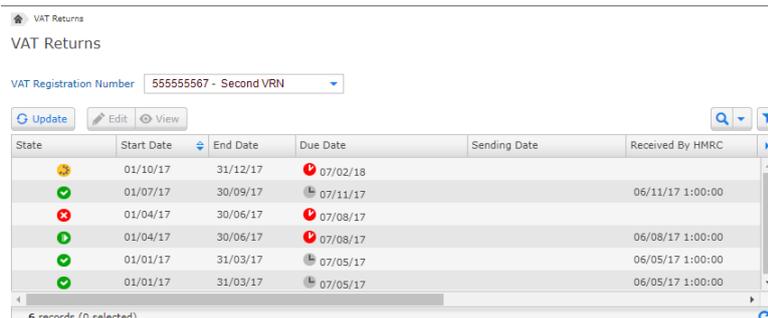
2. Create a **New** VRN and assign the new **HMRC Account**. To assign more than one VRN to the HMRC Account, see chapter [3.2.2](#) (Agent Functionality).



3. To test your configuration, go to VAT Returns and choose the second VRN in the VAT Registration.



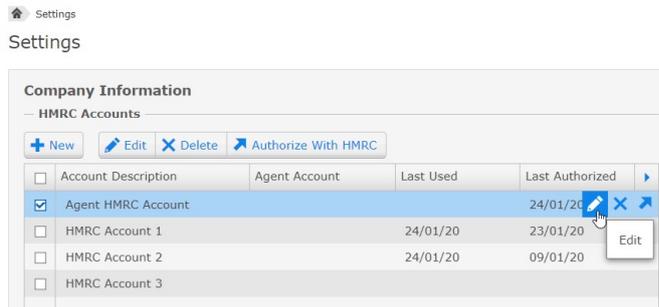
4. Now you can see all data from HMRC belonging to this VRN.



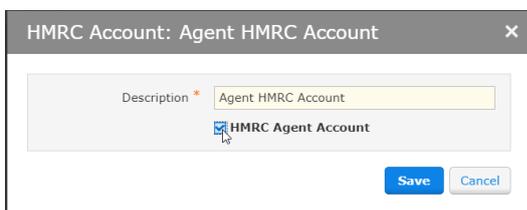
3.2.2 Agent Functionality

In case you want to use multiple VRNs for one HMRC Account, you have to use the Agent Functionality.

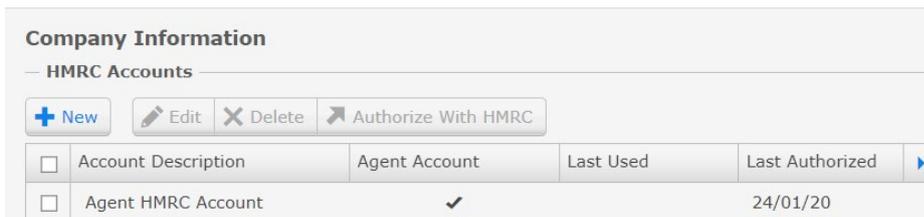
1. For this, go to **Settings** and create a new HMRC Account (see chapter [3.2.1](#)) or select an existing one and click **Edit**.



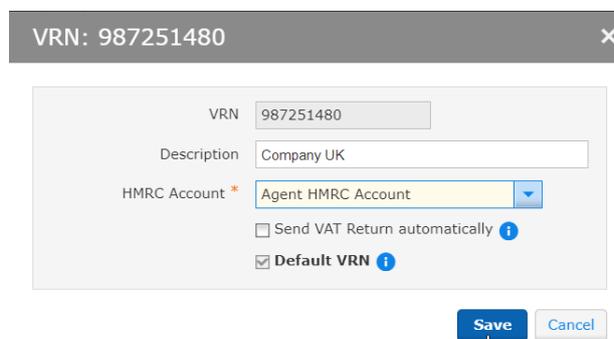
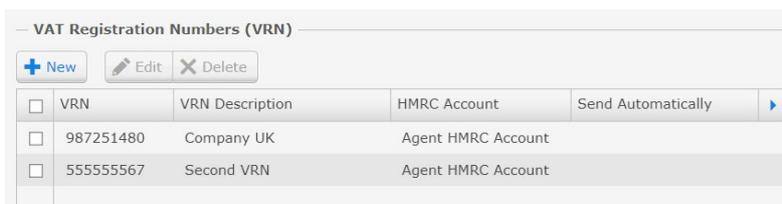
2. Enable the HMRC Agent Account and Save.



3. This account is marked as **Agent Account** and the system allows assigning several VRNs to it.



4. In order to assign the VRN to the **Agent Account**, you can create a new VRN (see chapter [3.2.1](#)) or use an existing one. Select a VRN and click **Edit**. Select the Agent Account in the field **HMRC Account**.

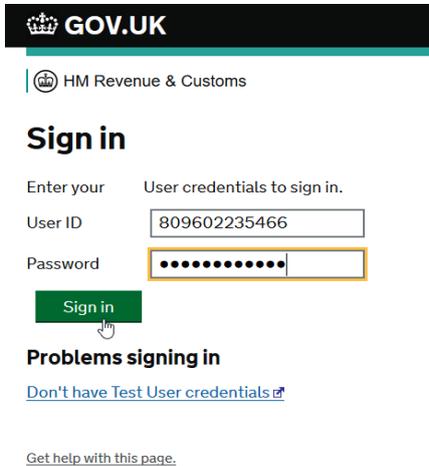


5. You can see the assigned VRNs in the overview.

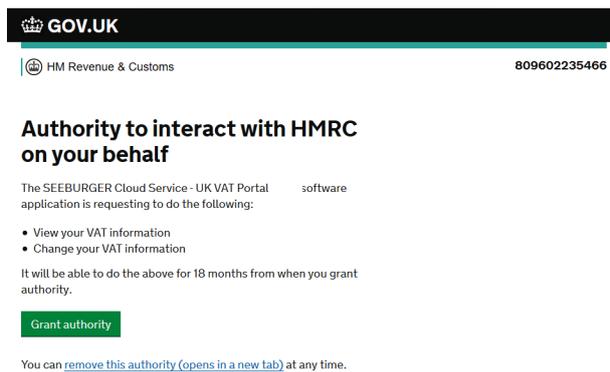
3.3 Authorisation at HMRC

After clicking **Go to HMRC** within the [Welcome Dialogue](#) or in the [Settings](#), you will be redirected to the official HMRC website where you have to register your company:

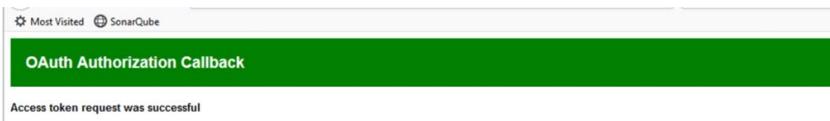
1. At the first page “Authority to interact with HMRC on your behalf” click Continue to start the authorisation.
2. The next screen will ask you for your User ID and Password. Provide both and click Sign in.



3. Now confirm permissions and click **Grant Authority**.



4. After successful authorisation, you will be forwarded to the following feedback website:



5. Close this website and open the UK VAT Portal app in the SEEBURGER Cloud again. If not open yet, use this link: <https://portal.cloud.seeburger.de/cas/sso?>

Please note: You have to wait 72 hours for confirmation of HMRC before you start to send the first VAT Return. HMRC needs this time to complete the authorisation.

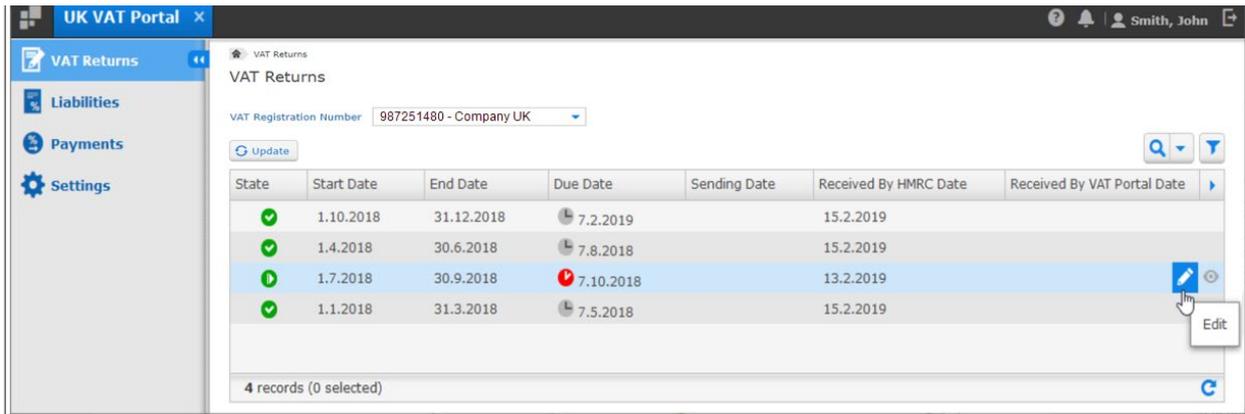
4. Creating and Sending of a Manual VAT Return

4.1 Creating of a Manual VAT Return

Please note: According to the UK Government, VAT returns have to be submitted electronically since 1 April, 2019.

HMRC sends both fulfilled and new VAT returns to the UK VAT Portal for you. Creating of a manual VAT return means in this case to edit a new VAT return and send it to HMRC.

1. Start the **UK VAT Portal** app and go to **VAT Returns** in the menu. The page **VAT Returns** shows you all fulfilled and new VAT Return reports.



2. Select one of the reports and click **Edit** on the right side to open the **VAT Return Details**.

The screenshot shows the 'VAT Return Details' form for the period 1.7.2018 to 30.9.2018. The form is divided into 'Overview' and 'VAT Return' sections. The 'Overview' section shows the State as 'New', Due Date as '7.10.2018', and Received By HMRC Date as '13.2.2019'. The 'VAT Return' section is split into 'Outputs' and 'Inputs'.

Overview

State: ● New
Due Date: ● 7.10.2018
Received By HMRC Date: 13.2.2019

VAT Return

Outputs

Box 1: VAT due in the period on sales and other outputs*
GBP

Box 2: VAT due in the period on acquisitions from other EU member states*
GBP

Box 3: Total VAT due (calculated read-only field: Box 1 + Box 2)
GBP

Inputs

Box 4: VAT reclaimed in the period on purchases and other inputs (including acquisitions from the EU)*
GBP

Box 5: net VAT to be paid to HMRC or reclaimed (calculated read-only field: Box 3 - Box 4)
GBP

Box 6: total value of sales and all other outputs excluding any VAT*
GBP

Box 7: the total value of purchases and all other inputs excluding any VAT*
GBP

Box 8: total value of all supplies of goods and related costs, excluding any VAT, to other EU member states*
GBP

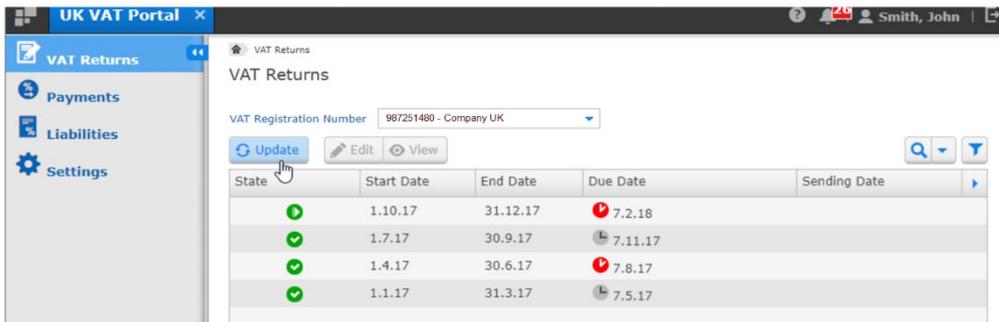
Box 9: total value of all acquisitions of goods and related costs, excluding any VAT, from other EU member states*
GBP

Buttons: **Save** **Send**

3. Fill the input fields with correct values and click **Save**.
4. If you want to send the VAT return to HMRC now, click **Send**.

4.2 Updating the VAT Return Information

Use the **Update** button above the table to update the displayed VAT return information from HMRC. You can update the information of the current period or enter an individual period. The maximum period is one year.



4.3 Sending of a Manual VAT Return to HMRC via UK VAT Portal

After editing an open VAT return, you can send it manually from within the VAT return details or from the VAT return overview.

Follow the instructions on how to get to details in chapter [4.1](#) and click **Send** (see step 4 in chapter [4.1](#)).

5. Creating and Sending of Automatic VAT Returns

SimpleXML VAT returns can be sent manually and automatically. Before starting the automatic sending, you have to create a SimpleXML and set up the connection to the SEEBURGER Cloud for sending this SimpleXML.

5.1 Creation of the SimpleXML

The following picture shows a SimpleXML with sample data. All of the displayed fields below are required. The version of the XML has to be fix: 1.0.0.

```

1  <?xml version="1.0" encoding="UTF-8"?>
2  <VatReport Version="1.0.0">
3    <VatData>
4      ① <VatRegistrationNumber>UK-VAT-No</VatRegistrationNumber>
5      <VatReportingPeriod>
6        <Start>2019-01-01</Start>
7        <End>2019-03-31</End>
8      </VatReportingPeriod>
9      <VatOutputs>
10     <VatDueSales>100.00</VatDueSales>
11     <VatDueAquisitions>19.00</VatDueAquisitions>
12     <TotalVatDue>987.67</TotalVatDue>
13   </VatOutputs>
14   <VatInputs>
15     <VatReclaimedCurrPeriod>-55.99</VatReclaimedCurrPeriod>
16     <NetVatDue>20.00</NetVatDue>
17     <TotalValueSalesExVat>100</TotalValueSalesExVat>
18     <TotalValuePurchasesExVat>100</TotalValuePurchasesExVat>
19     <TotalValueGoodsSuppliedExVat>100</TotalValueGoodsSuppliedExVat>
20     <TotalValueAquisitionsExVat>100</TotalValueAquisitionsExVat>
21   </VatInputs>
22 </VatData>
23 </VatReport>

```

- ① Shows the VAT registration number, which is unique for a company. This number has a fixed length of 9 digits. HMRC allows having up to ten VAT registration numbers.
- ② Describes the start and end date of a reporting period of three months. These dates need to have the YYYY-MM-DD format. E.g. for the reporting period "from 01 January 2019 until 31 March 2019" the starting date is "2019-01-01".
- ③ Consists of three amounts. They are also called Box 1, Box 2 and Box 3 by HMRC. The amounts in these fields should be in GBP with two decimals separated with a dot, e.g. "100.00". Both, positive and negative figures are allowed.

Fieldname	Box	Description
VatDueSales	Box 1	VAT due in the period on sales and other outputs
VatDueAquisitions	Box 2	VAT due in the period on acquisitions from other EU member states
TotalVatDue	Box 3	Total VAT due (Box 1 + Box 2)

- ④ Consists of six amounts in GBP. They are also called Box 4 to Box 9 by HMRC. The amounts of Box 4 and Box 5 in these fields should be with two decimals separated with a dot, e.g. "100.00". Box 5 has positive figures only (no negative figures/symbols allowed) and has to include two decimal places. Box 6 to Box 9 have whole numbers only. They cannot include any decimal places. For all fields, except Box 5, positive and negative figures are allowed.

Fieldname	Box	Description
VatReclaimedCurrPeriod	Box 4	VAT reclaimed in the period on purchases and other inputs (including acquisitions from the EU)
NetVatDue	Box 5	Net VAT to be paid to HMRC or reclaimed (difference between Box 3 and Box 4)
TotalValueSalesExVat	Box 6	Total value of sales and all other outputs excluding any VAT
TotalValuePurchasesExVat	Box 7	The total value of purchases and all other inputs excluding any VAT
TotalValueGoodsSuppliedExVat	Box 8	Total value of all supplies of goods and related costs, excluding any VAT, to other EU member states
TotalValueAquisitionsExVat	Box 9	Total value of all acquisitions of goods and related costs, excluding any VAT, from other EU member states

After the creation of a SimpleXML, your system can send the XML via the following web service to the UK VAT Portal app in the SEEBURGER Cloud.

5.2 Sending of the SimpleXML to the UK VAT Portal

Warning: If you have a SEEBURGER Managed Service, please do not try to use the datasheet. You can open a Helpline ticket for this issue. We will set up the connection for you.

You can find the description and datasheets for configuration of sending the SimpleXML here:

<https://seeburger.cloud/en/connect-the-cloud/>

Please navigate to the [UK VAT Reporting \(HMRC\)](#) section and select the right datasheet.

After a successful sending, there will be a VAT Return for the respective date on the page **VAT Returns**.

Please note: You can look at the details of a VAT Return but you cannot edit the values you sent.

5.3 Manual Sending of VAT Returns to HMRC via SimpleXML

In case you want to check your values before sending, do not enable the automatic sending process to HMRC on the page **Settings**. It is disabled by default (see screenshot in chapter [5.4](#)).

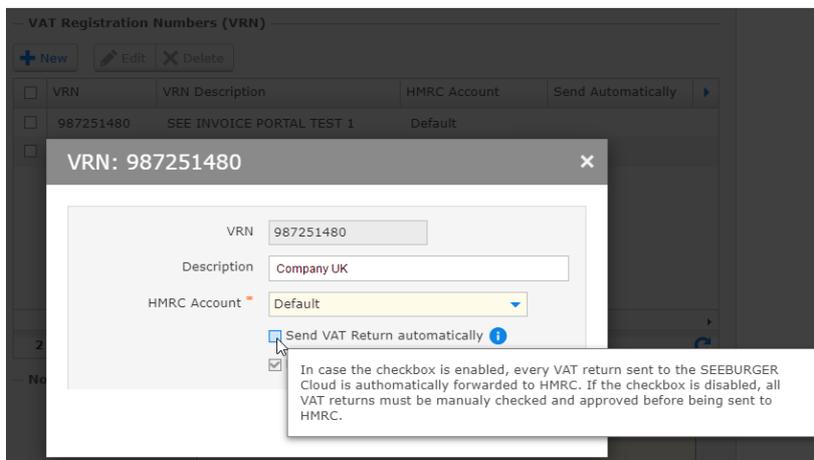
Be aware of the fact that you cannot modify the values of your VAT Return as in the creation of a manual VAT Return. If there are incorrect values, you have to send another SimpleXML with the correct values. Our system overwrites the old values with the current values from the SimpleXML in the **VAT Return Details**.

To send the VAT Return manually, you can follow the instructions on how to get to the **VAT Return Details** in chapter [4.1](#) and click **Send** (see step 7 in chapter 4.1).

5.4 Automatic Sending of VAT Returns to HMRC via SimpleXML

To start the automatic sending of VAT returns you have to change the settings.

1. Start the UK VAT Portal app and go to Settings.
2. Choose the VRN you want to use for automatic import and click Edit.



3. Enable **Send VAT Return automatically**.
4. Click **Save**.
5. You can see the VRNs which will be sent automatically configuration in the overview.

VAT Registration Numbers (VRN)

VRN	VRN Description	HMRC Account	Send Automatically
987251480	Company UK	Agent HMRC Account	✓
55555567	Second VRN	Agent HMRC Account	✓

5.5 Checking the Sent VAT Returns

The sent VAT return shows the values of the SimpleXML you have put in.

1. Start the UK VAT Portal app and go to VAT Returns in the menu. This overview shows you all sent VAT returns.
2. Select one of the VAT returns and click View.

UK VAT Portal

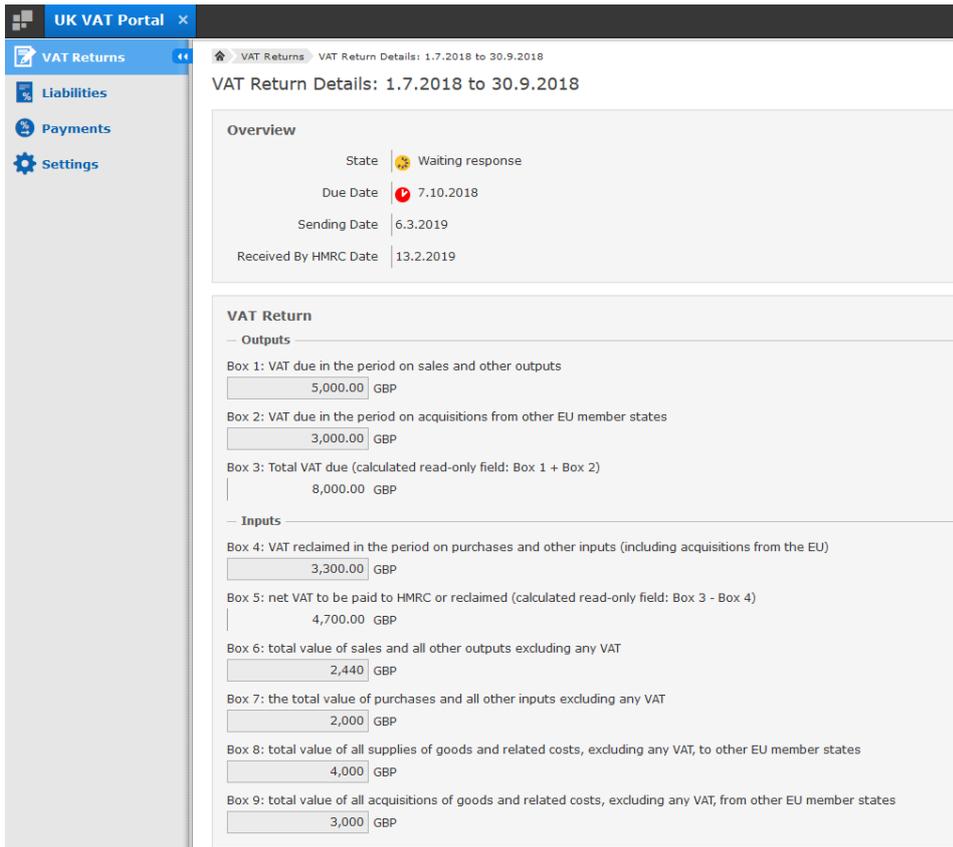
VAT Returns

VAT Registration Number: 987251480 - Company UK

State	Start Date	End Date	Due Date	Sending Date	Received By HMRC Date
🟢	1.10.2018	31.12.2018	🔴 7.2.2019		15.2.2019
🟡	1.7.2018	30.9.2018	🔴 7.10.2018	6.3.2019	13.2.2019
🟢	1.4.2018	30.6.2018	🕒 7.8.2018		15.2.2019
🟢	1.1.2018	31.3.2018	🕒 7.5.2018		15.2.2019

4 records (0 selected) Search profile: 1

3. Now you can see the **VAT Return Details**.



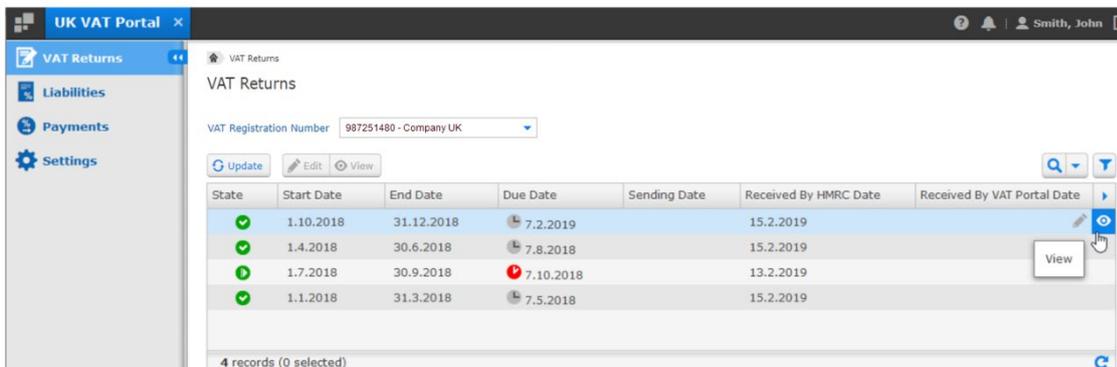
A. Section A represents the Output Values of the SimpleXML:

- VatDueSales
- VatDueAquisitions
- TotalVatDue.

B. Section B represents the Input Values of the SimpleXML:

- VatReclaimedCurrPeriod
- NetVatDue
- TotalValueSalesExVat
- TotalValuePurchasesExVat
- TotalValueGoods SuppliedExVat
- TotalValueAquisitionsExVat.

4. After HMRC has confirmed the receipt of your VAT Return, its state changes to fulfilled.



6. Error Notification

In this chapter, you can find several possible error cases and error handlings of the UK VAT Portal app.

6.1 Possible Error Cases

Authorisation at HMRC failed

You will get an error message within the app and have to start the authorisation in the settings again.

An incorrect SimpleXML was sent to the UK VAT Portal

For example:

- The XML has the wrong time format
- The end date in the XML is in the future.

You will receive an email with a report what went wrong with the SimpleXML.

HMRC Service is currently not available. VAT returns could not be sent.

You will be notified via email if HMRC is not available.

You want to get information from HMRC for liabilities and payments but HMRC Service is currently not available

You will get an error message within the app.

Authorisation Error

For example:

- You start the authorisation but get an error message during the process.
- You did the authorisation without any errors but there is an error message in the **VAT Returns** view.

In case of this error, you have to contact HMRC support by following this link:

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/vat-online-services-helpdesk>

6.2 Support Required

If you need support, you can open an incident using the following channels at any time:

Via Web Account (Help Desk Portal): <https://servicedesk.seeburger.de/>
Via email to: support@cloud.seeburger.de
Via phone: +49 (0) 7252 96 1443

7. Additional Information

SEEBURGER will never ask you directly for your HMRC user credentials. When entering your password to authorize the **SEEBURGER UK VAT Portal** application, verify that your browser shows the correct URL and the HTTPS (TLS secured) connection shows a valid certificate. Never re-use a password on multiple web sites.

The **SEEBURGER UK VAT Portal** will navigate to the HMRC portal if it needs to request authorisation to read and write VAT related data. Make sure to only authorize the application '**SEEBURGER Cloud Service - UK VAT Portal**' for this. This procedure uses the OAUTH protocol which ensures you can safely delegate access to only selected Tax data to third-party services (like the **SEEBURGER UK VAT Portal**). If this authorisation expires or is revoked, the **SEEBURGER Portal** will display a message and ask you to authenticate the application again (if background processing failed, you will get an alert email to the registered contact asking you to sign in to the **SEEBURGER Portal** to re-authenticate).

To protect against phishing (credential theft) you should always make sure you enter your passwords only on the correct website. It is highly recommended to not follow links in emails to the HMRC or **SEEBURGER Portal**. Instead, type the address or use trusted browser bookmarks.

You can revoke the access permission of the **SEEBURGER UK VAT Portal**. Remove the application '**SEEBURGER Cloud Service - UK VAT Portal**' at the HMRC portal. If you do this, you will no longer be able to use the services in the SEEBURGER Cloud, which require this access until you authorize the application again.

When using the **UK VAT Portal** to view or submit VAT related company data, SEEBURGER transmits additional meta-data as required by HMRC for fraud-detection. This includes details about your browser session (including browser details and IP address). Please see the product description and privacy agreement for the detailed information transmitted. You can read more about the privacy implications here:

- HMRC's [Privacy Notice](#)
- HMRC Data Protection Impact Assessment: [Transaction Monitoring \(TxM\)](#)
- Regulatory Justification: [Delivery of Tax Information through Software \(Ancillary Metadata\) Regulations 2019 \(S.I. 360/2019\)](#)
- [SEEBURGER Cloud Privacy Policy](#)