



# Guyana Revenue Authority

## Third Party Data

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### Electronic Submission Guidelines

## **Introduction**

The Guyana Revenue Authority (GRA) requires taxpayers to submit information about transactions they have with vendors/suppliers. As part of the continuous modernisation process, the GRA is now providing a facility for taxpayers to electronically submit their third party transaction data.

## **Process**

For organisations or individuals submitting the electronic data (hereinafter referred to as the data provider), the submission process is as follows:

1. The taxpayer will prepare the data in the prescribed format and submit via email to [tpi@gra.gov.gy](mailto:tpi@gra.gov.gy). Submissions are due on or before the 28<sup>th</sup> of February each year. However, submissions at shorter intervals will be accepted.
2. Once successfully submitted, you will receive an email that will inform you whether the submission passed the validity checks.

## **File Requirements**

The electronic file must be provided in a comma separated values (csv) format with a comma used as the separator. Each row must include all fields even if no data is provided.

Each row should represent a transaction done with a vendor/supplier over the previous year.

The name of the file should follow the pattern:

tpd-[Organisation/Individual name]-[YYYY].csv

e.g., tpd-Guysuco-2020.csv

There should be no spaces in the file name.

The table below explains the electronic format of the third party data submission:

**Row 2 to n**

Column No.	Name	Description
1	Vendor ID	Your internal ID number of the vendor/service provider, if one exists.
2	Vendor Profession	The Vendor's profession/service provider type, for example, 'Cardiologist', 'Joiner'
3	TIN	Vendor's Taxpayer Identification Number (TIN).
4	First Name	Vendor's first name where applicable.
5	Other Names	Vendor's other names where applicable.
6	Last Name	If a vendor has only one name, it must be entered in the Last Name field only.  In the case of an organisation, enter the company's name or the business/trading as name.
7	Address	Vendor's home/business/mailing address.
8	Phone No.	Vendor's phone number.  Only enter numbers. Do not include dashes or other characters.

9	National ID	Vendor's National ID number where applicable. Leave blank if it is not known.
10	Passport No.	Vendor's Passport number where applicable. Leave blank if it is not known.
11	Work Nature	Enter a short description of the goods/service provided by the Vendor over the period.
12	Start Date	The date the transaction/work began in the format of YYYY-MM-DD.
13	End Date	The date the transaction/work ended in the format of YYYY-MM-DD. If only one date, populate this field.
14	Amount	The total amount paid for the goods/service to the Vendor. This should be in Guyanese Dollars.  Do not include any commas or other separators in the number. Do not include cents.
15	Notes	Short comment regarding this transaction.

**Last Row**

Column No.	Name	Description
1	Vendor ID	<i>Leave blank</i>
2	Vendor Profession	<i>Leave blank</i>
3	TIN	Your Taxpayer Identification Number.
4	First Name	<i>Leave blank</i>
5	Other Names	<i>Leave blank</i>
6	Last Name	Your Legal Name.
7	Address	Your Address.
8	Phone No.	Total number of vendors submitted (listed in the file).
9	National ID	<i>Leave blank</i>
10	Passport No.	<i>Leave blank</i>

11	Work Nature	<i>Leave blank</i>
12	Start Date	The Start Date of the period covered in this submission, in the format of YYYY-MM-DD.
13	End Date	The End Date of the period covered in this submission, in the format of YYYY-MM-DD.
14	Amount	Total Amount.  Do not include any commas or other separators in the number. Do not include cents.
15	Notes	<i>Leave blank</i>

**Important**

Taxpayers should be mindful of potential areas for errors- some are listed below. These errors can be significant and lead to delays in processing of the submission.

- incorrect TINs
- incorrect amounts
- incorrect Business/Trading As names