



PAYE ONLINE FOR EMPLOYERS
ELECTRONIC FILING ENABLED SOFTWARE
INSTRUCTIONS FOR GAINING INTERNET
RECOGNITION

P38A

2011-12

Software Developers Support Team

Introduction

Once you have completed your own thorough product testing you can apply for Internet Recognition for your P38A Internet submission product. You must use the scenario data contained in the '2011/12 P38A Recognition Scenarios' document to create your final XML examples when you apply for Internet Recognition.

If you do not already have P38a internet recognition for the previous (2010-11) tax year, you should include all the scenarios appropriate to your product and successfully submit the XML files to VSIPS in order to gain Internet Recognition. The URL for VSIPS is <https://secure.dev.gateway.gov.uk/submission>

Recognition 'Lite' - if you already have P38a internet recognition for the previous (2010-11) tax year, you need only send in scenario 1 to apply for recognition for 2011-12. This will be used to test the annual changes. If your product features newly supported functions, such as test-in-live, for 2011-12, you should also send in the appropriate scenario to support this.

To gain Internet Recognition for the P38A

Once you have generated the XML for the scenarios and ensured they submit successfully to VSIPS, you should then send the XML files, via email, to the SDS Team at sdsteam@hmrc.gsi.gov.uk

The SDS Team will examine the XML to ensure that the product is capable of sending P38A data over the Internet to HMRC and, if successful, your product will be granted Internet Recognition.

You will also need to provide *one* sample of your XML for *each* of the following messages. These messages must be in accordance with the UK Online Document Submission Protocol

- **submit_poll** and
- **delete_request**
- **list_request** If you cater for this functionality will you also provide a sample of the XML for inspection
- **submission_response** Will you supply one sample of a `submission_response` message from the Government Gateway showing successful validation of one of your XML files.

<TestMessage> “Test in Live”

If your product supports the **optional** “test in live” functionality you should also send to the SDS team:

- XML which includes <TestMessage> correctly populated for a “test in live” submission.
- A copy of the **submit_response** message from VSIPS that indicates that the submission was a test.

Instructions For using the P38A Recognition Data

This section describes how the P38A recognition data should be used by software developers.

Use of Recognition Data

You should use the recognition scenarios provided for **2011-12** to generate P38A data. You should report any problems you experience with the Scenarios to the [Software Developers Support Team](#) .

Conditions of Use

You should use the recognition data primarily to ensure that your software packages can produce correct XML instances using the basic data provided. Successful submission of these recognition cases over the Internet will result in HMRC Internet Recognition for your Internet submission product but does not constitute any form of HMRC approval of a Payroll Product itself.

Please note

- When sending in your XML for examination, you must advise the SDS Team of any additional data that you have included in your XML output that has not been given or requested in the P38A scenarios document.
- If your product restricts the submission of any of the data requested you will need to provide the SDS Team with an explanation.
- The data contained in the scenarios document and the resulting XML generated only demonstrate a small selection of P38A data that can be sent over the Internet. Therefore, it is **strongly recommended** that you carry out thorough product testing over and above the data provided when developing your Internet enabled software product (*Please also see 'Conditions of Use'*)
- If you do not intend to gain recognition, you can still use the scenario data provided to assist with development of your product. Gaining Internet recognition is optional but recommended.

Employer Data

The following base data should be used when generating the XML.

| | |
|-------------------------|---|
| IR Office Number | Tax office number - issued by SDS Team |
| PAYE Reference | Tax office reference - issued by SDS Team |

Ideally your product should also enable the following data to be submitted

| | |
|--------------------------------|--------------|
| Payroll contact | John O'Dare |
| Payroll contact Tele no | 01274 987654 |

<Agent> element

If your product enables the submission of Agent details please use the following data in the recognition scenario XML.

| | |
|---------------------------|---|
| Agent ID | AX321 |
| Agent Company name | Agents Are Us |
| Agent address | 12 Daffodil Road East Benton Bradford BD12 1XX |
| Agent contact name | Mary-Jane Smith |

<Sender> element

If your product allows a number of different entries in the <Sender> element, please ensure that you test all the possible <Sender> entries supported by your product. For PAYE submissions, the most appropriate entries are Agent, Bureau or Employer.

Sending your email requests for Internet Recognition to the SDS Team

If you are applying for P38A Internet recognition, please quote the following in the subject line of your email

P38A Internet Recognition 2011-12: Your 4 digit vendor id, Your business name

For each scenario, will you ensure that the data in your XML is sent in the same order as they are given in the scenario document.

EOY Recognition Request Checklist

Please answer the following checklist questions and forward your responses with your request for EOY 2011-12 Internet recognition.

| | | | |
|----------------------------|--|--------------------------|--|
| Software House Name | | 4 digit Vendor ID | |
|----------------------------|--|--------------------------|--|

- Do you cater for the following:

| | Yes | No |
|---|-----|----|
| Test in live submissions | | |
| <ul style="list-style-type: none"> If yes, do you allow customers to use the test in live function | | |

| | | |
|--|--|--|
| Was the ' Local Test Service ' (LTS) used during your testing and development work | | |
|--|--|--|

- Will you provide the details of your Internet submission product – when recognition is gained, this information will be published on the HMRC website:

| | |
|--|--|
| Suppliers Name: | |
| Product Name: | |
| Telephone number for customers: | |
| Website address: | |

- If you **did not** gain 2010-11 recognition, will provide one copy of each of the following messages when you request 2011-12 recognition:
 - submit_poll**
 - delete_request**
 - list_request** (if you cater for it)
 - submission_response** (Complete, P14Part, P35Part as appropriate)
 - Plus, a **submit_response for a 'test in live'** (if you cater for it)