

# PAYE Online for Employers – Internet filing enabled software

## How to use the Test Services

Development of your Internet product is in two stages. The first is developing the XML in line with the relevant schema and business rules. This is covered in detail in the technical pack. The second stage is submitting the file to the Government Gateway.

**The following is a step by step guide to using the testing services and is intended to assist with the production of Software for the submission of PAYE forms and Returns over the Internet.**

Download the technical pack that covers the forms you are developing.

Contact the [Software Developers Support Team \(SDS Team\)](#) who will register your details and provide a 'Vendor ID' and other credentials you will need to access the test services. You will need to include the 'Vendor ID' within the <URI> element of the XML message for both the Live and Test services as this will enable us to provide support and feedback.

When you are ready to test your product, there are two separate test services available for you to use. These are TPVS and VSIPS. For EOY, P14, P35 and P38A forms there is a standalone tool which is a supplement to TPVS and VSIPS. This tool is known as the Local Test Service (LTS).

### **Third Party Validation Service (TPVS)**

This performs validation on the 'form' or the 'Body' of the submission against the PAYE Schemas and the business rules. Test submissions should be made to:

End of Year – P14, P35	<a href="https://www.tpvs.hmrc.gov.uk/EOY/post.slt">https://www.tpvs.hmrc.gov.uk/EOY/post.slt</a>
End of Year – P38A	<a href="https://www.tpvs.hmrc.gov.uk/P38A/post.slt">https://www.tpvs.hmrc.gov.uk/P38A/post.slt</a>
Expenses and Benefits	<a href="https://www.tpvs.hmrc.gov.uk/EXB/post.slt">https://www.tpvs.hmrc.gov.uk/EXB/post.slt</a>

You must ensure that any XML document you submit has been prepared using the most up to date schema and relate to the latest tax year supported by the TPVS service. Further information can be obtained from the SDS Team.

You should submit to TPVS using the credentials that are provided by the SDS Team when you applied for a Vendor ID. For details on which elements should be populated with your credentials please see the [PAYE – Hints and tips](#) document contained in this technical pack.

Response messages will be returned based on the outcome. Please remember that if you send submissions direct to the TPVS site, the service **will not** perform full validation on the GovTalk Header.

### **Vendor Single Integrated Proving Service (VSIPS)**

This allows Software Developers to submit test cases through the Government Gateway test site to the HMRC TPVS site which mirrors the 'live' citizen Internet service. Submissions to VSIPS should be sent to <https://secure.dev.gateway.gov.uk/submission>

You must include the unique credentials provided by the SDS Team in the submissions to VSIPS. For details on which elements should be populated with your credentials please see the [PAYE – Hints and tips](#) document contained in this technical pack.

This service first test the GovTalk Header against the GovTalk Schema. The test submission will then be automatically routed to the TPVS service where the 'form' or 'Body' of the submission will be validated against the appropriate PAYE Schema and have the business rules applied. Response messages will be returned based on the outcome. **NB. You must use this test service if you wish to apply for Recognition for Internet enabled Software.** Details for applying for recognition can be found later in this document.

## Document Submission Protocol

When you submit a return to the Government Gateway, whether to the Live service or to VSIPS, a conversation should take place between your application and the Government Gateway. This is covered in more detail in the UK Online Document Submission Protocol. The steps in this process are as follows

- You send the submission to the Gateway using the submit\_request message
- The Gateway issues a submit\_acknowledgement message containing a unique Correlation ID. This is confirmation that your submission was received and accepted by the Gateway. The Gateway then automatically forwards the submission to HMRC to be validated.
- You then use the Correlation ID to enquire to the Gateway about the status of the submission using a submit\_poll message
- You should continue to issue submit\_poll messages to the Gateway until the Gateway is able to generate either a submit\_response or submit\_error message. You may have to send this message a number of times before you receive a reply, especially if the file is large or if the system is busy.
- If the return is successfully validated you will receive an XML submit\_response message – it is important that you view and understand the information in this message.
- If the submission is rejected a submit\_error message will be generated, advising the submitter of the reason for the failure.
- If a submit\_response or submit\_error message is not received after a reasonable length of time you should consider temporarily ending the conversation and re-starting at a later time using the same Correlation ID.
- Once a submit\_response or submit\_error message has been returned, a delete\_request message should be issued to confirm that the Gateway conversation can be deleted from the Gateway. Issuing a delete\_request does **NOT** prevent the original submission from being sent to the HMRC system.

## Local Test Service (LTS) – EOY forms P14, P35 and P38A;

This Validation Tool allows users to select an XML file, run the validation against that XML file and produce the same XML result as it would in live, including all errors found. Developers can self serve to check the standard of their products locally without having to access the TPVS service. The LTS **MUST** be used during the development work as it is a supplement to the TPVS and VSIPS services.

## Recognition

Once you've successfully completed your own testing you can apply to the SDS Team for HMRC recognition.

In order to gain recognition for your Internet filing enabled software, you must ensure that your product incorporates the polling and delete request functionality as described in the UK Online Document Submission Protocol. It is recommended that the list request functionality is also included in your product.

Each technical pack provides full details of the recognition process. The process involves the submission of a number of recognition test cases, provided by the SDS Team which you must submit successfully to VSIPS. You will also need to send XML output from your product for these test cases to the SDS Team.

Application for recognition is optional but highly recommended. If you achieve recognition, your contact details and the name of your product will be listed on our web site at <http://www.hmrc.gov.uk/efiling/payepayesoftwareforms.htm>

## **Other useful information**

### **Live Service URL**

The URL for live submissions to the Internet Service for PAYE is <https://secure/gateway.gov.uk/submission>

### **TPVS Reset**

The TPVS/VSIPS holding area for EOY part submissions is cleared of P35Part and P14Part submissions overnight. However, you can manually clear the holding area by going to <https://www.tpvs.hmrc.gov.uk/ospaye/login>

### **Digital Certificates**

Although the test services do not provide the facility to test for digital Certificates, these can be incorporated into your products for use in the Live Service. Full details can be found on the GovTalk Website at [www.govtalk.gov.uk](http://www.govtalk.gov.uk). This includes the Government Gateway Protocol, the xmldsig-core-schema.xsd and other relevant information.

### **Technical Pack Updates**

All developers who have registered with the SDS Team will be advised by email of any updates to the Technical Packs. However, please check the web site regularly to ensure that you are working to the most up to date versions. Where possible, the version numbers and version dates are shown on each document.

It is important that you keep the SDS Team updated with any changes to your contact email address(s).

Please note that we strongly recommend you use a commercially available XML Editing and Validation Tool during the development of your software.

## **Contact points and level of support provided**

### **SDS Team**

The SDS Team is your main point of contact within HM Revenue & Customs during the development and testing of your product. We provide the following service to software developers;

Issuing Vendor ID's and testing credentials  
Dealing with enquiries relating to the schema and validation rules and,  
Provide feedback/advice during testing

We can be contacted Monday to Friday 09:00 – 17:00: [Contact SDS Team](#).

### **Online Service Helpdesk**

General customer and user enquiries relating to the live internet services should be directed to the Online Services Helpdesk on telephone number 0845 60 55 999, email [helpdesk@ir-efile.gov.uk](mailto:helpdesk@ir-efile.gov.uk) opening times 08:00 – 20:00 7 days a week, closed Christmas Day, Boxing Day and New Years Day.