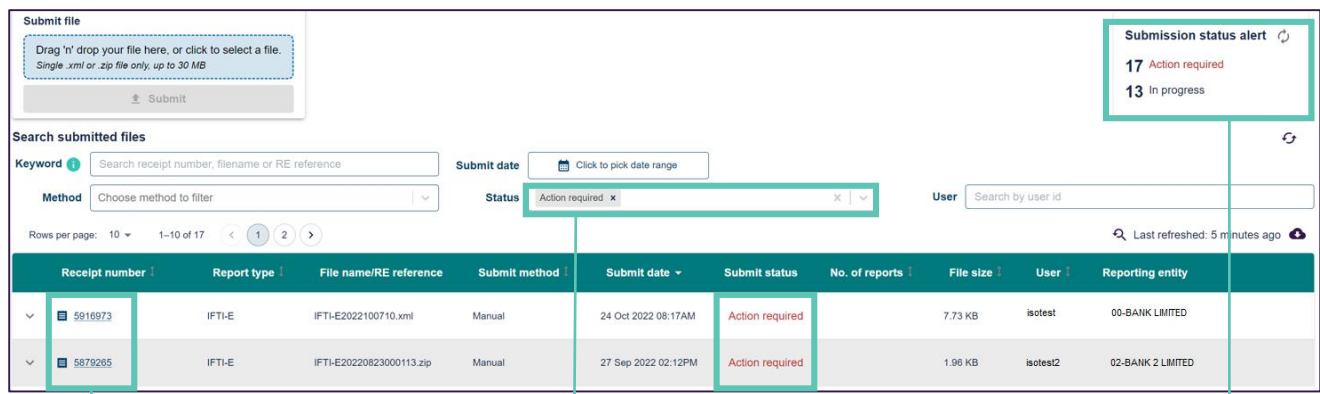




Quick reference – File resubmission or no further action for reporting using IFTI-E v2.0 schema only

This guide will show you how to resubmit an IFTI-E v2.0 file or mark it as “no further action required” when the status of your submitted files is “Action Required”. **Please note:** This guide may be subject to change. Data used in screenshots are fictitious.

1. Use the **Status** filter or the **Submission status alert** card to show files with a status of ‘Action required’. In the Receipt number column, click on the receipt number of the submission that you wish to action.



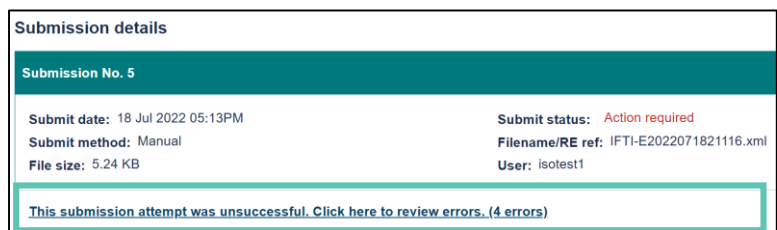
The screenshot shows the 'Submit file' section at the top left with a 'Submit' button. Below it is a search area for submitted files with fields for 'Keyword', 'Submit date', 'Method', 'Status', and 'User'. The 'Status' dropdown is set to 'Action required'. A 'Submission status alert' card in the top right shows '17 Action required' and '13 In progress'. Below the search area is a table of submissions with columns: Receipt number, Report type, File name/RE reference, Submit method, Submit date, Submit status, No. of reports, File size, User, and Reporting entity. Two rows are visible, both with 'Action required' status. Red boxes highlight the 'Submit status' filter, the 'Submission status alert' card, and the 'Receipt number' column.

Receipt numbers of submissions

The **Status filter** can help filter the table to show report files where status is **Action required**.

The **Submissions status alert** will show how many of your report files require action.

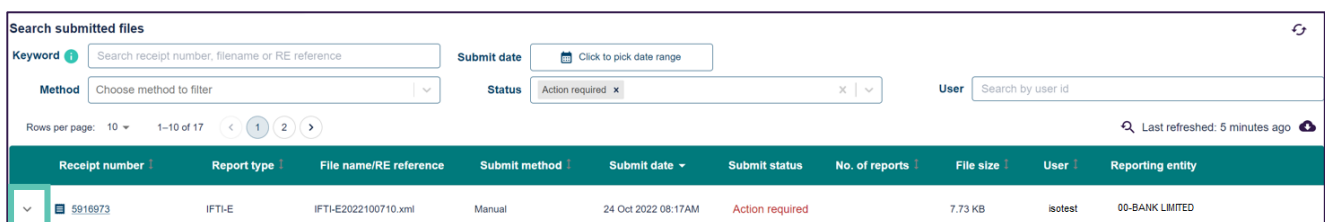
2. A new tab will open in your internet browser. Click on “**This submission was unsuccessful Click here to review errors**” to view the validation errors.



The screenshot shows the 'Submission details' page for 'Submission No. 5'. It lists: Submit date: 18 Jul 2022 05:13PM, Submit method: Manual, File size: 5.24 KB, Submit status: Action required, Filename/RE ref: IFTI-E2022071821116.xml, and User: isotest1. A red box highlights a message: 'This submission attempt was unsuccessful. Click here to review errors..(4 errors)'. The 'Submit status' is also highlighted in red.

Important: Go to your own copy of the previously submitted file. Fix **all** validation errors before resubmitting the file

3. Click on the **downward arrow** next to the receipt number you wish to action.



This screenshot is similar to the first one but shows the 'Receipt number' 5916973 in the first row of the table highlighted with a red box. A small downward arrow is visible next to the receipt number.



4. Click **Re-submit** to resubmit an amended file or click **Confirm no further action required** if the file is not required to be resubmitted.

File not accepted. Review receipt and resubmit file. Alternatively, confirm no further action required.

Re-submit

Confirm no further action required

Select file from drive or drag and drop the file. Click **Resubmit**.

Resubmit file

Drag 'n' drop your file here, or click to select a file.
Single .xml or .zip file only, up to 30 MB

IFTI-E2022071821116.xml - 2.57 KB

↑ Resubmit

× Cancel

The newly uploaded file will appear as the latest submission for that receipt. File status in the submissions table will change to "In progress".

Submit status
In progress

or

Enter a reason why no further action is required then click **No further action**.

Reason

File is duplicate to IFTI-E2022051010315.xml

No further action

× Cancel

Click **Confirm**.

Confirm required

Are you sure you want to set the status of a submission 5916973 to "No Further Action".

CANCEL

CONFIRM

File status in the submissions table will change to "No further action".

Submit status
No further action

Tip: You can refer to the guide "Uploading IFTI-E v2.0 files" for more information on submitting a file.

Tip: If you cannot find the newly uploaded or updated file, clear or change the **Status filter** (step 1), as the system may be filtering based on your previous search.