إمـــارات تـاكـس
≡MARATAX

Add Products To FTA Published Excise Goods List - User Manual

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Document Version Control

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1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure

The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: • Registered for VAT • Registered for Excise • Non-registered Taxpayer • Tax Group • Warehouse Keeper • Freight Forwarder/VAT Clearing Company (TINCO) • Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
In the Portal	
⚙ User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
🔊	This is used to enable the Text to Speech feature of the portal
English عربي	This is used to toggle between the English and Arabic versions of the portal
-A A +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
👤 Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
⏻ Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	This is used to save the application as draft, so that it can be completed later
①✓ —— ②	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click Here

Add Products To FTA Published Excise Goods List

Introduction

This manual is prepared to help a taxpayer navigate through the Federal Tax Authority (FTA) EmaraTax portal, access the Excise Goods list screen and perform the following activities:
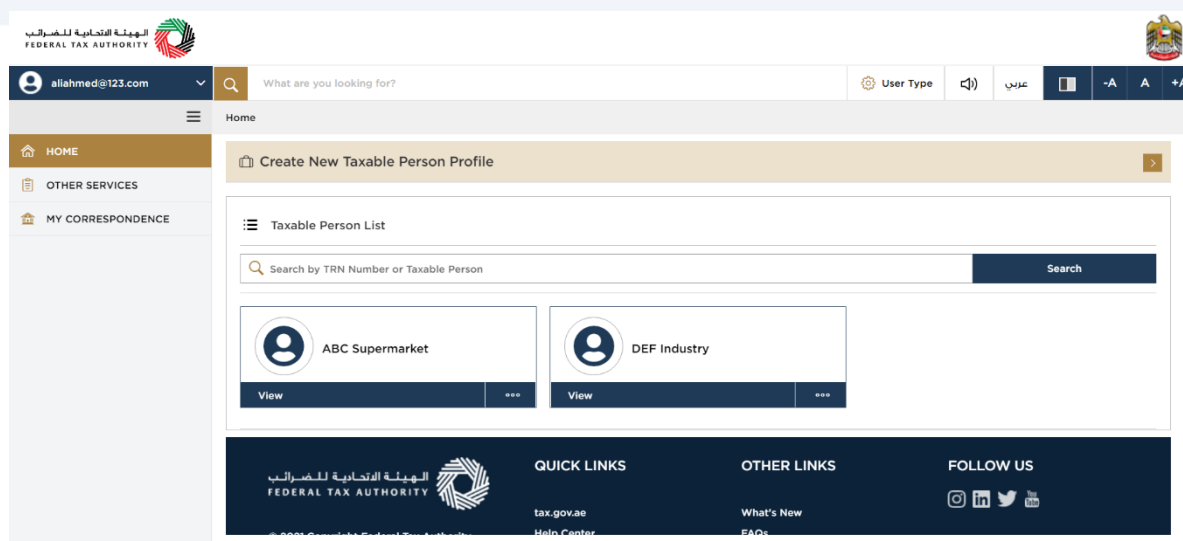
- View the list of published excise goods
- View history of submitted requests
- Add a new product to the published excise goods list

Login to EmaraTax

	• You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password. • If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login. • If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.

EmaraTax online user dashboard

ℹ️	On successful login, the user will be redirected to their EmaraTax online user dashboard.

Select other services

Step	Action
(1)	- Click on the 'Other Services' tab available on the left-hand side panel. - The screen will display with the list of other services available for the online user.

Excise Goods List

Step	Action
(1)	Search for the Excise Goods List tile and click 'View All' to view the list of goods published by FTA.

The 'Excise goods list' screen displays the list of all the excise goods published by FTA.

Application History

The 'Application History' tab displays the list of all the previous application submitted.

New Request

Step	Action
(1)	In order to add more excise goods to the FTA list, you will be able to raise a request through this page. Click 'New Request' to initiate addition of a new excise good.

Individual

Step	Action
(1)	• If you are an individual, select 'Individual' checkbox. • EmaraTax will display the Registration instructions or Clearing company details.

As you are an individual and not a business entity, you need to contact any of the listed clearing companies to request the FTA to add the excise goods to the FTA published list on your behalf.

Step	Action
(1)	• If you are an organization, select 'Organization'. • The Tax registration numbers in the taxable person accounts linked to your EmaraTax profile will be displayed. Select the applicable TRN from the list on whose behalf you want to add the excise goods • Click "proceed".

	You will be redirected to the GS1(BrandSync) portal for registering and adding the excise goods to the FTA published list. FTA will review your request and post approval of your request; the excise goods will be added to the FTA published list.

Thank you