



إمارات تاكس EMARATAX

Add Products To FTA Published Excise Goods List - User Manual

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Document Control Information

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: <ul style="list-style-type: none"> 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.

Navigating through EmaraTax

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
	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
	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

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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:

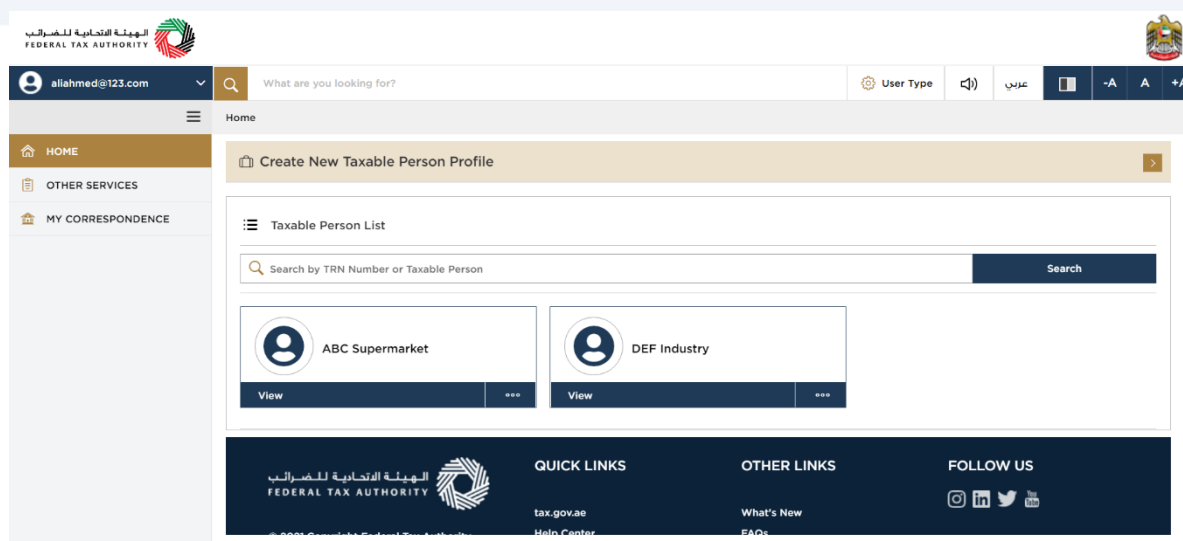
- View the list of published excise goods
- View history of submitted requests
- Add a new product to the published excise goods list

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



The screenshot shows the EmaraTax online user dashboard. At the top, there is a header with the user's email 'allahmed@123.com', a search bar, and navigation links for 'User Type', 'عربي', and language settings. The main content area features a 'Create New Taxable Person Profile' button and a 'Taxable Person List' section. The list contains two entries: 'ABC Supermarket' and 'DEF Industry', each with a 'View' button. The footer includes the Federal Tax Authority logo, quick links to 'tax.gov.ae' and 'Help Center', other links for 'What's New' and 'FAQs', and social media icons for Instagram, LinkedIn, Twitter, and YouTube.

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

Select other services

Step	Action
(1)	<ul style="list-style-type: none"> 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

The screenshot shows the FTA portal interface. The user is logged in as 'allahmed@123.com'. The main navigation menu includes 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The 'OTHER SERVICES' section is active, displaying a search bar and a list of services under 'My Favourites' and 'Overview'. The 'Excise Goods List' tile is highlighted with a red box, and a yellow circle with the number 1 points to its 'View All' button.

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

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

aliahmed@123.com

What are you looking for?

User Type

عربي

-A A +A

Other Services ▶ Excise Goods List

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Excise Goods List

Application History

Please select the items from the below list for which you want to initiate the Price Amendment and Item Classification request, you can view all your applications in 'Application history' tab

New Request

Customize Columns

Search

	GTIN	Item Code	HS Code	Item Description	Product Description	Brand	Unit of Measurement	Excise Price (AED)
<input type="checkbox"/>	6291108157497	6291108157497	24031100	Al Fakher Soft Coconut Shisha Tobacco 250.0 g	Other Tobacco Products	Al Fakher	G	25.0000
<input type="checkbox"/>	6291108162484	6291108162484	24031100	Al Fakher Grape Shisha Tobacco 50.0 g	Other Tobacco Products	Al Fakher	G	7.0000

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

Application History

allahmed@123.com

What are you looking for?

User Type

عربي

-A A +A

Other Services ▶ Excise Goods List

Excise Goods List

Excise Goods List Application History

Application Number	Request Category	Date of Submission	Status	Actions
200000001753	Item Reclassification	29/07/2022	Draft	...



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

New Request

allahmed@123.com

What are you looking for?

User Type

عربي

-A A +A

Other Services

Excise Goods List

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Excise Goods List

Application History

Please select the items from the below list for which you want to initiate the Price Amendment and Item Classification request. you can view all your applications in 'Application history' tab

Customize Columns

Search

	GTIN	Item Code	HS Code	Item Description	Product Description	Brand	Unit of Measurement	Excise Price (AED)
<input type="checkbox"/>	6291108157497	6291108157497	24031100	Al Fakher Soft Coconut Shisha Tobacco 250.0 g	Other Tobacco Products	Al Fakher	G	25.0000
<input type="checkbox"/>	6291108162484	6291108162484	24031100	Al Fakher Grape Shisha Tobacco 50.0 g	Other Tobacco Products	Al Fakher	G	7.0000

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

Add New Product

Do you want to add the new product as an individual or organization?

☒ Individual ☐ Organization

As you are not a business entity and the items are not for business purposes. If you wish to register your product(s) you will need to contact one of the clearing companies mentioned below, who will be able to register the item on your behalf.

Name	Name in Arabic	Company Email	Phone Number	Address
ABC Mano Sial	تيس تسليت	a@gmail.com	+54 22332221	dds dds dds dds Afghanistan
Mahra Alsuwaidi	فات	n21@gmail.com	+93 7328737483298	add1 add2 add3 City Afghanistan
New reg Minal Sial	ايتسات ستيني سشيسش	a@g.com	+244 887889989	gghj jz kkk lk Afghanistan
Abdullah ABC Mart	عبدالله ايه بي سي مارت	training_ff@abc.com	+971 936476342	101 Abu Dhabi Abu Dhabi Abu Dhabi 02 United Arab Emirates

Yspw FEDERAL AUTHORITY

Close

Step	Action
(1)	<ul style="list-style-type: none"> 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.



Organisation

Add New Product

Do you want to add the new product as an individual or organization?

☐ Individual ☒ **Organization**

You will be redirected to BrandSync to register your product(s) based on your selection

TRN Search

TRN/TIN	Name in English	Name in Arabic
<input type="radio"/> TRN not available	TRN not available	رقم التسجيل الضريبي غير متوفر

Close Proceed

Step	Action
(1)	<ul style="list-style-type: none"> 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".



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

aliahmed@123.com

User Type

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENT

USER AUTHORITY

OTHER SERVICES

Add New Product

Do you want to add the new product as an individual or organization?

☐ Individual ☒ Organization

You will be redirected to BrandSync to register your product(s) based on your selection

TRN

Search

TRN/TIN	Name in English	Name in Arabic
<input type="radio"/> TRN not available	TRN not available	رقم التسجيل الضريبي غير متوفر

Close Proceed

<input type="checkbox"/>	6291108162484	6291108162484	24031100	Al Fakher Grape Shisha Tobacco 50.0 g	Other Tobacco Products	Al Fakher	G	7.0000
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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