



امارات تاکس **MARATAX**

EX202A - Production within a Designated Zone Warehouse Keeper Approval - User Manual

Date: Oct 2022

Version 1.0.0.0

Private and Confidential

This document contains information which is confidential and proprietary to the Federal Tax Authority. Any dissemination, distribution, copying, use of or reliance upon the confidential and proprietary information contained herein is unauthorized and strictly prohibited.





Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal



Injury Arch Engage

Annexure Section

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.





Navigating through EmaraTax

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

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		
عربي English	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		
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





Table of contents

Document Control Information	2
Annexure Section	3
Navigating through EmaraTax	4
Table of contents	5
Introduction	6
EmaraTax Login Page	7
User Type Selection	8
Logged in User Dashboard	10
Warehouse Keeper Module	11
Production Within a Designated Zone Declaration dashboard	
Review & Declaration	
Correspondences	





Introduction



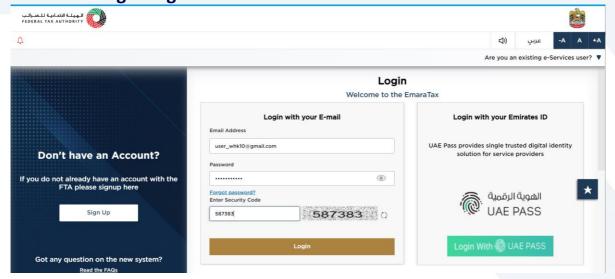


This manual is prepared to help the Warehouse Keeper to navigate through the EmaraTax portal to approve or reject the EX202A - Production Within a Designated Zone declaration





EmaraTax Login Page



• 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.

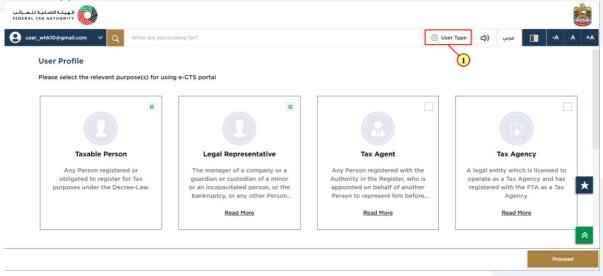


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish 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.

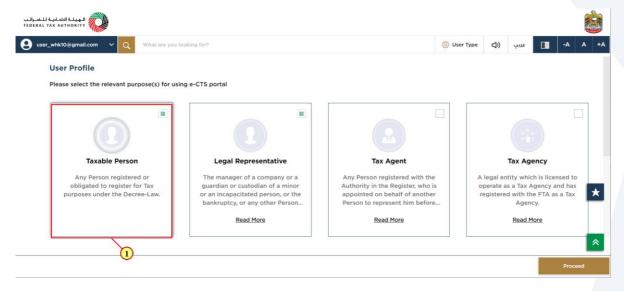




User Type Selection



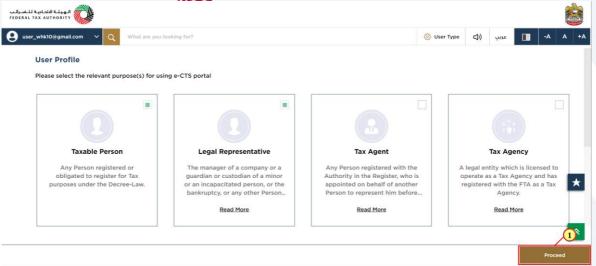
Step	Action
(1)	Click here to select the user type



Step	Action
(1)	Select the Taxable Person tile





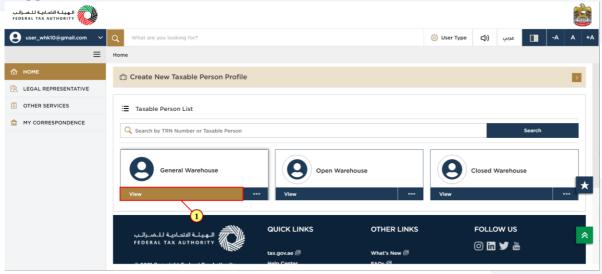


Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

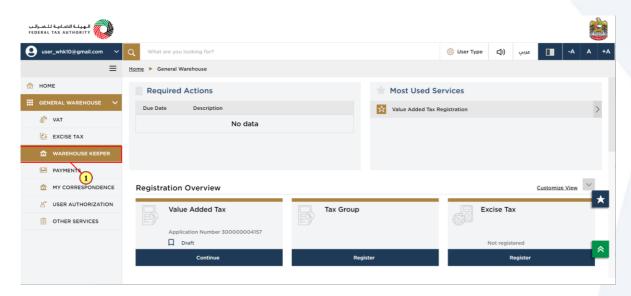




Logged in User Dashboard



Step	Action
(1)	Click here to view the taxable person dashboard

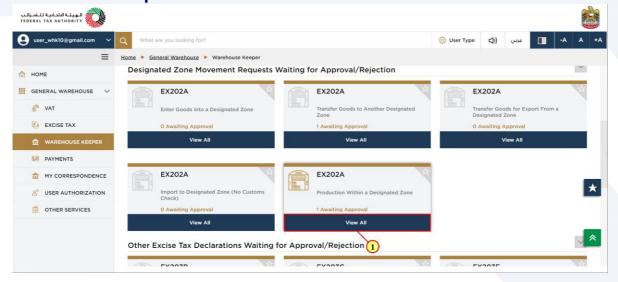


Step	Action
(1)	Click here to access Warehouse Keeper module





Warehouse Keeper Module

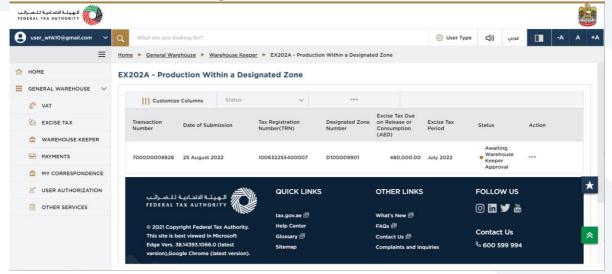


Step	Action
(1)	Click here to view all your previous declarations



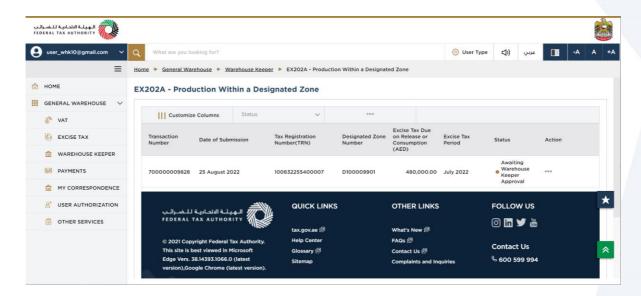


Production Within a Designated Zone Declaration dashboard





This dashboard displays the list of declarations where you are the purchaser of Excise Goods.

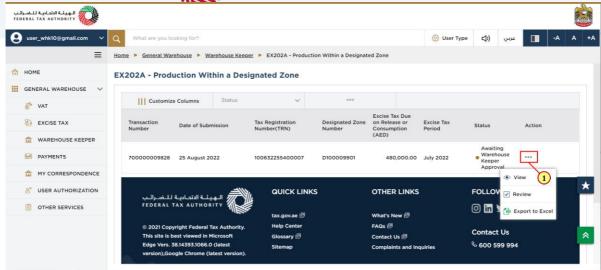




You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number





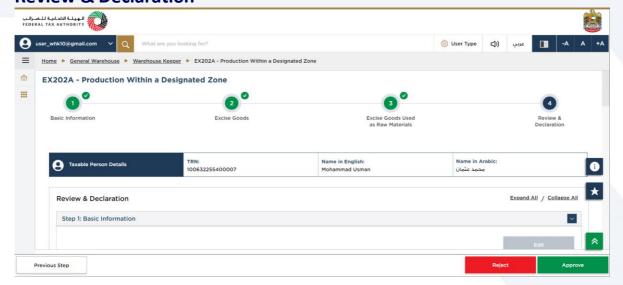


Step	Action
(1)	Click on ellipsis to view or review the details of declaration where you are the purchaser.



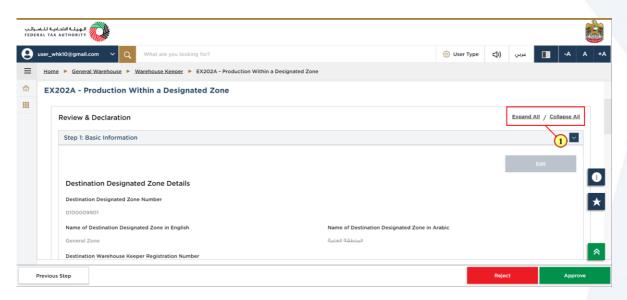


Review & Declaration





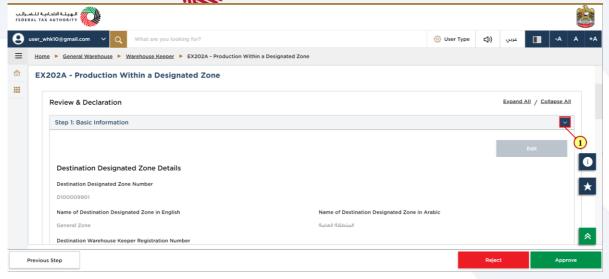
This section displays the completed declaration and allows you to review it prior to approve or reject.



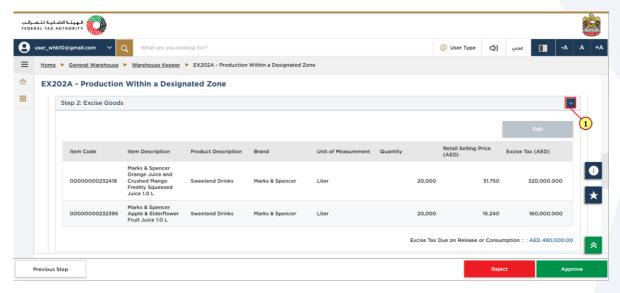
Step	Action
(1)	Click here to expand or collapse all steps at once.







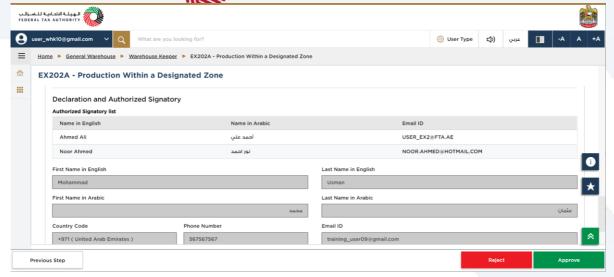




Step	Action
(1)	Click on each step to review every section.

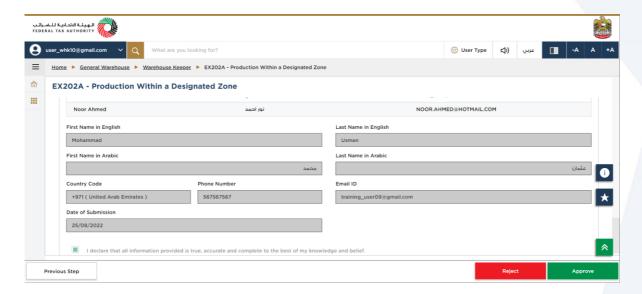








The Authorized Signatory details are taken from your Warehouse Keeper registration currently held by the FTA.

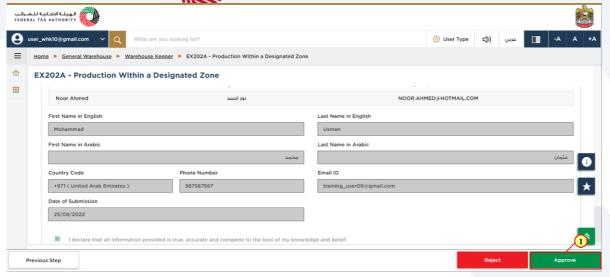




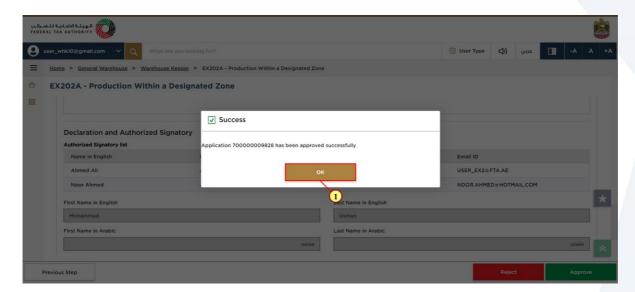
The Declaration details are taken from your Warehouse Keeper registration currently held by the FTA.







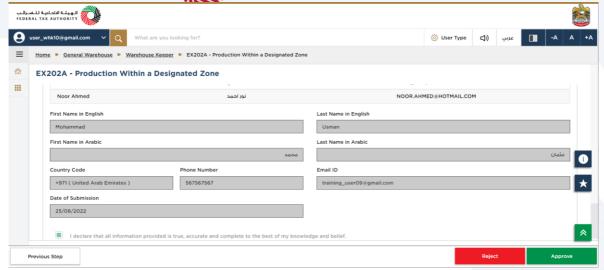
Step	Action
(1)	Click on 'Approve' to approve the Production within a Designated Zone declaration by the Purchaser.



Step	Action
(1)	Click on 'Ok'









You can click on 'Reject' to reject the declaration after providing a rejection reason.





Correspondences





After submission, Warehouse Keeper receives the following correspondences:

· Declaration approval or rejection acknowledgement

Thank you