



EX203A - Local Purchase Form - User Manual

Date: Oct 2022

Version 1.0.0.0

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Document Control Information

Document Version Control

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



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: <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 the Excise Taxpayer to navigate through the EmaraTax portal to submit an EX203A Local Purchase Form.

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

User Profile

Please select the relevant purpose(s) for using e-CTS portal

Taxable Person

Any Person registered or obligated to register for Tax purposes under the Decree-Law.

Tax Agent

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before..

Tax Agency

A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

Special Refunds

Special refunds contain the VAT refund services for UAE nationals for building new residences & refunds for the business visitors.

Proceed

Step	Action
(1)	Click on 'User Type' to select the taxable person.

User Profile

Please select the relevant purpose(s) for using e-CTS portal

Taxable Person

Any Person registered or obligated to register for Tax purposes under the Decree-Law.

Tax Agent

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before..

Tax Agency

A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

Special Refunds

Special refunds contain the VAT refund services for UAE nationals for building new residences & refunds for the business visitors.

Proceed

Step	Action
(1)	Select the 'Taxable Person' tile



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

user_training@gmail.com

What are you looking for?

User Type

عربي

-A A +A

User Profile

Please select the relevant purpose(s) for using e-CTS portal

Taxable Person

Any Person registered or obligated to register for Tax purposes under the Decree-Law.

Tax Agent

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before..

Tax Agency

A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

Special Refunds

Special refunds contain the VAT refund services for UAE nationals for building new residences & refunds for the business visitors.

Proceed

Step	Action
(1)	Click on 'Proceed' to proceed with taxable person.

Logged in User Dashboard

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

Step	Action
(1)	Click here to access Excise Tax module.

The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'user_training@gmail.com'. The navigation menu on the left includes 'HOME', 'RASHID HUSSAIN', 'VAT', 'EXCISE TAX', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The main content area displays 'Mainland Declarations' with a grid of cards for different excise tax forms: EX201 (Excise Goods that Require Customs Clearance (Import Declaration)), EX202B (Producer Declaration), EX203 (Deductible Excise Tax Form), EX203A (Local Purchase Form), and EX203D (Stockpile Declaration). The 'EX203A' card is highlighted with a red box around the 'Create New' button, which is also marked with a yellow circle containing the number 1.

Step	Action
(1)	On clicking 'Create New', the 'Local Purchase' form will appear

The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'user_training@gmail.com'. The navigation menu on the left includes 'HOME', 'RASHID HUSSAIN', 'VAT', 'EXCISE TAX', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The main content area displays 'Mainland Declarations' with a grid of cards for different excise tax forms: EX201 (Excise Goods that Require Customs Clearance (Import Declaration)), EX202B (Producer Declaration), EX203 (Deductible Excise Tax Form), EX203A (Local Purchase Form), and EX203D (Stockpile Declaration). The 'EX203A' card is highlighted with a red box around the 'View All' button, which is also marked with a yellow circle containing the number 1.

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

Local Purchase Dashboard

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

user_training@gmail.com

What are you looking for?

User Type عربي

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

HOME

RASHID HUSSAIN

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

EX203A - Local Purchase Form

Excise Goods Purchased Locally

Excise Goods Sold Locally

New Declaration

Customize Columns Status search

Transaction Number	Date of Submission	Seller TRN	Name (English)	Name (Arabic)	Excise Tax (AED)	Status	Action
700000005978	-				0.00	Draft	...
700000005977	-				40.00	Draft	...

Star icon

Up arrow icon

This dashboard displays information relating to your previous Local Purchase declarations.

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FEDERAL TAX AUTHORITY

user_training@gmail.com

What are you looking for?

User Type عربي

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

HOME

RASHID HUSSAIN

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

EX203A - Local Purchase Form

Excise Goods Purchased Locally

Excise Goods Sold Locally

New Declaration

Customize Columns Status search

Transaction Number	Date of Submission	Seller TRN	Name (English)	Name (Arabic)	Excise Tax (AED)	Status	Action
700000005978	-				0.00	Draft	...
700000005977	-				40.00	Draft	...

Star icon

Up arrow icon

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.



user_training@gmail.com

What are you looking for?

User Type

عربي

HOME

RASHID HUSSAIN

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

EX203A - Local Purchase Form

Excise Goods Purchased Locally

Excise Goods Sold Locally

New Declaration

Customize Columns

Status

search

Transaction Number	Date of Submission	Seller TRN	Name (English)	Name (Arabic)	Excise Tax (AED)	Status	Action
700000005978	-				0.00	Draft	...
700000005977	-				40.00	Draft	...

Star icon

Up arrow icon

Step	Action
(1)	Click here to view all declarations where you are the seller.

user_training@gmail.com

What are you looking for?

User Type

عربي

HOME

RASHID HUSSAIN

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

EX203A - Local Purchase Form

Excise Goods Purchased Locally

Excise Goods Sold Locally

New Declaration

Customize Columns

Status

search

Transaction Number	Date of Submission	Seller TRN	Name (English)	Name (Arabic)	Excise Tax (AED)	Status	Action
700000005978	-				0.00	Draft	...
700000005977	-				40.00	Draft	...

Star icon

Up arrow icon

Edit

Delete

Export to Excel

Step	Action
(1)	Click on ellipsis to edit or delete or export the declaration.

EX203A - Local Purchase Form

Excise Goods Purchased Locally Excise Goods Sold Locally

[New Declaration](#)

Transaction Number	Date of Submission	Seller TRN	Name (English)	Name (Arabic)	Excise Tax (AED)	Status	Action
700000005978	-				0.00	Draft	...
700000005977	-				40.00	Draft	...

Step	Action
(1)	Click on 'New Declaration' to create a new Local Purchase declaration.

Instructions and Guidelines for Local Purchase

user_training@gmail.com What are you looking for?

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

EX203A - Local Purchase Form

No. of form steps
4 steps

Expected time to complete this application
10 minutes

Expected fees for this service
Free of Charge

Required Templates
↓
Excisable Goods you purchased in the UAE

Required Documents
The documents below qualify as the Documentary Proof you should have at hand in order to complete the declaration. You are required to attach one or more documents to complete the declaration.

- Tax invoice or a commercial invoice issued by the seller prior to the customer made the payment. The invoice must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.
- Tax invoice or commercial invoice paid by the seller when the seller purchased goods on which excise tax had been already paid. The invoice must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.
- Receipt for the purchase issued by the seller after to the customer made the payment. The receipt must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.
- Receipt for the purchase paid by the seller when the seller purchased goods on which excise tax had been already paid. The receipt must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.
- If the seller is registered for excise tax, a copy of an excise tax declaration submitted by seller to the FTA in which the seller accounted for excise

Back Start

These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this declaration.

user_training@gmail.com What are you looking for?

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

• Receipt for the purchase issued by the seller after to the customer made the payment. The receipt must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.

• Receipt for the purchase paid by the seller when the seller purchased goods on which excise tax had been already paid. The receipt must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.

• If the seller is registered for excise tax, a copy of an excise tax declaration submitted by seller to the FTA in which the seller accounted for excise tax due on the excise goods.

Accepted file types are PDF, JPG, PNG, JPEG and Excel. The individual file size limit is 5 MB.

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Click on 'Back' to go back to the previous page

What are you looking for?

User Type

عربي

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

- Receipt for the purchase issued by the seller after to the customer made the payment. The receipt must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.
- Receipt for the purchase paid by the seller when the seller purchased goods on which excise tax had been already paid. The receipt must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.
- If the seller is registered for excise tax, a copy of an excise tax declaration submitted by seller to the FTA in which the seller accounted for excise tax due on the excise goods.

Accepted file types are PDF, JPG, PNG, JPEG and Excel. The individual file size limit is 5 MB.

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines.

What are you looking for?

User Type

عربي

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

- Receipt for the purchase issued by the seller after to the customer made the payment. The receipt must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.
- Receipt for the purchase paid by the seller when the seller purchased goods on which excise tax had been already paid. The receipt must display sale price inclusive of excise tax. To be accepted, the invoice does not need to separately display amount of excise tax as a component of the sales price.
- If the seller is registered for excise tax, a copy of an excise tax declaration submitted by seller to the FTA in which the seller accounted for excise tax due on the excise goods.

Accepted file types are PDF, JPG, PNG, JPEG and Excel. The individual file size limit is 5 MB.

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Click on 'Start' to proceed to the declaration.



Basic Information

user_training@gmail.com What are you looking for? User Type عربي -A A +A

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

EX203A - Local Purchase Form

1 Basic Information 2 Excise Goods 3 Review & Declaration

Taxable Person Details TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

Basic Information

Is the seller a Registrant and TRN holder?

☐ Yes ☒ No

Previous Step Saving... Save as Draft Next Step



The progress bar displays the number of steps required to complete the declaration. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green

user_training@gmail.com What are you looking for? User Type عربي -A A +A

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

EX203A - Local Purchase Form

1 Basic Information 2 Excise Goods 3 Review & Declaration

Taxable Person Details TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

Basic Information

Is the seller a Registrant and TRN holder?

☒ Yes ☐ No

Previous Step Saving... Save as Draft Next Step



This section displays the basic details of the Excise Taxpayer based on the data in Excise Registration profile

Step	Action
(1)	Select 'Yes' if the seller is registered for Excise Tax.

Step	Action
(1)	Enter the 'TRN' of the seller and click on 'Validate'

Once the Seller TRN is validated, the name of the seller will be pre-populated.

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload documentary proof. On successful upload of document, the 'Add' button will be highlighted in green

Step	Action
(1)	Click on 'Previous' to go back to the previous section.

Step	Action
(1)	Click on 'Save as draft' to save the declaration as a draft.



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Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

EX203A - Local Purchase Form

Is the seller a Registrant and TRN holder?

☒ Yes ☐ No

Seller TRN

100632255400007 [Validate](#)

Name in English Name in Arabic

Mohammad Usman محمد عثمان

Documentary Proof

[Add/View\(1\)](#) Drag files here

Max file size: 10 MB Formats: JPG, PDF, PNG JPEG Max. No. of files : 10

[Previous Step](#) [Saving...](#) [Save as Draft](#) [Next Step](#)

Step	Action
(1)	Click on 'Next Step' to proceed to the next section. This is common across all steps.



Excise Goods

user_training@gmail.com What are you looking for? User Type عربي -A A +A

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

EX203A - Local Purchase Form

Taxable Person Details TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

Excise Goods Grid

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseGoodsLocalPurchaseForm.xlsx last updated: 26/03/2022 [Upload Filled Template](#)

Search and add items Search by Item Code, HS Code, Item Description, Product Description or Brand [View Excise Goods List](#)

Previous Step Saving... Save as Draft Next Step

Step	Action
(1)	Click here to download the template that can be filled offline to directly upload items to the Excise Goods grid.

user_training@gmail.com What are you looking for? User Type عربي -A A +A

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203A - Local Purchase Form

EX203A - Local Purchase Form

Taxable Person Details TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

Excise Goods Grid

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseGoodsLocalPurchaseForm.xlsx last updated: 26/03/2022 [Upload Filled Template](#)

Search and add items Search by Item Code, HS Code, Item Description, Product Description or Brand [View Excise Goods List](#)

Previous Step Saving... Save as Draft Next Step

Step	Action
(1)	Click on 'Upload Filled Template' to upload a completed template. Once the template has been uploaded, the items will populate in the Excise Goods grid.



Step	Action
(1)	Click here to download the uploaded template.

Step	Action
(1)	Click here to clear the Excise Goods grid.

user_training@gmail.com What are you looking for? User Type عربي -A A +A

Home Rashid Hussain Excise Tax EX203A - Local Purchase Form

EX203A - Local Purchase Form

ExciseGoodsLocalPurchase 08500001545200, 24021000, Romeo Y Julieta Limited Edition Mini Cigarillos 20.0 stick, Romeo Y Julieta

Search and add items 0850000154520 View Excise Goods List

Customize Columns Status Search

Date of Purchase	HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
09/05/2022	24031920	10000000208733	Red Rose Smoking Silver-3 Dokha 13.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Red Rose Smoking	Gram	10,000	19,000	19,000,000.00	✓	...

Previous Step Saving... Save as Draft Next Step

Step	Action
(1)	Use this search box to find goods that are published in the FTA's Excise Goods list.

user_training@gmail.com What are you looking for? User Type عربي -A A +A

Home Rashid Hussain Excise Tax EX203A - Local Purchase Form

EX203A - Local Purchase Form

ExciseGoodsLocalPurchase 08500001545200, 24021000, Romeo Y Julieta Limited Edition Mini Cigarillos 20.0 stick, Romeo Y Julieta

Search and add items 0850000154520 View Excise Goods List

Customize Columns Status Search

Date of Purchase	HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
09/05/2022	24031920	10000000208733	Red Rose Smoking Silver-3 Dokha 13.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Red Rose Smoking	Gram	10,000	19,000	19,000,000.00	✓	...

Previous Step Saving... Save as Draft Next Step

Step	Action
(1)	Select the required item from the search result.

Step	Action
(1)	Click here to view the FTA's Excise Goods list.

Step	Action
(1)	Click here to submit a request for adding a new item to the FTA's Excise Goods list.

Item List

If the item has not yet been approved by the FTA, please click on the "EX701" link to request the FTA to approve the item.
[EX701 - Request to add product to the published FTA list](#)

Customize Columns	Product Description	Item Description	Search
GTIN	Item Code	HS Code	Item Description
<input type="radio"/>	0000004851085 1	0000004851085 1	24039990 Heets Amber Selection Tobacco Sticks 20.0 stick
<input type="radio"/>	000000904460 61	000000904460 61	22021024 Red Bull Energy Drink 250.0 ml
<input type="radio"/>	0001870525336 2	0001870525336 2	24011000 Yousef Redha DK Dokha 13.0 g

Excise Price (AED)

10.00
8.55
16.67

Select Item

You can add a new column to the table or filter Excise Goods by product or item description. You can also search for Excise Goods by item or HS code.

Item List

<input type="radio"/>	08719964011190	08719964011190	38249999	Myblu Intense Strawberry Mint Vape Liquid 3.0 ml	Electronic Smoking Devices and Tools	Myblu	Milliliter	23.81
<input type="radio"/>	1000000200027	1000000200027	24031920	Hatta Silver Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00
<input type="radio"/>	1000000200041	1000000200041	24031920	Hatta Silver Stone Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00
<input type="radio"/>	1000000200058	1000000200058	24031920	Hatta Blue Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00
<input checked="" type="radio"/>	1000000200065	1000000200065	24031920	Hatta Red Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00
<input type="radio"/>	1000000200072	1000000200072	24031920	Hatta Intense Red Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00

Select Item

Step	Action
(1)	Select the required item that you wish to add to the declaration.



Item Code	HS Code	Description	Brand	Unit	Price		
08719964011190	08719964011190	38249999	Myblu Intense Strawberry Mint Vape Liquid 3.0 ml	Electronic Smoking Devices and Tools	Myblu	Milliliter	23.81
1000000200027	1000000200027	24031920	Hatta Silver Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00
1000000200041	1000000200041	24031920	Hatta Silver Stone Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00
1000000200058	1000000200058	24031920	Hatta Blue Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00
1000000200065	1000000200065	24031920	Hatta Red Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00
1000000200072	1000000200072	24031920	Hatta Intense Red Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	50.00

Step	Action
(1)	Click on 'Select Item' to include the item in the declaration.

Field	Value
Item Code	1000000200065
HS Code	24031920
Country of Origin	United Arab Emirates
Brand	Hatta
Item Description	Hatta Red Dokha 70.0 g
Unit of Measurement	Gram
Product Description	Chopped or Pressed Tobacco for Smoking (Dokha)
Excise Tax Percentage (%)	100.00
Retail Selling Price as per the FTA's Published List (AED)	50.000000
Date of Purchase	09/05/2022

	Details of the selected Excise Good are displayed here.
--	---



The screenshot shows the 'Item Details' form in the EX203A - Local Purchase system. The form is for 'Hatta Red Dokha 70.0 g' with a quantity of 9,000. The 'Date of Purchase' field is highlighted with a red box and a yellow circle with the number 1, indicating it is the next step in the process.

Step	Action
(1)	Enter 'Date of Purchase'

The screenshot shows the 'Item Details' form in the EX203A - Local Purchase system. The form is for 'Hatta Red Dokha 70.0 g' with a quantity of 9,000. The 'Designated Price (AED)' field is highlighted with a red box and a yellow circle with the number 1, indicating it is the next step in the process.

Step	Action
(1)	Enter 'Excise Price (AED)' and 'Quantity'

Item Details

United Arab Emirates

Hatta

Item Description: Hatta Red Dokha 70.0 g

Unit of Measurement: Gram

Product Description: Chopped or Pressed Tobacco for Smoking (Dokha)

Excise Tax Percentage (%): 100.00

Retail Selling Price as per the FTA's Published List (AED): 50.0000000000

Date of Purchase: 17/05/2022

Designated Price (AED): 45.0000000000

Quantity: 9,000

Add Item


Step	Action
(1)	Click on 'Add Item' to include it in the declaration.

EX203A - Local Purchase Form

Date of Purchase	HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
09/05/2022	24031920	1000000208733	Red Rose Smoking Silver-3 Dokha 13.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Red Rose Smoking	Gram	10,000	19,000	19,000,000.00	✓	...
17/05/2022	24031920	1000000200065	Hatta Red Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	9,000	45,000	405,000.00		...

Total Excise Tax: AED 19,405,000.00

Previous Step | Saving... | Save as Draft | Next Step

 You can add a new column to the table or filter the Excise Goods by its status. You can also search for Excise Goods by item or HS code.

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Search and add items Search by Item Code, HS Code, Item Description, Product Description or Brand View Excise Goods List

Date of Purchase	HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
09/05/2022	24031920	1000000208733	Red Rose Smoking Silver-3 Dokha 13.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Red Rose Smoking	Gram	10,000	19,000	19,000,000.00	✓	...
17/05/2022	24031920	1000000200065	Hatta Red Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	9,000	45,000	40,500,000.00		Edit Delete

Previous Step Saving... Save as Draft Next Step

Step	Action
(1)	Click on ellipsis to edit or delete the selected Excise Good.

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Customize Columns Status Search

Date of Purchase	HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
09/05/2022	24031920	1000000208733	Red Rose Smoking Silver-3 Dokha 13.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Red Rose Smoking	Gram	10,000	19,000	19,000,000.00	✓	...
17/05/2022	24031920	1000000200065	Hatta Red Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	9,000	45,000	40,500,000.00		...

Total Excise Tax AED 19,405,000.00

Previous Step Saving... Save as Draft Next Step

	This is the amount of Excise Tax that is calculated based on the items included in the declaration.
--	---



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Search and add items Search by Item Code, HS Code, Item Description, Product Description or Brand [View Excise Goods List](#)

Date of Purchase	HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
09/05/2022	24031920	1000000208733	Red Rose Smoking Silver-3 Dokha 13.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Red Rose Smoking	Gram	10,000	19,000	19,000,000.00	✓	...
17/05/2022	24031920	1000000200065	Hatta Red Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	9,000	45,000	40,500,000.000		Edit Delete

Previous Step Saving... Save as Draft Next Step

Step	Action
(1)	Click on ellipsis to edit or delete the selected Excise Good.

Review & Declaration

 This section displays your completed declaration and allows you to review it prior to submission.

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

Step	Action
(1)	Click on the drop-down arrow to review the details in this step.

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

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Total Excise Tax : AED 19,405,000.00

Declaration and Authorized Signatory

Authorized Signatory list

Name in English	Name in Arabic	Email ID
Ali Khan	علي خان	USER_EX1@FTA.AE

First Name in English: Rashid Last Name in English: Hussain

First Name in Arabic: راشد Last Name in Arabic: حسين

Country Code: Phone Number: Email ID:

Previous Step Saving... Save as Draft Submit

The Authorized Signatory details are taken from your Excise Tax registration currently held by the FTA.

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Total Excise Tax : AED 19,405,000.00

Declaration and Authorized Signatory

Authorized Signatory list

Name in English	Name in Arabic	Email ID
Ali Khan	علي خان	USER_EX1@FTA.AE

First Name in English: Rashid Last Name in English: Hussain

First Name in Arabic: راشد Last Name in Arabic: حسين

Country Code: Phone Number: Email ID:

Previous Step Saving... Save as Draft Submit

The Declaration details are taken from your Excise Tax registration currently held by the FTA.

Step	Action
(1)	Mark the checkbox to confirm that information provided is true, accurate and complete on this declaration screen.

Step	Action
(1)	Click on 'Submit' to submit the declaration.



Acknowledgement

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Declaration Submitted successfully Awaiting Seller Approval

TRN : 100632253900007

Taxable Person Name : Rashid Hussain


Seller TRN : 100632255400007

Seller Name : MOHAMMAD USMAN

Transaction Number : 700000005981

Date of Submission : 5 November 2022

Total Excise Tax : AED 19,405,000.00

 You have successfully submitted the declaration!
Make a note of the transaction number for future references. You can also access this Excise Declaration from the Local Purchase tile, within the Excise Tax module.

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Total Excise Tax : AED 19,405,000.00

What's next
Follow the below steps to understand what happens after submitting the EX203A - Local Purchase Form:
1. The declaration is automatically submitted to the FTA if the seller is not registered for Excise Tax.
2. If the seller is registered for Excise Tax, the registrant seller will review and either approve or reject the declaration. If approved, the declaration is submitted to the FTA. If the seller rejects the declaration, you will be notified about the rejection and you can submit a new declaration.
3. After the declaration is submitted to the FTA, the stock declared in the declaration becomes available for deduction in deductible Excise Tax declarations.

Important Notes
1. You can edit the declaration before the seller that is registered for Excise Tax reviews the declaration. You cannot edit the declaration if the seller is not registered for Excise Tax because the declaration is submitted directly to the FTA without seller's review.
2. You can submit multiple declarations in a single tax period.
3. You can check the status of your declaration at any time by logging into your taxpayer portal.

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

Back to Dashboard Download

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.

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Total Excise Tax : AED 19,405,000.00

What's next
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Back to Dashboard

Download

Step	Action
(1)	Click on 'Download' to download a copy of submitted Local Purchase form acknowledgement.



Correspondences



After submission of the Local Purchase Form, Taxpayer receives the following correspondences:

- Declaration submission acknowledgement.
- Declaration approval or rejection notification from seller.

Thank you