



امارات تاکس **MARATAX**

EX203A - Local Purchase Form - User Manual

Date: Oct 2022

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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: 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		
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		

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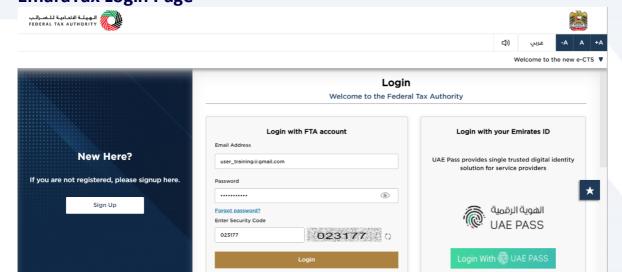




This manual is prepared to help the Excise Taxpayer to navigate through the EmaraTax portal to submit an EX203A Local Purchase Form.







• 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.

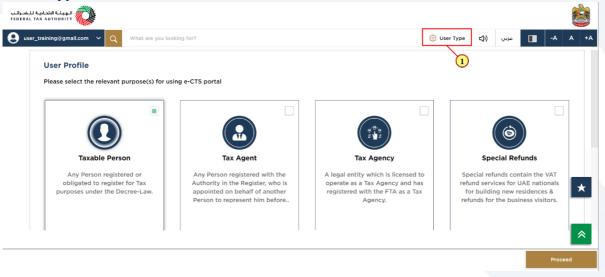


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish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

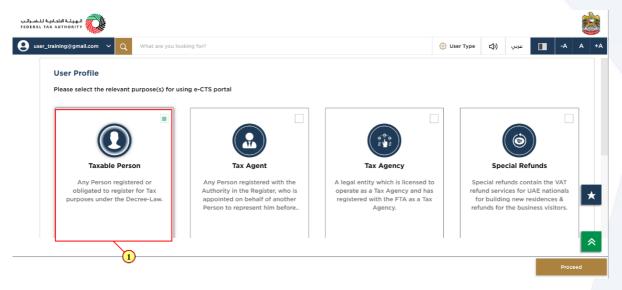




User Type Selection



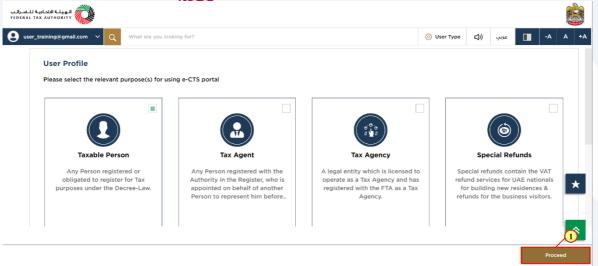
Step	Action
(1)	Click on 'User Type' to select the taxable person.



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





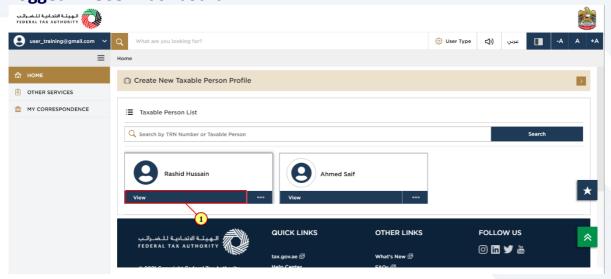


St	ер	Action
(1)	Click on 'Proceed' to proceed with taxable person.

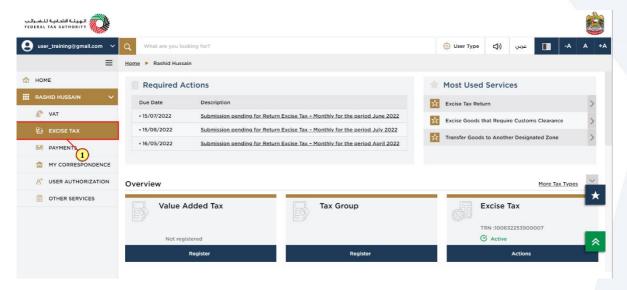




Logged in User Dashboard



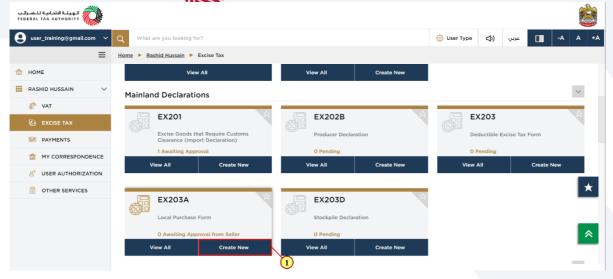
Step	Action
(1)	Click here to view taxable person dashboard.



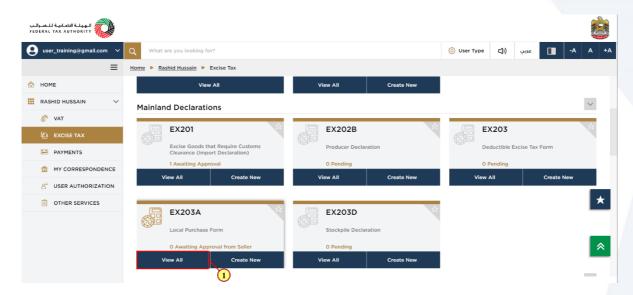
Step	Action
(1)	Click here to access Excise Tax module.







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

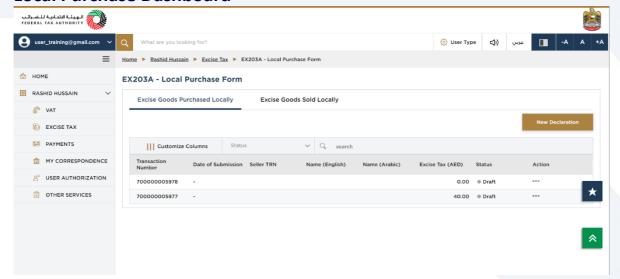


Step	Action
(1)	Click here to view all your previous declarations.



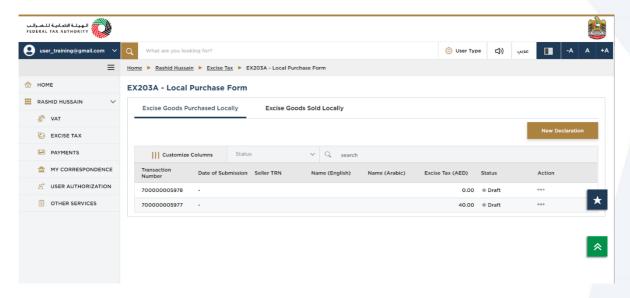


Local Purchase Dashboard





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

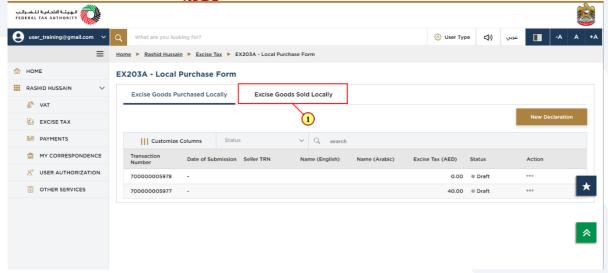




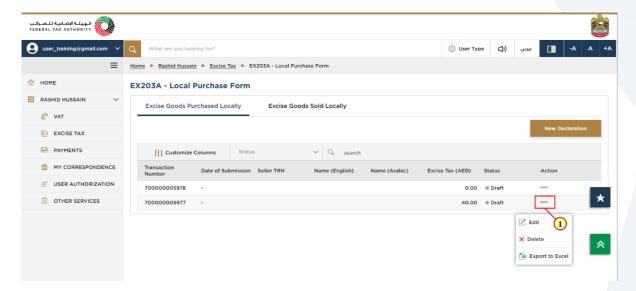
You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number.







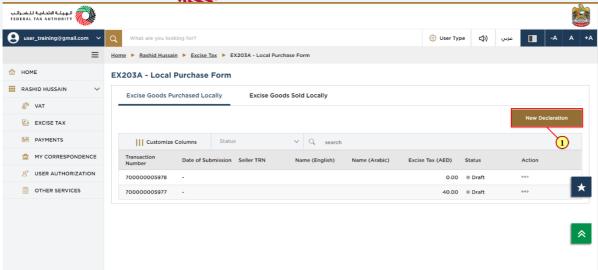
Step	Action
(1)	Click here to view all declarations where you are the seller.



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





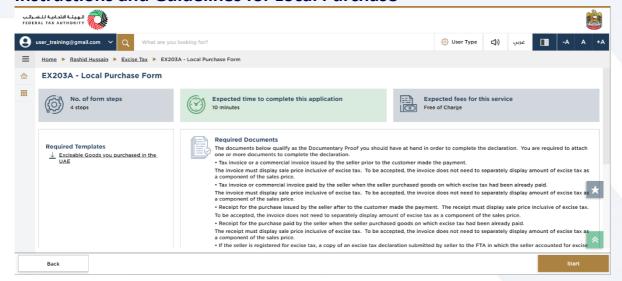


Step	Action
(1)	Click on 'New Declaration' to create a new Local Purchase declaration.



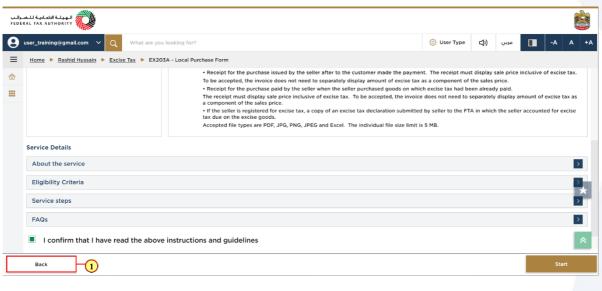


Instructions and Guidelines for Local Purchase





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.



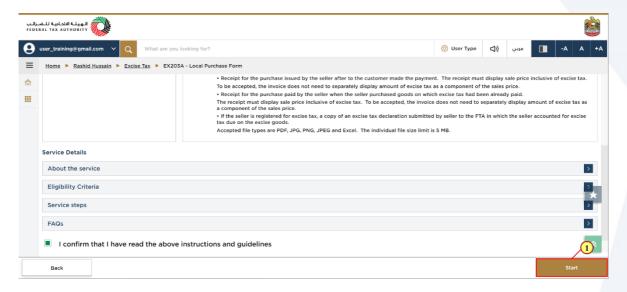
Step	Action
(1)	Click on 'Back' to go back to the previous page







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

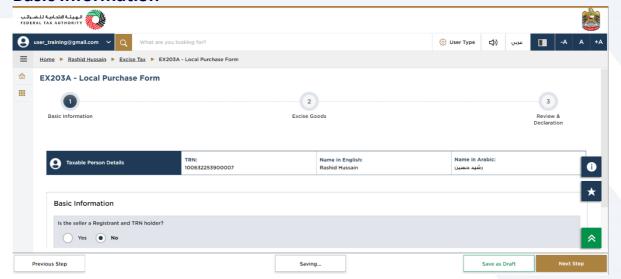


Step	Action
(1)	Click on 'Start' to proceed to the declaration.



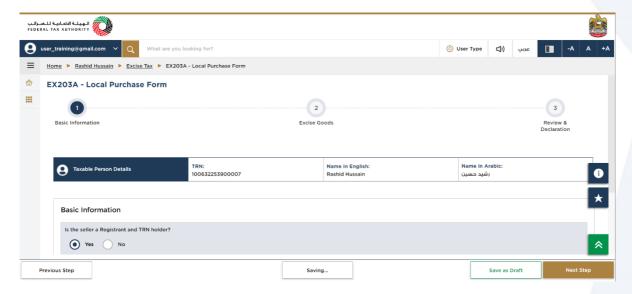


Basic Information





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

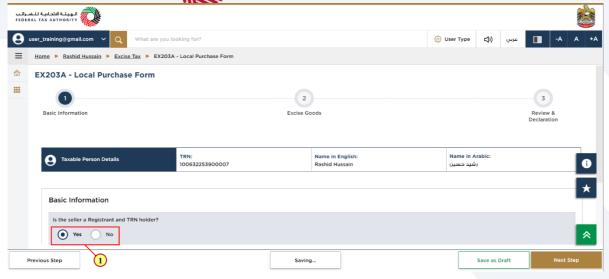




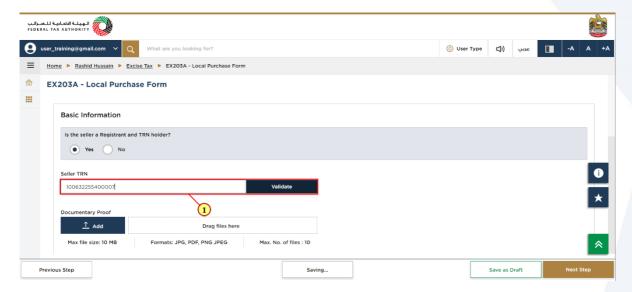
This section displays the basic details of the Excise Taxpayer based on the data in Excise Registration profile







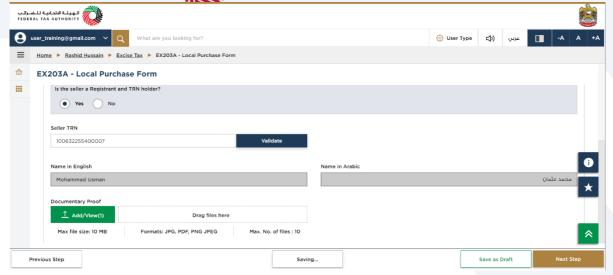




Step	Action
(1)	Enter the 'TRN' of the seller and click on 'Validate'

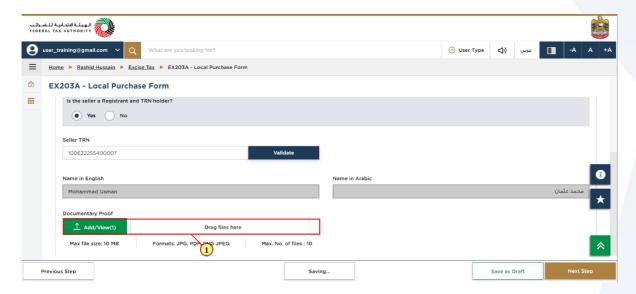








Once the Seller TRN is validated, the name of the seller will be pre-populated.

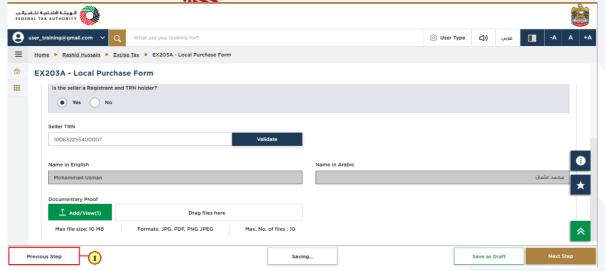


Step Action

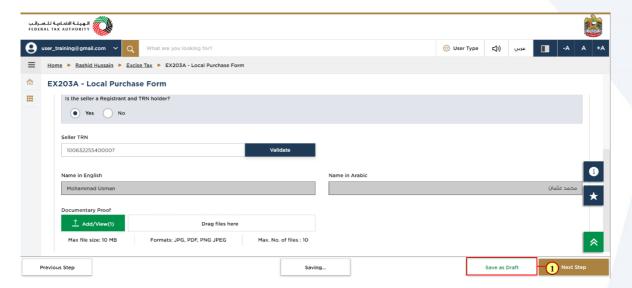
(1) Click on 'Add' button or drag & drop your files to upload documentary proof. On successful upload of document, the 'Add' button will be highlighted in green







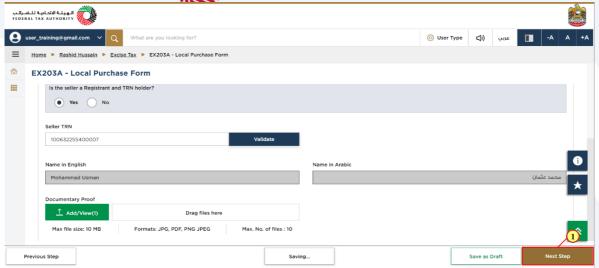
Step	Action
(1)	Click on 'Previous' to go back to the previous section.



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





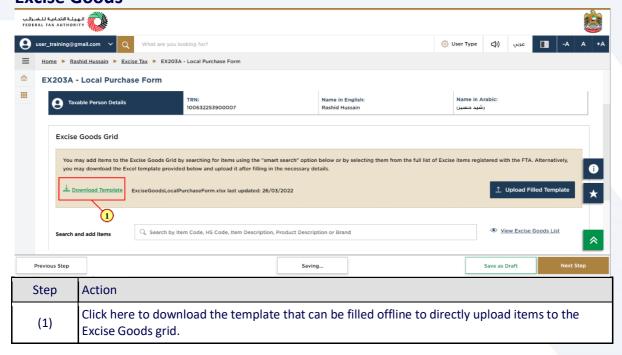


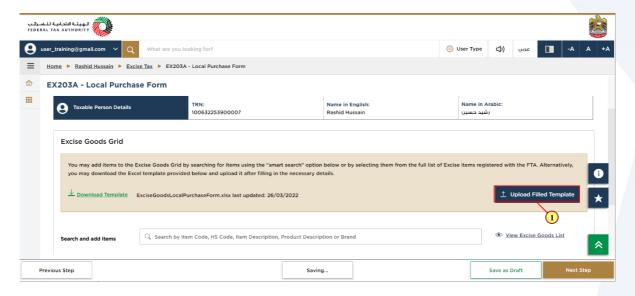
Step	Action
(1)	Click on 'Next Step' to proceed to the next section. This is common across all steps.





Excise Goods

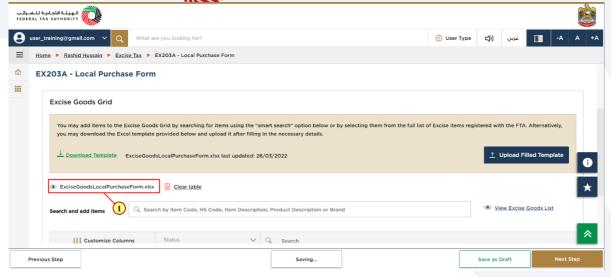




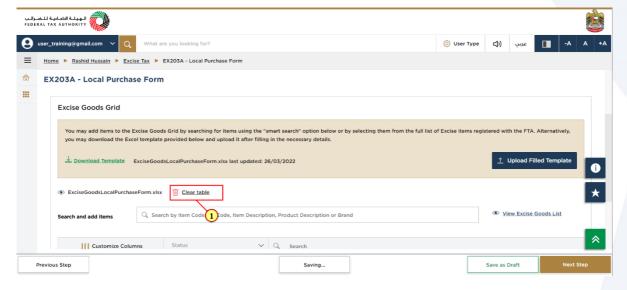
Step	Action
	Click on 'Upload Filled Template' to upload a completed template. Once the template has been uploaded, the items will populate in the Excise Goods grid.







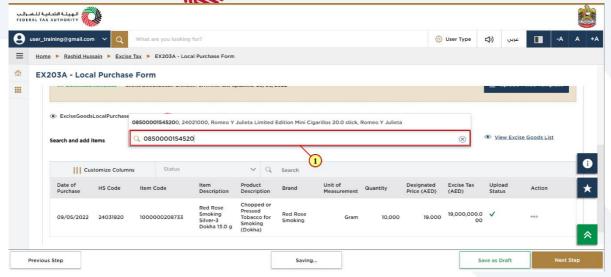




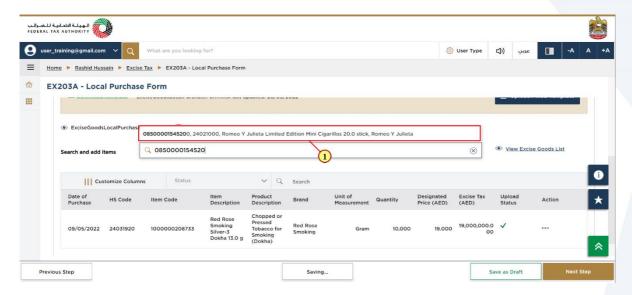
Step	Action
(1)	Click here to clear the Excise Goods grid.







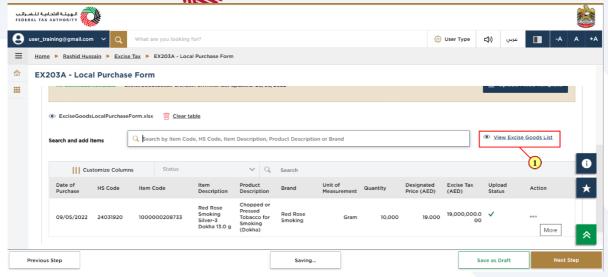
Step	Action
(1)	Use this search box to find goods that are published in the FTA's Excise Goods list.



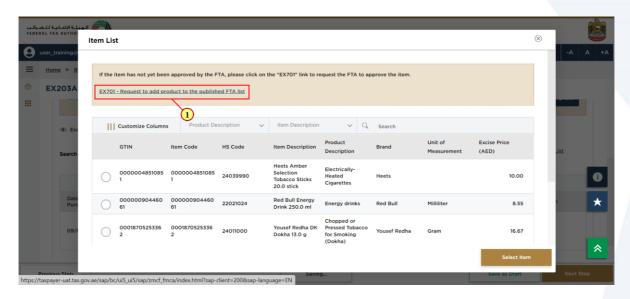
Step	Action
(1)	Select the required item from the search result.







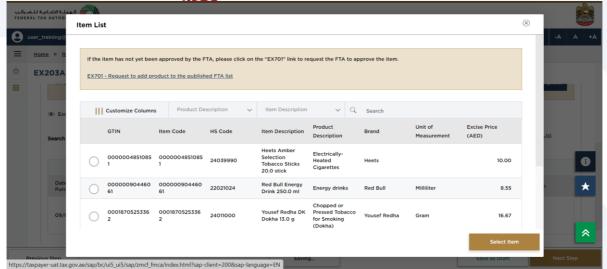
Step	Action
(1)	Click here to view the FTA's Excise Goods list.



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

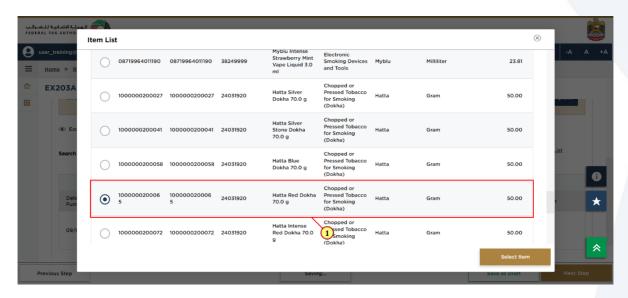








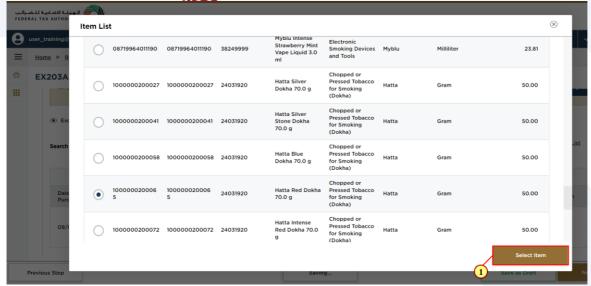
You can add a new column to the table or filter Excise Goods by product or item description. You can also search for Excise Goods by item or HS code.



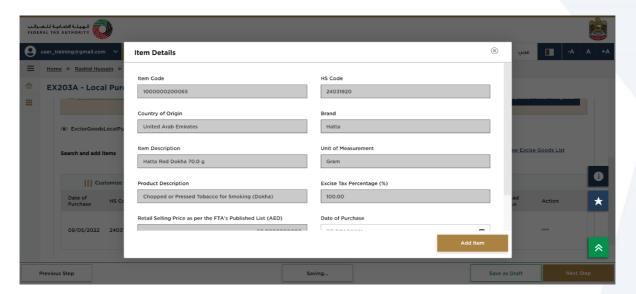
Step	Action
(1)	Select the required item that you wish to add to the declaration.







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

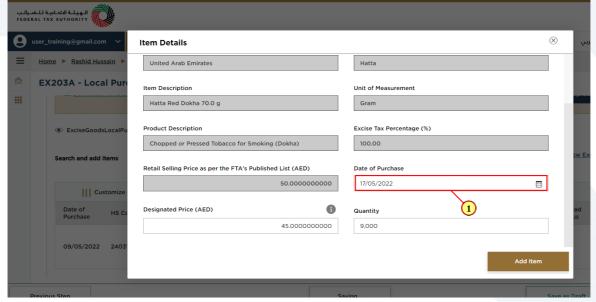




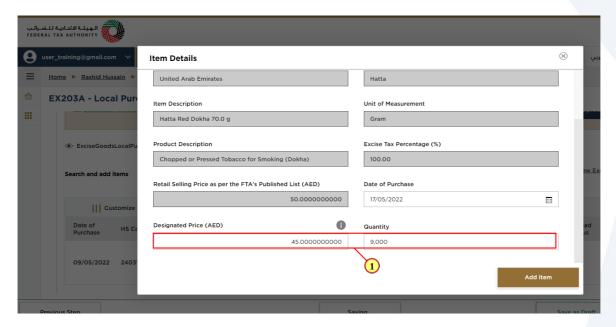
Details of the selected Excise Good are displayed here.







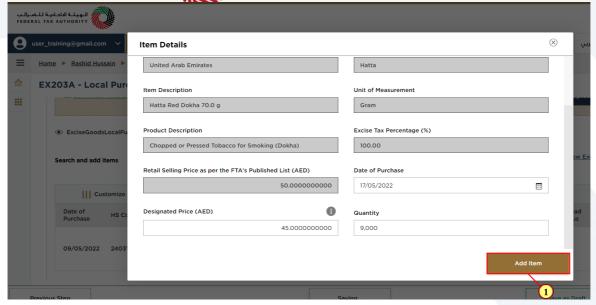
Step	Action
(1)	Enter 'Date of Purchase'



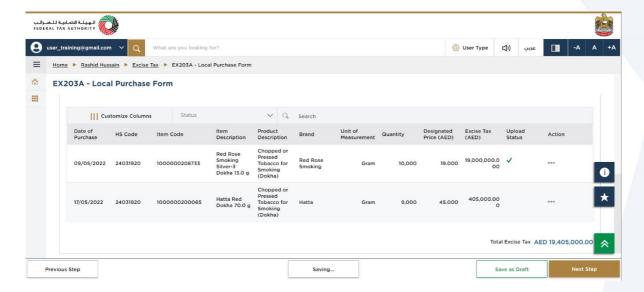
Step	Action
(1)	Enter 'Excise Price (AED)' and 'Quantity'







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

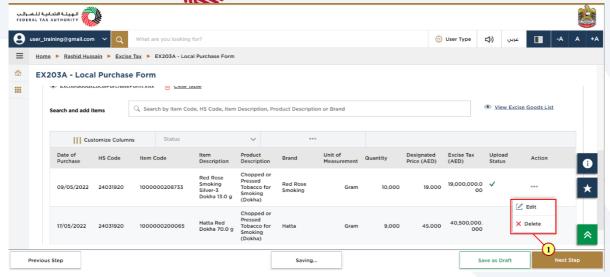




You can add a new column to the table or filter the Excise Goods by its status. You can also search for Excise Goods by item or HS code.

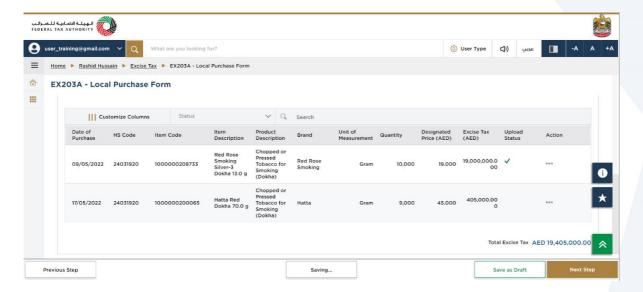






Step Action

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

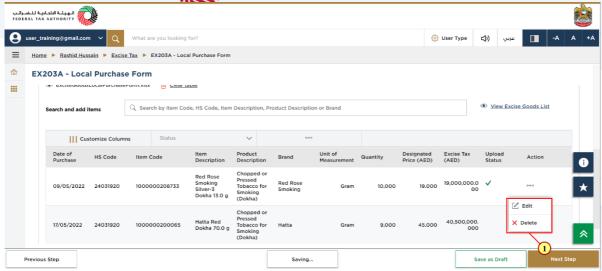




This is the amount of Excise Tax that is calculated based on the items included in the declaration.





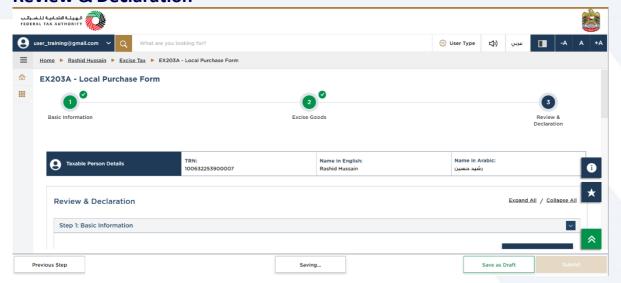


Step	Action
(1)	Click on ellipsis to edit or delete the selected Excise Good.



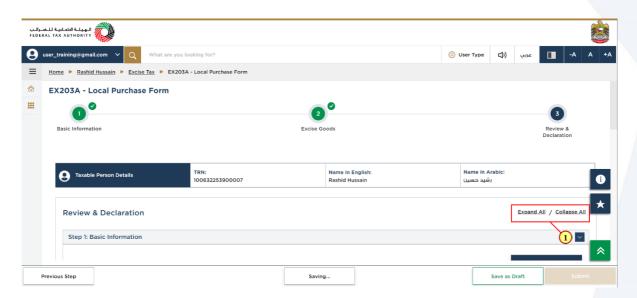


Review & Declaration





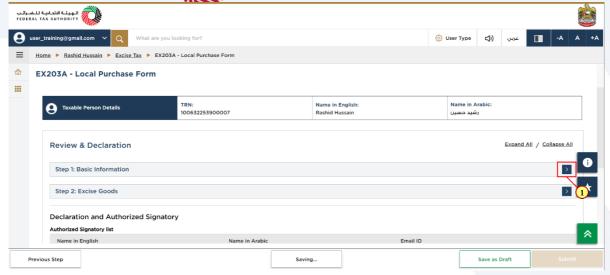
This section displays your completed declaration and allows you to review it prior to submission.



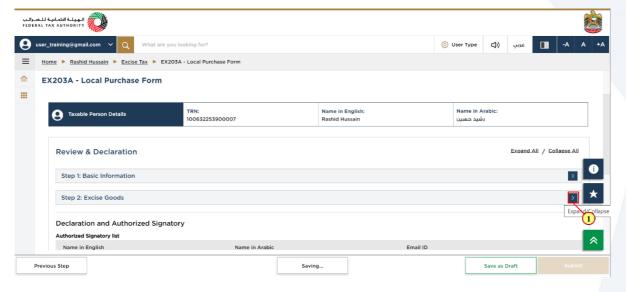
Step	Action
(1)	Click here to expand/collapse all steps at once.







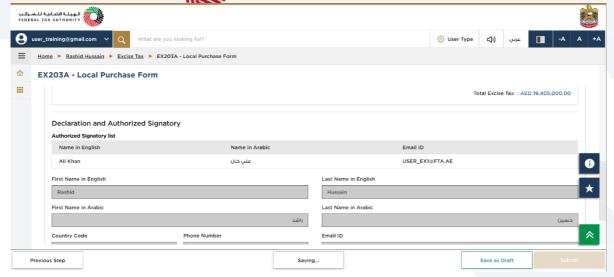
Step	Action
(1)	Click on the drop-down arrow to review the details in this step.



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

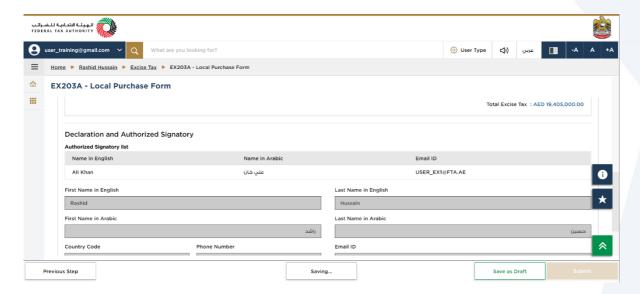








The Authorized Signatory details are taken from your Excise Tax registration currently held by the FTA.

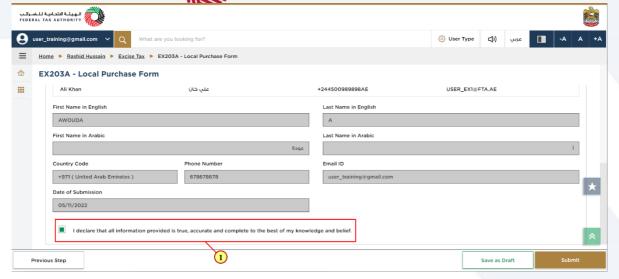




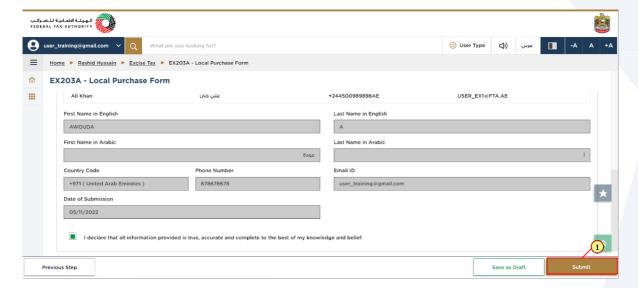
The Declaration details are taken from your Excise Tax registration currently held by the FTA.







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

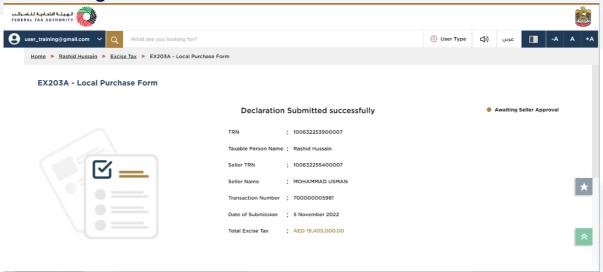


	Step	Action
Ī	(1)	Click on 'Submit' to submit the declaration.





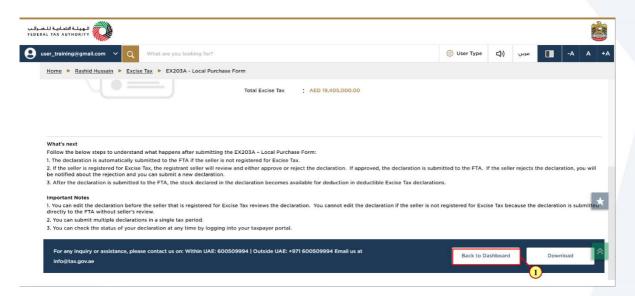
Acknowledgement





You have successfully submitted the declaration!

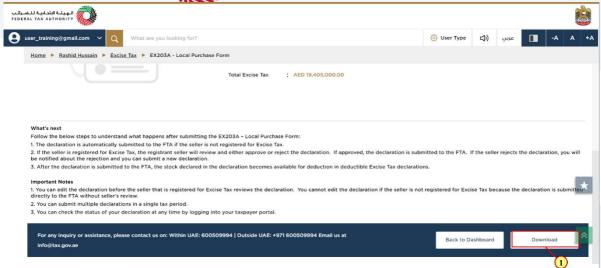
Make a note of the transaction number for future references. You can also access this Excise Declaration from the Local Purchase tile, within the Excise Tax module.



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







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









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

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

Thank you