



إمارات تاكس
EMARATAX

EX203A Local Purchase Form Seller TRN
Approval - 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 |
| -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 |
|  | 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](#)



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Introduction



This manual is prepared to help the Seller of Excise Goods to navigate through the EmaraTax portal to approve or reject the Local Purchase Form submitted by Excise Taxpayer.

EmaraTax Login Page



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

عربي
-A A +A

Welcome to the new e-CTS

New Here?

If you are not registered, please signup here.

Sign Up

Login

Welcome to the Federal Tax Authority

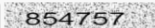
Login with FTA account

Email Address

Password

[Forgot password?](#)


Enter Security Code




Login

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers



الهوية الرقمية
UAE PASS

Login With  UAE PASS



- 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

training_user09@gmail... 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.

[Read More](#)

Legal Representative

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...

[Read More](#)

Tax Agent

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

[Read More](#)

Tax Agency

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

[Read More](#)

Proceed

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

training_user09@gmail... 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.

[Read More](#)

Legal Representative

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...

[Read More](#)

Tax Agent

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

[Read More](#)


Tax Agency

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


[Read More](#)

Proceed


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




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FEDERAL TAX AUTHORITY




training_user09@gmail...



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.


[Read More](#)



Legal Representative

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...


[Read More](#)



Tax Agent

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


[Read More](#)



Tax Agency

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

[Read More](#)



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 'Mainland Declarations' section of the Federal Tax Authority portal. The 'EX203A' declaration is highlighted with a red box and a yellow circle containing the number 1, indicating the 'Create New' button.

| Step | Action |
|------|--|
| (1) | Click here to create a new Local Purchase declaration. |

The screenshot shows the 'Mainland Declarations' section of the Federal Tax Authority portal. The 'EX203A' declaration is highlighted with a red box and a yellow circle containing the number 1, indicating the 'View All' button.

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

Declaration Dashboard

training_user09@gmail... What are you looking for? User Type عربي -A A +A

Home ► Mohammad Usman ► Excise Tax ► EX203A - Local Purchase Form

HOME MOHAMMAD USMAN 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 |
|---|--------------------|------------|----------------|---------------|------------------|--------|--------|
| No records found. Click on "New Declaration" to initiate a new declaration. | | | | | | | |

QUICK LINKS: tax.gov.ae, Help Center, Glossary, Sitemap

OTHER LINKS: What's New, FAQs, Contact Us, Complaints and Inquiries

FOLLOW US: Instagram, LinkedIn, Twitter, YouTube

Contact Us: 600 599 994

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

training_user09@gmail... What are you looking for? User Type عربي -A A +A

Home ► Mohammad Usman ► Excise Tax ► EX203A - Local Purchase Form

HOME MOHAMMAD USMAN 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 |
|---|--------------------|------------|----------------|---------------|------------------|--------|--------|
| No records found. Click on "New Declaration" to initiate a new declaration. | | | | | | | |

QUICK LINKS: tax.gov.ae, Help Center, Glossary, Sitemap

OTHER LINKS: What's New, FAQs, Contact Us, Complaints and Inquiries

FOLLOW US: Instagram, LinkedIn, Twitter, YouTube

Contact Us: 600 599 994

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

The screenshot shows the 'EX203A - Local Purchase Form' dashboard. The main section is titled 'Excise Goods Sold Locally'. It features a table with the following columns: Transaction Number, Date of Submission, Declarant TRN, Declarant Name (EN), Declarant Name (AR), Excise Tax (AED), Status, and Action. The table contains one entry with Transaction Number 700000006298, Date of Submission 9 August 2022, Declarant TRN 100632255400007, Declarant Name (EN) MOHAMMAD USMAN, Declarant Name (AR) محمد عثمان, Excise Tax (AED) 36,000.00, and Status Awaiting Seller Approval. The dashboard also includes a sidebar with navigation links, a search bar, and a footer with quick links and contact information.

This dashboard displays the previous declarations on Excise Goods Locally sold by you.

The screenshot shows the 'EX203A - Local Purchase Form' dashboard. The main section is titled 'Excise Goods Sold Locally'. It features a table with the following columns: Transaction Number, Date of Submission, Declarant TRN, Declarant Name (EN), Declarant Name (AR), Excise Tax (AED), Status, and Action. The table contains one entry with Transaction Number 700000006298, Date of Submission 9 August 2022, Declarant TRN 100632255400007, Declarant Name (EN) MOHAMMAD USMAN, Declarant Name (AR) محمد عثمان, Excise Tax (AED) 36,000.00, and Status Awaiting Seller Approval. The dashboard also includes a sidebar with navigation links, a search bar, and a footer with quick links and contact information.

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.

The screenshot shows the FTA portal interface. The user is logged in as 'training_user09@gmail...'. The page title is 'EX203A - Local Purchase Form'. The main content area shows a table with the following data:

| Transaction Number | Date of Submission | Declarant TRN | Declarant Name (EN) | Declarant Name (AR) | Excise Tax (AED) | Status | Action |
|--------------------|--------------------|-----------------|---------------------|---------------------|------------------|--------------------------|--------|
| 700000006298 | 9 August 2022 | 100632255400007 | MOHAMMAD USMAN | محمد عثمان | 36,000.00 | Awaiting Seller Approval | View |

The 'View' button in the 'Action' column is highlighted with a red box. Below the table, there are sections for 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW'. The footer contains copyright information and contact details.

| Step | Action |
|------|--|
| (1) | Click on ellipsis to review the declaration. |

Review & Declaration

training_user09@gmail... What are you looking for? User Type عربي

Home > Mohammad Usman > 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

Review & Declaration Expand All / Collapse All

Step 1: Basic Information

Previous Step Reject Approve



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

training_user09@gmail... What are you looking for? User Type عربي

Home > Mohammad Usman > 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

Review & Declaration Expand All / Collapse All

Step 1: Basic Information

Previous Step Reject Approve



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

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

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

Step 1: Basic Information

Is the seller a Registrant and TRN holder?

☒ Yes ☐ No

Seller TRN
100632255400007

Name in English
MOHAMMAD USMAN

Name in Arabic
محمد عثمان

[Documentary Proof](#)

Previous Step

Reject

Approve

| Step | Action |
|------|----------------------------|
| (1) | Review the seller details. |

Step 2: Excise Goods

Date of Purchase

HS Code

Item Code

Item Description

Product Description

Brand

Unit of Measurement

Quantity

Designated Price (AED)

Excise Tax (AED)

04/07/2022

22021029

00000029156948

Marks & Spencer Light Botanic Tonic Water 500.0 ml

Carbonated drinks

Marks & Spencer

Milliliter

9,000

8,000

3,600,000.000

Total Excise Tax : AED 36,000.00

Declaration and Authorized Signatory

Previous Step

Reject

Approve

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

Step 2: Excise Goods

| Date of Purchase | HS Code | Item Code | Item Description | Product Description | Brand | Unit of Measurement | Quantity | Designated Price (AED) | Excise Tax (AED) |
|------------------|----------|----------------|--|---------------------|-----------------|---------------------|----------|------------------------|------------------|
| 04/07/2022 | 22021029 | 00000029156948 | Marks & Spencer Light Botanic Tonic Water 500.0 ml | Carbonated drinks | Marks & Spencer | Milliliter | 9,000 | 8,000 | 3,600,000.000 |

Total Excise Tax : AED 36,000.00

Declaration and Authorized Signatory

Previous Step

Reject

Approve

| Step | Action |
|------|-------------------------------------|
| (1) | Review the details of Excise Goods. |

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: +971 (United Arab Emirates)

Phone Number: 678678678

Email ID: user_training@gmail.com

Previous Step

Reject

Approve

| Step | Action |
|------|---|
| (1) | Review the Declaration and Authorized Signatory details |

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training_user09@gmail... What are you looking for?

User Type عربي

Home > Mohammad Usman > Excise Tax > EX203A - Local Purchase Form

EX203A - Local Purchase Form

Ali Khan علي خان 500989898 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: +971 (United Arab Emirates) Phone Number: 678678678 Email ID: user_training@gmail.com

Date of Submission: 09/08/2022

☒ I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step Reject Approve

| Step | Action |
|------|--|
| (1) | Click on 'Approve' to approve the declaration. |

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training_user09@gmail... What are you looking for?

User Type عربي

Home > Mohammad Usman > Excise Tax > EX203A - Local Purchase Form

EX203A - Local Purchase Form

Ali Khan علي خان 500989898 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: +971 (United Arab Emirates) Phone Number: 678678678 Email ID: user_training@gmail.com

Date of Submission: 09/08/2022

☒ I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step Reject Approve

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



Acknowledgement

| Step | Action |
|------|---------------|
| (1) | Click on 'OK' |



Correspondences



After reviewing the Local Purchase Form, Seller of Excise Goods receives the following correspondence:

- Local Purchase Form approval or rejection acknowledgement.

Thank you