



Price Amendment to FTA Published List User Manual

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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

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

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](#)



Price_Amendment_Request

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Introduction

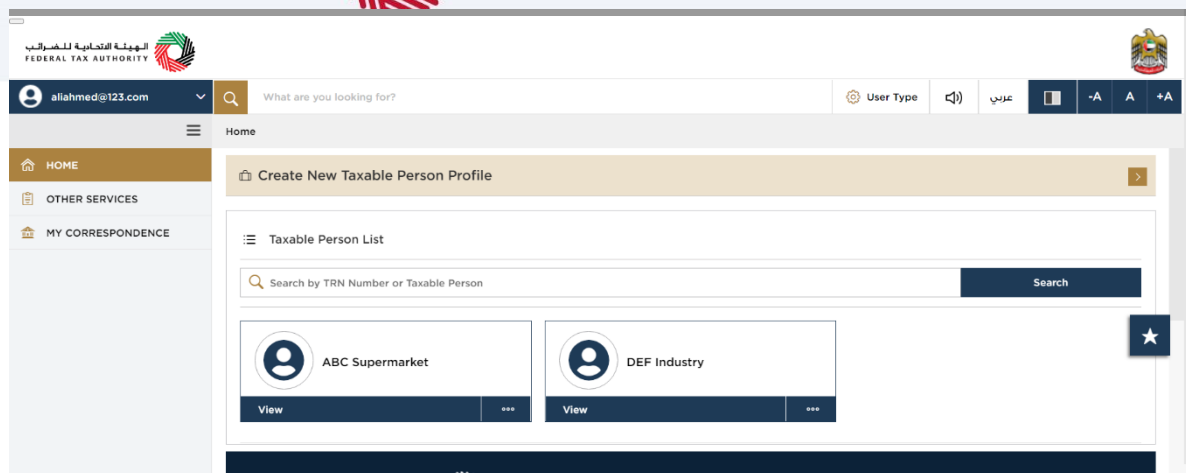



This manual is prepared to help a taxpayer navigate through the Federal Tax Authority (FTA) EmaraTax website, access the Excise Goods list screen and Submit price amendment request for selected excise goods.

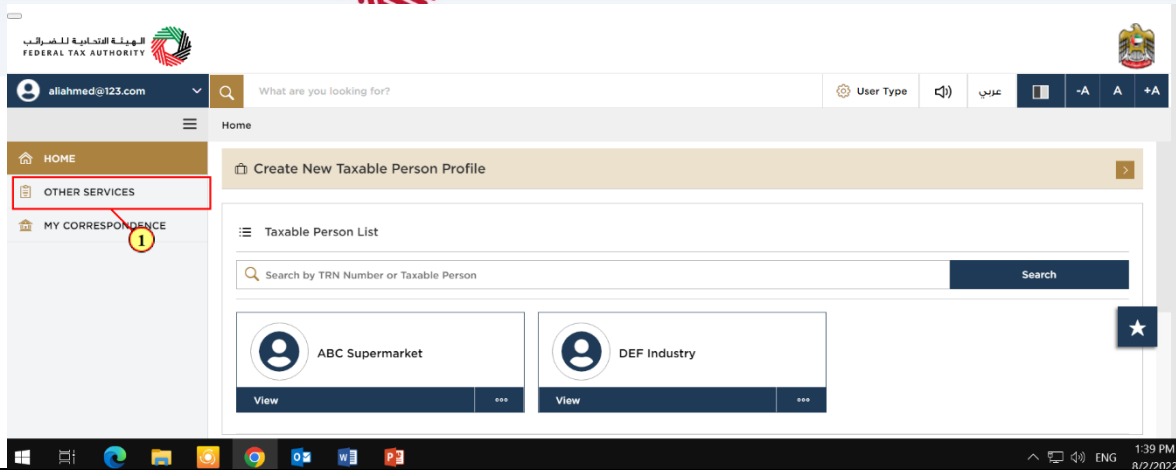
Login to EmaraTax



- 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.

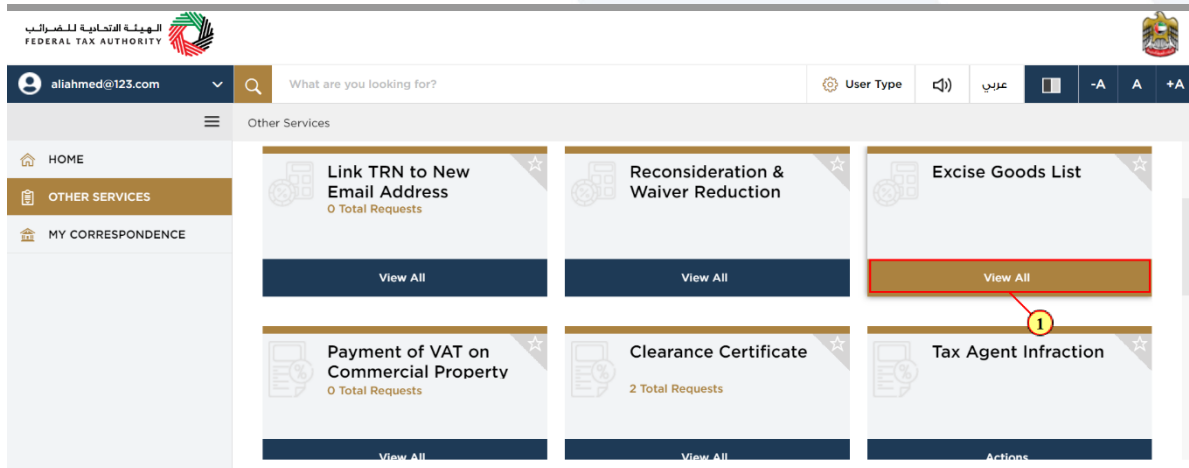


 On successful login, the user will be redirected to their EmaraTax online user dashboard.



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 taxable person list available for the online user.

Excise Goods List tile



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



What are you looking for?

User Type عربي

HOME
OTHER SERVICES
MY CORRESPONDENCE

Other Services ▶ Excise Goods List

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
<input type="checkbox"/>		6291101061814	6291101061814	24031100	Ya Layl Iskandarani Shisha Tobacco 50.0 g	Other Tobacco Products	Ya Layl	G	5.0000




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



The screenshot shows the 'Excise Goods List' page with the 'Application History' tab selected. The table lists the following applications:

Application Number	Request Category	Date of Submission	Status	Actions
200000001753	Item Reclassification	29/07/2022	Draft	...
200000001849	Item Reclassification	30/07/2022	In-Review	...
200000001851	Item Reclassification	30/07/2022	In-Review	...
200000001852	Item Reclassification	30/07/2022	Draft	...
200000001853	Price Amendment	31/07/2022	In-Review	...

At the bottom of the table, it indicates '1 of 10 records per page'.

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

Price Amendment

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

applications in 'Application history' tab

1 Items Selected

GTIN	Item Code	HS Code	Item Description	Product Description	Brand	Unit of Measurement	Excise Price (AED)
629110815749 7	629110815749 7	24031100	Al Fakher Soft Coconut Shisha Tobacco 250.0 g	Other Tobacco Products	Al Fakher	G	25.0000
629110816248 4	629110816248 4	24031100	Al Fakher Grape Shisha Tobacco 50.0 g	Other Tobacco Products	Al Fakher	G	7.0000
629110816248 4	629110816248 4	24031100	Ya Layl Eskandarani	Other			

Step	Action
(1)	<ul style="list-style-type: none"> Select the excise goods that you want to update. You can select multiple items from the goods list. Click 'Price Amendment' to Proceed to the Price Amendment application. You will be able to update the price for each items selected.

Guidelines and Instructions

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

abcd64@abc.com

What are you looking for?

User Type

عربي

-A A +A

Other Services ▶ Excise Goods List - Excise Goods List ▶ Price Amendment

Price Amendment

No. of form Sections
1 section

Expected time to complete this application
45 minutes

Expected fees for this service
Free of Charge

Required Templates
N.A

Required documents

It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- Official letter request to amend the prices with all the items details.
- Proof of company relation with the brand
- Proof of retail selling price in the market from at least 3 major retailers or 5 other retailers.

"dates have to be for 3 different months"

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

Back Start

The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to Price Amendment in the UAE. It also provides guidance on what information you should have in hand when you are completing the Price Amendment application.



abcd64@abc.com

User Type
عربي
-A A +A

Other Services
Excise Goods List - Excise Goods List
Price Amendment

Accepted file types are PDF, JPG, PNG and JPEG.d JPEG. 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)	Read the instructions and guidelines carefully before starting the application. Mark the checkbox to confirm.



abcd64@abc.com

User Type
عربي
-A A +A

Other Services ▶ Excise Goods List - Excise Goods List ▶ Price Amendment

Accepted file types are PDF, JPG, PNG and JPEG.d JPEG. 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 'Start' to initiate the price amendment application.

Price Amendment

Company Details

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

allahmed@123.com What are you looking for? User Type عربي -A A +A

Other Services Excise Goods List Price Amendment

Price Amendment

Company Details

TRN(Company/Importer Name) (optional)
100634191900003

Company/Importer Name
All

TRN(OnBehalf Of) (optional)
TRN

On behalf of (optional)
On behalf of

Company Relation with Brand
Retailer

Previous Step 1 Cancel Save as Draft Submit

Step	Action
(1)	Enter the company details – Providing the following information: tax registration number (TRN) of the taxpayer if registered with FTA for VAT or Excise Tax, their company name, their relationship with the excise goods brand (example – retailer, wholesaler or any other). If this application is submitted by a user on behalf of the taxpayer, provide the TRN of the user if they are registered with FTA..



Price Amendment

Items Requested for Price Amendment

Please add comments for all the selected items to proceed with the submission of application

Customize Columns Search

GTIN	Brand	Classification	Item Description	Current RSP in FTA system	New Requested RSP in FTA system	Action
6291108157497	Al Fakher	Other Tobacco Products	Al Fakher Soft Coconut Shisha Tobacco 250.0 g	25.0000000000	Pending Comments	...
6291108162484	Al Fakher	Other Tobacco Products	Al Fakher Grape Shisha Tobacco 50.0 g	7.0000000000	Pending Comments	...
6291101061814	Ya Layl	Other Tobacco Products	Ya Layl Eskandarani Shisha Tobacco 50.0 g	5.0000000000	Pending Comments	...

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	<ul style="list-style-type: none"> For each product, click on 'Edit' to make the required update. To delete an item, click 'Delete'.



Item Details

Item Details

GTIN: 629108157497

Brand: Al Fakher

Item Description: Other Tobacco Products

Classification: Al Fakher Soft Coconut Shisha Tobacco 250.0 g

Current RSP in FTA system: 25.0000000000

New Requested RSP in FTA system:

Reason for Amendment

Please provide the short description for the reason of amendment

As required

Retail selling price in market including excise and VAT

1

Save

Submit

Step	Action
(1)	<ul style="list-style-type: none"> Add the new price in 'New Requested RSP in FTA system'. Provide the reason for price amendment.



Step	Action
(1)	<ul style="list-style-type: none"> Enter average retail selling price from at least 3 major retailers or 5 other retailers. Upload the supporting documents for the Price amendment and click on "Save".



Item Details

Average retail selling price shall be gathered from at least 3 major retailers, or 5 other retailers

Retailer 1: Retailer 2:

Retailer 3: Retailer 4 (optional):

Retailer 5 (optional):

Mandatory Attachments

Upload Official Letter Request To Amend The Prices With All The Items Details

Upload Proof Of Company Relation With The Brand

Upload proof of retail selling price in market

Max File size : 15 MB | Formats : PDF,DOC | Max No. of Files : 3

Max File size : 15 MB | Formats : PDF,DOC | Max No. of Files : 3

Save



- All mandatory fields of the section must be completed. The fields which are optional are marked as optional next to the field name.
- You will be able to submit the application only after you have provided the required details for all the selected products.
- Ensure to upload the supporting documents showing proof of the retail price of the retailers mentioned in the application.

Step	Action
(1)	Click on "Submit" to proceed further



Post Application Submission

The screenshot shows the Federal Tax Authority website interface. At the top, there is a navigation bar with the user's email 'aliahmed@123.com' and a search bar. Below the navigation bar, there are tabs for 'Other Services', 'Excise Goods List', and 'Price Amendment'. The 'Price Amendment' tab is selected. The main content area displays 'Application Submitted Successfully' with a status indicator 'Submitted'. Below this, the following details are shown:

- Name : Ali Ahmed
- Reference Number : 200000001853
- Submitted Date : 31 July 2022

There is also a star icon in the bottom right corner of the application details section.



After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with FTA.

What's next?

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.
- Read the 'What's Next and Important Notes'.



Correspondences



Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you