الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

United Arab Emirates

إمارات تاكس
EMARATAX

VAT201S - Simplified VAT Return - User Manual

Date: Oct 2022

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Document Control Information

Document Version Control

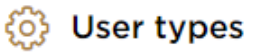
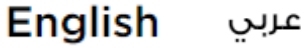
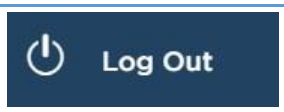
Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

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: • 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	
	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
	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
	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
	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
	This is used to go the Next section of the Input Form
	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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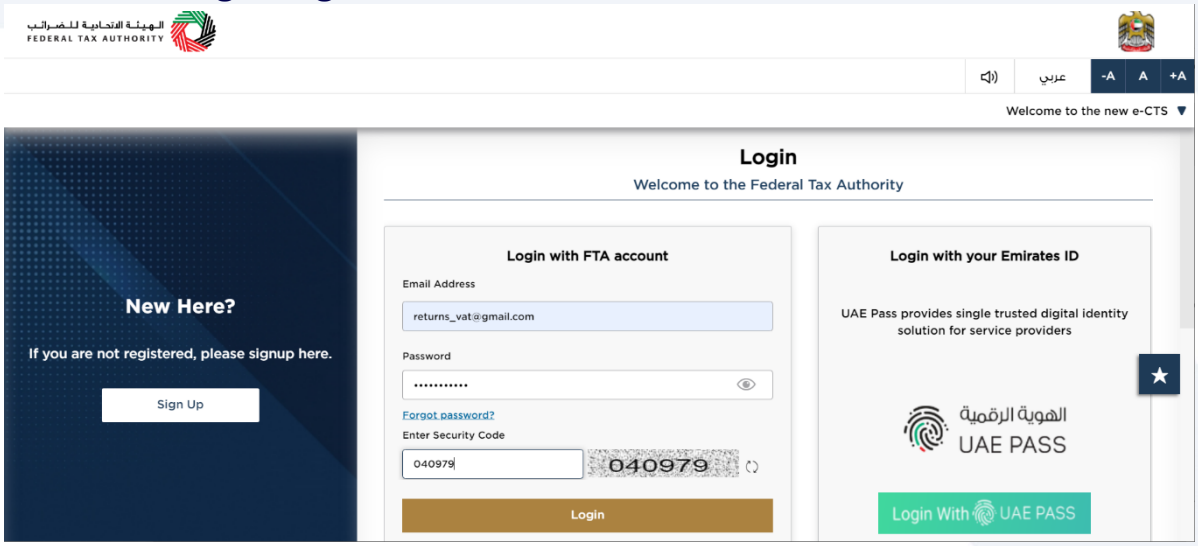
Introduction

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY
United Arab Emirates

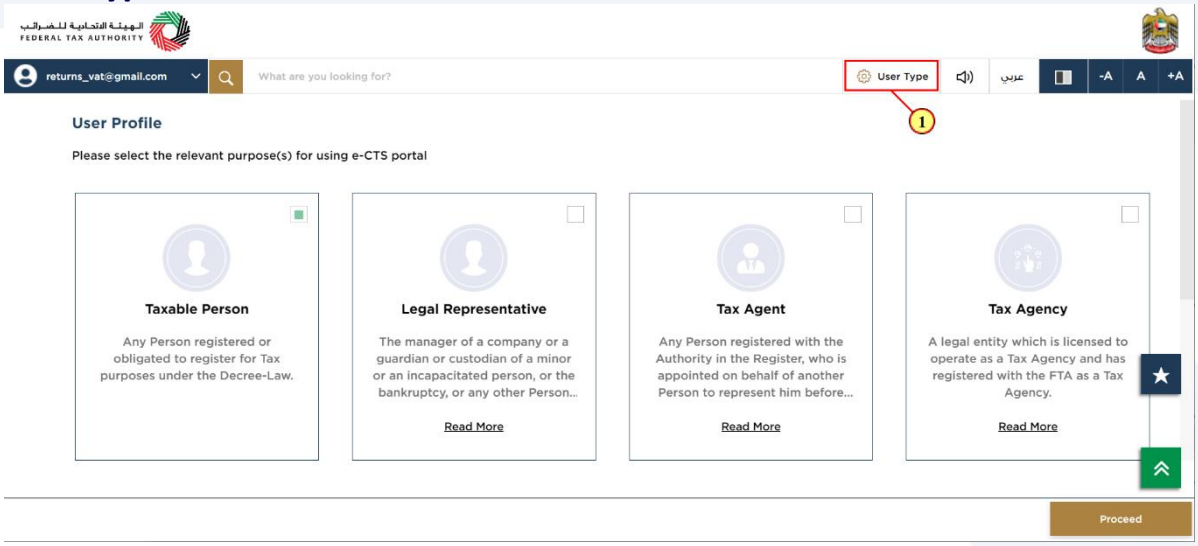
This manual is prepared to help the VAT Taxpayer to navigate through the EmaraTax portal to submit a Simplified VAT Return.

EmaraTax Login Page

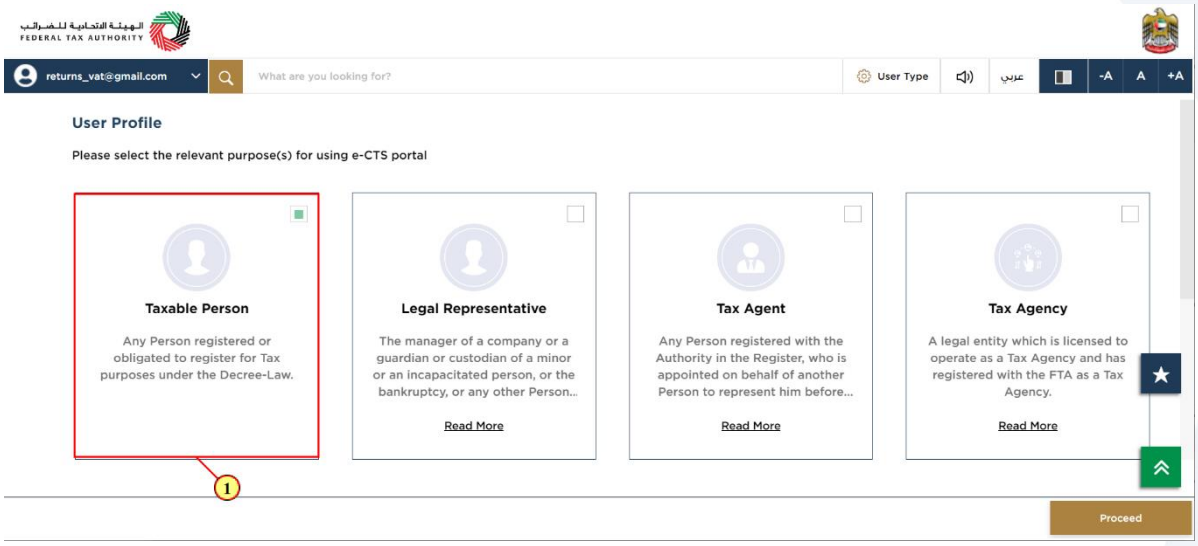


	• You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password. • If 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.

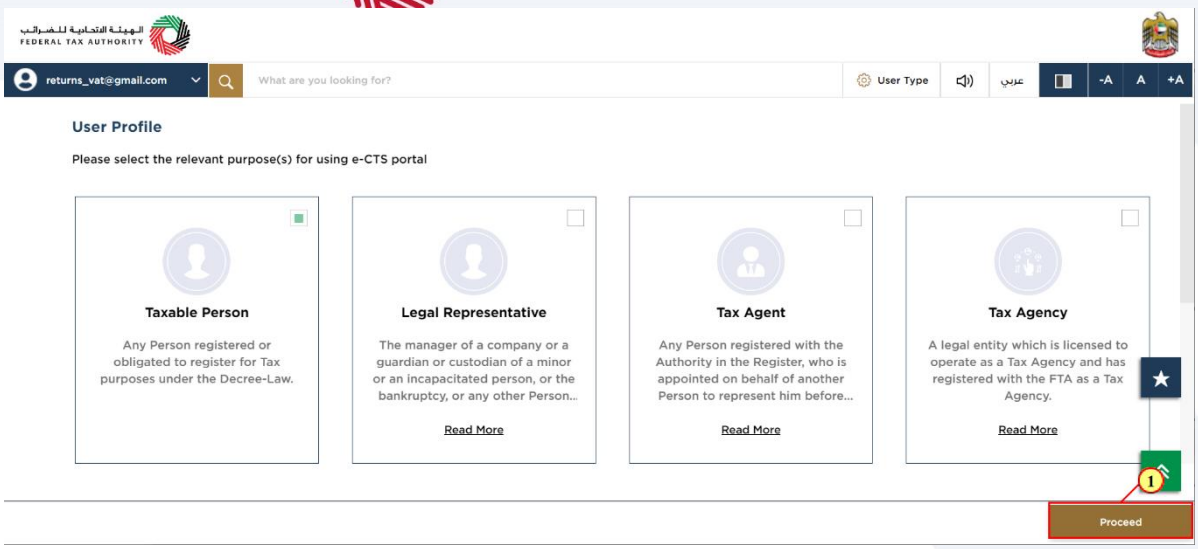
User type Selection



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

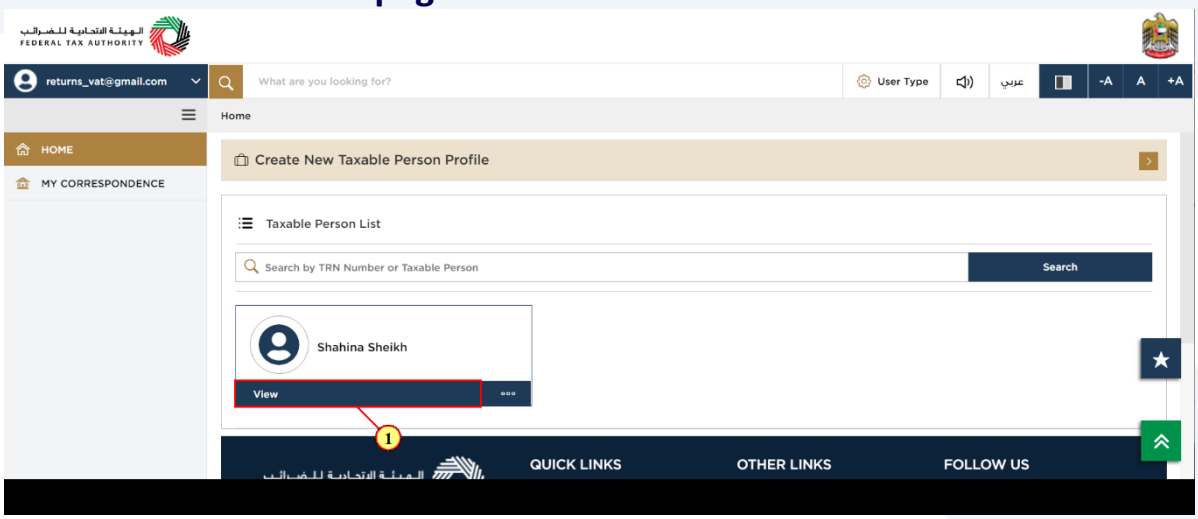


Step	Action
(1)	Select the Taxable Person tile

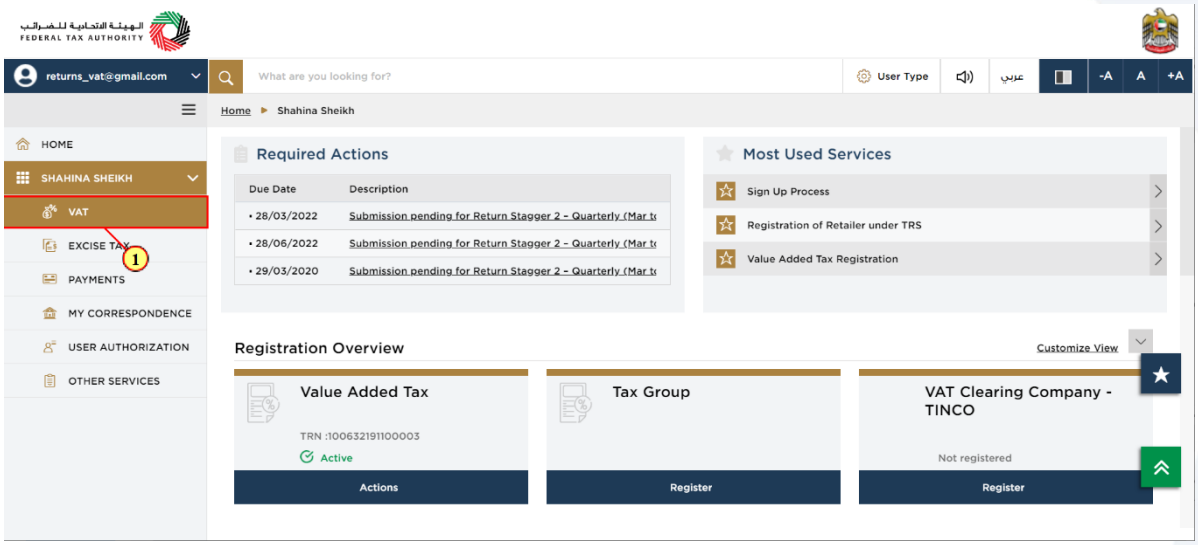


Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

Taxable Person Home page

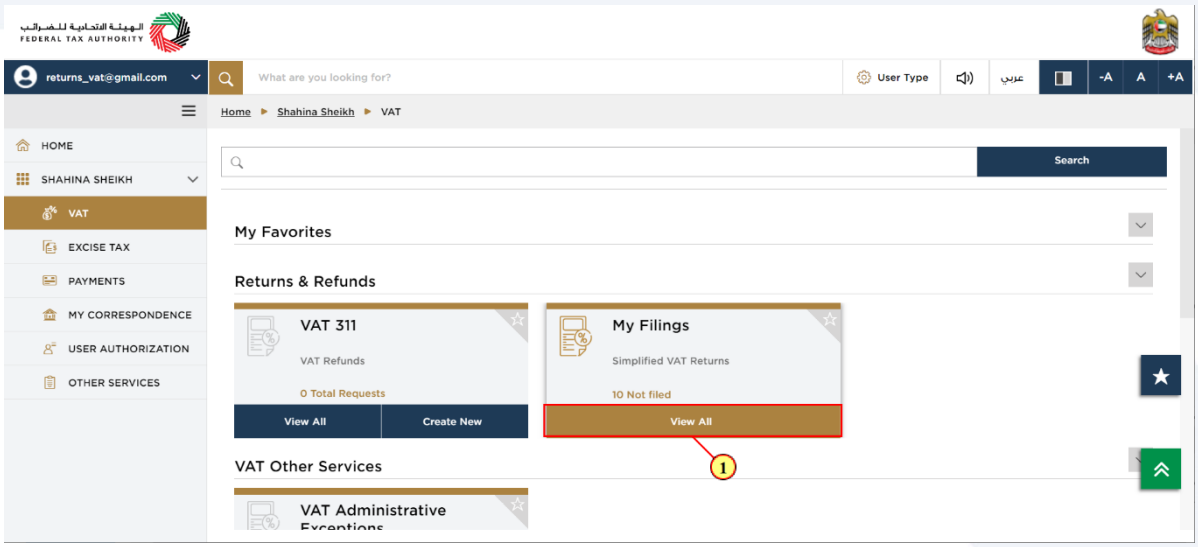


Step	Action
(1)	Click here to view the Taxable Person dashboard



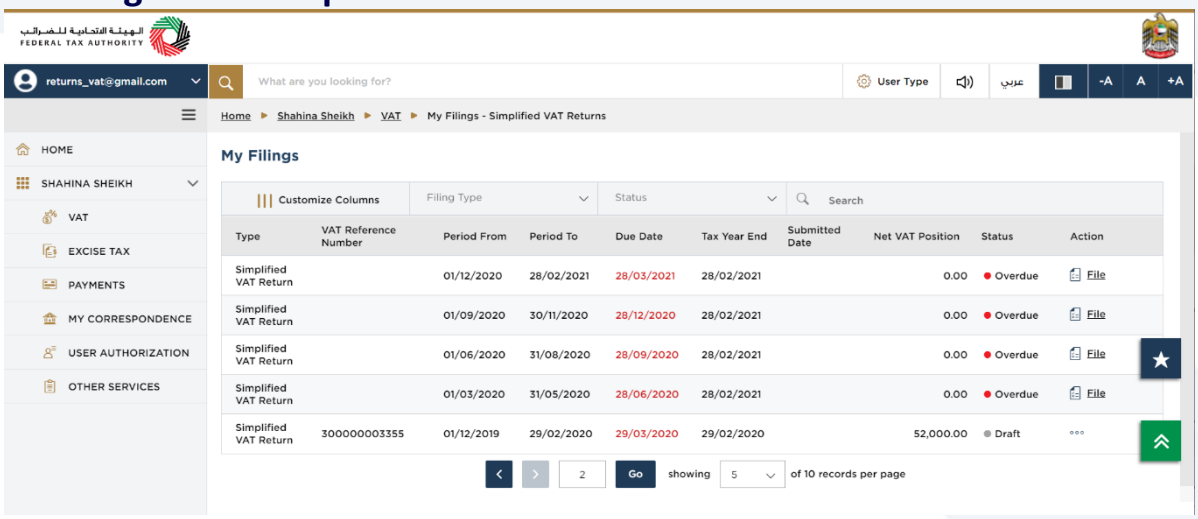
Step	Action
(1)	Click here to access the VAT module

VAT Module

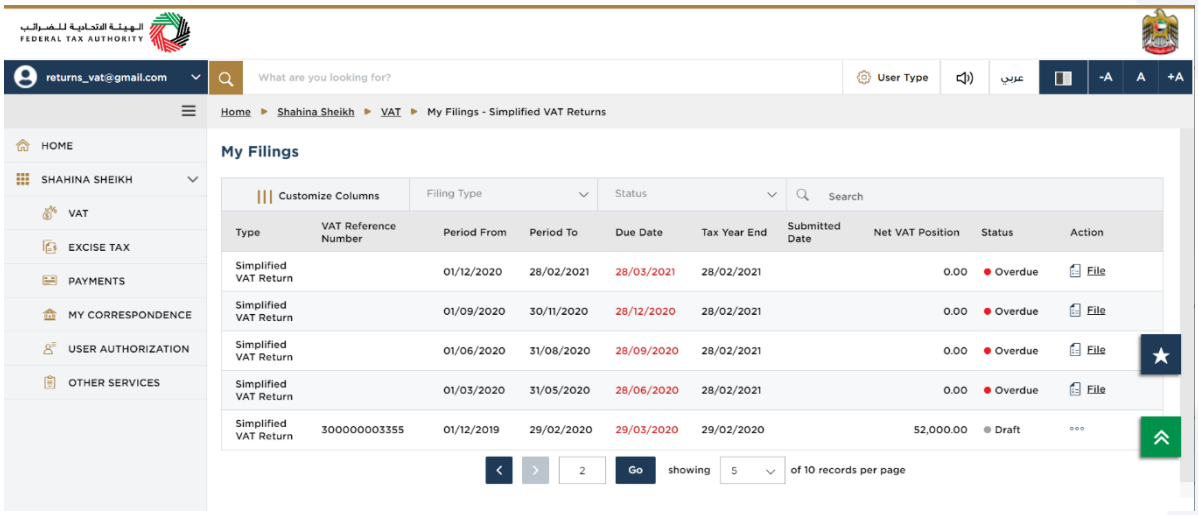


Step	Action
(1)	Click here to view all your Simplified VAT Returns

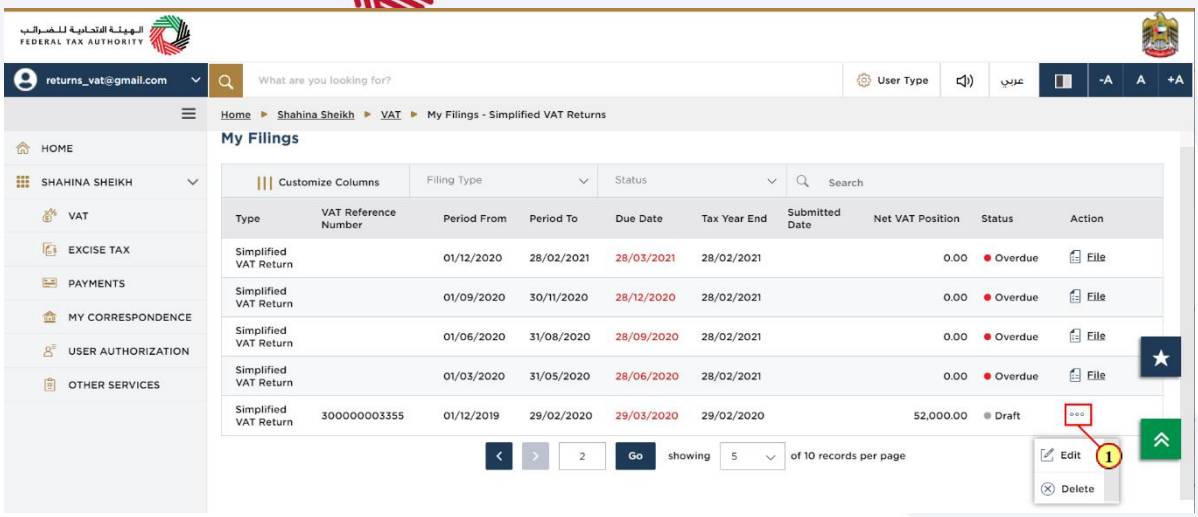
VAT Registrant Simplified VAT Returns dashboard



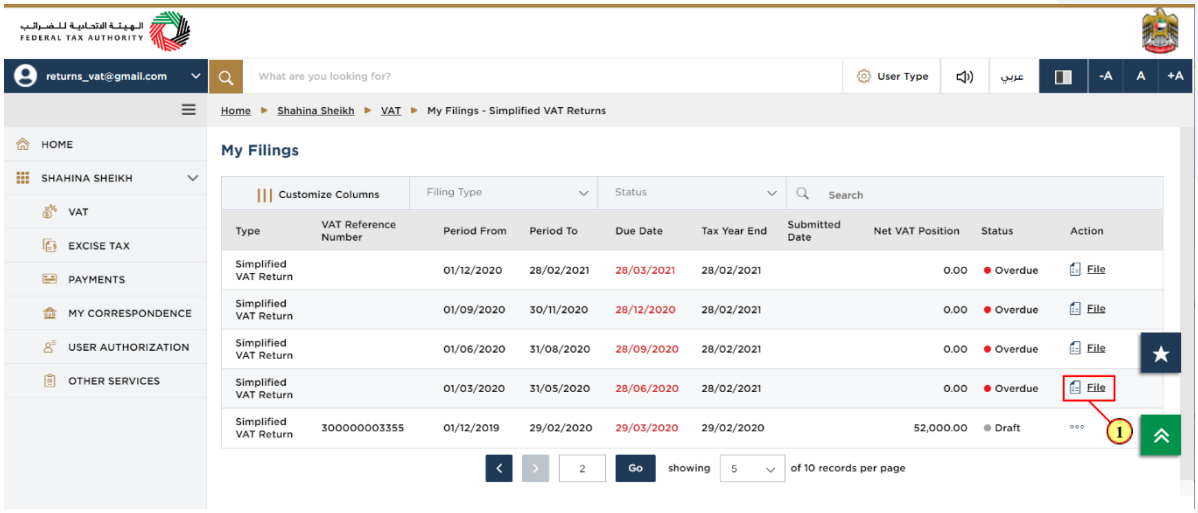
This dashboard displays information related to your Simplified VAT Returns



You can add a new column to the table or filter the returns by its Filing type and status. You can also search for VAT Return by reference number

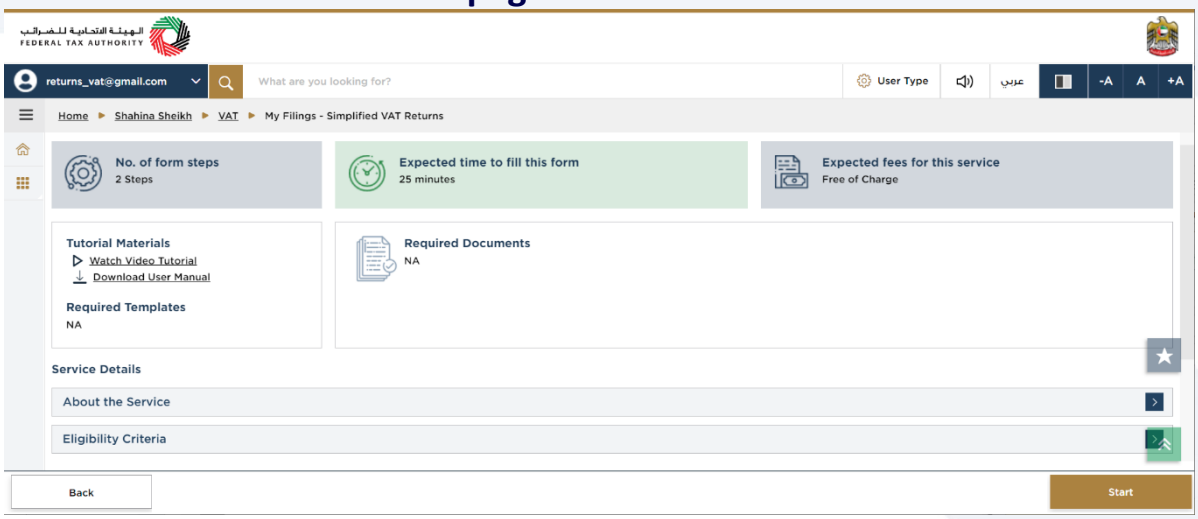


Step	Action
(1)	Click on ellipsis to edit or delete the Simplified VAT Return

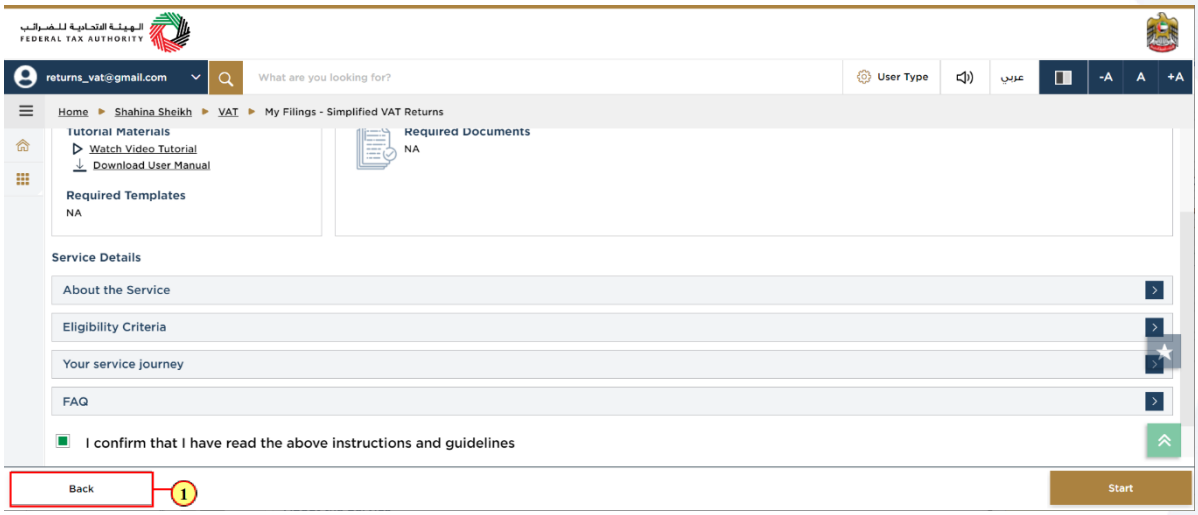


Step	Action
(1)	Click here to start filing a new Simplified VAT Return for the selected period

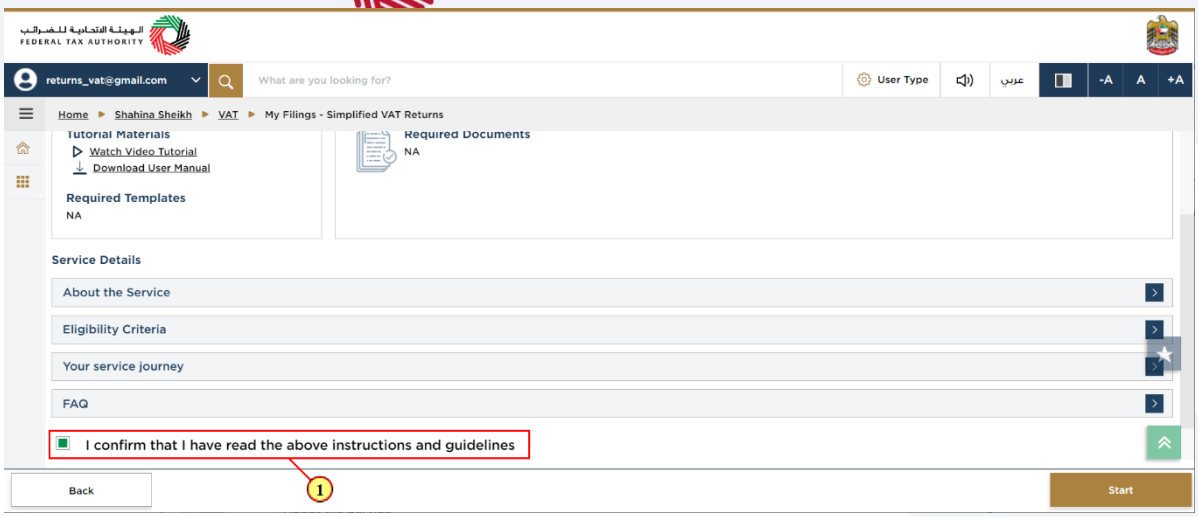
Instructions and Guidelines page



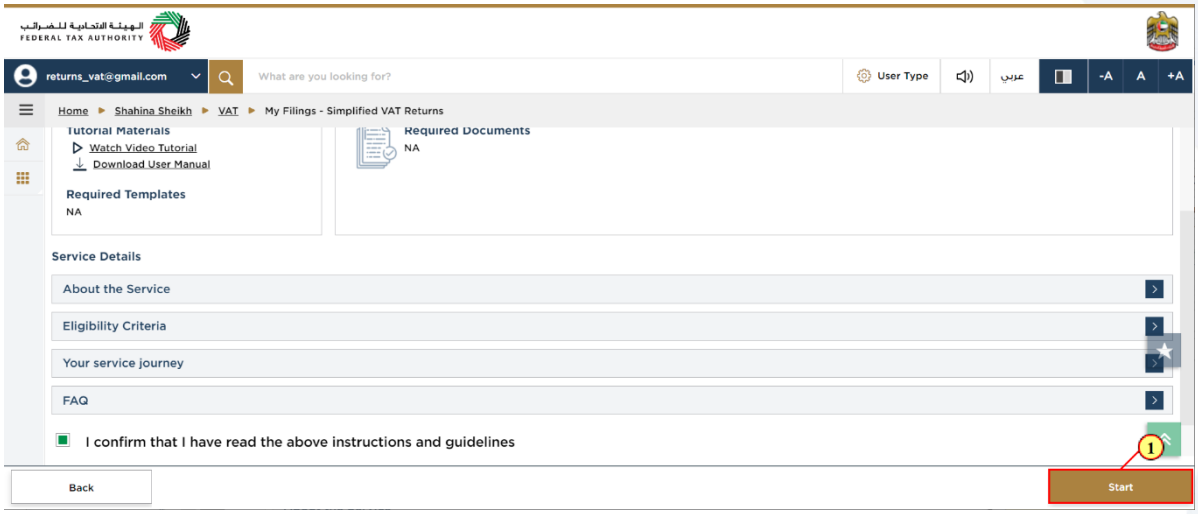
	These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this return



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

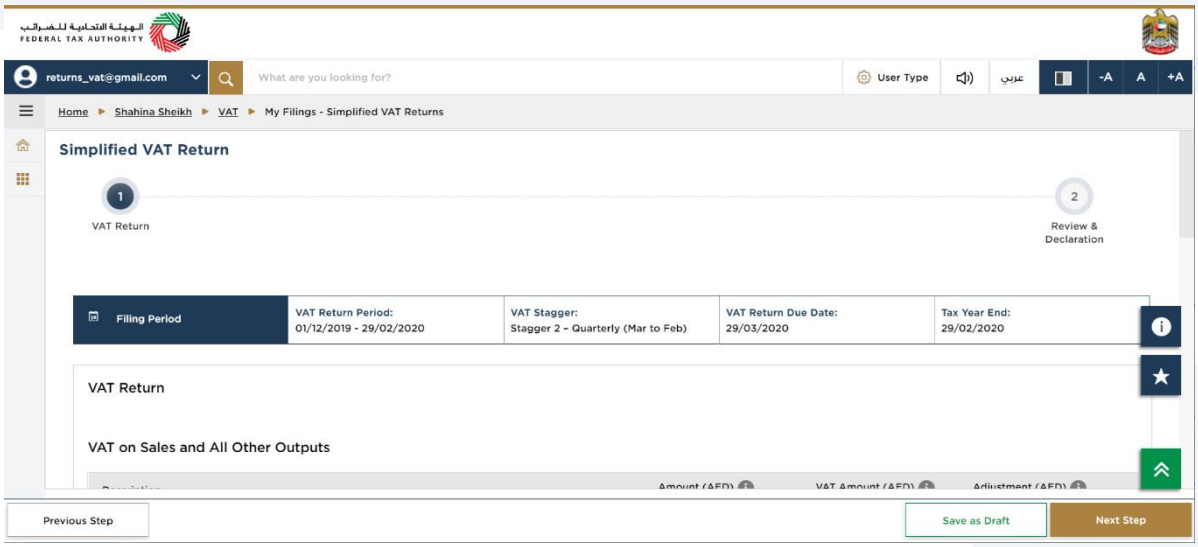


Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines

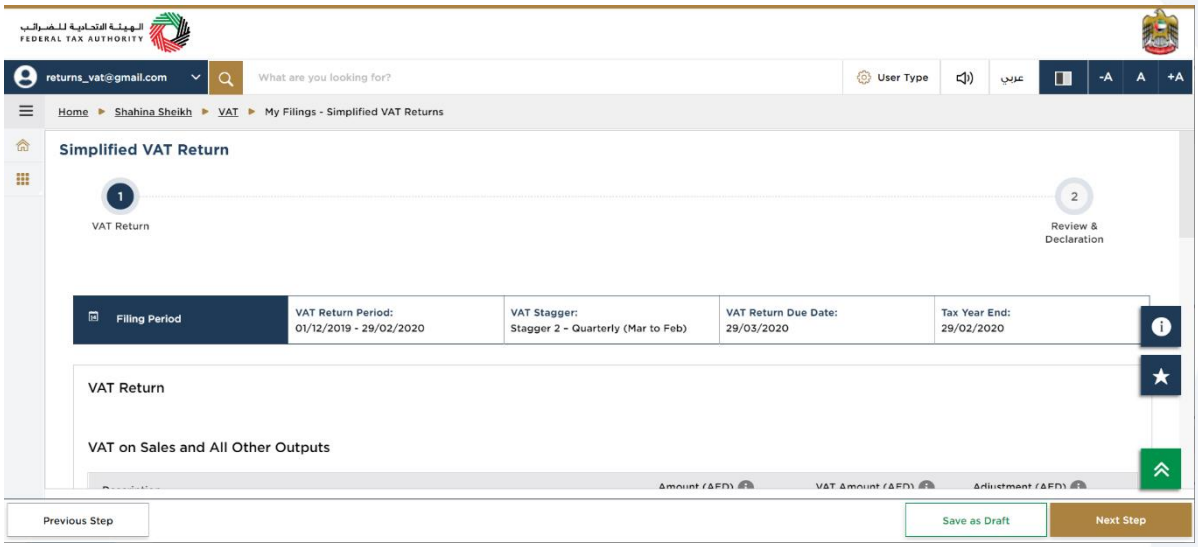


Step	Action
(1)	Click on 'Start' to proceed to file the Simplified VAT Return

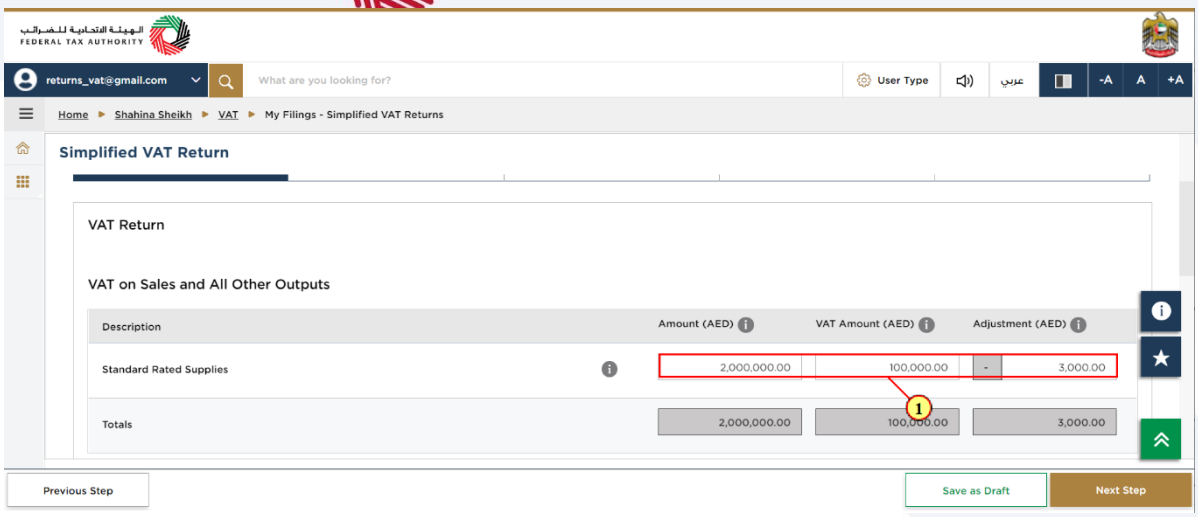
VAT Return



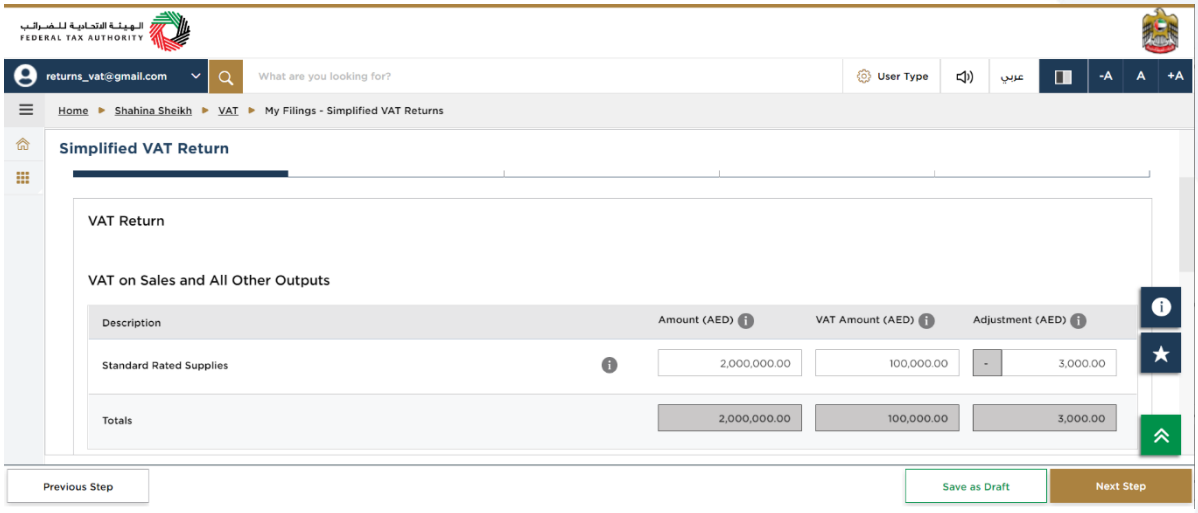
The progress bar displays the number of steps required to complete the Simplified VAT Return. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green



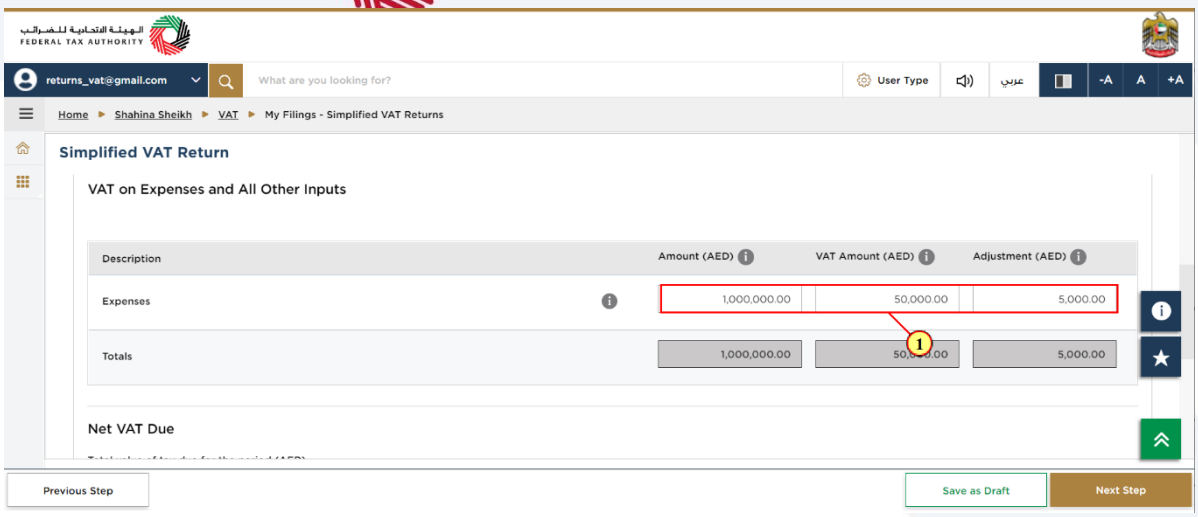
This section displays the filing period details based on the data in VAT Registration profile



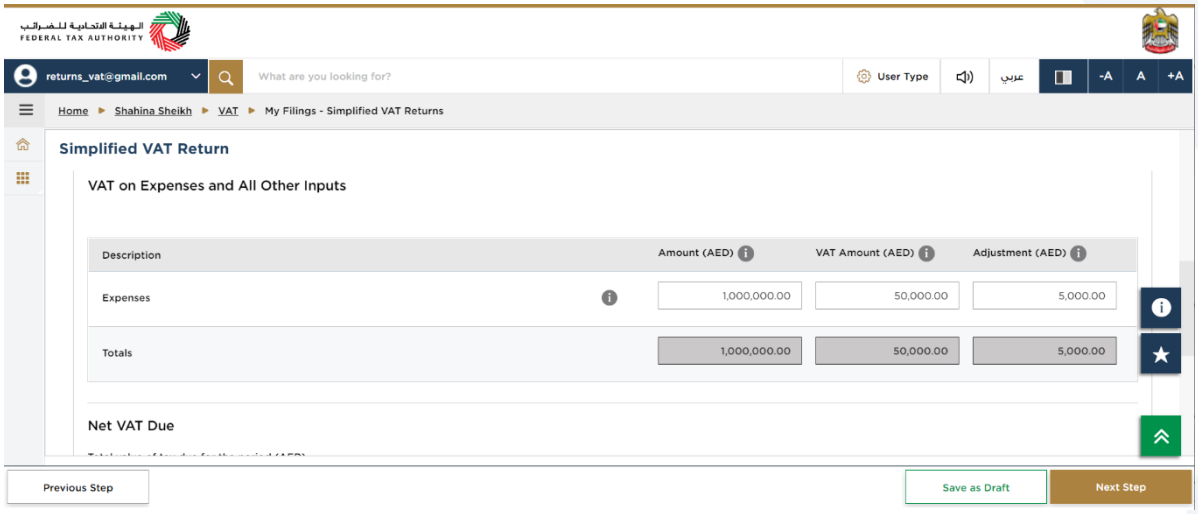
Step	Action
(1)	Enter the values for the standard rated supplies



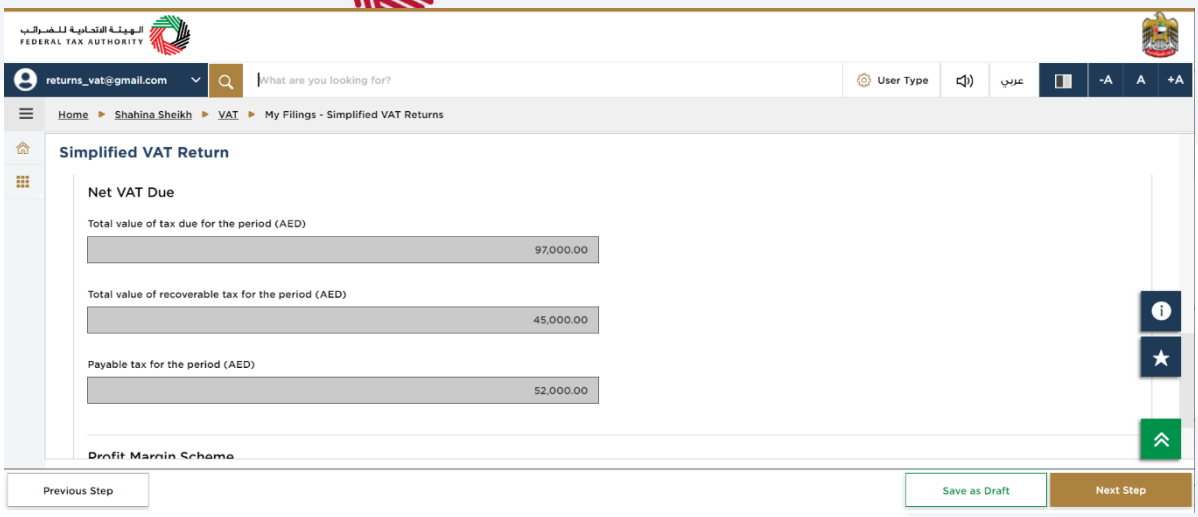
	The amount, VAT amount and Adjustment are same as the above boxes



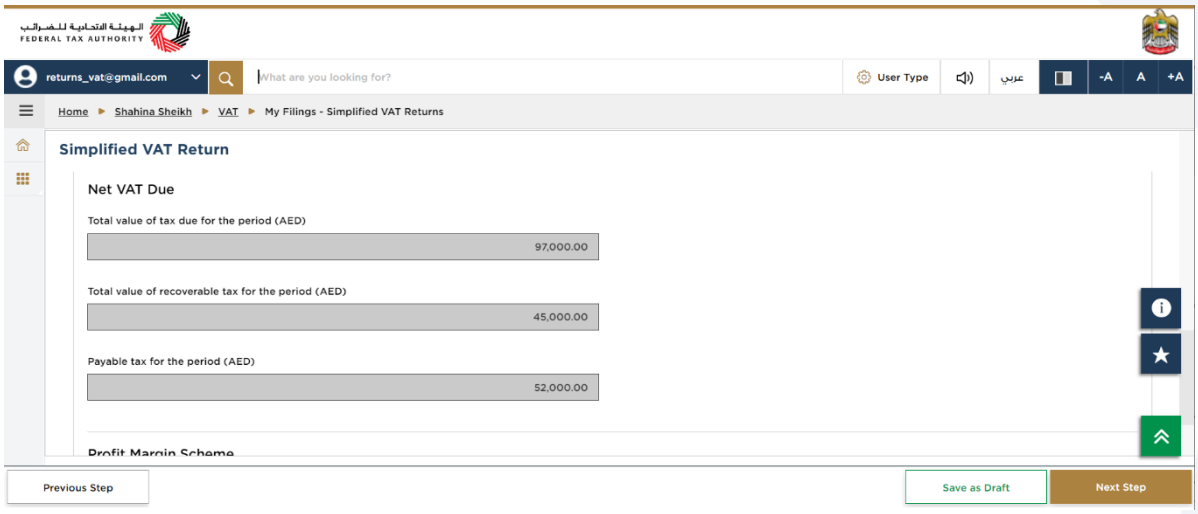
Step	Action
(1)	Enter the amount, corresponding VAT amount and adjustment amount for your expenses for the period



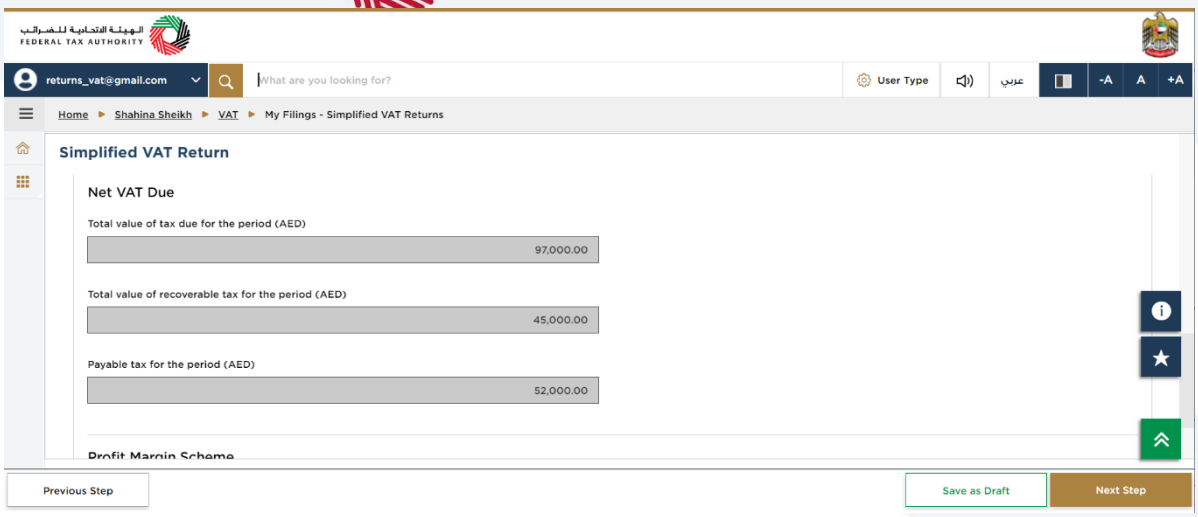
	The amount, VAT amount and Adjustment are same as the above boxes



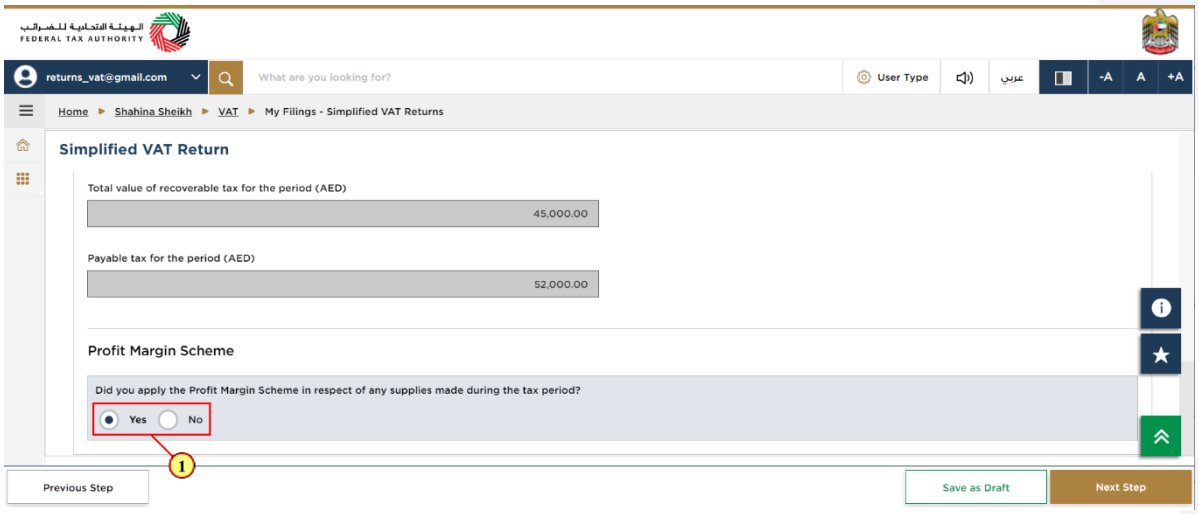
This box displays the total output tax for the period



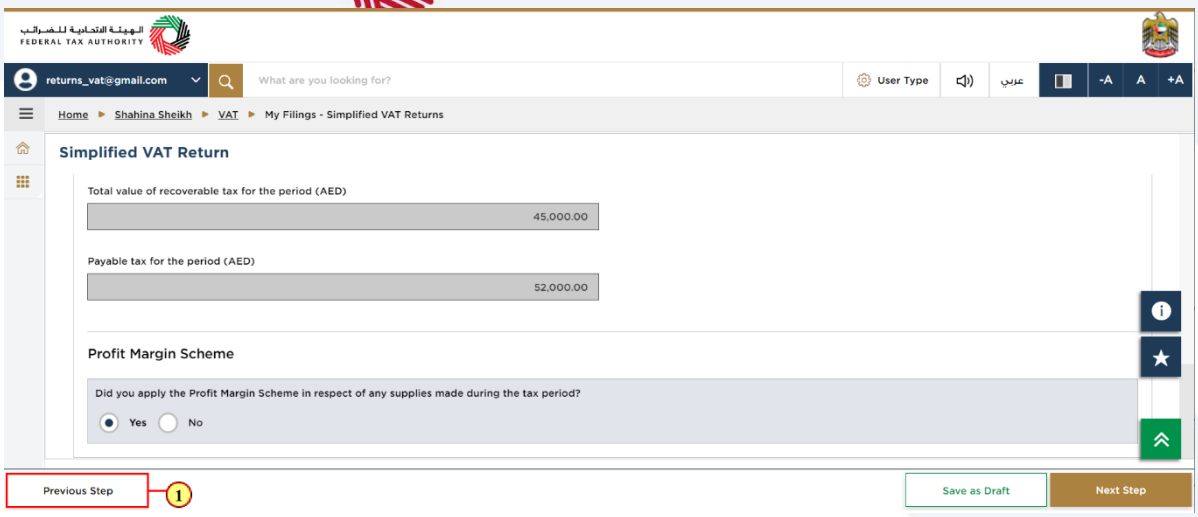
This box displays the total input tax for the period



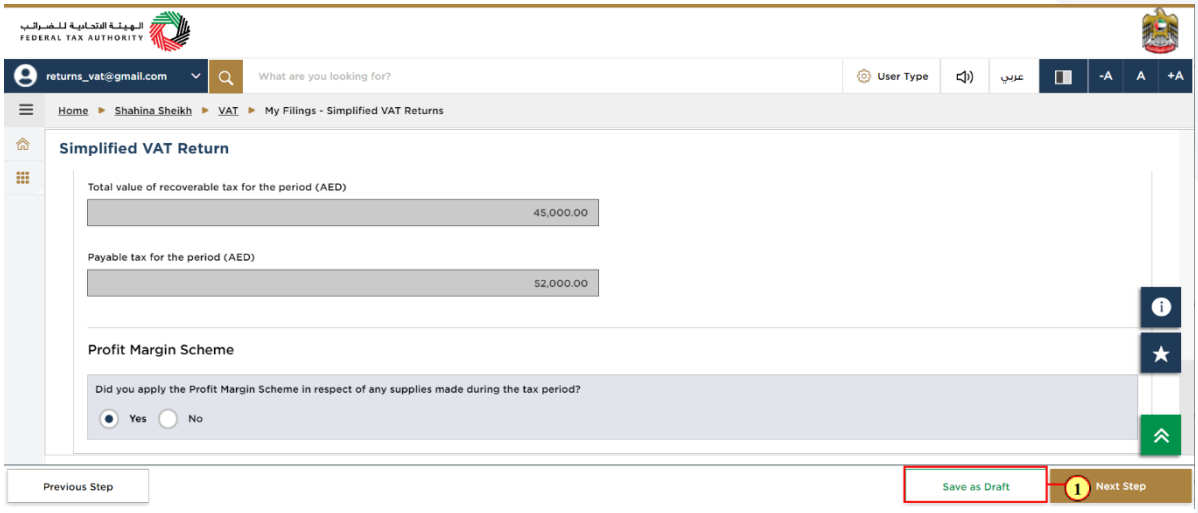
	This box displays the payable and (or) refundable tax for the period



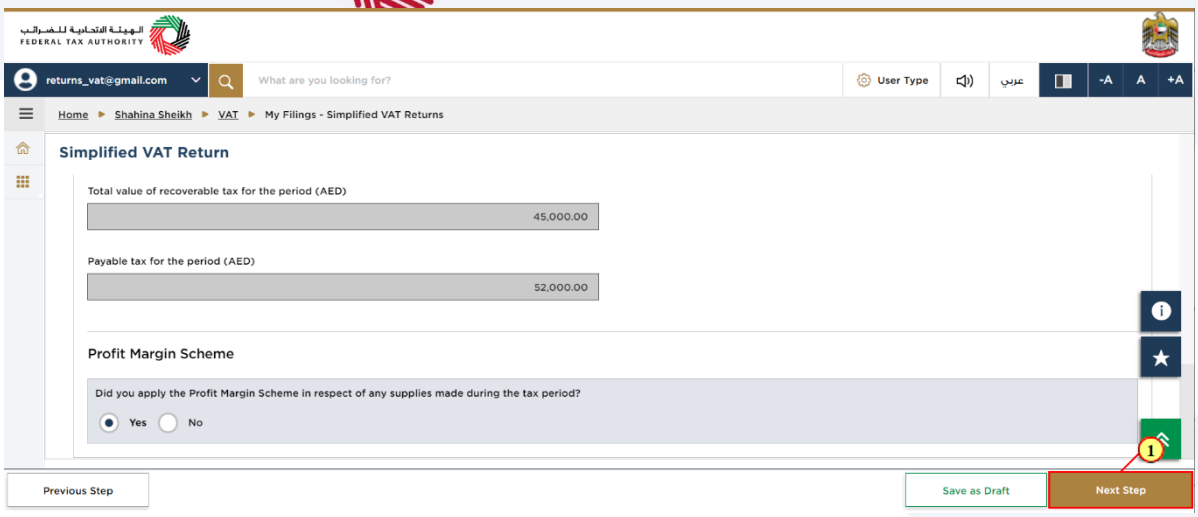
Step	Action
(1)	Select 'Yes' if you have reported amounts using the 'Profit Margin Scheme'



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

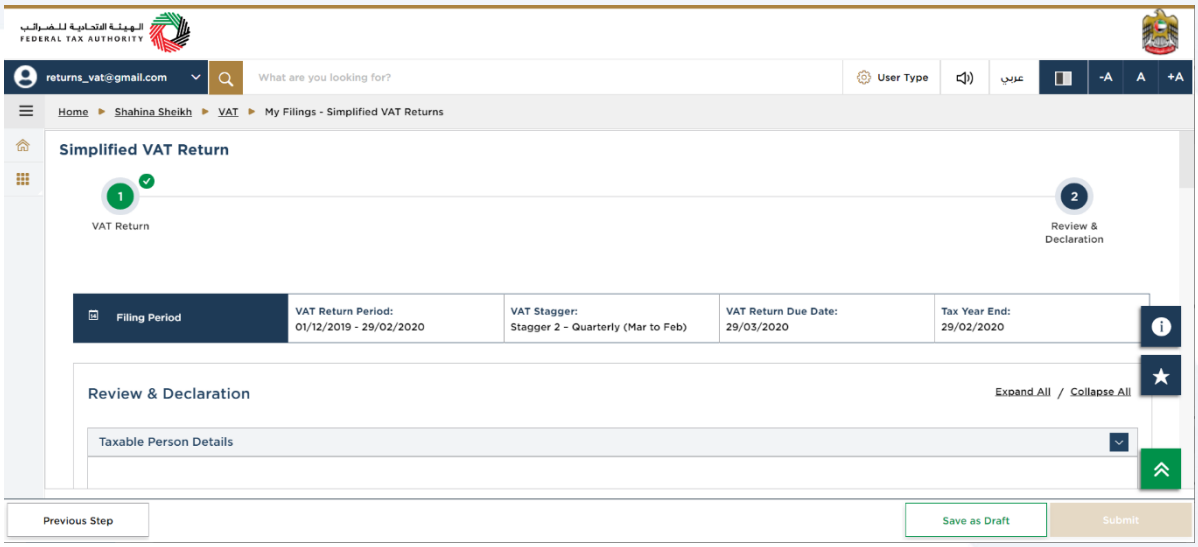


Step	Action
(1)	Click on 'Save as draft' to save the Simplified VAT Return as a draft

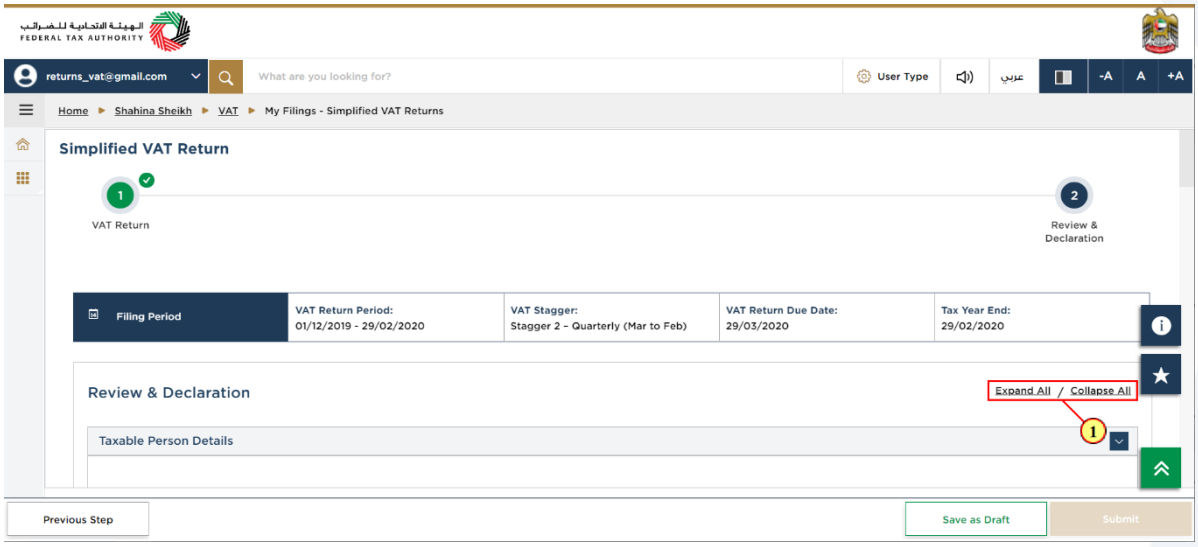


Step	Action
(1)	Click on 'Next Step' to proceed to the next section

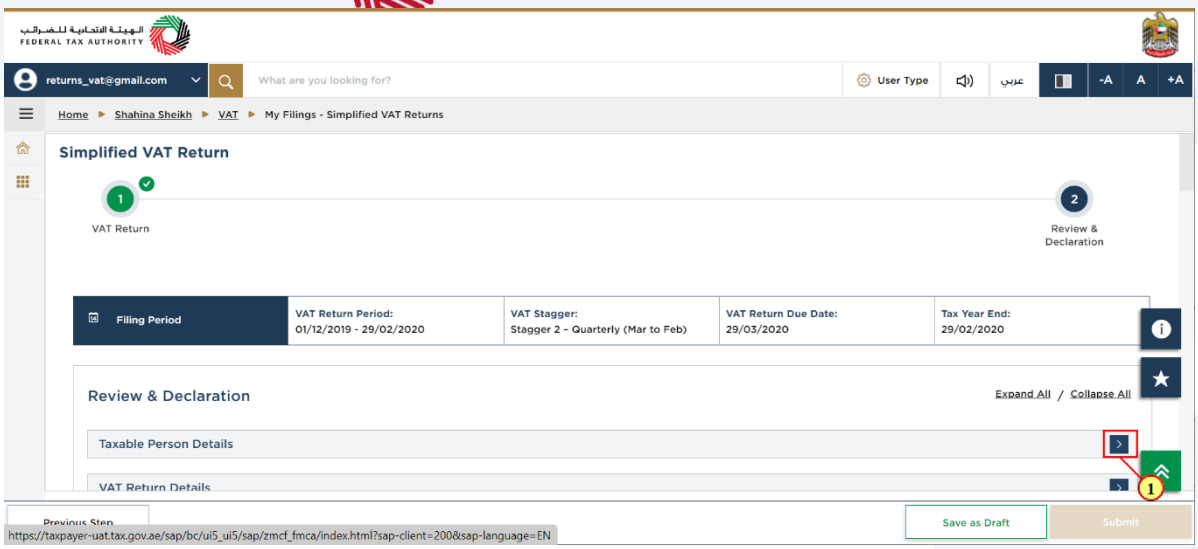
Review & Declaration



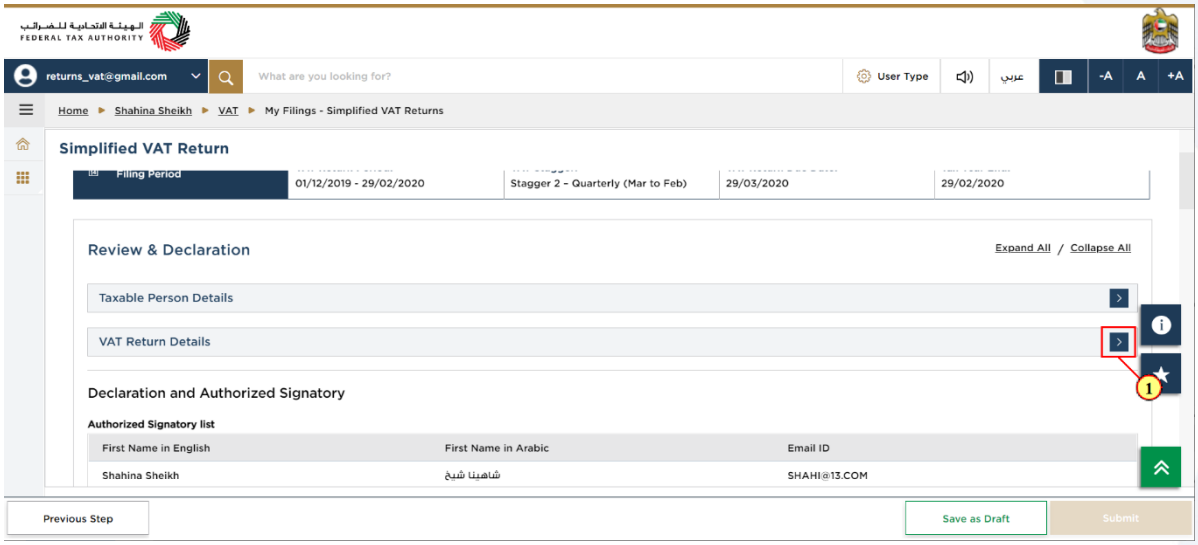
This section displays your completed Simplified VAT returns and allows you to review it prior to submission



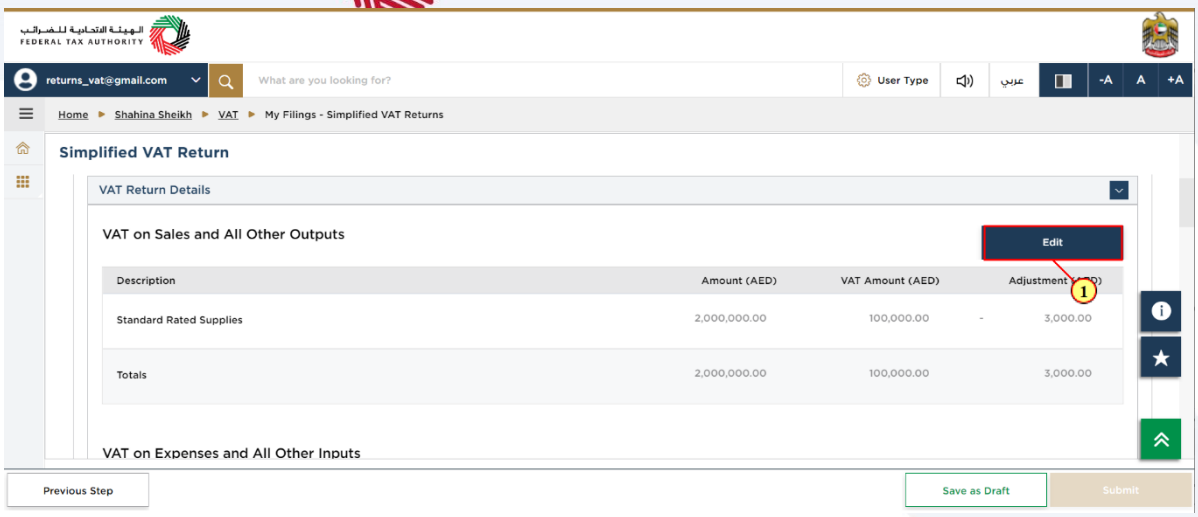
Step	Action
(1)	Click here to expand or collapse all steps at once



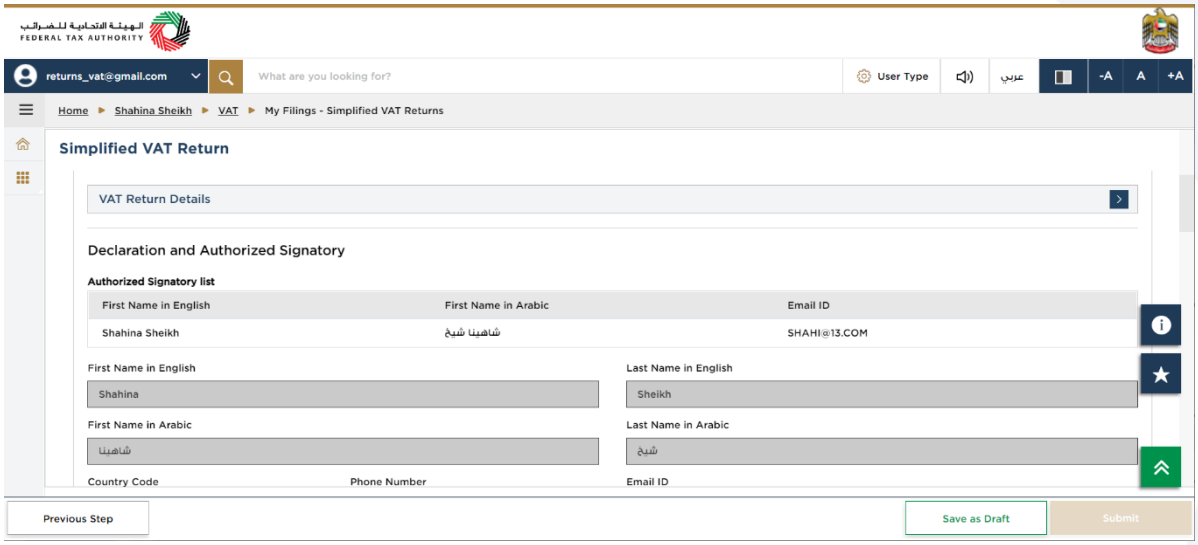
Step	Action
(1)	Click on the drop-down arrow to review the details in this step



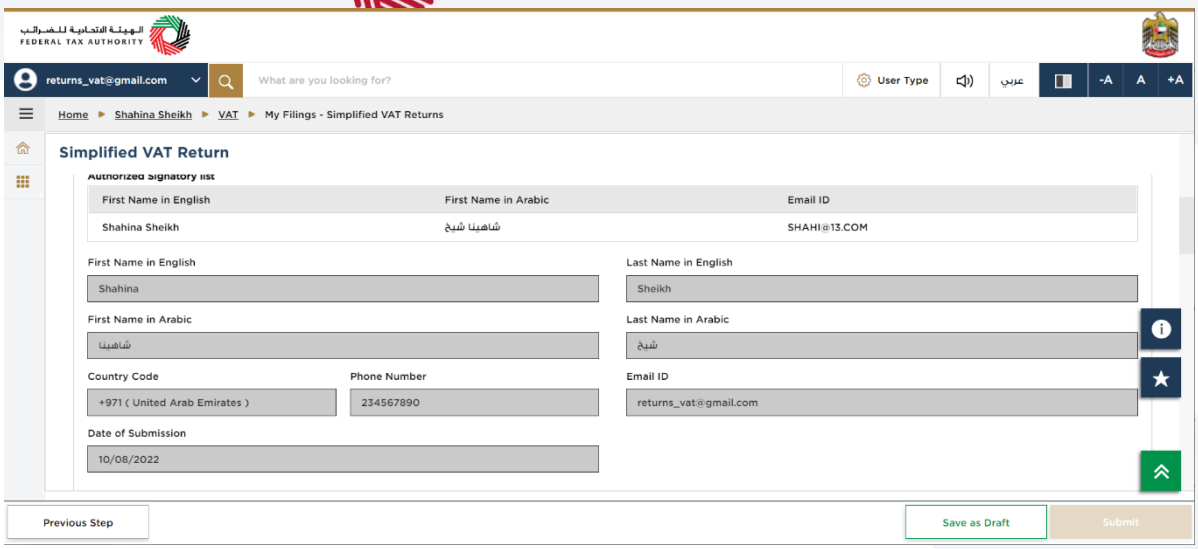
Step	Action
(1)	Click on each step to review every section



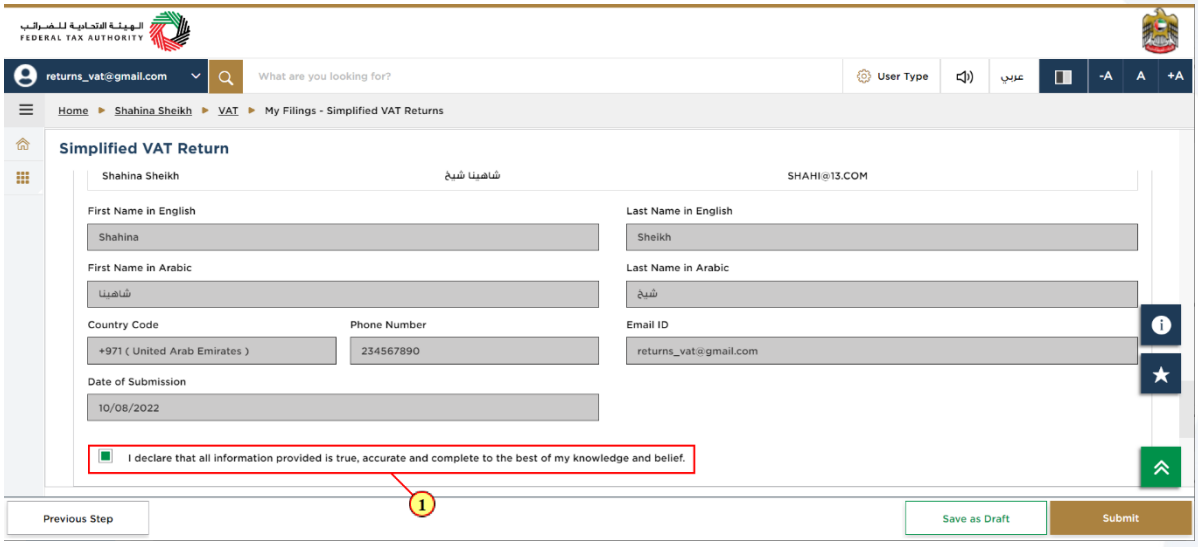
Step	Action
(1)	Click on 'Edit' to edit the values of standard rated supplies and expenses



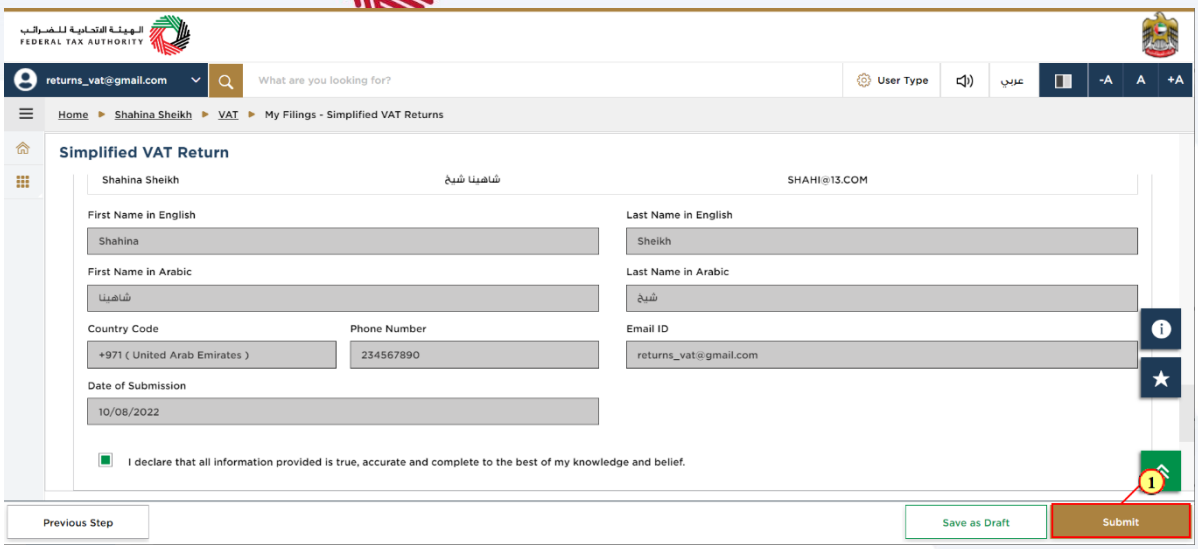
	The Authorized Signatory details are taken from your VAT registration currently held by the FTA



	The Declaration details are taken from your VAT registration currently held by the FTA

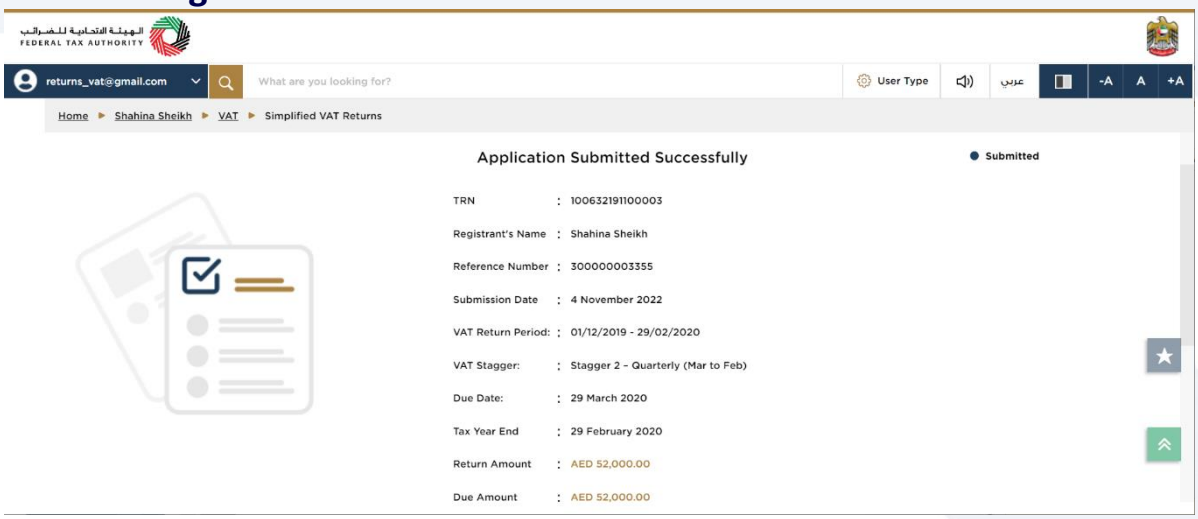


Step	Action
(1)	Mark the checkbox to confirm that information provided is true, accurate and complete on this declaration screen

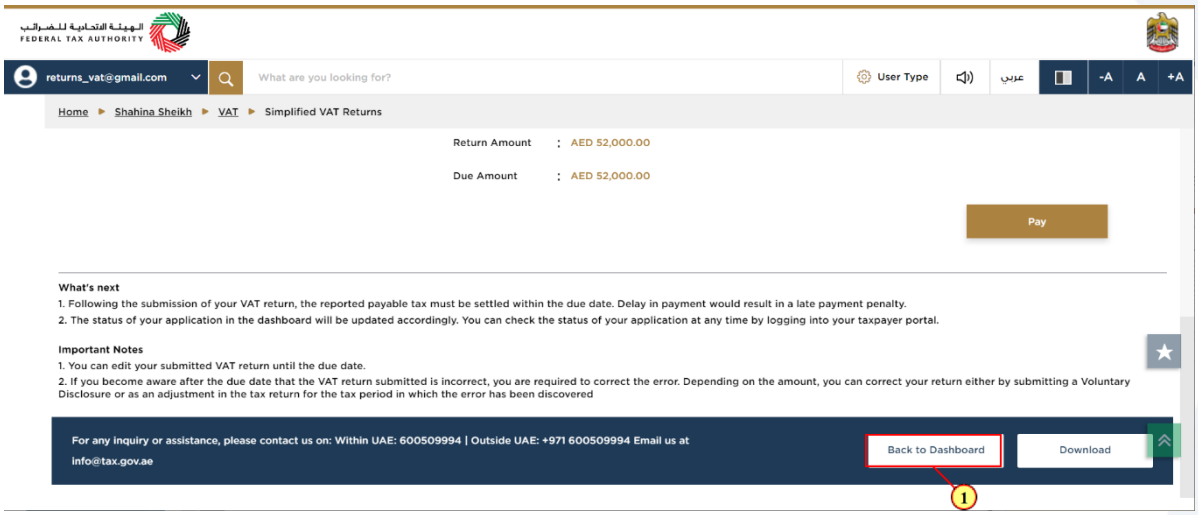


Step	Action
(1)	Click on 'Submit' to submit the Simplified VAT Return

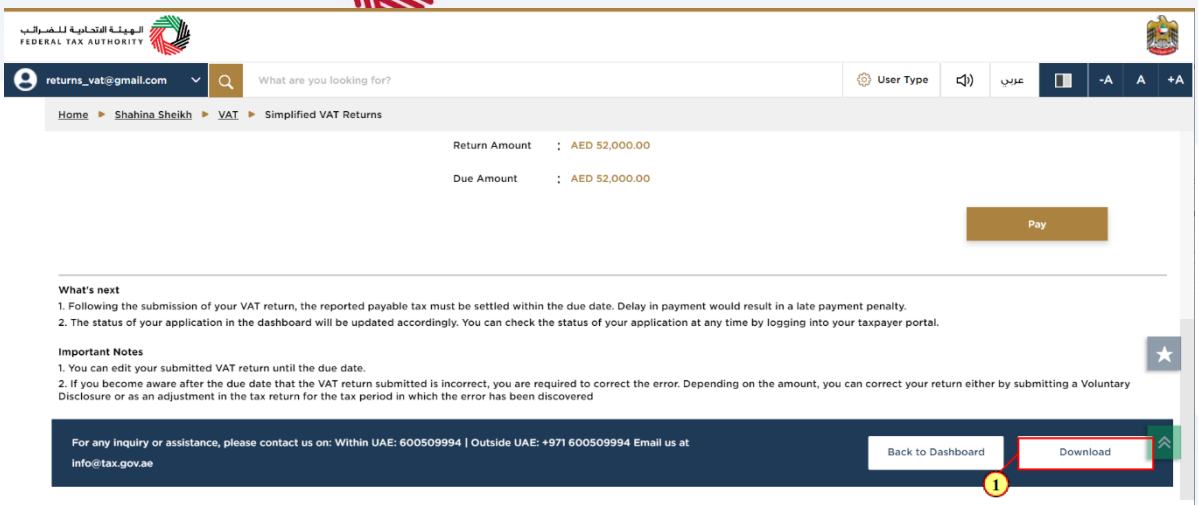
Acknowledgement



	You have successfully submitted the application! Make a note of the reference number for future references. You can also access this VAT Return from the Simplified VAT Returns tile, within the VAT 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 VAT Return acknowledgement.

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

إمارات تاكس
EMARATAX

After submission of Simplified VAT Return, VAT Taxpayer receives the following correspondence:

- Return submission acknowledgement

Thank you