



## امارات تاکس **MARATAX**

### EX 203H - Local Purchase Declaration

**User Manual** 

Date: May 2024

Version 1.0.0.0

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### **Document Version Control**

Version No.	Date	Prepared/Reviewed by	Comments
1.0	28-May-24	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:  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
(ن⊅	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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# EX 203H- Non Registered Local Purchase Declaration User Manual FTA - UAE

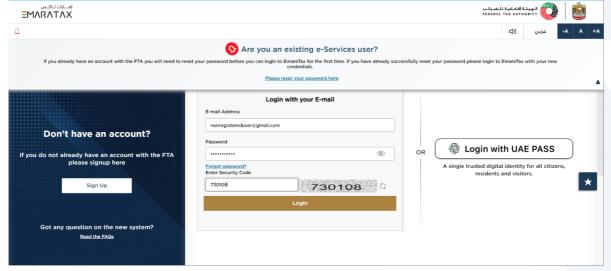






This manual is prepared to help the excise Taxpayer to navigate through the EmaraTax portal and to submit EX203H-Non Registered Local Purchase Declaration.



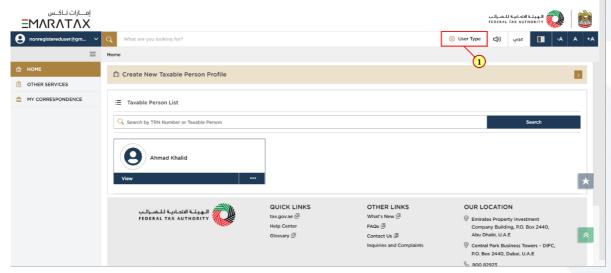


• You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password.



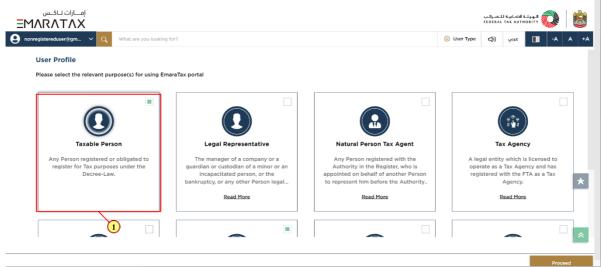
- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish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





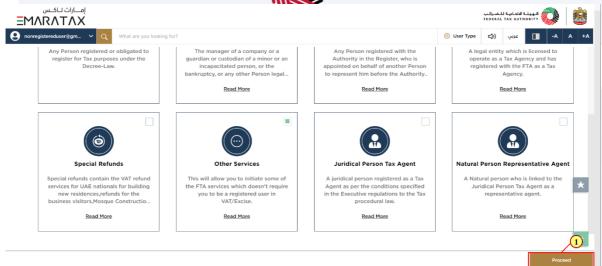
Step	Action
(1)	Click here to select the user type





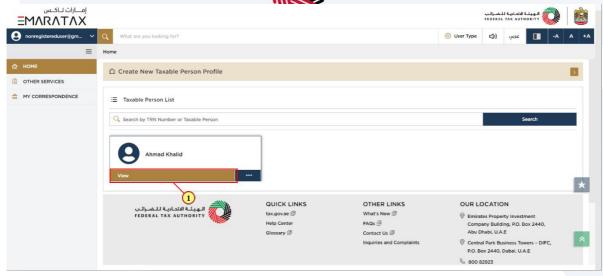
Step	Action
(1)	Select the Taxable Person tile





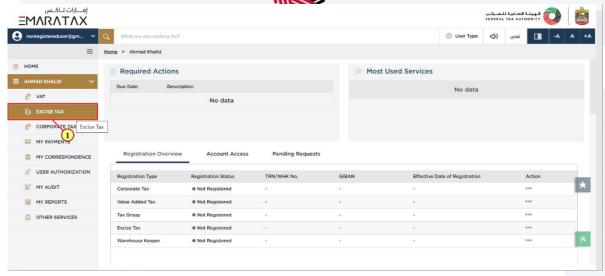
Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person





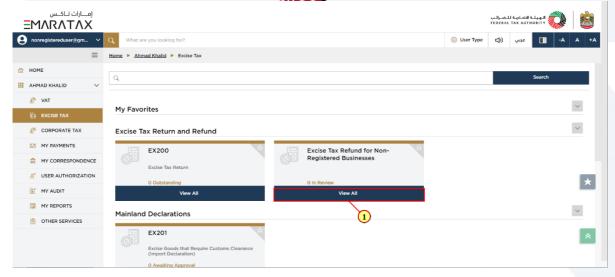
Step	Action
(1)	Click here to view the Taxable Person dashboard





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

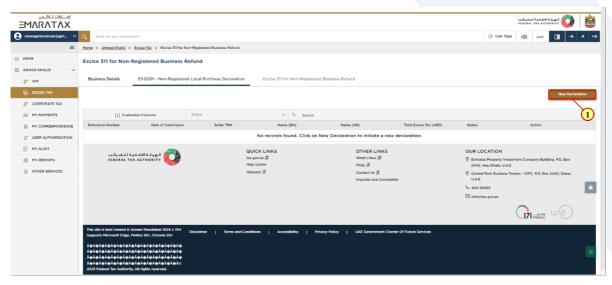




Step	Action
(1)	Click here to view the dashboard of Non Registered businesses



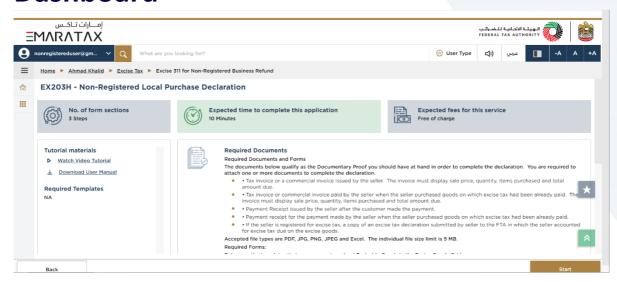
## **EX 203H- Non-Registered Local Purchase Declaration Dashboard**



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

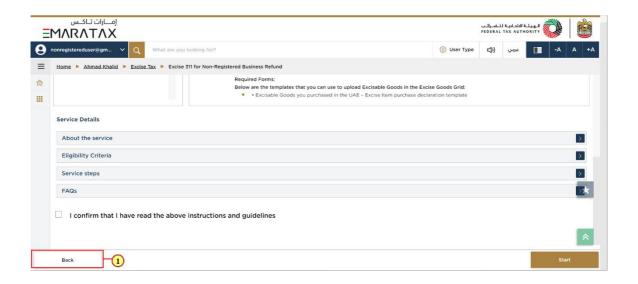


## Instructions And Guidelines for EX 203H- Non-Registered Local Purchase Declaration Dashboard



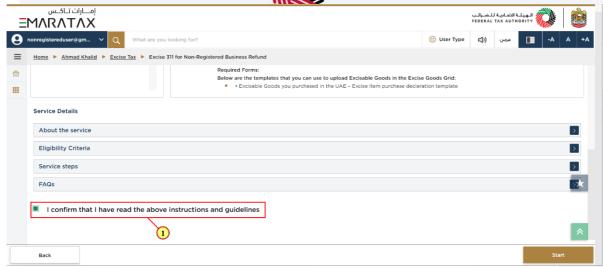


These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this declaration.



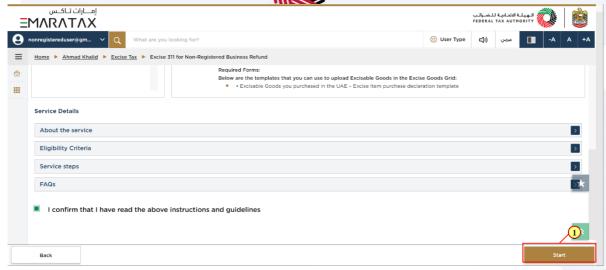
Step	Action
(1)	Click on 'Back' to go back to the previous page





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

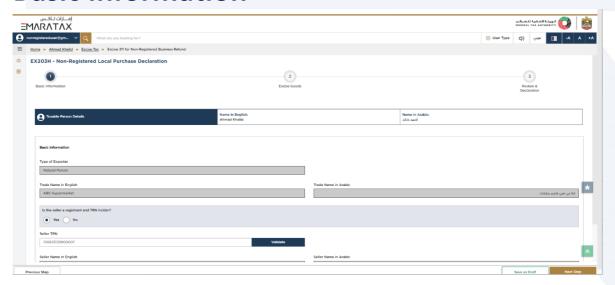




Step	Action
(1)	Click on 'Start' to proceed to the declaration.



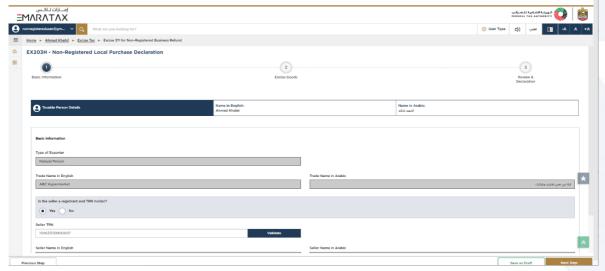
## **Basic Information**





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

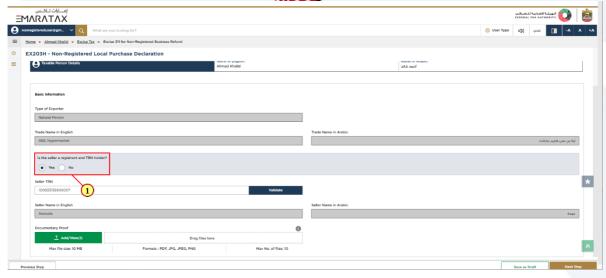






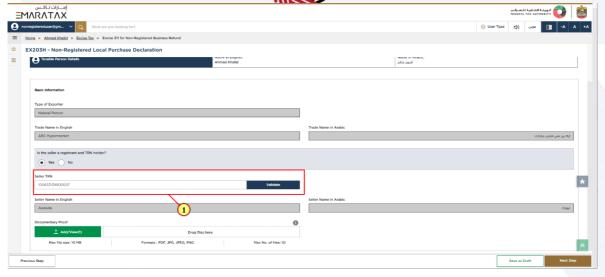
This section displays the basic details of the Non-Registered Business based on the data in Business details.





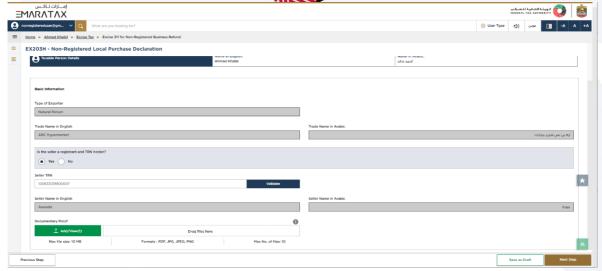
Step	Action
(1)	Select 'Yes' if the seller is registered for Excise Tax.





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

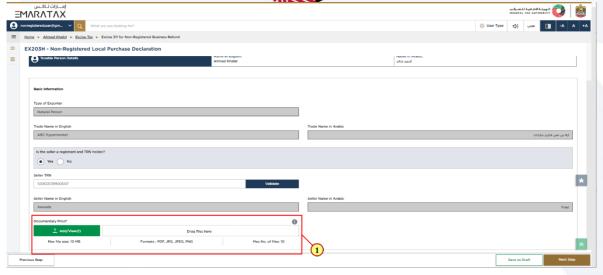






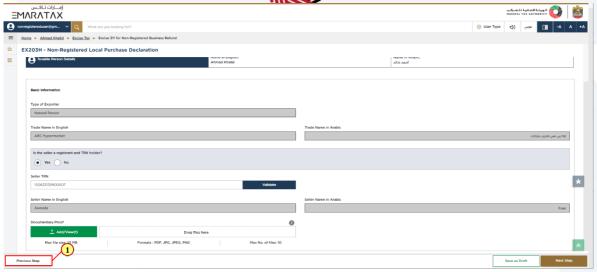
Once the Seller TRN is validated, the name of the seller will be pre-populated.





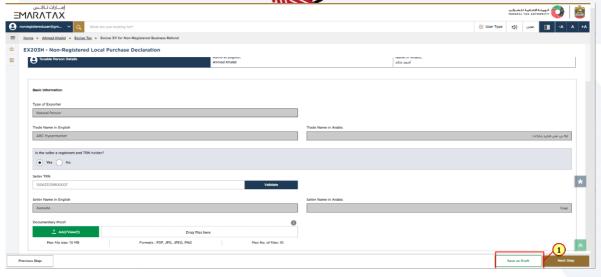
Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload documentary proof. On successful upload of document, the 'Add' button will be highlighted in green





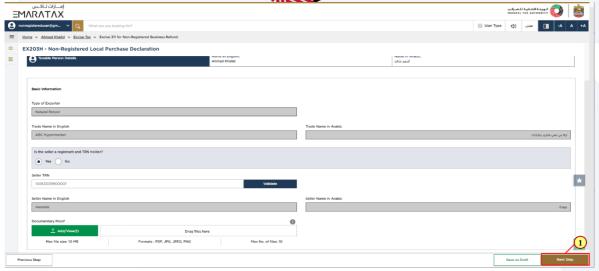
Step	Action
(1)	Click on 'Previous' to go back to the previous section.





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

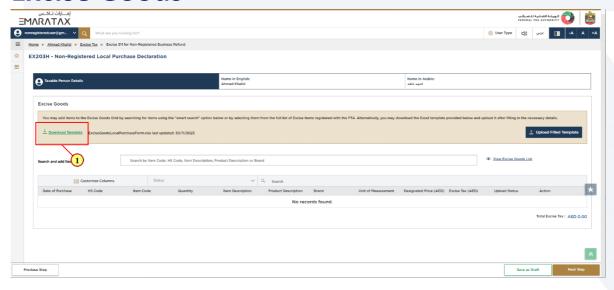




Step	Action
(1)	Click on 'Next Step' to proceed to the next section. This is common across all steps.

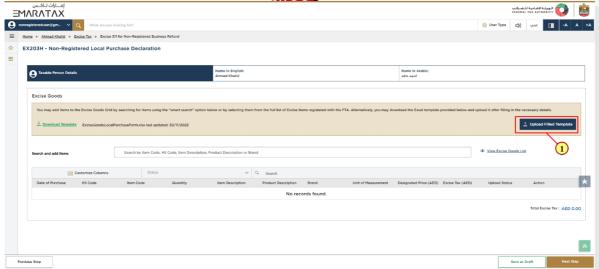


### **Excise Goods**



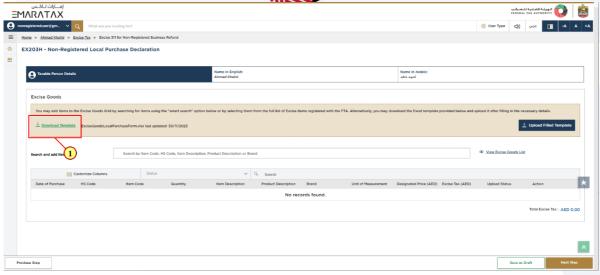
	Step	Action
Ī	(1)	Click here to download the template that can be filled offline to directly upload items to the Excise Goods grid.





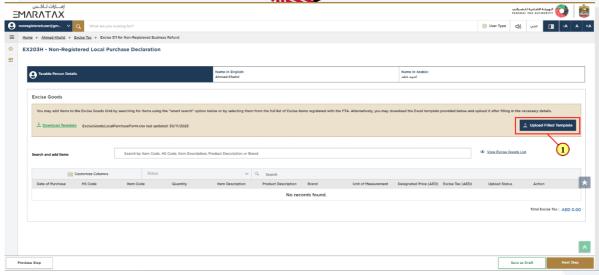
Step	Action
(1)	Click on 'Upload Filled Template' to upload a completed template. Once the template has been uploaded, the items will populate in the Excise Goods grid.





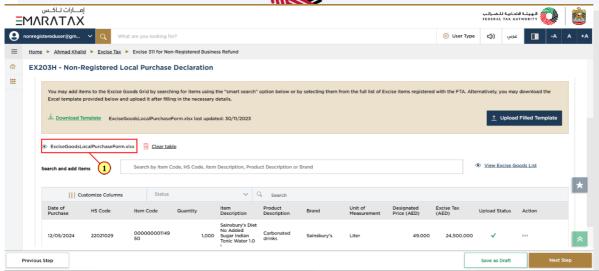
Step	Action
(1)	Click here to download the template that can be filled offline to directly upload items to the Excise Goods grid.





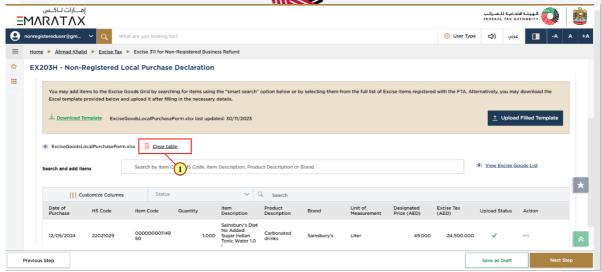
Step	Action
(1)	Click on 'Upload Filled Template' to upload a completed template. Once the template has been uploaded, the items will populate in the Excise Goods grid.





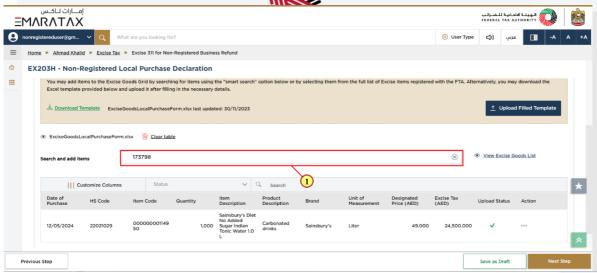
Step	Action
(1)	Click here to download the uploaded template.





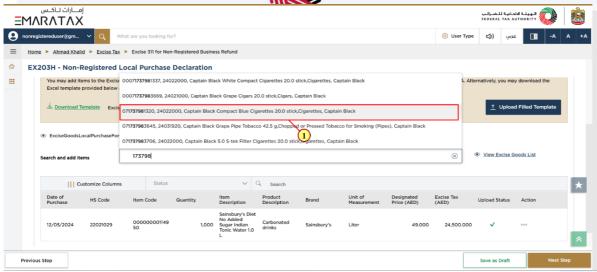
Step	Action
(1)	Click here to clear the Excise Goods grid.





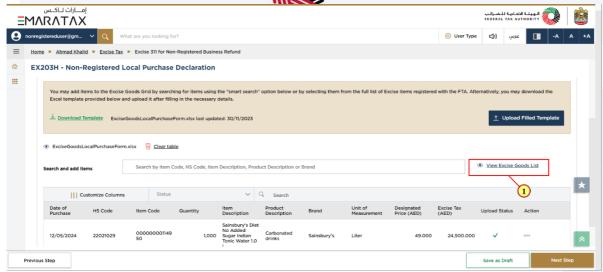
Step	Action
(1)	Use this search box to find goods that are published in the FTA's Excise Goods list.





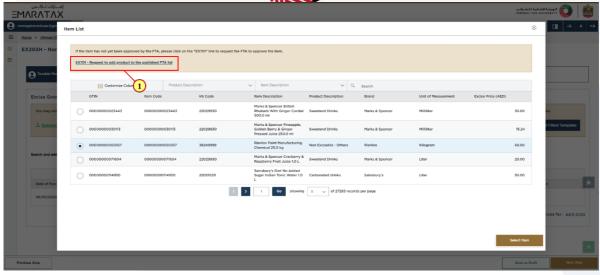
St	ер	Action
(2	1)	Select the required item from the search result.





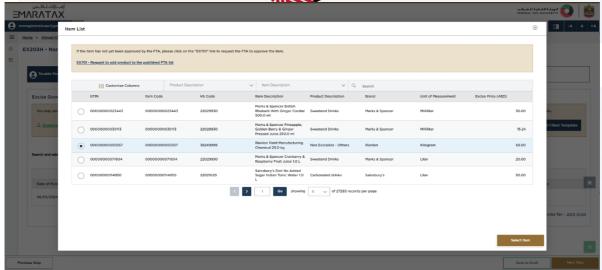
Step	Action
(1)	Click here to view the FTA's Excise Goods list.





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

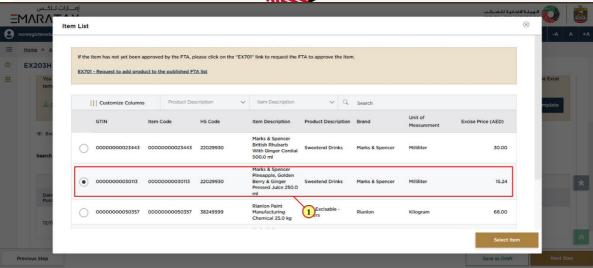






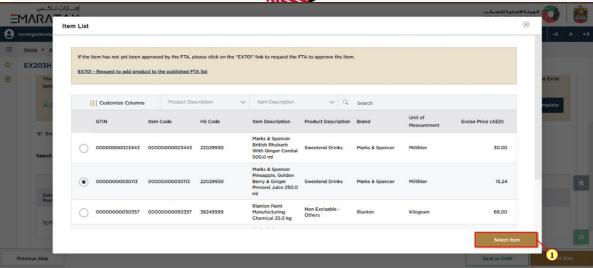
You can add a new column to the table or filter Excise Goods by product or item description. You can also search for Excise Goods by item or HS code.





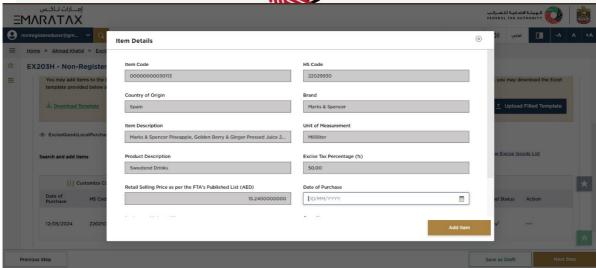
Step	Action
(1)	Select the required item that you wish to add to the declaration.





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

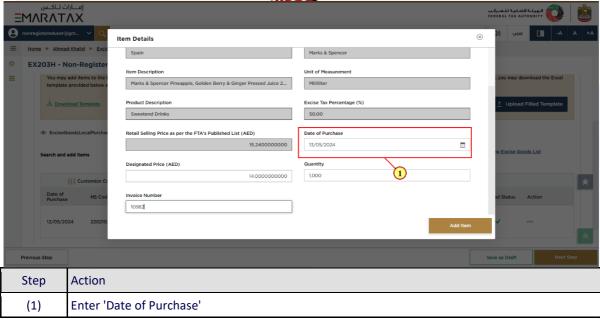


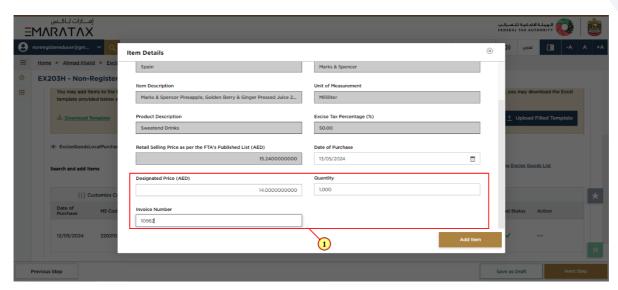




Details of the selected Excise Good are displayed here.

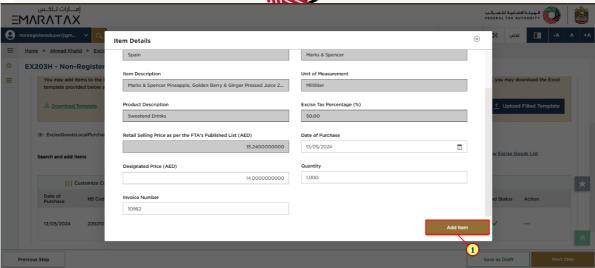






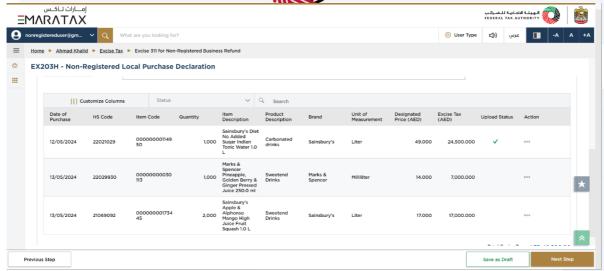
Step	Action
(1)	Enter 'Designated Price in AED', 'Quantity' and 'Invoice number'





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

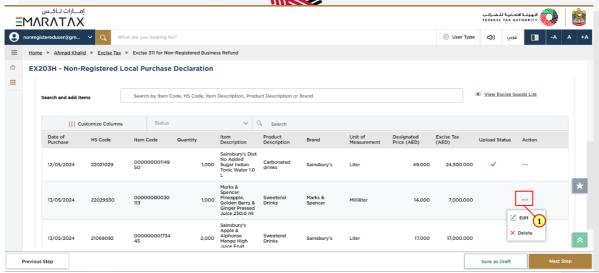






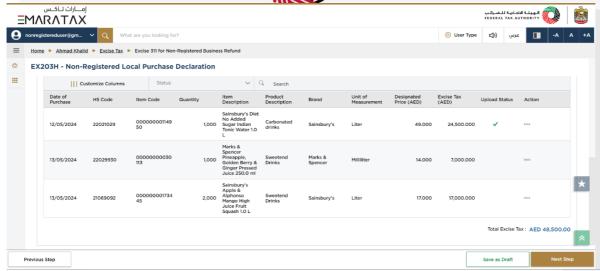
You can add a new column to the table or filter the Excise Goods by its status. You can also search for Excise Goods by item or HS code.





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



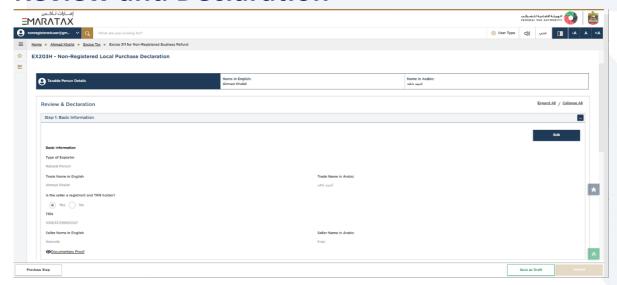




This is the amount of Excise Tax that is calculated based on the items included in the declaration.



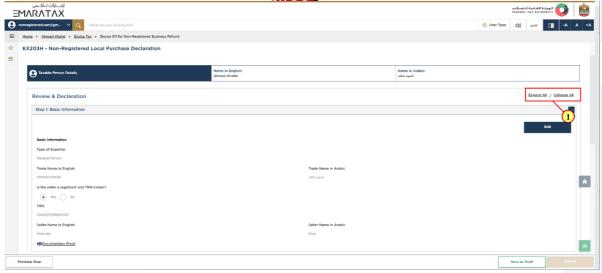
## **Review and Declaration**





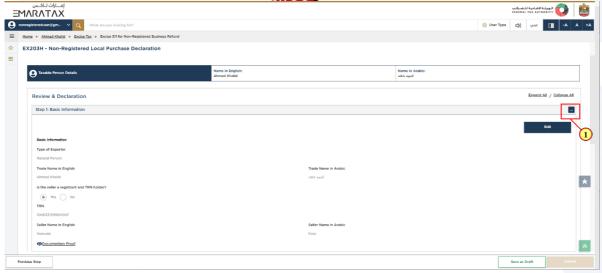
This section displays your completed declaration and allows you to review it prior to submission.





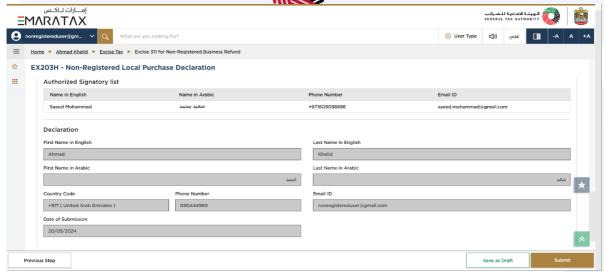
Step	Action
(1)	Click here to expand/collapse all steps at once.





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

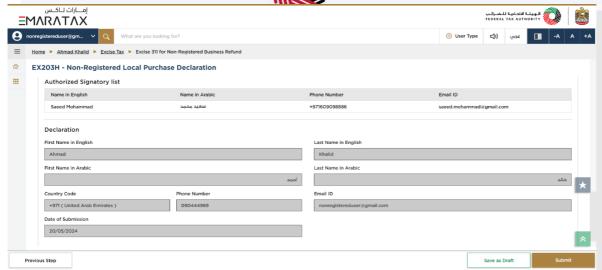






The Authorized Signatory details are taken from the Business details of the Non-Registered Businesses currently held by the FTA.

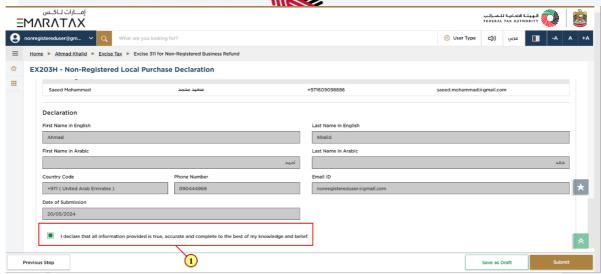






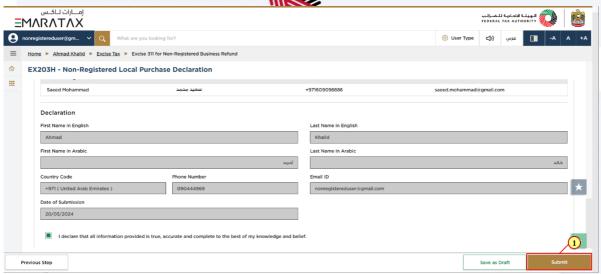
The Declaration details are taken from the Business details of the Non-Registered Businesses currently held by the FTA.





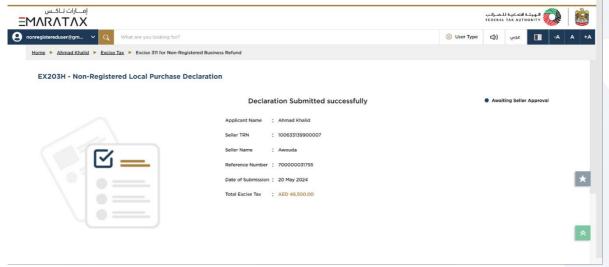
Step	Action
(1)	Mark the checkbox to confirm that information provided is true, accurate and complete on this declaration screen.





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







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.





After the submission of the Local Purchase Form, Non-Registered Businesses receives the following correspondences:

- · Declaration submission acknowledgment
- · Declaration approval or rejection notification from Seller

## Thank you