



# Excisable Goods Management User Manual

## Dhareeba Tax Portal

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# 1

## Purpose of this document



# 1 Purpose of this document

Excisable Goods Management request can be used by any resident who wants to register new excisable goods or update registered excisable goods.

The main purpose of this document is to guide a Taxpayer how to successfully file and submit an Excisable Goods Management request.

Three types of Taxpayers can submit an Excisable Goods Management request.

- Taxpayers who are Registered with the GTA TAS
- Taxpayer Representatives on behalf of the taxpayers
- Employees of Taxpayer
- GTA Tax-Officers and Customs Officers

This document also covers the correspondences which are sent by GTA.



# 2

## Steps to file an Excisable Goods Management Request

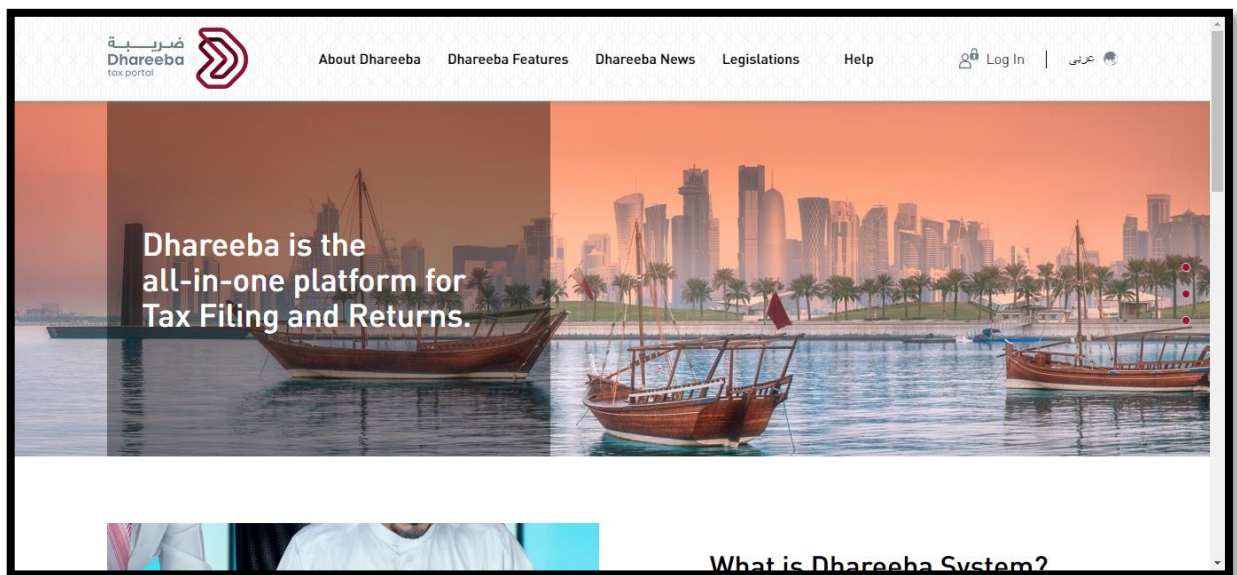


## 2 Steps to file an Excisable Goods Management Request

### Step 1: Log in Screen

A taxpayer should Log-in through Dhareeba where a taxpayer is automatically directed to NAS (to know how to Sign-up please refer to the document: **GTA\_TAS\_Self Registration** on National Authentication System).

NOTE: “FAQ” and “Taxpayer Guide” are available under the “Help” tab.





Taxpayer should enter **QID** or **Email address** as 'Username' and its associated password and click on "**Continue**" button after providing the login credentials.

نظام التوثيق الوطني  
National Authentication System

توثيق  
TANTHEEQ

Authenticate

Username & Password Authentication

Username: 26863401706

Password: .....

Continue

Forgot your password?

Create new account

Smart Card authentication

Login with Smartcard

Smartcard FAQs

Cancel

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## Step 2: Dashboard

After successful login, the Taxpayer will be navigated to the home page. The Taxpayer clicks on the '**Requests**' tab.

ضريبة  
Dhareeba  
tax portal

عربي

Name: Dan  
TIN: 5000195537

Home Return/Statement Payments/Refunds Requests Declarations Reports Taxpayer Services

Home

My Notifications  
4  
View

My Certificates  
View

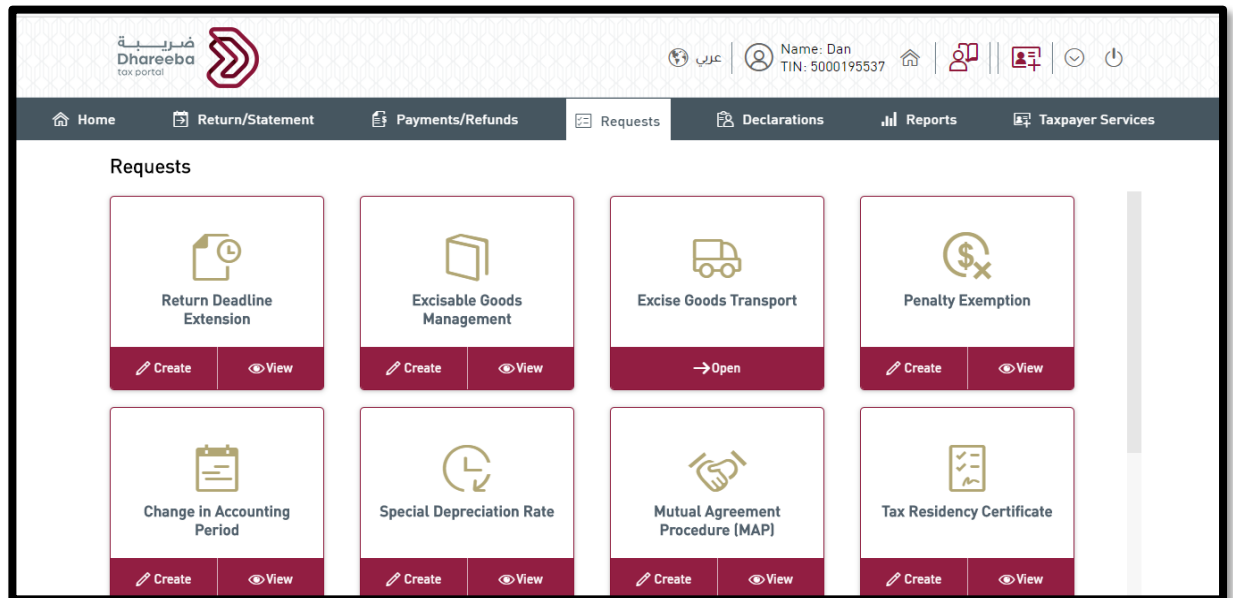
My Profile  
Amend View

Manage Employees  
Open

Manage Taxpayer Representative  
Assignment Disengage



**Step 3:** The Taxpayer will be navigated to the '**Requests**' screen. The Taxpayer should click on '**Create**' button on 'Excisable Goods Management' tile.







## 2.1 Steps to be followed to Register New Excisable Goods

### Step 4: Instructions Screen

The Taxpayer will be navigated to “Instructions” screen where Taxpayer has to select the **“Type of Request”** to **‘Register New Excisable Goods’** and read all the instructions before clicking on **“Start Now”** button.

The screenshot displays the 'Instructions for Taxpayers' screen on the Dhareeba tax portal. The header includes the Dhareeba logo, the text 'ضريبة Dhareeba tax portal', and user information: 'عربي', 'Name: Dan', and 'TIN: 5000195537'. The main content area contains the following instructions:

- Ensure to provide accurate information
- The information you provide in this request will be kept strictly confidential
- It is an offence to provide false and misleading information to General Tax Authority

Below the instructions is a section titled 'Type of Request' with a dropdown menu. The dropdown is currently set to 'Select' and shows two options: 'Register new Excisable Good' and 'Update Registered Excisable Goods'. At the bottom of the screen, there are two buttons: 'Back' on the left and 'Start Now' on the right.



## Step 5: Excisable Goods Details

The Taxpayer will be navigated to a summarized “Excisable Goods Details” screen where the Taxpayer clicks on the ‘+ Add Goods’ button.

Request Number: EXCISABLE GOODS MANAGEMENT

1 Excisable Goods Details 2 Additional Information 3 Summary 4 Declaration

S.No.	Type of Excise Goods	HS Code	Product Description	RSP [QAR]	UoM	Actions
No data						

+ Add Goods

◀ Back 25% Save as draft Continue ▶

**Step 6:** The Taxpayer will be navigated to “Excisable Goods Details” screen where the Taxpayer should select the ‘Type of Excise Goods’ for which the Taxpayer initially registered.

The Taxpayer should select and fill all the other mandatory details and attachments.

The Taxpayer should click on ‘Save’ button.



ضريبة  
Dhareeba  
tax portal

عربي

Name: Dan  
TIN: 5000195537

🏠

👤

🔌

Request Number:95000000031

EXCISABLE GOODS MANAGEMENT

1 Excisable Goods Details

2 Additional Information

3 Summary

4 Declaration

Type of Excise Goods  
ENERGY DRINKS

HS Code  
22029090

Unit of Measurement (UoM)  
774 Pi...

Brand  
ALIN

Origin of the Good  
Turkmenistan

RSP before Excise Tax (QAR)  
365.00

Description of Good  
good

Please attach the supporting documents

◀ Back

25%

Save

The Taxpayer will be navigated to the summarized details page where Taxpayer can either add more goods again or click on 'Continue' button to proceed to the next screen.

ضريبة  
Dhareeba  
tax portal

عربي

Name: Dan  
TIN: 5000195537

🏠

👤

🔌

Request Number:95000000060

EXCISABLE GOODS MANAGEMENT

1 Excisable Goods Details

2 Additional Information

3 Summary

4 Declaration

S.No.	Type of Excise Goods	HS Code	Product Description	RSP (QAR)	UoM	Actions
1	ENERGY DRINKS	22029090	good	365.00	Piece	

+ Add Goods

◀ Back

25%

Save as draft

Continue ▶



## 2.2 Steps to be followed to Update Registered Excisable Goods

### Step 7: Instructions Screen

The Taxpayer will be navigated to “Instructions” screen where Taxpayer has to select the **“Type of Request”** to **‘Update Registered Excisable Goods’** and read all the instructions before clicking on **“Start Now”** button.

**Dhareeba**   
tax portal

عربي | Name: Dan  
TIN: 5000195537 | Home | Help | Logout

### Instructions for Taxpayers

These instructions need to be read and understood before starting the Excisable Goods Management.

- Ensure to provide accurate information
- The information you provide in this request will be kept strictly confidential
- It is an offence to provide false and misleading information to General Tax Authority

**Type of Request**

Select

- Register new Excisable Good
- Update Registered Excisable Goods

◀ Back Start Now ▶



## Step 8: Excisable Goods Details

**Search by ‘Goods Type’:** The Taxpayer will be navigated to “Excisable Goods Details” screen where the Taxpayer can search by ‘Goods Type’ and update ‘Standard Price’. The Taxpayer needs to fill in all the mandatory fields and attach all the mandatory documents.

The Taxpayer should then click on ‘Continue’ button.

**Request Number:** EXCISABLE GOODS MANAGEMENT

**1 Excisable Goods Details** **2 Additional Information** **3 Summary** **4 Declaration**

**Search By** ☒ Goods Type ☐ SKU Code

**Type of Excise Goods** **HS Code**

CARBONATED DRINKS 22021023

**Brand** **Origin of the Good**

COCACOLA

**Description of Good**

COCACOLA ZERO 500ML

**SKU Code**

220210210020014007

**Update** **Standard Price** ☒ **Re-classification** ☐

**Unit of Measurement (UoM)** **Standard Price (QAR)**

0.000 Mi... 500.00

**Reason for Update**

Update 56

Please attach the supporting documents

**Back** **Save as draft** **Continue**

25%



If the Taxpayer searches by 'Goods Type' and Update 'Re-Classification', the below fields are displayed, and the Taxpayer should fill the mandatory fields as well as attach all the mandatory documents.

If the Taxpayer searches by 'Goods Type' and updates both 'Standard Price' and 'Re-Classification', the below fields are displayed, and the Taxpayer should fill the mandatory fields as well as attach all the mandatory documents.



**Search by 'SKU Code':** If the Taxpayer searches by 'SKU Code' and Update the 'Standard Price', the below fields are displayed, and the Taxpayer should fill the mandatory fields as well as attach all the mandatory documents.

Request Number: EXCISABLE GOODS MANAGEMENT

1 Excisable Goods Details 2 Additional Information 3 Summary 4 Declaration

Search By ☐ Goods Type ☒ SKU Code

Type of Excise Goods: CARBONATED DRINKS HS Code: 21069092

Brand: FANTA ORANGE CONCENT... Origin of the Good:

Description of Good: 1958151KIT OR-969.101 4UN QA

SKU Code: 210690920020007002

Update Standard Price ☒ Re-classification ☐

Unit of Measurement (UoM): 0.000 Standard Price (QAR): 500.00

Reason for Update: Update 56

Please attach the supporting documents

Back 25% Save as draft Continue

If the Taxpayer searches by 'SKU Code' and Update 'Re-Classification', the below fields are displayed, and the Taxpayer should fill the mandatory fields as well as attach all the mandatory documents.

Request Number: EXCISABLE GOODS MANAGEMENT

1 Excisable Goods Details 2 Additional Information 3 Summary 4 Declaration

Search By ☐ Goods Type ☒ SKU Code

Type of Excise Goods: CARBONATED DRINKS HS Code: 21069092

Brand: FANTA ORANGE CONCENT... Origin of the Good:

Description of Good: 1958159KIT OR-969.102 4UN QA

SKU Code: 210690920020007001

Update Standard Price ☐ Re-classification ☒

Re-classify to: ENERGY DRINKS New HS Code: 22021024

Reason for Update: Update 56

Please attach the supporting documents

Back 25% Save as draft Continue



If the Taxpayer searches by 'SKU Code' and Update both 'Standard Price' and 'Re - Classification', the below fields are displayed, and the Taxpayer should fill the mandatory fields as well as attach all the mandatory documents.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Dan  
TIN: 5000195537 |

Request Number: EXCISABLE GOODS MANAGEMENT

1 Excisable Goods Details

2 Additional Information

3 Summary

4 Declaration

Search By ☐ Goods Type ☒ SKU Code

Type of Excise Goods

CARBONATED DRINKS

HS Code

21069092

Brand

FANTA ORANGE CONCENT...

Origin of the Good

Description of Good

1958151KIT OR-969.101 4UN QA

SKU Code

210690920020007002

Update

Standard Price ☒

Re-classification ☒

Re-classify to

ENERGY DRINKS

New HS Code

22021024

Unit of Measurement (UoM)

0.000

Standard Price (QAR)

500.00

Reason for Update

Update 56

Please attach the supporting documents

Back

25%

Save as draft

Continue





## 2.3 Steps common to Register New Excisable Goods and Update Registered Excisable Goods.

### Step 9: Additional Information

The Taxpayer will be navigated to 'Additional Information' screen where the Taxpayer can fill the optional field and attach any document(s). The Taxpayer should then click **"Continue"** button.

Dhreeba  
tax portal

عربي | Name: Dan  
TIN: 5000195537

Request Number: 95000000029

EXCISABLE GOODS MANAGEMENT

1 Excisable Goods Details 2 Additional Information 3 Summary 4 Declaration

**Additional Information**

Attach any supporting documents (if any)

Additional Notes

◀ Back 50% Save as draft Continue ▶



## Step 10: Summary

After clicking on "Continue" button, the Taxpayer will be navigated to "Summary" screen where Taxpayer will be able to view 'Excisable Goods Management' request details.

The Taxpayer should click on "Continue" button.

The screenshot shows the 'Summary' screen of the Dhreeba tax portal. The header includes the Dhreeba logo, the text 'Dhreeba tax portal', and user information: 'Name: Dan', 'TIN: 5000195537'. The main content area is titled 'Request Number: 95000000010' and 'EXCISABLE GOODS MANAGEMENT'. It features a progress bar with four steps: 1. Excisable Goods Details, 2. Additional Information, 3. Summary (current step), and 4. Declaration. Below the progress bar, there are two sections: '1. Excisable Goods Details' and '2. Additional Information'. The '1. Excisable Goods Details' section contains a table with the following data:

S.No.	Type of Request	Type of Excise Goods	HS Code	Product Description	RSP(QAR)	UoM
1	New	TOBACCO AND ITS DERIVATIVES	24031100	Describe 23	36.00	Kilogram

The '2. Additional Information' section has a label 'Additional Notes' and an 'Edit' link. At the bottom of the screen, there is a 'Back' button, a progress bar showing 75% completion, a 'Save as draft' button, and a 'Continue' button.



## Step 11: Declaration

After clicking on "Continue" button, the Taxpayer will be navigated to "Declaration" screen where the details in all the fields will be pre-populated from NAS Sign-up.

Taxpayer should tick the **declaration** checkbox. 'Submit' button will be displayed. Taxpayer should click on the '**Submit**' button.

Dhareeba  
tax portal

Request Number: 95000000010

EXCISABLE GOODS MANAGEMENT

1 Excisable Goods Details 2 Additional Information 3 Summary 4 Declaration

### Declaration

First Name: Ahmed Last Name: Younus Designation: Taxpayer Date: 07/09/2020

Email Address: gta\_uat88@gmail.com Phone Number: +974 55646913

☒ I declare that the information provided in this form is true and correct.

Back 100% Save as draft Submit



After clicking on "Submit" button, Taxpayer will be navigated to "Acknowledgement" screen with the application's reference number.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Dan  
TIN: 5000195537

✓

**Excisable Goods Management Request Complete**

Your Request Reference Number is  
**95000000029 submitted on : 10/09/2020**  
Your request is under review.

Kindly use your reference number to track your application's status in the system and when contacting us.  
This statement confirms that we have received your application however this is not an approval nor a rejection of your application.  
Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your application.

For any inquiry or assistance, please contact us on:  
Within Qatar: 16565  
Outside Qatar: +974 4406 9941  
Write to us at [support@gt.a.gov.qa](mailto:support@gt.a.gov.qa) or to learn more, visit [www.gt.a.gov.qa](http://www.gt.a.gov.qa)


✕ Close







# 3

## Annexure – Correspondence received by Taxpayer

### 3.1 Steps how Taxpayer can open and view notifications on the portal




عربي | 
 Name: Dan  
TIN: 5000195537

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[Home](#)
[Return/Statement](#)
[Payments/Refunds](#)
[Requests](#)
[Declarations](#)
[Reports](#)
[Taxpayer Services](#)


### Home

  
**My Notifications**  
38


View

  
**My Certificates**


View

  
**My Profile**

Amend
View

  
**Manage Employees**

→ Open

  
**Manage Taxpayer Representative**

Assignment
Disengage

Excisable Goods Management  
version 1.0 –2020



### **3.2 Taxpayer will receive SMS, Email, PDF on Mobile, Email ID, Dashboard**

After submitting the application, Taxpayer will receive Email on the E-mail Address which Taxpayer has provided, SMS on the Mobile Number Taxpayer has provided & Notifications on Portal.

#### **A. Notifications for New Excisable Goods Registration Request**

Taxpayer will receive an SMS, Email and PDF on Submission.

Taxpayer will receive SMS, Email and PDF for Additional Information Required.

Taxpayer will receive SMS, Email and PDF for Additional Information Received.

Taxpayer will receive and SMS, Email and PDF for Approval.

Taxpayer will receive SMS, Email and PDF for Rejection.



## **B. Notifications for Excisable Goods Update Request**

Taxpayer will receive SMS, Email and PDF for Acknowledgement.

Taxpayer will receive SMS, Email and PDF for Additional Information Required.

Taxpayer will receive SMS, Email and PDF for Additional Information Received.

Taxpayer will receive SMS, Email and PDF for Approval.

Taxpayer will receive SMS, Email and PDF for Rejection.

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## Status of Excisable Goods Management

Taxpayer can click on the **View** button of 'Excisable Goods Management' tile to check the status of application.

The screenshot shows the Dhareeba tax portal interface. The top navigation bar includes 'Home', 'Return/Statement', 'Payments/Refunds', 'Requests', 'Declarations', 'Reports', and 'Taxpayer Services'. The 'Requests' section is active, displaying a grid of request tiles. The 'Excisable Goods Management' tile is highlighted with a red border and contains a 'View' button. Other tiles include 'Return Deadline Extension', 'Excise Goods Transport', 'Penalty Exemption', 'Change in Accounting Period', 'Special Depreciation Rate', 'Mutual Agreement Procedure (MAP)', and 'Tax Residency Certificate'.

The screenshot shows the 'Excisable Goods Management Request' page. It features a table with the following data:

Reference Number	Date of Submission	Status of Application	Type of Request	Actions
095000000006	06/09/2020	Rejected	New	[Edit] [X] [Print]
095000000007	06/09/2020	Draft	New	[Edit] [X] [Print]
095000000010	07/09/2020	Approved	New	[Edit] [X] [Print]
095000000011	07/09/2020	Approved	Update	[Edit] [X] [Print]
095000000013	07/09/2020	Rejected	Update	[Edit] [X] [Print]
095000000014	07/09/2020	Approved	Update	[Edit] [X] [Print]
095000000015	08/09/2020	Approved	Update	[Edit] [X] [Print]
095000000016	08/09/2020	Approved	Update	[Edit] [X] [Print]
095000000019	08/09/2020	Rejected	Update	[Edit] [X] [Print]

At the bottom of the page, there are 'Back' and 'Create' buttons.

- End of Document -