



Payments Process User Manual - Debit Card / Credit Card

Dhareeba Tax Portal

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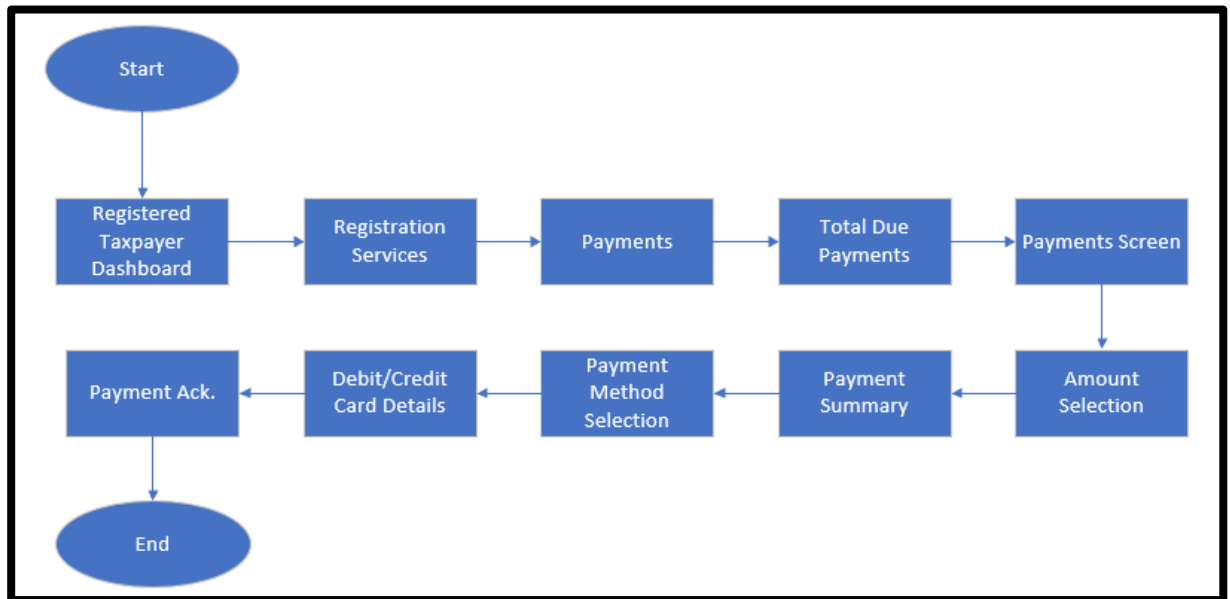
1

Process Flow



1 Process Flow

For Registered Taxpayer



2

Introduction



2 Introduction

E-Commerce: - Payments/Transactions done from Debit Card and Credit Card falls into this category.

The objective of this document is to explain how to make the payment through Credit Card or Debit Card in the Dhareeba Portal.



3

Steps for Making Payments via Debit Card / Credit Card

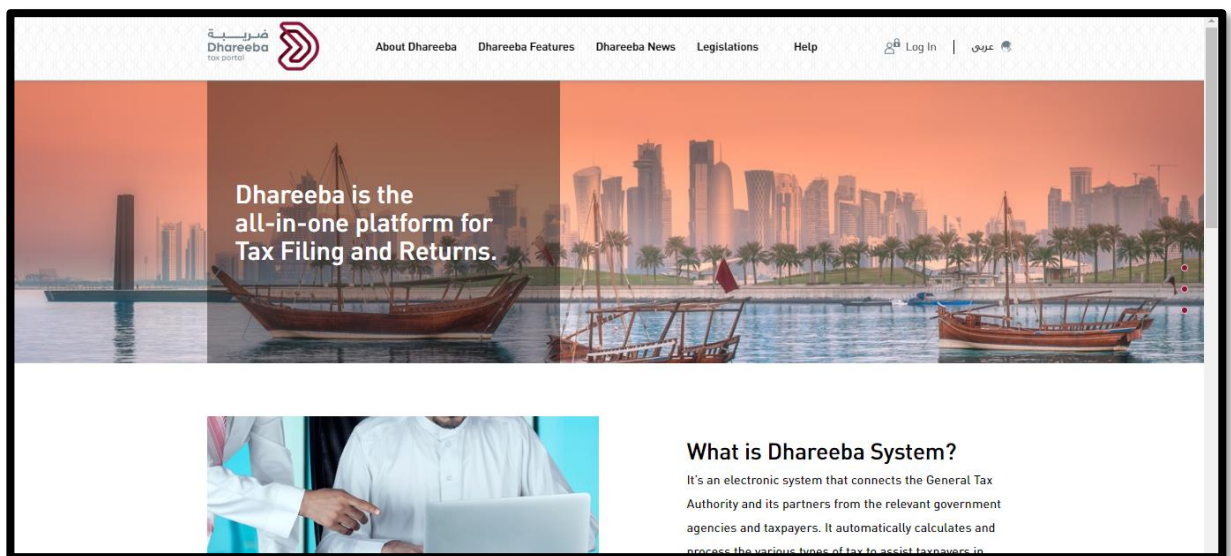


3 Steps for Making Payments via Debit Card / Credit Card

Steps to be followed by Registered Taxpayer:

Step 1: Log in

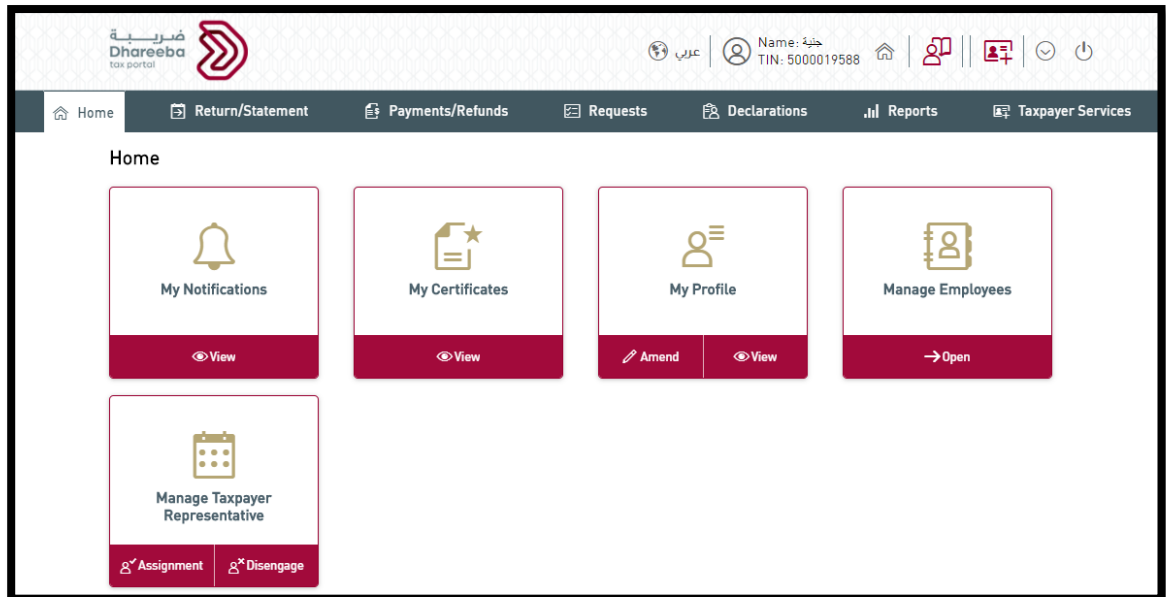
Taxpayer should click on Log-in on Dhareeba portal and Taxpayer is automatically directed to National Authentication System. Taxpayer should login with **Username** and **Password** on the National Authentication System and click on **Continue** button.



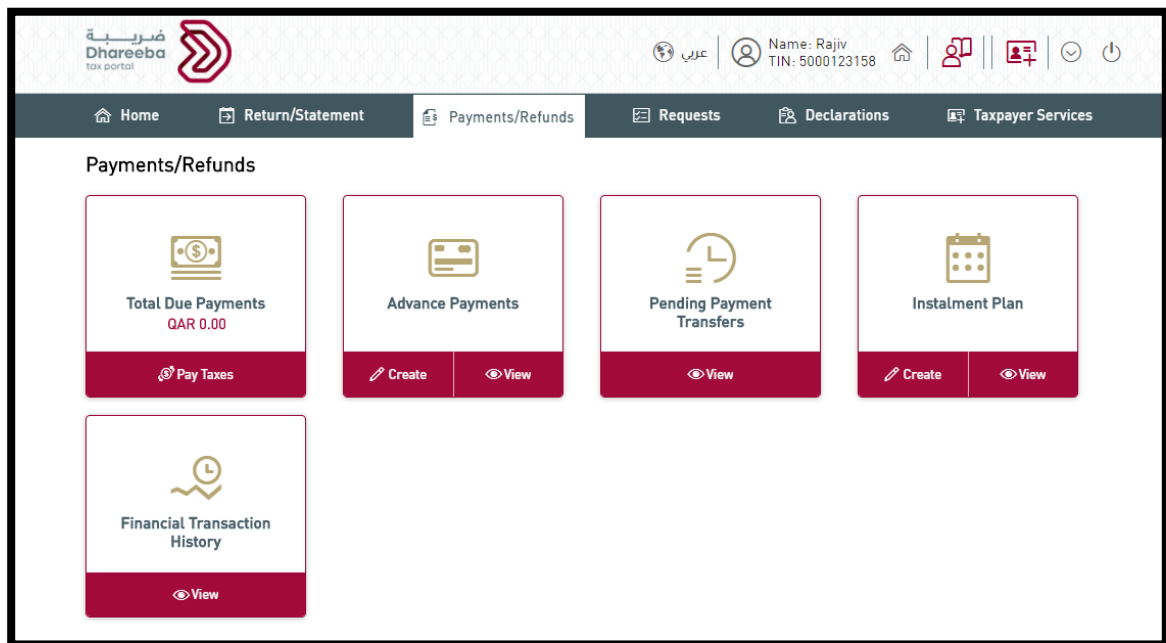


Step 2: Dashboard

Taxpayer will be redirected to Taxpayer Portal where Taxpayer should click on **"Payments/Refunds"** tab.



After clicking on "Payments/Refunds" tile, Taxpayer should click on **"Total Due Payments (Pay Taxes)"** for making the payments for outstanding liabilities. On the tile the amount outstanding will be displayed, in different currencies, if applicable.





After clicking on "Total Due Payments" tile, the Taxpayer will be navigated to "**Payments**" screen where Taxpayer needs to check the details and click on the **checkbox** against which Taxpayer wants to make payment.

Taxpayer can choose the **amount** which the Taxpayer wishes to pay. Also, Taxpayer can choose to make payment for **multiple Tax Types** provided all these belong to one currency. Multiple currencies cannot be paid in one single transaction.

In below example, Taxpayer wishes to make the payment of QAR 600.00 (200 + 400) as entered in column "Amount to be paid".

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the text "ضريبة Dhareeba tax portal", and user information: "Name: زيد LLC TIN: 5000015206". There are also icons for language (عربي), home, and user profile.

Below the header, there is a filter section with dropdown menus for "Tax Type", "Payment Status", and "Currency", followed by a "Reference #" input field and a "Go" button. To the right of the filter section are two buttons: "Pending Payment 02" and "Continue to Payment 2".

The main part of the screen displays a table with the following columns: Reference #, Tax Type, Tax Period/Description, Payment Due Date, Original Liability, Outstanding Liability, Amount to be Paid, Curren..., and Payment Status. The table contains three rows of data:

	Reference #	Tax Type	Tax Period/Description	Payment Due Date	Original Liability	Outstanding Liability	Amount to be Paid	Curren...	Payment Status
<input checked="" type="checkbox"/>	100000015257	WHT			576.00	576.00	200.00	QAR	Overdue
		WHT	Withholding Tax	15/01/2020	576.00	576.00	200.00	QAR	
<input checked="" type="checkbox"/>	700000000763	IT	2019		776.00	776.00	400.00	QAR	Overdue

At the bottom left of the screen, there is a "Back" button.

Taxpayer should click on "**Continue to Payment**" button where Taxpayer can see the "**Payment Summary**". In case Taxpayer wishes to make changes, he can close the "Payment Summary" tab and thereafter make necessary changes.



Next step is to click on "Pay" button.

The screenshot shows the Dhareeba tax portal interface. At the top, there's a header with the Dhareeba logo and user information (Name: زيد LLC, TIN: 50000152). Below the header, there's a filter section with dropdowns for Tax Type, Payment Status, Currency, and Reference #, followed by a 'Go' button. A 'Pending Payment' badge shows '02'. The main table lists tax liabilities with columns: Reference #, Tax Type, Tax Period/Description, Payment Due Date, Original Liability, Outstanding Liability, and Amount to be Paid. Two items are listed: one for Withholding Tax (WHT) and one for Income Tax (IT). A 'Payment Summary' overlay is visible on the right, showing a breakdown of taxes and a total amount to be paid of 600.00 QAR, with a prominent 'Pay' button.

Reference #	Tax Type	Tax Period/Description	Payment Due Date	Original Liability	Outstanding Liability	Amount to be Paid
100000015257	WHT	Withholding Tax	15/01/2020	576.00	576.00	200.00
7000000000763	IT	2019		776.00	776.00	400.00
	IT	Late payment Penalty	30/04/2020	776.00	776.00	400.00

Payment Summary

- > Income Tax: 400.00 QAR
- > Withholding Tax: 200.00 QAR

Total Amount to be paid (QAR): 600.00

Pay

Once Taxpayer clicks on "Pay", the system will open the **Payment Gateway page**. Taxpayer may select the **Debit Card/Credit Card** payment method and enter details of Debit Card or Credit Card to make the payment.

The screenshot shows the Payment Gateway page. At the top, there's a header with the Dhareeba logo and user information (TIN: 5000015206). Below the header, there's a section titled 'Select a payment method' with three options: 'Debit Card/Credit Card' (represented by a globe and shopping cart icon), 'Direct Payment' (represented by a dollar sign and circular arrows icon), and 'Bank Transfer' (represented by a bank building icon). The total payment to be made is 600.00 QAR.

Select a payment method

- Debit Card/Credit Card
- Direct Payment
- Bank Transfer

Total payment to be made: 600.00 QAR



On selecting the Debit Card/Credit Card payment method, the following screen appears to select between **Debit Card** or **Credit Card**.

ضريبة
Dhareeba
tax portal

TIN: 5000015206

Total payment to be made: 600.00 QAR

Home -> Debit Card/Credit Card

Payment details

Select a card type

☒ Credit card ☐ Debit card

Total amount: 600.00QAR

Confirm



Select a Card type - Credit Card

Here the Taxpayer should select the Credit Card option and click on “Confirm”. The Taxpayer then should enter the details of **Billing Information** on the next page, along with Payment Details of Credit Card number. After entering the details, the Taxpayer should click on **“Pay”**.

The image displays two screenshots of the Dhareeba tax portal interface, showing the steps for selecting a credit card type and entering payment details.

Top Screenshot: Billing Information

The top screenshot shows the "Billing Information" form. The header includes the Dhareeba logo, the text "Dhareeba tax portal", and the TIN: 5000015206. The total payment to be made is 600.00 QAR. The form fields are as follows:

Field	Value
First Name *	DAVE
Last Name *	JOHNSON
Company Name	ABC LIMITED
Address Line 1 *	HOME STREET
City *	DOHA
Country/Region *	Qatar
State/Province	DOHA
Zip/Postal Code	12345

The "Your Order" summary shows a total amount of 600.00 QAR.

Bottom Screenshot: Payment Details

The bottom screenshot shows the "Payment Details" form. The header includes the Dhareeba logo, the text "Dhareeba tax portal", and the TIN: 5000015206. The total payment to be made is 600.00 QAR. The form fields are as follows:

Field	Value
Card Type *	Visa
Card Number *	4111111111111111
Expiration Date *	05 / 2023
CVN *	876

The "Your Order" summary shows a total amount of 600.00 QAR. The form includes "Cancel" and "Pay" buttons.



Payment Successful message will appear on the screen confirming that the payment is done successfully, along with the Payment Reference Number, Amount Paid, Payment Mode and Payment date and Time.

Clicking on “Another Payment” will take the Taxpayer to Payment Screen, whereas clicking on “Close” will take the Taxpayer to Home screen.

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, a language selector (عربي), a user profile icon, and the text "Name: زيد LLC TIN: 5000015206". Below the header, a large green checkmark icon is centered above the text "Payment Successful". To the right of this text, the following details are listed:

Payment Reference Number:	900000001048
Amount Paid:	QAR 600.00
Payment Mode:	E-Commerce
Paid On:	20/08/2020 at 09:07:55

Below this information, a message states: "For any inquiry or assistance, please contact us on: Within Qatar: 16565 Outside Qatar: +974 4406 9941". It also provides contact information: "Write to us at support@qta.gov.qa or to learn more, visit www.qta.gov.qa". At the bottom, there are two buttons: "Another Payment" and "Close".

Select a Card type - Debit Card

Here the Taxpayer should select the Debit Card option and click on “Confirm”.

The screenshot shows the Dhareeba tax portal interface for selecting a card type. The header includes the Dhareeba logo, a language selector (عربي), a user profile icon, and the text "Name: زيد LLC TIN: 5000015206". Below the header, the text "Total payment to be made: 250.00 QAR" is displayed. The main content area shows the breadcrumb "Home → Debit Card/Credit Card" and a "Payment details" box. Inside this box, there is a section titled "Select a card type" with two radio buttons: "Credit card" (unselected) and "Debit card" (selected). Below the radio buttons, the text "Total amount: 250.00QAR" is displayed. At the bottom right of the screen, there is a "Confirm" button.



Once Taxpayer clicks on “Confirm” the following screen appears to fill in **Debit Card details**. After filling the Debit Card number and its expiry date, the Taxpayer should click on “**Confirm**” to proceed.

ضريبة
Dhareeba
tax portal

TIN: 5000015206

Total payment to be made: 250.00 QAR

Home → Debit Card/Credit Card

QPay

Payment Unique Number: 200820132916000025

Description: GENERAL TAX AUTHORITY

Amount
QAR 250.00

Enter your payment card details

Card Number 4215 3755 0088 3243

Card Expiry Date 08 2022

By clicking the "Continue" button, you hereby acknowledge accepting the [Terms and Conditions](#) of payment.

NAPS Continue Cancel

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

On the next page, the Taxpayer should enter **PIN** number and click on “**Pay**” to complete the transaction.

ضريبة
Dhareeba
tax portal

TIN: 5000015206

Total payment to be made: 250.00 QAR

Home → Debit Card/Credit Card

Payment Unique Number: 200820132916000025

Description: GENERAL TAX AUTHORITY

Amount
QAR 250.00

Enter your debit card PIN

Card Number:
4215 37** **** 3243

Your 4 or 6 digit PIN
XXXX

NAPS Pay Cancel



Subsequently 'Your payment was successful!' message will be displayed on the screen as a confirmation that transaction is successful. The Payment Unique Number and Confirmation ID is also displayed.

ضريبة
Dhareeba
tax portal

TIN: 5000015206

Home → Debit Card/Credit Card

QPay

Payment Unique Number: 200820132916000025

Description: GENERAL TAX AUTHORITY

Amount
QAR 250.00

Your payment was successful!

Confirmation ID: 2020082012291792500000000000
This page will be automatically submitted in [11] seconds

NAPS Continue Save

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

Taxpayer should click on “Continue”.

Payment Successful message will appear on the screen confirming that the payment is done successfully, along with the Payment Reference Number, Amount Paid, Payment Mode and Payment date and Time.

Clicking on “Another Payment” will take the Taxpayer to Payment Screen, whereas clicking on “Close” will take the Taxpayer to Home screen.

ضريبة
Dhareeba
tax portal

عربي | Name: زيد LLC
TIN: 5000015206

Payment Successful

Payment Reference Number: 900000001050
Amount Paid: QAR 250.00
Payment Mode: E-Commerce
Paid On: 20/08/2020 at 12:31:00

For any inquiry or assistance, please contact us on:
Within Qatar: 16565
Outside Qatar: +974 4406 9941
Write to us at support@qta.gov.qa or to learn more, visit www.qta.gov.qa

Another Payment Close



4

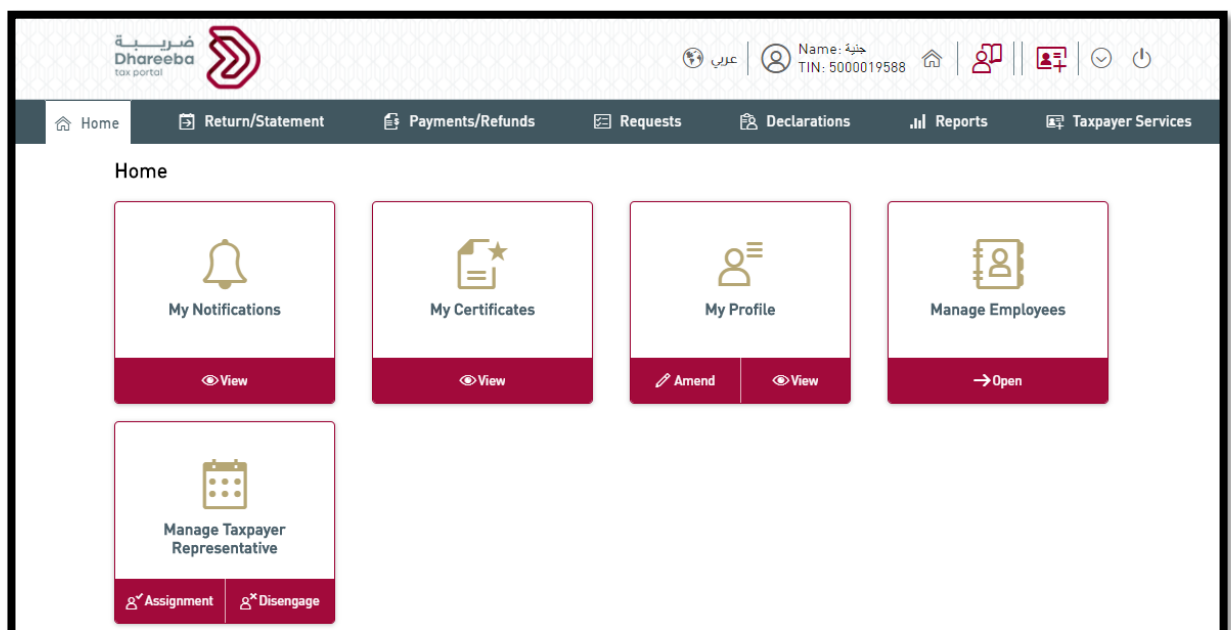
Annexure – Correspondence received by Taxpayer



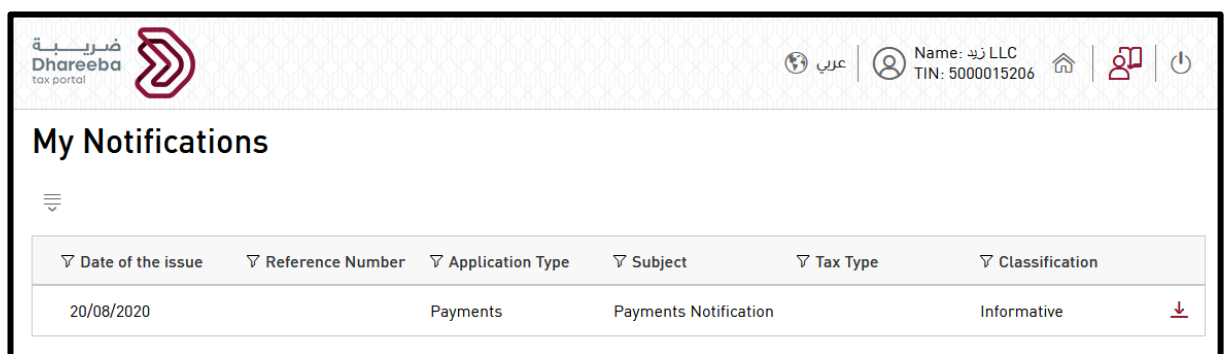
4 Annexure – Correspondence received by Taxpayer

4.1 Steps how Taxpayer can open and view notifications on the portal

A Taxpayer should log in to Taxpayer Portal and select '**My Notifications**' tab from the Home screen to view the notifications.



The Taxpayer should check and can download the Payment Notification for successful payment made. Taxpayer will receive Payment Receipt.



- End of Document -