



# Application for Monthly Multiple Goods Transport User Manual

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## Dhareeba Tax Portal

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# 1

## Purpose of this document



# 1 Purpose of this document

The purpose of this document is to explain how the Taxpayer can submit of Application for Goods Transport (Multiple Movements request) & the Receipt of Suspended Excisable Goods.

Further, Receipt of Suspended Excisable Goods process is an extension of Application for Goods Transport (Monthly) process. Hence, the same Reference Number will be used.

In this process there are two types of process

- Taxpayer (Sender) can submit request for (Multiple Movements).
- Taxpayer (Receiver) can file Receipt Declaration for Excisable Goods.



# 2

## **Steps to submit Applications for Multiple Movements**

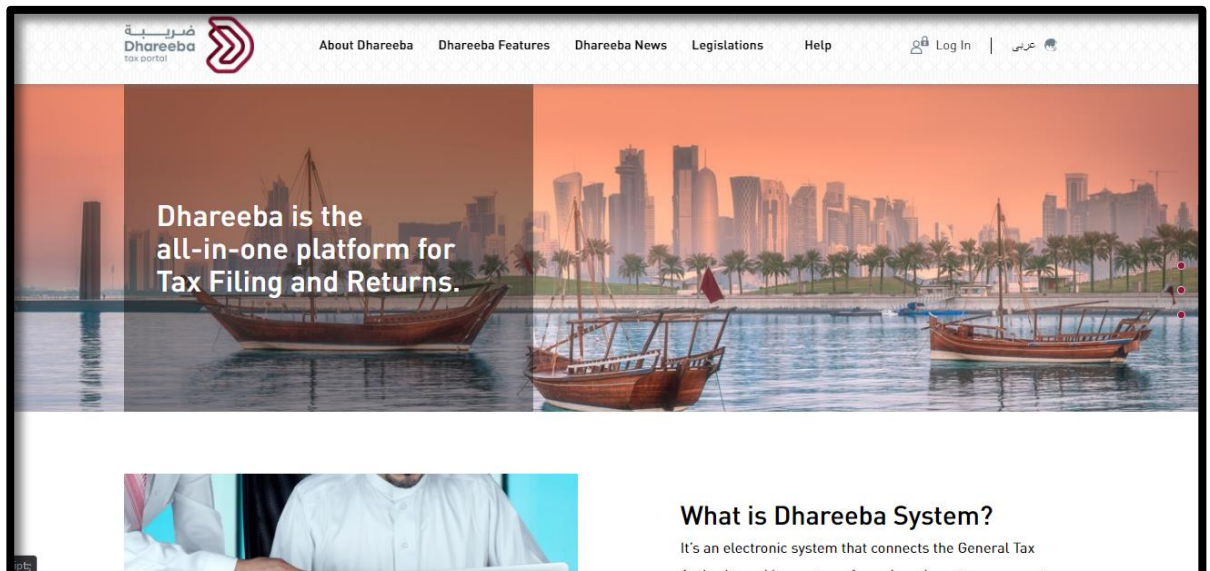


## 2 Steps to submit Applications for Multiple Movements

### Step 1: Log in

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





نظام التوثيق الوطني  
National Authentication System

توثيق  
TANTHEEQ

### Authenticate

**Username & Password Authentication**

Username:

Password:

[Continue](#)

[Forgot your password?](#)

[Create new account](#)

[Cancel](#)

**Smart Card authentication**

[Login with Smartcard](#)

[Smartcard FAQs](#)

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## Step 2: Dashboard

After successful login, Taxpayer will be navigated to the below screen. Taxpayer should click on the **TIN** for which the application is to be submitted.

ضريبة  
Dhareeba  
tax portal

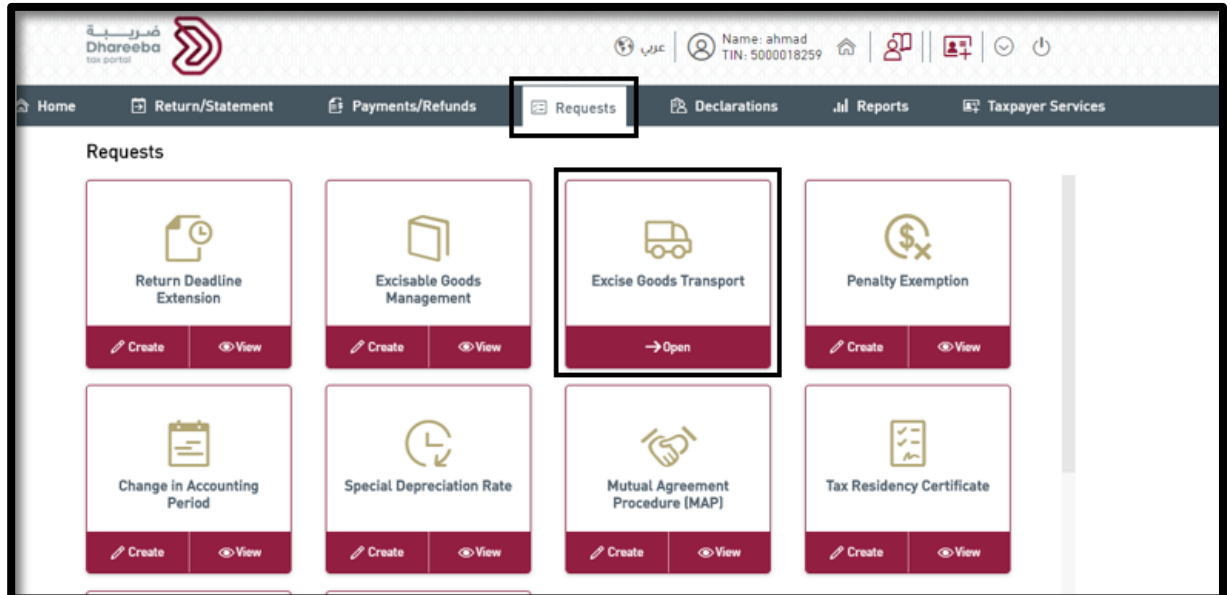
عربي | ⏻

Login As:

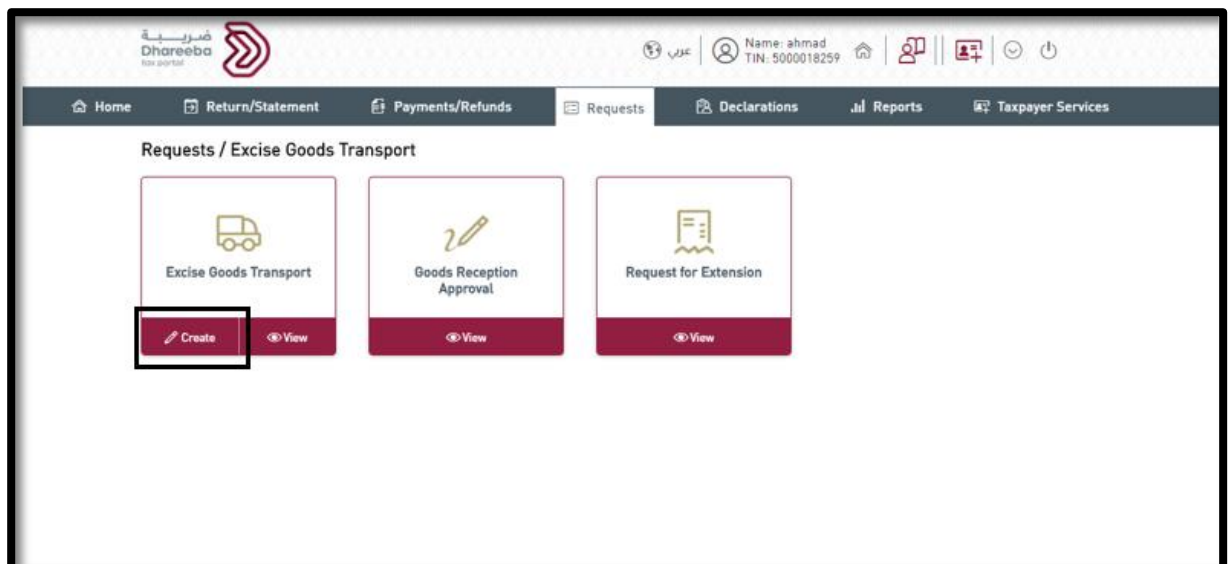
<b>Peter Peter</b> Employee of: Ahmed 	<b>TIN: 5000001537</b> Sonakshi 	<b>TIN: 50000008706</b> Holding 	<b>TIN: 5000010231</b> Ajith Seth 
<b>TIN: 5000016501</b> STARK TOWERS 	<b>TIN: 5000018259</b> ahmad 	<b>TIN: 5000123984</b> Salman ali 	<b>Register other Taxpayer</b> 



The Taxpayer will be navigated to the 'Home' tab on Dashboard.



Taxpayer should click on "Excise Goods Transport (Open button)" tile under 'Request' tab and Click on "Create" button.





## Step 3: Instructions

Taxpayer will be navigated to "Instructions" screen where he needs to read all the instructions and should select Request type as **"Multiple Movements"**. Taxpayer should select from the dropdown option and click on **Start Now**.

**Instructions for Taxpayers**

These instructions need to be read and understood before starting the Transport Request

- 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
- Please note that if receiver does not approve the request within the pre-defined period, this request will be auto cancelled

Type of Request Multiple Movements

Destination Determination Warehouse to Warehouse

[Back](#) [Start Now](#)

## Step 4: Sender / Receiver Details

Select **all Mandatory details** on "Sender/ Receiver Details" screen & click on **"Continue"** button.

Request Number: Excise Goods Transport Request

1 Sender/Receiver Details 2 Summary 3 Declaration

Month of Transportation October, 2020

Do you have an automatic system to track the goods movement between your tax warehouse ? ☒ Yes ☐ No

Departure Warehouse	Departure Warehouse Name	Arrival Warehouse	Arrival Warehouse Name	
<span>500001825904-001</span>	ahmad Warehouse001	<span>500001825904-002</span>	ahmad Warehouse002	✗
<span>500001825904-002</span>	ahmad Warehouse002	<span>500001825904-001</span>	ahmad Warehouse001	✗

[Back](#) 25% [Save as draft](#) [Continue](#)



## Step 5: Summary

In 'Summary' section, Taxpayer can view Summarized information of the form. The Taxpayer should verify the details and can select **Edit** button to go back to the earlier information and make changes wherever required.

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, a language selector (عربي), and user information (Name: ahmad, TIN: 5000018259). Below the header, the page title is "Excise Goods Transport Request" and the Request Number is "910000000180". The main content area has three tabs: "1 Sender/Receiver Details", "2 Summary" (which is active), and "3 Declaration". Under the "2 Summary" tab, there is a section titled "1. Sender/Receiver Details" with an "EDIT" button to its right. At the bottom of the page, there is a progress bar showing 75% completion, and buttons for "Back", "Save as draft", and "Continue".

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, a language selector (عربي), and user information (Name: ahmad, TIN: 5000018259). Below the header, the page title is "Excise Goods Transport Request" and the Request Number is "910000000180". The main content area has three tabs: "1 Sender/Receiver Details", "2 Summary" (which is active), and "3 Declaration". Under the "2 Summary" tab, there is a section titled "1. Sender/Receiver Details" with an "EDIT" button to its right. The section contains the following information:

- Type of Request: Multiple Movements
- Month of Transportation: October, 2020
- Destination Determination: Warehouse to Warehouse
- Do you have an automatic system to track the goods movement between your tax warehouse?: Yes

Sender	Departure Warehouse Name	Receiver	Arrival Warehouse Name
500001825904-001	ahmad Warehouse001	500001825904-002	ahmad Warehouse002
500001825904-002	ahmad Warehouse002	500001825904-001	ahmad Warehouse001

At the bottom of the page, there is a progress bar showing 75% completion, and buttons for "Back", "Save as draft", and "Continue".



## Step 6: 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 National Authentication Section Sign-up.

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

Request Number: 91000000180      Excise Goods Transport Request

1 Sender/Receiver Details      2 Summary      3 Declaration

### Declaration

First Name	Last Name	Designation	Date
clark	kent	Taxpayer	16/09/2020
Email Address		Phone Number	
clark@gmail.com		+ 974 55646913	

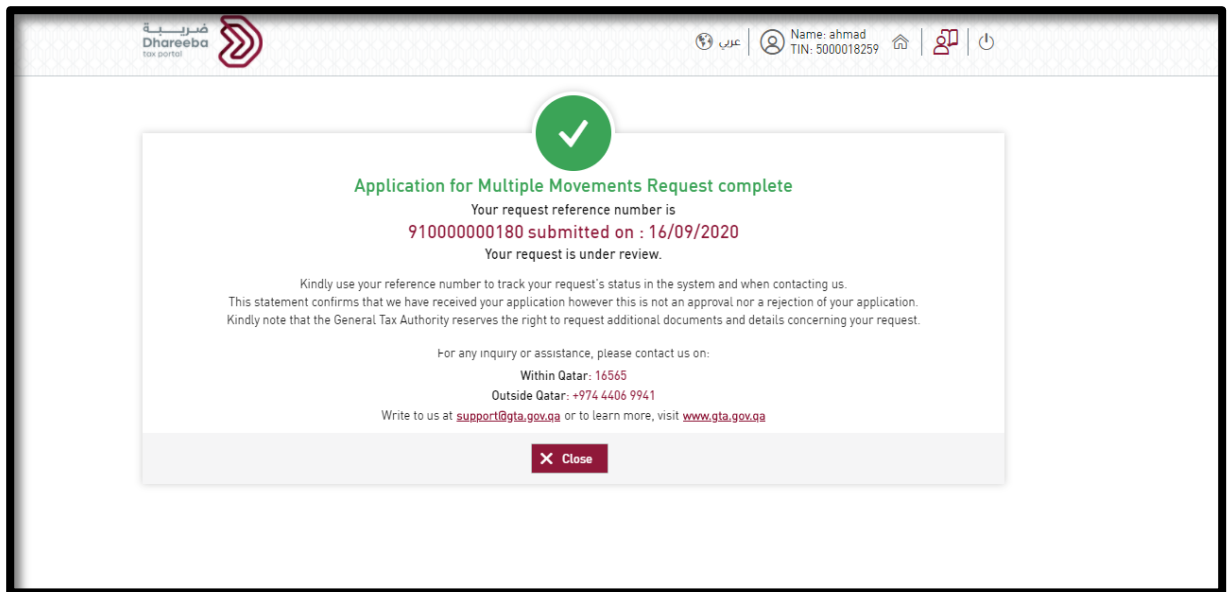
☒ I declare that the information provided in this form is true and correct.

Back      66%      Save as draft      Submit



## Step 7: Acknowledgment

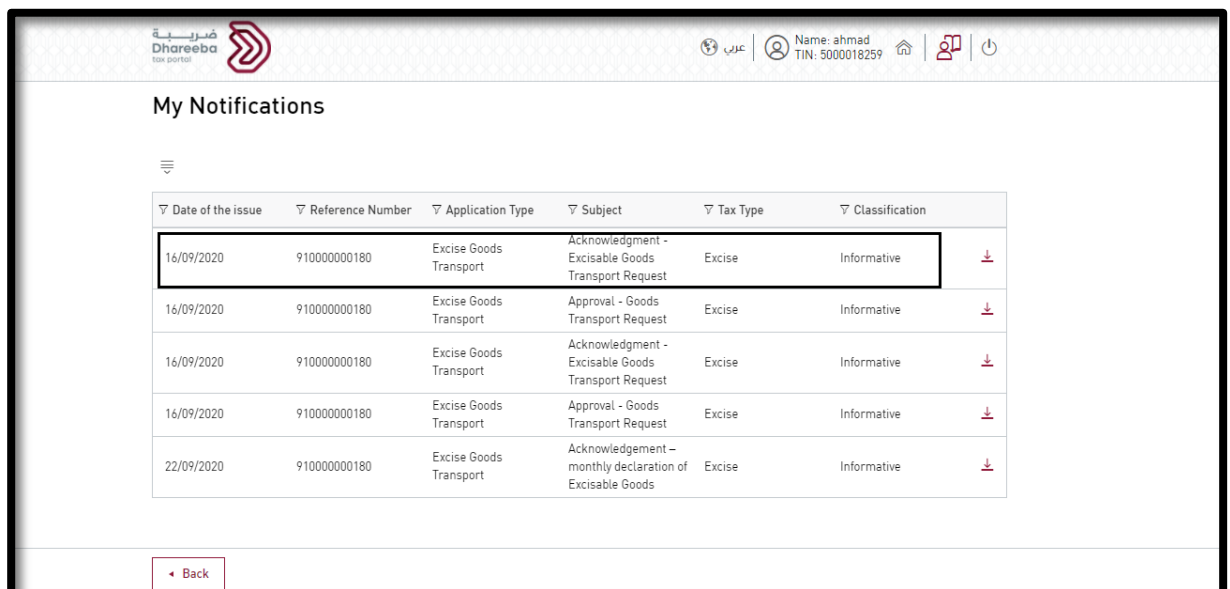
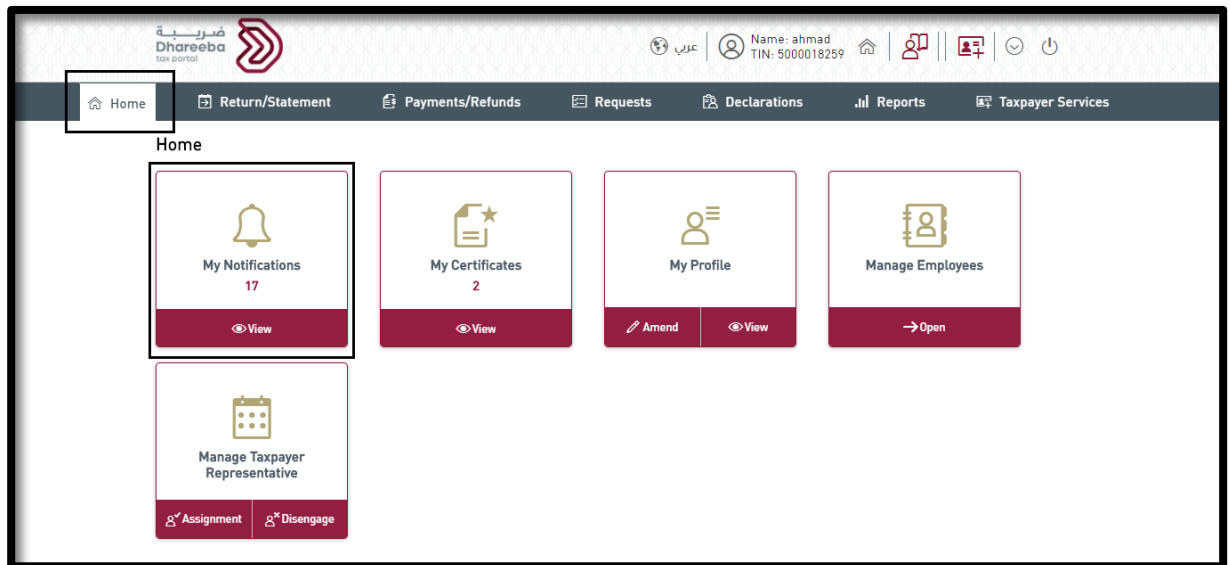
After clicking on "Submit" button, Taxpayer will be navigated to "Acknowledgement" screen where the application reference number is displayed





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

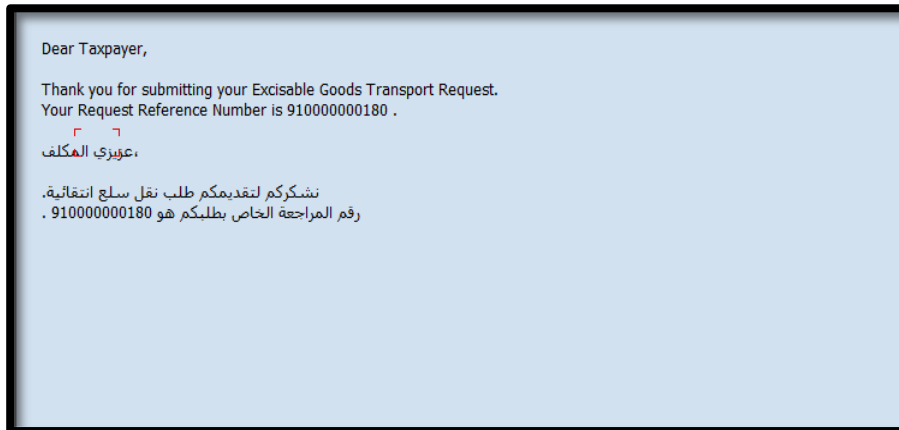
Taxpayer should log in to Taxpayer Portal and needs to click on **“View”** button on **“My Notifications”** tile under the **“Home”** tab.



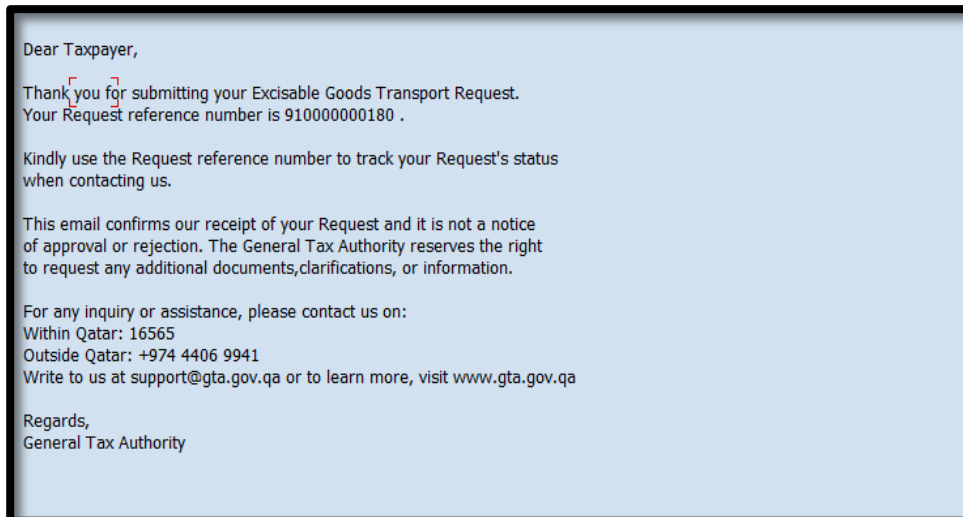


## Taxpayer will receive SMS, Email, PDF on Mobile, Email ID, Dashboard

SMS: Taxpayer will receive an SMS for Submission of Goods Transport request application.



Email: Taxpayer will receive an Email for Submission of Goods Transport request application.





PDF: Taxpayer will receive a PDF on the Taxpayer Dashboard for submission of application.

ضريبة

Dhreeba

tax portal

TIN: 5000018259  
ahmad corporate,  
amt 324 324,  
ABC Doha,  
Qatar.

22 September 2020

**Subject: Acknowledgment of Excisable Goods Transport Request**

Dear Taxpayer,

Thank you for submitting your Excisable Goods Transport Request. Your Request reference number is 91000000160.

Kindly use the Request reference number to track your Request's status when contacting us.

This email confirms our receipt of your Request and it is not a notice of approval or rejection. The General Tax Authority reserves the right to request any additional documents, clarifications, or information.

This is a system generated document,  
no official signature is required

For any inquiry or assistance,  
Please contact us on  
Within Qatar:  
Outside Qatar:  
Write to us at:  
or to learn more visit:

16565  
+974 4406 9941  
tax.support@gta.gov.qa  
dhreeba.gov.qa

الهيئة العامة للضرائب  
GENERAL TAX AUTHORITY



SMS: Taxpayer will receive an SMS when the Goods Transport request application has been Approved.

Dear Taxpayer,

We are pleased to inform you that your Excisable Goods Transport Request with reference Number 910000000180 has been approved. Please visit Dhareeba portal to download the .

عزيزي المكلف،

يسرنا إعلامكم بأنه تمت الموافقة على طلب نقل سلع انتقائية رقم 910000000180 . يرجى زيارة بوابة "ضريبة" الإلكترونية لتنزيل .

Email: Taxpayer will receive an Email when the Goods Transport request application has been Approved.

Dear Taxpayer,

We are pleased to inform you that your Excisable Goods Transport Request with reference number 910000000180 has been approved, please visit Dhareeba portal to download the .

Please note that the should be given to the person undertaking the transportation of the goods.

For any inquiry or assistance, please contact us on:

Within Qatar: 16565

Outside Qatar: +974 4406 9941

Write to us at [support@gta.gov.qa](mailto:support@gta.gov.qa) or to learn more, visit [www.gta.gov.qa](http://www.gta.gov.qa)

Regards,  
General Tax Authority



PDF: Taxpayer will receive a Notification for Approval of Goods Transport request application through PDF.

ضريبة

Dhareeba

tax portal

TIN : 5000018259  
ahmad corporate,  
amt 324 324,  
ABC Doha,  
Qatar.

22 September 2020

**Subject: Approval of Exclisable Goods Transport Request**

Dear Taxpayer,

We are pleased to inform you that your Exclisable Goods Transport Request with refrence number 910000000180 has been approved, please visit Dhareeba portal to download the Monthly Transport Authorization.

Please note that the Monthly Transport Authorization should be given to the person undertaking the transportation of the goods.

This is a system generated document,  
no official signature is required

For any inquiry or assistance,  
Please contact us on  
Within Qatar:  
Outside Qatar:  
Write to us at:  
or to learn more visit:

16565  
+974 4406 9941  
tax.support@gta.gov.qa  
dhareeba.gov.qa

الهيئة العامة للضرائب  
GENERAL TAX AUTHORITY



PDF: The Taxpayer should receive “Monthly Authorization Letter”.

ضريبة

Dhareeba

tax portal

Monthly Transport Authorization

For Transport of Excisable Goods under suspension regime during 07/2020

TIN : 5000018259

ahmad corporate,

amt 324 324,

ABC Doha,

Qatar.

Unique Reference Number: 910000000180

Issuance Date: 22/09/2020

General Tax Authority (GTA) authorizes the movement of the Excisable Goods under suspension regime in the State of Qatar as per the following details:

Details of Tax Warehouses :

Departure Details	Arrival Details
500001825904-001	500001825904-002
500001825904-002	500001825904-001

Excisable Goods Authorized \*

S.NO	Goods Types
1	Tobacco and its Derivatives
2	Carbonated Drinks
3	Energy Drinks

\* The licensee must submit the monthly report within 15 days from the end of the month otherwise all the movement will be considered as released for consumption and the licensee will not be allowed to submit a new monthly request.

This is a system generated document,  
no official signature is required

For any inquiry or assistance,  
Please contact us on  
Within Qatar:  
Outside Qatar:  
Write to us at:  
or to learn more visit:

16545  
+974 4406 9941  
tax.support@gta.gov.qa  
dhareeba.gov.qa

الهيئة العامة للضرائب  
GENERAL TAX AUTHORITY

Application for Goods Transport  
version 1.0 -2020

# 3

## Steps for Auto-Cancellation of Multiple Movements

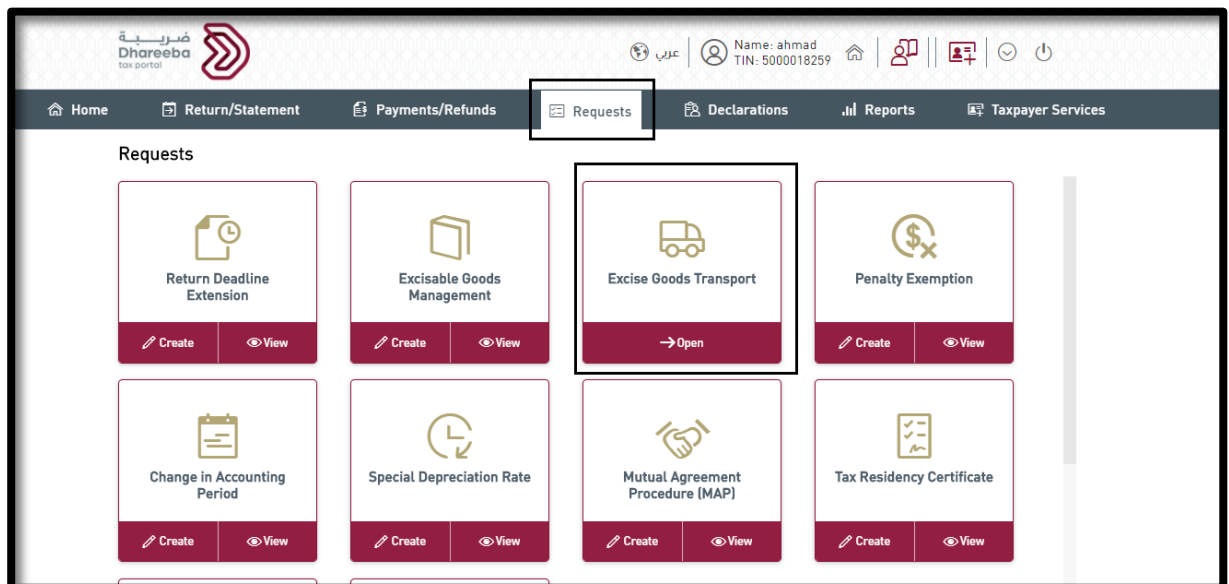


### 3 Steps for Auto-Cancellation of Multiple Movements

If any request is in draft mode, then the application will be cancelled automatically if the permitted time to submit the request expires.

#### Step 1: Dashboard

Taxpayer should click on '**Requests**' tab. "Excise Goods Transport" Tile will be visible under Declaration.





## Step 2: Instructions for Taxpayers

The Taxpayer should read the Instructions for Taxpayers and then click on **“Start Now”** button to proceed.

In case the Taxpayer clicks on **Back** button, this will navigate back to the Home Page.



## Step 3: Sender/Receiver Details

Edit the details on “Sender/ Receiver Details” screen and click on “Save as draft” button.

Request Number: 91000000226      Excise Goods Transport Request

1 Sender/Receiver Details      2 Summary      3 Declaration

Month of Transportation  
October, 2020

Do you have an automatic system to track the goods movement between your tax warehouse ? ☒ Yes ☐ No

Departure Warehouse	Departure Warehouse Name	Arrival Warehouse	Arrival Warehouse Name	
500001825904-001	ahmad Warehouse001	500001825904-002	ahmad Warehouse002	✖
500001825904-002	ahmad Warehouse002	500001825904-001	ahmad Warehouse001	✖

Back      25%      Save as draft      Continue

1 Sender/Receiver Details      2 Summary      3 Declaration

> 1 Sender/Receiver Details      EDIT

Form: 91000000226 saved successfully

Back      75%      Save as draft      Continue



Taxpayer can check the Save as draft application status in the view option.

Dhareeba tax portal | Name: ahmad TIN: 5000018259 | Home | Requests | Declarations | Reports | Taxpayer Services

### Requests / Excise Goods Transport

Excise Goods Transport

Create View

Goods Reception Approval

View

Request for Extension

View

Dhareeba tax portal | Name: ahmad TIN: 5000018259 | Home | Requests | Declarations | Reports | Taxpayer Services

### Excise Goods Transport Request

Reference #	Type	From	To	Expected Date of Transportation	Month of Transportation	Status	Actions
910000000180	Multiple Movements				August,2020	Declaration Amended	
910000000226	Multiple Movements				October,2020	In Draft	

Back Create



Application will be cancelled automatically if the permitted time to submit the requests expires.

ضريبة  
Dhareeba  
tax portal

عربي | Name: ahmad  
TIN: 5000018259 |

### Excise Goods Transport Request

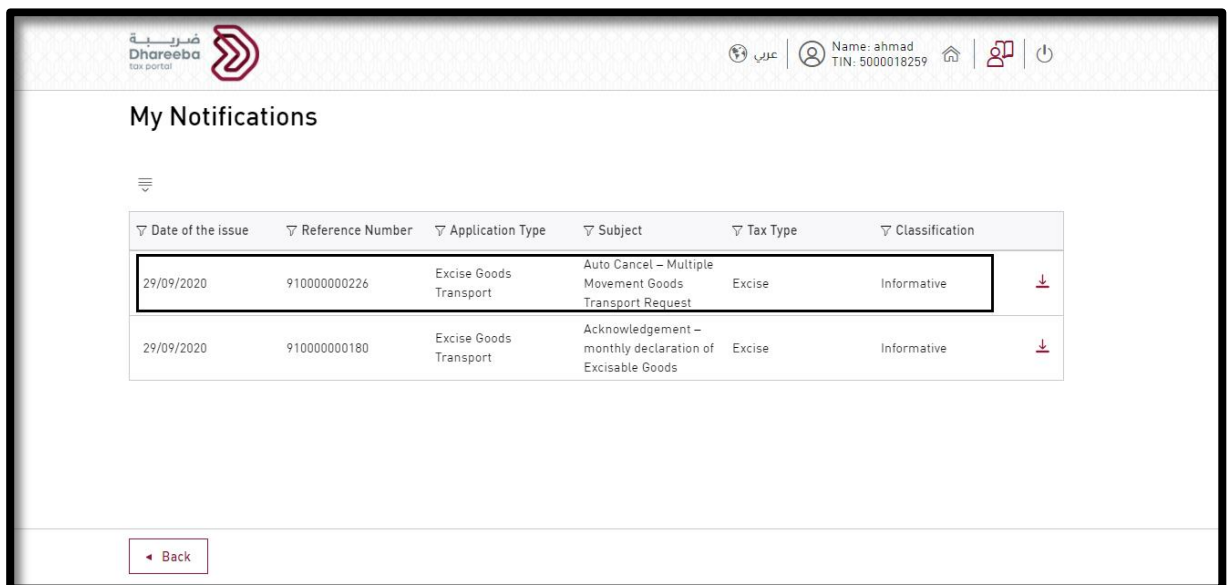
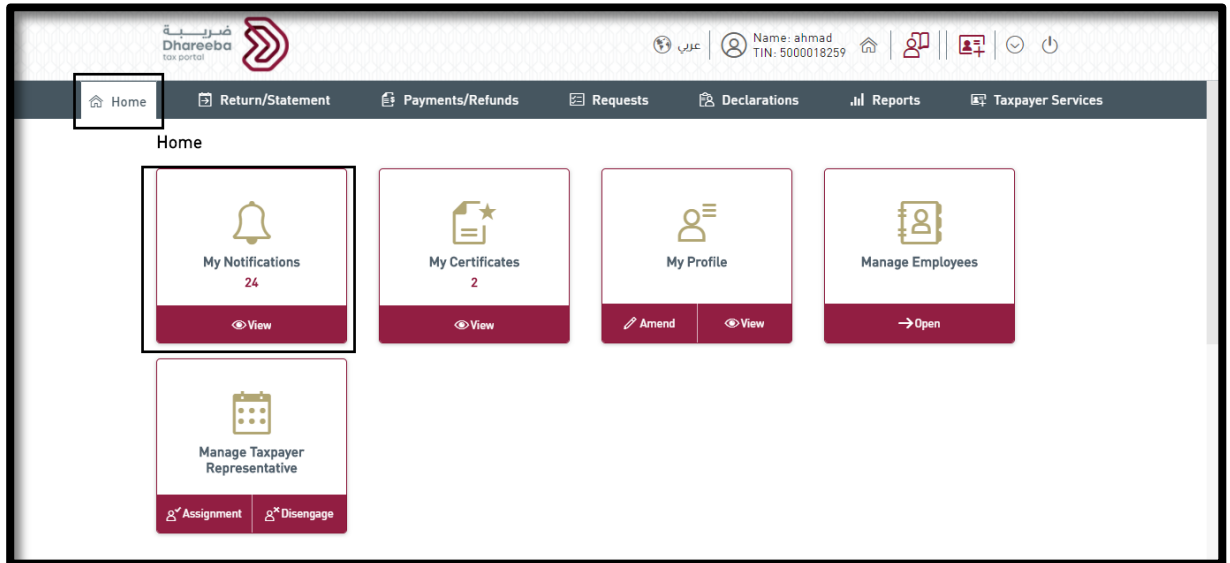
Reference #	Type	From	To	Expected Date of Transportation	Month of Transportation	Status	Actions
910000000180	Multiple Movements				August, 2020	Declaration Amended	
910000000226	Multiple Movements				October, 2020	Cancelled	
910000000234	Spot-Single Movement	500001825904-002	500000870604-002	01/10/2020		Auto Rejected	

[Back](#) [Create](#)



## Notifications Received by Taxpayer on Auto-Cancellation

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





## SMS: Taxpayer will receive an SMS when the Goods Transport request application has been Auto cancelled.

Dear Taxpayer,

We regret to inform you your Request for Monthly Transport Authorization of Excise goods with reference Number 910000000226 has been auto cancelled due to the expiry of the submission deadline.

عزيزي المكلف،

يؤسفنا إعلامكم بأنه تم إلغاء طلب الحصول على ترخيص شهري لنقل سلع انتقائية رقم 910000000226، لتجاوزكم الأجل المحدد لتقديم الطلب.

## Email: Taxpayer will receive an Email when the Goods Transport request application has been Auto cancelled.

Dear Taxpayer,

We regret to inform you that your Monthly Transport Authorization of Excise goods request for the month 20OC with reference number 910000000226 has been cancelled as the time period to submit the application is already expired.

For any inquiry or assistance, please contact us on:

Within Qatar: 16565

Outside Qatar: +974 4406 9941

Write to us at [tax.support@gta.gov.qa](mailto:tax.support@gta.gov.qa) or to learn more, visit [dhareeba.gov.qa](http://dhareeba.gov.qa)

Regards,  
General Tax Authority



PDF: Taxpayer will receive a PDF Notification for Auto cancellation of Goods Transport request application.

  
ضريبة  
Dhareeba  
tax portal

TIN: 5000018259  
ahmad corporate,  
amt 324 324,  
ABC Doha,  
Qatar,

29 September 2020

**Subject: Auto-Cancellation of Monthly Transport Authorization Request**

Dear Taxpayer,

We regret to inform you that your Monthly Transport Authorization of Excise goods request for the month 20OC with reference number 910000000226 has been cancelled as the time period to submit the application is already expired.

This is a system generated document,  
no official signature is required

For any inquiry or assistance,  
Please contact us on  
Within Qatar:  
Outside Qatar:  
Write to us at:  
or to learn more visit:

16565  
+974 4406 9941  
tax.support@gtat.gov.qa  
dhareeba.gov.qa

الهيئة العامة للضرائب  
GENERAL TAX AUTHORITY





# 4

## Steps to Cancel Receipt of Multiple Movements

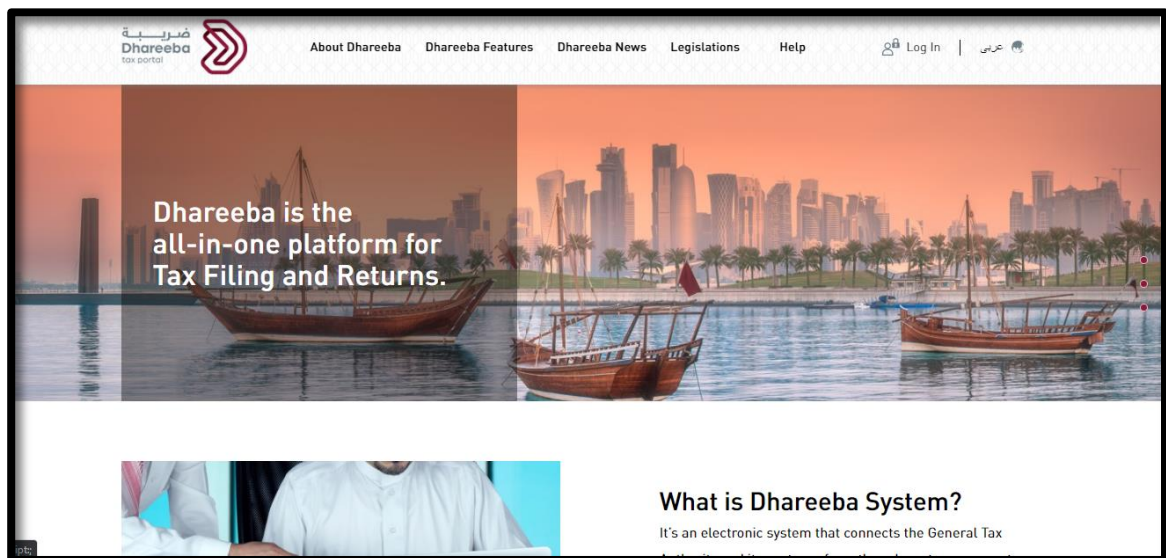


## 4 Steps to Cancel Receipt of Multiple Movements

### 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.





نظام التوثيق الوطني  
National Authentication System

توثيق  
TAWTHEEQ

### Authenticate

**Username & Password Authentication**

Username:

Password:

[Continue](#)

[Forgot your password?](#)

[Create new account](#)

[Cancel](#)

**Smart Card authentication**

[Login with Smartcard](#)

[Smartcard FAQs](#)

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## Step 2: Dashboard

After successful login, Taxpayer will be navigated to the below screen. Taxpayer should click on the **TIN** for which the 'Voluntary Disclosure' application must be submitted.

ضريبة  
Dhareeba  
tax portal

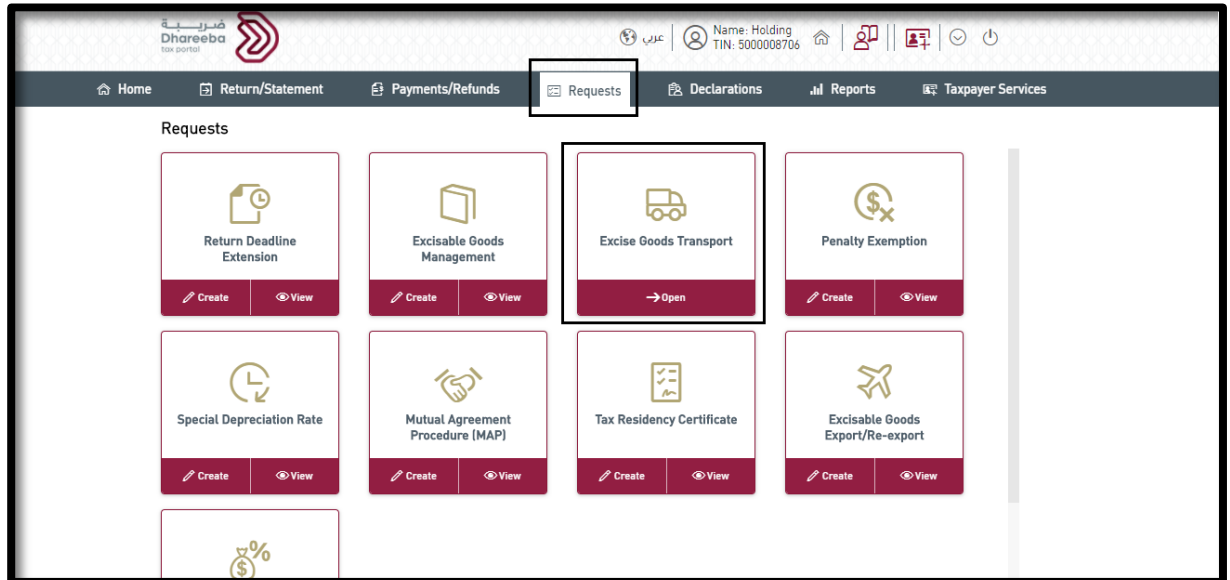
عربي | ⚙

Login As:

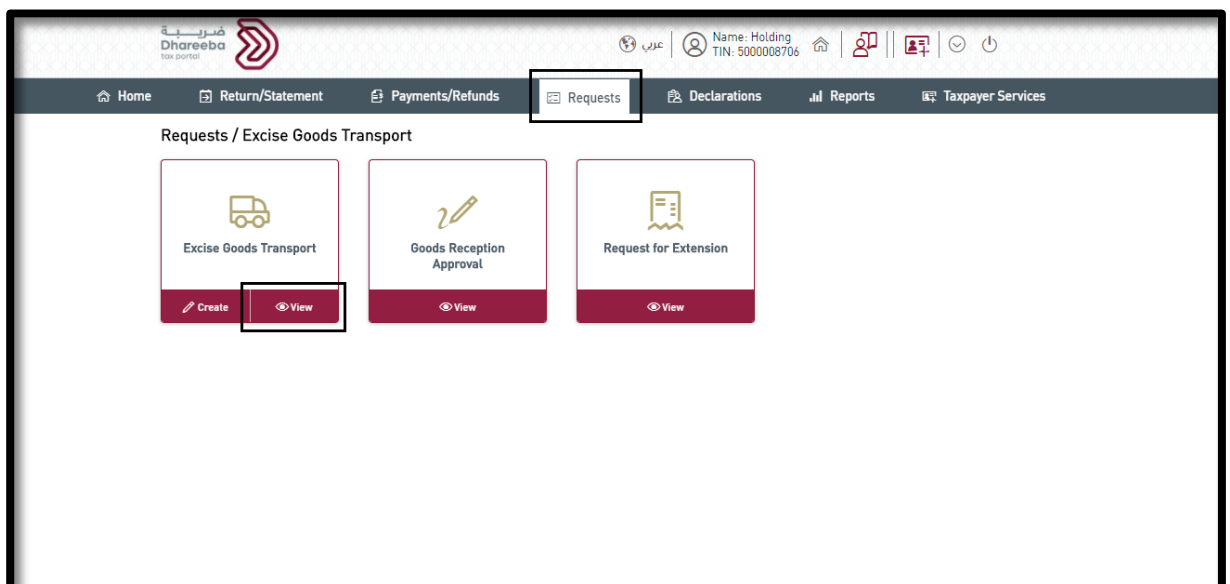
<b>Peter Peter</b> Employee of: Ahmed 	<b>TIN: 5000001537</b> Sonakshi 	<b>TIN: 5000008706</b> Holding 	<b>TIN: 5000010231</b> Ajith Seth 
<b>TIN: 5000016501</b> STARK TOWERS 	<b>TIN: 5000018259</b> ahmad 	<b>TIN: 5000123984</b> Salman ali 	<b>Register other Taxpayer</b> 



Click on "Excise Goods Transport (Open button)" tile under 'Request' tab, after navigates to the Taxpayer Dashboard.



Click on "View" button.



**ذريعه**  
Dhareeba  
(tax portal)

العربي | Name: Holding  
TIN: 5000008706

### Excise Goods Transport Request

Reference #	Type	From	To	Expected Date of Transportation ↑↓	Month of Transportation	Status ▾	Actions
910000000184	Spot-Single Movement	500000870604-002	500000870604-001	24/09/2020		Cancelled	
910000000185	Spot-Single Movement	500000870604-002	500001023104-001	24/09/2020		Declaration Amended	
910000000186	Spot-Single Movement	500000870604-001	QAUMS	24/09/2020		Cancelled	
910000000187	Multiple Movements				August,2020	Declaration Filed	
910000000188	Multiple Movements				October,2020	Approved	

[◀ Back](#)
[Create](#)

Multiple Movements  
version 1.0 -2020

# 5

## Steps to file Receipts of Multiple Movements

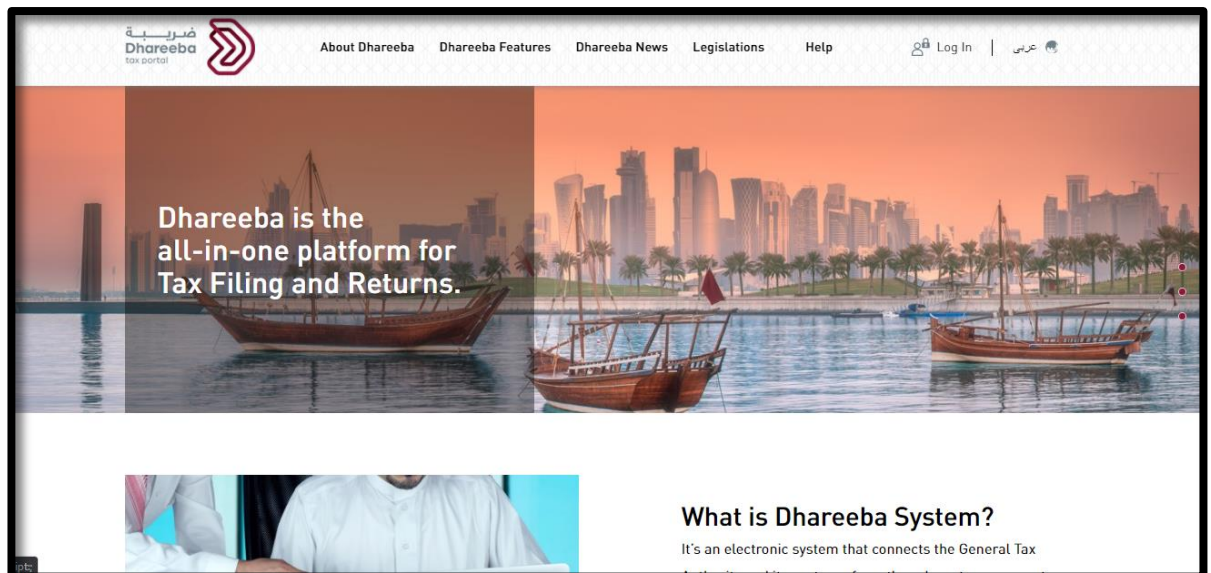


## 5 Steps to file Receipt of Multiple Movements

### 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.





نظام التوثيق الوطني  
National Authentication System

  
توثيق  
TANTHEEQ

Authenticate

Username & Password Authentication

Username

27163400280

Password

.....

Continue

Forgot your password?

Create new account

Cancel

Smart Card authentication

Login with Smartcard

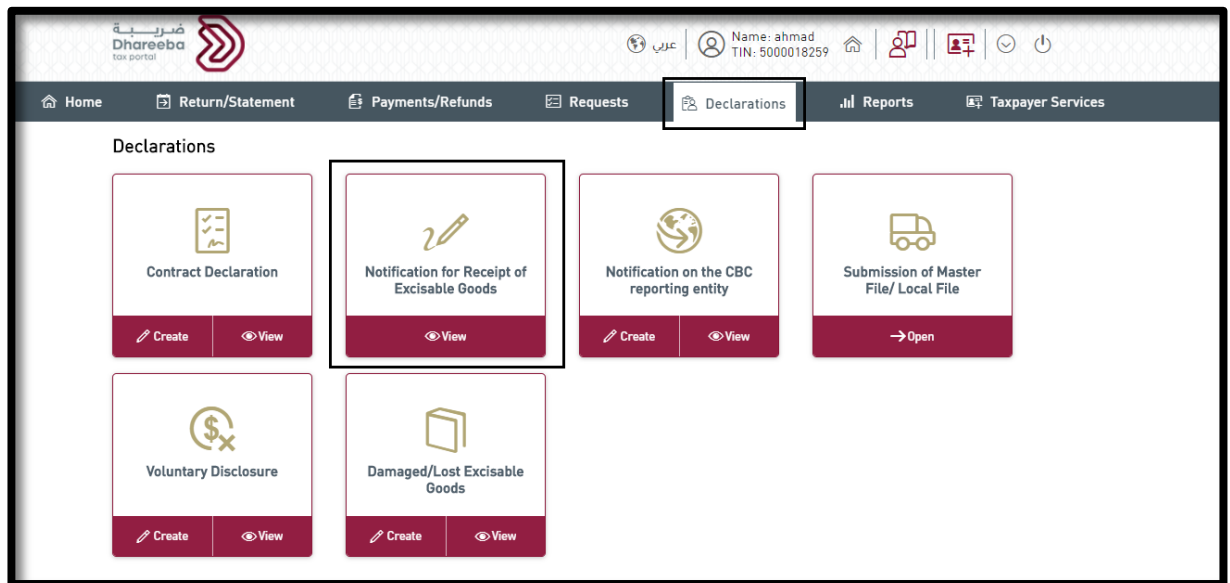
Smartcard FAQs

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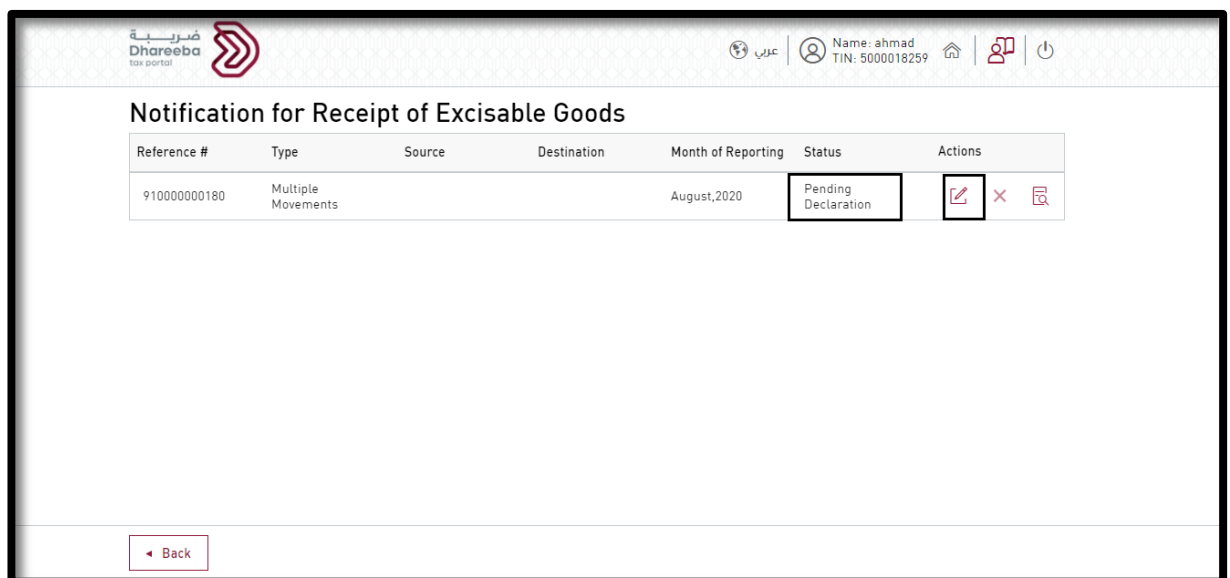


## Step 2: Dashboard

Click on "Notification for Receipt of Excisable Goods (View button)" tile under 'Declaration' tab, after navigates to the Taxpayer Dashboard.



Click on "View" button. After clicking on View button, list of Applications will get open. Click on "Reference Number or Edit" button, Instruction page will get open.





## Steps 3: Instructions for Taxpayers

The Taxpayer should read the Instructions for Taxpayers and then click on “**Start Now**” button to proceed.

In case the Taxpayer clicks on **Back** button, this will navigate back to the Home Page.

**ضريبة**  
Dhareeba  
tax portal

عربي | Name: ahmad  
TIN: 5000018259

### Instructions for Taxpayers

These instructions need to be read and understood before starting the Notification for Receipt of Excisable Goods

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

**Type of Request** ⓘ      **Destination Determination**

Multiple Movements ▼      Warehouse to Warehouse

◀ Back      Start Now ▶



## Step 4: Sender / Receiver Details

Click on “Continue” button on “Sender/ Receiver Details” screen to proceed further.

The screenshot shows the 'Sender/Receiver Details' screen in the Dhareeba tax portal. The page title is 'NOTIFICATION FOR RECEIPT OF EXCISABLE GOODS'. The request number is 910000000180. The progress bar is at 25%. The screen is divided into four steps: 1. Sender/Receiver Details (active), 2. Details of Goods, 3. Summary, and 4. Declaration. Under 'Month of Transportation', 'August, 2020' is selected. A question asks 'Do you have an automatic system to track the goods movement between your tax warehouse?' with 'Yes' selected. Below this is a table for warehouse movements:

Departure Warehouse	Departure Warehouse Name	Arrival Warehouse	Arrival Warehouse Name	
500001825904-001	ahmad Warehouse001	500001825904-002	ahmad Warehouse002	✗
500001825904-002	ahmad Warehouse002	500001825904-001	ahmad Warehouse001	✗

At the bottom, there are 'Back', 'Save as draft', and 'Continue' buttons.

## Step 5: Details of Goods

Add details of Goods **Manually** or by using **Download/ Upload** functionality.

The screenshot shows the 'Details of Goods' screen in the Dhareeba tax portal. The page title is 'NOTIFICATION FOR RECEIPT OF EXCISABLE GOODS'. The request number is 910000000180. The progress bar is at 50%. The screen is divided into four steps: 1. Sender/Receiver Details, 2. Details of Goods (active), 3. Summary, and 4. Declaration. Under 'Details of Goods', there are 'Download', 'Upload', and 'Delete all' buttons. Below this is a table for goods details:

Date of Transportation	Departure Warehouse	Arrival Warehouse	Description	Quantity Sent	Quantity Received	Upload Status	Actions
No data							
Grand Total						0/0	

At the bottom, there are 'Back', 'Save as draft', and 'Continue' buttons.



After filling all mandatory fields in the Excel, user can upload file.

	A	B	C	D	E	F	G	H	I	J
	Departure Warehouse	Arrival Warehouse	SKU Code	Date of Transportation	Date of Receipt	RSP before Excise Tax	Quantity Sent	Quantity Accepted	Quantity Returned	
1	500000870604-001	500000870604-002	220210290020001004	31-08-2020	07-09-2020	30.00	30.00	30.00		
2	500000870604-002	500000870604-001	220210290020001004	23-08-2020	06-09-2020	20.00	20.00	18.00	1.00	
3	500000870604-001	500000870604-002	220290700020002003	12-08-2020	07-09-2020	50.00	50.00	48.00	1.00	
4	500000870604-002	500000870604-001	220290700020002003	10-08-2020	06-09-2020	10.00	10.00	10.00		
5	500000870604-001	500000870604-002	220290700020002003	03-08-2020	07-09-2020	5.00	5.00	5.00		
6	500000870604-002	500000870604-001	220290700020002005	01-08-2020	06-09-2020	15.00	15.00	12.00	2.00	
7	500000870604-001	500000870604-002	220290700020002005	31-08-2020	07-09-2020	10.00	10.00	10.00		
8	500000870604-002	500000870604-001	220290900030001004	12-08-2020	06-09-2020	20.00	20.00	12.00	8.00	
9	500000870604-001	500000870604-0012	220290900030001004	12-08-2020	07-09-2020	25.00	25.00	25.00		
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										

Adding details of Goods Manually by clicking on “Add More” button.

Request Number: 910000000180 NOTIFICATION FOR RECEIPT OF EXCISABLE GOODS

1 Sender/Receiver Details 2 Details of Goods 3 Summary 4 Declaration

**Details of Goods** [Download](#) [Upload](#) [Delete all](#)

Date of Transportation	Departure Warehouse	Arrival Warehouse	Description	Quantity Sent	Quantity Received	Upload Status	Actions
No data							
Grand Total						0/0	

[Add More](#)

[Back](#) [Save as draft](#) [Continue](#)



Taxpayer can select goods based on Goods Type or SKU Code.

Request Number: 91000000180 NOTIFICATION FOR RECEIPT OF EXCISABLE GOODS

1 Sender/Receiver Details 2 Details of Goods 3 Summary 4 Declaration

Declare by ☒ Goods Type ☐ SKU Code

Transport Request# 91000000180 Date of Transportation 01/08/2020

Departure Warehouse 500001825904-001 Date of Receipt 15/09/2020

Arrival Warehouse 500001825904-002 RSP before Excise Tax(QAR) 150.00

Goods Type ENERGY DRINKS Quantity Sent 1,000

HS Code 22029090 Quantity Accepted 900

Brand CELSIUS Quantity Returned 0

Description CELSIUS SPARKLING WATE... Shortage 100

SKU Code 220290900030094001 Reasons for Shortage Inaccurate Quantity

Back Save

50%

Once all the details filled by Taxpayer, click on “Continue” button.

1 Sender/Receiver Details 2 Details of Goods 3 Summary 4 Declaration

Details of Goods

Details of Goods Download Upload Delete all

Date of Transportation	Departure Warehouse	Arrival Warehouse	Description	Quantity Sent	Quantity Received	Upload Status	Actions
01/08/2020	500001825904-001	500001825904-002	CELSIUS SPARKLING WATER ORANGE 355ML	1,000	900	✓	
12/08/2020	500001825904-002	500001825904-001	DOKHA CLUB GOLD 12G	1,000	1,000	✓	
Grand Total						2/2	

Add More

Back Save as draft Continue

50%



## Step 6: Summary

After clicking on "**Continue**" button, Taxpayer will be navigated to "Summary" screen where he can edit and add his details by clicking on "**Edit**" button.

**Summary**

1. Sender/Receiver Details

2. Details of Goods **EDIT**

3. Summary

4. Declaration

Back Save as draft Continue

**Summary**

1. Sender/Receiver Details

Type of Request Multiple Movements Month of Transportation August,2020

Destination Determination Warehouse to Warehouse

Do you have an automatic system to track the goods movement between your tax warehouse ? Yes

Sender	Departure Warehouse Name	Receiver	Arrival Warehouse Name
500001825904-001	ahmad Warehouse001	500001825904-002	ahmad Warehouse002
500001825904-002	ahmad Warehouse002	500001825904-001	ahmad Warehouse001

2. Details of Goods **EDIT**

Back Save as draft Continue



## Step 7: 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 National Authentication Section Sign-up.

**Declaration**

First Name: clark      Last Name: kent      Designation: Taxpayer      Date: 22/09/2020

Email Address: clark@gmail.com      Phone Number: + 974 55646913

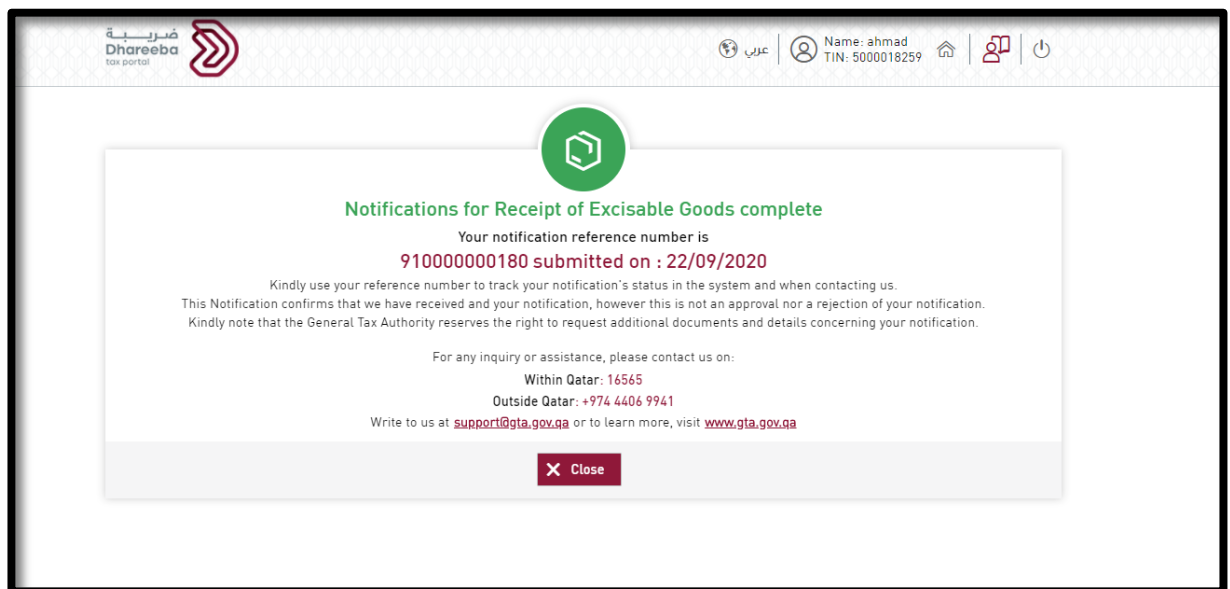
☒ I declare that the information provided in this notification is true and correct.

◀ Back      98%      Save as draft      Submit



## Step 8: Acknowledgment

After clicking on "**Submit**" button, Taxpayer will be navigated to "Acknowledgement" screen where the application reference number is displayed.



Under "View" option Taxpayer can view status of applications.

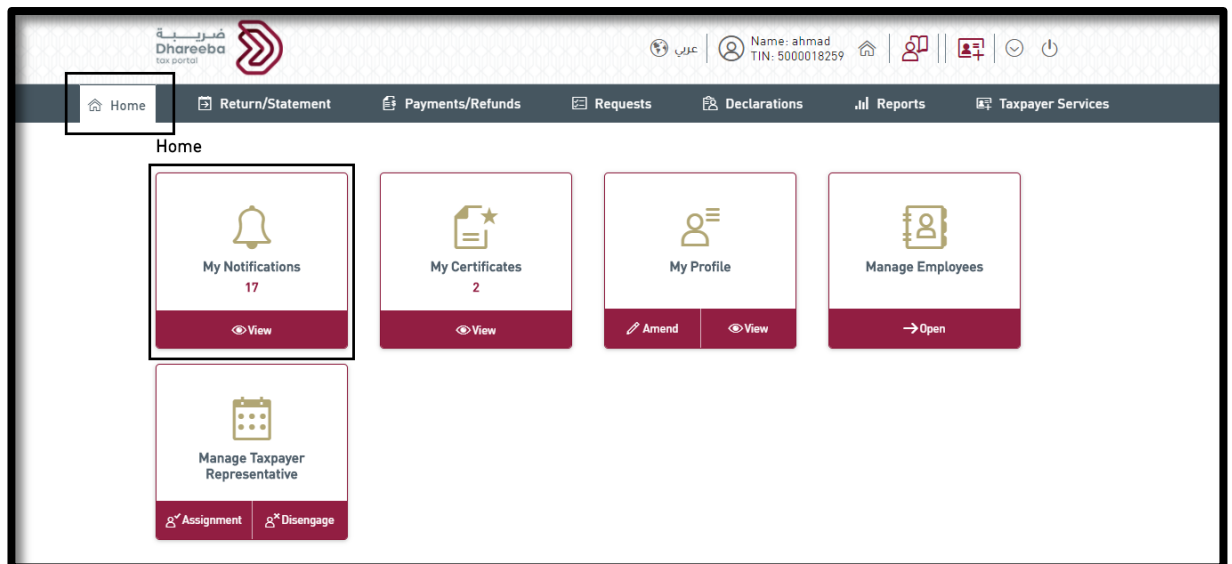


## Taxpayer Receives Notification after submission of Receipt Declaration

When Taxpayer submit the application, the Taxpayer will receive Notifications (Email, SMS) from GTA. The Taxpayer should log in to their respective dashboards to access the PDF.

## Notifications Received by Taxpayer on Submission of Receipt Declaration

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





Taxpayer will receive an SMS, Email and PDF Email for Reminder for Receipt Declaration.

# 6

## Steps to Amend Receipt of Multiple Movements

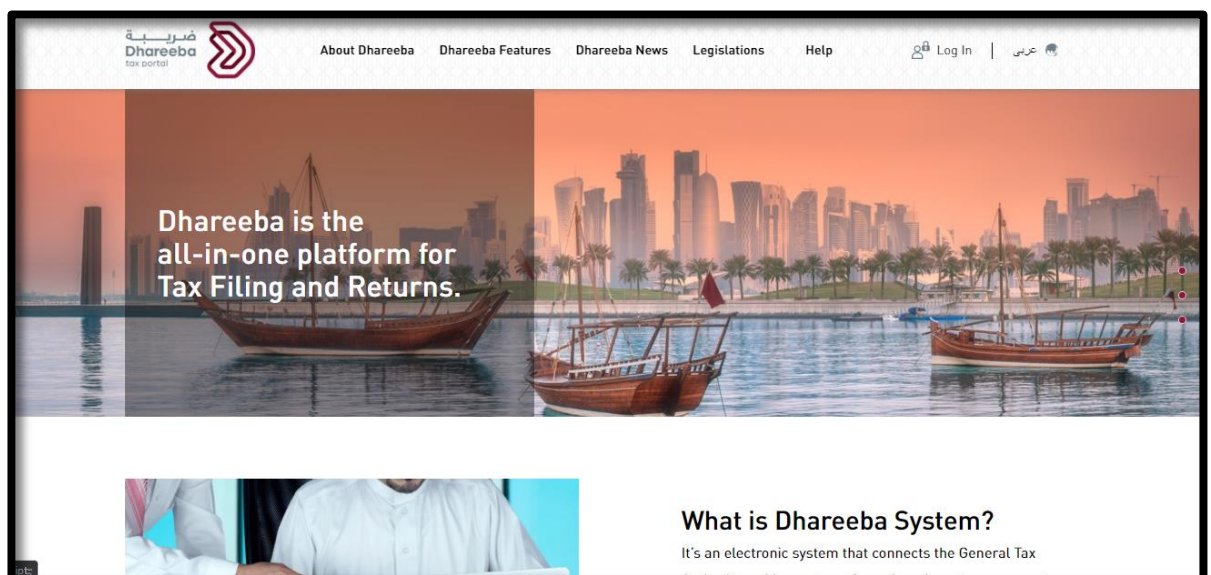


## 6 Steps to Amend Receipt of Multiple Movements

### 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.





نظام التوثيق الوطني  
National Authentication System

  
توثيق  
TANTHEEQ

Authenticate

Username & Password Authentication

Username

Password

Continue

[Forgot your password?](#)

[Create new account](#)

Cancel

Smart Card authentication

Login with Smartcard

[Smartcard FAQs](#)

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## Step 2: Dashboard

Click on "Notification for Receipt of Excisable Goods (View button)" tile under 'Declaration' tab, after navigates to the Taxpayer Dashboard. Click on "View" button.

The screenshot shows the Dhareeba Tax Portal dashboard. The 'Declarations' tab is selected in the top navigation bar. The dashboard displays six tiles for different declaration types:

- Contract Declaration: Create, View
- Notification for Receipt of Excisable Goods: View (highlighted with a red box)
- Notification on the CBC reporting entity: Create, View
- Submission of Master File/ Local File: Open
- Voluntary Disclosure: Create, View
- Damaged/Lost Excisable Goods: Create, View

The screenshot shows the 'Notification for Receipt of Excisable Goods' page. It displays a table with the following data:

Reference #	Type	Source	Destination	Month of Reporting	Status	Actions
910000000180	Multiple Movements			August, 2020	Declaration Filed	

At the bottom left, there is a 'Back' button.



## Step 4: Instructions for Taxpayers

After clicking on "**Reference Number** or **Edit**" button, Taxpayer will be navigated to "Instructions" screen where he needs to read all the instructions before clicking on "**Start Now**" button.

The screenshot shows the 'Instructions for Taxpayers' screen. At the top, there is a header with the Dhareeba logo, a language selector (عربي), and user information (Name: ahmad, TIN: 5000018259). The main heading is 'Instructions for Taxpayers', followed by a sub-heading: 'These instructions need to be read and understood before starting the Notification for Receipt of Excisable Goods'. Below this, there are three bullet points:
 

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

 There are two dropdown menus: 'Type of Request' (set to 'Multiple Movements') and 'Destination Determination' (set to 'Warehouse to Warehouse'). At the bottom, there are two buttons: 'Back' and 'Start Now'.

## Step 5: Sender / Receiver Details

Click on "**Continue**" button on "Sender/ Receiver Details" screen to proceed further.

The screenshot shows the 'Sender/Receiver Details' screen. At the top, there is a header with the Dhareeba logo, a language selector (عربي), and user information (Name: ahmad, TIN: 5000018259). Below the header, there is a sub-header: 'Request Number: 910000000180 NOTIFICATION FOR RECEIPT OF EXCISABLE GOODS'. The screen is divided into four steps: 1. Sender/Receiver Details (active), 2. Details of Goods, 3. Summary, and 4. Declaration. Under step 1, there is a 'Month of Transportation' dropdown (set to 'August, 2020') and a question: 'Do you have an automatic system to track the goods movement between your tax warehouse?' with 'Yes' selected. Below this is a table with two rows of warehouse details:
 

Departure Warehouse	Departure Warehouse Name	Arrival Warehouse	Arrival Warehouse Name
500001825904-001	ahmad Warehouse001	500001825904-002	ahmad Warehouse002
500001825904-002	ahmad Warehouse002	500001825904-001	ahmad Warehouse001

 At the bottom, there are three buttons: 'Back', 'Save as draft', and 'Continue'. A progress bar shows 25% completion.



## Step 6: Details of Goods

Amend details of Goods Manually or by using Download/ Upload functionality.

**Details of Goods**

1 Sender/Receiver Details 2 Details of Goods 3 Summary 4 Declaration

Details of Goods Download Upload Delete all

Date of Transportation	Departure Warehouse	Arrival Warehouse	Description	Quantity Sent	Quantity Received	Upload Status	Actions
01/08/2020	500001825904-001	500001825904-002	CELSIUS SPARKLING WATER ORANGE 355ML	1,000	900	✓	✎ ✕ 📄
12/08/2020	500001825904-002	500001825904-001	DOKHA CLUB GOLD 12G	1,000	1,000	✓	✎ ✕ 📄
<b>Grand Total</b>						2/2	

+ Add More

Back 50% Save as draft Continue

Taxpayer can search for goods via Goods Type or SKU Code.

**Details of Goods**

1 Sender/Receiver Details 2 Details of Goods 3 Summary 4 Declaration

Declare by ☒ Goods Type ☐ SKU Code

Transport Request# 910000000180 Date of Transportation 04/08/2020

Departure Warehouse 500001825904-002 Date of Receipt 23/09/2020

Arrival Warehouse 500001825904-001 RSP before Excise Tax (QAR) 70.00

Goods Type CARBONATED DRINKS Quantity Sent 1,000

HS Code 22029100 Quantity Accepted 900

Brand BRITVIC Quantity Returned 50

Description BRITVIC GINGER ALE 200ML Shortage 50

SKU Code 220291000020394001 Reasons for Shortage Loss in Transit

Back 50% Save



**ضريبة**  
Dhareeba  
tax portal

عربي | Name: ahmad  
TIN: 5000018259

1 Sender/Receiver Details 2 **Details of Goods** 3 Summary 4 Declaration

**Details of Goods** [Download](#) [Upload](#) [Delete all](#)

Date of Transportation	Departure Warehouse	Arrival Warehouse	Description	Quantity Sent	Quantity Received	Upload Status	Actions
01/08/2020	500001825904-001	500001825904-002	CELSIUS SPARKLING WATER ORANGE 355ML	1,000	900	✓	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>
12/08/2020	500001825904-002	500001825904-001	DOKHA CLUB GOLD 12G	1,000	1,000	✓	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>
04/08/2020	500001825904-002	500001825904-001	BRITVIC GINGER ALE 200ML	1,000	900	✓	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>
<b>Grand Total</b>						3/3	

[Add More](#)

[Back](#) [Save as draft](#) [Continue](#)

50%

## Step 7: Summary

After clicking on "Continue" button, Taxpayer will be navigated to "Summary" screen where he can edit and add his details by clicking on "Edit" button.

**ضريبة**  
Dhareeba  
tax portal

عربي | Name: ahmad  
TIN: 5000018259

1 Sender/Receiver Details 2 Details of Goods 3 **Summary** 4 Declaration

> 1. Sender/Receiver Details

2. Details of Goods [EDIT](#)

[Back](#) [Save as draft](#) [Continue](#)

75%



**ضريبة**  
Dhareeba  
tax portal

عربي | Name: ahmad  
TIN: 5000018259

1 Sender/Receiver Details 2 Details of Goods 3 Summary 4 Declaration

1. Sender/Receiver Details

Type of Request: Multiple Movements Month of Transportation: August, 2020

Destination Determination: Warehouse to Warehouse

Do you have an automatic system to track the goods movement between your tax warehouse? Yes

Sender	Departure Warehouse Name	Receiver	Arrival Warehouse Name
500001825904-001	ahmad Warehouse001	500001825904-002	ahmad Warehouse002
500001825904-002	ahmad Warehouse002	500001825904-001	ahmad Warehouse001

> 2. Details of Goods EDIT

Back 75% Save as draft Continue

**ضريبة**  
Dhareeba  
tax portal

عربي | Name: ahmad  
TIN: 5000018259

1 Sender/Receiver Details 2 Details of Goods 3 Summary 4 Declaration

> 1. Sender/Receiver Details

2. Details of Goods EDIT

Departure Warehouse	Arrival Warehouse	Goods Type	UoM	Quantity Sent	Quantity Accepted	Quantity Shortage/Return
500001825904-001	500001825904-002	ENERGY DRINKS	ML	1000.00	900.00	100.00
500001825904-002	500001825904-001	TOBACCO AND ITS DERIVATIVES		1000.00	1000.00	0.00
		CARBONATED DRINKS	ML	1000.00	900.00	100.00
Total				3,000	2,800	200

Back 75% Save as draft Continue



## Step 8: Declaration

After clicking on "Continue" button, Taxpayer will be navigated to "Declaration" screen. Taxpayer needs to select the checkbox to enable the **"Submit"** button.

**Declaration**

First Name: clark      Last Name: kent      Designation: Taxpayer      Date: 22/09/2020

Email Address: clark@gmail.com      Phone Number: + 974 55646913

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

[Back](#)      98%      [Save as draft](#)      [Submit](#)



## Step 9: Acknowledgment

After clicking on "Submit" button, Taxpayer will be navigated to "Acknowledgement" screen where the application reference number is displayed.

**Notifications for Receipt of Excisable Goods complete**

Your notification reference number is  
**910000000180 submitted on : 22/09/2020**

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

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**

## Status of Excisable Goods-Multiple moments form

Under "View" option Taxpayer can view status of applications.

**Notification for Receipt of Excisable Goods**

Reference #	Type	Source	Destination	Month of Reporting	Status	Actions
910000000180	Multiple Movements			August, 2020	Declaration Amended	

**Back**

- End of Document -