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tax portal

الهيئة العامة للضرائب
GENERAL TAX AUTHORITY

Application for Monthly Multiple Goods Transport

User Manual

Dhareeba Tax Portal

Application for Goods Transport
version 1.0 -2020

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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

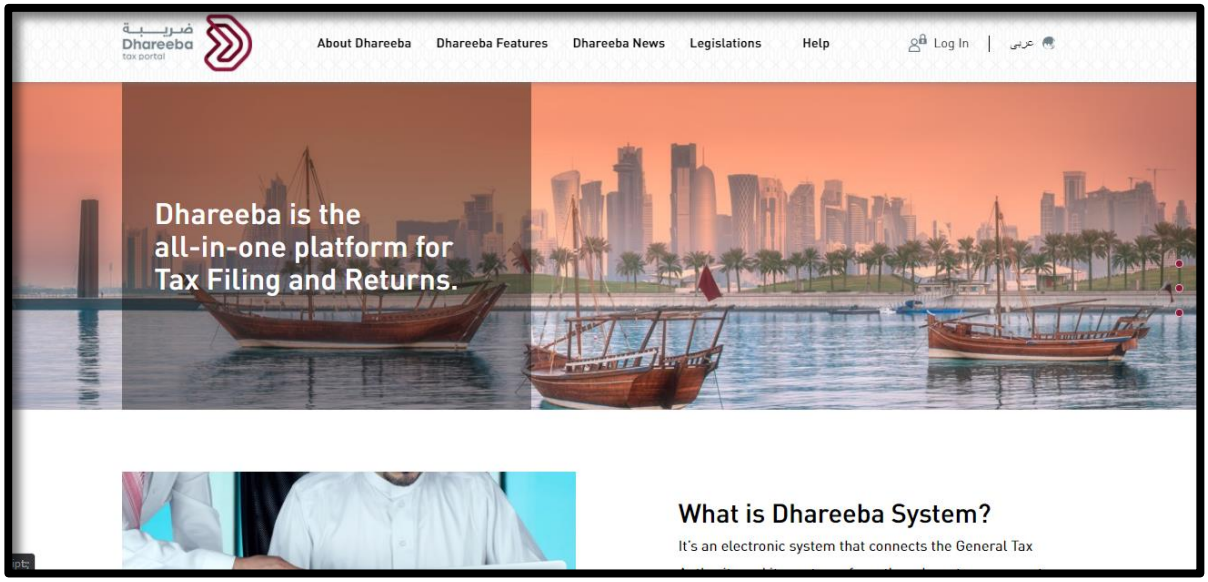
Steps to submit Applications for Multiple Movements

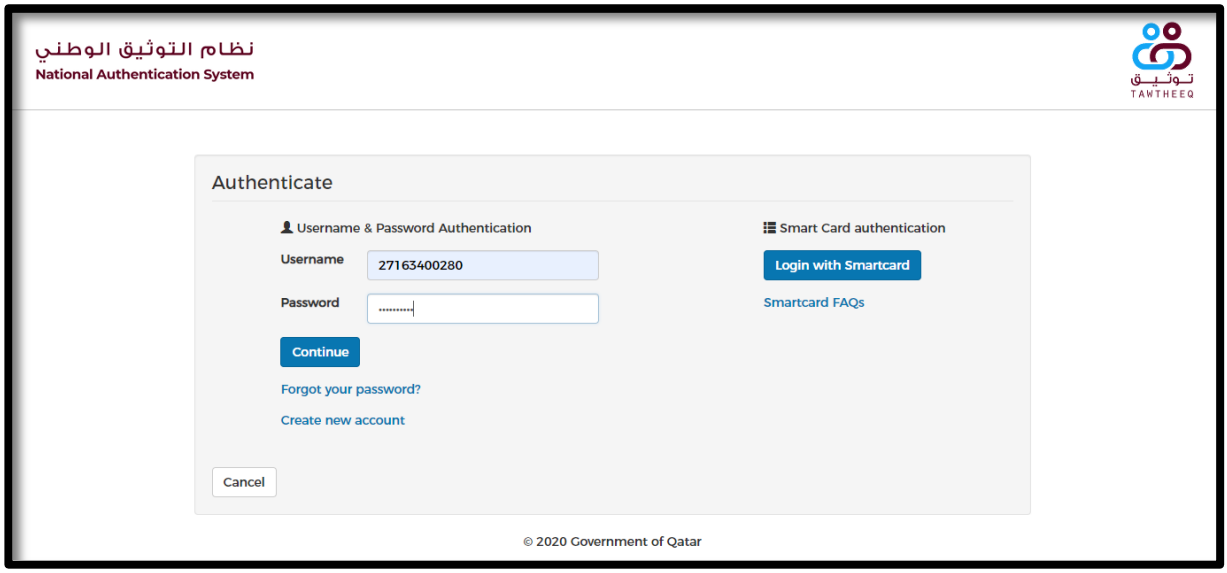
2 Steps to submit Applications for Multiple Movements

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).

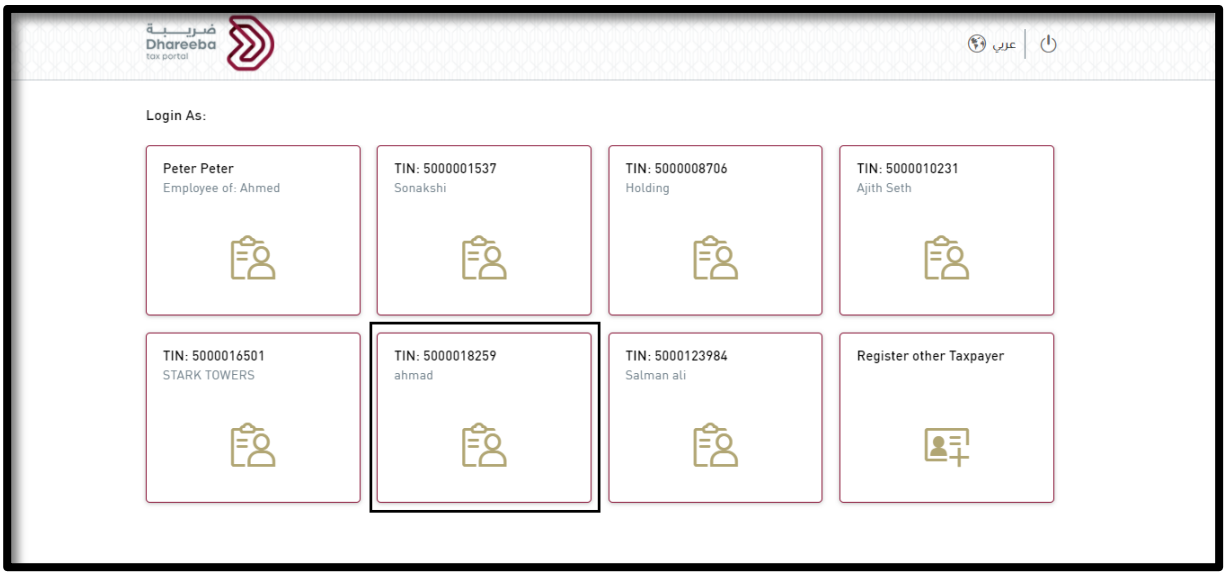
NOTE: “FAQ” and “Taxpayer Guide” are available under the “Help” tab



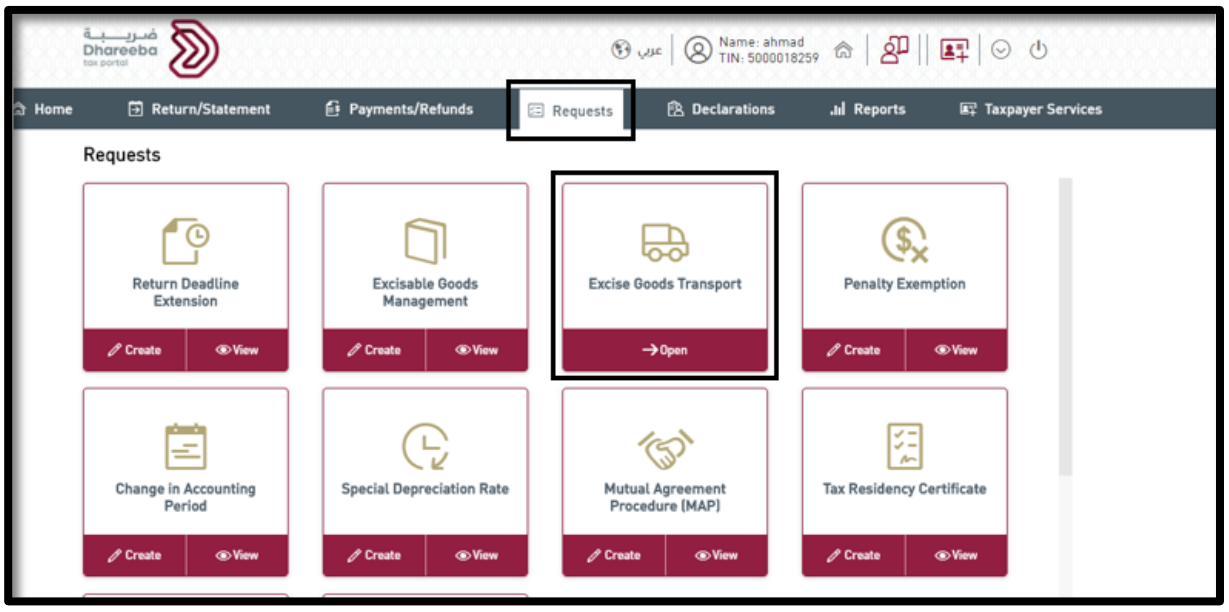


Step 2: Dashboard

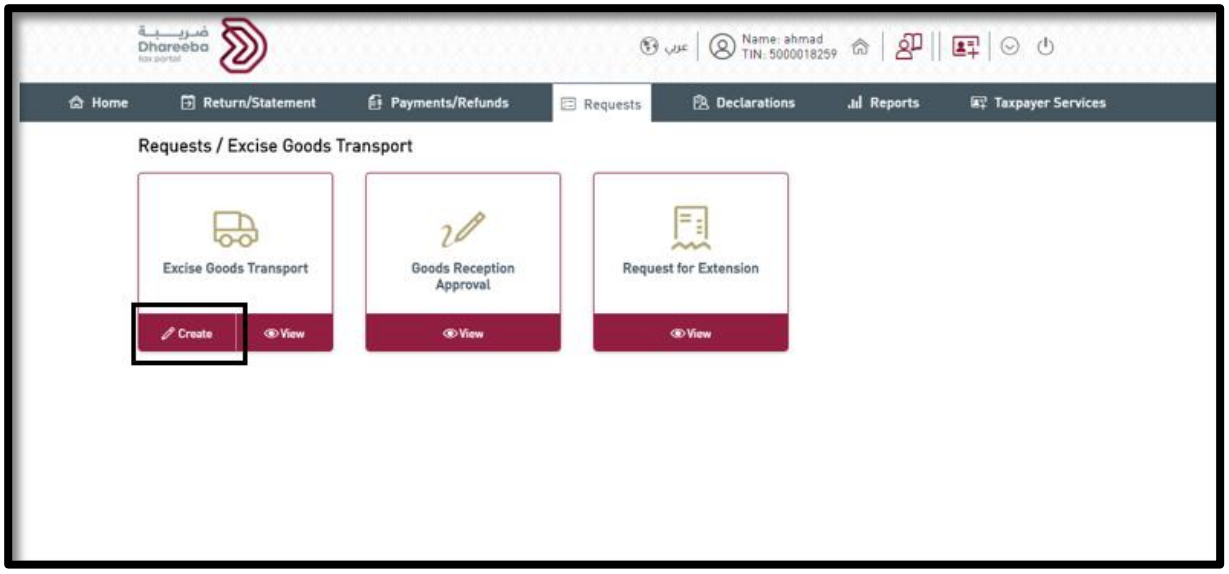
After successful login, Taxpayer will be navigated to the below screen. Taxpayer should click on the TIN for which the application is to be submitted.



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

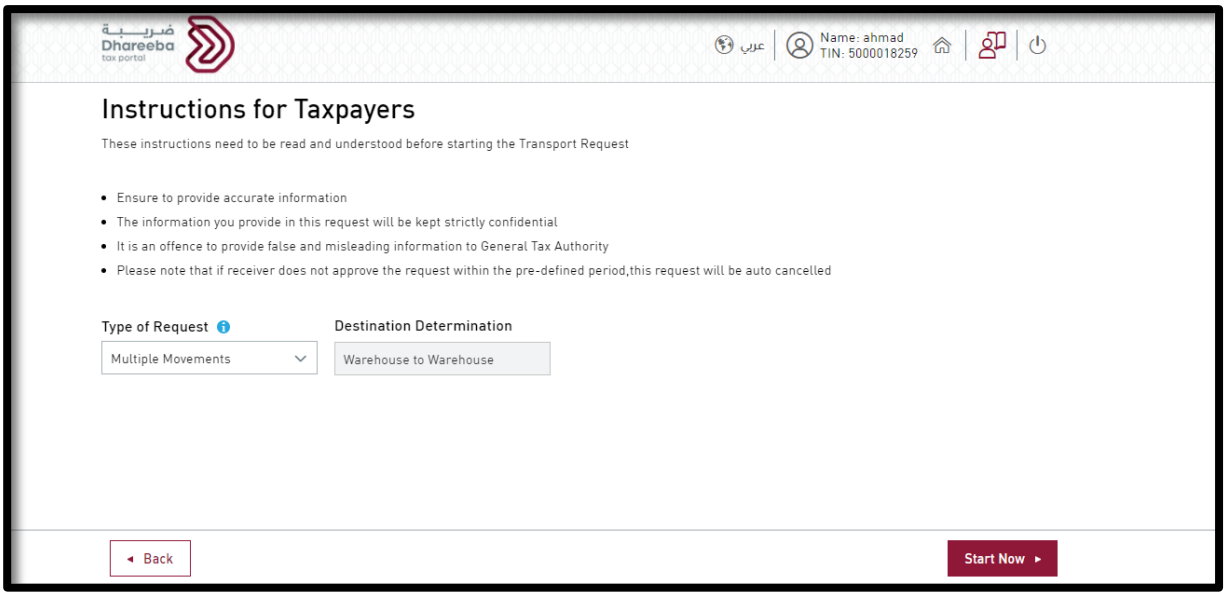


Taxpayer should click on "Excise Goods Transport (Open button)" tile under ‘Request’ tab and Click on "Create” button.



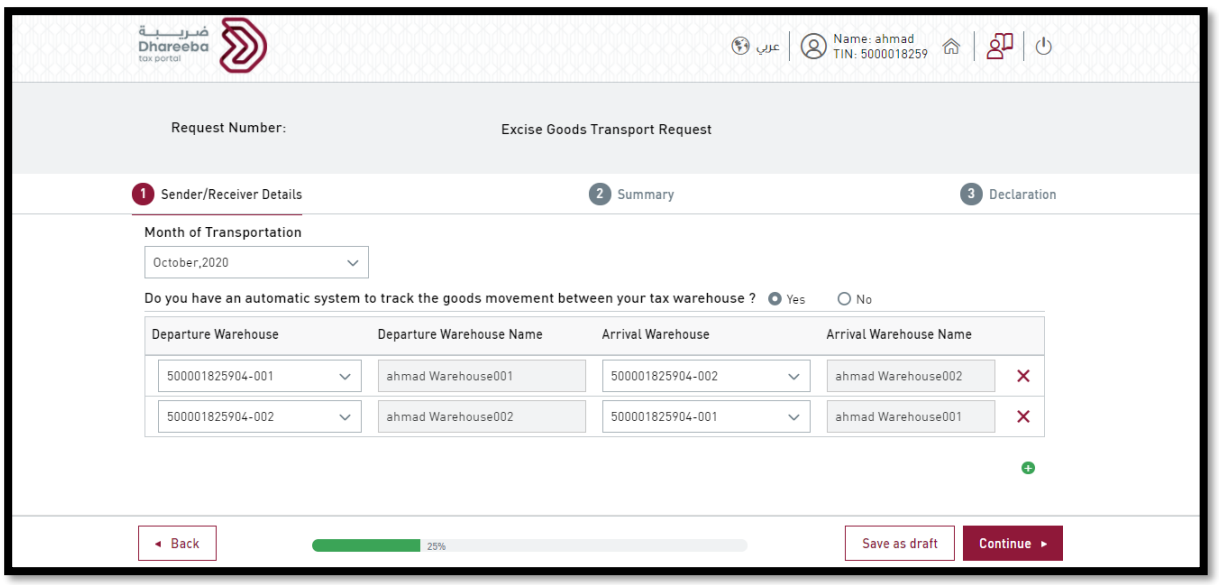
Step 3: Instructions

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.



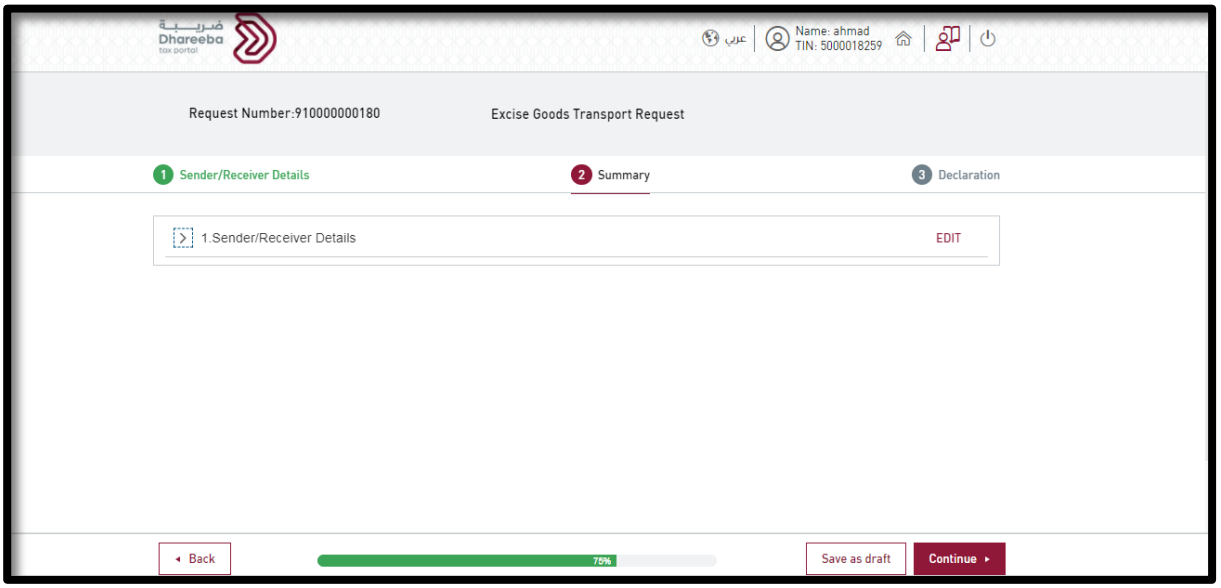
Step 4: Sender / Receiver Details

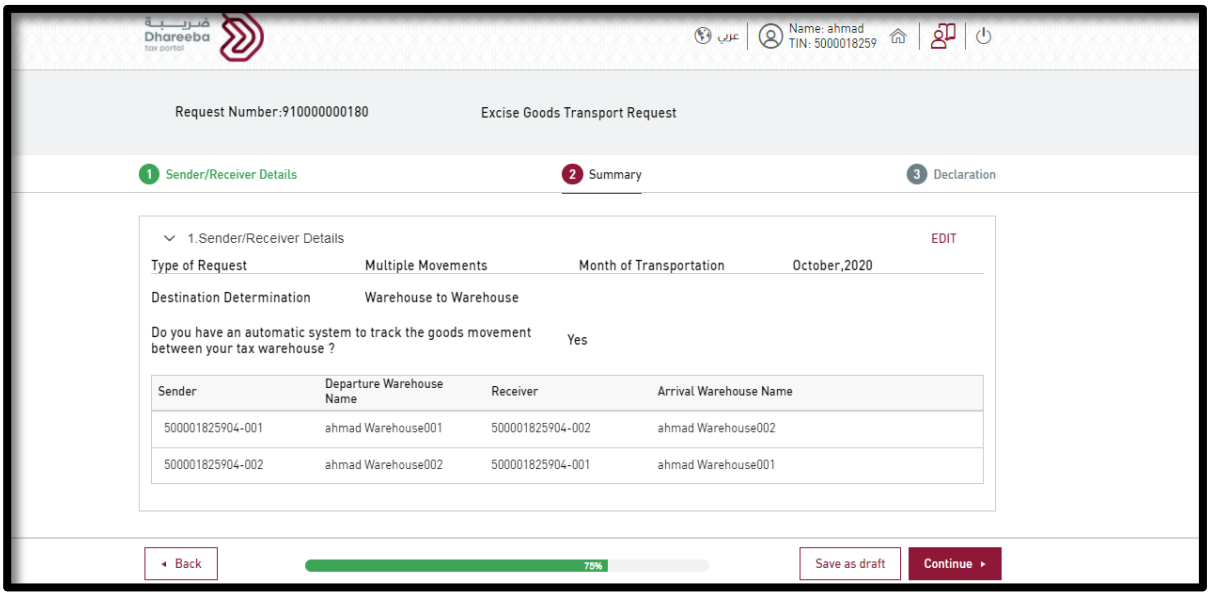
Select all Mandatory details on “Sender/ Receiver Details” screen & click on “Continue” button.



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.

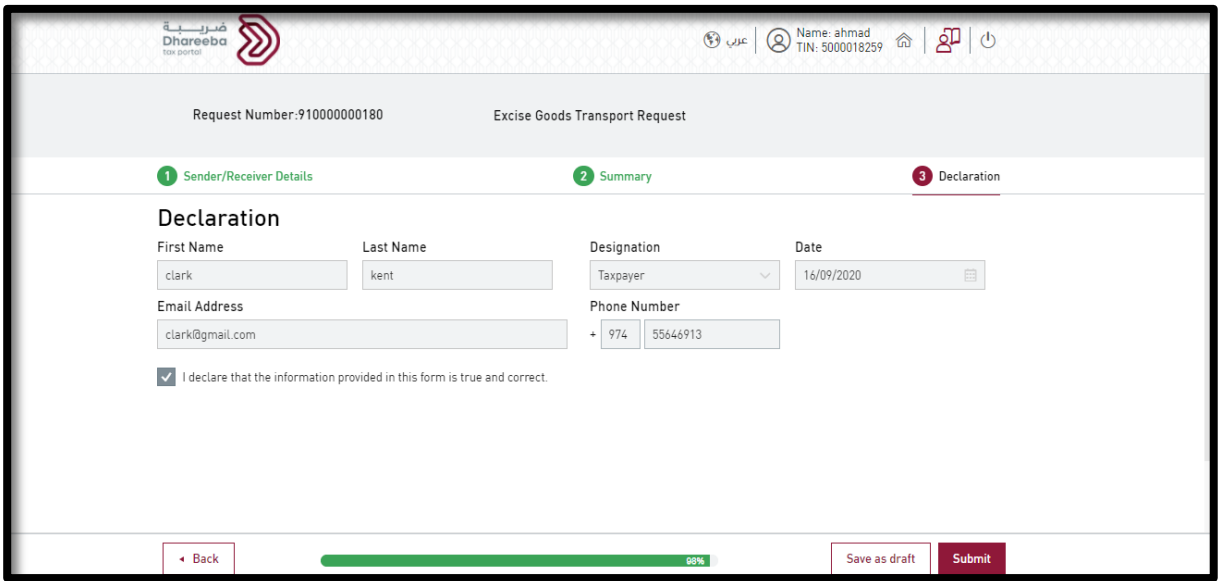




Step 6: Declaration

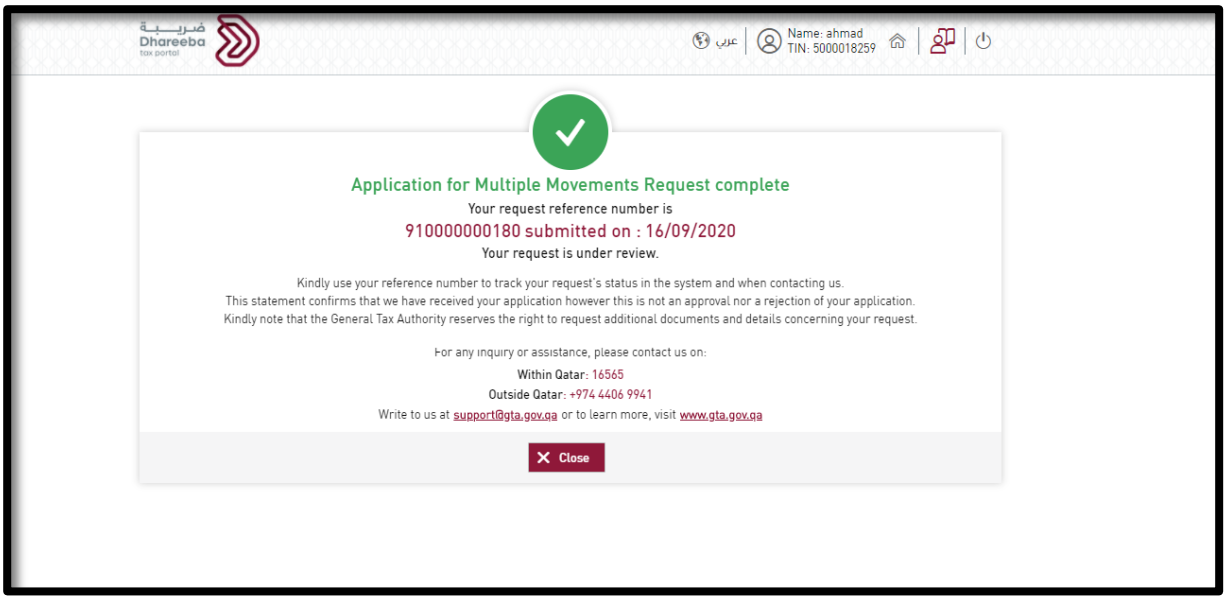
After clicking on "Continue" button, the Taxpayer will be navigated to "Declaration" screen where the details in all the fields will be pre-populated from National Authentication Section Sign-up.

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



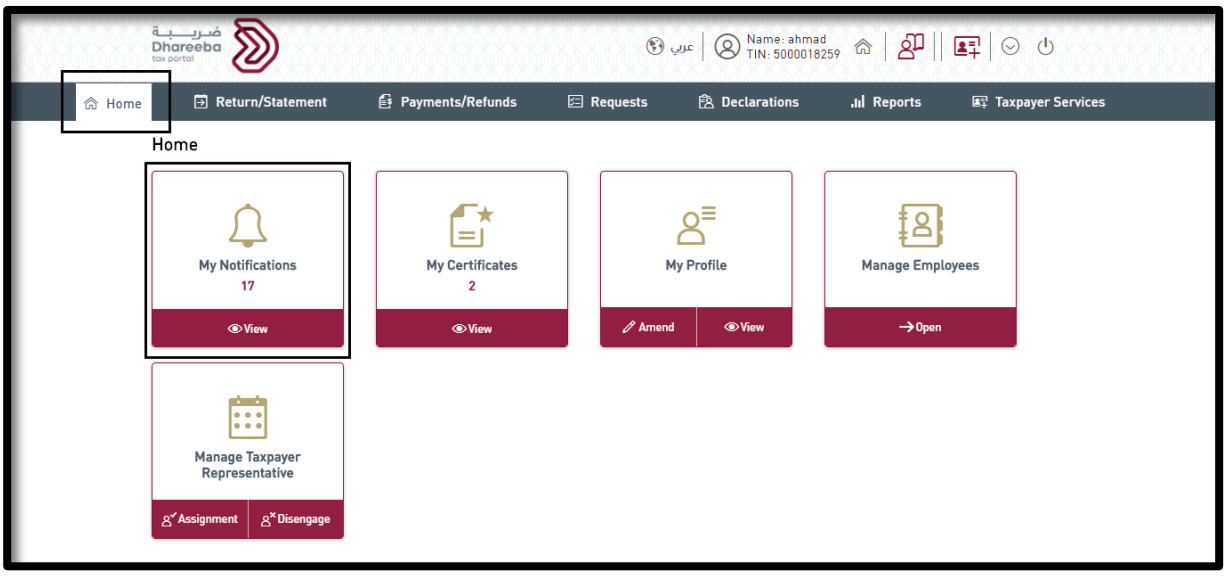
Step 7: Acknowledgment

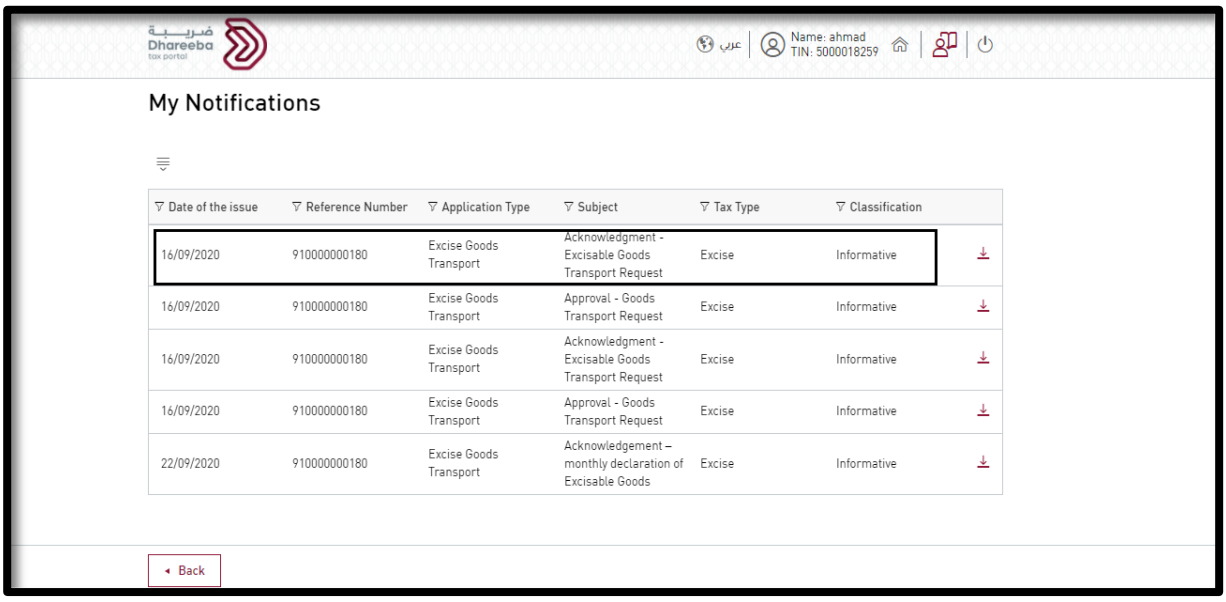
After clicking on "Submit" button, Taxpayer will be navigated to "Acknowledgement" screen where the application reference number is displayed



Steps how Taxpayer can open and view notifications on the portal

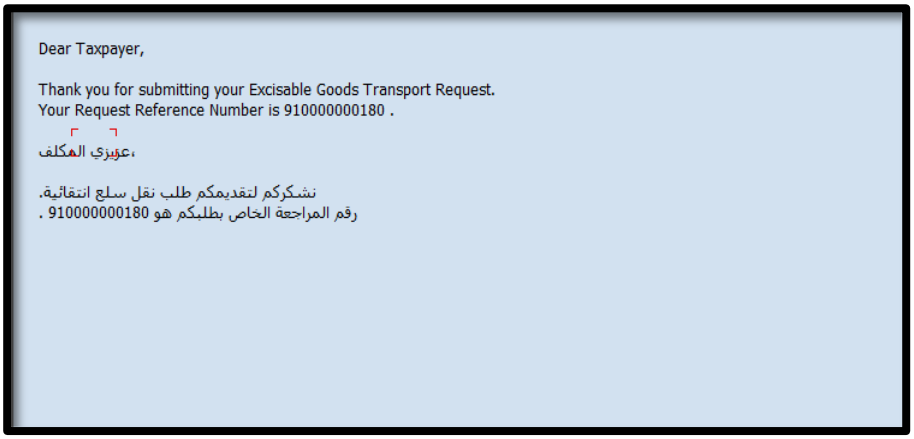
Taxpayer should log in to Taxpayer Portal and needs to click on “View” button on “My Notifications” tile under the “Home” tab.



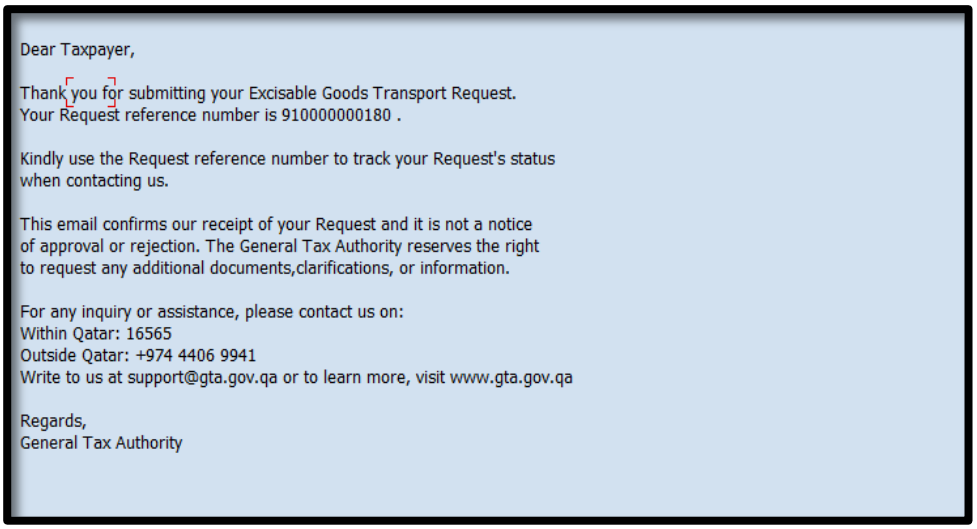


Taxpayer will receive SMS, Email, PDF on Mobile, Email ID, Dashboard

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.

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Dhareeba
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 910000000180.

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: 16565
Outside Qatar: +974 4406 9941

Write to us at: tax.support@gta.gov.qa
or to learn more visit: dhareeba.gov.qa

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GENERAL TAX AUTHORITY

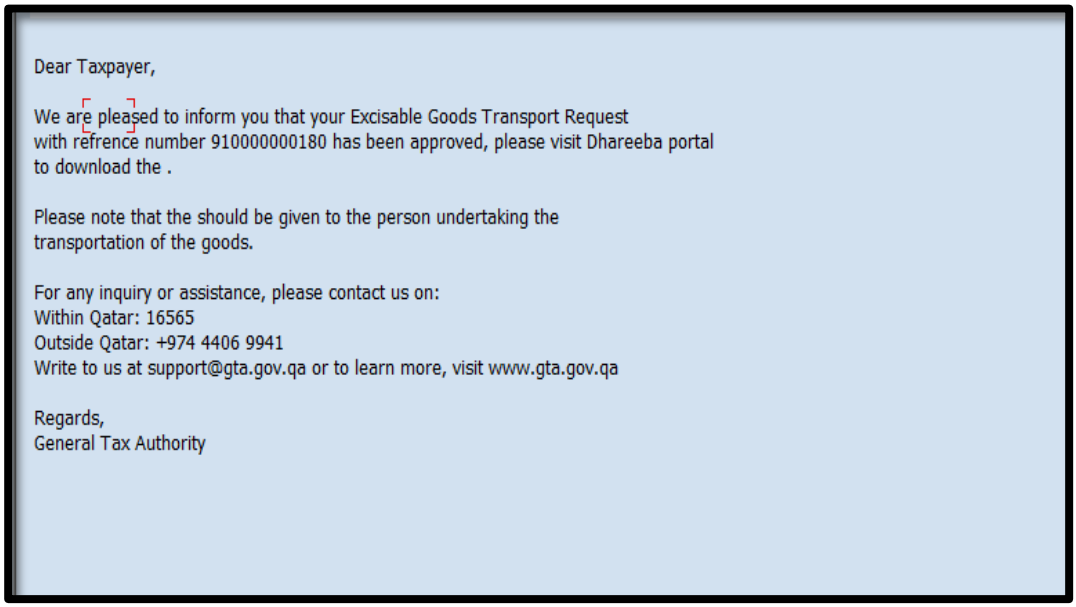
SMS: Taxpayer will receive an SMS when the Goods Transport request application has been Approved.

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 refrence 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 or to learn more, visit 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 Excisable Goods Transport Request

Dear Taxpayer,

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

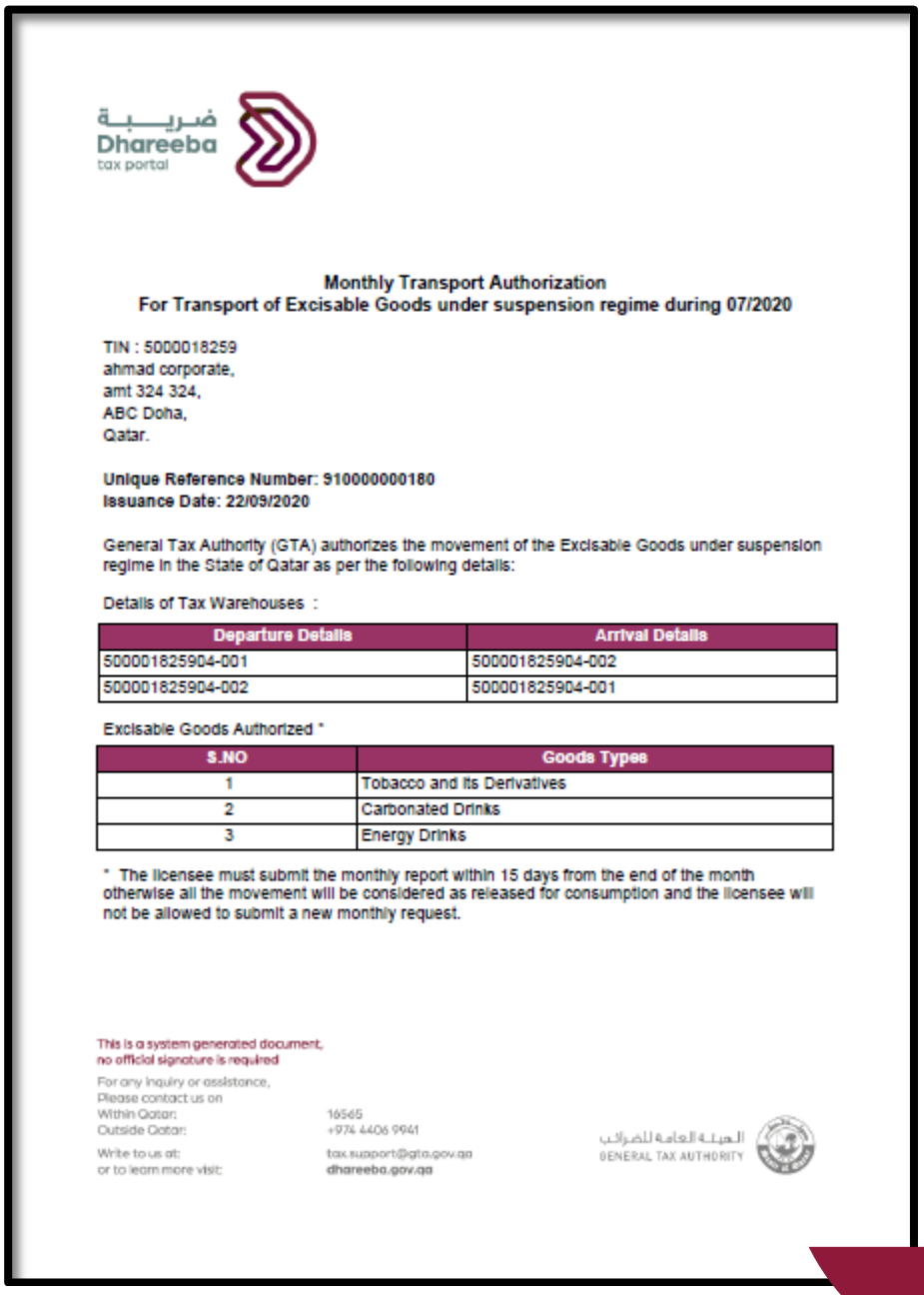
Please note that the Monthly Transport Authorization should be given to the person undertaking the transportation of the goods.

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

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

الهيئة العامة للضرائب
GENERAL TAX AUTHORITY

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



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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: 16565
Outside Qatar: +974 4406 9941
Write to us at: tax.support@gta.gov.qa
or to learn more visit: dhareeba.gov.qa

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GENERAL TAX AUTHORITY

3

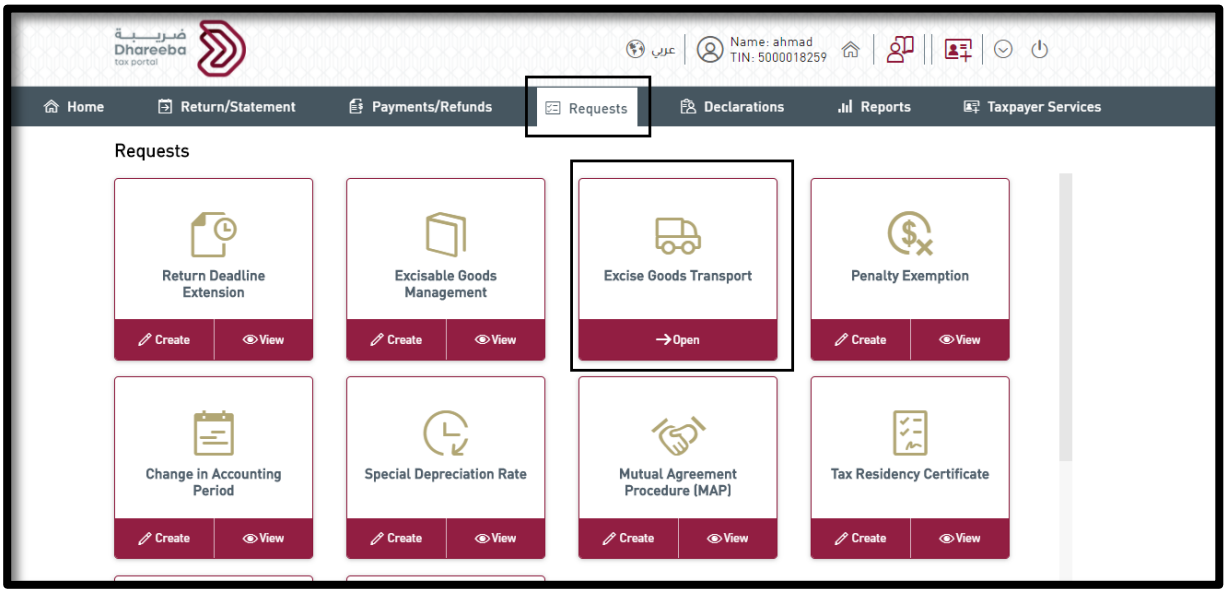
Steps for Auto-Cancellation of Multiple Movements

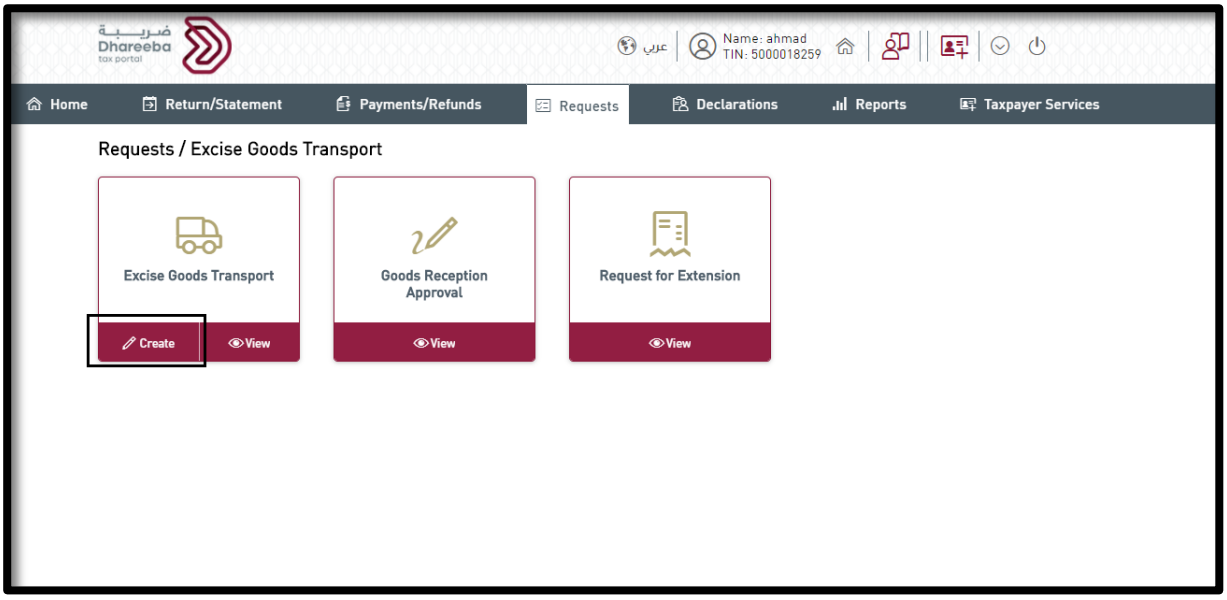
3 Steps for Auto-Cancellation of Multiple Movements

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.

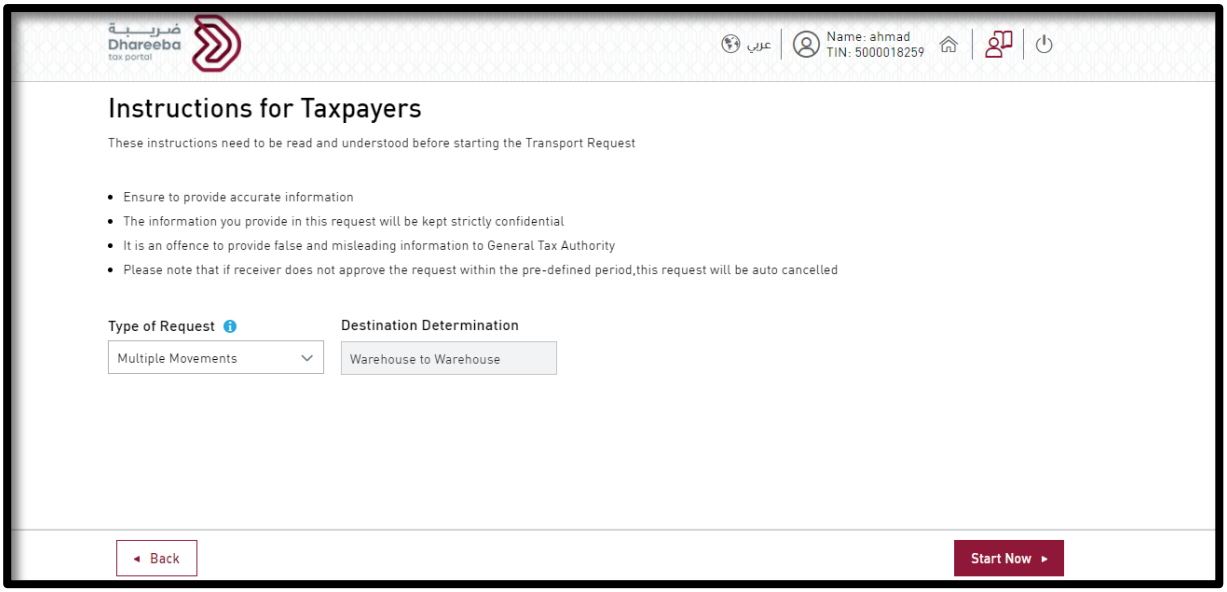




Step 2: Instructions for Taxpayers

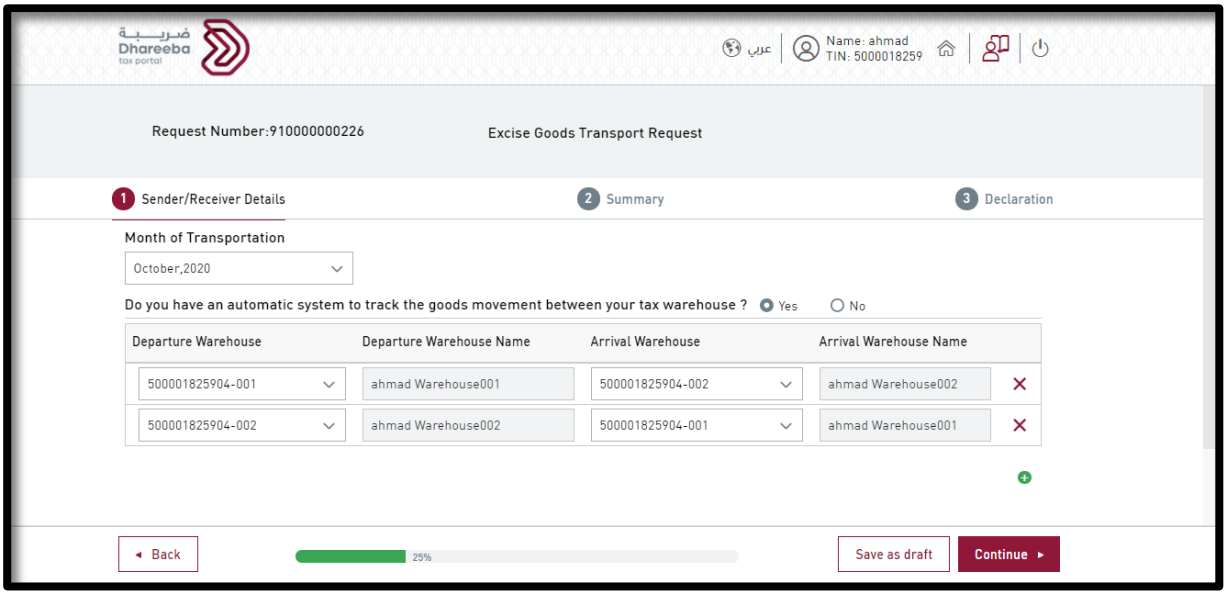
The Taxpayer should read the Instructions for Taxpayers and then click on “Start Now” button to proceed.

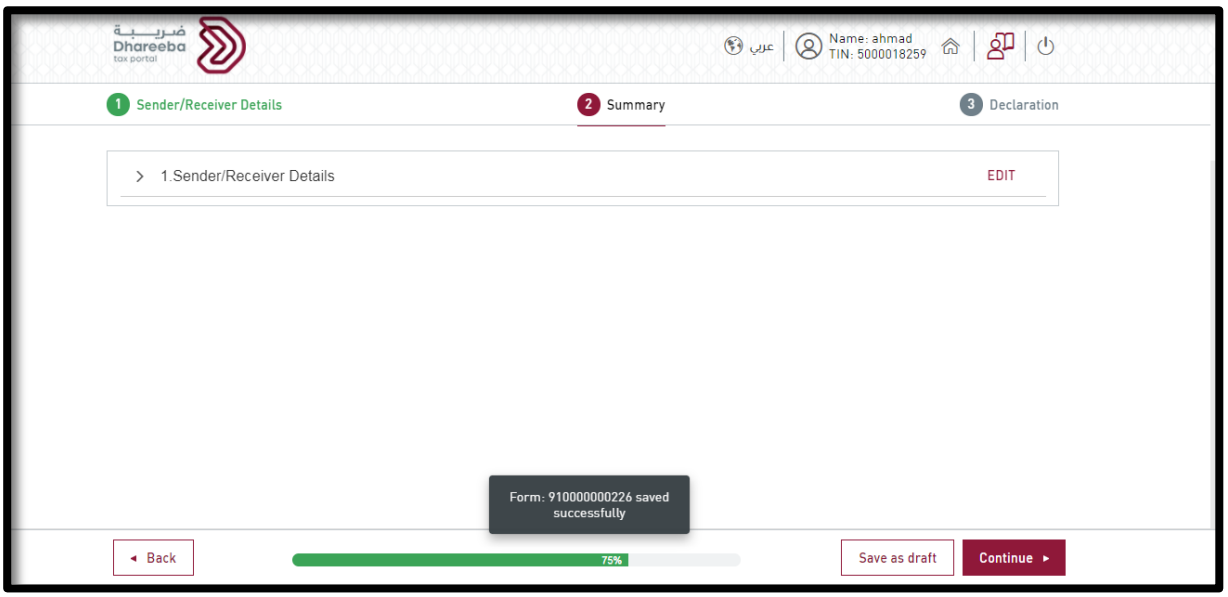
In case the Taxpayer clicks on Back button, this will navigate back to the Home Page.



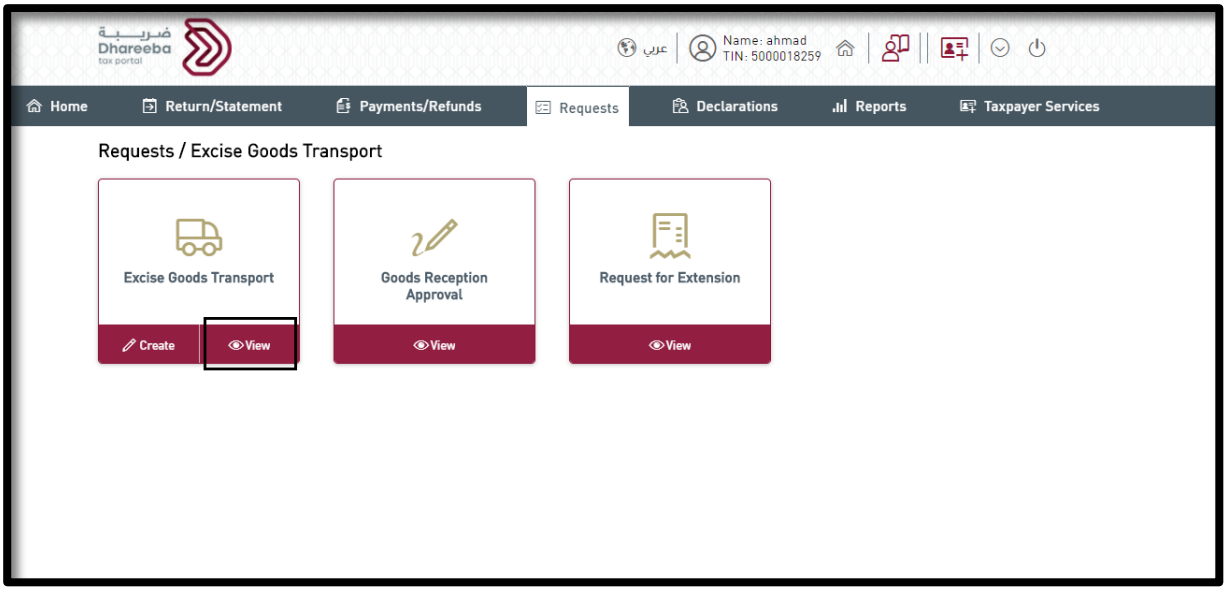
Step 3: Sender/Receiver Details

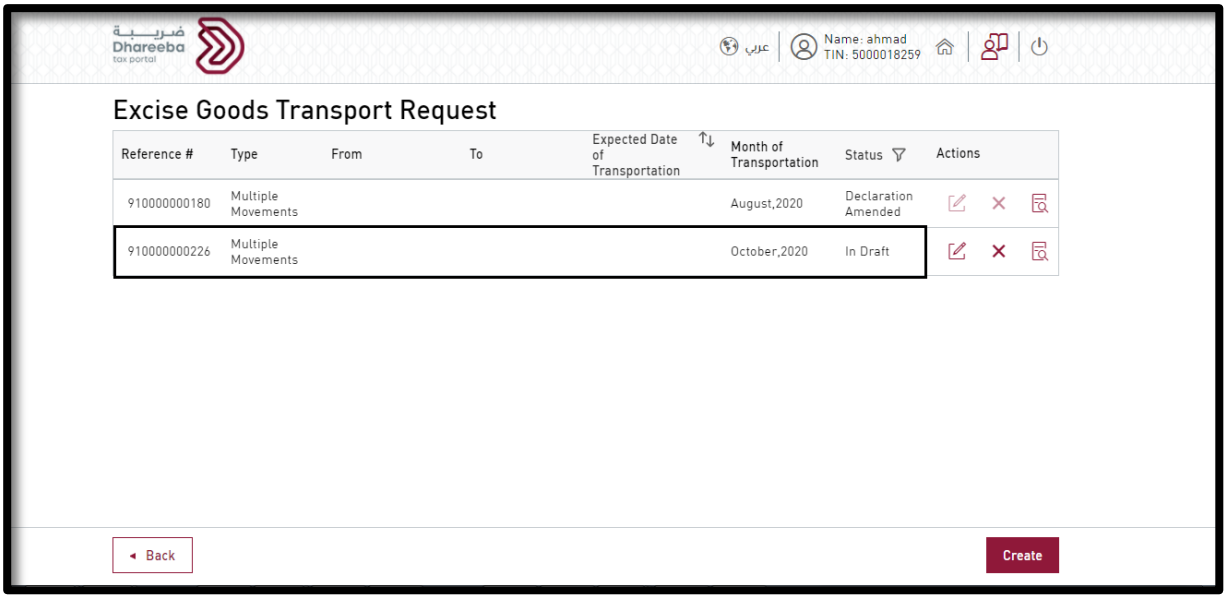
Edit the details on “Sender/ Receiver Details” screen and click on “Save as draft” button.



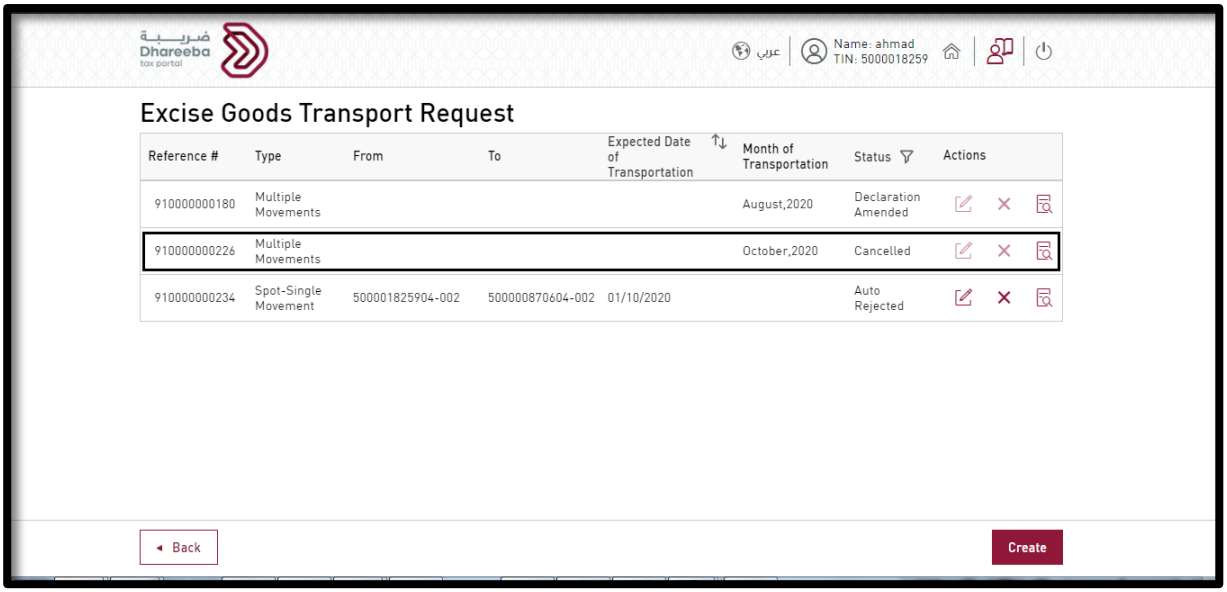


Taxpayer can check the Save as draft application status in the view option.



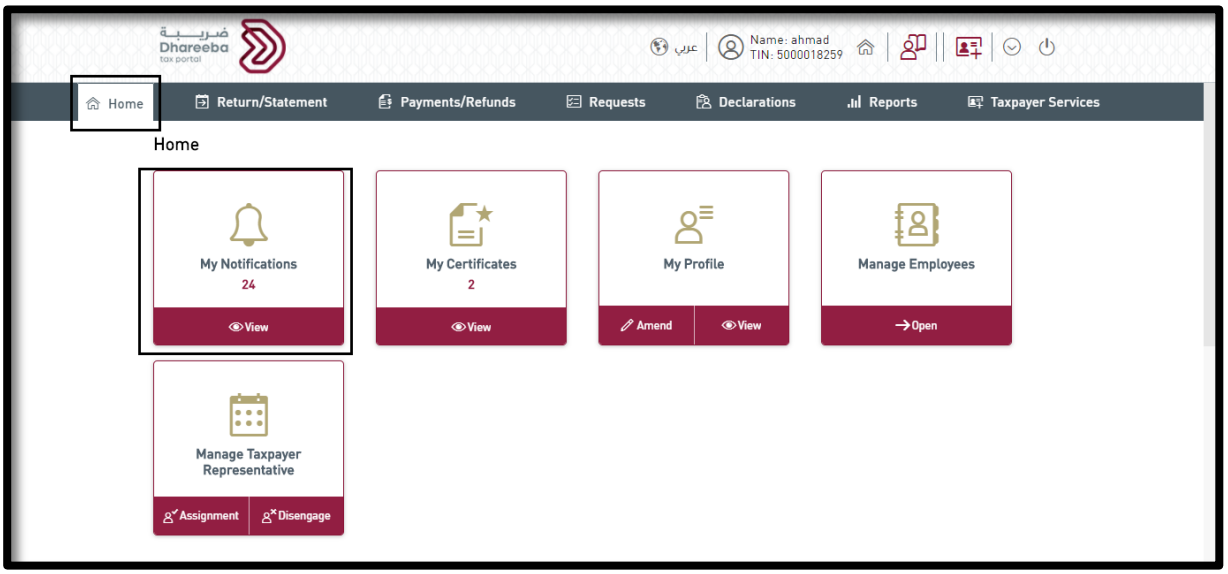


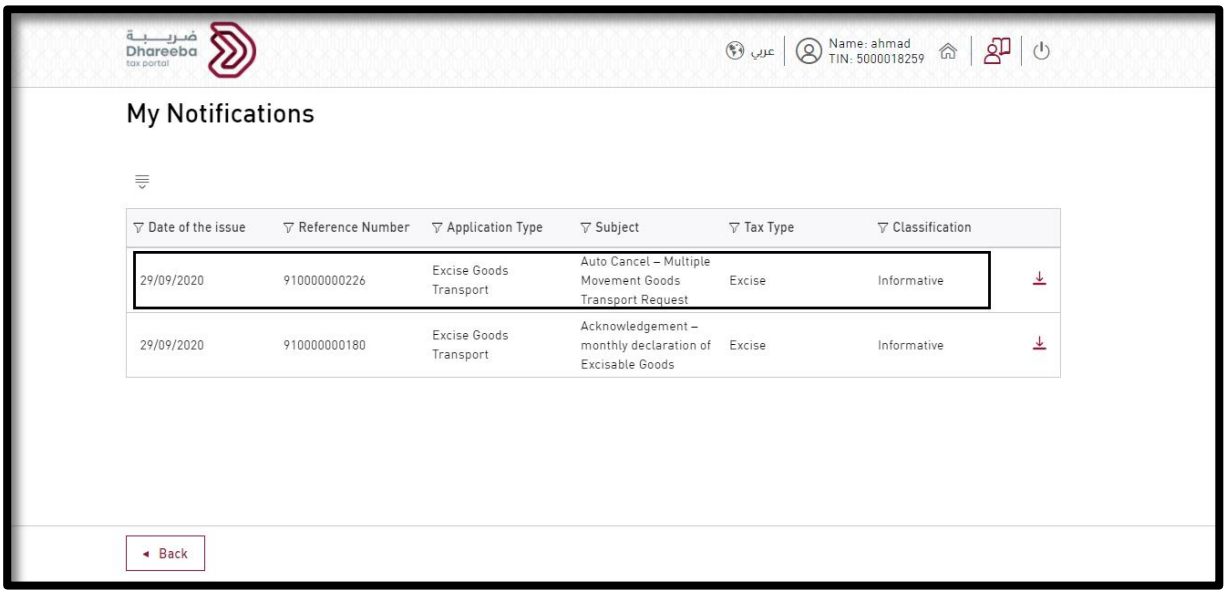
Application will be cancelled automatically if the permitted time to submit the requests expires.



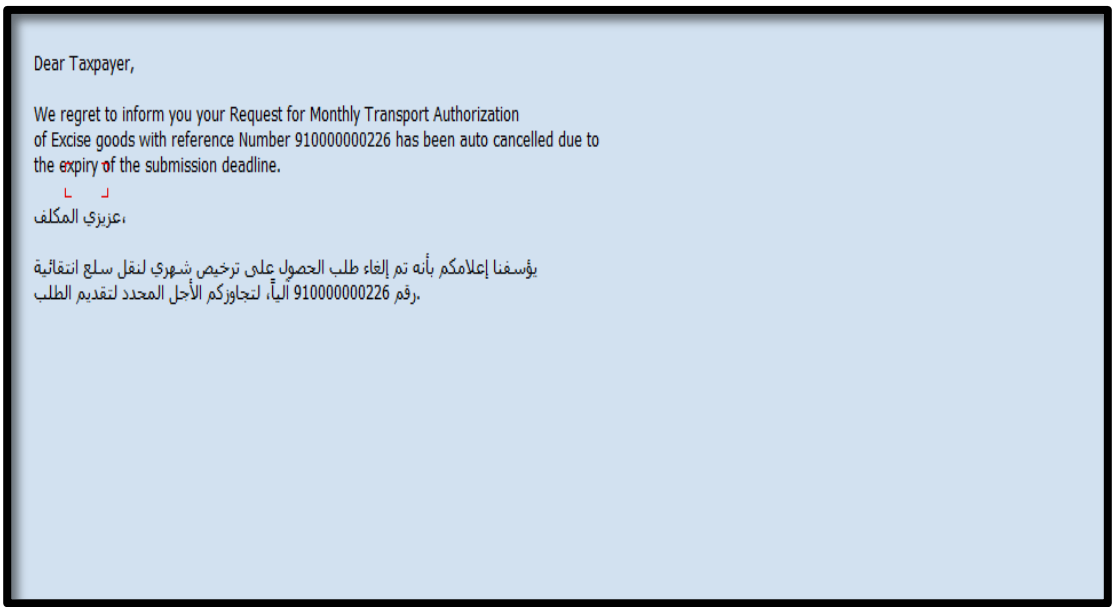
Notifications Received by Taxpayer on Auto-Cancellation

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.



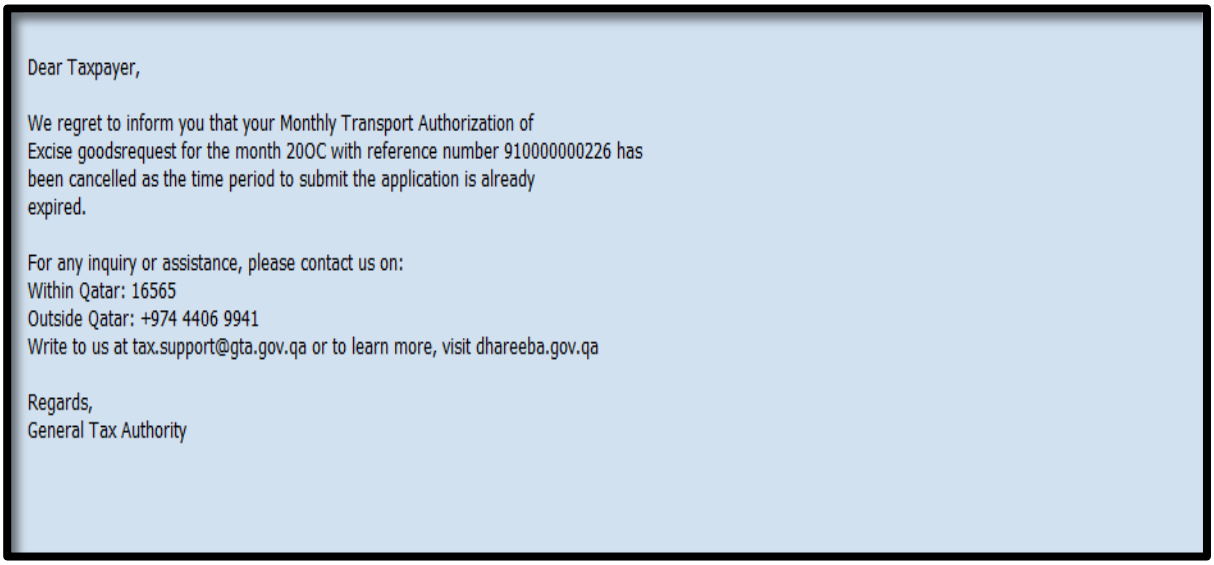
Dear Taxpayer,

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 آلياً، 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 goodsrequest 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 or to learn more, visit dhareeba.gov.qa

Regards,
General Tax Authority

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

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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 goodsrequest 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: 16565
Outside Qatar: +974 4406 9941

Write to us at: tax.support@gta.gov.qa
or to learn more visit: dhareeba.gov.qa

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GENERAL TAX AUTHORITY

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4

Steps to Cancel Receipt of Multiple Movements

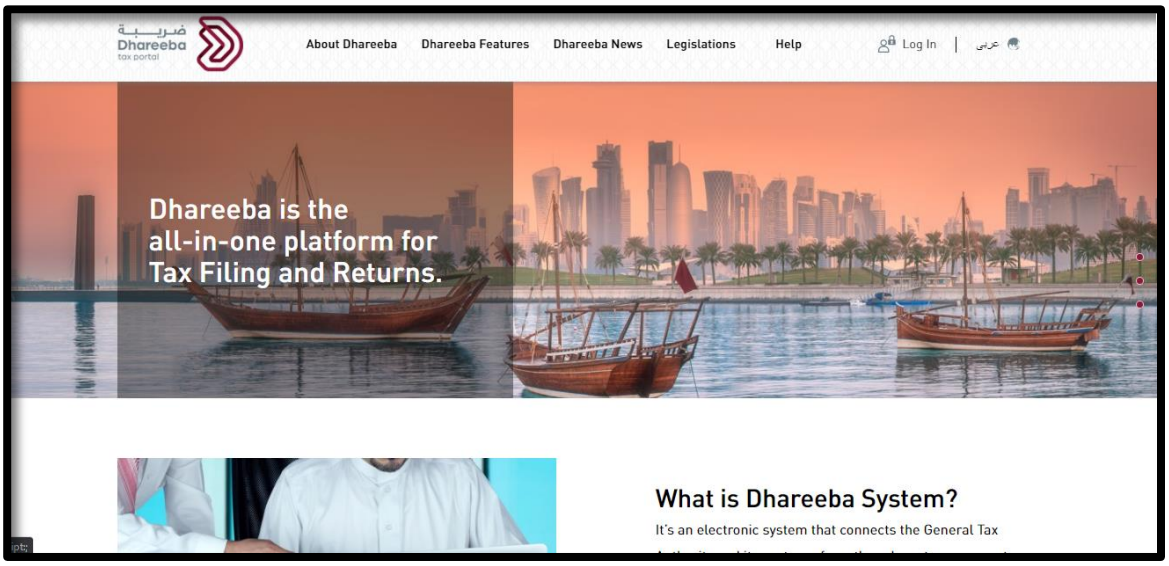
Multiple Movements
version 1.0 - 2020

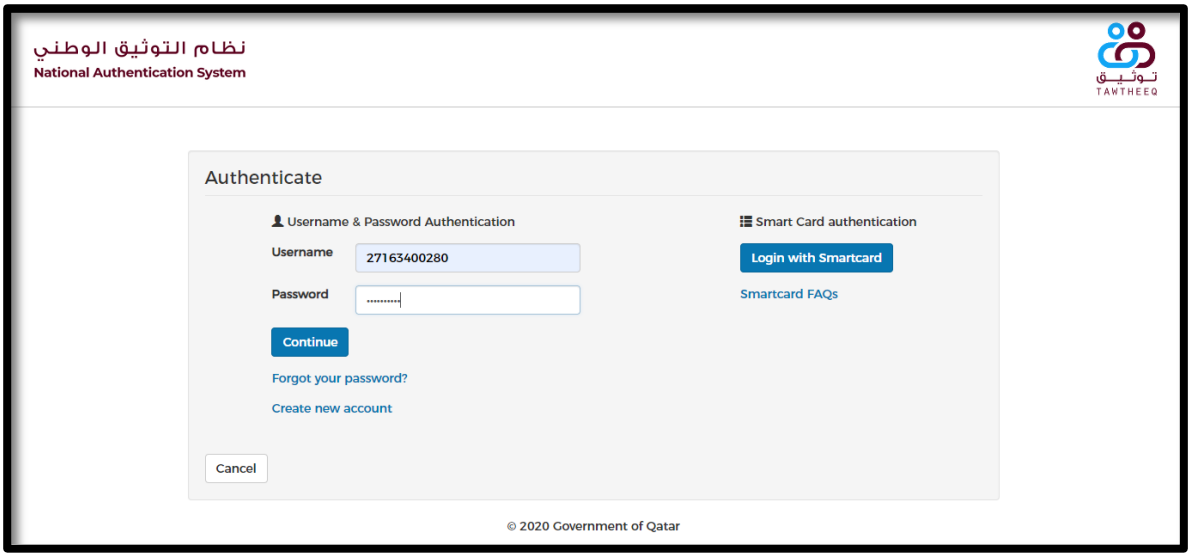
4 Steps to Cancel Receipt of Multiple Movements

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).

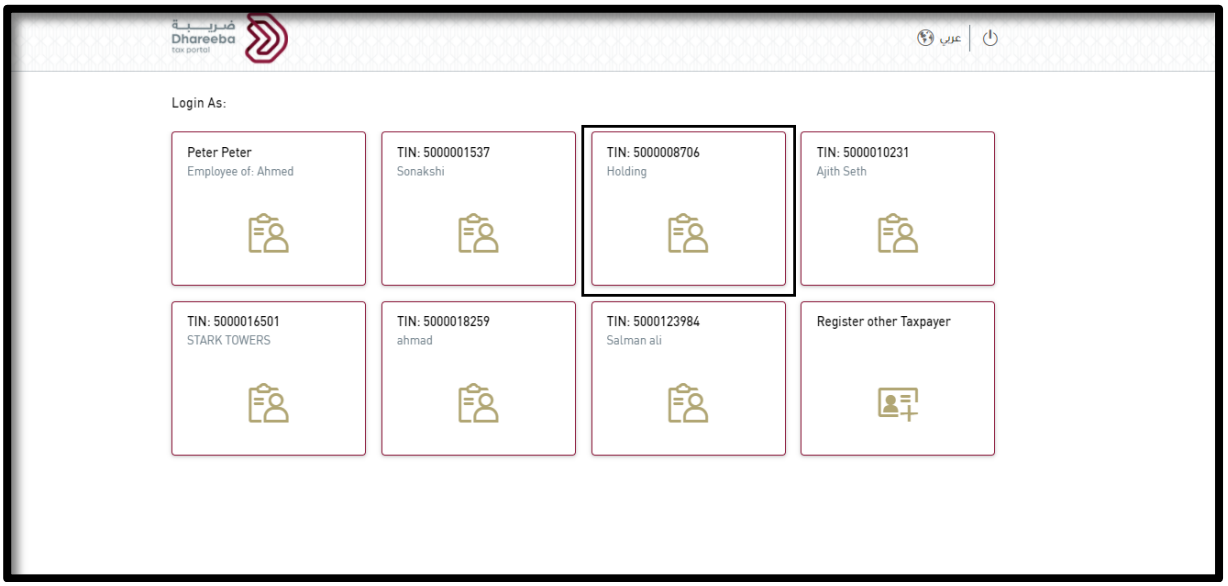
NOTE: “FAQ” and “Taxpayer Guide” are available under the “Help” tab.



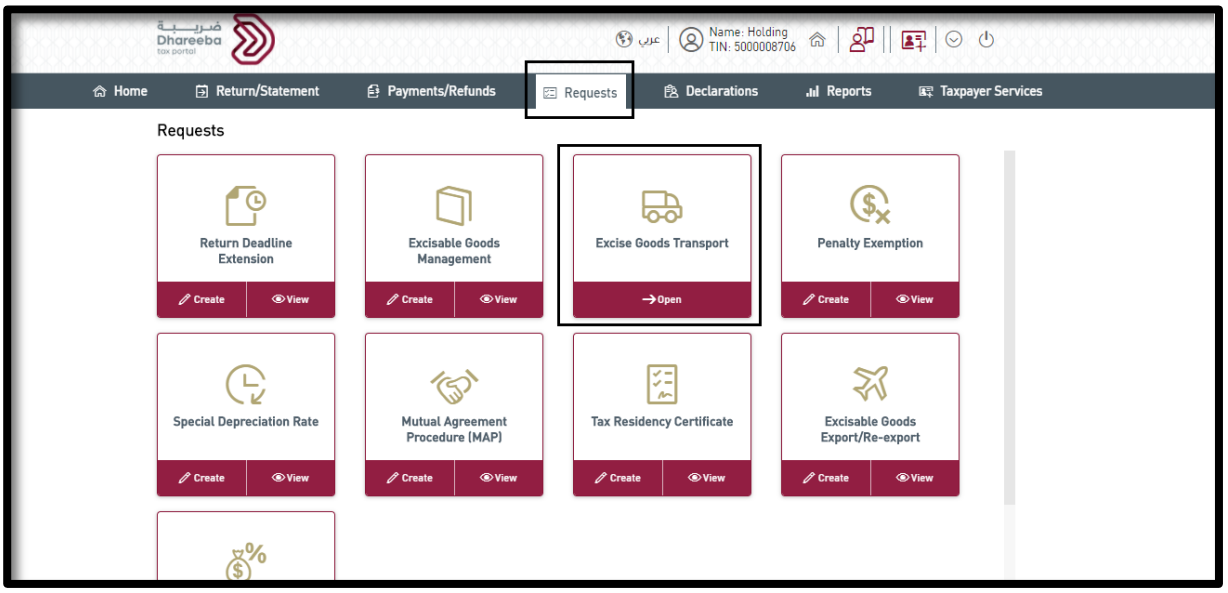


Step 2: Dashboard

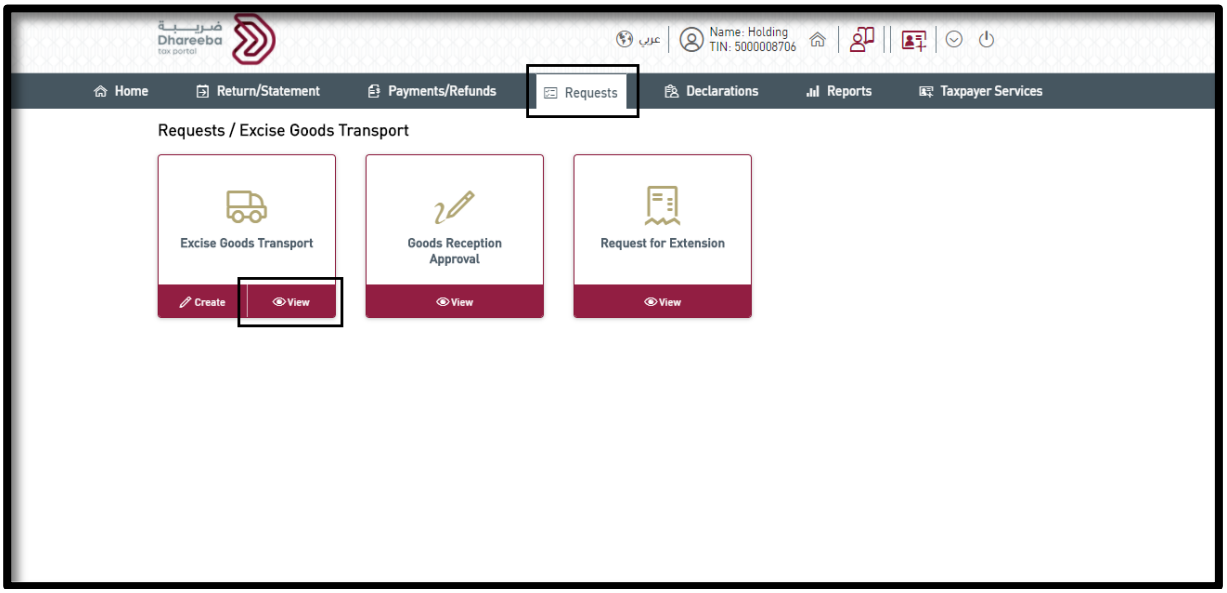
After successful login, Taxpayer will be navigated to the below screen. Taxpayer should click on the TIN for which the 'Voluntary Disclosure' application must be submitted.



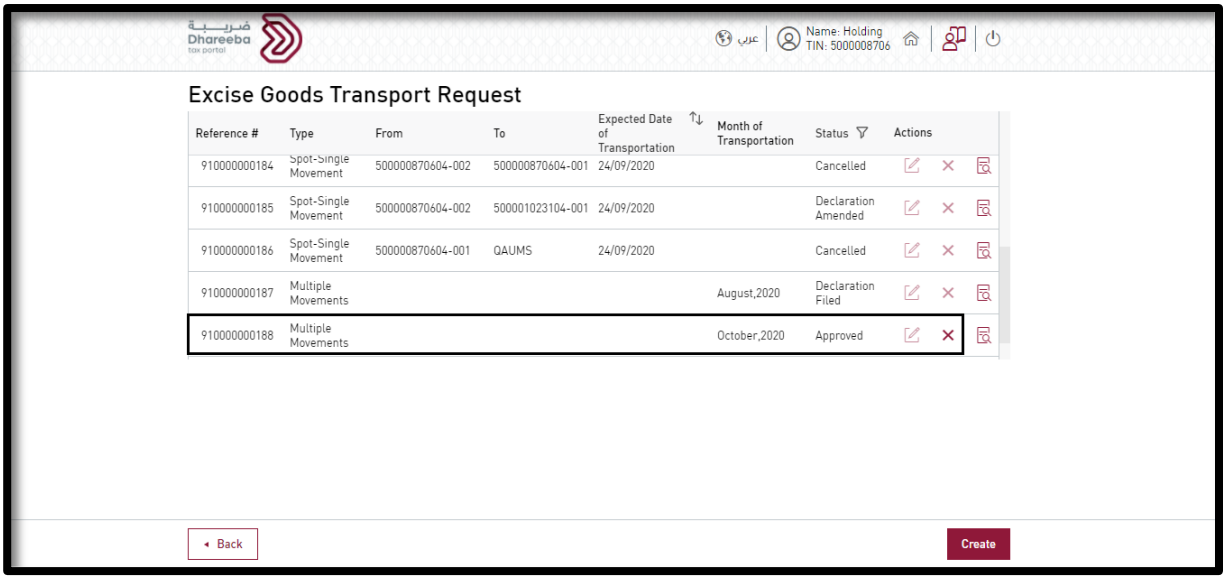
Click on "Excise Goods Transport (Open button)" tile under ‘Request’ tab, after navigates to the Taxpayer Dashboard.

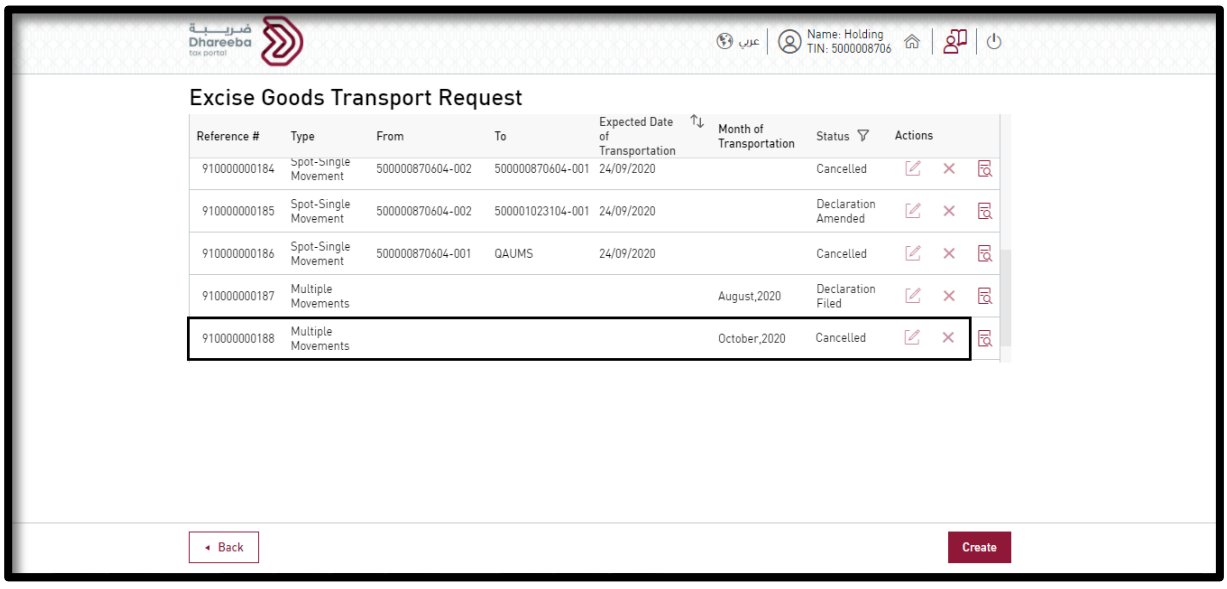


Click on "View” button.



Step 3: After clicking on View button, list of Applications will get open. After clicking on Cancel button application will get cancel.





ضريبة
Dhareeba
tax portal

5

Steps to file Receipts of Multiple Movements

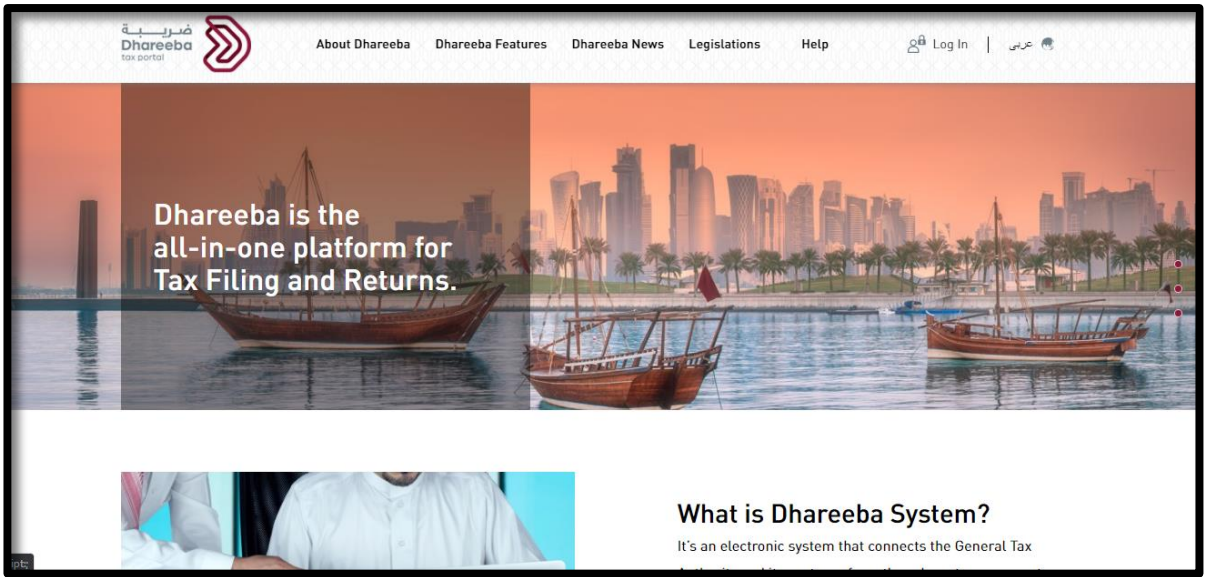
Multiple Movements
version 1.0 -2020

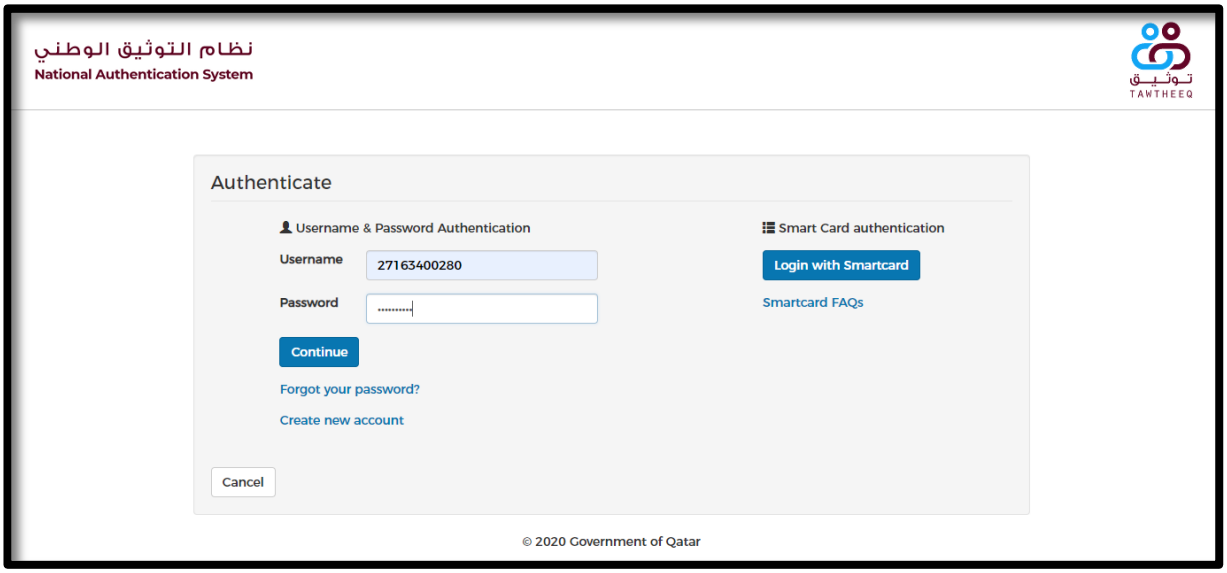
5 Steps to file Receipt of Multiple Movements

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).

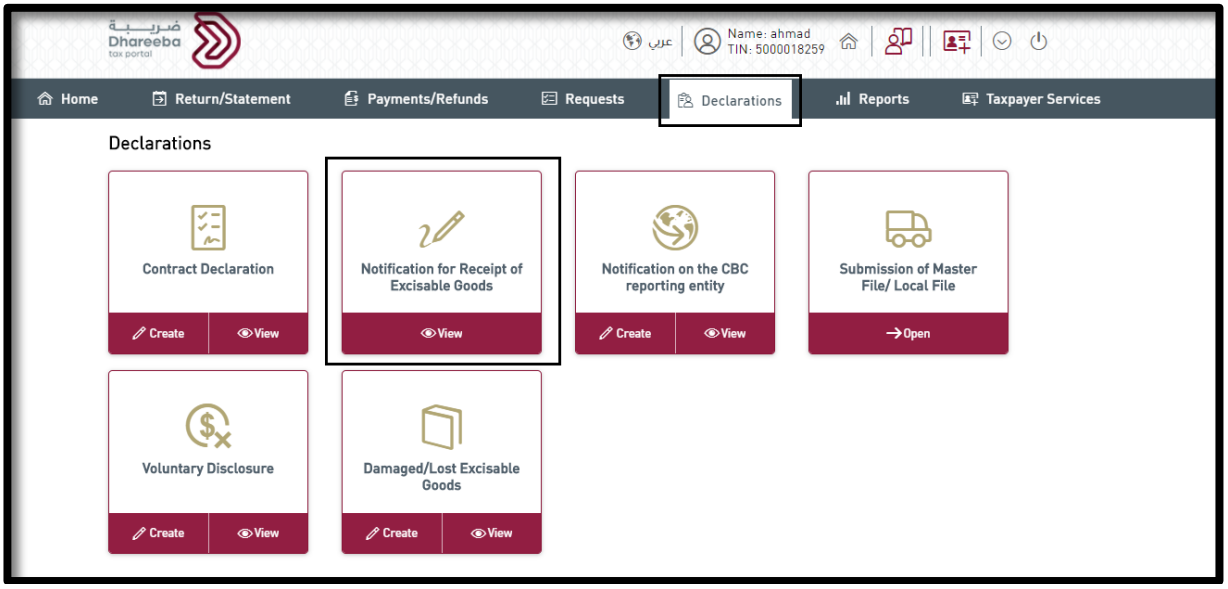
NOTE: “FAQ” and “Taxpayer Guide” are available under the “Help” tab.



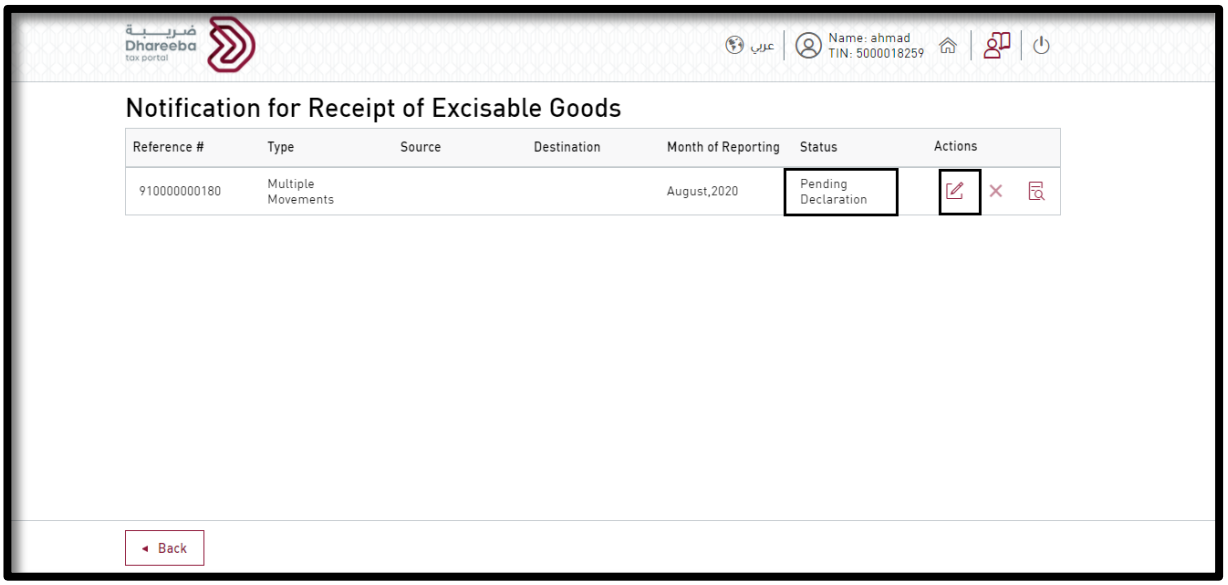

نظام التوثيق الوطني
National Authentication System
توثيق
TAWTHEEQ
Authenticate
Username & Password Authentication
Username
27163400280
Password
Continue
Forgot your password?
Create new account
Cancel
Smart Card authentication
Login with Smartcard
Smartcard FAQs
© 2020 Government of Qatar

Step 2: Dashboard

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



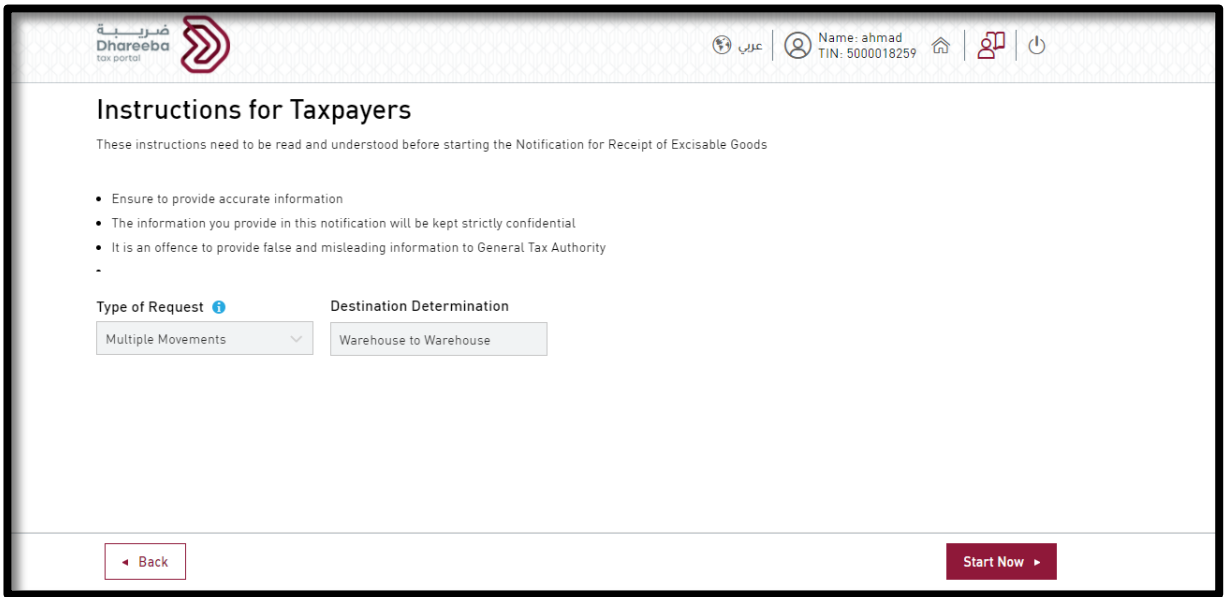
Click on "View” button. After clicking on View button, list of Applications will get open. Click on "Reference Number or Edit” button, Instruction page will get open.



Steps 3: Instructions for Taxpayers

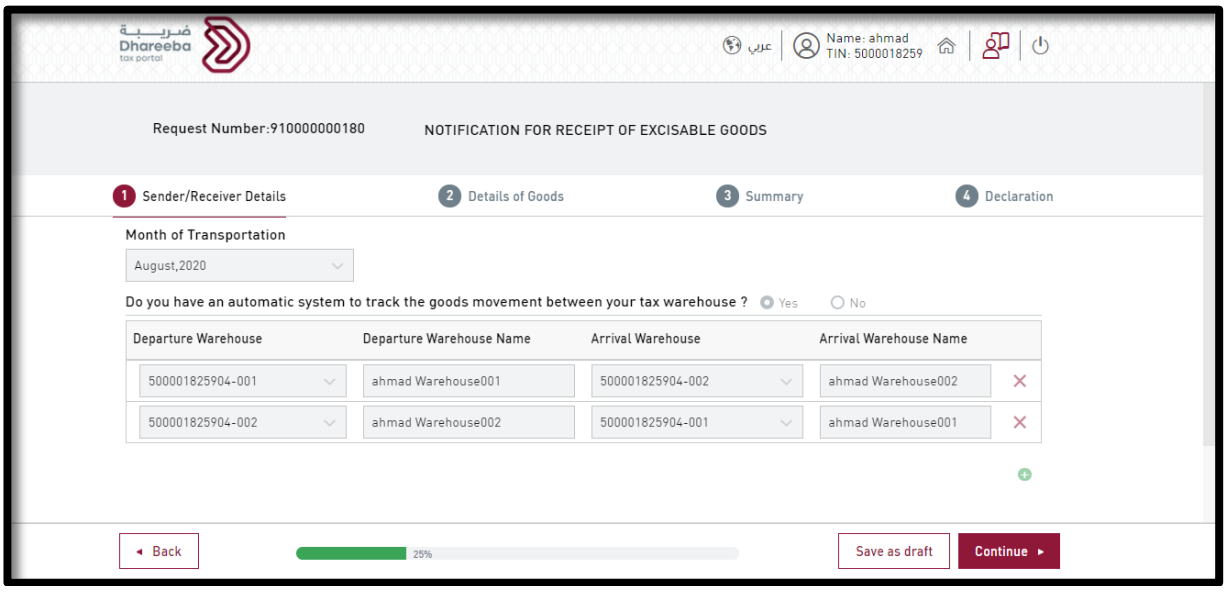
The Taxpayer should read the Instructions for Taxpayers and then click on “Start Now” button to proceed.

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



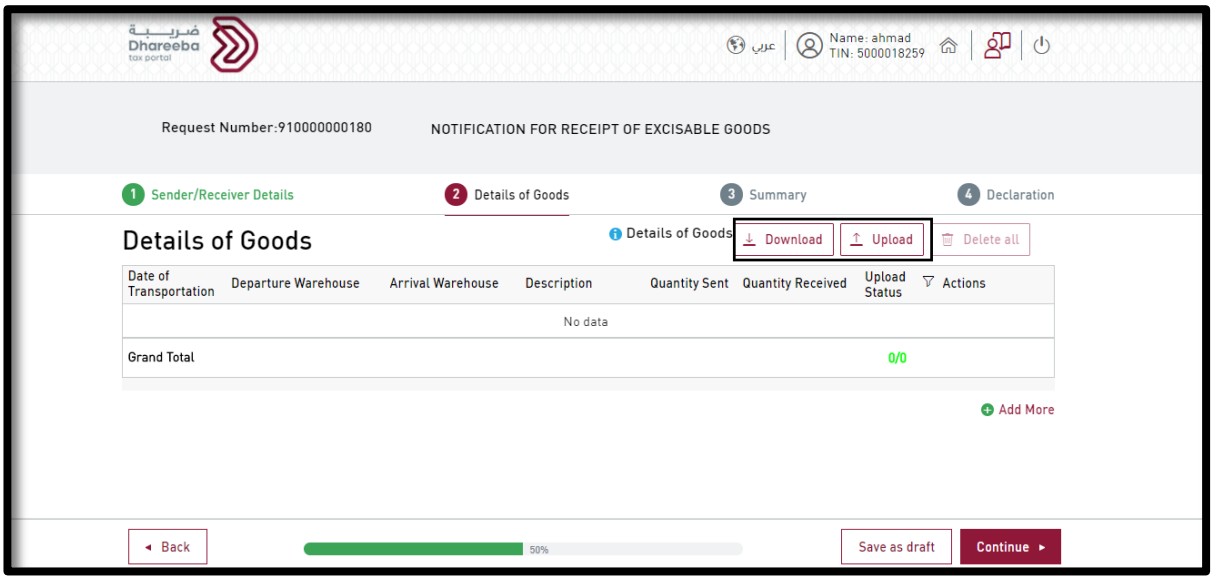
Step 4: Sender / Receiver Details

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

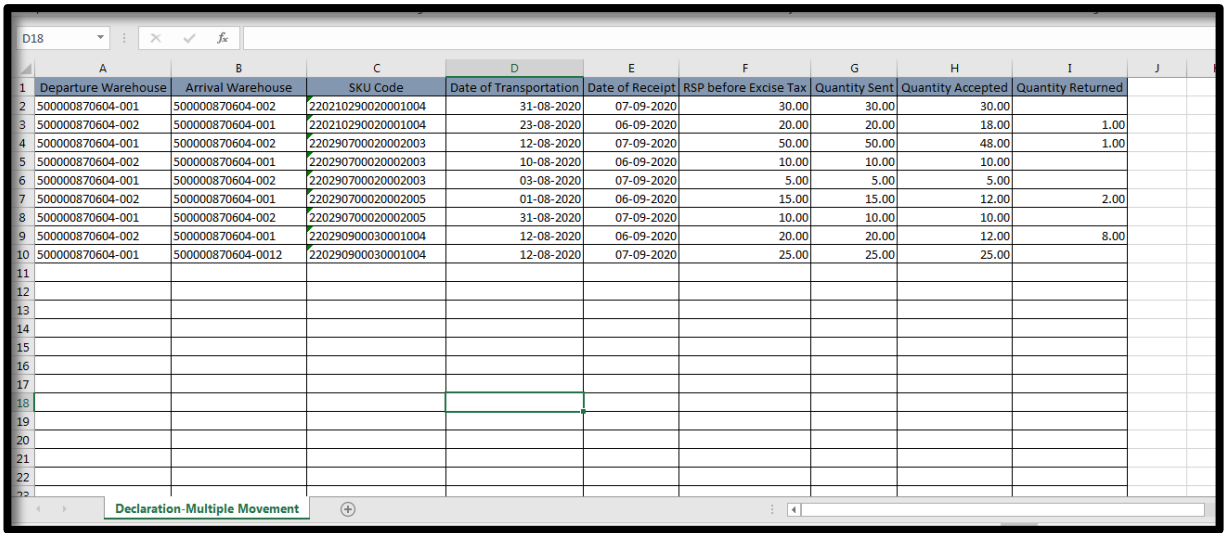


Step 5: Details of Goods

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



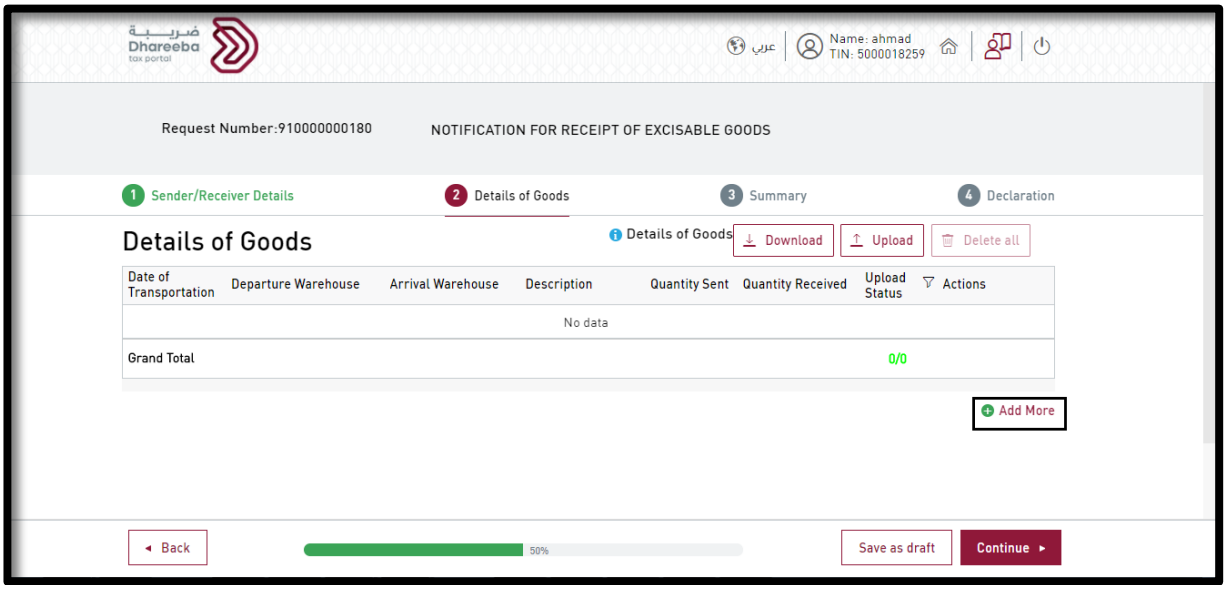
After filing all mandatory fields in the Excel, user can upload file.



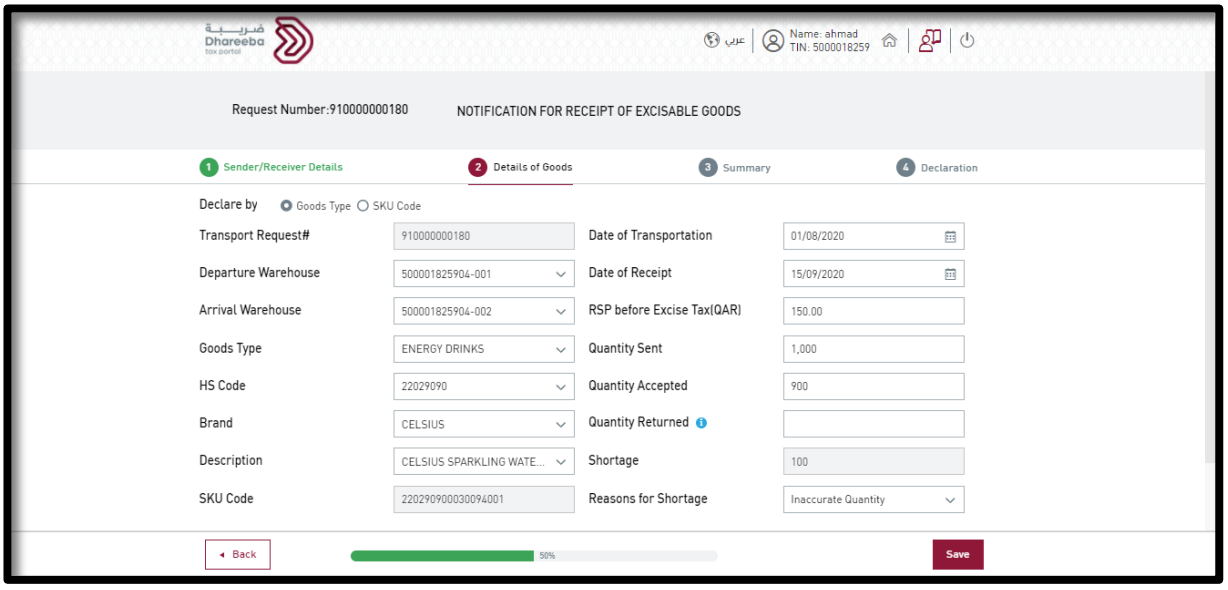
	A	B	C	D	E	F	G	H	I
1	Departure Warehouse	Arrival Warehouse	SKU Code	Date of Transportation	Date of Receipt	RSP before Excise Tax	Quantity Sent	Quantity Accepted	Quantity Returned
2	500000870604-001	500000870604-002	220210290020001004	31-08-2020	07-09-2020	30.00	30.00	30.00	
3	500000870604-002	500000870604-001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

Declaration-Multiple Movement

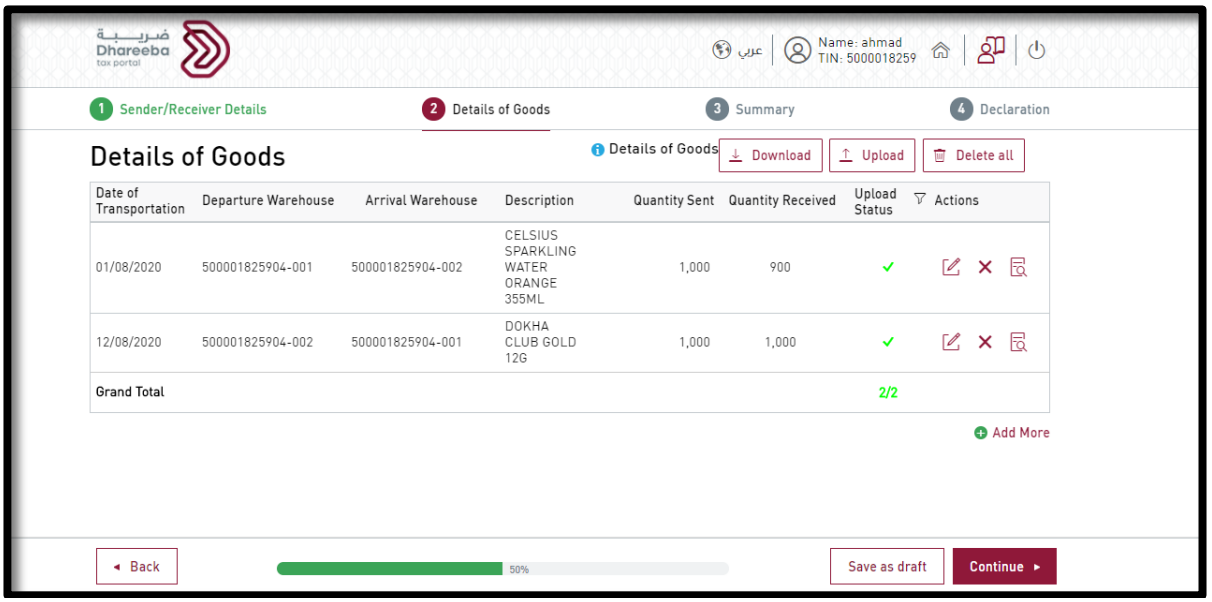
Adding details of Goods Manually by clicking on “Add More” button.



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

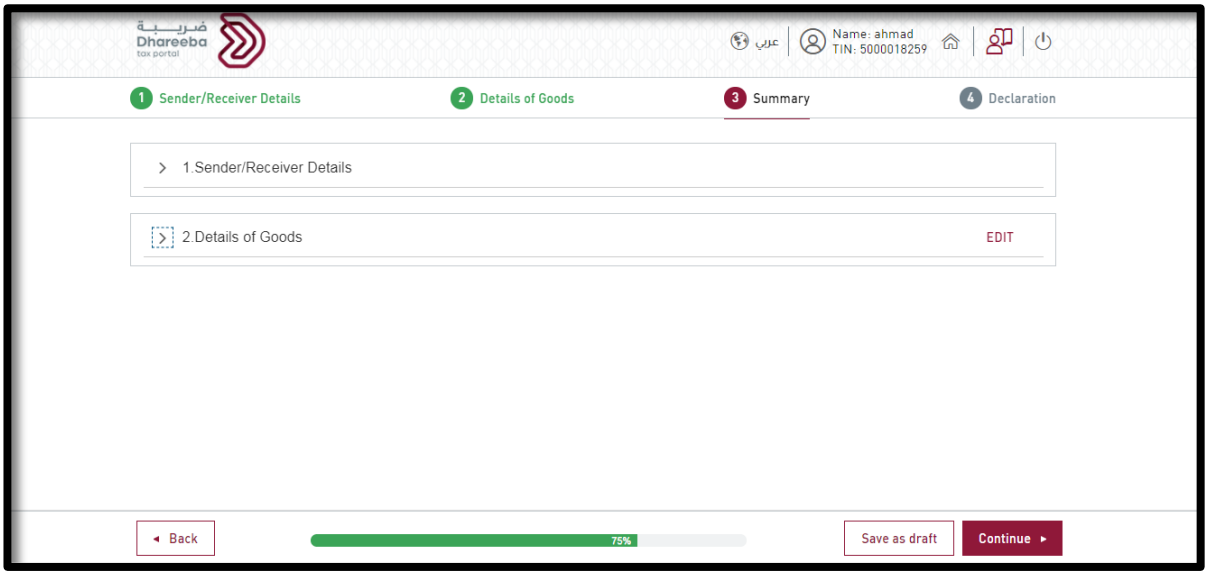


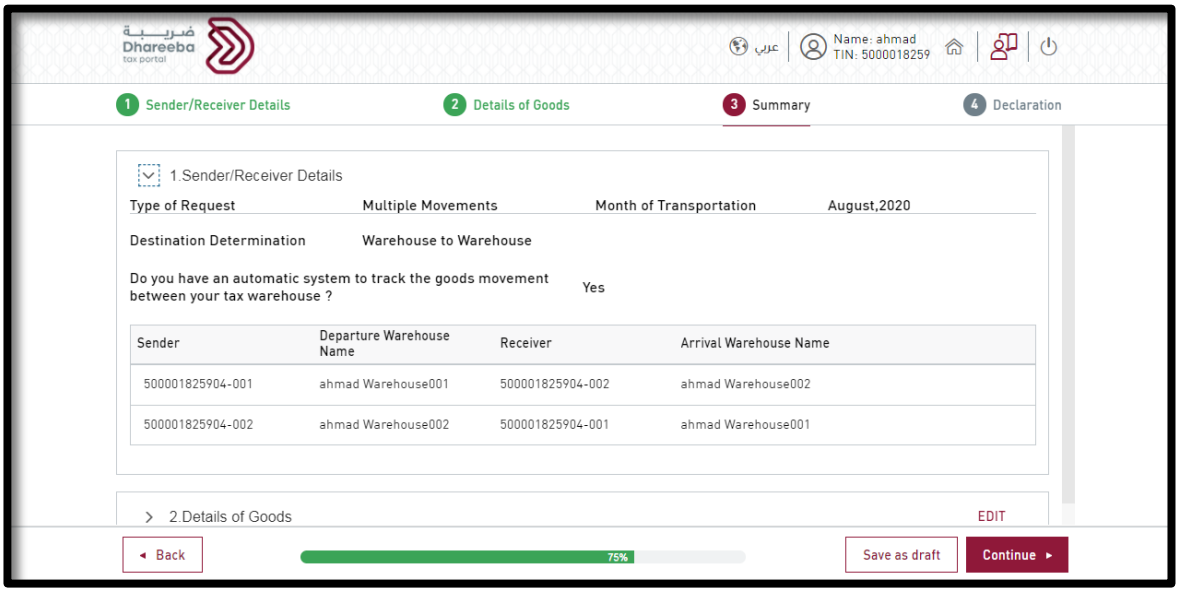
Once all the details filled by Taxpayer, click on “Continue” button.



Step 6: Summary

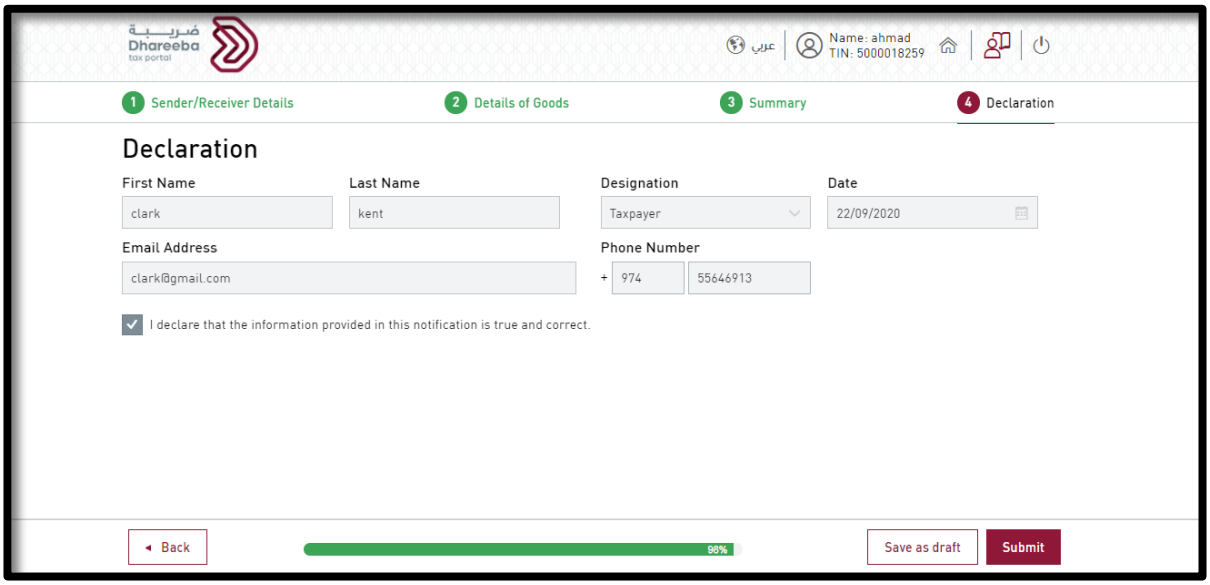
After clicking on "Continue" button, Taxpayer will be navigated to "Summary" screen where he can edit and add his details by clicking on "Edit" button.





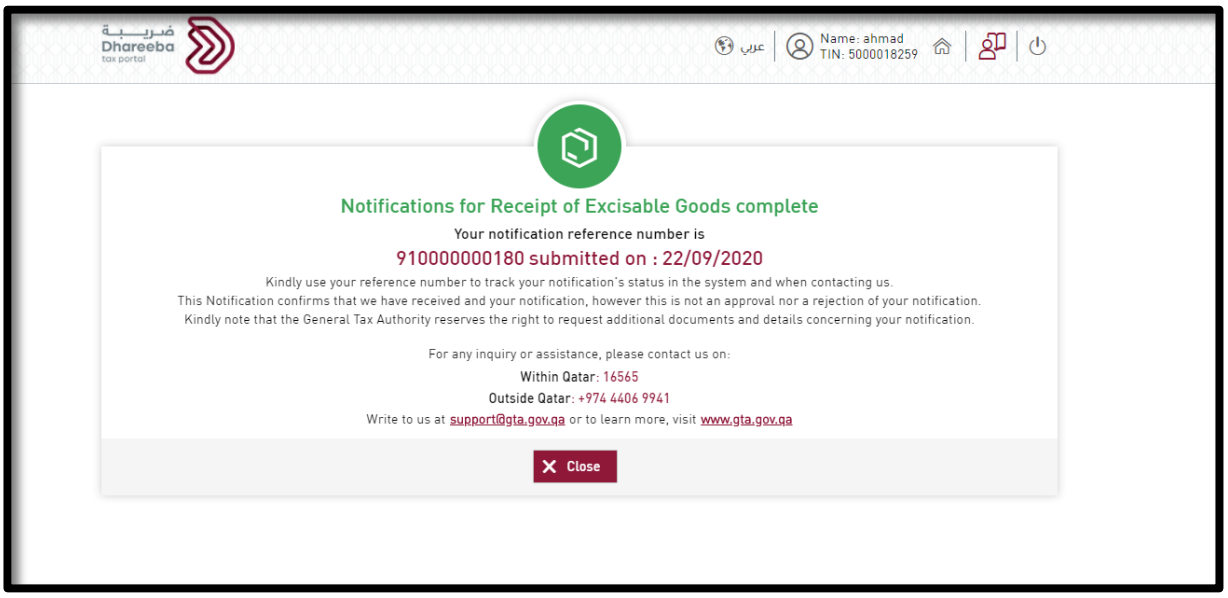
Step 7: Declaration

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.



Step 8: Acknowledgment

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



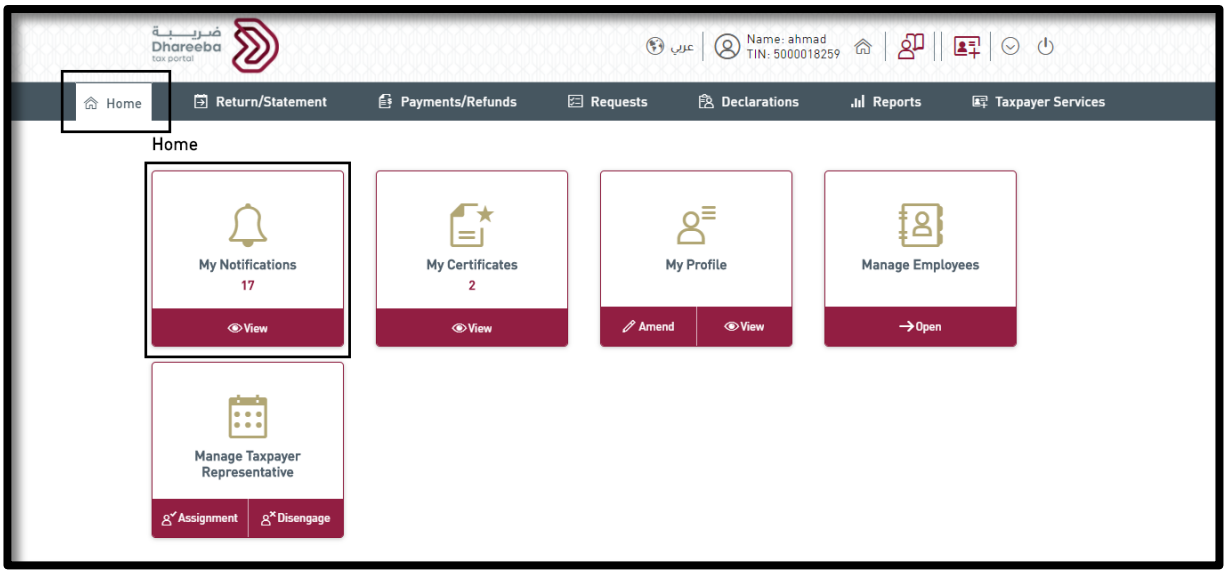
Under “View” option Taxpayer can view status of applications.

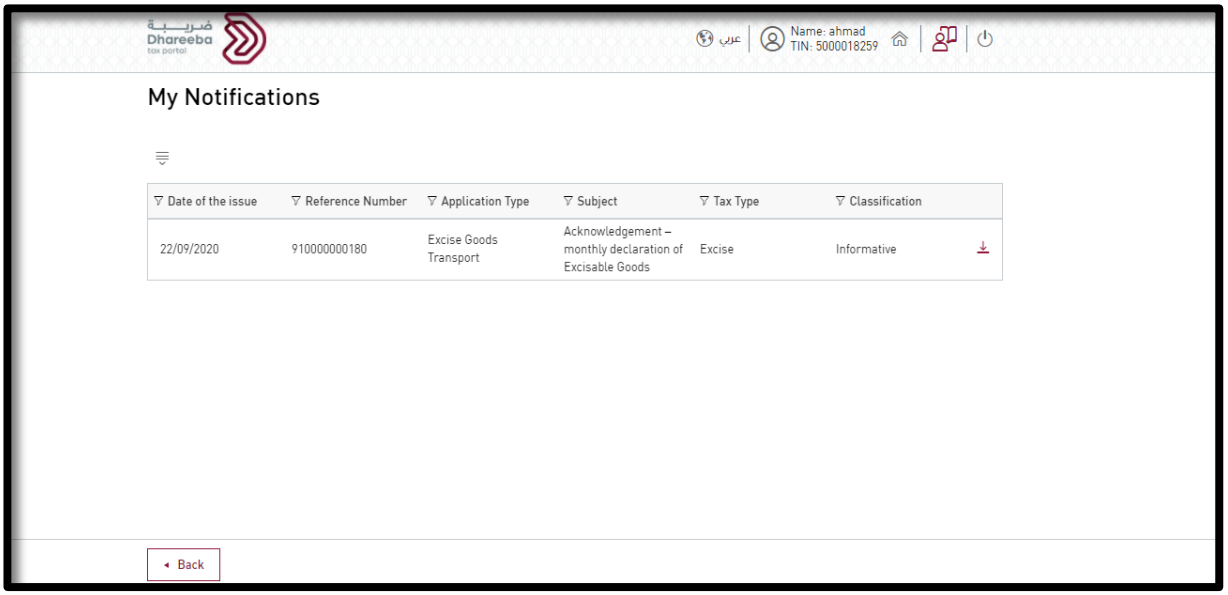
Taxpayer Receives Notification after submission of Receipt Declaration

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 for Submission of Goods Transport request application

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

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Dhareeba
tax portal

6

Steps to Amend Receipt of Multiple Movements

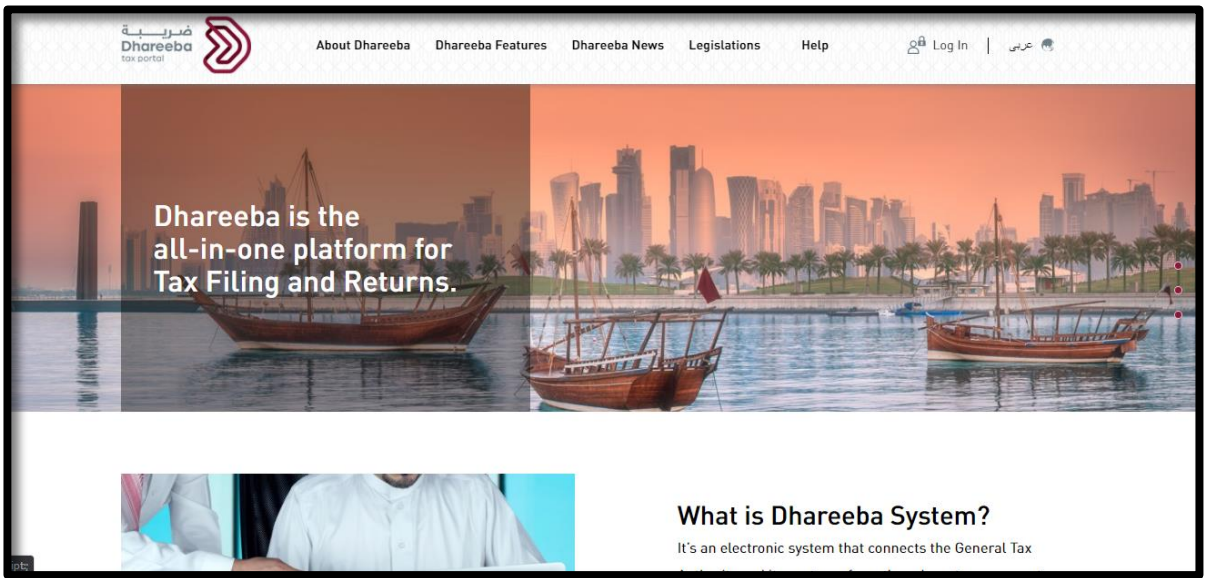
Multiple Movements
version 1.0 -2020

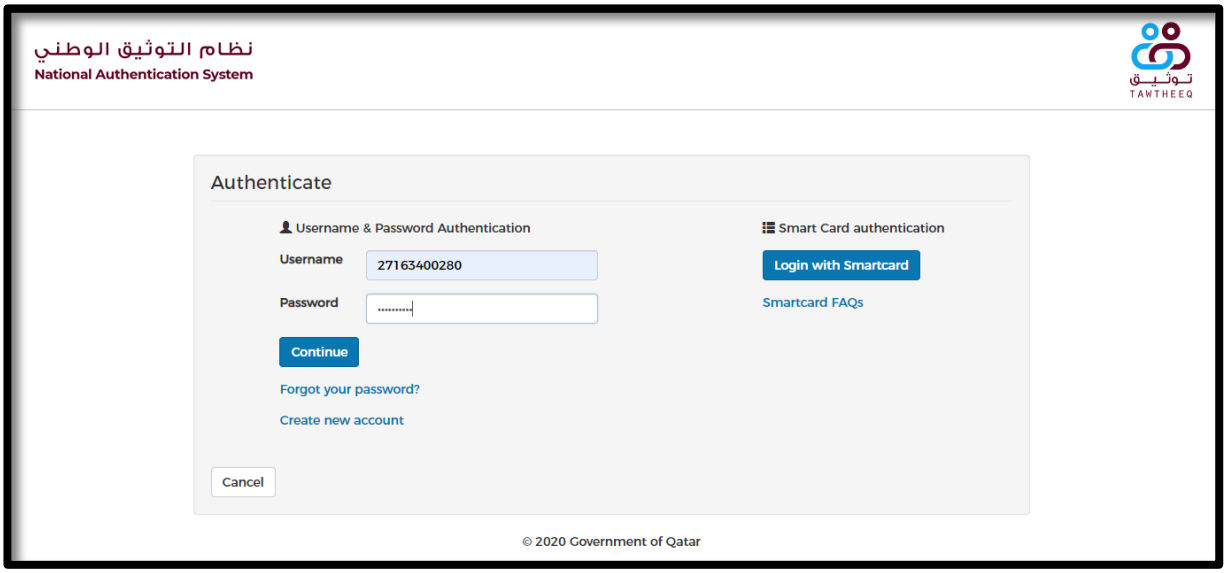
6 Steps to Amend Receipt of Multiple Movements

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).

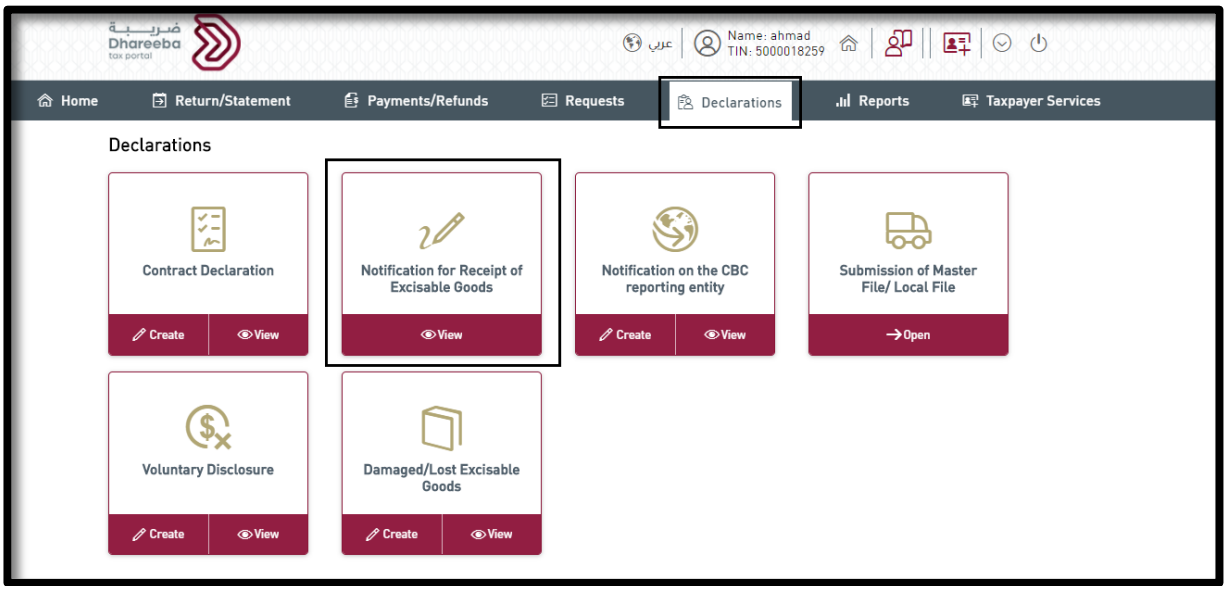
NOTE: “FAQ” and “Taxpayer Guide” are available under the “Help” tab.

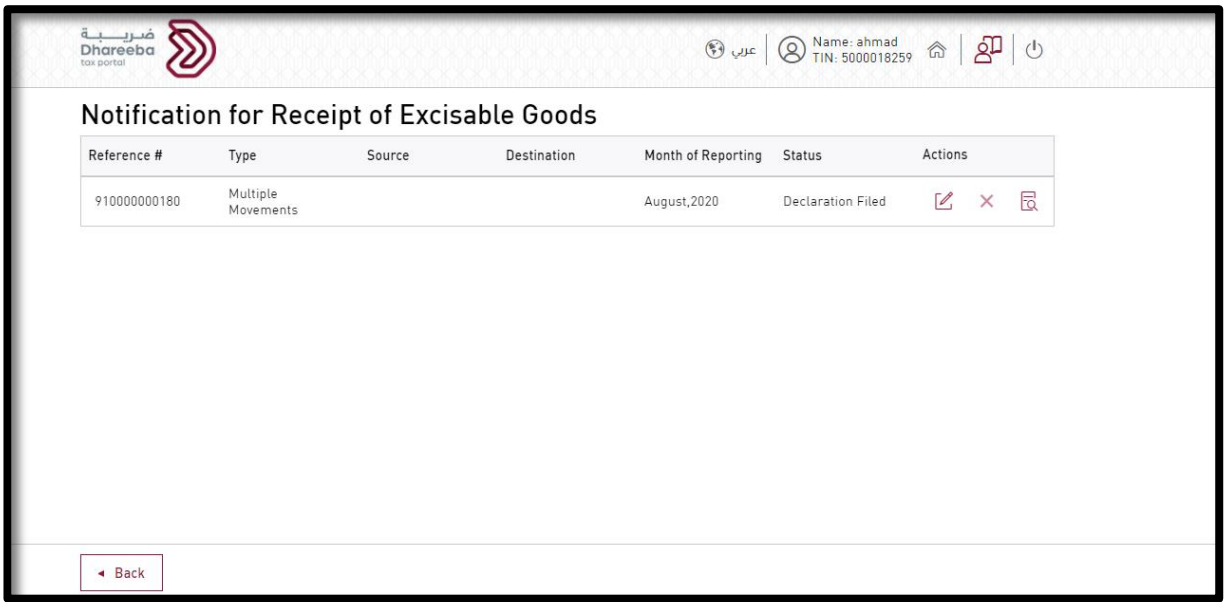



نظام التوثيق الوطني
National Authentication System
توثيق
TAWTHEEQ
Authenticate
Username & Password Authentication
Username
27163400280
Password
Continue
Forgot your password?
Create new account
Cancel
Smart Card authentication
Login with Smartcard
Smartcard FAQs
© 2020 Government of Qatar

Step 2: Dashboard

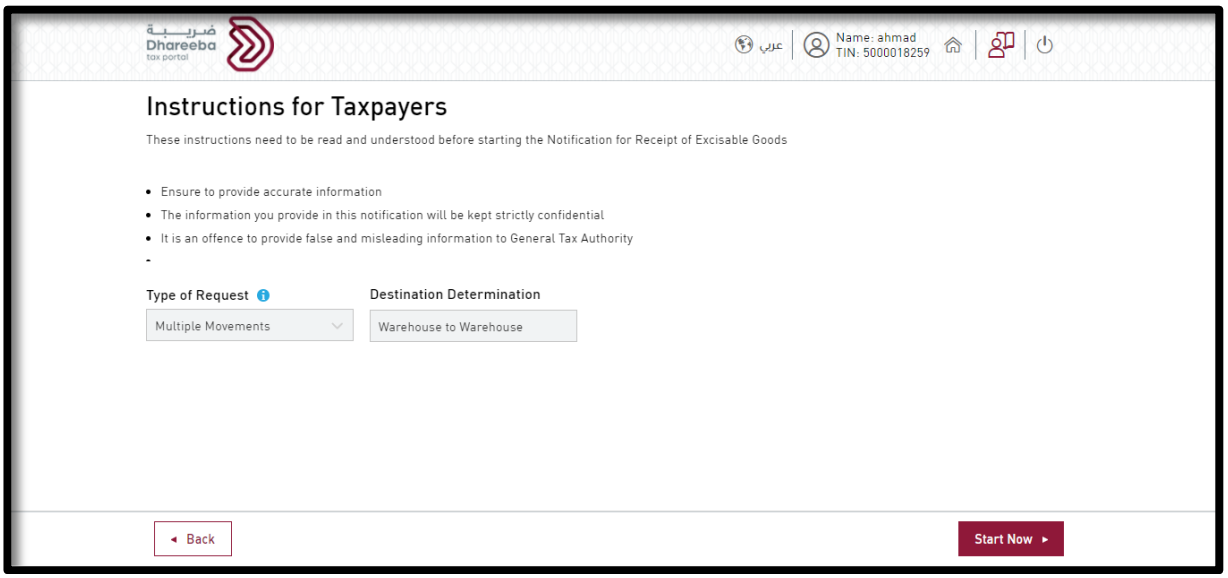
Click on "Notification for Receipt of Excisable Goods (View button)" tile under ‘Declaration’ tab, after navigates to the Taxpayer Dashboard. Click on "View" button.





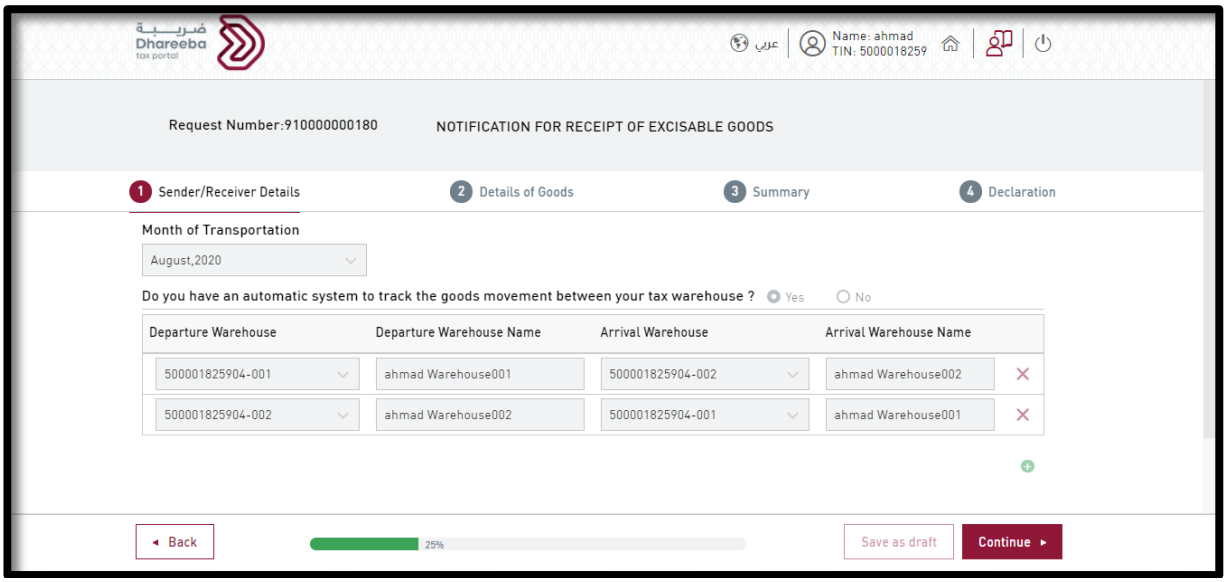
Step 4: Instructions for Taxpayers

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.



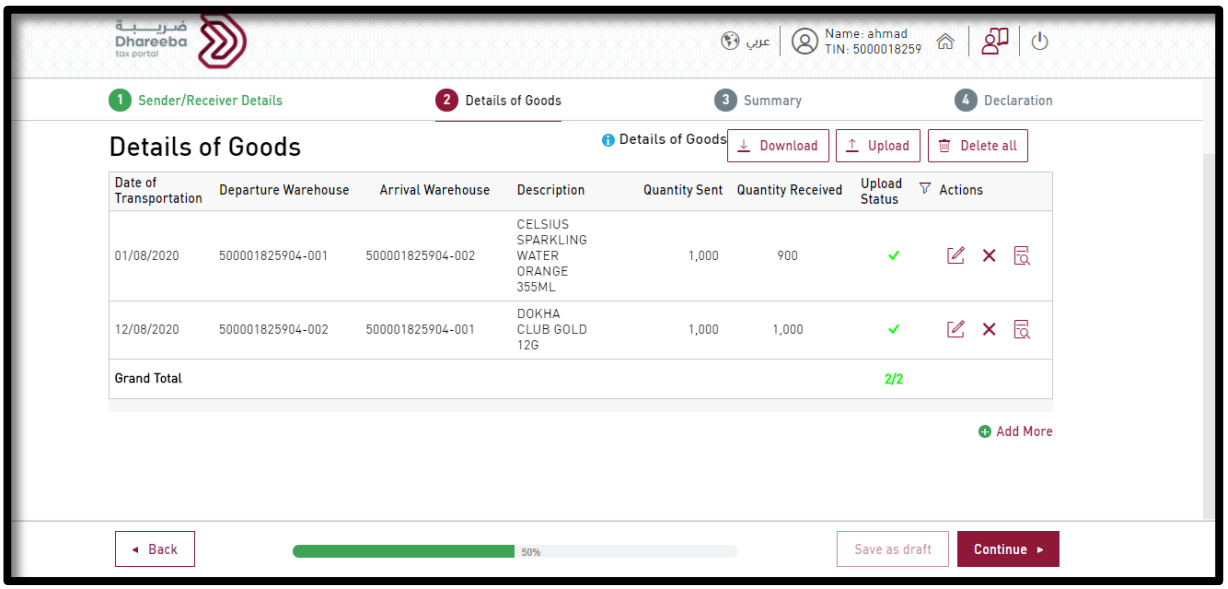
Step 5: Sender / Receiver Details

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

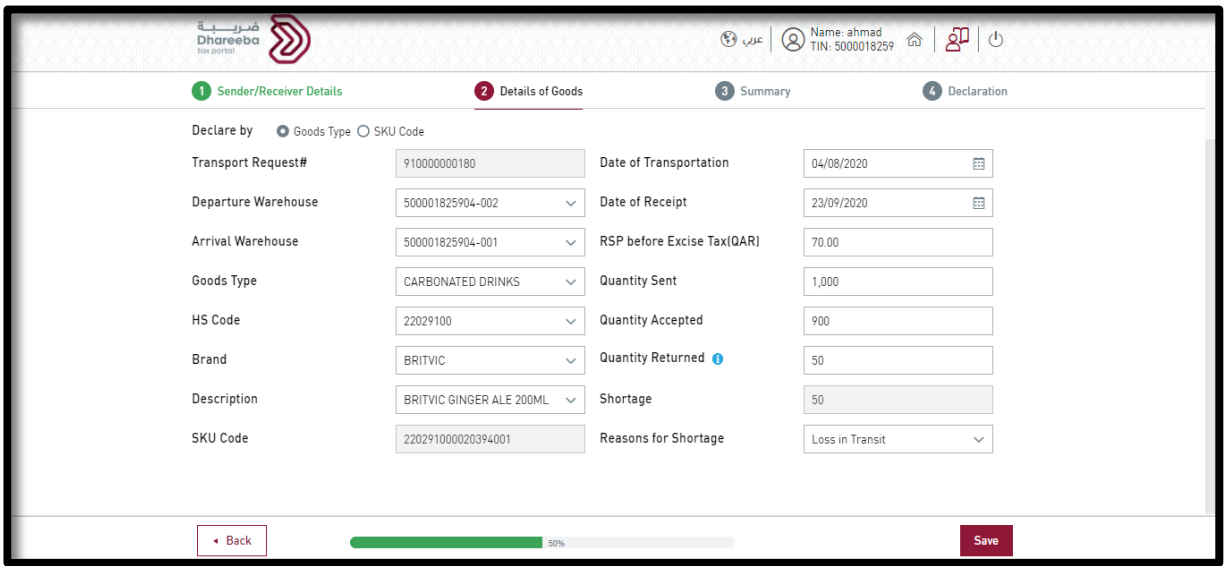


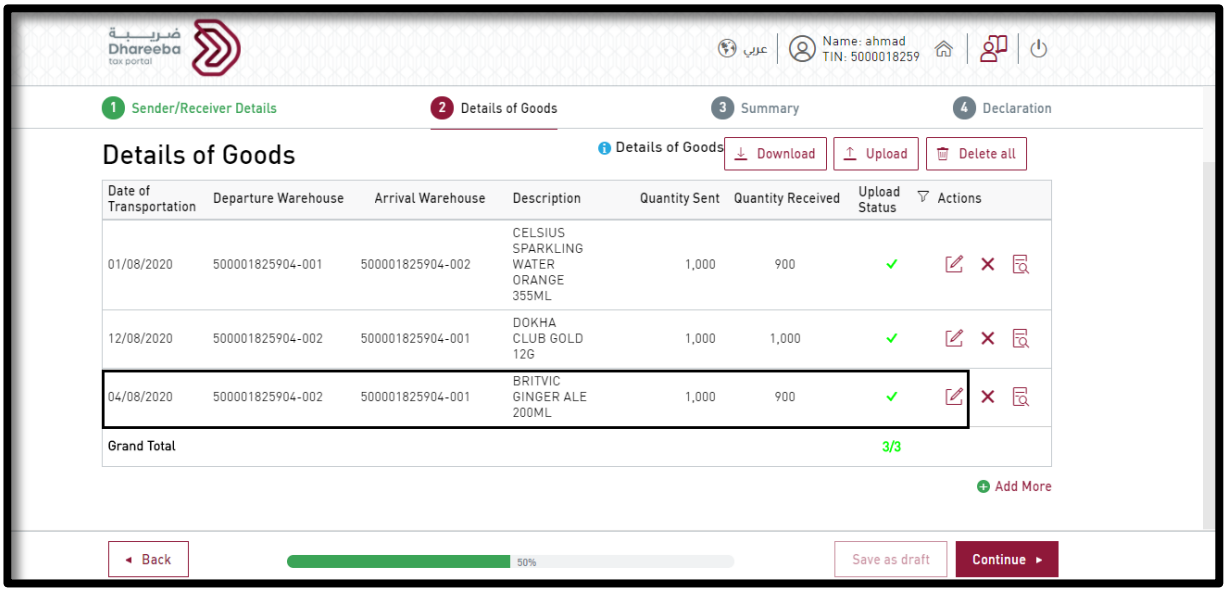
Step 6: Details of Goods

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



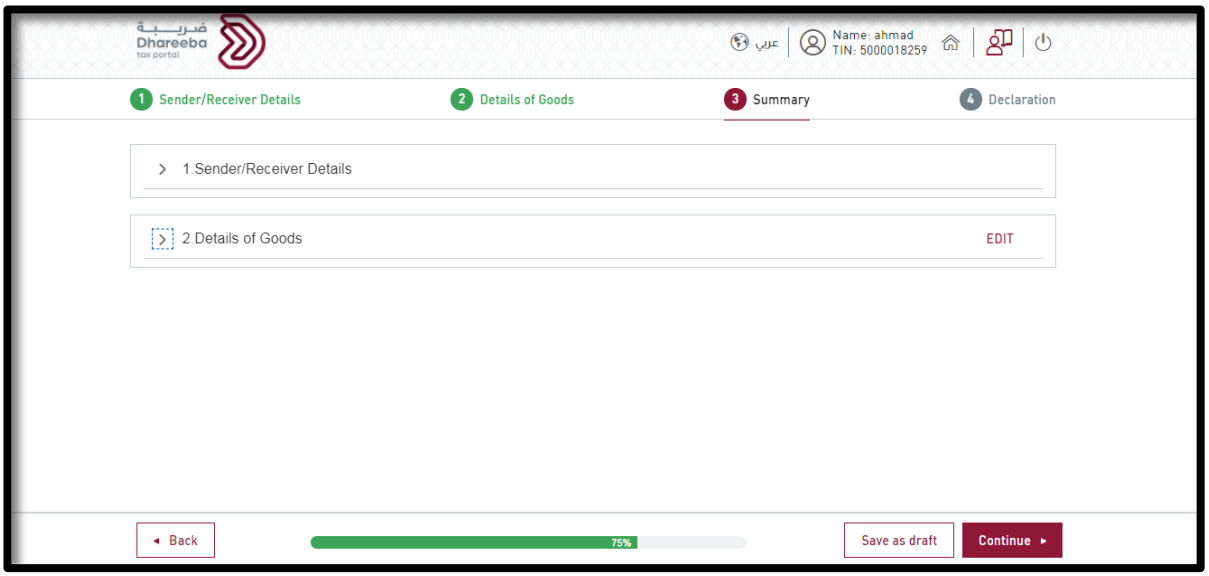
Taxpayer can search for goods via Goods Type or SKU Code.

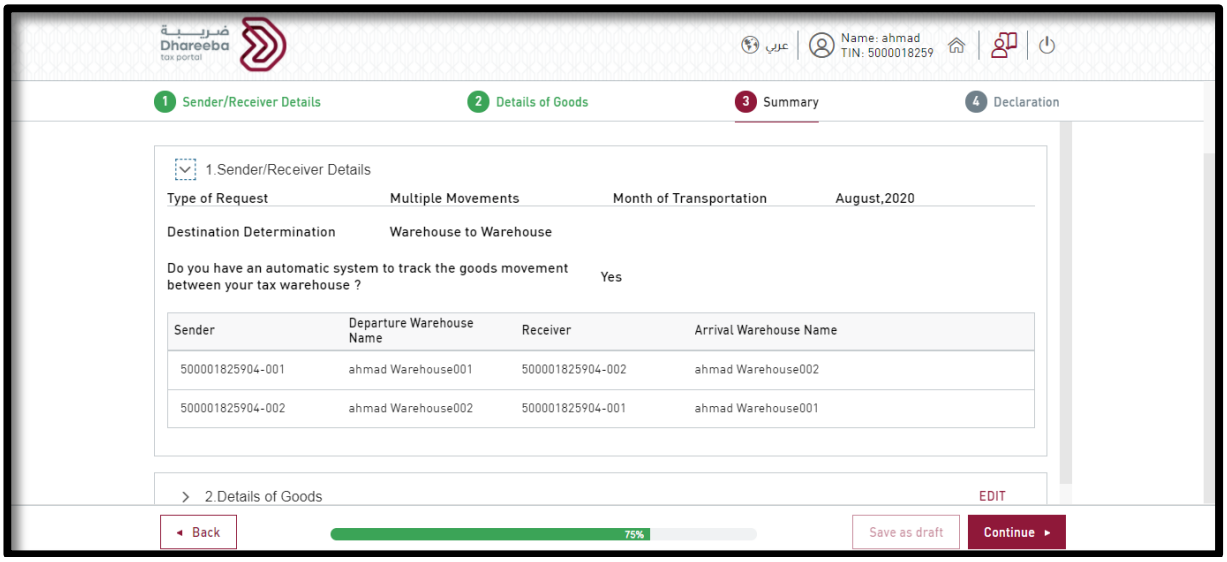


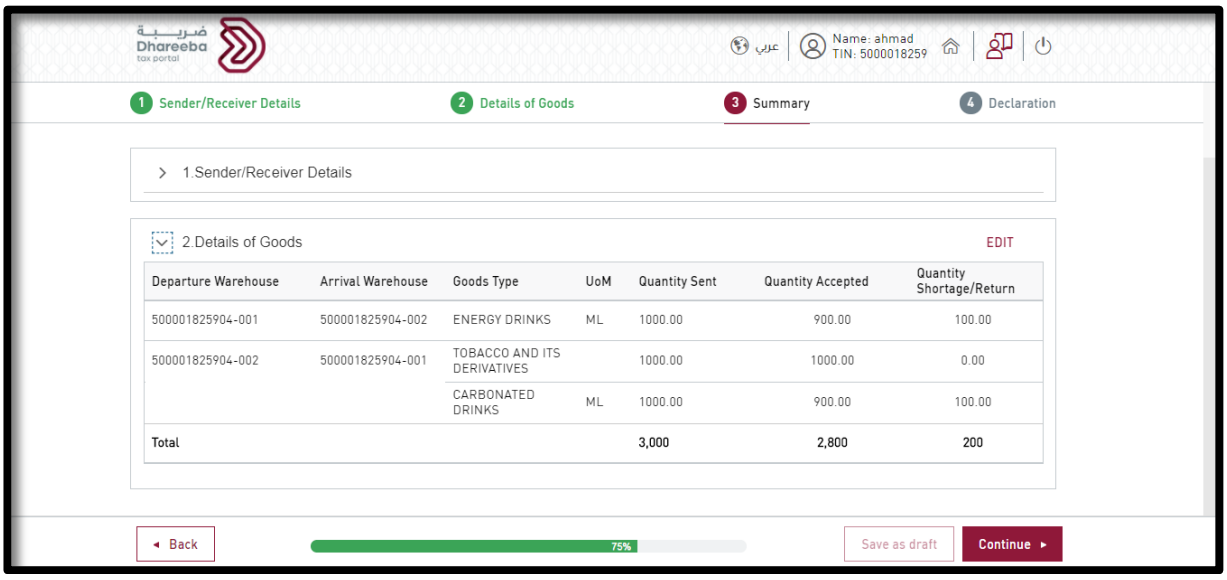


Step 7: Summary

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.

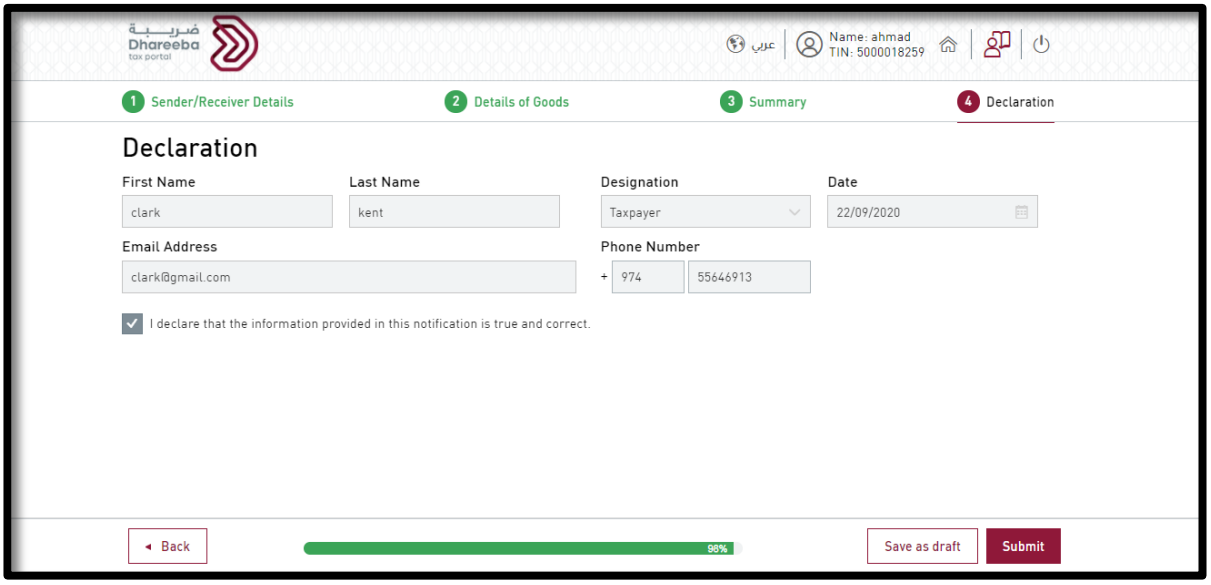



Dhareeba
tax portal
عربي
Name: ahmad
TIN: 5000018259
1 Sender/Receiver Details
2 Details of Goods
3 Summary
4 Declaration
1.Sender/Receiver Details
Type of Request
Multiple Movements
Month of Transportation
August,2020
Destination Determination
Warehouse to Warehouse
Do you have an automatic system to 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


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

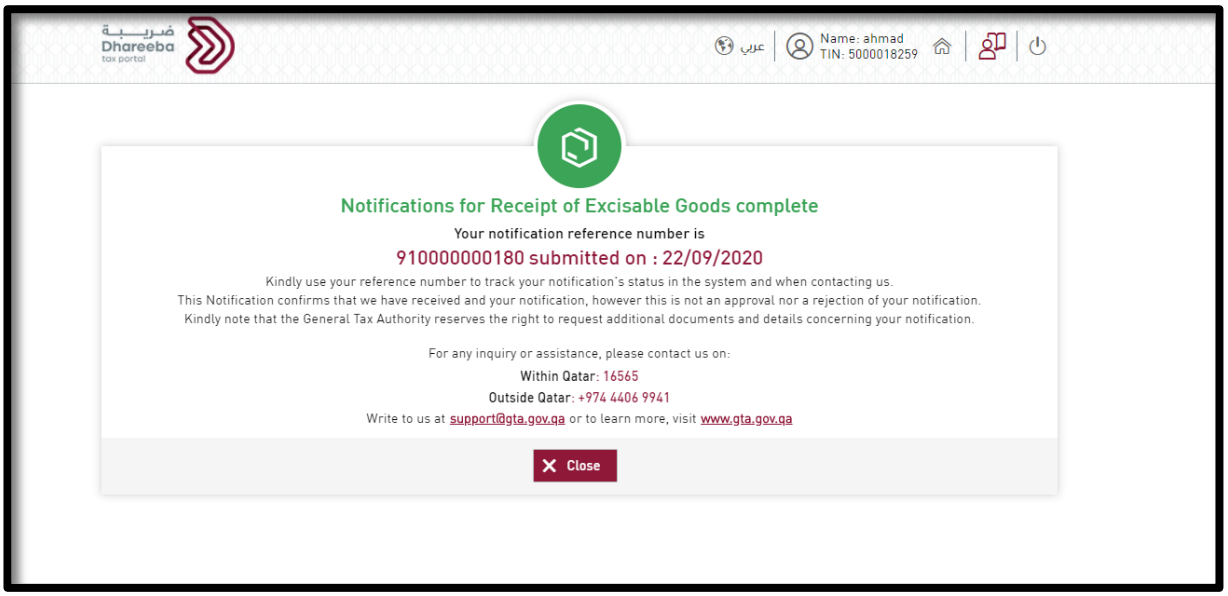
Step 8: Declaration

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



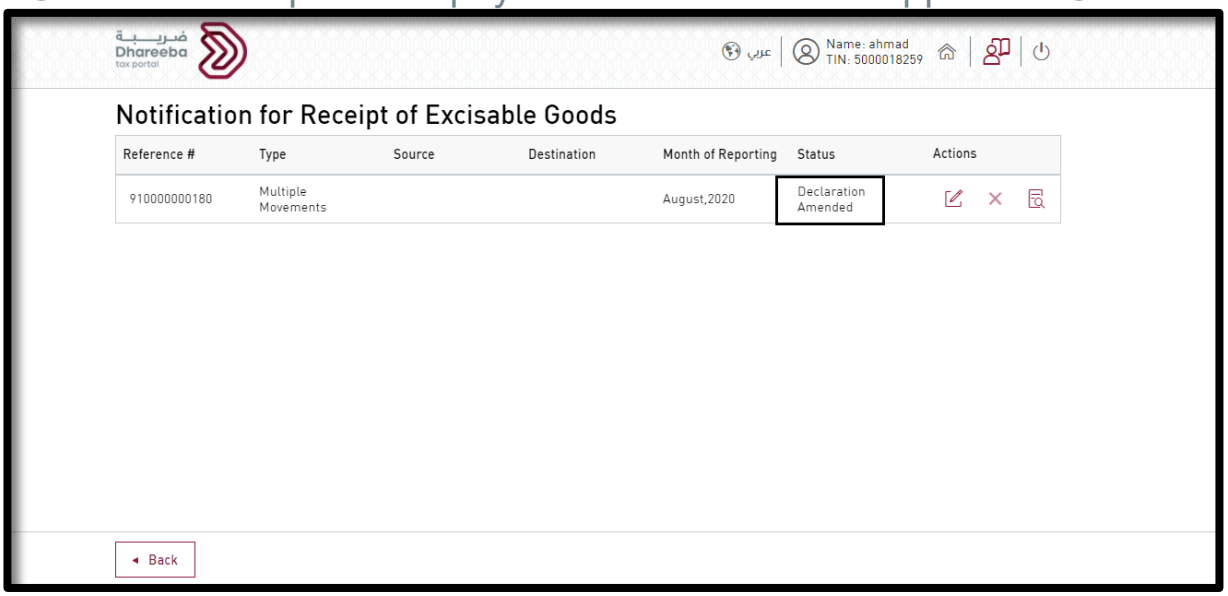
Step 9: Acknowledgment

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



Status of Excisable Goods-Multiple moments form

Under “View” option Taxpayer can view status of applications.



- End of Document -