



# Declaration of Damaged/Lost Excisable Goods User Manual

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## Dhareeba Tax Portal



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# 1

## Introduction



# 1 Introduction

The process of Declaration of Damaged/Lost Excisable Goods will allow a Taxpayer to notify the authority in the event the goods received were damaged, lost, expired or goods produced are damaged / expired / lost so that the tax authority may determine whether the Taxpayer is eligible for a refund on these damaged / lost goods.

To be able to file for a Declaration, a Taxpayer needs to be registered for Excise Tax.

Taxpayer can file his Declaration via several options:

- A. By Tax Warehouse (Taxpayer needs to have a Registered Warehouse)
- B. By Other Storage
- C. By Goods Type
- D. By SKU Code



# 2

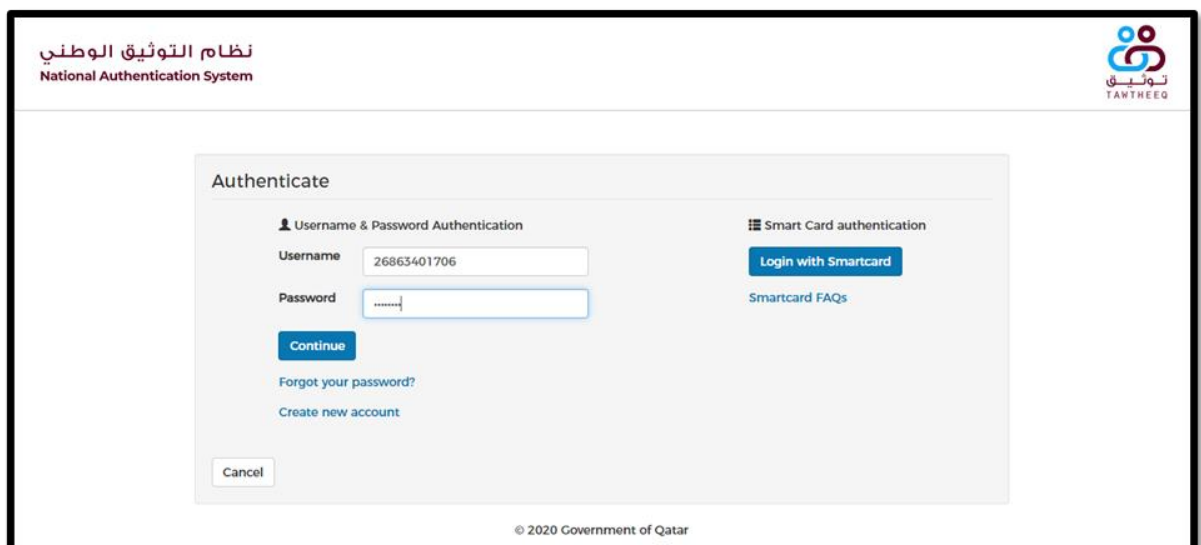
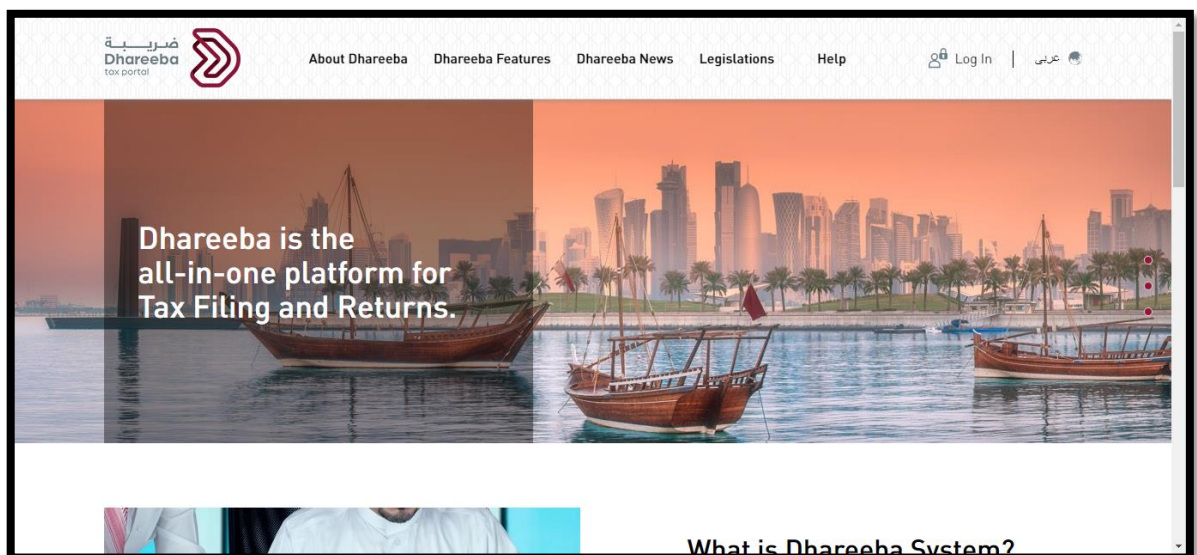
## Steps for Declaration of Damaged/Lost Excisable Goods



## 2 Steps for Declaration of Damaged/Lost Excisable Goods

### Step 1: Login Screen

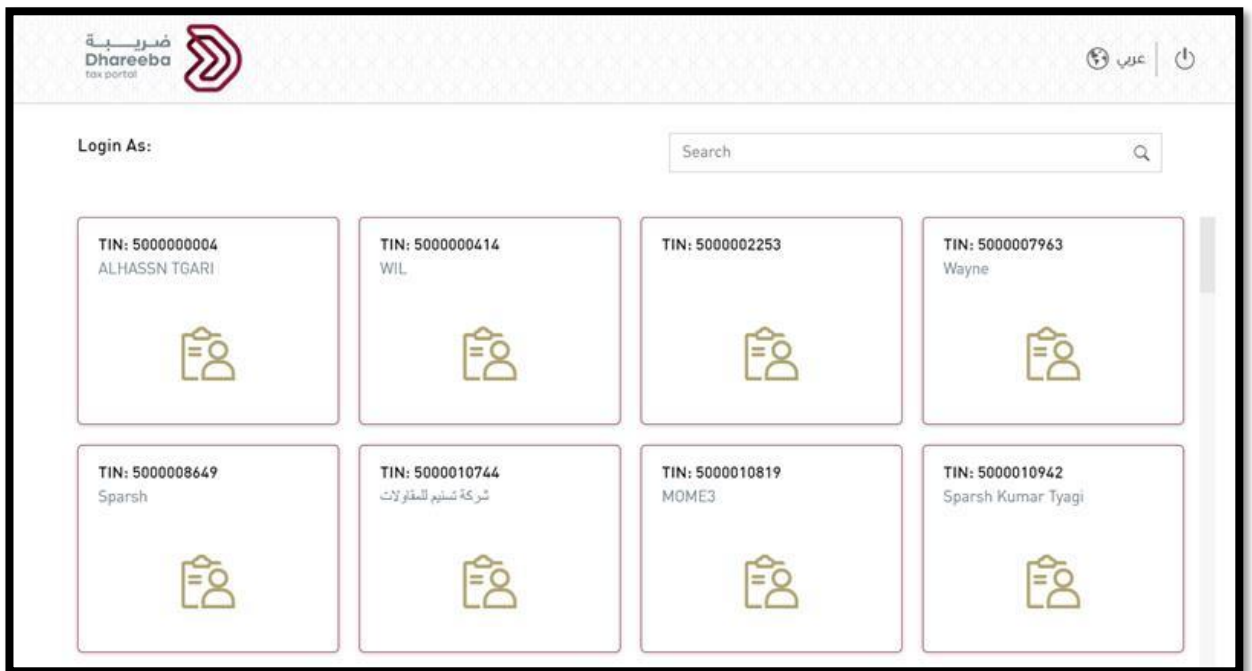
Taxpayer should login on the Dhareeba and is there after directed to the NAS portal where the Taxpayer should login through **QID** or **Email address** and its associated **password**, as shown in the screen below:



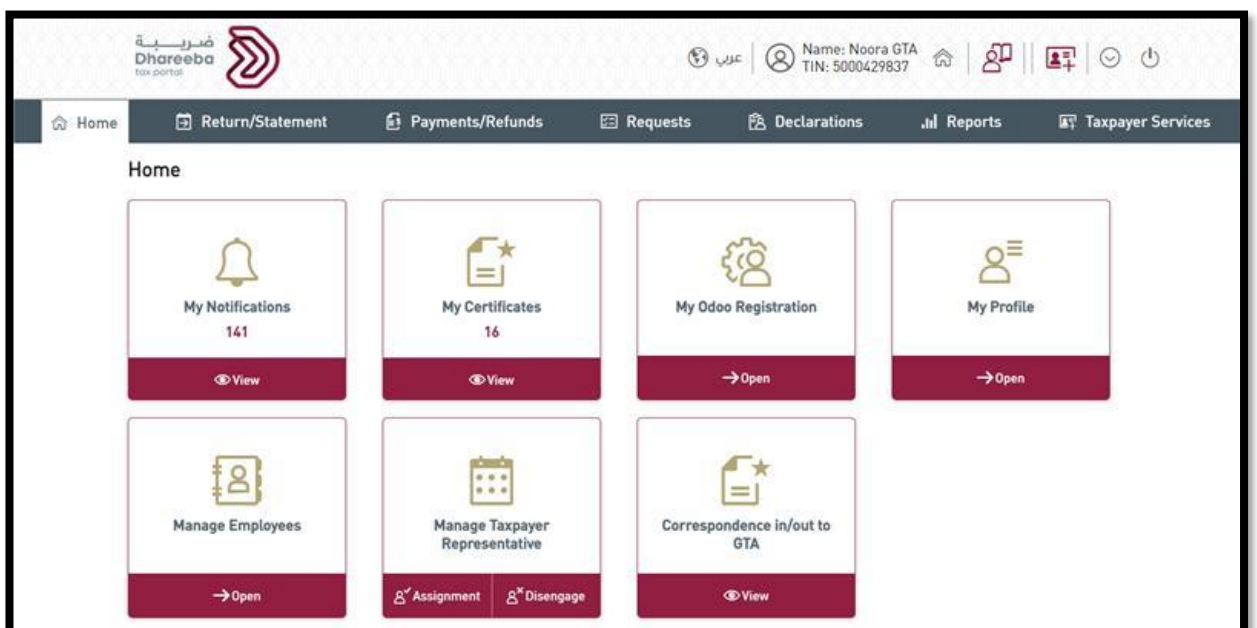


## Step 2: Dashboard

On successful NAS authentication, the Taxpayer's dashboard screen appears. Taxpayer should select **TIN** for which the application has to be submitted.

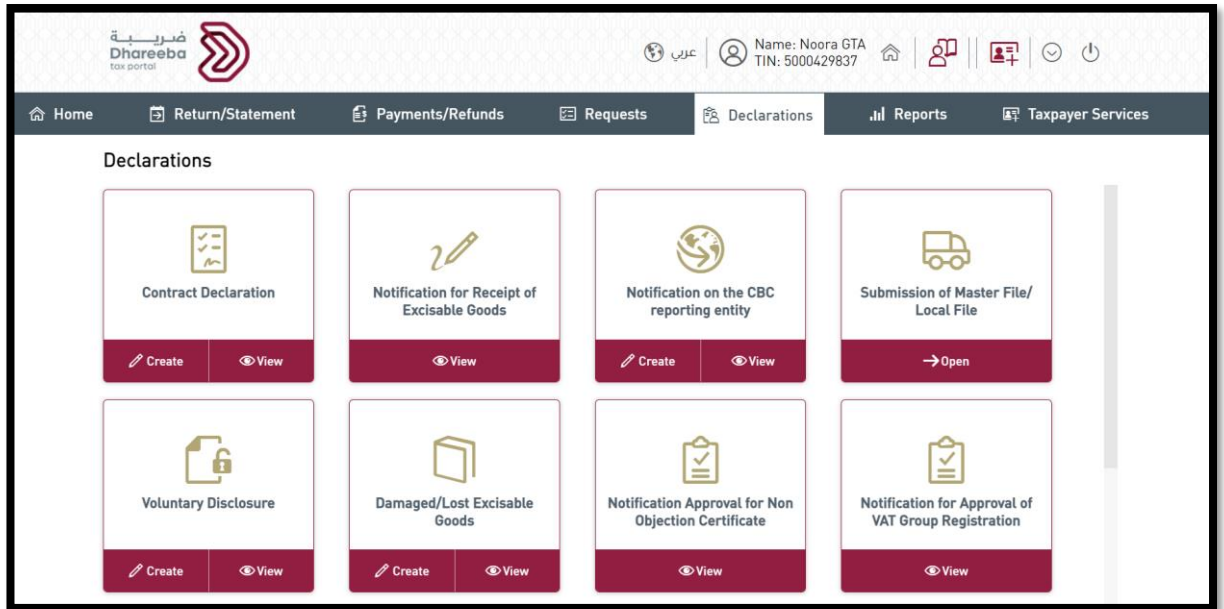


On selecting the TIN, Taxpayer is directed to the Taxpayer Home.





Taxpayer should click on 'Declaration' Tab, thereafter, click on 'Create' on the 'Damaged/ Lost Excisable Goods' tile.





## Step 3: Instructions Screen

The Taxpayer will be navigated to “Instructions” screen where he/she has to read all the instructions before clicking on “**Start Now**” button.

Dhareeba tax portal

عربي | Name: Noora GTA  
TIN: 5000429837

### Instructions for Taxpayers

These instructions need to be read and understand before starting the Declaration for Damaged/Lost Excisable Goods

- 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 GTA has the right to ask for additional information and audit your tax return and accounting records and supporting documents to verify the notification
- While reviewing the notification, GTA may do a spot inspection to verify the Excisable Goods Damaged/Lost

◀ Back

Start Now ▶



## Step 4: Storage Details

The first screen of the process is the 'Storage Details'.

Taxpayer should click on [+ Add Storage Details](#)

Reference Number : DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details    2 Goods Details    3 Additional Information    4 Summary    5 Declaration

Storage Type	Warehouse License #	Zone	Street	Building	Postal Code	City	Actions
No data							

[+ Add Storage Details](#)

◀ Back    20%    Save as Draft    Continue ▶



In the next screen, Taxpayer should select one of the 2 options:

- Tax Warehouse
- Other Storage

Taxpayer can add or have these two storage types i.e., Tax Warehouse and Other Storage, but he cannot select both at the same time

The screenshot displays the Dhareeba tax portal interface. At the top left, the Dhareeba logo and 'Dhareeba tax portal' are visible. The top right shows the user's name 'Noora GTA' and TIN '5000429837'. The main header indicates the document type: 'DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS'. A progress bar at the top shows five steps: 1. Storage Details (active), 2. Goods Details, 3. Additional Information, 4. Summary, and 5. Declaration. The 'Storage Details' section contains a 'Storage Type' label and two radio button options: 'Tax Warehouse' and 'Other Storage'. At the bottom, there is a 'Back' button, a progress indicator showing 20% completion, and a 'Save' button.

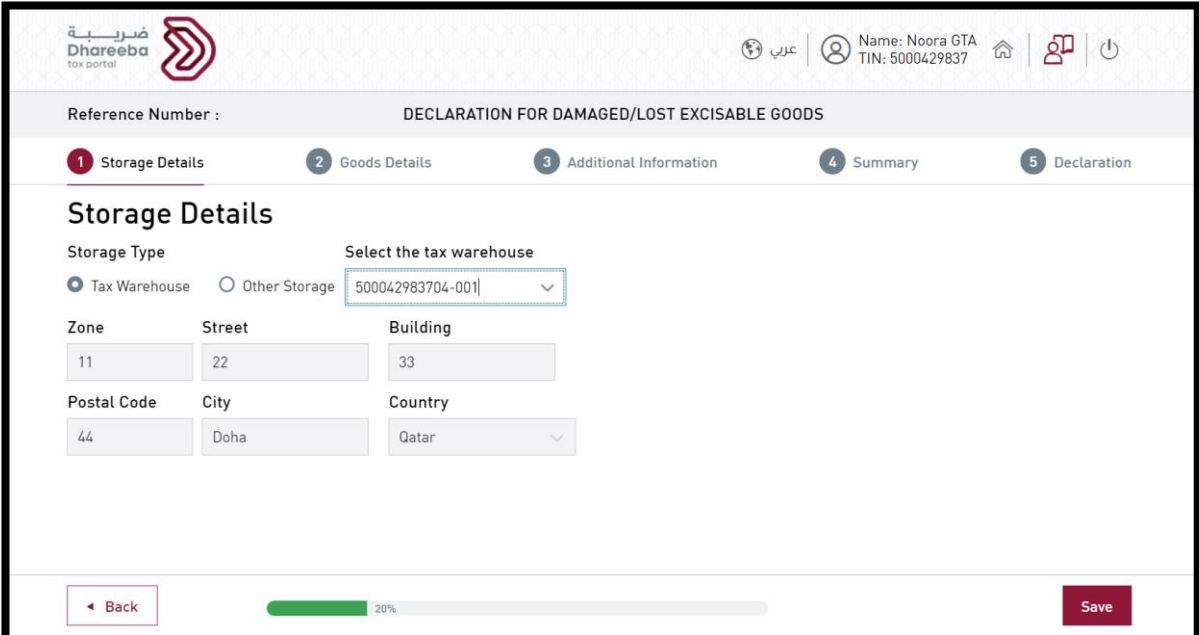


## Tax Warehouse

If Taxpayer selects the radio button for 'Tax Warehouse', the Taxpayer must thereafter select a registered warehouse from 'Selected Tax Warehouse' dropdown.

The other fields pertaining to address are automatically populated, based on the Warehouse selected.

Taxpayer should click on  .



The screenshot shows the Dhareeba tax portal interface. At the top, the Dhareeba logo and name are visible, along with user information: 'Name: Noora GTA' and 'TIN: 5000429837'. The page title is 'DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS'. A progress bar indicates the current step is '1 Storage Details', with other steps being '2 Goods Details', '3 Additional Information', '4 Summary', and '5 Declaration'. The 'Storage Details' section includes a 'Storage Type' section with radio buttons for 'Tax Warehouse' (selected) and 'Other Storage'. Below this is a dropdown menu for 'Select the tax warehouse' with the value '500042983704-001'. The address fields are populated: 'Zone' is 11, 'Street' is 22, 'Building' is 33, 'Postal Code' is 44, 'City' is Doha, and 'Country' is Qatar. At the bottom, there is a 'Back' button, a progress indicator showing 20% completion, and a 'Save' button.



Initial screen of 'Storage Details' will be displayed with details filled in.

Reference Number : DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Storage Type	Warehouse License #	Zone	Street	Building	Postal Code	City	Actions
Tax Warehouse	500042983704-001	11	22	33	44	Doha	

[+ Add Storage Details](#)

[Back](#) 20% [Save as Draft](#) [Continue](#)

## Other Storage

If Taxpayer selects the radio button for 'Other Storage', Taxpayer should enter details for each field.

Reference Number : DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

### Storage Details

Storage Type

Tax Warehouse  Other Storage

Zone: 11 Street: 12 Building: 2

Postal Code: 1212 City: doha Country: Qatar

[Back](#) 40% [Save](#)



Taxpayer should click on **Save**.  
Initial screen of 'Storage Details' will be displayed with details filled in.

Reference Number : DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Storage Type	Warehouse License #	Zone	Street	Building	Postal Code	City	Actions
Tax Warehouse	500042983704-001	11	22	33	44	Doha	
Other Storage		11	12	2	1212	doha	

[+ Add Storage Details](#)

[Back](#) 40% [Save as Draft](#) [Continue](#)

At any point of time the Taxpayer can click on **Save as Draft** and the Application is saved till that point and Application Number is displayed.

Reference Number :82000001040 DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Storage Type	Warehouse License #	Zone	Street	Building	Postal Code	City	Actions
Tax Warehouse	500042983704-001	11	22	33	44	Doha	
Other Storage		11	12	2	1212	doha	

[+ Add Storage Details](#)

**Form: 82000001040 saved successfully**

[Back](#) 40% [Save as Draft](#) [Continue](#)



## Step 5: Goods Details

The next screen is the 'Goods Details', Taxpayer should click on

[+ Add Damaged/Lost Goods Details](#)

ضريبة Dhareeba tax portal

عربي | Name: Noora GTA TIN: 5000429837

Reference Number :82000001040 DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Storage	Description	SKU Code	Cause of Damage/Loss	Quantity	Actions
No data					

+ Add Damaged/Lost Goods Details

Back 40% Save as Draft Continue

If clicked on Continue button without entering any Damaged/Lost Goods Details, then, this below error message screen appears.

ضريبة Dhareeba tax portal

عربي | Name: Noora GTA TIN: 5000429837

Reference Number :82000001040 DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Storage	Description	SKU Code	Cause of Damage/Loss	Quantity	Actions
---------	-------------	----------	----------------------	----------	---------

Error  
Please enter atleast one record  
OK

+ Add Damaged/Lost Goods Details

Back 40% Save as Draft Continue



Taxpayer can either declare the damaged or lost goods by two options:

- Goods Type
- SKU Code

The Taxpayer can declare the damaged or lost goods by having or adding both, i.e., Declare by Goods Type and Declare by SKU Code, but he cannot select both (i.e., Declare by Goods Type and Declare by SKU Code,) of them at the same time

## Declare by Goods Type

Taxpayer should click on radio button for 'Goods Type' and enter details.

The screenshot displays the 'Dhareeba tax portal' interface for a 'DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS'. The user is logged in as 'Noora GTA' with TIN: 5000429837. The reference number is 82000001040. The process is in the 'Goods Details' step (2 of 5). The 'Declare By' option is set to 'Goods Type'. The form fields are as follows:

Field	Value
Type of Excise Goods	CARBONATED DRINKS
HS Code	21069092
Brand	FANTA STRAWBERRY CON...
Description of Good	1958370KIT ST-42.003 5U...
SKU Code	210690920020008001
Storage Details	11,22,33,44,Doha,Qatar
Date of Damage/Lost	25/08/2021
Tax Period	2021 Q3
Quantity of Damaged/Lost Goods	1000
Cause of Damage/Loss	Expired
Attachment(s)	0

At the bottom, there is a 'Back' button, a progress bar at 40%, and a 'Save' button.



## Declare by SKU Code

Taxpayer should click on radio button for 'SKU Code' and enter details.

ضريبة  
Dhareeba  
tax portal

العربي | Name: Noora GTA  
TIN: 5000429837

Reference Number :82000001040 DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Declare By  Goods Type  SKU Code

Type of Excise Goods ENERGY DRINKS

HS Code 22021024

Brand BISON

Description of Good BISON ENERGY DRINK 250ML

SKU Code 220210240030008001

Storage Details 11,22,33,44,Doha,Qatar

Date of Damage/Lost 25/08/2021

Tax Period 2021 Q3

Quantity of Damaged/Lost Goods 100


Cause of Damage/Loss Lost


Attachment(s)

Back 40% Save

### Additional information:

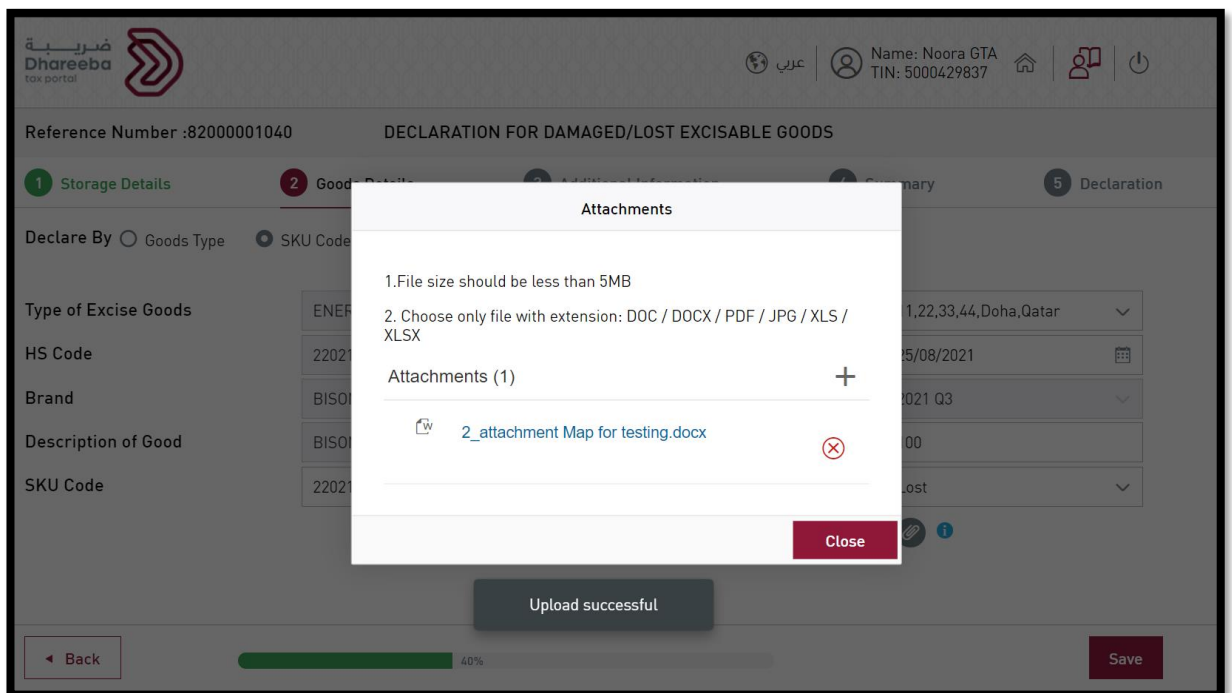
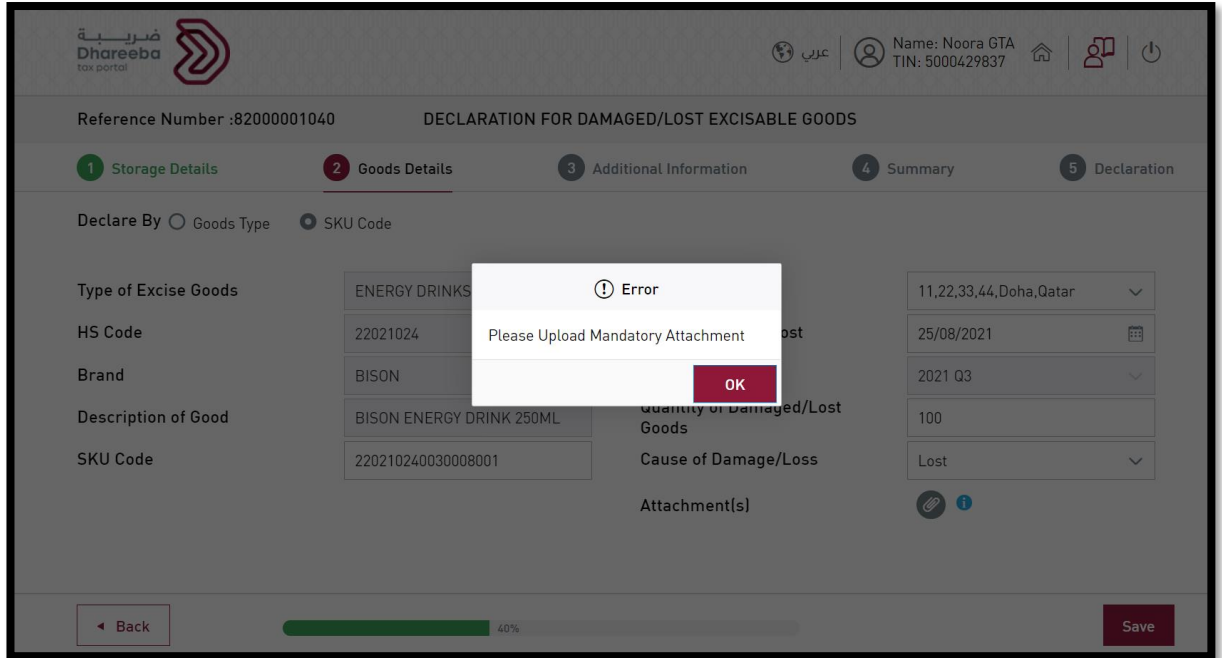
1. Date of Damaged/Lost should not be more than one month from current date.
2. Attachments are mandatorily required for the 'Cause of Damage/Loss'.

For Attachment, Taxpayer should click on  and a table will appear.

Upload document by clicking on  . A successful message will be displayed "Upload Successful".



The error message as shown in the below screen, appears when the Mandatory Attachment is not uploaded.





Taxpayer should click on **Save**. System will redirect Taxpayer to the main “Goods Details” screen with a row of details entered.

Taxpayer should click on **Continue**.

ضريبة  
Dhareeba  
tax portal

العربي | Name: Noora GTA  
TIN: 5000429837

Reference Number :8200001040      DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details    2 Goods Details    3 Additional Information    4 Summary    5 Declaration

Storage	Description	SKU Code	Cause of Damage/Loss	Quantity	Actions
11,22,33,44,Doha,Qatar	1958370KIT ST-42.003 5UN QA	210690920020008001	Expired	1000	
11,22,33,44,Doha,Qatar	BISON ENERGY DRINK 250ML	220210240030008001	Lost	100	

[+ Add Damaged/Lost Goods Details](#)

[Back](#)      40%      [Save as Draft](#)      [Continue](#)



## Step 6: Additional Information Screen

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

Dhreeba  
 Dhreeba  
 tax portal

عربي | Name: Noora GTA  
 TIN: 5000429837

Reference Number :82000001040      DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details      2 Goods Details      3 Additional Information      4 Summary      5 Declaration

### Additional Information

Attach any supporting documents (if any)

Additional Notes

◀ Back      60%      Save as Draft      Continue ▶



## Step 7: Summary Screen

After clicking on "Continue" button, the Taxpayer will be navigated to "Summary" screen where the Taxpayer will be able to view the Declaration of Damaged-Lost Excisable Goods details for each section. Taxpayer can click on **EDIT** to make changes to the information. The Taxpayer then clicks on "**Continue**" button.

Dhreeba  
 Dhreeba  
 tax portal

عربي | Name: Noora GTA  
 TIN: 5000429837

Reference Number :82000001040      DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details    2 Goods Details    3 Additional Information    **4 Summary**    5 Declaration

**1.Storage & Goods Details** [Edit](#)

> 11,12,2,1212,doha,Qatar

**2.Additional Information** [Edit](#)

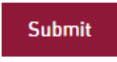
Additional Notes

Attach any other supporting documents (if any)

◀ Back      80%      Save as Draft      Continue ▶



### Step 8: Declaration Screen

The details of the Declaration is auto populated. To submit the form, Taxpayer should mandatorily click the box **“I declare that the information provided in this form is true and correct”**. Taxpayer should click on  .

Reference Number :82000001040      DECLARATION FOR DAMAGED/LOST EXCISABLE GOODS

1 Storage Details    2 Goods Details    3 Additional Information    4 Summary    5 Declaration

### Declaration

First Name	Last Name	Designation	Date
<input type="text" value="sagar"/>	<input type="text" value="chandane"/>	<input type="text" value="Taxpayer"/>	<input type="text" value="25/08/2021"/>
Email Address		Phone Number	
<input type="text" value="sagar@g.com"/>		<input type="text" value="+ 974 55646913"/>	

I agree with the Terms and Conditions.

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

    98%       

When clicked on Terms and Conditions, the below screen appears.

Terms and Conditions

- We hereby confirm that the information contained in this declaration is true, accurate and complete.
- We declare that we will provide the GTA with further information upon request, if required.
- We confirm that we are aware of the liability connected with provision of untrue incorrect or incomplete information.
- We confirm that the accounting systems, accounting records and supporting documents used for the submission of this declaration are held and will be kept for 5 years from the end of the year to which they belong and will be during this period readable , reviewed and available whenever requested by the General Tax Authority.



## Step 9: Acknowledgement

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

ضريبة  
Dhareeba  
tax portal

عربي | Name: Noora GTA  
TIN: 5000429837

**Declaration for Damaged/Lost Excisable Goods complete**

Your declaration reference number is  
**82000001040 submitted on : 25/08/2021**

Your declaration is under review.

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

For any inquiry or assistance, please contact us on:

Within Qatar: 16565  
Outside Qatar: +974 4406 9941

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

Close



# 3

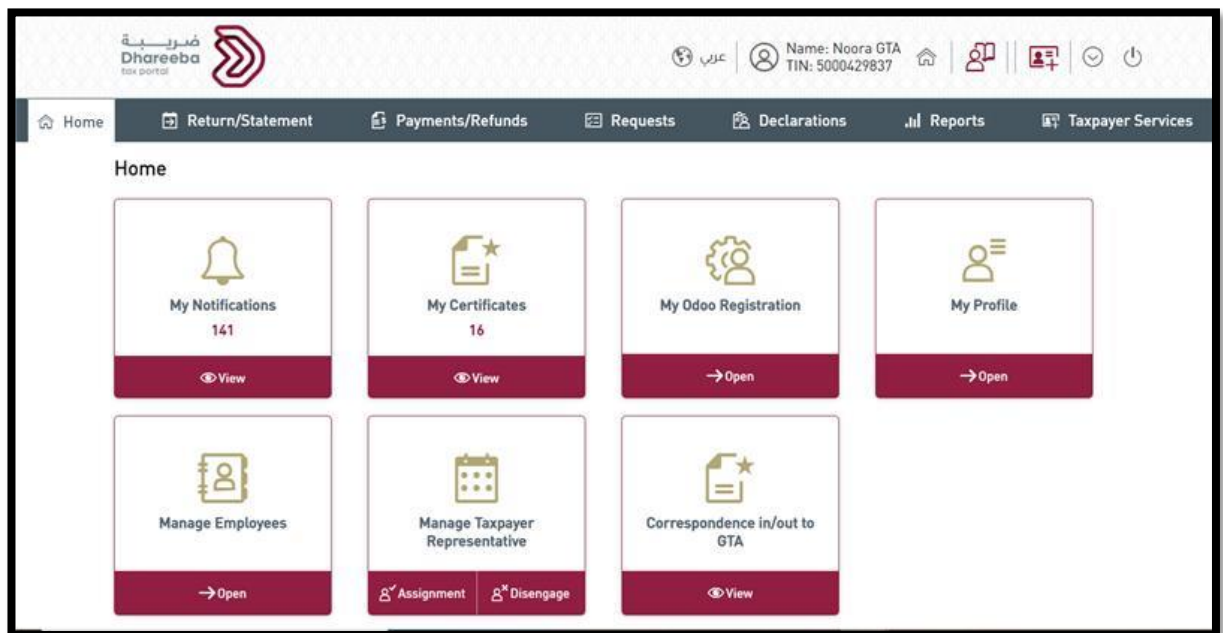
## Annexure – Correspondence received by Taxpayer



## 3 Annexure – Correspondence received by Taxpayer

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

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





∇ Date of the issue	∇ Reference Number	∇ Application Type	∇ Subject	∇ Tax Type	∇ Classification	
26/08/2021	82000000992	Damaged Goods Declaration	Acknowledgment - Declaration of Damaged/Lost Excisable Goods	Excise Tax	Informative	<a href="#">↓</a>
18/08/2021	82000000983	Damaged Goods Declaration	Additional Information Received - Declaration of Damaged/Lost Excisable Goods	Excise Tax	Informative	<a href="#">↓</a>
18/08/2021	82000000983	Damaged Goods Declaration	Acknowledgment - Declaration of Damaged/Lost Excisable Goods	Excise Tax	Informative	<a href="#">↓</a>

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### 3.2 SMS on Mobile Number and Email Notifications on Email ID

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

Taxpayer will receive SMS, Email and PDF on Submission

Taxpayer will receive SMS, Email and PDF for Additional Information required

Taxpayer will receive SMS, Email and PDF for Additional Information received

Taxpayer will receive SMS, Email and PDF after Approval

Taxpayer will receive SMS, Email and PDF for Rejection



## Status of Damaged/Lost Excisable Goods Application

Taxpayer needs to click on the View button of 'Damaged/Lost Excisable Goods' tile.

The screenshot displays the Dhreeba tax portal interface. At the top, the user is logged in as 'Noora GTA' with TIN: 5000429837. The main navigation bar includes 'Home', 'Return/Statement', 'Payments/Refunds', 'Requests', 'Declarations', 'Reports', and 'Taxpayer Services'. The 'Declarations' section is active, showing a grid of eight tiles. The 'Damaged/Lost Excisable Goods' tile is highlighted with a blue box, and a blue arrow points to its 'View' button. The other tiles are: 'Contract Declaration' (Create, View), 'Notification for Receipt of Excisable Goods' (View), 'Notification on the CBC reporting entity' (Create, View), 'Submission of Master File/ Local File' (Open), 'Voluntary Disclosure' (Create, View), 'Notification Approval for Non Objection Certificate' (View), and 'Notification for Approval of VAT Group Registration' (View).

- End of Document -