

ضريبة
Dhareeba
tax portal



الهيئة العامة للضرائب
GENERAL TAX AUTHORITY



Refund for Intermediary Excise Goods User Manual

Dhareeba Tax Portal



Refund for Intermediary Excisable Goods

version 1.0 –2021

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Purpose of this document



1 Purpose of this document

Intermediary Excisable Goods' Refund Process is for Taxpayers who have Input Excisable Goods as part of their finished products, which are also Excise liable, to claim refunds on the Excise they have paid on the Input Excisable Goods.

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

The pre-requisite to file for Intermediary Excisable Goods' refund is the following:

- The taxpayer must be registered for Excise Tax as a 'Producer'.
- The taxpayer must have filed and declared the Intermediary Excisable Goods.

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

2

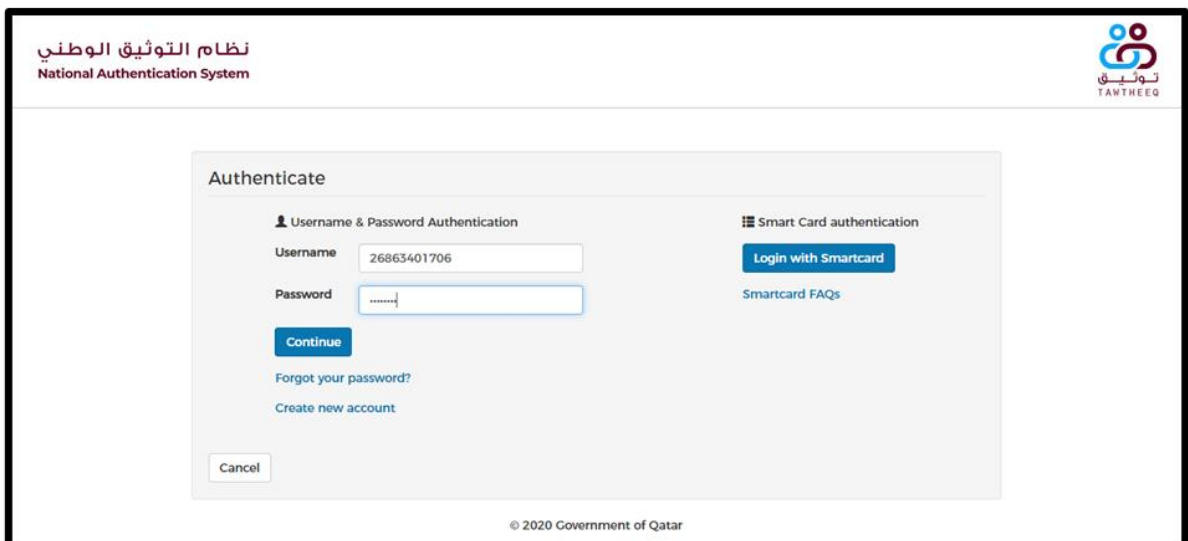
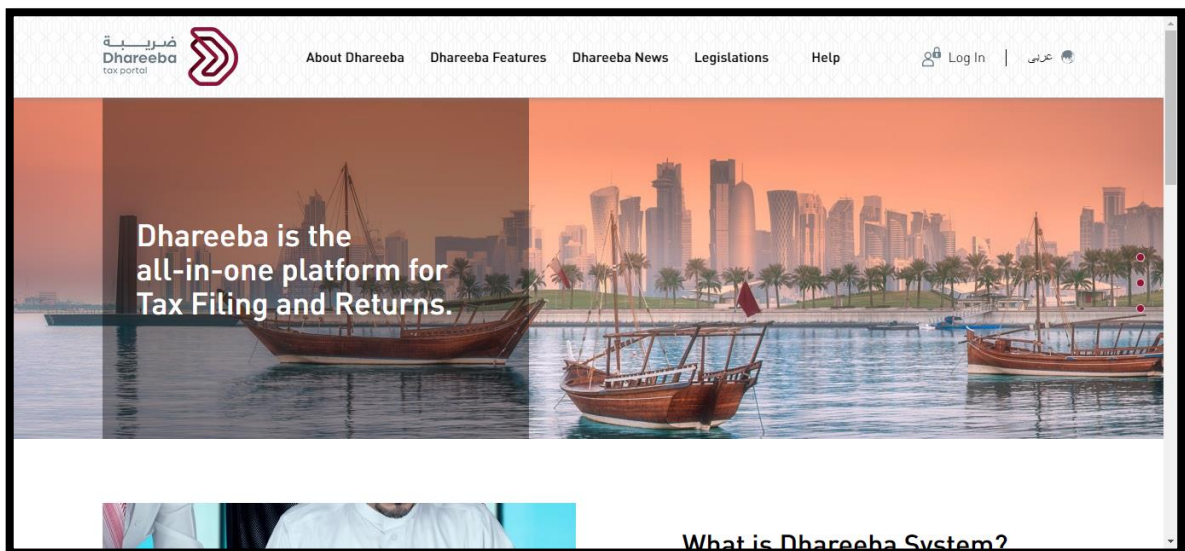
Steps to file an Intermediary Excisable Goods' Refund



2 Steps to file an Intermediary Excisable Goods' Refund

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

After successful login, the Taxpayer will be navigated to the Home screen.

Step 3: The Taxpayer should click on the 'Payments/Refunds' tab and click on 'Create' button on 'Refunds' tile.

The screenshot displays the Dhreeba tax portal dashboard. At the top, there is a header with the Dhreeba logo, the text 'ذريعة Dhreeba tax portal', and user information including 'Name: MOME1' and 'TIN: 5000010819'. Below the header is a navigation menu with tabs for 'Home', 'Return/Statement', 'Payments/Refunds', 'Requests', 'Declarations', 'Reports', and 'Taxpayer Services'. The 'Payments/Refunds' tab is selected. The main content area is titled 'Payments/Refunds' and contains several tiles. The 'Refunds' tile is highlighted with a red box and contains a 'Create' button. Other tiles include 'Total Due Payments' (QAR 10,000.00), 'Advance Payments', 'Pending Payment Transfers', 'Installment Plan Request', and 'Financial Transaction History'. Each tile has a 'Create' or 'View' button.



Step 4: Refunds Type Screen

The Taxpayer will be navigated to 'Refunds Type' screen where the Taxpayer should select the "Tax Type" which in this process is "Excise Tax" and select the "Refund Type" which is "Intermediary Excise Goods", for which the Taxpayer wants to file a refund.

The Taxpayer then clicks on 'Continue'.

The screenshot displays the 'Request for Refund' interface. At the top, the Dharaaba logo and 'Dharaaba tax portal' are visible on the left, and user information (Name: MOME1, TIN: 5000010819) and navigation icons are on the right. The main content area contains two dropdown menus: 'Select Tax Type*' with 'Excise Tax' selected, and 'Select Refund Type*' with 'Intermediary Excise Goods' selected. At the bottom, there are two buttons: 'Back' on the left and 'Continue' on the right.



Step 5: Instructions Screen

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

The screenshot shows the 'Instructions for Taxpayers' screen on the Dharaaba Tax Portal. The header includes the Dharaaba logo and user information: Name: MOME1, TIN: 5000010819. The main content area contains the following instructions:

- These instructions need to be read and understood before starting the Excise Tax Refund Request
- This refund request is to claim refund on those goods imported or purchased locally which are used in the production of excisable finished goods in state of Qatar
- Ensure to provide accurate information
- The information you provide in this request will be kept strictly confidential
- It is an offense 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 refund request
- Please note that the General Tax Authority has the right to deduct (offset) any outstanding tax amounts or financial penalties due as on the date of refund payment from the approved refund amount.
- The Refund request on Excise Tax paid at import of intermediary goods that are Re-exported as they are (same goods) should be submitted to General Authority of Customs

At the bottom of the screen, there are two buttons: a 'Back' button on the left and a 'Start Now' button on the right.



Step 6: Refund Details

The Taxpayer will be navigated to “Refund Details” screen where the Taxpayer should click on “+ Add More” icon to fill in the necessary details.

Request Number: INTERMEDIARY EXCISE GOODS REFUND

1 Refund Details 2 Additional Information 3 Bank Details 4 Summary 5 Declaration

Refund Details

Goods Type	Description of Intermediary Goods	SKU Code	Quantity	Excise Tax paid(QAR)	Actions
No data					

+ Add More

◀ Back 0% Save as draft Continue ▶

Once the Taxpayer clicks on “+ Add More”, Taxpayer will be navigated to the below screen where the Taxpayer should select **Declare by** either “**Goods Type**” or “**SKU Code**”.

Request Number: INTERMEDIARY EXCISE GOODS REFUND

1 Refund Details 2 Additional Information 3 Bank Details 4 Summary 5 Declaration

Declare by Goods Type SKU Code

◀ Back 0% Save



In case the Taxpayer selects **Declares by 'Goods Type'**, for the **Intermediary Goods Details**, the Taxpayer should fill in all the information and attach the mandatory documents.

Request Number: INTERMEDIARY EXCISE GOODS REFUND

1 Refund Details 2 Additional Information 3 Bank Details 4 Summary 5 Declaration

Declare by Goods Type SKU Code

> Intermediary Goods detail

> Finished Goods Produced detail

◀ Back 0% Save

Add **Finished Goods Produced Details**. For the **Finished Produced Goods Details**, the Taxpayer should fill in all the information, attach the mandatory documents and click on Save. **Finished Goods Produced details** must be the same details used by Taxpayer while filing Excise Return.

1 Refund Details 2 Additional Information 3 Bank Details 4 Summary 5 Declaration

Goods Description ALIN POKOLOKO 250 ML Attachment(s)

SKU Code 220210240030002001

Finished Goods Produced detail

Goods Type ENERGY DRINKS Batch Number 1#

HS Code 22021024 RSP before Excise Tax 15.00

Brand Name BLUE Return Reference# 091100000763

Goods Description BLUE WALJUNGES ENERG... Excise Tax paid(QAR) 2000000.00

SKU Code 220210240030011001 Payment Date 11/01/2021

Tax Period of Production 2020 Q4 Attachment(s)*

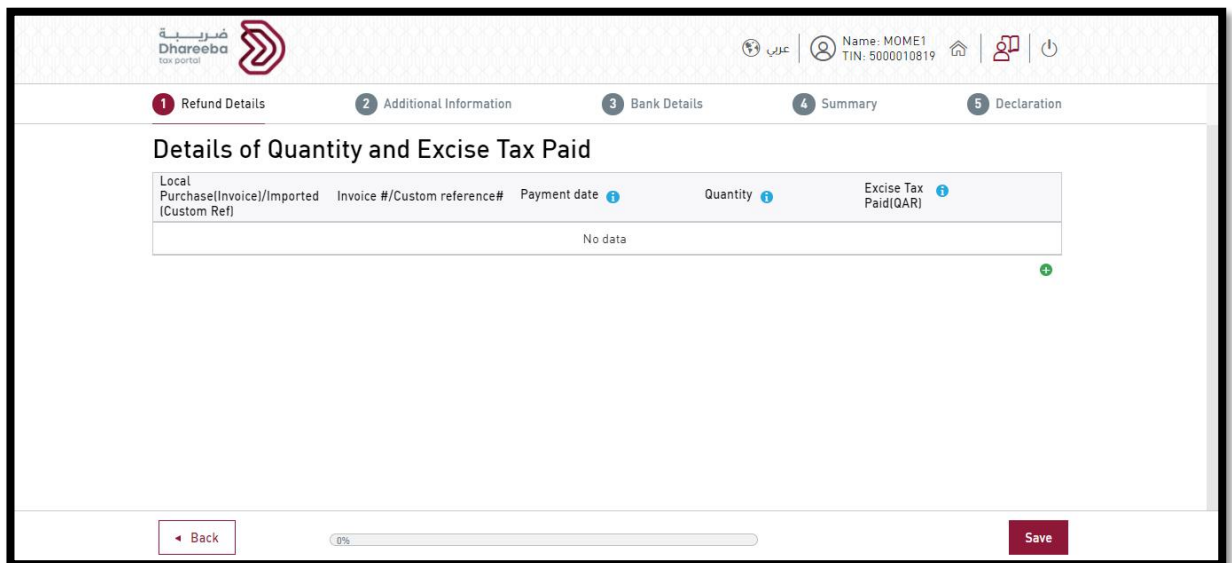
Quantity Produced 600

◀ Back 0% Save

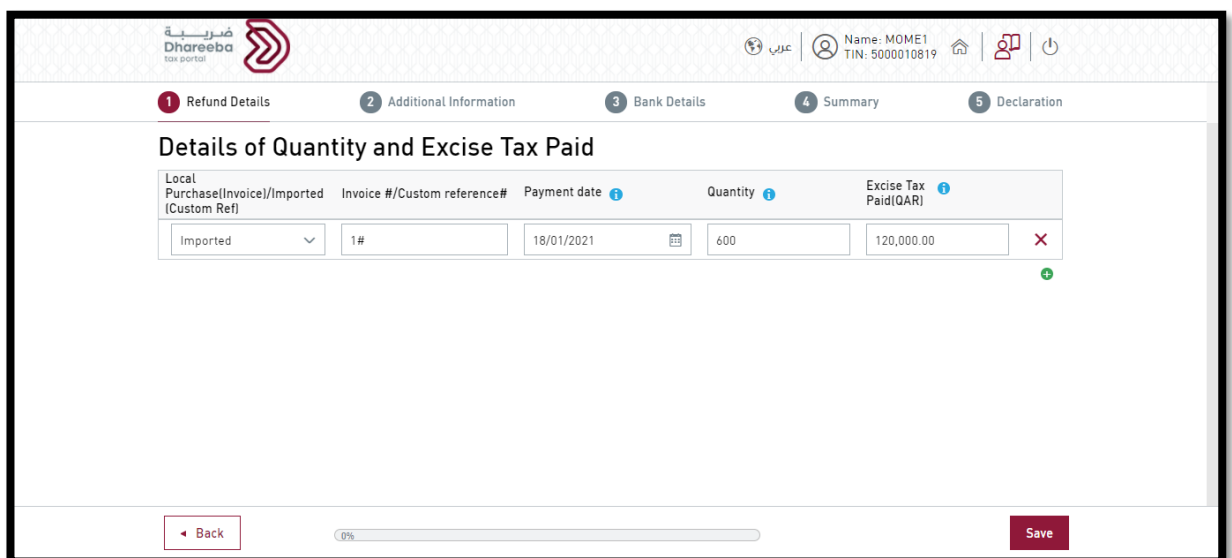


To add Quantity details in **Intermediary Goods Details**, after adding **Finished Produced Goods Details**, the Taxpayer should click on the “**+ Details**” hyperlink to add Details of Quantity and Excise Tax Paid.

After clicking on “**+ Details**” hyperlink, the Taxpayer will be navigated to the below screen for **Details of Quantity and Excise Tax Paid** where the Taxpayer should click on the “**+ Add More**” button.



After clicking on “**+ Add More**” button the Taxpayer will be navigated to the below screen where Taxpayer selects/enters the necessary details.



After filing information, Taxpayer should click on **Save**.



The Taxpayer will be navigated to Refund Details screen where the Taxpayer should click on the “Save” button.

1 Refund Details 2 Additional Information 3 Bank Details 4 Summary 5 Declaration

Declare by Goods Type SKU Code

Intermediary Goods detail

Goods Type	ENERGY DRINKS	RSP before Excise Tax	15.00
HS Code	22021024	Quantity	600
Brand Name	ALIN	Excise Tax paid(QAR)	120000.00
Goods Description	ALIN POKOLOKO 250 ML	Attachment(s)	
SKU Code	220210240030002001		

Finished Goods Produced detail

Goods Type	ENERGY DRINKS	Batch Number	1#
HS Code	22021024	RSP before Excise Tax	15.00
Brand Name	BLUE	Return Reference#	091100000763

[Back](#) 0% [Save](#)

After clicking on the “Save” button, The Taxpayer will be navigated to the summarized Refund Details screen where the Taxpayer can click on the “+” button to add more details.

The Taxpayer should then click on ‘Save’ button.

1 Refund Details 2 Additional Information 3 Bank Details 4 Summary 5 Declaration

Refund Details

Goods Type	Description of Intermediary Goods	SKU Code	Quantity	Excise Tax paid(QAR)	Actions
ENERGY DRINKS	ALIN POKOLOKO 250 ML	220210240030002001	600	120000.00	


[Add More](#)

[Back](#) 0% [Save as draft](#) [Continue](#)



In case the Taxpayer selects **Declares by 'SKU Code'**, for the **Intermediary Goods Details** and **Finished Produced Goods Details** the Taxpayer should fill in all the information and attach the mandatory documents.

The Taxpayer should then click on **'Save'** button.



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العربي | Name: MOME1
TIN: 5000010819

Request Number: 84000000411 INTERMEDIARY EXCISE GOODS REFUND

1 Refund Details
2 Additional Information
3 Bank Details
4 Summary
5 Declaration

Declare by Goods Type SKU Code

▼ Intermediary Goods detail

Goods Type	ENERGY DRINKS	RSP before Excise Tax	40.00
HS Code	22021024	Quantity Details	800
Brand Name	ALIN	Excise Tax paid(QAR)	2000000.00
Goods Description	ALIN POKOLOKO 250 ML	Attachment(s)	1
SKU Code	220210240030002001		


▼ Finished Goods Produced detail

Goods Type	ENERGY DRINKS	Batch Number	895%D
HS Code	22021024	RSP before Excise Tax	40.00
Brand Name	BLUE	Return Reference#	091100000763
Goods Description	BLUE WALJUNGES ENERGY DR...	Excise Tax paid(QAR)	2000000.00
SKU Code	220210240030011001	Payment Date	03/01/2021 Calendar icon
Tax Period of Production	2021 Q1	Attachment(s)*	1
Quantity Produced	800		

← Back
0%
Save



The Taxpayer will be navigated to the below screen where the Taxpayer either click on the “+ Add More” button to add more details or clicks on ‘Continue’ button.



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tax portal




عربي | Name: MOME1
TIN: 5000010819

Request Number: 84000000411

INTERMEDIARY EXCISE GOODS
REFUND

1 Refund Details
2 Additional Information
3 Bank Details
4 Summary
5 Declaration

Refund Details

Goods Type	Description of Intermediary Goods	SKU Code	Quantity	Excise Tax paid(QAR)	Actions
ENERGY DRINKS	ALIN POKOLOKO 250 ML	220210240030002001	800	2000000.00	  

+ Add More

◀ Back

0%

Save as draft

Continue ▶



Step 7: Additional Information

The Taxpayer will be navigated to ‘Additional Information’ screen where the Taxpayer can fill Additional Notes and attach any document(s). The Taxpayer should then click “Continue” button.

The screenshot displays the 'Additional Information' screen in the Dhareeba tax portal. The header includes the Dhareeba logo and user information: 'Name: MOME1', 'TIN: 5000010819'. A progress bar at the top indicates the current step is '2 Additional Information'. The main content area is titled 'Additional Information' and contains a section for 'Attach any supporting Documents (If Any)' with a document icon. Below that is a section for 'Additional Notes' with a text input field containing 'ABCD'. At the bottom, there is a 'Back' button, a progress indicator showing 20% completion, a 'Save as draft' button, and a 'Continue' button.



Step 8: Bank Details

After clicking on "Continue" button, the Taxpayer will be navigated to "Bank Details" screen where the Taxpayer has to select 'Yes' or 'No' for the below question. If the Taxpayer selects 'Yes', then the Taxpayer can proceed by clicking on 'Continue' button.

The screenshot shows the Dharaaba tax portal interface. At the top left is the Dharaaba logo and 'Dharaaba tax portal' text. At the top right, there are navigation icons, a language selector (عربي), and user information: 'Name: MOME1' and 'TIN: 5000010819'. Below the header, the request number '84000000357' and the title 'INTERMEDIARY EXCISE GOODS REFUND' are displayed. A progress bar shows five steps: 1. Refund Details, 2. Additional Information, 3. Bank Details (current step), 4. Summary, and 5. Declaration. The main content area is titled 'Bank Details' and contains the question: 'Do you want to keep the refund amount with the General Tax Authority, to use it against future tax liabilities?'. Below the question are two radio buttons: 'Yes' (selected) and 'No'. At the bottom, there is a 'Back' button, a progress indicator showing 40% completion, a 'Save as draft' button, and a 'Continue' button.



If the Taxpayer selects 'No', then additional fields appear as shown below. The Taxpayer then either **select the checkbox**, after which all Taxpayers' Previous Bank Account details will then appear or else the Taxpayer should **fill** in all the details in the fields. The Taxpayer should then click on '**Continue**' button.

The screenshot displays the Dhreeba web application interface for an 'INTERMEDIARY EXCISE GOODS REFUND'. The page is titled 'Bank Details' and is part of a five-step process: 1. Refund Details, 2. Additional Information, 3. Bank Details (current step), 4. Summary, and 5. Declaration. The request number is 8400000411. The user is identified as MOME1 with TIN 5000010819. The main question is 'Do you want to keep the refund amount with the General Tax Authority, to use it against future tax liabilities?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. Below this, there is a checked checkbox for 'Use your previous Bank Account details'. The form contains several input fields: IBAN (QA72QNBA678956789098763738973), Bank Name (MPME1), Beneficiary Name in English (MOME3), Beneficiary Name in Arabic (Qa), SWIFT/BIC Code (QNBAQAQA), and Proof of Bank Account (with a document icon). At the bottom, there are buttons for 'Back', 'Save as draft', and 'Continue', along with a 40% progress indicator.



Step 9: Summary

After clicking on "Continue" button, the Taxpayer will be navigated to "Summary" screen where the Taxpayer will be able to view the 'Refund for Intermediary Excise Goods' details for each section.

The Taxpayer should then click on "Continue" button.

The screenshot shows the 'Summary' screen for an 'INTERMEDIARY EXCISE GOODS REFUND'. The page header includes the Dhareeba logo, the name 'MOME1', and the TIN '5000010819'. The request number is '84000000357'. The progress bar indicates that the 'Summary' step is currently active.

1. Refund Summary [EDIT](#)

Goods Type	Excise Tax paid(QAR)	Claimed Amount(QAR)
ENERGY DRINKS	120000.00	120000.00
Total	120000.00	120000.00

2. Additional Information [EDIT](#)

Additional Information: ABCD.

Attach any supporting Documents (If Any)

3. Bank Details [EDIT](#)

Do you want to keep the refund amount with the General Tax Authority, to use it against future tax liabilities? Yes

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



Step 10: Declaration

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

Taxpayer should click on the 'Terms and Conditions' hyperlink.

Taxpayer should then click on "I Agree" button.



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

Request Number:8400000357 INTERMEDIARY EXCISE GOODS REFUND

1 Refund Details 2 Additional Information 3 Bank Details 4 Summary 5 Declaration

Declaration

First Name: joe Last Name: green Designation: Taxpayer Date: 26/01/2021

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

I agree with the [Terms and Conditions](#)

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

◀ Back 99% Save as draft Submit

Step 11: Acknowledgement

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

✓

Refund Request for Intermediary Excise Goods complete

Your Request Reference Number is **8400000357 Submitted on : 26/01/2021**

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

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

✕ Close



3

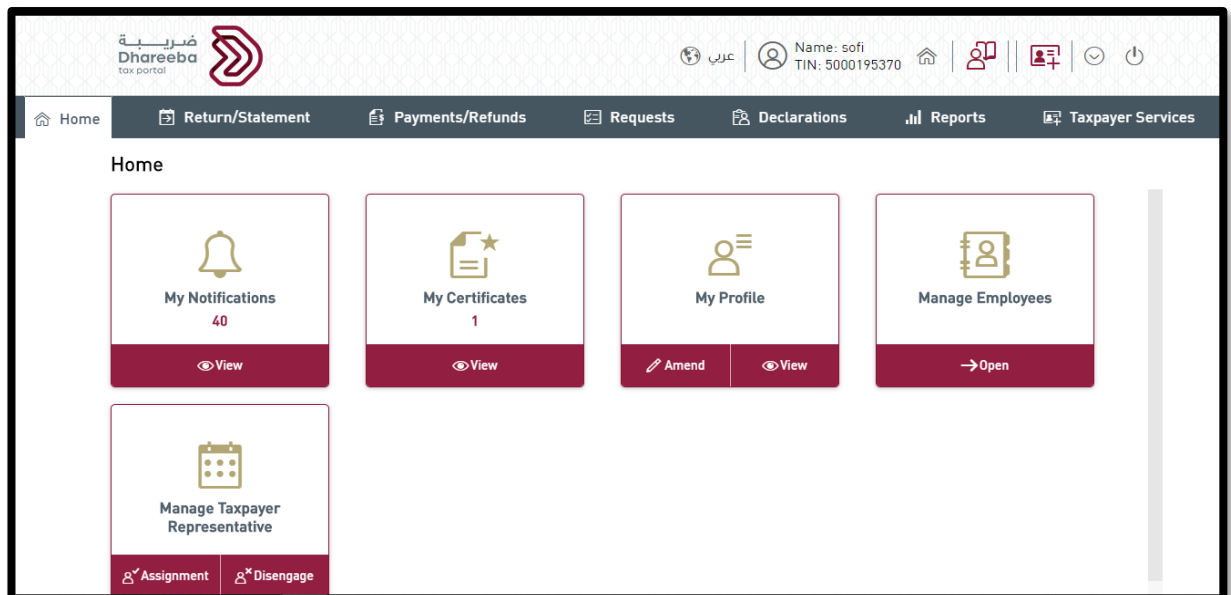
Annexure – Correspondence received by Taxpayer



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.





ضريبة Dhareeba tax portal		عربي		Name: sofi TIN: 5000195370	🏠	👤	🔌
07/10/2020	84000000119	Intermed. Excise Goods Refund	Acknowledgment - Intermediary Excise Goods refund request	Excise Tax	Informative	↓	
08/10/2020	84000000123	Intermed. Excise Goods Refund	Acknowledgment - Intermediary Excise Goods refund request	Excise Tax	Informative	↓	
08/10/2020	84000000124	Intermed. Excise Goods Refund	Acknowledgment - Intermediary Excise Goods refund request	Excise Tax	Informative	↓	
14/10/2020	84000000151	Intermed. Excise Goods Refund	Acknowledgment - Intermediary Excise Goods refund request	Excise Tax	Informative	↓	
14/10/2020	84000000158	Intermed. Excise Goods Refund	Acknowledgment - Intermediary Excise Goods refund request	Excise Tax	Informative	↓	
17/10/2020	84000000164	Intermed. Excise Goods Refund	Acknowledgment - Intermediary Excise Goods refund request	Excise Tax	Informative	↓	

◀ Back

3.2 SMS on Mobile Number and Email Notifications on Email ID

1. Taxpayer will receive SMS, Email and PDF on Submission
2. Taxpayer will receive SMS, Email and PDF for Additional Information required
3. Taxpayer will receive SMS, Email and PDF for Additional Information received
4. Taxpayer will receive SMS, Email and PDF after Approval
5. Taxpayer will receive SMS, Email and PDF for Rejection



Status of Refund for Intermediary Excise Goods form

Taxpayer needs to click on the View button of tile.

The Taxpayer will be navigated to below screen.

Reference #	Tax Type	Tax Period	Refund Type	Status	Actions
084000000147	Excise tax		Intermediary Excise Goods Refund	Draft	
084000000150	Excise tax		Intermediary Excise Goods Refund	Draft	
084000000151	Excise tax		Intermediary Excise Goods Refund	Rejected	
084000000158	Excise tax		Intermediary Excise Goods Refund	Rejected	
084000000164	Excise tax		Intermediary Excise Goods Refund	Under Review	

- End of Document -