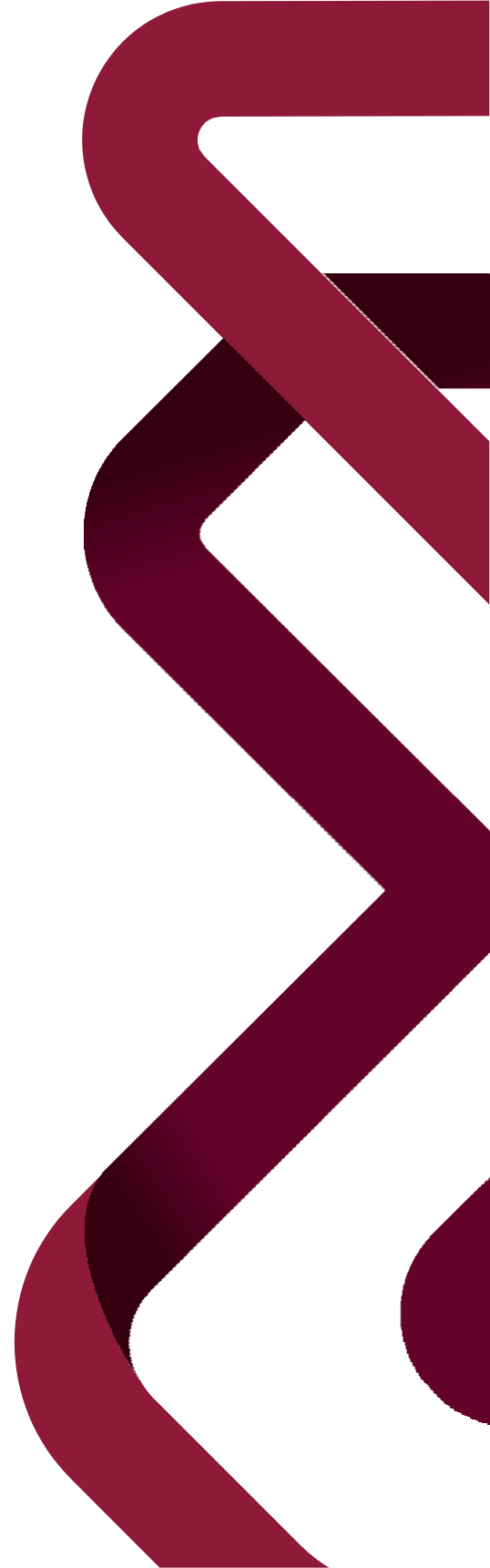




# Application for Spot Goods Transport User Manual

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## Dhareeba Tax Portal



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# 1

## Purpose of this document



# 1 Purpose of this document

The objective of this document is to explain the procedure to submit an Application of Goods Transport Request (Spot) with its applicable business rules and the form filling procedures.

The Document also explains various options which Taxpayer can opt for, after Form Submission and Approval, such as Request Extension, Amendment, Cancellation of Request.

The processes can be performed by the Sender Taxpayer before Receipt Declaration is filed by Receiver Taxpayer.

Pre-requisite to file Application for Goods Transport Request:

- Taxpayer must be registered for Excise Tax in GTA.
- Taxpayer should have at least one active warehouse in case the type of request is spot-single movement.

# 2

## Steps for Form Submission of Excise Goods Transport Request

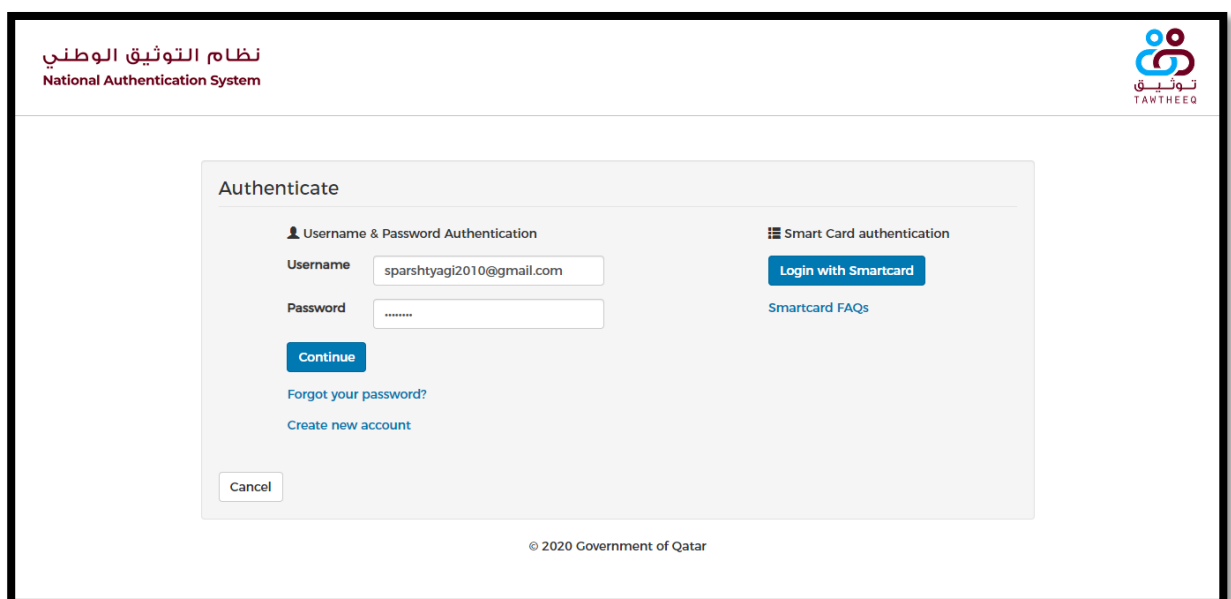
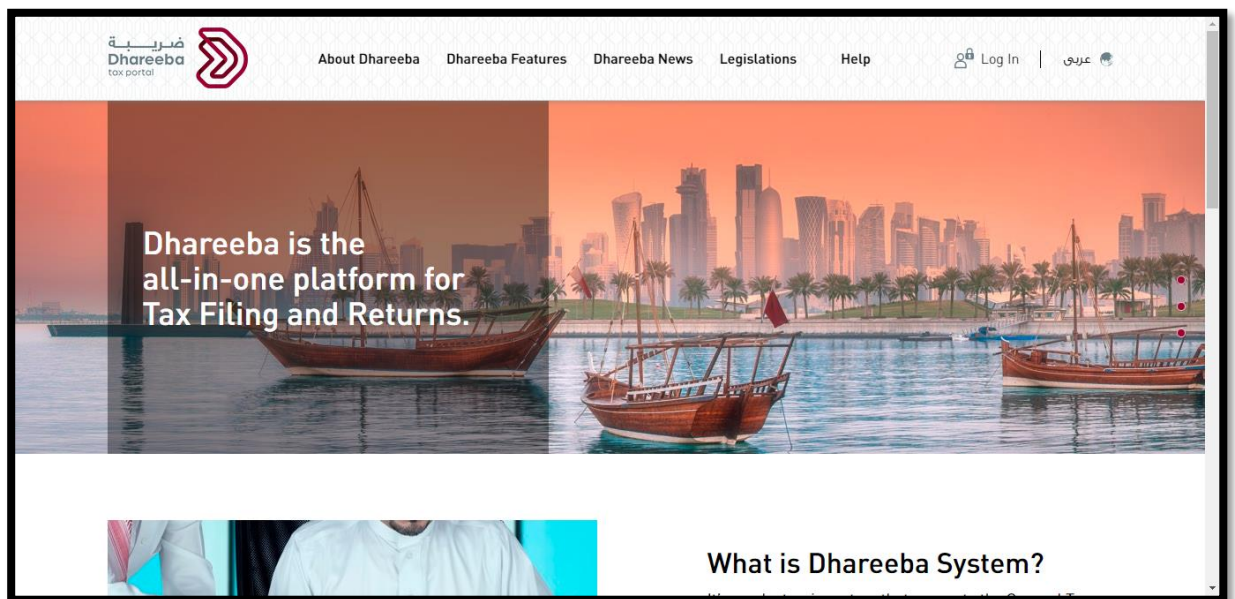
on of Ex



## Step 1: Log in Screen

A Taxpayer should log-in through Dhareeba where the 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).

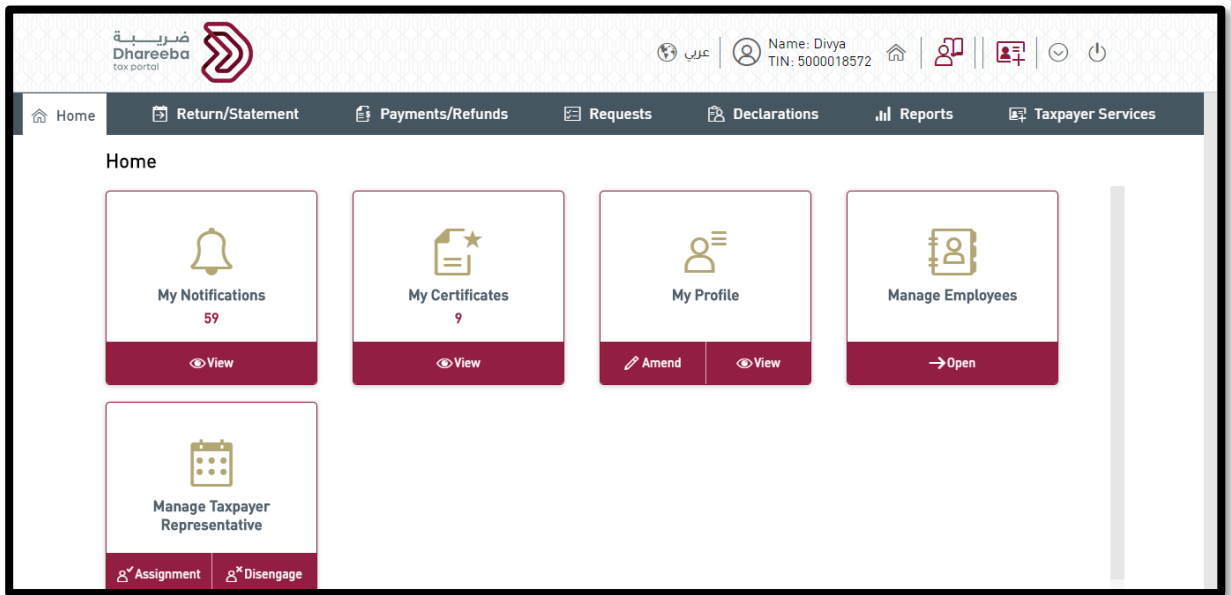
NOTE: “FAQ” and “User Guide” are available under the “Help” tab.



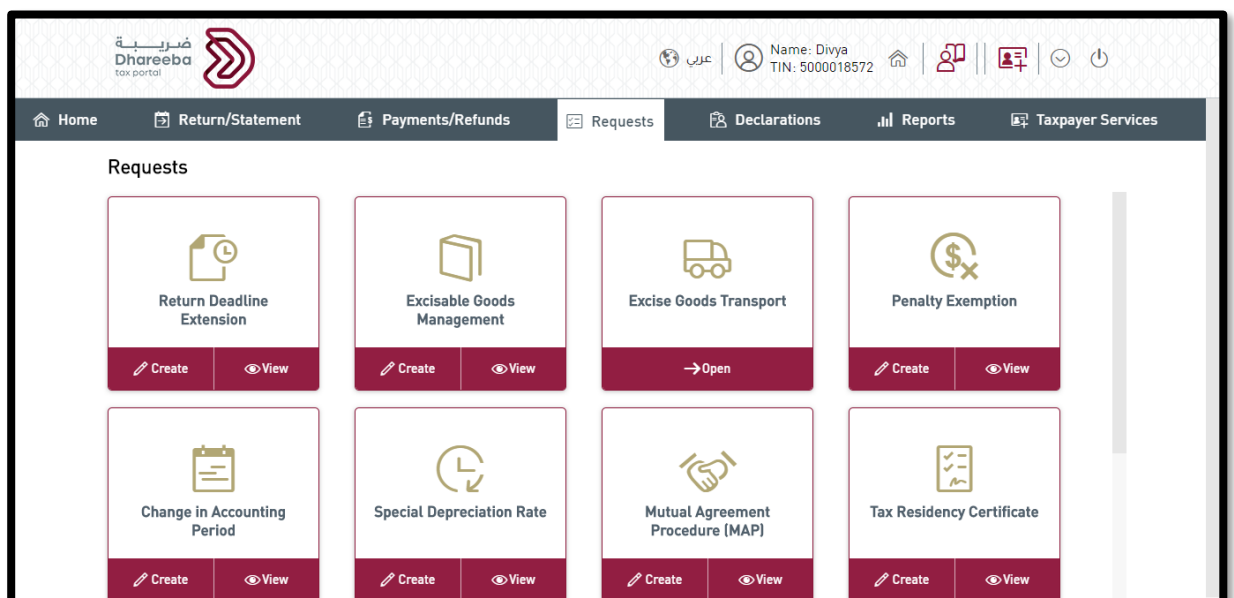


## Step 2: Dashboard

After clicking on "Continue" button, Taxpayer will be redirected to Taxpayer Portal where he needs to click on "Requests" tab.



After clicking on "Requests" tab, Taxpayer will be navigated to "Requests" screen where he needs to click on "Open" button on "Excise Goods Transport" tile.





After clicking on “Open” button on “Excise Goods Transport” tile, Taxpayer will be navigated to "Excise Goods Transport" screen where he needs to click on “Create” button on “Excise Goods Transport” tile.

The screenshot displays the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo and the text 'ضريبة Dhareeba tax portal'. To the right of the header, there is a user profile section showing 'Name: Divya' and 'TIN: 5000018572'. Below the header is a navigation menu with the following items: Home, Return/Statement, Payments/Refunds, Requests (highlighted), Declarations, Reports, and Taxpayer Services. The main content area is titled 'Requests / Excise Goods Transport' and contains three tiles:

- Excise Goods Transport:** Features a truck icon. It has a 'Create' button (indicated by a pencil icon) and a 'View' button (indicated by an eye icon).
- Goods Reception Approval:** Features a pencil icon. It has a 'View' button (indicated by an eye icon).
- Request for Extension:** Features a document icon. It has a 'View' button (indicated by an eye icon).



## Step 3: Instructions for Taxpayers

After clicking on “Create” button on "Excise Goods Transport" tile, Taxpayer will be navigated to "Instructions" screen where he needs to read all the instructions then needs to select “**Type of Request**” and “**Destination Determination**” from the drop-down list and then needs to click on "**Start Now**" button.

In this case, Taxpayer selects Spot-Single Movement Request and Custom to Warehouse Destination Determination.

**ضريبة**  
Dhareeba  
tax portal

عربي | Name: Divya  
TIN: 5000018572

### 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** ⓘ      **Destination Determination**

Spot-Single Movement      Custom to Warehouse

◀ Back      Start Now ▶



## Step 4: Sender/Receiver Details

After clicking on "Start Now" button, Taxpayer will be navigated to "Sender/Receiver Details" screen where Taxpayer needs to provide the **details in Sender and Receiver Section** mentioned on below screen.

Below is the screen for Spot- Custom to Warehouse Category.

The screenshot shows the 'Sender/Receiver Details' screen for an 'Excise Goods Transport Request'. The interface includes a header with the Dhareeba logo, user information (Name: Divya, TIN: 5000018572), and navigation icons. The main content area is divided into 'Sender' and 'Receiver' sections. The 'Sender' section includes a 'Port of Entry' dropdown menu set to 'QARWS', 'Expected Date of Transport' (04/10/2020), and 'Expected Date of Receipt' (09/10/2020). The 'Receiver' section includes a 'Warehouse License#' dropdown menu set to '500001857204-001', 'Taxpayer Name' (Divya), and address fields for 'Zone' (22), 'Street' (Street 23), 'Building' (21), 'PO Box' (112001), 'City' (Doha), and 'Country' (Qatar). A progress bar at the bottom indicates 25% completion. Navigation buttons include 'Back', 'Save as draft', and 'Continue'.

Screen for Warehouse to Custom Category is shown below:

The screenshot shows the 'Sender/Receiver Details' screen for an 'Excise Goods Transport Request' in the 'Warehouse to Custom' category. The interface is similar to the previous screen but with different field requirements. The 'Sender' section includes 'Warehouse License#' (500001857204-001), 'Taxpayer Name' (Divya), and address fields for 'Zone' (22), 'Street' (Street 23), 'Building' (21), 'PO Box' (112001), 'City' (Doha), and 'Country' (Qatar). The 'Receiver' section includes a 'Port of Exit' dropdown menu set to 'QAHD'. 'Expected Date of Transport' (04/10/2020) and 'Expected Date of Export' (09/10/2020) are also present. A progress bar at the bottom indicates 25% completion. Navigation buttons include 'Back', 'Save as draft', and 'Continue'.



Screen for Warehouse to Own Warehouse Category is shown below:

**Request Number:** Excise Goods Transport Request

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

**Sender**

Warehouse License#	Taxpayer Name	
500001857204-001	Divya	
Zone	Street	Building
22	Street 23	21
PO Box	City	Country
112001	Doha	Qatar
Expected Date of Transport	Expected Date of Export	
04/10/2020	09/10/2020	

**Receiver**    Transporting to  Own or  Other Warehouse

Warehouse License#	Taxpayer Name	
500001857204-004	Divya	
Zone	Street	Building
23	33	12
PO Box	City	Country
11001	Doha	Qatar

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

Screen for Warehouse to Other's Warehouse Category is shown below:

**Request Number:** Excise Goods Transport Request

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

**Sender**

Warehouse License#	Taxpayer Name	
500001857204-001	Divya	
Zone	Street	Building
22	Street 23	21
PO Box	City	Country
112001	Doha	Qatar
Expected Date of Transport	Expected Date of Export	
04/10/2020	09/10/2020	

**Receiver**    Transporting to  Own or  Other Warehouse

TIN	Name	Warehouse License#
5000001537	Sonakshi	500000153704...
Zone	Street	Building
12	12	12
PO Box	City	Country
121	doha	Qatar

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



## Step 5: Details of Goods

After clicking on "Continue" button, Taxpayer will be navigated to "Details of Goods" screen where he needs to click either on "Add More" icon or can select the "Download" and "Upload" functionality to add the details of goods based on his choice.

After clicking on "Add More" icon, Taxpayer will be navigated to next screen where he needs to provide the details related to goods.

The screenshot shows the 'Details of Goods' screen in the Dhreeba tax portal. The page title is 'Excise Goods Transport Request'. The navigation bar includes four steps: 1. Sender/Receiver Details, 2. Details of Goods (current step), 3. Summary, and 4. Declaration. The user's name is Divya and TIN is 5000018572. The screen displays a table with the following columns: SKU Code, Description, RSP before Excise Tax(QAR), Qty per SKU, Upload Status, and Actions. The table is currently empty, showing 'No data'. A 'Total' row at the bottom shows a quantity of 0 and an upload status of 0/0. There are buttons for 'Download', 'Upload', and 'Delete all' at the top right of the table area, and an 'Add More' button at the bottom right. At the bottom of the screen, there are 'Back', 'Save as draft', and 'Continue' buttons, along with a progress indicator showing 50% completion.

SKU Code	Description	RSP before Excise Tax(QAR)	Qty per SKU	Upload Status	Actions
No data					
Total			0	0/0	



After providing all the details of goods, Taxpayer needs to click on “Save” button.

After clicking on “Save” button, Taxpayer will be navigated back to “Details of Goods” screen which will display the details in summary table that Taxpayer has added. Taxpayer will get the option to edit/view/delete the details that he has added.

The screenshot shows the 'Excise Goods Transport Request' form in the 'Details of Goods' step. The form includes the following fields and values:

Field	Value
Goods Type	CARBONATED DRINKS
Quantity per SKU	123
HS Code	21069092
RSP before Excise Tax(QAR)	3,232.00
Brand	FANTA
Description	FANTA BIB 10L
SKU Code	210690920020005001

At the bottom of the form, there is a 'Back' button, a progress bar at 50%, and a 'Save' button.



After adding/deleting/modifying all the details of goods, Taxpayer needs to click on “Continue” button.

Request Number: Excise Goods Transport Request

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

1 Details of Goods    Download    Upload    Delete all

SKU Code	Description	RSP before Excise Tax(QAR)	Qty per SKU	Upload Status	Actions
210690920020005001	FANTA BIB 10L	3,232.00	123	✓	
Total			123	1/1	

[Add More](#)

◀ Back    50%    Save as draft    Continue ▶



## Step 6: Summary

After clicking on “Continue” button, Taxpayer will be navigated to “Summary” screen.

In case if Taxpayer wants to make any changes on “Sender/Receiver Details” and/or “Details of Goods” screen then he needs to click on “EDIT” icon which will take the Taxpayer back to the particular screen.

After reviewing all the details on “Summary” screen, Taxpayer needs to click on “Continue” button.

The screenshot displays the 'Excise Goods Transport Request' Summary screen on the Dhareeba tax portal. The header includes the Dhareeba logo, user information (Name: Divya, TIN: 5000018572), and navigation icons. The main content area shows a progress bar at 75% and four steps: 1. Sender/Receiver Details, 2. Details of Goods, 3. Summary (current), and 4. Declaration. Below the steps are two summary cards: '1. Sender/Receiver Details' and '2. Details of Goods', each with an 'EDIT' button. At the bottom, there are 'Back', 'Save as draft', and 'Continue' buttons.



Taxpayer can view the “Sender/Receiver Details” and “Details of Goods” details by clicking on “Collapse” icon.

Dhareeba Tax portal عربي Name: Divya TIN: 5000018572

Request Number: 910000000249 Excise Goods Transport Request

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

1.Sender/Receiver Details EDIT

Type of Request	Spot-Single Movement	Expected Date of Transport	04/10/2020
Destination Determination	Custom to Warehouse	Expected Date of Receipt	09/10/2020
Sender Details		Receiver Details	
Port of Entry	QARWS	Transporting to	Own Warehouse
		Warehouse License#	500001857204-001
		Taxpayer Name	Divya
		Address	22,Street 23,21,112001,Doha,Qatar

Back 75% Save as draft Continue

Dhareeba Tax portal عربي Name: Divya TIN: 5000018572

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

1.Sender/Receiver Details EDIT

2.Details of Goods EDIT

Goods Type	UoM	Sum of Quantity
CARBONATED DRINKS	L	123.00
Total		123

Back 75% Save as draft Continue



## Step 7: Declaration

After clicking on "Continue" button, Taxpayer will be navigated to "Declaration" screen.

Here Taxpayer first needs to select the **checkbox** and then needs to click on **"Submit"** button to submit his application for Excise Goods Transport Request.

After selecting the checkbox, "Submit" button should be enabled.

Taxpayer needs to click on **"Submit"** button to submit his application for Excise Goods Transport Request.

The screenshot displays the 'Declaration' step of the application process. The header includes the Dhareeba logo and user information: Name: Divya, TIN: 5000018572. The progress bar indicates the current step is 4 out of 4. The form fields are as follows:

Field	Value
First Name	joe
Last Name	green
Designation	Taxpayer
Date	27/09/2020
Email Address	joe@gmail.com
Phone Number	+ 974 55646913

A checked checkbox is present with the text: "I declare that the information provided in this form is true and correct."

At the bottom of the form, there is a "Back" button, a progress indicator showing 96%, a "Save as draft" button, and a "Submit" button.



## Step 8: Acknowledgement

After clicking on “Submit” button, Taxpayer will be navigated to Acknowledgement Screen.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Divya  
TIN: 5000018572

**Application for Spot Movements Request complete**

Your request reference number is  
**91000000249 submitted on : 27/09/2020**

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

For any inquiry or assistance, please contact us on:  
Within Qatar: 16565  
Outside Qatar: +974 4406 9941  
Write to us at [Tax.support@qta.gov.qa](mailto:Tax.support@qta.gov.qa) or to learn more, visit [Dhareeba.gov.qa](http://Dhareeba.gov.qa)

X Close



## Notifications to Taxpayer after Request Submission

Once Taxpayer submit the application, Taxpayer gets notified with Email, SMS on his registered Email Id and Mobile Number.

Taxpayer can also see PDF Document on his Dashboard under Notification Tab.

### SMS- Submission of Excisable Goods Transport Request

Dear Taxpayer,

Thank you for submitting your Excisable Goods Transport Request.  
Your Request Reference Number is 91000000249 .

عزيزي المكلف،

نشكركم لتقديمكم طلب نقل سلع انتقائية.  
رقم المراجعة الخاص بطلبكم هو 91000000249 .

### Email- Submission of Excisable Goods Transport Request



Dear Taxpayer,

Thank you for submitting your Excisable Goods Transport Request.  
Your Request reference number is 910000000249 .

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.

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- Submission of Excisable Goods Transport Request



  
ضريبة  
Dhareeba  
tax portal

TIN: 5000018572  
Divya System Trading,  
5 250 4,  
112201 Doha,  
Qatar.

27 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 910000000250.

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

الهيئة العامة للضرائب  
GENERAL TAX AUTHORITY 

## Notifications to Taxpayer after Request Approval



Once Taxpayer submit the application for Custom to Warehouse Category, the application gets approved immediately after Request submission. Taxpayer gets notified with Email, SMS on his registered Email Id and Mobile Number.

Taxpayer can also see PDF Document on his Dashboard under Notification Tab

### SMS- Approval of Excisable Goods Transport Request

Dear Taxpayer,

We are pleased to inform you that your Excisable Goods Transport Request with reference Number 91000000249 has been approved. Please visit Dhareeba portal to download the Single Transport Authorization .

عزيزي المكلف،  
يسرنا إعلامكم بأنه تمت الموافقة على طلب نقل سلع انتقائية رقم 91000000249 .  
يرجى زيارة بوابة "ضريبة" الإلكترونية لتنزيل الترخيص المحدد للنقل .

### Email- Approval of Excisable Goods Transport Request

Dear Taxpayer,

We are pleased to inform you that your Excisable Goods Transport Request with refrence number 91000000249 has been approved, please visit Dhareeba portal to download the Single Transport Authorization .

Please note that the Single Transport Authorization 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 [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- Approval of Excisable Goods Transport Request



TIN : 5000018572  
Divya System Trading,  
5 250 4,  
112201 Doha,  
Qatar.

27 September 2020

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

Dear Taxpayer,

We are pleased to inform you that your Excisable Goods Transport Request with reference number 910000000250 has been approved, please visit Dhareeba portal to download the Single Transport Authorization.

Please note that the Single 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:

8565

+974 4405 9941

tax.support@qta.gov.qa

dhareeba.gov.qa

الهيئة العامة للضريبة  
GENERAL TAX AUTHORITY





# 3

## Request for Extension of Excise Goods Transport Request



### 3 Request for Extension of Excise Goods Transport Request

Taxpayer has the option to request to extend the validity date of the administrative document.

Request for Extension is eligible only for those Requests which are in Approved Status.

Sender taxpayer can request for extension only after the expected date of transportation and within 30 days from the approval date (i.e. the date of approval)

Following is the procedure to apply for Request for Extension.



## Step 1: Log in

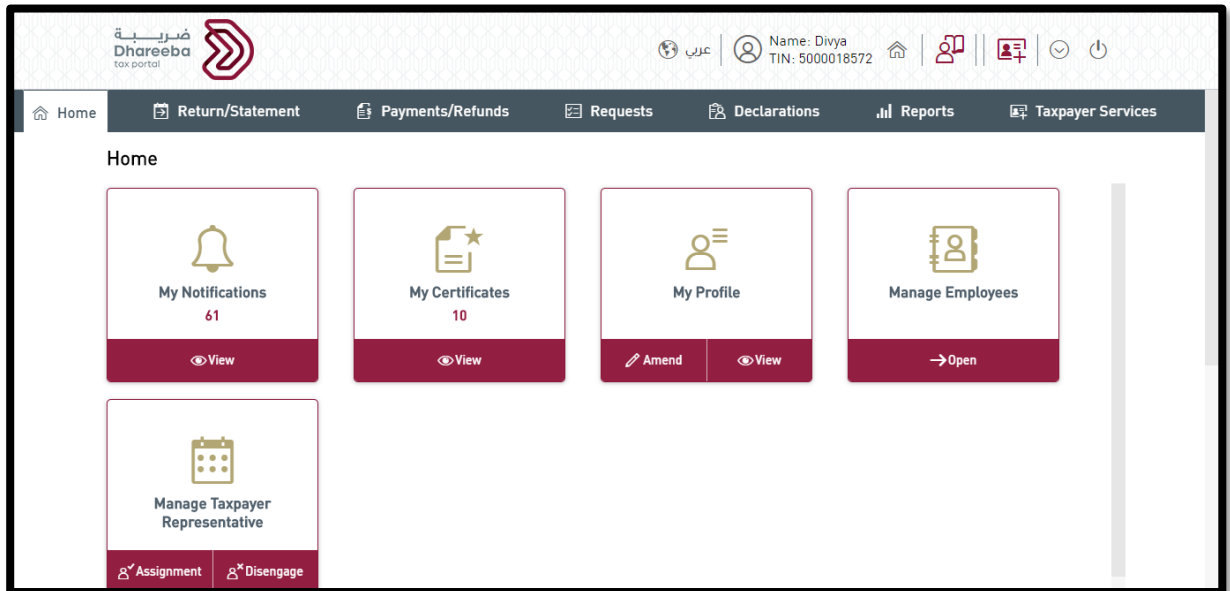
A Taxpayer should log-in through Dhareeba where the Taxpayer is automatically directed to NAS (to know how to Sign-up please refer to the document: **GTA\_TAS\_Self Registration** on National Authentication System).

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

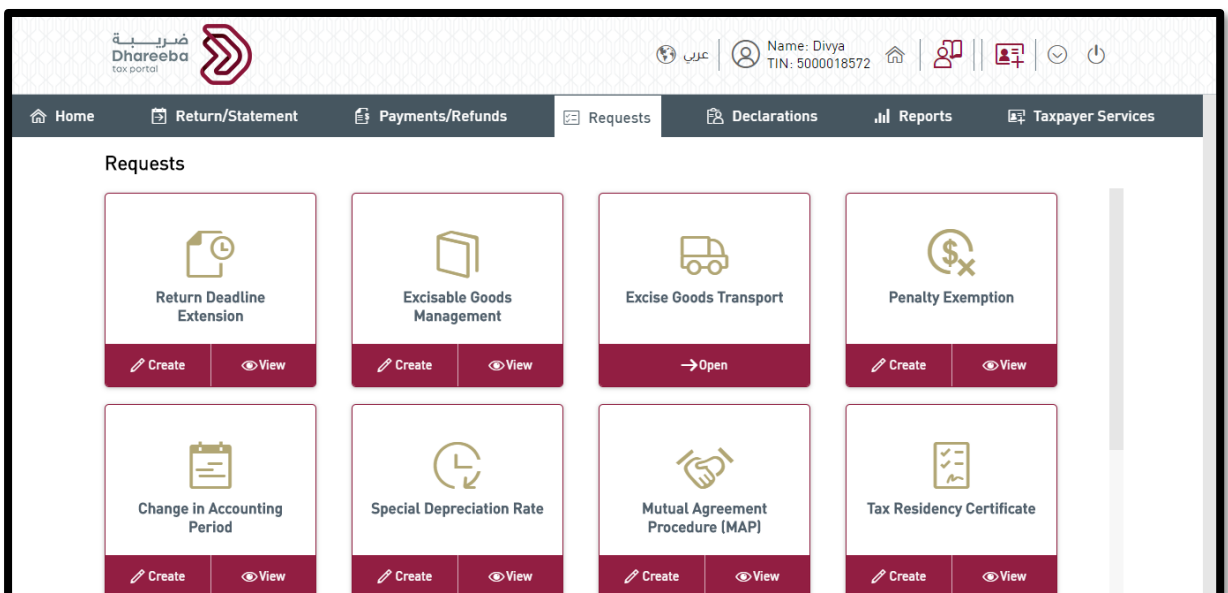


## Step 2: Dashboard

After clicking on "Continue" button, Taxpayer will be redirected to Taxpayer Portal where he needs to click on "Requests" tab.

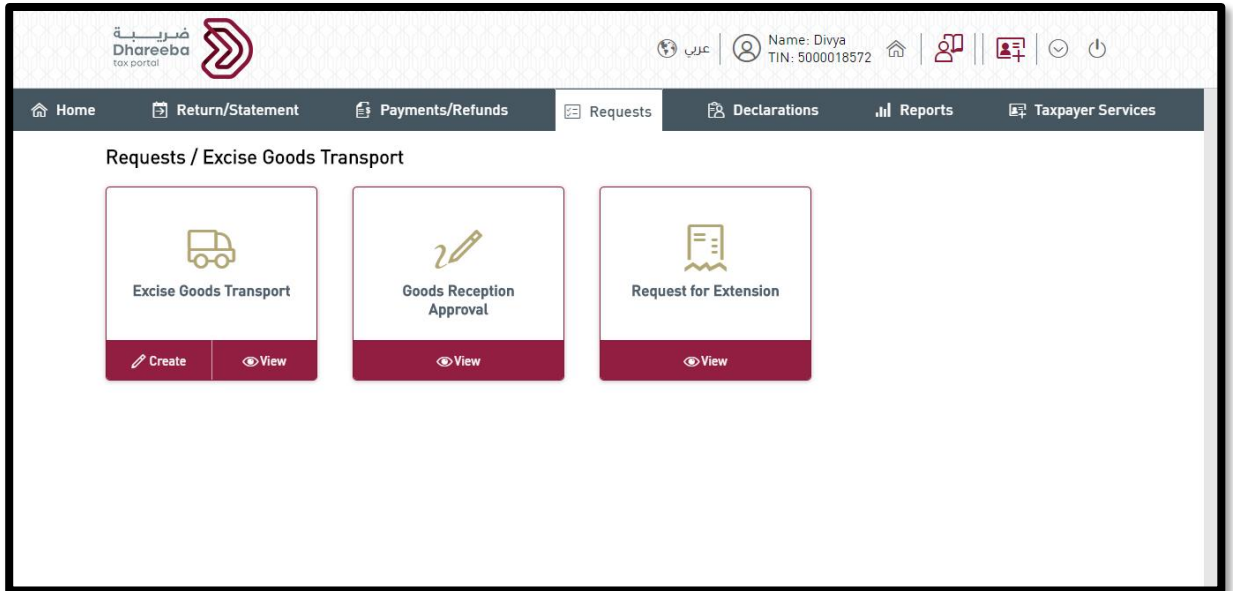


After clicking on "Requests" tab, Taxpayer will be navigated to "Requests" screen where he needs to click on "Open" button on "Excise Goods Transport" tile.





After clicking on “Open” button on “Excise Goods Transport” tile, Taxpayer will be navigated to "Excise Goods Transport" screen where he needs to click on “View” button on “Request for Extension” tile.





### Step 3: Request for Extension Steps

After clicking on “View” button on “Request for Extension” tile, Taxpayer will be navigated to “List of Administrative Document” screen where he needs to select the **Reference Number** for which he wants to make the extension for excise goods transport request.

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the text 'ضريبة Dhareeba tax portal', and user information: 'Name: Divya TIN: 5000018572'. The main heading is 'Excise Goods Transport Request'. Below it is a table with the following data:

Reference #	Type of Request	From	To	Expected Date of Transportation	Validity of Administrative Document	Status	Actions
910000000249	Spot-Single Movement	QARWS	500001857204-001	27/09/2020	12/10/2020	Approved	[Edit] [Delete] [Print]

At the bottom of the screen, there are two buttons: 'Back' on the left and 'Extend' on the right, which is highlighted in red.

After selecting the Reference Number, Taxpayer needs to click on “**Extend**” button.

This screenshot is similar to the previous one, but the radio button next to the Reference # 910000000249 is selected. The 'Extend' button at the bottom right is now highlighted in red with a red arrow pointing to it.

Reference #	Type of Request	From	To	Expected Date of Transportation	Validity of Administrative Document	Status	Actions
910000000249	Spot-Single Movement	QARWS	500001857204-001	27/09/2020	12/10/2020	Approved	[Edit] [Delete] [Print]



After clicking on “Extend” button, “Request for Extension” pop-up window will appear where Taxpayer needs to provide the reason for extension and then needs to click on “Submit” button.

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the name 'Divya', and TIN '5000018572'. Below the header is a table titled 'Excise Goods Transport Request'. The table has columns for Reference #, Type of Request, From, To, Expected Date of Transportation, Validity of Administrative Document, Status, and Actions. A single row is visible with Reference # 910000000249, Type of Request Spot-Single Movement, From QARWS, To 500001857204-001, Expected Date of Transportation 27/09/2020, Validity of Administrative Document 12/10/2020, and Status Approved. A pop-up window titled 'Reason for Extension' is overlaid on the table, containing a text input field with the text 'Extending due to Unavailability of vehicles' and two buttons: 'Submit' and 'Close'. At the bottom of the page, there are 'Back' and 'Extend' buttons.

Reference #	Type of Request	From	To	Expected Date of Transportation	Validity of Administrative Document	Status	Actions
910000000249	Spot-Single Movement	QARWS	500001857204-001	27/09/2020	12/10/2020	Approved	[Edit] [Delete] [Print]

After clicking on “Submit” button, Taxpayer needs to click on “OK” button on the confirmation message of “Extended Successfully”.

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the name 'Divya', and TIN '5000018572'. Below the header is a table titled 'Excise Goods Transport Request'. The table has columns for Reference #, Type of Request, From, To, Expected Date of Transportation, Validity of Administrative Document, Status, and Actions. A single row is visible with Reference # 910000000249, Type of Request Spot-Single Movement, From QARWS, To 500001857204-001, Expected Date of Transportation 27/09/2020, Validity of Administrative Document 12/10/2020, and Status Approved. An 'Information' pop-up window is overlaid on the table, containing the text 'Extended Successfully' and an 'OK' button. At the bottom of the page, there are 'Back' and 'Extend' buttons.

Reference #	Type of Request	From	To	Expected Date of Transportation	Validity of Administrative Document	Status	Actions
910000000249	Spot-Single Movement	QARWS	500001857204-001	27/09/2020	12/10/2020	Approved	[Edit] [Delete] [Print]



Once the sender clicks on submits after entering **the reason for extension** then a new administrative document will be issued to the taxpayer and the extended date will be updated as shown in the below table:

Condition	Validity to Date of the new Administrative Document
If the existing administrative document is already expired. i.e., the extension is done after 15 days of the issuance of first administrative document.	The extended date of the administrative document will be equals to the date of extension +15 days
If the validity to date of the administrative document is not expired. i.e., the extension is done within 15 days of the issuance of first administrative document.	The extended date of the administrative document will be equals to the validity to date of existing document +15 days.



## **Step 4: Notifications for Request of Extension**

Once Taxpayer request for Extension of the application, Taxpayer gets notified with Email, SMS on his registered Email Id and Mobile Number. Taxpayer can also see PDF Document on his Dashboard under Notification Tab.

SMS, Email and PDF -Request for Extension of Excisable Goods Transport Request



# 4

## Cancellation of Excise Goods Transport Request



## 4 Cancellation of Excise Goods Transport Request

A goods transport request submitted by the Sender Taxpayer of the goods, can be cancelled by him any time before the receipt declaration is filed by the recipient of the goods.

Taxpayer will be able to cancel the requests which are in the statuses as mentioned below

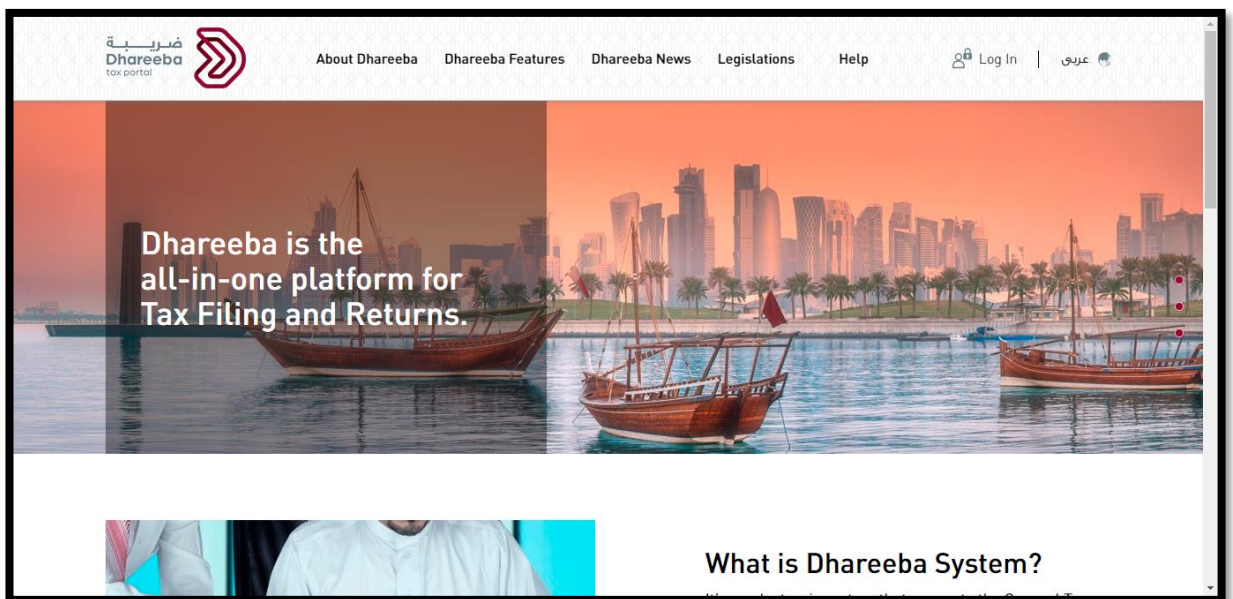
- In Draft
- Submitted
- Amended
- Approved by GTA
- Extended



## Step 1: Log in

A Taxpayer should log-in through Dhareeba where the 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).

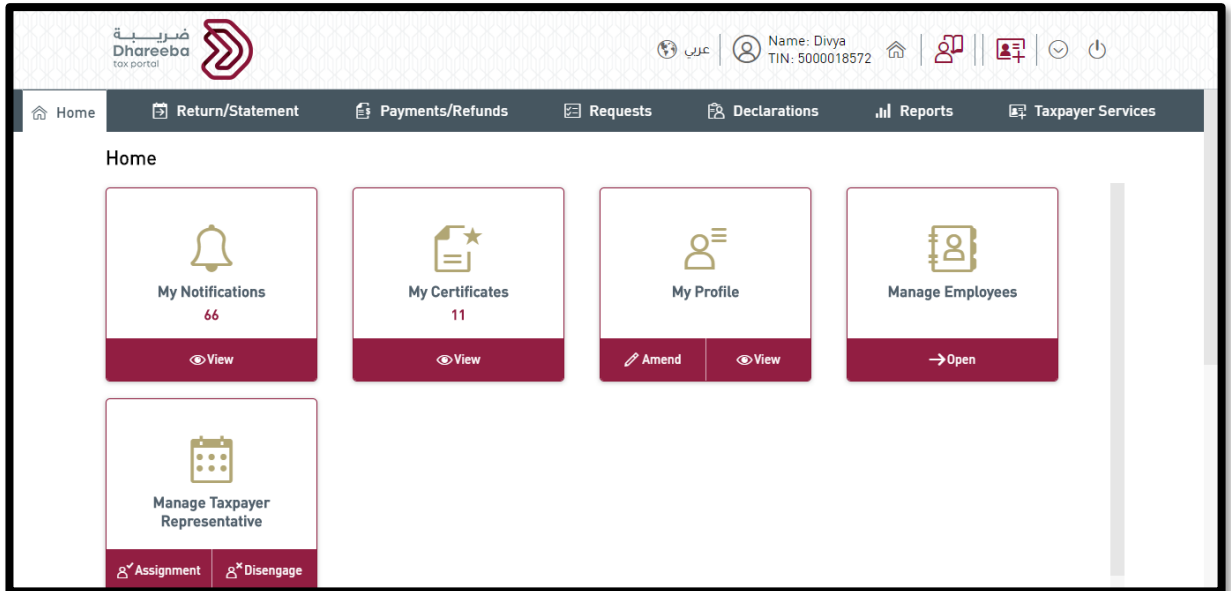
NOTE: “FAQ” and “User Guide” are available under the “Help” tab.



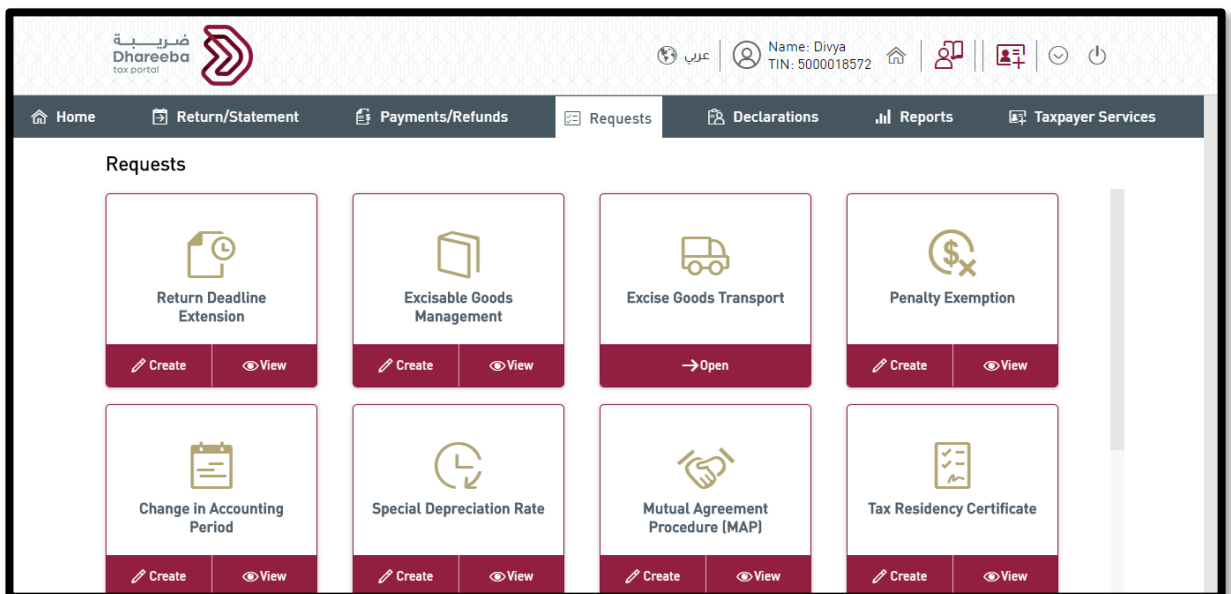


## Step 2: Dashboard Navigation

After clicking on "Continue" button, Taxpayer will be redirected to Taxpayer Portal where he needs to click on "Requests" tab.

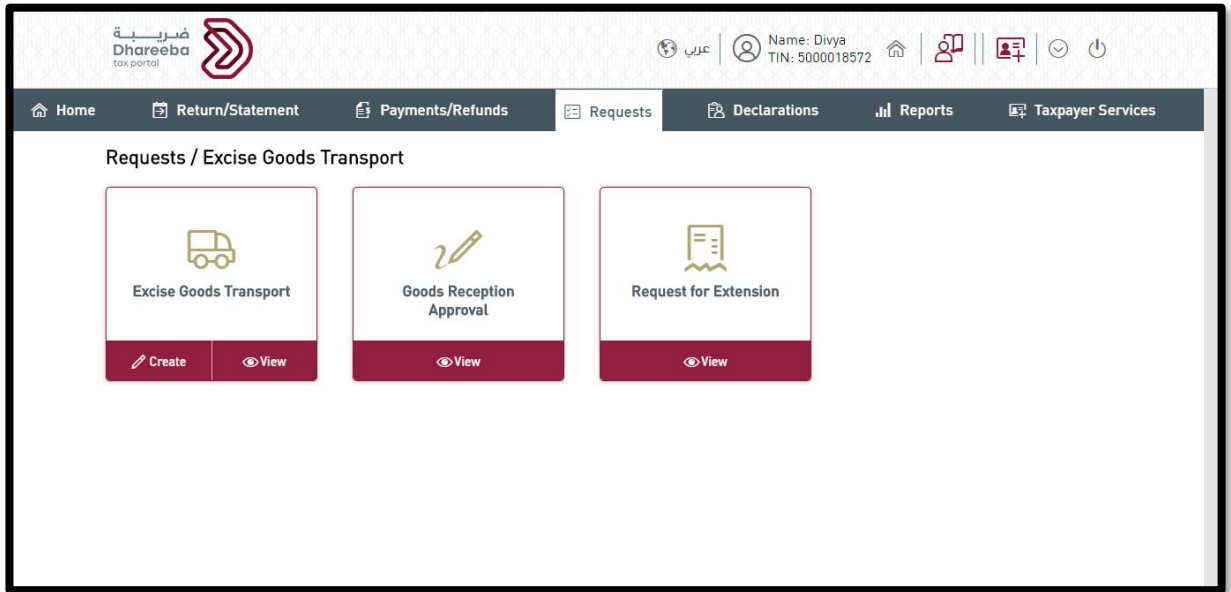


After clicking on "Requests" tab, Taxpayer will be navigated to "Requests" screen where he needs to click on "Open" button on "Excise Goods Transport" tile.





After clicking on “Open” button on “Excise Goods Transport” tile, Taxpayer will be navigated to "Excise Goods Transport" screen where he needs to click on “View” button on “Excise Goods Transport” tile.





## Step 4: Cancellation Steps

After clicking on “View” button on “Excise Goods Transport” tile, Taxpayer will be navigated to “Excise Goods Transport Request” screen where he needs to click on “Cancel” icon for the **Reference Number** for which he wants to cancel the request for excise goods transport.

Reference #	Type	From	To	Expected Date of Transportation	Month of Transportation	Status	Actions
092200000044	Spot-Single Movement	500001857204-001	500000106504-001	07/09/2020		In Draft	
910000000113	Multiple Movements		500001857204-001	13/09/2020	August,2020	Declaration Filed	
910000000182	Multiple Movements				October,2020	Cancelled	
910000000248	Spot-Single Movement	QAHD	500001857204-001	04/10/2020		Approved	
910000000249	Spot-Single Movement	QARWS	500001857204-001	27/09/2020		Extended	

After clicking on “Cancel” icon, a confirmation message should appear where Taxpayer needs to click on “Yes” button to cancel the request for excise goods transport request.

Reference #	Type	From	To	Expected Date of Transportation	Month of Transportation	Status	Actions
092200000044	Spot-Single Movement	500001857204-001	500000106504-001	07/09/2020		In Draft	
910000000113	Multiple Movements						
910000000182	Multiple Movements					Cancelled	
910000000248	Spot-Single Movement					Approved	
910000000249	Spot-Single Movement	QARWS	500001857204-001	27/09/2020		Extended	



After clicking on “Yes” button, Taxpayer needs to click on “OK” button on the confirmation message of “Cancelled Successfully”.

The screenshot shows the Dhareeba Tax Portal interface. At the top, there is a header with the Dhareeba logo, the text 'ذريبة Dhareeba Tax Portal', and user information: 'Name: Divya TIN: 5000018572'. Below the header is the title 'Excise Goods Transport Request'. A table lists several transport requests with columns for Reference #, Type, From, To, Expected Date of Transportation, Month of Transportation, Status, and Actions. A confirmation dialog box is overlaid on the table, displaying the text 'Confirmation' and 'Cancelled Successfully', with an 'OK' button at the bottom right. At the bottom of the screen, there are 'Back' and 'Create' buttons.

Reference #	Type	From	To	Expected Date of Transportation	Month of Transportation	Status	Actions
092200000044	Spot-Single Movement	500001857204-001	500000106504-001	07/09/2020		In Draft	[Edit] [X] [Print]
910000000113	Multiple Movements				August,2020	Declaration Filed	[Edit] [X] [Print]
910000000182	Multiple Movements				October,2020	Cancelled	[Edit] [X] [Print]
910000000248	Spot-Single Movement	QAHD				Approved	[Edit] [X] [Print]
910000000249	Spot-Single Movement	QARWS	500001857204-001	27/09/2020		Extended	[Edit] [X] [Print]



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# 5

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## Amendment of Excise Goods Transport Request



## 5 Amendment of Excise Goods Transport Request

A Goods transport request submitted by the Sender Taxpayer of the goods, can be edited by him any time before receiver taxpayer approves the request.

Taxpayer will be able to amend the requests which are in the statuses as mentioned below:

- Submitted
- Amended



## Step 1: Log In

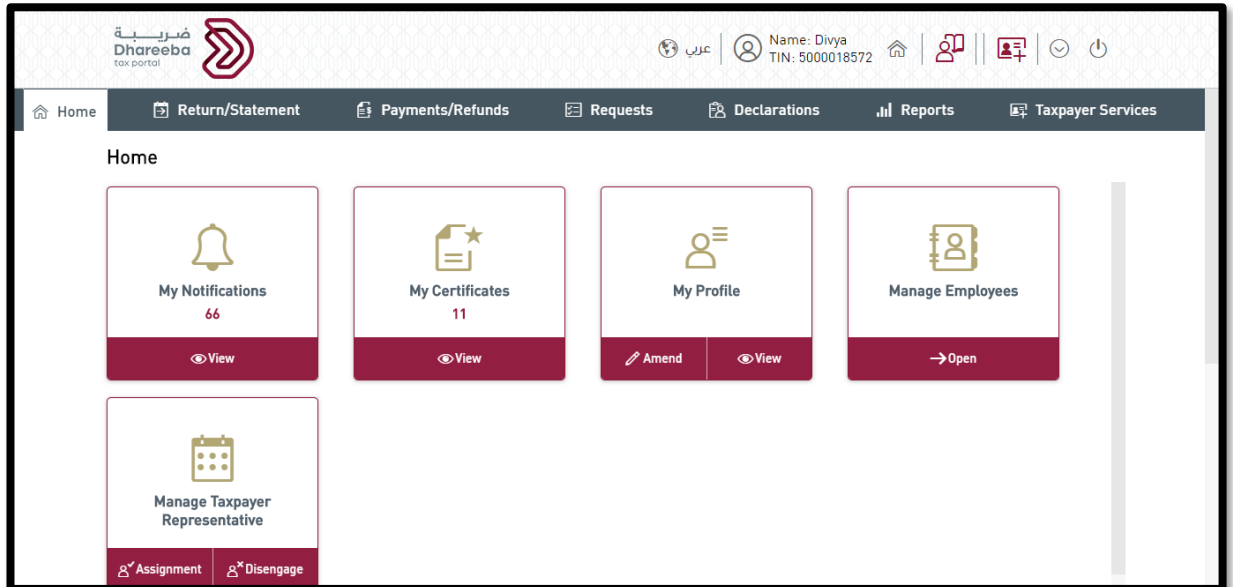
A Taxpayer should log-in through Dhareeba where the Taxpayer is automatically directed to NAS (to know how to Sign-up please refer to the document: [GTA\\_TAS\\_Self Registration](#) on National Authentication System).

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

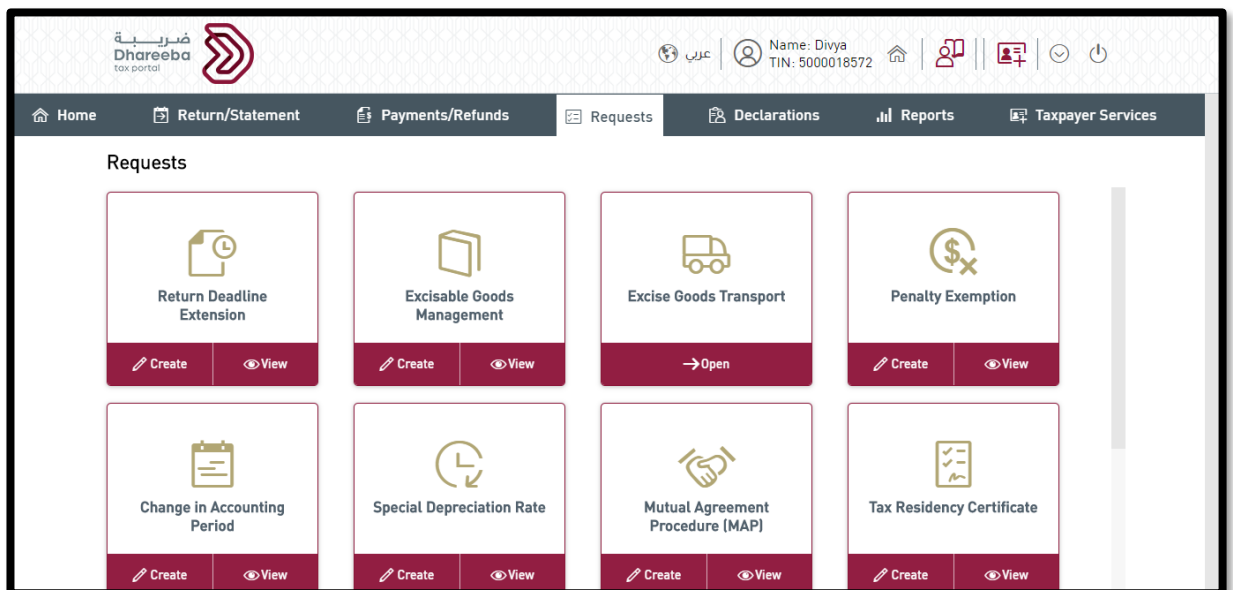


## Step 2: Dashboard

After clicking on "Continue" button, Taxpayer will be redirected to Taxpayer Portal where he needs to click on "Requests" tab.

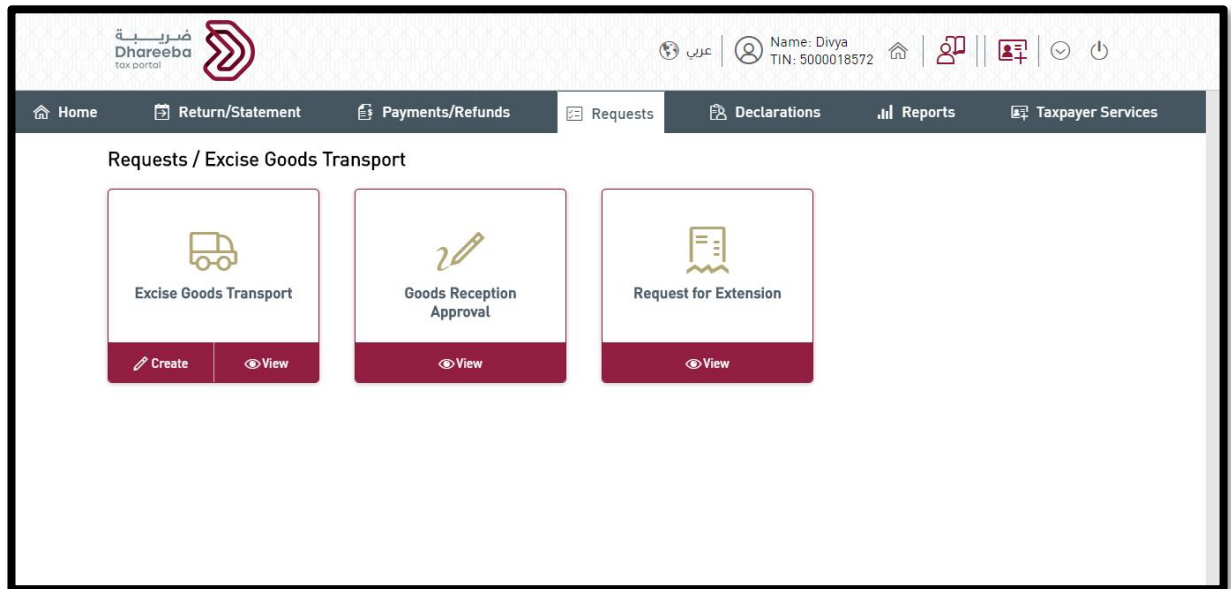


After clicking on "Requests" tab, Taxpayer will be navigated to "Requests" screen where he needs to click on "Open" button on "Excise Goods Transport" tile.





**Step 3:** After clicking on “Open” button on “Excise Goods Transport” tile, Taxpayer will be navigated to "Excise Goods Transport" screen where he needs to click on “View” button on “Excise Goods Transport” tile.





## Step 4: Amendment Steps

After clicking on “View” button on “Excise Goods Transport” tile, Taxpayer will be navigated to “Excise Goods Transport Request” screen where he needs to click on “Edit” icon for the **Reference Number** for which he wants to Amend the request for excise goods transport.

**Excise Goods Transport Request**

Reference #	Type	From	To	Expected Date of Transportation	Month of Transportation	Status	Actions
91000000113	Multiple Movements		500001857204-001	13/09/2020	August,2020	Declaration Filed	
91000000182	Multiple Movements				October,2020	Cancelled	
91000000248	Spot-Single Movement	QAHD	500001857204-001	04/10/2020		Approved	
91000000249	Spot-Single Movement	QARWS	500001857204-001	27/09/2020		Cancelled	
91000000250	Spot-Single Movement	500001857204-001	500000153704-002	04/10/2020		Submitted	

◀ Back Create

After Clicking on Edit Button, Form gets opened in Editable Mode to amend details.

**Excise Goods Transport Request**

Reference #	Type	From	To	Expected Date of Transportation	Month of Transportation	Status	Actions
91000000113	Multiple Movements		500001857204-001	13/09/2020	August,2020	Declaration Filed	
91000000182	Multiple Movements				October,2020	Cancelled	
91000000248	Spot-Single Movement	QAHD	500001857204-001	04/10/2020		Approved	
91000000249	Spot-Single Movement	QARWS	500001857204-001	27/09/2020		Cancelled	
91000000250	Spot-Single Movement	500001857204-001	500000153704-002	04/10/2020		Submitted	

◀ Back Create



**Step 5:** At the time of amendment the sender should be able to change the details in application except the details submitted in Step 1 (Sender/ Receiver Details) as shown below:

**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 ? Destination Determination

Spot-Single Movement Warehouse to Warehouse

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

Click on **Continue** Button to Proceed ahead. Sender/Receiver Screen is non editable for Amendment.

**Excise Goods Transport Request**

Request Number: 910000000250

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

**Sender**

Warehouse License# Taxpayer Name

500001857204-001 Divya

Zone Street Building

22 Street 23 21

PO Box City Country

112001 Doha Qatar

Expected Date of Transport Expected Date of Receipt

04/10/2020 06/10/2020

**Receiver** Transporting to  Own or  Other Warehouse

TIN Name Warehouse License#

500001537 Sonakshi 50000153704...

Zone Street Building

12 12 12

PO Box City Country

121 doha Qatar

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

25%



Click on Continue for next screen of Details of Goods to amend details.

Request Number: 91000000250 Excise Goods Transport Request

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

Details of Goods Download Upload Delete all

SKU Code	Description	RSP before Excise Tax(QAR)	Qty per SKU	Upload Status	Actions
210690920020008001	1958370KIT ST-42.003 5UN QA	5,432.00	43	✓	
Total			43	1/1	

[Add More](#)

Back  50% Save as draft Continue

Below is the screen before Editing records.

Request Number: 91000000250 Excise Goods Transport Request

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

Declare by  Goods Type  SKU Code

Goods Type: CARBONATED DRINKS Quantity per SKU: 43

HS Code: 21069092 RSP before Excise Tax(QAR): 5,432.00

Brand: FANTA STRAWBERRY CON...

Description: 1958370KIT ST-42.003 5UN ...

SKU Code: 210690920020008001

Back  50% Save



Edit the records and click on **Save** Button.

Dhareeba tax portal عربي Name: Divya TIN: 5000018572 Home Logout Power

Request Number: 91000000250 **Excise Goods Transport Request**

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

Declare by  Goods Type  SKU Code

Goods Type  Quantity per SKU

HS Code  RSP before Excise Tax(QAR)

Brand

Description

SKU Code

[Back](#) 50% [Save](#)

Dhareeba tax portal عربي Name: Divya TIN: 5000018572 Home Logout Power

Request Number: 91000000250 **Excise Goods Transport Request**

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

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

SKU Code	Description	RSP before Excise Tax(QAR)	Qty per SKU	Upload Status	Actions
210690920020008001	1958370KIT ST-42.003 5UN QA	5,432.00	433	✓	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>
<b>Total</b>			433	1/1	

[Add More](#)

[Back](#) 50% [Save as draft](#) [Continue](#)



Click on **Continue** to proceed ahead to view Summary of Application.

The screenshot shows the 'Excise Goods Transport Request' application form at the 'Summary' stage. The progress bar is at 75%. The form includes the following elements:

- Header:** Dhareeba tax portal logo, language selector (Arabic), user profile (Name: Divya, TIN: 5000018572), home, and power icons.
- Request Information:** Request Number: 910000000250, Excise Goods Transport Request.
- Progress Indicators:** 1 Sender/Receiver Details, 2 Details of Goods, 3 Summary (active), 4 Declaration.
- Form Fields:**
  - 1. Sender/Receiver Details (with an EDIT button)
  - 2. Details of Goods (with an EDIT button)
- Navigation:** Back button, Save as draft button, and Continue button.

Click on **Continue** Button. Declaration screen is shown below.

The screenshot shows the 'Excise Goods Transport Request' application form at the 'Declaration' stage. The progress bar is at 98%. The form includes the following elements:

- Header:** Dhareeba tax portal logo, language selector (Arabic), user profile (Name: Divya, TIN: 5000018572), home, and power icons.
- Request Information:** Request Number: 910000000250, Excise Goods Transport Request.
- Progress Indicators:** 1 Sender/Receiver Details, 2 Details of Goods, 3 Summary, 4 Declaration (active).
- Form Fields:**
  - Declaration Section:**
    - First Name: joe
    - Last Name: green
    - Designation: Taxpayer (dropdown)
    - Date: 27/09/2020 (calendar icon)
    - Email Address: joe@gmail.com
    - Phone Number: + 974 55646913
  - I declare that the information provided in this form is true and correct.
- Navigation:** Back button, Save as draft button, and Submit button.



Click on **Submit** Button. Acknowledgement gets generated with Request Reference Number as shown below.

The screenshot shows the Dhareeba tax portal interface. At the top left is the Dhareeba logo and the text 'ضريبة Dhareeba tax portal'. At the top right, there are navigation icons for Arabic, user profile (Name: Divya, TIN: 5000018572), home, and power. The main content area features a green checkmark icon and the following text:

**Application for Spot Movements Request complete**  
 Your request reference number is  
**91000000250 submitted on : 27/09/2020**

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

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)

At the bottom of the notification box is a red button with a white 'X' icon and the text 'Close'.

- End of Document -