



إمارات تاكس EMARATAX

Edit Warehouse Keeper - User Manual

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Document Control Information

Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure

The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: - Registered for VAT - Registered for Excise - Non-registered Taxpayer - Tax Group - Warehouse Keeper - Freight Forwarder/VAT Clearing Company (TINCO) - Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.

Navigating through EmaraTax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
In the Portal	
 User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
English عربي	This is used to toggle between the English and Arabic versions of the portal
	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
 Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check

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Introduction



This manual is prepared to help a registered Warehouse Keeper to navigate through the Federal Tax Authority EmaraTax portal to submit their Edit Warehouse Keeper application. The Warehouse Keeper Edit application is used to update the bank details of the Warehouse keeper and does not require FTA approval. Once edit completes, the updated bank details will be reflected in your account immediately.

Login to EmaraTax



- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up' button. If you have forgotten your password, you can use the "Forgot Password" feature to reset your password.
- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.

Taxable person Tile

The screenshot shows the FTA website interface. At the top, there's a header with the FTA logo and name in Arabic and English. Below the header, there's a navigation bar with a search bar and user type selection. The main content area is titled 'Create New Taxable Person Profile' and contains a 'Taxable Person List'. A search bar is provided for finding profiles by TRN or name. A profile for 'Abdul Rehman' is listed, and a red box highlights the 'View' button next to it. A yellow circle with the number '1' is placed over the 'View' button. The footer contains quick links, other links, and social media icons.

Step	Action
(1)	Click 'View' on the Taxable Person tile to view the Taxable Person dashboard.

Warehouse keeper Tile

The screenshot shows the FTA portal interface. On the left is a navigation menu with options like HOME, VAT, EXCISE TAX, WAREHOUSE KEEPER, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area is titled 'Overview' and contains three tiles: 'Value Added Tax' (Not registered), 'Excise Tax' (Not registered), and 'Warehouse Keeper' (Active). The 'Warehouse Keeper' tile shows 'WHK No : 1000186' and 'Active' status. A red box highlights the 'Actions' button in the bottom right corner of the 'Warehouse Keeper' tile, with a yellow circle and the number 1 next to it.

Step	Action
(1)	Click 'Actions' in the Warehouse Keeper tile.



Edit button

The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'training_wd@abc.com'. The main navigation menu on the left includes 'HOME', 'ABDUL REHMAN', 'VAT', 'EXCISE TAX', 'WAREHOUSE KEEPER', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The 'VAT' section is currently selected. The 'Required Actions' table is empty. The 'Most Used Services' section also shows 'No data'. The 'Overview' section displays 'Value Added Tax' and 'Excise Tax' with 'Not registered' status and 'Register' buttons. A context menu is open over the 'Value Added Tax' section, showing options: 'View', 'Edit' (highlighted with a red box and a yellow circle with the number 1), 'Amend', and 'Print Certificate'. The 'Actions' button is visible at the bottom right of the context menu.

Step	Action
(1)	Click 'Edit' to initiate the Edit Warehouse Keeper registration application.

Guidelines and Instructions

Warehouse Keeper Registration - Edit

No. of form steps: 2 steps

Expected time to complete this application: 10 minutes

Expected fees for this service: Free of Charge

Required Templates: Download Templates

Required Documents: Required Documents

Service Details:

- About the service
- Eligibility Criteria
- Service steps
- FAQs

☐ I confirm that I have read the above instructions and guidelines

Back Start

The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to editing your Warehouse Keeper registration, in the UAE. It also provides guidance on what information you should have in hand when you are editing the Warehouse Keeper registration application.

Warehouse Keeper Registration - Edit

No. of form steps: 2 steps

Expected time to complete this application: 10 minutes

Expected fees for this service: Free of Charge

Required Templates: Download Templates

Required Documents: Required Documents

Service Details:

- About the service
- Eligibility Criteria
- Service steps
- FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Read the instructions and guidelines carefully before starting the application. Mark the checkbox to confirm.



training_wed@abc.com What are you looking for? User Type عربي

Warehouse Keeper Registration - Edit

No. of form steps
2 steps

Expected time to complete this application
10 minutes

Expected fees for this service
Free of Charge

Required Templates
Download Templates

Required Documents
Required Documents

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Click 'Start' to initiate the Edit Warehouse Keeper Registration application.

Bank Details

If you do not want to edit the section but have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable
You must ensure that your account details are accurate. Some accounts cannot receive payments electronically. Ensure that your Bank has this facility.

Step	Action
(1)	Select "Enable Editing", to edit bank details, if required. Upon selection, the fields in the section will become editable.



Step	Action
(1)	You can add bank details if it was not provided during the Warehouse Keeper registration. This must be an account held with a bank established in the UAE. The account name must match the legal name of the entity you are registering with the FTA.

Step	Action
(1)	You may choose to click on 'Save as draft' to save your application and return to continue working on your application later.



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training_wd@abc.com

What are you looking for?

User Type

عربي

Home > Abdul Rehman > Warehouse Keeper Registration - Edit

Warehouse Keeper Registration - Edit

IBAN

Bank Name

Branch Name

Account Holder's Name

Account number

Upload Copy of Bank Validation Letter

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files : 3

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

Review and Declaration

Warehouse Keeper Registration - Edit

1 Bank Details

2 Review and Declaration

Review and Declaration

Expand All / Collapse All

Step 1: Bank Details

Country SWIFT/BIC

Bank Name Bank Branch

Edit

Previous Step Cancel Save as Draft Submit

The Review and Declaration section will help you to make sure that you have completed the application correctly and included the documents we have asked you to send. The section provides a comparison of the old and the newly updated information.

Warehouse Keeper Registration - Edit

Old New

Country IBAN

Bank Name Bank Branch

Account Holder's Name Account number

1

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	You can review the Old and New values here.



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training_wd@abc.com What are you looking for?

User Type عربي -A A +A

Home > Abdul Rehman > Warehouse Keeper Registration - Edit

Warehouse Keeper Registration - Edit

Declaration

First Name in English: training

First Name in Arabic: تدريب

Last Name in English: wd

Last Name in Arabic: تدريب

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321

Email: training_wd@abc.com

Submission Date: 31/07/2022

☒ I Declare that all information provided is true, accurate and complete to best of my knowledge and belief

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training_wd@abc.com What are you looking for?

User Type عربي -A A +A

Home > Abdul Rehman > Warehouse Keeper Registration - Edit

Warehouse Keeper Registration - Edit

Declaration

First Name in English: training

First Name in Arabic: تدريب

Last Name in English: wd

Last Name in Arabic: تدريب

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321

Email: training_wd@abc.com

Submission Date: 31/07/2022

☒ I Declare that all information provided is true, accurate and complete to best of my knowledge and belief

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	Click 'Submit' to submit the edit application.

Post Application Submission

training_wd@abc.com

What are you looking for?

User Type

عربي

-A A +A

[Home](#) > [Abdul Rehman](#) > Warehouse Keeper Registration - Edit

Warehouse Keeper Registration - Edit

Application Edited Successfully

● Edited

Name : Abdul Rehman

Reference Number : 200000001855

Submitted Date : 31 July 2022

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
The edit application is automatically approved, the updated changes are reflected immediately in your Warehouse Keeper registration.
Read the "What Next" and "Important Notes".



Correspondences



Taxpayer receives the following correspondences:

- Application submission acknowledgment



Thank you