

UAE E-invoicing TP Onboarding Overview User Guide

Draft Version 1.0

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Version History

Version	Prepared By	Prepared On	Reviewed & Approved By	Reviewed & Approved On	Description
1.0	Sudhakar M	24/10/2025			TP Onboarding Overview User Guide

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1. Introduction

1.1. Scope of the Document

This document describes the process and results of performing end-to-end testing of user. The testing includes verification of end user details and the onboarding of users to the ASP, The objective is to ensure that the redirection, user verification, and onboarding processes function as intended, providing a seamless experience for end users.

1.2. Process Steps

The onboarding process is divided into the following three key steps, each of which will be analyzed using four essential elements: the UI page and test cases.

This approach ensures a comprehensive evaluation of each stage:

- End User Verification: This step involves verifying the details of the end user to ensure accuracy and compliance before proceeding with onboarding.

For each of these steps, the following elements will be explained

- The relevant User Interface (UI) page involved
- Test cases to confirm the operation

2. Sign in to Emaratax



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Welcome to the Federal Tax Authority EmaraTax

A new tax platform designed to provide a better experience for taxpayers managing their tax obligations

E-mail Address

Password

[Forgot password?](#)

Enter Security Code

 522595

Switch to [Login with UAE PASS](#)

Got any questions on the new system?

The end user accesses the EmaraTax portal,

EmaraTax Verifies the login details. And redirect to the home page

The screenshot shows the EmaraTax portal home page. The main content area displays a 'Taxable Person List' table with the following entries:

TC161A1	sowmya	chinta- VAT
View	View	View
TaxGroup-Shreya	shrihaan	SOWMYA CHINTA
View	View	View
Taxgroup 3	warehouse keeper with excise	simplified vat returns
View	View	View
Customs	Sowmya CT	Lemya
View	View	View
Lemya 2	Misa	sowmya excise
View	View	View

3. Onboarding process

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EMARATAX
shreya.chinta@tax.gov.ae

What are you looking for?

User Type

Home » e-Invoicing Action Required

HOME

LEGAL REPRESENTATIVE

NATURAL PERSON TAX AGENT

TAX AGENCY

SPECIAL REFUNDS

JURIDICAL PERSON TAX AGENT

NATURAL PERSON REPRESENTATIVE AGENT

E-INVOICING

OTHER SERVICES

MY CORRESPONDENCE

INQUIRIES, COMPLAINTS AND SUGGESTIONS

List of ASPs for onboarding

Linkage Status with ASP

Please select the TIN for e-invoicing onboarding

--Select--

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FEDERAL TAX AUTHORITY

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Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E

Central Park Business Towers - DIFC, P.O. Box 2440, Dubai, U.A.E

800 82923

info@tax.gov.ae

Select the TP from the list

EMARATAX
shreya.chinta@tax.gov.ae

What are you looking for?

User Type

Home » e-Invoicing Action Required

HOME

LEGAL REPRESENTATIVE

NATURAL PERSON TAX AGENT

TAX AGENCY

SPECIAL REFUNDS

JURIDICAL PERSON TAX AGENT

NATURAL PERSON REPRESENTATIVE AGENT

E-INVOICING

OTHER SERVICES

MY CORRESPONDENCE

INQUIRIES, COMPLAINTS AND SUGGESTIONS

List of ASPs for onboarding

Linkage Status with ASP

Please select the TIN for e-invoicing onboarding

--Select--

1007999957 - SASHA SHAIKH
1007999963 - Shreya Tax group
1000001602 - TCI/ETI
1008060848 - test
1007999953 - Shreya Samani Sai chinta
1008180240 - Lemya
1008090167 - sadasda
1008180778 - Lemya legal 1
1007999930 - Shreya Tax group
1007999971 - Shrihaan Sai
100812729 - Sowmya CT
1008002485 - Excite 01
1008180844 - Misa 11
1008180828 - Lemya legal 1
1007999921 - LEGAL TEST LLC
1006936460 - somiya

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EMARATAX
shreya.chintal@tax.gov.ae

What are you looking for?

User Type عربي

Home > e-Invoicing Action Required

List of ASPs for onboarding Linkage Status with ASP

Please select the TIN for e-invoicing onboarding
1007999871 - Shrihaan Sai

Below is the list of Accredited Service Providers (ASPs). Please select your Service Provider and click on Proceed to ASP to complete your onboarding.

ASP ID	ASP Name EN	ASP Name AR
<input type="radio"/> 1000042	Oxibus	Oxibus
<input type="radio"/> 1005242	Skill Quotient Technologies	Skill Quotient Technologies
<input type="radio"/> 1013242	Test LLC	Test LLC
<input type="radio"/> 1023242	Complete name of the ASP	????? ?????? ?????? ?????? ??????
<input type="radio"/> 1024242	Test 1 LLC	Test 1 LLC

1 of 86 records per page

Back Proceed to ASP

Select the ASP from below displayed list

EMARATAX
shreya.chintal@tax.gov.ae

What are you looking for?

User Type عربي

Home > e-Invoicing Action Required

List of ASPs for onboarding Linkage Status with ASP

Please select the TIN for e-invoicing onboarding
1007999871 - Shrihaan Sai

Below is the list of Accredited Service Providers (ASPs). Please select your Service Provider and click on Proceed to ASP to complete your onboarding.

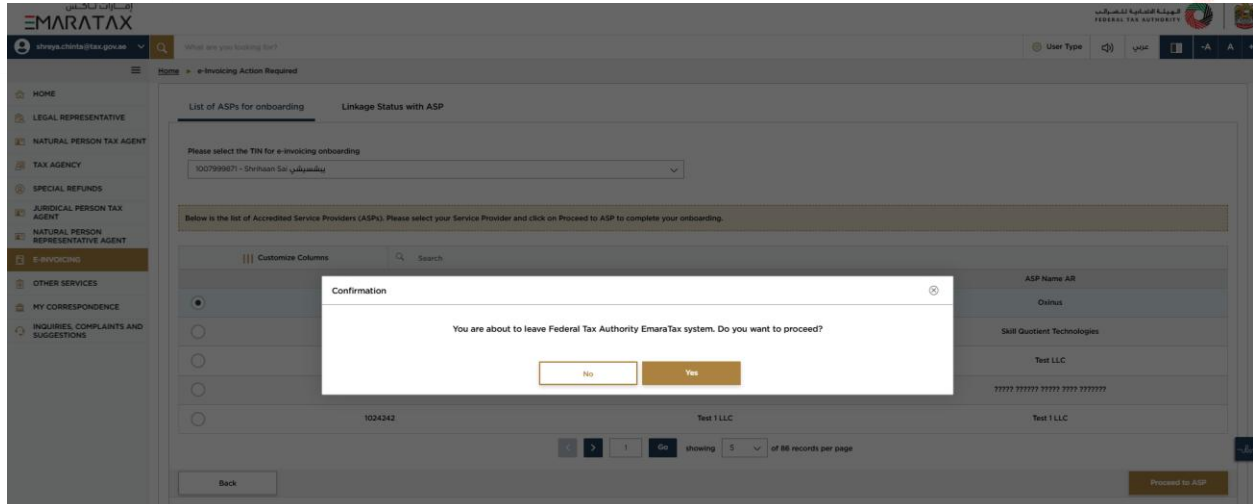
ASP ID	ASP Name EN	ASP Name AR
<input checked="" type="radio"/> 1000042	Oxibus	Oxibus
<input type="radio"/> 1005242	Skill Quotient Technologies	Skill Quotient Technologies
<input type="radio"/> 1013242	Test LLC	Test LLC
<input type="radio"/> 1023242	Complete name of the ASP	????? ?????? ?????? ?????? ??????
<input type="radio"/> 1024242	Test 1 LLC	Test 1 LLC

1 of 86 records per page

Back Proceed to ASP

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After confirm, it redirects to ASP landing page

The screenshot shows the Verinvo 'Linking Request' form. The form is titled 'Linking Request' and shows 'Step 1' of a process. It includes a section for 'Enter Applicant Details' with fields for Registered EmaraTax E-mail Address, TIN (Tax Identifier Number), Registered Mobile Number (optional), and a dropdown menu for AE.

During the redirection AUTH code will be sent as part of parameter for onboarding.

AUTH code parameter to be hidden after receiving the URL.

Tax payer to key in the ADMIN email id of the selected TIN & Selected TIN number

Mobile number is optional.

Click on Verify.

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Response fields from EmaraTax to be displayed without edit option.

Select the tick box and click submit.

ASP to call the Peppol and display the relevant details.

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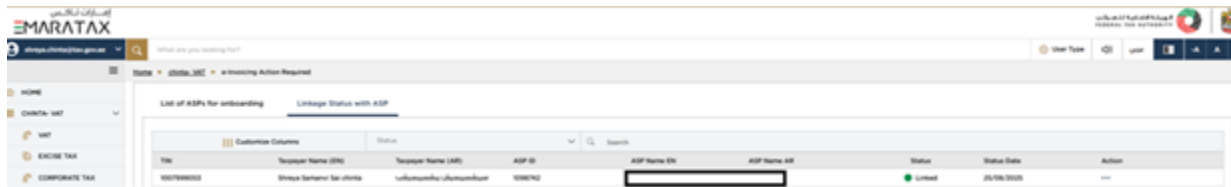
For any clarification, please direct all inquiries to 'e-invoicingsupport@tax.gov.ae'

Response from peppol

Welcome soumya,
Successfully Onboarded to ASP: Deloitte & Touche (M.E.)

Peppol Participant ID: 82291000936480
Registered Time: 08/04/2025 14:37:39
For further support, please contact InTax Support Team: inTaxsupport@fdat.gov.ae
[Deloitte ASP Portal Login](#)

After successful linking, details will be displayed on EmaraTax.



Tax	Taxpayer Name (EN)	Taxpayer Name (AR)	ASP ID	ASP Name (EN)	ASP Name (AR)	Status	Status Date	Action
100799003	Shree Samrat Sar chita	شري سامرات سار شيتا	1007912			Linked	21/04/2025	---

4. Reverification Process



Welcome to the Federal Tax Authority EmaraTax

A new tax platform designed to provide a better experience for taxpayers managing their tax obligations.


Sign in with UAE PASS
 A single trusted identity for all citizens, residents and visitors.

Need a UAE PASS account? [Create New Account](#)

Non UAE PASS users may [Login here](#) Or [Transfer here](#)

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Select the relevant TIN number.

TP will see the option of Reverify/Offboarding and select the option.

Reverifying / Delinking Request

Applicant Details

Registered EmarTax E-mail Address

TIN (Tax Identifier Number)

Country Code

Registered Mobile Number (Optional)

Select the action
 Reverify Delinking

[Verify Applicant Details](#)

During the redirection to ASP Page- TIN number also will be passed along with AUTH code.

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If there is a TIN passed as part of redirection, ASP has to display the above page which has reverify or delinking option for Tax Payer to choose (Mandatory to choose one of the options).

Tax payer to click the Verify after entering the relevant email id.

API will be called to verify the details. (Recommended to test the correct email and wrong email)

Linking Request

Applicant Details

Registered EmaraTax E-mail Address	Country Code	Registered Mobile Number (Optional)
<input type="text" value="shreya.chinta@tax.gov.ae"/>	<input type="text" value="+971 United Arab Emirates"/>	<input type="text"/>
TIN (Tax Identifier Number)		Verify Applicant Details
<input type="text" value="1000001602"/>		

Entity Details

Legal Type	
<input type="text"/>	
Entity Legal Name in English	Entity Legal Name in Arabic
<input type="text" value="TC1161A11"/>	<input type="text" value="شركة"/>
VAT TRN	Effective Date of Registration / Joining VAT Group
<input type="text" value="100000160200003"/>	<input type="text" value="2022-02-01"/>
Date of Submission	
<input type="text" value="2025-08-25"/>	

I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Submit

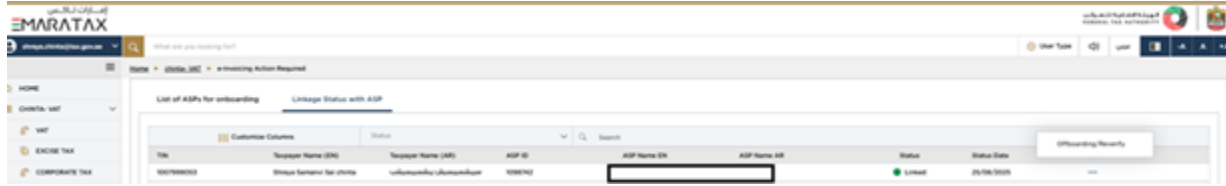
Response fields from EmaraTax to be displayed without edit option.

Select the tick box and click submit.

ASP to call the Peppol

Reverify details will be sent to EmaraTax





The screenshot shows the EmaraTax portal interface. The main content area displays a table titled "List of ASPs for onboarding" with a sub-header "Linkage Status with ASP". The table has columns for "Tax", "Taxpayer Name (EN)", "Taxpayer Name (AR)", "ASP ID", "ASP Name EN", "ASP Name AR", "Status", "Status Date", and "Offboarding Priority". A single row is visible with the following data:

Tax	Taxpayer Name (EN)	Taxpayer Name (AR)	ASP ID	ASP Name EN	ASP Name AR	Status	Status Date	Offboarding Priority
1007999910	Group Services for clients	مجموعات الخدمات للعميل	10079910			Linked	25/06/2025	...

After successful reverify, details will be displayed on EmaraTax

5. Offboarding Process



Welcome to the Federal Tax Authority EmaraTax

A new tax platform designed to provide a better experience for taxpayers managing their tax obligations

E-mail Address

Password

[Forgot password?](#)

Enter Security Code

 522595

Switch to [Login with UAE PASS](#)

Got any questions on the new system?

The end user accesses the EmaraTax portal, EmaraTax Verifies the login details.

Redirect to the home page

The screenshot shows the EmaraTax portal home page. The main content area displays a 'Taxable Person List' table with the following data:

Taxable Person List		
Search by TIN Number or Taxable Person		
TC161A1	sowmya	chinta- VAT
TaxGroup-Shreya	shrihaan	SOWMYA CHINTA
Taxgroup 3	warehouse keeper with excise	simplified vat returns
Customs	Sowmya CT	Lemya
Lemya 2	Misa	sowmya excise

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What are you looking for?

Home > e-Invoicing Action Required

HOME
LEGAL REPRESENTATIVE
NATURAL PERSON TAX AGENT
TAX AGENCY
SPECIAL REFUNDS
JURIDICAL PERSON TAX AGENT
NATURAL PERSON REPRESENTATIVE AGENT
E-INVOICING
OTHER SERVICES
MY CORRESPONDENCE
INQUIRIES, COMPLAINTS AND SUGGESTIONS

List of ASPs for onboarding Linkage Status with ASP

Please select the TIN for e-invoicing onboarding

--Select--

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info@tax.gov.ae

EMARATAX
What are you looking for?

Home > e-Invoicing Action Required

HOME
SOWHYA
VAT
EXCISE TAX
WAREHOUSE KEEPER
CORPORATE TAX
MY PAYMENTS
MY CORRESPONDENCE
USER AUTHORIZATION
MY AUDIT
MY REPORTS
OTHER SERVICES
E-INVOICING

List of ASPs for onboarding Linkage Status with ASP

TIN	Taxpayer Name (EN)	Taxpayer Name (AR)	ASP ID	ASP Name (EN)	ASP Name (AR)	Status	Status Date	Action
1000938400	icomp	شركة إيمب	1000742	Debitte	Debitte	De-Linked	23/08/2025	
1000938400	icomp	شركة إيمب	1000742	Debitte	Debitte	De-Linked	25/08/25	Offboarding/Reverify
1000938400	icomp	شركة إيمب	1000742	Debitte	Debitte	De-Linked	30/08/25	
1000938400	icomp	شركة إيمب	1000742	Debitte	Debitte	Linked	04/08/2025	+++

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800 82923
info@tax.gov.ae

Select the relevant TIN number.

TP will see the option of Reverify/Offboarding and select the option.

EMARATAX
What are you looking for?

Home > e-Invoicing Action Required

HOME
CHECKS: VAT
VAT
EXCISE TAX
CORPORATE TAX

List of ASPs for onboarding Linkage Status with ASP

TIN	Taxpayer Name (EN)	Taxpayer Name (AR)	ASP ID	ASP Name (EN)	ASP Name (AR)	Status	Status Date	Action
1000938400	Shuja Saman for checks	شركة شوجا سامان للتحقق	1000742			Linked	25/08/2025	Offboarding/Reverify

During the redirection to ASP Page- TIN number also will be passed along with AUTH code.

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Reverifying / DeLinking Request

Applicant Details

Registered EmaraTax E-mail Address:

Country Code: +971 United Arab Emirates

Registered Mobile Number (Optional):

TIN (Tax Identifier Number): 100001602

Select the action:

Reverify DeLinking

[Verify Applicant Details](#)

If there is a TIN passed as part of redirection, ASP has to display the above page which has reverify or delinking option for Tax Payer to choose (Mandatory to choose one of the options).

Tax payer to click the Verify after entering the relevant email id.

Linking Request

Applicant Details

Registered EmaraTax E-mail Address:

Country Code: +971 United Arab Emirates

Registered Mobile Number (Optional):

TIN (Tax Identifier Number):

[Verify Applicant Details](#)

Entity Details

Legal Type:

Entity Legal Name in English:

Entity Legal Name in Arabic:

VAT TRN:

Effective Date of Registration / Joining VAT Group:

Date of Submission:

I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

[Submit](#)

Response fields from EmaraTax to be displayed without edit option.

Select the tick box and click submit.

ASP to call the Peppol and display the relevant details.

Received Entity Offboarding Request Successfully

We've sent you a confirmation email.
After offboarding, our team will get in touch with you as soon as possible.

Delinked details will be sent to EmaraTax

Entity ID	Entity Name	Entity Type	Entity Address	Entity Status	Entity Date
1001999093	Shreya Samanvi Sai chinta	CYGNET DIGITAL IT SOLUTION L.L.C	1005242	Linked	10/09/2023
1001999093	Shreya Samanvi Sai chinta	Squotient	1005242	De-Linked	22/09/2023
1001999093	Shreya Tax group	Squotient	1005242	De-Linked	22/09/2023
1001999865	Shreya Tax group	Squotient	1005242	De-Linked	03/09/2023
1001999871	Shrihaan Sai	Pagero Gulf FZ-LLC	1005242	De-Linked	17/09/2023
1001999897	SASHA SHAIKH	Squotient	1005242	De-Linked	03/09/2023
1008002485	Excise OI	SUNTEC BUSINESS SOLUTIONS DMCC	1043242	De-Linked	25/08/2023
1008002485	Excise OI	SUNTEC BUSINESS SOLUTIONS DMCC	1043242	De-Linked	26/08/2023

After successful offboarding, details will be displayed on EmaraTax

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