



## Maskan supplier web portal -Manual guide

Date : 22/04/2025

Version 2.0

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## Document Control Information

### Document Version Control

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1.0	30/01/2025	FTA	Version 1.0 of Maskan supplier web portal - Manual guide
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2.0	22/04/2025	FTA	Version 2.0 of Maskan supplier web portal - Manual guide



## Annexure

The below are the list of sections that you can refer to :

S. No	Section	Description
1	Logging in to the Maskan Supplier Portal	This section covers the process for logging into the Maskan Supplier Portal. It includes detailed steps for accessing the portal and ensuring secure login for all users.
2	Logging in to the Maskan Supplier Portal with "TRN Not Available"	This section explains how supplier admins can access the Maskan Supplier Portal when their onboarded TRN (Tax Registration Number) is inactive. In this scenario, the supplier admin will have view-only access to the portal. If the supplier admin has multiple TRNs or roles, they will be prompted to select the appropriate role and TRN to proceed.
3	Submitting an onboarding request for a supplier	This section describes the procedure for the supplier admin to submit an onboarding request for a new supplier to the Maskan Supplier Portal, including all necessary details and forms
4	Navigating the supplier admin dashboard	This section guides the supplier admin on how to navigate the dashboard, manage different sections, and efficiently use the portal's features.
5	Supplier Admin - User Management	This section outlines how supplier admins can manage users, including adding new users and handling permissions within the Maskan Supplier Portal.
6	Supplier Admin - Invoice Management	This section explains the steps for supplier admins to manage invoices, from creating new invoices to reviewing, submitting and deleting them.
7	Supplier Admin – Branch Management	This section provides instructions for supplier admins to manage their branches, including adding, editing, activating/deactivating and deleting branch information as needed.
8	Invoice Uploader - Login to Maskan Supplier Portal	This section describes the process for invoice uploaders to log into the Maskan Supplier Portal, ensuring they have the necessary access to upload invoices.
9	Invoice Uploader – Invoice Management	This section explains the steps for Invoice Uploader to manage invoices, from creating new invoices to reviewing, submitting and deleting them.



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## INTRODUCTION

Welcome to the Maskan Supplier Portal manual guide. This guide is designed to assist both supplier admins and invoice uploaders in understanding how to efficiently navigate the portal and complete the necessary onboarding, management, and invoicing tasks.

Whether you are a new user logging into the portal for the first time or a supplier admin managing users and invoices, this guide will provide you with step-by-step instructions to ensure you can complete each action with ease and accuracy.

The Maskan Supplier Portal is a powerful tool for managing supplier accounts, invoices, branches, and users. This guide will help you make the most of these features, while also ensuring that your tasks are performed in compliance with the necessary procedures.

We hope this manual helps you in every step of your journey through the Maskan Supplier Portal and ensures a smooth and successful experience.



## LOGGING IN TO THE MASKAN SUPPLIER PORTAL

This feature allows the supplier admin to log in to the Maskan Supplier Portal by selecting their TRN (Tax Registration Number) from a list of TRNs linked to their Emaratax account.


### Step 1: Log in to your Emaratax account


To log in to your Emaratax account, you can use either your UAE PASS or your registered email and password.

### Welcome to the Federal Tax Authority Emaratax

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

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY



 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 [Signup Here](#)

Got any questions on the new system?

[Read the FAQs](#)

Ensure your credentials are correct. If there's an error, double-check your details and try again.

## Step 2 : Select 'Other services' from the sidebar on the Emaratax home page

- Once logged in to your Emaratax account, locate the sidebar on the home page.
- Click on the 'Other services' from the sidebar

The screenshot shows the Emaratax home page. The top header includes the Emaratax logo, the user's email address (shreya.chinta@tax.gov.ae), a search bar, and navigation links for User Type, Arabic, and accessibility settings. The left sidebar lists various services, with 'OTHER SERVICES' highlighted in a green box. The main content area displays a grid of service tiles under the 'Other Services' heading. The tiles include: Reconsiderations (with a 'View All' button), Tax Residency Certificate (with a 'Continue' button), Overview (with a dropdown arrow), Clarification (with '1 Total Requests' and a 'View All' button), Link TRN to New Email Address (with '0 Total Requests' and 'View All'/'Create New' buttons), Administrative Exceptions (with a 'View All' button and a star icon), Excise Goods List, Clearance Certificate, and Payment of VAT on.


## Step 3 : Select the Maskan Portal Service


- Locate the list of available services.

- You will see a list of TRNs associated with your account.
- Select the TRN you want to use to access the Maskan Supplier Portal.

7







shreya.chinta@tax.gov.ae


User Type
عربي
-A
A
+A

[Other Services](#) ▶ Maskan Supplier Portal

**HOME**

---

LEGAL REPRESENTATIVE

---

NATURAL PERSON TAX AGENT

---

TAX AGENCY

---

SPECIAL REFUNDS

---

JURIDICAL PERSON TAX AGENT

---

NATURAL PERSON REPRESENTATIVE AGENT

---

**OTHER SERVICES**

---

MY CORRESPONDENCE

---

INQUIRIES, COMPLAINTS AND SUGGESTIONS

### TRN selection for Maskan Supplier Portal

Login to MSP

Please select a TRN to continue to the Maskan Supplier Portal website. If you do not have a TRN linked with your account, you may select 'TRN not available' to proceed.

Tax Registration Numb...	Search	TRN/TIN	Name in English	Name in Arabic
<input checked="" type="radio"/>		100799989700003	SASHA SHAIKH	شخصي يسبح شيشيس
<input type="radio"/>		100799905300003	Shreya Samarvi Sai chinta	سيسبشيسيش يشيسيسيش
<input type="radio"/>		100000160200003	TC1161A11	غفغغ
<input type="radio"/>		100799986300003	Shreya Tax group	سيسبشيشسي

- The system will check if the selected TRN is associated with an onboarded supplier account.

- If your TRN is **onboarded** :
  - You will be redirected to the Maskan Supplier Portal Dashboard.
  - From the dashboard, you can :
    - Add and manage invoices.
    - Invite or manage invoice uploaders.
    - Add and manage your branches.



Welcome Anuradha Chauhan

العربية -A A +A

>> Home

**Taxable Person Details**

TRN: 100807982200003

Name in English: ABC Lmtd

Name in Arabic: ش.م.ل.أ. م.ع.م.ي

Change TRN

My Services

My Users (Invoice uploader)

link new user Manage users

My Branches

Add New Manage Branches

My invoices

Add New Manage invoices

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QUICK LINKS

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Glossary

OTHER LINKS

What's New

FAQs

Contact Us

OUR LOCATION

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

- If your TRN is **not onboarded** :
  - You will be directed to complete the onboarding process for the TRN.
  - Click on the 'Continue' button to proceed or on the 'Cancel' button to annul.

>>

This TRN is not onboarded yet. would like to proceed and submit an onboarding request?

Cancel

Continue



### Step 8 : Complete the login process

- Once you successfully log in or complete the onboarding process, you will land on the Supplier Dashboard where you can manage your tasks.

#### Important notes:

- Ensure your Emaratax account is active and your login credentials are correct.
- Verify that your TRN status is active before starting the process.

## LOGGING IN TO THE MASKAN SUPPLIER PORTAL WITH “TRN NOT AVAILABLE”

This feature allows supplier admins to access the Maskan Supplier Portal even when their onboarded Tax Registration Number (TRN) is inactive. In this situation, the supplier admin will have view-only access to the portal. If the admin is linked to multiple TRNs or roles, they will need to select the appropriate role and TRN to proceed.

### Step 1 : Log in to your Emaratax account

Follow the same steps indicated in Step 1 of the LOGGING IN TO THE MASKAN SUPPLIER PORTAL module.

### Step 2 : Select ‘Other services’ from the sidebar on the Emaratax home page

- Once logged in to your Emaratax account, locate the sidebar on the home page.
- Click on the ‘Other services’ from the sidebar

إمارات تاكس  
MARATAX

shreya.chinta@tax.gov.ae

What are you looking for?

User Type عربي -A A +A

Other Services

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

Reconsiderations

Tax Residency Certificate

TRN selection for Tax Residency Certificate

View All Continue

Overview

Clarification

1 Total Requests

View All

Link TRN to New Email Address

0 Total Requests

View All Create New

Administrative Exceptions

View All

Excise Goods List

Clearance Certificate

Payment of VAT on

### Step 3 : Select the Maskan Portal Service

- Locate the list of available services.
- Click 'Continue' on the "Maskan Supplier Portal" tile to proceed.

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What are you looking for?

User Type عربي -A A +A

Other Services

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

Waivers for Administrative Penalties

3 Total Requests

View All Create New

Tax Agent Infraction

View All Create New

Tax Accounting Software

View All

Reconsiderations

View All

Tax Residency Certificate

TRN selection for Tax Residency Certificate

Continue

Maskan Supplier Portal

Continue

Inquiries, Complaints &

## Step 4 : TRN selection

- Select the option **TRN Not Available**.
- Click on 'Login to Maskan'

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shreya.chinta@tax.gov.ae

What are you looking for?

User Type

عربي

Other Services Maskan Supplier Portal

TRN selection for Maskan Supplier Portal

Login to MSP

Please select a TRN to continue to the Maskan Supplier Portal website. If you do not have a TRN linked with your account, you may select 'TRN not available' to proceed.

Tax Registration Number (TRN)	Name in English	Name in Arabic
<input type="radio"/> 100799989700003	SASHA SHAIKH	شاشي سيشيشيش
<input type="radio"/> 100799905300003	Shreya Samanvi Sai chinta	شيشيشيشيش شيشيشيشيش
<input type="radio"/> 100000160200003	TC1161A11	غفغغ
<input type="radio"/> 100799986300003	Shreya Tax group	شيشيشيشيش
<input type="radio"/> 100693646000003	sowmya	سوميا سوميا
<input type="radio"/> 100806084800003	test	لته
<input checked="" type="radio"/> TRN Not Available	TRN Not Available	رقم التسجيل الضريبي غير متوفر

## Step 5: Role selection (If applicable)

- If you have multiple roles (e.g., Supplier Admin or Invoice Uploader) :
  - The system will prompt you to select a role.
  - If you want to cancel, click on the 'Cancel' button.
  - If you want to proceed, Choose the Supplier role and click on the 'Proceed' button to confirm your selection



...



Please select your role

☒ Supplier ☐ Invoice Uploader

## Step 6 : Choosing TRN

- If you have multiple onboarded TRNs :
  - A list of TRNs will be displayed.
  - Select the TRN you wish to use for this session.
  - If you want to proceed, click on the 'Proceed' button.
  - If you want to cancel, click on the 'Cancel' button.

List of TRNs

TRN/TIN	English Name	Arabic Name
<input checked="" type="checkbox"/> 100806986400003	ABC Lmttd	شركة مةمي
<input type="checkbox"/> 100806761100003	ABC Lmttd	شركة مةمي
<input type="checkbox"/> 100807982200003	ABC Lmttd	شركة مةمي
<input type="checkbox"/> 100807048200003	Royal Style ltd	شركة مةمي
<input type="checkbox"/> 100806755300003	ABC Lmttd	شركة مةمي
<input type="checkbox"/> 100689517900003	vat payer VG PP	مضيفة القيمة المضافة تقييد ضريبة القيمة المضافة...

1 to 6 of 6

## Step 7 : TRN validation

- The system will validate the status of the selected TRN :
  - If the TRN is active :** You will be granted full access to the Supplier Dashboard.
  - If the TRN is inactive :** You will be directed to the Supplier Dashboard with view-only rights.

## Step 8: Access the Maskan Supplier dashboard

- Based on the TRN status :
  - View-Only access:**
    - You can view portal data but cannot perform actions like managing users or uploading invoices.

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Welcome Anuradha Chauhan

العربية

Home

Taxable Person Details	TRN: 100806761100003	Name in English: ABC Lmttd	Name in Arabic: شركة أم بي سي	Change TRN
------------------------	-------------------------	-------------------------------	----------------------------------	------------

My Services

My Users (Invoice uploader)	My Branches	My invoices
View users	View Branches	View invoices

○ **Full access:**

- You can access all features, including user management and invoice uploads.

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EMARATAX

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FEDERAL TAX Authority

Welcome Anuradha Chauhan

العربية

Home

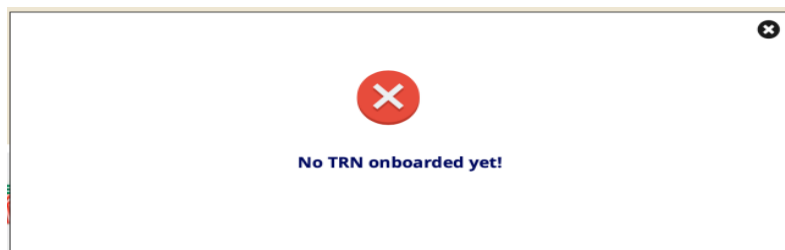
Taxable Person Details	TRN: 100807982200003	Name in English: ABC Lmttd	Name in Arabic: شركة أم بي سي	Change TRN
------------------------	-------------------------	-------------------------------	----------------------------------	------------

My Services

My Users (Invoice uploader)	My Branches	My invoices
<a href="#">link new user</a> <a href="#">Manage users</a>	<a href="#">Add New</a> <a href="#">Manage Branches</a>	<a href="#">Add New</a> <a href="#">Manage invoices</a>

## Error Handling

- If no TRN is available for your supplier account, the system will display an error message.



## Important notes :

- **Credentials validation** : Ensure your Emaratax Account credentials are correct to avoid login errors.
- **TRN status** : Inactive TRNs provide limited (view-only) access to the portal.



- **Multiple Roles/TRNs:** If applicable, make sure to select the appropriate role and TRN for the session.

## SUBMITTING AN ONBOARDING REQUEST FOR A SUPPLIER

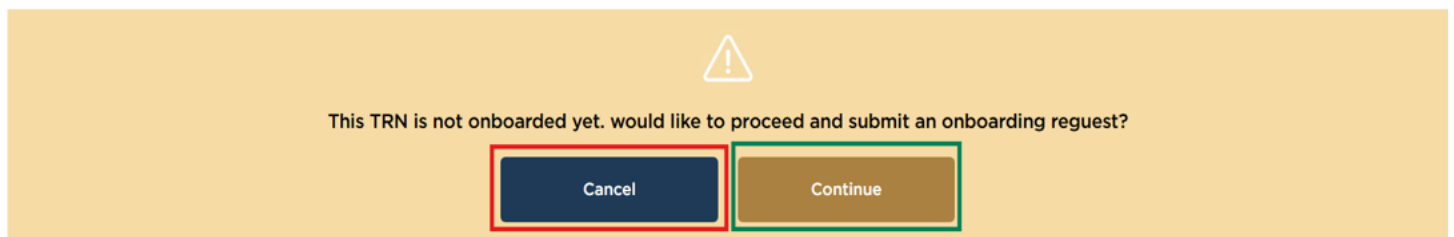
This feature enables supplier admins to submit onboarding requests to the Maskan Supplier Portal, including providing all required details and completing the necessary forms.

### Step 1: Start the process

- After selecting a non-onboarded TRN, you will be redirected to the Maskan Supplier Portal.

### Step 2: Prompt for onboarding request

- The system will detect that the TRN is not onboarded.
- A prompt will appear asking if you want to proceed with the onboarding request.
- If you want to cancel, click on the 'Cancel' button.
- If you want to proceed, click on the "Continue" button.




### Step 3 : Fill out the registration form

- You will be directed to the **registration form**, which will include the following fields:
  - TRN
  - Company Name
  - Registered Email Address
  - Registered Phone Number

- Category
  - The form will already be prefilled with data retrieved from Emaratax.
  - You cannot edit the prefilled details.
  - For the Category field :
    - Select one or more categories from the list.
  - Review the form to ensure all details are correct.


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>> Onboarding request

### Supplier Details

<p>TRN</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>100799905300003</span> <span><b>Predefined and non-editable field</b></span> </div>	<p>Registered phone number</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>+971556646</span> <span><b>Predefined and non-editable field</b></span> </div>
<p>Company name</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>Shreya Samanvi Sai chinta</span> <span><b>Predefined and non-editable field</b></span> </div>	<p>Category</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>Construction</span> <span></span> </div>
<p>Registered Email Address</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>SHREYA.CHINTA@TAX.GOV.AE</span> <span><b>Predefined and non-editable field</b></span> </div>	

Submit

Cancel

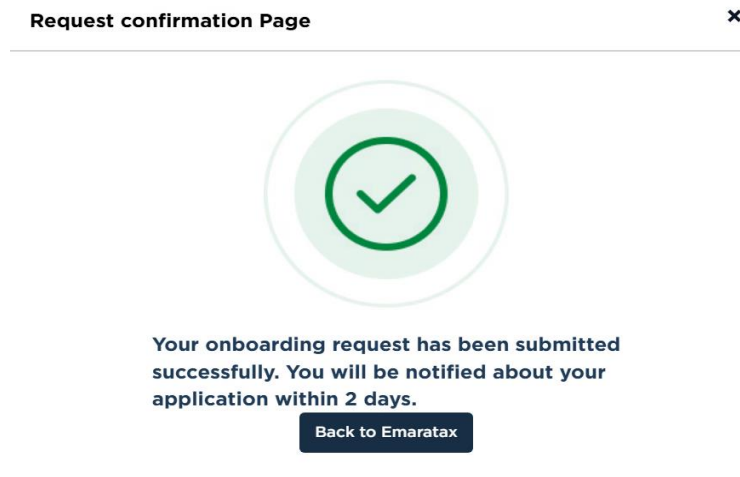
#### Step 4 : Submit the onboarding request

- Click the "Submit" button to send your request.
- The system will validate your information.
- If you choose 'Cancel', the operation will be cancelled.

#### Step 5 : Receive confirmation

- After successful submission :
  - A confirmation message will appear on the screen, notifying you that the onboarding request has been submitted

- You will be informed that the status of your request will be communicated within the predefined SLA by FTA.
- A confirmation email will be sent to your registered email address.



### Handle existing onboarding requests

- If an onboarding request for the selected TRN is already in progress :
  - The system will display a message notifying you that a request is still active.



you have a request in progress already!

[Back to Emaratax](#)

- You will not be able to submit another request until the current one is resolved.

### Step 7 : Complete the process

- Once the request is successfully submitted, the process is complete.



- You can now wait for further communication from the FTA regarding the status of your onboarding request.

#### Important notes:

- The TRN must have an active status to proceed.
- Only one active onboarding request is allowed per TRN at a time.
- A confirmation email will be sent immediately after the submission of your request.
- If a request is already in progress, the system will notify you upon redirection from Emaratax to Maskan.

## NAVIGATING THE SUPPLIER ADMIN DASHBOARD

This feature guides supplier admins on navigating the dashboard, managing various sections, and efficiently utilizing the portal's features.

### Step 1 : Log In and access the dashboard

- Once you log into the Maskan Supplier Portal, you will be redirected to your personalized dashboard.
- From the dashboard, you can:
  - Add and manage invoices.
  - Invite or manage invoice uploaders.
  - Add and manage your branches.

Welcome Anuradha Chauhan

العربية -A A +A

>> Home

**Taxable Person Details**

TRN: 100807982200003

Name in English: ABC Lmtd

Name in Arabic: شلاؤ مةمفي

Change TRN

**My Services**

**My Users (Invoice uploader)**

link new user Manage users

**My Branches**

Add New Manage Branches

**My invoices**

Add New Manage invoices

- If your TRN is suspended, all actions on the dashboard will be disabled, and you will only have view-only access.

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>> Home

**Taxable Person Details**

TRN: 100806761100003

Name in English: ABC Lmtd

Name in Arabic: شلاؤ مةمفي

Change TRN

**My Services**

**My Users (Invoice uploader)**

View users

**My Branches**

View Branches

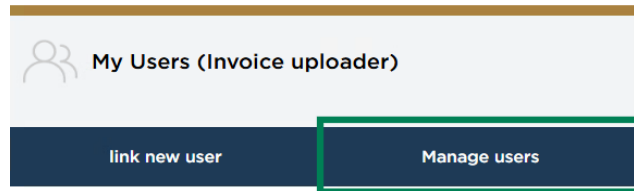
**My invoices**

View invoices

## Step 2 : Manage users

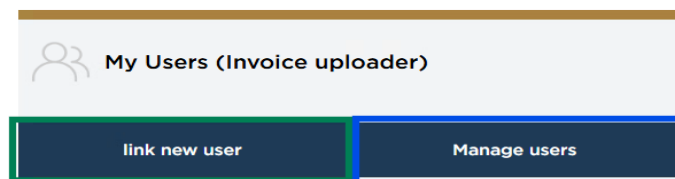
- To invite a new user (invoice uploader) :
  - Click on "link new user" to navigate to Invite new user page (only if the TRN is active).

- To manage more user :
  - Click on "Manage users" to navigate to the User Management Page.



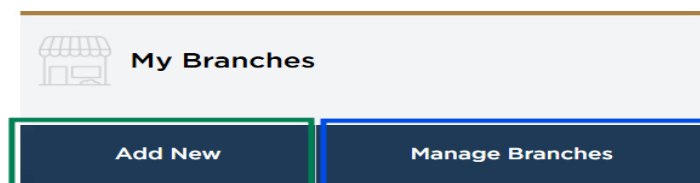
### Step 3 : Manage invoices

- To add a new invoice :
  - Click on "Add new" to add a new invoice (only if the TRN is active).
- To manage your invoices:
  - Click on "Manage invoices" to navigate to the Invoice Management Page



### Step 4 : Manage branches :

- To add a new branch :
  - Click on "Add New" to navigate to Add new branch page (only if the TRN is active).
- To manage your branches:
  - Click on "Manage Branches" to navigate to the Branches Management Page.



## Step 5 : Switch between TRNs

- If you have multiple onboarded TRNs, you will see a "Change TRN" button on the dashboard.
- To switch TRNs:
  - Click on the "Change TRN" button.
  - If you want to cancel, click on the 'Cancel' button.
  - If you want to proceed, select the desired TRN from the list and click on the "Proceed" button.

Change TRN

### List of TRNs

TRN/TIN	English Name	Arabic Name
<input checked="" type="checkbox"/> 100806986400003	ABC Lmttd	شركة مة في
<input type="checkbox"/> 100806761100003	ABC Lmttd	شركة مة في
<input type="checkbox"/> 100807982200003	ABC Lmttd	شركة مة في
<input type="checkbox"/> 100807048200003	Royal Style ltd	شركة مة في
<input type="checkbox"/> 100806755300003	ABC Lmttd	شركة مة في
<input type="checkbox"/> 100689517900003	vat payer VG PP	... ضريبة القيمة المضافة تقييم ضريبة القيمة المضافة

Cancel

Proceed

- Once switched, the dashboard will update to reflect the data linked to the selected TRN.

## Important notes :

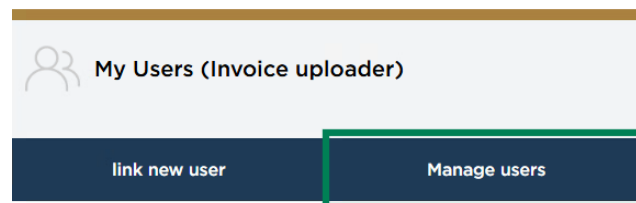
- The dashboard always displays the currently connected TRN and role.
- If logged in with a suspended TRN, you will only have view access.
- You can only activate/deactivate users or edit invoices if the TRN is active.
- TRN and role switching is seamless, and the dashboard will immediately update to reflect changes.

## SUPPLIER ADMIN - USER MANAGEMENT

This feature enables supplier admins to manage users, including adding new users and configuring permissions within the Maskan Supplier Portal.

### Step 1 : Access user management

- From the dashboard, click on "Manage users" to open the User Management section.



### Step 2 : Add a new user

- Click on the "Link new user" button.

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Welcome Anuradha Chauhan

Back Home Linked Invoice uploaders

Linked Invoice uploaders

Link new user

Email address	Date of Invitati...	Contact Number	Invitation Status	User Status	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Enter the user's Emaratax-registered email address in the provided field.
- If you want to cancel, click on the "Cancel" button.
- If you want to continue, click on the "Search" button:



Welcome Anuradha Chauhan

العربية

Back Home Invite new user

Enter invoice uploader email address registered in EmaraTax to send the link invite:

Email address registered in EmaraTax

shreya.chinta@tax.gov.ae

Search

Cancel

**QUICK LINKS**  
tax.gov.ae  
Glossary

**OTHER LINKS**  
What's New  
FAQs  
Contact Us

**OUR LOCATION**  
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

- If the user exists in the system, you will see a message :  
"Supplier found!"

إمارات تاكس  
EMARATAX

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

Welcome Anuradha Chauhan

العربية

Back Home Invite new user

Supplier found!

Email address registered in EmaraTax

shreya.chinta@tax.gov.ae

Invite

Cancel

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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

- If the user is not found, you'll see :  
"User not found ! verify the email address :"

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الهيئة الاتحادية للضرائب  
FEDERAL TAX Authority

Welcome Anuradha Chauhan

العربية

Back Home Invite new user

**User not found! verify the email address:**

Email address registered in EmaraTax

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- Double-check the email address and try again if needed.
- Once verified : click "Invite" to send the invitation or click "Cancel" and confirm to cancel the process.

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Back Home Invite new user

**Supplier found!**

Email address registered in EmaraTax

.ESTC15220000@ EST28.COM

Invite

Cancel

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800 82923  
info@tax.gov.ae

### Step 3: Monitor the invitation status

- The request status will appear in the list with a "Pending Approval" status until they log in to the portal using their Emaratax profile.
- The invited user will receive an email with login instructions.

#### Step 4: Activate or Deactivate users

- On the User Management screen, locate the user in the list and choose the desired action :
  - Activate :**
    - Available for inactive or pending users.
    - Once activated, the user will receive an email confirming their access to the portal.
  - Deactivate :**
    - Available only for active users.
    - Once deactivated, the user will lose access to the portal, and an email will notify them of their deactivation.
- Use the provided filters (e.g., by email, status, contact number) to quickly find users.

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Back Home Linked Invoice uploaders

Linked Invoice uploaders

Link new user

Email address	Date of invitation	Contact Number	Invitation Status	User Status	Action
STC15220000@ ST28...	18-March-2025	+971468453187	Pending Approval	Active	Deactivate View
STC15220000@ ST29...	19-March-2025	+971468453187	Approved	Inactive	Reactivate View
shreya.chinta@tax.gov.ae	04-April-2025	+971556646085	Approved	Active	Deactivate View
vatpp05@gmail.com	07-April-2025	+971424038953971	Pending Approval	Active	Deactivate View

1 to 4 of 4

#### Step 5: View recently linked users



- On linked invoice uploaders page, you can see the most recent linked users, including their statuses (Active, Inactive, or Pending).

#### Step 6: Use filters to manage users

- On the User Management screen, you can sort and filter the user list by:
  - Email address
  - Date of invitation
  - Contact number
  - Invitation status

Back Home ► Linked Invoice uploaders

Linked Invoice uploaders [Link new user](#)

Email Address											
Email address	↑ ↓	Date of Invitation	↑ ↓	Contact Number	↑ ↓	Invitation Status	↑ ↓	User Status	↑ ↓	Action	

## Step 7 : Notifications

- For every action (invitation, activation, deactivation), both the admin and the user receive notifications via email.

## Important notes:

- Only users with an active TRN can be managed.
- Only Emaratax-registered emails can be invited.
- Deactivated users cannot log in to the portal.
- Reactivated users regain full access to the portal.

## SUPPLIER ADMIN - INVOICE MANAGEMENT

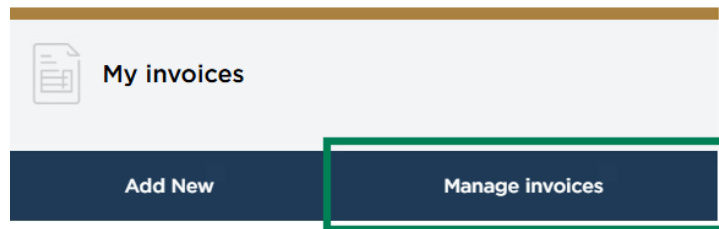
This feature allows supplier admins to manage invoices, including creating, reviewing, and submitting them efficiently.

### Step 1 : Log In

- Log in as a supplier admin and ensure your TRN is active.

## Step 2 : Access manage invoices

- From the dashboard :
  - Select "Manage Invoices" from the main menu.



- You will be redirected to the Manage Invoices screen.

## Step 3 : View & Filter invoices

- View all invoices related to your TRN, including those added by:
  - Invoice uploaders linked to your TRN.
  - Home builders.
- Use filters to narrow the list based on :
  - Invoice number.
  - Added by.
  - Creation date.
  - Project ID.
  - Plot number.
  - Invoice type.

Back Home ► My Invoices

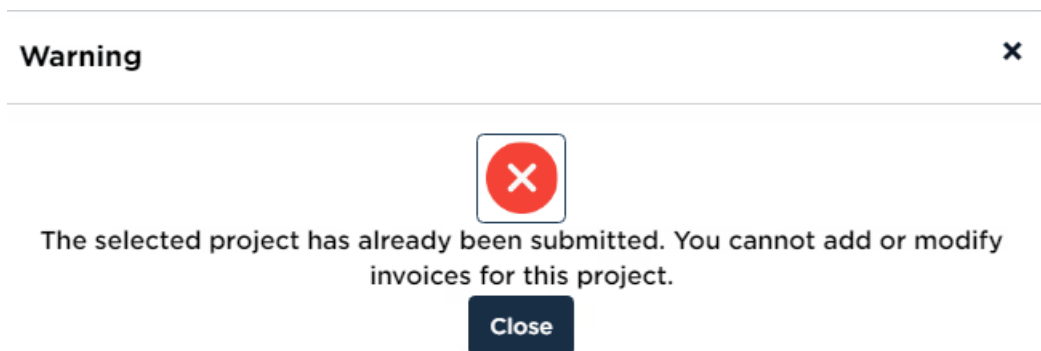
claimed invoices Add invoice

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Invoice number	added by	Creation Date	Project ID	Plot Number	Invoice Type	Action	

#### Step 4 : Edit/View/Delete invoices

- **Edit an invoice:**
  - Allowed only if the project is not in "Submitted" status.
  - Select the invoice, make changes, and save.
- **View invoice details :**
  - Click the "View" option to inspect an invoice.
- **Delete invoice :**
  - Allowed only if the project is not in "Submitted" status.
  - Click the "Delete" option and confirm to delete the invoice.

**Note :** Attempting to edit an invoice for a "Submitted" project will trigger an error message :  
*"The selected project has already been submitted. You cannot add or modify invoices for this project."*



#### Step 5 : Add a new invoice

- **Click "Add invoice" :**
  - Ensure your TRN is active before proceeding.
- **Scan project barcode :**
  - Use the barcode provided by the home builder to auto-populate the project details.



- The following details will appear (non-editable) :
  - Project ID.
  - Construction Permit.
  - Project Name.
  - Plot Number.
  - Project Owner's Name.

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Back Home Add Invoice

**Project Details**

Scan Project Barcode

Project ID  
Predefined and non-editable field

Project Name  
Predefined and non-editable field

Project's Owner Name  
Predefined and non-editable field

Construction Permit  
Predefined and non-editable field

Plot Number  
Predefined and non-editable field

● **Enter invoice details :**

- Invoice type: Select "Tax Invoice" or "Credit Note."
- Supplier TRN: Prefilled and uneditable.
- Tax invoice number: Enter a valid invoice number (mandatory).
- Invoice date: Default is the current date.
- Supplier name: Prefilled and uneditable.
- Total value: Enter the total invoice value (mandatory).
- VAT value: Enter the applicable VAT amount (mandatory).
- Comments: Add optional remarks.
- Upload invoice document: Upload the invoice file (mandatory).

- Submit the invoice :

Submit

Back Home Add Invoice

## Invoice details

Upload Invoice

No items found

### Invoice type

☒ Tax Invoice ☐ Credit Note

### Invoice Date

02-April-2025



### Total Value

### Comment (optional)

### Supplier TRN

100807982200003

Predefined and non-editable field

### Supplier Name

ABC Lmtd

Predefined and non-editable field

### VAT Value

### Tax Invoice Number

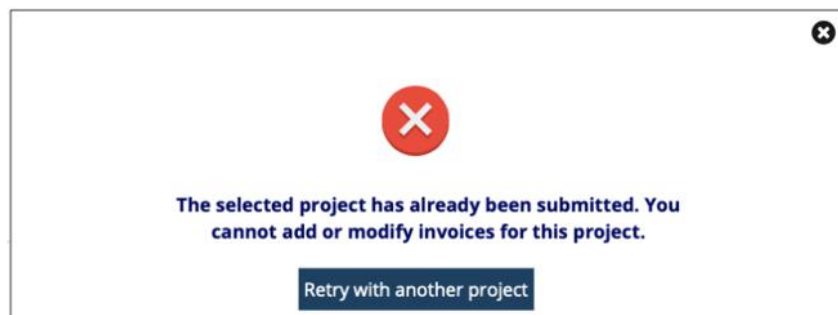
Cancel

Submit

- Once completed, click "Submit" to save the invoice.
- The invoice is added to the list and becomes visible to the home builder in their mobile app.
- If you want to cancel, click "Cancel" and confirm.

## Step 6 : Validation & error handling

- Attempting to add an invoice to a "Submitted" project will result in the following error:  
*"The selected project has already been submitted. You cannot add or modify invoices for this project."*





### Important notes :

- Invoices cannot be added or edited for projects in "Submitted" status.
- Only active TRNs can add invoices.
- TRN details are prefilled and uneditable.
- All fields (except comments) are mandatory for submission.
- Successfully added invoices will appear in the supplier portal and the home builder's mobile app.

## SUPPLIER ADMIN – BRANCH MANAGEMENT

This feature enables supplier admins to manage their branches, including adding, editing, activating/deactivating and deleting branch as required.

### Step 1 : Access manage branches

- Log in to the Maskan Supplier Portal.
- On the main dashboard, click "Manage Branches" or navigate to "My Branches" in the sidebar.
- You will be directed to the Manage Branches screen, where all branches linked to your business are displayed.



- If the list is long, use the pagination feature to navigate through multiple pages.

### Step 6 : View & Filter branches

- You can view a list of all your branches, including their key details such as Name, Email, Contact Number, and Status (Active/Inactive).

- To find specific branches, use the filters:
  - Branch name
  - Email
  - Contact number
  - Status

### Step 3 : Activate or Deactivate a branch

- To change the visibility of a branch on the mobile app map:
  - Activate:** Select a branch and click "Activate" to make it visible on the map.
  - Deactivate:** Select a branch and click "Deactivate" to hide it from the map.
- Note : Only active branches are displayed on the mobile app map.

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العربية

Back Home My Branches

My Branches

Add Branch

Name in English	Name in Arabic	Email	Contact number	Status	Actions
est	العربية	qwe@kjo.com	87452136	Inactive	Edit Activate Delete View
tes	بالعربية	est@kol.com	78547854	Active	Edit Deactivate Delete View

1 to 2 of 2

### Step 4 : Add a new branch

- Click the "Add Branch" button.
- A form will appear. Fill in the following mandatory details:
  - Branch Name: Enter the name in both English and Arabic.
  - Email: Provide a valid contact email.
  - Contact Number: Enter the branch's phone number.
  - Address: Provide the address in both English and Arabic.

- Latitude & Longitude: Enter the coordinates to pin the branch accurately on the map.
- About the Branch: Write a brief description in both English and Arabic.
- Category: Select the appropriate category for the branch.
- Working Hours: Specify the operating hours for the branch.
- Logo: Upload an image file for the branch's logo.
- Click on the 'Submit' button.
- Click on the 'Cancel' button and confirm if you want to cancel.
- Once submitted, the new branch is added to the list and is visible on the mobile app map (if active).

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Back Home Add new branch

Name in English  
 Name in Arabic  
 About the branch in English  
 Email  
 Contact number  
 Latitude  
 Longitude  
 About the branch in Arabic  
 Address in English  
 Address in Arabic

Upload image  
 ...  
 Browse...

Category  
 ...

Working Hours  
 Day From Hour To Hour Actions

Monday	Hh:Mm AM/PM	Hh:Mm AM/PM	Delete
Tuesday	Hh:Mm AM/PM	Hh:Mm AM/PM	Delete
Wednesday	Hh:Mm AM/PM	Hh:Mm AM/PM	Delete
Thursday	Hh:Mm AM/PM	Hh:Mm AM/PM	Delete
Friday	Hh:Mm AM/PM	Hh:Mm AM/PM	Delete
Saturday	Hh:Mm AM/PM	Hh:Mm AM/PM	Delete
Sunday	Hh:Mm AM/PM	Hh:Mm AM/PM	Delete

Add  
 Cancel Submit

## 5. Edit an existing branch

- On the Manage Branches screen, select a branch you wish to update.
- Modify any details as needed and click on the Submit button.
- Changes will automatically update the branch information on the mobile app map if the branch is active.

### Important notes :

- Inactive branches: Hidden from the mobile app map.
- Active branches: Visible on the mobile app map.
- Mandatory fields: All fields (Name, Email, Contact Number, Address, Latitude & Longitude, About, Category, Working Hours, and Logo) must be completed when adding or editing a branch.
- Latitude & Longitude: Required to display the branch pin on the map.
- Branch control: Only supplier admins linked to the active TRN can activate or deactivate branches.

## INVOICE UPLOADER - LOGIN TO MASKAN SUPPLIER PORTAL

This feature allows invoice uploaders to log into the Maskan Supplier Portal, ensuring they have the necessary access to their invoice uploader dashboard.

### Step 1 : Log in to your Emaratax account


To log in to your Emaratax account, you can use either your UAE PASS or your registered email and password.




## Welcome to the Federal Tax Authority Emaratax

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

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY



 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 [Signup Here](#)

Got any questions on the new system?

[Read the FAQs](#)

Ensure your credentials are correct. If there's an error, double-check your details and try again.

### Step 2 : Select 'Other services' from the sidebar on the Emaratax home page

- Once logged in to your Emaratax account, locate the sidebar on the home page.
- Click on the 'Other services' from the sidebar.

إمارات تاكس  
MARATAX

shreya.chinta@tax.gov.ae

What are you looking for?

User Type

عربي

-A A +A

Other Services

LEGAL REPRESENTATIVE

NATURAL PERSON TAX AGENT

TAX AGENCY

SPECIAL REFUNDS

JURIDICAL PERSON TAX AGENT

NATURAL PERSON REPRESENTATIVE AGENT

OTHER SERVICES

MY CORRESPONDENCE

INQUIRIES, COMPLAINTS AND SUGGESTIONS

Reconsiderations

Tax Residency Certificate

TRN selection for Tax Residency Certificate

View All

Continue

Overview

Clarification

1 Total Requests

View All

Link TRN to New Email Address

0 Total Requests

View All

Create New

Administrative Exceptions

View All

Excise Goods List

Clearance Certificate

Payment of VAT on

### Step 3 : Select the Maskan Portal Service

- Locate the list of available services.
- Click 'Continue' on the "Maskan Supplier Portal" tile to proceed.

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shreya.chinta@tax.gov.ae

What are you looking for?

User Type عربي

Other Services

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

Waivers for Administrative Penalties

3 Total Requests

View All Create New

Tax Agent Infraction

View All Create New

Tax Accounting Software

View All

Reconsiderations

View All

Tax Residency Certificate

TRN selection for Tax Residency Certificate

Continue

Maskan Supplier Portal

Continue

Inquiries, Complaints &

- A list of your associated TRNs will appear (If you also have the role of a Supplier with associated TRNs).
- Select "TRN not available" and click on "Login to MSP"

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shreya.chinta@tax.gov.ae

What are you looking for?

User Type عربي

Other Services Maskan Supplier Portal

TRN selection for Maskan Supplier Portal

Login to MSP

Please select a TRN to continue to the Maskan Supplier Portal website. If you do not have a TRN linked with your account, you may select 'TRN not available' to proceed.

TRN/TIN	Name in English	Name in Arabic
<input type="radio"/> 100799989700003	SASHA SHAIKH	بششي يسيشيشيش
<input type="radio"/> 100799905300003	Shreya Samanvi Sai chinta	سيشيشيشيش ييشيشيشيش
<input type="radio"/> 100000160200003	TC1161A11	عشش
<input type="radio"/> 100799986300003	Shreya Tax group	سيشيشيشيش
<input type="radio"/> 100693646000003	sowmya	سومياسومييا
<input type="radio"/> 100806084800003	test	نمه
<input checked="" type="radio"/> TRN Not Available	TRN Not Available	رقم التسجيل الضريبي غير متوفر

#### Step 4 : Choose the role of an invoice uploader (If applicable)

- Check the "Invoice uploader" checkbox.
- If you want to cancel, click on the 'Cancel' button.
- If you want to proceed, click on the "Proceed" button.

...

✕

Please select your role

☐ Supplier ☒ Invoice Uploader

#### Step 5 : Verification

- The system will verify whether you are linked to an onboarded supplier.

#### Step 6 : If linked to one supplier

- If you are linked to only one onboarded supplier, you will be directed to your Maskan Dashboard.
- On the dashboard, you can :
  - Add new invoices.
  - Manage only the invoices you uploaded.



## My Services

## My invoices

**Add new**

## Manage invoices



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☎ 800 82923

✉ [info@tax.gov.ae](mailto:info@tax.gov.ae)

### Step 7 : If Linked to multiple suppliers

- If you are linked to more than one supplier, the system will ask you to:
  - Select a TRN or supplier from the list and Click on the ‘Proceed’ button before proceeding to the dashboard.
  - Click on the ‘Cancel’ button if you want to cancel.
- You will not be able to proceed until you select a TRN or supplier.

## List of TRNs

TRN/TIN	English Name	Arabic Name
<input checked="" type="checkbox"/> 1008079822000...	ABC Lmted	شلاؤ مة في
<input type="checkbox"/> 1007999863000003	Shreya Tax group	سيسشيشيشسي
<input type="checkbox"/> 1006895179000003	vat payer VG PP	زربية القيمة المضافة...



1 to 3 of 3



Cancel

Proceed


### Step 8 : If not linked to any supplier

- If the system finds that you are not linked to any onboarded supplier, an error message will appear, and you will not be able to log in.



### Step 9 : Change TRN

Once you are connected to your invoice uploader account:

- If you are linked to multiple TRNs as an Invoice Uploader, you can switch between them.
- From your dashboard, click on "Change TRN"  to choose a different TRN.
- The dashboard will update to reflect the TRN you have chosen.
- Note : You can only view and access active TRNs.

### Important notes :

- You can only log in if your TRN is active.
- If your status as an Invoice Uploader has been deactivated by the supplier admin, you will not be able to access the Maskan portal.

## INVOICE UPLOADER - INVOICE MANAGEMENT

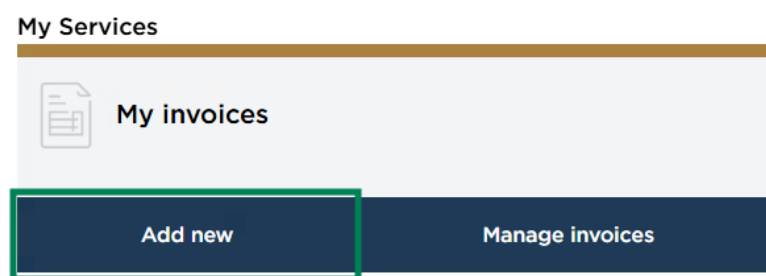
This feature enables Invoice Uploaders to manage invoices, including creating, reviewing, deleting, and submitting them.

### Step 1 : Start

- Ensure you are logged in and have successfully landed on the Invoice Uploader Dashboard.

### Step 2 : Select "Add New Invoice"

- From your dashboard, click on the "Add new" button.



- You will be redirected to the Add New Invoice form.

### Step 3 : Scan project barcode

- Use the barcode provided by the home builder to auto-populate the project details.
- The following details will appear (non-editable):
  - Project ID.
  - Construction Permit.
  - Project Name.
  - Plot Number.
  - Project Owner's Name.



Back Home Add Invoice

## Project Details

Scan Project Barcode

Project ID

Predefined and non-editable field

Project Name

Predefined and non-editable field

Project's Owner Name

Predefined and non-editable field

Construction Permit

Predefined and non-editable field

Plot Number

Predefined and non-editable field

## Step 4 : Enter invoice details

- Invoice type: Select "Tax Invoice" or "Credit Note."
- Supplier TRN: Prefilled and uneditable.
- Tax invoice number: Enter a valid invoice number (mandatory).
- Invoice date: Default is the current date.
- Supplier name: Prefilled and uneditable.
- Total value: Enter the total invoice value (mandatory).
- VAT Value: Enter the applicable VAT amount (mandatory).
- Comments: Add optional remarks.
- Upload invoice document: Upload the invoice file (mandatory).

Back Home Add Invoice

## Invoice details

Upload Invoice

No items found

Invoice type

☒ Tax Invoice ☐ Credit Note

Invoice Date

02-April-2025



Total Value

Comment (optional)

Supplier TRN

100807982200003 Predefined and non-editable field

Supplier Name

ABC Lmtd Predefined and non-editable field

VAT Value

Tax Invoice Number

Cancel

Submit

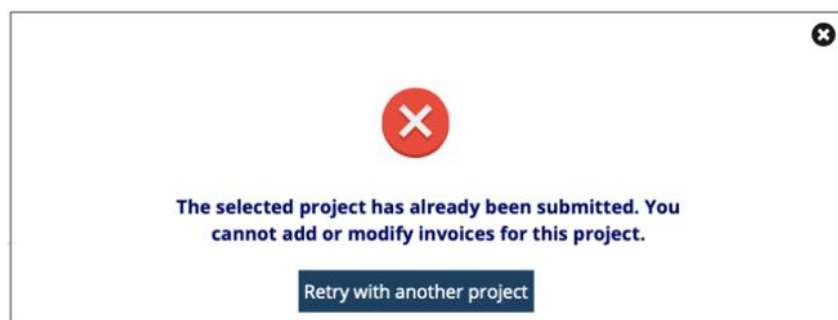
### Step 5 : Submit the invoice

- Once completed, click "Submit" to save the invoice.
- The invoice is added to the list and becomes visible to the home builder in their mobile app.
- If you want to cancel, click "Cancel" and confirm.

Cancel

### Step 6 : Validation & error handling

- Attempting to add an invoice to a "Submitted" project will result in the following error:  
*"The selected project has already been submitted. You cannot add or modify invoices for this project."*



### Step 7 : Verify the invoice addition

- After submission :
  - The new invoice will be added to the invoice table on your dashboard.
  - It will also appear in the home builder's project profile on the Maskan Mobile App.
  - The supplier associated with the TRN will see the invoice in their dashboard, stamped with your name.

### Step 8: Edit an existing invoice

- To edit an invoice :
  - Select an invoice you added from the Invoices List on the dashboard.


- The system will open the invoice form for editing.
- Make the required changes and click "Submit" to save.

### Handle Errors

- If you try to add or modify an invoice for a project with a "Submitted" status, an error message will display :

*"The selected project has already been submitted. You cannot add or modify invoices for this project."*

Warning
×



The selected project has already been submitted. You cannot add or modify invoices for this project.

Close

### Important notes :

- You can only access invoices you added or invoices added by the home builder under the same TRN.
- All fields for adding an invoice are mandatory, except for comments.
- The TRN field is prefilled and cannot be edited.
- Invoices can only be added to active projects.
- For projects with a "Submitted" status, invoices cannot be edited.



## CONCLUSION

- Thank you for using the Maskan Supplier Portal Manual Guide. We trust this guide has provided you with clear, easy-to-follow instructions for managing your onboarding and invoicing tasks within the portal.
- By following the outlined steps, you will be able to efficiently submit onboarding requests, manage user access, oversee invoices and supervise branches. Should you have any questions or encounter difficulties, our support team is always available to assist you.
- We appreciate your dedication to using the Maskan Supplier Portal and look forward to helping you maintain a seamless experience with the platform.