



User Guide

Submit VAT Return Service



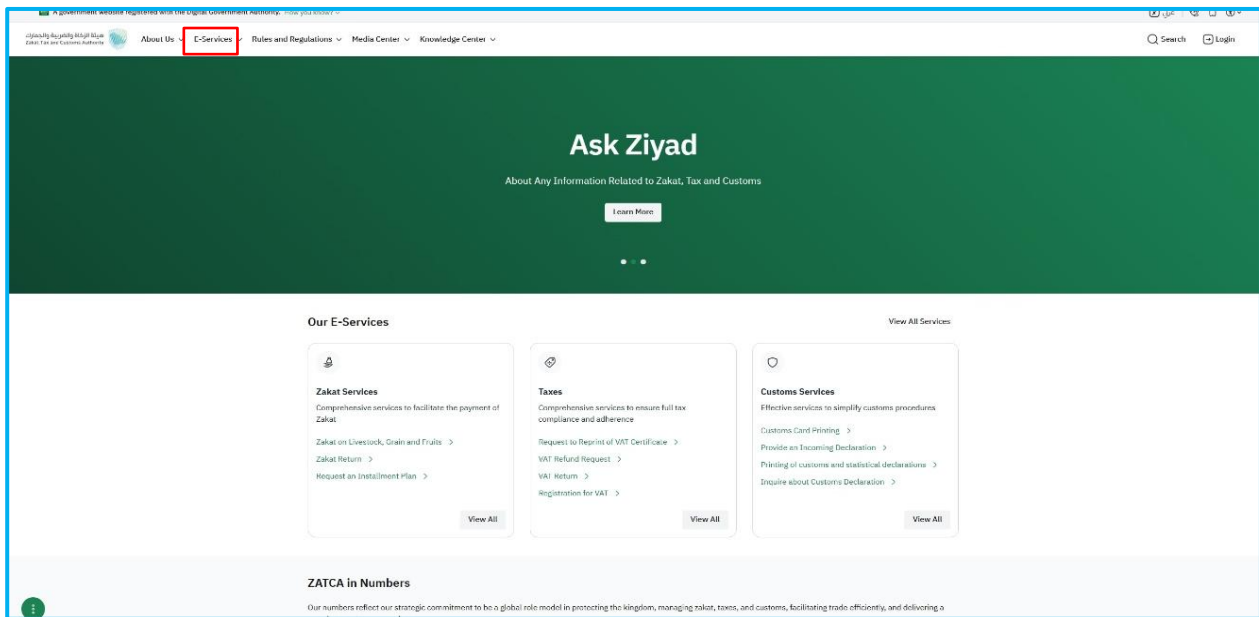
About this Guide

This guide has been prepared to illustrate how to file a Value Added Tax (VAT) return via the Authority's official website.

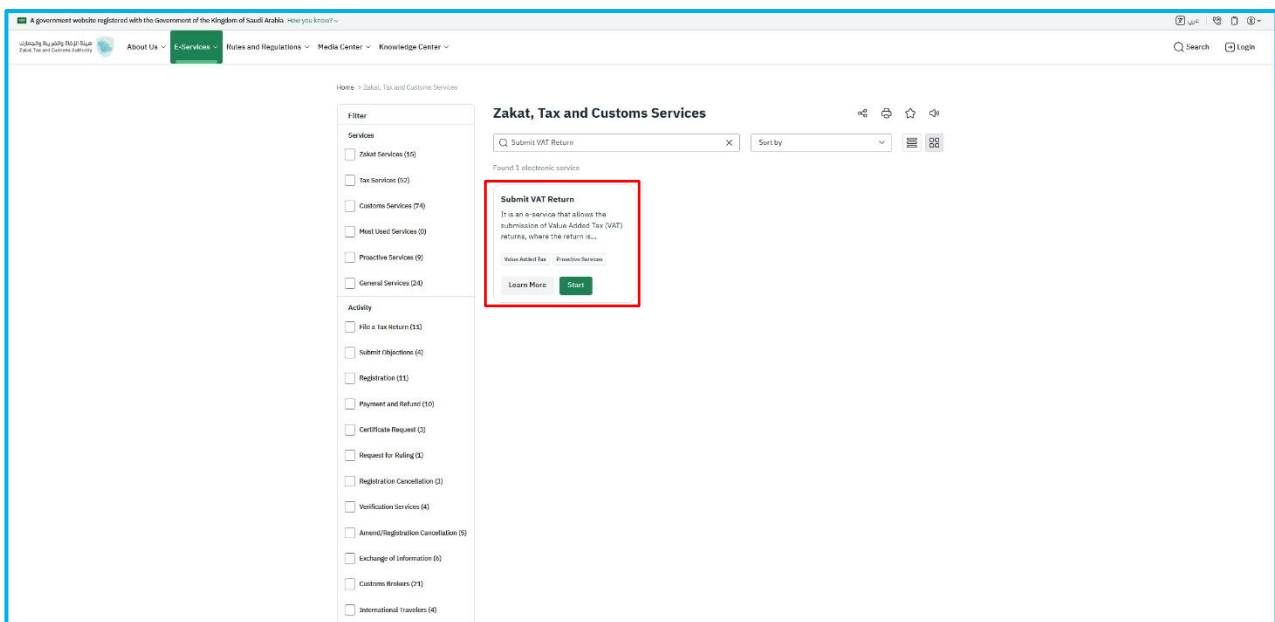


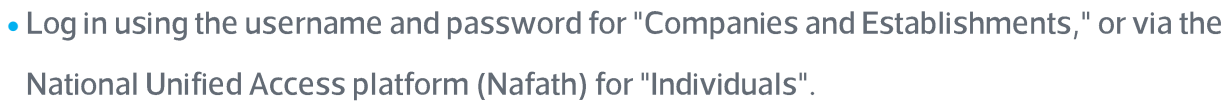
Service Access

- Log in to the Authority's official website via the link: <https://zatca.gov.sa>
- Click on <<E-Services>> from the top menu.



- Search for and select the <<Submit VAT Return>> Service.





- Enter the verification code (OTP) received via SMS on your mobile phone.



Service Steps

1. Click on <<Returns>> from the side menu, select <<VAT>>, and choose the tax return you wish to file.

Ref	Due Date	Return Period	Period	Status	Actions
9968	28 February 2019	01 January 2019 - 31 January 2019	19JA	Billed	
1037	31 March 2019	01 February 2019 - 28 February 2019	19FB	Billed	
9969	30 April 2019	01 March 2019 - 31 March 2019	19MR	Billed	
	31 May 2019	01 April 2019 - 30 April 2019	19AP	To be filed	
	30 June 2019	01 May 2019 - 31 May 2019	19MY	To be filed	
	31 July 2019	01 June 2019 - 30 June 2019	19JU	To be filed	
	31 August 2019	01 July 2019 - 31 July 2019	19JY	To be filed	
	30 September 2019	01 August 2019 - 31 August 2019	19AU	To be filed	
	31 October 2019	01 September 2019 - 30 September 2019	19SP	To be filed	

2. Review the data displayed in the <<Taxpayer Details>> section, then click <<Next>>.

Taxpayer Details

Review your data before proceeding

Taxpayer Details

TIN Number: / VAT Account Number: /

ID Number: / Taxpayer Name: /

Address: *

Tax Return Details

Return Type: Value Added Tax - Monthly / Return Reference Number: *

Tax Period: March 2019 / Return: New

Update Information

Next



3. Fill in the VAT on Sales details.

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General Tax and Customs Authority

VAT Return

Close X

1 Taxpayer Details
2 VAT on Sales
3 VAT on Purchases
4 Total VAT
5 Attachments
6 Notes (Optional)
7 Summary

VAT on Sales

Complete VAT sales data

	Subs	Amount	Adjustments (A)
1	Standard Rated Sales	0.00	0.00
2	Sales on which the government bears the VAT	0.00	0.00
3	Zero Rated Domestic Sales	0.00	0.00
4	Exports	0.00	0.00
5	Exempt Sales	0.00	0.00
6	Total Sales	A 0.00	A 0.00

Save As Draft Previous Next

4. Fill in the VAT on Purchases details.

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VAT Return

Close X

1 Taxpayer Details
2 VAT on Sales
3 VAT on Purchases
4 Total VAT
5 Attachments
6 Notes (Optional)
7 Summary

VAT on Purchases

Complete VAT purchases data

	Purchases	Amount (A)	Adjustments (A)
7	Standard Rated Domestic Purchases	0.00	0.00
8	Imports subject to VAT paid on import	0.00	0.00
9	Imports Subject to VAT accounted for through the reverse charge mechanism	0.00	0.00
10	Zero Rated Purchases	0.00	0.00
11	Exempt Purchases	0.00	0.00
12	Total Purchases	A 0.00	A 0.00

Save As Draft Previous Next



5. Review and fill in the required details for the Total VAT.

The screenshot shows the 'VAT Return' form at step 4, 'Total VAT'. On the left, a progress bar indicates steps 1 through 7, with step 4 highlighted. The main content area is titled 'Total VAT' and includes the following sections:

- Total VAT**: A section titled 'The total VAT amount' with two input fields. The first field, 'Total VAT due for current Period', contains 'A 0.00'. The second field, 'VAT Credit from previous period(s)', contains 'A 0.00' and has a 'Click here for details' link.
- Corrections From Previous Periods**: A section with a warning icon and text: 'If corrections to the previous return entail a VAT liability adjustment less than A <60000 or VAT credit position of greater than A <-60000, then specify the VAT adjustment (and not supplies or purchases amount) in this field. For any other VAT adjustments, please submit a 'Self-Amendment' form'. Below this is an input field for 'Corrections from previous period (between A <±6000)' with the value 'A 0.00'.
- Net VAT**: A green box showing the final amount 'A 0.00'.

At the bottom, there are buttons for 'Save As Draft', 'Previous', and 'Next'.

6. Attach the supporting documents for the request.

The screenshot shows the 'VAT Return' form at step 5, 'Attachments'. The progress bar on the left highlights step 5. The main content area is titled 'Attachments' and includes the following sections:

- Upload the required documents to support your application**: A section with a warning icon and a list of instructions: '1. File size should not be more than 10 MB.', '2. Chosen only file with extension Doc, Docx, jpg, PDF, xlsx, xls.', and '3. Maximum no of allowed attachments are 10.'.
- Attachments (0)**: A section with a dashed box for uploading files. It contains the text 'Drag and drop files here to upload' and 'Maximum file size allowed is 10MB, supported file formats include doc, docx, xlsx, jpg, png, zip, rar, etc. also'. Below the box is a 'Browse File' button.

At the bottom, there are buttons for 'Skip', 'Previous', and 'Next'.

7. Add any comments or clarifications (Optional step).

The screenshot shows the 'VAT Return' form at step 6, 'Notes (Optional)'. The progress bar on the left highlights step 6. The main content area is titled 'Notes (Optional)' and includes the following sections:

- Add any additional information or clarification**: A section with a text area for 'Notes'.

At the bottom, there are buttons for 'Save as draft', 'Previous', and 'Next'.



8. Review the Request Summary, then click <<Submit & Generate SADAD Bill>>.

VAT Return

Summary

Review all information provided before submitting

Taxpayer Details

TTN Number VAT Account Number

ID Number Taxpayer Name

Address

Tax Return Details

VAT on Sales

VAT on Purchases

Attachments

Notes (Optional)

Total VAT

☒ I agree with these Instructions and Conditions

Previous Submit & Generate SADAD Bill

VAT Return

Summary

Review all information provided before submitting

Taxpayer Details

Tax Return Details

VAT on Sales

VAT on Purchases

Attachments

Notes (Optional)

Total VAT

☒ I agree with these Instructions and Conditions

Previous Submit & Generate SADAD Bill

Confirmation

Please review calculations in summary screen and press Confirm & Generate SADAD Bill.

OK



9. Window will appear confirming that the request has been successfully submitted, and you can download the request form.

The screenshot shows a web application interface for a VAT Return. On the left is a vertical sidebar with a progress indicator showing steps: Taxpayer Details, VAT on Sales, VAT on Purchases, Total VAT, Attachments, Notes (Optional), and Summary (the current step). The main area is titled 'VAT Return' and 'Summary'. It contains a list of expandable sections: Taxpayer Details, Tax Return Details, VAT on Sales, and Total VAT. A modal window is open in the center, titled 'VAT Return' with a green checkmark icon. The modal text says 'VAT Return successfully submitted'. It displays 'Return Reference Number' as 65004360769 and 'Taxable Period' as March 2019. At the bottom of the modal are two buttons: 'Refresh' and 'Download Form', with the latter highlighted by a red rectangle. Below the modal, there is a checkbox labeled 'I agree with these Instructions and Conditions' which is checked. At the bottom right of the main area are two buttons: 'Previous' and 'Submit & Generate SAEAD Bill'.



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لهذا المستند وكافة المستندات المنشورة
أو تفضل بزيارة الموقع الإلكتروني zatca.gov.sa