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Merchant Training



Tax Free shopping is obtaining a refund of the VAT amount paid while shopping internationally. The shopper needs to physically export the goods from the country of purchase where the VAT was paid. That is why the local residents are not entitled to benefit from Tax Free shopping, but all eligible overseas tourists purchasing physical goods to take home can reclaim part of the VAT amount included in the sales price. Planet provides the service of tax refunding on behalf of the Federal Tax Authority under the rules of the Tax Refund Scheme (TRS).



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Which tourists are eligible?

Any tourist who is 18+ years old and is not resident in the UAE, and who is not a crew member on a flight, aircraft or cruise ship leaving the UAE, is eligible to claim part of the VAT element included in the sales price.





Which goods are eligible?

All goods that attract VAT are eligible with the exception of:

- Goods that have been consumed, fully or partly, in the UAE
- Motor vehicles, boats and aircraft
- Goods that are not accompanied by the overseas tourist at the time of leaving the UAE
- Services
- Goods that have been used, fully or partly, in the UAE and are not accompanied by the original packaging (for example: a smartphone that was used in the UAE and is accompanied by the original packaging upon leaving the UAE is eligible, but if the packaging is not present it is not eligible)
- The minimum purchase amount is 250 AED. Once a Tax Free Transaction is issued, the tourist has 90 days from the date of sales receipt to export the goods.





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Getting Started

Your Starter Pack

Once you have chosen to provide Tax Free Shopping to your customers, Planet will provide your company with a comprehensive starter pack. This pack will include:



Access Credentials



Planet Plexi with a scannable QR code



Marketing and Advertisement Display Tools

DANA: Change picture next to Planet Plexi



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1.

Getting your customers details

Phone Number '

+93 • 70 123 4567

ravel document number *	Country of residence *	Nationality *	
	Choose country)	✓ Choose nationality)	~
Date of birth *	First name *	Last name *	
DD/MM/YYYY	ش		

- Ask the tourist if they are a resident of the UAE or a crew member of a flight or aircraft leaving the UAE. If they are, they are not allowed to participate in the TRS.
- It is important to inform the tourist that they can benefit from the TRS if they leave the UAE from any of the authorised points of exit (see appendix for the full list).
- Ask the tourist for their travel document that they used to enter the UAE. If they don't have this identification, you will not be able to issue a Tax Free Transaction.
- 4. Input the Tourist details, taken from the ID
- 5. Press Next to move to the next section.



Recording Purchase Details

Receipt number*	Receipt date *	Product group	Sales amount *	VAT amount *
	ролинихала	Electronics (including VAT 5%)		
Proof of receipt*				
𝔗 Drop a file here or bro	wse to upload			
Receipts added must	meet 90-day rule. Learn more			

IMPORTANT: Be very careful when entering the sales amount to avoid your store being overcharged for VAT. You are responsible for entering the correct information.

- 1. Input the receipt number to the web form.
- 2. Enter the receipt date, the total purchase/sales amount and the VAT amount shown on the receipt for all eligible goods. If the receipt includes non-eligible goods, or goods that will not be exported by the tourist, you must deduct the full purchase amount including VAT of each receipt from the total receipt amount. Only the purchase amount of eligible goods must be entered.
- 3. Drag and drop or upload a clear image of the invoice under the **Proof of receipt** field. If the receipt cannot be captured in a single image, you may upload multiple images to capture the full receipt. Images must be in JPEG or PDF format.

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Step 3: Complete the transaction – Web Application

Complete Tax Free Form

- 1. Review all the details and confirm their accuracy.
- 2. Review the images for accuracy and clarity.
- 3. If any of the details are incorrect, select **Previous Step** and correct the information.
- 4. Review the refund details and select **Finish Form** if all details are correct. A tax free ID will now be digitally linked to the shoppers passport number.
- 5. Please ensure that you inform tourists that they must validate these purchases within 90 days from the date of issuance of each respective receipt **BEFORE** they check in their luggage (or wrap it in plastic if they decide to do so) and go through security or else their refunds will be invalidated.

ew tax free form	2 - Purchase ini	•	C Reset 1
ummary			
Shopper			
First name Testing	Last name Case	Travel document number ND123455	
Country/Region of residence	Date of birth	Nationality	
India	21/07/1987	India	
Phone number		—	
+91919191919191			
Purchase			
Receipt number		Proof of receipt	
3485843		Q Capture.JPG	
Receipt date	Export validate by	Q Capture.JPG	
07/12/2022	07/03/2023		
Product group	VAT		
Electronics	5%		
Sales amount			
1,050.00 AED			
Refund			
Shoppers must export their o	goods within 90 days of the date of purchase.		
Number of transactions			
Sales amount			1,050.00 AE
Gross refund			42.50 AE
Validation fee			4.80 AE
Net refund			37.70 AE
			Finish Fo

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Completed Tax Free Form



The tax free form has been initiated and submitted for Quality Control. You can note the Tax Free ID as refernce for this transaction.

You may review your recently issued transactions by clicking **Recently issued** on the home page.





No Action Required

After issuing the transaction and selecting **Recently issued**, the status of your transaction will be in **Pre-issued** and **Pending Approval**.

plane	et Pla	net Web Issu	Le Action Required Form	ıs		
ax fre	ee tag					
ቤ Ta	g sum	marv				
Tax Free Tag AE 1084290	g ID	Status Pre-issued Sub-status Pending ap		Issued date 08/12/2022 13:2 EXP 08/03/2023	Eligibility 1 Eligible	
urchase deta	ils					
	RECEIPT NU	MBER	RECEIPT DATE	PRODUCT GROUP	AMOUNT	EXPORT VALIDATE BY
Receipt 1	3458345		08-12-2022	5% (Electronics) 🗸	1050	08/03/2023
TOTALS				SALES AMOUN VAT AMOUN GROSS REFUN VALIDATION FE REFUN	IT 50.00 AED ID 42.50 AED IE 4.80 AED	

Once approved – if no action is required on your side – the status will change to **Issued**

'plan	Planet Web	Issue	Action Required Forms			
Tax fre	e tag					
Tax Free Tag AE 1084290		tus		Issued date 08/12/2022 13:21 EXP 08/03/2023	Eligibility Eligible	
Purchase deta	IIS RECEIPT NUMBER	ł	RECEIPT DATE	PRODUCT GROUP	AMOUNT	EXPORT VALIDATE BY
Receipt 1	3458345		08-12-2022	5% (Electronics) 🗸	1050	08/03/2023
TOTALS				SALES AMOUNT VAT AMOUNT GROSS REFUND VALIDATION FEE REFUND	1,050.00 AED 50.00 AED 42.50 AED 4.80 AED 37.70 AED	
Recei	pts added must me	et 90-day	rule. Learn more			

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Action Required

- After issuing the transaction and selecting **Recently issued**, the status of your transaction will be in **Pre-issued** and **Pending Approval**.
- 2. If action is required, **Pending Approval** will change to **Needs Clarification.**
- 3. If the Sub-status has been changed to **Needs Clarification**, you will need to select **Action Required Forms** on the top of the screen.
- 4. If no action is taken on these forms within 24 hours of the status change, the sub-status will change to **Merchant time-out** and this transaction will need to be voided.

planet 🕫	net Web Is	sue Action Required Form	าร		
Fax free tag					
🗅 Tag sum	mary				
Tax Free Tag ID AE 108429000001001	Status Pre-issue Sub-statu Needs cli		Issued date 08/12/2022 13:21 EXP 08/03/2023	Eligibility Eligible	
Purchase details					
RECEIPT NU	MBER	RECEIPT DATE	PRODUCT GROUP	AMOUNT	EXPORT VALIDA
Receipt 1 3458345		08-12-2022	📾 5% (Electronics) 🗸	1050	08/03/2023
TOTALS			SALES AMOUNT VAT AMOUNT GROSS REFUND VALIDATION FEE REFUND	1,050.00 AED 50.00 AED 42.50 AED 4.80 AED 37.70 AED	

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Step 7: Action Required – Web Application

Action Required Forms

- After selecting Action Required Forms, you will see a list of all 1. transactions which require clarificaiton.
- Select the transaction that you need to update. 2.
- Review shopper details and select Next Step once verified. 3.
- Review transaction details. Here you will see a list in red of the details 4. that need clarification.
- Once these details have been rectified, select Next Step 5.
- Review the transaction details and select **Finish Form**. 6.

Action Required form				
Shopper info		Purchase info		Summary
Shopper Info				
Shopper				
First name Testing	Last name Case		Travel document number ND123456	
Country/Region of residence	Date of birth 21/07/1997		Nationality	
Phone number				



Calculating a potential Tax Free Refund

- Open the URL and navigate to step 2 "Fill in purchase information".
- Insert the sales amount.
- Insert the applicable VAT amount.
- The estimated refund amount is now displayed in the "Gross refund" column.

	Receipt number *	Receipt date *	Product group	Sales amount *	VAT amount *
ŵ	12345	09/08/2021	Electronics (including VAT 5%)	1050	52.5
Ŵ	56789	09/08/2021	Electronics (including VAT 5%)	1000	50
	i Receipts added must me	et 89-day rule. Learn more			



To locate a previously created transaction

- Open the URL, navigate to "Recently issued".
- Enter the Tax Free Transaction ID or the customer's travel document.

To void a transaction

- Locate the transaction as per the instructions above. If the tourist details have been used to locate transaction, multiple transactions could appear. Please ensure you select the correct transaction.
- Click the void button.
- Select appropriate reason of void and click OK.

Recently issu	ed	2
Tax free tag 🗸 🗸	Q AE101756000001 Se	arch
Tag summary	Issued date Eligibility	This operation cannot be undone. Sure to continue? Click OK to proceed.
AE101763000001001 Issued	15/08/2021 15:56 Eligible EXP 13/1/2021	Customs stamp was given too late Export validation not confirmed by customs
RECEIPT NUMBER RECEIPT DAT	E PRODUCT GROUP AMOUNT EXPORT VALIDATE BY	
Receipt 1 12345 15-08-202	5% (Jewellery ∨ 1000 12/11/2021	There is no customs stamp visible
	SALES AMOUNT 1,000.00 AED	Suspected fraud
TOTALS	VAT AMOUNT 47.62 AED GROSS REFUND 40.48 AED VALIDATION FEE 4.80 AED NET REFUND 35.68 AED	Other reason Optional comment
Receipts added must meet 89-day	rule. Learn more	
Back Save	Void	Cancel OK

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Step 1: Capture tourist details – Mobile Application

Ir		r informatio	n ⇒128	
Travel docum	ent number*			
First name*				
Last name*				
Date of birth*				
Phone numbe				
	[0] Scan	passport		
Nationality*			Q	
IND	CHN	SAU	EGY	
RUS	PAK	NGA	GBR	
Country of res	idence*		Q	
(*)indicates manda	itory fields			
Menu	(5) Refresh	Q Find	Next	

- 1. Ask the tourist if they are a resident of the UAE or a crew member of a flight or aircraft leaving the UAE. If they are, they are not allowed to participate in the TRS.
- 2. It is important to inform the tourist that they can benefit from the TRS if they leave the UAE from any of the authorised points of exit provided that the tourist completes the validation process within 90 days from date of issuance of receipt or supply of goods (see appendix for the full list).
- 3. Ask the tourist for their travel document that they used to enter the UAE.
- 4. Scan the travel document's machine-readable zone (MRZ) using the smartphone camera provided or enter it manually. Please check the below example of the MRZ. If the app cannot recognise the information, you can enter it manually.
- 5. Ask the tourist to confirm their country of residence and select it accurately on the app. The app will automatically suggest the country of residence based on the data captured from the travel document. You can change it manually if required.
- 6. Press Next to move to the next section.

 The Machine Readable Zone (MRZ) can be found on all travel documents.



Step 2: Enter the purchase details – Mobile Application

- Scan the receipt barcode using the smartphone camera, or enter the receipt 1. number manually if there is no barcode.
- 2. Enter the receipt date for each receipt, the total purchase/ sales amount and the VAT amount shown on the receipt for all eligible goods. If the receipt includes non-eligible goods, or goods that will not be exported by the tourist, you must deduct the full purchase amount including VAT of each item from the total receipt amount. Only the purchase amount of eligible goods must be entered.

IMPORTANT: Be very careful when entering the sales amount to avoid your store being overcharged for VAT. You are responsible for entering the correct information.

	Input receipt i	information
	Receipt number*	
	Receipt date* 12/05/2022	
l	Product group	
	Electronics (including VA	T 5%)
	Sales amount*	
l	VAT amount*	
	Scan rece	ipt barcode
	This Receipt	AED 0.00
l	All Receipts	AED 0.00
l		
l	₽	⇒
	Back	Next

Step 3: Complete the transaction – Mobile application

Input Tax Free tag i	information
Number of receipts	ĩ
Sales amount	AED 1,050.00
Gross refund	AED 42.50
Airport fee	AED 4.80
Net refund	AED 37.70
🗿 Take a p	bhoto
 Tip Use plenty of natural lig so we can read all word 	
Back Cancel	Finish

- 1. Review the purchase details fo accuracy.
- 2. Select **Take a photo** and capture a clear and concise image of the receipt.
- 3. If the photo is unclear you will need to retake it.
- 4. If the reciept cannot be clearly captured in one photo, you will need to take mutiple photos.





After completing the transaction, the status will enter **Pending Approval.** If approved, no action will be required from you. If declined, the status will change to **Needs clarificaiton**. To view these transactions:

- 1. Go to "Menu Action Required Forms"
- 2. Select the transaction that needs clairificaiton.
- 3. Go through all three issuing steps and clarify the details. Any specific clarifications required from the Qaulity Control team will be highlighted in red at the top of the relevant screen.

Note: If no action is taken on these forms within 24 hours of the status change, the sub-status will change to **Merchant time-out** and this transaction will need to be voided.



You can calculate the estimated refund amount a tourist would get for a purchase without issuing a Tax Free Transaction:

- Go to "Menu Refund Calculator" 1.
- 2. Enter the estimated sales amount including VAT
- 3. The estimated refund amount is shown on the screen

This is useful when trying to close a sale or answering a tourist query on the estimated refund value. The refund calculator does not take into account the AED 4.80 fee that will be deducted for each Tax Free Transaction on export validation, so please advise the tourist there is a fee for each Transaction.



Find / Void a Tax Free Transaction – Mobile Application



In some cases you may have to look up a Tax Free Transaction to check the refund status or to void it. This may happen if a tourist has a query about their refund, or if they want to return some products (Please check the below instuctions).

- l. Go to "Menu Find"
- 2. Enter the travel document number or scan the MRZ

When you have found the transaction you are looking for, you will be able to void it

(if needed) by pressing the Void button. Please select a reason for voiding the transaction.

Note: by entering the travel document number the app might return multiple transactions. Make sure you select the one you need from the list. Voiding a transaction means it can't be validated or refunded again.

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Difficulty in reading the MRZ from travel document

- The passport or ID must be positioned inside the frame shown on the mobile screen.
- Both ID and smartphone must be held in a stable manner by the user while the reading is carried out.

Tourist ID is not eligible

- The app does a validation lookup with the Immigration and Citizenship Agency to determine the eligibility of the tourist for VAT refund.
- The same ID that was used to enter UAE must be used for the Tax Free process.
- If the app says the tourist is not eligible, please advise the tourist to contact Planet Customer Service at the numbers provided on the tourist leaflet.

Receipt number must be unique

- It is not possible to issue two Tax Free Transactions with the same receipt number for the same store.
- Ensure the correct receipt number has been entered.
- Ensure the receipt is from the correct store.
- If you have any problems, please contact Planet Customer Service for support.

Note: Make sure to add the exact same receipt date and number as the original tax invoice provided to the tourist.





Frequently Asked Questions

What if a tourist wants to return an item they got a Tax Free Transaction for?

First, search for the Tax Free Transaction on the system. If it has been validated at the exit point (meaning the tourist approached our staff and exported the goods from the UAE) or refunded already, the Federal Tax Authority rules state that no return / refund is possible. If the Tax Free Transaction has not been validated already, check which of the below scenarios is the case:

- Scenario 1: The tourist returns all the items that the Tax Free Transaction was issued for on the same or different date that the receipt and Transaction were issued
 - ✓ Void the Transaction on the system. Follow your own procedures on how to issue a return and a refund for all items.
- Scenario 2: The tourist returns some of the items that the Tax Free Transaction was issued for on the same date that the receipt and Transaction were issued.
 - ✓ For situations where you need to refund only some of the goods purchased on the receipt, void the Transaction on the system, return/refund all of the items, perform a new transaction with the items that were not refunded and issue a new Transaction.
- Scenario 3: The tourist returns some of the items that the Tax Free Transaction was issued for on a different date than the receipt and Transaction were issued.
 - Void the Transaction on the system. Follow your own procedures on how to issue a return and a refund for all items. Issue a new receipt for the remaining items and issue a new Transaction.

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Can advance payments / deposits be accepted to reserve some goods and is it acceptable to be picked up later in person?

Yes, as long as a receipt is issued when the tourist collects the goods in person and shows the advance payment made as a credit, the balance payment made on the day of collection, and the total amount paid by the tourist. You can issue the Tax Free Transaction on the date of collection of the goods by the tourist at your store.

Are tourists able to buy goods online (e-Commerce)?

Yes, as long as they are collected in person at the store (delivery to hotels, home or business addresses is strictly prohibited). The receipt must also be issued on the date of collection at the store. You can issue the Tax Free Transaction on the date of collection of the goods by the tourist at your store.

What do I do if I run out of booklets or leaflets?

You should contact Planet well in advance when you notice you are running out of materials.

What if the app tells me the tourist is not eligible for Tax Free shopping?

Explain to the tourist that the Immigration and Citizenship Agency has declined their request to benefit from the tax free scheme, and they should contact Planet Customer Service on the numbers provided on the booklet / leaflet to receive further information or instructions. Unwarranted changes to the tourists details is strictly prohibited and violators will be reported to FTA.

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The UAE will have the best Tax Free digital solution in the world today. Our solution is designed to make it easy for tourists to get their tax free refund, but it is important to explain the process so the tourist knows what to do:

- 1. The tourist needs to take the **goods**, **tagged receipts and travel document** (same document IDs used to enter the UAE) to the airport or border crossing to obtain a digital export validation.
- 2. The tourist will need to go to a Planet validation point (look for "Tax Free" signs at the airport in each terminal) before checking in their luggage (or wrapping it in plastic should the want to do so) and going through security. They will need to have their original travel document and flight details available. The tourist will have to present their receipts. They may be asked to show the goods purchased to carry out further checks as per the FTA's rules.
- Once validated, the tourist will need to choose a refund method: Card or Cash. Cards accepted are: Visa, MasterCard, American Express and UnionPay. The tourist will need to provide their card details. For Cash refunds the tourist will need to approach our refund partner after security and present the passport and validated Transactions.
- 4. Cash refunds are limited to AED 35,000 per tourist in a 24-hour period. Where available, tourists can ask for other currencies at the published rate.
- 5. Card refunds are processed by Planet within 9 calendar days from the date of validation.



Additional information:

- The process should only take three minutes to complete, but ask the tourist to arrive a few minutes early to validate their Tax Free Transactions. They will be allowed to validate their Transactions up to 6 hours before their scheduled departure time. If tourists do not exit the UAE after validating their transactions, their refund requests will not be processed and they will be asked to provide additional documentation at the time of their departure from the UAE.
- Planet has introduced **self-service kiosks** at the validation points, to provide more options for tourists to validate their Transactions conveniently.
- There is a processing fee of **AED 4.80** per Tax Free Transaction deducted from the refund amount.



Contact Us

Merchant contact - merchants@planetpayment.com

- Retailer support is available for all our on-boarded merchants
- You can use these details for the following
 - Ordering new Tax Free Transactions
 - Technical Issues
 - Invoice Queries
 - General Enquiries

Tourist contact - tourists@planetpayment.com

- Tourist support is available for all your tax free customers
- You can use these details for the following
 - Tracking a refund status
 - Eligibility Queries
 - General Enquiries



Required documents – Tourists may present either original or copies of their travel document at the point of purchase provided that they are the same document IDs used to enter the UAE. The app will scan the documents and populate the required fields within seconds, avoiding any potential manual entry mistakes. As a last resort, the required information can be entered manually while ensuring the highest level of accuracy. **GCC** residents outside of the UAE are eligible to benefit from TRS.

Oversized items - As long as the tourist exports the goods with them, the Tax Free Transaction can be issued. If not, the goods do not qualify for the scheme.

A tourist can claim a refund on partially used goods, but not on partially consumed ones (for example, phones and jewellery which have been opened and used by the tourist in the UAE are allowed, as long as the tourist can present the original receipts, tax free transactions and goods to Planet; however, perfumes and food that have been consumed in part or in whole while in the UAE are not eligible for a VAT refund). For partially used goods the tourist must keep the original packaging and price Transactions to be shown at the point of exit, if requested. Otherwise their Transactions may be invalidated and they will not receive a refund.





Extraordinary Situations – Refunding

Refunding

I

The person requesting the refund must be the person whose name and passport number are recorded when issuing a Transaction. Requesting a refund on someone else's behalf is strictly prohibited. Cash refund is available after airport security, and only up to **AED 35,000 per person in any 24-hour period**. For higher amounts, the only refund method available is a card refund.

If exiting through points without a refund cash agent, a card refund is the only option available. If a tourist validated a Tax Free Transaction and chose cash as the refund method, but didn't collect cash before leaving the UAE, they will be able to enter their card details later by scanning the QR code on the Tax Free Transaction. For any queries regarding refunds, Tourists can contact us at **tourists@planetpayment.com.**

Refund amount

The refund amount on the issuing app will show 87% of the VAT the tourist is entitled to, less a processing **fee of AED 4.80 per Tax Free Transaction**. Please ensure to make the tourist aware of this fee.

Refunds to cards issued in the UAE is strictly prohibited. As such, for refunds to cards in which the currency is not AED, foreign exchange rates will apply to convert funds into the card currency. Please note that the foreign exchange rates are applied by the issuing bank and Planet has no control over this rate.





Return of goods

Goods can be returned as per the **merchant's return policy BEFORE the Tax Free Transactions have been validated at the point of exit**. The shop assistant must check the status of the refund first on Planet's systems. It can be done either by scanning the Transaction or by looking up the transaction in the system and searching using the tourist's travel document.

The shop assistant must find the transaction on Planet's system by searching the travel document number. Once they identify the transaction, they need to void it as per the void process. Returning and refunding goods before the Transaction has been voided is not allowed, and if the tourist validates the Transaction (or has validated it before returning the goods) you will be invoiced for the VAT regardless.

If the Transaction has been validated at the point of exit and/or refunded, returns and refunds are not allowed under the Federal Tax Authority rules.



Planet authorized by the Federal Tax Authority

Planet authorized by the Federal Tax Authority

Appendix



Airport Location

- Abu Dhabi Airport– Common area between all terminals
- Dubai Airport Terminal 1, 2, 3, and 3 Business
- Sharjah Airport
- Al Maktoum Airport
- Al Ain Airport
- Ras Al Khaimah Airport



Seaports

- Port Zayed -Abu Dhabi
- Port Rashid Dubai
- Port Khalid Sharjah
- Fujairah Port Fujairah



Land Borders

- Al Ghuwaifat At the border with Saudi Arabia
- Al Hili al Ain At the border with Oman
- Al Madeef al Ain At the border with Oman
- Hatta At the border with Oman
- Khatmat Malaha At the border with Oman



Thank you

