



GUIDELINES FOR INCLUSION IN ELECTRONIC REPORTING



Finančna uprava Republike Slovenije



REPUBLIKA SLOVENIJA
STATISTIČNI URAD



+386 5 297 68 14 (Intrastat Department)



intrastat.fu@gov.si (Help Desk)

intrastat-prijava.fu@gov.si (registration for electronic reporting)



<https://www.stat.si/StatWeb/en/DataCollection/Intrastat>

(Intrastat web solution, methodology and legislation for Intrastat, guidelines, classifications and code books)

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1. INTRASTAT – WAYS OF REPORTING

1.1. WAYS OF REPORTING

In Slovenia Intrastat data are reported in two ways:

- via the Web form (online reporting)
- by exchanging electronic messages

The trade operator (PSI) has to decide on the way of data reporting and whether it will perform this task itself or through an authorized declarant (this may, for example, be an accounting service, a freight forwarding agency, PSI that will report on behalf of another PSI, etc.).

If data for Intrastat are reported by an authorized declarant on behalf of the PSI, then the PSI has to provide the Nova Gorica Financial Office, Intrastat Department authorisation which authorizes the third party (authorized declarant - TDP) to report data for Intrastat (**see Annex 3**). The authorization is available to PSI on the link: <https://www.stat.si/StatWeb/en/DataCollection/Intrastat> (under Intrastat reporting → How to register for reporting).

Regarding the decision about choosing the way of reporting data for Intrastat, the PSI has to contact the Nova Gorica Financial Office, Intrastat Department by sending them duly completed Questionnaire for trade operators - PSIs in Intrastat (**see Annex 1**). The questionnaire is also available on the link: <https://www.stat.si/StatWeb/en/DataCollection/Intrastat> (under Intrastat reporting → How to register for reporting).

1.2. HELP IN INCLUSION IN ELECTRONIC REPORTING

For help in choosing the appropriate way of reporting data and starting to report data for Intrastat, the PSI can send an e-mail to intrastat.fu@gov.si or contact the person responsible for monitoring the reporting of the PSI for Intrastat in the Nova Gorica Financial Office, Intrastat Department.

2. HOW TO CHOOSE THE APPROPRIATE WAY OF REPORTING

2.1. REPORTING VIA THE WEB FORM (INTRASTAT WEB SOLUTION)

Reporting via the Intrastat web solution is quite easy since it enables to the user a very simple way of data entry. Due to security of operations, reporting by using the Intrastat web solution can be done only by PSIs and authorised third declaring parties (TDPs) that have a qualified digital certificate.

Enterprises without a qualified digital certificate can obtain it from one of the registered certification authorities in Slovenia, which are qualified for issuing digital certificates: SIGEN-CA, Pošta@CA, Halcom-CA or ACNLB. After the enterprise obtains the certificate, the certificate has to be installed on the computer which will be used for electronic reporting of data for Intrastat. Instructions for installing the digital certificate are described in detail and attached to the certificate.

The user (digital certificate holder) is able to log in to the Intrastat online application for the first time after receiving a notification message with a link to the application with further instructions to the e-mail address that was provided on the questionnaire. By clicking on the link in the notification message the user opens application. Then user is required to select the digital certificate with which it wants to register in the application. After selecting the digital certificate, the user is then directed to the entry page of the application, where it needs to set a new security password.

After the first login to the application and setting the security password, the user can access the application via the Intrastat website at the link:

<https://www.stat.si/StatWeb/en/DataCollection/Intrastat>

The declarant who wishes to apply for reporting himself must fill in the application form before the start of reporting (**see Annex 2**), which he sends to the e-mail address intrastat-prijava.fu@gov.si. The application form is available to the declarant at the link:

<https://www.stat.si/StatWeb/en/DataCollection/Intrastat> (under Intrastat reporting → How to register for reporting).

Also in this case, the user (digital certificate holder) receives a notification with a link to the application with further instructions at his e-mail address which he stated on the application form.

The PSIs can through the Intrastat web solution report data:

- by entering it by hand,
- with the import of prepared Comma Separated Variable CSV file,
- by importing XML files from computer into the Web form ("upload").

In addition, by using the Intrastat web solution the PSI can also check its own previously submitted documents or documents sent by the authorized declarant on behalf of the PSI. Authorized declarants can also report data using the Intrastat web solution.

Within the electronic reporting, when reporting using the WEB form through our Intrastat WEB application, the Intrastat reports can also **be prepared in Comma Separated Variable CSV file** and uploaded through our application. Each of files prepared in this way can hold up to 999 individual lines of data. The CSV option may sound technical but is basically a file where all the data is separated by a semicolon separator »;«;. CSV file has two main parts. First part is the head of the declaration and the second part are the individual items of the declaration. For the head of the declaration two lines of the csv file are reserved. The first line is always reserved for the names of the variables of the head of the declaration which is then followed by the data of the head of the declaration in second line. The third line is also reserved always for the names of the variables of the items of the declarations, while the fourth line and all subsequent lines are reserved for the data of the declaration.

Detailed information about reporting using prepared Comma Separated Variable CSV files can be accessed at SURS's Intrastat website: <https://www.stat.si/StatWeb/en/DataCollection/Intrastat>. (under Intrastat guidelines → Technical guidelines)

Use of the Intrastat web solution for manual reporting of data via the Web form is suitable for PSIs with a smaller number of transactions. PSIs with a large number of transactions can prepare the appropriate file in XML format in its own information system and then upload it into the Intrastat Web form.

Detailed information about the XML structure of the file can be accessed at SURS's Intrastat website: <https://www.stat.si/StatWeb/en/DataCollection/Intrastat>. (under Intrastat guideline → Technical guidelines, XML schme for reporting)

2.2. REPORTING BY EXCHANGING ELECTRONIC MESSAGES

Reporting for Intrastat by exchanging electronic messages is suitable for both large and small enterprises and it has several important advantages. The PSI can integrate in its own system software tools developed by the PSI itself or bought on the market to be able to perform automatic capture of data on invoices and other commercial documents that are already in the system. In the process of creating the invoice, the PSI can enter some additional information that will later serve to produce the report for Intrastat. At the end of the month the software program automatically creates a report for Intrastat and sends it to the appropriate address.

Reporting for Intrastat by exchanging electronic messages is technically similar to electronic reporting with the Financial Administration of the Republic of Slovenia. Messages can be exchanged directly - through the message queues (MQ) system of Slovenian public administration - or indirectly - through service providers and e-business solutions.

For data reporting for Intrastat by exchanging electronic messages, the PSIs and the TDPs need a qualified digital certificate.

Enterprises without a qualified digital certificate can obtain it from one of the registered certification authorities in Slovenia, which are qualified for issuing digital certificates: SIGEN-CA, Pošta@CA, Halcom-CA or ACNLB.

Reporting by exchanging electronic messages also requires the first login to the Intrastat web application. The user (digital certificate holder) is able to log in to the Intrastat online application for the first time after receiving a notification message with a link to the application with further instructions to the e-mail address that was provided on the questionnaire. By clicking on the link in the notification message the user opens application. Then user is required to select the digital certificate with which it wants to register in the application. After selecting the digital certificate, the user is then directed to the entry page of the application, where it needs to set a new security password.

The declarant who wishes to apply for reporting himself must fill in the application form before the start of reporting (**see Annex 2**), which he sends to the e-mail address intrastat-prijava.fu@gov.si. The application form is available to the declarant at the link: <https://www.stat.si/StatWeb/en/DataCollection/Intrastat> (under Intrastat reporting → How to register for reporting).

At the beginning, reporting by exchanging electronic messages requires a slightly larger organizational and financial intervention, which should pay off within a few months of reporting. With proper initial approach, this type of reporting is fully automated and requires no special additional engagement by the PSI.

Software for generating the electronic message for Intrastat

The enterprise needs a software program which from existing records obtains data that are necessary for Intrastat reporting and generates the structure of the messages for the electronic exchange of data required for the transmission of data in the Intrastat information system. The prescribed structure of messages in XML format for the electronic exchange of data can be found on SURS's Intrastat website: <https://www.stat.si/StatWeb/en/DataCollection/Intrastat>

The appropriate solution for Intrastat reporting by exchanging electronic messages can be developed by the PSIs and the TDPs or it can be obtained from different providers in the market offering different solutions for Intrastat reporting. Therefore, it is important for the PSIs and the TDPs to choose the most suitable solution according to their needs and desires (the way of integration into the existing information system, price, and quality).

Enterprises wishing to develop their own systems can obtain the necessary information on SURS's Intrastat website: <https://www.stat.si/StatWeb/en/DataCollection/Intrastat>

3. ANNEXES

ANNEX 1: QUESTIONNAIRE FOR ENTERPRISES RESPONSIBLE FOR PROVIDING STATISTICAL INFORMATION



REPUBLIC OF SLOVENIA
STATISTICAL OFFICE

SURS Litostrojska cesta 54, SI-1000 Ljubljana



REPUBLIC OF SLOVENIA
MINISTRY OF FINANCE
FINANCIAL ADMINISTRATION OF THE REPUBLIC OF SLOVENIA

QUESTIONNAIRE FOR ENTERPRISES RESPONSIBLE FOR PROVIDING STATISTICAL INFORMATION



1. Identification data of the enterprise responsible for providing statistical information for Intrastat:

- VAT number: SI
- EORI number:
- Company name (short name):
- Address:
- Phone number:
- E-mail address:
- Internet site:

2. Information on the contact person in the enterprise responsible for reporting of statistical information for Intrastat:

a. For arrivals of goods (import):

- Name:
- Phone number:
- E-mail address:

b. For dispatches of goods (export):

- Name:
- Phone number:
- E-mail address:

3. Will the enterprise authorise a third party for reporting data for Intrastat? (please mark)

- YES

Identification information of the digital certificate holder:

- Name or company name:
- Phone number:
- E-mail address*:

*E-mail address is intended for the first user registration and / or password change.

- NO*

*Please fill in the authorisation for Intrastat reporting which is available at: <https://www.stat.si/StatWeb/en/DataCollection/Intrastat> (under Intrastat reporting --> How to register for reporting)

4. Your remarks, other information:


Place and date:

Stamp and signature of the responsible person:

Information in the questionnaire is collected according to the Customs Service Act (OJ RS No 103/04, 40/09, 9/11), the National Statistics Act (OJ RS No 45/95 and 9/01), the Annual Programme of Statistical Surveys and the Government Decision (OJ RS No 45/04).

Please send duly completed, signed and dated questionnaire as soon as possible or at the latest by to the Nova Gorica Financial Office to the following address:

Nova Gorica Financial Office
Sector for Customs
Intrastat Department
Ulica Gradnikove brigade 2, p.p. 45
SI-5102 Nova Gorica

or to  e-mail address intrastat.fu@gov.si.

Thank you in advance for your corporation and for returning the completed questionnaire. Sincerely yours.

ANNEX 2: APPLICATION FORM FOR INCLUSION IN REPORTING



REPUBLIKA SLOVENIJA
STATISTIČNI URAD

SURS Litostrojska cesta 54, 1000 Ljubljana



REPUBLIKA SLOVENIJA
MINISTRSTVO ZA FINANCE

FINANČNA UPRAVA REPUBLIKE SLOVENIJE

APPLICATION FOR INCLUSION IN REPORTING FOR TRADE OPERATORS AND THIRD DECLARING PARTIES



1. Identification data of the trade operator or third declaring party:

- VAT number: SI
- Organisational unit code*:
*For trade operator write 000.
- Company name (short name):
- Address:
- Phone number:
- E-mail address:
- Information on the contact person:
 - Name:
 - Phone number:
 - E-mail address:

2. Identification information of the digital certificate holder:

- Name or company name:
- Phone number:
- E-mail address*:

*E-mail address is intended for the first user registration and / or password change.

Place and date:

Stamp of the third declaring party and signature of the responsible person:

Please send the application form to the following address: intrastat-prijava.fu@gov.si.

ANNEX 3: AUTHORISATION FORM FOR REPORTING



REPUBLIC OF SLOVENIA
STATISTICAL OFFICE

SURS Litostrojska cesta 54, SI-1000 Ljubljana



REPUBLIC OF SLOVENIA
MINISTRY OF FINANCE

FINANCIAL ADMINISTRATION OF THE REPUBLIC OF SLOVENIA

AUTHORISATION FORM FOR REPORTING



1. Identification data of the enterprise – the trade operator:

- VAT number: SI
- Company name (short name):
- Address:
- Phone number:
- E-mail address:

2. Identification data of the third declaring party:

- VAT number:
- Organisational unit code of the third declaring party:
- Company name (short name):
- Address:
- Phone number:
- E-mail address:

3. The third declaring party will report on behalf of the trade operator for:

- Arrivals of goods Dispatches of goods Arrivals and dispatches of goods

Place and date:

Stamp of the trade operator and signature of the responsible person: _____

Place and date:

Stamp of the third declaring party and signature of the responsible person: _____

The authorisation is valid until revoked or until the end of the reporting obligation for Intrastat.

Please send the authorisation form for Intrastat reporting to the following address:

Nova Gorica Financial Office
Sector for Customs
Intrastat Department
Ulica Gradnikove brigade 2, p.p. 45
SI-5102 Nova Gorica

or to E-mail address: intrastat.fu@gov.si.