

IT - Intrastat Services and Goods

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: N/A

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Scope

ERP



PF1



WP1

Frequency

Monthly

References

Z1F_IT_INT_SER_PUR;
 Z1F_IT_INT_SER_SAL;
 Z1F_CHECK_INTRASTAT;
 Z1F_IT_ZIFIVFR1;
 Z1F_IT_ZIFIVCR1
[SM37](#); VE01; VE08; VI98; VI99;
 VEFU
 RVEXST00; RVIVST00;
 RMEXST00; ZWFA97A

Forms

[CCCC_Intrastat G & S Analyse_MM.YYYY](#)

[8090_Intrastat Goods Analysis MM.YYYY](#)

[8090_Intrastat Services Analysis MM.YYYY](#)

Attachments

[Official Italian website \(Intraweb\)](#)

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to complete the Italian monthly declaration for the purchases and sales of Services and Goods performed with vendors and customers that belong to countries in the EU (European Union).

Every transaction with these vendors or customers (in the document referred as "Traders") must be declared in the Intrastat declaration for Services and Goods.

Concerning the Services for every invoice issued or received from these Traders, there is a Service Code to match and to declare to the Fiscal Authorities. The Service Codes are defined by Italian tax authorities.

SU VAT extracts the Sales and Purchases reports from SAP, for Services and Goods, and checks the accuracy between the tax codes used and the MM (PO data) information. All the deltas are justified in the support reconciliation file, data is adjusted accordingly and it is uploaded to Intraweb software. Then, SU VAT sends the prepared data to the external contact that will submit the information to the Fiscal Authorities (currently Studio Echiappe).

1.2. Scope

This procedure applies to Italian companies and companies VAT register in Italy that need to fill the Intrastat Services and Goods declaration.

- 8090
- 5835
- 6428

The data in SAP is available as of D+6.

The declaration retrieved from Intraweb software should be addressed to external consultant **until the 24th of the month**, for them to submit it afterwards to Fiscal Authorities. The official deadline is the 25th of the month.

Important: Each year the current version of the Intraweb software should be updated and a total back-up needs to be performed upon the new installation.

2. Definitions

See Finance Glossary:

- [CICC](#)
- [FI](#)
- [MM](#)
- [PF1](#)
- [PO](#)
- [VAT](#)
- [WP1](#)

3. Tasks description

3.1. *I extract information about Intrastat services*

Use the analysis file template: CCCC_Intrastat G & S Analyse_MM.YYYY

3.1.1. *I extract the Advance Return for Tax on Sales/Purchases data*

Run the SAP transaction S_ALR_87012357 and select the applicable variant to the company you are working on.
Update the fields:

- Fiscal Year
- Posting date

Select the Output lists and apply the Layouts according to the company you are working:

Output lists			
☒ Output tax: Line items	Layout		Configure
☐ Output tax: Total	Layout		Configure
☒ Input tax: Line items	Layout		Configure
☐ Input tax: Total	Layout		Configure
☐ Tax difference: Line items	Layout		Configure
☒ Balance per company code	Layout		Configure
☐ Balance of all company codes	Layout		Configure

Note: for companies with more data volume, you can extract only the Output tax: Line items, because for the intracomunitary tax codes, the output and input values will balance to zero. This way, the extraction is smaller with only the output.

Extract the data in Excel format.

Copy the information from this extraction to the CCCC_Intrastat G & S Analyse_MM.YYYY file, as follows:

Output tax: line items to "VAT Extraction" tab

Balance per company code to "VAT Resume" tab

Attention: To copy and paste this information remove blank spaces and format the values to numbers.

3.1.2. I extract the Intrastat data from SAP (VEFU and VE08)

Run the VEFU transaction, selecting the variant for a given company for Export and Import. Extract for both flows.

To extract the data, click on Print (company 0270 is only an example of company code)

Change View "INTRASTAT Receipt/Dispatch": Overview							
Change View "INTRASTAT Receipt/Dispatch": Overview							
		New Entries					
Reporting year	Reporting Month	Recpt/Disp	Number	Company Code	Plnt	Document no.	
2022	7	2	1139	0270	ROIS	58067745	
2022	7	2	1140	0270	ROIS	58067747	
2022	7	2	1141	0270	ROIS	58067759	
2022	7	2	1142	0270	ROIS	58067765	
2022	7	2	1143	0270	ROIS	58067767	

Apply the layout prepared for the company you are working, this will show the columns in the layout adjusted to your analysis file:

Services Dispatches: K9

Goods Arrivals: MB and KC

Services Arrivals: KN and KS

WP1:

Goods Arrivals: SN

Goods Dispatches: 1H

Services Dispatches: 8D

Services Arrivals: SS

3.2.2. *I analyze the Goods for Dispatches*

Tax codes V1 and V3 (example for PF1)

1. Pick values from VAT Extraction tab by:
 - a. Filter these 2 tax codes in column Tx
 - b. Copy "VAT Registration No." and "Tax Base Amount" to "NIF" and "VAT" columns.
2. Pick values from VE08-EXP G&S tab by:
 - a. Filter to exclude services
 - b. Copy the "Cust. VAT reg. no." and "Invoice value" to "NIF" and "VE08" columns. VE08 values are positive
3. Update the pivot table and copy and paste its values to *Resume G. Dispatch* tab

3.2.3. *I analyze the Services for Dispatches*

Tax code K9 (example for PF1)

1. Repeat the process above for services dispatches tax code.
 - a. In VEFU-EXP G&S tab filter by services that are identified by an X. Paste the data in the Resume S. Dispatch data

FI Document Number	Material	Service	Service Code Number	Sezione
		X		
		X		
		X		

3.2.4. *I analyze the Goods for Arrivals*

Tax codes MB and KC (example for PF1)

1. Pick values from VAT Extraction tab by:
 - a. Filter these 2 tax codes in column Tx
 - b. Copy "VAT Registration No." and "Tax Base Amount" to "NIF" and "VAT" columns.

Note: If vendor does not have "VATRegistrationNo." add a number (e.g. 1, 2, etc) per vendor name. This will facilitate the formulas.

PctngDa	DocumentNo	Doc..Da	Reference	Tx	Trs	Taxbaseamount	OutputTaxPa	Grossamount	Outputtax	G/L	VATRegistrationN	BusinessPartnerName
02.09.2022	6311001119	31.08.2022	000029-2022	MB	ESA	-1 450,00	-319	-1 769,00	-319	6122005500	IT01376680458	IDRAULICA DI LUCA TONARELLI
02.09.2022	6311001122	31.08.2022	IN22-021-220595	MB	ESA	-13 500,00	-2970	-16 470,00	-2970	2320000000	DE813574418	ESCON GMBH
02.09.2022	6311001123	23.08.2022	1144176371	MB	ESA	-4 057,51	-892,66	-4 950,17	-892,66	2320000000	ATU23468003	LENZING AG CHEMIKALIENVERKAUF
02.09.2022	6311001124	16.08.2022	1144176082	MB	ESA	-4 068,13	-894,99	-4 963,12	-894,99	2320000000	ATU23468003	LENZING AG CHEMIKALIENVERKAUF
02.09.2022	6311001125	17.08.2022	1144176125	MB	ESA	-4 064,59	-894,21	-4 958,80	-894,21	2320000000	ATU23468003	LENZING AG CHEMIKALIENVERKAUF
05.09.2022	6311001127	27.07.2022	2285003099	MB	ESA	-1 556,00	-342,32	-1 898,32	-342,32	2320000000	DE814976028	ALLGAIER PROCESS TECHNOLOGY GM
05.09.2022	6311001132	21.06.2022	6408459789	MB	ESA	-1 360,48	-299,31	-1 659,79	-299,31	2330000000		DSV AIR & SEA INC
05.09.2022	6311001133	19.08.2022	22FC00828	MB	ESA	-1 720,00	-378,4	-2 098,40	-378,4	2320000000	FR84054502190	CHAUVIN

- Pick values from VE08-IMP G&S tab by:
 - Filter to exclude Services
 - Copy the "Vendor VAT reg. no." and "Invoice value" to "NIF" and "VE08" columns. VE08 values are positive
 - Update the pivot table and copy and paste its values to *Resume G. Arrivals* tab
 - To facilitate the documents identification use the Support tab
 - Filter by the "KO" status and filter those NIF in the "VAT Extraction" tab. Make sure the Tx=MB & KC filter is still ok
 - Copy from the "VAT Extraction" tab, the "Reference" column and "Taxbaseamount" to "Doc" and "VAT" columns
 - The Reference will be split into two column, using Text to columns to separate CC and doc number 6xxxxxx:
 - CC column for digits referring to company code
 - Doc number that starts with 6xxxx
- iii. Example: Reference **2456111302548**, Comp. code 245 and 6111302548 is the document number

3.2.5. I analyze the Services for Arrivals

Tax Code KN and KS (example for PF1)

- Repeat the process above for services dispatches tax codes.
- In VEFU-IMP G&S tab filter by services that are identified by an X. Paste the data in the Resume S. Arrivals data

3.3. I analyze the differences between VEFU and 57

After updating the pivot table and copying its values to the respective sheets (Resume G. Dispatches; Resume S. Dispatches; Resume G. Arrivals; Resume S. Arrivals), if any difference between report 57 and VEFU is found it should be analyzed in order to understand its origin.

If the reason behind the difference is related to an incorrect tax code, the correction should be requested to the team in charge for the posting. The correction can be made after the submission.

In case any lines are missing to be reported and are correctly posted with an intracomunitary tax code, the data should be manually added in VEFU.

3.3.1. I add lines in VEFU

After choosing the variant associated with the company intended in VEFU, the option "New Entries" should be selected.

Change View "INTRASTAT Receipt/Dispatch": Overview						
    						
Reporting year	Reporting Month	Recpt/Disp	Number	Company Code	Plnt	Document no.
2022	10	2	1972	8090	51	93931660
2022	10	2	1973	8090	7851	93931683
2022	10	2	1974	8090	7851	93931686
2022	10	2	1975	8090	7851	93931687
2022	10	2	1976	8090	7851	93931693

In order to add a line to the transaction, the following fields should be filled:

- Company Code and Plant (only then it will possible to unblock the order fills)

2. Document Number
3. Document cat. (Type of document: Credit Note, Invoice, etc.)
4. Service (in case it applies)

New Entries: Details of Added Entries

Control information	
Reporting year	2022
Reporting Month	10
Export/Import	☒ 2 ☐ Dispatch / Export
Seq. number	0

Identification	
Created By	RODR3918
Created On	30.11.2022
Creation type	F Record added manually in change transaction
Data origin ID	☐ Service

Document information	
Document number	[Redacted]
Document cat.	☐ Revenue canceled
Reference doc.	[Redacted]
Ref. month	0
Item	0
Plus/minus	[Redacted]
Reference item	0
Reference yr	[Redacted]

Organizational data	
Company Code	☒
INTRASTAT ID	[Redacted]
Plant	☒
Sales Org.	[Redacted]
Add. number	0
PlantCountry	[Redacted]
Purchasing Org.	[Redacted]

1. Invoice Value and the Currency
2. Tare Mass (the quantity) and the Weight Unit
3. Incoterms
4. The Customer or Vendor VAT Number
5. Mode of Transport
6. Commodity Code
7. Business Transaction Type
8. Procedure
9. Statistical Vale (95% of the Invoice Value)
10. Country of Origin
11. Country of Destination

General item data			
Invoice value		0,00	Currency
Tare mass		0	Weight Unit
Special UoM		0,000	Weight Unit
Billing Date			Incoterms
CustVATRegNo.			☐ Returns
VendorVATRegNo.			

Foreign trade header data	
ModeOfTr-Border	Office of exit

Foreign trade item data	
Comm./imp. code	BusTransactType
Procedure	
Statist.value	Currency

Geographical information	
☐ Country key	ISO-Code des Landes
Material origin data	
Ctry of origin	
Reg. of origin	

Geographical information	
☐ Country key	ISO-Code des Landes
Material origin data	
Ctry of origin	
Reg. of origin	
Source and destination data of shipment	
Ctry of destination	
Country of destinat.	
Destination region	

Checks to be made during the preparation of Intrastat:

- I manage credit notes in VEFU

Credit notes related to invoice declared in the same period: deduct the amount of the credit note from the invoice declared in the report (please remind that this is an official rule given by the Italian authorities).
Delete the line of the credit note in the report (or in the Template file) and archive it in a separate file.

Considering these as correction in the month we will exclude invoice and CN in a way that the sum of the two has to be equal to 0.

If it is a partial CN insert the part of the invoice that is cleared.
If it is a CN for more invoices insert all the invoices cleared.

a) Lines with Traders without VAT Code: normally it means that the Trader does not have a VAT code in its master data.

It could be an association, a physical person or Traders that does not belong to UE. We need to check it.

b) Lines with Traders with VAT code that does not belong to UE: it means that the Trader does not belong to UE. So the invoice should not be present in the Intrastat Services Declaration.

Check the invoice, analyze the reason of the missing VAT code, if necessary adapt VEFU. Add this information in to justify the delta between VAT book and Intrastat file and assess if tax code correction posting must be performed.

c) Lines with Traders with Italian VAT code: it means that the Trader has an Italian VAT code. So the invoice should not be present in the Intrastat Services Declaration (it should be a domestic trade).

Check the invoice, if necessary delete the line from VEFU. Add this information to justify the delta between VAT book and Intrastat file and assess if tax code correction posting must be performed.

d) Invoices that are for materials and not for services: it means that the invoice posted or received is for a material and not for a service. So the invoice should not be present in the Intrastat Services Declaration.

Check the invoice, if necessary adapt VEFU. Add this information to justify the delta between VAT book and Intrastat file and assess if tax code correction posting must be performed.

- The system (Intraweb) inserts "Procedure" "5" and "6" in section I or II, but is not able to recognize the correct sign; we have to check and insert all them in section 2 with the correct sign (negative for "Procedure" "5" and positive for "6").

Check if all the fields are filled, namely "Net weight" and "Commodity code".

In the column "Net weight" you should filter all the:

- Fields that are empty
Fields with an amount equal to 0
Fields with an amount equal to 1

For all these situations of missing data or wrong data you have to open the invoice image in SAP or/and check Purchase Order master data, if we are dealing with good movements registered in Purchase Orders (normally for "Purchases") or documents flow inside billings issued (for "Sales")

3.3.2. I perform the final extraction

Since Check Intra errors and VE08 excel report have been analyzed, run VE08 and retrieve the txt file to upload in Intraweb software.

First launch transaction VE08 selecting the proper variant as explained above in reference point 3.1.2.

Then, before executing, you have to fill "Sequential Number of Declar.":

Selection Criteria - General

Reporting Month: 10
Reporting Year: 2014
Company Code: 0711
Plant: 1 to 1

Addr. Specif.

☐ First declaration
☐ Termination of bus./new tax no
☐ Simplified declaration
Sequential Number of Declar.:
Fiscal code: 606191099
Third Party Declarant:

Accompanying sheet - form data

Form: 00_EXTRAT CC Language:
Printer: 3440
☐ Print immediately

Technical Specs

☐ Aggregate Data
☒ Issue Log
☒ Create file
Layout:
File Name for Output: 0711_imp

This number should be sequential to the last one used in the previous Intrastat Declaration.

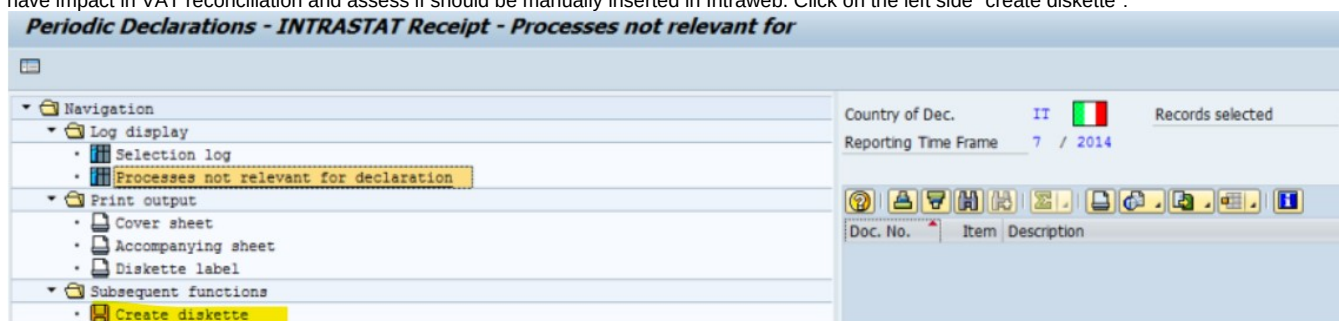
All numbers used are registered in SU VAT teams Google Drive, folder " Intrastat - General Data"

Pick-up the last one used and run VE08 with the number after. **And don't forget to register your new number in file so we can track the last number that has been used.**

We should bear in mind that **it is not possible to upload a file named "scambi.cee" whose number of reference is already used in Intraweb or whose period of reference (month, quarter) is not the same of the one indicated.** Please wait if the file is in use by another user, the selection of sequential number should be a very easy and fast operation.

The progressivo number has to be sequential considering all the Solvay companies. For all the companies that have goods to be declared you HAVE TO start from the goods declaration so you decide the sequential number; while for the company with services only you DO NOT DECIDE the sequential number (see reference section 3.4.2.5.) because the "Elenco" is automatically created by the system.

After executing, confirm if you have items that have not been integrated (click on "processes not relevant for declaration"). If yes analyze if they will have impact in VAT reconciliation and assess if should be manually inserted in Intraweb. Click on the left side "create diskette":



If you have not yet created, please create in your **laptop** a new folder named **"Scambi Arrivals"** and a folder for **"Scambi Dispatches"** (before you extract VE08 this folder must be empty).

In the next screen you find, please insert **only the fields below highlighted in green**:

Data Medium Exchange with Disk (INTRA/EXTRA/KOBRA/AERP/VAR)

Spec. for creating files

Source File

Type of data file: IT

Src file: 0270_exp

Target File

Target drive: C:

Subdirectory: scambi

Tgt file: scambi.cee

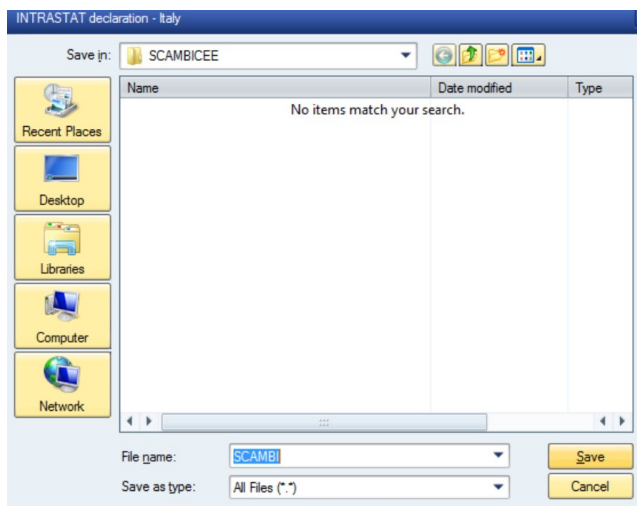
Specific additional data

Criteria for issuing output

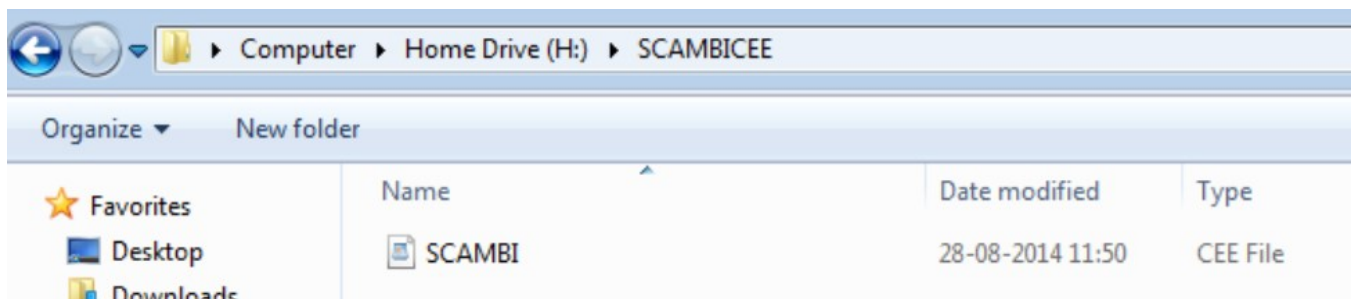
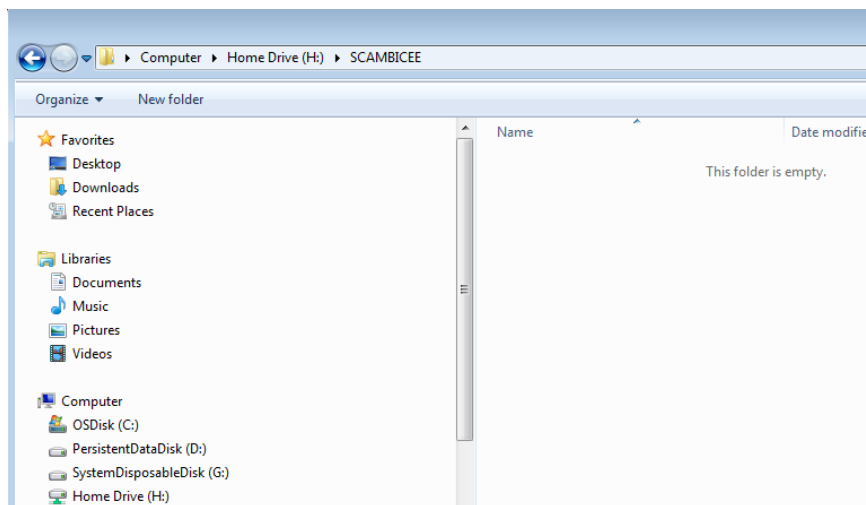
☒ Issue log

☒ Copy file

Now click process and you'll find this screen:



Don't modify the file name, **only click "Save"**. You'll get this final screen; **txt file has been archived in your drive inside "SCAMBICEE" folder.**



3.4. I perform the procedures related with Intraweb

3.4.1. I log on Intraweb

This screen will appear:

Login utente - Intr@Web 15.0.0.0

Inserire le credenziali d'accesso

Id utente (*) Password (**)

OK Annulla

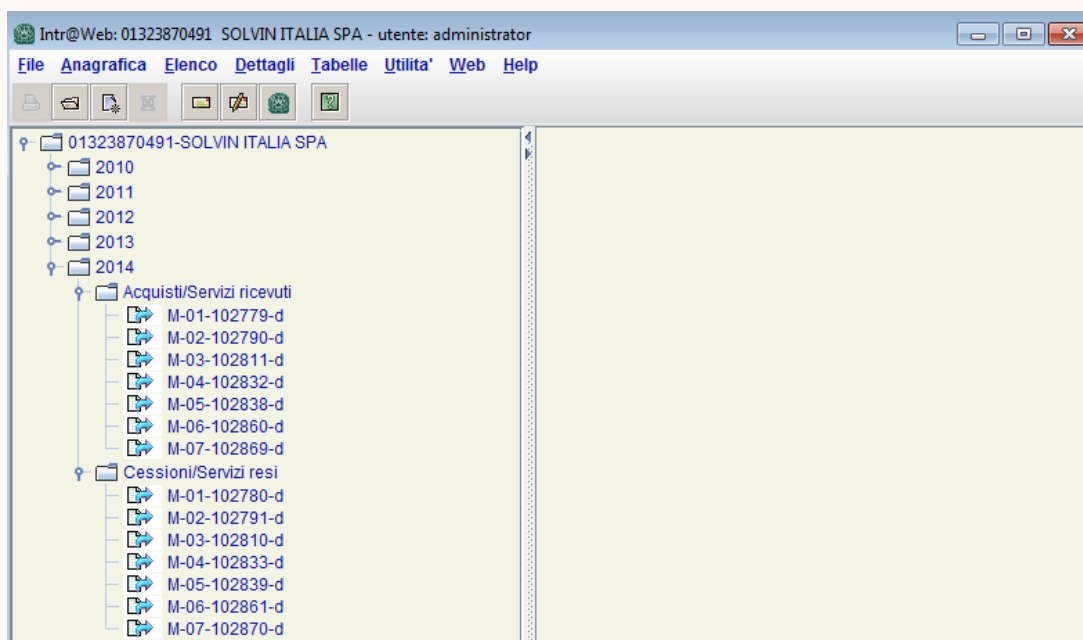
(*) Utente default: admin
(**) Password default: lasciare il campo vuoto

Insert **only** in field "Id utente" the word **admin**. Then click "**OK**".



Important

After logging on, you have to guarantee that basic data has been customized and you have available all the information declared since year 2010, all months, for Purchases and Sales, for all Italian companies in the scope of this procedure (for example, print screen below confirm that all data is available for company 5711):



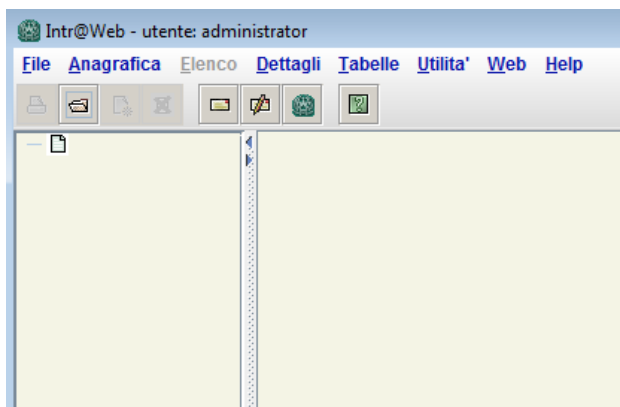
Check if you have also the data for all the other companies in the scope, by selecting "*anagrafica*"/"*cambio obbligato*"



Partita Iva	Denominazione
00089900492	SOLVAY S.A. - ITALIA
00104340492	SOLVAY CHIMICA ITALIA SPA
00104469994	SOLVAY CHEMICALS INTERNATIONAL S.A.
01323870491	SOLVIN ITALIA SPA
01371890490	SOLVAY SPECIALTY POLYMERS MANAGEMENT SRL
01438950493	SIS ITALIA SPA
01445000381	BENVIC EUROPE S.P.A
01451960494	SOLVAY CHIMICA BUSSI SPA
01451980492	SOLVAY FLUOR ITALIA SPA
03521920961	SOLVAY SPECIALTY POLYMERS ITALY S.p.A.
03715650960	SOLVAY FINANZIARIA SPA

When you log on, if no data is available, and before uploading new data for your Intrastat Declaration, please restore last declarations information – follow instructions in point 3.4.2.3. from this procedure.

Below Intraweb when you have **no data**:



After restoring data, and in case you are uploading Intrastat for Services, you might have also to customize excel file templates - follow instructions in reference point 3.4.2.2. from this procedure.

Go to reference point 3.4.2.1. only if you have to create new master data, as new company codes, for instance.

3.4.2. I customize the data

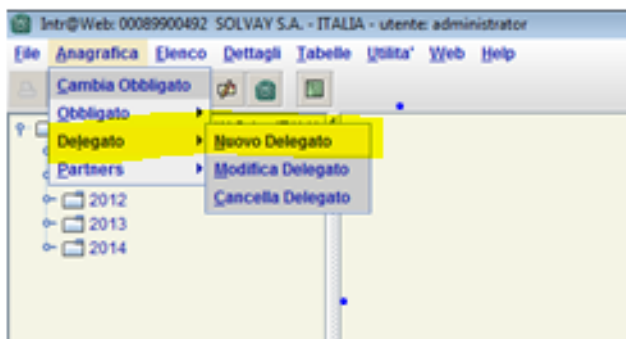
3.4.2.1. I customize new master data

3.4.2.1.1. I customize third party entity ("delegato")

(Delegato = third party responsible for the official upload)

By using this function we can upload anagrafic datas of a delegated entity (obviously this is possible only if exists a specific and authorized third party, it is the case of Solvay Italy with the Study Chiappe represented by Mr. Fedi)

In order to activate this function we should select *Anagrafica/Delegato/Nuovo Delegato* from the Intraweb homepage:



Afterwards it will appear a window with data that should be uploaded.

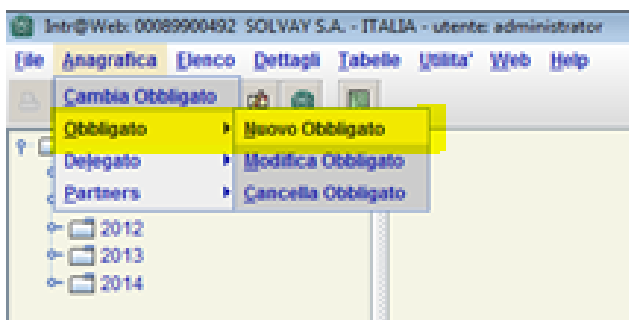
These are the anagrafic data coming from CAD EUROPA (we just need to change only in case of changes in the delegato)

3.4.2.1.2. I customize new company to declare Intrastat ("obbligato")

(Obbligato: subject that is obligated to do the declaration)

By using this function we can upload data of the "obligated" subject. Only after the completion of this phase we will be able to fill the Intrastat in Intraweb.

In order to activate this function we should select *Anagrafica/Nuovo Obbligato* from the Intraweb homepage:



Afterwards it will appear a window with data that should be uploaded. We will fill it with all the companies data.

Frequency: the declarations for the Italian companies are completed monthly. When we choose the frequency monthly, in the Intraweb screen the options will appear: "Annual value of purchases..." and "Annual value of sales..." WE HAVE TO FLAG BOTH OF THEM (without these flags we will fill a short form of the declarations, that is not indicated for the Italian companies of Solvay Group, further details at the following address: >HELP>AIU TO>ANAGRAFICA>OBBLIGATO)

Obbligato

Partita Iva		Denominazione	
Indirizzo		Città	
C.A.P.		Persona Rif.	
Numero Telefono		Numero Fax	
Periodicità Acquisti/Servizi Ricevuti	Mensile	Periodicità Cessioni/Servizi Resi	Mensile
☒ Valore annuo degli arrivi > 20.000.000 Euro		☒ Valore annuo delle spedizioni > 20.000.000 Euro	
Numero Rif.		Delegato	
Codice Utente		Cod. Sezione Doganale	
Progressivo Sede			

OK Esci

In the same screen, besides OBBLIGATO data, we have to insert DELEGATO data as indicated in the following example:

☒ Valore annuo degli arrivi > 20.000.000 Euro ☒ Valore annuo delle spedizioni > 20.000.000 Euro

Numero Rif.	101826	Delegato	01194880496
Codice Utente	02PW	Cod. Sezione Doganale	055100
Progressivo Sede	002		

Hereunder there are the anagrafic datas of the companies involved in Intrastat (we have to remind to upload and update data in Intraweb in case of future changing):

Obbligato

Partita Iva	00089900492	Denominazione	SOLVAY S.A. - ITALI
Indirizzo	VIALE LOMBARDIA,	Città	BOLLATE
C.A.P.	20021	Persona Rif.	
Numero Telefono		Numero Fax	
Periodicità Acquisti/Servizi Ricevuti	Mensile	Periodicità Cessioni/Servizi Resi	Mensile
☒ Valore annuo degli arrivi > 20.000.000 Euro		☒ Valore annuo delle spedizioni > 20.000.000 Euro	
Numero Rif.	101826	Delegato	01194880496
Codice Utente	02PW	Cod. Sezione Doganale	055100
Progressivo Sede	002		

OK Esci

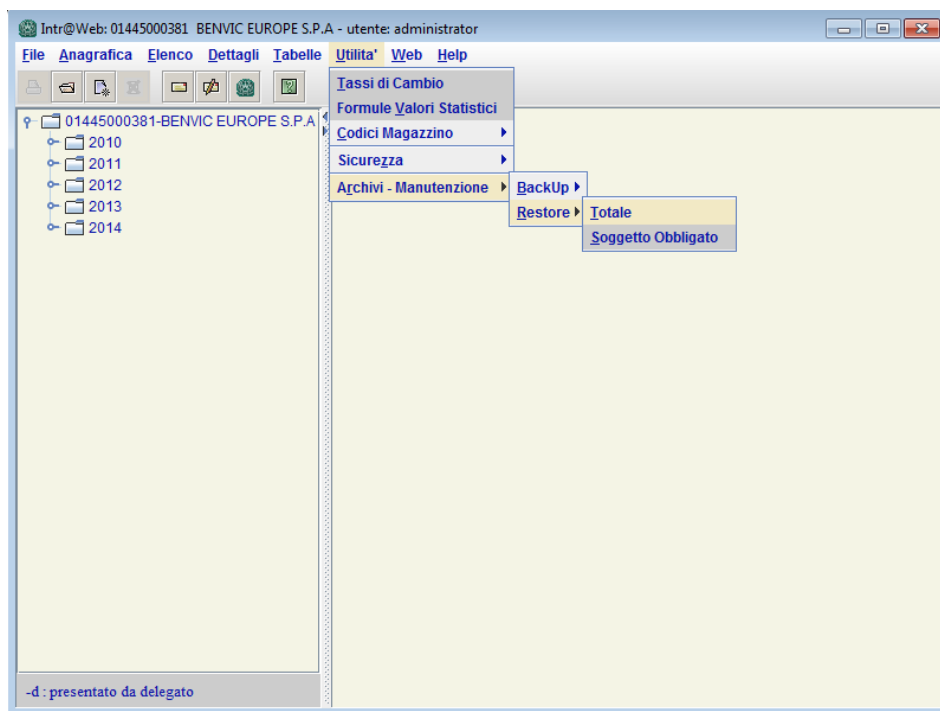
- 5835 - SOLVAY SPECIALTY POLYMERS ITALY S.p.A - VIALE LOMBARDIA, 20 - 20021 BOLLATE (MI) - P.IVA 03521920961

3.4.2.3. I restore the data from last declarations

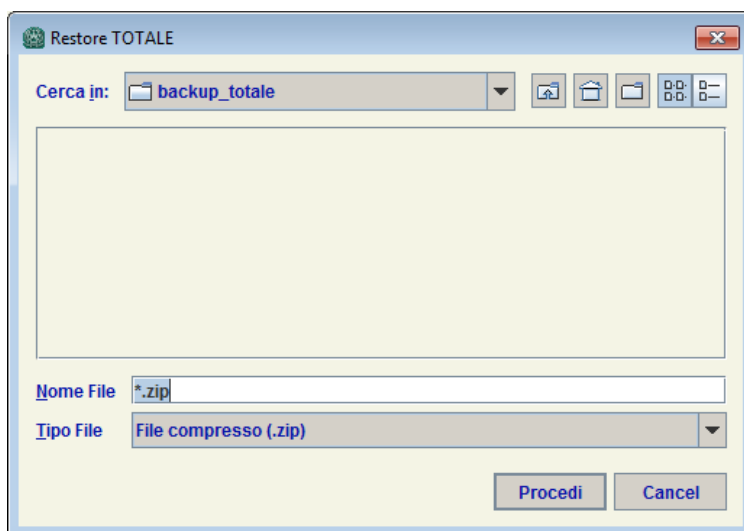
When you log on, if no data is available, and before uploading new data for your Intrastat Declaration, please restore last declarations information.

You have to RESTORE the backup (with the last version) - PAY ATTENTION TO THE PATH.

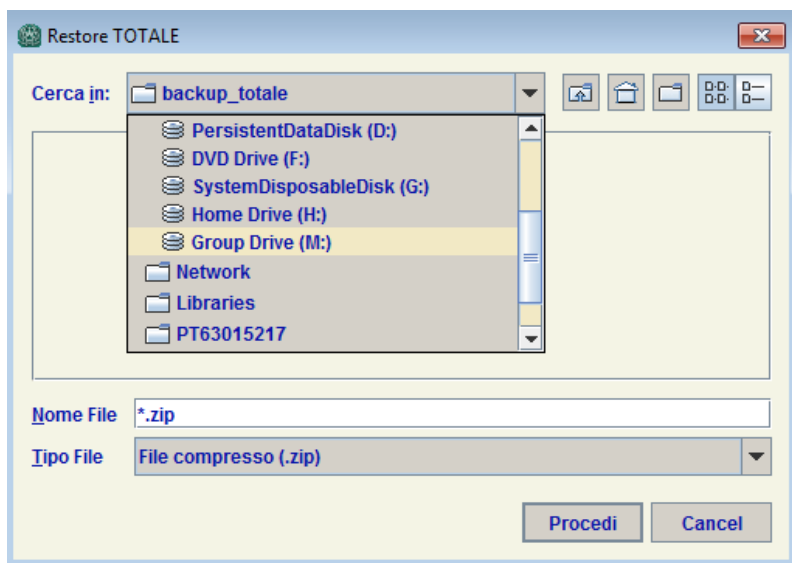
Click on-> utilita' -> Archivi-manutenzione -> Restore -> Totale



This screen will appear



Enter in drive M:



Now you have to choose the last back-up archived.

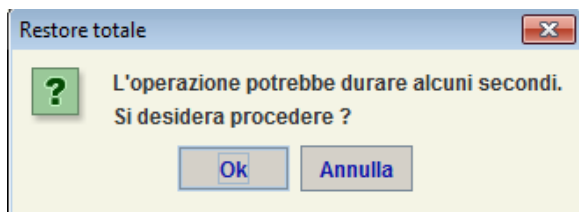
This is an example of the format, to understand which is the last you should read the date:

 **INTRADB[20140724].ZIP**

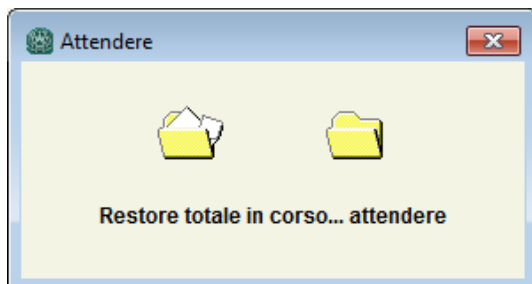
In this case the date is 24th July 2014, **BUT CHECK ALWAYS WHICH IS THE LAST.**

Procedi

Click on the file chosen. Then click on "Procedi"
This screen will appear, click on OK.



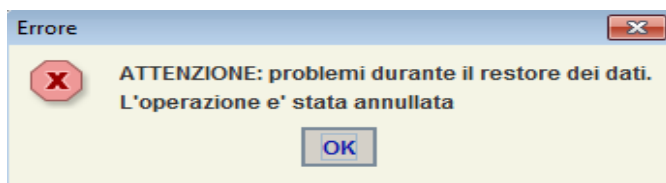
The system will restore the data, the operation **will take a while**.



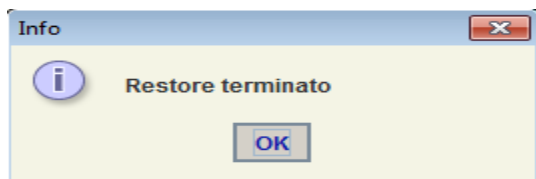
Attention

Try not to use the computer while is restoring.

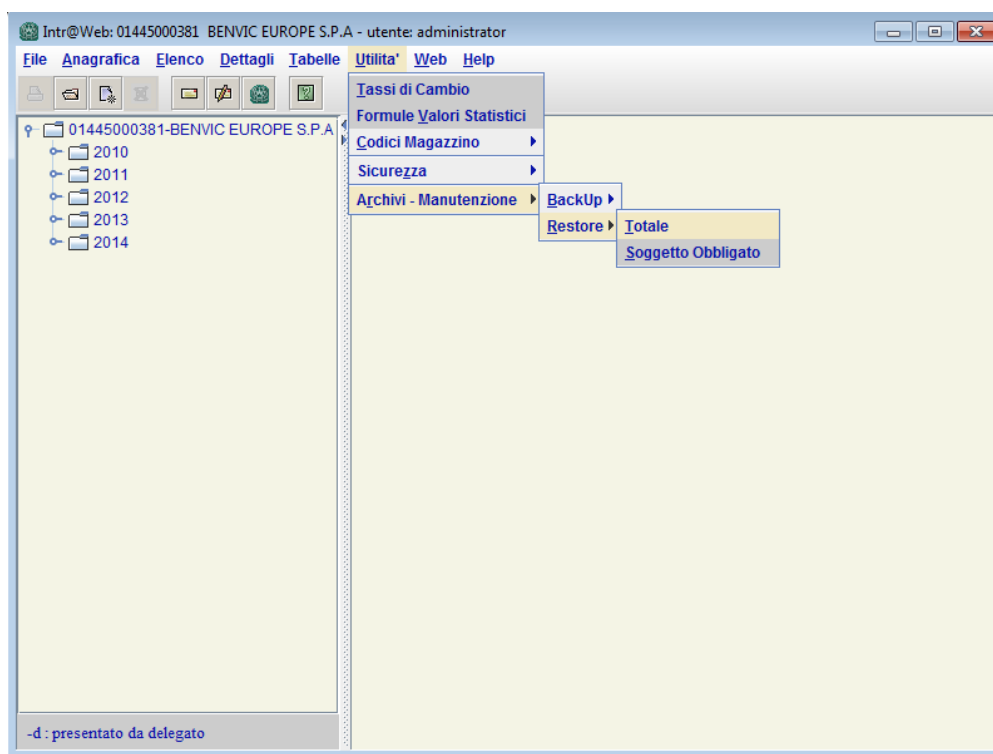
You can have two outcomes:



OR



In case you find the first, there is an error, you have to repeat the operation from this screen (often it is necessary to repeat more than two times):



If appears the second screen with the sentence "**Restore terminato**" you can move on.

It means that we have now available all the data submitted in Intraweb from past months, concerning the Intrastat of Goods and Services.

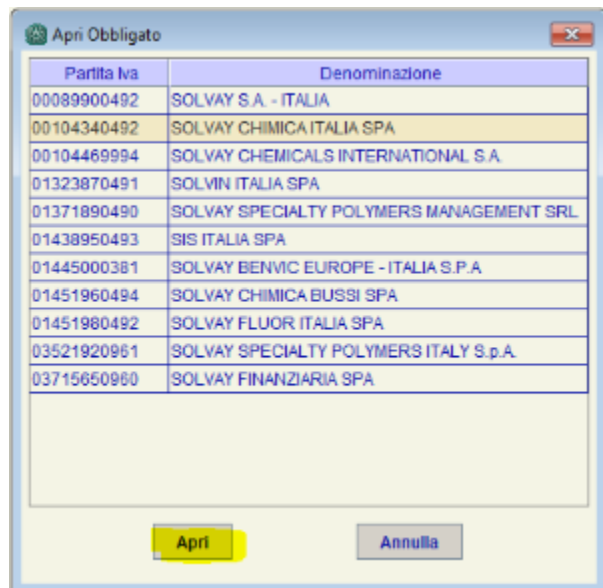
3.4.2.4. I upload the data for goods and services in Intraweb



Log on in  and check if basic data has been customized and you have available all the information declared since year 2010, all months, for Purchases and Sales, for all italian companies in the scope of this procedure. If not, restore all data, as explained in reference step 3.4.2.3.

You are ready to import data from Goods & Services Intrastat as soon you retrieve in SAP the **SCAMBI.CEE** file from SAP (see reference point 3.4.2.4.)

We have to click on *Anagrafica->Cambia obbligato*

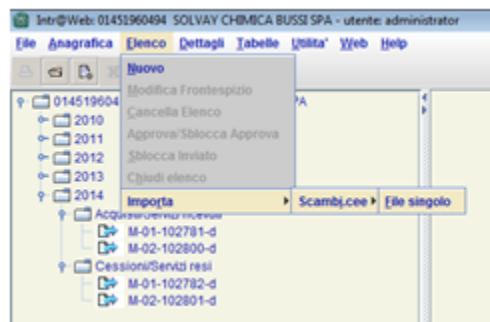


It is very important to remind to do this action every time we would like to change otherwise we will work always in the same company.

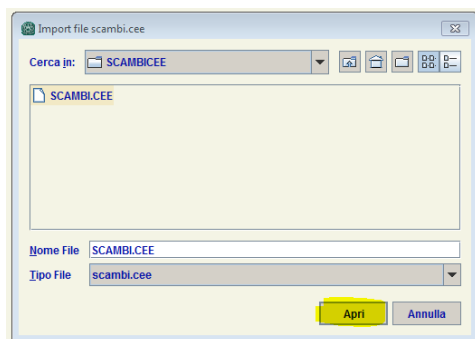
By pushing the button "APRI" we will open the desired company, we have always to check the company name on the top of the Intraweb window.



Since the company you are working is already opened in Intraweb, to upload the data, select "importa->scambi.cee->file singolo":



Then open the file "scambi.cee" you saved:

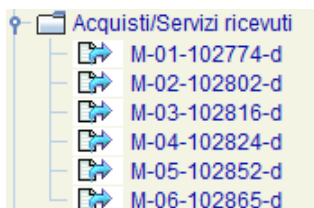


In case you find no upload errors you'll get the following result:



If you have upload errors, [go to reference point 3.4.2.6. from this procedure.](#)

Choose the proper option, according to the information you've uploaded and then select the month you are reporting:



Once selected interested month, click on "Visualizza dettagli" on the right:

Intr@Web: 00104469994 SOLVAY CHEMICALS INTERNATIONAL S.A. - utente: administrator

File Anagrafica Elenco Dettagli Tabelle Utilità Web Help

00104469994-SOLVAY

2010
2011
2012
2013
2014

Acquisti/Servizi

M-01-1
M-02-1
M-03-1
M-04-1
M-05-1
M-06-1

Cessioni/Servizi

P.Iva Obbligato 00104469994 Num.Riferimento 102865 Anno 2014

P.Iva Delegato 01194880496 Tipo Operazione Acquisti/Servizi ricevuti Mese 6

☐ Primo Modello ☐ Var.P.Iva/Ces.Attività

Sez. 1 Dett.	75	Amm.	2699963	Sez. 2 Dett.	2	Amm.	-5405
Sez. 3 Dett.	0	Amm.	0	Sez. 4 Dett.	0	Amm.	0

Modifica Dettagli Visualizza Dettagli

-d: presentato da delegato

On this screen:

Intr@Web: 00104469994 SOLVAY CHEMICALS INTERNATIONAL S.A. - utente: administrator

File Anagrafica Elenco Dettagli Tabelle Utilità Web Help

00104469994-SOLVAY

2010
2011
2012
2013
2014

Acquisti/Servizi

M-01-1
M-02-1
M-03-1
M-04-1
M-05-1
M-06-1

Cessioni/Servizi

P.Iva Obbligato 00104469994 Num.Riferimento 102865 Anno 2014

P.Iva Delegato 01194880496 Tipo Operazione Acquisti/Servizi ricevuti Mese 6

☐ Primo Modello ☐ Var.P.Iva/Ces.Attività

Sez. 1 Dett.	75	Amm.	2699963	Sez. 2 Dett.	2	Amm.	-5405
Sez. 3 Dett.	0	Amm.	0	Sez. 4 Dett.	0	Amm.	0

Sez III Vista Singola Sez III Vista Completa Sez IV Vista Singola Sez IV Vista Completa

Sez I Vista Singola Sez I Vista Completa Sez II Vista Singola Sez II Vista Completa

Acquisti/Servizi ricevuti Mensile Sezione 1

Partita Iva Partner	DE813581290	Amm. Operazione	29366
In Valuta		Nat. Transazione	1
Massa Netta	21000	Nom. Combinata	28261910
Val. Statistico	29366	Unita Supplem.	0
Modo Trasporto	3	Cond. Consegna	C
Paese Origine	DE	Paese Provenien.	DE
		Prov. Destinazione	BG

Note: <<Lista dettagli aggregati: 117 >>

< > Progressivo: 75

-d: presentato da delegato

We will see 8 tabs after explained:

Sez III Vista Singola	Sez III Vista Completa	Sez IV Vista Singola	Sez IV Vista Completa
Sez I Vista Singola	Sez I Vista Completa	Sez II Vista Singola	Sez II Vista Completa

There are 4 sections in Intraweb:

- **Section I** - for invoices of goods
- **Section II** - for credit notes and debit notes of goods
- **Section III** - for invoices of services
- **Section IV** - for credit notes and debit notes of services

To check Goods Intrastat data, we select only "section I" and "section II".
For each Section , you have two options:

Sez I Vista Completa

In "vista completa" you will see the complete list of invoices for goods declared in that month.

Sez I Vista Singola

If you select "vista singola" you can add new entries (invoices) for goods.

Acquisti/Servizi ricevuti Mensile Sezione 1

Partita Iva Partner	ESB08001760	Amm. Operazione	4855
In Valuta	0	Nat. Transazione	1
Massa Netta	953088	Nom. Combinata	39235090
Val. Statistico	4612	Unita Supplem.	
Modo Trasporto	3	Cond. Consegna	D
Paese Origine	ES	Paese Provenien.	ES
		Prov. Destinazione	AL

Note: <<Lista dettagli aggregati: 62 >>

< Progressivo: 60 >

Above you find an example from an invoice declared in **Section I (Goods)**.

To insert manually an invoice in section I you need to fill:

- **Partita Iva Partner:** VAT number from the supplier/customer;
- **Amm. Operazione:** invoice total amount
- **In Valuta:** only to fill in case of non european currency (total amount in the foreign currency)
- **Nat. Transazione:** put always "1"
- **Nom. Combinata:** commodity code
- **Massa Netta:** net weight
- **Unita Supplem:** only mandatory for some commodity codes (if required, this line will be in error until you fill this information; often the additional unit of measure is the number of pieces and you find this information when opening invoice image in SAP).
- **Val. Statistico:** incoterms defined in the purchase/sale (if it is **EXW**, the statistical value is calculated applying **105%** (invoice amount*105%); for **other incoterms** we apply **95%** (invoice amount*95%)). Below an example of incoterm, that is not EXW, so to be applied 95%:

Art.	Materiale	Qta	Unità	Prezzo per unità	Per	Importo in EUR
10	(50829) 108260 SILQUEST A-171 SILANE/TSD/195KG Silquest A-171* silane/TSD/195KG Commodity code no. 2931909099	9.360,000	KG	3,70 EUR	I KG	34.632,00
	Batch 13NTEC038	4	FUS	Origin Italy		
	Batch 13NTEC041	44	FUS	Origin Italy		
Subtotale in EUR						34.632,00
I.V.A						0,00
Importo totale EUR						34.632,00
Intracomunitaire levering						
Peso lordo	10.221,12 KG					
Peso netto	9.360,00 KG					
Termini di pagamento:	(EOM7) 60 DAYS EOM FROM DATE OF INV THE 15TH					
Condizioni di consegna	CIP (Incoterms 2010) Carriage and Insurance Paid To					
Spedito da	Momentive Performance Materials GmbH c/o Mepavex Logistics NV 11,Blankenweg (Noordland 7) 4612 RC Bergen Op Zoom Netherlands					

- **Cond. Consegna:** open the options and select the one corresponding to invoice incoterms
- **Modo Trasporto:** put "3" unless you have a different information in the invoice
- **Paese Provenien:** dispatch country
- **Paese Origine:** country of origin
- **Prov. Destinazione:** destination (region)

To declare **Credit Notes for Goods (Section II)**, you can only declare Credit Notes related to invoices from previous months; so if you have a credit note related to an invoice from the current month, you should deduct this amount in the respective invoice, that would be present in Section I. Hereunder an example of a credit note that has been declared in Section II:

Acquisti/Servizi ricevuti Mensile Sezione 2

Anno: 2014 Periodicità: Mensile Mese: 8

Partita Iva Partner: DE811178126 Amm. Operazione: - 17822

In Valuta: Nat. Transazione: 1

Nom. Combinata: 28183000 Val. Statistico: 17500

Note: <<Lista dettagli aggregati: 1 >>

Progressivo: 3

To declare **Credit Notes for Goods (Section II)**, you declare the exact amount of the credit note with negative sign, put the reference month of the original invoice, "Nat. Transazione" is always "1", insert the commodity code and the statistical value.

3.4.2.5. I upload the data for services in Intraweb - WP1

Before uploading Services data in Intraweb, confirm if it has been created the template format in Intraweb (see reference point 3.4.2.2.) Please keep in mind that this step is only necessary for company 8090 for the Arrivals' Session. In the other companies, the file extracted from transaction VE08 will automatically filled Session 3

Open [8090_Intrastat Services Analysis MM.YYYY.xlsx](#) and fill the data according to the following layout:

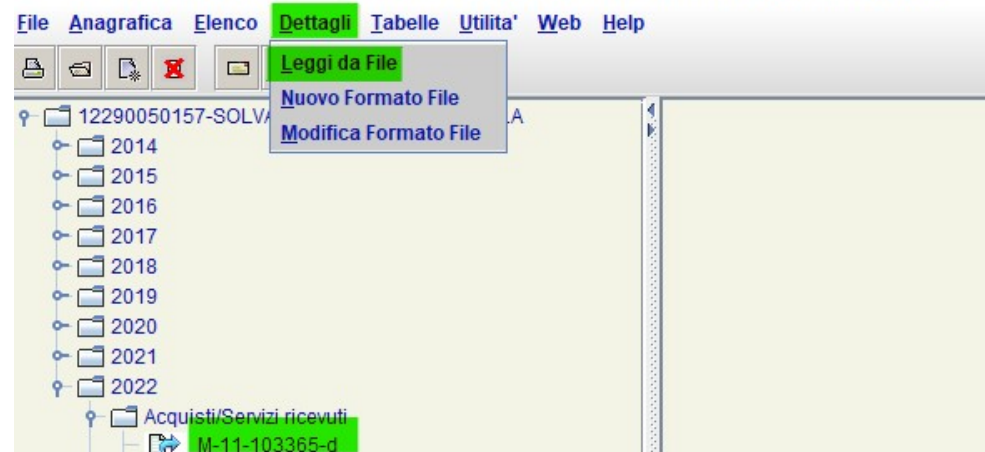
- Column A: Number of the line
- Column B: Vendors' VAT numbers
- Column C: Invoice amount (do not use decimals)
- Column D: Invoice value in a currency different from Euro (e.g. HU or CZ)
- Column E: Currency used on Column D
- Column F: Document number
- Column G: Document date in the format YYYYMMDD
- Column H: Commodity Code
- Column I: Modalita Erogazione (with the letter I)
- Column J: Modalita Incasso (with the letter X)
- Column K: Country of the Vendor's VAT Number
- Column M: Company Code
- Column N: Fiscal Year
- Column Q: Vendors' name

Copy the data prepared and paste it to the excel file without any formulas. Pay attention to not include the negative amounts (credit notes). The credit notes in Intraweb should be added in Session 4 in case its value is higher than the invoices issued by (in this case) that vendor in the month analyzed

The file format to perform the upload is an excel file that has to be saved as "Excel 97-2003 Workbook", otherwise you'll get an error in Intraweb:

Select "Dettagli"/"Leggi da File":

Intr@Web: 12290050157 SOLVAY SOLUTIONS ITALIA S.P.A - utente: administrator



Pick up the file you saved before as "Excel 97-2003 Workbook" (click "Apri"):

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	1	ATU24879503	1263			5100009787	20221121	494119	I	x	AT		8090	2022			GARTNER KG		0
2	2	ATU24879503	1505			5100009789	20221121	494119	I	x	AT		8090	2022			GARTNER KG		0
3	3	ATU24879503	1263			5100009807	20221121	494119	I	x	AT		8090	2022			GARTNER KG		0
4	4	ATU24879503	1263			5100009808	20221121	494119	I	x	AT		8090	2022			GARTNER KG		0
5	5	ATU24879503	1263			5100009814	20221122	494119	I	x	AT		8090	2022			GARTNER KG		0
6	6	ATU24879503	1505			5100010078	20221129	494119	I	x	AT		8090	2022			GARTNER KG		0
7	7	BE0403091220	856438			3060000180	20221117	642010	I	x	BE		8090	2022			SOLVAY SA SOLVAY CAMPUS		0
8	8	BE0403091220	1132484			3060000161	20221117	642010	I	x	BE		8090	2022			SOLVAY SA SOLVAY CAMPUS		0
9	9	BE0403091220	132887			3060000168	20221129	642010	I	x	BE		8090	2022			SOLVAY SA SOLVAY CAMPUS		0
10	10	BE0403091220	194062			3060000171	20221129	642010	I	x	BE		8090	2022			SOLVAY SA SOLVAY CAMPUS		0
11	11	BE0403091220	43019			3060000174	20221130	642010	I	x	BE		8090	2022			SOLVAY SA SOLVAY CAMPUS		0
12	12	BE0403091220	29464			3060000175	20221130	642010	I	x	BE		8090	2022			SOLVAY SA SOLVAY CAMPUS		0
13	13	BE0403091220	15			3060000176	20221130	642010	I	x	BE		8090	2022			SOLVAY SA SOLVAY CAMPUS		0
14	14	CZ25743503	2289			1900000889	20221128	702230	I	x	CZ		8090	2022			SOLVAY CR S R O		0
15	15	DE120955409	11528			3060000169	20221129	702217	I	x	DE		8090	2022			SOLVAY GMBH		0
16	16	ESA12026175	119219			5100009179	20221101	494119	I	x	ES		8090	2022			TRANSPORTES SANMARTI SA		0
17	17	ESA9020425	13170			5100009714	20221117	494119	I	x	ES		8090	2022			TRANSPORTES ANNELIA S A		0
18	18	FR41622037083	265627			5100010014	20221128	642010	I	x	FR		8090	2022			RHODA OPERATIONS		0
19	19	FR41622037083	1995			5100010132	20221129	642010	I	x	FR		8090	2022			RHODA OPERATIONS		0

You'll have now Purchases or Sales uploaded, but only for "sezioni 3" - you integrated only the invoices.

The credit notes you have in 8090_Intrastat Services Analysis MM.YYYY must to be manually inserted in "sezioni 4". Go to reference point 3.4.2.5.3. to know how to insert Credit Notes for Services.

3.4.2.5.3. I manage credit notes in Intraweb – services

All Credit Notes have to be manually included in Intraweb.

Credit Notes in Intraweb for Services are integrated in [Sez IV Vista Completa](#) and can be inserted/modified through [Sez IV Vista Singola](#). The amount to put in Section IV is the net amount between the original invoice declared in the past and the amount of the current credit note.

We can have total credit notes (the amount of the credit note is equal to the invoice declared in the past) or partial credit notes (the amount of the credit note is less than the invoice declared in the past).

In case of **total credit note**, the **net amount between invoice declared and credit note is zero**, so the data you have to fill in section IV is only:

- "sezione doganale" – put always "055100"
- "year" – put the year of the referred invoice declared in the past
- "protocollo" – pick up the protocollo number archived in Timetable, based on the month/year of the referred invoice. Pay attention to pick up the correct protocol number, depending if we are declaring Sales-Services or Purchases-Services:

		270	5835	5711	3459	279	5881	5894	6070/0005
Jan	Sales	754	816	682	690	677	no sales	683	672
	Purchase	1254	1319	1176	1189	1172	1165	1177	1169
Feb	Sales	1077	913	895	967	894	951	971	984
	Purchase	1579	1414	1396	1473	1395	1454	1476	1485
	Sales	1303	1455	1244	1462	1372	1377	1265	1450

- "progressivo sez. III" – go to Intraweb inside the year/month where the referred invoice has been declared and take note of the the respective line number:

Sez I Vista Singola		Sez I Vista Completa		Sez II Vista Singola		Sez II Vista Completa		Sez III Vista Singola		Sez III Vista Completa		Sez IV Vista Singola		Sez IV Vista Completa
Selezionare	Prog.	Partita IVA	Ammontare	In Valuta	Num. Fattura	Data Fattura	Codice Servi...	Mod. Erogazio...	Mod. Incasso	Paese Paga...	Note			
☐	104	BE0422964342	174,25	0,00	6311001482	22/07/2014	494119	I	B	IT				
☐	105	BE0422964342	204,32	0,00	6311001484	22/07/2014	494119	I	B	IT				
☐	106	BE0422964342	1170,60	0,00	6311001485	22/07/2014	494119	I	B	IT				
☐	107	BE0422964342	273,28	0,00	6311001487	22/07/2014	494119	I	B	IT				
☐	108	BE0422964342	539,27	0,00	6311001488	22/07/2014	494119	I	B	IT				
☐	109	BE0422964342	322,47	0,00	6311001489	22/07/2014	494119	I	B	IT				

Below an example of a **total credit note** declared in section IV:

Acquisti/Servizi ricevuti Mensile Sezione 4

Sezione Doganale 055100 Anno 2014

Protocollo 2297 Progressivo Sez. III 109

Partita Iva Partner Amm. Operazione

In Valuta

Nr. Fattura Data Fattura

Codice Servizio

Mod. Erogazione Mod. Incasso

Paese Pagamento

Note:

< Progressivo: 1 >

In case of **partial credit note**, you have to declare the **net amount between invoice declared and credit note**. It is better to look in Intraweb the exact data declared in the past concerning the referred invoice so you can fill all the required fields in section IV to declare the present credit note. The data you have to fill in section IV is:

- "sezione doganale" – put always "055100"
- "year" – put the year of the referred invoice declared in the past
- "protocollo" – pick up the protocollo number archived in Timetable, based on the month/year of the referred invoice. Pay attention to pick up the correct protocol number , if we are declaring Sales-Services or Purchases-Services
- "progressivo sez. III" – go to Intraweb inside the year/month where the referred invoice has been declared and take note of the the respective line number
- "partita IVA partner" – VAT number
- "amm. operazione" – **net amount** between the original invoice and the credit note
- "nr. fattura" – SAP FI document number from the original invoice, the same declared in the past, in section III.
- "data fattura" – posting date of the original invoice, the same declared in the past, in section III.
- "codice servizio" – the same commodity code of the invoice declared in the past, in Intraweb – section III.
- "mod. erogazione" – I
- "mod. incasso" – B
- "paese pagamento" – country code of the payer.

Below an example of a **partial credit note** declared in section IV:

Acquisti/Servizi ricevuti Mensile Sezione 4

Sezione Doganale	055100	Anno	2014
Protocollo	2297	Progressivo Sez. III	34
Partita Iva Partner	FR37582097655	Amm. Operazione	22842,64
In Valuta			
Nr. Fattura	6311000464	Data Fattura	10 / 03 / 2014
Codice Servizio	773912		
Mod. Erogazione	I	Mod. Incasso	B
Paese Pagamento	IT		

Note:

< Progressivo: 2 >

For the data retrieved above to fill the credit note in section IV, we have to search in Intraweb, in section III, the complete information declared:

Acquisti/Servizi ricevuti Mensile Sezione 3

Partita Iva Partner	FR37582097655	Amm. Operazione	22895,81
In Valuta	0,00		
Nr. Fattura	6311000464	Data Fattura	10 / 03 / 2014
Codice Servizio	773912		
Mod. Erogazione	I	Mod. Incasso	B
Paese Pagamento	IT		

Note:

< Progressivo: 34 >

After inserting credit notes in section IV and all invoices in section III, check if all data is ok and consistent with VAT book.

3.4.2.6. I upload errors/modify data

3.4.2.6.1. I manage the upload errors

When Intrastat data is uploaded into Intraweb you can find some errors:

Risultato dell'operazione di input del file: H:\SCAMBICEE\SCAMBI.CEE - Versione 15.0.0.0 - Gennaio...

INTRAWEB Versione 15.0.0.0 - Gennaio 2014

Risultato dell'operazione di import

Elenco Riepilogativo di Cessioni/Servizi resi Mensile di: 8 Anno: 2014 numero 102887
Partita Iva Obbligato: 00104340492 Partita Iva Delegato: 01194880496
Elenco acquisito ma errato.

Errori rilevati nei Dettagli di Sezione 1

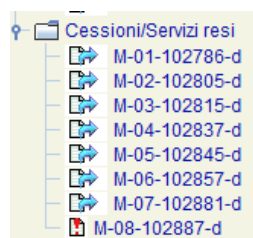
Dettaglio numero 2
Partita Iva: codice non valido - dato fornito
Natura Transazione: valori ammessi 1..9.
Il campo Nomenclatura Combinata e' obbligatorio.
Paese di destinazione: obbligatorio.
Provincia: obbligatorio.

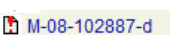
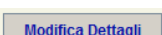
Dettaglio numero 28
Partita Iva: codice non valido - dato fornito
Natura Transazione: valori ammessi 1..9.
Il campo Nomenclatura Combinata e' obbligatorio.
Paese di destinazione: obbligatorio.
Provincia: obbligatorio.

Dettaglio numero 29

Salva Stampa Esci

In case of errors not yet solved, the reporting month in Intraweb will have this status:



To correct them click in , , "sez I vista completa" (for goods) or "sez III vista completa" (for services).
In Intraweb, the lines in error are highlighted in red:

Sez I Vista Singola	Sez I Vista Completa	Sez II Vista Singola	Sez II Vista Completa
Selezionare	Progr.	Partita IVA	Ammontare Nat. Transazio... Nomencl...
☐	31		3533
☐	32		3367
☐	33		3559
☐	34		3350
☐	35		3341
☐	36		3302
☐	37		3564
☐	38		3504
☐	39		3449
☐	40		3468
☐	41		3120
☐	42		3146
☐	43		3326
☐	44		7533
☐	45	BE0401086789	4450 1 29251995
☐	46	BE0401086789	11220 1 29251995
☐	47	BE0401086789	21600 1 29251995

Double click in each line, to solve each error.

Below some **common errors** that can be retrieved after Intrastat data upload:

- **"E' richiesta l'unita supplementare"** – for this error, besides the net weight, it is required an additional unit of measure. Check in the invoice or purchase order master data this information. Often, the additional measure is the number of pieces.
- **"Nomenclatura Combinata: codice non valido"** – the commodity code uploaded is wrong. We should search a similar code inside "nomenclature combinate" from Intraweb, with a general denomination "altri".

Example: wrong commodity code - 39019009. The commodity code to be used instead would be 39019090:

Nomenclature combinate	
File Ricerca Consulta Help	
Anno 2014	
Codice Nomenclatura 3901900	
Testi Ufficiali	
Codice	Descrizione
390190	- altri
39019030	-- Resina ionomera costituita di un sale di terpolimero di etilene, acrilato di isobutile e acido met...
39019090	-- altri
3902	Polimeri di propilene o di altre olefine, in forme primarie
39021000	- Polipropilene
39022000	- Poliisobutilene
39023000	- Copolimeri di propilene
390290	- altri
39029010	-- Copolimero a blocchi A-B-A di polistirene, copolimero etilene-butilene e polistirene, contenent...
39029020	-- Polibuteno-1, copolimero di butene-1)e di etilene contenenti, in peso, 10)% o meno di etilene, ...
39029090	-- altri

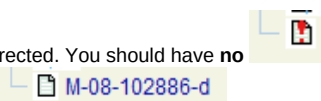
- **"Paese Destinazione: codice non valido"** – this happens recurrently for the transactions with Greece. In intraweb the outcome is **"GR"** like extracted from SAP but should be **"EL"** for "paese destinazione".
- **"Partita Iva: codice non valido - dato fornito/ Natura Transazione: valori ammessi 1..9./ Il campo Nomenclatura Combinata e' obbligatorio./ Paese di destinazione: obbligatorio/ Provincia: obbligatorio"** – all this errors combined are for **San Marino** operations (for the upload of Goods/Sales for company 0270 or company 0005).

Confirm if you are dealing with a San Marino transaction, by analyzing invoice image (VAT number starts with **SM**).
If yes, you have only to fill San Marino VAT number and the total invoice amount:

Cessioni/Servizi resi Mensile Sezione 1	
Partita Iva Partner	SM02743
Nat. Transazione	
Nom. Combinata	
Unita Supplem.	0
Cond. Consegna	
Paese Destinaz.	
Amm. Operazione	57796
Massa Netta	0
Val. Statistico	0
Modo Trasporto	
Prov. Provenienza	
Note: <<Lista dettagli aggregati: 18 19 20 21 22 23 24 2	
Progressivo: 7	

In the end, confirm if all upload errors have been corrected. You should have **no**

You should find the reporting month with this status:



3.4.2.6.2. I modify the uploaded data

There are some functionalities in Intraweb that you can take advantage when you are searching for data or when to modify or erase particular lines or even cancel the whole data.

Hereunder we will explain how to:

- Search data
- Sort data
- Remove lines
- Delete/adjust an "Elenco" (= declaration)

To **search data**, enter in **Sez I Vista Completa** or **Sez II Vista Completa**, depending if you are checking Goods or Services, respectively.
You'll find in the bottom several useful options:

Filtri ricerca

Partita Iva Cod. Magaz.

Nomenc. Comb. ☐ Corretto No

You can filter the data, by VAT number, for instance.

Write the VAT number you need to filter in **Partita Iva** and then click on .

To start a new search, before don't forget to click on .

You can also [sort the data by column](#), by clicking in the column you want to sort.

Below a print screen of data sorted by amount (click on):

Sez I Vista Singola		Sez I Vista Completa		Sez II Vista Singola		Sez II Vista Completa	
Selezionare	Progr.	Partita IVA	Ammontare	Nat. Transazio...	Nomenc. Com		
☐	53	DE811193717	108	1	28363000		
☐	49	DE811193717	115	1	28363000		
☐	54	DE811193717	116	1	28363000		
☐	50	DE811193717	117	1	28363000		
☐	48	DE811193717	120	1	28363000		
☐	51	DE811193717	120	1	28363000		
☐	52	DE811193717	120	1	28363000		
☐	55	DE811193717	120	1	28363000		
☐	74	BE0406804736	309	1	28362000		
☐	170	ESN0171127D	362	1	28272000		
☐	125	FR18449728377	394	1	28272000		
☐	181	BE0406804736	416	1	28272000		
☐	56	DE811193717	559	1	28362000		
☐	158	ATU57427305	653	1	28272000		
☐	144	SI46946853	675	1	28369990		
☐	179	BE0406804736	684	1	28272000		

In case you need to duplicate one particular line, select the line you want to copy:

Sez I Vista Singola		Sez I Vista Completa		Sez II Vista Singola		Sez II Vista Completa		Sez III Vista Singola	
Selezionare	Progr.	Partita IVA	Ammontare	Nat. Transazio...	Nomenc. Combin...	Note			
☐	56	DE811193717	559	1	28362000				
☐	158	ATU57427305	653	1	28272000				
☐	144	SI46946853	675	1	28369990				
☒	179	BE0406804736	684	1	28272000				
☐	138	BE0406804736	826	1	28363000				

Click on , then .

The new line will appear in the **last position of "vista completa"**. It will be also the **last "progressivo number" in "vista singola"**.

When using this option, you can use the information copied and then modify it according to your needs.

To modify this line, double click in the line in "vista completa", or go to the last "progressivo number" in "vista singola":

Cessioni/Servizi resi Mensile Sezione 1

Partita Iva Partner: BE0406804736 Amm. Operazione: 684

Nat. Transazione: 1

Nom. Combinata: 28272000 Massa Netta: 2000

Unita Supplem.: Val. Statistico: 650

Cond. Consegna: C Modo Trasporto: 1

Paese Destinaz.: BE Prov. Provenienza: LI

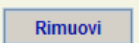
Note:

Ok Elimina Annulla

< > Progressivo: 247

Particular lines, if needed, can be also be [removed from Intraweb](#).
To erase it, first select the line in "vista completa":

Sez I Vista Singola		Sez I Vista Completa		Sez II Vista Singola		Sez II Vista Completa	
Selezionare	Progr.	Partita IVA	Ammontare	Nat. Transazio...	Nomenc. Combin...		
☐	25	BE0845883748	2919	1	29251995		
☐	159	ESN0171127D	3088	1	28272000		
☒	41		3120				

Then click on . The following message will appear:

Conferma cancellazione

Eliminare i dettagli selezionati ?

Si No

Click "Si"

However, and for exceptional reasons, during the completion of the Intrastat you may need to delete some part or the entire declaration.

If you have **to delete ONLY one section** you have to enter in the section, select all the lines and erase them. Deleting only one section you will not loose the "Elenco", the folder.

If you have **to delete one "Elenco"** you have to click with the right button on it (Ex M-07-102877-d) and then click on "Elimina". With this you will delete all the four sections and the folder.

If you are declaring a company with goods and services you have to upload the Intrastat goods again and then the services. Uploading the goods before, through VE08 outcome, we do not have to change the number of the declaration.

If we are deleting an "Elenco" of a company with services only we have to track the number of the "Elenco" we are deleting because the system will consider this as used and will give you a new one when you will try to create a new "Elenco".

In this case we will use the number given by the system and we will use the number not used in the next company with the goods declaration, and consequently VE08 outcome.

3.4.2.7. I perform the final reconciliation Intraweb vs VAT

Since all Intrastat data has been uploaded in Intraweb, has been updated and corrected according to the analysis previously done, we have to validate if the amounts entered in Intraweb are consistent with VAT book.

For **Intrastat Services Purchases** compare:

- VAT Register receivables (tax code **KN+KS** for PF1 and **SS** for WP1) VS Intraweb (Section III - Section IV)

For **Intrastat Services Sales** compare:

- VAT Register payables (tax code **K9** for PF1 and **8D** for WP1) VS Intraweb (Section III - Section IV)

For **Intrastat Goods Purchases** compare:

- VAT Register receivables (tax code **MB+KC** for PF1 and **SN** for WP1) VS Intraweb (Section I - Section II)

For **Intrastat Goods Sales** compare:

- VAT Register payables (tax code **V1+V3** for PF1 and **1H** for WP1) VS Intraweb (Section I - Section II)

All deltas should be all justified and detailed in Reconciliation VAT File.

Normally are wrong documents posted by PtP, that we should ask for the correction in the month after. For the corrections performed in the month after we will find in the following month the same delta with an opposite sign. Only after all corrections done, deltas are solved in the reconciliation file. **Every month we should check and track if corrections previously requested have been performed, to erase and solve as much as possible all differences. The final purpose is to have a clean overview of all pending actions that should not exist or be few by the year end.**

3.4.2.8. I prepare and send Intrastat declaration

Since consistency between Intraweb data and VAT book has been retrieved and justified in Reconciliation VAT File, you can prepare and send, by email, Intrastat final data to our external consultant.

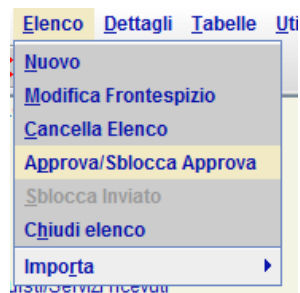
To send the final data, you need to:

1. **Block the data**, so no more modifications are allowed. For each company, you have to block the Sales and block Purchases, separately.
2. Save the **Declaration Cover + Aggregated Data from Section I + Aggregated Data from Section II + Aggregated Data from Section III + Aggregated Data from Section IV**
3. **Create the final txt scambi.cee file** with all data compiled (Sales and Purchases from Intrastat Goods and Services)

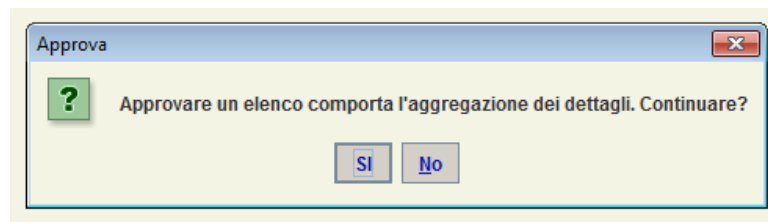
1. BLOCK DATA

Select the reporting month  **M-08-102886-d**, inside  **Acquisti/Servizi ricevuti** to block Purchases or inside  **Cessioni/Servizi resi** to block Sales.

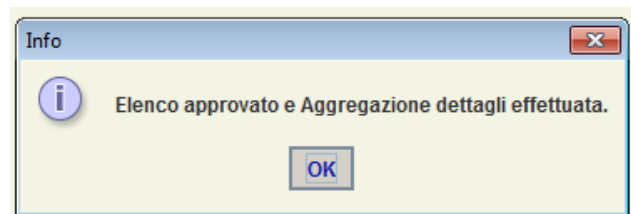
Then go to Menu "Elenco"/ "Approva/Sblocca Approva":



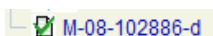
In the next screen click "SI":



You'll get the information:



In this stage, the "elenco" you blocked will have this status



Repeat the same, but selecting the "elenco" for Sales.

In the end, Intrastat data from the month we are declaring will be blocked, with no modifications allowed. Also the lines will be grouped, based on common VAT number and commodity code:

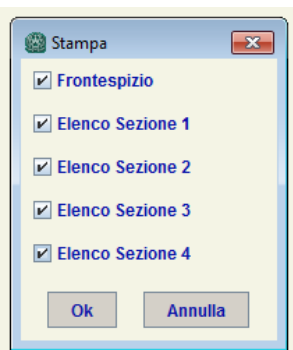
Sez II Vista Completa		Sez III Vista Singola		Sez III Vista Completa		Sez IV Vista Singola		Sez IV Vista Completa	
Sez I Vista Singola				Sez I Vista Completa					
Selezionare	Progr.	Partita IVA	Ammontare	Nat. Transazio...	Nomenc. Combin...	Note			
☐	1	NL001841944B...	3249	1	28353900	<<Lista dettagli aggregati: 19 >>			
☐	2	LU12521480	23111	1	28401910	<<Lista dettagli aggregati: 15 18 >>			
☐	3	NL822022709B...	1215	1	85371091	<<Lista dettagli aggregati: 6 >>			
☐	4	DE120348676	4974	1	84749090	<<Lista dettagli aggregati: 1 >>			
☐	5	DE814000384	45100	1	39140000	<<Lista dettagli aggregati: 12 >>			
☐	6	SI69994021	19148	1	29159070	<<Lista dettagli aggregati: 16 17 >>			
☐	7	FR06448681064	6775	1	63053219	<<Lista dettagli aggregati: 13 >>			
☐	8	FR20569801897	890	1	84818085	<<Lista dettagli aggregati: 7 11 >>			
☐	9	LU12346320	10580	1	84818087	<<Lista dettagli aggregati: 3 4 8 9 10...>>			
☐	10	FR06448681064	21570	1	39232100	<<Lista dettagli aggregati: 5 14 >>			
☐	11	FR81449458447	1355	1	84139100	<<Lista dettagli aggregati: 2 >>			

2. DECLARATION COVER+ALL SECTIONS AGGREGATED DATA

After completing point a) select the **Purchases "elenco"** and go to Menu "*File*"/"*Stampa*":



Flag all options:



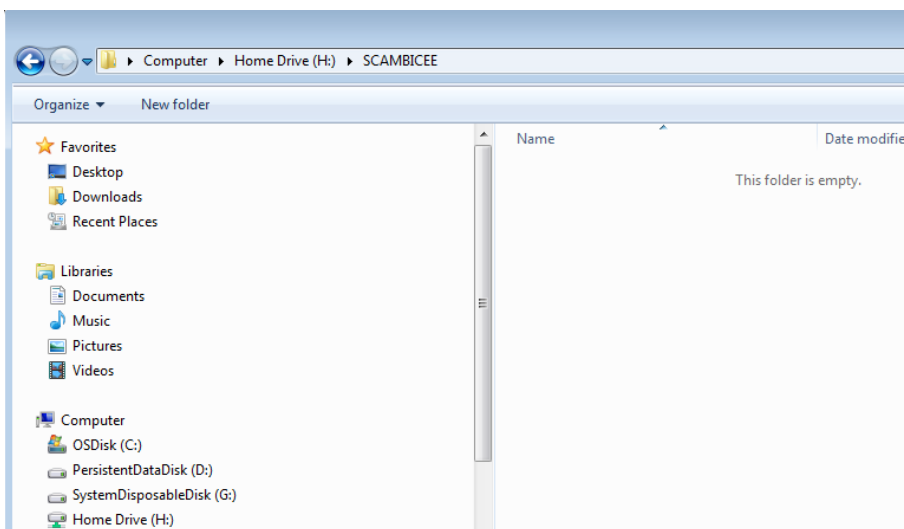
You can get some information messages. Click "Ok".

Intraweb will generate a **PDF file** with all compiled information for **Purchases** (Goods and Services). Then, repeat the procedure for **Sales** to save the *PDF* compiled file for Sales.

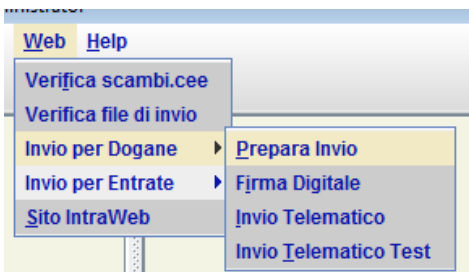
Save with **company code**, identify if you are saving Dispatches or Arrivals and insert the **declaration month and year**.

3. COMPILED SCAMBI.CEE FILE

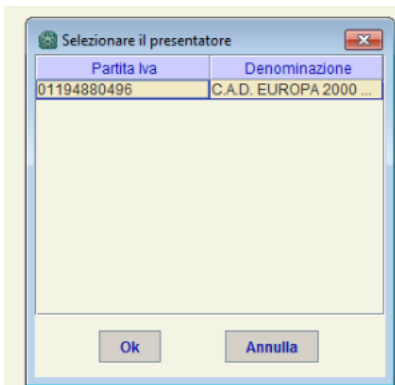
First make sure that the folder SCAMBICEE you have in H: drive is empty:



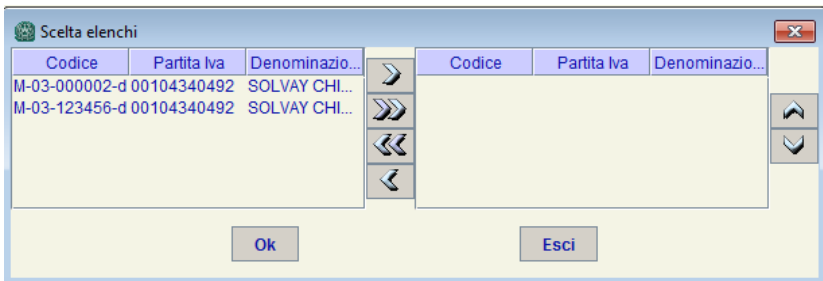
Go to Menu "Web"/"Invio per Dogane"/"Prepara Invio":



After click "Ok" in the next screen:



In the following window:



Click in " » " to generate a single SCAMBICEE file with Sales+Purchases data (Goods+Services):

Sceita elenchi

Codice	Partita Iva	Denominazio...	Codice	Partita Iva	Denominazio...
M-03-000002-d	00104340492	SOLVAY CHI...			
M-03-123456-d	00104340492	SOLVAY CHI...			

Ok Esci

Sceita elenchi

Codice	Partita Iva	Denominazio...	Codice	Partita Iva	Denominazio...
			M-03-000002-d	00104340492	SOLVAY CHI...
			M-03-123456-d	00104340492	SOLVAY CHI...

Ok Esci

Click "Salva":

Salva File di Invio

Save In: SCAMBICEE

Tipo File: File di Invio

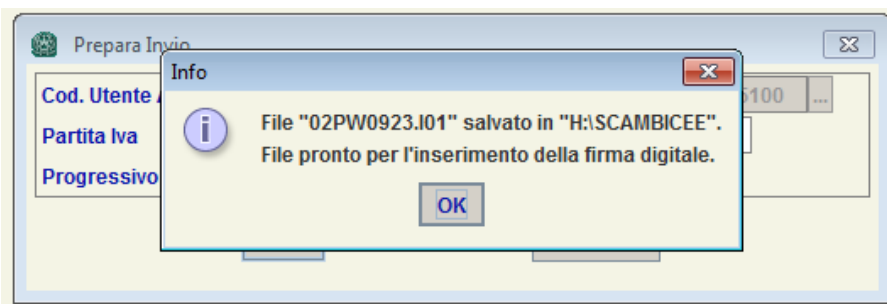
Salva Cancel

Write "01" in "progressivo invio" if it is the first declaration you are submitting in the day (if no, put the sequential number):

Prepara Invio

Cod. Utente Abilitato	02PW	Cod. Sezione Doganale	055100
Partita Iva	01194880496	Progressivo Invio	01
Progressivo Sede	002		

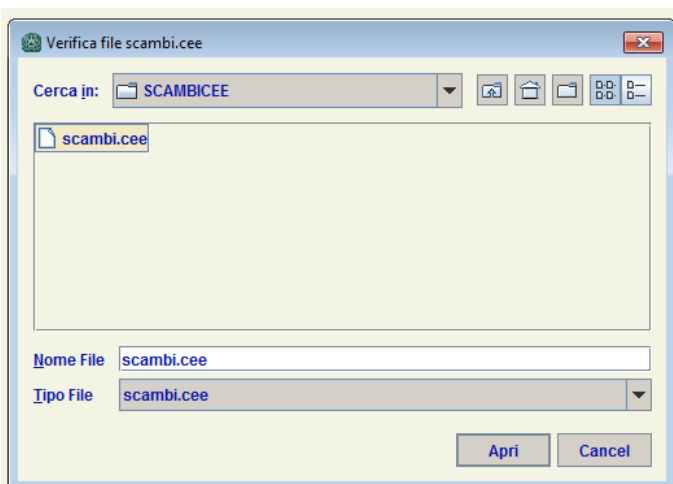
Ok Annulla



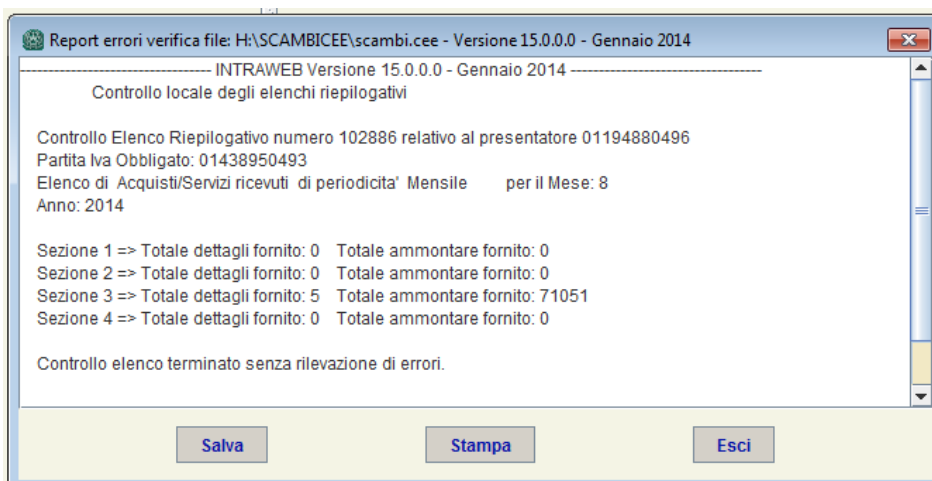
Scambi.cee file is now saved in H: drive/ folder "SCAMBICEE".
You can control if the scambi.cee file generated has no errors.
To **verify the scambi.cee file** go to Menu *Web/ "verifica scambi.cee"*:



Select the folder where the file has been saved:



Click "Apri"
Confirm if no errors have been detected:



Click "Esci".

Make sure that you keep the format SCAMBI.cee.

Since you saved already all the documents detailed in previous points a), b) and c), you can **send them to our external consultant** . Follow the below example (subject and text considered in the email).

Check the last email sent in the month before for the italian company you are sending, to identify all the email receivers for each company.

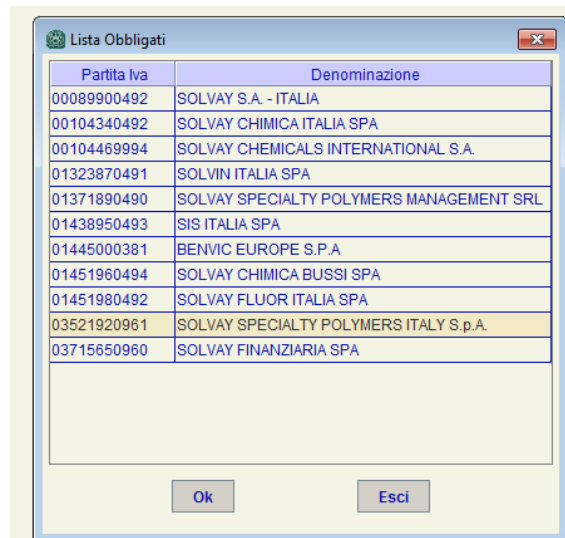
After sending this email to external consultant, expect his reply. He **sends back the Covers for each company with the official Protocol Number**. **Archive the Official Cover in PDF format that he sends back, inside company code folder and take note of Protocol Number**.

Save Protocol Numbers (one for Sales and another for Purchases) for each company in file "Intrastat – Protocol Number_YYYY" stored in team's Google Drive:



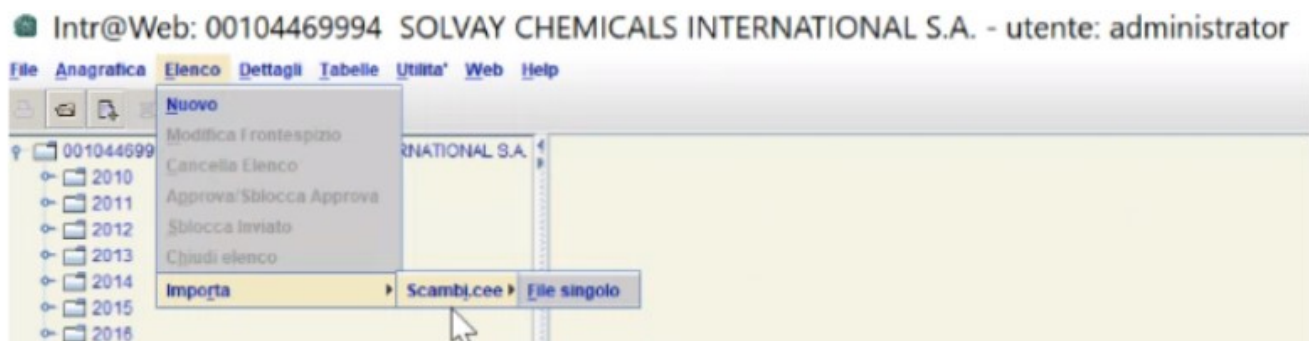
3.4.2.9. I create a backup per company

Select the desired company and click "Ok":

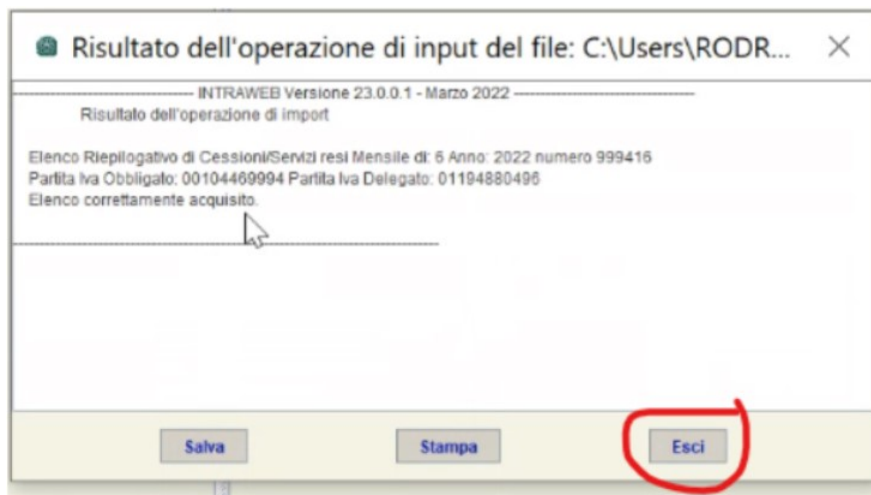


Go to each Intrastat email sent during that month and download the *scambi.cee* file (final output) to you laptop, in different folders per company code.

In the Intra@web, select a given company code and upload the correspondent *scambi.cee* file, selecting Elenco > Importa > Scambi-cee > File singolo



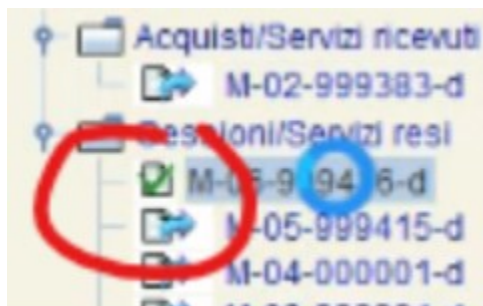
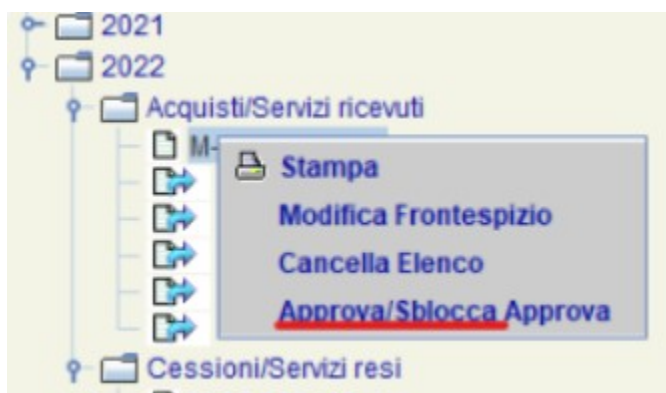
Click Esci



If one of the scambi have an error, click on it followed by "Modifica Dettagli" and it will disappear.

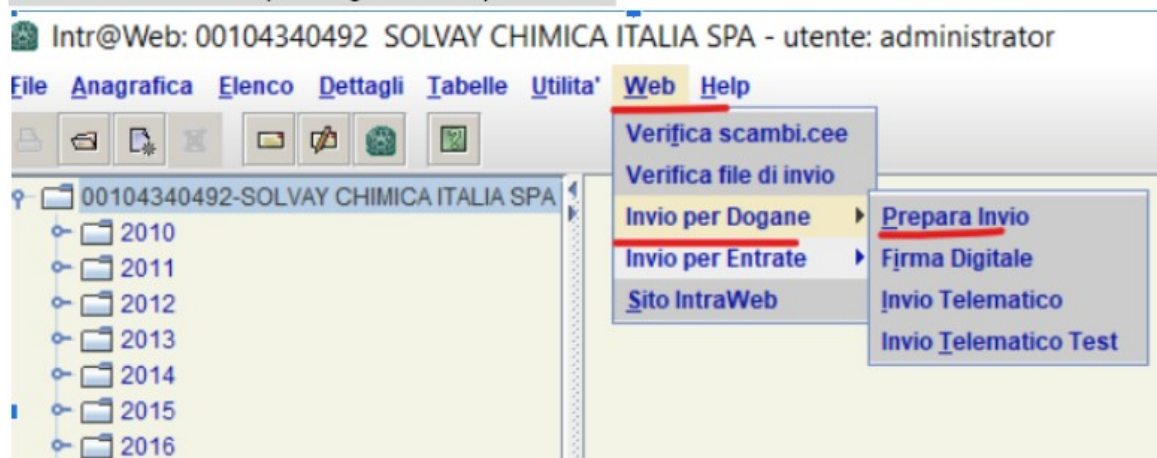


Click on "Approva/Sblocca Approva" in order to have the green symbol



Click on Web > Invio per Dogane > Prepara invio

Click on Web > Invio per Dogane > Prepara invio



Click on the Partita Iva followed by Ok

Click on the Partita Iva followed by

Selezionare il presentatore

Partita Iva	Denominazione
01194880496	C.A.D. EUROPA 2000

Ok Annulla

Move the information to the right side

Scelta elenchi

Codice	Partita Iva	Denominazione
M-06-999419-d	00104340492	SOLVAY CHI...
M-06-999421-d	00104340492	SOLVAY CHI...

Ok Esci

For first company AND the first time of the day, add "01" in progressivo Invio (this happens per day):

Prepara Invio

Cod. Utente Abilitato	02PW	Cod. Sezione Doganale	055100
Partita Iva	01194880496	Progressivo Invio	01
Progressivo Sede	002		

Ok Annulla

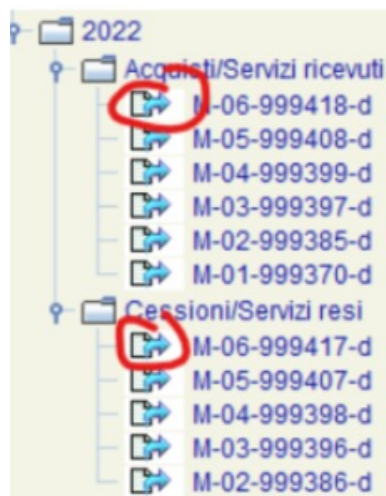
Info

File "02PW0727.I02" salvato in "C:\Users\PT63034051\Downloads\IT VAT\0270".
File pronto per l'inserimento della firma digitale.

OK

Ok Annulla

Check if blue symbol is ok



3.4.2.10. I perform corrections on previous declarations submitted

It can happen that you want to add one or more lines in a declaration already submitted and sent to our external consultant.

We can distinguish between two main types of correction.

If you are still in time, **before the 25th day of the month**, you can create another "Elenco", pay attention at the number given by the system and write it down, and then declare it filling the only line missing. The earlier you will find these errors and communicate them to Fedi, the better it is.

Potentially in Italy you can create and submit as many "Elenco" as the invoices are on time, the only problem is to track all the information sent to the government. Ideally we submit only one declaration per month for each company.

If you want to declare one item **after the deadline** (25th day of the month), you have to consider one important element: the presence of transactions with this entity (supplier or customer) in the month of the missing invoice or CN.

If there are goods' movements declared with this supplier or customer in the month of the missing document, we just need to add a correction in Section 2 of the current month as we are declaring a CN or an invoice. This because the only constraint we have to insert lines in section two, is the presence of the VAT number of the supplier or customer in the month of the missing line.

If there are no goods' movements in the month of the missing line we have to create a new "Elenco" and declaration with reference to the past.



In any of these two situations (after the deadline) and before deciding, please contact and share your decision with teammates and Italy Tax Advisor.

3.5. I perform RCS procedure specificities

Procedure in WP1 follows the same Intrastat Italian rules as in PF1.

The only change in WP1 is SAP transaction for *Services Arrivals* extraction is not available and we retrieve data in different way, which needs to be uploaded into IntraWeb.

3.5.1. I extract and analyse the Service data

For Services we don't have a specific transaction yet in WP1 to retrieve the information as PF1.

We need to go to the VAT transaction to have the Intrastat invoices posted with the Intra tax code.

3.5.1.1. I extract the INTRASTAT service purchase

- Go to VAT transaction **S_ALR_87012357** and use variant "ITALIA_LIQ_IVA"

Change the Posting date period for the month, change the Tax code correspondent and Execute:

VAT code to be selected, one at time:

8D Export

SS Import

Advance Return for Tax on Sales/Purchases

Company code 8090 to Document Number to Fiscal Year 2016 to

General selections

Posting date 01.07.2016 to 31.07.2016 Reference number to

Technical settings

☐ Read items sequentially

Further selections

☒ Country C instead of local C

Tax return country IT Taxes on sales/purchases gro to Fiscal period to CPU date to Document date to Tax Reporting Date to Tax on sales/purchases code 8D to Transaction to Special G/L ind. to Business place to G/L Account to

☒ Select output tax

- Fill in the Template file 8090_Intrastat Services Analysis MM.YYYY for analysis.

According to the tax code, paste the data in the *Service Dispatch* or *Service Arrivals* tabs.

Note: Attention to columns with formulas that will retrieve information in sheet "Service Codes Database"

If you find a new service supplier you need to update the sheet with it.

Analyze the Credit notes and see if they should be included or not in Intrastat declaration depending on the situation.

3.5.1.2. I prepare Arrivals Upload data

After analyzing the data to be reported to Intrastat and the data to be removed or corrected. Make sure all Credit Notes were adjusted, with the same rules as PF1.

Copy the data to be reported from the *Service Arrivals* tab and paste it to *Arrivals Upload* tab in values formats, with attention to column V to AB.

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
	-	check													
	-	3 988 484,27	To report				OK		1 590 746,35	#####					
	-		To exclude				KD								
	-	3 988 484,27	Extracted				CN_Red								
U	Tax base amount	Output Tax Pa	Tr	SERVICE CODE	Mod. Erogazio	Comments	Status								
	-2 288,27	-503,42 ESA		702230	I			2288,27	CZ	✓	20221128	2022	11	28	
	-11 527,86	-2536,13 ESA		702217	I			11527,86	DE	✓	20221129	2022	11	29	
	-119 218,50	-26280,87 ESA		494119	I			119218,5	ES	✓	20221101	2022	11	01	
	-13 169,73	-2897,35 ESA		494119	I			13169,73	ES	✓	20221117	2022	11	17	
	-265 826,84	-58481,91 ESA		642010	I			265826,84	FR	✓	20221128	2022	11	28	
	-1 995,06	-438,92 ESA		642010	I			1995,06	FR	✓	20221129	2022	11	29	
	-1 118 618,73	-330915,64 ESA		642010	I			1118618,73	FR	✓	20221130	2022	11	30	
	-5 571,48	-1225,73 ESA		773919	I			5571,48	FR	✓	20221101	2022	11	01	
	-2 520,00	-554,4 ESA		702230	I			2520	HU	✓	20221128	2022	11	28	
	-8 837,93	-1944,35 ESA		494119	I			8837,93	NL	✓	20221107	2022	11	07	

Copy the information to the 8090_Services IMP MM.YYYY Upload File. Make sure the format is not changed, otherwise it will not be uploaded into IntraWeb.

Note: For EU countries with other currencies different from Euro, include value and Currency in columns D and E. Use SAP **ZRATE** transaction to have the value converted.

ZRATE: Conversion and exchange rate

Date: 30.11.2022

From currency (foreign c.): EUR

To currency (local c.): CZK

Exchange rate type (M, EURO..): M

Result (on the current system):

Exchange Rate: 2288

Convert the amount

Table view: By dates

	A	B	C	D
7	7	BE0403091220	856438	
8	8	BE0403091220	1132484	
9	9	BE0403091220	132887	
10	10	BE0403091220	194062	
11	11	BE0403091220	43019	
12	12	BE0403091220	29464	
13	13	BE0403091220	15	
14	14	CZ25743503	2288	

Examples of currencies CZK and HUF:

	A	B	C	D	E	F	G	H	I	J	K
1	1	ATU24879503	1263			5100009787	20221121	494119	I	x	AT
2	2	ATU24879503	1505			5100009789	20221121	494119	I	x	AT
3	3	ATU24879503	1263			5100009807	20221121	494119	I	x	AT
4	4	ATU24879503	1263			5100009808	20221121	494119	I	x	AT
5	5	ATU24879503	1263			5100009814	20221122	494119	I	x	AT
6	6	ATU24879503	1505			5100010078	20221129	494119	I	x	AT
7	7	BE0403091220	856438			3060000160	20221117	642010	I	x	BE
8	8	BE0403091220	1132484			3060000161	20221117	642010	I	x	BE
9	9	BE0403091220	132887			3060000168	20221129	642010	I	x	BE
10	10	BE0403091220	194062			3060000171	20221129	642010	I	x	BE
11	11	BE0403091220	43019			3060000174	20221130	642010	I	x	BE
12	12	BE0403091220	29464			3060000175	20221130	642010	I	x	BE
13	13	BE0403091220	15			3060000176	20221130	642010	I	x	BE
14	14	CZ25743503	2288	55708	CZK	1900000889	20221128	702230	I	x	CZ
15	15	DE120955409	11528			3060000169	20221129	702217	I	x	DE
16	16	ESA12026175	119219			5100009179	20221101	494119	I	x	ES
17	17	ESA39020425	13170			5100009714	20221117	494119	I	x	ES
18	18	FR41622037083	265827			5100010014	20221128	642010	I	x	FR
19	19	FR41622037083	1995			5100010132	20221129	642010	I	x	FR
20	20	FR41622037083	1118619			5100010203	20221130	642010	I	x	FR
21	21	FR50398723395	5571			5100009198	20221101	773919	I	x	FR
22	22	HU10504907	2520	1028664	HUF	1900000892	20221128	702230	I	x	HU

3.5.2. I upload the data in IntraWeb

3.5.2.1. I upload the data for goods in IntraWeb

Step 3.4.2.4. for Goods - procedure for Goods preparation and upload is the same.

3.5.2.2. I upload the data for services in Intraweb

Service Dispatches data is uploaded in Intraweb in the same way as Goods mentioned in the previous point.

For Services Arrivals, check point **3.4.2.5. I upload the data for services in Intraweb - WP1**, to check how to upload the *8090_Services IMP MM.YYYY Upload* File.

The next steps in Intraweb are the same as performed in PF1.

End of document.