

# 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

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## ERP

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## Frequency

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Monthly

## References

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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

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[CCCC\\_Intrastat G & S Analyse\\_MM.YYYY](#)

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

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

## Attachments

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[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                                                 |        |  |           |
|--------------------------------------------------------------|--------|--|-----------|
| <input checked="" type="checkbox"/> Output tax: Line items   | Layout |  | Configure |
| <input type="checkbox"/> Output tax: Total                   | Layout |  | Configure |
| <input checked="" type="checkbox"/> Input tax: Line items    | Layout |  | Configure |
| <input type="checkbox"/> Input tax: Total                    | Layout |  | Configure |
| <input type="checkbox"/> Tax difference: Line items          | Layout |  | Configure |
| <input checked="" type="checkbox"/> Balance per company code | Layout |  | Configure |
| <input type="checkbox"/> 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 |                 |            |        |              |      |              |
|----------------------------------------------------|-----------------|------------|--------|--------------|------|--------------|
|                                                    | New Entries     |            |        |              |      |              |
| 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       | <input checked="" type="checkbox"/> Dispatch / <input type="checkbox"/> 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 | <input type="checkbox"/> Service              |

| Document information |                                                                               |
|----------------------|-------------------------------------------------------------------------------|
| Document number      | [Redacted]                                                                    |
| Document cat.        | <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> canceled |
| Reference doc.       | [Redacted]                                                                    |
| Ref. month           | 0                                                                             |
| Item                 | 0                                                                             |
| Plus/minus           | [Redacted]                                                                    |
| Reference item       | 0                                                                             |
| Reference yr         | [Redacted]                                                                    |

| Organizational data |                                     |
|---------------------|-------------------------------------|
| Company Code        | <input checked="" type="checkbox"/> |
| INTRASTAT ID        | [Redacted]                          |
| Plant               | <input checked="" type="checkbox"/> |
| 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.     |  |       | <input type="checkbox"/> 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             |                     |
|--------------------------------------|---------------------|
| <input type="checkbox"/> Country key | ISO-Code des Landes |
| Material origin data                 |                     |
| Ctry of origin                       |                     |
| Reg. of origin                       |                     |

| Geographical information                |                     |
|-----------------------------------------|---------------------|
| <input type="checkbox"/> 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.

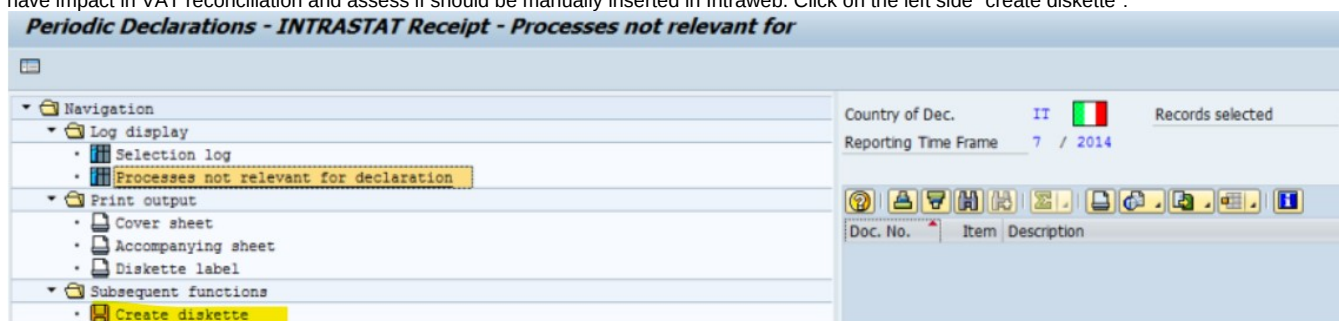
All numbers used are registered in SU VAT teams Google Drive, folder " Intrastat - General Data"

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

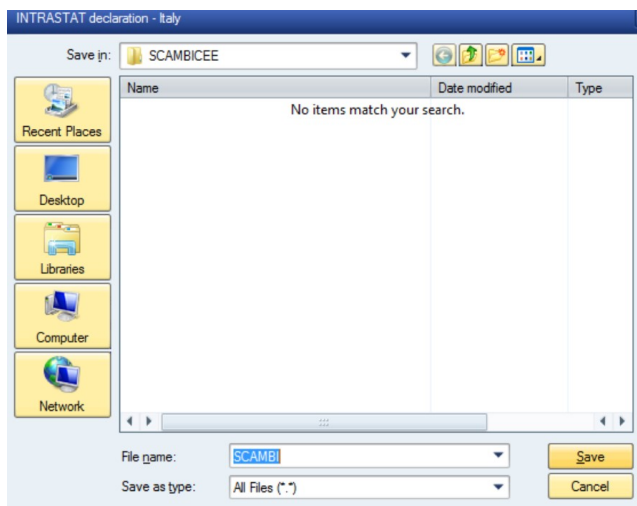
Specific additional data

Criteria for issuing output

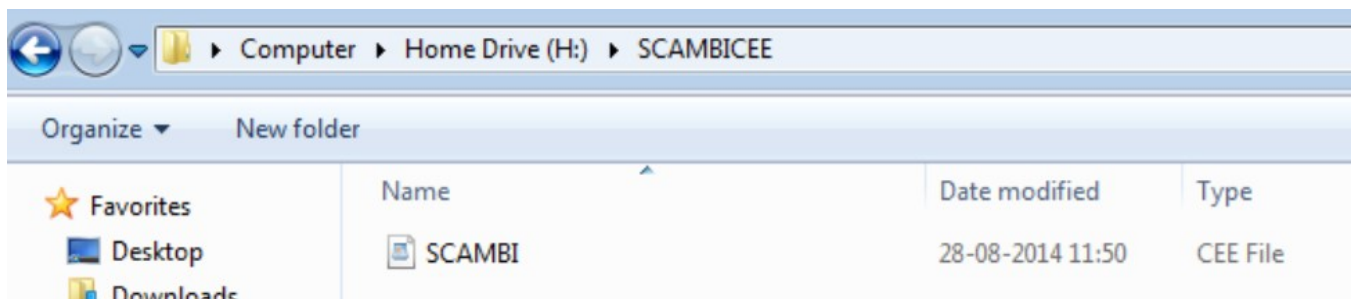
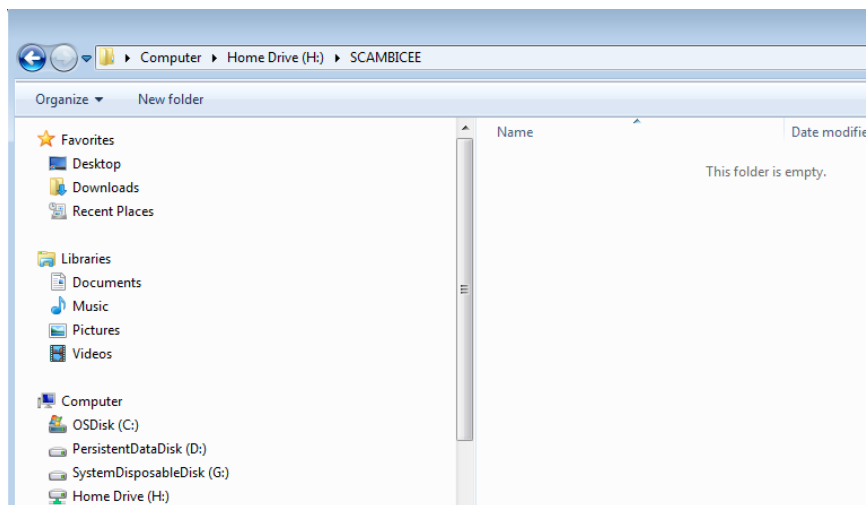
☒ Issue log

☒ 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 (\*\*)

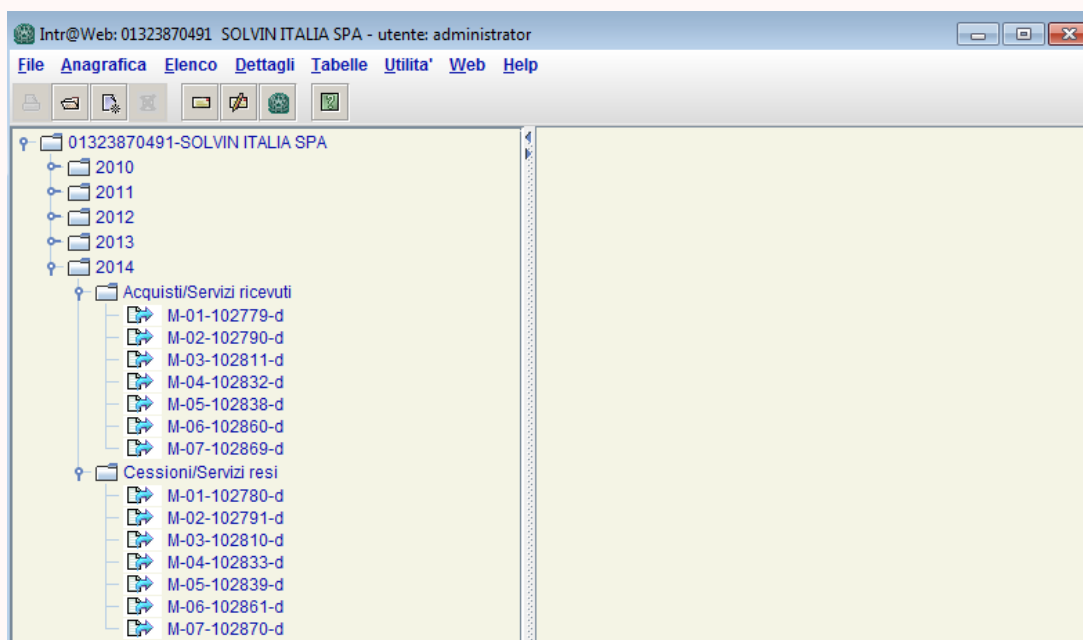
OK Annulla

(\*) 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):



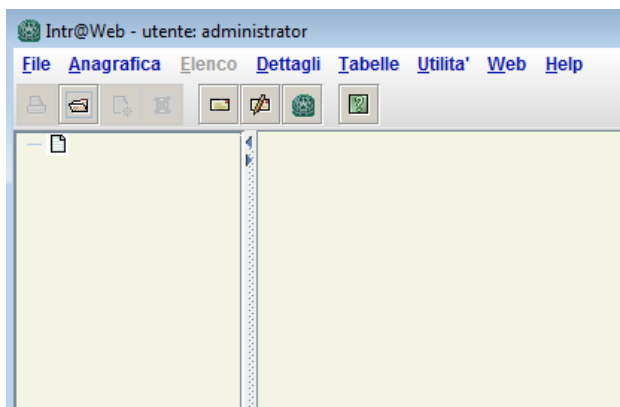
Check if you have also the data for all the other companies in the scope, by selecting "*anagrafica*"/"*cambio obbligato*"



| 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

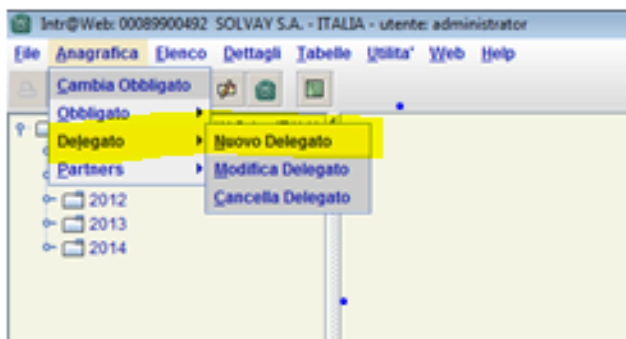
### 3.4.2.1. I customize new master data

#### 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.

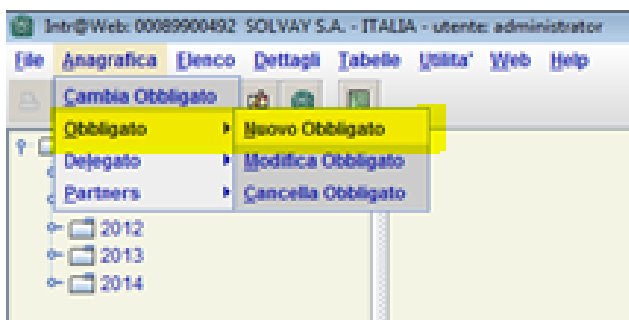
These are the anagrafic data coming from CAD EUROPA (we just need to change only in case of changes in the delegato)

#### 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>AIUTO>ANAGRAFICA>OBBLIGATO)

**Obbligato**

|                                                                                 |                      |                                                                                     |                      |
|---------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------|----------------------|
| Partita Iva                                                                     | <input type="text"/> | Denominazione                                                                       | <input type="text"/> |
| Indirizzo                                                                       | <input type="text"/> | Città                                                                               | <input type="text"/> |
| C.A.P.                                                                          | <input type="text"/> | Persona Rif.                                                                        | <input type="text"/> |
| Numero Telefono                                                                 | <input type="text"/> | Numero Fax                                                                          | <input type="text"/> |
| Periodicità Acquisti/Servizi Ricevuti                                           | Mensile              | Periodicità Cessioni/Servizi Resi                                                   | Mensile              |
| <input checked="" type="checkbox"/> Valore annuo degli arrivi > 20.000.000 Euro |                      | <input checked="" type="checkbox"/> Valore annuo delle spedizioni > 20.000.000 Euro |                      |
| Numero Rif.                                                                     | <input type="text"/> | Delegato                                                                            | <input type="text"/> |
| Codice Utente                                                                   | <input type="text"/> | Cod. Sezione Doganale                                                               | <input type="text"/> |
| Progressivo Sede                                                                | <input type="text"/> |                                                                                     |                      |

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.                                                                        | <input type="text"/> |
| Numero Telefono                                                                 | <input type="text"/> | Numero Fax                                                                          | <input type="text"/> |
| Periodicità Acquisti/Servizi Ricevuti                                           | Mensile              | Periodicità Cessioni/Servizi Resi                                                   | Mensile              |
| <input checked="" type="checkbox"/> Valore annuo degli arrivi > 20.000.000 Euro |                      | <input checked="" type="checkbox"/> 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

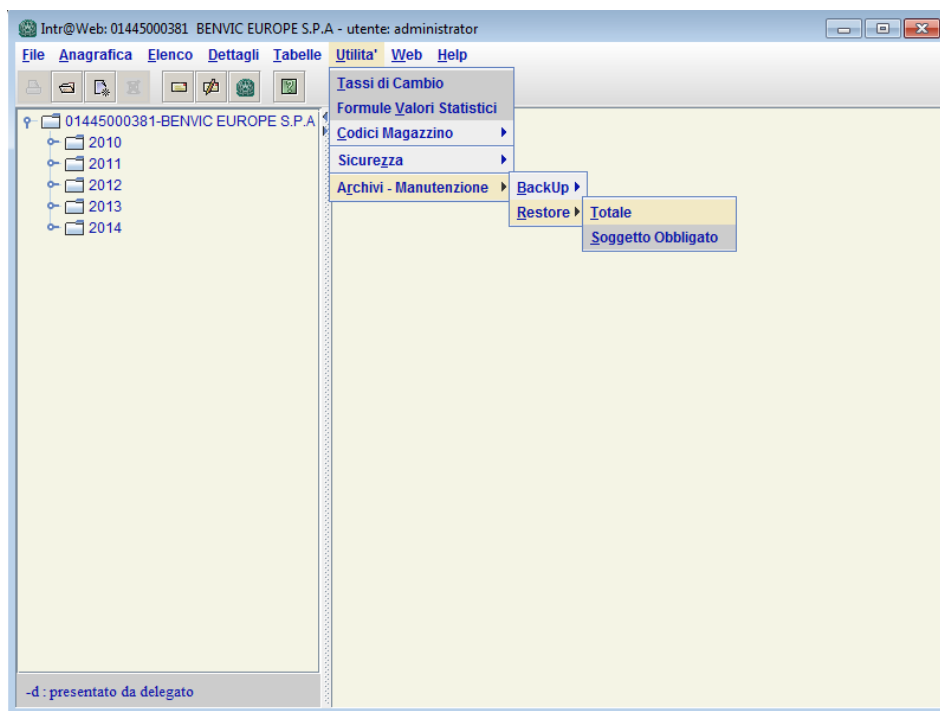
- 5835 - SOLVAY SPECIALTY POLYMERS ITALY S.p.A - VIALE LOMBARDIA, 20 - 20021 BOLLATE (MI) - P.IVA 03521920961

### 3.4.2.3. I restore the data from last declarations

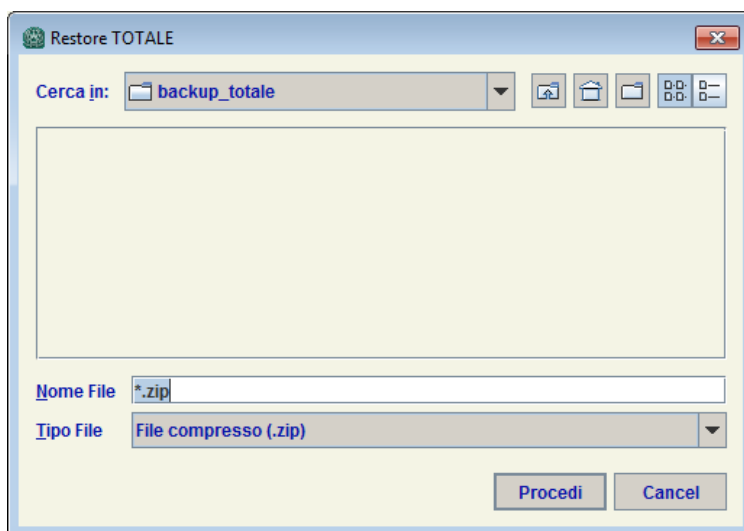
When you log on, if no data is available, and before uploading new data for your Intrastat Declaration, please restore last declarations information.

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

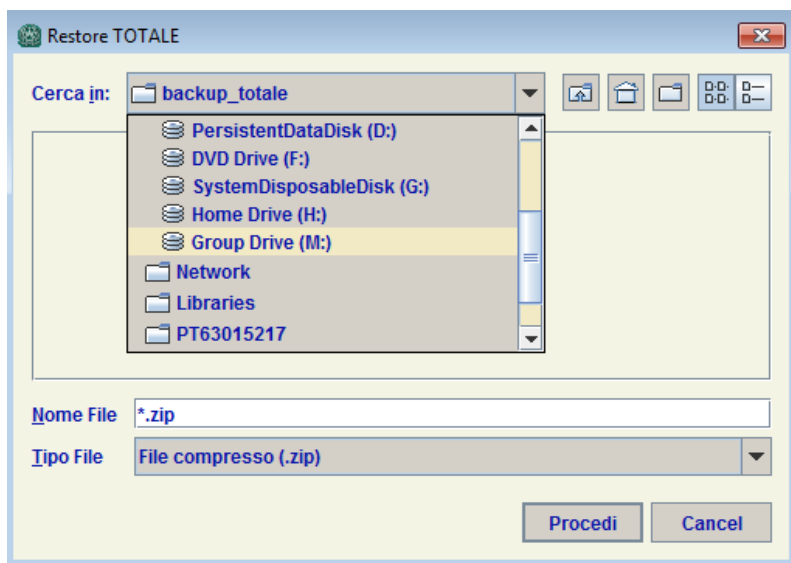
Click on-> utilita' -> Archivi-manutenzione -> Restore -> Totale



This screen will appear



Enter in drive M:



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

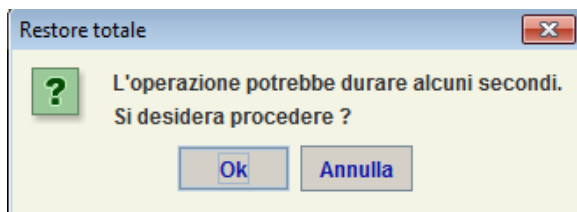
This is an example of the format, to understand which is the last you should read the date:

 **INTRADB[20140724].ZIP**

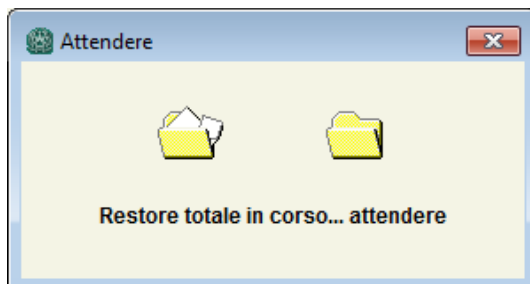
In this case the date is 24th July 2014, **BUT CHECK ALWAYS WHICH IS THE LAST.**

**Procedi**

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



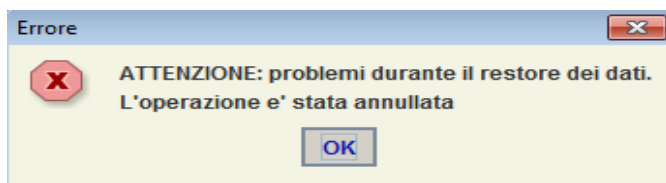
The system will restore the data, the operation **will take a while**.



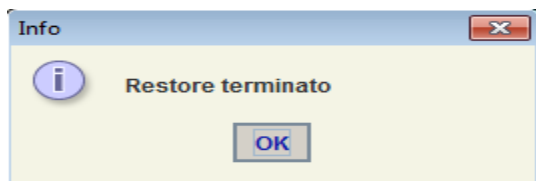
**Attention**

**Try not to use the computer while is restoring.**

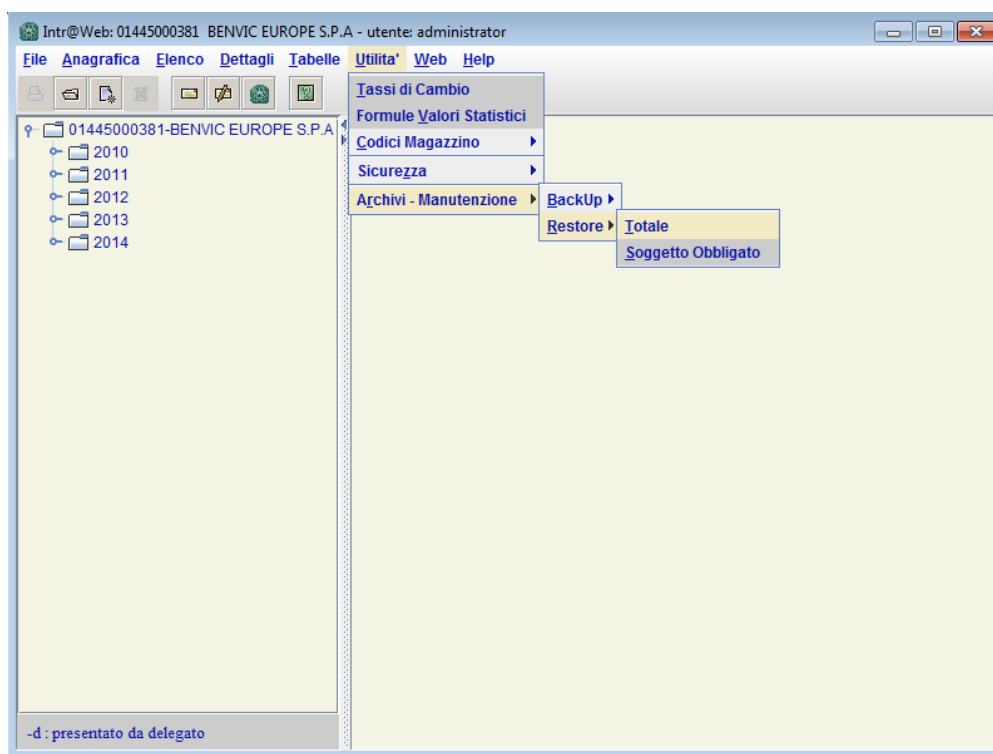
You can have two outcomes:



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.

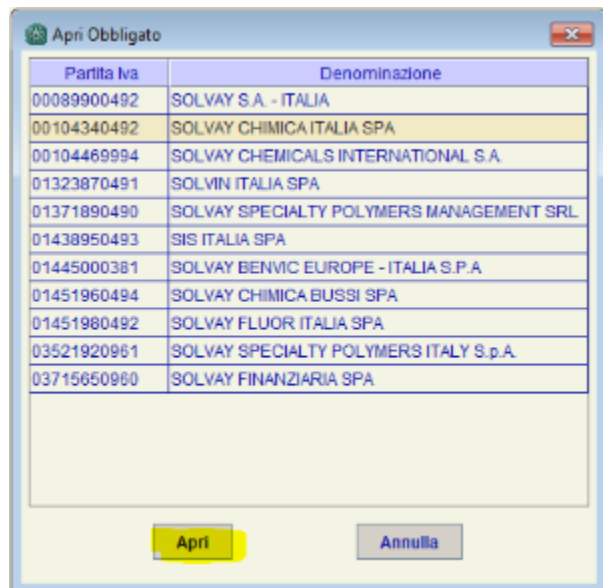
#### 3.4.2.4. I upload the data for goods and services in Intraweb



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*

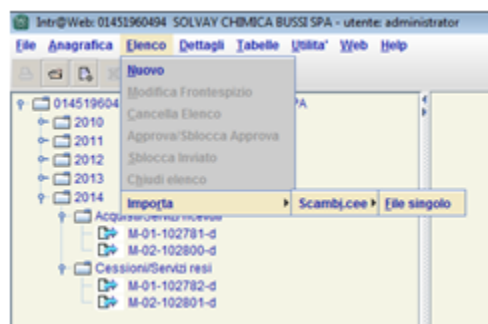


It is very important to remind to do this action every time we would like to change otherwise we will work always in the same company.

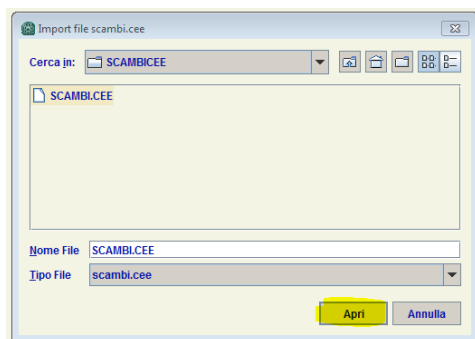
By pushing the button "APRI" we will open the desired company, we have always to check the company name on the top of the Intraweb window.



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:

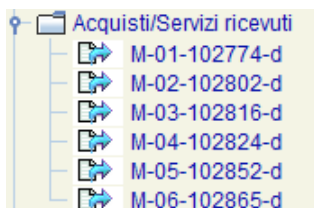


In case you find no upload errors you'll get the following result:



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 Unità 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**

|                            |             |                           |          |
|----------------------------|-------------|---------------------------|----------|
| <b>Partita Iva Partner</b> | ESB08001760 | <b>Amm. Operazione</b>    | 4855     |
| <b>In Valuta</b>           | 0           | <b>Nat. Transazione</b>   | 1        |
| <b>Massa Netta</b>         | 953088      | <b>Nom. Combinata</b>     | 39235090 |
| <b>Val. Statistico</b>     | 4612        | <b>Unita Supplem.</b>     |          |
| <b>Modo Trasporto</b>      | 3           | <b>Cond. Consegna</b>     | D        |
| <b>Paese Origine</b>       | ES          | <b>Paese Provenien.</b>   | ES       |
|                            |             | <b>Prov. Destinazione</b> | 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<br>SILQUEST A-171 SILANE/TSD/195KG<br>Silquest A-171* silane/TSD/195KG<br>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     |      |                  |
| <b>Subtotale in EUR</b>   |                                                                                                                                          |           |       |                  |      | <b>34.632,00</b> |
| <b>I.V.A.</b>             |                                                                                                                                          |           |       |                  |      | <b>0,00</b>      |
| <b>Importo totale EUR</b> |                                                                                                                                          |           |       |                  |      | <b>34.632,00</b> |
| 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<br>c/o Mepavex Logistics NV<br>11,Blankenweg (Noordland 7)<br>4612 RC Bergen Op Zoom<br>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:

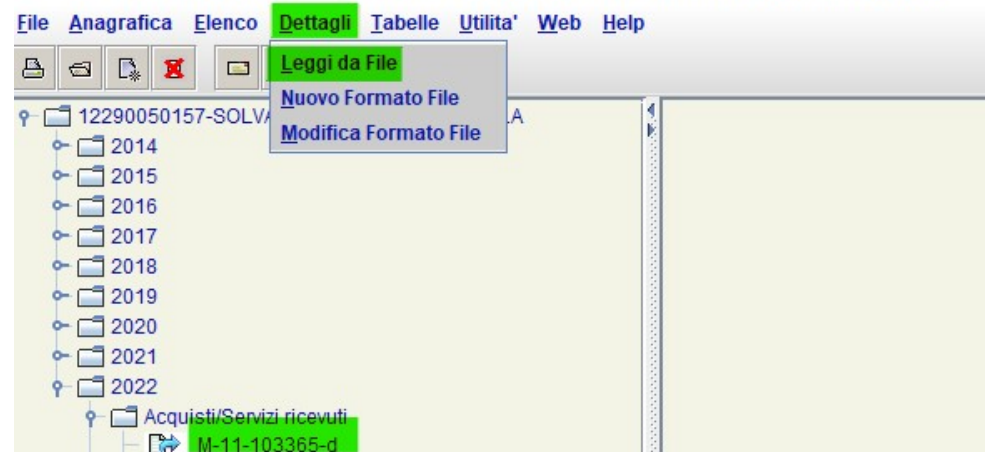
- Column A: Number of the line
- Column B: Vendors' VAT numbers
- Column C: Invoice amount (do not use decimals)
- Column D: Invoice value in a currency different from Euro (e.g. HU or CZ)
- Column E: Currency used on Column D
- Column F: Document number
- Column G: Document date in the format YYYYMMDD
- 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 |                      |  |                       |  |
| <input type="checkbox"/> | 104   | BE0422964342         | 174,25    | 0,00                 | 6311001482   | 22/07/2014            | 494119          | I                     | B            | IT                     |      |                      |  |                       |  |
| <input type="checkbox"/> | 105   | BE0422964342         | 204,32    | 0,00                 | 6311001484   | 22/07/2014            | 494119          | I                     | B            | IT                     |      |                      |  |                       |  |
| <input type="checkbox"/> | 106   | BE0422964342         | 1170,60   | 0,00                 | 6311001485   | 22/07/2014            | 494119          | I                     | B            | IT                     |      |                      |  |                       |  |
| <input type="checkbox"/> | 107   | BE0422964342         | 273,28    | 0,00                 | 6311001487   | 22/07/2014            | 494119          | I                     | B            | IT                     |      |                      |  |                       |  |
| <input type="checkbox"/> | 108   | BE0422964342         | 539,27    | 0,00                 | 6311001488   | 22/07/2014            | 494119          | I                     | B            | IT                     |      |                      |  |                       |  |
| <input type="checkbox"/> | 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**

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

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

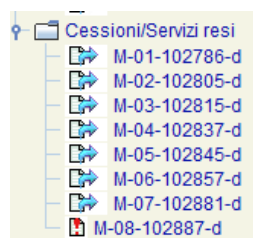
Dettaglio numero 2  
Partita Iva: codice non valido - dato fornito  
Natura Transazione: valori ammessi 1..9.  
Il campo Nomenclatura Combinata e' obbligatorio.  
Paese di destinazione: obbligatorio.  
Provincia: obbligatorio.

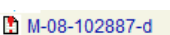
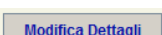
Dettaglio numero 28  
Partita Iva: codice non valido - dato fornito  
Natura Transazione: valori ammessi 1..9.  
Il campo Nomenclatura Combinata e' obbligatorio.  
Paese di destinazione: obbligatorio.  
Provincia: obbligatorio.

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... |
| <input type="checkbox"/> | 31                   |                      | 3533                                   |
| <input type="checkbox"/> | 32                   |                      | 3367                                   |
| <input type="checkbox"/> | 33                   |                      | 3559                                   |
| <input type="checkbox"/> | 34                   |                      | 3350                                   |
| <input type="checkbox"/> | 35                   |                      | 3341                                   |
| <input type="checkbox"/> | 36                   |                      | 3302                                   |
| <input type="checkbox"/> | 37                   |                      | 3564                                   |
| <input type="checkbox"/> | 38                   |                      | 3504                                   |
| <input type="checkbox"/> | 39                   |                      | 3449                                   |
| <input type="checkbox"/> | 40                   |                      | 3468                                   |
| <input type="checkbox"/> | 41                   |                      | 3120                                   |
| <input type="checkbox"/> | 42                   |                      | 3146                                   |
| <input type="checkbox"/> | 43                   |                      | 3326                                   |
| <input type="checkbox"/> | 44                   |                      | 7533                                   |
| <input type="checkbox"/> | 45                   | BE0401086789         | 4450 1 29251995                        |
| <input type="checkbox"/> | 46                   | BE0401086789         | 11220 1 29251995                       |
| <input type="checkbox"/> | 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                                                                                                 |

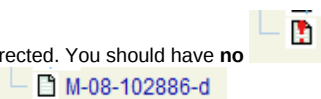
- **"Paese Destinazione: codice non valido"** – this happens recurrently for the transactions with Greece. In intraweb the outcome is **"GR"** like extracted from SAP but should be **"EL"** for "paese destinazione".
- **"Partita Iva: codice non valido - dato fornito/ Natura Transazione: valori ammessi 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:

|                                                          |         |
|----------------------------------------------------------|---------|
| <b>Cessioni/Servizi resi Mensile Sezione 1</b>           |         |
| 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 |                       |  |
| <input type="checkbox"/> | 53     | DE811193717          | 108       | 1                    | 28363000    |                       |  |
| <input type="checkbox"/> | 49     | DE811193717          | 115       | 1                    | 28363000    |                       |  |
| <input type="checkbox"/> | 54     | DE811193717          | 116       | 1                    | 28363000    |                       |  |
| <input type="checkbox"/> | 50     | DE811193717          | 117       | 1                    | 28363000    |                       |  |
| <input type="checkbox"/> | 48     | DE811193717          | 120       | 1                    | 28363000    |                       |  |
| <input type="checkbox"/> | 51     | DE811193717          | 120       | 1                    | 28363000    |                       |  |
| <input type="checkbox"/> | 52     | DE811193717          | 120       | 1                    | 28363000    |                       |  |
| <input type="checkbox"/> | 55     | DE811193717          | 120       | 1                    | 28363000    |                       |  |
| <input type="checkbox"/> | 74     | BE0406804736         | 309       | 1                    | 28362000    |                       |  |
| <input type="checkbox"/> | 170    | ESN0171127D          | 362       | 1                    | 28272000    |                       |  |
| <input type="checkbox"/> | 125    | FR18449728377        | 394       | 1                    | 28272000    |                       |  |
| <input type="checkbox"/> | 181    | BE0406804736         | 416       | 1                    | 28272000    |                       |  |
| <input type="checkbox"/> | 56     | DE811193717          | 559       | 1                    | 28362000    |                       |  |
| <input type="checkbox"/> | 158    | ATU57427305          | 653       | 1                    | 28272000    |                       |  |
| <input type="checkbox"/> | 144    | SI46946853           | 675       | 1                    | 28369990    |                       |  |
| <input type="checkbox"/> | 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                  |  |                       |  |
| <input type="checkbox"/>            | 56     | DE811193717          | 559       | 1                    | 28362000          |                       |  |                       |  |
| <input type="checkbox"/>            | 158    | ATU57427305          | 653       | 1                    | 28272000          |                       |  |                       |  |
| <input type="checkbox"/>            | 144    | SI46946853           | 675       | 1                    | 28369990          |                       |  |                       |  |
| <input checked="" type="checkbox"/> | 179    | BE0406804736         | 684       | 1                    | 28272000          |                       |  |                       |  |
| <input type="checkbox"/>            | 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

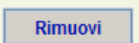
Note:

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... |                       |  |
| <input type="checkbox"/>            | 25     | BE0845883748         | 2919      | 1                    | 29251995          |                       |  |
| <input type="checkbox"/>            | 159    | ESN0171127D          | 3088      | 1                    | 28272000          |                       |  |
| <input checked="" type="checkbox"/> | 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.

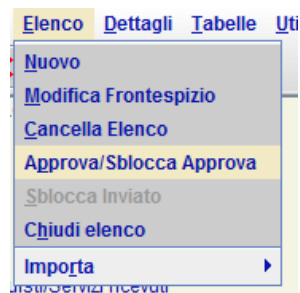
To send the final data, you need to:

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)

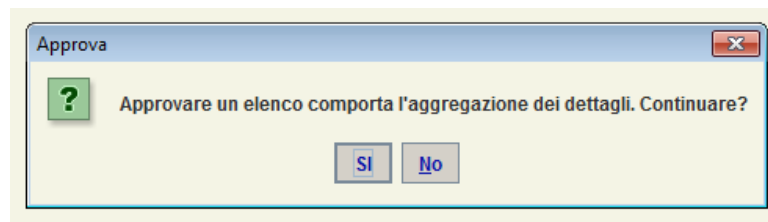
#### 1. BLOCK DATA

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

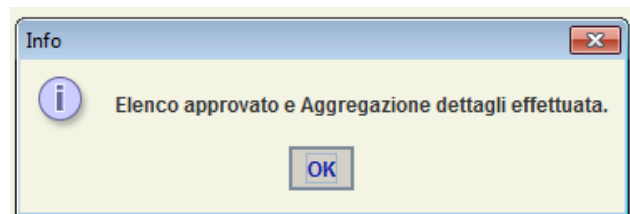
Then go to Menu "Elenco"/ "Approva/Sblocca Approva":



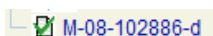
In the next screen click "SI":



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:

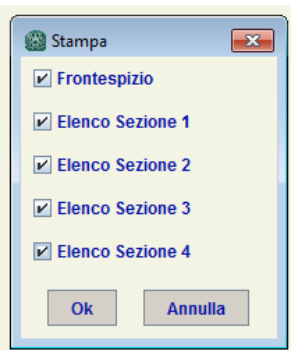
| Sez II Vista Completa    |        | Sez III Vista Singola |           | Sez III Vista Completa |                   | Sez IV Vista Singola                        |  | Sez IV Vista Completa |  |
|--------------------------|--------|-----------------------|-----------|------------------------|-------------------|---------------------------------------------|--|--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



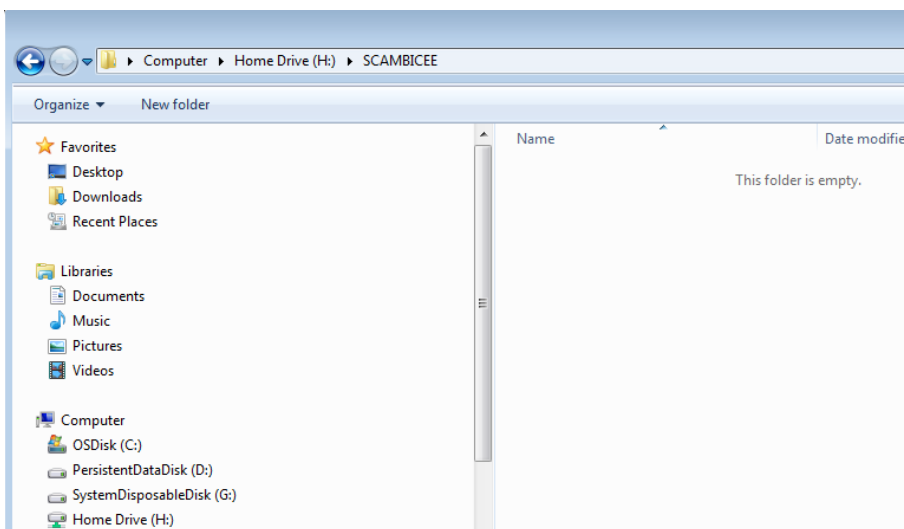
You can get some information messages. Click "Ok".

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.

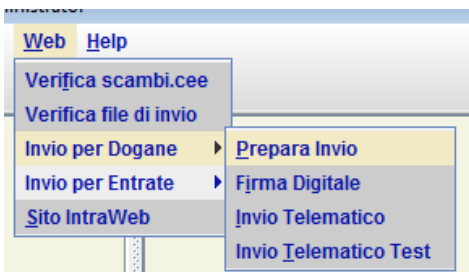
Save with **company code**, identify if you are saving Dispatches or Arrivals and insert the **declaration month and year**.

## 3. COMPILED SCAMBI.CEE FILE

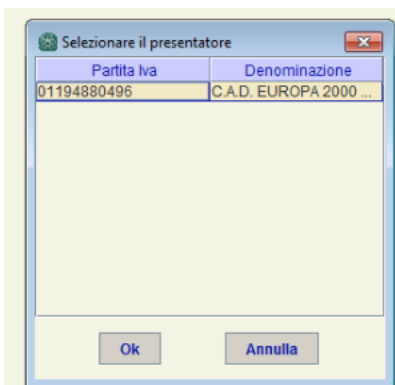
First make sure that the folder SCAMBICEE you have in H: drive is empty:



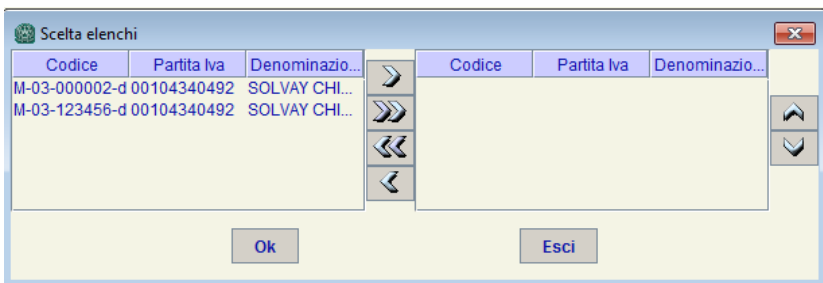
Go to Menu "Web"/"Invio per Dogane"/"Prepara Invio":



After click "Ok" in the next screen:



In the following window:



Click in " » " to generate a single SCAMBI.CEE 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

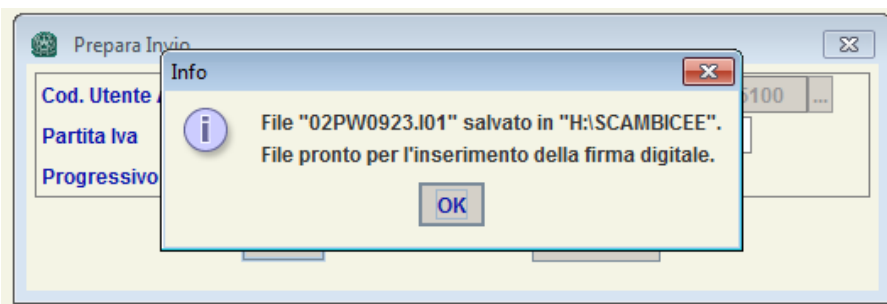
Salva Cancel

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         |                       |        |

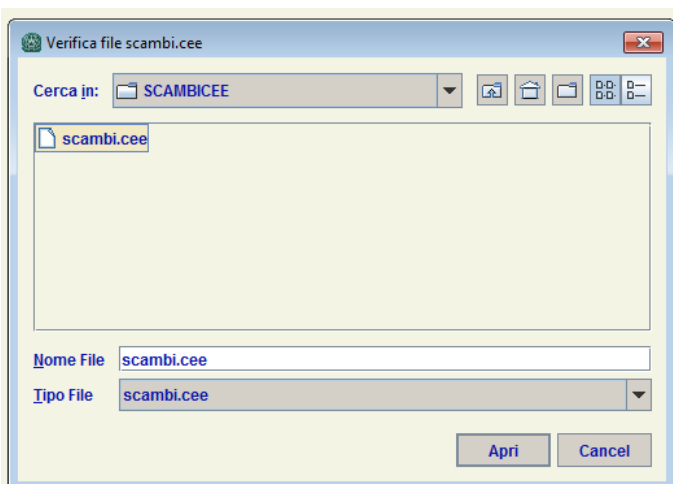
Ok Annulla



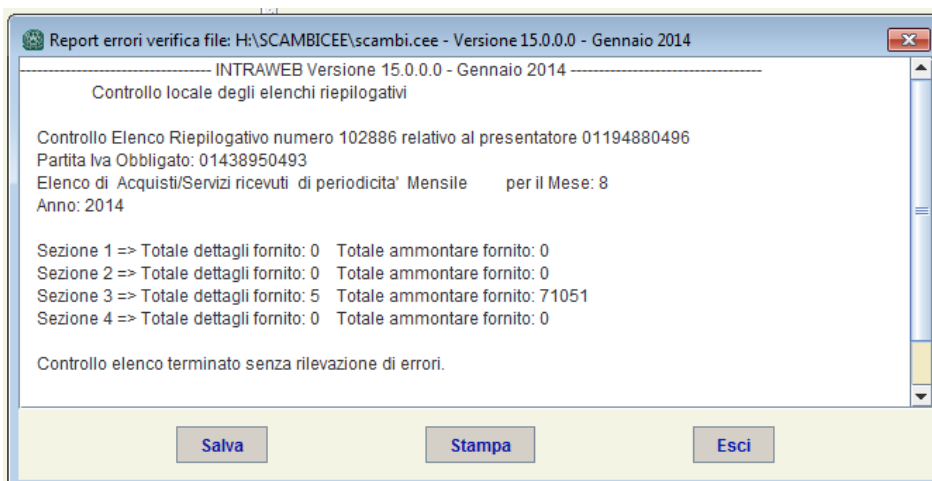
Scambi.cee file is now saved in H: drive/ folder "SCAMBICEE".  
 You can control if the scambi.cee file generated has no errors.  
 To **verify the scambi.cee file** go to Menu *Web/ "verifica scambi.cee"*:



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.

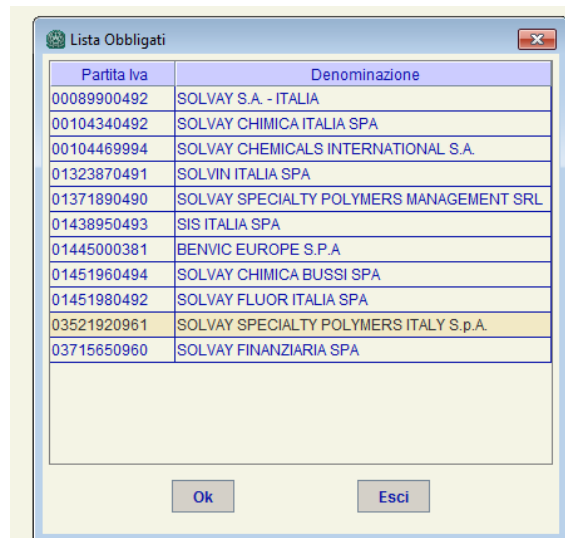
After sending this email to external consultant, expect his reply. He **sends back the Covers for each company with the official Protocol Number**. **Archive the Official Cover in PDF format that he sends back, inside company code folder and take note of Protocol Number**.

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:

 [Intrastat - Protocol Number\\_2014](#)

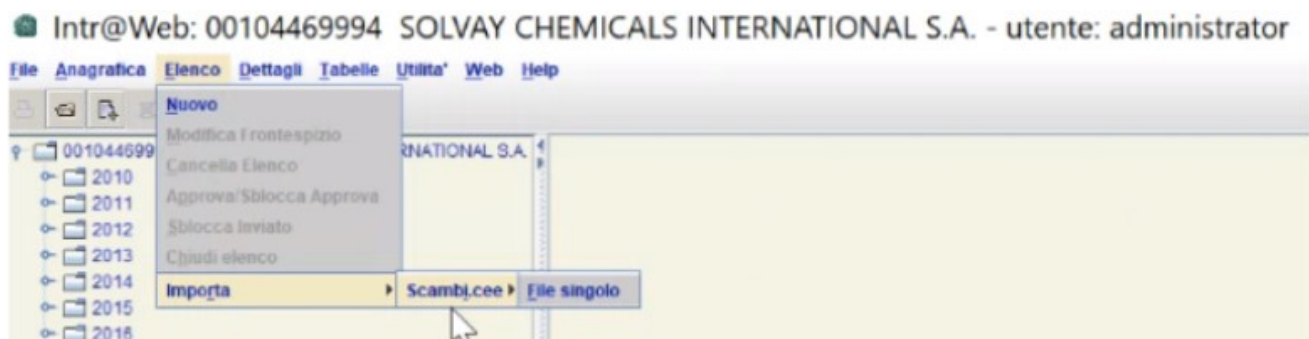
### 3.4.2.9. I create a backup per company

Select the desired company and click "Ok":

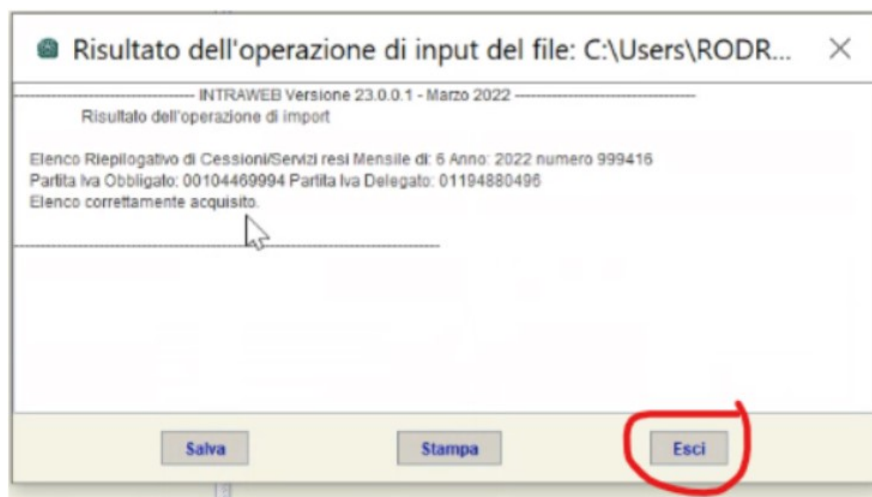


Go to each Intrastat email sent during that month and download the *scambi.cee* file (final output) to you laptop, in different folders per company code.

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



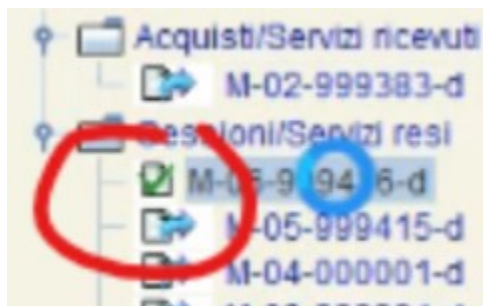
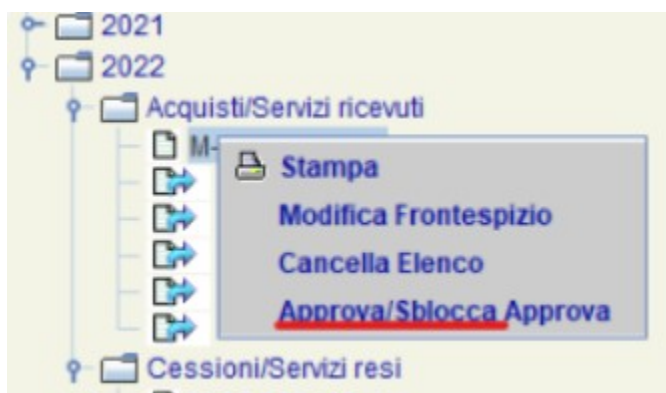
Click Esci



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

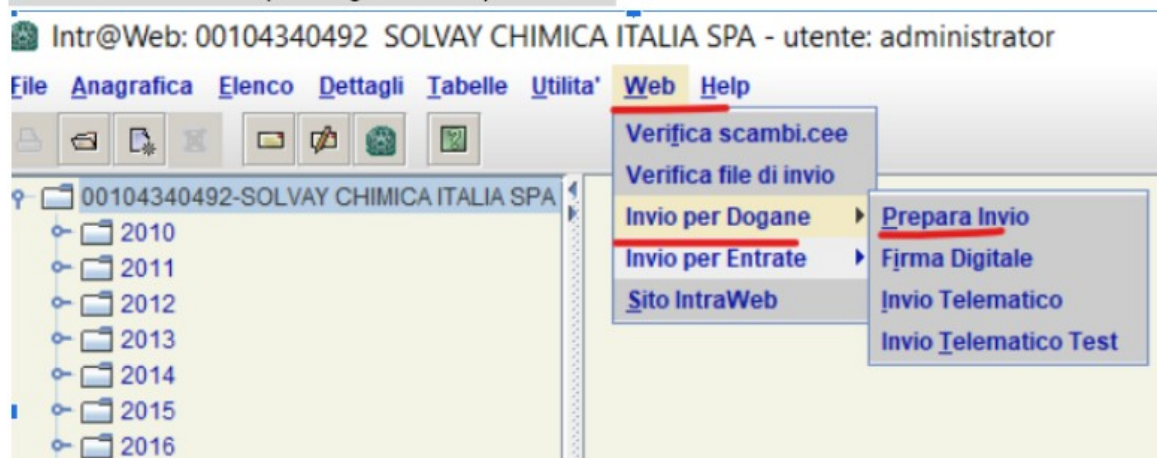


Click on "Approva/Sblocca Approva" in order to have the green symbol



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

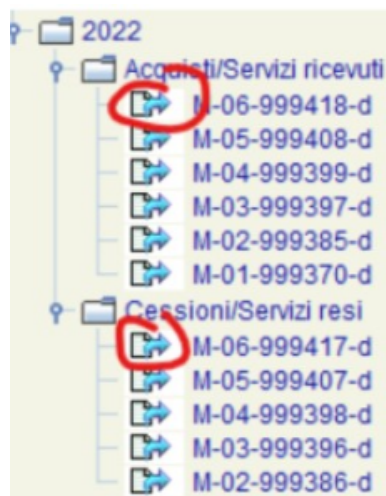
Info

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:

8090\_Services IMP 11.2022 Upload File [Compatibility Mode] - Excel

FILE

HOME

INSERT

PAGE LAYOUT

FORMULAS

DATA

REVIEW

VIEW

POWER QUERY

Developer

Paste

Clipboard

Arial

8

A

A

B

I

U

A

Font

Alignment

Number

Number

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Cells

D17

|    | 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.

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

| Jul 17,<br>2024 | Actor          | Type  | Activity                                                                                                                            | Version |
|-----------------|----------------|-------|-------------------------------------------------------------------------------------------------------------------------------------|---------|
| Published       | Esteves, Paula | Edit  | updated the page at 4:51 pm Other contributors:  |         |
|                 |                | State | changed state to <b>Published</b> at 3:03 pm                                                                                        | v52     |
| Draft           | Esteves, Paula | State | gave <i>Approvers</i> approval at 3:03 pm                                                                                           |         |
|                 |                | State | changed state to <b>Draft</b> at 3:03 pm                                                                                            | v52     |
| Published       | Esteves, Paula | State | changed state to <b>Published</b> at 2:52 pm                                                                                        | v51     |
| Draft           | Esteves, Paula | State | gave <i>Approvers</i> approval at 2:52 pm                                                                                           |         |
|                 |                | State | changed state to <b>Draft</b> at 2:51 pm                                                                                            | v51     |