

PT SCo - Communication of Inventory

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, new_zealand, emea_transversal, apac_transversal
- 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. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the Syensqo-Finance approval workflow

Domain: Country Accounting

Responsibility area: N/A

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Scope

ERP

PF2

WP2

Frequency



References

MB5B; SE16N

Forms

[PT SCo - Inventory_check](#)

Attachments

[Tax Authorities website](#)

[blocked URL](#)

*Previous OP << PT SCo -
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Objective and Scope

1.1. Objective of this Operation

This Operating Procedure explains the activities that need to be executed to extract the relevant data from SAP system and elaborate the Communication of Inventory Report.

This report needs to be delivered to the Tax Authorities until the last day of January of the year Y+1 (reference year of Inventory report: year Y). For example, for the Inventory Report of 2021, it should be reported the stock quantities of each material at 31.12.2021, and the file needs to be submitted until January 31st of 2022.

With Portaria n.º 126/2019 of 02/05/2019, it's necessary to have a new field in the report. It's the value of the materials.

1.2. Scope

This report is applicable to the Portuguese companies with stocks and a turnover value over 100K € on the previous year of the communication.

All materials out of stock (stock quantity at the reporting date equals to zero) should not be reported.



Companies with no stocks

Even the companies with no stocks, as it is the case for company 6424, **we still have to declare** inside Tax Authority website, but flagging option "Não possui existências" (further explained in step 4.4), meaning that all other steps from the procedure are not applicable to companies with no production.

2. Reference Documents

The legal requirement was published by the Tax Authorities at November 24th of 2014 and the recent update is in Portaria n.º 126/2019 of 02/05 /2019.

3. Responsibility

- Accounting Platform** creates a ticket to IS with the request to extract the relevant data for the Communication of Inventory Report, by mentioning ticket ID from last year, for reference:


IT - General Accounting & Close (GAC)/Treasury & Invoice to Cash (TITC) / Other processes
 Closed

Status	Request ID	Quantity	Request for
Closed	1099733	1	 José Fernandes jose.fernandes@solway.com

Progress

✓ Submitted

✓ Approval

✓ In Progress

✓ Closed

Details

Submitted Jan 18, 2023 at 9:20 AM	Last updated Feb 6, 2023 at 2:53 AM	Requested for email jose.fernandes@solway.com
Requested for company SOLVAY N.V/ S.A.	Title PT - Inventory Communication Report 2022	User ID FERN3943
Name José Fernandes	Requester Site CARNAXIDE	Email ID jose.fernandes@solway.com
Category L2 IT Finance - Other processes	D4 No	Business justification / Obtained approvals Hi, Please extract the relevant data for the Communication of Inventory Report in Portuguese companies. I attached the procedure. Last year this extraction was done by Ivanka(INC000000065633). Thank you, José Fernandes.
Expected Delivery Date Jan 24, 2023 at 9:19 AM	Urgency High	Impact High

- IS Finance** extracts the data from SAP System and combines the info into one single excel file (steps 4.1, 4.2 and 4.3 from this procedure are managed by IS)
- IS Finance** sends the file to the key-user that requested the report
- Accounting Platform key-user** checks the data and submits the file at the Fiscal Authorities website (step 4.4 from this procedure)

4. Communication of Inventory Report

4.1 Communication of Inventory Report through Text File

Tax authorities accept only two types of files for this report: XML file or Text file (csv format).

Solvay SAP system is not prepared to extract the data on XML format, so the report needs to be created and delivered on .csv format. The file should contain 6 columns with the following type of data:

Column	Field Format	Possible values
Product Category	Text (1 Char)	Identifies the type of product and it should be filled with one of the following values: M – Goods (Mercadorias) P – Raw Materials, subsidiary materials and consumable (matérias-primas, subsidiárias e de consumo) A – Finished and Semifinished Product (Produtos Acabados e intermédios) S – Subproducts, waste and scrap (Subprodutos, desperdícios e refugos) T – Products in progress and Work in progress (Produtos e Trabalhos em curso) B – Biologic assets (Activos biológicos)
Product Code	Text (60 Char)	Unique product code on the list of products. It should correspond to the same code reported on SAF-T (PT) file. In SAP system corresponds to the Material Number.
Product Description	Text (200 Char)	Description of product code (Material number).
Product Number Code	Text (60 Char)	EAN Code (International Article Number). If in the material master data the EAN field is not fulfilled, then it should be reported the Material Number, same value indicated on the second column (Product Code).
Closing Stock Quantity	Decimal	Quantity of stock at the end date of the reporting year.
Unit of Measure	Text (20 Char)	Unit of measure used on the material (example: Kg, Cm, M3, Units)
Closing Stock Value	Decimal	Final product value relative to the period to which it reports. (Total amount related to quantity indicated.)

Example of the excel file:

	A	B	C	D	E	F
1	ProductCategory	ProductCode	ProductDescription	ProductNumberCode	ClosingStockQuantity	UnitOfMeasure
2	M	1234	Batatas	11111115	500,4567	Kg
3	M	5678	Alface	22222220	100	Caixa
4	P	P1123	Maçã Golden	33333335	50	Caixa
5	S	L0001	Caroços	44444440	200	Kg
6						

To create the report you can use the following template file:

Inventario.csv

New template file according to Portaria n.º 126/2019 of 02/05/2019:

Inventário 1.xlsx

NOTE: the new template according to Portaria n.º 126/2019 of 02/05/2019 is mandatory only for as of 2020 data (that needs to be delivery till 31st January 2021).

4.2. I extract data from SAP system

The main data for this report can be extracted from SAP.

Pre-requisite: User who will download data from SAP need to check and change if needed in his parameters format for Decimals SU3, as screen below:

Maintain User Profile

Password

User: BG43053

Changed By: BG43053 20.01.2022 08:30:05 Status: Saved

Address Defaults Parameters

Start menu: []

Logon Language: EN

Decimal Notation: 1 234 567,89

Date Format: DD.MM.YYYY

Time Format (12/24h): 24 Hour Format (Example: 12:05:10)

Spool Control

Output Device: ZWIN

Save it and if needed Logoff and Logon SAP.

Use transaction **MB5B** to get the stock values at a specific date.
It was created a variant that contains the layout with the necessary data:

PF1(4)/020 ABAP: Variant Directory of Program RM

Variant Catalog for Program RM07MLBD

Variant name	Short Description
COMMUNICATION	PT Inventory Communication

Then, select the company code 6414 and the reporting date you need to execute the report:

Stock on Posting Date



Database Selections

Material Number		to		
Company Code	6414	to		
G/L Account		to		
Plant		to		
Storage Location		to		
Batch		to		
Valuation Type		to		
Movement Type		to		
Special Stock Indicator				
Selection Date	01.01.1900	to	31.12.2021	

Stock Type

- ☐ Storage Loc./Batch Stock
☒ Valuated Stock
☐ Special Stock

List Scope

► Category

Settings

- ☐ Totals Only - Hierarchical Representation
Layout
- ☒ Totals Only - Non-Hierarchical Representation
Layout
- ☐ Only Matls Handled in Batches
☐ Also Batches w/o Stock Segment
- ☐ No Reversal Movements

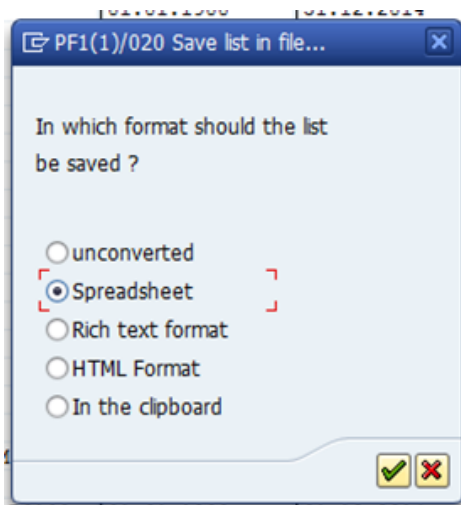
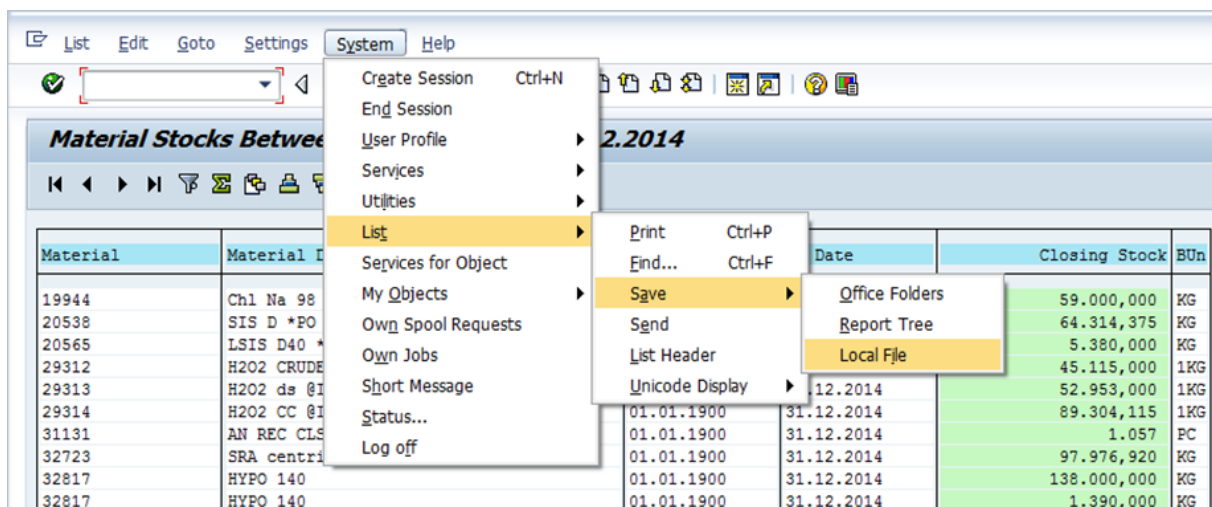
Display Options

Layout

Output of the Report:

Material Stocks Between 01.01.1900 and 31.12.2014					
Material	Material Description	From Date	To Date	Closing Stock	BUn
29312	H202 CRUDE @INT	01.01.1900	31.12.2014	15.669,000	1KG
29313	H202 ds @INT	01.01.1900	31.12.2014	2.453,000	1KG
29314	H202 CC @INT	01.01.1900	31.12.2014	185.720,000	1KG
32817	HYPO 140	01.01.1900	31.12.2014	1.390,000	KG
100230	N2 NITROGEN LIQUID * GR	01.01.1900	31.12.2014	0,024	KG
104581	SILICA GEL * S20	01.01.1900	31.12.2014	200,000	KG
155643	H202 ST-350 F65PE	01.01.1900	31.12.2014	455,000	KG

Use below option to extract data to excel file:



To complete the information of the materials is necessary to extract details of material master data. Since there are a lot of materials the extraction should be executed directly to table MARA.

Select from the excel file of the previous selection (from transaction MB5B), the list of materials numbers and paste on the Material field of MARA table.

Transaction: SE16N

General Table Display

Background
 Number of Entries
 All Entries

Table: General Material Data
 Text table: ☐ No texts
 Layout: ☐ Maintain entries
 Maximum no. of hits:

Selection Criteria

Fld name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
Material					☒	MATNR
Created On					☒	ERSDA
Created by					☒	ERNAM
Last Change					☒	LAEDA
Changed by					☒	AENAM
Complete status					☒	VPSTA
Maint. status					☒	PSTAT
DF client level					☒	LVORM
Material Type					☒	MTART
Industry sector					☒	MBRSH
Material Group					☒	MATKL

The screenshot shows the SAP 'General Table Display' window. The table is identified as 'MARA' (General Material Data). The 'Text' field is set to 'PF1(1)/020 Multiple Selection by Field'. The 'Field' is 'MATNR' (Material). The 'Multiple Entry' dialog box is open, showing a table with columns 'O. Fr. Value' and 'To Value'. The 'O. Fr. Value' column has a red box around it, and the 'To Value' column has a red box around it. The 'Number of Selection Criteria' is set to '0'. The 'Multiple Selection' button is highlighted with a red box.

Select for the Output only fields 'Material - MATNR', 'Material Type - MTART' and 'EAN/UPC – EAN11' to be displayed:

General Table Display

Background
 Number of Entries
 All Entries

Table:
 General Material Data
 Text table:
☒ No texts
 Layout:
 Maximum no. of hits:
☐ Maintain entries

Fld name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
Material		19944			☒	MATNR
Created On					☐	ERSDA
Created by					☐	ERNAM
Last Change					☐	LAEDA
Changed by					☐	AENAM
Complete status					☐	VPSTA
Maint. status					☐	PSTAT
DF client level					☐	LVORM
Material Type					☒	MTART
Industry sector					☐	MDPSU

Extract the data to an Excel File:

Display of Entries Found

Table to be searched: General Material Data
 Number of hits:
 Runtime: Maximum no. of hits:

Material	Created On	Created by	Last Change	Spreadsheet	is	Maint. status	Clt	MTyp	I	Matl Group	Matl no.	Unit	OUn	Doc
19944	18.03.2001	BE03698	01.02.2015	Q		KEVLDPABGQ		Z700	C	Z21-12853		KG		
20538	23.11.2001	BE10401	26.11.2014	PSQ		KELVDBGCAPSQ		Z700	C	Z11-12339		KG		
20565	07.11.2001	BE10401	20.10.2014	Q		KELVBGDCAQ		Z700	C	Z11-17001		KG		
29312	18.03.2001	BE03698	11.01.2015			KDLBGAC		Z707	C	ZVENTES		1KG		
29313	18.03.2001	BE03698	11.01.2015			KDLBGAC		Z707	C	ZVENTES		1KG		
29314	18.03.2001	BE03698	11.01.2015			KDLBGAP		Z707	C	ZVENTES		1KG		
31131	08.05.2002	BE10401	01.01.2015	CQ		KEVBGPALCQ		Z700	C	Z15-18461		PC		
32723	18.01.2002	BE10401	20.10.2014	KEVDBGZALCQ		KEVDBGALCQ		Z700	C	Z10-11523		KG		
32817	28.03.2002	BE10401	30.01.2015	BE03177 KEVCBGDPLAZXQ		KEVCBGDPLAQ		Z700	C	Z15-12425		KG		
33211	04.04.2002	BE10401	13.11.2013	BE02384 KDPLZXBGA		KDPLBGA		Z707	C	ZVENTES		KG		

Table Entry Edit Goto System Help

Display of Entries Found

Table to be searched: MARA General Material Data

Number of hits: 500

Runtime: 00:00:01 Maximum no. of hits: 500

Material	MTyp	EAN/UPC
19944	Z700	
20538	Z700	
20565	Z700	
29312	Z707	
29313	Z707	
29314	Z707	
31131	Z700	
32723	Z700	
32817	Z700	

Spreadsheet
Word processing
Local File
Send
Office
ABC Analys.
HTML download

PF1(1)/020 Save list in file...

In which format should the list be saved ?

☐ unconverted

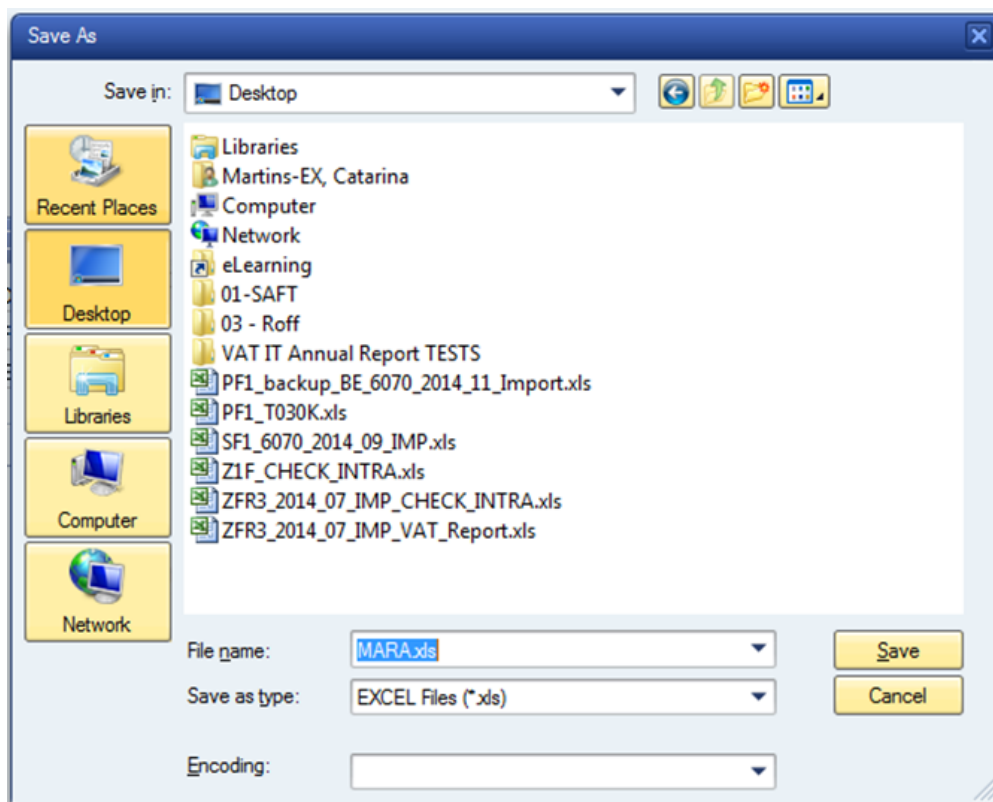
☒ Spreadsheet

☐ Rich text format

☐ HTML Format

☐ In the clipboard

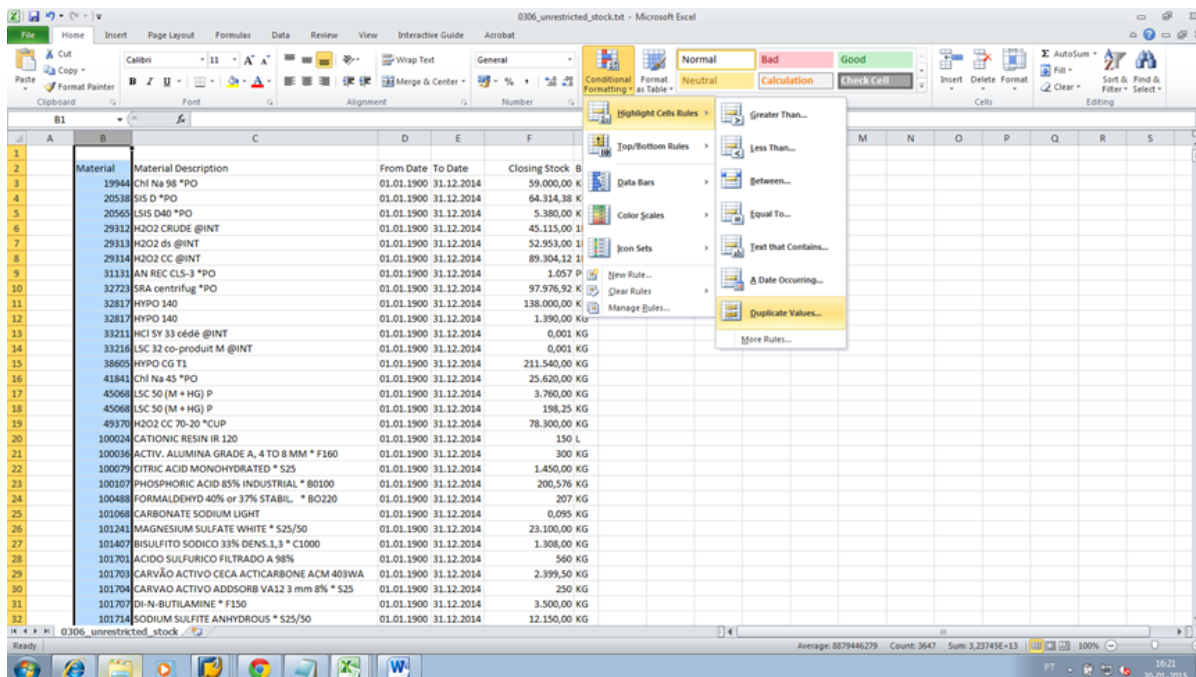
✓ ✗



4.3. I combine the extracted data and complete the report

After extracting the relevant data from the two transactions, it's necessary to combine the info into one single file.

On the excel file extracted from MB5B transaction, check if there are duplicate material numbers by selecting the column with the Material number and then using the following option:



Some material codes may be duplicated due to existing in more than one Plant.

Duplicate materials will be highlighted in red color:

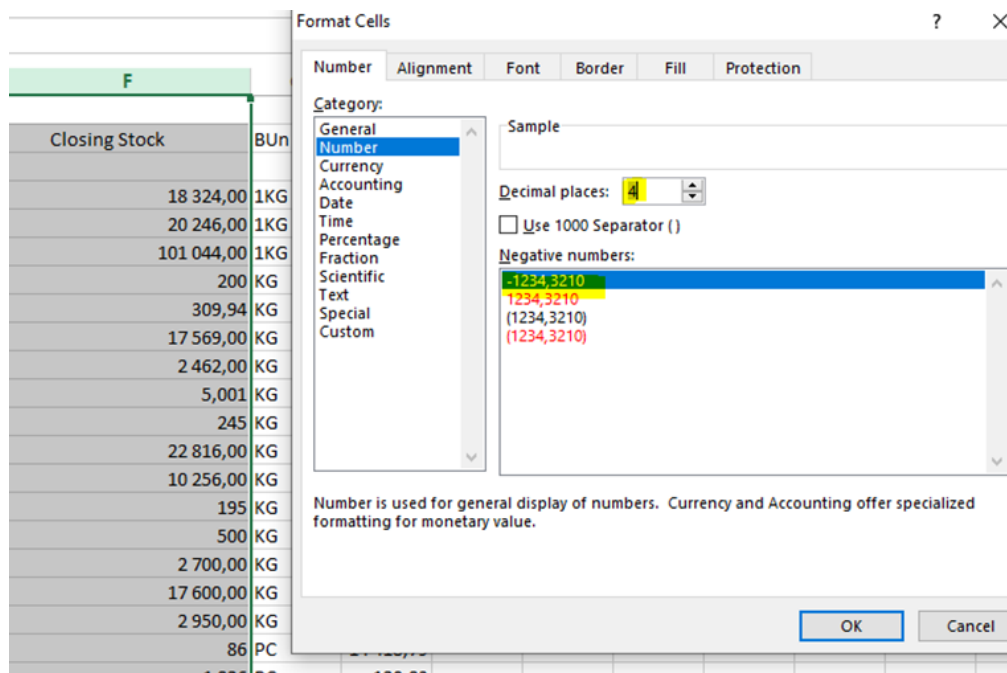
0306_unrestricted_stock.txt - Mi

	A	B	C	D	E	F	G	H
1								
2		Material	Material Description	From Date	To Date	Closing Stock	BUn	
3		19944	Chl Na 98 *PO	01.01.1900	31.12.2014	59.000,00	KG	
4		20538	SIS D *PO	01.01.1900	31.12.2014	64.314,38	KG	
5		20565	LSIS D40 *PO	01.01.1900	31.12.2014	5.380,00	KG	
6		29312	H2O2 CRUDE @INT	01.01.1900	31.12.2014	45.115,00	1KG	
7		29313	H2O2 ds @INT	01.01.1900	31.12.2014	52.953,00	1KG	
8		29314	H2O2 CC @INT	01.01.1900	31.12.2014	89.304,12	1KG	
9		31131	AN REC CLS-3 *PO	01.01.1900	31.12.2014	1.057	PC	
10		32723	SRA centrifug *PO	01.01.1900	31.12.2014	97.976,92	KG	
11		32817	HYPO 140	01.01.1900	31.12.2014	138.000,00	KG	
12		32817	HYPO 140	01.01.1900	31.12.2014	1.390,00	KG	
13		33211	HCl SY 33 cédé @INT	01.01.1900	31.12.2014	0,001	KG	
14		33216	LSC 32 co-produit M @INT	01.01.1900	31.12.2014	0,001	KG	
15		38605	HYPO CG T1	01.01.1900	31.12.2014	211.540,00	KG	
16		41841	Chl Na 45 *PO	01.01.1900	31.12.2014	25.620,00	KG	

Sum the values of the closing stock quantity and maintain only one line:

Material	Material Description	From Date	To Date	Closing Stock	BUn
19944	Chl Na 98 *PO	01.01.1900	31.12.2014	59.000,00	KG
20538	SIS D *PO	01.01.1900	31.12.2014	64.314,38	KG
20565	LSIS D40 *PO	01.01.1900	31.12.2014	5.380,00	KG
29312	H2O2 CRUDE @INT	01.01.1900	31.12.2014	45.115,00	1KG
29313	H2O2 ds @INT	01.01.1900	31.12.2014	52.953,00	1KG
29314	H2O2 CC @INT	01.01.1900	31.12.2014	89.304,12	1KG
31131	AN REC CLS-3 *PO	01.01.1900	31.12.2014	1.057	PC
32723	SRA centrifug *PO	01.01.1900	31.12.2014	97.976,92	KG
32817	HYPO 140	01.01.1900	31.12.2014	139.390,00	KG
33211	HCl SY 33 cédé @INT	01.01.1900	31.12.2014	0,001	KG
33216	LSC 32 co-produit M @INT	01.01.1900	31.12.2014	0,001	KG

After change format to be with 4 decimal as bellow:



The header of new file should be as below:

A	B	C	D	E	F
ProductCategory	ProductCode	ProductDescription	ProductNumberCode	ClosingStockQuantity	UnitOfMeasure
A	29312	H2O2 CRUDE @INT	29312	18324	KG
A	29313	H2O2 ds @INT	29313	20246	KG
A	29314	H2O2 CC @INT	29314	101044	KG
A	100107	PHOSPHORIC ACID 85% INDUSTRIAL * B0100	100107	200	KG
A	102069	PALLADIUM CATALYST 2% * F	102069	309,94	KG
A	102967	2-MCHA * GR	102967	17569	KG
A	105345	AROMAT HYDROCARB C10/C11 NAPHT <1% * GR	105345	2462	KG
A	106522	Estate sodium trihydrate min 95%	106522	5,001	KG
A	107086	ALUMINATED SILICATE BR CATA 1% * F200	107086	245	KG

There must be no spaces in names in the header (otherwise we will have an issue when uploading the file):

ProductCategory

ProductCode

ProductDescription

ProductNumberCode

ClosingStockQuantity

UnitOfMeasure

Hereunder, there's the error retrieved in Fiscal Authorities website, in case previous step is not ensured:

Atenção, o browser vai está a usar compressão

Faturas / Comerciante / Enviar Ficheiro Inventário

Enviar Ficheiro Inventário

St. Comerciante, deve utilizar esta funcionalidade para enviar o inventário para a AT.

Se pretender comunicar o inventário enviando mais de um ficheiro, deverá escolher a opção "Adicionar". Caso contrário, se pretender enviar apenas um ficheiro, deverá escolher a opção "Validar". O envio de dados é efectuado de forma síncrona, ou seja, o sistema irá aguardar a resposta da AT antes de apresentar a seguinte mensagem.

declaração efectuada anteriormente. Caso indique mais do que um ficheiro, ou no caso de estar a enviar ficheiro em formato CSV, todos os dados serão enviados para a AT. Apenas esse ficheiro único será enviado para a AT.

As empresas sem existências e obrigadas por a lei a comunicar o inventário, deverão seleccionar a opção "Não possuo existências".

Indique o "Período Tributação" e "Data Fim Período" do inventário e seleccione o(s) ficheiro(s), através da opção "Adicionar".

Para validar e submeter o ficheiro utilize a opção "Submeter". Caso pretenda apenas validar o ficheiro utilize a opção "Validar", tendo em conta que o ficheiro será enviado para a AT.

Identificação do(s) Ficheiro(s)

NIF Comerciante	Período Tributação *	Data Fim Período (Ano-Mês-Dia) *
510206304	2021	2021-12-31

Erro

A linha 43 não está de acordo com o formato exigido (número de colunas na linha diferente do esperado).

Ok

Check the file – there should be no “#” in name of materials; if there are some, they need to be removed:

Inventory file_6387_2021_v2 - Notepad

File Edit Format View Help

```

?;9200110800;EMPANQUE MEC. ROTEN P/ PC ITUR AU 100/30;9200110800;1;PC
?;9200650905;ESFERAS EM INOX (CJ=4);9200650905;1;PC
?;9200650907;MEMBRANA DIAM. 71;9200650907;1;PC
?;9200762701;IMPULSOR P/ PC EFACEC MCH12.;9200762701;1;PC
?;9200762702;IMPULSOR P/ PC EFACEC MCH12;9200762702;1;PC
?;9200762703;CAMISA DO VEIO PART NUMBER 4MH110339;9200762703;1;PC
?;9201020302;JUNTAS P/ PC ITUR AU-150/45 (JOGO);9201020302;1;JEU
?;9201020303;EMPANQUE MEC. ROTEN 5 (XYXYRRY) DIAM.40;9201020303;2;PC
?;9201121504;IMPULSOR DIA 230 P/PC KSB CPKN-C1 80-200;9201121504;1;PC
?;9201121700;ELECTRO-BOMBA KSB MOVITEC VF2/11;9201121700;1;PC
?;9712734065;VALVULA SERSEG ALPHA S FIG.2746-27 DN 65;9712734065;1;PC
?;9712734100;VALVULA SERSEG ALPHA S FIG2745-27 DN 100;9712734100;1;PC
?;9712848200;VALVULA BORBOLETA KSB TIPO LUG DN 200;9712848200;1;PC
?;9712902025;"VÁLVULA DE BOIADOR, MARCA ""GE"" DN 25";9712902025;1;PC
?;9712902040;"VÁLVULA DE BOIADOR, MARCA ""GE"" DN 40";9712902040;1;PC
?;9713762501;"#MOTOR ELECT. ""AB8"" TIPO M2BA80M2 0,75KW";9713762501;1;PC
?;9714099021;ROLAMENTO SKF 6209;9714099021;2;PC
?;9714099217;ROLAMENTO SKF 2305 M;9714099217;2;PC
?;9714201108;ANILHA DE ESTANQ. D.55/85X10-WESTFALIA;9714201108;2;PC
?;9714201212;ANILHA DE ESTANQ. D.65/90X10-WESTFALIA;9714201212;2;PC
?;9714201785;ANILHA DE ESTANQ. D.35/56X10/7-WESTFALIA;9714201785;2;PC
?;9717701003;ALCOOL ETILICO EXCLUSIVO INTEROX;9717701003;120;L
?;9717701008;#ESPUMIFERO FILMFOAM A836 CRODA emb 200L;9717701008;400;L
?;9719185100;Junta espirometálica PTFE, PN16, DN100;9719185100;14;PC
?;9720004650;EMPANQUE MEC. CRANE 0430/5610/KQ/BH/310G;9720004650;1;PC

```

39	P	9712734100	VALVULA SERGEG ALPHA S FIG2745-27 DN 100	9,71E+09	1	PC
40	P	9712848200	VALVULA BORBOLETA KSB TIPO LUG DN 200	9,71E+09	1	PC
41	P	9712902025	VALVULA DE BOIADOR, MARCA "GE" DN 25	9,71E+09	1	PC
42	P	9712902040	VALVULA DE BOIADOR, MARCA "GE" DN 40	9,71E+09	1	PC
43	P	9713762501	#MOTOR ELECT. "ABB" TIPO M2BA80M2 0,75KW	9,71E+09	1	PC
44	P	9714099021	ROLAMENTO SKF 6209	9,71E+09	2	PC
45	P	9714099217	ROLAMENTO SKF 2305 M	9,71E+09	2	PC
46	P	9714201108	ANILHA DE ESTANQ. D.55/85X10-WESTFALIA	9,71E+09	2	PC
47	P	9714201212	ANILHA DE ESTANQ. D.65/90X10-WESTFALIA	9,71E+09	2	PC
48	P	9714201785	ANILHA DE ESTANQ. D.35/56X10/7-WESTFALIA	9,71E+09	2	PC
49	P	9717701003	ALCOOL ETILICO EXCLUSIVO INTEROX	9,72E+09	120	L
50	P	9717701008	#ESPUMIFERO FILMFOAM A836 CRODA emb 200L	9,72E+09	400	L
51	P	9719185100	Junta espiromet6lica PTFE, PN16, DN100	9,72E+09	14	PC

Remove columns 'From Date' and 'To Date' and add column 'Product Category' as the first column and column 'Product Number Code' between columns 'Product Description' and 'Closing Stock Quantity'.

Column 'Product Number Code' should be filled with the EAN code.

Use formula VLOOKUP, to get the EAN code from the MARA table extraction using the material number.

If field EAN is empty for the material, the 'Product Number Code' column should be fulfilled with the material number.

'Product Category' column will be fulfilled through the material type of the material.

The mapping between Product category and Material Type should be provided by the key-user.

To build the file for reporting date 31.12.2014 it was used the following mapping between 'Material Type' and 'Product Category':

Material Type	Material Type Description	ProductCategory
Z700	Z700 - Chemicals (trade)	A
Z703	Z703 - Packaging. & access	P
Z704	Z704 - O-Cons & durable good	P
Z707	Z707-Chemicals Intermed.	A
ZPAG	ZPAG -Armazém Geral	P
ZPPA	ZPPA - Peças Reserv.Amortizáveis	P
ZPPR	ZPPR - Peças de Reserva	P

Material descriptions with semicolon symbol (;) need to be within quotation marks (") and whenever the symbol quotation mark (") is used in the Product Description, it's necessary to add another quotation mark (") next to it, and the entire description needs also to be within quotation marks (").

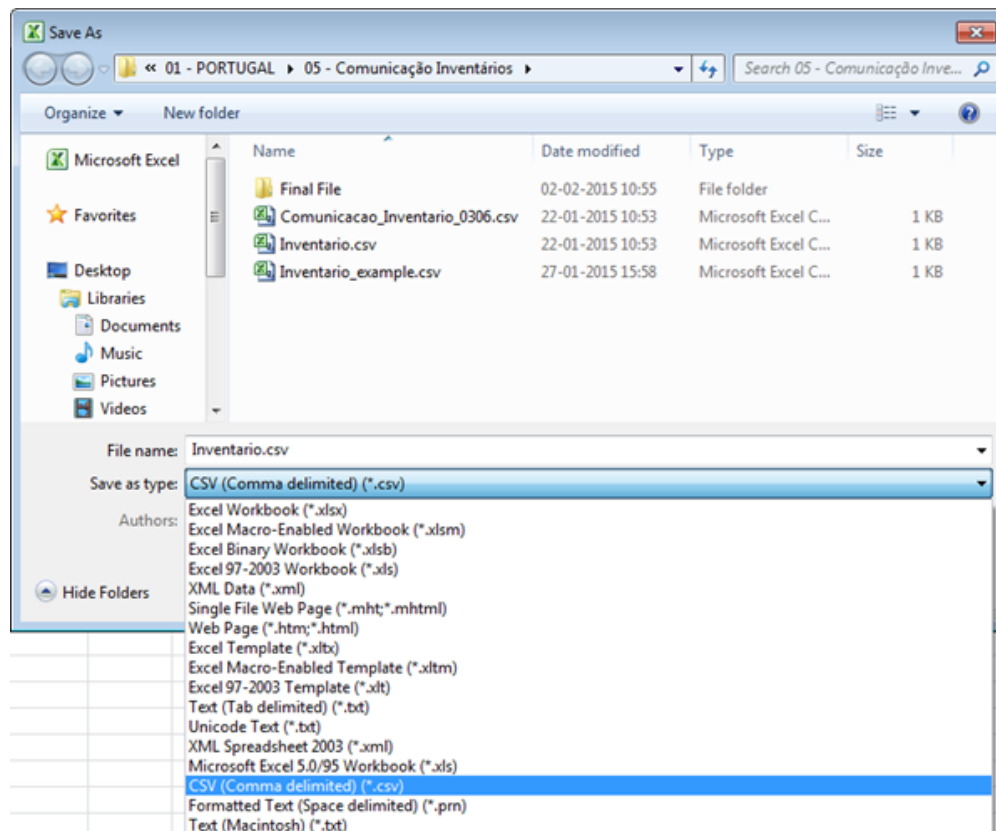
Example:

	A	B	C	D	E	F
1	ProductCategory	ProductCode	ProductDescription	ProductNumberCode	ClosingStockQuantity	UnitOfMeasure
2	M	1234	Batatas	11111115	500,4567	Kg
3	M	5678	Alface	22222220	100	Caixa
4	P	P1123	Maçã "Golden"	33333335	50	Caixa
5	S	L0001	Caroços; Cascas	44444440	200	Kg

Should be replaced with:

	A	B	C	D	E	F
1	ProductCategory	ProductCode	ProductDescription	ProductNumberCode	ClosingStockQuantity	UnitOfMeasure
2	M	1234	Batatas	11111115	500,4567	Kg
3	M	5678	Alface	22222220	100	Caixa
4	P	P1123	"Maça ""Golden"""	33333335	50	Caixa
5	S	L0001	"Caroços; Cascas"	44444440	200	Kg

After all the modifications the file should be saved as CSV (Comma delimited) format:



4.4. I perform a consistency check and submit the file to Tax Authorities

Before submit the file to Tax Authorities perform a consistency check.

- [PT SCo - Inventory check](#)

The file should be submitted in the [Tax Authorities website](#).

On the e-fatura website, click on 'Entrar' link under the 'Inventários' section:



SOBRE O E-FATURA

FAQ

CONTACTOS

FATURASFATURA DA SORTEBENEFÍCIO EM IRSDOCUMENTOS DE TRANSPORTETIPOGRAFIASINVENTÁRIOS

PORQUÊ PEDIR FATURA?

Quando exige fatura garante que os impostos que pagamos são entregues ao Estado.

É um dever de cidadania que aumenta a justiça, contribuindo para o combate à fraude e evasão fiscal. Não é justo pagar mais impostos por existirem contribuintes (cidadãos ou empresas) que não cumprem as suas obrigações fiscais.



Faturas

Informação Geral
Comunicação eletrónica e consulta de faturas.

[Entrar](#)



Fatura da Sorte

Consulta de concursos da Fatura da Sorte.

[Entrar](#)



Benefício em IRS

Conferir o valor do benefício em IRS e verificar as faturas comunicadas com o seu número de contribuinte.

[Entrar](#)



Documentos de Transporte

Comunicação eletrónica para emissão, recolha e consulta de documentos de transporte.

[Entrar](#)



Tipografias

Comunicação das gamas de documentos de transporte e de faturas requisitadas.

[Entrar](#)



Inventários

Comunicação eletrónica de ficheiros de inventários e consulta de ficheiros comunicados.

[Entrar](#)

On the following window enter the credentials (user and password) to access:

AUTENTICAÇÃO

Nº de Contribuinte

Senha

☐ Mostrar

Entrar

[Recuperar Senha](#)

[Novo Utilizador](#)

Também pode entrar com o



Then, select button 'Enviar Ficheiro Inventário' on the 'Comunicação de Ficheiros de Inventário':

FATURAS FATURA DA SORTE BENEFÍCIO EM IRS DOCUMENTOS DE TRANSPORTE TIPOGRAFIAS INVENTÁRIOS E-FATURA FECHAR SESSÃO

Comunicação de Ficheiros de Inventário

Esta funcionalidade permite comunicar ficheiros de inventário.

Enviar Ficheiro Inventário Consultar Ficheiros Inventário

Select the Fiscal Year of the file you are submitting on field 'Período Tributação' and the corresponding end date of the Fiscal Year on field 'Data Fim Périodo':

Enviar Ficheiro Inventário

Sr. Comerciante, deve utilizar esta funcionalidade para comunicar o seu inventário, submetendo um ou mais ficheiros.

Se pretender comunicar o Inventário enviando **mais que um ficheiro**, deverá proceder à submissão de todos os ficheiros em simultâneo. **O envio, em data posterior, de um novo ficheiro, anulará a declaração efectuada anteriormente.** Caso indique mais do que um ficheiro, ou no caso de estar a enviar ficheiro em formato CSV, todos os dados serão extraídos automaticamente para um ficheiro único. Apenas esse ficheiro único será enviado para a AT.

As empresas sem existências e obrigadas por a lei a comunicar o Inventário, deverão seleccionar a opção 'Não possuo existências'.

Indique o 'Período Tributação' e 'Data Fim Período' do Inventário e seleccione o(s) ficheiro(s), através da opção 'Adicionar' ou arrastando o(s) ficheiro(s) para a secção 'Ficheiro(s) de inventário'.

Para validar e submeter o ficheiro utilize a opção 'Submeter'. Caso pretenda apenas validar o ficheiro utilize a opção 'Validar', tendo em conta que o ficheiro não será enviado para processamento na AT.

Identificação do(s) Ficheiro(s)

NIF Comerciante

999999999

Período Tributação

2014

Data Fim Período

2014-12-31

☐ Não possuo existências

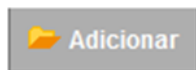
Ficheiro(s) de inventário (em formato XML ou CSV)

Adicionar

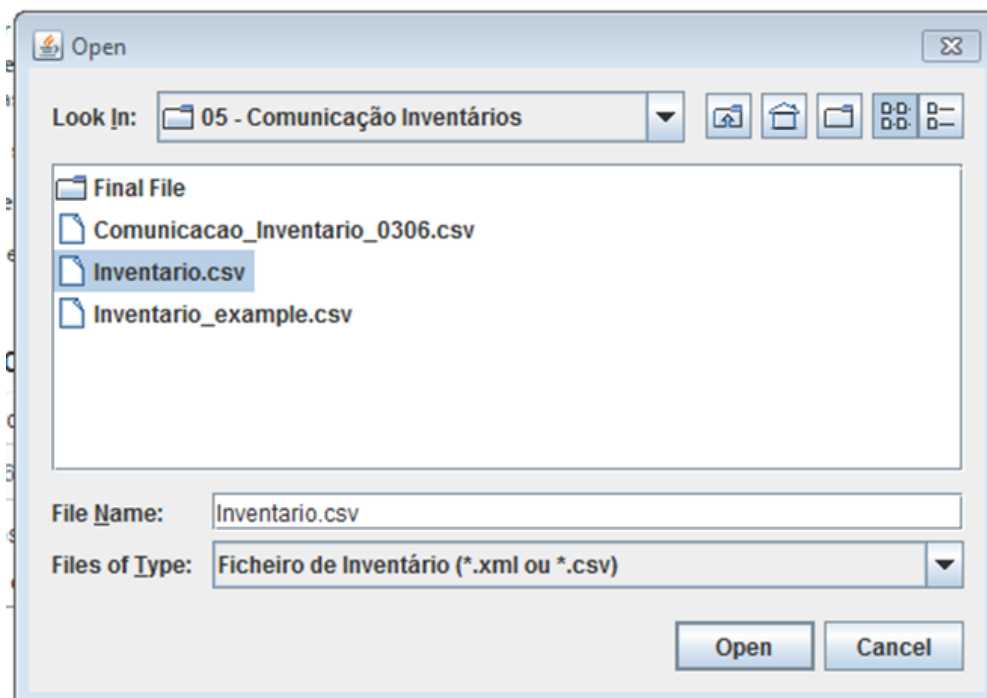
Remover

Submeter

Validar



Select button to select the file on your computer:



Validar

After selecting the file, press button to first check if the content of the file is in correct format.

Submeter

If no errors are retrieved from the file verification, you can then submit the file by clicking on button.



Companies with no stocks - mandatory to declare

For company **6424**, despite there's no inventory, **we still have to declare**. Same steps mentioned above for 6414, within Tax Authority website, but flag option **"Não possuo existências"**:

For company 6424, flag option **"Não possuo existências"**:

Enviar Ficheiro Inventário

Emitente, deve utilizar esta funcionalidade para comunicar o seu inventário, submetendo um ou mais ficheiros.

Se pretender comunicar o Inventário enviando **mais que um ficheiro**, deverá proceder à submissão de todos os ficheiros em simultâneo. **O envio, em data posterior, de um novo ficheiro, anulará a declaração efectuada anteriormente**. Caso indique mais do que um ficheiro, ou no caso de estar a enviar ficheiro em formato CSV, todos os dados serão extraídos automaticamente para um ficheiro único. Apenas esse ficheiro único será enviado para a AT.

As empresas sem existências e obrigadas por a lei a comunicar o Inventário, deverão seleccionar a opção **'Não possuo existências'**.

Indique o **'Período Tributação'** e **'Data Fim Período'** do Inventário e seleccione o(s) ficheiros(s), através da opção **'Adicionar'**.

Para validar e submeter o ficheiro utilize a opção **'Submeter'**. Caso pretenda apenas validar o ficheiro utilize a opção **'Validar'**, tendo em conta que o ficheiro não será enviado para processamento na AT.

Identificação do(s) Ficheiro(s)

NIF Emitente: 517159325
Versão *: Não Aplicável
Período Tributação *: 2024
Data Fim Período (Ano-Mês-Dia) *: 2024-12-31

☒ Não possuo existências

Ficheiro(s) de inventário (em formato XML ou CSV)

Adicionar

✕ Remover

* Campo Obrigatório

✓ Submeter

Validar

Click on "Submeter" button.

Bem-vindo(a) Syensqo Portugal - Unipessoal Lda

Faturação / Emitente / Consultar Ficheiro Inventário

Consultar Ficheiro Inventário

Critérios de pesquisa

Período Tributação

2024

Pesquisar

Resultados

Total: 1

Filtrar por:

(qualquer palavra da lista)

Identificador	Ano Fiscal	Data Fim Período	Data Entrega	Ficheiro	Situação	
6152160	2024	2024-12-31	2026-03-04 16:38:40	ficheiroInventario-2026-03-04.xml	Pendente	ver detalhe



Documents archive - checks and xml file

The consistency xls file "[PT SCo - Inventory check](#)" as also xml files submitted should be archived in DRIVE:

6414 comunicação AT inventários

[6424 comunicação AT inventários](#)

End of document.