

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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OP*

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@solvay.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@solvay.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@solvay.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(INC00000065633). 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:

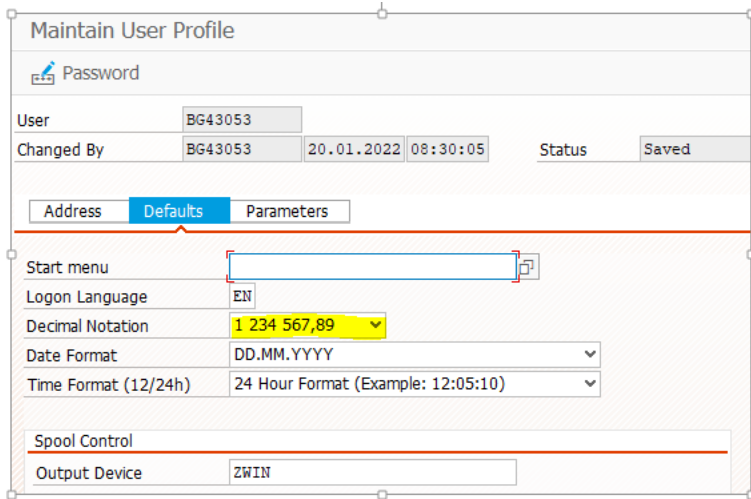
Inventário 1.xlsx

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:

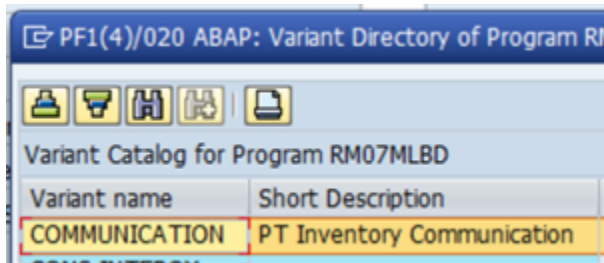


The screenshot shows the 'Maintain User Profile' interface in SAP. The user is BG43053, and the profile was last changed on 20.01.2022 at 08:30:05. The status is 'Saved'. The 'Parameters' tab is selected, showing the following settings:

| Field | Value |
|----------------------|------------------------------------|
| 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:



The screenshot shows the 'Variant Catalog for Program RM07MLBD' in SAP. The table below lists the available variants:

| 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 | <input type="text"/> | to | <input type="text"/> | |
| Company Code | 6414 | to | <input type="text"/> | |
| G/L Account | <input type="text"/> | to | <input type="text"/> | |
| Plant | <input type="text"/> | to | <input type="text"/> | |
| Storage Location | <input type="text"/> | to | <input type="text"/> | |
| Batch | <input type="text"/> | to | <input type="text"/> | |
| Valuation Type | <input type="text"/> | to | <input type="text"/> | |
| Movement Type | <input type="text"/> | to | <input type="text"/> | |
| Special Stock Indicator | <input type="text"/> | | | |
| 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

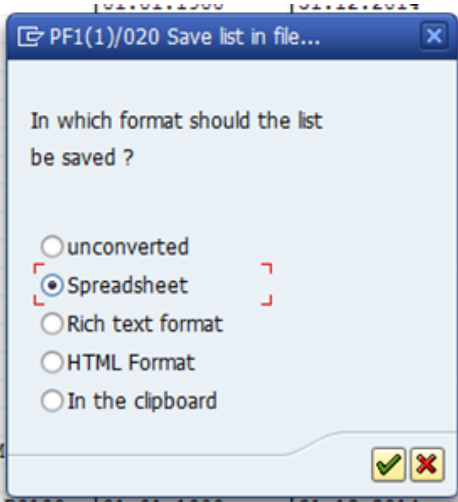
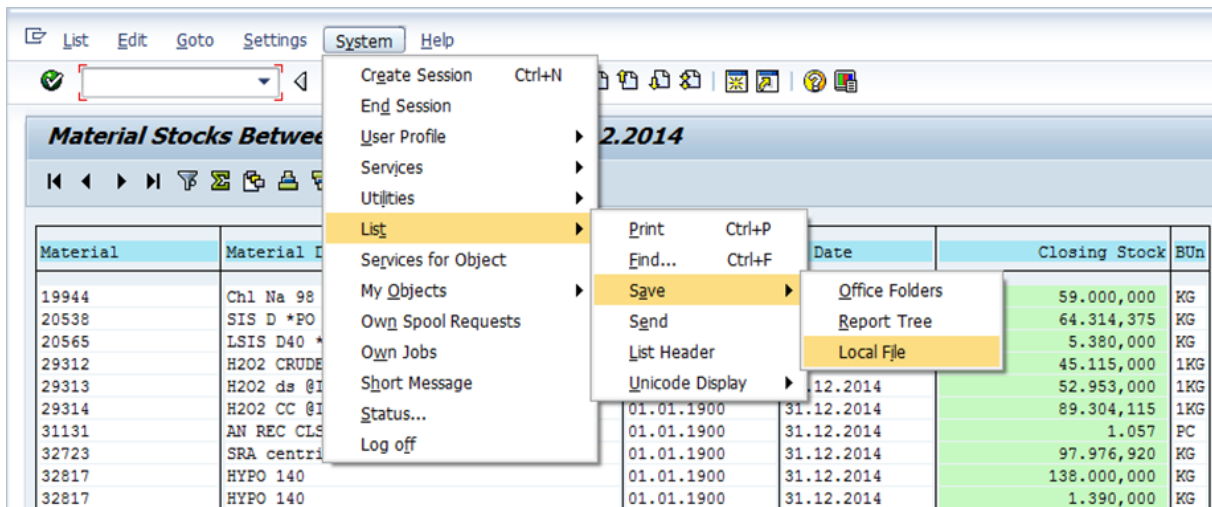
Display Options

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: MARA | General Material Data
Text table: MAKT | No texts
Layout: | Maintain entries
Maximum no. of hits: 500

| Field name | O. | Fr.Value | To value | More | Output | Technical name |
|-----------------|----|----------|----------|------|-------------------------------------|----------------|
| Client | | | | | | MANDT |
| Material | | | | | <input checked="" type="checkbox"/> | MATNR |
| Created On | | | | | <input checked="" type="checkbox"/> | ERSDA |
| Created by | | | | | <input checked="" type="checkbox"/> | ERNAM |
| Last Change | | | | | <input checked="" type="checkbox"/> | LAEDA |
| Changed by | | | | | <input checked="" type="checkbox"/> | AENAM |
| Complete status | | | | | <input checked="" type="checkbox"/> | VPSTA |
| Maint. status | | | | | <input checked="" type="checkbox"/> | PSTAT |
| DF client level | | | | | <input checked="" type="checkbox"/> | LVORM |
| Material Type | | | | | <input checked="" type="checkbox"/> | MTART |
| Industry sector | | | | | <input checked="" type="checkbox"/> | MBRSH |
| Material Group | | | | | <input checked="" type="checkbox"/> | MATKL |

General Table Display

Background | Number of Entries | All Entries

Table: MARA | General Material Data

Field: MATNR | Material

Multiple Entry

| O. | Fr.Value | To Value |
|----|----------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Number of Selection Criteria: 0

New Entries | All Entries | Multiple Selection

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: MARA General Material Data
 Text table: MAKT No texts
 Layout:
 Maximum no. of hits: 500 Maintain entries

| Field name | O. | Fr.Value | To value | More | Output | Technical name |
|-----------------|----|----------|----------|------|-------------------------------------|----------------|
| Client | | | | | | MANDT |
| Material | | 19944 | | | <input checked="" type="checkbox"/> | MATNR |
| Created On | | | | | <input type="checkbox"/> | ERSDA |
| Created by | | | | | <input type="checkbox"/> | ERNAM |
| Last Change | | | | | <input type="checkbox"/> | LAEDA |
| Changed by | | | | | <input type="checkbox"/> | AENAM |
| Complete status | | | | | <input type="checkbox"/> | VPSTA |
| Maint. status | | | | | <input type="checkbox"/> | PSTAT |
| DF client level | | | | | <input type="checkbox"/> | LVORM |
| Material Type | | | | | <input checked="" type="checkbox"/> | MTART |
| Industry sector | | | | | <input type="checkbox"/> | MPPCU |

Extract the data to an Excel File:

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 | Created On | Created by | Last Change | Is | Maint. status | Ct | 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 | KELVDBGCAQ | | 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 | KEVBGDPALCQ | | Z700 | C | Z15-18461 | | PC | | |
| 32723 | 18.01.2002 | BE10401 | 20.10.2014 | BE03177 | KEVDBGZALCQ | | Z700 | C | Z10-11523 | | KG | | |
| 32817 | 28.03.2002 | BE10401 | 30.01.2015 | BE03177 | KEVCBGDPLAZXQ | | Z700 | C | Z15-12425 | | KG | | |
| 33211 | 04.04.2002 | BE10401 | 13.11.2013 | BE02384 | KDPLZXBGA | | 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

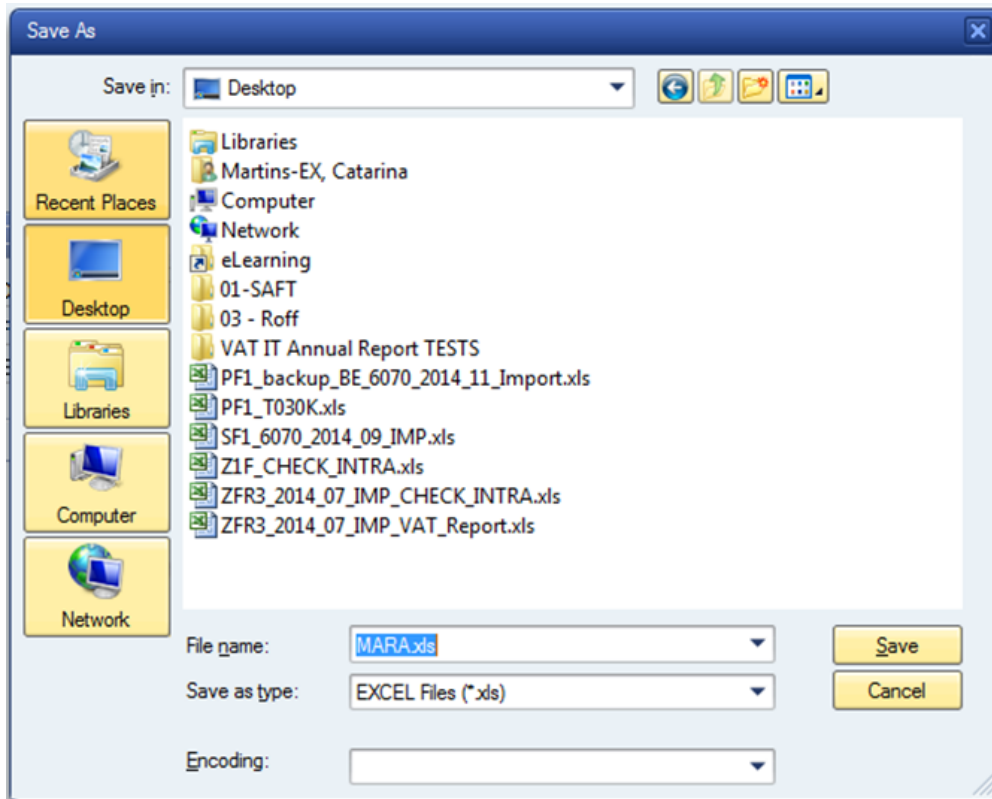
Spreadsheet

Rich text format

HTML Format

In the clipboard

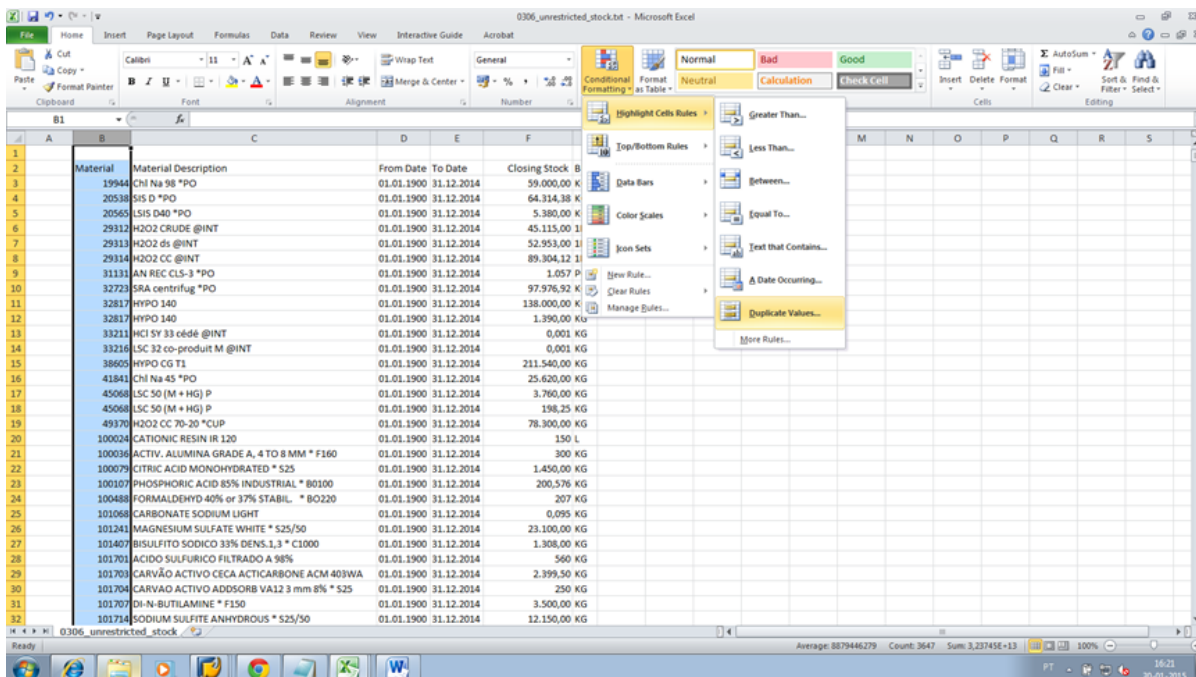
✓ ✗



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.

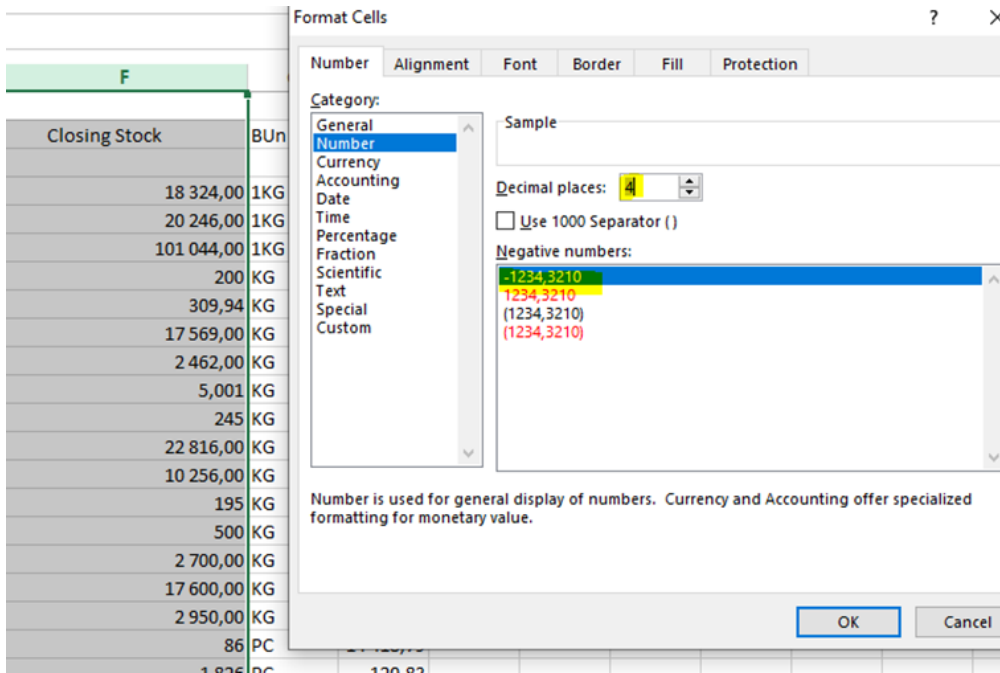
Duplicate materials will be highlighted in red color:

| Material | Material Description | From Date | To Date | Closing Stock | BUn |
|----------|--------------------------|------------|------------|---------------|-----|
| 19944 | ChI 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 | 138.000,00 | KG |
| 32817 | HYPO 140 | 01.01.1900 | 31.12.2014 | 1.390,00 | 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 |
| 38605 | HYPO CG T1 | 01.01.1900 | 31.12.2014 | 211.540,00 | KG |
| 41841 | ChI 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 | ChI 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 |
|-----------|-------------|---|-------------------|----------------------|---------------|
| ProductCa | 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 PD CATA 2% * 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

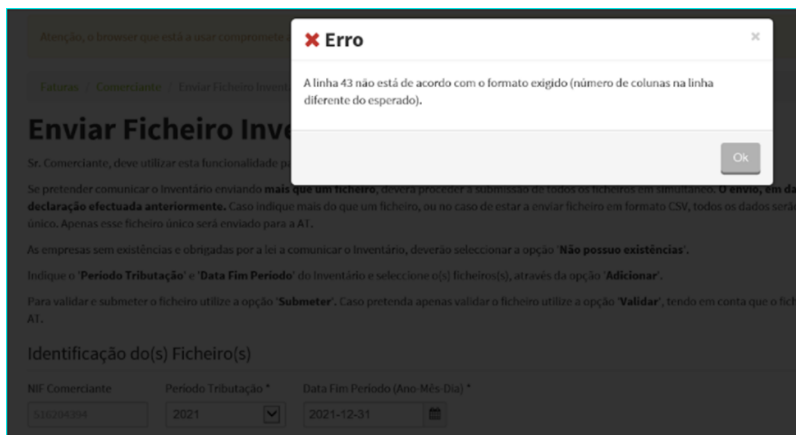
ProductDescription

ProductNumberCode

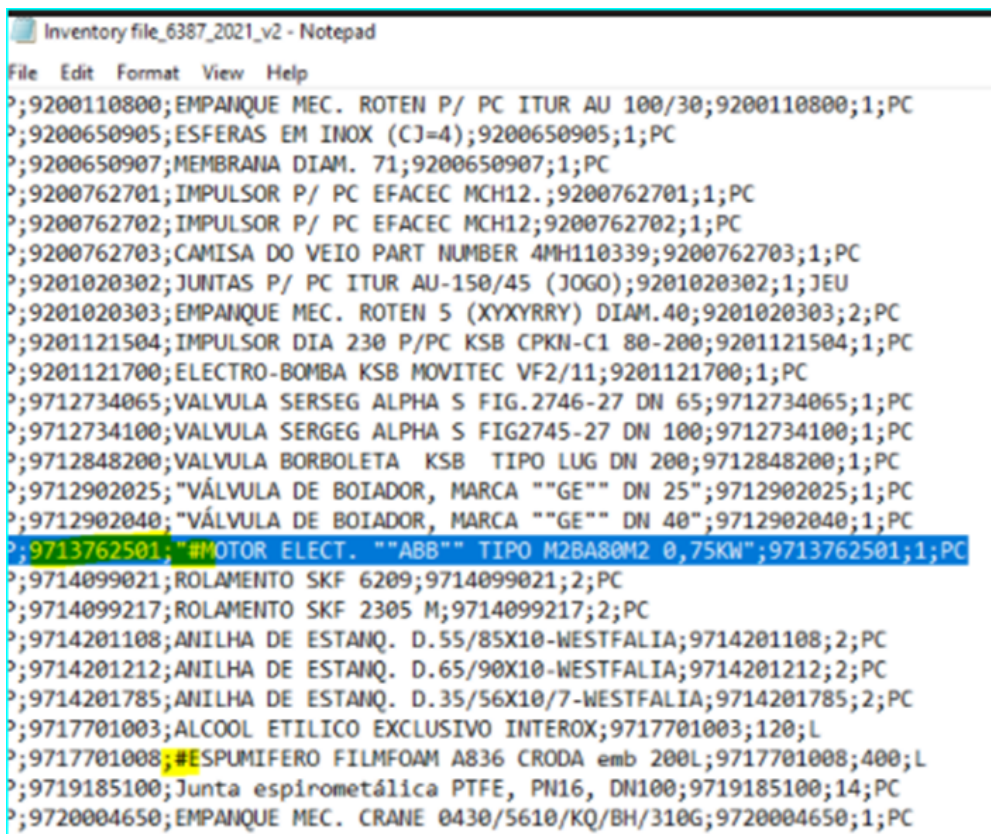
ClosingStockQuantity

UnitOfMeasure

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



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



| | | | | | | |
|----|---|------------|--|----------|-----|----|
| 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 - 0-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 (""").

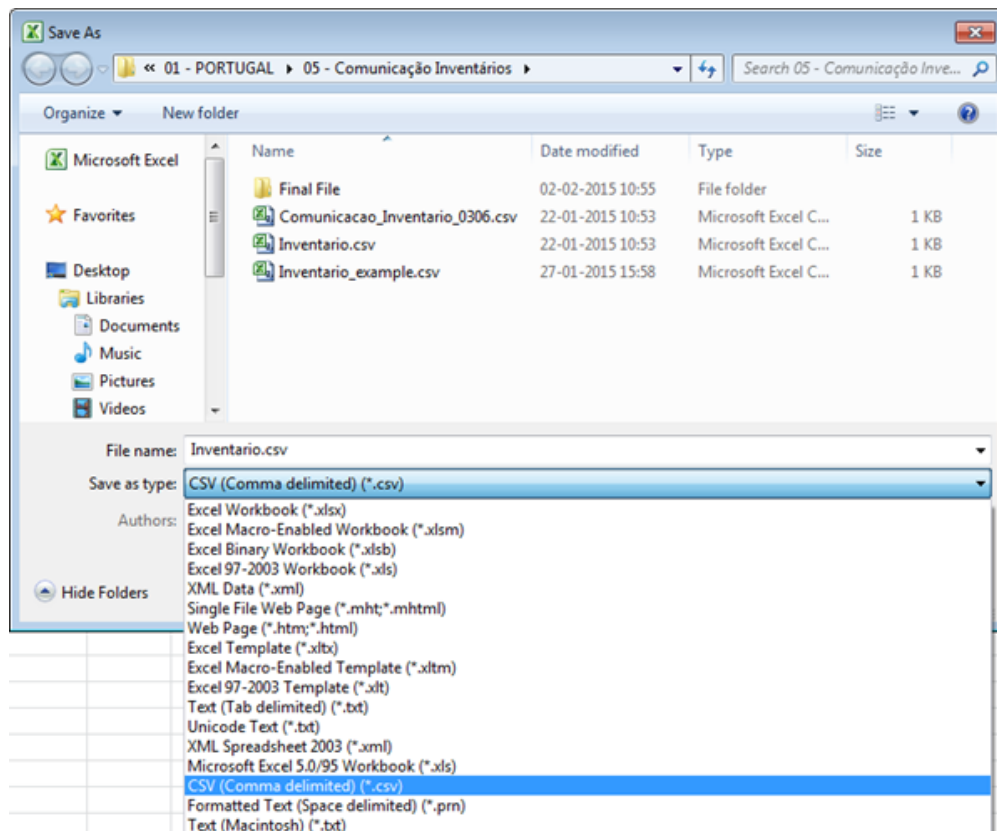
Example:

| | 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 | "Maçã ""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](#)

[FATURAS](#) [FATURA DA SORTE](#) [BENEFÍCIO EM IRS](#) [DOCUMENTOS DE TRANSPORTE](#) [TIPOGRAFIAS](#) [INVENTÁRIOS](#)

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](#)[BENEFICIO EM IRS](#)[DOCUMENTOS DE TRANSPORTE](#)[TIPOGRAFIAS](#)[INVENTARIOS](#)[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 Período':

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.

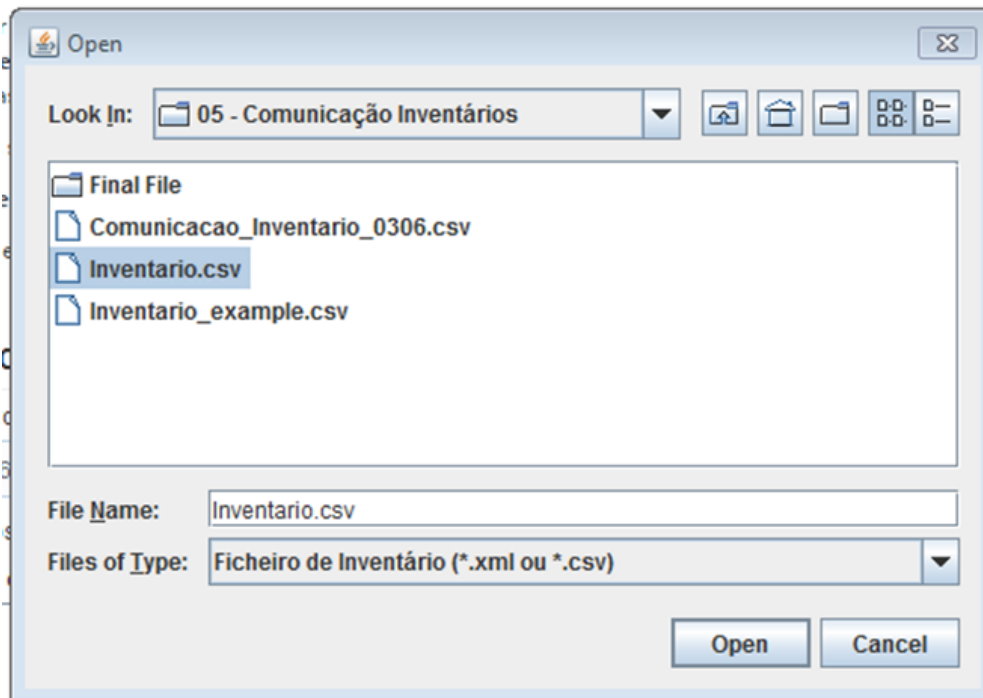
Identificação do(s) Ficheiro(s)

| NIF Comerciante | Período Tributação | Data Fim Período |
|-----------------|--------------------|------------------|
| 999999999 | 2014 | 2014-12-31 |

 Não possuo existências

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

Select button to select the file on your computer:



Validar

After selecting the file, press button **Validar** 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 **Submeter** 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) 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 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.