



**FAP – OSS user manual**  
**Financial Administration Portal**  
**One Stop Shop**

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# 1. Introduction

**One stop shop (OSS)** is a stand-alone application of the Financial Administration Portal (FAP) that provides OSS users or FAP-users with access to electronic services and data for the application of specific OSS arrangements. The module provides services related to the interaction between the OSS entity and the individual financial management agendas requiring user authentication. The OSS gives the user access to electronic services, messages and personal settings.

The following services are grouped into theme parts:

- 1) **Communication history** – the service displays the electronic communication history in the form of a list of sent, received and unsuccessfully sent documents of the selected OSS entity.
- 2) **Catalogs** – complex services related to the administration of OSS electronic forms.
- 3) **Concepts** – the service provides an overview of the submissions that are in the state of progress stored in the financial management portal for further use/completion by the same or other users authorized to act as an OSS entity.
- 4) **Message inbox** – the service allows the logged user to view the selected list of messages in the electronic message box, the detail of individual messages, and change the message signs as read and archived messages. Paged list of messages is always created in a user-relationship -> entity, with unread and read messages being visually differentiated.
- 5) **OSS connections** – displays all OSS connections for the logged-in user to individual OSS entities. Link means that the user can act for an OSS entity with which the link is set.
- 6) **User Profile** – the service makes the display of user profile items available. The service also provides access to the change of contact details, password, and set user email notifications.
- 7) **Dossier of the subjekt** – the purpose of the service is to allow the user to make the file available to the entity containing the documents created by the communication between the entity and the financial administration.
- 8) **Authorized services** - the tile of authorized services allows the FAP user to return to PIZ.


## 2. Used terms and abbreviations

Term / abbreviation		Description
eID	abbreviation	Electronic identification card (identity card with electronic chip)
EU	abbreviation	European Union
FA	abbreviation	Financial Administration
FAP	abbreviation	Financial Administration portal
FAP user	term	User of FAP registered for electronic communication via OIZ in FAP (ID assigned)
Logged-in user	term	OSS user or FAP logged in to OSS
OSS	abbreviation	One stop shop – electronic portal for the application of special arrangements for the supply of services and for the sale of goods at a distance, as well as certain domestic supplies, namely for the Union, non-EU and the import adjustment
OSS entity	term	Tax entity registered under the special scheme of the OSS
OSS user	term	User acting for an OSS entity registered for electronic communication through an OSS zone for FAP (ID assigned)
OSS zone	term	An OSS area that provides access to the registered user to OSS electronic services
PIZ	abbreviation	Personal Internet zone
PAZ	Abbreviation	Publicly accessible zone
User ID	abbreviation	The user ID for log-in to a personal Internet zone or to a one-stop shop zone for the use of FA electronic services is generated by the system

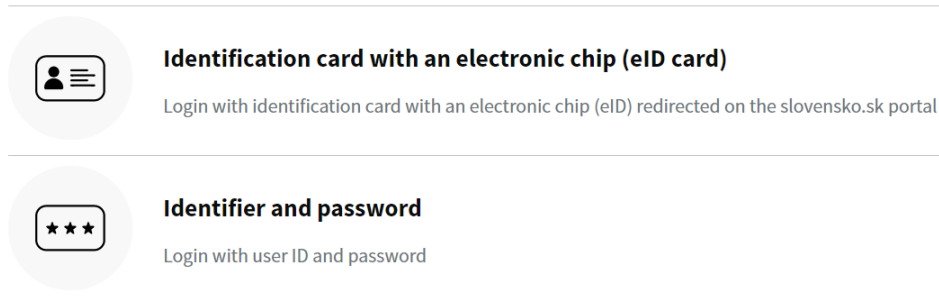
### 3. Entering the OSS zone

Only registered OSS and FAP users are allowed access to OSS. If the registered FAP user already has an ID, this ID is used for login. No re-registration for OSS and allocation of additional ID is required.

#### 3.1 Login into application

- 1) *The user* in the FAP Home screen selects the option with the button .
- 2) The system displays a screen to select the login method.

#### Login options for the application



[< Back to Main page](#)


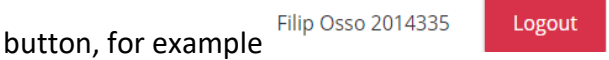
**Figure: Login screen**

- 3) To log in **to an OSS zone**, the Registered user selects the “Identifier and password” (the only possible way to log in to the OSS for the OSS user).


Log in - identifier and password

- 1) *The OSS user* selects the option with the "Identifier and password" button. The system displays a screen for entering log-in data:

Item name	Obligatory field	Method of completion
User ID	Mandatory	Enter a text string — 7 digit number
Password	Mandatory	Enter a text string - min. 8 characters, min. 1 character from the set [a-z], min. 1 character from the set [A-Z], min. 1 number from the set [0-9], do not use diacritics or gaps.

- 2) *The OSS user* selects the option using the button  .
- 3) After successful authentication verification, the OSS is made available.
- 4) The top bar shows the user name *of the logged-in user*, his user ID and a log-off button, for example  .


N.B.: In case of a long name, the first 18 characters from the name are displayed, followed by three dots and the user ID. When moving the mouse over the name, the full name will be displayed in the bubble help.

- 5) *The logged-in user* completes the work in the OSS with the key  .

### 3.2 Forgotten password/Generate password

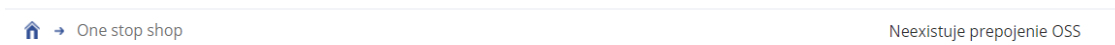
- 1) *The OSS user* selects the [Forgotten password/Generate password](#) option to generate and send a temporary password by filling in the form data with a forgotten password that the system displays:

Item name	Obligatory field	Method of completion
User ID	Mandatory	Enter a text string
E-mail	Mandatory	Enter a text string
Captcha	Mandatory	Rewrite the text from the figure/ from the audio recording for the blind
Change Captcha code	Optional	Click the button

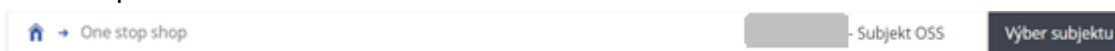
- 2) *The OSS user* selects the option using the button  .
- 3) *The OSS user* will be sent a new one-time password to the e-mail that he has entered if it matches the current user email address registered in the system. Otherwise, the system will write out an error message about the difference between the data entered with the data registered.
- 4) The user enters a one-time password when you log in again and is prompted to change the password. Once a new password has been entered and confirmed, the user will be logged in to the OSS.

### 3.3 Subject selection for OSS set up

- 1) *The user* logged in using one of the methods listed in chapter 3.1.1 / 3.1.2.
- 2) The system displays an OSS zone for the user:
  - a) If the user has no OSS link, the information "No OSS link" appears in the top bar of the OSS zone.



- b) If the user has an OSS link just to one entity – the entity's TIN (if notified by the entity) and entity name in the context in which the user is logged in are displayed in the top bar of the OSS zone



- c) If the user has a link to more than one entity, the system displays a page to select an entity for setting up OSS.

### Subject selection for OSS set up

Choice of procedure:

- OSS connections

Subject access:

Tax ID

Business ID

44254482

Business name

Address

Šancová 3570/51

83104 Bratislava 3 - Nové Mesto

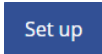
Set up

Continue without subject selection

**Continue without subject selection**

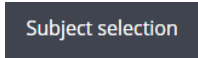
Entry into the One Stop Shop application without selecting the subject on whose behalf resp. for which you are authorized to act.

**Figure: Display for selecting an entity for setting up OSS**

- 3) *The logged-in user* selects the OSS entity in the context of which he wants to work from the "Entity selection" drop-down list and confirms the selection with the button  .

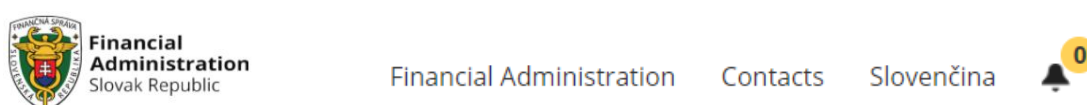


- 4) The system will make the OSS zone available for the logged-in user and the selected OSS entity.


**Change of selected entity** can be done by the logged-in user by clicking  the "Select entity" button, the system opens a screen for selecting the entity where the user can perform and confirm the entity change.

### 3.4 Main menu – Logged-in user

The *logged-in user* can also access the fields from the main menu, available to all FAP users, also those not logged in.




**Picture: Main menu**

- 1) Financial Administration - the system displays general information about the financial report, especially its structure and organs.
- 2) Contacts – the sub-page contains contacts and information about communication possibilities with FA.
- 3) Slovenčina – switch OSS to Slovak language localization.
- 4) Bell  - selecting the bell button option displays a list of technical messages at the top of the FAP page (e.g. concerning the FAP shut-down etc.). The number at the button shows the number of messages. If there is no technical information on the portal, the yellow circle is not displayed. Displaying of information will be cancelled by clicking the "bell" button again.

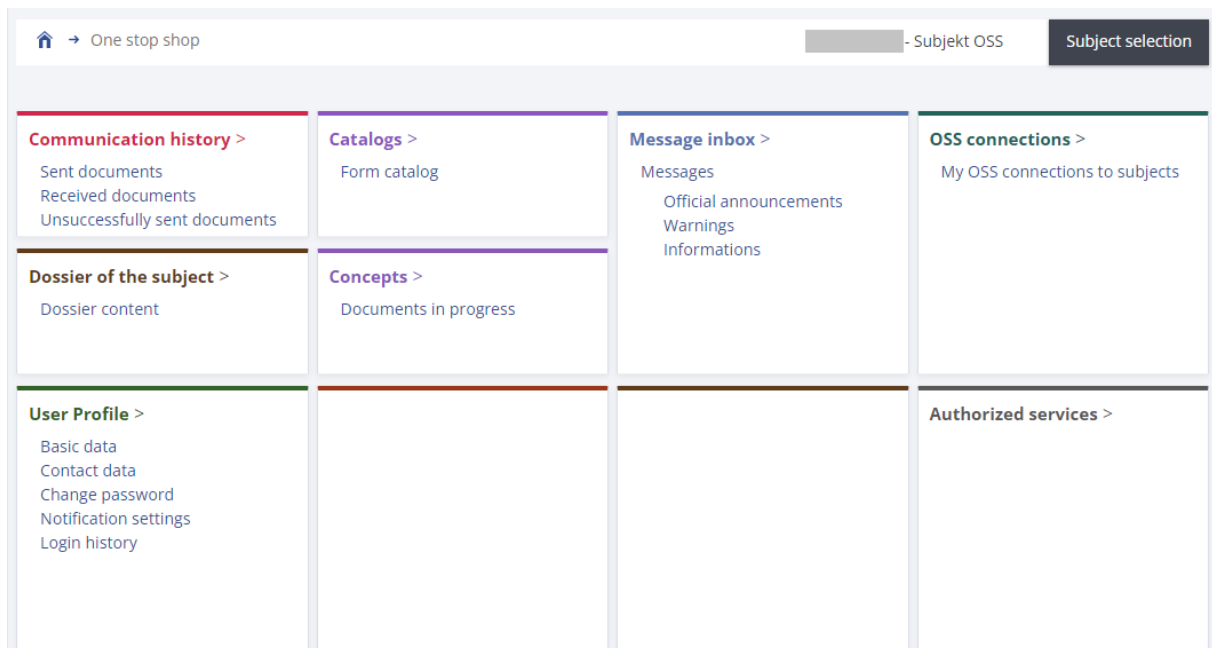
The user clicks the name of the logged-in user, for example *Jeden Tester 2001394*. The system displays the main display of OSS.

The *logged-in user* can get to the FAP main page from any sub-page by clicking on the

FA logo . The system displays the FAP main page, accessible to all users, i.e. also not logged-in (so-called publicly accessible zone – PAZ).

### 3.5 OSS

The basic menu of the OSS is divided into colour-coded zones (tiles):

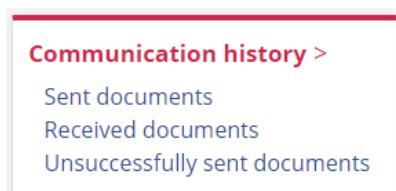


**Figure: OSS tiles**

### 3.6 Description of control in the OSS zone

#### Tile selection

The user selects which tile he wants to work with by placing the mouse cursor on a specific tile. The user selects, e.g. Communication history – Received documents. The user clicks to see the Received documents.



**Figure: Tile Communication history**

#### Form catalog — search criteria



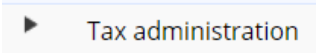
The system provides the possibility to filter the lists for ease of reference. For example, to find a specific form in the Form catalog, the following filter screen is available:

# Electronic forms catalog

**Figure: Find forms**

1) A *logged-in user* can specify the search by entering search criteria:

Item name	Obligatory field	Method of completion
Domain	Optional	Selection from the list
Agenda	Optional	Selection from the list
Form version name	Optional	Enter a text string
Display old versions as well	Optional	Check box

- 2) The *Logged-in user* confirms the selection by the button  to display the list according to the specified filtering conditions.
- 3) The system has saved forms in a tree structure. If the *Logged-in user* wants to open and work with a form, it is necessary to click on each category (agenda).
- 4) The *Logged-in user* sets the mouse cursor, for example, to the select button   and clicks to enter the sub-level of the agenda.

Code	Name	Actions
▼ Tax administration		
▼ Value Added Tax		
▶ General submission for OSS		
▶ OSS exclusion form		
▶ OSS registration form		
▼ OSS VAT return		
DPOSS_EU	VAT return - Union scheme	
DPOSS_IM	VAT return - Import scheme	
DPOSS_NONEU	VAT return - non Union scheme	

**Figure: List of electronic forms**

- 5) The *Logged-in user* displays the form by clicking on the icon .
- 6) To display the detail of a specific item in a list, the *user* uses the icon that is usually located at the end of the line with the corresponding record.

## Selection of a specific entry from the list

- 1) If the *Logged-in user* wants to select a specific record from the list, it must be marked by clicking  in the line of that record – e.g. Message box – Messages – Search results – see fig. below.
- 2) The system activates the possible options valid for the selected record (e.g. functionality Archive message) that is not available unless the user marks the record according to item 1.




Mark	Priority	Date sent	For subject	Agenda	Message type	Subject of the message	Action
<input type="checkbox"/>							
<input type="checkbox"/>	↓	6/30/2021 8:35:48 AM		Value Added Tax	Information	Správa o prijatí podania v EP	
<input checked="" type="checkbox"/>	↓	6/30/2021 8:34:40 AM		Value Added Tax	Information	Správa o prijatí podania v EP	


**Figure: Message inbox – search results**

## View page

If the system displays a list on more than one page, you can scroll through each page by using the bar at the bottom of the list: View site: .

## Bubble help (tooltip)

After you have set the mouse cursor to the icons , , , the system will display a help in the form of a bubble help (tooltip).

For example: the zoom icon is displayed in the message box -  -  
The information windows contain an explanation of the basic terms and a description of individual operations that can be carried out in each part of the system.

## 4. User profile

View basic user data, access password change, contact information, notification settings, and log in history.

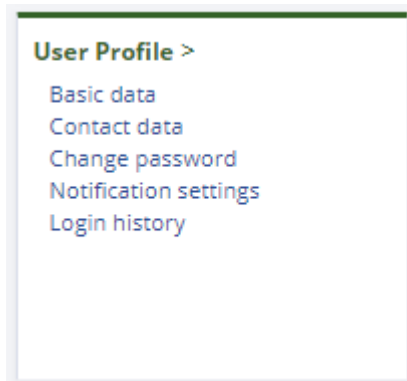


Figure: Tile "User Profile"

### 4.1 Basic data

- 1) The Logged-in user selects the tile **User profile/Basic data** in the menu.
- 2) The system displays a window with the basic data of the *Logged-in user*:
  - Title,
  - Name and Surname,
  - Identifier type — which was entered at OSS user registration,
  - Address:

## Basic data

Title:	
Name and Surname:	<input type="text"/>
Personal Identification Number(PIN):	<input type="text"/>
Address:	Krátka 20 01001 Žilina Slovensko

Figure: User Profile / Basic data

### 4.2 Contact data

- 1) The Logged-in *PFS user* selects the tile **User profile/Contact data** in the menu.

- 2) The system displays a window with contact data of the *Logged-in user*.
- 5)

Item name	Obligatory field	Method of completion
E-mail	Mandatory	Fill the field
Verification password for changing e-mail	Mandatory for e-mail change	Fill the field
Phone number	Optional	Fill the field

## Contact data

### E-mail:

Enter your e-mail address for electronic communication in the correct format in the range of max. 254 characters.

E-mail verified

### Verification password for changing e-mail:

You need to enter your password when changing your e-mail.

### Phone number:

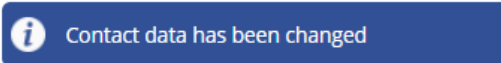
Enter your phone number in the international format +421 yyy xxx xxx (where yyy represents the call prefix) In case of a mobile phone present it in the form of +421 9yy xxx xxx.

Save contact data

**Figure: User profile / Contact data**

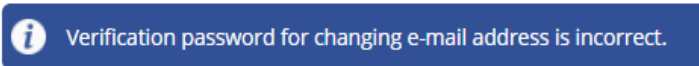
## Change e-mail address

- 1) The *Logged-in user* enters a new e-mail address. Once an e-mail address is entered, the user must enter his password (used by the registered user for logging into OSS or OIZ zone) in the Verification password field for changing e-mail, and then confirm the selection with **Save contact data**.
- 2) The message "Contact data has been changed" appears:



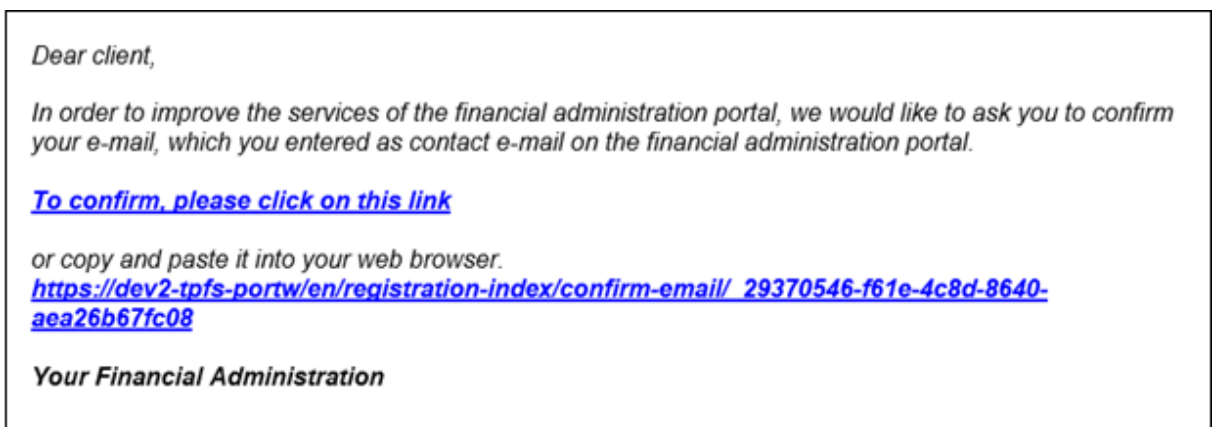
**Figure: Information about successful data change**

- 3) In case the user entered a wrong password, the message "Verification password for changing e-mail address is incorrect.":



**Figure: Information about incorrect password entry**

- 4) An e-mail is sent to the Logged-in user to the new e-mail address *Verify the e-mail address entered on the PFS*, with text:



**Figure: E-mail "Verify the e-mail address entered on the PFS"**

- 5) Until the validity of the e-mail address is verified, e-mail displays a warning: **E-mail unverified.**
- 6) *The Logged-in user* confirms the link in FMP *Verify the e-mail address entered on the PFS*, which will allow the e-mail to be activated successfully and will display a message:



**Figure: Information about successful e-mail verification**

- 7) At the same time, the user is sent an e-mail with the subject *Confirmation of verification of the e-mail address entered on the PFS*, with text:



Dear client,  
Your email, which you specified on the financial administration portal, has been successfully confirmed.  
**Your Financial Administration**

**Figure: E-mail "Confirmation of verification of the e-mail address entered on the PFS"**

8) After the *User Profile/Contact data* screen has been reloaded, E-mail item displays the information **E-mail verified**

**Note:** If the link has already **been used**, a message will appear when you click it again:

**Confirm e-mail address**  
The e-mail could not be confirmed, due to repeated use of the confirmation link.

**Figure: E-mail validation failed information**

and at the same time an e-mail *Activation link used* is sent to the user, with text:

Dear client,  
**activation link** cannot be used again due to, that it's has been already been used to confirm of your e-mail, which you entered as contact e-mail on the financial administration portal.  
**Your Financial Administration**

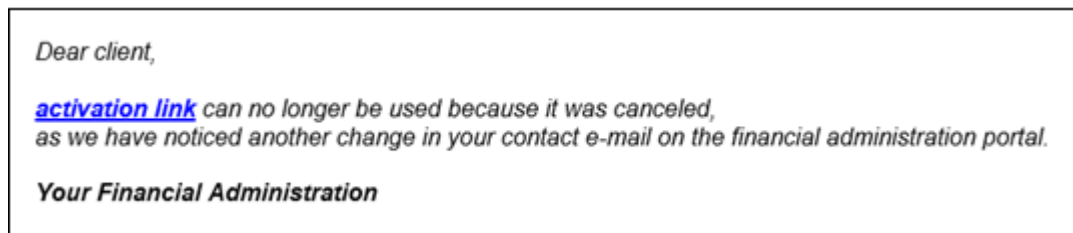
**Figure: E-mail "Activation link used"**

**Note:** If the user changes the e-mail address, the user confirms the selection with the "Save contact details" button, but does not confirm the link to enable the e-mail address in the e-mail received, and then enters a new e-mail address and confirms the selection with the Save contact details button, **the link in the first e-mail received** will be invalid. If an invalid link is confirmed, a message will appear:

**Confirm e-mail address**  
The e-mail could not be confirmed, due to the cancelation of the confirmation link.

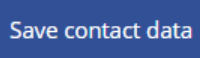
**Figure: E-mail validation failed information**

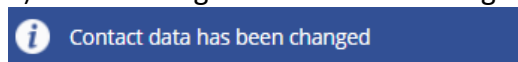
and at the same time an e-mail *Activation link cancelled* is sent to the user, with text:



**Figure: Email "Cancelled activation link"**

## Change phone number

- 1) The *Logged-in user* enters the new phone number in the format as in help and then presses confirm .
- 2) The message "Contact data changed" appears:



**Figure: Information about successful data change**

Note:

If the user has entered wrong phone number format, **Wrong phone number format** alert will be displayed and a new phone number will not be stored.

## 4.3 Change password

- 1) The *Logged-in user* selects the tile **User profile/Password change** in the menu.
- 2) The system displays a window with the option to change the password.

Item name	Obligatory field	Method of completion
Original password	Mandatory	Fill the field
New password	Mandatory	Fill the field
New password - verification	Mandatory	Fill the field

# Change password

LP 2005666

## Original password:

Enter your original password The required length is min. 8 characters, min. 1 character from collection [a-z], min. 1 character from collection [A-Z], min. 1 number from collection [0-9], don't use diacritic or any spaces.

## New password:

Enter new password The required length is min. 8 characters, min. 1 character from collection [a-z], min. 1 character from collection [A-Z], min. 1 number from collection [0-9], don't use diacritic or any spaces.

## New password - verification:

Enter your selected password again.

**Figure: User profile / Password change**

- 3) *The Logged-in user* enters the original password, the new password, the new password - verification, and confirms the selection with the key

Save password change

- 4) A message will appear:



**Figure: Information about successful password change**

- 5) The system will deliver an e-mail to the user's e-mail box with the subject of **Password change successful** confirming a successful password change.
- 6) User logs in with new password to OSS by selecting "Login".

## 4.4 Notification settings

Notification is a process by which an e-mail address is sent to the user listed in the Contact type by e-mail, containing information that the user has received a message in the message box in the OSS.

*Logged-in user* can set/unsubscribe e-mail notifications.

The setting of notifications is two-tier. The first level presents the group, the second level presents specific notifications. Enabling/disabling sending of notifications is only possible for the second level. The second level can be packed below the first level.


Warning type	Allow / Disallow
▼ Submissions	
Rejection of submission	<input type="checkbox"/>
Non-admission of a submission	<input type="checkbox"/>
Error during sending	<input type="checkbox"/>
▼ Official documents and shipments	
Delivery of an official document	<input type="checkbox"/>
Delivery of associated official documents	<input type="checkbox"/>
Receipt of the shipment	<input type="checkbox"/>
▼ Other	
Warning of an unsuccessful attempt to log in to the FA portal	<input checked="" type="checkbox"/>

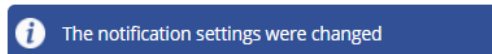
**Figure: User profile/notification set-up**

**Note:** "Refusal of submission" notification means a document which is created by another FA system and which enters an electronic registry from the internal FA environment and is intended for a specific entity/user.

It is not the *status of submission* made by the user in the Form section but the *report* on the state of processing the submission in the electronic registry, generated by internal FA systems.

### Setting up/changing notifications:

- 1) The *Logged-in user* selects the tile **User profile/ Notification settings** in the menu.
- 2) The system displays a list of *Enable/Disable* alerts.  
The default value for all notifications is "Disable".
- 3) The *Logged-in user* will check/uncheck the selected field and confirm the selection with the key .
- 4) A notification of successful notification change will be displayed:



**Figure: Information about successful notification change**

## 4.5 Login history

- 1) Confirming the "Login history" option displays a window with the last 10 records from the user's login history.

### Login history

Date and time of the events	Event
7/2/2021 11:28:46 AM	Successful login
7/1/2021 11:23:29 AM	User logout
7/1/2021 11:21:29 AM	Successful login
7/1/2021 10:13:45 AM	User logout
7/1/2021 10:11:32 AM	Successful login
6/22/2021 1:12:03 PM	User logout
6/22/2021 12:51:03 PM	Successful login
6/21/2021 10:08:09 AM	User logout
6/21/2021 10:06:45 AM	Successful login
6/18/2021 2:00:07 AM	Logout after token expiration

**Figure: User profile / Log-in history**

# 5. Communication history

## 5.1 Sent documents

The function shall show a list of all submissions that have been made to the tax administration for the tax entity.


- 1) *The Logged-in user* selects the tile **Communication history/Sent documents** in the menu.
- 2) The system displays a list of OSS submissions in the context of which the user is logged in. The list is sorted by date and time in ascending order.
- 3) *The Logged-in user* can set the selection conditions and select the option with

Vyhľadať


Item name	Obligatory field	Method of completion
Date from	Optional	Selection from the calendar
Date to	Optional	Select from the calendar
Evidence number	Optional	Fill the field
Submission type	Optional	Selection from the list
Agenda	Optional	Selection from the list
Day	Optional	Selection from the list
Month	Optional	Selection from the list
Quarter	Optional	Selection from the list
Year	Optional	Selection from the list
Interval from	Optional	Selection from the calendar
Interval to	Optional	Selection from the calendar

- 4) The system displays a list that meets the selected criteria.

### Search results

Evidence number	Document type	Submission date	Processing state	Action
600004808/2021	Daňové priznanie k DPH, úprava pre dovoz	30.06.2021 08:35	Prijaté a potvrdené	

**Figure: Documents sent**

- 5) *The Logged-in user* selects to display the submission detail by clicking on the icon  .
- 6) The system will display the submission detail.

## Submission detail

Subject identifier:	<input type="text"/>
Tax subject:	<input type="text"/>
Registration number of the submission:	600001426/2022
Submission date:	27.01.2022 19:06
Submission type:	Daňové priznanie k DPH, úprava pre Úniu
Processing state:	Prijaté a potvrdené
Tax period:	Q12022

[Back](#) [View document](#) [View confirmations](#) [Create document copy](#)

**Figure: Submission detail**

- 7) *The Logged-in user* can select the option with [Back](#) . Once confirmed, the system shall ensure that it returns to the List of documents sent.
- 8) *The Logged-in user* can select the option with [View document](#) . The system opens an electronic document form without editing, in read mode.
- 9) *The Logged-in user* can select the option with [View confirmations](#) . The system searches for and displays a list of confirmations for that document.
- 10) *The Logged-in user* can select the option with [Create document copy](#) . The system opens an electronic form for that document, with the possibility of editing data in the form, and makes available the buttons for working with the form (chapter 6.2).

## 5.2 Received documents

The function displays a list of deliveries sent to the tax entity from the financial administration by the tax administrator or by financial management information systems.

- 1) *The Logged-in user* selects the tile **Communication history/Received documents** in the menu.
- 2) The system displays a list of all received documents in the context of the currently selected OSS entity.
- 3) *The Logged-in user* can set the selection conditions and select the option with

Vyhľadať

Item name	Obligatory field	Method of completion
Date from	Optional	Select from the calendar
Date to	Optional	Select from the calendar
Registration number of the document	Optional	Fill the field
Document type	Optional	Selection from the list
Agenda	Optional	Selection from the list
View/display	Optional	Selection from the list
Day	Optional	Selection from the list
Month	Optional	Selection from the list
Quarter	Optional	Selection from the list
Year	Optional	Selection from the list
Interval from	Optional	Selection from the calendar
Interval to	Optional	Selection from the calendar

- 4) The system displays a list that meets the specified selection criteria.

Document number	Date of creation	Document type	Type of tax submission	Subject identifier	Action
600004933/2021	02.07.2021 12:58	Informácia o podaní	Daňové priznanie k DPH, úprava pre Úniu		

**Figure: Documents and certificates received**

- 5) *The Logged-in user* selects the view of the detail by clicking on the icon .
- 6) The system will display the document/confirmation detail.



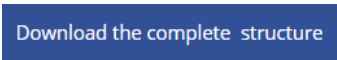
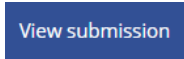


# Confirmation detail

Document type:	Daňové priznanie k DPH, úprava pre Úniu
Tax subject:	
Subject identifier:	
Sender:	
Registration number of the submission:	600001426/2022
Registration number of the confirmation:	600001427/2022
Date and time of ES receipt:	27.01.2022 19:06
Date and time of issuing the confirmation:	27.01.2022 19:06
Tax period:	Q12022
Processing state:	Prijaté a potvrdené
Reason for refusal:	



**Figure: Confirmation detail**

- 7) *The Logged-in user* can select the option with  . Once confirmed, the system ensures return to the List of received documents.
- 8) *The Logged-in user* can select the option with  . Once confirmed, the system ensures printing of information on the open received document.
- 9) *The Logged-in user* can select the option with  . Once confirmed, the system ensures saving/opening of document data in xml format. The file name is <EvidC>.xml, (<Evivid> represents the registration number of confirmation, the slash in the registration number is replaced by underline, e.g. 600004315\_2021.xml ).
- 10) *The Logged-in user* can select the option by pressing the button in the confirmation detail  , after confirming it, the system displays the submission detail (see *Communication history / Sent documents* ).

## 5.3 Unsuccessfully sent documents



The function displays a list of shipments that failed to send for various reasons.

- 1) *The Logged-in user* selects the tile **Communication history/Unsuccessfully sent documents** from the menu.
- 2) The system displays a list of all failed documents sent in the context of the currently selected OSS entity.
- 3) *The Logged-in user* can set the selection conditions and select the option with


Vyhľadať

Item name	Obligatory field	Method of completion
Save date from	Optional	Select from the calendar
Save date to	Optional	Select from the calendar
Document state	Pre-filled value	Default value


- 4) The system displays a list that meets the specified selection criteria.

Document name	Subtype	State	Save date	Reason for failed submission	Action
Request for Registration for NETP with or without intermediary for special scheme - import scheme, correction of registration or identification details	Žiadosť	Unsuccessfully sent to EKR2	14.05.2021 09:29	Nepodarilo sa odoslať dokument. kod:-10, popis:Typ podania nie je dostupný v OSS, id2:543346c2-b6c3-e50c-e053-e92518acf8d9	 

**Figure: Document sent unsuccessfully**

- 5) *The Logged-in user* selects the view of the detail by clicking on the icon  .

The system displays the document detail

- 6) *The Logged-in user* selects "Delete"  . The system displays a window with a question:

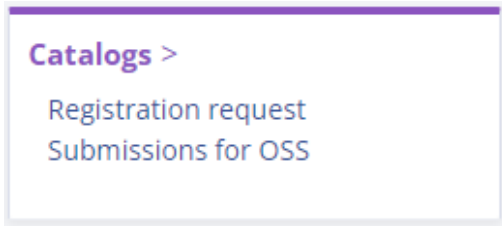
Are you sure you want to delete the selected electronic document?

- 7) "OK" – the document is deleted.  
"Cancel" – the document will not be deleted, the question window will be closed.

# 6. Catalogues

## 6.1 Form catalog without the context of OSS entity

Tile Catalogs contains links related to registration request and submissions available to OSS users logged-in without entity's context.



**Figure: Tile Catalogs**

### Registration request for OSS

- 1) *The OSS user* selects the tile **Catalogs/ Registration request**.
- 2) The system displays the electronic forms.
- 3) *The Logged-in user* can choose an available form and confirm the selection with

**Confirm**

### Registration request for OSS

- REGOSS\_EU Registration request for OSS - union scheme
- REGOSS\_NONEU Registration request for OSS - non union scheme
- REGOSS\_IM\_ZO Registration request for OSS - import scheme - NETP registration
- REGOSS\_ISSP Registration request for OSS - import scheme - intermediary registration

**Back**

**Confirm**

**Figure: Registration request for OSS**

### Submissions for OSS

- 1) *The OSS user* selects the tile **Catalogs/Submissions for OSS**
- 2) The system displays the electronic forms.
- 3) *The Logged-in user* can choose an available form and confirm the selection with

**Confirm**

## Submissions for OSS

- VP\_OSS General submission for OSS
- DPOSS\_68ca VAT return according to § 68ca par. 7 of Act no. 222/2004 Coll. on value added tax, as amended



**Figure: Submissions for OSS**

## 6.2 Form catalog in the context of OSS entity

The form Catalogue is a dynamic expansion of the OSS module menu with available electronic forms for the OSS user registered in the context of OSS entity. Allows you to complete, sign and submit the selected electronic form.

- 1) *The OSS user* selects the tile **Catalogs/form catalog** in the left menu or selects the List of Forms in the information content of Catalogues.
- 2) The system displays a list of electronic forms in a tree structure by Domain, Agenda, Form version name.

Code	Name	Actions
▼ Tax administration		
▼ Value Added Tax		
▼ General submission for OSS		
VP_OSS	General submission for OSS	
▶ OSS exclusion form		
▶ OSS registration form		
▼ OSS VAT return		
DPOSS_EU	VAT return - Union scheme	
DPOSS_IM	VAT return - Import scheme	
DPOSS_NONEU	VAT return - non Union scheme	

**Figure: List of form categories**



- 3) *The Logged-in user* can enter the selection conditions and confirm the selection with Search

Item name	Obligatory field	Method of completion
Domain	Optional	Selection from the list
Agenda	Optional	Selection from the list
Form version name	Optional	Fill the field
Display old version as well	Optional	By ticking the box

- 4) The system displays a list of forms based on the selection criteria.

## 6.3 Electronic document submission – working with the form

### Completing the form

- 1) *The Logged-in user* selects the form from the drop-down menu that you want to work with by clicking "Complete the form icon (  ).
- 2) *The System* displays the selected form and pre-fills selected items of the form with entity data (usually: entity identifiers, entity name, address, tax office, etc.). – this depends on the form).
- 3) *The Logged-in user* fills in the values of the other required fields of the form needed to submit the form. Required fields are marked with an asterisk .

Form (Žiadosť) ▼

Form type: Žiadosť

Electronic document status: In progress

+ Attachments (0)
▶

Save as concept

Delete concept

Submit

Save to file	Load from file
Erase data	Check
Print form	Instruction

**Figure: Form control panel**

## Formcheck

After completing the form fields, *the Logged-in user* verifies the accuracy of the data completed by confirming the selection Check.

In case of critical or logical errors, these errors will have coloured red border , and a list of errors will appear at the bottom of the form with a help for correction.

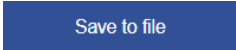
## Print the form

- 1) *The Logged-in user* selects the option using the button Print form.
- 2) *The System* opens a preview of the form that the user can print or save as a file in PDF format.


## Loading the form from a file

- 1) *The Logged-in user* selects the option using the button Load from file.
- 2) The System asks "Performing this operation deletes the existing data. Do you want to continue? " "Yes / No.
- 3) When "Yes" is confirmed, a dialogue box is displayed to select a file - file in XML format must be selected. Confirm the selected file to transfer the data to the form.


## Saving the form to a file

- 1) *The Logged-in user* selects the option using the button  .
- 2) A dialogue box appears to select a form's data file storage in the XML structure.
- 3) *The Logged-in user* enters the name and saves the data.


## Delete data

- 1) *The Logged-in user* selects the option using the button  .
- 2) The System asks "Performing this operation deletes the existing data. Do you want to continue?" "Yes / No".
- 3) After "Yes" confirmation, the system will delete user-filled data. The values of the form fields that are pre-filled are maintained.

## View instructions for the form


- 1) *The Logged-in user* selects the option using the button  .
  - 2) The system will instruct you to the appropriate electronic form.
- If the instructions are not available for the type of form, the system will display a announcement:  
„Instructions not available for this form.“

## Save the form concept to OSS

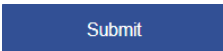
- 1) *The Logged-in user* can save an unfinished or signed form as a concept by selecting the button  .

The system displays the message "the electronic document has been saved as a draft. The document in progress can be viewed in the section *Concepts/Documents in progress*.

## Deleting the form concept from OSS

- 1) The Logged-in user selects the option using the button  .  
(The option is only available after you save the form concept to FAP).
- 2) The form is removed from the list of saved forms in the section *Concepts/Documents in progress*.

## File a form

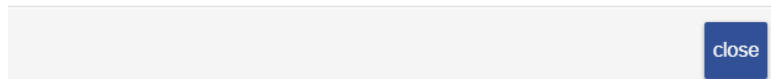
- 1) *The Logged-in user* selects the option using the button  .
- 2) The form is sent to the electronic registry of the Financial administration.

## Review of entity identifiers prior to submission

- 1) *The Logged-in user* submits the form with the "Submit" button.
- 2) If a user submits a form in the context of an entity, the compliance check shall be performed for the entity identifiers from the context of the logged-in user and the identifiers filled in in the form.
- 3) In case of disagreement, *the user* is notified. The entity identifiers entered in the form must be checked, corrected and resubmitted.

### Announcement ×

The selected subject identifiers filled in the form are not the same as the selected subject identifiers in the context of the OSS and therefore it is not possible to sign/submit a document filled in this way. If you want to sign/submit a document completed this way for the subject named in it, you need to use the "Save to file" option, then select the subject for which you want to sign/submit the document and select the "Load from file" option.

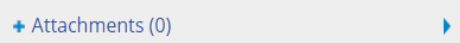



**Figure: Notification — notification of non-conformity of the data in the form**

- 4) In case of compliance, the system will send the form to the electronic registry of the Financial administration.
- 5) If the user is logged in to the OSS zone without the entity's context, the form is sent to an electronic registry of the Financial administration without checking.

## Add a form attachment

- 1) If attachments can be added for a given type of electronic form, it is in the section



after unpacking, click  the option that is available [Administration of attachments](#). After confirming it, the options for selecting and saving the file will be available in the *Administration of Attachments* window.





Finančná správa  
Slovenská republika

Request for Registration for NETP with or without intermediary for special scheme - import scheme, correction of registration or identification details

+ Form (Žiadosť) ▶

Attachments (0) ▼

Number of attachments: 0

Administration of attachments

### Administration of attachments

List of linked attachments

Name	Document type	Form	State	#
------	---------------	------	-------	---

Add new attachment from the disk Back

**Figure: Management of Attachments**

- 2) The Logged-in user selects the option with the button **Add new attachment from the disk**, the following window appears:

### Administration of attachments

List of linked attachments

Name	Document type	Form	State	#
------	---------------	------	-------	---

Select a file from your computer

... X

Attachment type:  
Registration - Attachment ▼

Load from file Close

**Figure: Administration of Attachments – Loading a file**

- 3) The Logged-in user selects the file and confirms the selection with **Load from file**. A check of the authorized format of the Attachment shall be carried out. If successful, the Attachment will be added to the *List of linked attachments*. If the Attachment has an unauthorized format, the user is notified of this fact by a notice listing the allowed suffix. The form can only be submitted with the allowed attachment formats, which may vary depending on the form.

**Note:** The formats allowed are: ASICE, CSV, DOCX, GIF, GZ, HTML, JPG, ODS, ODT, PDF, PNG, RTF, TAR, TGZ, IF, TXT, XDC, XHTML, XLS, XLSX, ZIP

- 4) If the form type is such that it is not possible to enter attachments, (or changes to the form type when you check the form with the button **Check**), the

Add new attachment from the disk

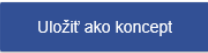
message appears „*It is not possible (unspecified) to add attachments to this type of form. To add an attachment, it is necessary to fill in the relevant items of the form correctly and to run a check of its completion, which, if the relevant items are filled in correctly, can make available the functionality for adding attachments.*“



## 7. Concepts

The service provides an overview of the electronic forms in progress. The service shall be accessible to all users logged in the context of OSS.


### 7.1 Documents in progress

The service provides an overview of the submissions that are in progress stored in FAP for further use/completion by the same or other users authorized to act as an OSS entity.



- 1) *The Logged-in user* selects the tile **Concepts/Documents in progress** in the OSS menu.
- 2) The System displays a list of drafts documents. These are documents that the user saved in progress in the Form catalogue by confirming the choice .

Document name	Subtype	State	Save date	Action
Request for Registration for NETP with or without intermediary for special scheme - import scheme, correction of registration or identification details	Žiadosť	In progress	02.07.2021 13:16	 

**Figure: Documents in progress**

- 3) *The Logged-in user* can change the search criteria and then press to confirm the search .

Item name	Obligatory field	Method of completion
Save date from	Optional	Select from the calendar
Save date from	Optional	Select from the calendar
Document state	Mandatory	Fixed, preset

- 4) The system displays a list that meets the specified selection criteria.
- 5) *The Logged-in user* selects to display the submission detail by clicking on the icon .
- 6) *The Logged-in user* can delete a submission from the list by clicking on the icon .

# 8. Message inbox


## 8.1 Messages

The Message box displays the progress and status of the electronic communication between the entity and the Financial administration.

- 1) *The Logged-in user* selects the tile **Message inbox/Messages** in the menu.
- 2) The System will load a list of messages.

Mark	Priority	Date sent	For subject	Agenda	Message type	Subject of the message	Action
<input type="checkbox"/>	↓	7/2/2021 12:58:47 PM		Value Added Tax	Information	Správa o prijatí podania v EP	

**Figure: List of messages**

- 3) *The Logged-in user* can change the search criteria and confirm the search by pressing  .

Item name	Obligatory field	Method of completion
Message state	Optional	Selection from the list
Agenda	Optional	Selection from the list
Message type	Optional	Selection from the list
Date send from	Optional	Select from the calendar
Date send to	Optional	Select from the calendar
View only archived messages	Optional	By ticking the box
View all user messages	Optional	By ticking the box

The **Message status** list contains these values:

- *All* = all messages,
- *Delivered* = all messages of the official document type, the receipt of which was confirmed by the Receive document option,
- *Sent* = all messages not yet received by confirmation of the Receive document option.

The **Message type** list contains these values:

- *All* = all messages are displayed,
- *All official documents* = all messages of type *Decision – official document*, *Notice – official document*, *Prompt – official document*, *Other official document*, *Official announcement*.
- *Associated official documents*,
- *Decision – official document*,
- *Notice – official document*
- *Prompt – official document*,
- *Electronic official document*,
- *Other official document*,
- *Warning*,
- *Information*,
- *Official announcement*.


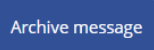

Checkbox “View only archived messages” can be:

- *Check* — the user sees all messages for the entity in whose context he is currently logged in the OSS,
- *Uncheck* – the user sees all archived messages for the entity in whose context he is currently logged in to the OSS.

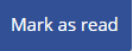
Checkbox “View all user messages” can be:

- *Uncheck* – the user sees all messages of the entity in whose context he is currently logged in the OSS,
- *Check* — the user sees all messages for all entities for which he has OSS links and at the same time user messages that are not bound to any entity.


4) A list is displayed that meets the specified selection criteria.

- Unread and read messages are distinguished by the fonts — read in normal font, unread in bold.
- *The Logged-in user* clicks the icon  to view the details of the selected message. Such a message will be marked as read (normal) for the user who opened it, but for other users the message will be marked as unread (bold) for as long as it is not opened.
- By confirming the selection , the message is archived, i.e. it will not be automatically deleted from the message box after the specified number of days set in the configuration (set to 60 days).
- For an archived message, it can be unarchived by confirming the selection , then the message becomes unarchived, so it is automatically

deleted from the message box after a specified number of days (set in configuration) have elapsed from the date the message is delivered to the message box (set to 60 days).

- *The Logged-in user* marks the selected message that you want to work with by ticking the box  .
- The unread message can be marked by the user  and the button  changes the message status to read.  
For read messages, the button is unavailable. Such a message will be read (normal) for the user who marked it as read. For other users, the message will be marked as unread (bold).

## Message detail

- 1) *The Logged-in user* clicks the icon  to view the message detail.
- 2) The System displays the message detail – examples of message types are shown here:

# Message detail

Message number:	134717
For subject:	[REDACTED]
Agenda:	Daň z pridanej hodnoty
Type:	Upozornenie
Priority:	Vysoká
Subject:	Potvrdenie prijatia Daňového priznania k DPH OSS Úprava pre Úniu a pridelenie jedinečného identifika
Date Sent:	8/11/2021 11:14:33 AM
Message content:	Dobrý deň,

do systému Finančnej správy SR pre osobitnú úpravu OSS bolo prijaté Daňové priznanie k DPH OSS Úprava pre Úniu. Daňové priznanie k DPH OSS bolo prijaté a akceptované. Daňovému priznaniu k DPH OSS bolo pridelené jedinečné referenčné číslo: [REDACTED]

Bližšie údaje o podaní sú nasledovné:

Číslo podania: 690005612/2021

Dátum podania: 11.08.2021

Daňový subjekt: [REDACTED]

Identifikačné číslo: [REDACTED]

Kópia informácie o prijatí a akceptovaní daňového priznania k DPH OSS Vám bude zaslaná aj na emailovú adresu uvedenú v žiadosti o registráciu. Platbu dane uhradte na číslo účtu: [REDACTED]. Platbu dane označte v správe pre prijímateľa jedinečným referenčným číslom daňového priznania k DPH OSS.

Pozn.: Táto správa bola vygenerovaná automaticky zo systému pre OSS, na ktorú, prosím, neodpovedajte.

Archiving state: Nearchivovaná ⓘ

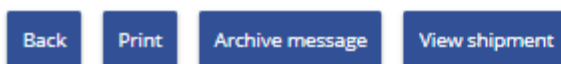


Figure: Details of the Warning-type message

# Message detail

Message number:	360978
For subject:	[REDACTED]
Agenda:	Daň z pridanej hodnoty
Type:	Informácia
Priority:	Nízka
Subject:	Správa o prijatí podania v EP
Date Sent:	1/27/2022 7:06:16 PM
Message content:	<p>Podanie Daňové priznanie k DPH, úprava pre Úniu s poradovým číslom 600001426/2022 za daňový subjekt [REDACTED] bolo prijaté na spracovanie v elektronickej podateľni.</p> <p>Momentálne prebieha overenie podpisového certifikátu.</p> <p>Prijatie podania si budete môcť overiť po dokončení spracovania, najneskôr do 24 hodín po prijatí tejto správy, v Históriai elektronickej komunikácie, v Zozname prijatých dokumentov. Odporúčame preto počkať na výsledky kontroly spracovania podania.</p>
Archiving state:	Nearchivovaná ⓘ

[Back](#) [Print](#) [Archive message](#) [Display confirmation](#)

**Figure: Details of the Information-type message**



## 9. OSS connections

### 9.1 My OSS connections to subjects

The service displays a list of OSS entities linked to *the Logged-in user*.

- 1) The Logged-in user selects the tile **OSS connections/My OSS connections to entities** in the menu  
**N.B.:** The option is only available if the user is logged in in the context of OSS entity.
- 2) The System displays a list of all existing OSS links for the Logged-in user. These are all OSS entities for which the Logged-in user can act under the OSS special arrangements.

### My OSS connections to subjects



Tax ID	Name and place	Validity from
[REDACTED]	[REDACTED] Bánovce nad Bebravou, Trenčianska cesta 925/5	4/28/2021
[REDACTED]	[REDACTED] Čakajovce, Čakajovce 377	4/14/2021
[REDACTED]	[REDACTED] Bratislava 3 - Nové Mesto, Šancová 3570/51	4/28/2021

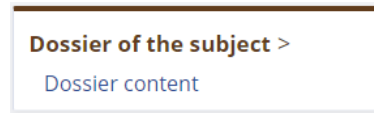
**Figure:** List of OSS links of the Logged-in user

**Note:** TIN value is displayed only for those entities that have it or have had assigned it in the past.


## 10. Dossier of the entity

The *Entity file* category contains the documents generated in the communication between the entity and the Financial administration.

- 1) *The Logged-in user* selects the tile **Dossier of the entity/Dossier content** in the OSS menu .








**Figure: The tile of the Entity file**



- 2) The System displays the "List of document dossiers" screen.
- 3) *The Logged-in user* sets the selection conditions and selects the option with .

Item name	Obligatory field	Method of completion
Domain:	Optional	Selection from the list
Agenda:	Optional	Selection from the list
Date from:	Optional	Select from the calendar
Date to:	Optional	Select from the calendar
Tax subject nature:	Optional	Selection from the list
Direction of communication:	Optional	Selection from the list
Serial number from:	Optional	Fill the field
Serial number to:	Optional	Fill the field

- 4) The system displays a list of file documents that meets the specified selection criteria. The list shall be sorted in ascending order by the evidence number.

Evidence number	Date of admission/delivery	Type / Name of the document	Direction of communication	Action
690005612/2021	8/11/2021 11:09:03 AM	Daňové priznanie	Sent to FA	
690005177/2021	7/14/2021 8:14:10 AM	Request	Sent to FA	
600005163/2021	7/13/2021 2:08:23 PM	Request	Sent to FA	
600005126/2021	7/13/2021 11:26:30 AM	Daňové priznanie	Sent to FA	
600005112/2021	7/13/2021 10:03:22 AM	Daňové priznanie	Sent to FA	

**Figure: List of document dossiers**

- 5) *The Logged-in user* can print the list of file documents by selecting  .
- 6) Once confirmed, the system shall ensure that the complete list of file documents is printed.
- 7) *The Logged-in user* selects to display the document detail by clicking on the icon  in any line in the list.
- 8) The system displays the desired file document in the "**Document detail – Sent to FA**" or "**Document detail – Received from FA**" screen. The functionality and appearance of the document detail screen is identical for both document details, i.e. both for the document sent to FA and received from FA.

## Document detail - Sent to FA

Daňové priznanie k DPH, úprava pre Úniu

Evidence number: 690006368/2021

### Daňové priznanie k DPH, úprava pre Úniu (VAT return - Union scheme)

**1 Identifikačné údaje (Identification)**

IČ DPH (VAT Identification Number)

**Zdaňovacie obdobie (VAT return period)**

Štvrťrok (Quarter)  Rok (Year)

Dátum začiatku obdobia (Start date)  Dátum konca obdobia (End date)

Daňové priznanie k DPH - Realové (Ná VAT Return)

**2a Celková suma DPH (VAT Return Grand Total)**

Celková suma DPH (EUR) (VAT Return Grand Total (€))

**3 Celková suma splátnej DPH (Total Amount of VAT due)**

Celková suma DPH splátnej za všetky členské štáty spotreby (EUR) ( Total VAT Amount due for all Member States of Consumption (€))

[Print document](#) [Open document](#)

## Document information

Evidence number: 690006368/2021

Type / Name of the document: Daňové priznanie k DPH, úprava pre Úniu

Domain: Správa daní

Agenda: Daň z pridanej hodnoty

Direction of communication: Sent to FA

Method of admission: PFS

Person who submitted:

Tax period: 2021

[Back](#) [^](#) [v](#) [Document Information](#) [Save entire document structure](#)

**Figure: Section "Document detail – Sent to FA" (structured data section)**

Screen “**Document detail – Sent to FA**” or “**Document detail – Received from FA**” is displayed on the screen without the left menu, i.e. in full width 1018 px.

The screen is divided into sections:

- “Document detail” section,
- “Document information” section,
- “Document attachments” section,
- “Related documents” section,
- “Dedicated keys” section.

The “Document detail” section primarily offers the user insight into the document (its visualization). The section can be divided into a section for structured data and a section for unstructured data.

The section for structured data of document detail is dynamically depicted, i.e. if not existing it is hidden. If displayed, the following elements will be displayed:

Name	GUI element	Mandatory	Description
Type / Name of document	string	yes	Value of the attribute without a caption
Evidence number	string	yes	Attribute value
Visualized document	Structured data	no	Display of e-document as an e-form

and buttons:

Name	Accessible	Description
Print document	Accessible if the document can be visualized (in the case of a defined authority of an entity file — creation of outputs)	Print a visualized document
Open document	yes	Button to open or save an XML to the main document. The

		document is stored in the user's device.
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### Detail dokumentu - odoslaný na FS

**Všeobecný vstupný dokument**

Evidenčné číslo: 600014790/2020

Vybraný dokument spisu nie je možné vizualizovať v prehliadači. Pre vizualizáciu je potrebné dokument uložiť a na jeho otvorenie použiť asociovanú aplikáciu.

[Otvoríť dokument](#)

**Figure: "Document detail" section (section for unstructured data)**

Section **"Document information"** is intended to show the meta data of the file. For each optional section attribute, if their value is not filled, the attribute name will not be displayed either. The section elements are as follows:

Name	GUI element	Mandatory
Evidence number	string	yes
Type / Name of document	string	yes
Domain	string	no
Agenda	string	no
Type of tax entity	string	no
Direction of communication	string	yes
Method of admission	string	no
Method of admission	string	no
Date of admission	Date and time	no
Submission date	Date and time	no
Date of sending	Date and time	no
Date of delivery	Date and time	no
Person who submitted	string	no
Tax period	string	no
File No.	string	no
Attachments	string	no

# Document information

Evidence number:	600005009/2021
Type / Name of the document:	Daňové priznanie
Domain:	Správa daní
Agenda:	Daň z pridanej hodnoty
Direction of communication:	Sent to FA
Method of admission:	PFS
Person who submitted:	
Tax period:	09.2021



**Figure: “Document information” section**

“Document attachments” section shows the data on the list of attachments of the displayed file. The section is dynamically visible, i.e. in the absence of document attachments, the section is hidden. The section is structured as follows:

Name	GUI element	Mandatory
Serial number	integer	yes
File form	string	yes

and button:

Name	Accessible	Description
Show attachment	yes	Depending on the file type, it allows the contents of the file document to be displayed or stored. The Show button is not a physical button with a label; it is visually represented by the "magnifier" icon after each item in the list of attachments to the file document.

Serial number	File form	Action
1	pdf	
2	pdf	

**Figure: “Document attachments” section**

“Dedicated keys” section is the key section for working with the displayed document. The buttons are fixed at the bottom of the website so that they are still available. The section name itself will not appear on the page. The section consists of the following buttons:



**Figure: "Dedicated keys" section**

Name	Accessible	Description
Scroll up	Accessible if scrolling up is possible	Scroll up or return to the main document represented by the " ▲ " key. If the document displayed contains more than one main document, it is set to the previous document or to the previous section or to the beginning of the document detail. If there is only one main document, click to set it to the beginning of the document detail, or to the previous section.
Scroll down	Accessible when scrolling down is possible	Scroll down represented by the " ▼ " key. If the document displayed contains more than one main document, after clicking it will be set to the next section in the document.
Document information	Yes	Move to Document information section. When clicked, the view moves to the section of the document information screen below the document detail.
Document attachments	Accessible if the document has attachments to the document	Move to Document attachments section. When clicked, the view moves to a section of the screen from the lists of attachments available for the main document below the document information.
Associated official documents	Accessible if the document has related documents	Move to Related documents section. When clicked, the view moves to the section of the screen with a list of related documents located below the document attachments.
Save entire document structure	Accessible if the entire document structure is available	Save the entire document structure. When clicked, the entire message container is saved, if available.

# 11. Authorized services

## 11.1 Return to PIZ

If the PIZ user is logged in to the OSS, an OSS reference is available in the tile of the Authorized services to ensure that the user returns to PIZ.

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Authorized services >

[Return to OIZ \(PIZ\)](#)