

1. Overview

Tasks of the Data Provider Client

- Monitoring of data provision obligations through a task list (Deadlines, Tasks).
- Completing, correcting and submitting questionnaires to the HCSO.
- Downloading and printing the questionnaires.
- Checking, saving and printing the receipts of submitted questionnaires.
- Adding new users.
- Creating roles.
- Maintaining the respondent data (contact person, e-mail address, telephone number, password etc.).
- In the case of external data submitter, managing related companies and their data collections on the same interface.

The use of the Data Provider Client requires a One-time (free) registration on below link:

<http://www.ksh.hu/apps/yw.elektra.regisztracio>

Installation

Data Provider Client does not require installation at all. However, Adobe Flash Player is required for its proper operation, which can be downloaded from the following link:

<http://get.adobe.com/flashplayer/>

2. General use of the Data Provider Client

Login

Link: <https://elektra.ksh.hu/asp/bejelentkezés.html>

Normal login



KSH Elektra Adatszolgáltatói Kliens
1.4.4 1545318980334 2018-12-20 14:54:05 Flash: 31.0.0

[KAÜ bejelentkezés](#)

Törzsszám (KSH szám, 8 számjegy):

Felhasználónév:

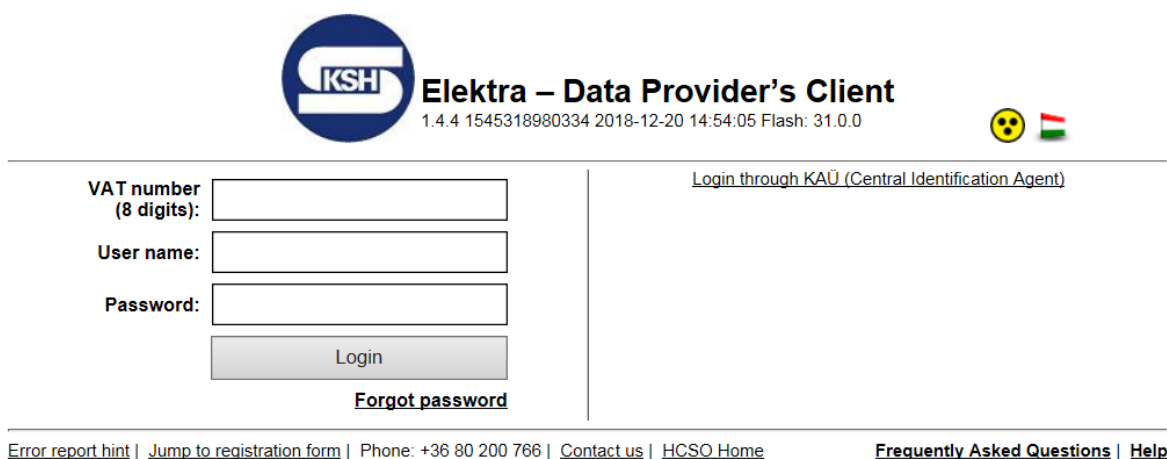
Jelszó:

Bejelentkezés

[Elfelejtett jelszó](#)

Change language to English

English login page:



KSH Elektra – Data Provider's Client
1.4.4 1545318980334 2018-12-20 14:54:05 Flash: 31.0.0

[Login through KAÜ \(Central Identification Agent\)](#)

VAT number (8 digits):

User name:

Password:

Login

[Forgot password](#)

[Error report hint](#) | [Jump to registration form](#) | Phone: +36 80 200 766 | [Contact us](#) | [HCSO Home](#) | [Frequently Asked Questions](#) | [Help](#)

Enter the following information:

- VAT number (the first 8 digits of the company's tax ID)
- User name
- Password

After entering the data, click on the „Login” button.

- If the login was successful, the home page of Data Provider Client will appear.
- In case of invalid user name and/or password pair an error message will appear.
- In case of invalid VAT number an error message will appear.

In case of login problems, please contact: intrastat@ksh.hu

Login through KAÜ (Central Identification Agent)

You can access the Data Provider Client through the KAÜ (Central Identification Agent) as well:



VAT number
(8 digits):

User name:

Password:

[Forgot password](#)

[Login through KAU \(Central Identification Agent\)](#)

Forgot password

VAT number
(8 digits):

User name:

Password:

[Forgot password](#)

You can only request a new password if you know the VAT number and the user name! New password will be sent to the contact e-mail address.

VAT number
(8 digits):

User name:

Captcha:



[Get a new code](#)

In case of forgotten user name and/or the VAT number, click "Contact us" for help:

VAT number (8 digits):

User name:


Captcha: 

[Get a new code](#)

Phone: +36 80 200 766 | [Contact us](#) | [HSO Home](#)

Switch to English

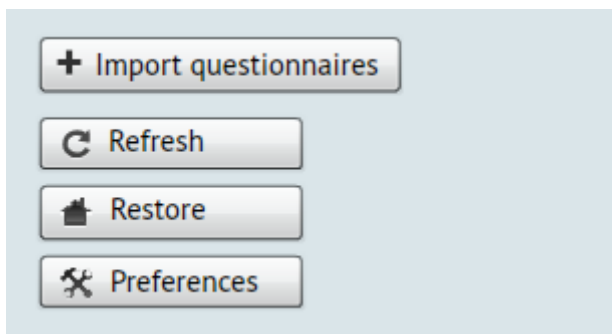
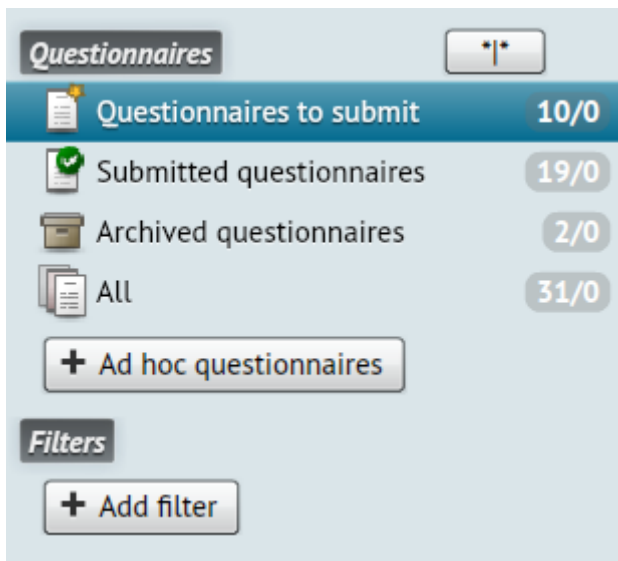
When using the English login page the Data Provider Client will appear in English. In any other case, you can switch languages by using the drop-down window on the top right:



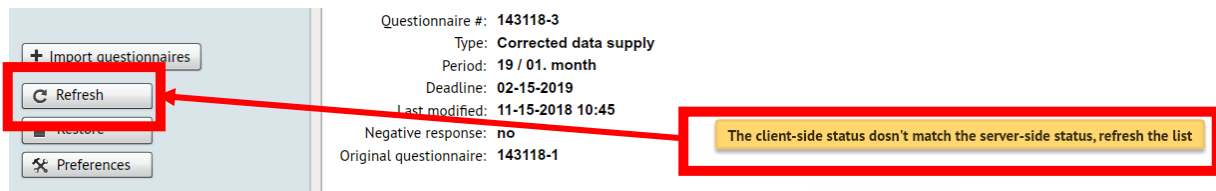
The screenshot shows a web application interface with a language selection dropdown menu. The dropdown is open, showing 'Magyar' and 'English' options. The 'English' option is highlighted. The dropdown is highlighted with a red box.

	Bizonylatszám	Állapot	Létrehozva	Módosítva	Határidő
vénnytársaság (10/0)					
n Működő Részvénytárs:	143117-2	Ellenőrzött	2018. 11. 13.	2018. 12. 28.	2019. 07. 15.
n Működő Részvénytárs:	143119-3	Ellenőrzött	2018. 12. 07.	2018. 12. 07.	2019. 07. 15.
n Működő Részvénytárs:	142708-5	Kitöltés alatt	2018. 10. 01.	2018. 12. 10.	
n Működő Részvénytárs:	142606-1	Ellenőrzött	2018. 09. 17.	2018. 11. 10.	

Left menu bar



- The questionnaires are grouped in different folders at the top of the menu. Number of all/unread items appears next to the folder name (Questionnaires to submit, Submitted and Archived Questionnaires).
- To archive multiple questionnaires use the *|* button next to “Questionnaires” (see later).
- For ad hoc (non-scheduled, event related) questionnaires use the "+ Ad hoc questionnaires" button. Ad hoc questionnaires will not appear automatically in the Task Lists of data providers with non-scheduled response obligation, but they have to request these questionnaires when the event happens.
- For ad hoc (non-scheduled, event related) questionnaires use the "+ Ad hoc questionnaires" button.
- Using the "Filters" block you can set your own filter criteria.
- For group importing of questionnaires use the "+ Import Questionnaires" button (see later).
- Use the “Refresh” button to synchronize (update) the page of Data Provider Client. In case of any malfunction, or unexpected error message, try refreshing the data in the system by using the refresh button. For example:



- Use the "Restore" button to clear previous filters. In this case all filtering criteria will disappear.
- Use the "Preferences" button to access the "Administration" page, where you can view and modify the general settings.

Logout

Click the "Logout" button in the top right corner. Upon successful exit, the login page will appear.

Important: Always use the "Logout" button to exit properly!

	Questionnaire #	Status	Created	Modified	Deadline
:nyttársaság (14/5)					
Működő Részvénytár	143117-2	To be filled in	11-13-2018	11-13-2018	07-15-2019
Működő Részvénytár	142710-5	Validated	11-15-2018	11-15-2018	

Change password

In the upper right corner click the user name and select the "Change password" option in the appearing drop-down list:

Questionnaire #	Status	Created	Modified	Deadline
143117-2	To be filled in	11-13-2018	11-13-2018	07-15-2019
142710-5	Validated	11-15-2018	11-15-2018	
142710-3	To be filled in	11-12-2018	11-12-2018	

Enter the following information:

- Old password,
- New password,
- Confirm new password.

Change password ✕

Old password: *

New password: *

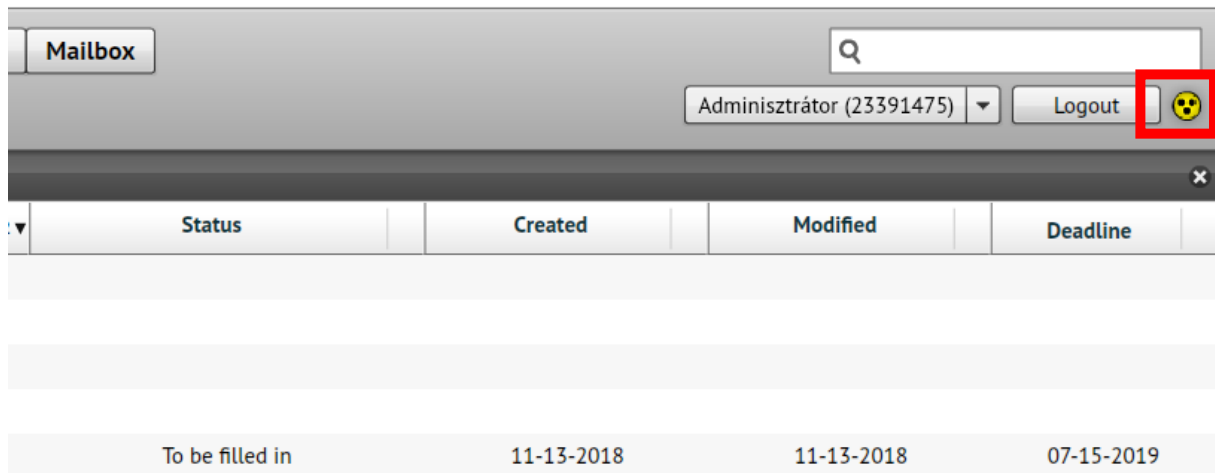
Confirm new password: *

Click "Change Password" button to save the new password.

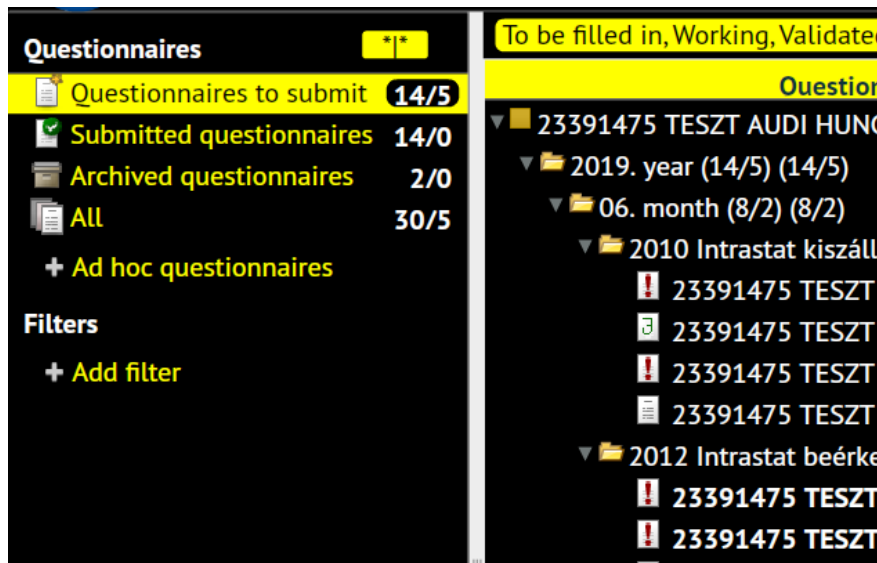
- If "New password" does not match "Confirm new password" an error message will appear.
- In case of invalid old password an error message will appear.
- In case of invalid new password an error message will appear. The password must be at least 8 characters long!

Visually impaired version

You can switch to the visually impaired version by clicking the yellow icon in the upper right corner.

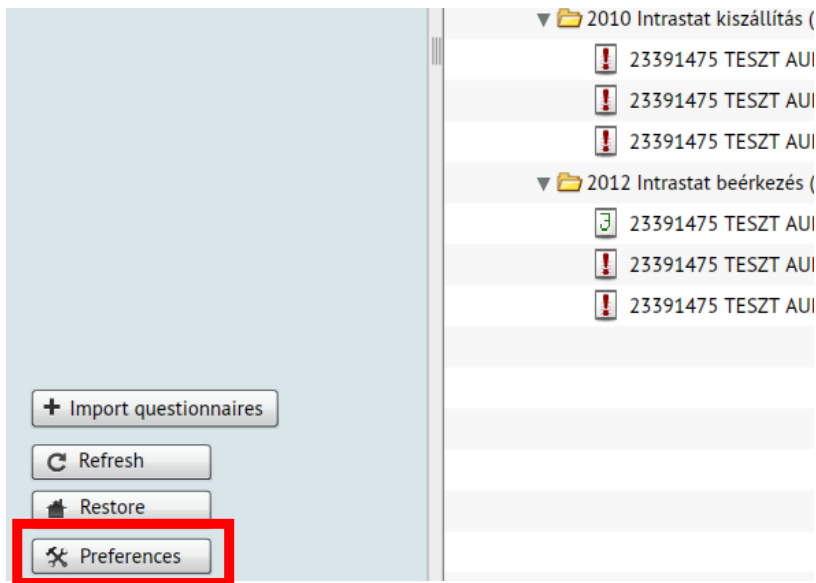


Clicking on the icon will change the interface, which will turn black, and the main buttons and texts will become larger.



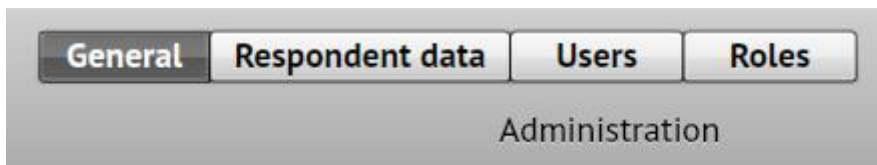
3. Briefly about the settings

You can access the general settings by clicking the "Preferences" button in the lower left corner:



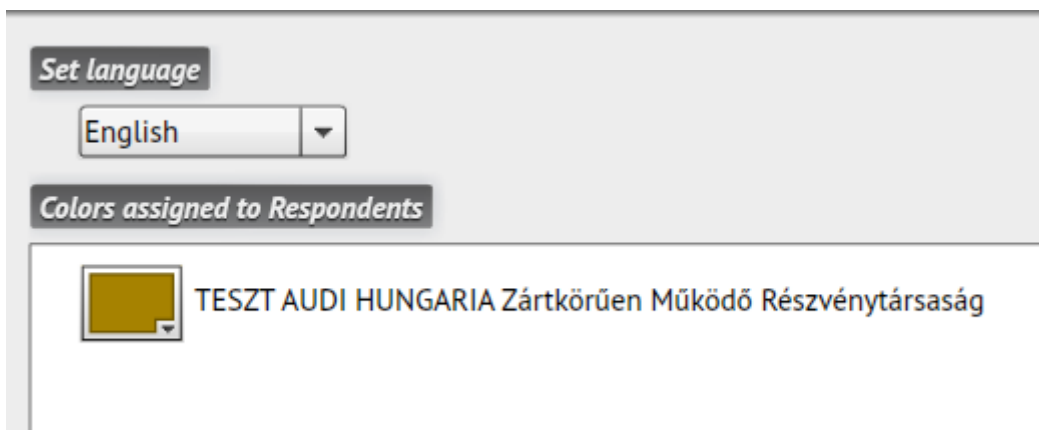
Use the top menu bar for the following settings.

Top menu bar



General

- Set language (Hungarian/English)
- Assign colors to respondents (relevant for external data submitters to manage multiple data providers on the same interface)
- E-mail settings



E-mail notifications	Edit
<input checked="" type="checkbox"/> New data supply	
<input checked="" type="checkbox"/> Data supply with errors	
<input checked="" type="checkbox"/> News	
<input checked="" type="checkbox"/> Submission acknowledgement	
<input checked="" type="checkbox"/> Acceptance acknowledgement	

Respondent data

Modifying the name and contact details of the respondent's contact person.

Modify Respondent data	
Respondent ID:	23391475
Name:	TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság
Postal address:	9027 Győr Audi Hungária út 1.
Contact person:	Kucsera Gizella
Telephone:	3456076
E-mail:	gizella.kucsera@ksh.hu
Default submission mode:	Elektronikus
Default proxy ID:	23391475

To modify the contact details, click on the “Edit” button on the right:

Modify Respondent data

Respondent ID: 23391475

Name: TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság

Postal address: 9027 Győr Audi Hungária út 1.

Contact person:

Telephone:

E-mail:

Default submission mode: Electronic


Default proxy ID: 23391475

Users

If multiple people use the Data Provider Client at the respondent (e.g. different reports are submitted by different person), the "admin" user can add new users and modify the details of existing users on this page.

Users + Add new user

Basic data Modify Delete

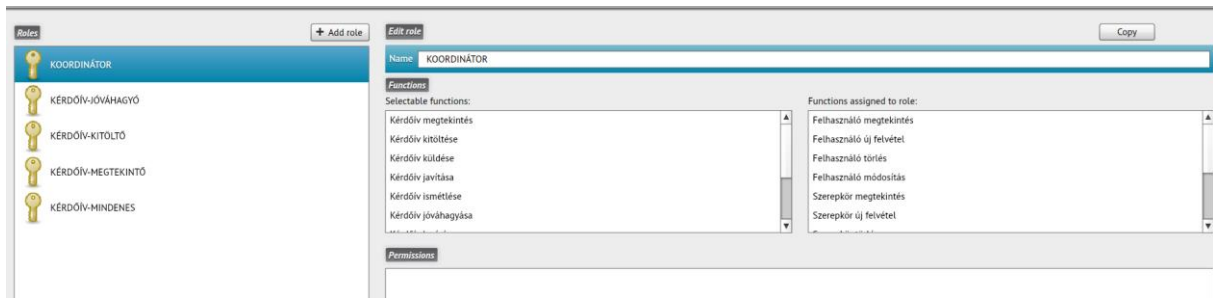
 admin (Adminisztrátor) telefon: e-mail: gizella.kucsera@ksh.hu	User name: <input type="text" value="admin"/> Full name: <input type="text" value="Adminisztrátor"/> Telephone: <input type="text"/> E-mail: <input type="text" value="gizella.kucsera@ksh.hu"/> Send copy to: <input type="text"/>
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Roles

Administrator is permitted to perform all functions, roles cannot be changed.

Roles

The "admin" user can create different roles to set and control the permissions of each user in the Data Provider Client.



4. Questionnaires – presenting the Task List

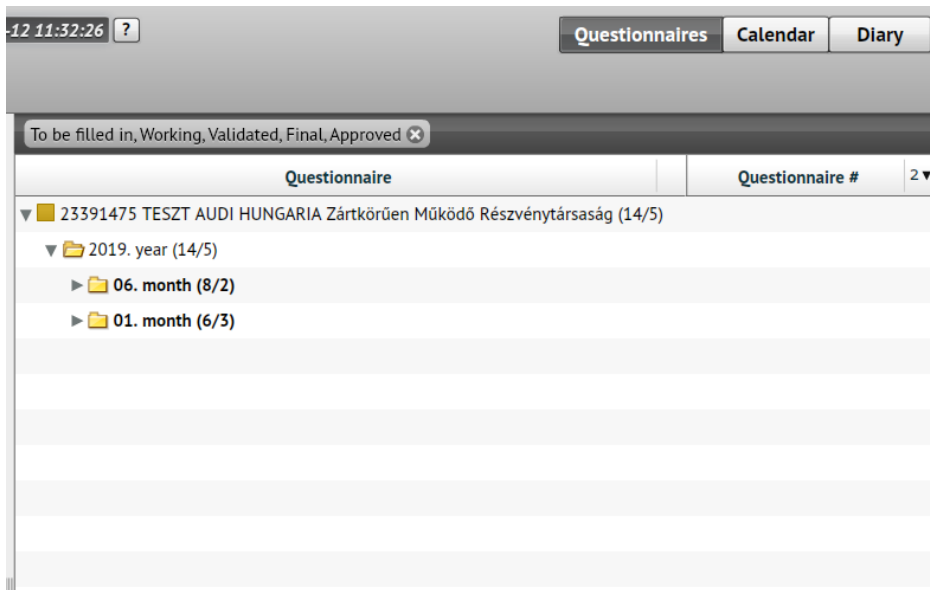
General Information

Clicking the "Questionnaires" button in the top menu bar, will list you questionnaires matching filtering criteria and user permission.

Questionnaire	Questionnaire #	Status	Created	Modified	Deadline
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság (14/5) (1-)					
2019. year (14/5) (14/5)					
06. month (8/2) (8/2)					
2010 Intrastat kiszállítás (4/0) (4/0)					
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143117-2	To be filled in	11-13-2018	11-15-2018	07-15-2019
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142710-5	Validated	11-15-2018	11-15-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142710-3	To be filled in	11-12-2018	11-12-2018	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142608-1	To be filled in	09-17-2018	09-17-2018	
2012 Intrastat beérkezés (4/2) (4/2)					
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143119-2	To be filled in	11-12-2018	11-12-2018	07-15-2019
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142708-6	To be filled in	11-15-2018	11-15-2018	

The Task List includes the questionnaires according to user permission. By default, users see only questionnaires matching their permission. This feature is important in several cases, for example, accountants might contract several companies, but can be responsible only for a few questionnaires of each contracted company. In such cases, it is a great help if they only see the questionnaires that are relevant to them, and they do not have to search for them.

The Task List is the list of relevant questionnaires divided by Respondent/Subject year/Subject month/Questionnaire, where the level of aggregation (detail) can be changed by clicking the triangle (▼) in front of each level:



Next to each aggregation level you can see the number of "items/unread items" in parentheses.



For higher levels, the "Folder" icon and the "Triangle" indicating further breakdown will appear. These are further degradable items:



The following information appears for the non-degradable tasks in the Task List:

- Questionnaire ID (Respondent/Subject Year/Subject Month/Questionnaire)
- Questionnaire # (document number)
- Status
- Created (added to Task List)
- Modified
- Deadline

Questionnaire	Questionnaire #	Status	Created	Modified	Deadline
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság (14/5)					
2019. year (14/5)					
06. month (8/2)					
2010 Intrastat kiszámlítás (4/0)					
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143117-2	To be filled in	11-13-2018	11-13-2018	07-15-2019
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142710-5	Validated	11-15-2018	11-15-2018	

By default, questionnaires are sorted by "Questionnaire #". Click the arrow next to each column name or the column name itself to change sorting. The clicked column will become the primary sorting condition. Clicking on the arrow next to the column captions will change the sorting order (ascending/descending).

Questionnaire	Questionnaire #	Status	Created
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság (14/5)			
2019. year (30/5)			
06. month (17/2)			
2010 Intrastat kiszámlítás (8/0)			
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143117-2	To be filled in	11-13-2018
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143117-1	Error in KSH	11-06-2018

Task details

Clicking on a non-degradable task (questionnaire) in "Questionnaires" view in the Task List will display another window containing the details of the selected questionnaire:

23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság (30/5)							
2019. year (30/5)							
06. month (17/2)							
2010 Intrastat kiszállítás (8/0)							
!	23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	143117-2	To be filled in	11-13-2018	11-13-2018	07-15-2019	
?	23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	143117-1	Error in KSH	11-06-2018	11-13-2018	07-15-2019	
?	23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142710-5	Validated	11-15-2018	11-15-2018		
?	23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142710-4	Accepted by KSH	11-12-2018	11-23-2018		
!	23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142710-3	To be filled in	11-12-2018	11-12-2018		
?	23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142710-2	Error in KSH	11-12-2018	11-12-2018		
?	23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142710-1	Error in KSH	09-25-2018	11-12-2018		
?	23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytá	142608-1	To be filled in	09-17-2018	09-17-2018		

2010 Intrastat kiszállítás

Mark as unread Archive DEADLINE: 07-15-2019

Open Open read-only Export to PDF View error list Operations...

Respondent: 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság
 Report unit: 23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság
 Questionnaire #: 143117-2
 Type: **Erroneous data supply**
 Period: 19 / 06. month
 Deadline: 07-15-2019
 Last modified: 11-13-2018 09:55
 Negative response: no
 *Eredeti bizonylatszám: 143117-1

Open for reading

Select a questionnaire on the "Questionnaires" page, then click the "Open read-only" button in the appearing bottom window. The opened "read-only" questionnaire cannot be edited: data cannot be entered/deleted/modified!

10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság (120/17)	
2019. year (45/5)	
06. month (15/2)	
2010 Intrastat kiszállítás (8/0)	
?	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság 1431
?	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság 1428
?	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság 1427
?	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság 1427
!	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság 1427
?	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság 1427
?	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság 1427
?	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság 1426

2010 Intrastat kiszállítás

Open **Open read-only** Export to PDF

Respondent: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság
 Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság

Open for editing

- Click on a questionnaire in the "Questionnaires" page and then click the "Open" button in the appearing bottom window **or**
- Double-click the questionnaire.

The screenshot shows a hierarchical list of questionnaires. The top level is '10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság (120/17)'. Below it are folders for '2019. year (45/5)', '06. month (15/2)', and '2010 Intrastat kiszállítás (8/0)'. A list of questionnaires follows, with the first one highlighted in blue. A red callout box with the text 'Double-click!' points to the first questionnaire in the list. Below the list, the '2010 Intrastat kiszállítás' questionnaire is selected, and the 'Open' button is highlighted with a red box.

Questionnaire ID	Questionnaire Name	Count
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1431
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1428
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1427
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	1426

2010 Intrastat kiszállítás

Open Open read-only Export to PDF

Respondent: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság
Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság

The editable questionnaire will appear. **Only one questionnaire can be edited at a time, but multiple “read-only” versions can be opened!**

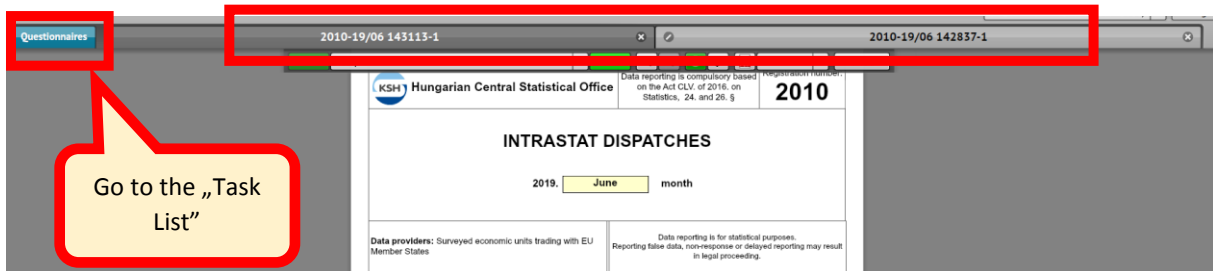
Viewing multiple questionnaires in parallel

Multiple questionnaires can be opened in parallel (**one for editing and multiple for reading only**).

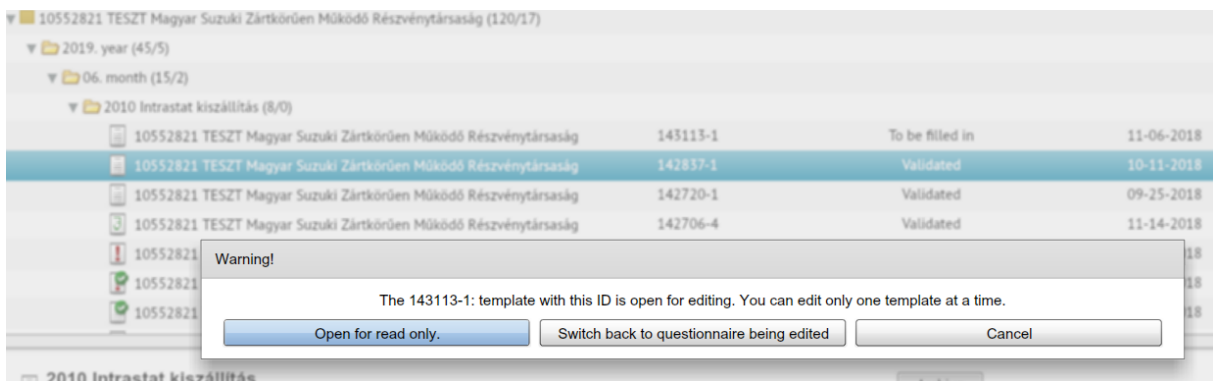
1. Click the 'Questionnaires' tab on the left side of the title bar to return to the Task List; the open questionnaire(s) will not be closed.
2. Select a new questionnaire in the Task List and then

3. Click the 'Open read-only' button.

The selected read-only questionnaire will also appear. You can navigate between the open templates by clicking the questionnaire identifying tabs:

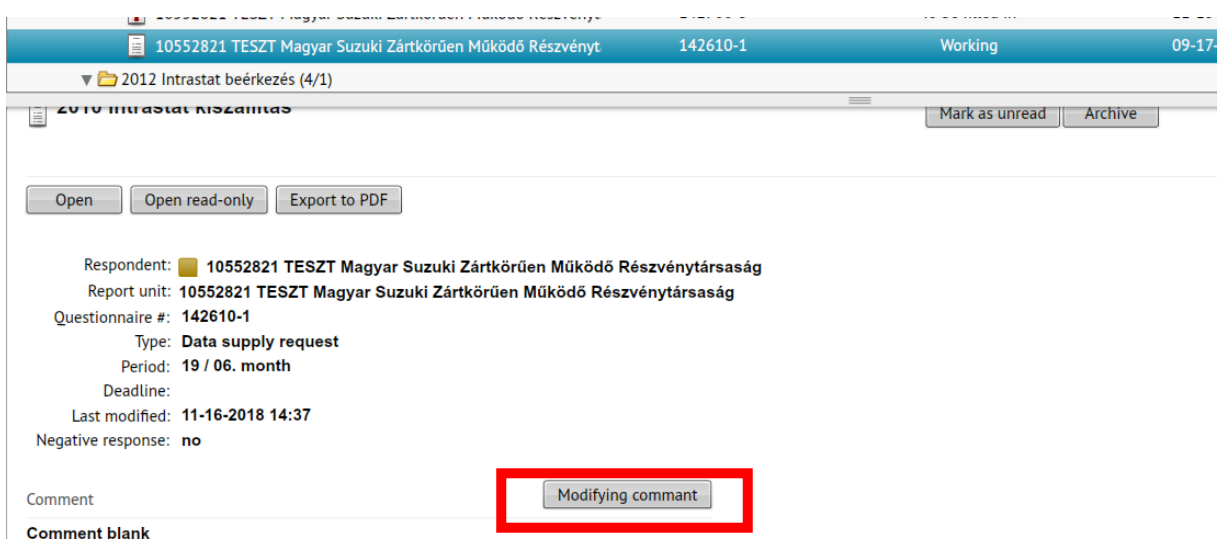


When you try to open multiple questionnaires for editing, a warning message will appear:



Editing comments

Select a questionnaire with status "To be filled in" in the "Questionnaires" page, then click the "Modifying comment" button on the bottom window:



Enter the text of the comment in the appearing text box:

Last modified: 11-10-2018 14:37

Negative response: no



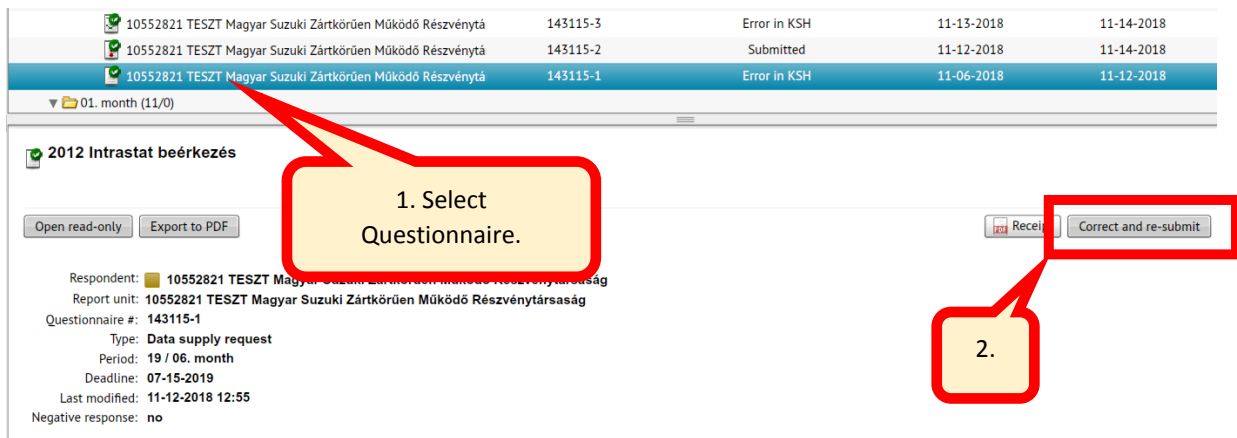
Comment

Save comment Cancel

By clicking the "Modifying comments" button you can also modify previous comments. After editing, click the "Save Comment" button. Click the "Cancel" button to return to the home page without saving the comment.

Questionnaire correcting

Click on a questionnaire with "Archived" or "Submitted" on the "Questionnaires" page, and then click on the "Correct and re-submit" button in the bottom window.



10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	143115-3	Error in KSH	11-13-2018	11-14-2018
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	143115-2	Submitted	11-12-2018	11-14-2018
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság	143115-1	Error in KSH	11-06-2018	11-12-2018

01. month (11/0)

2012 Intrastat beérkezés

Open read-only Export to PDF

1. Select Questionnaire.

2.

Correct and re-submit

Respondent: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság
Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság
Questionnaire #: 143115-1
Type: Data supply request
Period: 19 / 06. month
Deadline: 07-15-2019
Last modified: 11-12-2018 12:55
Negative response: no

While leaving the original (selected) questionnaire unchanged, a copy of it will be added to 'Questionnaires to submit' folder in the Task List and will be opened for editing.

Submitting

You can submit "Validated", "Approved" and "Final" questionnaires directly from the Task List:

Questionnaire	Questionnaire #	Status	Created	Modified	Deadline
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság (50/17)					
2019. year (16/5)					
06. month (10/2)					
2010 Intrastat kiszállítás (6/0)					
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytá	143113-1	To be filled in	11-06-2018	11-06-2018	07-15-2019
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytá	142837-1	Validated	10-11-2018	10-16-2018	07-15-2019
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytá	143221-1	Validated	09-25-2018	10-02-2018	
		Validated	11-14-2018	11-14-2018	
		To be filled in	11-13-2018	11-13-2018	
		Working	09-17-2018	11-16-2018	

1. Select a Q. (Status = Validated or Final or Approved)

2. Submit

Respondent: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság
 Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság
 Questionnaire #: 142837-1
 Type: Data supply request
 Period: 19 / 06. month
 Deadline: 07-15-2019

Open Open read-only Export to PDF

Operations...
 Submit
 Approve
 Attach e-signed
 Finalize
 Unlock
 Receipt

Downloading and printing questionnaires

Before printing, questionnaires must be converted to PDF. There are several options available for this. Starting from the Task List, you should:

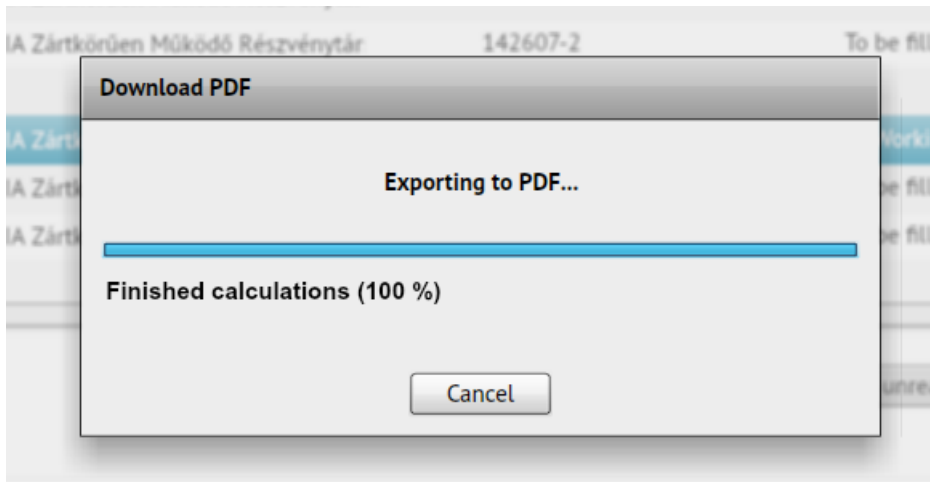
1. Select the questionnaire and in the bottom window click "Export to PDF" button.

2012 Intrastat beérkezés (3/0)		
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143118-3	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	143118-2	
23391475 TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytár	142707-3	

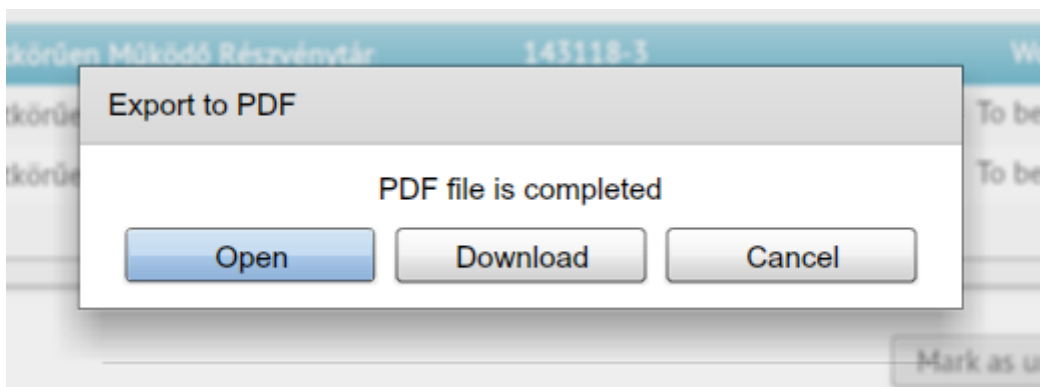
2012 Intrastat beérkezés

Open Open read-only Export to PDF

2. The system will convert it to PDF:



3. You can open the generated PDF directly ("Open" button) or download it ("Download" button):



Only the generated PDF files allow printing, which means, questionnaires cannot be printed directly from the system.

Finalizing, approving, unlocking questionnaires

Validated flawless questionnaires can be finalized and approved before submission (with proper authorization). IMPORTANT: the use of the above mentioned functions is not necessary, questionnaires can be submitted without them by default (system finalizes and approves questionnaires automatically when submitting).

Finalizing questionnaires

Questionnaires (only!) with "Validated" status can be finalized. Finalized questionnaires can no longer be modified.

Select a questionnaire with "Validated" status in the Task List, then in the bottom window select "Finalize" in the "Operations" menu. The status of the selected questionnaire will change to "Final".

Validated	11-13-2018	12-27-2018	07-15-2019
Validated	12-07-2018	12-07-2018	07-15-2019
Working	10-01-2018	12-10-2018	
Validated	09-17-2018	11-10-2018	

Archive VALIDATED

1. Select a questionnaire with "Validated" status.
2. Operations... → Finalize

Operations... ▾

- Submit
- Approve
- Attach e-signed
- Finalize
- Unlock
- Receipt

Approving questionnaires

Select a questionnaire with at least "Validated" status, then in the bottom window select "Approve" in the "Operations" menu.

Validated	11-13-2018	12-27-2018	07-15-2019
Validated	12-07-2018	12-07-2018	07-15-2019
Working	10-01-2018	12-10-2018	
Validated	09-17-2018	11-10-2018	

Archive VALIDATED

1. Select a questionnaire with "Validated" or "Final" status.
2. Operations... → Approve

Operations... ▾

- Submit
- Approve
- Attach e-signatured
- Finalize
- Unlock
- Receipt

Unlocking questionnaires

Questionnaires with "Approved" or "Final" status can be unlocked by clicking "Unlock" in the "Operations" menu. This will change questionnaire status to "Working".

Working	07-29-2018	12-03-2018
Final	11-14-2018	12-03-2018
To be filled in	11-13-2018	11-13-2018
Working	09-17-2018	11-16-2018

Archive FINALIZED

1. Select a questionnaire with "Approved" or "Final" status.
2. Operations... → Unlock

Operations... ▾

- Submit
- Approve
- Attach e-signatured
- Finalize
- Unlock
- Receipt

This will change questionnaire status to "Working".

The unlocked questionnaire can be opened again for editing. (However, unlocked questionnaires cannot be submitted directly from the Task List, they have to be validated again before submission!)

Archiving questionnaires

Archiving a single questionnaire

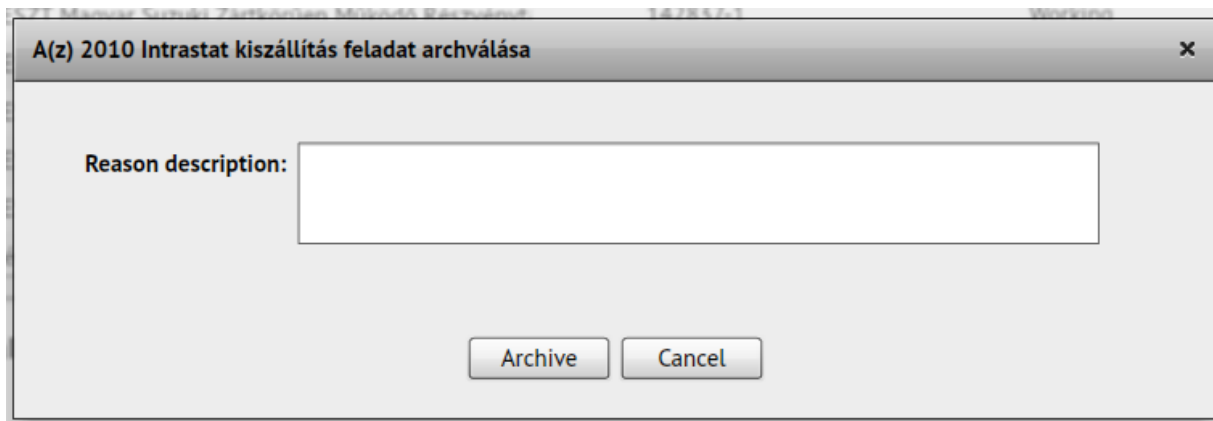
Questionnaires not needed anymore (e.g. false ask for correction) can be deleted from the Task List by archiving. IMPORTANT: questionnaires cannot be physically deleted in KSH-ELEKTRA system, which means, archived questionnaires can be restored and edited by ask for correction any time.

For archiving select a questionnaire with "To be filled in" status in the Task List, the click "Archive" in the bottom window.

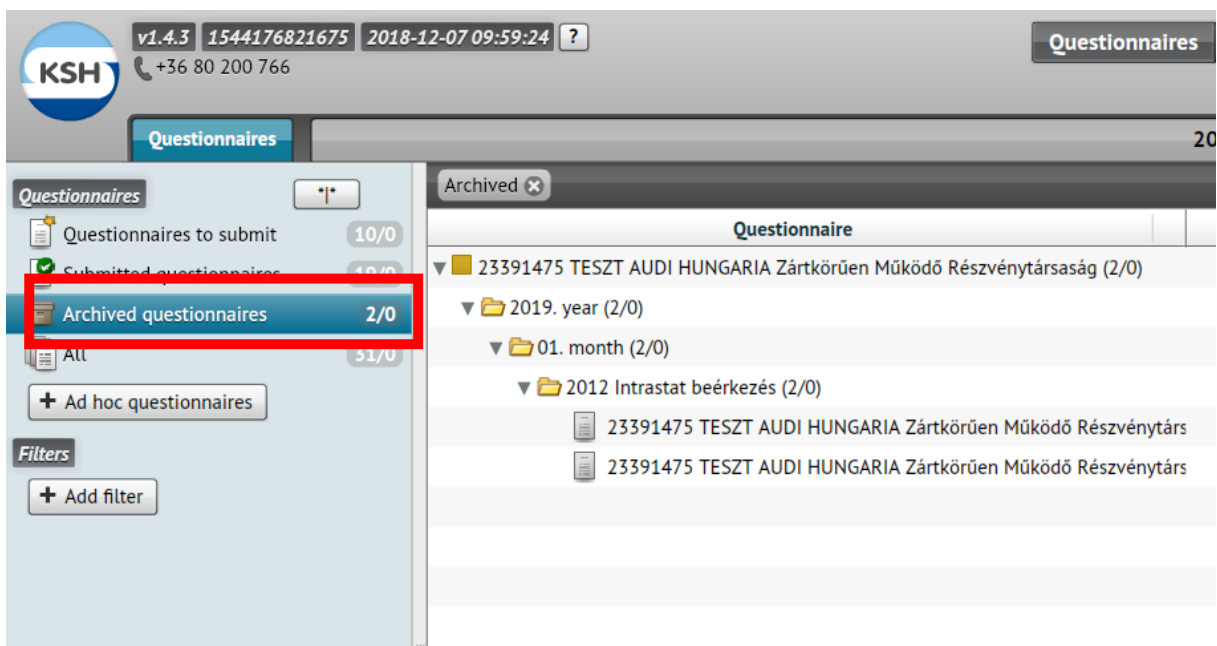
Questionnaires with "Submitted" and "Archive" status cannot be archived!

▼ 2010 Intrastat kiszállítás (6/0)				
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényt.	143113-1	To be filled in		11
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényt.	142837-1	Working		10
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényt.	142720-1	Working		09
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényt.	142706-4	Final		11
! 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényt.	142706-3	To be filled in		11
10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvényt.	142610-1	Working		09
▼ 2012 Intrastat beérkezés (4/2)				
2010 Intrastat kiszállítás				
		Mark as unread	Archive	

Text comment (explanation) is needed for the operation. After entering the comment, click the "Archive" button. By pressing the "Cancel" button the program will return to the initial screen without executing the command.

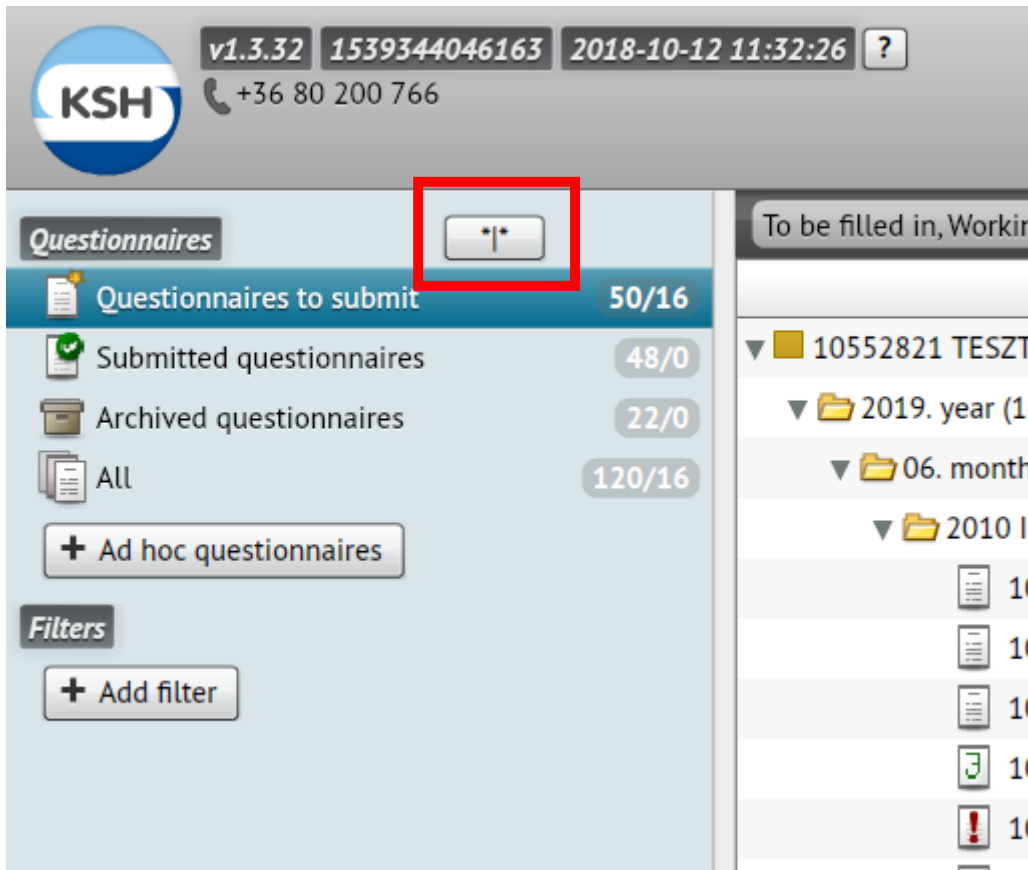


After this operation, the selected questionnaire will get "Archived" status and being moved to "Archived questionnaires" folder:



Group archiving of questionnaires

To archive several questionnaires at once, click the "*" button at the top of the left menu.



The Task List will be rendered tabular (the default grouped view will disappear) and "****" will appear on the button. (You can exit group archiving return to the Task List by clicking this button again.)

1. Selecting a single item, the program will shows the questionnaire details by default. Clicking the "Archive" button will proceed the operation as described in the previous section.

To be filled in, Working, Validated, Final, Approved

*Adatszolgáltató - Év - HO OSAP - Adatbenyújtó	Questionnaire #	Status
10552821 - 19 - 06 - 2012 - 10552821	143115-4	To be filled in
10552821 - 19 - 01 - 2012 - 10552821	143114-1	To be filled in
10552821 - 19 - 06 - 2010 - 10552821	143113-1	To be filled in
10552821 - 19 - 06 - 2012 - 10552821	142839-1	To be filled in
10552821 - 19 - 01 - 2012 - 10552821	142838-1	To be filled in
10552821 - 19 - 06 - 2010 - 10552821	142837-1	Working
10552821 - 19 - 06 - 2012 - 10552821	142722-1	To be filled in
10552821 - 19 - 01 - 2012 - 10552821	142721-1	To be filled in
10552821 - 19 - 06 - 2010 - 10552821	142720-1	Working
10552821 - 19 - 06 - 2010 - 10552821	142706-4	Final
10552821 - 19 - 06 - 2010 - 10552821	142706-3	To be filled in

2012 Intrastat beérkezés Mark as unread Archive

Open Open read-only Export to PDF View error list

Respondent: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság
Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság

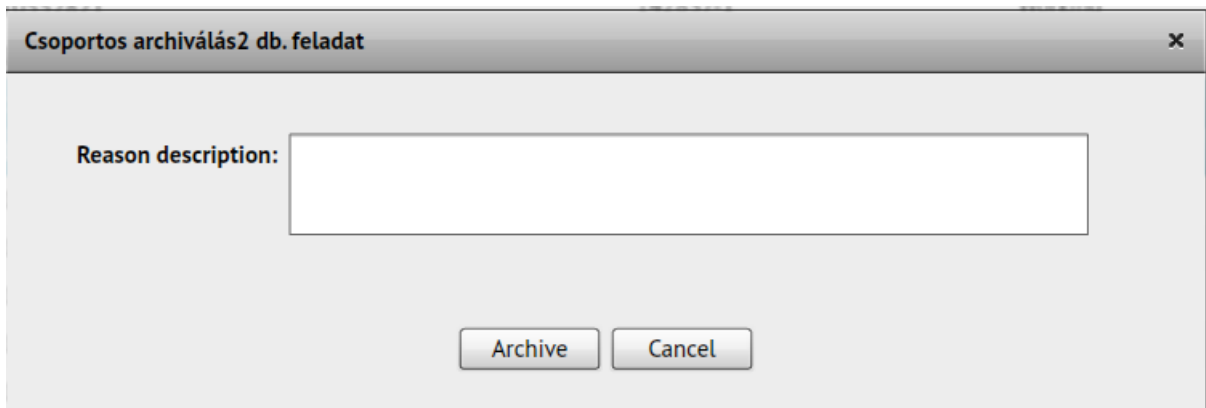
2. Selecting 2 or more questionnaires while holding CTRL or SHIFT will enable group archiving:

*Adatszolgáltató - Év - HO OSAP - Adatbenyújtó	Questionnaire #
10552821 - 19 - 06 - 2012 - 10552821	143115
10552821 - 19 - 01 - 2012 - 10552821	143114
10552821 - 19 - 06 - 2010 - 10552821	143113
10552821 - 19 - 06 - 2012 - 10552821	142839
10552821 - 19 - 01 - 2012 - 10552821	142838
10552821 - 19 - 06 - 2010 - 10552821	142837
10552821 - 19 - 06 - 2012 - 10552821	142722
10552821 - 19 - 01 - 2012 - 10552821	142721
10552821 - 19 - 06 - 2010 - 10552821	142720
10552821 - 19 - 06 - 2010 - 10552821	142706
10552821 - 19 - 06 - 2010 - 10552821	142706
10552821 - 19 - 01 - 2010 - 10552821	142705
10552821 - 19 - 01 - 2010 - 10552821	142705
10552821 - 19 - 06 - 2012 - 10552821	142612
10552821 - 19 - 01 - 2012 - 10552821	142611
10552821 - 19 - 06 - 2010 - 10552821	142610

Csoportos műveletek:

Archiválás

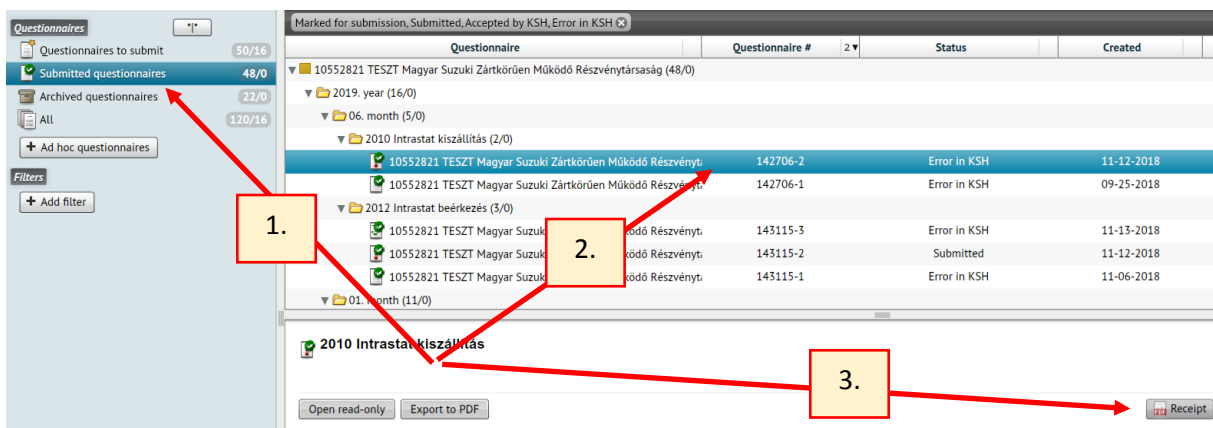
However, text comment (explanation) is also needed for the operation:



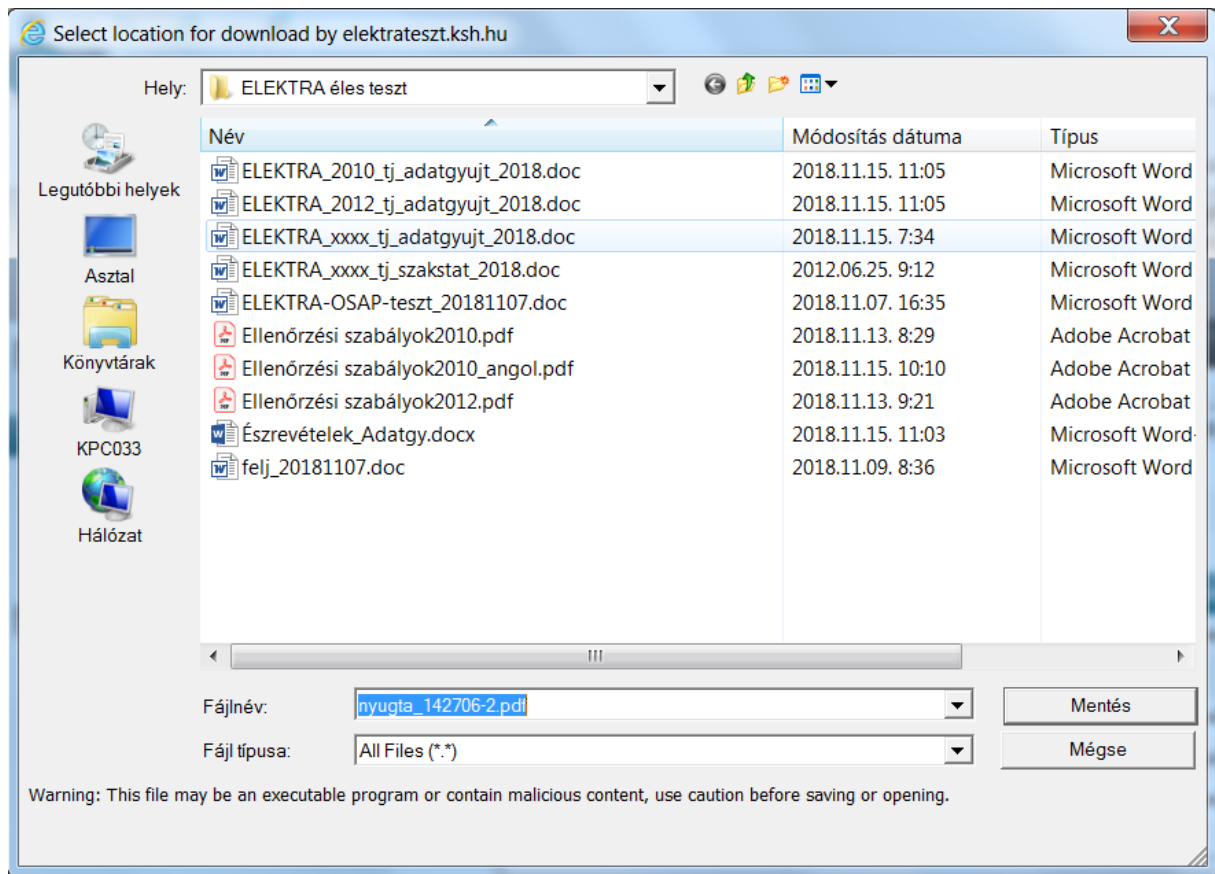
Checking and printing of Receipts

The KSH-ELEKTRA system can generate receipts verifying the arrival/reception of submitted questionnaires. These receipts can be checked, downloaded and printed.

In the "Questionnaires" view: select a questionnaire (2) from the folder "Submitted questionnaires" (1), then press the "Receipt" button in the bottom window (3):



The receipt must be saved in PDF format first:

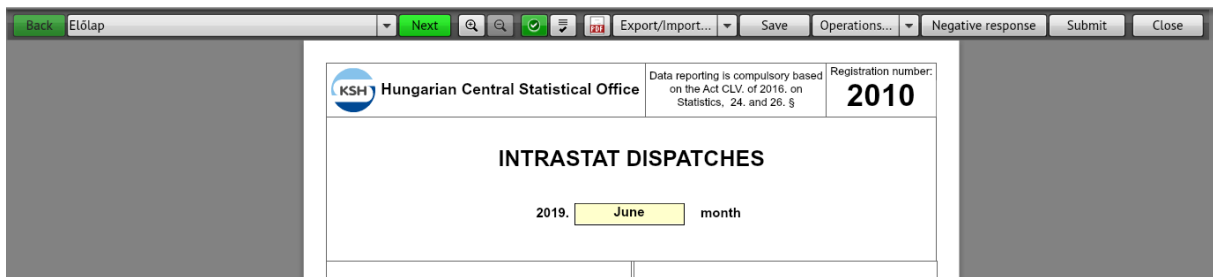


The saved receipt can be opened and printed.

5. Filling in questionnaires

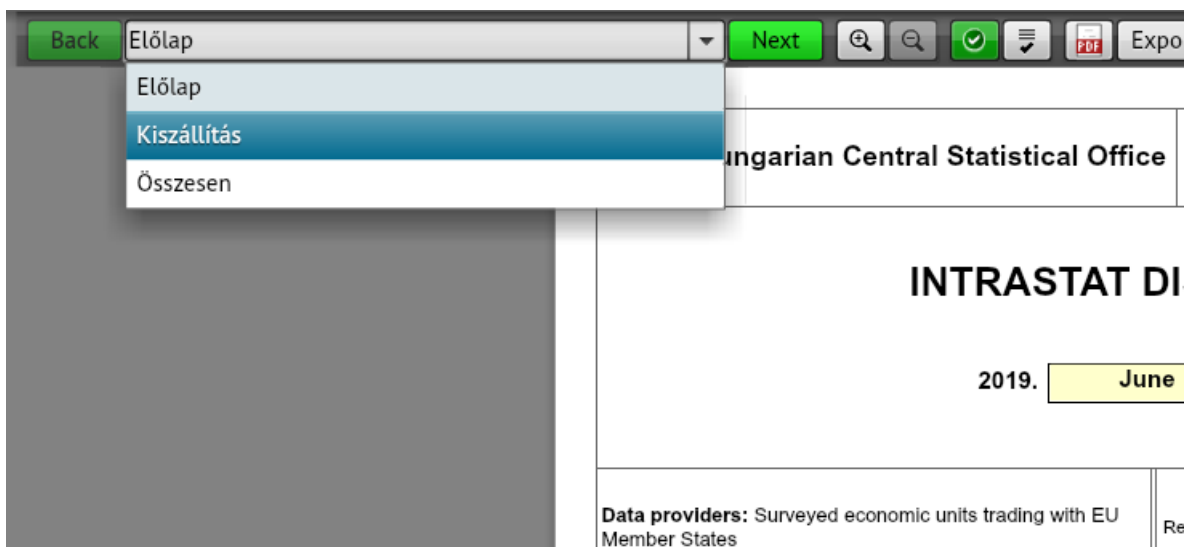
Opening a questionnaire for editing will allow adding or modifying data (so the questionnaire can be filled in) and, when completing the questionnaire, the submission to the HCSO.


The top menu bar of questionnaires opened for editing looks like this:




The function of each button is the following:

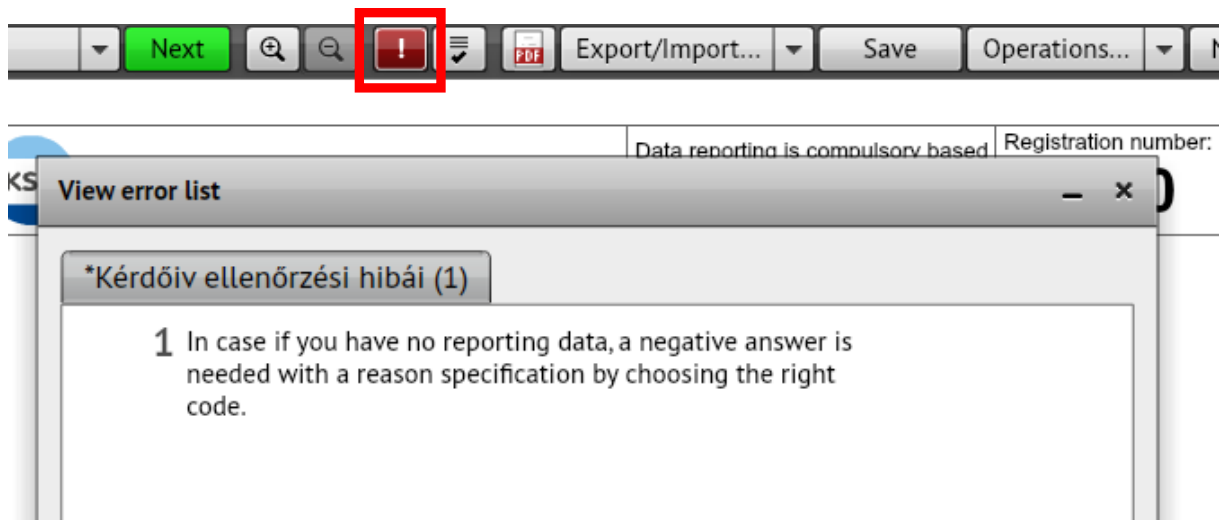
1. **Back, Next:** Moving between the chapters of the questionnaire. However, moving between chapters is also possible using the drop down window between these two buttons:



2.  : Reducing / Enlarging

3.  : Questionnaire validating (running built-in control rules)

Finding any error during the validation, this icon will change to a red exclamation point:

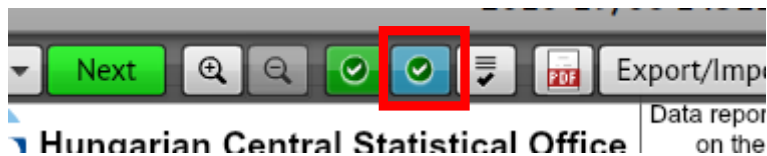


This indicates that the questionnaire is still incorrect so cannot be submitted. When correcting the indicated errors and running validation again, the icon will change to "green check" again.

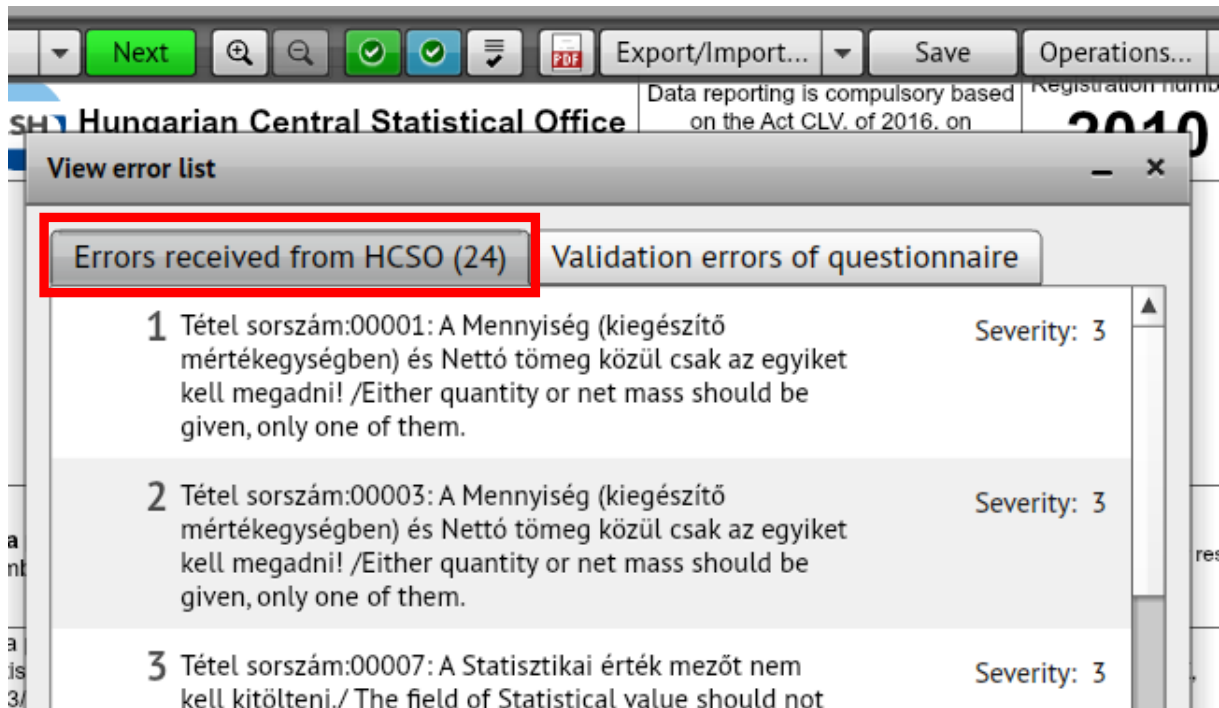
4. However, it may happen that the internal validation processes of HCSO finds errors in the submitted questionnaire. In this case, the erroneous questionnaire will be returned to the Task List in the folder "Questionnaires to submit" and a red exclamation mark will warn you that the questionnaire needs correction:



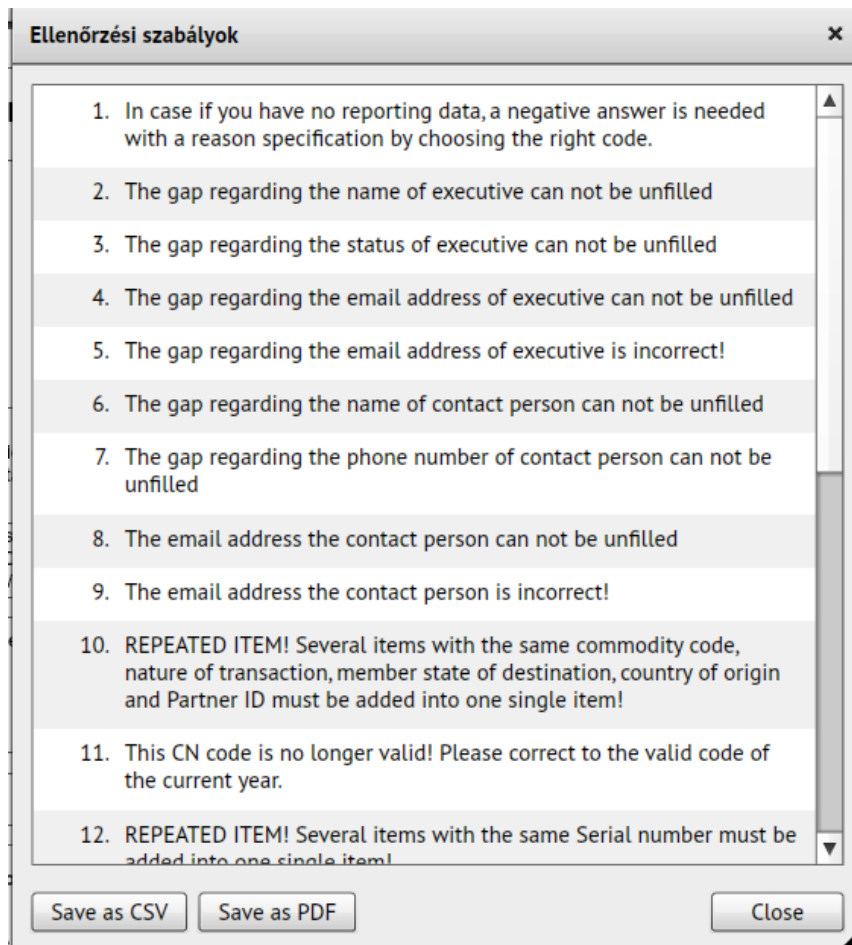
In this case, another icon is added to the top menu bar currently being discussed:




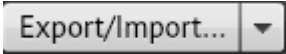
Click this icon to see the Error list received from the HCSO:

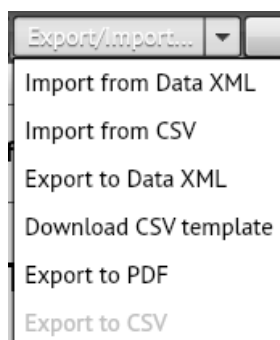


5. : Viewing/downloading built-in control rules

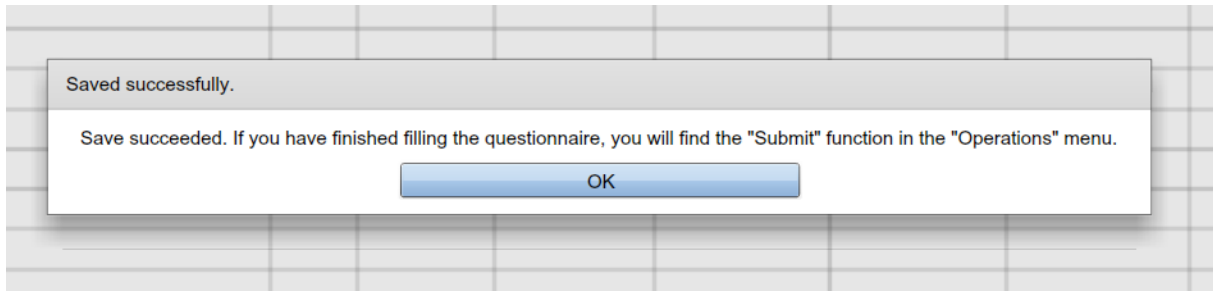


6. : Exporting the questionnaire to PDF

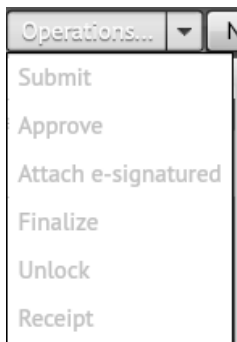
7. : Importing data to the questionnaire from an external file or exporting the questionnaire data to an external file (see below). The drop-down menu bar contains the following items:



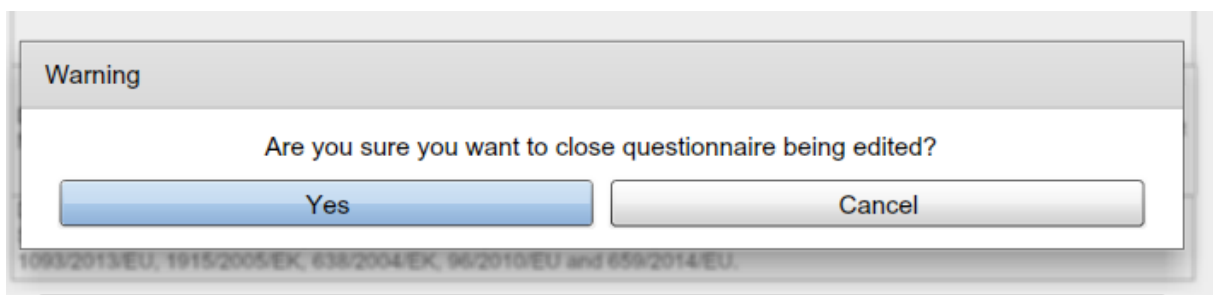
8. **Save**: Saving questionnaire data (you should *use it as often as possible when filling, especially by slow/weak internet connection!*)



9. **Operations...**: Currently performable questionnaire operations (Submit, Approve, Finalize, Unlock, Receipt)



10. **Negative response**: Submitting negative response to the opened questionnaire (see later)
11. **Submit**: Submitting the current questionnaire. IMPORTANT: Clicking on the button will run first the built-in control algorithms. Submission can be continued only if these control algorithms find no error. Otherwise, an Error list will appear and the questionnaire status will remain "Working" (i.e. the questionnaire will NOT be submitted at this time).
12. **Close**: Closing the questionnaire and returning to the Task List. Pressing this button, the system will ask for confirmation:



IMPORTANT: The questionnaire data will not be saved automatically! You should use the "Close" function carefully. Make sure before closing the questionnaire that you saved the entered data by clicking on the "Save" button, otherwise these data might be lost!

Entering approver data

Data of approver			
Name:	Status:	Phone Number:	E-mail:
Jóváhagyó Béla	vezető	1/111-1111	jovahagyo@ksh.hu

Data of declarer			
Name:	Status:	Phone Number:	E-mail:
zvk		1/222-2222	kit@ksh.hu

Other notes:	

Time spent on filling in the questionnaire:	minute(s)

Please fill in and check the contact information fields on the first page of the questionnaire! These fields must be filled out in case of negative response as well!

The time spent on completing the questionnaire should be given at least once a year!

Filling in the chapters of the questionnaire

IMPORTANT: The sections presented hereinafter are specifically based on Intrastat reports. The operation of other questionnaires might be different.

Serial number:	Commodity code:	Commodity description:	Nature of transaction:	Member State of destination:	Country of origin:	Quantity in net mass (kg):	Quantity in supplementary units:	Invoiced amount (HUF):	Statistical value (HUF):	Partner tax ID number:
a	b	c	d	e	f	g	h	i	j	k
00001										
00002			Q							
00003										

Adding FURTHER ROWS: click into the chart, then on the blue plus sign.

Adding or deleting rows

By default, the questionnaire offers 3 rows to fill in. Adding new rows is possible with the "+" sign next to the questionnaire (the sign is visible only by an active row, so if you have clicked on any cell!):

Back Kiszállítás Next [Search] [Print] [PDF] Export/Import... Save Operations...

1. DISPATCHES

Serial number:	Commodity code:	Commodity description:	Nature of transaction	Member State of destination:	Country of origin:	Quantity in net mass (kg):	Quantity in supplementary units:	Invoiced amount (€)
a	b	c	d	e	f	g	h	i
00001	I							
00003								

Add multiple rows

Adding FURTHER ROWS: click into the chart, then on the blue plus sign.

Delete row by using the "-" sign:

IMPORTANT: The system will not request confirmation for deletion, but will remove the selected rows immediately!

Back Kiszállítás Next [Search] [Print] [PDF] Ex

1. DISPATCHES

Serial number:	Commodity code:	Commodity description:	Nature of transaction	Member State of destination:	Country of origin:
a	b	c	d	e	f
00001					
00002					
00003					

Adding FURTHER ROWS: click into 1

Adding or deleting new pages

One page can contain 25 rows at most. Trying to add new rows after reaching this limit will result in an error message:

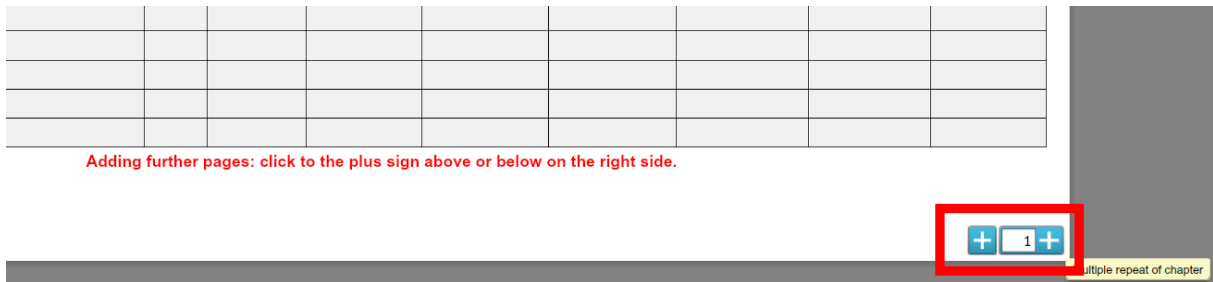
Commodity description:	Nature of transaction	Member State of destination:	Country of origin:	Quantity in net mass (kg):	Quantity in supplementary units:	Invoiced amount (€)
c	d	e	f	g	h	i

Figyelmeztetés

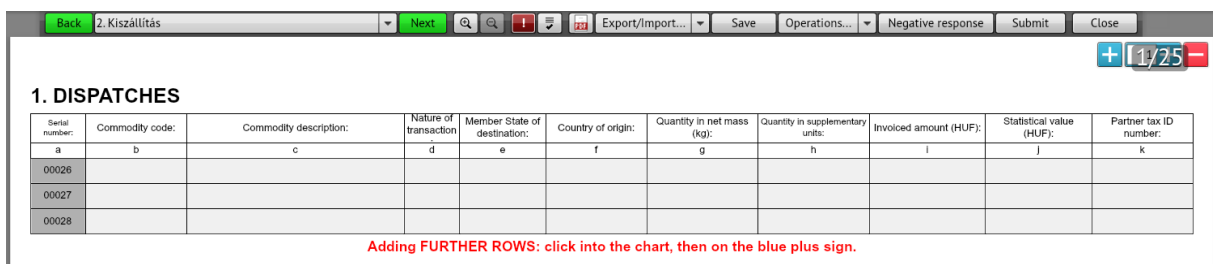
Maximum 25 sor szerepelhet az ismétlődésben!

OK

In this case you should add a new page to extend the questionnaire. You can request a new page (pages) by clicking on the "+" sign in the bottom or top right corner of the questionnaire:



New pages contain also 3 rows by default, which can be extended as described above:



You can delete the entire page by clicking on the "-" sign in the bottom or top right corner of the questionnaire. **IMPORTANT: The system will not request confirmation for deletion, but will remove the selected page immediately!**



net mass	Quantity in supplementary units:	Invoiced amount (HUF):	Statistical value (HUF):	Partner tax ID number:
	h	i	j	k

Choosing from value lists

Selecting a field that contains a value list (code list), you can display the code selection screen by clicking on the "magnifying glass" icon next to the field:

Back Kiszállítás Next

1. DISPATCHES

Serial number:	Commodity code:	Commodity description:	Nature of transaction	Mem de
a	b	c	d	
00001	<input type="text" value=""/>			
00002				
00003				
00004				
00005				

The "Code table items" screen will appear showing the list of possible values for the selected field. Select the appropriate code from the list and press the "Paste code" button.

Code table items

Search in
Code

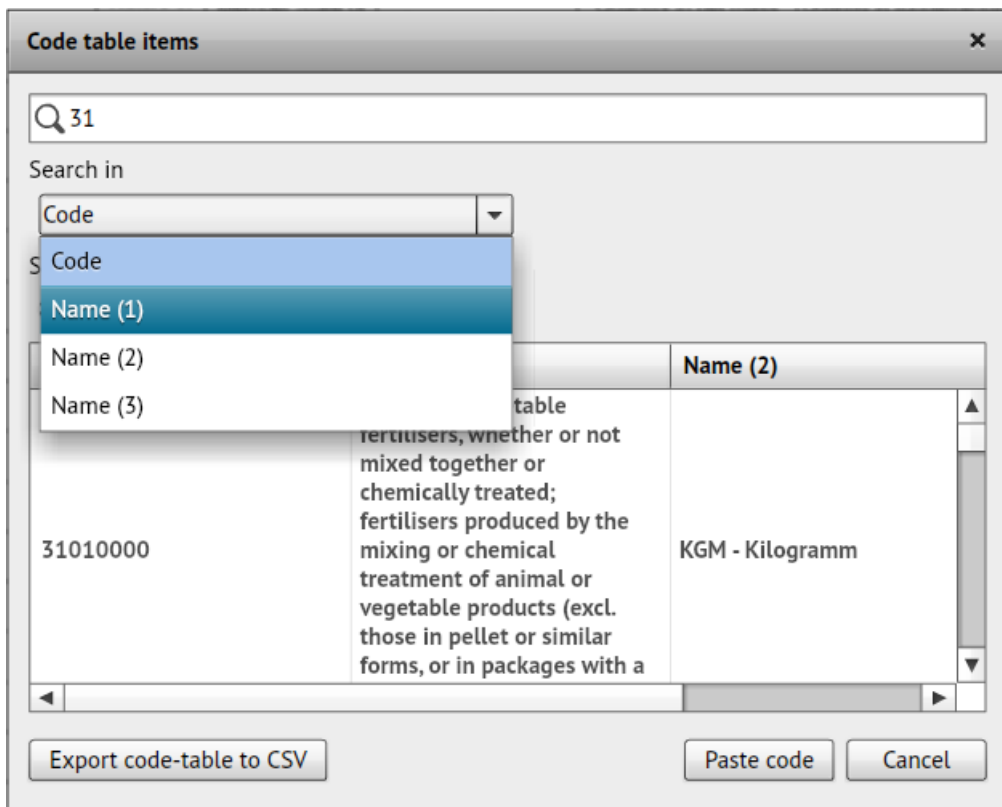
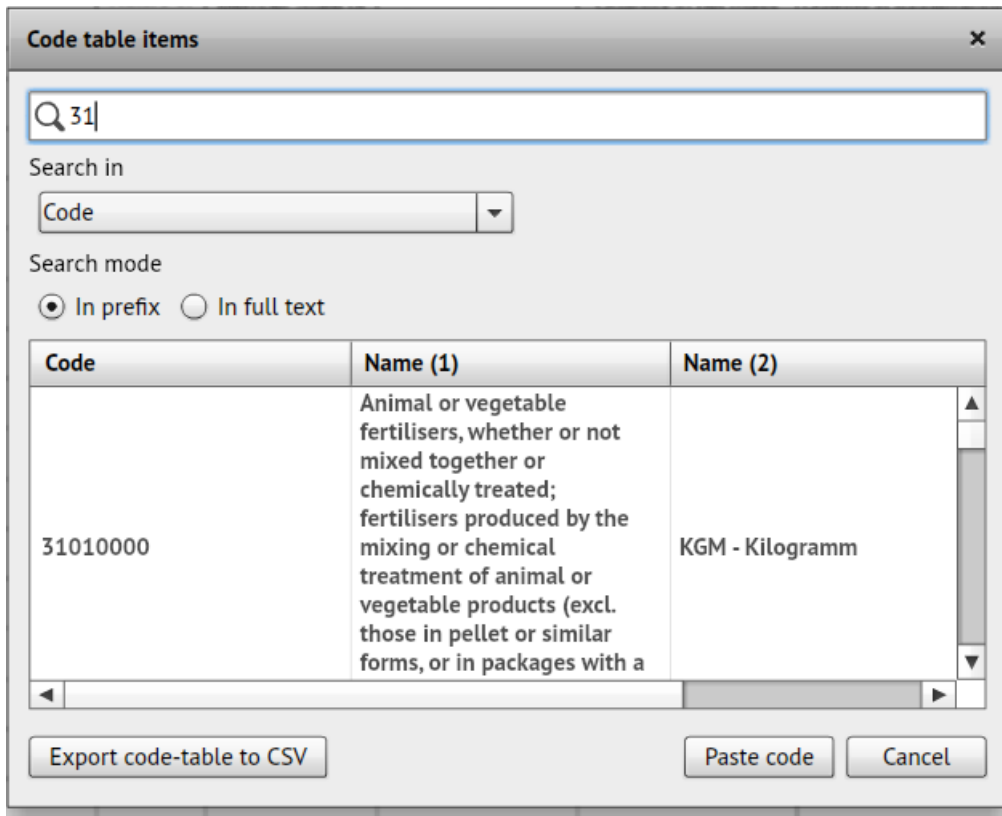
Search mode
 In prefix In full text

Code	Name (1)	Name (2)
31010000	Animal or vegetable fertilisers, whether or not mixed together or chemically treated; fertilisers produced by the mixing or chemical treatment of animal or vegetable products (excl. those in pellet or similar forms, or in packages with a	KGM - Kilogramm

Export code-table to CSV Paste code Cancel

Clicking the "Cancel" button, the application will return to the "Questionnaire Filling" screen without executing the command.

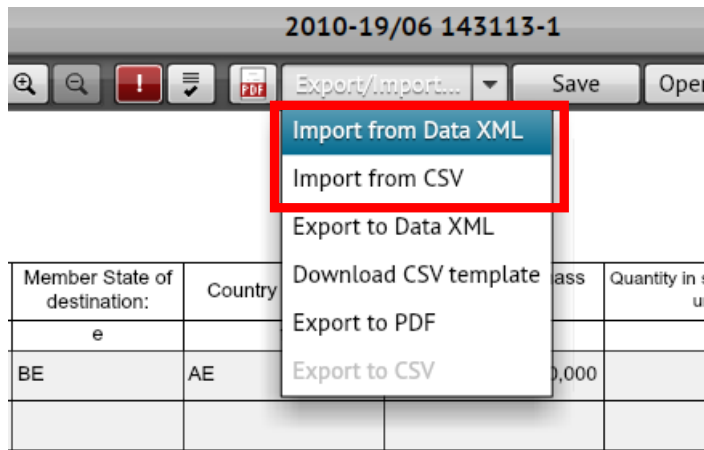
You can also filter the code table by code or name:



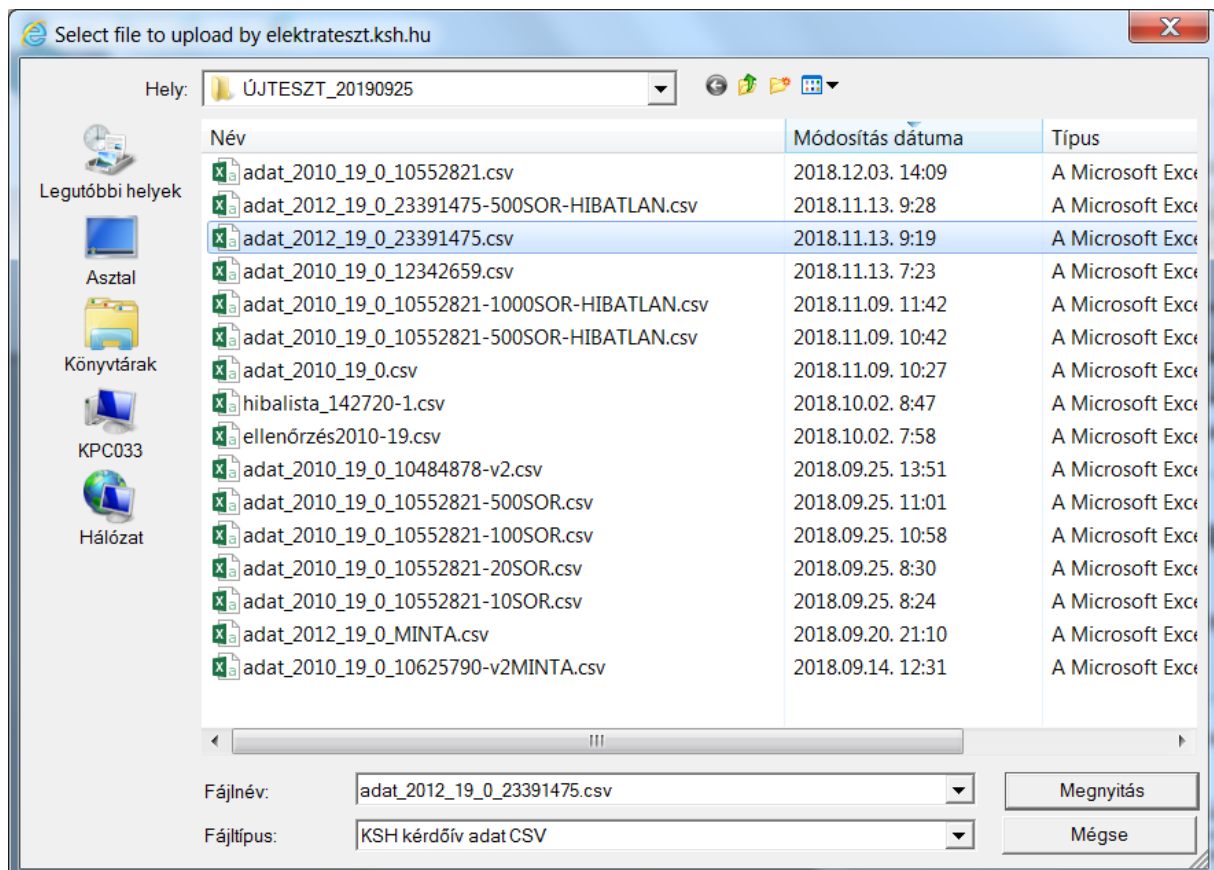
Importing data from external file

Data can be recorded not only manually, but can also be imported from an external file to the questionnaire. Data importation from external file works only by questionnaires opened for editing!

1. Click the "Export/Import" button on the "Questionnaire Filling" screen:



2. Select the file to import from the appearing File Explorer window.





The system will read the selected file and use the data contained therein to fill in the appropriate cells of the questionnaire. If the questionnaire was already being filled or was defective before importing, previously entered data will be lost during importing, because **the system will overwrite each editable cell.**

3. You can follow the importing process on the screen:

INTRASTAT ARRIVALS		
2019. <input type="text" value="January"/> month		
Data providers: Surveyed economic units trading with EU Member States	Data reporting is for statistical purposes. Reporting false data, non-response or delayed reporting may result in legal proceeding.	
Data provision is enforced by the Act on Statistics according to its implementing rule regulating annually the National Statistical Data Collection Programme considering Commission Regulations 91/2010/EU, 222/2009/EK, 1982/2004/EK, 1093/2013/EU, 1915/2005/EK, 638/2004/EK, 96/2010/EU and 659/2014/EU.		
VAT number: <input type="text" value="23391475"/>	Main statistical activity: <input type="text" value="2910"/>	County: <input type="text" value="08"/>
Name:	<input type="text" value="TESZT AUDI HUNGARIA Zártkörűen Működő Részvénytársaság"/>	
Address:	<input type="text" value="9027 Győr,Audi Hungária út 1."/>	
Deadline:	<input type="text" value="2019.02.15"/>	
Way of submission:	through HCSO's ELEKTRA system http://elektra.ksh.hu	
contact:	www.ksh.hu → <i>Adatszolgáltatóinknak</i> → <i>Nyomtatványok</i> → <i>Munkatársak elérhetőségei</i>	
About the questionnaire you can ask our colleagues by phone or via e-mail:		
or you can contact our HCSO's ELEKTRA helpdesk	Phone Number:	+36 80 200 766
	homepage:	http://elektra.ksh.hu
Data of approver		
<input type="text" value="Updating nomenclature groups"/>		
Jóvá	<input type="text"/>	
Date of decision		

4. If the importation fails due to any error, the system will display a notification of the failed import:

ge of <= 60 V (excl. relays, push-rotary switches)	11	RO	RO	27,000	27,00
mats, of vulcanised rubber (excl. hamfered sides, rounded come...	11	RO	BG	5 788,000	5 788,00
ge of <= 60 V (excl. relays, push-rotary switches)	11	BG	RO	8,000	8,00

Data you tried to import do not belong to this questionnaire. Please check and retry.
 OSAP:2012 OSAPImport:2012 Tárgyév:19 TárgyévImport:19
 KSH törzsszám:23391475 KSH törzsszám import:23391475 Tárgyhó:01 Tárgyhó import:1  
 Beszámolási egység:23391475 Beszámolási egység import:23391475
 Beszámolási részegység: Beszámolási részegység import:

For more detailed rules of importing questionnaire data, please visit our website:

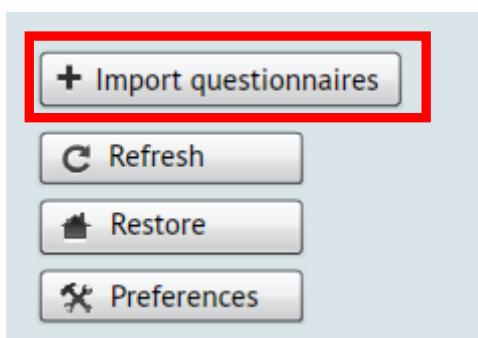
http://www.ksh.hu/intrastat_eng

If you have any questions or concerns regarding data upload, please send an email to elektra@ksh.hu.

Group importing of questionnaires

It is also possible to import more than one file at the same time. However, this feature is not only useful if you want to import more files at the same time (so you want to add the data of more questionnaires into the system), but even if you want to import a lot of data to 1 questionnaire. The use of this feature offers the fastest way for this.

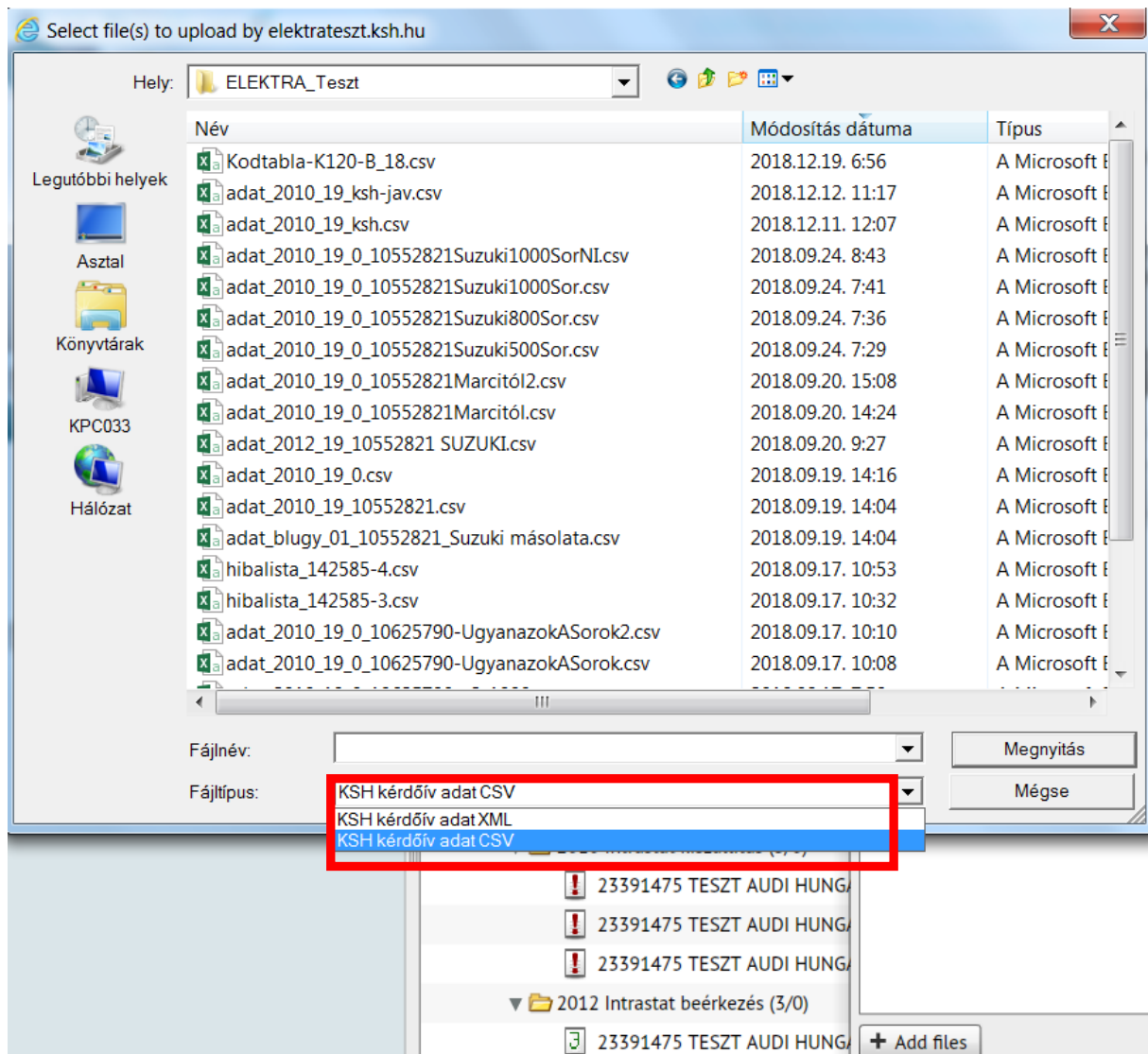
1. To start the so-called group importation, press the "+ Import questionnaires" button on the left menu bar in the Task list:



2. The "Group import of questionnaires" window will appear, where click the "+Add files" button:

The screenshot displays a software interface for managing questionnaires. On the left, there are navigation options: 'Submitted questionnaires' (48/0), 'Archived questionnaires' (22/0), and 'All' (120/16). Below these are buttons for '+ Ad hoc questionnaires' and '+ Add filter'. The main area shows a tree view of questionnaires for '10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság (50/16)'. The tree is expanded to show folders for '2019. year (16/4)', '06. month (10/1)', '2010 Intrastat kiszállítás (6/...)', and '2012 Intrastat beérkezés (4/...)'. A 'Group import of questionnaires' dialog box is open, featuring a large empty file selection area and a '+ Add files' button highlighted with a red rectangle. Below the dialog, the questionnaire details are visible: Respondent: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság, Report unit: 10552821 TESZT Magyar Suzuki Zártkörűen Működő Részvénytársaság, Questionnaire #: 142610-1, Type: Data supply request, Period: 19 / 06. month, Deadline: 19 / 06. month, Last modified: 11-16-2018 14:37, Negative response: no. At the bottom, there are buttons for 'Open', 'Open read-only', 'Export', 'Import questionnaires', 'Refresh', 'Restore', and 'Preferences', along with a 'Comment' field and 'Save comment' and 'Cancel' buttons.

3. Then select the file(s) to import:



3.1. In the "File Type" drop-down menu, select whether you want to import files in XML or CSV format.

3.2. Locate the files to import and select them.

3.3. Finally, click the "Open" button to add them to the list of files to import.

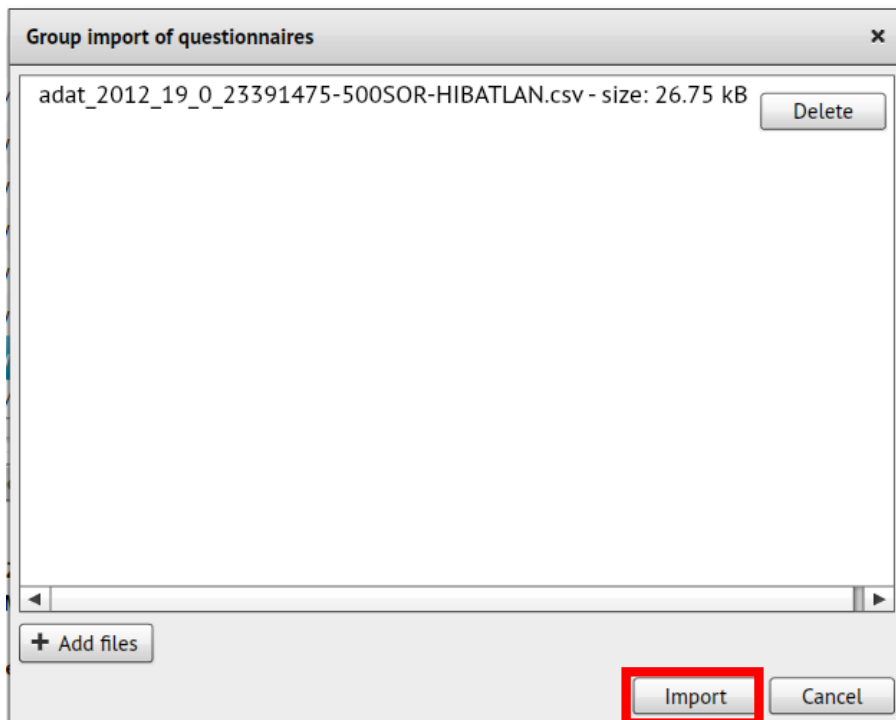
3.4. Clicking the "Cancel" button will exit the window without selecting any file.

IMPORTANT: The standard filename convention used for group questionnaire import is the following:

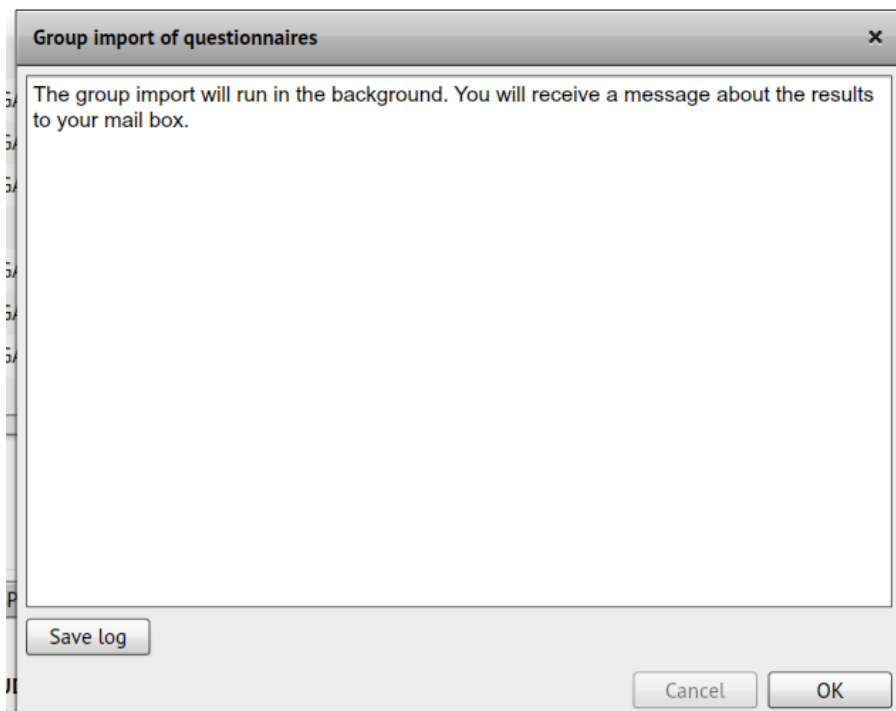
data_[OSAP number 4 digits]_[year of data collection 2 digits]_[OSAP release]_[individual client identification number, which is not allowed to contain underscore character].xml

For example: data_1040_12_0_12345678.xml

4. You can import selected CSV or XML files by clicking on the "Import" button.



5. Pressing the "Import" button - if the files selected for group importation are correct - will display the following screen:



The system will scan the selected files, and search for questionnaires to be filled in with the imported data in the Task List.

If the questionnaire was already being filled before importing, **previously entered data will be lost during importing, because the system will overwrite each editable cell.** You can interrupt the group importing process any time by pressing the "Interrupt" button. The system

will finish the completion of the questionnaire being currently imported and then will interrupt the process.


Finishing the importation, the system will run the checks on the questionnaires. The system will automatically finish, approve and submit every flawless imported questionnaire. Imported questionnaires will get "Submitted" status.

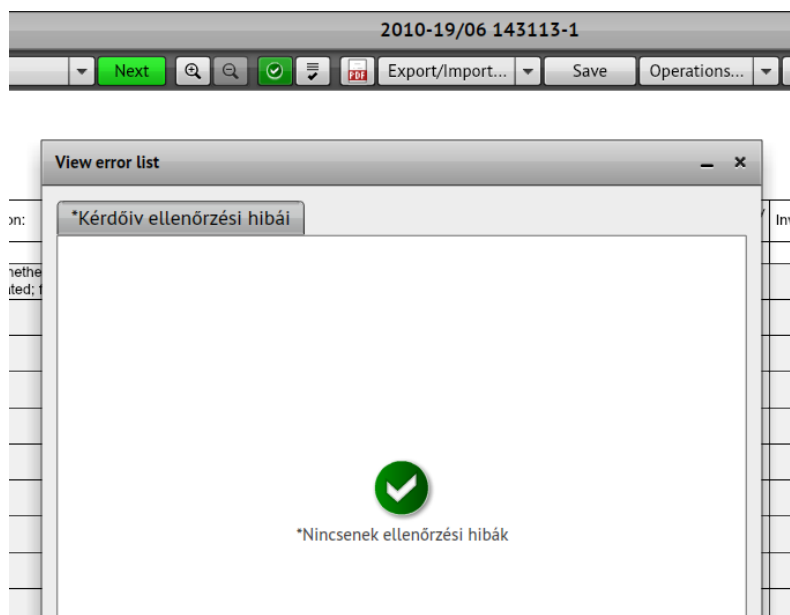
Other information:



- Files to be imported with lack of questionnaire identification data or containing this data in an inappropriate format, will generate an error message on import failure of the selected files.
- Files to be imported with questionnaire identification data related to
 - questionnaires not listed in the Task List of the user or
 - questionnaires in the Task List which status is neither "To be filled in" nor "Working" nor "Validated",will generate an error message on importation of the selected files.
- Questionnaires being found defective during post-importing checks will not be approved and submitted. However, every other flawless file in the group importation will be submitted independently.

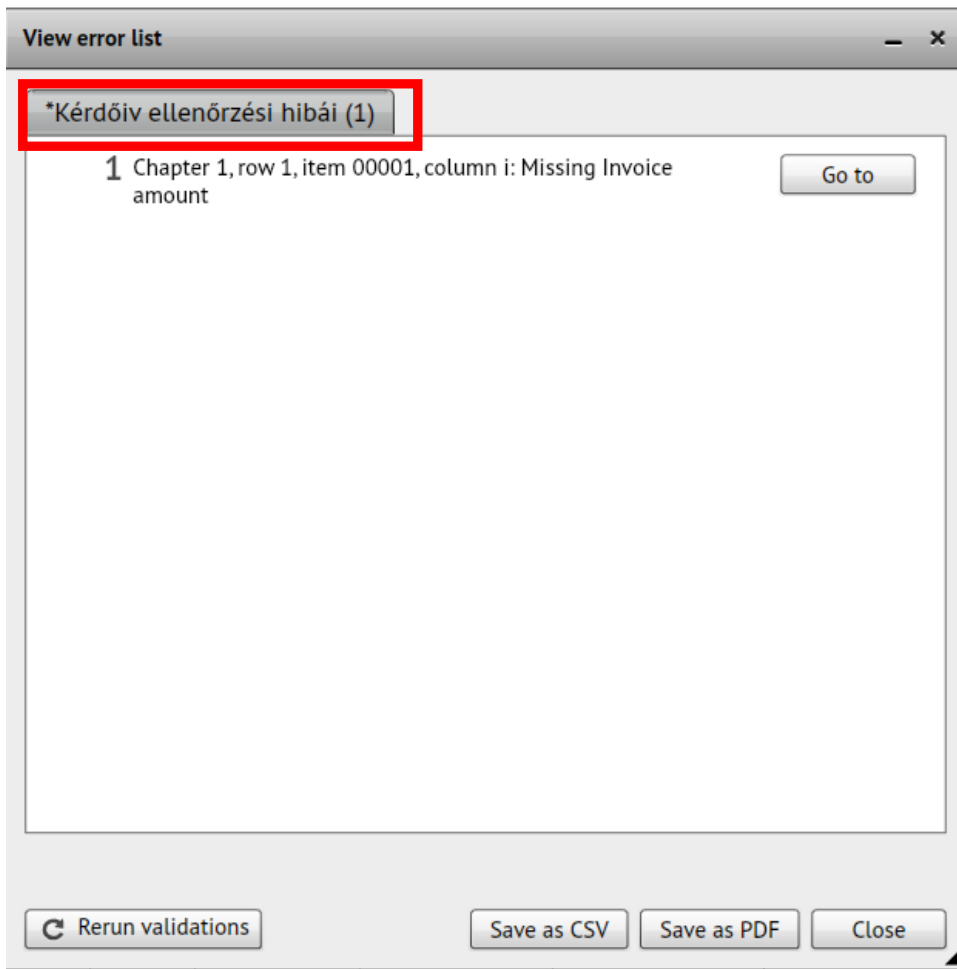
You will receive a message about the results of group importation in the Mailbox!

Questionnaire checking

Click the  icon to check the questionnaire. If the checking found no errors, you can submit the questionnaire (close the "Error list" checkbox with the "Close" button and then submit the questionnaire with the "Submit" button)


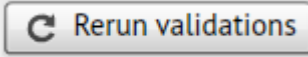


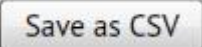
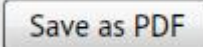
If the check finds an error, the  icon will change to:  and the checkbox with Error list will appear:



In this case, the questionnaire cannot be submitted!

1. Fix the errors (using  button, you can skip to the wrong field).

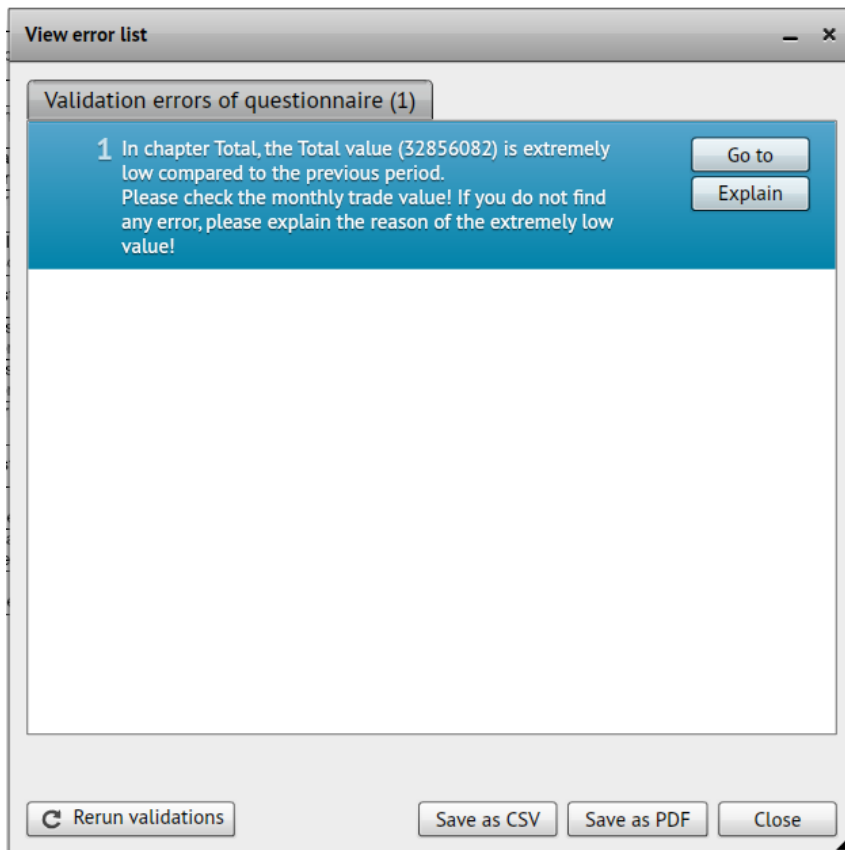
2. Fixing every error, press the  icon or press the  button at the bottom of the checkbox to run the checks again.

3. You can also save the error list to your own computer (with the   buttons).

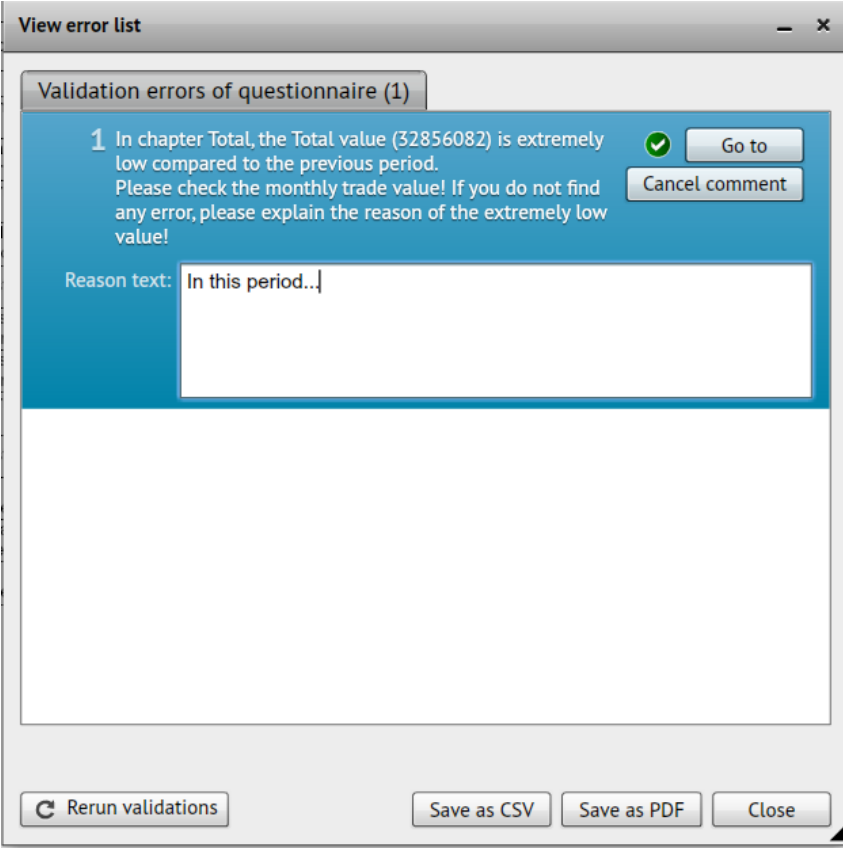
Justifiable errors

Some of the items in the error list need not be corrected, but you can justify them. These are the so-called justifiable errors, which are often not errors, but, for example, significant changes compared to earlier periods for which the HCSO requests a short text explanation.

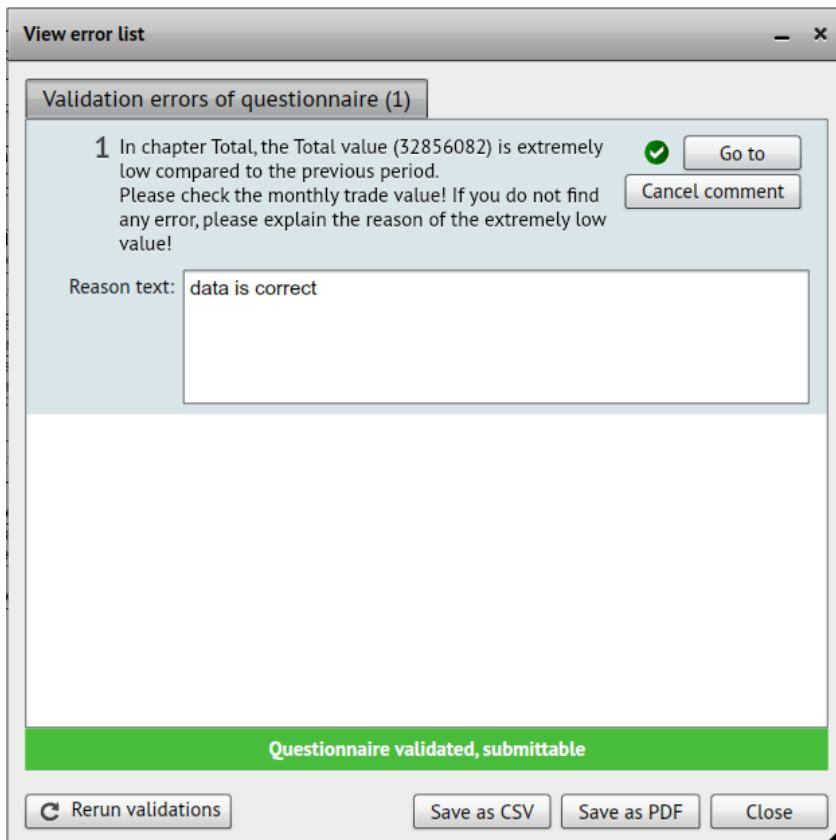
To specify the explanation, click on the "Explain" button that will appear next to the justifiable error in the "Error List" checkbox and then enter the explanation in the text input field below the error.



Pressing the "Cancel comment" button will delete the explanation and will return to the "Error List" checkbox.



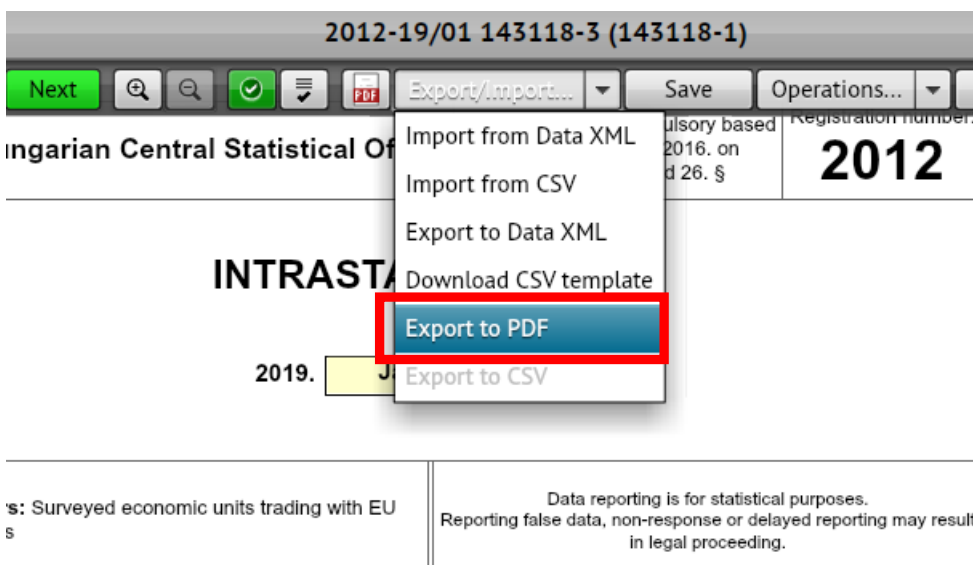
After entering the text, you need to navigate away from the text input field. The given error will become "justified" in the Error list.



Downloading and printing questionnaires

PDF

You can also convert the opened questionnaire to PDF:

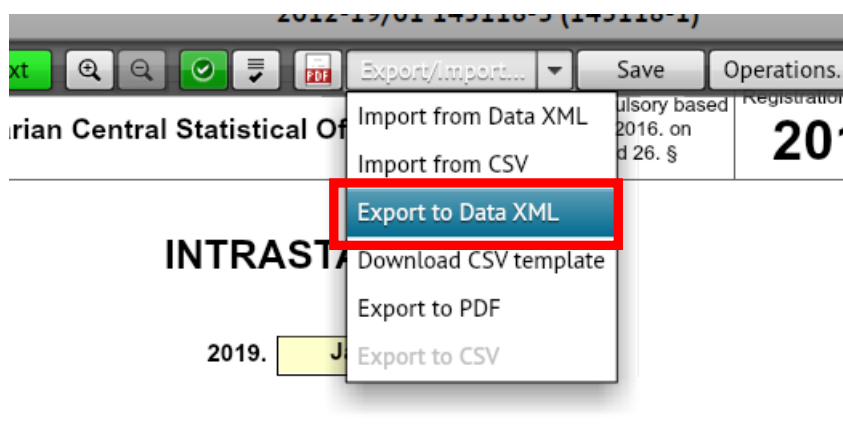


Its steps are the same as those described above in the Task List.

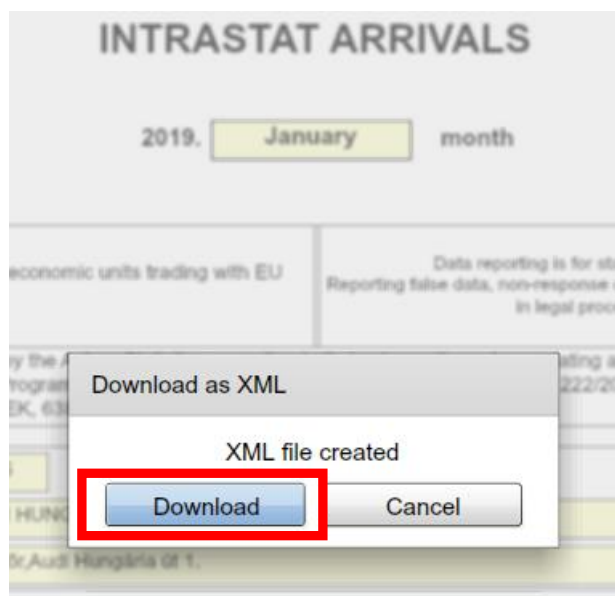
XML

You can also export questionnaire data to XML. You can export the data of questionnaires opened for editing or reading to XML on the "Questionnaire Filling" screen. To do this, click on the "Export/Import" button and then select the "Export to Data XML" link in the appearing drop-down menu. The system will generate a file containing the current state of the questionnaire.

1.



2.



3. Select where to save the XML file:

Select location for download by elektrateszt.ksh.hu

Hely: ÚJTESZT_20190925

Név	Módosítás dátuma	Típus
adat_2010_19_0_10552821.csv	2018.12.03. 14:09	A Microsoft E
adat_2012_19_0_23391475-500SOR-HIBATLAN.csv	2018.11.13. 9:28	A Microsoft E
adat_2012_19_0_23391475.csv	2018.11.13. 9:19	A Microsoft E
adat_2010_19_0_12342659.csv	2018.11.13. 7:23	A Microsoft E
adat_2010_19_0_10552821-1000SOR-HIBATLAN.csv	2018.11.09. 11:42	A Microsoft E
adat_2010_19_0_10552821-500SOR-HIBATLAN.csv	2018.11.09. 10:42	A Microsoft E
adat_2010_19_0.csv	2018.11.09. 10:27	A Microsoft E
ellenőrzés2010-19.xlsx	2018.10.09. 6:58	Microsoft Ex
hibalista_142720-1.csv	2018.10.02. 8:47	A Microsoft E
ellenőrzés2010-19.csv	2018.10.02. 7:58	A Microsoft E
adat_2010_19_0_10484878-v2.csv	2018.09.25. 13:51	A Microsoft E
TESZT_0925.docx	2018.09.25. 13:26	Microsoft W
adat_2010_19_0_10552821-500SOR.csv	2018.09.25. 11:01	A Microsoft E
adat_2010_19_0_10552821-100SOR.csv	2018.09.25. 10:58	A Microsoft E
ÁTALAKÍTÓ_CSV_HEZ!.xlsx	2018.09.25. 9:15	Microsoft Ex

Fájlnév: adat_2012_19_0_143118-3.xml

Fájl típusa: All Files (*.*)

Mentés

Mégse

Warning: This file may be an executable program or contain malicious content, use caution before saving or opening.

VAT number: 23391475

Name: TESZT AUDI HUNGARIA Zártkörűen Működ

4. The result (sample only!):

```

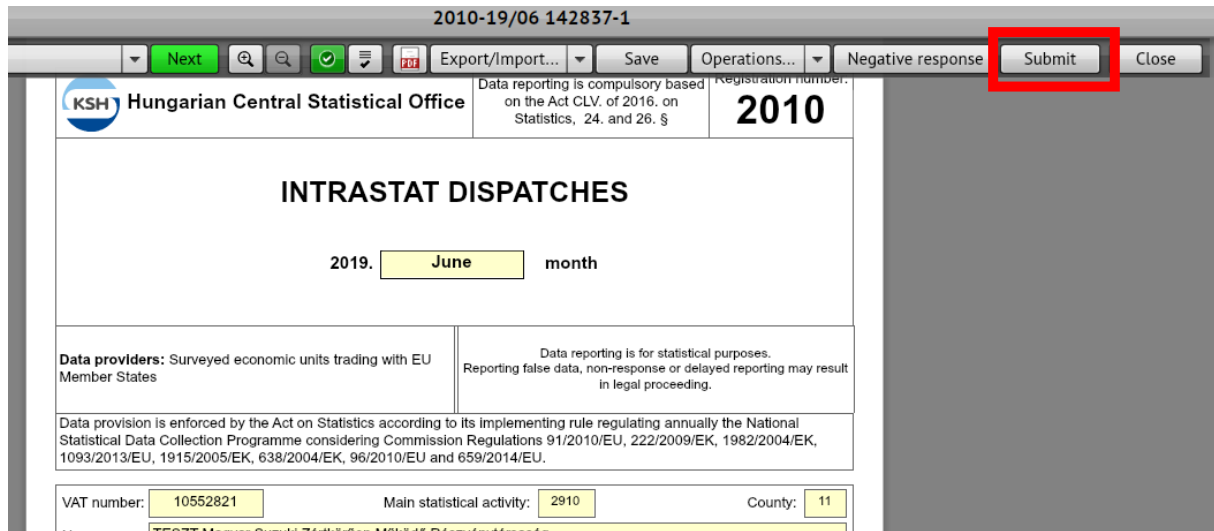
1 <?xml version="1.0" encoding="UTF-8"?><kerdoiv xmlns="http://www.ksh.hu/schemas/kerdoiv">
2 <id>143118</id>
3 <verzio>3</verzio>
4 <fejezet>
5 <azonosito>0</azonosito>
6 <sorrend>1</sorrend>
7 <adat f="M">
8 <azonosito>MC01</azonosito>
9 <oszlop>MC01</oszlop>
10 <ertek>2012</ertek>
11 </adat>
12 <adat f="M">
13 <azonosito>M003_G</azonosito>
14 <oszlop>M003_G</oszlop>
15 <ertek>23391475</ertek>
16 </adat>
17 <adat f="M">
18 <azonosito>M003</azonosito>
19 <oszlop>M003</oszlop>
20 <ertek>23391475</ertek>
21 </adat>
22 <adat f="M">
23 <azonosito>MEV</azonosito>
24 <oszlop>MEV</oszlop>
25 <ertek>19</ertek>
26 </adat>
27 <adat f="M">
28 <azonosito>MHO</azonosito>
29 <oszlop>MHO</oszlop>
30 <ertek>01</ertek>
31 </adat>

```

Submitting questionnaires

Only questionnaires containing no validation errors can be submitted!

In case of questionnaires opened for editing, click on the "Submit" button:



2010-19/06 142837-1

Next Export/Import... Save Operations... Negative response **Submit** Close

KSH Hungarian Central Statistical Office

Data reporting is compulsory based on the Act CLV. of 2016. on Statistics, 24. and 26. §

Registration number: **2010**

INTRASTAT DISPATCHES

2019. **June** month

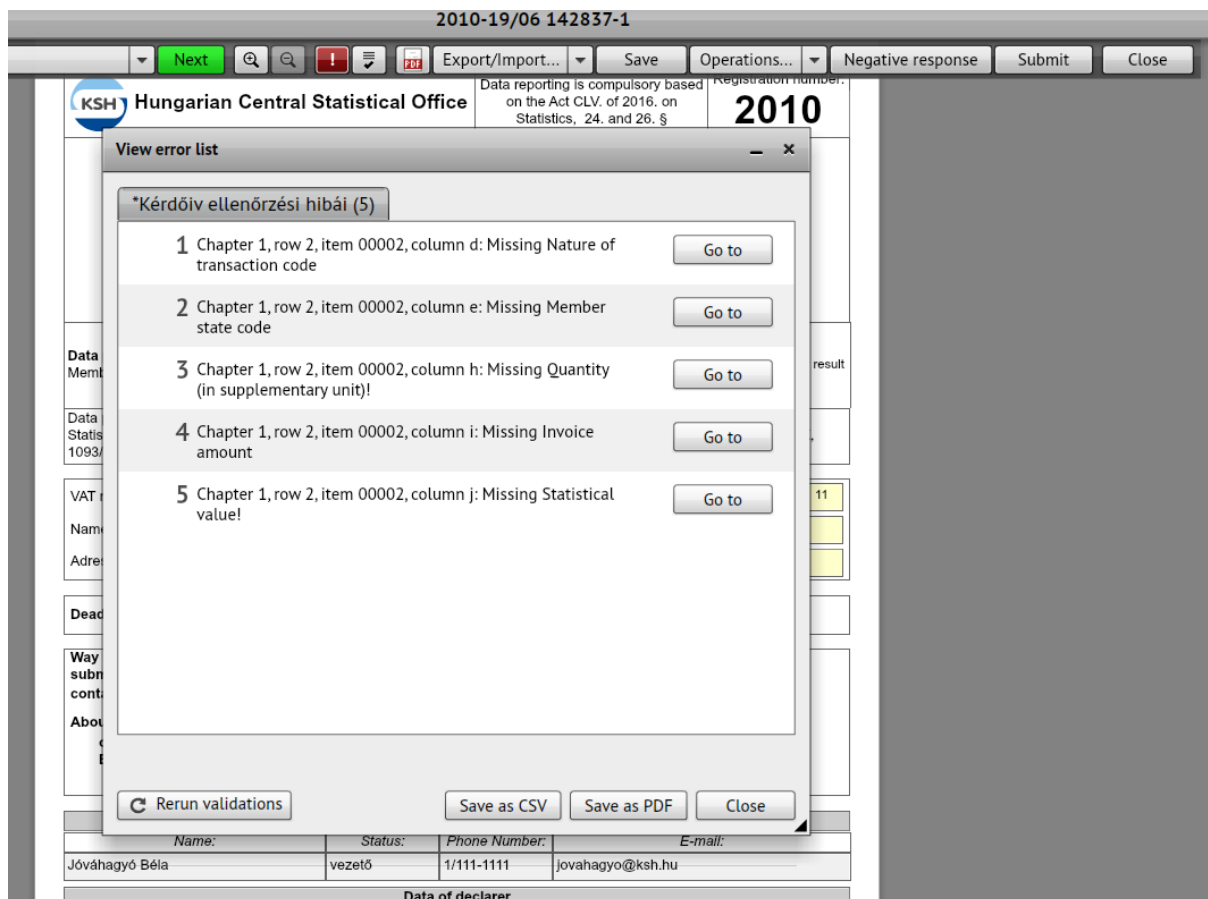
Data providers: Surveyed economic units trading with EU Member States

Data reporting is for statistical purposes. Reporting false data, non-response or delayed reporting may result in legal proceeding.

Data provision is enforced by the Act on Statistics according to its implementing rule regulating annually the National Statistical Data Collection Programme considering Commission Regulations 91/2010/EU, 222/2009/EK, 1982/2004/EK, 1093/2013/EU, 1915/2005/EK, 638/2004/EK, 96/2010/EU and 659/2014/EU.

VAT number: **10552821** Main statistical activity: **2910** County: **11**

After clicking the "Submit" button, the built-in controls will run. If they find any error, the questionnaire will not be submitted, but the Error list will appear:



Errors must be corrected without exception, or for errors where this is an option, you can add a comment (explanation) to the error message (see above), whereby the given error will become accepted and will not prevent the submission of the questionnaire.

The system will submit the flawless questionnaire. The questionnaire will then close and be transferred to the "Submitted questionnaires" folder. The user will return to the Task List.

Submitting negative response to the questionnaire

For some data collections, you can also submit a "negative" report for a given period. This is the case if the reporting organization has no data for the given period that should be included in the questionnaire (e.g. there was no Intrastat turnover in the relevant month).

IMPORTANT: contact information fields on the first page (data approver and declarer contact data) must be filled in case of negative response as well!

1. To send a negative response, click the "Negative response" button on the menu bar.

2010-19/06 142706-4 (142706-2)

Next Export/Import... Save Operations... **Negative response** Submit Close

CSH Hungarian Central Statistical Office Data reporting is compulsory based on the Act CLV. of 2016. on Statistics, 24. and 26. § Registration number: **2010**

INTRASTAT DISPATCHES

2019. **June** month

Data providers: Surveyed economic units trading with EU member States

Data reporting is for statistical purposes. Reporting false data, non-response or delayed reporting may result in legal proceeding.

Data reporting is enforced by the Act on Statistics according to its implementing rule regulating generally the National

2. Select the reason for the negative response from the appearing code list. Selecting "Negative response due to other reason", a text explanation should be given also.

The 2010 Intrastat kiszállítás questionnaire to mark as negative response

Reason of negative response:

Reason description:

- Respondent has no activity related to this survey (201)
- Respondent ceased to have activity related to this survey (202)
- In this period, respondent had no activity related to this survey (203)
- Negative response due to other reason (204)

Submit Cancel

The 2010 Intrastat kiszállítás questionnaire to mark as negative response

Reason of negative response: Negative response due to other reason (204)

Reason description: There was no sales due to downtime

Submit Cancel

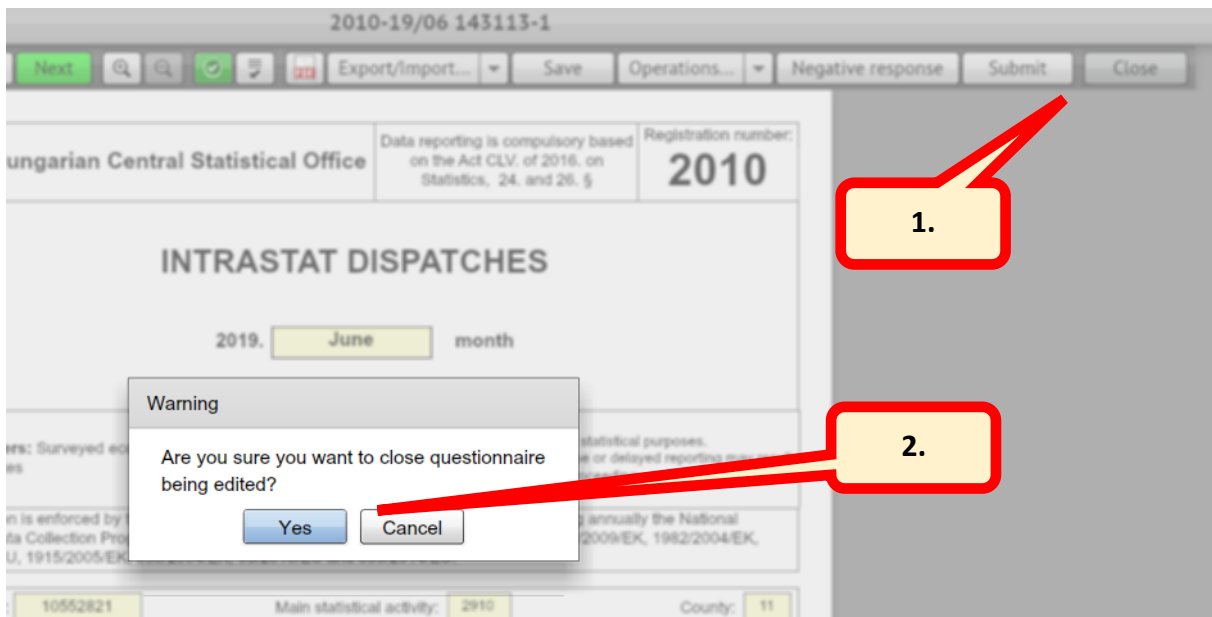
3. Some questionnaires can only partially be marked as negative response. In this case, the system will display a message indicating why the report cannot be completely negative and which tables must be filled in. In this case, the code list of negative responses is automatically limited.

Closing questionnaires

To close the opened questionnaire, click the "x" icon on the given questionnaire tab in the Title List. The system will ask for confirmation before closing:

The screenshot shows the 'INTRASTAT ARRIVALS' interface. A warning dialog box is displayed in the foreground with the text: 'Warning: Are you sure you want to close questionnaire being edited?'. The dialog has 'Yes' and 'Cancel' buttons. A red box labeled '1.' points to the 'Close' button in the top toolbar of the application window. Another red box labeled '2.' points to the 'Cancel' button in the warning dialog.

You can also close the questionnaire by clicking on the "Close" button, and the system will still ask for confirmation:



IMPORTANT: The questionnaire data will not be saved automatically! You should use the "Close" function carefully. Make sure before closing the questionnaire that you saved the entered data by clicking on the "Save" button, otherwise these data might be lost!