



Manual

How to download submitted VAT returns from the
amavat Portal

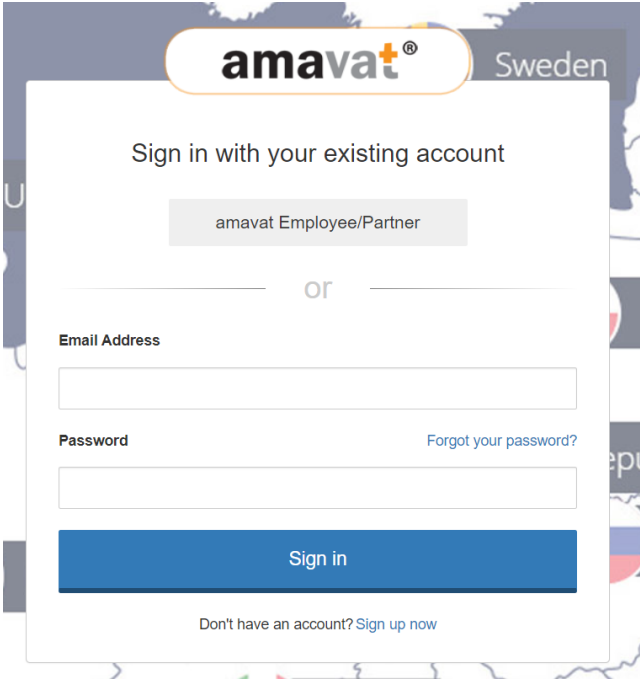
If you have never yet logged into the amavat Portal, please follow these instructions:

[How Clients can sign in to the amavat Customer Portal? – amavat Help Center](#)

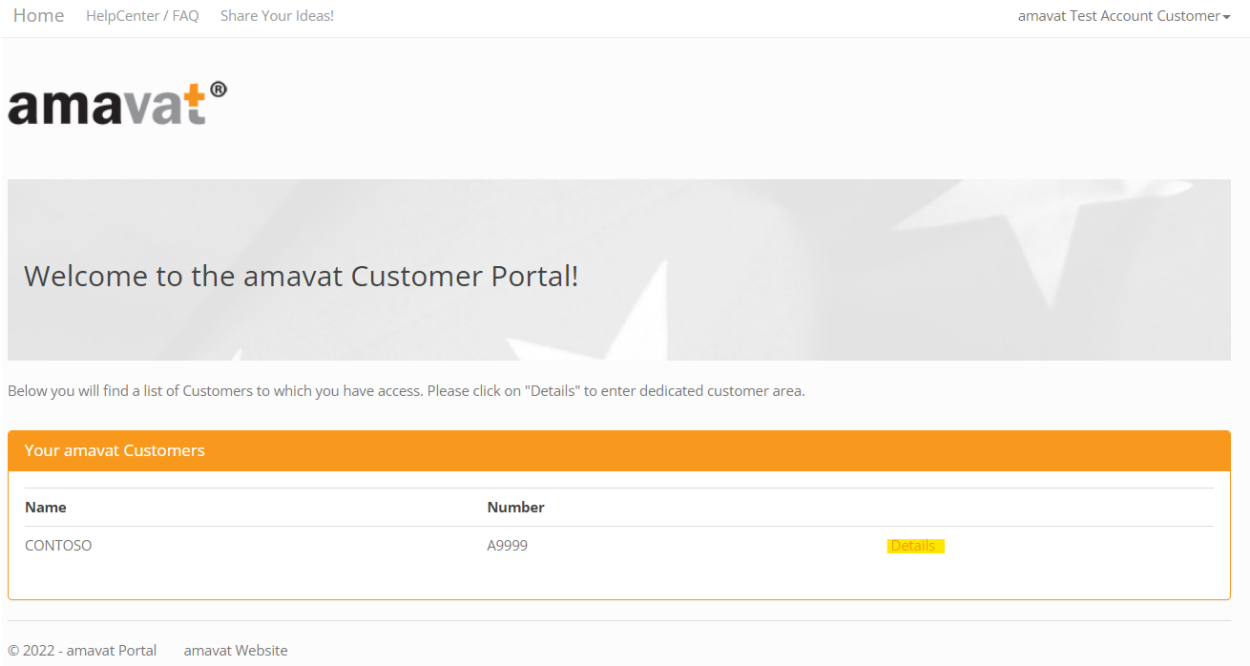
If you already have access to your account on the amavat Portal, please:

Go to [Home - amavat Portal](#)

Enter your login and password in the login window and then press the button "Sign in".



After logging in, your company will be visible on the home page. Click on the "Details" button.



From the list of "Fulfilments", select the country for which you want to view the VAT returns by clicking on the "Details" button to the right of the country name.

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A9999 - CONTOSO

Customer Details

Overview Transaction Uploads Notifications & Reports Service Plans Transaction Analysis Settings Billing

| | | |
|---|---|--|
| Customer Information Number: A9999 Name: CONTOSO Primary Contact: Test FirstName Test LastName VAT ID Number: PL8971696072 | Registered Address Street: ul. Zwycięska 45 Zip Code: 53-033 City: Wrocław Country: Poland | Contact Details Phone: +48 (71) 388 13 00 Email: it@getsix-services.pl WebSite URL: http://www.contoso-org.com WebShop URL: http://contoso-shop.com |
| Your amavat Partner Firm Partner Firm: PL - amavat Sp. z o.o. Sales Manager: Test User Partner Email: test@amavat.eu Account Manager: Test User Partner Email: test@amavat.eu | Customer Notification Settings Notification Email: test@contoso-europe.com Notification SMS: | Data Provider Name: Taxdoo Number: P0001 Email: inbox@taxdoo.com |

Fulfilments

| Fulfilment Name | Details |
|---|-------------------------|
|  A9999 - AT - Austria - @Not Applicable - Quarterly | Details |
|  A9999 - CZ - Czech Republic - @Not Applicable - Monthly | Details |
|  A9999 - ES - Spain - @Not Applicable - Monthly | Details |
|  A9999 - FR - France - @Not Applicable - Quarterly | Details |
|  A9999 - IT - Italy - @Not Applicable - | Details |
|  A9999 - PL - Poland - @Not Applicable - Monthly | Details |

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1. Downloading current VAT returns

Select the 'Submitted VAT Compliance' tab.

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Czech Republic

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Fulfilment Details

Overview **Submitted VAT Compliance** Custom VAT Compliance Fulfilment Documents

| General Information | | Performing Partner Firm | | VAT Registration Process | |
|------------------------------|-------------|-------------------------|-------------------------------|--------------------------|--|
| Start date: | 2016-10-02 | Performing Firm: | @Not Applicable | Status: | amavat VAT ID No. Reg. - Completed |
| First calculated VAT period: | CZ 2016-M10 | Fulfilment Manager: | Test User, Partner / Employee | Stage: | 4-4 PP: VAT ID No. received from Tax Authority |
| VAT Frequency: | Monthly | Email: | test@amavat.eu | Authority: | |
| Fulfilment country code: | CZ | | | VAT No: | PL5482006818 |

VAT Compliance Setup

| From Country | To Country | Reason Type | Effective Date | Country of Taxation |
|--------------|------------|-------------|----------------|---------------------|
| CZ | Other | | | CZ |

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Select the period for which the return was submitted by clicking on the 'Details' button to the right.

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Czech Republic

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Submitted VAT Compliance

Overview Submitted VAT Compliance Custom VAT Compliance Fulfilment Documents

Submitted VAT Compliance

| Name | Description | VAT Period | |
|---------------------|---|-------------|----------------|
| A9999 - CZ 2016-M10 | VAT Compliance for VAT period CZ 2016-M10 | CZ 2016-M10 | Details |
| A9999 - CZ 2016-M11 | VAT Compliance for VAT period CZ 2016-M11 | CZ 2016-M11 | Details |
| A9999 - CZ 2017-M02 | VAT Compliance for VAT period CZ 2017-M02 | CZ 2017-M02 | Details |
| A9999 - CZ 2017-M08 | VAT Compliance for VAT period CZ 2017-M08 | CZ 2017-M08 | Details |
| A9999 - CZ 2018-M03 | VAT Compliance for VAT period CZ 2018-M03 | CZ 2018-M03 | Details |
| A9999 - CZ 2019-M12 | VAT Compliance for VAT period CZ 2019-M12 | CZ 2019-M12 | Details |

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Click on the "Attachments" button to see the existing attachments for the period.



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VAT Compliance Details for period CZ 2016-M10

| VAT Payment Name | Reference Number | VAT Amount | Currency |
|------------------|------------------|------------|----------|
| 8534 | 3415 | 105.00 | CZK |

[Attachments \(2\)](#)

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You can download the files you need by clicking on the "Download" button on the right hand side.



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VAT Compliance Details for period CZ 2016-M10

| FileName | Subject | Note Text |
|-------------------|-------------------|--------------------------|
| Control Statement | Control Statement | Download |
| VAT | VAT | Download |


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2. Downloading retroactive VAT returns

If you also need to download retroactive declarations, go back to the main screen of the country concerned and click on the 'Custom VAT Compliance' tab.

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 **Czech Republic**




A9999 - CONTOSO

Fulfilment Details

Overview Submitted VAT Compliance **Custom VAT Compliance** Fulfilment Documents

| General Information | Performing Partner Firm | VAT Registration Process |
|---|--|---|
| Start date: 2016-10-02 First calculated VAT period: CZ 2016-M10 VAT Frequency: Monthly Fulfilment country code: CZ | Performing Firm: @Not Applicable Fulfilment Manager: Test User, Partner / Employee Email: test@amavat.eu | Status: amavat VAT ID No. Reg. - Completed Stage: 4-4 PP: VAT ID No. received from Tax Authority VAT No: PL5482006818 |

VAT Compliance Setup

| From Country | To Country | Reason Type | Effective Date | Country of Taxation |
|--|---|-------------|----------------|--|
|  CZ |  Other | | |  CZ |


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Select the period you are interested in by clicking on the "View" button on the right-hand side.

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 **Czech Republic**

A9999 - CONTOSO

Custom VAT Compliance

Overview Submitted VAT Compliance **Custom VAT Compliance** Fulfilment Documents

| Custom VAT Compliance Period | Fulfilment Line Name | |
|------------------------------|---|----------------------|
| A9999 - CZ 2016-M10 | VAT Compliance for VAT period CZ 2016-M10 | View |

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Further steps are the same as for downloading current declarations. That is:

In order to see the existing attachments for the period, please click on the "Attachments" button.

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A9999 - CONTOSO

VAT Compliance Details for period CZ 2016-M10

| VAT Payment Name | Reference Number | VAT Amount | Currency | |
|------------------|------------------|------------|----------|---------------------------------|
| 8534 | 3415 | 105.00 | CZK | Attachments (2) |

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A9999 - CONTOSO

VAT Compliance Details for period CZ 2016-M10

| FileName | Subject | Note Text |
|-------------------|-------------------|--------------------------|
| Control Statement | Control Statement | Download |
| VAT | VAT | Download |

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