



MINISTARSTVO FINANCIJA
POREZNA UPRAVA

JEDINSTVENI PORTAL POREZNE UPRAVE

P-DIP FORM USER MANUAL

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INTRODUCTION

The JPPU application (hereinafter JPPU) is a location where taxpayers can access electronic services of the Tax Administration, through the following link:

<https://e-porezna.porezna-uprava.hr>

Taxpayers can submit VAT and excise duty refund requests on the form „Application for Refund of Tax To Diplomatic and Consular Missions, Special Missions and International Organizations registered in the Republic of Croatia“ (hereinafter P-DIP).

HOW TO BECOME A USER

In order to obtain access to JPPU and to use the electronic services, the taxpayer must have authentication credentials.

An Authorised person represents the user who mediates in use of electronic services in the name and for another taxpayer.

JPPU SYSTEM SIGN-IN

In order to access the JPPU system, it is necessary to open your web browser and go to the following website:

<https://e-porezna.porezna-uprava.hr>

Requirements for using the JPPU system are possessing a credential and registration. In order to perform the registration, the Ministry of Foreign and European Affairs must be contacted. Afterwards, the Ministry of Foreign and European Affairs will enter the required registration data. After the registration, it is possible to successfully access the JPPU system with your credential.

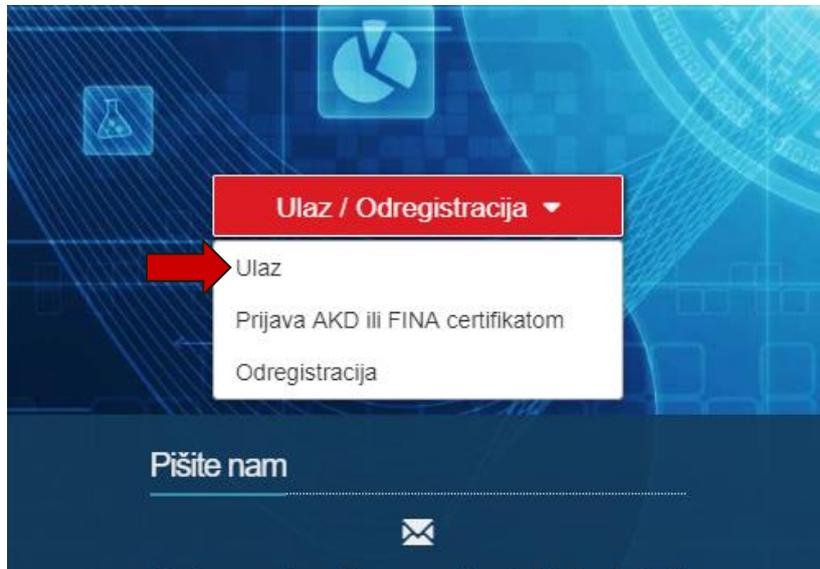
JPPU home page

It is possible to access the JPPU system by two different methods. Both methods are described through steps in the following two chapters.

The first step in both cases is to select the red button „Ulaz/Odregistracija” (Login/Deregistration).

JPPU SYSTEM SIGN-IN THROUGH OPTION „ULAZ“

On the drop down menu „Ulaz/Odregistracija“ (Sign-in/Deregistration), it is necessary to select the option „Ulaz“ (Sign in).



Selecting option „Ulaz“

The following step is entering NIAS (National Identification and Authentication System), where the list of all possible credentials for JPPU entry is visible.

In order to access the list, select the button „Pristajem“ (I accept).



Entry into NIAS

On the credentials list, select the credential you wish to use. For P-DIP form submission, the requirement is a credential with minimum security level 2.

All credentials with security level 2 or 3 are marked with a red dashed line on the following image.

The screenshot displays the login interface for the JPPU System. At the top, there is a red navigation bar with the 'e-Građani' logo and the text 'Informacije i usluge'. To the right, there are utility icons for 'FILTRIRAJTE E-USLUGE', a search icon, a language icon, and a font size icon. Below the navigation bar, the page title 'Prijava u sustav e-Građani' is centered, with a 'Pomoć' link to its right. The main content area is titled 'Izaberite vjerodajnicu' and is organized into three sections based on security levels:

- Visoka razina sigurnosti:** This section is highlighted with a red dashed circle and contains eight credential options:
 - eOsobne iskaznice
 - Mobile ID osobne iskaznice
 - Fina RDO osobni certifikat
 - Fina RDO poslovni certifikat
 - Certilla osobni certifikat (ex KID certifikat)
 - Certilla osobni mobile.ID
 - Certilla poslovni certifikat (ex ID-HR certifikat)
 - Certilla poslovni mobile.ID
 - Test vjerodajnica
 - ePass
- Značajna razina sigurnosti:** This section is also highlighted with a red dashed circle and contains sixteen credential options:
 - HZZO
 - mToken
 - HPB token
 - Fina soft certifikat
 - ZABA token
 - PBZ
 - RBA
 - KantBank
 - OTP banka d.d.
 - Erste&Stelermärkische Bank d.d.
 - Addiko Bank
 - Istarska Kreditna Banka Umag d.d.
 - Certilla osobni sms.ID
 - Certilla poslovni sms.ID
 - Agram banka
 - Sberbank
- Niska razina sigurnosti:** This section contains three credential options:
 - AAI@EduHR
 - ePošta
 - HT Telekom ID

Credential selection for logging into JPPU

Depending on the selected credential, the title of the next screen will differ, but the step for opening the selected credential is always identical.

Autentifikacija Fina RDC poslovnim Certifikatom.



Poštovani korisniče, za prijavu putem NIAS-a odaberite Fina poslovni RDC certifikat razine 3.

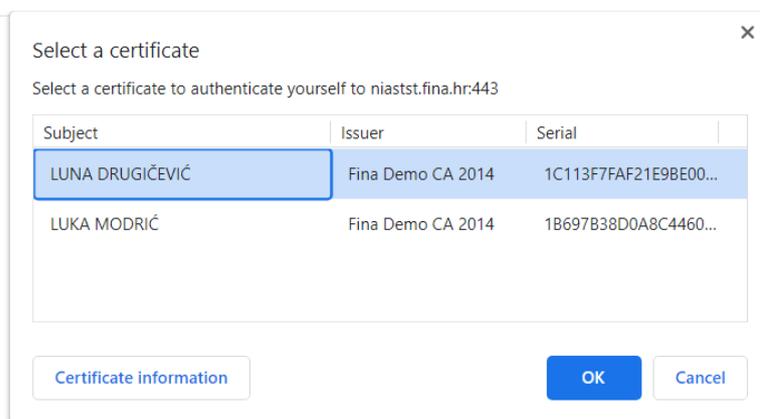
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Opening the certificate (example for security level 3)

On the pop-up window, select the desired credential and the confirmation option „OK”.

This step of the process depends on the type of credential. For example, for a credential issued by a bank, a pop-up window from the bank will appear, where it is necessary to enter the serial number of the token and a one-time password.



Copyright © Fina 2022

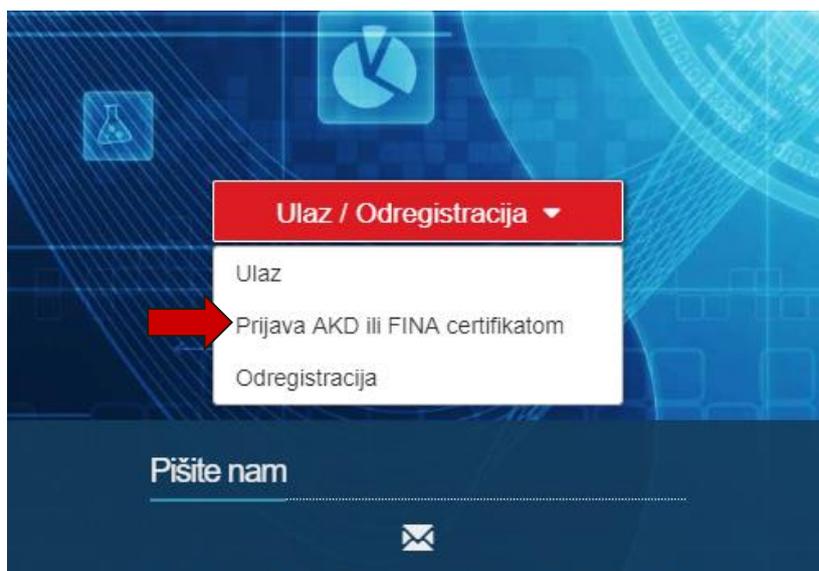


Certificate acceptance (example for security level 3)

In this step, a general rule is the appearance of a pop-up window which contains various data depending on the type of credential. A password or different authentication method is always entered, after which the user is redirected to the screen for selecting a taxpayer within the JPPU system.

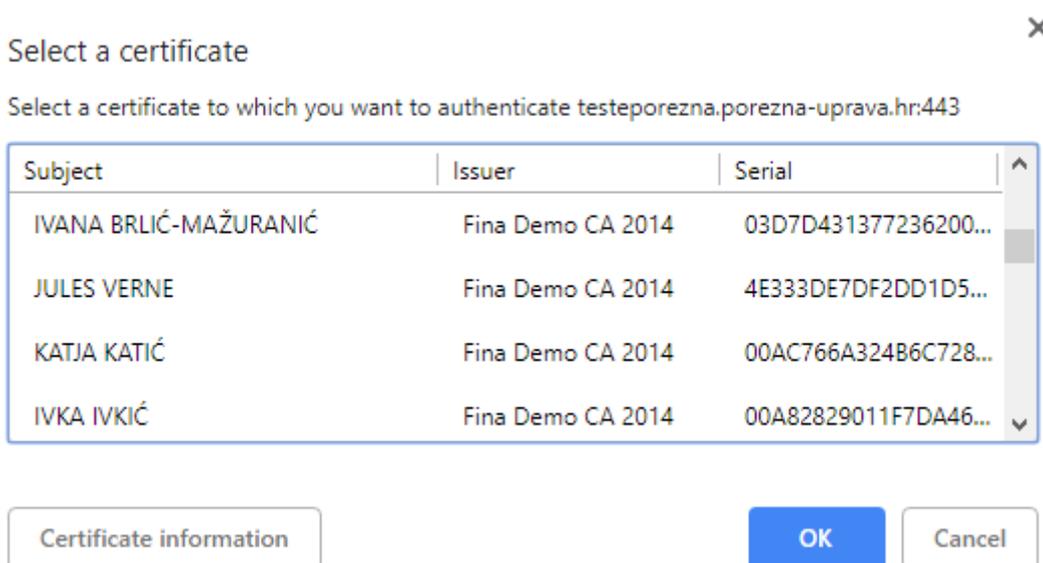
JPPU SYSTEM SIGN-IN THROUGH THE OPTION „PRIJAVA AKD ILI FINA CERTIFIKATOM”

If you have a credential issued from AKD or FINA, instead of the option „Ulaz” (Sign in), it is possible to choose the option „Prijava AKD ili FINA certifikatom” (Sign in with AKD or FINA Certificate).



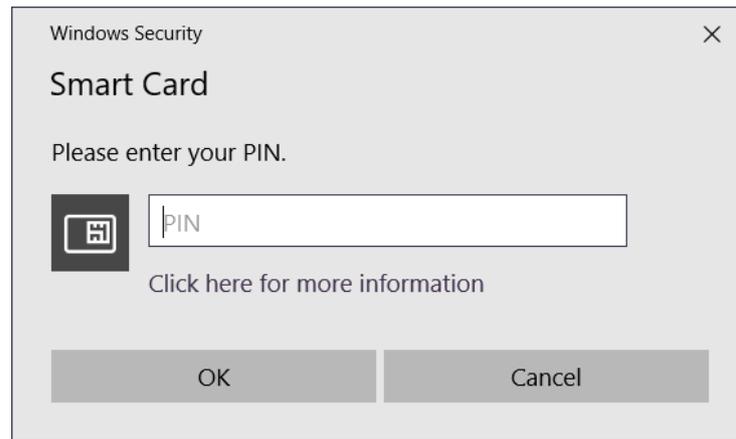
Selecting the option „Prijava AKD ili FINA certifikatom“

A window for certificate selection will appear: it is necessary to position on the wanted certificate and select it by clicking. Afterwards, the selection is confirmed by choosing the option „OK“.



Certificate acceptance

Next, a pop-up window will appear for entering the authentication password (the layout of the window depends on the type of selected credential). After entering the password, select the option „OK“.



Password entry

Afterwards, the user is redirected to the screen for selecting a taxpayer in the JPPU system.

JPPU SYSTEM HOME PAGE

After successfully signing into the JPPU system, select the appropriate taxpayer from the list of available taxpayers and afterwards choose the option „**Ulaz u korisnički portal**“ (Log into the user portal).

You may enter an OIB number into the field „Pretraga subjekata“ (Entity Search) or select it from a list of available OIB numbers.

The screenshot shows a blue header with the text 'Odaberite poreznog obveznika' and 'IVAN HORVAT / ODJAVA'. Below the header is a search bar with the text 'Pretraga subjekata ...' and a search icon. Below the search bar is a list of results, with 'Dobra Tvrtka (0000000001)' selected. A red arrow points to the search bar, and another red arrow points to a button labeled 'Ulaz u korisnički portal >'.

Client portal entry

When entering the application for the first time, in the following step the user must give their consent for working in the JPPU system. A pop-up window „Obrada osobnih podataka“ (Processing Personal Data) will appear. If the user consents, it is necessary to select the option „U redu“ (I accept). On the next sign-in this step will be skipped.

The screenshot shows a blue header with a warning icon and the text 'OBRADA OSOBNIH PODATAKA'. Below the header is a paragraph of text explaining the consent process. Below the text is a list of terms and conditions. At the bottom, there are two buttons: 'Odustani' and 'U redu'. A yellow arrow points to the 'U redu' button.

OBRADA OSOBNIH PODATAKA

Odabirom opcije „U redu“ dajem svoju izričitu suglasnost i privolu da Ministarstvo financija, Porezna uprava (u daljnjem tekstu Porezna uprava) prikuplja, obrađuje, koristi i analizira podatke koji se odnose na mene, uključujući i moje osobne podatke. Privola se izričito odnosi na podatke koje sam dala/dao Poreznoj upravi prilikom registracije na elektroničke usluge Porezne uprave (ePorezna).

Ovime dajem izričitu privolu Poreznoj upravi da može poduzimati radnje vezano za obradu mojih osobnih podataka u skladu s propisima koji uređuju zaštitu osobnih podataka, a u svrhu obavljanja osnovnih djelatnosti Porezne uprave koji proizlaze iz Općeg poreznog zakona (NN 115/16, 106/18, 121/19, 32/20, 42/20) i Zakona o Poreznoj upravi (NN 115/16, 98/19).

Odabirom opcije „U redu“, potvrđujem da sam prije davanja suglasnosti obaviještena/obaviješten o sljedećem:

- suglasnost dajem dobrovoljno
- da sam informiran o svrsi obrade kojoj su podaci namijenjeni
- suglasnost mogu opozvati te Porezna uprava nakon toga više neće obrađivati podatke u svrhu za koju je suglasnost bila dana, osim podataka koji su nužni za izvršavanje zadaća od javnog interesa odnosno koji se temelje na službenoj ovlasti Porezne uprave
- opoziv suglasnosti ne utječe na zakonitost obrade prije njezina opoziva
- Porezna uprava će čuvati podatke o suglasnosti i obradama kako bi dokazala zakonitost obrade

Ova privola vrijedi do opoziva.

Buttons:

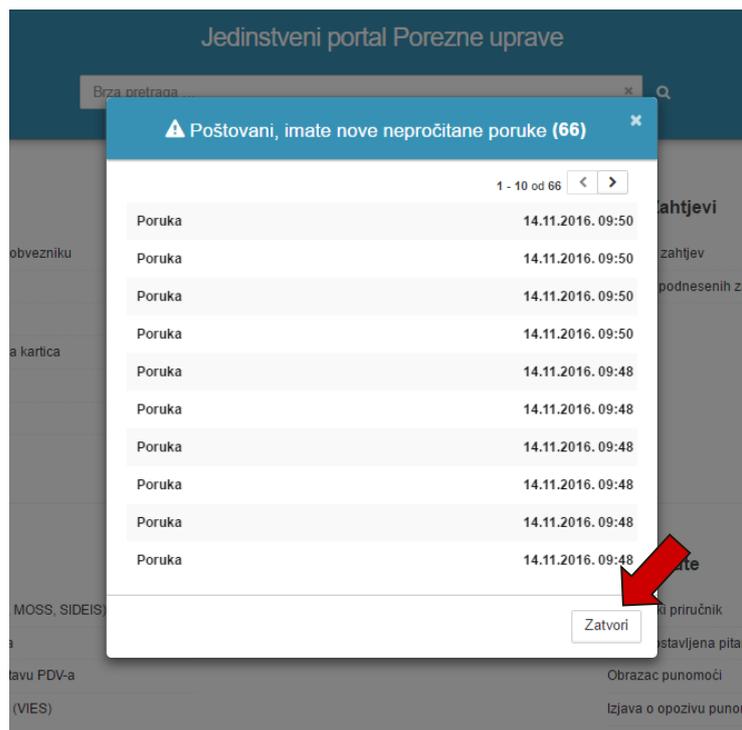
Consent

In the case of unread messages existing for the current selected taxpayer, in the following step the user will see a pop-up window containing the messages. The pop-up window with messages can be closed by selecting the option „Zatvori“ (Close).

By selecting a specific message, a pop-up window with the content of the selected message will appear.

In case there are messages which require mandatory delivery, it is necessary to read them all before an option to close the window is enabled.

In case there are no unread messages, this step will be skipped.



Unread messages

After the above mentioned actions are completed, the JPPU system home page will appear.

JPPU home page

OPENING THE P-DIP APPLICATION

The JPPU system home page contains various modules and options, and opening the P-DIP form page is enabled in one of the following ways:

- **Quick menu:** enables the user access to content through one click, regardless of where the user is located within the application.
 - Enter the prompt „P-DIP” and a menu with a filtered list of services will appear.
 - Afterwards, select the option „Obrazac P-DIP” from the search result list.

P-DIP entry through quick menu option

- **Main application menu:** contains links to different parts of the application, grouped by certain categories within the main modules.
 - For P-DIP, select the module **Obrasci i Zahtjev za priznavanje prava na porezne olakšice u godišnjem obračunu - povrat poreza (ZPP-DOH)** (Forms and Application for the Recognition of the Right to Tax Relief in the Annual Account - Tax Refund).

- The forms module contains links to different categories and the category „Dostavi obrazac“ (Submit form) should be selected.

The screenshot shows the main portal interface. At the top, there is a search bar labeled 'Brza pretraga ...'. Below it, there are three main sections: 'Profil', 'Obrasci i Zahtjev za priznavanje prava na porezne olakšice u godišnjem obračunu - povrat poreza (ZPP-DOH)', and 'Zahtjevi'. The 'Obrasci' section contains a list of links, with 'Dostavi obrazac' highlighted by a red arrow. Other links include 'Pregled dostavljenih obrazaca', 'Pregled pohranjenih obrazaca', and 'Pregled obrazaca za odobrenje'. At the bottom, there are icons for 'Usluge', 'Administracija', and 'Upute'.

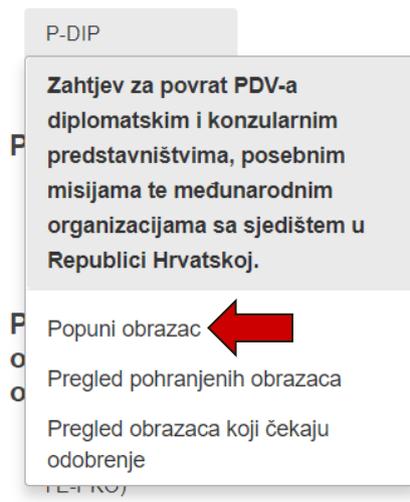
Selecting the Form Submission Module

The screenshot shows the 'Obrasci' (Forms) module page. The top navigation bar includes 'POČETNA', 'OBRASCI', 'PROFIL', 'ZAHTJEVI', and 'ADMINISTRACIJA'. The main heading is 'Obrasci i Zahtjev za priznavanje prava na porezne olakšice u godišnjem obračunu - povrat poreza (ZPP-DOH)'. Below the heading, there is a sub-navigation bar with four options: 'Dostavi obrazac', 'Pregled dostavljenih obrazaca', 'Pregled pohranjenih obrazaca', and 'Pregled obrazaca za odobrenje'. The 'Dostavi obrazac' option is highlighted in red. Below this, there is a search bar and three columns of form categories: 'Porez na dodanu vrijednost', 'Igre na sreću i nagradne igre', and 'Preknjiženja'. The 'Preknjiženja' section contains a link for 'Diplomati', which is highlighted by a red arrow. Other links in this section include 'P-DIP' and 'PP-MI-PO'.

Selecting P-DIP through the Forms module

After accessing the list of available forms, select P-DIP and then click on the option „Popuni obrazac“ (Fill in the form), selected from the drop-down menu.

Diplomati



Selecting the module for filling out the P-DIP form

AUTHORISATION FOR THE CATEGORY „DIPLOMATI“ (DIPLOMATS) WITHIN JPPU

Different users are able to see different categories of forms in JPPU, depending on the authorisations of each user. If the user does not have an authorisation for the category „Diplomati“ (P-DIP form), this module will not be visible.

This case is only necessary when a user who has been previously registered and authorised for work on the P-DIP form wishes to authorise another (new) person.

Select the tab „Administracija“ on the home page.



Selecting the Administration module

On the module „Administracija“, select the option „Dodaj ovlaštenika“ (Add Authorisation) within the category „Diplomati“, in order to assign a new authorisation or to change an existing authorisation.

Administracija

Početna / [Administracija](#)

Upravljanje ovlaštenjima - ovdje je moguće dodjeljivati ili ukidati ovlaštenja osobama za pojedini poreznog obveznika. Za pohranu izmjena ovlaštenja pojedinog poreznog obveznika potrebno je pritisnuti gumb „Pohrani“. Ovlaštenja je moguće preuzeti na računalo u PDF obliku prilikom na gumb „Preuzmi“.

HRVOJE

Upravljanje ovlaštenjima

| Ovlaštenik | Ovlašten preko | Vrijedi od | Vrijedi do | Neograničeno |
|----------------------------------|--------------------------------|------------|------------|-------------------------------------|
| DORICA NOVAK (80907863145) | ORGANIZACIJA ABC (97258310866) | | | <input checked="" type="checkbox"/> |
| HRVOJE DORVAT (35294177673) | APIS-IT (02994650199) | | | <input checked="" type="checkbox"/> |
| JOSIP FILCA (04776893634) | APIS-IT (02994650199) | | | <input checked="" type="checkbox"/> |
| JURA MICKOVIĆ (19498737417) | APIS-IT (02994650199) | | | <input checked="" type="checkbox"/> |
| LUNA DRUGIČEVIĆ (31121891287) | (osobna vjerodajnica) | | | <input checked="" type="checkbox"/> |
| MARIO HORVAT (11110532750) | MARIO HORVAT (11110532750) | | | <input checked="" type="checkbox"/> |
| MERLIN MEDVED (72028763857) | APIS-IT (02994650199) | | | <input checked="" type="checkbox"/> |
| NATAŠA HRVOJE (31121891439) | (osobna vjerodajnica) | | | <input checked="" type="checkbox"/> |
| TOMISLAV HRVOJEJIĆ (82346028195) | (osobna vjerodajnica) | | | <input checked="" type="checkbox"/> |

Dodaj ovlaštenika

Sve elektroničke usluge

| Ovlaštenik | Ovlašten preko | Vrijedi od | Vrijedi do | Neograničeno |
|-----------------------------|--------------------------------|------------|------------|-------------------------------------|
| DORICA NOVAK (80907863145) | ORGANIZACIJA ABC (97258310866) | | | <input checked="" type="checkbox"/> |
| HRVOJE DORVAT (35294177673) | APIS-IT (02994650199) | | | <input checked="" type="checkbox"/> |

Authorisation Management

A list of various authorisations is visible, and it is necessary to go to the bottom of the list, where the authorisation category „Povrat PDV-a diplomatskim i konzularnim predstavništvima“ is visible. Within this category, there is a list of all the persons who have the authorisation to work on P-DIP for the selected taxpayer.

The name and surname of the authorised person is also visible, their OIB number, the OIB number and name of the legal or natural person through whom they are authorised and the authorisation's validity period.

Povrat PDV-a diplomatskim i konzularnim predstavništvima

| Ovlaštenik | Ovlašten preko | Vrijedi od | Vrijedi do | Neograničeno |
|-----------------------------|-----------------------|------------|------------|-------------------------------------|
| KORISNIK 24EP (98258183803) | APIS-IT (02994650199) | | | <input checked="" type="checkbox"/> |
| KORISNIK 28EP (98770718772) | APIS-IT (02994650199) | | | <input checked="" type="checkbox"/> |
| KORISNIK 29EP (99033632107) | APIS-IT (02994650199) | | | <input checked="" type="checkbox"/> |

Dodaj ovlaštenika

Preuzmi



Pohrani

*Taxpayer administration*

CHANGING THE AUTHORISATION VALIDITY PERIOD

If you wish to change the period, remove the check mark in the field „Neograničeno“ (Unlimited) and enter a new date in the field „Vrijedi do“ (Valid to).

| | Vrijedi od | Vrijedi do | Neograničeno |
|-------------------------------------|------------|------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 27.02.2020 | 27.02.2020 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> |

Authorisation validity period change

Afterwards, the option „Pohrani“ (Save) must be selected.

| Povrat PDV-a diplomatskim i konzularnim predstavništvima | | | | |
|--|-----------------------|-------------------------------------|------------|-------------------------------------|
| Ovlaštenik | Ovlašten preko | Vrijedi od | Vrijedi do | Neograničeno |
| KORISNIK 24EP (98258183803) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| KORISNIK 28EP (98770718772) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| KORISNIK 29EP (99033632107) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

[Dodaj ovlaštenika](#)

Preuzmi 

Pohrani 

Saving changes in authorisation administration

A message regarding change confirmation will appear: select the option „OK“ for acceptance or the option „Cancel“ for withdrawal.

Jeste li sigurni da želite pohraniti izmjene?

OK

Cancel

Change confirmation

AUTHORISATION REMOVAL

In case you wish to completely remove the authorisation, remove the check mark on the left from the authorisation validity period.

| | Vrijedi od | Vrijedi do | Neograničeno |
|-------------------------------------|------------|------------|-------------------------------------|
| <input type="checkbox"/> | | | |
| <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> |

Authorisation removal

Afterwards, the option „Pohrani“ (Save) must be selected.

| Povrat PDV-a diplomatskim i konzularnim predstavništvima | | | | |
|--|-----------------------|-------------------------------------|------------|-------------------------------------|
| Ovlaštenik | Ovlašten preko | Vrijedi od | Vrijedi do | Neograničeno |
| KORISNIK 24EP (98258183803) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| KORISNIK 28EP (98770718772) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| KORISNIK 29EP (99033632107) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

Saving change on authorisation administration

A message regarding change confirmation will appear: select the option „OK“ for acceptance or the option „Cancel“ for withdrawal.

Jeste li sigurni da želite pohraniti izmjene?

Change confirmation

ADDING A NEW AUTHORISATION

In order to add a new authorisation, select the option „Dodaj ovlaštenika“ (Add Authorisation).

| Povrat PDV-a diplomatskim i konzularnim predstavništvima | | | | |
|--|-----------------------|-------------------------------------|------------|-------------------------------------|
| Ovlaštenik | Ovlašten preko | Vrijedi od | Vrijedi do | Neograničeno |
| KORISNIK 24EP (98258183803) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| KORISNIK 28EP (9877071877) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| KORISNIK 29EP (99033617) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

[Dodaj ovlaštenika](#)

Preuzmi



Pohrani



Adding an authorisation

A pop-up window for entering data about the new authorised person will appear: first, enter the OIB number of the person to whom the authorisation will be assigned, then the OIB number of the legal or natural person through whom the authorisation is to be assigned.

Dodijeli ovlaštenje - Povrat PDV-a diplomatskim i konzularnim predstavništvima ✕

Odabir s liste ovlaštenih osoba

Korisnik 35EP (02832629089), ovlašten preko: 02994650199

Unos ovlaštenika

OIB:

Ime:

Prezime:

Podaci osobnog / poslovnog certifikata:

OIB osobe ili poslovnog subjekta:

Ime/prezime ili naziv poslovnog subjekta:

New authorised person entry

Data regarding the name or name and surname is automatically filled by selecting the option „Provjeri OIB”. (Validate OIB).

Dodijeli ovlaštenje - Povrat PDV-a diplomatskim i konzularnim predstavništvima ✕

Odabir s liste ovlaštenih osoba

Korisnik 35EP (02832283289), ovlašten preko: 02994650199

Unos ovlaštenika

OIB:

Ime:

Prezime:

Podaci osobnog / poslovnog certifikata:

OIB osobe ili poslovnog subjekta:

Ime/prezime ili naziv poslovnog subjekta:

Filling out the data on a new authorisation

Next, the option „Prihvati“ (Accept) must be selected.

Finally, select the option „Pohrani“ (Save) in order to complete the authorisation assignment process.

| Povrat PDV-a diplomatskim i konzularnim predstavništvima | | | | |
|--|-----------------------|-------------------------------------|------------|-------------------------------------|
| Ovlaštenik | Ovlašten preko | Vrijedi od | Vrijedi do | Neograničeno |
| KORISNIK 24EP (98258183803) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| KORISNIK 28EP (98770718772) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| KORISNIK 29EP (99033632107) | APIS-IT (02994650199) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

Saving a new authorisation

As in the previous examples regarding changes to the authorisation period, a message for change confirmation will appear: select the option „OK“ to accept or the option „Cancel“ to cancel.

THE P-DIP FORM

JPPU enables the filling out and submission of electronic P-DIP forms through the Internet. P-DIP can be filled out and delivered to the Tax Administration or saved for later use.

The user has the possibility to:

- ✓ Submit a P-DIP form,
- ✓ view a submitted P-DIP form,
- ✓ view a saved P-DIP form,
- ✓ view a P-DIP form awaiting approval.

FILLING OUT A P-DIP FORM

Obrazac P-DIP
Početna / Obrasci / [Obrazac P-DIP](#)

Putem ove elektroničke usluge moguće je predati zahtjev za povrat PDV-a diplomatskim i konzularnim predstavništvima, posebnim misijama te međunarodnim organizacijama sa sjedištem u Republici Hrvatskoj.

| | Zaglavlje | Podaci | Elektronički potpis |
|---|--|--|---------------------|
| Pošalji na odobrenje Provjeri Izvezi Pohrani Otvori Novi | PODACI O PODNOSITELJU / SUBMITTER Naziv / Official name of the representation (Mission) or organization <input type="text" value="Dobra tvrtka d.o.o."/> <input type="text" value="Diplomatsko ili konzularno predstavništvo, odnosi"/> OIB / Personal identification number <input type="text" value="00000000001"/> Telefon / Contact telephone No. <input type="text"/> | PODACI O VLASNIKU RAČUNA / ACCOUNT HOLDER OIB / Personal identification number <input type="text" value="00000000001"/> Naziv / Official name of the representation (Mission) or organization <input type="text" value="Dobra tvrtka d.o.o."/> BIC / SWIFT <input type="text"/> IBAN <input type="text"/> Razdoblje / Period: Datum od / Date from <input type="text" value="01.04.2022"/> Datum do / Date to <input type="text" value="30.06.2022"/> | |

P-DIP Form initial appearance

By selecting P-DIP, a new page will appear, containing the form's full name and available options for:

- ✓ filling out data in the P-DIP form,
- ✓ verifying the entered data,
- ✓ submitting the P-DIP form,
- ✓ exporting the P-DIP form (XML or PDF file download),
- ✓ saving a draft of the P-DIP form,
- ✓ opening a new, submitted or saved P-DIP form.

P-DIP FORM HEADER

On the P-DIP form, the tab regarding general data about the taxpayer („Zaglavlje“) is first filled out. All the fields are provided in both Croatian and English translations.

The following data regarding the taxpayer is automatically filled out, based on information from the Tax Administration's registries; manual editing is disabled for the data fields listed below:

PODACI O PODNOSITELJU / SUBMITTER

- Naziv / Official name of the representation (Mission) or organization
- OIB / Personal identification number

Data that cannot be changed is marked by grey fields.

| Zaglavlje | Podaci | Elektronički potpis | |
|---|-------------|--|-----------------------|
| PODACI O PODNOSITELJU / SUBMITTER | | PODACI O VLASNIKU RAČUNA / ACCOUNT HOLDER | |
| Ime / Name | VESNA | OIB / Personal identification number | 33402340270 |
| Prezime / Surname | VESNA | Ime / Name | VESNA |
| Diplomatsko ili konzularno predstavništvo, odnosn | ▼ | Prezime / Surname | VESNA |
| Član administrativnog ili tehničkog osoblja predsta | ▼ | BIC / SWIFT | PBZGZG2X |
| Broj posebne osobne iskaznice: | 134578 | IBAN | HR5623562396239062396 |
| OIB: | 33402340270 | Razdoblje: | |
| OIB / Personal identification number | 51806180667 | Datum od / Date from | 01.07.2019 |
| Telefon / Contact telephone No. | +3856471856 | Datum do / Date to | 30.09.2019 |

Automatically filled-out fields on P-DIP that cannot be changed

The remainder of the data on the P-DIP header can be entered or changed freely by manual entry:

PODACI O PODNOSITELJU / SUBMITTER

- Telefon / Contact telephone No.
 - Note: value must be entered in the form „+385xx...“.
- A dropdown menu containing the following options:
 - Diplomatsko ili konzularno predstavništvo, odnosno posebna misija (Diplomatic, consular or special mission)
 - or
 - Međunarodna organizacija ili predstavništvo međunarodne organizacije (International organization or representation of an international organization)
- A dropdown menu containing the following options:
 - Član diplomatskog ili konzularnog osoblja predstavništva (Member of the diplomatic or consular staff of the mission)
 - Član obitelji diplomatskog ili konzularnog osoblja predstavništva (Family member of the diplomatic or consular staff of the mission)
 - Član administrativnog ili tehničkog osoblja predstavništva (Member of the administrative or technical staff of the mission)

- Član obitelji administrativnog ili tehničkog osoblja predstavništva (Family member of the administrative or technical staff of the mission)

PODACI O VLASNIKU RAČUNA / ACCOUNT HOLDER

- OIB / Personal identification number
 - Note: the value is initially automatically filled. It can be changed manually, but in that case, the new value must also be formally correct.
- Naziv / Official name of the representation (Mission) or organization
 - Note: the value is initially automatically filled. It can be changed manually, but in that case, the new value must also be formally correct.
- BIC / SWIFT
 - Note: the value must be formally correct.
- IBAN
 - Note: the value must be formally correct.

RAZDOBLJE (PERIOD):

- Datum od / Date from
 - Note: the value must be formally correct. Selection from the dropdown calendar or by manual entry.
- Datum do / Date to
 - Note: value must be formally correct. Selection from the dropdown calendar or by manual entry.

| Zaglavlje | Podaci | Elektronički potpis |
|--|--|---------------------|
| PODACI O PODNOSITELJU / SUBMITTER | | |
| Ime / Name | VESNA | |
| Prezime / Surname | VESNA | |
| | <input type="text" value="Diplomatsko ili konzularno predstavništvo, odnosn"/> | |
| | <input type="text" value="Član administrativnog ili tehničkog osoblja predsta"/> | |
| Broj posebne osobne iskaznice: | 134578 | |
| OIB: | 33402340270 | |
| OIB / Personal identification number | 51806180667 | |
| Telefon / Contact telephone No. | +3856471856 | |
| PODACI O VLASNIKU RAČUNA / ACCOUNT HOLDER | | |
| OIB / Personal identification number | 33402340270 | |
| Ime / Name | VESNA | |
| Prezime / Surname | VESNA | |
| BIC / SWIFT | PBZGZG2X | |
| IBAN | HR5623562396239062396 | |
| Razdoblje: | | |
| Datum od / Date from | 01.07.2019 | |
| Datum do / Date to | 30.09.2019 | |

Example of a filled P-DIP

All the data fields on the P-DIP header are mandatory.

If a data entry is formally incorrect, the system will issue a signal with an appropriate error message, marked by a red error icon . Set the cursor above the icon in order to display detailed information regarding the error.

P-DIP FORM DATA

After completing the tab „Zaglavlje“ (Header), the tab regarding the form data must next be filled out („Podaci“/Data).

For a new row entry into the table „Podatke o PDV-u / Information regarding VAT“ or „Podatke o trošarinama / Information regarding Excise Duty“, select the option „Dodaj novi zapis“ (Add New Entry).

Obrazac P-DIP
Početna / Obrasci / Obrazac P-DIP

Putem ove elektroničke usluge moguće je predati zahtjev za povrat PDV-a diplomatskim i konzularnim predstavništvima, posebnim misijama te međunarodnim organizacijama sa sjedištem u Republici Hrvatskoj.

Zaglavlje
Podaci
Elektronički potpis

SPECIFIKACIJA RAČUNA / SPECIFICATION OF INVOICES
Podaci o PDV-u / Information regarding VAT:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 5% | Iznos PDV-a (stopa 5%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 13% | Iznos PDV-a (stopa 13%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 25% | Iznos PDV-a (stopa 25%) | Napomena | Preslika računa |
|---|----------------|-----------------|---|---------------------------------------|--|------------------------|---|-------------------------|---|-------------------------|----------|-----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Value of goods or service excluding VAT (taxable amount) Rate 5% | VAT amount (rate 5%) | Value of goods or service excluding VAT (taxable amount) Rate 13% | VAT amount (rate 13%) | Value of goods or service excluding VAT (taxable amount) Rate 25% | VAT amount (rate 25%) | Remarks | Attachment |
| 1. | | | | | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | |
| Ukupan iznos PDV-a / Total Amount of VAT: | | | | | | | | | | 0,00 | | |

Podaci o trošarinama / Information regarding Excise Duty:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrsta proizvoda | Trgovački naziv proizvoda | Količina proizvoda | Iznos trošarine | Napomena | Preslika računa |
|---|----------------|-----------------|---|---------------------------------------|--------------------------|---------------------------|--------------------|--------------------|----------|-----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Type of goods | Trade Name of Goods | Quantity of goods | Excise duty amount | Remarks | Attachment |
| 1. | | | | | Alkohol i alkoholna pića | | | 0,00 | | |
| Ukupan iznos trošarine / Total Amount of Excise Duty: | | | | | | | | 0,00 | | |

Izjavljujem da dobra navedena u zahtjevu nisu bila niti će biti korištena u komercijalne svrhe.
I hereby confirm that goods indicated in the Application have not been used and will not be used for commercial purposes.

New row entry in P-DIP form data

In order to save the row, all data fields in a single row are mandatory (except the field „Napomena / Remarks“). The field „Napomena“ is optional for entry, i.e. it can be left blank.

Save a row by selecting the blue disc icon for saving

Cancel saving a row by selecting the green return icon

An attachment in the field “Preslika računa / Attachment” can be added by selecting the black file attachment icon

In case a data entry is formally incorrect or is missing, at the moment of attempting to save the row, the system will send an appropriate error message marked with a red error icon . Set the cursor above the icon in order to display detailed information about the message.

New entries can be added in the table „Podaci o PDV-u / Information regarding VAT“ for the case of VAT refunds and in the table „Podaci o trošarinama / Information regarding Excise Duty“ for the case of excise duty refunds.

SPECIFIKACIJA RAČUNA / SPECIFICATION OF INVOICES
Podaci o PDV-u / Information regarding VAT:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 5% | Iznos PDV-a (stopa 5%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 13% | Iznos PDV-a (stopa 13%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 25% | Iznos PDV-a (stopa 25%) | Napomena | Preslika računa |
|---|----------------|-----------------|---|---------------------------------------|--|------------------------|---|-------------------------|---|-------------------------|----------|-----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Value of goods or service excluding VAT (taxable amount) Rate 5% | VAT amount (rate 5%) | Value of goods or service excluding VAT (taxable amount) Rate 13% | VAT amount (rate 13%) | Value of goods or service excluding VAT (taxable amount) Rate 25% | VAT amount (rate 25%) | Remarks | Attachment |
| 1. | INVOICE12345 | 02.03.2020 | 000000000001 | Trgovina | 1.000,00 | 0,00 | 0,00 | 0,00 | 250,00 | 250,00 | Napomena | sample.... |
| <input type="button" value="Dodaj novi zapis"/> | | | | | | | | | | | | |
| Ukupan iznos PDV-a / Total Amount of VAT: | | | | | | | | | | 250,00 | | |

A recorded row in P-DIP

In case you wish to change the data within a saved row, select the blue button  on the far right field in the desired row.

In case you wish to remove the data within a saved row, select the red button  on the far right field in the desired row. In order to delete the row, select the option „OK” on the pop-up window for deletion confirmation.

Jeste li sigurni da želite obrisati redak?

OK Cancel

Row deletion confirmation

In case you wish to add a new row below a particular saved row, select the green button  on the far right field in the row beneath which you wish to add the new row.

After entering all the required data for the invoices within the period of the form, the total amounts are automatically filled out beneath each table, in the field „Ukupan iznos PDV-a / Total Amount of VAT” for the case of VAT refunds, and in the field „Ukupan iznos trošarine / Total Amount of Excise Duty” for the case of excise duty refunds.

SPECIFIKACIJA RAČUNA / SPECIFICATION OF INVOICES
Podaci o PDV-u / Information regarding VAT:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 5% | Iznos PDV-a (stopa 5%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 13% | Iznos PDV-a (stopa 13%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 25% | Iznos PDV-a (stopa 25%) | Napomena | Preslika računa |
|---|----------------|-----------------|---|---------------------------------------|--|------------------------|---|-------------------------|---|-------------------------|----------|---|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Value of goods or service excluding VAT (taxable amount) Rate 5% | VAT amount (rate 5%) | Value of goods or service excluding VAT (taxable amount) Rate 13% | VAT amount (rate 13%) | Value of goods or service excluding VAT (taxable amount) Rate 25% | VAT amount (rate 25%) | Remarks | Attachment |
| 1. | INVOICE12345 | 02.03.2020 | 00000000001 | Trgovina | 1.000,00 | 0,00 | 0,00 | | 250,00 | 250,00 | Napomena |     |
| Ukupan iznos PDV-a / Total Amount of VAT: | | | | | | | | | | 250,00 | | |

Podaci o trošarinama / Information regarding Excise Duty:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrsta proizvoda | Trgovački naziv proizvoda | Količina proizvoda | Iznos trošarine | Napomena | Preslika računa |
|---|----------------|-----------------|---|---------------------------------------|--------------------------|---------------------------|--------------------|--------------------|----------|---|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Type of goods | Trade Name of Goods | Quantity of goods | Excise duty amount | Remarks | Attachment |
| 1. | INVOICE67890 | 13.02.2020 | 00000000001 | Trgovina | Alkohol i alkoholna pića | Boca | | 100,00 | Napomena |     |
| Ukupan iznos trošarine / Total Amount of Excise Duty: | | | | | | | | 100,00 | | |

Izjavljujem da dobra navedena u zahtjevu nisu bila niti će biti korištena u komercijalne svrhe.
I hereby confirm that goods indicated in the Application have not been used and will not be used for commercial purposes.

Filling out the total amounts

Note: in the “Podaci o trošarinama/ Information regarding Excise Duty” table, the dropdown menu in the field “Vrsta proizvoda/ Type of goods” must be filled. The following options are available and are listed only in Croatian within the application, so please note the translations below:

- “Alkohol i alkoholna pića” (Alcohol and alcoholic beverages)
- “Duhanske prerađevine” (Tobacco products)
- “Električna energija” (Electricity)
- “Prirodni plin” (Natural gas)

Finally, mark the *checkbox* next to the statement that the goods indicated in the application are not being and will not be used for commercial purposes.

SPECIFIKACIJA RAČUNA / SPECIFICATION OF INVOICES
Podaci o PDV-u / Information regarding VAT:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 5% | Iznos PDV-a (stopa 5%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 13% | Iznos PDV-a (stopa 13%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 25% | Iznos PDV-a (stopa 25%) | Napomena | Preslika računa |
|---|----------------|-----------------|---|---------------------------------------|--|------------------------|---|-------------------------|---|-------------------------|----------|-----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Value of goods or service excluding VAT (taxable amount) Rate 5% | VAT amount (rate 5%) | Value of goods or service excluding VAT (taxable amount) Rate 13% | VAT amount (rate 13%) | Value of goods or service excluding VAT (taxable amount) Rate 25% | VAT amount (rate 25%) | Remarks | Attachment |
| 1. | INVOICE12345 | 02.03.2020 | 0000000000000 | Trgovina | 1.000,00 | 0,00 | 0,00 | 0,00 | 250,00 | 250,00 | Napomena | Sample... |
| Ukupani iznosi PDV-a / Total Amount of VAT: | | | | | | | | | | | 250,00 | |

Podaci o trošarinama / Information regarding Excise Duty:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrsta proizvoda | Trgovački naziv proizvoda | Količina proizvoda | Iznos trošarine | Napomena | Preslika računa |
|---|----------------|-----------------|---|---------------------------------------|--------------------------|---------------------------|--------------------|--------------------|----------|-----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Type of goods | Trade Name of Goods | Quantity of goods | Excise duty amount | Remarks | Attachment |
| 1. | INVOICE12345 | 13.02.2020 | 0000000000000 | Trgovina | Alkohol i alkoholna pića | Boca | 2L | 100,00 | Napomena | Sample... |
| Ukupani iznosi trošarine / Total Amount of Excise Duty: | | | | | | | | | 100,00 | |

Izjavljujem da dobra navedena u zahtjevu nisu bila niti će biti korištena u komercijalne svrhe.
I hereby confirm that goods indicated in the Application have not been used and will not be used for commercial purposes.

Statement of confirmation on the form

The P-DIP form is now ready for verification and after that for submission, the steps for which are described in the following chapters.

ERROR MESSAGES ON THE P-DIP FORM

After the form is fully completed, select the button „Provjeri“ (Verify). In case any formal, logical or mathematical errors exist within the form, appropriate error messages will appear on the screen.

The possible error messages are listed below, along with a solution description for the problem which triggered each error message to appear.

| Possible error messages | |
|--|--|
| Error code/ solution description | Error message description |
| 001 | Uneseno razdoblje ne odgovara kalendarskom tromjesečju (npr. 01.04. - 30.06.) The entered period does not correspond with the calendar quarter (e.g. 01st April – 30th June). |
| Solution description: | Enter a period into the fields „Datum od / Date from“ i „Datum do / Date to“ which corresponds directly to one of the following quarters in the year: 01.01.-31.03., 01.04.-30.06., 01.07.-30.09. or 01.10.-31.12. (Note: the dates are written in dd.mm.yyyy format.) |
| 002 | Obrazac je moguće podnijeti najkasnije za prethodni kvartal. The form can be submitted at the latest for the previous quarter. |
| Solution description: | Enter a period into the fields „Datum od / Date from“ i „Datum do / Date to“ which is not within a future or ongoing quarter. |
| 003 | IBAN nije ispravno upisan. IBAN has not been correctly entered. |
| Solution description: | Enter a correct IBAN: the formal structure of the data is verified by the application. |
| 004 | Podnositelj ne postoji u registru svih podnositelja ili je deaktiviran. The submitter does not exist in the registry of all submitters or has been deactivated. |
| Solution description: | Please contact the Ministry of Foreign and European Affairs for the purpose of updating or activating the submitter in the P-DIP registry of taxpayers. |

| | |
|-------------------------------------|--|
| <p>005</p> | <p>Niste evidentirani kao osoba s ovlašću odobravanja i slanja obrazaca.</p> <p>You are not registered as a person with the authority for form approval and submission.</p> |
| <p>Solution description:</p> | <p>A person who has administration rights for the taxpayer's OIB must add a new authorisation in the module "Administracija" (Administration) to the person who sees this error message in order for them to be allowed to work on the P-DIP form.</p> <p>The process is described in the chapter titled "AUTHORISATION FOR THE CATEGORY „DIPLOMATI" (DIPLOMATS) WITHIN JPPU".</p> |
| <p>006</p> | <p>U tablici za povrat PDV-a datum računa pod rednim brojem { } je izvan dopuštenog razdoblja (<i>{najraniji datum se prikazuje ovdje}</i> – <i>{najkasniji datum se prikazuje ovdje}</i>).</p> <p>In the VAT Refund table, the invoice date under the order number { } is outside the permitted period (<i>{earliest date shown here}</i> – <i>{latest date shown here}</i>).</p> |
| <p>Solution description:</p> | <p>Enter a correct date, belonging to the same quarter as the form period or belonging to the quarter preceding the form period quarter, into the row number indicated in the error message, in the table „Podaci o PDV-u / Information regarding VAT".</p> |
| <p>007</p> | <p>U tablici za povrat PDV-a račun pod rednim brojem { } sadrži neispravan OIB isporučitelja.</p> <p>In the VAT Refund table, the invoice under the order number { } contains an invalid OIB number of a supplier.</p> |
| <p>Solution description:</p> | <p>Enter a correct OIB number belonging to the supplier into the row number indicated in the error message, in the table „Podaci o PDV-u / Information regarding VAT".</p> |
| <p>008</p> | <p>U tablici za povrat PDV-a račun pod rednim brojem { } sadrži vrijednosti dobara ili usluga i iznose PDV-a jednake 0.</p> <p>In the VAT Refund table, the invoice under the order number { } contains values of goods or services and VAT amounts which equal 0.</p> |
| <p>Solution description:</p> | <p>Enter a correct amount (more than 0,00) into the row number indicated in the error message, in the table „Podaci o PDV-u / Information regarding VAT".</p> |
| <p>009</p> | <p>Suma iznosa PDV-a u tablici za povrat PDV-a ne odgovara polju 'UKUPAN IZNOS PDV-a'.</p> <p>The total VAT amount in the VAT Refund table does not correspond with the field 'UKUPAN IZNOS PDV-a' (TOTAL VAT AMOUNT).</p> |

| | |
|------------------------------|---|
| Solution description: | Check the sum of all the VAT amounts in the table "Podaci o PDV-u / Information regarding VAT" and enter the correct amount in the field "Ukupan iznos PDV-a / Total Amount of VAT". |
| 010 | <p>U tablici za povrat trošarina datum računa pod rednim brojem {__} je izvan dopuštenog razdoblja (<i>{najraniji datum se prikazuje ovdje} – {najkasniji datum se prikazuje ovdje}</i>).</p> <p>In the Excise Duty refund table the invoice date under the order number {__} is outside the permitted period (<i>{earliest date shown here} – {latest date shown here}</i>).</p> |
| Solution description: | Enter a date belonging to the same quarter as the form period into the row number indicated in the error message, in the table "Podaci o trošarinama / Information regarding Excise Duty". |
| 011 | <p>U tablici za povrat trošarina račun pod rednim brojem {__} sadrži neispravan OIB isporučitelja.</p> <p>In the Excise Duty refund table the invoice under the order number {__} contains an invalid OIB number of a supplier.</p> |
| Solution description: | Enter a correct OIB number belonging to the supplier into the row number indicated in the error message, in the table "Podaci o trošarinama / Information regarding Excise Duty". |
| 012 | <p>U tablici za povrat trošarina račun pod rednim brojem {__} sadrži količinu proizvoda ili iznos trošarine jednak 0.</p> <p>In the Excise Duty table the invoice under the order number {__} contains a product amount or Excise Duty amount which equals 0.</p> |
| Solution description: | Enter a correct amount (more than 0,00) into the row number indicated in the error message, in the table "Podaci o trošarinama / Information regarding Excise Duty". |
| 013 | <p>Suma iznosa trošarina u tablici za povrat trošarine ne odgovara polju 'UKUPAN IZNOS TROŠARINE'.</p> <p>The total Excise Duty amount in the Excise Duty refund table does not correspond with the field 'TOTAL AMOUNT OF EXCISE DUTY'.</p> |
| Solution description: | Check the sum of all the excise duty amounts in the table "Podaci o trošarinama / Information regarding Excise Duty" and enter the correct amount in the field "Ukupan iznos trošarine / Total Amount of Excise Duty". |

| | |
|------------------------------|--|
| 014 | <p>Morate potvrditi da dobra navedena u zahtjevu nisu bila niti će biti korištena u komercijalne svrhe.</p> <p>Please confirm that the goods indicated in the request have not been used and will not be used for commercial purposes.</p> |
| Solution description: | Confirm in the checkbox option that the goods indicated in the application have not been used and will not be used for commercial purposes |
| 015 | <p>Minimalan dozvoljen iznos računa je {__}.</p> <p>The minimum allowed invoice amount is {__}.</p> |
| Solution description: | Enter a correct amount into the row number indicated in the error message, not lesser than the minimum amount specified in the error message. |
| 016 | <p>Ukupan iznos {__} premašuje dozvoljen iznos (kvotu) za {__} kn.</p> <p>The total amount {__} exceeds the amount allowed (quotas) for {__} kn.</p> |
| Solution description: | Enter a correct amount into the row number indicated in the error message, not larger than the maximum amount specified in the error message. |
| 017 | <p>Obrazac za navedeni period je već poslan.</p> <p>A form for the entered period has already been sent.</p> |
| Solution description: | Check the form period in the tab "Zaglavlje" (Header) and correct it into a new period, one for which a P-DIP form has not already been sent. |
| 018 | <p>Stavka s brojem računa {__} je već evidentirana u sustavu.</p> <p>An entry with the invoice number {__} is already recorded within the form.</p> |
| Solution description: | <p>Each invoice can be recorded only once within the form. An identical combination of an invoice number, invoice date and supplier OIB cannot be repeated through multiple rows.</p> <p>Record all data from one invoice into a single row. For example, if an invoice exists with multiple VAT rates, all the date is entered into the same row; that is, the data from one invoice is not to be separated into multiple rows.</p> |
| 019 | <p>Iznos PDV-a ne smije biti veći od vrijednosti dobara ili usluge bez PDV-a.</p> <p>The VAT amount cannot be larger than the value of goods or services excluding VAT.</p> |

| | |
|------------------------------|---|
| Solution description: | Check the amounts entered into the currently open row: the value of an invoice excluding VAT must always be larger than the VAT value, which applies to each category of VAT (5%, 13% or 25%). |
| 020 | Za uspješno slanje obrasca potrebno je odobrenje veleposlanika/konzula/predsjednika organizacije. Successful form submission requires the approval of the ambassador/consul/president of the organisation. |
| Solution description: | The ambassador or consul or president of the organisation must either confirm or decline the form. |
| 021 | Obrazac je odbijen. The form has been declined. |
| Solution description: | The ambassador or consul or president of the organisation has declined the form. |
| 022 | Obrazac je uspješno poslan na odobrenje. The form has been successfully submitted for approval. |
| Solution description: | The form has been successfully submitted and awaits approval. |

All error messages will appear on the top of the screen for form entry or are marked with red circles  on the screen. Red messages are restrictive (form submission is disabled until the error is corrected), yellow messages are informational (they do not prevent form submission), and green messages are confirmation messages (the form is correct).

Početna / Obrasci / **Obrazac P-DIP**

Putev ove elektroničke usluge moguće je predati zahtjev za povrat PDV-a diplomatskim i konzulnim predstavništvima, posebnim misijama te međunarodnim organizacijama sa sjedištem u Republici Hrvatskoj.

1.1102.2.02.14 - Morate potvrditi da dobra navedena u zahtjevu nisu bila niti će biti korištena u komercijalne svrhe.
Please confirm that the goods indicated in the request have not been used and will not be used for commercial purposes.

Podaci

Elektronički potpis

SPECIFIKACIJA RAČUNA / SPECIFICATION OF INVOICES
Podaci o PDV-u / Information regarding VAT:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 5% | Iznos PDV-a (stopa 5%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 13% | Iznos PDV-a (stopa 13%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 25% | Iznos PDV-a (stopa 25%) | Napomena | Preslika računa |
|---|----------------|-----------------|---|---------------------------------------|--|------------------------|---|-------------------------|---|-------------------------|----------|-----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Value of goods or service excluding VAT (taxable amount) Rate 5% | VAT amount (rate 5%) | Value of goods or service excluding VAT (taxable amount) Rate 13% | VAT amount (rate 13%) | Value of goods or service excluding VAT (taxable amount) Rate 25% | VAT amount (rate 25%) | Remarks | Attachment |
| <input type="button" value="Dodaj novi zapis"/> | | | | | | | | | | | | |
| Ukupan iznos PDV-a / Total Amount of VAT: | | | | | | | | | | 0,00 | | |

Podaci o trošarinama / Information regarding Excise Duty:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrsta proizvoda | Trgovački naziv proizvoda | Količina proizvoda | Iznos trošarine | Napomena | Preslika računa |
|--|----------------|-----------------|---|---------------------------------------|--------------------------|---------------------------|--------------------|--------------------|----------|-----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Type of goods | Trade Name of Goods | Quantity of goods | Excise duty amount | Remarks | Attachment |
| 1. | 32148 | 05.12.2020. | 02994650199 | Trgovina | Alkohol i alkoholna pića | Rakija | 1l | 10,00 | Trošak | sample... |
| <input type="button" value="Dodaj novi zapis"/> | | | | | | | | | | |
| Ukupan iznos trošarine / Total Amount of Excise Duty: | | | | | | | | 10,00 | | |
| <input checked="" type="checkbox"/> Izjavljujem da dobra navedena u zahtjevu nisu bila niti će biti korištena u komercijalne svrhe. I hereby confirm that goods indicated in the Application have not been used and will not be used for commercial purposes. | | | | | | | | | | |

Error message example

After error correction, the option „Provjeri“ (Verify) must be selected. When the form is correct, the message „Podaci obrasca su ispravni“ (The form data is correct) will appear.

Početna / Obrasci / **Obrazac P-DIP**

Putev ove elektroničke usluge moguće je predati zahtjev za povrat PDV-a diplomatskim i konzulnim predstavništvima, posebnim misijama te međunarodnim organizacijama sa sjedištem u Republici Hrvatskoj.

Podaci obrasca su ispravni.

Podaci

Elektronički potpis

Status obrasca

SPECIFIKACIJA RAČUNA / SPECIFICATION OF INVOICES
Podaci o PDV-u / Information regarding VAT:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | ISPORUČITELJ: NAZIV / IME I PREZIME / Supplier name / Name and Surname | VRJEDNOST DOBARA ILI USLUGE BEZ PDV-a (porezna osnovica) stopa 5% / Value of goods or service excluding VAT (taxable amount) Rate 5% | IZNOS PDV-a (stopa 5%) / VAT amount (rate 5%) | VRJEDNOST DOBARA ILI USLUGE BEZ PDV-a (porezna osnovica) stopa 13% / Value of goods or service excluding VAT (taxable amount) Rate 13% | IZNOS PDV-a (stopa 13%) / VAT amount (rate 13%) | VRJEDNOST DOBARA ILI USLUGE BEZ PDV-a (porezna osnovica) stopa 25% / Value of goods or service excluding VAT (taxable amount) Rate 25% | IZNOS PDV-a (stopa 25%) / VAT amount (rate 25%) | NAPOMENA / Remarks | PRESLIKA RAČUNA / Attachment |
|---|-------------|--------------|------------------|--|--|---|--|---|--|---|--------------------|------------------------------|
| <input type="button" value="Dodaj novi zapis"/> | | | | | | | | | | | | |
| Ukupan iznos PDV-a / Total Amount of VAT: | | | | | | | | | | 0,00 | | |

Podaci o trošarinama / Information regarding Excise Duty:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | ISPORUČITELJ: NAZIV / IME I PREZIME / Supplier name / Name and Surname | VRSTA PROIZVODA / Type of goods | TRGOVAČKI NAZIV PROIZVODA / Trade Name of Goods | Količina proizvoda / Quantity of goods | IZNOS TROŠARINE / Excise duty amount | NAPOMENA / Remarks | PRESLIKA RAČUNA / Attachment |
|--|-------------|--------------|------------------|--|---------------------------------|---|--|--------------------------------------|--------------------|------------------------------|
| 1. | 32148 | 24.01.2020. | 43664706656 | Trgovina | Duhanske preradevine | duhan | 2 kg | 50,00 | | mPorez... |
| 2. | 75316 | 24.01.2020. | 43664706656 | Trgovina | Alkohol i alkoholna pića | vino | 20 l | 50,00 | | mPorez... |
| <input type="button" value="Dodaj novi zapis"/> | | | | | | | | | | |
| Ukupan iznos trošarine / Total Amount of Excise Duty: | | | | | | | | 100,00 | | |
| <input checked="" type="checkbox"/> Izjavljujem da dobra navedena u zahtjevu nisu bila niti će biti korištena u komercijalne svrhe. I hereby confirm that goods indicated in the Application have not been used and will not be used for commercial purposes. | | | | | | | | | | |

Validity message

The form is now ready for sending for approval, which is described in the following chapter.

SENDING THE P-DIP FORM FOR APPROVAL

You must send the completed, correct P-DIP form in the JPPU system.

Obrazac P-DIP Početna / Obrasci / **Obrazac P-DIP**

Putev ove elektroničke usluge moguće je predati zahtjev za povrat PDV-a diplomatskim i konzularnim predstavništvima, posebnim misijama te međunarodnim organizacijama sa sjedištem u Republici Hrvatskoj

Pošalji na odobrenje Podaci obrasca su ispravni.

Provjeri Zaglavlje Podaci Elektronički potpis

Izvezi

Pohrani

Otvori

Novi

SPECIFIKACIJA RAČUNA / SPECIFICATION OF INVOICES
Podaci o PDV-u / Information regarding VAT:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 5% | Iznos PDV-a (stopa 5%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 13% | Iznos PDV-a (stopa 13%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 25% | Iznos PDV-a (stopa 25%) | Iznos (stop) |
|----------|----------------|-----------------|---|---------------------------------------|--|------------------------|---|-------------------------|---|-------------------------|----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Value of goods or service excluding VAT (taxable amount) Rate 5% | VAT amount (rate 5%) | Value of goods or service excluding VAT (taxable amount) Rate 13% | VAT amount (rate 13%) | Value of goods or service excluding VAT (taxable amount) Rate 25% | VAT (rate 25%) | VAT (rate 25%) |
| 1. | INVOICE12345 | 02.03.2020 | 00000000001 | Trgovina | 1.000,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 250,00 |

[Dodaj novi zapis](#)

Sending the P-DIP form for approval

After sending the form into the JPPU system, the P-DIP has been delivered for approval.

Pošalji na odobrenje Obrazac je uspješno poslan na odobrenje.
The form has been successfully submitted for approval.

Provjeri

Izvezi

Otvori

Novi

Zaglavlje Podaci Elektronički potpis

SPECIFIKACIJA RAČUNA / SPECIFICATION OF INVOICES
Podaci o PDV-u / Information regarding VAT:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 5% | Iznos PDV-a (stopa 5%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 13% | Iznos PDV-a (stopa 13%) | Vrijednost dobara ili usluge bez PDV-a (porezna osnovica) stopa 25% | Iznos PDV-a (stopa 25%) | Napomena | Preslika računa |
|----------|----------------|-----------------|---|---------------------------------------|--|------------------------|---|-------------------------|---|-------------------------|----------|-----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Value of goods or service excluding VAT (taxable amount) Rate 5% | VAT amount (rate 5%) | Value of goods or service excluding VAT (taxable amount) Rate 13% | VAT amount (rate 13%) | Value of goods or service excluding VAT (taxable amount) Rate 25% | VAT amount (rate 25%) | Remarks | Attachment |
| 1. | 156 | 16.11.2018 | 00000000001 | naziv | 100,00 | 5,00 | 0,00 | 0,00 | 0,00 | 0,00 | | Obrazac |

[Dodaj novi zapis](#)

Ukupani iznos PDV-a / Total Amount of VAT: 5,00

Podaci o trošarinama / Information regarding Excise Duty:

| R.br. | Broj računa | Datum računa | Isporučitelj OIB | Isporučitelj: Naziv ili ime i prezime | Vrsta proizvoda | Trgovački naziv proizvoda | Količina proizvoda | Iznos trošarine | Napomena | Preslika računa |
|---|----------------|-----------------|---|---------------------------------------|-----------------|---------------------------|--------------------|--------------------|----------|-----------------|
| Row num. | Invoice number | Date of invoice | Supplier Personal Identification Number | Supplier name or Name and Surname | Type of goods | Trade Name of Goods | Quantity of goods | Excise duty amount | Remarks | Attachment |
| <p>Dodaj novi zapis</p> <p>Ukupani iznos trošarina / Total Amount of Excise Duty: 0,00</p> <p><input checked="" type="checkbox"/> Izjavljujem da dobra navedena u zahtjevu nisu bila ni bi će biti korištena u komercijalne svrhe. I hereby confirm that goods indicated in the Application have not been used and will not be used for commercial purposes.</p> | | | | | | | | | | |

The form P-DIP approval is pending

After sending the form for approval, you will received a confirmation message: „Obrazac je uspješno poslan na odobrenje. / The form has been successfully submitted for approval“.

The form is now ready for approval, which is described in the following chapter.

P-DIP FORM APPROVAL

The received form must be approved by the ambassador, consul or president of the organisation. After viewing the list of available forms, P-DIP must be selected and then the option „Pregled obrazaca koji čekaju odobrenje“ (View forms awaiting approval) must be selected from the drop-down menu.

Alternatively, select the tab „Pregled obrazaca za odobrenje“ (View forms for approval) on the top right side of the screen „Obrasci i Zahtjev za priznavanje prava na porezne olakšice u godišnjem obračunu - povrat poreza (ZPP-DOH)“.

Obrasci i Zahtjev za priznavanje prava na porezne olakšice u godišnjem obračunu - povrat poreza (ZPP-DOH)

Početna / Obrasci

Dostavi obrazac

Pregled dostavljenih obrazaca

Pregled pohranjenih obrazaca

Pregled obrazaca za odobrenje

Brza pretraga obrazaca

Preknjiženja

Preknjiženja

Diplomati

P-DIP

Zahtjev za povrat PDV-a diplomatskim i konzularnim predstavništvima, posebnim misijama te međunarodnim organizacijama sa sjedištem u Republici Hrvatskoj.

Popuni obrazac

Pregled pohranjenih obrazaca

Pregled obrazaca koji čekaju odobrenje

Porez na dohodak i doprinosi

JOPPD

INO-DOH

ZPP-DOH
(Zahtjev za priznavanje prava na porezne olakšice u godišnjem obračunu - povrat poreza)

Viewing the forms awaiting approval: two options for entry

Obrasci

Početna / Obrasci

Pregled obrazaca za odobrenje - ovdje je moguće pretraživati obrasce spremne na odobrenje.

Dostavi obrazac

Pregled dostavljenih obrazaca

Pregled pohranjenih obrazaca

Pregled obrazaca za odobrenje

| | Vrijeme stvaranja | Podnositelj | OIB podnosioca | Tip dokumenta | Period od | Period do | Status odobrenja |
|--|---------------------|-------------|----------------|---------------|------------|-------------|-------------------|
| | 25.2.2020. 9:43:38 | LUKA MODRIĆ | 23984300215 | P-DIP | 1.10.2019. | 31.12.2019. | Čeka na odobrenje |
| | 27.2.2020. 13:40:38 | LUKA MODRIĆ | 23984300215 | P-DIP | 1.7.2019. | 30.9.2019. | Čeka na odobrenje |

List of P-DIP forms awaiting approval

Select the chosen form for approval and enter the P-DIP form by clicking on the blue button.

Obrazac P-DIP

Početna / Obrasci / Obrazac P-DIP

Putev ove elektroničke usluge moguće je predati zahtjev za povrat PDV-a diplomatskim i konzularnim predstavništvima, posebnim misijama te međunarodnim organizacijama sa sjedištem u Republici Hrvatskoj.

Pošalji



Zaglavlje

Podaci

Elektronički potpis

Provjeri

Odbij

Izvezi

Otvori

Novi

PODACI O PODNOSITELJU / SUBMITTER

Naziv / Official name of the representation

 (Mission) or organization

OIB / Personal identification number

Telefon / Contact telephone No.

PODACI O VLASNIKU RAČUNA / ACCOUNT HOLDER

OIB / Personal identification number

Naziv / Official name of the representation

 (Mission) or organization

BIC / SWIFT

IBAN

Razdoblje / Period:
 Datum od / Date from

Datum do / Date to

Approval of the ambassador/consul/president of the organisation

Select the „Pošalji“ (Send) button.

After sending the approved form by selecting the "Send" button, the data of the P-DIP form is updated with the information that it has been approved by the responsible person and a confirmation of success is visible.

Potvrda zaprimanja
Početna / Obrasci / Potvrda zaprimanja

Pošalji

Provjeri

Izvezi

Pohrani

Otvori

Novi

Prilozi

Potvrda zaprimanja

Otvori poslani dokument

Elektronički potpis

| POTVRDA ZAPRIMANJA OBRASCA | |
|--|--------------------------------------|
| Tip zaprimljenog obrasca: | Obrazac P-DIP |
| OIB: | 00000000001 |
| Naziv: | Dobra tvrtka d.o.o. |
| Porezno razdoblje: | 1.4.2022. - 30.6.2022. |
| Identifikator zaprimanja: | 816238b2-8bab-4f70-8963-c75c4e83074f |
| Identifikator zaprimljenog obrasca: | 04310007-837b-4a3e-b653-15f692f8e6b7 |
| Vrijeme zaprimanja: | 7.6.2022. 14:23:41 |
| Pošiljatelj: | LUKA MODRIĆ, OIB: 23984300215 |

Napomena: Status obrade obrasca može se provjeriti korištenjem opcije "Prikaži statuse dokumenta" u pregledu dostavljenih obrazaca.

Confirmation of accepting the P-DIP form

The form is now ready for confirmation from the competent state institutions (Ministry of Foreign and European Affairs, Tax Administration and Customs Administration). Viewing the P-DIP form's status is described in the chapter „VIEWING THE SUBMITTED P-DIP FORM AND SAVING A DRAFT“.

VIEWING THE SUBMITTED P-DIP FORM AND SAVING A DRAFT

After entering the list of available forms on the tab „Obrasci“ (Forms), select the option „Pregled dostavljenih obrazaca“ (View delivered forms) on the tab on the top of the screen.

Obrasci i Zahtjev za priznavanje prava na porezne olakšice u godišnjem obračunu - povrat poreza (ZPP-DOH)

Početna / Obrasci

Dostavi obrazac Pregled dostavljenih obrazaca Pregled pohranjenih obrazaca Pregled obrazaca za odobrenje

Brza pretraga obrazaca

| Porez na dodanu vrijednost | Igre na sreću i nagradne igre | Preknjiženja |
|----------------------------|-------------------------------|---------------------------|
| PDV | GN-ISA | Preknjiženja |
| ZP | GN-ISC | Diplomati |
| PDV-S | GN-ISK | P-DIP |
| PPO | PD-LI | Porez na potrošnju |
| INO-PPO | PD-IK | PP-MI-PO |
| PZ 42 i 63 | NP-ISC | |

Entering P-DIP through the form list option

On the screen for viewing the submitted forms, select „P-DIP“ from the drop-down menu „Vrsta obrasca“ (Form type).

@Porezna REPUBLIKA HRVATSKA

POČETNA OBRASCI PRO

Obrasci

Dostavi obrazac Pregled dostavljenih obrazaca Pregled pohranjenih obrazaca

Vrsta obrasca: Odaberite vrstu obrasca...
 Odaberite vrstu obrasca...
 JOPPD
 P-DIP
 Preknjiženja

Selecting P-DIP on the view of submitted forms

Results can be filtered by month, quarter, year or by date. On the result list, you can view the date and time of the P-DIP submission, the period of the P-DIP form and the status of the P-DIP form.

On the result list, select a single row and open the drop-down menu containing with a list of available viewing options.

Obrazi

Početna / Obrasci

Dostavi obrazac **Pregled dostavljenih obrazaca** Pregled pohranjenih obrazaca Pregled obrazaca za odobrenje

Vrsta obrasca: P-DIP **Pregled po razdoblju obrasca** Pregled po datumu slanja

Mjesec **Tromjesečje** **Godina** Tražilica

2018

| Obrazac | Datum/Vrijeme | Period od | Period do | Status |
|---------|----------------------|-----------|------------|---------------------------------|
| P-DIP | 24.10.2018. 13:48:31 | 1.7.2018 | 30.9.2018 | ne radi |
| P-DIP | 24.10.2018. 12:54:51 | 1.4.2018 | 30.9.2018 | |
| P-DIP | 24.10.2018. 12:38:15 | 1.1.2018 | 31.3.2018 | |
| P-DIP | 24.10.2018. 10:27:20 | 1.10.2017 | 31.12.2017 | potvrđen dana 22.1.2019. |
| P-DIP | 24.10.2018. 10:45:23 | 1.7.2017 | 30.9.2017 | Obrazac je uspješno zaprimljen. |
| P-DIP | 24.10.2018. 10:27:20 | 1.4.2017 | 30.6.2017 | Obrazac je uspješno zaprimljen. |
| P-DIP | | | 31.3.2017 | |

Viewing a submitted form

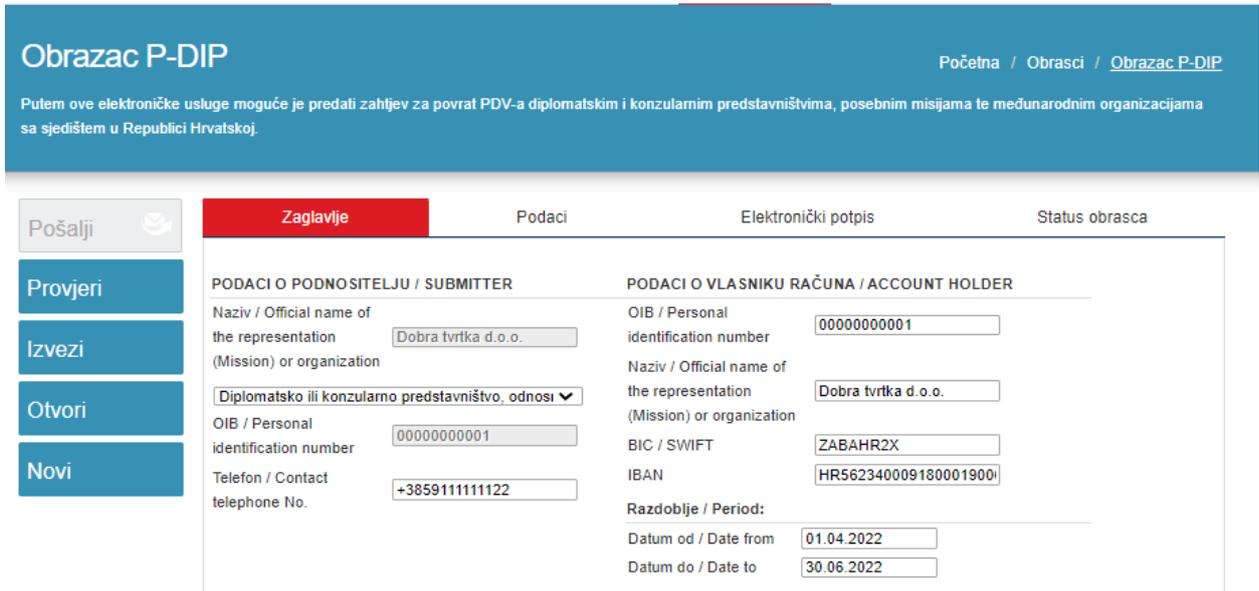
VIEW OPTIONS ON SUBMITTED FORMS

The user has various view options for a P-DIP form. In the further text are descriptions on how to:

- ✓ Open a submitted P-DIP form,
- ✓ View the document details of the P-DIP form,
- ✓ Download the P-DIP form in XML or PDF format,
- ✓ View the status of the P-DIP form and individual records within the form,
- ✓ Download a submission confirmation of the P-DIP form in XML or PDF format.

OPEN THE DOCUMENT

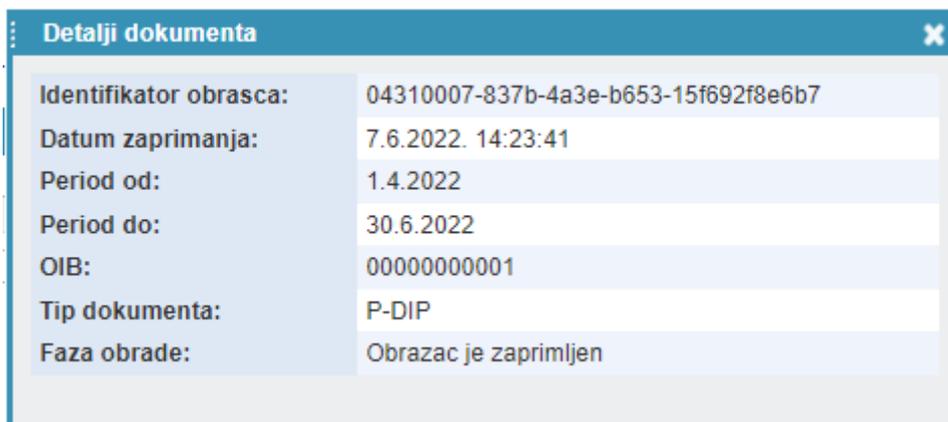
On the option „Otvori dokument“ (Open the document)  the submitted P-DIP form will open. It is possible to see all the recorded fields on the form.



Option „Open the document“

SHOW DOCUMENT DETAILS

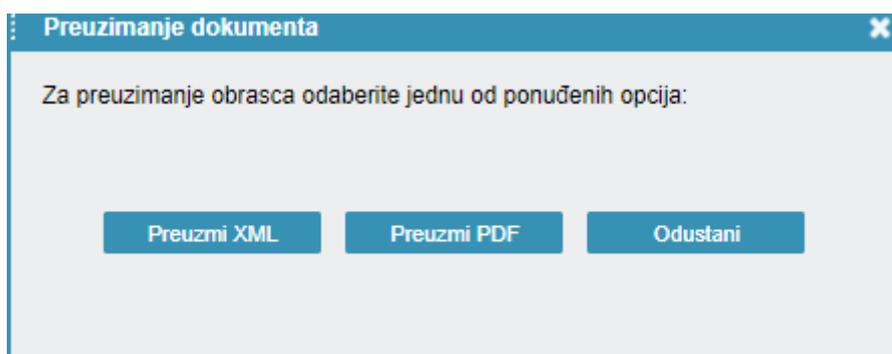
On the option „Prikaži detalje dokumenta“ (Show document details)  a pop-up window with details of the submitted P-DIP form will appear. You can view the form identifier, the date of receipt, the form period, the taxpayer's PIN number, the document type (P-DIP) and the processing stage.



Option „Prikaži detalje dokumenta“

DOCUMENT DOWNLOAD

On the option „Preuzmi dokument“ (Document download)  a pop-up window will appear for downloading the submitted P-DIP. Select the option „Preuzmi XML“ for .xml file format, the option „Preuzmi PDF“ for .pdf file format or option „Odustani“ (Return) for returning without downloading the file.



Option „Preuzmi dokument (PDF/XML)”

SHOW DOCUMENT STATUS

On the option „Prikaži statuse dokumenta” (Show document status)  a pop-up window will appear for viewing all statuses or the submitted P-DIP form. You can view the statuses for the P-DIP form and individual record statuses within the form.

- Within the column „Status”, P-DIP is initially in a status of “received” (i.e. the form is awaiting processing), after which it is approved, depending on the form content.
 - In the case of VAT refunds, the form will be confirmed by the Tax Administration.
 - In the case of excise duty refunds, the form will be confirmed by the Customs Administration.
 - In both cases, at the beginning of the approval process, the form will be confirmed by the Ministry of Foreign and European Affairs.
 - The form can also be declined by some of the mentioned institutions.
- In the column „Napomena” (Notes), additional information regarding the status is visible.
- In the column „Tip” (Type) positive status types are marked green (“approved” or “processed” statuses), negative statuses are marked red (“declined” or “form error” statuses).
- In the column „Konačan” (Final) there is a visible note on the final status.
- In the column „Vrijeme” (Time) the date and time of the status update are visible.

| Status | Napomena | Tip | Konačan | Vrijeme |
|-----------------------|---------------------------------|-----|---------|----------------------|
| Obrazac je zaprimljen | Obrazac je uspješno zaprimljen. | ✓ | | 24.10.2018. 12:36:15 |
| Potvrđen (MVEP) | | ✓ | | 27.11.2018. 13:23:52 |

| R. br. | BROJ RAČUNA | DATUM RAČUNA | OIB ISPORUČITELJA | Traženo | Potvrđeno (MVEP) | Odobreno (PU) | Traženo | Potvrđeno (MVEP) | Odobreno (PU) | Traženo | Potvrđeno (MVEP) | Odobreno (PU) | STATUS ODOBRENJA | NAPOMENA | KONAČAN |
|--------|-------------|--------------|-------------------|---------|------------------|---------------|---------|------------------|---------------|---------|------------------|---------------|------------------|----------|---------|
| 1 | 654123 | 3.1.2018. | 42837866016 | 0,00 | DA | 0,00 | 0,00 | DA | 0,00 | 250,00 | DA | 250,00 | Potvrđen (MVEP) | | |
| 2 | 549782 | 31.1.2018. | 42837866016 | 50,00 | DA | 50,00 | 0,00 | DA | 0,00 | 0,00 | DA | 0,00 | Potvrđen (MVEP) | | |
| 3 | 246974 | 7.3.2018. | 39197565639 | 0,00 | DA | 0,00 | 13,00 | DA | 13,00 | 0,00 | DA | 0,00 | Potvrđen (MVEP) | | |

Option „Prikaži statuse dokumenta”

On the option „Preuzmi potvrdu statusa obrasca” (Download submission confirmation of the P-DIP form), you can download a document with a list of all the submitted P-DIP statuses.

On the pop-up window displayed below, you can see the status of individual records within the P-DIP form. First you can see the amounts for each record, then the processing status from each of the government institutions, then the notes and a checkmark sign if the status is final (a green sign for approval).

| Statusi dokumenta | | | | | | | | | | | | | | | |
|----------------------|-------------|--------------|-------------------|---------|------------------|---------------|---------|------------------|---------------|---------|------------------|---------------|------------------|----------|---------|
| STATUSI RAČUNA - PDV | | | | | | | | | | | | | | | |
| R. br. | BROJ RAČUNA | DATUM RAČUNA | OIB ISPORUČITELJA | Traženo | Potvrđeno (MVEP) | Odobreno (PU) | Traženo | Potvrđeno (MVEP) | Odobreno (PU) | Traženo | Potvrđeno (MVEP) | Odobreno (PU) | STATUS ODOBRENJA | NAPOMENA | KONAČAN |
| 1 | 654123 | 3.1.2018. | 42837866016 | 0,00 | DA | 0,00 | 0,00 | DA | 0,00 | 250,00 | DA | 250,00 | Potvrđen (MVEP) | | |
| 2 | 549782 | 31.1.2018. | 42837866016 | 50,00 | DA | 50,00 | 0,00 | DA | 0,00 | 0,00 | DA | 0,00 | Potvrđen (MVEP) | | |
| 3 | 246974 | 7.3.2018. | 39197565639 | 0,00 | DA | 0,00 | 13,00 | DA | 13,00 | 0,00 | DA | 0,00 | Potvrđen (MVEP) | | |
| 4 | 852136 | 21.2.2018. | 39197565639 | 0,00 | DA | 0,00 | 0,00 | DA | 0,00 | 25,00 | DA | 25,00 | Potvrđen (MVEP) | | |

| STATUSI RAČUNA - TROŠARINE | | | | | | | | | | | | | | |
|----------------------------|-------------|--------------|-------------------|---------------------|---------------------------|--------------------|---------|---------------|----------------|------------------|----------|---------|--|--|
| R. br. | BROJ RAČUNA | DATUM RAČUNA | OIB ISPORUČITELJA | VRSTA PROIZVODA | TRGOVAČKI NAZIV PROIZVODA | KOLIČINA PROIZVODA | TRAŽENO | Odobreno (PU) | Potvrđeno (CU) | STATUS ODOBRENJA | NAPOMENA | KONAČAN | | |
| 1 | 85213 | 5.1.2018. | 42837866016 | Električna energija | struja | 100 kWh | 10,00 | 10,00 | 0 | Potvrđen (MVEP) | | | | |

Individual record status: VAT approvals

| Statusi dokumenta | | | | | | | | | | | | | | | |
|----------------------------|-------------|--------------|-------------------|--------------------------|---------------------------|--------------------|---------|---------------|----------------|------------------|----------|---------|-----------------|--|--|
| STATUSI RAČUNA - TROŠARINE | | | | | | | | | | | | | | | |
| R. br. | BROJ RAČUNA | DATUM RAČUNA | OIB ISPORUČITELJA | VRSTA PROIZVODA | TRGOVAČKI NAZIV PROIZVODA | KOLIČINA PROIZVODA | TRAŽENO | Odobreno (PU) | Potvrđeno (CU) | STATUS ODOBRENJA | NAPOMENA | KONAČAN | | | |
| 4 | 852136 | 21.2.2018. | 39197565639 | 0,00 | DA | 0,00 | 0,00 | DA | 0,00 | 25,00 | DA | 25,00 | Potvrđen (MVEP) | | |
| 1 | 85213 | 5.1.2018. | 12285252704 | Električna energija | struja | 100 kWh | 10,00 | 10,00 | 0 | Potvrđen (MVEP) | | | | | |
| 2 | 95474 | 7.2.2018. | 12285252704 | Električna energija | struja | 200 kWh | 20,00 | 20,00 | 0 | Potvrđen (MVEP) | | | | | |
| 3 | 965412 | 7.3.2018. | 12285252704 | Električna energija | struja | 100 kWh | 10,00 | 10,00 | 0 | Potvrđen (MVEP) | | | | | |
| 4 | 51236 | 21.2.2018. | 43664706656 | Alkohol i alkoholna pića | pivo | 50 l | 30,00 | 30,00 | 0 | Potvrđen (MVEP) | | | | | |

Individual record status: Excise Duty approvals

DOWNLOAD SUBMISSION CONFIRMATION

On the option „Preuzmi potvrdu zaprimanja“ (Download submission confirmation)  a pop-up window for downloading the submission confirmation of the submitted P-DIP will appear. Select the option „Preuzmi XML“ for .xml file format, option „Preuzmi PDF“ for .pdf file format or option „Odustani“ (Return) for returning without downloading the file.

Preuzimanje dokumenta
✕

Za preuzimanje obrasca odaberite jednu od ponuđenih opcija:

Preuzmi XML

Preuzmi PDF

Odustani

Option „Preuzmi potvrdu zaprimanja (PDF/XML)“

SAVING A DRAFT VERSION OF P-DIP

If the user wants to save a draft version of the P-DIP form for later completion, the option „Pohrani“ (Save) must be selected on the P-DIP form screen.

The screenshot shows the 'Obrazac P-DIP' form. On the left sidebar, there are buttons: 'Pošalji na odobrenje', 'Provjeri', 'Izvezi', 'Pohrani' (highlighted with a red arrow), 'Otvori', and 'Novi'. The main form area is divided into 'Zaglavlje' (header) and 'Podaci' (data). The 'Podaci' section is split into two columns: 'PODACI O PODNOSITELJU / SUBMITTER' and 'PODACI O VLASNIKU RAČUNA / ACCOUNT HOLDER'. The 'SUBMITTER' column includes fields for 'Naziv / Official name of the representation' (Dobra tvrtka d.o.o.), 'Diplomatsko ili konzularno predstavništvo, odnosi' (dropdown), 'OIB / Personal identification number' (0000000001), and 'Telefon / Contact telephone No.' (+385911111122). The 'ACCOUNT HOLDER' column includes fields for 'OIB / Personal identification number' (0000000001), 'Naziv / Official name of the representation' (Dobra tvrtka d.o.o.), 'BIC / SWIFT' (ZABAHR2X), and 'IBAN' (HR562340009180001900). At the bottom, there are date fields for 'Datum od / Date from' (01.04.2022) and 'Datum do / Date to' (30.06.2022).

Selection of option „Pohrani“

Next, enter the name of the draft version and mark if you wish the saved form P-DIP to be visible to all of the authorised persons for that taxpayer (in that case the *checkbox* must be selected) or only to the person who saved the draft version. Finally, the option „Pohrani“ (Save) must be selected for saving the form draft, or the option „Zatvori“ (Close) for cancelling.

The screenshot shows a dialog box titled 'Pohrana radne verzije obrasca'. It contains two input fields: 'Naziv radne verzije pod kojim će biti pohranjen obrazac:' with the value 'P-DIP radno' and 'Dostupno svim ovlaštenicima:' with an unchecked checkbox. At the bottom, there are two buttons: 'Pohrani' and 'Zatvori'.

Saving a draft version of P-DIP

OPEN A SAVED P-DIP

In case you want to open a saved draft version of P-DIP, there are two possible methods.

The first method is to select the option „Otvori“ (Open) on the P-DIP form screen. Then the submitted P-Dip form (via the option „Poslani obrazac“/Submitted form) or saved P-DIP form (via the option „Pohranjeni obrazac“/Saved form) can be opened.

After selecting of the desired option, a warning message regarding data loss on the currently opened form will appear, in case that particular form has not already been saved.

Select the option „OK“. The procedure for opening the chosen form is described on the following page.

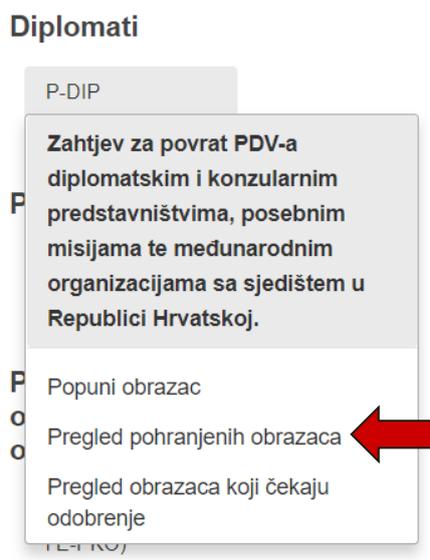
Učitavanjem obrasca izgubit ćete podatke koje niste pohranili na trenutnom obrascu.

Jeste li sigurni da želite učitati obrazac?



Opening the saved form

The second method of opening the saved P-DIP form is through the list of saved forms on the tab „Obrasci“ (Forms): select P-DIP, the click to select the option „Pregled pohranjenih obrazaca“ (View saved forms) from the drop-down menu.



Selecting the view module for a saved P-DIP form

Regardless of the method of opening the saved form, a screen will load with a display of all the saved forms for the current taxpayer. You may view those forms which have "P-DIP" entered into the field „Tip dokumenta“ (Document Type).

You can view the document name in the field „Naziv radne verzije obrasca“ (Draft Form Name) and saving time in the field „Vrijeme stvaranja“ (Creation Time), as well as the period of the form („Period od“/“Period from“ and „Period do“/“Period to“).

Obrasci

Pregled pohranjenih obrazaca - ovdje je moguće pretraživati prethodno pohranjene radne verzije obrazaca.

Dostavi obrazac

Pregled dostavljenih obrazaca

Pregled pohranjenih obrazaca

| | Naziv radne verzije obrasca | OIB | Tip dokumenta | Vrijeme stvaranja | Period od | Period do | Dostupnost |
|---|-----------------------------|-------------|---------------|---------------------|------------|-------------|-----------------|
|  | TRAZIŠĆE | 33402736870 | P-DIP | 25.2.2020. 15:00:07 | 1.7.2019. | 30.9.2019. | JOHAN BECKI |
|  | P-DIP | 33402736870 | P-DIP | 21.2.2020. 15:58:00 | 1.10.2019. | 31.12.2019. | LUKA MODRIĆ |
|  | P-DIP | 33402736870 | P-DIP | 21.2.2020. 15:57:47 | 1.10.2019. | 31.12.2019. | Svi ovlaštenici |

A saved draft version of the P-DIP form can be opened by selecting the blue button  on the chosen row on the list of all saved forms.

REPORTING AN ISSUE IN THE P-DIP APPLICATION

In case of problems occurring regarding the submission of P-DIP through the JPPU system, it is possible to submit an enquiry through the „Pišite nam“ (Write to Us) interface, on the following website:

<https://pisitenam.porezna-uprava.hr/>



[Izjava o pristupačnosti](#)

Pišite nam

Na ovom mjestu možete postaviti *isključivo jednostavna* pitanja iz područja poreza i poreznog postupka, o OIB-u, o ePoreznoj te prijaviti porezni prekršaj ili dostaviti pohvale ili pritužbe na rad službenika Porezne uprave. Nakon odabira teme otvara se izbornik s podtemama. Odaberite naslov i pošaljite nam upit.



 Nabavljeno uz potporu Europske unije
Provided with support of The European Union

Ova aplikacija izrađena je uz pomoć Europske unije. Sadržaj aplikacije isključiva je odgovornost Porezne uprave i ne odražava nužno gledišta Europske unije.



Za popunjavanje sljedećeg obrasca molimo koristite zadnje verzije Google Chrome, Mozilla Firefox ili Microsoft Edge pretraživača, te verziju 10 ili noviju kod Internet Explorer web preglednika sa isključenim kompatibilnim pregledom. Više informacija o tome kako isključiti kompatibilni pregled možete pročitati [ovdje](#).

Polja označena zvjezdicom (*) je obavezno popuniti.

Obrazac za zaprimanja upita, prijave poreznih prekršaja i pohvala ili pritužbi na rad službenika Porezne uprave

Odabir teme *

-- Odaberite temu --

Topic selection

First select the topic must from the drop-down menu: select the option „ePorezna – JPPU“. Other fields for filling out the inquiry will open.

In the field „Odabir podteme“ (Select Sub-topic), select an appropriate category from the drop-down menu corresponding to where the issue occurs:

- Prijava u aplikaciju (“Application login”)
- Poslovna i normativna pitanja (“Business and normative issues”)
- Podnošenje obrazaca za dodjelu/ukidanje ovlaštenja (“Submission of forms for granting / revoking authorization”)
- Ovlaštenja (“Authorisations”)
- Popunjavanje obrasca (“Form completion”)
- Elektronički potpis (“Electronic signature”)
- Neispravna XML datoteka (“Invalid XML file”)
- Ostali tehnički problemi (“Other technical issues”)

Obrazac za zaprimanja upita, prijave poreznih prekršaja i pohvala ili pritužbi na rad službenika Porezne uprave

| | |
|--------------------------|--|
| Odabir teme * | ePorezna - JPPU |
| Odabir podteme * | -- Odaberite podtemu -- |
| OIB poreznog obveznika * | <ul style="list-style-type: none"> -- Odaberite podtemu -- Prijava u aplikaciju Poslovna i normativna pitanja Podnošenje obrazaca za dodjelu/ukidanje ovlaštenja Ovlaštenja Popunjavanje obrasca Elektronički potpis Neispravna XML datoteka Ostali tehnički problemi |
| Sadržaj upita * | |

Sub-topic selection

In the field „OIB poreznog obveznika“ (Taxpayer OIB), enter the OIB number of the taxpayer for whom the P-DIP obrazac needs to be submitted.

In the field „Sadržaj upita“ (Enquiry Content), enter the problem description.

In the field „Priložene datoteke“ (Attached Files) attached any documents which could help to resolve the reported issue: screenshots where an error or a problem is visible, as well as the P-DIP exported in .xml format, are especially useful.

| | |
|---|--|
| Obrazac za zaprimanja upita, prijave poreznih prekršaja i pohvala ili pritužbi na rad službenika Porezne uprave | |
| Odabir teme * | ePorezna - JPPU |
| Odabir podteme * | Prijava u aplikaciju |
| | <p>Ova podtema vezana je za probleme na koje nailazite kod prijave u aplikaciju ePorezna. Ako nakon uputa opisanih u često postavljenim pitanjima (klikni ovdje) niste uspjeli riješiti problem, molimo pošaljite nam upit s detaljnim opisom greške.</p> <p>Napomena: Ako ste nakon prijave dobili pogrešku „Nemate potrebna ovlaštenja za ulazak u aplikaciju ePorezna“, molimo odaberite podtemu „Ovlaštenja“.</p> |
| OIB poreznog obveznika * | 0000000001 |
| Sadržaj upita * | Test |
| Priložene datoteke | <div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose file"/> No file chosen </div> <div style="margin-top: 5px;"> <input type="button" value="Obrisi"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="button" value="Choose file"/> No file chosen </div> |

Part of the enquiry regarding issue reporting

In the segment „Kontakt podaci“ (Contact Information) the OIB number, name and surname, e-mail address and phone must be entered.

In addition, it is necessary to give consent for the gathering and processing of the entered personal data, for the purpose of the further process of the web form Pišite nam, „UPOZNAT SAM SA SVRHOM OBRADJE PODATAKA (I am familiar with the purposes of data processing)“, which is done by selecting the checkbox field next to the statement of consent.

Napomena: Kako biste što prije riješili problem pošaljite sliku ekrana (eng. screenshot) na kojem se pojavila greška ([Uputa za izradu slike ekrana](#)).

| Kontakt podaci | |
|------------------|--|
| OIB | <input type="text"/> |
| Ime i prezime * | <input type="text" value="Testni korisnik"/> |
| Adresa e-pošte * | <input type="text" value="test@mail.com"/> |
| Telefon * | <input type="text" value="09812345678"/> |

OBRADA OSOBNIH PODATAKA

Ministarstvo financija, Porezna uprava (voditelj obrade) putem ove internetske stranice omogućava zainteresiranim strankama postavljanje pitanja iz područja poreza i poreznog postupka, OIB-a, ePorezne te prijavljivanje poreznih i drugih prekršaja ili dostavu pohvale ili pritužbe na rad službenika Porezne uprave. Unosom osobnih podataka u polja na ovoj web formi iste dajem na raspolaganje voditelju obrade za obradu u svrhu dobivanja odgovora i/ili daljnjih procedura postupanja.

Uzevši u obzir navedeno,

UPOZNAT SAM SA SVRHOM OBRADJE PODATAKA

Te dajem suglasnost da se osobni podatci prikupljaju i obrađuju za daljnje potrebe procesa web forme Pišite nam.

Više informacija o zaštiti osobnih podataka <https://www.porezna-uprava.hr/bi/Stranice/GDPR.aspx>.

Web obrazac za slanje upita koristi Googleovu Invisible reCaptcha uslugu. Invisible reCaptcha je globalni servis kojim se određuje pristupa li servisu osoba ili računalo (robot). Nevidljiva reCaptcha radi nevidljivo u pozadini, prepoznajući tko je robot a tko čovjek. Zadatak raspoznavanja skupa fotografija pojaviti će se jedino ako servis ne uspije ustanoviti radi li se o robotu ili čovjeku koji unosi sadržaj. U tom slučaju, koristi se tako da korisnik označi kvačicu "Nisam robot" i ponekad dobije zadatak raspoznavanja skupa fotografija. Pojavljivanje zelene kvačice ne šalje automatski unešeni upit, već je potrebno kliknuti gumb „Pošalji“. Preduvjeti ispravnog prikaza Captcha servisa je ažurirani web preglednik na minimalno pretposljednju verziju, te omogućeni javascript u web pregledniku. Detaljnije o Google-ovom servisu reCaptcha možete pročitati [ovdje](#).

Pošalji

Part of the enquiry related to contact and consent

Finally, select the option „Pošalji“ (Send).

The entire form query will appear, after which it is necessary to select the option „Pošalji“ (Send) again.

Fill out the captcha test for verification and select the „Verify“ button.

Priložene datoteke

Select all images with
palm trees

| | | |
|--|--|--|
| | | |
| | | |
| | | |

na (eng. screenshot) na kojem se

↻ 🎧 ⓘ

VERIFY

OBRADA OSOBNIH PODATAKA
 Ministarstvo financija, Porezna uprava (voditelj obrade) putem ove internetske stranice omogućava zainteresiranim strankama postavljanje pitanja iz područja poreza i poreznog postupka. OIB s adresom te odgovornosti razmatra i dostavlja podatke ili podatke o radu ili o radu.

Captcha verification

Finally, a message regarding the successful submission of the issue report will appear. The enquiry will be responded to as soon as possible.

Pišite nam

Na ovom mjestu možete postaviti *isključivo jednostavna* pitanja iz područja poreza i poreznog postupka, o OIB-u, o ePoreznoj te prijaviti porezni prekršaj ili dostaviti pohvale ili pritužbe na rad službenika Porezne uprave. Nakon odabira teme otvara se izbornik s podtemama. Odaberite naslov i pošaljite nam upit.



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Obrazac za zaprimanja upita, prijave poreznih prekršaja i pohvala ili pritužbi na rad službenika Porezne uprave

Upit je uspješno poslan 27.2.2020. U 10:28 sati.

[Povratak](#)

Successful enquiry submission

Apart from the „Pišite nam“ interface, it is possible to submit a enquiry to technical support via the email:

helpdesk@apis-it.hr