

Instruction for filling out the request for issuing bill for paid toll

When creating a request for issuing bill for paid toll, the applicant is obliged to use a document downloaded from the official website of the PE ROADS OF SERBIA. The Request is formed as a table in which fields data indicated in the receipts (slips) obtained upon transactions performed at toll stations need to be entered.

File naming/creation

Downloaded files need to be named in the following format:

1. **RequestVATtollZahtevPDVputarina_000000000_YYYYMMDD00** – Request for VAT refund based on paid toll
2. **RequestVATrecharge_000000000_YYYYMMDD00** - Request for VAT refund based on value of TAG device recharge at toll stations

000000000 – Taxpayer Identification Number (TIN) (TIN is a 9 digit code)

YYYYMMDD - year/month/day of request formation

00 – reference number of request in course of the same day (each request submitted on the same day needs to be assigned a different reference number, or otherwise it may not be recognized by the program)

N.B: The request shall be formed/named by precise following of the abovementioned Instruction, or the system may not accept it for further processing. No other data except those specified above shall be entered into the file name.

Completing the table:

Above the table there are blank fields which need to be filled with “correct” data about the applicant, their headquarters and company’s address, as well as Tax Identification Number (TIN).

Example:

Name of buyer-applicant:	PE Roads of Serbia
Headquarters and address:	Belgrade, Bulevar kralja Aleksandra 282
TIN:	104260456

Upon entering basic data, it is necessary to specify in blank fields the time period for which this request is submitted (note: accounting period is 30 days).

Example:

REQUEST FOR ISSUING BILLS FOR PAID TOLL IN THE PERIOD: 01/03 TO 31/03/2023
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The large table consist of columns which need to be filled with data indicated in the receipt (slip). Every data required in the table need to be entered in order to properly complete the request for invoicing VAT refund. If the receipt does not include road section or motorway name, leave this entry field blank. **The applicant submitting a requestVATrecharge shall not fill columns number 6 and 7. The applicant submitting a requestVATtoll shall not fill columns number 5 and 6.** Certain columns have drop/down menu for more precise data entering.

The Table is limited to 300 rows. If the applicant possesses a greater number of receipts (slips), it is necessary to make a greater number of requests, and address each request with separate reference number. **The Table shall not be changed or shortened in case of a smaller number of receipts for entering.**

The table shall be completed and sent in **.xlsx** (excel) format as indicated at the official web page of the PE Roads of Serbia.

Example of completed Request for issuing bill for paid toll:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		NAZIV KUPCA - PODNOSIOCA ZAHTEVA:			JP „PUTEVI SRBIJE“											
2		SEDIŠTE I ADRESA FIRME:			Bulevar kralja Aleksandra br. 282											
3		PIB:			104260456											
4																
5		ZAHTEV ZA IZDAVANJE RAČUNA ZA PLAĆENU PUTARINU U PERIODU: 01.03. do 31.03.2023. GOD.														
6																
7	R. br.	Broj priznanice	Datum izdavanja priznanice	Ukupan iznos putarine	Iznos poreske osnovice	Iznos obračunatog PDV-a	Javni put	Relacija od	Relacija do	Vreme završetka korišćenja	ID - kod inkasanta	Način plaćanja: gotovina ili platna kart. (naziv)	Broj kartice -poslednja 4 broja	Napomena		
8	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
9	1	12345-123456	21.03.2023	1.140,00	950,00	190,00	Beograd Subotica	Novi Sad jug	Stara Pazova	14:40:49	4125	Kartica				
10	2	12897-456371	15.03.2023	510,00	425,00	85,00	Beograd Šid	Ruma	Sremska Mitrovica	17:55:01	5541	Gotovina				
11	3															
12	4															
13	5															
14	6															
15	7															
16	8															
17	9															
18	10															
19	11															
20	12															
21	13															
22	14															
23	15															

Example of completed request based on recharged TAG device:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	NAZIV KUPCA - PODNOSIOCA ZAHTEVA:				JP „PUTEVI SRBIJE“											
2	SEDIŠTE I ADRESA FIRME:				Bulevar kralja Aleksandra br. 282											
3	PIB:				104260456											
4																
5	ZAHTEV ZA IZDAVANJE RAČUNA ZA PLAĆENU DOPUNU U PERIODU: 01.03. do 31.03.2023. GOD.															
6																
7	R. br.	Broj priznanice	Datum izdavanja priznanice	Vreme izdavanja priznanice	Ukupan iznos dopune	Iznos poreske osnovice	Iznos obračunatog PDV-a	Naplatna stanica	ID - kod inkasanta	Način plaćanja: gotovina ili platna kart. (naziv)	Broj kartice -poslednja 4 broja	Napomena				
8	1	2	3	4	5	6	7	8	9	10	11	12				
9	1	12345-123456	28.03.2023	12:25:01	10.000,00	8.333,33	1.666,67	Beograd	1235	Gotovina						
10	2	12897-456371	20.03.2023	15:45:05	15.000,00	12.500,00	2.500,00	Beška	1259	Kartica						
11	3					0,00										
12	4					0,00										
13	5					0,00										
14	6					0,00										
15	7					0,00										
16	8					0,00										
17	9					0,00										
18	10					0,00										
19	11					0,00										
20	12					0,00										
21	13					0,00										
22	14					0,00										
23	15					0,00										

Notes:

- E-mail size shall not exceed 10MB!!!
- In case that upon submission of request the following automatic notification is received: *"Your request does not contain receipt specification in prescribed xlsx. format. This mail shall be considered as an attachment to the submitted request"*, make sure that the table and name of document are properly created. The system automatically rejects the request in case it's not created as prescribed in instructions.
- In case some data on the receipt are illegible, a complaint shall be submitted in the same manner as the Request for issuing bill for paid toll with indication (as an e-mail subject line) "Complaint". Scanned slips at issue shall be attached to this request.
- Files support software package „Microsoft Office 2007" and newer versions.
- Clients using software package *Microsoft Office 2003 or older versions and facing issues when opening files, may solve this problem by downloading additional Microsoft Office compatibility pack* који могу бесплатно преузети cafree of charge at : www.microsoft.com

The Request for issuing bill for paid toll in electronic form and scanned slips shall be sent to the e-mail: racun.pdv@putevi-srbije.rs

In addition, printed copy of completed request and copies of the receipts (slips) shall be submitted by mail to the PE Roads of Serbia, Sector for Toll Collection, Ljube Čupe 5, Belgrade.