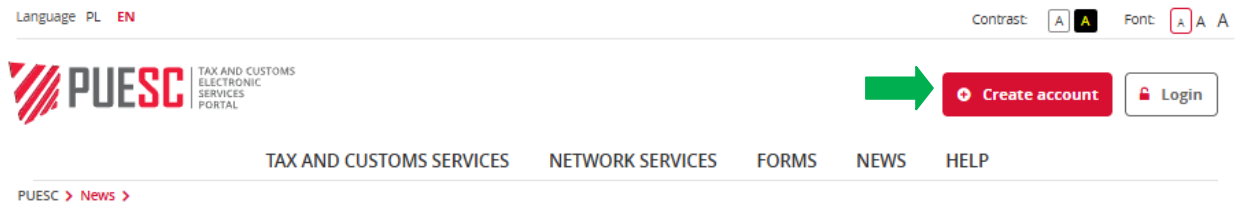


## KREIRANJE NALOGA NA PORTALU PUESC

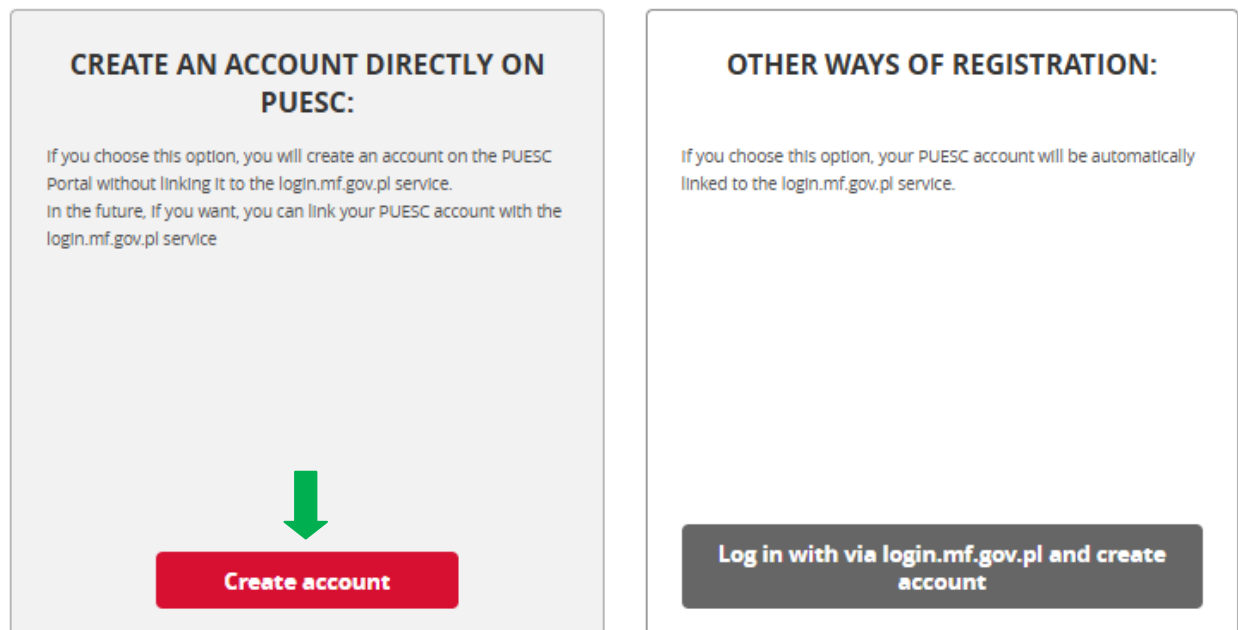
Nalog na zvaničnom internet portalu Carinskih usluga i elektronskog poreza Republike Poljske - PUESC ([www.puesc.gov.pl/](http://www.puesc.gov.pl/)) potrebno je kreirati ukoliko se prevoznik bavi međunarodnim prevozom tereta, kako bi korisnik imao pristup SENT i RMPD formularima za prijavu prevoza.

Za kreiranje naloga potrebno je odabrati polje „*Create account*“ (Slika 1).



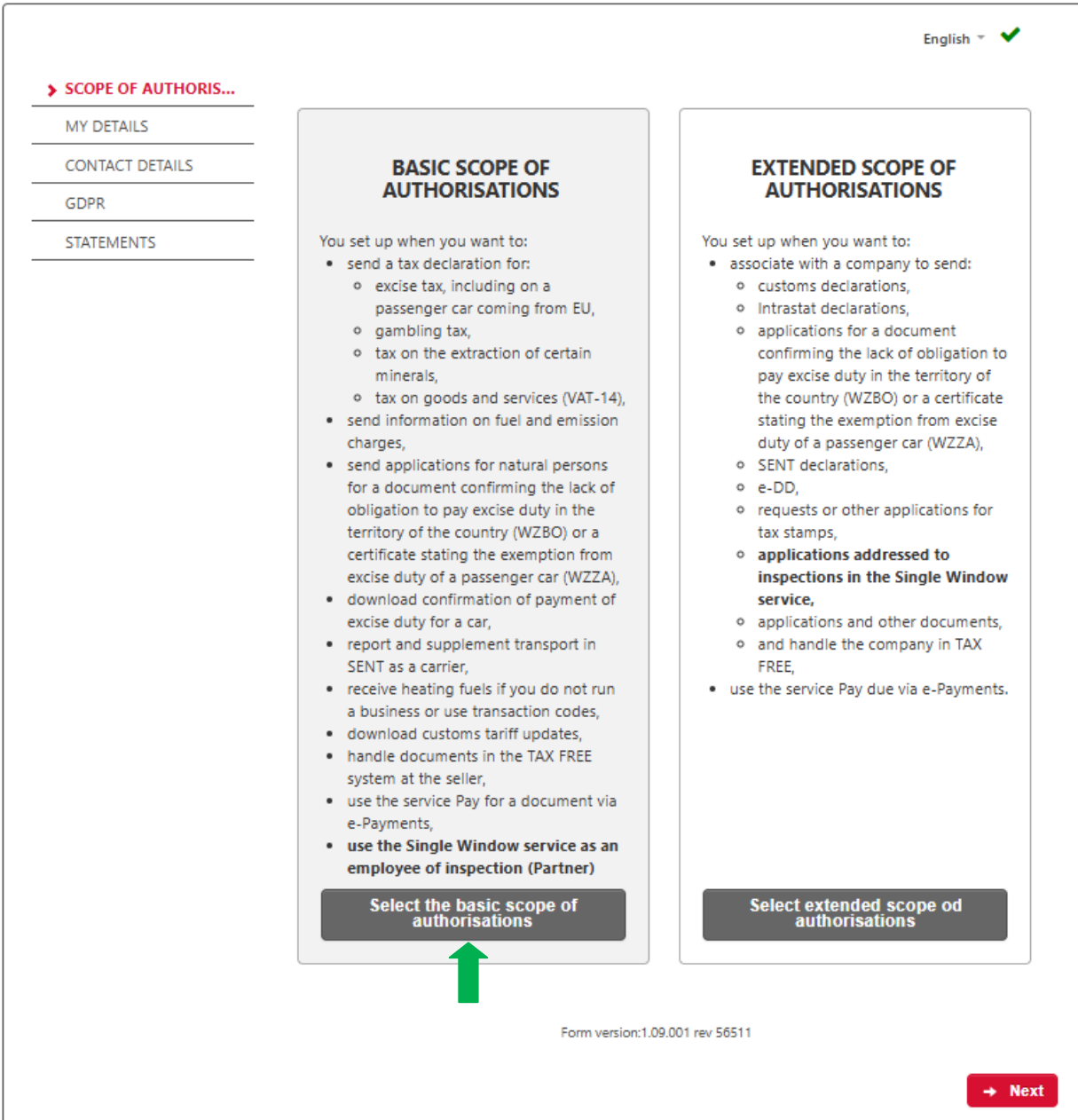
*Slika 1. Prvi korak u kreiranju naloga na PUESC*

U sledećem koraku odabrati ponovo dugme „*Create account*“ (Slika 2).



*Slika 2. Drugi korak u kreiranju naloga*

Za otvaranje naloga za prevoznike čije su firme registrovane u trećim zemljama potrebno je da se odabere opcija „*Select the basic scope of authorisations*“ te se nakon odabira ove opcija otvara formular koji je potrebno popuniti kao fizičko lice (vlasnik firme ili odgovorno lice firme) (Slika 3).



English ✓

► SCOPE OF AUTHORIS...

MY DETAILS

CONTACT DETAILS

GDPR

STATEMENTS

### BASIC SCOPE OF AUTHORISATIONS

You set up when you want to:

- send a tax declaration for:
  - excise tax, including on a passenger car coming from EU,
  - gambling tax,
  - tax on the extraction of certain minerals,
  - tax on goods and services (VAT-14),
- send information on fuel and emission charges,
- send applications for natural persons for a document confirming the lack of obligation to pay excise duty in the territory of the country (WZBO) or a certificate stating the exemption from excise duty of a passenger car (WZZA),
- download confirmation of payment of excise duty for a car,
- report and supplement transport in SENT as a carrier,
- receive heating fuels if you do not run a business or use transaction codes,
- download customs tariff updates,
- handle documents in the TAX FREE system at the seller,
- use the service Pay for a document via e-Payments,
- **use the Single Window service as an employee of inspection (Partner)**

Select the basic scope of authorisations

### EXTENDED SCOPE OF AUTHORISATIONS

You set up when you want to:

- associate with a company to send:
  - customs declarations,
  - Intrastat declarations,
  - applications for a document confirming the lack of obligation to pay excise duty in the territory of the country (WZBO) or a certificate stating the exemption from excise duty of a passenger car (WZZA),
  - SENT declarations,
  - e-DD,
  - requests or other applications for tax stamps,
  - **applications addressed to inspections in the Single Window service,**
  - applications and other documents,
  - and handle the company in TAX FREE,
- use the service Pay due via e-Payments.

Select extended scope of authorisations

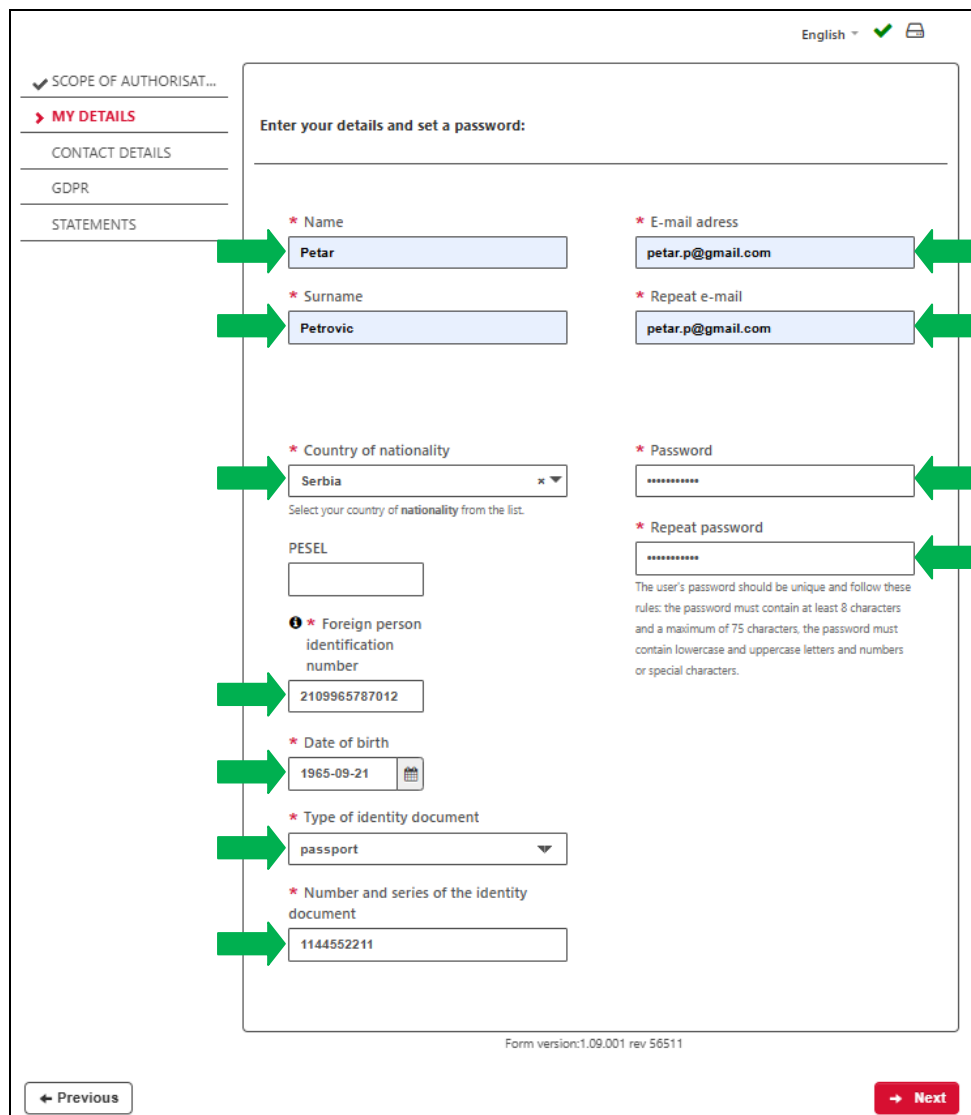
Form version:1.09.001 rev 56511

→ Next

Slika 3. Odabir obima ovlašćenja

U narednom koraku otvara se stranica za unos podataka fizičkog lica (Slika 4). Udruženje preporučuje da se u ovom delu unose podaci vlasnika firme ili odgovornog lica firme. Potrebno je uneti sledeće podatke:

- ime i prezime vlasnika firme ili odgovornog lica firme;
- e-mail adresa;
- nacionalnost;
- šifra za pristup nalogu;
- JMBG lica na čije se ime kreira nalog;
- lični dokument – pasoš;
- broj pasoša.



English ✓

SCOPE OF AUTHORISAT...

MY DETAILS

CONTACT DETAILS

GDPR

STATEMENTS

Enter your details and set a password:

\* Name  
Petar

\* Surname  
Petrovic

\* Country of nationality  
Serbia

PESEL

\* Foreign person identification number  
2109965787012

\* Date of birth  
1965-09-21

\* Type of identity document  
passport

\* Number and series of the identity document  
1144552211

\* E-mail address  
petar.p@gmail.com

\* Repeat e-mail  
petar.p@gmail.com

\* Password  
\*\*\*\*\*

\* Repeat password  
\*\*\*\*\*

The user's password should be unique and follow these rules: the password must contain at least 8 characters and a maximum of 75 characters; the password must contain lowercase and uppercase letters and numbers or special characters.

Form version:1.09.001 rev 56511

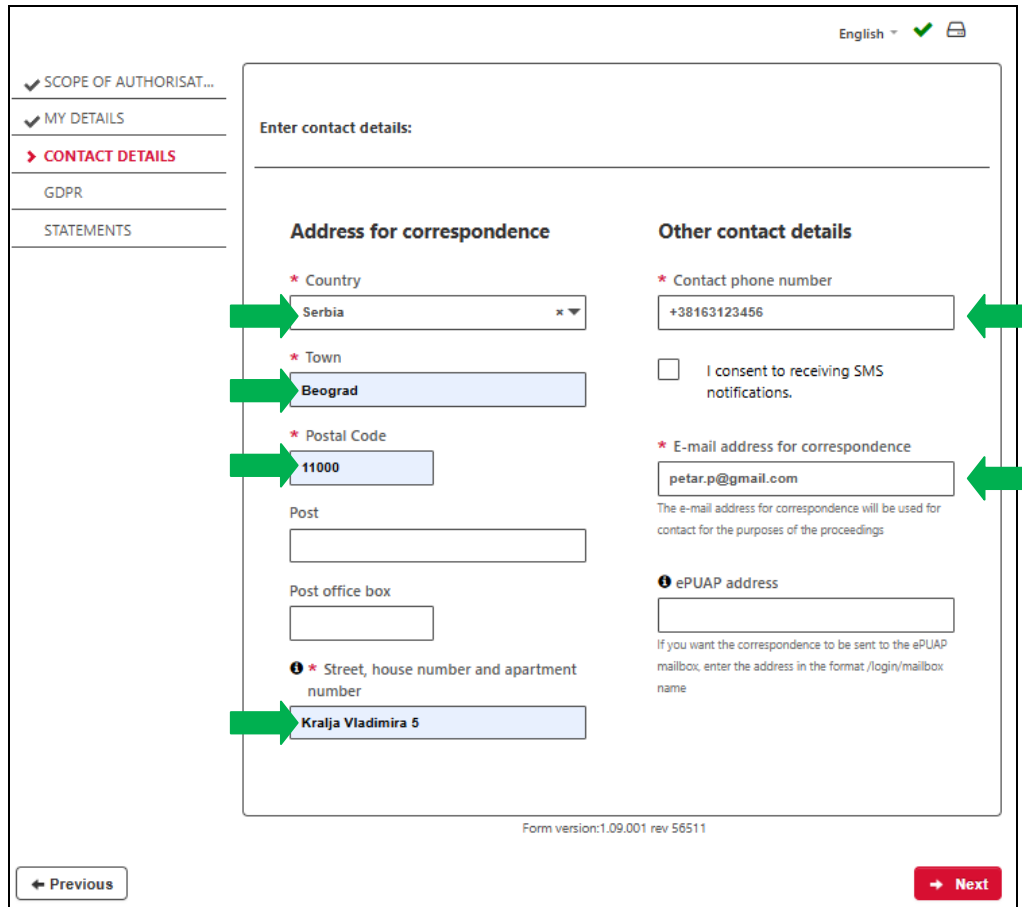
← Previous

Next →

Slika 4. Primer popunjavanja obaveznih polja vlasnika/odgovornog lica firme

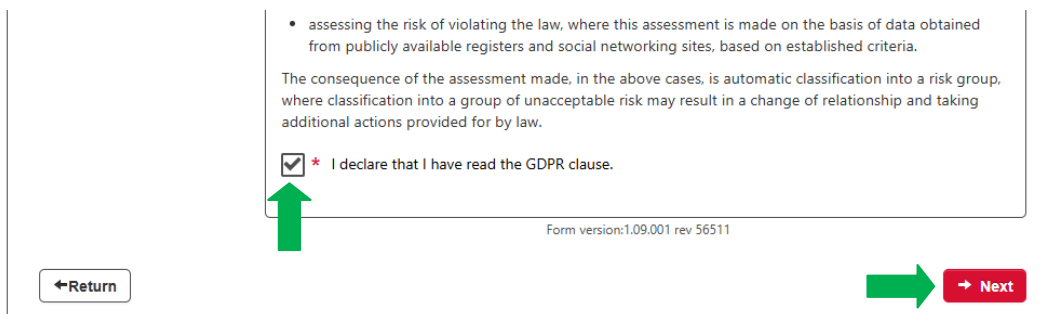
**Napomena: PESEL broj (nacionalni indetifikacioni broj) odnosi se na fizička lica koja imaju državljanstvo Republike Poljske, te se ovaj podatak ne odnosi na državljane iz trećih zemalja.**

U sledećem koraku otvara se obrazac za unos kontakt podataka (Slika 5), gde je potrebno uneti sledeće podatke: država, grad, poštanski broj, adresa, kontakt telefon i e-mail adresa na kojoj će prevoznik dobijati obaveštenja. Udruženje preporučuje da se u ovom delu unose podaci o sedištu firme kako bi eventualna obaveštenja stizala na adresu sedišta firme.



Slika 5. Primer popunjavanja kontakt podataka

Nakon popunjavanja obaveznih polja, klikom na dugme „Next“, potrebno je dati saglasnost za obradu ličnih podataka, čekiranjem polja prikazanog na slici 6.



Slika 6. Prihvatanje uslova obrade ličnih podataka

Prelaskom na naredni korak potrebno je čekirati polja za prihvatanje odgovornosti koja su prikazana na slici 7.

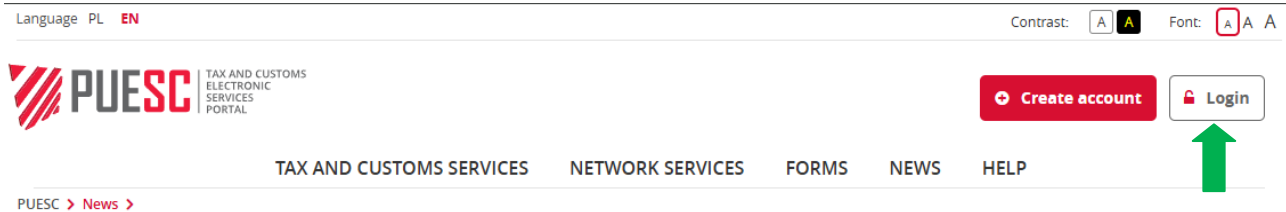
Slika 7. Prihvatanje odgovornosti

Nakon prihvatanja svih navedenih uslova, potrebno je odabrati opciju „Send without signing” (Slika 8).

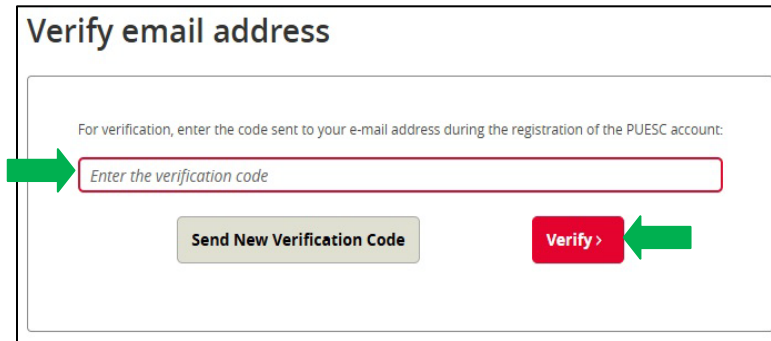
### Registration of a Natural Person - Summary

Slika 8. Poslednji korak u kreiranju naloga

Na mejl adresu koju je korisnik uneo prilikom kreiranja naloga, stići će kod za verifikaciju naloga. Na portalu PUESC, odabirom polja „Login“ (Slika 9), upisivanjem mejl adrese i šifre za kreirani nalog, dolazi se do polja prikazanog na slici 10, gde je potrebno uneti verifikacioni kod kako bi nalog bio aktiviran.



*Slika 9. Login na korisnički nalog*



*Slika 10. Verifikacija naloga*

Klikom na dugme „Verify“, nalog na sajtu PUESC je uspešno kreiran i može se vršiti najava prevoza.