

Author: Manfred Dibon/Günter Decker  
Tel.: +43 1 514 33 505433 or  
Tel.: +43 1 514 33 505443  
e-mail: [manfred.dibon@bmf.gv.at](mailto:manfred.dibon@bmf.gv.at)  
e-mail: [guenter.decker@bmf.gv.at](mailto:guenter.decker@bmf.gv.at)  
Version 3.0  
Date: March 2017

# Direct delivery code

## User Manual



# 1. Document History

Date	Name	Version	Description	Paragraph
July 2016	Dibon/Decker	1.0	Creation	all
05.08.2016	Decker	2.0	Adaptation in German language only	n/a
24.03.2017	Dibon/Decker	3.0	Textually adaptations	Introduction Par. 2.1.5

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## 2. Introduction

For movements to a place of direct delivery in Austria according to article 17(2) of Directive 2008/118/EC and Regulation 684/2009/EC it is possible to use a code replacing the address data in boxes 7c, 7e and 7f of the electronic administrative document (box "Trader Place Of Delivery" of the e-AD).

To obtain a direct delivery code it was necessary until now to upload a CSV- or TXT file with the address(es) of one or more places of direct delivery on the website

<https://vst.bmf.gv.at/emcs-multi/pages/bmfDirectDelivery?execution=e1s1>

Additional information is required to receive a direct delivery code.

The new required information is as follows:

- Labels of columns and rows (to avoid misleading data).
- Name, address and e-mail address of the person who applies for encoding a place of direct delivery (for authentication purposes).
- A self-chosen validation code for possible subsequent corrections.  
The validation code has to be chosen by the person who applies for encoding a place of direct delivery.

If you want to correct or to complement the data concerning some already transmitted places of direct delivery, it is necessary to enter the ARC or the direct delivery code.

The corrected/complemented file has to comply with all formal requirements and has to contain the same validation code which has been used for requesting the code.

Please not all formal requirements mentioned under Par. 2.1.

## 2.1. Formal Requirements

### 2.1.1. CSV format

If the places of direct delivery should be uploaded in a CSV file, only the file format CSV (Comma delimited) (\*.csv) may be used.

### 2.1.2. Example file in csv-format

Row-/column name	name	street name	street number	post code	city
Contact	Testfirma GmbH	Zollamtsstraße	10	1030	Wien
e-mail-address	<a href="mailto:testfirma@a1.net">testfirma@a1.net</a>				
Validation code	4711				
First delivery address		Bahnstraße	12	2700	Wr. Neustadt
Further delivery address	Tankstelle Mustermann	Hauptstraße	2	2500	Baden
Further delivery address		Flusszeile	95a	2320	Schwechat
Further delivery address					
Further delivery address					

### 2.1.3. Global provisions:

- **Blue:** Labels of columns and rows
  - These texts may not be modified. Otherwise the file will not be accepted.
- **Green:** Mandatory data
  - These fields must be filled; else the file will not be accepted.
- **Yellow:** Optional data
  - These fields may be left empty.
  - If these fields are used, then the mandatory fields of the concerned row must be used too.

### 2.1.4. Characteristics of rows with the label "Further delivery address":

Any number of rows with the label "Further delivery address" may occur. Thus it is possible to create a template for files with any number of places of direct delivery.

Not used rows with the label "Further delivery address" must be empty at all (see row 8 and 9 of the chart above).

It is not allowed to use rows below an empty row.

## 2.1.5. Fields and their content

- Contact (the contact person or company is mandatory)
  - Name and address of the person or company, who applies for encoding (a) place(s) of direct delivery.  
Fields to be filled in
    - name
    - street
    - street number
    - post code
    - city
- e-mail-address
  - An e-mail-address of the person or company who applies for encoding (a) place(s) of direct delivery is mandatory.
- Validation code
  - This number has to be self-chosen
    - It is at one's own discretion to change the validation code:
      - at each delivery
      - or after a certain period
      - or never

Concerning this no regulations from the MOF are in place. Principally it is recommended to change any password periodically.
  - This validation code is necessary for data correction (repeated upload of a corrected CSV file). The same validation code has to be used as for the initially uploaded file.
  - The validation code must be composed of four numerical digits.
  - The first digit of the validation code should not be 0 (zero)
- First delivery address
  - The first delivery address is mandatory
  - Fields to be filled in
    - name (optional)
    - street (required)
    - street number (optional)
    - post code (required)
    - city (required)
- Further delivery address
  - If there are more than one place of direct delivery the first delivery address is mandatory anyway. The declaration of further places of direct delivery is mandatory in case these places are not stored in national SEED as places of direct delivery of the registered consignee.  
Since other economic traders who are not registered consignees themselves are not aware of the places of direct delivery of the registered consignee in national SEED it is mandatory to provide all places of direct delivery of a consignment.  
If there are no further places of direct delivery mentioned the consignment under excise duty suspension arrangements is deemed to be closed at the first place of direct delivery.
  - Fields to be filled in
    - name (optional)
    - street (required)
    - street number (optional)
    - post code (required)
    - city (required)

### 2.1.6. Example file in TXT-format:

In the text file the fields have to be separated by semicolons.

All requirements and validations concerning CSV files apply mutatis mutandis to TXT files.

#### Content of a test file:

```
Row-/column name;name;street;street number;post code;city
Contact;Testfirma GmbH;Zollamtsstraße;10;1030;Wien
e-mail-address;testfirma@a1.net;;;
Validation code;4711;;;;
First delivery address;;Bahnstraße;12;2700;Wr. Neustadt
Further delivery address;Tankstelle Mustermann;Hauptstraße;2;2500;Baden
Further delivery address;;Flusszeile;95a;2320;Schwechat
Further delivery address;;;;;
Further delivery address;;;;;
```

## 3. Examples

### 3.1. Failed examples with error messages

#### 3.1.1. The column label "Row-/column name" is missing:

	A	B	C	D	E	F
1		name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					

**file-content is invalid.**

- line=1, col=Row-/column name, codec=Windows-1252, error=the heading "Row-/column name" is missing or was interpreted with the wrong character set.
- line=1, col=Row-/column name, codec=UTF-8, error=the heading "Row-/column name" is missing or was interpreted with the wrong character set.

#### 3.1.2. The column label "name" is missing:

	A	B	C	D	E	F
1	Row-/column name		street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					
10						

**file-content is invalid.**

- line=1, col=name, codec=Windows-1252, error=the heading "name" is missing or was interpreted with the wrong character set.
- line=1, col=name, codec=UTF-8, error=the heading "name" is missing or was interpreted with the wrong character set.

### 3.1.3. The row label "Validation code" is missing:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4		4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					

#### file-content is invalid.

- line=4, colum=Validation code, codec=Windows-1252, error=the heading "Validation code" is missing or was interpreted with the wrong character set.
- line=4, colum=Validation code, codec=UTF-8, error=the heading "Validation code" is missing or was interpreted with the wrong character set.

### 3.1.4. The column label "name" is not valid

	A	B	C	D	E	F
1	Row-/column name	eman	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					

#### file-content is invalid.

- line=1, colum=name, codec=Windows-1252, error=the heading "name" is missing or was interpreted with the wrong character set.
- line=1, colum=name, codec=UTF-8, error=the heading "name" is missing or was interpreted with the wrong character set.



### 3.1.5. The e-mail-address is invalid:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	EMAIL				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					

#### file-content is invalid.

- line=3, colum=e-mail-address, codec=Windows-1252, error=the specified e-mail address "EMAIL" does not have a valid format.
- line=3, colum=e-mail-address, codec=UTF-8, error=the specified e-mail address "EMAIL" does not have a valid format.

### 3.1.6. The validation code has an invalid format:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	123				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					

#### file-content is invalid.

- line=4, colum=Validation code, codec=Windows-1252, error=the specified pin code "123" is not a four-digit numeric value.
- line=4, colum=Validation code, codec=UTF-8, error=the specified pin code "123" is not a four-digit numeric value.

### 3.1.7. No validation code is filled in:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code					
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					

**file-content is invalid.**

- line=4, colum=Validation code, codec=Windows-1252, error=the column is mandatory.
- line=4, colum=Validation code, codec=UTF-8, error=the column is mandatory.

### 3.1.8. No contact name is filled in:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact		Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					
10						

**file-content is invalid.**

- line=2, colum=name, codec=Windows-1252, error=the column is mandatory.
- line=2, colum=name, codec=UTF-8, error=the column is mandatory.

### 3.1.9. A mandatory field (street) of a "Further delivery address" is missing:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7	Further delivery address			95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					

**file-content is invalid.**

- line=7, col=street name, codec=Windows-1252, error=the column is mandatory.
- line=7, col=street name, codec=UTF-8, error=the column is mandatory.

### 3.1.10. For a "Further delivery address" just optional fields are filled in:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann		2		
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					

**file-content is invalid.**

- line=6, col=street name, codec=Windows-1252, error=the column is mandatory.
- line=6, col=street name, codec=UTF-8, error=the column is mandatory.

### 3.1.11. An empty row without row label occurs:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstrasse	2	2801	Katzelsdorf
7						
8	Further delivery address					
9	Further delivery address					

**file-content is invalid.**

- line=7, colum=Further delivery address, codec=Windows-1252, error=the heading "Further delivery address" is missing or was interpreted with the wrong character set.
- line=7, colum=Further delivery address, codec=UTF-8, error=the heading "Further delivery address" is missing or was interpreted with the wrong character set.

### 3.1.12. The rows "Further delivery address" are not used without a gap:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address					
7	Further delivery address		Flusszeile	95a	7201	Neudorf
8	Further delivery address					
9	Further delivery address					

**file-content is invalid.**

- line=7, colum=Further delivery address, codec=Windows-1252, error=the file does not match correctly.
- line=7, colum=Further delivery address, codec=UTF-8, error=the file does not match correctly.

## 3.2. Failed example for data correction

All regulations concerning the upload file to obtain a direct delivery code apply for the upload of files for data correction too (upload of files with corrected direct delivery addresses concerning an particular ARC or delivery code)

### 3.2.1. Inapplicable validation code in the course of data correction

Example:

A file with data as follows has been uploaded where the Validation code "1234" has been mentioned:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	1234				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address		Flusszeile		7201	Neudorf
7	Further delivery address					
8	Further delivery address					

For this direct delivery address the direct delivery code **164P2D5B** has been provided

In the course of data correction this code has been filled in:

#### Correct data

If you want to correct or to complement the data concerning some already transmitted places of direct delivery, please enter your ARC or the "Direct delivery code" to correct/to complement the consignment.

The corrected/complemented file has to comply with all formal requirements and has to contain the same validation code which has been used for requesting the code.

To confirm your input press "OK".

Direct delivery code  ARC

Direct delivery code

164P2D5B

ARC

File

Durchsuchen... OK

But in this new file the Validation code is one that had not been used in the initial upload file:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address	TS Erdberg	Hainburgergasse	93	1030	Wien
6	Further delivery address		Bahngasse	12	2700	Wiener Neustadt
7	Further delivery address		Flusszeile		7202	Neudorf
8	Further delivery address					

Therefore an error message as follows occurs:

**invalid validation code.**

### 3.3. Positive examples

#### 3.3.1. Example with one direct delivery place without optional data:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	1234				
5	First delivery address		Hainburgergasse		1030	Wien

#### 3.3.2. Example with one direct delivery place with optional data:

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	1234				
5	First delivery address	Musterfirma AG	Hainburgergasse	93	1030	Wien

#### 3.3.3. Example with one direct delivery place and not used rows "Further delivery address":

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstrasse	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	1234				
5	First delivery address	Musterfirma AG	Hainburgergasse	93	1030	Wien
6	Further delivery address					
7	Further delivery address					
8	Further delivery address					
9	Further delivery address					
10	Further delivery address					
11	Further delivery address					
12	Further delivery address					

#### 3.3.4. Example with and without used rows "Further delivery address":

	A	B	C	D	E	F
1	Row-/column name	name	street name	street number	post code	city
2	Contact	Testfirma GmbH	Hintere Zollamtsstraße	10	1030	Wien
3	e-mail-address	test.firma@a1.net				
4	Validation code	4711				
5	First delivery address		Bahngasse	12	2700	Wiener Neustadt
6	Further delivery address	Tankstelle Mustermann	Hauptstraße	2	2801	Katzelsdorf
7	Further delivery address		Flusszeile	95a	7201	Neudörf/Leitha
8	Further delivery address					
9	Further delivery address					
10	Further delivery address					
11	Further delivery address					

## 4. Changes on Website

### 4.1. Selection Direct delivery code or ARC

If you want to correct or to complement the data concerning some already transmitted places of direct delivery, you have to enter the ARC or the "Direct delivery code" to correct/to complement the consignment.

To avoid the entry of one of these two codes (direct delivery code or ARC) into the wrong field the kind of code has to be chosen with the radio buttons.

In this way just the field for the chosen code is enabled.

The image shows two side-by-side screenshots of a web form. Both screenshots have a dashed blue border. Each screenshot contains two radio buttons at the top: 'Direct delivery code' and 'ARC'.  
The left screenshot shows the 'ARC' radio button selected. Below it, the 'Direct delivery code' field is disabled (greyed out), and the 'ARC' field contains the text '16ATE0706E00000111151'.  
The right screenshot shows the 'Direct delivery code' radio button selected. Below it, the 'Direct delivery code' field contains the text '16XXXX78', and the 'ARC' field is disabled (greyed out).  
Both screenshots have a 'File' input field at the bottom, followed by 'Durchsuchen...' and 'OK' buttons.

### 4.2. Reset of form

After each successful encoding or after each error message the form has to be reset.

For this purpose please press the "Rest" – button at the bottom end of the website. Only then all input fields are enabled again.

The image shows a screenshot of a web page. At the top, there is a search bar with 'Durchsuchen...' and 'Upload' buttons. Below it, a message states: 'The data transmission was successful. The "Direct delivery code" for this single consignment is: 99DZAT54'. A red warning message follows: 'Attention: This code has been submitted for testing purposes only.' Below this, there is a section titled 'Correct data' with instructions: 'If you want to correct or to complement the data concerning some already transmitted p correct/to complement the consignment. The corrected/complemented file has to comply with all formal requirements and has to c To confirm your input press "OK".' Below the instructions are two radio buttons: 'Direct delivery code' (selected) and 'ARC'. Below the radio buttons are three input fields: 'Direct delivery code', 'ARC', and 'File'. The 'Direct delivery code' and 'ARC' fields are disabled (greyed out), while the 'File' field is enabled. Below the input fields are 'Durchsuchen...' and 'OK' buttons. At the bottom of the page, there is a red-bordered button labeled 'Reset'. A list of links is also visible: 'template-file for direct delivery format .txt (1KB)', 'template-file for direct delivery format .csv (1KB)', 'Newsletter (1KB)', and 'Manual (1KB)'.