

User guide on how to report External trade in services (RA-0692) in Altinn

Businesses/sub-entities that you can represent

To answer surveys for an enterprise, you need a role on behalf of the enterprise. If you are registered in the Register of Legal Entities as a managing director or a board chairman, you will already have the correct role.

Delegating roles in Altinn

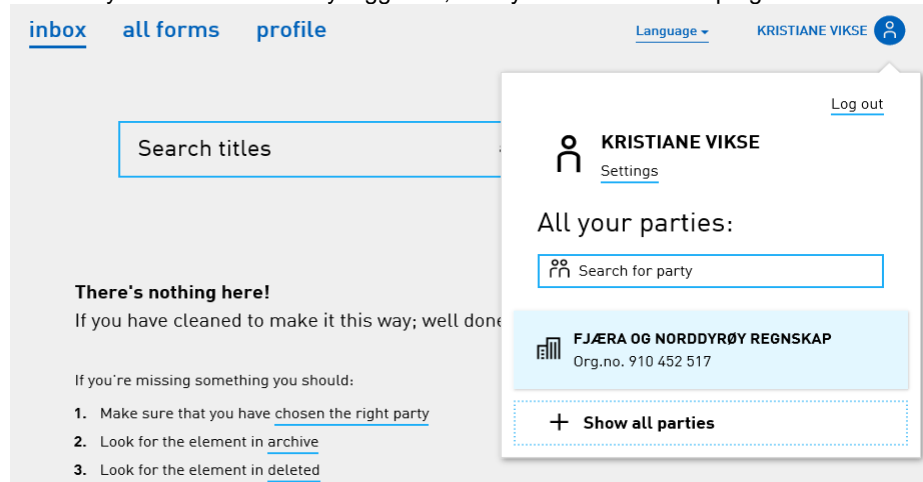
You need the role “Access manager” in order to delegate roles to others. Managing directors and board chairmen will automatically have this role. It is important that the person answering the survey has qualified knowledge on the topic.

How to delegate roles in Altinn:

1. Go to the “profile”-button in the top menu.
2. Choose “*Others with rights to forms and services*” / “*Others with rights to the organization* “. Choose which person or business you want to give rights to or click “Add new”.
3. See <https://altinn.no/en/help/profile/> for more information on roles in Altinn.

Login in Altinn

1. Go to www.altinn.no and click the “login” symbol in the top right corner.
2. Choose which log-in method you want to use.
3. When you have successfully logged in, click your name in the top right corner. You will then see all parties you’re able to represent in Altinn.



4. You will find sub-entities by clicking “Show all parties”. From here, you can choose “Show all sub-entities”.
5. Go to the sub-entity that you are to answer the survey for. You will now find the survey in the sub-entity’s inbox.

If you have further questions on roles or logging-in in Altinn, contact Altinn at (+47) 75 00 60 00.

If you have questions about the survey and the form, contact us at telephone: (+47) 62 88 51 90 or by e-mail to datafangst@ssb.no

The screenshot displays the altinn web application interface. At the top, the navigation bar includes the altinn logo, links for 'innboks', 'alle skjema', and 'profil', and a 'Language' dropdown menu which is circled in red. The user's name 'HASSAN LEIVESTAD' and company 'for KVITSØY OG RØST REVISJON' are shown on the right. A search bar with the placeholder 'Søk på tit' is visible. On the left, there are buttons for 'nytt skjema', 'innboks', and 'arkiv'. The main content area, titled 'Haster', lists three urgent tasks from 'Statistisk sentralbyrå':

Task Title	Deadline
Til utfylling: [redacted]	frist: 06.01.2018
Til utfylling: Priser på betalinger til og mottak av overførsle...	frist: 11.01.2018
Til utfylling: RA-0519 Priser på engrosvarer, 4. kvartal 2017	frist: 13.01.2018

A language selection dropdown menu is open, showing three options:

- Bokmål**: Alt innhold er tilgjengelig på bokmål.
- English**: Some content is available in english.
- Nynorsk**: Noko av innhaldet er tilgjengeleg på nynorsk.

An arrow points from the 'English' option to a text box on the right that states: 'Here you may search for the form and select your preferred language – RA-0692 is available in Bokmål, Nynorsk and English.'

RA-0692

advanced ▼ 🔍

Type the form number or the name of the survey to find the right form

altinn.no [inbox](#) 🔒

☆ [Save search](#)

Limit results: +

5 results in 2018



For completion: RA-0692 External trade in services, 4. kvartal 2017



Archived form: RA-0692 External trade in services, 4. kvartal 2017



If new collection has begun, make sure that you respond to the latest version of the form. Use the padlock in the right margin in the form to unlock and correct the previous quarter if this should be necessary, cf. page 6 of this guide.

Submission: RA-0692 External trade in services

1. Completion > 2. Submit > 3. Receipt

List - forms and attachments Main form

Forms: RA-0692 External trade in services

To open a page, click a page name below

Reporting unit

Exports:

- ..Industrial services, contract work and repairs
- ..Services related to oil and gas exploration, excluding surveying
- ..Building and construction projects
- ..Research and development and business services

Exports summary

Imports:

- ..Industrial services, contract work and repairs
- ..Building and construction projects
- ..Post and telecommunication
- ..Auxilliary financial services
- ..Computer services
- ..Research and development and business services
- ..Other services

Imports summary

Comments and contact information

The period it should be reported for, is
1. oktober - 31. desember 2017

The information to be given regards this enterprise:

Name MALMEFJORDEN OG ARNATVEIT REVISJON

Business Register Number 910347934

Postal adresse Fotveita 22
7012 TRONDHEIM

Does the enterprise carry out trade in services with any foreign members of the same enterprise group?
These transactions should be reported together with the other relevant transactions with foreign entities, by type of service (CPA) and country. Additionally, the intercompany amounts should be specified in the form where appropriate. Members of the enterprise group should be interpreted as any subsidiary or branch company in the same group.

☒ Yes
☐ No

The form starts with the information SSB have on your enterprise. Please check the information and make any corrections at the end of the form.

The question on whether the enterprise have trade in services with any foreign members of the same enterprise group should be answered every quarter. If the questions have been answered with "Yes" previously it should be checked out already. This also means that there will be added an extra row for each type of service and country to fill in intra group trade. If you answer "No" no such rows will be added.

You may navigate in the form by clicking «Next» at the bottom, or by clicking a "page name" in the left margin. You may click "Check form" at any time during the completion to check for Altinn Controls

<< Previous **Next >>** **Check form** Proceed to submission

The form must be checked and free of errors before you can proceed.

Forms: **RA-0692 External trade in services**

To open a page, click a page name below

Reporting unit

Exports: >

- ..Industrial services, contract work and repairs
- ..Services related to oil and gas exploration, excluding surveying
- ..Building and construction projects
- ..Research and development and business services

Exports summary

Imports:

- ..Industrial services, contract work and repairs
- ..Building and construction projects
- ..Post and telecommunication
- ..Auxiliary financial services
- ..Computer services
- ..Research and development and business services
- ..Other services

Imports summary

Comments and contact information

Exports of services ?

● Have the enterprise sold services to foreign customers, abroad or in Norway, in the reporting period?

By services we mean anything except tangible goods, e.g. transport services downloading of software, repairs, licence, management-fees etc., independent of delivery point. Be aware that sale of services to foreign unites within the same group also should be reported.
Foreign customers could be companies, affiliates, physical persons or other defined as foreign/foreigner. Be aware that export of services also include services delivered to a foreigners in Norway (and not only abroad).

☒ Yes
☐ No (Notice that by choosing 'no', the amounts for the current period for the following pages are set to zero)

● Please state within which business areas the enterprise have exported services.

For enterprises that have reported earlier some business areas could be preselected. Please control this.

Exports of services

Industrial services, contract work and repairs	▼	✓
Services related to oil and gas exploration, excluding surveying	▼	✓
Building and construction projects	▼	✓
Wholesale trade and intermediate trade in goods, canteens and catering services	▼	
Transport services	▼	
Postal and telecommunications services	▼	
Auxiliary financial services	▼	
Real estate activities	▼	
Hiring and hiring out of transportation, machinery and equipment	▼	
Computer services	▼	
Research and development (R & D) and business services	▼	✓

<< Previous Next >> Check form Proceed to submission The form must be checked and free of errors before you can proceed.

The question on whether the enterprise have sold services to foreign customers, should be answered for each quarter.

The first time this form is filled in there must be made a choice on which business areas the enterprise operates in and types of service within each business area. For later reports these choices will be predefined (shown by green hook) and the reported figures from previous reports.

For imports you will find the same question "Have the enterprise bought services from foreign suppliers in the reporting period, and the enterprise should choose business area and types of service in the same manner.

Forms: RA-0692 External trade in services

To open a page, click a page name below

Reporting unit

Exports:

..Industrial services, contract work and repairs

..Services related to oil and gas exploration, excluding surveying

..Building and construction projects

..Research and development and business services

Exports summary

Imports:

..Industrial services, contract work and repairs

..Building and construction projects

..Post and telecommunication

..Auxilliary financial services

..Computer services

..Research and development and business services

..Other services

Imports summary

Comments and contact information

specifying comment before submitting the form. For example, reversals of previously reported revenue (exports) – within the same statistical year – should be reported by reducing the revenue (export) figures in the previously submitted quarter. Corrections regarding previous statistical year, must be done by submitting comments, or by sending an e-mail to Tjenestehandel@ssb.no.

Note. Fields that appear with **blue writing** below have been changed by SSB compared to originally submitted data for the previous quarters. This may apply to country and / or amount. We ask that you check this and, if necessary, make necessary changes. Please comment the changes.

Exports: Industrial services, contract work and repairs

	4Q 2016 TNOK	1Q 2017 TNOK	2Q 2017 TNOK	3Q 2017 TNOK	4Q 2017 TNOK	Accumulated 2017 TNOK
000091 Installation and Assembly						
Sum:	30,734	37,585	80,313	84,713	4,110	206,721
Sum intercompany	9,721	17,960	32,452	35,762	348	86,522
Germany (DE)	5354	3,002	7,864	7,964	3,650	22,480
Of this intercompany:	1654	2,040	2,528	3,528	325	8,421
Denmark (DK)		0	1,625	1,725	95	3,445
Of this intercompany:			483	583	23	1,089
Finland (FI)	1211	1,496	5,153	6,153	365	13,167
Of this intercompany:	38	0	10	20		30
United Kingdom (GB)	7120	6,066	10,583	11,583	10,365	38,597
Of this intercompany:	6142	3,897	6,955	7,955		18,807
Italy (IT)		0	1,201	1,301		2,502
Of this intercompany:			0	0		0
Sweden (SE)	1017	1,280	3,292	4,292		8,864
Of this intercompany:	0	90	288	388		766
United States (US)	16032	23,490	46,880	47,880		118,250
Of this intercompany:	1887	11,667	21,310	22,310		55,287
Unspecified (XX)		2,251	3,715	3,815		9,781
Of this intercompany:		266	878	978		2,122

You may observe some fields for the 1st, 2nd and 3rd quarter to be marked in **blue types**, this is to show you that SSB has made changes in the figures. We may or may not have been in contact

For each quarter the amount field will be marked with a **red line**, (not intercompany field), this will disappear when figures are added (integer), the amount field must at least have the value 0 (zero), intercompany may be blank.

By clicking on the black padlock, you may open to adjust figures for the 1st, 2nd and 3rd quarter.

By clicking on the **green plus sign** you may add new countries per type of service.

By clicking on the question mark **?** you will get the complete text for each type of service.

Forms: **RA-0692 External trade in services**

To open a page, click a page name below

[Reporting unit](#)

Exports:

[..Industrial services, contract work and repairs](#)
[..Services related to oil and gas exploration, excluding surveying](#)
[..Building and construction projects](#)
[..Research and development and business services](#)

Exports summary

Imports:

[..Industrial services, contract work and repairs](#)
[..Building and construction projects](#)
[..Post and telecommunication](#)
[..Auxiliary financial services](#)
[..Computer services](#)
[..Research and development and business services](#)
[..Other services](#)

Imports summary

Comments and contact information

● **Please state the enterprise' export revenues per CPA and country - one sum for alle foreigners resident in the same country**

Enterprises that exported services to foreign units within the same group should specify the intercompany amount

All data should be stated as positive, and the figures should be given in NOK 1000. NOK 2 345 750 should be given as 2 346. In case of changes in the accounting on a type of service within the statistical year we request this to be done by correcting the number for the relevant quarter, or by adding a specifying comment before submitting the form. For example, reversals of previously reported revenue (exports) – within the same statistical year – should be reported by reducing the revenue (export) figures in the previously submitted quarter. Corrections regarding previous statistical year, must be done by submitting comments, or by sending an e-mail to Tjenestehandel@ssb.no.

Note. Fields that appear with **blue writing** below have been changed by SSB compared to originally submitted data for the previous quarters. This may apply to country and / or amount. We ask that you check this and, if necessary, make necessary changes. Please comment the changes.

Exports: Building and construction projects

	4Q 2016 TNOK	1Q 2017 TNOK	2Q 2017 TNOK	3Q 2017 TNOK	4Q 2017 TNOK	Accumulated 2017 TNOK
450002 Building and construction projects in Norway						
Sum:	532	312	17,845	19,045	0	37,202
Sum intercompany	278	178	16,674	17,674	0	34,526
Austria (AT)		0	16,674	17,674		34,348
Of this intercompany:			16,674	17,674		34,348
Sweden (SE)		0	763	863		1,626
Of this intercompany:			0	0		0
Unspecified (XX)	532	312	408	508		1,228
Of this intercompany:	278	178	0	0		178

If you want to add a new business area, please click the link to the Export page to the left

Above each type of service there are a **Save**-button, this should be used whenever figures for any type of service are completed. This is to facilitate the update routines for the form.

If the enterprise has started to export new types of services (import of new types of services, you must first find the relevant business area and the relevant type of service, cf page 5 in this guide.

All steps as described above should be followed for each business area and each type of service. At the latest when all figures for exports you should check the form, click "Check form".

<< Previous

Next >>

Check form

Proceed to submission

The form must be checked and free of errors before you can

To open a page, click a page name below

Reporting unit

Exports:

- ..Industrial services, contract work and repairs
- ..Services related to oil and gas exploration, excluding surveying
- ..Building and construction projects
- ..Research and development and business services

Exports summary

Imports:

- ..Industrial services, contract work and repairs
- ..Building and construction projects
- ..Post and telecommunication
- ..Auxiliary financial services
- ..Computer services
- ..Research and development and business services
- ..Other services

Imports summary

Comments and contact information

Please state the enterprises that export or import services as GBA and country, one row for all the enterprises resident in the same country.

Enterprises that export or import services as GBA and country, one row for all the enterprises resident in the same country.

All data should be stated accounting on a type of specifying comment before should be reported by not done by submitting comments.

Note. Fields that appear This may apply to countries.

Exports: Research and development and business services

742000 Technical consultancy

United Arab Emirates (AE)

Chile (CL)

China, People's Republic of

Germany (DE)

Denmark (DK)

Of this intercompany: -34 602 1,933 2,033 4,568

Form check

Main form

RA-0692 External trade in services

This form has been checked. The list below shows errors that need to be corrected before the form is submitted.

- ..Industrial services, contract work and repairs
 - Exports: the amount must be a whole number: Please correct, and click on "Save" in the top right corner of the table before you control the form again.
- ..Services related to oil and gas exploration, excluding surveying
 - Exports: the amount must be a whole number: Please correct, and click on "Save" in the top right corner of the table before you control the form again.
- ..Building and construction projects
 - Exports: the amount must be a whole number: Please correct, and click on "Save" in the top right corner of the table before you control the form again.
- ..Research and development and business services
 - Exports: the amount must be a whole number: Please correct, and click on "Save" in the top right corner of the table before you control the form again.
- Imports:
 - Please answer the question
- ..Industrial services, contract work and repairs
 - Imports: the intercompany amount is bigger than the country total: Please correct, and click on "Save" in the top right corner of the table before you control the form again.
 - Imports: the amount must be a whole number: Please correct, and click on "Save" in the top right corner of the table before you control the form again.
- ..Building and construction projects
 - Imports: the intercompany amount is bigger than the country total: Please correct, and click on "Save" in the top right corner of the table before you control the form again.
 - Imports: the amount must be a whole number: Please correct, and click on "Save" in the top right corner of the table before you control the form again.
- ..Post and telecommunication
 - Imports: the amount must be a whole number: Please correct, and click on "Save" in the top right corner of the table before you control the form again.

Close

Any error messages will appear in this way. Review each error mark (you will also get red mark in the left margin) Remember that the total amount requires an integer - can not be blank, for no turnover in the period, enter 0 (null). Remember to press "Save" before "check form".

< Back to search

Submission: RA-0692 External trade in services

1. Completion > 2. Submit > 3. Receipt

List - forms and attachments Main form

Forms: RA-0692 External trade in services

To open a page, click a page name below

Reporting unit

Exports:

..Industrial services, contract work and repairs

..Services related to oil and gas exploration, excluding surveying

..Building and construction projects

..Research and development and business services

Exports summary >

Imports:

..Industrial services, contract work and repairs

..Building and construction projects

..Post and telecommunication

..Auxilliary financial services

..Computer services

..Research and development and business services

..Other services

Imports summary

Comments and contact information

Exports:

	4Q 2016 TNOK	1Q 2017 TNOK	2Q 2017 TNOK	3Q 2017 TNOK	4Q 2017 TNOK	Accumul ated 2017 TNOK
000091 Installation and Assembly						
-	30734	37585	80313	84713	0	202611
112011 Drilling services						
-	0	10345	11345	12345	0	34035
450002 Building and construction projects in Norway						
-	532	312	17845	19045	0	37202
742000 Technical consultancy services within engineering and architectural services						
-	93286	63828	166509	181709	0	412046
Sum exports:	124552	112070	276012	297812	0	685894

- The form cannot be submitted before the form has been answered for **both** export and import.
- If you choose to respond to the import form later, or another of your colleagues will do so, be sure to clean up all errors so that it is easy to proceed.

SAME PROCEDURE AS SHOWN SHOULD ALSO BE USED FOR IMPORTS

How to submit the the form

The screenshot shows the altinn submission interface for the form RA-0692 External trade in services. The interface is divided into a left sidebar and a main content area. The sidebar contains a list of sections: Reporting unit, Exports, Imports, and Comments and contact information. The 'Comments and contact information' section is highlighted with a red oval. The main content area contains three steps: 1. Completion, 2. Submit, and 3. Receipt. The first step, 'Completion', is active. It contains a text box for comments, a section for contact information (Name, Phone number, e-mail address), and a red box with the instruction: 'Click on [Control form] and then [Submit form] to send in the form.' The bottom of the interface has four buttons: '<< Previous', 'Next >>', 'Check form', and 'Proceed to submission'.

altinn

< To inbox

Submission: RA-0692 External trade in services

1. Completion > 2. Submit > 3. Receipt

List - forms and attachments ✓ Main form

Forms: RA-0692 External trade in services

To open a page, click a page name below

Reporting unit

Exports:

- ..Industrial services, contract work and repairs
- ..Services related to oil and gas exploration, excluding surveying
- ..Building and construction projects
- ..Research and development and business services

Exports summary

Imports:

- ..Industrial services, contract work and repairs
- ..Building and construction projects
- ..Post and telecommunication
- ..Auxilliary financial services
- ..Computer services
- ..Research and development and business services
- ..Other services

Imports summary

Comments and contact information >

● If you have any comments to the information given then you can write it here:

● The information below is what information SSB has regarding the contact person for this form:
If some information is incorrect or insufficient, please update the actual fields below.

Name

Phone number

e-mail address

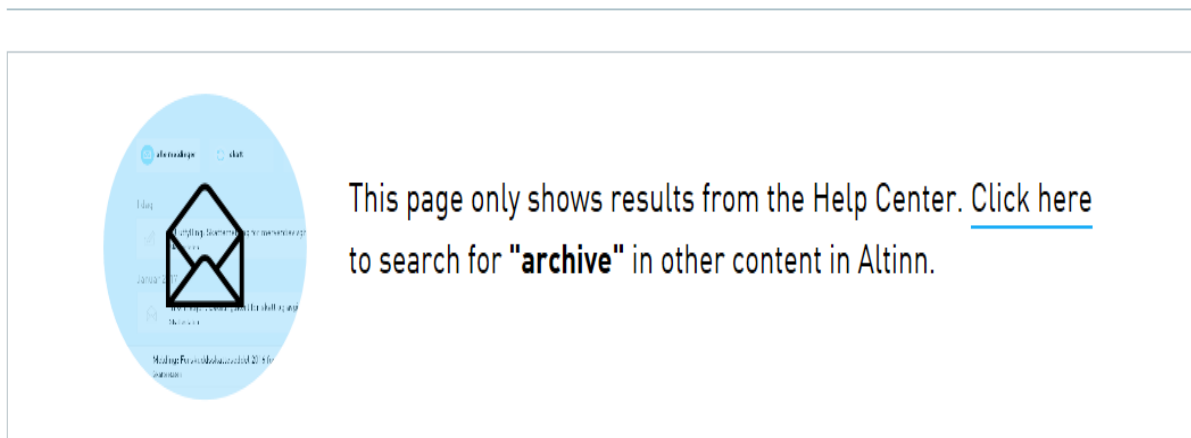
Click on [Control form] and then [Submit form] to send in the form.

<< Previous Next >> Check form Proceed to submission

Submit any comments?

- Comments on especially large or small amounts, changes in service segments and market conditions or other things that can explain changes in reported figures.
 - Problems with the form?
 - Suggestions for changes?
- Also, add updated contact information so we can easily get in touch with questions.

Do you need to submit the form again?



✓ Submitting the form again? This is how you make a copy of a submitted form

Create new copy is a functionality where you get a complete or partial copy of a submitted form. This way you don't have to fill in the whole form from scratch the next time you submit it.

The functionality can be found for the form in question in your *archive*. Not all forms has the *Create new copy* functionality.

Have you found an error with the submitted form, or have you received questions from Statistics Norway?

Then just follow this guide. We will always use the latest data sets. You can make changes on all quarters, within the same statistical year - not Q4 previous year, see note on page 6 of this guide. Please post a comment, see page 10 of this guide. Remember to "save" for each service type and hit "check form" before submitting.