

# 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

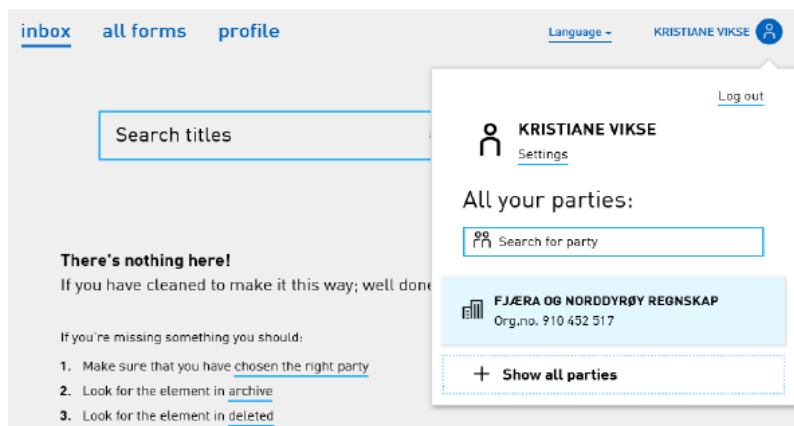
You need the role "Access manager" in order to delegate roles to others. Managing directors and board chairmen will automatically have this role. It is important that the person answering the survey has qualified knowledge on the topic.

### 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](http://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](mailto:datafangst@ssb.no)

altinn innboks alle skjema profil Language HASSAN LEIVESTAD for KVITSØY OG RØST REVISJON

Søk på tit

nytt skjema

innboks

arkiv

Haster

Til utfylling: Statistisk sentralbyrå frist: 06.01.2018

Til utfylling: Priser på betalinger til og mottak av overførse... Statistisk sentralbyrå frist: 11.01.2018

Til utfylling: RA-0519 Priser på engrosvarer, 4. kvartal 2017 Statistisk sentralbyrå frist: 13.01.2018

**Bokmål**  
Alt innhold er tilgjengelig på bokmål.

**English**  
Some content is available in english.

**Nynorsk**  
Noko av innhaldet er tilgjengeleg på nynorsk.

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,

Note that the survey changed its name from the 1<sup>st</sup> quarter 2019 to ***External trade in services and purchase and sale of goods outside of Norway (RA-0692)***

[< Back to search](#)

Submission: **External trade in services and purchase and sale of goods outside of Norway (RA-0692)**

1. Completion > 2. Submit > 3. Receipt

List - forms and attachments Main form

Forms: **External trade in services and purchase and sale of goods outside of Norway (RA-0692)**

To open a page, click a page name below

Reporting unit > **1. oktober - 31. desember 2018**

Exports

..Goods purchased and resold abroad

..Research and development and business services

Exports summary

Imports

..Transport services

..Computer services

..Research and development and business services

Imports summary

Comments and contact information

**The period it should be reported for, is**

**The information to be given regards this enterprise:**

Name KVITSØY OG RØST REVISJON

Business Register Number 910346601

Postal adresse Breitorget 27

4006 STAVANGER

**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.

To open a page, click a page name below

Reporting unit

**Exports**

..Goods purchased and resold abroad

..Research and development and business services

Exports summary

Imports

..Transport services

..Computer services

..Research and development and business services

Imports summary

Comments and contact information

## Exports

**Has 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)

**Has the enterprise received income related to sales of goods abroad where the goods have not crossed the Norwegian border during the reporting period?**

☒ Yes

☐ No

**Please specify in which business areas the company has export revenues:**

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

Goods purchased and resold abroad without the goods crossing the Norwegian border	▼	✓
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	▼	✓
Other services	▼	

The question of whether the company has sold services to foreign customers must be answered every time the form is completed.

The question of whether the company has sold goods abroad, must be answered every time the form is filled out.

In the case of first-time reporting, one or more business areas in which the enterprise operates, must be selected, and service types selected within the selected areas. At later reporting, the selected areas will be selected in advance (shown by green tick) along with the figures from previous periods.

For import, the same questions will apply: "Has the enterprise purchased services from foreign suppliers during the reporting period" and "Has the enterprise had expenses related to goods purchases abroad where the goods have not crossed the Norwegian border".

To open a page, click a page name below

- Reporting unit
- Exports
- ..Goods purchased and resold abroad**
- ..Research and development and business services
- Exports summary
- Imports
- ..Transport services
- ..Computer services
- ..Research and development and business services
- Imports summary
- Comments and contact information

**Please state the enterprise's 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: Goods purchased and resold abroad without the goods crossing the Norwegian border**

	4Q 2017 TNOK	1Q 2018 TNOK	2Q 2018 TNOK	3Q 2018 TNOK	4Q 2018 TNOK	Accumulated 2018 TNOK
<b>000098 Purchase of goods/materials for processing abroad and sale of goods after processing abroad.</b>						
Sum:	0	0	0	0	0	0
Sum intercompany	0	0	0	0	0	0
Antigua and Barbuda (AG)		0	0	0	0	0
Of this intercompany:						0
<b>519000 Purchase and resale of goods abroad - Merchanting</b>						
Sum:	0	256	325	5,250	0	5,831
Sum intercompany	0	52	25	2,145	0	2,222
Kiribati, Republic of (KI)		256	325	5,250		5,831
Of this intercompany:		52	25	2,145		2,222

 By clicking on the green plus sign + you can add new countries.

 By clicking on the question mark, you get full text for the individual service types.

 By clicking on the black padlock one can open to correct the figures for previous quarters.

 By clicking on the cross, you delete the row

For each new issue, the amount field for the new quarter will be marked with a red line, (not the intra-group), and disappear when adding amounts (integers), the amount field must have at least the value 0 (zero), the intra-group can be blank.

Forms: **External trade in services and purchase and sale of goods outside of Norway (RA-0692)**

To open a page, click a page name below

Reporting unit

Exports

..Goods purchased and resold abroad

..Research and development and business services

Exports summary

Imports

..Transport services

..Computer services

..Research and development and business services

Imports summary

Comments and contact information

**Please state the enterprise' export revenues per CPA and country - one sum for all 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: Research and development and business services**

	4Q 2017 TNOK	1Q 2018 TNOK	2Q 2018 TNOK	3Q 2018 TNOK	4Q 2018 TNOK	Accumulated 2018 TNOK
<b>742000 Technical consultancy services within engineering and architectural services</b>						
Sum:	0	0	569,897	13,926	0	583,823
Sum intercompany	0	0	0	12	0	12
Angola (AO)	0	0	23,771	60	0	23,831
Of this intercompany:	0	0	0			0
Canada (CA)	0	0	251,051	17	0	251,068
Of this intercompany:	0	0	0	12		12
Ivory Coast (CI)	0	0	143,928	652	0	144,580
Of this intercompany:	0	0	0	0		0
Denmark (DK)	0	0	9,464	3,652	0	13,116
Of this intercompany:	0	0	0			0
United Kingdom (GB)	0	0	124,369	2,654	0	127,023
Of this intercompany:	0	0	0			0
Trinidad and Tobago (TT)	0	0	5,657	365	0	6,022
Of this intercompany:	0	0	0			0
United States (US)	0	0	11,657	6,526	0	18,183
Of this intercompany:	0	0	0			0

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

<< Previous

Next >>

Check form

Proceed to submission

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

Above each service type there is a Save button, which should be used after the relevant numbers have been entered, to facilitate the update of the form.

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

Enterprises that export

All data should be state accounting on a type of specifying comment be should be reported by n done by submitting cor

Note. Fields that appea This may apply to coun

Exports: Research and de

742000 Technical consultancy

United Arab Emirates (AE)

Chile (CL)

China, People's Republic

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 controll 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 controll 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 controll 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 controll 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 controll 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 controll 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 controll 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 controll 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 controll 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".



Forms: **External trade in services and purchase and sale of goods outside of Norway (RA-0692)**

To open a page, click a page name below

Reporting unit

Exports

..Goods purchased and resold abroad

..Research and development and business services

Exports summary

Imports

..Transport services

..Computer services

..Research and development and business services

Imports summary

Comments and contact information

## Exports

	4Q 2017 TNOK	1Q 2018 TNOK	2Q 2018 TNOK	3Q 2018 TNOK	4Q 2018 TNOK	Accumulated 2018 TNOK
<b>742000 Technical consultancy services within engineering and architectural services</b>						
	0	0	569,897	13,926	0	583,823
Of this intercompany:	0	0	0	12	0	12
<b>000098 Purchase of goods/materials for processing abroad and sale of goods after processing abroad.</b>						
	0	0	0	0	0	0
Of this intercompany:	0	0	0	0	0	0
<b>519000 Purchase and resale of goods abroad - Merchanting</b>						
	0	256	325	5,250	0	5,831
Of this intercompany:	0	52	25	2,145	0	2,222
Sum exports:	0	256	570,222	19,176	0	589,654
Sum intercompany exports:	0	52	25	2,157	0	2,234

- 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 SHOULD ALSO BE USED FOR IMPORTS-----

## How to submit the form:



[< Back to search](#)

Submission: **External trade in services and purchase and sale of goods outside of Norway (RA-0692)**

1. Completion > 2. Submit > 3. Receipt

List - forms and attachments Main form

Forms: **External trade in services and purchase and sale of goods outside of Norway (RA-0692)**

To open a page, click a page name below

- Reporting unit
- Exports
- ..Goods purchased and resold abroad
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- Imports
- ..Transport services
- ..Computer services
- ..Research and development and business 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.

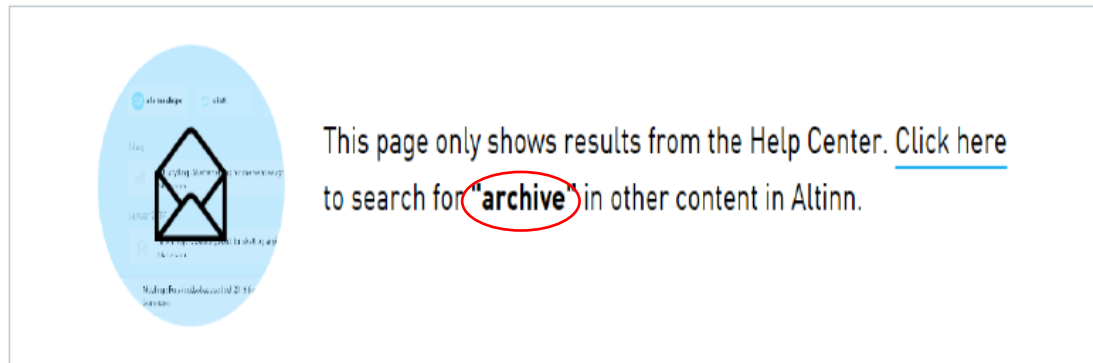
<< Previous Next >> Check form Proceed to submission The form must be checked for errors before you can proceed

### 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.

**NOTE:** The form cannot be submitted until it is answered for both export and import. You can press the "check form" button to check if it "Altinn controls" at any time during the completion.

## 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,

Please post a comment,

Remember to "save" for each service type and hit "check form" before submitting.