Reporting in the Indata portal (Indataportalen)

User manual

SCB

Contents

1. Reporting to VINN or KRITA

1.1 General

Statistics Sweden provides a website called the Indata portal where respondents submit their data for reporting to VINN and KRITA. Data may be submitted manually by the respondent (by a data provider). The data that is to be submitted is compiled in an XML file, which is checked against a set of file specifications. When the file has been created by the respondent, it should be reported to Statistics Sweden, according to the description provided in this document. During the uploading process, the file format will be checked against a specific XML schedule.
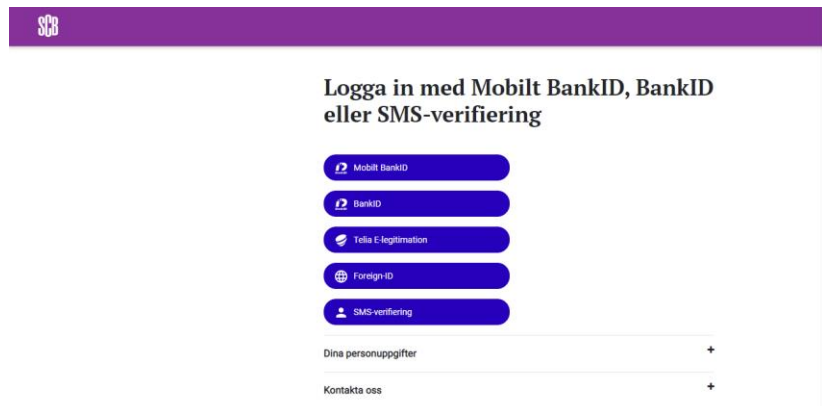
1.2 Terminology

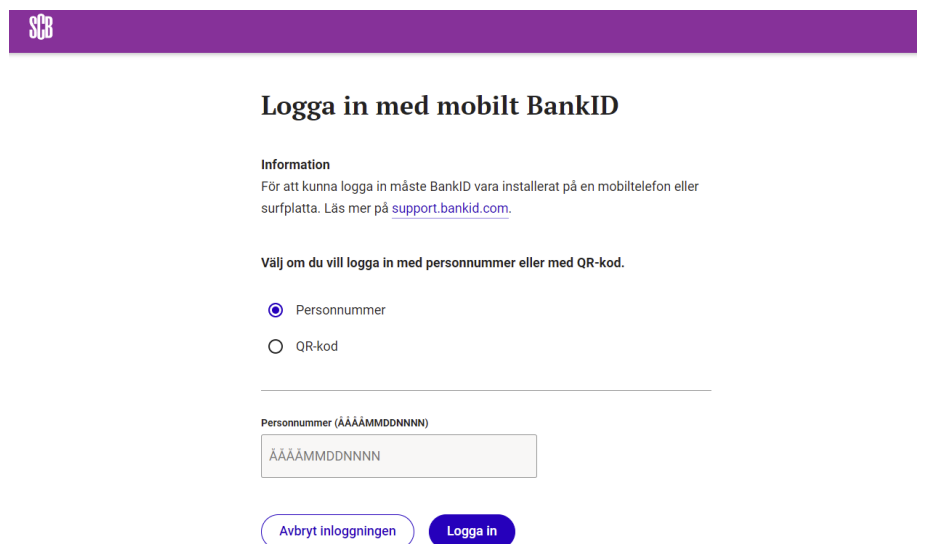|	
The indata portal	A web portal for reporting to VINN (for securities holding) or KRITA (the credit database).
Respondent	An enterprise/public sector that owns data and has collected them from their systems.
Data provider	A role in the indata portal. A physical person who represents the respondent and aims to log in to Statistics Sweden's indata portal to upload a file (report).
Two-factor authentication	Identity control (authentication) with the help of two separate forms of information, such as a password (known by the user) and a one-time password in their mobile phone (belonging to the user). Separately, the password and the codes in the mobile phone are unusable.

2.   Authentication

Login takes place via BankID or SMS-verifiering ("text verification"). SMS-verifiering ("text verification") with two-factor authentication is used for logging in, either through each product web page at www.scb.se/product name or directly at the following address:

https://www.indataportalen.gdb.scb.se/

Authorized data providers reporting from Sweden chooses Mobile BankID or BankID. Follow the instructions.

Authorization is assigned by the respective respondent in advance, via a web form, before the BankID can be used by a data provider.

Each respondent has a responsible person who can administer permissions and thus add or remove users. Authorized data providers reporting from <u>outside</u> Sweden:Choose SMS-verifiering. Enter your user name and password and click on *"Logga in"*.

A verification code will be sent as a text message to the mobile phone number associated with the user name.

A new site will open, requesting the user/data provider to provide a verification code. Enter the code you received in the text message and click on *"Logga in"*. If a user/data provider makes three failed login attempts, the account will be temporarily deactivated for approximately an hour.

3. The indata portal

3.1. Start page

After approved login, the user/data provider lands on the indata portal start page.

3.2. Submitting information

⇨ Select "*Lämna uppgifter*" in the top right main menu. The user/data provider selects the respondent to which the data refer. The user/data provider then selects survey, VINN or KRITA.

⇨ The user/data provider then selects reference period.

⇨ Select "*Välj fil*" under the file format to be submitted and select your path to the current XML file and press "*Skicka in*". If the upload was successful, the file status will be set as "*Inläst*". If something went wrong the status will be set to "*Ej inläst*" and requires action by the data provider.

For more information, please see section 3.3.

3.3.   List of total uploads

The list provides a status overview/history of recent events. The history in the indata portal provides an overview of all upload attempts to Statistics Sweden, both automatic and manual. Incorrect, ongoing and uploaded files are listed here. Here, the user can also choose to view detailed information about an error that has arisen during the submission of data.

3.3.1. Status

The statuses that may be indicated are explained below:

"Verifiering pågår"

A file is in the process of being uploaded.

"Inläst"

The file has been uploaded, passed the validation step without problems and has been transferred to the VINN or KRITA system.

"Inläst med fel"

Only applies to KRITA. The file has been received, passed the validation step without critical errors, "Error severity = Critical". The data provider is expected to klick on the error message under the heading "*detaljer*" and work through the generated errors.

"Ej inläst"

One or more errors were identified during the validation. If the file is either a KRITA-file with "Critical" validation errors or a VINN file, it will not be processed further. Validation errors need to be corrected for VINN as well as "Critical errors" for KRITA, in order for the file to be considered received and the obligation to provide information fulfilled.

Click on the error message under the heading "detaljer". A window will open where the errors that need to be corrected are explained. If desired, the error report can be saved as a file.

=>   The data provider corrects the file in their systems and resubmits it to Statistics Sweden. Please note that *the complete file should be resubmitted* for new verification. For KRITA, only the incorrect file needs to be resubmitted and not all three files.

Validation for KRITA

For KRITA, the data reported should be submitted in three files; Counterparty, Monthly and Quarterly. These three files contain interdependent data and therefore a number of validations are performed to ensure that the data is consistent between files. The most critical validation for this step is the Referential Integrity (RI). This validation checks that identifiers ("keys") between files and tables are consistent. For these types of validations the errors are presented in the following way:

- RI errors arising from inconsistencies between files Counterparty and Monhtly are presented as validation errors on file Monhtly.
- RI errors resulting from inconsistencies between file Monthly and Quarterly are presented as validation results on file Quarterly.

The above also means that the validation results affect the status of the files for which the validation results are presented, as these files will have the status "Ej Inläst".

The dependency between files also affects the status and validation when a new file is submitted that replaces a previously submitted file. In the indata portal, files that have a dependency on a new submission will therefore be automatically revalidated. This means that:

- Monthly is revalidated if a new Counterparty file is received for the same reference period, e.g. for KV_RI0210 control of protection provider identifier.
- Quarterly will be revalidated if a new Monthly file is received for the same reference period, e.g. for KV_CN0310 checking Default status of the instrument against Performing status of the instrument.
- Monthly is revalidated if a new Monthly file is received for the previous reference period, e.g. for KV_CN0925 to check the Inception date.
- Quarterly is revalidated if a new Quarterly file is received for the previous quarter. For example for KV_CN0520 for checking the Date of the performing status of the instrument.

The submitter should therefore be aware that a new file submitted may cause other previous files to receive an updated validation result.

The validation rules are specified in a specific document "Validation Checks KRITA - Validation Checks" available on the KRITA website www.scb.se/KRITA.

4.   Logging out

Under your user name at the top right is the menu option *"logga ut"*.

5.   Testing environment

It is also possible to use the testing environment. To log in, use:
https://test.indataportalen.gdb.scb.se

Files submitted to the testing environment are stored separately. Please note that different login details are used for the testing and production environments.

6.   Contacts

In case of questions or problems, please contact vinn@scb.se or krita@scb.se, depending on the survey in question.