



REPUBLIKA SLOVENIJA
MINISTRSTVO ZA FINANCE

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DIPLOMATS- Request for tax refund (DP-VRA)

User instructions

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1. Introduction

Upon fulfilling certain conditions, the entitled person can claim a refund of the tax paid (VAT and excise duties), which was charged to him or his family member by suppliers, identified for VAT purposes in Slovenia, on the purchase of goods and services.

An entitled person established in Slovenia files a refund claim for the period of at least one calendar quarter or for a maximum of a calendar year. A quarterly claim can be filed no later than 60 days after the end of the calendar quarter, while an annual claim can be filed by June 30 of the current year for the preceding year.

The entitled person files a tax refund claim (DP-VRA – hereinafter referred to as the claim) through the eDavki portal and, upon request of the tax authority, attaches the invoices based on which such person claims a refund of the tax paid.

Legal bases are as follows:

- Articles 50 and 54 of [Zakon o davku na dodano vrednost – ZDDV-1 \(Value Added Tax Act\)](#),
- Article 17 of [Zakon o trošarinah - ZTro-1 \(Excise Duty Act\)](#),
- [Pravilnik o pogojih in načinu oprostitve davkov za diplomatska predstavništva, konzulate, agencije in organe Evropske unije ter mednarodne organizacije v skladu z mednarodnimi pogodbami, ki obvezujejo Republiko Slovenijo](#) (Rules on the conditions and methods of tax exemption for diplomatic missions, consulates, agencies, and bodies of the European Union as well as international organizations in accordance with international agreements binding on the Republic of Slovenia) – hereinafter: the rules,
- treaties, protocols, or agreements to which the Republic of Slovenia is a contracting party.

2. Value and quantity limits

2.1 Value limits

2.1.1 The minimum total amount of exemption

The minimum amount of the value of goods or services purchased on an individual invoice, including tax, is set by the Ministry of Foreign and European Affairs (Diplomatic Protocol) on the basic certificate. This value limit does not apply to the purchase of electricity used as fuel for the vehicles of entitled persons.

2.1.2 The maximum total amount of VAT exemption for personal needs

2.1.2.1 The maximum total amount of VAT exemption in the calendar year – diplomatic staff

For an individual calendar year, for the purchases of goods and services up to the total amount of the exemption set in the basic certificate for an individual country, agency, or EU body and international organization or its representation by the Ministry of Foreign and European Affairs (Diplomatic Protocol), the following persons:

- diplomatic agents of diplomatic missions together with family members,
- consular officers (except honorary consular officers) and their family members,
- members of the diplomatic staff of EU agencies and bodies together with family members, and
- members of the diplomatic staff of international organizations or representations of international organizations and their family members

claim the exemption through a refund of the tax paid.

The following conditions also apply to all the persons mentioned above:

- that they are not citizens of the Republic of Slovenia or do not have permanent residence in the Republic of Slovenia,
- for family members that they also must live in the same household with the diplomatic staff.

2.1.2.2 The maximum total amount of VAT exemption in the first 12 months of arrival for service in the Republic of Slovenia – administrative and technical staff

Members of the administrative and technical staff of:

- diplomatic missions and consulates (except for members of consular staff headed by honorary consular officers) and
- agencies and bodies of the European Union, as well as international organizations or representations of international organizations

may claim a refund of VAT paid in the first year following their arrival to their service in the Republic of Slovenia, specifically for the purchase of household items up to a maximum of 1,200 euros in total exemptions, or in accordance with the limitations set in the basic certificate by the Ministry of Foreign and European Affairs (Diplomatic Protocol).

2.2 Quantity limitations for products subject to excise duty

2.2.1 Purchase of products subject to excise duty for personal needs

In each calendar quarter, the following persons:

- diplomatic agents of diplomatic missions together with their family members,
- consular officers (except honorary consular officers) and their family members,
- members of the diplomatic staff, agencies and bodies of the European Union together with their family members,
- members of the diplomatic staff of international organizations or representations of international organizations and their family members, and
- members of the administrative and technical staff of diplomatic missions and consulates (except for consulate staff headed by honorary consular officers)

claim an exemption in the form of a refund of tax on the purchase of electricity used as a motive fuel, for up to 2,000 kWh for each electric vehicle that is registered in the Republic of Slovenia and is owned or under financial or operational lease by the entitled person and intended for road traffic.

For other products subject to excise duty, quantity limits are not prescribed because the above-mentioned entitled persons can claim a refund of the excise duty as long as they can claim a refund of the paid VAT (see chapter 2.1.2).

2.2.2 Purchase of products subject to excise duty for official use

Diplomatic missions and consulates in Slovenia, agencies, bodies or representations of the European Union in Slovenia, and international organizations or representations of international organizations in Slovenia if exemptions from tax payment are set by international agreements to which the Republic of Slovenia is a contracting party, may, in an individual calendar quarter, claim the exemption in the form of a refund of the paid tax (VAT and excise duties) on the purchase:

- electricity used as a fuel, up to 4,000 kWh for each electric vehicle that is registered in the Republic of Slovenia and is owned or under financial or operational lease of the entitled person and intended for road traffic;
- alcohol and alcoholic beverages, namely up to:
 - 90 liters of wine, including up to 60 liters of sparkling wine,
 - 120 liters of beer,
 - 20 liters of other alcoholic beverages;
- tobacco products, namely up to:
 - 50 pieces of cigarillos,
 - 30 pieces of cigars,
 - 1,000 pieces of cigarettes.

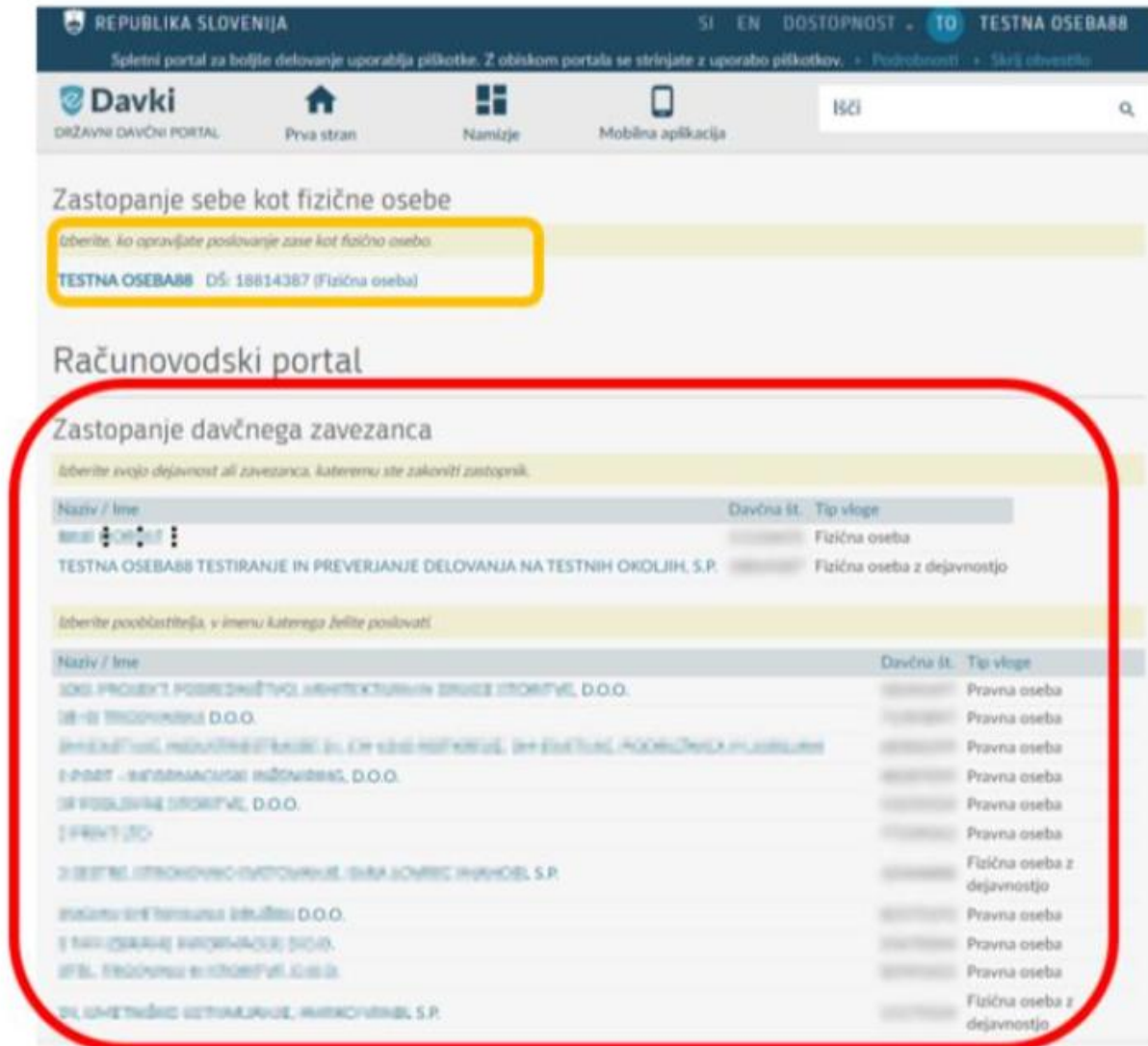
At claiming of a refund of the tax paid in a given calendar quarter for other products subject to excise duty there are no quantity limits prescribed.

3. eDavki Portal

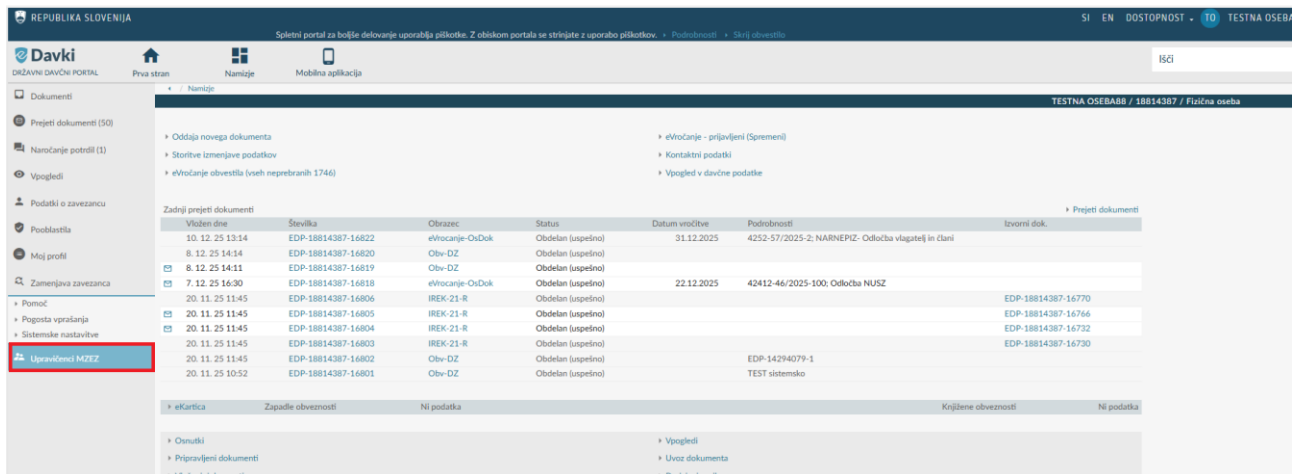
eDavki Portal is located on the following link <https://edavki.durs.si/>.

After successful registration and logging into the eDavki portal, if submitting a request for oneself, select yourself (marked in yellow in the image). If submitting a request for a represented person from the list, click on that person in the list (marked in red in the image).

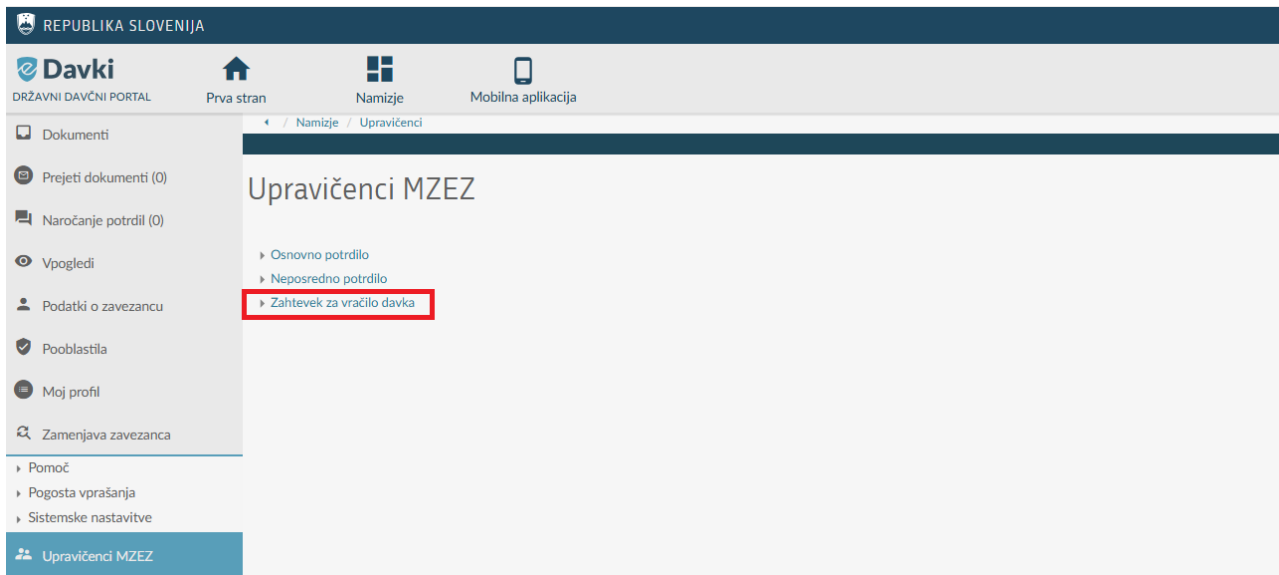
For the purposes of this document, a user is considered to be an entitled person or a person who submits a claim on behalf of the entitled person.



If you click on the represented person, the desktop of the represented person opens, where in the left side menu the section »Upravičenci MZEZ« (MZEZ Entitled persons) is selected/clicked.

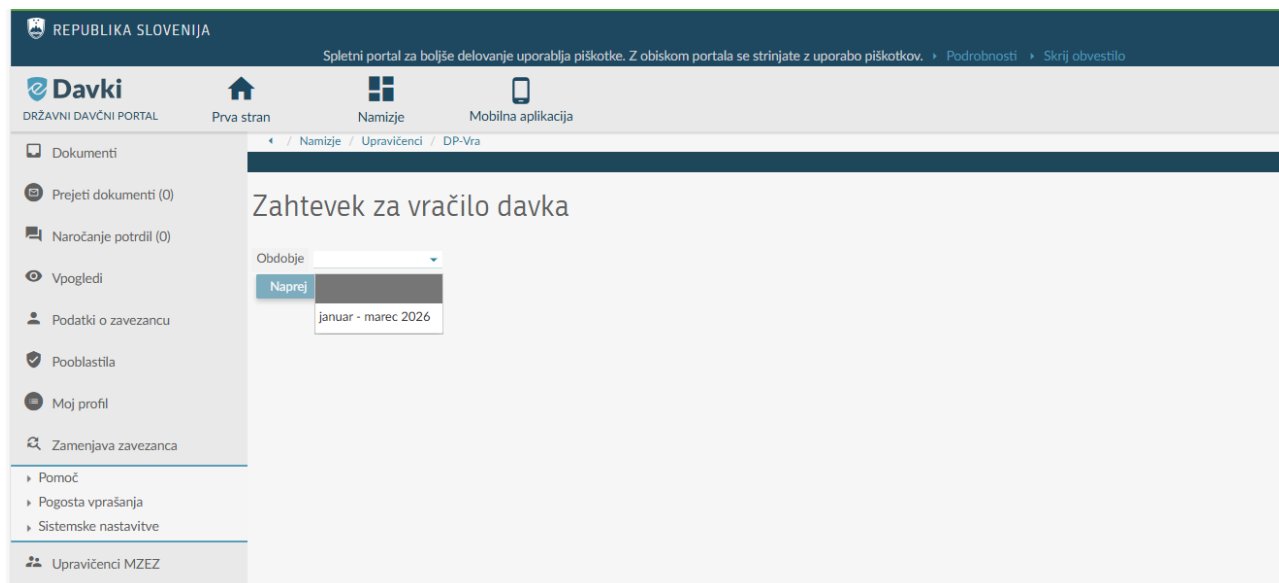


A new page opens, on which »Zahtevek za vračilo davka« (Tax Refund Claim) is selected. By clicking on »Zahtevek za vračilo davka« (Tax Refund Claim), the »Zahtevek za vračilo davka« (Tax Refund Claim) opens, into which the required data must be entered.

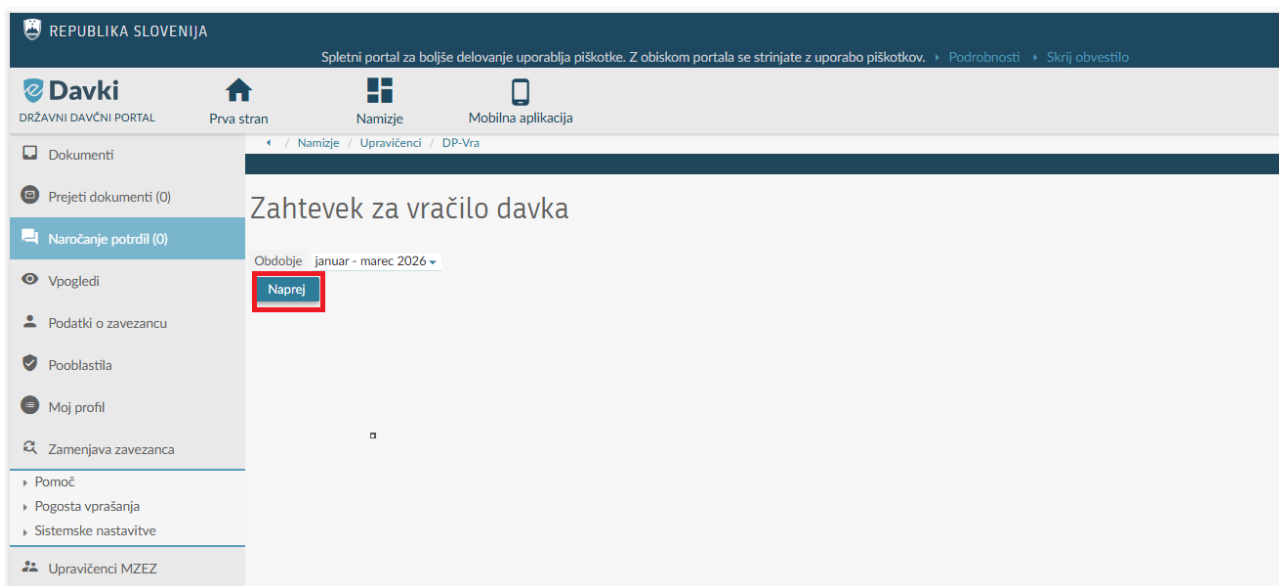


WARNING: The claim is opened if the represented person has or has ever had a basic certificate issued in the past. If the Ministry of Foreign and European Affairs (Diplomatic Protocol) has not issued the basic certificate, submitting the »Zahtevek za vračilo davka« (Tax Refund Claim) is not possible (the system will report an error).

A page opens to the user before going to the actual claim, where the desired period (quarter or year) of the tax refund claim is selected. The user can choose from the refund periods that can be submitted on the current day.



After selecting the period, click the »Naprej« (Next) button.



REPUBLICA SLOVENIJA

Spletni portal za boljše delovanje uporablja piškotke. Z obiskom portala se strinjate z uporabo piškotkov. Podrobnosti Skrij obvestilo

Davki
DRŽAVNI DAVČNI PORTAL

Prva stran Namizje Mobilna aplikacija

Dokumenti

Prejeti dokumenti (0)

Naročanje potrdil (0)

Vpogledi

Podatki o zavezanцу

Pooblastila

Moj profil

Zamenjava zavezanca

Pomoč

Pogosta vprašanja

Sistemske nastavitve

Upravičenci MZEZ

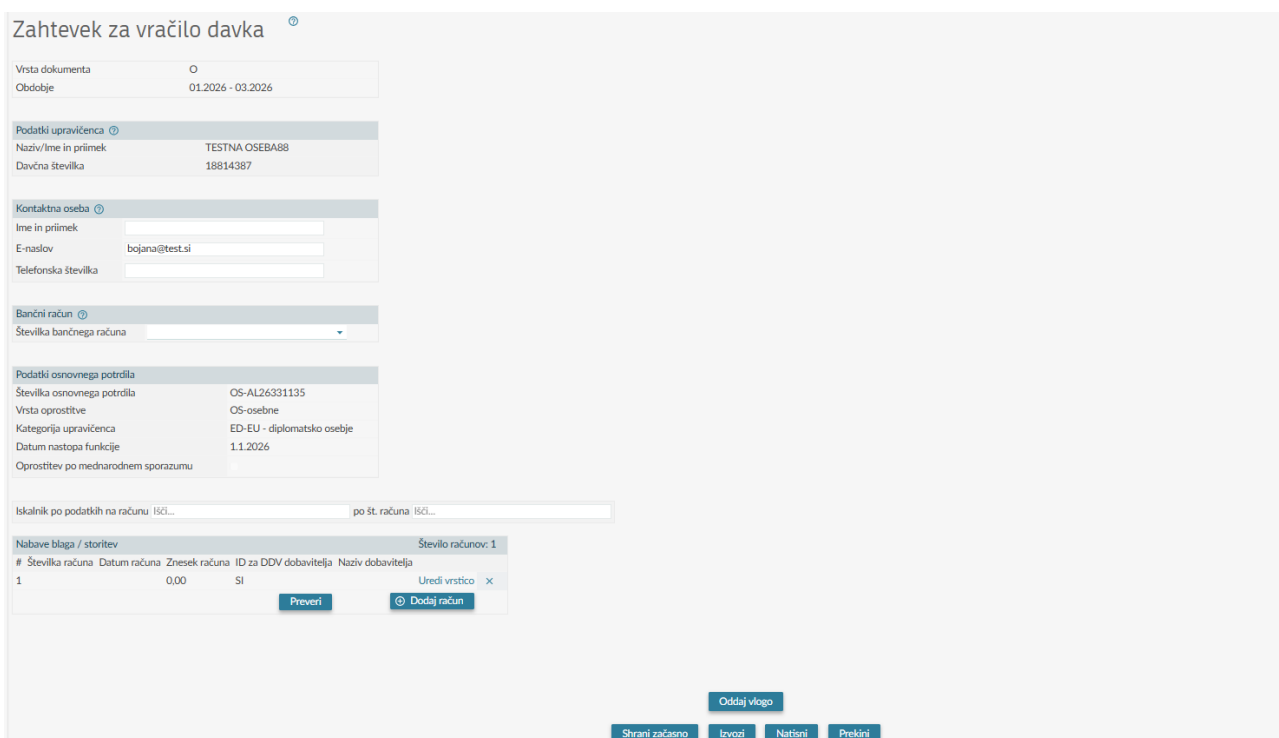
Namizje / Upravičenci / DP-Vra

Zahtevek za vračilo davka

Obdobje januar - marec 2026

Naprej

The »Zahtevek za vračilo davka« (Tax Refund Claim) opens, into which the data are entered.



Zahtevek za vračilo davka

Vrsta dokumenta ○

Obdobje 01.2026 - 03.2026

Podatki upravičenca

Naziv/ime in priimek TESTNA OSEBA88

Davčna številka 18814387

Kontaktna oseba

Ime in priimek

E-naslov bojana@test.si

Telefonska številka

Bančni račun

Številka bančnega računa

Podatki osnovnega potrdila

Številka osnovnega potrdila OS-AL26331135

Vrsta oprostitve OS-osebne

Kategorija upravičenca ED-EU - diplomatsko osebje

Datum nastopa funkcije 1.1.2026

Oprostitev po mednarodnem sporazumu

Iskalnik po podatkih na računu ISCI... po št. računa ISCI...

Nabave blaga / storitev

Število računov: 1

#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja
1			0,00	SI	

Preveri Dodaj račun

Uredi vrstico x

Oddaj vlogo

Shrani začasno Izvozi Natisni Prekini

4. Entry of data into the claim

The claim includes the following sections of data:

- Document type and period
- Data of the entitled person
- Contact person
- Bank account

- Data of the basic certificate
- Purchases of goods/services
 - Data on the invoice
 - VAT
 - Excise duties
- Import and export of data on invoices

4.1 Document type and period

When opening a claim, the data about the claim period, which the user has selected on the preceding page, and the type of document (O - Original) are prefilled.

Zahtevek za vračilo davka ⓘ

Vrsta dokumenta	O
Obdobje	01.2026 - 03.2026

4.2 Data of the entitled person

The data about the entitled person (name/surname, tax number) are prefilled based on data from the Register of taxable persons (RDZ) and cannot be changed in this claim.

Zahtevek za vračilo davka ⓘ

Vrsta dokumenta	O
Obdobje	01.2026 - 03.2026

Podatki upravičenca ⓘ	
Naziv/Ime in priimek	TESTNA OSEBA88
Davčna številka	18814387

4.3 Contact person

The first name and surname, email address, and phone number of the contact person, whom the tax authority can contact in connection with the claim, are entered.

Zahtevek za vračilo davka ?

Vrsta dokumenta	O
Obdobje	01.2026 - 03.2026

Podatki upravičenca ?	
Naziv/Ime in priimek	TESTNA OSEBA88
Davčna številka	18814387

Kontaktna oseba ?	
Ime in priimek	<input type="text"/>
E-naslov	bojana@test.si
Telefonska številka	<input type="text"/>

The data about email address is pre-filled with the email address provided in the last submitted application from the field of the »Upravičenci MZEZ« (MZEZ Entitled Persons) functionality. The entitled person receives notifications about documents uploaded on the eDavki portal, which were issued to such person by the tax authority (issued administrative acts).

4.4 Bank account

A bank account is selected from the dropdown menu. The user must report a payment account opened abroad to the Financial Administration of the Republic of Slovenia (hereinafter FURS) within eight days of opening. Payment accounts opened in the Republic of Slovenia do not need to be reported, as FURS obtains data about them ex officio.

Zahtevek za vračilo davka ?

Vrsta dokumenta	O
Obdobje	01.2026 - 03.2026

Podatki upravičenca ?	
Naziv/Ime in priimek	TESTNA OSEBA88
Davčna številka	18814387

Kontaktna oseba ?	
Ime in priimek	<input type="text"/>
E-naslov	bojana@test.si
Telefonska številka	<input type="text"/>

Bančni račun ?	
Številka bančnega računa	<input type="text"/>
Podatki osnovnega potrdila	GB93REVO00997005967006
Številka osnovnega potrdila	DE98100110012808588624

4.5 Data of the basic certificate

Data on the basic certificate number, type of exemption, category of the entitled person, date of assuming the position, and exemption according to an international agreement are automatically pre-filled in the claim from the basic certificate.

Zahtevek za vračilo davka

Vrsta dokumenta	O
Obdobje	01.2026 - 03.2026

Podatki upravičenca

Naziv/Ime in priimek	TESTNA OSEBA88
Davčna številka	18814387

Kontaktna oseba

Ime in priimek	
E-naslov	bojana@test.si
Telefonska številka	

Bančni račun

Številka bančnega računa	
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Podatki osnovnega potrdila

Številka osnovnega potrdila	OS-AL26331135
Vrsta oprostitve	OS-osebne
Kategorija upravičenca	ED-EU - diplomatsko osebje
Datum nastopa funkcije	1.1.2026
Oprostitev po mednarodnem sporazumu	

4.6 Purchases of goods/services

This part of the claim is intended for entering data on all invoices issued in the period for which the refund of the tax paid is being claimed. Data entry for an individual invoice begins by clicking the »Dodaj račun« (Add Invoice) button, which opens a new entry form.

Zahtevek za vračilo davka ?

Vrsta dokumenta	0
Obdobje	01.2026 - 12.2026

Podatki upravičenca ?

Naziv/Ime in priimek	
Davčna številka	

Kontaktna oseba ?

Ime in priimek	<input type="text"/>
E-naslov	janez.avtomatski12345@gmail.com
Telefonska številka	<input type="text"/>

Bančni račun ?

Številka bančnega računa	<input type="text"/>
--------------------------	----------------------

Podatki osnovnega potrdila ?

Številka osnovnega potrdila	OS-AF25914653
Vrsta oprostitve	OS-osebne
Kategorija upravičenca	EA-EU - administrativno osebje
Datum nastopa funkcije	1.12.2025
Oprostitev po mednarodnem sporazumu	<input type="checkbox"/>

Uvoz podatkov ? Več o tem

Uvozite excel datoteko v predpisani strukturi

Iskalnik po podatkih na računu po zap. št. računa

Nabave blaga / storitev ? Število računov: 0

Ni računov. Dodajte račun.

In the »Nabava blaga / storitev« (Goods/Services Purchase) section, invoice data are automatically recorded based on the data entered in the »Podatki o računu« (Data on the invoice) section (invoice number, invoice date, invoice amount, and supplier data (supplier VAT ID and supplier name)). Each invoice entered in the claim receives its own sequential number.

Nabave blaga / storitev Število računov: 4

#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja	
1	1000/0067	8.3.2026	12.436,00	SI	ELEKTROINSTRUMENTI IN POPRAVE	Uredi vrstico x
2	1	16.4.2026	1.500,40	SI	TELEKOMUNIKACIJSKE STORITVE	Uredi vrstico x
3	1	6.4.2026	15.698,33	SI	TELEKOMUNIKACIJSKE STORITVE	Uredi vrstico x
4	198/2026	7.4.2026		SI		Uredi vrstico x

Izvozi račune Preveri Dodaj račun

Zneski so v EUR s centi

Račun št: 4 od: 4

Podatki o računu

Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja
198/2026	7.4.2026		SI	

DDV

Vrsta blaga oz. storitev	Davčna osnova	Stopnja DDV	Znesek zahtevanega DDV

Skupaj: Dodaj DDV

Trošarine

Kategorija trošarinskega izdelka	Vrsta trošarinskega izdelka	Naziv / EAN koda	Vsebnost alkohola	Količina trošarinskega izdelka	Enota mere

Dodaj trošarino

Potrdi

In the »Podatki o računu« (Data about the invoice) section, enter the required data about an individual invoice.

Nabave blaga / storitev Število računov: 1

#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja	
1				SI		Uredi vrstico x

Izvozi račune Preveri Dodaj račun

Zneski so v EUR s centi

Račun št: 1 od: 1

Podatki o računu

Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja
			SI	

DDV

Vrsta blaga oz. storitev	Davčna osnova	Stopnja DDV	Znesek zahtevanega DDV

Skupaj: Dodaj DDV

Trošarine

Kategorija trošarinskega izdelka	Vrsta trošarinskega izdelka	Naziv / EAN koda	Vsebnost alkohola	Količina trošarinskega izdelka	Enota mere

Dodaj trošarino

Potrdi

4.6.1 Data about the invoice

The data of all invoices issued during the period in which the refund is claimed are entered, namely the invoice number, the invoice issue date, the invoice amount (the amount actually paid according to the invoice), and the supplier's VAT identification number (supplier's VAT ID). The supplier's name is pre-filled from the Register of Taxable Persons (RDZ) based on the entered supplier's VAT ID and cannot be changed.

Nabave blaga / storitev Število računov: 1

#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja
1				SI	

Zneski so v EUR s centi
Račun št: 1 od: 1

Podatki o računu

Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja
			SI	

4.6.2 VAT

In the section, which refers to claiming VAT refund, the data are entered on the type of goods or services and on the tax base, and the VAT rate is selected from the drop-down menu according to the identified tax rate for the goods or services from the invoice.

Zneski so v EUR s centi
Račun št: 1 od: 1

Podatki o računu

Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja
			SI	

DDV

Vrsta blaga oz. storitev	Davčna osnova	Stopnja DDV	Znesek zahtevanega DDV

Skupaj: 0,00 0,00

Trošarine

Kategorija trošarinkega izdelka	Vrsta trošarinkega izdelka	Naziv / EAN koda	Vsebnost alkohola	Količina trošarinkega izdelka	Enota mere

By clicking the »Dodaj DDV« (Add VAT) button, up to three different tax bases can be entered – separately according to the tax rate. The entire row, which specifies the type of goods/services, the tax base, the VAT rate, and the amount of VAT required, can be removed from an individual invoice using the "X" button.

Račun št: 1 od: 1

Podatki o računu

Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja
			SI	

DDV

Vrsta blaga oz. storitev	Davčna osnova	Stopnja DDV	Znesek zahtevanega DDV
		22.00%	<input type="button" value="X"/>
		9.50%	<input type="button" value="X"/>
		5.00%	<input type="button" value="X"/>

Skupaj: 0,00 0,00

The data on the amount of VAT required is automatically calculated based on the previously entered data on the tax base and the selected VAT rate.

The calculated data of the amount of the requested VAT can be changed as regards the above-mentioned by entering a lower amount in the »Znesek zahtevanega DDV« (Amount of VAT required) field in each line at the selected tax rate, based on the amount of VAT to which the entitled person is actually (still) entitled. The total of the requested VAT amounts is the sum of all VAT amounts that have been calculated or which the entitled person has corrected themselves at each individual tax rate. Manually changing the value in the »Znesek zahtevanega DDV« (Amount of requested VAT) field does not affect the recalculation of other fields (e.g., tax base, tax rate, etc.).

Possible examples of entering a lower amount of the required VAT:

- members of the administrative and technical staff may claim VAT exemption in the first year of their arrival to service in the Republic of Slovenia, for the purchase of household items up to a maximum of 1,200 euros in total exemptions, or in accordance with the limits set in the basic certificate by the Ministry of Foreign and European Affairs (Diplomatic Protocol).

Regardless of the amount of VAT charged on the invoice, the field »Znesek zahtevanega DDV« (Amount of VAT claimed) can include the amount of VAT charged only for household items, and at most up to the amount specified in the original certificate. If the entitled person has already used the exemption in preceding quarterly periods of the first year of arrival to service, then in the current claim they can only request a refund of the tax for the difference between the exemption amount specified in the original certificate and the amount of VAT already refunded in preceding periods.

members of the diplomatic staff may in the calendar year together with family members claim VAT exemption at purchases of goods and services up to the total amount of exemptions, set for an individual country, agency or body of the EU and international organisation or its representation in the basic certificate by the Ministry of Foreign and European Affairs (Diplomatic Protocol).

Regardless of the amount of VAT charged on the invoice, the field »Znesek zahtevanega DDV« (Amount of VAT claimed) can include the amount of VAT, but at most up to the amount specified in the original certificate. If the entitled person has already used the exemption in preceding quarterly periods of the calendar year, then in the current claim they can only request a refund of the tax for the difference between the exemption amount specified in the basic certificate and the amount of VAT already refunded in preceding periods.

Zneski so v EUR s centi

Račun št.: 1 od: 1

Podatki o računu

Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja
			SI	

DDV

Vrsta blaga oz. storitev	Davčna osnova	Stopnja DDV	Znesek zahtevanega DDV
blago po računu	100,33	22,00%	22,07
blago po računu	2.000,00		100,00
Skupaj:	2.100,33	9,50% 5,00%	122,07

Trošarine

Kategorija trošarinskega izdelka	Vrsta trošarinskega izdelka	Naziv / EAN koda	Vsebnost alkohola	Količina trošarinskega izdelka	Enota mere
--	--	--			

Dodaj DDV

Dodaj trošarino

Potrdi

4.6.3 EXCISE DUTIES

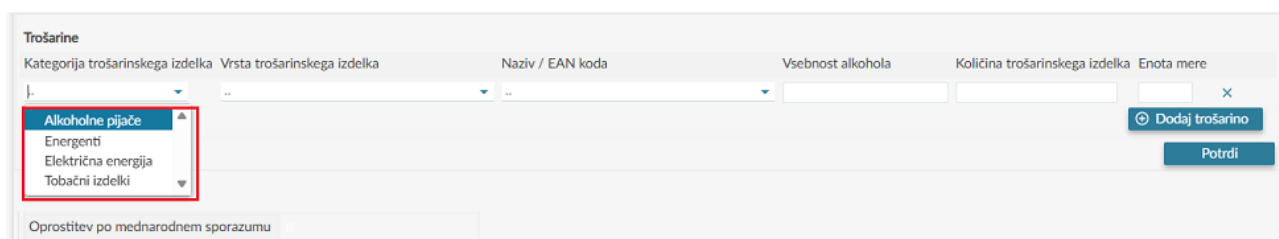
If a VAT refund is claimed for products subject to excise duty, an excise duty refund can also be claimed. In this case, the data on products subject to excise duty listed on the invoice are entered in the »Trošarine« (Excise duties) section. We point out that entering data on purchased still wine, sparkling wine, and other fermented beverages is mandatory, even though the excise duty rate for these products is zero (0) euros.

First, select the category of product subject to excise duty (alcohol, tobacco products, energy products, electricity) from the drop-down menu. According to the chosen category of products subject to excise duty, select the appropriate type of excise goods from the drop-down menu, for which you want to claim excise duty refund.

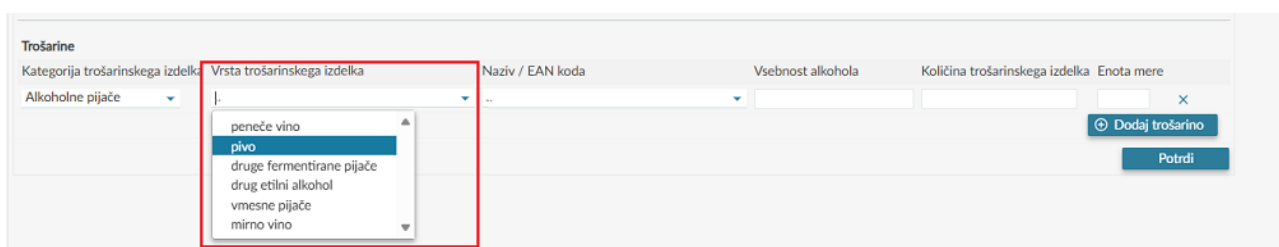
Category »Alkohol in alkoholne pijače« (Alcohol and alcoholic beverages)

In the section »Trošarine« (Excise duties) the data are entered for the following alcoholic beverages:

- beer,
- still wine (e.g. yellow muscat, riesling, chardonnay, grey pinot, cabernet, etc.),
- sparkling wine (e.g. champagne, prosecco, etc.),
- other fermented drinks (e.g. various fruit wines, rice wine, etc.),
- intermediate drinks (e.g. vermouth, Teran liqueur, flavoured wines (e.g. Hugo)) and
- other ethyl alcohol (various alcoholic beverages, such as e.g. pear brandy, whiskey, rum, cognac, liqueurs, etc.).



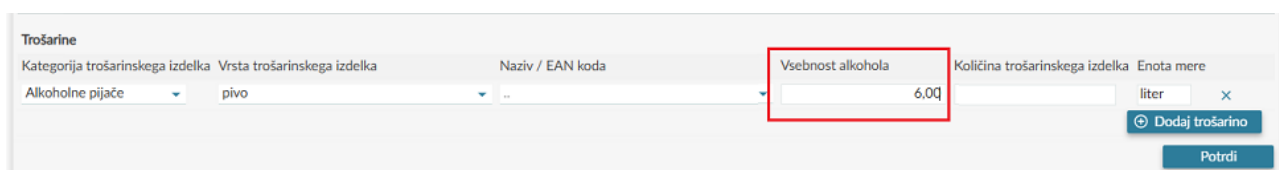
The screenshot shows the 'Trošarine' form with the 'Kategorija trošarinskega izdelka' dropdown menu open. The menu options are: Alkoholne pijače (highlighted), Energenti, Električna energija, and Tobačni izdelki. The 'Dodaj trošarino' and 'Potrdi' buttons are visible.



The screenshot shows the 'Trošarine' form with the 'Vrsta trošarinskega izdelka' dropdown menu open. The menu options are: peneče vino, pivo (highlighted), druge fermentirane pijače, drug etilni alkohol, vmesne pijače, and mirno vino. The 'Dodaj trošarino' and 'Potrdi' buttons are visible.

For the type of products subject to excise duty »pivo« (beer) or »drug etilni alkohol« (other ethyl alcohol) the field »vsebnost alkohola (%)« (alcohol content (%)) is filled in with the alcohol percentage shown on the invoice or, if known to the entitled person. The entry of quantities of products subject to excise duty for beer or other ethyl alcohol with the same alcohol content is recorded in the claim jointly, as the sum of quantities with the same alcohol content.

For beer, a pre-filled share in the field »vsebnost alkohola (%)« (alcohol content (%)) of 4.9% is provided, which can be changed by entering the actual »vsebnost alkohola (%)« (alcohol content (%)) for the purchased beer according to each individual invoice.

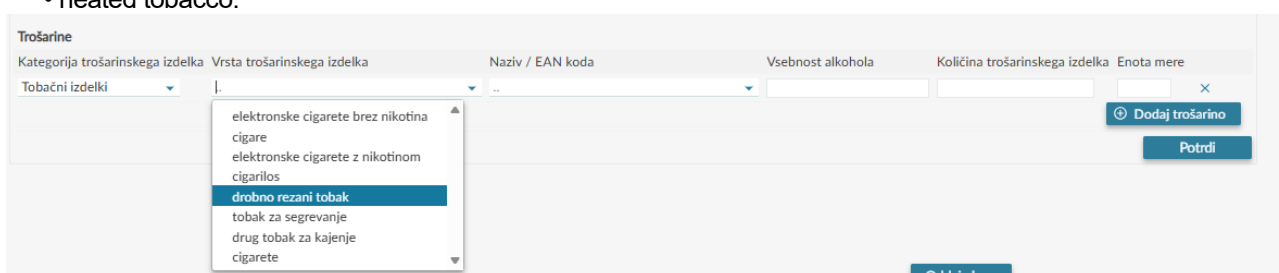


The screenshot shows the 'Trošarine' form with the 'Vsebnost alkohola' field filled with '6.00'. The 'Kategorija trošarinskega izdelka' is 'Alkoholne pijače' and the 'Vrsta trošarinskega izdelka' is 'pivo'. The 'Dodaj trošarino' and 'Potrdi' buttons are visible.

Category »Tobačni izdelki« (Tobacco products)

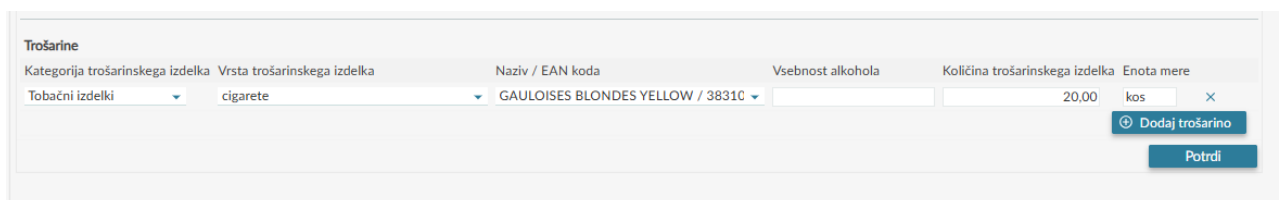
In the "Trošarine" (Excise duties) section, a refund is claimed for the following tobacco products:

- cigarettes – enter the number of cigarettes (each pack contains 20 cigarettes),
- cigars,
- cigarillos,
- finely cut tobacco,
- other smoking tobacco,
- electronic cigarettes (with and without nicotine), and
- heated tobacco.



The screenshot shows the 'Trošarine' form with the following fields: 'Kategorija trošarinskega izdelka' (Tobačni izdelki), 'Vrsta trošarinskega izdelka' (.), 'Naziv / EAN koda' (.), 'Vsebnost alkohola' (.), 'Količina trošarinskega izdelka' (.), and 'Enota mere' (.). A dropdown menu is open under 'Vrsta trošarinskega izdelka', listing options: 'elektronske cigarete brez nikotina', 'cigare', 'elektronske cigarete z nikotinom', 'cigarillos', 'drobno rezani tobak' (highlighted), 'tobak za segrevanje', 'drug tobak za kajenje', and 'cigarete'. Buttons 'Dodaj trošarino' and 'Potrdi' are visible.

At tobacco products in the field »Naziv/EAN koda« (Name/EAN code) select a name from the dropdown menu or EAN code of the tobacco product (e.g. Marlboro Gold / 3830033510583, etc.).

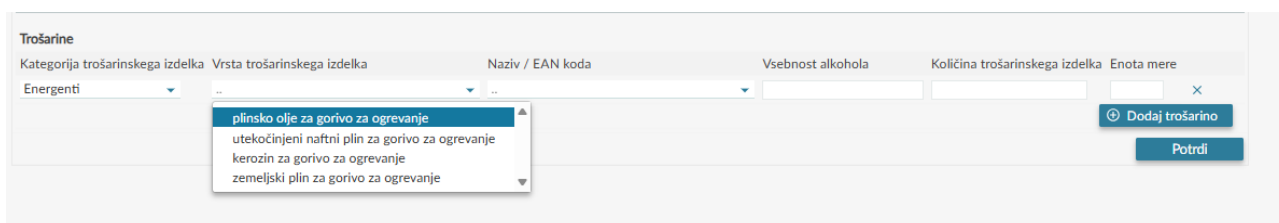


The screenshot shows the 'Trošarine' form with 'cigarete' selected in the 'Vrsta trošarinskega izdelka' field and 'GAULOISES BLONDES YELLOW / 38310' selected in the 'Naziv / EAN koda' field. The 'Količina trošarinskega izdelka' field contains '20,00' and the 'Enota mere' field contains 'kos'. Buttons 'Dodaj trošarino' and 'Potrdi' are visible.

Category »Energenti« (Energy products)

In the section »Trošarine« (Excise duties) the data are entered for the following energy products:

- • gas oil for heating (e.g., fuel oil for heating),
- • kerosene for heating fuel,
- • natural gas for heating fuel, and
- • liquefied petroleum gas for heating fuel.



The screenshot shows the 'Trošarine' form with the 'Energenti' category selected. A dropdown menu is open under 'Vrsta trošarinskega izdelka', listing options: 'plinsko olje za gorivo za ogrevanje' (highlighted), 'utekočinjeni naftni plin za ogrevanje', 'kerozin za gorivo za ogrevanje', and 'zemeljski plin za gorivo za ogrevanje'. Buttons 'Dodaj trošarino' and 'Potrdi' are visible.

Category »Električna energija« (Electricity)

In the »Trošarine« (Excise Duties) section, data for electricity used as a motive fuel for a vehicle are entered.

Trošarine						
Kategorija trošarinskega izdelka	Vrsta trošarinskega izdelka	Naziv / EAN koda	Vsebnost alkohola	Količina trošarinskega izdelka	Enota mere	
Električna energija	električna energija	..			KWh	
<input type="button" value="Dodaj trošarino"/>						
<input type="button" value="Potrdi"/>						

Fields »Količina trošarinskega izdelka« (Quantity of products subject to excise duty) and »Enota mere« (Unit of measurement)

In the continuation of the document, the quantity of the product subject to excise duty is entered for all types of products subject to excise duty.

The unit of measurement is automatically pre-filled based on the selected type of product subject to excise duty.

Trošarine						
Kategorija trošarinskega izdelka	Vrsta trošarinskega izdelka	Naziv / EAN koda	Vsebnost alkohola	Količina trošarinskega izdelka	Enota mere	
Alkoholne pijače	pivo	..	6,00	2q	liter	
<input type="button" value="Dodaj trošarino"/>						
<input type="button" value="Potrdi"/>						

By clicking the button »Dodaj trošarino« (Add excise duty) products subject to excise duty may be added, for which the refund of excise duty is claimed.

An individual product subject to excise duty can be removed from the invoice using the 'x' button.

Trošarine						
Kategorija trošarinskega izdelka	Vrsta trošarinskega izdelka	Naziv / EAN koda	Vsebnost alkohola	Količina trošarinskega izdelka	Enota mere	
Alkoholne pijače	pivo	..	6,00	20,00	liter	
Energenti	plinsko olje za gorivo za ogrevanje	..		550,00	liter	
Električna energija	električna energija	..		120,00	KWh	
..				
<input type="button" value="Dodaj trošarino"/>						
<input type="button" value="Potrdi"/>						

4.6.4 Finishing the entry of data on the invoice and adding the next invoice

When the entry of invoice data is completed, click the »Potrdi« (Confirm) button. This completes the entry of invoice data under the individual sequential number.

Račun št.: 1 od: 1

Podatki o računu

Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja
1/2026	1.1.2026	1.000,00	SI10000658	RONI NEPREMIČNINE D.O.O.

DDV

Vrsta blaga oz. storitev	Davčna osnova	Stopnja DDV	Znesek zahtevanega DDV
blago	1.000,00	22,00%	220,00
Skupaj:	1.000,00		220,00

Trošarine

Kategorija trošarinskega izdelka	Vrsta trošarinskega izdelka	Naziv / EAN koda	Vsebnost alkohola	Količina trošarinskega izdelka	Enota mere
Alkoholne pijače	pivo	-	10,22	10,00	liter
Energenti	plinsko olje za gorivo za ogrevanje	-		100,00	liter

The data are saved and by clicking the »Dodaj račun« (Add invoice) button, the entry of data for the next invoice under a new consecutive number begins.

Iskalnik po podatkih na računu ISČI... po št. računa ISČI...

Nabave blaga / storitev Številno računov: 1

#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja	
1	1/2026	1.4.2026	122,00	SI10000658	RONI NEPREMIČNINE D.O.O.	Uredi vrstico ×

4.6.5 Deleting, editing and checking the data on the invoices

If you want to remove one of the entered invoices, use the 'X' button at the end of the row.

By clicking the »Uredi vrstico« (Edit the row) the already saved data about an individual invoice may be edited.

Iskalnik po podatkih na računu ISČI... po št. računa ISČI...

Nabave blaga / storitev Številno računov: 6

#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja	
1	1/2026	1.4.2026	122,00	SI10000658	RONI NEPREMIČNINE D.O.O.	Uredi vrstico ×
2				SI		Uredi vrstico ×
3				SI		Uredi vrstico ×
4				SI		Uredi vrstico ×
5				SI		Uredi vrstico ×
6				SI		Uredi vrstico ×

By using the »Preveri« (Check) button, an automatic verification of the entered invoice data can be triggered already during the process of filling out the tax refund request, during which warnings and/or critical errors can be displayed. To successfully submit the request, critical errors must be corrected.

Iskalnik po podatkih na računu ISČI... po št. računa ISČI...

Nabave blaga / storitev Številno računov: 1

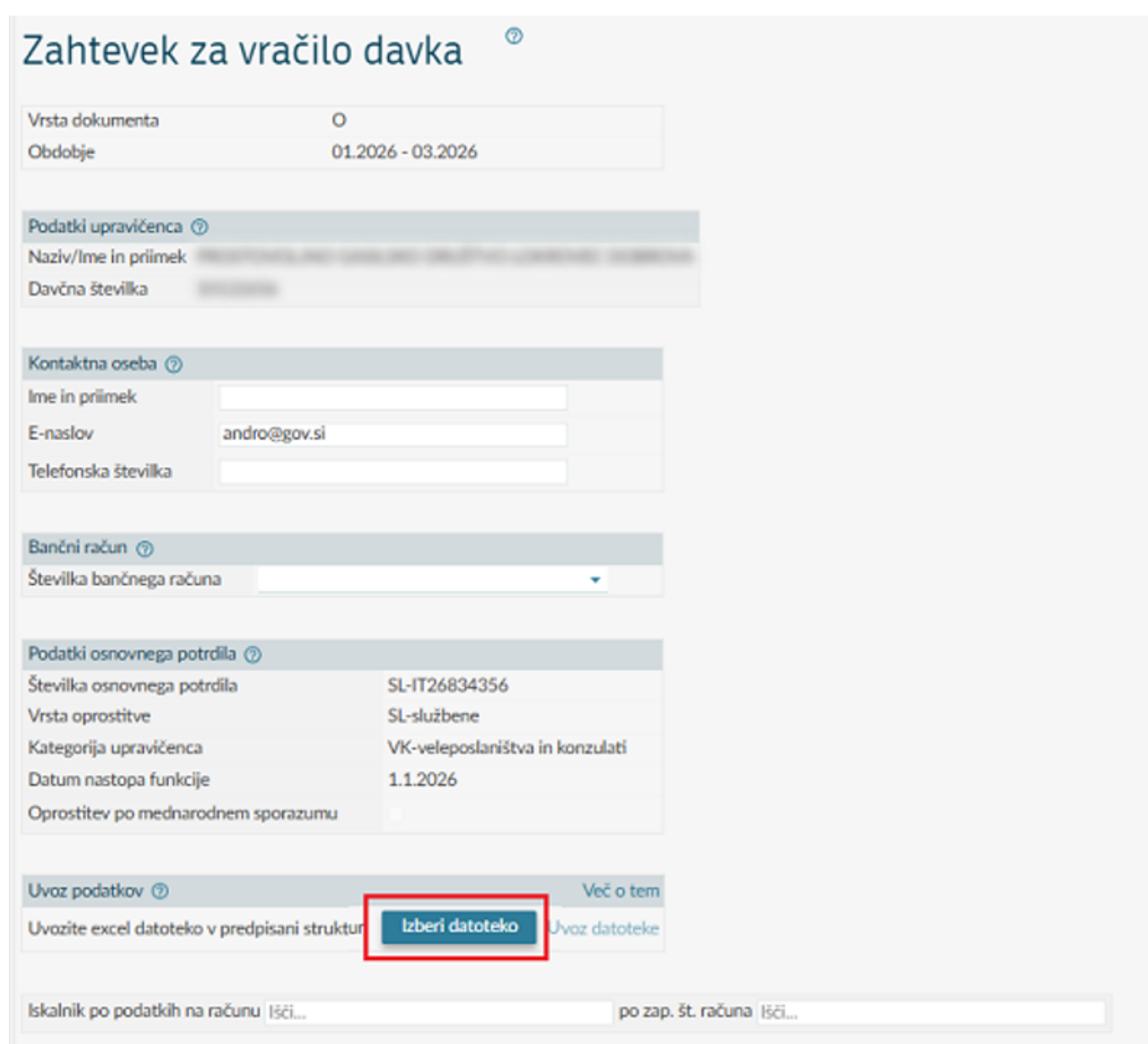
#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja	
1	1/2026	1.4.2026	122,00	SI10000658	RONI NEPREMIČNINE D.O.O.	Uredi vrstico ×

4.7 Import and export of data about invoices (excel aid) for the purchased goods/services

4.7.1 Import of data about invoices

On eDavki there is a prepared [excel file](#), which may be used for entry of data about invoices, for which a tax refund is claimed. After entering all invoices into the prepared file, it is then saved to your workstation and then imported into the claim when filling out the tax refund claim (DP-VRA). The file is imported in the manner described below.

The import of file with data about invoices is performed on the claim by selecting the button »Izberi datoteko« (Select a file) in the section »Uvoz podatkov« (Import of data).



The screenshot shows the 'Zahtevek za vračilo davka' form. The 'Uvoz podatkov' section is highlighted, and the 'Izberi datoteko' button is circled in red. The form includes sections for document type, period, taxpayer information, contact person, bank account, and basic data of the invoice.

Vrsta dokumenta	
Vrsta dokumenta	O
Obdobje	01.2026 - 03.2026

Podatki upravičenca	
Naziv/Ime in priimek	
Davčna številka	

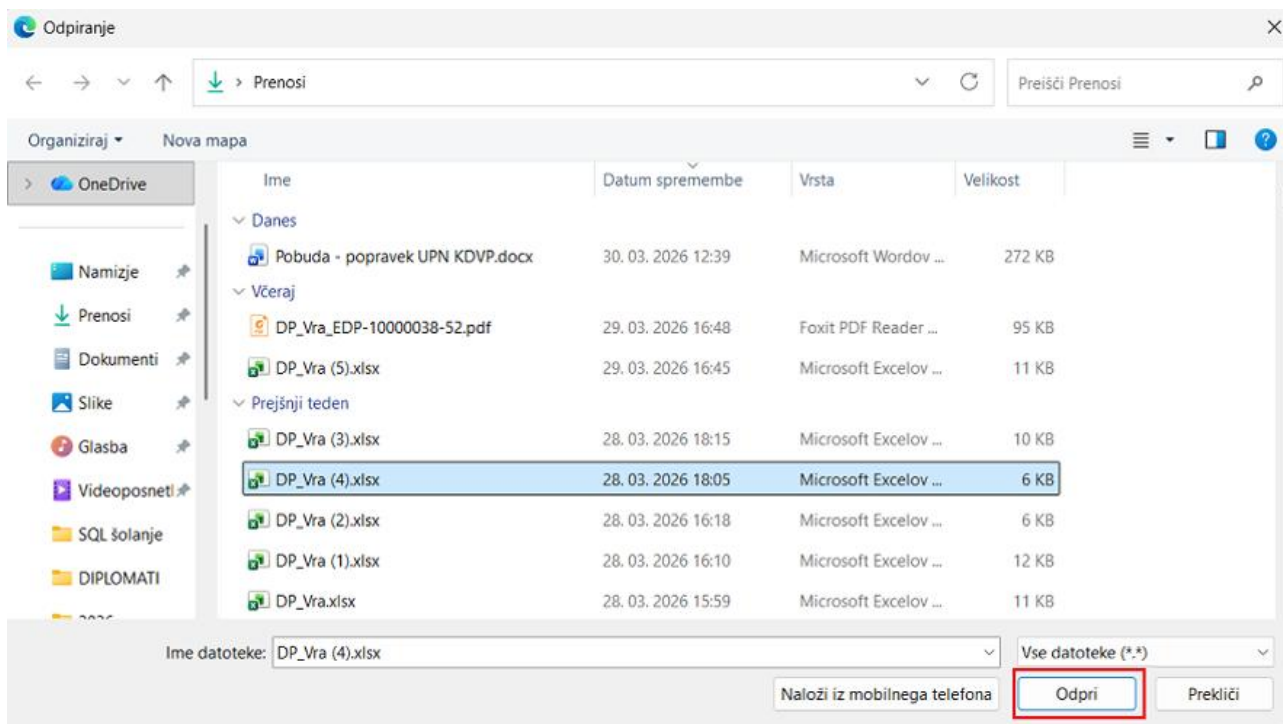
Kontaktna oseba	
Ime in priimek	
E-naslov	andro@gov.si
Telefonska številka	

Bančni račun	
Številka bančnega računa	

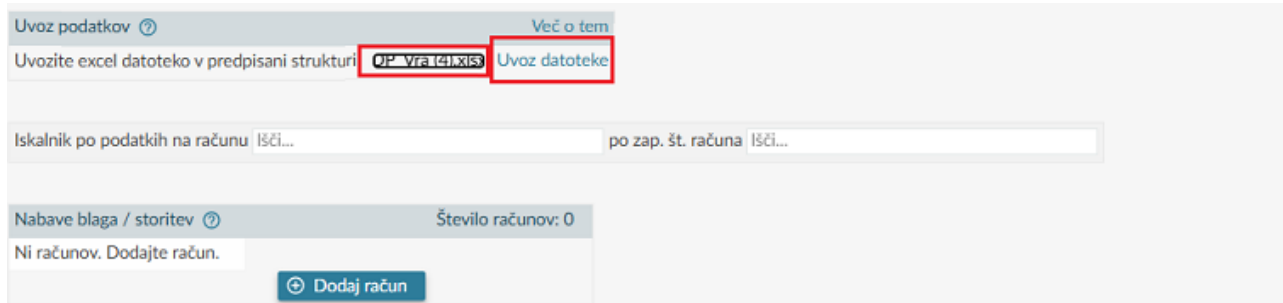
Podatki osnovnega potrdila	
Številka osnovnega potrdila	SL-IT26834356
Vrsta oprostitev	SL-službene
Kategorija upravičenca	VK-veleposlaništva in konzulati
Datum nastopa funkcije	1.1.2026
Oprostitev po mednarodnem sporazumu	

Uvoz podatkov	
Uvozite excel datoteko v predpisani struktur	Izberi datoteko

By clicking on »Izberi datoteko« (Select a file), the user searches on his/her computer or local media for the Excel file they want to import and then clicks on »Odpri« (Open).



The name of the file is printed on the claim, and the selection of the file is confirmed by clicking the »Uvoz datoteke« (Import of a file).



On the screen there is a pop-up window, on which »V redu« (OK) is clicked.

https://test.edavki.durs.si/EdavkiPortal/[814]/PersonalPortal/Pages/Documents/Edit.aspx?id=7e3df066-dfb7-4628-a6ca-9c933abc1108&action=imp

eDavki PROD eDavki SM 2 PROD-Receptorski... TEST eDavki 2

Na spletnem mestu test.edavki.durs.si piše
Vsi podatki v tabeli bodo izbrisani. Nadaljuj?

V redu Prekliči

Kontaktna oseba
Ime in priimek
E-naslov andro@gov.si
Telefonska številka

Bančni račun
Številka bančnega računa

Podatki osnovnega potrdila
Številka osnovnega potrdila SL-IT26834356
Vrsta oprostitve SL-službene
Kategorija upravičenca VK-veleposlaništva in konzulati
Datum nastopa funkcije 1.1.2026
Oprostitev po mednarodnem sporazumu

Uvoz podatkov [Več o tem](#)
Uvozite excel datoteko v predpisani strukturi DP_Vra (4).xlsx Uvoz datoteke

Iskalnik po podatkih na računu IŠČI... po zap. št. računa IŠČI...

Nabave blaga / storitev Število računov: 0
Ni računov. Dodajte račun.
Dodaj račun

After clicking the button »V redu« (OK) the data are imported into the claim into the section »Nabava blaga/storitev« (Purchase of goods/service).

Uvoz podatkov [Več o tem](#)
Uvozite excel datoteko v predpisani strukturi **Izberi datoteko** Uvoz datoteke

Iskalnik po podatkih na računu IŠČI... po zap. št. računa IŠČI...

Nabave blaga / storitev Število računov: 12

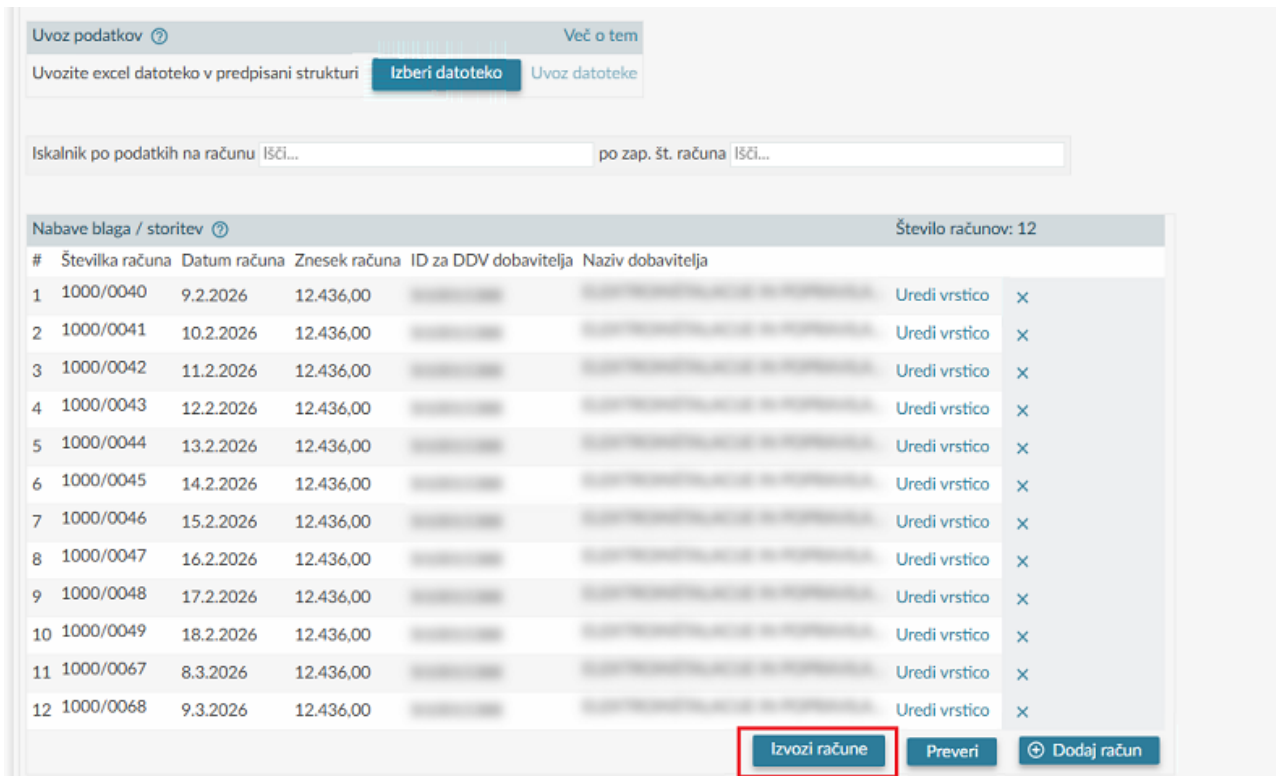
#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja		
1	1000/0040	9.2.2026	12.436,00			Uredi vrstico	x
2	1000/0041	10.2.2026	12.436,00			Uredi vrstico	x
3	1000/0042	11.2.2026	12.436,00			Uredi vrstico	x
4	1000/0043	12.2.2026	12.436,00			Uredi vrstico	x
5	1000/0044	13.2.2026	12.436,00			Uredi vrstico	x
6	1000/0045	14.2.2026	12.436,00			Uredi vrstico	x
7	1000/0046	15.2.2026	12.436,00			Uredi vrstico	x
8	1000/0047	16.2.2026	12.436,00			Uredi vrstico	x
9	1000/0048	17.2.2026	12.436,00			Uredi vrstico	x
10	1000/0049	18.2.2026	12.436,00			Uredi vrstico	x
11	1000/0067	8.3.2026	12.436,00			Uredi vrstico	x
12	1000/0068	9.3.2026	12.436,00			Uredi vrstico	x

Izvozi račune **Preveri** **Dodaj račun**

Imported data can be edited by clicking on »Uredi vrstico« (Edit the row). The additional data on invoices may also be entered by clicking on »Dodaj račun« (Add an invoice).

4.7.2 Export of data about invoices into Excel

By clicking the button »Izvozi račune« (Export invoices) the data may be exported from the section »Nabave blaga/storitev« (Purchases of goods/services) into Excel.



Uvoz podatkov Več o tem

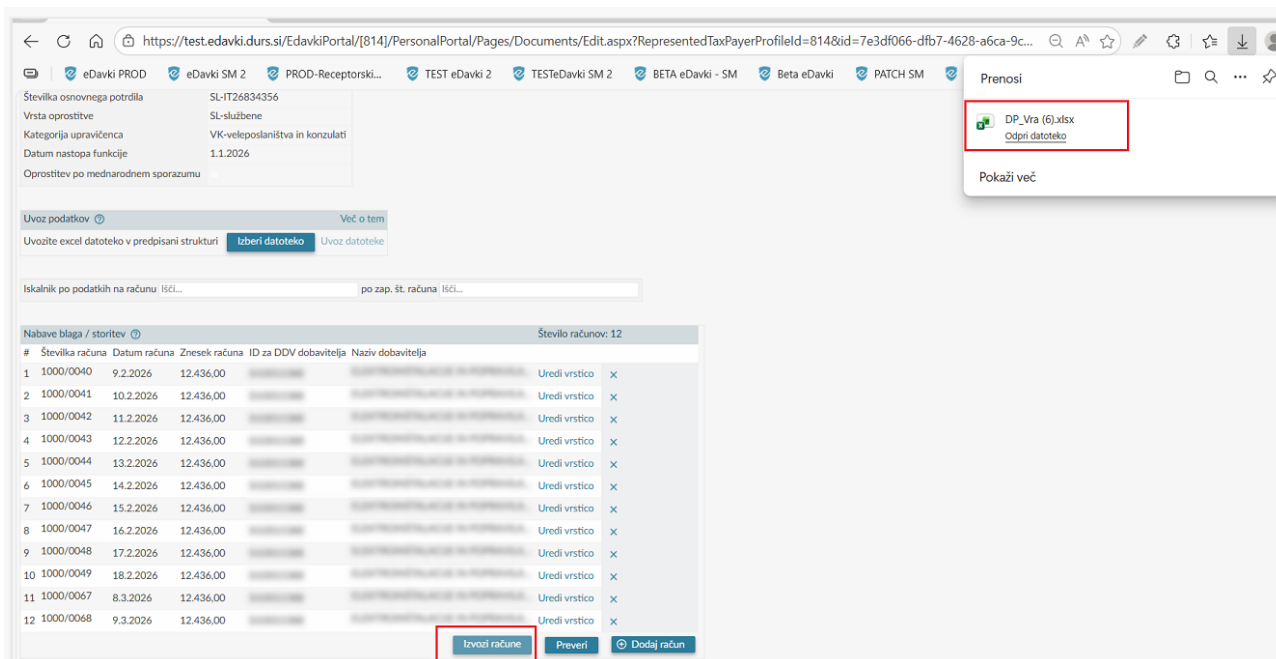
Uvozite excel datoteko v predpisani strukturi **Izberi datoteko** Uvoz datoteke

Iskalnik po podatkih na računu po zap. št. računa

Nabave blaga / storitev						Število računov: 12	
#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja		
1	1000/0040	9.2.2026	12.436,00			Uredi vrstico	x
2	1000/0041	10.2.2026	12.436,00			Uredi vrstico	x
3	1000/0042	11.2.2026	12.436,00			Uredi vrstico	x
4	1000/0043	12.2.2026	12.436,00			Uredi vrstico	x
5	1000/0044	13.2.2026	12.436,00			Uredi vrstico	x
6	1000/0045	14.2.2026	12.436,00			Uredi vrstico	x
7	1000/0046	15.2.2026	12.436,00			Uredi vrstico	x
8	1000/0047	16.2.2026	12.436,00			Uredi vrstico	x
9	1000/0048	17.2.2026	12.436,00			Uredi vrstico	x
10	1000/0049	18.2.2026	12.436,00			Uredi vrstico	x
11	1000/0067	8.3.2026	12.436,00			Uredi vrstico	x
12	1000/0068	9.3.2026	12.436,00			Uredi vrstico	x

Izvozi račune Preveri Dodaj račun

After clicking, the data is exported to an Excel file, which the users can either open or save to their workstation.



https://test.edavki.durs.si/EdavkiPortal/[8141/PersonalPortal/Pages/Documents/Edit.aspx?RepresentedTaxPayerProfileId=814&id=7e3df066-dfb7-4628-a6ca-9c...

Prenosi

DP_Vra (6).xlsx
Odprti datoteko

Pokaži več

Uvoz podatkov Več o tem

Uvozite excel datoteko v predpisani strukturi **Izberi datoteko** Uvoz datoteke

Iskalnik po podatkih na računu po zap. št. računa

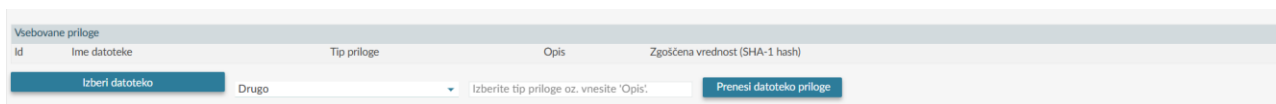
Nabave blaga / storitev						Število računov: 12	
#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja		
1	1000/0040	9.2.2026	12.436,00			Uredi vrstico	x
2	1000/0041	10.2.2026	12.436,00			Uredi vrstico	x
3	1000/0042	11.2.2026	12.436,00			Uredi vrstico	x
4	1000/0043	12.2.2026	12.436,00			Uredi vrstico	x
5	1000/0044	13.2.2026	12.436,00			Uredi vrstico	x
6	1000/0045	14.2.2026	12.436,00			Uredi vrstico	x
7	1000/0046	15.2.2026	12.436,00			Uredi vrstico	x
8	1000/0047	16.2.2026	12.436,00			Uredi vrstico	x
9	1000/0048	17.2.2026	12.436,00			Uredi vrstico	x
10	1000/0049	18.2.2026	12.436,00			Uredi vrstico	x
11	1000/0067	8.3.2026	12.436,00			Uredi vrstico	x
12	1000/0068	9.3.2026	12.436,00			Uredi vrstico	x

Izvozi račune Preveri Dodaj račun

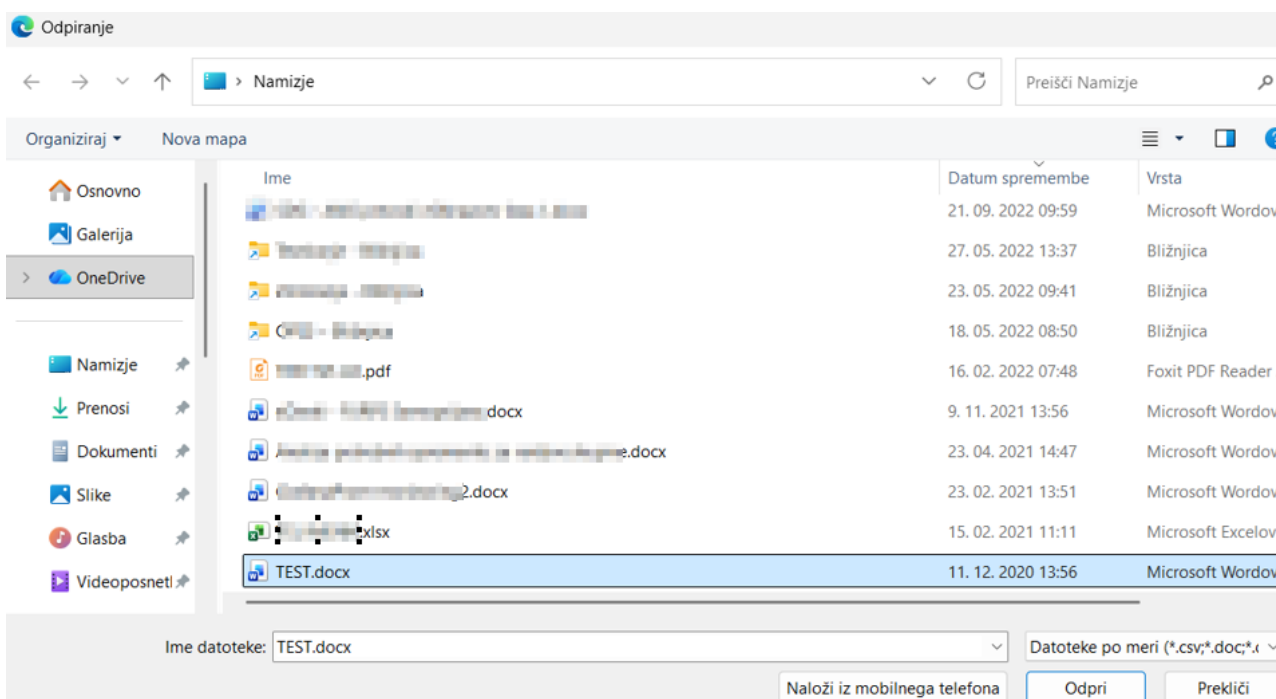
4.8 Attachments

4.8.1 Adding attachments before filing the claim (attachments included)

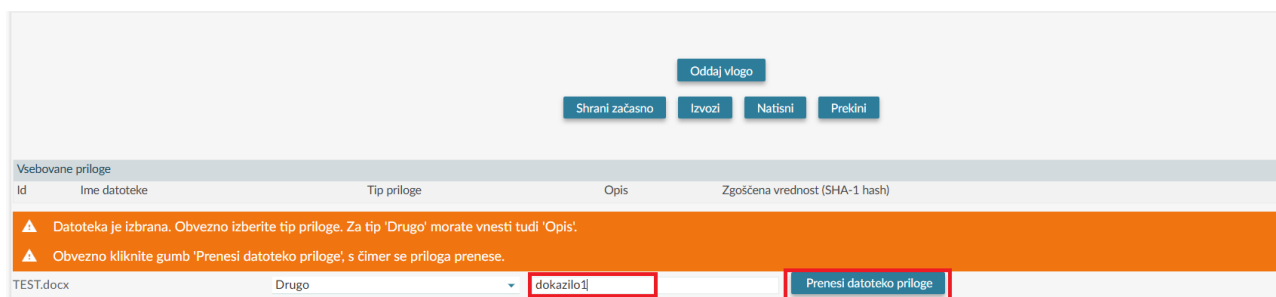
Before submitting the claim, attachments (invoices based on which the tax refund is claimed) can be attached to the electronic claim. In the section »Vsebovane priloge« (Attachments included) the attachments, pre-prepared and pre-saved on a local computer or other external medium, may be transferred by clicking the button »Izberi datoteko« (Select a file).



The file for submission is selected by clicking the button »Odpri« (Open).



The data are entered into the field »Opis« (description), which is followed by clicking the button »Prenesi datoteko priloge« (Transfer the attachment file).



The attachment has been added to the draft tax refund claim in this way.

The added attachment may be deleted by clicking on »X«, a new attachment is added by clicking »Izberi datoteko« (Select a file).



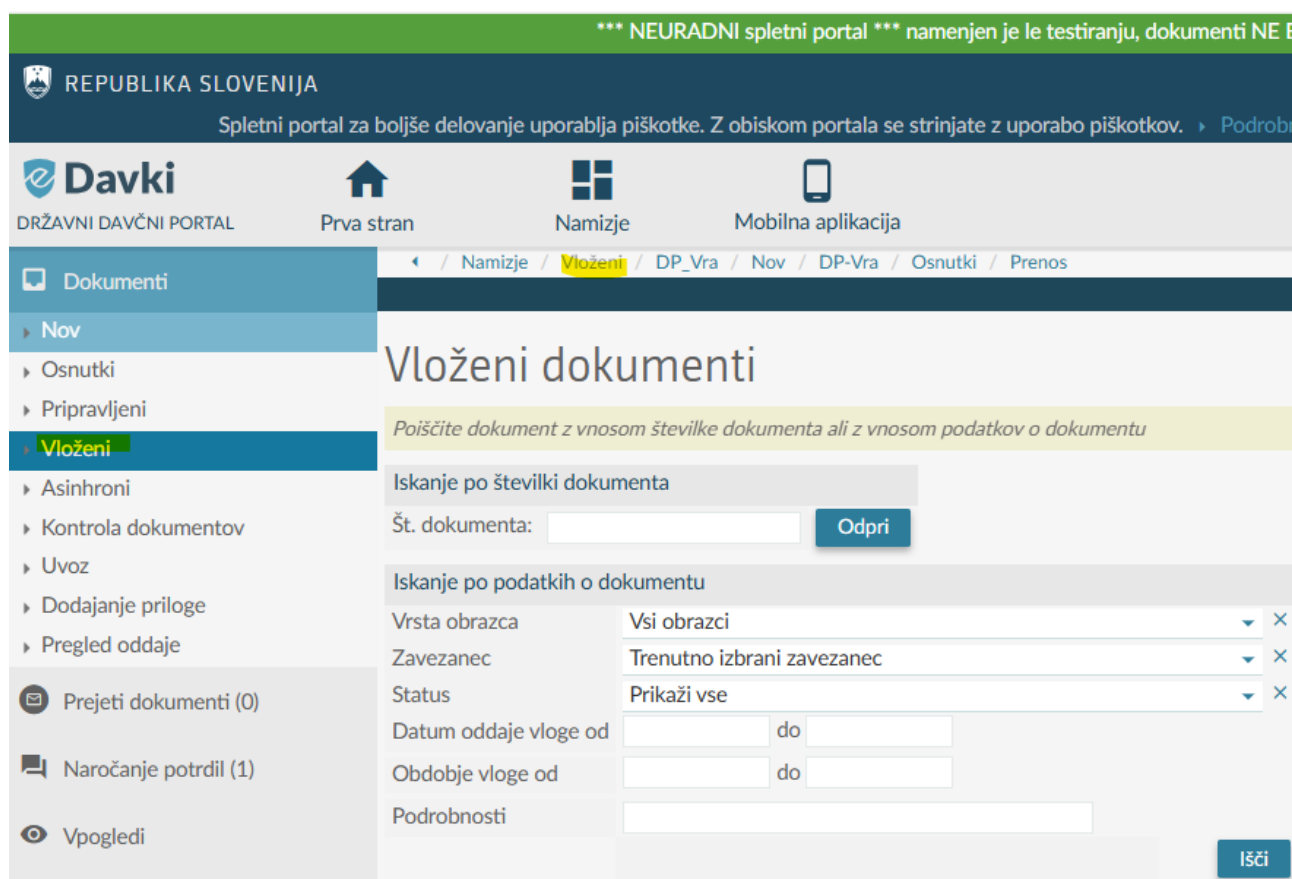
Vsebovane priloge				
Id	Ime datoteke	Tip priloge	Opis	Zgoščena vrednost (SHA-1 hash)
3182105	TEST.docx	Drugo	dokazilo1	02c09cfd22d9faeb2465dd158acb5a174d3437f4

Drugo
Izberite tip priloge oz. vnesite 'Opis':

The total size of attachments on an individual claim is limited to 20 MB. If the total size exceeds 20 MB, additional attachments are filed via the eDavki portal in the manner described in Chapter 4.8.2.

4.8.2 Adding attachments on a claim already filed (naknadne priloge - NF-Priloga / subsequent attachments – NF-Attachment)

Upon request of the tax authority, or if the attachments submitted with the tax refund claim exceed 20 MB, invoices based on which a refund of paid tax is claimed can be subsequently attached to an already submitted claim. By clicking on the “Dokumenti” (Documents) menu bar, select “Vloženi” (Submitted), which displays the last 10 submitted documents. The claim to which additional attachments are to be added is found among the submitted documents using additional search criteria, as shown in the image below.



*** NEURADNI spletni portal *** namenjen je le testiranju, dokumenti NE B

REPUBLIKA SLOVENIJA
Spletni portal za boljše delovanje uporablja piškotke. Z obiskom portala se strinjate z uporabo piškotkov. [Podrobnosti](#)

Davki DRŽAVNI DAVČNI PORTAL

Prva stran Namizje Mobilna aplikacija

Dokumenti

Nov Osnutki Pripravljeni **Vloženi** Asinhroni Kontrola dokumentov Uvoz Dodajanje priloge Pregled oddaje

Prejeti dokumenti (0) Naročanje potrdil (1) Vpogledi

Vloženi dokumenti

Poiščite dokument z vnosom številke dokumenta ali z vnosom podatkov o dokumentu

Iskanje po številki dokumenta
Št. dokumenta:

Iskanje po podatkih o dokumentu

Vrsta obrazca: Vsi obrazci

Zavezanec: Trenutno izbrani zavezanec

Status: Prikaži vse

Datum oddaje vloge od do

Obdobje vloge od do

Podrobnosti

After selecting the claim, the missing/additional attachments may be added by selecting the button »Dodaj prilogo« (Add an attachment).

Davki
DRŽAVNI DAVČNI PORTAL

Prva stran Namizje Mobilna aplikacija

Namizje / Upravičenci / DP-Vra / Nov / Vloženi / DP_Vra

Natisni Izvozi Preveri podpis Shrani digitalno povratnico Status dokumenta Storniraj **Dodaj prilogo** P - Popravek Popravek

Izvorni dokument (EDP-10122656-25)

Sistem: test.edavki.durs.si
Vloženo: 25.03.2026 10:39:44
Št. dokumenta: [redacted]
Vložil: TESTNA OSEBA88

Zahtevek za vračilo davka

Obdobje 01.01.2026 - 31.03.2026
Vrsta dokumenta P

Podatki skrbnika
Datum prijave 05.04.2026
Opombe test dodana priloga

Podatki upravičenca
Davčna številka [redacted]
Naziv [redacted]

Kontaktna oseba
Ime in priimek jaz ti
E-naslov andro@gov.si
Telefonska številka 031651337

Bančni račun
Številka bančnega računa S156051008015234909

The attachment is attached to the claim in such a way that the button »Izberi datoteko« is clicked and the right file is selected by clicking »Odpri« (Open).

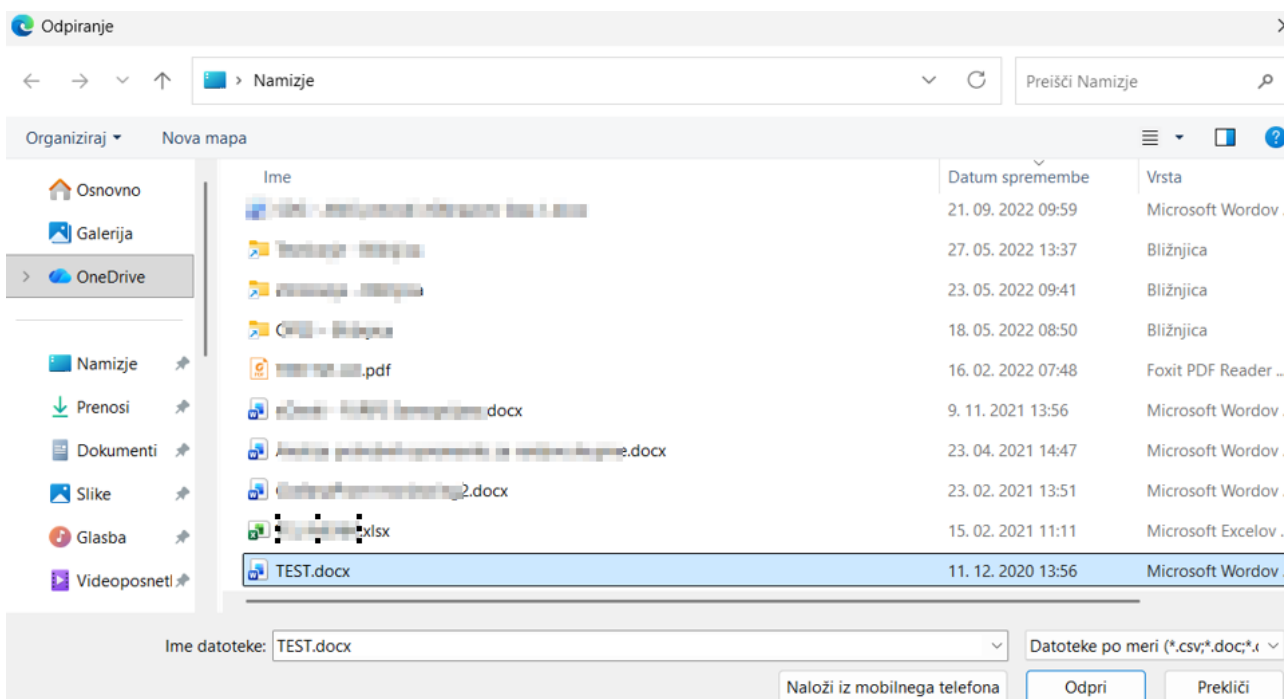
Prenos priloge

Že vloženi dokumenti izbrancu lahko priložite datoteko z dodatno dokumentacijo kot prilogo. Kot prilogo ne vlagajte samostojnih vlog, ampak le dokumentacijo, ki se neposredno nanaša na že vloženi dokument. Število prilog in velikost priloge (datotek) sta omejena. Datoteka mora biti v eni izmed spodaj navedenih formatov. Vse datoteke se pri prenosu preverjajo s protivirusnim orodjem. Očvrtno od velikosti datoteke in hitrosti vašega dostopa do interneta lahko prenos traja tudi nekaj minut.

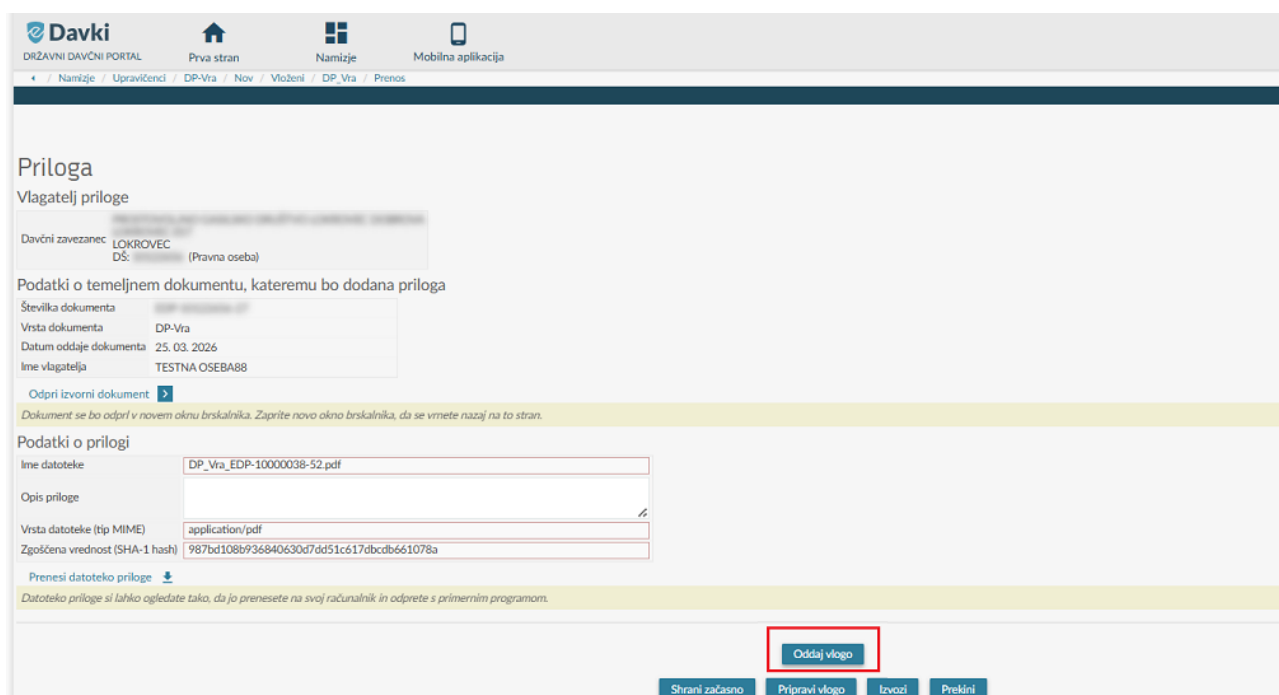
Na strežnik lahko prenesete datoteke v naslednjih formatih: bmp, csv, doc, docx, gif,htm,html, jpeg, jpg, ods, odt, pdf, png, rtf, txt, xls,xlsx, xml, zip.

Datoteka **Izberi datoteko**

Prenos datoteke



The data are entered into the field »Opis priloge« (Description of the attachment) and the button »Oddaj vlogo« (Submit the application) is clicked.



If the data presented on the draft document are appropriate, click the button »Podpis« (Signature) and »NF- Priloga« (NF-Attachment) is submitted. If the data are not appropriate, click the button »Nazaj« (Back) in the browser and you will be returned to the entry form.

[Podpis](#)

Podpisovanje dokumenta

Preverite vsebino dokumenta in kliknite gumb »Podpis«.

Oddajanje vloge

S potrditvijo boste podpisali dokument in ga predložili finančni upravi. Vloženega dokumenta ne morete več spreminjati.

Sistem: test.edavki.durs.si

Vložil: TESTNA OSEBA88

Priloga

Davčni zavezanec	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Podatki o temeljnem dokumentu, kateremu bo dodana priloga

Številka dokumenta	<input type="text"/>
Vrsta dokumenta	DP-Vra
Datum oddaje dokumenta	30.03.2026 13:57:22
Ime vlagatelja	TESTNA OSEBA88
Polje na obrazcu	<input type="text"/>

Pripeta datoteka

Ime datoteke	Posnetek zaslona 2026-04-02 083221.png
Vrsta datoteke (tip MIME)	image/x-png
Zgoščena vrednost (SHA-1 hash)	bdf2c28e0d5e1a8dd56a18dad980c1a11bddea74
Opis priloge	<input type="text"/>

MF-DURS Obrazec NF Priloga

► Prenos datoteke priloge

The attachment (NF-Priloga / Attachment) is in this way added to the tax refund claim already filed.

◀ / Namizje / Osnutki / Nov / DP-Vra / Vloženi / DP_Vra / Prenos

Podpisovanje dokumenta

✓ Prilogo ste uspešno vložili.

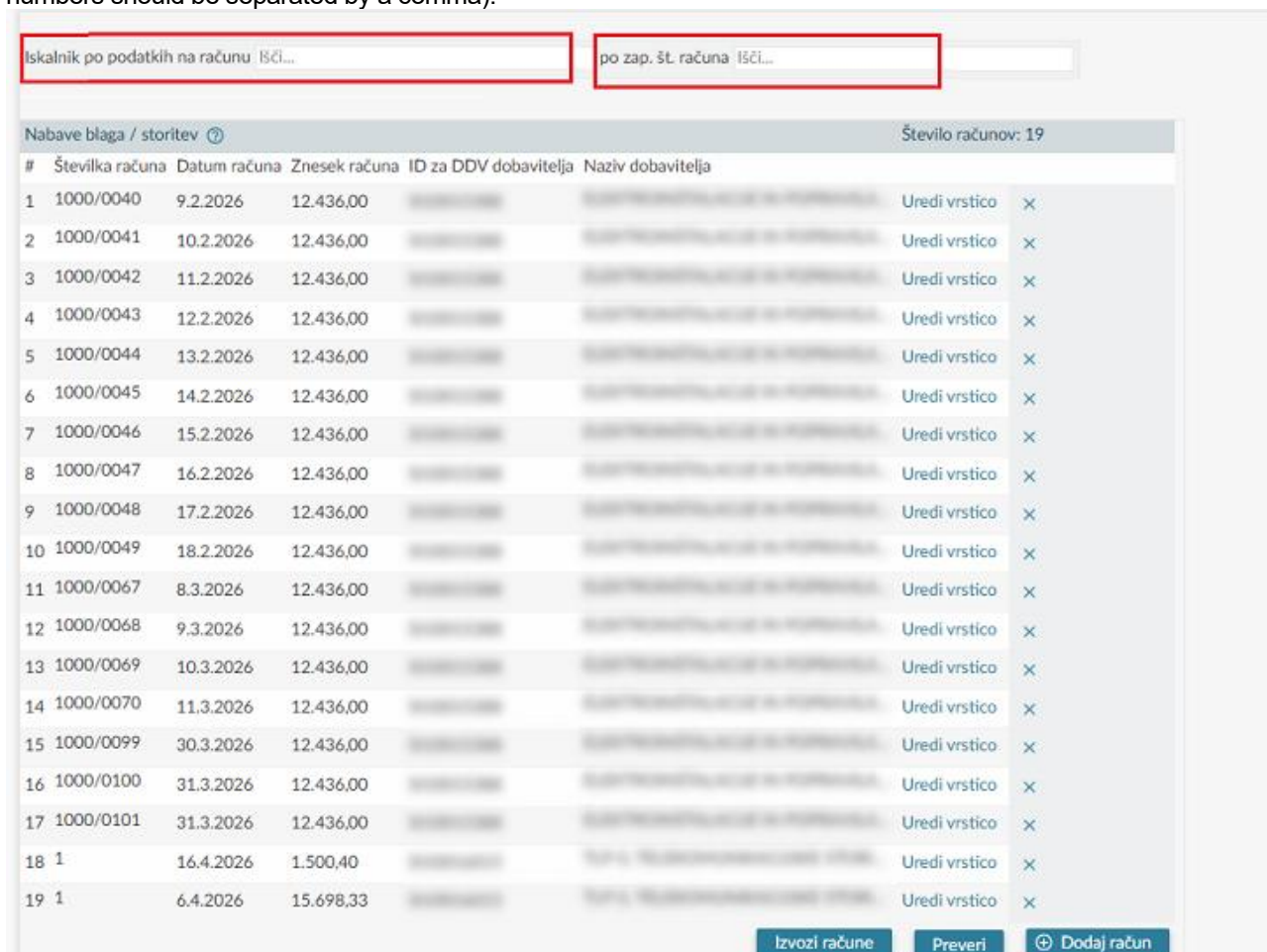
Stanje priloge in digitalno povratnico preverite v seznamu vloženi dokumentov.

- Pregled dokumenta
- Prenos digitalne povratnice

4.9 Search engine for invoices

With the search engine, it is possible to easily find entered invoices on a specific claim. The search engine enables searching in two ways:

- searching by invoice data (searching by a partial root of individual data is also possible) and
- searching by invoice sequence number of an invoice or several invoices (individual invoice sequence numbers should be separated by a comma).



Iskalnik po podatkih na računu: 1000/0040

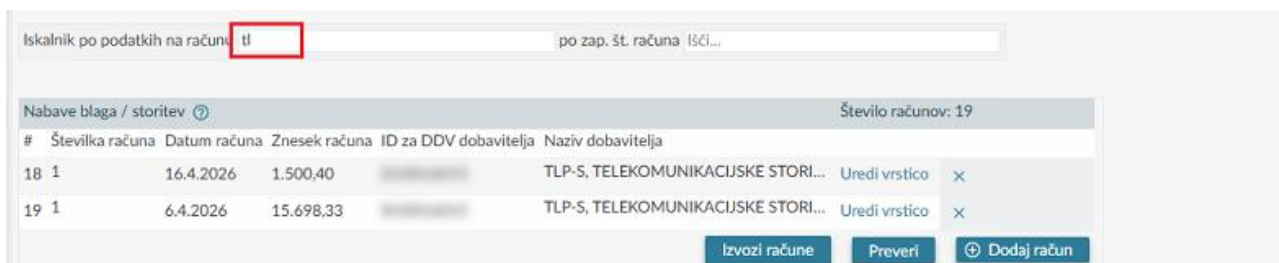
po zap. št. računa: Isči...

Nabave blaga / storitev ⓘ Število računov: 19

#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja		
1	1000/0040	9.2.2026	12.436,00			Uredi vrstico	x
2	1000/0041	10.2.2026	12.436,00			Uredi vrstico	x
3	1000/0042	11.2.2026	12.436,00			Uredi vrstico	x
4	1000/0043	12.2.2026	12.436,00			Uredi vrstico	x
5	1000/0044	13.2.2026	12.436,00			Uredi vrstico	x
6	1000/0045	14.2.2026	12.436,00			Uredi vrstico	x
7	1000/0046	15.2.2026	12.436,00			Uredi vrstico	x
8	1000/0047	16.2.2026	12.436,00			Uredi vrstico	x
9	1000/0048	17.2.2026	12.436,00			Uredi vrstico	x
10	1000/0049	18.2.2026	12.436,00			Uredi vrstico	x
11	1000/0067	8.3.2026	12.436,00			Uredi vrstico	x
12	1000/0068	9.3.2026	12.436,00			Uredi vrstico	x
13	1000/0069	10.3.2026	12.436,00			Uredi vrstico	x
14	1000/0070	11.3.2026	12.436,00			Uredi vrstico	x
15	1000/0099	30.3.2026	12.436,00			Uredi vrstico	x
16	1000/0100	31.3.2026	12.436,00			Uredi vrstico	x
17	1000/0101	31.3.2026	12.436,00			Uredi vrstico	x
18	1	16.4.2026	1.500,40		TLP-S, TELEKOMUNIKACIJSKE STORI...	Uredi vrstico	x
19	1	6.4.2026	15.698,33		TLP-S, TELEKOMUNIKACIJSKE STORI...	Uredi vrstico	x

Izvozi račune Preveri Dodaj račun

The desired search parameter is entered, and accordingly, the data of the invoice(s) are displayed in the record on the claim.



Iskalnik po podatkih na računu: 1

po zap. št. računa: Isči...

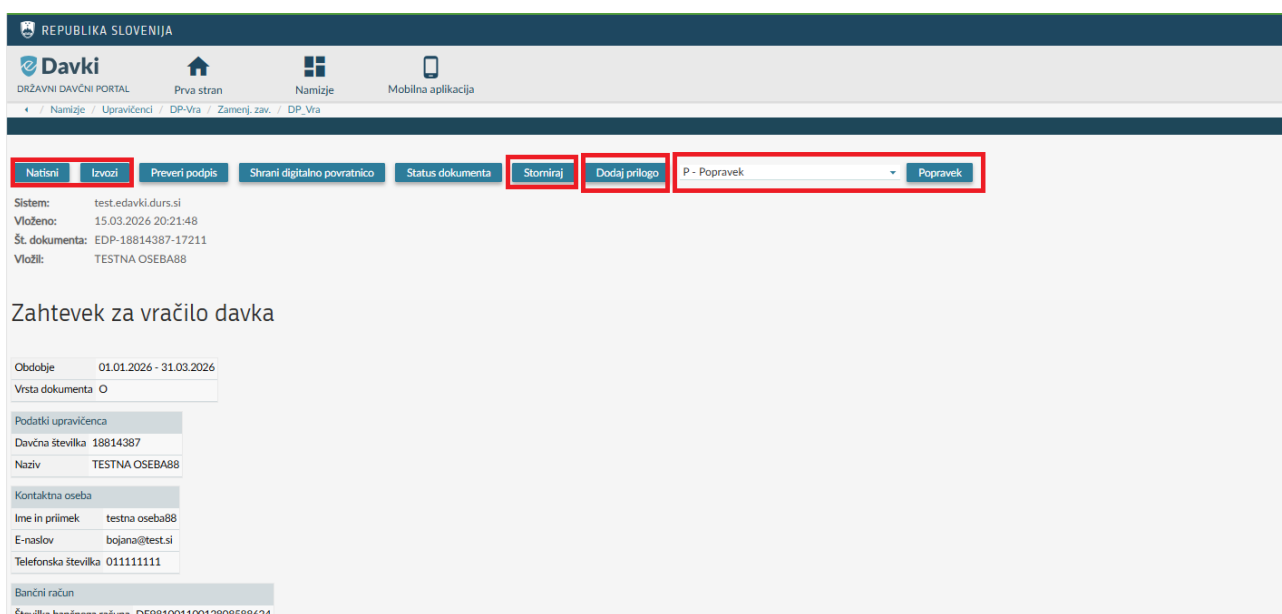
Nabave blaga / storitev ⓘ Število računov: 19

#	Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja		
18	1	16.4.2026	1.500,40		TLP-S, TELEKOMUNIKACIJSKE STORI...	Uredi vrstico	x
19	1	6.4.2026	15.698,33		TLP-S, TELEKOMUNIKACIJSKE STORI...	Uredi vrstico	x

Izvozi račune Preveri Dodaj račun



By clicking the link »Pregled dokumenta« (Checking the document) a page opens where the document may be checked, printed, exported in PDF/XML, reversed, an attachment may be added, or a correction of the claim may be filed.



By clicking the button »Natisni« (Print) the system creates a PDF document, which may be saved on a local computer or printed on a local printer.

Correction of the tax refund claim (deleting individual invoices in the claim)

The submitted claims with status »Vložen« (Filed) or »V obdelavi« (In processing) may be corrected. The correction may be submitted until issuing of the administrative act. After clicking the menu row »Dokumenti« (Documents) »Vloženi« (Filed) is selected, where the last 10 filed documents are displayed.

The claim that is to be corrected is searched for among the submitted documents using additional search criteria, as shown in the image below.

REPUBLICA SLOVENIJA

Davki
DRŽAVNI DAVČNI PORTAL

Prva stran Namizje Mobilna aplikacija

Namizje / Upravičenci / DP-Vra / Zamenj. zav. / DP_Vra / Nov / Vloženi

Dokumenti

- Nov
- Osnutki
- Pripravljeni
- Vloženi**
- Asinhroni
- Kontrola dokumentov
- Uvoz
- Dodajanje priloge
- Pregled oddaje
- Prejeti dokumenti (0)
- Naročanje potrdil (0)
- Vpogledi
- Podatki o zavezancu

Vloženi dokumenti

Poiščite dokument z vnosom številke dokumenta ali z vnosom podatkov o dokumentu

Iskanje po številki dokumenta
Št. dokumenta: **Odpri**

Iskanje po podatkih o dokumentu

Vrsta obrazca: Vsi obrazci

Status: Prikaži vse

Datum oddaje vloge od: do:

Obdobje vloge od: do:

Podrobnosti:

Išči

Vložen dne	Zadnja sprememba	Številka	Obrazec	Obdobje	Vrsta	Podpisnik	Status
15. 03. 2026 20:21:48	15. 03. 2026 20:23:48	EDP-18814387-17211	DP-Vra	20261	O	TESTNA OSEBA88	Vložen

By clicking on the claim number listed in the "Številka" (Number) field, the submitted claim with pre-filled data from the submitted claim opens. By clicking the "Popravek" (Correction) button, only the option to delete individual invoices on the claim is enabled. The invoices displayed from the submitted claim can only be deleted in the correction; they cannot be edited or new invoices added.

REPUBLICA SLOVENIJA

Davki
DRŽAVNI DAVČNI PORTAL

Prva stran Namizje Mobilna aplikacija

Namizje / Upravičenci / DP-Vra / Zamenj. zav. / DP_Vra / Nov / Vloženi

Natisni Izvozi Preveri podpis Shrani digitalno povratnico Status dokumenta Storniraj Dodaj prilogo **P - Popravek** **Popravek**

Sistem: test.edavki.durs.si
Vloženo: 15.03.2026 20:21:48
Št. dokumenta: EDP-18814387-17211
Vložil: TESTNA OSEBA88

Zahtevek za vračilo davka

Obdobje: 01.01.2026 - 31.03.2026
Vrsta dokumenta: O

Podatki upravičenca

Davčna številka: 18814387
Naziv: TESTNA OSEBA88

Kontaktna oseba

Ime in priimek: testna oseba88

When editing of data is finished, click »Oddaj vlogo« (Submit the application).

Nabave blaga / storitev					Število računov: 1	
Številka računa	Datum računa	Znesek računa	ID za DDV dobavitelja	Naziv dobavitelja		
1 1234698	15.2.2026	10.000,00			Pregled	X

Izvozi račune Preveri

Oddaj vlogo

Shrani začasno Izvozi Natisni Prekini

The content of the entered data is displayed again (for review). If the subsequently entered data are correct - appropriate, the claim is submitted by clicking the "Podpis" (Sign) button. If the displayed data are not appropriate, you can return to the entry form, using the "Nazaj" (Back) button in the browser.

Podpis

Podpisovanje dokumenta

Preverite vsebino dokumenta in kliknite gumb »Podpis«.

Oddajanje vloge

S potrditvijo boste podpisali dokument in ga predložili finančni upravi. Vloženega dokumenta ne morete več spreminjati.

Sistem: test.edavki.durs.si

Vložil: TESTNA OSEBA88

Zahtevek za vračilo davka

Obdobje 01.01.2026 - 31.03.2026

Vrsta dokumenta P

Podatki upravičenca

Davčna številka

Naziv

After successful submission of the correction the notice »**Dokument ste uspešno vložili.**« (The document has been filed successfully.) is displayed on the screen.

Podpisovanje dokumenta

✓ Dokument ste uspešno vložili.

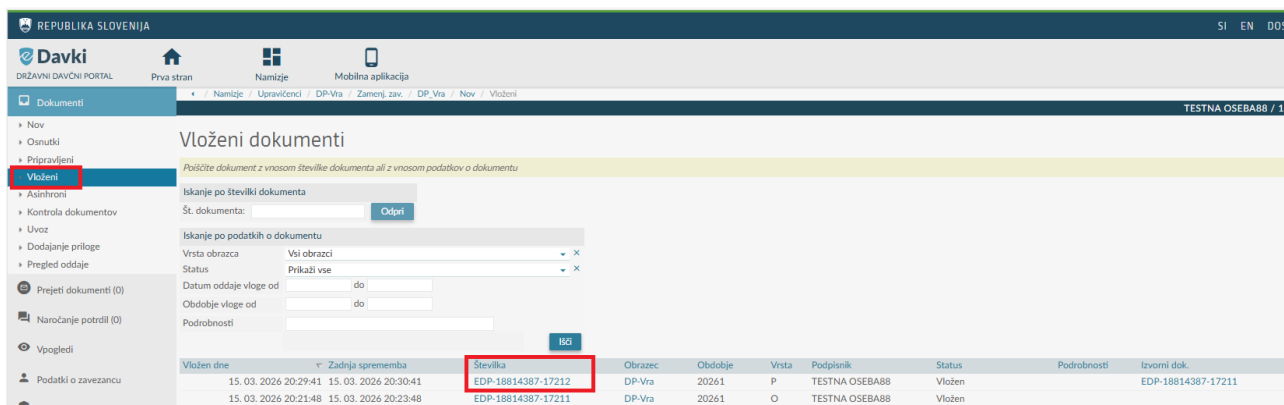
Stanje dokumenta lahko preverite na seznamu vloženi dokumentov, kjer lahko preverite tudi digitalno povratnico. Ostale akcije (storno, popravki, dodajanje prilog) lahko izvajate na seznamu vloženi dokumentov v odvisnosti od vrste obrazca.

- › Pregled dokumenta
- › Prenos digitalne povratnice
- › Dodajanje priloge dokumentu

4.11 Reversing of the document (Withdrawal of the tax refund claim)

The submitted tax refund claims with status »Vložen« (Filed) or »V obdelavi« (In processing) may be reversed (withdrawn). The document reverse for the claim may be submitted until issuing of the administrative act. After clicking the menu row »Dokumenti« (Documents) »Vloženi« (Filed) is selected, where the last 10 filed documents are displayed.

The claim that is to be reversed (the application withdrawn) is searched for using additional search criteria, as shown in the image below.



REPUBLICA SLOVENIJA

Davki

DRŽAVNI DAVČNI PORTAL

Prva stran

Namizje

Mobilna aplikacija

Dokumenti

TESTNA OSEBA88 / 188

Vloženi dokumenti

Poličite dokument z vnosom številke dokumenta ali z vnosom podatkov o dokumentu

Iskanje po številki dokumenta

Št. dokumenta:

Iskanje po podatkih o dokumentu

Vrsta obrazca:

Status:

Datum oddaje vloge od: do:

Obdobje vloge od: do:

Podrobnosti

Vložen dne	Zadnja sprememba	Številka	Obrazec	Obdobje	Vrsta	Podpisnik	Status	Podrobnosti	Izvorni dok.
15. 03. 2026 20:29:41	15. 03. 2026 20:30:41	EDP-18814387-17212	DP-Vra	20261	P	TESTNA OSEBA88	Vložen		EDP-18814387-17211
15. 03. 2026 20:21:48	15. 03. 2026 20:23:48	EDP-18814387-17211	DP-Vra	20261	O	TESTNA OSEBA88	Vložen		

By clicking the document number, stated in the field »Številka« (Number), checking the claim opens. By clicking the button »Storniraj« (Reverse) the entry of data begins for document reverse – withdrawal of application.

REPUBLIKA SLOVENIJA
Spletni portal za boljše delovanje uporablja piškotke. Z obiskom portala se strinjate z uporabo piškotkov. Podrobnosti Skrij obvestilo

Davki
DRŽAVNI DAVČNI PORTAL Prva stran Namizje Mobilna aplikacija

Namizje / Upravičenci / DP-Vra / Zamenj. zav. / DP_Vra / Nov / Vloženi

Natisni Izvozi Preveri podpis Shrani digitalno povratnico Status dokumenta **Storniraj** Dodaj prilogo P - Popravek Popravek

Izvorni dokument (EDP-18814387-17211)

Sistem: test.edavki.durs.si
Vloženo: 15.03.2026 20:29:41
Št. dokumenta: EDP-18814387-17212
Vložil: TESTNA OSEBA88

Zahtevek za vračilo davka

Obdobje 01.01.2026 - 31.03.2026
Vrsta dokumenta P

Podatki upravičenca
Davčna številka 18814387
Naziv TESTNA OSEBA88

Select »Razlog za stornacijo« (Reason for reverse) and enter the explanation to the field »Dodatna obrazložitev« (Additional explanation).

Davki
DRŽAVNI DAVČNI PORTAL Prva stran Namizje Mobilna aplikacija

Namizje / Upravičenci / DP-Vra / Zamenj. zav. / DP_Vra / Nov / Vloženi

Storno dokumenta

Davčni zavezanec
TESTNA OSEBA88
TESTNA ULICA 88
ZAGORJE OB SAVI
DŠ: 18814387 (Fizična oseba)

Podatki o dokumentu, ki bo storniran

Oznaka obrazca DP-Vra
Številka dokumenta EDP-18814387-17212
Datum oddaje dokumenta 15. 03. 2026 20:29
Ime vlagatelja TESTNA OSEBA88

Razlog za stornacijo Drugo
Dodatna obrazložitev test

Oddaj vlogo
Izvozi Natisni Prekini

Then you click the button »Oddaj vlogo« (Submit the application).

Davki DRŽAVNI DAVČNI PORTAL Prva stran Namizje Mobilna aplikacija

← / Namizje / Upravičenci / DP-Vra / Zamenj. zav. / DP_Vra / Nov / Vloženi

Storno dokumenta

Davčni zavezanec: TESTNA OSEBA88
TESTNA ULICA 88
ZAGORJE OB SAVI
DŠ: 18814387 (Fizična oseba)

Podatki o dokumentu, ki bo storniran

Oznaka obrazca	DP-Vra
Številka dokumenta	EDP-18814387-17212
Datum oddaje dokumenta	15. 03. 2026 20:29
Ime vlagatelja	TESTNA OSEBA88
Razlog za stornacijo	Drugo
Dodatna obrazložitev	tes

The contents of the entered data are displayed in the overview once again. If the data is correct, the claim is submitted by clicking the “Podpis” (Sign) button. If the data is not correct, you can return to the entry form, using the “Nazaj” (Back) button in the browser.

Davki DRŽAVNI DAVČNI PORTAL Prva stran Namizje Mobilna aplikacija

← / Namizje / Upravičenci / DP-Vra / Zamenj. zav. / DP_Vra / Nov / Vloženi

Podpisovanje dokumenta

Preverite vsebino dokumenta in kliknite gumb »Podpis«.

Oddajanje vloge

S potrditvijo boste podpisali dokument in ga predložili finančni upravi. Vloženega dokumenta ne morete več spreminjati.

Sistem: test.edavki.durs.si
Vložil: TESTNA OSEBA88

Storno dokumenta

Davčni zavezanec: TESTNA OSEBA88
TESTNA ULICA 88
ZAGORJE OB SAVI
DŠ 18814387 (Fizična oseba)

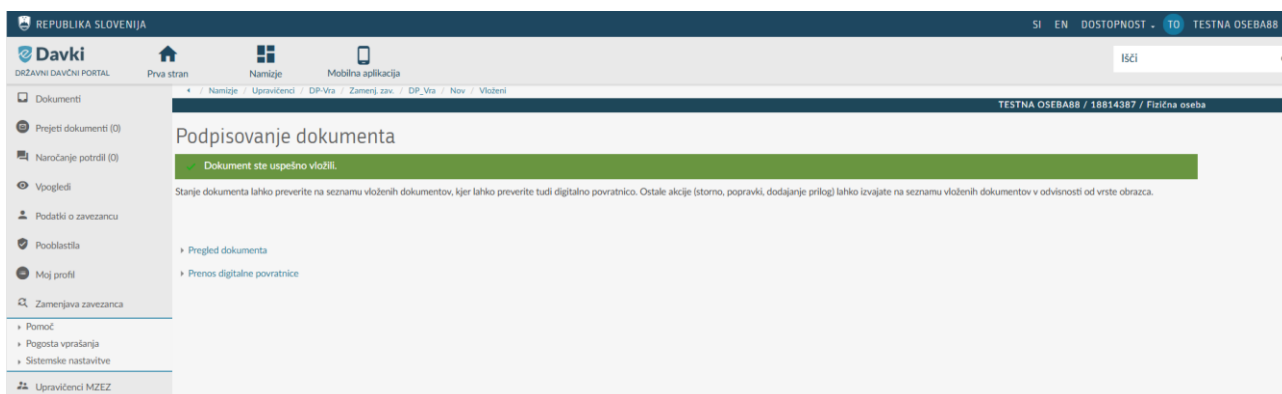
Podatki o dokumentu, ki bo storniran

Oznaka obrazca	DP-Vra
Številka dokumenta	EDP-18814387-17212
Datum oddaje dokumenta	15.03.2026 20:29:41
Ime vlagatelja	TESTNA OSEBA88
Razlog storniranja	Drugo: test

MF-DURS Obrazec NF Storno

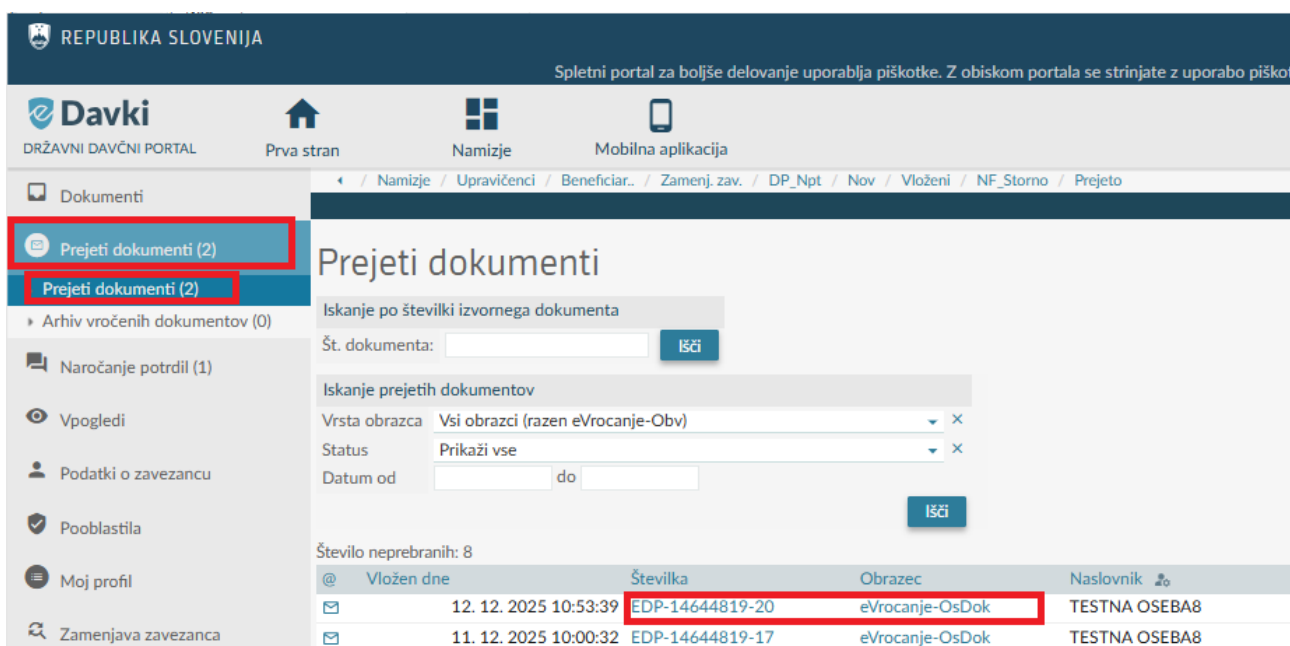
If the withdrawal is successful, the notice »**Dokument ste uspešno vložili**« (The document has been successfully filed.) is displayed on the screen.

When the document reverse is successfully filed, the cancellation of the above-mentioned document is no longer possible.



5. Received documents (administrative acts, issued by the tax authority)

After submitting the claim, the tax authority substantively examines it and decides on it with an appropriate administrative act (decision/order). The tax authority posts the administrative act on the eDavki portal, and the entitled person can view this document in the "Prejeti dokumenti" (Received Documents) section.



Prejeti dokumenti

Iskanje po številki izvornega dokumenta

Št. dokumenta:

Iskanje prejetih dokumentov

Vrsta obrazca: Vsi obrazci (razen eVrocenje-Obv)

Status: Prikaži vse

Datum od do

Število neprebranih: 8

@	Vložen dne	Številka	Obrazec	Naslovnik
<input type="checkbox"/>	12. 12. 2025 10:53:39	EDP-14644819-20	eVrocenje-OsDok	TESTNA OSEBA8
<input type="checkbox"/>	11. 12. 2025 10:00:32	EDP-14644819-17	eVrocenje-OsDok	TESTNA OSEBA8

A notice of service of the administrative act posted on the eDavki portal is also sent to the email address provided on the most recently submitted application in the field of "Upravičenci MZEZ" (Entitled persons of MZEZ) (Request for the issuance of a basic certificate, direct certificate, or tax refund). To review the administrative act, it is first necessary to sign the electronic proof of service, only then is it possible to access the content of the electronically received administrative act.

Prejeto dokumenta Nastavi Izvozi Preveri podpis Shrani digitalno povzeto Status dokumenta Priloga

Sistem: testLevlavki.durs.si
 Odklopec na dokument: 12.12.2025 10:53:39
 Vloženec: EDP-14644819-20
 Št. dokumenta: EDP-14644819-20

Vročanje - Osebni dokument

TESTNA OSEBAB - 14644819
 EPS ID: IDS-DIP-130/2025-2 - Zadeva: DPOpt - Osnovno potrdilo - osebne potrebe diplomata - Dokument: doc_Vsebina_5341286_001.PDF

Dokument v prilogi

1 od 2

Upravičencu TESTNA OSEBAB, imetniku statusne izkaznice ministrstva - številka: PMACIO 224, z veljavnostjo do 08.07.2026, davčna številka 14644819, Center za mediacijo in arbitražo za patente za osebne potrebe opravljanja svoje funkcije v Republiki Sloveniji, sledno je nastopil 02.06.2024.

Osnovno potrdilo se izdaja za obdobje od 01.01.2026 do 08.07.2026.

Upravičencu TESTNA OSEBAB se priznajo naslednje oprostitve:

1.) **Neposredne oprostitve**

Oprostitve plačila davka upravičenec lahko uveljavlja kot vračilo plačanega davka, razen v primerih, ko lahko upravičenec oprostitve plačila davka uveljavlja kot neposredno oprostitve, in sicer pri:

uzročiteljevega blaga za osebne potrebe ob nastopu doživetja v Sloveniji

Upravičencu, ki bo na podlagi tega osnovnega potrdila urejal vračilo davka na dodano vrednost in izdatine, ko davčni organi denarni sredstva nakazuje na transakcijski račun imetnika regije številka UA68325210000200055378213.

Upravičenec, ki bi želel nakazati denarnih sredstev na transakcijski račun, ki je odprt v tujini, mora le tega predhodno prijaviti pri davčnem organu z pomočjo obrazca Finančne uprave RS „ICP račun“. V primeru, da upravičenec nakazuje transakcijski račun, ki je odprt v tujini, skladno s tretjim odstavkom 16. člena Pravilnika, stroške nakazila nosi upravičenec.

Prejeto dokumenta

The content of the received administrative act may be saved to a local computer and/or printed.