

APPLICATION GUIDE
ELECTRONIC SUBMISSION
Manual for Intermediaries

Version 2.0

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1 Introduction

The Electronic Submission service allows remunerations declarations to be sent in electronic format, based on the data records published by the Institute.

To submit the file correctly, it is essential to follow the instructions below.

Each file:

- must be in .zip format;
- must contain data related to a single year;
- must contain just one initial record (accounting record, record type 010) and at least one remunerations record (record type 100);
- the various remunerations records must be grouped by Company Code.

The file contained within the .zip archive must be in either .dat or .json format.

When submitted, the format and substance of the file are checked and an on-screen receipt is immediately issued and subsequently sent via email, along with a copy of the declarations submitted in image format.

With the same data record, it is possible to:

• give notice of payment of the self-settlement premium in four instalments, pursuant to Law no. 449/97, article 59, paragraph 19, and Law no. 144/99, article 55, paragraph 5.

The remunerations record contains a specific field that must be filled in, both in cases in which the employer intends to express their wish to avail of the benefit, and in cases where the employer does not intend to avail of payment in four instalments.

• request the premium reduction for craftsmen pursuant to Law no. 296/2006, article 1, paragraphs 780 and 781.

To request the right to this benefit, the employer must fill in the appropriate field of the remunerations record.

Below is the operating manual for using the service.

2 Accessing the service

Authorised intermediaries must first access the INAIL Portal using their SPID, CNS or CIE credentials, then select the **Self-settlement - Send Wage Declaration Electronically (Autoliquidazione- Invio Telematico Dichiarazione Salari)** card from the page My Inail/ Servizi (Figure 2.1).

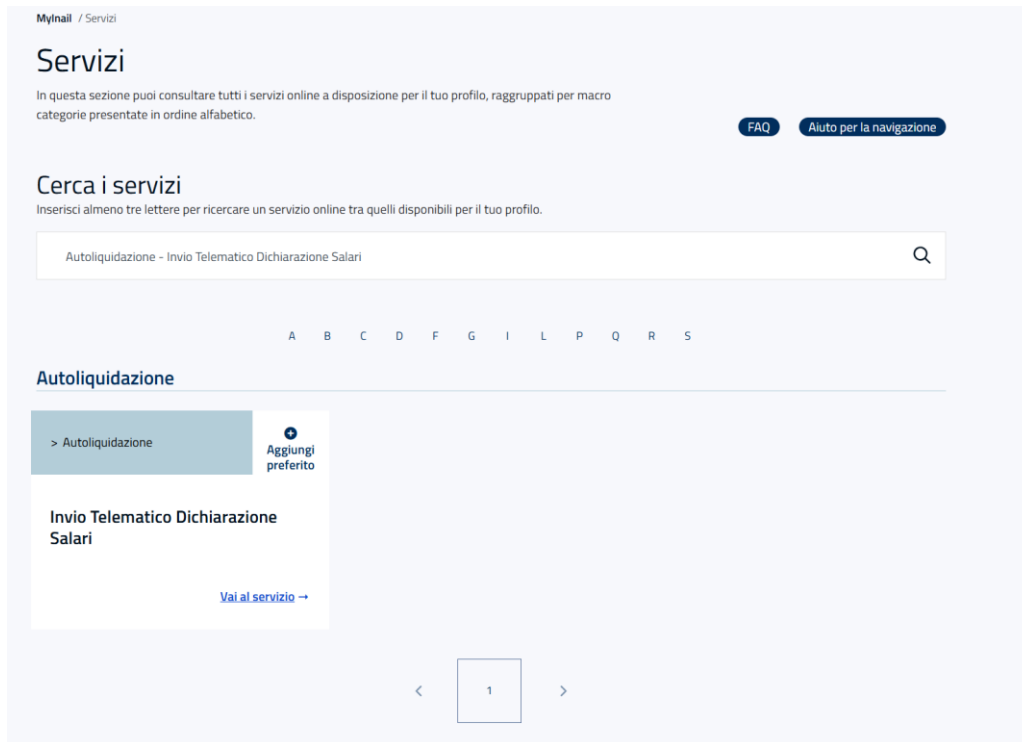


Figure 2.1 Access card

The user accesses the Home page, from which it is possible to select the language in which to view the application (Figure 2.2). Currently, the available languages are Italian and English.

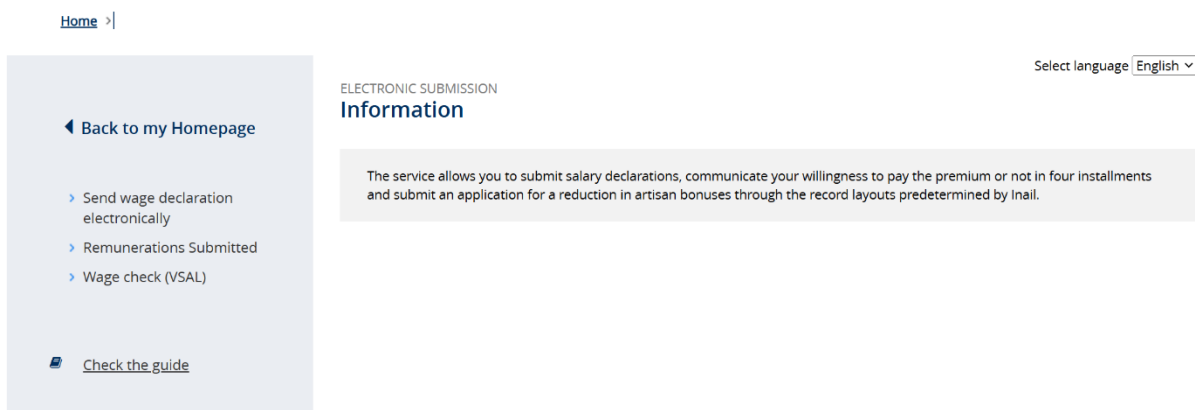


Figure 2.2 – Electronic Submission – Language Selection

By selecting the "Send wage declaration electronically" link from the side menu, the user accesses the main page. (Figure 2.3).

[◀ Back to my Homepage](#)

- [> Send wage declaration electronically](#)
- [> Remunerations Submitted](#)
- [> Wage check \(VSAL\)](#)

[📖 Check the guide](#)

ELECTRONIC SUBMISSION
Submission of Wage Declaration file

SEND FILE

File Name
 X
CHOOSE THE FILE

The file sent must be in the format specified in the instructions, with a 'zip' extension

To Force The Submission Of A File That Has Already Been Sent, Tick The Box.

INFORMATIVE

The undersigned [REDACTED] declares under his/her own responsibility:

- to have a mandate, to carry out INAIL obligations on behalf of and in the name of the company, as required by the applicable provisions of law and undertakes to exhibit it at the request of the Institute;
- to have a mandate to process all data for the company in compliance with privacy laws (Italian Legislative Decree 196/2003) and undertakes to exhibit it at the request of the Institute;
- to be available to show a copy of the receipt at the request of the Institute;
- to be available for any clarifications at the addresses below;

Moreover, the undersigned undertakes to keep a copy of the receipt and to present it to any INAIL office which may request it, and agrees to be available for any clarifications needed using the following contact details:

<small>Surname</small> <input style="border: 1px solid #ccc;" type="text" value="[REDACTED]"/>	<small>Name</small> <input style="border: 1px solid #ccc;" type="text" value="[REDACTED]"/>
<small>Address</small> <input style="border: 1px solid #ccc;" type="text" value="[REDACTED]"/>	<small>Telephone</small> <input style="border: 1px solid #ccc;" type="text" value="[REDACTED]"/>
<small>Certified Email (PEC)</small> <input style="border: 1px solid #ccc;" type="text" value="[REDACTED]"/>	<small>E-Mail</small> <input style="border: 1px solid #ccc;" type="text" value="[REDACTED]"/>

I Confirm The Above Declarations, Under My Own Responsibility.

After carrying out the required checks, the system will send a receipt for the submission of the notification to the email address indicated above. The wage declaration forms which were duly accepted will be attached to the message. This operation will take no more than 24 hours.

SEND

Figure 2.3 – Electronic Submission

3 Electronic submission

The side menu provides access to the following options (Figure 3.1):

- **Back to my Homepage**, which allows the user to return to the main homepage of the Portal;
- **Send wage declaration electronically**, which allows the user to send the electronic file with the remunerations;
- **Remunerations submitted**, which allows the user to view the list of submissions made;
- **VSAL check**, which allows the user to carry out a format check of the file before proceeding with the submission;
- **Check the guide**, which allows the user to download the application guide.

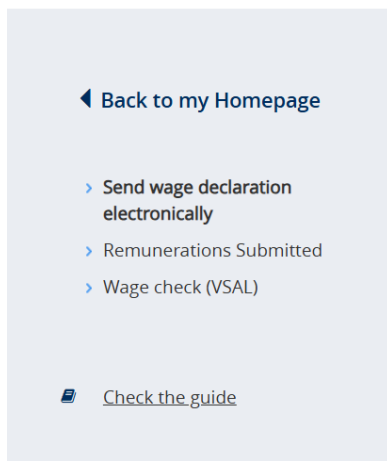


Figure 3.1 - Navigation bar - Available options

3.1 Send wage declaration electronically

Selecting the **Send wage declaration electronically** option from the menu opens the page from which it is possible to submit the remunerations (Figure 3.2).

ELECTRONIC SUBMISSION

Submission of Wage Declaration file

SEND FILE

File Name

wage.zip
X

CHOOSE THE FILE

The file sent must be in the format specified in the instructions, with a 'zip' extension

To Force The Submission Of A File That Has Already Been Sent, Tick The Box.

INFORMATIVE

The undersigned [redacted] declares under his/her own responsibility:

- to have a mandate, to carry out INAIL obligations on behalf of and in the name of the company, as required by the applicable provisions of law and undertakes to exhibit it at the request of the Institute;
- to have a mandate to process all data for the company in compliance with privacy laws (Italian Legislative Decree 196/2003) and undertakes to exhibit it at the request of the Institute;
- to be available to show a copy of the receipt at the request of the Institute;
- to be available for any clarifications at the addresses below;

Moreover, the undersigned undertakes to keep a copy of the receipt and to present it to any INAIL office which may request it, and agrees to be available for any clarifications needed using the following contact details:

Surname	Name
Address	Telephone
Certified Email (PEC)	E-Mail

I Confirm The Above Declarations, Under My Own Responsibility.

After carrying out the required checks, the system will send a receipt for the submission of the notification to the email address indicated above. The wage declaration forms which were duly accepted will be attached to the message. This operation will take no more than 24 hours.

SEND

Figure 3.2 - Submit Remunerations

The file to be submitted must be in .zip format and contain a data file in .dat or .json format, as specified in the instructions.

Using the **CHOOSE FILE** button, the user selects the file to attach for submission from its folder.

If it is necessary to resubmit a previously submitted file, this can be forced by selecting the check-box **To force the submission of a file that has already been sent, tick the box.**

Before proceeding with the submission, the user must also tick the **Confirm** box. By doing so, they declare under their own responsibility that they have a mandate to carry out INAIL obligations; that they have a mandate for all the companies included in the file (agreeing to show this in the event of an inspection); and that they will be available for any clarifications needed at the contact details indicated (only the email address may be altered).

Moreover, the following information is present on the form: *"After carrying out the required checks, the system will send a receipt for the submission of the notification to the email address indicated above. The wage declaration forms which were duly accepted will be attached to the message. This operation will take no more than 24 hours"*.

Once the file to be submitted has been attached, the declaration of responsibility accepted and a valid email address entered, the wage declaration must be submitted by pressing the **SUBMIT** button.

Once transmission is complete, the following message will appear to confirm the operation (Figure 3.3).

The screenshot shows a web interface for 'ELECTRONIC SUBMISSION' with the title 'Send wage declaration'. On the left is a navigation menu with options: 'Back to my Homepage', 'Send wage declaration electronically', 'Remunerations Submitted', 'Wage check (VSAL)', and 'Check the guide'. The main content area features a green success banner: 'The file was sent successfully'. Below this, a list of bullet points states: 'The file containing the payroll was sent successfully.', 'The system will perform the required checks and will send a detailed receipt with the outcome of the operation to the specified e-mail address.', and 'Alternatively, you can check the outcome of the operation from the 'Salaries Sent' section.'. A 'GO BACK' button is positioned below the text. At the bottom, there is a footer with a request to evaluate the service and a link to 'EVALUATE THE SERVICE', along with a privacy notice: 'The Institute will not disseminate your personal data; your opinion will be collected anonymously and processed for statistical purposes only in an aggregate manner.'

Figure 3.3 - Operation Confirmation Message

The format of the submitted file is checked. In the event of any non-conformities, a summary of the errors encountered can be downloaded in .pdf format using the Download summary link.

Companies which discontinued after 1st May 2021¹, which are managed through the new "Discontinued companies self-settlement" service, are not able to submit the wage declaration.

¹ Inail circular no. 18 dated 25 June 2021. DCRA Note no. 13541 of 07/12/2021, published on www.inail.it >Deeds and documents>Operating instructions.

3.2 Remunerations submitted

Selecting the **Remunerations Submitted** option from the menu calls up the search page for submissions previously made (Figure 3.4).

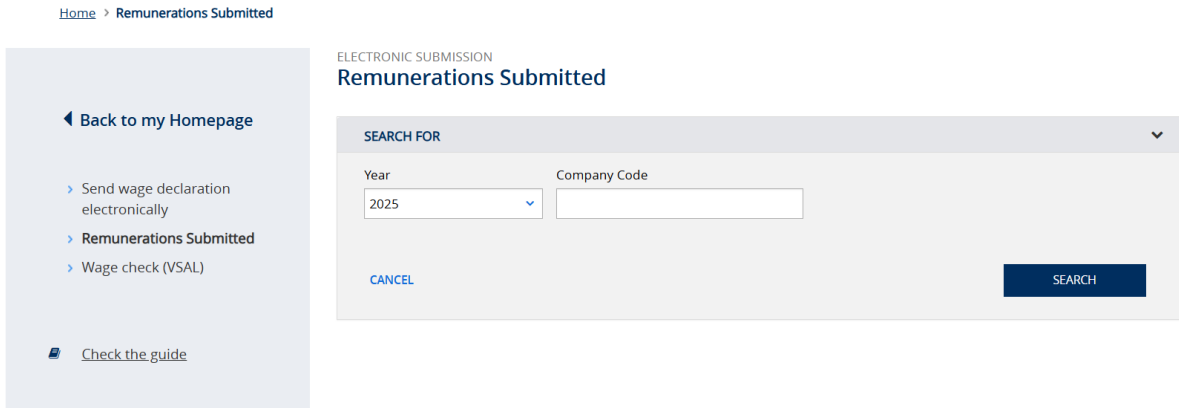


Figure 3.4 - Remunerations Submitted

Previous submissions must be searched by Year (Figure 3.5), while indication of the Company code is optional (Figure 3.6).

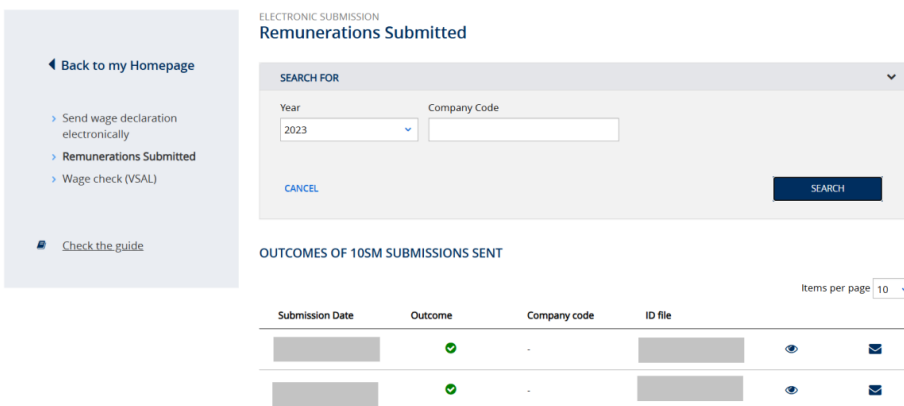


Figure 3.5 – Remunerations Submitted – Search by Year

ELECTRONIC SUBMISSION
Remunerations Submitted

SEARCH FOR

Year: 2023 Company Code: []

CANCEL SEARCH



OUTCOMES OF 105M SUBMISSIONS SENT

Items per page: 10

Submission Date	Outcome	Company code	ID file
[]	✓	[]	[] [] []


Figure 3.6 – Remunerations Submitted – Search by Year and Company code

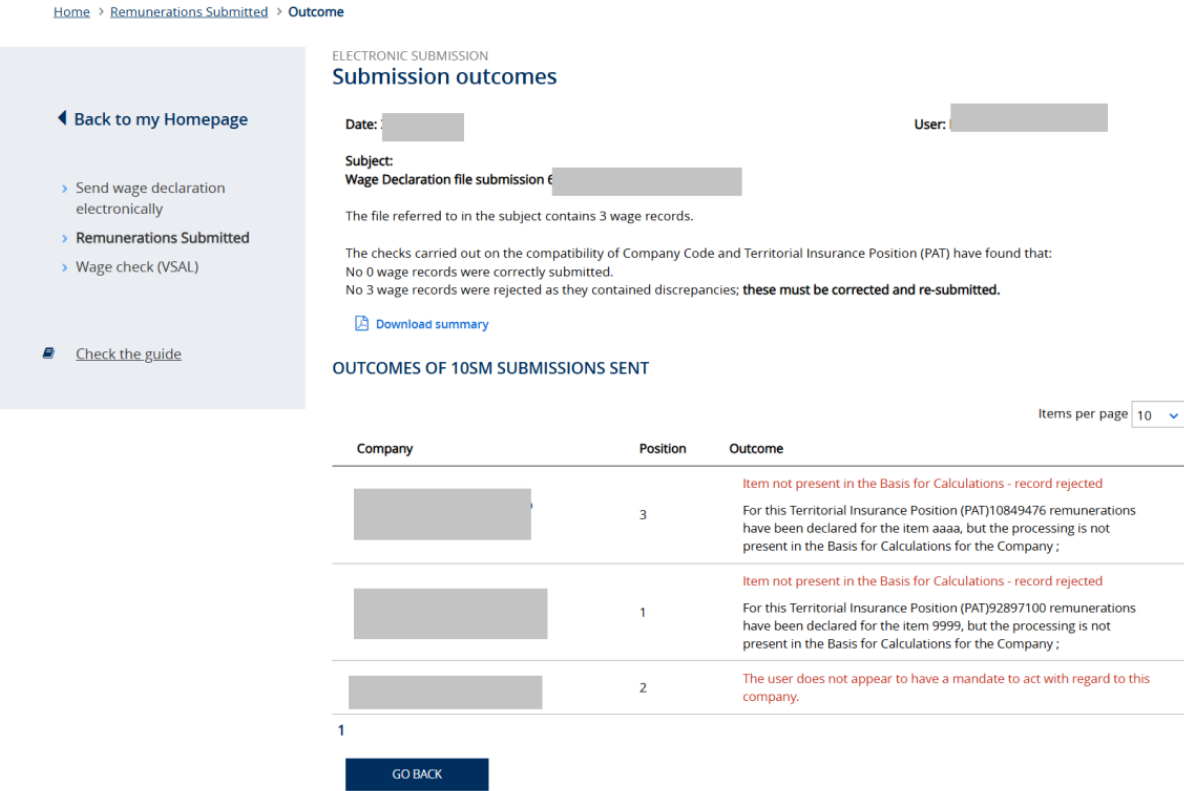
The following information is shown on the list:

- **Submission date**
- **Outcome**
- **Company Code**
- **File ID**
-  **(Submission outcome details)**
-  **(Request receipt)**

Select *Cancel* to return to the initial search page (Figure 3.4).

3.2.1 Submission outcome details

Select the  icon to see details on the outcome for the selected submission (Figure 3.7).



Home > Remunerations Submitted > Outcome

ELECTRONIC SUBMISSION
Submission outcomes

Date: [redacted] User: [redacted]

Subject:
Wage Declaration file submission € [redacted]

The file referred to in the subject contains 3 wage records.

The checks carried out on the compatibility of Company Code and Territorial Insurance Position (PAT) have found that:
 No 0 wage records were correctly submitted.
 No 3 wage records were rejected as they contained discrepancies; **these must be corrected and re-submitted.**

[Download summary](#)

OUTCOMES OF 10SM SUBMISSIONS SENT

Items per page 10

Company	Position	Outcome
[redacted]	3	Item not present in the Basis for Calculations - record rejected For this Territorial Insurance Position (PAT)10849476 remunerations have been declared for the item aaaa, but the processing is not present in the Basis for Calculations for the Company ;
[redacted]	1	Item not present in the Basis for Calculations - record rejected For this Territorial Insurance Position (PAT)92897100 remunerations have been declared for the item 9999, but the processing is not present in the Basis for Calculations for the Company ;
[redacted]	2	The user does not appear to have a mandate to act with regard to this company.

1

[GO BACK](#)

Figure 3.7 - Remunerations Submitted - Submission outcome details

The following detailed information is shown:

- **Date**, indicating the submission date.
- **User**, indicating who made the submission.
- **Subject**, indicating the reference numbers for the submitted file.
- **Number of total wage records**, indicating the total number of wage records contained in the file.
- **Number of wage records submitted**, indicating the number of wage records correctly submitted.
- **Number of wage records rejected**, indicating the number of wage records which were not submitted.
- **Company**, the company for which the submission was made.
- **Position**, indicates the company’s position.
- **Outcome**, indicates the outcome of the submission for the company.

The application checks whether the company has given notice of its discontinuation during the balance settlement year and, if so, notes this in the **Outcome** column.

Any items marked in red have been rejected. The user may correct them with a new submission.

Using the **Download summary** link, it is possible to download details on submissions made with their respective outcomes in .pdf format (Figure 3.8).

<p>INAIL ISTITUTO NAZIONALE PER L'ASSICURAZIONE CONTRO GLI INFORTUNI SUL LAVORO</p>	<p>Submission Details</p>
--	----------------------------------

Date:

User:

Subject:
Wage Declaration file submission

The file referred to in the subject contains 3 wage records

The checks carried out on the compatibility of Company Code and Territorial Insurance Position (PAT) have found that:

N° 0 wage records were correctly submitted.

N° 3 wage records were rejected as they contained discrepancies; these must be corrected and re-submitted

Company	Position	Outcome
<input type="text"/>	3	<p style="color: red;">Item not present in the Basis for Calculations - record rejected</p> <p>For this Territorial Insurance Position (PAT) <input type="text"/> remunerations have been declared for the item aaaa, but the processing is not present in the Basis for Calculations for the Company ;</p>


Figure 3.8 - Remunerations Submitted - Submission outcome details PDF

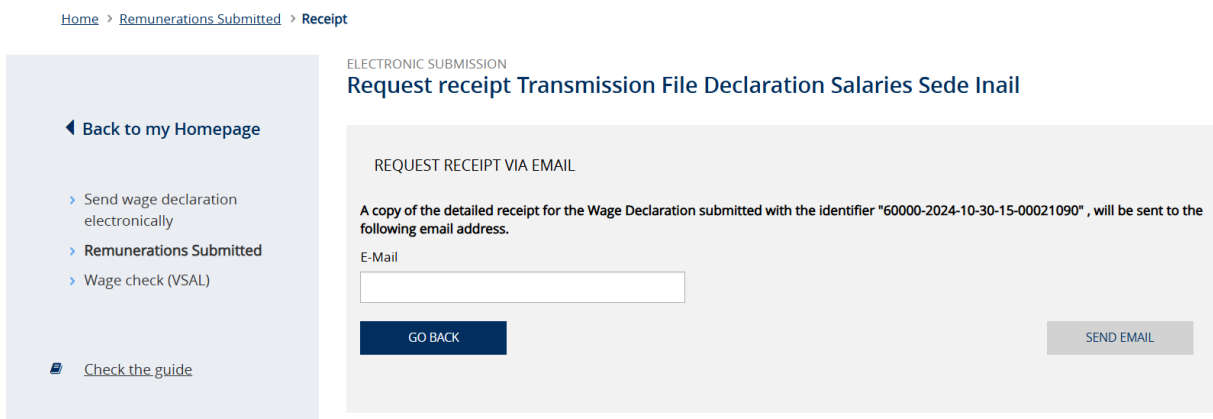
The **BACK** button allows you to return to the previous page.

IMPORTANT

The user must correct and resubmit **ONLY** the rejected records.

3.2.2 Detailed Receipt

By selecting the  icon, it is possible to request that a copy of the detailed receipt for the Wage Declaration submitted be sent to the email address indicated by the user (Figure 3.9).



Home > Remunerations Submitted > Receipt

ELECTRONIC SUBMISSION
Request receipt Transmission File Declaration Salaries Sede Inail

REQUEST RECEIPT VIA EMAIL

A copy of the detailed receipt for the Wage Declaration submitted with the identifier "60000-2024-10-30-15-00021090", will be sent to the following email address.

E-Mail

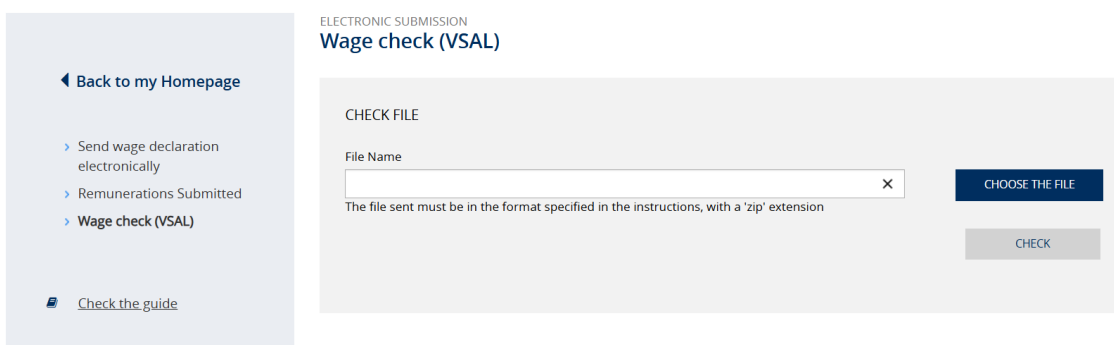
GO BACK SEND EMAIL

Figure 3.9 - Request receipt

The **SEND EMAIL** button allows the receipt to be sent to the address entered, while the **BACK** button allows you to return to the previous page.

3.3 VSAL check

Selecting the **VSAL check** option opens the function that carries out a format check on the file produced before proceeding with the submission (Figure 3.10).



ELECTRONIC SUBMISSION
Wage check (VSAL)

CHECK FILE

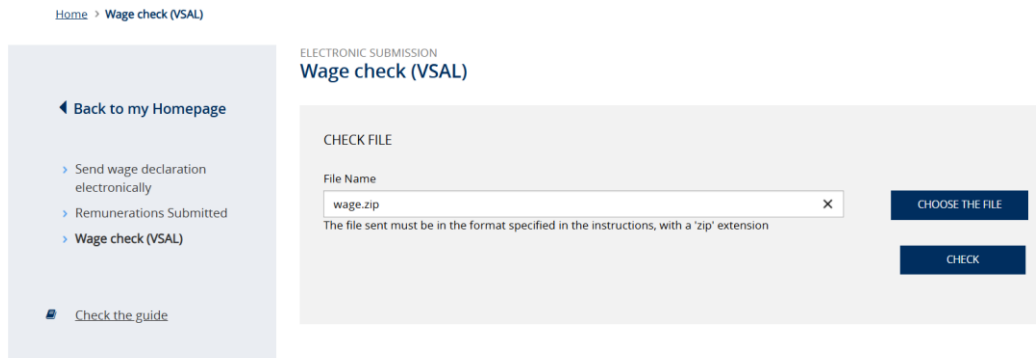
File Name

The file sent must be in the format specified in the instructions, with a 'zip' extension

CHOOSE THE FILE CHECK

Figure 3.10 – VSAL check

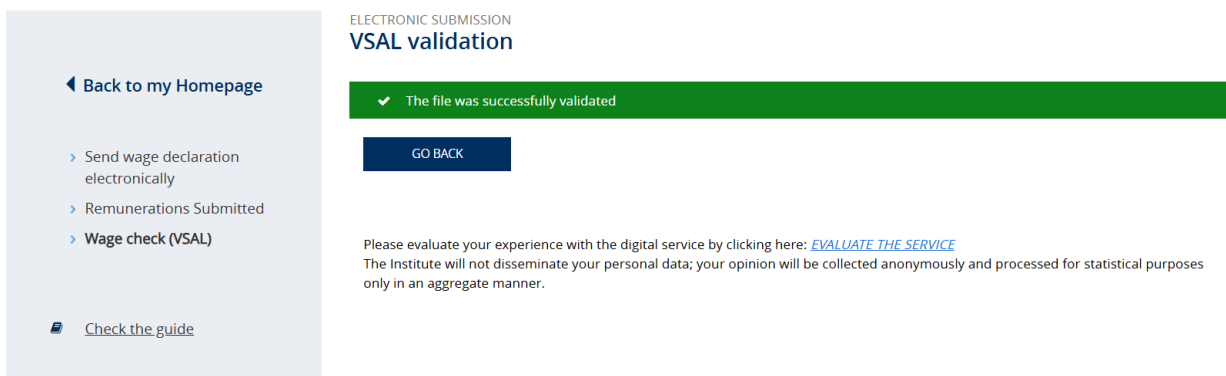
The file to be checked must be in .zip format, and can be uploaded from its folder using the **CHOOSE FILE** button (Figure 3.11).



The screenshot shows a web interface for 'Wage check (VSAL)'. On the left is a sidebar with navigation links: 'Back to my Homepage', 'Send wage declaration electronically', 'Remunerations Submitted', 'Wage check (VSAL)', and 'Check the guide'. The main content area is titled 'ELECTRONIC SUBMISSION Wage check (VSAL)'. Below this is a 'CHECK FILE' section with a 'File Name' input field containing 'wage.zip' and a 'CHOOSE THE FILE' button. A note below the input field states: 'The file sent must be in the format specified in the instructions, with a 'zip' extension'. A 'CHECK' button is also visible.

Figure 3.11 – Selecting the file

Once the file has been selected, the **VERIFY** button becomes active and the user can carry out the check. If the file is correctly formatted, the user is informed of this by a message (Figure 3.12); likewise, if there are any errors, these are shown on the page.




The screenshot shows the 'VSAL validation' screen. The sidebar is identical to Figure 3.11. The main content area is titled 'ELECTRONIC SUBMISSION VSAL validation'. A green banner at the top contains a checkmark and the text 'The file was successfully validated'. Below this is a 'GO BACK' button. At the bottom, there is a message: 'Please evaluate your experience with the digital service by clicking here: [EVALUATE THE SERVICE](#). The Institute will not disseminate your personal data; your opinion will be collected anonymously and processed for statistical purposes only in an aggregate manner.'

Figure 3.12 – Check confirmation

A summary of the errors encountered can be downloaded in .pdf format using the *Download summary* link (Figure 3.13).

← [Back to my Homepage](#)

- > [Send wage declaration electronically](#)
- > [Remunerations Submitted](#)
- > [Wage check \(VSAL\)](#)

 [Check the guide](#)

ELECTRONIC SUBMISSION

ERRORS ENCOUNTERED

Items per page

Position ▼	Field ▼	Error Description ▼
0		object has missing required properties (["DatiSintetico","FogliSalari"])
1		

[Download summary](#)

[GO BACK](#)

Figure 3.13 - Summary of errors