# Ministerstvo HOSPODÁRSTVA SLOVENSKEJ REPUBLIKY

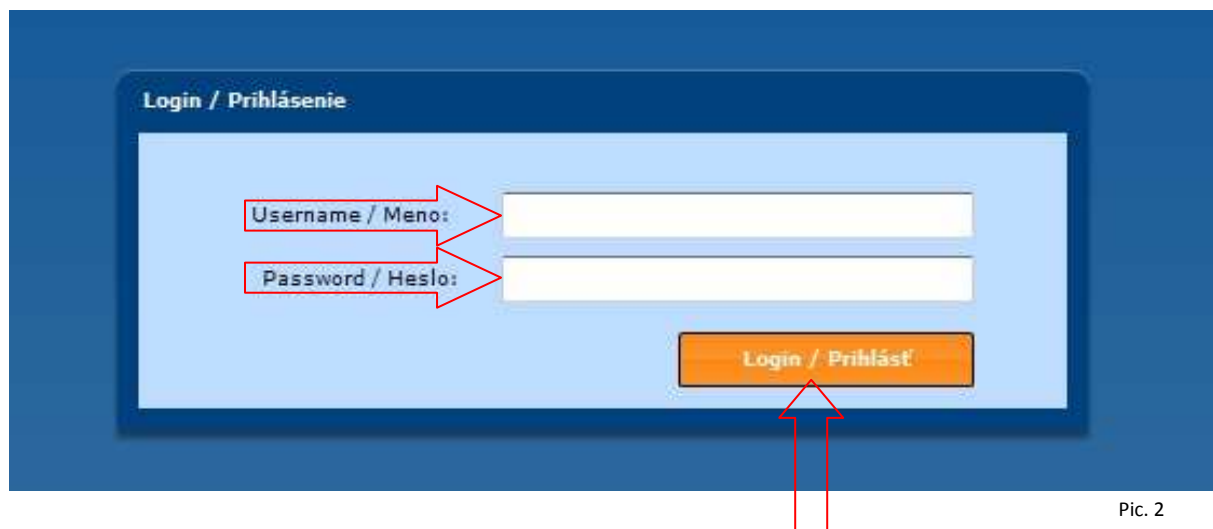# Made in Slovakia User´s Guide

**Contents:**

## 1. Log in to the system

Enter the Made in Slovakia system login window by clicking „Login" (Pic. 1) on the home page (www.madeinslovakia.net).
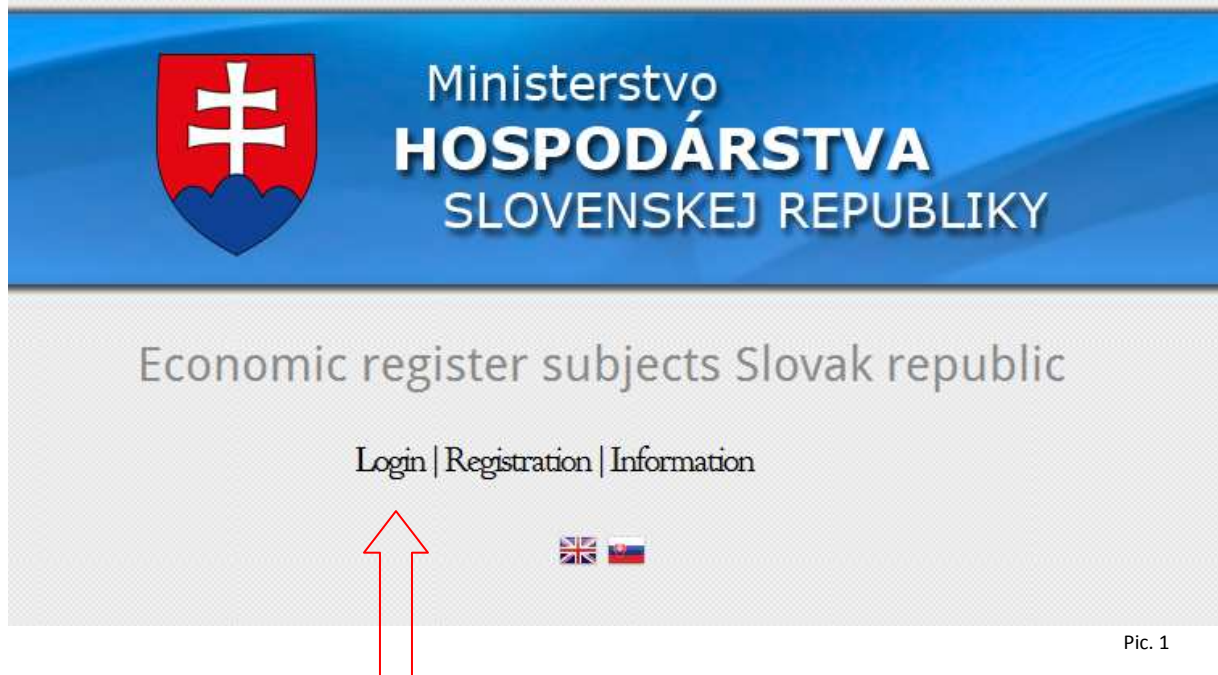


Pic. 1

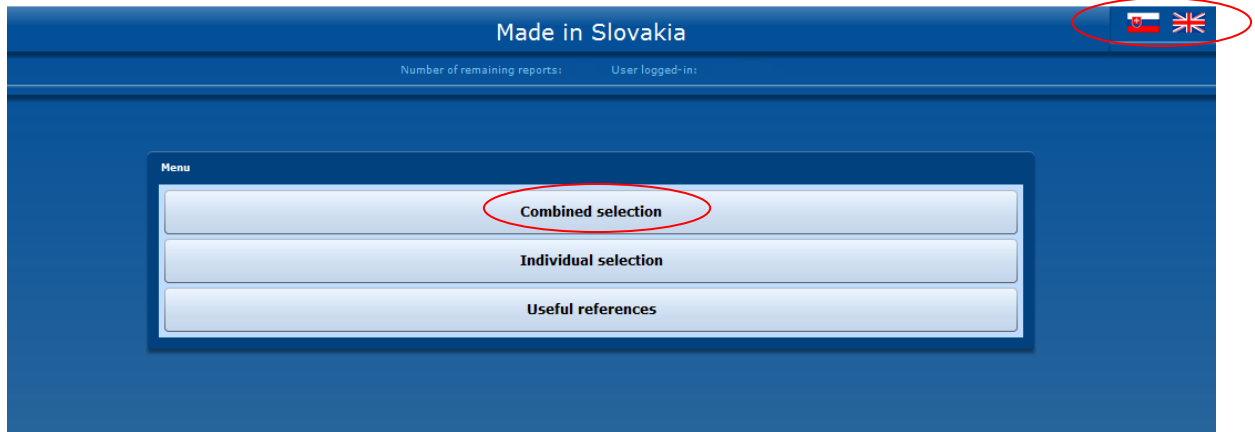After entering the login window, log in the name and password and then click on „Login". (Pic. 2)



Pic. 2

## 2. Language preference

Made in Slovakia system works in two language mutations. You can switch between the two languages by clicking the flag symbol in the upper right corner. (Pic. 3)

## 3. Combined selection

Click on "Combined selection" in the main menu. (Pic. 3)



Pic. 3

### 3.1. Selection according to registered office and legal form

After quick downloading of data you can start with imputing data for selection. Selection according to registered office and legal form:

- by selection you can choose according to region, district, or even municipality. Click on the arrow symbol ( ▷ ) to open the menu. Click on the square symbol ( ☐ ) in front of the correspondent region, district, or municipality to select the required option. (Pic. 4)
- you can make selection according to legal form by clicking the square symbol ( ☐ ) in front of the correspondent legal form. (Pic. 4)
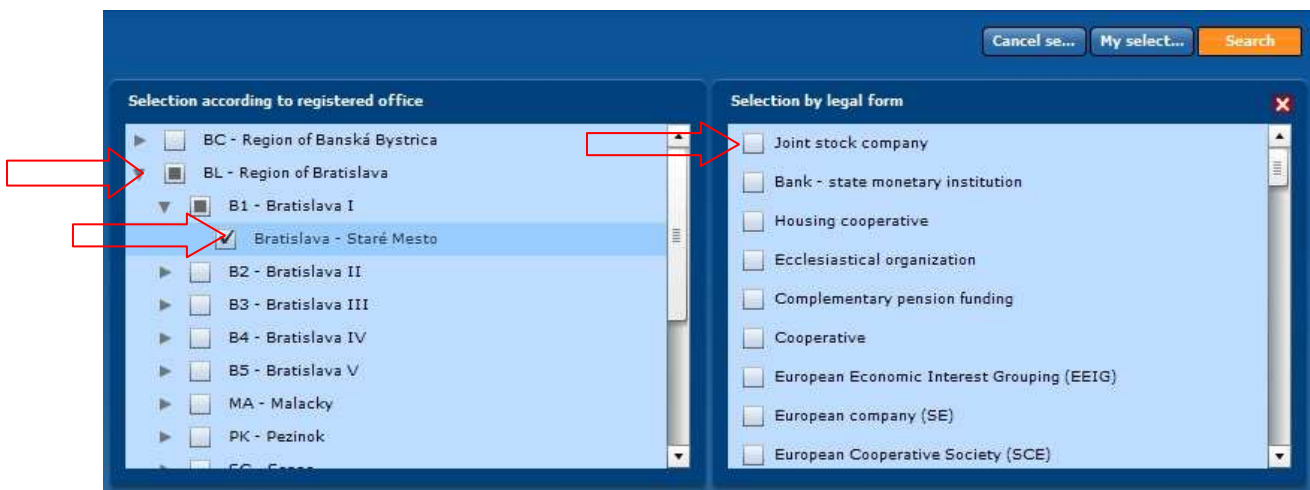


Pic. 4

### 3.2. Selection according to codes in the branch of business

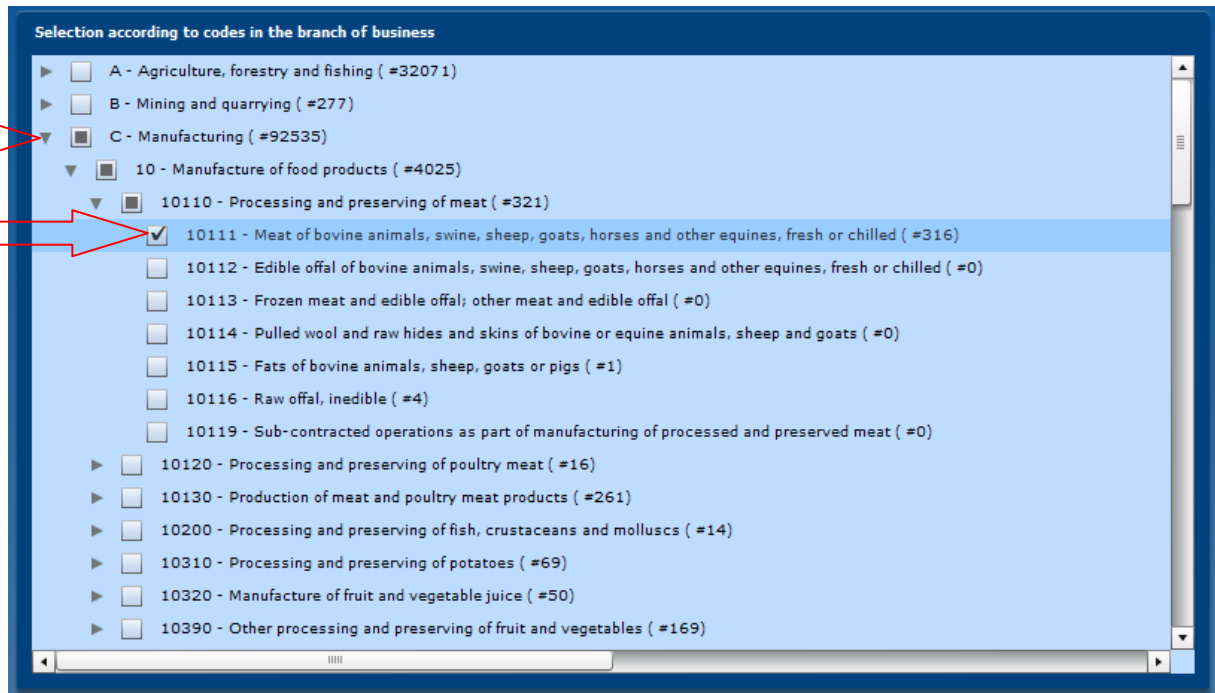To open the menu click on the arrow symbol ( ▷ ) until you get to the required selection of business branch. Confirm the selection by clicking ( ☐ ), where the tick appears as a symbol of confirmation. (Pic. 5)



**Selection according to codes in the branch of business**

- ▷ ☐ A - Agriculture, forestry and fishing ( #32071)
- ▷ ☐ B - Mining and quarrying ( #277)
- ▽ ◼ C - Manufacturing ( #92535)
  - ▽ ◼ 10 - Manufacture of food products ( #4025)
    - ▽ ◼ 10110 - Processing and preserving of meat ( #321)
      - ☑ 10111 - Meat of bovine animals, swine, sheep, goats, horses and other equines, fresh or chilled ( #316)
      - ☐ 10112 - Edible offal of bovine animals, swine, sheep, goats, horses and other equines, fresh or chilled ( #0)
      - ☐ 10113 - Frozen meat and edible offal; other meat and edible offal ( #0)
      - ☐ 10114 - Pulled wool and raw hides and skins of bovine or equine animals, sheep and goats ( #0)
      - ☐ 10115 - Fats of bovine animals, sheep, goats or pigs ( #1)
      - ☐ 10116 - Raw offal, inedible ( #4)
      - ☐ 10119 - Sub-contracted operations as part of manufacturing of processed and preserved meat ( #0)
    - ▷ ☐ 10120 - Processing and preserving of poultry meat ( #16)
    - ▷ ☐ 10130 - Production of meat and poultry meat products ( #261)
    - ▷ ☐ 10200 - Processing and preserving of fish, crustaceans and molluscs ( #14)
    - ▷ ☐ 10310 - Processing and preserving of potatoes ( #69)
    - ▷ ☐ 10320 - Manufacture of fruit and vegetable juice ( #50)
    - ▷ ☐ 10390 - Other processing and preserving of fruit and vegetables ( #169)
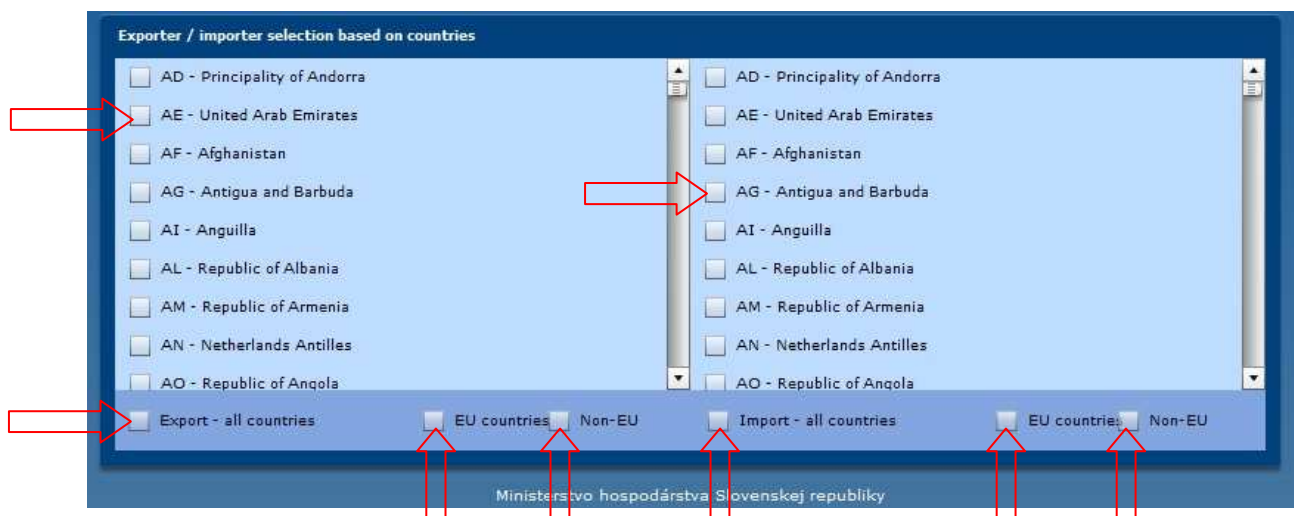
Pic. 5

### 3.3. Selection according to country of export – import

In this section of combined selections the system enables to filter the business entities according to countries of export and import (the list of the countries of the whole world).

You can make the overall selection by clicking on the square symbol ( ☐ ) in front of „Export – all countries", or you can only choose the export to EU countries, or the countries out of EU.You can also choose the country from the list, whereby each selected country must be confirmed by clicking on the square ( ☐ ) in front of the country name. The selection is confirmed by displayed tick in the square. (Pic. 6)



**Exporter / importer selection based on countries**

| | |
|---|---|
| ☐ AD - Principality of Andorra | ☐ AD - Principality of Andorra |
| ☐ AE - United Arab Emirates | ☐ AE - United Arab Emirates |
| ☐ AF - Afghanistan | ☐ AF - Afghanistan |
| ☐ AG - Antigua and Barbuda | ☐ AG - Antigua and Barbuda |
| ☐ AI - Anguilla | ☐ AI - Anguilla |
| ☐ AL - Republic of Albania | ☐ AL - Republic of Albania |
| ☐ AM - Republic of Armenia | ☐ AM - Republic of Armenia |
| ☐ AN - Netherlands Antilles | ☐ AN - Netherlands Antilles |
| ☐ AO - Republic of Angola | ☐ AO - Republic of Angola |

☐ Export - all countries    ☐ EU countries  Non-EU    ☐ Import - all countries    ☐ EU countries  Non-EU

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Pic. 6

### 3.4. Search

If all required options of business entity selections are marked, you can resume and check them by clicking on „My selection", or you can cancel this selection by clicking on „Cancel selection". You can search the entities according to criteria preferred by the user, by clicking on „Search". (Pic. 7)



Pic. 7

## 4. Individual selection

For individual selections you have to click on Individual selections in the main menu. (Pic. 8) In individual selections the system enables search by entering Business name or Company ID.
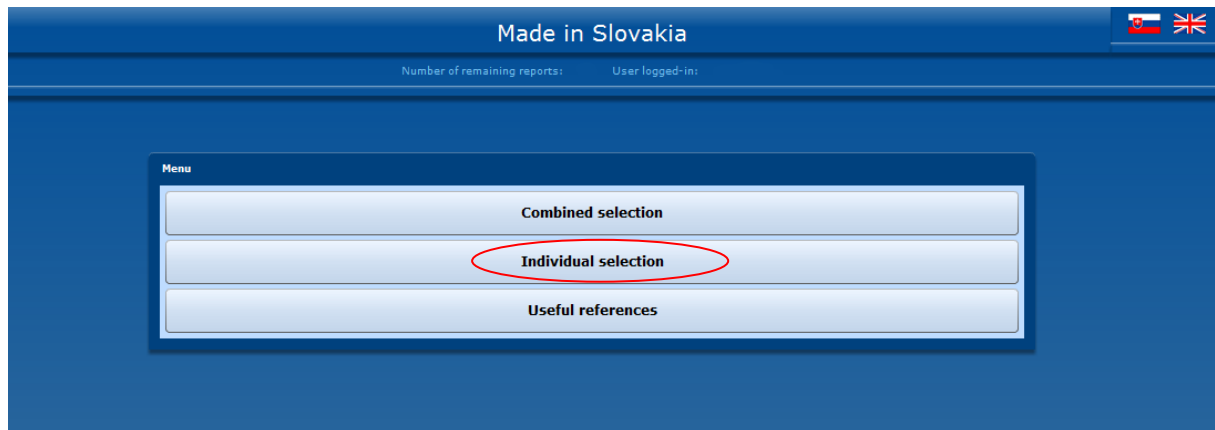
Preferentially the system is set up for search by means Company ID. You can search by means of Company name when you click on Company ID and then choose the option „Company name ".
 (Pic. 9)
Search of entities according to criteria preferred by the user is made by clicking on „Search". (Pic. 9)
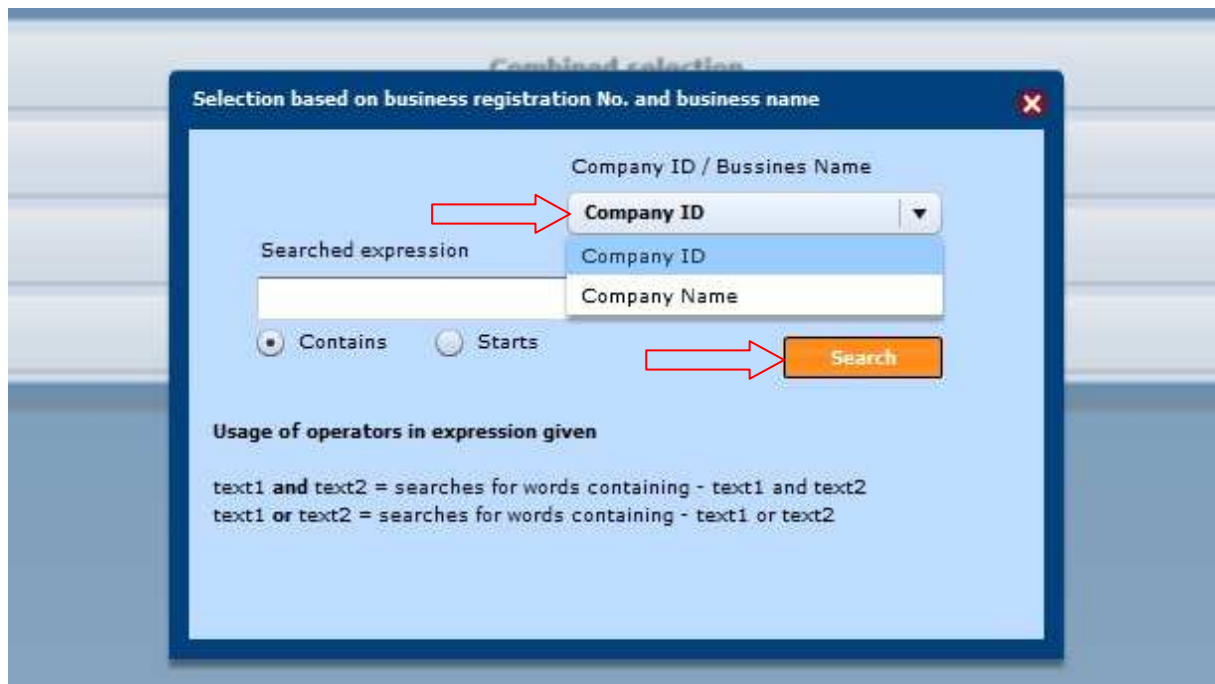
After generating the list of business entities according to the user´s criteria, the system will enable the switch into Business register (Obchodný register) or Small Business register (Živnostenský register SR) of the Slovak Republic, by clicking on the „ORSR" or „ZRSR" in the upper left corner above the selection (Pic. 10).
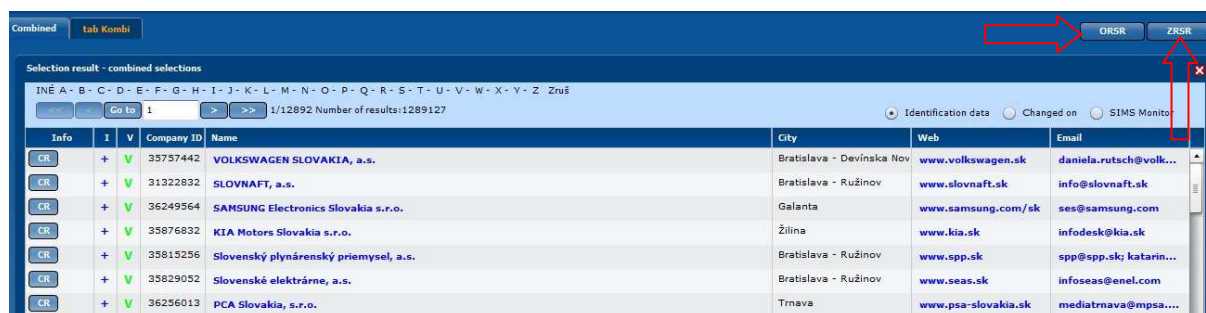


Pic. 10

Click on the Company name to display the extract from Business register of the required company. To open the specific report about the company, click on "CR" („BR") in the left part of the line.

Hypertext switch-over also enable to switch to the website directly by clicking on the web address or to write an e-mail by clicking on the e-mail address. (Pic. 11)
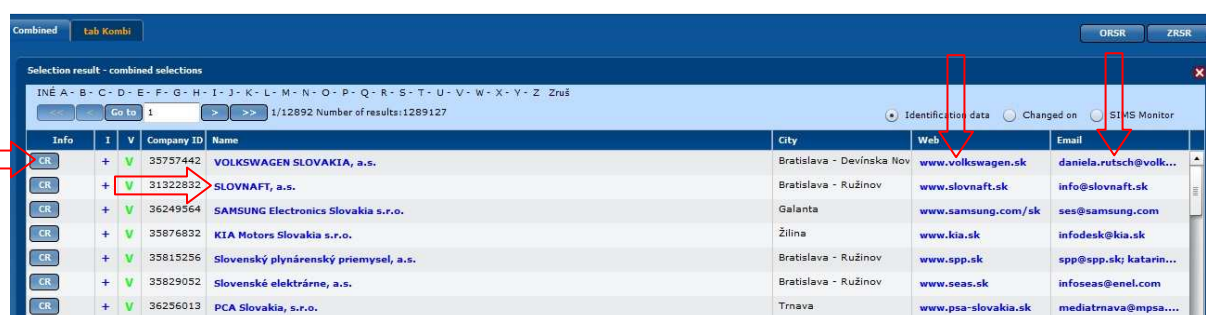


Pic. 11

By clicking the circle symbol (◯) in front of „Changed on", all the last observed changes that were spotted at the relevant entities, are displayed. (Pic. 12)



Pic. 12

By clicking the circle symbol (◯) in front of „SIMS Monitor„ selected evaluation of the entities is displayed in colour. Green colour means positive information, red colour means negative information. (Pic. 13)
Abbreviations:
ST = Status
PD = Payment discipline
EX = Executions
VI = Own assets

Pic. 13

## 5. Useful references

In this section there are some links to websites which open after clicking on the specific link. You can switch to the main menu by clicking on the cross symbol in the upper right corner. (Pic. 14)



Pic. 14

Note:

In the system you can go one step back only when you close the active window by clicking the cross symbol, or you can click back to the menu by means of bookmarks in the upper right corner. (Pic. 17)
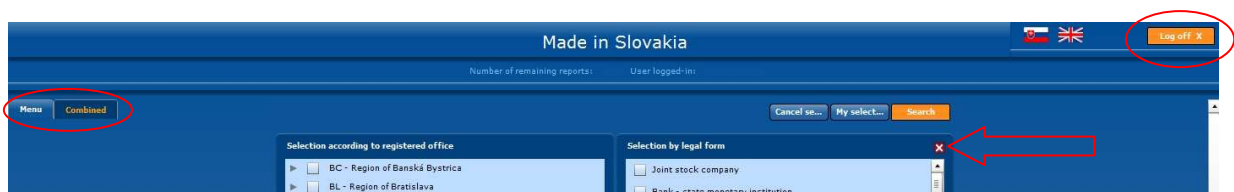


Pic. 17

To close the system, you must log off by clicking „Log off"(Pic. 17)