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ELECTRONIC INTRASTAT REPORTING BY IMPORTING CSV FILES

The Intrastat Web Solution enables reporting using Internet Explorer, Mozilla Firefox and Chrom on Windows.

Reporting by importing a CSV file

As part of reporting through the Intrastat web solution, the Intrastat report can also be prepared in a Comma Separated Variable file or CSV file, which is then imported into the Intrastat web solution. Each file so prepared can contain up to 999 lines. Reporting by importing a CSV file sounds technical, but it is only a file where all data is separated by a semicolon (;). The CSV file consists of two parts, namely the document header and the item table data. The document header consists of two lines. The first line is always reserved for the names of the document header variables, followed by the second header of the document header. Also, in the part of the document that lists individual items, the third line is reserved for the names of the variables to be entered in the item data, followed by the item data of the document from the fourth line.

CSV File Generator (Excel spreadsheet template)

The easiest way to prepare a CSV file is to use an Excel template. First, save the template you download from our site to your computer and then enter your information, leaving the first and third lines unchanged. When entering individual data, be sure to fill in only the fields that are required for you, or if you are required to act as declarant for your reporting unit and also for you as declarant. When this template is completed, save it as a CSV (comma delimited) file and import it into a web application. Use a semicolon (;) for punctuation!

Creating a CSV file

Using a pre-prepared Excel spreadsheet, enter your information in the second, third, and all subsequent lines of the document.

Saving a CSV file

Then save the file as a CSV (comma delimited) file, an Excel-enabled file storage option. After saving the file as a CSV (comma delimited) file, please be aware that when you use this same file later, do not open the file directly with Excel!, Otherwise leading zeros will disappear from all text boxes and the WEB application will detected errors in the prepared report. When reopening a CSV file later, only open the file using Notepad, WordPad, or other similar program, or use the Excel Wizard to import the text file to open it. When making such an import, make sure that you correctly define the individual variables, textual as textual, numeric as numeric. For more information on specifying the
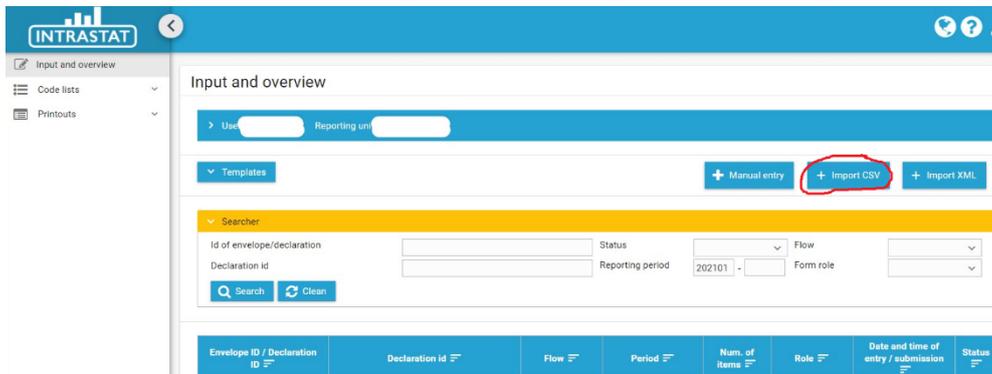
overriding type of individual variables, refer to the CSV technical specifications. For numeric variables, thousands are always separated by a dot ".", While decimal places where they are specifically defined are always separated by using a comma "," (Example: 1,000,23).

An Example of CSV file opened with Microsoft Notepad

PSI_VAT;PSI_OU;Flow code;Declaration ID;Reference period (YYYYMM);Function;Currency;Message version;TDP_Country;TDP_VAT;TDP_OU;;
11111111;000;2;TTT3;201801;I;EUR;3;SI;11111111;001;;
No;MSConsDest;Delivery terms;Location;Nature of transaction;Mode of transport;CN8;Origin;Net mass;Quantity in SU;Invoiced amount;Statistical value;Partner ID
1;DE;FCA;2;11;5;85171200;IE;16,300;82,35;18.858,33;19.099,99;DE111111125
2;DE;FCA;2;11;5;84713000;IE;7,550;14,00;3.828,00;3.943,11;DE288948807
3;DE;FCA;2;11;5;85078000;IE;13,230;14,00;1.659,63;1.709,00;DE288948807
4;IT;FCA;2;11;5;84716060;IE;5,100;3,00;697,27;718,00;IT111111125
5;FR;FCA;2;11;5;42029219;IE;0,000;0,00;156,11;160,00;FR111111125
6;DE;FCA;2;11;5;01019000;IE;2,600;3,82;52,00;53,00;DE111111111

Import a CSV file into an Intrastat WEB application

Import the prepared CSV file into the Intrastat web solution into the Input and overview menu using the Import CSV button. After importing the CSV file, the draft form is displayed in the table below of all submitted or prepared forms. Importing a CSV file into a web application is followed by checking the correctness of the data, correcting any errors, and then signing and sending the report.

Access to the Intrastat web application

Reporting entities wishing to use the Intrastat online solution must complete and submit the Intrastat Electronic Reporting Application Form in order to enable them to access the online solution.

In order to ensure the highest security standards for the security of reporting units, the use of the Intrastat web solution (for secure access, encryption and secure electronic signature) requires a qualified digital certificate from one of the registered certification authorities to issue qualified digital certificates. More on digital certificates.

If the reporting unit already has the appropriate digital certificate, it can (after having applied for the use of the online solution) also use the certificate to access the Intrastat online solution, otherwise it must obtain it first. The reporting authority can use the same digital certificate for both reporting and document review through the Intrastat online solution and for electronic messaging reporting. Log in to Intrastat Web application (digital certificate only).

Reporting Suitability for Intrastat Using an Online Solution (Online Form) Reporting for Intrastat using an online data entry form solution is particularly suitable for reporting entities with fewer business transactions. Reporting units with a larger number of transactions can use the Intrastat web solution by preparing an appropriate XML file in their information system and then importing it into the Intrastat web solution.

Contact the Financial Bureau of Nova Gorica for further clarification: intrastat.fu@gov.si