# Instructions for using Intrastat declaration service
7.9.2023

More specific guidance on submitting Intrastat declarations can be found on Customs website tulli.fi/Intrastat.

An Intrastat declaration is a monthly declaration, which traders who are liable to provide data must submit each month even if there have been no arrivals or dispatches to report during the calendar month in question. The information provider must submit an empty declaration without a single commodity code.

You can enter the declaration data manually into the Intrastat Declaration Service or upload from a file.

In the service, you can also

- copy a declaration as a template for a new declaration
- correct/change a declaration already sent
- invalidate an entire declaration.

Corrections made by a customs officer in the Intrastat collection system show in the sender's declaration.

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# Logging into the service

Log in into the service on page [tulli.fi/Intrastat declaration service.](tulli.fi/Intrastat declaration service.)
You can select the language on the first page.

The person who submits Intrastat declarations must have an electric authorisation (Intrastat declarations on intra-EU trade flows) to be able to submit Intrastat declarations. The company must be obliged to provide Intrastat data in order to be selectable in the service.The agent must be registered in Customs´ customer register. Read more about the authorizations from the Digital and Population Data Services website [suomi.fi/e-authorizations](suomi.fi/e-authorizations).

A person who doesn´t have a Finnish identity code must use Identification for foreigners. Choose then Finnish Authenticator app. Fill in your UID and password and log in. Read more from the Digital and Population Data Services website [Finnish Authenticator Identification Service - Suomi.fi](Finnish Authenticator Identification Service - Suomi.fi).

Log in via Suomi.fi with your personal identifying token which are online banking codes, a mobile certificate and a certificate card and Continue to the Service. Choose the company on whose behalf you wish to act. If your mandates permit you to act on behalf of several companies, choose the companies on whose behalf you wish to act. Select and go the e-service.
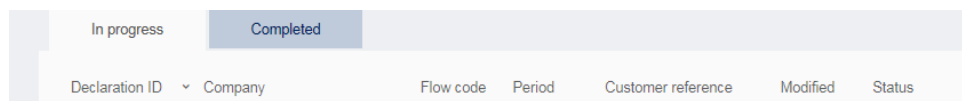
Accept the terms of use.

Next, from the role menu, select the company on behalf of which you are submitting the notification first and Continue. You can change the transaction role in the service from Change transaction role at the top of the front page. You will see a menu from which you can select another company and proceed to report it without logging out.

**The connection to the session is disconnected if the service has not been used for about 15 minutes.** The system automatically saves the entered data and the incomplete declaration can be found under the "In progress" tab in the list of declarations.

When you are ready and not using the service anymore, log out of the system.

# List of declarations

After accepting the terms of use, you are automatically taken to a list where the declarations are shown under two tabs. Incomplete declarations that have not yet been sent are shown under the "In progress" tab. To edit an incomplete declaration, you can open it in the list. The declarations that have been submitted are shown under the "Completed" tab.

| In progress | Completed | | | | | |
|---|---|---|---|---|---|---|
| Declaration ID ˅ Company | | Flow code | Period | Customer reference | Modified | Status |

You can sort the declarations in ascending or descending order based on the table column heading by clicking on the heading.

# Entering declaration data manually

### Header data, i.e. declaration-specific data

In the header data, the basic details of the declaration are provided, such as the VAT number of the data provider, the direction (or flow, i.e. arrivals or dispatches) and the period (i.e. the statistical month).

**Agent**

In cases where an agent lodges the declaration on behalf of the data provider, the name and VAT number of the agent are automatically transferred to the form after logging in.  The five-digit reporting unit code (INT code), e.g. FI02345678INT01, given to agents on application should be separately selected. If there is no reporting unit, it cannot be selected.

**Data provider**

When a data provider logs in with the Suomi.fi mandates, the name and VAT number of the data provider are automatically transferred to the form. The five-digit reporting unit code (INT code), e.g. FI02345678INT01, given to data providers on application should be separately selected. If there is no reporting unit, it cannot be selected.

**Direction**

Choose the direction (or flow, i.e. arrivals/dispatches) based on the type of declaration to be submitted. It is not possible to select a direction for which the company is not liable to provide information.

**Period**

Choose the right statistical period from the menu.

**No rows (nil declaration)**

For months during which there are no arrivals or dispatches to report, traders are to provide a so-called nil declaration, which only contains header data but no commodity code rows. In such a case, No rows (nil declaration) should be selected on the Header data screen. Choose Next-button and proceed to sending.

**Customer reference**

Customer reference is an optional detail. The reference can contain no more than 14 characters, and special characters and the letters å, ä and ö are not allowed.

## Row data, i.e. commodity code specific details

When you have provided the header data, proceed by clicking on the Next button. When submitting an ordinary statistical declaration, you proceed to entering row data; when submitting a nil declaration, the Next button takes you directly to the Summary and confirmation page.

Fill in the declaration in goods item by item. When all the data on the item has been entered in the form, the goods item must always be added to the declaration *(Save and create next row)*. After this, you enter a new goods item. After the last goods item, you select "Save row". All the commodity code rows contained in the declaration can be viewed on the Rows page. When all the goods items have been saved, proceed to the Summary and confirmation page by clicking on the Next button.

You can save all the goods items that are to be declared in a specific month at the same time and send the declaration as soon as this data has been saved. You can also complete the declaration gradually, e.g. every day, in which case you save it without sending it (choose Exit). The program will save the declaration as a draft. You can continue completing the declaration later by retrieving the declaration under the "In progress" tab.

When the declaration is complete, select "Submit" on the "Summary and confirmation" screen. When the declaration has been successfully sent, the system displays the message "Your Intrastat declaration is complete Thank you!" Choose See the complete declaration. You can see the declaration which is now Accepted. You can close it from the button X Close. The declaration is now transferred to the Completed tab.

Mandatory details are marked with a red asterisk *

The question mark displays short instructions for filling in the field

You can use the pin icon to mark the data so that it stays the same when you enter the next commodity codes. When the pin is white it is not activated.

When the pin is dark it is activated and the data is carried over to the next commodity code row.

**The information of the commodity code row**

**Country of consignment*** (for arrivals):
The country of consignment in arrivals is the member state for which the goods were dispatched to Finland. Select a country in the drop-down menu or type the name of the country, e.g. Sweden, in the field and select the country when the cursor is on the desired country. The names of the countries in the menu are listed in alphabetical order.

**Country of destination*** (for dispatches):
The country of destination in dispatches is the member state to which the goods are dispatched from Finland. Select a country in the drop-down menu or type the name of the country, e.g. Sweden, in the field and select the country when the cursor is on the desired country. The names of the countries in the menu are listed in alphabetical order.

**Country of origin*** (for arrivals):
The country of origin is the country where the goods were produced of manufactured. The country of origin can also be a country outside the EU. However, in the case of return goods, the country of consignment (member state) should be provided as the country of origin. Correspondingly, for goods processed under contract and goods returned after repair, the member state where the processing or repair has taken place should be provided as the country of origin.

Select a country in the drop-down menu or type the name of the country, e.g. Sweden, in the field and select the country when the cursor is on the desired country. The names of the countries in the menu are listed in alphabetical order. The country of origin can never be Finland (FI).

**Country of origin*** (for dispatches):
The country of origin is the country where the goods are produced of manufactured. For goods manufactured in Finland, the country of origin is Finland (FI). The country of origin can also be a country outside the EU. The country of origin of goods returned from Finland is Finland (FI) if the nature of transaction is 21. For goods manufactured under contract or goods returned after repair work in Finland, the country of origin is Finland (FI).

Select a country in the drop-down menu or type the name of the country, eg. Finland, in the field and select the country when the cursor is on the desired country. The names of the countries in the menu are listed in alphabetical order. The country of origin can never be Finland (FI).

**Nature of transaction***: Select the correct nature of transaction in the menu. The default value is 11 – Outright sale/purchase.

**Transport mode***: Select a mode of transport in the menu. The default value is 1 – Sea transport.

**VAT number of the trading partner*, dispatches:**
An optional detail consisting of max. 14 characters. Type the VAT number of the trading partner to which the goods have been sold or the company that receives the goods in another Member State.

The country of the trading partner must be the same as the country of destination except in special cases:
1. QN999999999999: the goods are delivered to a private person.
2. QV999999999999:the trading partner is unknown
3. When the country of destination is Greece (GR), the country code in the VAT number is EL.
4. XX999999999999: used only in triangular trade if the VAT-number of the real receiver of the goods is not known. XX is exceptionally the code of the country where the invoice is sent (eg. AT999999999999).

**CN8 code***:
Type the commodity code as a code consisting of 8 characters. It you do not know the commodity code, you can search for it by browsing the nomenclature or by using a keyword. The Browse button brings up a list of all 21 sections of the nomenclature. By selecting one section you can view all the chapters belonging to that section. By selecting a chapter you can view the subchapters. Continue browsing until you have found the correct CN8 code. A code that can be selected is underlined.
The character ▶ (arrowhead pointing right) at the start of the row means that you can open the next sublevel by selecting the row.
The character ▼ (arrowhead pointing down) means that the next level is already opened. You can close a level by selecting the row.

When searching by keywords, type words (space between the words) or click the magnifying glass button 🔍 Select the correct commodity code from the search results or press the Show in tree browser ≡ to navigate to the corresponding section of the nomenclature. When the commodity code has been entered or retrieved the code text is displayed in the declaration. At the same time, any data on a supplementary unit is also transferred to the form.

**Goods description:** When the commodity code has been entered or retrieved the code text appears on the form.

**Net mass***:
As a rule, the net mass (kg) should be provided as a whole number for all commodity codes. The exception is commodity codes for which it is optional to provide a net mass. For these commodity codes, the quantity should be provided in supplementary units. The application will indicate whether it is mandatory or optional to provide the net mass. If the net mass is below 500 g, it should be provided as 0.

**Quantity in supplementary units***:
The supplementary unit must only be provided if the CN code so requires. If that is the case, the quantity in supplementary units (e.g. pcs, pair) should be provided in this field. The supplementary unit must be at least 1.

**Invoice value***:

The invoice value should be provided as a whole number without decimals (in whole euros, no cents). In the case consignments that are supplied free of charge, the invoice value should be provided as the price that would have been charged in the event of a normal purchase. The invoice value can never be 0. The invoice value can be provided either directly in euros or in another currency. If the value is not provided in euros, the currency in question (e.g. SEK) should be selected in the menu and the amount in the chosen currency entered. The application then converts the value into euros.

**Statistical value:**
Providing a statistical value is optional. If it is provided it must correctly determined. The statistical value should be provided as a whole number without decimals (in hole euros, no cents). In case of consignments that are supplied free of charge, the statistical is the price that would that would have been charged in the event of a normal purchase. The statistical value can never be 0. The statistical value can be provided either directly or in a another common currency. If the value is not provided in euros, the currency in question (e.g. SEK) should be selected in the menu and the amount in the chosen currency entered. The application then converts the value into euros.

**Row reference:**
An optional detail consisting of max. 14 characters that the declarant may provide. Special characters and the characters å, ä and ö are not accepted.

# Uploading the declaration from a file

You can also upload the data from a file in which case there is no need to fill in the header and row data; instead, all the data is read from the file. The file must be a CSV or ASCII file of a specific format. The files must be of a strictly specified form: see instructions from the Customs website tulli.fi/Instructions for Intrastat declaration service. The service creates a statistical number for the declaration automatically, so there is no need to provide it in the ASCII file either.

The file to be uploaded can contain only one statistical declaration containing a maximum of 3 000 commodity code rows. If the file contains more than 3000 commodity codes it must be divided into several declarations.

Select Upload declaration and the file you wish to upload. After successfully uploading the file, you can browse and edit the commodity code row data on the Rows page.

The accuracy of the commodity code row data will be checked at the uploading stage. The declaration is submitted under the "Summary and confirmation" screen. If the declaration contains commodity code rows with errors, the sending will fail and the Rows bar will display the number of errors. The errors must corrected before sending the declaration.

Commodity code rows with errors can be corrected under the Rows tab. The rows with errors are easier to find by selecting Display only rows with errors.

If there are many errors, you can correct the errors in the file and uploading the corrected file. In that case, you should exit the declaration without saving it as a draft (Choose Delete draft. The program will ask Are you sure you want to delete this draft? Answer Delete) and then upload the corrected file.

When the declaration is flawless, it can be sent via the "Summary and confirmation" screen and the system will display the message "Your Intrastat declaration is complete. Thank you!" You can view the declaration by selecting See the complete declaration. After closing the declaration, the declaration is transferred to the Completed tab.

# Adding a new commodity code row

If transactions have been omitted from the declaration for a previous month, you just submit an entirely new declaration for the missing goods items into the month to which they belong. In other words, the corrections are not made in the earlier declaration; instead, a new declaration is submitted only for the missing goods items.

# Invalidation of a declaration

If you wish to invalidate an entire declaration that has been submitted, retrieve the declaration from the "Completed" tab. Click the declaration and click "Invalidate" at the bottom of the page. The system asks "Are

you sure you want to invalidate the Intrastat declaration?" By clicking "Yes", the status of the declaration changes to "Defaced" under the "Completed" tab.

# Correcting declarations

## Correcting unsubmitted declarations

You can edit and correct a declaration before submitting it. On the Header data screen, you can change the declaration-specific data. The Next button saves the changed details. On the Rows screen you can correct the data of specific commodity codes. Click on the commodity code row you wish to select and change the necessary details and *Save row*. When the declaration is ready to be sent, you proceed via the Next button to the "Summary and confirmation" screen and then Submit.

## Correction of details already submitted

As a rule, minor credit notes or supplementary invoices are not accounted for as a correction. Goods items with a value of less than 2 000 euros are usually not corrected, except in the case of a significant quantity error. The change in value or quantity (1st or 2nd quantity) of the goods item should usually be at least 10% (+ or -).

In the service, it is not possible to correct the header data (the VAT number, statistical period or direction) of statistical declarations. A declaration that contains errors must be invalidated and a new declaration must be submitted.
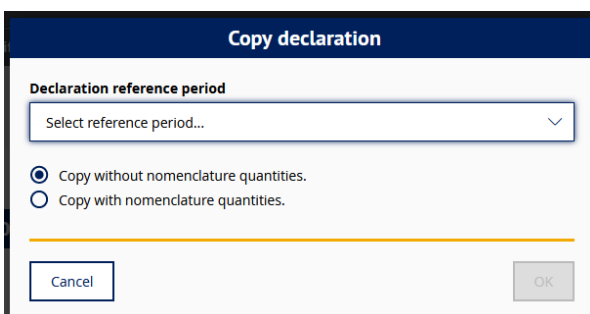
In the Intrastat Declaration Service, you can correct/change the commodity code row details in a submitted declaration by retrieving the declaration from the Completed tab, click the declaration. The system asks you choose if you want to correct information on commodity code rows or import new information for commodity codes from a file. Choose the right option and Go to correction. After that proceed to Row data. Click the row that needs to be corrected, make the corrections in the commodity code row details. Save row, choose Next and click Submit. The system generates a new version number for the corrected declaration. If necessary, the same declaration and commodity code row can be corrected several times. In such case make sure you correct the latest version.

**Corrections and additions to statistical data (new declaration) can be made until 11 August of the year following the statistical reference year.**

**NB: January and February cannot be reported or corrected the following year.**

# Copying a declaration

You can copy an old declaration as a template for a new declaration. You can copy declarations with any status (error, draft, defaced (invalidated), ready), as well as a nil declaration as a template. Depending on the status of the declaration, it is copied either from the "Summary and confirmation" tab or by clicking a declaration that is ready. Then select the period of the new declaration and possible value and quantity details of the commodity codes.

A new statistical declaration and its details can be supplemented. When the required details have been added, the declaration is sent to Customs.