Customs Administration

Operating manual
of the web application for data collection for Intrastat

Intrastat Online

Version 3.5
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1. Introduction

Internet application for data collection of statistics relating to the trading of goods between Member States - Intrastat

Czech Customs Administration and Czech Statistical Office in cooperation developed the InstatOnline application to facilitate data collection of Intrastat declarations. The implemented legislation is based on the European Parliament and Council Regulation (EC) 638/2004, the amending Commission Regulation (EC) 1915/2005 and the relevant Czech legislation. The collected data are then provided to Czech Statistical Office.

The application is intended primarily for small and medium companies. A purpose of this documentation is to help you using the InstatOnline application. Detailed information but only in Czech language you can find on this internet address: http://www.cs.mfcr.cz/CmsGrc/Obchod-se-zbozim/Intrastat/.

The InstatOnline application is based on the Microsoft .NET technology and thus MS Explorer version 6.0 or greater is needed. In case you want to use digital signature you have to enable downloading ActiveX component and install it. See chapter 7 “Sending” – the last paragraph.

Declaration items can be entered manually or imported to the InstatOnline from other applications. You can use CSV format (Comma Separated Values) which is the same as in the IDES-CZ application. This import is limited to 300 records monthly for one PSI (VAT number) for technical reasons. In case you have greater amount of data records you can buy commercial software for sending declarations through PVS (Portal of public administration) or use our free tool InstatImport which use the same PVS. This tools enables only to import CSV files and send them to our Intrastat centre through PVS and this tools is provided free of charge.

The InstatOnline application validates your entered data and errors are presented. There is also CN8 search tool for Intrastat and filtered views for your convenience

We have created Intrastat Helpdesk where you can obtain technical information about our Intrastat system and available applications from 7:00 to 15:30 every working day on these telephone numbers: (tel.: +420 585 111 180 - 185). Contact this helpdesk if you encounter some technical problems or errors while using these applications. Another information (first of all methodology issues) can be obtained at the General Directorate of Customs (tel.: +420 261 332 619 – 620) or at your relevant Customs Office.
2. Definition of basic terms

PSI (provider of statistical information)
Legal entity or natural person registered to VAT in the CR, who sends goods to another Member State or receives goods from another Member State and can be obliged to provide specified data on goods dispatched to or arrived from another Member State to INTRASTAT. A PSI have to be registered on a relevant Customs office, which is Customs office having local competence to which the provider of statistical information gives data for Intrastat. A relevant Customs office is based on an address of the residence of the company (PSI). If a TDP (third declaring party) is acting on behalf of a PSI then TDP can register a PSI presenting the full powers. You have to provide your e-mail address and in case you want to use a digital signature you have to present “qualified certificate” with public key.

TDP (third declaring party)
Legal entity or natural person who was given full powers for submission of Intrastat declarations by a PSI. A TDP also have to be registered (if it is not already) on the relevant Customs office as a TDP. Information about a TDP representation is a part of a PSI application form, which contains information about a PSI and a TDP, first of all e-mail address and (if needed) a public part of the qualified certificate for digital signature.

Sender
A sender is a PSI or a TDP with full powers who is registered on a relevant Customs office.

Declaration (Intrastat declaration)
Monthly declaration for Intrastat (declaration files or messages) containing prescribed data on dispatch of goods to another Member State or arrival of goods from such state handed over to the customs authorities in a prescribed blank form or in prescribed electronic form.

Relevant customs authority
Customs office having local competence to which the provider of statistical information gives data for Intrastat based on its registering office.

Reference period
Calendar month for which data on dispatch of goods from CR to another Member State or arrival of goods from another Member State to CR are reported to Intrastat. It is the month in which the consignor actually supplied or the consignee actually acquired the goods in question.
The reference period may as well be a calendar month in which the provider of statistical information (person registered to VAT) incurred the liability to declare VAT at the acquisition of goods from another Member State or to declare delivery of goods into another Member State if such month of declaration duty is month following the month of dispatch or arrival of goods.

**Intrastat**
Statistical system to monitor movement of goods between Member States during intra-Union trade.

**Declaration (record)**
A part of a monthly declaration for Intrastat containing all specified items about an arrival or a dispatch of goods from or to another member state.

**Negative declaration (record)**
In case a PSI is obliged to send monthly declarations and there is no arrival or dispatch in the given month a PSI has to send so called “negative declaration”. A negative declaration (record) has to be send separately both for an arrival and a dispatch if you have both flows. The deadline for sending is the same as for an ordinary declaration (12th working day of the month).

**Deleting declaration (record)**
Declaration with a deletion function refers to the already sent declaration (record) that was accepted by the Intrastat centre and which you want to delete.

**Replacing declaration (record)**
Declaration with a replace function refers to the already sent declaration (record) that was accepted by the Intrastat centre and which you want to replace.

**Message**
Declaration file (with entered records) sent by the application to the Intrastat centre for processing.

**Position**
Identification of record sequence in a message, this position is unique for every PSI and a reference period.

**Transaction with records**
A record has a special status and a transaction with the record is available only for the specified status. After creating a record you can repair the record, delete the record or send the record. If the record is deleted it is not possible to get back to that record. If the record has the status “sending” it is possible to display the record but it is not possible to change the record. Changing the record is possible after accepting or rejecting of the record by the Intrastat centre. After sending of the record you can see if the record was accepted or rejected by the Intrastat centre. If the record was accepted it is possible to display the record to change the record or to delete the record. In this case the
changed record or the record to be deleted will be replaced by the new record with the function code “Replace” or “Delete” respectively and this new record have to be sent again.

If the record is rejected by the Intrastat centre you can display it change it and send it again. Of course the rejected record can be deleted too but in that case no deleting record is generated so you do not have to send it again.

3. Logging in

After clicking on the InstatOnline application link a login dialog window is displayed where a user enters an e-mail address and a password. When you enter your password it is necessary to distinguish small and capital letters. If you have still a problem to log in try again sending a password by clicking on the function “Send password”.

When you log in for the first time you have to do the following: First of all click on the button “Send a password”. In the displayed dialogue fill out your e.mail address and write the displayed text (numbers) which is displayed on the picture below and then click on the button “Send”. You will receive by e-mail your password for the access to the application. A password can be changed in the main menu “Change password” of the web pages of Customs Administration.

The choices “Remember my login information” and “New registration are not for the InstatOnline application, do not use them.

![Login screen](Image)

Change a password

After logging in a user has a possibility to change his password by using the form “Change password” from the main menu of the web pages of Customs Administration. Setting of the password rules (the length, required characters and so on) is managed through the policy of the Active Directory. The link to change a password is shown only for a logged-in user and
you can find it below the reference “Logout” in the main menu of the web pages of Customs Administration.

While filling out a new password the checking of characters is being done concurrently, according to the given criteria, and the result is displayed below the field for a new password. If the password does not meet all the criteria it is not possible to send the form and the password is not changed.

### PASSWORD CHANGE

![Password Change Form]

**Password must meet the following minimum requirements:**

- Not contain all or part of the user's account name,
- be at least 8 characters in length,
- contain characters from three of the following four categories: English uppercase characters (A through Z), English lowercase characters (a through z), base 10 digits (0 through 9), non-alphabetic characters (for example, $, #, %).
- Password is case sensitive!

**Forgotten password**

If a user forgets a password he can have it sent to his e-mail address by clicking on the reference “Send password” on the login page.
When you ask for sending a password you will receive a new randomly generated password not the original one because of security reasons. After logging in you can change your password. A randomly generated number which is displayed as a picture on the form is used as a protection against misuse of this principle to change passwords by robots. This number has to be entered to the confirmation field “Enter the text from the image”. You cannot change the password without correctly entering the number.

Changing information about a user
A logged-on user has a possibility to change his name which is displayed on the right side of the top of every screen (Pic. 1c).

The form for changing a user’s information can be reached by clicking the reference “Change profile” in the main menu on the left or by clicking on the displayed name of the user in the screen heading. An e-mail address and the date of the account creation is displayed apart from the current user name. (see Pic. 1d). After changes are made and then clicking on the button “Save” the account is updated. A new name in the page heading is displayed after the page refresh. These items are just login data which do not have an impact on Intrastat data.
Entry to an application after the login

After the successful login the user information is displayed (the name, VAT number and the system role). Check if the VAT number and the role correspond to your data. If everything is OK, click on the button “Enter” or in the other case do not enter the application and contact the Helpdesk. The up-to-date contact information is on the web pages: http://www.cs.mfcr.cz/CmsGrc/Obchod-se-zbozim/Intrastat/Kontakty.htm.

3.1. Provider of statistical information (PSI)

All data are read only for the PSI user role and each PSI can see only its own data. A PSI user cannot neither enter data nor import data nor see message files. The main menu for PSI is therefore different from the menu for TDP (sender) - see Pic 3.

3.2. Sender (TDP – third declaring party)

A user with the sender role has the full access to all functions of the application. This can be seen in the main menu for this role (see Pic.3a).
3.3. Language setting

The application can communicate with a user in Czech or English language. A primary language setting depends on the Internet Explorer setting (Tools -> Internet options -> General -> Languages) but it is possible to change a language by clicking on the option „English version“ or in English version by clicking on the option „Česká verze“ at the top right corner of the page. The application saves the setting for the next session.

4. Basic data

The “Basic data” function is used for changing data about senders (TDPs) and PSIs. After clicking on the reference “Basic data” in the menu this form is shown:

On the left side of the screen choose what you want to edit (TDP / sender or PSI). If you want to edit a PSI you have to choose the PSI from the list whose data you want to edit. On the right side of the screen you can edit items with the following restrictions:
- VAT number cannot be edited;
- Customs office number can be selected from the list;
- All fields for a PSI are mandatory except for Fax, for sender only the field “Name of the company” is mandatory;
- Type of the company: see detailed description below;
- E-mail address has to be in the correct form.

If there is a problem with some item you can see a red error message on the right side of the field and when you save the form a window with the error message is shown. After entering all data click on the button “Save”.

Users with the PSI role can only see their data without editing.

Editing of types and statuses of PSIs
If you selected a PSI you can see the row “Type of the PSI” on the screen “Basic data”. You can change the item by clicking on the button “Change”.

![Pic. 5. Basic data – overview of types and statuses of the PSI]

Under the title “Edit type of PSI” you see a VAT number of the selected PSI. Under the title “Period” you select the required year. By clicking on the button “Submit query” you can display the overview of types and statuses of a PSI monthly in the given year. If you click on the button “Edit” on the left side of the month you can select another type of the company.

A status of a PSI is displayed in the form of two digit code with the following meaning:

- **11** Active
- **13** Unavailable
- **22** Non-active
- **23** Stopped declaring
- **98** One-time (occasional) declaration
A drop-down list enables to select the following types of the company:

- **Arrival and dispatch**
- **Only arrival**
- **Only dispatch**

After you selected the type of the company click on the reference “Save” on the left side of the screen. By clicking on the button “Cancel” the selection is canceled. To return to the main screen of the page “Basic data” click the button “Back”.

### 5. New declaration

When you click on the reference “New declaration” the following form is displayed. It enables to enter items manually. This functionality is enabled only for senders (TDP).
In the part “Reference period” select the year and the month for which you prepare declaration.

Check if you selected a PSI (in the part PSI) for which you make a declaration. If no PSI is selected or you need to change the PSI click on the button “Change PSI”. The dialogue “Selection of PSI” is shown and you can select the required PSI.

On the right side of the window you can check the PSI information. Click on the button “Choose” after a PSI selection. Your selected PSI is now seen in the part PSI on the page “New declaration”.

In the “declaration” part you have to select a flow “Arrival or Dispatch” and type of record. All active text fields depend on the flow and the type of record. All these items can be
filled out by selection from drop-down lists. Non-active fields are grey and you cannot fill them out.

In the part “Goods” fill out the CN8 goods at the first field code. The second field is for an additional goods code, it is filled out for the selected types of goods which are specified in the annex 6 of the Manual for Intrastat CZ. By clicking on the button “Check” you can check the validity of the entered CN8 code and the additional code if applicable. If you entered a wrong code it is deleted after the checking.

Selection of CN8 codes and additional codes

If you do not want to enter the CN8 code and the additional code manually click on the button “Choose” and the following dialogue is displayed:

![Pic. 9. New declaration – Selection of CN8 goods codes](image)

In the dialogue “Selection of CN8 codes” you can enter CN8 code or description of goods (which can be complicated) or at least a part of the code or the description of the goods you want to find. You can leave the fields blank. In the field “Number of records per page” you can select how many records you see on the one page and then click on the button “Find”. A list of goods matching the criteria is displayed – see picture.

![Pic. 10. New declaration – Selection of CN8 codes, a list of goods](image)

In the list there is CN8 goods codes, supplementary units and descriptions of goods. Browsing of the list is enabled by clicking on page numbers on the left side down. The required goods is selected by clicking on the button “Choose” on the respective row. The data are transferred to the screen “New declaration”.

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An additional goods code is added automatically.

On the screen “New declaration” you have to fill out the “net mass”, the quantity in supplementary units and the invoiced value. The supplementary unit is displayed automatically after checking or selecting of a CN8 goods code. In case you selected the goods with unspecified supplementary unit (ZZZ) the field “quantity in supplementary units” is non-active and is automatically filled out with 0 value.

The part “Comments” is for your additional notes.

Currency rates conversions

The application enables to enter an invoiced value in the chosen currency and then makes an conversion to Czech crowns according to the proper currency rate. The currency rate for customs purposes is taken from the valid currency rates database of Customs Administration (CR) and the following rules are applied:

- when you make declarations for the actual reference period (it means for example that now is march and and you declare for the reference period of the march) the actual valid currency rate for the day is taken,
- when you make declarations for the previous month (reference period) the last valid currency rate for the given period is taken.

The conversion is done by choosing the currency from which you want to calculate the invoiced value in Czech crowns from the drop-down list under the label „Invoiced value“. When you choose another currency than Czech crowns the Invoiced value in foreign currency is enabled and you can enter the value in the foreign currency with two decimal places. After clicking on the button „Recalculate“ the result is saved to the field „Invoiced value“.

Working with templates

It can be very helpful to use application functions for work with templates when creating a new declaration and get the declaration prefilled with often repeated values from a template. These templates must be created by user before they can be used.

Warning: it is necessary to select PSI before the templates can be used.

Creation of template

Fill the declaration on „New declaration“ page as usually. You can fill only parts you want to save into template. Then click on the “Save as template” button, placed on right bottom of the form (under the button ”Save“). You will be prompted to enter name of the template (see picture below). You can return back to a new declaration or display the list of templates after you save the new template.

![Create new template](image1.png)

Pic 10a: Create new template – insert a name of a new template

![Message displayed after the correct creation of a new template](image2.png)

Pic 10b: Message displayed after the correct creation of a new template
Template selection, edit and deletion

At first, select a PSI on the page for a new declaration. Then click on the button "Use template" (on the right side, below the button "Change PSI"). The list of templates for given PSI appears (a template name and selected attributes - Arrival/Dispatch, Country, Goods) - see picture. You can choose the template - just click on hyperlink "Use template", and data from template will be copied to a declaration. You can edit the template by clicking on the hyperlink "Edit" or delete it by clicking on the hyperlink "Delete".

If you want to delete the declaration, click on the button “Clear form” on the left side below. By clicking on this button you delete fields in the parts “Declaration”, “Goods” and “Comments”. The parts “Reference period” and “PSI” are left unchanged with the last items.

If you want to save the declaration, after filling out all active fields click on the button “Save” on the right side below. If all the active fields are not filled out or some field is not filled out correctly you will be asked to add or to correct the information. The fields with missing or incorrect items are marked by red backgrounds – see picture:

In some cases error messages can be displayed in the following form:
If the declaration is filled out correctly after clicking on the button “Save” you are saving the declaration to your database.

After the declaration saving the message “The declaration was successfully saved to database” is displayed.

By clicking on the button “New declaration” you enter the new empty form.

By clicking on the button “New with a copy” you enter the new form with partially filled out form from the previous declaration except for a net mass, quantity in supplementary units and an invoiced value.

By clicking on the button “Declaration overview” you can display “Declaration overview”.

**Changing of a PSI:** If you continue entering new declarations and you want them for another PSI you need to change the PSI. In the part “PSI” click on the button “Change PSI” and then on your required PSI and the button “Choose”.
6. **Import**

This function is defined for importing of the declaration files from external systems. The function is available only for users with the sender role. The file has to be in the given format (CSV format) (see Technical documentation for the InstatOnline application on our web site) and has to be compressed by Zip or Gzip utility with the .zip or .gzip extension correspondingly. The window form for the import of the files has the following form:

![Image](image_url)

Obr. 15. Import of files

Into the field “File .zip or .gzip” you have to enter a name of the file or you can click on the button “Browse” and choose the file. Into the field “delimiter” enter the character used as a delimiter in your CSV file. After the both fields are filled out you can click on the button “Import”. The import can take a time.

**Limit for import files**

Importing large CSV files through the www interface can substantially overload the application servers. The import limit was introduced because of these problems. It is possible to import CSV file with no more than 300 records. For bigger files you should use InstatImport application provided by Customs Administration free of charge or you can buy some commercial application or develop your application using so called „Portal of Public Administration“.

The import limit is decreased by the number of records you imported. When you try to import a file with more records than is remaining limit the whole file is rejected. When a file is rejected because of some error the limit is not decreased. The import limit is set up to 300 records every first calendar day of a month. In special circumstances you can ask the Helpdesk for increasing the limit. The Helpdesk will consider the request and possibly will increase the limit.

7. **Sending**

This function is for sending of the new entered, changed and deleted declarations to the Intrastat centre. By clicking on the reference “Sending” the following form is displayed:

![Image](image_url)
Before sending check the name and the VAT number of the sender (TDP) in the part “Sender”.

Sending of the message is done in few steps:

**Step 1 – a range selection of sending:** First of all choose whether you want to send all not sent declarations or declarations for one reference period exclusively. In the second case (only one reference period) select the year and the month from drop-down lists. Then click on the button “Show”.

<table>
<thead>
<tr>
<th>PSI</th>
<th>VAT value</th>
<th>Number of records</th>
<th>Invoiced amount arrivals</th>
<th>Invoiced amount departures</th>
<th>Net mass arrivals</th>
<th>Net mass departures</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSI 1</td>
<td>C2607001447</td>
<td>3</td>
<td>111.00</td>
<td>0.00</td>
<td>21</td>
<td>0</td>
</tr>
</tbody>
</table>

**Step 2 – selection of a PSI:** Choose a PSI, whose declarations you want to send, by clicking on the switch on the left side of the given PSI.

In case you do not want to sign the message digitally go to the step 3 only. If you want to sign the message digitally go through the steps 4 – 6.

**Step 3 – sending without digital signature:**

If you do not want to sign the message digitally select the possibility “Do not sign the message” and click on the button “Send selected”. The following message will be displayed: “The message was generated and now is being sent”.

**Step 4 – digital signature:**
If you want to sign the message digitally select the possibility “Sign the message” and click on the button “Send selected”.

In case this operation is running on the given PC for the first time it is possible that the following error message will be displayed: “ActiveX component for digital signature is not installed or support for ActiveX in your browser is disabled. The message will not be sent correctly.” together with the button “Install”. By clicking on this button you can install the component and then continue with signing and sending of the message. The installation is done by the following steps (see pic. 18):

- after clicking on the button “Install” the browser opens a new page and initializes installation
- in the dialogue window you will be asked to confirm component installation (the question "Do you want to install this software?" confirm by clicking "OK")
- the successful installation is confirmed by the message: “ActiveX component is correctly installed”.
- possible problems with ActiveX component instalation caused by browser security settings may be solved by browser settings change: in the browser main menu choose Tools, then Internet options, select tab Security and in option Trusted sites add address [https://www.cs.mfcr.cz/](https://www.cs.mfcr.cz/) to trusted sites list.
If the ActiveX component is installed and you still cannot send the digitally signed message, check if your internet browser has enabled running ActiveX components. Similarly, if you did not succeed to install the component it is neccessary to enable instalation of ActiveX components. In case you have still problems turn to the Helpdesk for Intrastat: http://www.cs.mfcr.cz/CmsGrc/Obchod-se-zbozim/Intrastat/Kontakty.htm.
**Step 5 – selection of a certificate:** If the ActiveX component for signing is installed it is possible to continue sending the message by selecting the hash code for your certificate. In the window “Hash code for signing” click on the button with dots “...” then choose the required hash code of the certificate and click on the button “OK”.

![Image of hash code selection](image1.png)

**Step 6 - sending:** After filling out the field “Hash code of the certificate for signing” click on the button “Sign and send”. The following message is displayed: “The message was generated and now is being sent”.

![Image of sending message](image2.png)

Whether the sending was successful you can see in the Declaration overview – see chapter 8.

8. **Declaration overview**

After clicking on the reference “Declaration overview” in the main menu of the application the screen with “Selection criteria” is displayed. You can enter the criteria for searching of your declarations.
On the left side of the screen you can fill out the following fields:

- **Message identification** – identification number assigned to the message by the Intrastat centre
- **Declaration Id**: From and To – numerical order of declarations in the monthly list
- **Period**: Month and Year – period for which you want to display declarations
- **PSI** (PSI can be selected by clicking on the reference “Choose” on the right side of the row “PSI”)
- **Comments**

On the right side of the screen you can fill out the following fields:

- **Invoiced value** – invoiced value of a declaration. In the first field select a relational operator ( =, >, <, >=, <=), to the second field enter the value to which the item has to be compared.
- **Status** – select one from the values (Any), New (not sent), Sent, Received (Accepted), Rejected.
- **CN8 goods code** – CN8 goods code can be entered manually or you can select it by clicking on the reference “Choose”. In that case you proceed similarly as in the chapter 5, “Selection of CN8 codes”.
- **Flow** – in the drop-down menu select one of the values: Arrivals and dispatches, Arrivals, Dispatches.

If you check off the “Sum of items” - Total net mass, invoiced value and quantity on the right side on top, you will see the sums of these values matching the criteria.

If you check off “Show all records of the sender“ on the right side below, all the records of the sender will be displayed, even the ones, which were entered by other users (in the scope of one sender) than the user who is logged in now. Otherwise only the records for
the actually logged in user are displayed. This option is not available for the read-only users (PSIs).

Checking option “Show all records of the sender” enables another option "Editing records entered by other users of the sender (TDP)”. When you check this option, and confirm the selection, you’ll enter special mode, enabling you to edit declarations entered by other users of TDP.

Warning: A loss of data may happen in case when two users edit the same records! Use this functionality only after negotiating it with others users of TDP.

In the field “Number of records per page” you can choose how many records are displayed on the one-page list. The button “Cancel filter” is for deleting all fields apart from drop-down lists. By clicking on the button “Apply filter” the declarations which met the entered criteria are displayed.

![Image]

**Pic. 24. Declaration overview – application of the filter**

The table of the declaration list has these columns:

- **Select** – the column has check box for every row which is used for a selection.
- **PSI** – PSI for which is the declaration filled out.
- **Message** – identification number of a message. If the declaration was not sent, a message was not created and thus has no identification number.
- **Position** – (declaration Id) numerical order of declarations in the monthly list
- **Flow** – arrival, dispatch
- **Goods number** – CN8 goods code
- **Additional goods code** – additional goods code is displayed only for special types of goods
- **Invoiced amount** – invoiced value of goods in the declaration
- **Creator** – user who created a declaration
- **Status** – can be Not sent (blue background), Sending (grey background), Accepted (green background), Rejected (red background)
- **Function** – function of the declaration can be: Empty - no value, Negative, Correction, Deleting

![Pic. 25a. Declaration overview – Accepted declaration](image)

If the declaration is shown on the green background (see the Pic. 25a) it means the declaration is already sent and accepted by the Intrastat centre so that the declaration process was successfully finished.

![Pic. 25b. Declaration overview – Rejected declaration](image)

By clicking on a name of a column you can order a list according to values in the selected column (after the first click the order is ascending, after the second click on the same button the order is descending).

Besides the mentioned columns the table contains 2 columns without names. If the status of the declaration allows it there is a reference “Correct” in the first column. After clicking on that reference the form for this declaration is displayed and you can make corrections by the same steps as in the chapter 5. Then you can save the changes by clicking on the button “Save” (chapter 5).

The second column contains the reference “Detail”. By clicking on that reference you can see the declaration form but you cannot change the items. You can go back to the overview by clicking on the button “Back” on the right side below.

There is a button "Declaration history" available both in declaration detail and declaration edit (on the left bottom side of the form). By clicking it you can display all previous declaration states including information about the editor. You can also access detailed information about the declaration by clicking the hyperlink "Detail".
In the row below the table there are six buttons:

By clicking on the button “Select all the displayed” you choose all displayed declaration from the table – they will be checked off at the left column. The button “Export selected” is used for exporting the selected declarations. Of course you can change the delimiter character. After clicking on that button the dialogue for opening or saving a CSV file with selected records is shown. When saving you have the possibility to choose the folder and the file.

The button "Export all” causes the same action, but the scope of exported declarations is equal to selected filter.

The button “Copy selected” enables to copy selected declarations to another reference period. After clicking on this button the screen “Copy of the selected declarations“ is displayed – see Pic 26.

In the first row you see the number of selected declarations for copying. In the second row you select from the drop-down lists a reference period (month, year) to which you want to copy declarations. Then you can click on the button “Copy”. The message “Successfully finished copying“ is displayed after the operation.

The fourth button is “Delete selected”. In the following dialogue you have to confirm the deletion by clicking on the button “OK”. You can delete the declarations with statuses “Not sent”, “Rejected” or “Accepted”. The button “Delete all” works similarly but deletion is applied to all “Not sent” declarations in the actual selection.

The deletion function is suitable when a user finds out that a declaration has an error and that it is more convenient for him to completely erase the declaration and make it again.

9. Messages overview

By clicking on the reference “Messages overview” you can see the following form which is used for finding messages:
In the part “Message selection criteria” you can enter these criteria for messages:

- Message Identification
- VAT number of a PSI
- Customs office
- Status of the message (Waiting for signature, Sending, Accepted, Rejected, Error)
- Signature (Signed and not signed, Signed, Not signed)

In the field “Number of messages (records) per page” you can select how many messages can be displayed in the list on one page.

The messages meeting the criteria can be displayed by clicking on the button “Show”.

<table>
<thead>
<tr>
<th>Message selection criteria</th>
<th>Message identification</th>
<th>VAT number of PSI</th>
<th>Customs office</th>
<th>Status of message</th>
<th>Signature</th>
<th>Number of messages per page</th>
<th>Show</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pic. 28. Messages overview – overview after clicking on the button “Show”.

Individual types of declarations are shown in different colour backgrounds:

- grey – Before signature
- green - Accepted
- red - Rejected
- orange - Error during receiving of an answer.

In the table you see a message identification, the date and time of the message creation, the Customs office identification for which the message is assigned, the date and time of message processing, the message status and the information about a signature. If the message was not signed and ought to be signed there is the reference “Sign and send“. By clicking on that reference the dialogue window for entering a certificate hash code is displayed and you can sign the message (see Pic. 19 in the chapter 8). Choose the right hash code and click on the button “Sign and send“.

By clicking on headings of the table ordering is enabled according values in the given column.
Behind the column “Digital signature” there are three columns. In the first of these columns there is a reference “Message” and by clicking on it you can see the content of XML file. In the second column there is the reference “Answer” and by clicking on it you can see the XML file containing answer for the given sent message. The last column contains sign X sometime (some problem exists) and by clicking on the sign X the given message is released and records (declarations) from this message are again activated for corrections or deletions and sending over again. It is necessary to confirm this operation in the following dialogue window by clicking on “OK”.

This operation is available only for messages which have the one of the following statuses:

a) Critical error
b) Before signing
c) Before sending (nelze odeslat)
d) Rejected
e) Error when sending a message

10. Frequently used procedures

10.1. Making a negative declaration

In the main menu of the application click on the reference “New declaration”. Select a reference period and a PSI. Choose a flow (arrival or dispatch). In the field “Declaration type” choose the item “NN – Negative declaration” and click on the button “Save”. No other fields can be filled out.

10.2. Correction of the already saved but not sent declaration

In the main menu click on the reference “Declaration overview”. Fill out the required criteria for your declaration and click on the button “Apply filter”. In the list you choose the required declaration and click on the reference “Correct”. You can correct items in the declaration and then click on the button “Save”. In the displayed dialogue window you should confirm saving by clicking on the button “OK”.

10.3. Correction of the already saved (created) and sent declaration which is accepted by the Intrastat centre

On the screen “Declaration overview” find out the declaration which was accepted by the Intrastat centre and which you want to correct (the same steps as in chapter 10.2.) and click on the reference “Correct”. Correct items and click on the button “Save”. Then click on the button “OK”.

The original declaration is not displayed in the table “Declaration overview” it is displayed as a new declaration with the correction function. If you click on the reference
“Detail” you see items of the corrected declaration with the special item “Previous declaration identification”. This item identifies the original identification of the declaration which is corrected by the current declaration. The correction declaration has to be sent. Steps for sending are in the chapter 8.

10.4. **Deletion of the already sent declaration which is accepted by the Intrastat centre**

On the screen “Declaration overview” find out the declaration which was accepted by the Intrastat centre and which you want to delete. Select the required declaration(s) by checking out check box(es) on the left side. Click on the button “Delete selected” and confirm the deletion in the dialogue window “Do you really want to delete the selected declarations?” by clicking on the “OK” button.

The original declaration is not displayed in the table “Declaration overview” it is displayed as a new declaration with the deleting function. If you click on the reference “Detail” you see items of the deleting declaration with the special item “Previous declaration identification”. This item identifies the original identification of the declaration which is deleted by the current declaration. The deleting declaration has to be sent. Steps for sending are in the chapter 8.

10.5. **Correction of the saved and sent declaration which is rejected by the Intrastat centre**

On the screen “Declaration overview” find out the rejected declaration (the same steps as in chapter 10.2.) and click on the reference “Correct”. Correct items and click on the button “Save”. Then click on the button “OK”.

The original declaration is not displayed in the table “Declaration overview” it is displayed as a new declaration with the correction function. If you click on the reference “Detail” you see items of the corrected declaration with the special item “Previous declaration identification”. This item identifies the original identification of the declaration which is corrected by the current declaration. The correction declaration has to be sent. Steps for sending are in the chapter 8.

10.6. **Deleting of the already saved and sent declaration which is rejected by the Intrastat centre**

On the screen “Declaration overview” find out the declaration which was rejected by the Intrastat centre and which you want to delete (the same steps as in chapter 10.2.). Select the required declaration(s) by checking out check box(es) on the left side. Click on the button “Delete selected” and confirm the deletion in the dialogue window “Do you really want to delete the selected declarations?” by clicking on the “OK” button.

The declaration(s) is deleted and you do not see it in “Declaration Overview”.

10.7. **Processing of message in status 7 - Error when receiving answer**

If the message appears highlighted in orange and with status "Error when receiving answer" in the list of messages after it has been sent, follow these steps:
- the message has been probably correctly received by Intrastat center, but the answer could not be delivered due to communication problems
- the message can't be dismissed and resent, nor it is suggested to resend declarations included in the message - it can cause duplicities
- it is necessary to contact Intrastat Helpdesk, send a message identification number there and follow instructions of Helpdesk staff. In some cases the status can be repaired by database manipulation, but in other cases it is necessary to dismiss the message and continue as if it was rejected.

10.8. Making a backup

According to the Decree no. 201/2005 Coll., article 5 section 3 on statistics of exported and imported goods and method of reporting on trade between the Czech Republic and Member States of the European Community a PSI is obligated to save the Intrastat data for two years period.

Data after saving is possible to export from the InstatOnline application by the button “Export selected” see chapter 8 “Declaration overview”.

Of course the Intrastat data are archived at the Information Centre of the Customs administration but the PSI obligation to save the Intrastat data is not completely fulfilled by that archiving.

11. Help

By clicking on the reference “Help” you can see this help guide for the application. The current version of the help is available in a ZIP file for downloading on this web link: