



User Guide  
for  
Intrastat Offline application  
2011

- Version 1 -



NATIONAL INSTITUTE OF STATISTICS  
ROMANIA

National Institute of Statistics

B-dul Libertății 16, sector 5, Bucharest

Phone: 318.18.58; 317.77.20; 317.77.21; 317.77.22; 317.77.23

Fax: +(4021) 318 18 58; +(4021) 311 50 39; +(4021) 311 50 42

E-mail: [intrastat@insse.ro](mailto:intrastat@insse.ro)

<http://www.intrastat.ro>

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National Institute of Statistics, 16 Libertatii Bvd., Bucharest 5, ROMANIA

**HelpDesk:** [intrastat@insse.ro](mailto:intrastat@insse.ro); [www.intrastat.ro](http://www.intrastat.ro)

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## Preface

According to the Law 422/2006 regarding the organization and functioning of the international trade with goods statistical system, the Intrastat declaration filling-in is mandatory and its submission to INS will be exclusively electronic.

"Intrastat Application User guide" herein referred as "guide" addresses to:

- providers of Intrastat statistical information (herein referred as "PSIs")
- third part declarants (herein referred as "DTPs")

The aim of this user guide is to provide instructions on how to use the software that has been developed by INS in order to fill in and submit electronically the Intrastat declarations to INS.

Prior to use the Intrastat related software and services offered by INS we strongly suggest that you become familiar with Intrastat related issues by reading the Handbook for Intrastat Data Providers - part I and part II - available on the website [www.intrastat.ro](http://www.intrastat.ro) or provided, on the request, free of charge, by the INS.

Creation and submission of Intrastat declarations is possible through the following ways:

- a)** Online Intrastat Application available on [www.intrastat.ro](http://www.intrastat.ro) web site;
- b)** Offline Intrastat Application available on [www.intrastat.ro](http://www.intrastat.ro) web site or provided, on request, free of charge, by the INS.

The offline Intrastat Application will create a declaration file that can be submitted to INS through one of the following means:

- 1) Email to the address: [declaratie.intrastat@insse.ro](mailto:declaratie.intrastat@insse.ro)
- 2) Loading into online Intrastat application on the website [www.intrastat.ro](http://www.intrastat.ro)

If you do not have access to the Internet to submit Intrastat declaration under points 1) or 2) you can copy the file Intrastat declaration (file extension .xml or .enc) on a floppy / CD / USB and you can ask Statistical Territorial Department, in the area where it is established, requiring the possibility to send an e-mail containing the Intrastat declaration to the National Institute of Statistics or can forward the Intrastat declaration from any other computer with Internet access.

- c)** Producing the electronic declaration files of xml type, by modifying the existing software in your company to match to the INS accepted standard structure. Detailed information on this way can be found in the handbook "Description Manual of the procedure for creating other types of files accepted by INS", downloadable from the [www.intrastat.ro](http://www.intrastat.ro) or provided, on the request, free of charge by INS.

The declaration file in the xml format is to be send using the same procedure as described above at the b) point.

# Important changes in the filling in of the Intrastat statistical declaration starting with reference month January 2011

## Changes of nomenclatures:

**The Combined Nomenclature has been changed**, as for 2011 came into force a new version of it – NC8 2011.

**The INCOTERMS Delivery Terms Nomenclatures have been changed**, as for 2011 came into force a new versions of its (see Annex 5 – “Codes of Delivery Terms” in the Handbook for Intrastat data providers – part I).

## Changes of the offline Intrastat application:

The Intrastat Declarations for year 2011 will be done using the offline **Intrastat Application 2011 version** that we kindly ask you to install it on your computer **starting with 1st February 2011**. By installing the 2011 offline Intrastat Application, the executable version used in 2010 will be automatically uninstalled, keeping the previous Intrastat declarations and nomenclatures related to the previous year.

**ATTENTION!** The 2011 offline Intrastat Application are set by default the Combined Nomenclature 2010.

**Thus**, after installing the 2011 offline Intrastat Application, to create declarations for the months of the year 2011, you must load the following nomenclatures:

- 2011 Combined Nomenclature (CN 2011), by using the "Import" function from the menu "Tasks / Nomenclatures" (see chapter 1.3.5).
- 2011 Delivery Terms Nomenclature (DELIVERY\_TERMS\_2011), by using the "Import" function from the menu "Tasks / Nomenclatures" (see chapter 1.3.5).

Please pay a special attention to the selection of reference year since the goods nomenclature (CN8 nomenclature) is subject to changes every year, thus making necessary yearly updating of it in the Intrastat Applications. As a consequence the Combined Nomenclature 2011 differs from the one applied in 2010.

After installing the 2011 version of the offline Intrastat application, it is necessary to run the procedure of import of declarations for 2010 that have been created with 2010 version of

offline Intrastat application, in order to be able to view / revise them, if necessary. The import procedure of these declarations can be done by using the menu „View Declarations Archive” (see chapter 1.3.4. - Importing and saving a previously created declaration, from the present guide).

The Intrastat offline application version 2011 can be also used to create or revise Intrastat declaration for 2010.

**The working procedure if you want to create or to revise the Intrastat declaration for the months of the year 2010 is the following:**

**I. to revise a declaration created with the 2010 Intrastat application** – the selection of CN8 nomenclature version 2010 will be automatically when you open the declaration from the menu “Tasks/View Declarations Archive”.

**II. to create NEW declarations for 2010:**

**Attention! In order to create NEW declarations for 2010** after installing the 2011 version of Intrastat offline application and the import of the nomenclatures for year 2011, it is necessary to follow the following steps in order to use the nomenclatures in force for 2010:

**Step 1: Remove the Combined Nomenclature version 2011** as follows: in the menu „Tasks / Nomenclatures” select the CN8 2011 version, and then use the „Remove” button from the same window (Figure 1). This step is necessary to activate the CN8 2010 version.

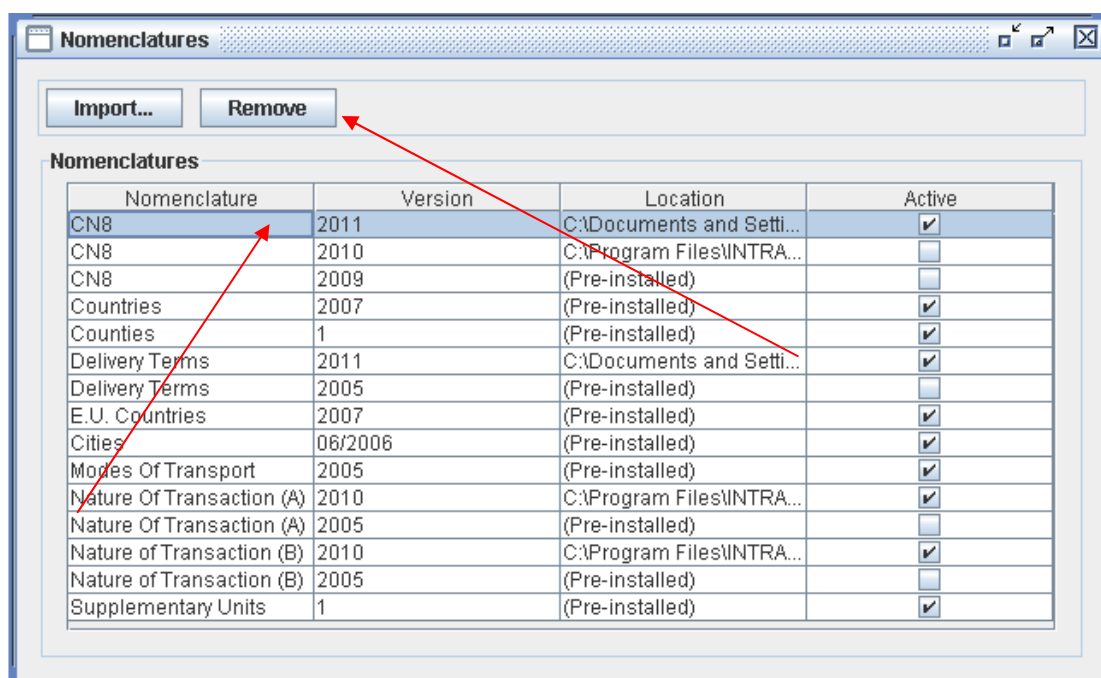


Figure 1: Nomenclatures Administration - remove nomenclature NC 2011

**Step 2: Remove the Delivery Terms Nomenclature version 2011** as follows: in the menu „Tasks / Nomenclatures” select the Delivery Terms Nomenclature 2011 version, and then use the „Remove” button from the same window (Figure 2). This step is necessary to activate the Delivery Terms Nomenclature version valid in the previous year.

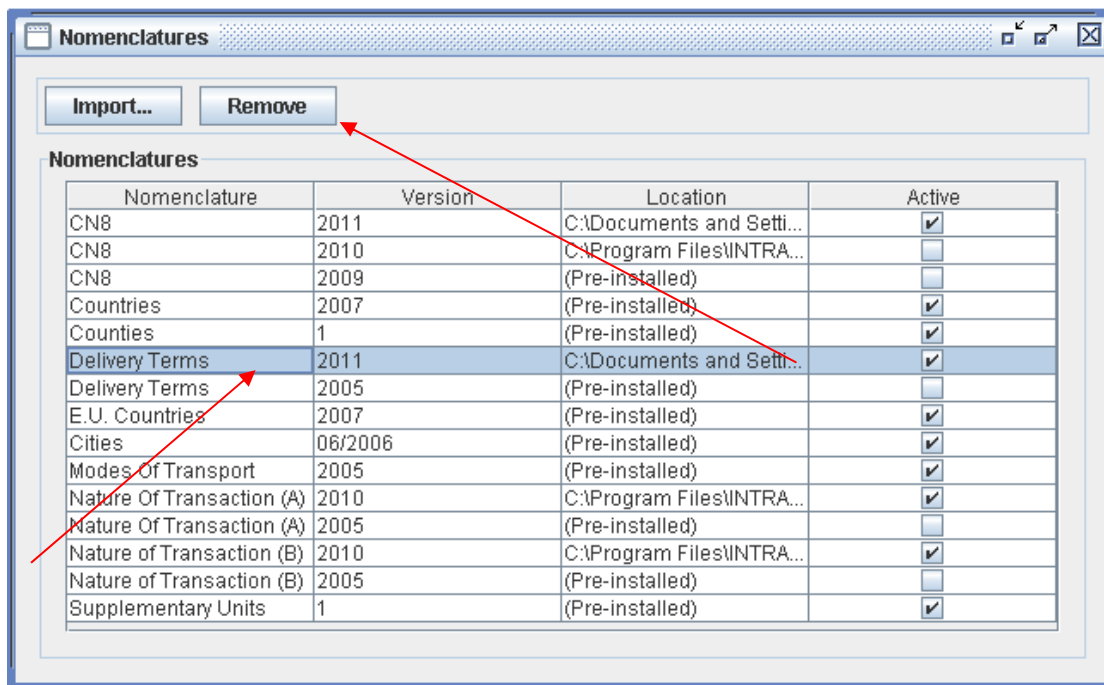


Figure 2: Nomenclatures Administration - remove nomenclature Delivery Terms 2011

**Step 3: Create a „NEW” Intrastat declaration for 2010** (please pay a special attention when selecting the reference period!!)

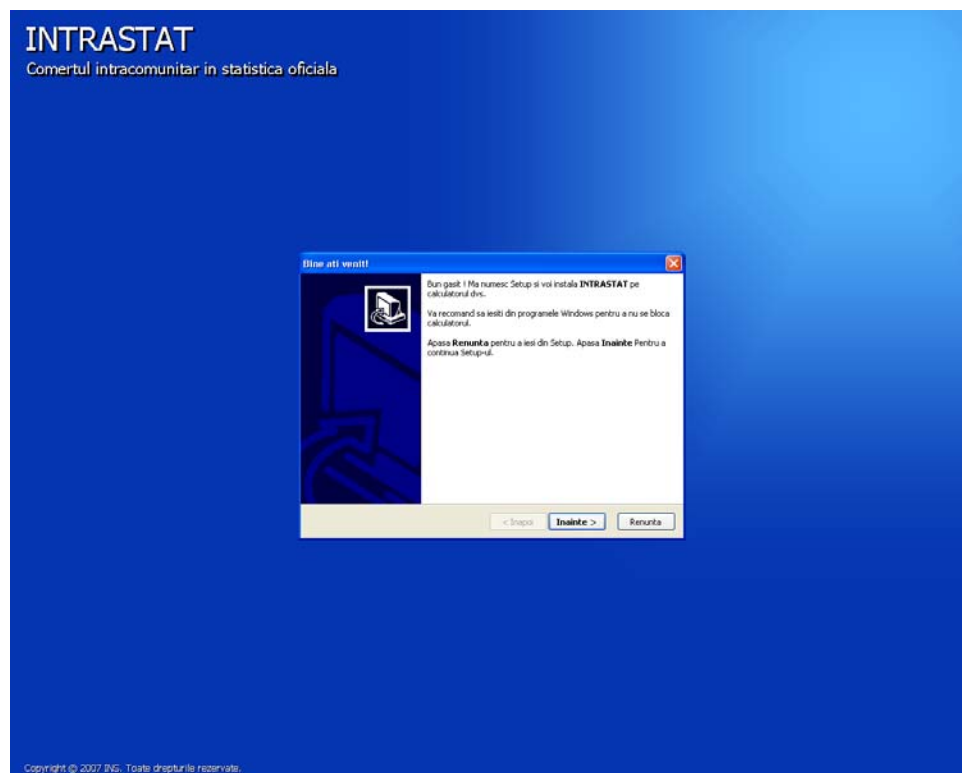
**Step4: Return to the nomenclatures for 2011** (combined nomenclature NC8 and Delivery Terms nomenclature) for creating Intrastat Declarations for 2011.

This will be done through the menu „Tasks / Nomenclatures”, where the “Import” button must be used and then selected:

- CN\_2011.xml file from „Documentație” directory, subdirectory of the working directory. The default working directory is set up to C:\Program\_files\Intrastat. After running this procedure the Combined Nomenclature NC8 version 2011 will be automatically activated.
- TERMENI\_DE\_LIVRARE\_2011.xml file from „Documentație” directory, subdirectory of the working directory. The default working directory is set up to C:\Program\_files\Intrastat. After running this procedure the Delivery Terms Nomenclature version 2011 will be automatically activated.

# 1. Chapter I -The Intrastat offline application software

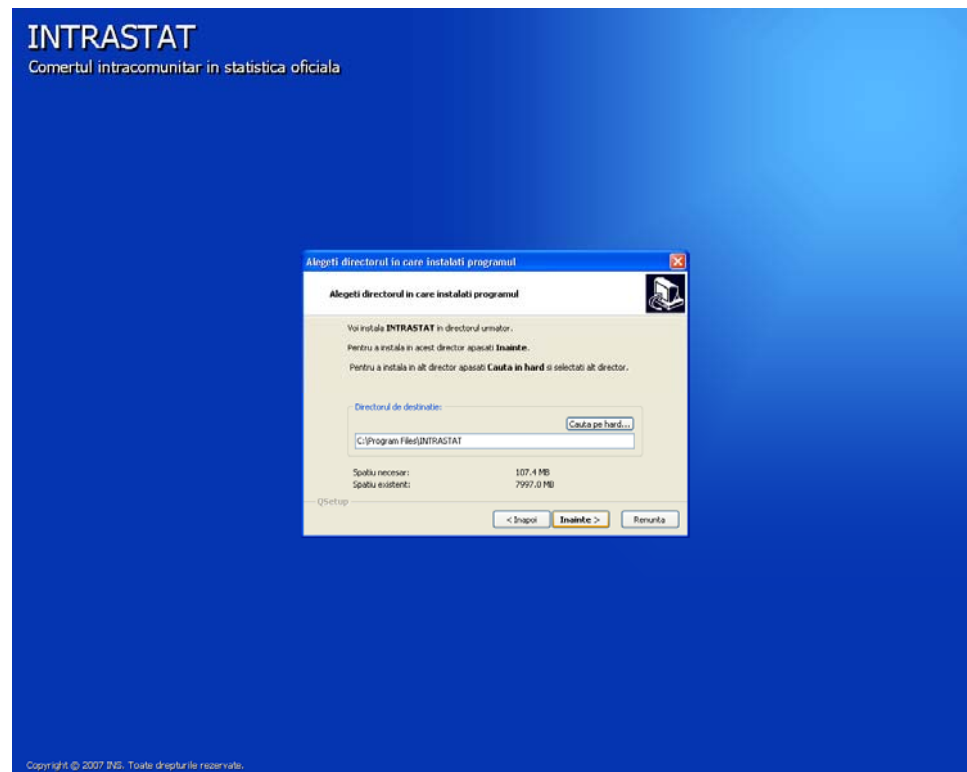
To install the Intrastat offline application version 2011, double click on the file Intrastat\_Setup\_2011.exe (installation kit for the Intrastat offline application version 2011, available on [www.intrastat.ro](http://www.intrastat.ro) web site free of charge) (Figure 3).



**Figure 3. Intrastat Offline Installation program**

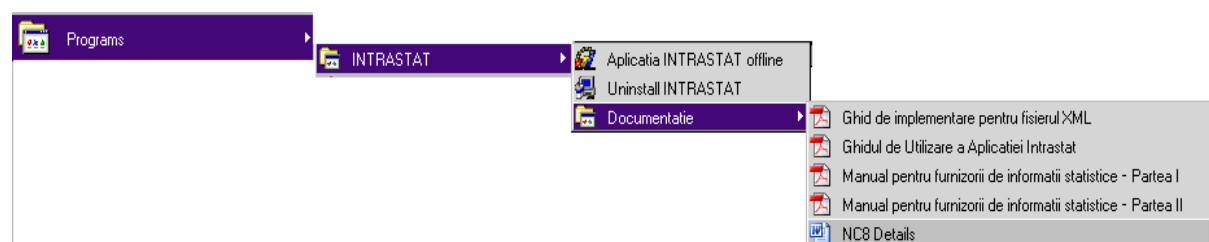
The user should follow the instructions of the installation program and the only thing he needs to do is to specify the installation working directory where Intrastat offline application will be install (figure 4).





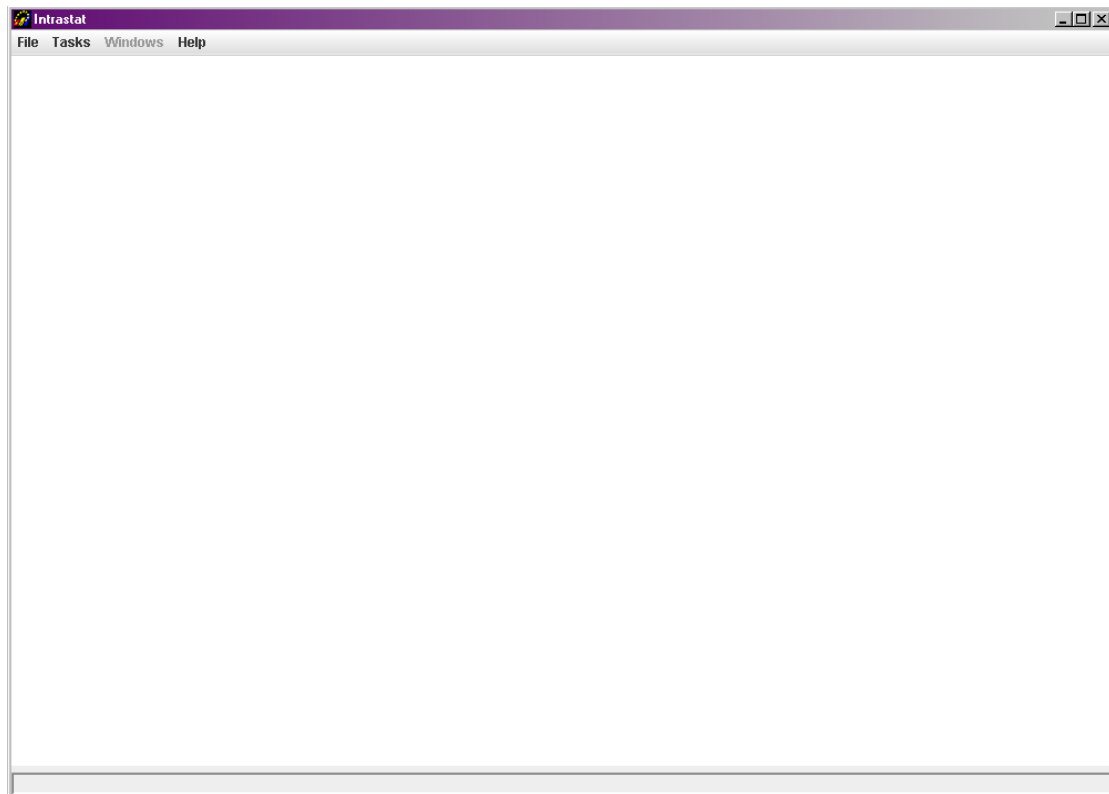
**Figure 4. Setting up the installation directory**

When installation is completed the user can access the Intrastat offline application from the Windows menu Start\All programs\INTRASTAT . From the “Documentație” directory from the same menu the following documents may be accessed: User Guide for Intrastat application, Handbooks for Intrastat information providers, Nomenclatures (xml, xls, pdf format) and un-installing program is also provided (figure 5).



**Figure 5. Start\All programs\INTRASTAT menu**

Selecting "Intrastat application offline" menu (Fig. 5), the main window of the Intrastat offline application will open (Fig. 6).



**Figure 6. Intrastat offline application main window**

In 2011 the first operation to be executed in the offline Intrastat application after installing is:

- uploading the 2011 Combined Nomenclature. To do this use the “Import” function in the “Tasks/Nomenclatures” menu (see chapter 1.3.5);
- uploading the 2011 Delivery Terms Nomenclature. To do this use the “Import” function in the “Tasks/Nomenclatures” menu (see chapter 1.3.5)

Any declaration created by the Intrastat offline application will be saved in the directory “Declarații” under the work directory set at the application installation.

In case that the Intrastat offline application is used by a third party (DTP) which create and submit declarations on behalf of PSIs, the third party needs to specify this into the application by providing related DTP identification data (please see chapter 1.3.2 “Fill the PTD data”).

## **1.1. Creating declarations**

Depending on the declaration type (“Arrival” for declaring the arrivals for the intra-community goods, “Dispatch” for declaring the dispatching for intra-community goods) the user may

initiate the procedure of creating an Intrastat declaration. This is possible through the menu “Tasks” where the following options are available:

- „Create Arrival Declaration”
- „Create Dispatch Declaration”

The following sub-chapters provide more details about creating an Intrastat declaration.

All declarations created by the offline Intrastat application will be saved in the subdirectory “Declarații” under the work directory. If the user wants to change the directory where declarations are saved, please see chapter 1.3.6. “Changing the work Directory”.

### 1.1.1. Creating and saving the Arrivals declaration

Selecting the “Tasks\Create Arrival Declaration” a window opens where the user may enter information regarding the declarant firm and the commodities entered in Romania from other Member States in the selected reference period (Figure 7).

The user must enter the fiscal identification cod (CIF) and the name of the declarant company (PSI).

The declaration flow is set automatically (to ARRIVAL in our case) and the user can proceed by mentioning the following information:

- **Type**
  - **New** - Means a declaration that will be submitted to INS first time for the selected reference period.
  - **Revised** - A declaration that will substitute a previous declaration submitted.
  - **Null** - This option is selected when the operator is obliged to declare for Intrastat system but no commodities are to be declared for the reference period. For more details, please consult Handbook for Intrastat data providers-part I.
- **Month** - The month for which the Intrastat Declaration draft, will be selected.
- **Year** - The year for which the Intrastat Declaration draft, will be selected.
- **Status** - It represents an indication about declaration status (draft or final or not set).  
This field serve exclusive for declaration management at the economic operator level.

The identification information on DTP show automatically if proper settings in the application have been performed. (see chapter - 1.3.2. Entering PTD information).

The user must enter information (name, surname, telephone, and e-mail) about the contact

person responsible for entering the declaration data. This information automatically show if proper settings in the application have been performed (see chapter – 1.3.1. - Entering the contact person information responsible for the declaration).

**Attention!** The field “Email” is mandatory to fill in if you want to receive the confirmation code for the uploaded Intrastat declaration to INS.

The screenshot shows the 'ARRIVAL (\*)' form in the Intrastat application. The form is divided into several sections:

- Declaration Type:** Includes dropdowns for 'Flow: ARRIVAL Type' (set to NEW), 'Month' (set to Mar), 'Year' (set to 2008), and 'Status' (set to Not Set). There are buttons for 'Validate', 'Encrypt', 'Save', and 'Print'.
- Firm Identification:** Includes input fields for 'V.A.T. Number' (0000000299) and 'Firm Name' (TestCompany).
- Contact Person:** Includes input fields for 'Position' (Accountant), 'Name', 'Surname', 'Tel.' (0123456), 'Fax' (0123456), and 'Email' (test@test.ro).
- Third Declaring Party Identification:** Includes a checkbox for 'Third Declaring Party' and input fields for 'V.A.T. Number', 'Firm Name', 'Street', 'Nr.', 'Bl.', 'Entr.', 'Ap.', 'Postal Code', 'County' (ALBA), and 'City' (ABRUD).
- Declaration Items:** Includes buttons for 'Add', 'Remove', 'Edit', and 'Clear'. It shows 'Num. of Items: 1', 'Tot. Invoice Value (LEI): 25,000', and 'Tot. Stat. Value (LEI): 26,000'. Below this is a table with the following data:

CN8	Orig.	Consign.	Net Mass (Kg)	Suppl. Units	Invoice Value (LEI)	Statistical Value (LEI)
07032000	BG	CY	2,000		25,000	26,000

Figure 7. Arrival declaration form

To **validate** the declaration the user should use the “Validate” button.

To **save** the Arrival declaration form, the user should use the “Save” button. The system prompt the user on the period (month/year) for which the declaration is drafted and gives the possibility to revert and corrected it before saving, if necessary. The system prompts the user to select a directory and a file name for the declaration to be saved. The file saved will be in xml format. It is recommended that the default name given to the file by the application **NOT to be modified by the users** afterwards.

To **encrypt** the contents of the declaration and save it as an encrypted file the user should press the “Encrypt” button. Intrastat declaration will be saved in the same directory and with the same file name, but now the file has an “enc” as file name extension instead of the “xml”. **It is recommended NOT to modify the default name given to the file by the Intrastat offline application.**

To **print** the Intrastat declaration the user should use the “Print” button. This will open the

“print preview” window (figure 8) from where the user can print the Intrastat declaration.

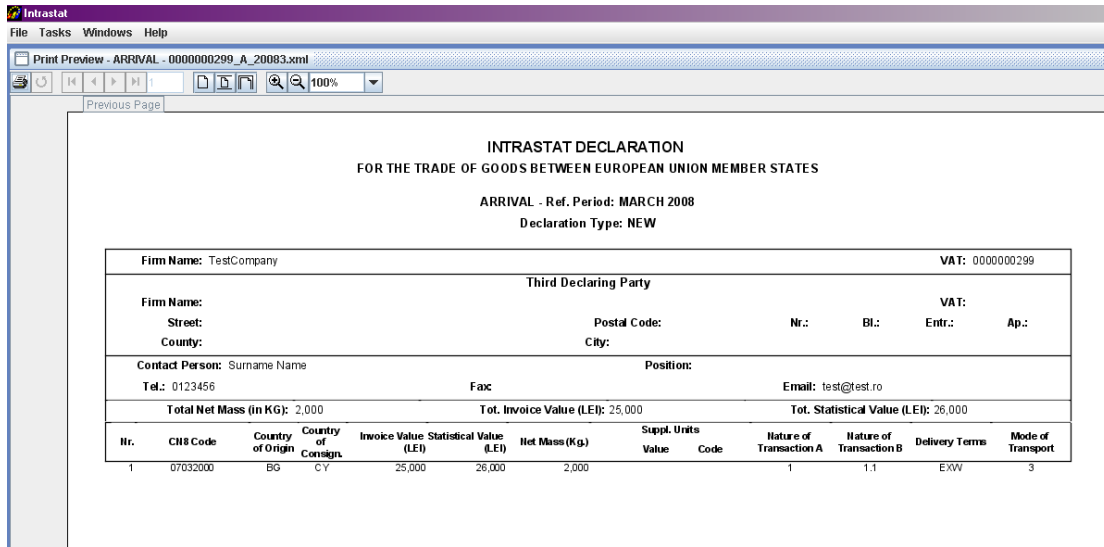


Figure 8. Print Preview - Printing of Intrastat declaration

Using the available related buttons in the offline application a user can perform the following actions:

- **Add** a new line in Intrastat declaration (i.e. Information about a commodity item).
- **Remove** a selected line in Intrastat declaration.
- **Edit** information related to a selected line to Intrastat declaration
- **Delete items**. The system will delete all the lines (a related confirmation message will show).

To enter information about a commodity (Create a new declaration line) the user needs to click the “**Add**” button shown in the window of Figure 7. This action it will generate a display window (Figure 11) where the user can enter all the related information required about the good.

This information consists of:

**CN8 code** - represents the 8 digit level Combine Nomenclature commodity code specific for the year for which the creating / actualizations Intrastat declarations is drafted.

Using the button “**Search/Accept**” the user can find and select easily the commodity code according to the CN for current year (Figure 9). Searching can be done by either the good numeric code or text/keywords introduced by the user in the “**Description**” field.

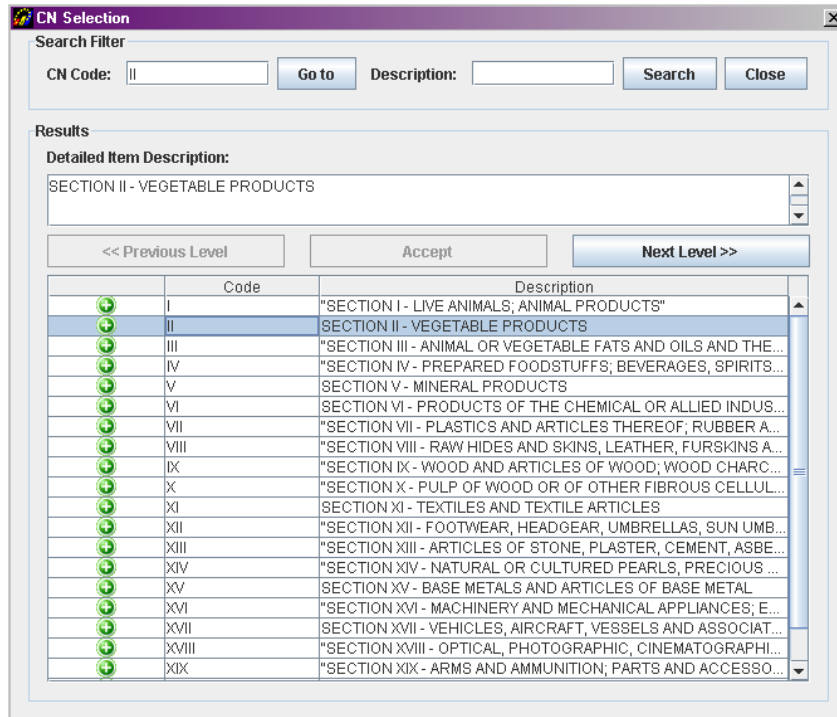


Figure 9. CN8 browse window

In order to select the right CN8 code corresponding to the goods declared, it might be necessary to use the CN\_2011.pdf, from the "Documentație" which can be found in the working directory (especially when the NC8 codes description contains information existing only in the above mentioned files). (Figure 10).

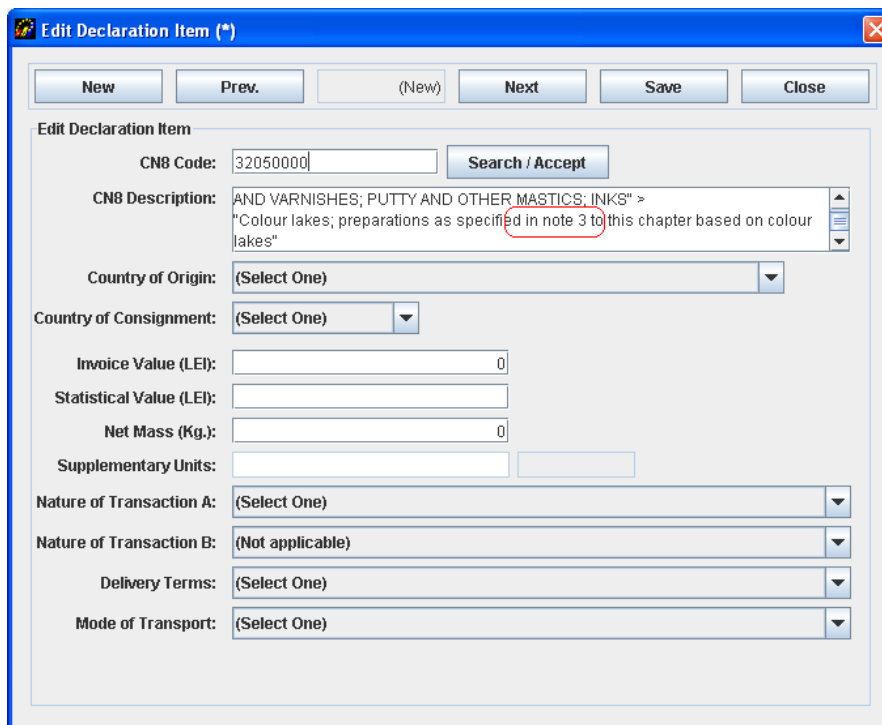


Figure 10. Mentions on the information in the file NC\_2010.pdf

**Item Description** - The description of the CN8 selected commodity code will be displayed. This information is shown automatically by the system after entering or selecting NC8 commodity and using the “**Search/Accept**” button.

**Country of Origin** - The country of origin of the commodity will be selected, that country where the good has been produced or had the last substantial transformation.

**Country of Consignment** - The EU Member State from which the commodities were dispatched to Romania will be selected.

For further methodological information see Handbook for Intrastat Data Providers chapter 6.3.2 – „Country of consignment/origin/destination”.

**Invoice value** - In general, the invoiced amount is the value of the commodity indicated on the invoice, which might contain transport and insurance costs according to the delivery terms stipulated in the contract. The invoice values should be given in lei, without decimals. For methodological further information see Handbook for Intrastat Data Providers chapter “6.3.5 Invoice value stated in lei”.

**Statistical value** - The statistical value is the value of a product at the time of border crossing of Romania. Statistical Value should be given in lei, without decimals. For further methodological information see Handbook for Intrastat Data Providers chapter 6.3.6 “Statistical value”.

**Net Weight (kg)** - The net weight represents the weight in kilograms without packaging of transport. The net weight must be expressed in round numbers without decimals. It is recommended that the following rounding rules are applied (to avoid decimals):

- If the remainder beyond the last digit to be reported is less than 5 it should be round down.
- If the remainder is 5 or greater, it should be round up.

For further methodological information see Handbook for Intrastat Data Providers chapter 6.3.3 “Net weight in whole kg”.

**Supplementary Units** - The requirement for Supplementary Measure Units applies only to certain classes of goods (NC8 Position) that may be expressed from quantitative point of view in other measurement units but kilo also. The nature of the Supplementary Unit depends on the good; commodity, it may be the number of units, or the volume in litres, or the area in square meters. For further methodological information see the Handbook for Intrastat Data Providers chapter 6.3.4 “Supplementary Measure units” and Annex 6 List of the Supplementary Units

**Nature of Transaction** - This information refers to the transaction type namely if the goods enter in Romania through buying, for processing, financial leasing, etc. For further detailed methodological information see the Handbook for Intastat Data Providers chapter 6.3.7 „Type

of transaction” and Annex 3 Codes of Type of Transactions.

**Delivery Terms** - This information refers to the accepted commercial terms defining the respective roles of the buyer and seller in the arrangement of transportation of goods and other responsibilities. For further detailed methodological information see the Handbook for Intrastat Data Providers chapter 6.3.9 “Terms of Delivery” and Annex 5 „Codification of delivery terms”.

**Mode of Transport** - It represents the mode of transport of the goods at the Romania national border. For detailed methodological further information see the Handbook for Intrastat Data Providers chapter 6.3.8 “Mode of Transport” and Annex 4 „Codification of modes of transport” and Annex 4 Codes of Modes of Transport.

Figure 11. The mandatory variables for intra-community arrivals of goods

When all the information related to a declaration line (commodity) has been entered, the user must use every time on the “**Save**” button otherwise the information will be lost.

To add a new line in the declaration the user can use the “**New**” button.

Finally the user can navigate backwards and forwards between declaration lines using the corresponding “**Prev.**” and “**Next**” buttons.

To close the declaration line window the user must use the “**Close**” button.



By closing the declaration lines window (Fig. 11) the Arrivals declarations window (Figure 7) gets updated with the related information about declaration lines.

### 1.1.2. Creating and Saving the Dispatches Declaration

Selecting the option “**Tasks \ New Dispatch Declaration**” a window opens (Figure 12) where the user may enter information regarding the declarant firm and the commodities dispatched in the selected reference period to other Member States.

The user must enter the fiscal identification code (CIF) and the name of the company.

The declaration flow is set automatically (to DISPATCH in our case) and the user can proceed by mentioning the following information:

- **Type**
  - **New** - Means a declaration that will be submitted to INS first time for the selected reference period.
  - **Revised** - A declaration that will substitute a previous declaration submitted.
  - **Null** - This option is selected when the operator is obliged to declare for Intrastat System but no commodities are to be declared for the reference period. For more details, please consult Handbook for Intrastat data providers-part I.
- **Month** - The month for which the Intrastat Declaration draft will be selected.
- **Year** - The year for which the Intrastat Declaration draft will be selected.
- **Status** - Represents an indication about declaration status (draft or final or not set). This field serves exclusively for manage the Intrastat Declaration at the operator level.

The identification information on DTP show automatically if proper settings in the application have been performed (see chapter 1.3.2. Entering the PDT information).

The user also must enter information (name, telephone, and e-mail) about the contact person responsible for entering the declaration data. This information automatically show if proper settings in the application have been performed (see chapter 1.3.1. Entering the contact person information responsible for the declaration).

*Attention! The field “Email” is mandatory to fill in if you want to receive the confirmation code for the uploaded Intrastat declaration to INS.*

DISPATCH (\*)

Declaration Type  
 Flow: DISPATCH Type: **NEW** Month: **Mar** Year: **2008** Status: **Not Set** Validate Encrypt Save Print

Firm Identification  
 V.A.T. Number:  Firm Name:

Contact Person  
 Position:   
 Name:  Surname:   
 Tel.:  Fax:  Email:

Third Declaring Party Identification  
 Third Declaring Party  
 V.A.T. Number:  Firm Name:   
 Street:  Nr.  Bl.  Entr.  Ap.   
 Postal Code:  County: **ALBA** City: **ABRUD**

Declaration Items  
Add Remove Edit Clear Num. of Items:  1 Tot. Invoice Value (LEI):  30,000 Tot. Stat. Value (LEI):  0

CN8	Dest.	Net Mass (kg.)	Suppl. Units	Invoice Value (LEI)	Statistical Value (LEI)
42033000	BE	5,000		30,000	

Figure 12. Dispatch declaration form

To **validate** the declaration the user should use the “Validate” button.

To **save** the information contained in the Dispatch form the user should use the “Save” button. The system prompts the user on the period (month/year) for which the declaration is drafted and gives the possibility to revert and corrected it before saving if necessary. The system prompts the user to select a directory and a file name for the declaration to be saved. The file saved will be in xml format. **It is recommended NOT to modify the default name given of the file by the Intrastat offline application.**

To **encrypt** the contents of the declaration and save it as an encrypted file the user should press the “Encrypt” button. This saves the declaration in the same directory and with the same file name, but now the file has an “enc” as file name extension instead of the “xml”. **It is recommended NOT to modify the default name given of the file by the Intrastat offline application.**

To **print** the Intrastat declaration the user should use the “Print” button. This will open the “print preview” window from where the user can print the Intrastat declaration.

Using the available related buttons in the offline application a user can perform the following actions:

- **Add** a new line in Intrastat Declaration (i.e. Information about a commodity item).
- **Remove** a selected line in Intrastat declaration

- **Edit** information related to a selected line in Intrastat declaration
- **Delete items.** The system will delete all the lines (a related confirmation message will show).

To enter information about a commodity (create a new declaration line) the user needs to click the “**Add**” button shown in the window of Figure 12. This action it will generate a display window (Figure 14) where the user can enter all the related information required about the good.

This information consists of:

**CN8 code** - Represents the 8 digit level Combine Nomenclature commodity code specific for the year for which the creating / actualizations Intrastat declarations is drafted.

Using the button “**Search/Accept**” the user can find and select easily the commodity code according to the CN for current year (figure 13). Searching can be done by either the good numeric code or text/keywords introduced by the user in the “**Description**” field.

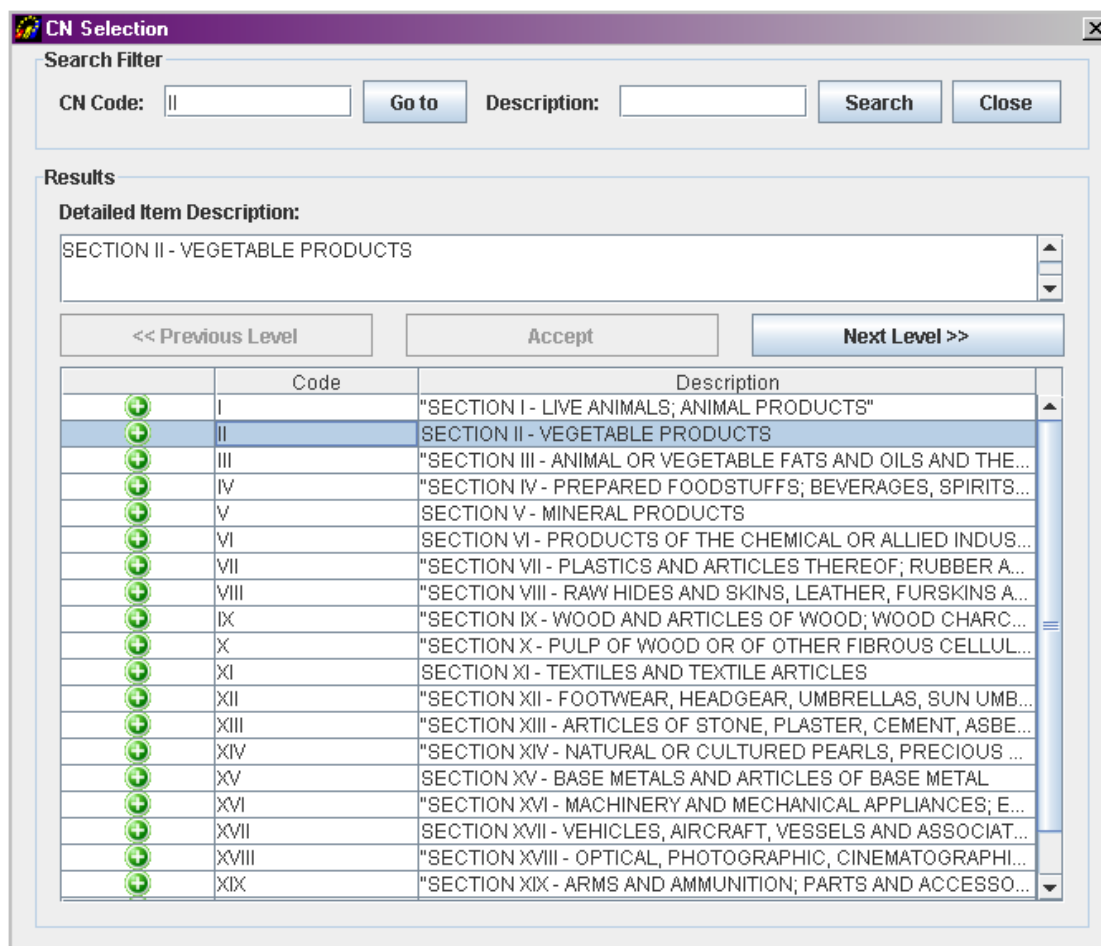


Figure 13. CN8 Search/accept NC8 code

To properly select the NC8 codes corresponding to the goods introduced the accessing of the NC\_2011.pdf, in the “Documentație” directory from the working directory, may be necessary

especially when the NC8 codes description contains information existing only the above mentioned files (Figure 14).

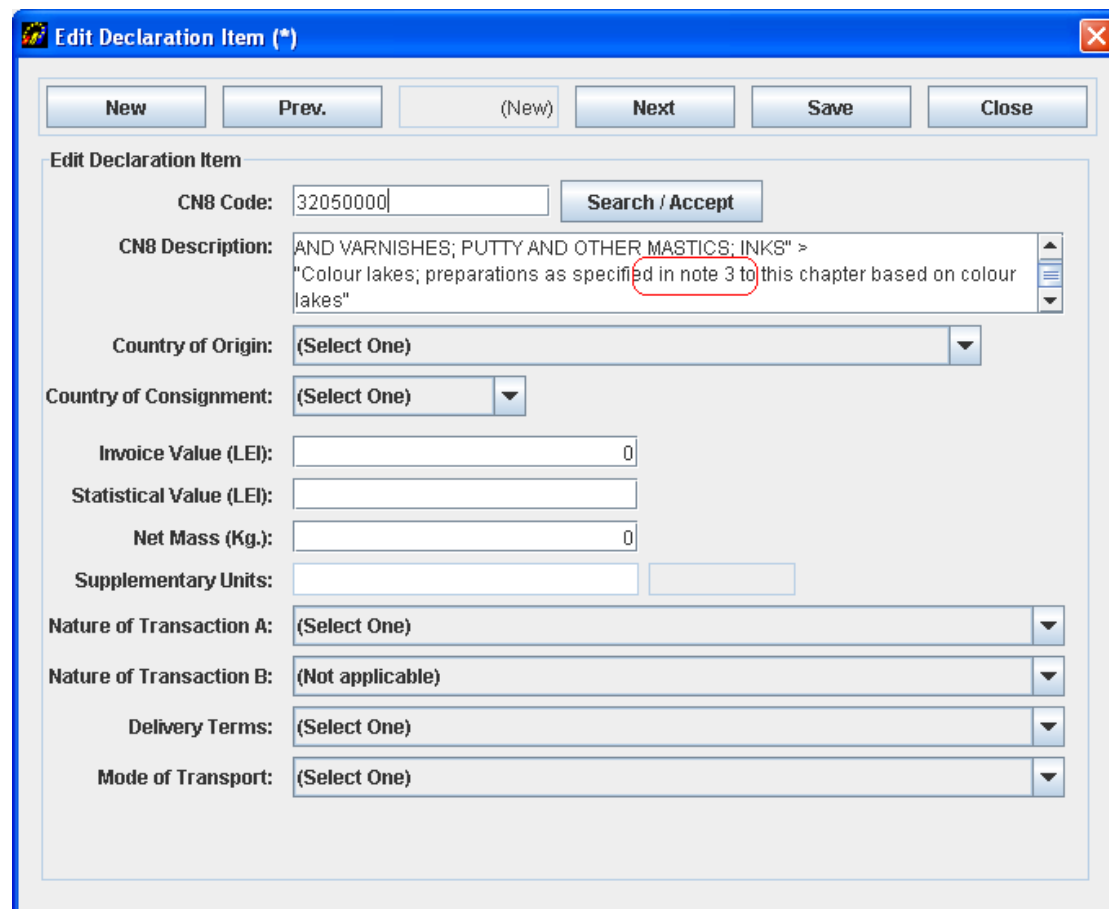


Figure 14. Mentions on information existent in the folder CN\_2011.pdf

**Item Description** - The description of the CN8 selected commodity code will be displayed. This information is shown automatically by the system after the entering or selecting NC8 commodity and using “**Search/Accept**” button.

**Country of Destination** - The EU country of destination for the commodity will be selected.

For further detailed methodological information see the Handbook for Intrastat Data Providers chapter 6.3.2.-“Country of destination/consignment/origin”.

**Invoice value** - In general, the invoiced amount is the value of the commodity indicated on the invoice, which might contain transport and insurance costs according to the delivery terms stipulated in the contract. The invoice values should be given in lei, without decimals. For methodological further information see Handbook for Data Providers chapter 6.3.5 – “Invoice value stated in lei”.

**Statistical value** - The statistical value is the value of a product at the time of border crossing

of Romania. Statistical value should be given in lei, without decimals. For further methodological information see Handbook for Intrastat Data Providers chapter 6.3.6 “Statistical value”.

**Net Weight (kg)** - The net weight represents the weight in kilograms without packaging of transport. The net weight must be expressed in round numbers without decimals. It is recommended that the following rounding rules are applied (to avoid decimals):

- If the remainder beyond the last digit to be reported is less than 5 it should be round down.
- If the remainder is 5 or greater, it should be round up.

For further information see Handbook for Intrastat Data Providers chapter 6.3.3 “Net mass in whole kg”.

**Supplementary Measure Units** - The requirement for Supplementary Units applies only to certain classes of goods (NC8 positions) that may be expressed from quantitative point of view in other measurement units but kilo also. The nature of the Supplementary Unit depends on the product; commonly, it may be the number of units, or the volume in litres, or the area in square metres. For further methodological information see the Handbook for Intrastat Data Providers chapter 6.3.4 “Supplementary Measure Units” and Annex 6 List of the Supplementary Units.

**Nature of Transaction** - This information refers to the transaction type namely if the goods enter in Romania through buying, for processing, financial leasing. For further information see the Handbook for Data Providers chapter 6.3.7 „Type of transaction” and Annex 3 “Codification of nature of transaction” and Annex 3 Codes of Type of Transactions.

**Delivery Terms** - This information refers to accepted commercial terms defining the respective roles of the buyer and seller in the arrangement of transportation of goods and other responsibilities. For further information see the Handbook for Data Providers chapter “6.3.9 „Terms of Delivery” and Annex 5 “Codification of delivery terms”.

**Mode of Transport** - It represents the mode of transport of the goods at the Romanian national borders. For further information see the Handbook for Data Providers chapter 6.3.8 “Mode of Transport” and Annex 4 “Codification of Modes of Transport”.

Figure 15. The mandatory variables for intra-community dispatches of goods

When all the information related to a declaration line (commodity) has been entered, the user must use every time the “**Save**” button otherwise the information will be lost.

To add a new declaration line in the declaration the user can use the “**New**” button.

Finally the user can navigate backwards and forwards between declaration lines using the corresponding “**Prev.**” and “**Next**” buttons.

To close the declaration line window the user must use the “**Close**” button.

By closing the declaration item window (Fig. 15), the Dispatch declarations window (Fig. 12) gets updated with the related information about declaration items.

## 1.2. Submitting declarations

Declaration files (xml file format) can be submitted to INS:

1. Via the upload function available through the Intrastat online application. This assumes registration with the Intrastat web service.
2. Via email at the following address: [declaratie.intrastat@insse.ro](mailto:declaratie.intrastat@insse.ro);

3. If you do not have access to the Internet to submit Intrastat declaration under points 1) or 2) you can copy the file Intrastat declaration (file extension .xml or .enc) on a floppy / CD / USB and you can ask Statistical Territorial Department, in the area where it is established, requiring the possibility to send an e-mail containing the Intrastat declaration to the National Institute of Statistics or can forward the Intrastat declaration from any other computer with Internet access.

### 1.3. Other functionalities

#### 1.3.1. Indicating the contact person responsible for the declaration

The application offers the functionality to set the information about the contact person, in order to avoid retyping it every time an Intrastat declaration is created. This is done from the following window which is accessible from the menu “**Tasks\Contact Person**”.

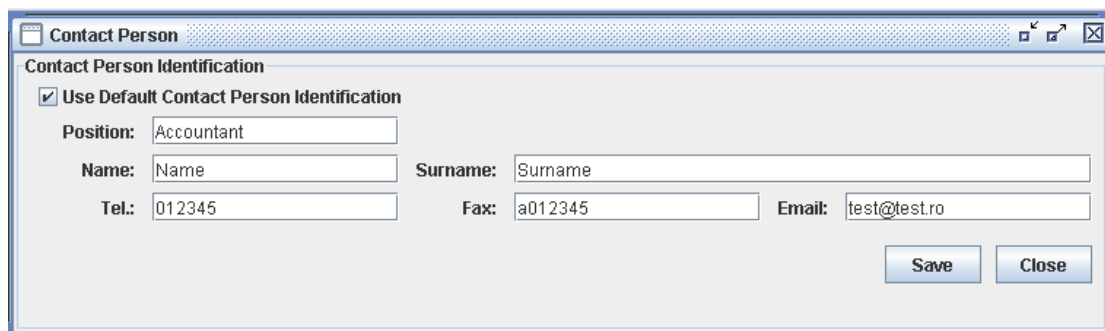


Figure 16. Contact person information

That the information about contact person shows automatically it is necessary to activate the button “Contact person” (use default).

#### 1.3.2. Indicating that the application is used by a DTP

In case that the declarant is a third party (DTP) creating and submitting declarations on behalf of PSIs certain DTP identification data must be set up. This is done by selecting the menu option “**Tasks\Third Declaring Party**” (Figure 17)

Figure 17. DTP identification

That the information about contact DTP shows automatically it is necessary to activate the button “DTP (use default)”.

### 1.3.3. Managing declarations

Selecting the menu “TasksView Declarations Archive” a window will open through which the user can view the history of declarations created and submitted using the software.

V.A.T. Nr.	Ref. Code	Firm	Ref. Period	Flow	Type	Status	Created	Modified	Filename
0007859288		www	Jan 2007	ARRIVAL	NILL	Not Set	2/18/07 09:...	2/18/07 09:...	C:\Program ...
0007859288		ww	Dec 2006	ARRIVAL	REVISED	Not Set	2/8/07 10:4...	4/4/07 08:0...	C:\Program ...
0007859288		hhh	Dec 2006	ARRIVAL	NEW	Not Set	6/5/07 10:3...	6/5/07 10:4...	C:\Program ...
0007859288		Companie	Jan 2008	ARRIVAL	NEW	Not Set	12/12/08 08...	12/12/07 08...	C:\Program ...
0007859288		ll	Nov 2007	ARRIVAL	NEW	Not Set	12/18/07 14...	12/18/07 14...	C:\Program ...
0021101687	358365	SC DEICHM...	Jan 2008	ARRIVAL	NEW	Not Set	2/21/08 11:...	4/8/08 08:3...	C:\Docume...
0000000299		TestCompa...	Mar 2008	ARRIVAL	NEW	Not Set	4/14/08 14:...	4/14/08 14:...	C:\Program ...

Figure 18. Archive and status of declarations

**ATTENTION!** The Intrastat declaration created with 2010 application must be imported into 2011 application to be viewed and / or revised.

Through this window the user can:

- **Import** - The user can import a previously created declaration as a xml file (see also chapter 1.3.4-Importing and saving a previously created declaration).



- **Remove** - The user can remove a declaration from the list. This action does not actually delete the selected declaration file from PC but only from the view list. For view a deleted declaration from the list, it is necessary to import it using the “Import” button.
- **Open** - The user can open a selected declaration. This actually displays the declaration using the windows mentioned in previous chapters (see Figure 7 and Figure 12).
- **Revise** - The user can revise a previously created and submitted declaration. This actually opens the selected declaration as a **REVISED** declaration type. After revising, saving and submitting to INS the declaration, the revised declaration files intend to substitute previous created declaration files.
- **Set a Status** - The user can set the Intrastat declaration status (not set, draft of **final**) to help the user identifying the status that an Intrastat declaration is.

#### 1.3.4. Importing and saving a previously created declaration

Through the window described in the previous paragraph (Figure 18) and by clicking the “**Import**” button it is possible to import a previously created declaration that conforms to the predefined xml format for the Intrastat declarations (for example, with other declaring software developed by the economic operator).

During the import the Intrastat declaration is validated about:

- Mandatory values required
- Correctness of codes used to describe declaration items such as CN8 commodities codes, country codes, nature of transactions codes, etc.

It should be noted that the Intrastat offline software has the ability to import for each session of import, only declaration xml files that are not encrypted. For the import of many files, you must use the „**Import**” for each file. If declaration import is finished with success, then encrypt its contents and saved as an “enc” encrypted declaration file.

#### 1.3.5. Importing a new version of a nomenclature

In case when a new version of a nomenclature is to be used the software provides the functionality to import it through a file. Every year, at least one of the nomenclatures used in the Intrastat application undergoes changes (for example, the CN8 changes every year).

To import such a file the user must select “**Tasks\Nomenclatures**” from the menu (Figure 19), doing so a nomenclatures window appears through which the user can view the history of imported nomenclatures used by the software (Figure 20).

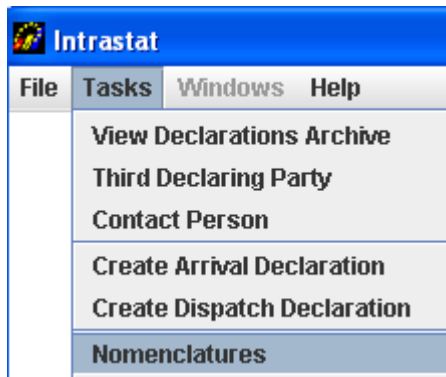


Figure 19. Nomenclatures Administration

By the window from figure 20 and using the right buttons, the user can realize the following actions:

- Import of nomenclature file;
- Remove of a nomenclature file, after a selection.

Import of Combined Nomenclature version 2011

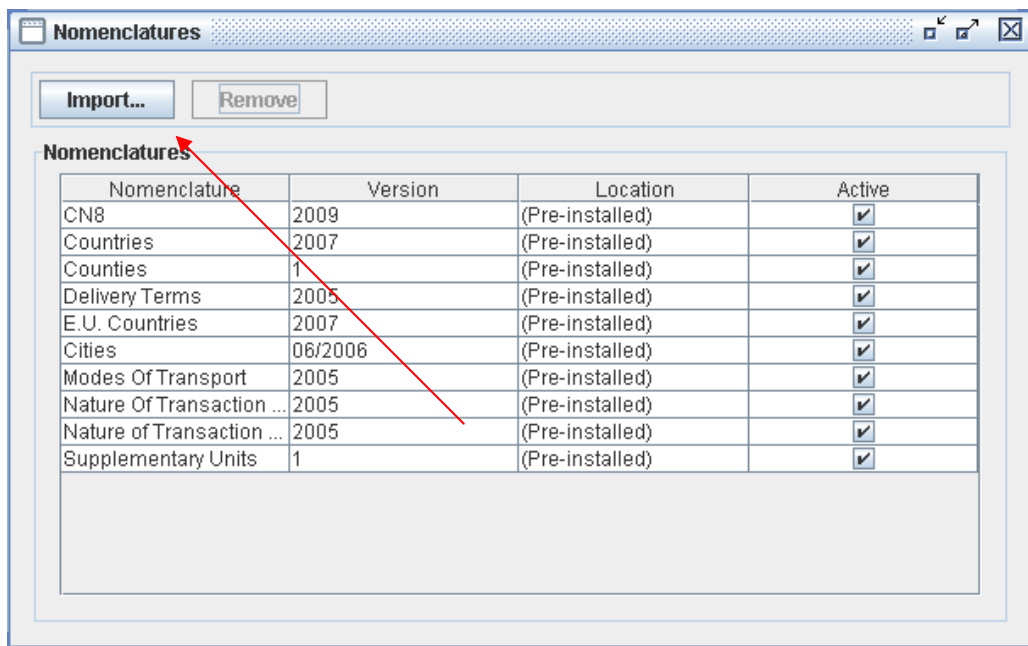


Figure 20. Nomenclatures Administration

By clicking the “**Import**” button (Figure 20) and selecting folder for CN\_2011.xml we realize the import of new version nomenclature (Figure 21).

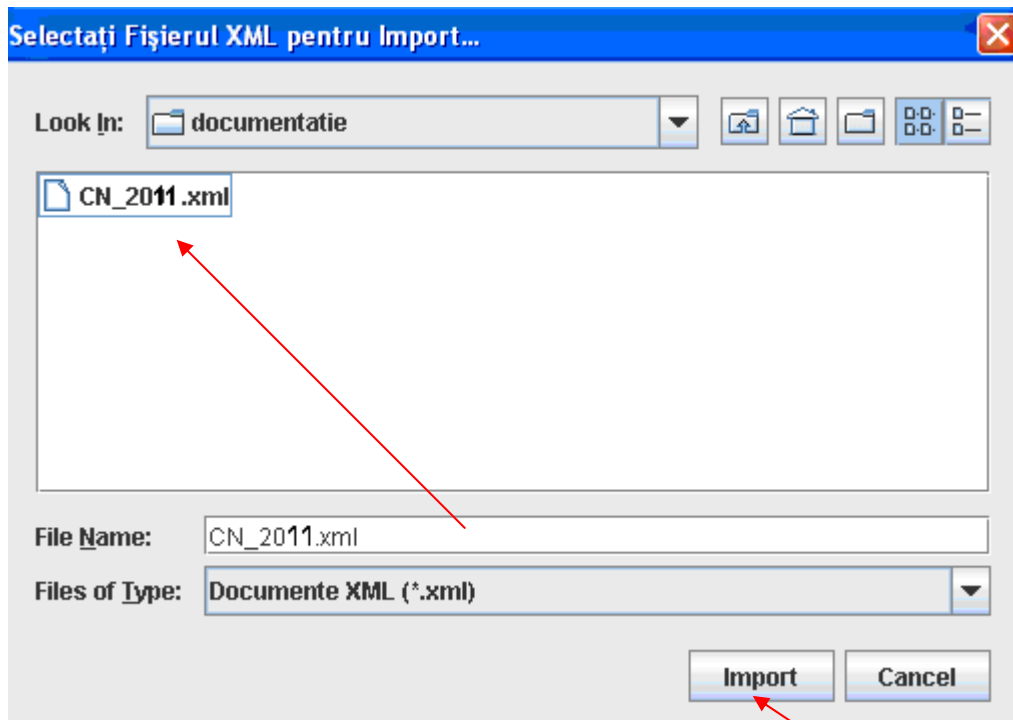


Figure 21. Nomenclatures Administration– import NC 2011

The application must generate the following message: “The folder “CN\_2011.xml” was imported with success” (Figure 22).

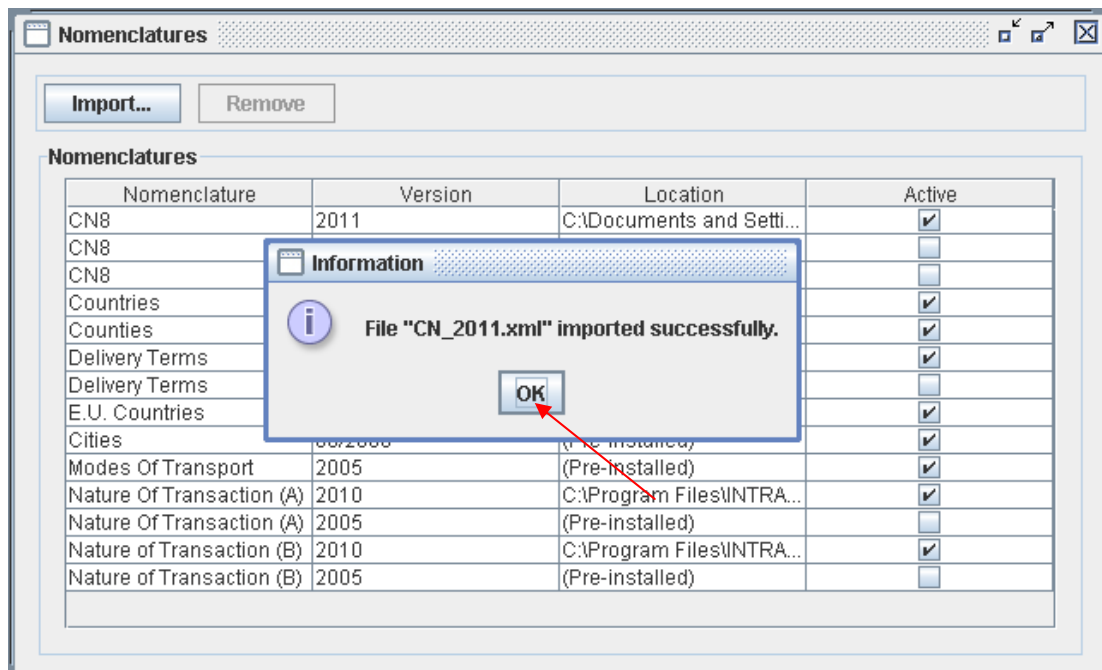


Figure 22. Nomenclatures Administration – import NC 2011

## Import of Delivery Terms Nomenclature version 2011

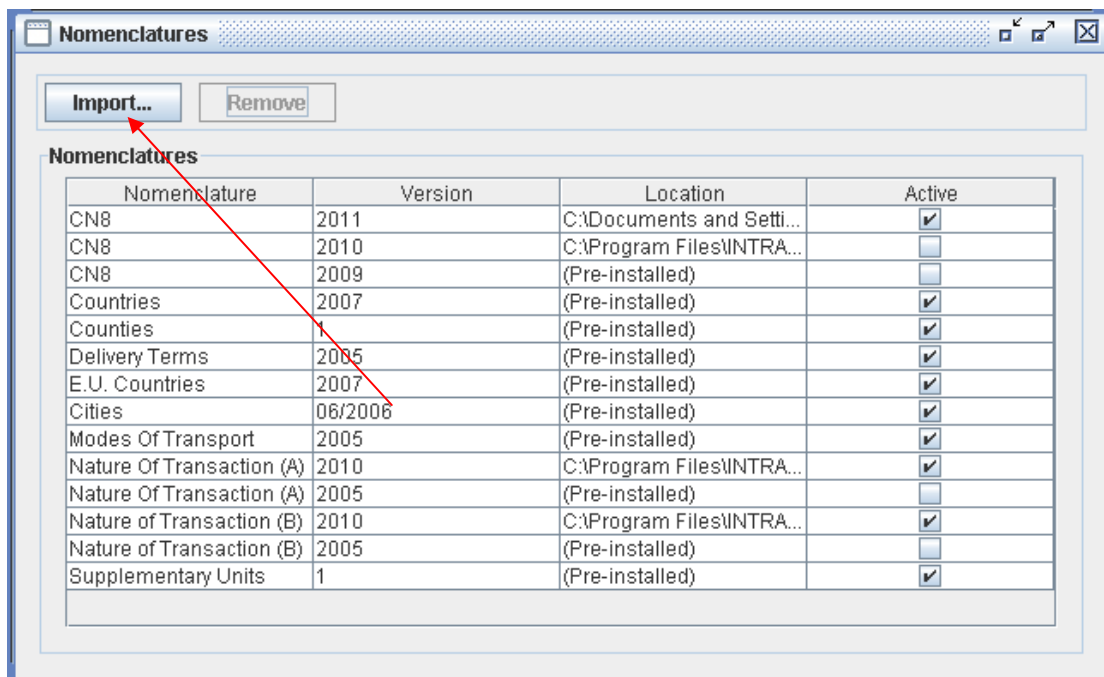


Figure 23. Nomenclatures Administration

By clicking the “**Import**” button (Figure 23) and selecting folder for Delivery Terms Nomenclature for 2011 (TERMENI\_DE\_LIVRARE\_2011.xml), we realize the import of new version nomenclature (Figure 24).

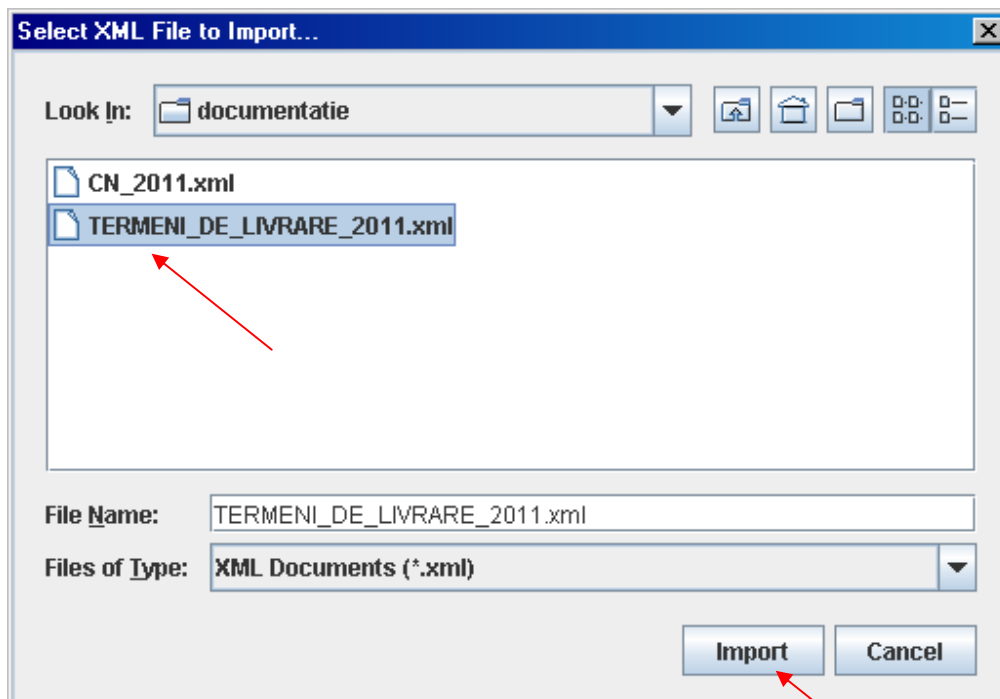


Figure 24. Nomenclatures administration – import of Incoterms Delivery Terms Nomenclature version 2011

The application must generate the following message: “The file “TERMENI\_DE\_LIVRARE\_2011.xml” was imported with success” (Figure 25).

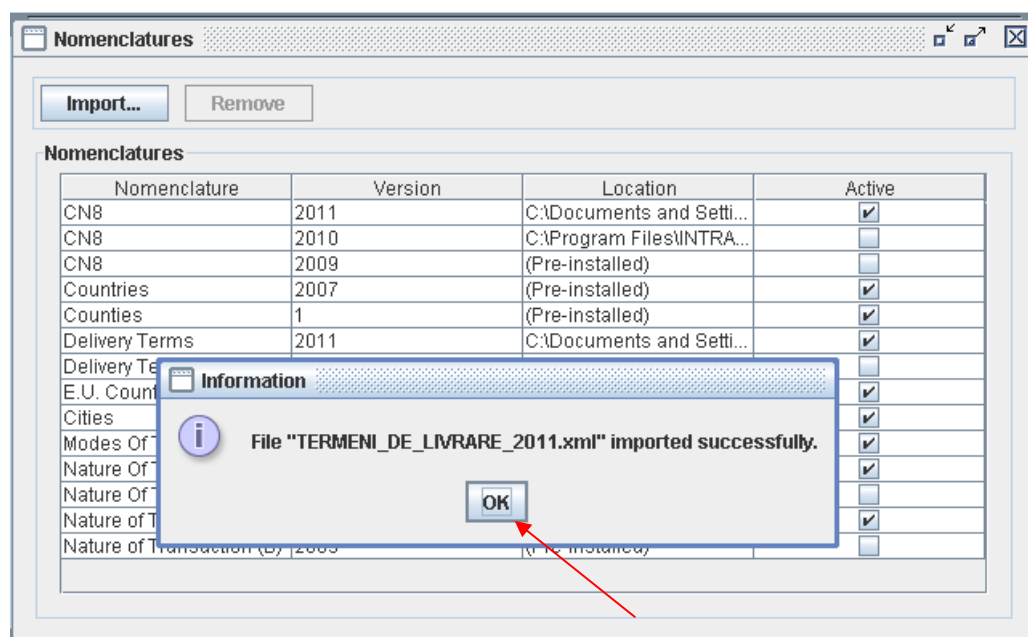


Figure 25. Nomenclatures Administration– import of Delivery Terms Nomenclature version 2011

At the end of import procedures in the application, these nomenclatures must be active (figure 26):

- Combined Nomenclature (NC8) – version 2011
- Delivery Terms Nomenclature – version 2011

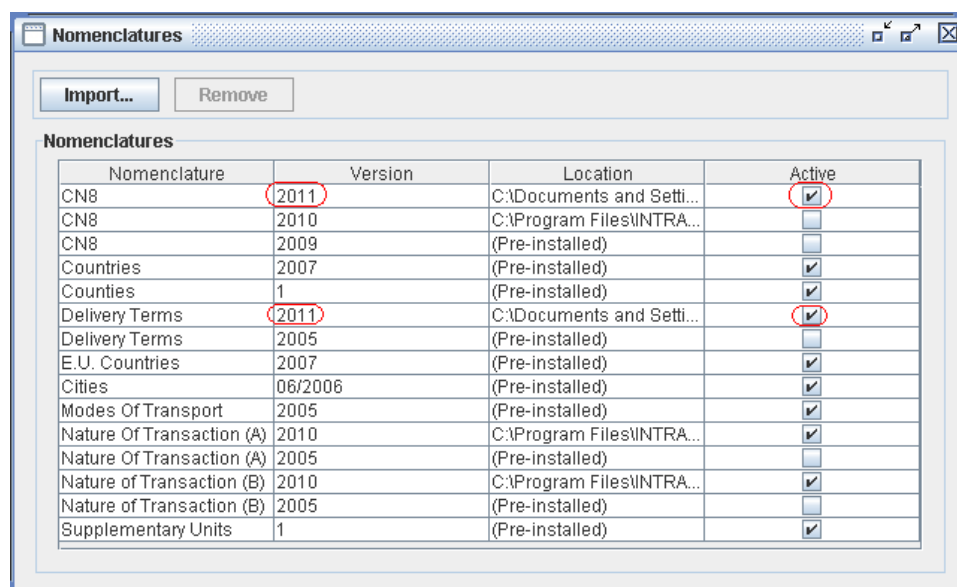


Figure 26. Nomenclatures Administration – after the end of import procedures

### 1.3.6. Changing the working directory

By default any declarations created by the offline application will be saved in the directory “Declarații” under the working directory. The implied working directory set by the application is C:\Programs files\INTRASTAT. The “work directory” can be changed by the user. This can be done by selecting the “File\Set work directory” menu option.

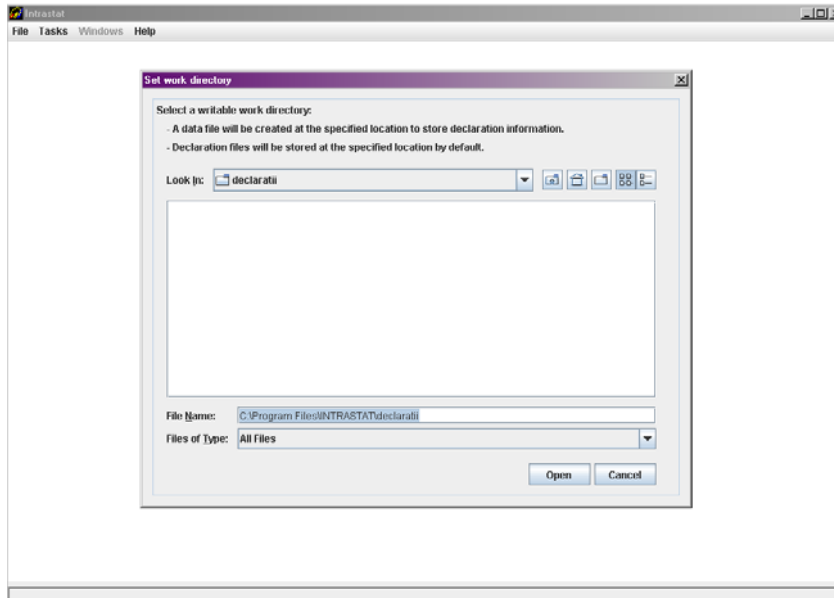


Figure 27. Setting the application working directory

## 2. The Intrastat online web service

The Intrastat online web service is accessible free of charge from the following web page: [www.intrastat.ro](http://www.intrastat.ro).

If you plan to use the online web service to create and submit declarations, registration is required.

Registration is possible from the web page indicated above where detailed instructions are also provided.

Finally, at the web page indicated above a User Guide for online Intrastat Application system can be found and download.