User Guide

for

Intrastat Offline application

2017

- Version 1 -

NATIONAL INSTITUTE OF STATISTICS

ROMANIA

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1. 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.

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

a) Intrastat online application, available on the website www.intrastat.ro .

b) Intrastat offline application, available on the website www.intrastat.ro.

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

    1. E-mail to the address: declaratie.intrastat@insse.ro

    2. Loading into Intrastat online application on the website 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

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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 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.

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2. Important changes in the filling in of the Intrastat statistical declaration starting with reference month January 2017

Increasing the Intrastat threshold value for arrivals of goods

Starting from 1.1.2017 the Intrastat threshold for *arrivals of goods* increased to 900,000 LEI. The Intrastat threshold for *dispatches of goods* in 2017 remains the same as in the previous year, at 900,000 LEI.

Thus, in 2017, the economic agents which achieved a total value of intra-Community dispatches exceeding **900,000 LEI** and / or volume of arrivals of goods exceeding **900,000 LEI** should complete and submit to the INS the Intrastat statistical Declaration. Intrastat.

For further details you can consult on the website www.intrastat.ro:
- **the Legislation section:**
  - Decree of the President of the National Institute of Statistics no. 103/2016 regarding Intrastat thresholds for the collection of statistical information regarding the intra-Community trade with goods in 2017 (Journal of Romania, Part I, no. 1005 from 14 December 2016);
    - Decree of the President of the National Institute of Statistics no. 1475/2016 regarding the approval of the Filling in Standards of the Intrastat Statistical Declaration (Journal of Romania, Part I, no. 25 from 10 January 2017).
- **the Methodology section:**

- Handbook for Intrastat data providers - part I, chapter 2.1 Obligation to report data to Intrastat system

Modified nomenclatures:

Version 2017 of the Combined Nomenclature contains 687 new codes at 8-digit level while 573 codes at 8-digit level were removed from the version 2016 of the CN. Total number of CN codes at 8-digit level is 9534. Combined Nomenclature is available in electronic format on the website www.intrastat.ro.

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Modified nature of transaction nomenclature

Nature of transaction nomenclature was modified, so for 2017 came into force a new version of it (for details see Handbooks for Intrastat data providers). New codes were introduced for Nature of Transaction:

- Transcation code 9.2 Indirect trade

- Transaction code 4.3 Goods for processing treated as assimilated intra-community acquisitions/deliveries from fiscal point of view

- Transaction code 5.3 Goods obtained after processing of goods previously declared under code 4.3

Modified Intrastat offline application

Drafting the Intrastat Declaration for year 2017 will be done using the offline Intrastat Application 2017 version, that we kindly ask you to install on your computer starting with the 1st of February 2017. By installing the 2017 offline Intrastat Application, the 2016 version will be automatically uninstalled, but not the related documentation (guides, manuals, nomenclatures).

ATTENTION! The 2017 offline Intrastat Application has set by default 2016 version of Combined Nomenclature. **THUS**, in order to create declarations for the year 2017 after installing the 2017 offline Intrastat Application, you must upload the related 2017 Combined Nomenclature (CN 2017), by using the "Import" function from the menu "Actions / Nomenclatures" (*see chapter 1.3.5 - Importing a new version of a nomenclature*).

Please give 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 in the Intrastat Applications. As a consequence the Combined Nomenclature 2017 differs from the one applied in 2016.

After installing the 2017 version of the offline application, it is necessary to run the procedure of import of declarations that have been created for 2016 using the 2016 version of Intrastat offline application, in order to be able to visualise / revise them, if necessary. The import procedure can be done using the menu „Declarations

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administration" (*see chapter 1.3.4. - Importing and saving a previously created declaration*).

The Intrastat offline application version 2017 can be also used to create or review Intrastat declaration for 2016. ***If you want to create or review an Intrastat declaration for 2016, the working procedure is the following:***

- **to review a declaration created with the 2016 Intrastat application** – selection of CN8 nomenclatures for 2016 will be done automatically when you open the declaration from the menu "Actions/Declarations administration".

- **to create a NEW declaration for 2016**

  ATTENTION! to create a NEW declaration for 2016, after installing the 2017 version of Intrastat offline application and the import of nomenclatures for 2017, it is necessary to follow the following steps in order to use the Combined Nomenclature for 2016:

First step: Eliminate the Combined Nomenclature version 2017 as follows: in the menu „Actions/Nomenclatures" select the CN8 2017 version, then use the „Eliminate" button from the same window (Figure 1). This step is necessary to activate the CN8 2016 Version.
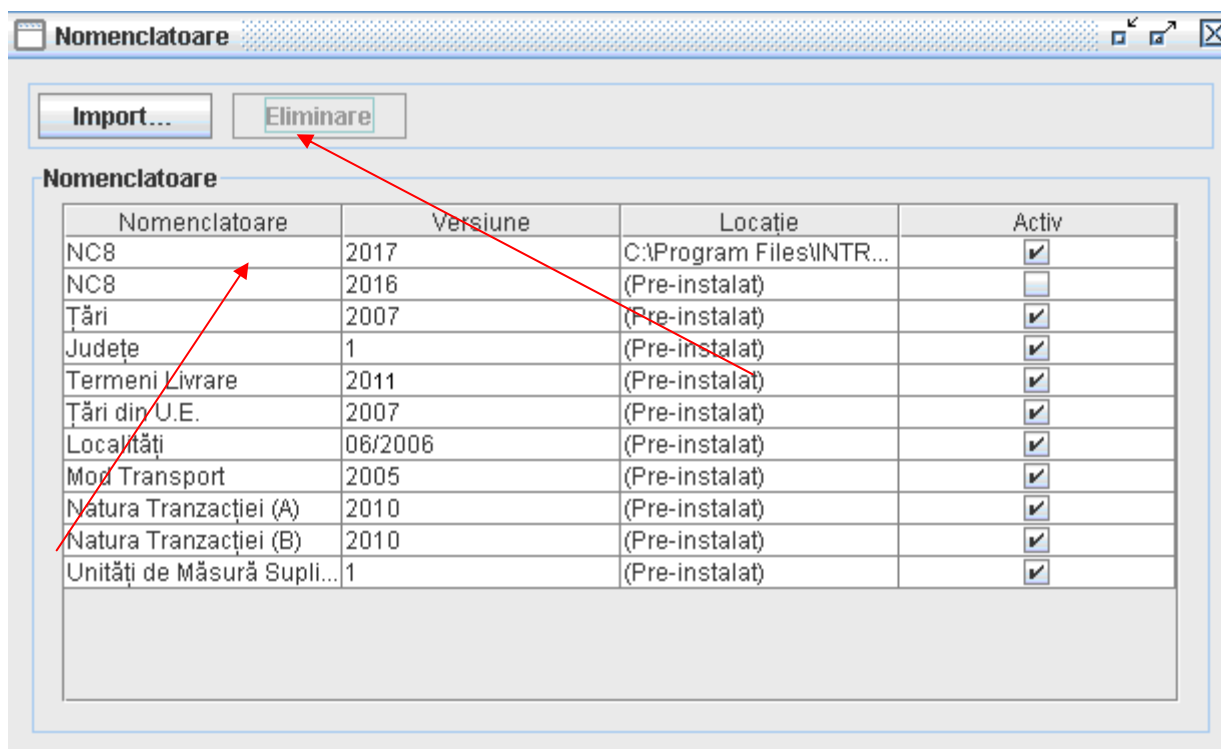
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Figure 1. Nomenclatures Administration - eliminate nomenclature NC 2017

Step 2: Create a „New" Intrastat declaration for 2016 (please pay special attention when selecting the reference period!!!)

Step 3: Reverting to CN 2017 (to create Intrastat Declarations for 2017)

This will be done through the menu „Actions/Nomenclature", where "import" button must be used and then select **CN8_2017.xml** file from „Documentation" directory, subdirectory of the working directory.   The default working directory is set to C:\Program_files\Intrastat. After running this procedure the 2017 Nomenclature version will be automatically activated.

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3. Chapter I – Intrastat offline application

To install the Intrastat offline application version 2017, double click on the file Intrastat_Setup_2017.exe (installation kit for the Intrastat offline application version 2017, available on www.intrastat.ro website free of charge) (Figure 2):
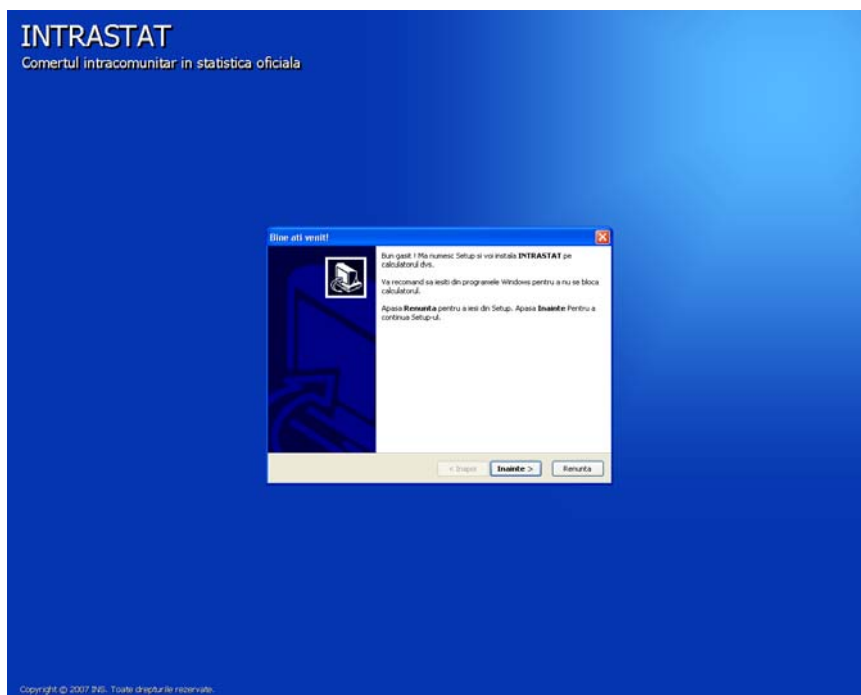

Figure 2. Intrastat Offline Application installation program

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 3).
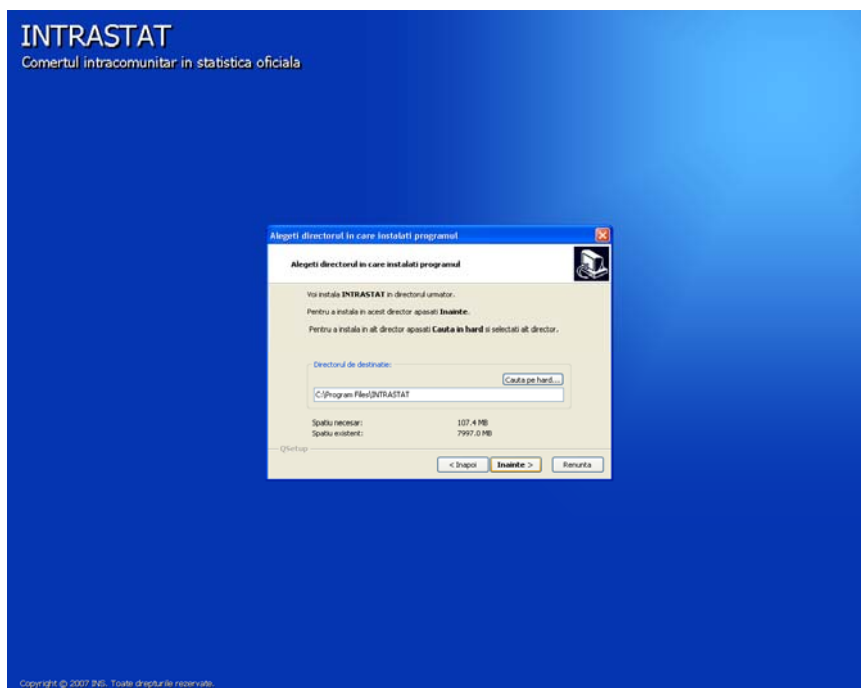
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Figure 3. Setting up the installation directory

When installation is completed the user can access the Intrastat offline application from the Windows menu Start\All programs\INTRASTAT. From the "Documentation" 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 4).
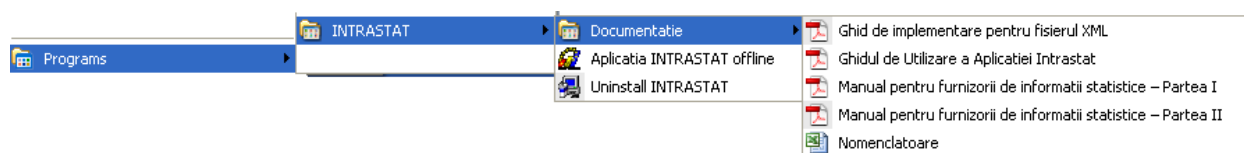

Figure 4. Start\All programs\INTRASTAT menu

Selecting "Intrastat application offline" menu (Fig. 4), the main window of the Intrastat offline application will open (Fig. 5).

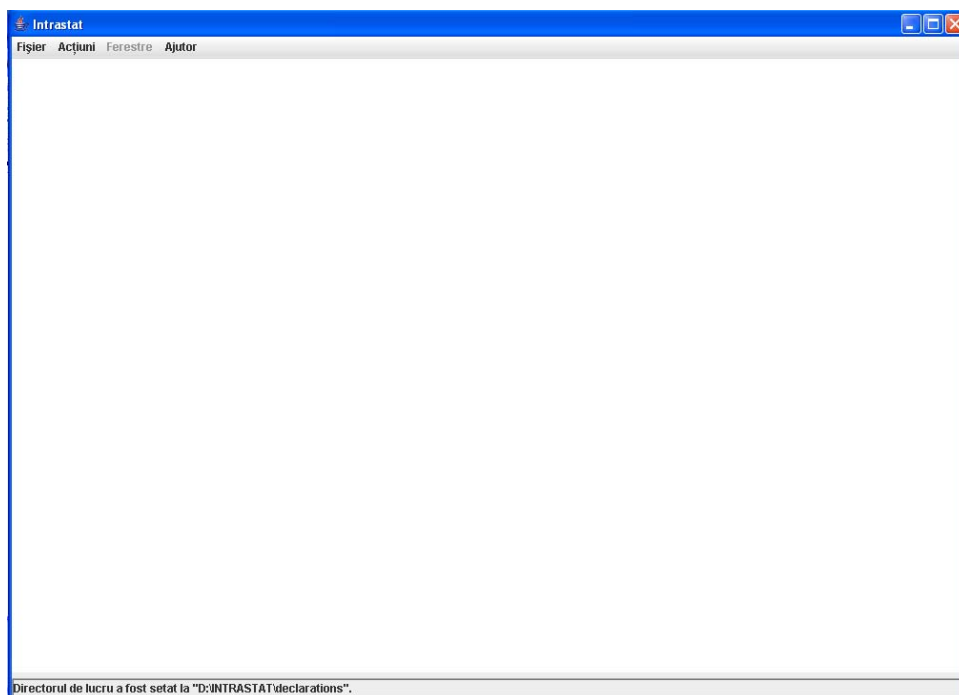National Institute of Statistics, 16 Libertatii Bvd., Bucharest 5, ROMANIA;

Figure 5. Intrastat offline application main window

In 2017 the first operation to be executed in the offline Intrastat application after installing is uploading the 2017 Combined Nomenclature. To do this use the "Import" function in the "Tasks/Nomenclatures" menu (*see chapter 3.3.5 Importing a new version of a nomenclature*);

Any declaration created by the Intrastat offline application will be saved in the directory "Declarations" 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 3.3.2 "Indicating that the application is used by a DTP"*).

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3.1. 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 Intrastat offline application will be saved in the subdirectory "Declarations" under the work directory. If the user wants to change the directory where declarations are saved, please see chapter 3.3.6. "Changing the work Directory".

3.1.1. Creating and saving the Arrivals declarations

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 State in the selected reference period (Figure 6).

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., available on the website www.intrastat.ro.

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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 3.3.2. Indicating that the application is used by a DTP*).

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 3.3.1. Indicating the contact person 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.

Figure 6. Arrival declaration form

To *validate* the declaration the user should use the "Validate" button.

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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 7) from where the user can print the Intrastat declaration.

Figure 7. 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

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- *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 6. This action it will generate a display window (Figure 10) 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 8). Searching can be done by either the good numeric code or text/keywords introduced by the user in the "Description" field:
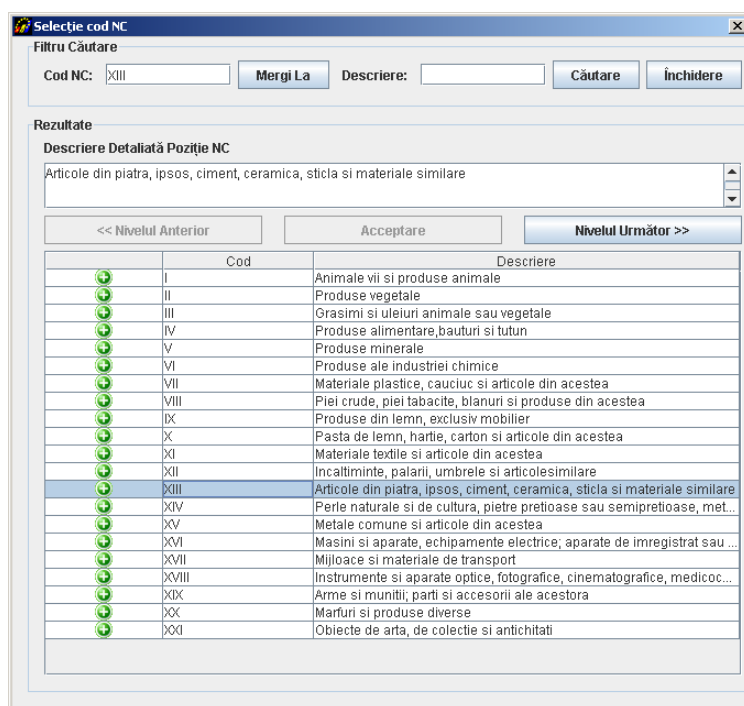

Figure 8. CN8 browse window

In order to select to right CN8 code corresponding to the goods declared, it might be necessary to use the CN_2017_EN.pdf from the "Documentation" which can be found in the working directory (especially when the CN8 codes description contains information existing only the above mentioned files) (Figure 9).

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Figure 9. Mentions on the information in the file CN_2017_EN.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 CN8 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, Part I,** *chapter 6.3.2 – „Country of consignment/origin/destination"*, available on the website www.intrastat.ro.

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, Part I,** *chapter "6.3.5 Invoice value stated in lei"*, available on the website www.intrastat.ro.

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

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methodological information see **Handbook for Intrastat Data Providers, Part I,** *chapter 6.3.6 "Statistical value"*, available on the website www.intrastat.ro.

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 Provider, Part I,** *chapter 6.3.3 "Net weight in whole kg"*, available on the website www.intrastat.ro.

Supplementary Units. The requirement for Supplementary Measure 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 Units 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, Part I,** *chapter 6.3.4 "Supplementary Measure units"* and *Annex 6 List of the Supplementary Units*, available on the website www.intrastat.ro.

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, Part I,** *chapter 6.3.7 „Type of transaction"* and *Annex 3 Codes of Type of Transactions*, available on the website www.intrastat.ro.

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, Part I,** *chapter 6.3.9 "Terms of Delivery"* and *Annex 5 „Codification of delivery terms*, available on the website www.intrastat.ro.

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, Part I,** *chapter 6.3.8 "Mode of Transport"* and *Annex 4 „Codification of modes of transport"*, available on the website www.intrastat.ro.

Figure 10. 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. 10) the Arrivals declarations window (Figure 6) gets updated with the related information about declaration lines.

3.1.2. Creating and saving the Dispatches declarations

Selecting the option "Tasks \ New Dispatch Declaration" a window opens (Figure 11) where the user may enter information regarding the declarant firm and the commodities dispatched in the selected reference period to other Member States.

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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 3.3.2. Indicating that the application is used by a DTP*).

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 3.3.1. Indicating the contact person 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.

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Figure 11. 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.

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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 11. This action it will generate a display window (Figure 13) 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 12). Searching can be done by either the good numeric code or text/keywords introduced by the user in the "Description" field.

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Figure 12. CN8 Search/accept CN8 code

To properly select the CN8 codes corresponding to the goods introduced the accessing of the CN2017_EN.pdf, in the "Documentation "directory from the working directory, may be necessary especially when the CN8 codes description contains information existing only the above mentioned files (Figure 13).

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Figure 13. Mentions on information existent in the folder CN8_2017.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 CN8 commodity and using "Search/Accept" button.

Partner CUI (for dispatches of goods):
–   In the first box of the field, the identification code of EU Member State of trade partner to whom goods are physically sent will be selected.
–   In the second box of the field it will be introduced the numeric part of the fiscal identification code (CUI) of trade partner to whom goods are physically sent.

Country of Origin – from the list the code for the country of origin of goods for the selected CN8 code will be selected.

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, Part I,** *chapter 6.3.2.-"Country of destination/consignment/origin"*, available on the website www.intrastat.ro.

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, Part I,** *chapter 6.3.5 – "Invoice value stated in lei*, available on the website www.intrastat.ro.

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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, Part I,** *chapter 6.3.6 "Statistical value"*, available on the website www.intrastat.ro.

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**, **Part I,** *chapter 6.3.3 "Net mass in whole kg"*, available on the website www.intrastat.ro. .

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**, **Part I,** *chapter 6.3.4 "Supplementary Measure Units"* and Annex *6 List of the Supplementary Units*, available on the website www.intrastat.ro.

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**, **Part I,** *chapter 6.3.7 „Nature of transaction"* and *Annex 3 "Codification of nature of transaction*, available on the website www.intrastat.ro.

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, Part I,** *chapter "6.3.9 „Terms of Delivery"* and *Annex 5 "Codification of delivery terms*, available on the website www.intrastat.ro.

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, Part I,** *chapter 6.3.8 "Mode of Transport"* and *Annex 4 "Codification of Modes of Transport"*, available on the website www.intrastat.ro.

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Figure 14. 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. 14), the Dispatch declarations window (Fig. 11) gets updated with the related information about declaration items.

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 <u>NOT</u> 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

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file name, but now the file has an "enc" as file name extension instead of the "xml". It is recommended <u>NOT</u> to modify the default name given of the file by the Intrastat offline application.

To <u>print</u> the Intrastat declaration the user should use the "Print" button. This will open the "Print Preview" (Fig. 7) window from where the user can print the Intrastat declaration.

Figure 15. Print Preview - Printing of an Intrastat declaration Dispatch flow

3.2. 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;

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.

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3.3.   Other functionalities

3.3.1.   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".
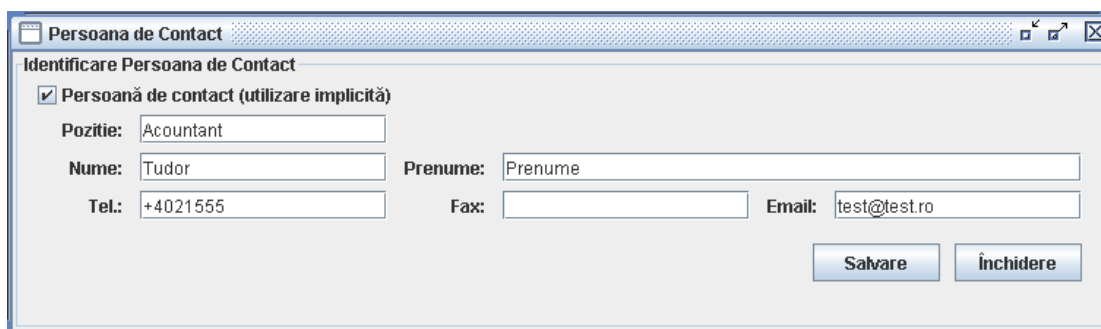

Figure 16. Contact person information

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

3.3.2.   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 16)
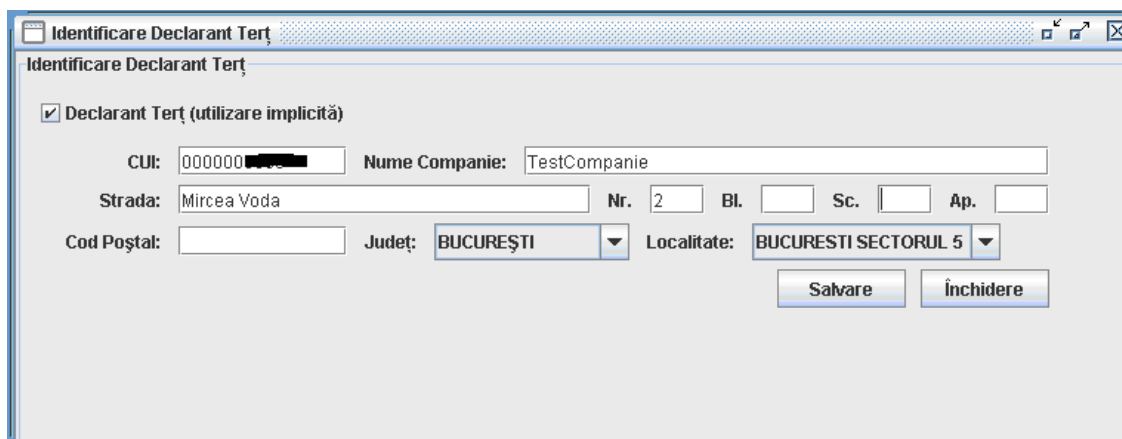
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Figure 17. DTP identification

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

3.3.3.　　　　Managing declarations

Selecting the menu "Tasks\View Declarations Archive" a window will open through which the user can view the history of declarations created and submitted using the application.
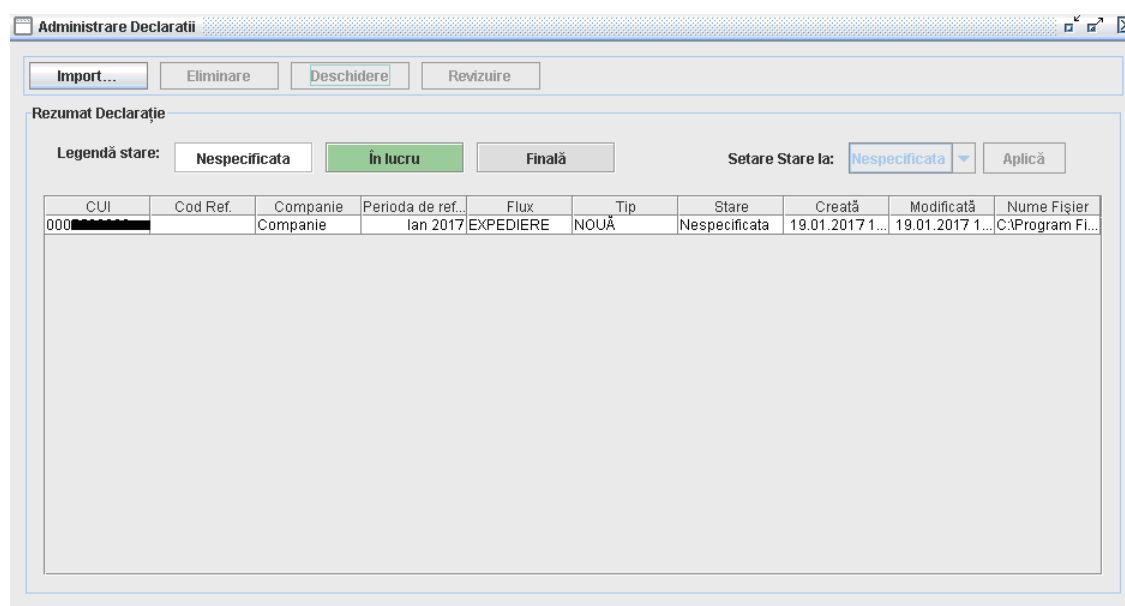

Figure 18. Archive and status of Intrastat declarations

ATTENTION! The Intrastat declaration created with 2016 application must be imported into 2017 application to be viewed and / or revised.

Through this window the user can:

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

- R*emove* - 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 6 and Figure 11).

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- *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.

3.3.4. Importing and saving a previously created declaration

Through the window described in the previous paragraph (Figure 17) 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.

3.3.5. 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 18), doing so a nomenclatures window appears through which the user can view the history of imported nomenclatures used by the software (Figure 19).
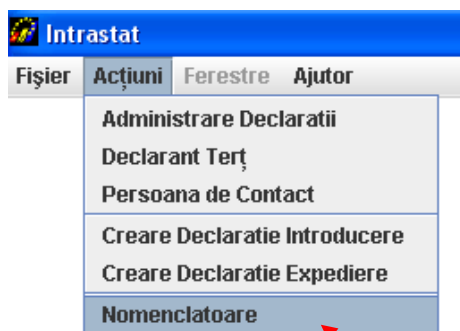
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Figure 19. Nomenclatures Administration

By the window from Figure 19 and using the right buttons, the user can realize the following actions:

- Import of nomenclature file;

- Remove of a nomenclature file, after a selection.
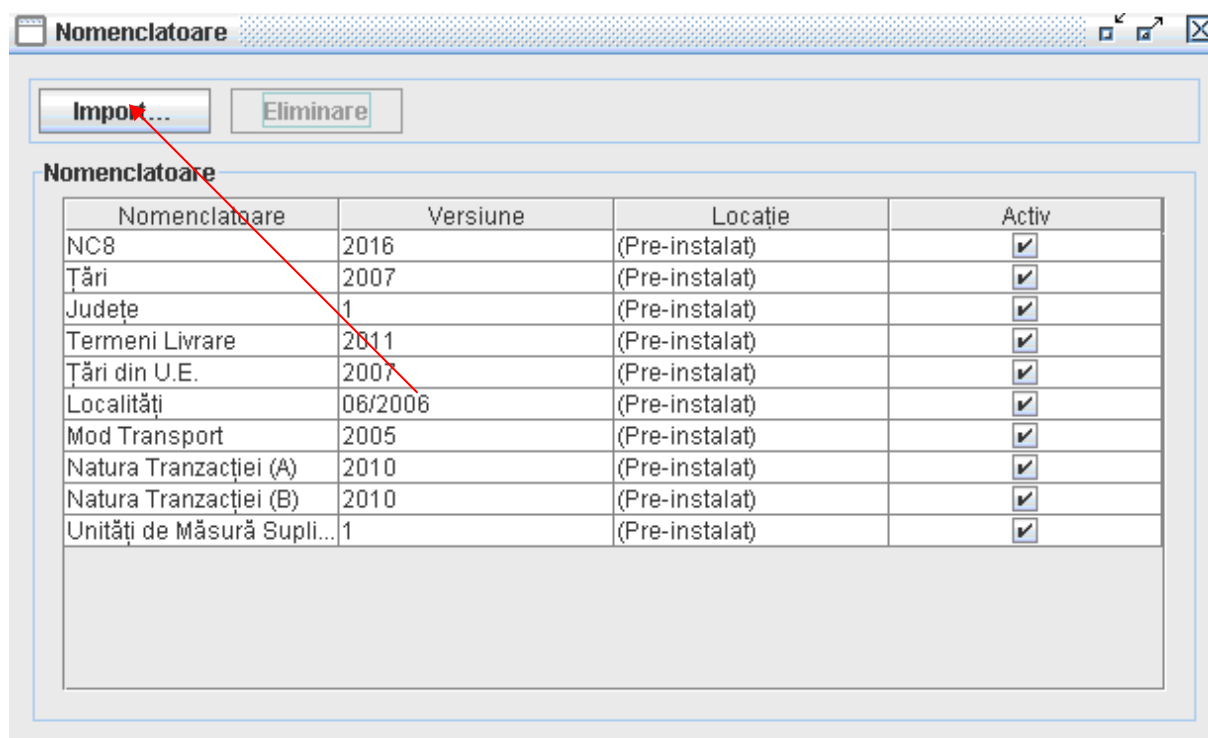
Import of Combined Nomenclature version 2017

Figure 20. Nomenclatures Administration

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By clicking the "Import" button (Figure 19) and selecting folder for CN_2017.xml we realize the import of new version nomenclature (Figure 20).
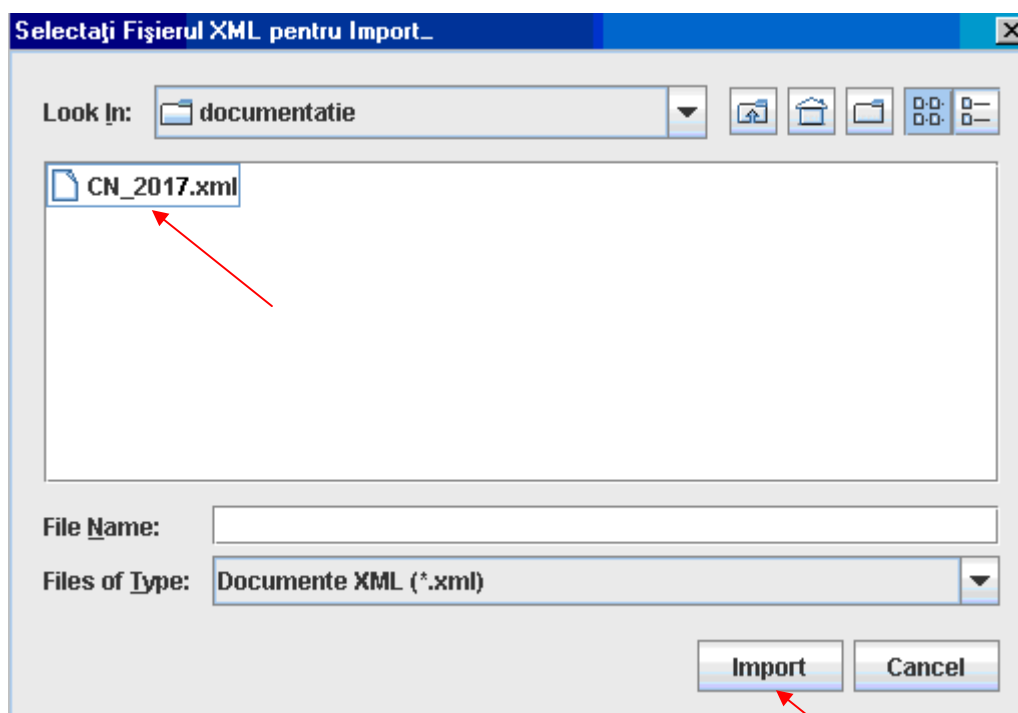

Figure 21. Nomenclatures Administration – import CN 2017

The application must generate the following message: "The folder "CN_2017.xml" was imported with success" (Figure 22).
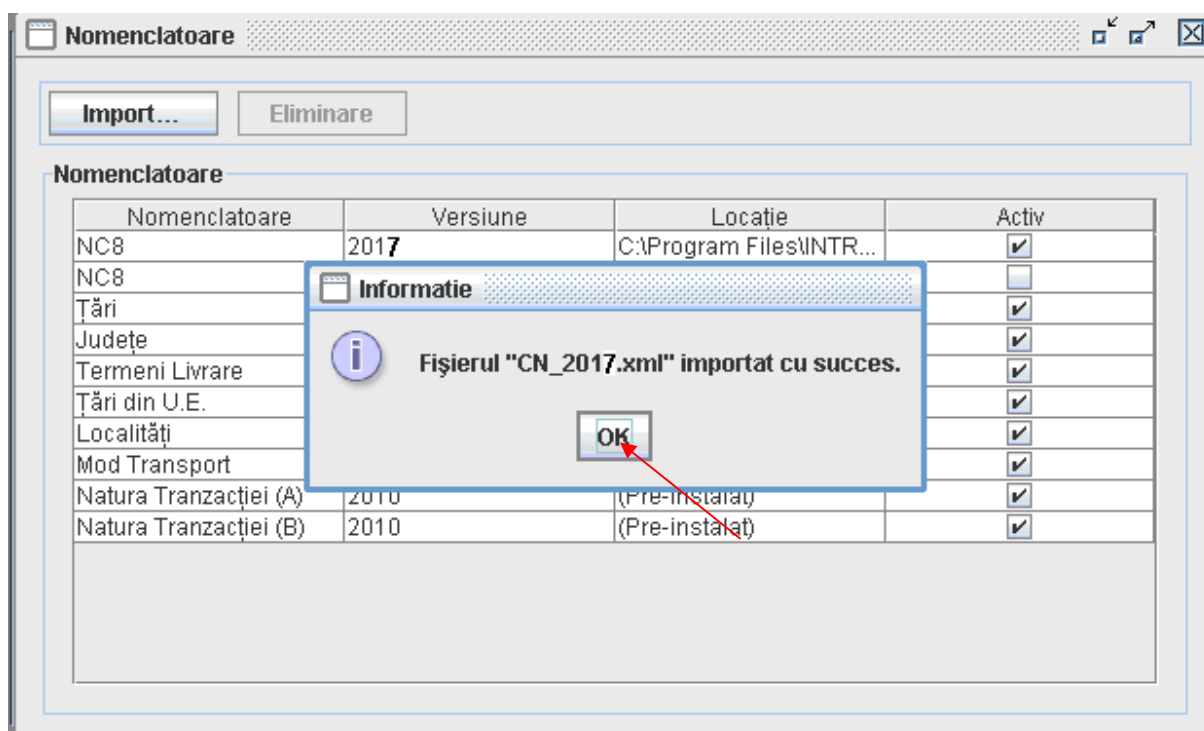

Figure 22. Nomenclatures Administration – import CN

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At the end of import procedures in the application, the Combined Nomenclature (CN8) – version 2017 must be active (Figure 23):

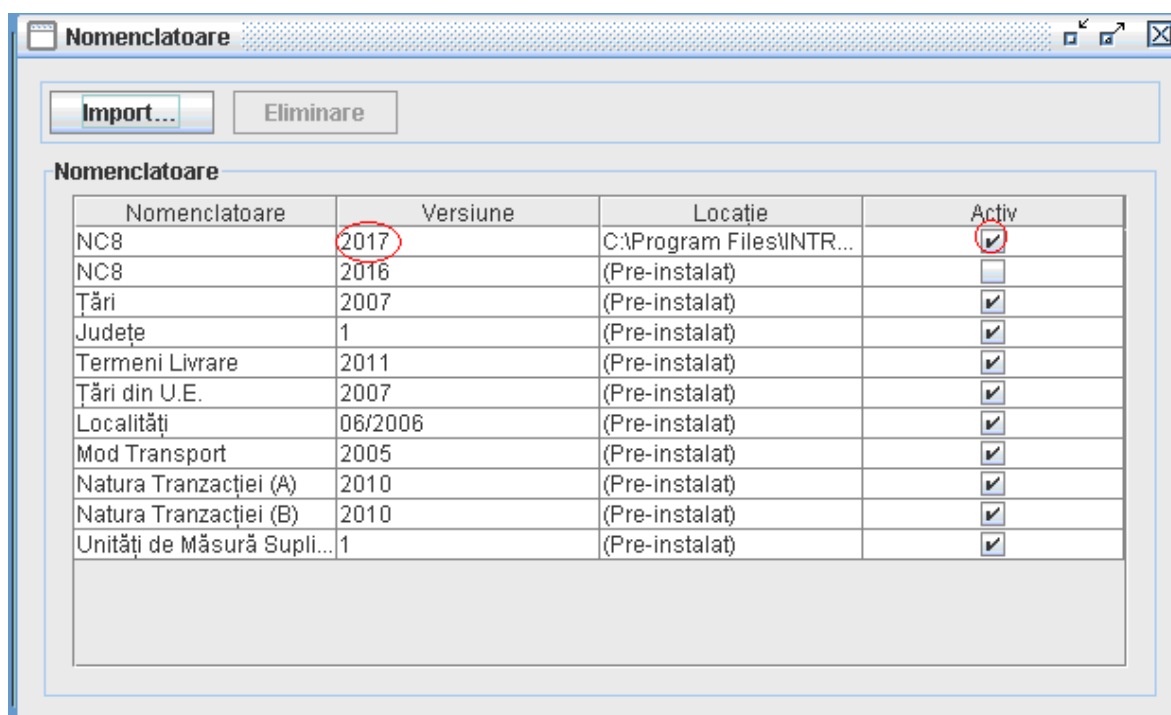**Figure 23. Nomenclatures Administration – after the end of import procedures**

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3.3.6.   Changing the working directory

By default any declarations created by the offline application will be saved in the directory "Declarations" 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.
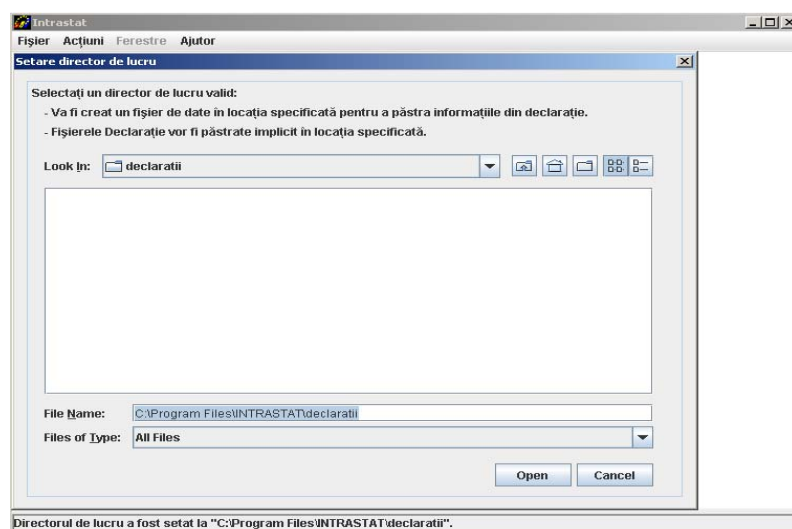

Figure 24. Setting the application working directory

4.   Chapter II – Intrastat online application

The Intrastat online web service is accessible free of charge from the following web page: www.intrastat.ro.

If you plan to use the online Intrastat application 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 (web)** can be found and download.

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