

Transmitting data on internal trade by e-mail

1. Introduction

Customs offers its customers the possibility to transmit data on internal trade by e-mail. E-mailing data is swift and inexpensive. The statistical declarations should be **ASCII** format files in a specified form (see description of intra-Community trade statistics declaration records). The customer needs to have an e-mail program, with which files can be sent as attachments, as well as a file encryption program (see instructions for acquisition below).

However, one e-mail message can only include one ASCII declaration file.

2. Acquisition of encryption program and key

To encrypt the file we apply the **Pretty Good Privacy method (PGP)**. In our experience, it is easy to encrypt files with this program (e.g. by right-clicking).

The PGP encryption method operates as follows: The sender uses the receiver's encryption key when encrypting. Thus only the receiver can open the encrypted material. In other words, the National Board of Customs transmits its own key to the customers, who use it to encrypt their materials. Accordingly, the customers cannot open files they've encrypted.

In this connection, "key" refers to an ASCII format code that is employed by the PGP software for implementing the encryption.

The PGP program and further information on this topic can be acquired e.g. from:

The PGP program home page:

<http://www.pgp.com/>

Link to the GPG program, which is a free version of the PGP, with open source code:

<http://www.gnupg.org/>

Direct link to a Windows installation package with plugins for Microsoft Outlook:

<http://www.gpg4win.org/>

Direct link to an alternative e-mail program, Mozilla's Thunderbird:

<http://enigmail.mozdev.org/home/index.php>

Here you'll find the above-mentioned applications and a number of others, with which the GPG can be attached to various software products.

http://www.gnupg.org/related_software/frontends.en.html

First, carefully read the terms of contract and the instructions for installation.

3. Encryption key

The encryption key can be obtained by e-mail from the address **test.ascii.intrastat@tulli.fi**. Write the word **avaintilaus** in the Subject field of the e-mail.

The e-mail box will then send the key required for the encryption back to the customer.

For the actual data to be transmitted, a new encryption key is required. Instructions to that effect will be given after a successful test.

4. Transmitting test material

Once the encryption program has been acquired and the key obtained, you can start transmitting materials by e-mail.

The material must be sent in encrypted form.

The message is to consist of the following parts (both of them annexed):

1. Encrypted text consisting of the following lines (the text on the left side must be in Finnish):

(The dashed lines are not part of the content)

lähettäjä: xxxxx
sisältö: internal trade statistics
kieli: ASCII
jakso: xxxxx
koko aineiston tietuemäärä: xxxxx
koko aineiston laskutusarvo: xxxx

Translation:

lähettäjä=sender
sisältö=content
kieli=language
jakso=period
koko aineiston tietuemäärä= amount of logical records in entire material
koko aineiston laskutusarvo= invoicing value of entire material

The sender of the material replaces the sections marked xxxxxx with his own data.

2. Material proper (encrypted).

If the customer has sent statistical data on diskette earlier, the material is now in the same format but encrypted.

5. Test transmission address

The first material is to be transmitted to a test address. The test address does not verify the period of the material, thus also older materials can be transmitted.

The test address always gives feedback by e-mail. If there has been an error in the material, the type of error is indicated; otherwise the message is verified as being OK.

The test materials shall be sent to the address **test.ascii.intrastat@tulli.fi**

6. Transmissions proper

If the test transmission runs without problems, our e-mail program will transmit further instructions (for acquiring the encryption key and the transmission addresses for the material proper).

NB!

THE ADDRESS OF THE SENDER OF THE MATERIALS TO THE TEST AND PROCESSING SHALL REMAIN THE SAME THROUGHOUT (OR ELSE THE TEST MUST BE REPEATED).

7. Error messages:

- [ID]: ERROR - no attachmnts
The message didn't include any attachments.
- [ID]: ERROR - missing attachmnt
One of the attachments is missing, description or data or both.
- [ID]: ERROR - unsuccessful decrypt
The data are encrypted but by wrong key.
- [ID]: ERROR - wrong attachmnt type
The data are encrypted by right key and decrypted successfully, but they include something that should not be included.
- [ID]: ERROR - bad material
The data are decrypted successfully and the format is right, but the data are too old.
- [ID]: ERROR - unknown error
The error has nothing to do with the sender. The error probably occurs in transmission to further processing.

8. Contact information

Guidance:
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