

DESCRIPTION OF INTRA-COMMUNITY TRADE STATISTICS (INTRASTAT) DECLARATION RECORDS IMPORT / EXPORT

1. Introduction

Instructions for providing statistical data on intra-community trade are published annually in the manual **INTRASTAT in Finland**, which is sent to declarants. The manual includes a list of necessary codes.

When declaring statistical information in ASCII format, the attached document description must be used. The document can be loaded and submitted by using the file transmission function of the ItellaTYVI Pro-service (<http://tyvi.elma.fi/en>), or it can be sent by e-mail.

When sending data as an e-mail attachment file, the file is encrypted with the PGP encryption program. There are separate instructions for this.

Before ASCII files are sent by e-mail, **a test of the file format approved by the Finnish National Board of Customs must be performed**. The declarant responsible for providing statistical declarations should sign up for this by sending an e-mail to the address testaus.intrastat@tulli.fi, or a letter to the address National Board of Customs, Information Technology Unit, P.O. Box 512, 00101 Helsinki. The tester receives the serial number needed in the declaration and arrangements concerning the timetable of the testing are made.

Files for **testing** must be sent as an e-mail attachment file to the above address or to any other address agreed upon. Information about the company and the contact person must be enclosed.

When an ASCII format file is loaded and submitted by using the ItellaTYVI file transmission function, no file testing is necessary. The ItellaTYVI service examines the file to be transferred and sends an error message if there are errors in the file. The statistical number need not be provided separately, therefore the workstation ID is not needed either. The service automatically provides statistical numbers for declarations that have been loaded, accepted and submitted. If you need help with file forming, please contact the addresses above.

PLEASE NOTE! THE RECORDS ARE SEPARATED WITH DELIMITER CRLF .

NB! The recommended amount of commodity code lines per declaration is max. 5000 lines. The absolute maximum number of commodity code lines in one declaration is 9999.

2. Explanatory notes to the description of records

When the data type in the data field has been defined as:

- a**n the data field is **filled in from left to right**. The rest of the space is left blank.
n the data field is **numeric**. The field is filled in from right to left. The rest of the space is filled in with zeros (0).

THE HEADING RECORD (OTS):

Statistical number, positions 4-16:

YYCDDDDREGNNN (13 characters), which consists of

- YY = the last two numbers of the **year**
CO = enter **code of the competent customs office** assigned by Customs, **now always 11**
DDD = order number of **the day of preparation** e.g. the 1st of February = 032
REG = **registration number** assigned to the declarant by the Finnish National Board of Customs
NNN = **order number formed on the declaration date** starting from number 001

PLEASE NOTE! The statistical number of the declaration is the key information in the declaration. Our system does not accept two identical statistical numbers. Those received later are always automatically rejected.

The statistical number does not need to be provided when loading declaration data to an electronic form. Instead of the statistical number you may enter e.g. zeros (0). The service automatically provides statistical numbers for loaded and accepted declarations.

3. Marking the material

In addition to the declaration data proper, basic information about the transmission is sent as an attachment to the e-mail message in a file called *label*. No label file is needed in the testing.

The following information should be included in the label file:

(Words before colon must be in Finnish)

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" of the material
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 xxxxx with his own data.

Please note that the headings and colons must be correct because the file is machine-read.

4. Description of intra-community trade statistics (Intrastat) declaration records

4.1 Sender record

Name of the record			
KON		SENDER RECORD	
Name of the field	Format	Position	Other information
RECORD TYPE	an 3	1-3	= KON
SENDER'S IDENTIFICATION	an 17	4-20	YYYYXXXXXXXXXNNNNN YYYY = country code (0037 = Finland) X...X = declarant's VAT identifier or equivalent identifier N...N = additional code of the VAT identifier, e.g. the INT code.
total 20			

4.2 Heading record

Name of the record	HEADING RECORD		
Name of the record	Format	Position	Other information
RECORD TYPE	an 3	1-3	= OTS
STATISTICAL NUMBER	an 13	4-16	YYCODDDREGNNN (e.g. 0611123T5501)
FLOW OF GOODS	an 1	17	code: A = arrival (import) D = dispatch (export)
STATISTICAL PERIOD	an 4	18-21	= YYMM (= year / month) (e.g. 0212)
PROCESSING INDICATOR	an 3	22-24	codes: NIL = no information T = detailed information
IDENTIFICATION NUMBER OF THE ERRONEOUS MESSAGE	an 13	25-37	(not in use, data field is left blank)
IDENTIFICATION OF THE DECLARANT RESPONSIBLE FOR PROVIDING THE STATISTICAL INFORMATION	an 17	38-54	identifier: AAXXXXXXXXXN>NNNN AA = country code (FI=Finland) X...X = declarant's VAT identifier or equivalent N...N = additional code, i.e. INT code
IDENTIFICATION OF THE DECLARING THIRD PARTY	an 17	55-71	VAT identifier of the declaring third party (format: as above) is declared if the declarant is an agent
CONTINUATION ON THE IDENTIFICATION OF THE DECLARING THIRD PARTY	an 10	72-81	when agent's code is longer than 17 characters, enter the rest of the code in this field
IDENTIFICATION OF THE COMPETENT CUSTOMS OFFICE	an 17	82-98	= customs office (Intrastat service point), always code 11
CURRENCY	an 3	99-101	enter the currency used in the declaration, euro (EUR)

total 101

4.3 Commodity code - record

Name of the record			
NIM			
COMMODITY CODE - RECORD			
Name of the field	Format	Position	Other information
RECORD TYPE	an 3	1-3	=NIM
GOODS ITEM NUMBER	n 5	4-8	order number identifying the goods item in the declaration 00001 - 09999
COMMODITY CODE	an 8	9-16	eight-digit code of the Combined Nomenclature
NATURE OF TRANSACTION	an 2	17-18	two-digit code
COUNTRY OF ORIGIN	an 2	19-20	two-digit ISO code (arrival only)
COUNTRY OF DISPATCH	an 2	21-22	two-digit ISO code (arrival only)
COUNTRY OF DESTINATION	an 2	23-24	two-digit ISO code (dispatch only)
CODE FOR MODE OF TRANSPORT	an 1	25	one-digit code
STATISTICAL VALUE	n 10	26-35	statistical value of the commodity code (integer number)
DECLARANT'S REFERENCE	an 15	36-50	declarant's own reference number
QUALIFIER OF QUANTITY 1	an 3	51-53	code: WT (pure net weight)
CODE FOR UNIT OF QUANTITY 1	an 3	54-56	code: KGM (kilo)
QUANTITY 1	n 10	57-66	quantity of net weight (whole number)
QUALIFIER OF QUANTITY 2	an 3	67-69	code: AAE = other unit of quantity
CODE FOR UNIT OF QUANTITY 2	an 3	70-72	code for second statistical quantity required by commodity code
QUANTITY 2	n 10	73-82	quantity in supplementary units (integer number)
INVOICE VALUE	n 10	83-92	invoice value of the commodity code item

total 92

4.4. Total - record

Name of the record			
SUM	TOTAL - RECORD		
Name of the field	Format	Position	Other information
RECORD TYPE	an 3	1-3	= SUM
TOTAL NUMBER OF REPORTED ITEMS	n 18	4-21	total number of items reported in the declaration
TOTAL INVOICE VALUE	n 18	22-39	total value of segments NIM in the declaration
total 39			