

Instructions for creating and uploading CSV files in the Intrastat Declaration Service

The purpose of this instruction sheet is to provide instructions for creating and uploading Excel files for declaring internal trade information in the Intrastat Declaration Service of Customs. Each file is to be separately uploaded. There is a model of the Excel worksheet available on the Finnish Customs website <https://tulli.fi/en/intrastat/intrastat-declaration-service>.

Contents of the Excel worksheet:

The first row is reserved for column headings. The column headings have to be in Finnish according to the model. The column heading in Finnish is in brackets. Columns A-I and N are in text format, columns J-M in numeric format (no decimals).

Basic declaration details

- A. The information provider's VAT number (Tiedonantaja), e.g. FI01234569 or FI01234569INT01 (if the information provider has been issued an INT code). This information is entered only once, on the second row. Mandatory field. Maximum length 15 characters.
- B. Period (Jakso), i.e. statistical month in the format year + month, e.g. 201303. Mandatory field. Maximum length 6 characters.
- C. Direction (Suunta), i.e. arrivals or dispatches. Indicate code 1 (arrivals) or 2 (dispatches). Mandatory field. Maximum length 1 character.

The basic declaration details are entered only once, on the second row. The details may also occur elsewhere, but they are only uploaded once. **Only one declaration at a time can be submitted in a file. Several declarations can be submitted for the same statistical month, but only one declaration can be uploaded at a time.**

Commodity code details

- D. **Only in export** (Trading partner, previously Agent): VAT number of the trading partner, e.g. SE01234569. Not mandatory data in 2021, but can be entered. Mandatory data for export declarations from January 2022. Maximum length 14 characters. The country of the trading partner must be the destination country, except in special circumstances:
 - 1. XX999999999999: in triangular trade, if the trading partner is unknown in the final destination country for the goods. XX is the code of the country where the invoice is sent. In this case, the country code of the trading partner cannot be the code of the destination country.
 - 2. QN999999999999: the goods are delivered to a private person.
 - 3. QV999999999999: trading partner unknown for some other reason. This can only be used in statistical declarations for the year 2021.
 - 4. When the destination country is GR Greece, the country code of the trading partner's VAT number is EL.
- E. CN8, i.e. commodity code (CN8), e.g. 61012010. Mandatory field. Length 8 characters.
- F. Transaction code (Kauppa), two characters, e.g. 11. Mandatory field, maximum length 2 characters.
- G. Member State (Jäsenmaa), i.e. code for Country of consignment upon arrivals, and code for Country of destination upon dispatches, e.g. SE. Only EU Member States are possible. Mandatory field, maximum length 2 characters.
- H. Code for Country of origin (Alkuperämaa), e.g. SE. Countries outside the EU are also possible. Mandatory data for import, optional data for export declarations in 2021; mandatory in declarations from January 2022. For export, the country of origin can also be FI Finland. Length 2 characters.
- I. Code for mode of transport (Kuljetusmuoto), e.g. 1, sea transport. Mandatory data, length 1 character.
- J. Net weight (Nettopaino), i.e. the weight of the goods in kilograms, integer, e.g. 23. Net weight must be declared for all commodity codes except for the ones with a supplementary unit. Maximum length 10 characters, no decimals, no thousands separators.

- K. Supplementary quantity (Lisäyksiköt), e.g. 100. The supplementary unit is not be entered. If a supplementary quantity is required, it must be at least 1. Maximum length 10 characters, no decimals, no thousands separators.
- L. Invoice value in euros (Laskutusarvo euroissa), integer, at least 1. Always mandatory, maximum length 10 characters, no decimals, no thousands separators.
- M. Statistical value in euros (Tilastoarvo euroissa), integer, at least 1. Optional field. Maximum length 10 characters, no decimals, no thousands separators.
- N. Reference (Viite). The reference can be entered in the Customs Intrastat Declaration Service. The reference can contain no more than 14 characters; special characters as well as äÄ, öÖ ja åÅ are not allowed.

Finally, save in CSV format and upload it in the service. Use semi-colons (;) as separators in the CSV format.

NB! The file to be uploaded can contain only one statistical declaration containing a maximum of 3 000 commodity code rows. If the file contains more than 3 000 commodity code rows, it must be split into several declarations.