

Instructions for creating and uploading CSV files

The purpose of this instruction sheet is to provide instructions for creating and uploading Excel files for declaring internal trade information in the Customs Intrastat Declaration Service or in the Posti Messaging TYVI Pro Intrastat service. Each file is to be separately uploaded. There is a model of the Excel worksheet available on the Finnish Customs website <http://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.
- D. Agent's VAT number (Asiamies), e.g. FI01234569. Optional field. Maximum length 15 characters. This information is not provided in the Customs Intrastat Declaration Service because it is provided when signing in to the service.

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

- E. CN8 (CN8), i.e. commodity code, e.g. 61012010. Pakollinen tieto. Pituus 8 merkkiä.
- F. Transaction code (Kauppa), 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. US. Countries outside the EU are also possible. Mandatory data for arrivals, leave blank for dispatches. Length 2 characters.
- I. Code for mode of transport (Kuljetusmuoto), e.g. 1, sea transport. Mandatory field, length 1 character.
- J. Net mass (Nettopaino), i.e. the weight of the goods in kilograms, integer, e.g. 23. Net mass 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 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). This is not in use in TYVI service, but this can be used in the Customs Intrastat Declaration Service. Maximum length 15 characters, special characters and characters äÄ, öÖ and åÅ are not allowed.

Save in CSV format and upload to the web form 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 3000 commodity codes it must be divided into several declarations.