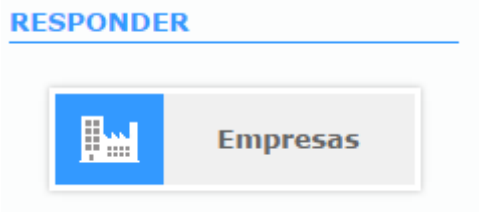


WebInq - how to access and transmit Intrastat Data

Follow the next steps in order to **register, sign up and access WebInq Online Services and activate Intrastat Data transmission** for a business (please pay attention to the fact that all the screens, menus and options are for the moment in the Portuguese language):

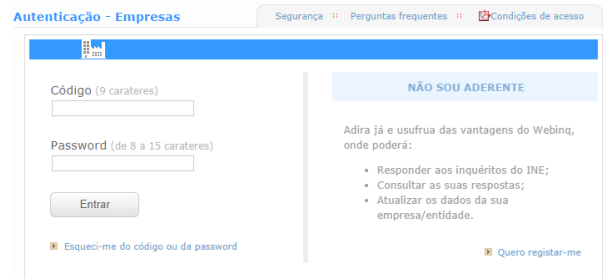
1. Sign up Webinq - Aderir ao WebInq

- Access site: <http://webinq.ine.pt>
- Choose the option "RESPONDER" / "Empresas":



2. Log in Webinq

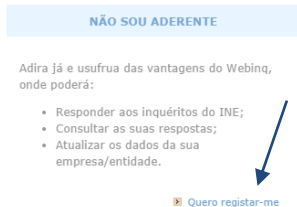
- If you already have an username and password (given by Statistics Portugal – if you are already registered), in the “aderentes” area, log in by using your “código de aderente” and “password”:



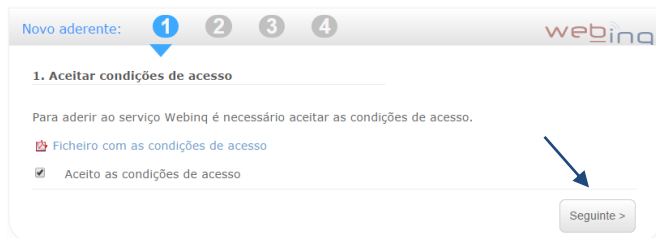
- Choose the option Entrar
(If a master key has already been sent, please jump to step 8)

3. If you're not registered:

- Choose the option: “Quero registrar-me”

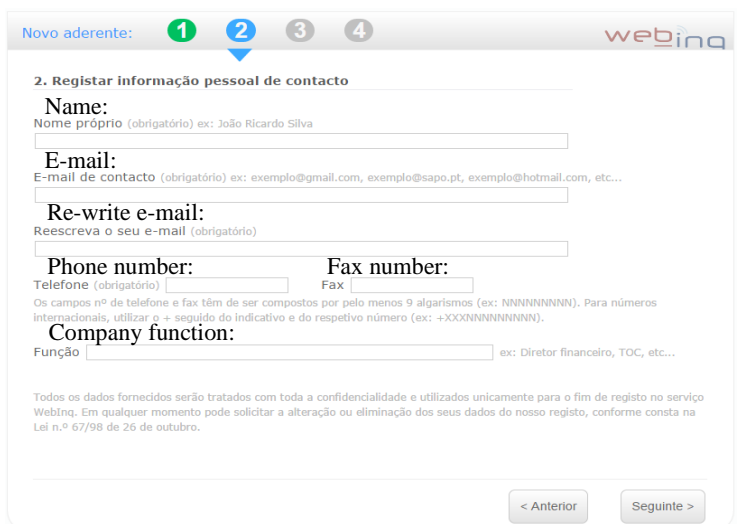


- Please accept the conditions and press: “Seguinte”



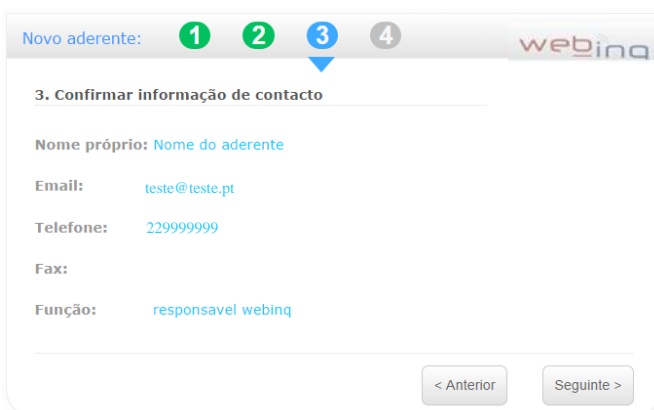
4. Identification:

- Please write your data and press: “Seguinte”



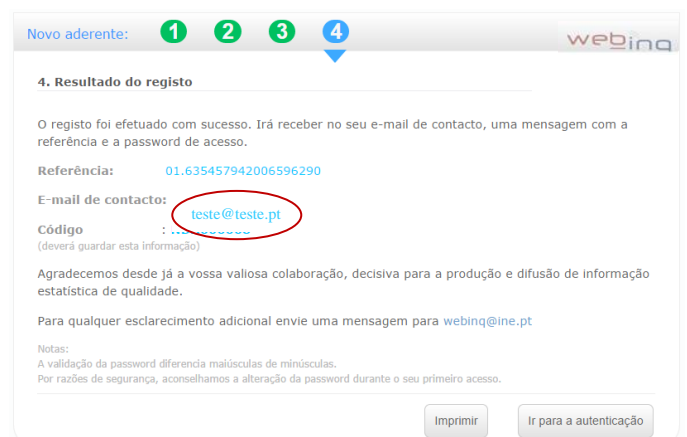
5. Confirm data:

- Please confirm if all the data is correct and select: “Seguinte”



6. Registration done:

- A new code appears (“código de ADERENTE”). Please print this information.
- The password will be sent to the e-mail you have filled in.
- To associate your company, please choose “Ir para a autenticação”



7. Activating master key

(procedure to be executed only once)

- In menu Acesso inicial, choose the option: "Ativar chave mestra":

- Fill the field "identificador" with 01 and company VAT number, as example:

Identificador: 01 123456789

- Fill in the master key sent by post by INE, for example:

Chave mestra: ad2e-f6a7-62df-4cfc

- If codes are correctly written, a message of success will show up. If so, choose the option "Continuar"

8. Screen PSI

- In Webinq, aderente principal (declarer) can automatically answer to any survey of any associated PSI (Provider of Statistical Information). In option
- it's possible to delegate that responsibility to another person (user).

9. Activating Intrastat for an different user

- Choose the option "aderente secundário":

Navegação : Unidades inquiridas

Responder Entregas **Aderentes secundários** Unidades dependentes Alterar contactos

10. Activating Intrastat for a secondary user

- After choosing the survey to fill in (flow), a list of active period will show up:

Inquérito	Adicionar aderente secundário	Estado	Aderente secundário			
			Nome	Data de ativação	Retirar	Substituir
INTRA-CH		-				

Criar nova chave de ativação para adicionar mais um aderente ao inquérito INTRA-CH

11. Secondary user - Activating survey (i.e.: third party declarant)

- The key of activation, will be sent to the email address of the "Aderente Principal", who shall forward it to the secondary user, in which the Intrastat filling is delegated. If this secondary user is already a Webinq subscriber should choose the option "EXECUTAR"/"Ativar inquérito".
- If not, he has to execute steps 1 to 6.

Gestão de aderentes secundários

12. Secondary user - Activating survey

- The secondary user, after receiving the activation code, must choose the option "Ativar inquérito", with the information received from "Aderente Principal" as below.

Caro(a) UTILIZADOR DE TESTE DO INE,

Após solicitar a associação do inquérito APCAD à unidade inquirida que representa vimos, por este meio, informar que a respetiva Chave o número de referência 11.635452547871327500 é:

Chave de ativação: 1ea4-7336-7aea-41be

Assim na opção "Ativar Inquérito", deverá preencher a sigla do inquérito, o identificador da sua unidade estatística e a respetiva Chave Chamamos a atenção para o fato da validação da Chave de Ativação diferenciar maiúsculas de minúsculas.

Para qualquer esclarecimento adicional queira enviar-nos uma mensagem para webinq@ine.pt indicando a seguinte referência 11.63545254787.

Agradecemos a V. colaboração e apresentamos os nossos cumprimentos,

WeBinQ - Suporte a aderentes
Instituto Nacional de Estatística

13. Choosing survey for answer

- Now, you are ready to fill in the activated surveys

A DECORRER

Unidade	Inquérito	Prazo
01 900000007	INTRA-CH 2025 - Jan	15-02-2025

- Choose the type of survey you wish to fill in.

14. Choosing survey for answer

- "Declaração Nova" is the new survey for a defined period. This situation demands filling in lines with values.
- If there is no Intrastat movement to transmit, choose type "Ausência". This situation doesn't allow filling in lines.

15. Filling in lines

- You may choose by filling the lines directly in the online form or uploading a text file in CSV format.

16. Filling the lines directly

- Fill in each table that appears and refers to one line of form and click **“Nova adição”** to go on filling the form. Lines will show up in the summary table in the left side and each time there is an error, it will be marked.
- After filling in all the lines of form, choose the option **“Validar/Guardar”**; then choose the separator **“Início/Lista de Adições”**.

17. Uploading a file

- If there are no errors in file, you should only have to confirm the upload of data, as the information shows up.
- By clicking **“Voltar à lista de adições”**, you may now see uploaded data

18. Complete form filling – (no errors)

- If form has no lines with errors, it is ready to **“Responder”** (be delivered).
- If you wish to report any more information that may be considered useful to information analysis, please use the field **“Observações”**.

N.º Ad.	Ref.	NC	País Orig.	Reg.	Cond. Entr.	Nat.T.	M.T.	Porto/Aerop.	Massa Líquida	Unidades Supl.	Valor Faturado	NIF Adquir.
1	25084000	BE	PT	81	DAP	11	3		160,000		52 PT900000007	
2	27101981	BE	PT	35	DAP	11	3		99,000		251 PT900000007	
3	27101981	BE	PT	92	DAP	11	3		20,000		50 PT900000007	

19. How to confirm and correct a line

- If the form has errors, by clicking **“Validar/Guardar”** or **“Responder”**, a list of **“Validação”** will show up, with all the information of those errors.
- If the errors are considered fatal, they will be marked with a red triangle and they must be corrected
- If the errors are considered as a warning, they will be marked with a yellow triangle, which means the possible existence of error. These situations should be checked. **(If the information is correct and these warnings are confirmed, you may use the field “Observações” in order to give us more information that may be useful to the analysis and understanding of given information).**

20. Editing or deleting inserted lines

- If necessary, the inserted lines may be deleted or edited again through icons existing in the list of lines.
- To Delete (**Apagar**) the line, choose icon
- To Edit (**Editar**) the line, choose the icon . In this case the line will pass to the edition, and will be updated through the option **“Validar/Guardar”**.

	N.º Ad.	Ref.	NC	País	País Orig.	Reg.	Cond. Entr.
	1	25084000	BE	PT	81	DAP	
	2	27101981	BE		35	DAP	
	3	27101981	BE	PT	92	DAP	

21. Complete the form filling – (after correction)

- When all the lines of survey are filled, you should click

Nº Ad.	Ref.	País	Reg.	Cond. Entr.	Nat.T.	M.T.	Porto/Aerop.	Massa Líquida	Unidades Supl.	Valor Faturado	NIF Adquir.
1	25084000	BE	PT	81	DAP	11	3	160,000		52 PT900000007	
2	27101981	BE	PT	35	DAP	11	3	99,000		251 PT900000007	
3	27101981	BE	PT	92	DAP	11	3	20,000		50 PT900000007	

- A screen will show up an answering confirmation (**confirmação de resposta**), that may be printed, if necessary. An e-mail message will be sent as a delivery receipt. Transmission will be considered delivered (**entregue**) by Webinq, and registered the moment of the transmission.

Referência 20.37898879

Unidade inquirida (PRODUÇÃO) 01 000000000 - EMPRESA DE DEMONSTRAÇÃO XXX de testes 2014 a 2019

Inquérito Ocorrência INTRA-EX - INTRASTAT - Fluxo de Expedição 2021 - Dez (Nova)

Aderente PEREIRA XZY (PRODUÇÃO)

Data 07-01-2022 16:08:42

Estado Recebida

22. Replacing a delivered form

- If necessary, a delivered form may be replaced (**substituída**) by another.
- After selecting the company that has to deliver the form, choose “**ENTREGAS**”
- If you enter the delivered form, a screen shows up, which allows you to **fill in a replacement or just consulting the last delivered form:**

The following screen is shown:

RESULTADO (INQUÉRITO: INTRA-CH) Nº DE REGISTOS: 10

	Unidade	Inquérito	Data de entrada	Aderente	Estado
	01 900000007	INTRA-CH 2024 - Jul (Nova)	2024-08-30 17:04 (sex)	LUÍSA SILVA PEREIRA XZY (PRODUÇÃO)	Recebida
	01 900000007	INTRA-CH 2023 - Dez (Ausência)	2024-06-11 16:48 (ter)	LUÍSA SILVA PEREIRA XZY (PRODUÇÃO)	Recebida

- Select the form and click “**Pesquisar**”
- Select the period to be corrected with the icon
- After this you will be able to choose of the following options:

Preencher uma Declaração de Substituição

Consultar a última Declaração entregue

WebInq – Other instruction

In the separator , you will find summarized information of each field to fill in, as far as all the INTRASTAT concepts are concerned.

In the separator , you will find summarized information, on this manual – helps you to use this online form.

For any other information on Intrastat System, please visit our site www.ine.pt or <https://webinq.ine.pt> (select option **Empresas/Pesquisar inquéritos /Intrastat** or **Empresas/Downloads**) or contact your collecting center.

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