# 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):
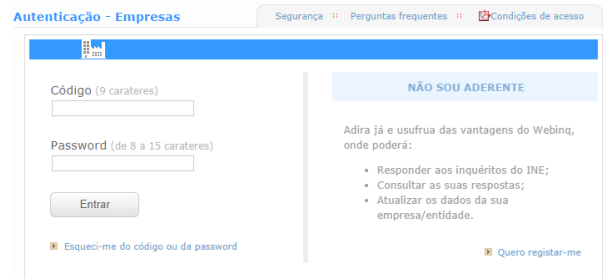
1. Sign up Webinq - Aderir ao WebInq

➤ Access site: http://webinq.ine.pt

➤ Choose the option "RESPONDER" / "Empresas":
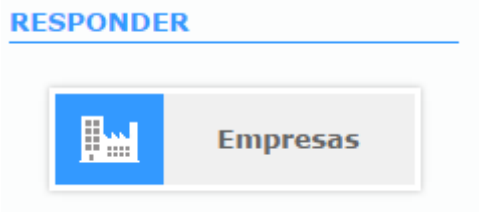
2. Log in Webinq

➤ 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":
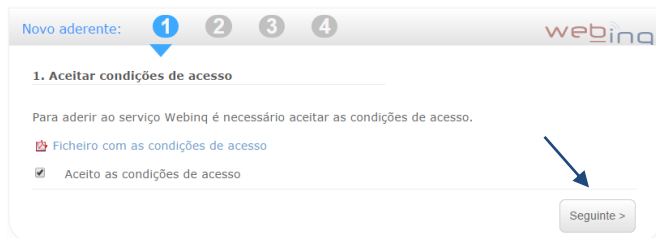

➤ Choose the option Entrar

(If a master key has already been sent, please jump to step 8)

3. If you're not registered:
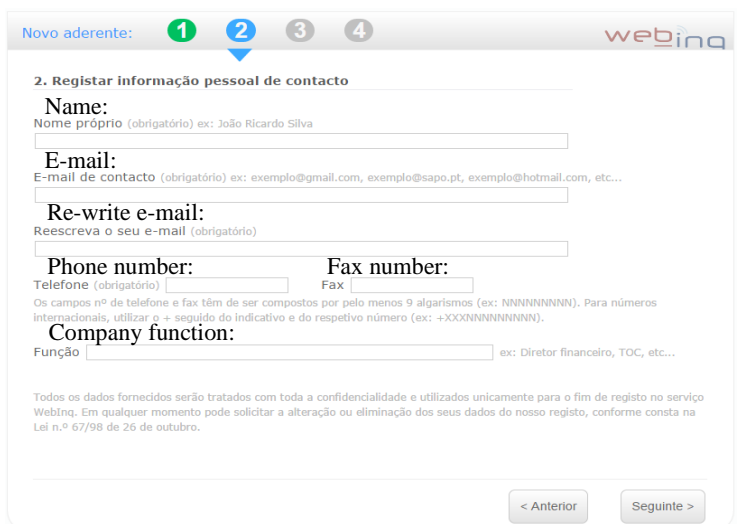
➤ Choose the option: "**Quero registar-me**"
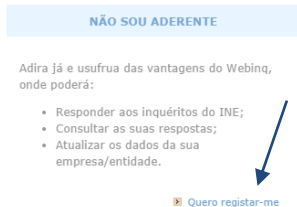
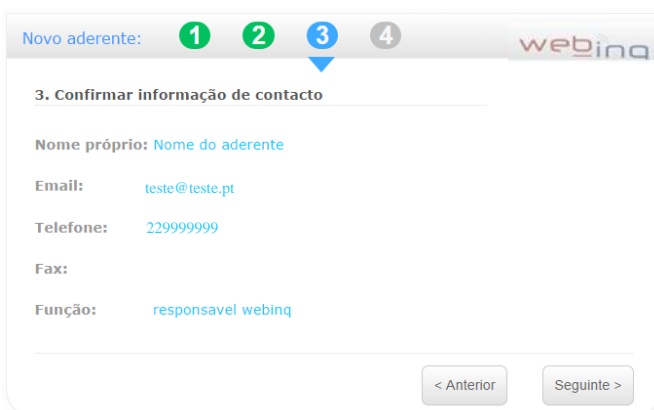➤ Please accept the conditions and press: "**Seguinte**"

4. Identification:

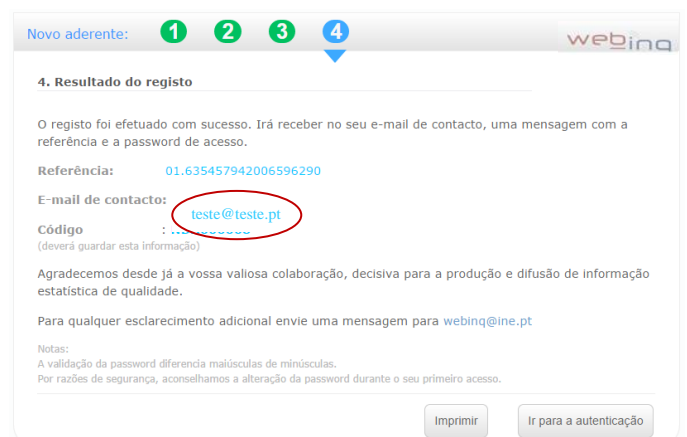➤ Please write your data and press: "**Seguinte**"

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 responsability to another person (user).

9. Activating Intrastat for an different user

➢ Choose the option "**aderente secundário**":

10. Activating Intrastat for a secondary user

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

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.

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.

13. Choosing survey for answer

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

➢ 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 **"Inicio/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".**

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".

21. Complete the form filling – (after correction)

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

 Início / Lista de Adições and then: **Responder**

➢ 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.

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:

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

In the separator **Ajuda**, 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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