WebInq – how to upload a file - 2025

Intrastat – ASCII file structure for UPLOAD

Uploading files into Intrastat online form is a simple data entry. After uploading, lines will be validated by following available instructions on the online form and then delivered to INE.

Order	Field Name	Cell Size	Description
1	FLUXO	8	INTRA-CH or INTRA-EX according to transactions **flow** (arrivals or dispatches)
2	PERIODO	6	**Reference period**: year and month (AAAAMM)
3	NIF	9	**PSI** (Provider of Statistical Information) **VAT NUMBER**
4	REF	Max 30	Reference Number: internal optional reference (please do **not use ';'** in the content – otherwise it will be read as a field separator)
5	NC	8, 9 or 10	**Commodity code** (CN – Combined Nomenclature); may have 8, 9 or 10 digits
6	PAIS	2	**Partner Member State** (of consignement in Arrivals/of destination in Dispatches)
7	PORIGEM	2	**Country of origin** code (**mandatory for Arrivals**; in Dispatches - mandatory only for a few businesses (previously informed by I.N.E.))
8	REGIAO	2	Code of **Portuguese Region** of destination (Arrivals) or origin (Dispatches)
9	CODENT	3	**Delivery terms** code (incoterm)
10	NATTRA	2	**Nature of Transaction** code
11	MODTRA	1	**Mode of Transport** code
12	AERPOR	3	**Port/Airport** code (when required)
13	MASSA	9 + 3	**Net mass** (kg). **If necessary it is possible to use till 3 decimal places**. Allowed Decimal separator is ',' (**comma**) . (for example: 999999999,999)
14	UNSUP	10	**Supplementary Units** (when required) (whole number in the appropriate measure unit)
15	VALFAC	9	**Invoiced value** (whole number)
16	VALEST	9	**Statistical value** (whole number); if PSI hasn't the obligation to fill Statistical Value, this file may be null)
17	ADQNIF	Máx. 17	**Customer ID number (VIN)** (National prefix of customer VAT number + VAT number) **(**applies only to Dispatches - **mandatory only for a few businesses previously informed by I.N.E.)**

There are a number of rules to follow:

- ✓ The file to be uploaded must have the CSV text format; <u>field separator</u> to be used is **";"** (semicolon). If it is necessary to introduce any field without content (for example: Supplementary Units), you must introduce two ";" one after the other. **At the end of line it is necessary to use the ";"**
- ✓ This type of file may be created/edited in a **worksheet** (Microsoft Excel or similar). **The first line of file has to have the name of fields and these have to appear according to the <u>order</u> shown at the above table;** <u>Please note</u>: it is mandatory to introduce the name FLUXO at the 1st field;
- ✓ During upload of file a <u>context validation</u> is carried out. The Flow (Fluxo), Period (Período) and VAT Number (NIF) have to match the form; **each file must have only the information of a Flow/Period/VAT Number**;
- ✓ During upload of file a <u>validation of file</u> <u>structure</u> is also done:
  - In the fields corresponding to **codes** (NC, PAIS, PORIGEM, REGIAO, CODENT, NATTRA, MODTRA e AERPOR) there has to be introduced the <u>number of characters expected</u>;
  - In the **numeric** fields (MASSA, UNSUP, VALFAC, VALEST) are not allowed thousand separators. <u>Cell size</u> defined for each field has to be respected.
    Net Mass is the only field that allows the use of 3 decimal places;
    In the fields UNSUP, VALFAC e VALEST only whole values are accepted;
- ✓ If it doesn't occur any error on validation of file structure and context, data will be uploaded into form and its content is analyzed according to defined validation rules;
- ✓ Number of line is given by the file upload and matches file order.

Attention:

If you choose to use a WORKSHEET to introduce information, please pay attention that:
- **The first line of file has to have the name of fields and these have to appear according to the <u>order</u> shown at the above table;**
- **It is mandatory to introduce the name FLUXO at the 1st field;**
- The column with the field named CN must be formatted as TEXT. There are CN codes beginning with 0 (zero). In this case, if the column is not formatted as TEXT, at the moment of saving to CSV, these zeros are completely lost.

FLUXO	PERIODO	NIF	REF	NC	PAIS	PORIGEM	REGIAO	CODENT	NATTRA	MODTRA	AERPOR	MASSA	UNSUP	VALFACT	VALEST	ADQNIF
INTRA-CH	202201	900000007	fact.nº2/2022	61091000	ES	CN		FCA	11	3		32,652	133	1094		

FLUXO	PERIODO	NIF	REF	NC	PAIS	PORIGEM	REGIAO	CODENT	NATTRA	MODTRA	AERPOR	MASSA	UNSUP	VALFACT	VALEST	ADQNIF
INTRA-EX	202201	900000007	Estatuetas	69131000	NL	PT		FCA	11	3		19,4		398	398	NL999999999

Example of valid files:

FLOW: INTRA-CH (arrivals)
REFERENCE PERIOD: January 2025
PSI VAT number: 501111111
FORM: NORMAL (statistical value is not required)

> **FLUXO;**PERIODO;NIF;REF;NC;PAIS;PORIGEM;REGIAO;CODENT;NATTRA;MODTRA;AERPOR;MASSA;UNSUP; VALFAC;VALEST;ADQNIF;
> INTRA-CH;202501;501111111;fact. Nº 125/18;02012020;ES;CN;31;FCA;11;4;ACP;520;2;3030;;;
> INTRA-CH;202501;501111111;ref: 500800;39211900;FR;US;34;FCA;11;3;;0,668;;4119;;;
> INTRA-CH;202501;501111111;ref: fitas;58063210;GR;IN;15;EXW;11;1;PCN;8000;;80;;;

FLOW: INTRA-EX (dispatches)
REFERENCE PERIOD: January 2025
PSI VAT number: 500888888
FORM: VALOR ESTATÍSTICO (statistical value is required)

> **FLUXO;**PERIODO;NIF;REF;NC;PAIS;PORIGEM;REGIAO;CODENT;NATTRA;MODTRA;AERPOR;MASSA;UNSUP; VALFAC;VALEST;ADQNIF;
> INTRA-EX;202501;500888888;Vinho Frisante do Alentejo;2204210601;SE;PT;50;FCA;11;3;1365;1365;3450;3760;SE999999999999;
> INTRA-EX;202501;500888888;leveduras 125;21021090;GR;PT;31;FCA;11;4;ACP;;520;;3030;3530;EL999999999;
> INTRA-EX;202501;500888888;ref: fitas;58063210;ES;PT;15;EXW;11;1;PCN;8000;;80;80;ES099999990;

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 or contact your collecting center.

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