



Global 3000 Service Pack Note

Intrastat - Electronic Submission

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Project	ZX60_000008		
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INTRODUCTION

This service pack ensures that Intrastat is capable of meeting the new legislative changes being introduced as of 01/04/2012 which stipulate that the electronic filing of Intrastat declarations is mandatory.

From 1st April 2012 electronic submission of Intrastat declarations becomes mandatory. HMRC will not accept Intrastat declarations on paper forms (C1500 and C1501) after this date.

After 1st April 2012 HMRC will only accept Intrastat declarations in the following formats:

Online form - The user can manually file their declarations via an online form.

CSV off line form – The submissions can be uploaded from a CSV file.

EDI – The submissions can be filed via an EDI message file (either as email attachments or via x400 public network).

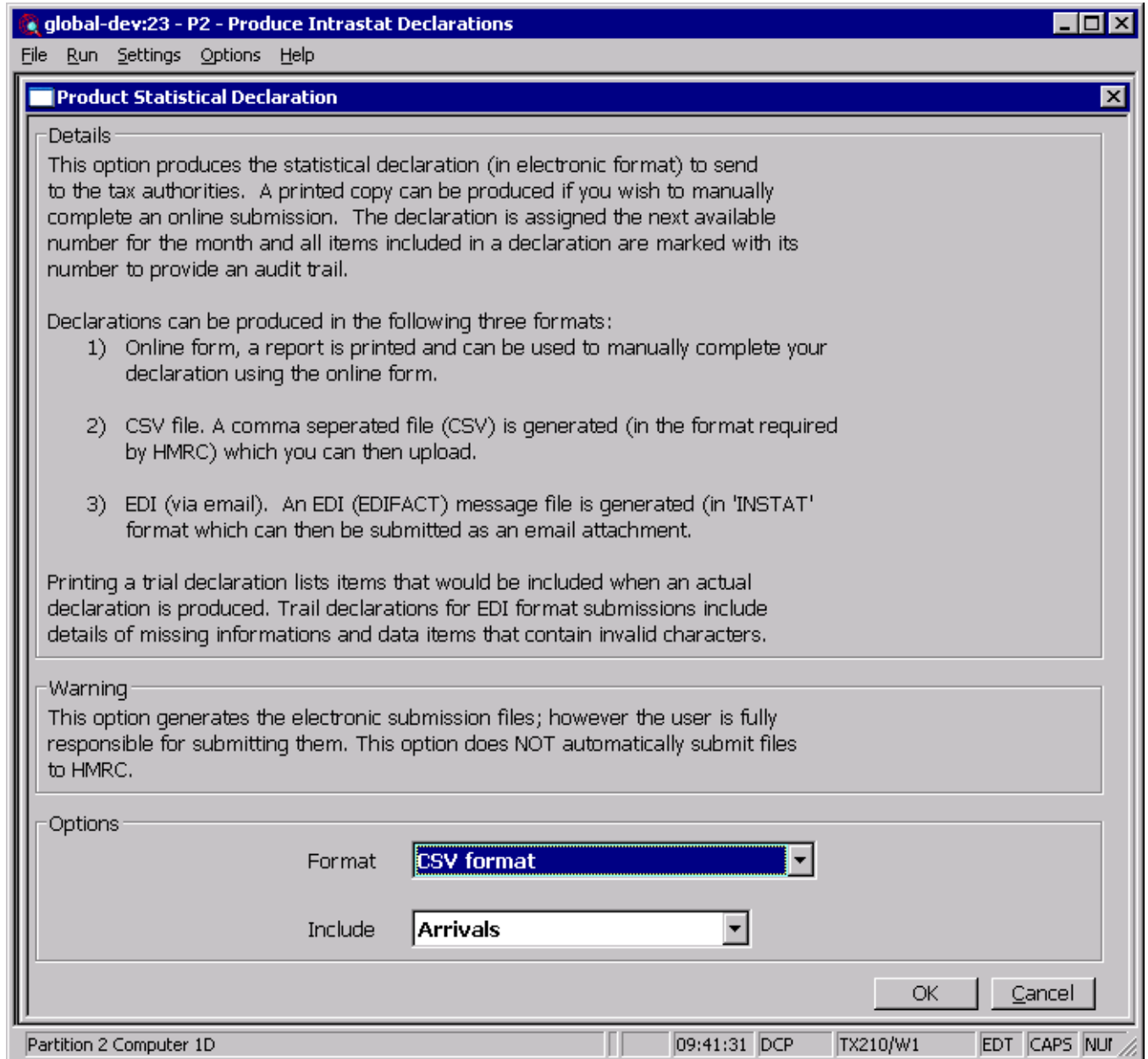
The changes to Intrastat are as follows:

- ‘Print Final SSD’ has been renamed as ‘Produce Intrastat Declarations’.
- ‘Print Trial SSD’ has been renamed as ‘Print Trial Declarations’.
- The dialogue has been revised.
- The option to print the report has been retained for those users that wish to manually file their declarations via the online file.
- A new option has been provided that allows a CSV format submission file to be generated.
- The EDI message file generation is now limited to a single option that creates an EDI message file which can then be used as an email attachment. All other EDI message generation options have been removed.

Please note, Global 3000 Intrastat generates electronic submission files; however the user is fully responsible for submitting them. The ‘Produce Intrastat Declarations’ option does not automatically submit the files to HMRC.

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Produce Intrastat Declarations Window



This window appears when you select Produce Intrastat Declarations from the Intrastat (End of Period) menu.

Purpose This option produces the statistical declaration (in electronic format) to send to the tax authorities. A printed copy can be produced if you wish to manually complete an online submission. The declaration is assigned the next available number for the month to which it refers and all items included in the declaration are marked with this number to provide an audit trail and to prevent them from being included in subsequent declarations.

Note: Global 3000 Intrastat generates the electronic submission files; however the user is fully responsible for submitting them. This option does not automatically

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submit the files to HMRC.

This window enables you to specify the content and format off the final SSD.

The prompts are:

Format Select the format in which you wish to submit your Intrastat declarations. The options are:

- **Online form (printed report).** A report is printed. You can then use it to manually complete your declarations using the online form.
- **CSV file.** A comma separated file (CSV) is generated (in the format required by HMRC) which you can then upload.
- **EDI (via email).** An EDI (EDIFACT) message file is generated (in 'INSTAT' format) which can then be submitted as an email attachment.

Note Whatever format you choose for producing your Intrastat declaration, you are still required to obtain site specific approval from HMRC of your use of that format.

Include Select the items to include in. The options are:

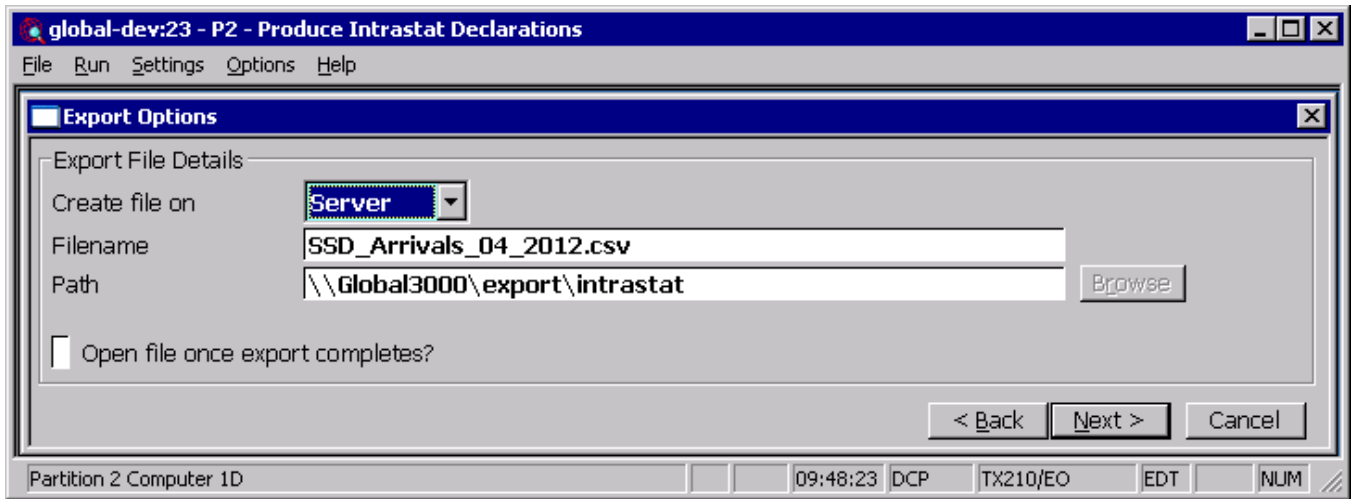
- **Arrivals.** Select this to produce the next Intrastat declarations for arrivals.
- **Dispatch.** Select this to produce the next Intrastat declarations for dispatches.
- **Arrivals and Dispatches.** (*Only available if the format is 'EDI'*) Select this to produce an EDI message submission file containing details for arrivals followed by details for dispatches.

Note If you use one of the electronic methods for submitting your statistical data, a simple report providing an audit trail of declarations made is printed automatically.

On completion Depending on the format selected you are presented with the (standard) print options which may be preceded by either the EDI message options or CSV export options.

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Export Options Window



Purpose This window enables you to specify the export file details.

The prompts are:

Create file on Set this option to 'Desktop' if the folder specified in the path is on the PC currently running GX, otherwise set the option to 'Server' and the CSV file will be generated on the main server.

Example If the path is C:\My Documents, with the above option set to 'Desktop' the CSV file would be created in the 'My Documents' folder on the operator's PC, with the above option set to 'Server' the CSV file would be created in the 'My Documents' folder on the server.

Filename Enter the file name (including extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.

Path Enter the path defining the folder in which the extracted file should be placed in the host system.

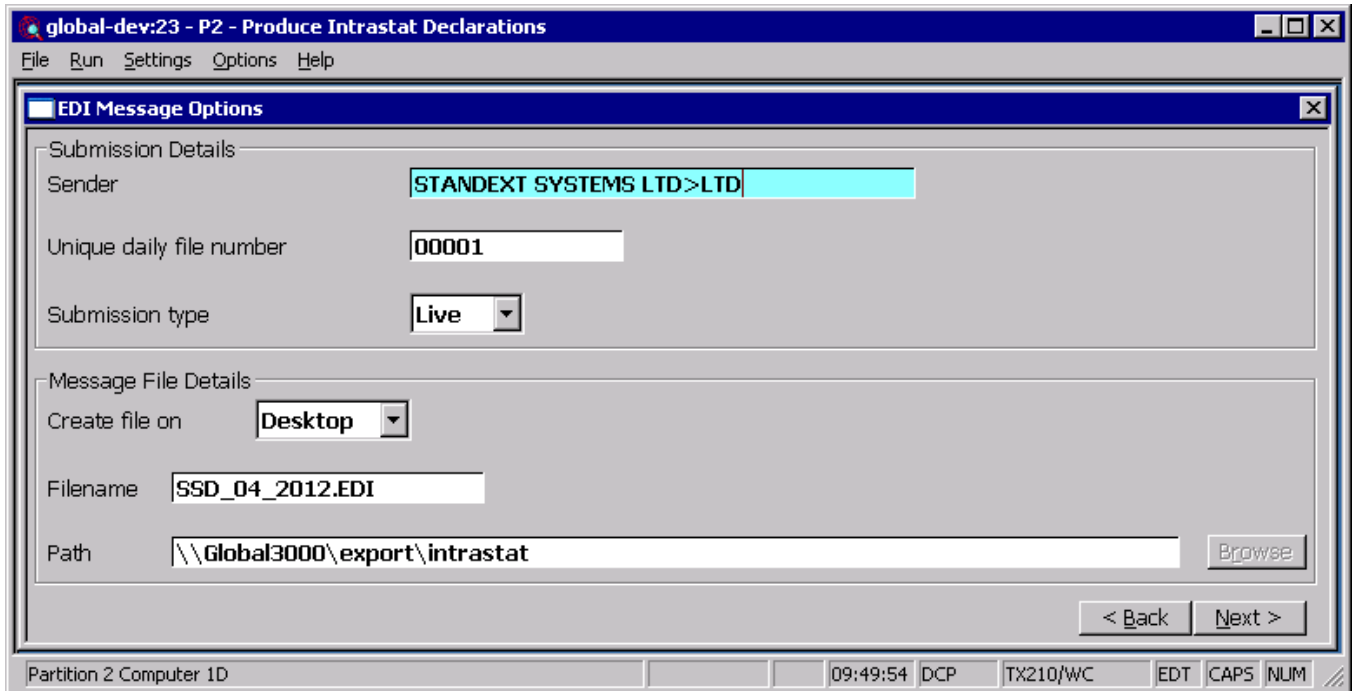
Open file once export completes? *(Only for files created on the 'Desktop')* When set the file is automatically opened once the export completes. The file will be opened using the 3rd party application associated with the file's extension.

Please note If the file is to be created on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.

Please note The export file will be created with the above filename in the folder defined by your path with the date the export took place.

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EDI Message Options Window



Purpose This window prompts you to confirm the transmission and file details of the EDI submission message.

Note: Global 3000 Intrastat generates the electronic submission files; however the user is fully responsible for submitting them. This option does not automatically submit the files to HMRC.

The prompts are:

Sender Up to 35 characters of continuous text identifying the data supplier. This defaults to the setting for your last transmission. For the first transmission, this should be set to your company name with all characters outside the EDIFACT level A character set (including spaces) removed followed by a greater than sign (>) followed by LTD, PLC or INC as appropriate. For example "COMPANYNAME>LTD".

Unique daily file number This distinguishes multiple transmissions on the same day. It is usually set to 00001 and should only be changed if for some reason you submit more than one declaration in a day.

Submission type Select the submission type. The options are:

- **Live.** Select this to produce a live declaration.
- **Test.** Select this to produce a test declaration.

Create file on Set this option to 'Desktop' if the folder specified in the path is on the PC currently running GX, otherwise set the option to 'Server' and the EDI message file will be generated on the main server.

Example If the path is C:\My Documents, with the above option set to 'Desktop' the file would be created in the 'My Documents' folder on the operator's PC, with the above option set to 'Server' the file would be created in the 'My Documents' folder on the server.

Filename Enter the file name (including extension if applicable) in the host system.

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Path Enter the path defining the folder in which the extracted file should be placed.

Please note If the file is to be created on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.

Please note The export file will be created with the above filename in the folder defined by your path with the date the export took place.

On completion If you selected Print Trial Intrastat Declaration from the End of Period menu

⇒ A report is produced that:

1. Lists the information that will be included in the declaration.
2. Identifies missing information
3. Highlights any characters that do not belong to the EDIFACT level A character set in the transmission data.

If you selected Produce Intrastat Declarations from the End of Period menu

⇒ Writes the declaration to file and prints an audit report of the information sent.

Note When producing Intrastat declarations, any characters that do not belong to the EDIFACT level A character set (including plus, colon and apostrophe) will be suppressed from the EDI submission message except for lower case alphabetic characters which will be converted to upper case.

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