

International Trade in Goods

INTRASTAT DECLARATION SYSTEM

International Trade in Goods Statistics Unit

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Acronyms

1. **ITGS = International Trade in Goods Statistics**
2. **EBS = European Business Statistics**
3. **MS = European Union Member State**
4. **Non-MS = non-European Union Member State**
5. **EU = European Union**
6. **Intra EU = within the EU**
7. **Extra EU = outside the EU**
8. **ICA = Intra Community Acquisition (an import made from an EU MS)**
9. **ICS = Intra Community Supply (an export made to an EU MS)**
10. **CN Code = Combined Nomenclature Code (also known as HS code)**
11. **HS Code = Harmonised System code (also known as CN Code or Commodity Code)**

What is the Intrastat Declaration System?

- Every Arrival (import) and Dispatch (export) made from/to any Member State of the European Union including Northern Ireland.
- The declaration is a legal obligation governed by the following Legal Framework:
 - L. N. 131 of 2004
 - Commission Regulation (EU) 92/2010
- The Intrastat Declaration System can be accessed online on:
 - <https://intrastat.nso.gov.mt/>
- To be able to access the online Intrastat Declaration System, the trader must first apply for an account.
- Arrivals must be declared in the month the goods arrive in the country.
- Dispatches must be declared in the month the goods were exported.

Applying for an Intrastat Account

A trader needs to have an Intrastat account to be able to submit declarations on the online Intrastat Declaration System.

Step 1: Application Form

- Send an email on intrastat@gov.mt asking to register for a new Intrastat account,

OR ALTERNATIVELY

- Download Application Form from [here](#).

Step 2: Opening Account

- Once the Application Form is filled, the trader must email it to NSO on intrastat@gov.mt.
- An account with a username and a password is set up.
- Trader will receive an automatic email with a link to activate account within 48 hours.

What is required to submit an Intrastat declaration?

1. The invoice of the goods imported / exported.
 - On the invoice there should be the VAT number of the supplier (for imports)/consignee (for exports). The VAT number must be a valid EU VAT number. VAT numbers can be checked for validity on [VIES](#).
 - On the invoice you must have the list of items and preferably the HS CODES (CN Codes). We suggest the trader asks the supplier to list the corresponding HS Code near each item on the invoice. If there is no HS Code on the invoice the trader has to search for the HS Code using the CN List for the current year. This can be downloaded from [here](#).
 - The Country of Origin of the Goods (preferably the supplier must state the country of origin of the goods, if this is omitted/unknown, the Country of Origin must be entered the same as the Country of Consignment).
 - The Country of Consignment (for Imports) of the Goods is the EU MS from which the goods have been shipped. The Country of Destination (for Exports) of the Goods is the MS to which the goods will be shipped.
 - Net Mass (the weight of the goods excluding the packaging) rounded in Kilograms.
 - Supplementary Quantity (number of items/litres, etc.) depending on the type of goods.

What is required to submit an Intrastat declaration?

2. The shipping invoice:

Case 1: Shipping can be included in the price of the goods. The supplier organises the shipping to the trader's (importer) place (DAP).

Case 2: Shipping is included in the invoice but quoted separately.

- This can include shipping costs for the goods to be transported to the port only. In this case the importer must pay for shipping from port of arrival to place (DDP). The shipping cost must be total shipping paid for the transport of the goods to the importer's place.
- This can include shipping costs for the goods to be Delivered at Place (DAP).

Case 3: Shipping is organised by supplier but paid separately from the goods invoice (CFR/DDP/DAP/CIF/CFR).

Case 4: Shipping is organised by importer. Therefore, trader must have a separate invoice for the cost of transport/freight and (if applicable) insurance (EXW).

Note: *The shipping costs can include transport costs, insurance and other fees (ex: fuel surcharge). Do not include VAT.*

The application form

1. Download the application form from [here](#).
2. Fill in the application form and return by email to intrastat@gov.mt.

Types of Accounts

- i) **Agent:** Tick this if you want to register as a representative to be able to submit Intrastat declarations on behalf of any VAT number. Example: accountants, auditors, freight forwarders, etc.)
- ii) **Agent/company:** Same as (i) but if you also want to declare Intrastat declarations for your own VAT number. Example: Accountant importing capital goods for own business use such as consumables, furniture, equipment, etc.
- iii) **Company:** Tick this if you are a company or self-employed.

Note: Only a Company type account can see all declarations. An Agent account can only see the declarations declared by this account and cannot see other declarations of a client which were submitted by someone else.

The application form

Accountants/ shippers/etc. can take this opportunity to offer a new service to submit Intrastat declarations on behalf of their clients.

Best practice:

- 1. Trader should always open his/her own account. This can give the facility to the trader to check all the declarations made on his VAT number.**
- 2. Representative (accountant/shipper/etc.) should open either an Agent account or Agent/Company account.**
- 3. A Company which has more than one VAT number can open one account with multiple VAT numbers.**
- 4. A Company can open more than one account on the same VAT number (not best practice) for example, for different employees. Make sure to advice us to close an account when an employee is no longer working with the company.**

International Trade Website

What's new?



NSO Website: www.nso.gov.mt

Scroll down until you see the International Trade flipper icon.

Click the icon to enter the International Trade in Goods Statistics (ITGS) website.

OR

Enter url:

https://nso.gov.mt/Home/International_Trade_In_Goods_Statistics/Pages/International_Trade_In_Goods_Statistics.aspx

International Trade Website

What's new?

Browser address bar: nso.gov.mt/Home/International_Trade_In_Goods_Statistics/Pages/International_Trade_In_Goods_Statistics.aspx

Browser tabs: Login, Statistics, Eurostat - EDAMIS..., TARIC Consultation, Customs Electronic..., Eurostat, APS Bank Malta - D..., Maltapost E-Sellers, Inbox (2) - traschen..., Dashboard < Histo...

Language: English | Font size: A A A

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International Trade in Goods Statistics (ITGS)

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International Trade in Goods Statistics

Introduction

International Trade in Goods Statistics are an essential part of Malta's system of economic statistics. These are an integral part of the country's balance of payments account, a key input in national accounts data, and are regarded as an important economic indicator of the performance of the Maltese economy. As a very open economy, Malta is heavily dependent on international trade.

What is measured?

International trade in goods statistics (ITGS) measure the value and quantity of goods traded between EU Member States (intra-EU trade) and goods traded by EU Member States with non-EU countries (extra-EU trade). 'Goods' means all movable property, including electricity. 'European' means that the statistics are compiled on the basis of the concepts and definitions set out in EU legislation. European ITGS are the official harmonised source of information about exports, imports and the trade balances of the EU, its Member States and the euro area.

International Trade Website

What's new?

- **Home Page:** International Trade in Goods Statistics.
- **Legislations and Legal Frameworks:** All the legal frameworks, EU legislations and Regulations governing the Intrastat and ITGS.
- **Intrastat:** All the information and links related to the Intrastat Declaration System.
- **Customs:** Some information about Customs data and some useful links.
- **News and Letters:** All the latest news/announcement the Unit makes addressed mainly to traders in general. Also, you can find all the letters/emails that we send to traders from time to time.
- **Information:** Some useful information, websites and links.
- **Downloads:** All files, documents related to Intrastat and ITGS can be found and downloaded from here.
- **Frequently Asked Questions:** A list of FAQ's which we continuously add and update.
- **News Releases:** The link to the International Trade in Goods News releases page.
- **Sources and Methods:** The link to the Sources and Methods page regarding the International Trade in Goods Statistics.

Submitting a Declaration

Logging on Intrastat website

- Log on <https://intrastat.nso.gov.mt>



Supplementary Declaration System

SIGN IN

Welcome to
Supplementary Declaration System



- Click SIGN IN
- Enter Username and Password

Submitting a Declaration

Declaring an Arrival/Import



The screenshot shows the user interface of the Supplementary Declaration System. At the top left, there is a logo with a 'T' and a 'G' icon, followed by the text 'Supplementary Declaration System'. On the right side of the header, there are navigation links: 'HOME', 'ACCOUNT', 'DECLARATION', 'REPORTS', and 'SIGN OUT'. The 'DECLARATION' link is circled in red, and a red arrow points to it from below. Below the header, the text 'Welcome to Supplementary Declaration System' is displayed. At the bottom, there are two logos: the NSO logo (National Statistics Office - Malta) and the VAT Department logo.

- Click **DECLARATION**
- Select **New Arrival**

Submitting a Declaration

Declaring an Arrival/Import

HOME ACCOUNT ▾ DECLARATION ▾ REPORTS ▾ SIGN OUT

IntraStat Declaration - New Arrival

Period

Declaration No. --

Trader Information

VAT Number

Trader

Trading License Number

Agent Information

VAT Number

Agent

Select Period: This is the month/year when the goods have arrived in Malta.
 Periods are in the format: mm/yyyy.
Make sure you select the right period.

Submitting a Declaration

Declaring an Arrival/Import

HOME

ACCOUNT ▾

DECLARATION ▾

IntraStat Declaration - New Arrival

Period 05/2021 ▾

Declaration No. --

Trader Information

VAT Number 1992088 ▾

Trader ~~XXXXXXXXXX~~

Trading License Number

Agent Information

VAT Number

Agent

The name of the registered trader appears when you enter the correct VAT number

Enter the VAT number of your company.

Note: If the drop-down arrow is clicked, the list of VAT numbers related to the trader account are listed. Select the VAT number for which you want to enter the declaration.

Submitting a Declaration

Declaring an Arrival/Import

Items

Enter a new item

Not set

Commodity Code

Country of Origin:

Country of Consignment:

Supplier's VAT ID No:

Nature of Transaction:

Mode of Transport:

Terms of Delivery:

Invoice Currency:

Ensure that no decimal values are included in the inputted values.

Enter BOTH Invoice and Statistical Value in EURO currency. If Invoice is in a different currency, convert the values to EURO.

Invoice Value € Stat Value €

Net Mass Kg

Supplementary Quantity:

Click **Enter a new item.**

This opens the list of fields that you need to enter. The details are to be taken from the invoice with the goods that are being declared.

Submitting a Declaration

Declaring an Arrival/Import

Items

Enter a new item

Commodity Code

Selected HS Code: 39233090 - Carboys, bottles, flasks and similar articles for the conveyance or packaging of goods, of plastics, with a capacity of > 2 l

Country of Origin:

-- Please select from list --

The Commodity Code, also commonly known as CN Code or HS Code is an 8-digit international code given to each object/material/product that exist. The list of CN Codes is updated every year as some codes might expire and new codes might be introduced. Download latest file from the [Downloads](#) section.

CN Codes can be searched for using online search engine:
<https://eurostat.prod.3ceonline.com/>

- Enter the Commodity Code of your first item (if you have more than one item) on the invoice.

Submitting a Declaration

Declaring an Arrival/Import

Items

[Enter a new item](#)

Commodity Code

Selected HS Code: 39233090 - Carboys, bottles, flasks and similar articles for the conveyance or packaging of goods, of plastics, with a capacity of > 2 l

Country of Origin:

The Country of Origin is the country of real origin of the goods. If the Goods are imported from Italy but they were made in China, then Country of Origin is CHINA. If you don't know the Country of Origin, then select the Country from where the goods are arriving.

- Select the respective Country of Origin.

Submitting a Declaration

Declaring an Arrival/Import

Commodity Code

Selected HS Code: 90230010 - Instruments, apparatus and models for teaching physics, chemistry or technical subjects

Country of Origin:

Country of Consignment

The Country of Consignment is the country from where the goods are arriving. The Country of Consignment is strictly an EU country (including Northern Ireland). If the goods are arriving from the UK or any other country not in the EU, no Intrastat declaration should or can be made. Goods arriving from outside the EU pass through Customs and are therefore declared by Customs.

- **Select the respective Country of Consignment.**

Submitting a Declaration

Declaring an Arrival/Import

Country of Consignment

Supplier's VAT ID No:

The Supplier's VAT ID is the VAT number of the supplier that is found on the invoice. This VAT ID must:

- i) Be a valid EU VAT Number.
- ii) In the first box, the country code of the VAT number (e.g. Italy = IT, Greece = EL, Germany = DE, etc.)
- iii) In the 2nd box enter the VAT number accordingly.
- iv) A VAT number can be checked for validity using the [VIES](#) website.

- Enter the correct and valid VAT number of the Supplier.

Please note that if the number is not Valid on VIES, the system won't let you submit the declaration.

Submitting a Declaration

Declaring an Arrival/Import

Supplier's VAT ID No:	<input type="text"/>	<input type="text"/>
Nature of Transaction	<input type="text" value="-- Please select from list --"/>	
Mode of Transport	<input type="text" value="-- Please select from list --"/>	
Terms of Delivery	<input type="text" value="-- Please select from list --"/>	
Invoice Currency	<input type="text" value="-- Please select from list --"/>	
Invoice Value	<input type="text" value="-- Please select from list --"/>	
Net Mass Kg	<input type="text" value="-- Please select from list --"/>	
Supplementary Quantity:	<input type="text"/>	

- **Select the Nature of Transaction.**

Make sure you select the correct NOT for the current transaction.

Submitting a Declaration

Declaring an Arrival/Import

Mode of Transport	-- Please select from list --
Terms of Delivery	-- Please select from list -- 1 - SEA TRANSPORT 4 - AIR TRANSPORT 5 - CONSIGNMENTS BY POST 7 - FIXED TRANSPORT INSTALLATIONS 9 - OWN PROPULSION
Invoice Currency	

- **Select the correct Mode of Transport.**

Note:

MOT 1 – Sea Transport (if goods arrived by sea and even if the goods were personally carried by trader).

MOT 4 – Air Transport (if goods arrived by air and even if the goods were personally carried by trader).

MOT 5 – Postage (use this code if goods are sent or received by post).

MOT 7 – Fixed Installation is used only for Interconnector or Gas Pipelines.

MOT 9 – Own Propulsion is used only for vessels and aircrafts.

Submitting a Declaration

Declaring an Arrival/Import

Mode of Transport	1 - SEA TRANSPORT
Terms of Delivery	-- Please select from list --
Invoice Currency	-- Please select from list -- CFR - Cost and Freight (C&F) CIF - Cost, Insurance and Freight CIP - Carriage and Insurance Paid to CPT - Carriage Paid to DAF - Delivered at Frontier DAP - Delivered at place DAT - Delivered at terminal DDP - Delivered Duty Paid DDU - Delivered Duty Unpaid DEQ - Delivered Ex-Quay DES - Delivered Ex-Ship EXW - Ex-Works FAS - Free-Alongside Ship FCA - Free Carrier FOB - Free on Board XXX - Other Terms not listed Above
Invoice Value	
Net Mass Kg	
Supplementary Quantity:	

- **Select the correct Incoterm (Terms of Delivery).**

- **For further information click on link:**

[https://nso.gov.mt/Home/International Trade In Goods Statistics/Pages/Other Information.aspx#s5](https://nso.gov.mt/Home/International%20Trade%20In%20Goods%20Statistics/Pages/Other%20Information.aspx#s5)

Submitting a Declaration

Declaring an Arrival/Import

Invoice Currency

-- Please select from list --

-- Please select from list --

Euro

Bulgarian Lev

Croatian Kuna

Czech Koruna

Danish Krone

Hungarian Forint

Invoice Value

- Select the Currency of the Invoice of the goods.

Example: If the invoice is in British Pounds select British Pound. However, when entering the Invoice Value and Statistical Value, these must be converted to EUROS.

Submitting a Declaration

Declaring an Arrival/Import

Terms of Delivery

EXW - Ex-Works

Invoice Currency

British Pound

Ensure that no decimal values are included in the inputted values.

Enter BOTH Invoice and Statistical Value in EURO currency. If invoice is in a different currency, convert the values to EURO.

Invoice Value

€

1000

Stat Value

€

1250

- **Invoice Value = Value of the goods (ONLY) as shown on invoice by supplier. If the invoice is in another currency, the invoice value should be converted to Euros.**
- **Statistical Value = Invoice Value + (Shipping costs/Fees/Insurance....excluding VAT).**

Note:

- ***Statistical Value >= Invoice Value (Statistical value can never be less than the Invoice Value).***
- ***Invoice Value and Statistical value must be entered only as whole numbers (no decimal points / rounded to the nearest whole number).***

Submitting a Declaration

Declaring an Arrival/Import

Terms of Delivery	Dispatch/Export Declaration	Arrival/Import Declaration
EXW	Statistical value = Invoice Value	Statistical Value > Invoice Value
FCA/FAS/FOB	Statistical value >= Invoice Value	Statistical Value > Invoice Value
CFR/CIF/CPT/CIP	Statistical value >= Invoice Value	Statistical Value >= Invoice Value
DAP/DAT/DDP/DDU	Statistical value >= Invoice Value	Statistical value >= Invoice Value

Submitting a Declaration

Declaring an Arrival/Import

Net Mass Kg	100	Enter the correct net mass in kg to the nearest kg
Supplementary Quantity:	2	Enter the correct quantity in the terms indicated below (in blue) Number of items

Notes:

1. Net mass:

- If the net mass is less than 1kg enter a value of 1 in the Net Mass field.
- If the field is greyed out, it means that the net mass is not required for the respective HS Code.

2. Supplementary Quantity:

- Enter the correct quantity which will be indicated under the field in blue. If items come in packets, the quantity in each packet multiplied by the number of packets must be entered.
- If the field is greyed out, it means that the quantity is not required for the respective HS Code.

Submitting a Declaration

Declaring an Arrival/Import

Quantity:

Type of Collector: -- Please select from list --

Range: -- Please select from list --

If you have one item only, Press OK to finish the declaration and go to the section below to enter the personal details of declarant.

If you have more than one item, press OK and in the next screen Click again on Enter a new item.

CN Commodity Code	Country of Origin	VAT	Number	Country of Consignment	Nature of Transaction	Mode of Transport	Terms of Delivery	Invoice Value €	Statistical Value €	Net Mass Kgs.	Supp Quantity	Type of Qty.	Delete
33049900	IRELAND	IT	00978150167	ITALY	10 - OUT	1 - SEA	EXW	1000	1250	100	0		Delete

Submitting a Declaration

Declaring an Arrival/Import

Quantity:

Type of Collector: -- Please select from list -- ▼

Range: -- Please select from list -- ▼

If you have clicked Enter a new Item to add another item, you will get the same screen with all the fields described previously.

If the new item, is coming from the same supplier and has same COO, COC, NOT, TOD, Supplier's VAT ID, instead of re-entering again these details, you can use the TOGGLE button to copy the same details of the previously entered item.

All you must do now is to input the HS Code, Invoice Value, Statistical Value, Net Mass and Supplementary Quantity (where applicable).

Submitting a Declaration

Declaring an Arrival/Import

Declaration

Name of Signatory	<input type="text"/>	ID Card No	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>
Date	<input type="text" value="26/05/2021"/>	Place	<input type="text" value="-- Please select from list --"/>

The declarant must enter the details above. All fields are mandatory except for the field Place.

Once all details are entered, click Proceed.

Submitting a Declaration

Declaring an Arrival/Import

Declaration

Name of Signatory	<input type="text" value="Joseph Galea"/>	ID Card No	<input type="text" value="419573M"/>
Telephone	<input type="text" value="25997164"/>	Email	<input type="text" value="joseph.galea@gov.mt"/>
Date	<input type="text" value="26/05/2021"/>	Place	<input type="text" value="-- Please select from list --"/>

This questionnaire is complete
 Not complete, Will come back to continue entry of data

Click “This Questionnaire is complete” if you have finished with the current declaration.

Click “Not Complete” If you intend to add more items to the declaration later. Then, click “Submit” for any of the above choices.

Note: It is very important to check the values entered, especially, Invoice Value, Statistical Value and Net Mass, before you submit a declaration.

Submitting a Declaration

Declaring a Dispatch/Export



Supplementary Declaration System

HOME ACCOUNT DECLARATION REPORTS SIGN OUT

Welcome to
Supplementary Declaration System



- Click **DECLARATION**
- Select **New Dispatch**

Submitting a Declaration

Declaring a Dispatch

The procedure for New Dispatch is the same as New Arrival.

The only differences are:

- Country of Consignment -> Country of Destination.
- Supplier's VAT ID -> Consignee's Vat ID.

Commodity Code	<input type="text" value="Not set"/>	
Country of Destination:	<input type="text" value="-- Please select from list --"/>	
Country of Origin:	<input type="text" value="-- Please select from list --"/>	
Consignee's VAT ID No:	<input type="text"/>	<input type="text"/>
Nature of Transaction	<input type="text" value="-- Please select from list --"/>	
Mode of Transport	<input type="text" value="-- Please select from list --"/>	
Terms of Delivery	<input type="text" value="-- Please select from list --"/>	
Invoice Currency	<input type="text" value="-- Please select from list --"/>	

Ensure that no decimal values are included in the inputted values.

Enter BOTH Invoice and Statistical Value in EURO currency. If invoice is in a different currency, convert the values to EURO.

Invoice Value	€	<input type="text"/>	Stat Value	€	<input type="text"/>
Net Mass Kg	<input type="text"/>				
Supplementary	<input type="text"/>				

Submitting a Declaration

Declaring a Dispatch

If country of origin is not known (and only if not known) use MT (for Malta) or Country of Destination.

Commodity Code	<input type="text" value="Not set"/>	
Country of Destination:	<input type="text" value="-- Please select from list --"/>	
Country of Origin:	<input type="text" value="-- Please select from list --"/>	
Consignee's VAT ID No:	<input type="text"/>	<input type="text"/>
Nature of Transaction	<input type="text" value="-- Please select from list --"/>	
Mode of Transport	<input type="text" value="-- Please select from list --"/>	
Terms of Delivery	<input type="text" value="-- Please select from list --"/>	
Invoice Currency	<input type="text" value="-- Please select from list --"/>	

Ensure that no decimal values are included in the inputted values.

Enter BOTH Invoice and Statistical Value in EURO currency. If invoice is in a different currency, convert the values to EURO.

Invoice Value	€	<input type="text"/>	Stat Value	€	<input type="text"/>
Net Mass Kg	<input type="text"/>				
Supplementary	<input type="text"/>				

Submitting a Declaration

Using XML



Supplementary Declaration System

HOME ACCOUNT DECLARATION REPORTS SIGN OUT

Welcome to
Supplementary Declaration System



- Click **DECLARATION**
- Select **New XML Upload**

Submitting a Declaration

Using XML Upload

IntraStat Declaration - New XML Bulk Import

Download XML Schema

All other importers in possession of an invoice
(requiring to present documents and not)

Download XML Partial Schema

To be used by Importers obliged to provide documents for
inspection by Environmental Health(Port Health) and/or Plant
Protection Directorate who are in possession of a packing/loading
list **but lack a final invoice**

The XML upload function is useful when the trader has multiple entries.

Download the XML Schema from the link [here](#).

Or for ease of use you can download an already converted excel file [here](#).

Download the Document describing each field in the Excel Schema File from [here](#).

Submitting a Declaration

Using XML Upload – XML Version

Steps:

1. Download the XML Schema File and save it in a folder of your choice.
2. Open a new Excel workbook.
3. Click on Developer.
4. Click on Source – an XML side bar (XML Source) opens.
5. Click XML Maps.
6. Click Add – Select the xml schema file you downloaded.
7. Click OK – the list of fields appear in the sidebar (XML Source).
8. Drag the **Decl** from the list to cell A1.
9. Click Table Design: Select the 3rd option (blue and white).

Period	TRADE_VAT_NO	Email	AGENT_VAT_NO	TRADING_LI_CENCE	TRADING_D OCUMENT_I D	AIRWAY_LA DING_BILL_NO	Signatory	ID_card_no	Tel_No	Declaracion_Date	Locality	FLOW	VAT_CTRY_ID	Suppliers_VA T_No

Submitting a Declaration

Using XML Upload – XML Version

Steps (*cont'd*):

- Enter all the details in the first line, especially those which will not change for the other items.
- Copy the first row's content (do not drag).
- Highlight the exact number of Cells in column A as the number of items to declare for this declaration. If, for example, you have 20 items, highlight another 19 cells in column A.
- With the cells highlighted in column A, click paste.
- The content of the first row are pasted into the highlighted rows with each line alternating in colour (blue and white).
- Start entering the fields corresponding to the specific HS Code. If a trader is declaring various invoices for the same period in same XML file, then maybe an HS CODE is repeated due to different supplier, COO and COC if this is the case.
- Once finished, save your work. (Save frequently while working).
- Click Developer – Export and save XML file in a location of your choice.

Submitting a Declaration

Using XML Upload – XML Version

Select XML file to validate

 No file chosen

Steps (*cont'd*):

- Go back to the Intrastat website.
- Declarations – New XML Upload.
- Select Choose File. The declarant needs to validate the file to check if there are errors.
- Select the file you have just chosen and select.
- Click Validate XML File.
- If the file does not contain any errors it will not prompt any error messages. If it contains errors it will prompt with a screen with a list of errors and warnings.
- If a warning on period is only shown (if declaration is a late declaration of a past period), this is just a warning and the file will be accepted.

Submitting a Declaration

Using XML Upload – XML Version

Validation Results

VALIDATION CHECK: Period 092020 older than 1 month. Check item number 1

VALIDATION WARNING: Declaration Date will be changed to 27/05/2021 for item number 1

VALIDATION ERROR: Supplier/Consignee VAT No. is invalid. Check item number 1

No.	Period	TRADE_VAT_NO	Email	AGENT_VAT_NO	TRADING_LICENCE	TRADING_DOCUMENT_ID	AIRV
1	092020	19920806	joseph.galea@gov.mt				

Validation Check on Period – this is not a problem. Just check that the period is correct.

Validation Warning- This is just a warning on the submission date.

Validation Error - Take note of the errors and fix them in the excel file and re-save a new version with the corrected errors. Re-validate again.

Submitting a Declaration

Using XML Upload – XML Version

Validation Results

VALIDATION CHECK: Period 122020 older than 1 month. Check item number 1

VALIDATION WARNING: Declaration Date will be changed to 27/05/2021 for item number 1

No.	Period	TRADE_VAT_NO	Email	AGENT_VAT_NO	TRADING_LICENCE	TRADING_DOCUMENT_ID	AIRWAY_LADING_BILL_NO
1	122020	22222222	mario.micallef@gov.mt				M.

Select XML file to validate

Choose File No file chosen

Validate XML File

Upload XML File

Submitting a Declaration

Using XML Upload – XML Version

Select XML file to validate

No file chosen

If the file passes validation, then the **UPLOAD XML FILE** button is turned on (purple).

Click **Upload XML File** to upload the file into the Intrastat System.

When uploaded save the receipt for your records.

Checking a Submitted Declaration

Declaration

Company: galej009

VAT Number

Period

Type All Arrivals Dispatches

From the menu bar: Select Declaration => Declarations.

The above screen is loaded, where:

- **VAT Number:** Select the VAT number (if trader has more than one VAT number) for which you want to make the search for declaration.
- **Period:** The period which you want to make the search for.
- **Type All:** To search both arrivals and dispatches.
- **Type Arrivals:** To search only arrival declarations.
- **Type Dispatches:** To search only dispatch declarations.

Amending/Deleting a Submitted Declaration

To amend or delete a submitted declaration:

1. Send an email to intrastat@gov.mt
2. State the declaration number that you want to amend or delete.
3. State if you want to amend the declaration or delete the declaration.
4. If you want to amend the declaration, please state:
 - Kindly open declaration number: xxxxxxxx so that we can amend it accordingly.
5. If you want us to amend the declaration:
 - Send the details of the declaration and what values need to be amended. We will amend it on your behalf and send you a confirmation.
 - Please check that the declaration was amended correctly.

Thank you for your attention.