



HM Revenue  
& Customs

# Intrastat Online Form

A user guide to the Intrastat Online Form submission service.

Further offline and online guidance can be found at  
<https://www.uktradeinfo.com/intrastat/help>

## Index

| <b>Description</b>   | <b>Page</b> |
|--|-------------|
| Internet browser recommendations and web access                          | 2           |
| Welcome to Intrastat   | 3           |
| Intrastat Login  | 4           |
| User Options   | 5           |
| Change Password  | 6           |
| User Logout  | 7           |
| Main Menu (Traders only)   | 8           |
| Trader Details (Agents only)   | 9           |
| Main Menu (Agents only)  | 11          |
| Arrivals and Dispatches Input Forms                                      | 12          |
| No Access (30 minute timeout)  | 13          |
| Completion of data fields  | 14          |
| Nil declarations, Credit notes and Stage payments                        | 17          |
| Printing, Clearing the form and Submitting the Supplementary Declaration | 18          |
| Submission Errors and Additional Information Messages                    | 19          |
| Please Confirm Submission and Submission Status                          | 20          |
| Browse Arrivals and Dispatches (Traders only)                            | 21          |
| Quit the service, Amendments, Additional data and Further help           | 22          |

**Before you start it is recommended that you:**

- Close down all other applications.
- Logon to the Internet. Your internet browser must be Google Chrome or Mozilla Firefox.
- Maximise your browser window (it is recommended that you only run the application within a maximised window using a screen resolution of at least 800 x 600).

**Visit the Intrastat login page - <https://secure.hmce.gov.uk/is2>**

See the next page for further details.

Or

**HM Revenue & Customs - <https://www.gov.uk/log-in-register-hmrc-online-services>**

Click **Sign in** to sign in with your Government Gateway User ID and Password; choose **Intrastat Supplementary Declaration**.

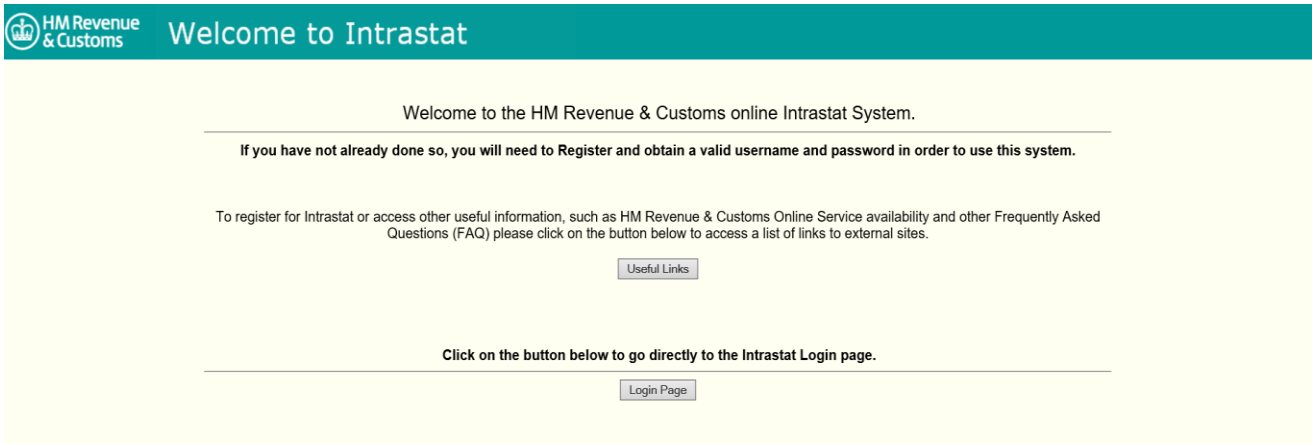
**Intrastat: Service Availability and Issues -**

**<https://www.gov.uk/government/publications/intrastat-is2-service-availability-and-issues>**

To check the availability and any issues affecting the Intrastat online service.

## Welcome to Intrastat

Visit the login page at <https://secure.hmce.gov.uk/is2>.

The screenshot shows the 'Welcome to Intrastat' page from HM Revenue & Customs. It features a teal header with the HMRC logo and the text 'Welcome to Intrastat'. Below the header, on a light yellow background, is a welcome message: 'Welcome to the HM Revenue & Customs online Intrastat System.' This is followed by a horizontal line and the text: 'If you have not already done so, you will need to Register and obtain a valid username and password in order to use this system.' Below this is another horizontal line and the text: 'To register for Intrastat or access other useful information, such as HM Revenue & Customs Online Service availability and other Frequently Asked Questions (FAQ) please click on the button below to access a list of links to external sites.' A button labeled 'Useful Links' is centered below the text. Another horizontal line follows, with the text: 'Click on the button below to go directly to the Intrastat Login page.' A button labeled 'Login Page' is centered below this text.

You will see the two options:

### Useful Links

Click the **Useful Links** button to see the following options:

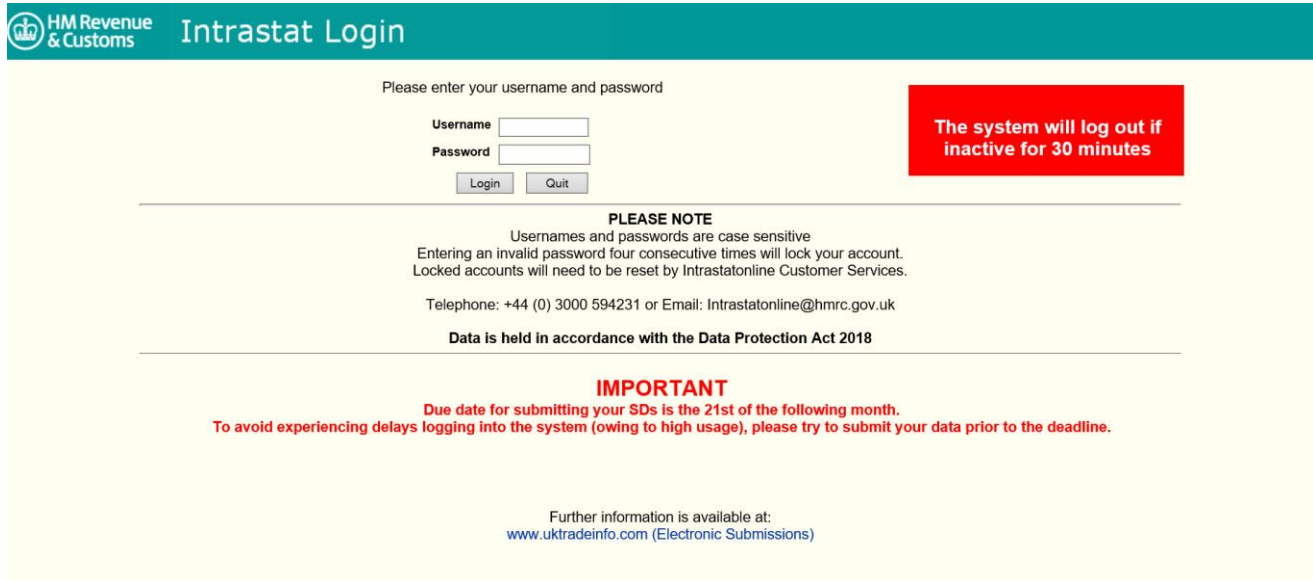
- Register for Intrastat
- Online Services and Availability
- More information about submitting on-line and FAQ

### Login Page

Click the **Login Page** button to login with your Intrastat Username and Password.

## Intrastat Login

Enter your **Username** and **Password** (lowercase) and click the **Login** button to submit your login details.



Please enter your username and password

Username

Password

**PLEASE NOTE**  
Usernames and passwords are case sensitive  
Entering an invalid password four consecutive times will lock your account.  
Locked accounts will need to be reset by Intrastatonline Customer Services.  
Telephone: +44 (0) 3000 594231 or Email: [Intrastatonline@hmrc.gov.uk](mailto:Intrastatonline@hmrc.gov.uk)  
Data is held in accordance with the Data Protection Act 2018

**IMPORTANT**  
Due date for submitting your SDs is the 21st of the following month.  
To avoid experiencing delays logging into the system (owing to high usage), please try to submit your data prior to the deadline.

Further information is available at:  
[www.uktradeinfo.com](http://www.uktradeinfo.com) (Electronic Submissions)

When you registered you would have been asked to supply a password, but you will now have to change it. For added security, passwords and usernames are never held together, so when using it for the first time you will be prompted to change it. Enter your old password in lowercase, then enter your new password and confirm it. Click the **Change** button to activate. You may enter a **Password Hint** to help you recall your password when you next login. Note: Passwords must be lowercase, contain a minimum of eight characters including two digits and the first character must be alpha.

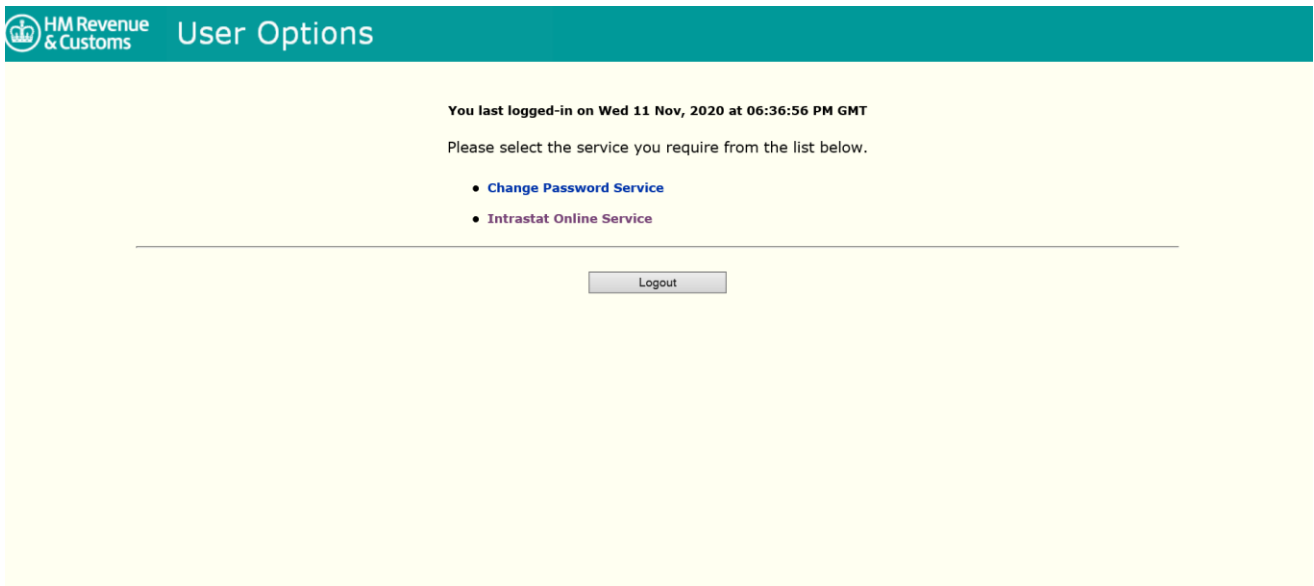
If the system does not accept your login details it will prompt you to re-input them. After four failed attempts the login will be de-allocated and you must contact Intrastat Enquiries at [intrastatonline@hmrc.gov.uk](mailto:intrastatonline@hmrc.gov.uk) to reallocate you. If your login is successful you will be presented with the **User Options** screen (see next page).

We also display service unavailability messages below the login details.

## User Options

The **User Options** screen will display the options:

- **Change Password Service** (see page 6)
- **Intrastat Online Service** (see page 8 if you are a Trader or page 9 if you are an Agent)
- **User Logout** (see page 7)



## Change Password

To change your password, enter your old password in lowercase, then enter your new password and confirm it. Click the **Change** button to activate.

You may enter a **Password Hint** to help you recall your password when you next login.

Note: Passwords must be lowercase, contain a minimum of eight characters including two digits and the first character must be alpha.

If your browser asks if you would like to save your password to your computer, please choose **No**, as auto saving may cause you login problems in the future.

Clicking the **Quit** button will return you to the **User Options** screen without changing your password.

HM Revenue & Customs **Change Password**

Please enter your existing password (for security) into the box below.

Enter old password:

To change your password, simply enter the new password into the two boxes below and then click on the 'Change' button.

Enter new password:

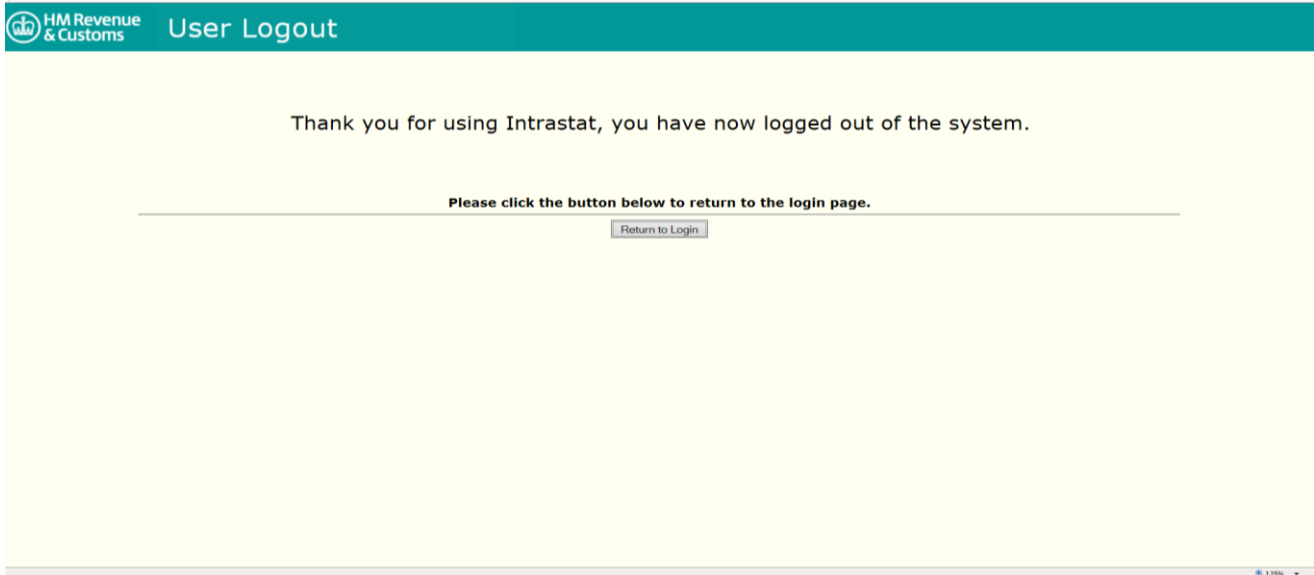
Confirm new password:

Password Hint:   
(OPTIONAL - maximum 50 characters)

## User Logout

Clicking the **Logout** button (see page 5) will prompt the message 'Do you really want to logout from the system?'. Click **OK** to logout or **Cancel** to remain.

Clicking the **Return to Login** button will return you to the **Login** screen.





## Main Menu (Traders only)

Once logged in, you will be presented with the **Main Menu** screen (traders only) or the **Trader Details** screen (agents only - see pages 9 to 11).

The screenshot shows the 'Main Menu' interface. At the top left is the HM Revenue & Customs logo. The title 'Main Menu' is centered. Below the title, there are three fields: 'Trader: Customs', 'VAT No: 123456782', and 'Branch: 999'. The main area has a yellow background and contains the instruction: 'Use the options on this menu to submit a CSV formatted file or enter and submit Intrastat Supplementary Declarations :'. Below this instruction are seven buttons arranged in two columns: 'CSV File Upload', 'CSV Generator Tool', 'Arrivals Input Form', 'Browse Arrivals', 'Dispatches Input Form', 'Browse Dispatches', and 'QUIT'.

The **Main Menu** screen provides the following options:

- **CSV File Upload**
- **Arrivals Input Form**
- **Dispatches Input Form**
- **CSV Generator Tool**
- **Browse Arrivals** (Trader only)
- **Browse Dispatches** (Trader only)
- **Change Trader** (Agent only)
- **QUIT**

For the **CSV File Upload** option, please read the Intrastat Offline: CSV submissions document by visiting <https://www.uktradeinfo.com/intrastat/help> and click **Download a guide to using a CSV file**.

## Trader Details (Agents only)

Once logged in, you will see the **Trader Details** screen, which displays a scrollable text box listing the Agent's current traders, option buttons and input boxes for the Trader's name, VAT registration number and Branch number (if applicable).

HM Revenue & Customs **Trader Details**

Use this option to select a Trader and to add, modify or delete trader details

123456782, 999, Customs

Select Trader Quit

Trader:

VAT No:

Branch:

- To add a trader, fill in the fields and press 'Add Trader'.
- To delete a trader, select from the list above and press 'Delete Trader'.
- To Modify a trader, change the details and then press 'Save Modifications'.

Add Trader Delete Trader Modify Trader Save Modifications

## Add Trader

Enter the details of the new Trader's name; VAT registration number; and Branch number (if applicable) into the input boxes. Once the boxes have been completed, click the **Add Trader** button to add the new trader to the list of traders in the text box.

## Select Trader

To select a trader, highlight the trader's details in the text box and click the **Select Trader** button or double-click the required trader's details. You will now be presented with the **Main Menu** screen displaying your details and the details of the selected trader at the top of the screen.

## Modify Trader

To modify a trader's details, highlight the trader's details in the text box and click the **Modify Trader** button. After confirming this is the trader you require, the trader's details will appear in the Trader, VAT No. and Branch input boxes ready for amendment. Once the amendments are complete, click the **Save Modifications** button. This will create a new version of the trader with the modified details, but leave the original version in place. If the original version is no longer required it should be deleted using the **Delete Trader** button.

## Delete Trader

To delete a trader highlight the trader's details in the text box and click the **Delete Trader** button. You will be prompted to confirm that you wish to delete the trader before the service removes the trader from the text box.

## Main Menu (Agents only)

This screen displays the same options as the traders' Main Menu screen, without the browse options. It also displays the agent's details and the trader whose data is to be input.

If you need to change your client, click on the **Change Trader** button to go to the **Trader Details** screen.

HM Revenue & Customs Main Menu

Agent: Intrastat Agent      VAT No: 123456782      Branch: 009  
Trader: Customs      VAT No: 123456782      Branch: 999

**Use the options on this menu to submit a CSV formatted file or enter and submit Intrastat Supplementary Declarations :**

Change Trader

CSV File Upload      CSV Generator Tool

Arrivals Input Form      Browse Option not available to Agent

Dispatches Input Form      Browse Option not available to Agent

QUIT

## Arrivals and Dispatches Input Forms

Click the **Arrivals Input Form** or **Dispatches Input Form** buttons to display the relevant Supplementary Declaration (SD). Enter the required data.

Arrivals Input form

Trader: Customs
VAT No: 123456782
Branch: 999

Link to [ICN Online](http://www.uktradeinfo.com) (www.uktradeinfo.com) Time Remaining: 24:49 Period (mmyy):

| Line No                    | Commodity Code       | Value                          | Delivery Terms [*]   | NoTC                 | Net Mass                       | Supp. Units                    | Goods from (Country) | Trader's Reference [*] |
|----------------------------|----------------------|--------------------------------|----------------------|----------------------|--------------------------------|--------------------------------|----------------------|------------------------|
| 1                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 2                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 3                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 4                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 5                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 6                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 7                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 8                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| <b>Totals: (All Lines)</b> |                      | <input type="text" value="0"/> |                      |                      | <input type="text" value="0"/> | <input type="text" value="0"/> |                      |                        |

[\*] = Completion optional

= Total Value (excluding Credit Notes) minus Value of Credit Notes (NoTC 2nd digit = 6)

Dispatches Input Form

Trader: Customs
VAT No: 123456782
Branch: 999

Link to [ICN Online](http://www.uktradeinfo.com) (www.uktradeinfo.com) Time Remaining: 29:36 Period (mmyy):

| Line No.                   | Commodity Code       | Value                          | Delivery Terms [*]   | NoTC                 | Net Mass                       | Supp. Units                    | Goods to (Country)   | Trader's Reference [*] |
|----------------------------|----------------------|--------------------------------|----------------------|----------------------|--------------------------------|--------------------------------|----------------------|------------------------|
| 1                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 2                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 3                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 4                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 5                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 6                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 7                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| 8                          | <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/>   |
| <b>Totals: (All Lines)</b> |                      | <input type="text" value="0"/> |                      |                      | <input type="text" value="0"/> | <input type="text" value="0"/> |                      |                        |

[\*] = Completion optional

= Total Value (excluding Credit Notes) minus Value of Credit Notes (NoTC 2nd digit = 6)

## No Access (30 minute timeout)

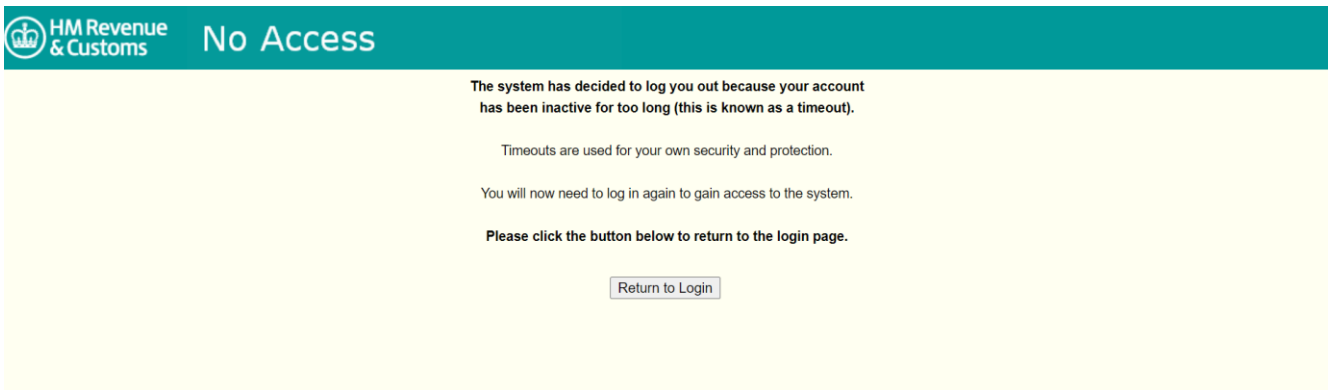
To ensure the system is secure, each login session is given a 30 minutes time limit. Once you have clicked on the Arrival or Dispatch Input Form from the Main Menu, a countdown timer is displayed at the top of the form.

The timer will flash red when your 30 minutes is nearly up at 5 minutes and 1 minute to go. Click the **Submit** button and it will grey out until you click **Confirm** and it will then clear.

The clock will reset once you have clicked the **Submit** button. Note: Your session time will not be extended by just filling in a form, it is the action of submitting that will extend it.

If you are timed out, the screen will show the **No Access** screen. If this happens, all the entered data will be lost and you will have to login again.

If you find that you are frequently close to being timed out, we recommend the offline **CSV File Upload** option. Please read the Intrastat Offline: CSV submissions document by visiting <https://www.uktradeinfo.com/intrastat/help> and click **Download a guide to using a CSV file**.



HM Revenue & Customs **No Access**

The system has decided to log you out because your account has been inactive for too long (this is known as a timeout).

Timeouts are used for your own security and protection.

You will now need to log in again to gain access to the system.

Please click the button below to return to the login page.

[Return to Login](#)

## Completion of data fields

There are separate forms for Arrivals and Dispatches and each contains twenty lines in two blocks of eight and one block of four. Due to the 30 minute time limit it may be advisable to complete and submit little and often, instead of trying to complete twenty lines at one time.

As you fill in the fields you will be notified of any invalid data and prompted to correct them. If you wish, you can ignore these prompts and continue entering data, however, you will ultimately need to make any corrections before submission.

Upon submission, the remaining fields (i.e. Commodity Code, Net Mass and Supplementary Units) will be validated and errors highlighted for correction.

If you have errors on your submission, the **Submit** button will not clear until the errors have been corrected and you tab across.

Note: Upon submission, the login session will be extended to another 30 minutes to correct any errors or to start a new form.

## Period

The format for the Period is **mmyy** (e.g. 1120). This should reflect the period into which the items on the Supplementary Declaration should be entered.

## Commodity Code

Enter the appropriate eight digit, Commodity code for the goods as detailed in the current year's EU Combined Nomenclature (CN) at <https://www.uktradeinfo.com/find-commodity-data/help-with-classifying-goods>.

## Value

Enter a value in pound sterling rounded up to the nearest pound as used for VAT purposes.

Note: Do not show pence or a decimal point.

## Delivery Terms

If your trade (either arrivals or dispatches) exceeds the delivery terms threshold you must provide additional delivery terms information on your SDs.

The delivery terms threshold for both arrivals and dispatches is currently £24 million.

For more information, please refer to paragraphs 3.3 and 6.1 in the Notice 60: Intrastat general guide at <https://www.gov.uk/government/publications/notice-60-intrastat-general-guide/notice-60-intrastat-general-guide>.

Delivery Terms codes:

- CFR = Cost and Freight (C&F)
- CIF = Cost, Insurance and Freight
- CIP = Carriage and insurance paid to
- CPT = Carriage Paid to
- DAT = Delivered At Terminal
- DAP = Delivered At Place
- DDP = Delivered Duty Paid
- EXW = Ex Works
- FAS = Free Alongside Ship
- FCA = Free Carrier
- FOB = Free on Board
- XXX = Other terms not listed above

## Nature of Transaction Code (NoTC)

The NoTC code is used to indicate the type of transaction being declared. The codes commonly used are code 10 for a sale or purchase, 30 for free of charge goods, 40 for goods sent or received for processing and 50 for goods returned or received following processing.

| Code | Description   |
|------|---|
| 10   | All transactions involving actual or intended change of ownership for a consideration   |
| 16   | Credit note (where the goods are not returned). To reconcile the figures on the SD with the VAT return, credit notes can be entered using NOTC 16 (the 6 indicates a minus figure). Please note: the credit note system must not be used for correcting value errors. |
| 17   | Transactions which must be included on SDs but not shown in boxes 8 or 9 of VAT return  |
| 18   | Transactions which must be included in boxes 8 or 9 of the VAT return but are not required on the SD  |
| 20*  | Returned goods and replacement goods (free of charge)   |
| 30   | Free of charge (FOC) transactions involving permanent change of ownership. Goods that are supplied free of charge may not have a taxable value but do require a value for statistical purposes only.  |
| 40*  | Goods sent or received for processing   |
| 50*  | Goods returned or received following processing   |
| 70   | Joint defence or other joint inter-governmental production programmes (eg airbus)   |
| 80   | Supply of building materials and equipment as part of a general construction or engineering contract  |
| 90   | Other transactions which do not fit any of the above descriptions. This code should be used for goods sent on hire or operational lease for a period exceeding two years  |

\*Please note: the first digits 2, 4 and 5 identify a transaction which should not be shown in boxes 8 or 9 of the VAT return.

If you require further information, please contact [intrastatenquiries@hmrc.gov.uk](mailto:intrastatenquiries@hmrc.gov.uk)

December 2020



For more information, please refer to paragraph 6.1 in the Notice 60: Intrastat general guide at <https://www.gov.uk/government/publications/notice-60-intrastat-general-guide/notice-60-intrastat-general-guide>.

## Net Mass

Where the EU's Combined Nomenclature (CN) shows that Net Mass is required, enter the weight in kilograms. This must be rounded up to the next whole kilogram (a zero is not acceptable). Note: HMRC's systems take into account items weighing less than 1 kilogram that have been rounded up.

Full Commodity code details can be obtained from the CN at <https://www.uktradeinfo.com/find-commodity-data/help-with-classifying-goods>.

Note: You may complete the Net Mass and Supp Units fields if your system is set up in this way.

## Supplementary Units (Supp Units)

Where the EU's Combined Nomenclature (CN) shows that a Supplementary Unit is required, the appropriate unit must be entered.

Full Commodity code details can be obtained from the CN at <https://www.uktradeinfo.com/find-commodity-data/help-with-classifying-goods>.

Note: You may complete the Net Mass and Supp Units fields if your system is set up in this way.

## Country from (Arrivals) and Country to (Dispatches)

The UK only accepts a two character, alpha code for the following EU member states:

| Code | Country        | Code | Country    | Code | Country     |
|------|----------------|------|------------|------|-------------|
| AT   | Austria        | FR   | France     | MT   | Malta       |
| BE   | Belgium        | DE   | Germany    | NL   | Netherlands |
| BG   | Bulgaria       | GR   | Greece     | PL   | Poland      |
| HR   | Croatia        | HU   | Hungary    | PT   | Portugal    |
| CY   | Cyprus         | IE   | Ireland    | RO   | Romania     |
| CZ   | Czech Republic | IT   | Italy      | SK   | Slovakia    |
| DK   | Denmark        | LV   | Latvia     | SI   | Slovenia    |
| EE   | Estonia        | LT   | Lithuania  | ES   | Spain       |
| FI   | Finland        | LU   | Luxembourg | SE   | Sweden      |

For more information, please refer to Notice 60: Intrastat general guide at <https://www.gov.uk/government/publications/notice-60-intrastat-general-guide/notice-60-intrastat-general-guide>.

## Trader's Reference

The completion of this box, with an invoice number for example, would assist in resolving queries. The box will accept a maximum of 14 alphanumeric characters. Note: The completion of this box is not mandatory.

## Total Values

The first is a running total, which will include the credit note values. The second total is minus the credit values (you will notice the value is deleted twice to give an accurate figure).

## Nil declarations

Nil declarations are not mandatory but can prevent unnecessary contact from HMRC.

Complete the Period box, and click the **Submit** button. Do not enter zeros in the Line Number fields. You will be asked if you wish to submit a nil return; click **OK**.

## Credit Notes and Stage Payments

Credit notes and stage payments can be entered on the supplementary declaration. For each line of credit notes and/or stage payments, you will only need to complete the **Value** and **Nature of Transaction Code** (NoTC) fields (no further information is required).

NoTC: 16 is entered for a credit note (you may consolidate the total).

NoTC: 18 is entered for stage payments (you may consolidate the total). This will balance with the value declared on your VAT return in box 8 or 9. Where the goods arrive or are dispatched and no corresponding value is declared on your VAT return, the data line must be completed in full, using Nature of Transaction Code: 17.

For more information, please refer to paragraph 7.2 Credit notes and 14.1 Stage payments in the Notice 60: Intrastat general guide at <https://www.gov.uk/government/publications/notice-60-intrastat-general-guide/notice-60-intrastat-general-guide>.

## Printing the Form

We recommend you print the form before clicking the **Main Menu**, **Clear Form** or **Submit** buttons. If you intend submitting the form, take a print and store it as a record of your submission. Use your web browser's print facility to print the Input form.

## Clearing the Form

If you choose the **Clear Form** button you will be prompted to click **OK** to clear all lines of data or **Cancel** to return to the form. Once you have cleared the form you can start again.

To return to the Main Menu screen, click the **Main Menu** button.

## Submitting the Supplementary Declaration (SD)


When you have completed the required data fields, click the **Submit** button. During submission, the remaining fields i.e. Commodity Code, Net Mass and Supplementary Unit will be validated and any errors highlighted (see next page). All errors must be corrected before the file can be submitted again. If your data is valid, you will see the **Please Confirm Submission** screen (see page 20).

If you need to submit more than twenty lines you may either return to the Main Menu and choose the relevant Input Form and enter the same period again, or you may want to consider using the **CSV File Upload** option. To submit a CSV file please download our guidance from <https://www.uktradeinfo.com/intrastat/help>.

## Submission Errors

If the service detects any errors on the form, you will be notified on the **Submission Errors** screen. To print the error page, select the **Print** button. Click the browser's **Back** button to return to the input form to correct the errors before resubmitting. If you click either of the **Cancel** buttons you will lose all your keyed data and be returned to the Main Menu.

Note: Upon submission the login session will be extended to another thirty minutes to correct the errors (up to a maximum of 50).

 HM Revenue & Customs
Submission Errors

Trader: Customs
VAT No: 123456782
Branch: 999

To amend errors please use the browser back button (top left of screen) to take you to the previous page.

|   |      |
|---|------|
| Period:   | 0920 |
| Submission no.:                                     | 46   |
| Number of Validated Items:                          | 20   |
| Number of Validation Errors (max 50):               | 2    |
| Number of Additional Information Messages (max 50): | 0    |

If you use either of the cancel buttons you will lose all keyed data and be returned to the Main Menu.

| Line No. | Column         | Validation Errors   | <info messages> <bottom> |
|----------|----------------|---|--------------------------|
| 1        | Net Mass       | A quantity is required, rounded up to the nearest 'Kilogram' (kg) | <top>                    |
| 2        | Commodity Code | '11405214' is invalid for the submission year (2020)              | <top>                    |

| Line No.   | Column | Additional Information Messages | <validation errors> <bottom>        |
|--|--------|---------------------------------|-------------------------------------|
| There are no 'Additional Information Messages' for this submission |        |                                 | <validation errors> <info messages> |

## Additional Information Messages

The Additional Information Messages is where a Commodity code for the previous year is being used for the current year, but the Commodity code description has changed in part.

The system will provide you with either one or a selection of Commodity codes, which you will need to check the CN for the up to date description (up to a maximum of 50) - <https://www.uktradeinfo.com/find-commodity-data/help-with-classifying-goods>.

## Please Confirm Submission

Where there are no errors you will be presented with a **Please Confirm Submission** screen displaying details of the submission. If you want to submit the declaration, click the **Confirm** button or the **Cancel** button to abort the submission.

HM Revenue & Customs **Please Confirm Submission**

Trader: Customs VAT No: 123456782 Branch: 999

Please click on the 'Confirm' button below to finalise your submission.  
If you want to cancel the submission click the 'Cancel' button.

|   |      |
|---|------|
| Period:   | 0920 |
| Submission no.:                                     | 50   |
| Number of Validated (submitted) Items:              | 20   |
| Number of Validation Errors:                        | 0    |
| Number of Additional Information Messages (max 50): | 0    |

Confirm Cancel Print

Line No. Column Additional Information Messages [<bottom>](#)

There are no 'Additional Information Messages' for this submission

Confirm Cancel Print [<top>](#)

## Submission Status

The **Submission Status** screen displays an overview of the data submitted and a **Submission reference** number. It is advisable to record/print the Submission reference number so that if your data does not reach our database we can trace it for you.

If you need to submit more than twenty lines you may either return to the Main Menu and choose the relevant Input Form and enter the same period again, or you may want to consider using the **CSV File Upload** option. To submit a CSV file please download our guidance from <https://www.uktradeinfo.com/intrastat/help>.

HM Revenue & Customs **Submission Status**

Trader: Customs VAT No: 123456782 Branch: 999

Thank you for your submission  
Receipt is now Confirmed

|                            |                    |
|----------------------------|--------------------|
| Submission reference:      | isd020335/00000120 |
| Period:                    | 0920               |
| Submission no.:            | 50                 |
| Number of Submitted Items: | 20                 |

Main Menu Print

## Browse Arrivals and Dispatches (Traders only)

These options are only available if you are registered as a 'Trader'. To view details of supplementary declarations previously submitted, click on the **Browse Arrivals** or **Browse Dispatches** buttons to access the Browse screens.

Enter the period you require in the input box and click the **View Submissions** button. Any submissions for the selected period will be listed in the order they were submitted in the drop-down box entitled **Available Current Submissions**. Choose the submission you require by highlighting it and then clicking the **View Arrivals** or **View Dispatches** button.

- Current submission: the current and previous year.
- Archive submission: older than two years.

| Commodity Code | Value | Delivery Terms | NoTC | Net Mass | Supp. Units | Goods from (Country) | Trader's Reference |
|----------------|-------|----------------|------|----------|-------------|----------------------|--------------------|
| 22083019       | 100   |                | 10   | 5        | 5           | FR                   | test               |
| 22083019       | 50    |                | 10   | 100      | 10          | BE                   | test               |

If you wish, you can choose which item in the supplementary declaration (SD) to start browsing from by adjusting the value in the **Start Record** input box. By default the system will display the return starting at the first item.

The service will display ten items at a time. If there are more than ten items in an SD, you can use the scroll buttons (<<<< or >>>>) to browse the next or previous ten items.

To return to the Main Menu screen click the **Main Menu** button.

## Quit

To exit, click the **QUIT** button and after confirming you wish to quit you will return to the **User Options** screen. Clicking the **Logout** button will prompt you to confirm that you wish to logout of the service, before presenting you with the **User Logout** screen. Clicking the **Return to Login** button will return you to the **Intrastat Login** screen. These screens may seem excessive but they are there to ensure you do not exit the system by accident.

## Amendments

If you need to correct errors in an Intrastat declaration, please visit <https://www.uktradeinfo.com/intrastat/> and see **When to correct an error**.

## Additional data

Additional data can be submitted electronically using either the online form or the CSV file. Only submit the additional data for the appropriate period, do not resubmit the original data with the additional data.

## Further help

If you encounter any problems using the service, please contact us at [intrastatenquiries@hmrc.gov.uk](mailto:intrastatenquiries@hmrc.gov.uk).