

CSV Technical Specification

Definition of a 'Record' A record consists of one or more fields. A record is terminated by carriage return / line feed (cr/lf) characters. Except for the last field in a record, all fields end with the comma delimiter. One or more fields ending with cr/lf characters.

Zero-length Field This is represented by just a comma without any preceding characters. All fields defined must be present even if zero length or defined not used.

Field – Numeric Without leading spaces or leading zeroes, or trailing spaces.

Field – alpha Without leading spaces or trailing spaces.

The Header

If the data is being submitted by an agent the first record will be an agent header record, and the second record will be the trader header.

Data submitted by the trader will have only one header record – the trader header.

Commodity Record

A 'Nil' return consists of one or two header records only (no lines of data).

Inserting 'N' in the trader header will result in data entered in subsequent rows being ignored.

AGENT HEADER ROW (if appropriate)

Length	Value	Description
8	'A'	Agent Flag
9		Agent VAT Number
3 or left blank		Agent Branch ID
1 - 30		Agent Name
0	empty	(not used)
0	empty	(not used)
0	empty	(not used)
0	empty	(not used)
5	CSV02	Version/Identification

TRADER HEADER ROW

Length	Value	Description
1	'T'	trader Flag
9		Trader VAT Number

3 or left blank		Trader Branch ID
1 - 30		Trader Name
1	'N' or 'X'	Return Flag N = Nil Return X = Live Data
1	'A' or 'D'	Arrivals / Dispatches Flag
6		Date of completion, ddmmyy
4		Period, mmyy
5	CSV02	Version/Identification

COMMODITY RECORD – ARRIVALS/ DISPATCHES

Length	Value	Description
8		Commodity Code
1 – 14	Pounds only	Value
0 or 3		Delivery Terms
2		Nature of Transaction
0 to 11		Net Mass
0 to 11		Supplementary Units
2		Country of 'Goods from' or 'Goods to'
0 to 11		Reference Number

Please ensure you key all alpha characters in **UPPER CASE**.

The CSV file is uploaded into our 'Intrastat Electronic Form.'

Testing files

Go through the upload process until the 'Confirmation Screen' then press the 'Cancel' button to abort the transmission.

Please note: test files should not be transmitted to HM Revenue and Customs.