

# I submit the Intrastat return

## Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country\_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk\_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south\_korea, thailand, singapore
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
  - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
    - Labels to be used: **ww, financial\_accounting, central\_fin\_proc\_compliance**
  - E.g. 2: France Operation in Financial Accounting:
    - Labels to be used: **country\_accounting, france, financial\_accounting**  
(for country operations, the Domain is always country\_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

**Domain:** Indirect Taxes

**Responsibility area:** Ensure the Intrastat compliance

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## Scope

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## ERP

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## Frequency

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**blocked URL**

## References

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## Forms

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## Attachments

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8. Add the link to attachments or external links

[Regulation \(EC\) No 638/2004 of the European Parliament and of the Council of 31 March 2004 on Community statistics relating to the trading of goods between Member States and repealing Council Regulation \(EEC\) No 3330/91](#)

[I prepare the Intrastat return << | submit the Intrastat return >> Next](#)  
*OP*

# 1. Objective and Scope

## 1.1 Objective of this Operation

**Intrastat** is the data collection system for compiling statistics on international trade in goods between the European Union (EU) Member States.

The objective is to submit the Intrastat file after the analysis was performed and the upload file created.

Intrastat filings require details of all dispatches (sales) of goods to other EU countries, plus the arrivals (purchases). Details required of each transaction include:

- Description of the goods
- Commodity code of the goods
- Quantity and value of the goods
- Delivery terms
- Country of departure and arrival (using country codes)
- Any shipping costs

## 1.2 Scope

Only applicable in the EU and only for companies that purchase or sell goods to companies located in other EU countries. The obligation to submit the Intrastat report is only due after exceeding a specific threshold. The threshold varies depending on the country and depending if Intrastat of Arrivals or Intrastat of Dispatches, as well as is updated each year.

## 2. Definitions

See [Finance Glossary](#)

## 3. Tasks description

### 3.1. I delete/update the Intrastat Information according to the analysis done in "I prepare the Intrastat return" operation

We have to correct the mistakes using **VEFU** transaction. For the flows identified that need to be considered, VAT team add lines in VEFU completing all the info needed.

For each company, you have to choose the corresponding variant.

This transaction will not be printed, it is just to correct errors.

#### Select:

- Option 1 for Arrivals or 2 for Dispatches;
- Company Code;
- Month of Analysis and the reporting country.

The screenshot shows the SAP interface for 'Foreign Trade: Declarations to the Authorities - Add Entries'. It features a header bar with the title and a navigation icon. Below the header, there are three main sections: 'Edit data pool for INTRASTAT', 'Secondary select. criteria', and 'Record Selection'. The 'Edit data pool for INTRASTAT' section contains four input fields: 'Reporting year' (2021), 'Reporting Month' (6), 'Arrival/Dispatch' (1), and 'Country of Dec.' (DE). The 'Secondary select. criteria' section contains four input fields: 'Created By', 'Company Code' (4056), 'Plant', and 'Document number'. The 'Record Selection' section contains two radio buttons: 'All Records' (selected) and 'Services Only'.

Foreign Trade: Declarations to the Authorities - Add Entries	
Edit data pool for INTRASTAT	
Reporting year	2021
Reporting Month	6
Arrival/Dispatch	1
Country of Dec.	DE
Secondary select. criteria	
Created By	
Company Code	4056
Plant	
Document number	
Record Selection	
<input checked="" type="radio"/> All Records	
<input type="radio"/> Services Only	

When you execute the transaction you obtain the following screen:

**Change View "INTRASTAT Receipt/Dispatch": Overview**

New Entries

Reporting year	Reporting Month	Recpt/Disp	Number	Company Code	Plnt	Document no.
2021	6	1	26	4056	RBAX	4513693436
2021	6	1	27	4056	RBAD	4513698985
2021	6	1	28	4056	RBAX	4513709899
2021	6	1	29	4056	BBAA	4513611575
2021	6	1	30	4056	RBAX	4513709176
2021	6	1	31	4056	RBAX	4513710036
2021	6	1	32	4056	RBAX	4513711631
2021	6	1	33	4056	RBAA	4511506460
2021	6	1	34	4056	RBAA	4511506460
2021	6	1	35	4056	BBAB	4513678585
2021	6	1	36	4056	BBAX	4513703409
2021	6	1	37	4056	BBAB	4513698858
2021	6	1	38	4056	BBAB	4513703839
2021	6	1	39	4056	RBAX	4513717361
2021	6	1	40	4056	RBAX	4513717361
2021	6	1	41	4056	RBAX	4513717361
2021	6	1	42	4056	BBAB	4513661620
2021	6	1	43	4056	BBAB	4513676972
2021	6	1	44	4056	RBAX	4513701048
2021	6	1	45	4056	RBAX	4513701048
2021	6	1	46	4056	RBAX	4513701048
2021	6	1	47	4056	RBAX	4513719586
2021	6	1	48	4056	BBAA	4513715362
2021	6	1	49	4056	BBAA	4513715362

In case there is some document to be deleted or to be corrected select the billing and click on the line:

**Change View "INTRASTAT Receipt/Dispatch": Details**

New Entries

**Control information**

Reporting year: 2021      Export/Import: 1      Receipt / Import  
Reporting Month: 6      Seq. number: 26

**Identification**

Created By: WF-BATCH      Created On: 23.06.2021  
Creation type: M      Record created automatically and changed manually  
Data origin ID:        Service

**Document information**

Document number: 4513693436      Item: 10

**Organizational data**

Company Code: 4056      SOLVAY CHEM (DE)  
INTRASTAT ID: 25200102950      Add. number: 0  
Plant: RBAX      PlantCountry: DE      GERMANY  
Purchasing Org.: DRB      Einkauf Rheinberg

**General item data**

Invoice value: 41.360,00      Currency: EUR      Euro  
Tare mass: 22.000,000      Weight Unit: KG      kilogram  
Special UoM:      Weight Unit:        
Billing Date: 01.06.2021      Incoterms: DAP      DAP - Delivered  
VendorVATRegNo.: IT02401140997

**Foreign trade header data**






ModeOfTr-Border: 3      Road      Office of entry:     

**Foreign trade item data**

Comm./imp. code:      BusTransactType: 11      Final Purchase/S  
Procedure: 4300      Export W/out Preced.Cust.Reg.  
Statist.value: 41.360,00      Currency: EUR      Euro

To delete (remove item from VEFU and therefore, not report it in Intrastat) you can click on the minus signal (example in yellow):

**Change View "INTRASTAT Receipt/Dispatch": Details**

New Entries     

**Control information**

Reporting year: 2021      Export/Import: 1 Receipt / Import  
 Reporting Month: 6      Seq. number: 26

**Identification**

Created By: WF-BATCH      Created On: 23.06.2021  
 Creation type: M Record created automatically and changed manually  
 Data origin ID:  Service

**Document information**

Document number: 4513693436      Item: 10

**Organizational data**

Company Code: 4056 SOLVAY CHEM (DE)  
 INTRASTAT ID: 25200102950      Add. number: 0  
 Plant: RBAX      PlantCountry: DE GERMANY  
 Purchasing Org.: DRB Einkauf Rheinberg

**General item data**

Invoice value: 41.360,00      Currency: EUR Euro  
 Tare mass: 22.000,000      Weight Unit: KG kilogram  
 Special UoM:      Weight Unit:        
 Billing Date: 01.06.2021      Incoterms: DAP DAP - Delivered  
 VendorVATRegNo.: IT02401140997

To adapt or correct VEFU, open the item and edit what is necessary. Make sure to save it.

Change View "INTRASTAT Receipt/Dispatch": Details

Change View "INTRASTAT Receipt/Dispatch": Details

New Entries

Control information

Reporting year	2022	Export/Import	2	Dispatch / Export
Reporting Month	8	Seq. number	1122	

Identification

Created By	WF-BATCH	Created On	06.09.2022
Creation type	M	Record created automatically and changed manually	
Data origin ID		<input type="checkbox"/> Service	

Document information

Document number	58085622	Item	10
Document cat.	M Invoice		

Organizational data

Company Code	0270	SOLVAY CHIMICA (IT)		
INTRASTAT ID		Add. number	0	
Plant	BU26	PlantCountry	IT	ITALY
Sales Org.	0270	SOLVAY CHIMICA		

General item data

Invoice value	3.974,40	Currency	EUR	Euro
Tare mass	1.440,000	Weight Unit	KG	klogram
Special UoM		Weight Unit		
Billing Date	01.08.2022	Incoterms	CIP	CIP - Carriage/

The recurrent missing information is:

- Tare mass
- Procedure
- Buss Transaction Type
- Commodity Code (field Comm./imp. code)

The image of invoice should be open and the data should be updated in VEFU accordingly.

To add an item in VEFU, click on " New Entries ".

Change View "INTRASTAT Receipt/Dispatch": Overview





Change View "INTRASTAT Receipt/Dispatch": Overview

New Entries

Reporting year	Reporting Month	Recpt/Disp	Number	Company Code	Pnt	Document no.
2022	7	2	1139	0270	ROIS	58067745
2022	7	2	1140	0270	ROIS	58067747
2022	7	2	1141	0270	ROIS	58067759
2022	7	2	1142	0270	ROIS	58067765
2022	7	2	1143	0270	ROIS	58067767

Fill in the Company Code and the Plant \*. After adding the Plant the remaining fields will be unblocked and available to be filled.

### New Entries: Details of Added Entries

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**Control information**

Reporting year	2022	Export/Import	2	Dispatch / Export
Reporting Month	8	Seq. number	0	

---

**Identification**

Created By	PT63034051	Created On	23.09.2022
Creation type	F	Record added manually in change transaction	
Data origin ID		<input type="checkbox"/> Service	

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**Document information**

Document number		Item	0
Document cat.	Revenue canceled	Plus/minus	
Reference doc.		Reference item	0
Ref. month	0	Reference yr	

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**Organizational data**


Company Code	<input checked="" type="checkbox"/>	Add. number	0
INTRASTAT ID		PlantCountry	
Plant	<input checked="" type="checkbox"/>	Purchasing Org.	
Sales Org.			

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**General item data**

Invoice value	0,00	Currency	
Tare mass	0,000	Weight Unit	KG
Special UoM	0,000	Weight Unit	

\* How do we know the Plant?

Go to the posting, double-click on line 2, followed by "More" 

### 3.2. I extract the updated information from SAP in order to obtain the final file for submission

After the VEFU is updated and saved, the Intrastat transaction for each country should be run to obtain the final upload file.

Each country has a different transaction VE\*\* (VEDE, VE08, VEPT,...) or other transactions such as MIES. See Country specifics for detailed information.

Example for Germany:

Run VEDE (choose the variant by Company Code and Arrivals or Dispatches):

**INTRASTAT: INSTAT/XML - Germany**

Selection Criteria - General

Reporting Month: 6  
 Reporting Year: 2021  
 Company Code: 4056  
 Plant: 6104 to  
 Receipt (1) / Dispatch (2): 1

Additional Details

Material Number: XGAX4  
 Federal State of Tax Office: 03  
 Different Additional Number:

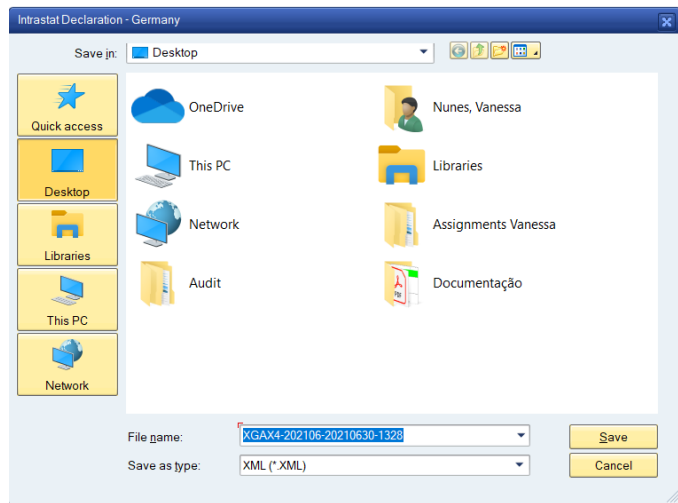
Specs for Creating Files

Target Disk Drive: C  
 Subdirectory on PC: \INTRASTAT\

Technical Specifications

Summarize Data  
 Output Log  
 Create File  
 Layout:

The file is automatically created:



And we will obtained the final information:

**Periodic Declarations - INTRASTAT Receipt - Selection log**

Country of Dec: DE / 2021 Records selected: 41  
 Reporting Time Frame: 6 / 2021

Classf. key	DocumentNo	Item ID number	trader	Billing Date	D.c	Des	Inco	Tr	M	Comm./mp. code no.	Origin Procedure	Crcy
000000001	4511506460	855	25200102950	00.06.2021	BE	05	FCA	11	3	28365000	BE 4300	EUR
000000002	4511509460	1660	25200102950	00.06.2021	BE	05	FCA	11	3	25210000	BE 4300	EUR
000000003	4513611575	10	25200102950	00.06.2021	BE	15	FCA	11	3	27011100	BE 4300	EUR
000000004	4513661620	10	25200102950	00.06.2021	IT	15	CIP	11	3		IT 4300	EUR
000000005	4513676972	10	25200102950	00.06.2021	IT	15	CIP	11	3	39201089	IT 4300	EUR
000000006	4513678585	10	25200102950	00.06.2021	IT	15	CIP	11	3	39234090	IT 4300	EUR
000000007	4513693436	10	25200102950	00.06.2021	IT	05	DAP	11	3		IT 4300	EUR
000000008	4513698858	10	25200102950	00.06.2021	ES	15	DOP	11	3	39239000	ES 4300	EUR
000000009	4513699885	10	25200102950	00.06.2021	BE	05	EXW	11	3	84224000	BE 4300	EUR
000000010	4513701048	10	25200102950	00.06.2021	AT	05	DOP	11	3		AT 4300	EUR
000000011	4513701048	50	25200102950	00.06.2021	AT	05	DOP	11	3		AT 4300	EUR
000000012	4513701048	110	25200102950	00.06.2021	AT	05	DOP	11	3		AT 4300	EUR
000000013	4513702198	10	25200102950	00.06.2021	IT	15	DAP	11	3	84224000	IT 4300	EUR
000000014	4513703409	10	25200102950	00.06.2021	AT	15	DOP	11	3		AT 4300	EUR
000000015	4513703839	10	25200102950	00.06.2021	IT	15	DAP	11	3		IT 4300	EUR
000000016	4513709176	10	25200102950	00.06.2021	AT	05	DOP	11	3	84842000	AT 4300	EUR
000000017	4513709899	10	25200102950	00.06.2021	AT	05	DOP	11	3		AT 4300	EUR
000000018	4513710036	10	25200102950	00.06.2021	AT	05	DOP	11	3	84842000	DE 4300	EUR
000000019	4513711581	10	25200102950	00.06.2021	AT	05	DOP	11	3	84842000	AT 4300	EUR
000000020	4513711581	20	25200102950	00.06.2021	AT	05	DOP	11	3	84842000	AT 4300	EUR

File: XGAX4-202106-20210630-1328.xml created

### 3.3. I fill in the information for Intrastat purposes according to the rules in each country

### 3.4. I send the Return for the Intrastat Authorities

After the final file is created it should be submitted in the Fiscal Authority Site of each country. See Country specifics for detailed information.

For the presented example, Germany, should be submitted in IDEV site (<https://www-idev.destatis.de/idev/OnlineMeldung>).

Should be kept the submission proof and all working files in the team shared folders.

**End of document.**

#### COUNTRY WORKING INSTRUCTIONS

Country	Existing Wiki page link	VEFU specific transactions
IT	<a href="#">IT - Intrastat Services Goods</a>	VE08
DE	<i>coming soon</i>	VEDE
PT	<i>coming soon</i>	VEPT
BE	<i>coming soon</i>	VEBE
FR	<a href="#">FR - RCS Intrastat - DES</a>	VE37
ES	<i>coming soon</i>	Z1f_intrastat_ES
AT	<i>coming soon</i>	VEI8
NL	<i>coming soon</i>	VE10