

User manual

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1 INTRODUCTION

OneGate is an internet application for the collection of data from businesses, banks and insurers. The data are collected based on legal obligations and are then used for statistical, economic and prudential purposes.

2 TERMINOLOGY

Declarer: the declarer is the natural person or legal entity whose data are collected. The declarer has a unique identifier in OneGate, either a recognized code (Central Business Databank code, BIC code, etc.) or a separate code specific to the application.

User: the user is the actual person who submits a declarer's data via the OneGate application. That person is identified either by an electronic certificate or by a user ID combined with a password.

There are many forms of relationship between users and declarers:

- 1. The simplest case is where the declarer is represented by a single internal user. For example, in the case of a legal entity, the business manager or person in charge of the accounts declares the data for his organization, or in the case of a natural person, the individual declares his own data himself.
- 2. A user may also represent multiple different declarers. He will then be known as a "declaring third party" for all declarers for whom he is not a direct internal representative. Let us take the example of an accountancy firm that manages the accounts and declarations of multiple client companies which must declare data in OneGate. Users belonging to the accountancy firm will act as declaring third parties for all the clients for whom they declare data. Conversely, they willnot be classed as declaring third parties where they declare data for their own organization, theaccountancy firm itself.

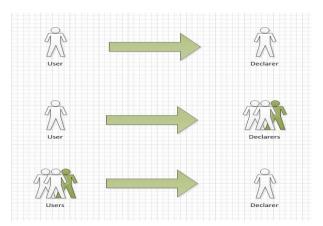


Figure 1 – User- declarer relationships

3. Finally, a declarer may be represented by more than one user. The commonest example is thatof a large firm with multiple establishments. In each establishment, one or more persons may beresponsible for part of their firm's declarations. Each of those persons will therefore act as a user. Note that these users may be either direct internal representatives or declaring third parties.

Domain: a domain is a cohesive set of statistical reports.

Report: a report is a statistical declaration for a given period. It may recur at set intervals. The report is subdivided into forms. The forms are divided into sections.

Form: a form is a subdivision of a report.

Section: a section is a subdivision of a form.

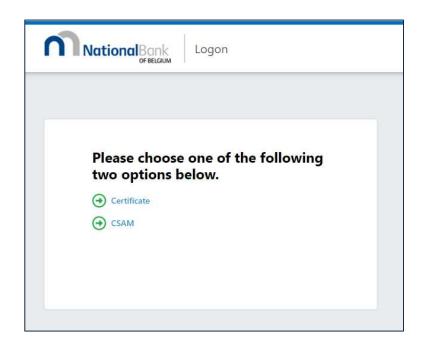
Collection manager: the collection manager is the person within the data collecting institution who ensures that data are properly collected from declarers.

Domain manager: the domain manager is the person within the data collecting institution who is responsible for creating reports and classifying them by domain.

Data collecting institution: Entity that uses the OneGate application to collect data from itsdeclarers.

3 IDENTIFICATION

The primary aim of OneGate is not to collect data anonymously but, on the contrary, to collect the data stipulated by law from clearly identified declarers. The users must be identified to ensure that the data collected can be correctly traced, and to facilitate contact between the declarer and the institution responsible for collecting the data. There are two ways of identifying users in OneGate: either by means of a recognized electronic certificate or via CSAM.



3.1 IDENTIFICATION BY CSAM

To log in via the online identification and access management portal for Belgian government services CSAM, with an electronic identity card issued in Belgium, you must follow the steps below:

✓ Assign a Chief Access Manager

You assign in CSAM a Chief Access Manager for your company number via <u>Management of Access</u> <u>Managers - CSAM.be</u>.

✓ Role assignment «Onegate Admin»

Via <u>https://iamapps.belgium.be/rma/</u> on the CSAM e-Gov platform, the Chief Access Manager must grant the "OneGate Admin" role to himself or a colleague, by clicking on:

Manage role assignments Manage all your role assignments
Top tasks, you wish to:view the overview of your managed role assignments
 Create a new role assignment for an existing employee
Create a role assignment via National Number

✓ Manage access to Onegate

By logging on <u>https://onegate.nbb.be/</u> using CSAM (eID or Itsme), the OneGate administrator can create access for colleagues or third parties.

You now should be able to assign access to yourself, a colleague, or a third-party user.

- Select «in the name of a company».
- Select the domain(s) or appropriate report(s).
- The option «invite users» lets you determine who will submit the reports:
 - Internal user: you need his national number. In the second part of the screen, you assign the domain(s) or appropriate report(s).
 - Third-party declarer: select «third-party declarer».
 By checking off the corresponding box, you delegate the submission. In the second part of the screen you assign the domain(s) or appropriate report(s).

For more information on CSAM identification, please consult this user guide: https://www.nbb.be/doc/dd/onegate/data/onegate_access_management_manual_for_administrat_ors.pdf

3.2 IDENTIFICATION BY CERTIFICATE

An electronic certificate can be seen as a digital ID card. It contains the information identifying its holder (a real person) and information on the entity to which the person belongs. A password is also supplied with the certificate and will be required when connecting to the application. Before the certificate can be used it has to be installed, in the same way as software, on the device used to access OneGate.

An electronic certificate gives you greater security over access to your data.

3.2.1 Requesting an electronic certificate

To obtain an electronic certificate for access to OneGate, you must contact one of the issuers recognized by your data collecting institution and follow the procedure according to the issuer's instructions. Once the certificate has been issued, you will need to identify it on the OneGate application.

You will find more information on recognized certificate issuers on the OneGate website.

3.2.2 Identification process

After installing his electronic certificate at his workstation, the user can connect to the OneGate application. He will be asked to choose one of the certificates installed on his workstation, detected automatically (see Figure 3 – Selecting an electronic certificate).

ubject	lssuer	Serial
	GlobalSign GC	C R4
	~	
Certificate information		OK Canc

Figure 3 – Selecting an electronic certificate

If the selected certificate is recognized, the user will then have to enter the password for that certificate (see Figure 4 – Screen for identification by certificate). Finally, if the "certificate/password" combination is correct, the identification is validated, and the user is taken to the OneGate home page.

Figure 4 – S	Screen for	identification	by	, certificate
--------------	------------	----------------	----	---------------

n	NationalBank of NELGUM
	Logon for:
	Logon

NB: when using the certificate for the first time in OneGate, there is an additional step in which the user is asked to enter data on the organization (see Figure 5 – Requestingan electronic certificate linked to a declarer), even if when acting as a declaring third party. In the latter case, he can state the declaring third party for whom he wants access. When all the required data fields have been completed, the user must validate the request for identification by certificate by clicking on the 'send access request' button. The request will then be processed by the company's designated administrator, or after which the user will be notified automatically by email.Only once this request has been approved can the user connect to the application by following the procedure described in the first paragraph above.



O OneGate	
Home Reports Uploads Messages User Management Help	S EN
Access request	
Please select one of the four choices below to access OneGate:	
O I want to request access as an administrator to manage accesses for my company	
O I want to request access as a standard user declaring for my company	
O I want to request access as a third-party user (accountant) or need to declare for a different company (subsidiaries, affiliate companies)	
O I want to request access as an auditor	

On the OneGate website you will find further information on the application and identification procedure : <u>https://www.nbb.be/doc/dd/onegate/data/certificate_access_management_guide.pdf</u>

3.3 PROFILE

When connecting to OneGate for the first time, the user is taken to his profile page (Figure 6 – Profile). Subsequently, the user can access his profile by clicking on the cell containing his OneGate ID number (at the top right of the screen), then clicking on "**Profile**" (Figure 7 – Profile page access).

OneGate					
Home Reports Uploads Messages User Management Help			© EN	Nationale Bank van België KBO - 0203201340	14 John Smith NUIN B-00001
Profile					Save Cancel
First name	Last name				
Enail*	Phone		Mobile		
Street and number	Zip code	City		Pays	*

Figure 6 – Profile screen

Figure 7 – Profile page access



On his **Profile** screen the user is asked to define his details (full name, address, e-mail, etc.) to identify himself and facilitate subsequent contact with the institution in charge of data collection. Thefield containing the email address is mandatory. OneGate will use that email address to send notifications, and the collection manager will use it to contact the user when necessary. The details recorded by the user are stored by the application and are available continuously in his profile. The user can change

them at any time by clicking on the **Cedit** button.

Remarks

- ✓ The details specified in the "Profile" screen are stored in a cookie. To retrieve them each time the user connects, it is essential for the internet browser to permit the use of cookies, otherwise the "Profile" screen will appear blank, as if the user were connecting for the first time.
- ✓ If the field containing the email address is not completed, the "Save" button remains inactive and new data cannot be saved.
- ✓ If the format of the email address is incorrect (e.g. if it does not contain the @ sign), the "Save" button will likewise be inactive, and the data cannot be saved.

4 FUNCTIONALITIES OF THE APPLICATION

4.1 USER INFORMATION

The active user and declarer are indicated at the top right of the screen:

Figure 8 – User information



- 1. **Language**: the user can change the language of the application by clicking on the cell "EN". Note that the user can only change the language if he has completed his profile.
- 2. **Declarer**: the second cell contains the name of the currently selected declarer and his ID number.
- 3. **Change of declarer**: a user responsible for the declarations of multiple declarers ("declaring third party") can select the declarer for whom he wishes to see or submit data by clicking on the third icon **(C)**. The application then displays a selection window with the name and ID of available declarers, enabling the user to select the desired one. The list of available reports will depend directly on the selected declarer.
- 4. **OneGate** ID: The fourth cell contains the user's name and his OneGate ID number.

4.2 TABS

The top left of the screen shows the main menu, divided into tabs:

Figure 9 - Tabs



- 2 Home: OneGate home page listing current declarations
- 2 Reports: contains the list of declarations for the selected declarer and permits access to them
- 2 Uploads: displays information on the XML or XBRL files uploaded by the user
- Description Messages: gives access to the user's message inbox internal to the application
- Help: contains links to documentation on the OneGate application and miscellaneous declarations.

4.2.1 Home Page

When the user logs on, they are immediately taken to the "Home" screen (Figure 10 - Home page).

Home	Reports Uplo	ads Messages 🚯 Help			SEN	КВО - 0000000000 C John Smith NUN 880-000000000
Declarer's	s active repo	orts			🔚 Browse a	
Report			Period	Due for	Status	John Smith NUIN 800-00061758-70
CC-IN - Centrali	sed Clearance Impo	rt	September 2018	in 5 days 20.10.2018	Initial	Sohn.Smith@nbb.be
CC-IN - Centrali	sed Clearance Impo	rt	August 2018	25 days ago 20.09.2018	Initial	
EG-OUT - Extras	stat Global Declarati	on Export	August 2018	25 days ago 20.09.2018	Initial	🖍 Edit profile
EX19E - Intrasta	at Arrival: Extended	declaration	August 2018	25 days ago 20.09.2018	Open - Error	
		ed declaration (until 2018) File	August 2018 ☑ Received		Initial efresh III Browse al Feedbacks	1
Recent up	ploads		R	20.09.2018	efresh 🖀 Browse al	
Recent up	Dioads Ticket # CSV-471848	File intra.csy (66 B)	Received 2 months ago 07.08.2018 15:31	20.09.2018 Only my uploads C R Exchange status Refused	efresh III Browse al Feedbacks	
Declarer	Dloads Ticket #	File	E Received 2 months ago 07.08.2018 15:31 2 months ago 07.08.2018 15:31	20.09.2018 Only my uploads C R Exchange status	efresh 🔚 Browse al	
Recent up	Dioads Ticket # CSV-471848	File intra.csy (66 B)	E Received 2 months app 07.08.2018 15:31 2 months app 07.08.2018 15:31 2 months app 07.08.2018 14:57	20.09.2018 Only my uploads C R Exchange status Refused	efresh III Browse al Feedbacks	Choose XML/XBRL
Declarer Declarer KBO - 5000000000 KBO - 5000000000 KBO - 5000000000 KBO - 5000000000	Dioads Ticket # CSV-471848 CSV-471847	File intra_csy (69 8) <u>Aon2_csy</u> (1.9 K0)	Received Amonths ago 07.08.2018 15.31 months ago 07.08.2018 15.31 months ago	20.09.2018 Chly my uploads C R Exchange status Refused Refused	efresh III Browse al Feedbacks	<u>+</u>
Declarer Declarer KBO - 0000000000	Dioads Ticket # CSV-471848 CSV-471847 CSV-471841	File intra.csy (69.8) <u>Aon2.csy</u> (1.9 kB) intra.csy (68.8)	Received months app 07.08.2018 15.31 2 months app 07.08.2018 15.31 2 months app 07.08.2018 14:57 2 months app 07.08.2018 14:57	20.09.2018 Only my uploads C R Exchange status Refused Refused	Feedbacks	Choose XML/XBRL
Declarer Declarer (ED0000000000) (ED000000000) (ED000000000) (ED000000000) (ED000000000) (ED000000000) (ED000000000)	Dioads Ticket # CSV-471848 CSV-471847 CSV-471841 CSV-471840	File intra.csv (69 8) Aon2.csv (1.9 km) intra.csv (68 8) Conac.csv (69 km)	Received 2.months app 07.08.2018 15:31 2.months app 07.09.2018 15:31 2.months app 07.09.2018 14:57 2.months app 07.09.2018 14:48 2.months app	20.09.2018 Charge status Exchange status Refused Refused Refused	Feedbacks	Choose XML/XBRL
Declarer Declarer KED - D000000000 KED - D000000000 KED - 0000000000 KED - 0000000000	Dioads Ticket # CSV-471848 CSV-471847 CSV-471840 CSV-471840 CSV-471839	File intra.csy (69 8) Aon2.csy (1.9 K3) intra.csy (60 8) Conac.csy (6.9 K8) Conac.csy (6.9 K8)	Received Renorms ago 07.08.2018 15:31 months ago 07.08.2018 15:31 months ago 07.08.2018 14:57 months ago 07.08.2018 14:57 months ago 07.08.2018 14:48 2 months ago 07.08.2018 14:46 1 months ago	20.09.2018 C R Exchange status Refused Refused Refused Refused Refused	Feedbacks	Choose XML/XBRL
Declarer K80 - 000000000 K80 - 000000000	Dioads Ticket # CSV-471848 CSV-471847 CSV-471840 CSV-471839 V-471823	File intra.csy (69 8) Aon2.csy (1 6 K8) Aon2.csy (1 6 K8) Intra.csy (66 8) Conac.csy (66 8) Conac.csy (66 8) Conac.csy (66 8) Xalidate.action xml (562 8)	Received Amonths ago 07.08.2018 15.31 months ago 07.08.2018 15.31 months ago 07.08.2018 14.457 months ago 07.08.2018 14.48 2 months ago 07.08.2018 14.46 2 months ago 07.08.2018 14.46 amonths ago 07.08.2018 14.46 months ago 07.08.2018 14.46 months ago 07.08.2018 14.46	20.09.2018 Chly my uploads C R Exchange status Refused Refused Refused Refused Refused	Feedbacks Feedbacks $\bigcirc \pm$ $\bigcirc =$ $\bigcirc =$	Choose XML/XBRL

Figure 10 – Home page

The user's home page is in 4 sections:

1. Active reports: this section displays a maximum of five reports by the declarer which have not yet been completed, with the submission date closest to the current date. The user can access the full list of his reports by clicking on the button "Browse All". By clicking on one of the reports, the user gains access to the list of forms in that report.

Each report and each form display a status indicating its progress:

- "Initial" status means that the report/form is blank.
- "Open" status means that the report/form is being completed; a second word indicates whether the report/form contains errors or warnings.
- Finally, "closed" status means that the report/form is complete, and that user has validated its content.

The report's overall status always reflects the most critical state of progress of the forms that it contains. For example, if the report contains ten forms, nine having "open – OK" status and one with "open – error" status, then the report's overall status will be "open – error".

- 2. Profile information: in this section the user can see and modify his ID information and contact details.
- 3. Latest uploads: in this section the user sees the list of the latest data files that he has imported, and their status. When the button "Only my files" is activated, the user only sees the files that he has uploaded himself. The exchange status definitions are stated in 4.2.3 File processing.
- 4. Importing files: in this section the user can import an XML or XBRL file in two ways:
 - Drag and drop: the user can drag a file straight into the box in dotted-line and drop it there.
 - Browse: by clicking on browse XML/XBRL Choose XML/XBRL, the user can browse the files saved on his device and select the one he wants.

4.2.2 Reports

The "Reports" menu contains the consultation and declaration submission functionalities.

4.2.2.1 List of reports by domain

Under the "Reports" tab, the OneGate application displays the list of reports concerning the selected declarer (Figure 11 - List of reports by domain). These reports are classified by domain. Note that the user will only see here the declarer's domains for which he has been given access. If the user does not see the domain he is looking for, it means either that the selected declarer does not submitany reports in that domain, or that the user's current access does not include the domain sought.

Figure 11 – List of reports by domain

♦ OneGate		
Home Reports Uploads Messages 🚳 Help 🛇 EN	KBO - 0000000000	John Smith NUIN 800-00000000-00
Reports		
🗁 BBP - Balance of payments	🗮 Piet Pieters	🖼 Send a message
F01DGS - F01DGS - Foreign activities : Services and transferts		
F01MTR - Foreign money remittances		
F01PKI - F01PKI - Foreign activities : Banks		
SO3CCR - SO3CCR - Foreign activities : debts and receivables vis-à-vis abroad pursuant to transactions of goods		
ENERGY-GAS - Energy-GAS		
F01ENE - Energy		
F02INS - F02INS - Foreign activities : insurance and reinsurance companies		
L01PKI - L01PKI -0010- List of clients		
SXX - Foreign Trade	🗮 Kevin Jean	🖼 Send a message

The \leq icon to the right of the title of each domain enables the user to open a window where he can write a message for the manager of that domain, within the data collecting institution, and send it direct via the application's internal messaging system. Note that such messages are not authorized for certain specific domains. If that is the case, a pop-up window will indicate an alternative email address that the user can contact via the messaging system of his choice.

4.2.2.2 Control Panel

Navigating in the structure of a report is rather intuitive. If you click on a report in the list, the application displays a control panel specific to that report (Figure 12 – Control panel), in the form of a calendar. The calendar shows the collection status of a report for each expected period. The periods are automatically based on the reporting frequency applicable to the declarer. By clicking ona period shown in the control panel, the declarer can navigate in the structure of the report for the corresponding period. The meanings of the indicators used in the control panel are given in Table 1, followed by the meanings of the colors.

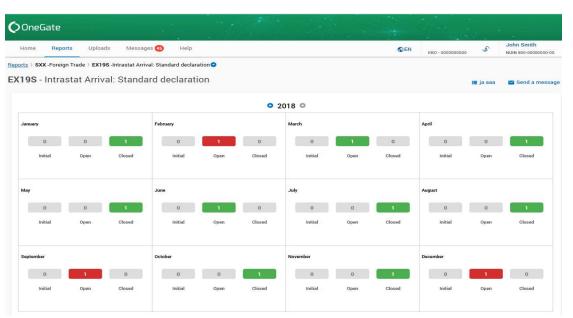


Figure 12 – Control panel

Table 1 – Status description

Fields	Description
Period	The collection period format is always of the year-month type. In the case of quarterly, half-yearly or annual collection, each period is identified by the last month in the period.
Initial	This field indicates the number of blank forms for the period concerned
Open	The Open field mentions the number of forms which have been (partly) completed. Forsuch
	form(s), the declarer can still change or supplement his declaration
Closed	The Closed field indicates that collection has ended. In all cases, the declarer can nolonger change the content of his declaration. However, he can still consult it.

Meaning of the colors

The status ratings "Error" (red), "Warning" (orange) and "OK" (green) are mutually exclusive. This means that they cannot be displayed simultaneously for a given period of a report. These three colors indicate the collection status.

The status "Error" (red) means that the data collected do not conform to the expected format (according to the validation rules specific to that report) and that the form therefore cannot be closed. The status "Warning" (orange) means that the data collected do not conform strictly to the validation rules but are still acceptable subject to certain conditions. Finally, the status "OK" (green) indicates that the data entered respect the validation rules. If the report forms have different status colors, it is always the color of the most worrying status that will be displayed in the report's control panel or on the home page, namely in the following order: Error > Warning > OK. The color grey has no special meaning.

For example: if a report's control panel contains 2 forms with "open" status marked in red, that means that at least one of the forms is incorrect. Conversely, if the report status is green, that means that all its forms have OK status.

4.2.2.3 Form selection and management

4.2.2.3.1 Selection

If you select a period in the control panel (calendar), the application displays the first level of the report's structure for the selected period, i.e. the list of its component forms (Figure 13 - Form selection screen). The list of forms is presented in the form of a table. The fields that make up the form are described in Table 2.

Figure 13 – Form selection screen

2014							Tx Undo	sort C Refi
Search					٩			
Close and send	± Import CSV	± Export	🖶 Print	\odot Initialize	🔕 Set to Nihil	🗱 Set to Not Reported		
Name	Code	Due	for	Last updated	Status	Nihil M	Not Reported	Reference
Constraints - level 12 - Notifyall	FORM	1_12		2 minutes ago 16.10.2018	Open - C	ĸ		
Constraints - level 1	FORM	L1		8 days ago 08.10.2018	Open - V	/arning		
Constraints - level 2	FORM	1_2		2 minutes ago 16.10.2018	Open - E	rror		
Constraints - level 3	FORM	1_3		a few seconds ag 16.10.2018	° Initial			

Table 2 - Description of the fields describing a form

Fields	Descriptions
Name	Name of form
Code	Form code
Due date	Deadline for declaring data for the period.
Last updated	Date when the form was last altered.
Status	This field indicates the form's collection status. Three collection stagesmay be displayed: Initial, Open or Closed (see Table 1). For the "open" and "closed" stages, a color also indicates the status of the data entered: Error, Warning, OK (see Table 3).
Nil	This field indicates whether the declarer has set his declaration to "nil", or in other words, whether he has submitted a blank declaration. The nil setting is a useful option if the declarer is obliged to complete a givenreport or form but has nothing to declare. He can thus indicate that he has fulfilled his declaration obligation even though he has not entered any data for the period concerned.
Reference	In some cases, a form can be completed more than once for the same period. In that case, the user will be asked to specify a reference so that the various versions of the form can be distinguished from one another.

Table 3 - Description of a form's status

Status (colors)	Descriptions
Red	This color indicates that at least one data item entered on the form fails to conform to the expected format. The form cannot be closed in that condition.
Orange	This color indicates that at least one data item entered on the form fails to conform entirely to the expected format. That does not prevent theform from being processed. The form can be closed.
Green	The data entered are acceptable.
Blue	The data entered are being validated.

A series of available actions is displayed above the list of forms. There are buttons for performing those actions.

Close and send	Close·and· <u>send:</u> ·closes·a·form·¤	100
✓ Validate	Validate: initiates execution of the form validation rules	
Validation report	Validation·report:·displays·the·form·validation·report·in·xml·or·html·formatX	1
1 Import CSV	Import·CSV:·imports·data·in·CSV·format·into·a·form¤	
	Export:·exports·data·contained·in·a·form¤	
🖶 Print	Print: prints the declaration collection status in PDF formatx	10
 Initialize 	Initialize: ·restores ·a ·form ·to ·blank ·status · ("initial " ·status) 🛛	22
😮 Set to Nihil	Set·to· <u>nihil:</u> ·sets·a·form·to·"nihil"·(nothing·to·declare)¤	22

Remark:

- The list of forms in a report may vary from one period to another because the reporting frequency may vary between forms.
- To perform one of the actions in the above table, you must first select a form in the list.
- Certain actions cannot be applied to multiple selected forms (example: import a declaration in CSV format).
- Certain actions are specific to certain types of report:
 - Reopen : Reopen: reopens a closed form; only active if the report permits that action
 - •→.....sset to Not Reported same as "set to nil", but only for XBRL-type reports¶
 - → → ··New:·creates·one·or·more·report·forms·on·request;·only·available· forreports·with·no·set·<u>frequency</u>¶
 - •→ Delete: ·: Delete: · simply · deletes · a · form; · only · available · for · reports · with · no · set · frequency, · for · which · the · forms · are · created · on · request.¶

4.2.2.3.2 Closing a form

A period of a selected form is closed via the "Close and send" button. It means that the reported data are finally confirmed. After confirmation that the form has been closed, it is therefore no longer possible to modify the data, and the form's status changes from open to "closed".

Remark:

- If the status of the form is "error" or "initial", it is not possible to close the period. The "close and send" button will be colored grey.
- For some reports, this button is never available. That applies, for instance, to reports which close automatically after a period defined by the domain manager, or to reports which remain open indefinitely. The latter can be modified at will.
- For some reports, the domain manager may authorize a declarer to reopen a closed declaration. In that case, the "Reopen" button will be displayed above the list of forms.

4.2.2.3.3 Importing data

This function, accessible via the "Import CSV" button, can be used to import data into the form in a CSV file. It is not available systematically for every form. This is an option defined by the domain manager.

This functionality is described in more detail below.

4.2.2.3.4 Exporting data

This function can be used to export data entered in the selected form as a CSV or XML file. There are three available export options. They are described in Table 4. When exporting data, the user can save the file locally or open it direct.

Table 4 - Description	of the declaration	data export formats
------------------------------	--------------------	---------------------

Export options	Descriptions
CSV	The data from the (single) form selected are exported in a CSV file. The exported file has the appropriate structure to be imported later if necessary. The lower part of the export window shows the structure of the data in the CSV file that will be generated.
XML	The data from the selected form(s) are exportedin an XML file. The format of the XML file is specific to each report.
XML report	The data from all the forms in the report are exported in a single XML file. The format of the XML file is specific to each report.

Remark:

- If multiple forms are selected, the application only offers XML or XML Report format for exporting data.
- If no form is selected, the application only offers to export the full report in XML Report format

4.2.2.3.5 Printing a collection statement

The print button can be used to generate two types of report in PDF format (Figure 14 – Printing a collection statement).

Figure 14 – Printing a collection statement.



The first type ("Overview") simply reports the collection status of a form at a given moment. The second type of report is more complete ("Detail"), since it also reproduces the whole of the declaration.

4.2.2.3.6 Nil declaration for a form

If the declarer has nothing to declare for a given form and period, he can give the form "Nil" status by using the "set to nil" button. In that case, the form will be deemed to have been completed even though no data were entered. The status of the form will therefore change from "Initial" to "Open". In the list of a report's forms, the column "Nihil" indicates whether the form has been set to nil (Figure 15 – Setting a form to "nil" to "nil").

Image: Close and send Image: Reopen ✓ Validate Yalidation report Image: Image: Reopen ✓ Validation report Image: Image: Reopen Image: Reopen ✓ Validation report Image: Reopen Image: Reopen ✓ Validation report Image: Reopen Image: Reopen ✓ Validation report Image: Reopen Reference Reference Reference Image: Reopen Reference Reference Reference Image: Reopen Image: Reopen Image: Reopen Image: Reopen Reference Image: Reopen Reopen Image: Reopen I

Figure 15 – Setting a form to "nil"

4.2.2.3.7 Reinitializing a form

With the "initialize" button the user can restore the selected form to blank status ("*initial*" status), including forms set to nil. As a result, all the form's previously declared data for the selected period are deleted.

4.2.3 Completing forms

OneGate offers three ways of completing reports:

- A. Manually (manual data entry),
- B. By uploading a CSV file
- C. By uploading an XML or XBRL file.

These three options are not systematically available for all reports. It is the report manager within thedata collecting institution who determines the available options.

4.2.3.1 Manually

In selecting a report form in a given period, the user is taken to a screen where he can see the content of the form's component sections (Figure 16 – Form and sections screen). He can navigate in these various sections by using the tabs on the left of the section being viewed.

🗘 OneGate John Smith Reports Uploads Messages 🗿 Help кво - 0000000000 Home **SEN** Reports) DIV -Foreign Direct/Other Investments) \$13FDI -Stocks on direct investments > 2017 > \$13FDI -S13FDI Stocks on direct investments S13FDI - S13FDI Stocks on direct investments ← Forms list 🛛 🗮 Peter John 🛛 😭 Send a message Declaring party's equity o Save Declaring party's equity Stocks on equity of the respondent: No items were entered for entity: 0 Show more (2) e select hereunder the (set of) element(s) for which you wish to enter a form. lete the form and click on "Save" for each selected (set of) element(s), one by 0 - BE - KBO - TESTDI1 * i Delete TOTAL FOULTY 🗆 +1 +5 Capital M5211 +1 +5 Issue premiums M5212 □ +1 M5213 +5 Revaluation gains M5214 +5 Reserves and capital subsidies +1 +5 Deferred results deferred profit M5215 +1 +5 Deferred loss M5216

Figure 16 – Form and sections screen

Remark:

- - If the form contains only one section, no section tab is displayed.

a) <u>Entering data</u>

The elements that make up a section (called "items") in which the declarer will enter his data may appear in 3 different forms:

- a file,
- a list,
- a table.

The buttons in the upper part of the section screen can be used respectively:

Save	to·save·and·validate·the·data·entered¤	2
🕙 Send a message	to·send·a·message·(information·or·questions)·to·the·manager·responsible· for·collecting·your·data·in·the·data·collecting·institution¤	¢
ii _x	$to \cdot designate \cdot a \cdot person \cdot to \cdot complete \cdot the \cdot selected \cdot form \cdot (person \cdot identified \cdot in \cdot the \cdot list \cdot of contacts; \cdot see \cdot below) \texttt{X}$	þ
🕶 Forms list	to return to the list of report forms¤	þ

Files

Files present the items to be declared one below another (Figure 17 - Example of a fil). Each item can only be given a single value for the selected period.

Figure	17 -	Examp	le of	a file
--------	------	-------	-------	--------

OneGate			
Home Reports Uploads Messages 🜒 Help	S EN	Smiths Company KBO - 0000000000	John Smith NUIN 800-00000000-00
eports) CJT -Conjuncture) 4100- <u>Report 4100</u>) <u>November 2018</u>) 4100 -Form 4100[0100701 - CJT91.000.3610] 100 - Form 4100[0100701 - CJT91.000.3610]	← F	orms list 🛛 🔠 Contacts	📔 Send a messag
Section 1 for 4100			Save
NL\ Harde vezelgarens			
1) Development and assessment			
1.1 [015] Your production rate for this product, in October 2018 compared to September 2018: Disregard fluctuations due solely to the unequal number of working days from month to month or to the granting of paid holidays.		O increased o remained unchanged	- 1
1.2 [016] What has been the trend of production over the past 3 months with regard to this product:		O decreased O upwards remained unchanged	- 11
Disregard however purely seasonal fluctuations.		O downwards	

Lists

Lists can be used to declare a variable number of items (lines) with a common set structure (Figure 18 - Example of a list).

Figure 18 - Example of a list

Home Reports	Uploads	Messages 🄇	5 Hel	p			S EN	KBO - 0000000000		nn Smith N 800-00000000-00
orts) sxx -Foreign Trade						F19S -Intrastat Arrival: Standard dec		orms list 🛛 🔳 Jo	hn Smith 🛛 🗳	Send a messa
Intrastat Arriva	I: Standa	ard decla	ration							Save
There are 2	ines in this de	claration totali	ing 972 EUR							
There are 2 There are 2	ines in this de +5 rows		ing 972 EUR errors only							
				Region	Goods code	Net Mass (kg)	Supplement	ary units	Value in I	Euro
	+5 rows	Show e	errors only Trans-		Goods code 06011030	Net Mass (kg)	Supplement	ary units 6 322	Value in F	Euro 651

Above the list, the delete button Delete enables the user to delete the selected lines in the list. The buttons +1 row and +5 rows enable the user to add blank lines to the list, if necessary. Finally, the box "Only display errors" can be used to display only the lines in which the application has detected an error (for example: incorrect date format). If this box is ticked, the form's validation rules are executed, and errors appear in red in the table.

Tables

A table can be seen as a list in which the first column is fixed and predetermined (Figure 19 - Example of a table). Nonetheless, for some of these tables the icons "+1" and +5" enable the user to add lines at a specific place in the table, and the delete icon " \bullet Delete " can be used to delete them.

) OneGate										
Home Reports Uploads Me	essages 45	Help					© EN	KBO - 0000000000	£.	John Smith
oorts) BBP -Balance of payments) F01DGS		reign activit	ies : S	tervices and transferts 🕤) March 2018) F01	DGS -Services	and transferts			
01DGS - Services and trans	ferts						÷	Forms list 🛛 🔳 Piet Pi	eters	Send a mess
Passenger transport		Passe	nge	er transport 💿						Save
		📋 Dele	ete							
Transport of goods				UNKNOWN LABEL		Country of the co- contractor	Currency	Income Amounts		Expenses Amounts
Renting or hiring of means of transport		□ +1	+5	Sea transport of passengers	B2001	AU	AUD		0	Anounta
Transport related supporting		+1	+5	Air transport of passengers	B2101	BI	BIF		0	
services		□ + 1		Rail transport of passengers	B2201		l	-	0	
Postal, telecommunication and		□ +1		Road transport of passengers Combined means of transport of	B2301			1	0	
information services	<	- +1	+5	passengers	B1101				0	
Computer services		- +1	+5	Excursions made by tourists during thei stay or holiday in that country	CØ302				0	
		+1	+5	Cruises	C0303				0	
Financial services, commissions and brokerage	1									

Figure 19 - Example of a table

b) Validation rules

The report manager can define the validation rules for each report. Among other things, those rules are used to verify the data entered by the declarer (example: the value entered must be between €10 and €100) or to deduce certain values (example: calculate the total amount of such transactions declared).

These validation rules are executed automatically by the application when the user saves the data entered. If the data do not satisfy the validation conditions, the application points that out, and the errors appear in red in the form. By placing the cursor over the red area, the user can see the message relating to the error detected (Figure 20 – Validation).

Show errors only 5 rows Trans-Region Goods code Net Mass (kg) Supplementary NE Country action FR 1 2 14521485 50 А This value does not belong to the list of valid values

Figure 20 – Validation rules

All the validation errors are put together in a report ("Validation Report"). This can be exported in twodifferent formats: HTML or XML. With this button, the application allows the user to choose the format in which the validation errors are displayed (Figure 21 – Validation report formats).





Figure 22 shows an example of a validation report in HTML format.

Figure 22 – Validation report

	VALIDATION REPORT										
Declarer :	KBO	000000097	1097 Email : John.Smith@nbb.be								
Report : EX19S Period : 2018-01											
Form : EXF19S											
Status :	Error	#Errors :	1	#Warnings :	0	#Informations : 0		<< Details			
Item : EXSEQCODE : 1 EXCNT : FR EXTTA : 1 EXREG : 2 EXTGO : 145214' EXWEIGHT : 50 EXUNITS : 1 EXTXVAL : 455	85	ERROR : 1	'his value do	ies not belong to the list	of valid v	'alues					

- The first line below the title "Validation report" shows the declarer's ID and the user's details.
- The second line shows the report code and the period concerned.
- The third line shows the code of the form concerned.
- The fourth line shows the form's general status, the number of errors, warnings and notifications generated by the validation rules.
- Finally, the table contains the list of items for which an error (or warning) has been found, and a description of the error.

If the validation report is in XML format, it contains the whole of the form's declaration with an error message relating to each incorrect item.

4.2.3.2 Importing a CSV file

For some reports, the declarer has the option of submitting his declaration by means of a CSV file. However, there is a restriction: the CSV file can only contain data relating to **one form at a time**. When the function is available, the "Import CSV" button appears above the list of report forms. By clicking on that button after selecting a single form, the user gains access to a new screen shown in Figure 23. Via this screen, by clicking on the "*Browse*" button, the user can select a file in CSV format on his device.

mport CSV - Ir	ntrastat Arriva	al: Standa	ard declaratio	n		×
Туре				Encoding		
🔿 Append 🧿 F	{eplace			UTF-8		
CSV Format			ord	owse CSV Irag it here. I: Standard declara	tian	
			intrastat Arriva	I. Standard declara	luon	
Flow Country	Transaction	Region	Goods code	Net Mass (kg)	Supplementary units	Value in Euro

Figure 23 – Importing a CSV file

The data format that the CSV file must respect for the selected form is described in the lower part of the screen. After the user has selected a file and confirmed that it is to be uploaded, the file is sent to the server and the following message appears:

Figure 24 – Message on importing a CSV file



The OneGate application also generates a ticket, i.e. a unique number identifying the data import (Figure 25 - Importing CSV). This ticket number ensures that the transfer can be traced. The "Files Exchanged" tab can be used to track the progress of the processing of the files submitted and enables you to conduct a search based on the import ticket number.

Note that before uploading a CSV file, the user must specify whether the data that it contains are meant to replace any existing data altogether, or to be added to the data already declared for that form and period.

Figure 25 -	Importing	CSV
-------------	-----------	-----

O neGa	ate									
Home	Reports Up	oads Messages	6 Help				© EN	KB0 - 000000000	<u>s</u>	John Smith NUIN 800-00000000-00
Uploads						🏋 Clear filters 🛛 🗹 Only n	ny uploads	C Refresh		
Declarer	*	Ticket #	ē f	From 🔭 🖻	To	 Exchange status 	•	Q		
Declarer	Ticket #	File		Re	ceived	Exchange status	Fee	dbacks	1	
KBO-000000000	CSV-475227	importCSV.csv	(96 B)		ninute ago 5.10.2018 15:32	Accepted - OK	0	<u>*</u>	Choose	XML/XBRL

4.2.3.3 Importing an XML file

OneGate also allows you to import data in the form of XML files to complete the reports. This functionality can be accessed via the "Home" and "Uploads" tabs.

For any report, the declarer can always submit his declaration by means of an XML file. This file has a structure specific to each type of report.

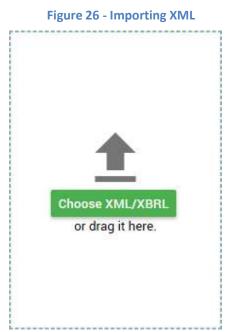
Interested users should contact their domain manager to find out the exact structure of the XML filevalid for domain reports. However, you should note that an XML file valid for a given report can be generated from the screen for selecting that report's forms, by exporting in XML format all the formsfor a period **previously completed in full (**see Figure 13 – Form selection screen).

Whatever the type of report, the XML file is structured so that it contains the identifiers of the declarer, the report and the period covered by the data which it contains. That file can be submitted via three different channels:

- via the Web interface
- by e-mail,
- via Web services (B2B / A2A).

Under the "Home" and "Uploads" tabs, the user can upload an XML file in two ways:

- 1. "Drag and drop": drag one or more files and drop them in the specified zone (Figure 26 –Importing XML).
- 2. Upload XML/XBRL: select a file by using the "Choose XML/XBRL" button.



4.2.4 File Processing

When a declaration is submitted via a data file (CSV, XML or XBRL), the file is received by the application. The application issues a ticket number that identifies the submission. Next, the application tries to process the file, i.e. to read the file's structured content in order to identify the data that need to be entered in the declarer's declaration. The report on the processing of uploaded filescan be consulted via the "Messages" and "Uploads" tabs. The screen shown in Figure 27 enables you to consult the information on the processing of the files submitted.

() OneG	ate						
Home	Reports U	ploads Messages 🚳	Help		Ø	EN KBO-0000	John Smith NUIN 800-0000000-0
Uploads					🍢 Clear filters 🛛 🗹 Only my uploar	ds C Refresh	
Declarer	*	Ticket #	From F	To To	 Exchange status 	٩	
Declarer	Ticket #	File		Received	Exchange status	Feedbacks	1
KBO - 0000000097	CSV-475227	importCSV.csv (96 B)	6 minutes ago 15.10.2018 15:32	Accepted - OK	⊙ <u>*</u>	Choose XML/XBRL
KBO - 000000000	CSV-471848	intra.csv (69 B)		2 months ago 07.08.2018 15:31	Refused	⊙ <u>+</u>	or drag it here.
KBO - 0000800000	CSV-471847	Aon2.csv (1.9 KB)		2 months ago 07.08.2018 15:31	Refused	⊚ <u></u>	
KBO - 0000000000	CSV-471841	intra.csv (68 8)		2 months ago 07.08.2018 14:57	Refused	© ±	
KBO - 0000000000	CSV-471840	Conac.csv (6.9 KE	3)	2 months ago 07.08.2018 14:48	Refused	⊚ ±	k
KBO - 0000000000	CSV-471839	Conac2.csv (3.0)	(8)	2 months ago 07.08.2018 14:46	Refused	⊙ <u>ŧ</u>	
KBO - DECLPAR	V-471823	validate_action.	xml (582.8)	2 months ago 07.08.2018 09:34	Refused	⊙ <u>ŧ</u>	
KBO - 0000000097	462983	export-reports_4	11310.xml (4.5 KB)	6 months ago 23.04.2018 10:42	Accepted - OK	© ±	
KBO - 0000000097	CSV-470620	export-reports_3	19847.csv (91.7 KB)	6 months ago 23.04.2018 10:32	Accepted - OK	⊙ <u>ŧ</u>	
KBO - 0000000097	CSV-470619	export-reports_3	19847.csv (72 B)	6 months ago 23.04.2018 10:14	Accepted - OK	⊙ <u></u>	
KB0-000000097	CSV-470618	export-reports_3	19847.csv (81 B)	6 months ago 23.04.2018 10:12	Partially accepted	⊙ ±	

Figure 27 – File processing

Under the "Uploads" tab (and on the home page) there is a summary table of the files exchanged and their result (Figure 27 – File processing). The user can search anywhere in the entire history of his uploaded files.

In the upper part of the screen you can enter search criteria to filter the list of recorded file transactions. Those criteria are:

- Declarer's name
- Ticket number
- Date of uploading
- Status
- Feedback

It is also possible to view only the uploaded files of the currently selected declarer by ticking the box "only my files".

File processing status	Description
Received	The file has been received but has not yet been processed.
Processing	Data are currently being imported into the file.
Refused	The importing of data into a declaration has failed because the file does not have the expected structure.
Cancelled	The importing of data into a declaration has beencancelled.
Partly accepted	Either the data in the file have been accepted butat least one error has been detected by the validation rules, or only part of the uploaded file hasbeen extracted and the rest has been rejected.
Accepted - Warning	The data in the file have been successfullyextracted, but the report validation rules have generated at least one warning (and no error).
Accepted – OK	The data in the uploaded file have beensuccessfully extracted.

The processing status of the files submitted is described in Table 5.

 Table 5 - Description of the processing status of the files submitted

OneGate regards the submission of a file by a user as the sending of a message (internal email) with the uploaded file as an attachment. Each time the user uploads a file, the application responds by sending the declarer a message containing the unique ticket number of the transaction. For each file submitted, there are therefore at least two associated messages: one generated by the user (submission), the other generated by the application (generation of the ticket number). When the user clicks on a line in the table showing the file transactions, he accesses the messages relating to the transactions. Clicking on one of the messages in the list causes the application to display its content, which is simply a text and an attached file. This is also described in the chapter on 'Messaging' (see Figure 28 - Messaging).

4.2.5 Messaging

OneGate offers a secure environment for exchanging messages and files between declarers and the data collecting institution. In other words, all the messages and files sent via OneGate are encrypted and saved in the OneGate environment.

The "Messages" tab gives access to the OneGate internal messaging system, which manages two types of communication:

- "standard" messages (emails) exchanged between the user and the data collecting institution
- notifications relating to the uploading and processing of the declarer's data files

Home Reports	Uploads Messages Help		QE	EN кво-000000000 🕹	John Smith NUIN 800-00000000-00
lessages					
🖋 New message	Select All	[CSV-471848]		2 months ago	ĸ Reply 🔋 Delete
O Inbox → O Sent	2 months ago	Declarer 000000000	Domain Foreign Trade	Ticket # CSV-471848	Attachment
Filters	2 months ago [CSV-471847] Processing feedback for declarer [0000000000]	Report Intrastat Arrival: Standard declaration	Period 01.01.2018	Form Intrastat Arrival: Standard declaration	
Start date 🔻	2 months ago CCSV-471841] Processing feedback for declarer [0000000000]	Processing feedback for decl number [CSV-471848]).	arer [0000000000] in domain [S	XX] (associated to file "[declaration of the second s	on.xml]* with ticket
End date 🔻	2 months ago				
oomain 👻	CSV-471840] Processing feedback for declarer [0000000000]	<			
icket #	2 months ago [CSV-471839] Processing feedback for declarer [0000000000]				
Search Reset	a year ago 453891] () Processing feedback for file *[DESSTEPS_2238				
	a year ago □ [453890])) Processing feedback for file *[DESSTEPS_2238				

Figure 28 - Messaging

Via the inbox or the outbox, the user can create a new message by clicking on <u>New message</u>. He can send a message to the collection manager for a specific report (by selecting a domain and a report in the message creation window) or to the manager of an entire domain (by just selecting thedomain).

A number on the messaging tab indicates how many unread messages there are (if any).

4.2.5.1 Consulting messages

4.2.5.1.1 Inbox

This inbox (Figure 29 - Inbox) offers the user several possible actions:

- New message: the user can write a new message.
- Filter: the user can filter his messages according to status, date sent, domain and ticketnumber.

Figure 29 - Inbox

Mess	ages	
I.	New message	
O Inb	x	\rightarrow
O Sen	t	
	Filters	
Status		•
Ē	Start date	*
Ē	End date	•
Domain		•
Ticket #		
Search	Reset	

By clicking on one of the messages, the user can view the message in detail. The message metadata are displayed at the top, namely:

- Issuer
- Addressee
- Date
- Time of receipt

No issuer will be shown if the message is generated automatically by the OneGate application (example: a validation report). Next comes the actual content of the message followed by the list of any attached files.

The user can reply to a message being viewed or delete it by clicking on the corresponding icons in the top right-hand corner of the message (see Figure 30 – Managing messages). He can also mark multiple messages at a time as read or unread, or delete them, by selecting them from the list in the inbox and clicking on the corresponding icons which then appear above that list.

Figure 30 – Managing messages

Select All	۵	17
	2 months a	ago 🖉
CSV-471848 0 Processing feedback f	or declarer (000000000	0]
*	2 months a	ago
CSV-471847] Processing feedback for	or de <mark>clare</mark> r [000000000	D]

4.2.5.2 Outbox

The outbox is presented the same way as the inbox (Figure 31 – Outbox), except that the user does not have the option of marking a message as read or unread.

Figure 31 – Outbox

Home Reports	Uploads Messages Help		SEN KB0-0000000000 C John Smith NUN 800-00000000
Vessages			
💉 New message	Select All	4F	Click on a message to see its content.
O Inbox O Sent →	a few seconds Encoding Error Encoding Error	ago	
Filters			
🖹 Start date 🔻			
End date		<	
Domain 💌			
icket #			

4.2.6 Help

Under the "Help" tab there are useful documentation resources that the data collecting institutionmakes available to its declarers and OneGate application users.

For instance, you will find a Quick-Start Guide to the application and a series of links to the documentation specific to various reports available in the application.

The content of this tab may change at any time to meet the OneGate users' information needs.

5. APPENDICES

5.1.1 APPENDIX 1 – BROWSER COMPATIBILITY

OneGate supports the commonest browsers. They are listed below. If browsers not included inthis list are used, we cannot guarantee how the application will respond.

- <u>Windows</u>: Internet Explorer 11*, Edge, Mozilla Firefox, Chrome or Opera.
- <u>Linux</u>: Mozilla Firefox, Chrome or Opera.
- <u>Mac</u>: Mozilla Firefox or Safari.

* Like Microsoft, for performance reasons we recommend that you use the Edge browser instead of Internet Explorer 11

5.1.2 APPENDIX 2 – BROWSE/SEARCH/FILTER

Breadcrumbs

A "breadcrumbs"-type menu is available in each report and allows you to navigate quicklyfrom one level to another using the button •

For example, to switch from one report to another:

Reports)	SXX -Foreign Trade)	EX19S -Intrastat Arrival: Standard declaration	EX19S - Intrastat Arrival: Standard declaration
			EX29E - Intrastat Dispatch: Extended declaration (until 2018)

<u>Search</u>

Some screens, such as the one under the "Files exchanged" tab, allow you to conduct searches.

First specify the desired search criteria, then click on the button 💟

Declarer			From			To		Exchange status		
KBO-0000000000	Ticket #	É	01.01.2018	٠	ē	31.03.2018	*	Accepted - OK	•	٩

Filter

By clicking at the top of certain columns in a table, you can rearrange their content and consequently the content of the entire table. For example, click at the top of the "Received" column in the "Files exchanged" table to arrange the files exchanged in chronological order(up or down):

<u>Refresh</u>

Declarer	Ticket #	File	Received	¥	Exchange status	Feedbacks
----------	----------	------	----------	---	-----------------	-----------

You can track the status of an action that you have taken by clicking on the C Refresh button. For example, you can then track the processing of a file you have sent under the "Home" tab. Click on the "Refresh" button to track the upload status:

Recent up	oloads		[] On	ly my uploads	C Refresh	II Bi	rowse all
Declarer			Received	Exchange status		Feedbacks	
KB0 - 0000000000	CSV-475227	importCSV.csv (96 B)	17 hours ago 15.10.2018 15:32	Accepted -	ок	0	ŧ