


## Quarterly declaration VAT units via OneGate

### 1. Log in on OneGate

As a member or person in charge of a VAT unit, log on to the OneGate declaration application (<http://www.nbb.be/onegate>) with the username and password that were provided to you by letter or e-mail.

Submit your declarations:

- with [electronic certificate](#)
- with [username and password](#) 


### 2. Create your profile and fill in the declarant's contact details

The first time you sign up, you must fill in both your profile details and the contact details of the declarant.

#### 2.1 Profile details

The profile details **refer to the access** to the OneGate reporting application. You can change your **profile details** at any time by clicking "NUIN" (your username in OneGate) at the top right and then on "Profile".

#### 2.1 Declarant contact details

The declarant's contact details **refer to the type of declaration(s)** for which the declarant has a reporting obligation. In order to access the declaration(s), you must add the **contact details of the declarant** (person responsible for the declaration). To do so, click the icon  at the top right of the screen.

Reports

Per due date | **Per domain**

VAT - VAT Units

A contact person with a default assignment for this domain is mandatory before further access to the reports. Please complete them. Thanks!

Contact persons

Select All


No contact person.

**New contact person**

First name *	Last name *	Language *
Jack	Miller	EN - English
Phone 1 *	Phone 2	Email *
+ 443 22214443	+ 443 22214443	j.miller@pramacmail.com

After you have created the "New contact person", you must assign the domain "VAT - VAT Units" to it. NB. You can create multiple contacts and assign them the same declaration domain.

**New assignment**

Domain \*  
VAT - VAT Units 

Report

Role

Make default

**Save** Cancel

### 3. Filing a declaration

#### Step 1: Navigate to the declaration

Go to the menu and click on "Home" or "Reports". Choose the "Reports by Domain" view and then click on:

- "VAT - VAT Units",
- "Quarterly declaration VAT-units" and
- the trimester to which the VAT data you are going to fill in relates.

You will then be taken to the overview below:

Reports > VAT - VAT Units > VAT-Q - Quarterly declaration VAT-units > March 2020

Forms - March 2020

Search

Close and send Reopen View Validate Validation report Import CSV Export Download PDF Initialize Set to Nihil

Select at least one form to perform an action.

<input type="checkbox"/>	Name	Code	Due for	Last updated	Status
<input type="checkbox"/>	Quarterly declaration VAT-unit (to complete)	DISTRIBUTION	in 15 days 21.03.2020	a day ago 05.03.2020	Initial
<input type="checkbox"/>	Members of VAT Unit (for your information)	ENTITIES	in 15 days 21.03.2020	a day ago 05.03.2020	Closed - OK

Here you see 2 forms:

1. Quarterly declaration VAT-unit (to complete)
2. Members of VAT Unit (for your information)

Only the first form has to be filled in by you. The other form with the members of the unit is filled in by us in advance. Are there any members joining or leaving your VAT unit? Mail the change to [BopVatUnit@nbb.be](mailto:BopVatUnit@nbb.be). Then we will update the form.

#### Step 2: Complete the declaration

You can fill in the declaration in 2 ways: manually or via a CSV file.

##### 1st way: Enter the data manually

Click on "Quarterly declaration VAT-unit (to complete)". You will then be taken to the "Record form for members of VAT Unit" where you manually enter the data per VAT unit member.

Record form for members of VAT Unit Save Quit Close and send

member of VAT Unit	box 00	box 01	box 02	box 03	box 04	box 05	box 06	box 07	box 08	box 09	box 10	box 11	box 12	box 13	box 14	box 15	box 16	box 17	
1234567890	0	2 800	0	0	0	98 000	0	0	0	0	0	0	0	50 030	0	0	0	0	0
1234567891	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1234567892	45 123	0	0	333 350	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1234567893	0	0	0	78 000	0	0	0	0	150 400	0	0	0	0	0	0	0	0	0	0
1234567894	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1234567895	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	45 123	2 800	0	411 350	0	98 000	0	0	150 400	0	0	0	0	50 030	0	0	0	0	0

##### 2nd way: Import the data via a CSV file

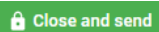
Tick the form "Quarterly declaration VAT-unit (to complete)" and click on Import CSV.

The correct layout of your CSV file is: **[KBO-nr member];[grid 00];[grid 01];[grid 02];[grid 03];[grid 04];[grid 05];[grid 06];[grid 07];[grid 08];[grid 09];[grid 10];[grid 11];[grid 12];[grid 13];[grid 14];[grid 15];[grid 16];[grid 17]**



**⚠ Do not use spaces** between the semicolons.

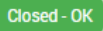
**Example** of a record: `1234567890;0;2800;0;0;0;98000;0;0;0;0;0;0;0;0;50030;0;0;0;0;0;0`

### **Step 3: close and send the declaration**

You can submit the declaration via the button  :

- at the top right of the record form or
- in the overview screen after you have ticked the form **"Quarterly declaration VAT-unit (to complete)"**.

<input type="checkbox"/>	Name	Code	Due for	Last updated	Status
<input checked="" type="checkbox"/>	Quarterly declaration VAT-unit (to complete)	DISTRIBUTION	in 3 months 21.06.2020	a day ago 05.03.2020	
<input type="checkbox"/>	Members of VAT Unit (for your information)	ENTITIES	in 3 months 21.06.2020	a day ago 05.03.2020	

Your declaration has been submitted correctly if the status of the form **"Quarterly declaration VAT-unit (to complete)"** in the overview screen is  .