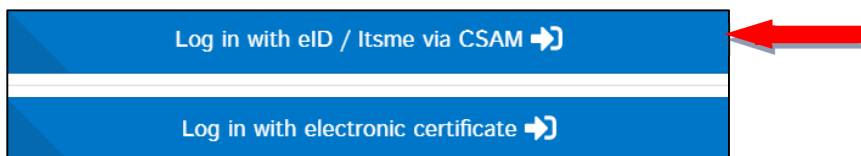# Quarterly declaration VAT units via OneGate

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). You will first have to identify yourself on CSAM, the government's e-services access portal.

More information about access to OneGate can be found here.

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.

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.

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:

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. 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

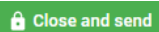| member of VAT Unit	box 00	box 01	box 02	box 03	box 44	box 45	box 46	box 47	box 48	box 49	box 56	box 81	box 82	box 83	box 84	box 85	box 86
1234567890	0	2 800	0	0	0	98 000	0	0	0	0	0	50 030	0	0	0	0	0
1234567891	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1234567892	45 123	0	0	333 350	0	0	0	0	0	0	0	0	0	0	0	0	0
1234567893	0	0	0	78 000	0	0	0	0	150 400	0	0	0	0	0	0	0	0
1234567894	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
TOTAL	45 123	2 800	0	411 350	0	98 000	0	0	150 400	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 44];[grid 45];[grid 46];[grid 47];[grid 48];[grid 49];[grid 56];[grid 81];[grid 82];[grid 83];[grid 84];[grid 85];[grid 86];[grid 87];[grid 88]***
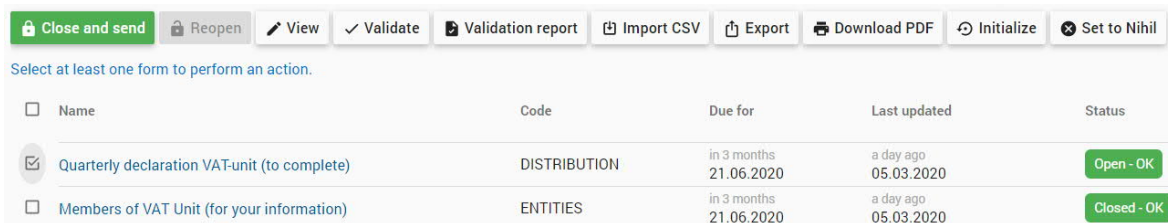
⚠ Do **not use spaces** between the semicolons.

Example of a record: *1234567890;0;2800;0;0;0;98000;0;0;0;0;0;50030;0;0;0;0;0;0;0*
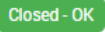
Step 3: close and send the declaration

You can submit the declaration via the button 🔒 **Close and send** :
- 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)"**.

🔒 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.

	Name	Code	Due for	Last updated	Status
☑	Quarterly declaration VAT-unit (to complete)	DISTRIBUTION	in 3 months 21.06.2020	a day ago 05.03.2020	Open - OK
☐	Members of VAT Unit (for your information)	ENTITIES	in 3 months 21.06.2020	a day ago 05.03.2020	Closed - OK

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