



## Quick start guide

*May 2018*

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## 1. CONNECTING

Connect to OneGate either via our [website](#) or directly

- with your user name and password, by clicking on the link <https://onagate-standard.nbb.be/>
- or with your certificate by clicking on the link <https://onagate-certificate.nbb.be/>.

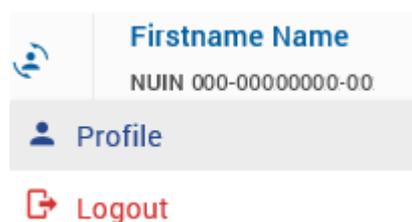
Enter your contact data by clicking on the button  [Edit profile](#) (“Profile” screen), click on  and continue navigating by using the other tabs.

## 2. TABS

Users will find the tabs in the upper part of the OneGate application. Navigate by clicking on the desired tab to use the functions available in the application.



- **Home:** The first tab on the left displays the OneGate home page.
- **Reports:** Data entry, consulting and submitting reports, importing CSV files, exporting, printing.
- **Uploads:** XML/XBRL file transfer page, and list of files sent and transfer status
- **Messages:** Messaging of the application
- **Help:** Direct link to documentation for using OneGate
- **The  button:** Enables you to select the interface language
- **Company number:** Click on your company number to assess contacts and manage the contacts for the various reports
- **The  button:** If you produce reports for various companies, click on this button to select the desired company.
- **User name:** Click on your user name to access your profile or exit the application:



### 3. NAVIGATE – SEARCH - SORT

#### 3.1. BREADCRUMBS

You can navigate around various screens using the  button.  
For example, to switch from one report to another:

[Reports](#) > [SXX - Foreign Trade](#) > [EX19E - Intrastat Arrival: Extended declaration](#)

- CC-IN - Centralised Clearance Import
- EG-IN - Extrastat Global Declaration Import
- EG-OUT - Extrastat Global Declaration Export

#### 3.2. SEARCH

Some screens, such as the one under the “Uploads” tab, enable you to conduct searches.

You can specify the desired search criterion/criteria, then click on .

Uploads

Declarer: KBO-0000000000    Ticket #:    From: 01/01/2018    To: 31/03/2018    Exchange status: Processed - ok 

#### 3.3. SORT

By clicking on the top of certain columns you can sort the contents of a table. For example, click on the top of the “Received” column in the “Uploads” table to obtain a chronological list of the data:

Declarer	Ticket #	File	Received 	Exchange status	Feedbacks
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#### 3.4. REFRESH

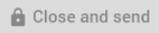
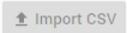
You can track the status of your actions by clicking on the  Refresh button. For example, under the “Home” tab you can track the processing of a file you have sent. Click on the “Refresh” button to track the status of the upload:

Recent Uploads  Only my uploads    Refresh    Browse all

Declarer	Ticket #	File	Received	Exchange status	Feedbacks
MyBIC BIC -	N-1	<a href="#">_(2018-03).xml</a> (12.5 kB)	24 days ago 27.03.2018 09:44	<span style="background-color: #28a745; color: white; padding: 2px;">Processed - ok</span>	

## 4. **BUTTONS**

### 4.1. **DEDICATED REPORT BUTTONS**

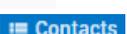
-  Close and send Close one or more forms (approve and send). If the form status is an error, it is not possible to close the period. The “close” button will be greyed out.
-  Reopen Reopen a closed form (not available for all forms)
-  Validate Validate the data in the form
-  Validation report All the validation errors are grouped in a report. The report can be exported in two different formats: HTML or XML
-  Import CSV Import data in the form of a file (csv)
-  Export Export a declaration in the form of a file (csv or xml)
-  Print Create a file in pdf format giving an overview of a declaration (“Overview”) or the whole declaration (“Detail”)
-  Initialize Reset the report to zero
-  Set to Nihil “Nil” report (all fields are blank)

**Comment:** For most functions you have to select one or more forms by ticking the appropriate box . The buttons remain inactive (grey) if no form is selected.

**For import CSV, just one form can be ticked.**

### 4.2. **SPECIAL BUTTONS**

You will also find some special buttons:

-  Save Save the data entered
-  Browse CSV
-  Choose XML/XBRL Search for files on the PC
-  Consult the validation report of a loaded file
-  Send a message to the report manager
-  Contacts Manage contacts and assignments. This function can also be accessed by clicking on your company number in the menu bar.
-  Delete data or messages.
-  If you declare reports for various companies, click on this button to select the desired company.

## 5. DATA ENTRY

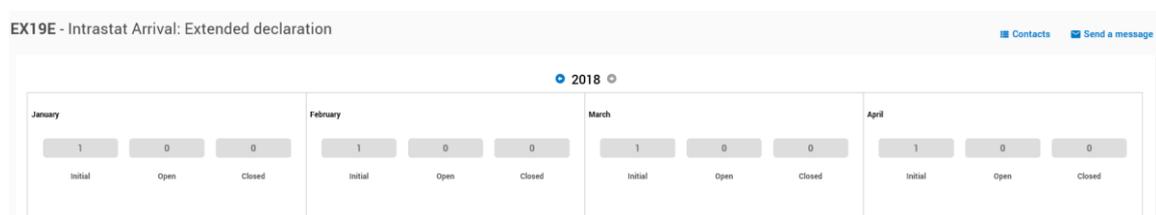
There are three ways of entering data in the online application.

### 5.1. MANUAL DATA ENTRY

**Step 1:** Select the “*Reports*” tab. Reports are classified by domain. Click on the name of the domain in the blue bar (e.g. SXX – Foreign Trade) to display the reports that come under it:



Select the desired report by clicking in the list. The next screen gives a general view of the periods for which reports must be completed and their status:



Report status	Description
Initial	The report has not yet been processed
Open - Error	The report has errors and has yet to be corrected before being closed
Open - Warning	The report has warnings and has yet to be corrected/completed before being closed
Open - OK	The report has yet to be completed before being closed
Closed - Warning	The report has been verified and sent by the declarant successfully with warnings
Closed - OK	The report has been verified and sent by the declarant successfully

Click on the desired period and get to the report screen “*Report (Period) which displays the forms*”. Then click on the form and on the desired section(s) in the table of contents.

**Step 2:** Enter the data under the appropriate headings (e.g. co-contractor’s country, currency, product amount and/or charges, etc.).

A number of functions can be accessed in the **electronic form** by means of the following buttons:

- **+1 row** Add one line to an item
- **+5 rows** Add multiple lines to an item
- **Delete** Delete a line of an item. You first have to tick the line to be deleted.
- **Save** Save and validate the data

You navigate around the form as follows:

- either by means of the navigation bar at the bottom of the screen:



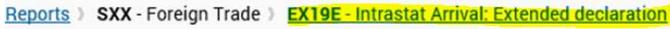
- or by changing the number of lines per page , by using the navigation bar at the top.

After manually entering the data and after adding one line (via [+1 row](#)) or multiple lines (via [+5 rows](#)) if necessary, you can save the data by clicking on the  button. Return to the "Report (Period)" screen.

**Step 3:** Select the form by ticking the appropriate box  and then click on the  button. The data are then considered to be approved and sent, and can no longer be changed without our intervention.

**Comment** : *A form can only be closed if its status is "OK" or "Warning". You can select multiple forms and close them simultaneously.*

**Step 4:** You can return to the period screen by clicking on the name of the report:

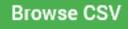
 [CC-IN - Centralised Clearance Import](#)  
[EG-IN - Extrastat Global Declaration Import](#)  
[EG-OUT - Extrastat Global Declaration Export](#)

and see whether the status of the period concerned is now "Closed". After that, you can exit the application by clicking on your user name (top right), then on disconnect:

 **Firstname Name**  
 NUIN 000-00000000-00  
  


## 5.2. ENTERING DATA BY IMPORTING A CSV FILE

**Step 1:** Choose the "Reports" tab and select the desired report under "My Reports". (See chapter 5.1).

**Step 2:** Select the form by ticking the appropriate box , then click on the  button. On the Import-CSV screen, click on "Add" or "Replace" depending on the case. Next, click on the  button to select the CSV file prepared in advance on your PC or use the "Drag and drop" function, dragging the file into this space. You will then receive a message informing you of the processing of the file.

File processing status	Description
Received	The file has been received but has not yet been processed
Processing	The data in the file are being uploaded
Refused	Uploading of the data in a declaration has failed
Cancelled	Uploading of the data in a declaration has been cancelled
Partially accepted	Either the data present in the file have been accepted but at least one error has been detected by the validation rules, either only a part of the loaded file was extracted while the rest was denied
Accepted - Warning	The data in the file was successfully extracted, but the report validation rules generated at least one warning (and no errors)
Accepted – OK	The data in the loaded file has been successfully extracted

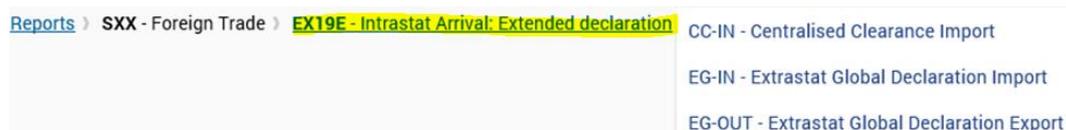
Under the "Files sent" tab and via the home page you can track the progress of the processing of the data.

You can then consult the validation report by clicking on .

**Comment:** *Downloading a file takes some time and you will have to wait a little while before you can see the report, by clicking on the  Refresh button.*

**Step 3:** Select the form by ticking the appropriate box  and click on the  button. The data are then considered approved and sent and can no longer be changed without our intervention (unless the "re-open" button is available to you, as is permitted for some reports)

**Step 4:** You can now return to the period screen by clicking on the name of the report:



and see whether the status of the period concerned is now "Closed". After that you can exit the application by clicking on your user name (top right) and then on disconnect:



### CSV file format

In a CSV text file, the fields are separated by a semicolon. The fields must be presented in the set order. Below is an order corresponding to the appearance of the fields on the screen for a balance of payments survey:

**Example: Order presented on the screen:**

*operation code  
country code  
currency code  
product value  
value of the charges*

**Example of a CSV file:**

*F1000;FR;EUR;0;1273  
F4000;IE;EUR;2596;0  
G0001;US;USD;0;32166  
X0003;DE;EUR;357;7215*

*Tip: you can export the data on a previous period to obtain a csv file in the expected format.*

### 5.3. ENTERING DATA BY UPLOADING AN XML/XBRL FILE

**Step 1:** On the Home page or under the sent files tab, click on the  button to select the XML file prepared in advance on your PC or use the “Drag and drop” function and drag you file into this space:



You will then receive a message informing you of the processing of the file.

File processing status	Description
Received	The file has been received but has not yet been processed
Processing	The data in the file are being uploaded
Refused	Uploading of the data in a declaration has failed
Cancelled	Uploading of the data in a declaration has been cancelled
Partially accepted	Either the data present in the file have been accepted but at least one error has been detected by the validation rules, either only a part of the loaded file was extracted while the rest was denied
Accepted - Warning	The data in the file was successfully extracted, but the report validation rules generated at least one warning (and no errors)
Accepted – OK	The data in the loaded file has been successfully extracted

You can then consult the validation report by clicking on .

**Step 2:** Under the “Reports” tab you can check whether the status of the period concerned is now “Closed”. After that you can exit the application by clicking on your user name (top right) and then on disconnect:



## 6. USE OF MESSAGES

You can exchange messages in OneGate with the domain or file managers, both at domain level (BBP, EX, MBS, etc.) and at report level (F02TRA, F01DGS, etc.).

Under the “Reports” tab, click on the  button to write a message to the desired domain manager or click on a report and then on the  button to contact your manager for that report.

Or under the “Messages” tab, click on the  button, then select the addressee by choosing a subject and a particular report, if appropriate:



Under this same tab you can also:

- under  consult messages received in the application and details of the transfers (CSV or XML file)
- consult the history of sent messages under 
- finally, you also have the function  “delete selected messages” after selecting a particular message.

The number indicated on the right of the “Messages” tab tells you the number of unread messages received .

The search field  enables you to search via the ticket number indicated in the list of sent files, column Ticket N°.