



Intrastat declarations via OneGate

<http://www.nbb.be/onegate>

OneGate is the reporting tool used by the National Bank of Belgium for collecting statistical data.

More manuals related to the use of OneGate can be found [here](#) or when connected to OneGate in the “Help” section.

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1 ACCES TO ONEGATE

As declarer or third-party declarer, you can choose one of the options below:

- access OneGate by means of a username and a password or
- access OneGate by means of an electronic certificate.

If you already have access for other declaration reports (e.g. balance of payments), please ask to extend this access to Intrastat by sending an e-mail to access.onegate@nbb.be or by calling +32 2 221 54 86.



As third party declarer, you can link several declarers to your OneGate account by sending us a [proxy form](#).

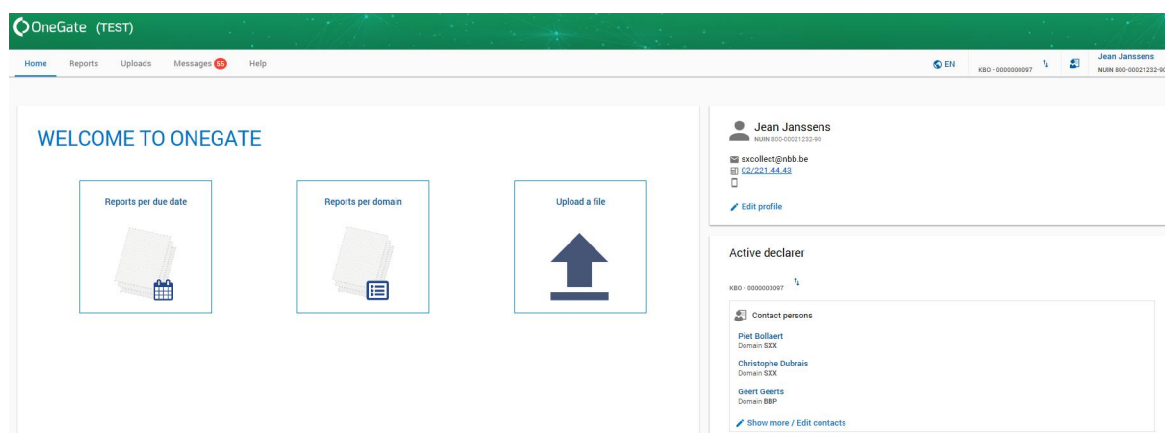
More info about access to OneGate can be found [here](#).

2 ONEGATE INTERFACE

2.1 HOMEPAGE

After logging in, you will be redirected to the Onegate homepage. The 3 large buttons give you access to the reports of the active (selected) declarer by due date or domain and the possibility to upload XML files.

You can change the interface language by clicking the active language  at the top right of the screen. The name of the active declarer is also visible at the top right. If several declarers are linked to one account, you can select another declarer by clicking the button  right next to the company number.



2.2 PROFILE AND CONTACT DATA

When connecting to OneGate for the first time, you will be asked to complete your profile data (which are linked to your username).

OneGate (TEST)

Home Reports Uploads Messages 26 Help

⚠ Please fill in your profile before using OneGate.

Profile

First name

Email *

Street and number

Whenever needed, you can modify your profile data by clicking “NUIN” (your username at the top right of the screen) and then “Profile”.

Jean Janssens
NUIN 800-00021232-90

Profile

Logout

To access the declaration reports, you must also complete the declarer’s contact person(s). This can be done by clicking the button.

OneGate (TEST)

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Contact persons

Select All + ≡

No contact person.

Every contact person must also be assigned to a domain (for Intrastat, the domain is SXX – Foreign Trade), report and role. If there are several contact persons assigned to the same domain, one of them must be indicated as the default person to contact.

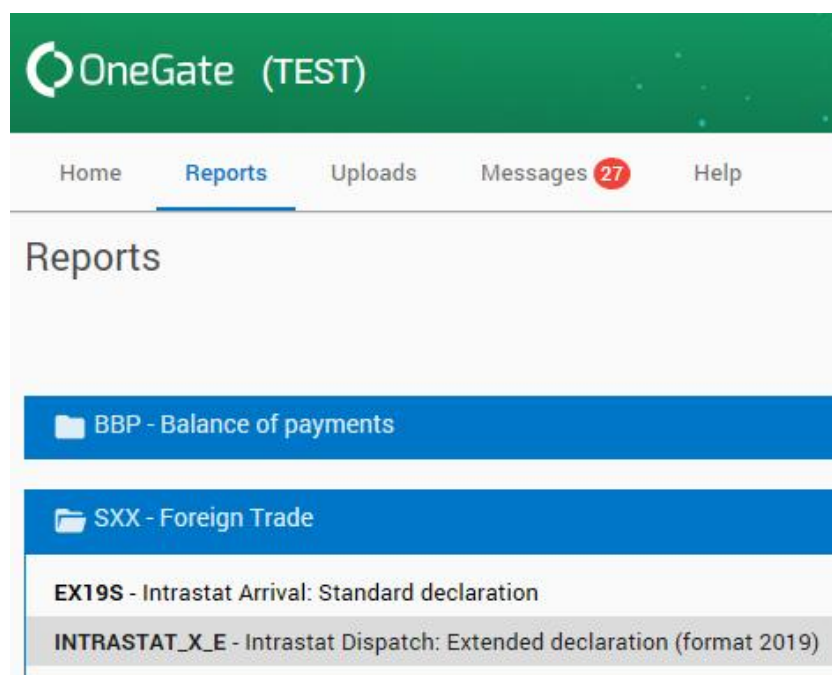
Assignments

Domain	Report	Form	Role	Default	
BBP			Third-party declarer	✓	/ ■
SXX			Declarer		/ ■

3 MAKE YOUR INTRASTAT DECLARATION IN ONEGATE

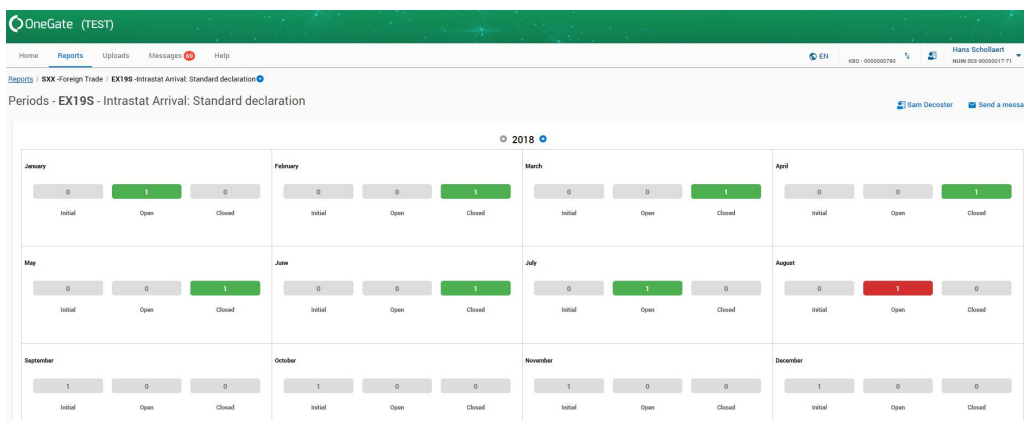
3.1 OVERVIEW OF REPORTS

Via the large buttons on the homepage or via the menu item “Reports”, you can see the declaration reports (for the selected company) and check the status of the monthly declaration forms.



When you click on an Intrastat report it will open an overview of the corresponding calendar year showing the reporting periods (Intrastat has to be filed monthly) and their status:

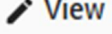
- Forms that you still have to complete are listed as “**Initial**”.
- Forms containing errors are listed in red as “**Open**” and need to be corrected.
- Forms listed in green as “**Open**” contain data that can still be completed or modified.
- Forms listed as “**Closed**” are declarations that are confirmed and sent.

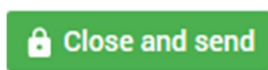


3.2 COMPLETE AND SEND FORMS

3.2.1 Overview of available actions

When clicking a certain period, you will get a screen with detailed information on that period (declaration form).

In this screen you can open the declaration form by clicking it or by clicking the  button in the menu just above. This menu also allows you to perform the following actions:



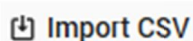
Confirm and send a form. If needed, this action can be undone with:



When choosing “Reopen”, you will be asked to give a comment on why you want to reopen the declaration form.



Request a validation report (available in the formats XML or HTML).



Import data in CSV file format (view 3.2.3).



Export data in CSV or XML file format.



Download a PDF of the declaration form.




Reset the form to blank (erase all previously entered data).




Make a nil declaration.

3.2.2 Enter data manually

In order to fill in a declaration form, you must click it or the  **View** button in the menu just above to open it. You will then enter the form:

Intrastat Arrival: Standard declaration


Delete +1 row +5 rows +20 rows <input type="checkbox"/> Show errors only									
Nr	Country	Transaction	Region	Goods code	Net Mass (kg)	Supplementary units	Value in Euro		
<input type="checkbox"/>				<input type="text"/>	<input type="text" value="0"/>				

In the fields that require a code, you can use the drop-down lists that appear when you put your cursor in the empty field. To complete the commodity codes, you can use the search button .


In the numeric fields, only 2 digits after the decimal point are accepted.

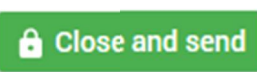
Other available features are:


+1 row **+5 rows** **+20 rows** Add 1, 5 or 20 empty rows.

 **Delete** Delete one or more selected rows.

Show errors only Only show the rows that contain an error.

 **Save** Regularly save your data to avoid loss of information in case of connectivity problems.

 **Close and send** When you have entered and saved all your data, you still must send your declaration. This can be done in one step by clicking “Close and send”. If you want to leave the completed form without sending it, you can do so by clicking the “Quit” button.

 **Quit** Closes the declaration form without submitting (sending) it and redirects you to the previous screen.

3.2.3 Import a CSV file

You can import your data in the declaration form using a CSV file with the following structure:

Type of Intrastat declaration (19 for arrivals, 29 for dispatches); Partner country; Transaction; Region in Belgium; Commodity code; Net mass (in kg); Supplementary units; Value in EUR; Transport (only for the extended declaration); Incoterm (only for the extended declaration); Country of origin (only for dispatches); Counterparty's VAT number (only for dispatches).

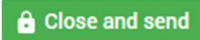
Examples:

- standard declaration arrivals (report EX19S):
19;DE;1;2;01063300;;2;401.5
- standard declaration dispatches (report INTRASTAT_X_S):
29;DE;1;2;94049090;6.35;;650;ZA;DE277593860
- extended declaration arrivals (report EX19E):
19;DE;1;1;01063300;;200;40000;3;DDP
- extended declaration dispatches (report INTRASTAT_X_E):
29;DE;2;1;94049090;60;;6500;2;DDP;CA;DE277593860

You can import a file by clicking the  **Import CSV** button.

Exporting a file in the formats CSV or XML is also possible via the  **Export** button.

3.2.4 Close and send your form

When your declaration form is completed and you have checked it for errors, you still must submit your report by clicking the  **Close and send** button. Another option is to “Close and send” the declaration form from within the form (see 3.2.2).

4 UPLOAD YOUR INTRASTAT DECLARATION IN AN XML FILE FORMAT

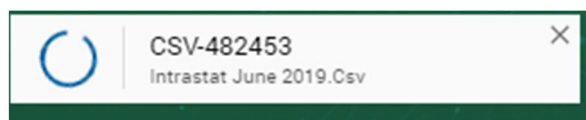
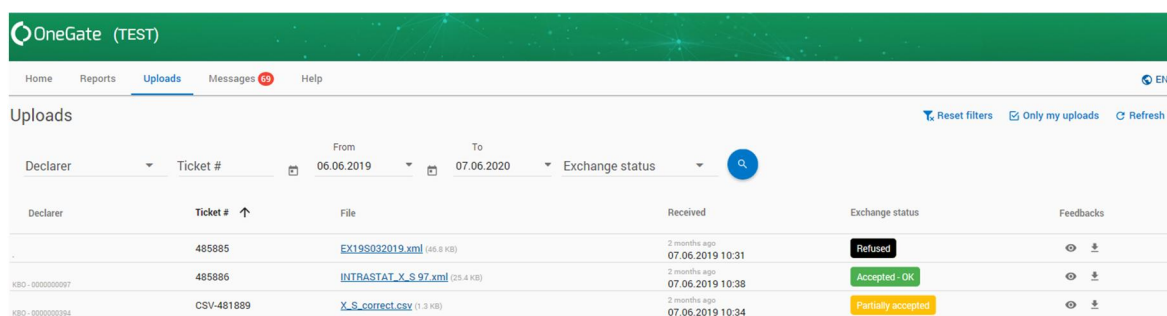
You can complete your declaration form using an XML file via the large button “Upload a file” on the homepage or by choosing “Uploads” in the main menu. Then upload your file by clicking the green button “Choose XML/XBRL” on the right side of your screen:





The correct XML file structure is explained in a separate [manual](#).

5 TRACK YOUR FILE TRANSFERS

You can check the status of your XML or CSV file transfers via “Uploads” in the main menu or via the popup that will appear at the top right during the upload or import.

Declarer	Ticket #	File	Received	Exchange status	Feedbacks
	485885	EX19S032019.xml (45.9 KB)	2 months ago 07.06.2019 10:31	Refused	
KBO - 0000000907	485886	INTRASTAT_X_S_97.xml (25.4 KB)	2 months ago 07.06.2019 10:38	Accepted - OK	
KBO - 0000000904	CSV-481889	X_S_correct.csv (1.3 KB)	2 months ago 07.06.2019 10:34	Partially accepted	