



CIWS – Intrastat

Application for online submission of Intrastat form

Guidelines for users

Version 1.0

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History of changes in the document

Review of versions

Number of the version	Date of the version	Short description of changes	Author
1.0	15/01/2021	Initial version	APIS IT

Review of approvals

Name and surname / Title

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1. Login to the application

The CIWS application can be approached from the link at the website:

<https://e-carina.carina.hr/>

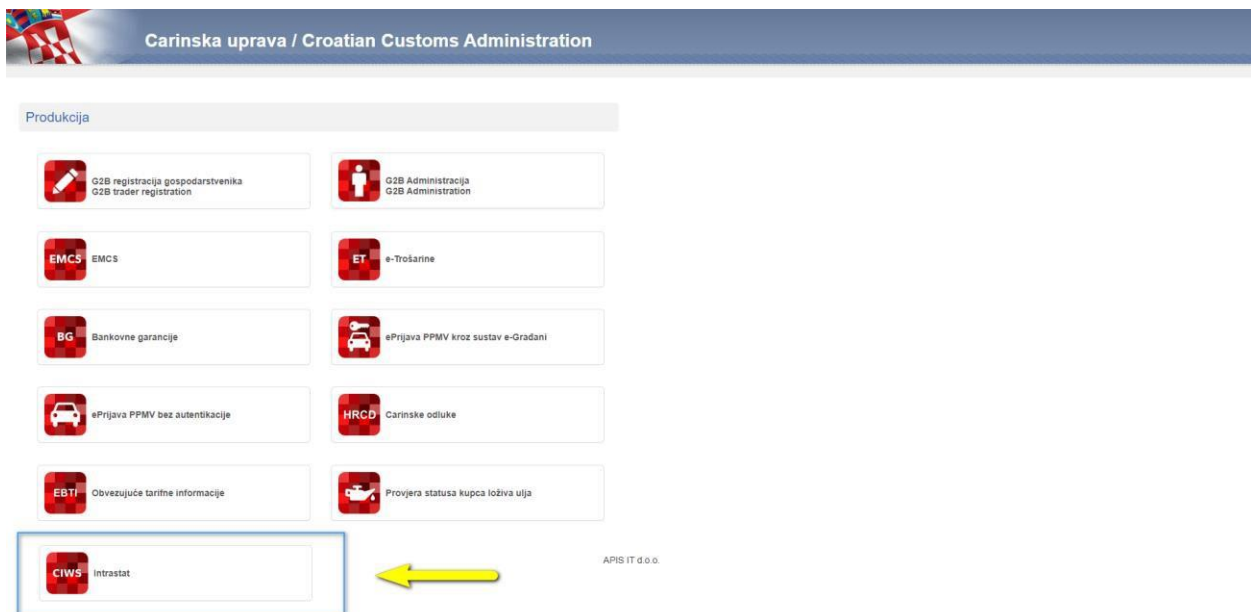


Figure 1: Overview of applications of the Customs Administration

Selecting the "CIWS Intrastat" icon opens the **CIWS (Croatian Intrastat Web Service)** home page.

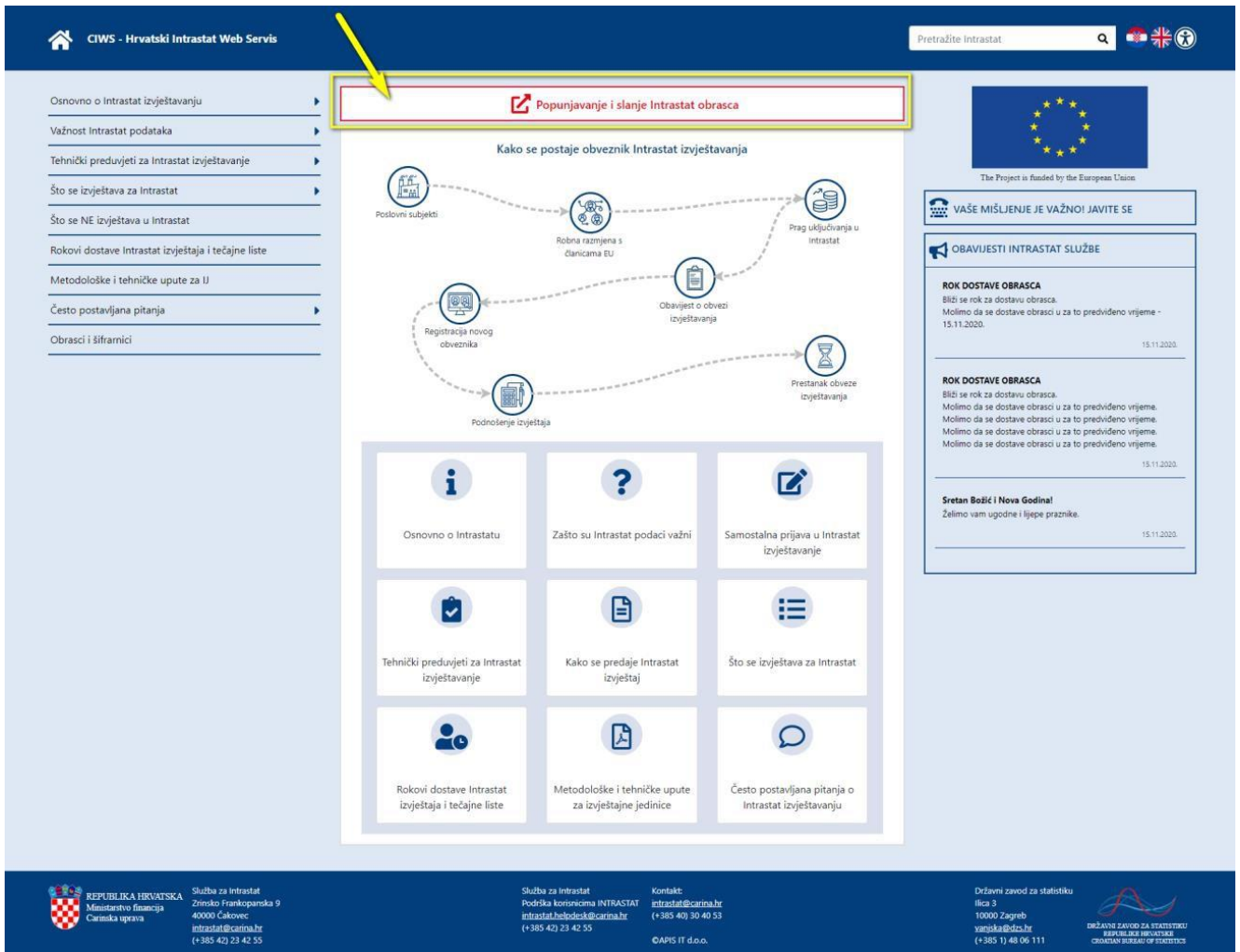


Figure 2: CIWS home page

Online uploading, sending and filling in the Intrastat forms is available through the functionality "**Popunjavanje i slanje Intrastatova obrasca**" (Completing and sending Intrastat form) (icon).

For logging in to the application, it is necessary to prepare a smart card with an appropriate digital certificate. After clicking on the icon "Popunjavanje i slanje Intrastatova obrasca" (Completing and sending Intrastat form), the login screen opens.

Only registered users who access the application with their digital access certificate have the right to access the application.

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Figure 3: Login screen

On the login screen, it is necessary to select the button “Prijava / Authenticate”.

After that, the user is offered a screen with a list of all the access certificates installed on the computer (it may happen that more than one certificates with names and surnames are displayed), so the user needs to select the certificate that is currently physically included in the computer (the certificate which is included in the G2B system).

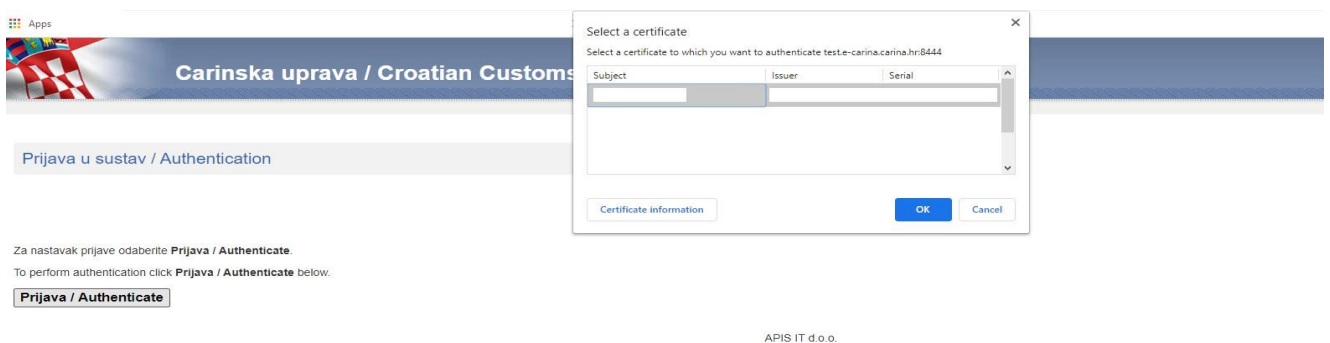


Figure 4: Selecting the certificate for authentication

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After the user selects the appropriate certificate and confirms the selection by clicking on the button “OK”, the box for entering the user's access PIN displays.



Figure 5: Entering the login PIN via the certificate

It is necessary to enter the PIN and select the "OK" button. After that, the initial screen of the application opens.

The login succeeds when the following criteria are met:

- certificates are active,
- the user is registered in the customs G2B system,
- the user is authorised to work in Intrastat.

If any of the criteria for the login into the CIWS is not met, one of the following messages will be displayed: "You are not authorised to work in the Intrastat system. *Contact the Intrastat Helpdesk for assistance*", "There is an unexpected error" or "Login via certificate failed / Certification authentication failed".

In this case, the user needs to contact the Intrastat Helpdesk for the assistance in eliminating the error. Upon successful login, the CIWS Module 2 home screen opens.

Upon finishing the work in the application, the user must check out by clicking on the “Odjava” (Log out) button in the upper right part of the header on the application screen.

After logging out from the system, the user must also close and reopen an internet browser in order to login to the system the next time.

Microsoft Edge and Google Chrome browsers are recommended for the use of the application, which will be automatically configured to work with certificates that the user registers on his/her computer¹.

Notice: If the user is logged into the application and do not use it for 30 minutes, the system will automatically log him/her out and, consequently, the new login will be necessary for further work in the application.

¹) The procedure of registration of digital certificates on the user's computer is described in the instructions of the issuer of the certificate.

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2. Using the application

2.1 Home page of the CIWS application Module 2

After the user logs in to the application, the system executes the additional checks. If the checks are successfully executed, the user sees the home screen of the application according to the rules described below.

Since that application CIWS allows providers of statistical information (PSIs) and agents to submit Intrastat forms themselves on behalf of the reporting unit, the user's status has to be identified on login in the system.

When the PSI logs into the CIWS application, the home screen intended for PSIs will open.

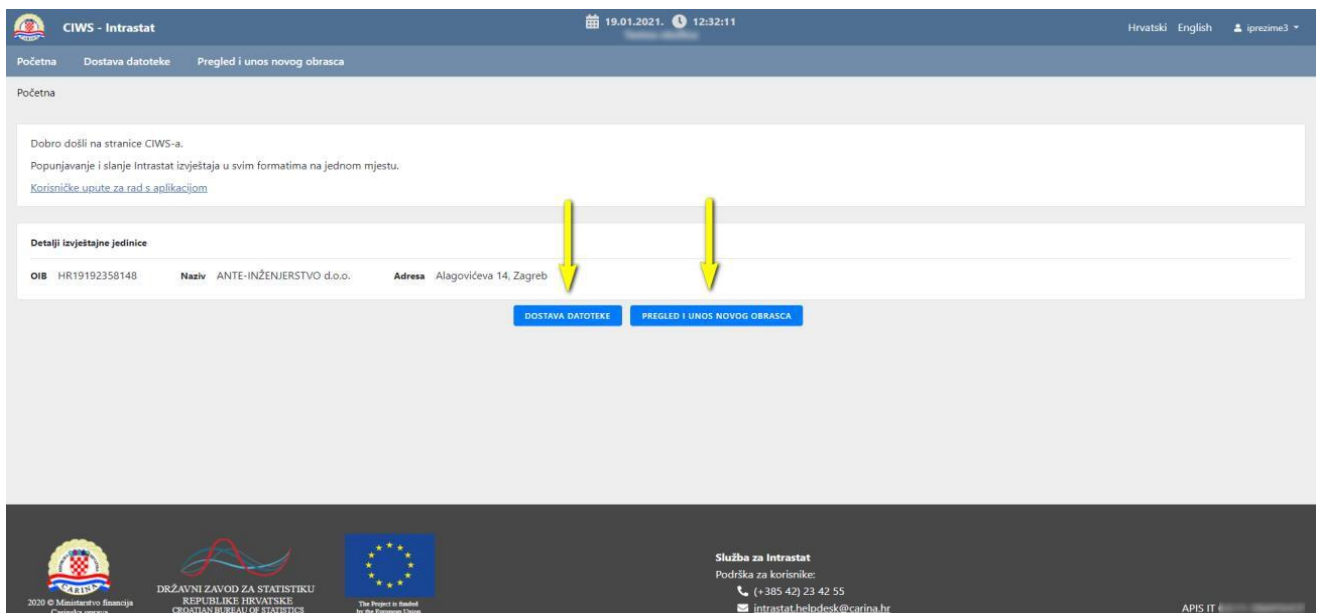


Figure 6: Home screen of the CIWS Module 2 for PSIs

PSI can select:

- **Dostava datoteke (File Delivery)** --- for uploading the XML Intrastat form, or
- **Pregled i unos novog obrasca (Review and entry of new form)** --- for online completing and sending the Intrastat form.

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When the agent logs into the CIWS application, the home screen intended for agents will open.

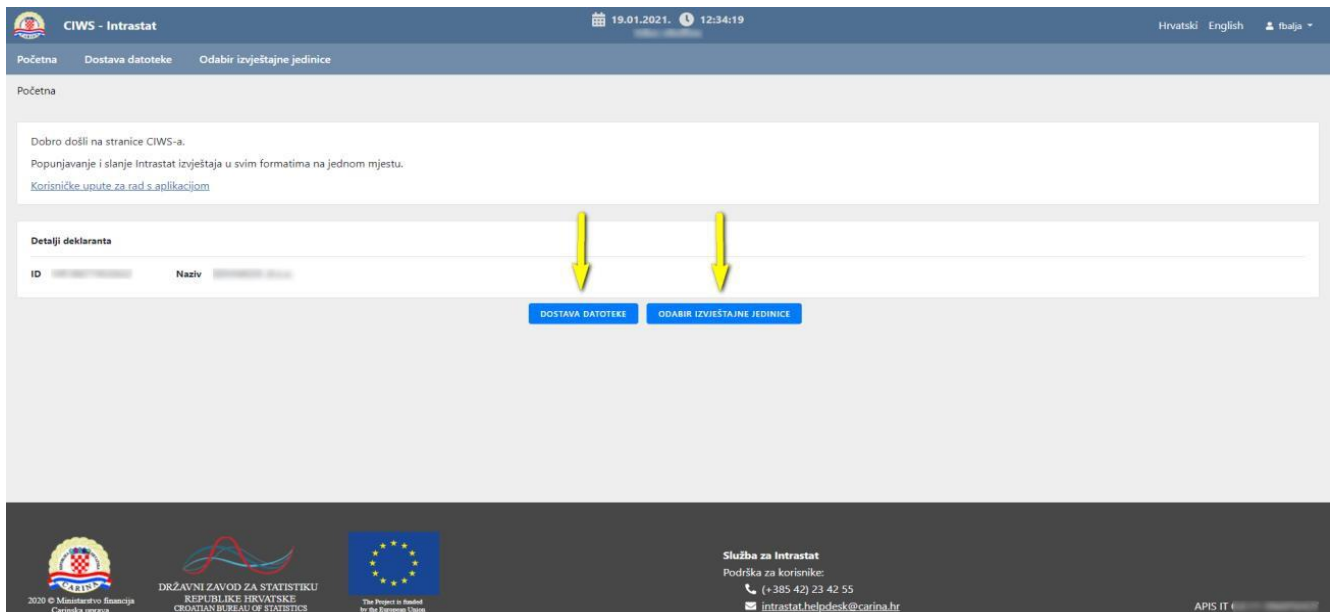


Figure 7: Home screen of the CIWS Module 2 for PSIs

The agent can select:

- **Dostava datoteke (File Delivery)** --- for uploading the XML Intrastat form for any PSI for which the agent is authorised to submit the Intrastat form (no specific PSI is selected)
- **Odabir izvještajne jedinice (Select PSI)** --- selection of the PSI for which the Intrastat form is completed and sent online.

The difference in relation to the screen for the PSIs is the following:

- the agent must first select the PSI and only then has the option to complete the form online (the screen: [Pregled i unos novog obrasca](#)) for the selected PSI, while
- the PSI can directly select online completing and sending the form
- (the screen: Pregled i unos novog obrasca).

The **Dostava datoteke (File Delivery)** functionality is the same for both users.

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In the upper right part of the application header the user there is:

- Possibility to choose the language (Croatian/English). The application is initially displayed in the Croatian language.
- Information on the username of the user who is logged in the application. Within the menu there is the information on the name and surname of the user who is logged in the application and the “Odjava” button for logging out of the system.

The menu and the address bar are displayed on the left side of the screen.

At the bottom of the screen, there is the contact information (phone number and e-mail address) of the users' support service and the current version of the application being used.

2.2 File Delivery

Notice: The functionality and the screen are the same for both the agent and PSI.

The functionality “**Dostava datoteke**” (**File Delivery**) is aimed at uploading and sending XML Intrastat forms in a way it was done in the G2B Client application.

The screen is divided in two parts:

- The upper part of the screen is used to upload and send XML files.
- The bottom part of the screen is used to browse and review of sent XML files and feedback messages from the Intrastat system.

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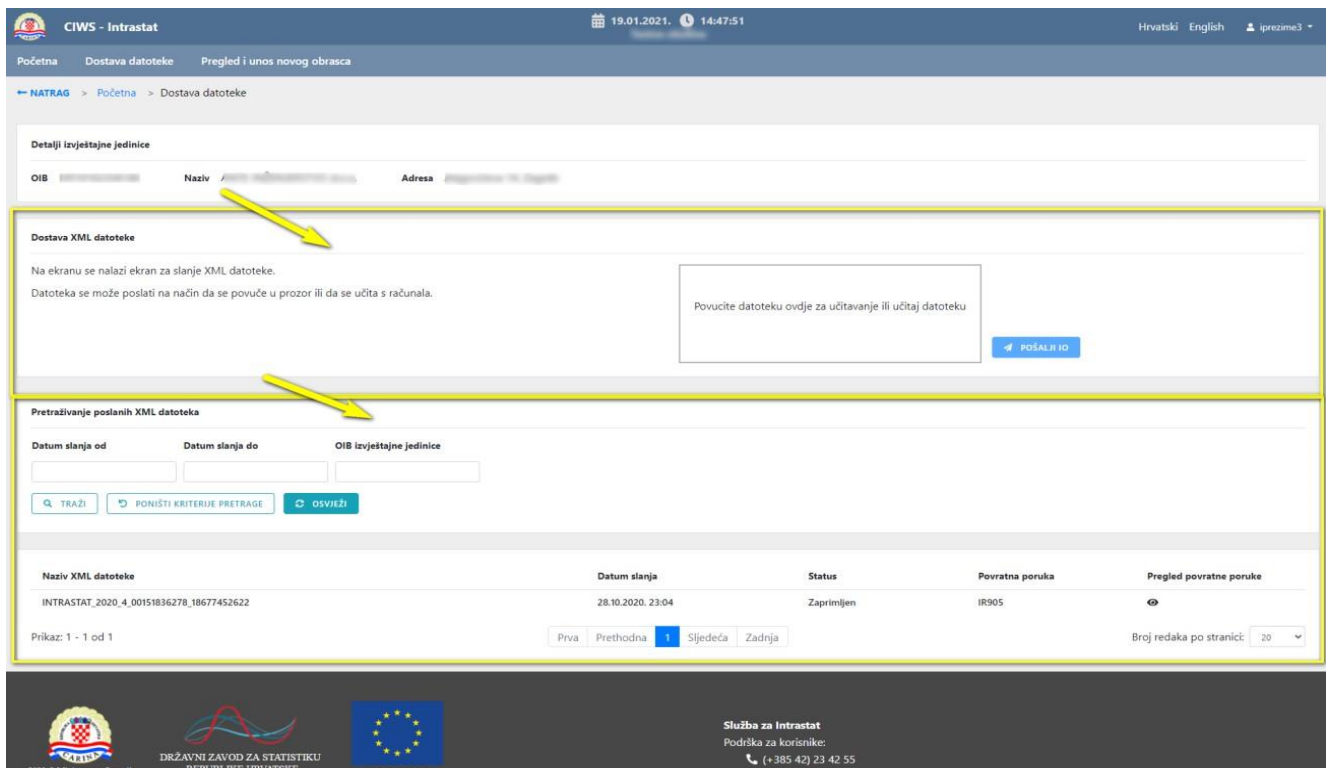


Figure 8: File Delivery (Dostava datoteke) screen

2.2.1 Delivery of XML files

In the upper part of the screen there is a section for uploading of created XML files. XML files can be uploaded in two ways:

1. **Drag&Drop Method** --- the file can be dragged from the map window on a local computer to the part of the screen **“Povucite datoteku ovdje za učitavanje ili učitaj datoteku”** (**“Drag the file here for uploading or upload the file”**).
2. **Upload of XML file** --- the file can be uploaded from the local computer. Clicking the part of the screen **“Povucite datoteku ovdje za učitavanje ili učitaj datoteku”** (**“Drag the file here for uploading or upload the file”**) opens the window for the selection of a file to be uploaded, after which the **“Open”** button is selected.

In case that a wrong file has been uploaded, there is the option **“Ukloni”** (Remove) in the window for removing the wrong file, after which the file upload process can be repeated (**Figure 9**).

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Figure 9: File Delivery (Dostava datoteke) screen – “Ukloni” (Remove) option

Notice:

- Two or more files cannot be uploaded at the same time.
- It is not possible to upload files in any format other than XML (e.g., Excel, PDF, Word...). In the case of the attempt to upload a wrong file format, the application sends the following message: “*Obrazac mora biti u xml formatu!*” (The form must be in the XML format!).

The uploaded XML file is sent by clicking on the button “Pošalji IO” (Send the Intrastat form). After that, the following warning message appears: “*Jeste li sigurni da li želite poslati Intrastat obrazac?*” (Are you sure that you want to send the Intrastat form?), in which the sending of the XML file is confirmed.

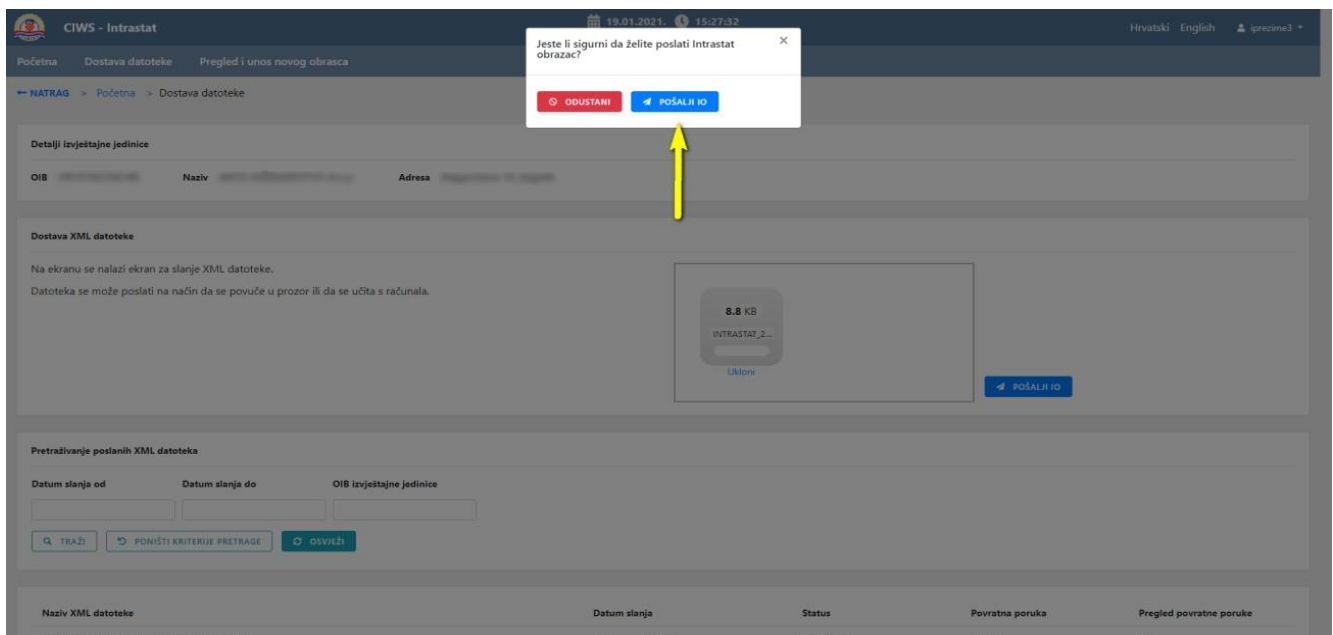


Figure 10: File Delivery (Dostava datoteke) screen – send the XML file

After confirmation (clicking on the button: “Pošalji IO” (Send the Intrastat form)), the XML file is sent to the Intrastat system.

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2.2.2 Browsing and searching the delivered XML files

At the bottom part of the screen there is a functionality for searching and browsing the delivered XML files and feedback messages from the Intrastat system.

Naziv XML datoteke	Datum slanja	Status	Povratna poruka	Pregled povratne poruke
INTRASTAT_2021_1_99146000922_18677452622	15.01.2021. 16:59	Zaprimljen	IR905	👁
INTRASTAT_2021_1_99146000922_18677452622_a	13.01.2021. 17:42	Zaprimljen	IR905	👁
INTRASTAT_2021_1_99146000922_18677452622	13.01.2021. 13:02	Zaprimljen	IR905	👁
INTRASTAT_2940332669711676582	08.01.2021. 11:00	Odbijen	IR906	👁
INTRASTAT_2020_03_2_HR000794284061860606540473421643	08.01.2021. 10:57	Odbijen	IR906	👁
INTRASTAT_2020_6_99146000922_18677452622	08.01.2021. 10:56	Odbijen	IR906	👁
IR002A-MSG.CXML	08.01.2021. 10:42	Odbijen	IR906	👁
INTRASTAT_2020_11_99146000922_18677452622_N1	22.12.2020. 11:55	Zaprimljen	IR905	👁

Figure 11: File Delivery (Dostava datoteke) screen – searching the delivered XML files

Users perform the search of delivered XML files by entering specific search criteria and clicking on the button “Traži” (Search). The search criteria are combined as needed and it is not necessary to enter all the criteria.

The search criteria are the following:

- Sending date, initial,
- Sending date, final,
- PSI’s OIB

After confirming the initialising of the search by clicking on the “Traži” (Search) button, the system searches all XML files and the obtained results are displayed in a list.

The button “Poništi kriterije pretrage” (Cancel search criteria) is used to delete the entered search criteria and the list of results, and to return the initial search criteria and the initial list.

By clicking on the “Osvježi” (Refresh) button, the list of search results can be refreshed according to the selected or initial search criteria.

After the XML file (form) is entered, feedback messages IR905 or IR906 appear within the Intrastat system if the XML form has been rejected.

In the list of found sent XML files, the user is offered an action to browse the feedback messages via the “Ok” (Eye) icon located in the *Pregled povratnih poruka* (Browse feedback messages) column. By clicking on the icon, the user can open and download the feedback message to his/her computer. If the status of the sent XML file is “Odbijen” (Rejected), the user can download the IR906 message, see the reason for rejecting the form and make corrections.

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Initially, the list of sent XML files shows 20 messages sorted by sending time from newer to older. Navigation through pages is done at the bottom of the page, by using the buttons Previous or Next, i.e. Last or First. It is also possible to determine the number of results that are to be displayed on a single page and the initial value is 20.



Figure 12: Display of pages

2.3 Selecting the PSI

The agent must first select the PSI and only then has the option to complete the Intrastat form online for the selected PSI.

The selection of PSIs which accredited the agent is carried out on the *Odabir izvještajne jedinice* (*Selection of PSI*) screen. The screen shows a list of PSIs that the agent is accredited to work for, i.e., he/she is allowed to submit Intrastat forms.

RBR	OIB izvještajne jedinice	Naziv izvještajne jedinice	Ovlaštenje od	Ovlaštenje do	Status ovlaštenja
1			01.01.2020.	01.01.2022.	Aktivan
2			01.01.2019.	01.03.2020.	Neaktivan
3			29.09.2020.	01.01.2022.	Aktivan
4			01.10.2020.	31.12.9999.	Aktivan
5			21.09.2020.	21.09.2021.	Aktivan
6			07.10.2020.	31.12.9999.	Aktivan
7			29.09.2020.	01.10.2020.	Neaktivan
8			29.09.2020.	01.01.2022.	Aktivan

Figure 13: Selecting the PSI screen

The list of PSIs is sorted in the alphabetical order according to the PSI name.

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Navigation through pages is done at the bottom of the page, by using the buttons Previous or Next, i.e. Last or First. It is also possible to determine the number of results that are to be displayed on a single page and the initial value is 20. See [Figure 12](#).

Users can perform the search of PSIs that the agent is accredited to work for by entering specific search criteria and clicking on the button “Traži” (Search). The search criteria are combined as needed and it is not necessary to enter all the criteria.

The search criteria are the following:

- PSI’s OIB,
- PSI’s name.

After confirming the initialising of the search by clicking on the “Traži” (Search) button, the system searches all PSIs that the agent is accredited to work for and the obtained results are displayed on a list.

The button “Poništi kriterije pretrage” (Cancel search criteria) is used to delete the entered search criteria and the list of results, and to return the initial search criteria and the initial list.

Clicking on the selected PSI on the list opens a new screen [Pregled i unos novog obrasca \(Review and entry of new form\)](#).

2.4 Pregled i unos novog obrasca (Review and entry of new form)

Selecting the menu Pregled i unos novog obrasca (Review and entry of new form) opens the screen for browsing through and review of sent forms, and entry of new ones.

This screen shows information on the PSI and a list of all its Intrastat forms, irrespective of a way they were delivered to the Intrastat system.

Intrastat forms can be delivered to the Intrastat system in one of the following ways:

- by filling in the Intrastat form online through the CIWS application,
- by sending XML file through the CIWS application using the „[Dostava datoteke](#)“ (File Delivery) functionality, and
- by sending XML file in another way (e.g. through the G2B Client).

CIWS - Intrastat 20.01.2021. 11:26:19 Hrvatski English ita

Početna Dostava datoteke Odabir izvještajne jedinice

← NATRAG > Početna > Odabir izvještajne jedinice > Pregled i unos novog obrasca

Detalji izvještajne jedinice i deklaranta

OIB ID deklaranta Naziv IO deklaranta Adresa IO deklaranta

Pretraživanje i unos novih IO

Razdoblje od Razdoblje do Datum od Datum do Tok robe Vrsta IO Status IO Aktivnost

TRAŽI PONIŠTI KRITERIJU PRETRAGE OSVJEŽI

+ NOVI OBRAZAC

IO	Q	P	D	D	T	V	S	A
IR002	2	2020-10	0	05.11.2020. 13:20	✓	Zaprimljen	-	2000000280 Neaktivan IR905
IR002	2	2020-11	B	05.11.2020. 12:33	✓	Zaprimljen	-	2000000277 Neaktivan IR905
IR002	2	2020-11	0	05.11.2020. 12:28	✓	Zaprimljen	-	2000000276 Neaktivan IR905
IR002	1	2020-11	0	04.11.2020. 10:36	✓	Zaprimljen	-	2000000269 Aktivan IR905
IR002	2	2020-09	N	30.10.2020. 13:13	✓	Zaprimljen	-	2000000260 Aktivan IR905
IR002	2	2020-09	N	30.10.2020. 12:58	✓	Zaprimljen	-	2000000259 Neaktivan IR905
IR002	2	2020-09	0	29.10.2020. 19:33	✓	Zaprimljen	-	2000000256 Neaktivan IR905
IR002	2	2020-09	I	29.10.2020. 19:26	✓	Odbijen	-	IR906
IR002	1	2020-10	0	26.10.2020. 14:27	✓	Zaprimljen	-	2000000219 Aktivan IR905
IR002	2	2020-09	I	26.10.2020. 10:53	✓	Odbijen	-	IR906
IR002	1	2020-12	I	13.10.2020. 10:28	-	Odbijen	-	IR906

Prikaz: 1 - 19 od 19 Prva Prethodna 1 Sijedeca Zadnja Broj redaka po stranici: 20

Služba za Intrastat Podrška za korisnike: (+385 42) 23 42 55

Figure 14: Pregled i unos novog obrasca (Review and entry of new form) screen

2.4.1 Browsing through Intrastat forms

Browsing through forms by various search criteria is available on this screen.

Pretraživanje i unos novih IO

Razdoblje od Razdoblje do Datum od Datum do Tok robe Vrsta IO Status IO Aktivnost

TRAŽI PONIŠTI KRITERIJU PRETRAGE OSVJEŽI

+ NOVI OBRAZAC

Figure 15: Pregled i unos novog obrasca (Review and entry of new form) screen – search criteria

The search criteria are the following:

- Period since,
- Period until,
- Date since,
- Date until,
- Flow of goods,

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- Type of Intrastat form,
- Status of Intrastat form,
- Activity.

Users browse through delivered Intrastat forms by entering specific search criteria and clicking on the button “Traži” (Search). The search criteria are combined as needed and it is not necessary to enter all the criteria.

In drop-down menus Flow of goods, Type of Intrastat form, Status of Intrastat form and Activity it is possible to select only one search criterion.






After confirming the initialising of the search by clicking on the “Traži” (Search) button, the system searches all Intrastat forms that meet the required conditions and the obtained results are displayed in a list.

The button “Poništi kriterije pretrage” (Cancel search criteria) is used to delete the entered search criteria and the list of results, and to return the initial search criteria and the initial list.

By clicking on the “Osvježi” (Refresh) button, the list of search results can be refreshed according to the selected or initial search criteria.

Initially, the list of search results shows 20 Intrastat forms sorted by sending time from newer to older. Navigation through pages is done at the bottom of the page, by using the buttons Previous or Next, i.e. Last or First. It is also possible to determine the number of results that are to be displayed on a single page and the initial value is 20. See [Figure 12](#).

In the list of search results, users are offered certain form-related actions for each Intrastat form. The following actions can be performed:

- Selecting the icon  (“Eye”), within the *Review of Intrastat form* column, opens the [pregled detalja \(Review of details\)](#) screen for the selected form. This action is available only for forms created within the CIWS application, irrespective of their status.
- Selecting the icon  (“Edit”), within the *Editing of Intrastat form* column, opens the screen for further entry of the form. This action is available only for forms created within the CIWS application, having the status “U izradi” (Under construction).
- Selecting the icon  (“Document”), within the *Izmjena IO/Nadomjesni IO (Modification of Intrastat form/Substitute Intrastat form)* column, opens the screen for creating the [Modification of Intrastat form/Substitute Intrastat form](#). This action is available only for forms created within the CIWS application, having the statuses “*Entered*” and “*Rejected*”.
- Selecting the icon  (“”), within the *Export Intrastat form* column, enables [downloading Intrastat form](#) in Excel format. This action is available only for forms created within the CIWS application, having the statuses “*Under construction*”, “*Entered*” and “*Rejected*”.
- Selecting the icon  (“Eye”), within the *Review of message* column, enables downloading of feedback message in XML format. This action is available only for forms created within the CIWS application, having the statuses “*Entered*” and “*Rejected*”.

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2.4.1.1 Created in CIWS column

The list of search results contains all delivered PSI's Intrastat forms, irrespective of how they have been delivered.

The *Created in CIWS* column within the list of search results presents information on whether the Intrastat form was created through the CIWS application, i.e., on the online form for filling in and sending the Intrastat forms or not.

Tags within the column:

- The icon ✓ (“tick”) --- the form was created and delivered through the CIWS application, which means that all [described activities](#) can be performed.
- The icon - (“arrow”) --- the form was not created and delivered through the CIWS application, i.e., the form was delivered as XML file into the Intrastat system. No information on individual items are available within the CIWS application, which makes such a form unfit to be further edited through the CIWS application.

2.4.1.2 Status of Intrastat form column

The following actions can be performed on forms created through the CIWS application (the icon “tick” within [Created in CIWS](#) column and in respect of their status:

- If the form has the status “[Under construction](#)”, the following actions are possible:
 - Review of Intrastat form details by selection the icon within the *Review of Intrastat form* column.
 - Entry into the form and further work on it up to the moment of delivery, which is done by selecting the icon within the *Edit* of Intrastat form column.
 - Export of Intrastat form by selecting the icon within the *Export Intrastat form* column.

Warning: in the case when an Intrastat form for a particular Flow of goods and Period with the status “[Under construction](#)” already exists, the application will not allow generating of a new form for the same criteria (PSI, flow of goods and period), since it has already been entered in the system. Two or more forms for the same PSI, flow of goods and period in the above mentioned status cannot exist in the system.

- No actions on the form that has the status “[In process](#)” are allowed, except the review of the form. That status implies that the form has been delivered to the Intrastat system and the feedback is awaited.
- If the form has the statuses “[Entered](#)” or “[Rejected](#)”, the following actions are possible:
 - Review of Intrastat form details by selection the icon within the Review of Intrastat form column.
 - If the form has the status “Entered”, it presents a base for generating a substitute form containing all information included in the exported form (Type of Intrastat form = ‘I’) by selecting the icon within the Modification of Intrastat form/Substitute Intrastat form column.

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- If the form has the status “Rejected”, it presents a base for generating a substitute form containing all information included in the previous form with the possibility of correcting the error by selecting the icon within the Modification of Intrastat form/Substitute Intrastat form column.
- Export of Intrastat form by selecting the icon within the Export Intrastat form column.
- Selecting the icon within the Review of messages enables the review of the feedback message.

Izlazna poruka	Tok robe	Razdoblje	Vrsta IO	Datum	Kreirano u CIWS	Status IO	Pregled IO	Uređivanje IO	Izmjena IO/ Nadomjesni IO	Izvezi IO	Evidencijski broj	Aktivnost	Povratna poruka	Pregled poruke
IR002	2	2020-11	I	20.01.2021. 19:44	✓	U obradi	☞	-	-	-	-	-	-	-
IR002	1	2021-01	0	04.01.2021. 13:59	✓	Zaprimljen	☞	-	■	☰	2100000001	Aktivan	IR905	☞
IR002	1	2021-01	0	04.01.2021. 13:54	✓	Odbijen	☞	-	-	☰	-	-	IR906	☞
IR002	2	2020-10	B	18.12.2020. 10:28	✓	Zaprimljen	☞	-	■	☰	2000000309	Neaktivan	IR905	☞
IR002	1	2020-10	N	18.12.2020. 10:27	✓	U izradi	☞	☞	-	☰	-	-	-	-
IR002	2	2020-12	I	11.12.2020. 12:56	✓	U izradi	☞	☞	-	☰	-	-	-	-
IR002	1	2020-09	N	03.12.2020. 14:18	✓	U izradi	☞	☞	-	☰	-	-	-	-
IR002	1	2020-09	0	12.11.2020. 09:50	✓	Zaprimljen	☞	-	-	☰	2000000287	Aktivan	IR905	☞
IR002	2	2020-10	0	05.11.2020. 13:20	✓	Zaprimljen	☞	-	-	☰	2000000280	Neaktivan	IR905	☞
IR002	2	2020-11	B	05.11.2020. 12:33	✓	Zaprimljen	☞	-	-	☰	2000000277	Neaktivan	IR905	☞
IR002	2	2020-11	0	05.11.2020. 12:28	✓	Zaprimljen	☞	-	-	☰	2000000276	Neaktivan	IR905	☞
IR002	1	2020-11	0	04.11.2020. 10:36	✓	Zaprimljen	☞	-	■	☰	2000000269	Aktivan	IR905	☞
IR002	2	2020-09	N	30.10.2020. 13:13	✓	Zaprimljen	☞	-	■	☰	2000000260	Aktivan	IR905	☞
IR002	2	2020-09	N	30.10.2020. 12:58	✓	Zaprimljen	☞	-	-	☰	2000000259	Neaktivan	IR905	☞
IR002	2	2020-09	0	29.10.2020. 19:33	✓	Zaprimljen	☞	-	-	☰	2000000256	Neaktivan	IR905	☞
IR002	2	2020-09	I	29.10.2020. 19:26	✓	Odbijen	☞	-	-	☰	-	-	IR906	☞
IR002	1	2020-10	0	26.10.2020. 14:27	✓	Zaprimljen	☞	-	-	☰	2000000219	Aktivan	IR905	☞
IR002	2	2020-09	I	26.10.2020. 10:53	✓	Odbijen	☞	-	-	☰	-	-	IR906	☞
IR002	1	2020-12	I	13.10.2020. 10:28	-	Odbijen	-	-	-	-	-	-	IR906	-

Figure 16: Pregled i unos novog obrasca (Review and entry of new form) screen – Status of Intrastat form

2.4.2 Statuses of Intrastat form in CIWS

In the CIWS application, Intrastat form can have the following statuses:

- **Under construction** --- is a status of Intrastat forms on which a user started to work but did not deliver them yet. Forms having this status can be supplemented, modified, its items can be deleted etc. until they are delivered, after which their status is changed into **In process**.
- **Entered** --- means that Intrastat form has been entered into the Intrastat system. Within the *Review of message*, selecting the icon makes the feedback message IR905 available.
- **Rejected** --- means that Intrastat form has been rejected. Within the *Review of message*, selecting the icon makes the feedback message IR906 available.
- **In process** --- the status begins when the user clicked on “Send” until the moment of receiving a feedback message from the system, after which the status of the form can be either **Entered** or **Rejected**.

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Contents 2.4.3 Creation of a new Intrastat form

The entry of a new Intrastat form through the CIWS application starts by clicking on the button “New form”.

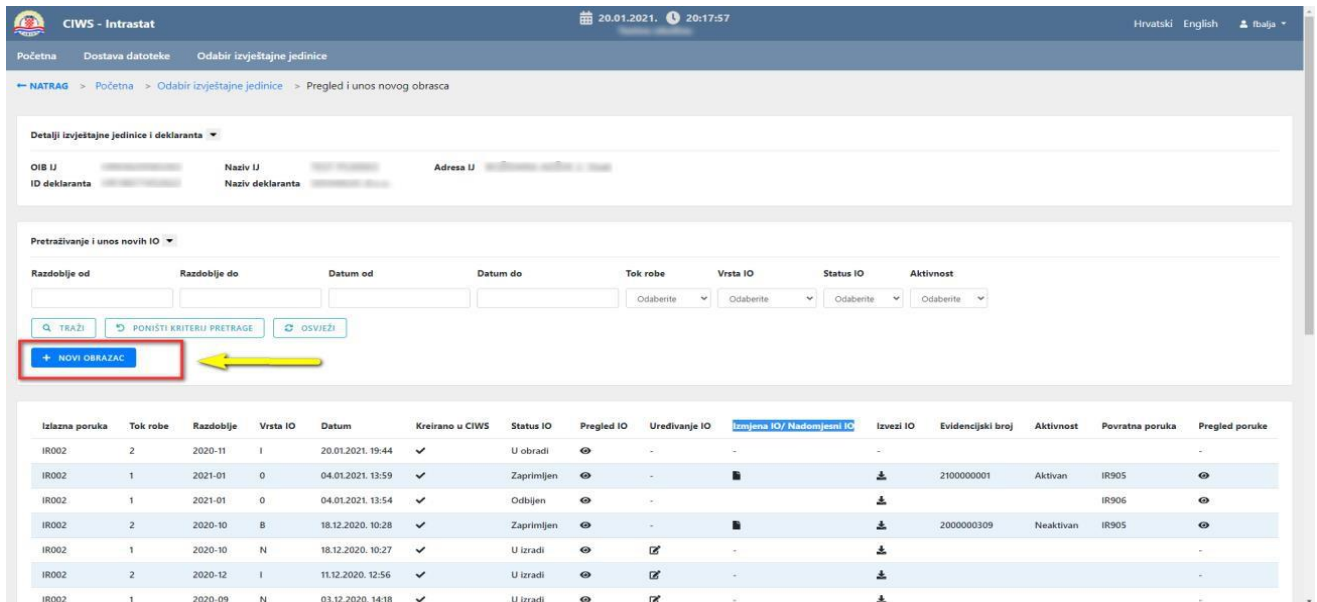


Figure 17: Pregled i unos novog obrasca (Review and entry of new form) screen – New form

After that, a new window is opened for entering data of the header of the Intrastat form.

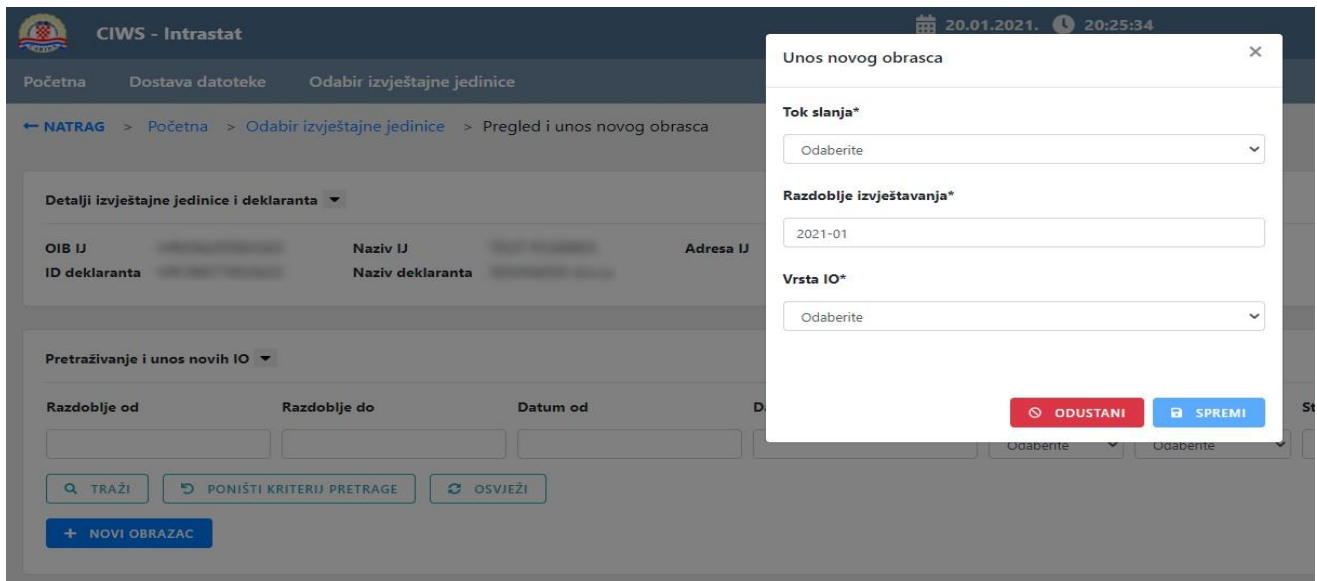


Figure 18: Pregled i unos novog obrasca (Review and entry of new form) screen – entering information of Intrastat form header

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The information on Flow of delivery (goods), Reporting period and Type of Intrastat form are to be entered. All information on this screen are mandatory.

After all mandatory information is entered, a new screen for entering Intrastat form items is opened by clicking on the button “Save”.

Warning:

- In the case when an active Intrastat form with the same header information already exists in the Intrastat system, the CIWS application will notify the user of it and it will not be possible to enter a new form.
- In the case when an Intrastat form with the same header information already exists in the CIWS application having the status “[Under construction](#)”, the CIWS application will notify the user of it and it will not be possible to enter a new form.
- If the PSI is not under obligation concerning the selected Flow of goods or Reporting period, the CIWS application will notify the user that he/she is not under reporting obligation and it will not be possible to enter a new form.
- If a substitute form is created (Type of Intrastat form = 'N'), the CIWS application checks if there is the original form for selected information on Flow of goods and Reporting period. If there is no such information, the CIWS application notifies the user that the mentioned type of Intrastat form cannot be delivered as an original form and that it will not be possible to enter a new form.
- If the user select Nil (Type of Intrastat form = '0') or Deleted (Type of Intrastat form = 'B') Intrastat form, than it is not necessary to enter items, since items are not entered for these types of Intrastat form. The application immediately offers the button “Send the Intrastat form”.

2.5 Entry of Intrastat form

The screen for entering Intrastat form items is used to fill in the Intrastat form online through the CIWS application.

On entering the header information for the new Intrastat form, the [Entry of new Intrastat form](#) screen opens.

The screen consists of the following parts:

- Details on the PSI and the agent (when the agent submits the form on behalf of the PSI),
- Details of the header of the Intrastat form,
- Browsing through and entry of new Intrastat forms,
- An area for entering Intrastat form items.

Notice: If nil (Type of Intrastat form = '0') or deleted (Type of Intrastat form = 'B') Intrastat form is selected, than it is not possible to enter information in a part of the form for item entry.

Figure 19: Entry of new Intrastat form screen

The Intrastat form items can be entered in several ways:

- By manual entry,
- By copying Intrastat information from the Excel table,
- By uploading Intrastat information through CSV file.

2.5.1 Modification of the header

The user can modify the header of Intrastat form by clicking the button “Modify the header”. After clicking the button, the screen for header modification opens.

If the user modifies data in this screen from correct to erroneous ones, the application sends notification during the check-up and the modification of the header will not be possible.

The button “Modify the header” can be used only if the form has the status “*Under construction*”.

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Figure 20: Entry of new Intrastat form screen – modification of the header

2.5.2 Manual entry of Intrastat form items

At manual entry of Intrastat form items, the user simply enters Intrastat data manually within the form for entering Intrastat form items. The form for entering Intrastat form items, which functions as Excel table.

	PDV broj	Šifra robe	Opis robe	Vrsta posla	Uvjeti isporuke	Mjesto isporuke	Vrsta prometa	Zemlja namjene	Zemlja podrijetla	Neto masa (kg)	Količina u jedinici mjere	Fakturna vrijednost	Status
1		30269097	opis robe test 1	11	DAP	1	3	CZ	AM	2.500,000		2.457	✓
2		02101990	opis robe test 2	11	EXW	2	3	AT	AM	1.000.000,000		2.457	✓
3		71131900	opis roba test 3	11	DAP	1	4	CZ	AT	100,000	100.000.000,000	254.147	✓

Figure 21: Manual entry of items

Warning:

- All Intrastat form fields are active, which means that they are controlled.
- Fields with drop-down menus are activated by double clicking the mouse.
- The CIWS application will send notification and paint the field in red in case of any error in the format or the content of the field.
- On completion of the manual entry of items, but before the delivery, the user has to [save](#) (“Save” button) and [check](#) (“Checking Intrastat form” button) the Intrastat form.

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2.5.3 Import of Intrastat form items

The user can import Intrastat form items through the functionality “**Import of CSV file**”.

Notice:

- The file to be uploaded has to be in CSV format.
- The delimiter within the file has to be a sign ‘;’ (semicolon).
- The maximal number of items that can be uploaded is 20 000.
- The user can import all items of the Intrastat form.
- If the form for entering items already contains them, the already entered items will not be deleted, but new ones will be imported and added.
- After they are imported, it is possible to further work on items (manual entry, modification of information within items or deletion, etc.) or to import new items.

Clicking on the button “Import items” opens the screen for importing the items.

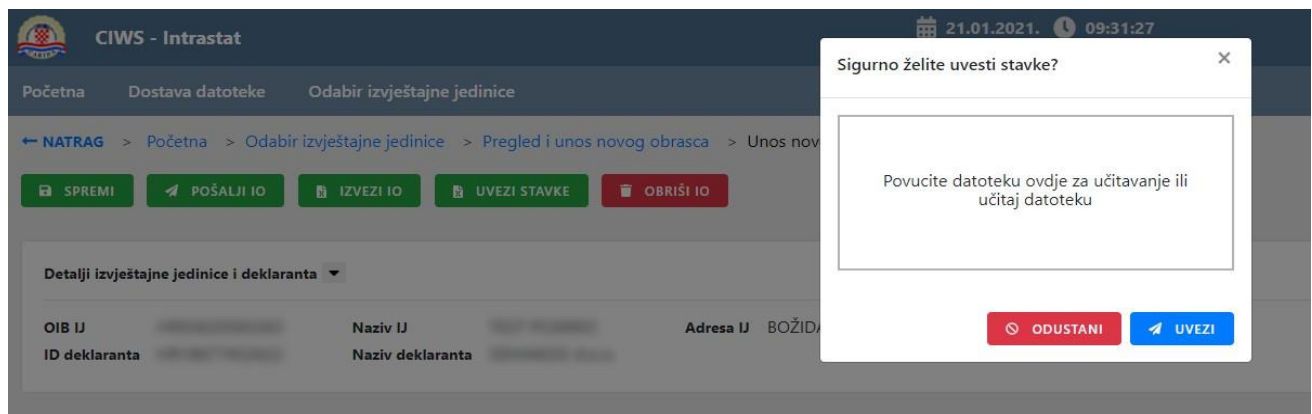


Figure 22: Entry of new Intrastat form – import of Intrastat form items

The file can be uploaded in two ways:

1. **Drag&Drop Method** --- the file can be dragged from the map window on a local computer to the part of the screen “**Povucite datoteku ovdje za učitavanje ili učitaj datoteku**” (“**Drag the file here for uploading or upload the file**”).
2. **Upload of file** --- the file can be uploaded from the local computer. Clicking the part of the screen “**Povucite datoteku ovdje za učitavanje ili učitaj datoteku**” (“**Drag the file here for uploading or upload the file**”) opens the window for the selection of a file to be uploaded, after which the “Open” button is selected.

In case that a wrong file has been uploaded, there is the option “Ukloni” (Remove) in the window for removing the wrong file, after which the file upload process can be repeated (Figure 9).

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Notice:

- Two or more files cannot be uploaded at the same time.
- It is not possible to upload files in any format other than CSV (e.g., Excel, PDF, Word...). In the case of the attempt to upload a wrong file format, the application sends the following message: “*Datoteka mora biti u CSV formatu!*” (*The file must be in the CSV format!*).

The uploaded CSV file is sent by clicking on the button “Uvezi” (Import). After that, the import of Intrastat form items into the CIWS application is performed and entered items are displayed within the form for entering the Intrastat form items.

2.5.4 Check of entered items of the Intrastat form



After entering the item information of Intrastat form, it is necessary to perform the check by clicking on the button “Check Intrastat form”. The entered Intrastat form **cannot be delivered** without prior check.

Performing the check, the CIWS application once again reviews all entered information in the form, after which it sends the following feedback message:

- All entered information is correct and the Intrastat form can be delivered by clicking on the button “Send the Intrastat form”.
- If there are errors, the application paints fields that contain them in red and sends a message about the error. Description and a list of errors are available via the button “List of errors”. By clicking on this button, the application prepares a textual file containing the list of errors.

Within the form for Intrastat form items entry there is a column Status, which presents the correctness of information for each entered item.

Tags within the column:

- The icon  (“tick”) --- the entered item is correct.
- The icon  (“x”) --- there is an error within the entered item.

2.5.5 Saving Intrastat form

The user can temporarily save entered information at any time during the data entry and continue the entry, check and delivery of Intrastat form at some later point. Saving is possible only for forms that have the status “[Under construction](#)”.

Clicking the button “Save”, the application performs the process of saving the Intrastat form.

After saving, the user stays at the screen where he/she was before the running of the saving action, while the message appears that says that information has been successfully saved, so it is possible to immediately continue with the data entry.

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Figure 23: Entry of new Intrastat form screen – the “Save” button

2.5.6 Browsing through the items of the Intrastat form

Browsing through the items of Intrastat form by various browsing criteria is available at the [Entry of new Intrastat form](#) screen.

Figure 24: Entry of Intrastat form items screen – browsing through Intrastat form items

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The search criteria are the following:

- Item
- Commodity code
- Description of goods
- VAT number
- Country of destination
- Delivery terms
- Place of delivery
- Nature of transaction
- Mode of transport
- Country of origin
- Net mass
- Quantity in supplementary unit
- Invoice value
- Item status

Users browse through entered Intrastat form items by entering specific search criteria and clicking on the button “Pretraži” (Browse). The search criteria are combined as needed and it is not necessary to enter all the criteria.

In drop-down menus Country of destination, Delivery terms, Place of delivery, Nature of transaction, Mode of transport, Country of origin and Item status it is possible to select only one search criterion.

After confirming the initialising of the browsing by clicking on the “Pretraži” (Browse) button, the system browses through all Intrastat form items that meet the required conditions and the obtained results are displayed in a list.

The button “Poništi kriterije pretrage” (Cancel search criteria) is used to delete the entered search criteria and the list of results, and to return the initial search criteria and the initial list of all entered Intrastat form items.

The list of browsed results shows 50 Intrastat form items sorted by ordinal number of the item. The navigation through pages is done at the bottom of the page by clicking on the button that shows the number of the page.

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1

Figure 25: Entry of new Intrastat form screen – display of page with items

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2.5.7 Deleting of Intrastat form

The user can delete the whole Intrastat form (including its header). Clicking on the “Obriši IO” (Delete Intrastat form) runs the process of deleting Intrastat form.

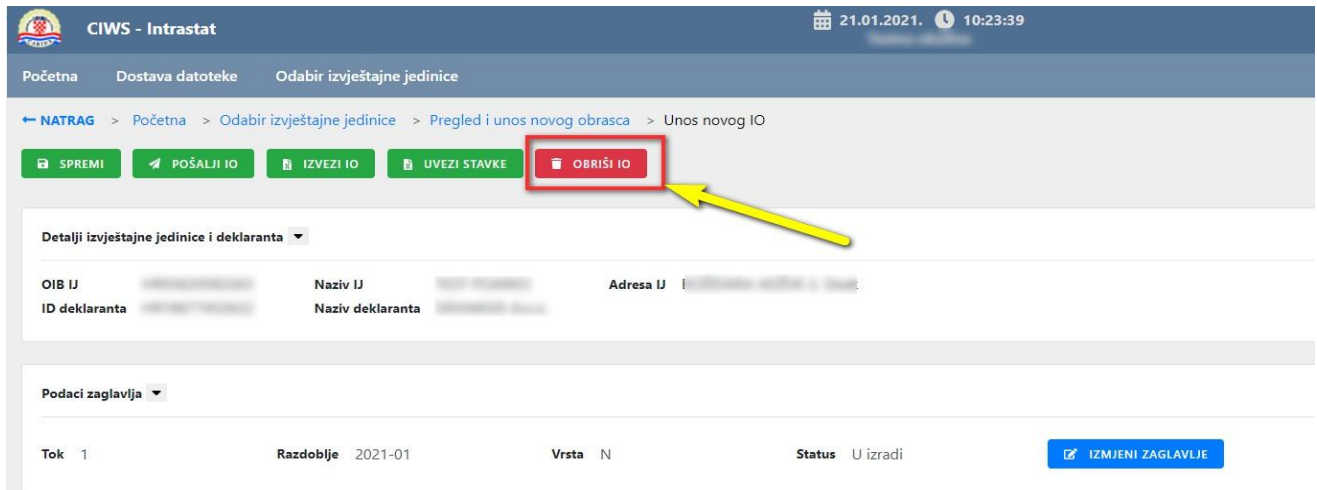


Figure 26: Entry of new Intrastat form screen – the “Delete Intrastat form” button

After that, the following warning message appears: “Jeste li sigurni da li želite obrisati privremeno spremljeni obrazac? I zaglavlje i stavke će biti obrisane” (Are you sure that you want to delete the temporarily saved Intrastat form? Both the header and items will be deleted.), in which the deleting of Intrastat form is confirmed by clicking on the “Delete” button.



Figure 27: The warning message for the process of deleting Intrastat form

After clicking on the “Delete” button, the application deletes the form and turns the user back to the [Review and entry of new Intrastat form](#) screen.

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2.5.8 Generating substitute form or any other Intrastat form

If the delivered Intrastat form has been successfully entered in the Intrastat system, then on the [Review and entry of new Intrastat form](#) screen appears the following note in the list of browsing results:

Izlazna poruka	Tok robe	Razdoblje	Vrsta IO	Datum	Kreirano u CIWS	Status IO	Pregled IO	Uređivanje IO	Izmjena IO/ Nadomjesni IO	Izvezi IO	Evidencijski broj	Aktivnost	Povratna poruka	Pregled poruke
IR002	2	2021-01	N	19.01.2021. 11:39	✓	Zaprimljen	👁	-	🗑	📄	2100000008	Aktivan	IR905	👁
IR002	2	2021-01	N	19.01.2021. 10:14	✓	Zaprimljen	👁	-	-	📄	2100000007	Neaktivan	IR905	👁
IR002	2	2021-01	I	18.01.2021. 16:14	✓	Zaprimljen	👁	-	-	📄	2100000006	Neaktivan	IR905	👁

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Figure 28: Review and entry of new form screen – list of browsing results for the Intrastat form with the “Entered” status

There is an icon within the [Modification of Intrastat form/Substitute Intrastat form](#) column. After selecting this icon, a box with the message “Kreiraj izvorni/nadomjesni obrazac?” (Create original/substitute Intrastat form?) appears, where the “Create” button is to be selected.



Figure 29: Screen for creating the original/substitute Intrastat form

After that, the CIWS application generates a new Intrastat form by copying all items from the existing Intrastat form.

The [Entry of new Intrastat form](#) screen opens, containing the newly generated Intrastat form with all items from previously delivered form. The type of document (Type of Intrastat form) automatically changes to a new one, depending on the previous type of document. If the previous Intrastat form was the original (Type of Intrastat form = ‘I’), or substitute (Type of Intrastat form = ‘N’), or Null (Type of Intrastat form = ‘0’) type of document, the new form will be a substitute type of document (Type of Intrastat form = ‘N’). If the previous Intrastat form was the deleted type of document (Type of Intrastat form = ‘B’), the new form will be an original type of document (Type of Intrastat form = ‘I’).

Podaci zaglavlja

Tok 2 Razdoblje 2021-01 **Vrsta N** Status U izradi [IZMJNI ZAGLAVLJE](#)

Pretraživanje i unos novih IO

Šifra robe Opis robe PDV broj Zemlja namjene Uvjeti isporuke Mjesto isporuke Vrsta posla Vrsta prometa Zemlja podrijetla

Pretraži PONIŠTI KRITERIJE PRETRAGE

+ NOVA STAVKA LISTA GREŠAKA PROVJERI IO

Uneseni podaci su ispravni.

	PDV broj	Šifra robe	Opis robe	Vrsta posla	Uvjeti isporuke	Mjesto isporuke	Vrsta prometa	Zemlja namjene	Zemlja podrijetla	Neto masa (kg)	Količina u jedinici mjere	Fakturna vrijednost	Status
1	SI22109846	99500000	test2	11	CFR	1	1	AT	AD	123,000		12	✓
2	AT112233456	99500000	test2	11	CFR	1	1	AT	AD	123,000		12	✓
3	FR998877654	99500000	test2	11	CFR	1	1	AT	AD	123,000		12	✓

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Figure 30: Entry of new Intrastat form screen – Type of Intrastat form: substitute

The following notes appear on the *Review and entry of new Intrastat form* screen in the list of browsing results:

Izlazna poruka	Tok robe	Razdoblje	Vrsta IO	Datum	Kreirano u CIWS	Status IO	Pregled IO	Uređivanje IO	Izmjena IO/ Nadomjesni IO	Izvezi IO	Evidencijski broj	Aktivnost	Povratna poruka	Pregled poruke
IR002	2	2021-01	N	21.01.2021. 11:30	✓	U izradi	👁	✎	-	📄				
IR002	2	2021-01	N	19.01.2021. 11:39	✓	Zaprimljen	👁	-	-	📄	2100000008	Aktivan	IR905	👁
IR002	2	2021-01	N	19.01.2021. 10:14	✓	Zaprimljen	👁	-	-	📄	2100000007	Neaktivan	IR905	👁
IR002	2	2021-01	I	18.01.2021. 16:14	✓	Zaprimljen	👁	-	-	📄	2100000006	Neaktivan	IR905	👁

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Figure 31: Review and entry of new form screen – list of browsing results for the generated Intrastat form

There is a new Intrastat form of the type of document (Type of Intrastat form = 'N') with the status "*Under construction*". The initial Intrastat form of the type of document (Type of Intrastat form = 'I' or 'N' or 'O'), which served as a specimen for creating a new form, cannot be copied again since there is a new, substitute form (Type of Intrastat form = 'N') for the same flow of goods and reporting period that can be edited.

It is not important for the newly created form if the mentioned substitute form (Type of Intrastat form = 'N') is going to be sent or not, since once the form is created, the following actions can be performed:

- The form can retain the status "*Under construction*",
- Items can be corrected and the substitute form can be sent to the Intrastat system, after which the form can obtain the status "*Entered*" or "*Rejected*",
- It can be used for creating the form for reporting on another period (modification of header),
- , or it can simply be [deleted](#).

2.5.9 Review of Intrastat form details

The review of Intrastat form details enables the user to review all information in the form, but without the possibility to modify information.

The screenshot shows the 'CIWS - Intrastat' application interface. The top navigation bar includes 'Početna', 'Dostava datoteke', and 'Odabir izvještajne jedinice'. The main content area is titled 'Pretraživanje i unos novih IO' and contains several sections:

- Detalji izvještajne jedinice i deklaranta:** Fields for OIB IJ, ID deklaranta, Naziv IJ, Naziv deklaranta, and Adresa IJ.
- Podaci zaglavlja:** Fields for Tok (2), Razdoblje (2021-01), Vrsta (N), and Status (Zaprimljen).
- Pretraživanje i unos novih IO:** Search filters for Stavka, Šifra robe, Opis robe, PDV broj, Zemlja namjene, Uvjeti isporuke, Mjesto isporuke, Vrsta posla, Vrsta prometa, and Zemlja podrijetla. It also includes fields for Neto masa, Količina u jedinici mjere, Fakturna vrijednost, and Status stavke.
- Table of entries:** A table with columns: Stavka, PDV broj, Šifra robe, Opis robe, Vrsta posla, Uvjeti isporuke, Mjesto isporuke, Vrsta prometa, Zemlja namjene, Zemlja podrijetla, Neto masa (kg), Količina u jedinici mjere, Fakturna vrijednost, and Status. The table contains three rows of test data.

The footer of the application includes logos for the Ministry of Economy and Development, the State Statistical Bureau of the Republic of Croatia, and the European Union, along with contact information for the 'Služba za Intrastat'.

Figure 32: Entry of new Intrastat form screen – review of Intrastat form details

2.5.10 Export Intrastat form to Excel format

The user can download data in the form in Excel format and save the document on a local computer.

The user can download the data by selecting the icon in the *Export Intrastat form* column on the [Review and entry of new Intrastat form](#), on which the result list of browsing of forms is presented. Only Intrastat forms created through the CIWS application can be exported, irrespective of their status.

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Izlazna poruka	Tok robe	Razdoblje	Vrsta IO	Datum	Kreirano u CIWS	Status IO	Pregled IO	Uređivanje IO	Izmjena IO/ Nadomjestni IO	Izvezi IO	Evidencijski broj	Aktivnost	Povratna poruka	Pregled poruke
IR002	2	2021-01	N	21.01.2021. 11:30	✓	U izradi	👁	✎	-	📄				-
IR002	2	2021-01	N	19.01.2021. 11:39	✓	Zaprimljen	👁	-	-	📄	2100000008	Aktivan	IR905	👁
IR002	2	2021-01	N	19.01.2021. 10:14	✓	Zaprimljen	👁	-	-	📄	2100000007	Neaktivan	IR905	👁
IR002	2	2021-01	I	18.01.2021. 16:14	✓	Zaprimljen	👁	-	-	📄	2100000006	Neaktivan	IR905	👁
IR002	2	2020-11	N	14.12.2020. 13:18	✓	Zaprimljen	👁	-	🗑	📄	2000000307	Aktivan	IR905	👁
IR002	2	2020-11	N	14.12.2020. 13:01	✓	Zaprimljen	👁	-	-	📄	2000000306	Neaktivan	IR905	👁
IR002	2	2020-11	N	14.12.2020. 12:56	✓	Odbijen	👁	-	-	📄			IR906	👁
IR002	1	2020-11	N	01.12.2020. 14:17	-	Zaprimljen	-	-	-	-	2000000301	Aktivan	IR905	-
IR002	2	2020-11	I	01.12.2020. 12:37	✓	Zaprimljen	👁	-	-	📄	2000000299	Neaktivan	IR905	👁
IR002	1	2020-11	I	19.11.2020. 14:54	✓	Zaprimljen	👁	-	-	📄	2000000293	Neaktivan	IR905	👁

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Figure 33: Review and entry of new form screen – download Excel file

The user can also download the data on the *Entry of new Intrastat form* screen, irrespective of whether a new Intrastat form is being entered, or the existing one is edited or reviewed, and irrespective of its status.

The screenshot shows the 'Entry of new Intrastat form' screen. At the top, there are navigation tabs: 'NATRAG', 'Početna', 'Odabir izvještajne jedinice', 'Pregled i unos novog obrascu', and 'Unos novog IO'. Below these are several action buttons: 'SPREMI', 'POŠALJI IO', 'IZVEZI IO' (highlighted with a red box and a yellow arrow), 'UVEZI STAVKE', and 'OBRISI IO'. The main content area includes fields for 'OIB IJ', 'Naziv IJ', 'Adresa IJ', 'ID deklaranta', and 'Naziv deklaranta'. Below that is a section for 'Podaci zaglavlja' with fields for 'Tok', 'Razdoblje', 'Vrsta', and 'Status'. At the bottom, there is a 'Pretraživanje i unos novih IO' section with various search and filter options.

Figure 34: Entry of new Intrastat form screen – Export to Excel format

Clicking on the “Export Intrastat form” enables downloading of Intrastat form in Excel format.

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