

Instructions for completing the Intrastat form in Excel

1. Save ZIP file downloaded from the web site in a map on your hard disc, e.g. C:\Intrastat.
2. Open the ZIP file. It contains four files that **must** remain in the joint map.
3. Enable macro settings on your computer.
(File-Options-Trust Center-Trust Center Settings-Macro Settings-Enable all macros)
4. Click on the file **Intrastat_Obrzac_(current version)**.
5. The Excel document for creating the Intrastat form opens.
 - A new tab in the Security warning menu may appear on your screen, on which you must click on the **<Options>** button, after which a new window opens where you then select the option Enable Content and confirm it by clicking on the **<OK>** button (as shown in the picture).



6. The Excel document consists of the following two tabs:
 - **Basic information** – for entering data from the header of the Intrastat form
 - **Items tab** – for entering items (limited to 100 items).

Basic information

Basic info	
Reference period - Year:	<input type="text"/>
Reference period - Month:	<input type="text"/>
Flow of goods:	<input type="text"/>
Form type:	<input type="text"/>

PSI info	
OIB:	<input type="text" value="HR"/>
Name:	<input type="text"/>
Address:	<input type="text"/>

Declarant info	
OIB/ID:	<input type="text"/>
Name:	<input type="text"/>
Address:	<input type="text"/>
Country:	<input type="text"/>

Items

Item no.	Commodity code	Description of goods	Nature of transaction (both chars)	Delivery terms	Place of delivery	Mode of transport	Country of destination/consignment	Country of origin	Net mass (kg)	Quantity in supplementary unit	Invoice value (kn)	Statistical value (kn)
1												
2												
3												
4												
5												
6												
7												
8												
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7. Some information can be selected from the drop-down list, while others have to be entered on your own.
8. Information in the Intrastat form in Excel is entered according to the instructions for entering the Intrastat form.
9. After entering all information, click on the **<Spremi XML>** button and entered data will be saved in XML format on your hard disc. The programme will automatically name your new XML file. If you want to rename your file, do not use special characters (/ , . - _ ! “) (see picture).

INTRASTAT v1.3

XML izvoz: Početak obrade...

Spremi XML **Izbriši sve!**

Osnovni podaci

Godina:

Mjesec:

Tok robe:

Vrsta obrasca:

Podaci o izvještaju

OIB:

Naziv:

Adresa:

Podaci o deklaraciji

OIB/ID:

Naziv:

Adresa:

Zemlja:

Save As

Save in:

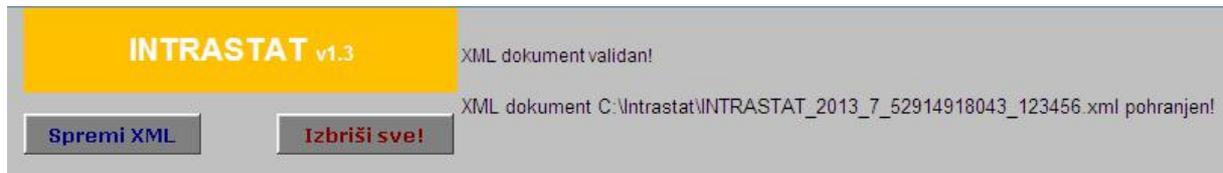
File name:

Save as type:

Tools:

Save Cancel

10. After saving, a message that the XML file is validated and saved (see a message example in the following picture).



11. The XML format of the Intrastat form is submitted to the Intrastat system, while its Excel version is used for possible later corrections in the form. For that reason, **DO NOT FORGET to save a document version in Excel as well!**