



InstatEvo

Application for Submitting Intrastat Declarations
User Guide

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1 Introduction

To collect Intrastat data, the Ministry of Finance – General Directorate of Customs, in cooperation with the Czech Statistical Office, developed the InStatEvo application. Starting in 2026, InStatEvo is intended to become the sole application for submitting Intrastat declarations (replacing InStatDesk and InStatOnline) and will meet the needs of all clients. The application is provided free of charge.

Data intended for transmission can either be entered manually or imported into InStatEvo from other programs, provided that the format defined by the Customs Administration is adhered to. The required format is CSV (Comma Separated Values) and is published on the website of the Customs Administration. There is no longer a limitation on the number of imported records.

InStatEvo includes functionalities for verifying the correctness of data during input as well as validating submitted data on the server. It is very important to carefully follow the process of submitting both new and corrected data, and subsequently verify their receipt and correctness.

To assist users with working in the application and to provide technical support, the General Directorate of Customs has established the Intrastat Helpdesk located in Olomouc. The Helpdesk is available on working days from 7:00 a.m. to 3:30 p.m. at +420 261 331 997, and during data collection periods outside of working hours at +420 725 101 542. Inquiries can also be sent to the email address

intrastat@cs.mfcr.cz. Up-to-date information on technical issues is available on the Customs Administration Portal (PCS) under the main menu “Other competences” and submenu “Intrastat”. Methodological questions can be directed to the Czech Statistical Office website.

The aim of this user documentation is to assist you with the installation and use of the InstatEvo application.

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2 Technical Specification

InstatEvo is a web-based multi-user application, requiring only an up-to-date web browser.

The application has been tested in Edge, Chrome, and Firefox browsers.

3 Login

It is not possible to log into the application without prior registration as described in Section 4. You will be prompted to enter your login email address and password.



The screenshot shows the login interface for the CELNÍ SPRÁVA system. On the left, the logo consists of a blue square with 'CS' inside, followed by the text 'CELNÍ SPRÁVA' and the URL 'celnisprava.gov.cz'. On the right, a white login box is displayed. Inside this box, the same logo is at the top, followed by the title 'Přihlásit se'. Below the title is an email input field containing 'adresa@example.com'. Underneath the input field are two links: 'Nová registrace' and 'Obnovit zapomenuté heslo'. At the bottom right of the login box is a blue button labeled 'Další'.

In this form, you can also select "New Registration" to register a new account. Such an account must then be authorized for access to the application by submitting a request to the customs office as described in Section 4.

If you are logging in for the first time or are unsure whether you are entering the correct password, you can use the "Retrieve or Reset Forgotten Password" function.

The screenshot shows the 'Log in' page of the CELNÍ SPRÁVA system. The header includes the logo, navigation links (Czech CA, Customs duty, Duty, Other Competencies, Applications, European Union, Contacts), and a user profile icon with a 'Log In' button highlighted by a red box. Below the header, there are fields for 'Email:' and 'Password:', followed by a blue 'LOG IN' button. At the bottom, there are links for 'New registration' and 'Get new or reset a forgotten password', with the latter link highlighted by a red box.

The screenshot shows the 'Reset Password' page of the CELNÍ SPRÁVA system. The header is identical to the previous page. Below the header, there is a section titled 'Reset Password' with the instruction 'Fill out email address where you want to send link for password reset.' A text input field contains the email address 'Renata.Coufalova@celnisprava.gov.cz'. Below the input field is a blue 'SEND' button.

A link to reset your password will be sent to the provided email address; clicking on it will open a dialog for changing the password.

Celní Správa ČR: Obnovení hesla



portal@celnisprava.cz
Komu Coufalová Renata, Bc.



Dobrý den,

Pro nastavení nového hesla prosím klikněte na následující odkaz:


<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcelnisprava.gov.cz%2Fcz%2FStranky%2FSetPassword.aspx%3Ftoken%3DhephVNXGrfO8jRqAlcQP%252fmtUa1k%252fnVV%252f%252fwCDLaze0Mrh8zfzcmpODQ%252bnfmad8gFpSB67APA8ah49j2g82lUL6pnIRPaIRYU6ER%252fhz4rD9MA%253d&data=05%7C02%7CRenata.Coufalova%40celnisprava.gov.cz%7C8d5eb5ad47b345047b9d08dd83ba95cc%7C4928b5e1b339440aa3c7f851d1ff79c4%7C0%7C0%7C638811559631561802%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoITWFpbCIsIldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=gTFJQ1zip7SBms1UKNvKqh3MxrUsWOnGI03NarjoM6o%3D&reserved=0>


Pokud jste o změnu hesla nepožádali, neberte tento email v potaz.

Celní správa České republiky

<http://www.celnisprava.cz/>

Kliknete na odkaz v emailu a nastavíte si heslo dle formátu hesla. Heslo nesmí obsahovat název firmy.

 CELNÍ SPRÁVA

 Cs [Translate](#)

[Czech CA](#) [Customs duty](#) [Duty](#) [Other Competencies](#) [Applications](#) [European Union](#) [Contacts](#)

English › Set Password

Set Password

Email:

Password:

Password verification:

SAVE

English > Set Password

Set Password

Email:

Renata.Coufalova@celnisprava.gov.cz

Password:

Password verification:

SAVE

English > Set Password

Set Password

Password was changed successfully

[Sign in](#)



PASSWORD RULES

Password must meet the following minimum requirements:

- Not contain all or part of the user's account name
- be at least 8 characters in length
- contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - base 10 digits (0 through 9)
 - non-alphabetic characters (for example, !, \$, #, %)

Password is case sensitive!

Logout. You can log out at any time by clicking the "Logout" text next to the icon of the logged-in user.

If you do not use the application for a certain period of time, you will be automatically logged out for security reasons.

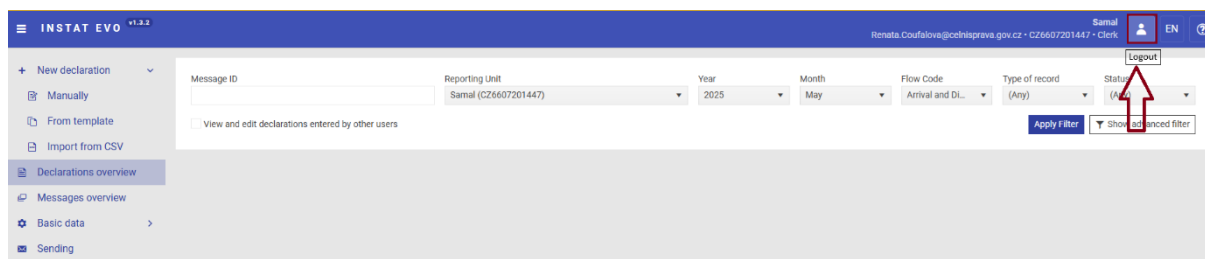


Figure. Log out.

4 Registration

Registration is a basic requirement for authentication and authorization to submit declarations.

It involves submitting a specified form to the customs office via a dataBox

[More information about the registration process can be found here.](#)

5 Entry of Report Items

5.1 Rules for manual entry

In the “New Report Item” menu, by clicking on “Manual”, you will access the form for manually entering individual Intrastat declarations. Each field must be completed in accordance with the applicable legal regulations for the relevant reporting period, as published by the Czech Statistical Office (CZSO). These documents can be downloaded from the CZSO website (www.czso.cz).

The application contains built-in code lists also published by the CZSO, but they are also available on the website of the Customs Administration, under the “Applications” -> “Code Lists” menu, in the “Intrastat” section.

A description of the individual fields and control elements follows. Fields that serve only for selecting a value from a code list or for simple value entry will not be described, as the method of completing them is defined by legal regulations.

The screenshot shows the 'Create new declaration' form in the INSTAT EVO v1.3.0 application. The left sidebar contains navigation options: 'New declaration' (selected), 'Manually', 'From template', 'Import from CSV', 'Declarations overview', 'Messages overview', 'Basic data', and 'Sending'. The main form is divided into several sections:

- Reference Period:** Fields for 'Year' (2025) and 'Month' (March).
- Declaration:** Fields for 'Flow' (Arrival), 'Type of record' (ST - Standard record), 'Partner subject' (Choose...), and 'Nature of transaction' (empty, with error 'Nature of transaction must be filled out.').
- Goods:** Fields for 'Combined nomenclature (CN8)' (empty, with error 'CN8 code must be filled out.'), 'Additional Goods Code' (empty), 'Total net mass' (empty, with error 'Net mass must be greater than 0.'), and 'Quantity in SU' (empty, with error 'Quantity in SU must be greater than 0.').
- Country of dispatch:** Empty field with error 'Member state of the consignment destination must be filled out.'
- Country of origin:** Empty field with error 'Country of origin must be filled out.'
- Delivery terms (INCOTERMS):** Field with 'Save as new template...' button.
- PSI:** Field with 'Milan Kolafik Test (CZ6607201447)' and a 'Save declaration' button.
- Invoice value:** Field with 'CZK - Czech koruna' and a 'Save declaration' button.

Figure. New declaration.

5.2 Reference Period

Enter the period for which the declaration is being completed. By default, the system offers the previous month as the reference period, as this is the most common case. However, you may also wish to submit a declaration for the current month or any previous month as a supplementary report. Pay close attention when selecting the reference period — submitting a declaration for the wrong period is a common error!

5.3 Selection of PSI

Select the reporting PSI. If you are submitting declarations only on behalf of your own entity, the field is automatically filled in. If you submit on behalf of multiple reporting units, the field will be empty and you must choose from the available units. If no reporting unit is selected, the “Save Report Item” button will not be available!

Figure. Selection of PSI.

Type of Record

Enter “ST” for a standard declaration, which is the most common case. Another frequently used code is “NN” for a negative declaration. This code is used when the reporting unit is required to report but did not conduct any trade during the given month.

When this code is entered, the system generates a negative declaration that includes only the year, month, direction (whether it is a negative declaration for arrival or dispatch), and the reporting unit submitting the negative report.

Other codes are less common; the rules for their use can be found in the relevant legal regulations.

Figure. Selection of declaration item type.

5.4 Combined nomenclature and additional goods code.

Allows the selection of an 8-digit commodity goods code based on the code list provided by the Czech Statistical Office (CZSO). In the search field, you can enter either text (a substring will be searched) or a number (searched from the beginning). For example, entering "38" will find all numbers starting with 38; entering "naft" will find biodiesel. If a statistical code is required, you will be alerted in this field by a red notice and the option to select it will be enabled (the statistical code is an additional goods specification required for certain items by the Ministry of Industry and Trade). Alternatively, the "Select" button with similar functionality can be used.

The screenshot shows the 'INSTAT EVO v1.3.9' interface. The left sidebar contains navigation options: 'New declaration' (with a sub-menu 'Manually'), 'From template', 'Import from CSV', 'Declarations overview', 'Messages overview', 'Basic data', and 'Sending'. The main area is titled 'Create new declaration'. It includes fields for 'Reference Period' (Year: 2025, Month: March), 'PSI' (Milan Kolář Test (CZ6607201447)), 'Declaration' (Flow: Arrival, Type of record: ST - Standard record, Partner subject: Choose...), 'Nature of transaction' (11 - Outright sale/purchase except direct trade with/by private consumers), 'Country of dispatch' (AT - Austria), 'Country of origin' (AE - United Arab Emirates), 'Delivery terms (INCOTERMS)' (K - Involves delivery Incoterms annexes, when main transport charge is paid by b...), and 'Mode of transport' (Save as new template...). The 'Goods' section is active, showing a list of 'Combined nomenclature (CN8)' codes. The selected code is '38011000 - ZZZ - Artificial graphite (excl. retort graphite, retort carbon and goods of artificial graphite, incl. refractory materials based on artificial graphite)'. The 'Invoiced value' is 0.000, and the 'Currency' is CZK - Czech koruna. A red notice indicates 'Quantity in SU must be greater than 0'.

Figure. Selection of CN8 code.

The screenshot shows the 'INSTAT EVO v1.3.9' interface. The left sidebar contains navigation options: 'New declaration' (with a sub-menu 'Manually'), 'From template', 'Import from CSV', 'Declarations overview', 'Messages overview', 'Basic data', and 'Sending'. The main area is titled 'Create new declaration'. It includes fields for 'Reference Period' (Year: 2025, Month: March), 'PSI' (Milan Kolář Test (CZ6607201447)), 'Declaration' (Flow: Arrival, Type of record: ST - Standard record, Partner subject: Choose...), 'Nature of transaction' (11 - Outright sale/purchase except direct trade with/by private consumers), 'Country of dispatch' (AT - Austria), 'Country of origin' (AE - United Arab Emirates), 'Delivery terms (INCOTERMS)' (K - Involves delivery Incoterms annexes, when main transport charge is paid by b...), and 'Mode of transport' (Save as new template...). The 'Goods' section is active, showing a list of 'Combined nomenclature (CN8)' codes. The selected code is '29071510 - ZZZ - 1-Naphthol'. The 'Invoiced value' is 0.000, and the 'Currency' is CZK - Czech koruna. A red notice indicates 'Quantity in SU must be greater than 0'.

Figure. Selection by name.

If the exported or imported goods reported in Intrastat are identified by one of the Combined Nomenclature codes listed in the Communication of the Czech Statistical

Office No. 498/2021 Coll., introducing the code list of Selected Goods with Additional Statistical Codes (DOPL_KN), as amended, a specific two-digit numerical code, referred to as the “statistical code,” must be added to the declaration, corresponding to the clarified name of the goods.

The screenshot shows a web form with a blue header bar labeled "Goods". Below it, a section titled "Combined nomenclature (CN8)" contains a text input field with the value "38260090 - ZZZ - Biodiesel and mixtures thereof, not containing or ..." and a "Choose..." button. Below this, a section titled "Additional Goods Code" features a red-outlined text input field. A red error message, "Additional Goods Code must be filled out.", is displayed below the input field.

Figure. Notification of the requirement to enter a supplementary unit.

This screenshot shows the same web form as above, but with the "Additional Goods Code" dropdown menu open. The dropdown list displays three options: "80 - Biodiesel and mixtures thereof, not containing or containing less than 70 % by weight of petroleum oils or oils obtained from bituminous minerals, other, (excluding Fatty-acid mono-alkyl esters, containing by weight 96,5 % or more of esters)", "90 - Biodiesel and mixtures thereof, not containing or containing less than 70 % by weight of petroleum oils or oils obtained from bituminous minerals, other, (excluding Fatty-acid mono-alkyl esters, containing by weight 96,5 % or more of esters)", and "95 - Biodiesel and mixtures thereof, other (not as a product of refinery processing of crude oil), eg. distillation residue from the production of FAME from waste rendering grease, etc.".

Figure. Selection of supplementary unit.

5.5 Net mass (weight)

A decimal number with three digits after the decimal point. If the weight is less than 1, the decimal number is used (e.g., 0.326); if the weight is greater than or equal to one, it is rounded to the nearest whole number and completed with zeros (e.g., 3.401

→ 3.000). If electricity or radioactive materials are being declared (CN8 codes starting with 2844 or 2716), the constant 0.001 must be entered.

5.6 Quantity in supplementary unit

A decimal number with three digits after the decimal point. The QSU for specific goods is firmly set in the goods tariff, see the previous section. If the unit of measure is "ZZZ", the value must always be "0.000"; in all other cases, it must be greater than "0.000" and represent the quantity in the given unit. If the quantity is a whole number, three zeros must be added after the decimal point.

The screenshot shows a web-based form for entering customs data. At the top, there is a 'Goods' header. Below it, the 'Combined nomenclature (CN8)' is displayed as '38260090 - ZZZ Biodiesel and mixtures thereof, not containing or ...'. The 'Additional Goods Code' is '80 - Biodiesel and mixtures thereof, not containing or containing less than 70 % b...'. The 'Total net mass' is '121,212.000 kg'. The 'Quantity in SU' is '0.000' with the unit 'ZZZ (No additional unit)'. The 'ZZZ' unit code is highlighted with a red box in the original image.

Figure. Entering quantity in supplementary unit.

5.7 Invoiced value

An integer representing the value of the goods in whole Czech crowns (CZK). If the invoice states the value in a foreign currency, it is necessary to set the foreign currency, enter the invoiced value in the foreign currency, and the exchange rate value in CZK. By default, the field available for input is "Invoiced Value" in CZK (see Fig. 1). If the value is known in a foreign currency, for example EUR, select "Foreign Currency" from the dropdown menu, enter the invoiced value in the foreign currency and the exchange rate value in CZK (see Fig. 2). The "Invoiced Value" field will then become disabled. After entering the values, press the "Recalculate" button (see Fig. 3)

and the recalculated amount will be transferred to the "Invoiced Value" field (see Fig. 4).

The screenshot shows the 'Create new declaration' form in the INSTAT EVO v1.3.0 application. The form is divided into several sections: Reference Period, Declaration, Goods, and Internal information. The 'Invoiced value' field is highlighted with a red box and contains the value 896,547. The 'Currency' dropdown menu is also highlighted with a red box and shows 'CZK - Czech koruna' selected. The 'PSI' field contains 'Milan Kolářik Test (CZ6607201447)'. The 'Combined nomenclature (CN8)' field contains '49011000 - ZZZ - Printed books, brochures and similar printed matt...'. The 'Total net mass' field contains '8,523.000 kg'. The 'Quantity in SU' field contains '0.000 ZZZ (No additional unit)'. The 'Country of dispatch' field contains 'AT - Austria' and the 'Country of origin' field contains 'AE - United Arab Emirates'. The 'Delivery terms (INCOTERMS)' field contains 'K - Involves delivery Incoterms annexes, when main transport charge is paid by b...'. The 'Mode of transport' field contains '4 - Air transport'. The 'Save as new template...' button is visible at the bottom left. The 'Discard Changes' and 'Save declaration' buttons are visible at the bottom right.

Figure. Entering the invoiced value directly in CZK.

The screenshot shows the 'Create new declaration' form in the INSTAT EVO v1.3.0 application. The form is divided into several sections: Reference Period, Declaration, Goods, and Internal information. The 'Invoiced value' field is highlighted with a red box and contains the value 854.00. The 'Currency' dropdown menu is also highlighted with a red box and shows 'Foreign currency' selected. The 'Invoiced value in foreign currency' field is highlighted with a red box and contains the value 854.00. The 'Exchange rate of currency in Czech koruna' field is highlighted with a red box and contains the value 25.071. The 'PSI' field contains 'Milan Kolářik Test (CZ6607201447)'. The 'Combined nomenclature (CN8)' field contains '49011000 - ZZZ - Printed books, brochures and similar printed matt...'. The 'Total net mass' field contains '8,523.000 kg'. The 'Quantity in SU' field contains '0.000 ZZZ (No additional unit)'. The 'Country of dispatch' field contains 'AT - Austria' and the 'Country of origin' field contains 'AE - United Arab Emirates'. The 'Delivery terms (INCOTERMS)' field contains 'K - Involves delivery Incoterms annexes, when main transport charge is paid by b...'. The 'Mode of transport' field contains '4 - Air transport'. The 'Save as new template...' button is visible at the bottom left. The 'Discard Changes' and 'Save declaration' buttons are visible at the bottom right.

Figure. Setting a foreign currency, entering the invoiced value in the foreign currency and the exchange rate in CZK.

The screenshot shows the INSTAT EVO v1.3.0 interface. The left sidebar contains navigation options: From template, Import from CSV, Declarations overview, Messages overview, Basic data, and Sending. The main area is divided into sections: Reference Period (Year: 2025, Month: March), Declaration (Flow: Arrival, Type of record: ST - Standard record, Partner subject: Choose..., Nature of transaction: 11 - Outright sale/purchase except direct trade with/by private consumers, Country of dispatch: AT - Austria, Country of origin: AE - United Arab Emirates, Delivery terms (INCOTERMS): K - Involves delivery Incoterms annexes, when main transport charge is paid by b..., Mode of transport: 4 - Air transport), PSI (PSI: Milan Kolařík Test (CZ6607201447)), Goods (Combined nomenclature (CN8): 49011000 - ZZZ - Printed books, brochures and similar printed matt..., Additional Goods Code: Choose..., Total net mass: 8,523.000 kg, Quantity in SU: 0.000 ZZZ (No additional unit), Invoiced value: 854.00, Currency: Foreign currency, Exchange rate of currency in Czech koruna: 25.071, For example 25.071 for 1 Euro), and buttons: Save as new template..., Discard Changes, and Save declaration. The Recalculate button is highlighted in red.

Figure. Recalculate.

The screenshot shows the INSTAT EVO v1.3.0 interface. The left sidebar contains navigation options: New declaration, Manually, From template, Import from CSV, Declarations overview, Messages overview, Basic data, and Sending. The main area is divided into sections: Reference Period (Year: 2025, Month: March), Declaration (Flow: Arrival, Type of record: ST - Standard record, Partner subject: Choose..., Nature of transaction: 11 - Outright sale/purchase except direct trade with/by private consumers, Country of dispatch: AT - Austria, Country of origin: AE - United Arab Emirates, Delivery terms (INCOTERMS): K - Involves delivery Incoterms annexes, when main transport charge is paid by b..., Mode of transport: Choose...), PSI (PSI: Milan Kolařík Test (CZ6607201447)), Goods (Combined nomenclature (CN8): 49011000 - ZZZ - Printed books, brochures and similar printed matt..., Additional Goods Code: Choose..., Total net mass: 8,523.000 kg, Quantity in SU: 0.000 ZZZ (No additional unit), Invoiced value: 21,411, Currency: CZK - Czech koruna), Internal information (Note: Note), and buttons: Save as new template..., Discard Changes, and Save declaration. The Invoiced value field is highlighted in red.

Figure. Recalculated value.

Note

A note can be added to each declaration, which will be saved. In the "Report Items Overview" menu, notes can then be filtered — a typical use case would be entering an invoice number into the note and subsequently filtering all declarations related to a single invoice.

5.8 Saving declaration item

The declaration is saved by pressing the "Save Report Item" button. If you want to save the declaration as a template, use the "Save as New Template" button (see Fig. 5) before pressing the "Save Report Item" button. The "Save Report Item" button becomes available only after all active report fields have been completed. When the button is pressed, a validation check is performed, and if everything is correct, the declaration is saved. If the declaration contains errors (see Fig. 6), you will be notified, and the errors must be corrected before saving. After the declaration is successfully saved, a dialog will appear (see Fig. 7), where you can choose to go to the "Report Items Overview" (overview of entered items), "New with Values" (create a new declaration using the values from the saved one), or "New Report Item" (create a new blank declaration).

The screenshot shows the INSTAT EVO v1.3.0 web application interface. The left sidebar contains navigation links: Manualy, From template, Import from CSV, Declarations overview, Messages overview, Basic data, and Sending. The main area displays a declaration form with the following sections:

- Reference Period:** Year (2025), Month (March).
- Declaration:**
 - Flow: Arrival
 - Type of record: ST - Standard record
 - Partner subject: Choose...
 - Nature of transaction: 11 - Outright sale/purchase except direct trade with/by private consumers
 - Country of dispatch: AT - Austria
 - Country of origin: AE - United Arab Emirates
 - Delivery terms (INCOTERMS): K - Involves delivery Incoterms annexes, when main transport charge is paid by b...
 - Mode of transport: 4 - Air transport
- Goods:**
 - PSI: Milan Kolařík Test (CZ6607201447)
 - Combined nomenclature (CN8): 49011000 - ZZZ - Printed books, brochures and similar printed matt... (Choose...)
 - Additional Goods Code: Choose...
 - Total net mass: 8,523.000 kg
 - Quantity in SU: 0.000 ZZZ (No additional unit)
 - Invoiced value: 21,411 CZK - Czech koruna
 - Currency: CZK - Czech koruna
- Internal information:** Note

At the bottom of the form, there are three buttons: "Save as new template..." (highlighted with a red box), "Discard Changes", and "Save declaration".

Figure. Save the declaration item as a template.

Figure. Warning about errors.

Figure. Successfully saved declaration.

6 Import of Declarations and Errors During Import

6.1 Rules for Import Declaration items

Using the functions in this menu, you can import declarations in CSV (Comma Separated Values) format from external sources, such as your accounting systems. Imported files must comply with the specified format. The file can either be a plain text file with a .csv extension or compressed in .zip (.gz, .gzip) format. You can choose any delimiter; by default, a semicolon is set.

Format CSV for Czech Intrastat declaration - valid from January 1st 2011, changes are in a blue colour (as a standard separator is used a semicolon)

| Description of fields | Position | Length | Note | Example(dispatch) |
|------------------------------------|----------|--------|--|------------------------|
| Month of declaration | 1 | 2 | | 09 |
| Year of declaration | 2 | 4 | | 2009 |
| DIC (VAT registration number) | 3 | 10 | Without prefix CZ | 1234567890 |
| Arrival / Dispatch | 4 | 1 | 1-arrival, 2-dispatch | 2 |
| Country of dispatch / arrival | 5 | 2 | Codes from Czech Statistical Office | DE |
| Region of dispatch / arrival | 6 | 2 | Codes from Czech Statistical Office. <i>It is not filled out.</i> ²⁾ | "" |
| Country of origin | 7 | 2 | Codes from Czech Statistical Office. <i>It is not filled out when the flow is dispatch</i> | "" |
| Nature of transaction | 8 | 2 | Codes from Czech Statistical Office | 11 |
| Nature of transport | 9 | 1 | Codes from Czech Statistical Office | 3 |
| Delivery terms | 10 | 1 | Codes from Czech Statistical Office | K |
| Code of movement (special) | 11 | 2 | Codes from Czech Statistical Office | ST |
| Combined nomenclature CN8 | 12 | 8 | Codes from Czech Statistical Office | 27101981 |
| Statistical sign (additional code) | 13 | 2 | Codes from Czech Statistical Office | 50 |
| Description of goods | 14 | 80 | <i>It does not have to be filled out</i> | Oleje turbinové |
| Net mass | 15 | 9.3 | maximal length (number with 3 decimal places) ¹⁾ | 45680.000 or 45680,000 |
| Quantity in supplementary units | 16 | 9.3 | maximal length (number with 3 decimal places) ²⁾ | 48250.000 or 48250,000 |
| Invoiced value | 17 | 14 | maximal length (whole number - not decimal) | 526500 |
| Statistical value | 18 | 14 | It is not filled out | "" |
| Internal note 1 | 19 | 40 | maximal length (It does not have to be filled out) | "" |
| Internal note 2 | 20 | 40 | maximal length (It does not have to be filled out) | "" |

1. Net mass is declared with 3 decimal positions after decimal point.
If the net mass is less than 1 kg it is declared after the decimal point (for example: 0.432).
If the net mass is greater than 1 kg the value is rounded mathematically to the whole kilograms. (45.682 => 46.000; 45.499 => 45.000)
If we declare electricity or radioactive substances (CN8 beginning with 2844 or 2716) we have to declare net mass 0.001 for these goods.
2. Amount in supplementary units has to be declared with 3 decimal positions after a decimal point too.
Three decimal positions have to be declared even in situations when it is somewhat illogical for example you declare in PCE (pieces) so 12 pieces must be written as 12.000.
The same situation is with the supplementary units NEL and NPR.
If the supplementary unit is unspecified (ZZZ) the value in supplementary units must be 0.000.
3. The region of origin which was declared with dispatches is now completely removed.

```
09;2009;5805200841;2;PT;11;3;K;ST;27101981;50;Oleje turbinové;45556.000;0.000;987555;
09;2009;5805200841;2;BE;11;3;L;ST;27101981;20;Oleje motorové ostatní ne: automobilové, letecké;45666.000;0.000;8755552;
```

Figure. Structure of the import file.

6.2 Import of delaration items

In the "New Report Item" menu, by clicking on "Import from CSV," you select the file for import by pressing the "New Import" button.



Figure. Importing the file.

The "New Import" table will appear, where you click on "Select File" (see Fig. 8). A dialog for file selection will open (see Fig. 9). Select the file and press "Open."

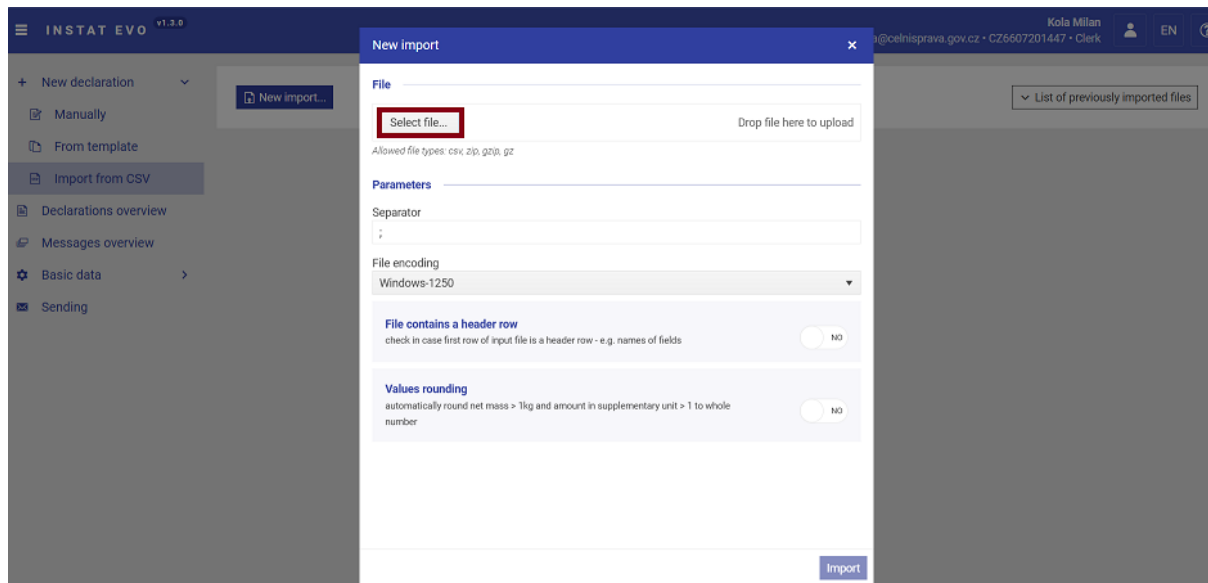


Figure. File selection.

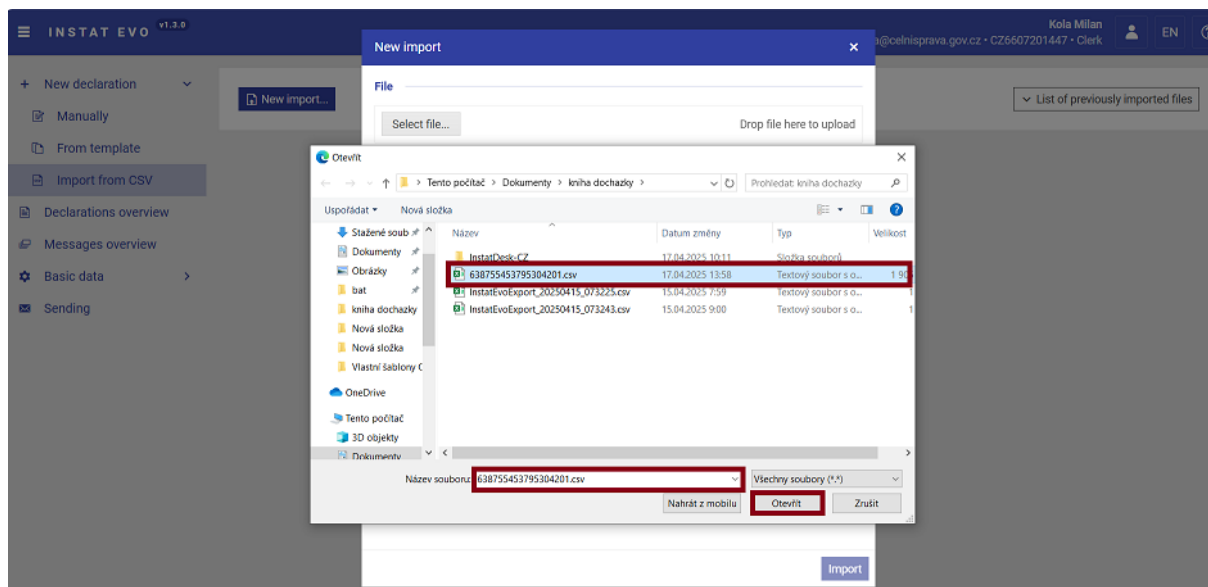
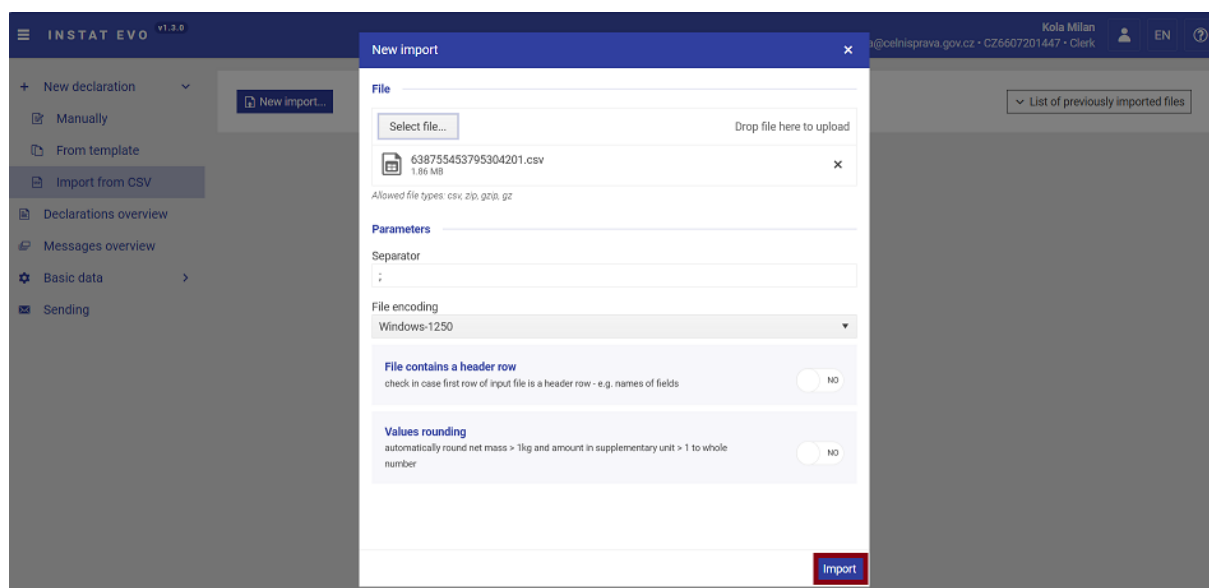


Figure. Selecting a specific file.

Once the file is selected, perform the actual import by pressing the "Import" button.



If the imported file contains no errors, a message confirming successful import will appear: "The file has been successfully imported."

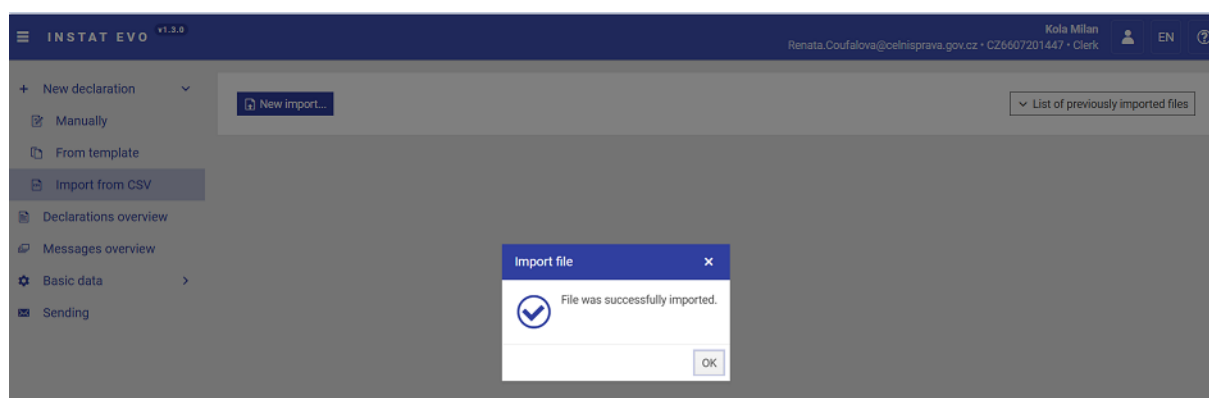


Figure. Confirmation of successful import.

6.3 Errors During Import

If the import is performed as described above and the file contains critical errors (e.g., an incorrect file type), it will be rejected. The application will not allow the acceptance of any declarations. Critical errors are highlighted in red in the information dialog. The errors must be corrected either directly in the import file or in the application from which the data was exported.

Import errors

Imported file: 638755453795304201.csv

| Number of invalid rows | Number of serious errors | Number of errors |
|------------------------|--------------------------|------------------|
| 1 | 1 | 3 |

Imported file contains serious errors, it cannot be accepted.

Errors information:

| Error code | Error message | Line number | Position | Element |
|------------------|--|-------------|----------|------------------|
| ERR_3006 | The element netMass must be filled out if the declarationTypeCode is not MZ and must not be less than 0. | 1 | 1 (A) | Net mass |
| ERR_3008 | The element invoicedAmount must be filled out. | 1 | 1 (A) | Invoiced value |
| ERR_3021 | CN8Code must be filled out. CN8Code is omitted in records with functionCode D or N. | 1 | 1 (A) | CN8 code |
| CSV_MissingValue | Missing value of the item "Declaration type code (special movement)". | 1 | 12 (L) | Declaration type |

1

15

items per page

1 - 4 of total 4 items

Export errors Cancel

Figure. Rejected file.

If the import file is incorrect but does not contain critical errors, the user can decide whether to accept the declarations from the source or discard them. Accepted erroneous records must be corrected in the "Report Items Overview" before they can be submitted. If the errors are not corrected, the records cannot be sent to the server. A common issue is outdated code lists or incorrectly implemented validations in the accounting system — in such cases, please contact your software provider.

Import errors

Imported file: *InstatEvoExport_20250415_073243.csv*

| Number of invalid rows | Number of serious errors | Number of errors |
|------------------------|--------------------------|------------------|
| 2 | 0 | 3 |

Errors information:

| Error code | Error message | Line number | Position | Element |
|------------|--|-------------|----------|----------------|
| ERR_3041 | If the net mass is greater than 1 kg, value has to be rounded to the whole kilogrammes. | 1 | 1 (A) | Net mass |
| ERR_3001 | If the supplementary unit is ZZZ then quantity in the supplementary unit must be 0. (70.000) | 2 | 17 (Q) | Quantity in SU |
| ERR_3005 | The element quantityInSU must be greater than 0. In case that the supplementary unit should not be entered (the supplementary unit code is ZZZ), value must be equal to zero and must be filled in the declaration. (70.000) | 2 | 17 (Q) | Quantity in SU |

1

15

items per page

1 - 3 of total 3 items

Export errors

Discard

Accept

Figure. Display of adopting erroneous data.

6.4 Correction of Erroneous Items from the Import File

In the "Report Items Overview" menu, set the reporting unit, year, month, direction, record type, and status to "New with Error." Click the "Apply Filter" icon. The erroneous imported items will be displayed (see Fig. 10). Move the cursor to the edit icon on the right (see Fig. 11). The correction form will open (see Fig. 12), where you correct the values and click "Save Report Item" (see Fig. 13). Corrected items will no longer appear in the "Report Items Overview" under the status "New with Error." After correcting all items, perform the standard submission.

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Kola Milan

EN

New declaration

Manually

From template

Import from CSV

Declarations overview

Messages overview

Basic data

Sending

Message ID

Reporting Unit

Year

Month

Flow Code

Type of record

Status

View and edit declarations entered by other users

Apply Filter

Show advanced filter

Clear Filter

Overview of declarations

| PSI | Ref. | Message | Position | Flow | CNS code | Invoiced amount | Creator/Updater | Created | Status | Function | |
|--------------------------|--------------------------|--------------------|----------|------|----------|-----------------|-----------------|-------------------------------------|-----------------------|----------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Milan Kolarik Test | 2025-03 | 213 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 10:52:00 AM | New with error | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Milan Kolarik Test | 2025-03 | 212 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 10:52:00 AM | New with error | <input type="checkbox"/> |

1

15

items per page

1 - 2 of total 2 items

Export all

Export selected

Delete all

Delete selected

Figure. Display of erroneous import items.

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+ New declaration
Manually
From template
Import from CSV
Declarations overview
Messages overview
Basic data
Sending

Message ID
Reporting Unit: Milan Kolařík Test (CZ6607201447)
Year: 2025
Month: March
Flow Code: Arrival ...
Type of record: (Any)
Status: New wit...
☐ View and edit declarations entered by other users
Apply Filter Show advanced filter Clear Filter

Overview of declarations

| PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
|---|---------|---------|----------|----------|----------|-------------------------------------|-----------------------|----------------|-------------------------|----------|
| <input type="checkbox"/> Milan Kolařík Test | 2025-03 | 213 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 10:52:00 AM | New with error | Correct | |
| <input type="checkbox"/> Milan Kolařík Test | 2025-03 | 212 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 10:52:00 AM | New with error | Correct | |

1 - 2 of total 2 items

Export all Export selected Delete all Delete selected

Figure. Button for editing an erroneous declaration item.

Edit declaration

Reference Period
Year: 2025
Month: March

PSI
Milan Kolařík Test (CZ6607201447)

Declaration
Flow: Arrival
Declaration identification: 212
Type of record: ST - Standard record
Partner subject: Choose...
Nature of transaction: 11 - Outright sale/purchase except direct trade with/by private consumers
Country of dispatch: BE - Belgium
Country of origin: FI - Finland
Delivery terms (INCOTERMS): M - Involves delivery Incoterms annexes, when main transport charge are paid by seller

Goods
Combined nomenclature (CN8): 49011000 - ZZZ - Printed books, brochures and similar printed matter, in single s...
Additional Goods Code:
Total net mass: 8,523.777 kg
Quantity in SU: 0.000
Invoiced value: 896,547
Currency: CZK - Czech koruna
Internal information
Note:

Save declaration

Figure. Erroneous declaration item.

The screenshot shows the 'Edit declaration' form with the following details:

- Reference Period:** Year 2025, Month March.
- Declaration:**
 - Flow: Arrival
 - Declaration identification: 212
 - Type of record: ST - Standard record
 - Partner subject: Choose...
 - Nature of transaction: 11 - Outright sale/purchase except direct trade with/by private consumers
 - Country of dispatch: BE - Belgium
 - Country of origin: FI - Finland
 - Delivery terms (INCOTERMS): M - Involves delivery Incoterms annexes, when main transport charge are paid by seller
- PSI:** Milan Kolařík Test (CZ6607201447)
- Goods:**
 - Combined nomenclature (CN8): 49011000 - ZZZ - Printed books, brochures and similar printed matter, in single s...
 - Additional Goods Code: Choose...
 - Total net mass:** 8,523.000 kg (highlighted with a red box)
 - Quantity in SU: 0.000
 - Invoiced value: 896,547
 - Currency: CZK - Czech koruna
- Internal information:** Note

Buttons at the bottom: Discard Changes, Save declaration.

Figure. Correction of erroneous declaration item.

6.5 Deletion of Erroneous Items from the Import File

In the "Report Items Overview" menu, set the reporting unit, year, month, direction, record type, and status to "New with Error." Click the "Apply Filter" icon. The erroneous imported items will be displayed.

Deletion can be performed in two ways, both having the same effect:

- Selecting the items to delete. This method is used when deleting a smaller number of declarations. Select the declarations you want to delete and click "Delete Selected" (see Fig. 14). You can also use the "Select All Displayed Report Items" button, which selects or deselects all visible declarations. The actual deletion is performed by pressing the "Delete Selected" button (see Fig. 15)

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+ New declaration

Manually

From template

Import from CSV

Declarations overview

Messages overview

Basic data

Sending

Message ID

Reporting Unit

Year

Month

Flow Code

Type of record

Status

View and edit declarations entered by other users

Apply Filter

Show advanced filter

Clear Filter

Overview of declarations

| PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
|-------------------------------------|--------------------|---------|----------|---------|----------|-----------------|-------------------------------------|-----------------------|----------------|----------|
| <input type="checkbox"/> | Milan Kolarik Test | 2025-03 | 215 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 12:25:00 PM | New with error | |
| <input checked="" type="checkbox"/> | Milan Kolarik Test | 2025-03 | 214 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 12:25:00 PM | New with error | |
| <input type="checkbox"/> | Milan Kolarik Test | 2025-03 | 213 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 10:52:00 AM | New with error | |
| <input type="checkbox"/> | Milan Kolarik Test | 2025-03 | 212 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 10:52:00 AM | New with error | |

1 - 4 of total 4 items

Export all

Export selected

Delete all

Delete selected

Figure. Selection of a declaration item for deletion.

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+ New declaration

Manually

From template

Import from CSV

Declarations overview

Messages overview

Basic data

Sending

Message ID

Reporting Unit

Year

Month

Flow Code

Type of record

Status

View and edit declarations entered by other users

Apply Filter

Show advanced filter

Clear Filter

Overview of declarations

| PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
|-------------------------------------|--------------------|---------|----------|---------|----------|-----------------|-------------------------------------|-----------------------|----------------|----------|
| <input checked="" type="checkbox"/> | Milan Kolarik Test | 2025-03 | 215 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 12:25:00 PM | New with error | |
| <input checked="" type="checkbox"/> | Milan Kolarik Test | 2025-03 | 214 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 12:25:00 PM | New with error | |
| <input checked="" type="checkbox"/> | Milan Kolarik Test | 2025-03 | 213 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 10:52:00 AM | New with error | |
| <input checked="" type="checkbox"/> | Milan Kolarik Test | 2025-03 | 212 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/24/2025 10:52:00 AM | New with error | |

1 - 4 of total 4 items

Export all

Export selected

Delete all

Delete selected

Figure. Selection of displayed declaration items.

- By filtering and using the "Delete All" button. This method is typically used when deleting a large volume of declarations. First, filter the declarations you want to delete. By pressing the "Delete All" button, all declarations that match the filter criteria across all pages will be deleted.

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Create new declaration

Reference Period

Year: 2025 Month: March

Declaration

Flow: Arrival

Type of record: ST - Standard record

Partner subject: Choose...

Nature of transaction: 11 - Outright sale/purchase except direct trade with/by private consumers

Country of dispatch: BE - Belgium Country of origin: ES - Spain

Delivery terms (INCOTERMS): M - Involves delivery Incoterms annexes, when main transport charge are paid by...

Mode of transport

PSI

PSI: Milan Kolářik Test (CZ6607201447)

Goods

Combined nomenclature (CN8): 39012010 - ZZZ - Polyethylene in blocks of irregular shape, lumps, ...

Additional Goods Code: Choose...

Total net mass: 127.000 kg

Quantity in SU: 0.000 ZZZ (No additional unit)

Invoiced value: 47,989 Currency: CZK - Czech koruna

Internal information

Note:

Save as new template... Discard Changes Save declaration

Figure. Creating a new template.

After clicking "Save as New Template," you will be prompted to name the template.

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Create new declaration

Reference Period

Year: 2025 Month: March

Declaration

Flow: Arrival

Type of record: ST - Standard record

Partner subject: Choose...

Nature of transaction: 11 - Outright sale/purchase except direct trade with/by private consumers

Country of dispatch: BE - Belgium Country of origin: ES - Spain

Delivery terms (INCOTERMS): M - Involves delivery Incoterms annexes, when main transport charge are paid by...

Mode of transport

PSI

PSI: Milan Kolářik Test (CZ6607201447)

Goods

Combined nomenclature (CN8): 39012010 - ZZZ - Polyethylene in blocks of irregular shape, lumps, ...

Additional Goods Code: Choose...

Total net mass: 127.000 kg

Quantity in SU: 0.000 ZZZ (No additional unit)

Invoiced value: 47,989 Currency: CZK - Czech koruna

Internal information

Note:

Save template

Template name: powders

Cancel Save

Save as new template... Discard Changes Save declaration

Figure. Naming the template.

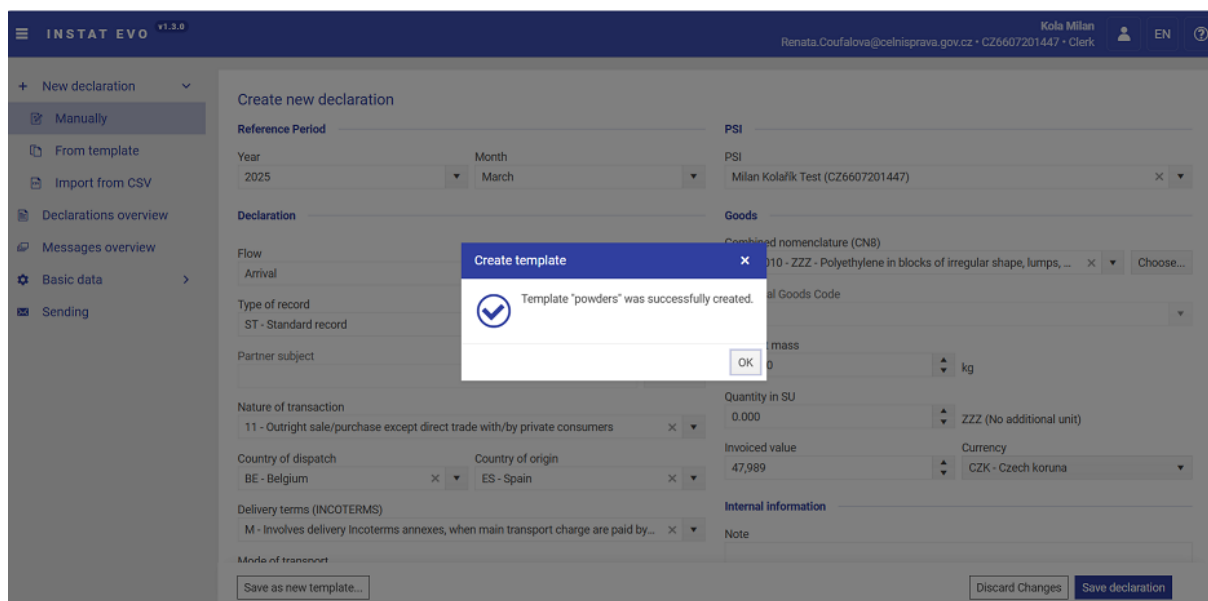


Figure. Creating the template.

7.2 Loading the template

Loading is done from the "New Report Item" menu by clicking on "From Template." Here you can select your previously saved templates with the goods description and transfer them into the current declaration by clicking "Select."

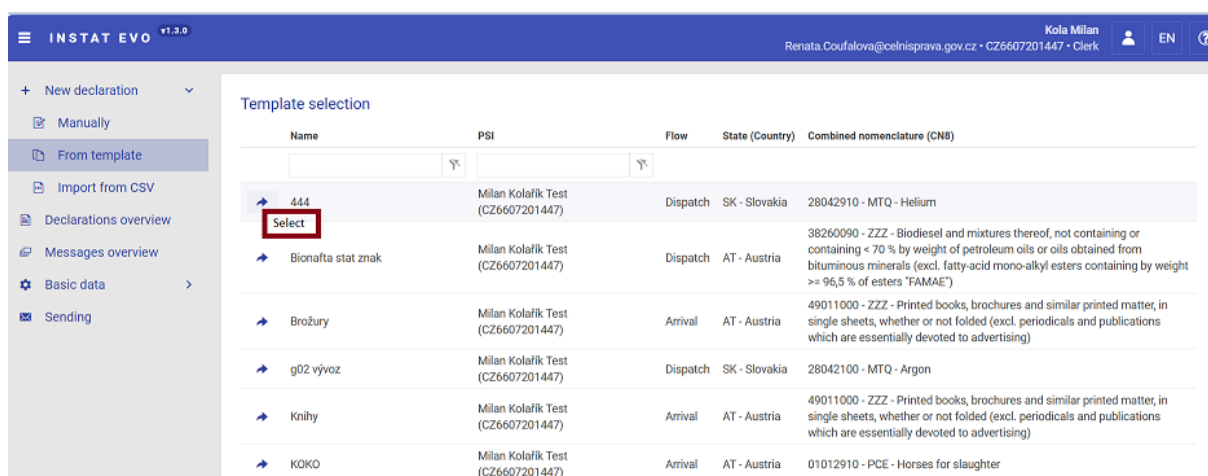


Figure. Loading the template.

8 Declaration Items Overview

In this menu, you can work with items created according to Section 5.1 or imported items. Declarations can be viewed based on the set filters, edited, or deleted, and they can also be exported to CSV format..

| Message ID | Reporting Unit | Year | Month | Flow Code | Type of record | Status |
|--|-----------------------------------|------|-------|---------------|----------------|----------|
| | Milan Kolařík Test (CZ6607201447) | 2025 | March | Arrival an... | (Any) | Accepted |
| <input type="checkbox"/> View and edit declarations entered by other users Apply Filter Show advanced filter Clear Filter | | | | | | |

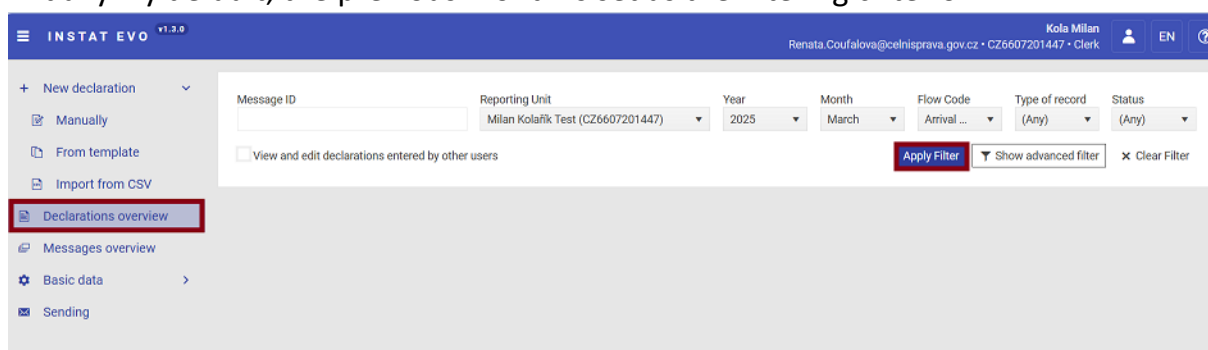
| Overview of declarations | | | | | | | | | | | |
|--------------------------|--------------------|---------|---------------------------|----------|---------|----------|-----------------|-------------------------------------|-----------------------|----------------------------|----------|
| | PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-03 | CZ66072014472504161EA92BF | 7 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/15/2025 7:41:00 AM | Accepted (with warning(s)) | |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-03 | CZ66072014472504161EA92BF | 6 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/14/2025 11:44:00 AM | Accepted (with warning(s)) | |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-03 | CZ66072014472504161EA92BF | 5 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/14/2025 11:28:00 AM | Accepted (with warning(s)) | |

1 - 3 of total 3 items

Figure. Export declaration item.

8.1 Declaration Items Filter

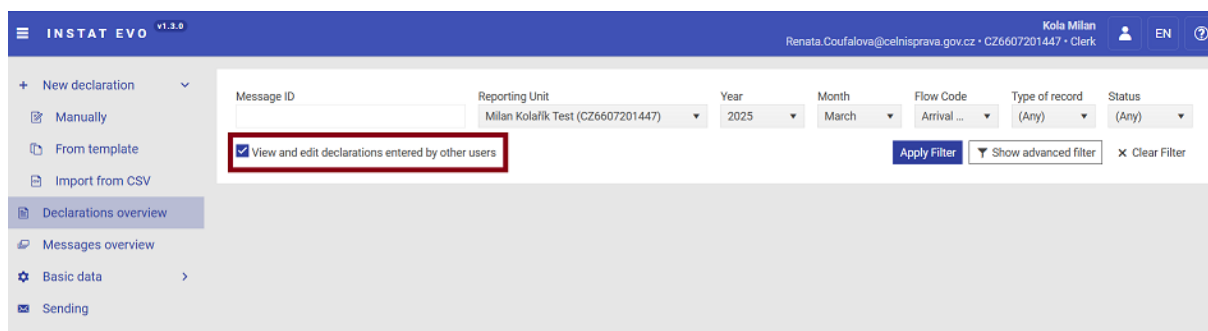
This menu opens automatically upon entering the application, but no data is selected initially. By default, the previous month is set as the filtering criterion.



By clicking the “Apply Filter” button, you can select the relevant data. Entering multiple filter criteria narrows the selection, with all criteria applied simultaneously.

8.2 View and Edit Records Entered by Other Users

If two or more users have access to the application, by default, only the data entered by the currently logged-in user is displayed. There are situations where it is necessary to view or edit data entered by another user, for example, due to illness or an employee’s departure. If you need to view or modify such data, check this option.



The “Show Advanced Filter” button allows you to display all available filter criteria. If you want to clear all filter settings, use the “Reset Filter” button, and the filter will return to its default state.

The screenshot shows the INSTAT EVO v1.3.0 interface. On the left is a sidebar with navigation options: New declaration, Manually, From template, Import from CSV, Declarations overview (selected), Messages overview, Basic data, and Sending. The main area displays a filter section with fields for Message ID, Reporting Unit (Milan Kolafik Test (CZ6607201447)), Year (2025), Month (March), Flow Code (Arrival ...), Type of record ((Any)), and Status ((Any)). There is a checkbox for 'View and edit declarations entered by other users'. At the bottom right of the filter section, there are two buttons: 'Apply Filter' and 'Show advanced filter', which is highlighted with a red rectangular box.

This screenshot shows the same INSTAT EVO v1.3.0 interface but with the 'Advanced filter' section expanded. The 'Show advanced filter' button from the previous screenshot is now a 'Hide advanced filter' button. The advanced filter section contains multiple rows of criteria: Partner subject, Position From, Position To, CNB Code, Error type, Nature of transaction, Country of arrival/dispatch, Invoiced Value, Delivery terms, Country of origin, Total net mass, Mode of transport, Note, and Quantity in SU. Each criterion has a dropdown menu or input field. At the bottom right, there are 'Apply Filter' and 'Hide advanced filter' buttons. A summary box on the right indicates 'Sum Of Items (total weight, invoiced value and quantity)'.

8.3 Meanings of Filter Criteria

Declaration Identifier

This is the identification number of the report in which the declaration was submitted.

Reporting Unit

Filtering by reporting units. Especially useful for senders who submit for multiple reporting units.

Period Month-Year

Filtering by the reference period of the declaration.

Direction

Filtering by the direction of goods movement.

Type of Record

Filtering by the standard or special type of goods movement.

Status

Filtering by the status in which the report item is currently located.

Partner Entity ID

Filtering by the tax identification number of the partner entity in the EU member state to which the goods are exported.

Position From-To

Filtering by the position of the report item.

Commodity Code

Filtering by the Combined Nomenclature commodity code.

Error Type

Filtering by the type of error in the report item.

Nature of Transaction Code

Filtering by the code of the commercial operation for imported or exported goods.

Country of Destination/Dispatch Code

Filtering by the country code of destination or dispatch.

Invoiced Value

Filtering by the invoiced amount, mathematical operators can be used.

Total of Items

When this field is selected, the total weight, invoiced value, and quantity of the filtered report items are displayed.

Terms of Delivery Group Code

Filtering by the code of the terms of delivery group.

Country of Origin Code

Filtering by the country where the goods were manufactured, processed, mined, grown, etc.

Net Mass

Filtering by net mass.

Mode of Transport Code

Filtering by the mode of transport most likely used when the goods crossed the borders of the Czech Republic.

Note

Two notes can be added to each declaration; these are stored and can be filtered. A typical use case is recording the invoice number in the note and subsequently filtering all declarations from one invoice.

Quantity in Supplementary Units

Filtering by the quantity in supplementary units, mathematical operators can be used.

Buttons "Export All" and "Export Selected"

The "Export All" button allows you to export all selected (filtered) rows to a CSV format, while the "Export Selected" button exports only the rows that have been selected by ticking a specific line (see Fig. 49). Pressing the appropriate button opens a system dialog for opening/saving the file (see Fig. 50); selecting "Open in Excel" will open the table as shown in Fig. 51. This function can be used, for example, to create your own reports or for editing and repeated importing. The values in the table are sorted according to the established order specified in the document "CSV Import File Structure," which is described in the Import section.

The screenshot shows a web interface for managing declarations. At the top, there are several filter dropdowns: Message ID, Reporting Unit (Milan Kolafik Test (CZ6607201447)), Year (2025), Month (March), Flow Code (Arrival an...), Type of record (Any), and Status (Accepted). Below these filters are buttons for 'Apply Filter', 'Show advanced filter', and 'Clear Filter'. A checkbox labeled 'View and edit declarations entered by other users' is also present. The main section is titled 'Overview of declarations' and contains a table with the following columns: PSI, Ref., Message, Position, Flow, CN8 code, Invoiced amount, Creator/Updater, Created, Status, and Function. The table lists three declarations, all with a status of 'Accepted (with warning(s))'. At the bottom of the table, there are pagination controls showing '1' of '15' items per page, and two buttons: 'Export all' and 'Export selected'. On the right side, there are buttons for 'Delete all' and 'Delete selected'.

| PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
|--------------------|---------|---------------------------|----------|---------|----------|-----------------|-------------------------------------|-----------------------|----------------------------|----------|
| Milan Kolafik Test | 2025-03 | CZ66072014472504161EA92BF | 7 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/15/2025 7:41:00 AM | Accepted (with warning(s)) | |
| Milan Kolafik Test | 2025-03 | CZ66072014472504161EA92BF | 6 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/14/2025 11:44:00 AM | Accepted (with warning(s)) | |
| Milan Kolafik Test | 2025-03 | CZ66072014472504161EA92BF | 5 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/14/2025 11:28:00 AM | Accepted (with warning(s)) | |

9 Submission of Declaration Items

9.1 Procedure for Submitting Declaration Items

Submission is used to create a Declaration that includes all unsubmitted Declaration items for individual reference periods and to subsequently send it to the Customs Administration server. The function for submitting data can be found under the "Submit" button. After entering the menu, you can choose whether to create Declarations for all reference periods or select just one. We recommend keeping the default option "All unsubmitted items," which will display all Declarations that have not yet been submitted.

On the left side of the row, select the Declaration you want to submit—or use the checkbox in the header to select all—and then press the "Submit" button. Confirm the submission by clicking OK.

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Kola Milan

EN

New declaration

Manually

From template

Import from CSV

Declarations overview

Messages overview

Basic data

Sending

Milan Kolařík Test - DIČ CZ6607201447

Reference period selection

All not sent declarations Only for one reference period

Year Month

Send messages

Messages that contain declarations with errors cannot be sent.

| PSI | VAT | Ref. ↓ | Number of rows | Invoiced value arrival | Invoiced value dispatch | Net mass arrival | Net mass dispatch | |
|-------------------------------------|--------------------|--------------|----------------|------------------------|-------------------------|------------------|-------------------|--------------|
| Milan Kolařík Test | CZ6607201447 | 2025-05 | 18 | 2097977 | 0 | 9624 | 0 | |
| <input checked="" type="checkbox"/> | Milan Kolařík Test | CZ6607201447 | 2025-04 | 6 | 10628430 | 0 | 18395 | 0 |
| <input checked="" type="checkbox"/> | Milan Kolařík Test | CZ6607201447 | 2025-03 | 136 | 1920764 | 1692381 | 8000.03 | 2585.5 |
| <input type="checkbox"/> | Milan Kolařík Test | CZ6607201447 | 2025-02 | 3 | 302121 | 0 | 4222 | 0 |
| <input type="checkbox"/> | Milan Kolařík Test | CZ6607201447 | 2025-01 | 43988 | 39458790314 | 75227448834 | 141724121.808 | 200986534.88 |

1 - 5 of total 5 items

Send

INSTAT EVO v1.3.0

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Kola Milan

EN

New declaration

Manually

From template

Import from CSV

Declarations overview

Messages overview

Basic data

Sending

Milan Kolařík Test - DIČ CZ6607201447

Reference period selection

All not sent declarations Only for one reference period

Year Month

Send messages

Messages that contain declarations with errors cannot be sent.

Send messages

Sending was successful.

- Message for PSI CZ6607201447 for period 2025-04 was sent successfully.
- Message for PSI CZ6607201447 for period 2025-03 was sent successfully.

OK

| PSI | VAT | Ref. ↓ | Number of rows | Invoiced value arrival | Invoiced value dispatch | Net mass arrival | Net mass dispatch | |
|--------------------------|--------------------|--------------|----------------|------------------------|-------------------------|------------------|-------------------|--------------|
| Milan Kolařík Test | CZ6607201447 | 2025-02 | 3 | 302121 | 0 | 4222 | 0 | |
| <input type="checkbox"/> | Milan Kolařík Test | CZ6607201447 | 2025-01 | 43988 | 39458790314 | 75227448834 | 141724121.808 | 200986534.88 |

1 - 3 of total 3 items

Send

WARNING: Declarations that contain items with errors cannot be submitted!!

Correction of erroneous items – see Chapter 5.2 / Correction of erroneous items from the import file.

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EN

New declaration

Manually

From template

Import from CSV

Declarations overview

Messages overview

Basic data

Sending

Milan Kolařík Test - DIČ CZ6607201447

Reference period selection

All not sent declarations Only for one reference period

Year Month

Send messages

Messages that contain declarations with errors cannot be sent.

| PSI | VAT | Ref. ↓ | Number of rows | Invoiced value arrival | Invoiced value dispatch | Net mass arrival | Net mass dispatch | |
|--------------------------|--------------------|--------------|----------------|------------------------|-------------------------|------------------|-------------------|--------------|
| Milan Kolařík Test | CZ6607201447 | 2025-02 | 3 | 302121 | 0 | 4222 | 0 | |
| <input type="checkbox"/> | Milan Kolařík Test | CZ6607201447 | 2025-01 | 43988 | 39458790314 | 75227448834 | 141724121.808 | 200986534.88 |

1 - 3 of total 3 items

Send

Figure. Declarations containing errors that cannot be submitted.

Important.

All newly created Declaration items must go through the submission process, as well as any corrections or deletions of already submitted Declaration items. For this reason, we recommend using the "All unsubmitted items" option when selecting Declarations—this will display all Declaration items that have not yet been submitted.

9.2 Declaration and Receipt Verification

The Declaration Overview is used to verify the successful submission of Declaration items. Here, you will receive a response from the processing center regarding your submission, as well as a list of any errors or warnings about potential issues.

Accepted

The Declaration is highlighted in green, and the response states: “The Declaration was successfully received by the Intrastat center.” This confirms that the Declaration has been officially received by the Customs Administration server.

| | | | | | | |
|------------------------|--------------------------|----------------|-------------------|------|----------|---|
| Message identification | Reporting Unit | Customs Office | Status of message | Year | Month | |
| | Milan Kolařík Test (...) | (none) | Accepted | 2024 | (non...) | Show X Clear Filter |

Messages overview

| A message identifier | Ref. | Created | Customs office | Processed ↓ | Status | |
|---------------------------|---------|----------------------|----------------|----------------------|----------|-------------------|
| CZ66072014472504141CF68F5 | 2024-04 | 4/14/2025 8:26:10 AM | CZ580000 | 4/14/2025 8:28:19 AM | Accepted | 🔗 |

[Print](#)

Intrastat processing center response

Message was successfully received and accepted by Intrastat processing center.

| | |
|-----------------------|------------------------------|
| Message ID: | CZ66072014472504141CF68F5 |
| Hash code: | tT9HVBHuGa6NN6P7C+gQ25nGbSl= |
| Date and time: | 2025-04-14 08:28:19 |
| Function code: | ACK |

Accepted with Warning

The Declaration is highlighted in yellow, and the response states: “The Declaration was successfully received by the Intrastat center,” along with a list of warnings about potential errors. This confirms that the Declaration has been officially received by the Customs Administration server; however, the system detected a possible issue during validation.

In this case, it is necessary to review all warnings to determine whether they indicate an actual error or if the item is correct. If an error is found, the corresponding Declaration item must be corrected according to section 7.2. If the item is correct, no further action is required.

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Message identification: Reporting Unit: Milan Kolarik Test (...): Customs Office: (none): Status of message: (all statuses): Year: 2025: Month: April: Show: Clear Filter

Messages overview

| A message identifier | Ref. | Created | Customs office | Processed ↓ | Status |
|---------------------------|---------|-----------------------|----------------|-----------------------|----------------------------|
| CZ66072014472504243439DCF | 2025-04 | 4/24/2025 3:12:42 PM | CZ580000 | 4/24/2025 3:15:54 PM | Accepted (with warning(s)) |
| CZ660720144725042128A8489 | 2025-04 | 4/21/2025 11:50:44 AM | CZ580000 | 4/21/2025 11:52:56 AM | Accepted (with warning(s)) |

1 - 2 of total 2 items

[Print](#)

Intrastat processing center response

Message was successfully received and accepted by Intrastat processing center.

| | |
|----------------|------------------------------|
| Message ID: | CZ66072014472504243439DCF |
| Hash code: | rZb2V1CTo6QfDa5dFk7J2Ly1XyU= |
| Date and time: | 2025-04-24 15:15:49 |
| Function code: | ACK |

Warning(s)

| Code | Warning | Declaration ID |
|----------|--|----------------|
| WRN_6007 | Na dané období nemáte nastavenou povinnost vykazovat data Intrastatu, kontaktujte Váš místně příslušný celní úřad. | 16-99 |
| WRN_6007 | Na dané období nemáte nastavenou povinnost vykazovat data Intrastatu, kontaktujte Váš místně příslušný celní úřad. | 17-99 |
| WRN_6007 | Na dané období nemáte nastavenou povinnost vykazovat data Intrastatu, kontaktujte Váš místně příslušný celní úřad. | 18-99 |

Warnings About Potential Errors

Errors/warnings overview

Message detail

Customs Office

CÚ pro Olomoucký kraj

Message identification

CZ66072014472504243439DCF

Month

April

Created

24.04.2025 15:12

Status of message

Error while sending message

Year

2025

Errors overview

| Code | Error | Declaration pos. | Line number | Position | Element |
|-----------------------|-------|------------------|-------------|----------|---------|
| No records available. | | | | | |

5

 items per page

Warnings overview

| Code | Warning | Declaration pos. | Line number | Position | Element |
|----------|--|------------------|-------------|----------|-------------|
| WRN_6007 | For given reference period you do not have registered obligation for declaring data. Please contact your local customs office immediately. | 16 | 71 | 15 | Declaration |
| WRN_6007 | For given reference period you do not have registered obligation for declaring data. Please contact your local customs office immediately. | 17 | 105 | 15 | Declaration |
| WRN_6007 | For given reference period you do not have registered obligation for declaring data. Please contact your local customs office immediately. | 18 | 139 | 15 | Declaration |
| WRN_6007 | For given reference period you do not have registered obligation for declaring data. Please contact your local customs office immediately. | 19 | 173 | 15 | Declaration |
| WRN_6007 | For given reference period you do not have registered obligation for declaring data. Please contact your local customs office immediately. | 20 | 207 | 15 | Declaration |

1

2

5

 items per page

1 - 5 of total 6 items

ou can find the marked Declaration items for review in the “Declaration Items Overview” as described in section 5.4.

The item number shown in the warning should always be used **without the suffix -99**. The "-99" suffix is intended for machine processing only.

Example:

241961-99 → Item number: 241961

Rejected

The Declaration is highlighted in red.

This is a rare state in the INSTAT EVO environment, as the application always contains up-to-date code lists used to validate data during input. An entire Declaration is rejected if even a single Declaration item is rejected. The contents of such a Declaration are not recorded by the Customs Administration, and once the issues are resolved, the Declaration can be resubmitted.

The Declaration can be deleted using the “X” symbol at the end of the row. The reason for the rejection can be viewed by clicking the “Response” link. If you are unsure about the reason for the rejection, please contact the HelpDesk. If the rejected message includes at least one Declaration item with a warning, the message is marked as "Rejected with Warning."

35

C1 - Veřejné

Error

A Declaration enters the error status due to a technical issue and is highlighted in orange. If this status occurs, always contact the HelpDesk.

10 Corrections of Declaration Items

10.1 Unsubmitted Declaration Items

In the Declaration Items Overview, locate the items you wish to correct. Click on **Edit** and make the necessary changes. After editing, click **Save Declaration Item**. In the confirmation window that appears, click **OK**.

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Kola Milan

EN

+ New declaration

Manually

From template

Import from CSV

Declarations overview

Messages overview

Basic data

Sending

Message ID

Reporting Unit

Year

Month

Flow Code

Type of record

Status

View and edit declarations entered by other users

Apply Filter

Show advanced filter

Clear Filter

Overview of declarations

| | PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
|--------------------------|--------------------|---------|---------|----------|----------|----------|-------------------------------------|-----------------------|---------|--------|----------|
| <input type="checkbox"/> | Milan Kolařík Test | 2025-02 | 5 | Arrival | 39011010 | 8906 | Renata.Coufalova@celnisprava.gov.cz | 4/25/2025 11:06:00 AM | New | | |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-02 | 4 | Arrival | 39011010 | 7658 | Renata.Coufalova@celnisprava.gov.cz | 4/25/2025 11:06:00 AM | New | | |

1 - 2 of total 2 items

Export all

Export selected

Delete all

Delete selected

10.2 Submitted Declaration Items

In the Declaration Items Overview, locate the items you want to correct. Click on **Edit** and update the data. After making the changes, click **Save Declaration Item**. In the confirmation window that appears, click **OK**. The original Declaration item will no longer appear in the overview; a new item will be displayed with the function **Correct**.

Message ID

Reporting Unit

Year

Month

Flow Code

Type of record

Status

View and edit declarations entered by other users

Apply Filter

Show advanced filter

Clear Filter

Overview of declarations

| | PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
|--------------------------|--------------------|---------|---------------------------|----------|---------|----------|-----------------|-------------------------------------|----------------------|----------------------------|----------|
| <input type="checkbox"/> | Milan Kolařík Test | 2025-03 | CZ66072014472504161EA92BF | 7 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/15/2025 7:41:00 AM | Accepted (with warning(s)) | |

1 - 1 of total 1 items

Export all

Export selected

Delete all

Delete selected

The new Declaration item marked as a **Correction** must be submitted according to the procedure described in section 6.

11 Deleting Declaration Items

8. 1. Unsubmitted Declaration Items

In the Declaration Items Overview, locate the items you wish to delete. Select the Declaration item you need to remove by clicking the checkbox on the left side of the respective row. Click the **Delete Selected** button. In the confirmation dialog that appears, click **YES**. The Declaration item will be deleted—confirm the action by clicking **OK**.

Alternatively, you can filter the Declaration items and use the **Delete All** function. This option is recommended when deleting large volumes of Declaration items. Filter the items you wish to delete according to section 5.4. By clicking the **Delete All** button, all Declaration items that match the filter criteria across all pages will be deleted. In the confirmation dialog that appears, click **YES**. The Declaration items will be deleted—

confirm the action by clicking **OK**.

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Message ID: Reporting Unit: Milan Kolařík Test (CZ6607201447) Year: 2025 Month: February Flow Code: Arrival ... Type of record: (Any) Status: (Any)

☐ View and edit declarations entered by other users **Apply Filter** Show advanced filter Clear Filter

Overview of declarations

| PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
|--------------------------|--------------------|---------|----------|----------|----------|-----------------|-------------------------------------|-----------------------|--------|----------|
| <input type="checkbox"/> | Milan Kolařík Test | 2025-02 | 7 | Arrival | 49011000 | 9843 | Renata.Coufalova@celnisprava.gov.cz | 4/25/2025 11:50:00 AM | New | |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-02 | 6 | Dispatch | 28042910 | 87654 | Renata.Coufalova@celnisprava.gov.cz | 4/25/2025 11:49:00 AM | New | |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-02 | 5 | Arrival | 39011010 | 8906 | Renata.Coufalova@celnisprava.gov.cz | 4/25/2025 11:06:00 AM | New | |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-02 | 4 | Arrival | 39011010 | 7658 | Renata.Coufalova@celnisprava.gov.cz | 4/25/2025 11:06:00 AM | New | |

1 - 4 of total 4 items

Delete all **Delete selected**

8. 2 Submitted Declaration Items

In the Declaration Item Overview, locate the declaration items you wish to delete. Select the declaration to be deleted by clicking the checkbox to the left of the item in the corresponding row. Click the "Delete selected" button. In the confirmation dialog, click the "YES" button. The declaration item will be deleted—confirm by clicking "OK." The original declaration will no longer appear in the Declaration Item Overview. Instead, a new declaration item with the function type "Deletion" will be displayed. This deletion-type declaration item must be submitted in accordance with section 6.

Message ID: Reporting Unit: Milan Kolařík Test (CZ6607201447) Year: 2025 Month: March Flow Code: Arrival an... Type of record: (Any) Status: (Any)

☐ View and edit declarations entered by other users **Apply Filter** Show advanced filter Clear Filter

Overview of declarations

| PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
|-------------------------------------|--------------------|-----------------------------------|----------|---------|----------|-----------------|-------------------------------------|-----------------------|----------------------------|----------|
| <input type="checkbox"/> | Milan Kolařík Test | 2025-03 CZ66072014472504161EA92BF | 7 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/15/2025 7:41:00 AM | Accepted (with warning(s)) | |
| <input checked="" type="checkbox"/> | Milan Kolařík Test | 2025-03 CZ66072014472504161EA92BF | 6 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/14/2025 11:44:00 AM | Accepted (with warning(s)) | |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-03 CZ66072014472504161EA92BF | 5 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/14/2025 11:28:00 AM | Accepted (with warning(s)) | |

1 - 3 of total 3 items

Delete all **Delete selected**

Nové hlášení k funkcí mazací, které musí být odesláno dle bodu 6.

| | | | | | | |
|--|-----------------------------------|------|-------|---------------|----------------------|--------------|
| Message ID | Reporting Unit | Year | Month | Flow Code | Type of record | Status |
| | Milan Kolařík Test (CZ6607201447) | 2025 | March | Arrival an... | (Any) | (Any) |
| <input type="checkbox"/> View and edit declarations entered by other users | | | | Apply Filter | Show advanced filter | Clear Filter |

| Overview of declarations | | | | | | | | | | | |
|--------------------------|--------------------|---------|---------------------------|----------|---------|----------|-----------------|-------------------------------------|-----------------------|----------------------------|----------|
| <input type="checkbox"/> | PSI | Ref. | Message | Position | Flow | CN8 code | Invoiced amount | Creator/Updater | Created | Status | Function |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-03 | | 223 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/25/2025 12:06:00 PM | New | Deleting |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-03 | CZ66072014472504161EA928F | 7 | Arrival | 49011000 | 896547 | Renata.Coufalova@celnisprava.gov.cz | 4/15/2025 7:41:00 AM | Accepted (with warning(s)) | |
| <input type="checkbox"/> | Milan Kolařík Test | 2025-03 | CZ66072014472504161EA928F | 5 | Arrival | 49090000 | 85223 | Renata.Coufalova@celnisprava.gov.cz | 4/14/2025 11:28:00 AM | Accepted (with warning(s)) | |

1 - 3 of total 3 items

Export all Export selected Delete all Delete selected

Figure. A new declaration item with the function type "Deletion" must be submitted in accordance with section 6

By filtering and using the "Delete All" button

Use this option when deleting a large number of declaration items. Filter the declaration items you want to delete according to section 5.4. By clicking the "Delete All" button, all declarations that meet the filter criteria and are spread across any number of pages will be deleted. In the confirmation dialog, click the "YES" button. The declaration item will be deleted—confirm with the "OK" button.

In the "Declaration item overview", the original declarations will no longer appear; instead, new declarations with the *Deletion* function will be displayed. Deletion declarations must be submitted according to section 6.

12 Basic data

Master data display information about Representatives/Declarants and Reporting Units as registered with the customs office. These data are not editable in the application, except for contact details such as the contact person's name, phone number (for the declarant), and email. Updating these details ensures quick contact in case of any issues. Changes to other data can only be made using the electronic registration form as described in section 4.

12.1 Subjects

TDP/Sender

In most cases, the Declarant is the same as the Reporting Unit (PSI). However, a representative authorized by the Reporting Unit may prepare and/or submit Intrastat Declarations to the customs office on its behalf.

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Basic data

Subjects

☒ TDP / Sender ☐ PSI

Milan Kolařík Test

| | | |
|---|------------------------------------|------------------------------|
| Identifier CZ6607201447 | Company name Milan Kolařík Test | Contact person Kola Milan |
| Customs Office CÚ pro Olomoucký kraj | Street / Post box 1633 | House number |
| | City Šternberk | ZIP code 78501 |
| | Country Česko | Telephone 222 333 444 |
| | | Mobil 12345789 |

[Save Changes](#)

Reporting Unit (PSI)

Displays all reporting units for which the Declarant/Submitter sends Declaration items.

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☐ TDP / Sender ☒ PSI

Milan Kolařík Test (CZ6607201447)

Search:

Choose...

Milan Kolařík Test

| | | |
|---|------------------------------------|------------------------------|
| Identifier CZ6607201447 | Company name Milan Kolařík Test | Contact person Kola Milan |
| Customs Office CÚ pro Olomoucký kraj | Street / Post box 1633 | House number |
| | City Šternberk | ZIP code 78501 |
| | Country Česko | Telephone 222 333 444 |
| | | Mobil 12345789 |

Type of PSI [History...](#)

[Discard Changes](#) [Save Changes](#)

12.2 Partner subjects.

After pressing the “Add” button, you can enter a VAT identification number or a similar number used for VAT purposes assigned to a partner entity in a European Union member state. This list can be used when manually entering exported goods.

Management of partner subjects

| Partner subject name | Partner subject ID | PSI | | |
|----------------------|--------------------|-----------------------------------|---|--|
| 01 | PL5263106170 | Milan Kolařík Test (CZ6607201447) | X | |
| 02 | DE5263106170 | Milan Kolařík Test (CZ6607201447) | X | |
| 03 | AT55446625 | Milan Kolařík Test (CZ6607201447) | X | |
| 3 | PL5263106170 | Milan Kolařík Test (CZ6607201447) | X | |
| g1 | SK5263106451 | Milan Kolařík Test (CZ6607201447) | X | |

1 - 5 of total 5 items

Figure. Form enabling the removal and editing of partner entities.

12.3 Templates of Declaration Items

Templates of declaration items allow you to save frequently used entries with prefilled values (excluding quantity and value data). This feature helps streamline the process of creating new declaration items when similar transactions occur regularly. Templates can be created after entering a new declaration item by clicking the “Save as new template” button **before** saving the declaration item itself.

To use a saved template, go to the “New Declaration Item” menu and select “From Template”. Then choose the desired template from the list and click “Select” to load it into the current declaration item form.

Note: Templates are not bound to a specific reference period. Always verify that the saved data complies with the latest legal regulations and coding lists.

Management of declarations templates

| Name | PSI | Flow | State (Country) | Combined nomenclature (CN8) | |
|--------------------|-----------------------------------|----------|-----------------|---|---|
| 444 | Milan Kolařík Test (CZ6607201447) | Dispatch | SK - Slovakia | 28042910 - MTQ - Helium | X |
| Bionafra stat znak | Milan Kolařík Test (CZ6607201447) | Dispatch | AT - Austria | 38260090 - ZZZ - Biodiesel and mixtures thereof, not containing or containing < 70 % by weight of petroleum oils or oils obtained from bituminous minerals (excl. fatty-acid mono-alkyl esters containing by weight >= 96,5 % of esters "FAME") | X |
| Brožury | Milan Kolařík Test (CZ6607201447) | Arrival | AT - Austria | 49011000 - ZZZ - Printed books, brochures and similar printed matter, in single sheets, whether or not folded (excl. periodicals and publications which are essentially devoted to advertising) | X |
| g02 vývoz | Milan Kolařík Test (CZ6607201447) | Dispatch | SK - Slovakia | 28042100 - MTQ - Argon | X |
| Knižky | Milan Kolařík Test | Arrival | AT - Austria | 49011000 - ZZZ - Printed books, brochures and similar printed matter in single sheets, whether or not folded (excl. periodicals) | X |

1 - 5 of total 5 items

Figure. Form for adding, editing, and deleting a template.