

Structure of csv valid from 1.1.2026

Description of the field	Position	Column ⁴⁾	Length	Note	Example (dispatch - export)
Month of declaration	1	A	2		5
Year of declaration	2	B	4		2026
DIC (VAT registration number)	3	C	10	<i>With or without prefix CZ</i>	1234567890
Arrival / Dispatch (Import / Export)	4	D	1	<i>1-arrival, 2-dispatch A - arrival, D - dispatch</i>	possibilities: 2; D
Partner ID (VAT number of the partner)	5	E	20	Only with dispatch (with prefix)	SK46547898
Country of dispatch / arrival (Export country / Import country)	6	F	2	Codes from Czech Statistical Office	DE
Region of dispatch / arrival	7	G	2	<i>It is not filled out.3)</i>	
Country of origin	8	H	2	Codes from Czech Statistical Office.	ES
Nature of transaction	9	I	2	Codes from Czech Statistical Office	11
Nature of transport	10	J	1	Codes from Czech Statistical Office	3
Delivery terms	11	K	1	Codes from Czech Statistical Office	K
Code of movement (special)	12	L	2	Codes from Czech Statistical Office	ST
Combined nomenclature CN8	13	M	8	Codes from Czech Statistical Office	27101981
Statistical sign (additional code)	14	N	2	Codes from Czech Statistical Office	50
Description of goods	15	O	80	<i>It does not have to be filled out</i>	"Synthetic turbine oil"
Net mass	16	P	9,3	maximal length (number with 3 decimal places) ¹⁾	possibilities: 0,001; 0,326 ; 4.000 ; 4
Quantity in supplementary units	17	Q	9,3	maximal length (number with 3 decimal places) ²⁾	possibilities: 0; 0,000 ; 0,326 ; 4.000 ; 4
Invoiced value	18	R	14	<i>maximal length (whole number - not decimal)</i>	526500
Internal note 1	19	S	256	<i>empty string (;"") or (;"") ³⁾</i>	
Internal note 2	20	T	40	<i>empty string (;"") or (;"") ³⁾</i>	INACTIVE FOR INSTATEVO !

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 kilogrammes. (45.682 => 46.000 or 46; 45.499 => 45.000 or 45)

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.

If the amount in supplementary units is less than 1 you have to use 3 decimal positions (for example: 0.326).

If the amount in supplementary units is greater than 1 you have to round it to the whole number (for example 3.401 = > 3.000 or 3).

Another example: if you declare in PCE (pieces) so 12 pieces must be written as 12.000 or 12.

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 or 0.

³⁾ If the text of a note includes a delimiter, the text must be enclosed in quotation marks, for example: "Oleje turbínové; ne syntetické". For InstatEvo, "Note 1" has been extended to 256 characters, and "Note 2" is no longer imported into the application even if it is present.

⁴⁾ For easier orientation, we provide the corresponding column letter when the CSV file is opened in MS Excel or another spreadsheet application. For example, if the position is 3, we indicate column C, and so on. (The file must be saved again as CSV (text); spreadsheet formats such as XLS are not supported!)