

To fill in details for monthly export figures

Go to Jeans intrastats data for Sales in intrastats. Go to region and select ECX EC Export Sales, then select the previous month in start and end. Then hit search, once the figures have come up print them out. Go back and select EX Export sales hit search and print list.

Go through both lists and check all ECX European companies have a vat number, only very few don't have one and if they don't then we need to charge VAT. On the EX companies outside Europe make sure there is no VAT number and if there is one it may mean that it has the wrong code on opera (EX and not ECX). All these companies should be outside Europe and don't need VAT number.

Once the list is checked, on the ECX, go through and highlight each country's total for each of the delivery terms CIF, EXW, FOB etc.

Get a front page form out of the file.

Fill in the Period – 0906

No of lines – fill in number of lines used in total when finished

VAT no. – although it is printed we also write it in as well

Fill in the Commodity Code – this is the Tariff. This should be 90181900 this would change if the product was automotive. (it is impossible to tell at the moment which are different so the standard code should be used all the time)

Value – put in the value of goods sold to a specific country rounded up to the nearest £ (at the moment it is sufficient to just put £ amount down and leave off the pence.

Delivery terms – this is CIF, EXW etc. If a country has both then the value for both should be put in separately.

Transaction number – this is usually 10. you can look in the Intrastats Guide Book in the file, if necessary.

Goods sent to – this is a country code these are also listed in the Intrastats Guide Book.

On the front sheet you should sign and print your name and put telephone number, and place and date e.g. Viamed 04/10/06.

If your list carries on to the next page then a continuation sheet can be used, this doesn't have the signature box at the bottom. On this continuation sheet you need to put the sheet No so a second sheet like this will be 0202 (2nd of 2) if there were 3 sheets then they would be 0203 (2 of 3) and 0303 (3 of 3).

Once these are filled in copy them and post the original to

Send form to HM Custom & Excise, Sort Section, Alexander House, 21 Victoria Avenue, Southend-on-Sea, Essex, SS99 1AA

The copy should be attached to the print outs and filed in the fill.