

Return Preparation Facility (RPF) Intrastat Filing Guide



September 2025

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1. Introduction

This guide explains how to file Intrastat returns using the Return Preparation Facility (RPF). It replaces the ROS Offline Application process.

The filing process includes selecting the return type, entering PSI or TPD details, entering return details, and saving the file for upload to ROS.

2. Accessing RPF

1. Go to Revenue's homepage and click the ROS link.
2. Do NOT log in to ROS.

Sign in to [myAccount](#) or [ROS](#) or [LPT Online](#) | [Gaeilge](#)

3. Under 'Return Preparation and Offline', click 'Return Preparation Facility'.

Return Preparation and Offline

[Return Preparation Facility](#)

[46g Return Tool](#)

[ROS Offline Application](#)


▶ [Which Application to Use?](#)



3. File Type and Period Selection

1. Select 'Intrastat' from the Return Type dropdown.
2. Select the filing year. Periods are available for up to 4 years back from the current filing year.
3. Select 'Prepare Return' to begin.

Gaeilge

**Return Preparation Facility**

Return Preparation Facility

This facility may be used to prepare returns and save them as files on **your local computer**.

The Completed returns must be uploaded through ROS to transmit the return to Revenue and complete the filing process. You must login to ROS to upload the file.

It is often easier to complete and file returns while logged into our separate and online system [ROS](#)

[Guide to using this facility](#) [How do I file returns saved on my computer?](#)

You must select a **Return Type** and **also a Period** if applicable to that form, before starting a new return or selecting a previously saved return.

Timeout: If the return is inactive for 30 minutes, it will time out and you will lose any unsaved work. Make sure to save regularly to avoid this.

Please select the Return Type:

Intrastat

Please select the Period:

Select Period

Prepare Return

[Click here to open a previously saved return](#)

Return Preparation Facility

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[Guide to using this facility](#)

[How do I file returns saved on my computer?](#)

You must select a **Return Type** and **also a Period** if applicable to that form, before starting a new return or selecting a previously saved return.

Timeout: If the return is inactive for 30 minutes, it will time out and you will lose any unsaved work. Make sure to save regularly to avoid this.

Please select the Return Type:

Intrastat

Please select the Period:

Select Period

Select Period

01/01/2024 - 31/12/2024

01/01/2023 - 31/12/2023

01/01/2022 - 31/12/2022

01/01/2021 - 31/12/2021

[Saved return](#)

4. PSI and TPD Filing Parties

You must choose whether you are filing as:

- **Provider of Statistical Information (PSI)**

- **Third Party Declarant (TPD)**

If TPD is selected, you must enter both TPD and PSI details.

1. Select 'Provider of Statistical Information (PSI)' if you are entering information on your own behalf.
2. Select 'Continue'

The screenshot shows the 'Return Preparation Facility' interface. At the top, there is a dark teal header with the 'Revenue' logo and the text 'One stop service to estimate and file tax returns'. To the right of the header are three buttons: 'Save As', 'Save', and 'Close'. Below the header, a light blue banner contains a session expiration warning: 'This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero. 29:52 minutes left.' The main content area is white and contains the question 'Are you preparing the intrastat return as?'. Below this question is the instruction 'Please select the filer type for the intrastat return:'. There are two radio button options: 'Provider of Statistical Information (PSI)' and 'Third Party Declarant (TPD)'. At the bottom of the form is a blue 'Continue' button.

3. Enter the required information on the Provider of Statistical Information screen.
4. Select 'Continue'

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
29:59 minutes left.

[← Back](#)

Enter Provider of Statistical Information (PSI) Details

PSI VAT Number *

PSI Name *

Address 1 *

Address 2 *

Address 3

Contact Person *

Phone Number *

Contact Email Address *

Intrastat Arrivals

☐ Yes ☐ No

Intrastat Dispatches

☐ Yes ☐ No

Required to submit Statistical Value and Terms of Delivery
Note: only traders with annual EU trade over €5 million and/or Dispatches over €34 million are required to submit Statistical Value and Terms of Delivery.

☐ Yes ☐ No

Continue

5. Alternatively, select 'Third Party Declarant (TPD)' option
6. Enter the required information on the Third Party Declarant screen.
7. Customer's VAT number should be used as the Declarant VAT number if filing under a TAIN.

Save AsSaveClose

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1999 Tax and Customs

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the
counter gets to zero.
29:59 minutes left.

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Enter Third Party Declarant (TPD) Details

Declarant VAT Number *

Declarant Name *

Address 1 *

Address 2 *

Address 3

Contact Person *

Phone Number *

Contact Email Address *

Continue

5. Return Header Details

1. Select 'Return with Data' or 'Nil Return' in the 'Type of Return' box
2. Select 'Arrivals' or 'Dispatches' in the 'Flow' box
3. Select 'Year' and 'Month' in the 'Statistical Period' boxes
4. Choose either 'Enter Line Items' or 'Upload from CSV file' to complete the return.
5. Select 'Continue'

The screenshot shows the 'Return Preparation Facility' interface. At the top right are buttons for 'Save As', 'Save', and 'Close'. Below the header, a session expiration warning states: 'This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero. 29:36 minutes left.' A 'Back' link is on the left. The main section is titled 'Return Header Details' and contains the following fields:

- Type of Return ***: A dropdown menu with 'Return with Data' selected.
- Flow ***: A dropdown menu with 'Please Select'.
- Statistical Period ***: Two dropdown menus; the first shows '2025' and the second shows 'Please Select'.
- How would you like to complete the return? ***: Two radio buttons, 'Enter line items' (selected) and 'Upload from CSV file'.

A blue 'Continue' button is at the bottom.

This screenshot shows the same 'Return Header Details' form with several dropdown menus expanded to show their options:

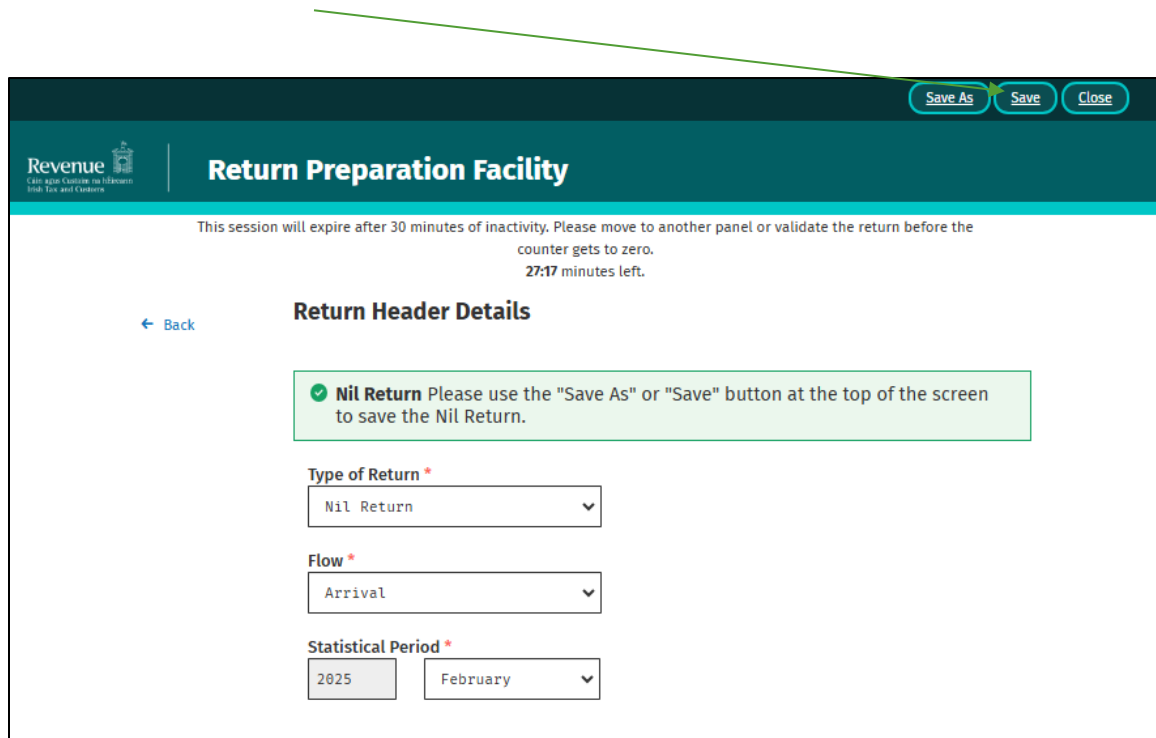
- Type of Return ***: Expanded to show 'Please select', 'Nil Return', and 'Return with Data'.
- Flow ***: Expanded to show 'Please select', 'Arrival', and 'Dispatch'.
- Statistical Period ***: The year dropdown shows '2024'. The month dropdown is expanded to show a list of months from 'Jan' to 'Dec'.

The 'How would you like to complete the return? *' section remains the same, with 'Enter line items' selected. A 'Continue' button is visible at the bottom left. The footer contains links for 'Revenue Home', 'ROS Help', 'Security', 'Privacy Policy', 'Accessibility', and 'Terms & Conditions', along with the Revenue logo and name in Irish and English.

6. Nil Return

If you select 'Nil Return' on the 'Return Header Details' screen, an information message will prompt you to save the XML file.

1. Choose 'Save' or 'Save As' and select a location.
2. Upload the XML file to your ROS account.



Save As Save Close

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Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
27:17 minutes left.

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Return Header Details

✓ **Nil Return** Please use the "Save As" or "Save" button at the top of the screen to save the Nil Return.

Type of Return *

Nil Return ▼

Flow *

Arrival ▼

Statistical Period *

2025 February ▼

6. Creating a Return with Data by Entering Line items

1. Select 'Return with Data' on the 'Return Header Details' screen.
2. Select 'Arrivals' or 'Dispatches' in the 'Flow' box
3. Select 'Year' and 'Month' in the 'Statistical Period' boxes
4. Choose the option 'Enter Line items' to complete the return
5. Click 'Continue' to open the Line Items Arrivals Summary screen.

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Return Header Details

Type of Return *
Return with Data

Flow *
Arrival

Statistical Period *
2025 June

How would you like to complete the return? *
☒ Enter line items ☐ Upload from CSV file

Continue

6. Select 'Input New Line Item' to open the Commodity Code screen.

[Save As](#) [Save](#) [Close](#)

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Levi Apoll Control des Vissers
Rijk, Zee and Customs

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
29:58 minutes left.

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Intrastat Return - Arrivals - February 2025

Input New Line Item

Line Items

Number of Line Items
0

Total Invoice Value
€0.00

Total Statistical Value
€0.00

Intrastat Line Items Summary for test name (0120602A)

Show 10 entries

Item Number	Commodity Code	Country of Consignment	Invoice Value (€)	Statistical Value (€)	Action
No data available in table					

[Previous](#) [Next](#)

7. Enter 'Commodity Code'
8. Select 'Continue' to open the 'Line Items Details' screen.

Save AsSaveClose

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Irish Tax and Customs

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
29:55 minutes left.

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Intrastat Line Item Details - Arrivals - January 2025

Line Item Number: 1

Commodity Code *


2002 10 19

❓ The complete list of commodity codes is available on the [TARIC Website](#) ↗

Continue

9. Complete the required details on the 'Line Items Details' screen.
10. Select 'Add New Line Item' to input another line
11. Select the 'Back' button to return to the 'Line Items Summary' screen.

Save AsSaveClose

**Return Preparation Facility**

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
30:00 minutes left.

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Intrastat Line Item Details - Arrivals - February 2025

Line Item Number: 1

Commodity Code

Country of Consignment *

Country of Origin *

Nature of Transaction *

Mode of Transport *

Terms of Delivery *

Net Mass *

Supplementary Units (p/st) *

Invoice Value Euro *

Stat Value Euro *

Add New Line Item

12. Select 'View' to open a window displaying line-item details.

Save AsSaveClose

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Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
29:51 minutes left.

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Intrastat Return - Arrivals - February 2025

Input New Line Item

Line Items

Number of Line Items
1

Total Invoice Value
€85.00

Total Statistical Value
€22.08

Intrastat Line Items Summary for test name (0120602A)

Show 10 entries

Item Number	Commodity Code	Country of Consignment	Invoice Value (€)	Statistical Value (€)	Action
1	0106 32 00	AT - Austria	85.00	22.08	View

Previous1Next

Save AsSaveClose

Revenue
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Irish Tax and Customs

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
30:00 minutes left.

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Intrastat Return - Dispatches - February 2025

Input New Line Item

Line Items

Number of Line Items
1

Total Invoice Value
€85.00

Total Statistical Value
€22.08

Intrastat Line Items Summary for test name (0120602A)

Show 10 entries

Item Number	Commodity Code	Country of Destination	Invoice Value (€)	Statistical Value (€)	Action
1	0203 22 11	AT - Austria	85.00	22.08	View

Previous1Next

13. Choose 'Amend' or 'Delete'
14. Line-item details can be edited in the line items details screen

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Customs Return for Imports
and Exports

Return Preparation Facility

Save As Save Close

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
29:52 minutes left.

Back

Intrastat Return - Arrivals - Jan 2024

Input New Line Item

Intrastat Return - Arrival - Jan 2024

Amend Delete

Line Item Number: 1

Country of Consignment	BE - Belgium
Country of Origin	AD - Andorra
Nature of Transaction	21 - Return of goods
Mode of Transport	1 - Transport by sea
Terms of Delivery	CFR - Cost and Freight(C&F)
Commodity Code	01012910
Net Mass	11.00
Supplementary Units	1.00
Invoice Value Euro	11.00
Stat Value Euro	123.00

Close

Revenue
Customs Return for Imports
and Exports

Return Preparation Facility

Save As Save Close

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
29:52 minutes left.

Back

Intrastat Return - Dispatches - Jan 2024

Input New Line Item

Intrastat Return - Dispatch - Jan 2024

Amend Delete

Line Item Number: 1

Purchaser VAT Number	Yes
Non VAT Registered	
Country of Destination	BE - Belgium
Country of Origin	AD - Andorra
Nature of Transaction	21 - Return of goods
Mode of Transport	1 - Transport by sea
Terms of Delivery	CFR - Cost and Freight(C&F)
Commodity Code	01012910
Net Mass	11.00
Supplementary Units	1.00
Invoice Value Euro	11.00
Stat Value Euro	123.00

Close

15. Once all amendments and deletions on the Line Items Details Summary screen are completed, save the document for upload to ROS.
16. Name and Save the document to a location of your choosing.

7. Importing a CSV File

You can upload line items using a CSV file instead of manual entry.

Required column names for Arrivals include:

- commodityCode (Mandatory)
- countryOfConsignment (Mandatory)
- countryOfOrigin (Mandatory)
- modeOfTransport (Mandatory)
- natureOfTransaction (Mandatory)
- invoiceValueEuro (Mandatory)
- termsOfDelivery (Mandatory if 'Required to submit Statistical Value and terms of Delivery' was selected)
- statsValueEuro (Mandatory if 'Required to submit Statistical Value and terms of Delivery' was selected)
- netMass (Mandatory)
- supplementaryUnits (Mandatory)

Required column names for Dispatches include:

- commodityCode (Mandatory)
- countryOfDestination (Mandatory)
- countryOfOrigin (Mandatory)
- modeOfTransport (Mandatory)
- natureOfTransaction (Mandatory)
- invoiceValueEuro (Mandatory)
- termsOfDelivery (Mandatory if 'Required to submit Statistical Value and terms of Delivery' was selected)
- statsValueEuro (Mandatory if 'Required to submit Statistical Value and terms of Delivery' was selected)
- netMass (Mandatory)
- supplementaryUnits (Mandatory)
- nonVatRegistered (Mandatory) – Accepted value “true”
- purchaserVATNumber (Mandatory if nonVatRegistered was not set to “true”)

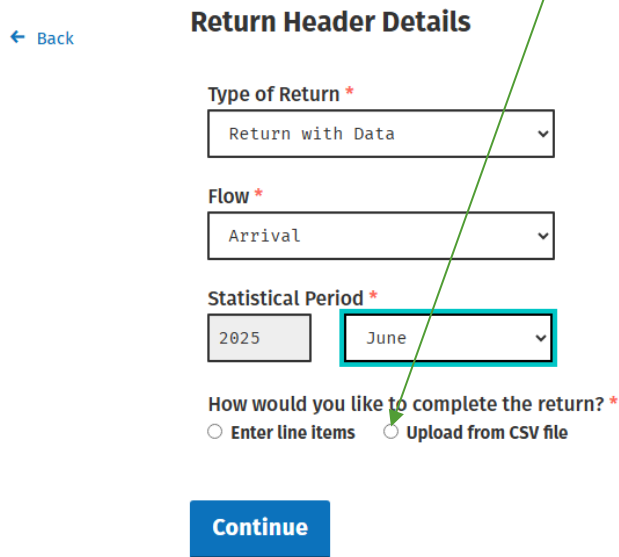
Templates of the files are provided on the Intrastat Section of the website www.Revenue.ie

The CSV file can be prepared using any column order, the system will validate the column headings upon upload and if the file does not contain all the required headings an error message will be displayed on screen and filing will not be allowed to continue.

The new csv files have three header lines -all three must be kept and used as set out in the template provided

If the CSV upload option is selected for line items on the return header screen the **'Upload Intrastat Line Items via CSV'** screen will be displayed.

1. Select 'Return with Data' on the 'Return Header Details' screen.
2. Select 'Arrivals' or 'Dispatches' in the 'Flow' box
3. Select 'Year' and 'Month' in the 'Statistical Period' boxes
4. Choose the option "Upload from CSV file" to complete the return
5. Click 'Continue' to open the Line Items Summary screen.



The 'Return Header Details' form is displayed. It includes a 'Back' link at the top left. The form has four main sections: 'Type of Return' with a dropdown menu set to 'Return with Data'; 'Flow' with a dropdown menu set to 'Arrival'; 'Statistical Period' with a year input field set to '2025' and a month dropdown menu set to 'June'; and a question 'How would you like to complete the return?' with two radio button options: 'Enter line items' and 'Upload from CSV file'. A green arrow points from step 4 of the instructions to the 'Upload from CSV file' radio button. A blue 'Continue' button is at the bottom.

Return Header Details

← Back

Type of Return *
Return with Data

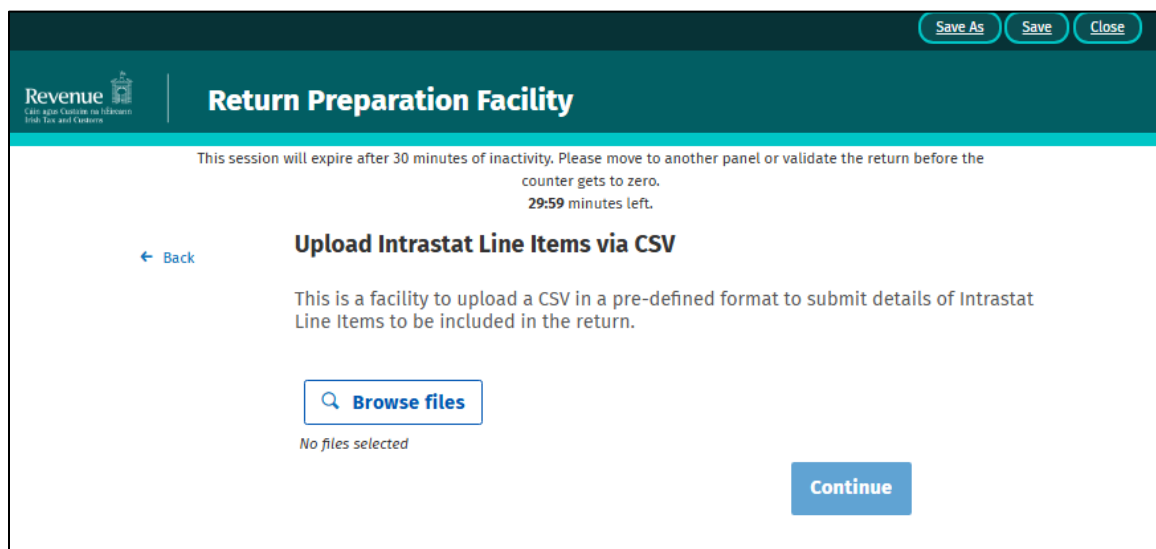
Flow *
Arrival

Statistical Period *
2025 June

How would you like to complete the return? *
☐ Enter line items ☐ Upload from CSV file

Continue

6. Select 'Browse files' in the 'Upload Intrastat Line Items via CSV' screen
7. Select the appropriate file
8. Select 'Continue' to open



The 'Return Preparation Facility' screen is shown. At the top right are 'Save As', 'Save', and 'Close' buttons. The Revenue logo is on the top left. A warning message states: 'This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero. 29:59 minutes left.' The main heading is 'Upload Intrastat Line Items via CSV'. Below it is a description: 'This is a facility to upload a CSV in a pre-defined format to submit details of Intrastat Line Items to be included in the return.' There is a 'Back' link on the left. A 'Browse files' button with a magnifying glass icon is in the center. Below it, it says 'No files selected'. A blue 'Continue' button is at the bottom right.

Save As Save Close

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Irish Tax and Customs

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
29:59 minutes left.

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Upload Intrastat Line Items via CSV

This is a facility to upload a CSV in a pre-defined format to submit details of Intrastat Line Items to be included in the return.

Browse files

No files selected

Continue

9. If the CSV file uploaded is invalid, an error message is displayed. 'Continue' button is disabled until the 'Remove' link to delete the previously uploaded file is selected and a new/amended file uploaded.

Save AsSaveClose

Revenue

Cair again Continue on idemero

Irish Tax and Customs

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
27:49 minutes left.

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Upload Intrastat Line Items via CSV

This is a facility to upload a CSV in a pre-defined format to submit details of Intrastat Line Items to be included in the return.

🔍 Browse files

Selected files:

istat-arrival.csv [Remove](#)

There are errors with your headings on line 3 of CSV. Allowed values are: commodityCode, nonVatRegistered, purchaserVATNumber, countryOfDestination, countryOfOrigin, natureOfTransaction, modeOfTransport, termsOfDelivery, netMass, invoiceValueEuro, statsValueEuro. Values are case sensitive.

Continue

10. If all the required columns are present in the CSV file uploaded and there were errors when converting the CSV file to Intrastat line items, the 'Line Items Import Error Summary' screen where the invalid line items can be amended will display.
11. Select 'View' to amend the Line Item or Delete the incorrect line.

Save AsSaveClose

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Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
29:58 minutes left.

←
Back

Intrastat CSV Upload Invalid Line Items - Dispatches - February 2025

The following line items are invalid. Please correct it by click on view and amend or Delete it to save the return

Invalid Line Items

Intrastat Line Items Summary for test name (0120602A)

Show 10 entries

Item Number	Commodity Code	Country of Destination	Invoice Value (€)	Statistical Value (€)	Action
1	56031480	AT	343.00	122.00	View

Previous1Next

12. If 'Delete,' is chosen, the selected line item will be deleted from the invalid line items list and the line items details summary screen displays if there are no more invalid line items.
13. If there are still invalid line items in the CSV file, the CSV invalid line items screen will remain until all errors are cleared.
14. If the 'Amend' button is selected, you will be redirected to the 'Commodity Code' screen.

Save AsSaveClose

Revenue

Can you Contact us if you have any questions?

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
28:35 minutes left

Intrastat Return - Arrivals - January 2025

AmendDelete

Line Item Number: 1

Country of Consignment	
Country of Origin	
Nature of Transaction	12 - Direct trade with/by private consumers (incl. distance sale)
Mode of Transport	5 - Consignments by post
Terms of Delivery	CPT - Carriage Paid To
Commodity Code	2002 10 19
Net Mass	254.00
Supplementary Units	
Invoice Value Euro	12.00
Stat Value Euro	12.00

Close

15. If the 'Amend' button is selected, the commodity code look up screen where the commodity code uploaded in CSV file can be searched by clicking on the TARIC Website link (this is an external link).
16. If the commodity code is correct, click on the 'Continue' button otherwise an update to the correct commodity code is required if the one provided is invalid.
17. When the 'Continue' button is selected, the system will validate the commodity code and redirect to the Line item amend screen if the commodity code is valid. If commodity code is invalid, a redirection to the same screen with error message will occur

Save AsSaveClose

Revenue

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Irish Tax and Customs

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.
29:55 minutes left.

← Back

Intrastat Line Item Details - Arrivals - January 2025

Line Item Number: 1

Commodity Code *

2002 10 19

?

The complete list of commodity codes is available on the [TARIC Website](#)

Continue

18. After all the invalid details on this screen are corrected, click on the 'Add New Line Item' button and the system will validate the details. If the details entered are valid, the system will remove this line item from invalid list and add it to valid list.
19. If the invalid list is not empty, the system will direct back to the invalid CSV upload screen to correct/delete the invalid Line items.

Save AsSaveClose

Revenue

Corporation de l'Ontario

Corporation de l'Ontario

Return Preparation Facility

This session will expire after 30 minutes of inactivity. Please move to another panel or validate the return before the counter gets to zero.

29:23 minutes left.

Country of Origin *

AT - Austria

Nature of Transaction *

12 - Direct trade with/by p.

Mode of Transport *

5 - Consignments by post

Terms of Delivery *

CPT - Carriage Paid To

Net Mass *

254.00

Invoice Value Euro *

12.00

Stat Value Euro *

12.00

Add New Line Item

8. Saving and Uploading

After completing your return, use 'Save As' to generate the XML file. Upload this file through your ROS account as the usual upload process has not changed.

1. 'Save' and 'Save As' options are disabled if items remain that are invalid. All the line items must contain valid data before saving the xml return.
2. If the invalid Line items list is empty, the Line item details screen will be displayed.
3. If the CSV file contains valid line items, the system will direct the customer to the Line items summary screen where they can download the XML file.
4. Use the 'Save As' and 'Save' option to save the XML for upload to ROS.
5. Name and save in a location of your choosing.
6. The same process is applied to both 'Arrivals and 'Dispatches'
7. After saving the files, upload them to your ROS account