Return Preparation Facility (RPF) Intrastat Filing Guide

![Revenue - Cáin agus Custaim na hÉireann - Irish Tax and Customs](image)

September 2025

Contents

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.

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 ⌄

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

ved 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'

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.

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'

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.

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.

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

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

Save As   Save   Close

Revenue
Cáin agus Custaim na hÉireann
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

ℹ 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.

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

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

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"
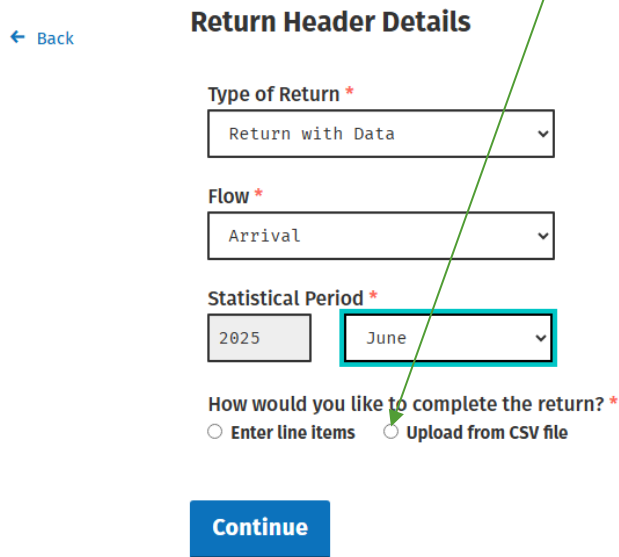- purchaserVATNumber (Mandatory if nonVatRegistered was not set to "true")

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.

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

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.

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.

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.

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

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.

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