



The Return Preparation Facility Guide to preparing VIES Returns

This guide provides step-by-step instructions on how to use the Return Preparation Facility (RPF) to prepare VIES Returns. It replaces the ROS Offline Application process.

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1. Introduction

This guide provides step-by-step instructions on how to use the Return Preparation Facility (RPF) to prepare VIES Returns. It replaces the ROS Offline Application process.

The upload and filing of the generated XML (.VIE) file onto the ROS account remains unchanged.

2. Accessing the RPF on ROS

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



Figure 1: ROS Login Banner

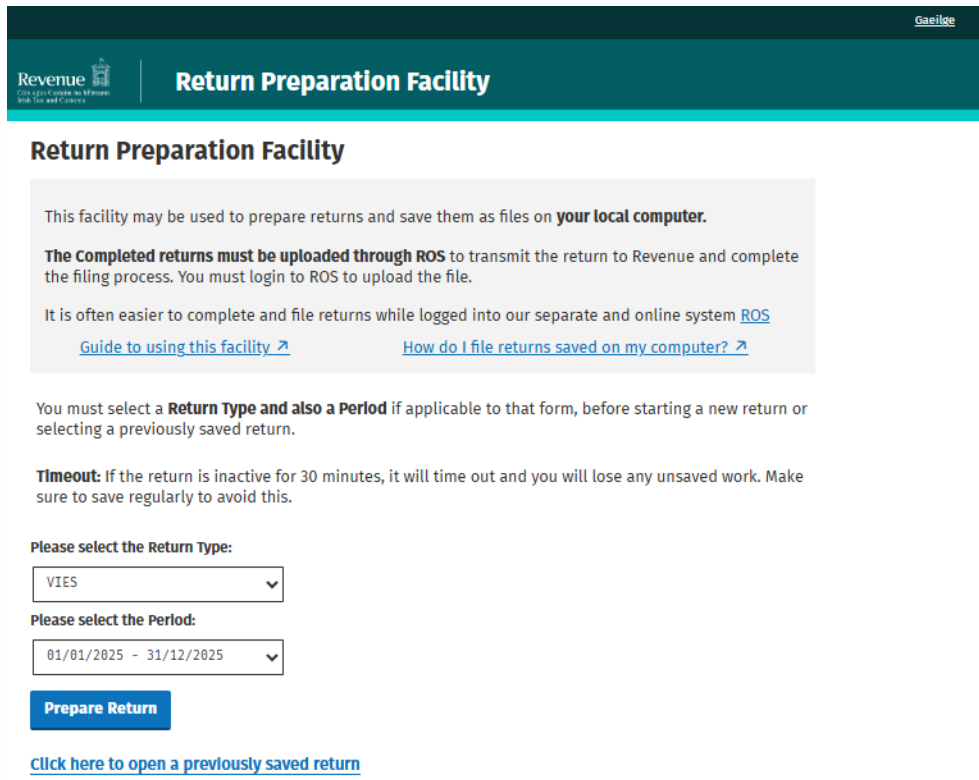
3. Under 'Return Preparation and Offline', click 'Return Preparation Facility'.



Figure 2: Return Preparation and Offline Banner

3. VIES Return Type and Period Selection

1. Select 'VIES' from the Return Type dropdown.
2. Select the filing year. Periods are available for up to 5 years back from the current filing year.
3. Select 'Prepare Return' to begin.



The screenshot shows the Revenue Return Preparation Facility (RPF) interface. At the top, there is a header with the Revenue logo and the text 'Return Preparation Facility'. Below this, the main heading is 'Return Preparation Facility'. The content area contains the following text:

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:

VIES

Please select the Period:

01/01/2025 - 31/12/2025

Prepare Return

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

Figure 3: VIES Form Selection

4. Preparing a NIL Return

- Having completed section 3 above:
- Please indicate if filing this return on behalf of a 3rd party and enter the Declarant VAT number or TAIN number where specified
- Enter the Trader's VAT Number
- Select the Type of Return from the Drop Down Menu – either Monthly or Quarterly*
- Select the period of this Return from the Drop Down Menu
- Indicate if this is a NIL Return
- If the option for Nil Return is chosen an info message will appear prompting the customer to save the Nil Return.
- Use the 'Save As' and 'Save' option to save the XML (.VIE) for upload to ROS.
- Name and save in a location of your choosing and proceed to upload on ROS account.
- NOTE* Select OK to the Pop-Up Message: Return has been saved successfully!
- Select the Close Button to exit out of the Return Preparation facility.

Figure 4: VIES Period Selection - NIL Return.

On clicking Save, wait until the following message is displayed. Click OK.

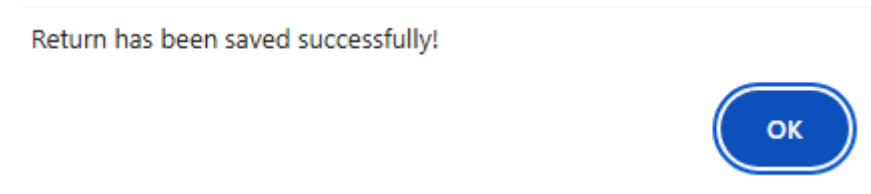


Figure 5: Pop up message confirming Return has been saved.

5. Preparing a Return via direct Data Entry

- Having completed section 3 above:
- Please indicate if filing this return on behalf of a 3rd party and enter the Declarant VAT number or TAIN number where specified
- Enter the Trader's VAT Number
- Select the Type of Return from the Drop Down Menu – either Monthly or Quarterly*
- Select the period of this Return from the Drop Down Menu
- Select the Enter line items option
- Click Continue

Return Preparation Facility

VIES Return Header Details

Please indicate if you are filing this return on behalf of a 3rd Party
☐

(If you are an Agent, please enter third party details)

Trader's VAT Number *

Please select the type of return

Please select the period of this return

Please indicate if this is a Nil Return
☐

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

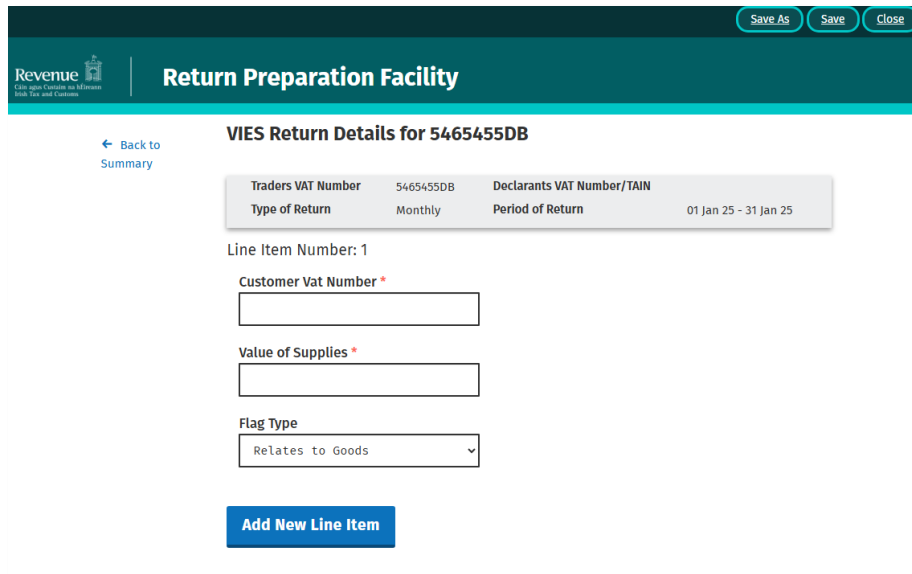
Continue

Figure 6: VIES Period Selection - Data Entry.

*If unsure what type of Return (monthly or quarterly) trader is registered to submit, please contact the VIES section.

Adding Transaction Line-Item Details:

- Enter Customer VAT number.
- Enter Value of Supplies.
- Select Appropriate Flag type* for that transaction in the drop-down menu.
 - See Flag Types – Drop Down Menu explained: for more information.
- Click the Add New Line-Item button.
- NOTE* Duplicate VAT number / Flag Type combinations are not permitted. Please aggregate the total value of supplies to the Customer for that flag type.



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Return Preparation Facility

Save As Save Close

← Back to Summary

VIES Return Details for 5465455DB

Traders VAT Number	5465455DB	Declarants VAT Number/TAIN	5465455DB
Type of Return	Monthly	Period of Return	01 Jan 25 - 31 Jan 25

Line Item Number: 1

Customer Vat Number *

Value of Supplies *

Flag Type
Relates to Goods

Add New Line Item

Figure 7: Line-Item Input Screen

Adding Transaction Line-Item Details: cont'd

- After each new line item is added the Return Summary Details page is returned.
- Click the Input New Line Item to add a New Line Item
- Click the View /Amend option to View / Amend or Delete the Line item.
- Use the 'Save As' and 'Save' option to save the XML (.VIE) for upload to ROS.
- Name and save in a location of your choosing and proceed to upload on ROS account.
- NOTE* Select OK to the Pop-Up Message Return has been saved successfully!
- Select the Close Button to exit out of the Return Preparation facility.

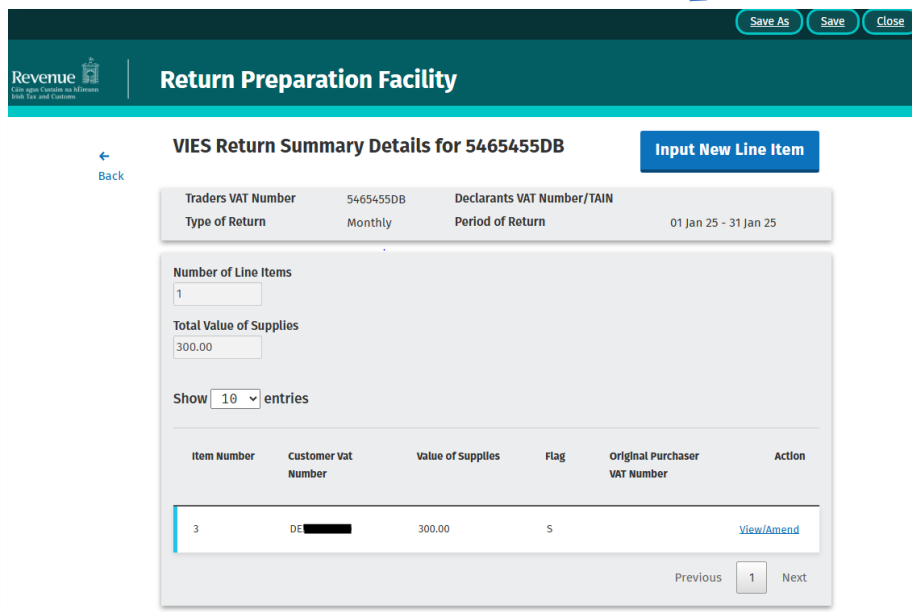


Figure 8: VIES Return Summary Screen

On clicking Save, wait until the following message is displayed. Click OK.

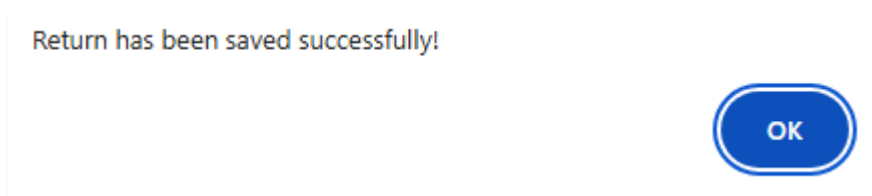


Figure 9: Pop up message confirming Return has been saved.

***Flag Types – Drop Down Menu explained:**

- If the transaction relates to Goods, select the Relates to Goods option.
- If triangulation was involved, select Triangulation option.
- If the transaction relates to Services, select the Relates to Services option.

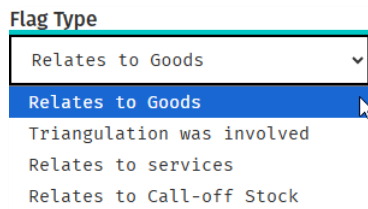


Figure 10: Flag Type - Drop Down Menu

***Flag Types – Drop Down Menu – Call Off Stock explained:**

- If the transaction relates to Call off stock a second drop down menu will appear.

There are three options for Call-off stock reporting:

- Call-off stock transfer.
- Delete previously transmitted call-off stock as goods have been returned.
- 'Delete previously transmitted call-off stock as there is a change of intended acquirer'.

- To report the initial Call-Off stock transfer.

Enter the Customer VAT number, select the 'Relates to Call-off Stock', in the flag type drop down menu and then select the 'Call-Off stock transfer' option.

- To report that the Goods were returned to you and the Stock was not called Off.

Enter the Customer VAT number, select the 'Relates to Call-off Stock', in the flag type drop down menu and then select the 'Delete previously transmitted Call-Off stock as goods have been returned' option.

- To report a change in intended acquirer.

Enter the Customer VAT number, select the 'Relates to Call-off Stock', in the flag type drop down menu and then select 'Delete previously transmitted call-off stock as there is a change of intended acquirer' you will need to include the Original Purchaser VAT number AND the New Customer VAT number as appropriate.

Flag Type

Relates to Call-off Stock ▼

Please indicate nature of Call-off Stock

Call-off stock transfer

Delete previously transmitted call-off stock as goods have been returned

Delete previously transmitted call-off stock as there is a change of intended acquirer

Figure 11: Flag Type - Call Off Stock

6. Preparing a Return using the VIES CSV file template

I. CSV File Template

Here is a link to the [CSV File Template](#).

Please note: CSV file headings are standardised for RPF and consist of three header rows. Altering heading text or removing any of these rows will cause the file to be rejected at import.

The new csv file has three header lines, all three must be kept and used as set out in the figure 24 below.

Line 1: formVersion

Line 2: 25.3.0

Line 3: customerVatNumber valueOfSupplies flag originalPurchaserVatNumber

	A	B	C	D
1	formVersion			
2	25.3.0			
3	customerVatNumber	valueOfSupplies	flag	originalPurchaserVatNumber
4	DE123456789	5000		
5	FR12345678912	256	S	
6	CY12345678M	123	T	
7	HR2345678901	-500		
8	BE0123456789	0	C1	
9	DK12345678	0	c2	
10	EE123456789	0	c3	IT12345678912
11	FI12345678	0	C3	LV12345678912

Figure 12: CSV File example.

- Line 3 Columns definitions:
 - customerVATNumber – include country code and customer VAT number
 - valueOfSupplies – whole numbers only. Can be negative or positive amounts.
 - Flag -
 - Leave Blank if Relates to Goods
 - Input the letter 'S' if Relates to Services
 - Input the letter 'T' if Relates to Triangulation
 - 'C1' - Initial Call-off stock transfer.
 - 'C2' - Delete previously transmitted call-off stock as goods have been returned.
 - 'C3' - Delete previously transmitted call-off stock as there is a change of intended acquirer. You will need to include the Original Purchaser VAT number AND the New Customer VAT number as appropriate.
 - originalPurchaserVatNumber – for CALL OFF STOCK transactions only
- Please note that you name and save the CSV file to a location of your choosing.

II. CSV File upload to the RPF

- Having completed section 3 above:
- Please indicate if filing this return on behalf of a 3rd party and enter the Declarant VAT number or TAIN number where specified
- Enter the Trader's VAT Number
- Select the Type of Return from the Drop Down Menu – either Monthly or Quarterly*
- Select the period of this Return from the Drop Down Menu
- Select the Upload from CSV file option
- Click Continue

The screenshot shows the 'Return Preparation Facility' interface. At the top, there are 'Save As', 'Save', and 'Close' buttons. The main heading is 'Return Preparation Facility'. Below this, the section is titled 'VIES Return Header Details'. The form contains the following fields and options:

- A checkbox for 'Please indicate if you are filing this return on behalf of a 3rd Party'.
- A note: '(If you are an Agent, please enter third party details)'.
- A text input field for 'Trader's VAT Number *'.
- A dropdown menu for 'Please select the type of return'.
- A dropdown menu for 'Please select the period of this return' with '2025' selected.
- A checkbox for 'Please indicate if this is a Nil Return'.
- Radio buttons for 'How would you like to complete the return?': 'Enter line items' and 'Upload from CSV file' (which is selected).
- A blue 'Continue' button at the bottom.

Figure 13: VIES Period Selection - CSV Upload

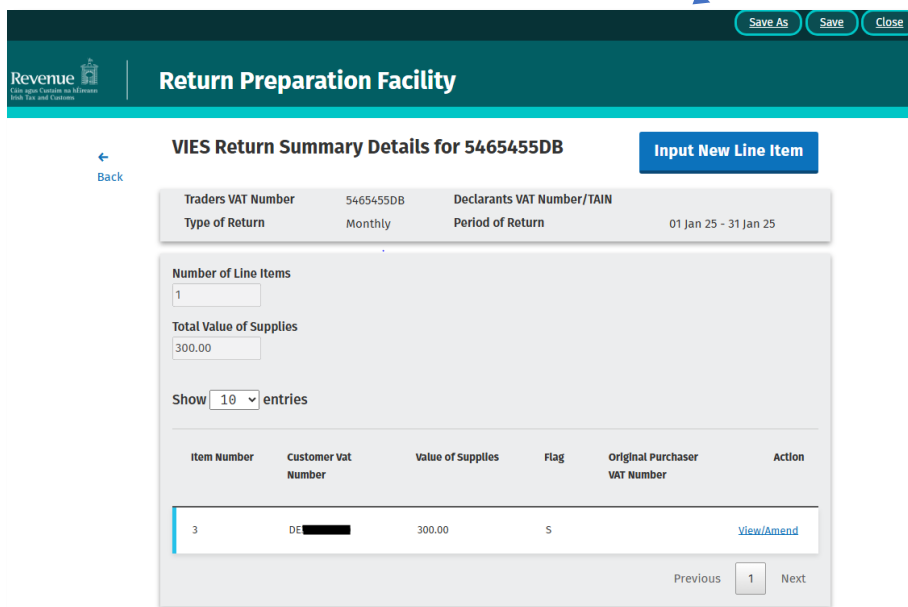
- Browse to the appropriate CSV file to upload
- Click on the Continue Button

The screenshot shows the 'Upload VIES Line Items via CSV' screen. At the top, there are 'Save As', 'Save', and 'Close' buttons. The main heading is 'Return Preparation Facility'. Below this, there is a session expiry 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. 25:47 minutes left.' A 'Back' link is on the left. The section title is 'Upload VIES Line Items via CSV'. The text below says: 'This is a facility to upload a CSV in a pre-defined format to submit details of VIES Line Items to be included in the return.' There is a 'Browse files' button with a magnifying glass icon. Below this, it shows 'Selected files:' followed by 'VIES CSV File.csv' and a 'Remove' link. A blue 'Continue' button is at the bottom right.

Figure 14: Browse to CSV File

III. CSV File upload – View details and save as an XML (.vie) file

- If the CSV file uploads without errors the VIES Summary Details screen is displayed.
 - You can click the Input New Line Item to add a New Line Item.
 - Or click the View /Amend option to View / Amend or Delete the Line item.
- Use the 'Save As' and/or 'Save' option to save as an XML (.VIE) for upload to ROS.
- NOTE* Select OK to the Pop-Up Message Return has been saved successfully!
- Name and save in a location of your choosing and proceed to upload on ROS account.
- Select the Close Button to exit out of the Return Preparation facility.



Return Preparation Facility

VIES Return Summary Details for 5465455DB

Traders VAT Number: 5465455DB | Declarants VAT Number/TAIN: 01 Jan 25 - 31 Jan 25

Type of Return: Monthly | Period of Return: 01 Jan 25 - 31 Jan 25

Number of Line Items: 1

Total Value of Supplies: 300.00

Show 10 entries

Item Number	Customer Vat Number	Value of Supplies	Flag	Original Purchaser VAT Number	Action
3	DE [REDACTED]	300.00	S		View/Amend

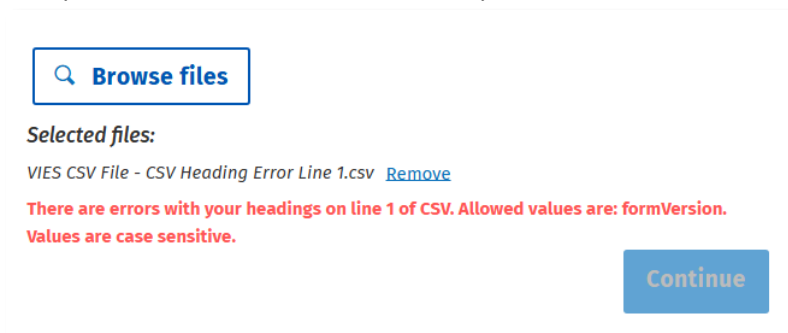
Previous 1 Next

Figure 15 : Vies Return Summary Screen.

IV. CSV File upload – error messages

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.

1. Error in Line 1 Header of CSV File - formVersion. Click on 'Remove' link to delete the previously uploaded file. Amend CSV file and upload new / amended CSV file.



[Browse files](#)

Selected files:

VIES CSV File - CSV Heading Error Line 1.csv [Remove](#)

There are errors with your headings on line 1 of CSV. Allowed values are: formVersion. Values are case sensitive.

[Continue](#)

Figure 16: Error in Line 1

2. Error in Line 2 Header of CSV File – Check Version Number. Click on ‘Remove’ link to delete the previously uploaded file. Amend CSV file and upload new / amended CSV file.

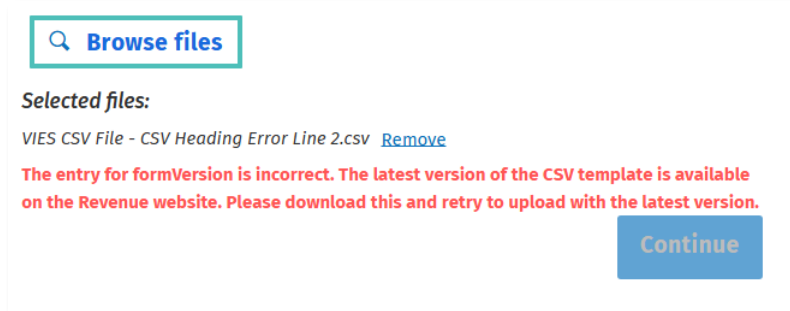


Figure 17: Error in Line 2

3. Error in Line 3 Header of CSV File – Click on ‘Remove’ link to delete the previously uploaded file. Amend CSV file and upload new / amended CSV file.

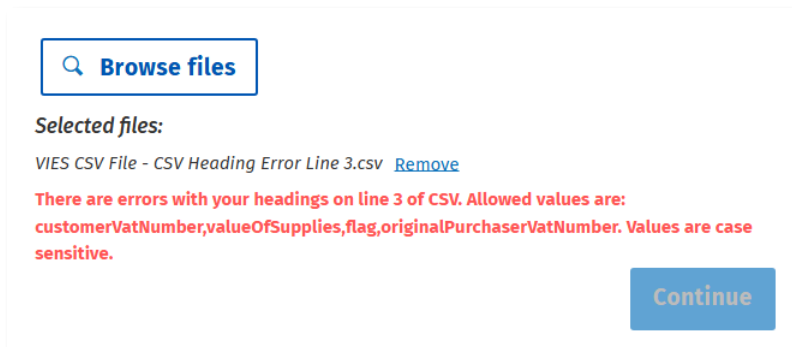
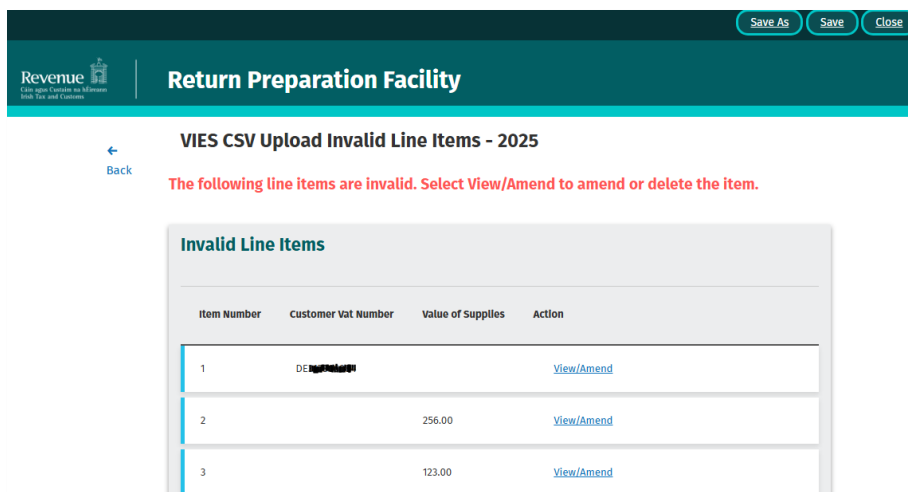


Figure 18: Error in Line 3

V. CSV File – Invalid Line Items

On upload to RPF, if the CSV contains invalid line items, the invalid line items screen is displayed.

1. Click the View /Amend option to View / Amend or Delete the Line item.
2. You must Amend / Delete each item on this page. See Section 7 below.



Return Preparation Facility

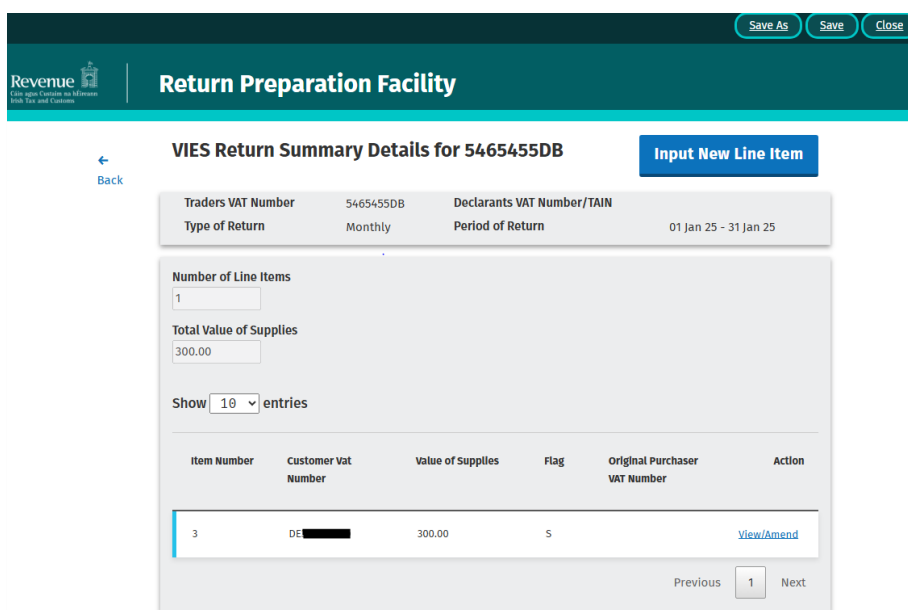
VIES CSV Upload Invalid Line Items - 2025

The following line items are invalid. Select View/Amend to amend or delete the item.

Item Number	Customer Vat Number	Value of Supplies	Action
1	DE [REDACTED]		View/Amend
2		256.00	View/Amend
3		123.00	View/Amend

Figure 19: Invalid Line Items Screen.

3. Once all invalid items are Amended or Deleted the VIES Return Summary Screen is displayed.
4. Click the Input New Line Item to add a New Line Item
5. Click the View /Amend option to View / Amend or Delete the Line item.
6. Use the 'Save As' and 'Save' option to save the XML (.VIE) for upload to ROS.
7. NOTE* Select OK to the Pop-Up Message Return has been saved successfully!
8. Name and save in a location of your choosing and proceed to upload on ROS account.
9. Select the Close Button to exit out of the Return Preparation facility.



Return Preparation Facility

VIES Return Summary Details for 5465455DB

Traders VAT Number: 5465455DB
 Declarants VAT Number/TAIN: [REDACTED]
 Type of Return: Monthly
 Period of Return: 01 Jan 25 - 31 Jan 25

Number of Line Items: 1
 Total Value of Supplies: 300.00
 Show 10 entries

Item Number	Customer Vat Number	Value of Supplies	Flag	Original Purchaser VAT Number	Action
3	DE [REDACTED]	300.00	S		View/Amend

Previous 1 Next

Figure 20: Vies Return Summary Screen.

On clicking Save, wait until the following message is displayed. Click OK.

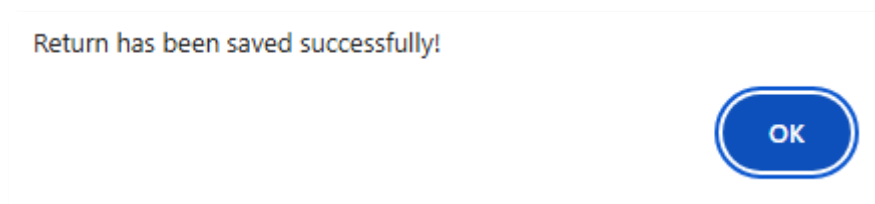


Figure 21: Pop up message confirming Return has been saved.

7. Amending or Deleting Line-item entries

Entries can be viewed, amended or deleted on the VIES Return Summary Screen.

- Click on the View/ Amend action for the transaction that requires amending.

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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.
24:37 minutes left.

← Back

VIES Return Summary Details for 5465455DB [Input New Line Item](#)

Traders VAT Number	5465455DB	Declarants VAT Number/TAIN	
Type of Return	Monthly	Period of Return	01 Jan 25 - 31 Jan 25

Number of Line Items
2

Total Value of Supplies
1,111.00

Show 10 entries

Item Number	Customer Vat Number	Value of Supplies	Flag	Original Purchaser VAT Number	Action
1	BE [REDACTED]	1,111.00			View/Amend
2	de [REDACTED]		C3	BE [REDACTED]	View/Amend

Previous 1 Next

Figure 22: VIES Return Summary Screen

- Select Amend button to Amend the Line Item or Delete to Delete the Line item. Or click the Close button return to the previous screen.

Amend Delete

Line Item Number: 1

Customer Vat Number: BE [REDACTED]

Value of Supplies: 1111

Flag:

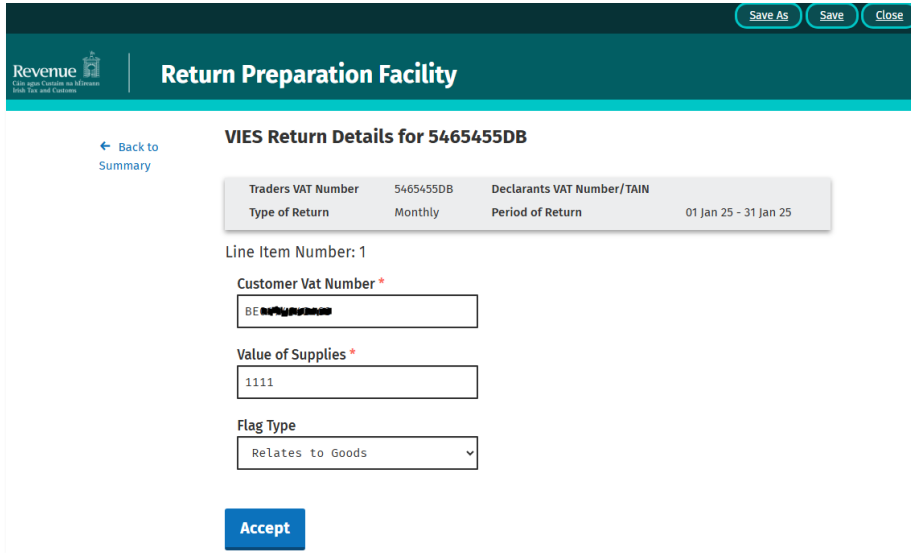
Original Purchaser VAT Number:

Close

Figure 23 : Amend Delete Option Screen

If the Amend button is selected , the following screen is displayed:

Vat Number, Value of Supplies , Flag type can be amended as appropriate. Click the Accept button to save the changes and return to the Details screen.



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Return Preparation Facility

Save As Save Close

← Back to Summary

VIES Return Details for 5465455DB

Traders VAT Number	5465455DB	Declarants VAT Number/TAIN	
Type of Return	Monthly	Period of Return	01 Jan 25 - 31 Jan 25

Line Item Number: 1

Customer Vat Number *

BE 0414599000

Value of Supplies *

1111

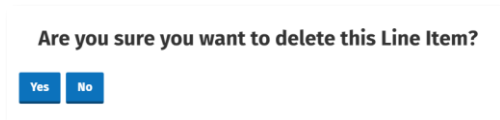
Flag Type

Relates to Goods

Accept

Figure 24: Line Item Amend Screen

If the Delete button is selected , the following screen is displayed. Select Yes or No as appropriate, then Close to return to the Details screen.

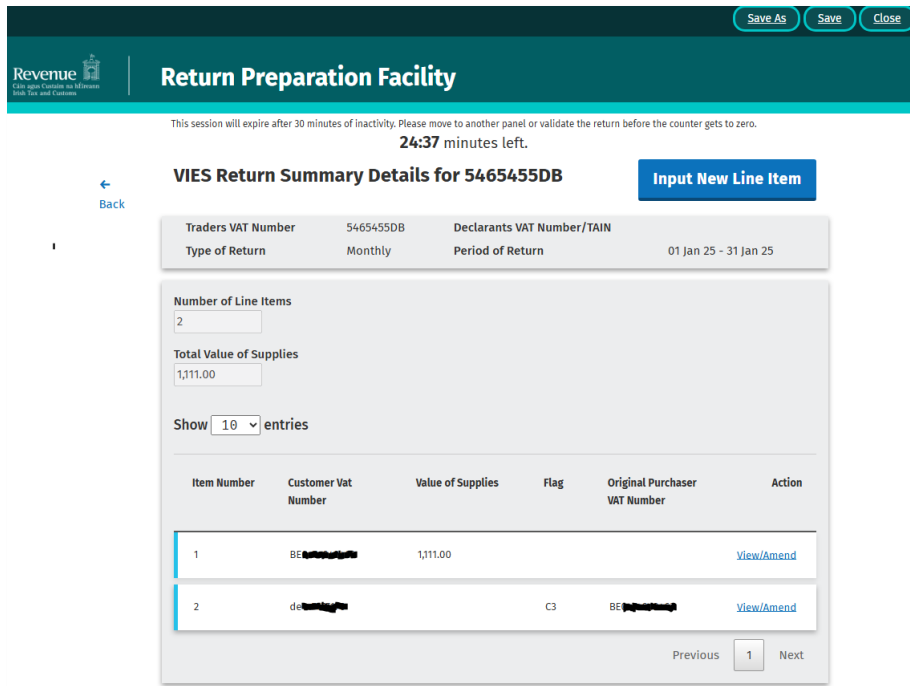


Are you sure you want to delete this Line Item?

Yes No

Figure 25 : Deletion Confirmation Screen

Once you have made all your amendments make sure to Select the Save As / Save button to Save your changes.



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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.
24:37 minutes left.

Back

VIES Return Summary Details for 5465455DB

Input New Line Item

Traders VAT Number 5465455DB Declarants VAT Number/TAIN
Type of Return Monthly Period of Return 01 Jan 25 - 31 Jan 25

Number of Line Items
2

Total Value of Supplies
1,111.00

Show 10 entries

Item Number	Customer Vat Number	Value of Supplies	Flag	Original Purchaser VAT Number	Action
1	BE	1,111.00			View/Amend
2	de	0.00	C3	BE	View/Amend

Previous 1 Next

Figure 26: VIES Return Summary Screen.

On clicking Save, wait until the following message is displayed. Click OK.

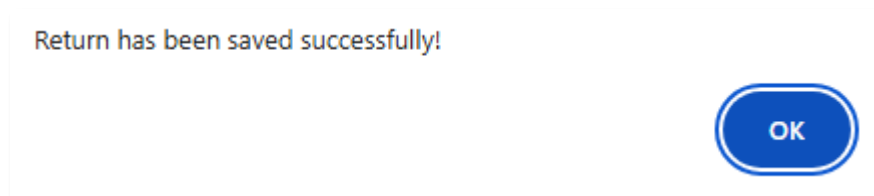
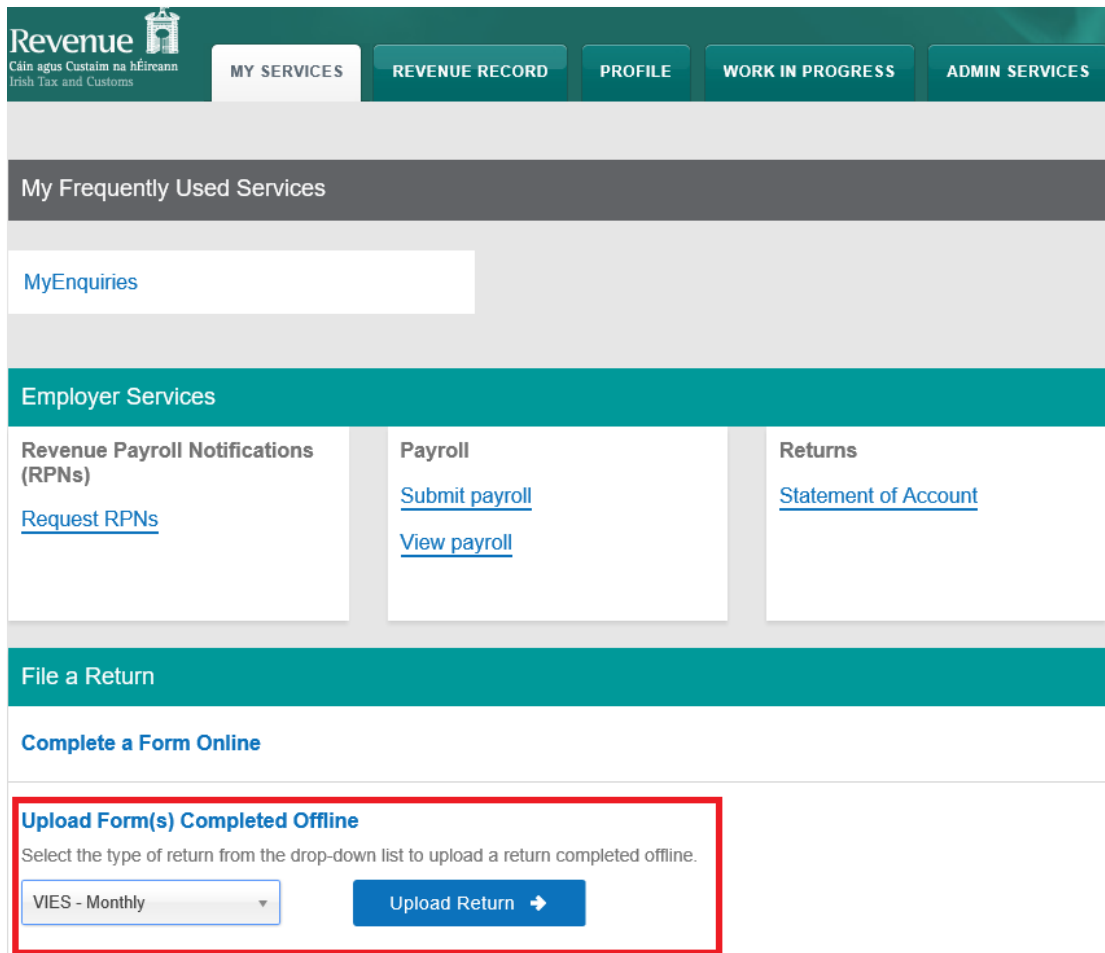


Figure 27: Pop up message confirming Return has been saved.

8. Uploading VIES Returns prepared in RPF into ROS.

Login to [ROS](#), then under the “File A Return” heading click on the “Upload Form(s) Completed Offline”. Select “VIES” from the tax type dropdown box, then select the correct registered filing frequency i.e., “Vies Monthly” or “Vies Quarterly” and click the “Upload Return” button.



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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

My Frequently Used Services

MyEnquiries

Employer Services

Revenue Payroll Notifications (RPNs)
[Request RPNs](#)

Payroll
[Submit payroll](#)
[View payroll](#)

Returns
[Statement of Account](#)

File a Return

Complete a Form Online

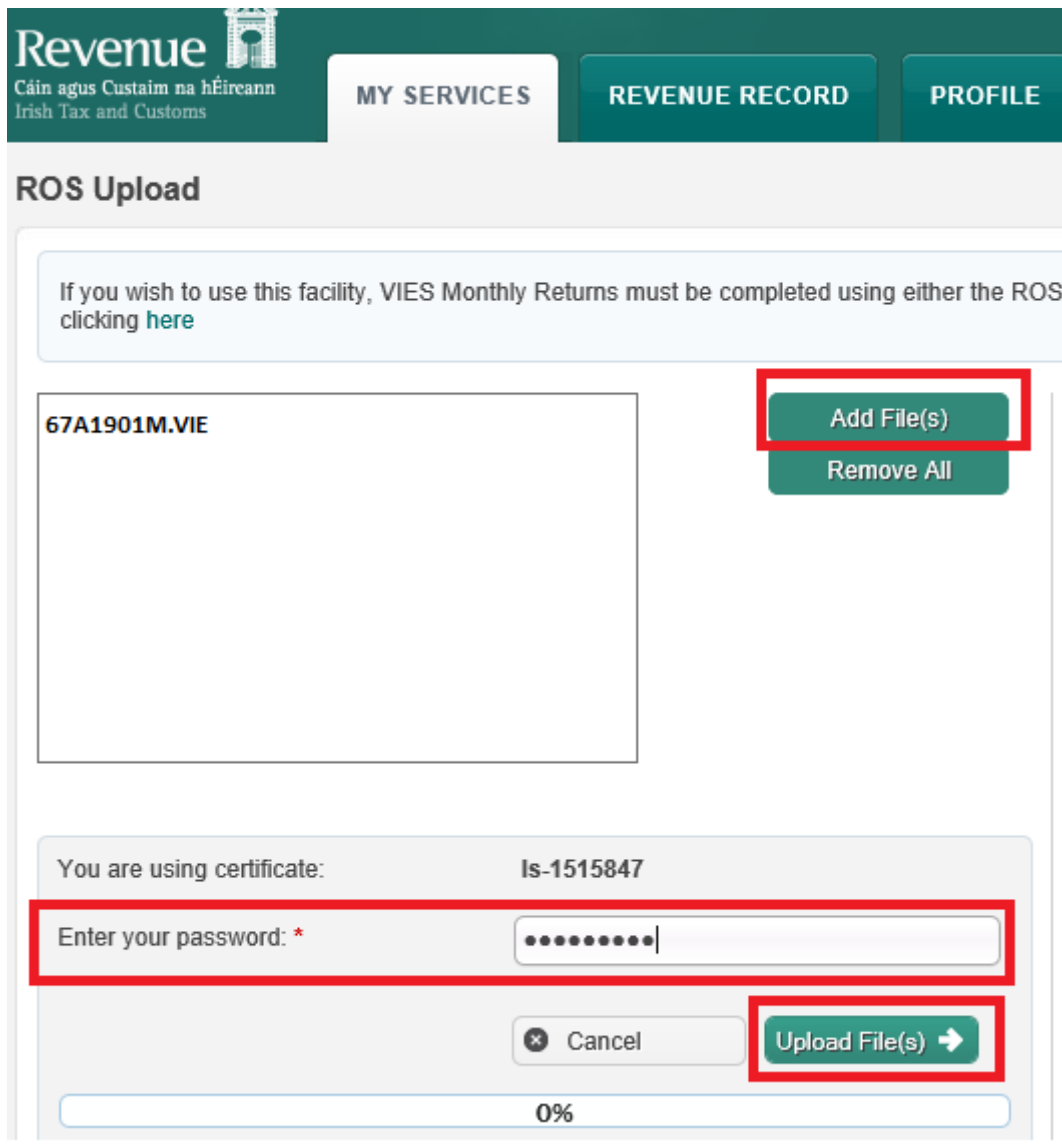
Upload Form(s) Completed Offline
Select the type of return from the drop-down list to upload a return completed offline.

VIES - Monthly

Upload Return →

Figure 28: Upload Form Completed Offline

Click on the “Add File” button and browse to and select the .vie file that is to be sent to Revenue. Enter the password and select “Upload Files”.



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MY SERVICES REVENUE RECORD PROFILE

ROS Upload

If you wish to use this facility, VIES Monthly Returns must be completed using either the ROS clicking [here](#)

67A1901M.VIE

Add File(s)
Remove All

You are using certificate: Is-1515847

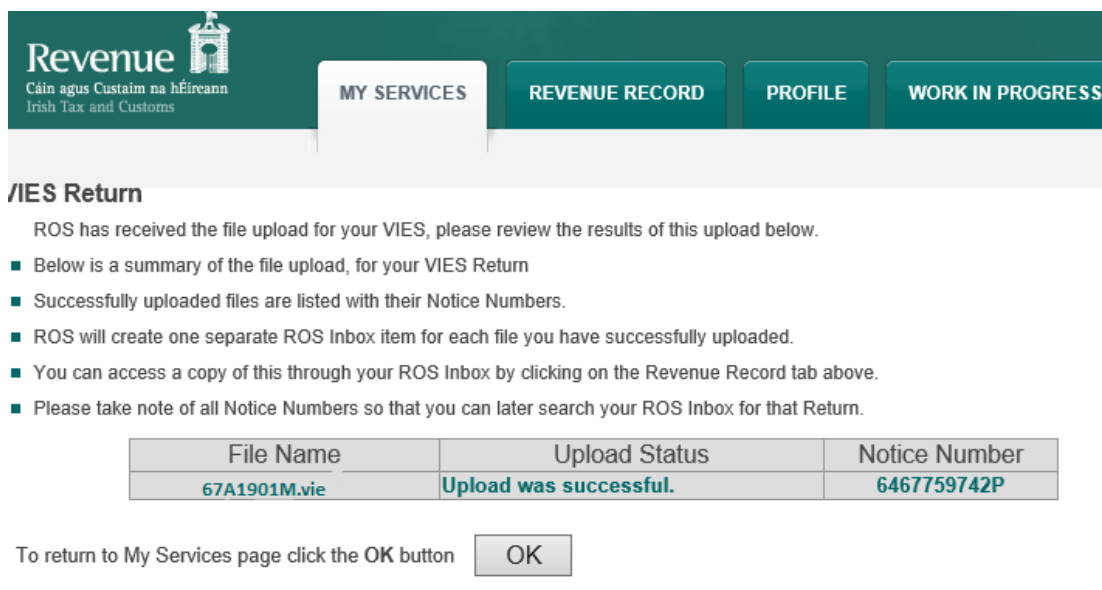
Enter your password: *

Cancel Upload File(s)

0%

Figure 29: ROS File Upload

The following screen is returned to confirm the file has been uploaded correctly. Select “OK”.



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MY SERVICES | **REVENUE RECORD** | **PROFILE** | **WORK IN PROGRESS**

VIES Return

ROS has received the file upload for your VIES, please review the results of this upload below.

- Below is a summary of the file upload, for your VIES Return
- Successfully uploaded files are listed with their Notice Numbers.
- ROS will create one separate ROS Inbox item for each file you have successfully uploaded.
- You can access a copy of this through your ROS Inbox by clicking on the Revenue Record tab above.
- Please take note of all Notice Numbers so that you can later search your ROS Inbox for that Return.

File Name	Upload Status	Notice Number
67A1901M.vie	Upload was successful.	6467759742P

To return to My Services page click the OK button

OK

Figure 30: Upload Successful Confirmation Screen

Please note that if there is no notice number the Return has not been filed successfully.

Please note that the VIES return can be viewed in Revenue Record. This return can be archived or de-archived at any given time.

Above instructions for ROS are correct at time of print but are subject to change.