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.

Table of Contents

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.

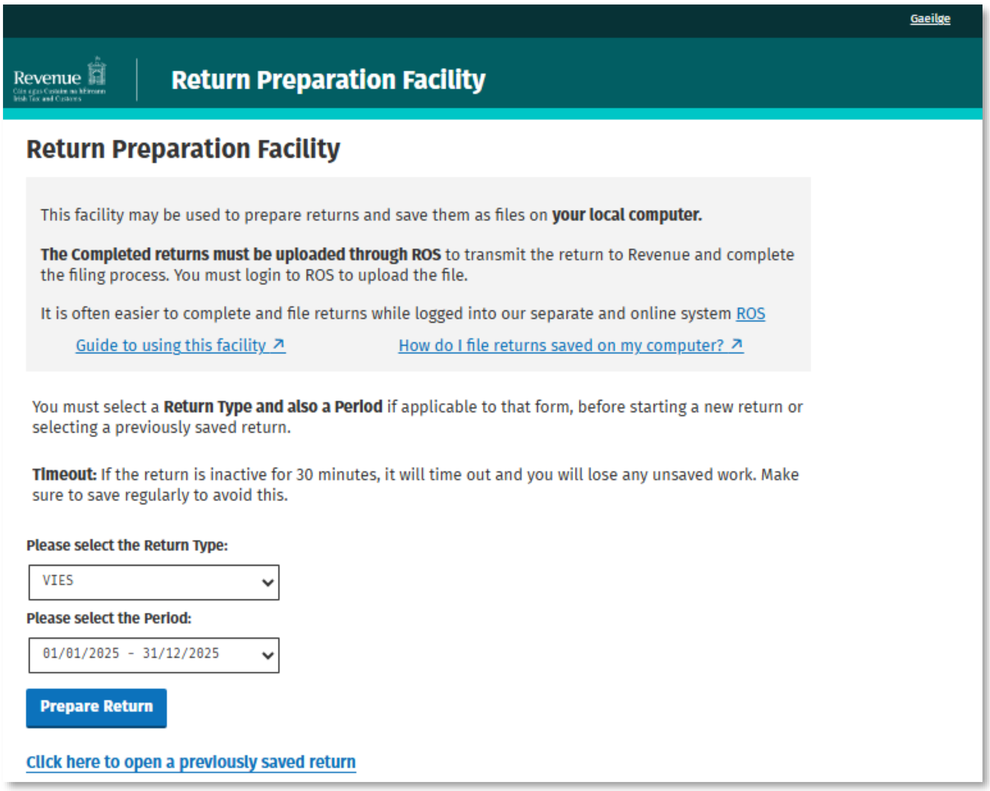

Figure 3: VIES Form Selection

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.

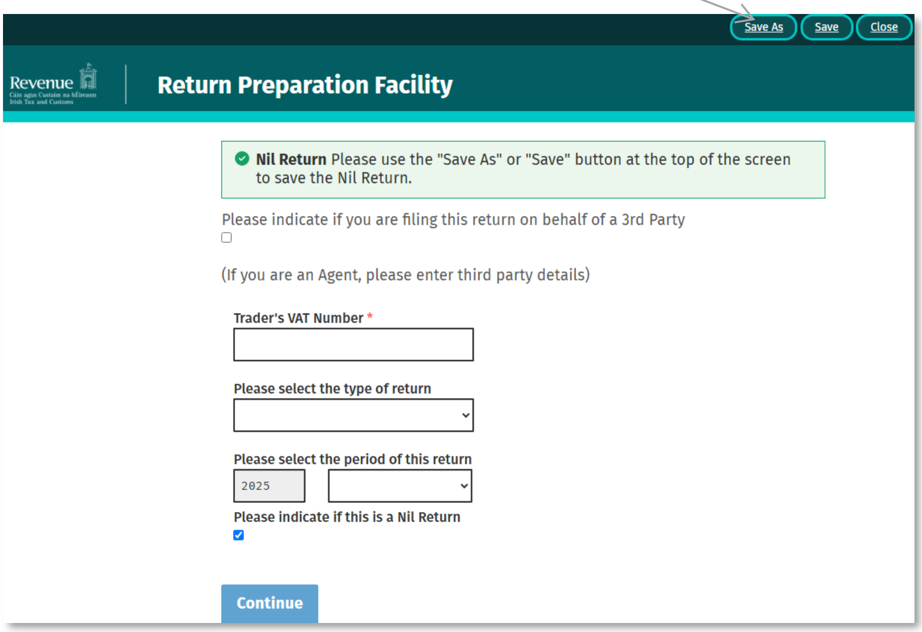

Figure 4: VIES Period Selection - NIL Return.

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

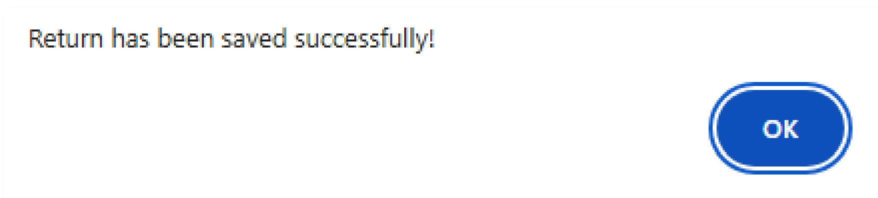

Figure 5: Pop up message confirming Return has been saved.

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

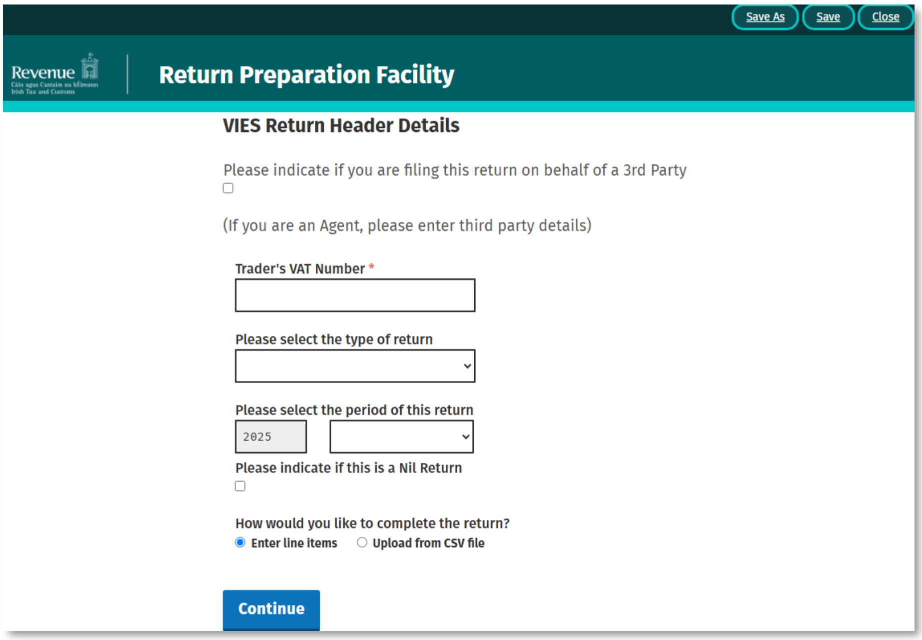

Figure 6: VIES Period Selection - Data Entry.

***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.

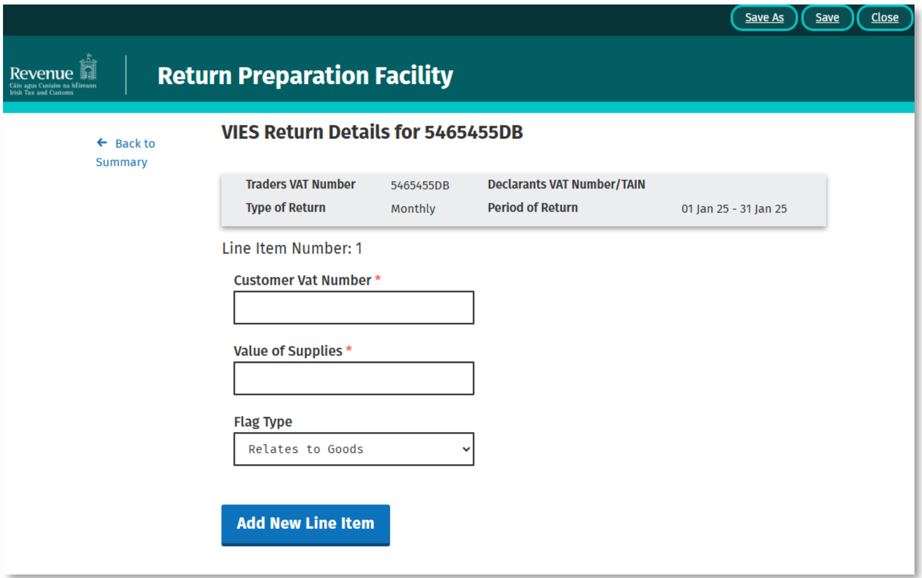

Figure 7: Line-Item Input Screen

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.

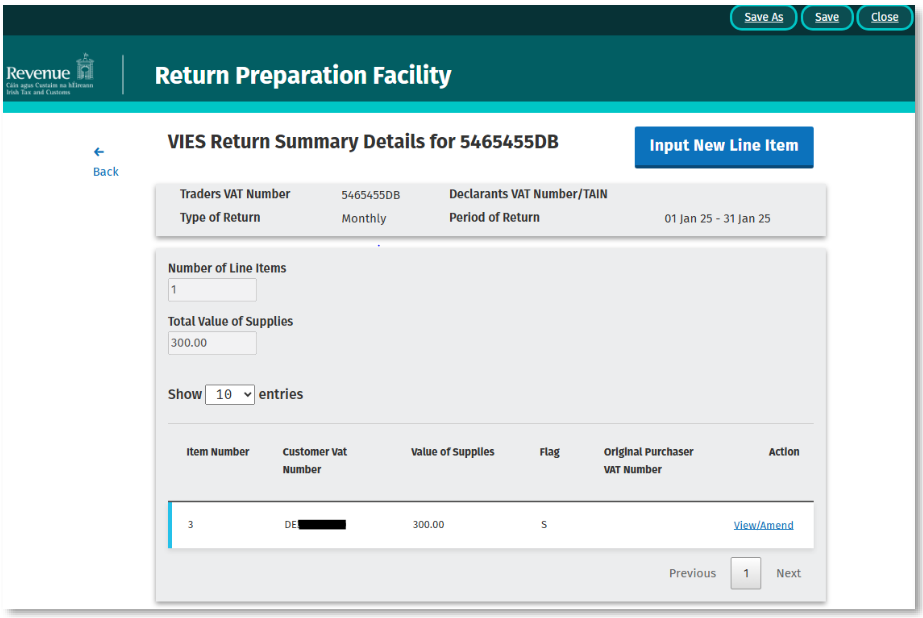

Figure 8: VIES Return Summary Screen

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 tranaction 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.

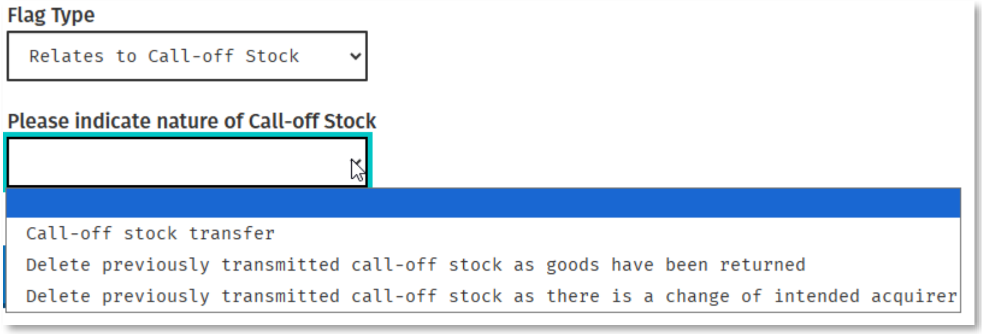

Figure 11: Flag Type - Call Off Stock

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

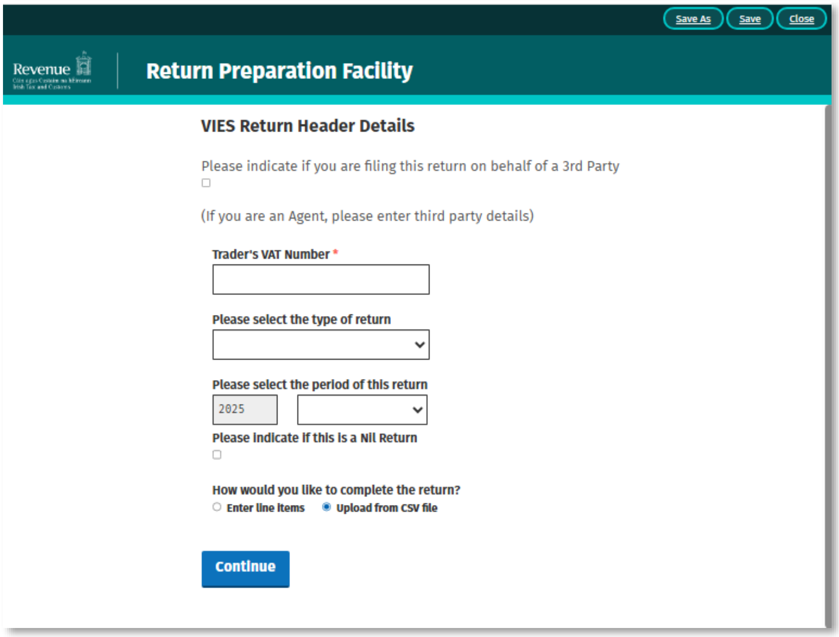

Figure 13: VIES Period Selection - CSV Upload

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

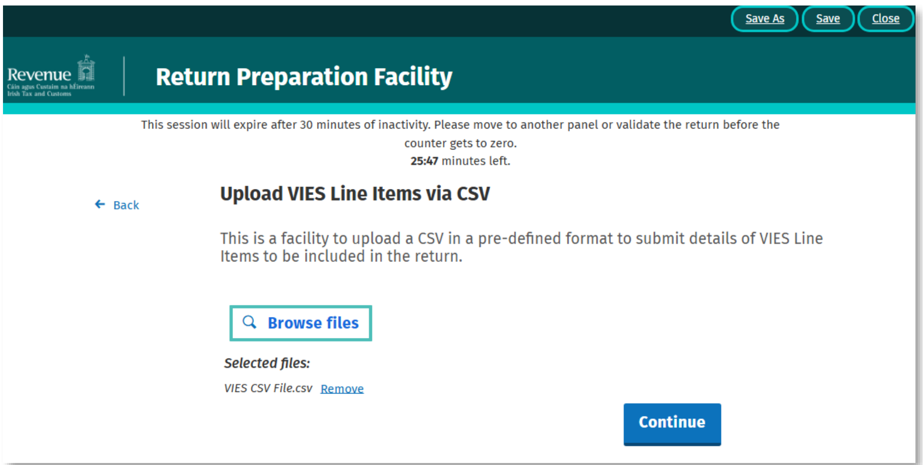

Figure 14: Browse to CSV File

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.

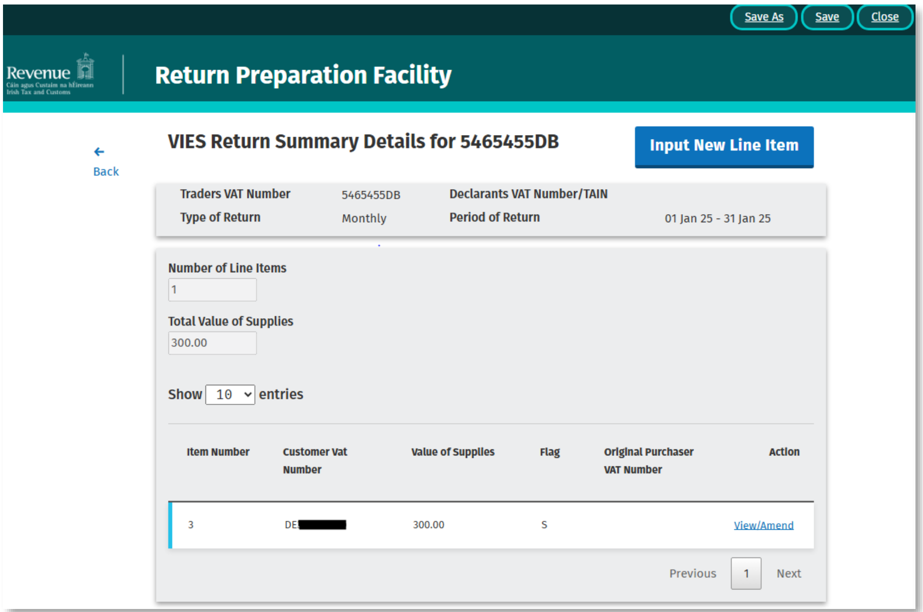

Figure 15 : Vies Return Summary Screen.

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.

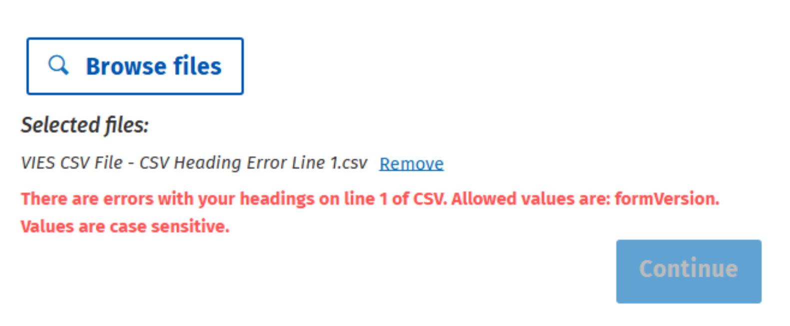

Figure 16: Error in Line 1

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.

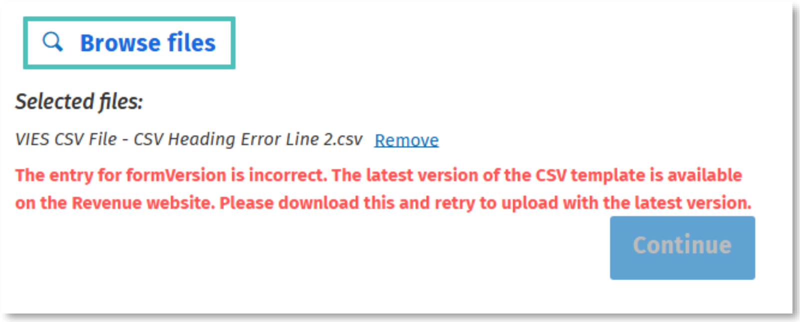

Figure 17: Error in Line 2

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.

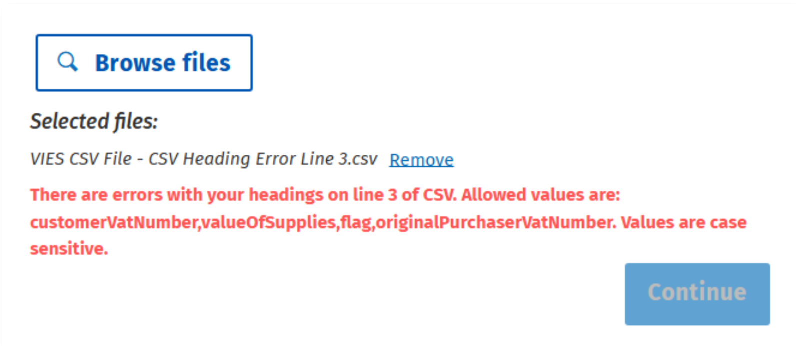

Figure 18: Error in Line 3

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.

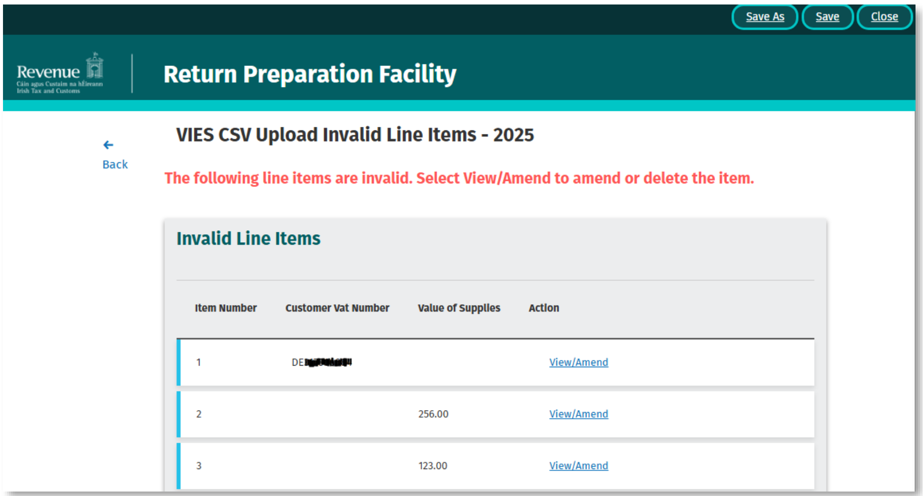

Figure 19: Invalid Line Items Screen.

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.

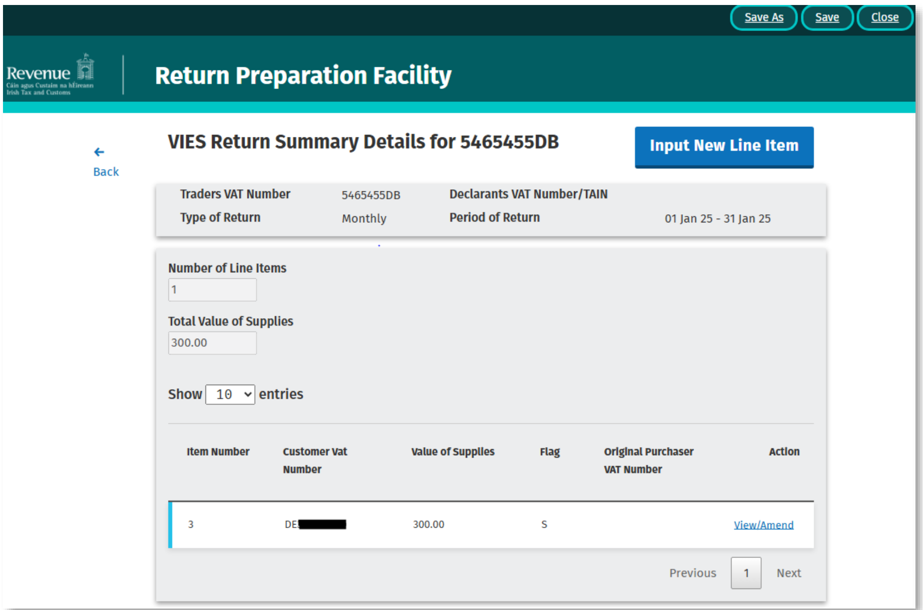

Figure 20: Vies Return Summary Screen.

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

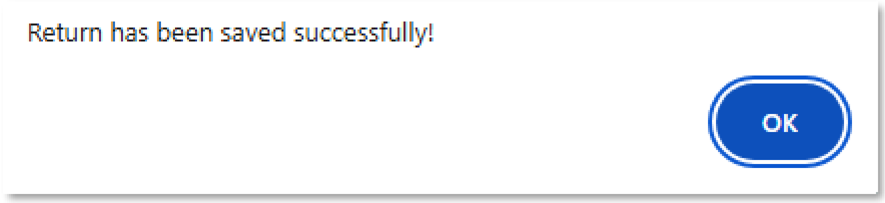

Figure 21: Pop up message confirming Return has been saved.

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.

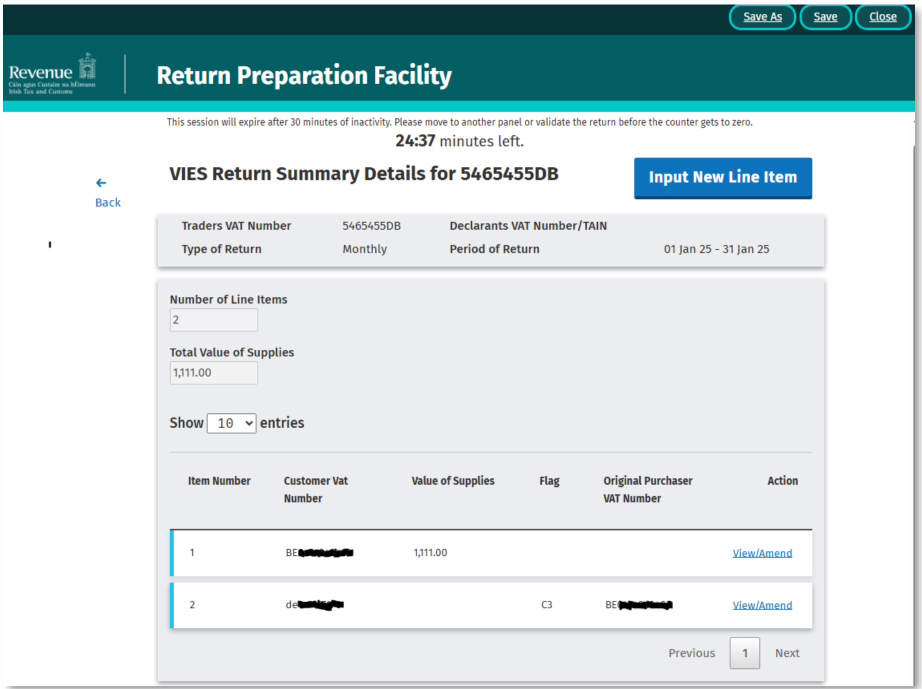

Figure 22: VIES Return Summary Screen

- 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.

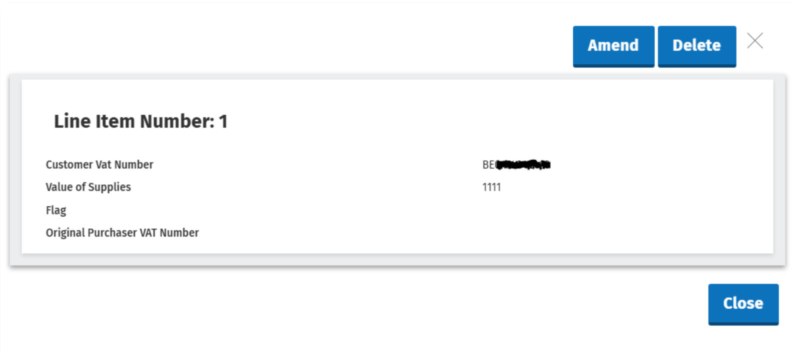

Figure 23 : Amend Delete Option Screen

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.

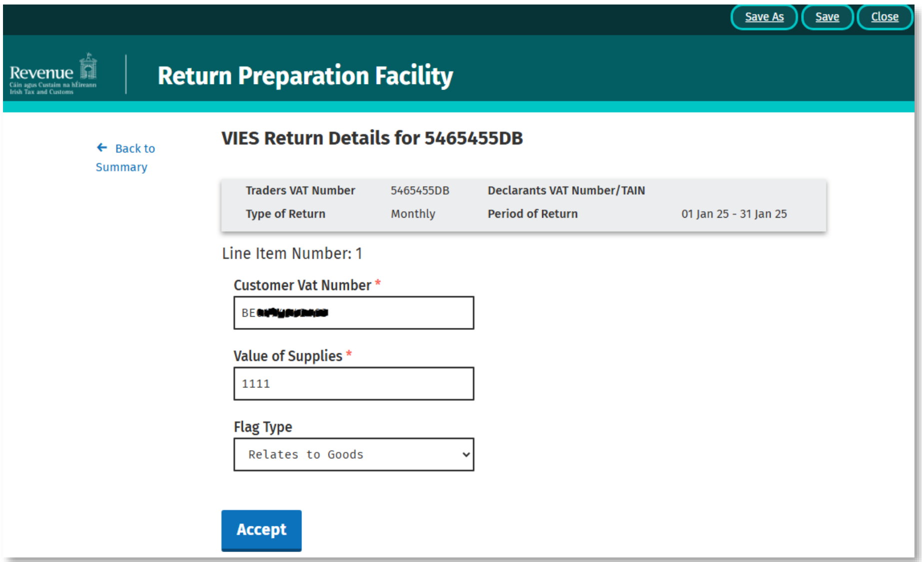

Figure 24: Line Item Amend Screen

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.

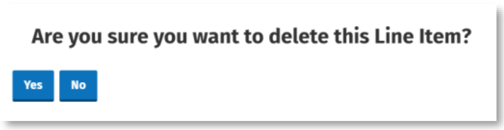

Figure 25 : Deletion Confirmation Screen

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

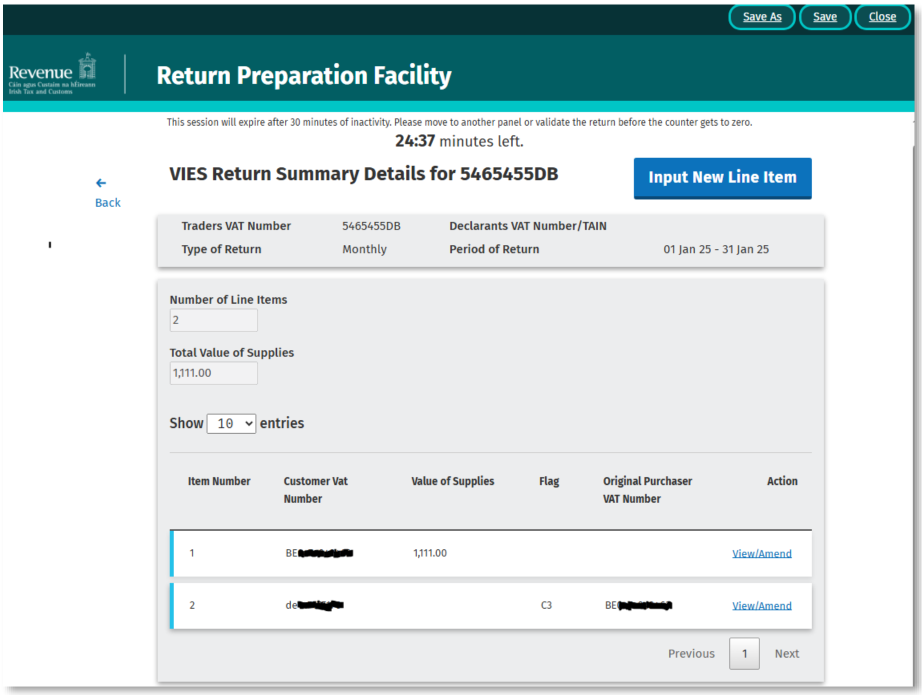

Figure 26: VIES Return Summary Screen.

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

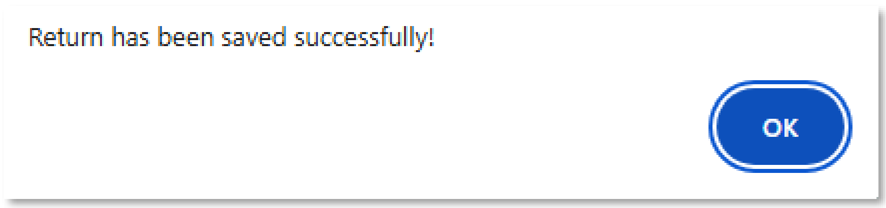

Figure 27:Pop up message confirming Return has been saved.

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.

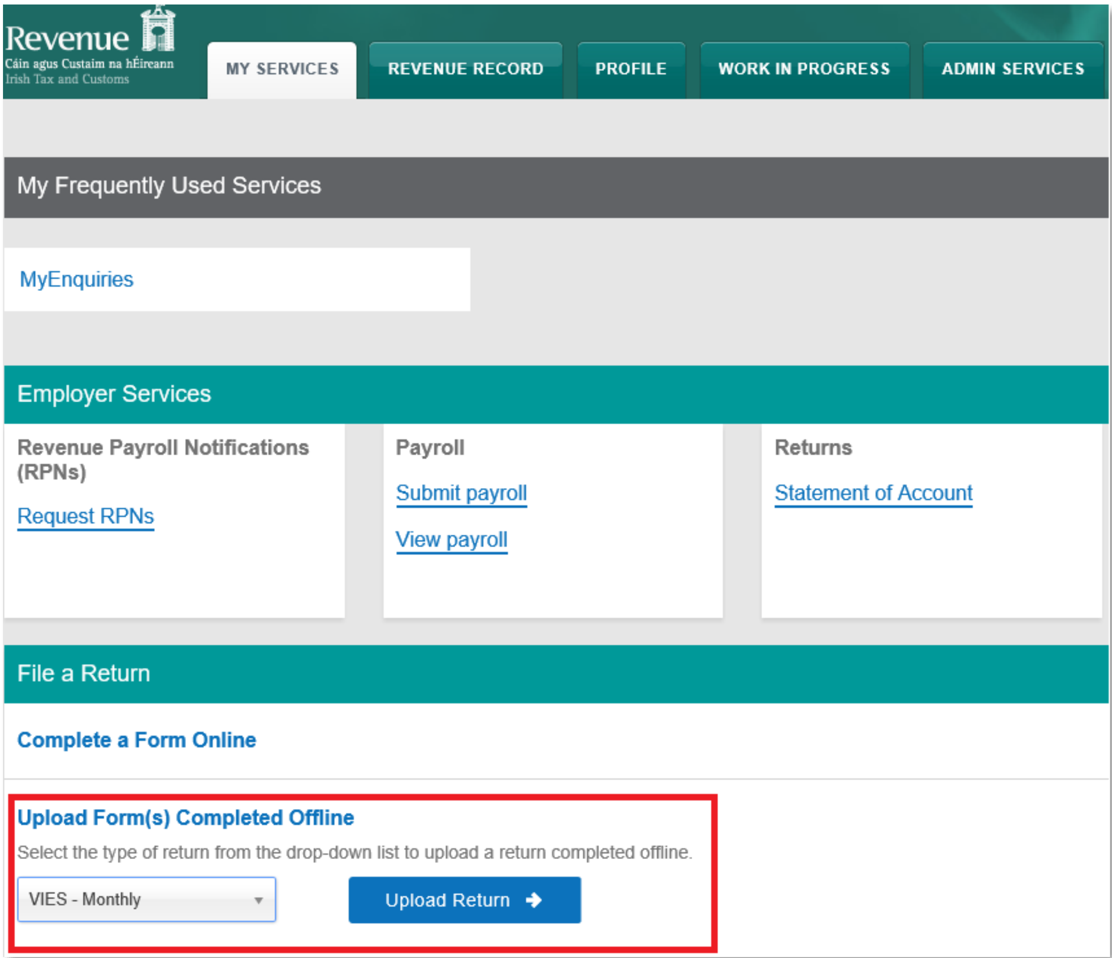

Figure 28: Upload Form Completed Offline

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".

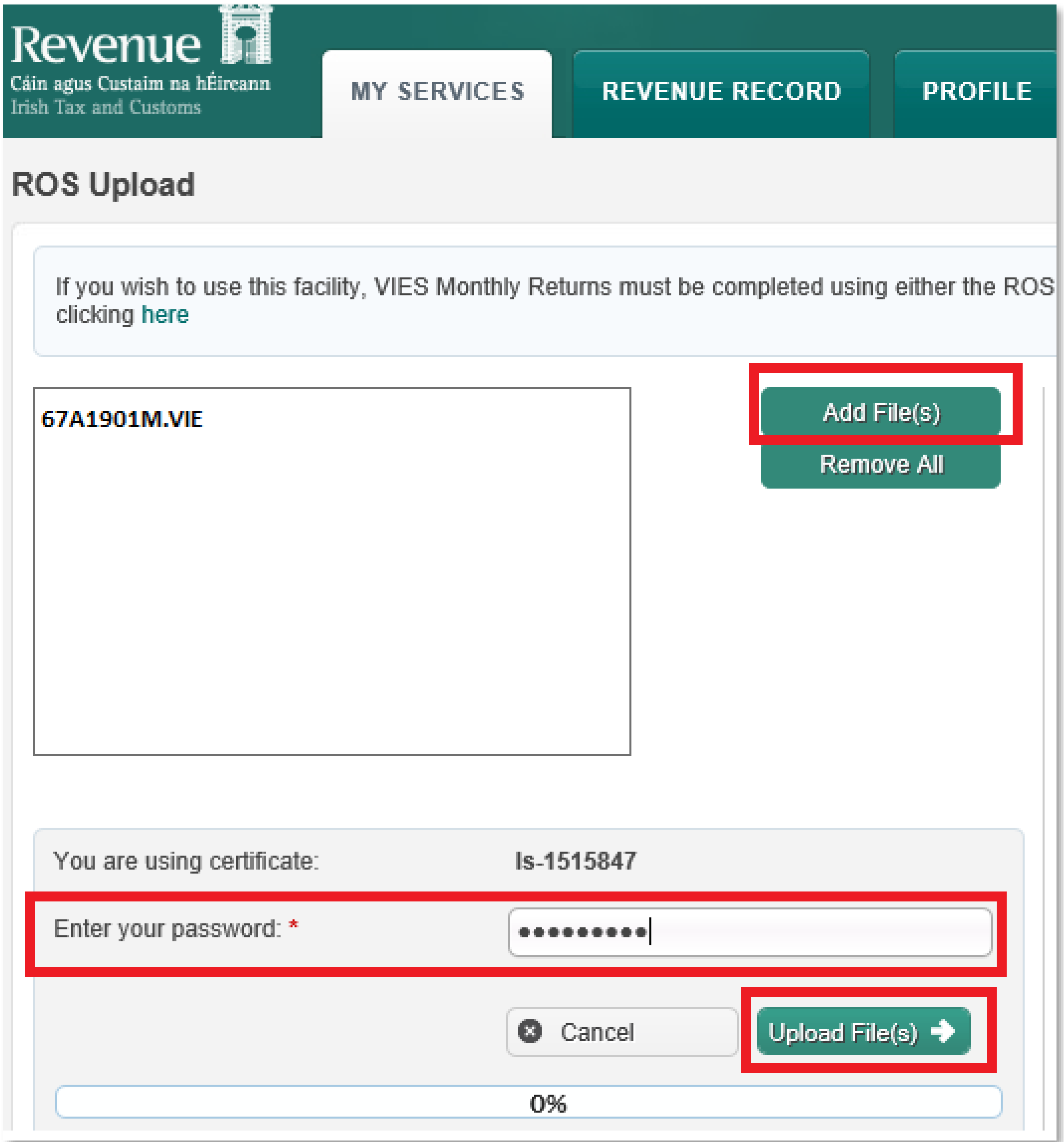

Figure 29: ROS File Upload

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

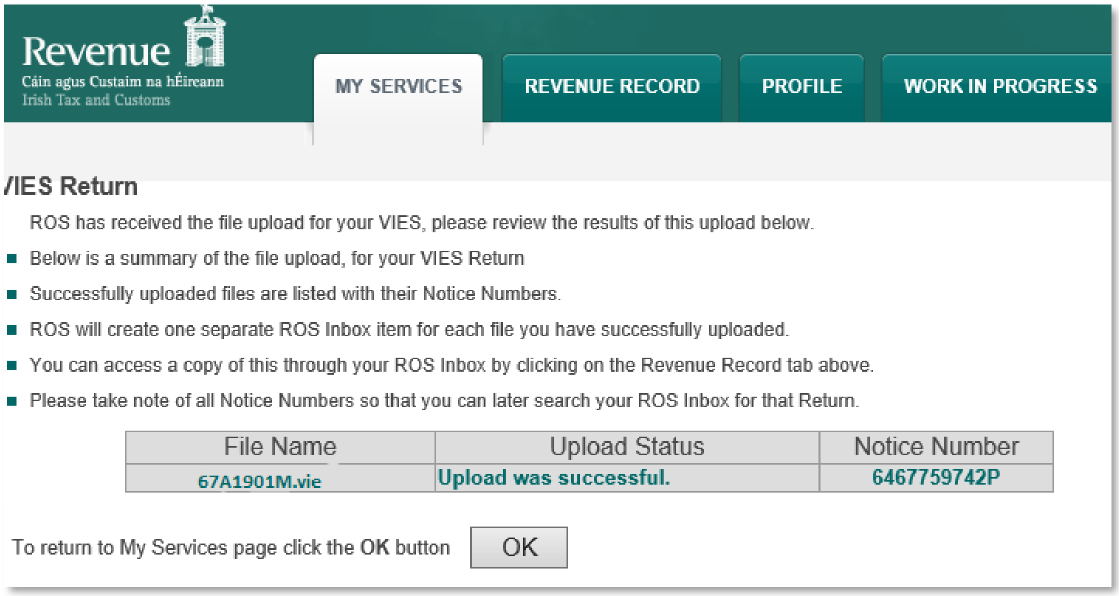

Figure 30: Upload Successful Confirmation Screen

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.