

# ELEKTRA INTRASTAT 2012 uploadable CSV data file

Last modified: December 19, 2025

Apart from manual filling and data XML upload, the submission of the data of the 2012 Intrastat Arrivals questionnaire is also possible by uploading it as a CSV file of a predefined syntax. For this purpose, we provide the CSV template file

[csv sablon osap 2012 26.csv](#)

containing the identifier rows mandatory for data import, without the data to supply, with explanatory comments to the user.

The CSV template can be downloaded in the Elektra Data Provider's Client, by opening the questionnaire and selecting "Download CSV Template" in the "Upload/Download" menu.

The file completed with data can be uploaded without opening the questionnaire, by clicking "+ Import questionnaires", as

***adat\_2012\_[year in two characters]\_0\_[unique client side identifier, containing no underscore character].csv***

The questionnaire consists of chapters, which in turn contain tables.

- Chapter 0 (Preface) is of special importance, as it identifies by MC01,M003\_G,M003,MEV,MHO the questionnaire, and contains contact information.
- Chapter 1 is Arrivals. Data must be present **summed at the item level**; if every parameter (Commodity code, Nature of transaction etc.) of several items match, they must be summed per month.

Rows beginning with "#" at the top of the CSV template are comments, solely for information of the Data Provider. They describe the chapters of the questionnaire, the names of fields to be filled with data, and their meaning in the given questionnaire. These comment rows in the CSV file are optional, not processed.

In the block after the comments, it is mandatory to supply the header and the related data rows.

- After the **chapter header** rows {FEJEZET,SORREND},
  - the chapter identifier and the sequence number of the instance of the (optionally repeated) chapter.
- Inside the chapter instance, after **table header** rows of the format {...},
  - the related data rows. The data items must be separated by a semicolon (;).

The number of identifiers in header rows (of {...} form) must match the maximum number of items in each data row. If a data item is blank, the separating *semicolon* character must still be present. No semicolon is needed after the last item in the data row.

Take care of leading zeros, e.g. '03' for MHO (must be two characters. WITH LEADING ZERO).

Blank rows are not allowed between a header row and the data rows belonging to it.

The values of numeric fields in data rows cannot be zero; instead, use a double semicolon (skipping the zero value, e.g. 00004;3019500;42;CY;BA;6;;5683;5876).

In the example below, **mandatory headers and chapter identifiers are printed in bold**. Rows with yellow background are data rows to be supplied by the Data Provider.

# 2012 INTRASTAT Beérkezés CSV SABLON [INTRASTAT Arrivals, CSV file]  
#-----  
#FEJEZET(karakter): Fejezet azonosító, 0 - Előlap [Chapter ID, 0 - Preface]  
#SORREND(numerikus 3 karakter): Előlap 1 [Numeric, 3 characters, Preface 1]  
#MC01 (4 karakter): OSAP száma - kötelezően 2012 [OSAP number, must be 2012]  
#M003\_G (8 karakter): Gazdasági szervezet törzsszáma [Tax ID number of organization]  
#M003 (8 karakter): Szakosodott egység törzsszáma (ha nincs, akkor a gazdasági szervezet törzsszáma) [ID of specialized unit, or tax ID nr]  
#MEV (2 karakter): Tárgyév két hosszán (26) [Year in two characters]  
#MHO (2 karakter): Tárgyhó két hosszán (01, 02, ..., 12) [Month in two characters WITH LEADING ZERO]  
#JHNEV: A kérdőívet jóváhagyó vezető neve [Name of executive]  
#JBEOSTAS: A kérdőívet jóváhagyó vezető beosztása [Status of executive]  
#JTELEFON: A kérdőívet jóváhagyó vezető telefonszáma [Phone of executive]  
#JEMAIL: A kérdőívet jóváhagyó vezető e-mail címe [E-mail of executive]  
#KNEV: A kérdőívet kitöltő neve [Name of contact person]  
#KTELEFON: A kérdőívet kitöltő telefonszáma [Phone of contact person]  
#KEMAIL: A kérdőívet kitöltő e-mail címe [E-mail of contact person]  
#MEGJEGYZES(max. 500 karakter): [Comment, max. 500 characters]  
#VGEA002(numerikus max. 5 karakter): Kérdőív kitöltésére fordított idő percekben  
# [Numeric, max. 5 characters, time spent filling in the questionnaire in minutes]  
#-----  
#FEJEZET(karakter): Fejezet azonosító, 1 – Beérkezés [Chapter ID, 1 - Arrivals]  
#SORREND(numerikus 3 karakter): Beérkezés fejezet ismétlődés sorrendje, 1-gyel kezdődik [Repeat order nr of Arrivals chapter ]  
#T\_SORSZ(5 karakter): Tétel sorszáma VEZETŐ NULLÁKKAL[Serial number WITH LEADING ZEROES]  
#TEKOD(8 karakter): Termék kódja [Commodity code]  
#UKOD(2 karakter): Ügyletkód [Nature of transaction]  
#FTA(2 karakter): Feladó tagállam [Member state of consignment]  
#SZAORSZ(2 karakter): Származási ország [Country of origin]  
#KGM(numerikus(14,3)karakter): Nettó tömeg(kg), 1 kg alatt 3 tizedesjegyig kell megadni tizedesponnttal, felette egész kg-ra kell kerekíteni  
# [Quantity in net mass(kg) is to be declared with three decimals (e.g.0.003); above 1 kg it is to be rounded to kgs]  
#KIEGME(numerikus(14,3)karakter): Mennyiség kiegészítő mértékegységben. A KN-ben megjelölt termékekre kötelező  
# [Quantity in supplementary units. Only where a supplementary unit is specified to the commoditycode in the CN.]  
#SZAOSSZ(numerikus 14 karakter): Számlázott összeg Forintban [Invoiced amount (HUF)]  
#STAERT(numerikus 14 karakter): Statisztikai érték Forintban [Statistical value (HUF)]  
#-----

Rows starting with # are  
comments, will not be  
processed

{fejezet;sorrend}

0;1

0-Preface Identifiers (OSAP, tax ID nr, period) and contact data

{MC01;M003\_G;M003;MEV;MHO;JHNEV;JBEOSTAS;JTELEFON;JEMAIL;KNEV;KTELEFON;KEMAIL;MEGJEGYZES;VGEA002 }

2010;12345678;12345678;26;01;Jóvá Hagyó;vezető;06-1-111-1111;jova@szerv.hu;Kitöltő Géza;06-1-222-2222;kit@szerv.hu;üzenet;90

{fejezet;sorrend}

1;1

1-Arrivals chapter, order:1

{ T\_SORSZ;TEKOD;UKOD;FTA;SZAORSZ;KGM;KIEGME;SZAOSSZ;STAERT }

00001;1012100;13;AT;UM;1;54;1234;1332;

00002;1013000;51;BE;AS;4;32;234;2379;

00003;2071360;59;BG;BO;0.05;45;4567;4674;

00004;3019500;42;CY;BA;6;;5683;5876;

00005;1012100;13;CZ;UM;1;54;1234;1332;

## Attention!

If you prepare the file in **Excel**, due to leading zeroes **the numbers must be formatted as text**.

1. Select the cell or range cell range that contains the numbers to be formatted as text.
2. In the **Home** tab, in the **Number** group, click the arrow next to the **Number format** list and select **Text**.

Note: If Text is not displayed, scroll to the end of the list.