

Instructions for forming and uploading a CSV file to the form

First, an Excel table of the data to be imported to the form is created. The table must include the following information:

Column A: CN heading (length 6 or 8 characters, see [Classification](#))

Column B: value in EUR (integer number without punctuation)

The table may not contain column headings or extra characters. The file may not contain overlapping 6-digit and 8-digit CN codes. A 6-digit CN code cannot be added to the form if its more detailed 8-digit CN code is already on the form. Correspondingly, an 8-digit CN code cannot be added to the form if its 6-digit counterpart is already on the form.

An example of an Excel file:

	A	B	C
1	901720	25000	
2	'07129030	6000	
3	845710	5500	

If the CN heading has a leading zero, that is, it starts with the character 0, the cell(s) of the Excel table is (are) changed to text format in order to keep the zeros (right mouse button → format cells → text). Another way to retain the leading zero is to add an apostrophe (') before the zero, for example, '07129030.

The Excel table is saved as a CSV file using a list separator as separator (Save as → Format: CSV (list separator) (*.csv)).

Tiedoston nimi:	aineetjatarvikkeet_malli.csv
Muoto:	CSV (luetteloerotin) (*.csv)

The file is ready to be transferred via the web form to Statistics Finland. On the Materials and supplies tab, click “Import from file” > Browse ... > select the CSV file to upload > Open > Continue. After this a notification is given of either a successful data transfer or possible errors in the file. If the file contains errors, they are corrected in the original Excel table, which is again converted into a CSV file and the transfer is done again. No data are transferred to the form from a file containing errors.

Uploading the file adds rows to the form or updates them if the row is already on the form. Uploading the file does not remove rows from the form. If necessary, extra rows can be removed from the form by clicking the cross at the row in question. Rows can also be added to the form with the “Add a new heading” button. If necessary, the data can be edited on the form after the data have been imported.

As a result of a successful file transfer, the data are transferred automatically to Statistics Finland.