Import data from FTP-files to IDEP.web
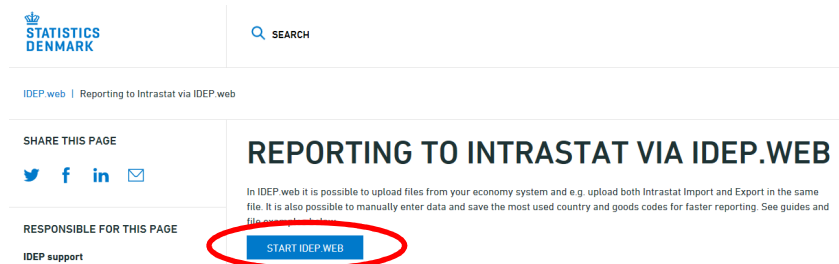
DANMARKS STATISTIK

Upload FTP files

This guide describes how to import FTP files into IDEP.web. The guide is primarily aimed at companies that have previously reported to Intrastat via FTP. FTP files are characterized by file name that ends with *.iti*.
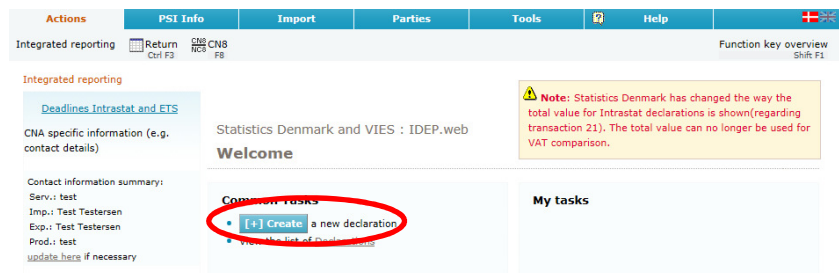
See more guides and file examples at www.dst.dk/intraidep-en
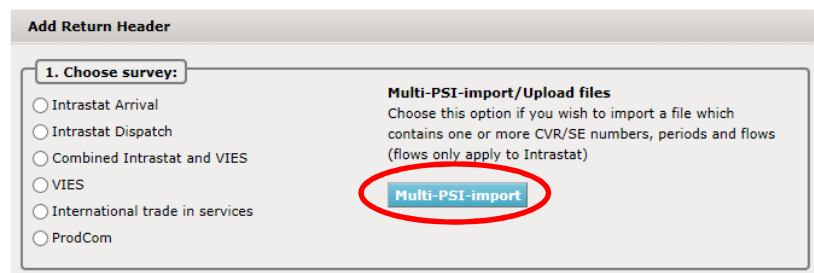
Log in to IDEP.web
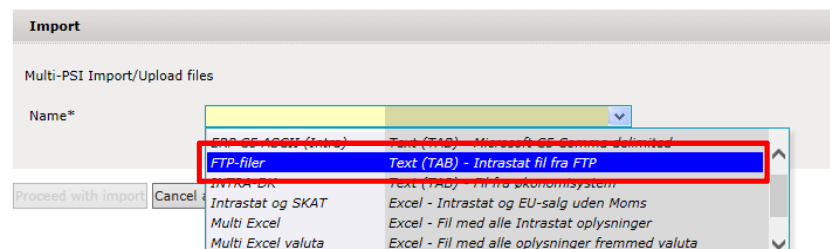Log in to IDEP.web at www.dst.dk/intraidep-en

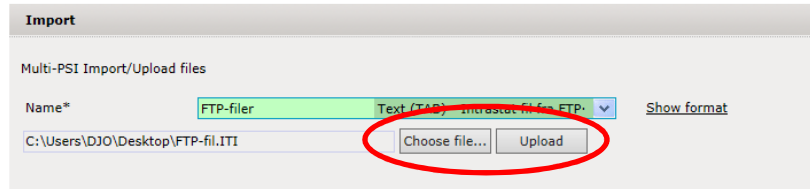Click on **[+] Create a new declaration** on the start page.

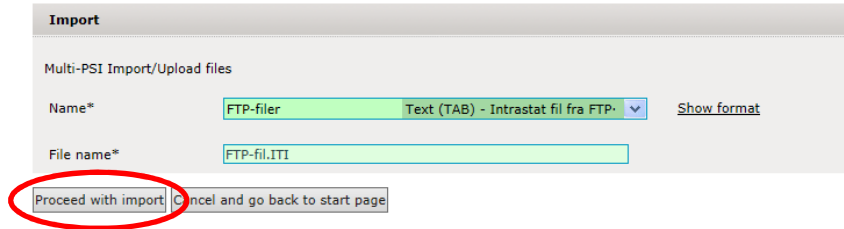Click on the blue **Multi-PSI-import** button.

Use the drop down menu and choose the import format **FTP-filer**.

Click on **Choose file** to locate your file and on **Upload** to import it.

Click on **Proceed with import**.
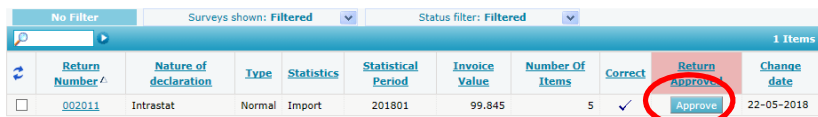
The file will be uploaded to IDEP.web.

If everything is ok, status will be **Can be approved**.

Click on **Go to declaration list**.

If Status is **Failure** – go to the section **Failure** in this guide.
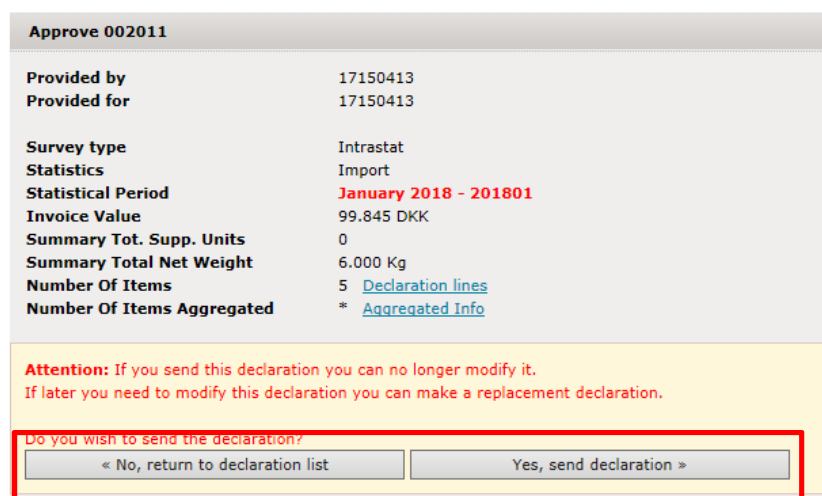
Click on **Approve** to submit your declaration.

Submit your declaration

When you click on **Approve**, a summary of your declaration will be shown.

If you are satisfied with the summary, click on **Yes, send declaration**. If not, click on **No, return to declarations list**.

Receipt

The receipt of declaration will be sent to the email address connected to your digital employee certificate.

Failure

If there is something wrong in the declaration, status will be **Failure**.

Click on the word **Failure** to go to import log.

In the import log you can see the result of your import.

Click on **Expand all** to see details.

Click on the **Return Number** to open your declaration.

If the declarations contains warnings – see the guide **Warnings in Intrastat IDEP**

Put a checkmark in **Erroneous Lines** to get a list only with erroneous lines.

Click on the first item number to open the item post.

Red/yellow fields needs to be corrected/filled out so they turn green. If the item post is to be deleted, choose **Delete** in the **Actions** tab.

Correct the item post and click on **Save and next** to get to the next erroneous line.

Click on **Save and stop** after the last correction.

Note: Remember to approve your declaration.