

# Dataimport Excel Line to IDEP.web

This guide describes how to import Intrastat Excel Line files into IDEP.web. Find more guides at: [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en)

## Digital employee certificate/NemID

You need a digital employee certificate to log on to Virk.dk and access IDEP.web. If you do not have a signature, you can order one at [www.danid.dk](http://www.danid.dk)

## Excel Line file

The Excel spreadsheet should look like this:

	A	B	C	D	E	F	G
1	<b>CN8 goods code</b>	<b>Nature of transaction</b>	<b>Country Code</b>	<b>Net Mass</b>	<b>Supplementary Units</b>	<b>Invoice Value</b>	
2	97011000		11 AT	20	3	3000	
3	84743100		11 SE	40	4	15000	

**Column A:** The 8 digit CN8 goods code – [www.dst.dk/varekoder-en](http://www.dst.dk/varekoder-en)

**Column B:** Nature of transaction – find more information here: [www.dst.dk/intrastat-en](http://www.dst.dk/intrastat-en)

**Column C:** EU Country code

**Column D:** Net Mass – if required – at least 1 kilo

**Column E:** Supplementary Units – if required – e.g. p/st., liters, m2

**Column F:** Invoice value in Danish Kroner

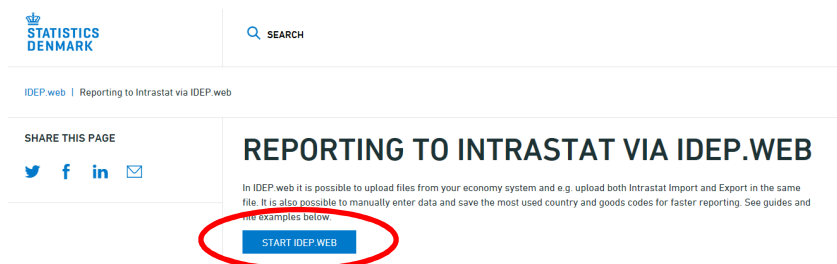
**Column G:** Voluntary - Can contain a reference number if desired

**Note!** A CN8 goods code will require indication of *either* weight or supplementary units. Both columns can be filled out, but if the goods code does not require weight indication, you will not be able to edit weight information after upload.

## Start IDEP.web

### Start IDEP.web

Go to [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en) and click on **Start IDEP.web**. Log in with your digital signature.



The screenshot shows the 'Reporting to Intrastat via IDEP.web' page. At the top left is the 'STATISTICS DENMARK' logo. To its right is a search bar with a magnifying glass icon and the text 'SEARCH'. Below the logo is the breadcrumb 'IDEP.web | Reporting to Intrastat via IDEP.web'. On the left side, there is a 'SHARE THIS PAGE' section with icons for Twitter, Facebook, LinkedIn, and Email. The main heading is 'REPORTING TO INTRASTAT VIA IDEP.WEB'. Below this heading is a short paragraph: 'In IDEP.web it is possible to upload files from your economy system and e.g. upload both Intrastat Import and Export in the same file. It is also possible to manually enter data and save the most used country and goods codes for faster reporting. See guides and the examples below.' At the bottom of this section is a blue button labeled 'START IDEP.WEB', which is circled in red in the image.

## Modify provider details

The first time you log on IDEP.web, you need to fill out the required provider details information. All the yellow fields must be filled in.

Click on **Save**, when you are finished.

Enabled surveys	Contact Person	Telephone Nr.	Digital post	Contact E-mail Address
<input checked="" type="checkbox"/> Intrastat Arrival			<input type="checkbox"/>	
<input checked="" type="checkbox"/> Intrastat Dispatch			<input type="checkbox"/>	
<input checked="" type="checkbox"/> VIES				

## Upload file

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

## Add return Header

Choose survey – **Intrastat Arrival** or **Dispatch**.

Choose **Import data from file**.

Use the drop down menu to choose period.

Click on **Continue**.

**1. Choose survey:**

Intrastat Arrival

Intrastat Dispatch

Combined intrastat and VIES

VIES

International trade in services

ProdCom

**Multi-PSI-import/Upload files**

Choose this option if you wish to import a file which contains one or more CVR/SE numbers, periods and flows (flows only apply to Intrastat)

**Multi-PSI-import**

**2. Choose declaration type:**

Import data from file

Nil Declaration

Manual data entry

Replacement Declaration

**Note: Nil declaration**

Choose this option if you have nothing to declare for a specific period and flow.

**3. Choose period::**

Statistical Period\*

201811 November 2018

**Continue** **Close**

Use the drop down menu and choose the import format **Intrastat Excel Line**.

Import

Line ( Return Header 001939, Intrastat, 201811, Import )

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\*

Intrastat SKAT Line Excel - Intrastat og Fil med guider og Man...  
**Intrastat Excel Line Excel - Intrastat fil med varelinier**  
 Intrastat SDF-fil Text (SDF) - Fil tier  
 Intrastat Text TAB Text (TAB) - Fil med varelinier

Proceed with import Cancel and go back to start page

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

Import

Line ( Return Header 001939, Intrastat, 201811, Import )

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\* Intrastat Excel Line Excel - Intrastat fil med varelinier Show format

...plerENIntrastat-Excel-Line-example-file.xlsx Choose file... Upload

Proceed with import Cancel and go back to start page

Use the drop down menu to choose the sheet name containing your data.

Click on **Proceed with import**.

Import

Line ( Return Header 001939, Intrastat, 201811, Import )

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\* Intrastat Excel Line Excel - Intrastat fil med varelinier Show format

File name\* Intrastat-Excel-Line-example-file.xlsx

Sheet name\* Ark1

Proceed with import Cancel and go back to start page

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.

Actions PSI Info Import Parties Tools Help

Return Ciel F3

Integrated reporting > Ongoing jobs Statistics Denmark and VIES : IDEP.web

To see all records, please click on the checkbox "Show all results" Show all results

Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
1039150	Intrastat-Excel-Line-example-file.xlsx (001939, Intrastat, 201811, Import [ Ark1 ]	Can be approved	Import lines	17150413	21-11-2018 11:11	

Go to start page Go to declaration list

Click on **Approve** to submit your declaration.

Integrated reporting > PSI Returns Statistics Denmark and VIES : IDEP.web

Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
001939	Intrastat	Normal	Import	201811	136.500	4	✓	<b>Approve</b>	21-11-2018

Go to start page

## Submit your declaration

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

Please check that the declaration is for the correct flow (Export or Import) and statistical period.

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.

**Approve 001939**

Provided by: 17150413  
 Provided for: 17150413

<b>Statistics</b>	Intrastat
<b>Flow</b>	Import
<b>Statistical Period</b>	November 2018 - 201811

**Your declaration**

<b>Total value</b>	136.500 DKK
<b>Summary Tot. Supp. Units</b>	1.103
<b>Summary Total Net Weight</b>	180 Kg
<b>Number Of Items</b>	4 <a href="#">Declaration lines</a>
<b>Number Of Items Aggregated</b>	* <a href="#">Aggregated Info</a>

**Attention:** If you send this declaration you can no longer modify it.  
 If later you need to modify this declaration you can make a replacement declaration.

Do you wish to send the declaration?

**Note:** The declaration is correct submitted when there is a checkmark in the column **Return Approved** in the declaration list.

Actions: Add (F4), Show (E3), Delete (Ctrl.X), Approve (F8), Approve All, Replacement Declaration, Header (F11), Declaration printout (Ctrl.Alt.P), Totalise

Integrated reporting > PSI Returns Statistics Denmark and VIES : IDEP.web

Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
001937	Intrastat	Normal	Import	201811	136.500	4	✓	✓	21-11-2018

Go to start page

## Failure

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

Click on the word **Failure** to go to importlog.

Actions: Return (Ctrl.F3)

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To see all records, please click on the checkbox "Show all results"  Show all results

Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
1039158	Intrastat-Excel-Line-example-failure - Kopi.xlsx (001940, Intrastat, 201811, Import [Ark1])	Failure	Import lines	17150413	21-11-2018 11:20	

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**

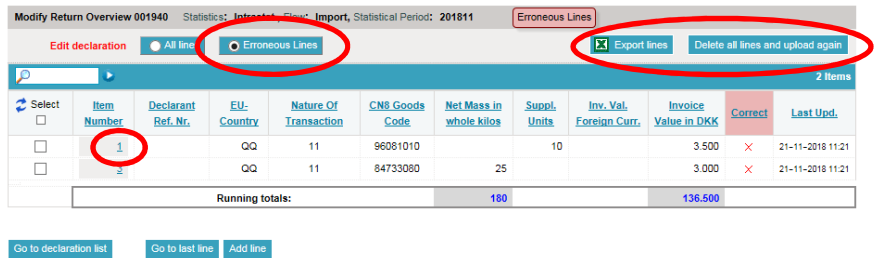


Put a checkmark in **Erroneous Lines** to get a list with only erroneous lines.

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

Use **Delete all lines and upload again**, if you want to upload a new file instead.

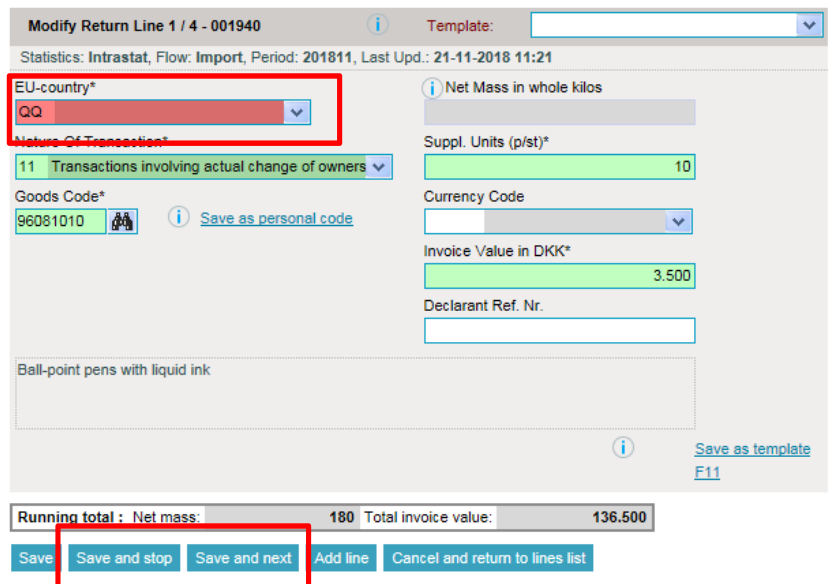
Click on **Export lines** to have your declaration exported to an Excel line file with description of the errors. You can correct this file and upload it again.



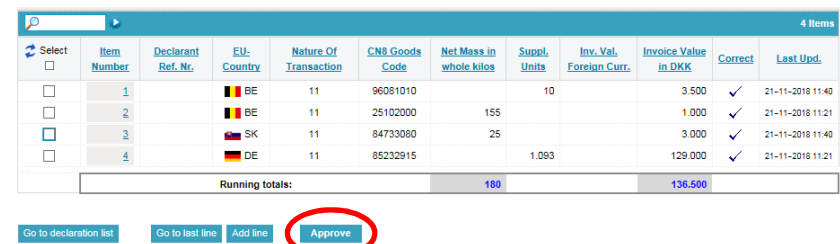
Red/yellow fields needs to be corrected/filled out so they turn green. If the item post is to be deleted, choose **Delete** in the **Actions** tab.

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.



**Contact Statistics Denmark**

If you have questions about IDEP.web, you are welcome to contact Statistics Denmark at [idep@dst.dk](mailto:idep@dst.dk)