

# Dataimport Multi Excel (Valuta/Foreign currency) to IDEP.web

March 2018

This guide describes how to import Intrastat Multi Excel 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)

The file format should look like the Excel spreadsheets below. (**Multi Excel** and **Multi Excel Valuta** for foreign currency)

## Multi Excel file

	A	B	C	D	E	F	G	H	I	J
1	CVR/VAT no.	Statistical Period	Flow	CN8 goods code	Nature of transaction	EU-Country	Net Mass	Supplementary Units	Invoice Value	Declarant Ref. no. (voluntary)
2	17150413	201801	1	96081010		11 DE		10	3500	
3	17150413	201801	2	25102000		11 BE	15		5000	

**Column A:** The Company's CVR/VAT number

**Column B:** Statistical Period is specified YYYYMM. E.g. January 2018 = 201801. You can enter multiple periods in the same spreadsheet

**Column C:** Flow - You can enter both Arrivals (1) and Dispatch (2) in the same spreadsheet

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

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

**Column F:** EU Country code

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

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

**Column I:** Invoice value in Danish Kroner (See *Multi Excel Currency file* for foreign currency)

**Column J:** 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.

## Multi Excel Currency file

It is possible to submit the Invoice value in another currency than DKK. You will need to insert an extra column (I) to the spreadsheet for the respective currency code.

**Column I:** Enter the currency code

**Column J:** Invoice value in foreign currency

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

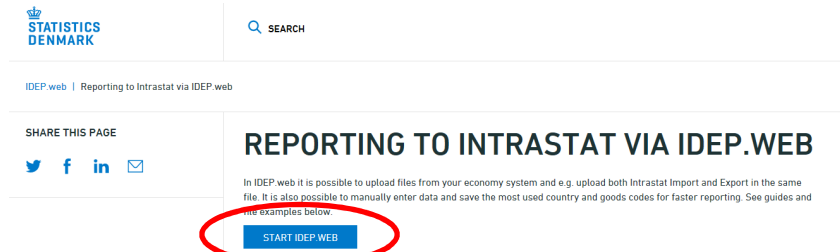
**Note!** The file should be uploaded as a **Multi Excel Valuta** file.

	A	B	C	D	E	F	G	H	I	J	K
1	CVR/VAT no.	Statistical Period	Flow	CN8 goods code	Nature of transaction	EU-Country	Net Mass	Supplementary Units	Currency code	Invoice Value	Declarant Ref. no. (voluntary)
2	17150413	201801	1	96081010		11 DE		10	EUR	3000	
3	17150413	201801	2	25102000		11 BE	15		SEK	15000	

## Start IDEP.web

### Start IDEP.web

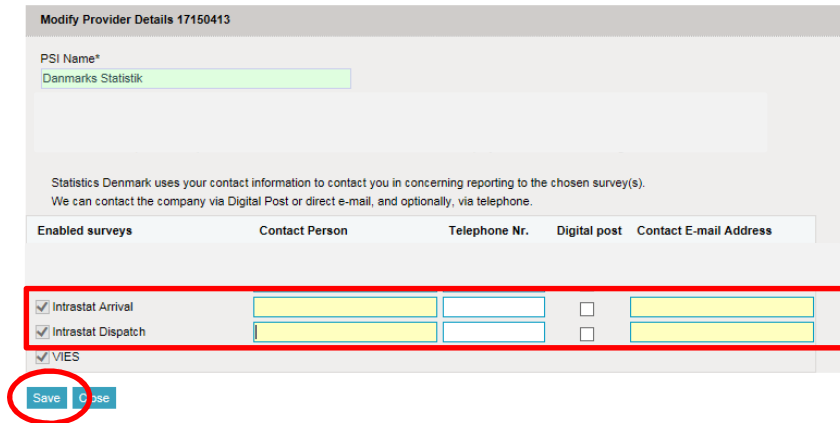
Go to [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en) and click on **Start IDEP.web**. Log in with your digital signature.



## Modify provider details

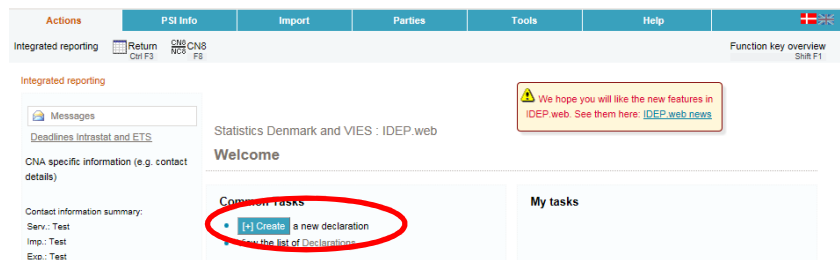
The first time you log on IDEP.web, you need to fill out the required provider details information. All the yellow fields must be filled in.

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

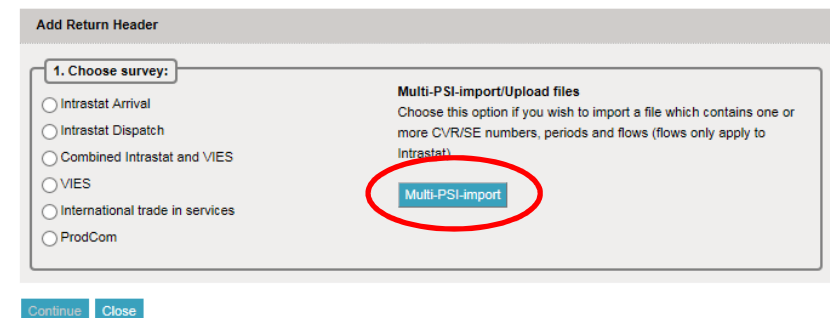


## Upload file

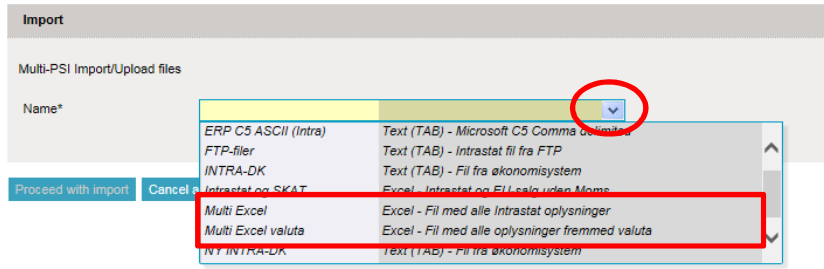
Click on **[+] Create a new declaration** in the start page.



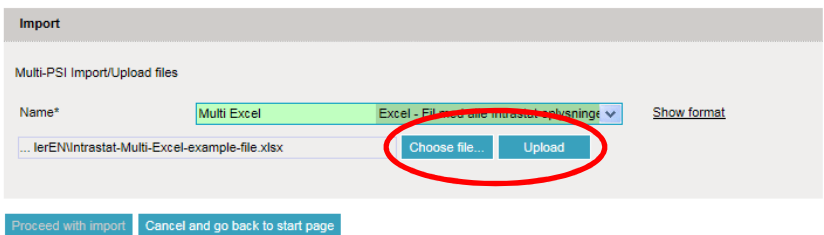
Click on the blue **Multi-PSI-import** button.



Use the drop down menu and choose the import format **Multi Excel** or **Multi Excel valuta** (for foreign currency).

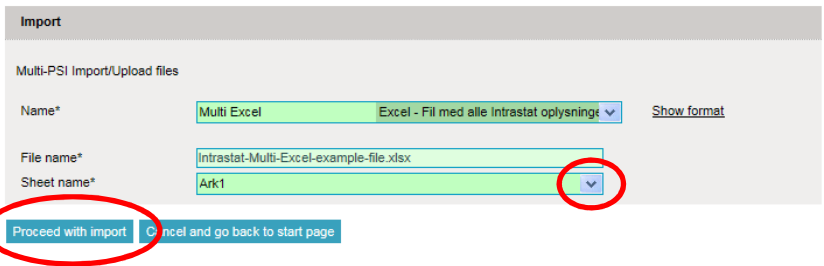


Click on **Choose file** to locate your file and on **Upload** to import it.



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

Click on **Proceed with import**.

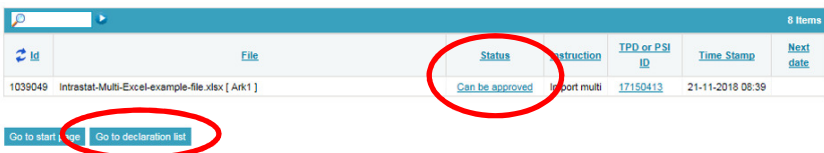


The file will be uploaded to IDEP.web.

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

Click on **Go to declaration list**.

If Status is **Failure** – go to the sections **Failure**



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

The screenshot shows a table with 12 items. The 'Return Approved' column for the selected item (001937) has a checkmark and an 'Approve' button circled in red.

Select	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
<input type="checkbox"/>	001937	Intrastat	Normal	Import	201811	136.500	4	✓	Approve	21-11-2018

## 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.

The summary page shows details for declaration 001937. A red box highlights the flow and period: 'Intrastat Import November 2018 - 201811'. Below is a table of summary statistics and a confirmation dialog.

Provided by	17150413
Provided for	17150413
Statistics	Intrastat
Flow	Import
Statistical Period	November 2018 - 201811

**Your declaration**

Total value	136.500 DKK
Summary Tot. Supp. Units	1.103
Summary Total Net Weight	180 Kg
Number Of Items	4 <a href="#">Declaration lines</a>
Number Of Items Aggregated	* <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 submitted correct when there is a checkmark in the column **Return Approved** in the declaration list.

The screenshot shows the declaration list with 1 item. The 'Return Approved' column for item 001937 has a checkmark circled in red.

Select	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
<input type="checkbox"/>	001937	Intrastat	Normal	Import	201811	136.500	4	✓	✓	21-11-2018

## Failure

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

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

The screenshot shows a table with 12 items. The 'Status' column for item 1039067 has the word 'Failure' circled in red.

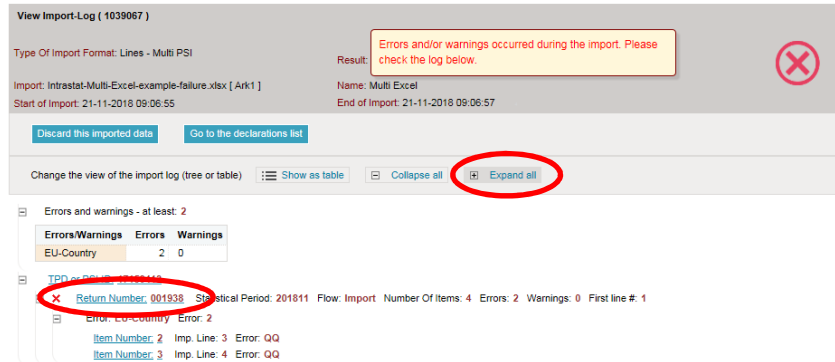
Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
1039067	Intrastat-Multi-Excel-example-failure.xlsx [ Ark1 ]	Failure	import multi	17150413	21-11-2018 09:06	

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.

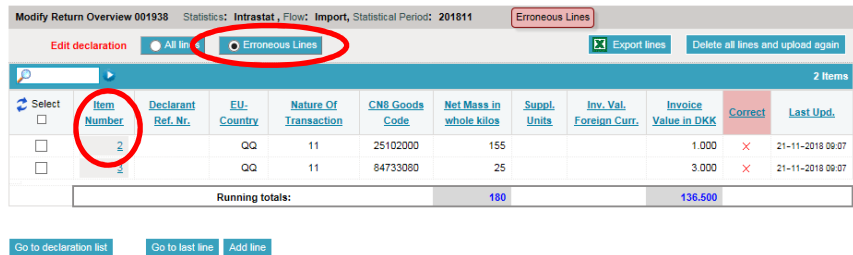
If the declaration contains warnings – see the guide **Warnings in Intrastat IDEP**



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.

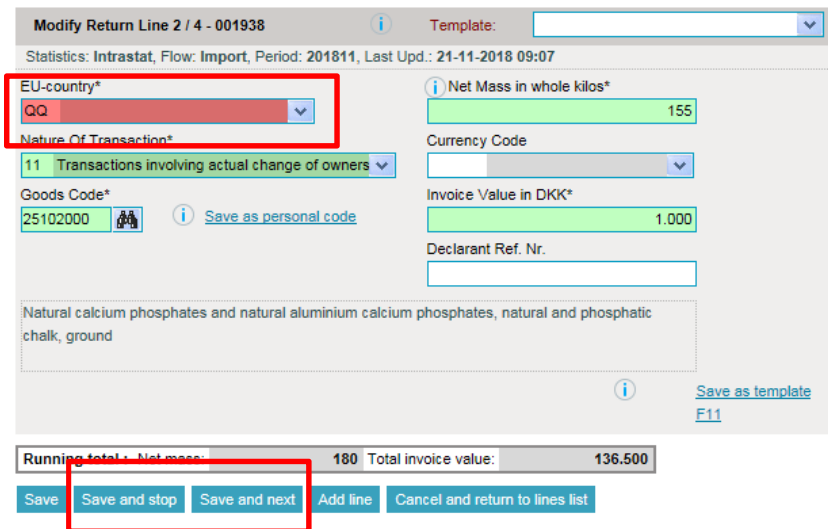
**Note:** Use **Delete all lines and upload again**, if you want to upload a new file instead.



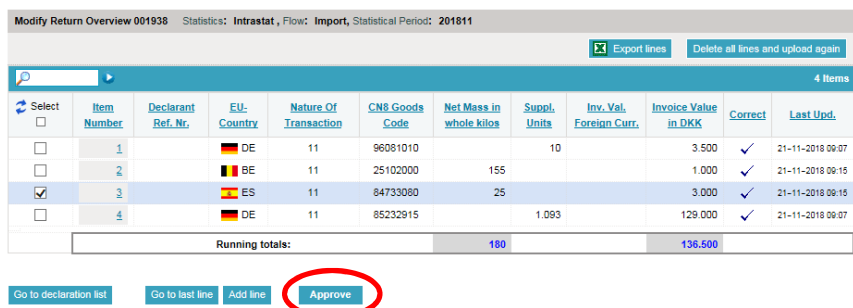
Red/yellow fields need to be corrected/filled out so they turn green. If the item post is to be deleted, choose **Delete** in the **Actions** tab.

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)