

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

January 2023

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)

## NemID employee certificate

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.medarbejdersignatur.dk](http://www.medarbejdersignatur.dk)

The file format should look like the Excel spreadsheets below. (**Multi Excel** and **Multi Excel Valuta** for foreign currency). Download example files at [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en)

## Multi Excel file

	A	B	C	D	E	F	G	H	I	J	K	L
	CVR/VAT No.	Statistical Period	Flow	CN8 goods code	Nature of transaction	Partner country (Country of Destination/Country of Consignment)	Net Mass	Supplementary Units	Invoice Value	Declarant Ref. No. (optional)	Partner VAT No.	Country of Origin
1	17150413	202101	2	96081010	11 SE			10	3500	SE556545153001		SE
3	17150413	202101	2	25102000	11 DE		15		5000	DE185247507		DE
4	17150413	202101	2	84733080	11 AT		25		3000	ATU47132302		AT
5	17150413	202101	2	85232915	11 DE			1093	129000	DE185247507		DE

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

**Column B:** Statistical Period is specified YYYYMM. E.g. January 2021 = 202101. 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:** Partner 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

**Column K:** Partner VAT No. (Only export/dispatch)

**Column L:** Country of Origin (\*) (Only export/dispatch)

(\*): For Group 2 – Export, this information is voluntary from February 2023.

New declarants in Group 2 - Export can omit the information from January 2023

Please note that columns may **not** be deleted or moved around. If the field is optional, the column can be left blank.

**Note:** A CN8 goods code requires either net mass or supplementary units. Both columns can be filled out in the Excel file but if a net mass is not required for the goods code, you will not be able to edit the weight information in the lines after uploading data.

## Multi Excel Currency (Valuta) 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*

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
	CVR/VAT No.	Statistical Period	Flow	CN8 goods code	Nature of transaction	Partner country (Country of Destination/Country of Consignment)	Net Mass	Supplementary Units	Currency code	Invoice Value	Declarant Ref. No. (optional)	Partner VAT No.	Country of Origin
1	17150413	202101	1	96081010	11	SE		10	SEK	3500			
3	17150413	202101	2	25102000	11	DE	15		EUR	5000		DE185247507	DE
4	17150413	202101	2	84733080	11	AT	25		EUR	3000		ATU47132302	AT
5	17150413	202101	1	85232915	11	DE		1095	EUR	129000			

## 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.

STATISTICS DENMARK

IDEP.web | Reporting to Intrastat via IDEP.web

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REPORTING TO INTRASTAT VIA IDEP.WEB

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 examples below.

**START IDEP.WEB**

## 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. The fields may be pre-filled with information from Statistics Denmark. You can correct or update information.

If you wish to receive correspondence from Statistics Denmark via digital post, check **Digital post**.

Integrated reporting > Provider Details

Modify Provider Details 17150413

PSI Name\*  
Danmarks Statistik

**Note:** The receipt for the report is sent to the e-mail address attached to the employee certificate used to login.  
Statistics Denmark uses your contact information to contact you in concerning reporting to the chosen survey(s). We can contact the company via Digital Post or direct e-mail, and optionally, via telephone.

Enabled surveys	Contact Person	Landline	Mobile phone	Disallow SMS	Digital post	Contact E-mail Address
<input checked="" type="checkbox"/> Intrastat Arrival		39173180		<input type="checkbox"/>		
<input checked="" type="checkbox"/> Intrastat Dispatch		39173180		<input type="checkbox"/>		
<input checked="" type="checkbox"/> VIES						

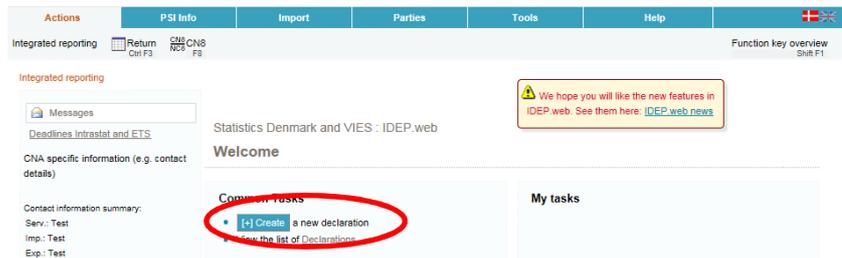
**Save**

**Note:** At this time, it is not possible to receive an SMS reminder for Intrastat.

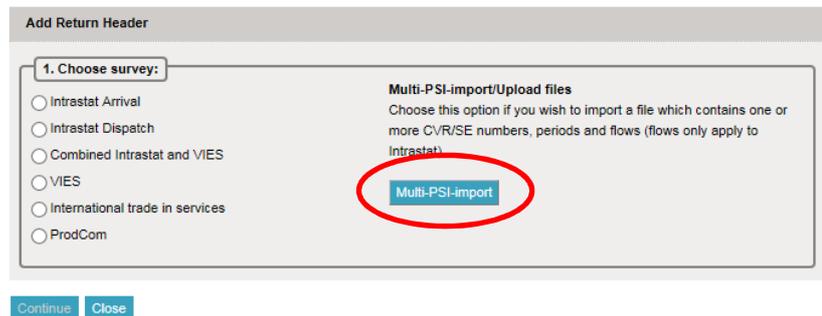
Click on **Save**, when you are finished.

## Upload file

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



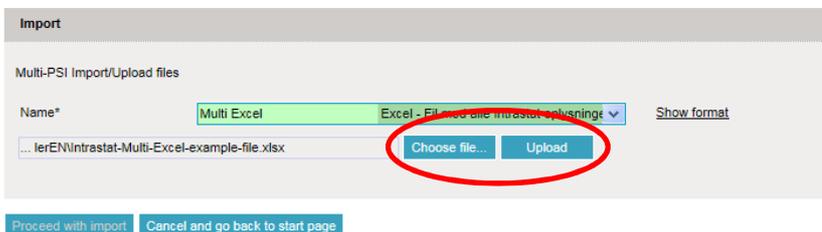
Click on the blue **Multi-PSI-import** button.



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 section **Failure**

Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
1038049	Intrastat-Multi-Excel-example-file.xlsx [ Ark1 ]	Can be approved	Import multi	17150413	21-11-2018 08:39	

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

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	✓	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.

**Approve 002717**

Provided by: 17150413  
 Provided for: 17150413

Statistics  
 Flow: Intrastat Export  
 Statistical Period: January 2021 - 202101

**Your declaration**

Total value	133.000 DKK
Summary Tot. Supp. Units	1.093
Summary Total Net Weight	40 Kg
Number Of Items	3 <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?

No, return to declaration list | Yes, send declaration

**Note:** The declaration is submitted correctly when there is a check in the column **Return Approved** in the declaration list

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

## Failure

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

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

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	

## View Import-log

In the Import-log, you can see the results of your import.

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

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

If the declaration contains warnings, please see the guide **Warnings in Intrastat IDEP** which can be downloaded from [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en)

View Import-Log ( 14400 )

Type Of Import Format: Line

Import: Intrastat-Excel-Line-fleksempel\_med\_fej.xlsx (002483, Intrastat, 202002, Import [ ark1 ])

Start of import: 01-04-2020 09:47:07

Name: Intrastat Excel Line

End of Import: 01-04-2020 09:47:08

Errors and warnings - at least: 2

Errors/Warnings Errors Warnings

Partner country 2 0

Return Number: 002483 Status: Error

Error: Partner country

Item Number: 1 Imp. Line: 2 Error: QQ

Item Number: 3 Imp. Line: 4 Error: BB

Click on **Erroneous Lines** to see a list of only lines with errors.

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 export your declaration to an Excel line file with a description of the errors. You can then correct this file and upload it again.

Item Number	Declarant Ref. No.	Partner country	Nature Of Transaction	CHN Goods Code	Net Mass in whole Kilos	Suppl. Units	Inv. Val. Foreign Curr.	Invoice Value in DKK	Correct	Last Upd.
1		US	11	85022915		1,000		120,000	✗	14-01-2021 14:49

Red/yellow fields need to be corrected/filled out so they turn green. White fields are voluntary. If you wish to delete the post, choose **Delete** in the **Actions** menu.

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

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

**Modify Return Line 3 / 3 - 002717** Template: [ ]

Statistics: **Intrastat**, Flow: **Export**, Period: **202101**, Last Upd.: **22-03-2021 13:40**

Partner VAT No. DE185247507

Partner country\* **US**

Country of origin DE Germany

Nature Of Transaction\* **11 Transactions involving actual change**

PSI Goods Code Enter a personal goods code name - or keel

Goods Code\* **85232915** Save as personal code

Magnetic tapes and magnetic discs, unrecorded, for the recording of sound or of other phenomena

Net Mass in whole kilos [ ]

Suppl. Units (p/st)\* **1.093**

Currency Code [ ]

Invoice Value in DKK\* **129.000**

Declarant Ref. Nr. [ ]

**Running total : Net mass: 40 Total invoice value: 133.000**

Save **Save and stop** Save and next Add line Cancel and return to lines list

**Note:** Remember to approve your declaration.

**Modify Return Overview 002483** Statistics: **Intrastat**, Flow: **Import**, Statistical Period: **202002**

Export lines Delete all lines and upload again

Select	Item Number	Declarant Ref. Nr.	Partner country	Nature Of Transaction	CN8 Goods Code	Net Mass in whole kilos	Suppl. Units	Inv. Val. Foreign Curr.	Invoice Value in DKK	Correct	Last Upd.
<input type="checkbox"/>	1		BE	11	96081010		10		3.500	✓	01-04-2020 09:55
<input type="checkbox"/>	2		BE	11	25102000	15			1.000	✓	01-04-2020 09:47
<input checked="" type="checkbox"/>	3		BE	11	84733080	25			3.000	✓	01-04-2020 09:55
<input type="checkbox"/>	4		DE	11	85232915		100		4.500	✓	01-04-2020 09:47
<b>Running totals:</b>						<b>40</b>			<b>12.000</b>		

Go to declaration list Go to last line Add line **Approve**