

# INTRA-DK file format and upload

This guide describes how the (NY)INTRA-DK file format should look like, and how the file is uploaded in IDEP.web.

More guides can be found at: [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en)

The file must be configured as described in this guide. You may need an IT administrator to set up the system.

The file must contain 5 different record types. Each record must contain a certain number of fields and each field, a certain number of characters.

A record always consists of 80 bytes and must be filled out with blanks until the 80 bytes are achieved.

The file must contain the following records:

**RECTYPE 00:** Identification. The file must always start with a Rectype 00

**RECTYPE 01:** Bundle/Bundling Information. Rectype 00 must always be followed by a Rectype 01

**RECTYPE 02:** Contains the main information about the file. Contains information about EU imports and EU exports.

**RECTYPE 03:** Provides item information for an expedition. (From 0 to 999 per Rectype 02).

**RECTYPE 10:** Total. The file must end with a Rectype 10. It shows the total amount of all Rectype 03s.

Below is an example of how a file might look. A more detailed explanation can be found in the following page.

```
00117150413INTRASTAT
0100004
0200200000000041616161621801
0300120004045 DE 1100340520000000000000000010900000000000000000000889
0300220004045 DE 110034052000000000000000002500000000000000000000179
0200400000000051616161611801
0300120004149 NL 110037021000000000000000001000000000100000000015000
0300220004149 SE 11003405901000000000000000600000000000000000000099
0300320004149 PT 1100340590100000000000000010000000000000000000023
0300420004149 AT 11002201101100000000000000100000000010000000000072
1000000000016262
```

RECTYPE 00			
Name of Data	Input	A/N	Characters
REC-No.	00	N	2
<b>CVR/VAT no.</b>	CVR/VAT no. of the company. Do not put DK in front of the number.	N	8
GOODS	INTRASTAT	A	9
FILLER	Blank	A	61

RECTYPE 01			
Name of Data	Input	A/N	Characters
REC-No.	01	N	2
TRANS-ART	00004	N	5
FILLER	Blank	A	73

RECTYPE 02			
Name of Data	Input	A/N	Characters
REC-No.	02	N	2
NUMBER OF GOODS ITEMS	The combined number of goods items. Maximum 999. The field must be right aligned with zeros in front.	N	3
EKSP-No.	The company's own reference number or blanks. The number will only be shown in IDEP.web, if the format <b>NY Intra-DK</b> is chosen as upload format.	N	10
CVR/VAT no.	The CVR/VAT no. of the company.	N	8
INDFUDF	The code for arrivals (1) or dispatch (2)	N	1
STPERIOD	Statistical period, year and month (YYMM) (1801 = January 2018)	N	4
FILLER	Blank	A	52

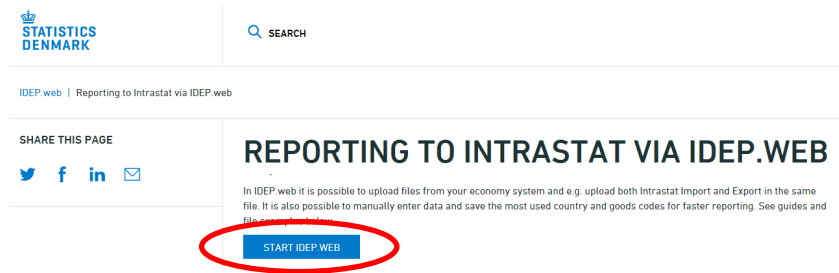
RECTYPE 03			
Name of Data	input	A/N	Characters
REC-No.	03	N	2
Goods Item no.	Goods Item number within the record. The field is right aligned with zeros in front.	N	3
INT-REF-No.	Can be used as a reference number or filled out with blanks/zeros. <b>Note</b> , if uploaded as <b>NY Intra-DK</b> this reference number is overwritten with reference number from RecType 02.	A	10
Country	See EU Country codes at <a href="http://www.dst.dk/intrastat-en">www.dst.dk/intrastat-en</a> Codes must consist of two letters followed by a blank. The code for Denmark (DK) should not appear in the file.	N	3
TRANSAKTION-ART	Nature of transactions. See guides at <a href="http://www.dst.dk/intrastat-en">www.dst.dk/intrastat-en</a>	N	2
TRSPMAAD-EXSTR	Constant zero	N	1
TRSPMAAD	Constant zero or 1-9	N	1
Goods Code	Goods Code – see the CN8-nomenclature <a href="http://www.dst.dk/varekoder-en">www.dst.dk/varekoder-en</a>	N	8
Goods Code Extra	Constant Zero	N	1
NETTOVGT	Weight of goods in whole kilos - and at least 1 kilo. Aligned right with zeros in front. If the Goods Code does not require weight indication, it can be filled out with zeros or blanks.	N	15
SUPPMGD	Supplementary Units. Aligned right with zeros in front. If the Goods Code does not require Supplementary Units, it can be filled out with zeros or blanks.	N	10
STATVRD	Invoice value. Aligned right with zeros in front. No decimals.	N	15
FILLER	Blank	A	9

RECTYPE 10			
Name of Data	input	A/N	Characters
REC-No.	10	N	2
BAND-TOT-BLD	The total of the invoice value from RECTYPE 03. Aligned right with zeros in front.	N	16
FILLER	Blank	A	62

## Start IDEP.web

Go to [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en) to start IDEP.web.

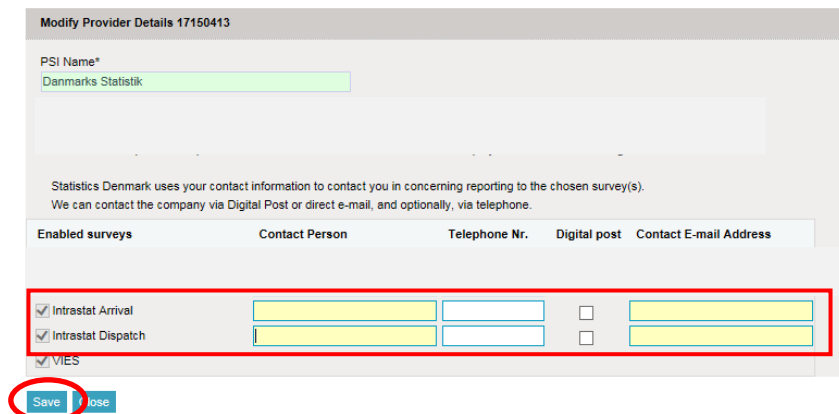
Click on the button **Start IDEP.web**



## Modify provider details

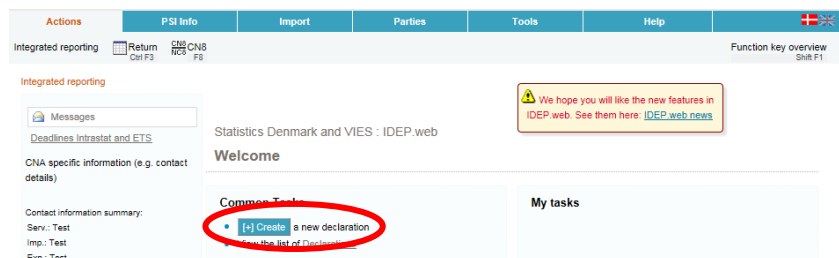
The first time you log on IDEP.web, you need to fill out the required provider details information. All the yellow fields must be filled in.

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

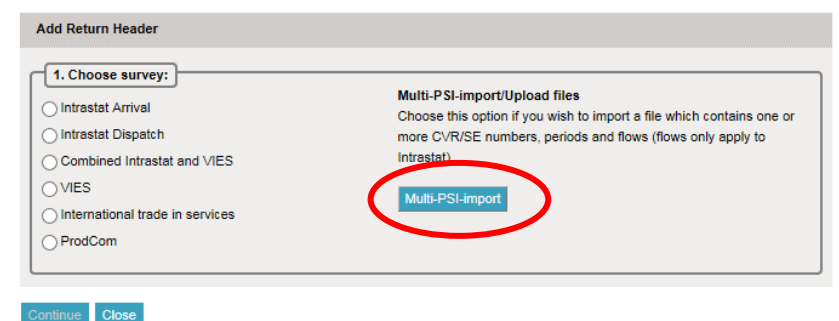


## Upload file

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



Click on the **Multi import** button



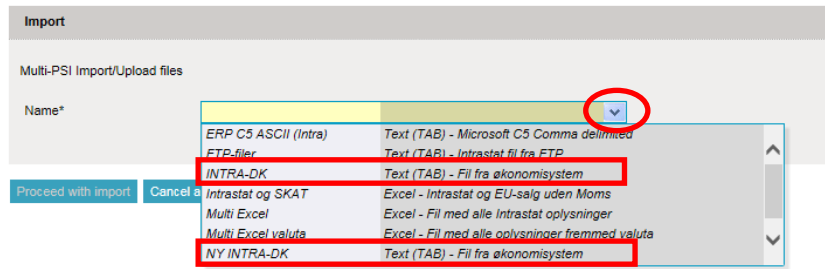
Use the drop down menu and choose import format **INTRA-DK** or **NY INTRA-DK**.

The difference between the two formats is how reference numbers are shown:

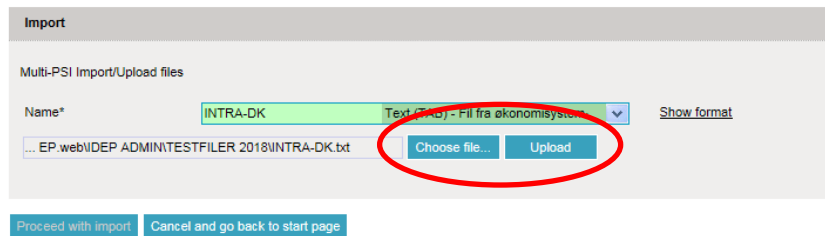
**INTRA-DK** will show reference numbers from Rectype 03

**NY INTRA-DK** will show reference numbers from Rectype 02

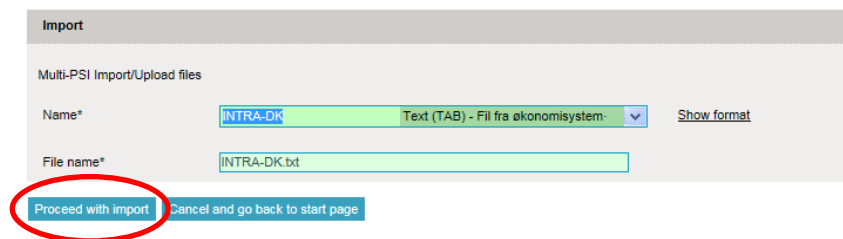
Reference numbers are optional and if the file does not contain any, or it is not relevant for you, you can choose any of the two formats.



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



Click on **Proceed with import**.

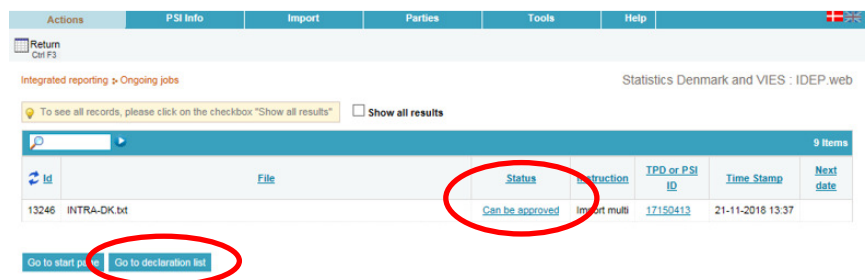


The file will be uploaded to IDEP.web.

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.

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

Select one or more entries in the list and choose an action from the Actions menu. To edit a return line, click on the number of the line you wish to edit.

No Filter	Surveys shown: All	Status filter: Filtered	1 Items						
Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
<input type="checkbox"/> 002189	Intrastat	Normal	Import	201811	24.230	5	✓	<b>Approve</b>	21-11-2018

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## 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 001937**

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

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

No Filter Surveys shown: All Status filter: Any 97 Items

Select	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
<input type="checkbox"/>	002189	Intrastat	Normal	Import	201811	24.230	5	✓	✓	21-11-2018

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## Failure

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

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

Return Cert 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

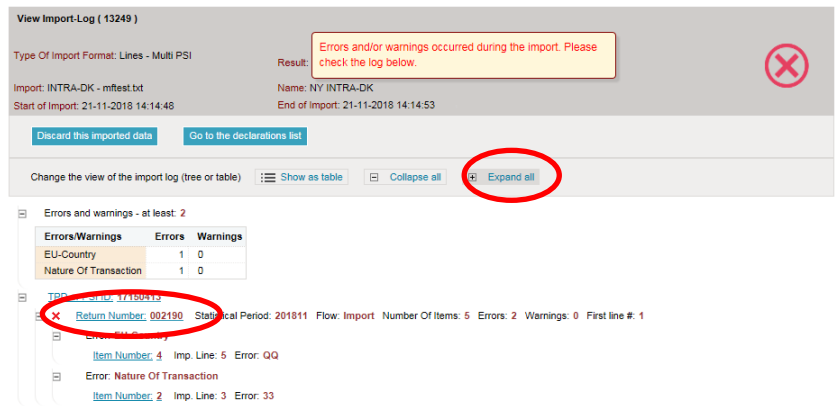
Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
13249	INTRA-DK - mfeest.txt	Failure	import multi	17150413	21-11-2018 14:14	

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

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

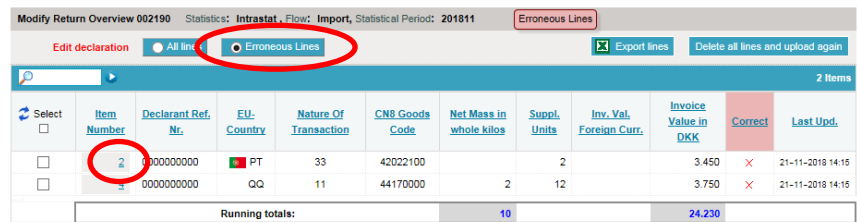
Click on the **Return Number** to open your declaration.

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.

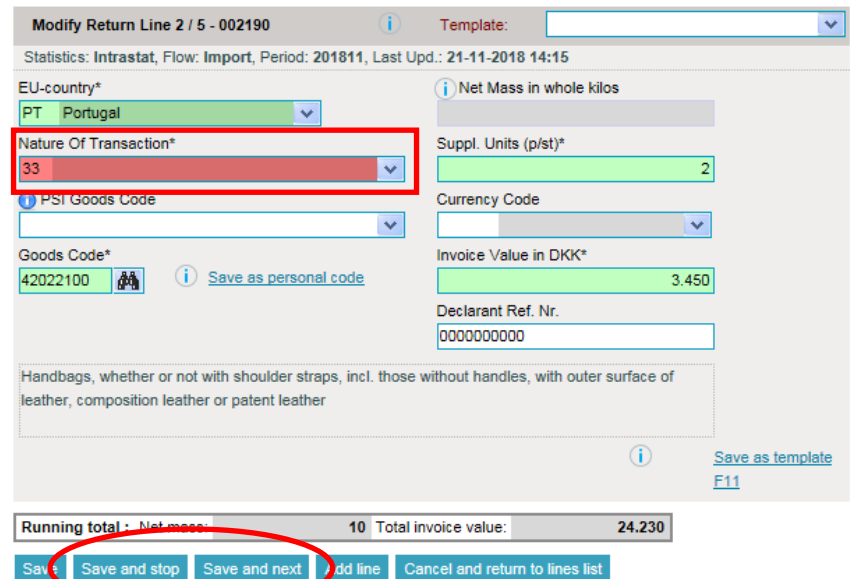
Click on the first item number to open the item post.



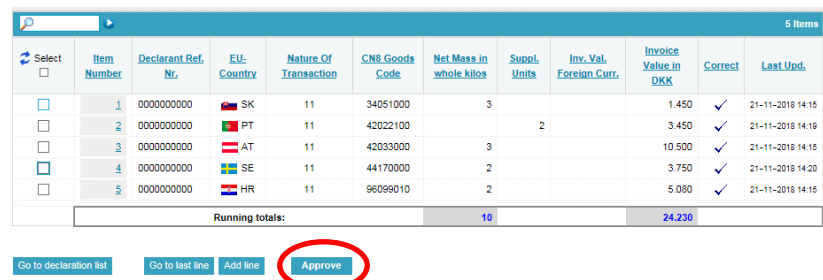
Red/yellow fields needs to be corrected/filled out so they turn green. If the item post is to be deleted, choose **Delete** in the **Actions** tab.

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.



**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)