

Quick-guide to IDEP.web Intrastat

Online reporting to Intrastat

This is a brief guide on how to report manually to Intrastat using IDEP.web. If you already have the Intrastat data in a financial system or in an Excel file, you can easily import data to IDEP.web. Find more guides at www.dst.dk/intraidep-en

Digital employee signature/NemID

You need a digital employee signature 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

Start IDEP.web

Go to www.dst.dk/intraidep-en and click on **Start IDEP.web**. Log in with your digital signature.

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 file examples below.



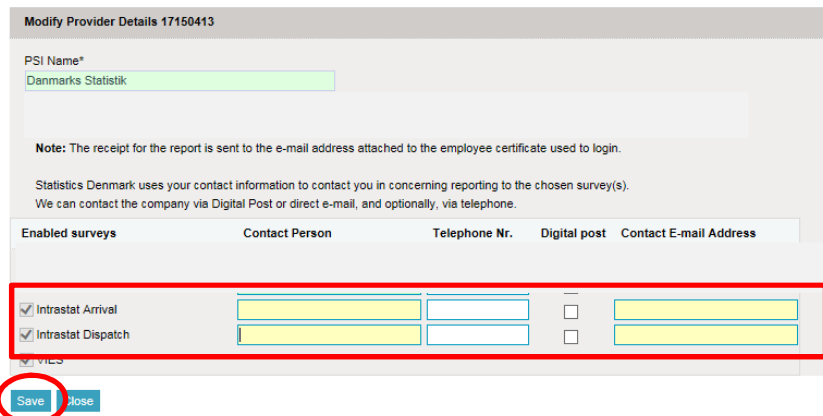
START IDEP.WEB

Many ERP systems (C5, Navision, SAP, XAL, Visma, m.fl.) can generate files which can be imported to IDEP.web.

Modify provider details

The first time you log on to 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.

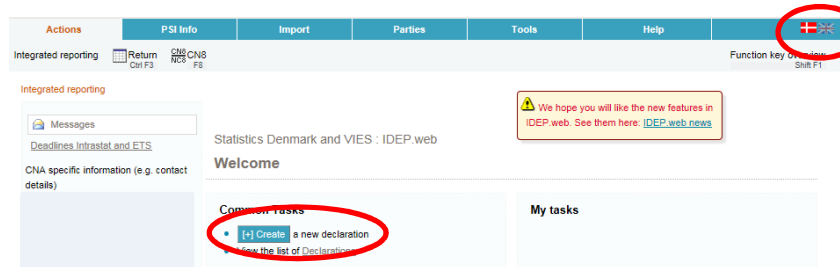


The screenshot shows the 'Modify Provider Details' form for provider ID 17150413. The 'PSI Name*' field contains 'Danmarks Statistik'. A note states: 'The receipt for the report is sent to the e-mail address attached to the employee certificate used to login. Statistics Denmark uses your contact information 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.' Below this is a table with columns: 'Enabled surveys', 'Contact Person', 'Telephone Nr.', 'Digital post', and 'Contact E-mail Address'. Two rows are visible, both with 'Intrastat Arrival' and 'Intrastat Dispatch' checked. The 'Contact Person', 'Telephone Nr.', and 'Contact E-mail Address' fields in these rows are highlighted in yellow. At the bottom, 'Save' and 'Close' buttons are circled in red.

Create a new declaration

For English version click on the flag in the upper right corner of the screen.

Click on **[+] Create a new declaration** to begin.



The screenshot shows the IDEP.web main menu. The top navigation bar includes 'Actions', 'PSI info', 'Import', 'Parties', 'Tools', 'Help', and a language selector (English flag) circled in red. Below the navigation bar, there are sections for 'Integrated reporting', 'Messages', and 'Common tasks'. In the 'Common tasks' section, the '[+] Create a new declaration' button is circled in red. A warning message at the top right says: 'We hope you will like the new features in IDEP.web. See them here: [IDEP.web news](#)'.

Declaration Header

Choose survey.

Choose **Manual data entry** to enter your data manually.

Choose **Nil declaration** if you have nothing to report for a period.

Choose statistical period from the drop down list.

Click on **Continue**.

The screenshot shows the 'Add Return Header' form with three main sections:

- 1. Choose survey:** Radio buttons for 'Intrastat Arrival' (selected), 'Intrastat Dispatch', 'Combined Intrastat and VIES', 'VIES', 'International trade in services', and 'ProdCom'. A 'Multi-PSI-import/Upload files' section is also present with a 'Multi-PSI-import' button.
- 2. Choose declaration type:** Radio buttons for 'Import data from file', 'Nil declaration', 'Manual data entry' (selected), and 'Replacement Declaration'. A 'Note: Nil declaration' section is also present.
- 3. Choose period::** A 'Statistical Period*' dropdown menu showing '201811' and 'November 2018'.

At the bottom, there are 'Continue' and 'Close' buttons.

Add Return Lines

Fill in all yellow fields. White fields are optional. Use drop down lists or enter manually.

Depending on the goods code, you must enter either **Net Mass in whole kilos** or **Supplementary units**.

Click on the **binoculars icon** to search for good codes.

Click on **Save and continue** to go to the next line or **Save and stop** at the last line.

The screenshot shows the 'Add Return Line 1 - 001937' form with the following fields:

- Statistics: Intrastat, Flow: Import, Period: 201811
- EU-country* (dropdown)
- Nature Of Transaction* (dropdown)
- Goods Code* (dropdown with a binoculars icon circled in red)
- Currency Code (dropdown)
- Invoice Value in DKK* (text field)
- Declarant Ref. Nr. (text field)

At the bottom, there is a 'Running total' section showing 'Net mass: 0' and 'Total invoice value: 0'. Below this are three buttons: 'Save and continue', 'Save and stop', and 'Cancel and return to lines list'.

Personal goods codes and line templates

It is possible to save your own personal goods codes and line templates, so you can avoid entering the same data month after month.

When you save as line template, it is also possible to calculate net mass from price pr. kilo. (If the goods code requires net mass).

Choose between your personal goods codes and templates by using the drop down menus.

See guides **Save goods codes** and **Create and use line templates** here:

www.dst.dk/intraidep-en

Approve Declaration

Click on **Approve** to approve the declaration.

You can edit a line by clicking on the **Item number**.

You can delete a line by checking the box to the left of the item number and choose **Delete** in the top menu bar.

Click on **Add line** to add a new line.

Select	Item Number	Declarant Ref. Nr.	EU Country	Nature Of Transaction	CNB Goods Code	Net Mass in whole kilos	Suppl. Units	Inv. Val. Foreign Curr.	Invoice Value in DKK	Correct	Last Upd.
<input type="checkbox"/>	1		AT	11	01022110		10		1.000	✓	20-11-2018 08:28
<input type="checkbox"/>	2		BG	11	02032211	2			10	✓	20-11-2018 08:28
<input type="checkbox"/>	3		DE	11	97050000	1			1	✓	20-11-2018 08:27
Running totals:						3			1.011		

Resume

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 001926

Provided by: 17150413
Provided for: 17150413

Statistics
Flow: Intrastat
Statistical Period: Export, November 2018 - 201811

Your declaration

Total value	1.011 DKK
Summary Tot. Suppl. Units	10
Summary Total Net Weight	3 Kg
Number Of Items	3 Declaration lines
Number Of Items Aggregated	* Aggregated Info

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!

Statistics Denmark has not received your declaration before there is a checkmark 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
001926	Intrastat	Normal	Export	201811	1.011	3	✓	✓	20-11-2018

Export lines to Excel sheet

You have the possibility to export the declaration to an Excel sheet. You can edit this Excel file and upload it again as an **Intrastat Excel Line** file.

Go to the list of declarations. Click on the return number you want to export and then on the **Export lines** button.

If you want to upload Excel files instead of entering data manually, you can use this file as a template for future declarations.

See the guide **Excel Line Intra-stat**: www.dst.dk/intraidep-en

Select	Item Number	Declarant Ref. Nr.	EU-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		AT	11	01022110		10		1.000	✓	20-11-2018 08:28
<input type="checkbox"/>	2		BG	11	02032211	2			10	✓	20-11-2018 08:28
<input type="checkbox"/>	3		DE	11	97050000	1			1	✓	20-11-2018 08:27
Running totals:							3		1.011		

	A	B	C	D	E	F	G	
	CN8 Goods Code	Nature Of Transaction	EU-Country	Net Mass in whole kilos	Suppl. Units (?)	Invoice Value in DKK	Declarant Ref. Nr.	Error message
1								
2	01022110	11	AT		10	1000		
3	02032211	11	BG	2		10		
4	97050000	11	DE	1		1		
5								

Contact Statistics Denmark

If you have questions about IDEP.web, you are welcome to contact Statistics Denmark at idep@dst.dk