

Create import format in IDEP.web

October 2020

IDEP.web has many pre-defined import formats, but it is also possible to create your own import formats in IDEP.web. This guide describes how to create custom formats.

See standard upload file templates here: www.dst.dk/intraidep-en

Start IDEP.web

Go to www.dst.dk/intraidep-en and click on **Start IDEP.web**.

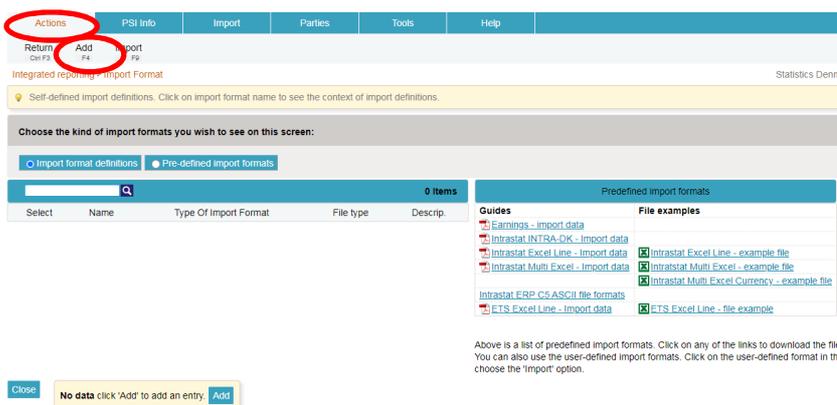
Create your own file format

On the start page of IDEP.web, select the **Import** menu and then **Import format definitions**.



Click on **Add** in the **Actions** menu or press **F4** to create your own file format.

You can see guides and templates for predefined formats on the right side of the page.



Add Import Format

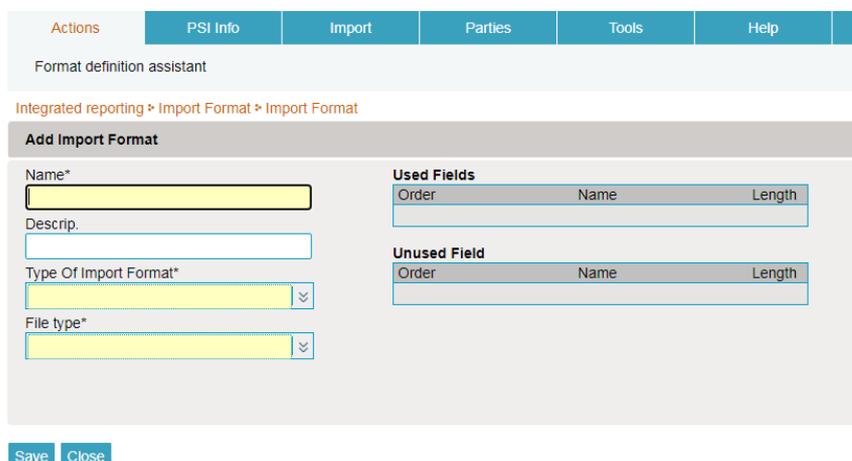
Fill in the **Name** field in with the desired name for the format.

You can add a short description in the optional Description field.

In the field **Type of Import Format** there are several options:

If **Lines - Multi PSI** import is selected, the file must contain **TPD or PSI ID** (CVR/SE number) and Statistical period.

If **Line** is selected, you will need to select the statistic and period manually for each upload before the file can be imported.



In the **File Type** field, Access, dbase, Excel and Text can be selected. The most used types are Excel and Text.

If Excel is selected, you must be aware of the field **Rows to skip at the start of import**. Here, 1 must appear in the field if the Excel sheet has headings in row 1.

Use the **Format definition assistant** if you want to retrieve data from existing Excel sheets. (See detailed description later in this guide).

If **Text** is selected, you can subsequently choose delimiter, e.g. with Tab or with a comma-separated file.

Add Import Format

Name*
New Intrastat format

Descrip.
Intrastat with new variables

Type Of Import Format*
Lines - Multi PSI

File type*
Excel

Ignore empty rows and columns
This switch does **not** apply to **XLS** files but only to **XLSX** files (it is the default behaviour for XLS files)

Format definition assistant

Rows to skip at start of import*
0

CN8 Goods Code or PSI Goods Code*
CN8 Goods Code

TPD or PSI ID

Statistical Period

Flow

Save Close

Used Fields

Order	Name	Length
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Unused Field

Order	Name	Length
	Call-off stock	1
	Country of origin	3
	Currency Code	3
	Declarant Ref. Nr.	30
	Flow	1
	Goods Code	8
	Inv. Val. Foreign Curr.	11
	Invoice Value in DKK	11
	Nature Of Transaction	2
	Nature Of Transaction B	1
	Net Mass in whole kilos	10
	Partner country	3
	Partner VAT Nr.	20
	Service Code	7
	Service Val. Foreign	13
	Service Value	10
	Statistical Period	6
	Statistical Procedure	5
	Suppl. Units	11
	TPD or PSI ID	8
	Triangular value	11
	Triangular value For. Curr.	11

The **CN8 Goods Code** field only needs to be set if you have created your own item codes.

The fields **TPD or PSI ID**, **Statistical period** and **Flow** should not be filled in. For example, if Statistical period is filled in, the period would need to be corrected each time a file is loaded.

Select the desired field from **Unused field** and drag it up to **Used field** with the mouse. Change the order by dragging the fields or changing the number to the left of the field when it has been placed in Used field.

Multi PSI import formats must include information on:

- TPD or PSI ID (CVR number)
- Statistical period
- Flow
- Goods code
- Nature of transaction
- Partner country
- Net Mass
- Suppl. units
- Invoice value
- **Partner VAT no.***
- **Country of Origin***

* The **two new variables** are mandatory from 2022 but can be reported as optional information from January 2021 period.

Modify Import Format New Intrastat format

Name*
My Intrastat format

Descrip.
Intrastat with new variables

Type Of Import Format*
Lines - Multi PSI

File type*
Excel

Ignore empty rows and columns
This switch does **not** apply to **XLS** files but only to **XLSX** files (it is the default behaviour for XLS files)

Format definition assistant

Rows to skip at start of import*
1

CN8 Goods Code or PSI Goods Code*
CN8 Goods Code

Statistical-Period format*
YYYYMM

Arrival/Dispatch format*
A/D

Save Close

Used Fields

Order	Name	Length
1	TPD or PSI ID	8
2	Statistical Period	6
3	Flow	1
4	Goods Code	8
5	Nature Of Transaction	2
6	Partner country	3
7	Net Mass in whole kilos	10
8	Suppl. Units	11
9	Invoice Value in DKK	11
10	Declarant Ref. Nr.	30
11	Partner VAT Nr.	20
12	Country of origin	3

Unused Field

Order	Name	Length
	Call-off stock	1
	Currency Code	3
	Inv. Val. Foreign Curr.	11
	Nature Of Transaction B	1
	Service Code	7
	Service Val. Foreign	13
	Service Value	10
	Statistical Procedure	5
	Triangular value	11
	Triangular value For. Curr.	11

NOTE: Remember to click **Save** to save your file format!

Note: Line import format must contain the same information; however, **Flow**, **CVR number** and **Statistical period** must be omitted as this information is selected manually during the upload process. In addition, optional fields can be selected, e.g. Declarant reference number for own use.

Your file format is now displayed in the list of **Import format definitions** and can be chosen when you upload files.

You can edit the format by clicking on the Name of the file.

Start reporting by clicking **[+]** **Create a new declaration** on the start page of IDEP.web.

Click the blue **Multi-PSI-import** button if your file contains CVR number, statistics and period.

OR

If the CVR number, statistics and period are not defined in your file, select the desired statistic under **Choose survey**, then select **Import data from file** and select the **Statistical Period**.

Click **Continue**.

Now you can select your own file format from the list of import formats.

Follow the upload process - see guides at www.dst.dk/intraidep-en

File format assistant

If you already have data in an existing Excel sheet that cannot be uploaded as one of the default file formats in IDEP.web, you can download relevant columns using the file format wizard.

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

NOTE: This feature only works for Excel sheets.

Click on **Start format definition assistant**.

Select the correct field name for the data in each column using the drop-down menu at the top of the column.

Check the box beside the first row that contains data (skip header row).

Click **Save** when you have selected the relevant columns.

Now a file format will be created that retrieves only the desired information from your Excel sheet.

Click **Save** to save the file format.

You can now select your own file format from the list of import formats when uploading.

- choose field -	- choose field -	- choose field -	- choose field -	- choose field -	- choose field -
<input type="checkbox"/>	Statistical Period	Flow	CN8 goods code	Nature of transaction	Partner country
<input type="checkbox"/>	202001	1	96081010	11	DE
<input type="checkbox"/>	202001	1	25102000	11	BE
<input type="checkbox"/>	202001	1	84733080	11	SE
<input type="checkbox"/>	202001	1	85232915	11	DE

TPD or PSI ID	Statistical Period	Flow	Goods Code	Nature Of Transaction	Partner country
<input checked="" type="checkbox"/>	Statistical Period	Flow	CN8 goods code	Nature of transaction	Partner country
<input type="checkbox"/>	202001	1	96081010	11	DE
<input type="checkbox"/>	202001	1	25102000	11	BE
<input type="checkbox"/>	202001	1	84733080	11	SE
<input type="checkbox"/>	202001	1	85232915	11	DE

Used Fields

Order	Name	Length
1	TPD or PSI ID	8
2	Statistical Period	6
3	Flow	1
4	Goods Code	8
5	Nature Of Transaction	2
6	Partner country	3
7	Net Mass in whole kilos	10
8	Suppl. Units	11
9	Invoice Value in DKK	11
10	Declarant Ref. Nr.	30

Unused Field

Order	Name	Length
1	Call-off stock	1
3	Country of origin	3
3	Currency Code	3
11	Inv. Val. Foreign Curr.	11
1	Nature Of Transaction B	1
20	Partner VAT Nr.	20
7	Service Code	7
13	Service Val. Foreign	13
10	Service Value	10
5	Statistical Procedure	5
11	Triangular value	11
11	Triangular value For. Curr.	11

Contact Statistics Denmark:

If you need help with reporting via IDEP.web, you are welcome to contact us at idep@dst.dk