

# VAT number validation in IDEP.web

October 2020

This guide describes how to perform VAT number validation in IDEP.web. The validation takes place via VIES, (VAT Information Exchange System), in Brussels, which is a system for exchanging VAT information.

The file format of a validation file is very simple. This is a text file with one VAT number per line. The VAT numbers must start with an ISO Country Code – e.g. DE123456789. Note that you cannot use an Excel file. See a file example here: [www.dst.dk/intrastat-en](http://www.dst.dk/intrastat-en)

## Checking VAT numbers

First, the VAT number is checked to see if it is correct in relation to the ISO country code and the country's VAT verification algorithm. If this is not the case, the VAT number will be marked as incorrect.

Next IDEP checks whether the VAT number has recently been controlled in the VIES system. If so, the status from the latest check is used.

If the VAT number has not been checked recently, the inquiry is sent to VIES. The request is forwarded from here to the member country in question to check whether the VAT number is registered. This procedure can take time. Especially if there are many VAT numbers in the file that need to be checked and if these have not been checked recently. You can continue working in IDEP.web while the VAT number validation is in progress.

**Note:** If you are not active in IDEP.web, you will be logged out after 20 minutes. However, the validation process will continue and you can simply log in again later and see the status.

## 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.

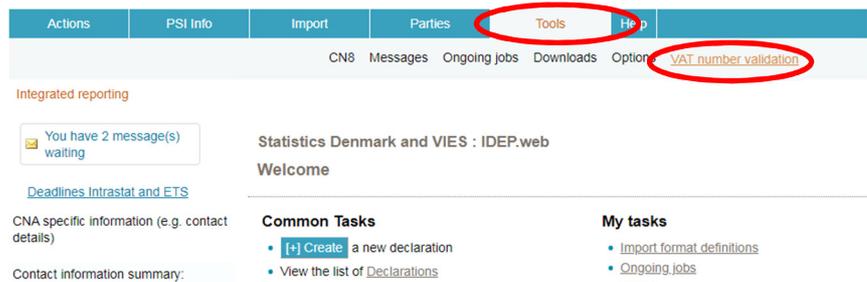
## REPORTING TO INTRASTAT VIA IDEP.WEB

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.

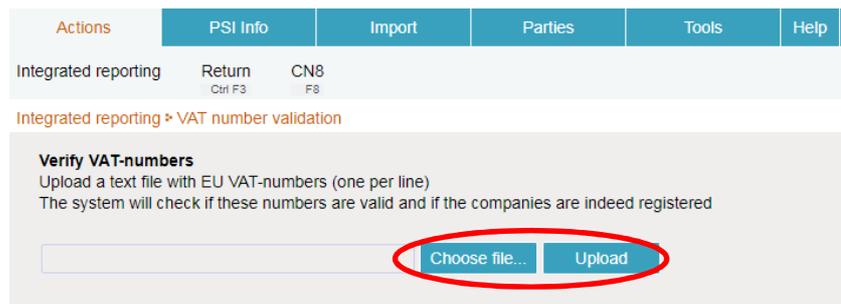
Select **Tools - VAT Number Validation** in the menu bar at the top of the screen



The screenshot shows the top navigation bar of the IDEP.web interface. The 'Tools' menu item is circled in red. A dropdown menu is visible under 'Tools', with 'VAT number validation' also circled in red. Other menu items include 'Actions', 'PSI Info', 'Import', 'Parties', and 'Help'. Below the menu bar, there are sections for 'Integrated reporting', 'You have 2 message(s) waiting', 'Deadlines Intrastat and ETS', 'CNA specific information', 'Contact information summary', 'Common Tasks', and 'My tasks'.

## Upload file

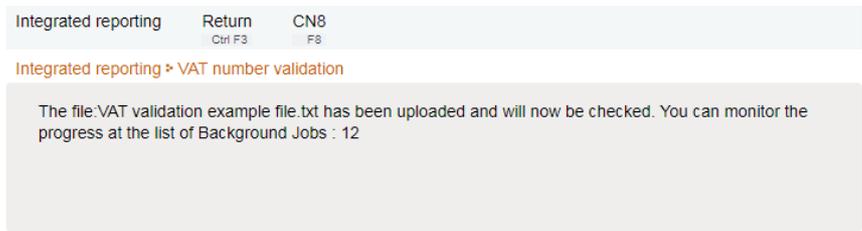
Click **Choose file...** to locate your file then click **Upload**.



The screenshot shows the 'Verify VAT-numbers' section of the IDEP.web interface. It includes instructions: 'Upload a text file with EU VAT-numbers (one per line). The system will check if these numbers are valid and if the companies are indeed registered.' Below the text is a file input field with a 'Choose file...' button and an 'Upload' button, both of which are circled in red.

The file will now be uploaded to the server.

Click **OK** to go to the ongoing jobs screen and see the status of the upload.



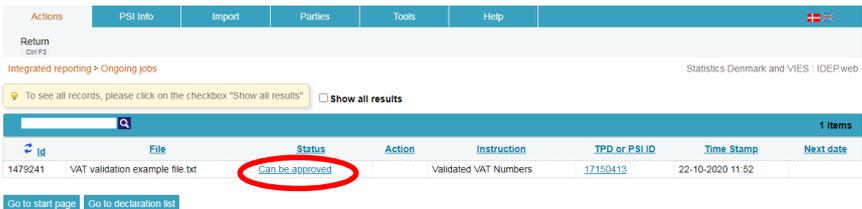
Integrated reporting    Return    CN8  
Ctrl F3    F8

Integrated reporting > VAT number validation

The file: VAT validation example file.txt has been uploaded and will now be checked. You can monitor the progress at the list of Background Jobs : 12



Click on **Can be approved** in the Status column to see a list of results for the individual VAT numbers.



Actions    PSI Info    Import    Parties    Tools    Help    

Return  
Ctrl 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	Action	Instruction	TPD or PSI ID	Time Stamp	Next date
1479241	VAT validation example file.txt	Can be approved		Validated VAT Numbers	17150413	22-10-2020 11:52	

Go to start page    Go to declaration list

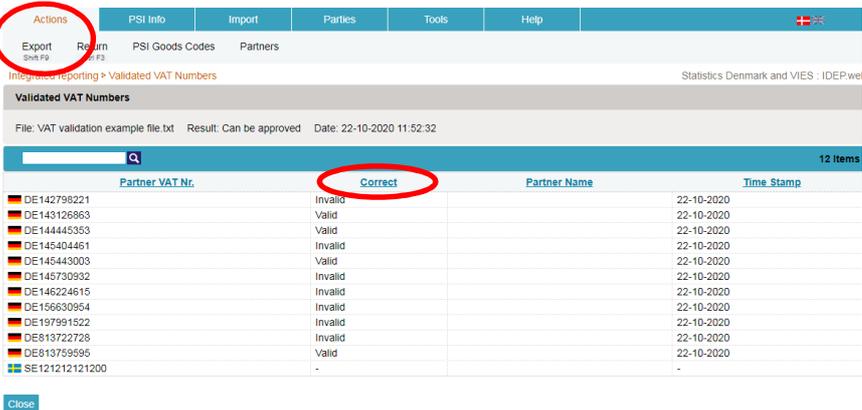
The list shows the VAT numbers that have been checked. The result will be displayed in the **Correct** column.

**Valid:** The company is correctly registered and the VAT number can be used.

**Invalid/hyphen:** The VAT number is not correct according to the ISO country code or according to the validation algorithm for the country in question. It is also possible that the company is not registered.

**Does not work:** It has not been possible to contact VIES, or VIES has not been able to contact the country in question.

Click on **Export** in the **Actions** menu if you want to download the result of the validation as a file.



Actions    PSI Info    Import    Parties    Tools    Help    

Export    Return    PSI Goods Codes    Partners  
Ctrl F3    Ctrl F3

Integrated reporting > Validated VAT Numbers    Statistics Denmark and VIES : IDEP.web

Validated VAT Numbers

File: VAT validation example file.txt    Result: Can be approved    Date: 22-10-2020 11:52:32

Partner VAT Nr.	Correct	Partner Name	Time Stamp
DE142798221	Invalid		22-10-2020
DE143126863	Valid		22-10-2020
DE144445353	Valid		22-10-2020
DE145404461	Invalid		22-10-2020
DE145443003	Valid		22-10-2020
DE145730932	Invalid		22-10-2020
DE146224615	Invalid		22-10-2020
DE156630954	Invalid		22-10-2020
DE197991522	Invalid		22-10-2020
DE813722728	Invalid		22-10-2020
DE813759595	Valid		22-10-2020
SE121212121200	-		-

Close

You can follow the status of the validation process by selecting **Tools - Ongoing jobs** in the menu bar at the top of the screen.



Actions    PSI Info    Import    Parties    Tools    Help    

CN8    Messages    Ongoing jobs    Downloads    Options    VAT number validation

Integrated reporting

Messages

Deadlines IntraStat and ETS

CNA specific information (e.g. contact details)

Contact information summary:

Statistics Denmark and VIES : IDEP.web

Welcome

Common Tasks

- [+] Create a new declaration

My tasks

**Contact Statistics Denmark:**  
If you need help with reporting via IDEP.web, you are welcome to contact us at [idep@dst.dk](mailto:idep@dst.dk)