

Importing Excel files to IDEP.WEB

A. Create import formats

(NOTE! You only need to create the Import format once)

This guide describes how to import Intrastat files from Microsoft Excel to IDEP.WEB. Find more information on: www.scb.se/IDEPWEB

Examples of an Excel sheet with Intrastat data.

	A	B	C	D	E	F	G	H	I
	CN8 Goods Code	Description	Partner Country	Nature of Transaction	Net Mass Units	Supplementary Units	Invoice Value SEK	Partner VAT No.	Country of Origin
1	85165000	Microwave	DE	1	555	80	15644	DE999999999999	NL
2	44211000	Clothes hangers	BE	1	120	390	5395	BE999999999999	CH
3	85176910	Videophones	DE	1	5	10	12000	QV999999999999	DK

Observera:

The Goods code (CN) must contain eight digits (column A).

Net Mass can be entered using decimals (column E).

Supplementary Unit (column F) must be specified for certain CN codes, cannot be negative values.

Invoice value shall not be less than 1 (column G).

Partner VAT No. can maximum contain 14 digits and the first two positions must match the country code of the recipient country.

In the Import menu you select Import-format. Press Add and specify a Name. Select Type of Import Format and choose Line. In File Type you select Excel. If your file contains a header, enter the number of rows to be skipped.

Modify Import format Excelimport

Format name*

Excel Import

Descrip.

Type Of Import Format*

Line

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

PSI Goods Code Mode*

CN8 Goods Code

Save and return to start page

Cancel

Select the variables you have in your Excel file from the list Unused Fields and pull them up into the list above (Used Fields). The order must be identical to the sequence in the file you want to import. If any column contains variables that are not needed in your declaration, skip that column number. In this example, Column No. 2 is skipped (Description).

Used Fields		
Order	Field name	Length
1	CN8 Goods Code	8
3	Partner Country	2
4	Nature of Transaction A	1
5	Net Mass (KG)	11
6	Suppl. units	11
7	Invoice Value SEK	11
8	Partner VAT No. (optional)	20
9	Country Of Origin (optional)	2



Unused Fields		
Order	Field name	Length
	Currency Code	3
	Declarant Ref. No. (optional)	30
	Inv. Val.-Foreign Curr.	10

Variables Partner VAT No. and Country of Origin are mandatory from reporting month January 2022 for enterprises obliged to report Dispatch.

When finished, click Save and return to start page.

B. Import an Excel file

Go to the start page.

Select **[+]** Create a new declaration.

SCB IDEP.Web data collection tool

Common Tasks

These are the most useful tasks

- [+]** Create a new declaration
- View the list of [declarations](#)
- Change password

Declaration Header

Select flow, type of declaration and period. Click Create a declaration.

Add Declaration Header

Step 1:

☐ Intrastat Arrival

☒ Intrastat Dispatch

If you wish to import a file for multiple SEs, periods and/or flows you should perform a [Multi Import](#)

Step 2:

☐ Register Manually

☒ File Import

☐ Nil Declaration

What type of declaration do you want to create?
If you don't have anything to declare for specific period and flow, please create a Nil report. For some this is not applicable. The choice to import (part of) the declaration lines can also be made at a later stage.

Step 3:

Statistical Period*
202110 | October 2021

Select the period for which you want to create a declaration.

Create a declaration

Cancel

Choose the Format name, press the File name... button and select your Excel file. Press Load file.

Import

☒ Line (Declaration Header 000551, Dispatch 202110)

☐ Multi-PSI Import

☐ Partners

☐ Goods Codes

☐ Line Models

Format name*
Excel Import | Excel

Path name*
October 2021.xlsx

Sheet name*
Blad1

Start the import

Cancel and return to psi declarations

Enter the name of the Sheet and press Start the import.

Import

☒ Line (Declaration Header 000551, Dispatch 202110)

☐ Multi-PSI Import

☐ Partners

☐ Goods Codes

☐ Line Models

Format name*
Excel Import | Excel

Path name*
October 2021.xlsx

Sheet name*
Blad1

Start the import

Cancel and return to psi declarations

IDEP.WEB imports your file. If any of the items are not correct it is indicated with Failure in the list below. If your file is correct it is indicated with Success.

ID	File	Status	Action	Time Stamp
1284054	October 2021.xlsx (000551, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000551	01-10-2021 13:53
1283941	October 2021.xlsx (000551, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000551	01-10-2021 11:58
1283905	October 2021.xlsx (000548, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000548	01-10-2021 11:48
1283924	October 2021.xlsx (000548, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000548	01-10-2021 11:41
1283911	October 2021.xlsx (000547, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000547	01-10-2021 11:32
1283908	October 2021.xlsx (000548, Dispatch 202110) (Blad1)	Failure	Import lines, Excel Import, Dispatch, 000548	01-10-2021 11:31
1283790	October 2021.xlsx (000543, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Annual, 000543	01-10-2021 09:09

Status: Success

If your file import has been successful, click Close. From the start page, go to the menu bar and choose Declaration (F3). Mark your declaration with ✓ Press Send.

Action	File	Status	Action	Time Stamp
Import	October 2021.xlsx (000551, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000551	01-10-2021 13:53
Import	October 2021.xlsx (000551, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000551	01-10-2021 11:58
Import	October 2021.xlsx (000548, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000548	01-10-2021 11:48
Import	October 2021.xlsx (000548, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000548	01-10-2021 11:41
Import	October 2021.xlsx (000547, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Dispatch, 000547	01-10-2021 11:32
Import	October 2021.xlsx (000548, Dispatch 202110) (Blad1)	Failure	Import lines, Excel Import, Dispatch, 000548	01-10-2021 11:31
Import	October 2021.xlsx (000543, Dispatch 202110) (Blad1)	Success	Import lines, Excel Import, Annual, 000543	01-10-2021 09:09

Status: Failure

If your file import has status Failure, click on the link Failure to access the Import Log.

ID	File	Status	Action	Time Stamp
1284058	October 2021.xlsx (000551, Dispatch 202110) (Blad1)	Failure	Import lines, Excel Import, Dispatch, 000551	01-10-2021 14:20

Click on the declaration No.

Total errors and warnings:						
Field in Error		Errors	Warnings			
CN8 Goods Code	85176999	1	0			
Summary						
TPD or PSI ID	Declaration Number	Statistical Period	Flow	Number of Items	Errors	Warnings
202100083701	000553	202110	Dispatch	3	1	0
Details						
TPD or PSI ID	Declaration Number	Item Number	Imp. Line	Field in Error	Error	Declarant Ref. No. (optional)
202100083701	000553	3	4	CN8 Goods Code	85176999	
<div><div>Discard this imported data</div><div>Line Overview</div><div>Go to the declarations list</div></div>						

Then click on the Item Number that has a red X in the Correct column.

Modify Declaration Overview 000551 Flow: Dispatch Statistical Period: 202110										
Error										
Item	Item Number	Declaration Ref. No. (optional)	Country of Origin (optional)	Partner Country	Partner VAT No. (optional)	CN8 Goods Code	Net Mass (KG)	Invoice Value SEK	Correct	Last Used
1	1		DK	DE	QV999999999999	85170999	5	10 044	✓	01-10-2021 14:20
2	2		DK	DE	QV999999999999	85170999	5	10 044	✓	01-10-2021 14:20
3	3		DK	DE	QV999999999999	85170999	5	10 044	✗	01-10-2021 14:20
Running totals							680	33 039		

All red fields need to be corrected. If the item has to be deleted, select Delete from the menu bar.

Modify Declaration Line 3 / 3 - 000553 Model

Flow: Dispatch Statistical Period: 202110 Last Upd: 01-10-2021 14:20

Partner VAT No. (optional) QV999999999999

Partner Country* DE Germany

Country Of Origin (optional) DK Denmark

Code Transaction* 1 Purch./sale of commodities,moving of

PSI Goods Code

CN8 Goods Code* 85170999

Net Mass (KG)* 5

Currency Code

Invoice Value SEK* 12 000

Declarant Ref. No. (optional)

Running total: Net mass: 680 Invoice value: 33 039

Save Save and back Save and continue Cancel and return to overview

Press Save and back if you need to correct more items.

Press save when the entire report is correct.

Once you press Send you will receive a summary of your report. If everything looks good, press Yes, send the declaration. NOTE! Sent declarations cannot be changed.

Send 000551

PSI ID 202100083701

Flow Dispatch

Statistical Period October 2021 - 202110

Your declaration

Invoice Value SEK 33 039 SEK

Summary Tot. Supp. Units 480

Summary Total Net Weight 680 Kg

Number of Items 3 Declaration lines

Number of Items - Aggregated Info

Statistics Sweden is working actively to reduce the amount of time that businesses and organizations spend on submitting their response. For this reason, we would be very grateful if you could answer this voluntary question. How long did it take to retrieve and submit the requested information?

Hours 0 Minutes 0

NOTE: If you send this declaration you can no longer modify it. Do you want to approve the return?

No, return to declarations overview Yes, send the declaration »

Then you will receive an email confirmation that the declaration is sent.

Send 000551

The declaration has been approved successfully.

PSI ID 202100083701

Flow Dispatch

Statistical Period October 2021 - 202110

Your declaration

Invoice Value SEK 33 039 SEK

Summary Tot. Supp. Units 480

Summary Total Net Weight 680 Kg

Number of Items 3 Declaration lines

Number of Items 3 Aggregated Info

Statistics Sweden is working actively to reduce the amount of time that businesses and organizations spend on submitting their response. For this reason, we would be very grateful if you could answer this voluntary question. How long did it take to retrieve and submit the requested information?

Hours 0 Minutes 0

This declaration can no longer be modified. You can print out this form as proof. IW274I000551-10-01-8716 Id: IW211006

Print Return to the declaration overview

NOTE! SCB has received your declaration when it is marked with ✓ in the Declaration Approved column and you have a Date sent.

Correct	Declaration Approved	Date sent
✓	✓	01-10-2021 11:38
✓	✓	01-10-2021 11:44
✓	✓	01-10-2021 11:54
✓	✓	01-10-2021 12:04
✓	✓	01-10-2021 14:04

You can always press the Declaration Number to see all the details.

Contact Statistics Sweden

If you have any questions about IDEP.WEB please contact *Intrastat helpdesk*.

E-mail: intrastat@scb.se

Phone: +46 10-479 44 00

