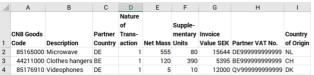
# Importing Excel files to IDEP.WEB

# 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.



#### Observera:

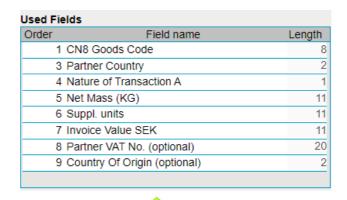
The Goods code (CN) must contain eight digits (column A).

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.



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).



| Unused Fields                 |  |  |  |
|-------------------------------|--|--|--|
| Field name                    | Length   |  |  |
| Currency Code                 |  |  |  |
| Declarant Ref. No. (optional) |  |  |  |
| Inv. ValForeign Curr.         | 10   |  |  |
|                               | Field name Currency Code Declarant Ref. No. (optional) |  |  |

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.

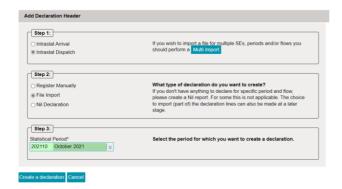
SCB

# IDEP.Web data collection tool

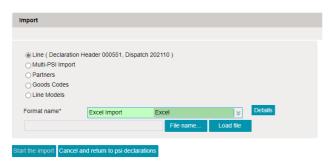


### **Declaration Header**

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



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



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



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.



#### **Status: Success**

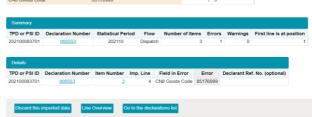
If your file import has been successful, click Close. From the start page, go to the menu bar and choose Declaration (F3). Mark your declaration with ✓ Press Send.



## **Status: Failure**

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



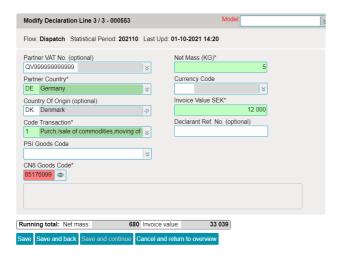




Then click on the Item Number that has a red X in the Correct column.



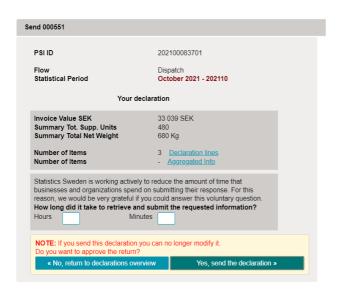
All red fields need to be corrected. If the item has to be deleted, select Delete from the menu bar.



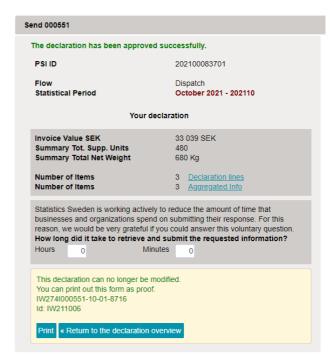
Press Save and back if you need to correct more items.

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.



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



**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: <u>intrastat@scb.se</u> Phone: +46 10-479 44 00

