## **Register manually in IDEP.WEB**

### Create a new declaration manually

Go to the homepage by pressing the little house symbol Click on [+] Create a new declaration.

Actions	PSI Info	Import	Parties	Tools	Help	
Home Declaratio	n 3					
* ←						
		SCB				
Contact information su Solna strandväg 86	immary:	IDEP.Web data	collection tool			
171 54 Solna Förnamn Efternamn		Common Tasks		La	st activities	
Imp.: Förnamn Efterna Förnamn.Efternamr	amn <u>n@scb.se</u>	[+] Create a new	declaration	•	PSI Parameters	
Exp.: Förnamn Efterna Förnamn.Efternamr	amn n@scb.se	<ul><li>List of declaratio</li><li>Change passwor</li></ul>	ns rd	• 1	<u>mport formats</u>	
Update here if necess	ary					

#### **Declaration header**

- 1. Select the type of report you want to create.
- 2. Select Register Manually. **NOTE!** If you have not had any trade for the period, select NIL declaration.
- **3.** Select the period for which you want to create a declaration. Click *Create a declaration*.



#### Add items/lines

Now you can start adding your commodity items. Click the button to get the drop-down menu or add information manually. Click on to see a short description of the variable.

Variables Partner VAT No. and Country of Origin are mandatory for enterprises obliged to report Dispatch.

Partner Country*     Currency Code       Country Of Origin (optional for Arrival)*     Imvoice Value SEK*       Code Transaction*     Declarant Ref. No. (optional)       CN8 Commodity Code*     Sector	
Country Of Origin (optional for Arrival)* Country Of Origin (optional for Arrival)* Code Transaction* CN8 Commodity Code* CN8 Commodity Code*	Currency Code
Country Of Origin (optional for Arrival)*  Code Transaction*  CN8 Commodity Code*	) i i i i i i i i i i i i i i i i i i i
Code Transaction*  Code Transaction*  CN8 Commodity Code*  CN8 Commodity Code*	Invoice Value SEK*
SN8 Commodity Code*	Declarant Ref. No. (optional)
	]

<u>CN8 Commodity Code</u> - You can search the commodity code by clicking on the icon Depending on the commodity code, *Net Mass* and / or *Supplementary unit* shall be added. <u>Currency code</u> - used to specify the value when the invoiced value can't be expressed in SEK. <u>Invoice Value SEK</u> - enter amount in Swedish kronor (SEK), no decimals.

<u>Declarant Reference no.</u> - Field is optional, but can be used for the invoice number or your own reference.

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

# SCB

#### April 2023

5. Click *Save and Continue* if you want to register more items or *Save and back* once you've reported your final item.

#### Send

6. When you click *Save and back* you will be taken to a summary of the items you've registered.

	tions													
Add F4	Show F8	Delete CH X	Delete All	I Import F0	Line copy Header Shit F0 F11	Aggregated Inf	D Send	Printout Certait P						
🛧 » PSI I	Declarations	Declara	tion Overvier	w										SCB
Select	an entry fro	om the list a	and then cho	ose an action to	apply to it.									
Modify D	eclaration	Overview	000847 Fic	ow: Dispatch Si	atistical Period: 202302									
														Export lines
Item Nun	nber		×	۹										2 items
😴 Select	<u>item</u> Numb	er Di	eclarant Ref (optional	<u>r. No. Count</u> )	y Of Origin (optional for Arrival)	Partner Country	Partner ID/VA foi	AT number (option r Arrival)	onal <u>CN8 Commodity</u> <u>Code</u>	<u>Net Mass</u> ( <u>KG</u> )	<u>Suppl.</u> <u>units</u>	Invoice Value SEK	Correct	Last Upd
	1				SE	DE DE	QV99999999	99999	84321000	2 000	1	255 100	~	08-03-2023 14:17
	2				SE	DE DE	QV9999999	99999	01012100	500	1	2 056 000	<ul> <li>✓</li> </ul>	08-03-2023 14:21
									Running totals:	2 500		2 311 100		

Return to overview Send

You have the following choices:

- Change an item by clicking on the item number.
- Add an item by clicking *Add* in the top menu.
- Remove an item by setting  $\checkmark$  in the box to the left and choose *Delete* from the top menu.
- Click *Send* to send the report to Statistics Sweden.
- *Return to overview* to see the list of declarations, the declaration will not be sent.

#### **Declaration list**

Action	s PSI In	<b>)</b>	nport	Parti	es Tool	s Help					
Add S	how Delete	Send Appr F8	we All U	Inlock I	Header Printout F11 CHARP	Totalise Archive	lines				
🛧 » PSI Dec	larations										SCB
Select an	entry from the list and	then choose a	action to ap	ply to it.							
No F	Iter	Surveys sho	n: All	>	Status filter: Filtered	I S PSIs &	periods: Current 1 🛛 🗧 * Filt	ered on period			
Declaration	Number:	>	۹								4 items
20110	Declaration Num	er ( Declara	ion Tuno		Obstigation   Designed						
<ul> <li>Select</li> </ul>		er Declara	ion Type	Flow	Statistical Period	Invoice value SEK	Summary Total Net Weight	Number of Items	Correct	Declaration Approved	Date sent
► Select □	000819	Intrastat	NIL	Arrival	202301	Invoice Value SEK	Summary Total Net Weight	Number of Items 0	Correct Submitted	Declaration Approved	Date sent 03-01-2023 15:52
	000819	Intrastat Intrastat	NIL Norma	Arrival Arrival	202301 202301	0 1 116 630	Summary Total Net Weight 0 500	Number of Items 0 1	Correct Submitted Submitted	Declaration Approved ✓ ✓	Date sent 03-01-2023 15:52 03-01-2023 15:53
	000819 000820 000821	Intrastat Intrastat Intrastat	NIL Norma Norma	Arrival Arrival Arrival Arrival	202301 202301 202301 202301	0 1 116 630 2 233 260	Summary Total Net Weight 0 500 400	Number of Items 0 1	Correct Submitted Submitted Submitted	Declaration Approved	Date sent 03-01-2023 15:52 03-01-2023 15:53 03-01-2023 16:05
	000819 000820 000821 000847	Intrastat Intrastat Intrastat	NIL Norma Norma	Arrival Arrival Arrival Arrival Dispatch	202301 202301 202301 202301 202302	0 1 116 630 2 233 260 2 311 100	Summary Total Net Weight 0 500 400 2 500	Number of Items 0 1 1 2	Correct Submitted Submitted Submitted Ready to be submitted	Declaration Approved	Date sent 03-01-2023 15:52 03-01-2023 15:52 03-01-2023 16:02 08-03-2023 14:11

## You can also send the report in the overview by pressing *Send* in the column *Declaration Approved* or by putting $\checkmark$ in the box on the left and choosing *Send* in the top menu.

- **7.** After you select *Send*, you will come to a summary of your report. Check that period, flow and totals are correct.
- 8. Voluntary: answer the question how long it took to report to Intrastat
- *9.* If the information is correct, press *Yes*, *send the declaration*.

**NOTE!** The report will be sent to Statistics Sweden only after you have clicked *Yes, send the declaration*.

end 000847					
PSI ID	202100083701				
Flow Statistical Period	Dispatch February 2023 - 202302				
Your dec	claration				
Invoice Value SEK Summary Tot. Supp. Units Summary Total Net Weight	2 311 100 SEK 2 2 500 Kg				
Number of Items Number of Items	2 Declaration lines - Aggregated Info				
Statistics Sweden is working actively businesses and organizations spend reason, we would be very grateful if y How long did it take to retrieve and Hours Minu	to reduce the amount of time that on submitting their response. For this ou could answer this voluntary question. I submit the requested information? tes				
NOTE: If you send this declaration yo	ou can no longer modify it.				
« No, return to declarations over	view Yes, send the declaration »				

#### Confirmation

You will receive a confirmation to the e-mail indicated in Parties - PSI' Parameters in the top menu.

#### **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