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   Declaration
Ctrl F3

↑ ←

Contact information summary:
Solna strandväg 86
171 54 Solna
Förnamn Efternamn
Imp.: Förnamn Efternamn
   Förnamn.Efternamn@scb.se
Exp.: Förnamn Efternamn
   Förnamn.Efternamn@scb.se
<u>Update here</u> if necessary

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IDEP.Web data collection tool

Common Tasks
- [+] Create a new declaration
- List of declarations
- Change password

Last activities
- PSI Parameters
- Import formats

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 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*

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

Create a declaration   Cancel

Add items/lines

4.   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.

Add Declaration Line 1 - 000001

Flow: **Dispatch**   Statistical Period: **202303**

ⓘ Partner ID/VAT number (optional for Arrival)*

ⓘ Partner Country*

ⓘ Country Of Origin (optional for Arrival)*

ⓘ Code Transaction*

ⓘ CN8 Commodity Code*

ⓘ Net Mass (KG)*

Currency Code

ⓘ Invoice Value SEK*

Declarant Ref. No. (optional)

Running total: Net mass: 0   Invoice value: 0

Save and continue   Save and back   Cancel and return to overview

<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.

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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.

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 ✓ 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

   You can also send the report in the overview by pressing *Send* in the column *Declaration Approved* or by putting ✓ 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.*

![SCB logo]

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

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