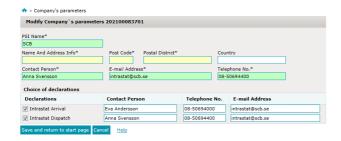# Quick Guide to IDEP.WEB

Intrastat reporting in IDEP.WEB
This is a short description on how to report Intrastat in IDEP.WEB. If you already have Intrastat data in your Business Management Software or as an Excel or a text file, you can easily import the data into IDEP.WEB. See more guides here: www.scb.se/IDEPWEB

Start IDEP.WEB
Go to: www.scb.se/IDEPWEB, and login.

The following page will appear the first time you login.

Add any missing information. All yellow fields must be filled in.

Select the flow/s your company is obligated to report. You can specify different contact persons for Arrival and Dispatch. It is also important to specify an e-mail address so we can send a receipt of your declaration.

Contact details can be changed by selecting: *Parties – PSI' Parameters* in the top menu.

Click *Save and return to the start page* when you're done.
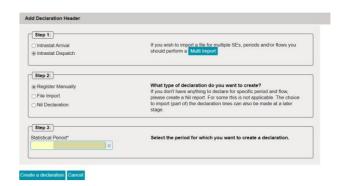
Create a new declaration
Click on *[+] Create*.

Declaration header
Step one select the type of report you want to create.

Step two select Register Manually. **NOTE!** If you have not had any trade for the period, select NIL declaration.
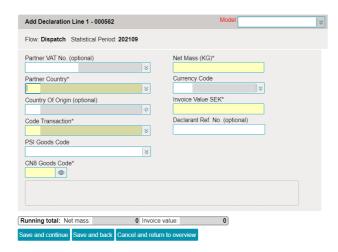
Step three select the period for which you want to create a declaration. Click *Create a declaration*.

Add items/lines
Now you can start adding your commodity items. Click the button to get the drop-down menu or add information manually. **Variables Partner VAT No. and Country of Origin are mandatory from reporting month January 2022 for enterprises obliged to report Dispatch.**

CN8 Goods Code

CN8 Goods Code - 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.

Currency code - used to specify the value when the invoiced value can't be expressed in SEK.

Invoice Value SEK - enter amount in Swedish kronor (SEK), no decimals.

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

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

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

Send

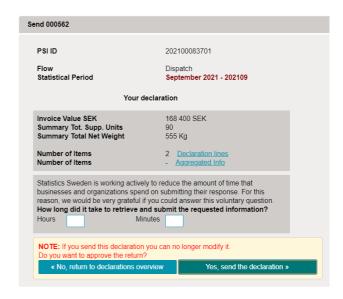When you click *Save and back* you will be taken to a summary of the items you've registered.

You have the following choices:

- Change an item by clicking on the item number.
- 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*, the declaration will not be sent.

Declaration list

After you select *Send*, you will come to a summary of your report.

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

Confirmation

You will receive a confirmation by e-mail if you have indicated so 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