

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
	CN 8 Commodity Code	Description	Partner Country	Nature of Transaction	Net Mass	Supplementary Unit	Invoice Value (SEK)	Partner VAT No.	Country of origin
1	85165000	Microwave ovens	DE	11	555	80	156400	DE999999999999	NL
2	44211000	Clothes hangers	BE	11	120	390	5395	BE999999999999	CH
3	85176910	Videophones	DE	11	5	10	12000	DE999999999999	DK

Note:

The Commodity 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).

Used Fields

Order	Field name	Length
1	CN8 Commodity Code	8
3	Partner Country	2
4	Nature of Transaction A	2
5	Net Mass (KG)	11
6	Suppl. units	11
7	Invoice Value SEK	11
8	Partner ID/VAT number (optional for Arrival)	20
9	Country Of Origin (optional for Arrival)	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.

Modify Import format Excel import

Format name*

Excel import

Description

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 Commodity Code Mode*

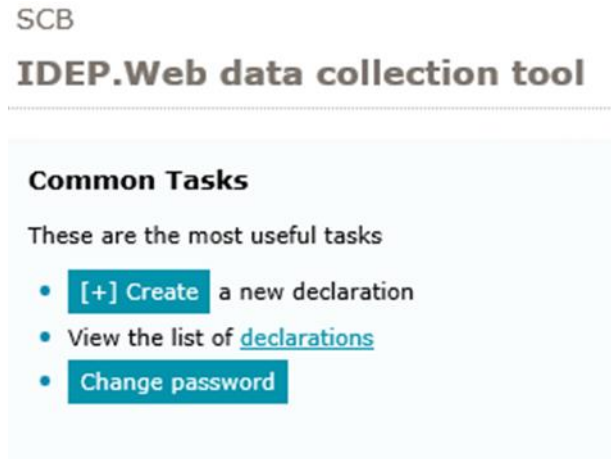
CN8 Commodity Code

Save and return to start page Cancel

B. Import an Excel file

Go to the start page.

Select [+] Create a new declaration.



Declaration Header

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

The "Add Declaration Header" form has three steps. Step 1: "Intrastat Arrival" or "Intrastat Dispatch" (selected). Step 2: "Register Manually" or "File Import" (selected). Step 3: "Statistical Period" (202201, January 2022). Buttons: "Create a declaration", "Cancel".

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

The "Import" form has radio buttons for "Line Declaration Header001143, Dispatch 202201", "Multi-PSI Import", "Partners", "Commodity Codes", and "Line Models". It has a "Format name" dropdown (Excel import), a "Path name" field (202201.xlsx), and a "Sheet name" dropdown (Blad1). Buttons: "Start the import", "Cancel and return to psi declarations".

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

The "Import" form is shown with the "Start the import" button highlighted.

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
128454	October 2021.xlsx (005051, Dispatch 202110) [Blad1]	Success	Import lines, Excel Import, Dispatch, 005051	01-10-2021 13:53
128341	October 2021.xlsx (005050, Ufforval 202110) [Blad1]	Success	Import lines, Excel Import, Dispatch, 005050	01-10-2021 11:58
128305	October 2021.xlsx (005048, Ufforval 202110) [Blad1]	Success	Import lines, Excel Import, Dispatch, 005048	01-10-2021 11:48
128304	October 2021.xlsx (005048, Ufforval 202110) [Blad1]	Success	Import lines, Excel Import, Dispatch, 005048	01-10-2021 11:41
128301	October 2021.xlsx (005047, Ufforval 202110) [Blad1]	Success	Import lines, Excel Import, Dispatch, 005047	01-10-2021 11:32
128300	October 2021.xlsx (005046, Ufforval 202110) [Blad1]	Failure	Import lines, Excel Import, Dispatch, 005046	01-10-2021 11:31
128299	October 2021.xlsx (005045, Ufforval 202110) [Blad1]	Success	Import lines, Excel Import, Dispatch, 005045	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.

Declaration Number	Declaration	Type	Error	Statistical Period	Invoice Value, SEK	Summary Total Net Weight	Number of Items	Control	Declaration Received	Date sent
001143	Intrastat	Normal	Dispatch	202202	173 795	680	3	✓	✓	23-03-2022 11:57
001140	Intrastat	Normal	Dispatch	202202	1 387	246	2	✓	✓	25-03-2022 14:32
001146	Intrastat	Normal	Dispatch	202201	173 795	680	3	✓	✓	25-03-2022 14:32
001145	Intrastat	Normal	Dispatch	202201	50	45	1	✓	✓	25-03-2022 14:35
001140	Intrastat	Normal	Dispatch	202201	40	12	1	✓	✓	25-03-2022 14:35
001142	Intrastat	Normal	Dispatch	202201	173 795	680	3	✓	✓	25-03-2022 14:37
001140	Intrastat	Normal	Dispatch	202201	173 795	680	3	✓	✓	25-03-2022 14:34

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	Next date
2403	202201.xlsx (001149, Dispatch 202201) [Blad1]	Failure	Import lines, Excel import, Dispatch, 001149	25-03-2022 14:40	

Click on the declaration No.

Field in Error	Errors	Warnings
CN8 Commodity Code 44211009	1	0

TPD or PSI ID	Declaration Number	Statistical Period	Flow	Number of Items	Errors	Warnings	First line is at position
202100083701	001149	202201	Dispatch	3	1	0	1

TPD or PSI ID	Declaration Number	Item Number	Imp. Line	Field in Error	Error	Declarant Ref. No. (optional)
202100083701	001149	2	3	CN8 Commodity Code	44211009	

Discard this imported data	Line Overview	Go to the declarations list
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Then click on the Item Number that has a red X in the Correct column.

Modify Declaration Overview 001147 - Flow: Dispatch - Statistical Period: 202201											
Filter		1-16 items		1 Declaration Code		1 Export Item					
2 Items	Item Number	Item Name	Declaration Ref. No. (optional)	Country of Origin (optional for Arrival)	Partner Country	Partner ID/VAT number (optional for Arrival)	CNS Commodity Code	Net Mass (KG)	Invoice Value	Statistics Sweden	Last Used
<input type="radio"/>	1			NL	BE	BE9999999999999999	01000000	120	173 795	✓	25-03-2022 14:41
<input type="radio"/>	2			CH	BE	BE9999999999999999	44210000	120	680	✓	25-03-2022 14:41
<input type="radio"/>	3			DK	BE	BE9999999999999999	00170010	1	12 000	✓	25-03-2022 14:41
Running totals							680	173 795			

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

Modify Declaration Line 2 / 3 - 001147 Model:

Flow: Dispatch Statistical Period: 202201 Last Upd: 25-03-2022 14:41

1 Partner ID/VAT number (optional for Arrival)*
BE9999999999999999

2 Partner Country*
BE Belgium

3 Country Of Origin (optional for Arrival)*
CH Switzerland

4 Code Transaction*
11 Outright sale/purchase except direct trade with/by

PSI Commodity Code
44210000

5 CNS Commodity Code*
44210000

6 Net Mass (KG)*
120

7 Currency Code
SEK

8 Invoice Value SEK*
5 395

9 Declarant Ref. No. (optional)

Running total: Net mass: 680 Invoice value: 173 795

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 001147

PSI ID 202100083701

Flow Dispatch
Statistical Period January 2022 - 202201

Your declaration

Invoice Value SEK 173 795 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 Minutes

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 001147

The declaration has been approved successfully.

PSI ID 202100083701

Flow Dispatch
Statistical Period January 2022 - 202201

Your declaration

Invoice Value SEK 173 795 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 Minutes

This declaration can no longer be modified.
You can print out this form as proof.
IW084I001147-03-25-401x
Id: IW220308

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
✓	✓	23-03-2022 11:57
✓	✓	25-03-2022 14:22
✓	✓	25-03-2022 14:32
✓	✓	25-03-2022 14:35

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*.

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