

Importing Text 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 text files to IDEP.WEB. More information about IDEP: www.scb.se/IDEPWEB

Below is an example using the text type *Tab*.

| Arkiv | Redigera | Format | Visa | Hjälp | |
|----------|----------|--------|---------|-------|--------|
| 39159000 | CZ | 11 | 2000,00 | 1000 | 171000 |
| 48191000 | DK | 11 | 1,00 | 1 | 0 |
| 39239000 | FI | 11 | 993.07 | 1198 | 297 |

Below is an example using the text type *Delimited*.

Arkiv Redigera Format Visa Hjälp
FI;1;72085120;0;1191;10720
HU;1;72155080;0;4970;84490
HU;1;72159000;0;58;1041

Below is an example using the text type *Fixed*.

Arkiv Redigera Format Visa Hjälp
 030011601001001DE 11001905311900000000000169510000008776000000000556185
 030021601001002DE 11001905319100000000000183410000003653000000000352152
 030031601001003DE 110019053199000000000000720000000048000000000027676

Observe:

The commodity codes (CN) must be given in 8 digits.

Net Mass can be given with decimals.

Supplementary units must be given for certain CN codes and cannot be negative.

Invoice value cannot be less than 1.

Partner-ID/VAT number can be at most 14 digits where the two first symbols must match the receiving country's country code.

In the menu *Import*, choose *Import formats*. Select *Add* and choose a *Format name* for your import format. Select *Line* in *Type of Import Format* and *Text* in *File type*. Select *Text type Delimited* if your text type is delimited.

If your file contains titles, specify the number of *Rows to skip at start of import*. Below *PSI Commodity Code Mode*, it should always say *CN8 Commodity Code*.

Save and return to start page Cancel

Select the variables you have in your text file from the list down to the right and drag them to the list above. The order must match the order of your file.

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



| Order | Field name | Length |
|-------|-------------------------------|--------|
| | Currency Code | 3 |
| | Declarant Ref. No. (optional) | 30 |
| | Inv. Val.-Foreign Curr. | 10 |
| | Nature of Transaction B | 1 |

From January 2022 onwards, the variables Partner-ID/VAT number and Country of Origin are mandatory for companies reporting exports.

When you're done, select *Save and return to start page*.



B. Import text files

Go to the start page.
Select **[+]** Create a new declaration.

IDEP.Web data collection tool

Common Tasks

These are the most useful tasks

- **[+]** Create a new declaration
- View the list of [declarations](#)
- Change password

Declaration header

Step 1 select the type of declaration you wish to create by clicking the circle in front of the flow of goods you wish to declare.

Step 2 select *File import*.

Note! If you don't have anything to declare, select *Nil Declaration*.

Step 3 select the period for which you wish to declare in the drop-down menu below *Statistical Period*. Select *Create a declaration* to continue.

Line must be selected. Select your format name and click on *File name...* to add your file. After adding your file, select *Load file* and *Start the import*.

Start the import | Cancel and return to psi declarations

IDEP.WEB will now import the file. If all items are correct, *Success* will be displayed in the list below. If your file is incorrect, *Failure* will be displayed.

| ID | File | Status | Action | Time Stamp | Next date |
|------|----------------------------------|---------|---|------------------|-----------|
| 2297 | January04 01:095_Dispatch_202201 | Success | Import files, Text Import, Dispatch, 001095 | 20-02-2022 14:33 | |

Status: Success

If your file was imported successfully, select *Return to overview*. Select your report with ✓
Click *Send*.

| ID | Line | Item | Flow | Stat | Flow | Items | Errors | Warnings | Correct | Time Stamp |
|------|--------|----------|--------|----------|-------|-------|--------|----------|---------|------------------|
| 2297 | 001095 | 22041001 | 202201 | 3/19/310 | 2/140 | 3 | 1 | 0 | Correct | 20-02-2022 14:33 |

Status: Failure

If your file import failed, click on *Failure* to reach the *Import-Log*.

| ID | File | Status | Action | Time Stamp | Next date |
|------|----------------------------------|---------|---|------------------|-----------|
| 2297 | January23 01:095_Dispatch_202201 | Failure | Import files, Text Import, Dispatch, 001095 | 20-02-2022 14:34 | |

Click on the *Declaration Number* and correct the incorrect items. Do this by selecting the incorrect items with a red cross in the *Correct* column.

| Total errors and warnings: | Field in Error | Errors | Warnings |
|----------------------------|----------------|--------|----------|
| CN8 Commodity Code | 22041001 | 1 | 0 |

| TPD or PSI ID | Declaration Number | Statistical Period | Flow | Number of Items | Errors | Warnings | First line is at position |
|---------------|--------------------|--------------------|----------|-----------------|--------|----------|---------------------------|
| 202100083701 | 001095 | 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 | 001095 | 3 | 4 | CN8 Commodity Code | 22041001 | |

Download this Importer data | Use Overview | Go to the declarations list | Cancel and return to start page

| Select | Item Number | Declaration Ref. No. (optional) | Country Of Origin (optional for Actual) | Partner Country | Partner ID/VOL number (optional for Actual) | CN8 Commodity Code | Item Mass (GSD) | Stat/Value SEB | Assess Value SEB | Correct | Last Used |
|-------------------------------------|-------------|---------------------------------|---|-----------------|---|--------------------|------------------|----------------|------------------|------------------|------------------|
| <input type="checkbox"/> | 1 | | UK | DK | 0199999999999999 | 100/0000 | 1 | 99 | ✓ | 20-02-2022 14:34 | |
| <input type="checkbox"/> | 2 | | SE | DK | 0199999999999999 | 430/0010 | 2.511 | 1 | 378.700 | ✓ | 20-02-2022 14:34 |
| <input checked="" type="checkbox"/> | 3 | | SE | FR | 0199999999999999 | 22041001 | 1 | 1 | 379 | ✓ | 20-02-2022 14:34 |
| | | | | | | | Remaining total: | 2.849 | 378.979 | | |



All incorrect fields must be corrected. If the item is to be removed, select *Delete* in the menu above.

Select *Save and back* if you need to correct more items.

When you're finished, select *Save and continue*.

When you've selected *Save and continue*, you'll get a summary of your declaration. If all seems good, select *Yes, send the declaration*. **Note!** Approved declarations cannot be modified.

You'll receive a receipt of the sent declaration.

Note! Only when ✓ is in *Declaration Approved* will Statistics Sweden have received your declaration. You'll also get a *Date Sent*.

| | | | | | | | | | | |
|----|--------|--------|--------------------|--------|---------|-------|---|---|---|------------------|
| ID | DECLAR | IMPORT | IMPORT Declaration | 202201 | 3/9 3/9 | 2 042 | 0 | ✓ | ✓ | 28-02-2022 14:42 |
|----|--------|--------|--------------------|--------|---------|-------|---|---|---|------------------|

You can always click on the *Declaration Number* to see all details.

Contact Statistics Sweden

If you have any questions about IDEP.WEB please contact *Intrastat helpdesk*.

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