

Importing multiple flows with 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

Example of an Excel sheet with Intrastat data.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|-------------|--------------------|--------------|----------|---------------------|--------------------------------|-----------------------|------|-------------------------------|---------------|-------------------|-----------------|
| | Period code | CNS Commodity code | Country code | Net mass | Supplementary Units | Invoice Value Foreign Currency | Nature of transaction | Flow | Corporate registration number | Currency code | Country of origin | Partner VAT No. |
| 1 | 202201 | 85176910 | DE | 50 | 100 | 12000 | 11 | D | 202100083701 | EUR | DK | DE9999999999999 |
| 3 | 202201 | 44211000 | BE | 1200 | 3900 | 5395 | 11 | A | 202100083701 | USD | DE | BE9999999999999 |
| 4 | 202112 | 85165000 | EE | 5500 | 800 | 156400 | 11 | D | 202100083701 | USD | EE | QV9999999999999 |
| 5 | 202112 | 39173200 | IT | 1628 | 749 | 72540 | 11 | A | 202100083701 | EUR | PL | IT9999999999999 |

In this kind of file, you can have information about both dispatches (D) and arrivals (A) (column H), more than one period (column A) and from more than one corporate registration number. IDEP will automatically create one report for each period and flow.

Notice:

The *CN8 Commodity code* must contain eight digits (column A). To be able to start numbers with 0 in Excel. Select the effected cells and right click and select 'Format Cells', Under 'Number' tab click Custom and type 0#####0 in 'Type box' and click 'OK'

Net Mass can be entered using decimals (column D). (NOTE! Use commas as decimals)

Supplementary Unit (column E) must be specified for certain CN codes, cannot be negative values.

Invoice value shall not be less than 1 (column F). If you use foreign currency you must add the column *Currency code* (column J) and address the used currency with the proper code.

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

Create the import format:

In the *Import* menu you select *Import-format*. Press *Add* and specify a Name.

Select *Type of Import Format* and choose *Multiple Flows/periods*.

In *File Type* you select *Excel*.

If your file contains a header, enter the number of *rows to be skipped*.

Below *PSI Commodity Code Mode*, it should always say *CN8 Commodity Code*.

Modify import format Multiple flows

Format name*
Multiple flows

Descrip.

Type Of Import Format*
Multiple flows/periods

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

Statistical-Period format*
YYYYMM

Declaration-Flow format*
A/D

[Save and return to start page](#) [Cancel](#)

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. (See example on next page)

| Used Fields | | |
|-------------|--|--------|
| Order | Field name | Length |
| 1 | Statistical Period | 6 |
| 2 | CN8 Commodity Code | 8 |
| 3 | Partner Country | 2 |
| 4 | Net Mass (KG) | 11 |
| 5 | Suppl. units | 11 |
| 6 | Inv. Val.-Foreign Curr. | 10 |
| 7 | Nature of Transaction A | 2 |
| 8 | Flow | 1 |
| 9 | TPD or PSI ID | 12 |
| 10 | Currency Code | 3 |
| 11 | Country Of Origin (optional for Arrival) | 2 |
| 12 | Partner ID/VAT number (optional for Arrival) | 20 |

| Unused Fields | | |
|---------------|-------------------------------|--------|
| Order | Field name | Length |
| | Declarant Ref. No. (optional) | 30 |
| | Invoice Value SEK | 11 |
| | Nature of Transaction B | 1 |

The variables Partner ID and Country of Origin is mandatory for dispatch reports from January 2022.

When you are finished press *Save and return* to start page.

B. Import an Excel file

Under the tab *Import* press *Import*

Select *Multi PSI Import*, pick your format name and press *File name* to select your Excel file. Then you click *Load file* and *start import*.

Import

- Multi-PSI Import
- Partners
- Goods Codes
- Line Models

Format name* [Details](#)

Path name*

Sheet name*

Statistical-Period format: YYYYMM
Declaration-Flow format: A/D

[Start the import](#) [Cancel and return to psi declarations](#)

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 |
|------|----------------------------|---------|------------------------------|
| 2365 | multiimport.xlsx [Blad1] | Success | Import multi, Multiple flows |

Status: Success

If your file import has been successful, click *Go to the declarations list* mark your declaration with ✓ and press *Send*.

Status: Failure

If your file import has status Failure, click on the link *Failure to access the Import Log*.

Click on the *Failed declaration No.* under the head *Details*

Total errors and warnings:

| Field in Error | Errors | Warnings |
|-------------------------|--------|----------|
| CN8 Goods Code 85176999 | 1 | 0 |

Summary

| TPD or PSI ID | Declaration Number | Statistical Period | Flow | Number of Items | Errors | Warnings | First line is at position |
|---------------|--------------------|--------------------|----------|-----------------|--------|----------|---------------------------|
| 202100083701 | 000553 | 202110 | Dispatch | 3 | 1 | 0 | 1 |

Details

| TPD or PSI ID | Declaration Number | Item Number | Imp. Line | Field in Error | Error | Declarant Ref. No. (optional) |
|---------------|--------------------|-------------|-----------|----------------|----------|-------------------------------|
| 202100083701 | 000553 | 3 | 4 | CN8 Goods Code | 85176999 | |

[Discard this imported data](#) [Line Overview](#) [Go to the declarations list](#)

All fields that are marked with red needs to be corrected. If the item has to be deleted, select *Delete* from the menu bar.

Modify Declaration Line 3 / 3 - 000553 Model

Flow: Dispatch Statistical Period: 202110 Last Upd: 01-10-2021 14:20

Partner VAT No. (optional)

Partner Country*

Country Of Origin (optional)

Code Transaction*

PSI Goods Code

CN8 Goods Code*

Net Mass (KG)*

Currency Code

Invoice Value SEK*

Declarant Ref. No. (optional)

Running total: Net mass: 680 Invoice value: 33 039

[Save](#) [Save and back](#) [Save and continue](#) [Cancel and return to overview](#)

Press *Save and Back* if you have more than one item to correct.

Press *Save* when the whole declaration is correct. At the *overview/declaration list* you press *Send*

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 000551

PSI ID 202100083701

Flow Dispatch
Statistical Period October 2021 - 202110

Your declaration

| | |
|--------------------------|-------------------------------------|
| Invoice Value SEK | 33 039 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 a confirmation that the declaration is sent. This will also be sent to your email.

Send 000551

The declaration has been approved successfully.

PSI ID 202100083701

Flow Dispatch
Statistical Period October 2021 - 202110

Your declaration

| | |
|--------------------------|-------------------------------------|
| Invoice Value SEK | 33 039 SEK |
| Summary Tot. Supp. Units | 480 |
| Summary Total Net Weight | 680 Kg |
| Number of Items | 3 Declaration lines |
| Number of Items | 3 Aggregated Info |

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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.
IW274I000551-10-01-8716
Id: IW211006

[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 |
|---------|----------------------|------------------|
| ✓ | ✓ | 01-10-2021 11:38 |
| ✓ | ✓ | 01-10-2021 11:44 |
| ✓ | ✓ | 01-10-2021 11:54 |
| ✓ | ✓ | 01-10-2021 12:04 |
| ✓ | ✓ | 01-10-2021 14:04 |

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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