

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*.

SCB

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 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.**

Add Declaration Line 1 - 001138 Model

Flow: Dispatch Statistical Period: 202110

Partner ID/VAT number (optional for Arrival)

Partner Country*

Country Of Origin (optional for Arrival)

Code Transaction*

PSI Commodity Code

CNS 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

CNS Commodity 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.

Modify Declaration Overview 001038 Flow: Dispatch Statistical Period: 202109 Export Items

Item Number	Item Number	Declarant Ref. No. (optional)	Country Of Origin (optional for Arrival)	Partner Country	Partner ID/VAT number (optional for Arrival)	CNS Commodity Code	Net Mass (KG)	Suppl. units	Invoice Value SEK	Correct	Last Used
<input type="checkbox"/>	1		PL	PL	QV999999999999	07019000	2 000		15 000	✓	07-03-2022 09:25
<input checked="" type="checkbox"/>	2		DE	DE	QV999999999999	87011000	6 000	2	400 000	✓	07-02-2022 09:25
							Running totals:	8 000	415 000		

Return to overview Send

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

PSI Declarations

Select an entry from the list and then choose an action to apply to it.

Select	Declaration Number	Declaration Type	Flow	Statistical Period	Invoice Value SEK	Summary Total Net Weight	Number of Items	Contact	Declaration Approved	Date sent
<input type="checkbox"/>	000520	Intrastat	Normal	Dispatch	202109	900	5	1	✓	06-09-2021 16:15
<input type="checkbox"/>	000530	Intrastat	Normal	Dispatch	202109	100 000	300	1	✓	06-09-2021 17:45
<input type="checkbox"/>	000560	Intrastat	Normal	Dispatch	202109	168 400	555	2	✓	06-10-2021 11:40
<input checked="" type="checkbox"/>	000562	Intrastat	Normal	Dispatch	202109	168 400	555	2	✓	06-10-2021 15:11

Return to start page

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

Send 000562

PSI ID: 202100083701

Flow: Dispatch
Statistical Period: September 2021 - 202109

Your declaration

Invoice Value SEK: 168 400 SEK
Summary Tot. Supp. Units: 90
Summary Total Net Weight: 555 Kg

Number of Items: 2 [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 »

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

