

# Dataimport - Intrastat Excel Line to IDEP.web

January 2023

This guide describes how to import Intrastat Excel Line files into IDEP.web. Find more guides at: [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en)

## NemID employee certificate

You need a digital employee certificate to log on to Virk.dk and access IDEP.web. If you do not have a signature, you can order one at [www.medarbejdersignatur.dk](http://www.medarbejdersignatur.dk)

## Excel Line file

The Excel spreadsheet should look like this (download example file at [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en)):

	A	B	C	D	E	F	G	H	I
	CN8 goods code	Nature of transaction	Partner country (Country of Destination/Country of Consignment)	Net Mass	Supplementary Units	Invoice Value	Declarant Ref. No. (optional)	Partner VAT No.	Country of Origin
1	96081010	11	SE		10	3500		SE556545153001	SE
2	25102000	11	DE	15		1000		DE185247507	DE
3	84733080	11	AT	25		3000		ATU47132302	AT
4	85232915	11	DE		1093	129000		DE185247507	DE

**Column A:** The 8-digit CN8 goods code (\*) – [www.dst.dk/varekoder-en](http://www.dst.dk/varekoder-en)

**Column B:** Nature of transaction (\*) – find more information here: [www.dst.dk/intrastat-en](http://www.dst.dk/intrastat-en)

**Column C:** Partner country code

**Column D:** Net Mass (\*) – if required – at least 1 kilo

**Column E:** Supplementary Units (\*) – if required – e.g. p/st., liters, m2

**Column F:** Invoice value in Danish Kroner

**Column G:** Voluntary - Can contain a reference number if desired

**Column H:** Partner VAT No. (Only export/dispatch)

**Column I:** Country of Origin (\*) (Only export/dispatch)

(\*): For Group 2 – Export, this information is voluntary from February 2023.

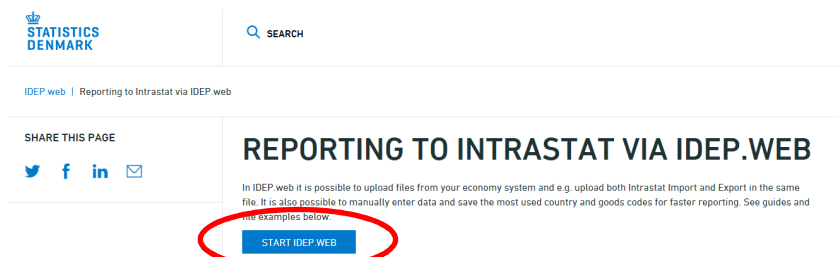
New declarants in Group 2 - Export can omit the information from January 2023

Please note that columns may **not** be deleted or moved around. If the field is optional, the column can be left blank.

**Note:** A CN8 goods code requires either net mass or supplementary units. Both columns can be filled out in the Excel file but if a net mass is not required for the goods code, you will not be able to edit the weight information in the lines after uploading data.

## Start IDEP.web

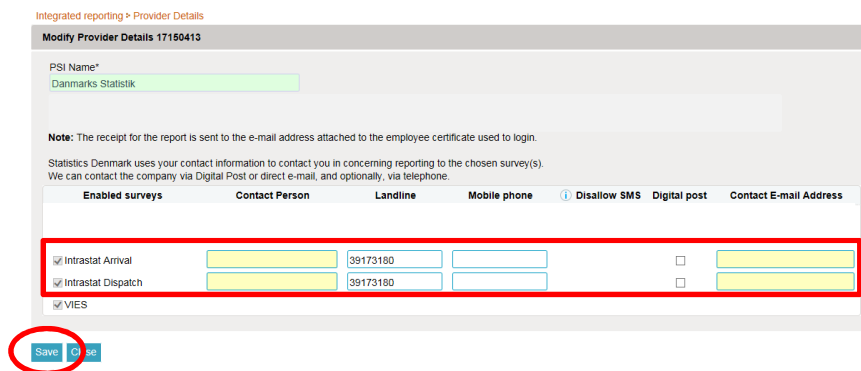
Go to [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en) and click on **Start IDEP.web**. Log in with your digital signature.



## Modify Provider Details

The first time you log on IDEP.web, you need to fill out the required provider details information. All the yellow fields must be filled in. The fields may be pre-filled with information from Statistics Denmark. You can correct or update information.

If you wish to receive correspondence from Statistics Denmark via digital post, check **Digital post**.

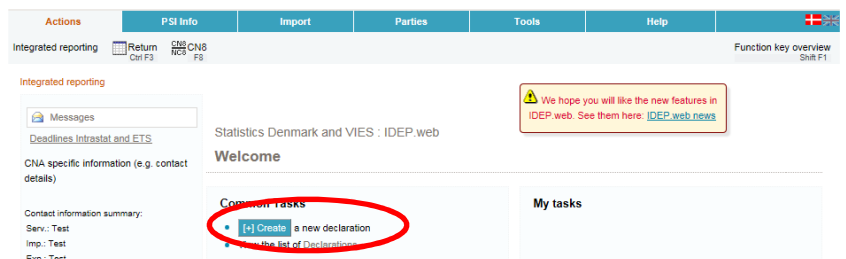


**Note:** At this time, it is not possible to receive an SMS reminder for Intrastat.

Click on **Save**, when you are finished.

## Upload file

Click on **[+] Create a new declaration** on the start page.



## Add return Header

Choose survey – **Intrastat Arrival** or **Dispatch**.

Choose **Import data from file**.

Use the drop-down menu to choose the period.

Click on **Continue**.

**Add Return Header**

**1. Choose survey:**

Intrastat Arrival

Intrastat Dispatch

**Multi-PSI-import/Upload files**  
Choose this option if you wish to import a file which contains one or more CVR/SE numbers, periods and flows (flows only apply to Intrastat)

**2. Choose declaration type:**

Import data from file

Nil declaration

Manual data entry

Replacement Declaration

**Note: Nil declaration**  
Choose this option if you have nothing to declare for a specific period and flow.

**3. Choose period:**

Statistical Period\*

202101 January 2021

**Continue** **Close**

Use the drop-down menu to choose the import format **Intrastat Excel Line**.

**Import**

Line ( Return Header 001939, Intrastat, 201811, Import )

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\*

**Intrastat Excel Line** Excel - Intrastat fil med varelinier

Intrastat SUI-fil Text (SUI) - DIT-filer

Intrastat Text TAB Text (TAB) - Fil med varelinier

**Proceed with import** **Cancel**

Click on **Choose file** to locate your file and on **Upload** to import it.

**Import**

Line ( Return Header 001939, Intrastat, 201811, Import )

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\*   **Show format**

...plerENNintrastat-Excel-Line-example-file.xlsx **Choose file...** **Upload**

**Proceed with import** **Cancel and go back to start page**

Use the drop-down menu to choose the sheet name containing your data.

Click on **Proceed with import**.

**Import**

Line ( Return Header 001939, Intrastat, 201811, Import )

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\* Intrastat Excel Line Excel - Intrastat fil med varelinier- Show format

File name\* Intrastat-Excel-Line-example-file.xlsx

Sheet name\* Ark1

Proceed with import Cancel and go back to start page

The file will be uploaded to IDEP.web.

If everything is ok, status will be **Can be approved**.

Click on **Go to declaration list**.

If Status is **Failure** – go to the section **Failure** in this guide.

Actions PSI info Import Parties Tools Help

Return Cel F3

Integrated reporting > Ongoing jobs Statistics Denmark and VIES : IDEP.web

To see all records, please click on the checkbox "Show all results" Show all results

Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
1039150	Intrastat-Excel-Line-example-file.xlsx (001939, Intrastat, 201811, Import [ Ark1 ])	Can be approved	Import lines	17150413	21-11-2018 11:11	

Go to start page Go to declaration list

Click on **Approve** to submit your declaration.

Actions PSI info Import Parties Tools Help

+ Add F4 Show F5 Delete Ctrl X Approve F6 Approve All F7 Unlock F8 Replacement Declaration Header F11 Declaration printout Ctrl Alt P Totalise

Integrated reporting > PSI Returns Statistics Denmark and VIES : IDEP.web

Select one or more entries in the list and choose an action from the Actions menu. To edit a return line, click on the number of the line you wish to edit.

No Filter Surveys shown: Filtered Status filter: Any

Select	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
<input type="checkbox"/>	001937	Intrastat	Normal	Import	201811	136 500	4	✓	Approve	11-11-2018

Go to start page

## Submit declaration

When you click on **Approve**, a summary of your declaration will be shown.

Please check that the declaration is for the correct flow (Import or Export) and statistical period.

If you are satisfied with the summary, click on **Yes, send declaration**. If not, click on **No, return to declaration list**.

## Receipt

The declaration receipt will be sent to the e-mail address connected to your digital employee certificate.

Approve 002717

Provided by	17150413
Provided for	17150413
Statistics	Intrastat
Flow	Export
Statistical Period	January 2021 - 202101

Your declaration

Total value	133.000 DKK
Summary Tot. Supp. Units	1.093
Summary Total Net Weight	40 Kg

Number Of Items	3 <a href="#">Declaration lines</a>
Number Of Items Aggregated	- <a href="#">Aggregated Info</a>

**Attention:** If you send this declaration you can no longer modify it. If later you need to modify this declaration you can make a replacement declaration. Do you wish to send the declaration?

No, return to declaration list      Yes, send declaration

**Note:** The declaration is correctly submitted when there is a check in the column **Return Approved** in the declaration list.

Actions	PSI info	Import	Parties	Tools	Help					
+ Add F4	Show E3	Delete Ctrl X	Approve F8	Approve All	Replacement Declaration	Header F11	Declaration printout Ctrl Alt P	Totalise		
Integrated reporting > PSI Returns							Statistics Denmark and VIES : IDEP.web			
No Filter							Surveys shown: Filtered	Status filter: Any	1 Items	
Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correc	Return Approved	Change date	
<input type="checkbox"/>	001937	Intrastat	Normal	Import	201811	136 500	4	✓	✓	21-11-2018

Go to start page

## Failure

If there is something wrong in the declaration, the status will be **Failure**.

Click on the word **Failure** to go to the import-log.

Actions	PSI info	Import	Parties	Tools	Help			
Return Ctrl F3								
Integrated reporting > Ongoing jobs							Statistics Denmark and VIES : IDEP.web	
To see all records, please click on the checkbox "Show all results"							Show all results	
Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date		
1039158	Intrastat-Excel-Line-example-failure - Kopi.xlsx (001940, Intrastat, 201811, Import [Ark1])	Failure	import lines	17150413	21-11-2018 11:20			

## View Import-log

In the Import-log you can see the results of your import.

Click on **Expand all** to see details.

Click on the **Return Number** to open your declaration.

If the declaration contains warnings, please see the guide **Warnings in Intrastat IDEP** which can be downloaded from [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en)

Click on **Erroneous Lines** to see a list of only lines with errors.

Click on the first item number to open the item post.

Use **Delete all lines and upload again**, if you want to upload a new file instead.

Click on **Export lines** to export your declaration to an Excel line file with a description of the errors. You can then correct this file and upload it again.

Red/yellow fields need to be corrected/filled out so they turn green. White fields are voluntary. If you wish to delete the post, choose **Delete** in the **Actions** menu.

Correct the item post and click on **Save and next** to go to the next erroneous line.

Click on **Save and stop** after the last correction.

**Note:** Remember to approve your declaration.

## Contact Statistics Denmark

If you have questions about IDEP.web, you are welcome to contact Statistics Denmark at [idep@dst.dk](mailto:idep@dst.dk)