Quick Guide to IDEP.WEB

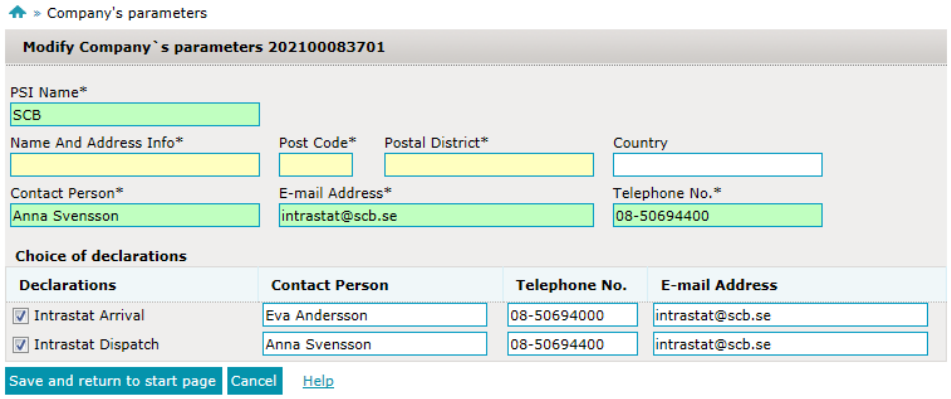
Intrastat reporting in IDEP.WEB

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 the e-mail address so we can send a receipt of your declaration.

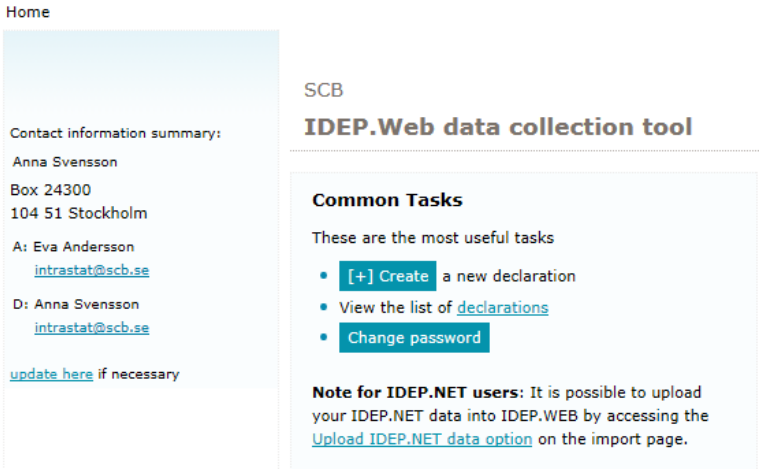
Contact details can be changed by selecting: *Parties – PSI' Parameters* in the top menu.

Click *Save and return to the start page* when you're done.

Create a new declaration

After you have filled in your contact information, you will automatically come to the start page.

Click on *[+] Create*.

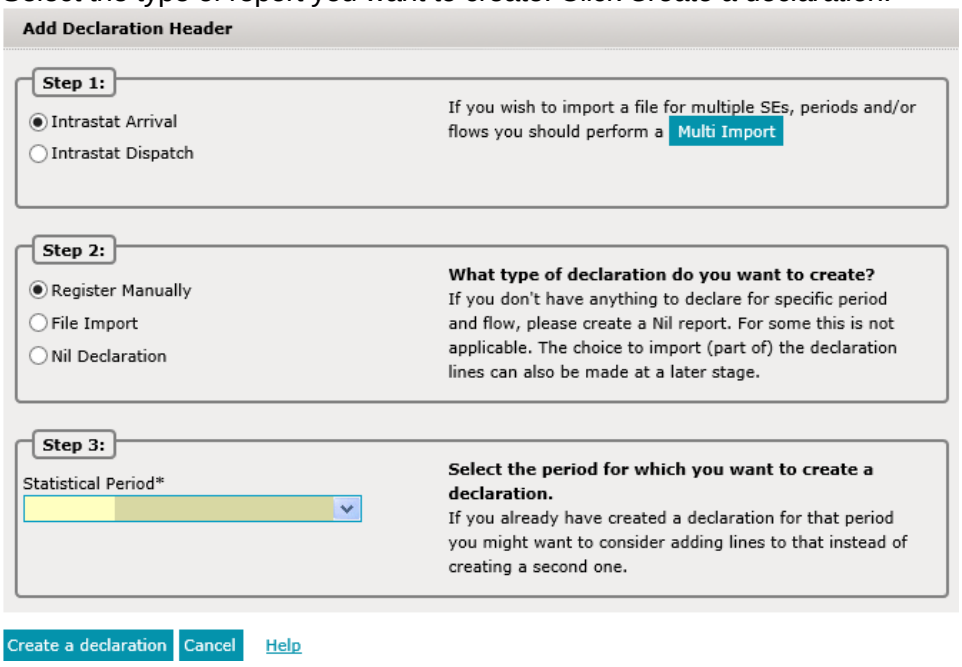


To import a file from your Business Management Software, an Excel or text file, see our Import Guide here: www.scb.se/IDEPWEB

Declaration header

When you click *[+] Create* a window with the Declaration header opens.

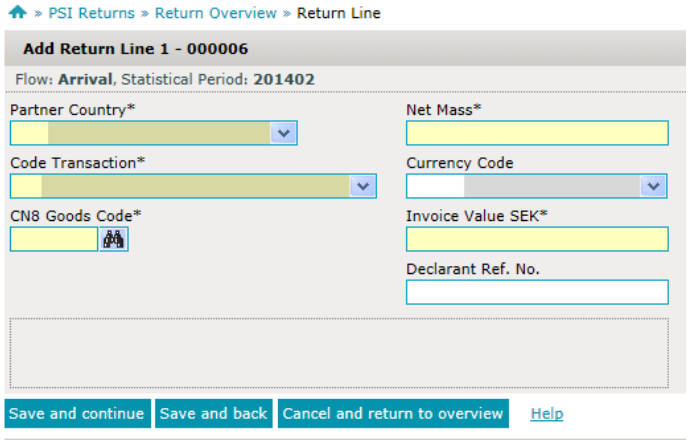
Select the type of report you want to create. Click *Create a declaration.*



NOTE! If you have not had any trade for the period, select NIL 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. All yellow fields must be filled in. The color changes to green when the information is entered correctly. The white fields are optional.



CN8 Goods Code - You can search the commodity code by clicking on the icon.

Net Mass and / or *Supplementary unit*. Depending on what commodity code you choose.

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.

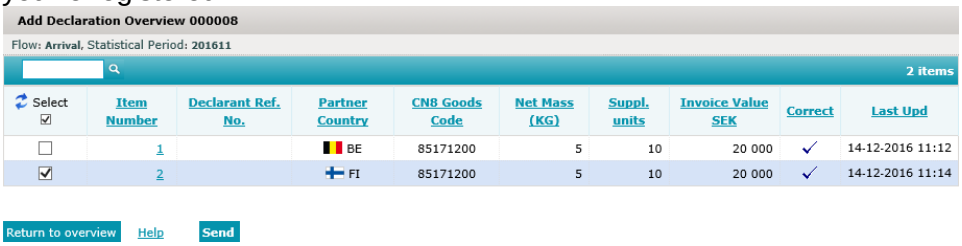
Declarant Reference no. - Field is optional, but can be used for the invoice number or your own reference.

Click *Save and Continue* if you want to register more items, or

Save and back once you've reported your final item.

Send

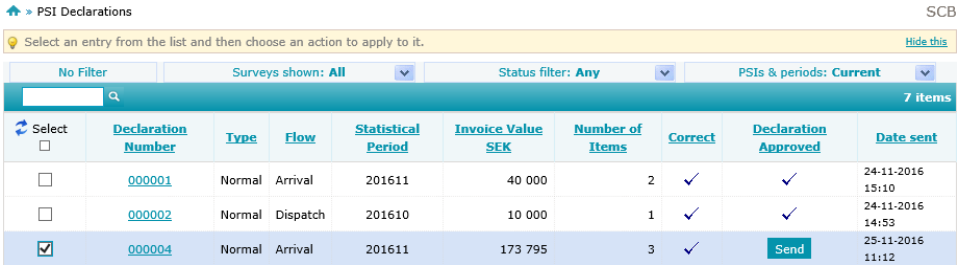
When you click *Save and back* you will be taken to a summary of the items you've registered.



You have the following choices:

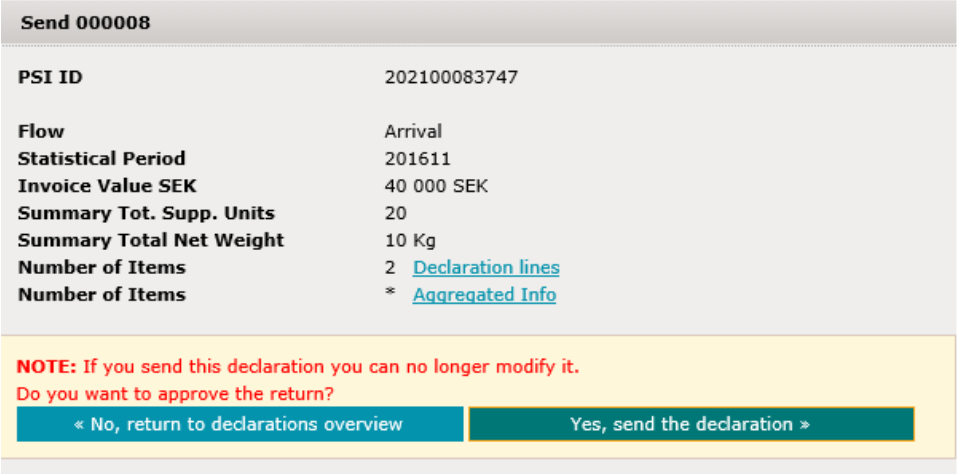
- Change an item by clicking on the item number.
- Remove an item by setting ✓in the box to the left and choose *Delete* from the top menu.
- Click *Send* to send the report to Statistics Sweden.
- *Return to overview*, the declaration will not be sent.

Declaration list



You can also send the report by putting ✓in the box to the left and choose *Send* in the top menu.

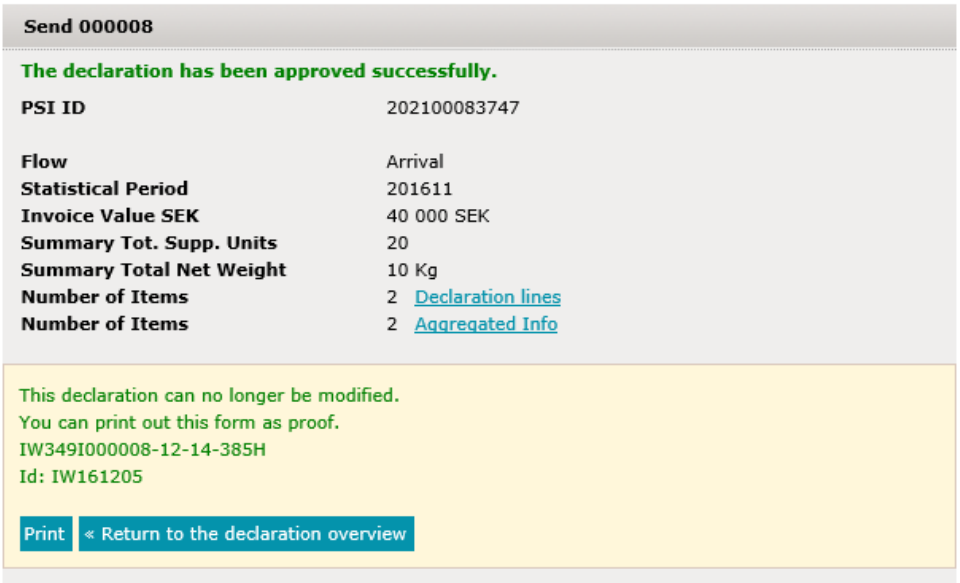
After you select *Send*, you will come to a summary of your reports.



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.



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