

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.

[Home](#) > Company's parameters

Modify Company's parameters 202100083701

PSI Name*

Name And Address Info* Post Code* Postal District* Country

Contact Person* E-mail Address* Telephone No.*

Choice of declarations

Declarations	Contact Person	Telephone No.	E-mail Address
<input checked="" type="checkbox"/> Intrastat Arrival	<input type="text" value="Eva Andersson"/>	<input type="text" value="08-50694000"/>	<input type="text" value="intrastat@scb.se"/>
<input checked="" type="checkbox"/> Intrastat Dispatch	<input type="text" value="Anna Svensson"/>	<input type="text" value="08-50694400"/>	<input type="text" value="intrastat@scb.se"/>

[Help](#)

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**.

Home

SCB

IDEP.Web data collection tool

Contact information summary:
 Anna Svensson
 Box 24300
 104 51 Stockholm
 A: Eva Andersson
intrastat@scb.se
 D: Anna Svensson
intrastat@scb.se
[update here](#) if necessary

Common Tasks

These are the most useful tasks

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

Note for IDEP.NET users: It is possible to upload your IDEP.NET data into IDEP.WEB by accessing the [Upload IDEP.NET data option](#) on the import page.

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*.

Add Declaration Header

Step 1:

Intrastat Arrival
 Intrastat Dispatch

If you wish to import a file for multiple SEs, periods and/or flows you should perform a **Multi Import**

Step 2:

Register Manually
 File Import
 Nil Declaration

What type of declaration do you want to create?
 If you don't have anything to declare for specific period and flow, please create a Nil report. For some this is not applicable. The choice to import (part of) the declaration lines can also be made at a later stage.

Step 3:


Statistical Period*

Select the period for which you want to create a declaration.
 If you already have created a declaration for that period you might want to consider adding lines to that instead of creating a second one.

Create a declaration **Cancel** [Help](#)

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.


[Home](#) > [PSI Returns](#) > [Return Overview](#) > [Return Line](#)

Add Return Line 1 - 000006

Flow: **Arrival**, Statistical Period: **201402**

Partner Country* <input style="width: 95%;" type="text"/>	Net Mass* <input style="width: 95%;" type="text"/>
Code Transaction* <input style="width: 95%;" type="text"/>	Currency Code <input style="width: 95%;" type="text"/>
CN8 Goods Code* <input style="width: 95%;" type="text"/> 	Invoice Value SEK* <input style="width: 95%;" type="text"/>
Declarant Ref. No. <input style="width: 95%;" type="text"/>	

[Help](#)

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.

Add Declaration Overview 000008

Flow: **Arrival**, Statistical Period: **201611**

2 items

Select	Item Number	Declarant Ref. No.	Partner Country	CN8 Goods Code	Net Mass (KG)	Suppl. units	Invoice Value SEK	Correct	Last Upd
<input type="checkbox"/>	1		 BE	85171200	5	10	20 000	✓	14-12-2016 11:12
<input checked="" type="checkbox"/>	2		 FI	85171200	5	10	20 000	✓	14-12-2016 11:14

[Help](#)

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 SCB

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

No Filter Surveys shown: All Status filter: Any PSIs & periods: Current

Select	Declaration Number	Type	Flow	Statistical Period	Invoice Value SEK	Number of Items	Correct	Declaration Approved	Date sent
<input type="checkbox"/>	000001	Normal	Arrival	201611	40 000	2	✓	✓	24-11-2016 15:10
<input type="checkbox"/>	000002	Normal	Dispatch	201610	10 000	1	✓	✓	24-11-2016 14:53
<input checked="" type="checkbox"/>	000004	Normal	Arrival	201611	173 795	3	✓	Send	25-11-2016 11:12

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.

Send 000008

PSI ID	202100083747
Flow	Arrival
Statistical Period	201611
Invoice Value SEK	40 000 SEK
Summary Tot. Supp. Units	20
Summary Total Net Weight	10 Kg
Number of Items	2 Declaration lines
Number of Items	* Aggregated Info

NOTE: If you send this declaration you can no longer modify it.
Do you want to approve the return?

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.

Send 000008

The declaration has been approved successfully.

PSI ID	202100083747
Flow	Arrival
Statistical Period	201611
Invoice Value SEK	40 000 SEK
Summary Tot. Supp. Units	20
Summary Total Net Weight	10 Kg
Number of Items	2 Declaration lines
Number of Items	2 Aggregated Info

This declaration can no longer be modified.
You can print out this form as proof.
IW349I000008-12-14-385H
Id: IW161205

If you have any questions about IDEP.WEB,
please contact *Intrastat Helpdesk*.
E-mail: intrastat@scb.se Phone: + 46 10 479 44 00

