Statistiska centralbyrån
Statistics Sweden

Importing 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

Examples of an Excel sheet with Intrastat data.

	A	B	C	D	E	F	G
1	CN 8 Goods Code	Description	Partner Country	Nature of Transaction	Net Mass	Supplementary Unit	Invoice Value (SEK)
2	85165000	Microwave ovens	DE	1	555	80	15644
3	44211000	Clothes hangers	BE	1	120	390	5395
4	85176910	Videophones	DE	1	5	10	12000

Note:
The *Goods code* (CN) must contain eight digits (column A).
Net Mass can be entered using decimals (Column E).
Supplementary Unit (column F) must be specified for certain CN codes, cannot be negative values.
Invoice value shall not be less than 1 (column G).

In the *Import* menu you select *Import-format*. Press Add and specify a *Name*. Select *Type of Import Format* and choose *Line*.
In *File Type* you select *Excel*.

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

Used Fields

Order	Field name	Length
1	CN8 Goods Code	8
3	Partner Country	2
4	Nature of Transaction A	1
5	Net Mass (KG)	11
6	Suppl. units	11
7	Invoice Value SEK	11

Unused Fields

Order	Field name	Length
	Currency Code	3
	Declarant Ref. No.	14
	Inv. Val.-Foreign Curr.	10

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. In this example, Column No. 2 is skipped (Description).
The variables in the Used Fields below are compulsory.

When finished, click *Save and return to start page*.

B. Import an Excel file

Go to the start page.
Select [+] Create a new declaration.

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

Select Type of declaration, flow and period. 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*
201611 November 2016

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

Choose the Format name, then press the File name... button and finally the Load file button.

Import

- ● Line (Declaration Header 000010, 201711, Arrival)
- ○ Multi-PSI Import
- ○ Goods Codes
- ○ Line Models

Format name*   Import File   Excel   **Details**

... s\SCBBJOL\Desktop\IDEPweb_Excelimport_en.docx   **File name...**   **Load file**

Start the import **Cancel and return to psi declarations** Help

Then enter the name of the Sheet and press *Start the import*.

Import

- ⦿ Line (Declaration Header 000011, 201611, Arrival)
- ◯ Multi-PSI Import
- ◯ Goods Codes
- ◯ Line Models

Format name*	Import File	Excel	▼	Details

Path name*   Excel_file.xlsx
Sheet name*   Sheet1 ▼

Start the import | Cancel and return to psi declarations | Help

Now 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.

🏠 » On-going jobs   SCB

14 items

↻ Id	File	Status	Action	TPD or PSI ID	Time Stamp	Next date
1680	Intrastat lev juni 2015.txt (000006, 201611, Införsel)	Failure	Import lines Send Detailed Info	202100083747	08-12-2016 09:26	
1706	Excel_file.xlsx (000011, 201611, Arrival)	Success	Import lines Send Detailed Info	202100083747	20-12-2016 14:19	

Status: Success
If your file import has been successful, click Close. From the start page, go to the menu bar and choose Declaration (F3). Mark your declaration with ✓   Press *Send* in the menu bar.

🏠 » 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 ▼

10 items

↻ Select ☐	Declaration Number	Type	Flow	Statistical Period	Invoice Value SEK	Number of Items	Correct	Declaration Approved	Date sent
☐	000001	Normal	Arrival	201611	40 000	2	✓	✓	24-11-2016 15:10
☐	000002	Normal	Dispatch	201610	10 000	1	✓	✓	24-11-2016 14:53
☑	000004	Normal	Arrival	201611	173 795	3	✓	Send	25-11-2016 11:12

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

🏠 » On-going jobs   SCB

14 items

↻ Id	File	Status	Action	TPD or PSI ID	Time Stamp	Next date
1680	Intrastat lev juni 2015.txt (000006, 201611, Införsel)	Failure	Import lines Send Detailed Info	202100083747	08-12-2016 09:26	

There, click on the declaration no.

Then click on the Item Number that has a red X in the Correct column.

All red fields need to be corrected. If the item has to be deleted, select Delete from the menu bar.

Press Save and back if you need to correct more goods items.

Press save when the entire report is correct.

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.

♠ » PSI Declarations » Send

Send 000012

PSI ID	202100083747
Flow	Arrival
Statistical Period	201611
Invoice Value SEK	33 039 SEK
Summary Tot. Supp. Units	400
Summary Total Net Weight	680 Kg
Number of Items	3 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?

« No, return to declarations overview	Yes, send the declaration »

♠ » PSI Declarations » Send

Send 000012

The declaration has been approved successfully.

PSI ID	202100083747
Flow	Arrival
Statistical Period	201611
Invoice Value SEK	33 039 SEK
Summary Tot. Supp. Units	400
Summary Total Net Weight	680 Kg
Number of Items	3 Declaration lines
Number of Items	3 Aggregated Info

This declaration can no longer be modified.
You can print out this form as proof.
IW355I000012-12-20-487L
Id: IW161206

Print	« Return to the declaration overview

You will then receive an email confirmation that the declaration is sent.

NOTE! SCB has received your declaration when it is marked with ✓ in the *Declaration Approved* column and you have a *Date sent*.

♠ » 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 ▼

| 🔍 | | | | | | | | 11 items |

⇄ Select ☐	Declaration Number	Type	Flow	Statistical Period	Invoice Value SEK	Number of Items	Correct	Declaration Approved	Date sent
☑	000012	Normal	Arrival	201611	33 039	3	✓	✓	20-12-2016 15:56

You can always press the Declaration Number to see all the details.

NOTE! At the next file import, you only need to do part B. Import Excel file.

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