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.

- 24	A	В	С	D	Е	F	G
	CN 8						Invoice
	Goods		Partner	Nature of	Net	Supplementary	Value
1	Code	Description	Country	Transaction	Mass	Unit	(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.

Add Import format	
Format name*	
Import File	
Descrip.	
Type Of Import Format*	
Line	v
File type"	
File type" Excel Ignore empty rows and co	lumns
File type" Excel Ignore empty rows and co This switch does not apply to to XLSX files (it is the default files) Ecompt definition	lumns XLS files but only behaviour for XLS
File type" Excel Ignore empty rows and co This switch does not apply to to XLSX files (it is the default files) Format definition Rows to skip at start of impor 1 PSI Goods Code Mode*	lumns XLS files but only behaviour for XLS assistant t*



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. ValForeign 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

Intrastat Arrival Intrastat Dispatch	If you wish to import a file for multiple SEs, periods and/o flows you should perform a Multi Import
Step 2: O Register Manually i 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.

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

Import					
Line (Declaration Head Multi-PSI Import Goods Codes Line Models	ler 000010, 201711, Arrival)			
Format name*	Import File	Excel		*	Details
s\SCBBJOL\Desktop\IE	EPweb_Excelimport_en.doc:	x File name	Load file		
Start the import Cancel ar	d return to psi declarations	Help			

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

Import				
Eine (Declaration	Header 000011, 201611,	Arrival)		
O Multi-PSI Import				
◯ Goods Codes				
◯ Line Models				
Format name*	Import File	Excel	*	Details
Path name*	Excel_file.xlsx			
Sheet name*	Sheet1		~	
Start the import Cano	el and return to psi decla	rations <u>Help</u>		

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.

^ » 0	► > On-going jobs							
	۹					14 items		
2 <u>1d</u>	File	<u>Status</u>	Action	TPD or PSI ID	Time Stamp	<u>Next</u> 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	<u>202100083747</u>	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 \checkmark Press Send in the menu bar.

🛧 » PSI Decl	R > PSI Declarations SCB									
♀ Select an e	Select an entry from the list and then choose an action to apply to it.									
No F	No Filter Surveys shown: All 💌 Status filter: Any 💌 PSIs & periods: Curren								rent 💌	
	٩								10 items	
🕏 Select	<u>Declaration</u> <u>Number</u>	Туре	<u>Flow</u>	<u>Statistical</u> <u>Period</u>	<u>Invoice Value</u> <u>SEK</u>	<u>Number of</u> <u>Items</u>	<u>Correct</u>	Declaration Approved	Date sent	
	000001	Normal	Arrival	201611	40 000	2	~	\checkmark	24-11-2016 15:10	
	000002	Normal	Dispatch	201610	10 000	1	~	\checkmark	24-11-2016 14:53	
V	000004	Normal	Arrival	201611	173 795	3	\checkmark	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							
	٩					14 items	
2 <u>Id</u>	File	<u>Status</u>	Action	TPD or PSI ID	Time Stamp	<u>Next</u> 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.

View Import-Log (1708)	
Type Of Import Format: Line Result: Failure Import: Exce_file.xlsx (000012, 201611, Arrival) Format name: Import File Start of Import: 20-12-2016 14:44:19 End of Import: 20-12-2016 14:44:19 Discard this imported data Show as tree	
Total errors and warnings: 1	
Field in Error Errors	
CN8 Goods Code 1	
Summary	
TPD or PSI Declaration Statistical Flow Number of Errors Warnings First line is at position	
202100083747 000012 201611 Arrival 3 1 0 1	
Details	
TPD or PSI ID Declaration Number Item Number Imp. Line Field in Error Error Declarant Ref. No.	
202100083747 000012 1 2 CN8 Goods Code 546	

Cancel and return to start page Help

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

Modify Declaration Overview 000011									
Flow: Arrival, Statistical Period: 201611 Error O All lines Erroneous Lines									
	۹. 3 items								
🕻 Select	<u>Item</u> Number	<u>Declarant Ref.</u> <u>No.</u>	<u>Partner</u> <u>Country</u>	<u>CN8 Goods</u> <u>Code</u>	<u>Net Mass</u> <u>(KG)</u>	<u>Suppl.</u> <u>units</u>	<u>Invoice Value</u> <u>SEK</u>	<u>Correct</u>	Last Upd
\checkmark	1		E DE	85165005	555	80	15 644	×	20-12-2016 14:39
	2		BE	44211000	120	390	5 395	\checkmark	20-12-2016 14:19
	<u>3</u>		E DE	85176910	5	10	12 000	✓	20-12-2016 14:19

Return to overview Help

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	400 680 Kg 3 <u>Declaration lines</u>						
Summary Total Net Weight							
Number of Items							
Number of Items	* Aggregated Info						
NOTE: If you send this declaration y Do you want to approve the return?	rou can no longer modify it.						
« No, return to declarations ov	verview 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 modif You can print out this form as proof. IW355I000012-12-20-487L Id: IW161206 Print & Return to the declaration over	ed. view					

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

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

T » PSI Deci	larations								SUE	
♀ Select an e	entry from the list an	d then cho	ose an acti	on to apply to it.					Hide this	
No F	ilter	Surveys shown: All			Status filt	er: Any	*	PSIs & periods: Current		
	٩								11 items	
🔁 Select	<u>Declaration</u> <u>Number</u>	<u>Түре</u>	<u>Flow</u>	<u>Statistical</u> <u>Period</u>	<u>Invoice Value</u> <u>SEK</u>	<u>Number of</u> <u>Items</u>	<u>Correct</u>	Declaration Approved	Date sent	
	000012	Normal	Arrival	201611	33 039	3	\checkmark	\checkmark	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

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