## Importing Text 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 text files to IDEP.WEB. More information about IDEP: <u>www.scb.se/IDEPWEB</u>

Below is an example using the text type *Tab*.

Arkiv Redigera	Format Visa	Hjälp			
39159080	CZ	11	2000,00	1000	171000
48191000	DK	11	1,00	1	0
39239000	FI	11	993.07	1198	297

Below is an example using the text type Delimited.

Arkiv Redigera Format Visa Hjälp

FI;1;72085120;0;1191;10720 HU;1;72155080;0;4970;84490 HU;1;72159000;0;58;1041

Below is an example using the text type Fixed.

Arkiv Redigera Format Visa Hjäp 030011601001001DE 1100190531190000000000016951000000877600000000556185 030021601001002DE 110019053191000000000001834100000035300000000352152 030031601001003DE 110019053199000000000007200000004800000000027676

#### **Observe:**

*The commodity codes* (CN) must be given in 8 digits.

Net Mass can be given with decimals.

*Supplementary units* must be given for certain CN codes and cannot be negative.

Invoice value cannot be less than 1.

*Partner-ID/VAT number* can be at most 14 digits where the two first symbols must match the receiving country's country code.

In the menu *Import*, choose *Import formats*. Select *Add* and choose a *Format name* for your import format. Select *Line* in *Type of Import Format* and *Text* in *File type*. Select *Text type Delimited* if your text type is delimited.

If your file contains titles, specify the number of *Rows to skip at start of import*. Below *PSI Commodity Code Mode*, it should always say *CN8 Commodity Code*.



Select the variables you have in your text file from the list down to the right and drag them to the list above. The order must match the order of your file.

#### Used Fields

Field name	Length
CN8 Commodity Code	8
Partner Country	2
Nature of Transaction A	2
Net Mass (KG)	11
Suppl. units	11
Invoice Value SEK	11
Partner ID/VAT number (optional for Arrival)	20
Country Of Origin (optional for Arrival)	2
	Field name CN8 Commodity Code Partner Country Nature of Transaction A Net Mass (KG) Suppl. units Invoice Value SEK Partner ID/VAT number (optional for Arrival) Country Of Origin (optional for Arrival)



Unused	l Fields	
Order	Field name	Length
	Currency Code	3
	Declarant Ref. No. (optional)	30
	Inv. ValForeign Curr.	10
	Nature of Transaction B	1

From January 2022 onwards, the variables Partner-ID/VAT number and Country of Origin are mandatory for companies reporting exports.

When you're done, select *Save and return to start* page.

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## **B.** Import text files

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

IDEP.Web data collection tool

## **Common Tasks**

These are the most useful tasks

- [+] Create a new declaration
- View the list of <u>declarations</u>
- Change password

### **Declaration header**

**Step 1** select the type of declaration you wish to create by clicking the circle in front of the flow of goods you wish to declare.

Step 1:	
C Intrastat Arrival	If you wish to import a file for multiple SEs, periods and/or flows you should perform a Multi lumont
Intrastat Dispatch	anodid perform a more importe
Deliveries to vessels/aircraft	
Step 2:	
Register Manually	What type of declaration do you want to create?
File Import	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
Nil Declaration	to import (part of) the declaration lines can also be made at a later stage.
Step 3:	
tatistical Period*	Select the period for which you want to create a declaration.
202201 January 2022 >	

Step 2 select File import.

**Note!** If you don't have anything to declare, select *Nil Declaration.* 

**Step 3** select the period for which you wish to declare in the drop-down menu below *Statistical Period*. Select *Create a declaration* to continue.

*Line* must be selected. Select your format name and click on *File name*... to add your file. After adding your file, select *Load file* and *Start the import*.

Line Declaration	n Header001095, Disp	atch 202201		
<ul> <li>Multi-PSI Import</li> </ul>				
<ul> <li>Partners</li> </ul>				
Goods Codes				
<ul> <li>Line Models</li> </ul>				
ormat name*	Text Import	Text (CSV)	⇒ Detail	s
Path name*	January.txt			

IDEP.WEB will now import the file. If all items are correct, *Success* will be displayed in the list below. If your file is incorrect, *Failure* will be displayed.

Status Action
Success Import Incs, Text Import: Dispatch, 001095

### **Status: Success**

2 M January tel Di 1995, Dispatch 2

If your file was imported successfully, select *Return to overview*. Select your report with ✓ Click *Send*.

□ <u>100108</u> Homean Normal Lisoanch 202201 3/6 9/9 2 045 3 √ **1000** 28-00-2022 14-33

## **Status: Failure**

2 d Ele

If your file import failed, click on *Failure* to reach the *Import-Log*.

Click on the *Declaration Number* and correct the incorrect items. Do this by selecting the incorrect items with a red cross in the *Correct* column.

CN8 Commodity Code     22041001     1     0       Summary     TPD or P311D     Declaration Number     Statistical Period     Flow     Number of Items     Errors     Warnings     First line is at positive					Field in Erro	r				Ern	ors	Wa	arnings	
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All incorrect fields must be corrected. If the item is to be removed, select *Delete* in the menu above.

Modify Declaration Line 3 / 3 - 001098	Model:
Flow: Dispatch Statistical Period: 202201 Last Upd: 28-02-	2022 14:54
Partner ID/VAT number (optional for Arrival)*     QV999999999999999999999999999999999	Net Mass (KG)*     0.75
Partner Country*      FR France	Currency Code
Country Of Origin (optional for Arrival)*	Invoice Value SEK*  279
Code Transaction*     Outright colo/purchase except direct trade with/hv n v	Declarant Ref. No. (optional)
PSI Commodity Code	
CN8 Commodity Code*     22041001	

Select *Save and back* if you need to correct more items.

When you're finished, select Save and continue.

When you've selected *Save and continue*, you'll get a summary of your declaration. If all seems good, select *Yes, send the declaration*. **Note!** Approved declarations cannot be modified.

Send 001095	
PSUD	202100083701
Flow	Diseate
Flow Statistical Period	Dispatch January 2022 - 202201
Your de	eclaration
Invoice Value SEK	376 078 SEK
Summary Tot. Supp. Units Summary Total Net Weight	2 2 042,75 Kg
Number of Items Number of Items	3 <u>Declaration lines</u> - <u>Aggregated Info</u>
Statistics Sweden is working actively businesses and organizations spend reason, we would be very grateful if <b>How long did it take to retrieve an</b> Hours Min	to reduce the amount of time that to n submitting their response. For this you could answer this voluntary question. d submit the requested information? utes
NOTE: If you send this declaration y Do you want to approve the return?	you can no longer modify it.
« No, return to declarations ove	rview Yes, send the declaration »

You'll receive a receipt of the sent declaration.

ne decidiation has been appro	ved successfully.
PSI ID	202100083701
Flow	Dispatch
Statistical Period	January 2022 - 202201
Your	declaration
Invoice Value SEK	376 078 SEK
Summary Total Net Weight	2 2 042,75 Kg
Number of Itoms	3 Declaration lines
Number of Items	3 Aggregated Info
Statistics Sweden is working acti- businesses and organizations sp reason, we would be very gratefu	vely to reduce the amount of time that end on submitting their response. For this I if you could answer this voluntary question.
How long did it take to retrieve	Ainutes
This declaration can no longer be	e modified.
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You can print out this form as pro IW059I001095-02-28-329V	

Note! Only when ✓ is in *Declaration Approved* will Statistics Sweden have received your declaration. You'll also get a *Date Sent*.

C COLORS Invasion Normal Departs 202201 3//6 0/0

You can always click on the *Declaration Number* to see all details.

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✓ 28-02-2022 14:48

#### **Contact Statistics Sweden**

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