# **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: <u>www.scb.se/IDEPWEB</u>, and login.

The following page will appear the first time you login.

Company's parameters								
Modify Company`s param	eters 202100083701							
PSI Name*								
SCB								
Name And Address Info*	Post Code* Postal District*	Post Code* Postal District* Country						
Contact Person*	E-mail Address*	Те	Telephone No.*					
Anna Svensson	intrastat@scb.se	08	08-50694400					
Choice of declarations								
Declarations	Contact Person	Telephone No.	E-mail Address					
📝 Intrastat Arrival	Eva Andersson	08-50694000	intrastat@scb.se					
	Appa Suppose	08-50694400	intractat@cch.ce					

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 an 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

Click on [+] Create.

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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 one select the type of report you want to create.

**Step two** select Register Manually. **NOTE!** If you have not had any trade for the period, select NIL declaration.

**Step three** select the period for which you want to create a declaration. Click *Create a declaration*.

Step 1:	
<ul> <li>Intrastat Arrival</li> <li>Intrastat Dispatch</li> </ul>	If you wish to imp <u>ort a file for m</u> ultiple SEs, periods and/or flows you should perform a Multi Import
Step 2:	
Register Manually	What type of declaration do you want to create?
O File Import	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:	
Statistical Period*	Select the period for which you want to create a 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. Variables Partner VAT No. and Country of Origin are mandatory from reporting month January 2022 for enterprises obliged to report Dispatch.

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Add Declaration Line 1 - 001138	Model:
Flow: Dispatch Statistical Period: 202110	
Partner ID/VAT number (optional for Arrival)     Partner Country*     Outry of Origin (optional for Arrival)     Country of Origin (optional for Arrival)     Ocde Transaction*     PSI Commodity Code     Other Commodity Code*     O	
Running total: Net mass: 0 Invoice value	0
Save and continue Save and back Cancel and return to ov	verview

*CN8 Commodity Code* - You can search the commodity code by clicking on the icon Depending on the commodity code, *Net Mass* and / or *Supplementary unit* shall be added.

*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.

*Partner VAT No.* can maximum contain 14 digits and the first two positions must match the country code of the recipient country.

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.

Modify Declaration Overview 001038 Flow: Dispatch Statistical Period: 202108											
											Export lines
Item Nu	nber		× a								2 items
Select	item Number	Declarant Ref. No. (optional)	Country Of Origin (optional for Arrival)	Partner Country	Partner ID/VAT number (optional for Arrival)	CN8 Commodity Code	Net Mass (KG)	Suppl. units	Invoice Value SEK	Correct	Last Upd
	1		PL	PL PL	QV999999999999	07019050	2 000		15 000	~	07-02-2022 09:25
	2		DE	E DE	QV999999999999	87011000	6 000	2	400 000	~	07-02-2022 09:25
						Running totals:	8 000		415 000		
Return to o	werview	Send									

You have the following choices:

- Change an item by clicking on the item number.
- Remove an item by setting  $\checkmark$  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**

Add					Inlock	Header								
+ > PSI De	claration													SCB
Select a	Select an entry from the list and then choose an action to apply to it.													
No	No Fiber Surveys shows: All I Status fiber: Fibered I Period State: 1 S													
		9												
Select	Dec	aration Number	Declaration	Туре	Flow	Statis	stical lod	Invoice Valu SEK	•	Summary Total Net Weight	Number of Items	Correct	Declaration Approved	Date sent
0		000529	Intrastat	Normal	Dispatch	202	109		500	5	1	~	¥	06-09-2021 16:15
		000530	Intrastat	Normal	Dispatch	202	109	100	000	300	1	~	~	06-09-2021 17:45
		000560	Intrastat	Normal	Dispatch	202	109	168	400	555	2	× .	~	06-10-2021 11:40
2		000562	Intrastat	Normal	Dispatch	202	109	168	400	555	2	~	Send	05-10-2021 15:11

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

end 000562         PSI ID       202100083701         Flow       Dispatch         Statistical Period       September 2021 - 202109         Vour declaration         Invoice Value SEK         Summary Tot. Supp. Units       90         Summary Tot. Supp. Units       90         Summary Total Net Weight       555 Kg         Number of Items       2 Declaration lines         Number of Items       - Aggregated Into         Statistics Sweden is working actively to reduce the amount of time that businesses and organizations spend on submitting their response. For this reason, we would be very grateful if you could answer this voluntary question. How long did it take to retrieve and submit the requested information?         Hours       Minutes         NOTE: If you send this declaration you can no longer modify it. Do you want to approve the return?         e No, return to declarations overview       Yes, send the declaration s								
PSI ID       202100083701         Flow Statistical Period       Dispath September 2021 - 202109         Invoice Value SEK Summary Tot. Supp. Units Summary Tot. Supp. Units 90         Summary Tot. Supp. Units Summary Total Net Weight       90         Summary Tot. Supp. Units Summary Total Net Weight       90         Statistics Sweden is working actively to reduce the amount of time that businesses and organizations spend on submitting their response. For this reason, we would be very grateful if you could answer this voluntary question. How long did it take to retrieve and submit the requested information? Hours         NOTE: If you send this declaration you can no longer modify it. Do you want to approve the return?         Not Te: If you send this declaration you can no longer modify it. Do you want to approve the return?	end 000562							
Flow Statistical Period       Dispatch September 2021 - 202109         Vour declaration         Vour declaration         Invoice Value SEK Summary Tot. Supp. Units       90 90         Summary Total Net Weight       555 Kg         Number of Items       2       Declaration lines         Number of Items       - Aggregated Into         Statistics Sweden is working actively to reduce the amount of time that businesses and organizations spend on submitting their response. For this reason, we would be very grateful if you could answer this volunary question.         Hours       Minutes         NOTE: If you send this declaration you can no longer modify it. Do you want to approve the return?         Not the to approve the return?         vo, return to declarations overview	PSI ID	202100083701						
Your declaration         Invoice Value SEK       168 400 SEK         Summary Tot. Supp. Units       90         Summary Total Net Weight       555 Kg         Number of Items       2         Declaration lines         Number of Items       - Aggregated Info         Statistics Sweden is working actively to reduce the amount of time that businesses and organizations spend on submitting their response. For this reason, we would be very grateful if you could answer this volutary question.         Hours       Minutes         NOTE: If you send this declaration you can no longer modify it. Do you want to approve the return?         No, return to declarations overwise       Yes, send the declaration s	Flow Statistical Period	Dispatch September 2021 - 202109						
Invoice Value SEK       168 400 SEK         Summary Tot. Supp. Units       90         Summary Total Net Weight       555 Kg         Number of Items       2       Declaration lines         Number of Items       -       Aggregated linfo         Statistics Sweden is working actively to reduce the amount of time that businesses and organizations spend on submitting their response. For this reason, we would be very grateful if you could answer this voluntary question.         How long did it take to retrieve and submit the requested information?         Hours       Minutes         NOTE: If you send this declaration you can no longer modify it.         Do you want to approve the return?         « No, return to declaration soverwise       Yes, send the declaration >	Your declaration							
Number of Items       2       Declaration lines         Number of Items       -       Aggregated Into         Statistics Sweden is working actively to reduce the amount of time that businesses and organizations spend on submitting their response. For this reason, we would be very grateful if you could answer this voluntary question. How long did it take to retrieve and submit the requested information?         Hours       Minutes         NOTE: If you send this declaration you can no longer modify it. Do you want to approve the return?         e. No, return to declarations overview       Yes, send the declaration >	Invoice Value SEK Summary Tot. Supp. Units Summary Total Net Weight	168 400 SEK 90 555 Kg						
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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 »	Statistics Sweden is working actively to r businesses and organizations spend on reason, we would be very grateful if you <b>How long did it take to retrieve and su</b> Hours Minutes	educe the amount of time that submitting their response. For this could answer this voluntary question. <b>abmit the requested information?</b>						
« No, return to declarations overview Yes, send the declaration »	<b>NOTE:</b> If you send this declaration you on Do you want to approve the return?	can no longer modify it.						
	« No, return to declarations overview	w Yes, send the declaration »						

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.

### **Contact Statistics Sweden** 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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