

# Save goods codes in IDEP.web

November 2018

You can save your frequently used goods codes in IDEP.web, so you do not have to enter the same codes repeatedly.

You can also save line templates to avoid even more manual data entering. See the guide “Create and use Line Templates in IDEP.web”.

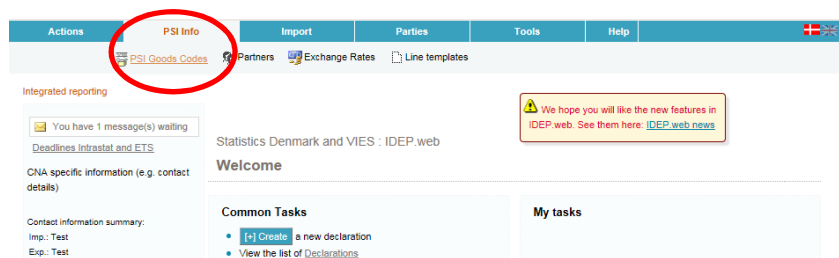
If you need more information on how to search for goods codes in IDEP.web, please see the guide “Search for goods codes in IDEP.web”.

See guides at [www.dst.dk/intraidep-en](http://www.dst.dk/intraidep-en).

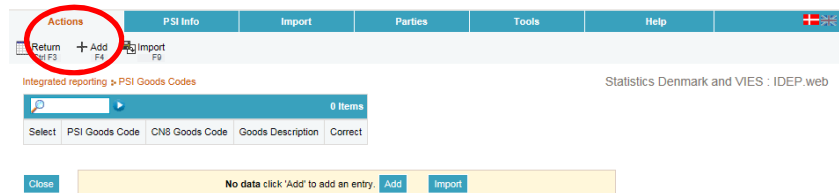
## Save a goods code

Log in to IDEP.web.

Choose **PSI Info – PSI Goods Codes** in the top menu of the start page.



Choose **Actions – +Add** (or press **F4**) in the top menu.

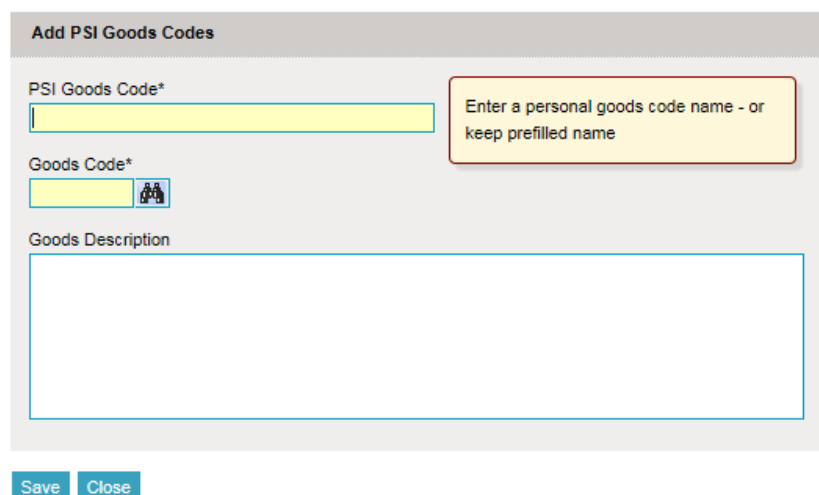


Type a goods code name in the **PSI Goods Code** field. If this field is prefilled, you can keep or delete the prefilled name.

Enter the 8-digit code in the **Goods Code** field.


You can also search for the goods code by clicking on the **binoculars icon**.

The **Goods Description** field will show the official goods code description, but it is also possible to delete this text and add your own.



**Add PSI Goods Codes**

PSI Goods Code\*

Goods Code\*  

Goods Description

Save Close

Enter a personal goods code name - or keep prefilled name

## Find goods codes

If you type in the first digits of the code in the Goods Code field, a list of suggested codes will be shown on the right side of the screen.

Click on the link in the list to choose the goods code.

Below is shown suggestions to goods codes that start with the digits you have typed in the goods code field.

- 0810: Fresh strawberries, raspberries, blackberries, back, white or red currants, gooseberries and other edible fruits (excl. nuts, bananas, dates, figs, pineapples, avocados, guavas, mangoes, mangosteens, papayas "papayas", citrus fruit, grapes, melons, apples, pears, quinces, apricots, cherries, peaches, plums and sloes)
- 0810 10 00: Fresh strawberries
- 0810 20: Fresh raspberries, blackberries, mulberries and loganberries
- 0810 30: Fresh black-, white- or redcurrants and gooseberries
- 0810 40: Fresh cranberries, bilberries and other fruits of the genus Vaccinium
- 0810 50 00: Fresh kiwifruit

Click on **Save** to save the code and return to the list.

Enter a personal goods code name - or keep prefiled name

Save Close

The code will now appear in the list of **PSI Goods Codes**.

It is possible to delete or add codes using the **Actions** menu at the top of the page.

Click on the name of the code to edit it.

Click on **Close** to return to the start page.

Actions PSI Info Import Parties

Return Add Show Delete Delete All Import

Integrated reporting » PSI Goods Codes

	PSI Goods Code	CN8 Goods Code	Goods Description	Correct
<input checked="" type="checkbox"/>	<a href="#">Kiwi</a>	08105000	Fresh kiwifruit	<input checked="" type="checkbox"/>

Close

## Using PSI Goods Codes

When you add a return line, you can find your personal goods codes in a drop down list under **PSI Goods Code**.

**Note:** This field is not shown, if you have not added any goods codes.

EU-country\* MT Malta, incl. Gozo and Comino

Nature Of Transaction\* 11 Transactions involving actual change of owners

PSI Goods Code

- Grapes
- Kiwi**
- Strawberries

Currency Code

Invoice Value in DKK\*

Declarant Ref. Nr.

Running total : Net mass: 0 Total invoice value: 0

Save and continue Save and stop Cancel and return to lines list

Save as template F11

## Contact Statistics Denmark:

If you questions regarding IDEP.web, you are welcome to contact us via [idep@dst.dk](mailto:idep@dst.dk)