Dataimport - Intrastat Multi Excel (Valuta/Foreign currency) to IDEP.web

STATISTICS DENMARK

January 2023

This guide describes how to import Intrastat Multi Excel files into IDEP.web. Find more guides at: www.dst.dk/intraidep-en

NemID employee certificate

You need a digital employee certificate to log on to Virk.dk and access IDEP.web. If you do not have a signature, you can order one at www.medarbejdersignatur.dk

The file format should look like the Excel spreadsheets below. (**Multi Excel** and **Multi Excel Valuta** for foreign currency). Download example files at www.dst.dk/intraidep-en

Multi Excel file

	A	B	C	D	E	F	G	H	I	J	K	L
1	CVR/VAT No.	Statistical Period	Flow	CN8 goods code	Nature of transaction	Partner country (Country of Destination/Country of Consignment)	Net Mass	Supplementary Units	Invoice Value	Declarant Ref. No. (optional)	Partner VAT No.	Country of Origin
2	17150413	202101	2	96081010	11	SE		10	3500		SE556545153001	SE
3	17150413	202101	2	25102000	11	DE	15		5000		DE185247507	DE
4	17150413	202101	2	84733080	11	AT	25		3000		ATU47132302	AT
5	17150413	202101	2	85232915	11	DE		1093	129000		DE185247507	DE

Column A: The Company's CVR/VAT number

Column B: Statistical Period is specified YYYYMM. E.g. January 2021 = 202101. You can enter multiple periods in the same spreadsheet

Column C: Flow - You can enter both Arrivals (1) and Dispatch (2) in the same spreadsheet

Column D: The 8 digit CN8 goods code (*) – www.dst.dk/varekoder-en

Column E: Nature of transaction (*) – find more information here: www.dst.dk/intrastat-en

Column F: Partner country code

Column G: Net Mass (*) – if required – at least 1 kilo

Column H: Supplementary Units (*) – if required – e.g. p/st., liters, m2

Column I : Invoice value in Danish Kroner (See *Multi Excel Currency file* for foreign currency)

Column J: Voluntary - Can contain a reference number if desired

Column K: Partner VAT No. (Only export/dispatch)

Column L: Country of Origin (*) (Only export/dispatch)

(*): For Group 2 – Export, this information is voluntary from February 2023.
New declarants in Group 2 - Export can omit the information from January 2023
Please note that columns may **not** be deleted or moved around. If the field is optional, the column can be left blank.

Note: A CN8 goods code requires either net mass or supplementary units. Both columns can be filled out in the Excel file but if a net mass is not required for the goods code, you will not be able to edit the weight information in the lines after uploading data.

Multi Excel Currency (Valuta) file

It is possible to submit the Invoice value in another currency than DKK. You will need to insert an extra column (I) to the spreadsheet for the respective currency code.

Column I: Enter the currency code

Column J: Invoice value in *foreign currency*

Note: The file should be uploaded as a **Multi Excel Valuta** file.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CVR/VAT No.	Statistical Period	Flow	CN8 goods code	Nature of transaction	Partner country (Country of Destination/Country of Consignment)	Net Mass	Supplementary Units	Currency code	Invoice Value	Declarant Ref. No. (optional)	Partner VAT No.	Country of Origin
2	17150413	202101	1	96081010	11	SE		10	SEK	3500			
3	17150413	202101	2	25102000	11	DE	15		EUR	5000		DE185247507	DE
4	17150413	202101	2	84733080	11	AT	25		EUR	3000		ATU47132302	AT
5	17150413	202101	1	85232915	11	DE		1093	EUR	129000			

Start IDEP.web

Go to www.dst.dk/intraidep-en and click on **Start IDEP.web**. Log in with your digital signature.

Modify Provider Details

The first time you log on IDEP.web, you need to fill out the required provider details information. All the yellow fields must be filled in. The fields may be pre-filled with information from Statistics Denmark. You can correct or update information.

If you wish to receive correspond-dance from Statistics Denmark via digital post, check **Digital post**.
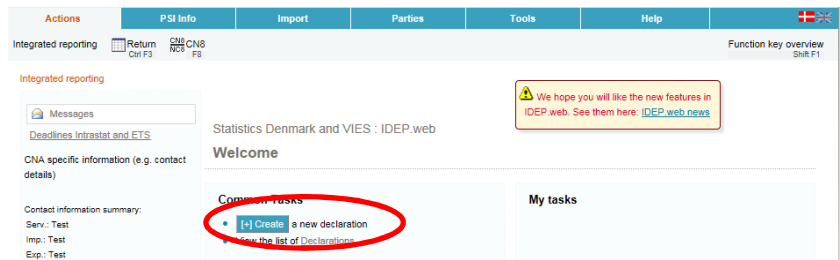
Note: At this time, it is not possible to receive an SMS reminder for Intrastat.
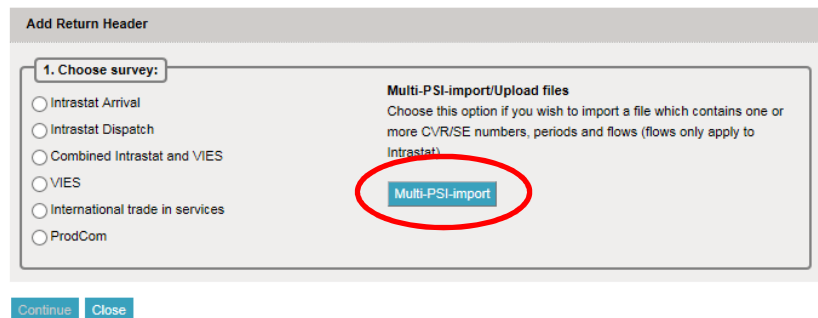
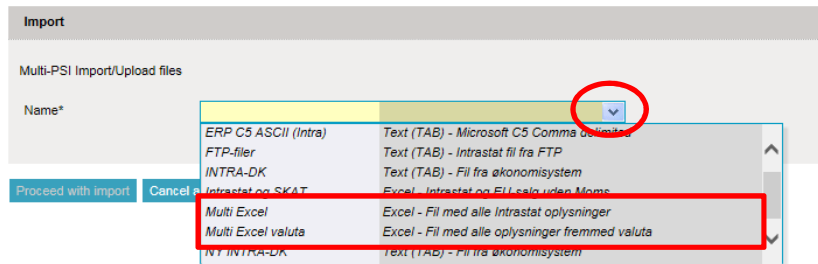Click on **Save**, when you are finished.

Upload file

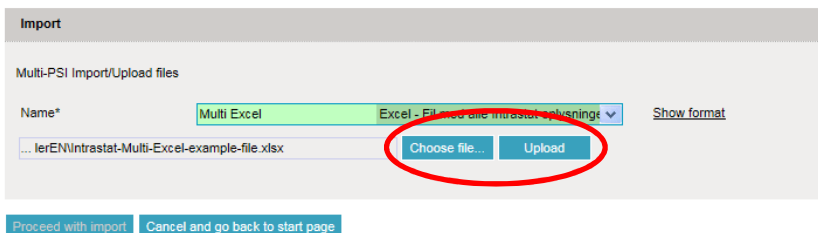Click on **[+] Create a new declaration** in the start page**.**

Click on the blue **Multi-PSI-import** button.

Use the drop-down menu and choose the import format **Multi Excel** or **Multi Excel valuta** (for foreign currency).

Click on **Choose file** to locate your file and on **Upload** to import it.

Use the drop-down menu to choose the sheet name containing your data.

Click on **Proceed with import**.

The file will be uploaded to IDEP.web.

If everything is ok, status will be **Can be approved**.

Click on **Go to declaration list**.

If Status is **Failure** – go to the section **Failure**

Click on **Approve** to submit your declaration.

Submit your declaration
When you click on Approve, a summary of your declaration will be shown.
Please check that the declaration is for the correct flow (Export or Import) and statistical period.
If you are satisfied with the summary, click on **Yes, send declaration.** If not, click on **No, return to declarations list**.

Receipt
The receipt of declaration will be sent to the email address connected to your digital employee certificate.

Note: The declaration is submitted correctly when there is a check in the column **Return Approved** in the declaration list

Failure

If there is something wrong in the declaration, status will be **Failure**.

Click on the word **Failure** to go to import log.

View Import-log

In the Import-log, you can see the results of your import.

Click on **Expand all** to see details.

Click on the **Return Number** to open your declaration.

If the declaration contains warnings, please see the guide **Warnings in Intrastat IDEP** which can be downloaded from www.dst.dk/intraidep-en

Click on **Erroneous Lines** to see a list of only lines with errors.

Click on the first item number to open the item post.

Use **Delete all lines and upload again**, if you want to upload a new file instead.

Click on **Export lines** to export your declaration to an Excel line file with a description of the errors. You can then correct this file and upload it again.

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Red/yellow fields need to be corrected/filled out so they turn green. White fields are voluntary. If you wish to delete the post, choose **Delete** in the **Actions** menu.

Correct the item post and click on **Save and next** to go to the next erroneous line.

Click on **Save and stop** after the last correction.

Note: Remember to approve your declaration.