CN8 goods code search function in IDEP.web



November 2018

This guide describes how you can use the search function for the CN8 goods codes in IDEP.web. If you would like to learn how to save frequently used codes in IDEP.web, please download the guide "Save goods codes in IDEP.web" at www.dst.dk/intraidep-en.

The different views and search methods are described below.

The Combined Nomenclature (CN) is a tool for classifying goods. For Intrastat the goods codes are always eight digits. (CN8).

A more detailed description of the structure of the Combined Nomenclature is available at: www.dst.dk/varekoder-en.

There are several different ways to view and search for goods codes in IDEP.web:

- Official texts shows the short texts in the official Combined Nomenclature list.
- Self-explanatory texts shows a longer description.
- Hierarchical search starts with the general commodity group at the top, descending to the more specific items.
- **Key word search** search using predefined key words.
- Search with text/CN8 code enter text or digits in the search field.

Tools - CN8 codes

Log into IDEP.web.

Click on **Tools – CN8** in the top menu of the start page. You will come to the search page shown below.

Tip: You can also access the search function by clicking on the binoculars icon when you are entering data in the line.

In the menu at the top of the **CN8** page, there are the following choices:

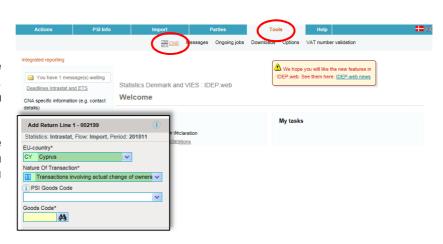
Return: takes you to the declarations list.

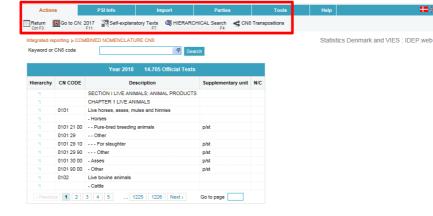
Go to CN: Shift between the current year and the previous year.

Self-explanatory Texts: Shift between the self-explanatory (long) texts and the official texts.

Hierarchical search: Changes to the Hierarchical search mode.

CN8 Transpositions: Shows the changes to codes from the previous year.





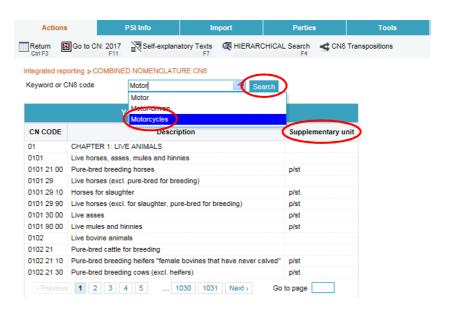
Free text search

When you type a word into the search field, a list of words containing the search word will be shown in a drop-down list.

Click on a word in the list or press the **Search** button.

When you click on a word in the list or on **Search**, a list of goods codes which contain the word will be shown.

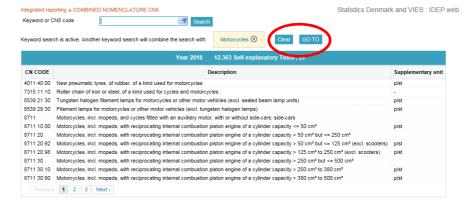
In the column **Supplementary unit** you can see which kind of supplementary unit is required. If there is a hyphen in the column, it means that the goods code require net mass indication instead.



Clear the search

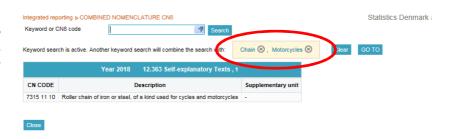
If the key word has not given the expected result, you can clear the search by clicking on the **Clear** button.

Clicking on **GO TO** will hop to the first goods code in the search results.



Combining key words

You can limit the search results by combining several key words, as shown in the example. The results will only show codes, which contain both/all words.



Insert goods code

If your search was made while you were entering data, the goods code will be shown as a link.

Clicking on the link will insert the code and return to the line.



Search with predefined key words

You can also search by using the available list of predefined key words.

Click on the button at the right side of the search field.

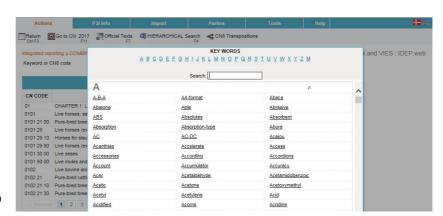


A list of key words will be shown in a pop-up window.

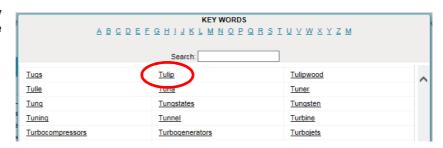
You can choose to:

- enter a key word in the search field
- choose a word from the list you can scroll up and down
- use the alphabetical index at the top of the window.

Note: Click outside the pop-up screen to close the list.

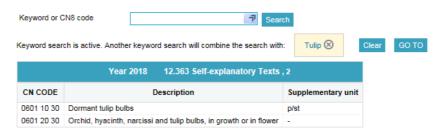


When you have found the key word, click on the link to come to the goods code(s).



The relevant goods code(s) will be shown and you can choose a code or continue your search by using the search functions described above.

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

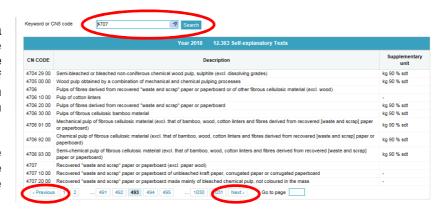




Numerical search

If you know the first digits of a goods code, you can type them into the search field. The system will then show a list of possible codes which you can browse through by clicking on **Previous** or **Next**.

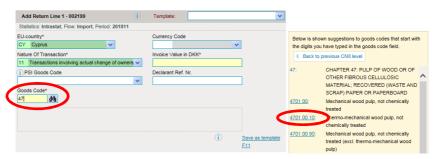
Note: If you don't know the goods code, you can try to use the hierarchical search. (See **Hierarchical Search** below).



Numerical search during data entry

When you are entering data in the lines, you can enter the first digits of the goods code and a list with suggested codes will be shown beside the form. Click on the code to insert it.

Click on the binoculars icon to go to the CN8 search page.



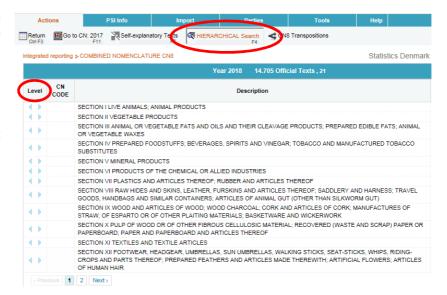
Hierarchical Search

The Combined Nomenclature has a hierarchical structure which starts with the general commodity group at the top, descending to the more specific items.

This makes it possible to find the right code by starting at the top level and "zooming in".

Click on **Hierarchical search** in the top menu (or click on the F4 key).

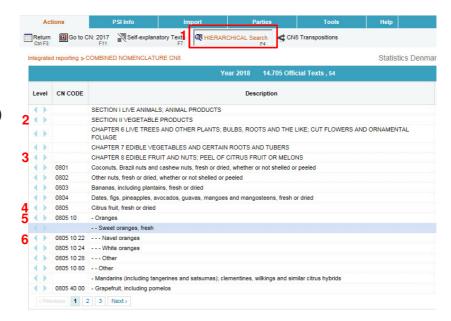
Use the blue arrow buttons in the column **Level** to expand (move down) or close (move up) the hierarchy.



For example, if you want to find "Oranges":

- 1. Click on **Hierarchical** Search in the top menu
- **2.** Based on the type of commodity, expand the correct section using the arrows (e.g. Section II Vegetable products)
- **3.** Choose the chapter (Chapter 8 Edible fruit...)
- **4.** Choose the category from the 4-digit list (Citrus fruit...)
- **5.** Expand this category (Oranges)
- **6.** Find the 8-digit code in the list (Navel oranges)

Click on **Hierarchical search** to return to the start page or copy the goods code to the line.



To learn more about EU's Combined Nomenclature (CN) and the hierarchical structure, go to www.dst.dk/varekoder-en.

Contact Statistics Denmark:

If you need help with reporting via IDEP.web, you are welcome to contact us at idep@dst.dk