

Quick-guide to IDEP Intrastat

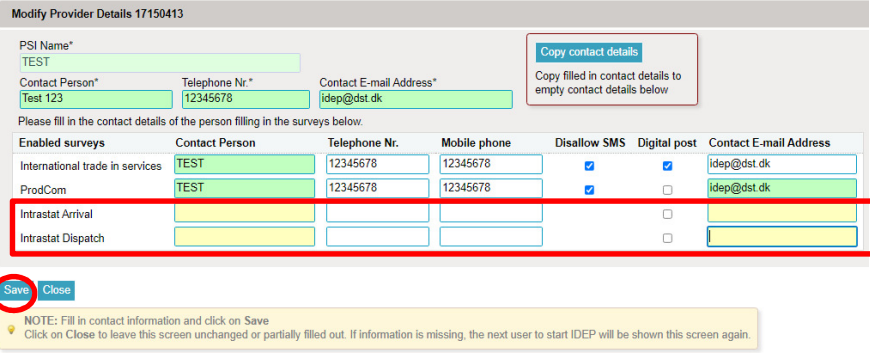
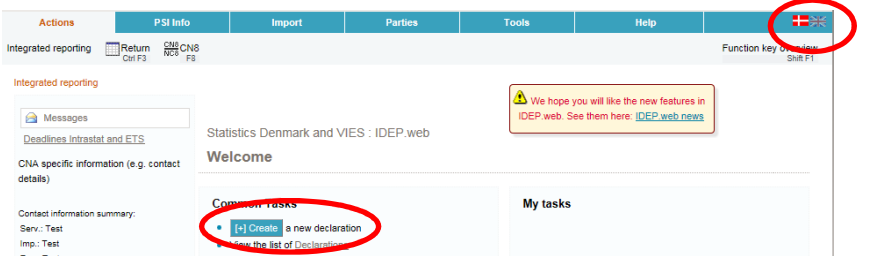

August 2023

Online reporting to Intrastat

This is a brief guide on how to report manually to Intrastat using IDEP. If you already have the Intrastat data in a financial system or in an Excel file, you can easily import data to IDEP. Find more guides at www.dst.dk/intraidep-en

Digital employee signature

You need a MitID Erhverv to log on to Virk.dk and access IDEP. If you do not have a MitID Erhverv, you can order one at www.mitid.dk

<p>Start IDEP</p> <p>Go to www.dst.dk/intraidep-en and click on Start IDEP Log in with your digital signature.</p>	<h3>REPORTING TO INTRASTAT VIA IDEP.WEB</h3> <p>In IDEP.web it is possible to upload files from your economy system and e.g. upload both Intrastat Import and Export in the same file. It is also possible to manually enter data and save the most used country and goods codes for faster reporting. See guides and file examples below.</p> <p>START IDEP.WEB</p> <p>Many ERP systems (C5, Navision, SAP, XAL, Visma, m.fl.) can generate files which can be imported to IDEP.web.</p>																																			
<p>Modify provider details</p> <p>The first time you log on IDEP, you need to fill out the required provider details information. All the yellow fields must be filled out.</p> <p>If you would like to receive correspondence from Statistics Denmark via Digital Post, check off the Digital Post box for Intrastat Arrival/Dispatch.</p> <p>Note: it is not possible to receive an SMS reminder for Intrastat.</p> <p>Click on Save, when you are finished.</p>	 <p>Modify Provider Details 17150413</p> <p>PSI Name* TEST</p> <p>Contact Person* Telephone Nr.* Contact E-mail Address* Test 123 12345678 idep@dst.dk</p> <p>Please fill in the contact details of the person filling in the surveys below.</p> <table border="1"> <thead> <tr> <th>Enabled surveys</th> <th>Contact Person</th> <th>Telephone Nr.</th> <th>Mobile phone</th> <th>Disallow SMS</th> <th>Digital post</th> <th>Contact E-mail Address</th> </tr> </thead> <tbody> <tr> <td>International trade in services</td> <td>TEST</td> <td>12345678</td> <td>12345678</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>idep@dst.dk</td> </tr> <tr> <td>ProdCom</td> <td>TEST</td> <td>12345678</td> <td>12345678</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>idep@dst.dk</td> </tr> <tr> <td>Intrastat Arrival</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Intrastat Dispatch</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Save Close</p> <p>NOTE: Fill in contact information and click on Save Click on Close to leave this screen unchanged or partially filled out. If information is missing, the next user to start IDEP will be shown this screen again.</p>	Enabled surveys	Contact Person	Telephone Nr.	Mobile phone	Disallow SMS	Digital post	Contact E-mail Address	International trade in services	TEST	12345678	12345678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	idep@dst.dk	ProdCom	TEST	12345678	12345678	<input checked="" type="checkbox"/>	<input type="checkbox"/>	idep@dst.dk	Intrastat Arrival					<input type="checkbox"/>		Intrastat Dispatch					<input type="checkbox"/>	
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<p>Create a new declaration</p> <p>For English version click on the flag in the upper right corner of the screen.</p> <p>Click on [+] Create a new declaration to begin.</p>	 <p>Actions PSI Info Import Parties Tools Help </p> <p>Integrated reporting</p> <p>Messages</p> <p>Deadlines Intrastat and ETS</p> <p>CNA specific information (e.g. contact details)</p> <p>Contact information summary: Seri: Test Imp: Test Exp: Test</p> <p>Statistics Denmark and VIES : IDEP.web</p> <p>Welcome</p> <p>[+] Create a new declaration View the list of Declarations</p> <p>My tasks</p> <p>We hope you will like the new features in IDEP.web. See them here: IDEP.web news</p>																																			

Declaration Header

Choose survey.

Choose **Manual data entry** to enter your data manually.

Choose **Nil declaration** if you have nothing to report for a period.

Choose statistical period from the drop down list.

Click on **Continue**.

The screenshot shows the 'Add Return Header' form with three sections:

- 1. Choose survey:** Radio buttons for 'Intrastat Arrival' (circled), 'Intrastat Dispatch', 'Combined Intrastat and VIES', 'VIES', 'International trade in services', and 'ProdCom'. A 'Multi-PSI-import' button is also present.
- 2. Choose declaration type:** Radio buttons for 'Import data from file', 'Nil declaration' (circled), 'Manual data entry' (circled), and 'Replacement Declaration'. A note states: 'Note: Nil declaration Choose this option if you have nothing to declare for a specific period and flow.'
- 3. Choose period::** A dropdown menu for 'Statistical Period*' showing '201811' and 'November 2018' (circled).

At the bottom, there are 'Continue' and 'Close' buttons (both circled).

Add Return Lines

Fill in all yellow fields. White fields are optional. Use drop down lists or enter manually.

Depending on the goods code, you must enter either **Net Mass in whole kilos** or **Supplementary units**.

Click on the **binoculars icon** to search for good codes.

Click on **Save and continue** to go to the next line or **Save and stop** at the last line.

The screenshot shows the 'Add Return Line 1 - 002874' form with the following details:

- Statistics: Intrastat Flow: Export Period: 202104
- Partner VAT No. (white field)
- Partner country* (yellow field)
- Country of origin (white field)
- Nature Of Transaction* (yellow field)
- PSI Goods Code (white field)
- Goods Code*: 73083000 (yellow field) with a binoculars icon (circled) and a 'Save as personal code' link.
- Net Mass in whole kilos (circled) and Suppl. Units (p/st)* (yellow field)
- Currency Code (white field)
- Invoice Value in DKK* (yellow field)
- Declarant Ref. Nr. (white field)

At the bottom, there is a 'Running total' section showing 'Net mass: 0' and 'Total invoice value: 0', and three buttons: 'Save and continue' (circled), 'Save and stop' (circled), and 'Cancel and return to lines list'.

Personal goods codes and line templates

It is possible to save your own personal goods codes and line templates, so you can avoid entering the same data month after month.

When you save as line template, it is also possible to calculate net mass from price pr. kilo. (If the goods code requires net mass).

Choose between your personal goods codes and templates by using the drop down menus.

See guides **Save goods codes** and **Create and use line templates** here: www.dst.dk/intraidep-en

The screenshot shows the 'Add Return Line 1 - 001937' form. The 'Save as personal code' button is circled in red. The 'Save as template F11' button is also circled in red. The form includes fields for EU-country (PT), Nature of Transaction (11), Goods Code (97060000), Net Mass (2), Currency Code, Invoice Value (1.500), and Declarant Ref. Nr. A running total at the bottom shows Net mass: 0 and Total invoice value: 0.

Approve Declaration

Click on **Approve** to approve the declaration.

You can edit a line by clicking on the **Item number**.

You can delete a line by checking the box to the left of the item number and choose **Delete** in the top menu bar.

Click on **Add line** to add a new line.

The screenshot shows the 'Modify Return Overview' table for 'Intrastat, Flow: Export, Statistical Period: 201811'. The 'Actions' menu is circled in red, with 'Delete' also circled. The 'Approve' button at the bottom is circled in red. The table has columns for Item Number, Declarant Ref. Nr., EU Country, Nature of Transaction, CN8 Goods Code, Net Mass in whole kilos, Suppl. Units, Inv. Val. Foreign Curr., Invoice Value in DKK, Correct, and Last Upd.

Select	Item Number	Declarant Ref. Nr.	EU Country	Nature Of Transaction	CN8 Goods Code	Net Mass in whole kilos	Suppl. Units	Inv. Val. Foreign Curr.	Invoice Value in DKK	Correct	Last Upd.
<input type="checkbox"/>	1		AT	11	01022110		10		1.000	✓	20-11-2018 08:28
<input type="checkbox"/>	2		BG	11	02032211	2			10	✓	20-11-2018 08:28
<input type="checkbox"/>	3		DE	11	97050000	1			1	✓	20-11-2018 08:27
Running totals:						3			1.011		

Summary

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 declaration list**.

Receipt

The receipt of declaration will be sent to the email address associated with your digital employee signature.

Note!

Statistics Denmark has not received your declaration until there is a checkmark in the column **Return Approved** on the returns list.

Export lines to Excel sheet

You have the possibility to export the declaration to an Excel sheet. You can edit this Excel file and upload it again as an **Intrastat Excel Line** file.

Go to the list of declarations. Click on the return number you want to export and then on the **Export lines** button.

If you want to upload Excel files instead of entering data manually, you can use this file as a template for future declarations.

See the guide **Intrastat Excel Line - Import data**: www.dst.dk/intraidep-en

Item Number	Declarant Ref. Nr.	EU-Country	Nature Of Transaction	CN8 Goods Code	Net Mass in whole kilos	Suppl. Units	Inv. Val. Foreign Curr.	Invoice Value in DKK	Correct	Last Upd.
1		AT	11	01022110		10		1.000	✓	20-11-2018 08:28
2		BG	11	02032211	2			10	✓	20-11-2018 08:28
3		DE	11	97050000	1			1	✓	20-11-2018 08:27
Running totals:								3	1.011	

	A	B	C	D	E	F	G	H	I	J
	CN8 Goods Code	Nature Of Transaction	Partner country	Net Mass in whole kilos	Suppl. Units (?)	Invoice Value in DKK	Declarant Ref. Nr.	Partner VAT No.	Country of origin	Error message
1										
2	48092000	11	AT	100		10000				
3										
4										

Contact Statistics Denmark

If you have questions about IDEP.web, you are welcome to contact Statistics Denmark at idep@dst.dk