

# INTRASTAT, VIES AND EXTERNAL TRADE FOR SERVICES

## THE INTEGRATED REPORTING SOLUTION



### User Guide for IDEP.WEB

This manual is the end user guide in English for the IDEP.WEB application



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## 1 Getting started

### 1.1 Logging-in via VIRK.DK

The IDEP.WEB Application is only accessible via the VIRK.DK portal. You first need to login to VIRK.DK using the digital signature of your Company. The CVR-number of that company determines for which SE-numbers you can create declarations. The procedure for logging-in in VIRK.DK and the exact location of the access to IDEP.WEB in VIRK.DK falls outside the scope of this Manual.

### 1.2 IDEP Web-Application: An overview

*IDEP (Intrastat Data Entry Package)* has been available in Denmark since 1993 as an application that can be installed (initially from Diskette, later from CD and now via the internet) on the end-user's PC. This stand alone IDEP application is currently responsible for the majority of Intrastat trade reporting in Denmark. In today's market the need for a web-application with similar functionality is obvious.

This IDEP Web-Application (from now on referred to as IDEP) allows you to create monthly and/or trimestrial declarations for a variety of Surveys. Besides Intrastat, it also allows for the reporting of VIES (Moms VAT returns) and ETS(External Trade for Services) declarations.

IDEP can be accessed only by users that have successfully logged-in into the [VIRK.DK](#) portal using their company's Digital Signature. The CVR number of your company determines for which SEs you are allowed to create declarations.

Please note that the English version of this Danish IDEP Package is using the international IDEP Jargon, thus making it for Multi-nationally operating companies easier to identify the various entities and functions. For instance what in IDEP is called a PSI (Provider of Statistical Information) is the equivalent of the Danish SE. A TPD (Third Party Declarant) is the equivalent of the Danish CVR-number.

Upon entering the IDEP application, you will first need to enter the administrative details of the SE in the [PSI Parameters](#) screen. There it is also important to specify for which surveys one wants to create declarations.

For more complex users declaring with multiple SE-numbers per CVR the [Change PSI](#) screen allows switching between the SEs.

Granting other CVRs the right to serve as agent for the one or more of users SEs can be done in the [Additional Providers](#) form.

After proper registration you can start creating declarations. In order to accomplish this, you need to [add a new declaration](#) on the [Declaration Overview form](#). This declaration can be of one of the enabled survey-types. After the declaration is created (the survey-type and declaration-period are entered) you arrive automatically in the [add new declaration line](#) form. The fields are entered and errors are reported to you immediately. When a line is saved a next empty one pops-up, just as long as there are lines to add. Afterwards the [list of declaration lines](#) shows a summary of what has been entered. Lines can always be modified or deleted and new lines can be added at any time. You can also logoff and complete the declaration at a later point in time. When the declaration is complete it can be approved. It will then be interpreted by DST and/or SKAT.

You might receive notification from DST at a later point in time that some of the data was not correct. This notification is provided in the form of a [User Message](#) which you will be presented on the home page of the application. You then have the opportunity to create a so called replacement declaration. This is an exact copy of the original declaration in which you can correct any of the errors DST has informed you of.

In order to assist you in performing the abovementioned tasks IDEP provides the following tools:

- A [CN8 browser](#) allows you to select the proper CN8 commodity goods-code
- [Import of declaration lines](#) that have been produced by your administrative system (even multiple declarations can be imported at once).
- Maintain a list VAT numbers of [often used trade partners](#). This list can also be imported if required.
- Maintain a list of [often used CN8 goods codes](#) to which you give your own nickname allowing easy selection.
- Checking with VIES in Brussels whether the VAT number of a trade partner is registered.
- [Download](#) of often used tables and data so that these can be used in your own administrative systems.

## 1.3 Home

As soon as the provider details are correctly filled in (and in all subsequent log-in immediately) the IDEP.WEB Home-page will be displayed.



The screenshot shows the IDEP.WEB Home page. At the top, there is a navigation bar with tabs for 'Actions', 'PSI Info', 'Import data', 'Parties', 'Tools', and 'Help'. Below this, there is a header area with 'Integrated reporting', a 'Return' button, and 'CN8 NC8' labels. The main content area is divided into several sections. On the left, there is a warning box with a yellow triangle icon and the text: 'You have missed 2 declaration submission deadline(s)! You have 3 message(s) waiting'. Below this is a 'View deadlines' link. On the right, there is a 'Welcome' message and two columns of tasks. The 'Common Tasks' column includes 'View the list of declarations' and 'Create a new declaration'. The 'My Tasks' column includes 'PSI Returns', 'Messages', 'Ongoing jobs', 'Import data', and 'Trading partners'.

This page notifies you of important events (messages), easily directs to the most often used pages and provides access to all functionality via the menu.

### 1.3.1 Menu

The menu is best accessible using the mouse (although access via the keyboard is supported as well). When hovering over a main menu item its sub-menu becomes visible and a sub-menu item can be selected. When clicking on a main-menu item its submenu is 'pinned' and the items can be easier selected.

The menu has the following structure:

#### Actions:

- *Integrated reporting*: This home-page
- *Return*: The list of declarations
- *CN8*: The Browser of Commodity Codes

#### PSI Info:

- *Goods Codes*: The list of your own personal nicknames for Commodity Codes
- *Trade Partners*: The list of trade Partners
- *Exchange Rates*: The list of foreign currencies and their exchange rate

#### Import Data:

- *Import Data*: Import Declaration Lines, Trade Partner Lists or Goods Codes Nicknames
- *View Import-Log*: The result of the latest import

#### Parties:

- *Provider Details*: Administrative details and settings for the CVR(provider) and SE(declarant)

#### Tools:

- *CN8*: Commodity Codes Browser
- *Messages*: Important notifications from DST and SKAT
- *Background Jobs*: List of Imports and other tasks that might take long
- *Downloads*: Export often used files to your own system
- *Options*: personalise application settings
- *ERP*: Upload a list of VAT-numbers of which the validity must be verified

#### Help:

- *Site Map*: Displays the structure of the IDEP.WEB site, also allowing direct access to the pages.
- *Help*: What you are looking at now.
- *Support*: Who do you call?...

### 1.3.2 Bread Crumbs

» [Intrastat / List system](#) » [PSI Returns](#) » [Return Overview](#) » [Return Line](#)

Bread Crumbs do what their name suggests; they leave a trail of where you went in the application. In the example given here the home page (Intrastat/List system) is where the application starts, the user opened the list of declarations (PSI Returns), selected a declaration (Return Overview) and started editing a declaration-line (Return Line). At any time you can select one of the items in the list of bread crumbs and jump to that page.

### 1.3.3 Language Support



Clicking on either flag sets the language of the website to either Danish or English (The larger flag indicates the current selection. This setting is remembered so the next time you log-in to IDEP.WEB it will start up in that language.

### 1.3.4 My Tasks

Under this heading a list is shown of your previous (probably most often used) actions. It serves as a reminder of what you have done and allows you to quickly access those actions again. This list will grow while using the application.

### 1.3.5 Common Tasks

No matter what you've done before (shown in 'My Tasks'), there are the fundamental tasks that are always applicable and those are viewing the list of declarations and creating a new declaration. Note that these selections are also available via the menu, so it is not necessary to first return to this home-page in order to perform such an action.

## 1.4 General Principles

The way IDEP.WEB presents itself to you is consistent throughout the package. There are list-forms and entry-forms.

### 1.4.1 Data Entry Fields

There are two types of fields:

1. Mandatory fields
2. Optional fields

Mandatory fields behave as follows:

1. Mandatory fields not yet filled-in have a yellow background
2. Mandatory fields correctly filled-in have a green background
3. Mandatory fields incorrectly filled-in have a red background

Optional fields behave as follows:

1. Optional fields not yet filled-in or correctly filled-in have a white background.
2. Optional fields incorrectly filled-in have a red background

Any field can be:

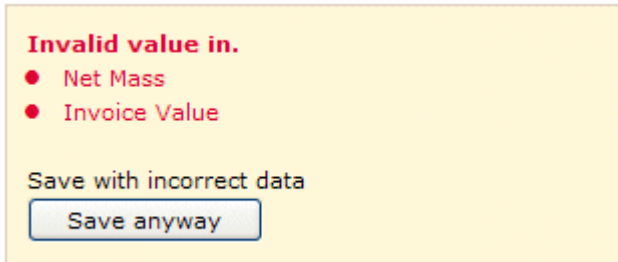
1. Free text
2. Combo box with drop down and possibility of typing in text
3. Pick-List field with selection popup and possibility of typing in text

Any field can have a value restriction:



- Maximum length (up to N characters)
- Type of data (letters or numbers only)
- A range of possible values (defined in a drop down or pop up).
- Special validation rule (e.g. the VAT number algorithm, legal email address etc.)

Error messages for erroneous fields are displayed on the right hand side, or bottom, of the data entry form:



For each of the erroneous fields a ‘bullet’ is displayed in the error summary. If you ‘leave’ a screen without having saved the data (e.g. when closing the browser or choosing any link on the page) a modal message should appear warning you about this issue (“do you want to leave this page with unsaved data?”)

### 1.4.2 List forms

The following UI principles are adopted in lists throughout the IDEP.WEB application:

- Lists are paged if they contain more than N entries
  - N is defined in the options screen
  - Paging controls are displayed when necessary
- Lists with a selection column allows:
  - Selecting 0 to N entries
  - Double clicking an entry will ‘edit’ the double-clicked entry
  - You can Apply an operation from the Actions menu to the selected entries.
- Columns with images show tooltips describing the images.
- The search field in the top-left of a list narrows down the list to the entered search criteria.
- The text in the top-right displays the total number of entries in the list.

### 1.4.3 Online Help

Each page except the start page and site map has a dedicated help link pointing to a particular topic in the online help. The help in the main menu points to the start of the online help.

All entry-forms show a question mark in the top-right corner of the entry-area. Pressing this question mark and the clicking on a screen element might provide you with additional information concerning this element.

### 1.4.4 Bread Crumbs

On each screen the bread crumbs are visible and allow navigation back to the previous (logical) hierarchical level. From each bread crumbs trail it is possible to go the start page of the application.

### 1.4.5 Hierarchical navigation

**We strongly recommend not to use the previous and next button of your Internet Browser, but to use the Navigation inside the package instead.**

You can find your way through the package in many ways:

- The menu provides access to all the forms
- On the start-page of the application directions to various often or most recently pages is provided.
- A Sitemap shows the structure of the web-site. From here pages can also be accessed.

In most of the screens there is a 'return to ...' button in the bottom left. This button closes the current screen and returns to the previous logical level in the hierarchy. Usually this is the same as clicking the before-last entry in the bread crumbs trail.

### 1.4.6 Changing User Interface Settings

A sub-item of the *Tools* menu-item called *Options* allows you to change some of the User Interface settings of the package.

#### » Integrated reporting » Options

The following settings allow you to change the behaviour of the application.


Show instructions - if you have hidden them, this will switch them on again.

Number of records to show per page in lists  8,  10,  12,  14  16  18  20  22

Show the 'Common Tasks' panel on the start page

Show the 'My Tasks' panel on the start page

- *Show Instructions* provides (when enabled) you with hints what to do next:

 There is no save or cancel button. Selecting or deselecting an option just 'does it'. [Hide this](#)

If this annoys you, switch it off.

- The number of items that a list (any list) shows on a page can be defined depending on the size of your screen an personal preference. Longer lists give more information and reduce the number of times you have to contact the web-server again in order to obtain a new page but they might present you with a vertical scrollbar which you may not like.
- The *Common Tasks* and *My Tasks* panels in the start page both provide options that are also available via the menu. You might want to disable these panels if you don't use them. By default they are switched on.

## 2 Parties

### 2.1 PSI (SE) Parameters

This screen allows you to View or Edit the Administrative Details and Parameters of an SE. It is one of the more complex forms of the application and we therefore advice you to carefully read this help-page.

It is important to realise that you enter the IDEP.WEB package with your CVR-number and that you are responsible for providing declarations for your own SE numbers (most often only one company, but you may have more) or other companies (you may act as an agent that provides declarations for other SEs.

For most users there will only be one single SE-number for which declarations need to be provider. This SE-number is most likely the same as the CVR-number with which you have logged-in.

**Modify PSI Parameters 11111114** ?

---

PSI Name\*

Name And Address Info\*    Post Code\*    Postal District\*    Country  
           

Contact Person\*    E-mail\*    Telephone\*  
       

---

**Choose survey types:**

Enabled surveys	Contact Person	E-mail	Telephone	Send email
<input checked="" type="checkbox"/> Services	<input style="background-color: #d9ead3; border: 1px solid #bdc3e2;" type="text" value="George Moorings"/>	<input style="background-color: #d9ead3; border: 1px solid #bdc3e2;" type="text" value="george@revolux.org"/>	<input style="background-color: #d9ead3; border: 1px solid #bdc3e2;" type="text" value="+352 111111-6"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> VIES	<input style="border: 1px solid #bdc3e2;" type="text"/>	<input style="border: 1px solid #bdc3e2;" type="text"/>	<input style="border: 1px solid #bdc3e2;" type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Intrastat Arrival	<input style="border: 1px solid #bdc3e2;" type="text"/>	<input style="border: 1px solid #bdc3e2;" type="text"/>	<input style="border: 1px solid #bdc3e2;" type="text"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Intrastat Dispatch	<input style="border: 1px solid #bdc3e2;" type="text"/>	<input style="border: 1px solid #bdc3e2;" type="text"/>	<input style="border: 1px solid #bdc3e2;" type="text"/>	<input checked="" type="checkbox"/>

       [Help](#)

Some of the fields on this form **must be entered** prior to you creating or sending a declaration. While these fields are not correctly filled-in their background-colour remains yellow (empty) or red (in error). When they are correct they turn green. As long as you have not completed this form the application will return to it and refuse any other operation. When you first log-in the name of your SE is looked up at SKAT. If it is incorrect or missing, you should fix that.

The screen also allows you to select for which surveys you wish to create declarations. For each of the surveys you select, you may enter an alternative contact person at your company who can be contacted by DST or SKAT in case of questions. If no contact person/ e-mail or phone-number for the surveys is specified the contact person of the SE is assumed.

For so called Third Party Declarants (TPDs) who act as a declaring agent for another company this form is also applicable. The number of fields that can be altered is however limited to defining the contact persons

responsible for creating declarations. Whether or not you as a client can make declarations for a certain Survey-type has to be defined in the [Additional Providers](#) form.

## 2.2 Additional Providers

You can allow other providers to create declarations on your behalf for one or more of your SEs. In order to accomplish this, as native provider you need to select the SE for which you want to allow an extra provider. By default the Additional Providers form will not show much since you haven't allowed anybody else to create declarations on your behalf yet.

By pressing the *Add Provider* button an extra field allows you to specify the CVR-number of the additional Provider. Enter the number and press the *Lookup* button. The system will check whether the CVR-ID is valid and display its company name. When you are sure this is correct press the *Add This One* button.

Now you need to specify for which surveys this extra provider is allowed to create declarations by selecting the checkbox in front of the survey name. Optionally you can enter the contact person's name, e-mail address and phone number. These will then be used by DST as contact-person in case there are questions related to declarations of that survey. When no contact person is provided the contact that was provided in the PSI Parameters form is assumed.

A filled-in form where a declaring agent is allowed to create declarations for ETS (UHT) only could look as follows.

**Modify Providers** ?

**Current PSI:** 11111114

---

Providers\*

16161616 Accounting ▼

Remove provider      Add Provider

---

**Choose survey types:**

Enabled surveys	Contact Person	E-mail	Telephone	Send email
<input checked="" type="checkbox"/> Services	John the Accountant	john@accounting.dk	+45 123456	<input type="checkbox"/>
<input type="checkbox"/> VIES				<input type="checkbox"/>
<input type="checkbox"/> Intrastat Arrival				<input type="checkbox"/>
<input type="checkbox"/> Intrastat Dispatch				<input type="checkbox"/>

Save and return to start page      Cancel      [Help](#)

Note that you have great flexibility here. There can be multiple providers; each being allowed to declare for one or more surveys. It is even possible to allow more providers for the same survey-type although this will not be an often used option.

### 2.3 Change PSI

In this form you can select the SE number for which you want to start creating declarations. The list contains your own SE number(s) plus those for which other CVRs allowed you to create declarations on their behalf.

**Change Current SE**

**Current PSI:** 12341237

---

**4 Items**

SE number	PSI Name	ETS	VIES	Intrastat import	Intrastat export
11111114	Revolux	✓	✓	✓	✓
12341237	HellHavn SA				
12345682	Revolux Head Office	✓	✓	✓	✓
44444445	HandWerken ApS			✓	✓

Close      [Help](#)

Selecting an SE-number moves you to the list of declarations for that SE.

## 3 Declarations

### 3.1 List of Declaration Headers

The List of Declarations shows all returns you have created for the currently selected company (SE). This list will most likely be your starting point when creating declarations since it provides an overview of what has been declared already, what is still in progress and what needs to be created. The list can be sorted on any of the columns allowing you to have whatever view you want on the list. You can also apply a filter to only show declarations of a specific survey-type.

Select	Return Number	Nature of declaration	Type	Trade flow	Statistical Period	Invoice Value	Number Of Lines	Correct	Return Approved	Date sent
<input type="checkbox"/>	<a href="#">000008</a>	Intrastat	Normal	Import	200905			✗		
<input type="checkbox"/>	<a href="#">000009</a>	Intrastat	Normal	Import	200904	9.224.152	247	✓	✓	17-08-2009
<input type="checkbox"/>	<a href="#">000010</a>	VIES	Normal		200904	108.642	2	✓		
<input type="checkbox"/>	<a href="#">000011</a>	Combined	Normal	Export	200904	19.787.194	502	✓		
<input type="checkbox"/>	<a href="#">000012</a>	ETS	Normal		200904	12.345	1	✓	✓	03-06-2009
<input type="checkbox"/>	<a href="#">000013</a>	Combined	Normal	Export	200904	1.037	4	✓		
<input type="checkbox"/>	<a href="#">000014</a>	Intrastat	Normal	Import	200904	9.212.551	247	✓		
<input type="checkbox"/>	<a href="#">000015</a>	ETS	Normal		200904	12.345	1	✓		

By default declarations of all survey types will be shown (the Tab *No Filter* is selected). However, by e.g. clicking on *Intrastat Arrival* only surveys of that specific type are shown in the list.

Please note that:

- A Combined declarations is always for Export since it is a combination of VIES and Intrastat and VIES is only applicable to Export.
- ETS declarations have no Trade Flow since their declaration-lines contain the figures for Income as well as Expenditure.

When one or more items are selected in the list, the following actions apply:

- **Modify:** Change an existing declaration. This can also mean fix an erroneous declaration that was imported. A faster way to accomplish this action is by clicking directly on the hyper-link without having to select the declaration first. As a result you will be taken to [list of Declaration Lines](#).

- Consult: Just look at the Declaration. There is no possibility to change the data. This will also take you to the [list of Declaration Lines](#).
- Delete: Remove the selected entries from the list. You will be prompted for confirmation.
- Approve declaration: Your declaration is finished and will be sent to DST and/or SKAT for further processing. Only perform this action when you are absolutely sure the declaration is correct. You can't afterwards 'disapprove' a declaration. The only way to correct it is by creating a replacement declaration. You can select and approve multiple declarations at once.
- Header: Show the summarized details (also called the header) of the selected Declaration.

Independent of whether one or more items have been selected, selecting the *Add* action takes you to the [Create New Declaration](#) form.

### 3.1.1 Interaction with other Providers

*This paragraph is only applicable to you when you allow others to create declarations on your behalf or when you yourself act as an Third Party Declarant creating Declarations for another SE.*

When multiple Declaration Providers (CVRs) are allowed to create declarations for the same Declarant (SE), the Native provider (the CVR that 'owns' the SE) has access to all declarations. The other providers (agents) can only view declarations they created themselves.

In such a case the Native Provider will see all declarations in the declaration-list and has full rights on modifying, deleting or approving them. For the Agent the list will only contain the declarations the agent created himself. When for example the Native Provider allows an Agent to create on his behalf VIES declarations only, the agent will never see any of the Intrastat or ETS declarations that have been created by the Native provider. Also if the Native provider allows a second agent (Agent2) to create Intrastat declarations, Agent1 and Agent2 will never have access to each others declarations; the Native Provider has full control over all declaration.

So, resuming: If you think you are not seeing every declaration in the list or the numbering of declarations in the list is discontinuous, this is probably because you are an Agent.

## 3.2 Declaration Header

There are two different presentations of a Declaration Header; One when adding a new declaration and one when consulting an existing one. The first allows you to fill-in the necessary fields as smoothly as possible, the second gives more additional information about the declaration.

**Add Return Header**

Intrastat Arrival
  Intrastat Arrival - Nothing to declare  
 Intrastat Dispatch
  Intrastat Dispatch - Nothing to declare  
 Combined Intrastat and VIES  
 VIES  
 Services
  Services - Nothing to declare  
 Replacement Declaration

Statistical Period\*  
 200906 June 2009

**Note: Nothing to declare**  
 Choose this option if you are required to make a declaration but you have nothing to declare for a specific period and flow:

[Help](#)

Adding a Declaration is simple. Just click the type of declaration you want to create (note that only the survey types you enable in your provider details screen will be listed here). It is now possible to enter the period for which you want to report (June-2009 in this example). Pressing the Save and return button creates the declaration and takes you to the form that allows you to enter the declaration details.

### 3.2.1 Nothing to declare

In case you have nothing to declare for Intrastat or ETS for a given period, you need to indicate that explicitly by selecting a so called null declaration. It is of course impossible to add declaration lines to such a declaration.

Note that if you are creating a normal declaration and don't add any lines to it, it will remain invalid.

### 3.2.2 Replacement Declaration

When you have approved an Intrastat declaration (and thus confirmed the data is correct and reported it to DST) and later find that it contains an error, or when you are notified by DST that one of the Intrastat declaration you have sent earlier contains one or more errors, you have the possibility to create a so called replacement declaration.

Instead of selecting one of the normal declaration types, you select the Replacement Declaration.

Replacement Declaration

Reference Number\*

The entry field for Statistical Period will be replaced by a Reference Number entry field. Here you can enter the number of the Declaration you want to replace, or select it from the list. Directly afterwards details of this declaration are shown, allowing you to check if this is indeed the declaration you want to replace.



Reference Number\*  
 ▼

Thresh.  
 Intrastat return ▼

Flow\*  
 Arrival ▼


Statistical Period\*  
 May 2009 ▼

Please note that you can't replace a declaration that has already been replaced. Also VIES and ETS declaration can't be replaced; just Intrastat. It is however possible to replace a replacement declaration. This might be necessary when you corrected a declaration DST is still not happy with the result.

### 3.2.3 Consult Declaration Header

When you select a Declaration from the list and click on the menu-action *Header* you will see the details of that declaration. This can be performed at any point in time; for declarations that you are working on as well for those already approved.

► Integrated reporting ► PSI Returns ► Return Header

**Consult Return Header 000011** 

Thresh.  
 Combined VIES/Intrastat return ▼

Flow\*  
 Dispatch ▼

Statistical Period\*  
 April 2009 ▼

Invoice Value:	9.962.247 DKK	Supplementary Units:	12
Total Netto Weight:	597.865	Number Of Lines:	253
Aggregated Lines:	14	Correct:	Yes
Return Approved:	No		

[Help](#)

Note that the number of aggregated Lines will only be available when the aggregated lines list has been consulted.

None of the fields of the declaration header can be altered.

### 3.2.4 Interaction with other Providers

When multiple Declaration Providers (CVRs) are allowed to create declarations for the same Declarant (SE), the Native provider (the CVR that 'owns' the SE) has access to all declarations. The other providers can only view declarations they created themselves. Also for creating replacement declarations this means that only declarations made by themselves can be replaced. If for example an Accountancy firm has created

a declaration for a certain SE and this declaration was not accepted by DST, the Native Provider can correct this by creating and approving a Replacement Declaration. The agent can afterwards view the Declaration he created himself but not the corrected Replacement Declaration. Also he cannot create a new Replacement Declaration for that Declaration anymore since the Native provider already did so.

### 3.3 List of Declaration Lines

The List of Declaration lines shows all lines you have created for the currently selected declaration. It can be sorted on any of the columns allowing you to have whatever view you want on the list. Since this list can be quite long (thousands of lines) you can easily jump to a position either by entering the line-number in the search field or by entering a page beneath the list. It is of course also possible to page-through the list.

Integrated reporting > PSI Returns > Return Overview DST- and SKAT-System: Digital Declarations

Select one or more entries in the list and choose an action to apply to it. [Hide this](#)

**Modify Return Overview 000011**

Summary: Combined, Export, 200904

253 Items

Select	Line Number	Declarant Reference	CNB Goods Code	Partner Country	Partner VAT Nr.	Invoice Value	Correct	Last Updated
<input type="checkbox"/>	49		33021010	GB		12.206	✓	28-05-2009 16:58
<input type="checkbox"/>	50		03033300	BE	BE0000000196	26.594	✓	03-06-2009 16:03
<input type="checkbox"/>	51		33021010	GB		23.115	✓	28-05-2009 16:58
<input type="checkbox"/>	52		33021010	GB		12.206	✓	28-05-2009 16:58
<input type="checkbox"/>	53		29061100	DE		45.764	✓	28-05-2009 16:58
<input type="checkbox"/>	54		29061100	DE		45.764	✓	28-05-2009 16:58
<input type="checkbox"/>	55		49011000	GB		21.309	✓	28-05-2009 16:58
<input type="checkbox"/>	56		49011000	GB		21.309	✓	28-05-2009 16:58

« Previous 1 2 ... 5 6 7 8 9 ... 31 32 Next » Go to page

[Return to declarations list](#) [Help](#)

Please note that:

- A Combined declaration is always for Export since it is a combination of VIES and Intrastat and VIES is only applicable to Export.
- ETS declarations have no Trade Flow since their declaration-lines contain the figures for Income as well as Expenditure.

When one or more items are selected in the list, the following actions apply.


- **Modify:** Change an existing Line. This can also mean fix an erroneous line that was imported. A faster way to accomplish this action is by clicking directly on the hyper-link without having to select the line first. As a result you will be taken to the [Line Details](#) form.
- **Consult:** Just look at the Declaration Line. There is no possibility to change the data. This will also take you to the [Line Details](#).
- **Delete:** Remove the selected entries from the list. You will be prompted for confirmation.
- **Import:** Go to the import page and obtain Declaration Lines from an outside source.
- **Header:** Show the summarized details (also called the header) of the selected Declaration.
- **Aggregated Info:** All declaration Lines of which the fields are the same but that only differ in value are grouped and the values summed-up. The result is often a much shorter list that gives you a better overview of what you are about to declare. You can return to the original view by clicking on 'Detailed Info'
- **Approve declaration:** Your declaration is finished and will be sent to DST and/or SKAT for further processing. Only perform this action when you are absolutely sure the declaration is correct. You can't afterwards *disapprove* a declaration. The only way to correct it is by creating a replacement declaration. You can select and approve multiple declarations at once.

Independent of whether one or more items have been selected, the *Add* action takes you to [the Create New Line](#) form.

### 3.4 Return (Declaration) Line


Entry of a declaration line. Depending on the kind of survey you have selected, the fields that can be filled in vary.

The following screen shows a combined Intrastat /VIES declaration line. Other survey types might require only a subset of these fields to be entered. For ETS also the service code is required. This is further explained below.

**Modify Return Line 3 / 4 - 000013** 

**Summary:** Combined, Export, 200904, Last updated: 25-06-2009 16:26

---

<input type="checkbox"/> Intrastat Only	Supplementary Units*
<input type="checkbox"/> VIES Only	10
Partner VAT Nr.*	Net Mass*
BG0000100153 Bella Bel SA	8050
Partner Country*	Currency Code
BG Bulgaria	EUR Euro
Code Transaction*	Value foreign currency
11 Outright/purchase/sale	11432
PSI Goods Code	Invoice Value*
	85107
PSI Code*	Declarant Reference
01011010 	IV20090014

Pure-bred breeding horses

[Help](#)

Save stores the current entry. Save and stop stores it and returns to the lines list. Return to lines list does **not** store the entry and returns to the list. Use the navigation buttons to move through the records of this declaration. [Hide this](#)

The header shows the line number, 3 out of a total of 4 in this case plus declaration number: 13.

After that follows:

The Survey Type of the declaration: *Combined Intrastat and Vies*

The Declaration Flow: *Export*

The Period for which we report: *April-2009*

The data and time when this line was last saved: *25<sup>th</sup> of June 2009 at 16:26*

By default all VIES and Intrastat fields can be entered. One can however decide to only report this line for Intrastat or only for Vies by checking one of the next two boxes.

Intrastat Only  
 VIES Only

When *Intrastat only* is checked the VAT number is no longer required, when *VIES only* is checked only the VAT number plus a value is required.

### Partner VAT Nr.:

The VAT number of the trade partner. It can be entered directly or selected from a list of trade partners you defined earlier. See *Trade Partners* for more details. When a VAT number is entered it is checked whether it is a correct and registered number. When it is not in compliance with the algorithm rules of the country where the trade partner resides the field will turn red, in error. Otherwise it will turn green and the number is

checked to see if it is properly registered in that country. When the number has already recently been checked the message if it's correct or not will be given immediately. Otherwise you will see the following message displayed.

VIES validation of this VAT-number is still pending

Should it later turn out the this trade partner is not registered, you will be notified by a message (See [Messages](#)) it is then up to you to decide whether or not this trade partner is indeed valid.

**Partner country:**

- Declaration of Dispatch: Member state to which the goods are exported.
- Declaration of Arrival: Member state from which the goods are imported.

**Nature of transaction:**

Indicates the commercial transaction (e.g. 11 = all transactions involving purchase and sale ; 21 = Return of goods).

**PSI Goods Code:**

Internal goods code of the company (Can be defined by the users. View "PSI Info / Good Codes")

**Cn8 Goods Code:**

Official goods code. This goods code can be picked up in the official nomenclature. Description of the kind of goods.

**Supplementary units:**

Indicates the quantity of the goods as described behind the field Cn8 goods code (e.g. "pieces". You have to indicate how many pieces of these products were imported or exported.

**Net mass:**

The **total** mass of the goods. (**not** the weight per unit!)

**Currency code:**

Indicates in which foreign currency the field "Invoice value Foreign" is expressed.

**Invoice value Foreign Currency:**

Invoice value expressed in the foreign currency described in the field "Currency code".

**Invoice value Danish Crowns:**


Invoice value in Danish Crowns. This value can be a calculation from the foreign currency value.

**Declarant Reference Number**

This field is not required. It can be used to enter an invoice number, the name of the trade partner or any other reference.

### 3.4.1 ETS Declaration lines

For an ETS declaration this form looks slightly different. ETS only requires a Partner Country, a Service Code and one or two values to be entered. The form looks as follows:

**Modify Return Line 1 - 000019** 

**Summary:** ETS, 200905, Last Upd: 27-05-2009 09:37

---

Declarant Ref. Nr. <input type="text" value="My reference 1"/>	Currency Code <input type="text" value=""/>
Partner Country* <input type="text" value="AN Netherlands Antilles"/>	Income from abroad* <input type="text" value="100000"/>
Service Code* <input type="text" value="201.12 Freight transport by ship (incl. rents)"/>	Expenditure to abroad* <input type="text" value="200000"/>

Freight transport by ship (incl. rentals of ships with crew)

**Partner Country:**

The required ISO country code can be that of any country in the world or an institution.

**Service code:**

Any of the codes in the list can be either directly typed in or selected from the list by pressing the button to the right of the list. The latter will pop-up a list which you can browse and select from.

**Income from abroad:** A value in Danish Crowns is required. For some service codes this value is not applicable and when such a code is selected the field disappears from the screen. A special case forms service code 200.12 for which a negative value is required.


**Expenditure to abroad:**

A value in Danish Crowns is required. For some service codes this value is not applicable and when such a code is selected the field disappears from the screen.

Please note that it is required to fill-in at least one of the two value fields.

**3.4.2 VIES Declaration lines**

Although a VIES line can be entered in combination with Intrastat information (see the combined line described above), it is in many cases easier to only enter VIES information. Sometimes it's even mandatory to create a VIES-only declaration, namely when Intrastat surveys are not enabled or when a triangular value needs to be entered.

**Modify Return Line 1 - 000017** 

**Summary:** VIES, 200905, Last Upd: 27-05-2009 10:39

---

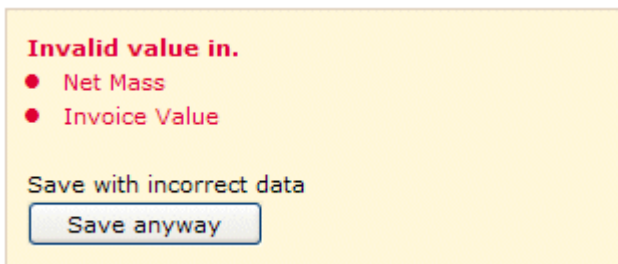
Declarant Ref. Nr. <input type="text" value="TR"/>	Currency Code <input type="text" value=""/>
Partner VAT Nr.* <input type="text" value="BE0000000196 Belga SA"/>	Invoice Value LOC/EUR <input type="text" value=""/>
	Triangular Value LOC/EUR* <input type="text" value="8"/>

A dedicated VIES declaration or a VIES-Only detailed line of a combined declaration are the only places where a triangular value can be entered, since triangular trade is incompatible with Intrastat.

### 3.4.3 Saving the Line

At any point in time you can save the data you have so far entered in the form. This is unlike other forms in IDEP that can only be saved when all mandatory fields have been correctly filled-in. You have the possibility to *Save and Continue* which will save the line and open new empty one or you can *Save and Stop* which will bring you back to the list of declaration lines.

When one or more fields are still in error, you will be presented with the message:



You now have the choice of either saving the form with the error(s) or correcting it first.

## 3.5 Approve a Declaration

Once you have finalised a declaration it can be *Approved*, which means it is sent to DST and/or SKAT for further processing. Approving a declaration is irreversible; There is no disapprove function. The only way to correct an approved declaration is by creating a replacement declaration.

Declarations can be approved by selecting them in the List of Declarations and then pressing the Approve button in the action menu or by doing the same directly from the list of declaration lines.

Approve declaration 000009	
<b>Provided by</b>	12345682
<b>Provided for</b>	12345682
<b>Thresh.</b>	Intrastat
<b>Flow</b>	Import
<b>Statistical Period</b>	200904
<b>Invoice Value</b>	9.224.152 DKK
<b>Supplementary Units</b>	12.345
<b>Total Netto Weight</b>	452.222
<b>Number Of Lines</b>	247 <a href="#">Declaration lines</a>
<b>Aggregated Lines</b>	<a href="#">Aggregated Info</a>

Do you want to approve the return ?


Upon approval the summary information of the declaration header is shown. Based on this information, it is up to you to proceed with approval or not.

Note that the Number of Aggregated Lines is by default not shown. Obtaining this figure is a time-consuming action (especially on large declarations) which we only want to perform when you are really interested in it. Therefore you need to explicitly press *Aggregated Info* when these figures interest you. Once aggregated data is obtained, the number of aggregated lines will be visible in the *Approve* form.

When you confirm the Approval of the declaration by pressing the Yes button, the declaration is sent to the competent authority.

- For Intrastat and ETS this will be DST.
- For VIES it is SKAT.
- For Combined Declarations the data is split into two parts; the Statistical part is sent to DST and the Fiscal information sent to VIES. (Note that when there is a problem with sending the data to SKAT, the data to DST will also not be sent. The declaration as a whole will remain *unsent*.)

It might take some time before your message is actually received by the authority. While waiting you'll be presented with the standard message:



The server is processing your request. Please wait ...  
(please do not navigate away from this page and wait until completion)

Approve declaration 000009

When finished your Approval is confirmed by:



**Approve declaration 000009** ?

**The declaration has been received successfully.>**

<b>Provided by</b>	12345682
<b>Provided for</b>	12345682
<b>Thresh.</b>	Intrastat
<b>Flow</b>	Import
<b>Statistical Period</b>	200904
<b>Invoice Value</b>	9.224.152 DKK
<b>Supplementary Units</b>	12.345
<b>Total Netto Weight</b>	452.222
<b>Number Of Lines</b>	247 <a href="#">Declaration lines</a>
<b>Aggregated Lines</b>	<a href="#">Aggregated Info</a>

You could print out his form as proof.  
000009-12345682\_12345682\_IW0908111.

The number presented here is a 'Signature' which provides proof of you having indeed sent the declaration. If you really want to, you can print it out, but you can always obtain the same information afterwards by selecting the declaration in the list of declarations and consulting the header.


### 3.6 Import

Various types of files can be imported in the IDEP.WEB package.

- Declaration-lines that include additional information such as SE-number, Statistical Period and Flow. (This is the so called multi-import)
- Partner VAT numbers
- PSI Goods Codes
- Declaration-lines for an already selected declaration of the current SE (only available when there is such a declaration selected).

Each of these types can be imported in various formats. E.g. Text or Excel. Of all possible import formats a technical description is provided at the end of this help-topic.

It is not always necessary to start an import by selecting this form from the menu.

One can also click on the import command:  **Import** directly from within the Partners- GoodsCodes- or Line-list. The correct import type will then be pre-selected.

### 3.6.1 Procedure

First the type of import needs to be specified, then for that type a specific import format is selected. After selecting (browsing for) a file and uploading it, the actual import can start.

#### 3.6.1.1 Declaration Import

When Multi Import is selected in the Picklist *Name* a variety of import format names can be selected.

- *ERP C5 ASCII* which is the tab-delimited format that is produced by the Microsoft C5 package. When this definition is selected the import of the file will create the declarations of the various surveys, for one single SE and for the same Statistical period.
- *INTRA-DK and NY INTRA-DK* which are standard textual import formats. They allow the import of Intrastat data for multiple SEs and statistical periods.
- *Multi Excel* which allows the import of Intrastat data for multiple SEs and statistical periods. The Excel sheet should contain the following columns (in that order): SE-number, Return Period, Return Flow, CN8 GoodsCode, Nature of Transaction Code, Partner Country, Net Mass, Supplementary Units, Invoice Value, Partner Vat Number, Service Code, Extra Value. Not all these fields are required to be present in the importfile. It depends on the surveys for which you are going to perform the import. [See below](#) for more detailed information concerning this format.

After selecting the name of an import definition, an entry field appears where the name of the file to be imported can be entered. By using the button, this is even easier.

Once a file is selected, pressing the *Upload* button performs the actual upload to the web-server. When the upload has finished, the filename appears in green on the screen.

By clicking the *Proceed with Import* button the file is read and interpreted and the data is added to your declarations.

The actual import might take long and is performed in the background. Therefore you are taken to the [Ongoing Jobs](#) page where list of all such jobs is presented.

When this is your first import you will see only one item in the list, namely the import job you just started.

» Intrastat / List system » Background Jobs

Select	<u><a href="#">Id</a></u>	<u><a href="#">File</a></u>	<u><a href="#">Status</a></u>	<u><a href="#">Instruction</a></u>	<u><a href="#">Time Stamp</a></u>	<u><a href="#">Next date</a></u>
<input type="checkbox"/>	86	ERP.txt		Import multi	28-05-2009 09:36	

At first the status might be empty. The job has not yet been taken into account (the system might be handling imports of other users). By refreshing the page (pressing F5) you will see the status change to 'in progress' and later (for small imports this is almost immediately) to 'success' or 'failure'. Note that when you import a huge number of declaration lines (more than a few thousand) your job is given a lower priority in order not to overload our server. In that case you might consider continuing another task and recheck the background job list after 15 minutes or so.

Select	<u><a href="#">Id</a></u>	<u><a href="#">File</a></u>	<u><a href="#">Status</a></u>	<u><a href="#">Instruction</a></u>	<u><a href="#">Time Stamp</a></u>
<input type="checkbox"/>	86	ERP.txt	<u><a href="#">Success</a></u>	Import multi	28-05-2009 09:52

The status 'success' means that no errors were found in the import file; 'failure' indicates a possible error in the format of the file (so it could not be imported) or an error in one or more of the declaration lines. 'failure' doesn't have to mean that you need to fix and re-import the import-file itself. Often you can simply correct the declaration lines that were in error.

In order to observe a detailed result of the import you need to click on the Success or Failure status. This will direct you to the [import-log screen](#). For more information on how to interpret this log, please see the help on that page.

Whenever an import definition is chosen which requires an Excel-file, in-between the upload of the file and the actual import-start one is also prompted for the name of the excel sheet (shown in the bottom left corner of Excel). In most cases this will be the default first sheet, often called 'sheet1'.

### Multi Excel Import

There are some special remarks to be made for this import definition name.

The import file can in principle contain data required to make all types of surveys: Intrastat, Ets, Vies, Combined Intrastat-Vies. In order to accomplish this, the following rules are applied:

- If a service code is present in the Import-line and ETS-surveys are enabled for this SE, the line will be added to an ETS declaration, no matter what other fields are present.  
There can be two value fields in the import-line; Invoice Value and Extra Value. For ETS the Income Value should be present in the Invoice value field and the Expenditure value in the Extra value field.
- Otherwise if it's an import declaration-line, the line will be added to an Intrastat-Import declaration. (Should a VAT number be present in the line, it is ignored since VAT-numbers are not applicable to Imports)
- Otherwise if the PSI for which the declaration is imported has VIES and Intrastat surveys enabled, in principle a combined Intrastat-Vies declaration will be created.  
When no VAT number is present it is assumed an intrastat-only line.  
When no CN8 code is present, it is assumed a VIES-only line.  
When in such an import Line a VAT number and an extra value are present, this extra value represents the Triangular Value. Triangular transactions are never applicable to Intrastat and therefore the line has to be added as a VIES only declaration (which can't contain a CN8-code but has the possibility of entering a triangular value).

When in the above mentioned cases 'added to a declaration' is written, this declaration will be created if none is present for the given return-flow and -period.

Especially the Multi Excel Import can take long, since it might need to switch from one SE to another and create declarations on the fly. During the import-process all declarations that are created (or to which lines are added) remain locked and can't be modified or deleted by any user. When finished, and the status of the import-job reads either 'succes' or 'failure', the declarations can be re-used.

### 3.6.1.2 Partner VAT and PSI Goods Codes import

In addition also Partner VAT numbers and PSI goods-codes can be imported. They can be selected as import type, after which the actual import definition name needs to be chosen. Like explained above for declaration-lines now also a file needs to be selected and uploaded, after which the import can start. The items in the import file will be added to the existing list. It might happen that an item is already present in the list causing a duplicate. The system will import the new entry with the status 'invalid'. It is up to you to decide which entry should be kept, the already existing one or the one just imported.

For those users that have complete lists of Partner VATs in their administrative systems and who wish to periodically refresh the information in IDEP.WEB, it is wise to first delete all existing Partners or Goods Codes prior to importing them again.

## 3.6.2 Import Definitions

This section describes for each import definition the required structure of the import-file and other technical details.

Note that for the field-order the (maximum) length of the field is specified.

In case of a fixed length import format (SDF), the length is the exact length of the field. Should the field be shorted it needs to be padded with spaces until the exact length is reached.

### 3.6.2.1 ERP Imports (aka Multi-PSI)

- ERP C5 ASCII  
Type: ANSI Text  
Description: Microsoft C5 Comma delimited  
Field-order: See xxx
- INTRA-DK  
Type: ANSI Text  
Description: Checkdata format for ERP-systems  
Field-order: See yyy
- NY INTRA-DK  
Type: ANSI Text  
Description: Checkdata format for ERP-systems  
Field-order: See yyy
- Multi Excel  
Type: Excel (.xls or .xlsx)  
Description: Excel file for one or more SEs, Declaration Periods and Flows  
Field-order: SE-number(8), Return Period(6 format YYYYMM), Return Flow(1 format '1'or'2'), CN8 GoodsCode(8), Nature of Transaction Code(2), Partner or ServiceCode Country(3), Net Mass(15), Supplementary Units(13), Invoice Value(13), Partner Vat Number(20), Service Code(7), Extra Value(13).  
Note: The Extra Value can contain the Triangular Value in case of a VIES import or the Expenditure Value in case of an UHT(ETS) import.

### 3.6.2.2 *Import Lines for the currently active declaration*

- Intrastat Excel-fil  
Type: Excel  
Description: Excel file with lines for a single 'Intrastat' declaration  
Field-order: CN8 Code(8),Transaction code A(1),Transaction code B(1),Partner Country(2),NetMass(15),Supplementary Units(13),Invoice Value(13)
- Intrastat SDF-fil  
Type: Ascii Fixed width  
Description: Text file with lines for a single 'Intrastat' declaration  
Field-order:
- Intrastat Text TAB  
Type: Ascii TAB Delimited  
Description: Text file with lines for a single 'Intrastat' declaration  
Field-order: Goods Code(8), Partner Country(2), TransactionCode(2),Supplementary Units(11),NetMass(12),Invoice Value(13),Reference(14)
- UHT Text TAB  
Type: Ascii TAB Delimited  
Description: Text file with lines for a single ETS (Services) declaration  
Field-order: Service Code(7),Country(2),Income Value(13),Expenditure Value(13),Reference(14)  
Note: The reference is optional; e.g. invoice number.
- VIES Text TAB  
Type: Ascii TAB Delimited  
Description: Text file with lines for a single 'VIES' declaration  
Field-order: VAT Number(20),Invoice Value(13),Triangular Value(13),Reference(14)  
Note: The reference is optional; e.g. invoice number. The first to digits of the VAT number should contain an ISO-country code

### 3.6.2.3 *Import Trade Partners*

- Partner Excel  
Type: Excel  
Description: Excel file with Trade Partners  
Field-order: VAT-Number(20), Partner Name(35)
- Partner  
Type: Text, TAB-delimited  
Description: Text file with Trade Partners  
Field-order: VAT-Number(20), Partner Name(35)

### 3.6.2.4 *Import Commodity Codes*

- Varepost Excel  
Type: Excel  
Description: Excel file with Commodity Codes  
Field-order: Commodity Code(25),CN8 Code(8),Goods Description(140)

- Varepost  
Type: Ascii TAB-delimited  
Description: Text file with Commodity Codes  
Field-order: Commodity Code(25),CN8 Code(8),Goods Description(140)

### 3.7 Import Log

The import log shows the result of an import Job after it has finished. The results of the latest import can be obtained by selecting the menu item Import / View Import-Log. The result of any import (so also older ones) can be obtained by clicking on the Success or Failure status of an item in the list of [Ongoing Jobs](#).

The Import Log is of particular interest for the “Multi-PSI Import” function, as Return Lines without or with incorrect PSI Identification, Flow or Period can’t be imported in IDEP and are only listed in this log.

Information stored in the log includes:

Start of Import:

- Start Date and Time of the import;
- Importname;
- Filename and Tablename (if applicable).

Lines with incorrect or missing PSI, Flow or Period (up to a maximum of 100):

- PSI Id;
- Line number in Import Source-File;
- Name of Field containing the error;
- Value of the Field in Error.

Lines that are otherwise incorrect (up to a maximum of 100):

- PSI Id;
- Declaration Nr;
- Line number in Import Source-File;
- Line number in Return;
- Name of Field containing the error;
- Value of the Field in Error.

End of import:

- Date and Time;
- List of Declarations for which lines were imported.
- PSI Id;
- Declaration Nr;
- Lines Imported;
- Imported Lines in Error.

## 4 Various Lists

### 4.1 Combined nomenclature CN8

The combined nomenclature (CN8) allows browsing and searching the nomenclature. You can select a CN8 code for use in a detailed declaration line or user-defined commodity code. Texts can be shown without CN8 code or with a 4- or 6-digit code. Such codes are not selectable. For each text its *supplementary unit* *qualifier* is shown in the last column. The CN8 can be consulted for the current year and the previous year.

The CN8 browser provides several **views** and **search methods**:

- [Official texts](#) shows the texts of the official journal.
- [Self-explanatory texts](#) shows the long texts.
- [Hierarchical search](#) allows browsing and searching in a hierarchical fashion.
- [Minimum hierarchy](#) displays the minimal hierarchy of a code in the official texts.
- [Keyword search](#) allows searching for a combination of pre-defined keywords.
- [CN8 code search](#) allows searching for a particular CN8 code.

1. Keyword and CN8 code search controls
2. CN8 code selection - click on hyperlink to select and return to details form

Key Word

   **1**

14904 Official texts [2009]

Hierarchy	CN Code	Description	Supplementary unit	N/C
☰		SECTION I LIVE ANIMALS; ANIMAL PRODUCTS		
☰		CHAPTER 1 LIVE ANIMALS		
☰	0101	Live horses, asses, mules and hinnies		
☰	0101 10	- Pure-bred breeding animals		
<b>2</b>	<a href="#">0101 10 10</a>	- - Horses	p/st	
☰	<a href="#">0101 10 90</a>	- - Other	p/st	
☰	0101 90	- Other		


#### 4.1.1 Official texts [^](#)

In official texts mode the view displays the combined nomenclature texts of the official journal with its indents and short texts. The minimum hierarchy is only available in this view.

	CHAPTER 1 LIVE ANIMALS
0101	Live horses, asses, mules and hinnies
0101 10	- Pure-bred breeding animals
<a href="#">0101 10 10</a>	- - Horses
<a href="#">0101 10 90</a>	- - Other
0101 90	- Other

The following actions and operations are available:



- *Return*: takes you to the [declarations list](#).
- *Nomenclature year*: Switches to the 'other' year.
- *Self-explanatory texts*: Switches to the [self-explanatory text](#) view.
- *Hierarchical search*: Enters to the [hierarchical search](#) mode.
- Clicking the  image in the list switches to the [minimum hierarchy](#) view

#### 4.1.2 Self-explanatory texts [^](#)

In self-explanatory texts mode the browser displays the long texts of the combined nomenclature. Each text is a self-contained description of the CN8 code.

0101 10	Pure-bred breeding horses and asses	
<a href="#">0101 10 10</a>	Pure-bred breeding horses	p/st
<a href="#">0101 10 90</a>	Pure-bred breeding asses	p/st
0101 90	Live horses, asses, mules and hinnies (excl. pure-bred for breeding)	


The following actions and operations are available:







- *Return*: takes you to the [declarations list](#).
- *Nomenclature year*: Switches to the 'other' year.
- *Official texts*: Switches to the [Official text](#) view.
- *Hierarchical search*: Enters to the [hierarchical search](#) mode.





### 4.1.3 Minimum hierarchy [^](#)

The minimum hierarchy function is only available in the official text view. Click on the  image in front of the code you which to view this hierarchy for. Click on the image again to return to the normal official text mode.

For example clicking on the image in front of the code **0101 90 11** shows the hierarchy shown below explaining where **For slaughter** comes from. This is useful for long sequences of 'other' descriptions.

CHAPTER 1 LIVE ANIMALS		SECTION I LIVE ANIMALS; ANIMAL I		
	0101	Live horses, asses, mules and hinnies	0101	Live horses, asses, mules and hinnies
	0101 10	- Pure-bred breeding animals	0101 10	- Pure-bred breeding animals
	0101 10 10	- - Horses	0101 10 10	- - Horses
	0101 10 90	- - Other	0101 10 90	- - Other
	0101 90	- Other	0101 90	- Other
		- - Horses		- - Horses
	0101 90 11	- - - For slaughter	0101 90 11	- - - For slaughter

### 4.1.4 Hierarchical search [^](#)

The hierarchical search allows finding a code quite quickly by narrowing down the codes. Use the  and  buttons in the first column to expand or unexpand a hierarchy level.

For example to find *orange*:

1. Enter the hierarchical search mode by clicking its option in the actions menu
2. Based on the nature of the product, you first choose the major section (*vegetable products*)
3. In the selected section choose a chapter (*edible fruit*)
4. In the proposed selection choose a sub section (*citrus fruit*)
5. Expand the proposed selection(*oranges*)
6. Locate the desired product in the proposed list (*other*)
7. Return to the 'normal' mode by clicking 'Hierarchical search' in the actions menu or click the CN8 code's link to copy the selected code to the details screen

◀ ▶		SECTION II VEGETABLE PRODUCTS
◀ ▶		CHAPTER 6 LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND O FOLIAGE
◀ ▶		CHAPTER 7 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS
◀ ▶		CHAPTER 8 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS
◀ ▶	0801	Coconuts, Brazil nuts and cashew nuts, fresh or dried, whether or not shelled or peeled
◀ ▶	0802	Other nuts, fresh or dried, whether or not shelled or peeled
◀ ▶	0803 00	Bananas, including plantains, fresh or dried
◀ ▶	0804	Dates, figs, pineapples, avocados, guavas, mangoes and mangosteens, fresh or dried
◀ ▶	0805	Citrus fruit, fresh or dried
◀ ▶	0805 10	- Oranges
◀ ▶	<a href="#">0805 10 20</a>	- - Sweet oranges, fresh
◀ ▶	<a href="#">0805 10 80</a>	- - Other

#### 4.1.5 CN8 code search [^](#)

To quickly locate a CN8 code, use the CN8 code search. Simply type in the (approximate) code in the field and press enter or click the search button. The CN8 browser will position itself approximately near the desired code. The entered code does not necessarily have to exist.

#### 4.1.6 Keyword search [^](#)

The keyword search is based on **pre-defined** keywords. To locate a CN8 code based on keywords, type in or select a keyword.

Key Word

Actions:

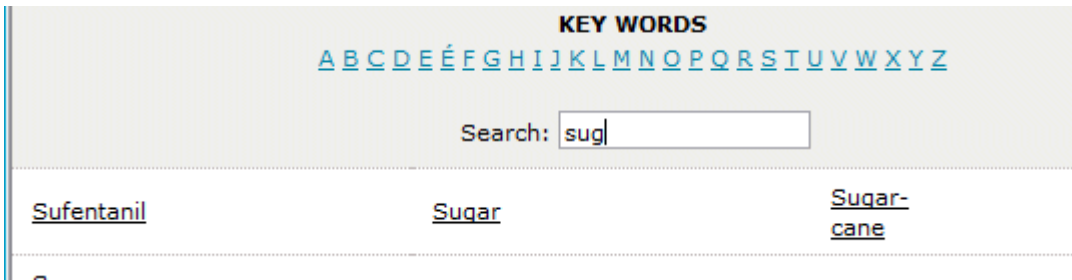
- *Clear* clears the selected keyword(s) and returns to the 'normal' view.
- *Go to* positions the CN8 browser on the first keyword search result.

To perform a keyword search, proceed as follows:

1. Click on the  button of the keyword field.
2. The keywords list pops up. Type in the approximate keyword or select it in the list (in this example we want to use the keyword *sugar*)
3. Having selected the keyword, the browser displays all the texts that pertain to this keyword
4. You can narrow down your search by adding more keywords

See the [example](#) below

The image below shows how to quickly locate the keyword *sugar*



The example below shows some of the search results for *alcohol, fruit, sugar*

Key Word

alcohol, fruit, Sugar

10 / 12498 Self-explanatory texts [2009]

CN Code	Description	Supp. Unit
<a href="#">2008 30 11</a>	Citrus fruit, prepared or preserved, containing added spirit, with sugar content of > 9% and actual alcoholic strength of <= 11,85% mas	-
<a href="#">2008 30 19</a>	Citrus fruit, prepared or preserved, containing added spirit, with sugar content of > 9% and actual alcoholic strength of > 11,85% mas	-
<a href="#">2008 92 12</a>	Mixtures of guavas, mangoes, mangosteens, papaws "papayas", tamarinds, cashew apples, lychees, jackfruit, sapodillo plums, passion fruit, carambola and pitahaya, incl. mixtures containing >= 50% by weight of these fruits and coconuts, cashew nuts, brazil nuts, areca "betel" nuts, cola nuts and macadamia nuts, prepared or preserved, containing added spirit, with a sugar content of > 9% by weight and of an actual alcoholic strength of <= 11,85% mas	-
<a href="#">2008 92 14</a>	Mixtures of fruit or other edible parts of plants, prepared or preserved, containing added spirit, with sugar content > 9% by weight and of an actual alcoholic strength <= 11,85% mas (excl. mixtures of nuts, tropical fruit and tropical fruit/nuts of a type specified in Additional Notes 7 and 8 to chapter 20 with a net content of >= 50% by weight, groundnuts and other seeds)	-
<a href="#">2008 92 16</a>	Mixtures of guavas, mangoes, mangosteens, papaws "papayas", tamarinds, cashew apples, lychees, jackfruit, sapodillo plums, passion fruit, carambola and pitahaya, incl. mixtures containing >= 50% by weight of these fruits and coconuts, cashew nuts, brazil nuts, areca "betel" nuts, cola nuts and macadamia nuts, prepared or preserved, containing added spirit, with sugar content of > 9% by weight and of an actual alcoholic strength of > 11,85% mas	-
<a href="#">2008 92 18</a>	Mixtures of fruit or other edible parts of plants, prepared or preserved, containing added spirit, with sugar content > 9% by weight and of an actual alcoholic strength > 11,85% mas (excl. mixtures of nuts, tropical fruit and tropical fruit/nuts of a type specified in Additional Notes 7 and 8 to chapter 20 with a net content of >= 50% by weight, groundnuts and other seeds)	-
<a href="#">2008 99 24</a>	Guavas, mangoes, mangosteens, papaws "papayas", tamarinds, cashew apples, lychees, jackfruit, sapodillo plums, passion fruit, carambola and pitahaya, prepared or preserved, containing added spirit, with sugar content > 9% by weight and of an actual alcoholic strength <= 11,85% mas	-
<a href="#">2008 99 28</a>	Fruit and other edible parts of plants, prepared or preserved, containing added spirit, with a sugar content of > 9% by weight and of an actual alcoholic strength of <= 11,85% mas (excl. preserved with sugar but not laid in syrup, jams, fruit jellies, marmalades, fruit purée and pastes, obtained by cooking, and nuts, groundnuts and other seeds, pineapples, citrus fruits, pears, apricots, cherries, peaches, strawberries, ginger, grapes, passion fruit, guavas, mangoes, mangosteens, papaws "papayas", tamarinds, cashew apples, lychees, jackfruit, sapodillo plums, carambola and pitahaya)	-

< Previous **1** 2 Next >

## 4.2 List of Declarant specific Goods Codes

Declarations containing Intrastat data (this can be either a combined declaration or an Intrastat-only declaration) always require CN8 goods codes code to be entered. Since you might not always have this CN8 code present at hand, a list of often used CN8 code and their (nick-)names can be is entered in the system. This list is Declarant dependent, meaning that for every SE a separate list is present. The valid Goods Codes in this list can later be used when creating a declaration line.

Actions | PSI Info | Import data | Parties | Tools | Help

Return + Add Modify Consult Delete Delete All Import data

Integrated reporting > Commodity codes DST- and SKAT-System: Digital Declarations

Select	Commodity Code	CNII Goods Code	Goods Description	Correct
<input type="checkbox"/>	<a href="#">Crazy Horses</a>	01011010	Pure-bred breeding horses	✓
<input type="checkbox"/>	<a href="#">Houties</a>	44032019	Spruce of the species "Picea abies Karst." or silver fir "Abies alba Mill.", in the rough, whether or not stripped of bark or sapwood, or roughly squared (excl. sawlogs; rough-cut wood for walking sticks; umbrellas, tool shafts and the like; wood in the form of railway sleepers; wood cut into boards or beams, etc.; wood treated with paint, stains, creosote or other preservatives)	✓
<input type="checkbox"/>	<a href="#">PC</a>	03033300	The dual core work-stations we use for our administrative staff	✓

Close Help

The following actions can be performed on this list:

- Return: Show the list of declarations. Often a logical next step after Goods Codes have been edited.
- Add: Create a new Goods Code entry
- Import: Go to the import page and obtain Goods Codes from an outside source.

When one or more items are selected in the list, the following actions apply.

- Modify: Change an existing entry. This can also mean fix an erroneous entry that was imported. A faster way to accomplish this action is by clicking directly on the hyper-link without having to select the item first.
- Consult: Just look at the entry. There is no possibility to change the data.
- Delete: Remove the selected entries from the list. You will be prompted for confirmation.
- Delete All: Remove all items from the list. This can be helpful when the list of Goods Codes comes from an external source and is imported. Periodically deleting all entries and re-importing the complete list is in such a case common practice.

### 4.3 Commodity Codes Details

From the list of [Commodity Codes](#) new entries can be added and existing entries be selected for modification.

The following screen-shot shows a modify action.

Actions	PSI Info	Import data	Parties
Clear            Delete            Return			
▶ Integrated reporting ▶ Commodity codes ▶ Commodity codes			
<div style="border: 1px solid gray; padding: 5px;"> <p><b>Modify Commodity codes Crazy Horses</b></p> <p>Commodity Code*  <input type="text" value="Crazy Horses"/></p> <p>CN8 Code*  <input type="text" value="01011010"/>  p/st</p> <p>Goods Description  <input type="text" value="Pure-bred breeding horses"/></p> <p> <input type="button" value="Save and return to list"/> <input type="button" value="Cancel"/> <a href="#">Help</a> </p> </div>			

#### Actions:

- Clear: wipe all data and start with an empty form. This is similar to adding a new entry. The field start-up yellow, meaning that it is mandatory to fill them in.
- Delete: delete this entry from the list.
- Return: open the list of declarations.

#### Fields:

- Commodity Code: A Nick name you provide yourself that is easier to remember than the official 8-digit CN8 code. It can be the real name of the item in question (like PC) or perhaps a reference code you use internally.
- CN8 Code: The official CN8 Commodity Code that is referenced by our nick-name
- Description: By default this field is filled in with the official description of the CN8-code, but you can overwrite this with your own description.

As long as both mandatory fields are not correctly filled-in the entry cannot be saved. The description is optional and can be left blank.

## 4.4 List Trade Partners

Declarations containing VIES data (this can be either a combined declaration or a VIES declaration) always require the VAT-number of a trade partner to be entered. Since you might not always have this VAT-number present at hand, a list of often used VAT-numbers and their (nick-)names can entered in the system.

This list is Declarant dependent, meaning that for every SE a separate list is present. The valid trade partners in this list can later be used when creating a declaration line.

Actions | PSI Info | Import data | Parties

Return + Add Modify Consult Delete Delete All Import data

Integrated reporting > Trading partners

3 Items

Select	Partner VAT Nr.	Partner Name	Correct
<input type="checkbox"/>	<a href="#">BE0000000196</a>	Belga SA	✓
<input type="checkbox"/>	<a href="#">BG0000100153</a>	Bella Bel SA	✓
<input type="checkbox"/>	<a href="#">LU16016251</a>	Revolux SARL	✓

Close Help

The following actions can be performed on this list:

- Return: Show the list of declarations. Often a logical next step after trade partners have been edited.
- Add: Create a new Trade Partner entry.
- Import: Go to the import page and obtain trade partners from an outside source.

When one or more items are selected in the list, the following actions apply.

- Modify: Change an existing entry. This can also mean fix an erroneous entry that was imported. A faster way to accomplish this action is by clicking directly on the hyper-link without having to select the item first.
- Consult: Just look at the entry. There is no possibility to change the data.
- Delete: Remove the selected entries from the list. You will be prompted for confirmation.
- Delete All: Remove all items from the list. This can be helpful when the list of trade partners comes from an external source and is imported. Periodically deleting all entries and re-importing the complete list is in such a case common practice.

## 4.5 Trade Partner Details

From the list of [Trade Partners](#) new entries can be added and existing entries be selected for modification. The following screen-shot shows a modify action.

» Integrated reporting » Trading partners » Trading partners

### Actions:

- **Clear:** wipe all data and start with an empty form. This is similar to adding a new entry. The fields start-up yellow, meaning that it is mandatory to fill them in.
- **Delete:** delete this trade partner from the list.
- **Return:** open the list of declarations.

### Fields:

- **Partner VAT Number:** Your trade Partners VAT-number. When you are finished entering this number it is validated. It must start with a valid EU-ISO country code and the number that follows must obey the algorithm for that country. When a VAT number is entered it is checked whether it is a correct and registered number. When it is not in compliance with the algorithm rules of the country where the trade partner resides the field will turn red, in error. Otherwise it will turn green and the number is checked to see if it is properly registered in that country. When the number has already recently been checked the message if it's correct or not will be given immediately. Otherwise you will see the following message displayed.

VIES validation of this VAT-number is still pending

Should it later turn out the this trade partner is not registered, you will be notified by a message (See [Messages](#)) it is then up to you to decide whether or not this trade partner is indeed valid.

- **Partner Name:** Normally the company name of the trade partner. Of course you can also provide a nick name for the company.

As long as both fields are not correctly filled-in the entry cannot be saved.

## 5 Messages and batches

### 5.1 Ongoing jobs

The ongoing jobs screen shows the status of the so-called *batches*.

For each batch the list shows:

- the ID of the Batch (simply a number showing identifying the order)

- the file-name connected to the batch (if applicable, otherwise some other relevant Identifier)
- the status (in progress, finished with success or finished with failure)
- the kind of job ([import](#), [VAT number validation](#), send an [approved](#) declaration to DST)
- the time when it was submitted
- if a job could not be started right away, an indication when it will be run again (next date)

Operations; clicking on a link in list takes you to the report (log) of the operation in question - this only works if the job has **completed**:

- *Import*: Shows the [import log](#).
- *VAT number validation*: Shows the result of the [VAT number validation](#).



- *Return*: takes you to the [declarations list](#).

68 Items					
<u><a href="#">Id</a></u>	<u><a href="#">File</a></u>	<u><a href="#">Status</a></u>	<u><a href="#">Instruction</a></u>	<u><a href="#">Time Stamp</a></u>	<u><a href="#">Next date</a></u>
144	TJEK.txt	<a href="#">Failure</a>	Import multi	09-06-2009 15:56	
145	TJEK.txt	<a href="#">Failure</a>	Import multi	09-06-2009 15:59	
146	ERP Import Sample two errors.txt	<a href="#">Failure</a>	Import multi	09-06-2009 17:05	
147	partners.txt	<a href="#">Success</a>	Import partners	09-06-2009 17:07	
148	ERP Import Sample two errors.txt	<a href="#">Failure</a>	Import multi	09-06-2009 17:09	
149	partners.txt	<a href="#">Success</a>	Import partners	09-06-2009 17:10	
152	Multi Import.xlsx	<a href="#">Failure</a>	Import multi	09-06-2009 18:24	
153	Multi Import.xlsx	<a href="#">Failure</a>	Import multi	09-06-2009 18:27	

< Previous 1 2 ... 5 6 **7** 8 9 Next >      Go to page

## 5.2 Messages

The messages screen shows the messages that are communicated to you by DST, SKAT or the system. Messages shown in **bold** are not yet read.

The different kinds of message are:

- *Announcements*: general messages issued by DST or SKAT.
- *Deadline exceeded*: indicating that you have missed a submission deadline for a particular declaration type and period.
- *Declaration errors*: indicating that DST has found a problem in a declaration that you should correct
- *VAT validation errors*: indicating that a VAT number used in a declaration line or as trading partner is not correct








Operations; clicking on a link in list will mark the message as read and perform the following operation:



- *Declaration errors*: A **replacement** declaration will be made for the original erroneous declaration. The lines for which errors were reported will be marked as incorrect.
- *Deadline exceeded*: You will be taken to the screen where the declaration can be created - the appropriate declaration type and period will be pre-filled in.
- *Invalid value*: You will be taken to the screen where the invalid VAT number was used - this can be a trade partner or a declaration line

 [Return](#)   [View deadlines](#)   [Only deadlines](#)

- *Return*: takes you to the declarations list.
- *View deadlines*: takes you to the deadline dates overview page.
- *Only deadlines*: lets you filter the list on message to only show the deadline related messages.

<a href="#">Id</a>	<a href="#">Type</a>	<a href="#">Message Text</a>	<a href="#">Subject and Message</a>	<a href="#">Comment</a>
105		<a href="#">Announcement</a>	<b>Welcome!</b>	
106		<a href="#">Declaration Error</a>	<b>There are some errors in this declaration</b> 1: The netmass is too high 2: The use of this product is questionable	<b>Return Number 41</b>
107		<a href="#">Deadline Exceeded</a>	<b>Export Intrastat declaration for March 2009 (deadline 04-04-2009)</b>	
108		<a href="#">Deadline Exceeded</a>	<b>ETS declaration for 1st Quarter 2009 (deadline 04-04-2009)</b>	
109		<a href="#">Invalid value</a>	<b>This VAT-number is not registered with VIES</b> Partner VAT Nr.	<b>BE0000000196</b>
110		<a href="#">Invalid value</a>	<b>This VAT-number is not registered with VIES</b> Return Number: 5, Line Number: 1	<b>BE0000000295</b>

In the start screen it will be shown if there are any messages (the message in green is an announcement):

**You have missed 2**  
 **[declaration submission deadline\(s\)!](#)**  
 [You have 4 message\(s\) waiting](#)  
 Welcome!

By clicking on any of the links you will be taken to the messages screen. Clicking on the missed deadline message will go to the message screen where only the deadline misses will be shown.

## 6 ERP and such like

### 6.1 Downloads

IDEP.WEB offers the possibility to export data to your own PC. This allows you to work with this data indendently from IDEP.

✦ [Integrated reporting](#) ✦ [Downloads](#)

**The following files are downloadable:**

Exchange Rates	<a href="#">txt</a>	<a href="#">xml</a>	<a href="#">zip</a>
CN8 Codes	<a href="#">txt</a>	<a href="#">xml</a>	<a href="#">zip</a>
Country Codes	<a href="#">txt</a>	<a href="#">xml</a>	<a href="#">zip</a>
Partner Countries	<a href="#">txt</a>	<a href="#">xml</a>	<a href="#">zip</a>
Transaction Codes	<a href="#">txt</a>	<a href="#">xml</a>	<a href="#">zip</a>
Service Codes	<a href="#">txt</a>	<a href="#">xml</a>	<a href="#">zip</a>
Commodity codes	<a href="#">txt</a>	<a href="#">xml</a>	<a href="#">zip</a>
Trading partners	<a href="#">txt</a>	<a href="#">xml</a>	<a href="#">zip</a>

 [Brugervejledning \(PDF\)](#)  [User guide \(PDF\)](#)

[Back](#)

The following lists can be exported:

- **ExchangeRates:** all the Currency Codes plus Exchange Rates of the same Currencies you can use in the IDEP.WEB Declaration Line.
- **CN8 Codes:** the CN8 Commodity Codes in Self Explanatory text format.
- **Country Codes:** all countries in the world (those that can be used in an ETS Service Codes declaration)
- **Partner Countries:** all EU Countries
- **Transaction Codes:** the Nature of transaction codes as it can be entered in an Intrastat Line.
- **Service Codes:** the service codes as they can be used in an ETS declaration
- **Commodity Codes:** the li: the list of Nick-names for CN8 codes you defined for the currently selected SE.
- **Trading Partners:** the list of Trade Partners and their VAT-numbers you defined for the currently selected SE.

All these files can be downloaded in 3 formats:

- **txt:** Standard ANSI text; either semi-colon or tab-delimited
- **xml:** The same data as in the text-file but with XML-tags around it
- **zip:** txt file but compressed in order to allow a faster download

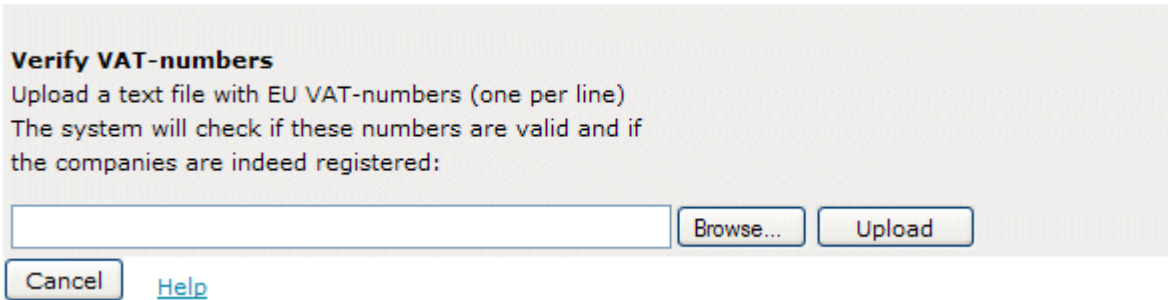
Finally, the user guides in Danish and English can be selected for Download. Note that these user guides are a compilation of the on-line help. Instead of printing them out, it might be more convenient (and more environment friendly) to simply consult the on-line help.

## 6.2 VAT Number Validation

In order to support ERP systems, the IDEP.WEB application provides the possibility to upload a list of VAT-numbers, which will then be validated.

The format of such a file is simple; a Text-file with one VAT-number per line. The VAT-numbers should start with a ISO-Country Code; e.g. BE0000000097

### ✦ Integrated reporting ✦ VAT number validation

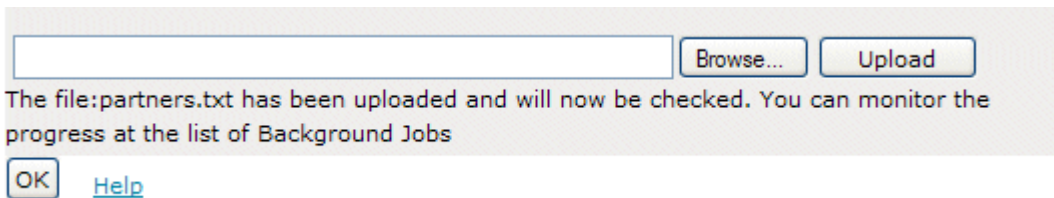


**Verify VAT-numbers**  
Upload a text file with EU VAT-numbers (one per line)  
The system will check if these numbers are valid and if the companies are indeed registered:

[Help](#)

You can enter the filename directly or press the Browse button. Then press upload in order to start copying the file to the server.

When the file has been correctly uploaded the following notification appears:



The file:partners.txt has been uploaded and will now be checked. You can monitor the progress at the list of Background Jobs

[Help](#)

As indicated you can see the results in the [Backgrounds Jobs](#) screen.

The procedure is as follows:

- Check if the VAT-numbers are correct with respect to the ISO County-Code and VAT-number algorithm. If not, the VAT-number is marked invalid.
- If the previous check is passed, see if the number has been recently checked with VIES in Brussels. If so, use the last obtained status.
- If not recently checked, send the VAT-number to VIES in Brussels. They will contact the local registers in the related Member State to see if the number is indeed Registered.

It goes without saying that this procedure can take quite some time when there are many VAT-numbers to be checked and most of these have not been recently checked. We therefore advice you to be patient while this Checking Jobs executes or come back at a later time to check the results.

## 6.3 Validated VAT numbers

The result of an ERP Vat-Number Validation batch is shown when the related item in the list of [Ongoing Jobs](#) is selected (only after it has finished).

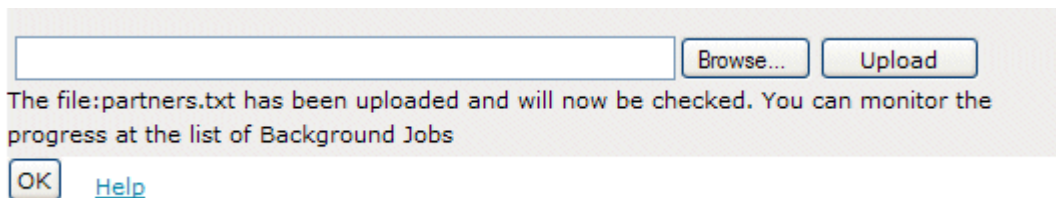
The list shows all VAT-numbers that have been validated. The Correct Status can read as follows:

- Valid: This is a correctly registered Company that can be used in a VIES declaration.
- Invalid: The number is either incorrect with respect to EU-ISO Country-Code (and not Danish) or Algorithm or it is not a registered company.
- Out of order: Either VIES in Brussels can't be contacted or VIES can't contact the local register.

The column Time Stamp contains the date and time at which VIES was last consulted regarding this VAT-number. If this entry is empty, it indicated that the VAT-number algorithm is incorrect or the number is not from an EU Member State other than Denmark.

### 6.3.1 Export

The results of the VAT-number validation batch can be exported to your own PC. In order to do so you need to press the Export button in the actions menu:



You will be prompted for the location where to store the file (or you can also open the file directly).

checked. We therefore advice you to be patient while this Checking Jobs executes or come back at a later time to check the results.

## 6.4 Validated VAT numbers

The result of an ERP Vat-Number Validation batch is shown when the related item in the list of [Ongoing Jobs](#) is selected (only after it has finished).

### ✦ Integrated reporting ✦ VAT number validation

98 Items		
Partner VAT Nr.	Correct	Time Stamp
DE144252064	Valid	04-06-2009 15:03:28
DE145376363	Out of order	04-06-2009 15:03:28
DE811116504	Valid	04-06-2009 15:03:28
DE811121801	Invalid	04-06-2009 15:03:28
DK13896909	Invalid	
DK14248196	Invalid	
DK19749592	Invalid	
DK22765310	Invalid	

< Previous 1 2 3 4 5 ... 12 13 Next >    Go to page

Close [Help](#)

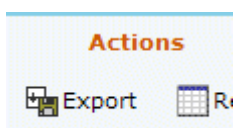
The list shows all VAT-numbers that have been validated. The Correct Status can read as follows:

- Valid: This is a correctly registered Company that can be used in a VIES declaration.
- Invalid: The number is either incorrect with respect to EU-ISO Country-Code (and not Danish) or Algorithm or it is not a registered company.
- Out of order: Either VIES in Brussels can't be contacted or VIES can't contact the local register.

The column Time Stamp contains the date and time at which VIES was last consulted regarding this VAT-number. If this entry is empty, it indicated that the VAT-number algorithm is incorrect or the number is not from an EU Member State other than Denmark.

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The results of the VAT-number validation batch can be exported to your own PC. In order to do so you need to press the Export button in the actions menu:



You will be prompted for the location where to store the file (or you can also open the file directly).

