

The logo for STATEC is displayed in white, bold, sans-serif capital letters on a blue rectangular background. To the right of the logo, a photograph of a modern building with a glass facade and a street lamp is visible.

STATEC


The IDEP.WEB data collection tool

The logo for STATEC is displayed in white, bold, sans-serif capital letters on a blue rectangular background. To the right of the logo, a photograph of a modern building with a glass facade and a street lamp is visible.

STATEC

(Author: Francis Sonnetti – technical and industrial engineer)

STATEC		
Author : Sonnetti Francis	IDEP.Web	<i>Balance of payments</i>

	Helpdesk	Contact
IDEP		
Idep.Web administrator	Francis Sonnetti	2478-4293 francis.sonnetti@statec.etat.lu
		
Intrastat helpdesk	Pascal Harsch Luc Kohnen	2478-4236 2478-4246 luc.kohnen@statec.etat.lu
Treatment of the Idep data	Jean-Pierre Jossa	2478-4286 jean-pierre.jossa@statec.etat.lu
Intrastat reminders	P. Harsch	2478-4236
Intrastat responsible	Alain Hoffmann	2478-4299 alain.hoffmann@statec.etat.lu
Adresse		Statec (Intrastat) P.C. 304 L-2013 Luxembourg (Fax : 22 03 71) data-intrastat@statec.etat.lu
<i>BALANCE DES PAIEMENTS</i>		
Informations	Jeff Schmitt Chantal Haas	2478-4200 balance@statec.etat.lu
Adresse		Statec (Balance of payments) B.P. 304 L-2013 Luxembourg (Fax : 46 42 89) balance@statec.etat.lu
Internet site		www.statec.lu
Idep.Web access		services.statec.lu/ldpweb

Introduction


The IDEP (Intrastat Data Entry Package) software has been created already in 1993 together with the Intrastat system. At that moment it was distributed on diskette, then on CD and finally it is also available on the Internet.

IDEP.Web gives you the possibility to create different statistical declarations (Intrastat and balance of payments) for Statec.

Using the IDEP.Web form

To be able to use Idep.Web in the best way, we recommend using a recent version of the following internet browsers :

- Google chrome
- Internet Explorer
- Mozilla Firefox
- Safari
- Opera.

The Idep.Web form may be used in one for the following 4 languages  :

- French
- German
- English
- Luxembourgish.

Declaring with IDEP.Web

Using Idep.Web you will be able to create the following statistical declarations :

- the Intrastat declaration for arrival
- the Intrastat declaration for dispatch
- the Intrastat declaration for the balance of payments .

Technical helpdesk for "IDEP"

If you have any questions about the use of the Idep.Web form, please contact :

- Francis Sonnetti at 2478 4293 or by email at francis.sonnetti@statec.etat.lu
- Jean-Pierre Jossa at 2478 4286 or by email at jean-pierre.jossa@statec.etat.lu

The "Intrastat" helpdesk

If you have questions on the different Intrastat declarations, please contact :

- Luc Kohnen at 2478 4246 or by email at luc.kohnen@statec.etat.lu
- Pascal Harsch at 2478 4236 or by email at pascal.harsch@statec.etat.lu

The « Balance of Payments » helpdesk

If you have questions on the "balance of payments" returns , please contact :

- Help-desk at 2478 4200 or by mail at balance@statec.etat.lu .

Request to get access to Idep.Web

Idep.Web is only accessible, if you requested a user-id and a password from Statec. This request has to be addressed to :

- Luc Kohnen at 2478 4246 or by mail to luc.kohnen@statec.etat.lu
- Jean-Pierre Jossa at 2478 4286 or by mail to jean-pierre.jossa@statec.etat.lu .

Please note that the user-id and the password will , for obvious security reasons, only be transmitted by registered post .

To get access, you will have to indicate :

- the name of your company
- the identification of the company ID (LU...)
- the exact address of the company
- the name of the contact person that will use Idep.web
- the phone number and mail-address of the Idep.web user.

Case of a third-declarants (please have also a look at „procedure to be respected for a third-declarant“ page 55)

The third-declarant has first of all to ask for an own user-id and password.

The letters with the user and password of his customers will be sent directly to the clients.

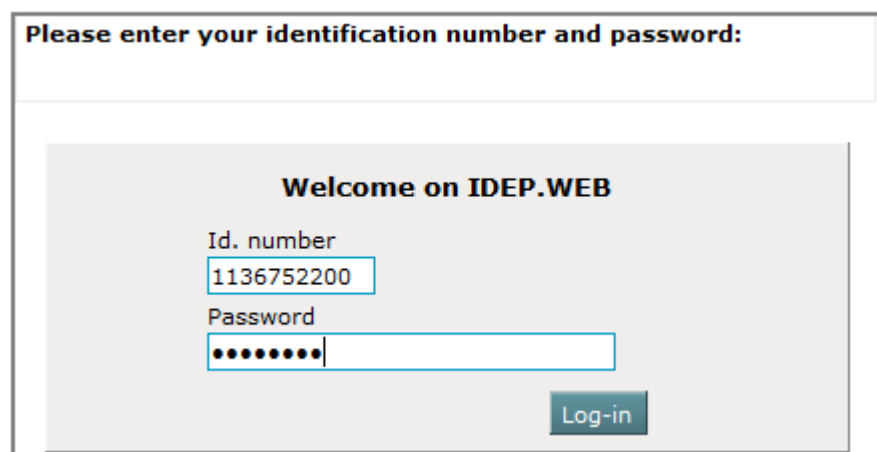
The first time, the customer of the third-declarant will have to enter their Idep.web account themselves, to complete first the company's data and then to give the third-declarant the permission to enter data on their behalf.

First access to the Idep.Web form

The access to the Idep.Web form is possible at :

services.statec.lu/IdepWeb/

You will access Idep.Web for the first time by entering the user-id in the field *Id. number*, followed by the *password* :



Please enter your identification number and password:

Welcome on IDEP.WEB

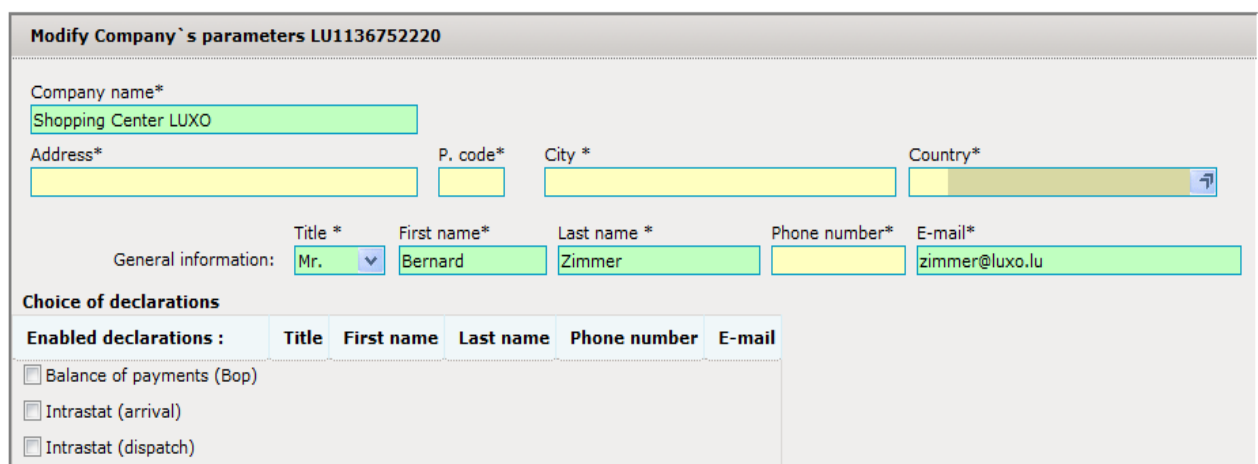
Id. number
1136752200

Password
.....

Log-in

A click on **Log-in** will start Idep.Web .

Your first action will be the completion of the company's details for which the declarations have to be done :



Modify Company's parameters LU1136752220

Company name*
Shopping Center LUXO

Address* P. code* City* Country*

General information: Title* First name* Last name* Phone number* E-mail*

Mr. Bernard Zimmer

Choice of declarations

Enabled declarations :	Title	First name	Last name	Phone number	E-mail
<input type="checkbox"/> Balance of payments (Bop)					
<input type="checkbox"/> Intrastat (arrival)					
<input type="checkbox"/> Intrastat (dispatch)					

Initialization of the Idep.Web form

The first part concerns the company's parameters :

Modify Company's parameters LU1136752220

Company name*
Shopping Center LUXO

Address*
13, rue Erasme

P. code*
2016

City*
Luxembourg

Country*
LU Luxembourg

General information:

Title*
Mr.

First name*
Bernard

Last name*
Zimmer

Phone number*
2478 4293

E-mail*
zimmer@luxo.lu

Field	Description
Company name	Name of the company
Address	Address of the company (street and number)
P. code	Postal code in the town
City	Town where the company resides
Country	Country where the company is situated
Title	Title (Ms. or Mr.) for the contact person
First name	First name(s) of the contact person
Last name	Last name(s) of the contact person
Phone number	Phone number of the contact person
E-mail	E-mail address of the contact person

Beneath on the same form, you will have to do an indication about the type of declarations you will have to fill-in. For every declaration form, you are even allowed to indicate a different contact person :

Choice of declarations

Enabled declarations :	Title	First name	Last name	Phone number	E-mail
<input checked="" type="checkbox"/> Balance of payments (Bop)	Mr.	Bernard	Zimmer	2478 444	Zimmer@luxo.lu
<input checked="" type="checkbox"/> Intrastat (arrival)	Ms.	Josephine	Block	2478 444	Block@luxo.lu
<input type="checkbox"/> Intrastat (dispatch)					

Intrastat (arrival)*
2 Detailed Return

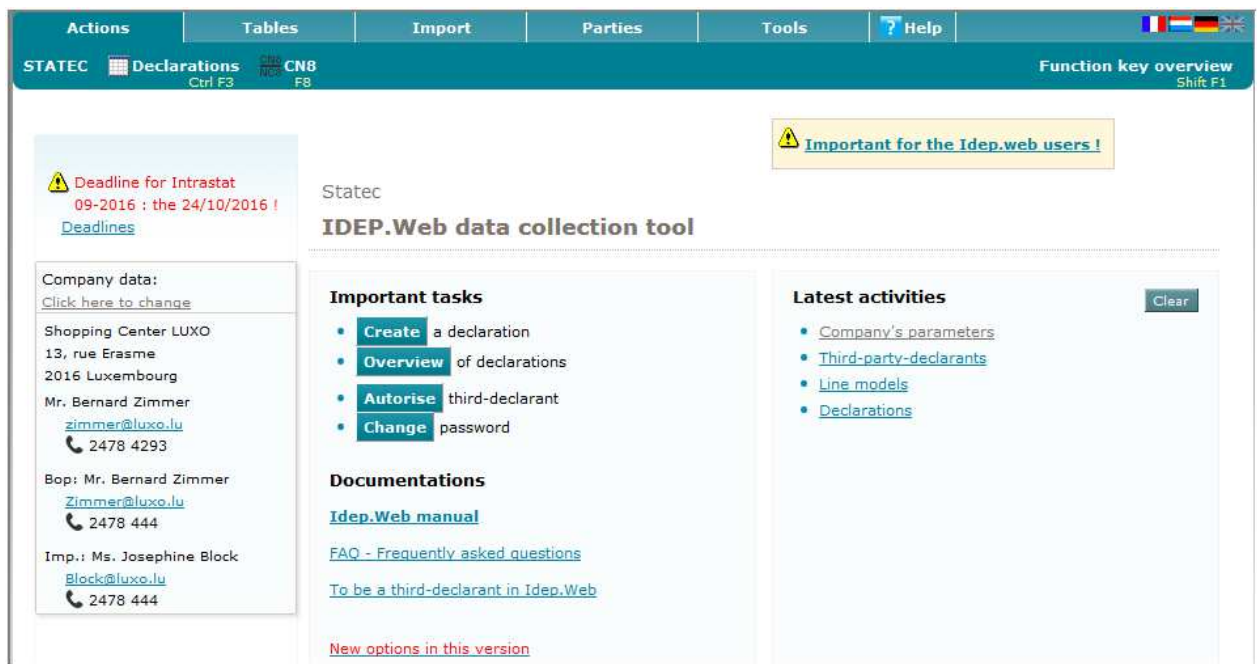
Totals 2017: € 0

Totals 2016: € 811 820

Field	Description
Enabled declarations	Indication about the declarations which have to be created in Idep.Web
Balance of payments (BoP)	If activated, a declaration for the balance of payments has to be created
Intrastat (arrival)	If activated, Intrastat declarations for arrival will be available. A supplementary indication on the form to be used, has to be done at the bottom of the form.
Intrastat (dispatch)	If activated, Intrastat declarations for dispatch will have to be created. A supplementary indication on the form to be used, has to be done at the bottom of the form.
Title	Title (Ms. or Mr.) for the person in charge of that declaration
First name	First name(s) of the person in charge of declaration
Last name	Last name(s) of the person in charge of that declaration
Phone number	Phone number of the person in charge of that declaration
E-mail	E-mail address of the person in charge of that declaration

Idep.web home page

Just after saving the company's details, the Idep.Web home page will be presented to you :





At the home page , you can see the menus and their options which can simply be activated by a mouse-click .

If you select a menu, some options will appear.

Idep.web menus

The different menus will be :

Actions	Tables	Import	Parties	Tools	? Help
STATEC	 Declarations	 CN8			

Actions	
Statec	The home page
Declarations	The overview of declarations
CN8	Possibility to search the official 8-digit good-code

Tables	
Company's goods-codes	relation table between CN8 good-codes and the company's internal good-codes or the product name
Trade-partners	table with the company's trade-partners
Exchange-rates	table with the currency exchange-rates
Line models	table with prepared declaration lines, called line models

Import	
Import	Interface allowing the import of declarations, trade-partners, company good-codes or line models
View import-log	View the result of the import action
Import-format	Possibility to create an interface for the data-import

Parties	
Company's parameters	The informations on the company, as well as the indications on the kind of declarations to fill-in
Main company param.	Information on the main company (ex.: the third-declarant)
Change to another company	This option does only appear if one company has the permission to create also declarations for another company (example third-declarants)
Third-party-declarants	Parameter giving a third-declarant the possibility to do the declarations instead of the company itself
Transmit some	transmit several declarations at the same time

Tools	
CN8	Tool for the search of good-codes (by keyword, in a hierarchical or in a simple way)
On-going jobs	List of the jobs that have been started or are still running
Downloads	Possibility to export different tables from Idep.Web to be able to use them in your own information system (CN8 goods-codes, Bop codes, country codes, trade-partners, Intrastat tables, etc.) – available format : text, xml or zip
Options	Possibility to configure certain Idep.Web screens

Help	
Site map	Displays the structure of the Idep.Web site and gives direct access to different options
Help	A structured Idep.Web help
Support	Contact to the different helpdesks
Informations	Link to the pages where the official information on « Intrastat » and the « Balance of payments » can be found

Language

At the top right corner you find different flags :



Clicking on one of them, will change the language used inside the Web-form to the official one used in that country. The available languages are: French, Luxembourgish, German and English.

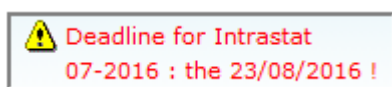
The flag that is darker represents the actual language being used; in this case : the English one.

Your selection will stay in memory for the next time you will access the Idep.Web form.

Different zones at the home page

Message zone (at the top left corner)

Important messages may appear on the left :



Messages may concern a declaration dead-line that you missed : *You missed the deadline for ... !*

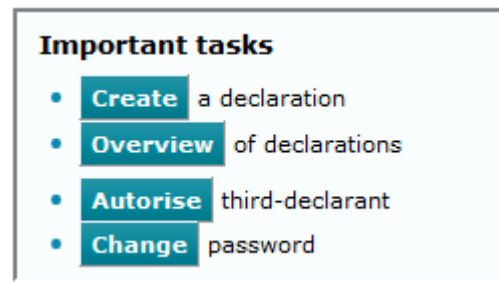
On the left side, you will also find the company's data that you indicated at the menu **Parties** and its option **Company's parameters**.

In case changes have to be done, you will simply have to click on "Click here to change" :

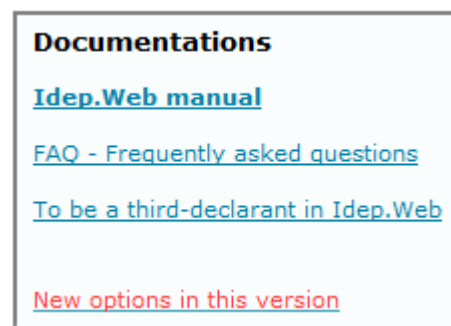


Important tasks (in the middle part of the home page)

In that list you will find fundamental Idep.Web options as « *Create a declaration* », the « *Overview of declarations* » or the possibility to “*change password*” :



Documentations



In this part you will find documentations about Idep.web :

- [Idep.Web manual](#) : the complete manual on Idep.web
- [FAQ – Frequently asked questions](#) : answers to the most common questions to the help-desk
- [To be a third-declarant in Idep.web](#) : a short guide for third-declarants and their customers
- [New options in this version](#) : the latest changes in Idep.web.

Last activities (in the right part of the home page)

In this option, you will find a list of functions that you used in the past time. This way it will be easier to enter directly into your preferred functions.



To renew that list, you have to click on **Clear** .

Traces

During the use of the menus and options, you will always find a line at the top of the screen where you will find a trace about which ways you used, to get to actual option :

STATEC > Declaration overview > Lines overview > Declaration line

The different entry fields

There are two types of fields :

- the mandatory fields
- the optional fields .

The mandatory fields react as described below :

- not filled-in mandatory fields will be in yellow
- erroneous mandatory fields will be red-lighted
- not correctly filled-in mandatory fields will be in green.

Optional fields will behave as follows :

- not filled-in or incorrect optional fields will have a white colour
- incorrect optional fields will be in red .

All fields can be :

- free texts
- a combo-box with drop-down and possibility of typing in text
- a pick-list field with pop-up selection and the possibility of typing text in.

All these fields are under certain restrictions :

- a maximum length (up to N characters)
- a type of data (letters or only numbers)
- a range of possible values (defined in a drop-down or pop-up list)
- special validation rules (ex.: the VAT algorithm, a valid email-address, etc.).

The error messages concerning the fields, will be displayed in the right part of the screen or simply below the form. For every erroneous field, an indication on the error type will be shown in the error summary.

If you want to leave a screen without saved data (e.g. when closing the browser or choosing any link on the page) a warning will appear : *Do you want to exit without saving ?*

List forms

The following principles will be in use in Idep.Web lists :

All lists will be divided into more screens, if they exceed a certain amount of lines :

- the number of lines displayed on screen can be defined with "*Tools / Options*"
- paging controls are displayed, if there is more than one page of data.

In the lists with a selection column, it is possible :

- to select from 0 to N entries
- to edit an entry by a double-click
- to apply an action on the selected entries using the menu "*Actions*"
- to enter a search criteria in the search field in the left top corner
- to get an indication on the number of entries in the list in the right top corner.

Online help

On every page, except for the home page, you have the possibility to ask for online help at the right bottom of the selected option.

Navigation

We recommend not to use the "*previous*" and "*next*" buttons of the browser, but to use simply the foreseen buttons inside the Idep.Web form.

On most of the screens, a «*return to ...*» button is available at the left side of the bottom. That button allows to return to the previous function or screen.

The effect will be the same if you click on the previous entry in the trace.

You have different possibilities to find your way :

- by selecting a menu and its options
- by the options « *Important tasks* » and « *Last activities* » presented at the home page
- by the « *Site map* » (at the bottom of the page) which will give you access to all possible functions .

Changing the Idep.Web settings

The sub-menu « *Options* » of the « *Tools* » menu allows you to change different Idep.Web settings :

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

Number of lines that will be shown in a list :

☒ 8 ☐ 10 ☐ 12 ☐ 14 ☐ 16 ☐ 18 ☐ 20 ☐ 22

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

☒ Show help in a separate popup window.

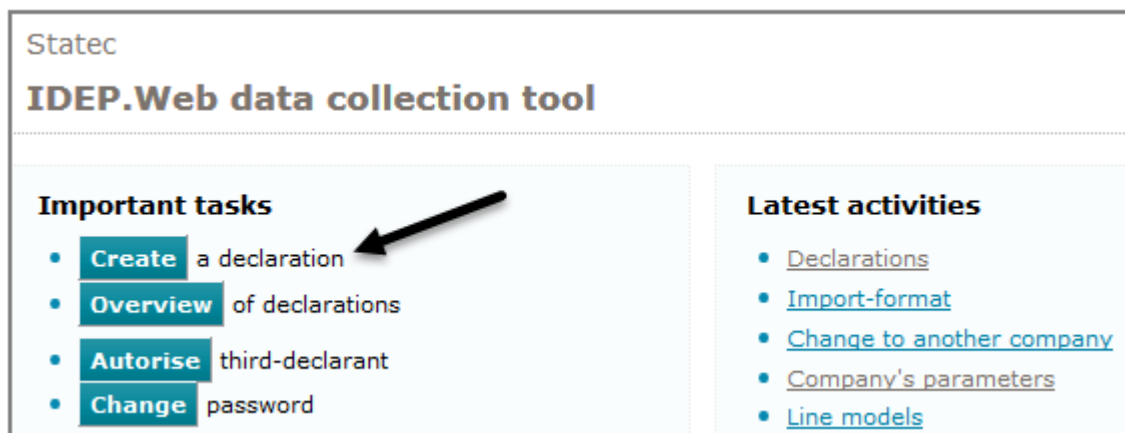
☒ Show possible CN8 codes as you type.

[Change password](#)

- the parameter « *Number of lines ... shown* » will allow you to configure how many lines of a list or table will be displayed on one page . In case that fixed amount of lines is exceeded, the data will be presented on several pages
- «*Show instructions* » allows you to get certain advices about different pages and options of the Web-form. : if that disturbs you, simply switch it off
- the option « *Show help in a separate popup window* » gives the opportunity to allow that on a request for online help, your actual function will stay in the back-ground, while the help screen will be shown in a separate window. This way, you will lose no data
- the option "*Show possible CN8 ...*" will give you the opportunity to have an extra window besides the declaration line entry, in which you will be able to watch the progression for the search of the good-code inside the nomenclature
- the "*Change password*" option will allow you to arrange the Idep-Web-user-password in line with your needs.

Creation of a declaration

To create a declaration, you simply click on the **Create** a declaration icon in the column « *Important tasks* » at the home page :



Another option allows you to do the same : simply click on **Declarations** and then use **Actions** followed by the option **Add** :

Add Declaration header

Step 1:

What kind of declaration do you want to create ?

☐ Intrastat (arrival)

☐ Intrastat (dispatch)

☐ Balance of payments

You will first have to choose the kind of declaration you want to create :

Add Declaration header

Step 1:

What kind of declaration do you want to create ?

☒ Intrastat (arrival)

☐ Intrastat (dispatch)

☐ Balance of payments

Step 2:

How do you want to create the declaration ?

☐ Type in declaration

☐ Import declaration

☐ Nil declaration

☐ Replace declaration

If you want to import a file with datas for several declarations, companies, periods or flows, then you should use [Multi Import](#)

In the following part, you will have to indicate in which way the declaration will be created or what kind of declaration it will be. The choices will be :

- *Type in declaration* : if you want to type in the declaration
- *Import declaration* : if you want to import data from a file
- *Nil declaration* : if for that month you had no Import/Export

- *Replace declaration* : if you want to do changes on an already transmitted declaration

Add Declaration header

Step 1:

What kind of declaration do you want to create ?

☒ Intrastat (arrival)
☐ Intrastat (dispatch)
☐ Balance of payments

Step 2:

How do you want to create the declaration ?

☒ Type in declaration
☐ Import declaration
☐ Nil declaration
☐ Replace declaration

If you want to import a file with datas for several declarations, companies , periods or flows, then you should use [Multi Import](#)

Step 3:

Select the period for which you want to create the declaration.

Period*

201602 February 2016 ▼

Declaration

2 - Detailed Return

Finally, you will have to do an indication on the period for which you declare.

If you simply click on **Create a declaration** , you open that new declaration.

The look of the declaration form will differ depending on the type that has been selected : Intrastat declaration (arrival or dispatch), declaration for the balance of payments.

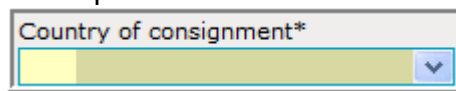
The declaration form might differ, but the procedure remains the same. The user may use either his mouse or the « TAB » key to pass from one field to another.

On some fields, where a pop-up list is available, the jump to the next field is automatic, as soon as a correct value has been entered.

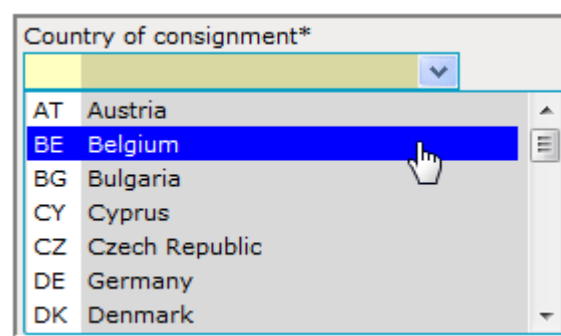
The mandatory fields will be represented in a yellow colour, the optional ones with a white one.

If in certain fields, the user knows what to enter, he may do that directly. In other cases, some drop-down or pop-up lists could be available.

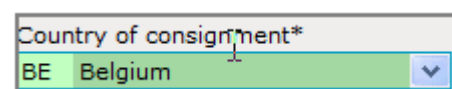
The fields of a drop-down list are presented as follows :



The user may click on the down-arrow on the right of the field and will see the available values among which he will be able to do a choice :



The user picks a value by clicking on one of the values :



Intrastat declaration lines for arrival

Concerning the Intrastat declaration, there are three different types : simplified, detailed and extended .

The following example presents an extended declaration line , where every possible field of an Intrastat declaration for arrival is presented :

Line 1 of declaration 000001	
Declaration: Extended, Flow: Arrival, Period: 201602, Update: 24/02/2016 15:07	
Country of consignment*	Net mass in kg (optional)
BE Belgium	
Country of origin*	Suppl. units (pieces)*
IT Italy	10
Nature of transaction*	Currency code
11 Outright purchase/sale	GBP Pound Sterling
Mode of transport*	Invoice value in GBP
3 Road transport	5 219
Company's code	Statistical value in GBP
	5 375
CN8 good-code*	Invoice value in EURO*
84714100	6 662,05
	Statistical value in EURO*
	6 861,19
	Reference
	vfc-145
Data-processing machines, automatic, comprising in the same housing at least a central processing unit, and one input unit and one output unit, whether or not combined (excl. portable weighing <= 10 kg and excl. those presented in the form	
Save Save and back Save, then next Cancel and return to overview Help	

Country of consignment

Member state from where the goods got imported (two alphabetic positions).

Country of origin

Country where the goods have been produced (two alphabetic positions).

Nature of transaction

Commercial operation that has taken place (two numerical positions).

Mode of transport

The mode of transport represents the mean used when the good crossed the border of the Luxembourgish territory (1 numerical position).

Company's code

Internal good code (or product name) used in the company in relation to the official goods-code (a table can be defined at « *Tables / Company's goods-codes* »).

CN8 goods-code

The official goods-code (8 numerical positions) of the combined nomenclature.

In IDEP it is possible to search for a goods-code in the normal way, in a hierarchical mode or by keyword.

Net mass in kg

Total net mass of the goods in kilograms without decimals.

Sometimes the indication of the net mass is replaced by the request of the quantity (suppl. units), depending on the goods-code.

Suppl. units (*)

The supplementary unit is simply the quantity of goods.

IDEP will display that field if it is requested. In that case, the net mass will be optional.

Currency code

By selecting a currency code, a supplementary field in which the value can be entered in a foreign currency will be added. The conversion into a Euro value will be done automatically.

Invoice value in foreign currency

Total value in foreign currency (without VAT) – appears only if field "Currency code" is used.

Statistical value in foreign currency

The statistical value in foreign currency – appears only if field "Currency code" is used.

Invoice value in EURO

Total value in Euro without decimals (without VAT) . It is not possible to add a negative value.

Statistical value in EURO

The statistical value is the invoice value added by the transport and insurance cost. It is not possible to add a negative value.

Reference

This field is optional. It can be used to indicate a reference to your invoices (ex. : invoice number, trade-partner, etc.) This field will not be transmitted to Statec.

Intrastat declaration lines for dispatch

The following example will show an extended Intrastat declaration line , where every possible field of a dispatch declaration is presented :

Line 1 of declaration 000002	
Declaration: Extended, Flow: Dispatch, Period: 201602	
Partner VAT number*	Net mass in kg (optional)
FR09318921061 Inter-occasions	
Country of destination*	Suppl. units (pieces)*
FR France	10
Nature of transaction*	Currency code
11 Outright purchase/sale	USD United States of Ameri
Mode of transport*	Invoice value in USD
3 Road transport	5 128
Company's code	Statistical value in USD
PC	5 058
CN8 good-code*	Invoice value in EURO*
84714100	4 137,78
	Statistical value in EURO*
	4 081,3
	Reference
	us-124
Data-processing machines, automatic, comprising in the same housing at least a central processing unit, and one input unit and one output unit, whether or not combined (excl. portable weighing <= 10 kg and excl. those presented in the form	

Partner VAT number

The partner Vat number overtaken from "Tables / Trade-partners" is an indication on the company to which the good got delivered. If the field is erroneous, it will be in red. If it corresponds to the norm, a check of its registration will take place.

Country of destination

Member State to which the goods have been exported (two alphabetic positions) .

Nature of transaction

Commercial operation (two numerical positions).

Mode of transport

The mode of transport represents the mean used when the good crossed the border of the Luxembourgish territory (1 numerical position).

Company's code

Internal good code (or product name) used in the company in relation to the official goods-code (a table can be defined under « "Tables / Company's goods-codes").

CN8 goods-code

The official goods-code (8 numerical positions) of the combined nomenclature.

In IDEP it is possible to search for a goods-code in the normal way, in a hierarchical mode or by keyword.

Net mass in kg

Total net mass of the goods (not the weight per unit !) in kilograms without decimals.

Sometimes the indication of the net mass is replaced by the request of the quantity (suppl. units), depending on the goods-code.

Suppl. units

The supplementary unit is simply the quantity of goods.

IDEP will display that field if it is requested. In that case, the net mass will be optional.

Currency code

By selecting a currency code, a supplementary field in which the value can be entered in a foreign currency will be added. The conversion into a Euro value will be done automatically.

Invoice value in foreign currency

Total value in foreign currency (without VAT) – appears only if field "Currency code" is used.

Statistical value in foreign currency

The statistical value in foreign currency – appears only if field "Currency code" is used.

Invoice value in EURO

Total value in Euro without decimals (without VAT). It is not possible to add a negative value.

Statistical value in EURO

The statistical value is the invoice value with taking into consideration the transport and insurance cost. It is not possible to add a negative value.

Reference

This field is optional. It can be used to indicated a reference to your invoices (ex. : invoice number, trade-partner, etc.) This field will not be transmitted to Statec.

Declaration line for the « Balance of payments »

The following screen presents a declaration line for the "balance of payments", that may change according to the declaration code . Two looks are possible :

Line 1 of declaration 000003	
Declaration: Bop, Period: 201602	
Country*	Currency code*
BE Belgium	EUR Euro Member Countries, Euro
Bop-code*	Sales / Income in EUR*
092 Sale and purchase of goods under	15 159
	Purchases / Expenses in EUR
	Reference
Sale and purchase of goods under merchanting	

or :

Line 2 of declaration 000003	
Declaration: Bop, Period: 201602	
Country*	Currency code*
IT Italy	EUR Euro Member Countries, Euro
Bop-code*	Asset value in EUR*
ST110 Stock of Trade credits - Related for	50 000
	Liability value in EUR
	Reference
Stock of Trade credits - Related foreign enterprises - Buyers	

Country

For transactions : The country (code with 2 alphabetical characters) of residence of the foreign counterpart or the code of the international body with which the transactions were realized.

For stocks : The country (code with 2 alphabetical characters) of residence of the foreign counterpart or the code of the international body for which there are balances on accounts.

Bop-code

For transactions : The Bop-code (3 to 6 alphanumeric characters) represents the nature of the transaction (deal) according to the list of the economic codes.

For stocks : The bop-code (5 alphanumeric characters) represents the category of the account according to the list of the stocks of assets and liabilities .

Currency code

For transactions : The currency (code with 3 alphabetical characters) in which the amounts are expressed. The transactions (deals) cleared in different currencies are to be converted into the currency of the statement.

For stocks : The currency (code with 3 alphabetical characters) in which the amounts of the accounts are expressed. The conversion in another currency is not authorized.

Sales / Income

The amount of the transactions (deals) cleared during the considered period and provided by economic code and by country code.

Purchases / Expenses

The amount of the transactions (deals) cleared during the considered period and provided by economic code and by country code.

Asset value

The amount of assets towards non-residents at the end of the considered period.

Liability value

The amount of liabilities towards non-residents at the end of the considered period..

Reference

Entering any reference is optional.

Entry of a declaration line

As soon as a line has been completed, you have different possibilities :

Save and continue : choose this option if you want to save a line, and continue to enter more lines. The form will be cleared and prepared for the next entry. The line counter will be incremented.

Save and back : choose this option if you want to save the line and stop the line entry. You will get back to the overview of lines.

Cancel and return to overview : This option allows you to cancel the line entry and to get back to the overview of lines.

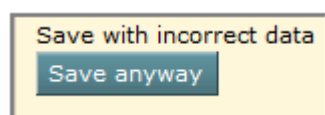
Save a line

At any moment, you may save the line that you just entered.

If the line is not complete or if there are erroneous fields, a message similar to the following, will be issued :



After every entry, IDEP will check the different fields and will display a message as soon a field has not been filled in or is erroneous. You also have the opportunity to continue with the option :



At that moment you have the choice to save an incomplete or incorrect line, or to correct it before saving .

Please note that it is not possible to transmit an incomplete or erroneous declaration.

Overview of lines

After the line entries, you pass to the overview of lines.

The overview of lines will show all the lines that have been already entered.

That list may be sorted in different ways, while clicking on the column header.

As this list may be very long, you can easily access the different line pages while clicking on one of the page numbers at the bottom, or simply by entering a number into the parameter **Go to page** .

Consult Lines overview 000008									
Declaration: Detailed Return , Flow: Arrival, Period: 201601, Date: 17/02/2016 13:07									
Declaration cannot be modified; create a replacement declaration.									
<input type="text"/>									218 items
	Line	Reference	Country	CN8 goods-code	Net mass in kg	Suppl. units	Invoice value in EURO	Correct	Update
<input type="checkbox"/>	1		BG	42010000	1		17	✓	15/02/2016 10:19
<input type="checkbox"/>	2		DE	21061080	7		35	✓	15/02/2016 10:05
<input type="checkbox"/>	3		IE	21061080	4		17	✓	17/02/2016 10:39
<input type="checkbox"/>	4		IT	21061080	4		34	✓	17/02/2016 10:39
<input type="checkbox"/>	5		FR	21061080	63		403	✓	17/02/2016 10:39
<input type="checkbox"/>	6		DE	21061080	33		410	✓	15/02/2016 10:05
<input type="checkbox"/>	7		DE	21061080	1		10	✓	15/02/2016 10:05
<input type="checkbox"/>	8		DE	21061080	2		17	✓	15/02/2016 10:05
<input type="checkbox"/>	9		BE	04061030	9		26	✓	15/02/2016 10:05
<input type="checkbox"/>	10		BE	04061030	6		17	✓	15/02/2016 10:05
<div>< Previous 1 2 3 4 5 ... 21 22 Next ></div> <div>Go to page <input type="text"/></div>									

In the overview of lines, you can use several actions on one or more lines.

The chosen action will have the following effect :

Add : add a line to the existing declaration. No matter if you selected one or more lines , activating "Add" will open the form to enter a declaration line.

Show : display or modify an existing line to change or correct some fields. It is of course much simpler, if you double-click on that line, to open it. Then you simply pass to the details of that line.

Delete : delete the selected lines. A confirmation will be asked.

Delete All : delete all the lines of the declaration. A confirmation will be asked.

Import : start the import of the data from an external file.

Copy : copy lines from a former declaration

Header : show a summary with the totals for that declaration.

Aggregated info : aggregation (summary) of the lines that only differ by the values. Of course, there might be less lines in an aggregated list than in the normal list of lines. To return to the original list of lines, you only need to click on *Detailed lines*.

Transmit : that option allows to transmit a declaration to Statec.

Attention : It will no more be possible to change lines afterwards ! If any change has to be done, you will have to do a "replace declaration" !

Print : this option gives you the possibility to print declaration lines, to save them in an electronic format or to export them in a file.

In case the declaration is erroneous a filter appears in the right top corner, giving you a choice between:

- **All lines** : show all lines in the declaration
- **Erroneous lines** : show only the erroneous lines.

Modify Lines overview 000006									
Declaration: Detailed Return , Flow: Arrival, Period: 201601				Filter:	<input checked="" type="radio"/> All lines <input type="radio"/> Erroneous lines				
<input type="text"/>				22 items					
Select	Line	Reference	Country	CN8 goods-code	Net mass in kg	Suppl. units	Invoice value in EURO	Correct	Update
<input type="checkbox"/>	11		DK	84713000	24	6	3 660	✓	19/02/2016 08:52
<input type="checkbox"/>	12		GB	87042131	12 001	12	375 000	✓	19/02/2016 08:52
<input type="checkbox"/>	13		FR	07093000	11		14	✓	19/02/2016 08:52
<input type="checkbox"/>	14		IT	08051080	250		375	✓	19/02/2016 08:52
<input type="checkbox"/>	15		FR	08092900	12		132	✓	19/02/2016 10:47
<input type="checkbox"/>	16		JP	84714100	70	10	4 550	✗	23/02/2016 16:02
<input type="checkbox"/>	17		FR	84716070	25	10	1 800	✓	23/02/2016 16:02

Overview of declarations

As soon as a user quits the screen « *Lines overview* », he is taken back to the « *Declaration overview* ».

The overview of declarations shows all declarations that have been created for a company , and their actual status :

No filter		Declaration filter: All		Status filter: Any		Companies & periods: Current		8 items		
Select	Number	Declaration	Type	Flow	Period	Value	Line(s)	Correct	Transmitted	Date
<input type="checkbox"/>	000002	Intrastat	Normal	arrival	201601	295 210	22	✓	✓	11/07/2016 15:43
<input type="checkbox"/>	000003	Intrastat	Normal	arrival	201602	61 798	22	✓	✓	13/07/2016 10:19
<input type="checkbox"/>	000005	Intrastat	Normal	arrival	201603	79 036	22	✓	✓	13/07/2016 14:23
<input type="checkbox"/>	000007	Intrastat	Normal	arrival	201604	12 453	208	✓	✓	29/07/2016 10:09
<input type="checkbox"/>	000012	Intrastat	Normal	arrival	201606	49 101	208	✓	✓	30/08/2016 13:54
<input type="checkbox"/>	000015	Bop	Normal		201607	Inc: 6 682 451 Exp: 1 311 331	73	✓	✓	29/08/2016 09:40
<input checked="" type="checkbox"/>	000016	Intrastat	Normal	arrival	201607	12 419	206	✓	Transmit	01/09/2016 09:23
<input type="checkbox"/>	000017	Bop	Normal		201608	Inc: 6 682 451 Exp: 1 311 331	73	✓	✓	31/08/2016 08:55

The overview gives you an idea about the declarations of the past and all the declarations that have been transmitted. The list may be sorted by clicking simply on one of the headers.

You may also apply the three filters to display only the declarations that are interesting for you for the moment .

By default , always all the declarations in all statuses are displayed.

The first filter “*Declarations to show*” concerns the declarations to be displayed :

- **Show all [default]** : display all declarations
- **Intrastat arrival** : show only Intrastat arrival (import) declarations
- **Intrastat dispatch** : show only Intrastat dispatch (export) declarations
- **Bop** : show only declarations for the “Balance of payments”
- **NIL** : show only NIL-declarations
- **Normal** : show declarations of all kind (normal, Nil, replace)
- **Replace** : show only replace declarations.

The second filter “*Status filter*” concerns the status of declarations :

- **No filter on status** : show all declarations in all statuses
- **Not yet transmitted** : show all not yet transmitted declarations
- **Transmitted** : show all transmitted declarations
- **With errors** : show all declarations that have erroneous lines
- **Correct** : show only the correct declarations.

The third filter concerns the companies (reserved to third-declarants) and the periods :

- **Declarations of all companies** : show all declarations of all companies (customers of the third-declarants)
- **This month** : display the declarations of the actual month
- **Month-1** : display the declarations of the previous month
- **Month-2** : display the declarations from two month ago
- **Month-3** : display the declarations from three month ago
- **Month-4** : display the declarations from four month ago

- ***This quarter*** : display the declarations from this quarter (only for the Balance of payments)
- ***Previous quarter*** : display the declarations from the previous quarter (only for the Balance of payments)
- ***This year*** : display the declarations from the actual year (only for the Balance of payments)
- ***Previous year*** : display the declarations from the previous year (only for the Balance of payments).

The following options may be used:

Add : create a new declaration.

Show: to be able to show an existing declaration. But the most efficient way to do it, is to simply double-click on a declaration, and the overview of declaration lines will open.

Delete : to delete the selected lines from the overview of declarations. You will be asked to confirm your action.

Transmit : to close the declaration of a month and transmit it to Statec. Use that option carefully, as it will not be possible to do any more changes to a declaration that has been transmitted (you will have to do a replacement declaration in that case).

Transmit some: With this option, you can transmit several declarations at the same time.

Replace : Allows to do changes on an already transmitted declaration and to replace the old one transmitted formerly.

Header : to see the totals of a declaration.

Modify period/flow : if an error has been done concerning the month, the year or the type of a declaration, this function will allow to correct that mistake easily.

Print : to print a declaration on paper, to save it in an electronic way or to export it into a text-file.

Calculate : after selection of a few declarations, this function will calculate a total on those (invoice value, statistical value, supplementary units, net mass).

Transmit a declaration

As soon as you will have closed a declaration , you have the possibility to transmit it , if it does not contain any error.

Attention ! If after transmission you detect any errors or necessary changes you will have to do a replace declaration.

If you forgot to transmit some lines, simply create again that period and only add the missing lines. At Statec these lines will be added to your already transmitted declaration of the same month.

To transmit a declaration, you must select it in the overview of declarations :

No filter		Declarations to show: All		Status filter: Any		9 items				
Select	Number	Declaration	Type	Flow	Period	Value	Lines	Correct	Transmitted	Date
<input type="checkbox"/>	000001	Intrastat	Normal	Arrival	201601	24 743	208	✓	✓	22/02/2016
<input type="checkbox"/>	000002	Intrastat	Normal	Dispatch	201601	15 612	1	✓	✓	24/02/2016
<input type="checkbox"/>	000003	Bop	Normal		201601	Inc: 65 159 Exp: 0	2	✓	✓	24/02/2016
<input type="checkbox"/>	000004	Intrastat	Normal	Arrival	201602	12 345	206	✓	✓	24/02/2016
<input type="checkbox"/>	000005	Bop	Normal		201602	Inc: 6 682 451 Exp: 1 311 331	73	✓	✓	18/02/2016
<input type="checkbox"/>	000006	Intrastat	Normal	Arrival	201601	1 156 884	22	✓	Transmit	24/02/2016

Then you click on **Transmit** .

A screen similar to the following one will show up :

Transmit 000006

Company's identity LU1136752249

Declaration Detailed Return

Flow Arrival

Period 201601

Value € 1 156 884

Net mass in kg 37 191 Kg

Lines 22 [Declaration lines](#)

Number of aggreg. lines * [Aggregated info](#)

Warning ! After transmission, changes on a declaration may only be done using a "replacement declaration" .

Do you want to transmit the return ?









No, return to declarations overview

Yes, proceed with transmission

Before transmission, a summary of your declaration will be displayed.

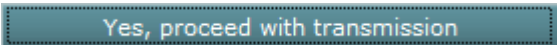
The number of aggregated lines will not be available at that moment, because the calculation would take quite a while in case of many lines. It will only be available after transmission.

If you like to see the number of aggregation lines , before the transmission, then simply click on *Aggregated info* , which will display a screen similar to this one :

Consult Aggregated info 000006						
Declaration: Detailed Return , Flow: Arrival, Period: 201601						
						9 items
	Line	Country	CN8 goods-code	Net mass in kg	Suppl. units	Invoice value in EURO
<input type="checkbox"/>	1	 BE	84714100	140	20	9 100
<input type="checkbox"/>	2	 FR	84716070	75	30	5 400
<input type="checkbox"/>	3	 FR	84716060	36	45	555
<input type="checkbox"/>	4	 DK	84713000	72	18	10 980
<input type="checkbox"/>	5	 GB	87042131	36 003	34	1 125 000
<input type="checkbox"/>	6	 FR	07093000	33	0	42

The total number of aggregated lines will appear in the summary :

Lines	22	Declaration lines
Number of aggreg. lines	9	Aggregated info

If you click on  , the declaration will be transmitted.

At the end of the transmission, the following message will appear :

Transmit 000006

The declaration has been transmitted successfully.

Company's identity LU1136752249

Declaration Detailed Return

Flow Arrival

Period 201601

Value € 1 156 884

Net mass in kg 37 191 Kg

Lines 22 [Declaration lines](#)

Number of aggreg. lines 9 [Aggregated info](#)

This declaration can no longer be modified.

Warning ! After transmission, changes on a declaration may only be done using a "replacement declaration" .

You could print out his form as proof.
 000006-02-25-650F

Return receipt send to: francis.sonnetti@statec.etat.lu (M. Sonnetti)

[Print \(Overview\)](#) [Return to declarations overview](#)

You can print that message to prove the transmission of the data.

Later you could get the same information by first selecting a declaration in the overview and then by clicking on **Header**.

Consult a declaration header

If you select a declaration and you activate the option **Header** , the totals will be presented. That action is possible at any moment, also after transmission.

Consult Declaration header 000006			
Period*			
201601 - January 2016			
Flow*			
A - Arrival			
Declaration			
2 - Detailed Return			
Value:	€ 1 156 884	Supplementary units:	157
Net mass in kg:	37 191 Kg		
Lines:	22	Number of aggreg. lines:	9
Correct:	Yes	Transmitted:	Yes
Date:	25/02/2016 07:38		

The number of aggregated lines will only be available after transmission of the declaration.

Please note that it is not be possible to do any changes on the fields in header .

Exchange-rates

The exchange-rates will automatically be overtaken from the Internet every night.

Modify period or flow

In case you created a declaration and there was an error concerning the period or the flow, then you will have the possibility to change that.

Two different situations are possible :

- the declaration has already been transmitted (continue on page 32)
- the declaration has not been transmitted (continue on this page).

Modify period or flow (the declaration still has not been transmitted)

To be able to do so, you first have to enter the overview of declarations, by clicking on the option **Declarations** or on **Overview of declarations** on the main page.

No filter		Declaration filter: Filtered			Status filter: Any			Companies & periods: Current		
6 items										
Select	Number	Declaration	Type	Flow	Period	Value	Line(s)	Correct	Transmitted	Date
<input type="checkbox"/>	000002	Intrastat	Normal	arrival	201601	295 210	22	✓	✓	11/07/2016 15:43
<input type="checkbox"/>	000003	Intrastat	Normal	arrival	201602	61 798	22	✓	✓	13/07/2016 10:19
<input type="checkbox"/>	000005	Intrastat	Normal	arrival	201603	79 036	22	✓	✓	13/07/2016 14:23
<input type="checkbox"/>	000007	Intrastat	Normal	arrival	201604	12 453	208	✓	✓	29/07/2016 10:09
<input type="checkbox"/>	000012	Intrastat	Normal	arrival	201606	49 101	208	✓	✓	30/08/2016 13:54
<input checked="" type="checkbox"/>	000016	Intrastat	Normal	arrival	201607	12 419	206	✓	Transmit	01/09/2016 09:23

If your declaration has still not been sent, you have to select it first :

No filter		Declaration filter: Filtered			Status filter: Any			Companies & periods: Current		
<div><div></div><div></div></div> <div>6 items</div>										
<div><div></div><div>Select</div></div>	Number	Declaration	Type	Flow	Period	Value	Line(s)	Correct	Transmitted	Date
<div><div></div></div>	000002	Intrastat	Normal	arrival	201601	295 210	22	✓	✓	11/07/2016 15:43
<div><div></div></div>	000003	Intrastat	Normal	arrival	201602	61 798	22	✓	✓	13/07/2016 10:19
<div><div></div></div>	000005	Intrastat	Normal	arrival	201603	79 036	22	✓	✓	13/07/2016 14:23
<div><div></div></div>	000007	Intrastat	Normal	arrival	201604	12 453	208	✓	✓	29/07/2016 10:09
<div><div></div></div>	000012	Intrastat	Normal	arrival	201606	49 101	208	✓	✓	30/08/2016 13:54
<div><div><div></div></div></div>	000016	Intrastat	Normal	arrival	201607	12 419	206	✓	Transmit	01/09/2016 09:23

Then you will have to use the menu **Actions** and the option **Modify period/ flow** :

Modify Declaration header 000016

Period*

201607 July 2016

Flow*

A Arrival

Declaration

2 - Detailed Return

Value:

€ 12 419

Supplementary units:

72

Net mass in kg:

1 861 Kg

Line(s):

206

Number of aggreq. lines:

0

Correct:

Yes

Transmitted:

No

Two fields will be open for changes : the flow or the period. As soon as you finished your changes, save with the **Modify period/ flow** button.

Modify period or flow (the declaration has already been transmitted)

To be able to do so, you first have to enter the overview of declarations, by clicking on the option **Declarations** or on **Overview** of declarations on the main page.

Select <input type="checkbox"/>	Number	Declaration	Type	Flow	Period	Value	Line(s)	Correct	Transmitted	Date
<input type="checkbox"/>	000002	Intrastat	Normal	arrival	201601	295 210	22	✓	✓	11/07/2016 15:43
<input type="checkbox"/>	000003	Intrastat	Normal	arrival	201602	61 798	22	✓	✓	13/07/2016 10:19
<input type="checkbox"/>	000005	Intrastat	Normal	arrival	201603	79 036	22	✓	✓	13/07/2016 14:23
<input type="checkbox"/>	000007	Intrastat	Normal	arrival	201604	12 453	208	✓	✓	29/07/2016 10:09
<input type="checkbox"/>	000012	Intrastat	Normal	arrival	201606	49 101	208	✓	✓	30/08/2016 13:54
<input type="checkbox"/>	000016	Intrastat	Normal	arrival	201607	12 419	206	✓	✓	01/09/2016 10:41

If your declaration has already been transmitted, you will first have to select it from within the overview of declarations :

Select <input type="checkbox"/>	Number	Declaration	Type	Flow	Period	Value	Line(s)	Correct	Transmitted	Date
<input type="checkbox"/>	000002	Intrastat	Normal	arrival	201601	295 210	22	✓	✓	11/07/2016 15:43
<input type="checkbox"/>	000003	Intrastat	Normal	arrival	201602	61 798	22	✓	✓	13/07/2016 10:19
<input type="checkbox"/>	000005	Intrastat	Normal	arrival	201603	79 036	22	✓	✓	13/07/2016 14:23
<input type="checkbox"/>	000007	Intrastat	Normal	arrival	201604	12 453	208	✓	✓	29/07/2016 10:09
<input type="checkbox"/>	000012	Intrastat	Normal	arrival	201606	49 101	208	✓	✓	30/08/2016 13:54
<input checked="" type="checkbox"/>	000016	Intrastat	Normal	arrival	201607	12 419	206	✓	✓	01/09/2016 10:41

Then you will have to select **Actions** followed by **Modify period/ flow** . The following screen will appear :

Add Declaration header

Step 1:

Intrastat (arrival)

What kind of declaration do you want to create ?

Step 2:

☐ Type in declaration
☐ Import declaration
☐ Nil declaration
☒ Replace declaration

How do you want to create the declaration ?
 If you want to import a file with datas for several declarations, companies , periods or flows, then you should use [Multi Import](#)

Step 3:

Reference number*
000016 - Intrastat 201607 arrival

Period*
201607 July 2016

Flow*
A Arrival

Declaration
2 - Detailed Return

Select the declaration you wish to replace.
 The list only shows declarations which have been sent earlier and have not already been replaced.
☐ Please confirm that you want to do a replacement declaration for an already transmitted declaration, for which you want to change the period / flow.

Two fields will be open for changes : the period and the flow.

Adapt the period (same as in this example) , or , if necessary the flow :

Step 3:

Reference number*
000016 - Intrastat 201607 arrival

Period*
201608 August 2016

Flow*
A Arrival

Declaration
2 - Detailed Return

Select the declaration you wish to replace.
The list only shows declarations which have been sent earlier and have not already been replaced.

☐ Please confirm that you want to do a replacement declaration for an already transmitted declaration, for which you want to change the period / flow.

Then confirm (on the right) that you want to create a replace declaration :

☒ Please confirm that you want to do a replacement declaration for an already transmitted declaration, for which you want to change the period / flow.

Click on **Create a declaration**.

The overview of lines appears :

Modify Lines overview 000018									
Declaration: Detailed Return (Replace), Flow: arrival, Period: 201608									
206 items									
Select	Line	Reference	Country	CN8 goods-code	Net mass in kg	Suppl. units	Invoice value in EURO	Correct	Update
<input type="checkbox"/>	1		DE	21061080	7		35	✓	01/09/2016 11:30
<input type="checkbox"/>	2		DE	21061080	4		17	✓	01/09/2016 11:30
<input type="checkbox"/>	3		DE	21061080	4		34	✓	01/09/2016 11:30
<input type="checkbox"/>	4		DE	21061080	63		403	✓	01/09/2016 11:30
<input type="checkbox"/>	5		DE	21061080	33		410	✓	01/09/2016 11:30
<input type="checkbox"/>	6		DE	21061080	1		10	✓	01/09/2016 11:30

If of any needs, changes on the lines may take place.

Anyway, the period (resp. the flow) will have been changed.

As soon as that replace declaration will be transmitted, the original one will be replaced at Statec's side.

Replacement declaration

As soon as you transmitted a declaration, it will no more be possible to do any changes on that declaration.

In case a transmitted declaration is not correct, you will have to do a replacement declaration.

First select the declaration in the overview :

Select	Number	Declaration	Type	Flow	Period	Value	Lines	Correct	Transmitted	Date
<input checked="" type="checkbox"/>	000001	Intrastat	Normal	Arrival	201602	18 990	206	✓	✓	25/02/2016
<input type="checkbox"/>	000002	Intrastat	Normal	Dispatch	201602	4 138	1	✓	Transmit	24/02/2016
<input type="checkbox"/>	000003	Bop	Normal		201602	Inc: 65 159 Exp: 0	2	✓	Transmit	24/02/2016

Click on the menu **Actions** and the option **Replace** . The following screen appears :

Add Declaration header

Step 1:

What kind of declaration do you want to create ?

☒ Intrastat (arrival)
☐ Intrastat (dispatch)
☐ Balance of payments

Step 2:

How do you want to create the declaration ?

☐ Type in declaration
☐ Import declaration
☐ Nil declaration
☒ Replace declaration

If you want to import a file with datas for several declarations, companies , periods or flows, then you should use [Multi Import](#)

Step 3:

Select the declaration you wish to replace.

The list only shows declarations which have been sent earlier and have not already been replaced.








Reference number*
000001 Intrastat 201602 Arrival ▼

Declaration
3 - Detailed extended Return

A

As the parameters should normally be correct, you just need to click on **Create a declaration** to open the replace declaration.

All lines will be available again :


Modify Lines overview 000004										
Declaration: Detailed extended Return (Replace), Flow: Arrival, Period: 201602										
										206 items
Select	Line	Reference	Country	CN8 goods-code	Net mass in kg	Suppl. units	Invoice value in EURO	Statistical value in EURO	Correct	Update
<input type="checkbox"/>	<u>1</u>	vfc-145	 BE	84714100		10	6 662	6 861	✓	24/02/2016 15:09
<input type="checkbox"/>	<u>2</u>		 IT	21061080	7		35	35	✓	25/02/2016 08:38
<input type="checkbox"/>	<u>3</u>		 DK	21061080	4		17	17	✓	25/02/2016 08:38
<input type="checkbox"/>	<u>4</u>		 DE	21061080	4		34	34	✓	25/02/2016 08:38
<input type="checkbox"/>	<u>5</u>		 FR	21061080	63		403	403	✓	25/02/2016 08:38
<input type="checkbox"/>	<u>6</u>		 BG	21061080	33		410	410	✓	25/02/2016 08:38
<input type="checkbox"/>	<u>7</u>		 PL	21061080	1		10	10	✓	25/02/2016 08:38

You may now :

- delete lines
- add lines
- modify lines
- change the period or flow.

Your previous declaration will be automatically replaced by the new one at Statec.

Printout

Inside the  **Declarations** menu, one of the options allows to print a selected declaration :

Select	Number	Declaration	Type	Flow	Period	Value	Lines	Correct	Transmitted	Date
<input checked="" type="checkbox"/>	000001	Intrastat	Normal	Arrival	201602	18 990	206	✓	✓	25/02/2016
<input type="checkbox"/>	000002	Intrastat	Normal	Dispatch	201602	4 138	1	✓	Transmit	24/02/2016
<input type="checkbox"/>	000003	Bop	Normal		201602	Inc: 65 159 Exp: 0	2	✓	Transmit	24/02/2016
<input type="checkbox"/>	000004	Intrastat	Replace	Arrival	201602	18 990	206	✓	Transmit	25/02/2016

The printout will be similar to the one that follows :

Cancel
Print (Overview)
Export
Export as PDF
Help


☐ Aggregated info
☒ Detailed lines
☐ Value in foreign currency
☐ Total by reference

Transmitted 25/02/2016 08:35 000001-02-25-140A
Detailed lines
Number 000001
Third-declarant LU1136752200
Company's identity LU1136752251
Name Shopping Center Luxo
Declaration Detailed extended Return
Flow Arrival
Period 201602
Value € 18 990
Statistical value € 19 190
Net mass in kg 1 841 Kg
Lines 206
Number of aggreg. lines 18

Line	Reference	Country	Country of origin	Nature of transaction	CN8 goods-code	Suppl. units	Net mass in kg	Invoice value in EURO	Statistical value in EURO	Mode of transport	Update
1	vfc-145	BE	IT	11	84714100	10		6 662	6 861	3	24/02/2016 15:09
2		DE	DE	11	21061080		7	35	35	3	25/02/2016 08:00
3		DE	IT	11	21061080		4	17	17	3	25/02/2016 08:00
4		DE	DE	11	21061080		4	34	34	3	25/02/2016 08:00
5		DE	DE	11	21061080		63	403	403	3	25/02/2016 08:00
6		DE	DE	11	21061080		33	410	410	3	25/02/2016 08:00

With the option **Print (Overview)** you will have the opportunity to print a declaration on paper.

With the option **Export** you can export the declaration to a text-file.

With  **Export as PDF** you can save the declaration electronically as a PDF-file .

Different facilities for the declarants

To be able to help declarants to create their declarations, there are several facilities :

1. The search for CN8 goods-codes (see page 39)

You have six different possibilities to search for a good-code, the easiest is the search by key-word.

2. Company's goods-code (see page 43)

This gives you the possibility to create a relation between the name or code under which you know a good inside the company and the official CN8 goods-code. This will make your work a lot easier . You will not have to search for the same good-code every single month.

3. Line models (see page 47)

It is possible to save former declaration lines as line models, to be able to use them for future declarations.

4. Trade-partners (see page 52)

You may also create a table with your trade-partners (useful for Intrastat dispatch declarations).

5. Currency codes

If you have the monetary values indicated in foreign currencies, you can enter them and get them converted automatically into Euros – for the Intrastat declarations.

For the declaration of the « balance of payments » the monetary values will be transmitted with the specified currency .

6. The import of data (see page 63)

The best help for you could be the possibility to import data. The data could be derived from another software , an Excel file or other files.

One of the options even allows to import declarations for one or more companies, for one or more months, for one or more flows, in one action .

It is also possible to import a table for your « *trade-partners* » or the « *company's goods-codes* » or the « *lines-models* » (see page 107).

The search for CN8 good-codes

The combined nomenclature (CN8) allows you to search for goods-codes. You find the goods-codes grouped by sections and chapters. There are codes with 4, 6 or 8 positions. But only eight-digit good-codes are valid for a declaration.

If for that good-code a supplementary unit will be asked, that one will be shown in the column following the description of the good.









The good-codes can be consulted for the actual and the previous year (see option: *Change CN8 year to*).

The CN8 browser allows you to search in different ways :


- Official texts : shows the official texts of the combined nomenclature
- Self-explanatory texts : shows the texts in a complete and detailed way
- Minimal hierarchy : displays the minimal hierarchy of a good-code
- Hierarchical search : allows to search in an hierarchical way for the good-code
- CN8 search : allows to search for a CN8 code using a part of the code
- Search by key-word : allows to search for a good-code by keyword (ex.: *chair*) or by a combination of keywords (ex.: *wooden chair*)
- CN8 transpositions : shows in which way the CN8 codes have changed since last year.

Official texts

In the official texts the combined nomenclature is shown with abbreviated texts and subdivisions. The *minimal hierarchy* is only available while using that option .

14589 Official texts [2016]				
Hierarchy	CN8 goods-code	Goods-description	Unit of mesure	N/C
	0807 11 00	- - Watermelons	-	
	0807 19 00	- - Other	-	
	0807 20 00	- Papaws (papayas)	-	
	0808	Apples, pears and quinces, fresh		
	0808 10	- Apples		
	0808 10 10	- - Cider apples, in bulk, from 16 September to 15 December	-	
	0808 10 80	- - Other	-	
	0808 30	- Pears		

The following actions are possible :

- *Declarations*: guides you to the overview of declarations
- *Change CN8 year to* : changes to the nomenclature of another year
- *Self-explanatory texts* : changes to the *self-explanatory texts* of the combined nomenclature
- *Hierarchical search* : gives access to the search in a hierarchical way
- CN8 transpositions : shows in which way the CN8 codes have changed since last year.
- Clicking on the  sign (column *Hierarchy*) presents the minimal hierarchy .

Self-explanatory text


In the *self-explanatory text* mode, the browser shows a more detailed descriptions of the good-codes :

12241 Self-explanatory texts [2016]		
CN8 goods-code	Goods-description	Unit of mesure
0807 19 00	Fresh melons (excl. watermelons)	-
0807 20 00	Fresh pawpaws "papayas"	-
0808	Apples, pears and quinces, fresh	
0808 10	Fresh apples	
0808 10 10	Fresh cider apples, in bulk, from 16 September to 15 December	-
0808 10 80	Fresh apples (excl. cider apples, in bulk, from 16 September to 15 December)	-
0808 30	Fresh pears	






The following actions are possible:

- *Declarations*: brings you to the overview of declarations
- *Change CN8 year to* : changes to the nomenclature of another year
- *Official texts* : changes to the *official texts* of the combined nomenclature
- *Hierarchical search* : allows a hierarchical search of good-codes
- *CN8 transpositions* : shows in which way the CN8 codes have changed since last year.

Minimal hierarchy

The *minimal hierarchy* is only available during the editing of official texts. Click on  in the hierarchy column to get access to it. Click again on the same icon, to return to the *official texts* .

If you click for example on **0807 11 00** the hierarchy will exactly show from where that good-code derives. That is a very practical mode for long sequences of the "Others" code-types.

5 / 14589 Official texts [2016]				
Hierarchy	CN8 goods-code	Goods-description	Unit of mesure	N/C
		SECTION II VEGETABLE PRODUCTS		
		CHAPTER 8 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS		
	0807	Melons (including watermelons) and papaws (papayas), fresh		
		- Melons (including watermelons)		
	0807 11 00	- - Watermelons	-	

Hierarchical search

This kind of search allows you to search quickly a good-code in a hierarchical way using the buttons ▶ to progress and the ◀ button to go back in the hierarchy.

Example to find *oranges* :


1. Enter the *hierarchical search* clicking simply on that option in the corresponding sub-menu of the CN8 menu .
2. Based on the nature of the product, you start your search in the corresponding section (*vegetable products*) .
3. In that section you choose the correct chapter (*edible fruit*) .
4. Among the proposed selections, you choose the right one (*citrus fruit*).
5. An expansion of that selection will show you the right product (*oranges*).
6. The product itself will be an 8-digit code (*sweet oranges*).
7. To return to the normal mode, you simply have to click on the *hierarchical search* .

Level	CN8 goods-code	Goods-description	Unit of measure	N/C
◀ ▶		SECTION I LIVE ANIMALS; ANIMAL PRODUCTS		
◀ ▶	2 ▶	SECTION II VEGETABLE PRODUCTS		
◀ ▶		CHAPTER 6 LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND ORNAMENTAL FOLIAGE		
◀ ▶		CHAPTER 7 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS		
◀ ▶	3 ▶	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	Bananas, including plantains, fresh or dried		
◀ ▶	0804	Dates, figs, pineapples, avocados, guavas, mangoes and mangosteens, fresh or dried		
◀ ▶	0805 4 ▶	Citrus fruit, fresh or dried		
◀ ▶	0805 10 5 ▶	- Oranges		
◀ ▶	0805 10 20 6 ◀	- - Sweet oranges, fresh	-	






CN8 search

To quickly search for a CN8 code, simply use the *CN8 search* possibility if you know a part of the code.

Enter a part of the code to start the search :

Key-word / CN8 code 

The CN8 will position you nearby the searched code :


14589 Official texts [2016]				
Hierarchy	CN8 goods-code	Goods-description	Unit of mesure	N/C
	0803 90	- Other		
	0803 90 10	- - Fresh	-	
	0803 90 90	- - Dried	-	
	0804	Dates, figs, pineapples, avocados, guavas, mangoes and mangosteens, fresh or dried		
	0804 10 00	- Dates	-	


Now you may continue your search from that starting point on .


Search by keyword

The search for a good-code can be done , based on the name of the product :

Key-word / CN8 code 


To try and find a good-code by keyword, simply click on  in the search-field above the nomenclature :

14589 Official texts [2016]				
Hierarchy	CN8 goods-code	Goods-description	Unit of mesure	N/C
	0803 90			



- Coffee
- Coffee capsules (decaffeinated)
- Coffee capsules (not decaffeinated)
- Coffee pads (decaffeinated)
- Coffee pads (not decaffeinated)

As soon as you see the good appear in the list, simply click on it. The result of the search will appear :

Coffee capsules (decaffeinated) 			<input type="button" value="Clear"/>	<input type="button" value="Go to"/>
1 / 12241 Self-explanatory texts [2016]				
CN8 goods-code	Goods-description	Unit of mesure		
0901 22 00	Roasted, decaffeinated coffee	-		

Company's good-codes

The Intrastat declarations always asks for a CN8 goods-code. No one knows them by heart , but the internal good-codes used inside the company are well known.

This option offers a good opportunity to connect the *company's good-code* to the CN8 goods-code.

Using this method, it will be much easier to create Intrastat declaration lines. You will be able to work with the name of the good, you know well, while the CN8 code will be overtaken automatically, as a relation in between both exists.

The relations that you will find in the "*company's good-codes*" table will look similar to the following :

Select	Company's code	CN8 goods-code	Good-description	Correct
<input type="checkbox"/>	Aubergine	07093000	Fresh or chilled aubergines "eggplants"	✓
<input type="checkbox"/>	Abricot	08091000	Fresh apricots	✓
<input type="checkbox"/>	Vegetable seeds	12099130	Salad beet seed or beetroot seed "Beta vulgaris var. conditiva", for sowing	✓
<input type="checkbox"/>	Tire	40111000	New pneumatic tyres, of rubber, of a kind used for motor cars, incl. station wagons and racing cars	✓
<input type="checkbox"/>	PC	84714100	Data-processing machines, automatic, comprising in the same housing at least a central processing unit, and one input unit and one output unit, whether or not combined (excl. portable weighing <= 10 kg and excl. those presented in the form of systems and peripheral units)	✓
<input type="checkbox"/>	Modem	85287115	Video tuners with a microprocessor-based device incorporating a modem for gaining access to the Internet, and having a function of interactive information exchange, capable of receiving television signals (set-top boxes with a communication function)	✓
<input type="checkbox"/>	Remote control	85437090	Electrical machines and apparatus, having individual functions, n.e.s. in chap. 85	✓

The actions that can be used are :

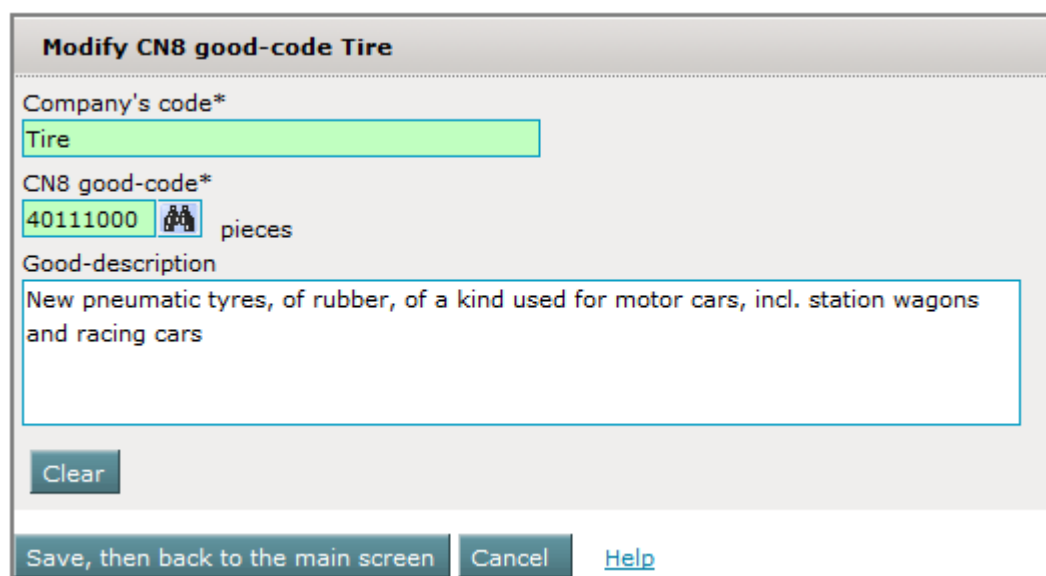
- **Declarations** : go to the overview of declarations so that you will be able to create, modify or consult a declaration
- **Add** : adds a new relation between a company's internal good-code and the official CN8 code
- **Import** : activates the import procedure to overtake an external table that contains already relationships between both good-codes
- **Export** : export the table of "company's good-codes" in a text format.

If one or more lines have been selected, the following actions are possible :

- **Show** : show an existing line or modify it. This will even be quicker if you simply double-click on the line to modify.
- **Delete** : simply deletes the selected line. A confirmation will be asked.
- **Delete all** : deletes all lines from the table, which could be useful if all the imported lines are erroneous.

Creation of a company's internal good-code

To create an entry for the relation table between an internal and an official good-code, you need to pass to « *Tables* » and click on the option « *Company's goods-codes* ». Then you simply click on « *Add* ».



The screenshot shows a web form titled "Modify CN8 good-code Tire". It contains three main input fields: "Company's code*" with the value "Tire", "CN8 good-code*" with the value "40111000" and a unit icon, and "Good-description" with the text "New pneumatic tyres, of rubber, of a kind used for motor cars, incl. station wagons and racing cars". Below the description field is a "Clear" button. At the bottom of the form are three buttons: "Save, then back to the main screen", "Cancel", and a blue "Help" link.

The different fields are :

Company's code : the good-code or name that is used inside the company for the good

CN8 good-code : the official CN8 good-code from the combined nomenclature

Good-description : detailed information on the good-code.

As long as both requested fields have not been filled, the line cannot be saved. The description will remains empty.

During the entry of a declaration line, it will be possible to use these „line models“ :

Line 2 of declaration 000002

Declaration: Extended, Flow: Dispatch, Period: 201602

Partner VAT number

Country of destination*

Nature of transaction*

Mode of transport*

Company's code

CN8 good-code*

Net mass in kg*

Currency code

Invoice value in EURO*

Statistical value in EURO*

Reference

On the field « *Company's code* », simply click on the pop-up-list on the right side :

Line 2 of declaration 000002

Declaration: Extended, Flow: Dispatch, Period: 201602

Partner VAT number

Country of destination*

Nature of transaction*

Mode of transport*

Company's code

Net mass in kg*

Currency code

Invoice value in EURO*

Statistical value in EURO*

Reference

Abricot

Aubergine

Car

Modem

PC


Remote control

Tire

Save and continue Save and back Cancel and return to overview [Help](#)

Select the needed code from the list .

That "company code" will be overtaken and at the same time the CN8 good-code, as there is an existing relation between both :

Line 2 of declaration 000002	
Declaration: Extended, Flow: Dispatch, Period: 201602	
Partner VAT number	Net mass in kg (optional)
<input type="text"/>	<input type="text"/>
Country of destination*	Suppl. units (pieces)*
BE Belgium	<input type="text"/>
Nature of transaction*	Currency code
11 Outright purchase/sale	<input type="text"/>
Mode of transport*	Invoice value in EURO*
3 Road transport	<input type="text"/>
Company's code	Statistical value in EURO*
PC	<input type="text"/>
CN8 good-code*	Reference
84714100 	<input type="text"/>
Data-processing machines, automatic, comprising in the same housing at least a central processing unit, and one input unit and one output unit, whether or not combined (excl. portable weighing <= 10 kg and excl. those presented in the form <input type="checkbox"/>)	

The rest of the declaration line has simply to be completed.

Line models

This function gives access to the table of line models, which allows you to prepare declaration lines that you could use in the future.

If during the entry of declaration lines, you use a line model , most of the fields will already be filled up and you will only have to complete the others. This will make your work much easier for the future.

							5 items
Select		<u>Name of the line model</u>	<u>Reference</u>	<u>CN8 goods-code</u>	<u>Country</u>	<u>Description</u>	<u>Correct</u>
<input type="checkbox"/>		Keyboard		84713000	DE		✓
<input type="checkbox"/>		Laptop		84714100	FR		✓
<input type="checkbox"/>		PC		84714100	DE		✓
<input type="checkbox"/>		Server		84715000	LT		✓
<input type="checkbox"/>		TV		85284100	DK		✓

There are two possibilities to create line models:

- by clicking on **Add** , while the table of line models shows up
- by saving a former declaration line or an actual declaration line as a line model using the "save as line model" option during the entry.

The following actions can be used while the table is displayed:

- **Declarations** : go to the overview of declarations to be able to create, modify or consult a declaration
- **Add** : add a new line model to the table.

In case more lines have been selected , the following actions are possible:

- **Show** : to have a look on an existing line or to do changes on it . But you could simply access the line also by double-clicking on it.
- **Delete** : delete the selected lines. Confirmation will be requested.
- **Delete all** : delete all lines from the table – this can be useful after a failed import of data
- **Import** : launch the import procedure to overtake an external table that contains already line models
- **Export** : export the table of "line models" in a text format.

Creation of a line model

The first method to create a line model is simply to enter it while accessing the table of line models with the menu **Tables** , the option **Line models** and the action **Add** . Then you will have the opportunity to enter the fields that will not change from month to month .

Example 1 :

Add Line model	
Name of the line model*	Description
Orange	Oranges from Italy
Partner VAT number	Currency code
Country	Reference
IT Italy	
Country of origin	
IT Italy	
Nature of transaction	
11 Outright purchase/sale	
Mode of transport	
3 Road transport	
Company's code	
CN8 good-code	
08051020	
Fresh sweet oranges	

Example 2 :





Add Line model	
Name of the line model*	Description
Lemon	Lemon from France
Partner VAT number	Currency code
Country	Reference
FR France	
Country of origin	
FR France	
Nature of transaction	
11 Outright purchase/sale	
Mode of transport	
Company's code	
CN8 good-code	
08055010	
Fresh or dried lemons "Citrus limon, Citrus limonum"	

The second method is the one to save a line model out of an already existing declaration line .

Simply enter the overview of declarations by clicking on **Declarations** :

Select	Number	Declaration	Type	Flow	Period	Value	Lines	Correct	Transmitted	Date
<input type="checkbox"/>	000001	Intrastat	Normal	Arrival	201601	24 743	208	✓	✓	22/02/2016
<input type="checkbox"/>	000002	Intrastat	Normal	Dispatch	201601	15 612	1	✓	✓	24/02/2016
<input type="checkbox"/>	000003	Bop	Normal		201601	Inc: 65 159 Exp: 0	2	✓	✓	24/02/2016
<input type="checkbox"/>	000004	Intrastat	Normal	Arrival	201602	12 345	206	✓	✓	24/02/2016
<input type="checkbox"/>	000005	Bop	Normal		201602	Inc: 6 682 451 Exp: 1 311 331	73	✓	✓	18/02/2016
<input checked="" type="checkbox"/>	000006	Intrastat	Normal	Arrival	201601	1 156 884	22	✓	✓	25/02/2016
<input type="checkbox"/>	000009	Intrastat	Replace	Arrival	201601	24 743	208	✓	Transmit	22/02/2016

Click on an existing declaration, to get access to already existing lines :

Line	Reference	Country	CN8 goods-code	Net mass in kg	Suppl. units	Invoice value in EURO	Correct	Update
<input type="checkbox"/>	1	 BE	84714100	70	10	4 550	✓	19/02/2016 08:57
<input type="checkbox"/>	2	 FR	84716070	25	10	1 800	✓	19/02/2016 08:45
<input type="checkbox"/>	3	 FR	84716060	12	15	185	✓	19/02/2016 08:45
<input type="checkbox"/>	4	 DK	84713000	24	6	3 660	✓	19/02/2016 08:45

Click on one of the lines that would be useful for you, to open it :

Line 1 of declaration 000006

Declaration: Detailed, Flow: Arrival, Period: 201601, Update: 19/02/2016 08:57

Country of consignment*
BE Belgium

Net mass in kg (optional)
70

Country of origin*
JP Japan

Suppl. units (pieces)*
10

Nature of transaction*
11 Outright purchase/sale

Currency code

Company's code


Invoice value in EURO*
4 550

CN8 good-code*
84714100

Reference

Data-processing machines, automatic, comprising in the same housing at least a central processing unit, and one input unit and one output unit, whether or not combined (excl. portable weighing <= 10 kg and excl. those presented in the form

Activate the option  **Save as line model** :


 Please give the line model a name. A short description can be added too.

Name of the line model*

Description

[Help](#)


You may give the line model a name and also add a description :



 Please give the line model a name. A short description can be added too.

Name of the line model*

Description

[Help](#)


With  **Save as line model** , that line will be added to the table of line models :

 Select <input type="checkbox"/>	<u>Name of the line model</u>	<u>Reference</u>	<u>CN8 goods-code</u>	<u>Country</u>	<u>Description</u>	<u>Correct</u>
<input type="checkbox"/>	Laptop 		84714100	FR		✓
<input type="checkbox"/>	PC		84714100	DE		✓
<input type="checkbox"/>	Server		84715000	LT		✓
<input type="checkbox"/>	Tastatur		84713000	DE		✓
<input type="checkbox"/>	TV		85284100	DK		✓

During the declaration line entry , you will have the opportunity to use these models :

Line 209 of declaration 000009 Model: ▼

Declaration: Extended (Replace), Flow: Arrival, Period: 201601

Country of consignment*	Net mass in kg*
▼	
Country of origin*	Currency code
↗	▼
Nature of transaction*	Invoice value in EURO*
▼	
Mode of transport*	Statistical value in EURO*
▼	
Company's code	Reference
▼	
CN8 good-code*	
▼ 	

Simply click on the "Model" list in the right top corner :


Apply line model

- Laptop
- PC
- Server
- Tastatur
- TV

Then click on one of the line models that fits for you. The declaration line will be :

Line 209 of declaration 000009 Model: Laptop ▼

Declaration: Extended (Replace), Flow: Arrival, Period: 201601

Country of consignment*	Net mass in kg (optional)
FR France ▼	
Country of origin*	Suppl. units (pieces)*
FR France ↗	
Nature of transaction*	Currency code
11 Outright purchase/sale ▼	▼
Mode of transport*	Invoice value in EURO*
▼	
Company's code	Statistical value in EURO*
▼	
CN8 good-code*	Reference
84714100 	

You will just have to complete the missing fields to have a correct declaration line.

Trade-partners

During the entry of Intrastat declarations for dispatch , the VAT number of the trade-partner can be entered, but it is not mandatory.

If you want to use that field, you first have to enter your commercial partners using the menu *Tables* and the option *Trade-partners* .

 Select <input type="checkbox"/>	<u>Partner VAT number</u>	<u>Partner name</u>	<u>Correct</u>
<input type="checkbox"/>	 BE0400106291	Eurooccasion	✓
<input type="checkbox"/>	 DE149958608	Delfina	✓
<input type="checkbox"/>	 FR09318921061	Inter- occasions	✓
<input type="checkbox"/>	 LT100002497817	Litanatta	✓

You can choose between the following actions :

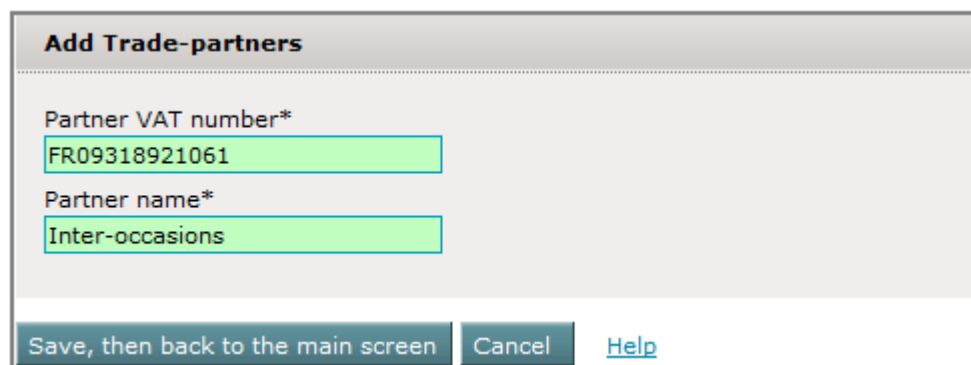
- **Declarations** : shows the overview of declarations to be able to create, modify or only consult a declaration
- **Add** : adds a new trade-partner
- **Show** : consult or modify an existing line containing a trade-partner
- **Delete** : deletes the selected trade-partner from the table
- **Delete all** : deletes all the trade-partners from the table
- **Import** : activates the import procedure to overtake an external table with trade-partners
- **Export**: export the table of trade-partners in text format.

If one or more lines have been selected, the following actions are possible :

- **Delete** : deletes that line from the list
- **Declarations**: shows the overview of declarations to be able to create, modify or only consult a declaration

Creation a trade-partner

To enter a trade-partner you need to pass through the menu **Tables** and the option **Trade-partners**. Then you click on **Add** :



The screenshot shows a web form titled "Add Trade-partners". It contains two required input fields, both marked with an asterisk (*). The first field is "Partner VAT number*" and contains the text "FR09318921061". The second field is "Partner name*" and contains the text "Inter-occasions". At the bottom of the form, there are three buttons: "Save, then back to the main screen", "Cancel", and a blue "Help" link.

Partner VAT number : VAT number of your commercial trade-partner. It has to start with two alphabetic letters, indicating the country of origin. The number that follows has to correspond to the criteria of calculating the VAT number. It will be validated according to these, as soon as it is entered.

Partner name : name of the commercial partner

As long as the two requested fields are not entered correctly, the line cannot be saved.

Within an Intrastat dispatch declaration you have access to the „trade-partners“ table:

Line 1 of declaration 000013 Model:

Declaration: Detailed, Flow: Dispatch, Period: 201602

Partner VAT number <input type="text"/>	Net mass in kg* <input type="text"/>
Country of destination* <input type="text"/>	Currency code <input type="text"/>
Nature of transaction* <input type="text"/>	Invoice value in EURO* <input type="text"/>
Company's code <input type="text"/>	Reference <input type="text"/>
CN8 good-code* <input type="text"/>	

Simply click on the pop-up-list on the right of the field „Partner VAT number“ :

Line 1 of declaration 000013 Model:

Declaration: Detailed, Flow: Dispatch, Period: 201602

Partner VAT number <div><div><div>BE0400106291 Euroccasion</div><div>DE149958608 Delfina</div><div>FR09318921061 Inter-occasions</div><div>LT100002497817 Litanatta</div></div></div>	Net mass in kg* <input type="text"/>
	Currency code <input type="text"/>
	Invoice value in EURO* <input type="text"/>
Company's code <input type="text"/>	Reference <input type="text"/>
CN8 good-code* <input type="text"/>	

When you did your choice, the „country of destination“ will also be known :

Line 1 of declaration 000013 Model:

Declaration: Detailed, Flow: Dispatch, Period: 201602

Partner VAT number* <div><div>FR09318921061 Inter-occasions</div></div>	Net mass in kg* <input type="text"/>
Country of destination* <div><div>FR France</div></div>	Currency code <input type="text"/>
Nature of transaction* <input type="text"/>	Invoice value in EURO* <input type="text"/>
Company's code <input type="text"/>	Reference <input type="text"/>
CN8 good-code* <input type="text"/>	

The rest of the line has just to be completed .

Procedure to be respected for a third-declarant

A third-declarant has the possibility to do declarations for other companies.

The right way to do it , is the following one :

- 1) the third-declarant must have access to Idep.Web in his own name
- 2) the company that wants its declaration done by the third-declarant has also to ask for access to Idep.web and have its own account
- 3) that same company will have to allow the third-declarant to do its declarations (Intrastat arrival, Intrastat dispatch or balance of payments)
- 4) after that action the third-declarant will have the possibility to do the declarations for the other company .

I) The third-declarant Idep.Web access

Idep.Web is only accessible if the declarant or third-declarant got a user-id and password by Statec . Demands for access have to be addressed to :

- Luc Kohnen at 2478 4246 or by mail to luc.kohnen@statec.etat.lu
- Jean-Pierre Jossa at 2478 4286 or by mail to jean-pierre.jossa@statec.etat.lu).

During a request for Idep.web access, the following has to be mentioned :

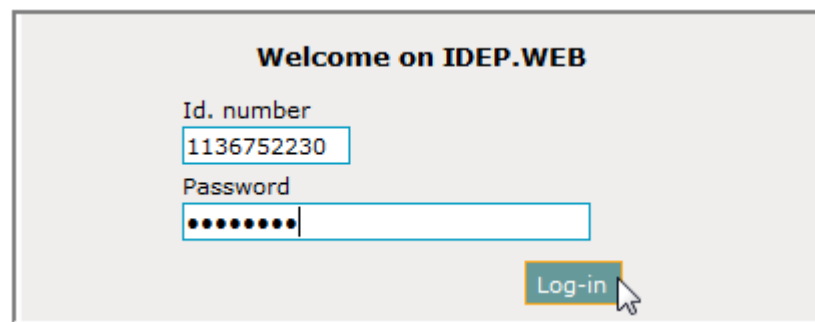
- the company's identification number (LU...)
- the address of the third-declarant
- the contact-person (name, mail-address, phone number).

Please note that this request will – for security reasons - only be answered by official post delivery..

The first connection to the form has to be done at :

services.statec.lu/IdepWeb/

The third-declarant will access the form by indicating the user name, he got by Statec, in the field « *Id. number* » , followed by the "*password*" :



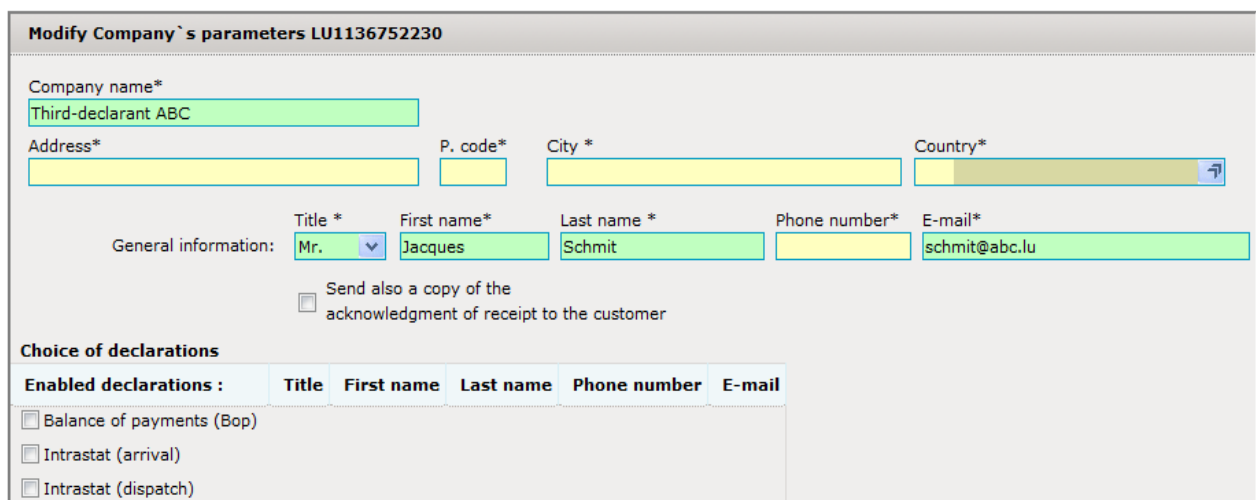
Id. number
1136752230

Password
.....

Log-in

A click on **Log-in** will start the Idep.Web form .

The first action will be to enter the company's data (third-declarant) :



Modify Company's parameters LU1136752230

Company name*
Third-declarant ABC

Address* P. code* City * Country*

General information: Title * First name* Last name * Phone number* E-mail*

Mr. Jacques Schmit

☐ Send also a copy of the acknowledgment of receipt to the customer

Choice of declarations

Enabled declarations :	Title	First name	Last name	Phone number	E-mail
<input type="checkbox"/> Balance of payments (Bop)					
<input type="checkbox"/> Intrastat (arrival)					
<input type="checkbox"/> Intrastat (dispatch)					

Some fields will have already been filled-up by Statec.

The first part of the form should be completed similar to :

Modify Company`s parameters LU1136752230					
Company name*					
Third-declarant ABC					
Address*		P. code*	City *	Country*	
25, Hauptstrasse		2016	Luxemburg	LU Luxembourg	
General information:					
Title *	First name*	Last name *	Phone number*	E-mail*	
Mr.	Jacques	Schmit	2478 9191	schmit@abc.lu	

If the third-declarant has to do declarations on his own, he has to indicate them in the second part of the form:

Choice of declarations					
Enabled declarations :	Title	First name	Last name	Phone number	E-mail
<input checked="" type="checkbox"/> Balance of payments (Bop)	Ms.	Lisa	Schaul	2478 123	schaul@abc.lu
<input checked="" type="checkbox"/> Intrastat (arrival)	Mr.	Jacques	Schmit	2478 456	schmit@abc.lu
<input type="checkbox"/> Intrastat (dispatch)					
Intrastat (arrival)*		Totals 2017:		€ 0	
2 Detailed Return		Totals 2016:		€ 48 366	

In this example, the third-declarant does also Intrastat arrival declarations, as well as declarations for the „Balance of payments“ for himself :

- Miss Schaul does declarations for the „Balance of payments“
- Mister Smith does declarations for “Intrastat arrival” .

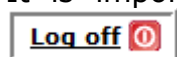
In case the third-declarant does not have to do declarations himself, he should simply not activate any of the fields “enabled declarations”. There will be a warning, but that one can be simply ignored !

To save, there has to be a click on **Save** .

The third-declarant should also at the same time adapt the password he got by Statec to his own needs.

That can be done on the main page of Idep.web at the task point named **Change password** .

It is important to do always a log-off on the left top part of Idep.web with :



. Just closing the browser will lock the user for some 20 minutes, as the session will still be active.

II) The company itself also has to have its IDEP.Web account

The company that wants a third-declarant to do its declarations, must have an own account in Idep.Web.

These demands have to be addressed to :

- Luc Kohnen at 2478 4246 or by mail to luc.kohnen@statec.etat.lu
- Jean-Pierre Jossa at 2478 4286 or by mail to jean-pierre.jossa@statec.etat.lu).

During the request for Idep.web access, there has to be an indication on :

- the company's identification number (LU...)
- the address of the third-declarant
- the contact-person (name, mail-address, phone number).


Attention ! The user with the password will only be transmitted to the company itself. The company will have to allow the third-declarant to do declaration on its behalf.

Please note that the transmission will only take place by official post delivery.

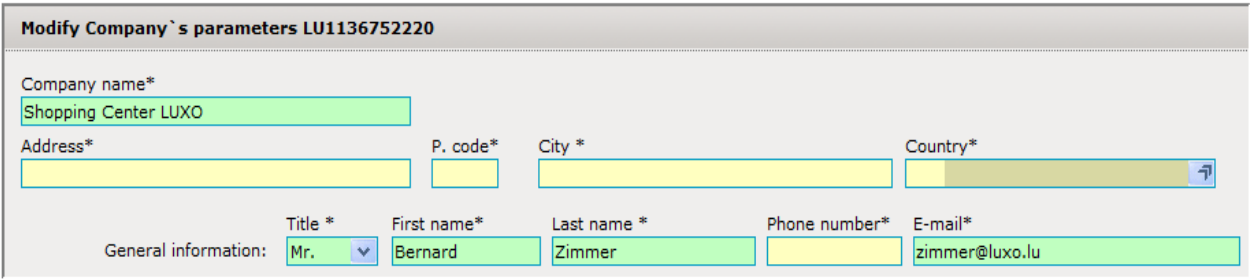
The first connection to the form will take place at :

services.statec.lu/IdepWeb/

The declarant will have to access Idep.web by entering the user and password from the letter Statec transmitted :



A click on **Log-in** will start the Idep.Web form and the declarant will have to complete the company's data:



The first part will have to be filled as follows :

Modify Company`s parameters LU1136752220

Company name*
Shopping Center LUXO

Address* 13, rue Erasme P. code* 2016 City * Luxembourg Country* LU Luxembourg

General information: Title * Mr. First name* Bernard Last name * Zimmer Phone number* 2478 4293 E-mail* zimmer@luxo.lu

Completed that part, the company has to indicate which declarations have to be submitted to the statistical office:

Choice of declarations

Enabled declarations :	Title	First name	Last name	Phone number	E-mail
<input checked="" type="checkbox"/> Balance of payments (Bop)	Mr.	Bernard	Zimmer	2478 444	Zimmer@luxo.lu
<input checked="" type="checkbox"/> Intrastat (arrival)	Ms.	Josephine	Block	2478 444	Block@luxo.lu
<input type="checkbox"/> Intrastat (dispatch)					

Intrastat (arrival)* 2 Detailed Return Totals 2017: € 0 Totals 2016: € 811 820

In this example the company Luxo has to do a declaration for the „balance of payments“ and a detailed arrival declaration for Intrastat.

With a click on **Save** , the company will get activated in the Idep.web system.

At this point, the company could already do declarations on its own.

If the company indicates – as in this example – a contact person, that one will be contacted by the statistical office if there are any questions.

It is recommended to also change the password on the main page with the option **Change password** :

Change password

Current password
.....

New password
.....

Confirm new password
.....

Change password

III) The company authorizes the third-declarant to do one or more of their declarations.

Now the company has to authorize the third-declarant to do its declarations.

This has to be done using the menu **Parties** and the option **Third-party-declarants** :

Modify Third-party-declarants

Current company: 1136752220

Third-declarants*

Add third-declarant

As soon as the **Add third-declarant** button is activated, a supplementary field appears:

Modify Third-party-declarants

Current company: 1136752220

Third-declarants*

LU-nr
1136752230

Lookup

Add third-declarant

In the new field (*LU-nr*) the identification number of the third-declarant, that will do the declarations for the company, has to be entered :

LU-nr
1136752230

With a click on **Lookup** , Idep.web will search, whether that company already exists in the Idep.Web system :

Modify Third-party-declarants

Current company: 1136752220

Third-declarants*

LU-nr
1136752230

Lookup

Provider name
Third-declarant ABC

Add third-declarant

Add this one

As soon as that third-declarant appears, a click on **Add this one** will allow him to do the declarations for the company.

In the second part of the form, an indication has to be done on the declarations the third-declarant is allowed to do :

Modify Third-party-declarants

Current company: 1136752220

Third-declarants*

1136752230
Third-declarant ABC

Remove third-declarant
Add third-declarant

Select the declarations you want the Third-declarant to fill out on your behalf :

Declarations	Title	First name	Last name	E-mail	Phone number
<input type="checkbox"/> Balance of payments					
<input type="checkbox"/> Intrastat (arrival)					
<input type="checkbox"/> Intrastat (dispatch)					

The customer company will have to activate every declaration , the third-declarant should do:

Modify Third-party-declarants

Current company: 1136752220

Third-declarants*

1136752230
Third-declarant ABC

Remove third-declarant
Add third-declarant

Select the declarations you want the Third-declarant to fill out on your behalf :

Declarations	Title	First name	Last name	E-mail	Phone number
<input checked="" type="checkbox"/> Balance of payments	Ms.	Lisa	Schaul	schaul@abc.lu	2478 123
<input checked="" type="checkbox"/> Intrastat (arrival)	Mr.	Jacques	Schmit	schmit@abc.lu	2478 4293
<input type="checkbox"/> Intrastat (dispatch)					

In this example, the third-declarant will have the right to do the declaration for the Balance of payments and the Intrastat arrival declaration of the customer.

A click on **Save** will definitely forward the autorisation to the third-declarant.

It would even be possible to charge two different third-declarants with the declarations of a company. In this example that could mean: one third-declarant for each declaration.

Another possibility: the company does one declaration itself, while the other one is done by the third-declarant.

Important note:

The third-declarant will only see the declarations he will do for the customer, while the customer will see the declaration done himself , but also those the third-declarant did for his company.

IV) the third-declarant creates declarations for the customer

As soon as the third-declarant logs into Idep.web, he has now the right to do declarations for the customer. He will be able to switch to a customer by activating the menu **Parties** followed by the option **Change to another company**. A table with all his customers appears :

<u>Identity</u>	Edit company details	<u>Company name</u>	Bop	Intrastat (arrival)	Intrastat (dispatch)	Third-declarant
LU1136752220	Edit	Shopping Center LUXO	✓	✓		✓
LU1136752230	Edit	Third-declarant ABC	✓	✓		
LU1362013101	Edit	Garage Dupont		✓	✓	✓

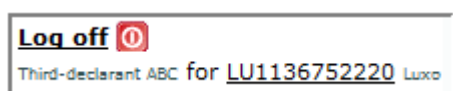
First the third-declarant will be logged in his own data, which can be seen at the left top corner :



Then the third-declarant has to click on a customer company :

<u>Identity</u>	Edit company details	<u>Company name</u>	Bop	Intrastat (arrival)	Intrastat (dispatch)	Third-declarant
LU1136752220	Edit	Shopping Center LUXO	✓	✓		✓
LU1136752230	Edit	Third-declarant ABC	✓	✓		
LU1362013101	Edit	Garage Dupont		✓	✓	✓

This way the third-declarant gets access to the customer , which can be seen in the left top corner :



Now the third-declarant may enter declarations for that customer.

As soon as the third-declarant enters data for the customer, that one will see that declaration too , as soon as the customer enters Idep.web.

Import of data

The data-import is possible for:

- Intrastat-declarations for arrival (import)
- Intrastat-declarations for dispatch (export)
- declarations for the Balance of payments
- company's good-codes
- trade-partners
- line models.

During the import of data concerning declarations, there are two possibilities :

- data that concern a precise period , a precise flow and a precise company
- data that concern either more companies, or more periods or more flows (called multi-Import).

The import files can be of one of the following formats :

- MsAccess
- dBase
- Excel
- Text
- Instat/XML.

If you want to import data concerning declarations, please continue on the next page.
If you want to import data concerning tables like company's good-codes, trade-partners or line models then go to page 107 .

The import of a single declaration

In case you have data that concern more companies, more periods or more flows in the import file, then please move on to chapter "Multi-import" at page 86.

If you want to import a file which contains one declaration of a precise flow and period, then :

- concerning an « **Intrastat** » declaration continue with the next chapter
- concerning a « **Balance of payments** » declaration, go to page 76.

The import format of a single Intrastat declaration

Quite a number of import-formats have been prepared already inside Idep.web. Users in possession of one of these softwares can immediately import data without having to set-up an import-format (please note that there is sometimes need of a special Intrastat module to be able to generate the data file for the import) .

The data will be stored in an external file which can easily be imported into Idep.web.

A list of all single import-formats which have been prepared in Idep.web :

Prepared format	Type of import	File type
Accountix	Declaration for one period and one Intrastat flow	text
Baan	Declaration for one period and one Intrastat flow	text (delimiter ";")
Baan-new	Declaration for one period and one Intrastat flow	text (delimiter ";")
Bob	Declaration for one period and one Intrastat flow	text
Destatis	Declaration for one period and one Intrastat flow	text
Easy BS	Declaration for one period and one Intrastat flow	text (delimiter ";")
Exact online	Declaration for one period and one Intrastat flow	text (delimiter TAB)
Gesall	Declaration for one period and one Intrastat flow	text (delimiter ",")
IGe-Comptaplus	Declaration for one period and one Intrastat flow	MSAccess
Integral ITX	Declaration for one period and one Intrastat flow	text (delimiter ";")
IVAT reporting	Declaration for one period and one Intrastat flow	text (delimiter ";")
Mercator	Declaration for one period and one Intrastat flow	text (delimiter TAB)
Orgavision	Declaration for one period and one Intrastat flow	text (delimiter " ")
PowerPartner	Declaration for one period and one Intrastat flow	text (delimiter ";")
Sage	Declaration for one period and one Intrastat flow	text (delimiter TAB)
Sap	Declaration for one period and one Intrastat flow	text
Scic	Declaration for one period and one Intrastat flow	text
Wiges	Declaration for one period and one Intrastat flow	text
Winbooks	Declaration for one period and one Intrastat flow	text (delimiter ";")

In case you find your file format among those in the table above, please continue with the next chapter .

Is this not the case, please go to the chapter "how to create an import format for a single Intrastat declaration" at page 71.

Import of a single Intrastat declaration using a predefined import format

It is possible to launch an import right from the main page of Idep.web :



Important tasks

- **Create** a declaration
- **Overview** of declarations
- **Autorise** third-declarant
- **Change** password

Documentations

[Idep.Web manual](#)

[FAQ - Frequently asked questions](#)

[To be a third-declarant in Idep.Web](#)

[New options in this version](#)

Latest activities

- [Change to another company](#)
- [Company's parameters](#)
- [Declarations](#)
- [Import-format](#)
- [Line models](#)
- [Options](#)
- [On-going jobs](#)
- [Third-party-declarants](#)

Click on **Create** a declaration and then do your choice step by step.

First you will have to do a choice on the declaration type (example) :

Add Declaration header

Step 1:

What kind of declaration do you want to create ?

☒ Intrastat (arrival)

☐ Intrastat (dispatch)

☐ Balance of payments

In the next step there has to be an indication on the way the declaration will be entered (in this example: by importing the data) :

Step 2:

How do you want to create the declaration ?

☐ Type in declaration

☒ Import declaration

☐ Nil declaration

☐ Replace declaration

If you want to import a file with datas for several declarations, companies , periods or flows, then you should use [Multi Import](#)

Finally there has to be an indication on the period :

Step 3:

Period*

201609 September 2016

Declaration

2 - Detailed Return

Select the period for which you want to create the declaration.

A click on **Create a declaration** will open the new declaration :

Import

Declaration (Declaration header 000019, Detailed, 201609, arrival)

In case you want to import a file that contains several declarations for several flows, periods or declarants, please use the [multi-import](#) .

Format name*

Start the import

Cancel and go back to the declarations

[Help](#)

The import method has already been selected : *declaration* (single import) .

Now you will have to indicate the format you want to use to import the data (in this example: SCIC) :

Import

Declaration (Declaration header 000019, Detailed, 201609, arrival)

In case you want to import a file that contains several declarations for several flows, periods or declarants, please use the [multi-import](#) .

Format name*

SCIC Text (SDF) - Intrastat

Details

File name

Upload file

Then you will have to click on **File name** to tell Idep.web where the import file can be found :

Format name*

SCIC Text (SDF) - Intrastat

Details

Scic.txt

File name

Upload file

After that choice, the file has to be loaded into memory with : **Upload file** .

Format name*	SCIC	Text (SDF) - Intrastat	Details
File name*	Scic.txt		
Start the import Cancel and go back to the declarations Help			

With a click on **Start the import** , the import is launched :

Id	File	Status	Action	Identity	Time ▾	Next date
6846	Scic.txt (000019, Detailed, 201609, arrival)	With error(s)	Import lines	LU1136752252	02/09/2016 08:53	

Click on the status (here: with errors) to get further details on the import result :

View import-log (6846)

Type of import: Declaration
Import: Scic.txt (000019, Detailed, 201609, arrival)
Start of the import : 02/09/2016 08:53:31

Result: With error(s)
Format name: SCIC
End of import: 02/09/2016 08:53:31

Try again **Discard this imported data** **Transmit some** **Show as tree**

Total of errors and warnings: 1

Field in error	Error(s)
Country	1

Summary

Identity	Number	Period	Flow	Line(s)	Error(s)	Warning(s)	First line is at position
LU1136752252	000019	201609	arrival	208	1	0	1

Details

Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752252	000019	1	1	Country	BL	

Explication des options :

Try again : allows to restart the import

Discard this imported data : allows to cancel the previous import and to delete also all its imported lines

Transmit some : gives the opportunity to immediately also transmit declarations that have just been imported

Show as tree : switch to a more structured presentation of the import-log

Explanations on the fields from « Total of errors and warnings » :

Field in error : the field that contains the error

Error(s) : the number of errors of this type

Explanations on the "Summary" part :

Identity : identity of the company for which the data has been imported

Number : number given to the declaration

Period : year and month for which the declaration has been created

Flow : flow of the Intrastat declaration (arrival or dispatch)

Line(s) : total number of lines that have been imported

Error(s) : number of imported lines that were in error (to be corrected)

Warning(s) : number of imported lines to be at least verified and/or corrected

First line is at position : the first line from the import file has been inserted at this line in the declaration.

Explanations on the "Details" part:

Identity : identity of the company for which the data has been imported

Number : number given to the declaration

Line : number of the erroneous line inside the declaration

Imported line : number of the line inside the imported external file

Field in error : the field that contains the error

Error: the value that is not correct

Reference : the reference given to the line.

In the example there is only need to click on an erroneous line to open it .

The report indicates that 208 lines were imported . One line is erroneous.

When the line opens, the error will be shown in red :

Line 1 of declaration 000019 Model: ▼

Declaration: Detailed, Flow: arrival, Period: 201609, Update: 02/09/2016 08:54

Country of consignment*	Net mass in kg*
BL ▼	1
Country of origin*	Currency code
BE Belgium ↗	▼
Nature of transaction*	Invoice value in EURO*
11 Outright purchase/sale ▼	17
Company's code	Reference
▼	▼
CN8 good-code*	
42010000 ↗	

Saddlery and harness for any animal, incl. traces, leads, knee pads, muzzles, saddle cloths, saddlebags, dog coats and the like, of any material (excl. harnesses for children and adults, riding whips and other goods of heading 6602)

In this example, the code entered for the country of consignment does not exist. That field needs to get a correct value .

After the correction of a line, it might be saved with Save and back .

The overview of lines will appear :

Modify Lines overview 000019									
Declaration: Detailed Return , Flow: arrival, Period: 201609									
🔍 ▶									208 items
Select	Line	Reference	Country	CN8 goods-code	Net mass in kg	Suppl. units	Invoice value in EURO	Correct	Update
<input type="checkbox"/>	<u>1</u>		BG	42010000	1		17	✓	02/09/2016 09:39
<input type="checkbox"/>	<u>2</u>		IT	21061080	7		35	✓	02/09/2016 09:39
<input type="checkbox"/>	<u>3</u>		FR	21061080	4		17	✓	02/09/2016 09:39
<input type="checkbox"/>	<u>4</u>		DE	21061080	4		34	✓	02/09/2016 08:54
<input type="checkbox"/>	<u>5</u>		DE	21061080	63		403	✓	02/09/2016 08:54
<input type="checkbox"/>	<u>6</u>		DE	21061080	33		410	✓	02/09/2016 08:54

To see whether there are other erroneous lines, a filter in the right top corner can be switched to Erroneous lines (example) :

Modify Lines overview 000019 Erroneous lines									
Declaration: Detailed Return , Flow: arrival, Period: 201609									
Filter: ● All lines ● Erroneous lines									
🔍 ▶									2 items
Select	Line	Reference	Country	CN8 goods-code	Net mass in kg	Suppl. units	Invoice value in EURO	Correct	Update
<input type="checkbox"/>	<u>8</u>			21061080	2		17	✗	02/09/2016 09:39
<input type="checkbox"/>	<u>11</u>		BB	04031053	24		45	✗	02/09/2016 09:39

In this example, two lines in error would have to be corrected.

How to create an import format for a single Intrastat declaration

In this chapter you will see how to create yourself an import-format.

If that seems too complicated, you may immediately pass to the chapter "Assistant for the creation of an import-format" at page 101.

On the following pages you will see how to create an import-format for an Intrastat declaration on the example of an Excel file. The creation of an import-format for other file types is similar.

In the Excel example, the fields which are important for the Intrastat declaration, are marked in blue :

Line (1)	Units (2)	Material (3)	Comp. code (4)	Official code (5)	Ntra (6)	Acc Num (7)	Country	Origin (9)	Weight (10)	Price (11)	Producer (12)	Mtra (13)
1	10	PC	PC-052	84714100	11	403145	DE	JP	70	4550	Shinua	3
2	10	Ecran	EC-003	84716070	11	401856	FR	FR	25	1800	Fratech	3
3	15	Clavier Azerty	CL-Aze	84716060	11	403789	FR	FR	12	185	Fratech	3
4	6	Laptop	LT-005	84713000	11	403281	DK	JP	24	3660	Shinua	3
5	12	Camionnettes	Cam-004	87042131	11	402383	DE	GB	12000	375000	JayBee	3
6	10	Voitures tourisme	VT-BXL	87032110	11	404001	GB	GB	1025	135000	JayBee	3
7	100	Choux blancs	CB-000	07049010	11	403286	BE	BE	136	205	Belfruit	3
8	10	Aubergines	AU-042	07093000	11	400568	DL	FR	11	14	Frafruit	3
9	1200	Oranges jaunes	OR-003	08051080	11	406528	IT	IT	250	375	Sassoferrato	3

To be able to create an import format , there is need to know where the different fields are situated : in which column (for Excel, dBase, MsAccess), or what start position and length (for a fixed text file) or in which order (text file with delimiter).

In this example, the Intrastat fields are in the following columns :

- column 2 : unit (quantity)
- column 5 : official code (CN8 good-code)
- column 6 : nature of transaction
- column 8 : country
- column 9 : country of origin
- column 10 : weight (net mass)
- column 11 : price (value)
- column 13 : mode of transport .

To be able to create an import format, the user must click on the menu **Import** and the option **Import-format** :

Select	Format name	Type of import	File type	Description
No data !				

Click on  **Add** :

Add Import-format

Format name*

Description

Type of import*

File type*

Used field

Order	Name	Length

Unused field

Order	Name	Length

Save, then back to the main screen

Cancel

[Help](#)

Field	Description
Format name	Name that you give to your import format to recognize it
Description	More detailed description of the format
Type of import-format	<p>You may choose between 6 different types :</p> <ul style="list-style-type: none"> - <i>Balance of payments</i> : import format for a declaration for the "balance of payments" - <i>CN8 goods-codes</i> : preparation of an import format for a table with the relations of the company's goods-code / official CN8 goods-code - <i>Declaration</i> : import format to overtake a file containing the data of one company, one period, one declaration and one flow (Intrastat) or two flows (BoP) - <i>Declarations for more flows, periods or companies</i> : import format to overtake a file containing the data of more companies, several periods or several flows - <i>Line model</i> : import format to overtake a file containing prepared declaration lines - <i>Trade-partners</i> : import format containing the commercial partners of a company
File type	<p>Four different formats of files may be imported:</p> <ul style="list-style-type: none"> - MsAccess - dBase - Excel - text
Used field	The fields which will be considered and overtaken from the file
Unused field	Those fields that will be ignored during the import

In the actual example the declarations will be done for the company LUXO. The left part of the import format will be :

Add Import-format

Format name*

Description

Type of import*

File type*

☐ Ignore empty rows and columns

Format definition assistant

Headers / Rows to skip *

Type of good-code*

As soon as you select « Excel » as a file type, two more fields show up :

Field	Description
Ignore empty rows and columns	As there are sometimes empty lines or columns in between the ones containing information, this option allows to ignore them and not create errors
Header / rows to skip	The number of lines or headers which have to be ignored in the first rows of the file
Type of good-code	What kind of good-codes will be in the file : official CN8 codes or company good-codes

As in the example the first line of the Excel file contains a header, the field „header / rows to skip“ has to be set to 1.

The right side of the import file contains all the fields that are possible in an Intrastat declaration :

Used field		
Order	Name	Length
Unused field		
Order	Name	Length
	CN8 good-code	8
	Country	2
	Country of origin	2
	Currency code	3
	Invoice value foreign	10
	Invoice value in EURO	10
	Mode of transport	1
	Nature of transaction	2
	Nature of transaction (single)	1
	Net mass in kg	10
	Partner VAT number	20
	Reference	14
	Statistical value foreign	10
	Statistical value in EURO	10
	Suppl. units	10

The fields to import are:

- column 2 : supplementary units (quantity)
- column 5 : CN8 good-code (official code)
- column 6 : nature of transaction
- column 8 : country
- column 9 : country of origin
- column 10 : net mass (weight)
- column 11 : invoice value
- column 13 : mode of transport .

Each field inside the import file, that is important for the Intrastat declaration, has to be transferred one-by-one from the „**Unused fields**“ to the „**used fields**“.

This has to be done in the following way: click on one field in the part „**unused fields**“ keeping the left mouse button pushed, and drag that field into the part called „**used fields**“.

The intermediate situation will be :

Used field		
Order	Name	Length
1	Suppl. units	10
2	CN8 good-code	8
3	Nature of transaction	2
4	Country	2
5	Country of origin	2
6	Net mass in kg	10
7	Invoice value in EURO	10
8	Statistical value in EURO	10
Unused field		
Order	Name	Length
	Currency code	3
	Invoice value foreign	10
	Mode of transport	1
	Nature of transaction (single)	1
	Partner VAT number	20
	Reference	14
	Statistical value foreign	10

Now the fields have to be set in the right order :

Example :

Used field		
Order	Name	Length
1	Suppl. units	10
2	CN8 good-code	8

You can change the order by clicking on the number and simply typing in the correct number :

Used field		
Order	Name	Length
2	Suppl. units	10
2	CN8 good-code	8

After every change of the order, the field gets sorted again in the table. That's why it could be of advantage to start with the field having the highest order number.

Finally the format will be :

Used field		
Order	Name	Length
2	Suppl. units	10
5	CN8 good-code	8
6	Nature of transaction	2
8	Country	2
9	Country of origin	2
10	Net mass in kg	10
11	Invoice value in EURO	10
12	Statistical value in EURO	10

The import format can be saved with **Save** :

123 items				
Select	Format name	Type of import	File type	Description
<input type="checkbox"/>	Luxo	Declaration	Excel	Intrastat declarations

It will appear in the list of import-formats and is ready to be used .

Now the import with that new import format can just take place as described for the predefined formats on page 65.

Creating an import-format for a single declaration for the Balance of payments

This part tells you how to create an import format for a single declaration for the „Balance of payments“.

If that seems too complicated, you may immediately pass to the chapter “Assistant for the creation of an import-format” at page 101.

To be able to create an import format , there is need to know where the different fields are situated : in which column (for Excel, dBase, MsAccess), or what start position and length (for a fixed text file) or in which order (text file with delimiter).

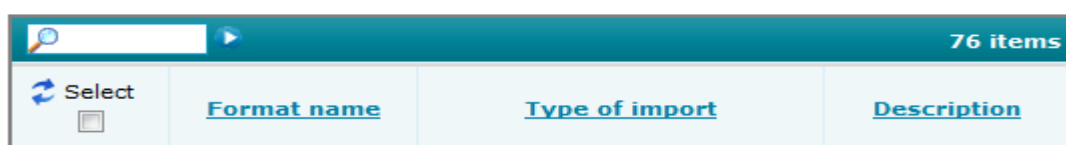
In this example an Excel table will be imported, as it shows the best, where the different fields are situated. The file will be the following one :

Rubriques d'identification			Code de l'opération (3 chiffres)	Pays de la contrepartie (code ISO 2 lettres)	A RECEVOIR COMPENSE	A PAYER COMPENSE
			223	DO	13 530	57 691
	N° d'identification (8 chiffres)		223	FR	-	964 089
	1111 103 264 24		223	SA	8 147	62
			223	AE	9 975	140
	Mois / année: 08 1 0		223	AR	-	2 606
	M M A A		223	AT	-	52 822

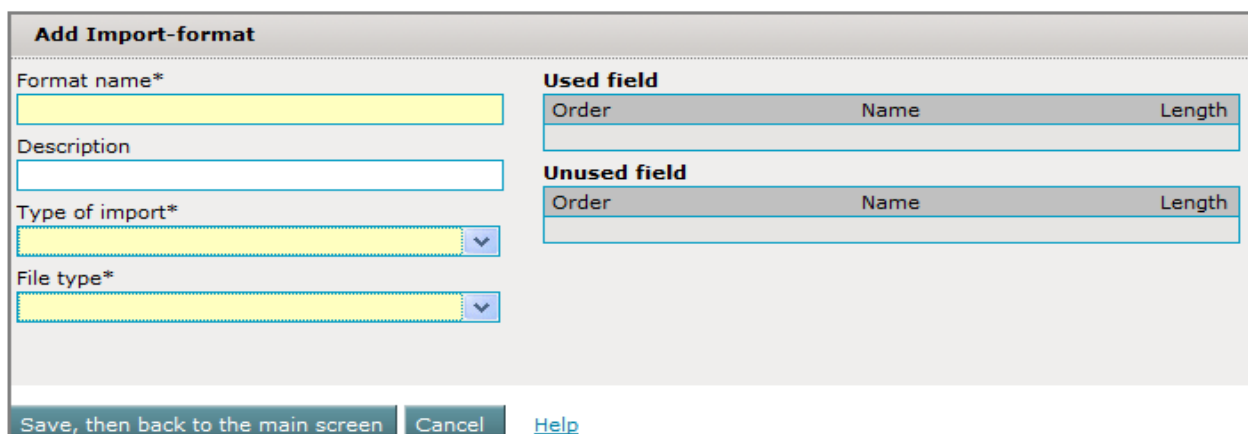
To create an import-format, it has to be known in which columns the different fields, that are important for the Balance of payments are.:

- field „Bop code“ – column 5
- field country – column 6
- field purchases – column 7
- field sales – column 8.

To create an import-format, you have to pass by the menu **Import** and the option **Import-Format** :



Then click on **Add** :



Field	Description
Format name	Name that you give to your import format to recognize it
Description	More detailed description of the format
Type of import-format	<p>You may choose between 6 different types :</p> <ul style="list-style-type: none"> - <i>Balance of payments</i> : import format for a declaration for the "balance of payments" - <i>CN8 goods-codes</i> : preparation of an import format for a table with the relations of the company's good-code / official CN8 good-code - <i>Declaration</i> : import format to overtake a file containing the data of one company, one period, one declaration and one flow (Intrastat) or two flows (BoP) - <i>Declarations for more flows, periods or companies</i> : import format to overtake a file containing the data of more companies, several periods or several flows - <i>Line model</i> : import format to overtake a file containing prepared declaration lines - <i>Trade-partners</i> : import format containing the commercial partners of a company
File type	Four different formats of files may be imported: MsAccess , dBase, Excel , text
Used field	The fields which will be considered and overtaken from the file
Unused field	Those fields which will be ignored during the import

In the actual example the declarations will be done for the company LUXO. The left part of the import format will be :

Format name*

Luxo

Description

Declaration for Balance of payments

Type of import*

Balance of payments

File type*

Excel

☐ Ignore empty rows and columns

Format definition assistant

Headers / Rows to skip *

1

As soon as you select « Excel » as a file type, two more fields show up :

Field	Description
Ignore empty rows and columns	As there are sometimes empty lines or columns in between the ones containing information, this option has a switch allowing that during import those could be ignored, not causing any errors
Header / rows to skip	The number of lines or headers which have to be ignored in the first rows of the file

As the first line of the Excel file contains a header, the field „header / rows to skip“ has to be set to 1.

The right side of the import format contains all the fields that are possible in a Bop declaration :

Used field		
Order	Name	Length
Unused field		
Order	Name	Length
	Bop-code	6
	Country	2
	Currency code	3
	Purchases / Liabilities	13
	Reference	14
	Sales / Assets	13

The fields to import are:

- column 5 : Bop code
- column 6 : country
- column 7 : purchases / liabilities
- column 8 : sales / assists.

Each field inside the import file, that is important for the Intrastat declaration, has to be transferred one-by-one from the „**Unused fields**“ to the „**used fields**“.





This has to be done in the following way: click on one field in the part „**unused fields**“ keeping the left mouse button pushed, and drag that field into the part with the „**used fields**“.

The intermediate situation will be :





Used field		
Order	Name	Length
1	Bop-code	6
2	Country	2
3	Purchases / Liabilities	13
4	Sales / Assets	13
Unused field		
Order	Name	Length
	Currency code	3
	Reference	14

Now the fields have to be set to the right order :

Example :


Used field		
Order	Name	Length
1 	Bop-code	6
2 	Country	2
3 	Purchases / Liabilities	13
4 	Sales / Assets	13

You can change the order by clicking on the number and simply typing in the correct number :

Used field		
Order	Name	Length
5 	Bop-code	6
6 	Country	2
7 	Purchases / Liabilities	13
8 	Sales / Assets	13

After every change in the order, the table gets sorted again.

The import format can be saved with **Save** :

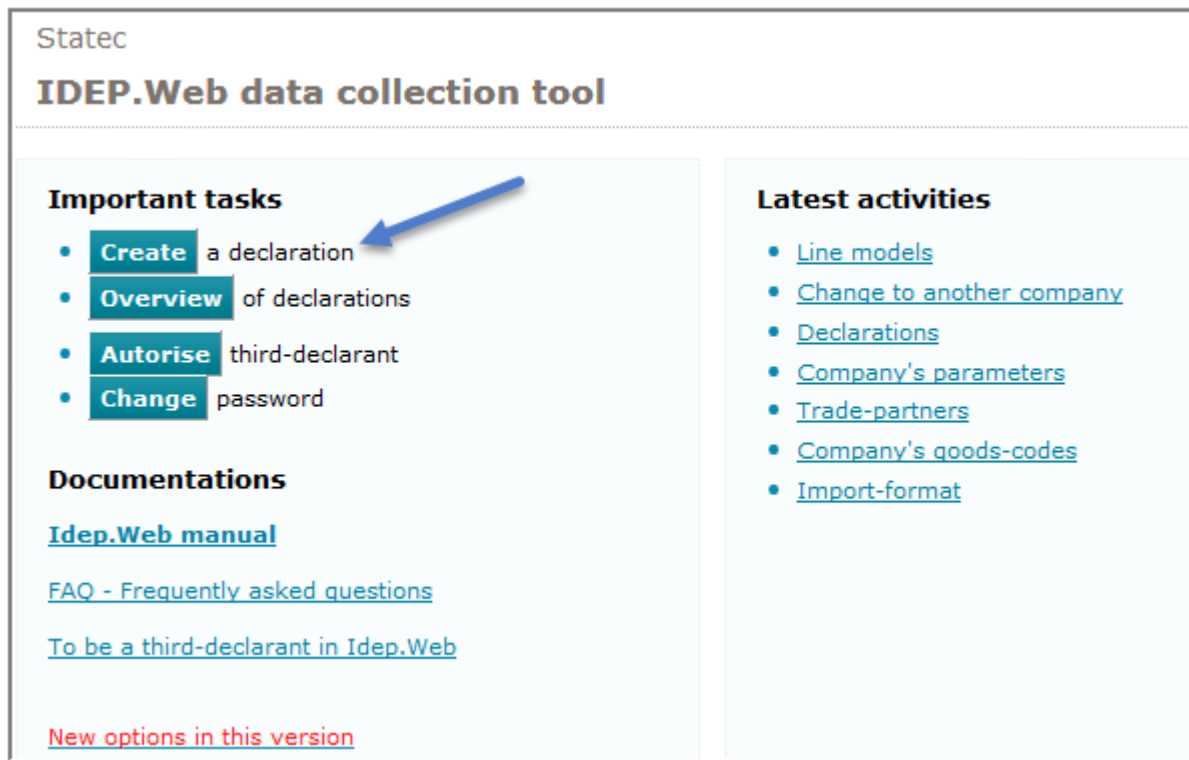
77 items			
 Select	<u>Format name</u>	<u>Type of import</u>	<u>Description</u>
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<u>LUXO</u>	Balance of payments	Declaration for Balance of payments

Now simply pass to the next chapter to see how to import data with that new import-format.

Import of a declaration for the Balance of payments

How to import now a declaration with the format that has been set-up just a moment ago ?

Start from the Idep.web main screen :



Statec

IDEP.Web data collection tool

Important tasks

- **Create** a declaration
- **Overview** of declarations
- **Autorise** third-declarant
- **Change** password

Documentations

[Idep.Web manual](#)

[FAQ - Frequently asked questions](#)

[To be a third-declarant in Idep.Web](#)

[New options in this version](#)

Latest activities

- [Line models](#)
- [Change to another company](#)
- [Declarations](#)
- [Company's parameters](#)
- [Trade-partners](#)
- [Company's goods-codes](#)
- [Import-format](#)

Click on **Create** a declaration and then proceed step by step.

First you will have to do a choice on the declaration type :

Add Declaration header

Step 1:

What kind of declaration do you want to create ?

☐ Intrastat (arrival)

☐ Intrastat (dispatch)

☒ Balance of payments

In the next step there has to be an indication on the way the declaration will be entered (in this example: by importing the data) :

Step 2:

☐ Type in declaration

☒ Import declaration

☐ Nil declaration

☐ Replace declaration

How do you want to create the declaration ?

If you want to import a file with datas for several declarations , companies , periods or flows, then you should use [Multi Import](#)

Finally there has to be an indication on the period :

Step 3:

Period*
201609 September 2016

Select the period for which you want to create the declaration.

A click on **Create a declaration** will open the new declaration :

Import

Declaration (Declaration header 000020, Bop, 201609)

In case you want to import a file that contains several declarations for several flows, periods or declarants, please use the [multi-import](#) .

Format name*

In case there is only one import-format for the "Balance of payments", it has been already inserted, else you have to choose the format you just created :

Import

Declaration (Declaration header 000020, Bop, 201609)

In case you want to import a file that contains several declarations for several flows, periods or declarants, please use the [multi-import](#) .

Format name* Luxo Excel - Declaration Balance payn

File name Upload file Details

The next step will be to indicate where the file to import is , by clicking on **File name** .

After selection of a file, it will have to be loaded into memory with **Upload file** :

Import

Declaration (Declaration header 000020, Bop, 201609)

In case you want to import a file that contains several declarations for several flows, periods or declarants, please use the [multi-import](#) .

Format name* Luxo Excel - Declaration Balance payn

Releve23_excel.xlsm File name Upload file Details

Import

Declaration (Declaration header 000020, Bop, 201609)

In case you want to import a file that contains several declarations for several flows, periods or declarants, please use the [multi-import](#) .

Format name* Luxo Excel - Declaration Balance payn Details

File name* Releve23_excel.xlsm

Sheet name* Sheet1

Start the import Cancel and go back to the declarations Help

With a click on **Start the import** , the import is launched .

After a while, the result of the import will appear :

↻ Id	File	Status	Action	Identity	Time ▾	Next date
6847	Releve23_excel.xlsm (000020, Bop, 201609)	With error(s)	Import lines	LU1136752252	02/09/2016 14:32	

Click on the status (here: with errors) to get further details on the import result :

View import-log (6847)

Type of import: Balance of payments
Import: Releve23_excel.xlsm (000020, Bop, 201609)
Start of the import : 02/09/2016 14:32:27

Result: With error(s)
Format name: Luxo
End of import: 02/09/2016 14:32:27

Try again Discard this imported data Transmit some Show as tree

Total of errors and warnings: 1

Field in error	Error(s)
Country of origin	1

Summary

Identity	Number	Period	Flow	Line(s)	Error(s)	Warning(s)	First line is at position
LU1136752252	000020	201609	Bop	73	1	0	1

Details

Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752252	000020	Z	8	Country of origin	AA	

In this example 73 lines have been imported, and one line contains an error.

You may open this line with a simple click on the line number :

Details						
Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752252	000020	Z	8	Country of origin	AA	

The erroneous line 7 will show up :

Line 7 of declaration 000020

Declaration: Bop, Period: 201609, Update: 02/09/2016 14:32

Country* Currency code*

Bop-code* Sales / Income in EUR*

Purchases / Expenses in EUR*

Reference

Charges for licenses to reproduce and/or distribute other products

[Save](#) [Save and back](#) [Save, then next](#) [Cancel and return to overview](#) [Help](#)

The error has to be corrected and a valid code for the country has to be inserted :

Line 7 of declaration 000020

Declaration: Bop, Period: 201609, Update: 02/09/2016 14:32

Country* Currency code*

Bop-code* Sales / Income in EUR*

Purchases / Expenses in EUR*

Reference

Charges for licenses to reproduce and/or distribute other products

After the correction of the line, it might be saved with [Save and back](#) .

To verify, whether there are other errors inside the imported declaration, there is a switch on the right top corner , allowing to switch between "all lines" and "erroneous lines" . Here an example :

Modify Lines overview 000020 Erroneous lines									
Declaration: Bop declaration, Period: 201609				Filter: <div><input checked="" type="radio"/> All lines</div> <div><input type="radio"/> Erroneous lines</div>					
<div><div></div><div></div></div>									2 items
<div><div></div><div>Select</div></div>	Line	Reference	Country	Bop-code	Sales / Assets	Purchases / Liabilities	Currency code	Correct	Update
<div><div></div></div>	1		DD	223	57 691	13 530	EUR	✗	02/09/2016 14:35
<div><div></div></div>	6			223	52 822	0	EUR	✗	02/09/2016 14:36

After correction of all the lines, an overview of lines similar to the following one will appear :

Modify Lines overview 000020										
Declaration: Bop declaration, Period: 201609										
										73 items
Select	Line	Reference	Country	Bop-code	Sales / Assets	Purchases / Liabilities	Currency code	Correct	Update	
<input type="checkbox"/>	1		DE	223	57 691	13 530	EUR	✓	02/09/2016 14:37	
<input type="checkbox"/>	2		FR	223	964 089	0	EUR	✓	02/09/2016 14:32	
<input type="checkbox"/>	3		SA	223	62	8 147	EUR	✓	02/09/2016 14:32	
<input type="checkbox"/>	4		AE	223	140	9 975	EUR	✓	02/09/2016 14:32	
<input type="checkbox"/>	5		AR	223	2 606	0	EUR	✓	02/09/2016 14:32	
<input checked="" type="checkbox"/>	6		BE	223	52 822	0	EUR	✓	02/09/2016 14:37	
<input type="checkbox"/>	7		AT	223	959	0	EUR	✓	02/09/2016 14:35	

With a click on **Return to overview** you go back to the „Overview of declarations“ :

No filter	Declaration filter: All	Status filter: Any	Companies & periods: Current							
										11 items
Select	Number	Declaration	Type	Flow	Period	Value	Line(s)	Correct	Transmitted	Date
<input type="checkbox"/>	000020	Bop	Normal		201609	Inc: 6 682 451 Exp: 1 311 331	73	✓	Transmit	02/09/2016 14:36

As soon as the declaration is correct, it can be sent with a click on **Transmit** :

Transmit 000020

Company's identity LU1136752252

Declaration Bop declaration

Period 201609

Sales / Assets 6 682 451

Purchases / Liabilities 1 311 331

Line(s) 73 [Declaration lines](#)

Number of aggreg. lines * [Aggregated info](#)

Warning ! After transmission, changes on a declaration may only be done using a "replacement declaration" .

Do you want to transmit the return ?

With Yes, proceed with transmission the declaration can be definitely sent :

Transmit 000020

The declaration has been transmitted successfully.

Company's identity LU1136752252

Declaration Bop declaration

Period 201609

Sales / Assets 6 682 451

Purchases / Liabilities 1 311 331

Line(s) 73 [Declaration lines](#)

Number of aggreg. lines * [Aggregated info](#)

This declaration can no longer be modified.

Warning ! After transmission, changes on a declaration may only be done using a "replacement declaration" .

You could print out his form as proof.
 000020-09-02-299T
 Return receipt send to: francis.sonnetti@statec.etat.lu (M. Frason)

Print (Overview) Return to declarations overview

The declaration will be transmitted to the statistical office and a few minutes later , the sender will receive an accusal receipt.

The status of the just transmitted declaration will now be :

No filter		Declaration filter: All		Status filter: Any		Companies & periods: Current		11 items			
<div><input type="text" value=""/></div>											
	Select	Number	Declaration	Type	Flow	Period	Value	Line(s)	Correct	Transmitted	Date ▾
		000020	Bop	Normal		201609	Inc: 6 682 451 Exp: 1 311 331	73	✓	✓	02/09/2016 14:38

Multi-import

If there are more declarations, more periods or declarations of different companies inside the import file , then please follow the instructions in this chapter. That kind of import is called "multi-import".

Different multi-import software formats have already been prepared inside Idep.web.

If you have one of these softwares (please pay attention , because sometimes there is need of a special Intrastat module) , then you don't have to create your own import-format.

Here is a list of the prepared Intrastat multi-import-formats :

Predefined formats	data type
Azur Sita software	fixed text format
Bnb	fixed text format
Book-in	text (delimiter ",")
Escentiel	text (TAB)
Multi-import (Scic)	fixed text format
Instat/xml	XML-format

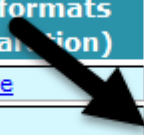
If you don't find your format in this list, then please continue with chapter „ creating an own multi-import format" at page 92 .

The predefined multi-import formats makes it even possible to start the import from within the list of formats that you will find using the menu **Import** and the option **Import-Format** . The second part of that table is reserved to the multi-import :

Predefined formats (multi-declaration)	Predefined formats (multi-declaration)
Azur Sita software	Escentiel
Bnb	Multi-Import (Scic)
Book-in	Instat/xml

You just need to click on the import-format :

Predefined formats (multi-declaration)	Predefined formats (multi-declaration)
Azur Sita software	Escentiel
Bnb	Multi-Import (Scic)
Book-in	Instat/xml



*Note: the second possibility would be to start the multi-import via the menu **Import**, and its option **Import**.*

The chosen import-format will already be inserted :

Import

Multi-Import

Format name* MULTI-IMPORT (Scic) Text (SDF) - Multi-Intrastat Details

File name Upload file

After a click on **File name** there has to be an indication on where the file to import resides:

Import

Multi-Import

Format name* MULTI-IMPORT (Scic) Text (SDF) - Multi-Intrastat Details

File name Upload file

Finally the import file will be loaded into memory with **Upload file** :

Import

Multi-Import

Format name* MULTI-IMPORT (Scic) Text (SDF) - Multi-Intrastat Details

File name*

Statistical-period format : MMY

Return-flow format : A/E

Start the import Cancel and go back to the declarations [Help](#)

With **Start the import** the declarations will be imported.

The result of the import will appear :

Id	File	Status	Action	Identity	Time ▾	Next date
6849	multi_scic.txt	With error(s)	Import multi	LU1136752252	02/09/2016 15:45	

A click on the result (here : « [With error\(s\)](#) ») will give you a detailed report on the multi-import :

View import-log (6849)

Type of import: Declarations for more flows, periods or companies

Import: multi_scic.txt

Start of the import : 02/09/2016 15:45:22

Result: With error(s)

Format name: Multi-Import (Scic)

End of import: 02/09/2016 15:45:22

Try again

Discard this imported data

Transmit some

Show as tree

Total of errors and warnings: 2

Field in error	Error(s)
CN8 goods-code	1
Country	1

Summary

Identity	Number	Period	Flow	Line(s)	Error(s)	Warning(s)	First line is at position
LU1136752218	000038	201607	arrival	121	1	0	243
LU1136752218	000039	201608	arrival	33	0	0	67
LU1136752218	000040	201607	dispatch	11	0	0	23
LU1362013100	000048	201607	arrival	96	1	0	193

Details

Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752218	000038	243	1	Country	BL	
LU1362013100	000048	224	197	CN8 goods-code	04070030	

In this example, the report shows that four declarations have been imported for two different periods :

Summary							
Identity	Number	Period	Flow	Line(s)	Error(s)	Warning(s)	First line is at position
LU1136752218	000038	201607	arrival	121	1	0	243
LU1136752218	000039	201608	arrival	33	0	0	67
LU1136752218	000040	201607	dispatch	11	0	0	23
LU1362013100	000048	201607	arrival	96	1	0	193

There were the following errors :

Details						
Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752218	000038	243	1	Country	BL	
LU1362013100	000048	224	197	CN8 goods-code	04070030	

In the first line of the declaration [000038](#) there is an error in the field „country“ : the code « BL » does not exist. In the declaration [000048](#), there is an error on the good-code.

When all the lines are correct, the declaration can be transmitted.

To correct a line, simply click on the line number :

Details						
Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752218	000038	243	1	Country	BL	
LU1362013100	000048	224	197	CN8 goods-code	04070030	

The erroneous line will appear and the field in error will be in red :

Line 243 of declaration 000038

Declaration: Extended, Flow: arrival, Period: 201607, Update: 02/09/2016 15:45

Country of consignment*
BL

Country of origin*
BE Belgium

Nature of transaction*
11 Outright purchase/sale

Mode of transport*
3 Road transport

CN8 good-code*
42010000

Net mass in kg*
1

Currency code

Invoice value in EURO*
17

Statistical value in EURO*
17

Reference

Saddlery and harness for any animal, incl. traces, leads, knee pads, muzzles, saddle cloths, saddlebags, dog coats and the like, of any material (excl. harnesses for children and adults, riding whips and other goods of heading 6602)

After the correction, the line will be :

Line 243 of declaration 000038

Declaration: Extended, Flow: arrival, Period: 201607, Update: 02/09/2016 15:45

Country of consignment*
BG Bulgaria

Country of origin*
BE Belgium

Nature of transaction*
11 Outright purchase/sale

Mode of transport*
3 Road transport

CN8 good-code*
42010000

Net mass in kg*
1

Currency code

Invoice value in EURO*
17

Statistical value in EURO*
17

Reference

Saddlery and harness for any animal, incl. traces, leads, knee pads, muzzles, saddle cloths, saddlebags, dog coats and the like, of any material (excl. harnesses for children and adults, riding whips and other goods of heading 6602)

Save the line . In case there would be other errors, these would of course have to be corrected too.

Creating a multi-import format for Intrastat declarations

In Excel-files the different columns are well divided and so are perfect for the explanations to do on the creation of an import-format.

The next example file to be imported will look like this :

Company (1)	Period (2)	Flow (3)	Quantity (4)	Offic. Code (5)	Ntra (6)	Int. Num (7)	Country (8)	Origin (9)	Weight (10)	Price (11)	Stat. Value (12)	Producer (13)
1136752209	201507	A	10	84714100	11	403145	JP	JP	70	4550	4575	Shinua
1136752209	201507	A	10	84716070	11	401856	FR	FR	25	1800	1825	Fratech
1136752209	201507	A	15	84716060	11	403789	FR	FR	12	185	192	Fratech
1136752209	201507	A	6	84713000	11	403281	DK	DK	24	3660	3672	Shinua
1136752209	201507	A	12	87042131	11	402383	GB	GB	1520	375000	375250	JayBee
1136752209	201507	D	10	87032110	11	404001	GB	GB	925	135000	135125	JayBee
1136752209	201507	D	100	07049010	11	403286	BE	FR	136	205	218	Belfruit
1136752209	201506	A	10	07093000	11	400568	FR	FR	11	14	18	Frafruit
1136752209	201506	A	100	08051080	11	406528	IT	IT	250	375	382	Sassoferrato

To be able to create an import-format, there is need to know in which columns, the Intrastat fields are inside the file :

- column 1 : company
- column 2 : period
- column 3 : flow
- column 4 : Supplementary unit (Quantity)
- column 5 : CN8 code (official code)
- column 6 : nature of transaction (ntra)
- column 8 : partner country (country)
- column 9 : country of origin (origin)
- column 10 : net mass (weight)
- column 11 : invoice value (price)
- column 12 : statistical value .

To create an import format, you will have to pass by the menu **Import** and its option **Import-Format** :

Select	Format name	Type of import	Description
<input type="checkbox"/>			

Then click on **Add** :

Add Import-format								
Format name*	<input type="text"/>							
Description	<input type="text"/>							
Type of import*	<input type="text"/>							
File type*	<input type="text"/>							
Used field	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Order	Name	Length			
Order	Name	Length						
Unused field	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Order	Name	Length			
Order	Name	Length						

Field	Description
Format name	Name that you give to your import format to recognize it
Description	More detailed description of the format
Type of import-format	<p>You may choose between 6 different types :</p> <ul style="list-style-type: none"> - <i>Balance of payments</i> : import format for a declaration for the "balance of payments" - <i>CN8 goods-codes</i> : preparation of an import format for a table with the relations of the company's goods-code / official CN8 goods-code - <i>Declaration</i> : import format to overtake a file containing the data of one company, one period, one declaration and one flow (Intrastat) or two flows (BoP) - <i>Declarations for more flows, periods or companies</i> : import format to overtake a file containing the data of more companies, several periods or several flows - <i>Line models</i> : import format to overtake a file containing prepared declaration lines - <i>Trade-partners</i> : import format containing the commercial partners of a company
File type	<p>Four different formats of files may be imported:</p> <ul style="list-style-type: none"> - MsAccess - dBase - Excel - text
Used field	The fields which will be considered and overtaken from the file
Unused field	Those fields which will be ignored during the import

As soon as the type of import « Declarations for more flows, periods or companies » has been chosen, a few other fields will appear :

Field	Description
Identity	Indication of the company-ID to which the data inside the file belongs to
Period	Indication of the period the data inside the file relates to
Flow	The flow to which the data inside the file relates to

If you insert information on these fields before the import starts, that means that Idep.web will not search for them inside the import file.

So in case the field „identity“ contains the ID-number of a company , Idep.web will assume that all data inside the file relates to that company.

As soon as « *Excel* » is chosen as a « *File type* » , other fields appear:

Feld	Beschreibung
Ignore empty rows and columns	As sometimes there are empty lines or columns in between the ones containing information, this option has a switch allowing to ignore them and not cause any errors
Header / rows to skip	The number of lines or headers which have to be ignored in the first rows of the file

Finally the format will be :

Format name*
LUXO

Description
Intrastat multi-import

Type of import*
Declarations for more flows, periods or con ▼

File type*
Excel ▼

☐ Ignore empty rows and columns

Format definition assistant

Headers / Rows to skip *
1

Type of good-code*
CN8 goods-code ▼

Identity
▼

Period
▼

Flow
▼

In the right part of the import format, there has to be an indication on the columns in which the Intrastat fields can be found inside the import file :

Used field		
Order	Name	Length
Unused field		
Order	Name	Length
	Bop-code	6
	CN8 good-code	8
	Country of origin / BoP country	2
	Currency code	3
	Flow	1
	Identity	10
	Invoice value foreign	10
	Invoice value or Sales / Assets	10
	Mode of transport	1
	Nature of transaction	2
	Nature of transaction (single)	1
	Net mass in kg	10
	Partner country	2
	Partner VAT number	20
	Period	6
	Reference	14
	Statistical value foreign	10
	Statistical value or Purchases / Liabilities	10
	Suppl. units	10

The order of the Intrastat fields inside the data file is as follows :

- column 1 : company
- column 2 : period
- column 3 : flow
- column 4 : Supplementary unit (Quantity)
- column 5 : CN8 code (official code)
- column 6 : nature of transaction (ntra)
- column 8 : partner country (country)
- column 9 : country of origin (origin)
- column 10 : net mass (weight)
- column 11 : invoice value (price)
- column 12 : statistical value .

Each field inside the import file, that is important for the Intrastat declaration, has to be transferred one-by-one from the „**Unused field**“ to the „**used field**“.

This has to be done in the following way: click on one field in the part “**unused field**” keeping the left mouse button pushed, and drag that field into the part with the “**used field**”.

The intermediate situation will be :

Used field		
Order	Name	Length
1	Identity	10
2	Period	6
3	Flow	1
4	Suppl. units	10
5	CN8 good-code	8
6	Nature of transaction	2
7	Partner country	2
8	Country of origin / BoP country	2
9	Net mass in kg	10
10	Invoice value or Sales / Assets	10
11	Statistical value or Purchases / Liabilities	10
Unused field		
Order	Name	Length
	Bop-code	6
	Currency code	3
	Invoice value foreign	10
	Mode of transport	1
	Nature of transaction (single)	1
	Partner VAT number	20
	Reference	14
	Statistical value foreign	10

Now the fields have to be set in the right order :

Used field		
Order	Name	Length
1	Identity	10
2	Period	6
3	Flow	1
4	Suppl. units	10
5	CN8 good-code	8
6	Nature of transaction	2
7	← Partner country	2
8	← Country of origin / BoP country	2
9	← Net mass in kg	10
10	← Invoice value or Sales / Assets	10
11	← Statistical value or Purchases / Liabilities	10

You can change the order by clicking on the number and simply typing in the correct number :

Used field		
Order	Name	Length
1	Identity	10
2	Period	6
3	Flow	1
4	Suppl. units	10
5	CN8 good-code	8
6	Nature of transaction	2
8	← Partner country	2
9	← Country of origin / BoP country	2
10	← Net mass in kg	10
11	← Invoice value or Sales / Assets	10
12	← Statistical value or Purchases / Liabilities	10

It will also be important to adapt the following :

Statistical-period format *

Return-flow format *

Field	Description
Statistical-period format	Format in which the statistical period has been indicated inside the file (MM will be for the month, YY for the year). Example : MMY could be 1215, while YYYYMM could be 201508
Return-flow format	Indications on the flow - arrival could be „A“, while dispatch could be „D“ or „E“ (export)

The final format will be :

Format name*
LUXO

Description
Intrastat multi-import

Type of import*
Declarations for more flows, periods or con ▼

File type*
Excel ▼

☐ Ignore empty rows and columns

Format definition assistant

Headers / Rows to skip *
1

Type of good-code*
CN8 goods-code ▼

Statistical-period format *
YYYYMM

Return-flow format *
A/D

The import-format may be saved with **Save** :

 Select	<u>Format name</u>	<u>Type of import</u>	<u>File type</u>	<u>Description</u>
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	<u>LUXO</u>	Declarations for more flows, periods or companies	Excel	Intrastat multi-import

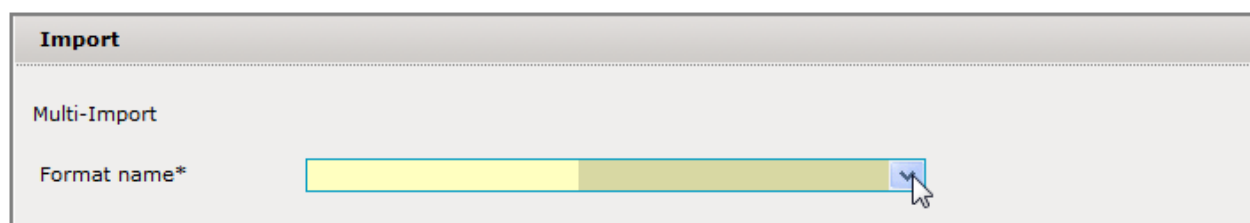
Now please pass to the next chapter „Multi-Import of a file with a personal import-format“.

Multi-Import of a file with a personal import-format

How to import now a multi-import file , if a personal import-format has been set-up ?

For a multi-import there is no need to first create a declaration. That will be done automatically.

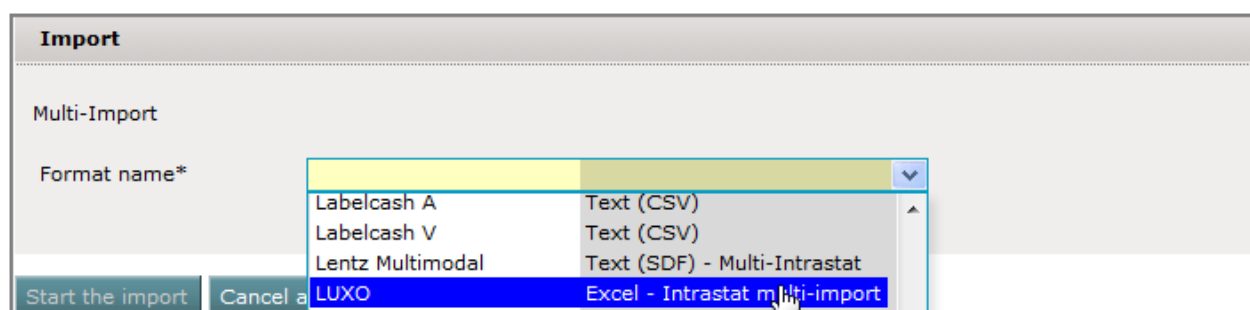
So you can pass immediately to the **Import** menu and its option **Import** :



The screenshot shows the 'Import' menu with the 'Multi-Import' section. The 'Format name*' field is a dropdown menu with a yellow highlight and a mouse cursor pointing at the dropdown arrow.

Click on the pop-up list of the « *format name* » to get access to the list of formats.

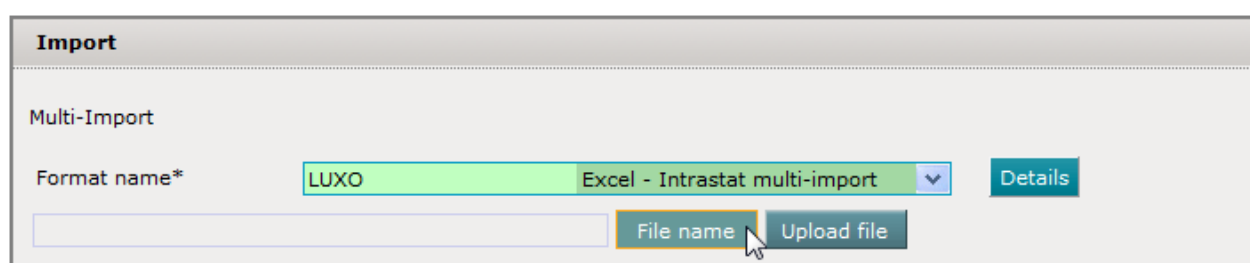
Select the import-format « *LUXO* », in case that has not been done already :



The screenshot shows the 'Import' menu with the 'Format name*' dropdown menu open. The list of formats includes 'Labelcash A', 'Labelcash V', 'Lentz Multimodal', 'LUXO', 'Text (CSV)', 'Text (SDF) - Multi-Intrastat', and 'Excel - Intrastat multi-import'. 'LUXO' is highlighted in blue, and a mouse cursor is pointing at it. Below the dropdown, there are buttons for 'Start the import' and 'Cancel a'.

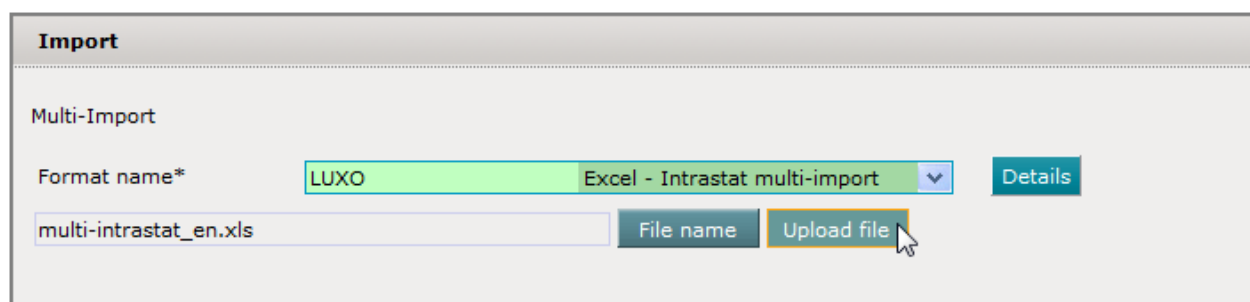
There you will also find the multi-import format "Luxo" you defined previously.

The screen will change to :



The screenshot shows the 'Import' menu with the 'Format name*' dropdown menu set to 'LUXO'. The 'Excel - Intrastat multi-import' format is selected. There is a 'Details' button to the right. Below the dropdown, there is a text input field and two buttons: 'File name' (highlighted with a yellow border and a mouse cursor) and 'Upload file'.

After a click on **File name** , you will have to indicate where the import file resides :



The screenshot shows the 'Import' menu with the 'Format name*' dropdown menu set to 'LUXO'. The 'Excel - Intrastat multi-import' format is selected. There is a 'Details' button to the right. Below the dropdown, there is a text input field containing 'multi-intrastat_en.xls' and two buttons: 'File name' and 'Upload file' (highlighted with a yellow border and a mouse cursor).

As soon as you mentioned where the file is, click on **Upload file** to load the file into memory :

Import

Multi-Import

Format name*
LUXO
Excel - Intrastat multi-import
Details

File name*
multi-intrastat_en.xls

Sheet name

Statistical-period format :
YYYYMM

Return-flow format :
A/D

Start the import
Cancel and go back to the declarations
Help

Now the import can be launched with **Start the import** .

The result of the import will appear :

↻ Id	File	Status	Action	Identity	Time	Next date
6850	multi-intrastat_en.xls	With error(s)	Import multi	LU1136752252	05/09/2016 08:16	

A click on the result (here : « [With error\(s\)](#) ») will show a detailed report about the multi-import :

View import-log (6850)

Type of import: Declarations for more flows, periods or companies

Import: multi-intrastat_en.xls

Start of the import : 05/09/2016 08:16:10


Result: With error(s)

Format name: LUXO


End of import: 05/09/2016 08:16:10

Try again

Discard this imported data

 Transmit some

Show as tree

 Total of errors and warnings: 1

Field in error	Error(s)
Country	1

Summary

Identity	Number	Period	Flow	Line(s)	Error(s)	Warning(s)	First line is at position
LU1136752209	000066	201507	arrival	5	1	0	1
LU1136752209	000067	201507	dispatch	2	0	0	1
LU1136752209	000068	201506	arrival	2	0	0	1
LU1136752208	000024	201507	arrival	9	0	0	1

Details

Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752209	000066	1	2	Country	JP	

This report shows that four declarations have been imported and they are of two different flows and for two different companies :

Summary							
Identity	Number	Period	Flow	Line(s)	Error(s)	Warning(s)	First line is at position
LU1136752209	000066	201507	arrival	5	1	0	1
LU1136752209	000067	201507	dispatch	2	0	0	1
LU1136752209	000068	201506	arrival	2	0	0	1
LU1136752208	000024	201507	arrival	9	0	0	1

The control of the lines gave the following result :

Details						
Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752209	000066	1	2	Country	JP	

In this declaration, there is for example an error in the first line in declaration number [000066](#): the country code JP is not possible as a country of consignment . It has to be a code of a country that is member in the EU.

Before transmission the errors in a declaration have to be corrected.

To correct an error, you simply click on the line number :

Details						
Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752209	000066	1	2	Country	JP	

The line will be displayed and the error will be in red :

Line 1 of declaration 000066
Model:

Declaration: Detailed, Flow: arrival, Period: 201507, Update: 05/09/2016 08:16

Country of consignment*

Country of origin*
 Japan

Nature of transaction*
 Outright purchase/sale

Company's code

CN8 good-code*

Net mass in kg (optional)

Suppl. units*

Currency code

Invoice value in EURO*

Reference

Data-processing machines, automatic, comprising in the same housing at least a central processing unit, and one input unit and one output unit, whether or not combined (excl. portable weighing <= 10 kg and excl. those presented in the form

Correct the error and later save with **Save and back** .

In case there are more errors in the declaration, you will have the opportunity to click on a filter in the right top corner (here: click on **Erroneous lines**) :

Modify Lines overview 000066 Erroneous lines

Declaration: Detailed Return , Flow: arrival, Period: 201507 **Filter:** ☐ All lines ☒ **Erroneous lines**

1 items

Line	Reference	Country	CN8 goods-code	Net mass in kg	Suppl. units	Invoice value in EURO	Correct	Update
<input type="checkbox"/> 1		JP	84714100	70	10	4 550	×	05/09/2016 08:16

Click again on the line number of an erroneous line to be able to correct it .

Erroneous declarations are marked with an **×** in the column **Correct** :

No filter Declaration filter: **All** Status filter: **Any** Companies & periods: **Current**

25 items

Select	Number	Declaration	Type	Flow	Period	Value	Line(s)	Correct	Transmitted	Date
<input type="checkbox"/>	000066	Intrastat	Normal	arrival	201507	385 195	5	×		05/09/2016 08:16
<input type="checkbox"/>	000067	Intrastat	Normal	dispatch	201507	135 205	2	✓	Transmit	05/09/2016 08:16
<input type="checkbox"/>	000068	Intrastat	Normal	arrival	201506	389	2	✓	Transmit	05/09/2016 08:16

When you finished correcting several declarations, you may submit them all together with the special function **Transmit some** .

Assistant for the creation of an import-format

In Idep.web you may use an assistant to create an import format.

The assistant is available for the following file types :

- text file with TAB (tabulator)
- delimited text file (by a sign, as for example ";" ou ",")
- an Excel file of the XLSX type
- an Excel file of the XLSM type.

To be able to define an import format, you have to pass by the menu **Import** and its option **Import-format**. You will get access to the table containing the already defined import formats.

To create a new format, you have to click on the menu **Actions** and its function **Add**. The following form will be displayed :

Add Import-format		
Format name*	Used field	
<input type="text"/>	Order	Name Length
Description	<input type="text"/>	
Type of import*	Unused field	
<input type="text"/>	Order	Name Length
File type*	<input type="text"/>	

Field	Description
Format name	Name that you give to your import format to recognize it
Description	More detailed description of the format
Type of import-format	<p>You may choose between 6 different types :</p> <ul style="list-style-type: none">- <i>Balance of payments</i> : import format for a declaration for the "balance of payments"- <i>CN8 good-code</i> : preparation of an import format for a table with the relations of the company's goods-code / official CN8 goods-code- <i>Declaration</i> : import format to overtake a file containing the data of one company, one period, one declaration and one flow (Intrastat) or two flows (BoP)- <i>Declarations for more flows, periods or companies</i> : import format to overtake a file containing the data of more companies, several periods or several flows- <i>Line model</i> : import format to overtake a file containing prepared declaration lines- <i>Trade-partners</i> : import format containing the commercial partners of a company

File type	<p>Five different formats may be imported :</p> <ul style="list-style-type: none"> - Access (assistant not available) - dBase (assistant not available) - Excel (the assistant for the import format will appear) - text (the assistant for the import format will appear) - Instat/XML (assistant not available) <p>Concerning Excel files, the assistant may only be used for Excel files of the type XLSX and XLSM and for delimited text and TAB text files .</p>
Used field	The fields which will be considered and overtaken from the file
Unused field	Those fields which will be ignored during the import

The import assistant appears only after several fields on the left have been completed. The following example will be about an Excel XLSM file :

Add Import-format

Format name*
Luxo Intrastat

Description
Intrastat declaration

Type of import*
Declaration

File type*
[Empty]

Type of good-code*
CN8 goods-code

As soon as the Excel format (or text) gets selected , the import assistant appears, as well as three supplementary fields :

Format name*
Luxo Intrastat

Description
Intrastat declaration

Type of import*
Declaration

File type*
Excel

☐ Ignore empty rows and columns

Format definition assistant

Headers / Rows to skip *
0

Type of good-code*
CN8 goods-code

Field	Description
Ignore empty rows and columns	As there are sometimes empty lines or columns in between the ones containing information, this option has a switch allowing that during import those could be ignored, not causing any errors
Header / rows to skip	The number of lines or headers which have to be ignored in the first rows of the file
Type of goods-code	What kind of good-codes will be imported : official ones (NC8) or company-internal ones

You may now click on **Format definition assistant**.

On top of the import format definition, three buttons will appear :

The screenshot shows a horizontal bar with a text input field on the left, followed by three buttons: 'File name', 'Upload file', and 'Cancel'.

The buttons will be :

- **File name** : allows to indicate where the file resides that will be used for the import assistant
- **Upload file** : the button allowing to upload the file into memory
- **Cancel** : cancel the file choice.

Click first on the button File name to indicate which file will be used for the import assistant and then click on Upload file .

The screenshot shows the same interface as before, but now the file name field contains 'Intrastat_e.xlsm', the sheet dropdown shows 'Sheet1', and the 'Start import definition assistant' button is highlighted with a mouse cursor.

Click on **Start import definition assistant**, and the assistant appears and you will have the opportunity to configure the import format :

The screenshot shows the 'Start import definition assistant' window. It displays the file name 'Intrastat_e.xlsm' and the sheet name 'Sheet1'. Below this, there is a section titled 'Select first row that contains real data (skip headers)' with a table of field choices.

	Field choice	Field choice	Field choice	Field choice	Field choice	Field choice	Field choice
<input type="checkbox"/>	Line (1)	Units (2)	Material (3)	Comp. code (4)	Official code (5)	Ntra (6)	Acc Num (7)
<input type="checkbox"/>	1	10	PC	PC-052	84714100	11	403145
<input type="checkbox"/>	2	10	Ecran	EC-003	84716070	11	401856
<input type="checkbox"/>	3	15	Clavier Azerty	CL-Aze	84716060	11	403789
<input type="checkbox"/>	4	6	Laptop	LT-005	84713000	11	403281

The example file to be imported will be presented in the following way:

Line (1)	Units (2)	Material (3)	Comp. code (4)	Official code (5)	Ntra (6)	Acc Num (7)	Country	Origin (9)	Weight (10)	Price (11)	Producer (12)	Mtra (13)
1	10	PC	PC-052	84714100	11	403145	DE	JP	70	4550	Shinua	3
2	10	Ecran	EC-003	84716070	11	401856	FR	FR	25	1800	Fratch	3
3	15	Clavier Azerty	CL-Aze	84716060	11	403789	FR	FR	12	185	Fratch	3
4	6	Laptop	LT-005	84713000	11	403281	DK	JP	24	3660	Shinua	3

The first indication has to be done in the left column. You will have to indicate where the first row is situated that contains data with real values :

Name of the import file: Intrastat_e.xlsm , Excel sheet name : Sheet1

Select first row that contains real data (skip headers)

	Field choice	Field choice	Field choice	Field choice	Field choice	Field choice	Field choice
<input type="checkbox"/>	Line (1)	Units (2)	Material (3)	Comp. code (4)	Official code (5)	Ntra (6)	Acc Num (7)
<input checked="" type="checkbox"/>	1	10	PC	PC-052	84714100	11	403145
<input type="checkbox"/>	2	10	Ecran	EC-003	84716070	11	401856
<input type="checkbox"/>	3	15	Clavier Azerty	CL-Aze	84716060	11	403789
<input type="checkbox"/>	4	6	Laptop	LT-005	84713000	11	403281

Then the configuration on the format has to take place.

Concerning the file in the example, the columns will have to be configured as follows :

- Field/column 1: ~~Ligne~~: indication on the line number (not requested for Intrastat)
- Field/column 2: Units : indication on the quantity (requested in Intrastat and known with the name "supplementary unit")
- Field/column 3: ~~Material~~ : name of the good nom de la marchandise (not requested for Intrastat)
- Field/column 4: ~~Comp. code~~ : name of the good (not requested for Intrastat)
- Field/column 5: Official code : official CN8 code (requested for Intrastat)
- Field/column 6: Ntra : nature of transaction (requested for Intrastat)
- Field/column 7: ~~Acc Num~~: an internal number for the company (not requested for Intrastat)
- Field/column 8: Country : the country (requested for Intrastat)
- Field/column 9: Origin : the country of origin (requested for Intrastat)
- Field/column 10: Weight : the net mass (requested for Intrastat)
- Field/column 11: Price : the invoice value (requested for Intrastat)
- Field/column 12: ~~Producer~~ : the producer (not requested for Intrastat)
- Field/column 13: Mtra : the mode of transport (requested for Intrastat)

In the example, the first field will not be considered and stays on "Field choice". That field will simply be ignored during the import:

	Field choice
<input type="checkbox"/>	Line (1)
<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4

The second field will have to be considered, because it contains the quantity. That is a requested field for Intrastat.

You will have to click on the drop-down list above the second column, and put the choice on "Suppl. unit":

Name of the import file: Intrastat_e.xlsm , Excel sheet name : Sheet1

Select first row that contains real data (skip headers)

	-- Field choice	-- Field choice	-- Field choice	-- Field choice
<input type="checkbox"/> Line (1)	-- Field choice			Comp. code (4)
<input checked="" type="checkbox"/> 1	CN8 goods-code			PC-052
<input type="checkbox"/> 2	Country			EC-003
<input type="checkbox"/> 3	Country of origin			CL-Aze
<input type="checkbox"/> 4	Currency code			LT-005
<input type="checkbox"/> 5	Invoice value foreign			Cam-004
<input type="checkbox"/> 6	Invoice value in EURO			VT-BXL
<input type="checkbox"/> 7	Mode of transport			CB-000
<input type="checkbox"/> 8	Nature of transaction			AU-042
<input type="checkbox"/> 9	Nature of transaction (single)			OR-003
<input type="checkbox"/>	Net mass in kg			
<input type="checkbox"/>	Partner VAT number			
<input type="checkbox"/>	Reference			
<input type="checkbox"/>	Statistical value foreign			
<input type="checkbox"/>	Statistical value in EURO			
<input type="checkbox"/>	Suppl. units			

That field will be considered during the import.

The same has to be done with the other fields that are requested for the Intrastat declaration. In this example, the fields/columns 5 , 6 , 8, 9, 10 , 11 et 13.

The configuration of the fields will finally be (part 1 - field/column 1-7):

Field choice	Suppl. units	Field choice	Field choice	CN8 good-code	Nature of transac	Field choice
<input type="checkbox"/> Line (1)	Units (2)	Material (3)	Comp. code (4)	Official code (5)	Ntra (6)	Acc Num (7)
<input checked="" type="checkbox"/> 1	10	PC	PC-052	84714100	11	403145
<input type="checkbox"/> 2	10	Ecran	EC-003	84716070	11	401856
<input type="checkbox"/> 3	15	Clavier Azerty	CL-Aze	84716060	11	403789

The configuration of the rest fields will be (part 2 - field/column 8-13)

Country	Country of origin	Net mass in kg	Invoice value in	Field choice	Mode of transpor
Country (8)	Origin (9)	Weight (10)	Price (11)	Producer (12)	Mtra (13)
DE	JP	70	4550	Shinua	3
FR	FR	25	1800	Fratch	3
FR	FR	12	185	Fratch	3

The import format will be registered with **Save**.

The final format generated by the assistant will be :

Format name* Luxo Intrastat		Used field	
Description Intrastat declaration		Order	Name
Type of import* Declaration		2	Suppl. units
File type* Excel		5	CN8 good-code
<input type="checkbox"/> Ignore empty rows and columns		6	Nature of transaction
Format definition assistant		8	Country
Headers / Rows to skip * 1		9	Country of origin
Type of good-code* CN8 goods-code		10	Net mass in kg
		11	Invoice value in EURO
		13	Mode of transport
		Unused field	
		Order	Name
			Length
			Currency code
			3
			Invoice value foreign
			10
			Nature of transaction (single)
			1
			Partner VAT number
			20
			Reference
			14
			Statistical value foreign
			10
			Statistical value in EURO
			10

The format with the name "Luxo Intrastat" can now be used to import the data of that file.

The import of a table

To create an import-format for a table of company internal good-codes, please move on to the next chapter.

To create an import-format for a table of trade-partners, please move to the chapter at page 114.



To create an import-format for line models, please move to the chapter at page 121.

Import of company internal good-codes

Example of a file with company internal codes :

84714100	PC
85437090	Remote control
85287115	Modem
07093000	Aubergine
08091000	Abricot
40111000	Tire
87032210	Car
08090000	Cherry
12099130	Vegetable seeds
87163980	Trailer
87012010	Tractor

To be able to create an import-format you have to pass by the menu **Import** and its option **Import-Format** :

 <input type="text"/>  0 items				
Select	Company's code	CN8 goods-code	Goods-description	Correct
No data !				

Then click on **Add** :

Add Import-format

Format name*

Description

Type of import*

File type*

Used field

Order	Name	Length

Unused field

Order	Name	Length

Save

Cancel

[Help](#)

Field	Description
Format name	Name that you give to your import format to recognize it
Description	More detailed description of the format
Type of import	<p>You may choose between 6 different types :</p> <ul style="list-style-type: none"> - <i>Balance of payments</i> : import format for a declaration for the "balance of payments" - <i>CN8 goods-codes</i> : preparation of an import format for a table with the relations of the company's goods-code / official CN8 goods-code - <i>Declaration</i> : import format to overtake a file containing the data of one company, one period, one declaration and one flow (Intrastat) or two flows (BoP) - <i>Declarations for more flows, periods or companies</i> : import format to overtake a file containing the data of more companies, several periods or several flows - <i>Line models</i> : import format to overtake a file containing prepared declaration lines - <i>Trade-partners</i> : import format containing the commercial partners of a company
File type	<p>Four different formats of files may be imported:</p> <ul style="list-style-type: none"> - MsAccess - dBase - Excel - text
Used field	The fields which will be considered and overtaken from the file
Unused field	Those fields which will be ignored during the import

In this example, the name of the format will be « good-codes » :

Format name*
Good-codes

Description
Company internal good-codes

Type of import*
CN8 good-code

File type*
Excel

☐ Ignore empty rows and columns

Format definition assistant

Headers / Rows to skip *
0

As soon as « Excel » has been chosen as a file type, two more fields appear :

Field	Description
Ignore empty rows and columns	As there are sometimes empty lines or columns in between the ones containing information, this option has a switch allowing that during import those could be ignored, not causing any errors
Format definition assistant	This tool will help you in setting-up an import-format for internal good-codes
Header / rows to skip	The number of lines or headers which have to be ignored in the first rows of the file

On the right side, there has to be an indication in which order the fields, that are important for the set-up of the table, can be found inside the import file :

Used field		
Order	Name	Length
Unused field		
Order	Name	Length
	CN8 goods-code	8
	Company's code	25
	Goods-description	500

The fields to be considered here are :

- column 1 : CN8 goods-code
- column 2 : company's code.

You must drag those fields that have to be considered from the list "**Unused field**" to the list "**Used field**" .


The intermediate result will be :

Used field		
Order	Name	Length
1	CN8 goods-code	8
2	Company's code	25
Unused field		
Order	Name	Length
	Goods-description	500

In this case it is even the final result, as the fields are already in the right order.

If they would not be, the field „**Order**“ would have to be changed, by changing the number in that field.

The newly created format will be added to the import-format table by clicking on **Save** :

 Select	<u>Format name</u>	<u>Type of import</u>	<u>Description</u>
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<u>Good-codes</u>	CN8 goods-code	Company internal good-codes

Import of a table with company internal good-codes

To be able to import a table with company internal good-codes, you have to pass by the menu **Tables** , choose the option **Company's goods-codes** , followed by the option **Import** . starten . The following screen will appear :

Import

Company's goods-codes

Format name* Good-codes Excel - Company internal good-c Details

File name Upload file

As there is only one format for that kind of import, it has already been inserted by default.

After a click on **File name** , you have to specify where the file to import resides :

Import

Company's goods-codes

Format name* Good-codes Excel - Company internal good-c Details

good-codes.xls File name Upload file

A click on **Upload file** will load the file into memory :

Import

Company's goods-codes

Format name*

Good-codes

Excel - Company internal good-c

Details

File name*

good-codes.xls

Sheet name

Start the import

Cancel and go back to the company's good-codes

Help

The import can be launched now with **Start the import** :

Id	File	Status	Action	Identity	Time	Next date
6850	multi-intrastat_en.xls	With error(s)	Import multi	LU1136752252	05/09/2016 08:16	
6851	good-codes.xls	With error(s)	Import good-codes	LU1136752209	05/09/2016 08:43	

A click on the result of « [With error\(s\)](#) » will display a detailed report of the import :

View import-log (6851)

Type of import: [CN8 good-code](#)
Import: good-codes.xls
Start of the import : 05/09/2016 08:43:07

Result: With error(s)
Format name: Good-codes
End of import: 05/09/2016 08:43:08

Try again

Show as tree

Summary

Line(s)	Error(s)	First line is at position
11	1	1

Details

Imported line	Field in error	Error	
8	CN8 goods-code	08090000	Cherry

The part «**Summary**» shows informations on the import in general :

Summary		
Line(s)	Error(s)	First line is at position
11	1	1

Field	Description
Line(s)	Number of lines that have been imported
Error(s)	Number of lines with an error
First line is at position	The first line from the import file has been inserted at this position in the table

The part „**Details**“ show the errors that were produced during the import:

Details			
Imported line	Field in error	Error	
8	CN8 goods-code	08090000	Cherry

Field	Description
Imported line	The erroneous line is at this position
Field in error	The field in error
Error	The value that is not correct

To correct the errors from the import, you will have to access the menu **Tables** , and its option **Company's goods-codes** . An extract of the table could be :

Select	Company's code	CN8 goods-code	Good-description	Correct
<input type="checkbox"/>	Abricot	08091000	Fresh apricots	✓
<input type="checkbox"/>	Aubergine	07093000	Fresh or chilled aubergines "eggplants"	✓
<input type="checkbox"/>	Car	87032210	Motor cars and other motor vehicles principally designed for the transport of persons, incl. station wagons and racing cars, with spark-ignition internal combustion reciprocating piston engine, of a cylinder capacity > 1.000 cm³ but ≤ 1.500 cm³, new (excl. those of heading 8702 and vehicles for the transport of persons on snow and similar vehicles of subheading 8703.10)	✓
<input type="checkbox"/>	Cherry	08090000		✗

The line in error is marked by an **X** in the column **Correct** .

To correct the error, simply click on the line (in this example) on **Cherry** :

Modify CN8 good-code Cherry

Company's code*
Cherry

CN8 good-code*
08090000

Good-description

The CN8 good-code is not valid. it has to be corrected. After the correction , that internal good-code is also available for use :

Modify CN8 good-code Cherry

Company's code*
Cherry

CN8 good-code*
08092100

Good-description
Fresh sour cherries "Prunus cerasus"

How to use now these company good-codes during the entry of a declaration line :

Line 6 of declaration 000066

Declaration: Detailed, Flow: arrival, Period: 201507

Country of consignment*	IT Italy	Net mass in kg*	
Country of origin*	IT Italy	Currency code	
Nature of transaction*	11 Outright purchase/sale	Invoice value in EURO*	
Company's code		Reference	
CN8 good-code*			

To get access to the table, click on the pop-up list on the field „Company's code“:

Line 6 of declaration 000066

Declaration: Detailed, Flow: arrival, Period: 201507

Country of consignment*	IT Italy	Net mass in kg*	
Country of origin*	IT Italy	Currency code	
Nature of transaction*	11 Outright purchase/sale	Invoice value in EURO*	
Company's code		Reference	

Abricot
 Aubergine
 Car
Cherry
 Modem
 PC
 Remote control

Save and continue Save and back Cancel and return to overview [Help](#)

As soon as a choice on the „company's code“ is done, the official „CN8-code“ will also be inserted, as a relation exists in between both.

Line 6 of declaration 000066

Declaration: Detailed, Flow: arrival, Period: 201507

Country of consignment*	IT Italy	Net mass in kg*	
Country of origin*	IT Italy	Currency code	
Nature of transaction*	11 Outright purchase/sale	Invoice value in EURO*	
Company's code	Cherry	Reference	
CN8 good-code*	08092100		

Import of a table of trade-partners

Example of a table with trade-partners :

BE0400106291	Eurooccasion
FR09318921061	Inter-occasions
SE25127207	Sweniro
DE149958608	Delfina
LT100002497817	Litanatta

To be able to create an import-format you have to pass by the menu **Import** and its option **Import-Format** :

<input type="text"/> 0 items				
Select	Company's code	CN8 goods-code	Goods-description	Correct
No data !				

Then click on **Add** :

Add Import-format											
Format name*	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Order	Name	Length						
Order	Name	Length									
Description	<table border="1"> <thead> <tr> <th colspan="3">Unused field</th> </tr> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Unused field			Order	Name	Length			
Unused field											
Order	Name	Length									
Type of import*	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Order	Name	Length						
Order	Name	Length									
File type*	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Order	Name	Length						
Order	Name	Length									

Field	Description
Format name	Name that you give to your import format to recognize it
Description	More detailed description of the format
Type of import-format	<p>You may choose between 6 different types :</p> <ul style="list-style-type: none"> - <i>Balance of payments</i> : import format for a declaration for the "balance of payments" - <i>CN8 goods-codes</i> : preparation of an import format for a table with the relations of the company's goods-code / official CN8 goods-code - <i>Declaration</i> : import format to overtake a file containing the data of one company, one period, one declaration and one flow (Intrastat) or two flows (BoP) - <i>Declarations for more flows, periods or companies</i> : import format to overtake a file containing the data of more companies, several periods or several flows

	<ul style="list-style-type: none"> - <i>Line models</i> : import format to overtake a file containing prepared declaration lines - <i>Trade-partners</i> : import format containing the commercial partners of a company
File type	Four different formats of files may be imported: <ul style="list-style-type: none"> - MsAccess - dBase - Excel - text
Used field	The fields which will be considered and overtaken from the file
Unused field	Those fields that will be ignored during the import

In this example the name of the format will be „Trade-partners“ :

Format name*
Trade-partners

Description
Table of trade-partners

Type of import*
Trade-partners

File type*
Excel

☐ Ignore empty rows and columns

Format definition assistant

Headers / Rows to skip *
0

As soon as « Excel » has been chosen as a file type, two more fields appear :

Field	Description
Ignore empty rows and columns	As there are sometimes empty lines or columns in between the ones containing information, this option has a switch allowing that during import those could be ignored, not causing any errors
Format definition assistant	This tool will help you in setting-up an import-format for trade-partners
Header / rows to skip	The number of lines or headers which have to be ignored in the first rows of the file

On the right side, there has to be an indication in which order the fields that are important for the set-up of the table can be found inside the import file :

Used field		
Order	Name	Length
Unused field		
Order	Name	Length
	Partner name	35
	Partner VAT number	20

The fields to consider will be :

- column 1 : Partner VAT number
- column 2 : Partner name.

You must drag those fields that have to be considered from the list "**Unused field**" to the list "**Used field**" .

The intermediate result will be :

Used field		
Order	Name	Length
1	Partner VAT number	20
2	Partner name	35

In this case it is even the final result, as the fields are already in the right order.

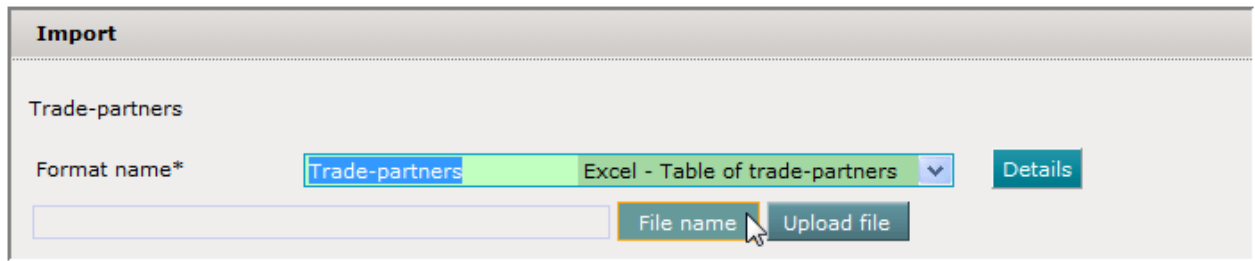
If they would not be, the field „Order“ would have to be changed, by changing the number in that field.

The newly created format will be added to the import-format table by clicking on **Save** :

 			
 Select	<u>Format name</u>	<u>Type of import</u>	<u>Description</u>
<input type="checkbox"/>	<u>Trade-partners</u>	Trade-partners	Table of trade-partners

Import of a table with trade-partners

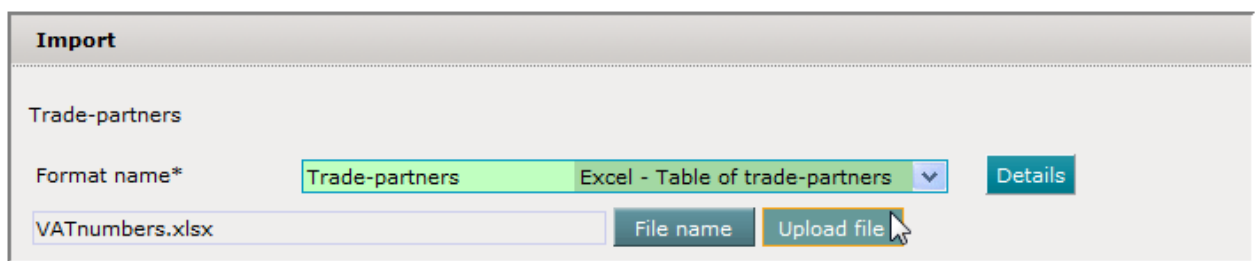
To be able to import a table with company internal good-codes, you have to pass by the menu **Tables** , choose the option **Trade-partners** , followed by the option **Import** . The following screen will appear :



The screenshot shows the 'Import' screen for 'Trade-partners'. At the top, there is a header 'Import' and a sub-header 'Trade-partners'. Below this, there is a 'Format name*' field with a dropdown menu showing 'Trade-partners' and 'Excel - Table of trade-partners'. To the right of this field is a 'Details' button. Below the dropdown menu is a text input field containing 'VATnumbers.xlsx'. To the right of this field are two buttons: 'File name' and 'Upload file'. A mouse cursor is pointing at the 'File name' button.

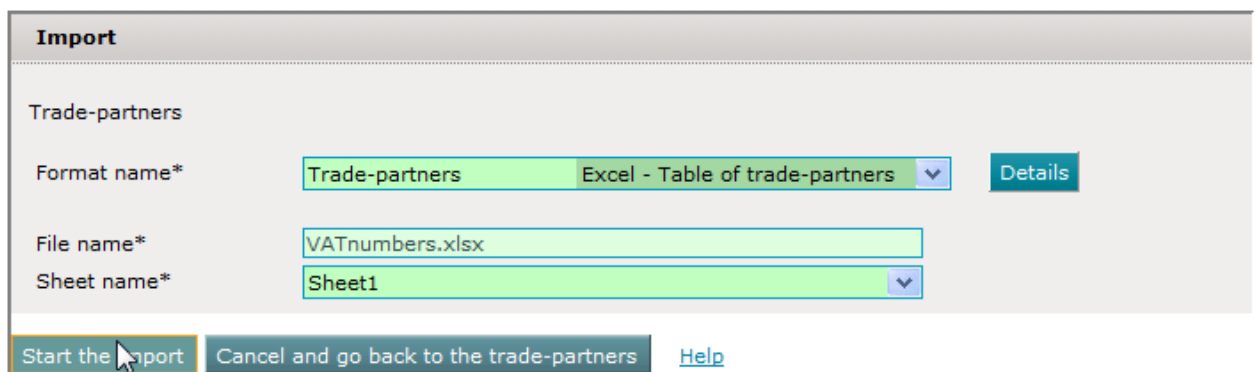
As there is only one format for that kind of import, it has already been inserted by default.

After a click on **File name** , you have to specify where the file to import resides :



The screenshot shows the 'Import' screen for 'Trade-partners'. The 'Format name*' dropdown menu is still set to 'Trade-partners'. The text input field now contains 'VATnumbers.xlsx'. The 'File name' button is highlighted with a yellow border, and a mouse cursor is pointing at it. The 'Upload file' button is also visible.

A click on **Upload file** will load the file into memory :



The screenshot shows the 'Import' screen for 'Trade-partners'. The 'Format name*' dropdown menu is still set to 'Trade-partners'. The text input field now contains 'VATnumbers.xlsx'. Below this field is another text input field labeled 'Sheet name*' containing 'Sheet1'. At the bottom of the screen, there are three buttons: 'Start the import', 'Cancel and go back to the trade-partners', and 'Help'. A mouse cursor is pointing at the 'Start the import' button.

The import can be launched now with [Start the import](#) :

Id	File	Status	Action	Identity	Time ▾	Next date
6852	VATnumbers.xlsx	With error(s)	Import partners	LU1136752209	05/09/2016 09:00	

A click on the result of « [With error\(s\)](#) » will display a detailed report of the import :

View import-log (6852)

Type of import: [Trade-partners](#)

Import: VATnumbers.xlsx

Start of the import : 05/09/2016 09:00:41

Result: With error(s)

Format name: Trade-partners

End of import: 05/09/2016 09:00:41

Try again

Show as tree

Summary

Line(s)	Error(s)	First line is at position
5	1	1

Details

Imported line	Field in error	Error	
3	Partner VAT number	SE25127207	SE25127207

The part «*Summary*» shows informations on the import in general :

Summary			
Line(s)	Error(s)	First line is at position	
5	1	1	






Field	Beschreibung
Line(s)	Number of lines that have been imported
Error(s)	Number of lines with an error
First line is at position	The first line from the import file has been inserted at this position in the table

The part „*Details*“ show the errors that were produced during the import:

Details			
Imported line	Field in error	Error	
3	Partner VAT number	SE25127207	SE25127207

Field	Description
Imported line	The erroneous line is at this position
Field in error	The field in error
Error	The value that is not correct

To correct the errors from the import, you will have to access the menu **Tables** , and ist option **Trade-partners** . An extract of the table :

Select	Partner VAT number	Partner name	Correct	Company name	Address
<input type="checkbox"/>	 BE0400106291	Euroccasion	✓		
<input type="checkbox"/>	 DE149958608	Deutsche Mwst	✓		
<input type="checkbox"/>	 FR09318921061	Inter-occasions	✓		
<input type="checkbox"/>	 LT100002497817	Lt Vat	✓		
<input type="checkbox"/>	 SE25127207	Swedish Vat	✗		

The line in error is marked by an ✗ in the column [Correct](#) .

To correct the error, simply click (in this example) on [SE25127207](#) :

Modify Trade-partners SE25127207

Partner VAT number*

Partner name*

The VAT number is not correct and has to be adapted.

After the correction , that trade-partner is also available for use .

You select a trade-partner clicking on the field "Partner VAT number" :

Line 3 of declaration 000067

Declaration: Detailed, Flow: dispatch, Period: 201507

Partner VAT number	Net mass in kg*
<input type="text"/>	<input type="text"/>
Country of destination*	Currency code
<input type="text"/>	<input type="text"/>
Nature of transaction*	Invoice value in EURO*
<input type="text"/>	<input type="text"/>
Company's code	Reference
<input type="text"/>	<input type="text"/>
CN8 good-code*	
<input type="text"/>	

Click on the drop-down list :

Line 3 of declaration 000067

Declaration: Detailed, Flow: dispatch, Period: 201507

Partner VAT number	Net mass in kg*
<input type="text"/>	<input type="text"/>
BE0400106291 Eurooccasion	Currency code
DE149958608 Deutsche Mwst	<input type="text"/>
FR09318921061 Inter-occasions	Invoice value in EURO*
LT100002497817 Lt Vat	<input type="text"/>
Company's code	Reference
<input type="text"/>	<input type="text"/>
CN8 good-code*	
<input type="text"/>	

While picking a trade-partner, the country of destination will be known too :

Line 3 of declaration 000067

Declaration: Detailed, Flow: dispatch, Period: 201507

Partner VAT number*	Net mass in kg*
FR09318921061 Inter-occasions	<input type="text"/>
Country of destination*	Currency code
FR France	<input type="text"/>
Nature of transaction*	Invoice value in EURO*
<input type="text"/>	<input type="text"/>
Company's code	Reference
<input type="text"/>	<input type="text"/>
CN8 good-code*	
<input type="text"/>	

Import of line models

Line models are prepared declaration lines, which just will have to be completed.

Example of a file with line models :

Keyboard	84713000	DE	FR	11
Laptop	84714100	FR	FR	11
PC	84714101	DE	IT	11
TV	85284100	DK	FR	11
Server	84715000	LT	FR	11

To be able to create an import-format you have to pass by the menu **Import** and its option **Import-Format** :

<input type="text"/> 0 items				
Select	Company's code	CN8 goods-code	Goods-description	Correct
No data !				

Then click on **Add** :

Add Import-format								
Format name*	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Order	Name	Length			
Order	Name	Length						
Description	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Order	Name	Length			
Order	Name	Length						
Type of import*	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Order	Name	Length			
Order	Name	Length						
File type*	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Order	Name	Length			
Order	Name	Length						
<div> Save, then back to the main screen Cancel Help </div>								

Field	Description
Format name	Name that you give to your import format to recognize it
Description	More detailed description of the format
Type of import	<p>You may choose between 6 different types :</p> <ul style="list-style-type: none"> - <i>Balance of payments</i> : import format for a declaration for the "balance of payments" - <i>CN8 goods-codes</i> : preparation of an import format for a table with the relations of the company's goods-code / official CN8 goods-code - <i>Declaration</i> : import format to overtake a file containing the data of one company, one period, one declaration and one flow (Intrastat) or two flows (BoP)

	<ul style="list-style-type: none"> - <i>Declarations for more flows, periods or companies</i> : import format to overtake a file containing the data of more companies, several periods or several flows - <i>Line models</i> : import format to overtake a file containing prepared declaration lines - <i>Trade-partners</i> : import format containing the commercial partners of a company
File type	Four different formats of files may be imported: <ul style="list-style-type: none"> - MsAccess - dBase - Excel - text
Used field	The fields which will be considered and overtaken from the file
Unused field	Those fields which will be ignored during the import

In this format the name of the import-format will be « *Linemodels* » :

Format name*

Line models

Description

Import-format for line models

Type of import*

Line model

File type*

Text

Text type*

TAB

Format definition assistant

Headers / Rows to skip *

0

In this example, « *Text* » has to be selected as the file type.

In case you would import an „Excel“ file , two more fields would appear :

Field	Description
Format definition assistant	This tool will help you in setting-up an import-format for trade-partners
Header / rows to skip	The number of lines or headers which have to be ignored in the first rows of the file

On the right side, there has to be an indication in which order the fields that are important for the set-up of the table can be found inside the import file :

Used field		
Order	Name	Length
Unused field		
Order	Name	Length
	CN8 good-code	8
	Country	2
	Country of origin	2
	Currency code	3
	Description	50
	Mode of transport	1
	Name of the line model	25
	Nature of transaction	2
	Nature of transaction (single)	1
	Partner VAT number	20
	Reference	14

The fields which will have to be considered are :

- name of the line model
- CN8 good-code
- country
- country of origin
- nature of transaction.

You must drag those fields that have to be considered from the list "**Unused field**" to the list "**Used field**".


The intermediate result will be :

Used field		
Order	Name	Length
1	Name of the line model	25
2	CN8 good-code	8
3	Country	2
4	Country of origin	2
5	Nature of transaction	2

In this case it is even the final result, as the fields are already in the right order.

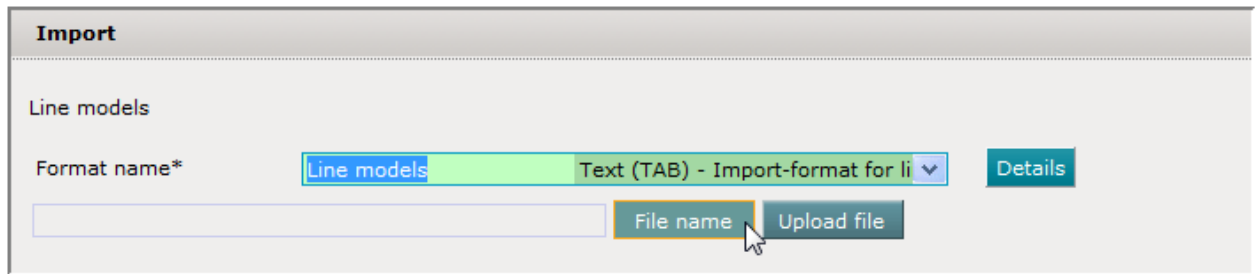
If they would not be, the field „Order“ would have to be changed, by changing the number in that field.

The new created format will be added to the import-format table by clicking on **Save** :

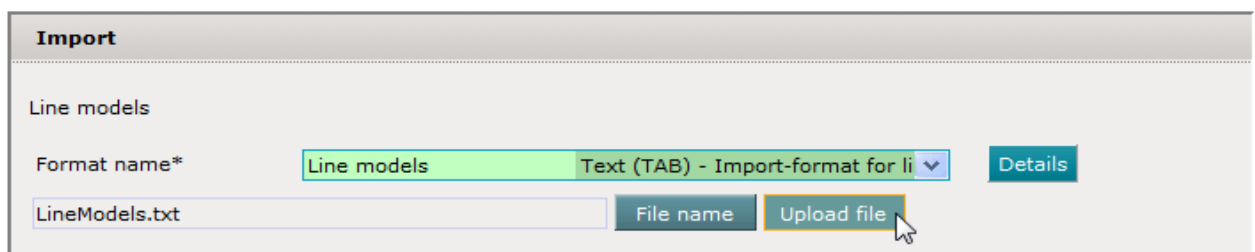
 Select	<u>Format name</u>	<u>Type of import</u>	<u>Description</u>
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<u>Line models</u>	Line model	Import-format for line models

Import of a file containing line models

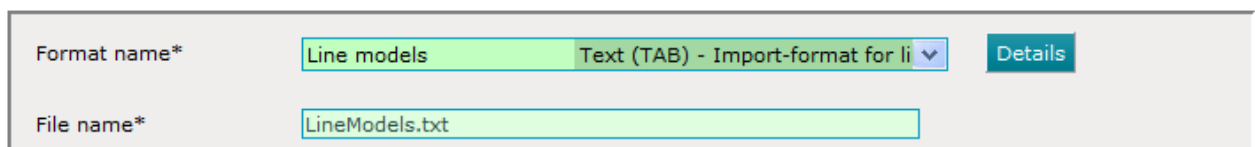
To be able to import a table with company internal good-codes, you have to pass by the menu **Tables** , choose the option **Line models** , followed by the option **Import** . The following screen will appear :



As there is only one format for that kind of import, it has already been inserted by default. After a click on **File name** , you may specify where the file to import resides :



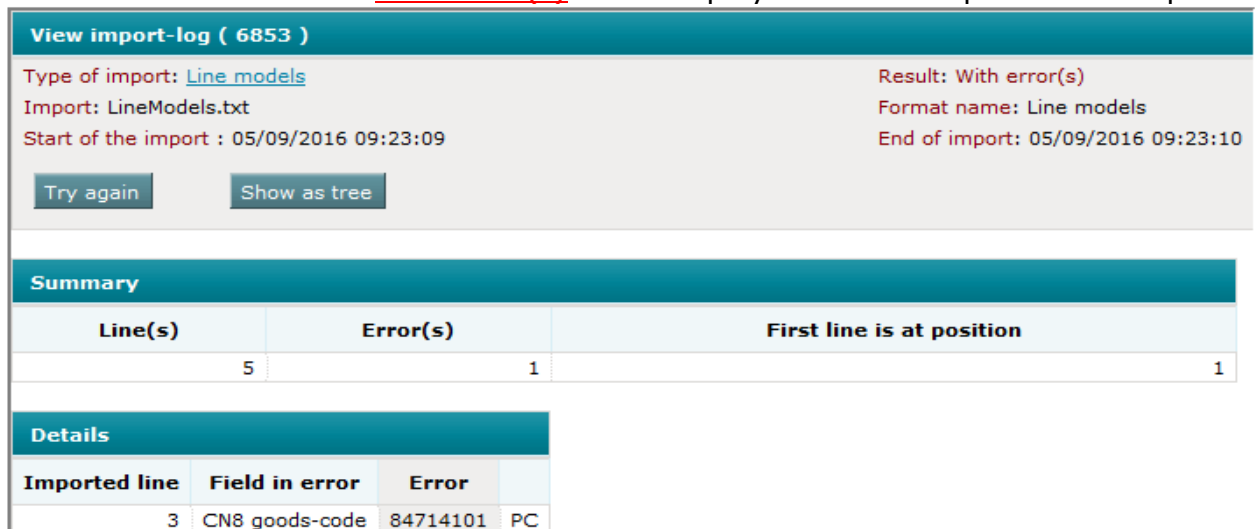
A click on **Upload file** will load the file into memory :



The import can be launched now with **Start the import** :

Id	File	Status	Action	Identity	Time ▾	Next date
6853	LineModels.txt	With error(s)	Import line models	LU1136752209	05/09/2016 09:23	

A click on the result of « **With error(s)** » will display a detailed report of the import :



Line(s)	Error(s)	First line is at position
5	1	1

Imported line	Field in error	Error
3	CN8 goods-code	84714101 PC

The part «*Summary* » shows informations on the import in general :

Summary		
Line(s)	Error(s)	First line is at position
5	1	1


Field	Description
Line(s)	Number of lines that have been imported
Error(s)	Number of lines with an error
First line is at position	The first line from the import file has been inserted at this position in the table

The part „*Details*“ show the errors that were produced during the import:

Details			
Imported line	Field in error	Error	
3	CN8 goods-code	84714101	PC

Field	Description
Imported line	The erroneous line is at this position
Field in error	The field in error
Error	The value that is not correct

To correct the errors from the import, you will have to access the menu **Tables** , and its option **Line models** . An extract of the table could be :

 Select <input type="checkbox"/>	<u>Name of the line model</u>	<u>Reference</u>	<u>CN8 goods-code</u>	<u>Country</u>	<u>Description</u>	<u>Correct</u>
<input type="checkbox"/>	Keyboard		84713000	DE		✓
<input type="checkbox"/>	Laptop		84714100	FR		✓
<input type="checkbox"/>	PC		84714101	DE		✗
<input type="checkbox"/>	Server		84715000	LT		✓
<input type="checkbox"/>	TV		85284100	DK		✓

The line in error is marked by an ✗ in the column [Correct](#) .

To correct the error, simply click (in this example) on [PC](#) :

Modify Line models PC

Update: 05/09/2016 09:23

Name of the line model*

PC

Description

Partner VAT number

Currency code

Country

DE Germany

Reference

Country of origin

IT Italy

Nature of transaction


11 Outright purchase/sale

Mode of transport

Company's code

CN8 good-code*

84714101



The CN8 good-code is not valid and has to be corrected.

A correct CN8 code has to be entered :

Modify Line models PC

Update: 05/09/2016 09:23

Name of the line model*

PC

Description

Partner VAT number

Currency code

Country

DE Germany

Reference

Country of origin

IT Italy

Nature of transaction


11 Outright purchase/sale

Mode of transport


Company's code

CN8 good-code

84714100



Data-processing machines, automatic, comprising in the same housing at least a central processing unit, and one input unit and one output unit, whether or not combined (excl. portable weighing <= 10 kg and excl. those presented in the form



After correction, also that line model can be used .

How to use now the line model table during the line entry ?

During the line entry, you will have to look at the right top side. There is a pop-up list to get access to the table of line models :

Line 6 of declaration 000066 Model:

Declaration: Detailed, Flow: arrival, Period: 201507

Country of consignment*	Net mass in kg*
<input type="text"/>	<input type="text"/>
Country of origin*	Currency code
<input type="text"/>	<input type="text"/>
Nature of transaction*	Invoice value in EURO*
<input type="text"/>	<input type="text"/>
Company's code	Reference
<input type="text"/>	<input type="text"/>
CN8 good-code*	
<input type="text"/>	

A pop-up list will appear and this way it will be possible to choose a line model :

Line 6 of declaration 000066 Model:

Declaration: Detailed, Flow: arrival, Period: 201507

Country of consignment*	Net mass in kg (optional)
<input type="text"/>	<input type="text"/>
Country of origin*	Suppl. units*
<input type="text"/>	<input type="text"/>
Nature of transaction*	Currency code
<input type="text"/>	<input type="text"/>
Company's code	Invoice value in EURO*
<input type="text"/>	<input type="text"/>
CN8 good-code*	Reference
<input type="text"/>	<input type="text"/>

After the selection of a line model, some fields will already be filled, which might save quite some time :

Line 6 of declaration 000066 Model: PC


Declaration: Detailed, Flow: arrival, Period: 201507

Country of consignment*	Net mass in kg (optional)
DE Germany	<input type="text"/>
Country of origin*	Suppl. units*
IT Italy	<input type="text"/>
Nature of transaction*	Currency code
11 Outright purchase/sale	<input type="text"/>
Company's code	Invoice value in EURO*
<input type="text"/>	<input type="text"/>
CN8 good-code*	Reference
84714100	<input type="text"/>

The rest of the declaration line will just have to be filled.

On-going jobs

The following screen , which you will find at the menu „Tools“ and its option „On-going jobs“, will give an overview on the jobs that have been carried out and their results :

 Id	File	Status	Action	Identity	Time	Next date
6850	multi-intrastat_en.xls	With error(s)	Import multi	LU1136752252	05/09/2016 08:16	
6851	good-codes.xls	With error(s)	Import good-codes	LU1136752209	05/09/2016 08:43	
6852	VATnumbers.xlsx	With error(s)	Import partners	LU1136752209	05/09/2016 09:00	
6853	LineModels.txt	With error(s)	Import line models	LU1136752209	05/09/2016 09:23	

Field	Description
Id	Identification number of the job
File	Name of the file that has been imported
Status	Status of the job : <i>with error(s)</i> – the import took place and errors occurred – there are lines which have to be corrected <i>in progress</i> – the job is still running <i>successful</i> – the file could be imported with success and all lines are correct
Action	Name of the action that took place
Identity	Identification of the company for which the action took place
Time	Date and time the job started
Next date	Next date the job will be started

If you click on one of the jobs, you will see the details about it :

View import-log (6815)

Type of import: Declaration

Import: Scic.txt (000012, Détaillée, 201606, arrivées)


Start of the import : 24/08/2016 13:04:17

Result: With error(s)

Format name: SCIC

End of import: 24/08/2016 13:04:19

Try again

 Transmit some

Show as tree

Total of errors and warnings: 1

Field in error	Error(s)
Country	1

Summary

Identity	Number	Period	Flow	Line(s)	Error(s)	Warning(s)	First line is at position
LU1136752252	000012	201606	arrival	208	1	0	1

Details

Identity	Number	Line	Imported line	Field in error	Error	Reference
LU1136752252	000012	1	1	Country	BL	

In this example, you see that the import of a file has taken place. One line was in error.

Downloads

IDEP.WEB gives you the possibility to download a few tables from inside Idep.web to your PC.

You will be able to use them in another software.

To get to the downloadable tables, please go to the menu **Tools** and the option **Downloads**.

The following files are downloadable:			
Exchange-rates	txt	xml	zip
CN8 Codes	txt	xml	zip
CN8 Transpositions	txt	xml	zip More info in pdf
Country Codes	txt	xml	zip
Partner countries	txt	xml	zip
Transaction codes	txt	xml	zip
Bop-codes	txt	xml	zip
Company's goods-codes	txt	xml	zip
Trade-partners	txt	xml	zip
Line models	txt	xml	zip

The downloadable tables are :

- *Exchange-rates*: all the exchange rates and the names of the currency
- *CN8 codes*: the official good-codes from the combined nomenclature
- *CN8 Transpositions* : list of changes on the good-codes since last year
- *Country codes* : all countries in the world and the special codes used for the „balance of payments“
- *Partner countries*: all the EU-Member States
- *Transaction codes* : table with the trading codes
- *Bop-codes*: the codes that are used for the „balance of Payments“
- *Company's goods-codes* : a list with the company internal good-codes
- *Trade-partners*: your trade-partners and their VAT numbers
- *Line models* : the table with the prepared declaration lines.

All files can be exported in one of the following formats :

- txt: standard text ; the fields will be separated by a comma or TAB
- xml: files in XML format
- zip: text files, but compressed, to download faster.

The Idep.web manuals are available here:



Index of the most important chapters

Request to get access to Idep.Web	Page 4
First access to the Idep.Web form	Page 5
Initialization of the Idep.Web form	Page 6
Idep.web home page	Page 7
Idep.web menus	Page 8
Creation of a declaration	Page 14
Intrastat declaration lines for arrival	Page 17
Intrastat declaration lines for dispatch	Page 19
Declaration line for the « Balance of payments »	Page 21
Entry of a declaration line	Page 23
Overview of lines	Page 24
Overview of declarations	Page 26
Transmit a declaration	Page 28
Consult a declaration header	Page 30
Modify period or flow	Page 31
Replacement declaration	Page 34
Printout	Page 36
The search for CN8 good-codes	Page 38
Company's goods-code	Page 42
Line models	Page 46
Trade-partners	Page 51
Procedure to follow for a third-declarant	Page 54
Import of data	Page 62
The import format of a single Intrastat declaration	Page 64
Import of a single Intrastat declaration using a predefined import format	Page 65
How to create an import format for a single Intrastat declaration	Page 70
Creating an import-format for a single declaration for the Balance of payments	Page 75
Import of a declaration for the Balance of payments	Page 79
Multi-import	Page 85
Creating a multi-import format for Intrastat declarations	Page 89
Multi-import of a file with personal import-format	Page 96
Assistant for the creation of an import format	Page 100
The import of a table	Page 106
Import of a table of trade-partners	Page 113
The import of line models	Page 120
On-going jobs	Page 127
Downloads	Page 128