

INTRASTAT, EXTRASTAT INTERNATIONAL TRADE IN GOODS



Centraal Bureau
voor de Statistiek



User manual
for
IDEP.WEB

This is the end user manual for IDEP.WEB derived from the online help.

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1 Starting with IDEP

Go to link <https://ihg.cbs.nl/IdepWeb>.

Fill in your VAT-Number (company Id) and fill in the password you have been provided with by the CBS.

In case of problems with logging in, please contact the [CBS Contact Centre](#).

2 Introduction

Introduction to the IDEP.WEB application

IDEP (Intrastat Data Entry Package) is an online application made available by the CBS. IDEP replaces the desktop-application CBS-IRIS for the survey international trade in goods (background).

With IDEP you can quickly and conveniently [create a declaration](#); IDEP also supports the Extrastat declaration.

As identified user you start in the start screen where the most often used tasks are readily available. The [most recently used actions](#) are remembered by IDEP such that you can quickly declaration to the last, or most often used, function. A part from the start screen a [menu](#) is available on each screen. It gives quick access to any function. The navigation path (so-called [crumbs](#)) shows your position in the application.

A number of supporting features facilitate working in IDEP. These include:

PSI commodity codes that can be used to define your own names or coding for the official CN8 commodity codes (PSI commodity codes help)

Default screens that speed up the data-entry of frequently used data (default screens help)

A powerful and flexible import function which allows importing data from many different types of files

The CN8 browser with the official and self-explanatory texts and useful search functions (CN8 browser help)

Further reading

To use IDEP in the most efficient way possible, we advise you to consult the [general principles](#) as well as the following subjects:

Getting started

Switching from [IRIS to IDEP](#); the major differences between both applications

Menu and navigation in the IDEP application

Function overview; overview of all functions in IDEP

Frequently asked questions (FAQ) and [the background](#) about IDEP and International Trade in Goods

The Glossary with terminology, field descriptions etc.

Working with IDEP as a third-party declarant

[More ...](#)

Conventions

After links often a symbol indicates the kind of link:

Example: A link to the online help

Example: A link to an IDEP page. With this kind of link you will leave the online help. You have to be logged in

[Example](#): An external link. This kind of link opens a new browser window

[Example](#): A link to the [glossary](#)

This is a tip.

More information about International Trade in Goods

Survey International Trade in Goods (Dutch)

Getting started

[More ...](#)

2.1.1 Manual declarations

If you wish to make declarations manually, start making the declaration. This will appear in the overview of declarations. You can then manually add records to this declaration. You can also import records into this (or any) declaration using the import function (see next section). You can use default screens to avoid typing data repetitively.

- [Create declaration \(go to\)](#)
- [Consult declaration overview \(go to\)](#)
- [Make a default screen \(go to\)](#)

2.1.2 Import

As alternative to manual data-entry you can import them from a file. (see [import overview](#)).

- [Create import definition \(go to\)](#)
- [File import: Own import definition \(go to\)](#)
- [File import: Standard Record Layout \(go to\)](#)

2.1.3 Settings

In case you wish to assign [third-party declarant](#) (overview) or wish to change your password:

- [Authorise third-party declarant \(go to\)](#)
- [Change password \(go to\)](#)

2.1.4 Tips

If you use the import facility, you must ensure that you import data file contains the proper country codes.

In IDEP, you can import a data file originating from some other administrative software. The data you want to import must be available as an ASCII-, Excel or MS Access file. More information with example can be found in the [import overview](#).

You can gain a lot of time during data entry by using [default screen](#) ([go to](#)).

During data-entry you can save a record **with errors or missing data**. This allows you to leave data-entry without completing the record.

You can correct erroneous records in the [records list](#) by using the Erroneous option. Only the erroneous records will be shown and you can correct them one by one until the erroneous records list is empty.

The records do not have to be in any particular order. You can only store records of one and the same period / flow / declarant in the same declaration. For other periods, flows or declarants, you should make a different declaration.

Numbers of deleted records will be reused. To maintain a good connection between IDEP records and your administration records you can use the *administration number* field. Often this field contains the invoice number.

Please consult our website regularly: www.cbs.nl/contactcenter

2.1.5 Further reading

- To use IDEP in the most efficient way possible, we recommend you to consult the [basic principles](#) and the following subjects:
- [From IRIS to IDEP](#); the major differences between the two applications
- [Menu and navigation](#) in the IDEP application
- [Function overview](#); overview of all functions in IDEP
- [Frequently asked questions \(FAQ\)](#) and [the background](#) about IDEP and International Trade in Goods

From IRIS to IDEP

To facilitate the transition from IRIS to IDEP as smoothly as possible, it is important **to identify major differences** between the two applications:

- **You can reuse your PSI commodity codes from IRIS in IDEP.**
Via the IRIS function Print | Tools | PSI product codes | Save as you can export your PSI commodity codes from IRIS to a text-file. You can import this file in IDEP: [start import IRIS PSI commodity codes](#)
For the default screens a similar action can be carried out. There is however no pre-defined import

template for these IRIS default screens. You will have to define this format yourself (text, fixed, skip 5 lines).

- **Declarations in IDEP are strictly organised by period, flow and declarant.**

In IDEP it is not possible to store records from different flows, periods or declarants in the same declaration. For each flow and period a separate declaration ought to be made. Declarations can only be created for one and the same declarant. In the case of a third-party declarant, another declarant must be made 'active' in order to be able to create declarations for this declarant (see [third-party declarants](#)).

[Create declaration](#), [Create declaration help](#), [PSI declarations](#), [PSI declarations help](#).

- **In IDEP, a null-declaration is a distinct declaration type.**

If you have nothing to declare for a given current period and flow you should create a separate null-declaration.

- **In IDEP it is not allowed (nor possible) to send declarations that contain errors.**

The send option is only available if the declaration does not contain any errors and has not yet been sent.

- The send action **immediately** sends the declaration. As soon as the send action is sent, the sent declarations are automatically sent to the CBS. It is not necessary to manually send a file to the CBS. IDEP sends a receipt via e-mail.

- **A send declaration (and its records) can no longer be edited or sent again.**

Once sent, it is no longer possible to send the declaration again or to edit it.

- **The sending and subsequent processing of declarations happens in 'batch mode'.**

As many users could be using IDEP concurrently all actions have to be carried out one at a time. If it is very busy this may take some time. In general it is not necessary to look after the sending and further processing of an sent declaration. See *import/sending status*.

[Send](#), [send all](#), [send all help](#).

- **Importing of files is carried out in 'batch mode'.**

Just like the sending of declaration, the importing of files is not 'immediate'. In general, for relatively small files, the import action is carried out swiftly and can be waited upon. See *import/sending status*.

[Import overview](#).

- **Batches are pending tasks that are/have been carried out later.**

It may sometimes take a while before a batch task has completed but in general it won't take very long.

[Import/sending status](#), [Import/sending status help](#).

- **IDEP supports a limited number of exchange rates.**

In IDEP it is not possible to define ones' own exchange rates. [Exchange rates](#), [exchange rates help](#), [FAQ 11: no own exchange rates](#).

- **In IDEP the declarant can grant rights to a third-party declarant to declare for certain flows.**

It is not possible nor allowed to make oneself a third-party declarant of a declarant. The declarant must grant this right to the third-party declarant. Upon request this can also be done by the CBS.

[Authorise third-party declarant](#), [third-party declarants overview](#).

- **Printing in IDEP is supported in a different manner.**

If you wish to make a printout of a screen, you can do so using the built-in browser print function. Overall, this provides a faithful representation of what is seen on the screen. For lists, it is possible to export the data as a text or PDF file. Such a file can be printed on the user's system in the most appropriate way.

- **IDEP does not support 'reports'**

The 'Print/Export' function of the declaration allows you to make an overview or PDF file of a particular declaration.

[Print/Export help](#).

- **'Control own commodity codes' in IDEP is not necessary**

New PSI commodity codes are validated with respect to the current year. PSI commodity codes of which the CN8 code is no longer valid can still be used in the declarations of the previous year.

Therefore such PSI commodity codes are still valid. If a PSI commodity codes is no longer valid, a

message will be issued when it is used. IDEP will propose new codes if this is possible.

[PSI commodity codes](#), [PSI commodity codes help](#).

- **There are no e-mail-, print- or font- settings in IDEP**
However, there are other IDEP-specific options. [Options](#), [options help](#).
- **IDEP does not support 'formulas'**

3 Principles of IDEP

The background of IDEP

The web application IDEP is offered by the Central Bureau of Statistics to firms faced with the task of providing data for the statistics of the International Trade in Goods.

IDEP is provided free of charge to companies that have to provide, based on EU-legislation (Intrastat) or customs regulations (Extrastat, trade with non EU-countries), the required data to CBS.

IDEP is being distributed in several EU member states. As a web application in Denmark, Luxembourg and Sweden; as a desktop application in Austria, Belgium, France and Portugal (except for the latter two countries IDEP is distributed free of charge).

The INTRASTAT system created an obligation for natural persons or legal entities involved in the trade of goods between the member states (EC Regulation **638/2004**). Dutch enterprises have to provide data on border crossing commodity trade directly to Statistics Netherlands (CBS).

Enterprises are exempt from statistical declarations under the INTRASTAT system when their imports and exports stay below a certain threshold. From 2014 the threshold was set at **1,500,000** euro for both imports and exports. This threshold is the annual value of the imports and exports to and from the EU countries and applies to imports and to exports separately: so an enterprise with ICA of 1,450,000 euro and ICD of 1,550,000 euro is only required to supply information about ICD.

More [1](#) [2](#) [3](#) [4](#)

3.1 General Principles

The way IDEP.WEB presents itself to you is consistent throughout the package. There are list forms and entry forms. The list forms show a number of records of the same type.

3.1.1 Data Entry Fields

There are two types of fields:

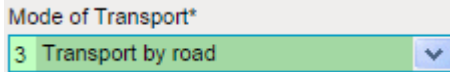
Mandatory fields; the text of a mandatory field ends with a '*' (asterisk). The mandatory fields have the following behaviour:

1. Mandatory fields not yet filled-in have a yellow background

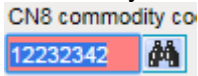
Net mass*

The image shows a text input field with the label 'Net mass*' above it. The input field itself has a yellow background, indicating it is a mandatory field that has not yet been filled in.

- Mandatory fields correctly filled-in have a green background

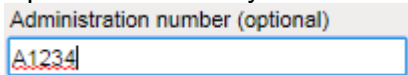


- Mandatory fields incorrectly filled-in have a red background



Options fields with the following behaviour:

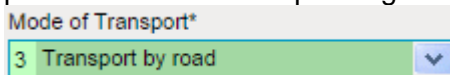
- Optional fields not yet filled-in or correctly filled-in have a white background



- Optional fields incorrectly filled-in have a red background

Any field can be:

- Free text**
- Combo box with **drop down** and possibility of typing in text. These can be recognised by the presence of the down-pointing selection arrow:



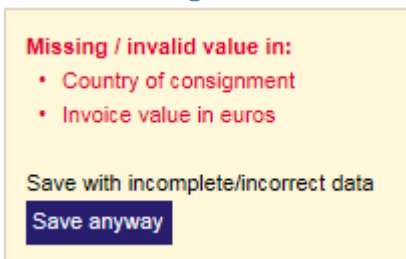
- Pick-List field with selection **popup** and possibility of typing in text. These can be recognised by the presence of the up-right selection arrow:



Any field can have a value restriction:

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

3.1.2 Messages



Error messages for erroneous fields are displayed on the right hand side, or bottom, of the data entry form. For each of the erroneous fields an error message will be displayed in the error summary.

In the [record details](#) screen it is possible to store a record with errors or missing data (that you can correct/fill in at a later stage).

If you leave a screen without having stored the data (for ex. when closing the browser window of when choosing a link that leaves the current page) a blocking confirmation message will be displayed: *Do you want to exit without saving?*

3.1.3 List forms

Select	Return number	Declaration	Type	Flow	Statistical period
<input type="checkbox"/>	000001	Intrastat	Normal	Arrival(ICA)	201403
<input type="checkbox"/>	000005	Intrastat	NIL	Arrival(ICA)	201404
<input type="checkbox"/>	000009	Intrastat	Normal	Arrival(ICA)	201406

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

- Lists are paged if they contain more than N entries
 - N is defined in the [options screen \(go to\)](#)
 - Paging controls are displayed when necessary:
- Lists with a selection column allow:
 - Double click on a row, or clicking on the link will open the corresponding details screen
 - Selecting 0 to N entries
 - Select all the visible records
 - You can apply an operation from the actions menu to the selected entry record(s) (for ex. delete)
 - Clicking on the bin deletes the chosen record
- The search field in the top-left of a list narrows down the list to the entered search criteria (filter)
- The link in the column declaration details allows sorting the list on this column (descending or ascending). Searching using the search field occurs then on the sorted column.
- The text in the upper-right corner shows the total number of records in the list
- Columns with symbols have ToolTips describing them (e.g. a 'check mark' means 'yes' or 'correct')

At the bottom of empty lists the most obvious functions allowing 'populating' this list are made available.

No records click 'Add new' to create a record. Click on 'Copy' to copy records from another declaration and add them to this declaration. Click on 'Import' to import data from a file. [Add new](#) [Copy](#) [Importing data](#)

3.1.4 Online Help

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

3.1.5 Crumbs or bread crumbs

You are here: [Home](#) > [Declaration](#) > [Record\(s\) in declaration](#) > [Record details](#)

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

3.1.6 Hierarchical navigation

We strongly recommend not to use the previous and next button of your Internet Browser, but to use the navigation inside the package instead. (crumbs, Cancel of Back to ... button, etc.)

You can find your way through the package in many ways (see also [menu and navigation](#)):


- The menu provides access to all the forms
- On the start-page of the application directions to various often or most recently pages is provided.
- The sitemap and the [detailed function overview](#) describe the structure of the application.

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

3.1.7 Tips and recently used actions

On the top and/or bottom of some screens an instructions box or tip box will be displayed (see example below). This can be switched on or off in the [options](#) screen ([go to](#))

The fields marked with * are mandatory.

 **Save and continue** saves the current record and creates a new empty record.

Save and go back saves the current record and returns to the record overview.

Cancel and go back does not save the record and returns directly to the record overview.

In the right-hand panel of the start screen the most recently used functions are shown. From this panel you can quickly declaration to the previously used screen without having to locate it in the menu.

3.1.8 Consult mode

If a declaration has been sent its records can no longer be edited and can only be consulted (greyed texts and washed-out colours). A number of options are not available in consult mode. If a record (detail record, PSI commodity code, default screen) is being edited by another user IDEP will show the message *function already in use* and the record will be shown in consult mode.

3.1.9 Lengthy actions

It can happen that an action takes a while. In this case a message will be shown on the screen. You should **not** leave or refresh this screen but wait until completion of the action.



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

Meer [1](#) [2](#) [3](#)

3.2 Menu and Navigation

Navigation through the IDEP application is simplified by the menu and a number standard controls.

3.2.1 Start screen

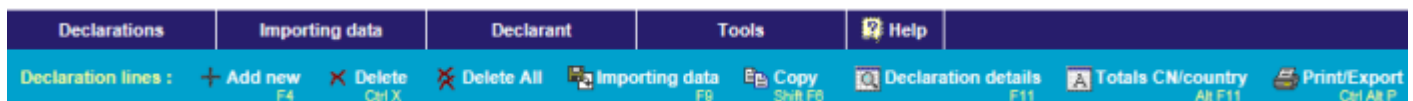
After logging in in IDEP you will be place on the start page. On the left hand side of this page is an information panel where your contact details are summarised. The right hand side of the start page has two panels. The left sub-panel contains links to functions that allow you quickly getting started.

3.2.2 Last used / Recent activities

The right-most panel in the start page shows the most recently used functions. This allows you going back to a previously used screen. IDEP maintains the list of most recently used function. The most recent function is shown at the top of this list. The clear button resets this list (to empty).

3.2.3 Menu

The menu is available throughout the application and allows quick access to each page and function of the application.



The menu consists of two 'rows'. The upper row is the main menu, the lower row is the current 'context' menu with all options that are applicable to the current screen. The content of the lower row is thus dependent on the screen.

In the example above, the user is in the list of PSI declarations (this can be seen thanks to the yellow text at the beginning of the lower row). In this menu a number of options are shown that is specific to the screen.

The options in the upper row are independent of the screen. These options give access to the other functions of the application. If you hover the mouse over an option the upper row, in the lower row the sub-options of this option will be shown. In the example below you can see the submenu options of the 'Actions' menu:



It is not necessary to click on an option in the upper row. If you do click on an option, the submenu 'pause' for a little while (this eases the choosing of an option in the lower row). If you leave the menu, after a while the 'context' menu will be shown again in the lower row.

3.2.4 'Bread crumbs'

The navigation-path, also known as (*bread*)*crumbs* where you currently are in the application.

You are here: [Home](#) > [Declaration](#) > [Record\(s\) in declaration](#) > [Record details](#)

The crumbs show the different levels in the navigation hierarchy. By clicking on a link in the crumbs you can jump back to a higher level in this hierarchy.

According to the crumbs shown above the user is in the *Record detail* details record. This screen is one level deeper than the *Declaration overview* which in turn is below the *PSI declarations*. This latter list is reachable from the *Home* page (= start page).

3.2.5 Multi-lingual

IDEP can be used in English or in Dutch. On each page you can switch the language by clicking the language choice flags.



(top-right of the screen).

3.2.6 Standard navigation and function-keys

- On most screens there is a Cancel or Declaration to ... button that takes the user to the previous level. The Cancel key activates this button.
- On details screen there usually is a 'standard button' (Save, OK, Yes) that executes the standard action on the screen. The Enter activates this button.
- In almost each screen function-keys are available. The menu shows the function-keys that are applicable to the current screen. There are also a number of standard function-keys that applicable but that are not shown in the menu. Usually these are the keys such as Arrow or Page.

3.2.7 Further reading

- [Function overview](#); overview of all function in IDEP
- Overview of all [function-keys](#)
- [Standard function-keys](#)

Overview of all functions in IDEP

The sitemap only gives a brief (a differently organised) overview of all the available functions in IDEP. In this page you will find a more detailed and structured overview of all functions.

See also [Menu and navigation](#).

3.2.8 Start screen

The start screen is the 'main entrance' of IDEP from where you can reach all functions in IDEP. Almost all screens, except the detailed record screens, are reachable from this menu. In most of the list screens (for ex. PSI commodity codes) there is a next level with the details of a chosen record from such a list.



3.2.9 Declarations

The Actions menu is one of the starting points in IDEP; from within this menu you can quickly make a declaration and send it.

- Declarations
 - [Declaration overview](#) with the [Record details](#) screen on the next level
 - [Send all \(go to\)](#)
 - [Send confirmation](#)
 - [Declaration details](#)
 - [Print/Export](#)
- [Add \(go to\)](#)
- [Send all \(go to\)](#). With the send [confirmation screen](#)
- [Default screens \(go to\)](#). With the [default screen details](#) screen on the next level

3.2.10 Import

All functions concerned with [import](#) are reachable through the Import menu:

- [Import \(go to\)](#)
- [Import-log \(go to\)](#)
- [Import templates \(go to\)](#). With the [import template details](#) screen on the next level

3.2.11 Parties

Information about declarants and possible [third-party declarant\(s\)](#) is available through the Declarant menu:

- [Your company information \(go to\)](#)
- [Authorise third-party declarant \(go to\)](#)
- [Send all \(for all declarants\) \(go to\)](#). With the [send confirmation](#) screen
- [Change PSI \(go to\)](#)

3.2.12 Tools

The Tools menu makes available the rest of the IDEP functions

- [PSI commodity codes \(go to\)](#). With on the next level the [PSI commodity code details](#) screen
- [Exchange rates \(go to\)](#)
- [GN8 \(go to\)](#)
- [Import/sending status \(go to\)](#)
- [Downloads \(go to\)](#)

- [Options \(go to\)](#). From within this screen [change password](#) is available ([go to](#))

3.2.13 Help

The Help menu gives access to the online help. The sub-options of this menu also give access to the online help and:

- Sitemap: summary function overview
- Help: starting point of the online help
- [Support](#): contact information

3.2.14 Further reading

- [Menu and Navigation](#)
- Overview of all [Function-keys](#)
- [Standard function-keys](#)

All function-keys

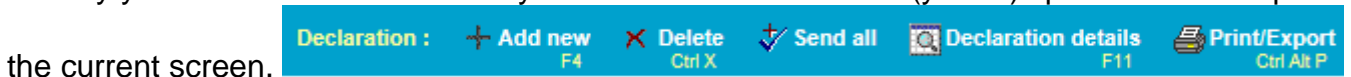
3.2.14.1 Standard function-keys

In most screens, a number of standard and special function keys are used; these are mainly for navigation (e.g. next page, page close, etc.).

A description of these keys can be found in the separate [function-keys popup](#). In any IDEP screen this popup can be invoked by the key combination: Ctrl + F1.

3.2.14.2 Screen dependent function-keys

Usually you will find the available key combinations shown as a (yellow) tip or the menu-options of



the current screen.

In the above menu you can see the following key combinations: F4 Ctrl + X F9 F11 and Ctrl + Alt + P.

The following table shows which keys perform a particular function in the screens described:

[More ...](#)

Keys	Function	Pages
Ctrl + F3	Go to PSI declarations list	Almost everywhere
F4	Add	Default screens, PSI commodity codes, PSI declarations, Declaration overview, Import definitions
F6	Edit / Consult	Default screens, PSI commodity codes, PSI declarations, Declaration overview, Import definitions

DEL Ctrl + X	or Delete	default screen(and), PSI commodity code(s), PSI declarations, Declaration overview, Import definition(s), Details record
F11	Declaration declaration details	PSI declarations, Declaration overview
F11	Change period and/or flow	Declaration declaration details
F11	Save as default screen	Details record
F10	Apply default screen	Details record
Shift + F1	Declaration overview	Declaration declaration details, Totals by CN/country records
Alt + F1	Totals by CN/country info	Declaration declaration details, Declaration overview
F8	Errors	Declaration overview
F9	Import	Declaration overview, Import definitions, PSI commodity codes, Details record, Default screens
Shift + F9	Export (download)	Exchange rates, PSI commodity codes, Default screens
Ctrl + Alt + P	Print/Export	PSI declarations, Declaration declaration details, Declaration overview
Shift + F6	Copy	Declaration overview
F6	Copy last record	Details record
F8	Clear fields	Details record, default screen
F11	Change CN8 year	CN8 browser
F7	Switch Self-/Official texts	CN8 browser
F4	Hierarchical search	CN8 browser
F3	Keyword search	CN8 browser

3.2.15 Further reading

- [Menu and Navigation](#)
- [Standard function-keys](#)
- [Overview of all functions in IDEP](#)

4 Declarations

More [1](#) [2](#)

4.1 PSI declarations

Declarations | [Declaration](#)

The PSI declarations screen shows the list of all declarations that are available for the active PSI. This list contains the declarations of one single PSI for all flows (flows) and periods. Like in most other lists you can sort this list on the different columns and filter the list. In addition to this you can also filter the list on flow and/or sent status.

If a declaration has not been sent and does not contain any errors it can be sent by using the send button shown in the list.

4.1.1 Declarations list - PSI declarations

Select	Declaration number	Declaration	Type	Commodity Flow	Period	Invoice value	Number of items	Correct	Sent	Date sent
<input type="checkbox"/>	000047	Intrastat	Normal	Dispatch (ICL)	201403	1.497.957	14.253	✓	Send	
<input type="checkbox"/>	000048	Extrastat	Normal	Exports (7-Extra)	201403	131.928	763	✓	Send	
<input type="checkbox"/>	000049	Extrastat	Normal	Exports from customs warehouses (1)	201403	0	119	✓	✓	03-03-2015
<input type="checkbox"/>	000050	Extrastat	Normal	Imports from customs warehouses (3)	201403	1.183.225	770	✓	Send	
<input type="checkbox"/>	000051	Extrastat	Normal	Stocking in customs warehouses (2)	201403	0	557	✗		
<input checked="" type="checkbox"/>	000052	Intrastat	Normal	Arrival (ICV)	201501	0	0	✗		

In the PSI declarations screen you can manage all the declaration of one (the active) PSI. In this list the following standard options are available: add and delete. Clicking on the link of the declaration number will lead you to the [declaration overview](#) where you can manage the declaration records (if the declaration has not yet been sent or if it is not a null declaration).

For a [third-party declarant](#): to manage the declarations of **another** PSI you must first [change active PSI \(go to\)](#)

4.1.2 Options

The following options are available in this screen:

- Add F4 invokes the action [create declaration \(go to\)](#) op
- Delete Del deletes the declaration **including** all its records. This action can only be carried out if the declaration has not been sent yet. Clicking on the bin deletes the clicked declaration. This action should be confirmed.
- [Send all \(go to\)](#) starts the send action to send all correct and not yet sent declarations.
- [Declaration details](#) F11 shows the declaration details summary of a declaration. In the declaration details summary, it is also possible to edit the period and/or flow of the selected declaration.
- [Print/Export](#) Ctrl + Alt + P allows printing or downloading a text file with the summary and the record details of the selected declaration.
- [Send](#) takes you to the screen where you can confirm sending the declaration. To invoke this action you do not have to select the declaration. The position of the button in the list determines which declaration will be sent.

Using the tabs at the top of the list you can filter the list on sent- and/or flow. It is **not** possible to filter the list on the individual Extrastat flows (the filter considers the different) Extrastat flows to be one single flow).

If for instance you click on Intrastat arrival (ICA) the list will only show Intrastat arrival declarations. If in additional you also click on not yet sent, only the not yet sent Intrastat arrival declarations will be shown.

Click on no filter to cancel the filter on flow and sent-status.

4.1.3 Third-party declarant

For a [third-party declarant](#) the PSI declarations list only shows the declarations of the currently active PSI. You can only manage declarations (create, modify or delete) of the active PSI in the PSI declarations list. To be able to manage the declarations of another PSI, you must first [change active PSI \(go to\)](#). Once you have changed the active PSI you will be taken to the PSI declarations list of that PSI. From within this list you can then manage the declarations for this PSI.

4.1.4 Further reading

- [Declaration details](#)
- [Declaration overview](#) (list of declaration records)
- [Send](#)
- [Send all \(go to\)](#)
- [Print/Export](#)

More [1](#) [2](#) [3](#)

4.2 Declaration details

Declarations | [Declaration](#) | Declaration

The declaration details details screen can present itself in one of the three following modes:

1. [Consult declaration details](#)
2. [Create new declaration](#)
3. [Modify flow and/or period](#)

The menu options that may be available:

- [Print/Export](#) Ctrl + Alt + P
- [Record\(s\) in declaration](#) Shift + F11
- [Totals by CN/country info](#), option only available if the declaration does not contain any errors
- [Send](#) F8, option only available if the declaration does not contain any errors and has not be sent yet
- [Modify declaration](#) F11, option only available if the declaration has not be sent yet

4.2.1 Consult declaration details

In consult mode, the declaration details shows a summary of the declaration: period, flow, totals for mass, invoice value and optionally statistical value, supplementary units, number of records (totals and detailed). This screen also shows whether the declaration has been sent or not or

contains any errors.

The 'number of records' and 'totals records' labels have links that lead to the [records list](#) of the declaration.

For a sent declaration there are the buttons Print and Export to make a print-out and (if applicable) download the send-job file.

Declaration details 000010

Period*
201403 - March 2014

Commodity Flow*
7 - Dispatch (ICL)

Declaration
I - Intrastat declaration

Invoice value:	€ 45.011.120	Total Supplementary unit:	28.483.021
Total net mass:	28.785.967 Kg		
Number of items:	91.693	Totals CN/country:	0
Correct:	Yes	Sent:	Yes
Date sent:	04-03-2015 09:10		

This declaration can no longer be modified.
 The declaration has been approved successfully.
 000010-03-04-774J

[Print](#)

4.2.2 Create new declaration

The creation of a new declaration happens in **three steps** where you have to make simple choice. At every moment you can change the choice you have made in a previous step. For ex. in step 3 it is therefore still possible to change the flow in step 1.

- Step 1:** choose the **flow** you wish to create a declaration for. Only the enabled flows are available (see [Your company information \(go to\)](#)). If only one single flow is enabled, it will automatically be pre-selected and no further choice has to be made in step 1. If the declaration has also enabled the [Extrastat](#) flow, the Extrastat flows will also be presented as options in this step.

Declaration details

Step 1:

Multiple commodity flows

Intrastat Arrival (6-ICV)

Intrastat Dispatch (7-ICL)

For which commodity flow do you wish to add a declaration?
 Select the commodity flow for which you want to add a declaration. If you select 'Multiple commodity flows' you will not be able to enter data manually but will have to import data from a file. You can then import data for multiple periods and/or PSIs. To import data you must first create an import template. [Multi Import](#)

From step 1 you can also immediately start [multiple flows/periods/declarants import \(go to\)](#). Multiple flows/periods/declarants import will automatically create the necessary declarations.

2. **Step 2:** choose the **data-entry method**, *type in declaration* or *import declaration*, or, if you have

The screenshot shows a dialog box titled "Step 2: Which type of declaration do you wish to add?". On the left, there are three radio button options: "Manual declaration", "Import declaration (one flow and period)", and "Nil-declaration". On the right, there is explanatory text: "If you have had no transactions for the selected flow in a certain period, select 'nil declaration'. In step 3 you can indicate the period concerned."

- *Type in declaration* will eventually take you to the [declaration overview](#) for adding record details manually (of through import).
- *Import declaration* will eventually take you to the [import \(go to\)](#) screen.
- *Null declaration* will eventually take you to the [PSI declarations \(go to\)](#) list to send the Null declaration from there.

3. **Step 3:** regardless of the chosen date-entry method you must still supply the **period**. For this you can use the [coding aid](#) of the period field.

This is the last step:

The screenshot shows a dialog box titled "Step 3: Select the period for which you want to create a declaration.". It features a "Period*" dropdown menu with "201412" and "December 2014" selected. Below the dropdown are three buttons: "Create a declaration", "Cancel", and "Help".

No press the button create a declaration to proceed with what you have chosen in step 2.

- If a similar declaration already exists a confirmation will be required. Click OK to proceed. Click open existing declaration ... to further process it.
- If you have not yet created a declaration for the previous period and flow a confirmation will be required. Click on OK to proceed anyway.
- You can also change the choices you have made in steps 1 through 3 (to avoid the question or warning)

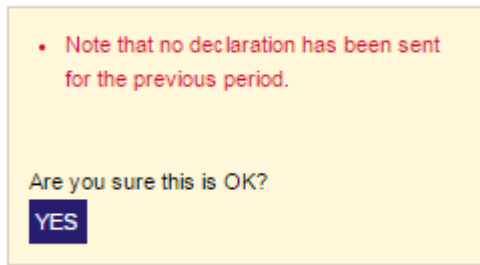
You have already created a declaration for this period and flow.

You can: open the existing declaration for this period and flow create a new declaration for this period and flow. Click on 'OK' at Step 1 anotherPlease choose another declaration type, flow and period to the left or click on button:

- *Open existing declaration* to edit the **already existing** declaration (number 000009)
- *Create this declaration anyway* to create a **new** declaration

Open existing declaration 000009

YES



4.2.3 Modify flow and/or period

As long as a declaration has not been sent, you can change the period and/or flow. The flow can only be changed for arrival and dispatch declarations. If only one of these flows has been enabled you cannot change the flow. (See [Informatieplichtige\(n\) \(go to\)](#))

To modify the declaration choose the menu option Modify declaration details F11 and modify the flow and/or period as required:

Declaration details 000052

Period*
201501 January 2015 ▼

Commodity Flow*
6 Arrival (ICV) ▼

Declaration
I - Intrastat declaration

Invoice value: € 0
 Total net mass: 0 Kg
Number of items: 0
 Correct: No

Modify Header Cancel [Help](#)

Click the button Modify declaration details to save the changes. Changing the flow or period results in the re-validation of all records of the declaration. A consequence of this could be that one or more records are no longer valid (for ex. because the statistical procedure 02 is not valid in an arrival declaration). Such records need to be corrected.

4.2.4 Third-party declarant

For a [third-party declarant](#) the PSI declarations list only shows the declarations of the currently active PSI. You can only manage declarations (create, modify or delete) of the active PSI in the PSI declarations list. To be able to manage the declarations of another PSI, you must first [change active PSI \(go to\)](#). Once you have changed the active PSI you will be taken to the PSI declarations list of that PSI. From within this list you can then manage the declarations for this PSI.

4.2.5 Further reading

- [PSI declarations \(go to\)](#)
- [Declaration overview](#)
- [Send](#)
- [Send all \(go to\)](#)
- [Print/Export](#)

Meer [1](#) [2](#) [3](#) [4](#)

4.3 Declaration overview

Declarations | [PSI declarations](#) Link to records

The detailed records of a declaration are managed in this list. The list can have three different display modes:

- **Declaration overview.**
This is the default view of this list and shows (paged) **all** records of the **current** (also **active**) declaration.
- [Erroneous records](#)
- [Totals by CN/country records](#)

Declaration lines : [Add new](#) [Delete](#) [Delete All](#) [Importing data](#) [Copy](#) [Declaration details](#) [Totals CN/country](#) [Print/Export](#)

You are here: [Home](#) > [Declaration](#) > Record(s) in declaration CBS

Record(s) in declaration 000001
Declaration: Intrastat declaration, Commodity Flow: Arrival (ICV), Period: 201403

2 items

Select	Record Number	Administration number (optional)	Country of consignment/destination	CN8 commodity code	Invoice value in euros	Correct	Last update
<input type="checkbox"/>	1	eerste lijn	AT	01012100	234	✓	18-04-2014 10:49
<input type="checkbox"/>	2	hallo	BE	01012100	3.444	✓	18-04-2014 10:49

[Go to declaration overview](#) Don't forget to send this declaration = [Send](#) [Help](#)

If the declaration does not contain any errors the Send button will be displayed at the bottom of the screen.

4.3.1 Options

- Add F4 (not available in consult mode). A new, empty record details screen will be presented. This record can be added to the current declaration.
- Delete Del (not available in consult mode). Delete the selected record details.
- Delete all (not available in consult mode) deletes **all** record details of the current declaration. Attention: This option deletes **all** record details of the declaration and not just those that have been selected or are visible in the current page (in case of paging).
- [Copy](#) Shift + F10 (not available in consult mode) Copy the record details from another declaration into this declaration.

- [Import \(go to\)](#) F9 (not available in consult mode) Start importing into the current declaration (to add records to the current declaration).
- [Declaration details](#) F11 Show the declaration details of the current declaration.
- [Totals by CN/country records](#) Alt + F11 (only available if there are no invalid record details in this declaration) Shows the totals by CN & country of the current declaration. This is a different view of the same list.
- [Erroneous records](#) / All records F8 (only available if the current declaration contains erroneous records) Filters the list to only show the erroneous records / all records. This is a different view of the same list.
- [Print/Export](#) Ctrl + Alt + P allows making an print-out or text file export with a summary and the record details of the current declaration.
- [Send](#) F8 (not available in consult mode, available if no erroneous records in the declaration and not yet sent) takes you to the confirmation screen for sending the current declaration.

4.3.2 Erroneous records

If the declaration contains erroneous records, you can filter the list to only show the erroneous records. The two buttons erroneous records and all records (F8) switch between the two different views.

Once you have corrected all erroneous records the list automatically switches back to displaying all records.

These buttons are only visible if the declaration does not contain any erroneous records.

Select	Record Number	Administration number (optional)	Country of consignment/destination	CN8 commodity code	Invoice value in euros	Correct	Last update
<input type="checkbox"/>	8		DE	84199100	75	X	04-03-2015 08:12
<input type="checkbox"/>	30		FR	31021090		X	04-03-2015 08:12
<input type="checkbox"/>	48		FR	31021090		X	04-03-2015 08:12
<input type="checkbox"/>	64		FR	31021090		X	04-03-2015 08:12
<input type="checkbox"/>	80			31021090	660	X	04-03-2015 08:13
<input type="checkbox"/>	96		FR	31021090	278	X	04-03-2015 08:13
<input type="checkbox"/>	143		FR		395	X	04-03-2015 08:13
<input type="checkbox"/>	199994		BE	31021090	287	X	04-03-2015 08:12

4.3.3 Copy records

With the menu option Copy you can copy any record detail from any declaration to the current declaration; these records will be added to the current declaration. These records can also be taken from sent declarations or from declarations of **another** PSI (in case of a third-party declarant). It is also possible to copy records from the **current** declaration into the current declaration (= copy within the declaration).

You will have to specify the source range of records: from record *N* to record *M*. Thus it is possible to copy 'parts' of other declarations (see example below).

It is possible that correct records 'arrive' incorrect in the current declaration. This is most often due to copying records from another flow (missing fields that are not available in the source records). This option is only visible if the declaration has not been sent yet.

4.3.3.1 Execute record copy

To copy records 10 to 20 of declaration 000010 of PSI 812483297B01 into the current declaration:

1. Choose the PSI which has the declaration you want to copy records from. Default = **current** PSI.
2. Choose a declaration number from the list of declarations of this PSI (PSI ID).
The rightmost column of this list shows a 'summary' of the declaration (type, period, flow, number of records). The list of declaration numbers only shows declarations with the same flow as the current declaration. You can also copy records from a declaration with a different flow by checking the box *Allow copying across declaration types and flows*.
3. Supply the start record number (From record);
this is the record number of the first record that you want to copy.
4. Fill in the final record number (To record);
this is the record number of the last record that you want to copy (inclusive). This number should be higher than the start record number and should be smaller or equal to the total number of records available in the source declaration (maximum = 500).
5. Click OK

4.3.4 Totals by CN/country records

The menu option Totals by CN/country records shows the records of the current declaration grouped on the aggregation criteria (identical commodity code, country of consignment/destination etc.). This view is only possible if the declaration does not contain any erroneous records. In general there are much less totals records than in the standard non-totals view.

The records of the totals view are shown in read-only view and cannot be edited or deleted.

This list is computed 'on the fly' at the moment of request; this is quite complicated action that can take a while if the declaration contains many records. Note: as soon as you change anything to the declaration (add, remove or modify record) the totals record are invalidated and must be recomputed on request.

Declaration lines : Declaration details F11 Record(s) in declaration Shift F11 Print/Export Ctrl Alt P

You are here: [Home](#) > [Declaration](#) > Totals CN/country

Totals CN/country 000001

Declaration: Intrastat declaration, Commodity Flow: Arrival (ICV), Period: 201403

2 items

	Record Number	Country of consignment/destination	CN8 commodity code	Invoice value in euros
<input type="checkbox"/>	1	AT	01012100	234
<input type="checkbox"/>	2	BE	01012100	3.444

4.3.5 Further reading

- [Send confirmation](#)
- [Declaration declaration details](#)
- [Print/Export](#)
- [Record details](#)
- [Import \(go to\)](#)

More [1](#) [2](#) [3](#) [4](#) [5](#)

4.4 Details record

Declarations | [PSI declarations](#) Link to records | Link to details

The details record shows the details of a single record in a declaration (or declaration). In this screen you can consult, modify or add a details record. For each kind of record ([ICA](#), [ICD](#) or [Extrastat](#)) a different set of fields may be shown. [Below](#) you will find the overview of the most often used fields.


The details record can be shown in one of the three modes (each with different menu options):

- **Add:** during adding **new** records, the [navigation](#) is **not** visible and after saving the current record, a new empty record will be shown.
- **Modify:** during editing of **existing** records the navigation is present. After saving the current record no empty record will be presented (the next record may be displayed after save and next). The image below shows a record in modify mode.
- **Consult:** the navigation is shown but it is not possible to make modifications to the record (options as 'clear' or 'apply default screen' are not available).

You are here: [Home](#) > [Declaration](#) > [Record\(s\) in declaration](#) > Record details

Record details 437 / 438 - 000046 Model:

Declaration: Intrastat, Commodity Flow: Arrival (ICV), Period: 201403, Last update: 02-02-2015 16:00

Statistical procedure*	Mass*
<input type="text" value="00"/> Regular import/ICV	<input type="text" value="540"/>
Country of consignment*	Currency code
<input type="text" value="AT"/> Austria	<input type="text"/>
Transaction*	Invoice value in euros*
<input type="text" value="1"/> Sale, financial leasing between residents and non-residents	<input type="text" value="1.620"/>
Mode of transport*	Administration number (optional)
<input type="text" value="3"/> Transport by road	<input type="text" value="IO14-00064"/>
PSI commodity code	
<input type="text"/>	
CN8 commodity code*	
<input type="text" value="07069030"/> 	

Fresh or chilled horse-radish "Cochlearia armoracia"

[Help](#)

4.4.1 Contents

- [Options](#)
- [Intrastat & Extrastat fields](#)
- [Use default screen](#)
- [Save as default screen](#)
- [Fill in CN8 code](#)
- [Use PSI commodity code](#)
- [Use currency](#)
- [Navigation](#)

4.4.2 Options

- Clear F8 clears the whole record. The content of all fields is cleared. Attention: this action does not prompt for confirmation.
- [Import \(go to\)](#) F9 (not available during consult) Start importing with the current declaration as the active declaration (to add records to this declaration).
- Delete Ctrl + X (only available in edit mode) Deletes the current record and goes back to the records list of the declaration. Attention: this action does not prompt for confirmation.
- Copy F6 (only available in add mode) Copies the fields of the previously added record to the current record.
- [Apply default screen](#) F10 (not available during consult) Fills the fields with values taken from a selected default screen.
- [Save as default screen](#) F11 Allows saving the current record as a new default screen.
- Save (only available in edit mode) Saves the record. Error messages about missing or incorrect values may be displayed. It is possible to save incomplete or incorrect information for later correction. To do so click on the Save anyway button that will be displayed with the messages. The 'Save ...' buttons will not have any effect as long as error messages are shown.
- Save and next (only available in add mode) Saves the record and presents a new empty record unless messages are displayed (see 'Save' above).

- Save and back (not available during consult) Saves the record and goes back to the records list of the current declaration unless messages are displayed (see 'Save' above).
- Cancel and declaration to overview, any entered data will **not** be saved and you will lead back to the records list; if there is any un-saved data a confirmation message will be displayed.

4.4.3 Intrastat fields

Below you will find a short summary of a number of [Intrastat](#) fields (the mandatory fields are shown in colour):

- [Statistical procedure](#) Further specification of the goods flow. The most often used code is 00.
- [Country of origin or destination](#) The country where the goods originate (for [ICA](#)) or are shipped to (for [ICD](#)).
- [Transaction code](#) The kind transaction involved in the trade.
- [Mode of transport](#) The transportation method how the goods have arrived from, or were dispatched to, the Netherlands.
- [PSI commodity code](#) User-defined product codes or product names that are linked to the official CN8 commodity codes. See [use PSI commodity code](#).
- [Commodity code](#) The 8-digit code of the combined nomenclature (CN8)
- [Mass](#) (its mandatory status depends of the used commodity code). The net weight of the goods in whole kilogrammes. A weight of less than 1 kg should always be rounded to 1. The net mass may have the value 0 or a negative value for credit notes.
- [Supplementary units](#) Additional statistical unit; for ex. pieces, litres, etc.
- [Currency code](#) The currency used for converting the invoice (and/or statistical) value in foreign currency. See [use currency code](#).
- [Invoice value](#) Value in whole euro that is invoiced by the seller to the buyer.
- [Administration number](#) Some reference that can be used to meet your needs (for ex. invoice number).

4.4.4 Extrastat fields

A part from the abovementioned Intrastat-fields there are some [Extrastat](#)-specific fields:

- [Country of origin](#) The country where the goods were produced or created or substantially altered or processed.
- [Land douaneaangifte](#) The EU country where the customs declaration is filed, or in case of a simplified procedure, the EU-country where a license for this procedure is granted by the customs.
- [EU-country](#) The EU country from which the goods with a destination outside the EU are sent / The EU country that is known to be the country, at time of import, for which the goods are eventually destined.
- [Customs regulation](#) Coding conform the first subdivision of division 37 of the single administrative customs document.
- [Container](#) Transport by container was used (select in case applicable)
- [Internal mode of transport](#)
Mode of transport inside the EU. With respect to import (Country of consignment is outside the EU), the mode of transport inside the EU as far as the point of arrival in the EU country of destination. With respect to export (Country of destination is outside the EU), the mode of transport inside the EU from the point of departure in the EU country of consignment
- [Statistical value](#)
In imports from countries outside the EU: the value rounded up in euros of the goods when and where they arrive in the EU (including transport and insurance costs until the border of the country where the goods enter the EU). In exports to countries outside the EU: the value rounded up in euros of the goods when and where they leave Dutch territory. Because transport and insurance

costs are rarely specified into their domestic and their foreign transport costs, the statistical value can be approached by using a formula converting the invoice value.

- [Preference code](#) Communal preference code

4.4.5 Use default screen

Clicking on the arrow in the field 'default screen' pops up a selection list of available default screens. When a value is selected from this list the values of the chosen default screen will be copied into the corresponding fields in the record.

If no default screens are available the 'default screen' field is not shown.

1. Click on the arrow in the 'mode' field
2. Choose the desired default screen

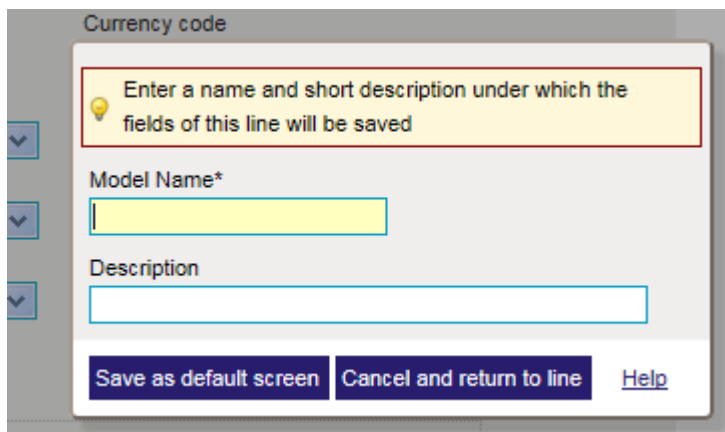


It can happen that the fields filled in by the default screen are incorrect, even if the used default screen does not contain any errors; this is due to the exceptions that are applicable to the record (for ex. the statistical procedure as entered in the default screen may not be used in this record)

4.4.6 Save as default screen

You can also save the current values of the record in a new default screen. The record does not have to be completely filled in and does not have to be error-free.

1. Save as default screen
2. Fill in default screen name in
3. Optionally fill in the description for the default screen
4. Click on the Save as default screen



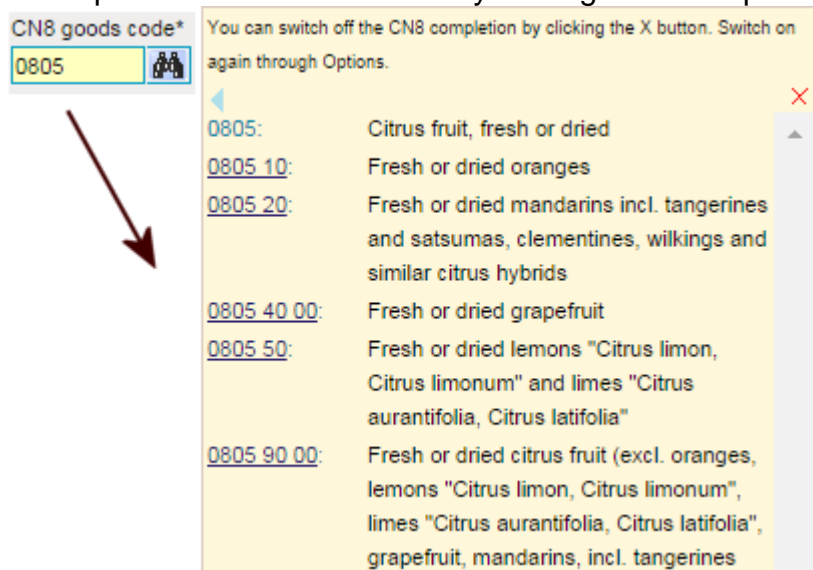
4.4.7 Fill in CN8 code

Coding aid: click on the binoculars to invoke the [CN8 browser \(go to\)](#). If a CN8 commodity code is filled in, the browser will start on its position.

The entered data will be save temporarily; if you come back to the record details screen the previously entered data will be restored. Attention: this data has not yet been saved (only entered). The code selected in the CN8 browser will be filled in the commodity code field.

During the encoding of a CN8 code in the CN8 code field, the right hand part of the screens shows the possible codes that start with what has been typed in so far. This happens during the typing of the 2nd, 4th, 6th en 8th digit. You can click on the links that are shown for the 2-, 4-, 6- or 8-digit codes.

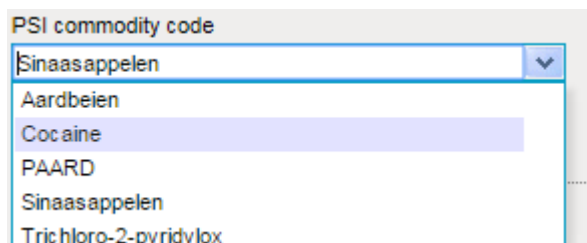
This option can be switched off by closing the list of possible codes (press the red x-button).



Once switched off, you will have to re-enable this option in the [options screen \(go to\)](#).

4.4.8 Use PSI commodity code

Instead of selecting a CN8 commodity code in the CN8 browser you can use your own commodity codes. The optional *PSI commodity code* field will be visible if you have defined PSI commodity codes. Using the [coding aid](#) of this field you can select one of your own PSI commodity codes; its corresponding CN8 code will be filled in the commodity code field; the description of your own PSI commodity code will be filled in the description field.



PSI commodity code

CN8 commodity code*

Fresh sweet oranges

It may happen that the result is incorrect even if the used PSI commodity code is correct; this happens if the used CN8 code is not valid for the year of the declaration. The same PSI commodity code can still be valid for another declaration year.

If you use a CN8 commodity code that is no longer valid for the current declaration year you will get the opportunity to select an alternative code (see below). To select the desired alternative CN8 code, click anywhere in the row of this code. It will be copied to the commodity code field. Click anywhere outside the proposed selections to cancel the choice.

If there is only one single alternative code possible, IDEP will automatically use that and display an informative message that it has done so.

Return line 2 / 2 - 000052

Threshold: Intrastat, Flow: Arrival(ICA), Statistical period: 201501, Last Upd: 03-02-2015 09:44

Statistical procedure* Net mass*

Country of Origin* Currency code

Code Transaction* Invoice value*

Mode of Transport*

PSI goods code

CN8 goods code*

Code 04061020 invalid in 2015; select another

CN8 goods code Code 04061020 invalid in 2015; select another

04061030	Fresh Mozzarella, whether or not in a liquid, of a fat content, by weight, of <= 40%
04061050	Fresh cheese "unripened or uncurd cheese", incl whey cheese and curd of a fat content, by weight, of <= 40% (excl Mozzarella)

4.4.9 Use currency

In a details record you can fill in the (in general optional) currency code field (type in or choose from the list). In this case the (also optional) *Invoice value chosen-currency* field appears where you can type in the value in the foreign currency. The invoice value (in euro) will be computed automatically (using the most appropriate exchange rate).

Currency code

Invoice value in euros*

After choosing the currency code SEK, the field *Invoice value SEK* appears

Currency code	SEK Swedish Krona
Invoice value - foreign currency	1000
Invoice value in euros*	109

This method also works for the *Statistical value* field (Extrastat). The conversion only works for existing foreign currencies for which IDEP uses the exchange rates as supplied by the ECB.

4.4.10 Navigation

The navigation buttons are displayed at the bottom of the screen in consult- or modify-mode. These allow you to quickly go to the first, previous, next or last record of all records in a declaration without having to declaration to the records list. This function is particularly useful when correcting erroneous records.

Save	Save and back	Save and next	Cancel and return to overview	Help
« First	« Previous	Next »	Last »	

4.4.11 Further reading

- [Declaration overview](#)
- [Default screens \(go to\)](#)
 - [Default screen details](#)
- [PSI commodity codes \(go to\)](#)
 - [PSI commodity code details](#)
- [CN8 \(go to\)](#)
- [Exchange rates \(go to\)](#)

5 Sending declarations

Meer [1](#) [2](#) [3](#)

5.1 Send declaration

Declarations | [Declarations](#) button Send

Send declaration finalises the declaration and prepares it for further processing at the CBS. Once the declaration has been sent and sent, you can no longer modify it.

As soon as the send-action is confirmed, the declaration will automatically be 'sent' to the CBS, without further intervention of the user (this will be carried out as a [background task](#)). IDEP will send a reception-confirmation via e-mail.

Only declarations that have been 'sent' will be processed by the CBS. As long as a declaration has not been sent, you have not fulfilled your declaration obligations (for the flow and & period concerned).

5.1.1 Confirm send

To send a declaration, press the send button in the declarations overview:

Select	Declaration number	Declaration	Type	Commodity Flow	Period	Invoice value	Number of items	Correct	Send
<input type="checkbox"/>	000047	Intrastat	Normal	Dispatch (ICL)	201403	1.497.957	14.253	✓	Send
<input type="checkbox"/>	000048	Extrastat	Normal	Exports (7-Extra)	201403	131.928	763	✓	Send
<input type="checkbox"/>	000049	Extrastat	Normal	Exports from customs warehouses (1)	201403	0	119	✓	✓
<input type="checkbox"/>	000050	Extrastat	Normal	Imports from customs warehouses (3)	201403	1.183.225	770	✓	Send
<input type="checkbox"/>	000051	Extrastat	Normal	Imports from customs warehouses (2)	201403	0	557	✗	

This button is only shown for declarations that **can** be sent (i.e., they have not been sent yet and do not contain any errors). After having pressed this button you will be taken to the send confirmation screen where a summary of the declaration is shown and where you can proceed with the send action:

Send 000010

PSI ID	812483297B01
Declaration	Intrastat declaration
Commodity Flow	Dispatch (ICL)
Period	201403
Invoice value	€ 45.011.120
Total Supplementary unit	28.483.021
Total net mass	28.785.967 Kg
Number of items	91.693 Declaration lines
Totals CN/country	* Totals CN/country

NOTE: If you send this declaration you can no longer modify it.

Do you want to send the declaration?

◀ No, return to declarations overview
Yes, send the declaration ▶

5.1.2 Confirm send

After you have confirmed the send operation, this screen will show the confirmation receipt. You will also receive this via e-mail. The confirmation receipt can also be printed in the browser by pressing the print button. This is your proof of sending in the declaration.

Send 000010

The declaration has been approved successfully.

PSI ID	812483297B01
Declaration	Intrastat declaration
Commodity Flow	Dispatch (ICL)
Period	201403
Invoice value	€ 45.011.120
Total Supplementary unit	28.483.021
Total net mass	28.785.967 Kg
Number of items	91.693 Declaration lines
Totals CN/country	* Totals CN/country

This declaration can no longer be modified.
 You can print out this form for your own administration.
 000010-03-04-774J
 Confirmation will be sent to the following e-mail address [tonytestuma@revolux.nl](#) (Tony Testuma)

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

5.1.3 Sent declaration

If declarations that have been sent will be marked as such in the declaration overview. When [consulting the details](#) of an sent declaration you will be shown the same screen as shown above (send confirmed).

In the list of [import/sending status](#) ([go to](#)) a record will be shown for the send action (activity = send). When clicking on the status (= Success) of this record you will be taken to the records list of this record.

6006	000049	Success	Send declaration
6007	Inlezen 012015 Extra.txt (000051, Entrepotopslag (2-Extra), 201403)	Failure	Import one flow and period Send Record(s) in declaration
6008	multi-flexibel.xlsx	Failure	Import multiple flows/periods/declarants
6010	000049	Success	Send declaration
6011	000046	Success	Send declaration

Note: The record in import/sending status will be automatically removed after fortnight.

5.1.4 Further reading

- [Send all](#) ([go to](#))
- [Confirm send all](#)
- [Declaration overview](#) ([go to](#))

More [1](#) [2](#)

5.2 Send all

Declarations | [Send all](#)

Send all shows the list of all declarations that do not contain errors and that have not been sent yet.

In case of a [third-party declarant](#), these will be the declarations of **all** its declarants.

Approving a declaration finalises it and sends it to the CBS for further processing. An sent declaration can no longer be modified.

As soon as the send all action of the chosen declaration is confirmed, the selected declarations will automatically be 'sent' to the CBS without requiring further intervention by the user (this will be carried out in a [background task](#) or batch). IDEP will send a receipt by e-mail.

Only declarations that have been 'sent' will be processed by the CBS. As long as a declaration has not been sent, you have not fulfilled your declaration obligations (for the flow and & period concerned).

5.2.1 Selection of declarations to send

If you click on 'Send all' a total of 5 declarations will be sent.

No Filter	Intrastat Arrival (6-ICV)	Intrastat Dispatch (7-ICL)	Extrastat						
<input type="text"/> <input type="button" value="Q"/>				5 items					
Select	VAT Number	Declaration number	Declaration	Type of declaration	Commodity Flow	Period	Invoice value	Number of items	Company name
<input checked="" type="checkbox"/>	812463297B01	000005	Intrastat	NIL	Arrival (ICV)	201404	0	0	CBS
<input checked="" type="checkbox"/>	812463297B01	000046	Intrastat	Normal	Arrival (ICV)	201403	343.571	438	CBS
<input checked="" type="checkbox"/>	812463297B01	000047	Intrastat	Normal	Dispatch (ICL)	201403	1.497.957	14253	CBS
<input checked="" type="checkbox"/>	812463297B01	000048	Extrastat	Normal	Exports (7-Extra)	201403	131.928	763	CBS
<input checked="" type="checkbox"/>	812463297B01	000050	Extrastat	Normal	Imports from customs warehouses (3)	201403	1.183.225	770	CBS

In the list of **all** declarations that can be sent, you can select those you want to send in a single send action. By default all declarations are selected. If you do **not** want send some declarations you will have to deselect them. You can filter the list on flows (for example, if you do not want to send arrival declarations: filter on Arrival and uncheck the 'select' in the checkbox on the top-left hand side).

From within this list you can directly go to the records list of a declaration by clicking on the declaration number. If this is the declaration of **another** declarant, this declarant will be made 'active'. Thus, you don't have to change to this PSI via [change active PSI \(go to\)](#).

A click on the declarant ID of a declaration will make this PSI active (just like *change active PSI* and will take you to the declarations overview of this declarant.

5.2.2 Confirm send

Once you have (de)-selected the declarations to send click the Send all button to go to the [confirmation screen](#). Only the selected declarations will be sent upon confirmation.

5.2.3 Filtering

Just like in the [declarations overview \(go to\)](#) you can filter the list by using the tabs on the top of the list. Attention: Even if the list is filtered, all selected declarations will be sent.

The tip that is shown above the list will point this out.

5.2.4 Further reading

- [Confirm send](#)
- [Confirm send all](#)
- [Declaration overview](#) ([go to](#))

More [1](#) [2](#) [3](#)

5.3 Confirm send all`

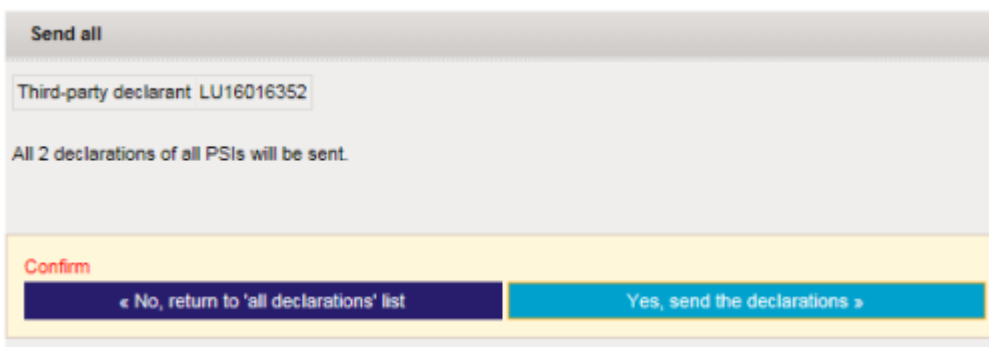
Declarations | [Send all](#) button Send all

Once you have made your choice of declarations to send in the list of [Send all](#) ([go to](#)) (and you have pressed the Send all button) you will have to confirm this operation.

Only declarations that have been 'sent' will be processed by the CBS. As long as a declaration has not been sent, you have not fulfilled your declaration obligations (for the flow and & period concerned).

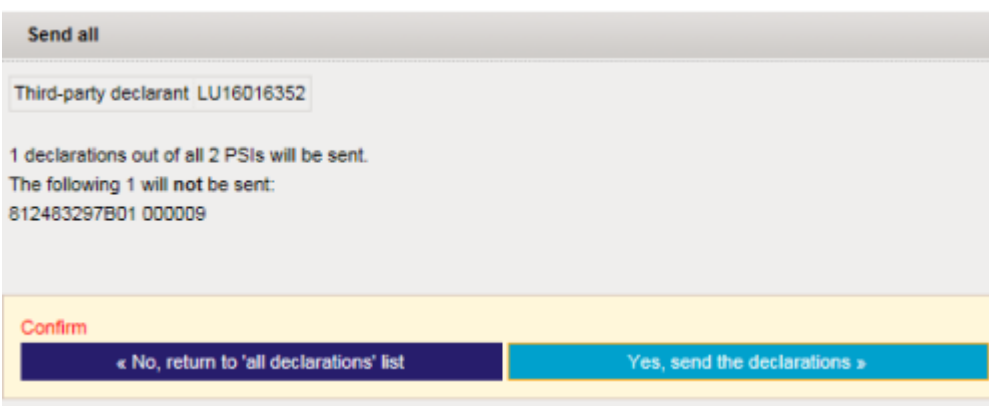
5.3.1 Confirm send

If **all** declarations in the previous screen have been selected, confirm the operation:



The screenshot shows a confirmation dialog titled "Send all". At the top, it displays "Third-party declarant LU16016352". Below this, it states "All 2 declarations of all PSIs will be sent." At the bottom, there is a "Confirm" section with two buttons: a dark blue button with the text "◀ No, return to 'all declarations' list" and a light blue button with the text "Yes, send the declarations ▶".

If **not all** declarations were selected in the previous screen, the confirmation screen will show which declaration will **not** be sent:



The screenshot shows a confirmation dialog titled "Send all". At the top, it displays "Third-party declarant LU16016352". Below this, it states "1 declarations out of all 2 PSIs will be sent." and "The following 1 will not be sent: 812483297B01 000009". At the bottom, there is a "Confirm" section with two buttons: a dark blue button with the text "◀ No, return to 'all declarations' list" and a light blue button with the text "Yes, send the declarations ▶".

5.3.2 Sending confirmed

Once you have confirmed the send operation, the screen will display the receipt with an overview of the sent declarations. You will also receive this receipt via e-mail. The receipt can also be printed out by the browser by pressing the print button. This is your proof of sending. The Export button in this screen allows downloading a text file with an overview of the send operation (this is the so-called *send-job*, its number is displayed in the receipt).

Send all

A number of declarations have successfully been approved

Third-party declarant LU16016352
 Date sent 04-03-2015 09:26
 Id LU16016352_063096002630

VAT Number	Declaration number	Type of declaration	Commodity Flow	Declaration	Period	Invoice value	Number of items	Company name
812483297B01	000009	Normal	Arrival (ICV)	Intrastat	201406	€ 2.755		6 CBS
812483297B02	000001	Normal	Arrival (ICV)	Intrastat	201405	€ 234		1 CBS test afdeling

You can print out this form for your own administration.
 LU16016352_063096002630
 Confirmation will be sent to the following e-mail address: [redacted]

5.3.3 Sent declarations

The sent declarations will be marked as sent in the declaration overview (of the concerned declarant[s]). If you consult the [declaration details](#) of a sent declaration you will see next to the print button also the Export button. This signifies that this declaration was sent together with several other declarations (in one *send-job*).

In the [import/sending status](#) ([go to](#)) list a record for each of the sent declarations is created (action = send). For each of these records you will also see the declarant for whom this declaration was sent. If you click on the status (= Success) of this record you will be taken to the records list of this declaration (see more information about this in the following paragraph).

6013	000009 [812483297B01]	Success	Send declaration
6014	000001 [812483297B02]	Success	Send declaration

Note: The records in the import/sending status will automatically be deleted by the system after a fortnight.

In case of a [third-party declaration](#) all batches will be displayed in the import/sending status of the **main declarant** (= logged-in declarant). It is therefore not necessary to *change active PSI* to make another declarant active to see its batches. When clicking on the status of an send batch of another declarant, this declarant will automatically be made active and you will be taken to its declaration overview. If IDEP makes a declarant active in this manner, and you go back to the import/sending status, the main declarant will be made active again.

5.3.4 Further reading

- [Confirm send](#)

- [Send all \(go to\)](#)
- [Declaration overview \(go to\)](#)

6 Import

More [1](#) [2](#) [3](#)

6.1 Import overview

You can import declarations, [PSI commodity codes \(go to\)](#) and [Default screens \(go to\)](#). Importing this kind of data will read it from an external file you may have available, and upload the data into IDEP. This is data you would normally enter manually. To use import you should have your data available in an ASCII-text- Excel- or MS Access-file.

Attention: the actual import is carried out by the CBS server and not on your machine. The import-file must therefore be uploaded from your system to the CBS server. The import start screen (see below) will help you with this.

6.1.1 Start import & Import-log

In the [import start screen \(go to\)](#) the imports are started. In this screen you choose the import-type, the import definition to use (see below), the import-file and any additional information that might be required (for ex. for Excel the name of the worksheet to use).

In the screens where this is applicable (for example the list of PSI commodity codes) the menu has an Import-option (F9). This option will take you to the import start screen where the appropriate import-mode is already selected (declarations, PSI commodity codes or default screens).

If the import-action has been started you will be taken to the [import/sending status \(go to\)](#) screen where your import-action will be carried out as a background task. If the task has completed, you can consult [import-log \(go to\)](#). In the import-log you can observe the results of the import-action (error messages, warnings, summary of the action etc.).

Attention: If too many errors occurred during the import, the import will be aborted and no data will be added. You should correct the import-file or import definition and re-try the whole import-action.

6.1.2 Import definitions

The [import definitions \(go to\)](#) are the bases of IDEP's import facility. These import definitions can be **pre-defined** or **self-defined**. I.e. you can define your own import definitions.

An import definition defines the mapping between the fields in IDEP and the fields of the import-file. Depending on the type of import definition, this mapping can apply to declarations, PSI commodity codes or default screens. A part from the mapping, the import definition supplies additional information such as file-type, separation character and so on.

6.1.3 Import-file types

IDEP import supports the following file-types: **ASCII-text**, **Excel** or **MS Access** databases. For Excel and MS Access all Office-versions are supported (for ex. XLS, XLSX & XLSM). For ASCII-text, text with a separation char or fixed-length records are supported.

6.1.4 Import declarations

For importing declarations there are two methods:

1. **Declaration import (declaration record import):** Import directly into an existing declaration. Records will be added to the current declaration. This option can be invoked from within the declaration overview (or, if there is an 'active' declaration, this option can be invoked from the import start screen).
2. **Multi import:** Import records for several declarations, possible for several declarants, flows and periods. IDEP can add records to appropriate declarations for the appropriate declarants. If the appropriate declarations do not yet exist, they will be created. A typical example of this is the [SRL Import definition](#).
The import-file that will be used for multiple flows/periods/declarants import should contain the correct information (declarant, period, flow) but it is also possible to supply default values for this information.

6.1.5 Import with default values

During import of declaration two kinds of default values can be applicable:

1. **Identification:** Declarant, period, period-format, flow and flow-format; in case this information is not available in the import-file, IDEP will prompt for this information when starting up the import-action (this depends on the used import definition).
2. **Missing data:** For fields that are not available in the import definition, default values can be supplied by a default screen. During the definition of the import definition you specify which default screen to use during the import. This has to be an existing default screen.

6.1.6 Standard Record Layout (SRL)

The pre-defined import definition *Standard Record Layout (SRL)* makes it possible to import the standard IRIS ASCII-text files. Below you will find the specification of this import template.

[Start import with SRL](#)

Add new import template SRL Intrastat

Name of import template*
SRL Intrastat

Description
Standaard Record Lay-out Intrastat

Type of import template*
Lines - Multi PSI

File type*
Text

Text type*
Fixed

Rows to skip at start of import*
1

Commodity code*
CN8 commodity code

Period format*
JJJMM

Flow format*
6/7

Model

Fields to be imported

Order	Field name	Length
1	Period	6
7	Commodity Flow	1
8	VAT Number	12
28	Country of consignment/destination	2
31	Mode of transport	1
35	Statistical procedure	2
37	Transaction	1
38	CN8 commodity code	8
48	Mass	11
59	Supplementary unit	11
70	Invoice value in euros	11
92	Administration number (optional)	10

6.1.7 Import other data

You can import [PSI commodity codes \(go to\)](#) and [Default screens \(go to\)](#) from external files. You can do this via the import menu-option in the corresponding screen or also direct via the import screen where you choose the appropriate import-method:

- [Import Default screens \(go to\)](#)
- [Import PSI commodity codes \(go to\)](#)

6.1.8 Further reading

- [Start import \(go to\)](#)
- [Import definition details](#)
- [List of import definitions \(go to\)](#)
- [Import-log \(go to\)](#)

[More ...](#)

6.2 List of import definitions

Import | [Import template](#)

Import templates : [+ Add new](#) F4 [Importing data](#) F9 [Delete](#) Ctrl X [Delete All](#)

You are here: [Home](#) > [Importing data](#) > [Import templates](#)

No PSI commodity codes. Click 'Add new' to create a PSI commodity code. Click on 'Import' to import data from a t

Select the type of import format you wish to see on this screen:

Import templates Pre-defined import templates

Select	Name of import template	Type of import template	Description
<input type="checkbox"/>	MULTI	Lines - Multi PSI	
<input checked="" type="checkbox"/>	Multi-flexibel	Lines - Multi PSI	Multi-inlezen voor willekeurige aang., stroom en p
<input type="checkbox"/>	PAR	PSI commodity codes	

In the list with user-defined import definitions you can manage your own [import definitions](#). The column *name* shows the name of an import definition; de column *type of format* shows the import type of the import definition. As in most lists the standard menu options are available: add, delete and delete all.

- The list has two views. The options 'Import template' and 'Templates' switch the list between the *user-defined* and *pre-defined* import definitions.

Import templates : [+ Add new](#) F4 [Importing data](#) F9

You are here: [Home](#) > [Importing data](#) > [Import templates](#)

The pre-defined import templates are shown below. Click on 'import templates' to view your created impor

Select the type of import format you wish to see on this screen:

Import templates Pre-defined import templates

Select	Name of import template	Type of import template	Description
<input type="checkbox"/>	IRIS Goederencodes	PSI commodity codes	IRIS Goederencodes inleessjabloon
<input type="checkbox"/>	SRL Extrastat	Lines - Multi PSI	Standaard Record Lay-out Extrastat
<input type="checkbox"/>	SRL Intrastat	Lines - Multi PSI	Standaard Record Lay-out Intrastat

- The menu option import (F9) allows starting an import action with the selected import definition.
- The link of an import definition in the list takes you to the [details](#) of the selected record
- Attention: The option delete all deletes **all** user-defined import definitions of this list. Thus import definitions that are not selected or not visible on the current page (in case of paging) will also be deleted.

6.2.1 Create import definitions

You can define import definitions for importing records (declarations), multiple declarations or PSI commodity codes.

To create a new import definition, choose the option add (F4) from the menu. You will be taken to the [import definitions details](#) for further editing.

6.2.2 Further reading

- [Import overview](#)
- [Start import \(go to\)](#)
- [Import definition details](#)
- [Import log \(go to\)](#)

More [1](#) [2](#) [3](#)

6.3 Import definition details

Import | [Import template](#) | [Link to details](#)

An [import definition](#), also known as import template or import template, describes the mappings between the fields in a user file and the fields as used in IDEP. You can define such an import definition yourself.

Add new import template Multi-flexibel

<p>Name of import template* <input type="text" value="Multi-flexibel"/></p> <p>Description <input type="text" value="Multi-inlezen voor willekeurige aang., stroom en p"/></p> <p>Type of import template* <input type="text" value="Lines - Multi PSI"/></p> <p>File type* <input type="text" value="Excel"/></p> <p>Rows to skip at start of import* <input type="text" value="1"/></p> <p>Commodity code* <input type="text" value="CN8 commodity code"/></p> <p>VAT Number <input type="text"/></p> <p>Period <input type="text"/></p> <p>Commodity Flow <input type="text" value="6 Arrival (ICV)"/></p> <p>Model <input type="text"/></p>	<p>Fields to be imported</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order</th> <th>Field name</th> <th>Length</th> </tr> </thead> <tbody> <tr><td>1</td><td>CN8 commodity code</td><td>8</td></tr> <tr><td>2</td><td>Administration number (optional)</td><td>14</td></tr> <tr><td>3</td><td>Country of consignment/destination</td><td>2</td></tr> <tr><td>4</td><td>Supplementary unit</td><td>10</td></tr> <tr><td>5</td><td>Mass</td><td>10</td></tr> <tr><td>6</td><td>Invoice value in euros</td><td>10</td></tr> <tr><td>7</td><td>Transaction</td><td>1</td></tr> <tr><td>8</td><td>Mode of transport</td><td>1</td></tr> </tbody> </table> <p>Select variables from this list to the list above</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order</th> <th>Field name</th> <th>Length</th> </tr> </thead> <tbody> <tr><td></td><td>Commodity Flow</td><td>1</td></tr> <tr><td></td><td>Currency code</td><td>3</td></tr> <tr><td></td><td>Invoice value - foreign currency</td><td>12</td></tr> <tr><td></td><td>Period</td><td>6</td></tr> <tr><td></td><td>Statistical procedure</td><td>2</td></tr> <tr><td></td><td>VAT Number</td><td>12</td></tr> </tbody> </table>	Order	Field name	Length	1	CN8 commodity code	8	2	Administration number (optional)	14	3	Country of consignment/destination	2	4	Supplementary unit	10	5	Mass	10	6	Invoice value in euros	10	7	Transaction	1	8	Mode of transport	1	Order	Field name	Length		Commodity Flow	1		Currency code	3		Invoice value - foreign currency	12		Period	6		Statistical procedure	2		VAT Number	12
Order	Field name	Length																																															
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6	Invoice value in euros	10																																															
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	Invoice value - foreign currency	12																																															
	Period	6																																															
	Statistical procedure	2																																															
	VAT Number	12																																															

In this screen you can edit the details of an import definition (except for a pre-defined import definition). As usual you will have to fill in the mandatory fields. In addition you must assign the correct order to the data fields as they are present in your import file. This is done in the right hand side of this screen by dragging and dropping the fields in the right order. For each field you can define the length if this is applicable (only for the fixed text file format).

6.3.1 The mapping of the data fields of the import definition

The panel *fields to be imported* shows the list of data fields that should be present in the import file. The presence, order and field length of *fields to be imported* is thus determined by the import file.

Use **drag and drop** to move fields around in the two panels.

- You can *drag* the required fields from the lower panel and drop them in the appropriate location in the upper panel
- You can *drop* a field between two fields
- The order will be automatically adjusted
- To manually adjust the order of fields you can drag and drop a field to another place but you can also directly type in a value in the order part of a field.
- The order may be discontinuous (may contain 'holes') and you can skip positions (ex. 1, 3, 5, 6, ...)
- You can adjust the field length by typing in a value in the length part of the field (only for fixed text file format)
- You can remove a field that you do not need by dragging it from the top panel to the bottom panel

6.3.2 Fields of the import definition itself

The fields in the left panel supply the additional details of the import definition. The presence, mandatory or optional status of some fields depends on the *fields to be imported* on the right hand side.

- **Name of import template**, unique name of the import definition
- **Description** of the import definition
- **Type of import template** declaration (record) import, Multiple flows/periods/declarantsimport or PSI commodity code import. This field can only be changed during the addition of an import definition. Later modification of this field is no longer possible (this is not the case of other fields). This field determines the data fields that are present in the list of used and unused fields on the right hand side of the screen.
- **File type** determines the type of the import file: Access, dBase, Excel or Text (ASCII)
- **Rows to skip at start of import** determines how many records or lines will be skipped at the beginning of the file (e.g. title row)
- **Text type** (only if file type is 'text' is) determines the separation style of a text file. If the text type is 'fixed' you must provide the length in the *fields to be imported*. If the text type is 'delimited' you must provide the used delimiter that is used as field separator. Choose the 'Tab' text type if you want to import a TAB-delimited file.
- **Delimiter** (only for 'delimited' 'text' type) is the delimiter that is used as field separator in the text file
- **Commodity code mode** (only for declaration record import and Multiple flows/periods/declarantsimport) determines the type of product code that is used in the import file. Use 'yes' for PSI commodity codes and 'no' for official CN8 codes. The PSI commodity codes must exist at the time of import.
- **PSI ID** (only for Multiple flows/periods/declarantsimport without ID in the used fields) is the PSI ID of the declarant for which the declarations will be created. The declaring party must be allowed to make declarations for this declarant (i.e. the declaring party is third-party declarant for this declarant).
If this field is not filled in the import definition it will be requested when the import with this definition is started.
- **Period** (only for Multiple flows/periods/declarantsimport without period in the used fields) is the period of the declarations that will be created.
If this field is not filled in the import definition it will be requested when the import with this definition is started.

- **Commodity flow** (only for Multiple flows/periods/declarantsimport without flow in the used fields) is the flow of the declarations that will be created. This flow must be enabled in the Your company information screen of the declarant in question.
If this field is not filled in the import definition it will be requested when the import with this definition is started.
- **Flow format** (only for Multiple flows/periods/declarantsimport with flow in the used fields) is a pattern in the form of *code-for-arrival/code-for-dispatch*. For ex. *I/E* (for import and export) or *6/7* for the CBS flows ICA en ICD as well as for all Extrastat flows. This format will be used to determine the correct flow of a line or record in the import file.

6.3.3 Further reading

- [Import overview](#)
- [Start import \(go to\)](#)
- [List of import definitions \(go to\)](#)
- [Import log \(go to\)](#)

More [1](#) [2](#) [3](#) [4](#)

6.4 Start import

Import | [Import](#)

From within this screen you can start import. In the screens where this is applicable the menu will show the import option (F19). This option will take you to this screen with the appropriate import mode (declaration records or PSI commodity codes) pre-selected.

6.4.1 Procedure for starting the import

1. Choose import mode (pre-selected in many cases):
 - [Declaration record import](#). This option is visible if an appropriate declaration is 'active' (this will be the declaration where you have invoked the import action)
 - [Multiple flows/periods/declarants import](#) for importing several declarations for several PSIs, flows and/or periods
 - [PSI commodity codes import](#)
2. Choose import definition. The field 'name' shows the possible import definitions that are applicable for the chosen import mode. Use the [coding aid](#) of this field to select an import definition. Import definitions with a grey background in this list are the pre-defined import templates; those with a white background are the self-defined import definitions.
3. Supply import file:
 1. Click on File name to open the file selection dialog
 2. Supply a file that resides on your system and confirm the file selection dialog
 3. Click on load file to upload this file from your system to the CBS-server
4. Supply any additional information; this is dependent on the chosen import definition:
 - PSI ID (only for Multiple flows/periods/declarantsimport)
 - Period (only for Multiple flows/periods/declarantsimport)
 - Flow (only for Multiple flows/periods/declarantsimport)
 - Table- or worksheet-name (only for MS Access or Excel); this field is optional. If it is not filled in the first table or worksheet of the import file will be used for importing
5. Click on Start import

[Illustrated examples](#) below.

Once you have filled in all mandatory fields and have started the import (see example of this below), you will be taken to the [import/sending status \(go to\)](#) screen where your import action will be carried out as a background task, If the task has completed you can go to the [import log \(go to\)](#) via the link of the task. In the import log you can consult the result of the import action (error messages, summary of the import, etc.).

Attention: If too many errors occurred during the import, the import action will be abandoned and no data will be stored. In this case you should correct the import file en retry the import again.

The example below shows the batch for the import action with the file *multi-flexibel.xlsx*.

 Id	File	Status	Action	Timestamp
6006	000049	Success	Send declaration	03-03-2015 14:43
6007	Inlezen 012015 Extra.txt (000051, Entrepotopslag (2-Extra), 201403)	Failure	Import one flow and period Send Record(s) in declaration	03-03-2015 14:45
6008	multi-flexibel.xlsx	Failure	Import multiple flows/periods/declarants	03-03-2015 14:46

Below you will find some examples for the different import types

6.4.2 Multiple flows/periods/declarants import

1. Choose import type:

Importing data

Multiple flows/periods/declarants

PSI commodity codes

2. Import definition chosen, now supply the import file:

Importing data

Multiple flows/periods/declarants

PSI commodity codes

Name of import template* [Details](#)

Multi-flexibel Excel - Multi-inlezen voor willekeurige aang., stroom en p ▼

[Select file](#) [Load file](#)

3. Import file has been supplied, now supply the extra import details:

Importing data

Multiple flows/periods/declarants
 PSI commodity codes

Name of import template*

Multi-flexibel	Excel - Multi-inlezen voor willekeurige aang
----------------	--

Path name*

Sheet name

PSI ID*

812483297B01	CBS
--------------	-----

Period*

201501	January 2015
--------	--------------

Commodity Flow*

6	Arrival (ICV)
---	---------------

[Help](#)

6.4.3 Declaration (record) import

For declaration import, a declaration must be 'active'. An 'active' declaration or declaration is the declaration which you are currently editing and from where you may have invoked the import action.

Importing data

Line (Declaration details 000052, Intrastat, 201501, Arrival (ICV))
 Multiple flows/periods/declarants
 PSI commodity codes

Name of import template*

--	--

6.4.4 PSI commodity codes import

Importing data

Line (Declaration details 000052, Intrastat, 2
 Multiple flows/periods/declarants
 PSI commodity codes

Name of import template*

PAR	Text (TAB)
-----	------------

6.4.5 Consult import definition

If you have chosen the import definition to use, you can consult it from within this screen (and change it if necessary). Click on the details button to the right of the import definition field. You will be taken to the [import definition details scherm](#). Upon leaving that page you will automatically declaration to this page.

Attention: The data you may have filled in this screen will be lost and you will have to fill it in again. Only the chosen import type and import definition will be remembered and restored upon returning in this screen.

6.4.6 Further reading

- [Import overzicht](#)
- [Import definition](#) details
- [Lijst van inleessjablonen](#) ([go to](#))
- [Import-logboek](#) ([go to](#))

[More ...](#)

6.5 Import log

Declarations | [View import-log](#) of via Tools | [Import/sending status](#)

The import log shows the results of an import action. The log consists of three parts:

1. **Task details:** name of the used [import definition](#), import file, type, etc.
2. **Summary:** PSI, declaration number, flow, number of errors, etc. of the imported declarations. If the import concerned PSI commodity codes the summary will show the number of imported records.
3. **Details:** details of the errors if they occurred: name and value of the field in error. Other error messages can be shown here (for ex. *too many errors occurred*). For most errors the log will show where in the import file the error occurred (line-, row- or record-number). If errors have occurred the complete import action is considered a failure. The end-result can be correct however (for ex. erroneous or empty lines have been skipped).

Links in the log allow you to go directly to the error location or to go directly to the import result (for ex. the newly created declaration). It is not possible to sort or search the import log (you can search with the browser's built-in search function).

View import-log (5950)

Import: voorbeeldbestand CBS.EMF Name: SRL Type of import format: Lines - Multi PSI
 Result: Success Start of import: 02-02-2015 15:59:51 End of import: 02-02-2015 15:59:57

[Try this import again](#)

Summary						
VAT Number	Return number	Statistical period	Flow	Number of items	Erroneous lines	First line is at position
812483297B01	000046	201403	Arrival(ICA)	438	0	1
812483297B01	000047	201403	Dispatch(ICD)	14.253	0	1
812483297B01	000048	201403	Export (7)	763	0	1
812483297B01	000049	201403	Exports from customs warehouses (1)	119	0	1
812483297B01	000050	201403	Import from customs warehouses (3)	770	0	1
812483297B01	000051	201403	Stocking in customs warehouses (2)	551	0	1

Details						
VAT Number	Return number	Item Number	Imp. Line	Field in error	Error Value	Declarant Ref. No.
812483297B01	000051		16.896	Line ignored	9899	

6.5.1 View import logs

You can reach the import log of the last import action via the main menu. The import logs of earlier import actions can be reached through their corresponding task records in the [import/sending status \(go to\)](#) list.

Locate the task of interest and click on its link.

6.5.2 Further reading

- [Import overview](#)
- [Start import \(go to\)](#)
- [Import definition](#) details
- [List of import definitions \(go to\)](#)

7 Default screens

[More ...](#)

7.1 Default screens

Tools | [Default screens](#)

You can save records with given fixed data which you can use during data entry with [coding aid](#). You can save a lot of time with default screens. Such models are often used for transactions that are regularly used.

7.1.1 Default screens list

In the list of default screens you can manage the so-called [default screens](#). The columns of this list shows a few of the possible fields. As in most lists the standard menu-options are available: add, delete, delete all and export.

Default screens : + Add new F4 X Delete Ctrl X X Delete All Export Shift F9						
You are here: Home > Tools > Default screens						CBS
<input type="text"/> <input type="button" value="Q"/> 5 items						
Select <input type="checkbox"/>	Model Name	Administration number (optional)	CN8 commodity code	Country of consignment/destination	Description	Correct
<input type="checkbox"/> <input type="button" value="X"/>	ARCONTIN		08051020	AR		<input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="button" value="X"/>	Crediet notas	CN #			Return of goods	<input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="button" value="X"/>	Entropotuitslaq_Chemie		39069020	DE	Extrastat stroom 3 default scherm	<input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="button" value="X"/>	Frituurpannen		85167920	BE	Belgische frituurpannen	<input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="button" value="X"/>	Rekening R2014-Q1	R2014-Q1234	64032000	AT	Alles van rekening 1ste kwartaal 2014	<input checked="" type="checkbox"/>

- The Export option is also available in the [downloads](#) page ([go to](#)) and allows exporting all your default screens to a TAB-separated text file.
- Attention: The option delete all deletes **all** default screens of this list and not just those that have been selected or are visible in the current page (in case of paging).
- The link of a default screen in the list takes you to the [detail scherm](#) of that default screen.

7.1.2 Create a default screen

Choose option add (F4) from the menu to create a new [default screen](#). You can also save an existing record as default screen. You can do this during adding, consulting or editing records. See also [save as default screen](#).

7.1.3 Use a default screen

During data entry you can choose and select [default screen](#) and the fields in the record will be automatically filled with the values of the default screen. To select a default screen use the option apply default screen (F10) in the menu of the record screen. See also [apply default screen](#).

[More ...](#)

7.2 Default screen

Tools | [Default screens](#) | [Link to details](#)

You can store screens with recurring data, these screens can be used during data entry using [coding aid](#). You can save a lot of time with default screens. Such models are often used for transactions that are used regularly.

You can reach the details of a default screen through a link in the [list of default screens](#) ([go to](#)). In this list default screens can be added, modified or deleted (via menu-option).

A part from all fields of a details record, the default screen also has a mandatory name field and an optional description field. The fields that also appear in a details record are all optional.

See the [details record](#) for a description of the individual fields.

- The menu-option clear clears the input on the whole screen
- The menu-option delete deletes the current default screen

The default screen cannot be stored as long as all mandatory fields are not filled in, or as long as the default screen contains errors.

7.2.1 Apply a default screen

To use a default screen during data entry, use the field Default screen (F10) in the top right hand corner of the record. See also [apply default screen](#).

8 PSI commodity codes

[More ...](#)

8.1 PSI commodity codes

Tools | [PSI commodity codes](#)

If you can determine which commodity codes are applicable on (part of) to your own product codes files, you can define your [own PSI commodity codes](#). These codes link your own product codes to the commodity codes that you have to report to the CBS.

The PSI commodity codes can be invoked and selected during data entry by using then [coding aid](#) (via F2 or dropdown arrow)

You can import your PSI commodity codes from IRIS: [start importing IRIS's PSI commodity codes](#). See also [From IRIS to IDEP](#).

8.1.1 List of PSI commodity codes

The list below shows seven PSI commodity code. Each code has a name (e.g. *aardbeien* (strawberries)), a CN8-code and a description. The description will be taken from the self-explanatory texts but can be changed by the user. The last column shows whether the code is still valid (it is not possible to add invalid codes but over the years the nomenclature mutates and codes are no longer valid; invalid CN8 codes must be corrected).

You are here: [Home](#) > [Tools](#) > [PSI commodity codes](#)

Select	PSI commodity code	CN8 commodity code	Goods description	Correct
<input type="checkbox"/>	Aardbeien	08101000	Lekkere aardbeien	✓
<input type="checkbox"/>	Cocaine	29399100	Cocaine, ecgonine, levometamfetamine, metamfetamine "INN", metamfetamine racemate, and salts, esters and other derivatives thereof	✓
<input type="checkbox"/>	PAARD	01012100	Paard (met koppen)	✓
<input type="checkbox"/>	PAARD	01012100	Pure-bred breeding horses	✗
<input type="checkbox"/>	Sinaasappelen	08051020	Fresh sweet oranges	✓
<input type="checkbox"/>	Trichloro-2-pyridylox	29333940	2-Butoxyethyl"3,5,6-trichloro-2-pyridyloxy"acetate	✓
<input type="checkbox"/>	Whisky (grote fles)	22083088	Whisky, in containers holding > 2 l (other than Bourbon whiskey and Scotch whiskey)	✓

In the list of PSI commodity code you can manage your own [commodity codes](#). As in most lists, in this list the standard options are available: add, delete, delete all, import and export.

- Import goes to the [import \(go to\)](#) screen where 'PSI commodity code mode' is pre-selected
- The Export option is also available on the [downloads \(go to\)](#) page and allows downloading all of your PSI commodity code into a text file (TAB-separated)
- Attention: The option delete all removes **all** PSI commodity codes from this list. Not just the records that have been selected or are visible on the current page (in case of paging)
- The link of a PSI commodity code in the list will take you to the [detail screen](#) of the record

[More ...](#)


8.2 PSI commodity code details

Tools | [PSI commodity codes](#) | [Link to details](#)

Via a link in the [list of PSI commodity codes \(go to\)](#) the details screen of a PSI commodity codes can be reached. In this screen you can add, modify or delete (via menu-option) a PSI commodity code.

PSI commodity codes Sinaasappelen

PSI commodity code*

CN8 commodity code*
 

Goods description

[Help](#)

8.2.1 Fields

- Mandatory **PSI commodity code**: own name or coding (or alias) of an official 8=digit CN8 commodity code. This name should be unique. Other PSI commodity code may not have the same value as used in this screen.
 - Mandatory **CN8 commodity code**: the official 8-digit CN8 commodity code. [Coding aid](#): click on the binoculars to start the CN8 browser to find and select a CN8 commodity code.
 - Optional **description**: when adding a new PSI commodity code, the description field will be pre-filled with the self-explanatory text of the CN8 commodity code. You can overwrite this description with your own description (as shown in the example).
- The button clear, clears the contents of the description field
 - The menu-option clear, clears the contents of all fields on the screen
 - The menu-option delete, deletes the active PSI commodity code record

The record cannot be saved as long as both mandatory fields are not correctly filled in.

8.2.2 Use PSI commodity code

To use a PSI commodity code during data entry you can use the [coding aid](#) of the *PSI commodity code* field the record screen. See also [Use PSI commodity code](#).

8.2.3 Coding aid

During the encoding of a CN8 code in the CN8 code field, the right hand part of the screens shows the possible codes that start with what has been typed in so far. This happens during the typing of the 2nd, 4th, 6th en 8th digit. You can click on the links that are shown for the 2-, 4-, 6- or 8-digit codes.

This option can be switched off by closing the list of possible codes (press the red x-button).



Once switched off, you will have to re-enable this option in the [options screen \(go to\)](#).

9 Declarants and providers

[More ...](#)

9.1 Your company information

Parties | [Your company information](#)

The Your company information screen consists of two parts:

- The upper panel with name, address and contact details of the PSI
- The lower panel contains flow selector and the contact details of the selected flows. Flows selected here are the flows (flows) for which the PSI can make declarations. For each of the flows you can supply separate contact details.
When a declaration is sent, the e-mail receipt will be sent to the contact person provided for the flow (if filled in).
If no flow is enabled you will get a warning message when the screen is saved. It will **not** be possible to create declarations.

In some cases (if the contact details have been modified or are missing) it is **mandatory** to first complete this screen before proceeding in the application. Any other function you might invoke will lead you back to this screen.

Your company information 812483297B01

Company name*

Street and number*

Post code*

City*

Country

Contact person*

E-mail address*

Telephone no.*

Select the commodity flows below which are applicable for your company.
 As you are a PSI you have received a letter from CBS specifying the reporting requirements.

Commodity flow	Contact person	Telephone no.	E-mail address
<input checked="" type="checkbox"/> Intrastat Arrival (6-ICV)	<input type="text" value="Mr. V. Wervingen"/>	<input type="text"/>	<input type="text" value="V.Wervingen@geen.cbs.nl"/>
<input checked="" type="checkbox"/> Intrastat Dispatch (7-ICL)	<input type="text"/>	<input type="text"/>	<input type="text" value="D.Patch@NoCbs.nl"/>
<input type="checkbox"/> Extrastat	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save and back](#) [Cancel](#) [Help](#)

9.1.1 Case of third-party declarant

In the case of a [third-party declarant](#) this screen can only be edited in a limited fashion:

- If the screens shows the details of one of the PSIs of the third-party declarant you will not be able to modify the name, address and contact details nor the selected flows (this information is 'property' of the original PSI). The flows are determined by the original PSI in the *additional providers* screen. See: [Authorise third-party declarant \(go to\)](#)

Your company information 812483297B02

Company name

Street and number

Post code

City

Country

Contact person

E-mail address

Telephone no.

Select the commodity flows below which are applicable for your company.
 As you are a PSI you have received a letter from CBS specifying the reporting requirements.

Commodity flow	Contact person	Telephone no.	E-mail address
<input checked="" type="checkbox"/> Intrastat Arrival (6-ICV)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Extrastat	<input type="text"/>	<input type="text"/>	<input type="text"/>

- It is not possible to choose flows if the active PSI is the third-party declarant himself and is not allowed to create declarations (international declarant or exempted declarant)

Your company information LU16016352

Company name*
 Revolux SaRL

Street and number* Post code* City* Country
 Rue de dinges LU1234 Letz

Contact person* E-mail address* Telephone no.*

Your company is not required to declare for the International Trade in Goods Survey, but you have been authorised by one or more PSIs to declare on their behalf. Select [the PSI](#) for which you wish to declare.

Save and back Cancel Help

[More ...](#)

9.2 Third-party declarants

Declarant | [Authorise third-party declarant](#)

The [Authorise third-party declarant](#) screen allows you to grant a third-party to create declarations for one or more flows. You can grant several third-party declarants (for ex. a different third-party declarants for each flow).

More information about [third-party declarants](#).

9.2.1 Grant third-party declarants

- Press the add third-declarants button

Authorise third-party declarant

Current PSI: 812483297B01

Third-party declarant*

Add third-party declarant

Save and back Cancel Help

- Fill in the field 'Corp.Reg.No third-party declarant' in (this may be a Dutch or foreign corporate id)
- Press the Lookup button

- Press the Add this one button, if the provider name corresponds to the desired third-party declarant

- Select the flows for which you would like to grant this third-party declarant. Optionally fill in the contact details.

Commodity flow	Contact person	E-mail address	Telephone no.
<input checked="" type="checkbox"/> Intrastat Arrival (6-ICV)	A. Rivak	A.Rival@Cbs.nl	
<input type="checkbox"/> Intrastat Dispatch (7-ICL)			
<input type="checkbox"/> Extrastat			

- Press the Save and back button to confirm the action

9.2.2 Remove third-party declarants

In the list with third-party declarants, select the third-party declarant you want to remove and click the Remove third-declarant button.

It is **not** necessary to press the Save and back button to confirm this action.

9.3 Change active PSI

Parties | [Change active PSI](#)

This screen allows the [third-party declarant](#) to select another *active PSI*. Changing the active PSI is only applicable to third-party declarants.

Click on the link of the PSI which you wish to work with. You will be taken to the list of declarations of this PSI.

This list shows, for each of your PSIs, for which flows you can declare. The active PSI is marked with a light blue background.

Change active PSI				
Current PSI: 812483297B01				
<input type="text"/>				3 items
VAT Number	Company name	Intrastat Arrival (ICV)	Intrastat Dispatch (ICL)	Extrastat
812483297B01	CBS	✓	✓	Exports from customs warehouses (1)
812483297B02	CBS test afdeling	✓		Exports from customs warehouses (1)
LU16016352	Revolux SaRL			

9.4 Third-party declarant

A *third-party declarant* is a Dutch or foreign company that sends the statistical reports to the CBS **on your behalf**. This may be an administrative or shipping agent. (However, in most cases, the information responsible ([declarants](#), [PSIs](#)) submits the reports himself and this is not applicable).

An information provider, or the CBS, can authorise another IDEP user to act as third-party declarant on his behalf. This action can be carried out in the [Authorise third-party declarant](#) (additional providers) screen ([go to](#)).

This authorisation also determines for which flows the third-party declarant can declare for the information responsible.

A user can be third-party declarant for several PSIs (information responsables). To make declarations for one of his PSIs, the third-party declarant should make this PSI the 'current' (or active) PSI (it is not possible to make declarations for several PSIs in the same context). On the other hand, as a third-party declarant, it is possible to **import** records for several PSIs from one and the same file.

The [change active PSI](#) ([go to](#)) screen allows the third-party declarant to select another active PSI.

10 CN8 Browser

More [top](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

10.1 CN8 browser

Tools | [CN8](#) or access through record details

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

To invoke the CN8 browser from within a record (or PSI commodity code) record, it is sufficient to click on the binoculars button of the commodity code field. If you click on the link of the desired CN8 code in the CN8 browser, this code will automatically be copied to the commodity code field of the record (or PSI commodity code) record and you will declaration to the record screen.

If the CN8 browser is invoked from within a record screen, the browser will jump to the nearest code (w.r.t. the code that is filled in commodity code field).

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

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

10.1.1 Overview

Screen elements

1. Keyword or CN8 code search
2. Self-explanatory (or Official) texts
3. Supplementary unit qualifier
4. Commodity code selection

Options in the menu

- **Change CN8 year:** displays the CN8 of the previous year (or this year if the CN8 of previous year is being shown)
- **Official / Self-explanatory texts:** toggles between Self-explanatory and Official text-mode
- **Hierarchical search** switches on or off the hierarchical search-mode

The screenshot shows the CN8 browser interface. At the top, there are three menu items: 'Change CN8 year to : 2013' (F11), 'Self-explanatory texts' (F7), and 'Hierarchical search' (F4). Below this, the breadcrumb 'You are here: Home > Tools > Combined Nomenclature CN8' is visible. A search field with a 'Search' button is present, with a red '1' next to it. Below the search field, there is a table with 14537 official texts. The table has columns for Hierarchy, CN code, Description, and Suppl. Unit Qual. Two rows are highlighted: the first row has a red '4' next to the Hierarchy column, a red '2' next to the Description column, and a red '3' next to the Suppl. Unit Qual. column. The second row has a red '3' next to the Suppl. Unit Qual. column.

Hierarchy	CN code	Description	Suppl. Unit Qual.
	8471.49.00	-- Other, presented in the form of systems	p/st
	8471.50.00	- Processing units other than those of subheading 847141 or 847149, whether or not containing in the same housing one or two of the following types of unit: storage units, input units, output units	p/st

10.1.2 Keyword or CN8 code search

Keyword search is based on **pre-defined** keywords. Type in a keyword in the search field. If the typed text matches the beginning of a number of pre-defined keywords, a suggestion box will show these. You can also select a keyword from the selection list. This list appears when clicking on the top-right arrow of the search field.

You can refine the search by adding several keywords. In the example below you can see how the combination of *juice* and *citrus* is used.

You can also type in a CN8 code (or the start thereof) in the search file. The CN8 browser will jump to the closest CN8 code.

Key-word / CN8 code

Keyword search is active. Another keyword search will combine the search with:

18 / 12206 Self-explanatory texts		
CN code	Description	Supp Q
2009 31	Single citrus fruit juice, unfermented, Brix value <= 20 at 20°C, whether or not containing added sugar or other sweetening matter (excl. containing spirit, mixtures, orange juice and grapefruit juice)	
2009 31 11	Single citrus fruit juice, unfermented, Brix value <= 20 at 20°C, value of > 30 € per 100 kg, containing added sugar (excl. containing spirit, mixtures, orange juice and grapefruit juice)	

- The button clear removes the used keyword combination and returns to the normal view. You can start a new search.
- The button go to positions the browser the search result

10.1.3 Hierarchical search

With the hierarchical search you can quickly find a CN8 code by restricting the search-space. To switch from hierarchical level, use the arrow left and arrow right buttons (circled in red in the example) in the first column.

For instance to find: *oranges*:

1. Switch the browser to hierarchical search-mode using the Hierarchical search menu-option
2. Click the arrow to the right at the first hierarchical level *SECTION II VEGETABLE PRODUCTS*
3. Click the arrow to the right for the next hierarchical level *CHAPTER 8 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS*
4. Click the arrow to the right to reach the next hierarchical level *0805 Citrus fruit, fresh or dried*
5. A click on the arrow to the right at *0805 10 - Oranges* shows the alternatives for oranges






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

10.1.4 Minimal hierarchy

The minimal hierarchy function is only available in the Official text-mode and shows the path, top to the top of the CN8, of the currently selected code. Click on the lines button (circled in red in the

example) to display the minimal hierarchy of a CN8 code. Click again on the lines button to declaration to the normal Official text-mode.

Below you can see the example of the minimal hierarchy of code 0805 01 02 (*oranges*).

		SECTION II VEGETABLE PRODUCTS
		CHAPTER 8 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS
	0805	Citrus fruit, fresh or dried
	0805 10	- Oranges
	<u>0805 10 20</u>	-- Sweet oranges, fresh

10.1.5 Official texts

In official texts mode the view displays the combined nomenclature texts of the official journal with its indents and short texts. Information from hierarchically higher levels is not repeated on the hierarchically lower levels. The minimum hierarchy is only available in this view. For example:

8470 21 00 - - Incorporating a printing device

10.1.6 Self-explanatory texts

In self-explanatory texts mode the browser displays the long texts of the combined nomenclature. Each text is a self-contained description of the CN8 code including the information from the hierarchically higher levels. For example:

8470 21 00 Electronic calculating machines incorporating a printing device, with mains connection (excl. data-processing machines of heading 8471)

10.1.7 Further reading

[PSI commodity codes](#) ([go to](#))

11 Printout

[More ...](#)

11.1 Print and Export Declaration

Declarations | [PSI declarations](#) Print/Export

You can print or export, to a text-file or PDF-file, the summary and the records of a declaration. Exporting downloads a file with TAB as separation character. You can for instance import this file into Excel for further processing (or printing). To export the declaration to a text-file, use the Export button.

To export the declaration to a PDF-file, use the Export to PDF button.

To print the declaration you use the browser's built-in print function. This is invoked by the Print button. The printout of a declaration, and export to PDF, is limited to 1000 records (a capacity-exceeded warning will be shown on the screen). For exporting there is no limit on the number of records. Thus, if you would like print a declaration with more than 1000 records, export it to a file which you can print out on your system.

Print Export Export as PDF Help

Value in foreign currency Totals By Reference

Record(s) in declaration
Capacity Exceeded (too many records) (14253 > 990)

Declaration number 000047

PSI ID 812483297B01
 Name CBS
 Commodity Flow Dispatch (ICL)
 Period 201403
 Invoice value € 1.497.957
 Total Supplementary unit 0
 Total net mass 441.762 Kg
 Number of items 14.253
 Totals CN/country *

Record Number	Administration number (optional)	Statistical procedure	Country of consignment/destination	Transaction	CN8 commodity code	Supplementary unit	Mass	Invoice value in euros
1	VKL1402594	02	FR	1	08109075		30	420
2	VKL1402594	02	FR	1	07081000		6	24

The view in which the records of the declaration are shown can be selected with the radio buttons:

- **Record(s) in declaration** (default, option available if declaration sent), shows a number of fields of the detailed records of the declaration
- **Aggregated info** (option available if declaration sent), shows the *totals by CN/country* records instead of detailed records. These records totalise the invoice value per country, transaction, statistical procedure, etc. (see [Totals by CN/country info](#))
- **Value in foreign currency**, shows the invoice value (optionally statistical value) in foreign currency if this is present in the record
- **Totals By Reference**

For declarations with many records, the change of view may take a while.

12 Import/sending status

[More ...](#)

12.1 Import/sending status

Tools | [Import/sending status](#)

The list of on-going jobs ([go to](#)) shows the list of so-called *tasks* or *import/sending status*. These are *tasks* that will be executed at some later time or have already been executed. A *task* is an action that will be carried out in an asynchronous fashion in the background and as soon as possible.

There are two kinds of tasks:

1. **Import**: the system processes an import file
2. **Send**: the system processes an 'send declaration' task

For each task or batch the list shows the following columns:

- The ID of the task (sequential number)
- The file [to be] imported or the sent declaration [to be] processed
- Status of the batch (awaiting execution, in progress, finished with success, finished with failure)
- Activity (type) of the batch (import or send declaration)
- Timestamp of the task
- Time of retry of the task if this is applicable


12.1.1 Declarations

Clicking on a link in the list goes to:

- The [import log \(go to\)](#) in the case of an import batch
- The list of declaration records in the case of an 'send declaration' batch

In the case of an import action in a declaration two buttons will be displayed in the *action* column

- **Send:** if the imported declaration does not contain any errors, it can be sent immediately after import
- **Record(s) in declaration:** go to the list of detailed records of the declaration

 Id	File	Status	Action	Timestamp
6006	000049	Success	Send declaration	03-03-2015 14:43
6007	Inlezen 012015 Extra.txt (000051, Entrepotopslag (2-Extra), 201403)	Failure	Import one flow and period Send Record(s) in declaration	03-03-2015 14:45
6008	multi-flexibel.xlsx	Failure	Import multiple flows/periods/declarants	03-03-2015 14:46
6010	000049	Success	Send declaration	03-03-2015 14:43

13 Downloads

13.1 Downloads

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

The following lists can be exported:

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

Each of the above files can be downloaded in three formats:

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

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

13.2 External files

On this page you can find a number of information-lists and code lists for downloading. More and similar information can also be found at the [CBS' code lists page](#).

In IDEP itself you can download the user-defined and IDEP-specific lists from [downloads \(downloads help\)](#).

13.2.1 Code lists

Currently not applicable.

14 Other functions

14.1 Change password

Tools | [Options](#) | Change password

To change your password ([go to](#)) you should supply your original password and fill in the new password and the password confirmation field. The password confirmation field is used to verify that you correctly typed in the new password (if this is not the case an error message will be displayed).

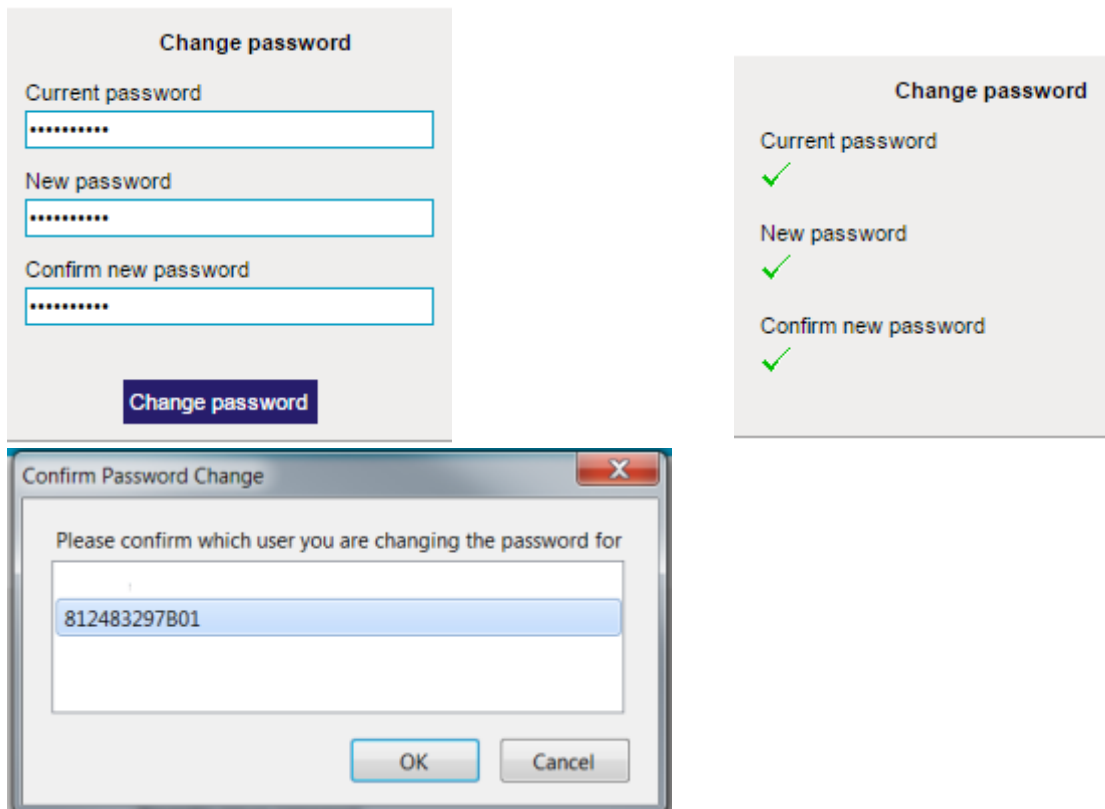
The new password ought to be different from the original password (if this is not the case an error message will be displayed).

You will a confirmation via e-mail (**without** the new password):

Your password has been updated - Email sent to

The password should contain at least 8 characters and should not contain spaces. Special signs (punctuation, accents, etc.) are not allowed (in case of error the message *Password should contain at least 8 characters (a - z, A - Z or 0 - 9)* will be displayed).

Attention: Depending on the browser you are using, it will propose to save the changed password in the browser (the password manager - [see example](#)). If you allow this the browser will automatically fill in the user name and password upon login. This could be a security issue if you share the browser with other users.



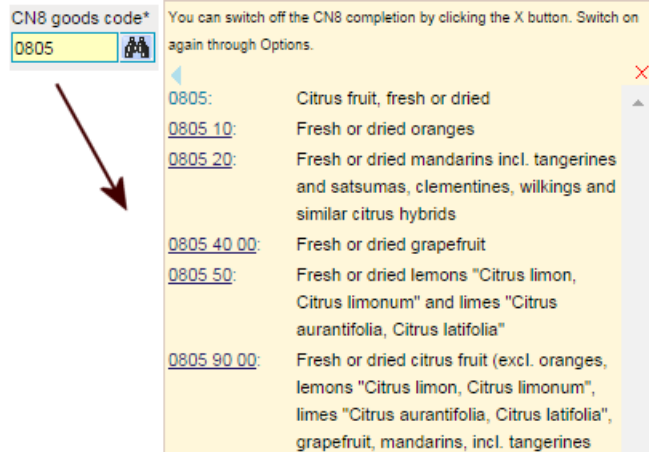
14.1.1 Options

Tools | [Options](#)

The following settings ([go to](#)) are available:

- **Number of records that will be shown in a list.** If there are more records that fit on a page IDEP will use *pagination* showing a number of records per page. Choose between 8 and 22 records per screen by selecting one of the radio buttons.
- **Show instructions.** If this option is enabled, instructions or tips may be shown at the top and/or bottom of some screen. At the bottom of the Options page an example of such a tip is shown.
- **Show help in a separate popup window.** If this option is enabled, the online help will be displayed in a separate browser window or browser tab. It can be practical to have the application and the online help side by side. Attention: if the help is displayed in a separate browser window, it is discouraged from going back to the application from this help window. This will result in multiple windows open on the application which may cause unexpected behaviour. It is therefore advisable to close the extra help window with the close button.
- **Show possible CN8 codes as you type.** If this option is enabled, while typing a CN8 code in the record details screen the matching CN8 codes are displayed. This option can be disabled in the

record details screen by closing the CN8 codes window (using red X button).



- Change password takes you to the [change password \(ga naar\)](#) screen.

[Meer ...](#)

On this page there is no 'save' or 'cancel' button. The settings are applied immediately and need not explicitly stored.

14.2 Exchange rates

Tools | [Exchange rates](#)

<u>Currency code</u>	<u>Exchange rate</u>	<u>Description</u>
BGN	0,511300	Bulgaria Leva
CZK	0,036300	Czech Republic Koruny
DKK	0,134300	Danish Krone
EUR	1,000000	Euro
GBP	1,269000	Pound Sterling
HRK	0,130700	Croatia, Kuna
HUF	0,003300	Hungary Forint
LTL	0,289600	Lithuania Litai
LVL	1,418700	Lats
PLN	0,238600	Poland Zlotych
RON	0,227200	Romanian Leu
SEK	0,109800	Swedish Krona
USD	0,788700	US Dollars

The exchange rates of currencies that can be used in IDEP will be shown in this list.

These exchange rates are kept up-to-date automatically using the [ECB Exchange rates](#). If you use a foreign currency in the declaration of a particular period, then the exchange rate that was valid in that period (1st of the month) will be used.

As opposed to in CBD-IRIS, in IDEP is **not possible to define your own exchange rates**; IDEP automatically supplies the exchange rates of the most commonly used currencies (e.g. those of the non-EURO EU-countries, USD, etc.). Should you require another currency, please [contact](#) the CBS.

[More ...](#)

14.2.1 Use currency in a record

In a details record you can fill in the (in general optional) currency code field (type in or choose from the list). In this case the (also optional) *Invoice value chosen-currency* field appears where you can type in the value in the foreign currency. The invoice value (in euro) will be computed automatically (using the most appropriate exchange rate).

Currency code

 Invoice value in euros*

After choosing the currency code SEK, the field *Invoice value SEK* appears

Currency code
 SEK Swedish Krona
 Invoice value - foreign currency

 Invoice value in euros*

15 Frequently asked questions and answers

15.1 Frequently asked questions (FAQ) and answers

15.1.1.1 Browser en working-environment

- Question 1: What browser should I use for IDEP?

Answer: Any common and fairly recent browser can be used for IDEP. Browsers such as Internet Explorer, Firefox, Chrome, Opera and Safari all support IDEP.

- Question 2: What size screen should I have to work with IDEP

Answer: A standard office screen (1000x800) should be sufficient. Larger screens are recommended.

- Question 3: Can I use IDEP on a tablet, phablet or smart-phone?

Answer: Yes, if you really want. On a tablet it is still workable but on a smart-phone it becomes cumbersome. If really necessary you can even try out IDEP on a smart-TV.

- Question 4: How can I download and install IDEP?

Answer: In the Netherlands, IDEP is an online web-application. There is nothing to download or install. IDEP runs in your browser (by the way, if you are reading this, IDEP is already running in your browser).

- Question 5: Can I use IDEP on Apple/Mac or Linux?

Answer: Yes. IDEP runs in the browser. Any common en fairly recent browser on these systems can cope with IDEP.

15.1.1.2 Usage

- Question 6: What are the differences between CBS-IRIS and IDEP?

Answer: This is described in the subject [from IRIS to IDEP](#).

- Question 7: Can I report for the previous year?

Answer: Yes, declarations for the previous year can still be reported in this version.

- Question 8: Can I report non-EU trade (external trade) with IDEP?

Answer: Yes, you should, however, an agreement with both Customs and CBS. In the main menu Declarant | Your company information you can tick the Extrastat checkbox. Do not forget to tick at least one of the Extrastat flows you wish to report for. [Your company information \(go to\)](#).

- Question 9: Can I import data in IDEP instead of entering it manually?

Answer: Yes. In the main menu, choose the option Actions | Import. You must have an ASCII, Excel, MS Access or dBase file that contains the data you want to import. Ask the vendor of the software you use to generate this file for the specifications of the layout of the file. Based on this layout you should define an import definition that maps the fields in the file on the fields used in IDEP. You can also use a pre-defined import definition (e.g. SRL). [Overview of the import function](#).

- Question 10: Can I send my data via upload?

Answer: No, this was required in CBS-IRIS but is not applicable to IDEP.

- Question 11: Why can't I define my own exchange rates

IDEP already supplies the [exchange rates \(ga naar\)](#) of the most commonly used currencies (for ex. the currencies of non-EURO EU-countries, USD, etc.). These exchange rates are kept up-to-date and have a monthly validity that is used in the declarations of the relevant

month.

Should you require another currency, please [contact](#) the CBS.

16 New

16.1 New?

16.1.1 Annual changes

Like every year, there are changes in various commodity codes. If you wish, you can download these changes from <http://www.cbs.nl/ihg>. The new codes are integrated in this version of IDEP. Moreover, during record entry, IDEP notifies you if a commodity code is no longer valid and one or more replacement codes are proposed as required.

16.1.2 New functions?

None.

17 Contact

17.1 Contact information

CBS Contact Centre can be reached by telephone for questions on International Trade in Goods on weekdays

(045) 5706627 from 10 to 12 and 14 to 16 o'clock.

You can also ask your question online by filling out the [web form](#)

18 Index

18.1 Index

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19 Glossary

19.1 Glossary

See also the [index with keywords](#) of the online help

[ABCDEFGHIJKLMNOPQRSTUVWXYZ](#)

Term	Description
A	
Administration number	Some reference that can be used to meet your needs (for ex invoice number) Free field
C	
Coding aid	Assistance for finding the appropriate code To be invoked via the F2 or dropdown arrow popup arrow or binoculars in the fields that support coding aid Function keys also provide assistance for coding aid
Commodity code	The 8-digit code of the Combined Nomenclature
Container	Shows whether or not the goods were transported by container There can be no container transport if you filled in codes 5 or 7 in the field mode of transport Is only asked in extra trade
Country customs declaration	The EU country where the customs declaration is filed or in case of a simplified procedure the EU-country where a license for this procedure is granted by the customs
Country of origin	The country where the goods were produced or created or substantially altered or processed This has to be filled in only for imports (extra trade) and for certain kinds of warehouse transactions in particular those where codes 2 3 or 6 were used in the field Flow
Currency code	You can enter the exchange rates of foreign currencies and use them during Data entry with the coding help In this way you can enter the invoice value in the foreign currency and calculate the invoice value in euros automatically The exchange rate has to be the value to the euro For instance if the value of the US dollar is 0 85 euro the exchange rate is 0 85
Customs regulation	Coding conform the first subdivision of division 37 of the single administrative customs document
D	
Declarant	The party making the declarations
E	
EU country	One of the 28 countries of the European Union
External trade	Trade with countries outside the EU

F

Function keys Keys that invoke a specific function For instance in list screens the key F4 will invoke the 'add' function See

I

ICA Intracommunautaire Arrival = Import

ICD Intracommunautaire Dispatch = Export

IDEP Intrastat Data Entry Package

Information responsible [PSI](#)

Intrastat Trade with countries inside the EU

Invoice value The amount rounded of in euros the seller charges the buyer There are different rules for the intra trade when the transaction codes 3 4 5 and 6 apply: in these cases you have to fill in the actual value of the goods For transaction code 5 this is the original value of the goods plus the processing or repair costs

M

Mass The net weight of goods in kilograms rounded up to the nearest kilogram Weights of less than 1 kilogram have to be rounded up to 1 The weight can only be 0 or negative value on credit notes

Mode of transport Transport mode

P

Partner country Country of origin or consignment

Preference code A 3-digit code used exclusively in extra trade imports and has to be filled in only when applicable (see Boekwerk Heffingen bij invoer deel II)

Provider Declaring party This can be a [PSI](#) or a [TPD](#)

PSI Provider of Statistical Information This is the [information responsible](#)

PSI commodity code If you can determine which commodity codes apply to (part of) your own article file you can create a file in which you link your own product codes or designations on the [goods codes](#) to be declared for the CBS During data entry these product codes can be selected using the [Coding aid](#)

S

Statistical procedure A specification of the flow of goods The most commonly used is code 00 (in ICA: Regular imports and in ICD: exports) If your enterprise is involved in transit trade or re-exports or if you have a license for extra trade you should always indicate these codes

	Statistics Netherlands has informed you of this This characteristic is not applicable for commodity flow 1 and 2
Statistical value	In imports from countries outside the EU: the value rounded up in euros of the goods when and where they arrive in the EU (including transport and insurance costs until the border of the country where the goods enter the EU) In exports to countries outside the EU: the value rounded up in euros of the goods when and where they leave Dutch territory Because transport and insurance costs are rarely specified into their domestic and their foreign transport costs the statistical value can be approached by using a formula converting the invoice value
Supplementary unit	Several commodity codes require a supplementary statistical unit besides weight such as pieces litres etc
T	
Third-party declarant	A declarant making declarations on behalf of a PSI
TPD	Third party declarant
Transaction	Code of transaction