Intrastat Text TAB – file format and upload

January 2023

This guide describes how to set up the Text TAB file format, and how to import the file into IDEP.web. Find more guides at www.dst.dk/intraidep-en

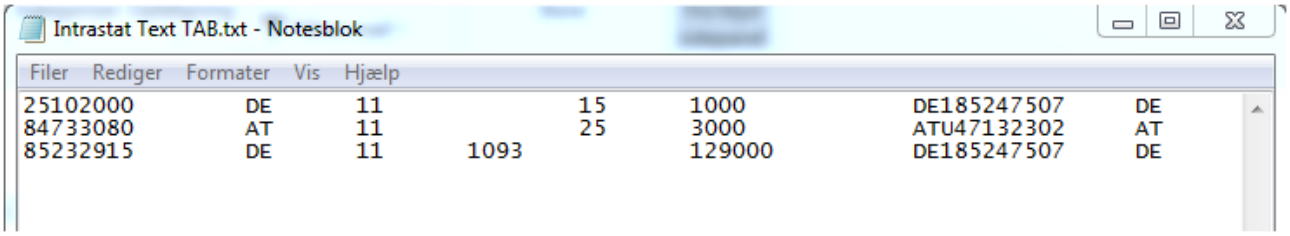
The file only contains information about the item number / item lines. Each item number/ item lines must contain a certain number of fields.

How to construct the file format:

ORDER	IDENTIFIER	COMPLETING	LENGTH
1	GOODS CODE(*)	The 8-digit goods code, see the CN8 nomenclature at www.dst.dk/varekoder-en.	8
2	PARTNER COUNTRY	See your partner's country code at www.dst.dk/intrastat-en. Country codes consist of two letters. The country code DK must not appear in the file.	3
3	NATURE OF TRANSACTION(*)	See transaction types at www.dst.dk/intrastat-en	2
4	SUPPLEMENTARY UNITS(*)	If the goods code requires it, add additional quantity. If the goods code does not require additional quantity, enter only zeros or spaces.	11
5	NET MASS(*)	Weight of the item in whole kg. Round up to at least 1 kg. If the goods code does not require weight, enter only zeros or spaces.	10
6	INVOICE VALUE	Invoice value in DKK.	11
7	REFERENCE NO.	The internal reference number of the item. If no number, enter zeroes or spaces.	30
8	PARTNER VAT.NO	Partner VAT number (reported for export only).	20
9	COUNTRY OF ORIGIN(*)	Country of origin (reported for export only).	3

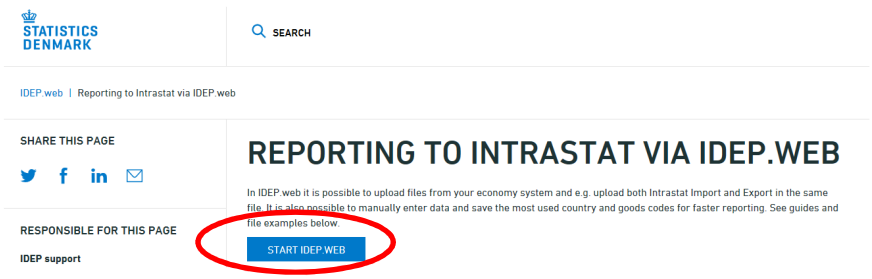
(*): For Group 2 – Export, this information is voluntary from February 2023.
New declarants in Group 2 - Export can omit the information from January 2023
Note that the file format **must** contain all fields (1-9). The order or length of the fields must **not** be changed. If the field is optional, it can be left blank.

The following is an example of the default format of a Text TAB file:



Start IDEP.web

Go to www.dst.dk/intraidep-en and click on **Start IDEP.web**. Log in with your NemID employee certificate.



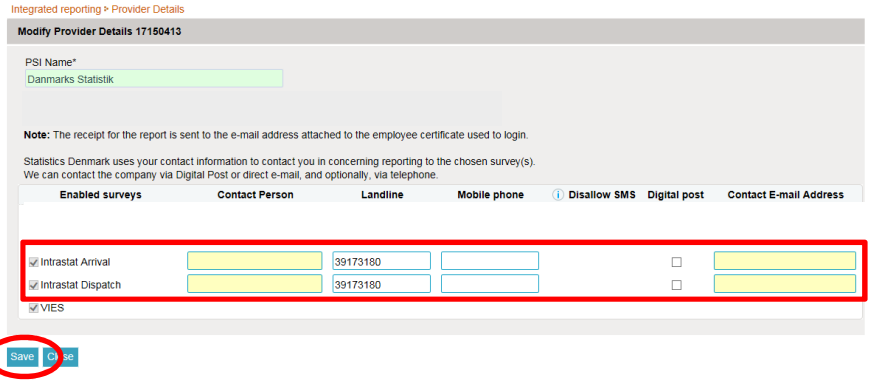
Modify Provider Details

The first time you log on IDEP.web, you need to fill out the required provider details information. All the yellow fields must be filled in. The fields may be pre-filled with information from Statistics Denmark. You can correct or update information.

If you wish to receive correspondance from Statistics Denmark via digital post, check **Digital post**.

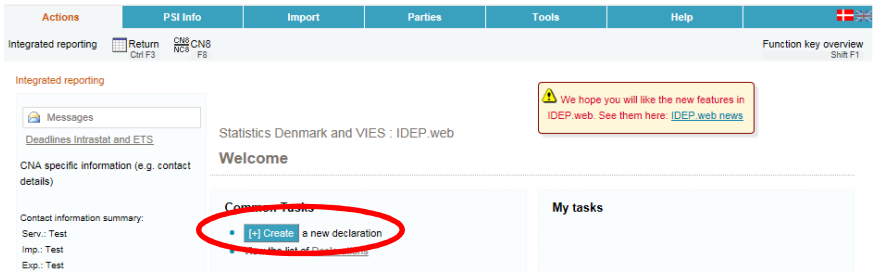
Note: At this time, it is not possible to receive an SMS reminder for Intrastat.

Click on **Save**, when you are finished.



Upload file

Click on **[+] Create a new declaration** on the start page.



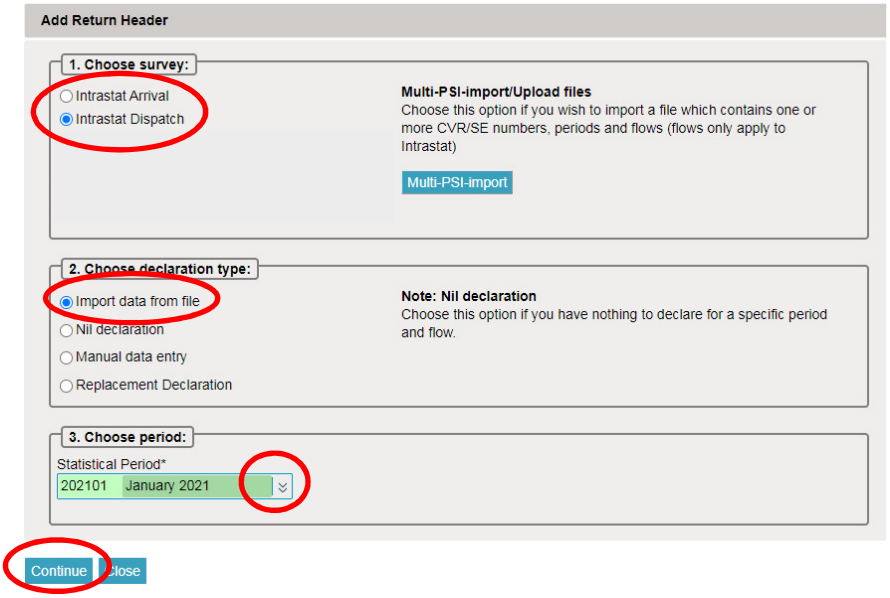
Add return Header

Choose survey – **Intrastat Arrival** or **Dispatch**.

Choose **Import data from file**.

Use the drop-down menu to choose the period.

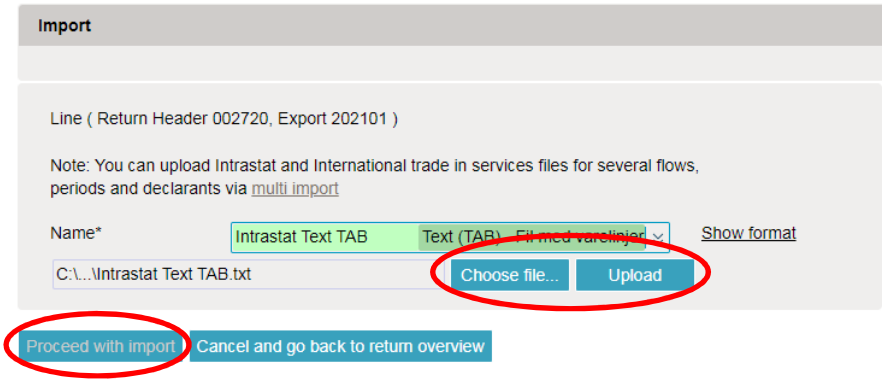
Click on **Continue**.



Use the drop-down menu to choose the import format **Intrastat Text TAB.**

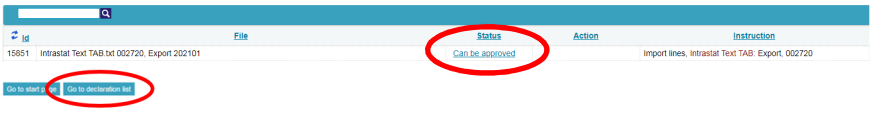
Click on **Choose file** to locate your file and on **Upload** to import it.

Click on **Proceed with import**.



The file will be uploaded to IDEP.web. If everything is ok, status will be **Can be approved**.

Click on **Go to declaration list**.



If Status is **Failure** – go to the section **Failure** in this guide.

Click on **Approve** to submit your declaration.

Submit declaration

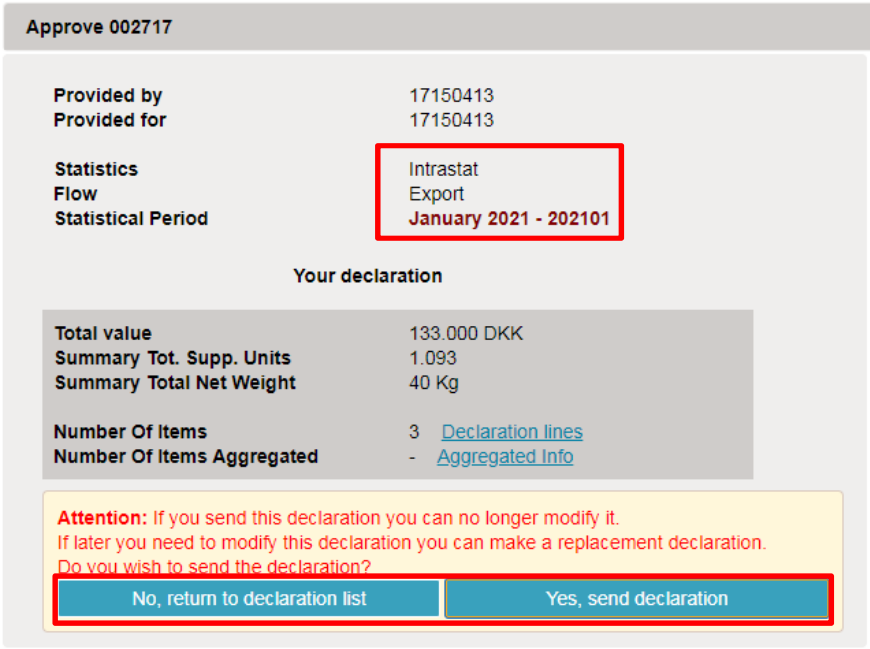
When you click on **Approve**, a summary of your declaration will be shown.

Please check that the declaration is for the correct flow (Import or Export) and statistical period.

If you are satisfied with the summary, click on **Yes, send declaration**. If not, click on **No, return to declaration list**.

Receipt

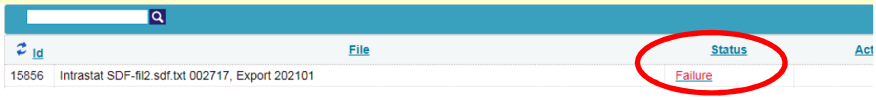
The declaration receipt will be sent to the e-mail address connected to your digital employee certificate.



Failure

If there is something wrong in the declaration, the status will be **Failure**.

Click on the word **Failure** to go to the import-log.



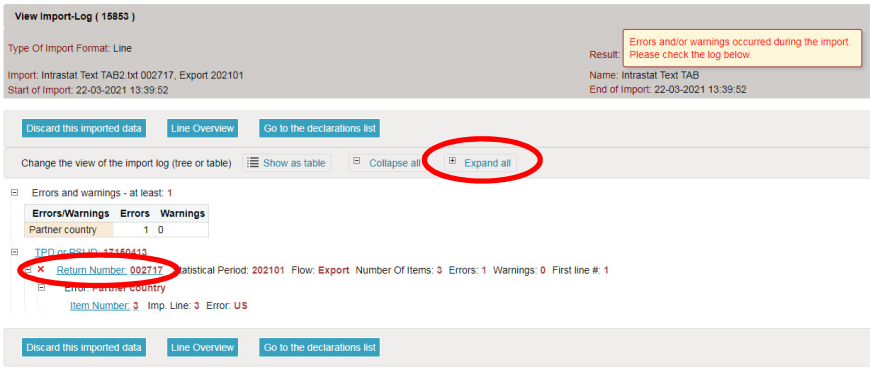
View Import-log

In the Import-log you can see the results of your import.

Click on **Expand all** to see details.

Click on the **Return Number** to open your declaration.

If the declaration contains warnings, please see the guide **Warnings in Intrastat IDEP** which can be downloaded from www.dst.dk/intraidep-en

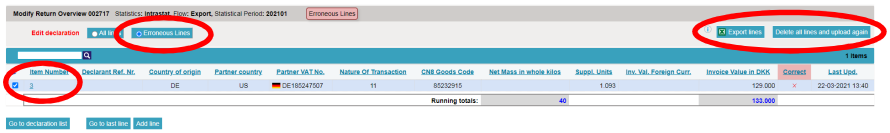


Click on **Erroneous Lines** to see a list of only lines with errors.

Click on the first item number to open the item post.

Use **Delete all lines and upload again**, if you want to upload a new file instead.

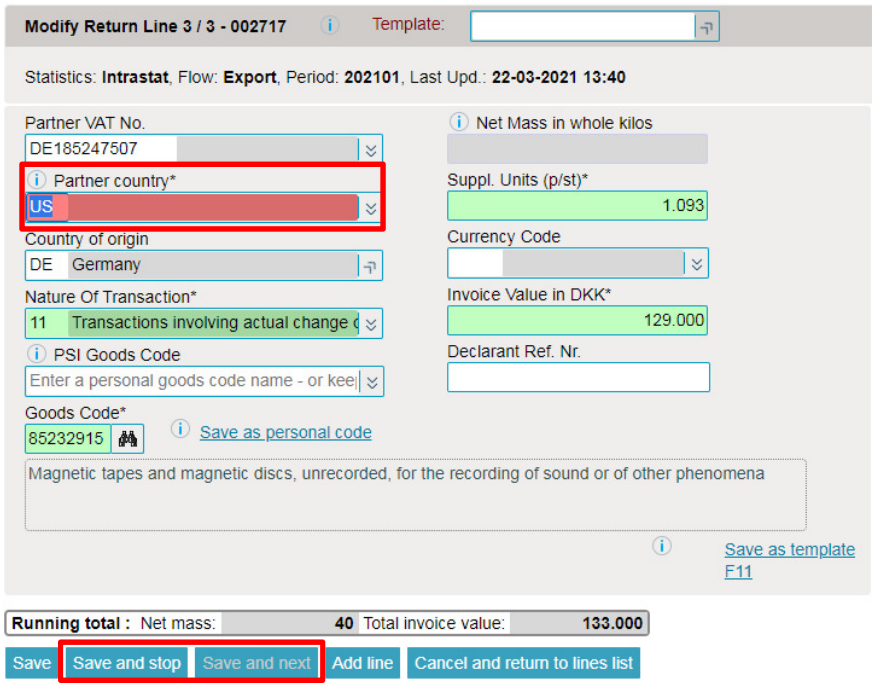
Click on **Export lines** to export your declaration to an Excel line file with a description of the errors. You can then correct this file and upload it again.



Red/yellow fields need to be corrected/filled out so they turn green. White fields are voluntary. If you wish to delete the post, choose **Delete** in the **Actions** menu.

Correct the item post and click on **Save and next** to go to the next erroneous line.

Click on **Save and stop** after the last correction.



Note: Remember to approve your declaration.

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