

Importing data; for one commodity flow and one period

This quick guide explains how to import data for one commodity flow and one period. It sets out the criteria for the data file to be imported and how to send the declaration.

It is also possible to import multiple periods/ commodity flows/declarants simultaneously. See the quick guide 'importing data for multiple commodity flows/periods/declarants'.

For whom?

If you have to enter a large number of records, the *import function* is more efficient: you can use the data from a data file, preferably an Excel file, rather than type them.

Data file

The *import function* requires your own data file, in which three aspects have to be checked:

1. Which data?

For a complete declaration, the following data are required.

Field	from IDEP	from import file, or	from default screen
VAT number (BTW-nummer)	X		
Period	X		
Goods flow	X		
Statistical system		X	X
Country of origin/destination		X	X
Transaction code		X	X
Transport mode		X	X
Goods code		X	X
weight or special measure		X	
Currency code (only if not EUR)		X	
Invoice value		X	

The above table shows which data are already known in IDEP. The remaining data can be imported from the file. This is the simplest and preferred option.

However, it is also possible to enter data as fixed values in the linked default screen. It is important that the file contains the correct data (valid commodity code, existing country code).

2. Format

Although various file formats can be used, we recommend Excel. If the Excel file is not imported correctly – for instance because another application generated it – please copy the contents into a new Excel sheet and import the latter sheet.

3. Lay-out

It is important to know the structure of your own file. You need to know in which column or position the data are located in the file.

Default screen

If certain data always have the same value, you can create a default screen for these data. For example, if the transport mode is always *road transport*, this needs to be imported only once in a default screen. These data then no longer need to be included in the import file.

To create a default screen, go to **Tools – Default screens +Add new**.

Give the default screen a name and if required a description.

Fill in one or more fields which have a fixed value. In this example we indicate that transport mode is always *road transport*.

Default screen

Default screen name* Description

Statistical procedure Currency code

Country of consignment/destination Administration number (optional)

Transaction

Mode of transport

3 Transport by road

CN8 commodity code

Save and back Cancel Help

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Click on **Save and back**

Import template

To import a data file, you need an import template. As long as the column structure of the import file remains the same, you can use the same import template. If the structure of the import file changes, the import template must be adjusted.

How to create an import template

In the menu **Importing data** go to **Import templates**. Select **+Add new**

You are here: [Start page](#) > [Importing data](#) > [Import templates](#) > Add new import template

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Creating a declaration by importing data: select whether you want to import data for one flow and period or for multiple flows/periods/declarants under 'Type of import template'. Depending on your selection a list of fields will appear. Check which fields are present in the file of your administration. You can drag these fields to 'Fields to be imported'. Click on the field and drag keeping the left-hand mouse button pressed. Then count in which position the field is in your file. If necessary adjust the position in 'Fields to be imported' by selecting and changing the number. You can set fixed values in a default screen.

Add new import template

Name of import template*
Exact template

Description

Type of import template*
One flow and period

File type*
Excel

Rows to skip at start of import*
1

Commodity code*
CN8 commodity code

Default screen

Fields to be imported

Order	Field name	Length

Select variables from this list to the list above

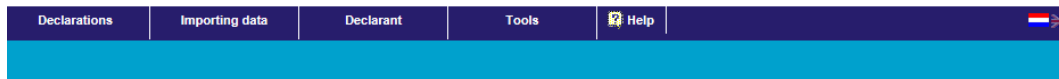
Order	Field name	Length
	Administration number (optional)	10
	CN8 commodity code	8
	Country of consignment/destination	2
	Currency code	3
	Invoice value - foreign currency	12
	Invoice value in euros	10
	Mass	10
	Mode of transport	1
	Statistical procedure	2
	Supplementary unit	10
	Transaction	1

Save and back Cancel Help

If you create an import template to import data for multiple flows/periods/declarants, you can choose how to fill the fields 'VAT number', 'Period', and 'Commodity flow'. You can import these fields: drag the fields to 'Fields to be imported'. If you do not want to import the fields, select the applicable option in the box.

Give the import template a distinct name, and if required a description, so that it is easy to retrieve. Then indicate the type of import template required. In this case select *One flow and period*, then select the format of the import file. Rows at the top of the file that do not contain data may be skipped. Example: If the top row contains the column name and the data are included from row 2 downwards, enter **1** for *Number of rows to be skipped from top*. For *Commodity code* choose between *GN8 commodity code* or your own *PSI commodity code*. To add data via a default screen, select the created default screen from *Default screen*. Depending on the format of the import file, you can decide how to define the fields to be imported.

Format import file is Excel (.XLSX or XLSM), Text with separators or tab:
If Excel or Text was chosen, an extra feature will now appear:



You are here: [Start page](#) > [Importing data](#) > [Import templates](#) > Add new import template

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Add new import template X

Name of import template*

Description

Type of import template*

File type*

Ignore empty rows and columns
 This switch does not apply to XLS files but only to XLSX files (it is the default behaviour for XLS files)

Format definition assistant

Rows to skip at start of import*

Commodity code*

Default screen

Fields to be imported

Order	Field name	Length

Select variables from this list to the list above

Order	Field name	Length
	Administration number (optional)	10
	CN8 commodity code	8
	Supplementary unit	10
	Container	1
	Country of consignment/destination	2
	Country of customs declaration	2
	Country of origin	2
	Currency code	3
	Customs regulation	4
	EU country of consignment/destination	2
	Internal mode of transport	1
	Invoice value - foreign currency	12
	Invoice value in euros	10
	Mass	10
	Mode of transport	1
	Preference code	3
	Statistical procedure	2
	Statistical value	10
	Statistical value - foreign currency	12
	Taric code	2
	Transaction	1

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

Then click on the blue button **Format definition assistant**

Click on **Select file**

and select the file to be imported, then click on **Load file**

As soon as the file has been loaded, the button **Start format definition assistant** will become available. Click on it.

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Add new import template X

Supply a delimited text file or an Excel XLSX or XLSM file (not XLS).
For Excel files you should also supply the worksheet.

Test 2016 een stroom.xlsx

Sheet1

Name of import template*

Description

Type of import template*

File type*

Ignore empty rows and columns
This switch does not apply to XLS files but only to XLSX files (it is the default behaviour for XLS files)

Rows to skip at start of import*

Commodity code*

Default screen

Fields to be imported

Order	Field name	Length
	Administration number (optional)	10
	CN8 commodity code	8
	Container	1
	Country of consignment/destination	2
	Country of customs declaration	2
	Country of origin	2
	Currency code	3
	Customs regulation	4
	EU country of consignment/destination	2
	Internal mode of transport	1
	Invoice value - foreign currency	12
	Invoice value in euros	10
	Mass	10
	Mode of transport	1
	Preference code	3
	Statistical procedure	2
	Statistical value	10
	Statistical value - foreign currency	12
	Supplementary unit	10
	Taric code	2
	Transaction	1

Select variables from this list to the list above

Order	Field name	Length
	Administration number (optional)	10
	CN8 commodity code	8
	Container	1
	Country of consignment/destination	2
	Country of customs declaration	2
	Country of origin	2
	Currency code	3
	Customs regulation	4
	EU country of consignment/destination	2
	Internal mode of transport	1
	Invoice value - foreign currency	12
	Invoice value in euros	10
	Mass	10
	Mode of transport	1
	Preference code	3
	Statistical procedure	2
	Statistical value	10
	Statistical value - foreign currency	12
	Supplementary unit	10
	Taric code	2
	Transaction	1

[Help](#)

In this example, a file with extension .XLSX was chosen. A screen will appear in which the content of the file can be seen by column. Indicate which values are listed in each column, then indicate by ticking the appropriate box from which row import should be starting. In this example, import starts from the second row.

Please select the proper IDEP field for each column
This mapping will be overtaken in the template you are creating

File name: Test 2016 een stroom.xlsx, Excel sheet name: Sheet1

Select first row that contains the actual data (skip possible header)

<input type="checkbox"/>	- choose field -	- choose field -	EU country of consi	Mode of transport	Transaction	CN8 commodity coi	Mass
<input type="checkbox"/>	Periode	Goederenstroom	Land Oorsprong/Bestemming	Vervoerswijze	Transactie	Goederencode	Gewicht
<input checked="" type="checkbox"/>	201512	6	GR	3	1	29335995	84
<input type="checkbox"/>	201512	6	GR	3	1	49019900	96
<input type="checkbox"/>	201512	6	GR	3	1	29335995	6,45
<input type="checkbox"/>	201512	6	GR	3	1	29335995	10,35
<input type="checkbox"/>	201512	6	FR	3	1	70051030	4500
<input type="checkbox"/>	201512	6	FR	3	1	29335995	9
<input type="checkbox"/>	201512	6	FR	3	1	94043000	1000
<input type="checkbox"/>	201512	6	IE	3	1	29214900	10
<input type="checkbox"/>	201512	6	IE	3	1	29214900	150
<input type="checkbox"/>	201512	6	ES	3	1	29225000	160
<input type="checkbox"/>	201512	6	ES	3	1	84159000	780
<input type="checkbox"/>	201512	6	ES	3	1	29225000	240
<input type="checkbox"/>	201512	6	ES	3	1	29225000	9,5
<input type="checkbox"/>	201512	6	ES	3	1	70051030	2815
<input type="checkbox"/>	201512	6	ES	3	1	94016900	16
<input type="checkbox"/>	201512	6	FI	3	1	29221985	105
<input type="checkbox"/>	201512	6	FI	3	1	29221985	12,3

[Help](#)

Next, click on **Save**.

You will return to the screen 'Add template'. On the right hand side you will see the fields as marked during defining of the fields to be imported.

Statistics Netherlands | IDEP: International Trade in Goods declarations | Log off | 812483297B01 | CENTRAAL BUREAU VOOR DE STATISTIEK

Declarations | Importing data | Declarant | Tools | Help

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Add new import template X

Name of import template*

Description

Type of import template*

File type*

Ignore empty rows and columns
This switch does not apply to XLS files but only to XLSX files (it is the default behaviour for XLS files)

[Format definition assistant](#)

Rows to skip at start of import*

Commodity code*

Default screen

Fields to be imported

Order	Field name	Length
3	EU country of consignment/destination	2
4	Mode of transport	1
5	Transaction	1
6	CN8 commodity code	8
7	Mass	10

Select variables from this list to the list above

Order	Field name	Length
	Administration number (optional)	10
	Container	1
	Country of consignment/destination	2
	Country of customs declaration	2
	Country of origin	2
	Currency code	3
	Customs regulation	4
	Internal mode of transport	1
	Invoice value - foreign currency	12
	Invoice value in euros	10
	Preference code	3
	Statistical procedure	2
	Statistical value	10
	Statistical value - foreign currency	12
	Supplementary unit	10
	Taric code	2

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

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When the template is finished, go to **Save and back**.

Format import file is Excel (.XLS), Access, dBase, Tekst vast:

Drag the fields you wish to import from *Fields not to be imported* to *Fields to be imported*. Then indicate the column number in which the field values are found. Click on the number and change it if required.

Importing

In the menu go to **Declarations +Add new** and at **step 1** select Import declaration (one flow and period). At **Step 2** select *one of the commodity flows*. At **Step 3** select the correct period and click on **OK**.



Declarations | Importing data | Declarant | Tools | Help

You are here: [Start page](#) > [Declaration](#) > Add new

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IDEP creates a separate declaration for each flow and period. It is not possible to select multiple flows and/or periods in the case of manual data entry. You can import data for multiple flows and/or periods (for one or more PSI's). IDEP will then create a separate declaration for each PSI and each flow and each period.

Declaration details

Step 1: Which type of declaration do you wish to add?
To import data you must first create an [import template](#).

Manual declaration
 Import declaration: one flow and period
 Import declaration: multiple flows/periods/declarants

Step 2: 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 have had no transactions for the selected flow in a certain period, select 'nil declaration'. At step 3 you can indicate the period concerned.



Intrastat Arrival (6-ICV)
 Intrastat Dispatch (7-ICL)

Step 3: Select the period for which you want to create a declaration.

Period*
201601 January 2016


OK Cancel Help

Select the import template you have just created and click on **Select file**. Browse to the location of the file to be imported and select the file. The file to be imported is now visible in this field. Click on **Load file** If there is more than one sheet tab in the file, fill in the correct worksheet name. To import the data, go to **Start import**. The data will subsequently be imported.

Declarations | Importing data | Declarant | Tools |  Help 

Importing data : Import templates


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 An import template is required to import data.

Importing data

One flow and period (Declaration details 000060, Intrastat, 201504, Arrival (ICV))
 Multiple flows/periods/declarants
 PSI commodity codes

Name of import template* [Details](#)

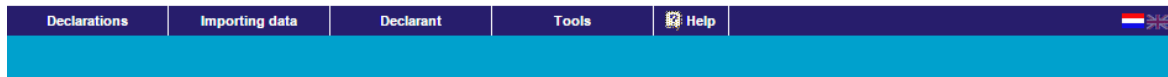
Sjabloon Exact Excel 

test excel import.xlsx [Select file](#) [Load file](#)

[Start import](#) [Cancel and go back to record\(s\) in declaration](#) [Help](#)



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During the import process the *Import/sending status* will be shown on screen. A summary is given in the *Import log*.




You are here: [Start page](#) > Tools > Import/sending status

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<input type="text"/>  2 items					
 Id	File	Status	Action	Timestamp	Next date
1167	Proef Intrastat.xls	Success	Import multiple flows/periods/declarants	13-04-2015 15:40	
1168	Proef Intrastat.xls (000061, Intrastat, 201504, Arrival (ICV))	Success	Import one flow and period Send Record(s) in declaration	13-04-2015 18:52	

[Close](#) [Go to declaration overview](#) [Help](#)

 If there are pending jobs the page will refresh itself regularly. Simply clicking here, you can [refresh now](#).

Correcting errors

The complete import must be correct, otherwise the declarations cannot be sent. You can correct errors via the *Declaration overview*. Open the declaration by clicking on Declaration number and selecting *Erroneous records*.

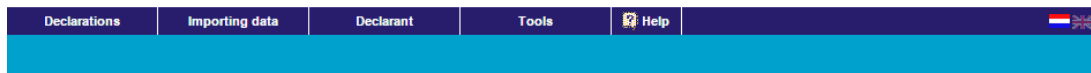


Errors in the declaration can be corrected in two ways:

- Open and correct the erroneous records (by clicking on the Record number), or
- Delete the declaration, correct the data file and/or import template, and re-import.
Note: if more than 100 erroneous imports are found, IDEP will interrupt the process and nothing will be imported.

Sending the declaration

When the declaration is complete, you can send it. Select the declaration you want to send and click on [Send](#).



You are here: [Start page](#) > [Declaration](#) > Send

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Send 000042	
PSI ID	812483297B24
Declaration	Intrastat declaration
Commodity Flow	Dispatch (ICL)
Period	201401
Invoice value	€ 814
Total Supplementary unit	2
Total net mass	4 Kg
Number of records	4 Records
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 »](#)

[Help](#)

Here, you have one last chance to check the declaration.

If you want to send click on [Yes, send the declaration](#)

You can print it or save it for your own reference. You will also receive confirmation via the email address you have provided.

Declaration overview

You will see in the declaration overview that the declaration has been sent.

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Declaration : [+ Add new](#) F4 | [X Delete](#) Ctrl X | [Send all](#) | [Declaration details](#) F11 | [Print/Export](#) Ctrl Alt P

You are here: [Start page](#) > Declaration

CBS

No Filter | [Intrastat Arrival \(6-ICV\)](#) | [Intrastat Dispatch \(7-ICL\)](#) | [Not yet sent](#)

56 items

Select	Declaration number	Declaration	Type	Commodity Flow	Period	Invoice value	Number of records	Correct	Sent	Date sent
<input type="checkbox"/>	000019	Intrastat	Normal	Arrival (ICV)	201312	0	0	✗		
<input type="checkbox"/>	000020	Intrastat	Normal	Arrival (ICV)	201311	0	0	✗		
<input type="checkbox"/>	000021	Intrastat	Normal	Arrival (ICV)	201310	0	0	✗		
<input checked="" type="checkbox"/>	000022	Intrastat	Normal	Dispatch (ICL)	201405	352.711	149	✓	✓	14-01-2015
<input type="checkbox"/>	000023	Intrastat	Normal	Dispatch (ICL)	201402	427.277	77	✓	Send	
<input type="checkbox"/>	000024	Intrastat	Normal	Dispatch (ICL)	201308	124.033.991	91	✓	Send	
<input type="checkbox"/>	000025	Intrastat	Normal	Arrival (ICV)	201408	11.111	1	✓	Send	
<input type="checkbox"/>	000026	Intrastat	Normal	Arrival (ICV)	201512	814	4	✓	Send	

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[Go to start page](#) | [Help](#)

Select a declaration from the list and then choose an action or click on the declaration number to view the records in the declaration.

Further information

See our other quick guides

- Logging in and settings
- Manual data entry
- Third-party declarants: authorisation and reporting

For more detailed instructions and further information go to www.cbsvooruwbedrijf.nl/igt