

## Manual data entry

*This quick guide explains how to enter your data and send your declaration manually.*

### For who?

*Manual data entry* is intended for companies with a limited number of records in each declaration. Companies with large numbers of records in each declaration are advised to use the *import function* as importing data works much faster and more efficiently.

### Starting

From the menu on the dark blue bar you go via [Declarations](#) to [+Add new](#) on the bar below it. You will find texts with instructions on almost every screen to give you extra help while using IDEP.

It is not possible to declare multiple flows or time periods in a single declaration.  
You will see a screen with three steps:

#### Step 1

Step 1 is to indicate how you want to make your declaration. In this case you opt for *Manual declaration*.

#### Step 2

Step 2 is to indicate for which flow you want to make your declaration.

The options depend on the flows you indicated when you first logged in. If the flows are shown incorrectly you can change them here. For this go to the menu and [Declarant – Your company information and reporting requirements](#) and click on the correct commodity flow or flows.

#### Step 3

Step 3 is to indicate to which period the data you are going to enter refer.

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

CBS

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)  
 Nil-declaration

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

Period\*

[Help](#)

## Finishing the declaration details

Now that all declaration details are known, please go to .

## Record

Now you get an empty record in which you can fill in your data.

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

CBS

Record details 1 - 000059 Default screen:

Declaration: Intrastat, Commodity Flow: Arrival (ICV), Period: 201502

Statistical procedure*	Mass*
<input type="text"/>	<input type="text"/>
Country of consignment*	Currency code
<input type="text"/>	<input type="text"/>
Transaction*	Invoice value in euros*
<input type="text"/>	<input type="text"/>
Mode of transport*	Administration number (optional)
<input type="text"/>	<input type="text"/>
CN8 commodity code*	
<input type="text"/>	

[Help](#)

The fields marked with \* are mandatory.  
 saves the current record and creates a new empty record.  
 saves the current record and returns to the record overview.  
 does not save the record and returns directly to the record overview.

## Fields

There are yellow fields marked with an asterisk. These you have to fill in. All white fields are optional, they may be handy for your administration for instance. One exception is the field 'currency code'. If the invoice is not in euros you have to use this field to indicate which currency was used.

## Data entry

Start at the top left with Statistical system (select one of the options shown), country of origin, the transaction code, transport mode, commodity code, mass or supplementary unit, currency code, invoice value and finally, optionally for your own administration, an administration number. In the fields without the selector arrows you have to type in figures. One fully filled in screen is one record.

## Default screen

If you have to supply similar data records regularly, where the fields always have the same contents, it would be handy to save this record (without mass or supplementary unit and values) in a *default screen*. For this please click on [Save as default screen](#) in the top right-hand corner.

Give the *default screen* a clear name and description, so you can retrieve it easily the next time.

Another way to create default screens is by using the option [Tools](#) - [Default screens](#) - [+Add new](#)



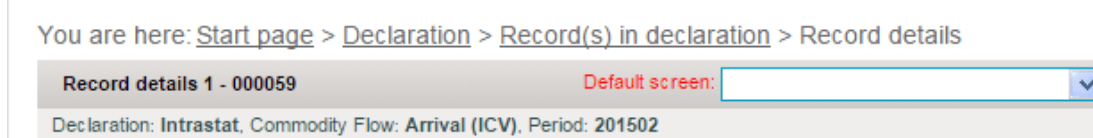
Default screens can also be used for importing fixed values (see quick guide, reading in data).

## Saving

Once you have entered the first record, you can save it by clicking [Save and continue](#).

## New record

Now you can continue right away by entering a new record, perhaps making use of a previously created *default screen* and add the missing values.



## Last record

When you entered all data in the records, please click on [Save and back](#). Now you will see an overview of all records. Here you can check your records and correct them if needed.

Click on [Go to declaration overview](#).

## Declaration overview

Declarations		Importing data		Declarant		Tools		Help		NL	
Declaration : <a href="#">Add new</a> <a href="#">Delete</a> <a href="#">Send all</a> <a href="#">Declaration details</a> <a href="#">Print/Export</a>											
You are here: <a href="#">Start page</a> > Declaration <span style="float: right;">CBS</span>											
No Filter <span style="float: right;">57 items</span>											
Select	Declaration number	Declaration	Type	Commodity Flow	Period	Invoice value	Number of records	Correct	Sent	Date sent	
<input type="checkbox"/>	000001	Intrastat	Normal	Arrival (ICV)	201411	204	2	✓	✓	27-11-2014	
<input type="checkbox"/>	000002	Intrastat	Normal	Arrival (ICV)	201409	4.686.855	15	✓	Send		
<input type="checkbox"/>	000003	Intrastat	Normal	Arrival (ICV)	201408	4.686.855	15	✓	Send		
<input type="checkbox"/>	000004	Intrastat	Normal	Arrival (ICV)	201407	4.686.855	15	✗			
<input type="checkbox"/>	000005	Intrastat	Normal	Arrival (ICV)	201402	312.450	1	✓	Send		
<input type="checkbox"/>	000006	Intrastat	Normal	Arrival (ICV)	201401	2.812.095	9	✓	Send		
<input type="checkbox"/>	000007	Intrastat	Normal	Dispatch (ICL)	201401	1.563.938	13	✗			
<input type="checkbox"/>	000008	Intrastat	Normal	Arrival (ICV)	201407	0	13	✗			
Previous 1 2 3 4 5 ... 7 8 Next											

[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.

In the second column, Declaration number, you will see all declarations. By clicking on a number, you will get detailed information of all the records in this declaration. When applicable you can see at a glance which records still contain errors (✗ in column Correct). By clicking on the record number in the second column, you can see the error and correct it there. You can only transmit the declaration when all errors are corrected (✓ in the Correct column).

### Send declaration

When the declaration is complete, you can send it. Select the declaration you want to send and click on [Send](#). 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 for your own reference or save it as a PDF. You will also receive confirmation via the email address you have supplied to us.

### Declaration overview

Now you can see in the declaration overview that the declaration has been sent (✓ in Sent column). You have now completed one declaration for one flow for one period. If you need to declare another flow or period, please go through the same process again.

### Importing data files

Do you have large numbers of records in each declaration? Then we advise you to use the *import function* as importing data may work more efficiently.

### Further information

See our other quick guides on:

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

For more detailed instructions and further information go to [www.cbsvooruwbedrijf.nl/igt](http://www.cbsvooruwbedrijf.nl/igt)