

Importing data; for multiple commodity flows/periods/declarants

This quick guide explains how to import data for multiple commodity flows/periods/declarants in on operation. This means that multiple declarations (separate declarations for each flow, each period, each declarant) are generated in one single import operation. It sets out the criteria for the data file to be imported and how to send the data.

It is also possible to import one commodity flow and one period simultaneously. See the quick guide 'importing data for one commodity flow and one period'.

For who?

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 import file,	or from template,	or from default screen
VAT number (BTW-nummer)	X	X	
Period	X	X	
Goods flow	X	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 can be imported from the file. Where applicable, data can be included as fixed values in the import template and/or the related default screen.

It is important that the file contains the correct data (valid goods 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 *Transport by road*.

The screenshot shows the 'Default screen' configuration page in the IDEP web application. The page header includes the logo of the 'Centraal Bureau voor de Statistiek' and the text 'IDEP: International Trade in Goods declarations'. The navigation menu includes 'Declarations', 'Importing data', 'Declarant', 'Tools', and 'Help'. The 'Default screen' section contains the following fields:

- Default screen name* (text input)
- Description (text input)
- Statistical procedure (dropdown menu)
- Currency code (dropdown menu)
- Country of consignment/destination (dropdown menu)
- Administration number (optional) (text input)
- Transaction (dropdown menu)
- Mode of transport (dropdown menu, set to '3 Transport by road')
- CN8 commodity code (text input)

At the bottom of the form, there are three buttons: 'Save and back', 'Cancel', and 'Help'. The 'Save and back' button is highlighted in blue.

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 CBS

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*

Description

Type of import template*

File type*

Rows to skip at start of import*

Commodity code*

VAT Number

Period

Commodity Flow

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
	Commodity Flow	1
	Country of consignment/destination	2
	Currency code	3
	Invoice value - foreign currency	12
	Invoice value in euros	10
	Mass	10
	Mode of transport	1
	Period	6
	Statistical procedure	2
	Supplementary unit	10
	Transaction	1
	VAT Number	12

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. Indicate the type of import template required. In this case select *Multiple commodity flows/ periods/declarants*, 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 names and the data are included from row 2 downwards, enter **1** for *Number of rows to be skipped from top*

For *Commodity code* select *GN8 commodity code* or your own *PSI commodity code*. Continue with the fields VAT number, Period and Commodity flow. If these data are present in the file, they will be imported. If this is not the case, you will need to enter the data yourself and remember next time to check whether the data are still applicable. You are therefore advised to include the data in the file. The VAT number should not include the letters NL.

To add data via a default screen, select the created default screen from *Default screen*.

Depending on the format of the import file, you must decide how to define the fields to be imported.

Format of file Excel (.xlsx or xlsxm) or Text file with separator or tab

When using a file in Excel or Text format, an additional function will appear on the screen:

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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*
Test

Description

Type of import template*
Multiple flows/periods/declarants

File type*
Excel

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

Format definition assistant

Rows to skip at start of import*
0

Commodity code*
CN8 commodity code

VAT Number

Period

Commodity Flow

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
	Commodity Flow	1
	Country of consignment/destination	2
	Currency code	3
	Invoice value - foreign currency	12
	Invoice value in euros	10
	Mass	10
	Mode of transport	1
	Period	6
	Statistical procedure	2
	Supplementary unit	10
	Transaction	1
	VAT Number	12

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.

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

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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

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

Select file Load file Cancel

Name of import template*
Test

Description

Type of import template*
Multiple flows/periods/declarants

File type*
Excel

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

Format definition assistant

Rows to skip at start of import*
0

Commodity code*
CN8 commodity code

VAT Number

Period

Commodity Flow

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
	Commodity Flow	1
	Country of consignment/destination	2
	Currency code	3
	Invoice value - foreign currency	12
	Invoice value in euros	10
	Mass	10
	Mode of transport	1
	Period	6
	Statistical procedure	2
	Supplementary unit	10
	Transaction	1
	VAT Number	12

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.

Click on **Select file** and select the file to be imported. Then click on **Load file**. As soon as loading has been completed, the button **Start format definition assistant** becomes available. Click on it.

In this example, a file with extension .XLSX was selected.

A screen will appear showing contents of this file per column. For each column, indicate the values shown in the column. Then select the point from which data have to be imported by ticking the line number. In the following example, line 2 was ticked:

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

File name: Test 2016 meerdere stromen.xlsx , Excel sheet name: Sheet1

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

	Period	Commodity Flow	Country of consign	Mode of transport	Transaction	CN8 commodity co	Mass
<input type="checkbox"/>	Periode	Goederenstroom	Land Oorsprong/Bestemming	Vervoerswijze	Transactie	Goederencode	Gewicht
<input checked="" type="checkbox"/>	201512	7	GR	3	1	29335995	84
<input type="checkbox"/>	201512	7	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	7	FR	3	1	70051030	4500
<input type="checkbox"/>	201512	7	FR	3	1	29335995	9
<input type="checkbox"/>	201512	6	FR	3	1	94043000	1000
<input type="checkbox"/>	201512	7	IE	3	1	29214900	10
<input type="checkbox"/>	201512	7	IE	3	1	29214900	150
<input type="checkbox"/>	201512	6	ES	3	1	29225000	160
<input type="checkbox"/>	201512	7	ES	3	1	84159000	780
<input type="checkbox"/>	201512	6	ES	3	1	29225000	240
<input type="checkbox"/>	201512	7	ES	3	1	29225000	9,5
<input type="checkbox"/>	201512	7	ES	3	1	70051030	2815
<input type="checkbox"/>	201512	7	ES	3	1	94016900	16
<input type="checkbox"/>	201512	7	FI	3	1	29221985	105
<input type="checkbox"/>	201512	7	FI	3	1	29221985	12,3

Save Cancel Help

Click **Save**.

You will return to the screen [Import templates](#)

On the right side under 'fields to be imported', you will see the fields as indicated during definition of the fields.

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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*

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*

VAT Number

Period format*

Flow format*

Default screen

Fields to be imported

Order	Field name	Length
1	Period	6
2	Commodity Flow	1
3	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
	Currency code	3
	Invoice value - foreign currency	12
	Invoice value in euros	10
	Statistical procedure	2
	Supplementary unit	10
	VAT Number	12

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.

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

Format of file Excel (.XLS), Access, dBase, Text ?

Drag the fields you wish to import from *Fields not to be imported* to *Fields to be imported*.
 If you move the field VAT number from *Fields not to be imported* to *Fields to be imported*, the empty box 'VAT number' on the left of the screen will disappear.
 If you move the field Period from *Fields not to be imported* to *Fields to be imported*, the empty box Period on the left of the screen will be replaced by an empty box 'Date format'. Enter the correct format of the Period value in the file to be imported.
 If you move the field *Commodity flow* from *Fields not to be imported* to *Fields to be imported*, you will see the empty box 'Commodity flow' on the left of the screen being replaced by the empty box Format flow. Enter the value of the commodity flow (purchases/deliveries) as indicated in the import file (e.g. 6/7 or I/E or A/D).
 Then, indicate in which column number the field values are given. Click on the number and adjust it where necessary.

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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*
SAP template

Description

Type of import template*
Multiple flows/periods/declarants

File type*
Excel

Rows to skip at start of import*
1

Commodity code*
CN8 commodity code

Period format*
YYYYMM

Flow format*
6/7

Default screen

Fields to be imported

Order	Field name	Length
1	VAT Number	12
2	Period	6
3	Commodity Flow	1
6	Statistical procedure	2
7	CN8 commodity code	8
8	Transaction	1
9	Mode of transport	1
10	Country of consignment/destination	2
14	Mass	10
16	Invoice value in euros	10

Select variables from this list to the list above

Order	Field name	Length
	Administration number (optional)	10
	Currency code	3
	Invoice value - foreign currency	12
	Supplementary unit	10

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.

When the import template is complete go to **Save and back**

Importing

In the menu, go to **Declarations** **+Add new** and at **step 1** select *Import declaration: multiple commodity flows/periods/declarants*. 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.

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 An import template is required to import data.

Importing data

Multiple flows/periods/declarants
 PSI commodity codes

Name of import template* **Details**

SAP template Excel


test excel import.xlsx Select file Load file


Start import **Cancel and go back to declaration** [Help](#)

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](#)

CBS

 1 items

 Id	File	Status	Action	Timestamp	Next date
1167	Proef Intrastat.xls	Success	Import multiple flows/periods/declarants	13-04-2015 15:40	

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

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

Importing data; for multiple commodity flows/periods/declarants

Correcting errors

The complete import must be correct (status: Successful), 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**.

The screenshot shows the IDEP web interface. At the top left is the logo for 'Centraal Bureau voor de Statistiek'. The page title is 'IDEP: International Trade in Goods declarations'. In the top right corner, there is a 'Log off' button and the user ID '812483297B24 Thieu Cursus'. A navigation menu includes 'Declarations', 'Importing data', 'Declarant', 'Tools', and 'Help'. Below the menu, a breadcrumb trail reads 'You are here: Start page > Declaration > Send'. The main content area displays details for '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

A yellow box contains a red note: 'NOTE: If you send this declaration you can no longer modify it. Do you want to send the declaration?'. Below the note are two buttons: '« No, return to declarations overview' and 'Yes, send the declaration »'. A 'Help' link is located at the bottom left of the content area. The footer contains copyright information: 'Copyright © CBS - Contact - Site map [29m] Test Approve' and 'IDEPWEB by Revolut S.A.R.L. - © Luxembourg 2014'.


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.

Declarations | Importing data | Declarant | Tools | Help 

Declaration : + Add new F4 ✗ 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	

1 2 **3** 4 5 6 7

[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