

# Dataimport Excel Line to IDEP.web

## International Trade in Services (Monthly/Quarterly/Annual)

January 2019

### Online reporting to International Trade in Services

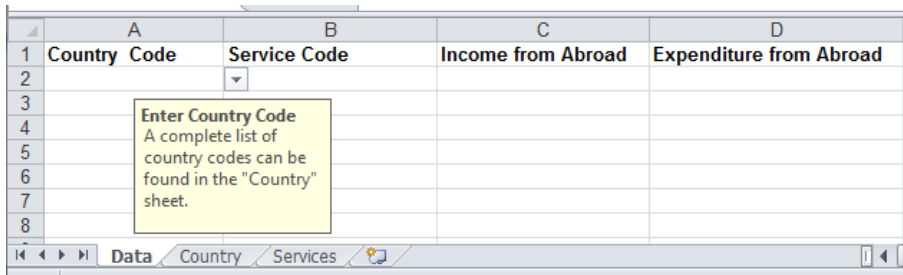
This guide describes how to import Excel Line files into IDEP.web for International Trade in Services. Find more guides and file examples at [www.dst.dk/uhtidep-en](http://www.dst.dk/uhtidep-en)

### Digital employee certificate/NemID

You need a digital employee certificate to log on to Virk.dk and access IDEP.web. If you do not have a signature, you can order one at [www.danid.dk](http://www.danid.dk)

### Excel Line file

The Excel spreadsheet should look like this:



	A	B	C	D
1	Country Code	Service Code	Income from Abroad	Expenditure from Abroad
2				
3				
4				
5				
6				
7				
8				

**Column A:** Country Code – enter manually or click in a cell to use drop down menu

**Column B:** Service Code – enter manually or click in a cell to use drop down menu

**Column C:** Income from Abroad

**Column D:** Expenditure from Abroad

The spreadsheet has three tabs:

- **Data** – enter your data here
- **Country** – list of valid country codes
- **Services** – list of valid service codes

You can download the Excel sheet at: [www.dst.dk/uhtidep-en](http://www.dst.dk/uhtidep-en)

### Start IDEP.web

Go to [www.dst.dk/uhtidep-en](http://www.dst.dk/uhtidep-en)  
Click on **Start IDEP.web**. Log in with your digital signature.

## REPORTING TO INTERNATIONAL TRADE IN SERVICES

You can use IDEP.web to make online declarations to International Trade in Services. IDEP.web can also be used to report to Intrastat and to EU sales without VAT.

You can choose to enter data in the online form or import data from an Excel file.

#### Data import "UHT Excel line" via IDEP.web

Companies who have transactions with many different countries and/or services, or who wish to import files from their ERP system can use the Excel line format. Download an example file and instructions from the list below:

- ↓ [Quickguide to IDEP.web - Services](#)
- ↓ [Third party declarations in IDEP](#)
- ↓ [Replacement declarations in IDEP](#)

#### DATA IMPORT GUIDES

- ↓ [Import data from Excel Line via IDEP.web](#)
- ↓ [Import data from Multi Excel to IDEP.web](#)

#### EXCEL FILE EXAMPLES

- ↓ [UHT-Excel-Line-EN](#)
- ↓ [UHT-Multi-Excel-EN](#)

#### IDEP.WEB GUIDES - SERVICES

If you already have a digital employee signature, you can start reporting via IDEP.web today:

[START IDEP.WEB](#)

## 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. It is not possible to change PSI Name.

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

**Modify Provider Details 17150413**

PSI Name\*  
Danmarks Statistik

Note: The receipt for the report is sent to the e-mail address attached to the employee certificate used to login.  
Statistics Denmark uses your contact information to contact you in concerning reporting to the chosen survey(s). We can contact the company via Digital Post or direct e-mail, and optionally, via telephone.


Enabled surveys	Contact Person	Telephone Nr.	Digital post	Contact E-mail Address
<input checked="" type="checkbox"/> International trade in services			<input type="checkbox"/>	

**Save** **Close**

## Create a new declaration

For English version click on the flag in the upper right corner of the screen.

Click on **[+] Create a new declaration** to begin.

Actions | PSI Info | Import | Parties | Tools | Help | 

Integrated reporting | Return | CNA CNA | CNA CNA | NCS | PS

Function key overview Shift F1

Integrated reporting

You have 3 message(s) waiting

Deadlines Intrastat and ETS

CNA specific information (e.g. contact details)

Contact information summary:  
Serv.: DJO  
Imp.: Test  
Exp.: Test

Statistics Denmark and VIES : IDEP.web

Welcome

Common tasks

- [+] Create a new declaration**

My tasks

## Declaration Header

Choose **International trade in services**.

Choose **Import data from file**

Choose statistical period from the drop down list.

Click on **Continue**.

**Add Return Header**

1. Choose survey:

- Intrastat Arrival
- Intrastat Dispatch
- Combined Intrastat and VIES
- VIES
- International trade in services
- ProdCom

Multi-PSI-import/Upload files  
Choose this option if you wish to import a file which contains one or more CVR/SE numbers, periods and flows (flows only apply to Intrastat)

**Multi-PSI-import**

2. Choose declaration type:

- Import data from file
- Nil declaration
- Manual data entry
- Replacement Declaration

Note: Nil declaration  
Choose this option if you have nothing to declare for a specific period.

3. Choose period::

Statistical Period\*  
201901 January 2019

**Continue** **Close**

### Import file

Use the drop down menu and choose the import format **UHT Excel Line**.

Import

Line ( Return Header 002259, International trade in services, 201901 )

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\*

Intra og SKAT Line Excel - Intrastat og EU-salg uden Moms Linjer  
UHT Excel Line Excel - Excel fil med UHT linier

Click on **Choose file** to locate the file on your computer.

Click on **Upload** to import the file.

Import

Line ( Return Header 002259, International trade in services, 201901 )

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\*

Use the drop down menu to choose the sheet name containing your data.

If you are using an Excel template from Statistics Denmark, the sheet name is **"Data"**.

Click on **Proceed with import**.

Import

Line ( Return Header 002259, International trade in services, 201901 )

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\*

File name\*

Sheet name\*

The file is 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.

To see all records, please click on the checkbox "Show all results"  Show all results

1 Items

File	Status	Instruction	Time Stamp	Next date
13748 UHT-Excel-Line-example-file.xlsx (000003, Udenrigshandel med Tjenester, 201901   Data	Can be approved	Import lines	05-02-2019 13:59	

Click on **Approve** in the declaration list to submit your declaration.

Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Revised	Change date
000003	International trade in services	Normal		201901	Inc. 1.600 Exp. 4.700	4	✓	<b>Approve</b>	05-02-2019

### Resume

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

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

### Receipt

The receipt of declaration is sent to the email address connected to your digital employee certificate.

**Approve 002259**

Provided by: 17150413  
 Provided for: 17150413

Statistics: International trade in services  
 Statistical Period: **January 2019 - 201901**

**Your declaration**

Income from abroad: 1.600 DKK  
 Expenditure to abroad: 4.700 DKK

Number Of Items: 4 [Declaration lines](#)  
 Number Of Items Aggregated: \* [Aggregated Info](#)

Attention: If you send this declaration you can no longer modify it.  
 If later you need to modify this declaration you can make a replacement declaration.

Do you wish to send the declaration?

### Failure

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

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

Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
13740	UHT-Excel-Line-example-file.xlsx (002260, International trade in services, 201901 [Data])	Failure	Import lines	17150413	25-01-2019 15:02	

In the import-log you can see the result of your import.

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

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

**View Import-Log (13740)**

Type Of Import Format: international trade in services

Import: UHT-Excel-Line-example-file.xlsx (002260, International trade in services, 201901 [Data])  
 Start of import: 25-01-2019 15:02:20

Name: UHT Excel Line  
 End of Import: 25-01-2019 15:02:20

Discard this imported data | Line Overview | Go to the declarations list

Change the view of the import log (tree or table): Show as table | Collapse all | **Expand all**

Errors and warnings - at least: 1

Errors/Warnings	Errors	Warnings
Country Code	1	0

TPD or PSI ID: 17150413

**X** **Return Number: 002260** | Statistical Period: 201901 | Flow: International trade in services | Number Of Items: 4 | Errors: 1 | Warnings: 0 | First line #: 1

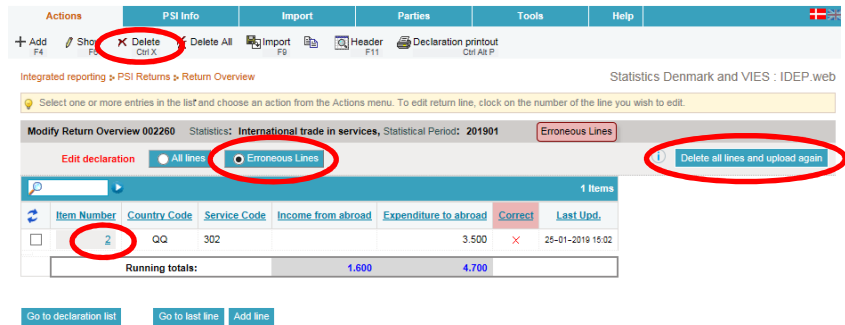
Item Number: 2 | Imp. Line: 3 | Error: QQ

Put a checkmark in **Erroneous Lines** to get a list with only erroneous lines.

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

If you want to delete the item post, check the box to the left of the item number and choose **Delete** in the **Actions** tab.

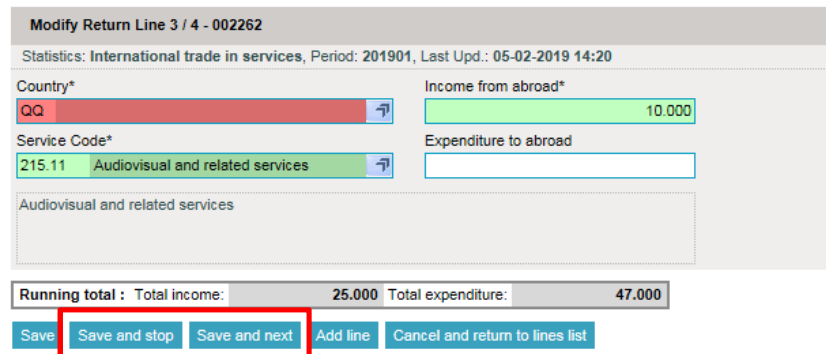
Use **Delete all lines and upload again**, if you want to delete the declaration and upload a new file instead.



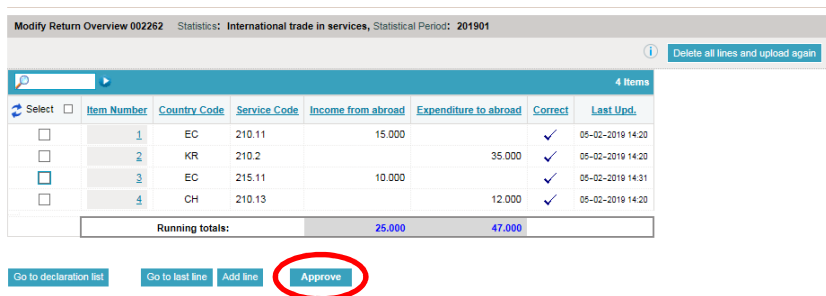
Red/yellow fields needs to be corrected/filled out so they turn green. If the item post is to be deleted, choose **Delete** in the **Actions** tab.

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

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

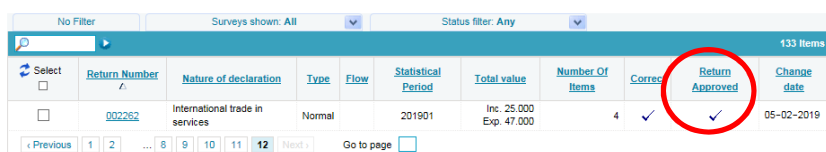


**Note:** Remember to approve your declaration.



**Note!**

Statistics Denmark has received your declaration when there is a checkmark in the column **Return Approved** in the declaration list.



**Contact Statistics Denmark**

If you have questions about IDEP.web, you are welcome to contact Statistics Denmark at [idep@dst.dk](mailto:idep@dst.dk)