Dataimport Multi Excel to IDEP.web International Trade in Services (Monthly/Quarterly/Annual)



February 2019

Online reporting to International Trade in Services

This guide describes how to import Multi Excel files into IDEP.web for International Trade in Services. Find more guides and file examples at 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

Multi Excel file

The Excel spreadsheet should look like this:

4	Α	В	С	D	Е	F		
1	CVR NUMBER	PERIOD	SERVICE CODE	COUNTRY CODE	INCOME FROM ABROAD	EXPENDITURE FROM ABROAD		
2	17150413	201901	300.11	AF	1500			
3	17150413	201901	302	AL		3500		
4								
Ountry Services +								

Column A: The Company's CVR/VAT number

Column B: Statistical Period. Specified as below:

Month: YYYYMM (January 2019 = 201901)
 Quarterly: YYYY-Q (1. Quarter 2019 = 2019-1)

Year: YYYY (2019)

Column C: Service Code - enter manually or click in a cell to use drop down menu

Column D: Country Code - enter manually or click in a cell to use drop down menu

Column E: Income from Abroad

Column F: 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

Start IDEP.web

Go to www.dst.dk/uhtidep-en and 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:

½ Quickguide to IDEP,web - Services

½ Third party declarations in IDEP

½ Rplacement declarations in IDEP

DATA IMPORT GUIDES

½ Import data from Excel Line via IDEP,web

½ Import data from Multi Excel to IDEP, web

± UHT-Excel-Line-EN
± UHT-Multi-Excel-EN

IDEP.WEB GUIDES - SERVICES

EXCEL FILE EXAMPLES

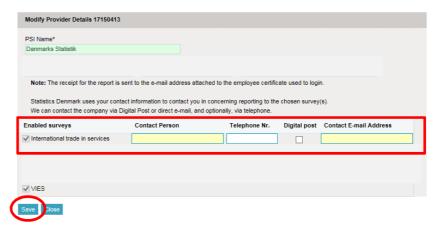
you already have a digital employee signature, you can start reporting via IDEP.web today:

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.

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



Create a new declaration

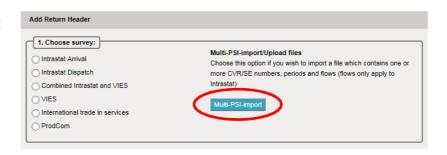
For English version click on the flag in the upper right corner of the screen.

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

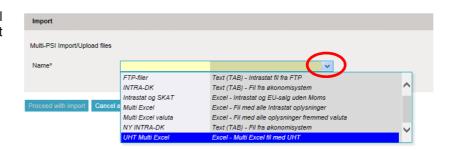


Import file

Click on the **Multi-PSI-import** button.

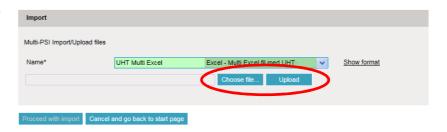


Use the drop down menu (scroll down) and choose the import format **UHT Multi Excel**.



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

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



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 will be "**Data**".

Click on Proceed with import.

Import							
Multi-PSI Import/Upload files							
Name*	UHT Multi Excel	Excel - Multi Excel fil med UHT-	~	Show format			
File name*	UHT-Multi-Excel-example-file.xlsx						
Proceed with import Jancel	and go back to start page						

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.





Resume

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

Please check that the declaration has the correct values and statistical period.

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.



Failure

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

Click on the word **Failure** to go to importlog.



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.

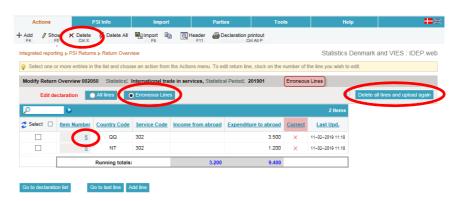


Put a checkmark in **Erroneous Lines** to get a list with only erroneous lines.

Click on the first item number to open the post.

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

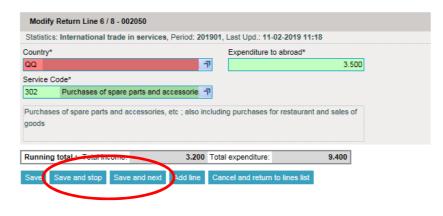
Use **Delete all lines and upload again**, if you want to delete the declaration and upload a new file instead.



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 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.



Contact Statistics Denmark