

# Third Party Declarations in IDEP.web

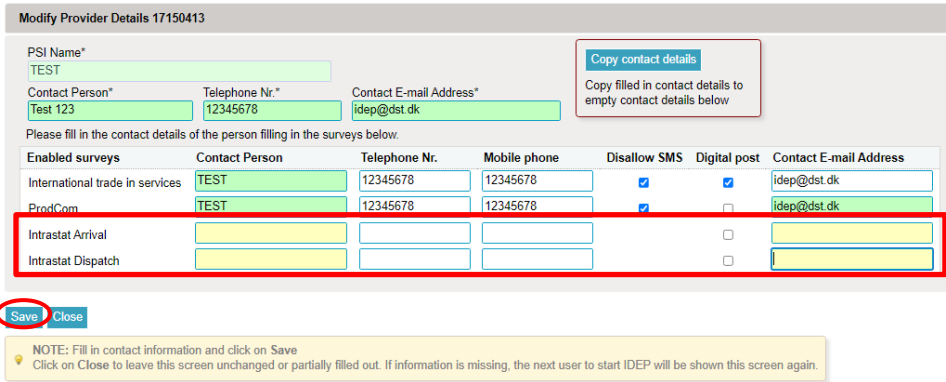
Intrastat

September 2021

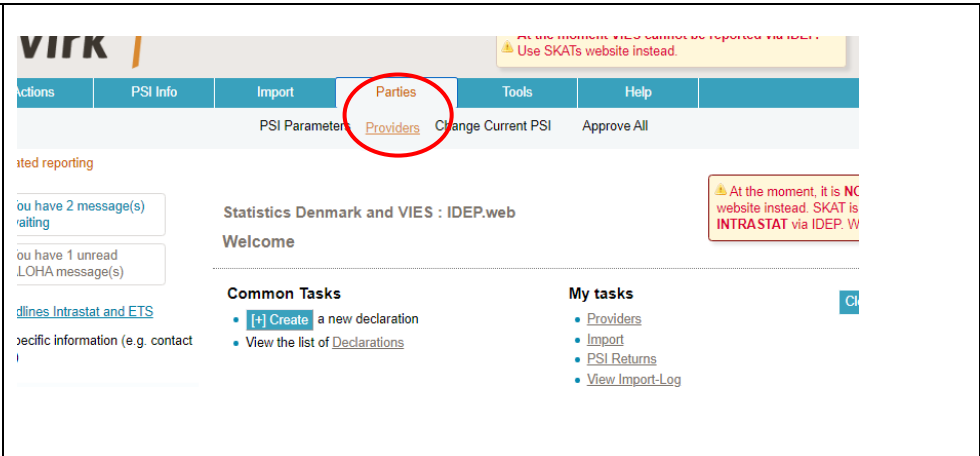
If a company (PSI) wants another company (Provider) to report on their behalf, they will need to grant access to this Provider in IDEP.web. This can be done in two ways, which are described below.

In the last section of this guide, there are instructions for the Provider on how to report in IDEP.web on behalf of the PSI.

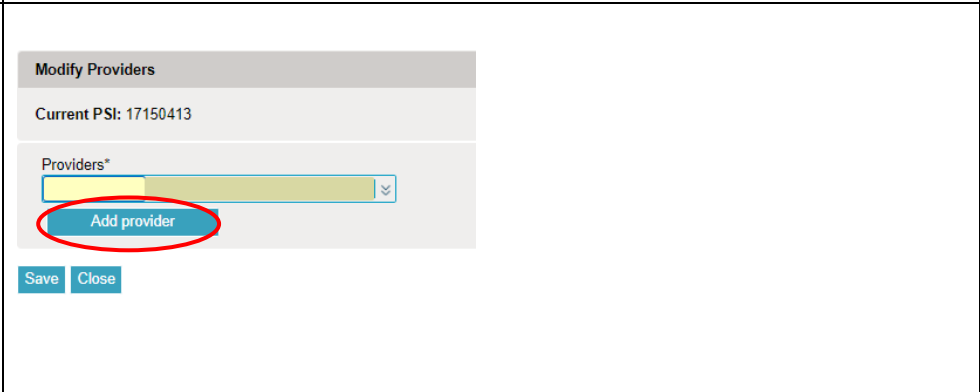
## 1. Company (PSI) grants access to Provider

<p>Part 1 describes how you, as a company, grant access to a third party provider to report on your behalf.</p> <p>Go to <a href="http://www.dst.dk/intraidep-en">www.dst.dk/intraidep-en</a></p> <p>Click on <b>START IDEP.WEB</b>.</p> <p>Log into IDEP.web with your NemID digital employee signature.</p>	<h3>REPORTING TO INTRASTAT VIA IDEP.WEB</h3> <p>In IDEP.web it is possible to upload files from your economy system and e.g. upload both Intrastat Import and Export in the same file. It is also possible to manually enter data and save the most used country and goods codes for faster reporting. See guides and file examples below.</p> <p><b>START IDEP.WEB</b></p> <p>Many ERP systems (C5, Navision, SAP, XAL, Visma, m.fl.) can generate files which can be imported to IDEP.web.</p>																																			
<h3>Modify provider details</h3> <p>If it is the first time you log in to IDEP.web, you will have to enter your contact information in the Provider Details page.</p> <p><b>Note:</b> Change language by clicking on the flag in the upper right corner of the screen.</p> <p>Fill in contact information at the enabled surveys. <b>Note:</b> Contact information may already be filled in, but it is possible to correct/delete the information.</p> <p>Click on <b>Save</b> to go to the start page.</p>	 <p>Modify Provider Details 17150413</p> <p>PSI Name* TEST</p> <p>Contact Person* Test 123</p> <p>Telephone Nr.* 12345678</p> <p>Contact E-mail Address* idep@dst.dk</p> <p>Copy contact details Copy filled in contact details to empty contact details below</p> <p>Please fill in the contact details of the person filling in the surveys below.</p> <table border="1"><thead><tr><th>Enabled surveys</th><th>Contact Person</th><th>Telephone Nr.</th><th>Mobile phone</th><th>Disallow SMS</th><th>Digital post</th><th>Contact E-mail Address</th></tr></thead><tbody><tr><td>International trade in services</td><td>TEST</td><td>12345678</td><td>12345678</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>idep@dst.dk</td></tr><tr><td>ProdCom</td><td>TEST</td><td>12345678</td><td>12345678</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>idep@dst.dk</td></tr><tr><td>Intrastat Arrival</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr><tr><td>Intrastat Dispatch</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr></tbody></table> <p><b>Save</b> <b>Close</b></p> <p>NOTE: Fill in contact information and click on Save Click on Close to leave this screen unchanged or partially filled out. If information is missing, the next user to start IDEP will be shown this screen again.</p>	Enabled surveys	Contact Person	Telephone Nr.	Mobile phone	Disallow SMS	Digital post	Contact E-mail Address	International trade in services	TEST	12345678	12345678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	idep@dst.dk	ProdCom	TEST	12345678	12345678	<input checked="" type="checkbox"/>	<input type="checkbox"/>	idep@dst.dk	Intrastat Arrival					<input type="checkbox"/>		Intrastat Dispatch					<input type="checkbox"/>	
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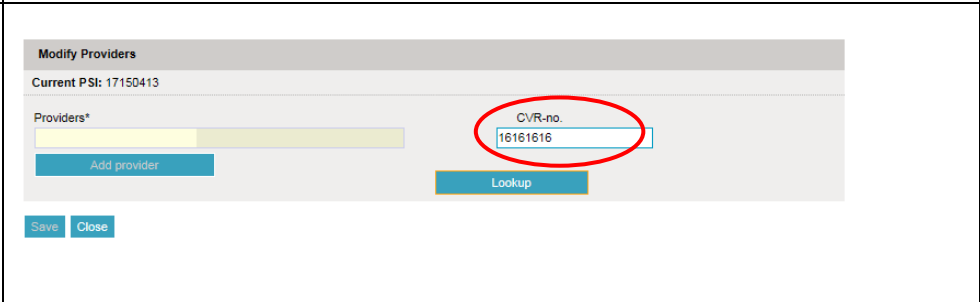
Click on **Parties**, then **Providers** in the top menu bar.



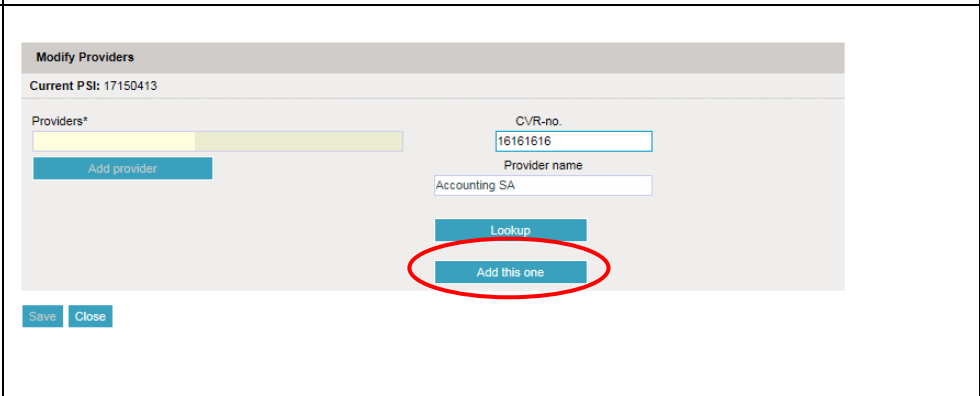
Click on **Add provider**.



Type in the CVR number of the company you want to grant access to, and click on **Lookup**.



Click on **Add this one**.



Check the box to the left of the **Survey Type** you want the Provider to report on your behalf.

Fill in the Provider's contact information and click on **Save**.

Now the Provider will have access to report on your behalf.

## 2. Statistics Denmark provides access for the Third Party Provider

If the company (PSI) does not have access to IDEP.web, it is possible for Statistics Denmark, to grant access to the Third Party Provider on their behalf. In order to do so, the PSI must send a Power of Attorney to [idep@dst.dk](mailto:idep@dst.dk)

The e-mail/Power of Attorney must contain information about:

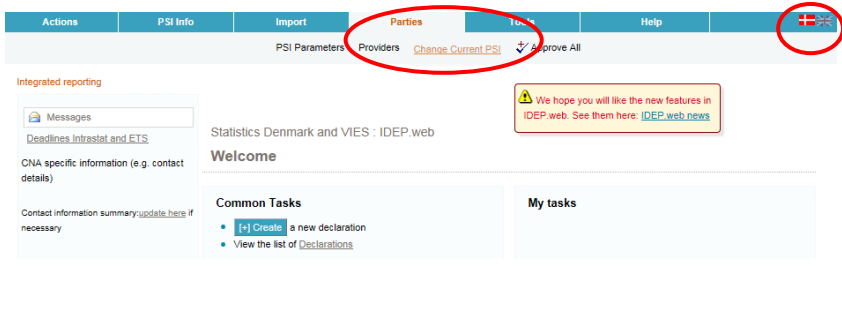
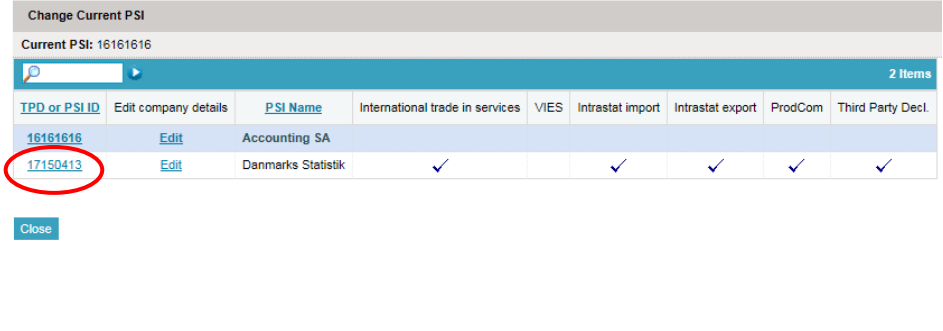
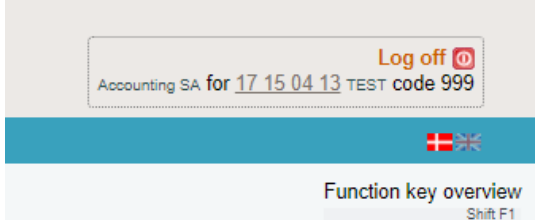
- Which surveys the Third Party is authorized to make on behalf of the company
- Contact person's name, e-mail address and telephone number for both PSI and Third Party
- CVR/VAT number for both PSI and Third Party

Statistics Denmark will then create access to the Third Party in IDEP.web.

## 3. For the Provider

Below is a description of how to report via IDEP.WEB on behalf of one or several companies.

<p>Go to <a href="http://www.dst.dk/intraidep-en">www.dst.dk/intraidep-en</a></p> <p>Click on <b>START IDEP.WEB</b>.</p> <p>Log into IDEP.web with your NemID digital employee signature.</p>	<h3>REPORTING TO INTRASTAT VIA IDEP.WEB</h3> <p>In IDEP.web it is possible to upload files from your economy system and e.g. upload both Intrastat Import and Export in the same file. It is also possible to manually enter data and save the most used country and goods codes for faster reporting. See guides and file examples below.</p> <p><b>START IDEP.WEB</b></p> <p>Many ERP systems (CS, Navision, SAP, XAL, Visma, m.fl.) can generate files which can be imported to IDEP.web.</p>
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<p>Change language by clicking on the flag in the upper right corner.</p> <p>Select <b>Parties/Change Current PSI</b> in the top menu bar.</p>																												
<p>Now you can choose between the CVR/VAT numbers to which you have access.</p> <p>Click on the CVR/VAT number of the company for which you want to report. You will then go to the start page, and can begin reporting.</p>	 <table border="1"> <thead> <tr> <th>TPD or PSI ID</th> <th>Edit company details</th> <th>PSI Name</th> <th>International trade in services</th> <th>VIES</th> <th>Intrastat import</th> <th>Intrastat export</th> <th>ProdCom</th> <th>Third Party Decl.</th> </tr> </thead> <tbody> <tr> <td>16161616</td> <td><a href="#">Edit</a></td> <td>Accounting SA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>17150413</td> <td><a href="#">Edit</a></td> <td>Danmarks Statistik</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	TPD or PSI ID	Edit company details	PSI Name	International trade in services	VIES	Intrastat import	Intrastat export	ProdCom	Third Party Decl.	16161616	<a href="#">Edit</a>	Accounting SA							17150413	<a href="#">Edit</a>	Danmarks Statistik	✓		✓	✓	✓	✓
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17150413	<a href="#">Edit</a>	Danmarks Statistik	✓		✓	✓	✓	✓																				
<p>You can always see which CVR number is active, in the upper right corner of the screen, next to the <b>Log off</b> button.</p>																												

**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)