

Quick-guide to IDEP.web International Trade in Services

January 2020

Online reporting to International Trade in Services

This is a brief guide on how to report manually to International Trade in Services using IDEP.web. You can also upload data from an Excel file to IDEP.web. Find more guides and Excel templates at: www.dst.dk/uhtidep-en

Digital employee signature/NemID

You need a digital employee signature to access IDEP.web. If you do not have a signature, you can order one at www.danid.dk

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.

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

[START IDEP.WEB](#)

If you don't have an employee signature, you can apply for one at: www.danid.dk

Data import - Excel files 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 format. Download an example file and instructions from the list below:

IDEP.web guides - Services

- [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](#)

Modify provider details

The first time you log in to IDEP.web, you need to fill out the required provider details information. All the yellow fields must be filled in.

If you enter a mobile phone number, you will receive an SMS reminder before the reporting deadline. If you don't want this, check **Disallow SMS**.

If you would prefer to receive communication from Statistics Denmark via digital post instead of e-mail, check **Digital post**.

Click on **Save**.

Integrated reporting > Provider Details Statistics Denmark and VIES : IDEP.web

Modify Provider Details

PSI Name*

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.

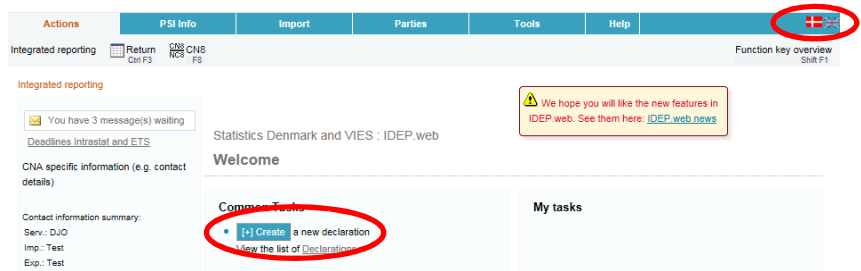
Enabled surveys	Contact Person	Landline	Mobile phone	Disallow SMS	Digital post	Contact E-mail Address
<input checked="" type="checkbox"/> International trade in services				<input type="checkbox"/>	<input type="checkbox"/>	

[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.



Declaration Header

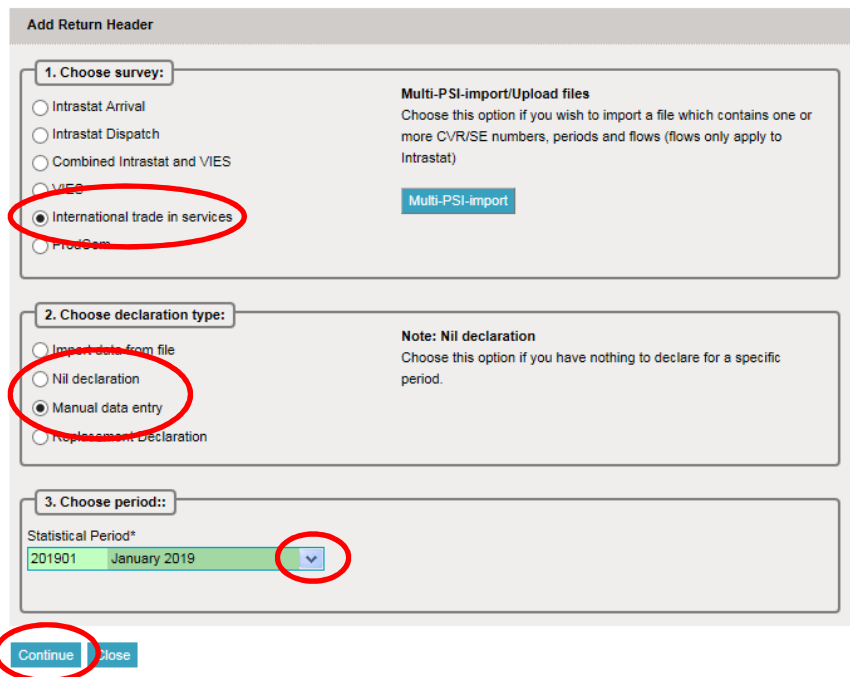
Choose **International trade in services**.

Choose **Manual data entry** to enter your data manually.

Choose **Nil declaration** if you have nothing to report for a period.

Choose statistical period from the drop down list.

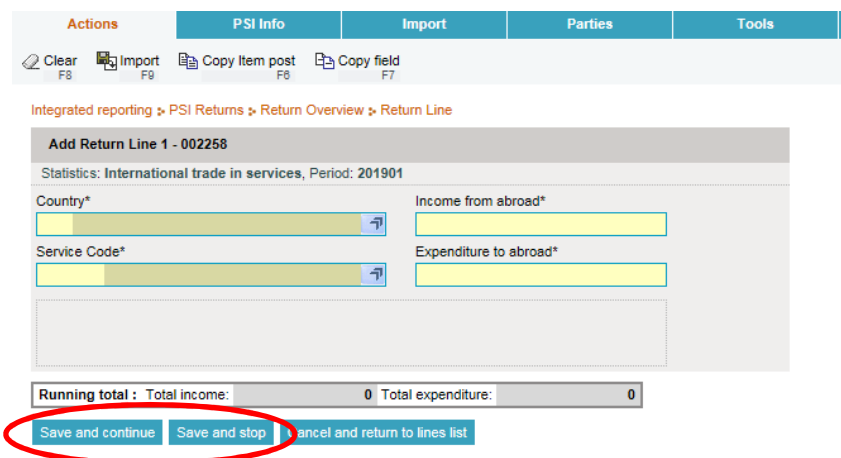
Click on **Continue**.



Add Return Line(s)

Fill in all yellow fields. White fields are optionally. Click on the small blue arrows for pop up lists or enter data manually.

Click on **Save and continue** to go to the next line or **Save and stop** when you are finished.



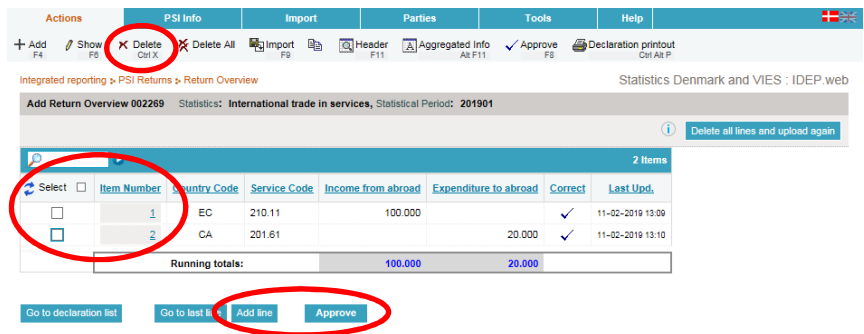
Approve Declaration

Click on **Approve** to approve the declaration.

You can edit a line by clicking on the lines **Item number**.

You can delete a line by checking the box to the left of the item number and choose **Delete** in the top menu bar.

Click on **Add line** to add a new line.



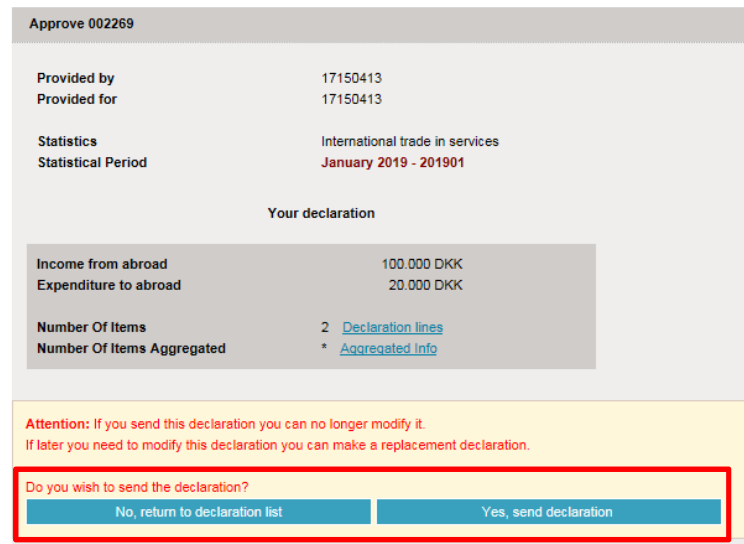
Resume

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

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

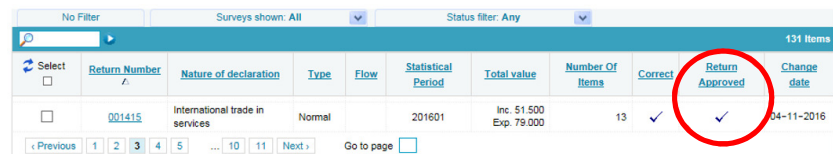
Receipt

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



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