Import of data on sales of goods

STATISTICS DENMARK

August 2022

Prepare your file for upload – if the file is ready, go to Start your declaration.

Excel line spreadsheet
[Download a file example (Excel).](#)

The spreadsheet contains 4 tabs:

1. **Data for upload** – Here you enter: Commodity/goods codes, units, and value in whole Danish kroner.
2. **Guide** – A link to the list of valid commodity/goods codes and their descriptions.
3. **Production Type** – a description of 4 valid production types.
4. **Service Codes** – a list of all valid service codes.

Production Type	Goods code	Service Code	Units	Amount in whole DKK

Data for upload | Guide | Production Type | Service Codes

Start your declaration at https://www.dst.dk/varer-en.

Log in with MitID/NemID employee signature.

Choose a task:
o **[+] Create a new declaration** – if you want to make a new declaration.
o **View the list of Declarations** – if you want to revisit and/or correct a declaration.

1. **Choose survey:** PRODCOM.

1. Choose survey:
○ Intrastat Arrival
○ Intrastat Dispatch
○ International trade in services
● ProdCom

»SurveyInfo.Commune

2. **Choose the declaration type:**
   o **Import data from file – if you would like to import data on sale of own goods.**
   o No sale of goods and services – if you have not sold own goods during the quarter.
   o Manual data entry – if you want to enter data on your own goods manually.
   o Replacement Declaration – if you want to replace a submitted declaration with a new version.

- NOTE: Mark off the checkbox and confirm that all amounts are submitted in whole Danish kroner (DKK) and NOT in 1.000 DKK.

2. Choose declaration type:

- ○ Import data from file
- ○ No sale of goods and services
- ○ Manual data entry
- ○ Replacement Declaration

No sale of own goods and services?
If the company has not sold any goods and services during the quarter: Choose **No sale of own goods and services**. Then choose the quarter and fill out the fields in the Prodcom Summary. Then choose **Approve** and, finally, **Yes, send declaration**.
NOTE: This option is normally used in extraordinary circumstances (e.g., companies under development or in liquidation)

☐
NOTE:. All amounts must be reported in **whole Danish kroner (DKK)**. Mark off the checkbox to confirm that you are reporting in whole Danish kroner (DKK) (and NOT in 1.000 DKK).

3. **Choose a period**: The year and the quarter. For example, 1st quarter 2022.

3. Choose period:

Professional unit*
417556 - 841100

Statistical Period*
2022-1   1st Quarter 2022

Steps in the declaration:
- Professional unit: Choose the journal number for which you want to report
- Statistical Period: Choose the quarter for which you want to report
- LINES: Enter or import sale of goods and services
- PRODCOM SUMMARY: Enter any mising information
- APPROVE the declaration
- SEND declaration

4. **Choose production type(s):** Mark all of the production types used, in relation to sale of own goods and services.

4. Choose production type:

Sold goods produced within the enterprise?	(Type 1)	ⓘ	○ Yes	○ No
Sold goods produces by subcontrractors?	(Type 2)	ⓘ	○ Yes	○ No
Produced goods as a subcontractor?	(Type 3)	ⓘ	○ Yes	○ No
Provided industrial services?	(Type 4)	ⓘ	○ Yes	○ No

Choose: Continue

Part 1: Sales of own goods and industrial services

Import of product entries split up by commodity/goods codes, via file upload:
- Prepare the file for upload (see above). You can find the file examples and quick guides at https://www.dst.dk/varer-en.
- Choose the import format **Prodcom Excel Line** and click on **Choose file**… to find the file you would like to upload.
- Click on **Upload**.

Integrated reporting ▸ Import

Import   Declaration is in **whole Danish kroner.**

Line **Return Header003366, ProdCom 2022-1**

Name*   Prodcom Excel Line   Excel - Det nye Prodc   Show format

Choose file...   Upload

Proceed with import   Cancel and go back to return overview

- Choose the right tab in the Excel file (if there are more than one) and click on **Proceed with import**. Your data will now be uploaded to IDEP.

Import	Declaration is in **whole Danish kroner**.

Line **Return Header003366, ProdCom 2022-1**

Name*	Prodcom Excel Line	Excel - Det nye Prodc ⌄	Show format
File name*	PRODCOM-Excel-line-EN.xlsx		
Sheet name*	Data for upload	⌄	

[Proceed with import] [Cancel and go back to return overview]

Make sure that there are no errors and that the data is uploaded correctly:
- o Go to the list of declarations and find the declaration for the period in question:
- • If there are no errors in the data, there will be a ✓ in the 'Correct' column on the list of declarations.
- • If there are errors in the data, there will be a ✕ in the column. The errors must be corrected, before the declaration can be submitted.
- • If there is ⚠ in the column that means that, the data needs to be reviewed for any typographical and/or other errors. However, the declaration can still be submitted even if there is a warning.

⟳ Select ☐	Return Number ⌃	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Declaration sent	Approve & modify date
☑	003366	ProdCom	Normal	417556	2022-1	200.000	4	✓	[Add line] [Continue]	26-08-2022 17:06

Continue to Total turnover:
- o Click on the button **Continue** in the column 'Declaration sent' to go to the **Total turnover** page (see Part 2: Total turnover below).

Part 2: Total turnover

Enter the data on discounts, bonuses, merchandise sales and other turnover:

	Amounts in whole DKK
Type 1: Production on own account:	**100.000**
Type 2: Production outsourced to others:	**0**
Type 3: Production as subcontractor:	**0**
Total value:	**100.000**
Total discounts	[ ]
Total for shipping, insurance and other extra costs	[ ]
Remainder:	**100.000**
Type 4: Industrial services:	**0**
Turnover Total for sales of trading goods	[ ]
Total for other turnover (licenses, commissions, rental)	[0]
Total for turnover:	**100.000**

You must fill i in all blank fie

[Set all blank]

ⓘ [APPROVE AND CONTINUE] [SAVE - and return to lines list] [CANCEL - and return to saved lines]

Make sure that the Total for turnover is correct.

Choose: APPROVE AND CONTINUE

Enter any comments you have to the declaration.

Choose: Yes, send declaration

You can find guides on special features, such as "Replacement declaration" here: https://www.dst.dk/varer-en.