

# 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](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)

### Multi Excel file

The Excel spreadsheet should look like this:

	A	B	C	D	E	F
1	<b>CVR NUMBER</b>	<b>PERIOD</b>	<b>SERVICE CODE</b>	<b>COUNTRY CODE</b>	<b>INCOME FROM ABROAD</b>	<b>EXPENDITURE FROM ABROAD</b>
2	17150413	201901	300.11	AF	1500	
3	17150413	201901	302	AL		3500
4						

Excel interface showing tabs: Data, Country, 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](http://www.dst.dk/uhtidep-en)

## Start IDEP.web

Go to [www.dst.dk/uhtidep-en](http://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:

- ↓ [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.

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

**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"/>	


VIES

[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 CNS | RCS FS

Function key overview Shift F1

Integrated reporting

You have 3 message(s) waiting

Deadlines Intrastat and ETS

Statistics Denmark and VIES : IDEP.web

Welcome

CNA specific information (e.g. contact details)

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

**Common Tasks**

- [\[+\] Create a new declaration](#)
- [View the list of Declarations](#)

**My tasks**

**Message:** We hope you will like the new features in IDEP.web. See them here: [IDEP.web news](#)

## Import file

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

**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**

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

**Import**

Multi-PSI Import/Upload files

Name\*

**UHT Multi Excel**

Proceed with import Cancel

FTP-filer	Text (TAB) - Intrastat fil fra FTP
INTRA-DK	Text (TAB) - Fil fra økonomisystem
Intrastat og SKAT	Excel - Intrastat og EU-salg uden Moms
Multi Excel	Excel - Fil med alle Intrastat oplysninger
Multi Excel valuta	Excel - Fil med alle oplysninger fremmed valuta
NY INTRA-DK	Text (TAB) - Fil fra økonomisystem
<b>UHT Multi Excel</b>	<b>Excel - Multi Excel fil med UHT</b>

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

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

**Import**

Multi-PSI Import/Upload files

Name\* **UHT Multi Excel** Excel - Multi Excel fil med UHT Show format

**Choose file...** **Upload**

Proceed with import Cancel and go back to start page

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

Sheet name\* **Data**

**Proceed with import** Cancel 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

Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
13738	UHT-Multi-Excel-example-file.xlsx [ Data ]	Can be approved	Import multi	17150413	25-01-2019 14:47	

Go to start page | **Go to declaration list**

Click on **Approve** to submit your declaration.

Select	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
<input type="checkbox"/>	002259	International trade in services	Normal		201901	Inc. 1.600 Exp. 4.700	4	✓	<b>Approve</b>	25-01-2019

Go to page

## 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.

Approve 002050

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?

No, return to declaration list | Yes, send declaration

## Failure

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

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

Id	File	Status	Instruction	TPD or PSI ID	Time Stamp	Next date
13737	UHT-Multi-Excel-example-file.xlsx [ Data ]	Failure	Import multi	17150413	25-01-2019 14:39	

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 need 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**

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