

# Data import Excel Line to IDEP

## International Trade in Services (Monthly/Quarterly)

January 2026

### Online reporting to International Trade in Services

This guide describes how to import Excel Line files into IDEP for International Trade in Services. Find more guides and file examples at [www.dst.dk/uhtidep-en](http://www.dst.dk/uhtidep-en)

#### MitID Erhverv

You need MitID Erhverv to log on to Virk.dk and access IDEP. [Read more about MitID Erhverv](#).

### Excel Line file

The Excel spreadsheet should look like this:

	A	B	C	D
1	Country Code	Service Code	Income from Abroad	Expenditure from Abroad
2				
3				
4				
5				
6				
7				
8				

You can download the Excel sheet at: [www.dst.dk/uhtidep-en](http://www.dst.dk/uhtidep-en)

The spreadsheet contains three sheets:

- **Data** – enter your data here
- **Country** – list of valid country codes
- **Services** – list of valid service codes

The **Data** sheet where you enter your data must include the following columns:

**Column A:** Country Code – enter manually or click in a cell to use drop down menu

**Column B:** Service Code – enter manually or click in a cell to use drop down menu

**Column C:** Income from Abroad

**Column D:** Expenditure from Abroad

<b>Start IDEP</b> Go to <a href="http://www.dst.dk/uhtidep-en">www.dst.dk/uhtidep-en</a> Click on <b>Start IDEP</b> . Log in with MitID Erhverv.	<b>Reporting to International Trade in Services</b>  You can use IDEP to make online declarations to International Trade in Services. You can choose to enter data in the online form or import data from an Excel file. If you already have MitID Erhverv, you can start reporting today.  <a href="#">START IDEP</a>  <a href="#">Read more about MitID Erhverv</a> .
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## Modify provider details

The first time you log in to IDEP, you need to fill out the required provider details information. All the yellow fields must be filled in. It is not possible to change PSI Name.

If you enter a mobile phone number, you will receive an SMS reminder before the reporting deadline. If you do not 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**, when you are finished.

Modify Provider Details 17150413

PSI Name* <b>TEST</b>	Contact Person Test 123	Telephone Nr.* 12345678	Contact E-mail Address* idep@dst.dk	<input type="button" value="Copy contact details"/>	Copy filled in contact details to empty contact details below
Please fill in the contact details of the person filling in the surveys below.					
Enabled surveys	Contact Person	Telephone Nr.	Mobile phone	Disallow SMS	Digital post
International trade in services	TestMG	12345678	37654321	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ProdCom				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intrastat Arrival				<input type="checkbox"/>	<input type="checkbox"/>
Intrastat Dispatch				<input type="checkbox"/>	<input type="checkbox"/>

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.

## Create a new declaration

For the 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

Function key overview Shift F1 

Integrated reporting

You have 3 message(s) waiting

Deadlines Intrastat and ETS

CNA specific information (e.g. contact details)

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

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

Welcome

Common tasks

**[+] Create a new declaration**

My tasks

## Declaration Header

Choose **International trade in services**.

Choose **Import data from file**

Choose statistical period from the drop down list.

Click on **Continue**.

Integrated reporting > PSI Returns > Return Header

Add Return Header

1. Choose survey:

- Intrastat Arrival
- Intrastat Dispatch
- International trade in services
- FreeCom

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

2. Choose declaration type:

- Import data from file
- Nil declaration
- Manual data entry
- Replacement Declaration

Note: Nil declaration

Choose this option if you have nothing to declare for a specific period.

3. Choose period:

Statistical Period\*

202106 June 2021

**Continue**

Close

## Import file

Use the drop down menu and choose the import format **UHT Excel Line**.

Integrated reporting > Import

Import

Line Return Header002861, International trade in services 202106

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\* **UHT Excel Line** Excel - Excel fil med UHT linie [Show format](#)

**UHT Excel Line** Excel - Excel fil med UHT linier

**Proceed with import** **Cancel and go back to start page**

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

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

Integrated reporting > Import

Import

Line **Return Header002861, International trade in services 202106**

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\*

UHT Excel Line

Excel - Excel fil med UHT linie

Show format

C:\...\UHT-Excel-Line-EN.xlsx

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 is **“Data”**.

Click on **Proceed with import**.

Integrated reporting > Import

Import

Line **Return Header002861, International trade in services 202106**

Note: You can upload Intrastat and International trade in services files for several flows, periods and declarants via [multi import](#)

Name\*

UHT Excel Line

Excel - Excel fil med UHT linie

Show format

File name\*

UHT-Excel-Line-EN.xlsx

Sheet name\*

Data

[Proceed with import](#) [Cancel and go back to start page](#)

The file is uploaded to IDEP.

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	Action	Instruction	IPD or PSI ID	Time Stamp
16026	UHT-Excel-Line-Belempel (1).xlsx 002861, Udenrigshandel med Tjenester 202106 [ Data ]	Can be approved		Import lines, UHT Excel Line: International trade in services, 002861	17150413	28-07-2021 11:36

[Go to start page](#) [Go to declaration list](#)

Click on **Approve** in the declaration list to submit your declaration.

Select	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Print Approval	Change date
<input type="checkbox"/>	002861	International trade in services	Normal		202106	Inc. 1.600 Exp. 4.700	4	✓	<a href="#">Approve</a>	28-07-2021

## Summary

When you click on **Approve**, a summary of your declaration is 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 is sent to the email address connected to your digital employee signature.

Approve 002259

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 <a href="#">Declaration lines</a>
Number Of Items Aggregated	* <a href="#">Aggregated Info</a>

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?

## Note!

Statistics Denmark has not received your declaration until there is a checkmark in the column **Return Approved** on the declaration list.

131 Items									
No Filter	Surveys shown: All			Status filter: Any					
Select	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved
<input type="checkbox"/>	001415	International trade in services	Normal		201601	Inc. 51.500 Exp. 79.000	13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Previous</a>	1	2	3	4	5	...	10	<a href="#">11</a>	<a href="#">Next &gt;</a>
<a href="#">Go to page</a>									

## Failure

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

Click on the word **Failure** to go to Import-Log.

14									
#	File	Status	Action	Instruction	TPD or PSI	ID	Time Stamp		
16027	UHT-Excel-Line-fileksempl (1).xlsx 002862 Udenrigshandel med Tjenester 202106 [Data]	Failure		Import lines, UHT Excel Line: International trade in services, 002862		17150413	28-07-2021 12:03		

In the **Import-Log** you can see the result of your import.

Click on **Expand all** to see details.

Click on **Discard this imported data** to delete the data and upload new file from scratch.

Click on the **Return Number** to open your declaration.

Integrated reporting > Ongoing jobs > View Import-Log

View Import-Log (16029)    Ongoing jobs

Type Of Import Format: International trade in services

Import: UHT-Excel-Line-fleksempel (1).xlsx 02864, Udenrigshandel med Tjenester 202106 [ Data ]  
Start of Import: 28-07-2021 13:14:35

Result: Errors and/or warnings occurred during the import. Please check the log below.

Name: UHT Excel Line  
End of Import: 28-07-2021 13:14:35

**Discard this imported data**    [View Overview](#)    [Go to the declarations list](#)

Change the view of the import log (tree or table)    [Show as table](#)    [Collapse](#)    [Expand all](#)

Errors and warnings - at least: 2

Errors/Warnings	Error	Warnings
Expenditure to abroad	1	0
Country of origin	1	0

TPD or PSI ID: 1715454

Return Number: 002864    Statistical Period: 202106    Flow: International trade in services    Number Of Items: 4    Errors: 2    Warnings: 0    First line #: 1

- Error: Expenditure to abroad  
Item Number: 4    Imp. Line: 5    Error: 0
- Error: Country of origin  
Item Number: 3    Imp. Line: 4    Error: QQ

Put a checkmark in **Erroneous Lines** to see a list with only the erroneous lines in the declaration.

If you want to delete the item post, 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.

Click on the item number to open an item post.

Actions    PSI Info    Import    Parties    Tools    Help

Add    Show    **Delete**    Delete All    Import    Copy lines    Header    Declaration printout    [Close](#)

Integrated reporting > PSI Returns > Return Overview

Select one or more entries in the list and choose an action from the Actions menu. To edit a return line, click on the number of the line you wish to edit.

Modify Return Overview 002864    Statistics: International trade in services    Statistical Period: 202106    [Erroneous Lines](#)

**Edit declaration**     All     Erroneous Lines    [Delete all lines and upload again](#)

Item Number	Country of origin	Service Code	Income from abroad	Expenditure to abroad	Correct	Last Upd.
3	QQ	210.11	100	100	<input checked="" type="checkbox"/>	28-07-2021 13:15
4	US	302	302	302	<input checked="" type="checkbox"/>	28-07-2021 13:15

Running totals:    1.600    3.600

[Go to declaration list](#)    [Go to last line](#)    [Add line](#)

Red/yellow fields needs to be corrected/filled out so they turn green. If the item post needs to be deleted, choose **Delete** in the **Actions** tab (see above).

Correct the item post and click on **Save and next** to get to the next erroneous line.

Click on **Save and stop** after the last correction.

Modify Return Line 3 / 4 - 002262

Statistics: International trade in services, Period: 201901, Last Upd.: 05-02-2019 14:20

Country*	Income from abroad*
QQ	10.000
Service Code*	Expenditure to abroad
215.11    Audiovisual and related services	
Audiovisual and related services	

Running total : Total income: 25.000 Total expenditure: 47.000

**Save**    **Save and stop**    **Save and next**    [Add line](#)    [Cancel and return to lines list](#)

Now you can approve the declaration by clicking **Approve**.

**Note:** Remember to send the declaration at the **Summary** screen (described above in this guide).

Modify Return Overview 002262 Statistics: International trade in services, Statistical Period: 201901

Item Number	Country Code	Service Code	Income from abroad	Expenditure to abroad	Correct	Last Upd.
1	EC	210.11	15.000		✓	05-02-2019 14:20
2	KR	210.2		35.000	✓	05-02-2019 14:20
3	EC	215.11	10.000		✓	05-02-2019 14:31
4	CH	210.13		12.000	✓	05-02-2019 14:20

Running totals: 25.000 47.000

Go to declaration list Go to last line Add line **Approve**

#### Note!

Statistics Denmark has not received your declaration until there is a checkmark in the column **Return Approved** on the declaration list.

No Filter Surveys shown: All Status filter: Any

Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
002262	International trade in services	Normal		201901	Inc: 25.000 Exp: 47.000	4	✓	✓	05-02-2019

#### Contact Statistics Denmark

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