Data import Excel Line to IDEP
International Trade in Services (Monthly/Quarterly)

STATISTICS DENMARK

January 2026

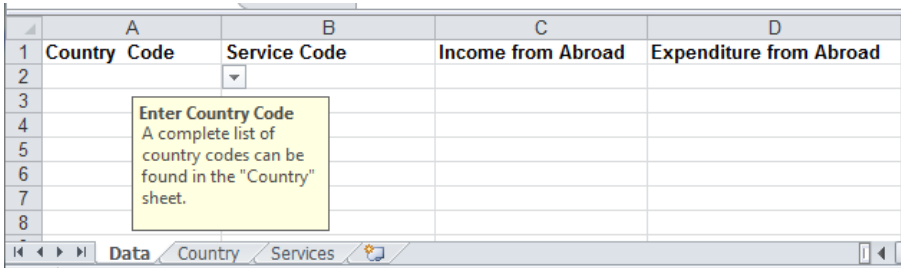**Online reporting to International Trade in Services**

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

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:

You can download the Excel sheet at: 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

Start IDEP

Go to www.dst.dk/uhtidep-en
Click on **Start IDEP**. Log in with MitID Erhverv.

Reporting to International Trade in Services

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:

START IDEP

Read more about MitID Erhverv.

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.

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.

Declaration Header Choose **International trade in services**. Choose **Import data from file** Choose statistical period from the drop down list. Click on **Continue**.	 **Add Return Header** **1. Choose survey:** ○ Intrastat Arrival ○ Intrastat Dispatch ● 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 **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.	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
Click on **Upload** to import the file.	
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 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.	16026 x 🔍 ⇄ Id File Status Action Instruction TPD or PSI ID Time Stamp 16026 UHT-Excel-Line-fileksempel (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.	x 🔍 11 Items ⇄ Select ☐ Return Number Nature of declaration Type Flow Statistical Period Total value Number Of Items Correct ▽ Return Approve Change date ☐ 002861 International trade in services Normal 202106 Inc. 1 600 Exp. 4 700 Inc. 120 450 4 ✓ Approve 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 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

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					
										131 Items
Select ☐	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
☐	001415	International trade in services	Normal		201601	Inc. 51.500 Exp. 79.000	13	✓	✓	04-11-2016

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Failure

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

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

							14
Id	File	Status	Action	Instruction		TPD or PSI ID	Time Stamp
16027	UHT-Excel-Line-fileksempel (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.	
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.	
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.	

Now you can approve the declaration by clicking **Approve.** **Note**: Remember to send the declaration at the **Summary** screen (described above in this guide).	
Note! Statistics Denmark has not received your declaration until there is a checkmark in the column **Return Approved** on the declaration list.	

Contact Statistics Denmark
If you have questions about IDEP, you are welcome to contact Statistics Denmark at idep@dst.dk