

# Guide to manually reporting in IDEP - International Trade in Services

## Online reporting to International Trade in Services

This is a brief guide on how to report manually to International Trade in Services using IDEP. You can also upload data from an Excel file to IDEP. Find more guides and Excel templates 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](#).

<p><b>Start IDEP</b> Go to <a href="http://www.dst.dk/uhtidep-en">www.dst.dk/uhtidep-en</a> and click on <b>Start IDEP</b>.  Log in with MitID Erhverv</p>	<h2>Reporting to International Trade in Services</h2> <p>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:</p> <p><b>START IDEP</b></p> <p><a href="#">Read more about MitID Erhverv</a>.</p>																																			
<p><b>Modify provider details</b> 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.  If you enter a mobile phone number, you will receive an SMS reminder before the reporting deadline. If you don't want this, check <b>Disallow SMS</b>.  If you would prefer to receive communication from Statistics Denmark via digital post instead of e-mail, check <b>Digital post</b>.  Click on <b>Save</b>.</p>	<p><b>Modify Provider Details 17150413</b></p> <p>PSI Name* TEST</p> <p>Contact Person* Telephone Nr.* Contact E-mail Address* Test 123 12345678 idep@dst.dk</p> <p>Please fill in the contact details of the person filling in the surveys below.</p> <table border="1"><thead><tr><th>Enabled surveys</th><th>Contact Person</th><th>Telephone Nr.</th><th>Mobile phone</th><th>Disallow SMS</th><th>Digital post</th><th>Contact E-mail Address</th></tr></thead><tbody><tr><td>International trade in services</td><td>TestMG</td><td>12345678</td><td>37654321</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>idep@dst.dk</td></tr><tr><td>ProdCom</td><td></td><td></td><td></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr><tr><td>Intrastat Arrival</td><td></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr><tr><td>Intrastat Dispatch</td><td></td><td></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr></tbody></table> <p><b>Save</b> <b>Close</b></p> <p><b>NOTE:</b> Fill in contact information and click on <b>Save</b>. Click on <b>Close</b> 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.</p>	Enabled surveys	Contact Person	Telephone Nr.	Mobile phone	Disallow SMS	Digital post	Contact E-mail Address	International trade in services	TestMG	12345678	37654321	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	idep@dst.dk	ProdCom				<input checked="" type="checkbox"/>	<input type="checkbox"/>		Intrastat Arrival				<input type="checkbox"/>	<input type="checkbox"/>		Intrastat Dispatch				<input type="checkbox"/>	<input type="checkbox"/>	
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Intrastat Dispatch				<input type="checkbox"/>	<input type="checkbox"/>																															

## 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.

The screenshot shows the IDEP.web interface with a blue header bar. The 'Actions' menu is open, showing 'Integrated reporting', 'PSI Info', 'Import', 'Parties', 'Tools', and 'Help'. Below the header, there's a message 'You have 3 message(s) waiting' and a 'Statistics Denmark and VIES : IDEP.web' section. A red circle highlights the 'Create a new declaration' button in the 'Common tasks' list.

## 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**.

The screenshot shows the 'Add Return Header' dialog. It has three main sections: 1. Choose survey: with radio buttons for Intrastat Arrival, Intrastat Dispatch, Combined Intrastat and VIES, VIES, and International trade in services (which is selected). 2. Choose declaration type: with radio buttons for Import data from file, Nil declaration, Manual data entry (which is selected), and Re-export declaration. 3. Choose period: with a dropdown for Statistical Period\* showing '201901 January 2019'. At the bottom are 'Continue' and 'Close' buttons, with 'Continue' being circled in red.

## 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.

The screenshot shows the 'Add Return Line' dialog. It has fields for Country\* (yellow background), Service Code\* (yellow background), Income from abroad\* (yellow background), and Expenditure to abroad\* (yellow background). At the bottom, there are buttons for 'Save and continue' (which is circled in red), 'Save and stop', and 'Cancel and return to lines list'.

## Approve Declaration

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

You can edit a line by clicking on the **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.

Integrated reporting > PSI Returns > Return Overview

Add Return Overview 002269 Statistics: International trade in services, Statistical Period: 201901

Delete all lines and upload again

Select	Item Number	Country Code	Service Code	Income from abroad	Expenditure to abroad	Correct	Last Upd.
<input type="checkbox"/>	1	EC	210.11	100.000		✓	11-02-2019 13:09
<input checked="" type="checkbox"/>	2	CA	201.61		20.000	✓	11-02-2019 13:10

Running totals: 100.000 20.000

Go to declaration list Go to test Add line Approve

## 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 declaration list**.

## Receipt

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

Approve 002269

Provided by 17150413  
Provided for 17150413

Statistics International trade in services  
Statistical Period January 2019 - 201901

Your declaration

Income from abroad	100.000 DKK
Expenditure to abroad	20.000 DKK
Number Of Items	2 <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?

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** in 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
<input type="checkbox"/>	001415	International trade in services	Normal		201601	Inc. 51.500 Exp. 79.000	13	✓	✓	34-11-2016

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## Contact Statistics Denmark

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