

Dataimport Multi Excel to IDEP

International Trade in Services (Monthly/Quarterly)

January 2026

Online reporting to International Trade in Services

This guide describes how to import Multi Excel 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](#).

Multi Excel file

The Excel spreadsheet should look like this:

	A	B	C	D	E	F
1	CVR NUMBER	PERIOD	SERVICE CODE	COUNTRY CODE	INCOME FROM ABROAD	EXPENDITURE FROM ABROAD
2	17150413	202101	300.11	AF	1500	
3	17150413	202103	302	AL		3500
4	17150413	202102	210.11	AF	100	
5	17150413	202102	302	US		1200
6						
7						
8						
9						
10						

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 must contain the following columns:

Column A: The Company's CVR/VAT number

Column B: Statistical Period. Specified as below:

- Month: **YYYYMM** (July 2021 = 202107)
- Quarterly: **YYYY-Q** (1. Quarter 2021 = 2021-1)
- Year: **YYYY** (2021)

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

Start IDEP

Go to www.dst.dk/uhtidep-en and 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 on IDEP, 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.

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.

Import file

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

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

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

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 will be **“Data”**.

Click on **Proceed with import**.

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

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

14 items										
	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved	Change date
<input type="checkbox"/>	002754	International trade in services	Normal		202103	Inc 1.500 Exp 3.500	2	<input checked="" type="checkbox"/>	Approve	29-07-2021

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.

Integrated reporting > PSI Returns > Approve

Approve 002754

Provided by 17150413
Provided for 17150413

Statistics International trade in services
Statistical Period March 2021 - 202103

Your declaration

Income from abroad 1.500 DKK
Expenditure to abroad 3.500 DKK

Number Of Items 2 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.

131 items										
	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04-11-2016

Failure

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

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

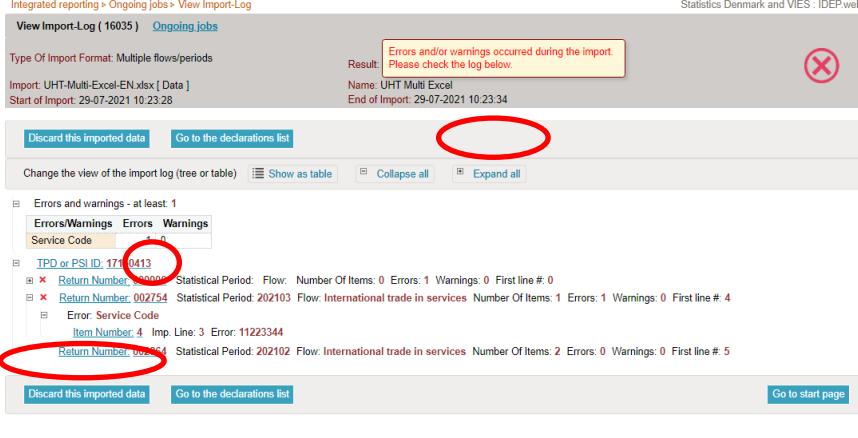
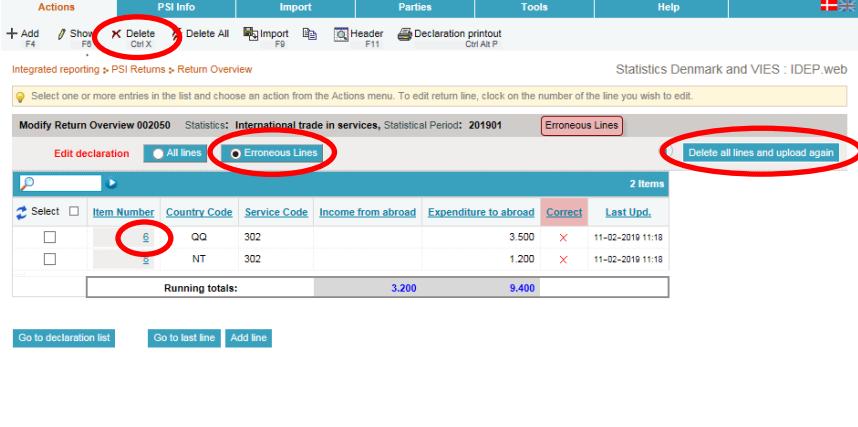
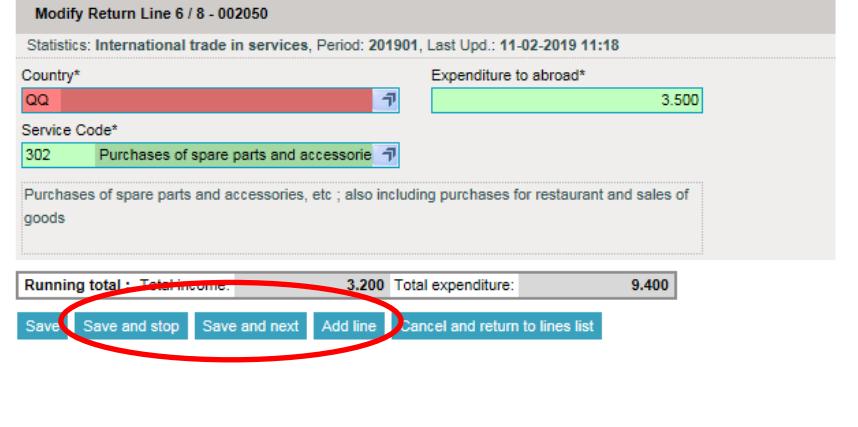
Integrated reporting > Ongoing jobs

Statistics Denmark

To see all records, please click on the checkbox "Show all results" Show all results

Id	File	Status	Action	Instruction	TPD or PSI ID	Time Stamp
16034	UHT-Multi-Excel-EN.xlsx [Data]	Failure		Import multi. UHT Multi Excel	17150413	29-07-2021 10:02

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

<p>In the import log you can see the result of your import.</p> <p>Click on Expand all to see details.</p> <p>Click on the Return Number to open your declaration.</p>	
<p>Put a checkmark in Erroneous Lines to get a list with only erroneous lines.</p> <p>Click on the first item number to open the post.</p> <p>If you want to delete the line, check the box to the left of the item number and choose Delete in the Actions tab.</p> <p>Use Delete all lines and upload again, if you want to delete the declaration and upload a new file instead.</p>	
<p>Red/yellow fields needs to be corrected/filled out so they turn green. If the item needs to be deleted, choose Delete in the Actions tab.</p> <p>Correct the post and click on Save and next to get to the next erroneous line.</p> <p>Click on Save and stop after the last correction.</p>	

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

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

3 Items							
Select	Item Number	Country Code	Service Code	Income from abroad	Expenditure to abroad	Correct	Last Upd.
<input type="checkbox"/>	1	AQ	302		3.500	✓	11-02-2019 11:26
<input type="checkbox"/>	2	AF	210.11	100		✓	11-02-2019 11:18
<input checked="" type="checkbox"/>	3	BR	302		1.200	✓	11-02-2019 11:27

Go to declaration list | Go to last line | Add line | **Approve** (circled in red)

Note!

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

133 Items							
Select	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items
<input type="checkbox"/>	002262	International trade in services	Normal		201901	Inc. 25.000 Exp. 47.000	4 ✓ ✓

Contact Statistics Denmark

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