

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						

Navigation bar: Data | Country | Services | (+) | < | >

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

<div>Start IDEP</div> <div>Go to www.dst.dk/uhidep-en and click on Start IDEP. Log in with MitID Erhverv.</div>	<div>Reporting to International Trade in Services</div> <div>You can use IDEP to make online declarations to International Trade in Services.</div> <div>You can choose to enter data in the online form or import data from an Excel file.</div> <div>If you already have MitID Erhverv, you can start reporting today:</div> <div><div>START IDEP</div><div>Read more about MitID Erhverv.</div></div>																																			
<div>Modify provider details</div> <div>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.</div> <div>Click on Save, when you are done.</div>	<div><div>Modify Provider Details 17150413</div><div><div>PSI Name*</div><div>TEST</div></div><div><div>Contact Person*</div><div>Test 123</div></div><div><div>Telephone Nr.*</div><div>12345678</div></div><div><div>Contact E-mail Address*</div><div>idep@dst.dk</div></div><div><div>Copy contact details</div><div>Copy filled in contact details to empty contact details below</div></div><div>Please fill in the contact details of the person filling in the surveys below.</div><table><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>87654321</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><div><div>Save</div><div>Close</div></div><div>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.</div></div>	Enabled surveys	Contact Person	Telephone Nr.	Mobile phone	Disallow SMS	Digital post	Contact E-mail Address	International trade in services	TestMG	12345678	87654321	<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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<div>Create a new declaration</div> <div>For English version click on the flag in the upper right corner of the screen.</div> <div>Click on [+] Create a new declaration to begin.</div>	<div><div>Actions</div><div>PSI Info</div><div>Import</div><div>Parties</div><div>Tools</div><div>Help</div><div></div></div> <div>Integrated reporting Return Ctrl F3 CNA Ctrl F8 CNS Ctrl F8 </div> <div>Function key overview Shift F1</div> <div><div>You have 3 message(s) waiting</div><div>Deadlines Intrastat and ETS</div><div>CNA specific information (e.g. contact details)</div><div>Contact information summary: Serv.: DUO Imp.: Test Exp.: Test</div></div> <div><div>Statistics Denmark and VIES : IDEP.web</div><div>Welcome</div><div><div>Common Tools</div><div><div>[+] Create a new declaration</div><div>View the list of Destinations</div></div></div><div>My tasks</div></div> <div><div>We hope you will like the new features in IDEP web. See them here: IDEP.web news</div></div>																																			
<div>Import file</div> <div>Click on the Multi-PSI-import button.</div>	<div><div>Add Return Header</div><div><div>1. Choose survey:</div><div><div><input type="radio"/> Intrastat Arrival</div><div><input type="radio"/> Intrastat Dispatch</div><div><input type="radio"/> Combined Intrastat and VIES</div><div><input type="radio"/> VIES</div><div><input type="radio"/> International trade in services</div><div><input type="radio"/> ProdCom</div></div></div><div><div>Multi-PSI-import/Upload files</div><div>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)</div><div><div>Multi-PSI-import</div></div></div></div>																																			

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

Integrated reporting > Import

Import

Multi-PSI Import/Upload files

Name* **UHT Multi Excel** Excel - Multi Excel fil med UHT [Show format](#)

ERP C5 ASCII (Intra) Text (TAB) - Microsoft C5 Comma delimited
 FTP-filer Text (TAB) - Intrastat fil fra FTP
 INTRA-DK Text (TAB) - Fil fra økonomisystem
 Multi Excel Excel - Fil med alle Intrastat oplysninger
 Multi Excel valuta Excel - Fil med alle Intrastat oplysninger - valuta
 NY INTRA-DK Text (TAB) - Fil fra økonomisystem
 UHT Multi Excel Excel - Multi Excel fil med UHT

Proceed with import Cancel

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

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
16033	UHT-Multi-Excel-EN.xlsx [Data]	Can be approved		Import multi, UHT Multi Excel	17150413	29-07-2021 09:46

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

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

No Filter									
Surveys shown: Filtered									
Status filter: Filtered									
14 Items									
Select	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	✓	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.

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	✓	✓ 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" <input type="checkbox"/> Show all results									
16034									
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			

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.

Integrated reporting > Ongoing jobs > View Import-Log

View Import-Log (16035) Ongoing jobs

Type Of Import Format: Multiple flows/periods

Import: UHT-Multi-Excel-EN.xlsx [Data]

Start of Import: 29-07-2021 10:23:28

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

Name: UHT Multi Excel

End of Import: 29-07-2021 10:23:34

Discard this imported data Go to the declarations list

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

Errors and warnings - at least: 1

Errors/Warnings	Errors	Warnings
Service Code	4	0
TPQ or PSI ID: 1710413		
Return Number: 002754	Statistical Period: 202103	Flow: International trade in services
Item Number: 4	Imp. Line: 3	Error: 11223344
Return Number: 002754	Statistical Period: 202102	Flow: International trade in services

Discard this imported data Go to the declarations list Go to start page

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.

Actions PSI Info Import Parties Tools Help

+ Add F4 Show F6 Delete All Ctrl X Import F9 Header F11 Declaration printout Ctrl Alt P

Integrated reporting > PSI Returns > Return Overview

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

Modify Return Overview 002050 Statistics: International trade in services, Statistical Period: 201901

Edit declaration All lines Erroneous Lines 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"/>	6	QQ	302		3.500	X	11-02-2019 11:18
<input type="checkbox"/>	6	NT	302		1.200	X	11-02-2019 11:18
Running totals:				3.200	9.400		

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 needs 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.

Modify Return Line 6 / 8 - 002050

Statistics: International trade in services, Period: 201901, Last Upd.: 11-02-2019 11:18

Country* QQ Expenditure to abroad* 3.500

Service Code* 302 Purchases of spare parts and accessories

Purchases of spare parts and accessories, etc ; also including purchases for restaurant and sales of goods

Running total : Total income: 3.200 Total expenditure: 9.400

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).

							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 11:28
<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
Running totals:				100	4.700		
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.

133 Items									
Select	Return Number	Nature of declaration	Type	Flow	Statistical Period	Total value	Number Of Items	Correct	Return Approved
<input type="checkbox"/>	002262	International trade in services	Normal		201901	Inc. 25.000 Exp. 47.000	4	✓	✓
No Filter Surveys shown: All Status filter: Any Previous 1 2 ... 8 9 10 11 12 Next Go to page									

Contact Statistics Denmark

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