

Third Party Declarations in IDEP.web

November 2018

If a company (PSI) wants another company (Third Party Provider) to report on their behalf, they will need to grant access to this third party in IDEP.web. This can be done in two ways, which are described below.

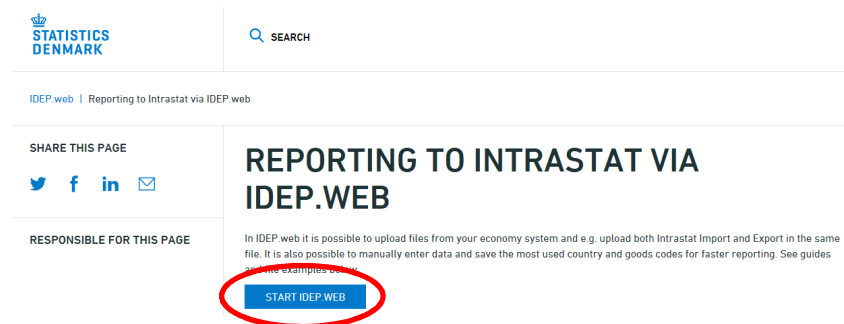
In the last section of this guide, there are instructions for the Third Party Provider on how to report in IDEP.web on behalf of the PSI.

1. Company (PSI) grants access to Third Party Provider

Go to www.dst.dk/idepweb-en

Click on **START IDEP.WEB**.

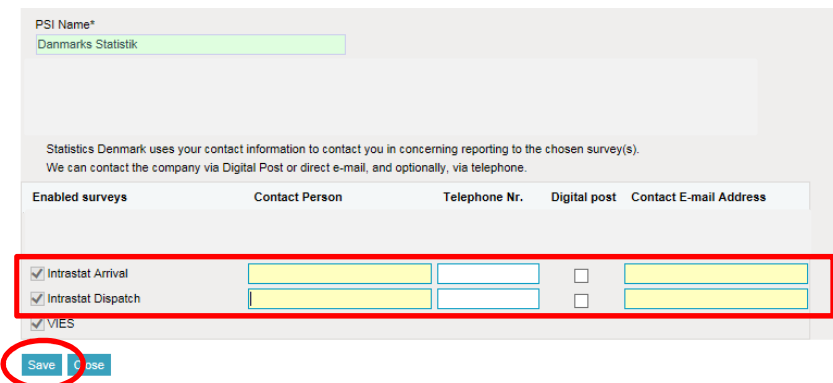
Log into IDEP.web with your NemID digital employee certificate.



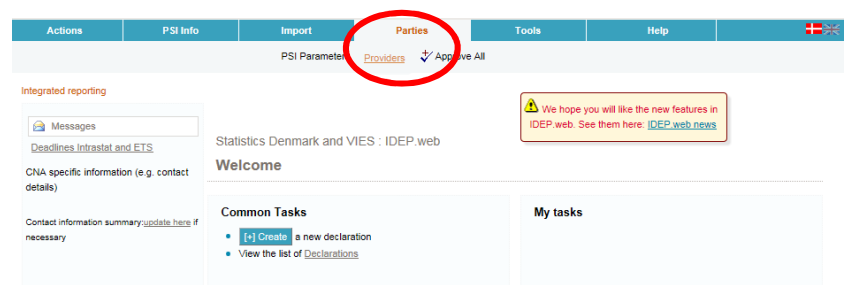
Modify PSI details

The first time you log on IDEP.web, you need to fill out the required PSI details information. Fill in all the yellow fields. (White fields are optional).

Click on **Save**, when you are finished.



Click on **Parties/Providers** in the top menu bar.



Click on **Add provider**.



Type in the CVR number of the company you want to grant access, and click on **Lookup**.

Modify Providers
Current PSI: 17150413

Providers*
Add provider

CVR-no.
16161616
Lookup

Save Close

Click on **Add this one**.

Modify Providers
Current PSI: 17150413

Providers*
Add provider

CVR-no.
16161616
Provider name
Accounting SA
Lookup
Add this one

Save Close

Check the box to the left of the **Survey Type** you want the Third Party Provider to report on your behalf.

Fill in the third party's contact information and click on **Save**.

Now the provider will have access to report on your behalf.

Modify Providers
Current PSI: 17150413

Providers*
16161616 Accounting SA
Remove provider Add provider

Select surveys you want the TPD to fill out on your behalf
Note: The receipt for the report is sent to the e-mail address attached to the employee certificate used to login.

Statistics Denmark uses your contact information to contact you in concerning reporting to the chosen survey(s). We can contact the company via Digital Post or direct e-mail, and optionally, via telephone.

Survey Type	Contact Person	Contact E-mail Address	Telephone Nr.
<input checked="" type="checkbox"/> International trade in services			
<input type="checkbox"/> ProdCom			
<input checked="" type="checkbox"/> Intrastat Arrival			
<input checked="" type="checkbox"/> Intrastat Dispatch			
<input type="checkbox"/> VIES			

Save Close

2. Statistics Denmark provides access for the Third Party Provider

If the company (PSI) does not have access to IDEP.web, it is possible for Statistics Denmark, to grant access to the Third Party Provider on their behalf. In order to do so, the PSI must send a Power of Attorney to idep@dst.dk

The e-mail/Power of Attorney must contain information about:

- Which surveys the Third Party is authorized to make on behalf of the company
- Contact person's name, e-mail address and telephone number for both PSI and Third Party
- CVR/VAT number for both PSI and Third Party

Statistics Denmark will then create access to the Third Party in IDEP.web.

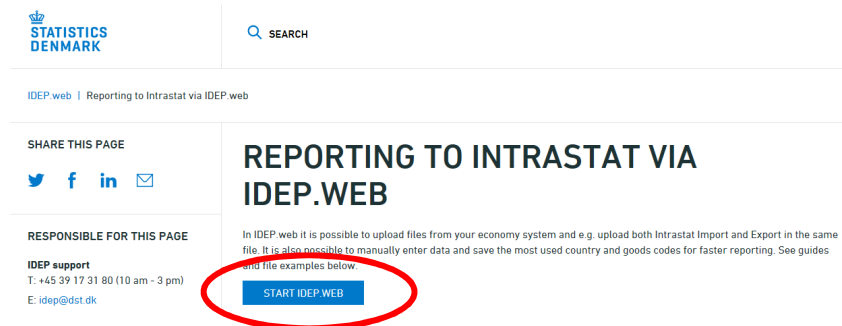
3. For the Third Party Provider

Below is a description of how to report via IDEP.web on behalf of one or several companies.

Go to www.dst.dk/idepweb-en

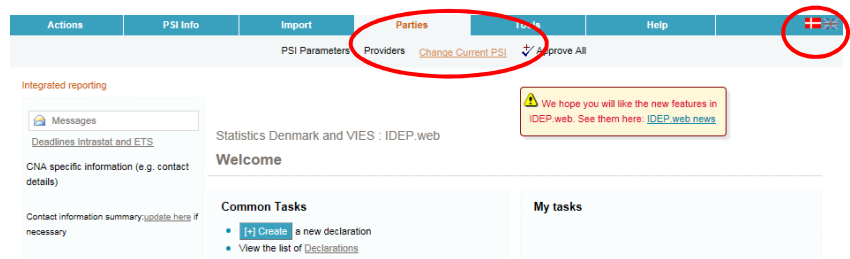
Click on **START IDEP.WEB**

Log into IDEP.web with your NemID digital employee signature.



Change language by clicking on the flag in the upper right corner.

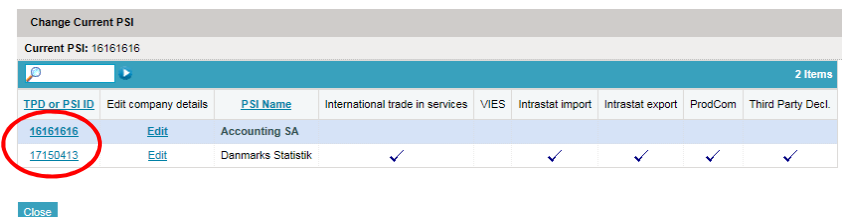
Select **Parties/Change Current PSI** in the top menu bar.



Now you can choose between the CVR/VAT numbers you have access to.

Click on the CVR/VAT number of the company you want to report for. You will then go to the start page, and can begin reporting.

You can always see which CVR number is active, in the upper right corner of the screen, next to the **Log off** button.



Contact Statistics Denmark

If you have questions regarding IDEP.web, you are welcome to contact us at: idep@dst.dk