

Third Party Declarations in IDEP.web

International trade in Services

If a company (PSI) wants another company (Provider) to report on their behalf, they will need to grant access to this Provider 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 Provider on how to report in IDEP.web on behalf of the PSI.

1. Company (PSI) grants access to Provider

Go to www.dst.dk/uhtidep-en

Click on **START IDEP.WEB.**

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

REPORTING TO INTERNATIONAL TRADE IN SERVICES

You can use IDEP.web to make online declarations to International Trade in Services. IDEP.web can also be used to report to Intrastat and to EU sales without VAT.

You can choose to enter data in the online form or import data from an Excel file.

Data import "UHT Excel line" via IDEP.web

Companies who have transactions with many different countries and/or services, or who wish to import files from their ERP system can use the Excel line format. Download an example file and instructions from the list below:

- [Quickguide to IDEP.web - Services](#)
- [Third party declarations in IDEP](#)
- [Replacement declarations in IDEP](#)

DATA IMPORT GUIDES

- [Import data from Excel Line via IDEP.web](#)
- [Import data from Multi Excel to IDEP.web](#)

EXCEL FILE EXAMPLES

- [UHT-Excel-Line-EN](#)
- [UHT-Multi-Excel-EN](#)

IDEP.WEB GUIDES - SERVICES

If you already have a digital employee signature, you can start reporting via IDEP.web today:

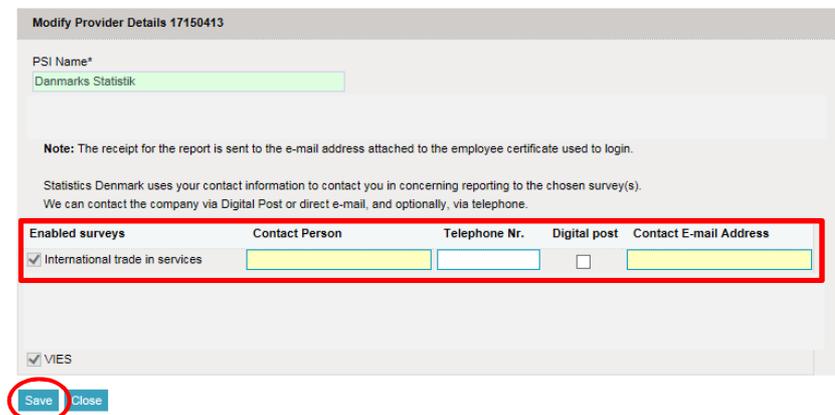


If it is the first time you log in to IDEP.web, you will have to enter your contact information in the Provider Details page.

Note: Change language by clicking on the flag in the upper right corner of the screen.

Fill in contact information at the enabled surveys. **Note:** Contact information may already be filled in, but it is possible to correct/delete the information.

Click on **Save** to go to the start page.



Modify Provider Details 17150413

PSI Name*
Danmarks Statistik

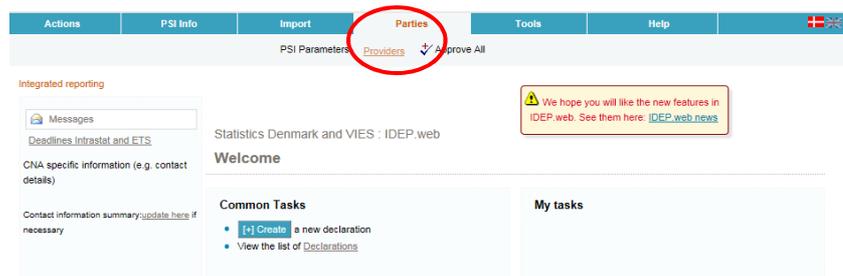
Note: The receipt for the report is sent to the e-mail address attached to the employee certificate used to login.

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.

Enabled surveys	Contact Person	Telephone Nr.	Digital post	Contact E-mail Address
<input checked="" type="checkbox"/> International trade in services			<input type="checkbox"/>	
<input checked="" type="checkbox"/> VIES				

Save **Close**

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



Actions | PSI info | Import | **Parties** | Tools | Help | 

PSI Parameters | Providers | Approve All

Integrated reporting

Messages
Deadlines Intrastat and ETS

CNA specific information (e.g. contact details)

Contact information summary [update here](#) if necessary

Statistics Denmark and VIES : IDEP.web

Welcome

Common Tasks

- [Create](#) a new declaration
- View the list of [Declarations](#)

My tasks

We hope you will like the new features in IDEP.web. See them here: [IDEP.web news](#)

Click on **Add provider**.

The screenshot shows the 'Modify Providers' interface. At the top, it says 'Current PSI: 17150413'. Below that is a 'Providers*' section with a yellow bar. A blue button labeled 'Add provider' is circled in red. At the bottom, there are 'Save' and 'Close' buttons.

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

The screenshot shows the 'Modify Providers' interface. The 'CVR-no.' field contains '16161616'. A blue button labeled 'Lookup' is circled in red. The 'Add provider' button is also visible. At the bottom, there are 'Save' and 'Close' buttons.

Click on **Add this one**.

The screenshot shows the 'Modify Providers' interface. The 'CVR-no.' field contains '16161616' and the 'Provider name' field contains 'Accounting SA'. A blue button labeled 'Add this one' is circled in red. The 'Lookup' button is also visible. At the bottom, there are 'Save' and 'Close' buttons.

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

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

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

The screenshot shows the 'Modify Providers' interface. The 'Providers*' section shows '16161616 Accounting SA' with a dropdown arrow. Below it are 'Remove provider' and 'Add provider' buttons. A section titled 'Select surveys you want the TPD to fill out on your behalf' contains a note and a table. The table has columns for 'Survey Type', 'Contact Person', 'Contact E-mail Address', and 'Telephone Nr.'. The 'International trade in services', 'Intrastat Arrival', and 'Intrastat Dispatch' rows are checked. The 'Save' button is circled in red.

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			

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 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**

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IDEP.WEB

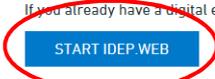
EASY REPORTING TO INTRASTAT, VIES, INTERNATIONAL TRADE IN SERVICES AND PRODCOM

IDEP.web is an online program which can be used to submit declarations to Intrastat and International Trade in Services.

IDEP.web features:

- Nothing to install - the newest version is always available
- Import data files from your economy system
- Can be accessed by several users
- Secure access via digital employee signature
- No risk of data loss - your data is stored online

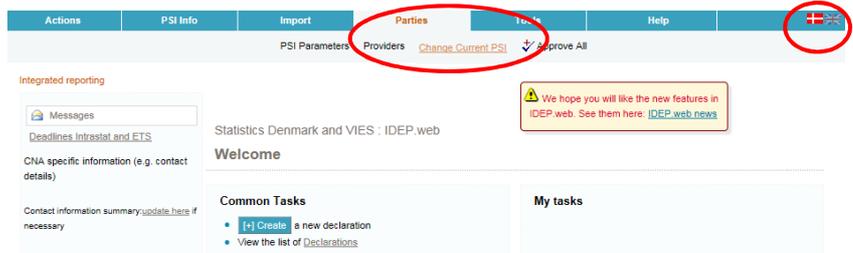
If you already have a digital employee signature, you can start reporting to Intrastat today:



If you don't have an employee signature, you can apply for one at: www.danid.dk

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

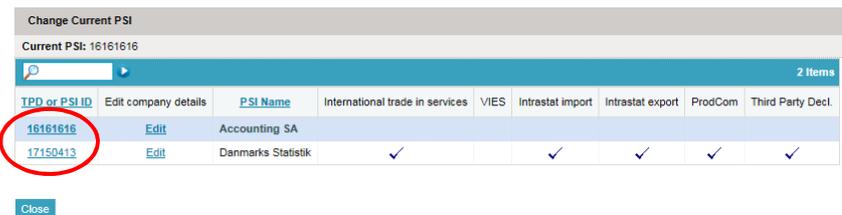
Select **Parties/Change Current PSI** in the top menu bar.



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