



Manual on IDEP for International Trade in Services statistics

Statistics Netherlands 2024

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1. Introduction

In this manual you will find information about the statistical submission on International Trade in Services to Statistics Netherlands (CBS). The CBS publishes quarterly figures on international trade in services, which are a source for the gross domestic product (GDP). Ten percent of GDP is earned through international trade in services. By having a good overview of the international trade in services, the government can better shape its trade promotion policy. In addition, the results provide insight into the competitive position of the Netherlands in relation to other countries.

In addition to international trade in services, this survey also asks, if applicable, for two specific forms of trade in goods, namely transit trade and warehouse trade. More information can be found in our explanatory notes and in frequently asked questions on [International Trade in Services IDEP \(cbs.nl\)](#).

To submit their returns for the International Trade in Services statistics, companies must use the IDEP declaration module made available by Statistics Netherlands. In this declaration module, declarations can be entered manually but files can also be imported from the companies' own records. Companies that are obliged to submit returns will receive the link and log-in codes for IDEP by e-mail or by letter after the quarter ends.

This manual explains how the declaration module works and which options there are to submit your data via the application module.

Please note that as of the first quarter of 2022, it is possible for companies that need to declare their trade as within/outside of the European Union to also declare the specific countries separately. During the read-in, when files are imported, the countries will automatically convert to European Union (Z1) or outside the European Union (Z2).

1.1 How to fill in the form

You will find the login link, your user name, and your password in two separate e-mails or letters sent to you by Statistics Netherlands. After logging in the first time, you are requested to change the password. This new password will be used for all future returns, so please keep this password safe. If you lose your user name, you can request a new one from the CBS Contact Center: contactcenter@cbs.nl. If you have lost your password, please click the link: [Request a new password](#)

1.2 Approaches to filling in

The questionnaire can be completed in several ways:

- manual
- reading in data, or
- a combination of manual entry and data reading.

Manual declaration is suitable if you have a limited number of service-country combinations to declare. For companies with larger numbers, we recommend the read-in function. More information on these types of declarations can be found in chapters 3.1 and 3.4 respectively.

A combination of manual entry and reading is also possible. You can use this option in case you want to correct your data or add a limited number of records.

1.3 Manuals, service and country codes

On almost every screen in the application module you will see instructional texts that provide you with additional information while using the questionnaire application. You can access the explanations for individual services in the service code screen under the information sign "i" by clicking on this.

For general questions, manuals, service codes, and country codes, you can consult the relevant information under [Help](#). You can download country codes and service explanations under [Downloads](#).

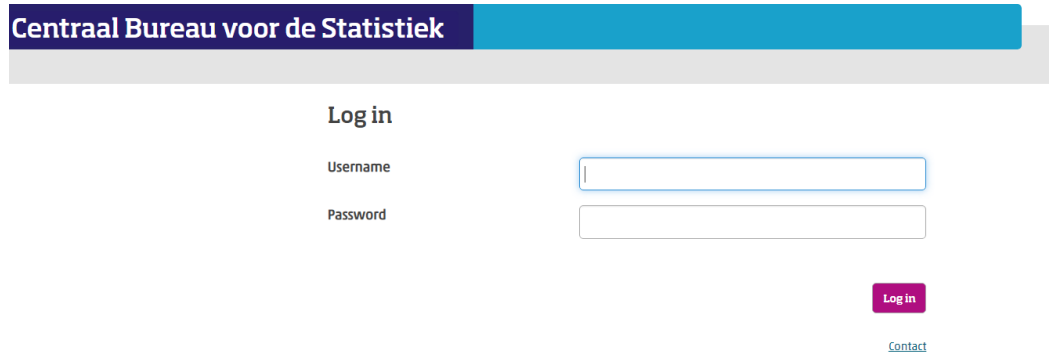
1.4 Language settings

In the online questionnaire application you have the option to use an English and a Dutch version of the questionnaire. You can easily switch between the two versions by clicking on the corresponding flag in the top right corner. When changing a language you remain on the same page and your information will not be lost.

2. Login, change password and change contact information

2.1 Logging into the application module

Go to <https://antwoord.cbs.nl> to log in. The letters you received from CBS contain a new **username** and **password** for logging into the application. After the first login, you will need to change your password.



Centraal Bureau voor de Statistiek

Log in

Username

Password

Log in

[Contact](#)

2.2 Changing your password

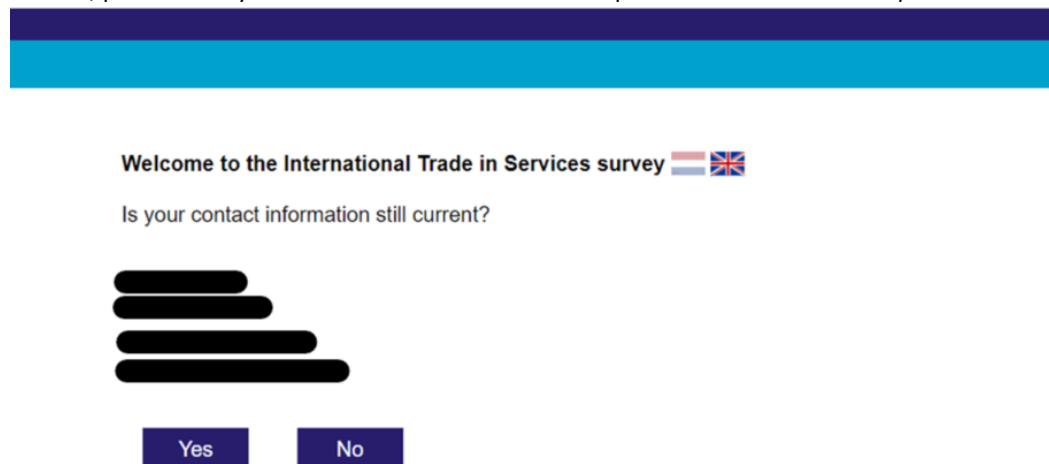
After you have logged in for the first time, you will automatically be directed to change your password. This is mandatory and from this point on you will continue to use your self-created password and existing username for all your subsequent applications.



To change your password go to [Change settings](#) > [Change password](#).

Keep this password safe! If you have lost your user name you can request a new one through the CBS Contact Centre: contactcenter@cbs.nl. If you have lost your password, click on the link: Request a new password. After that you have to set a new password as described earlier.

2.3 Checking and changing contact details

After logging in, you will be asked to check if your contact information is still correct. If nothing is filled in, please fill in your contact information as it is important to have a contact person.



Welcome to the International Trade in Services survey  

Is your contact information still current?

██████████
██████████
██████████
██████████

Yes No

Please note! You cannot change your company data. Please contact CBS for your company or go to [Online help/Contact \(cbs.nl\)](#).

You are here: [Start page](#) > Your company information > Change your contact information

Change your contact information ****, BE

Company name				
<input type="text"/>				
Street and number		Postal code	City	Country
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix*	Initials*	Last name*	Telephone no.*	E-mail address*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save and back](#) [Cancel](#)

NOTE: you must first complete this form before it is possible to use other parts of this application.

You can change your contact person, phone number and e-mail address in this section. If you wish to change your postal address, please contact us via: [CBS contact center](#).

2.4 View information on company structure

After your contact information has been checked, you will see the business units over which this consolidated statement needs to be submitted.

It is not uncommon for the Statistics Netherlands to ask you to fill out a [combined](#) survey for multiple business entities that are part of your enterprise.

For this survey we expect you to report on the following entities:

Company name	CoC Number
<input type="text"/>	<input type="text"/>

[Previous](#)

[Next](#)

2.5 Referring to relevant information

After familiarizing yourself with the structure of the company for which the declaration is being filled out, you will be shown what the CBS expects from your declaration based on previous submissions and other information sources. The image below shows an example.

We base our expectations on domestic and foreign tax information and/or previous submissions to Statistics Netherlands to determine whether you purchase (import) or sell (export) services internationally.

We expect:

Minimum expected EU-services trade based on [VIES data](#):

Import : **Several hundreds of thousands of euro's.**

Minimum expected services trade based on previous submissions:

Import : **Several hundreds of thousands of euro's.**
Export : **Several tens of thousands of euro's.**

Do you want more information?

[◀ Previous](#) [Yes](#) [No](#)

If you would like more information about why CBS expects this, please continue by clicking "Yes". You will receive a more detailed explanation of the services we ask for in our survey and an overview of the reference amounts expected from you in the respective quarter, based on information coming from the Tax Office and/or your previous CBS statements.

If you have any questions, please do not hesitate to contact us.

Step 5 of 5:

Do you have any questions? Contact InternationaleHandelinDiensten@cbs.nl

You can also contact us by phone: 0031-455706400.

Would you like to check all possible services or receive more information on the survey? Then take a look at the [manual](#).

Would you like more information about completing this questionnaire, such as the possibility to upload your data? Then take a look at the [survey manual](#).

Would you like some instruction on where to find this in your administration? Then read [this](#) hyperlink.

[◀ Previous](#) [To the submission overview](#)

3. How to submit your figures

In the declaration module you can enter a declaration manually but it is also possible to read in data from your own administration. Especially when you have to enter many records per declaration, you can save a lot of time by using the read-in function.

Most companies are only required to provide a breakdown of services divided into 'within the European Union' (Z1) or 'outside the European Union' (Z2). This information can be found in the email or letter received from Statistics Netherlands. If a company is only required to provide a breakdown by trade within or outside the European Union, this will be explicitly stated in the letter. Other companies must provide a breakdown of services per country of origin or country of destination.

3.1 Filling in manually

Manual declaration is suitable if you have a limited number of service-country combinations to declare.

To fill in the questionnaire manually, go to [Reporting](#) via the [Home](#) menu. Select the period for which you want to submit the statement.

Select	Period	Company structure	Submission expectations	Import value	Export value	Number of records	Status	Sent
<input checked="" type="checkbox"/>	2022Q1	Company structure	Expectations	0	0	0	Declaration is not yet submitted	Send

Then click [Add](#) to create your records within the statement.

Select	Record Number	Country code	Service code	Import value	Export value	Correct	Last update
0 Items							

3.2 Add records

You will now enter the "Details records" screen. Here you can enter the service code(s), country code(s) and value(s) of import and/or export. You must enter the value(s) in **thousands** of euros. For a brief explanation of a service code, click on the 'i' sign in the service list.

Submissions	Data import	Your company information	Tools	Help	Declaration associated with login credentials: Services 2022Q1 2
Record details :	Clear F8	Data import F9	Copy last record F6	Copy field +	Save as submission template F11

You are here: [Start page](#) > [Submission](#) > [Record\(s\) in submission](#) > Record details

Select the country and service code. Then enter the export and/ or import value of this services.
 Should you regularly use this service/country combination in your submissions then it can be useful to save it as an 'submission template'. For this, please click on Save as submission template in the menu bar. When you import the data you can select the template and the fields will be filled in automatically with your set values.

Record details 1 Amounts are in thousands of euros About field colours

Period: **1st Quarter 2022**

Country*	Import value*
<input type="text"/>	€ <input type="text" value="0.000"/>
Service code*	Export value*
<input type="text"/>	€ <input type="text" value="0.000"/>

Total: Import: Export:

Save and continue Save and back Cancel and go back

The fields marked with * are mandatory.
Save and continue saves the current record and creates a new empty record.
Save and back saves the current record and returns to the record overview.
Cancel and go back does not save the record and returns directly to the record overview.

If you need to break down your imports and exports of services by trade within the European Union and trade outside the European Union, you have two options for doing so:

- You can bundle countries to EU and non-EU per service and indicate in the application module whether it concerns Z1 (European Union) or Z2 (not European Union).
- You can supply the country code for each service. During the reading in process this will automatically be converted into Z1 (European Union) or Z2 (not the European Union).

Submissions	Data import	Your company information	Tools	Help	
Record details :	Clear F8	Data import F9	Copy last record F6	Copy field +	Save as submission template F11

You are here: [Start page](#) > [Submission](#) > [Record\(s\) in submission](#) > Record details

Select the country and service code. Then enter the export and/ or import value of this services.
 Should you regularly use this service/country combination in your submissions then it can be useful to save it as an 'submission template' you can select the template and the fields will be filled in automatically with your set values.

Record details 1 Amounts are in thousands of euros

Period: **1st Quarter 2022**

Country*	Import value*
BE Belgium	€ 1000.000
Service code*	Export value
SA Manufacturing services	€ .000

Total: Import: Export:

Save and continue Save and back Cancel and go back

The fields marked with * are mandatory.
Save and continue saves the current record and creates a new empty record.
Save and back saves the current record and returns to the record overview.
Cancel and go back does not save the record and returns directly to the record overview.

To enter the next record, click **Save and continue**. If you have entered all service/country combinations, click **Save and return**.

Back at the screen "**Record(s) within declaration**" you can find all the records that have been filled out in the quarter concerned. Here you can check the records and adjust them if necessary.

3.3 Submission template

If you regularly need to fill out similar service-country combinations, it is convenient to create a "Statement template". To do this, open the [Statement](#) and select the record with the content you want to use. Click [Save as statement template](#) and give it a clear name and description. The next time you create a new record you can select this statement template.

3.4 Importing data

Companies with large numbers of service-country combinations are advised to use a read-in function. By this we mean that you prepare your data in advance in an Excel, Access, dBase or TXT file which you can then read into the application module.

You can find an example Excel file for the application module via this link: [Excel IHD.xlsx](#)

	A	B	C	D
1	Service code	Country code	Import value	Export value
2				
3				
4				
5				
6				
7				

To start the importing of data, go to **Import templates** via the **Data import**.

In the declaration module you can choose from a number of **predefined read-in templates** or create your own **read-in template**. As long as the column structure of your file does not change, you can always use the same reading template. Otherwise you have to customize the template.

Submissions	Data import	Your company information	Tools	Help
Import templates : Add new <small>F4</small> Data import <small>F9</small>				
You are here: Start page > Data import > User-defined import templates				
💡 User-defined import templates. Click on 'Standard import templates' to see the predefined import templates.				
Select the type of import format you wish to see on this screen:				
<input type="radio"/> Import templates <input checked="" type="radio"/> Standard import templates				
<input type="text"/> X 🔍				
Select	Name of import template		Type of imp	
Close No import template click 'Add new' to create an import template. Add new				

3.5 Using the standard import template

For the predefined standard import templates, you can choose from a number of standard templates in Excel, Access and TXT formats. Were you declaring via SRL in the past? Then you can use the standard SRL template to make your declaration. By clicking on the templates you can see how they are structured. Here too it is important that the column structure in your file matches the reading template. So you must know in which column or at which position the data are in the file.

Submissions | Data import | Your company information | Tools | Help | Declaration associated with login credentials: Services 2022Q1 2

Import templates: Add new | Data import

You are here: Start page > Data import > User-defined import templates

The standard import templates are shown below. You can find the corresponding sample files at www.cbs.nl/importingdata. Click on 'import templates' to view your created import templates.

Select the type of import format you wish to see on this screen:

Import templates | Standard import templates

Name of import template: X Q

Select	Name of import template	Type of import template	File type	Description
<input type="checkbox"/>	IHD.access	Services (ITS)	Access	Access template
<input type="checkbox"/>	IHD.excel	Services (ITS)	Excel	Excel template
<input type="checkbox"/>	IHD.text (tab)	Services (ITS)	Text	Text template (tab-delimited)
<input type="checkbox"/>	SRL.Services	Services (ITS)	Text	

Close

3.6 Creating your own import template

To create your own reading template, first go to the menu function **Data import > Import templates** and select the option Reading Templates. In the menu bar you click on **Add new**.

Give your template a name and optionally a description. Then choose the format you want to use. The possibilities are: Access, dBase, Excel and Text (TXT).

With the dBase option you can indicate how many lines the template should skip from the file to be read. Also with Excel, you can choose whether the template should skip lines and/or it should ignore empty columns and lines. With the TXT option you have to indicate how the columns are separated, for example by a TAB or a semicolon.

Submissions | Data import | Your company information | Tools | Help

You are here: Start page > Data import > User-defined import templates > Add new import template

Creating a submission by importing data: You can drag the fields to 'Fields to be imported'. Click on the field and drag, keeping the left-position in 'Fields to be imported' by selecting and changing the number. You can set fixed values in a default screen.

Add new import template

Name of import template*

Description

Type of import template* Services (ITS)

File type*

- Access
- dBase
- Excel
- Text

Fields to be imported

Order	Field name	Length

Select variables from this list to the list above

Order	Field name	Length
	Country code	2
	Export value	10
	Import value	10
	Service code	7

Save and back | Cancel

You can create a template by dragging the variables to the "Fields to be imported" box in the order you require.

After you have chosen the format, you need to determine the order of the information (columns). The information that must be included are: service code, country code, input value, and output value. You can do so by dragging the white rows with from the lower box to the 'Fields to be imported' box. The order in this box must match the order in the files to be read in.

You are here: [Start page](#) > [Data import](#) > [User-defined import templates](#) > Add new import template

Add new import template IHD excel

Name of import template*
IHD excel

Description
Excel template

Type of import template*
Services (ITS)

File type*
Excel

Ignore empty rows and columns
This switch does **not** apply to **XLS** files but only to **XLSX** files (it is the default behaviour for XLS files)

Rows to skip at start of import*
1

Order	Field name	Length
1	Service code	7
2	Country code	2
3	Import value	10
4	Export value	10

Close

After you have determined the order you click **Save and go back**. If you still want to make changes you can click on the template and make the desired changes. Your created import template is now available at the read-in function.

3.7 Importing the data

To read in the data now, go to **Data import** > **Data import**. First, you must indicate whether existing records within the statement are to be deleted. In most cases there will be no records in the statement yet and you can click 'No'. Sometimes however, when you make changes to your submission you may want to delete the existing records and import a whole new file of records. In that case you can click 'Yes'. Then select the reading template you want to use.

Opgaven Inlezen Uw bedrijfsgegevens Hulpmiddelen Help Opgave gekoppeld aan de inloggegevens: **Diensten 2022Q1**

Inlezen: Inleesjablonen 2

U bent hier: [Startpagina](#) > [Inlezen](#) > [Inlezen](#) CBS

Kies een bestaand sjabloon of maak een nieuw [inleesjabloon](#) aan. Klik op 'Kies bestand' om uw eigen bestand met in te lezen records te selecteren. Klik op 'Laad bestand'. Klik op 'Start inlezen' om de inleesactie te starten.

Inlezen Waardes in duizenden euros

Opgave-details 2022Q1
Naam inleesjabloon* IHD excel Excel - Excel template Details

Kies bestand Laad bestand

Start inlezen Annuleer en ga naar de startpagina

Choose the correct file to upload and click **Load File**. If there are multiple worksheets in the file, enter the correct worksheet name. Click **Start Import**.

Submissions | Data import | Your company information | Tools | Help | Declaration associated with login credentials: Services 2022Q1 2

Data import : Import templates

You are here: [Start page](#) > Data import > Data import CBS

Use an existing template or create a new import template. Click on 'Select File' to choose your file which holds the records in the selected layout. Then click on 'load file'. Click on 'Start Import' to start the importing of the data.

Data import | Amounts are in thousands of euros

Submission details 2022Q1
Delete the existing records before importing the data
 No
 Yes

Please note! All records from the submission will be removed when you import the new data.

Name of import template: Excel - Excel template-

During the import process, you can see the status. A summary can be found in the [import-log](#).

Statistics Netherlands | International Trade in Services | Log off 123456, BEDR Regressietest SFGO

Submissions | Data import | Your company information | Tools | Help

You are here: [Start page](#) > Tools > Import/sending status

To see all previous uploads click on 'Show All Results'. If there are pending jobs the page will refresh itself regularly. Click [here](#) to refresh now. Show All Results

Id	File	Status	
1311	Inlees Q1 2022.xlsx 2022Q1 [Blad1]	Success	Import one flow and period. IHD excel: Services, 000005

If the import was successful, you will be sent to the page where you can submit your statement.

Submission : Data import | **Modify sent submission** | Print/Export

You are here: [Start page](#) > Submission

- Click on a submission with a specific timeperiod to view, add or modify records in it.
 - Check the 'Company structure' to see for which parts of your business the trade in services must be reported.
 - The option Submission expectation can provide you with an indication on the values of services which are expected in your report.
 - Under the Status you can check if your submission is sent.

Amounts are in thousands of euros

Select	Period	Company structure	Submission expectations	Import value	Export value	Number of records	Status	Sent
<input checked="" type="checkbox"/>	2022Q1	Company structure	Expectations	0	0	0	Declaration is not yet submitted	<input type="button" value="Send"/>

3.8 Editing and sending the submission

If the import was not successful, it will look as shown in the picture below.

You can see what went wrong by clicking on the plus (+) sign.

You will also see a red cross in your statement overview which indicates that something is wrong with the statement.

Statistics Netherlands | International Trade in Services | Log off 123456, BEDR Regressietest SFGO

Submissions | Data import | Your company information | Tools | Help

You are here: [Start page](#) > Tools > Import/sending status

To see all previous uploads click on 'Show All Results'. If there are pending jobs the page will refresh itself regularly. Click [here](#) to refresh now. Show All Results

Id	File	Status	
1312	Inlees Q1 2022.xlsx 2022Q1 [Blad1]	Failure	Import one flow and period. IHD excel: Services, 000005

Statistics Netherlands | International Trade in Services

Log off 123456, BEDR Regressietest SFGO

Submissions | Data import | Your company information | Tools | Help

Submission overview | Submission expectations

You are here: Start page > Data import > View import-log

View import-log (1312) | Import/sending status

Type of import template: Services (ITS)

Data import: Inlees Q1 2022.xlsx 2022Q1 [Blad1]

Start of import: 10-03-2022 16:52:53

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

Name of import template: IHD excel

End of import: 10-03-2022 16:52:53

Re-import | Discard this imported data | Record Overview | Submission list

Total errors and warnings: 3

Field in error	Errors	Warnings
Country code	3	0

Company name: 123456_BEDR_LT Regressietest SFGO

Submission number: 123456_BEDR_LT_Regressietest_SFGO

Period: 2022Q1 Service flow: Services Number of records: 3 Errors: 3 Warnings: 0 First line is at position: 1

To see in which records errors occurred, click on sign "x".

Statistics Netherlands | International Trade in Services

Log off 123456, BEDR Regressietest SFGO

Submissions | Data import | Your company information | Tools | Help

You are here: Start page > Data import > View import-log

View import-log (1312) | Import/sending status

Type of import template: Services (ITS)

Data import: Inlees Q1 2022.xlsx 2022Q1 [Blad1]

Start of import: 10-03-2022 16:52:53

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

Name of import template: IHD excel

End of import: 10-03-2022 16:52:53

Re-import | Discard this imported data | Record Overview | Submission list

Total errors and warnings: 3

Field in error	Errors	Warnings
Country code	3	0

Company name: 123456_BEDR_LT Regressietest SFGO

Submission number: 123456_BEDR_LT_Regressietest_SFGO

Period: 2022Q1 Service flow: Services Number of records: 3 Errors: 3 Warnings: 0 First line is at position: 1

Error: Country code Error: 3

Record Number: 1	Imp. Line: 2	Error: Z2
Record Number: 2	Imp. Line: 3	Error: Z1
Record Number: 3	Imp. Line: 4	Error: Z1

The most likely reason for this error is that you used a different format in your read file than the template you selected. It is also possible that you have used the wrong country code. For example that you have split the services per country while you only had to split them per EU and Non-EU (or visa versa). It is also possible that you have used the wrong separator in a TXT file, for example a comma instead of a TAB.

You can then correct your read-in data manually by selecting the period and opening it and adjusting the data so that there is finally a green check mark. Or you can correct your file to be read and first delete your current (incorrect) statement by selecting it and clicking delete option. If you keep having problems with reading the data please contact us via the CBS Contact Center: contactcenter@cbs.nl.

3.9 Sending a declaration

If everything is correct and complete, you can proceed to [Send](#). In the page that follows you will find whether the submission meets the expectations by CBS. It is appreciated if you clarify major or remarkable changes in the submitted data.

Your submission was **saved**. These are the reported totals:

Period 2024Q1
Import value € 0
Export value € 0

There are no imports of services reported while it was expected based on your previous submissions.

Do you need an explanation?

Yes

No, I want to edit records

No, I want to submit the declaration

Also if there are changes in company structure or other events that may affect the submitted data, it would be most appreciated if you could clarify this.

Could you explain the difference between the expectation and your submitted values? If your submission does not match the expected value, which is based on VIES information and/or earlier submissions, we might contact you for clarification.

◀ Previous

Next ▶

3.10 Nil declaration

If you believe that your company does not trade in services internationally, you can submit a nil statement. This means that you send in an empty declaration. If the by CBS expected values are positive, we recommend that you first contact us to clarify. When constructing the sample for this survey, only entities are selected for which we assume a positive value in international trade in services, either for the import, the export, or both.

You make a nil statement by going to the [Statement overview](#). Here you select the quarter you want to submit empty. After this you click on send.

If there is a positive expected value for this submission, you will have to give an explanation why you are submitting a nil declaration. After completing the comment, click on: [Yes, send statement](#).

3.11 Modifying a sent submission

There is always a possibility that you have clicked the send button too fast and have overlooked something. You can unblock your submitted declaration, modify it and resend it. This will then overwrite the incorrect statement.

This can be done by going to the **Statement overview** and selecting the statement you have sent. Then click on **Edit submitted statement**. This unblocks the statement and allows you to make changes. After you have done so, click Send again.

Submissions	Data import	Your company information	Tools
Submission :	Data import	Modify sent submission F9	Print/Export Ctrl Alt P

The declaration can then be sent to the CBS. In this screen you can choose to check your data or to adjust them if necessary. You will return to the screen with your declaration. Click **Yes, send statement** to send your statement.

The confirmation of receipt will be sent automatically to the e-mail address given, but it can also be printed immediately.