Manual on IDEP for International Trade in Services statistics

Statistics Netherlands 2024

project number

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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.
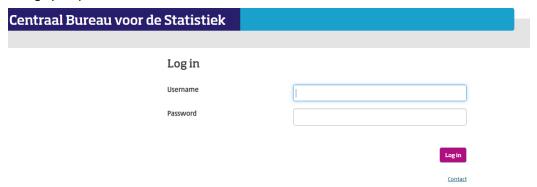
1.4 Language settings

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

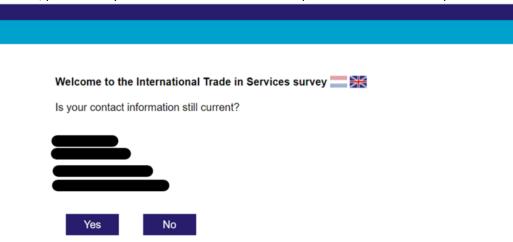|	
Username	
Password	

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.
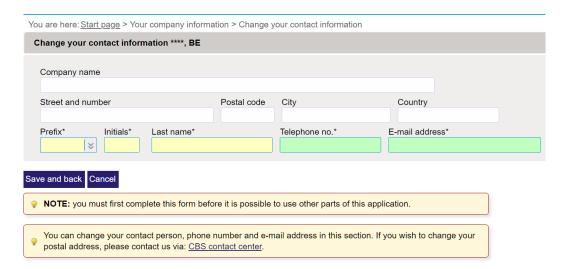To change your password go to Change settings> Change password.

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

Street and number | Postal code | City | Country

Prefix* | Initials* | Last name* | Telephone no.* | E-mail address*

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.
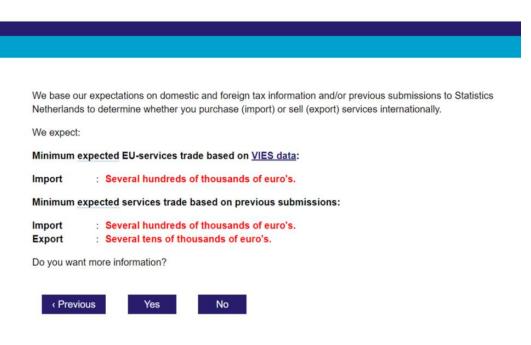
2.4 View information on company structure

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

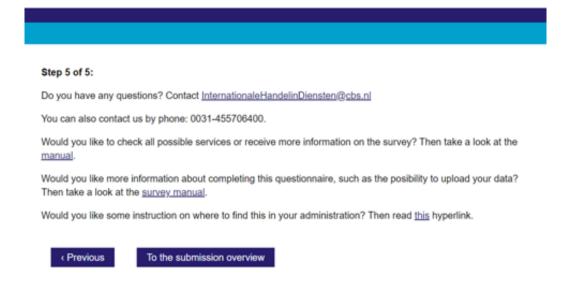| Company name	CoC Number
███████████	████████

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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.

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.
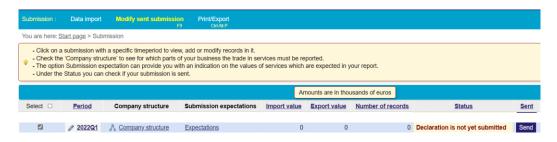
3. How to submit your figures

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.
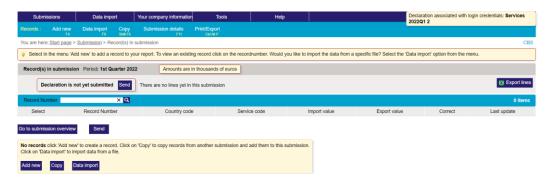
3.1 Filling in manually

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.
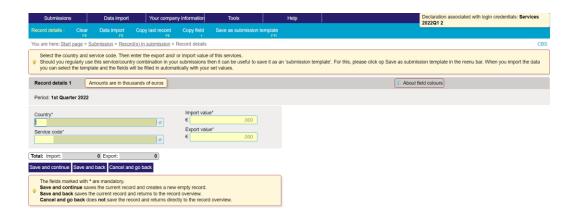

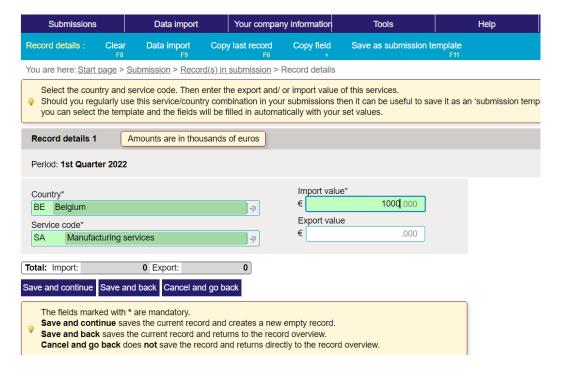Then click Add to create your records within the statement.

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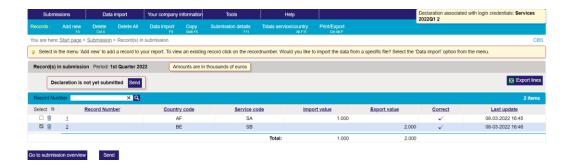
If you need to break down your imports and exports of services by trade within the European Union and trade outside the European Union, you have two options for doing so:

- 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).
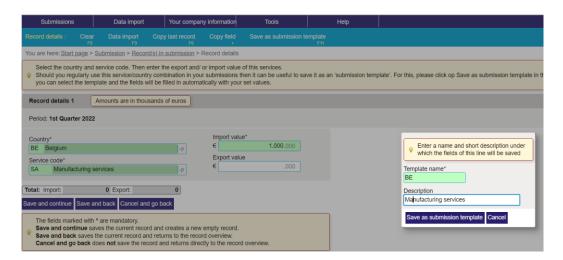

To enter the next record, click Save and continue. If you have entered all service/country combinations, click Save and return.

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.
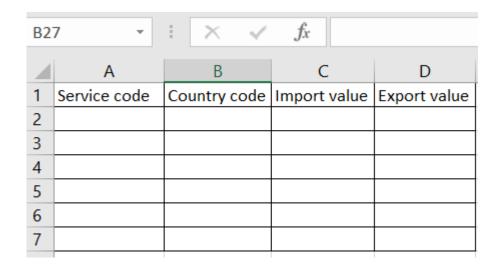
3.3 Submission template

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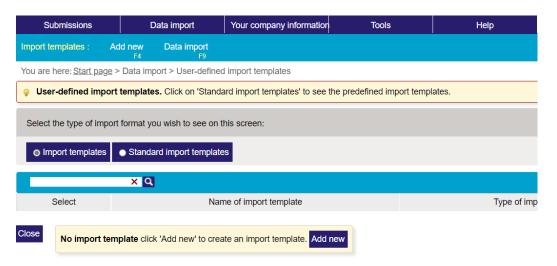

3.4 Importing data

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 a example Excel file for the application module via this link: Excel IHD.xlsx
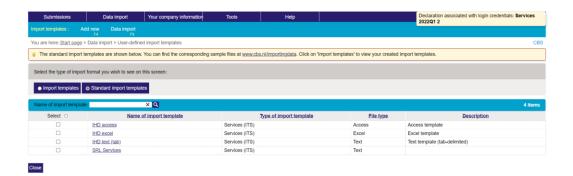
To start the importing of data, go to Import templates via the Data import.

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.

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.

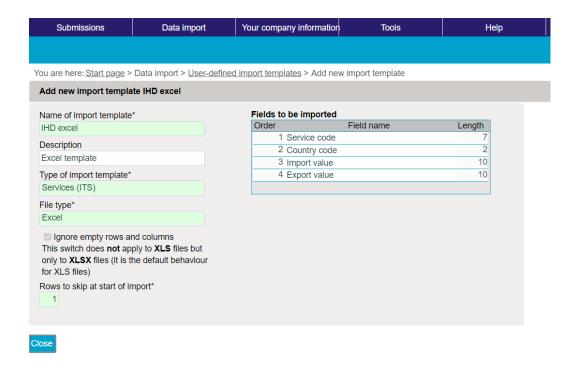## 3.6 Creating your own import template

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.

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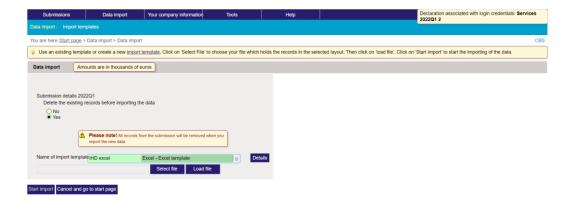
After you have determined the order you click Save and go back. If you still want to make changes you can click on the template and make the desired changes. Your created import template is now available at the read-in function.

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.

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.

During the import process, you can see the status. A summary can be found in the Import-log.

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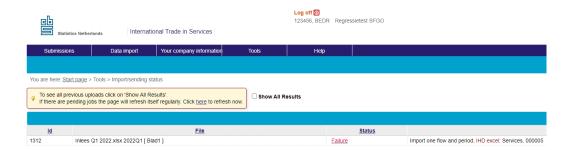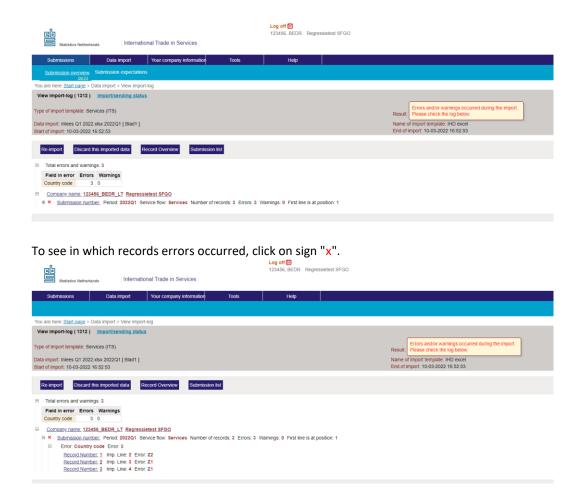

3.8 Editing and sending the submission

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.

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

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.

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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.