



Manual on IDEP for International trade in services statistics

Statistics Netherlands 2024

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1. Introduction

In this manual you will find more information about the statistical submission on international trade in services to Statistics Netherlands (CBS). The CBS publishes quarterly figures on international trade in services. These figures are a source for the gross domestic product (GDP). Ten percent of GDP is earned thanks to international trade in services. By having a good overview of 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 and warehouse trade. More information can be found in our explanatory notes and in frequently asked questions on [International Trade in Services IDEP \(cbs.nl\)](https://www.cbs.nl/en-gb/onderzoek-en-publicaties/2022/10/idep).

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 or files can 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 IDEP works, and which options there are to submit your data via IDEP.

Please note that as of Q1 2022, it is possible for companies that need to declare imports and exports of services to trade within and outside the European Union to also declare the specific countries separately. During the read-in, this is automatically converted in declaration module IDEP to Z1 (European Union) or Z2 (Outside European Union).

1.1 How to fill in the form

You will find the login link, your user name and password in two separate e-mails or letters sent to you by Statistics Netherlands. The password you set yourself will be used for all future returns. 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, 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 you will see instructional texts that can provide you with additional help while using IDEP. You can access the explanations for individual services in the service code screen under the information sign "i". By clicking on this, the explanation becomes visible.

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

You can download country codes and service explanations under [Downloads](#).

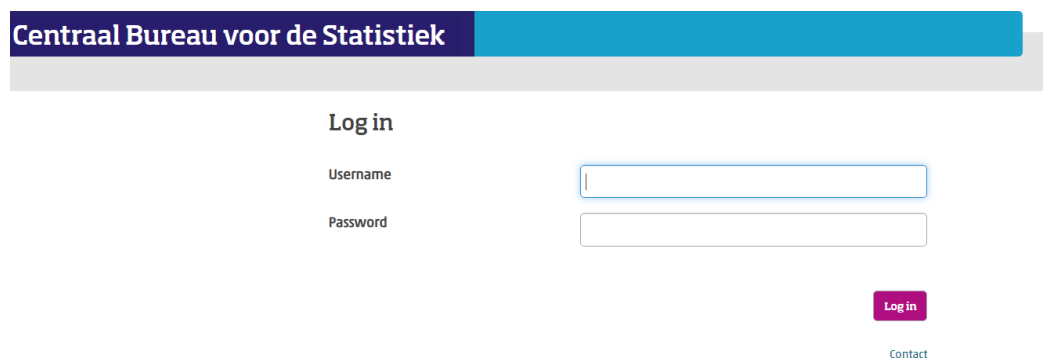
1.4 Language settings

In the statement module IDEP you have the option to use an English and Dutch version of the questionnaire. You can easily switch between the two versions by clicking on the corresponding flag. When changing a language you remain on the same page and your information is not lost.

2. Login, change password and change contact information

2.1 Logging into the IDEP 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

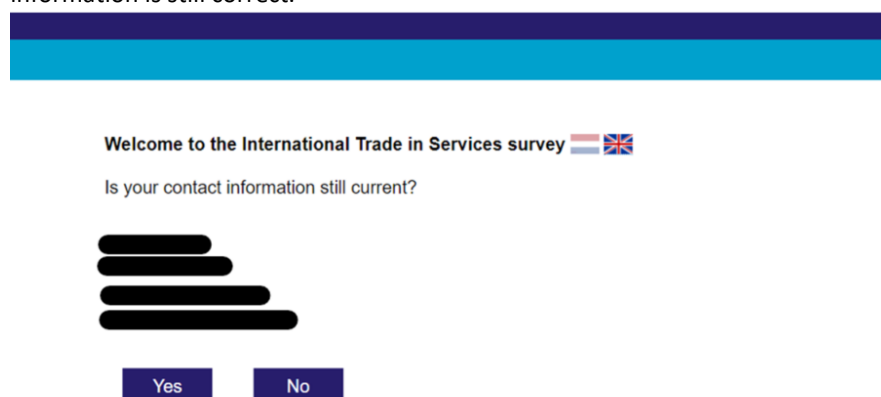
After you have logged in for the first time, you will automatically be directed to the page to change your password. This is mandatory and from this point on you will continue to use your self-selected password and username for all your subsequent entries.

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 guided through a series of screens to verify that your contact information is still correct.



Welcome to the International Trade in Services survey  

Is your contact information still current?






Yes No

Check whether the data is correct. If necessary, you can adjust these data. If no details have been entered yet, it is important to add a contact person here.

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 and entered correctly, you will be directed to the page that lists the business units on which the consolidated statement should be done. You will then see the following screen.

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

[Previous](#) [Next](#)

2.5 Referring to relevant information

After familiarizing yourself with the structure of the company for which the declaration is being made, you will be taken to the page with the relevant information on what CBS expects from your declaration based on the available information sources.

This screen shows you what CBS expects from you based on ICP data and previous declarations.

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, please continue by clicking the "YES" button. 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 our staff.

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 IDEP 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 within the European Union with code Z1 or outside the European Union with code 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 versus 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.

The screenshot shows the IDEP submission interface. At the top, there are tabs: 'Submission', 'Data import', 'Modify sent submission' (highlighted), and 'Print/Export CHAPP'. Below the tabs, a breadcrumb trail reads 'You are here: Start page > Submission'. A yellow information box contains instructions: '- 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.', and '- Under the Status you can check if your submission is sent.' Below this, a table shows submission expectations for '2022Q1'. The table has columns: 'Select', 'Period', 'Company structure', 'Submission expectations', 'Import value', 'Export value', 'Number of records', 'Status', and 'Sent'. The row for '2022Q1' shows 'Expectations' with values of 0 for import and export, 0 records, and a status of 'Declaration is not yet submitted'.

Select	Period	Company structure	Submission expectations	Import value	Export value	Number of records	Status	Sent
☒	2022Q1	Company structure	Expectations	0	0	0	Declaration is not yet submitted	Send

Then click **Add** to create your records within the statement.

The screenshot shows the 'Add new' record screen in IDEP. At the top, there are tabs: 'Submissions', 'Data import', 'Your company information', 'Tools', and 'Help'. The 'Submissions' tab is active, showing a 'Records' section with 'Add new' (highlighted), 'Data import', 'Copy', and 'Submission details'. A breadcrumb trail reads 'You are here: Start page > Submission > Record(s) in submission'. A yellow information box contains instructions: 'Select in the menu 'Add new' to add a record to your report. To view an existing record click on the recordnumber. Would you like to import the data from a specific file? Select the 'Data import' option from the menu.' Below this, a section for 'Record(s) in submission' shows 'Period: 1st Quarter 2022' and 'Amounts are in thousands of euros'. A status box says 'Declaration is not yet submitted' with a 'Send' button. A message states 'There are no lines yet in this submission' with an 'Export lines' button. Below, a search bar for 'Record Number' is shown. A table with columns: 'Select', 'Record Number', 'Country code', 'Service code', 'Import value', 'Export value', 'Correct', and 'Last update' is displayed, showing 0 items. At the bottom, there are buttons for 'Go to submission overview' and 'Send'. A yellow information box at the very bottom contains instructions: 'No records click 'Add new' to create a record. Click on 'Copy' to copy records from another submission and add them to this submission. Click on 'Data import' to import data from a file.' Below this are buttons for 'Add new', 'Copy', and 'Data import'.

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

Period: **1st Quarter 2022**

Country*
 Import value*
 €

Service code*
 Export value*
 €

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 by trade outside the European Union, you have two options for doing so:

- You can bundle countries to European Union and Outside European Union per service and then indicate in IDEP whether it concerns Z1 (European Union) or Z2 (Outside European Union).
- You can supply the country code for each service. During the reading process this will automatically be converted in IDEP to Z1 (European Union) or Z2 (outside 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'. 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

Period: **1st Quarter 2022**

Country*
 Belgium Import value*
 €

Service code*
 Manufacturing services Export value
 €

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 see all filled in records within the declaration of the quarter concerned. Here you can check the records and adjust them if necessary.

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

Records: Add new F4 | Delete Ctrl X | Delete All | Data Import F3 | Copy Ctrl F3 | Submission details F11 | Totals service/country Alt F11 | Print/Export Ctrl Alt P

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

Select in the menu 'Add new' to add a record to your report. To view an existing record click on the recordnumber. Would you like to import the data from a specific file? Select the 'Data Import' option from the menu.

Record(s) in submission Period: 1st Quarter 2022 Amounts are in thousands of euros

Declaration is not yet submitted [Send](#) [Export lines](#)

Record Number	Record Number	Country code	Service code	Import value	Export value	Correct	Last update
☐	1	AF	SA	1,000		✓	08-03-2022 16:45
☒	2	BE	SB		2,000	✓	08-03-2022 16:46
Total:				1,000	2,000		

[Go to submission overview](#) [Send](#)

3.3 Submission template

If you regularly need to specify 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 the statement template.

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

Record details: Clear F8 | Data Import F3 | Copy last record F6 | Copy field F4 | 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 a 'submission template'. For this, please click on Save as submission template in the menu. 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* Belgium

Service code* Manufacturing services

Import value* €

Export value €

Total: Import: 0 Export: 0

[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.

Enter a name and short description under which the fields of this line will be saved

Template name*

Description

[Save as submission template](#) [Cancel](#)

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 in.

You can find a sample Excel file for exercise module IDEP via this link: [Excel IHD.xlsx](#)

B27				
	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 IDEP you can choose from a number of [predefined reading templates](#) or create your own [reading 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](#) [Data import](#)
F4 F9

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:

☐ Import templates
 ☒ Standard import templates

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 ⁷⁴ Data import ¹⁹

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

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: 4 Items

Select	Name of import template	Type of import template	File type	Description
☐	IHD access	Services (ITS)	Access	Access template
☐	IHD excel	Services (ITS)	Excel	Excel template
☐	IHD text (tab)	Services (ITS)	Text	Text template (tab-delimited)
☐	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 **Reading** > **Reading Templates** and select the option Reading Templates. In the menu bar you click on **Add**.

You are now in the Add Reading template screen.

Give your template a name and a description if you like. 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 that the template should skip lines and/or it should ignore empty columns and lines.

At the TXT option you have to indicate how the columns are separated, for example by a TAB or by a separator which you can choose yourself, like for example 'point comma'.

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*

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 close](#) [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 on the right side what the order of the information will be.

The information that must be in it is: the service code, input value, country code and output value. You do this by dragging the white lines with this information from the Not to be Read Fields box to the Read Fields box above. The order in the often Read-in fields must match the order of the fields in your file.

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

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*

Description

Type of import template*

File type*

☒ 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*

Fields to be imported

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**. You are now back in the Reading templates screen where you see your own reading template.

If you still want to change it, click on the template and make the changes and then save it again. Now your own template is available at the read-in function.

3.7 Importing the data

To read in the data now, go to **Data Import** via Data Import. First you must indicate whether existing records within the statement are to be deleted. In this case there are no records within the declaration yet so check "No".

Then select the reading template you want to use.

Opgaven	Inlezen	Uw bedrijfsgegevens	Hulpmiddelen	Help
---------	---------	---------------------	--------------	------

Opgave gekoppeld aan de inloggegevens: **Diensten 2022Q1**

Inlezen : Inleesjablonen

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

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* Details

[Start inlezen](#) [Annuleer en ga naar de startpagina](#)

Choose the file on your computer and click **Load File**. If there are multiple tabs in the file, enter the correct worksheet name. Click **Start Reading**.

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: **IHD excel** Excel - Excel template- Details

Select file Load file

[Start import](#) [Cancel and go to start page](#)

During the read-in process, you can see the status. A summary can be found in the [Reading 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

[Close](#) [Go to submission overview](#)

If the read-in action went well, you will arrive at the screen 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
☒	2022Q1	Company structure	Expectations	0	0	0	Declaration is not yet submitted	Send

3.8 Editing and sending the submission

If the loading action did not go well, it will look like this.

You can then 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](#) | Period: 2022Q1 | Service flow: Services | Number of records: 3 | Errors: 3 | Warnings: 0 | First line is at position: 1

To see in which records which 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](#) | 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 send screen you can see if the declaration meets the expectations. You can clarify the declaration in case of major changes and fluctuations in your figures.

If your statement does not meet the statement expectations, you can correct it.

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

If there are significant fluctuations between quarters, changes in company structure, or other events that may affect your numbers, we will ask you for an explanation.

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 has no trade in services, you can submit a nil statement. This means that you send in an empty declaration. If you expect your statement to indicate that there is a trade in services, we recommend that you first contact us to find out. When constructing the sample, it was taken into account that the companies participating in the survey are actually active in service trade. This was partly determined by the INTRA-COMMUNITY data.

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 declaration expectation you must 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

It is always possible that you have clicked on the send button too fast and have overlooked something. In this case you can unblock your submitted declaration, modify it and re-send 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.