

# Third-party declaration in IDEP.WEB

This guide describes how to declare for another company registration number using IDEP.WEB.

The third-party declarant requires permission from the enterprise obliged to provide information to make declarations in their place.

## To the obliged information provider

This is a description of how to authorize third-party declarants.

Go to [www.scb.se/IDEPWEB](http://www.scb.se/IDEPWEB) and log in using your log-in details.

When you're logging in for the first time you'll use the log-in details provided by Statistics Sweden. All yellow fields must be filled. When you're finished, click on *Save and return to start page* to continue.

Select *Third-party-declarants* in the menu *Parties*.

Select *Add third-declarant*.

Type the third-party's company registration number and select *Lookup*. The name of the third-party should appear. Select *Add this one*.

Select  the flow of goods for which the third party will be reporting.

Add the contact information of the third party: Their name, E-mail, and telephone number. It's important to provide the third-party's E-mail so that they receive receipts of their declarations.

Select *Save and return to start page*.



## To the third-party declarant

This is a description of how to declare for another company registration number in IDEP.WEB.

Go to [www.scb.se/IDEPWEB](http://www.scb.se/IDEPWEB) and log in using your log-in details.

When you log in for the first time, you'll end up on the page below. Add all the missing information. Every yellow field must be filled out. Select the flow of goods for which you will be declaring. You may provide separate contact details for arrival and dispatch. It's important to provide an E-mail, so that we can send a receipt of your declaration.

Select *Save and return to start page*.

The screenshot shows a registration form with the following sections:

- PSI Name\***: A text field containing "Company test".
- Address info\***: Fields for Post Code\*, Postal District\*, and Country.
- Contact Person\***: Fields for Telephone No.\* and E-mail Address\*.
- Choice of declarations**: A table with columns for Declaration type, Contact Person, Telephone No., and E-mail Address.

Declarations	Contact Person	Telephone No.	E-mail Address
<input type="checkbox"/> Intrastat Arrival	test		test@scb.se
<input type="checkbox"/> Intrastat Dispatch	test		test@scb.se

Select *Change Current PSI* in the *Partner* menu.

The screenshot shows the IDEP.WEB interface with the 'Partner' menu open. The 'Change Current PSI' option is highlighted in red. Below the menu, there are sections for 'Contact information summary', 'Common Tasks', and 'Last activities'.

On the next page you can see your own company registration number as well as the registration number of the obliged information provider who's authorized you to be their third-party declarant.

Company registration number	Authorized provider
123456789	SCB
987654321	SCB

Click on the company registration number of the obliged information provider to begin declaring.

As a third-party declarant you can declare for more than one company registration number. You can see which company registration number you're reporting for by looking in the top right corner.

You can read more about IDEP.WEB and find more guides at [www.scb.se/IDEPWEB](http://www.scb.se/IDEPWEB)

### Contact Statistics Sweden

If you have any questions about IDEP.WEB please contact *Intrastat helpdesk*.

E-mail: [intrastat@scb.se](mailto:intrastat@scb.se)

Phone: +46 10-479 44 00

