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 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 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*.

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

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.

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

Contact Statistics Sweden
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