

This is how you submit information to the survey “Foreign trade in services, non-cross-border goods and current transfers” via file submission

Begin by logging in to Statistic Sweden’s reporting portal, you find the link at the survey’s home page www.scb.se/uht-en. If you have lost your login details, please contact us for help.

1. Select form



Click on the link for the form you want to submit

ID	Unit	Form	Period
XXXXXXXXXX	Test	Report via file submission	> År 2016, Kvartal 1 / Year 2016, Quarter 1
		Report via online questionnaire	> År 2016, Kvartal 1 / Year 2016, Quarter 1

Here are the options available for reporting, select file submission and the quarter you wish to report for.

2. Contact details



Person/organisation the survey is directed towards

Corporate identity number -
 Identity XXXXXXXXXXXX
 Description Test
 Address Testg 1
 Postal code 12345 City Test

Contact details

Person to contact 1 (person responsible)

Name
 E-mail (optional)
 Telephone 1
 Telephone 2 (optional)

+ Add another person to contact

Comments

Write comments (optional)

◀ Back Save Save and continue ▶

The information regarding contact person 1 is mandatory. Click on “Save and continue” to continue with the questionnaire. If you want to return later and make changes, use the “Back” button.



3. Has the business had transactions with foreign countries?

Select form > Contact details > **Answer** > Submit > Confirmation

Has the business had transactions with foreign countries during the quarter?
 Transactions are either an exchange of value (economic value in exchange for something, for example purchase / sale of services, assets, payroll, etc.) or a transfer of economic value without consideration). The answers are compared with other sources, including data on foreign trade reported in the VAT return. These data can in many cases have different definitions and are not sufficient to replace the questions in this investigation.

Yes
 No, not this quarter

◀ Back Save **Save and continue**

Enter if you had any foreign trade in the selected period, then proceed with “Save and continue”.

4. Upload

Select form > Contact details > **Answer** > Submit > Confirmation

- Click the “Browse” button below to find the file you will submit.
- Double-click the file, the file name should now be visible in the window.
- Click the “Attach file” button.

The selected file is now being controlled. If the file is correct you can click the “save and continue” button to proceed to the next page. If your file contains any errors, a checklist will be created. In order for your report to be sent to SCB the file may not contain any errors. Please correct the errors and attach the file again before sending it to Statistics Sweden.

NOTE!

- The template to use for file submission can be downloaded by clicking on [Download the Excel template](#)
- The total revenue/expense on each SCB code respectively must be reported as country code A1.

Example:

SCB-code	Countrycode	Income	Costs
410	A1	200	30
410	DK	100	30
410	NO	100	

- Report in thousand SEK, 120 000 is written 120.
- Report in whole numbers, decimals is not possible to submit.

Instruction files:
[Instruction file](#) | [How to submit information via the online questionnaire](#) | [How to submit information via file](#) | [Country codes](#)

Send excel file Komplettering

State the file

Allowed file types: *.XLS;*.XLSX

◀ Back **Continue**

Download Excel template, enter your values and upload. In addition to incomes and costs you also need to add SCB- and country codes to the file. Use the instruction files to find the correct codes. Note that all values should be reported in thousands of SEK

Upload a new file to overwrite earlier imports. It’s also possible to add data by checking the box “Komplettering” before file is uploaded.

When ready, proceed with button ”Continue”.

5. Comment

Select form > Contact details > **Answer** > Submit > Confirmation

Comments
Would you like to submit comments to us or clarify anything? You can do so in the box below.

◀ Back Save **Save and continue**

Feel free to leave a comment if there is something in the report you like to clarify.

6. Submit

Select form > Contact details > Answer > **Submit** > Confirmation

Click the "Submit" button to finish and submit your answers.

◀ Back **Submit**

Complete the survey by submitting your answers. Please note that when the answers are submitted, you must contact Statistics Sweden to change or supplement the information.