

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

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 listed the available options for reporting; the online questionnaire that’s available for all and for those who want an opportunity to report by file submission (Excel).

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](#)

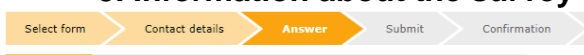
Comments

Write comments: (optional)

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. Information about the survey



Foreign trade with services, non-cross-border goods and current transfers

In the form report transactions to and from foreign counterparties regarding services, non-cross-border goods and current transfers made during the quarter.

The report should include:

- Purchases and sales of services
- Goods purchased and sold without crossing the Swedish border
- Purchases and sales of rights
- Current transfers
- Purchase of goods for construction projects abroad

With foreign counterparties referred to any legal person, an individual, agency, branch and international organization permanently based abroad.

- Also include those transactions with foreign counterparts within the group
- Where the service itself is produced is of no significance
- Services should be reported in the quarter when the services are provided, goods and rights in the quarter when the change in economic ownership takes place
- Current transfers are reported in the quarter of the payment

Instruction files:


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

Has the business had any of the transactions above with foreign countries during the quarter?

- Yes
 No, not this quarter

Has your enterprise ceased operations, is it inactive or have operations been transferred? In case your enterprise does not conduct foreign trade of services: Please let us know about this by e-mail, insamling.uht@scb.se, and we will insert this information directly into our system and you do not need to send this form to us. Remember to give us your corporate registration number in the e-mail.

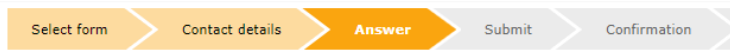
We will compare your answers with other sources, such as information about foreign trade that you have reported in your VAT declaration. If the VAT declaration shows that you have had trade in services with foreign countries, we will inform you and ask for an explanation.

◀ Back Save  Save and continue

Here you find a short guide to the survey. Download the instruction file where you will find a complete list of the SCB codes which will be used in the questionnaire. Easiest is to use the alphabetical index or search thru the document (CTRL+F) for key words.

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



4. List of codes





Mark all the codes that applied to you during quarter 1.

Goods not crossing the Swedish border



Merchandising:

-  122) Merchandising – sales and purchase during the period
-  123) Merchandising - Purchase cost for merchandising goods sold during the period

Purchase and sale of goods processed abroad:

-  115) Sale of goods after processing abroad
-  116) Purchase of goods for processing abroad

Purchase and sale of goods in Sweden:

-  117) Sale of goods to foreign counterparty in Sweden
-  118) Purchase of goods from foreign counterparty in Sweden

The reporting starts here. Select all codes where you have something to report. Click on the information icon to read more about each code. Then click on the “Save and continue” button.

5. Report



Report your income and expenses for each code.

Click “Answer” to report your income and expenses for each code. Do you want to change an amount you reported? Click “Change”.

You need to answer all codes to move further in the form. Would you like to remove or add a code? Click “back”.

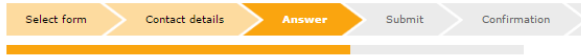
Code

412) Construction and installation services abroad	Report
142) Freight rail transport	Report
200) Passenger sea transport	Report

[◀ Back](#)

[Save](#)

Here you find a list of the codes previously selected. If you like to add or remove a code it's possible to return with the “Back” button. To report your income and expenditures for a code, click on "Report".



Step 1: Report the total income and/or expense for this transaction.

Report in thousand SEK. 120 000 is written 120

412) Construction and installation services abroad	Total income <input type="text" value="100"/> thousand SEK	Total expenditure <input type="text" value=""/> thousand SEK
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Step 2: Give a breakdown of the total income and/or expense per country

Note that each country code may occur only on a single row. If you have several transactions for a country these must be totaled.

Country code	Country	Income	Expenditure
<input type="text" value="nl"/>	Netherlands	<input type="text" value="100"/> thousand SEK	<input type="text" value=""/> thousand SEK

+ Add countries

Is the breakdown of countries correct?

Here you can get help to see that the breakdown of countries is correctly distributed. Please note: If you adjust the breakdown of countries above, you need to click "Save" to update the breakdown of countries here.

	Income	Expenditure
Have been broken down:	<input type="text" value="100"/> thousand SEK	<input type="text" value="0"/> thousand SEK
Remain to be broken down:	<input type="text" value="0"/> thousand SEK	<input type="text" value="0"/> thousand SEK



For each code the total incomes and costs are reported together with a break down on countries. Verify your numbers by clicking "Save". At the bottom of the page you can see how much you have left to allocate.

When ready, proceed with "Save and continue" button to return to the previous list of codes. If you have more codes to report you can go ahead with the next one. Once you have reported on all of the selected codes go to next chapter with "Next section" that will appear first when all selected codes been reported.

6. Compilation report



Compilation report

Values reported sums up to a total income of SEK and a total cost of SEK.

These are distributed in thousands of SEK on the SCB codes listed below.

Code	Incomes (KSEK)	Expenditures (KSEK)
115	100	0
-412	100	50

[Print the compilation report](#)



Confirm that the compilation of your reported values looks correct by clicking “Save and continue”. If you want to print the answers, you can click on “Print the compilation report”.

7. Comment



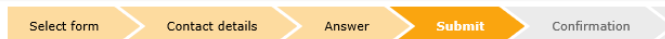
Comments

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



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

8. Sending



Click the “Submit” button to finish and submit your answers.



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.