

Authorising a third-party declarant

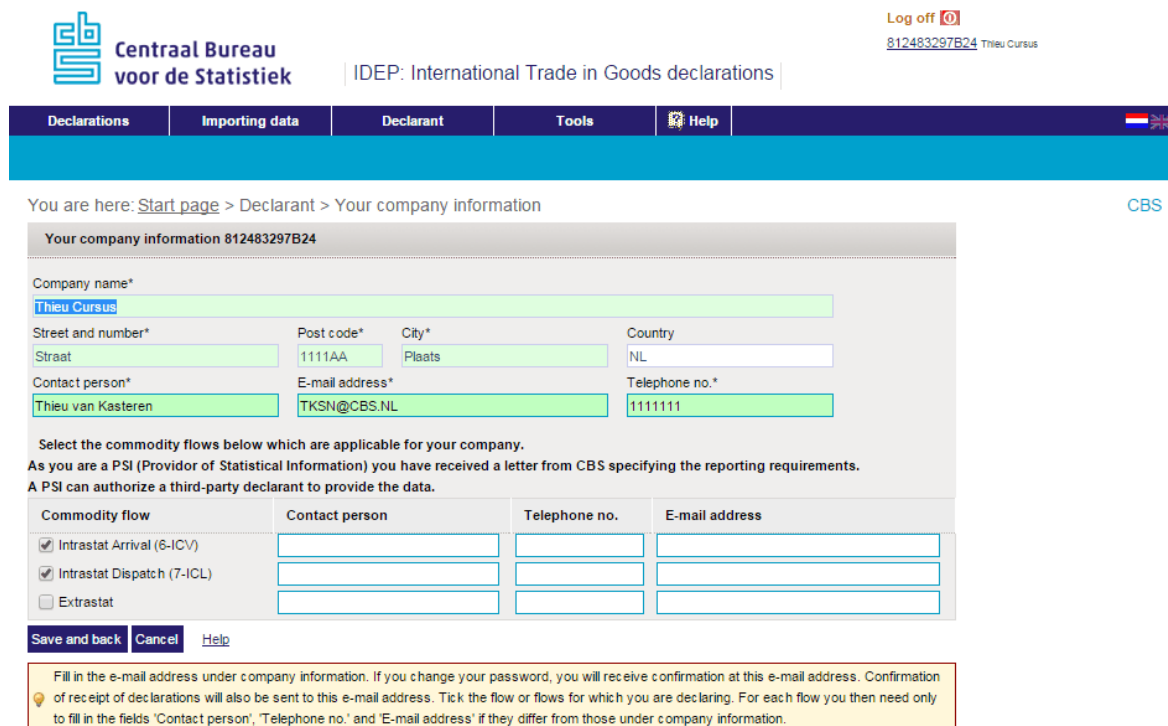
This quick guide explains how to authorise a third-party declarant to report information on behalf of your company.

For who?

Statistics Netherlands always sends its correspondence to the party required to provide the statistical information, the PSI. To outsource the declaration of your information to a so-called third-party declarant, you must authorise this declarant.

Logging in

To do so start IDEP and log in with the codes contained in the letter from Statistics Netherlands. If you are logging in for the first time, you will see this screen. Here you can check but you not change your company data.



The screenshot shows the IDEP web interface. At the top left is the logo for 'Centraal Bureau voor de Statistiek'. To its right is the text 'IDEP: International Trade in Goods declarations'. Further right is a 'Log off' button and a user identifier '812483297B24 Thieu Cursus'. Below this is a navigation bar with tabs for 'Declarations', 'Importing data', 'Declarant', 'Tools', and 'Help'. The main content area shows a breadcrumb trail: 'You are here: Start page > Declarant > Your company information'. The title of the page is 'Your company information 812483297B24'. The form contains the following fields:

- Company name*: Thieu Cursus
- Street and number*: Straat (empty)
- Post code*: 1111AA
- City*: Plaats
- Country: NL
- Contact person*: Thieu van Kasteren
- E-mail address*: TKSN@CBS.NL
- Telephone no.*: 1111111

Below the form, there is a section for selecting commodity flows:

Select the commodity flows below which are applicable for your company.
As you are a PSI (Provider of Statistical Information) you have received a letter from CBS specifying the reporting requirements.
A PSI can authorize a third-party declarant to provide the data.

Commodity flow	Contact person	Telephone no.	E-mail address
<input checked="" type="checkbox"/> Intrastat Arrival (6-ICV)			
<input checked="" type="checkbox"/> Intrastat Dispatch (7-ICL)			
<input type="checkbox"/> Extrastat			

At the bottom of the form are buttons for 'Save and back', 'Cancel', and 'Help'. A yellow warning box contains the following text:

Fill in the e-mail address under company information. If you change your password, you will receive confirmation at this e-mail address. Confirmation of receipt of declarations will also be sent to this e-mail address. Tick the flow or flows for which you are declaring. For each flow you then need only to fill in the fields 'Contact person', 'Telephone no.' and 'E-mail address' if they differ from those under company information.

Contact person

It is important that you add your own name as contact person for the PSI. Statistics Netherlands will continue to send all correspondence about reporting requirements to you - the PSI - not to the third-party declarant. For this reason, please fill in your name, email address and telephone number here. The email address will be used for notifications, and new passwords.

Commodity flow

Indicate the commodity flow for which you are required to provide the statistical information. Tick the flow or flows as specified in the letter you received from Statistics Netherlands. For each flow it is possible to fill in names of other contact persons, but in this case leave them empty. This is not yet the screen through which you can grant the authorisation. Go to [Save and back](#).

Adding a third-party declarant

From the start screen, go to the menu [Declarant](#) and select [Authorise third-party declarant](#).

Then select [Add third-party declarant](#) to add the third-party declarant.

The screenshot shows the 'Authorise third-party declarant' page from the CBS website. The page header includes the CBS logo and navigation tabs: 'Declarations', 'Importing data', 'Declarant', 'Tools', and 'Help'. The current user is logged in as '812483297B24 Thieu Cursus'. The breadcrumb trail is 'Start page > Declarant > Authorise third-party declarant'. The main form area has a title 'Authorise third-party declarant' and shows the 'Current PSI: 812483297B24'. There are two input fields: 'Third-party declarant*' (highlighted in yellow) and 'VAT number (BTW-nr) of third-party declarant'. Below these fields are buttons for 'Add third-party declarant' and 'Check'. At the bottom of the form are 'Save and back', 'Cancel', and 'Help' buttons. A red-bordered box contains the following text: 'You can authorise a third-party declarant to declare on your behalf for one or more flows. Click on 'Add third-party declarant' and fill in the VAT number (BTW-nummer) of your third-party declarant. Click on 'Check'. When you have selected the third-party declarant you can tick the flows for which he/she will declare on your behalf. The third-party declarant is authorised as soon as you click on 'Save and go back!'. The third-party declarant will receive written confirmation from CBS. If you receive the message 'invalid value VAT number of third-party declarant' fill in the web form.'

VAT number (BTW-nummer)

Enter the VAT number (or *BTW-nummer*) of the third-party declarant, without the letters NL. Then go to [Check](#)

If the VAT number (or *BTW-nummer*) is already known at Statistics Netherlands, the name will appear automatically and you can add it directly.

If the VAT number (or *BTW-nummer*) is not known at Statistics Netherlands, you can complete a web form to have the third-party declarant added by Statistics Netherlands. You can call up the *web form* via the hyperlink in the yellow text block.

Which commodity flows?

Tick the commodity flow or flows for which you want to authorise the third-party declarant. Fill in the name, email address and telephone number of the contact person.

Letter to third-party declarant

The third-party declarant will receive a letter from Statistics Netherlands, informing him/her that he/she has been authorised by your company to make declarations on your behalf. This letter will contain the log-in codes for the third-party declarant.

If your situation changes

You must enter any changes in your situation in IDEP yourself. The name of the contact person, corresponding telephone number and email address can be changed at any time. If you receive a letter from Statistics Netherlands indicating a change in your reporting requirements, you must enter this as well. From the menu go to **Declarant** **Your company information and reporting requirements**. Then to **Declarant** **Authorize third-party declarant** to change the reporting requirements there too.

As the PSI, you must always check the authorisation yourself and adjust it if necessary. You may also withdraw the authorisation at all times.

Reporting as a third-party declarant

The quick guide *Reporting as a third-party declarant* explains how to report information as a third-party declarant.

Further information

See also our other quick guides about:

- Logging in and settings
- Manual data entry
- Data imports

For more detailed instructions and further information go to www.cbsvooruwbedrijf.nl/igt