



# **Manual for Statistical Submission on International Trade in Crude Oil**

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# 1. Introduction

Introduction In this manual, you will find more information about the statistical submission on the import of crude oil to the Central Bureau of Statistics (CBS). The Central Bureau of Statistics (CBS) publishes monthly figures on international trade in goods, including the import of crude oil. These figures provide insight into the interconnection of the Netherlands with other countries. The CBS is also obliged to report figures on the import of crude oil to the European Statistical Office Eurostat and the International Energy Agency (IEA). More information about the research can be found at [www.cbs.nl/ruweolie](http://www.cbs.nl/ruweolie).

To keep the administrative burden for companies as low as possible, the CBS makes as much use as possible of registrations. Data on trade with countries outside the European Union is largely received by the CBS from the Dutch Customs. For data on trade within the European Union, the CBS requests data from companies that exceed the declaration threshold for intra-community acquisitions or deliveries on an annual basis. However, the data from customs declarations and company surveys do not contain enough detailed information about the characteristics of the import of crude oil. These characteristics are necessary for reporting to Eurostat and the IEA.

As of 2022, the CBS is implementing several changes in the statistical submission. These changes arise from changes in international regulations, namely the new European regulation for business statistics (Reg. 2019-2152). In addition, the CBS is working on future-proof processes and systems for observation. For making submissions for statistics on international trade in goods, including the import of crude oil, companies are required to use the IDEP+ submission module provided by the CBS. In this submission module, submissions can be entered manually, or files can be read in from the company's own administration. Companies with a submission obligation will receive the link and login codes for IDEP+ by letter at the beginning of the calendar year, or at the moment the declaration threshold is exceeded.

This manual is structured as follows. Chapter 2 provides more information about the submission obligation. Chapter 3 explains how to make a submission in the IDEP+ submission module. Chapter 4 describes the content of the statistical submission.

## 2. Submission Obligation

### 2.1 VAT number

A submission obligation for the statistical submission is always linked to a VAT number. This is the same VAT number used by the respective company for VAT declaration to the Tax and Customs Administration. A company with a submission obligation must do the monthly statistical submission consolidated for all business units and/or subsidiaries for which VAT declaration is done under the respective VAT number.

### 2.2 Submission deadline

It is possible to submit submissions from the third Thursday of the month to which the statistical submission relates. The submission must be sent no later than the 10th working day of the month following the reporting month. For example, a submission for January 2022 can be submitted from January 20th. The submission must be submitted by the 10th working day in February, otherwise, an administrative fine and/or order under penalty may be imposed. More information about the submission obligation can be found at [www.cbs.nl/enforcement](http://www.cbs.nl/enforcement).

### 2.3 Third Declarant

CBS initially provides the login details for the submission directly to the company that has the submission obligation. A company may outsource the submission to CBS to a so-called third declarant (e.g., a forwarding agent). The responsibility for the accuracy, completeness, and timeliness of the submission remains with the company that has the submission obligation at CBS. CBS always provides the login details for making a submission via IDEP+ directly to the company that gets the submission obligation. It is possible to change the contact details in the IDEP+ submission module. Authorizing a third declarant can be done via a form on the CBS website, found via this link. After granting the authorization, all correspondence is sent to the third declarant.

### 2.4 Nil Submission

If no trade has taken place in a reporting month, then a company must send a nil submission to CBS via the IDEP+ submission module. Open the submission and click send immediately. In this case, the submission is sent without adding any lines. This is considered a nil submission by CBS.

## 2.5 Correction Posts

After a submission is sent via IDEP+, it is possible to correct the submission afterward. This can be done, for example, in the case of a credit note due to discounts and/or undelivered goods, or if a previously reported value turns out to be incorrect. As a minimum, we recommend correcting posts from €25,000 (per transaction). The already filled in and sent submission can be released in IDEP+, after which the data can be corrected. Subsequently, the submission must be resent to CBS. It is also possible to provide an explanation for the changes. For example, it is possible to indicate whether it is the processing of a credit note or correction of an error. It is not obligatory to place a remark. Corrections with a negative value cannot be submitted and are not accepted by IDEP+.

## 2.6 Relevant Legislation

CBS is obliged, based on the European regulation for energy statistics (Reg. 1099/2008), to produce monthly statistics on the characteristics of the import of crude oil. Moreover, these statistics are obligatory based on the Oil Stockpiling Act and the Act on the Implementation of the International Energy Program. CBS can oblige companies to fill in a questionnaire about this based on the CBS Act and the accompanying Decree on Data Acquisition. If a company fails to submit timely, complete, or correct submissions to CBS, then an administrative fine and/or order under penalty can be imposed. More information can be found at [www.cbs.nl/enforcement](http://www.cbs.nl/enforcement).

## **3. Submission Module IDEP+**

### **3.1 Logging into IDEP+**

To log in to the IDEP+ submission module, go to the website: [www.antwoord.cbs.nl](http://www.antwoord.cbs.nl) Enter the username and password as mentioned in the letters you have received from CBS. You will then be redirected to the homepage of IDEP+.

### **3.2 Submission Overview**

If you have an obligation to submit for a certain month, then this submission will be ready in the submission overview from the third Thursday of the month. You can find this overview in the menu bar by clicking on Submission and then on Submission Overview.

### **3.3 Manually Making a Submission**

It is possible to manually add lines to the submission. After clicking on the period in the submission overview, you will enter the screen with the records within a submission. You can manually add records by clicking on the Add button in the light blue menu bar. Then you enter the screen with the different fields within the submission. More information about the fields in the statistical submission can be found in chapter 4. After manually filling in the fields, you can click on the save and continue button at the bottom of the page. You will then return to the screen with the records within the submission. Do not forget to send the submission after you have completely filled it in. This can be done both in the submission overview and in the screen with the records within the submission using the button 'Send' or 'Verzenden'.

### **3.4 Uploading Template Files**

If you want to upload large numbers of records, you can use the read-in / inlezen function in IDEP+. This allows you to upload your own files and add the records to the submission. After clicking on the period in the submission overview, you will enter the screen with the records within a submission.

You can upload your own files by clicking on the Read In button ('Inlezen') in the light blue menu bar. You will then get a menu with the option to upload files. This concerns the period that you clicked on in the submission overview. You can upload files using a template. You can use both predefined templates and self-made templates. You can find these templates by clicking on 'Inlezen' in the menu bar and then on Templates / Inleessjablonen. You will then enter the screen where you can add your own read-in templates by clicking on Add /

Toevoegen in the light blue menu bar, as circled below. When creating your own read-in templates, you have the option to create templates for reading in files. Furthermore, you can choose from the following file formats: Excel, Access, dBase, and text files. For text files, you need to specify the method of column separation. For Excel templates, csv files with a ; as column separation are also accepted. CBS also provides a predefined Excel template. On the website [www.cbs.nl/ruweolie](http://www.cbs.nl/ruweolie), you can find an example file to read in Excel files via this template.