

Manuel entry of data on sales of goods

Start your declaration at <https://www.dst.dk/varer-en>.

Log in with MitID/NemID employee signature.

Choose a task:

- **[+] Create a new declaration** – if you want to make a new declaration.
- [View the list of Declarations](#) – if you want to revisit and/or correct a declaration.

1. Choose survey: PRODCOM.

1. Choose survey:

Intrastat Arrival »SurveyInfo.Commune

Intrastat Dispatch

International trade in services

ProdCom

2. Choose the declaration type:

- Import data from file – if you would like to import data on sale of own goods.
- No sale of goods and services – if you have not sold own goods during the quarter.
- **Manual data entry – if you want to enter data on your own goods manually.**
- Replacement Declaration – if you want to replace a submitted declaration with a new version.
- **NOTE: Mark off the checkbox and confirm that all amounts are submitted in whole Danish kroner (DKK) and NOT in 1.000 DKK.**

2. Choose declaration type:

Import data from file

No sale of goods and services

Manual data entry

Replacement Declaration

No sale of own goods and services?
 If the company has not sold any goods and services during the quarter: Choose **No sale of own goods and services**. Then choose the quarter and fill out the fields in the Prodcom Summary. Then choose **Approve** and, finally, **Yes, send declaration**.
 NOTE: This option is normally used in extraordinary circumstances (e.g., companies under development or in liquidation)

NOTE: All amounts must be reported in whole Danish kroner (DKK). Mark off the checkbox to confirm that you are reporting in whole Danish kroner (DKK) (and NOT in 1.000 DKK).

3. Choose a period: The year and the quarter. For example, 1st quarter 2022.

3. Choose period:

Professional unit*

Statistical Period*

Steps in the declaration:

- Professional unit: Choose the journal number for which you want to report
- Statistical Period: Choose the quarter for which you want to report
- LINES: Enter or import sale of goods and services
- PRODCOM SUMMARY: Enter any missing information
- APPROVE the declaration
- SEND declaration

4. Choose production type(s): Mark all of the production types used, in relation to sales of own goods and services.

4. Choose production type:


Sold goods produced within the enterprise?	(Type 1)	<input type="checkbox"/>	<input type="radio"/> Yes	<input type="radio"/> No
Sold goods produces by subcontractors?	(Type 2)	<input type="checkbox"/>	<input type="radio"/> Yes	<input type="radio"/> No
Produced goods as a subcontractor?	(Type 3)	<input type="checkbox"/>	<input type="radio"/> Yes	<input type="radio"/> No
Provided industrial services?	(Type 4)	<input type="checkbox"/>	<input type="radio"/> Yes	<input type="radio"/> No

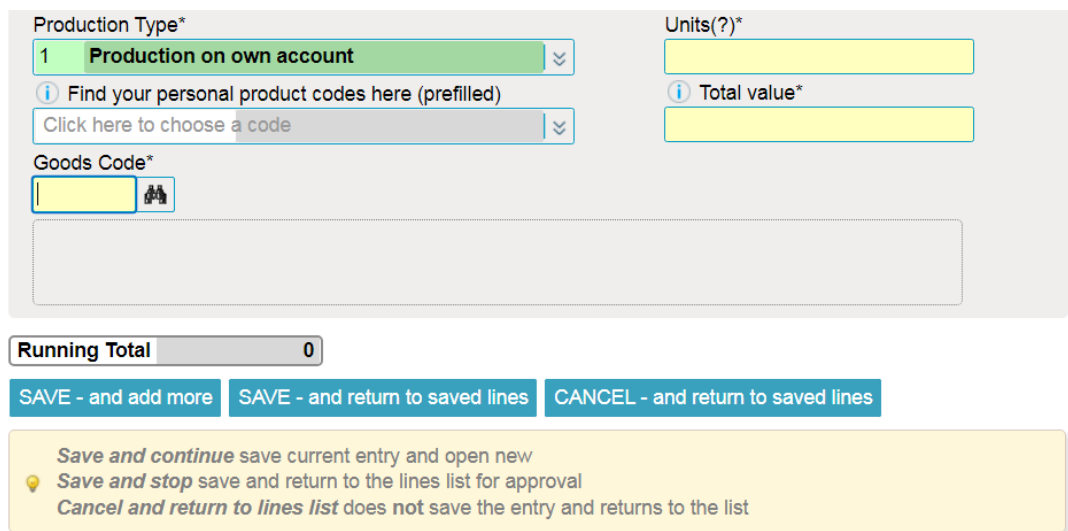
Choose: **Continue**

Part 1: Sales of own goods and industrial services

Manual entry of product items split up into commodity/goods codes:

Create and enter a product item for all sold goods and industrial services:

- Production type: 'Production on own account', 'Production outsourced to others', 'Production as a subcontractor' or 'Industrial services'.
- Commodity/goods codes: Choose from your company's own commodity/goods codes, enter a commodity/goods code or search a commodity/goods code .
- Quantity: Enter the quantity in the unit shown, e.g. pcs or kg.
- Value: Enter the sales price, excluding VAT **in whole Danish kroner** (NOT in whole 1.000 kr.)



Production Type*
1 Production on own account
Find your personal product codes here (prefilled)
Click here to choose a code
Units(?)*
Total value*
Goods Code*
Running Total 0
SAVE - and add more SAVE - and return to saved lines CANCEL - and return to saved lines
Save and continue save current entry and open new
Save and stop save and return to the lines list for approval
Cancel and return to lines list does not save the entry and returns to the list

SAVE – and add more – saves the current entry and opens a new empty entry for the next product.

Continue until all sold goods and services have been entered and saved.

SAVE – and return to saved lines – completes the creation of new entries and shows an overview of all saved product entries.

Check the saved product items:

- Edit an entry: Click on the item number if you want to reopen and correct an entry.
- Delete an entry: Mark the box to the left and choose 'Delete' (Ctrl X) in the menu above.

<input type="checkbox"/>	1	1: Production on own account	02101910	100	1.111.111	✓	30-05-2022 14:11
<input type="checkbox"/>	2	1: Production on own account	84213925	11.111.111	111.111.111	✓	30-05-2022 14:11
Running totals:					112.222.222		

[Go to declaration list](#) [Go to last line](#) [SAVE - and add line](#) [CONTINUE > Prodcom summary](#)

When you have checked the product entries


Choose: **Continue > Prodcom summary**

Part 2: Total turnover

Enter the data on discounts, bonuses, merchandise sales and other turnover:

	Amounts in whole DKK
Type 1: Production on own account:	100.000
Type 2: Production outsourced to others:	0
Type 3: Production as subcontractor:	0
Total value:	100.000
Total discounts	<input type="text"/>
Total for shipping, insurance and other extra costs	<input type="text"/>
Remainder:	100.000
Type 4: Industrial services:	0
Turnover	
Total for sales of trading goods	<input type="text"/>
Total for other turnover (licenses, commissions, rental)	<input type="text" value="0"/>
Total for turnover:	100.000

You must fill i
in all blank fie
[Set all blank](#)

 [APPROVE AND CONTINUE](#) [SAVE - and return to lines list](#) [CANCEL - and return to saved lines](#)

Make sure that the Total for turnover is correct.

Choose: [APPROVE AND CONTINUE](#)

Enter any comments you have to the declaration.

Choose: [Yes, send declaration](#)

The declaration has now been submitted to Statistics Denmark.

You can find guides on special features, such as "Replacement declaration" here.