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.

2. **Choose the declaration type:**
   o Import data from file – if you would like to import data on sale of own goods.
   o No sale of goods and services – if you have not sold own goods during the quarter.
   o **Manual data entry – if you want to enter data on your own goods manually.**
   o 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.

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

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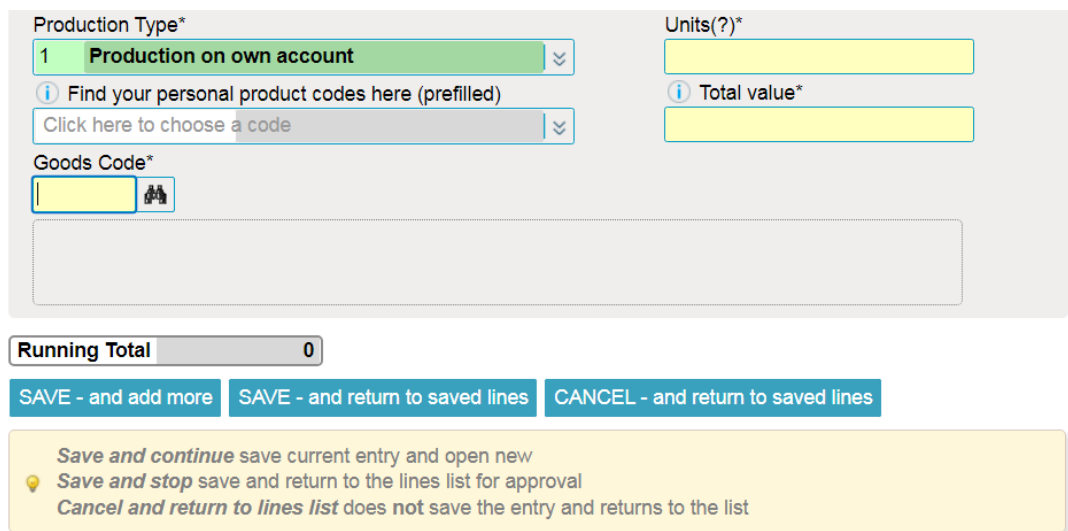
Choose: Continue

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

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

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	
Total for shipping, insurance and other extra costs	
Remainder:	**100.000**
Type 4: Industrial services:	**0**
Turnover Total for sales of trading goods	
Total for other turnover (licenses, commissions, rental)	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.