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**STATEC**

Third-party declarant in IDEP.WEB

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**STATEC**

## Advices to third-party declarants

Third-party declarants have the opportunity to do declarations for other companies.

The steps to follow are :

- 1) the third-party declarant must have an own Idep.Web account
- 2) the company that has to declare has to have also an Idep.Web account
- 3) the declarant company has to charge the third-party declarant to do one or more of its declarations (Intrastat arrival, Intrastat dispatch or Balance of payments) .
- 4) after that action, the third-party declarant will be able to do these declarations.

## I) The account of the third-party declarant

Every third-party declarant may ask an Idep.Web account to Statec.

To do so, please call or write a mail to :

- Yvonne Noesen 2478 4246 / Jean-Pierre Jossa 2478 4286
- [Support-intrastat@statec.etat.lu](mailto:Support-intrastat@statec.etat.lu)

Your request must include :

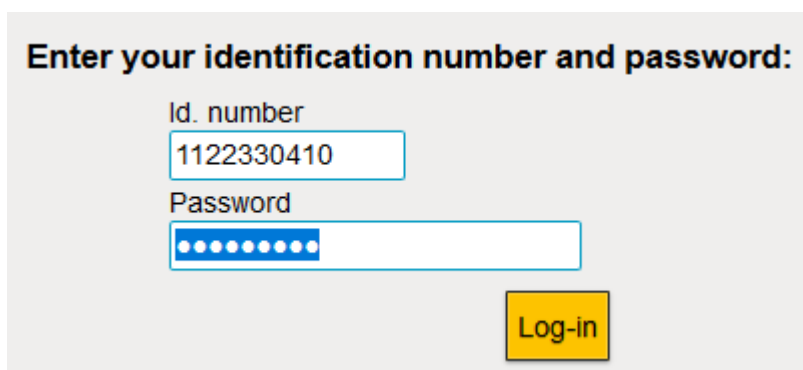
- the LU number of the third-party declarant company
- the address of the third-party declarant company
- the contact person (name, e-mail, phone number).


Some days later the third-party declarant gets its user and password , for security reasons, by registered mail.

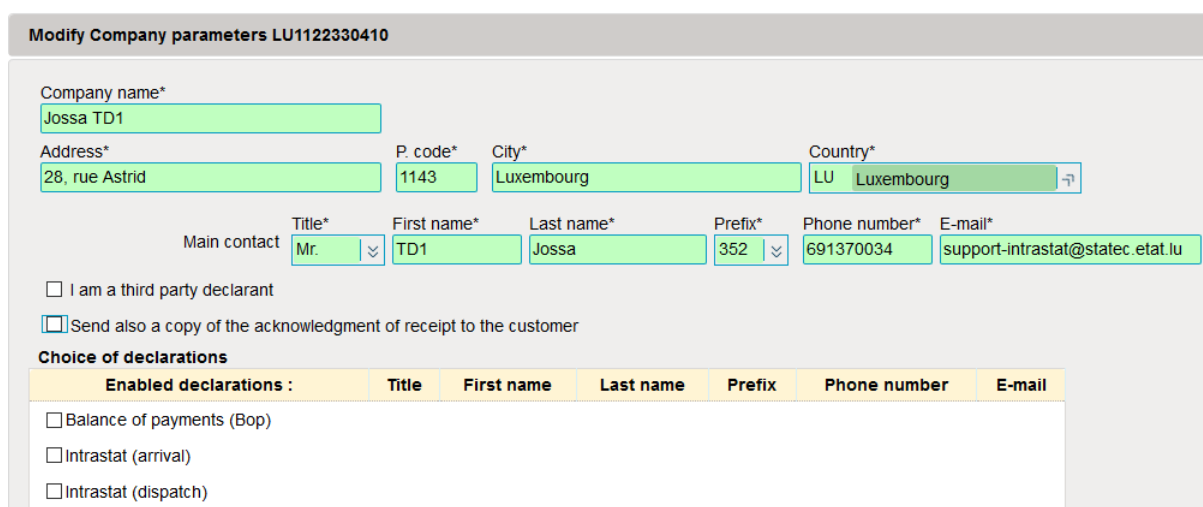
The access to the Web-form is at :

[services.statec.lu/IdepWeb/](http://services.statec.lu/IdepWeb/)

You'll access Idep.Web for the first time with the user and password you got from Statec :



A click on  will give you access to Idep.Web and you will first have to complete the third-party declarants data :



Enabled declarations :	Title	First name	Last name	Prefix	Phone number	E-mail
<input type="checkbox"/> Balance of payments (Bop)						
<input type="checkbox"/> Intrastat (arrival)						
<input type="checkbox"/> Intrastat (dispatch)						

The first part of the form will be completed in the way as follows :

**Modify Company parameters LU1122330410**

Company name\*  
Jossa TD1

Address\* 28, rue Astrid P. code\* 1143 City\* Luxembourg Country\* LU Luxembourg ↗

Main contact Title\* Mr. First name\* TD1 Last name\* Jossa Prefix\* 352 Phone number\* 691370034 E-mail\* support-intrastat@statec.etat.lu

☒ I am a third party declarant

☒ Send also a copy of the acknowledgment of receipt to the customer

In case the third-party declarant has to deliver himself declarations, the second part of the form has also to be completed :

**Modify Company parameters LU1122330410**

Company name\*  
Jossa TD1

Address\* 28, rue Astrid P. code\* 1143 City\* Luxembourg Country\* LU Luxembourg ↗

Main contact Title\* Mr. First name\* TD1 Last name\* Jossa Prefix\* 352 Phone number\* 691370034 E-mail\* support-intrastat@statec.etat.lu

☐ I am a third party declarant

☒ Send also a copy of the acknowledgment of receipt to the customer

**Choice of declarations**

Enabled declarations :	Title	First name	Last name	Prefix	Phone number	E-mail
<input type="checkbox"/> Balance of payments (Bop)						
<input checked="" type="checkbox"/> Intrastat (arrival)	Mr.	Arriv	Intra	352	11223344	arr.intra@luxco.lu
<input checked="" type="checkbox"/> Intrastat (dispatch)	Mr.	Disp	Intra	352	11223348	exp.intra@luxco.lu

Intrastat (arrival)\*  
2 Detailed Return Totals 2020: € 0 Totals 2019: € 0

Intrastat (dispatch)\*  
2 Detailed Return Totals 2020: € 0 Totals 2019: € 0

In the case here above, the third-party declarant does also declarations on his own :

- Mr. Arrival Jossa is in charge of the Intrastat arrival declarations
- M. Dispatch Jossa does the Intrastat declaration of dispatch.

In case the third-party declarant does not have to do declarations for his own company, then there is no need to activate any of these declarations.

Then simply click on **Save**.

At the same opportunity, the third-party declarant may adapt his password that he got from Statec and enter a new one, that is easier to remember.

To do so, you have a special option on the main page : **Change password**.

After changing your password, you might quit Idep again, using the Log off button in the top left corner.

II) The company itself must have an Idep.Web user-id too.

The company that wants to charge a third-party declarant with the creation of its declarations has to ask for an Idep.Web account too.

The request has to be addressed to :

- Yvonne Noesen 2478 4246 / Jean-Pierre Jossa 2478 4286
- [Support-intrastat@statec.etat.lu](mailto:Support-intrastat@statec.etat.lu)

The following informations have to be given to get Idep.Web access :

- LU identification number of the company
- address of the company
- contact person (name, mail, phone).


Attention ! The username and password of the declarant company will only be sent to the company (and not to the third-party declarant). The declarant company has to charge the third-party declarant to do one or more of its declarations .

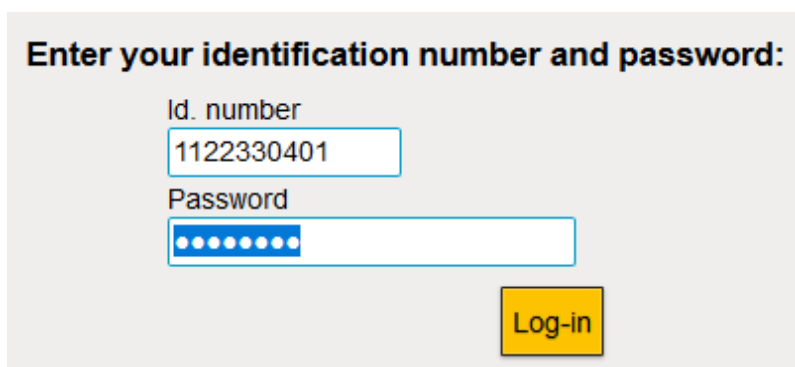
The sending will be done by registered letter.

The declarant will have to enter Idep.Web at :

[services.statec.lu/IdepWeb/](https://services.statec.lu/IdepWeb/)

The company will have to enter Idep.Web with the user and password Statec transmitted :

A click on  will give a first time access to Idep.Web and in a first action the data of the company will have to be completed :



The screenshot shows a login interface with a grey background. At the top, it says "Enter your identification number and password:". Below this, there are two input fields. The first is labeled "Id. number" and contains the text "1122330401". The second is labeled "Password" and contains a series of dots. To the right of the password field is a yellow "Log-in" button.

The first part could be completed in this way :

**Modify Company parameters LU1122330401**

Company name\*  
Jossa Soc2

Address\*  
1 , rue de la Marée

P. code\*  
1145

City\*  
Clervaux

Country\*  
LU Luxembourg

Main contact  
Title\*  
Mr.

First name\*  
Henri

Last name\*  
Jossa

Prefix\*  
352

Phone number\*  
1145782

E-mail\*  
henr.jossa@soc2.com

The company will also have to indicate which type of declarations has to be delivered to Statec :

**Choice of declarations**

Enabled declarations :	Title	First name	Last name	Prefix	Phone number	E-mail
<input type="checkbox"/> Balance of payments (Bop)						
<input checked="" type="checkbox"/> Intrastat (arrival)	Mr.	Arrival	Jossa	352	247842861	jim.jossa@mac.com
<input checked="" type="checkbox"/> Intrastat (dispatch)	Mr.	Dispatch	Jossa	352	247842862	jim.jossa@mac.com

Intrastat (arrival)\*  
2 Detailed Return

Totals 2020: € 0 Totals 2019: € 0

Intrastat (dispatch)\*  
2 Detailed Return

Totals 2020: € 0 Totals 2019: € 0

In the case above, the company, Luxo has to transmit as well Intrastat declarations for arrival, as for dispatch.

Clicking on will activate the company in Idep.web.

The company would now already be able to do the own declarations.

If the company indicates different contact persons in the respective fields for a declaration type, that person will be responsible for it.

Now the company may also change its password to enter Idep.Web, with the option **Change** password on the main page :

**Change password**

Current password  
••••••••

New password  
••••••••

Confirm new password  
••••••••

**Change**

III ) Allow a third-party declarant to do declarations for a company

In case a company wants to authorise a third-party declarant to do declarations on his behalf, then the company has to authorise it either on the main page with **Authorise** third-declarant or by the menu **Parties** and the option **Third party declarants**

The screenshot shows a web interface titled "Modify Third party declarants". Below the title, it says "Current company: 1122330401". There is a text input field labeled "Third party declarants\*" which is empty. Below this field is a yellow button labeled "Add third party declarant".

Click on **Add third party declarant** :

In the field  , the company has to enter the chosen third-party declarant's identification number . With a click on **Lookup** there will be a verification whether that third-party declarant already exists in Idep.Web :

This screenshot shows the same interface as before, but now the "LU-nr" field is filled with the value "1122330410". A yellow button labeled "Lookup" has appeared to the right of the "Add third party declarant" button.

In that case, the name of the third-party declarant will be displayed :

This screenshot shows the interface after a successful lookup. The "LU-nr" field still contains "1122330410". Below it, a new text input field labeled "Provider name" is now populated with the value "Jossa TD1". The "Lookup" button is still present, and a new yellow button labeled "Add this one" has appeared below it.

In the example above, the name of the third-party declarant is also « Third-party declarant ».

With a click on

Add this one

, the second part of the screen will open :

Declarations	Title	First name	Last name	E-mail	Prefix	Phone number
<input type="checkbox"/> Balance of payments						
<input type="checkbox"/> Intrastat (arrival)						
<input type="checkbox"/> Intrastat (dispatch)						

The company will have to indicate which declarations the third-party declarant is allowed to do on behalf of the company :

Declarations	Title	First name	Last name	E-mail	Prefix	Phone number
<input type="checkbox"/> Balance of payments						
<input checked="" type="checkbox"/> Intrastat (arrival)	Mr.	Hans	Muster	hans.muster@muster.gmail	352	1122345
<input checked="" type="checkbox"/> Intrastat (dispatch)	Mr.	Hans	Muster	hans.muster@muster.gmail	352	1122345

In the example above, the third-party declarant is allowed to do declarations for the « Intrastat arrivals » and for « Intrastat dispatch » .

With a click on

Save

the third-party declarant will definitely be in charge of the declarations of the company.

It will also be possible to charge different third-party declarants with different declaration types of one company.

Other possible case : the company will do itself one of the declaration types, while the third-party declarant does the others.

The third-party declarant will only see the declarations he will have created, while the company sees all the declarations : those he created himself and those the third-party declarant created.




IV ) The third-party declarant will do declarations on behalf of the company

The third-party declarant will now have the right to create declarations for the company. As soon as he enters the first time into the menu **Parties** and the option **Change to another company** , he will see the company in his list of partners for whom he has the right to do declarations for :

Change to another company						
Current company: LU1122330401						
<input type="text"/>						2 items
Identity	Edit company details	Company name	Balance of payments	Intrastat (arrival)	Intrastat (dispatch)	Third party declarant
<a href="#">LU1122330401</a>	<a href="#">Edit</a>	Jossa Soc2		✓	✓	✓
<a href="#">LU1122330410</a>	<a href="#">Edit</a>	Jossa TD1				


In the beginning he is , of course , logged with his own company and data which might be seen here :

**Log off**  [LU1122330410 Jossa TD1](#)

As soon as the third-party declarant wants to change the data of the other company, he just has to click here :

Identity	Edit company details	Company name	Balance of payments	Intrastat (arrival)	Intrastat (dispatch)	Third party declarant
<a href="#">LU1122330401</a>	<a href="#">Edit</a>	Jossa Soc2		✓	✓	✓
<a href="#">LU1122330410</a>	<a href="#">Edit</a>	Jossa TD1				

... and as a consequence, it will change to :

**Log off**  TPD: [LU1122330410 Jossa TD1](#)  
PSI: [LU1122330401 Jossa Soc2](#)

The third-party declarant will now be able to encode declarations for the Jossa Soc2 with the ID : LU1122330401.

As soon as the third-party declarant will enter new data, the company will also be able to see directly the new situation.

V ) The third-declarant could keep his customer informed automatically

The third-declarant may configure Idep.web in a way that for each transmission his customer gets informed too.

To realise it, the third-declarant has to select the **Parties** menu, followed by the option **Change to another company** and to activate :

Modify Company parameters LU1122330410

Company name*						
Jossa TD1						
Address*		P. code*	City*	Country*		
28, rue Astrid		1143	Luxembourg	LU Luxembourg		
Main contact		Title*	First name*	Last name*	Prefix*	Phone number*
		Mr.	TD1	Jossa	352	691370034
		E-mail*				
		support-intrastat@statec.etat.lu				

☒ I am a third party declarant

☒ Send also a copy of the acknowledgment of receipt to the customer

When a transmission takes place, the third-declarant will get an acknowledgment of receipt, as well as the customer too.

In the actual example, the acknowledgment receipt for an Intrastat arrival declaration would go to [support-intrastat@statec.etat.lu](mailto:support-intrastat@statec.etat.lu) concerning the third-declarant and to [jim.jossa@mac.com](mailto:jim.jossa@mac.com) for the „Jossa Soc 2“ (see page 6).

A message similar to the following one would be issued:

Return receipt send to: [schmit@abc.lu](mailto:schmit@abc.lu) Mr. Jacques Schmit ([zimmer@luxo.lu](mailto:zimmer@luxo.lu) Mr. Bernard Zimmer)