Reporting in Excel for Contractors of Stichting de Thuiskopie

This manual is a quick explaining about the required fields if monthly reports are uploaded on our portal in Excel format. As private copying remunerations are based on the content of your Excel sheet it's critical that fields contain the correct input and that column orders are left unchanged. **Therefore a strict format must be used in order to automatically process your report**. In this manual each field is explained and described. So solely these fields are entered in Excel, any other information in your Excel Sheets will result in errors. [1]

Two separate Excel sheets can be uploaded onto our Portal. The first – monthly total report – contains and overview of all sales figures specified to product category (carrier) and customer type (contractors/professional users). The second – monthly specification – demands a specification in case of levy free sales to contractors /professional users. If contractors calculate levy on all sales made, they can suffice with uploading the first Sheet only.

Basic rules

- # Total Sales contains # sold per month;

-parties may not balance their sales with exported goods that are purchased with levy
-exports for products purchased with levy are dealt with via a restitution request
-sales made for products that are purchased with levy can be left out of the # of total sales
-total sales only include sales from stock imported by contractor / received levy free from other contractor

- Excel sheets contain solid values (no links to other reports)
- Values are ≥ 0 (– values lead to errors, returns can be taken into account if # sold > # returns) Returns can also be equalized in the end of the year!
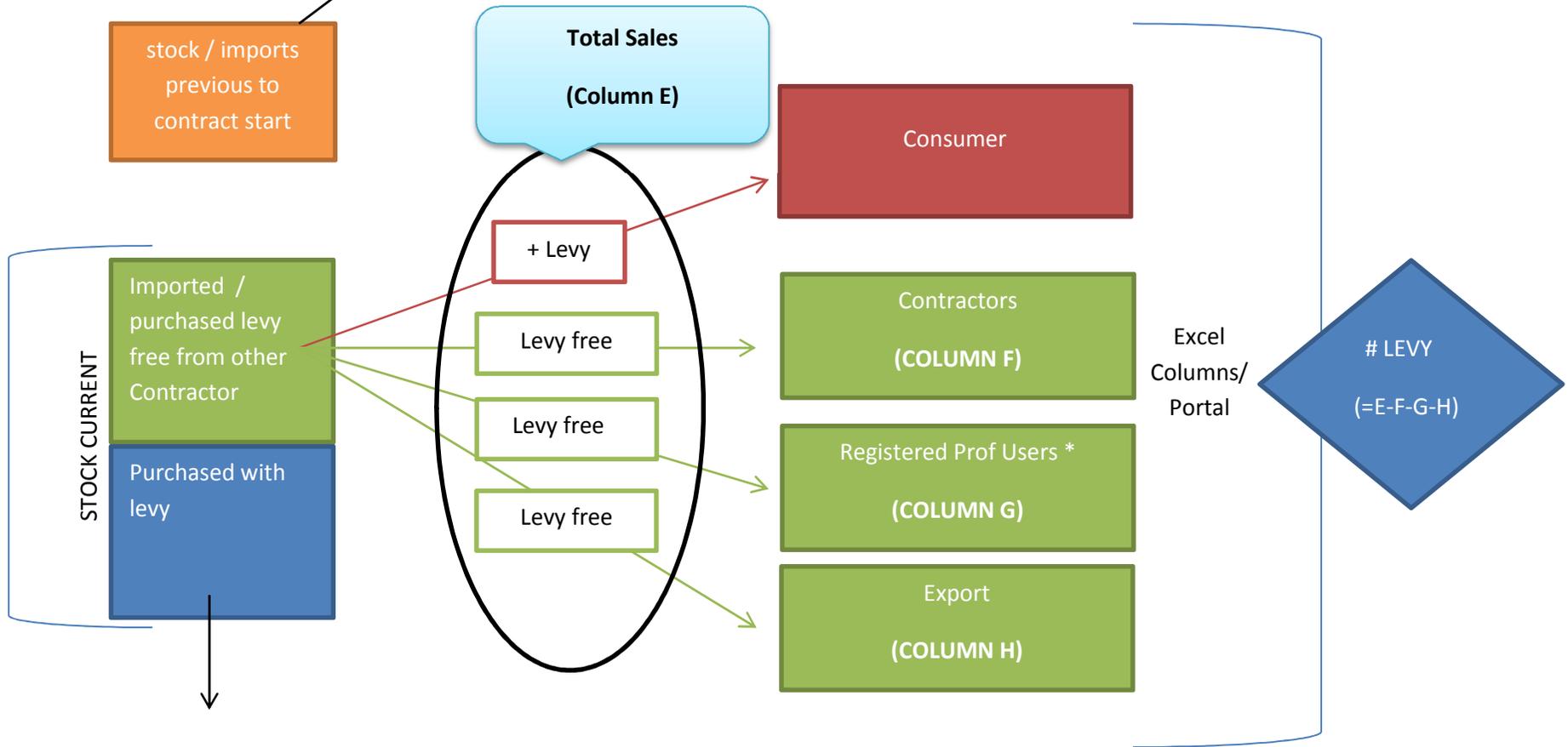
In the schedule below a visual representation of your monthly report is presented and Excel Columns for Sheet #1 are included.

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[1] The text in the first row of each column is however arbitrary, as long as contractors enter the correct data underneath each column a textual deviation is allowed. E.g. Total Sales or Totaal verkocht is irrelevant.

Flow of Goods and Requested Report for Contractors

At the start of your Contract STK asks parties to report previous imports

stock / imports previous to contract start

Total Sales

(Column E)

Consumer

STOCK CURRENT

Imported / purchased levy free from other Contractor

Purchased with levy

+ Levy

Levy free

Levy free

Levy free

Contractors

(COLUMN F)

Registered Prof Users *

(COLUMN G)

Export

(COLUMN H)

Excel Columns/ Portal

LEVY

(=E-F-G-H)

Sales made that are purchased with levy are not to be reported. Contractors sell these goods with levy to ALL parties.

In case of Export parties can claim a refund via a Restition Request

Restitution Module

(Seperate Request on Portal equipped with invoice that proves levy has been paid)

*Levy free sales to other Contractors have to be pre-arranged (see article 7 of the collection agreement)

<u>1. Excel sheet - Monthly Total Report</u>
This file contains the specified period, for each product group all numbers sold. Total Numbers sold is split into different fields. First the different columns in Excel are explained from column A to I.

A) TK registration number → Is the registration number that contractors receive after registering with STK, identical to your login on our Portal. Starts with TK and is followed by 8 digits, this is **your own unique** TK registration number (0000 is just an example).

B) Start Date (yyyymmdd)→ Start date of reporting, first date of each month. Y = Year M=Month D=Date (e.g. for january 20130101)
C) End   Date (yyyymmdd) → End date of reporting. For monthly reporting, this is the last day of the month. (e.g for january 20130131)

This field must be edited monthly as field B and C determine the period in which you report. NB: In the Portal contractors also choose the correct period for reporting!

D) Productgroup Code → Products are categorized according to STK productgroup code categories. See explanation below; e.g. TEL

E) Total Sales → Within the given period, specified by productgroup, the total number of products sold; e.g. 1000 or 0 in case of no sales. This field is numerically, so text messages (e.g. not applicable) will result in errors.

F) Levy free to Contractors → Levy free to Contractors. If sales have been made to other Contractors this can be done levy free. The specification of levy free sales to other contractors is demanded in Excel Sheet 2 – Monthly Specification. The numbers sold in this category are entered numerically; e.g. 1000 or 0 in case of no sales. As this field is numerically entering text messages (e.g. not applicable) will result in errors.

G) Levy free to Professional Users → Levy free to Professional Users. If sales have been made to Professional Users this can be done levy free. The specification of levy free sales to Professional users is demanded in Excel Sheet 2 – Monthly Specification. The numbers sold in this category are entered numerically; e.g. 1000 or 0 in case of no sales. As this field is numerically entering text messages (e.g. not applicable) will result in errors.

H) Levy free Exports → Amount Exported ;if contractors have Exported products out of their levy free inventory, they specify the amount in this column. The numbers exported are entered numerically; e.g. 1000 or 0 in case of no exports. As this field is numerically entering text messages (e.g. not applicable) will result in errors.

I) Levy Liable (=E-F-G-H) → This is calculated by subtracting total numbers sold with levy free sales (to contractors, professional users) and the levy free exports. Ergo; the levy liable consumer products sold including the levy.

2. Monthly Specification

This file contains the specified period, for each product the levy free numbers supplied by contractor / professional user. First the different columns in Excel are explained from column A to I. I

A) TK registration number → The registration number that contractors receive after registering with STK. Is identical to your login on our Portal. Starts with TK and is followed by 8 digits.

B) Start Date (yyyymmdd)→ Start date of reporting. For monthly reporting, this is the first day of the month.

C) End Date (yyyymmdd) → End date of reporting. For monthly reporting, this is the last day of the month.

D) Productgroup Code → Products categorized according to STK product categories.

E) Relation (CNT/PRF) → In this column is identified if the sale has been made to either CNT (Contractor) of PRF (Registered Professional User)

F) Relationship KVK nr * → The Chamber of Commerce number of the customer of contractor.

G) Relationship BTW-VAT nr * → The BTW-VAT number by which the customer is tax registered.

H) Relationship Name → The official trade name of the customer is registered.

I) Levy Free Sold → Within the given period, the product, the total number of tax-free products sold to the specified customer

* To correctly identify a customer specification is supplied with KVK number or VAT number.

Content of Fields
It goes without saying that fields must be filled correctly and completely, otherwise the import cannot be fulfilled. We advise contractors to evaluate conscientiously which products are assigned to which Productgroup Code. Effectively the Productgroup Code determines the levy for each product.

3. Product group definition.

The following table shows the productgroup codes for the different products one can report. The exact definition of the various products is found on www.thuiskopie.nl.

Article	Productgroupcode
Audio/Video player	AVP
CD-r	CD
DVD-r	DVD
E-reader	EREAD
External harddisk	HD
Harddisk recorder	HDR
Laptop	LAP
Personal Computer / Media Center	PC
Settopbox	STB
Smartphone / Mobile with MP3 function	TEL
Tablet	TAB

4. Examples of both Excel Sheets for a fictional contractor TK00000000 – the first column always contains your own TK registration

Example Sheet 1:

TK Registration Number	Start Date (yyyym	End date (yyyy	Productgroup Code	Total Sales	Levy free to Contractors	Levy free to Professional Users	Levy Free Exports	Levy Liable (=E-F-G-H)
TK00000000	20130101	20130131	CD	350	0	0	0	350
TK00000000	20130101	20130131	DVD	50	0	0	0	50
TK00000000	20130101	20130131	HD	500	0	0	0	500
TK00000000	20130101	20130131	TAB	300	0	0	0	300
TK00000000	20130101	20130131	TAB-LAAG	250	0	0	0	250
TK00000000	20130101	20130131	TEL	0	0	0	0	0
TK00000000	20130101	20130131	TEL-LAAG	0	0	0	0	0
TK00000000	20130101	20130131	PC	100	0	0	0	100
TK00000000	20130101	20130131	LAP	400	0	0	0	400
TK00000000	20130101	20130131	AVP	0	0	0	0	0
TK00000000	20130101	20130131	AVP-LAAG	0	0	0	0	0
TK00000000	20130101	20130131	HDR	0	0	0	0	0
TK00000000	20130101	20130131	HDR-LAAG	0	0	0	0	0
TK00000000	20130101	20130131	STB	0	0	0	0	0
TK00000000	20130101	20130131	STB-LAAG	0	0	0	0	0

Example Sheet 2:

TK Registration Number	Start Date (yyyymmdd)	End date (yyyymmdd	Productgroup Code	Relation (CNT/PRF)	Relation KVK nr	Relation BTW-VAT nr	Relation Name	Levy free sold
TK00000000	20130101	20130131	HD	CNT	9876543	NL123456789B01		10
TK00000000	20130101	20130131	HD	CNT	8765432	NL123456789B01		10
TK00000000	20130101	20130131	HD	CNT	7654321	NL123456789B01		15
TK00000000	20130101	20130131	HD	CNT	6543210	NL123456789B01		15
TK00000000	20130101	20130131	HD	CNT	5432109	NL123456789B01		5
TK00000000	20130101	20130131	HD	CNT	4321098	NL123456789B01		25
TK00000000	20130101	20130131	HD	CNT	3210987	NL123456789B01		25
TK00000000	20130101	20130131	HD	CNT	2109876	NL123456789B01		40

Either KvK or BTW is required, both is allowed.