Reporting via Excel

This is a brief introduction on how to report private copying levies on the online Portal of Stichting de Thuiskopie. This manual is dedicated to contracting parties of thuiskopie whom have to monthly report sales made in the Netherlands.

This guide assumes that one is already registered and have received a login from the Foundation.
If this is not yet the case, register first via: https://portal.thuiskopie.nl/Account/Register or contact us via thuiskopie@cedar.nl or +31 (0)23 8700206
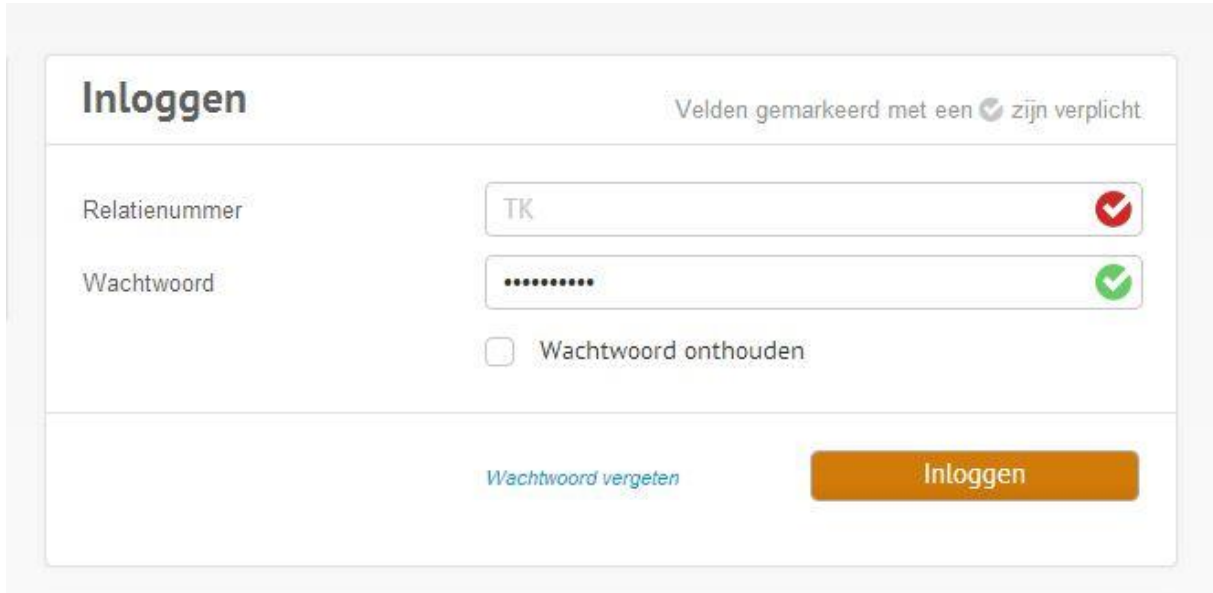
Version: 21 december 2017

Contents

1. Login

Go to https://portal.thuiskopie.nl/ and login with your Relation number; typically starts with TK9…..
and password (wachtwoord). Both are received after registration.

Figure 1: Login screen Portal

In case you have forgotten your password you can reset your password via the "*Wachtwoord vergeten"* menu.

2. Homescreen

Once you have entered our portal you arrive at our homepage of the portal. In the menu on the left you select "Opgave" (Report) in order to choose to report via Excel or Manually. Reporting via Excel is advised if your report contains many levy-free deliveries that have to be specified. In this manual we explain how to report via excel, a manual on how to report manually is found on our website http://www.thuiskopie.nl/nl/about-thuiskopie
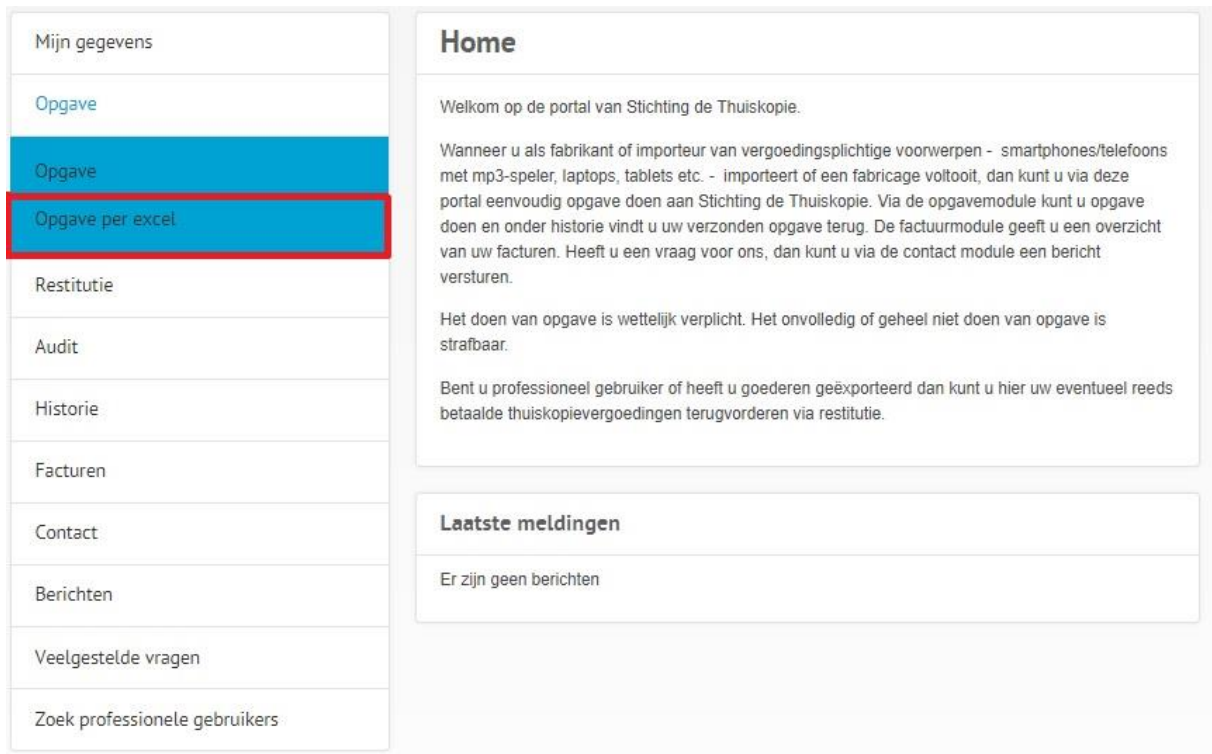
Figure 2: Homescreen Thuiskopie for contracting parties

Other menu items:

- Restitutie: submit your refund request for export or professional use
- Audit: forms and functionality needed to comply with your annual audit
- Historie: logs of submitted refunds and reports
- Facturen: invoice overview including payment status
- Contact: you can submit a question to us via the portal
- Berichten: replies and messages from thuiskopie are found here
- Veelgestelde vragen: frequently asked questions
- Zoek professioneel gebruikers: registered professional users are found here

3. Opgave per excel / reporting via excel

After you have chosen Opgave per Excel you arrive at the page below. In this screen you can upload two different Excel sheets to complete your report.

- Totaalopgave / Total Report (download example sheet): The total report contains the totals of the monthly sales per device, split into deliveries to other contracting parties, professional users and exports.
- Relatieoverzicht / Relation specification (download example sheet): The relation specification sheet contains an overview of the levy-free sales per specific contracting party and/or professional users per device. If contracting parties have not made any levy-free sales to contracting parties or professional users, it's not necessary to upload this sheet. Exports are exempt from specification.

Figure 3: Printscreen Opgave Opgave per Excel

Month:
Before you atttach your Excel sheets via the "bestand kiezen" button please select the correct month for reporting via the "kies periode" dropdown. This should only be the previous month as contracting parties monthly submit their reports. In Figure 3 you'll see that November 2017 is selected.

Format requirements
In order for our system to automatically process your report via Excel a strict format needs to be used, hence the example sheets.
Additionaly is required that:
- Excel sheets contain solid values, no linked cells to other worksheets or formulas.
- Values are above zero / not negative: returned items may be balanced (see Article 3a) in your monthly report, this should however not result in negative values. Returns can also be processed in our annual audit.
- Do not add additional information outside/under the required fields.

Productgroupcodes
The speficiation of sales per device is done via a productgroupcode. An overview of the active productgroupcodes is found in the table below.

Device	Productgroupcodes
PC	PC
Laptop	LAP
Tablet	TAB
Smartphone/phone with mp3-player*	TEL
Portable Audio- / videoplayer	AVP
Settopbox	STB
HDD Recorder	HDR
E-Reader	EREAD
External Harddisk / External Solid State Disk	HD
USB-Stick	USB
Wearables with storage capacity	WEAR

Table 1: productgroupcodes for reporting via Excel

*For smartphones/telephones with mp3-player a copy of the user agreement/user regulation must be accompanied with the report/refund request, unless the professional user is registered with Thuiskopie and has declared that smartphones /telephones with mp3-player are solely used for own professional use. On request of Thuiskopie the registered professional user needs to provide the user agreement/user regulation. The user agreement/user regulation is an agreement between employee and employer showing that the employee may not use the device for private purposes in accordance with Article 16c of the Copyright Act.

Note: only report sales from your levy free stock!

Do not include sales purchased levy included in your report to us. These purchases may also not be balanced in your report. In case you have purchased devices levy included you can claim a refund if sold levy-free to professional users or exported. Please see the final page of this manual for a schematic overview of the flow of goods that needs to be included in your report to us.

3a. Totaalopgave sheet / Total reporting sheet

The total report contains the totals of the monthly sales per device, split into deliveries to other contracting parties, professional users and exports. Thuiskopie invoices the levy liable units (column I) which is the result of (column E) the total numbers sold minus the numbers sold levy free (F+G+H).

	A	B	C	D	E	F	G	H	I
1	TK Registration Number	Start Date (yyyymmdd)	End date (yyyymmdd)	Productgroup Code	Total Sales #	Levy free to Contracting parties #	Levy free to Professional Users #	Levy Free Exports #	Levy Liable # (=E-F-G-H)
2	TKXXXXXXXX	20180101	20180131	USB	0	0	0	0	0
3	TKXXXXXXXX	20180101	20180131	WEAR	0	0	0	0	0
4	TKXXXXXXXX	20180101	20180131	HD	0	0	0	0	0
5	TKXXXXXXXX	20180101	20180131	TAB	0	0	0	0	0
6	TKXXXXXXXX	20180101	20180131	TEL	0	0	0	0	0
7	TKXXXXXXXX	20180101	20180131	PC	0	0	0	0	0
8	TKXXXXXXXX	20180101	20180131	LAP	0	0	0	0	0
9	TKXXXXXXXX	20180101	20180131	AVP	0	0	0	0	0
10	TKXXXXXXXX	20180101	20180131	HDR	0	0	0	0	0
11	TKXXXXXXXX	20180101	20180131	STB	0	0	0	0	0
12	TKXXXXXXXX	20180101	20180131	EREAD	0	0	0	0	0

Figure 4: Excelsheet Total reporting sheet

Explanation columns:

A) TK registration number: the registration/account number that contracting parties receive after registering with Thuiskopie. This number is identical to your login on our Portal and starts with TK and is followed by 8 digits, this is your own unique TK registration.

B) Start Date (yyyymmdd): Start date of reporting, first date of each month. Y = Year M=Month D=Date (e.g. for january 20180101)

C) End Date (yyyymmdd): End date of reporting. For monthly reporting, this is the last day of the month. (e.g for january 20180131)

D) Productgroup Code : Products are categorized according to Thuiskopie productgroup code categories. See table 1 above; e.g. "TEL" for smartphones.

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 (and is numerically, so text messages (e.g. not applicable) will result in errors.

F) Levy free to contracting parties: If sales have been made to other contracting parties this can be done levy free if mutually agreed. 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. The specification of levy free sales to other contractors is demanded in the sheet Monthly Specification.

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 contracting parties 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 contracting parties, professional users and the levy free exports. These numbers are invoices and should contain the numbers sold including levy to consumers/resellers.

3b. Relatieoverzicht / relation specification

The relation specification sheet contains an overview of the levy-free sales per specific contracting party and/or professional users per device. If contracting parties have not made any levy-free sales to contracting parties or professional users, it's not necessary to upload this sheet. Exports are exempt from specification.

	A	B	C	D	E	F	G	H	I
1	TK Registration Number	Start Date (yyyymmdd)	End date (yyyymmdd)	Productgroup Code	Relation Type (CNT or PRF)	Relation Kvk (# chambre of commerce)	Relation BTW / VAT #	Relation Name	Levy free sales #
2	TKXXXXXXXX	20180101	20180131	USB					
3	TKXXXXXXXX	20180101	20180131	WEAR					
4	TKXXXXXXXX	20180101	20180131	HD					
5	TKXXXXXXXX	20180101	20180131	TAB					
6	TKXXXXXXXX	20180101	20180131	TEL					
7	TKXXXXXXXX	20180101	20180131	PC					
8	TKXXXXXXXX	20180101	20180131	LAP					
9	TKXXXXXXXX	20180101	20180131	AVP					
10	TKXXXXXXXX	20180101	20180131	HDR					
11	TKXXXXXXXX	20180101	20180131	STB					
12	TKXXXXXXXX	20180101	20180131	EREAD					

Figure 5: Excelsheet relation specification

Explanation columns:

A – D): similar to total reporting sheet.

E) Relation (CNT/PRF): in this column is identified if the sale has been made to either CNT (contracting parties) of PRF (professional users)

F) Relation KVK nr*: The Chamber of Commerce number of the professional user / contracting party.

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

H) Relation Name: The official trade name of professional user / contracting party.

I) Levy Free Sold : Within the given period, the product, the total number of levy-free units sold to the specified professional user / contracting party.

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

Regading levy free deleveries

Please be informed that contracting parties are allowed to sell to other contracting parties levy free [if agreed upon mutually and the devices are from levy-free stock]. Contracting parties may also sell levy-free to professional users. Sales to other contracting parties and professional users have to be specified. Specification needs to be done on product group level. For more information see article 7/8 of our collection agreement and the final page of this manual.

4. Opgave overzicht & Opgave verzenden

After both sheets are selected via the "bestand kiezen" button it is required is to checkmark the box □ Ik verklaar volledig en naar waarheid te hebben ingevuld (I declare to have submitted the above completely and truthfully). Once this box is check marked parties can send their report by clicking on the 'Opgave Verzenden' (Report Send) button. Parties may enter an optional purchase order number that will be shown on the invoice later on (eg. NOV2017).

Opgave per excel

Help ❓

Kies periode: november 2017 ▼

Maandelijkse opgave Excel

Uw maandelijkse opgave kunt u ook via Excel laten verlopen. Om uw Excel opgave automatisch te verwerken kan uitsluitend volgens een door Stichting de Thuiskopie ontworpen formaat worden aangeleverd. Er zijn twee Excel sheets vereist om uw opgave in behandeling te kunnen nemen.

In de eerste sheet – Maandelijkse totaalopgave – levert u voor de opgegeven periode, per productgroep alle verkochte aantallen incl. een detaillering van de heffingsvrij uitgeleverde aantallen.

Hier vindt u een voorbeeld van de Maandelijkse totaalopgave sheet.
Hier vindt u een handleiding voor het doen van opgave via Excel.

Gelieve de bestandsnaam van uw Excel zonder leestekens en met niet meer dan 20 karakters aan te leveren.

Bijlage toevoegen totaalopgave   [Bestand kiezen | Totaalopgave.xlsx]

Maandelijks relatieoverzicht

In de tweede sheet – Maandelijks relatieoverzicht – levert u voor de opgegeven periode, per productgroep de heffingsvrij geleverde aantallen per contractant/professioneel gebruiker (profgebruiker) .

Hier vindt u een voorbeeld van de Maandelijks relatieoverzicht sheet.

Bijlage toevoegen relatieoverzicht   [Bestand kiezen | Relatieoverzicht.xlsx]

Purchase order number   [NOV2017] ❓

🔲 Ik verklaar volledig en naar waarheid te hebben ingevuld

[Opgave verzenden]

Figure 6: Screenprint Opgave Overzicht & Opgave Verzenden

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5. Confirmation Report Sent

Once finished you'll see the following screen. If below states - uw aanvraag is verzonden – it means that your report is sent properly and will be taken into account. Now you'll be also able to find the report in the menu Historie.
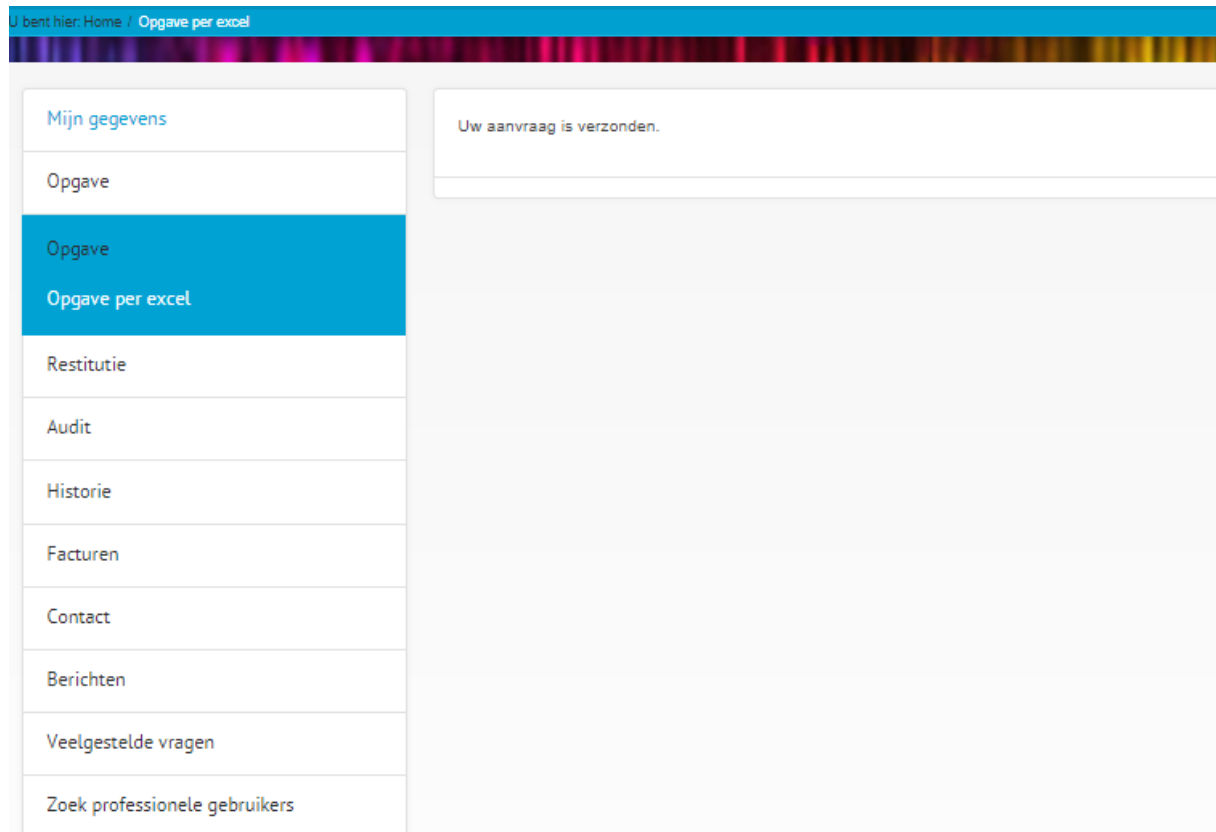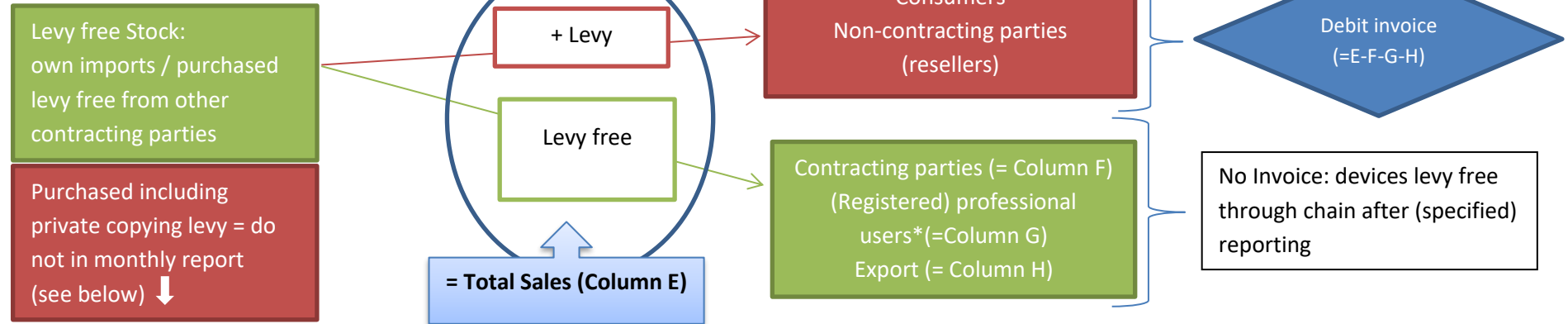

Figure 7: Screenprint Opgave verzonden / Report Sent

In case you have any questions with regard to reporting you can send us a message via the Portal or reach us via e-mail info@thuiskopie.nl or call +31 (0)23 8700206.

Flowchart Report (Excel) and Refund Private Copying Levy | Result STK

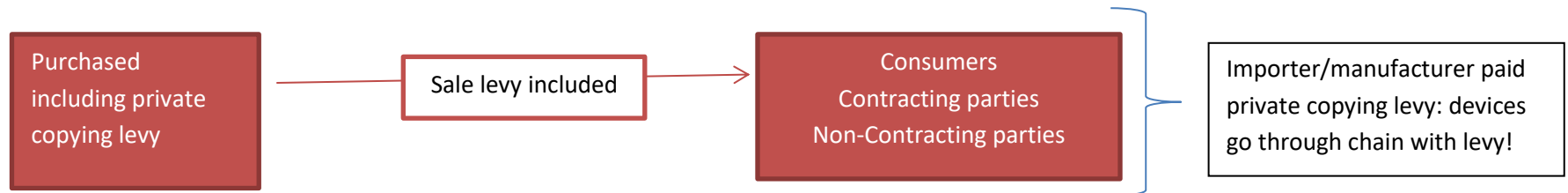**1. Monthly report contracting parties:**

Levy free Stock: own imports / purchased levy free from other contracting parties

Purchased including private copying levy = do not in monthly report (see below) ↓

+ Levy

Levy free

= Total Sales (Column E)

Consumers Non-contracting parties (resellers)

Contracting parties (= Column F) (Registered) professional users*(=Column G) Export (= Column H)

Debit invoice (=E-F-G-H)

No Invoice: devices levy free through chain after (specified) reporting

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2. Refund if:

Purchased including private copying levy

- Levy

Prof Users* Registered Prof Users* Export

Credit invoice

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3. No refund when:

Purchased including private copying levy

Sale levy included

Consumers Contracting parties Non-Contracting parties

Importer/manufacturer paid private copying levy: devices go through chain with levy!

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*For smartphones/telephones with mp3-player a copy of the user agreement/user regulation must be accompanied with the report/refund request, unless the professional user is registered with Thuiskopie and has declared that smartphones /telephones with mp3-player are solely used for own professional use. On request of Thuiskopie the registered professional user needs to provide the user agreement/user regulation. The user agreement/user regulation is an agreement between employee and employer showing that the employee may not use the device for private purposes in accordance with Article 16c of the Copyright Act.