

# Reporting manually

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This is a brief introduction on how to report private copying levies on the online Portal of Stichting de Thuis kopie. This manual is dedicated to contracting parties of thuis kopie whom have to monthly report sales made into 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](mailto:thuiskopie@cedar.nl) or +31 (0)23 8700206



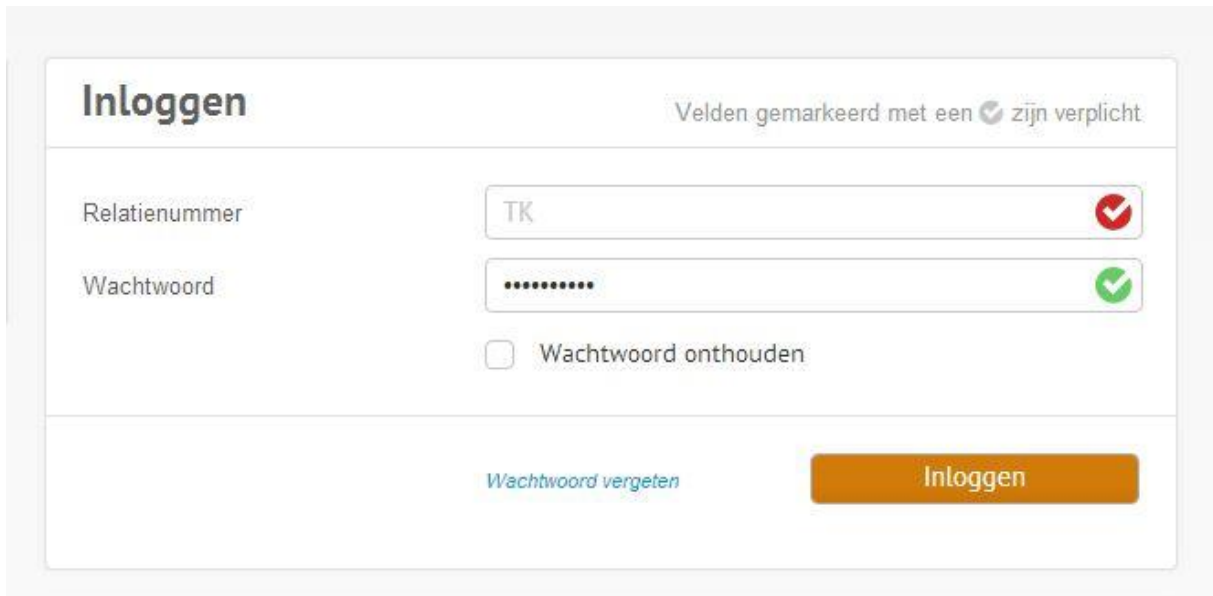
Version: 21 december 2017


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## 1. Login

Go to <https://portal.thuiskopie.nl/> and login via your Relation number; typically starts with TK9..... and password (wachtwoord) which is received after registration.



**Inloggen** Velden gemarkeerd met een  zijn verplicht.

Relatienummer  

Wachtwoord  

☐ Wachtwoord onthouden

[Wachtwoord vergeten](#)

Figure 1: Login screen Portal

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

## 2. Home screen

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 manually on our portal, a manual on how to report via Excel is found on our website <http://www.thuiskopie.nl/nl/about-thuiskopie>

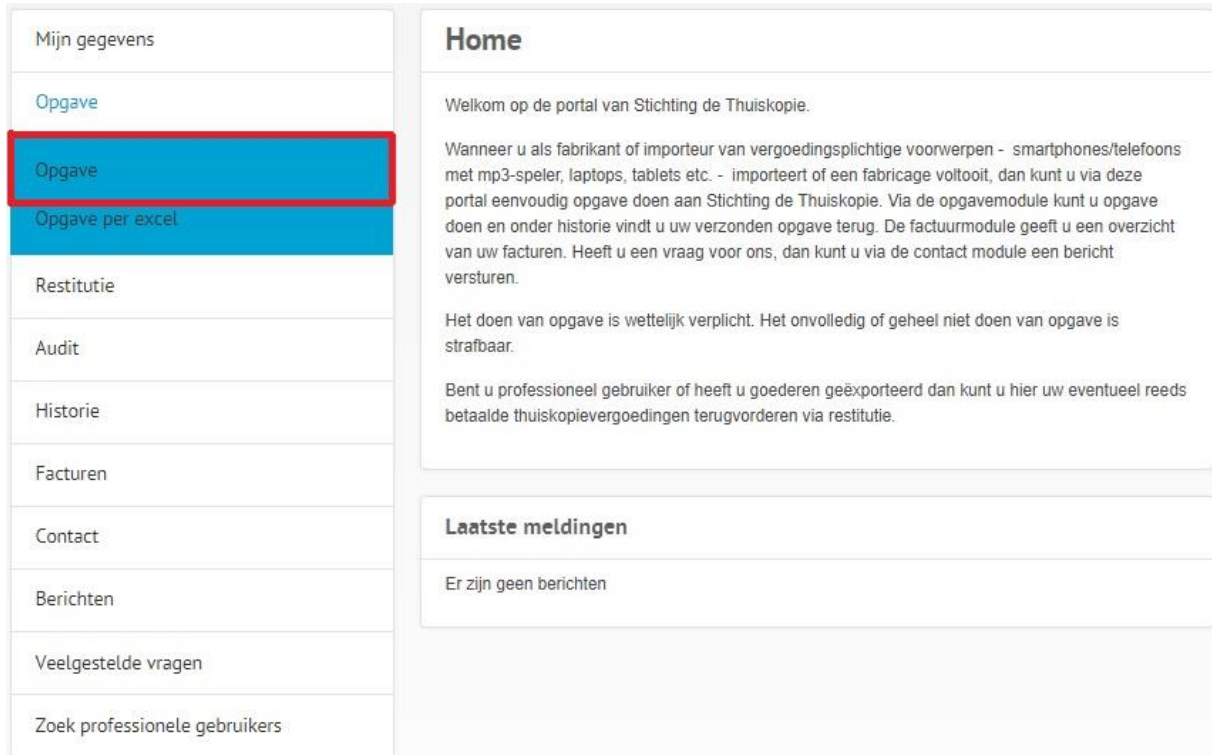


Figure 2: Homescreen ThuisKopie for contracting parties

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 overzicht & Opgave verzenden [report overview]

After you have chosen to submit your report manually you arrive at the page below. In this table you specify which devices have been sold in the selected month. To enter the numbers sold you simply click on the row per device and you are then forwarded to the screen “Direct Opgave doen”.

Note: only the devices that have been sold from your levy-free stock have to be submitted. For more information on the relevant flow of goods that needs to be included in your report, please see the final page of this manual.

[← Opgave formulier verlaten](#)

Overzicht & Opgave verzenden

**Opgave overzicht & Opgave verzenden**

Help?

Als contractant doet u maandelijks opgave van uw verkopten (uitleveringen). Dit betreft de verkopen van voorwerpen die heffingsvrij zijn ingekocht/geïmporteerd en/of gefabriceerd/geassembleerd. Door per productgroep de hoeveelheden op te geven kan Stichting de Thuis kopie de door u wettelijke af te dragen thuiskopie vergoeding berekenen.

Meer informatie over het indienen van een opgave vindt u onder de Veelgestelde Vragen; [klik hier](#)

Kies periode: november 2017

	Totaal verkocht	Heffingsvrij aan contractanten	Heffingsvrij aan profgebruikers	Heffingsvrij geëxporteerd	Totaal heffing plichtig	Totaal	Wijzig
Audio/Video speler	0	0	0	0	0	€ 0,00	
CD-r	0	0	0	0	0	€ 0,00	
DVD-r	0	0	0	0	0	€ 0,00	
E-reader	0	0	0	0	0	€ 0,00	
Externe harddisk	0	0	0	0	0	€ 0,00	
Harddisk recorder	0	0	0	0	0	€ 0,00	
Laptop	0	0	0	0	0	€ 0,00	
Personal Computer	0	0	0	0	0	€ 0,00	
Settopbox	0	0	0	0	0	€ 0,00	
Smartphone / Telefoon MP3 functie	0	0	0	0	0	€ 0,00	
Tablet	0	0	0	0	0	€ 0,00	
Totaal						€ 0,00	

Purchase order number

☐ Ik verklaar volledig en naar waarheid te hebben ingevuld

Opgave verzenden

Figure 3: Screenprint Opgave Overzicht & Opgave Verzenden

**Explanation:**

Before you enter the numbers sold please select the correct month; this should (only) be the previous month as contracting parties are required to monthly report to ThuisKopie.

In the table - Opgave overzicht & Opgave verzenden – you split total sales per devices into sales made to contracting parties/professional users and/or export. Sales to contracting parties and professional users have to be specified. In case no sales have been made to contracting parties/professional users or exported, the total sales number [totaal verkocht] is equal to the total sales levy liable [total heffingsplichtig] for which you are consequently invoiced.

By clicking on the device for which you need to report your sales you are automatically forwarded to the page direct opgave doen (see below) in which you break your report further down if required. In case you have no sales to report you are asked to send the page blank (zero-report).

**Note:**

If devices are purchased levy included you must not involve the sale of these devices in your report to ThuisKopie. It is not allowed to balance your sales report with devices bought levy included. If purchased levy included and sold to professional users or exported, you can claim a refund if sold exempt from levy. Please see the flow chart on the final page of this manual for an complete overview of the correct reporting and refund flows.

#### 4a. Direct Opgave doen [direct reporting per device]

In this screen you enter the amount of devices sold for the device that you selected in the previous screen. Add the number in the box – Totaal verkocht (Sold in Total). Afterwards click on the “Opslaan in overzicht” button. After saving (opslaan) you’re returned to screen #3 and parties can add sales for other devices.

Opgave formulier verlaten Direct opgave doen Overzicht & Opgave verzenden

Direct opgave doen Help

Repartitie Audio/Video speler CD DVD E-Reader Externe Harddisk Harddisk recorder Laptop Personal Computer Settopbox Smartphone / Telefoon Tablet

Smartphone / Telefoon MP3 functie

Voer hier uw opgave in Afnemers heffingsvrij zoeken en toevoegen

Totaal verkocht 0 A

Heffingsvrij aan contractanten 0 B

Heffingsvrij aan profgebruikers 0 C

Heffingsvrij geëxporteerd 0 D

Totaal heffing plichtig 0 E = A-B-C-D

Heffingsvrij aan profgebruikers Heffingsvrij aan contractanten

Zoeken: (op KvK, BTW of bedrijfsnaam) Aantal

Bedrijfsnaam KvK Nummer BTW Nummer Aantal

Figure 4: Screenprint Direct Opgave doen

##### Explanation:

A = Totaal Verkocht = Total Sales

B = Heffingsvrij aan contractanten = Sales to other contracting parties [Specification required]

C = Heffingsvrij aan profgebruikers = Sales to professional users [Specification required]

D = Heffingsvrij geëxporteerd = Sales exported [No Specification required]

E = Totaal heffing plichtig = Total amount levy liable (to be invoiced units)

If sales have been made to other contracting parties or professional users, they have to be specified. Please see the following page on how this is done. All sales to other contracting parties, professional users and exports are levy exempt. Therefore these sales are deducted from your total sales when calculating the amount for which levy is due.

## 4b. Specify levy free deliveries

Contracting parties are allowed to sell to other contracting parties levy free [if agreed upon 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.

In Figure 5 you find an example of a contracting party who has sold 5 phones, from which 3 to contracting parties. As a result, the contracting party is due private copying levy for 2 smartphones. The portal requires that the 3 smartphones sold to other contracting parties are specified. This can be done by searching on the name of the contracting party, or Chamber of Commerce / VAT number.

If all levy free deliveries are specified you click on the button – opslaan in overzicht (save).

The screenshot shows a web form titled 'Direct opgave doen' with a navigation bar at the top containing 'Opgave formulier verlaten', 'Direct opgave doen', and 'Overzicht & Opgave verzenden'. Below the navigation bar is a 'Help' button. The form is divided into several sections. On the left, there is a vertical list of product categories: 'Repartitie', 'Audio/Video speler', 'CD', 'DVD', 'E-Reader', 'Externe Harddisk', 'Harddisk recorder', 'Laptop', 'Personal Computer', 'Settopbox', 'Smartphone / Telefoon', and 'Tablet'. The 'Smartphone / Telefoon' category is selected, and the sub-section 'Smartphone / Telefoon MP3 functie' is active. Below this, there is a section 'Voer hier uw opgave in' with a search bar and a 'Zoeken: (op KvK, BTW of bedrijfsnaam)' dropdown. The search results show a list of companies: 'Giga-Byte Technology BV', 'Fujitsu Technology Solutions B.V.', 'ACLM-Tech', 'Conrexx Technology BV', 'Presentatie Techniek Holland B.V.', 'Tech Data Nederland B.V.', and 'Huawei Technologies Netherlands BV'. To the right of the search results, there is a section 'Heffingsvrij aan contractanten' with a search bar and a 'Aantal' input field. Below this, there is a table with columns 'Nummer' and 'Aantal'. At the bottom of the form, there is a button 'Opslaan in overzicht'.

Direct opgave doen

Help

Repartitie Audio/Video speler CD DVD E-Reader Externe Harddisk Harddisk recorder Laptop Personal Computer Settopbox Smartphone / Telefoon Tablet

Smartphone / Telefoon MP3 functie

Voer hier uw opgave in

Totaal verkocht: 5

Heffingsvrij aan contractanten: 3

Heffingsvrij aan profgebruikers: 0

Heffingsvrij geëxporteerd: 0

Totaal heffing plichtig: 2

Opslaan in overzicht

Heffingsvrij aan profgebruikers

Heffingsvrij aan contractanten

Zoeken: (op KvK, BTW of bedrijfsnaam)

Tech

Giga-Byte Technology BV

Fujitsu Technology Solutions B.V.

ACLM-Tech

Conrexx Technology BV

Presentatie Techniek Holland B.V.

Tech Data Nederland B.V.

Huawei Technologies Netherlands BV

Aantal

gd. Alle heffingsvrije leveringen dienen te worden

Nummer Aantal

© 2017 de Thuis kopie

Figure 5: Screenprint levy free deliveries



## 5. Opgave overzicht & Opgave verzenden

After all devices are entered with correct amounts parties can save this screen and send their report. Parties can enter an optional purchase order number which will be shown on the invoice later on. It is required to select the box ☐ Ik verklaar volledig en naar waarheid te hebben ingevuld (I declare to have entered the screen above completely and truthfully).

Once this box is checked parties can send their report by clicking on the 'Opgave Verzenden' (Report Send) button.

Kies periode: november 2017 ▼

	Totaal verkocht	Heffingsvrij aan contractanten	Heffingsvrij aan profgebruikers	Heffingsvrij geëxporteerd	Totaal heffing plichtig	Totaal	Wijzig
Audio/Video speler	0	0	0	0	0	€ 0,00	
DVD-r	0	0	0	0	0	€ 0,00	
CD-r	0	0	0	0	0	€ 0,00	
E-reader	0	0	0	0	0	€ 0,00	
Externe harddisk	0	0	0	0	0	€ 0,00	
Harddisk recorder	0	0	0	0	0	€ 0,00	
Personal Computer	0	0	0	0	0	€ 0,00	
Laptop	0	0	0	0	0	€ 0,00	
Settopbox	0	0	0	0	0	€ 0,00	
Smartphone / Telefoon MP3 functie	5	3	0	0	2	€ 7,00	
Tablet	0	0	0	0	0	€ 0,00	
Totaal						€ 7,00	

Purchase order number  ?

☐ Ik verklaar volledig en naar waarheid te hebben ingevuld

Opgave verzenden

Figure 6: Screenprint Opgave Overzicht & Opgave Verzenden

## 6. 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.

Opgave formulier verlaten

Overzicht & Opgave verzenden

Opgave overzicht & Opgave verzenden

Help

Als contractant doet u maandelijks opgave van uw verkopen (uitleveringen). Dit betreft de verkopen van voorwerpen die heffingsvrij zijn ingekocht/geïmporteerd en/of gefabriceerd/geassembleerd. Door per productgroep de hoeveelheden op te geven kan Stichting de Thuis kopie de door u wettelijke af te dragen thuis kopie vergoeding berekenen.

Meer informatie over het indienen van een opgave vindt u onder de Veelgestelde Vragen; [klik hier](#).

Uw aanvraag is verzonden.

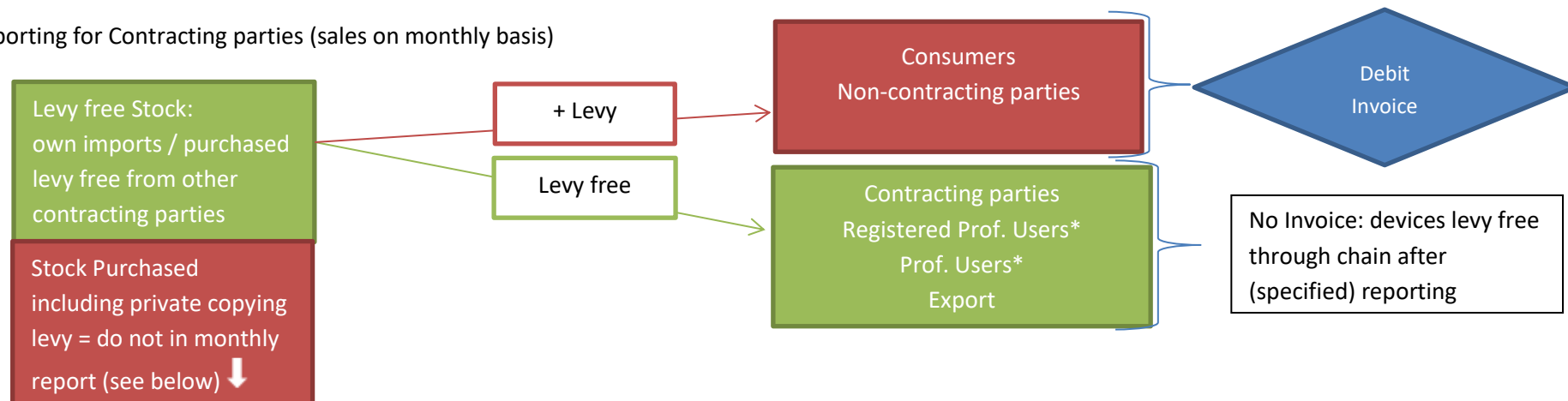
Figure 7: Screenprint after report has been sent

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@thuis kopie.nl](mailto:info@thuis kopie.nl) or call +31 (0)23 8700206.

# Flow Chart Reports and Refunds Private Copying Levy

## Result Thuiskopie

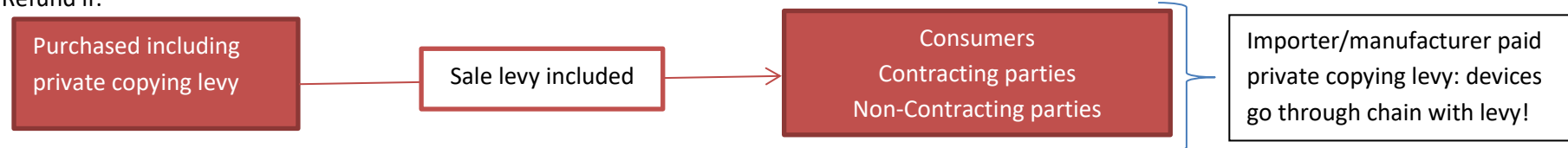
### 1. Reporting for Contracting parties (sales on monthly basis)



### 2. Refunds for Contracting parties, Non-Contracting parties & Professional Users



### 3. No Refund if:



**\*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.**