

Euler Hermes Finland

# EOLIS GUIDES



A company of **Allianz** 

 EULER HERMES



# HOW TO USE EOLIS

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# EOLIS GUIDES

The Euler Hermes Online Information Service, EOLIS, is developed to help you easily manage and administer your credit insurance policy with Euler Hermes. We have developed this user guide to help you become more familiar with the different functionalities of EOLIS.

If there is an aspect of EOLIS that is not addressed in this user guide, please contact the Policy Administration with any questions, including login or other technical issues.

They can be reached by email at [contact.fi@eulerhermes.com](mailto:contact.fi@eulerhermes.com) or call +358 10 850 8500 Monday thru Friday 8.30 - 16.00.

## LOGIN PAGE FUNCTIONS AND TIPS

- When you access EOLIS for the first time, we recommend that you add the EOLIS page to your favorites in your browser.
- You can save your user ID by checking the "Remember Login Information" box.
- If you have trouble accessing EOLIS, please check that you have allowed pop-up windows in your internet settings. In most cases, your pop-up blocker will alert you and allow you to "Always accept pop-ups from this site".

## FIRST TIME YOU LOG ON

- To access EOLIS, please visit [www.eulerhermes.com](http://www.eulerhermes.com) > 'LOGIN' in upper right corner > EOLIS
- If you haven't received your user ID and password, please contact the Policy Administration
- Your user ID and password are assigned by the system and you will receive them by email.

After logging in the first time, the system tells you that your password has expired and must be changed. You then have to enter a new, personal code.

Your password must meet the following requirements:

1. It must be at least 8 characters long.
2. It must contain three of the following types of characters: Upper case letters (A-Z), lower case letters (a-z) and numerics (0-9).
3. It may not contain your first or last name.
4. It must be different from the previous password.

For security, your password will expire every third month and must be changed.

It is important that you afterwards go to [Edit my personal information](#) at the top where you must fill in all the fields. As you type your last name, **notice that you must write you last name with upper case letters (A-Z).**

### Notice!

Remember to allow popup windows before you log on to EOLIS.

## FORGOT YOUR PASSWORD OR USER ID

If you forget your EOLIS password and/or user ID - then go to [www.eulerhermes.com](http://www.eulerhermes.com)

Choose [LOGIN](#) in the upper right corner and choose [EOLIS](#).

(to be continued on next page).

## FORGOT YOUR PASSWORD OR USER ID (CONTINUED)

If you forget your password > Fill in your user ID and click on [Forgotten password](#). Then fill out all the mandatory field in the following screen display. **You need to write the entire last name with capital letters (UPPER CASE)**. Click on "Send password" and the system will create a new password and sends it automatically to your email address.

**EOLIS**

**Forgot your Password**

\*Mandatory

**Have you forgotten your password?**  
If so, a temporary password will be created and sent to the email address stored in your Personal information.

\*Your Last name :  (Uppercase)

\*Your Eolis User ID :

You will receive your new password to access EOLIS shortly. You will be asked to choose a new password when you first log in.

\*Mandatory

**Send Password** ➤

If you forget your user ID > Choose [Forgotten User ID](#). Fill out all the mandatory fields in the following screen display and choose [Forgotten login](#) under [Subject of your message](#) at the drop down menu.

**EOLIS**

**EOLIS Assistance**

If you have any other query relating to the EOLIS service, please contact EOLIS On-Line Services Administration.  
+45 88 33 33 88

**E-mail**

\*Mandatory

\*Company name :

Policy number :

Buyer :  Buyer EHID :  Buyer name :

\*Title :

\*First name :

\*Last name :

Please select the description below which is closest to your role with regard to your Euler Hermes Policy/contract.

\*Job title :

\*E-mail address :

Telephone No. :  (Numerics only with a + sign in front where relevant)

\*Subject of your message :

Comments :

\*Mandatory

**Send** ➤ **Close** ✕

Click [Send](#) to send your request. Our EOLIS support will react on your request as fast as possible and return with password or login.



# EOLIS GUIDE

## WELCOME PAGE

Here you will find quick links to common and/or frequently used functions.

**EOLIS** Credit Services Overdue Management Information Services Policy Administration Quick menu

Welcome to EOLIS, **Test1 Testesen**. [Edit my personal information] You last signed into Eolis on 04 January 2018 20:39:47. Your password will expire on 06/02/2018. [Change password]

Company Search

Select a policy

**Testfirma 1 KOB - Insured credit information n° : 013453**

**My bookmarks** [Edit]

- Payment incident
- Overdue declaration
- Credit Limits - Request
- Credit Limits - Cancel request/credit limit

**Notice board**

- No active messages

**Useful links**

- FAQ
- CVR
- News from Euler Hermes Danmark, filial af Euler Hermes Europe SA, Belgien
- Site map
- Eolis Assistance
- Help
- Economic Research
- Access EH SmartView
- EH SmartView user guide link

**My policy list** [Edit]

- Click on the Edit button to add a policy to the list

**My alerts** Last 25 credit limit decisions Pending requests (10 oldest)

- There are proactive alerts affecting one or more of your credit limits; please click here to check your alerts.

1. To access the functions in EOLIS, please select Quick menu in the upper right corner or the tabs in the upperbar.
2. **Change password:** You may change your password at any time here.
3. **Select a policy:** In case you have multiple policies, you need to choose the correct policy first before requesting a credit limit
4. **My Bookmarks:** You may add up to six commonly used tasks to a list of bookmarks by clicking "Edit".
5. **Notice Board:** Messages requiring your attention will be posted here. Urgent messages will pop-up when you log on to the system.
6. **Useful Links:** Quick access to a site map of EOLIS, Frequently Asked Questions (FAQ), Assistance (contact us by email or phone), and access to EH SmartView.
7. **My Policy List:** In case you have multiple policies, you may add the five most used policies here for easy access.
8. **List of Credit Limit Decisions:** Shows the last 25 credit limit decisions and the 10 oldest requests that are still pending in our system in real time.
9. **My alerts:** The message is generated about possible limit increases on your buyers. Please make a new credit limit request.



## REQUEST A CREDIT LIMIT ON A BUYER

### How to do:

1. In case you have multiple policies, please select first the correct policy in the upper right corner  
[Select a policy.](#)
2. Click on [Quick menu](#) and select [Request](#) under [Credit Limits](#) OR click on the tab [Credit Services - Credit Limits -Request.](#)

The screenshot shows the EOLIS dashboard with the following elements:

- Navigation Tabs:** Credit Services, Overdue Management, Information Services, Policy Administration, and Quick menu (highlighted with a red box).
- Header:** EOLIS logo, user name 'Test1 Testesen', and login details.
- My bookmarks:** Payment incident, Overdue declaration, Credit Limits - Request, Credit Limits - Cancel request/credit limit.
- Notice board:** Glædelig Jul Samt Godt Nytår.
- Useful links:** FAQ, CVR, News from Euler Hermes Denmark, Site map, Eolis Assistance, Help, Economic Research, Access EH SmartView, EH SmartView user guide link.
- My policy list:** Click on the Edit button to add.
- Quick menu dropdown:**
  - Credit Limits (highlighted with a red box)
    - Request** (highlighted with a red box)
    - Cancel request/credit limit
    - List of current limit decisions
  - Grade
    - Request
    - View list
  - Overdue declaration
  - Payment incident
  - Collections management
  - EHSmartCollect
  - Exchange of files
    - Following and downloading of the files of answers
    - Choice of services
    - Credit limits request
    - Credit limits deletion
    - Grade request
    - Grade cancellation
    - Grade request rejects
    - Rejets des demandes de coverage
    - Update customer's references in credit limit requests
  - Risks
    - Company synthesis
  - Policy information
    - Turnover Declaration
  - Useful Information
  - Contract file
- My alerts:** Last 25 credit limit decisions, Pending requests (10 oldest). A message states: "There are proactive alerts affecting one or more of your credit limits; please click here to check your alerts."

3. Select [Country](#) and type either [Euler ID](#), [Identifier](#) or [Company/Business name](#).  
 (list of registration numbers in various countries can be found by clicking on [Help on identifier](#))

The screenshot shows the 'Company identification' form with the following fields and options:

- Country:** A dropdown menu with 'DENMARK' selected (highlighted with a red box).
- Search by identifier:**
  - \* Euler ID: [ ] (highlighted with a red box)
  - OR \* Identifier: CVR (Denmark) [ ] (highlighted with a red box)
  - Help on identifier [ ] (highlighted with a red box)
- Search Criteria:** [ ] (with a question mark icon)
- Company/Business Name:** [ ] (highlighted with a red box)
- Street Number:** [ ]
- Street Name:** [ ]
- Post/Zip Code:** [ ]
- Town:** [ ]
- Search by phone number:** [ ] (with a question mark icon)
- Phone number:** [ ]
- Buttons:** Continue [ ] (highlighted with a red box) and Clear [ ]

Click [Continue](#).

## SEARCH BY EULER ID OR IDENTIFIER AS AN EXACT SEARCH

If the buyer is found in our database, the search takes you directly to the [buyer details](#) and [Credit Limit Request](#).

Buyer Details		
TVAFI : 24324667	Euler ID : 0100749561	Type of Company : Filial
Buyer Name: Euler Hermes SA, Suomen sivuliike		
Registered office : Mannerheimintie 105 00280 HELSINKI Finland		
SIC Activity : Non-life insurance		

If the details above are not for the required buyer, [click here](#) to select the correct buyer.

Credit Limit Request	
Latest decision :	Limit not found
<b>Limit request :</b>	
Amount :	<input type="text"/> EUR Euro <input style="float: right;" type="button" value="?"/>
Standard credit period as in your policy :	90 days <input type="checkbox"/> Express process <input style="float: right;" type="button" value="?"/>
Credit period if not within those mentioned above :	<input type="text"/> days <input style="float: right;" type="button" value="?"/> Add a comment
Your customer reference :	<input type="text"/>

IF THE BUYER IS NOT FOUND in our database, you will receive the following notification:

Euler Hermes	
<b>Error/Warning Message</b>	
Third party not found in a search of internal data base	
Screen : 3501	Date : 04/04/2018
Close <input type="button" value="X"/>	



## SEARCH BY COMPANY/BUSINESS NAME

- shows you a list of companies with similar name in our database

In case you find the correct buyer on the list, please click on the name and finish the credit limit request.

The screenshot shows the EOLIS interface with a search results table. The table has columns for Identifier, Euler ID, Company/Business Name, and Address. Two records are shown, both for 'Euler Hermes Danmark, Filial af Euler H' located at 'Amerika Plads 19 3 2100 København Ø'. Below the table, there are download options for CSV and Excel, and a 'Page 1/1' indicator.

Identifier	Euler ID	Company/Business Name	Address
[blurred]	00 [blurred]	Euler Hermes Danmark, Filial af Euler H	Amerika Plads 19 3 2100 København Ø
[blurred]	00 [blurred]	Euler Hermes Danmark, Filial af Euler H	Amerika Plads 19 3 2100 København Ø

Select a company by clicking on the company name.

**Not found** ➔

**New Search** 🔍

## IF YOU CANNOT FIND THE COMPANY IN OUR SYSTEM

1. Select **Not found** (as shown above) and click on **Continue** after the message on the screen
2. **Notice!** If the Not found - button does not appear on the screen, please make a new search by businessname.

The screenshot shows a 'Credit Limit Request' screen with a message: 'No companies could be found for the search criteria entered. However, you can still log your request by clicking Continue. A search will be carried out using the information entered and an answer will be communicated to you as soon as possible. Otherwise you can click New Search to refine your search criteria.' Below the message are buttons for 'Continue', 'Back', and 'New Search'.

1. **Fill in the buyer information.** It's important to fill in at least the full **Company/Business Name** of the buyer with the **Company Form** included, **Street address** (Name, Number, Town, Post Code) and also the **National ID** (Reg.no.) For foreign buyers phone number can also be helpful when identifying the buyer.
2. Click **Continue** to finish the credit limit request.

The screenshot shows the 'Additional information' form in the EOLIS interface. The form contains fields for: Company/Business Name, Country of Buyer, National ID, Additional Name 1, Additional Name 2, Street Number, Street Name, Additional Line, Town, Post Code, and Phone Number. The 'Continue' button is highlighted with a red box.

## FINISH THE CREDIT LIMIT REQUEST

1. **Amount:** Enter the desired amount of credit limit in thousands without the use of decimals. Round to the nearest 1000 EUR. Change the **currency** if needed.
2. **Credit Period:** If the credit period is longer than agreed upon in the policy, fill in the credit period and add a comment explaining the reason for the longer dated terms.
3. **Your customer reference:** If you have a reference no. you would like to add, fill in your customer reference. **Notice! If you are requesting a CAP+ limit, please add the text CAP+ as customer reference!**
4. **Add a comment:** If you have some relevant additional information on the buyer, please add a comment. If you request the limit for a company outside Finland, please add the comment in English. Please note that adding a comment will always direct the request to a manual process which might prolong the answering time.
5. **Banking information:** This information is not mandatory.

**Credit Limit Request**

Latest decision : No current limit

**Limit request :**

Amount :  DKK Danish Krone ?

Standard credit period as in your policy : LU + 10 days  Express process ?

Credit period if not within those mentioned above :  days ? Add a comment

Your customer reference :

Add a temporary increase

If you enter a credit period longer than your standard credit period and / or if you add a comment, your request will be referred to an U/W for a decision.  
If you enter a temporary increase, a comment is mandatory.

## ADD A TEMPORARY LIMIT

You also have the opportunity to request for a temporary limit by clicking [Add a temporary limit](#).

- Enter the **Amount** of the permanent limit you already have on the buyer
- Enter the amount of the **Temporary increase** needed on the buyer with the **Expiration Date**
- Leave a **Comment** to explain the reason for the temporary increase.

**Credit Limit Request**

Latest decision : No current limit

**Limit request :**

Amount :  DKK Danish Krone ?

Standard credit period as in your policy : LU + 10 days  Express process ?

Credit period if not within those mentioned above :  days

Your customer reference :

Negative Buyer Information :  Yes  No

Comment :

Temporary increase : Amount :  DKK Danish Krone ? Expiration date :  (dd/mm/yyyy)

If you enter a credit period longer than your standard credit period and / or if you add a comment, your request will be referred to an U/W for a decision.  
If you enter a temporary increase, a comment is mandatory.

- Click [Continue](#) to see the details of the buyer and the credit limit request.
- Check that the details are correct and [Confirm](#).

## CANCEL A CREDIT LIMIT REQUEST OR A CREDIT LIMIT

- Search the buyer and the limit/request you wish to cancel (e.g. by using Company search).

### TO CANCEL A LIMIT:

- Choose **Cancel request/credit limit** in **Quick menu** under **Credit limits**.
- Click **Confirm** to cancel the limit shown on the screen.

**EOLIS** Credit Services Overdue Management Information Services Policy Administration Quick menu (C)

Welcome > Credit Services > Credit Limits > Cancel request/credit limit

**Buyer Details**

TVAFI : Euler ID : Type of C  
 Buyer Name :  
 Registered office :  
 SIC Activity : General construction

If the details above are not for the required buyer, click here to sele

**Cancel limit request**

Latest decision : Agreement : 50,000 EUR Date : 05/01/2018  
 Permanent Limit : 50,000 EUR  
 Amount : 50,000 EUR  
 Your customer reference :

To cancel this credit limit, click Confirm. There is no outstanding limit request on this buyer.

**Confirm** > **Back** (X)

Quick access...  
 Choose a service for the selected company :  
**Credit Limits**  
 Request  
**Cancel request/credit limit**  
 List of companies with decisions  
 Overdue declaration  
 Payment incident  
 Collections management  
 EHSmarCollect  
 Exchange of files  
 Following and downloading of the files of answers  
 Choice of services  
 Credit limits request  
 Credit limits deletion  
 Update customer's references in credit limit requests  
 Risks  
 Company synthesis  
 Policy information  
 Turnover Declaration  
 Useful Information  
 Contract file

## TO CANCEL A PENDING REQUEST

Choose first weather you want to cancel both the valid credit limit (if any) and the pending request OR only the pending request and click **Confirm**.

**Buyer Details**

TVAFI : 12345678 Euler ID : 0110272055 Type of Company : Limited company  
 Buyer Name : Testi yritys Oy  
 Registered office : Testikatu 1 00000 Testi Finland  
 SIC Activity : Unk trade sector activity

If the details above are not for the required buyer, click here to select the correct buyer.

**Cancel limit request**

Latest decision : Partial cancellation  
 Permanent Limit : 10,000 EUR Date : 12/04/2017  
 Request pending : 10,000 EUR Date : 21/03/2018  
 Temporary increase : 100,000 EUR Expiration date : 30/04/2018  
 Request confirmation id : 138991892  
 Amount : 10,000 EUR  
 Your customer reference : test

Cancel both credit limit and pending request  Cancel pending request

**Confirm** > **Back** (X)

## REDUCE A CREDIT LIMIT

- Search the buyer and the limit you wish to reduce. - Choose [Quick menu](#) and [View Limit](#) under [Credit Limits](#) or use [Company Search](#).
- When the latest credit limit decision appears on the screen, click [Reduce limit](#)
- Enter the reduced [New amount of limit](#)
- Click [Confirm](#)

Notice! You can also [update your customer reference](#) here.

**Buyer Details**
Et

TVAFI: [REDACTED]	Euler ID: [REDACTED]	Type of Company: Limited company
Buyer Name: [REDACTED]		
Registered office: [REDACTED]		
SIC Activity: General construction		

If the details above are not for the required buyer, click here to select the correct buyer.

**Credit limit enquiry**
Euler Hermes Suomi confidential

**Current credit limit :**

Latest decision : Agreement : 50,000 EUR

Permanent Limit : 50,000 EUR    Date : 05/01/2018    Reduce limit >

Your customer reference :    [Update your customer reference >](#)

Decisions displayed on the screen are not binding for Euler Hermes Suomi.  
Only those confirmed by regular mail are official.

Cancel ✕
Print 🖨
New request ✓
History ✓
Back ⏪

---

**Reduce limit**
Euler Hermes Suomi confidential

**Current credit limit :**

Latest decision : Agreement : 50,000 EUR

Permanent Limit : 50,000 EUR    Date : 05/01/2018

New amount :  EUR

Your customer reference :    [Update your customer reference >](#)

Decisions displayed on the screen are not binding for Euler Hermes Suomi.  
Only those confirmed by regular mail are official.

Confirm >
Back ⏪



## DOWNLOAD BUYER LIST

To see a list of all insured buyers follow the steps below.

1. Click on [Quick menu](#) in the upper right corner of the top menu in EOLIS.
2. Click on [List of current limit decisions](#) under [Credit Limits](#)

The screenshot shows the EOLIS dashboard for user 'Test1 Testesen'. The top navigation bar includes 'Credit Services', 'Overdue Management', 'Information Services', and 'Policy Administration'. A 'Quick menu' icon is highlighted in the top right. A dropdown menu is open under 'Quick menu', with 'List of current limit decisions' highlighted in red. The main content area contains several widgets: 'My bookmarks' (Payment incident, Overdue declaration, Credit Limits - Request, Credit Limits - Cancel request/credit limit), 'Notice board' (No active messages), 'Useful links' (FAQ, CVB), and 'My policy list' (Click on the Edit button to add).

Mark [All the decisions](#) and select [View](#).

Notice: You can also choose other search criterias such as Euler ID, Decision Type or Current limits.

The screenshot shows the 'List of current limit decisions' page for 'Testfirma 1 KOB - Insured credit information n° : 013453'. The breadcrumb trail is 'Welcome > Credit Services > Credit Limits > List of current limit decisions'. The page has a 'Selection criteria' section with the following options:

- List: Current limits (dropdown)
- Country: All countries (dropdown)
- Search criteria:
  - All the decisions (highlighted in red)
  - All decisions without cancelled
  - Buyer/Business Name : [text input]
  - Euler ID : [text input]
  - Customer reference : [text input]
  - Decision Type : [dropdown]
  - Current limits : requested (dropdown) between [text input] and [text input]
  - Amounts : requested (dropdown) between [text input] DKK (dropdown) and [text input] DKK
  - with conditions only
  - temporary limits only
  - Expired limits
- Sort criteria: Descending decision date (dropdown)

At the bottom, there are three buttons: 'View' (highlighted in red), 'Download in .csv format', and 'Download in .xls format'.





## OVERDUE DECLARATION

In accordance with the terms stated in your policy contract, you need to make overdue declarations on insured buyers with overdue receivables. If you have any questions related to overdue declarations do not hesitate to contact us by email [contact.fi@eulerhermes.com](mailto:contact.fi@eulerhermes.com) or by phone +358 10 850 8500.

Please note that collection proceedings must be started max 60 days from the due date and to be continued until payment received or buyer insolvent.

Here is how you do it:

1. Click on [Overdue Management](#) in Quick menu.
2. [Select the country](#) of the buyer and [Search](#) for the buyer you want to make an overdue declaration for.
3. Click on [Continue](#)

You will now see this picture:

## OVERDUE DECLARATION (CONTINUED)

Fill out:

- Type:** Choose the type by clicking on the drop down menu - e.g. "Overdue".  
Please ensure that the most appropriate reason is selected as this will allow our analyst team to determine if an investigation is needed into the health of the buyer.
- Date:** Click on the calendar icon (marked with red below) and choose the original due date.
- Total amount:** Enter the total amount that is past due and then break it down by how long each amount has been outstanding. **All amounts are without use of comma, period or a decimal place.**
- Currency**
- Comment box:** Provide an explanation in the comment box so we can better understand the situation.  
The more specific you can be in your comments, the better understanding our analyst team will have of the past due situation.

**EOLIS** Credit Services Overdue Management Information Services Policy Administration Quick menu

Welcome > Overdue Management > Overdue declaration Company Search Select a policy

**Buyer Details** Testfirma 1 KOB - Insured credit information n° : 013453

TVADK : Euler ID : Type of Company : AKTIESELSKAB

Buyer Name :  
Registered office : Denmark  
SIC Activity : Mgt of holding co's

If the details above are not for the required buyer click here to select the correct buyer.

**Overdue declaration**

(\*) data mandatory

Type : Overdue

Date : 06/12/2017 (dd/MM/yyyy)

Total amount : 200000 DKK Danish Krone

31 to 60 days : 200000 DKK Danish Krone

61 to 90 days : DKK Danish Krone

+90 days : DKK Danish Krone

Comment :

(\*) data mandatory

Validate

- Click **Validate**: You will get a message on the screen that the overdue payment has been registered. You will also receive the confirmation on e-mail the next day. The email will be sent to the person registered as EOLIS user.
- Select **Another request** if you have more payments to register. If not, **Finish**.

**Buyer Details**

TVAFI : 12345678 Euler ID : 0110272055 Type of Company : Limited company

Buyer Name : Test yritys Oy  
Registered office : Testkatu 1 00000 Testi Finland  
SIC Activity : Unk trade sector activity

**Confirmation**

We have recorded your overdue declaration.

Type :	Overdue
Date :	06/02/2018
Total amount :	10,000 EUR
31 to 60 days :	10,000 EUR
61 to 90 days :	0 EUR
+90 days :	0 EUR
Comment :	

Another request Print

## DECLARATION OF TURNOVER

In accordance with the terms stated in your policy contract you must declare turnover for all insured buyers. To complete a turnover declaration you must use EOLIS .

In case you are not able to make a turnover declaration in EOLIS or if you have any questions related to turnover declaration do not hesitate to contact us by email [backoffice.fi@eulerhermes.com](mailto:backoffice.fi@eulerhermes.com) or by phone **+358 10 850 8500**.

### How to do:

1. Click [Select a policy](#) to select the policy to be reported.
2. Then click on [Policy Administration](#) and then [Turnover declaration](#)

**Attention:** In case you have more than one policy, please report the sub-policies first followed by the main policy.

In case you have a policy with co-insured with no separate premium invoicing, please report the total turnover for all insured companies on the main policy and split the turnover per policy in a separate attachment.

The screenshot shows the EOLIS user interface. At the top, there is a navigation bar with the EOLIS logo and several menu items: Credit Services, Overdue Management, Information Services, and Policy Administration (highlighted with a red box). To the right of the navigation bar is a 'Quick menu' icon. Below the navigation bar, there is a search bar labeled 'Company Search' and a 'Select a policy' button (highlighted with a red box). The main content area is divided into two sections: 'My bookmarks' and 'Notice board'. The 'My bookmarks' section contains a list of items: Payment incident, Overdue declaration, Credit Limits - Request, and Credit Limits - Cancel request/credit limit. The 'Notice board' section contains a single item: No active messages. Below the main content area, there is a 'Turnover' section with a table showing the following information:


Turnover		
Policy n° : X013453	Insurance period : 01/01/2016 - 31/12/2016	Currency : DKK

After you have chosen a policy, the next screen will show:

1. Type of policy
2. Insured countries
3. Insured period
4. Currency

## DECLARATION OF TURNOVER (CONTINUED)

### Manual registration

1. Enter insurance period to be reported from the calendar box  or in format DD/MM/YYYY
2. Enter the turnover in the boxes for each country

**Attention:** It is not possible to report before the insurance period has ended.

Policy n° : X013453 Insurance period : 01/01/2016 - 31/12/2016 Currency : DKK

Upload :

**Step 1 : Upload a file :**  
 You can automatically create your declaration with a macro by clicking on Create a file below. You'll be able to create your TOD file and upload it on step 2. If you do it, you'll not have to fill the inputs below.  
 Please be aware that if you create a file using the link on the right, you must Save the file before opening it.


**Step 2 : Upload a file :**  
 Click on the  button and select your file. File :

**Manually :**

Declaration period :

Turnover amount :  VAT according to policy terms

Countries	Turnover amount :
AUSTRIA	<input type="text" value="100000"/>
AUSTRALIA	<input type="text" value="335000"/>
BOSNIA-HERZEGOVINA	<input type="text" value="1000000"/>
BELGIUM	<input type="text" value="45000"/>
BULGARIA	<input type="text" value=""/>


**Create a file** 

In cases additional information is needed to be sent to Euler Hermes, please use the browse bottom at the end of the screen shown in the picture below, and attach the document you want to send.

Press [Attach](#) and then [Continue](#).

**Attachments**

File path :

**Attach** 

No documents currently attached.



## DECLARATION OF TURNOVER (CONTINUED)

After you have pressed **Continue** the below screen will show. Here you see an overview of the figures you are about to report.

If not accurate, press **Back** to make corrections.

If accurate, press **Continue** and the declaration will be sent to Euler Hermes.

**Turnover**
Testfirma 1 KOB - Insured credit information n° : 013453

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Policy n° : X013453
Insurance period : 01/01/2016 - 31/12/2016
Currency : DKK

Declaration period : 01/01/2015 - 31/12/2015

Turnover amount : 1480000.00

Countries	Turnover amount :
AUSTRIA	100000.00
AUSTRALIA	335000.00
BOSNIA-HERZEGOVINA	1000000.00
BELGIUM	45000.00

**Attachments**

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Document name	Attachment date
Præmieindberetning skema.xlsx	17/11/2016 00:00:00

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**Continue**

The declaration is now sent to Euler Hermes and you receive a final confirmation.

**Turnover**
Testfirma 1 KOB - Insured credit information n° : 013453

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**Your declaration has been sent to Euler Hermes**

Policy n° : X013453
Insurance period : 01/01/2016 - 31/12/2016
Currency : DKK

Declaration period : 01/01/2015 - 31/12/2015

Turnover amount : 1480000.00

Countries	Turnover amount :
AUSTRIA	100000.00
AUSTRALIA	335000.00
BOSNIA-HERZEGOVINA	1000000.00
BELGIUM	45000.00

**Attachments**

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Document name	Attachment date
Præmieindberetning skema.xlsx	17/11/2016 00:00:00

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