

# FILING A CORPORATE ADVANTAGE TURNOVER DECLARATION IN EOLIS

**1** OPEN UP THE QUICK MENU IN THE TOP RIGHT CORNER AND CLICK DECLARATION REPORTING

The screenshot shows the EOLIS user interface. At the top, there are navigation tabs: Credit Services, Overdue Management, Information Services, Policy Administration, and a Quick menu dropdown. The Quick menu is open, showing a list of services. 'Declaration Reporting' is highlighted with an orange arrow. Other services include Credit Limits, EZ Cover, Collections, Past Due Report, Claims management, Mass Upload function, Policy request management, Invoice Report, Documents, and Contacts. The main content area shows 'My bookmarks', 'Notice board', 'Useful links', and 'My policy list'. The 'My policy list' shows a policy with a green checkmark and the text '777777 - SYSTEMS TEST (W...'. Below this, there are sections for 'Last 25 Credit Limit Decisions (< 30 Days)' and 'Pending requests (10 oldest)'. At the bottom, there is a table with columns for Identifier, Euler Hermes ID, Company name, and Responses. The footer contains links for 'Selected Company Detail', 'EOLIS assistance', and 'Sign Out'.

**2** CLICK ON THE POLICY PERIOD YOU WOULD LIKE TO REPORT FOR

Reporting Period	Total Covered Amount	Date Completed
10/01/2017-09/30/2018	0.00	

## 3

## FILL IN THE REQUIRED DATA (SEE EXPLANATION BELOW)

<b>Declaration Period:</b>	10/01/2017-09/30/2018	<b>Currency :</b>	USD
<b>Domestic Total Sales</b>	<input type="text" value="0.00"/>	<b>Export Total Sales</b>	<input type="text" value="0.00"/>
<b>Domestic Uninsured Sales</b>	<input type="text" value="0.00"/>	<b>Export Uninsured Sales</b>	<input type="text" value="0.00"/>
<b>Domestic Insured Sales</b>	<input type="text" value="0.00"/>	<b>Export Insured Sales</b>	<input type="text" value="0.00"/>
<b>Total Covered Sales:</b>	<input type="text" value="0.00"/>		
<b>Comments:</b>	<input type="text"/>		
<b>Attachments</b>			
If files are not uploaded, please ensure that all supporting documents are forwarded by email, Fax or mail. To attach a document, select a document type then click on the "Browse" button to select a file and click on the "Attach" button.			
<b>File path :</b>	<input type="button" value="Browse..."/>	<b>Attach</b>	
No documents currently attached			
<b>Uninsured Sales include but are not limited to cash, Intercompany Sales, Government Sales, Sales Excluded by endorsement</b>			
<b>Back</b>		<b>Confirm</b>	

The end goal of the final sales report is to determine the total covered sales of the policy period.

**Domestic Total Sales** – During the policy period what were the total domestic sales of your company

**Export Total Sales (if applicable)** – During the policy period what were the total export sales of your company

**Then you will deduct any sales that were NOT insured in the domestic uninsured sales & export uninsured sales boxes**

Uninsured sales can include:

- Cash Sales – Any cash or credit card sales
- Intercompany Sales – Intercompany sales are not covered under the policy
- Sales Excluded by Endorsement – Any buyers that were either not submitted or refused
- Government Sales – Only excluded the Government sales if they were not covered

Please feel free to attach any supporting documents in the attachments section.

*\*Please note:  
if you have a discretionary credit limit (DCL) on your policy ALL sales must be reported excluding cash/ credit card*

**If you require further assistance, please contact your Customer Experience Partner and we will be pleased to assist you.**

## 4

## ONCE ALL IS COMPLETE CLICK CONFIRM