Turnover declaration guide

Allianz

Allianz Trade

TURNOVER DECLARATION GUIDE

Declaring your turnover

At the end of the defined period, you need to declare your Turnover according to the sales covered under your Policy (unless otherwise stated in the Special Terms to your policy).

What is your turnover?
It's the total invoice value of all goods you have dispatched and services you have provided during the insurance period.

At the end of the Policy declaration period, we will ask you to confirm these amounts within a set number of days.

How to declare your turnover
You need to enter the Turnover Declaration against your Policy number using EOLIS – see page 3 for details.

The amount should be converted into your Policy currency. Once you have declared your Turnover, your adjusted premium will be calculated.

What to include in your turnover

Declare the value of:
- ✅ Total sales on credit during the insurance period

Do not deduct the value of:
- ✅ Any credit notes issued more than 14 days after the original invoice
- ✅ Any retrospective rebates

Exclude the value of:
- ❌ Any sales not covered by your Policy (to private individuals, to governments, any advance payments, any cash payments, any intercompany payments, etc.)
- ❌ Value added tax (or any similar tax) unless otherwise specified in your Policy
- ❌ Interest for late payment
- ❌ Sales to Buyers where we have issued a zero (0) Approved Limit at the time the goods were despatched (and not covered by a risk extender)
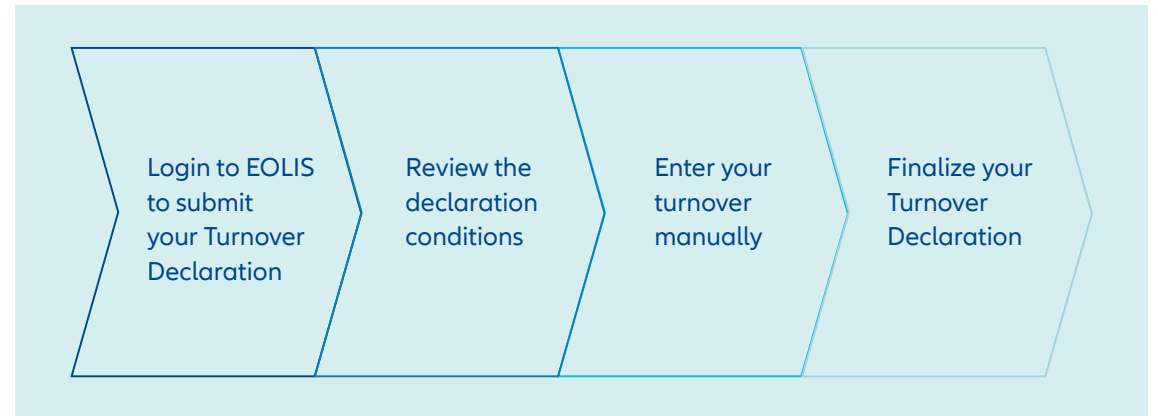
Turnover Declaration Process

Getting started

The chart on the right side outlines the basic steps of the Turnover Declaration process. If you're unsure about anything, refer to our Customer Handbook and the EOLIS User Guide.

If you still have questions, please contact your Account Manager.

Tips for a smooth declaration process

- Complete the declaration directly on EOLIS
- Enter the value of all necessary turnover amounts
- Exclude all irrelevant values (see page 2)

| Login to EOLIS to submit your Turnover Declaration | Review the declaration conditions | Enter your turnover manually | Finalize your Turnover Declaration |

We'd love to help! Just give us a call or send us an email if you have any questions, and we'll be happy to find a solution together.