

# 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 arrow). The main content area includes a welcome message, a 'SYSTEMS TEST (WWW SI)' notice, and several widget sections: 'My bookmarks', 'Notice board', 'Useful links', and 'My policy list'. The 'My policy list' widget shows a policy entry '777777 - SYSTEMS TEST (W' with an orange arrow pointing to the 'Edit' button. On the right side, the 'Quick menu' is open, displaying a list of services. An orange arrow points to 'Declaration Reporting' in the menu. Below the widgets, 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: 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**