

How to fill in your NCB sales report

Sales period: 2nd half of 2016
Entertainment videos





Niels Juels Gade 9-11
1059 Copenhagen K
Denmark

tel. +45 33 36 87 00
ncb@ncb.dk
www.ncb.dk

Contents

General information	4
<ul style="list-style-type: none">• Deadline & important information• Do not change the format of the report• Products that do not appear from your sales report• Columns that are already completed	
Information that you must supply	5
<ul style="list-style-type: none">• [TYPE_OF_OUTG] = type of outgoings/sales codes• [BASEPRICE] = your sales/rental exclusive of VAT• [ITEMS_SOLD] = number of outgoings• [WITHDRAW_DATE] = products deleted from your catalogue	
Additional explanations	7
<ul style="list-style-type: none">• Free issues• Returns• Box sets	

General information

Deadline & important information

This sales report covers your sales/rental during the period 1 July 2016 - 31 December 2016.

Please complete the report – according to the guidelines below – and return it to NCB in Copenhagen by **6 February 2017** at the latest.

All prices must be indicated exclusive of VAT.

If NCB has to take on extra work – e.g. due to late reporting, missing release information or other manual tasks – we are entitled to charge an administration fee for the extra work.

Do not change the format of the report

Note! **Do not** convert the spreadsheet to pdf or any other format, but keep the Excel format when you return it to us – and **do not** change the order of the columns as this will complicate our processing of the report.

Products that do not appear from your sales report

If you have had sales of products that **do not** appear from you sales report, please add them to the spreadsheet – and make sure to register such releases with NCB immediately.

In case we do not have your release registration in our systems before invoicing, we will charge interest.

Columns that are already completed

Based on the information you gave us when you registered your releases, the following information is already in the spreadsheet:

- [CATALOGUE_NUMBER] = your catalogue number
- [TITLES] = your cover title of the release in question
- [FORMAT] = format of the recording
- [REPORT_PERIOD] = the sales period for which you are reporting your sales
- [SALES_PERIOD] = the period in which you have effected your sales
- [SALES_COUNTRY] = country of sale
- [PRODUCER_NUMBER] = your NCB registration number
- [INTERNAL_NCB_NUMBER] = NCB's internal reference number to the release in question

Information that you must supply

In the below columns on your sales report you must supply the required information:

1. [TYPE_OF_OUTG]
2. [BASEPRICE]
3. [ITEMS_SOLD]
4. [WITHDRAW_DATE]

1 • [TYPE_OF_OUTG] = type of outgoings/sales codes

Please use the below sales codes in the column [TYPE_OF_OUTG] when completing your sales report.

Sales codes	Type of sales	Additional information
NORMAL SALES		
(blank)	= Leave the field blank when specifying normal sales.	In general you must report your highest published dealer price (PPD) exclusive of VAT in this field.
DIRECT SALES TO COMSUMERS		
9	= Outgoings/sales direct to consumers.	You must report your highest price to consumer exclusive of VAT.
RENTAL		
Z	= Rental.	
FREE ISSUES		
F	= Free issues.	See page 7 for details. Always write "0.00" in the column [BASEPRICE].
BUDGET SALES		
B	= Budget sales.	Budget sales are products accepted by NCB as budget releases. You must obtain NCB's approval in advance
9B	= Outgoings/sales direct to consumers + Budget sales	
BARGAIN SALES		
R	= Bargain sales (sell off) – normal sales.	Only to be used when the products are not supposed to be re-released.

2 • [BASEPRICE] = base price exclusive of VAT

In case of sales/outgoings direct to consumers, you must report your **highest price to consumer** exclusive of VAT – plus the sales code “9” in the field [TYPE_OF_OUTG] (see table above).

3 • [ITEMS_SOLD] = number of outgoings

Please report the number of your outgoings during the period 1 July 2016 - 31 December 2016.

4 • [WITHDRAW_DATE] = products deleted from your catalogue

If there are products appearing on your sales report that actually have been deleted from your catalogue and not supposed to be re-released, you must indicate the date of deletion in the field [WITHDRAW_DATE].

The date must have the following format: year-month-date – e.g. 2016-03-12.

Additional explanations

Free issues

Please report your number of free issues using the **F** code in the field [TYPE_OF_OUTG] and "0.00" in the field [BASEPRICE].

You are allowed to deduct a total of up to **250** free issues of the first release of formats covered by the contract.

Returns

You are allowed to deduct returns within a 3 months period after the actual sales period.

Before the end of the three month period you must submit to NCB a list showing the number of copies returned to your warehouse as well as the actual amounts credited for such returns.

We need to have your list of returns on **1 April 2017** at the latest.

Please note that if you use this option, you will have very few days to check your invoice specification.

Box sets

Indicate the total price as well as number of outgoing. The separate parts of the box will not appear from your sales report; however, they will be listed on your invoice specification.