

How to fill in your NCB sales report

Sales period: 2nd half of 2016

Audio-visual products





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General information

Deadline & important information

This sales report covers your turnover 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 your 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
- [ITEMS_SOLD] = default is "1" (do not change it)
- [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 mentioned columns on your sales report you must supply the required information:

1. [TYPE_OF_OUTG]
2. [TURNOVER]
3. [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.
RENTAL		
Z	= Rental (feature films).	

2 • [TURNOVER] = your gross turnover exclusive of VAT

Please report your gross turnover exclusive of VAT in the field [TURNOVER].
In the column [ITEMS_SOLD] default is "1" (do not change it).

3 • [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

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

Only if the number of free issues exceeds the allowed number of 250 units you will need to report it. Do not use the spread sheet in these cases but write a separate mail.

Returns

You are allowed to deduct returns within a 3 months period after the actual sales period. Spreadsheet for returns will be send to you by request.

We need to have your completed spreadsheet for returns at the latest on **1 April 2017**.

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

Box sets

Indicate the total turnover for the box. The separate parts of the box will not appear from your sales report, however, they will be listed on your invoice specification.

You are not supposed to indicate number in [ITEMS_SOLD] as default is "1".