



**GUIDE IN
ENGLISH**

GUIDE: REPORTING TO SKI

AS A SKI-SUPPLIER YOU MUST REPORT YOUR
REVENUE ON ALL THE SKI-AGREEMENTS

If you need help with reporting
Contact: indrapportering@ski.dk



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How to get started

When you are a supplier of a SKI agreement you are obliged to report your revenue on the SKI agreement concerned.

The reporting is part of the customers' and your documentation that the sales take place under orderly conditions and in accordance with the contract you have entered with SKI.

As a supplier of our framework and dynamic procurement system agreements, you are also subject to a loyalty obligation. This means that our customers must not be led to believe that a purchase has taken place on a SKI agreement, if this is not the case.

How you report your sale

You need to log in to Mit SKI where you upload your file under the menu item 'Indrapportering' (Reporting in English). Here you can also find a template with formatting and data requirements for your reporting file.

You must be aware that the reporting requires that you are registered as the person responsible for reporting (Indrapporteringsansvarlig in Danish). Contact your SKI user administrator at your company if you do not have access to the system. Your user administrator must give you the role 'reporting responsible' (Indrapporteringsansvarlig in Danish).

Step by step: Guide to reporting

1. Log in to **Mit SKI**
2. Go to '**Indrapportering**'. You must have the role 'Reporting responsible' (Indrapporteringsansvarlig) to be able to do the reporting. Contact the SKI user administrator at your company if you do not have access.
3. **Download the template**. In the template, you can see the specific formatting and data requirements for your reporting file by hovering your mouse over the red triangles on the headlines. Please do not edit the headlines.
4. Under 'Indrapportering' you can see the latest reports for each of your agreements. Click on '**mangler**' (missing in Danish) next to the SKI-agreement and the relevant month you want to report for, to upload template that you have filled out.
5. Choose **Upload indrapportering**, if you wish to upload a single document for all your agreements or for several months at a time.

It is also a requirement that you register zero turnovers - see how you do it and find answers to other questions you may have in our FAQ further down the page.

INDRAPPORTERING

I tabellen nedenfor kan du se en oversigt over, hvor meget I har indrapporteret på jeres aftaler pr. måned.

Mangler der indrapportering?
Hvis der står 'Mangler' i et felt, er der ikke indrapporteret omsætning for den pågældende måned. Hvis omsætningen for måneden er 0 kr., kan du let lave en 0-indrapportering ved at klikke på feltet.

Nr	Aftalenavn	2023-12	2024-01	2024-02	2024-03	2024-04	Afslut
01.01	Testaftale om standardafregning (2020)	Mangler	Mangler	Mangler	Mangler	Mangler	Afslut

Send indrapportering til SKI
Her kan du indrapportere jeres omsætning pr. måned på jeres aftaler.

[Upload indrapportering](#)

Få hjælp med en skabelon
Hvis du har brug for hjælp til at komme igang med at indrapportere, kan du downloade en skabelon for hver af jeres aftaler. Skabelonen er forudfyldt med relevante data, så det bliver lettere for dig at indrapportere.

[Download skabelon](#)

Auditor's statement

On most SKI agreements, you as a supplier are obliged to send an auditor's statement for the previous year's turnover (calendar year) no later than on the 31st of March. We use the auditor's statement as documentation and security for the correctness of your company's reports. It appears in the framework agreement of individual SKI agreements whether there is a requirement for an auditor's statement.

If you need help with reporting

Please write to indrapportering@ski.dk.

Frequently Asked Questions (FAQ)

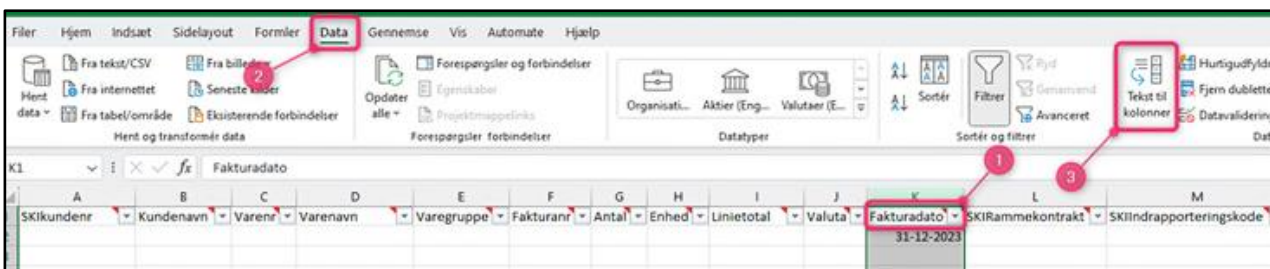
There are errors in the Excel reporting sheet?

If you hover the mouse over the red triangles on the sheet, an explanation will appear of how the columns should be filled out.

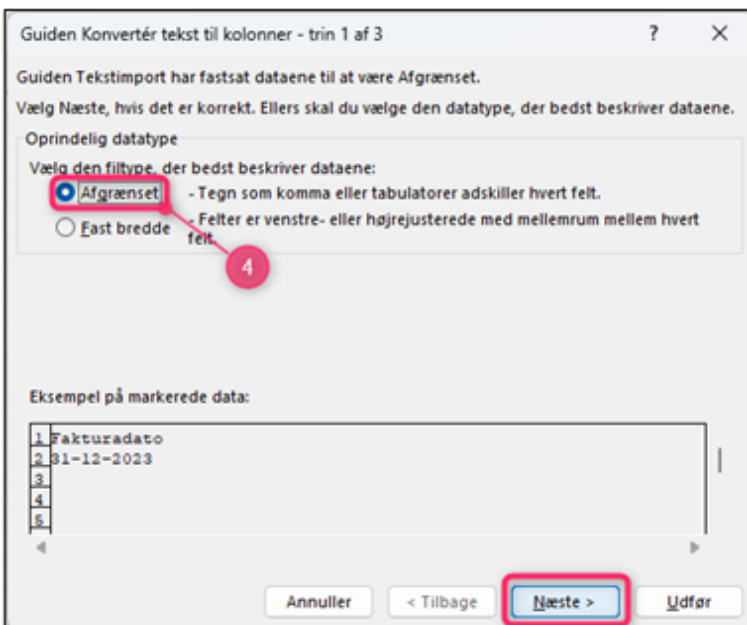
ATTENTION! There must not be any empty lines in the data sheet. This applies to between the first row (with the headings) in the individual columns and the reported data, and between the following lines in the data sheet.

The system will not accept the data formatting?

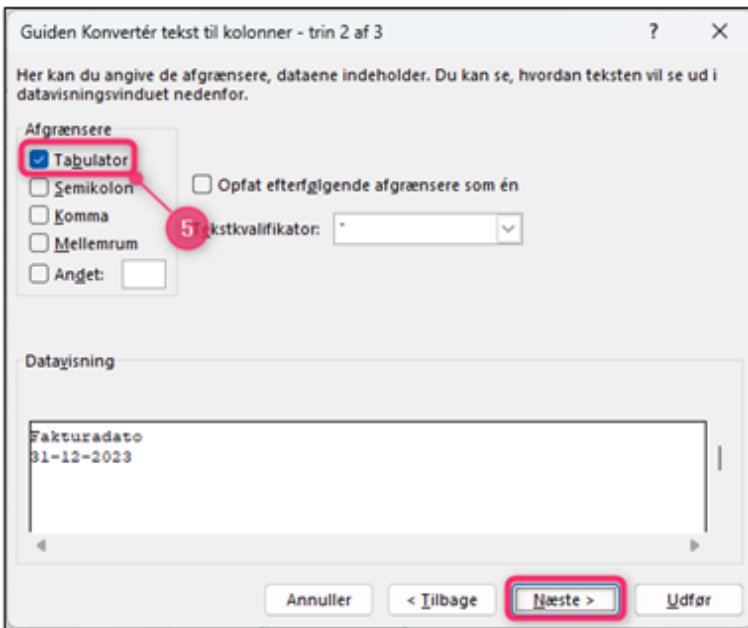
1. Mark the **column**
2. Click on the **Data** tab
3. Click on **Text to columns**



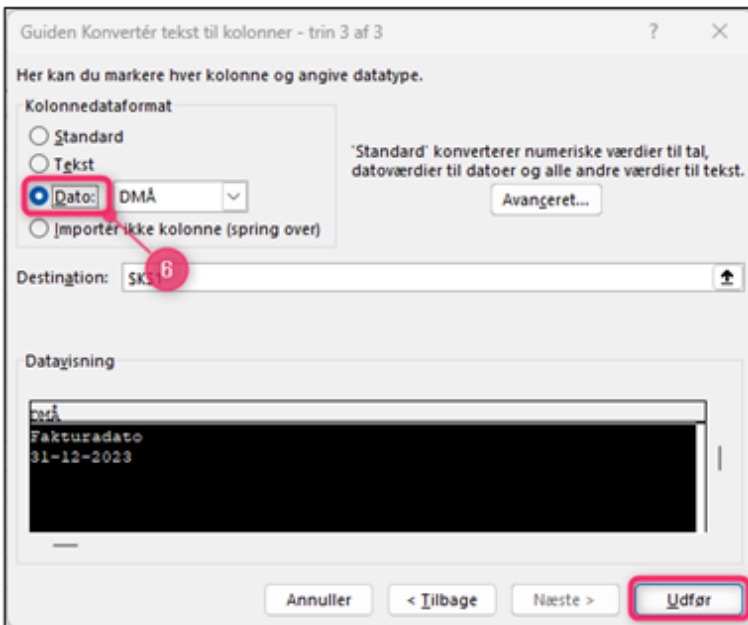
4. Click on **delimited** and **next**



5. Click on **tab** and **next**

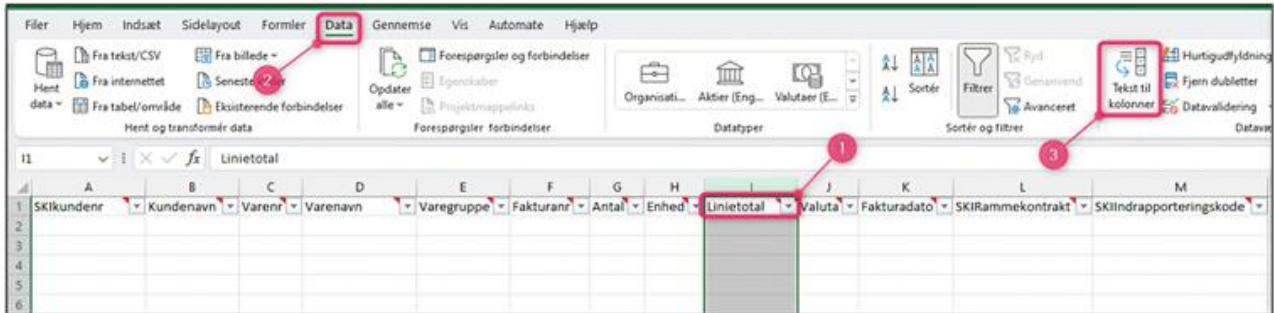


6. Click on **date (MDY)** and **finish**

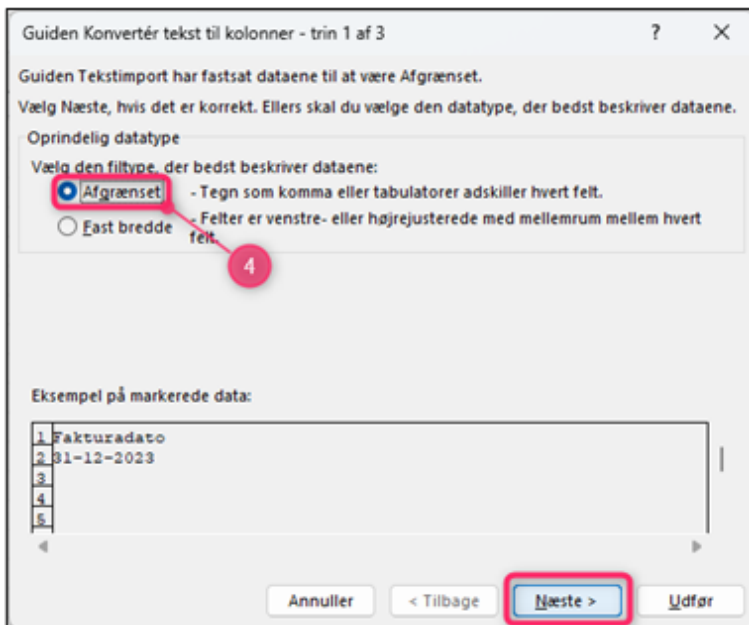


The system will not accept the line total formatting?

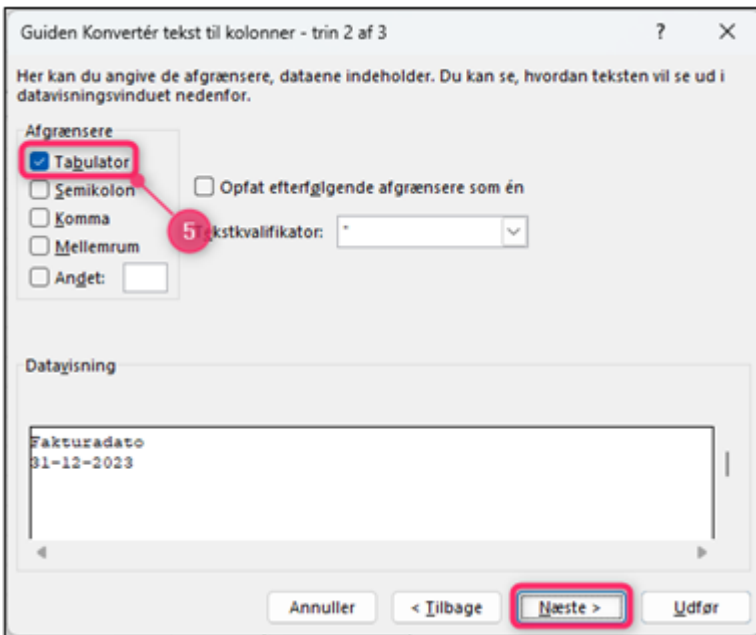
1. Mark the **column**
2. Click on the **Data** tab
3. Click on **Text to columns**



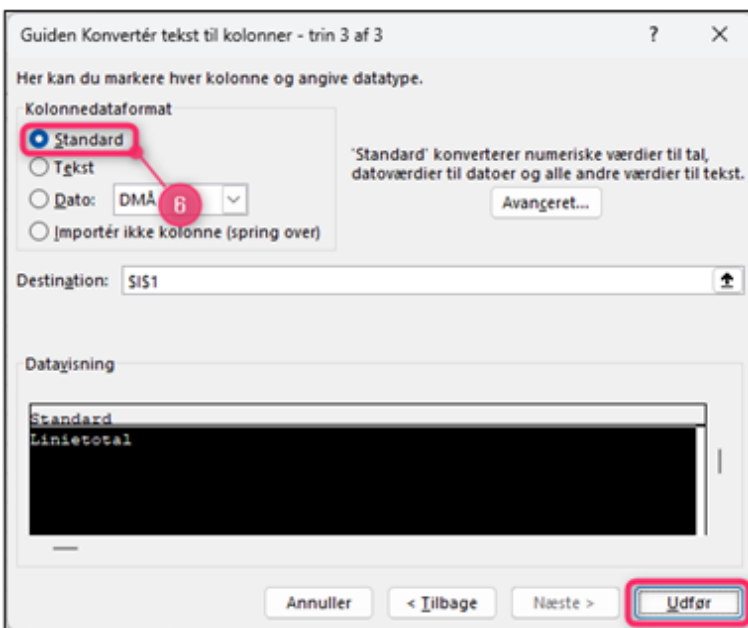
4. Click on **delimited** and **next**



5. Click on **tab** and **next**



6. Click on **Standard** and **Finish**



How do I report a zero-turnover?

You must always report your turnover - also if you do not have a turnover. This is where you make a zero-reporting

1. Log in to **Mit SKI**
2. Go to **Indrapportering**
3. Click on **Mangler** (missing in English) for the month in question in which the reporting must be made

SKI logo and navigation menu: Aftaler, Udbud, For leverandører, Arrangementer, Videns, Om SKI, Søg

Left sidebar menu: Mine aftaler og kunder, Mine statusopdateringer, E-kataloger, **Indrapportering**, Revisionskløring, Min profil, Log ud

INDRAPPORTERING

I tabellen nedenfor kan du se en oversigt over, hvor meget I har indrapporteret på jeres aftaler pr. måned.

Mangler der indrapportering?
Hvis der står 'Mangler' i et felt, er der ikke indrapporteret omsætning for den pågældende måned. Hvis omsætningen for måneden er 0 kr., kan du blot lave en 0-indrapportering ved at klikke på feltet.

Nr.	Aftalensnavn	2023-09	2023-10	2023-11	2023-12	2024-01	Afslut
01.01	Testaftale ifm standardløsning (2020)	Mangler	Mangler	Mangler	Mangler	Mangler	Afslut

Send indrapportering til SKI
Her kan du indrapportere jeres omsætning pr. måned på jeres aftaler.

Upload indrapportering →

4. Click on **Bekræft** (confirm in English)

BEKRÆFT 0-INDRAPPORTERING

Bekræft, at der for **september 2023** ikke har været omsætning på aftalen **01.01 - Testaftale ifm standardløsning (2020)**

Bekræft →

Upload indrapportering →

Luk →

Or you can fill out the excel sheet as shown below:

A	B	C	D	E	F	G	H	I	J	K	L	M
SKIKundenr	Kundenavn	Varenr	Varenavn	Varegruppe	Fakturanr	Antal	Enhed	Linietotal	Valuta	Fakturadato	SKIRammekontrakt	SKIIndrappoteringskode
Statsabon	Virksomhedens navn	na	na	na	na	0 stk		0,00 DKK		Dato for perioden	Rammekontrakt nummer	delaftale nummer

Where do I find my previous reporting files?

1. Log in to **Mit SKI**
2. Go to **Indrapportering**
3. At the bottom of the page you can find **Arkiv** (archive in English) where you can download your old files

The screenshot shows the 'Mit SKI' web portal. In the top right corner, there is a 'Mit SKI' button with a red circle and the number '1' next to it. On the left sidebar, the 'Indrapportering' menu item is highlighted with a red box and a red circle with the number '2' next to it. Below the sidebar, the 'ARKIV' section is highlighted with a red box and a red circle with the number '3' next to it. The 'ARKIV' section contains a table with the following columns: Date, Filnavn, Transaktioner, Omsetning, Andel til SKI, and Download. The table lists several reporting files from 19-12-2022.

Date	Filnavn	Transaktioner	Omsetning	Andel til SKI	Download
19-12-2022	VestVerify.xlsx	0	799	2.600,56	Download fil
19-12-2022	1000000000.xlsx	0	799	27.962,56	Download fil
19-12-2022	1000000000.xlsx	0	799	27.962,56	Download fil
19-12-2022	1000000000.xlsx	0	799	27.962,56	Download fil
19-12-2022	1000000000.xlsx	0	799	27.962,56	Download fil
19-12-2022	1000000000.xlsx	0	799	27.962,56	Download fil
19-12-2022	1000000000.xlsx	0	799	27.962,56	Download fil
19-12-2022	1000000000.xlsx	0	31.857	89.331,42	Download fil
19-12-2022	1000000000.xlsx	0	799	32,52	Download fil
19-12-2022	1000000000.xlsx	0	799	32,52	Download fil

Where can I find the management and auditor's statement?

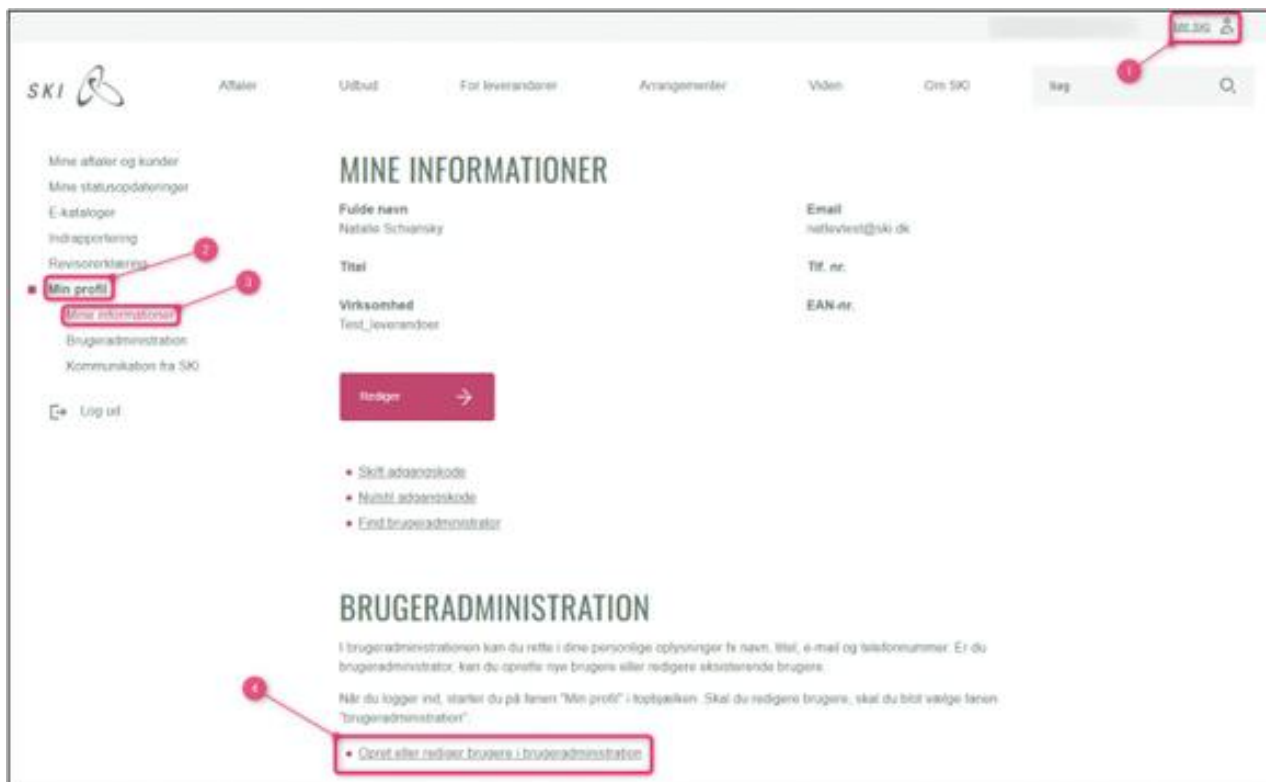
1. Log in to **Mit SKI**
2. Go to **Ledelses- og revisorerklæring**
3. Download **skabelon** (Template in English)
4. Upload the **auditor's statement**
5. Find previous **auditor's statements**
6. **Download** previous auditor's statements

The screenshot displays the 'Mit SKI' web portal. The main heading is 'LEDELSES- OG REVISORERKLÆRING'. Below this heading, there is an 'Upload' button and a link for 'Skabelon' (template). An 'ARKIV' (archive) section is also visible, containing a table of previous statements. The table has columns for 'Dato', 'Titelnavn', 'Årstal', and 'Download'. Two rows are shown, both for the date '01-10-2024' and the title 'D. ET19CS vejledning til leverandere.pdf', with years '2025' and '2023' respectively. Each row has a 'Download' button. Red annotations with numbers 1 through 6 point to specific UI elements: 1. User profile icon, 2. 'Ledelses- og revisorerklæring' menu item, 3. 'Upload' button, 4. 'Skabelon' link, 5. 'ARKIV' section header, and 6. 'Download' button in the table.

Dato	Titelnavn	Årstal	Download
01-10-2024	D. ET19CS vejledning til leverandere.pdf	2025	Download
01-10-2024	D. ET19CS vejledning til leverandere.pdf	2023	Download

How do I create or edit an existing user?

1. Log in to **Mit SKI**
2. Go to **Min profil** (My profile in English)
3. Go to **Mine informationer** (My information in English)
4. Click on **Opret eller rediger brugere i brugeradministrationen**



You will then be forwarded to our user administration system, where you can add and edit the employees who must have access to the reporting.

To start with you log in to the system with your own SKI-profile.

Create a new user

1. See the users from your organization on the list

2. Create a new user by clicking on "Opret bruger"

Bruger	Organisation	Sidste login	Status	Roller	Tags
demo sprint3 demo@sprint3.com	Globeteam A/S		Deaktiveret		
Lasse Sigh Klitgaard lsk@globeteam.com	Globeteam A/S	30.07.2024	Aktiv	Leverandørsuperbruger	
Ala Test alatest@globeteam.com	Globeteam A/S		Aktiv		Ny test, Test
Anne Larsen anne@testssso.dk	Globeteam A/S	26.06.2024	Aktiv	Brugeradministrator, Indrapporteringsansvarlig, Leverandørsuperbruger	
SSO-tester testssso@testssso.dk	Globeteam A/S		Aktiv	Brugeradministrator, Indrapporteringsansvarlig	Test, SSO
Tester24 test2@testssso.dk	Globeteam A/S		Aktiv		Ny test

1. See users from your organization on the list below
2. Click on **Opret bruger**
3. Fill in all the fields with the person's full name, e-mail address and organization
4. Tick the boxes next to the roles that the person should have – please remember to tick the box next to the role '**Indrapporteringsansvarlig**' (Reporting responsible in English) otherwise this person cannot access the reporting system and report your turnover
5. Click on **Gem** (Save in English)

1. Write the e-mail address and name of the person you want to create as a user and choose the organization.

Please note:
You can only choose between the organizations that SKI has created. You cannot create new sub organizations.

Use the tag function below instead if you need to group your users. See slide 18

OPRET NY BRUGER

Udfyld information om brugeren.

E-mail

Fulde navn

Organisation

Yderligere informationer >

Tags

2. Give a user access to SKI's systems by choosing one or more roles. If you want an overview of what the roles grant access to, you can click on the link.

ROLLER

Styr brugerens rettigheder ved at til- og fravælge roller fra listen nedenfor. Læs mere om rollerne [her](#).

Indrapporteringsansvarlig
Giver mulighed for at indrapportere omsætning på SKI-aftaler.

Leverandørsuperbruger
Giver mulighed for at uploade kataloger i SKI's PIM-system.

Brugeradministrator
Kan oprette, redigere og slette brugere samt tildele roller inden for egen organisation.

3. When you click "Gem" (Save in English) you will create the user. The new user will then receive a welcome letter by e-mail with a link where they can create a new password for themselves.

Gem Førtryd

Færdigt 17 brugere.

Editing an existing user

1. You can edit a user by clicking on the edit icon ("Rediger" in Danish) next to the user's information in the user overview.

2. Here you can edit the user's information and select/deselect roles. Click "Gem" to save your changes

1. You can **edit a user** by clicking on the edit icon ('Rediger' in Danish) next to the user's information in the user overview.
2. Here you can edit the user's information and select/deselect roles. Click on 'Gem' to save your changes
3. Tick the boxes next to the roles that the person should have – please remember to tick the box next to the role '**Indrapporteringsansvarlig**' (Reporting responsible in English) otherwise this person cannot access the reporting system and report your turnover
4. Click on '**Gem**' (Save in English)



If you need help with reporting,
please contact us on:

E-mail: indrapportering@ski.dk



Staten og Kommunernes Indkøbsservice

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