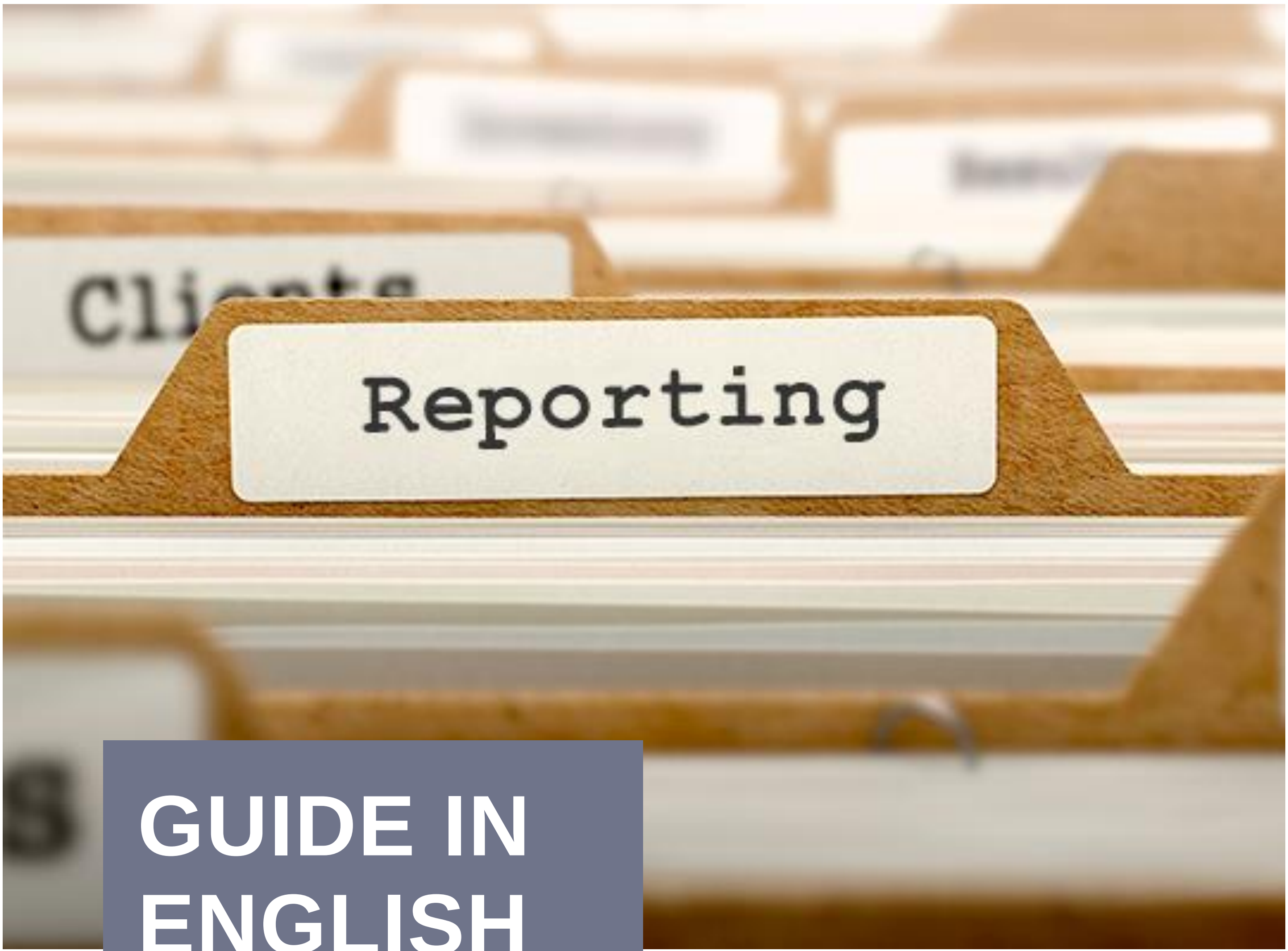



# GUIDE IN ENGLISH

# 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**

# Content

# 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***

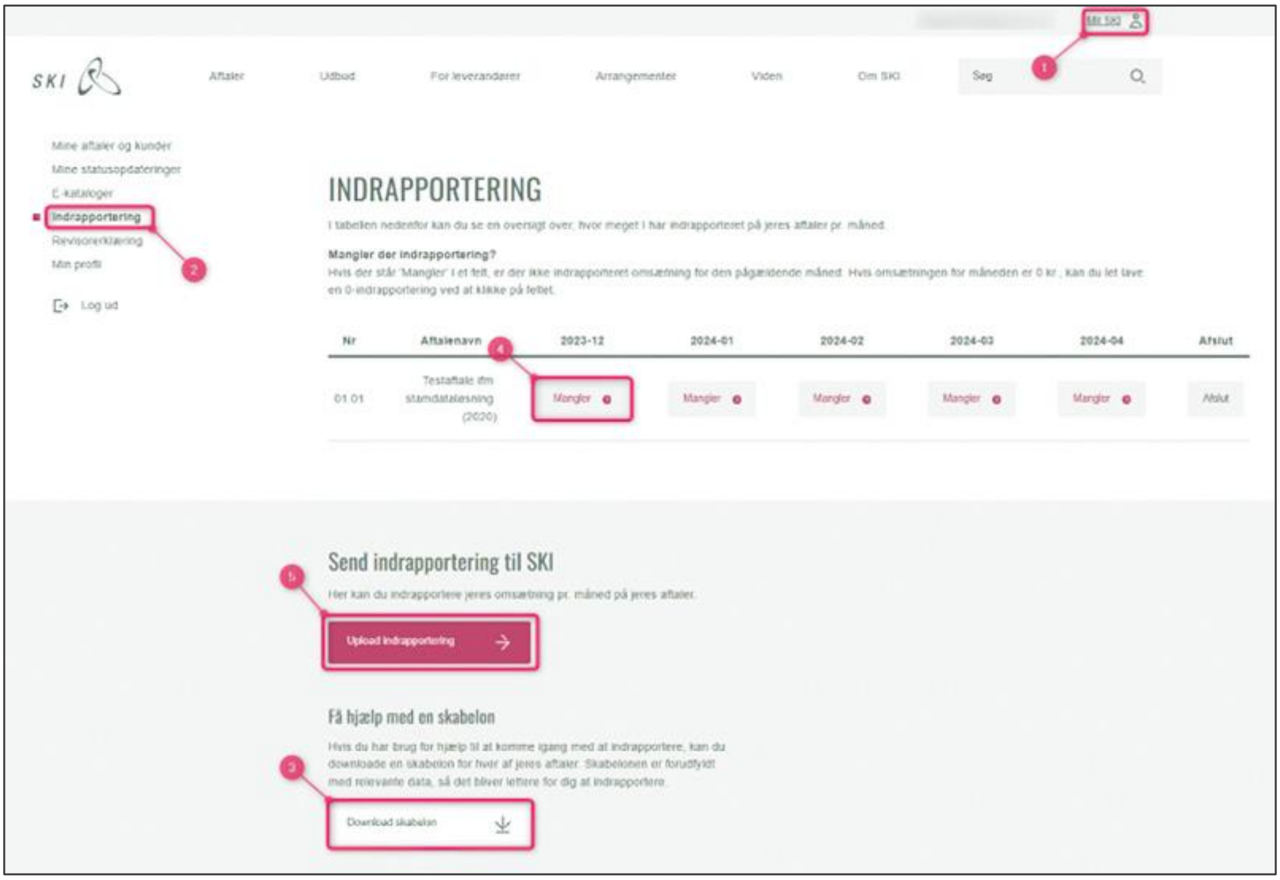
2. Go to '***Indrapportering'***. You must have the role 'Reporting responsible' (Indrapporteringsansvarlig) to be able to do the reporting. Contact the SKI user administrator at your company if you do not have access.

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.




## 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)

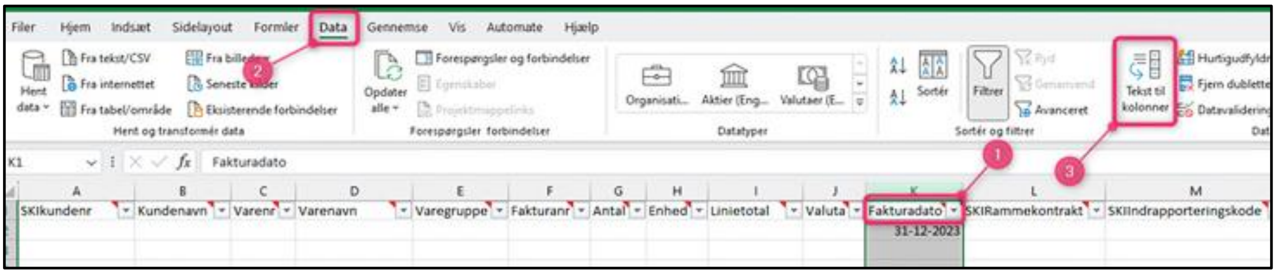
## There are errors in the Excel reporting sheet?

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

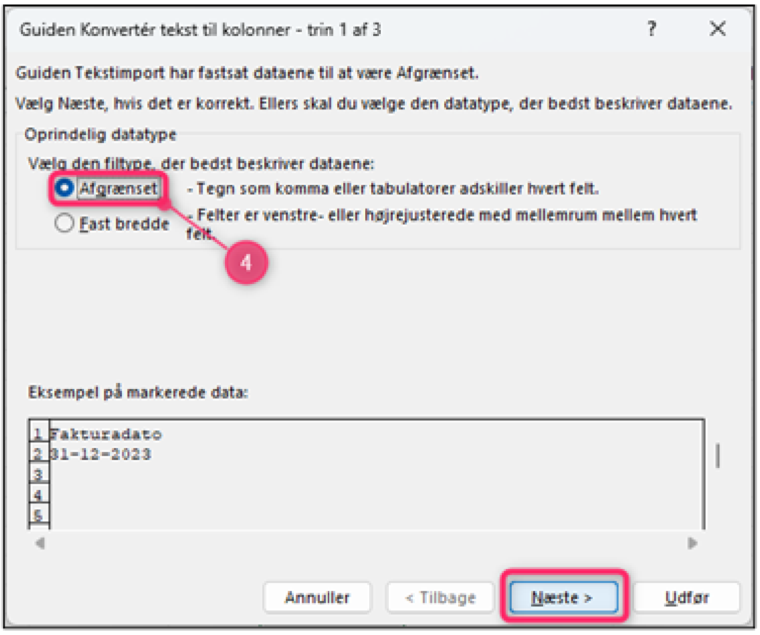
ATTENTION! There must not be any empty lines in the data sheet. This applies to between the first row (with the headings) in the individual columns and the reported data, and between the following lines in the data sheet.

## The system will not accept the data formatting?

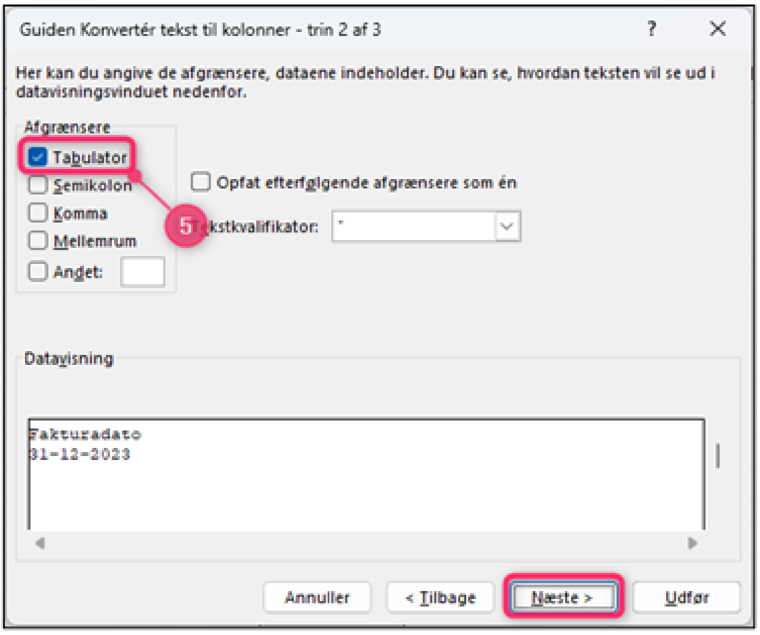
1. Mark the ***column***
2. Click on the ***Data tab***
3. Click on ***Text to columns***



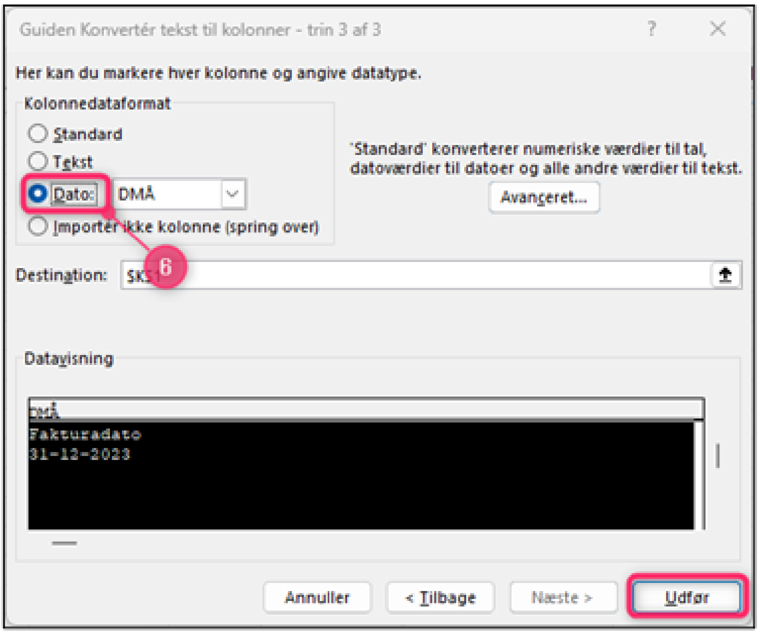

4. Click on ***delimited*** and ***next***



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

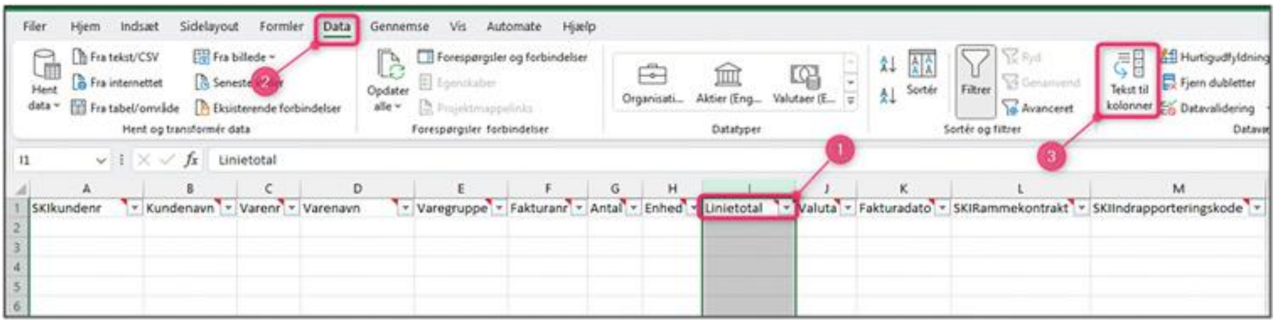



6. Click on ***date (MDY)*** and ***finish***

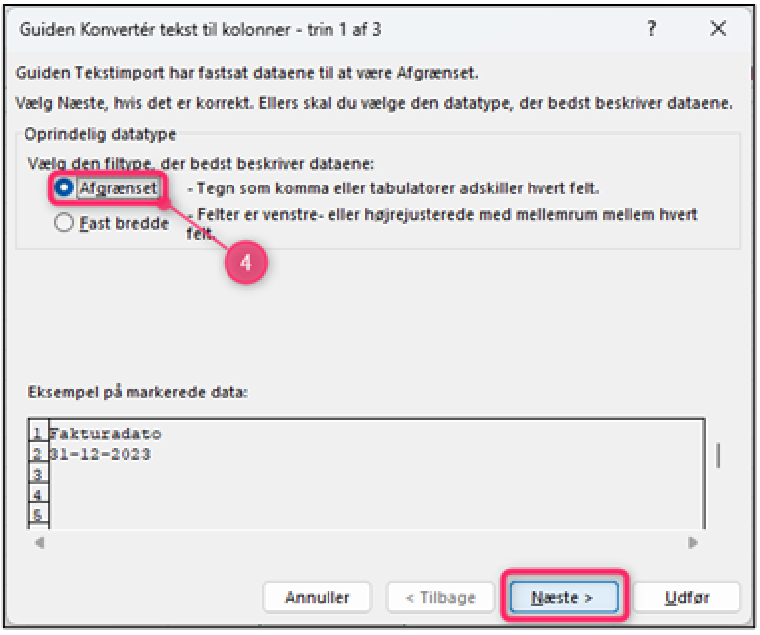


## The system will not accept the line total formatting?

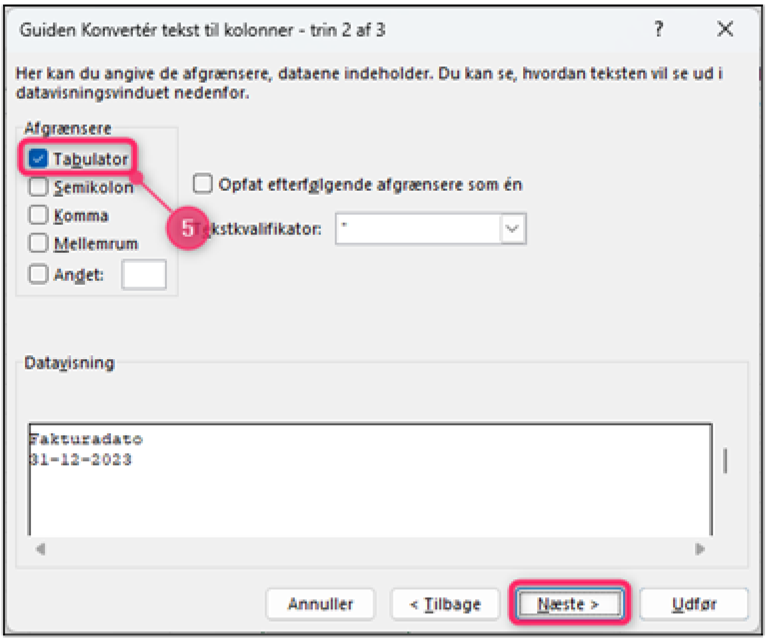
1. Mark the ***column***
2. Click on the ***Data tab***
3. Click on ***Text to columns***



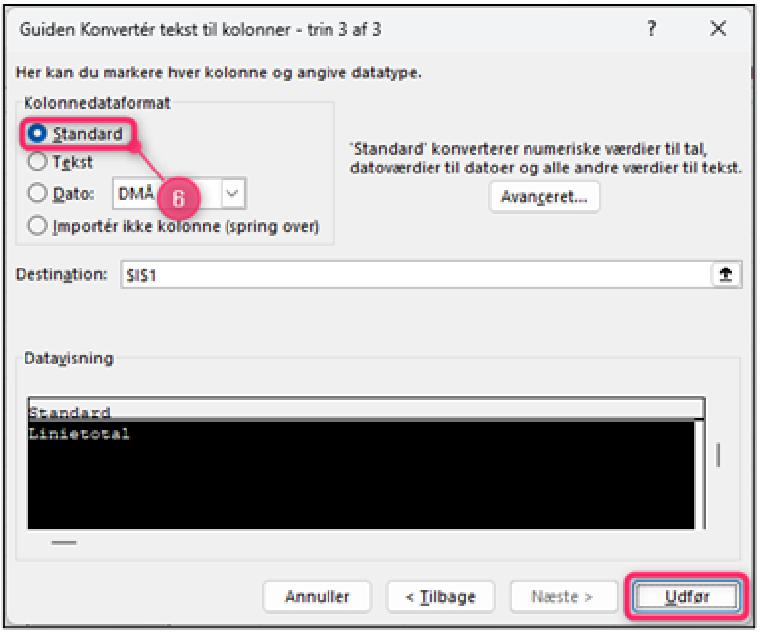

4. Click on ***delimited*** and ***next***



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



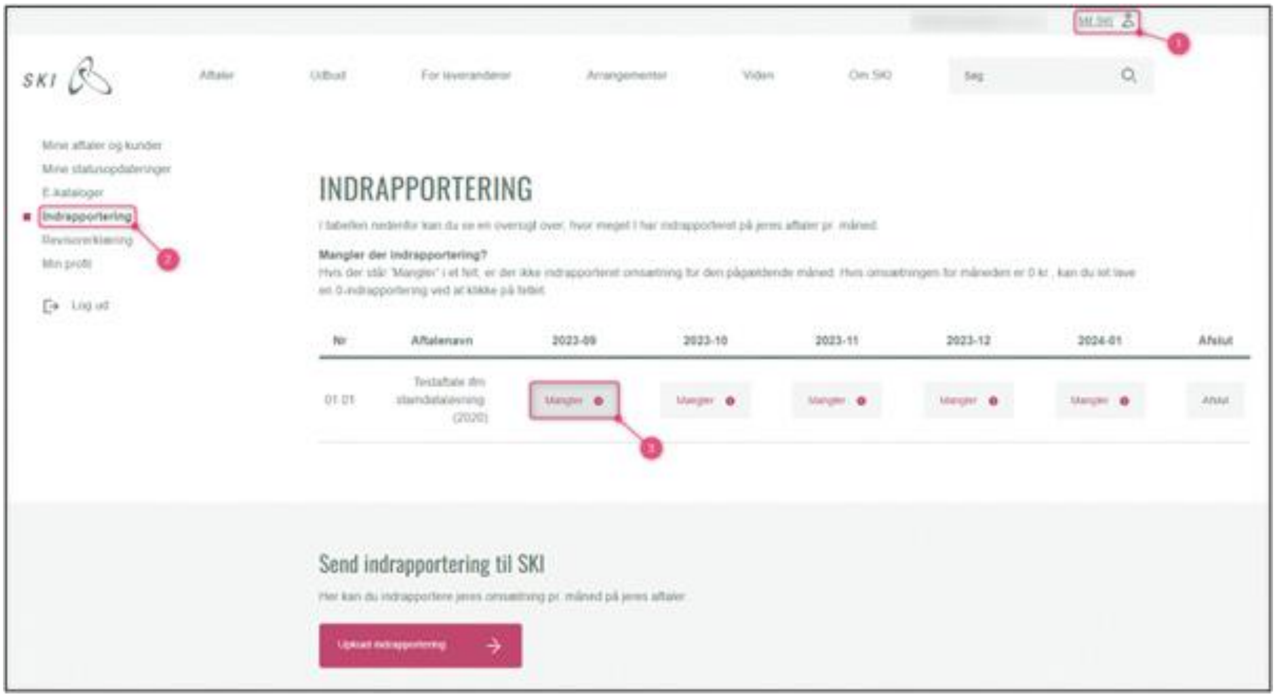

6. Click on ***Standard*** and ***Finish***



## How do I report a zero-turnover?

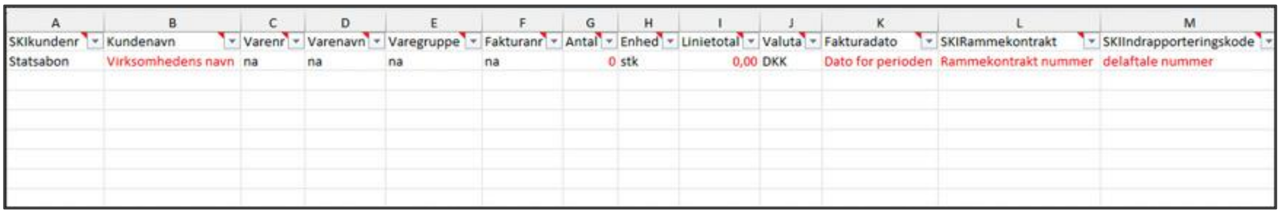
You must always report your turnover - also if you do not have a turnover. This is where you make a zero-reporting

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




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

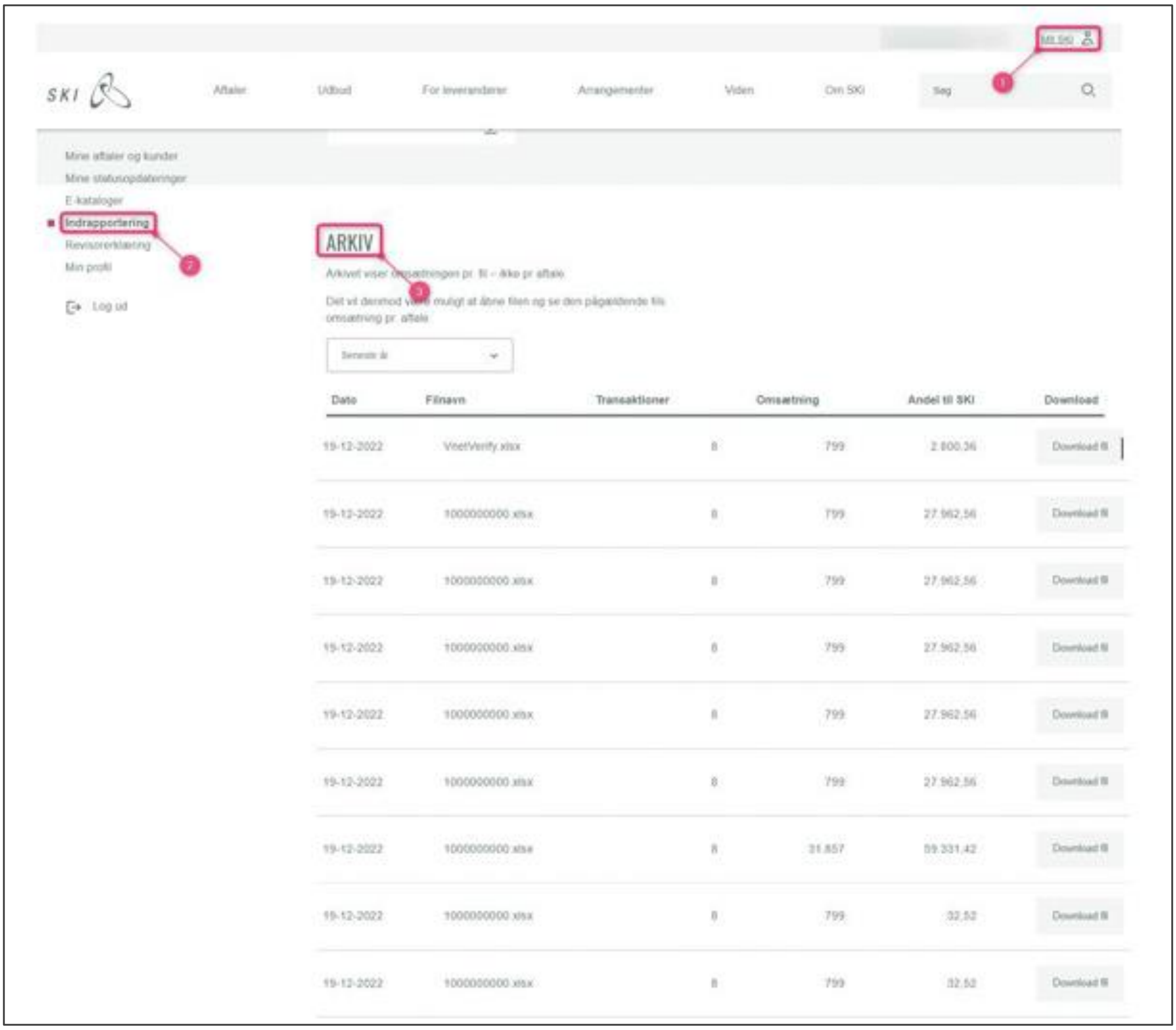

Or you can fill out the excel sheet as shown below:



| SKIkundenr | Kundenavn | Varenr | Varenavn | Varegruppe | Fakturanr | Antal | Enhed | Linietotal | Valuta | Fakturadato | SKIRammekontrakt | SKIIndrapporteringskode |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Statsabon | Virksomhedens navn | na | na | na | na | 0 | stk | 0,00 | DKK | Dato for perioden | Rammekontrakt nummer | delaftale nummer |

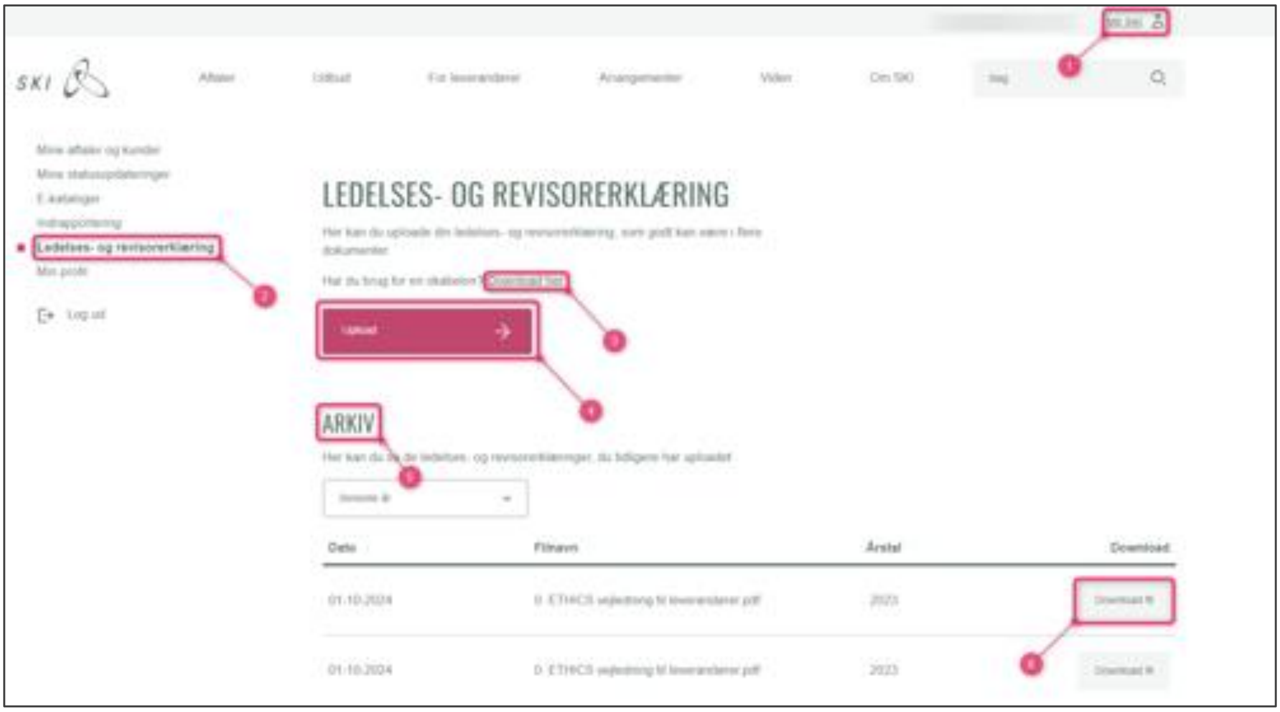
## Where do I find my previous reporting files?

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



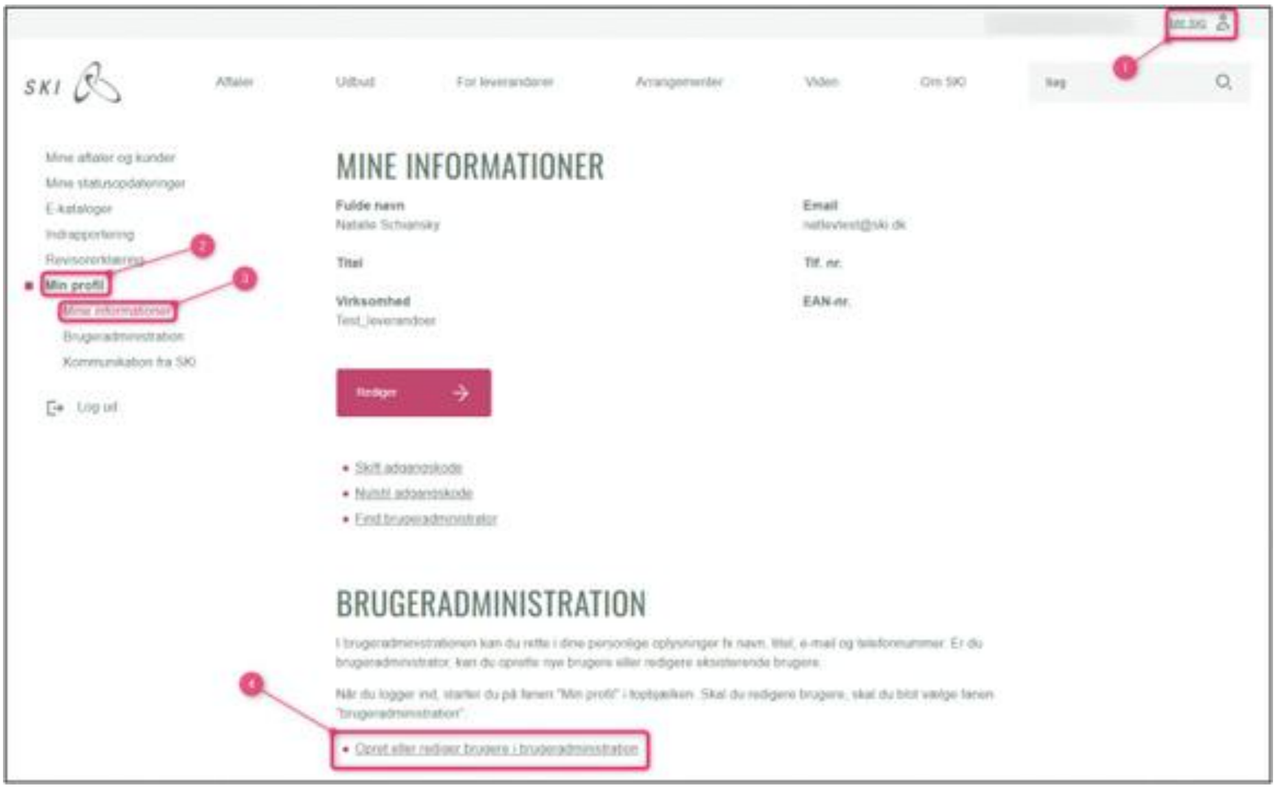
## Where can I find the management and auditor's statement?

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



## How do I create or edit an existing user?

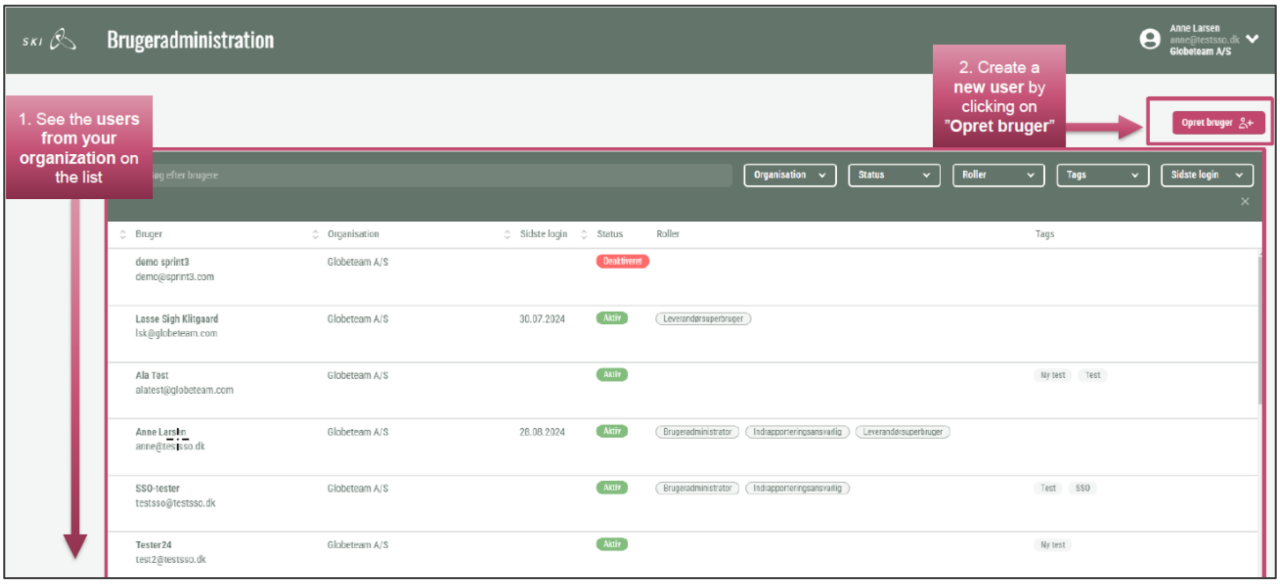
1. Log in to ***Mit SKI***
2. Go to ***Min profil*** *(My profile in English)*
3. Go to ***Mine informationer*** *(My information in English)*
4. Click on ***Opret eller rediger brugere i brugeradministrationen***




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



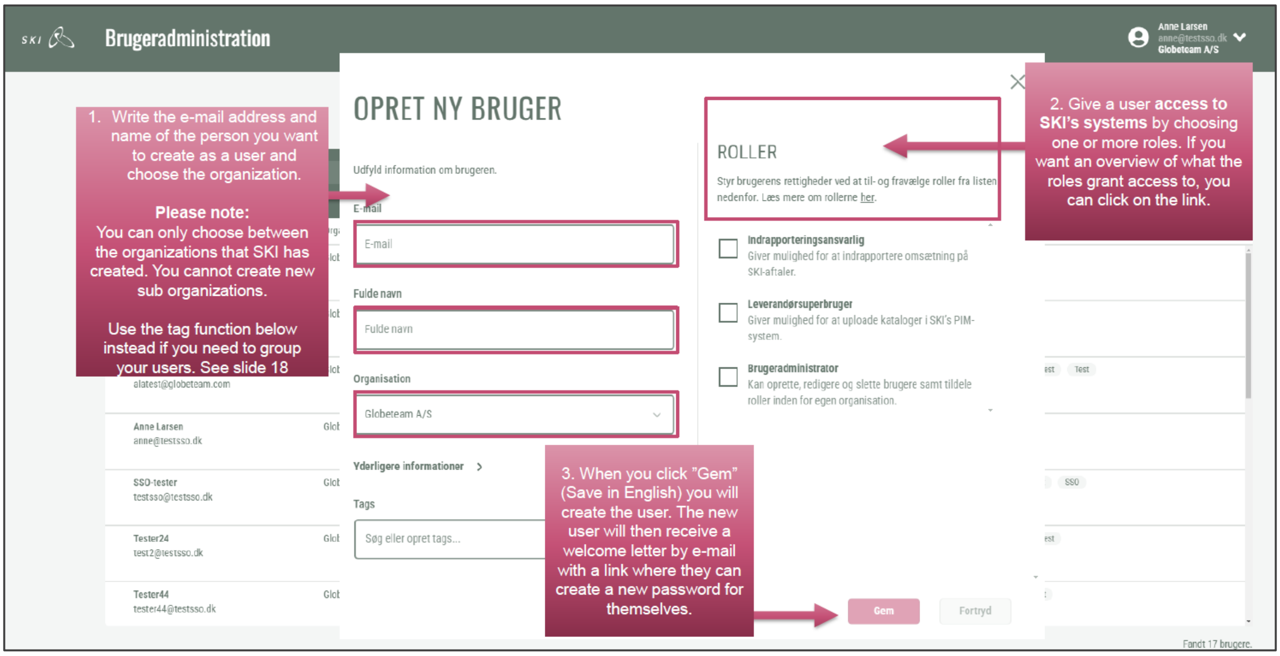

1. See users from your organization on the list below

2. Click on ***Opret bruger***

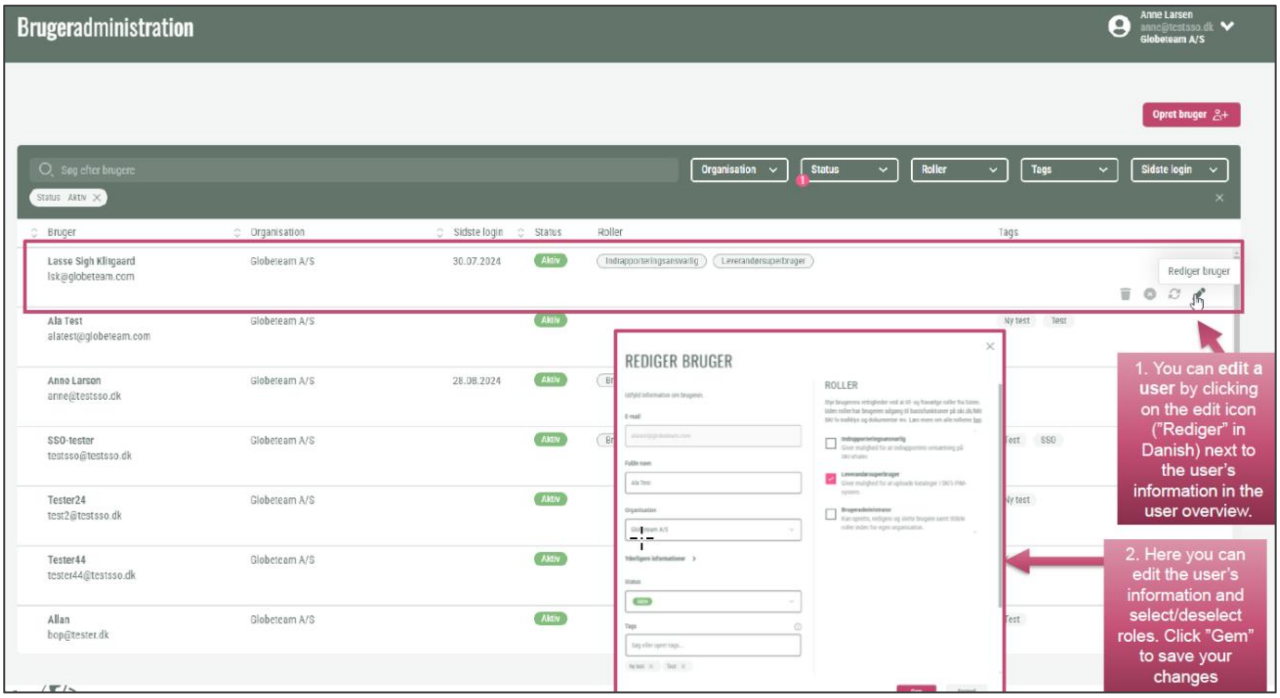
3. Fill in all the fields with the person's full name, e-mail address and organization

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)



## 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 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**
Montagehallen ▪ Pakkerivej 6 ▪ 2500 Valby ▪ Telefon +45 33 42 70 00