

Guide 14 - Declarations

Accessing your declarations

Displayed under the Policy details page, the Declarations tab can be selected to view any submitted declarations for a specific policy. Any new or supplementary declarations can also be entered from this screen. The drop down menu shown at the top allows you to access details submitted for previous declaration periods.

Policy requests | **Declarations** | Invoices

Select declaration period:
01/07/2019 - 30/06/2020

Submit new declaration

Invoice number	Invoice date	Premium	Total declared amount
--	--	--	--

To enter information in a row, select the icon or double click the field.

To confirm changes made in the row, select the icon. To discard changes made, select the icon.

Nil declaration ⓘ Please enter amounts to the nearest whole unit of the appropriate currency

Country	Cover type	Payment terms	Declared amount	Premium rate %
Andorra	Credit risk	180 days	-- EUR	0.045
Italy	Credit risk	180 days	-- EUR	0.045

[+ Add entry](#)

Invoice text or notes

[Submit declaration](#) [Calculate](#) [Save declaration](#) [Delete](#)

To access the Policy details page, you can select the 'View policy' link which is presented for a selected policy from the top of the Credit management page, Credit limits page or Non-payments page. You can also select the 'View policy' link for a specific policy on the Policies page, or select the Policy ID wherever it appears in context of a credit limit, non-payments case or communication alert.

Policy ID	Customer name	Renewal date	Status	
541170	ASCOTT BUILDING	01/07/2020	Live	> Select policy > View policy
Country	Currency			
Andorra	EUR			



Read Guide 13 - Policy details to learn more about viewing your policy overview



Read Guide 2 - Credit management, Guide 7 - Credit limits and Guide 8 - Non-payments to learn more about changing your policy selection



Read Guide 6 - Policies to learn more about viewing details for a specific policy from the Policies page

Adding new declarations

By default, the Declarations screen will show the most recent declaration period for which a declaration needs to be submitted. If there are overdue declarations for the selected declaration period, a message will be displayed; it is important that you declare what has been invoiced for goods or services as required by the conditions of your policy.

Policy requests **Declarations** Invoices

Select declaration period:
01/07/2019 - 30/06/2020

Submit new declaration

i **Declaration due**
Declaration was due on 30/07/2020 and is now 49 day(s) late

When you submit a new declaration, you will be presented with a list of countries based on your previous declarations. From here you can enter the declared amount for each buyer country, as well as add new countries for which you need to declare new business.



Amending a table

Where you are required to enter multiple transactions or activities relating to your portfolio, Atradius Atrium allows you to do this by adding new details or editing existing details directly within a table. This can help you to provide the right information to Atradius, with many columns providing a list of options to select from and a date picker to easily select the correct date for a transaction or activity. A help text will advise you what information is expected for a specific field.

Type	Amount (incl. tax)	Tax %	First issued	Due date	Reference
Invoice	<input type="text"/>	EUR	<input type="text"/> or <input type="text"/>	<input type="text"/>	<input type="text"/>
+ Add entry					

By default, the table appears with prefilled values or blank fields to be completed. To amend an existing field or fill a blank field, you can select the blue pencil icon at the right of the specific row. You can also double click within a specific field to add a new or edit an existing value within the table. When in edit mode, you can easily navigate between columns in a row by using the tab key (**Tab**) on your keyboard.

Tax %	First issued	Due date	Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	789654123

Once you are happy with the entered or amended details, these can be confirmed by selecting the green tick icon at the right of the specific row. This will keep any changes or updates that you have made in the table until you save or submit your transactions. If you do not wish to keep these amendments, you can alternatively select the red cross icon which will discard recent changes and revert back to the details previously shown. Selecting the cross or tick icon will also allow you to edit a different row or add a new row to the table.

Tax %	First issued	Due date	Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	789654123

The bin icon will be available next to any rows that can be removed from the table.

Tax %	Tax amount	First issued	Due date	Reference
---	---	06/11/2020	12/11/2020	0789654123045
---	---	06/11/2020	12/11/2020	45676533

Where a new row can be added, this can be done by clicking within the blue outlined row shown at the bottom of the table. This new row will automatically appear with some default options set or blank fields to be completed.

+ Add entry				
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You can also amend how the rows within a table are ordered by selecting the heading text of a specific column. This allows you to toggle between sorting values in alphanumerical ascending or descending order.

Country	Cover type	Payment terms	Declared amount
Andorra	Country risk	180 days	<input type="text"/> Declared amount GBP
Italy	Credit risk	180 days	--- EUR

For buyer countries which are already included in your policy, the Cover type, Payment terms and Premium rate will be set automatically.

Country	Cover type	Payment terms	Declared amount	Premium rate %
Andorra	Credit risk	180 days	<input type="text" value="Declared amount"/> GBP	0.04 ✖ ✔
Italy	Credit risk	180 days	--- EUR	0.045 ✎

[+ Add entry](#)

You will be able to enter the Declared amount and the associated currency for each country that you have traded with during the selected period.

Country	Cover type	Payment terms	Declared amount	Premium rate %
Andorra	Credit risk	180 days	<input type="text" value="Declared amount"/> EUR	0.04 ✖ ✔
Italy	Credit risk	180 days	---	0.045 ✎

[+ Add entry](#)

- Colombian Peso (COP)
- Croatian Kuna (HRK)
- Czech Crown (CZK)
- Danish Crown (DKK)
- Egyptian Pound (EGP)
- Estonian Kroon (EEK)

For new countries which you have traded with, you can add additional rows to the table.

Country	Cover type	Payment terms	Declared amount	Premium rate %
Andorra	Credit risk	180 days	--- EUR	0.045 ✎
Italy	Credit risk	180 days	--- EUR	0.045 ✎
Australia ▼	Credit risk	180 days	<input type="text" value="Declared amount"/> GBP	0.04 ✎ ✖ ✔

[+ Add entry](#)

Where a new country has been added, a bin icon will also be available should you need to remove this row.

Country	Cover type	Payment terms	Declared amount	Premium rate %
Andorra	Credit risk	180 days	5,000 EUR	0.045 ✎
Italy	Credit risk	180 days	70,000 EUR	0.045 ✎
United Kingdom	Credit risk	180 days	50,000 GBP	0.045 ✎ ✖

[+ Add entry](#)

If there are no declarations to be made for a certain period, the Nil declaration checkbox at the top left of the table needs be checked. This will prevent you from making any further changes to the table, as by submitting a Nil declaration you are informing Atradius that there is no business to declare for the selected period.

Nil declaration ⓘ Please enter amounts to the nearest whole unit of the appropriate currency

Country	Cover type	Payment terms	Declared amount	Premium rate %
Andorra	Credit risk	180 days	5,000 EUR	0.045 ✎
Italy	Credit risk	180 days	70,000 EUR	0.045 ✎

Adding invoice texts or notes

You can add notes to your declaration by expanding the Invoice text or Notes panel below the table. You can use the Invoice text section to provide Atradius with additional information, such as your own reference, which will be included on the premium invoice. The Notes section allows you to inform Atradius about any additional details relating to your declaration.

^ Invoice text or notes

Invoice text

Please enter any invoice text here

Notes

Please enter any notes here

Submitting your declaration

When you have entered all the details for the selected declaration period, you can select the Calculate button at the bottom of the Declarations screen to generate the Total declared amount and expected premium.

Submit declaration | Calculate | Save declaration | Delete

Before submitting your declaration, you can still make additional changes and recalculate the Total declared amount and Premium.

Policy requests
Declarations
Invoices

Select declaration period:

Submit new declaration

i

Calculation estimate

Please check your declaration and select **Submit Declaration** to submit it.

Please note that the premium amount on your invoice might be different to that displayed here due to the currency exchange rate updates for the month.

We hereby certify that this submission is a full and accurate declaration for the period specified.

Invoice number

--

Invoice date

--

Premium

45.56 (GBP)

Total declared amount

113,919 (GBP)

To enter information in a row, select the icon or double click the field.

To confirm changes made in the row, select the icon. To discard changes made, select the icon.

Nil declaration Please enter amounts to the nearest whole unit of the appropriate currency

Country	Cover type	Payment terms	Declared amount	Premium rate %
Andorra	Credit risk	180 days	5,000 EUR	0.045
Italy	Credit risk	180 days	70,000 EUR	0.045
United Kingdom	Credit risk	180 days	50,000 GBP	0.045

[+ Add entry](#)

▼ Invoice text or notes

Submit declaration
Calculate
Save declaration
Delete

To do this and continue at a later stage, you can store your current progress by selecting the Save declaration button. This will ensure that all the entered data is saved until the declaration has been submitted. You can also delete the partially completed declaration should you wish to start over.

i

Success

Declaration has been successfully saved.

×

Submit declaration
Calculate
Save declaration
Delete

When you are happy that the details of your declaration are accurate and complete, the Submit declaration button can be selected. Atradius Atrium will then inform you that the declaration has been successfully submitted to Atradius.

✓

Declaration submitted

Your declaration has been successfully submitted. Review the above table to see what has been submitted.

Adding supplementary declarations

When selecting a declaration period, an overview of each declaration that has been submitted is presented. Each declaration will provide the option to view its specific details by clicking the 'Show declaration' link. From here you can also submit supplementary declarations should you have additional business to declare.

Policy requests **Declarations** Invoices

Select declaration period:
01/07/2020 - 30/09/2020

Please note that the selected declaration period has a start and/or end date in the future

Submit declarations

Invoice number	Invoice date	Premium	Total declared amount	▼ Show declaration
--	--	---	50,000 (EUR)	
Invoice number	Invoice date	Premium	Total declared amount	▼ Show declaration
--	--	---	45,000 (EUR)	

Submit supplementary declaration

Atradius Atrium will remind you that a declaration already exists for the selected period; you can select Yes to continue to submit a supplementary declaration.

Supplementary declaration
Please note a supplementary declaration has already been submitted against this period, do you wish to continue to submit a supplementary declaration?

Yes No

You will then be presented with a list of buyer countries, with the existing details shown as they were entered in the previously submitted declaration. Similar to adding new declarations, the declared amount for each country and the currency used can be amended, with the ability to add new rows for additional countries to complete your supplementary declaration.

Policy requests
Declarations
Invoices

Select declaration period:

Submit new declaration

Invoice number
--

Invoice date
--

Premium
--

Total declared amount
--

To enter information in a row, select the icon or double click the field.

To confirm changes made in the row, select the icon. To discard changes made, select the icon.

Nil declaration ⓘ Please enter amounts to the nearest whole unit of the appropriate currency

Country	Cover type	Payment terms	Declared amount	Premium (GBP)	Premium rate %	
Andorra	Credit risk	180 days	5,000 EUR	1.70	0.045	
Italy	Credit risk	180 days	70,000 EUR	23.86	0.045	
United Kingdom	Credit risk	180 days	50,000 GBP	20.00	0.045	
+ Add entry						

▼ Invoice text or notes

Submit declaration
Calculate
Save declaration
Delete

[> View submitted declarations](#)

Again, once you have confirmed your changes, you will need to Calculate the Total declared amount and Premium before the declaration can be submitted. Once you are happy that the details entered are correct, you can select the Submit supplementary declaration button.

Select declaration period:
01/07/2019 - 30/06/2020

Submit new declaration

Invoice number: -- Invoice date: --

Premium: 45.56 (GBP) Total declared amount: 113,919 (GBP)

Country	Cover type	Payment terms	Declared amount	Premium (GBP)	Premium rate %
Andorra	Credit risk	180 days	5,000 EUR	1.70	0.045
Italy	Credit risk	180 days	70,000 EUR	23.86	0.045
United Kingdom	Credit risk	180 days	50,000 GBP	20.00	0.045

+ Add entry

Invoice text or notes

Submit supplementary declaration > View submitted declarations

When a supplementary declaration has been submitted, you will then be able to see an overview of the previous declaration and the supplementary declaration so you can compare changes made.

Select declaration period:
01/07/2019 - 30/06/2020

Submit declarations

Invoice number: -- Invoice date: -- Premium: --- Total declared amount: 113,919 (GBP) Show declaration

Invoice number: -- Invoice date: -- Premium: --- Total declared amount: 163,919 (GBP) Show declaration

Submit supplementary declaration