



User Guide

Self-Declaration Portal V1.1

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Change Log

7. January 2020	Change of Sales Categories from TCHF to CHF.
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Background

The annual accounting for your participation in the SMVS system is calculated on the basis of the RX packs sold and the corresponding sales of these products in the Swiss and Liechtenstein markets.

The reporting of the packaging and sales data of your company is carried out via the self-declaration portal of SMVS GmbH by the so-called Single Point of Contact (SPOC).

The relevant person will receive an e-mail message from us asking them to complete the portal registration.

Important! If necessary, please check the junk e-mail inbox of your e-mail program, as it may be detected as SPAM.

Activation of your account for the self-declaration portal

The "Single Point of Contact" (SPOC) for the communication between the participating company and SMVS GmbH receives an invitation by e-mail for the portal. To activate your account, click Accept Invitation. Follow the instructions on the ZOHO Portal website and complete the registration process.

Hallo Max Mustermann,

Sie wurden zum Zugriff auf das Portal der Organisation SMVS GmbH eingeladen.

Ihre E-Mail-Adresse: max.mustermann@muster-mann.ch

Klicken Sie zum Annehmen der Einladung auf den folgenden Link

[Einladung annehmen](#)

Ihre Portal-URL ist

<https://crm.zoho.com/portal/SMVSSelbstDeklaration/crm/login.sas>

Vielen Dank,

Mit freundlichen Grüßen,

Administrator.

Login to the Self-Declaration Portal

To log in to the self-declaration portal, please visit the following website

<https://crm.zoho.com/portal/SMVSSelbstDeklaration/crm/login.sas> and log in with the provided access data (e-mail address and password)

The Portal

Two TABS - CONTACTS AND SELF DECLARATION are displayed on the portal home page.

KONTAKT NAME	SALUTATION	FIRST NAME	LAST NAME	EMAIL	MOBILE	PHONE	PORTALBENUTZER	KUNDEN NAME
Erwin Zetz	Herr	Erwin	Zetz	erwin.zetz@smvo.ch	+41 76 322 5682			SMVS GmbH

Contacts Tab

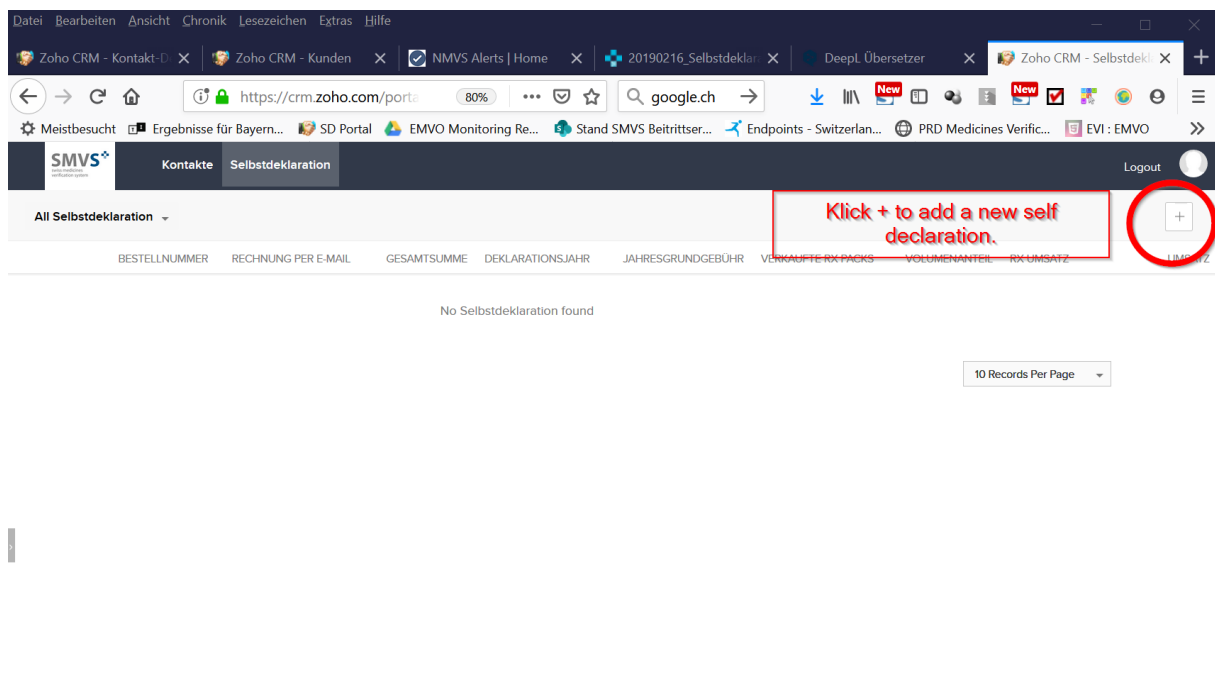
You cannot make any changes on the CONTACTS tab page.

Self Declaration Tab

The list of self-declarations that have already been performed is displayed on the SELF DECLARATION tab page. Here, too, you cannot make any changes to data that has already been saved.

Create a new self-declaration

Select the TAB Selbstdeklaration. Click on the **+** sign in the top right corner and fill in the corresponding fields.



Enter and save the data

The form allows you to enter data only in the fields marked **RED**.

NAME	Username. This field is already filled in. Just accept the default.
DEKLARATIONSJAHR	The year for which the self-declaration is carried out. Since the information is always retroactive, always enter the previous year.
DEKLARATIONS DATUM	Current Date.
RX UMSATZ	The RX Products Sales Group in CHF.
VERKAUFTE RX PACKS	The number of RX Packs sold for the declaration year. Please do not enter thousands-of separators.
BESTELLNUMMER	If you would like to enter an order number, which we will published on the invoice.
RECHNUNG PER E-Mail	Activate the field, if you prefer to receive the invoice by e-mail.

SMVS Kontakte Selbstdeklaration

Create Selbstdeklaration Cancel Save and New Save

Selbstdeklaration Informationen

Name

Selbstdeklaration Detail Informationen

Deklarationsjahr

Deklaration Datum

RX Umsatz

Verkaufte RX Packs

Bestellnummer

Rechnung per E-Mail

Umsatz

Volumenanteil

Jahresgrundgebühr

Gesamtsumme

Save your entries by clicking on **SAVE**. After a **RELOAD** of the page also the calculated total costs are indicated.

Incorrect entries

If you discover that you have made incorrect entries, please create a new declaration.

Confirmation email

After you have saved the self-declaration, you will receive a confirmation e-mail with a summary of the self-declaration.

Important! If necessary, please check the junk e-mail inbox of your e-mail program, as the confirmation e-mail may be recognized as SPAM.

Overview of self-declarations

BESTELLNUMMER	DEKLARATIONSJAHR	RECHNUNG PER E-MAIL	GESAMTSUMME	JAHRESGRUNDGEBÜHR	VERKAUFTE RX PACKS	VOLUMENANTEIL	RX UMSATZ	UMSATZ
PO-SAMPLE	2019	✓	CHF 3 612,73	CHF 1 500,00	12525	CHF 112,73	101'001 - 3'000'000 CHF	CHF 2 000,00

Overview of all self-declarations

You will find an overview of your self-declarations in TAB SELBSTDEKLARATION. By clicking on the DECLARATION YEAR you will receive a detailed view from which the annual basic fee, turnover fee, volume share as well as the total amount can be seen. Based on this data we create the yearly invoice.

Selbstdeklaration	
← 2019	
HIDE DETAILS ^	
Selbstdeklaration Informationen	
Name	Erwin Zetz
Selbstdeklaration Detail Informationen	
Deklarationsjahr	2019
Deklaration Datum	Jan 7, 2020
RX Umsatz	101'001 - 3'000'000 CHF
Verkaufte RX Packs	68434
Bestellnummer	PO-1234567890
Rechnung per E-Mail	✓
Umsatz	CHF 2 000,00
Volumenanteil	CHF 579,04
Jahresgrundgebü hr	CHF 1 500,00
Gesamtsumme	CHF 4 079,04
Kunden Name für Portal	
Kunden Name	SMVS Schweizerische Gesellschaft für die Verifizierung von Arzneimitteln

Detail View of Self-Declaration

Questions about self-declarations

We always use the last declaration for invoicing and delete any incorrect or duplicate declarations for a declaration year. If we have any questions about the declaration, we will contact the Single Point of Contact (SPOC) directly.

Support

For any questions about self-declaration, please contact Customer Service at office@smvs-gmbh.ch.