



local artist – sales report statement

This document explains the fields that are on the sales report statement you will receive from us via email each month.

1. On Hands File

FIELDS	EXAMPLE
CATALOGUE	ANCD2K10
SKU	562015
DATE	yymmdd, e.g. 110322
ACCT NO	00010988
COMPANY	UK, FOPP
STORENUM	10, 230
ON HAND QUANTITY	1
BAR CODE	12345678901234567890

The important figure here is the On Hand Quantity which is the quantity of goods in each store as of the previous Saturday. This will be blank if all stock has been sold or stock has not yet been delivered.

2. Invoice File

FIELDS	EXAMPLE
REF	83620110917UK
COMPANY	UK, FOPP
STORENUM	10, 230
CATALOGUE	ANCD2K10
SKU	562015
BAR CODE	12345678901234567890
QUANTITY	1

The important figure here is the Quantity which is the total number of units sold during the previous month. This will be blank if there have been no sales.

If total sales are **five units or more**, you should issue an invoice. Please review Appendix 4 of the agreement to confirm the process for issuing invoices and the information that must be included on each invoice that is submitted.

Further information

If you are having trouble understanding the data on the weekly report, or if you do not receive the monthly report, please email financesystemslondon@hmv.co.uk who will be able to advise further, please include your supplier number in the email.

If you require help invoicing us for goods sold, please email local@hmv.co.uk and remember to include your supplier number in the email.