

Registering

To sign up for the euVAT Reclaim Service, simply visit <https://register.euvat.org>, select the service(s) you want, and complete the registration process.

If you are unsure about what service level to have, but want to try out the system for yourself, we recommend that you opt initially for the Basic service level, which operates on a Pay Per Claim basis. At this level, you are not bound by any contract period and you cease at any time without any penalty.

You can of course choose to upgrade your service at any time.

When you register, you will be asked for basic contact details about you and the company that you wish to have primary control; this does not necessarily have to be a company for which claims are to be prepared.

If you register for the Basic service, you can access the system immediately. If you register for one of the contract services, we will generate a pro forma invoice, with access being granted upon confirmed payment.

Once your account is activated, you can decide who you wish to be authorised to manage claims on behalf of your organisation.

Service Levels

	BASIC	BUSINESS	PROFESSIONAL	ENTERPRISE
Monthly Licence Fee	Not Applicable	£400	£800	£1,500
Set Up Fee	Free	Free	Free	Free
Price Per Claim	£100	Free	Free	Free
Permitted Users	1	5	12	25
Additional 5 Users	Not Applicable	Not Applicable	Not Applicable	£250 per month
Claims	Unlimited	Unlimited	Unlimited	Unlimited
Transactions per Claim	Unlimited	Unlimited	Unlimited	Unlimited
Minimum Contract	None	One year	One year	One year
Batch Invoice Uploading	Not Applicable	Free	Free	Free
Client Remote Access	Not Applicable	Not Applicable	Free	Free
Notice	None	1 month	1 month	1 month
Technical Support	Not Applicable	Not Applicable	7.5 hours	15 hours

Service Levels & Pricing

euVAT offers you a choice of service levels depending on the number of users you wish to authorise to prepare claims.

- 1.1 **Basic Service (Pay Per Claim)** – This service level is designed for a single user. You pay a flat fee of just £100 to prepare each claim when you use the system. There is no monthly fee for this service. If you are likely to prepare more than 4 claims a month we recommend that you register for a Business Service as this will provide additional facilities at less cost.

- 1.2 **Business Service** – The Licence Fee entitles you to have up to 5 users and you are able to vary the level of access to the system for each user. This service level also permits you to upload batches of invoices that have been exported from your accounts or employee expense package. Claim preparation costs are very low. For example, preparing 100 claims per year equates to a cost per claim of just £50.

- 1.3 **Professional Service** – The Licence Fee for this service level entitles you to have up to 12 users each with varied accessibility. This service level also permits you to allow clients or subsidiaries to access their status reports in real time. You also can have a day of free IT consultancy to help tailor your use. Claim preparation costs are very low. For example, preparing 250 claims per year equates to a cost per claim of under £40.

- 1.4 **Enterprise Service** – This service level is designed for our largest clients. The annual Licence Fee entitles you to have up to 25 users and you can add additional users for a notional monthly fee. You are also able to vary the level of access to the system for each user and grant restricted use to clients or subsidiaries so that they can access their status reports in real time. You also can have up to 2 days free IT consultancy to help tailor your use. Claim preparation costs are very low. For example, preparing 1000 claims per year equates to a cost per claim of just £15.

Key Features

All our services, regardless of the level you choose, have the same key features:

- **FREE SET UP** – There is an easy to use guide to help you get set up in minutes
- **UNLIMITED COMPANIES** – There is no limit to the number of companies for which you prepare claims
- **UNLIMITED RETURNS** – There is no limit to the number of claims per company
- **UNLIMITED TRANSACTIONS** – There is no limit to the number of invoices per claim
- **NO HIDDEN EXTRAS** - The price includes all the validation and compliance tests, together with sophisticated reporting
- **FREE TRAINING** – Registered users have free access to our training modules
- **SAFETY** – The structure of each country’s Claim is constantly updated to keep it in line with that country’s tax legislation
- **FREE DATA VALIDATION TESTS** – These are designed to help ensure that data that you send to us is safe to import
- **FREE VAT COMPLIANCE TESTS** – These are to help ensure that the information you submit as part of each Claim is accurate
- **EASY INPUT** – The system is designed to make the input of invoices both safe and easy. Apart from the Basic pay-per-claim service, the system also enables batch uploads from your accounts or employee expense packages
- **MANAGEMENT CONTROL** – There are sophisticated controls throughout to help users and managers control the preparation of cross border VAT claims

Additional information

If you want special tests to be included, let us know and we will advise the cost of incorporating this for you.

Please note we do not give advice about VAT. However, once registered, we are able to provide links to professional VAT advisers.

Contract periods are very short; the Basic pay-per-claim service can be terminated at any time and the full licence contracts are for just one year.