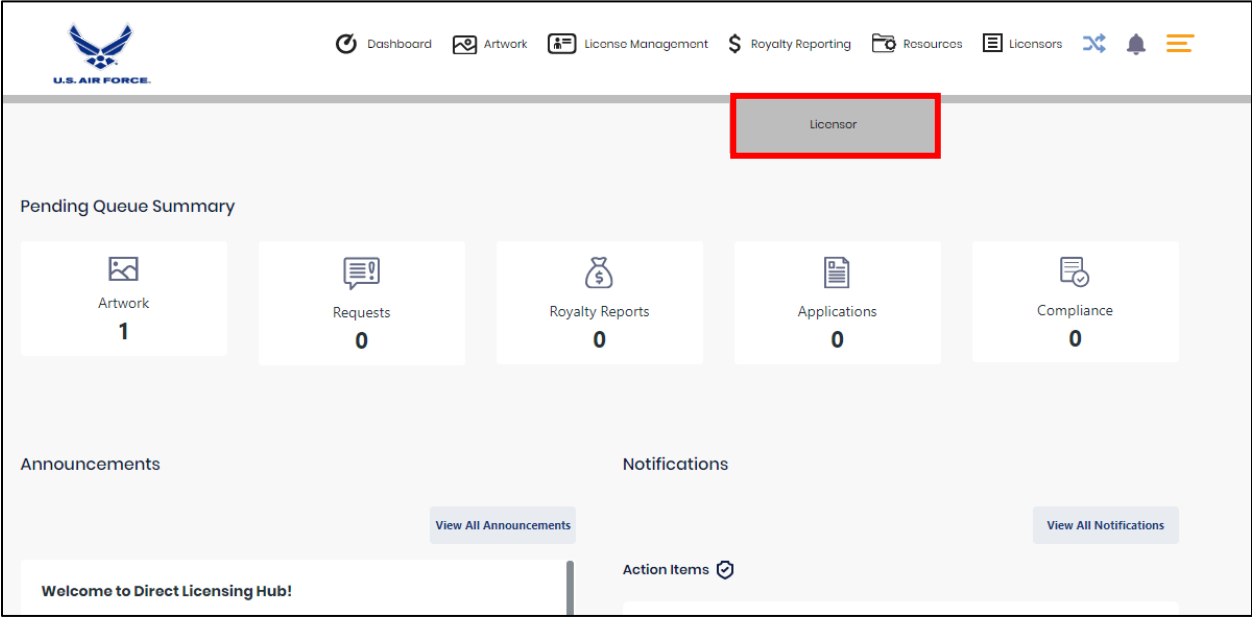


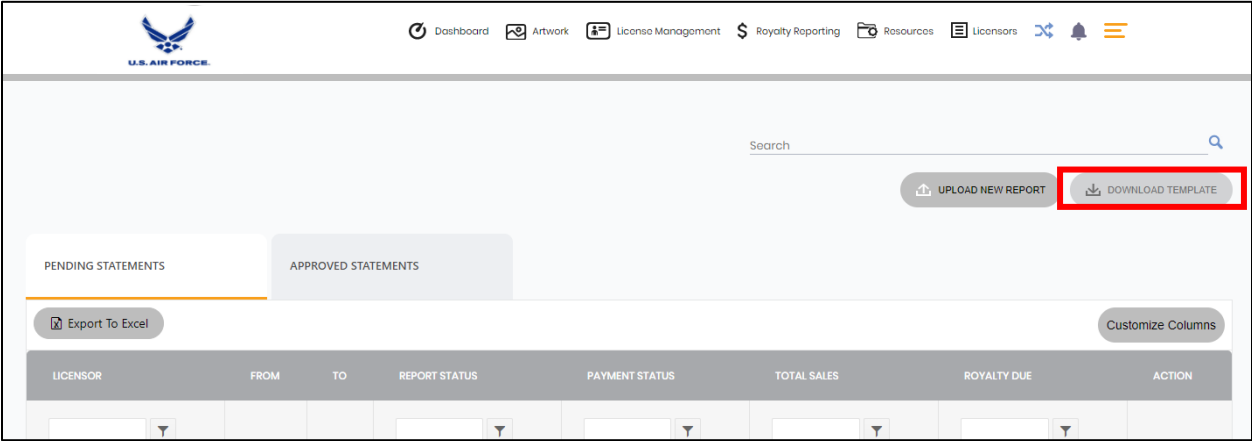
# Sales Reporting Instructions

In this document you will find information on how to report sales through Direct Licensing Hub. If you have any questions regarding reporting your sales, please email the template and your sales information to [support@directlicensinghub.com](mailto:support@directlicensinghub.com).

1) To submit your sales report, hover over 'Royalty Reporting' from the dashboard and then select 'Licensor'.

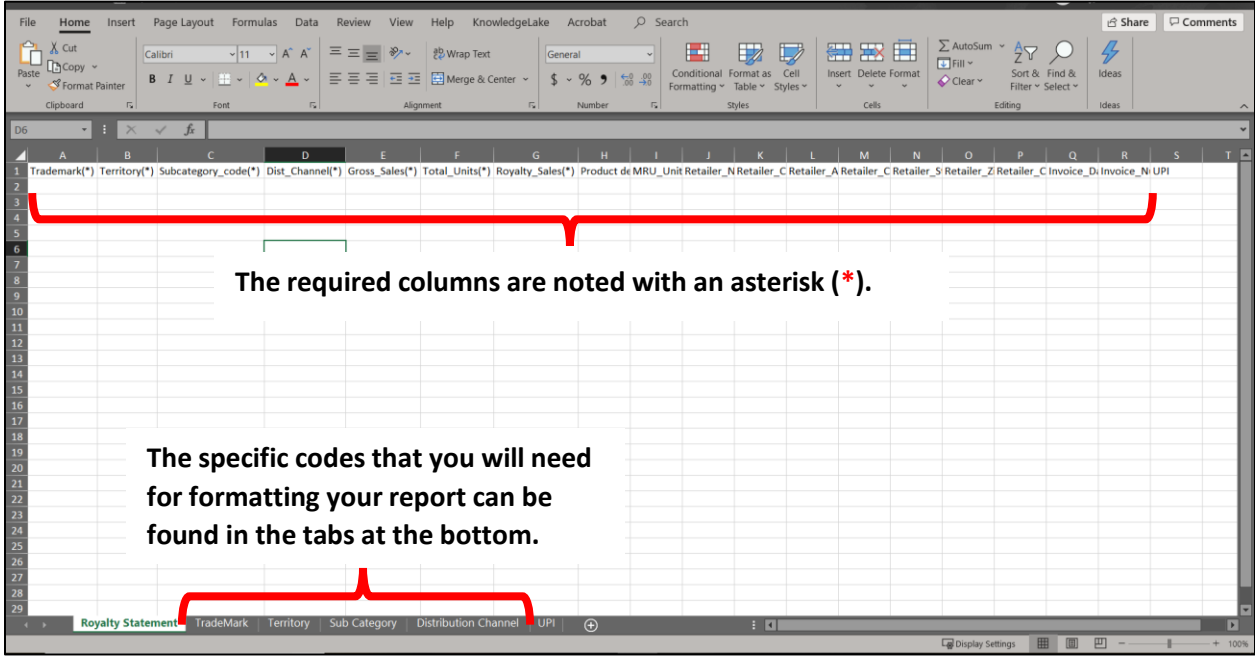


2) When the new page opens, select 'Download Template' to download the excel file you will use to report your sales.

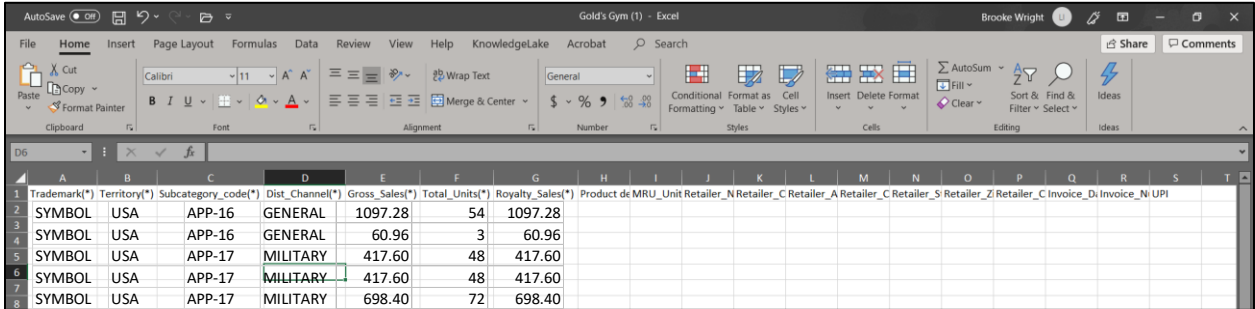


*\*You have the option to download the template in either Excel or CSV format. Please keep in mind that the tabs mentioned in the instructions below will not be included if you download it in CSV format. We recommend using Excel as most find it more user friendly than the CSV file.*

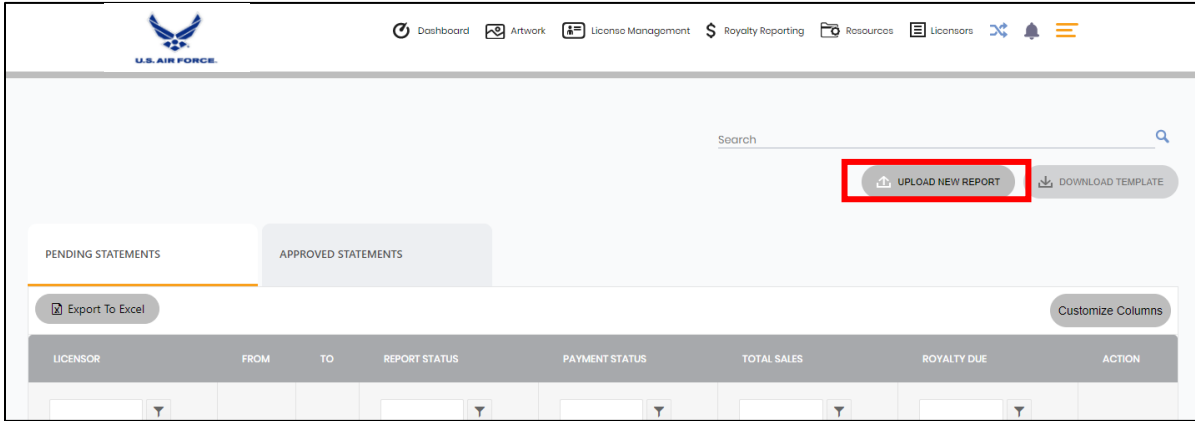
Once downloaded, the template will look similar to the one shown below.



4) Fill in the "Royalty Statement" sheet. Your report should look similar to the one shown below.

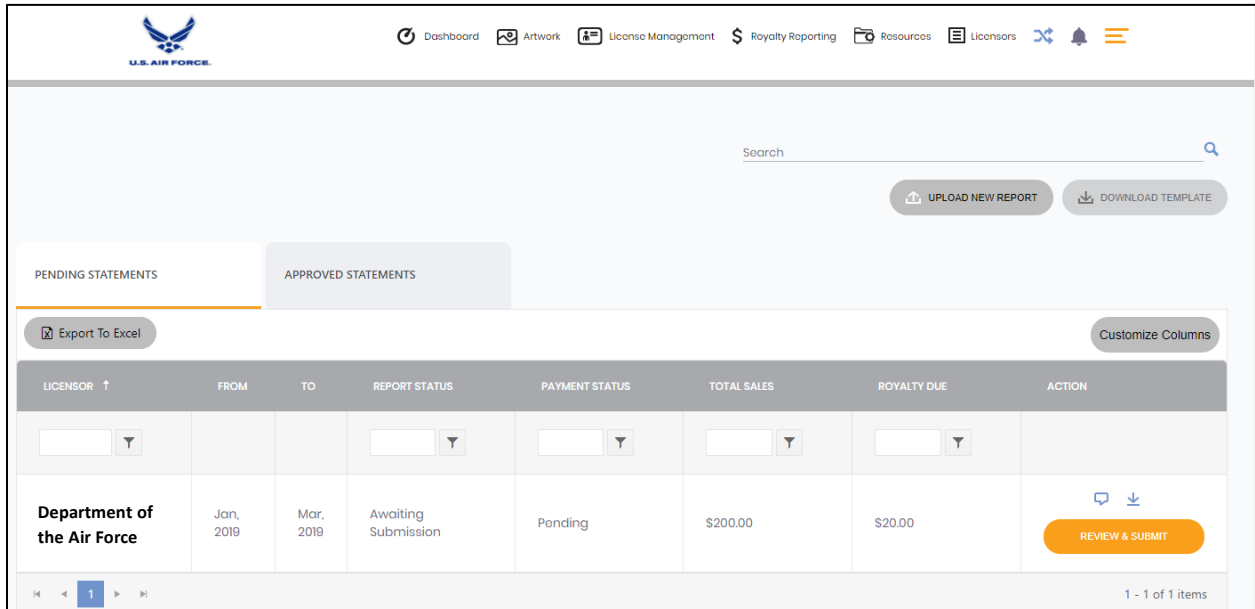


5) When you are ready to upload the file, click 'Upload New Report'.



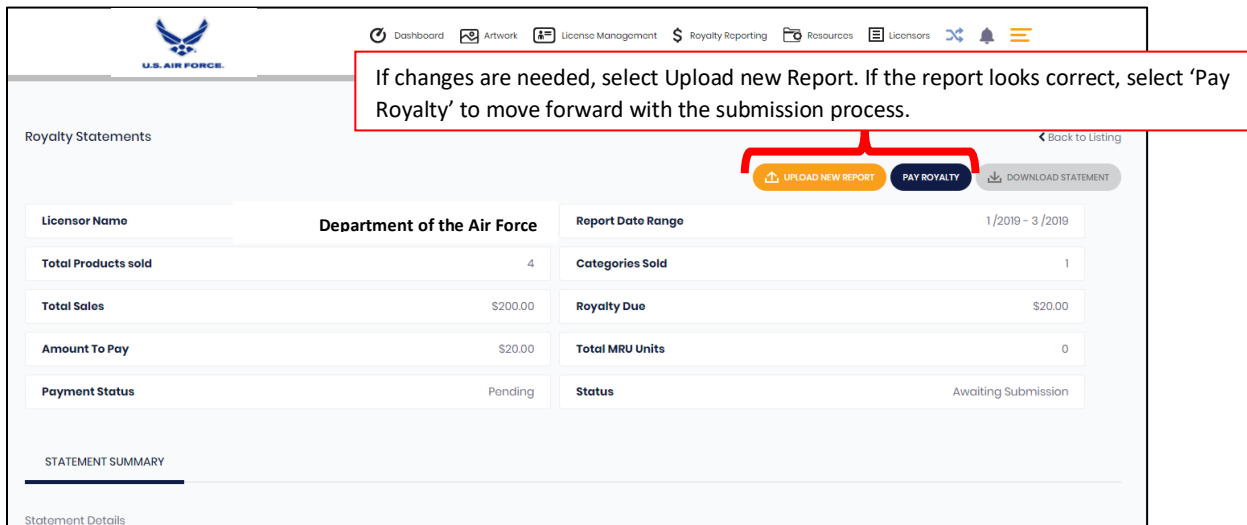
If the upload is successful, the report will show with a status of calculating. If there are any errors in the report, you will receive a notification after the calculation period and the status of the report will change to 'Error'. This will link to an error report that outlines the errors within the report for you.

**If you have any questions or need assistance with the errors provided within the report, please email your upload file and error report to [support@directlicensinghub.com](mailto:support@directlicensinghub.com).**



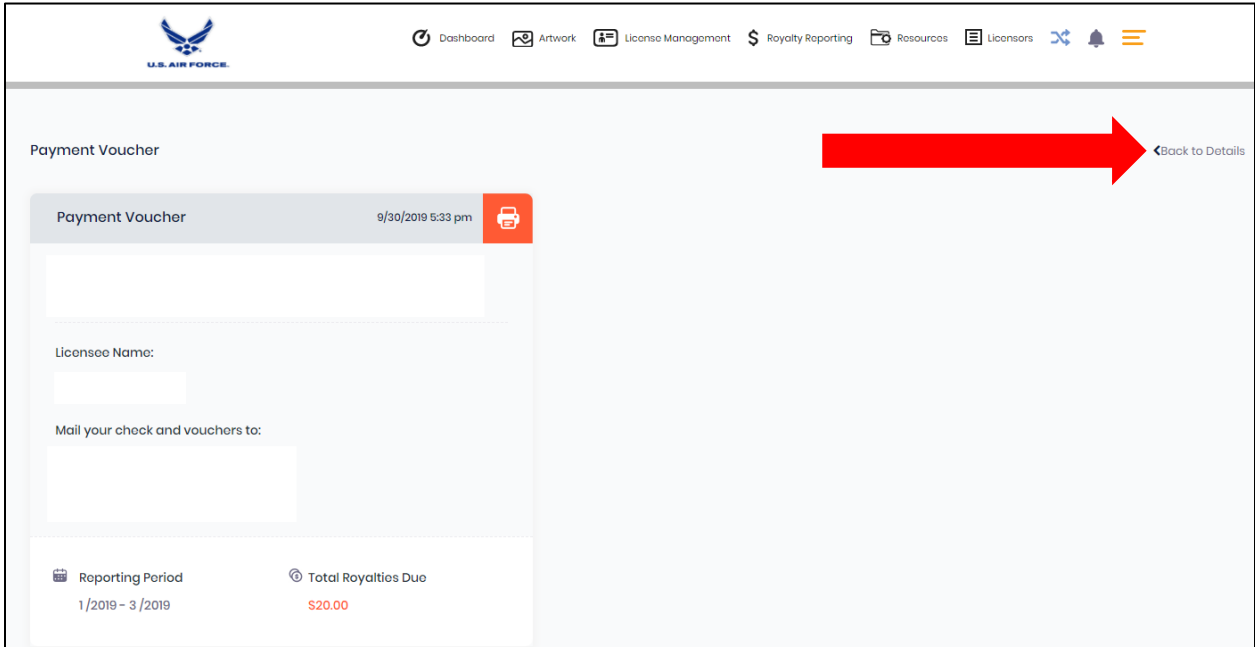
6) When the system has successfully completed the calculation process and all errors have been resolved, the status of the report will change to 'Awaiting Submission'. At this point, you will select 'Review & Submit' to open the report.

7) If everything is correct, click 'Pay Royalty' to receive the voucher that outlines your payment amount. If there are changes that need to be made before submitting the report, you can upload a new report to override what has already been uploaded (shown below).

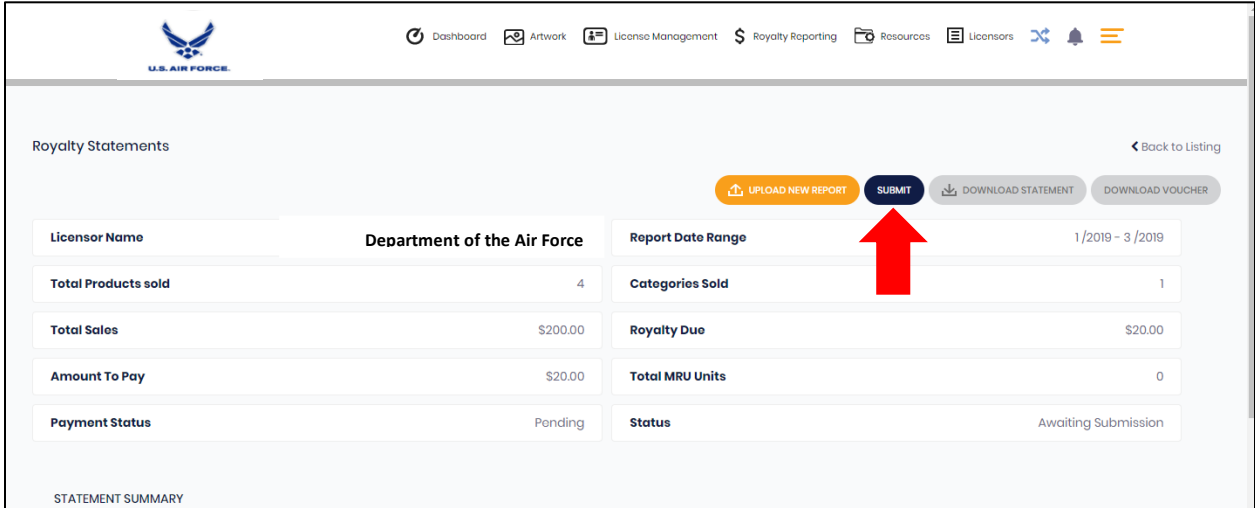


8) Once you select 'Pay Royalty' it will ask you to select what type of payment you will use to pay the amount due. Your options are Check or Wire Transfer. The information listed on the placeholder payment voucher will depend on your selection.

9) A payment voucher will show up on the next screen outlining that you should expect an invoice for the amount due. You will need to hit 'Back to Details' in the upper right hand corner to finalize and submit the report.



10) To officially submit the report to the Licensor's side of the system, select the blue 'Submit' box.

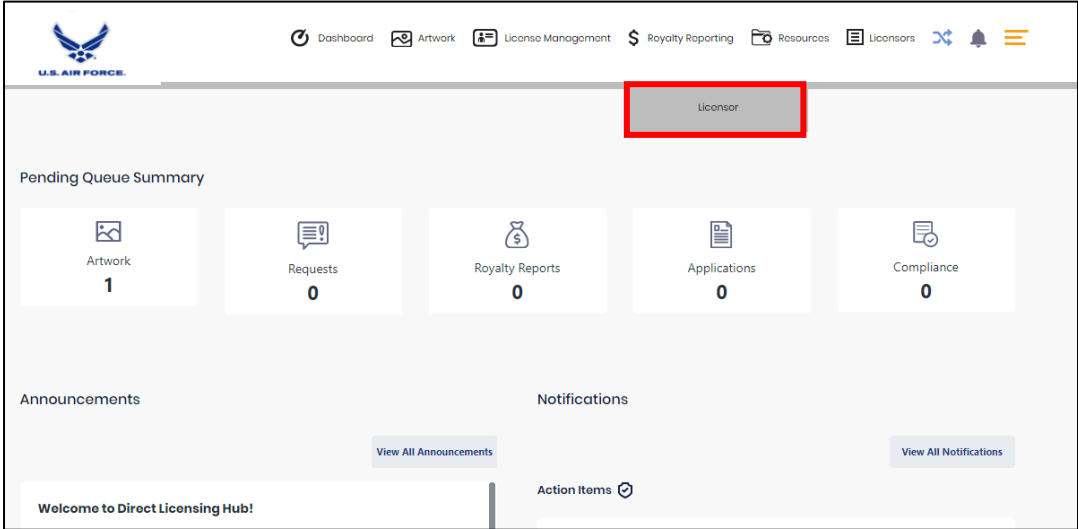


The 'Royalty' Status will remain as 'Awaiting Approval' until payment has been received and the report has been approved by the licensor.

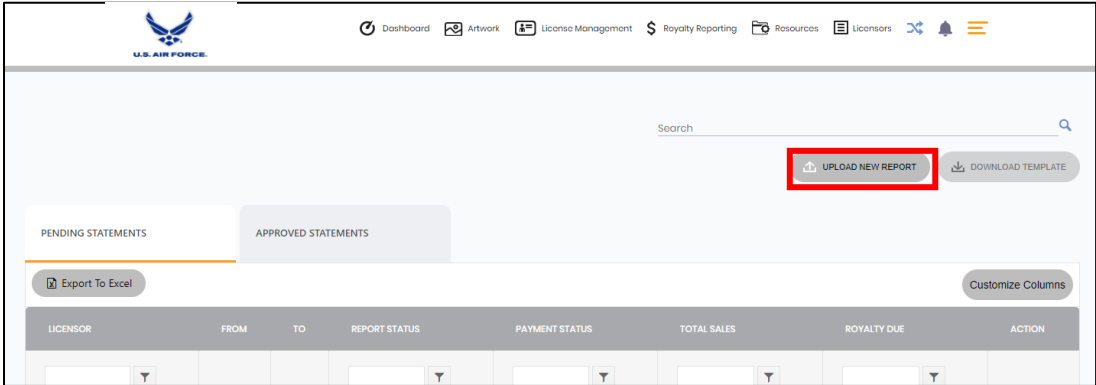
**REMINDER:** The report is not considered complete until the report is submitted and payment has been received.

### Reporting Zero Sales

1) To submit your zero sales report, hover over 'Royalty Reporting' from the dashboard and then select 'Licensor'.



2) Select 'Upload New Report'.



3) Select the appropriate reporting period, and check the box next to 'Create zero sales report'.  
4) Then, select 'Upload'. The report will show up on the grid at the bottom of the page with the status 'Completed'.

