

Submitting your eReturn



Setting the standard

The eReturns System at ABC has been designed to achieve three main aims:

- Faster delivery of certificates.
- Easier submission of data.
- Reduction in submission errors

For Publishers, the eReturns system is intuitive and easy to use. It includes online references to rules, and automatic calculations produce tables that are self-validating and error free. Follow this guide to help you submit your returns using this system.

Registering for eReturns

In order to use this system the first step is to register.

Go to <http://returns.abc.org.uk> and select Business to Business Magazines from the list.

You will be prompted to enter your email address and a password. Firstly though, click on the link in the paragraph below headed '**Unable to Log in/don't have a password?**' This will take you through to the registration page.

Enter your surname and email address in the relevant boxes and click 'request password'. Your details will automatically be scanned against our database, and if you are registered with us as a Forms contact the system will email you with your passwords. You can now go back to the previous page and log in with your email address and one of your new passwords. This will allow you to enter the system and access the titles for which you are registered as the contact.

If you are not currently registered as the Forms Contact, you must register with us for any titles you wish to submit.

You can do this by contacting us using the details given on the registration page.

Once your registration has been processed and security checks completed you will receive formal notification from ABC by email. You will then be able to login into the e Return service and request your passwords.

Passwords

The forms contact registered with ABC is issued all eReturn passwords and is responsible for the security of passwords issued to them. They are also responsible for distributing passwords to relevant personnel at their organisations.

There are three levels of access and passwords:

1 Level One - read/write/submit.

This is the master password and allows the user to enter data onto the return and submit the completed form to ABC.

2 Level Two - read/write.

The user of this password will be able to enter and save their work onto the system but does not have security clearance to submit the return to ABC.

3 Level Three - read only

The user of this password will only be able to view the return.

The eReturns process is a fully automated system so you are responsible for the accuracy of the data submitted to us!

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No manual checks are conducted on the return submission by our team. Once the certificate has been checked by you and is in the public domain, any errors can only be amended by the provision of an audit report

Entering Data

Once you have accessed the eReturns system you will be provided with a list of titles that you are registered to submit returns for.

Listed next to each title is the next return period that is due to be submitted. Please check that this is the period you wish to claim for. If you wish to change the return period you will need to contact your Account Manager who will arrange to make any necessary changes.

Simply click on the title you wish to work on and you will be presented with the Menu screen

The individual categories that apply to your circulation should be worked through in order.

For your particular title it is certain that you are not claiming circulation in all the categories listed. In this case you need only to complete the sections that are relevant to your claim.

On the tables you will notice that some data is pre-populated in areas that are highlighted yellow. This is data already held by ABC and is relevant to this return.

In areas where the information has changed from one return to the next, please enter the correct information in the spaces indicated. A good example of this is where address details may have changed or the terms of control for a title have changed.

Other areas that are highlighted yellow are areas where the system automatically calculates values that you have entered.

For added clarity rule links are provided within each section. For example if you are in doubt as to how to calculate the duplication level of your circulation then a quick click on the rule link provided will give you the information you need to complete the form.

If the data you have entered does not validate you will see an error message and then it is simply a matter of following the message and entering the correct data.

Using the save, return to menu and continue buttons

At the end of each section you will see the following options.

- Return to Menu – this button allows you to return to the menu without saving the data you have inputted.
- Save- this allows you to save the data you have inputted. .
- Save and return to menu- this button allows you to both save the data you have input and return to the menu.
- Clear- on some sheets, in particular the issue by issue circulation detail, this button allows you to clear all data input on the table.
- Continue and previous page - on some sections the data required is spread across two pages, by pushing the continue or previous page buttons you can scroll forwards or backwards between pages.

Please note that pressing the return/enter key will result in unsaved data being lost
Summary of return

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The data included in this section is a summary of data entered from other sections. This is a useful section to check your progress on a return.

Draft copy of certificate

The format of this section mimics the layout that you would find on an ABC certificate for easy reference.

Printing sections of the return

Individual screens can be printed from your pc by using the print command on your computer. Alternatively, at the top of the menu page you have a function allowing you to print all sections.

Submitting data to ABC

Once you have completed your eReturn click on the very bottom section - publisher's submission.

Here you will need to confirm that you have analysed the appropriate issue as the audit issue. Once you have done this, enter your password in the signature box and press 'submit to ABC'.

You will need to be logged in with the Level One read/write/submit password to be able to submit data. If you have been entering data using a read only, or read/write password, you will need to log out and then back in again with the read/write/submit password.

Once the eReturn has been submitted and automatically processed a draft certificate (PDF format) will be emailed to the forms contact.

You then have five working days to check and query the certificate if necessary.

After five days has elapsed the current certificate will be posted on ABC's web site and is in the public domain. At the same time a final certificate is emailed to the forms contact. (PDF format)

As the eReturns system is fully automated, publishers using the system must accept full responsibility for the accuracy of data submitted to ABC via the system.

First time reporters

If you are submitting data for the first time, your title will need to be audited by ABC before your certificate is released.

In this instance you will receive a draft certificate to check but ABC will only release the final certificate to you once the audit is complete.

How To Get More Information

The Business Magazine Reporting Standards are available from the ABC website www.abc.org.uk. If you need to discuss any aspect of ABC please contact an ABC Account Manager (01442 870800)

This outline is intended as a brief user-friendly guide to the topic. It is not intended as a replacement for, or interpretation of, the relevant ABC Reporting Standards. In all cases where this guide and the Reporting Standards differ, the Reporting Standards will prevail.