1.0. TOC

1.0. Welcome to Orbis

Orbis contains comprehensive information on companies worldwide. You can use it to research individual companies or find companies with specific profiles and analyse them.

2.0. System requirements

2.1. Hardware

» 1-gigahertz (GHz) 32-bit (x86) processor or 64-bit (x64) processor
» 1 Gb of system memory

2.2. Software

» Microsoft Windows Vista Service Pack 2 or higher
» Internet Explorer 9 or higher
» Microsoft .NET Framework 4.6

3.0. Tour

This short tour will guide you through the main features and enhancements of the latest version of Orbis

3.1. Quick search bar

» An easy way to search for a company by name or BvD ID.
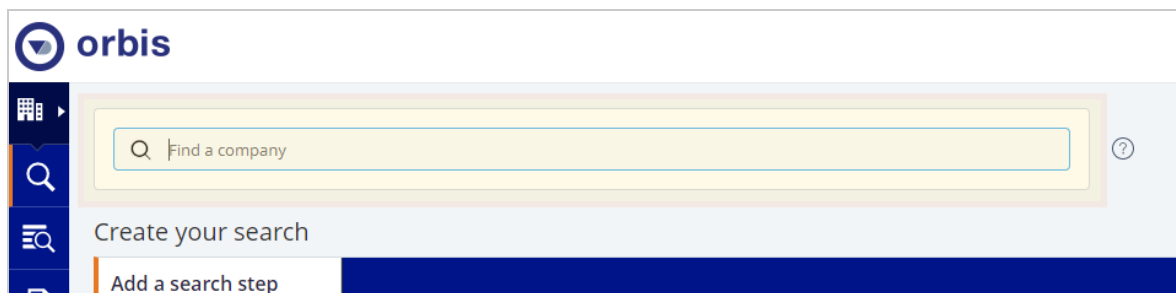
3.2. Navigation panel

» Main menu functions can be found here. This panel is always visible.
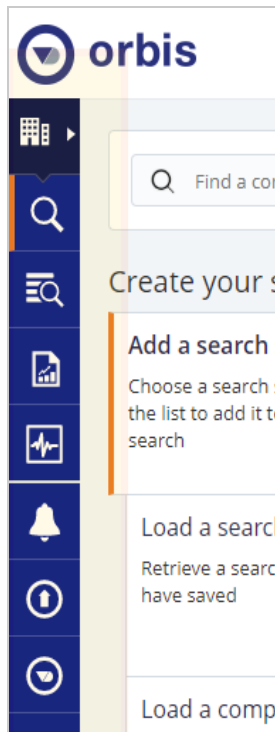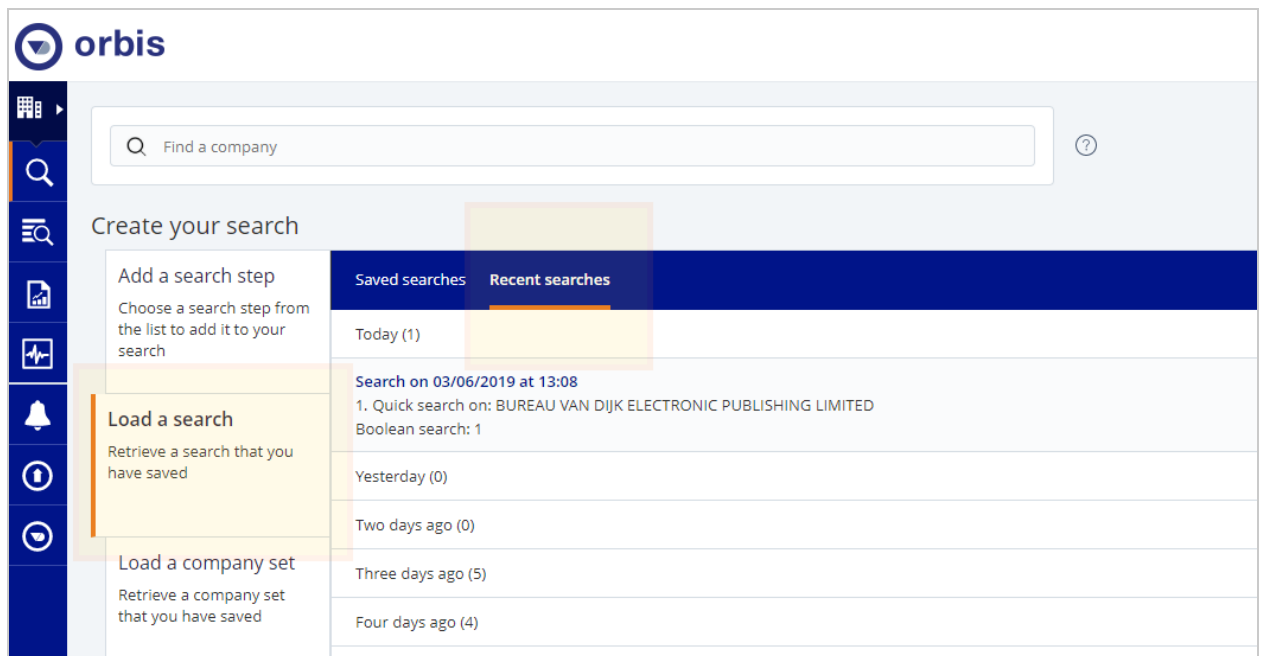
	Database	Select the database to work with.
	Search	Search for companies and manage saved searches.
	Results	View and manage the list of companies matching your criteria.
	Report	View and manage the company report for a search result.
	Tools	Launch tools to analyze or gain further insight from the data.

	Alerts	Manage alerts to be notified of data changes.
	Export	Options to export data in various formats.
	My Orbis	Configure user data and manage settings.

3.3. Saved and recent searches

» Access your saved searches and retrieve any recent searches (saved or otherwise).

3.4. Search categories and criteria

» The left and right panels allow multiple search steps to be defined, in order to search for a specific set of companies.
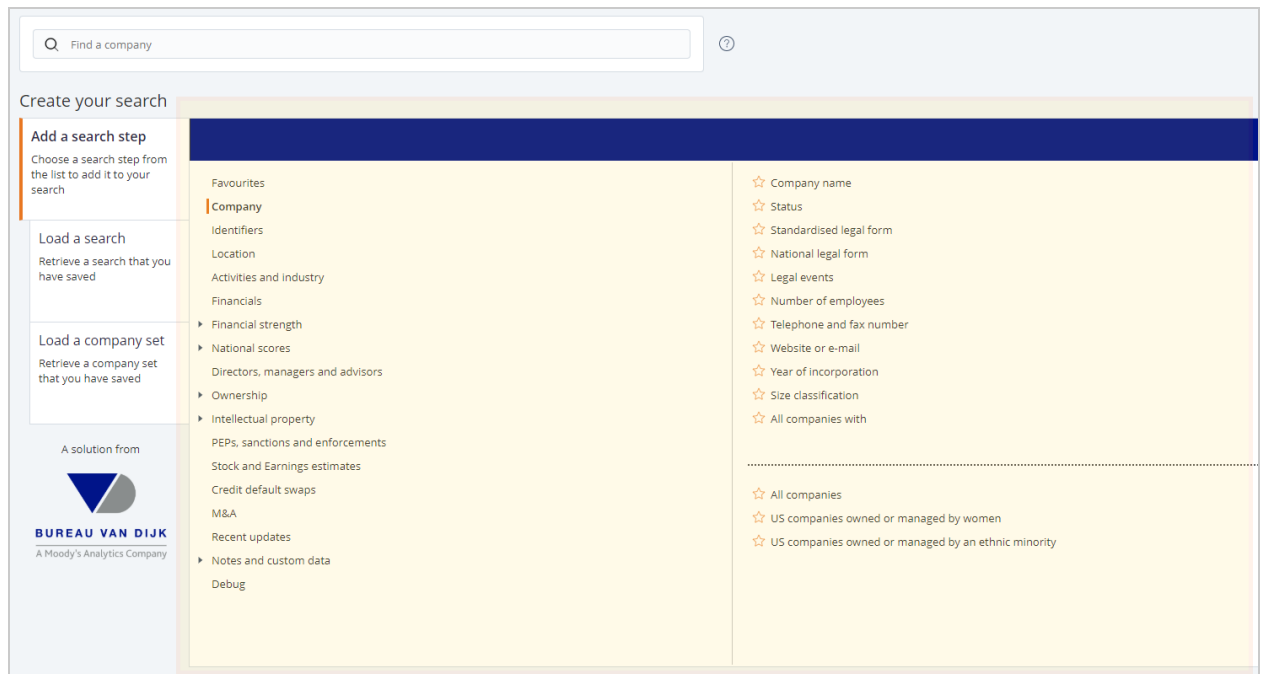
3.5. Contextual help

» Direct access to help that relates to this specific field or section.
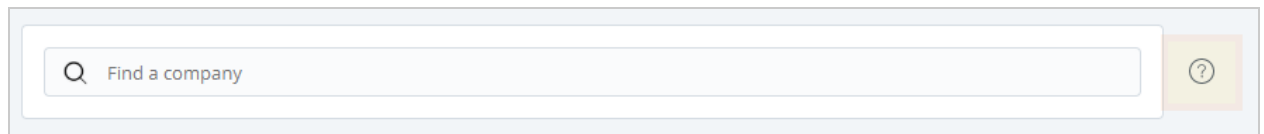
3.6. Help menu

» Access the full help menu for walk-throughs, guides and video tutorials.
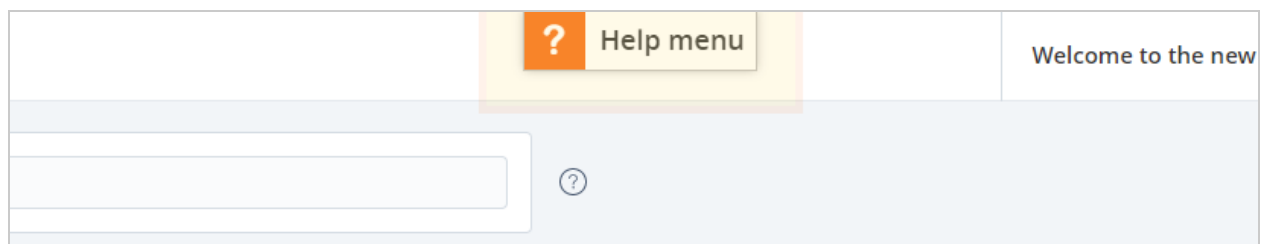
3.7. User guide menu

This menu is split into two sections:

» Using Orbis, which includes guides and links.
» Top searches, which displays the most commonly searched for articles.

Using Orbis		Top guide searches	
What's new?	›	1 - Search for a company	›
Video tutorials	›	2 - Reporting	›
Understand the data	›	3 - Navigation panel	›
Printable guide	›	4 - Portfolios	›
Links	›	5 - Navigation options	›
Developer APIs	›		
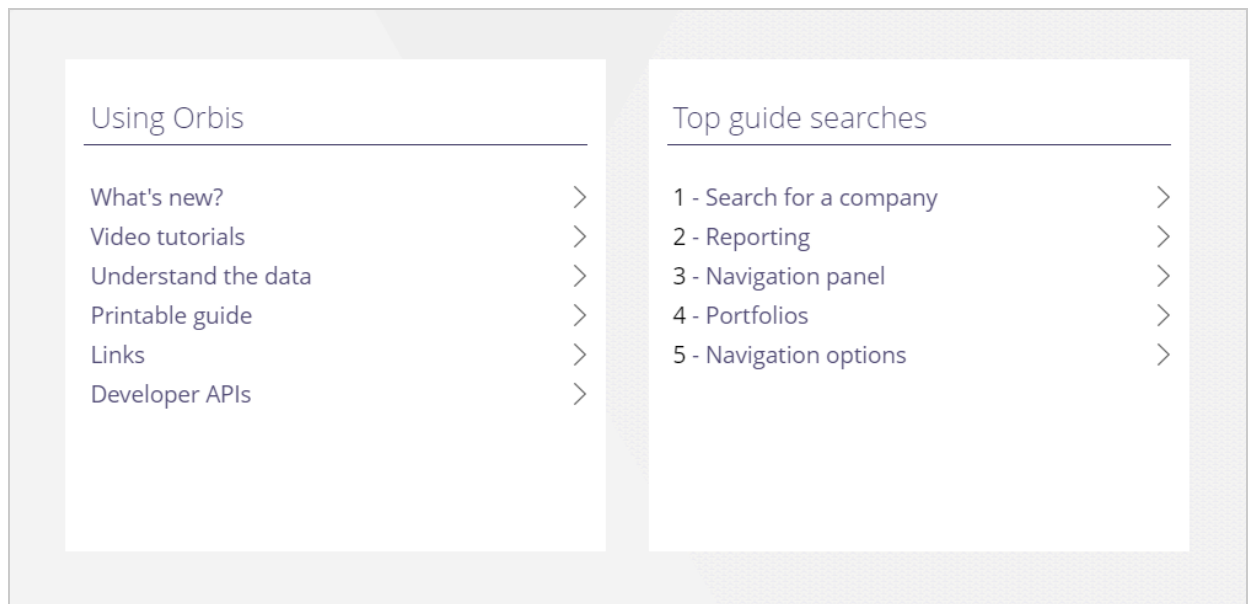
3.8. User guide search

» Search for a user guide title or content using keywords or phrases.

Search guide	🔍
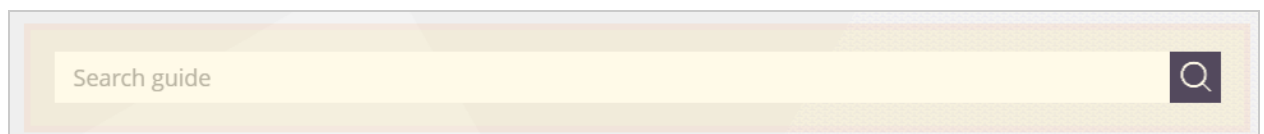
3.9. User administration

» Access your user profile, help contact details, view your credits and sign out.
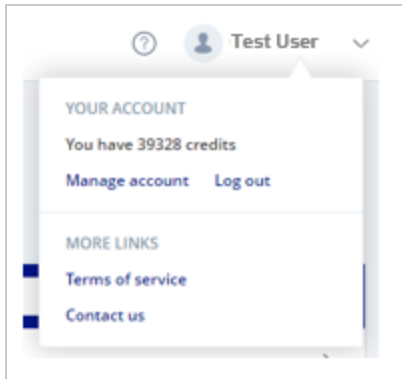
3.10. Learn more

» Watch a video
» Help me step by step

4.0. Quick search

Use the **Quick search bar** to find information on a company when you already know the company name. This is the quickest way to locate a company in the Orbis database.

This section provides information and instruction to:

4.1. Search by company name or BvD ID

1. Type the company name in the **Quick search bar** at the top of the **Search** page.
2. From the results list, select the company.
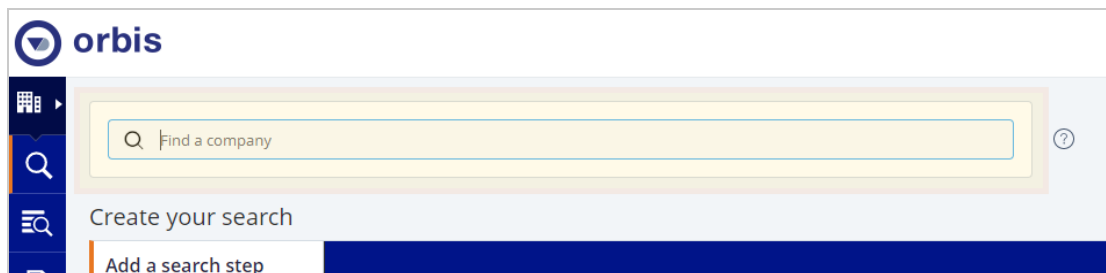
Tip:

Add a comma (,) and then a country name to narrow down the results.

Please note that ISO country codes are not supported.

You can also search by typing an identifier, such as the BvD ID number .

3. Select a company from the results, or click **Select all search results** to see all companies that match your criteria.

> **Tip:**
>
> Company not found? Try scrolling through the results or type different search criteria.

4. Detailed information on the company is displayed in the report, beginning with a summary of key information.
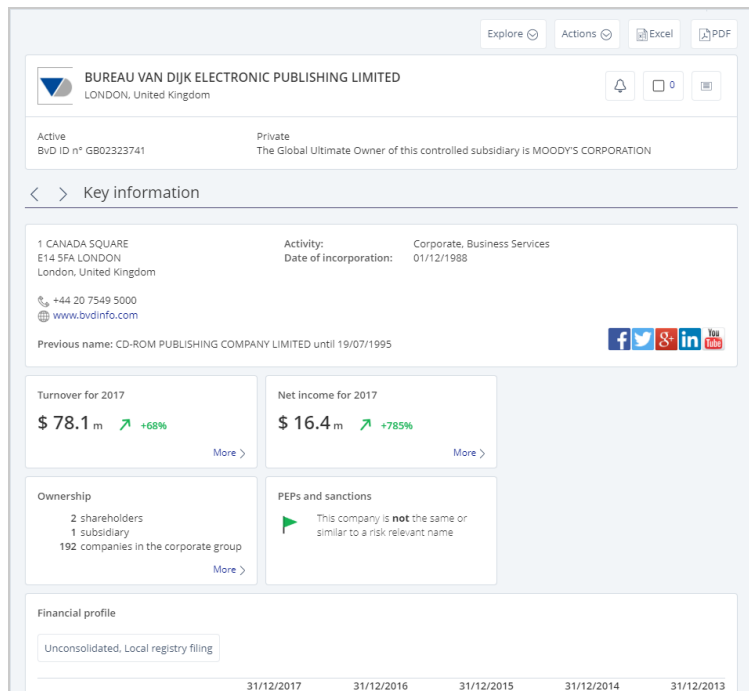
4.2. Company information

The company information is presented in two ways:

» **Books**, consisting of chapters that provide information on specific topics.

» **Worksheets**, financial information in an Excel-like format.
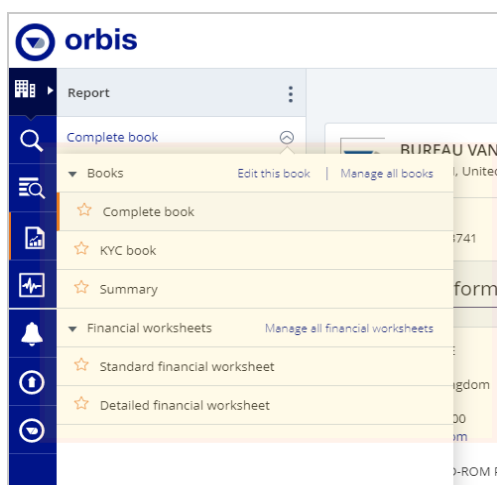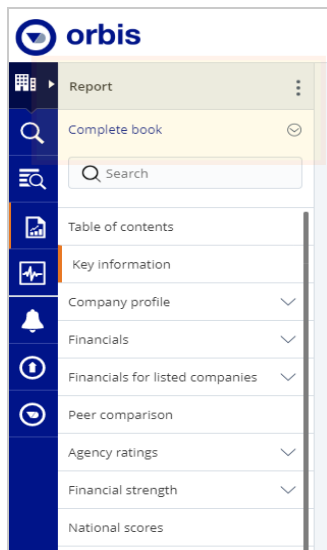
Tip:

Return to the **Search** page using the **Navigation panel**.

4.3. Learn more

» Watch a video
» Help me step by step

5.0. Building a search

If you want to find all the companies in the Orbis database that meet specific criteria, or if a quick search didn't find the company you wanted, you can create a step-by-step search to find all companies meeting your criteria. Orbis includes a wide range of criteria and features, to let you manage the results.

This section provides information and instruction to do the following:

"Add a search step" below

"Check your results" on page 23

"Check the company information" on page 24

"Save your search" on page 25

"Saved searches vs company sets" on page 26

"Load a search" on page 26

"Replace a search" on page 27

"Learn more" on page 27

5.1. Add a search step

By adding search steps, you can combine as many steps as you like to get the exact information from the database.

1. Click **Add a search step** from the **Search** page. The available search criteria are displayed, grouped by category.
2. Select a category from the left-hand column.
3. Select a criterion from the right-hand column.
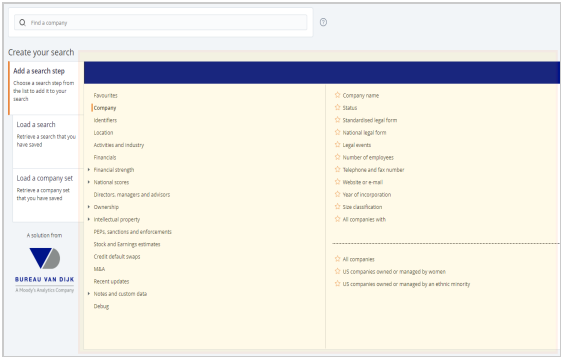
4. Configure the criteria as required, in the appropriate version of the page. Orbis calculates the number of matching companies.

5. Click **OK** to add the search step.

» If you can't remember the category name, type part of the name in the **Find a search criterion** bar.
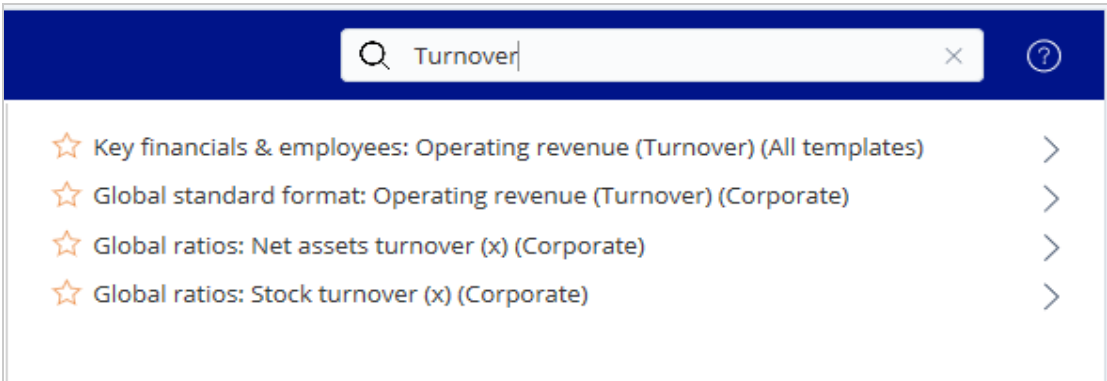
» Save time by clicking the ☆ icon to add any of your most used criteria to your favourites.

» Click ✕ to delete a search step, or take it out of the search temporarily by clearing the check box in the **Your search** panel.
» If you want to start over, click **Start again** at the top right of the page.
» Adding steps will restrict the number of search results. The default Boolean relationship between steps is 'AND', but you can use other "Boolean operators" on page 31 to control the results of the search.

5.2. Check your results

Once you have added all the steps, check the result by clicking **View results** (or **Results** from the left navigation panel). You will see the list of all companies that match your criteria.

Adapt this list to best suit your needs:

» Add or remove columns from the list.
» Change the currency. The default currency is set in My Orbis.
» Add your own notes to one, several or all companies.

Tip:

> Set an alert to stay informed about future changes to the company.
>
> If you're not happy with the results, you can remove or modify search steps directly from the **Results** page, or you can go back at any time to the **Search** page.

5.3. Check the company information

1. From the list of results, view the detailed [report](#) of a company by clicking on its name (or on **Report** in the navigation panel).
2. Go back to the list via **Results** in the navigation panel. Or you can navigate directly from the report to another company in your list:
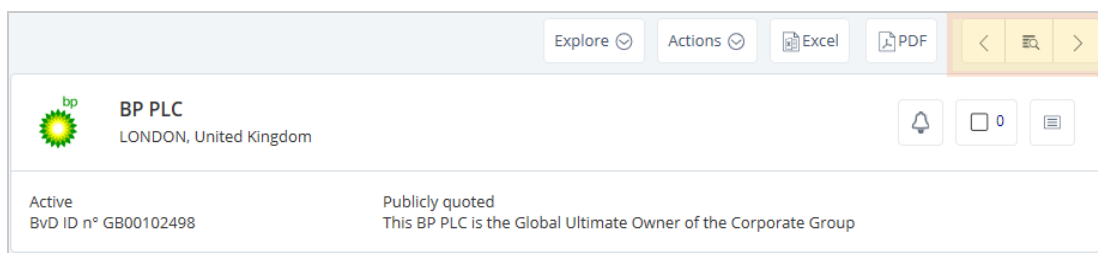
Can't find what you're looking for? Try the following:

» Modify a search step in the **Your search** panel by clicking the name of a step.
» Delete a search step by clicking the ✕ icon.
» Remove a search step temporarily by clearing its check box.
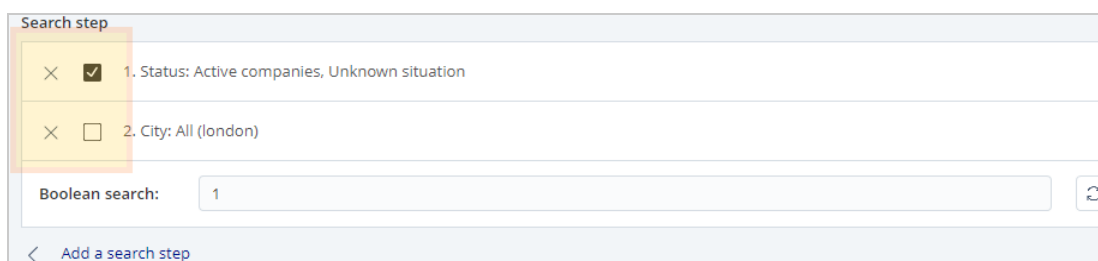
Create your own personalised book or financial worksheet from the report:
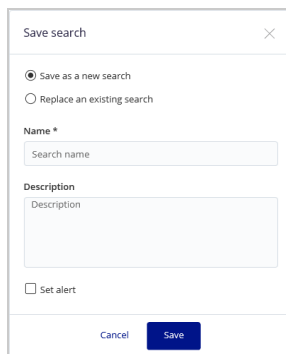
» Remove, add or rearrange information to create your own personalised book or financial worksheet.

» Add your own comment in a note.

5.4. Save your search

1. Click the **Save** icon in the upper right of the **Search** page, to save the steps of the current search so you can reuse them later.
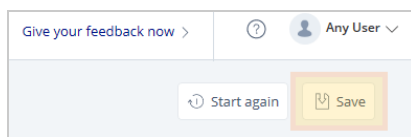
2. In the **Save** search dialog, select whether to save the steps as a new search or replace an existing one.

3. Type a name for your new search, or select the one you want to replace.
4. Type a description (optional).
5. Select the check box to be alerted of any changes to company data.
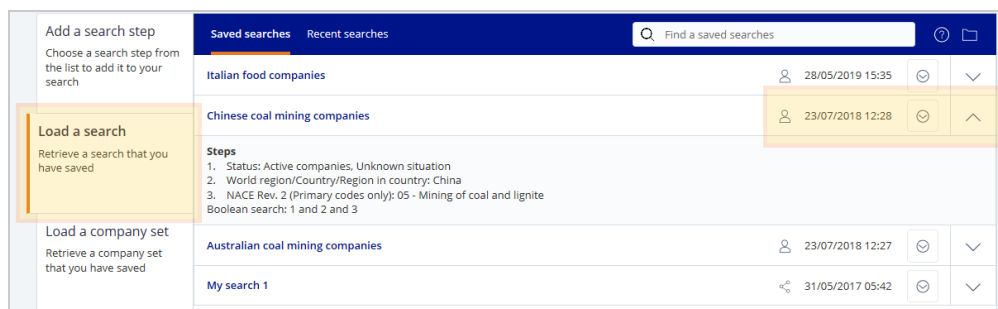
5.5. Saved searches vs company sets

If you save from the **Search** page, you'll be saving the search steps. If you save from the **Results** list, you'll be saving a company set.

» **Saved searches:** if you save a search, then each time you reload it you'll apply those steps to the Orbis company database. Your results will then include all companies that now match those steps, allowing for any database updates made since the search was saved.

» **Saved company sets**: if you save a company set you'll save a fixed list of BvD IDs. When you reload the set it will always include the same companies regardless of whether later changes on the database would remove any or add new results to the search that generated the set.

5.6. Load a search

1. From the **Search** page, click the **Load a search** tab to see the searches you have saved.

2. Click the [⌄] icon to expand a row in the list. You can view the steps and Boolean operators it has used.

5.7. Replace a search

1. From the list of saved searches, click ⊙ to open the menu, and then select **Load this search**. You'll be prompted to decide whether you want to replace your current search with the loaded search, or to add its steps to the current search.
2. Optionally, you can modify the steps of the current search and then save it.

> **Tip:**
>
> Don't worry if you forget to save a search as Orbis keeps a history of your recent searches. Click **Recent searches** above the list of saved searches to view them. If you load one you'll be able to save it with a name as shown above.
>
> If you often use the same search in Orbis, why not try the **Start this search at startup** feature? The saved search will load automatically each time you log in to Orbis. See Manage your searches and company sets.

5.8. Learn more

» Watch a video
» Help me step by step

6.0. Managing options

A number of options are available to determine how searches and company sets behave. Icons are also displayed to provide further information.

6.1. Manage your searches and company sets

The list of saved searches includes icons that provide you with certain information about them.

This search was created by you.

This saved search is loaded automatically when you log in to Orbis. It may be a good idea to activate this feature for a search you use often.
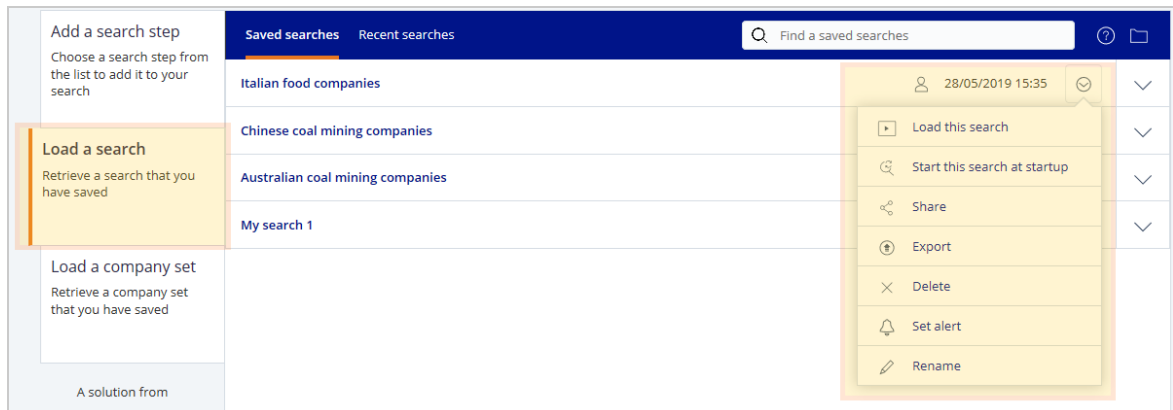
An alert is active for this search.

This search or set is shared with your colleagues.

» Make changes to saved searches or company sets when you open the ⌄ menu. The available actions depend on the search or set:

Option	Description
Load this search	Select the search to be loaded.
	You'll be prompted to replace or add steps to any current search.
Start this search at startup	Assign a saved search as your Startup search or remove it if you already assigned it.
Share / Unshare	Share a search or set with colleagues. Unshare it if a search or set is already shared.
	Once shared, it will automatically appear in your colleagues' saved searches.
Export	Export your search or set to Excel.
Delete	Completely remove the search or set.
Set alert / Remove alert	Activate an alert or remove it if one is already active.
Rename	Change the name and description of your search or set so that you can easily find them in the overview.
Hide / Unhide	This action is only available for searches or sets that are shared with you by other users.
	You can hide it if you don't want to see the search or set in your list.
	To unhide it, you go to the Manage page.

> **Tip:**
>
> Click **Manage searches** to go to a page dedicated to changing settings for searches and sets.
>
>
>
> Click **Recent searches** to view and manage searches you performed recently whether you saved them or not.
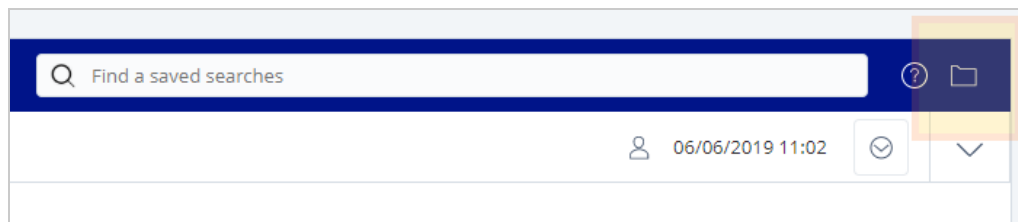
6.2. Learn more

» Watch a video
» Help me step by step

7.0. Boolean operators

Orbis uses Boolean operators (AND, OR, NOT, AND NOT or FROM) to control how the search steps are to be combined.

The default setting in Orbis is that of an AND relationship, so that your search result matches all the criteria of the search steps together.

You may want to use search steps to exclude certain companies from your results or you could be looking for a list of companies meeting either criterion A or criterion B, but they do not have to meet both criteria at the same time. Use Boolean operators to help you with this.

Modify your Boolean search by adding the correct relations in the Boolean search box. Use parenthesis to ensure your operators are combined as intended.

Your search: 20,768 companies				
Search step		**Result for:**	**Step**	**Search**
✕ ☑ 1. Status: Active companies, Unknown situation		⟩	245,813,234	245,813,234
✕ ☑ 2. City: All (london)		⟩	2,914,470	1,134,055
✕ ☑ 3. Size classification: Large		⟩	1,784,326	20,768
Boolean search:	1 and 2 and 3 ⟳ ⑦		**Total:**	**20,768**

» Orbis uses the following Boolean operators:

Operator	Definition
AND	View companies that comply with both criteria Example: Companies active in the UK (criteria 1) AND active in the publishing and printing sector (criteria 2) Boolean expression: 1 **and** 2
OR	View companies that comply with either of the criteria. Example: Companies active in the UK (criteria 1) OR the publishing and printing sector (criteria 2) Boolean expression: 1 **or** 2

Operator	Definition
AND NOT	View companies that comply with one search step but that do not comply with the other. Example: Companies active in the UK (criteria 1), but not active in the printing and publishing sector (criteria 2) Boolean expression: 1 **and not** 2
FROM	This is a special operator that must be used when you perform a search by "Top" available in searches based on financials and number of employees. It means you are taking the top N entities from the results of your previous search steps. Example: The top 10 companies in terms of revenue (Top N) active in the UK (criteria 1) but not active in the printing and publishing sector (criteria 2) Boolean expression: N FROM (1 **and not** 2)

> **Note**:
>
> In a Boolean expressions, the following priority is applied:
>
> 1. Expression included in parenthesis
> 2. FROM
> 3. AND / AND NOT
> 4. OR

7.1. Learn more

» Watch a video
» Help me step by step

8.0. Search results

Results of your search are displayed in a list that can be modified. You can edit columns, sort them, save the layout and create random samples. Fine-tune your list by removing companies or adding notes directly from the list. When your list is ready, you can export your results. The Results page provides a variety of options to modify the results.

This section provides information and instruction to do the following:

"Modify your list of results" below

"Define the visible information" on the next page

8.1. Modify your list of results

» If you do not want to see one of the companies in your list of results, you can remove it by clicking the delete icon (✕).

» Visit the **Actions** menu to delete several companies at once (all the selected, non-selected, or a range of companies by list order number).

» The deleted companies will be removed from the list immediately. You can retrieve them via the **Actions** menu or via the search overview.

> **Tip:**
>
> Modify any search step by expanding the **Your search** panel and clicking the step.
>
> Add further steps by clicking **Add a search step** at the bottom of the **Your search** panel.

8.2. Define the visible information

» Orbis offers an extensive amount of displayed information, but not all of it may be relevant to your search. You can add or remove columns, remove companies from the results, sort or filter the results, save a combination of columns and sorting as a "view", as well as apply different views to the results.

8.2.1. Add or remove columns

» Use the **Add/remove columns** feature to customize the results list, selecting from all the available categories of information.

> **Example:**
>
> If you have searched for food companies in Italy, the default 'Country ISO code' column won't be useful, but you might want to see a column of directors' names instead.

» In the Add/remove columns page, the columns in the current list are displayed on the right.

1. Click ✕ to remove any column, or use ⬍ to drag-and-drop them into the order of your choice.

2. Add a column by selecting its category on the left, then select from the columns that are displayed in the middle pane. Your selection is added to the right pane.
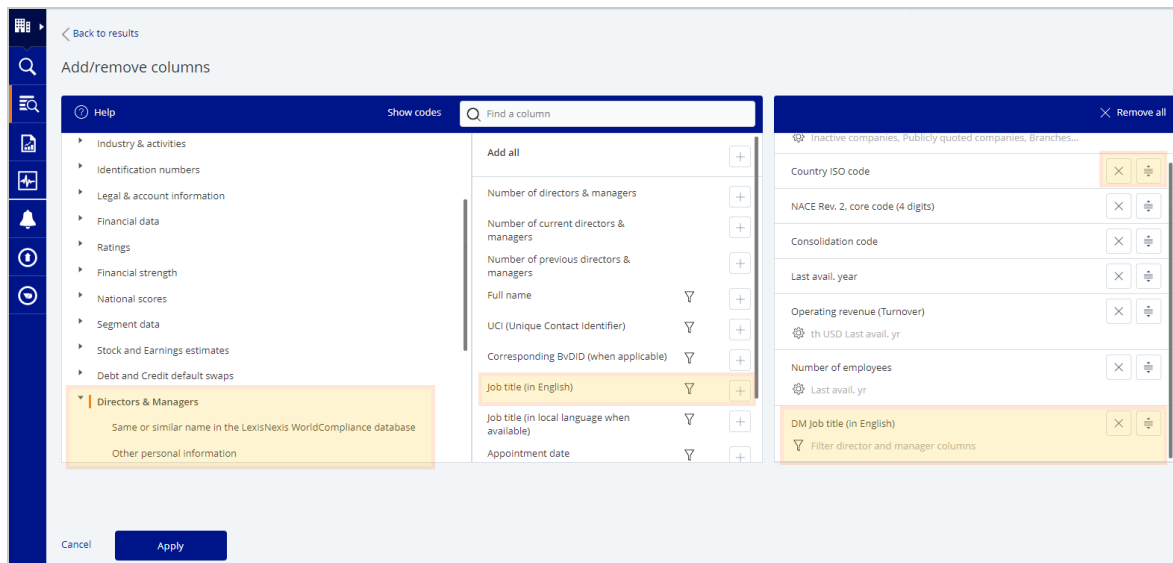
3. Click **Apply** to see the changes in your list of results.

» In the results list page, you can still change the column order by dragging-and-dropping column headers. Hover over a header to view an options menu. Delete the column, sort its contents, or edit it in ways specific to the displayed data.

8.2.2. Column options

» For some columns, especially with financial values, additional options are available. Click **Edit options** (or ⚙ when adding a column), to quickly change options

such as the time period or the currency.

Edit		
Time period	**Currency**	**Units**

Edit

Time period

Relative	Absolute	Projections

Annual data
- ○ Last avail. yr
- ○ Year - 1
- ◉ Year - 2
- ○ Year - 3
- ○ Year - 4
- ○ Year - 5
- ○ Year - 6
- ○ Year - 7
- ○ Year - 8
- ○ Year - 9

Interim data
- ○ Last avail. quarter
- ○ Quarter - 1
- ○ Quarter - 2
- ○ Quarter - 3
- ○ Quarter - 4
- ○ Quarter - 5
- ○ Quarter - 6
- ○ Quarter - 7
- ○ Quarter - 8
- ○ Quarter - 9
- ○ Quarter - 10

Currency
- ◉ Default currency (USD)
- ○ Original currency
- ○ AUD
- ○ CAD
- ○ CHF
- ○ DKK
- ○ EUR
- ○ GBP

Units
- ◉ Default
- ○ Units
- ○ thousand
- ○ million
- ○ billion

Exchange rate
- ◉ At each closing date
- ○ At last closing date
- ○ My rates

Display
- ◉ Money values
- ○ Relative sizes
- ○ Variations

Cancel   **Edit**

» When there are repeatable fields, i.e. when there may be more than one value for the same column, you can choose whether you want to see just the first value or all

available values.

8.2.3. Set the currency

1. From the **Currency** menu, select the display currency for financials, or return to the default currency.

» The menu may include common ones only or all recognized currencies depending on a user setting.

8.2.4. Filter the data

» Additional filter options are available for some columns, which you can use to refine the information you see in the results list.

> **Example:**
>
> Information relating to directors, managers, other types of contact, or members of the corporate group.

» For appropriate columns, when you hover over the header, the menu includes a filter option (▽), or configure filter options for a column when you add it to the list. An

appropriate version of the filter is displayed.

> ### Note:
>
> When you apply a filter to a column, it is automatically applied to all other columns with related data.

8.3. Save and re-use a list view

» A view is a combination of columns, their order, and any filter conditions applied to them. You can save the current results list configuration as a view, and apply a saved view to a list of results to choose which information you can see.

» If you make any changes to the current column settings, a prompt is displayed a the top of the results list inviting you to save the modified view, or to undo all changes.
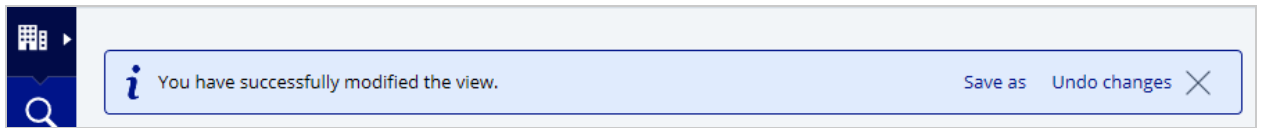
Note:

Even if you do not save the current column settings as a view, they will remain until you end the session by logging out.

1. The currently selected view is displayed on the right, above the list of results. Click to display a menu of available views. The default is called 'Standard view'.
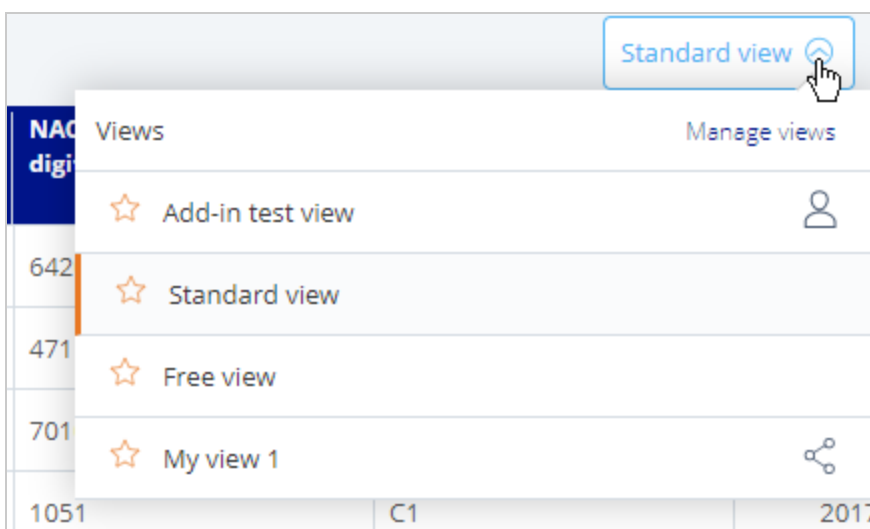
2. Click **Manage views** to create a new view or manage existing ones. In the Manage views page, click ⌄ to expand a row revealing which columns it contains.

3. Click the ⊙ icon to display a menu of options.
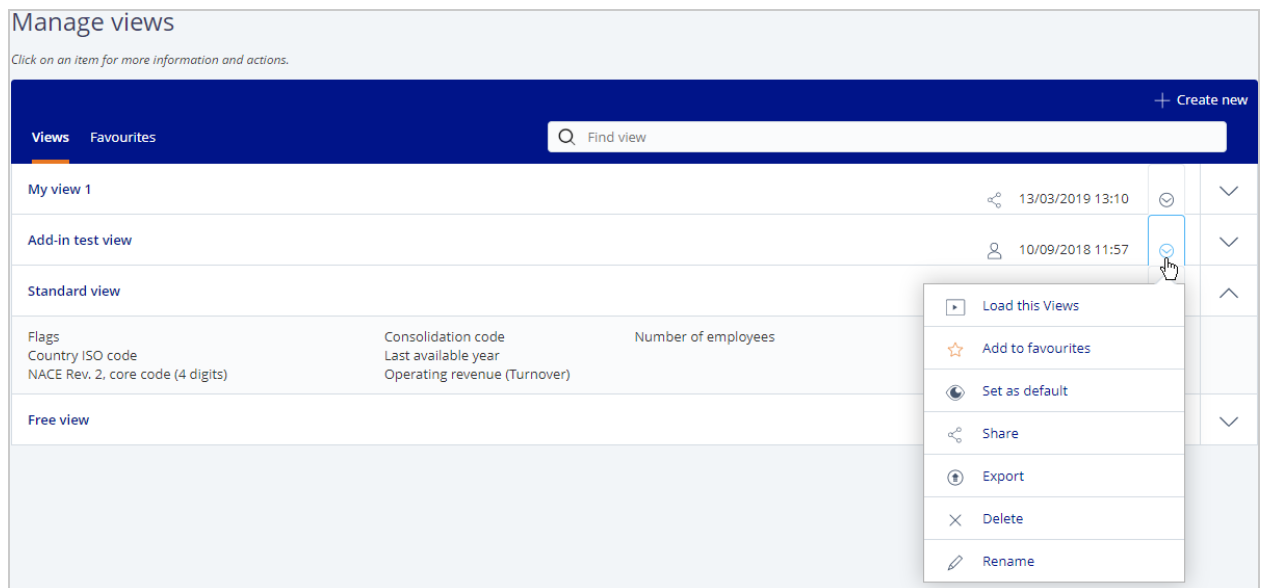
Option	Description
Load this view	Load this as the current view for your results list.
Add to favourites / Remove from favourites	The favourite views appear at the top of the selection menu.
Set as default	Assign a view as the default for a new session of work, or remove it if you already assigned it.
Share / Unshare	Share a view with colleagues. Unshare it if a view is already shared. Once shared, it will automatically appear in your colleagues' selection menu.
Export	Download the view configuration to your computer in .list format, perhaps to send to other Orbis users.
Delete	Remove from the list a view you no longer need.
Rename	Change the name of the view.
Hide / Unhide	This action is only available for views that are shared with you by other users. You can hide it if you don't want to see the view in your selection menu.

8.4. Add notes to a company

» You can add a text note to one or more companies in the list of results, perhaps to share business information with colleagues. You can search for companies that have notes added, or according to the text of a note.

> **Example:**
>
> Companies returned in your results provide products or services in direct competition with your organization. Add notes to those companies to indicate the products or serves offered, that compete with yours. All colleagues will be able to see those notes and will be able to search for them at a later date.

» Add a note to one company by clicking the ▤ icon. Assign a highlight colour to help organize your notes.

» Select the check boxes of several companies and then use the **Actions** menu to assign the same note to them all.
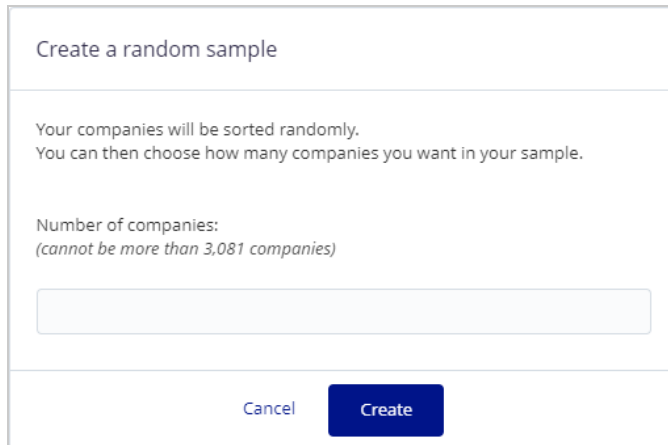
> **Note:**
>
> If the company already has a note, the pop-up dialog also includes a **Delete** button.

8.5. Random sampling and sorting

» Assume you're looking for 100 marketing targets. You've determined a number of criteria, such as "active in Italy, limited to the food sector, revenue at least €20,000,000 per year". Orbis returns the results, comprising 3,081 companies, which greatly exceeds your marketing budget.

1. Click **Actions** and select **Create a random sample**, to open a dialog in which you can define a number of companies of your choice, selected from the search results and sorted randomly.

Create a random sample

Your companies will be sorted randomly.
You can then choose how many companies you want in your sample.

Number of companies:
(cannot be more than 3,081 companies)

Cancel   **Create**

2. Type the required number, then click **Create**. An extra step is added to the **Your search** panel indicating that surplus results were deleted. A label alongside indic-

ates that the modified list is now randomly sorted.

Search step	Result for:	Step
1. World region/Country/Region in country: Italy	>	5,566,043
2. Activity text search: food	>	11,884,516
3. Operating revenue (Turnover) (m EUR): min=20, Last available year, exclusion of companies with no recent financial data and Public authorities/States/Governments	>	548,436
4. Companies deleted: from 101 to 3081		100

Your search: 100 companies — Randomly sorted

Boolean search: 4 from (1 and 2 and 3)   Total: 100

Add a search step

1 / 4

Standard view   Add/remove columns

	Company name		Flags	Country ISO code	NACE Rev. 2, core code (4 digits)	Consolidation code	Last avail. year	Operating revenue... th USD Last...	Number of employees Last avail. yr
1.	MARFISI CARNI S.R.L.			IT	1010	U1	2017	62,317	74
2.	UNIMANDORLE S.R.L.			IT	4631	U1	2017	29,513	16
3.	A.O.G. - S.R.L.			IT	9200	U1	2017	44,651	154
4.	ASTREA S.R.L.			IT	4711	U1	2016	71,538	238
5.	RIVOIRA GIOVANNI & FIGLI - S.P.A.			IT	1030	U1	2018	52,826	108

» To undo the whole action, either delete the search step from **Your search**, or select **Actions** and then **Undo random sample**.

» If your search strategy already found a maximum of 100 results, you could create more variety than an alphabetical sort by selecting **Actions** and then **Sort results randomly**.

Using the sort feature in one of the column headings cancels the random sort.

8.6. Learn more
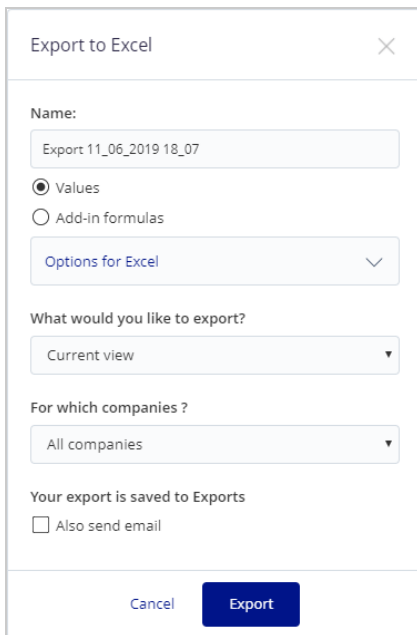
» Watch a video
» Help me step by step

9.0. Export your results

1. Click the **Excel** icon at the top of the list to export your results.

    > **Note:**
    >
    > You can also export a list of up to 3,000 companies into a template by using the Office Add-in tool.

3. In the dialog box, type a name for the resulting file, the view (to control which columns etc. to include), and the range of companies. Expand **Options for Excel** to control whether to include the search steps, and how multiple values are to be treated. The results will be saved to **Exports**, but you also have the option of sending an email to any recipient.

4. Select **Actions>BvD ID numbers** to download the companies' identifiers as a file in .bvd format. This can be used to upload the companies into another Bureau van Dijk product, or into a local database for integration purposes using the Bureau van Dijk Webservices.

9.1. Export your results to Add-in

» In the Export to Excel dialog, select **Add-in formulas** option button to display an appropriate range of options:

1. Click **Generate** to generate a macro-enabled worksheet.

   > **Note:**
   > You can export a maximum of 3,000 companies in this format.

Include the company name?

» Select to include company names for items in your list.

   > **Note:**

> This option in unavailable if you select Result list view - GetListData() below.

Which add-in formula should be used?

» Matrix - GetDataTable()

Uses Excel's native array formula. Select an array of cells in the worksheet and insert a formula to determine their contents.

» Result list view - GetListData()

» Suitable for templates with special contact/ownership data, this allows you to retrieve information for multiple companies for a specific list view. You'll be prompted to type a name for the current view if it does not already have one.

> **Note:**
>
> This option disables Include the **company name** and **one period per sheet** options.

» Single - GetData()

The default option, this is suitable for the majority of templates.

Which layout would you like to use?

» One table with all data.

Includes all output data in a single table of the worksheet.

» One company per sheet (max 255).

» One period per sheet.

9.2. Learn more

» Watch a video
» Help me step by step

10.0. Get more from reports

You can customize the company information to create your own personalized company reports. Use Orbis books and financial worksheets for this task.

This section provides information and instruction to do the following:

10.1. About books and worksheets

» When you first arrive in a **Report**, you have access to all the company information available in Orbis.

» Orbis organises the company information in books and financial worksheets. By default, the **Complete book** is open.

10.1.1. Books

» Books are composed of chapters that provide information on a specific topic. On the left side of the screen you can see an overview of the available chapters.
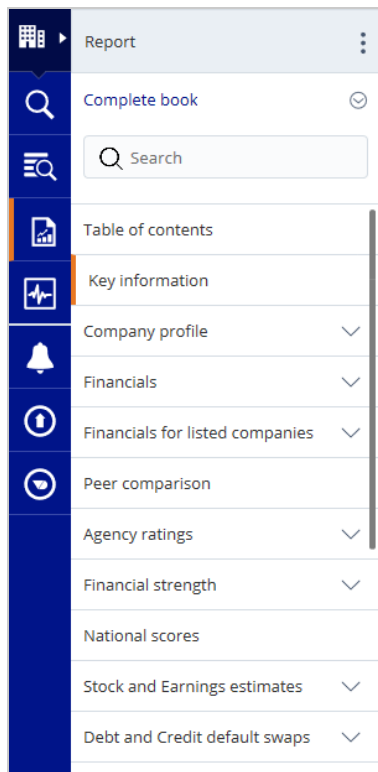
» Use the **Search bar** to locate a chapter. The search results include chapter names and subsection names:
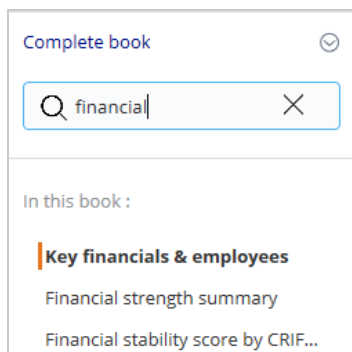
» To switch to a different book (or financial worksheet), just click ⊙ next to the current book's name and select from the menu:
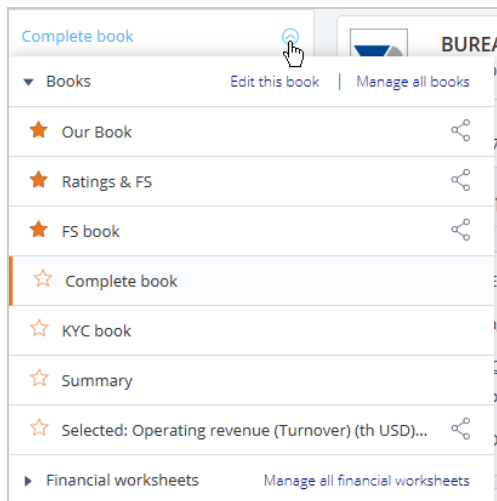
> **Tip:**
>
> Click **Edit this book** to modify the chapters it contains.
>
> Click **Manage all books** to manage your books and to create new ones.

10.1.2. Financial worksheets

» Some chapters of the report contain a link to the underlying worksheet:

» Financial worksheets contain financial information in an Excel-like format. They don't have chapters, but you can navigate content using the tabs at the top of the

worksheet.

» You can verify how some values were calculated by clicking on them. A pop-up window shows the calculation.

» Click a PDF icon next to a value to jump to the location in the original document where the value appears.

» To switch to a different financial worksheet (or book), just click ⊙ next to the current book's name and select from the menu.

> **Tip:**
>
> Click **Manage all financial worksheets** to manage and create them.

10.1.3. Manage your books and financial worksheets

Books and financial worksheets can easily be customized.

» Click **Manage all books** from the menu on the left of the screen; you can see an overview of your saved books and financial worksheets (use the links at the top of

the page to switch between them).
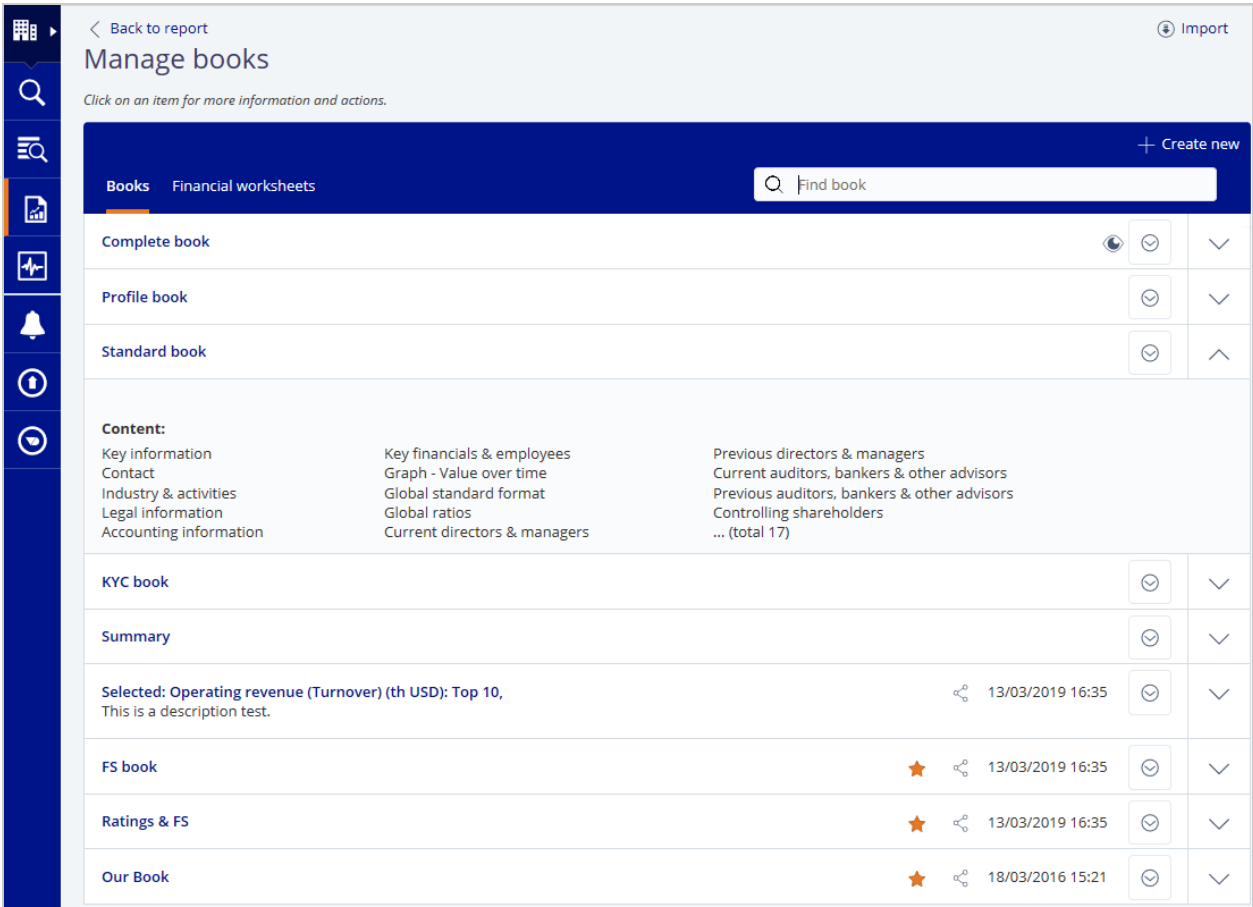
» In the Manage books page, click [⌄] to expand a row revealing which chapters it contains.

» Manage a specific book or worksheet by clicking the ⊘ icon to the right of it, and select from the menu:

Icon	Description
▶ Load this book / financial worksheet	Load the book or financial worksheet as current.
☆ Add to favourites / Remove from favourites	Add a book or financial worksheet to your favourites. It will appear at the top of the list.
◑ Set as default	Set a saved book or financial worksheet as the default. When you open the report of a company, this book or worksheet will be used automatically.

Icon	Description
⟨ Share	For any book or worksheet you created (marked 👤), share it with colleagues so it appears in their menu.
⬆ Export	Export the book or financial worksheet. Download the book or worksheet (.book format) so you can import it in another Bureau van Dijk application.
✕ Delete / Remove	For any book or worksheet you created, delete it. For items shared with you by others, remove it from your list.
✎ Rename	For any book or worksheet you created, rename it.

10.2. Customize your books

» Customize a book so that it contains the information you wish to see. Create a book from scratch, or edit a book and then save it with the same name or with a new name.

1. Click the **Edit this book** option in the chapters menu:
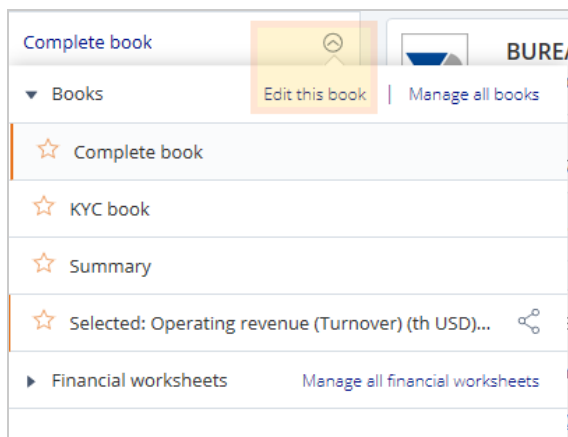
» The **Edit <current book>** page is displayed:

» Add chapters by clicking **Add content** and select from the available chapters in the add content dialog.

» Delete a chapter by clicking ✕ on the left; delete all the chapters together by clicking **Remove all** in the upper right.

» Use the ⇕ icons to drag-and-drop chapters into the order of your choice.

» Click **Modify content** to edit chapters.

　　» Some chapters only allow you to update the title in the text box

　　» Some chapters allow you to add extra tiles by clicking ☐＋

　　» Some chapters allow you to move or delete tiles by clicking ≡✕

Click **Apply** to close the Edit <current book> page and see the result.

» Save your changes by clicking **Save**, or **Save as** to create a new book.

» Click **Undo all changes** if you want to retain the previous content.

10.3. Customize your worksheet

Define which time periods you want to see. A time period can be relative (e.g. the last available year), absolute (e.g. 2017) or a projection. Moreover, for relative and absolute time periods you can choose between years or quarters.

Define how values should be displayed. Orbis uses your default settings from **My Orbis**, but these can be changed.

1. Click **Add/remove columns** to create a worksheet from scratch, or edit one and save it.

Standard financial worksheet							
Balance sheet	Profit & loss account	Global ratios					
Unconsolidated, Local registry filing	All years, most recent first				Go to section ⌄	⬚⬚ Add/remove columns	
	31/03/2018 USD	**31/03/2017 USD**	**31/03/2016 USD**	**31/03/2015 USD**	**31/03/2014 USD**	**31/03/2013 USD**	**31/03/2012 USD**
Exchange rate: GBP/USD	12 months Unqualified Local GAAP 1.40615	12 months Unqualified Local GAAP 1.24525	12 months Unqualified Local GAAP 1.44030	12 months Unqualified Local GAAP 1.48000	12 months Unqualified Local GAAP 1.66430	12 months Unqualified Local GAAP 1.51220	4 months Unqualified Local GAAP 1.60090

2. A version of the **Edit layout** page is displayed. Add further years of data by clicking the ✛ icon and define the parameters in the **Add dialog.**

3. **Add dialog**

Add

Time period

| Relative | Absolute | Projections |

Annual data   **Interim data**

☐ Select all   ☐ Select all
☐ Last avail. yr   ☐ Last avail. quarter
☐ Year - 1   ☐ Quarter - 1
☐ Year - 2   ☐ Quarter - 2
☐ Year - 3   ☐ Quarter - 3
☐ Year - 4   ☐ Quarter - 4
☐ Year - 5   ☐ Quarter - 5
☐ Year - 6   ☐ Quarter - 6
☐ Year - 7   ☐ Quarter - 7
☐ Year - 8   ☐ Quarter - 8
☐ Year - 9   ☐ Quarter - 9

Currency

◉ Default currency (USD)
○ Original currency
○ AUD
○ CAD
○ CHF
○ DKK
○ EUR
○ GBP

Units

◉ Default
○ Units
○ thousand
○ million
○ billion

Exchange rate

◉ At each closing date
○ At last closing date
○ My rates

Display

◉ Money values
○ Relative sizes
○ Variations

Cancel   Add

» Remove a column by clicking ☒ .

» Use the ⬚ icons to drag and drop columns into your preferred order.

» Click ⚙ to modify the time period or other options for a column using the Edit dialog.

Edit dialog

Edit

Time period			Currency	Units

Time period

Relative	Absolute	Projections

Annual data
- ○ Last avail. yr
- ○ Year - 1
- ● Year - 2
- ○ Year - 3
- ○ Year - 4
- ○ Year - 5
- ○ Year - 6
- ○ Year - 7
- ○ Year - 8
- ○ Year - 9

Interim data
- ○ Last avail. quarter
- ○ Quarter - 1
- ○ Quarter - 2
- ○ Quarter - 3
- ○ Quarter - 4
- ○ Quarter - 5
- ○ Quarter - 6
- ○ Quarter - 7
- ○ Quarter - 8
- ○ Quarter - 9
- ○ Quarter - 10

Currency
- ● Default currency (USD)
- ○ Original currency
- ○ AUD
- ○ CAD
- ○ CHF
- ○ DKK
- ○ EUR
- ○ GBP

Units
- ● Default
- ○ Units
- ○ thousand
- ○ million
- ○ billion

Exchange rate
- ● At each closing date
- ○ At last closing date
- ○ My rates

Display
- ● Money values
- ○ Relative sizes
- ○ Variations

Cancel   **Edit**

4. Click **Apply** to confirm choices and see the result.

   » Save your changes by clicking **Save**, or **Save as** to create a new worksheet.
   » Click **Undo all changes** if you want to retain the previous content.

10.4. Customize the company profile

The Key information chapter highlights what the company does, how it is performing financially, what the corporate group looks like and much more.

Some of the information is permanently part of the company profile, but other elements can be added or removed.

» Modify the company profile by clicking **Edit this book** from the left menu and click **Modify content** next to Key information.

» Edit the chapter name.

» Add tiles by clicking ⊡ .

» Delete tiles by clicking ✕.

» Drag and drop tiles to different locations within their group.

10.5. Edit company or financial data

Sometimes company information is missing or has changed. A company may have moved, but the address has not yet been changed in Orbis. Or you have more recent financial information. You can change the company data from the report.

1. From the **Actions** menu, you can choose to edit the company data or its financial data.
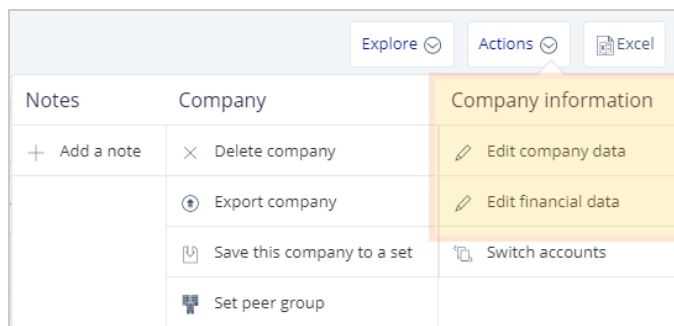
» In the report, and the list of results, you will see the information you have added. The original data remains available in Orbis.

» In **My Orbis > My edited companies** you are able to view and manage all companies for which you have edited data, or that you created. Choose to keep your edits or use the data in the Orbis database.

10.5.4. Edit company data

1. Add your own information to the right. The left of the page displays the value in the Orbis database. **'Company name'** is a mandatory field, but you can edit it by clicking in the text box.

2. Click **Save** when you're finished, or **Save & edit financial data** if you want to edit that as well.

10.5.5. Edit financial data

1. Click on a value in the table to modify it. Totals are recalculated automatically. Click **Add columns** if you want to add more years of data.

⟨ Back to report

BUREAU VAN DIJK ELECTRONIC PUBLISHING LIMITED *

Add columns with additional years or click on a cell to enter your own financial data.

| | ✓ Check validity of data | ✕ Delete my edits | ▢▢ Add columns |

▾	31/12/2017 GBP	31/12/2016 GBP	31/12/2015 GBP	31/12/2014 GBP	31/12/2013 GBP	31/12/2012 GBP	31/12/2(GBP
	12 months Unqualified Local GAAP	12 months Unqualified Local GAAP	12 months Unqualified Local GAAP	12 months Unqualified Local GAAP	12 months Unqualified Local GAAP	12 months Unqualified Local GAAP	12 mont Unqualifi Local GA
Global balance sheet							
Global balance sheet - assets							
Fixed assets	103,583	141,684	139,669	89,229	77,278	73,058	
Intangible fixed assets	0	0	0	0	0	0	
Tangible fixed assets	103,583	141,684	139,669	89,229	77,278	73,058	
Other fixed assets	0	0	0	0	0	0	
Current assets	65,193,868	53,394,996	39,481,915	17,651,998	15,479,299	13,143,370	1
Stock	0	0	0	0	0	0	
Debtors	19,569,385	22,874,710	17,594,530	15,701,510	12,540,930	11,074,728	
Other current assets	45,624,483	30,520,286	21,887,385	1,950,488	2,938,369	2,068,642	
L Cash & cash equivalent	4,217,627	2,350,976	1,983,059	1,473,628	2,125,465	1,873,441	
Total assets	65,297,451	53,536,680	39,621,584	17,741,227	15,556,577	13,216,428	1

2. Click **Delete my edits** to delete all your changes.
3. Click **Check validity of data** to check if all formulas used are valid.

10.6. Add information to a company

» Add your own **note** to a company from the header of the report:
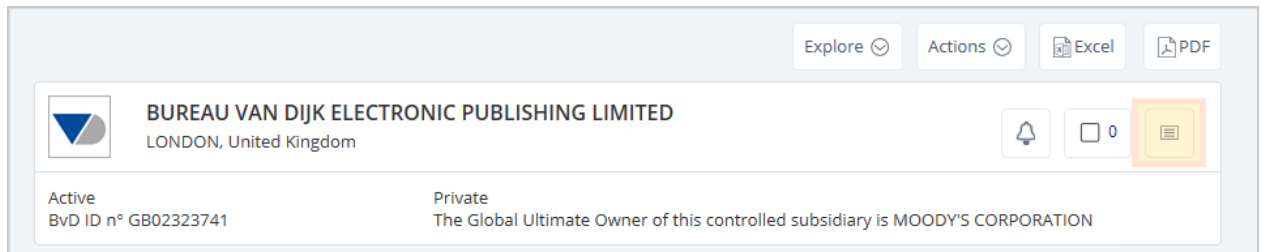
» In the dialog, use a highlight colour to help organize your notes:
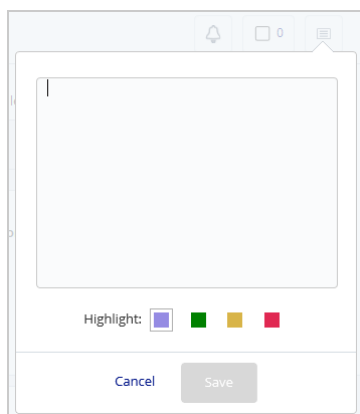
» If you selected multiple companies in the search results list, or by selecting the check box in the header, you can use the **Actions** > **Add a note** option to add the same note to all selected companies.

10.6.6. Selecting companies from the report

» Select the check box in the header of the report to add it to the currently selected range. You can then perform one action (adding notes, deleting companies, or setting alerts) on all selected companies. Clear the check box to remove the current

company. A count of selections is displayed alongside the check box.
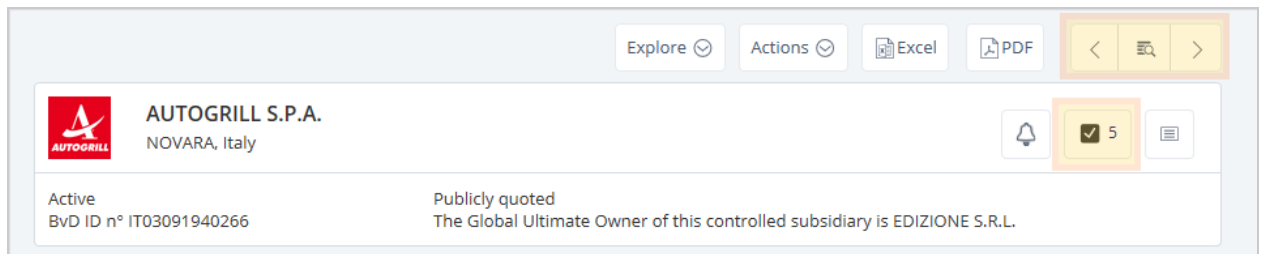
» Use the icons in the top right of the page to display the report for the previous company, or the next company, in the results list. Click the ▣ icon to display a menu of companies to select from.

> **Note:**
>
> You may already have selected multiple companies in the search results list.
>
> The arrow icons and menu icon are not displayed if you opened the report for a single company from the quick search.

10.7. Explore more company information

» Orbis links to multiple sources of information. Click **Explore** to discover options such as a company name search in Google News, or the ownership structure from our partner, T-Rank.
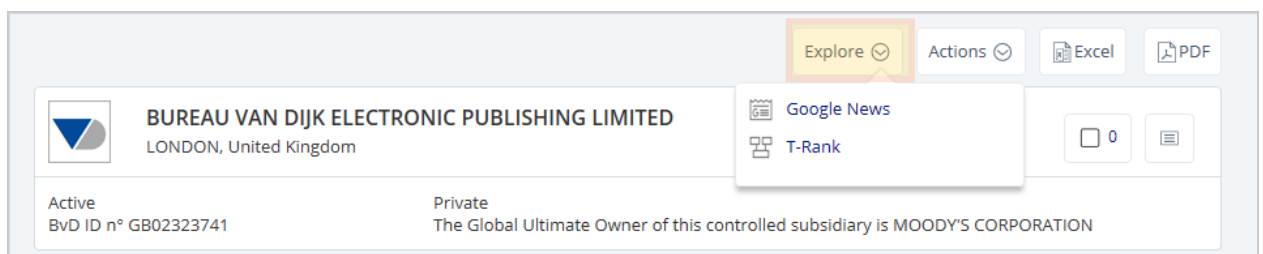
10.8. Export your report

» Books can be exported to Excel files or PDF files, either as whole books or as individual chapters.

» Financial worksheets are exported as Excel files.
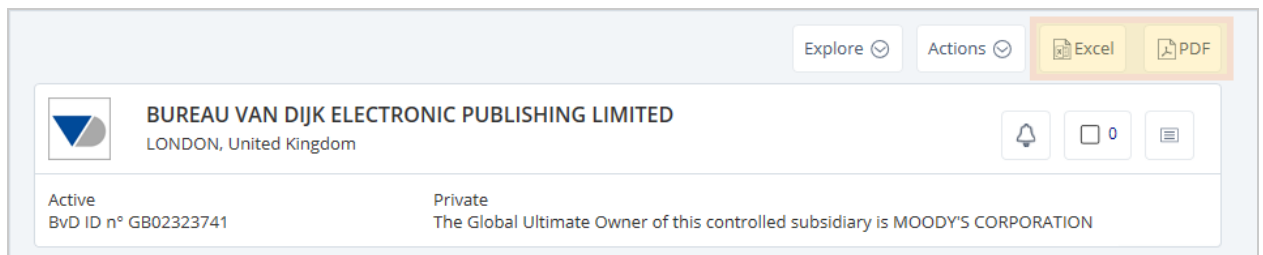
» For both books and financial worksheets, choose if you want to include the current company or a selection of companies. The results will be saved in the **Exports** section, but optionally you can have a copy sent by email to recipients of your choice.

10.9. Peer group

1. Select from the **Actions** menu to assign the company to a peer group. Options in the dialog allow you to define membership of the peer group:

» **Standard peer group**

Grouping based on common industry classification.

» **Own peer group**

Grouping based on criteria selected from the drop-down menu.

10.10. Learn more

» Watch a video
» Help me step by step

11.0. Stay up to date with alerts

When company data changes, Orbis can use alerts to notify you via email. Using a three step process, select the company records and events that will trigger email alerts.

Set alerts on a search, a set of companies or an individual company.

This section provides information and instruction to do the following:

11.1. Set an alert

» Set an alert at different levels.

> **Note:**
>
> You can set an alert for individual companies, searches or company sets from the Alerts page.

11.1.1. Alerts on a group of companies

When you set an alert on a search, you will be notified of changes regarding all companies that match your search criteria. When new companies are added, you automatically receive alerts when changes occur.

If you have created your own set of companies, be alerted when changes occur within that group.

Orbis allows you to set alerts from different places.

When you save the search in the Search page

When you save the companies in the Results page

When you manage your searches or company sets
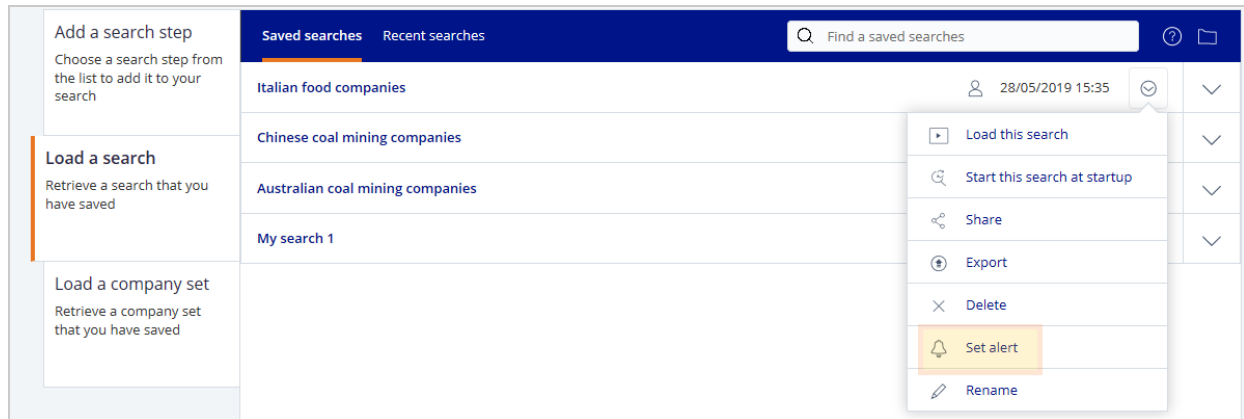
From the Action menu in the Results page
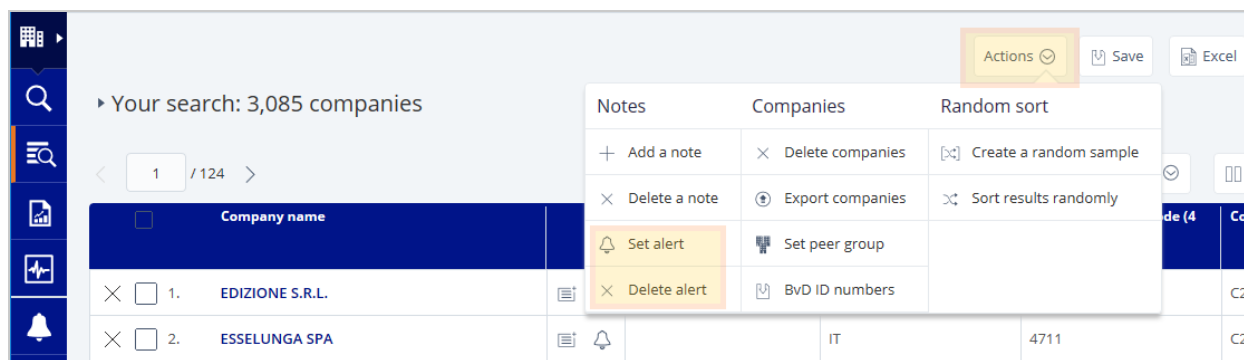
When adding a group of companies from the results page, you can further define to include:

- » All companies (included in your current search results).
- » All selected companies.
- » All non-selected companies.
- » A range of companies (max. 500 at a time).

When you set an alert, the default settings are applied. Each alert on a search or a set of companies can have different settings, and can be customized via the Alerts page.

> **Note:**
>
> Set an alert on a previously saved search or company set from the Alerts page and customize the alert settings in an easy three step process.

11.1.2. Alerts on a specific company

Set an alert on a specific company. Orbis allows you to set these alerts from different places:

List of results

	Company name		Flags	Country ISO code	NACE Rev. 2, core code (4 digits)	Consolidation code
✕ ☐ 1.	EDIZIONE S.R.L.	▤ 🔔	⚑	IT	6420	C2
✕ ☐ 2.	ESSELUNGA SPA	▤ 🔔		IT	4711	C2

> ▸ Your search: 3,085 companies
>
> < [1] / 124 >   Standard view ⌄   ⬚⬚ Add/remove columns

Report

BUREAU VAN DIJK ELECTRONIC PUBLISHING LIMITED
LONDON, United Kingdom

Explore ⌄   Actions ⌄   📊 Excel   📄 PDF

🔔   ☐ 0   ▤

Active
BvD ID n° GB02323741

Private
The Global Ultimate Owner of this controlled subsidiary is MOODY'S CORPORATION

A prompt is displayed inviting you to choose whether to edit alert settings now or later:

» Click the icon again to remove the alert from the company.
» Customize the alert via the Alerts page. Alerts on specific companies have the same settings.
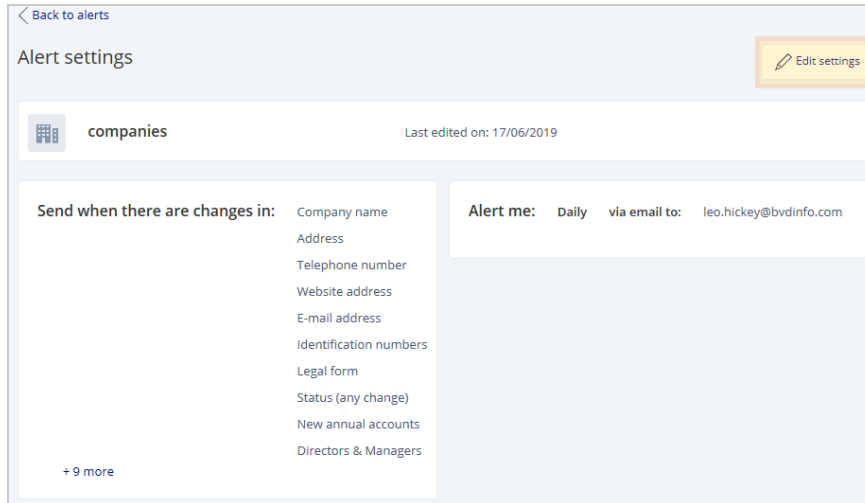
11.2. Manage your alerts

On the Alerts page, specify exactly which sort of changes you want to trigger an alert. Change the alert criteria, the alert frequency, the email recipient and the format.

Editing company alerts will affect all companies. Editing alerts for company sets and searches only affects those sets and searches.
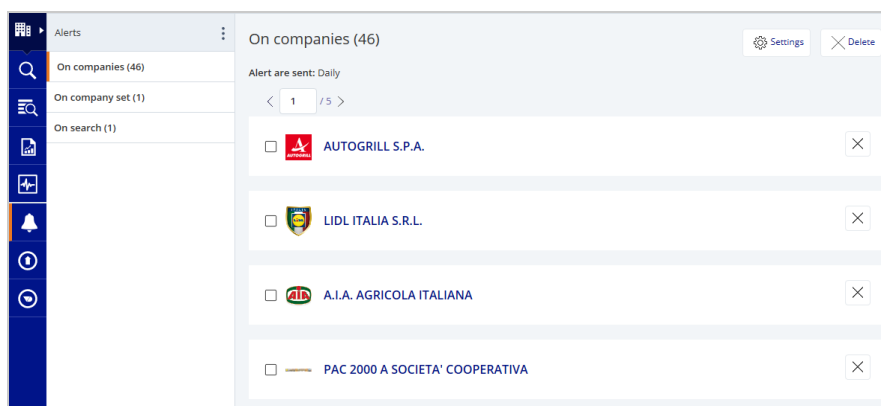
When you click **Settings**, or the ⚙ icon, you get an overview of the alert criteria, the frequency, recipients and format.

1. Click **Edit settings** to change the alert criteria, alert frequency, recipients and format.

> **Note:**
>
> For company sets and searches, click **Set alert** to create an alert on a previously saved company set or search in three easy steps.

11.3. Define alert criteria

1. The first step allows you to define the sort of changes you want to be alerted to.

2. Select a category of data on the left, and then the criteria you want in the middle pane. Current selections are shown on the right.

    » If any of the criteria you add includes the ⚙ icon, you can refine the alert further. For example, if you want to be alerted if there is news for a company, you can click the icon and specify that you are only interested in negative news:

3. Click **Next** at the bottom of the page to continue.

11.4. Define alert settings

» The next step allows you to define the following options for the alert:

Option	Description
Send alerts	Select the alert frequency from the drop-down menu (Daily, Weekly or Monthly).
Send email to	Either type one or more recipients' email addresses in the grey box, separated by semicolons (;) or click **Address book** and select from there.
Send list of companies	Select the check box if you want to add an attachment to the email. Further options are displayed allowing you to select the file format and the view (results list columns etc.) for the attachment.

> **Tip:**
>
> Manage your address book from the alerts settings, available in **My Orbis > Alerts**.
>
> If you select Excel, an overview of the alerts will be added as an attachment.

1. Click **Save** at the bottom of the page to complete the editing procedure.

11.5. Learn more

» Watch a video
» Help me step by step

12.0. Exporting data

When you have found what you were looking for, export the information to a file and review it for your specific needs.

Various lists and reports can be exported in a range of formats. These can be reviewed later, or shared with colleagues.

» Lists of results can be exported as Excel files.

» Reports can be exported as PDF or Word files.

This section provides information and instruction to do the following:

12.1. Create an export

1. Click **Actions** in the upper right of the company report page.
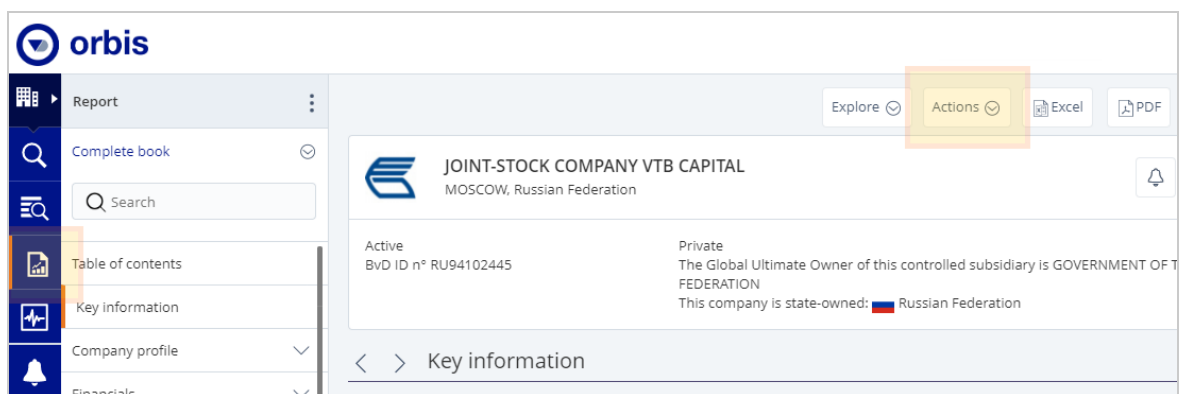
2. Select **Export company** from the Actions menu.
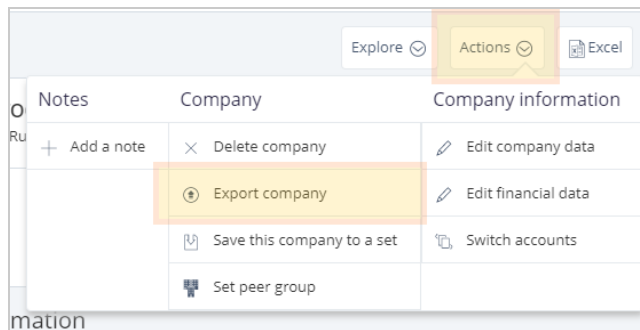
The Exports dialog is displayed:

3. Select the export format.
4. Type the name of the file (or accept the default).

5. Select the content to export, either the current chapter or all chapters in the book of your choice.

6. Select which companies to include.

7. Optionally, select the check box if you want to receive an email of the export.

8. Click **Export** to confirm.

> **Tip:**
>
> You can retrieve and export from **Orbis** for a period of two weeks. Visit **Exports** from the **Navigation panel.**
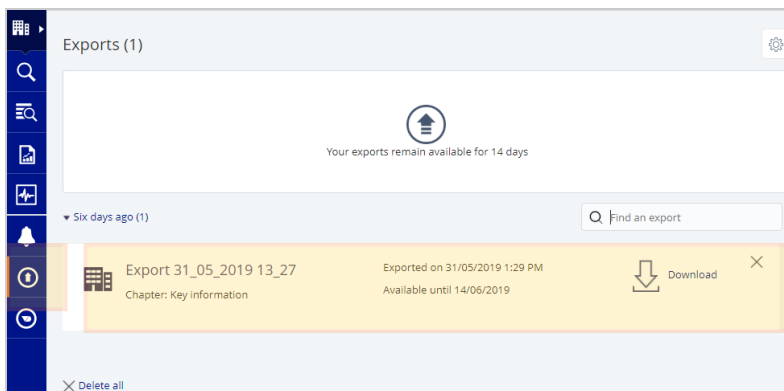
12.2. Retrieve your exports

Exported files are downloaded immediately to your computer (depending on your browser and settings) or, if the export takes longer, you can continue working and retrieve it from **Exports** later on.

Orbis saves all of your exports for two weeks. They can be accessed via **Exports** from the **Navigation panel**.

» Example of an export that you can download during a two week period:

Export 18_06_2019 10_51
Book: Complete book

Exported on 18/06/2019 10:52 AM
Available until 02/07/2019

Download
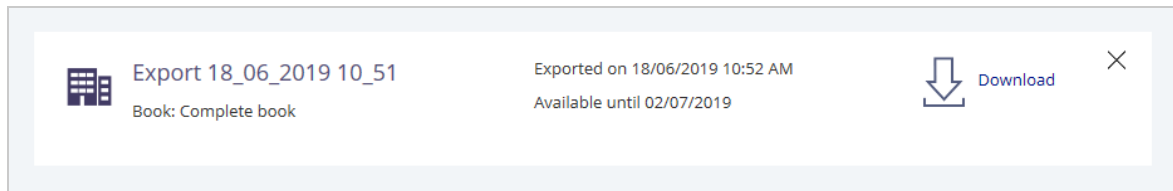
» Example of an export that is still running:

Export 18_06_2019 10_42
Results of 24,219 companies

Exported on 18/06/2019 10:42 AM

81%
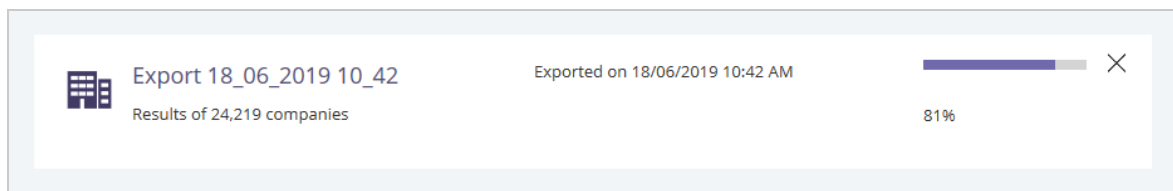
12.3. Define your exports settings

Orbis allows you to define and customize the settings for your exports. From the **Exports** page, click the ⚙ icon, or go to **My Orbis** in the **Navigation panel** and click **Exports**.

There are a number of settings you can define, such as:

» PDF's paper settings or Excel file format.
» Default name of the file (which you can still change when you export).

» Choose your settings and click **Save** to apply them to your exports.

12.4. Export boundaries

At any one time there could be a large number of export requests. Orbis may apply some limitations to ensure the performance is guaranteed.

12.4.1. General boundaries

» When you request two consecutive exports in a short time period, your first request will be processed immediately while the other will be pending until the first one is processed successfully.

» If, for technical reasons, the subsequent file cannot be processed after a specific lapse of time, a message informs you that the export is waiting and that you will be notified by email when it is ready. When your export is finished you can then download it from the **Exports** page.

Boundaries when exporting search results

» The amount of data that can be included is limited. This limit is determined by a formula that takes into account the number of companies, and the nature and the number of variables you are exporting.

» An Excel worksheet is limited to 255 columns, 65,536 lines and 32,768 characters per cell.

Boundaries when exporting a report

» You can include a maximum of 50 company reports in one export.

» If you export to Excel, you are not limited to 65,536 lines. If your report exceeds this limit, the extra lines of the report will be included in a new worksheet.

» Exporting the subsidiary section on several levels or the corporate group section is only possible for a single company.

If you attempt to generate an export that exceeds this limit, you are asked to review your selection.

12.4.2. Country specific boundaries

Germany

The following limitations exist for German companies not included in the Very Large

and Large categories:

» Per update and per concurrent user.

» Maximum 1,500 street name + number can be downloaded.

Sweden/Denmark

The following limitations exist for Swedish/Danish companies not included in the Very Large and Large categories:

» Per update and per concurrent user.

» Maximum 10,000 of any of the following data can be downloaded.

» SNI-SE code as provided by UC (Sweden only).

» Street name + number (Sweden only).

» Phone number (Sweden only).

» Partial or full P/L accounts or balance sheets relating to the last available year (Sweden or Denmark).

Spain and Portugal

The following limitation for Spanish/Portuguese companies not included in the Very Large and Large categories apply:

» Per update and per concurrent user.

» Maximum 10,000 of any of the following data can be downloaded : partial or full balance sheet or profit & loss accounts relating to the last available year of accounts.

France

Downloading any data item related to companies coming from Astrée (limited financials or no financials available) is not included in the standard subscription to Orbis, whatever its size category.

12.5. Learn more

- » Watch a video
- » [Help me step by step](#)

13.0. My Orbis

Define your Orbis settings via general and module-specific options.

This section provides information and instruction to do the following:

13.1. Define your account settings

Update:

» Your password.
» Your email address.
» Whether you want to be warned when credits are low.

Also displayed:

» Your group, and number of users currently connected.
» Your account.
» Server to which you are connected.
» Number of available BvD credits.

13.2. Define your financial accounts settings

Default settings for displaying financial accounts:

Option	Description
Sets of accounts	Some (mainly publicly listed) companies publish two sets of accounts (one based on annual reports and another on local registry filings). Within each set, both consolidated and unconsolidated accounts may be available. When a company has several accounts available, define which account you want to use in your searches.

Financial year cut off	When searching on data for a specific year (T), the default search results will include companies whose financial year ends on any date up to 31 March in the following year (T+1). The same rule applies to yearly data displayed for companies, to lists, to peer reports, and to statistical analyses.
	
	 If you want to choose a different end date for this rule, you can indicate that here.
	
	 Specific rules are applied depending on whether your selected cut-off date is before or after June 30th:
	
	 » If you select a cut-off date prior to and including June 30th:
	   » Accounts with a closing date between January and the selected cut-off date will be considered as representing the activity of the prior year (T-1).
	   » Accounts with a closing date after the cut-off date will be considered as representing the activity of current year of the accounts (T).
	 » If you select a cut-off date after to June 30th:
	   » Accounts with a closing date between January and the selected cut-off date will be considered as representing the activity of the current year of accounts (T).
	   » Accounts with a closing date after the cut-off date will be considered as representing the activity of next year of the accounts (T+1).

Interim data	The display of quarterly data can be based on either fiscal dates or on calendar quarter end dates: » Fiscal mode displays quarterly information based on the company's fiscal year-end date. » Calendar mode displays quarterly information based on the calendar dates, regardless of the company's closing date of accounts. Choose if you want to work with fiscal or calendar mode.

13.3. Define your corporate structure settings

Define how you want to determine the ultimate owner and beneficial owner of a company.

13.3.1. Choose your definition of the Ultimate Owner

Orbis offers different definitions of an Ultimate Owner. The parameters of the definition concern the minimum percentage that must characterize the path from a subject company up to its Ultimate Owner, the shareholding structure of the Ultimate Owner or its public or private character.

Choose the definition of the Ultimate Owner and that definition will be taken into account everywhere:

» Searches.

» Corporate group chapter of the book.

» Shareholders and subsidiaries chapters of the book.

» Shareholders and subsidiaries variables in the list.

» Ownership structure graph and geographical footprint.

» Modify this definition by visiting **My Orbis > Corporate structure** and save your changes.

Minimum percentage that must characterize the path from a subject company up to its Ultimate Owner

Orbis offers the possibility to choose between a minimum of 25.01% or 50.01% at each step of the UO selection path.

A minimum of 50.01% in the path means that companies with Independence Indicator B (B+, B or B-) are considered as Independent companies.

Depending on the minimum % selected, the selected UO could be the same (if at each step you have more than 50% of ownership) or different as in the following example:
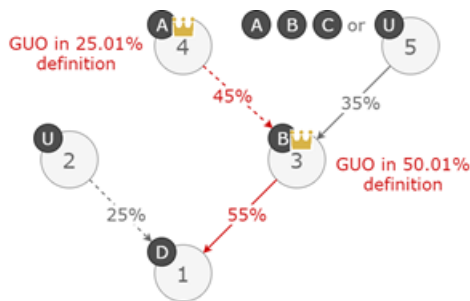
The ownership path of minimum 50.01% is followed from Company 1 to Company 3. Company 3 has no shareholders with more than 50.01% of ownership. Consequently, it is defined as the Ultimate Owner of Company 1.

The ownership path of minimum 25.01% is followed from Company 1 to Company 3 and from Company 3 to Company 4. Company 4 is independent and said to be the UO of Company 1. Company 4 is also the UO of Company 3.

I consider a company to be an Ultimate Owner if it has no identified shareholders or if its shareholder's percentages are not known

This means that entities with an Independence indicator U can be the UO of one of their subsidiaries. The selection of this parameter enlarges the set of companies that can be an Ultimate Owner and, consequently the set of companies that have an UO.

I want the highest quoted company to be considered the Ultimate Owner

This means that a quoted company, even with an Independence Indicator D, can be the UO of its subsidiaries, as long as it is not itself owned by a quoted company with a path of minimum 25.01% or 50.01%.
 In this case, the selection of this parameter will not necessarily enlarge the set of companies that can have an UO but it will change their UO, given the priority to the highest quoted company in the path.

Corporate categories

Use these check boxes to reject types of entity such as governments and individuals as

being the Ultimate Owner. Should you choose to exclude these types of entities, the UO will be the highest corporation in the subject's company corporate group.

Note that these options only affect how your results are displayed in the list and report. They do not affect searches.

Example:

Only the highest shareholder at each step is displayed in this example.

Path of minimum 25.01% :

» The UO of Company 1 is Company 4

» Consider the highest quoted company as the UO: Company 3 is the UO

Path of minimum 50.01%:

» The UO of Company 1 is Company 2

» Consider the highest quoted company as the UO : Company 2 is the UO

Additional options affecting how Ultimate Owners are displayed in lists and reports may be available in the UO definition screen (please contact your account administrator to enable these options).

These options give you the possibility to reject some types of entities such as governments and individuals as being the Ultimate Owner.

Should you choose to exclude these types of entities, the UO will be the highest corporation in the subject's company corporate group.

Note that these options only affect how your results are displayed in the list and report. They do not affect searches.

> **Example:**
>
> The Ultimate Owner of company "SNCF PATRICIPATION S.A." is the "GOVERNMENT OF FRANCE" which is a public authority. The highest corporation in this company's corporate group is "SOCIETE NATIONALE DES CHEMINS DE FER FRANCAIS (SNCF) S.A.".
>
> Should you choose to only consider corporations as being potential UOs then:
>
> The UO displayed in lists and reports will be "SOCIETE NATIONALE DES CHEMINS DE FER FRANCAIS (SNCF) S.A."
>
> The companies selected when searching for the corporate group of "SNCF PATRICIPATION S.A." will be all companies ultimately owned by the "GOVERNMENT OF FRANCE" and not "SOCIETE NATIONALE DES CHEMINS DE FER FRANCAIS (SNCF) S.A."

13.3.2. Beneficial Owners Identification

A Beneficial Owner is any individual(s) who ultimately own(s) or control(s) an entity.

The nature of control can be defined via ownership or via other means of influence (e.g. right to appoint directors).

We propose two ways for calculating beneficial ownership based on ownership links:

» Minimum % threshold at each level.
» Integrated percentage.

> **Note:**
>
> Orbis identifies directors of Dutch sole traders as BOs and use General Partners links when calculating BOs.

An EU regulation introduced in 2015 obliges the Member States to obtain and hold information about Beneficial Owners of companies incorporated within their territory.

We monitor the progress of appearance of national BO registers and integrate their data into our ownership database.

Beneficial Owners by minimum % threshold at each level.
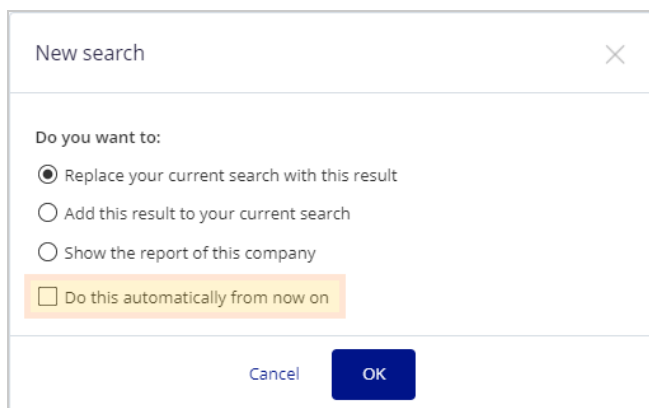
Beneficial Owners by integrated %.

13.4. Define your search settings

Most options related to searches are defined immediately in the **Search page** but you may set some basic options here.

Companies

» Define for all your searches that the first criterion should be a search on all active companies. When you create a search, this is added automatically, but you can still delete it from your search if needed.

» When you launch a **Quick search** in the **Search page** and you already have an active search, Orbis will ask you what you want to do:

The 'Do this automatically from now on' option indicates that you don't want to see the pop-up again, but in the Search options you can restore it:

Financial searches

» Refine your financial searches to exclude companies matching specific criteria from all your searches.

13.5. Define your display settings

Display options define how information if shown.

Option	Description
Regional settings	» How you want to display numbers, dates and distances. » Your time zone, location and default language. » Your default currency (you can still override this in books etc.). » The default list of currencies. The limited list comprises common ones (EUR, USD, GBP, JPY, CAD, CHF, etc.) while the complete list comprises all those recognized by Orbis.
Lists and reports	» Select whether you want to display company names, addresses etc. in the local language (e.g. Cyrillic) or to use the internationally formatted version when available. » Select if you want to display company names in title case or upper case. » Select the default number of records to display in search results (you can still override this). » Select whether you want to show field codes in column headers.
Financial sections and worksheets	» When there are no values available for any columns for a record, select whether you want to show a blank row or to omit the row. » Select whether you want accounting codes to be displayed before or after the label by default (you can still override this when you edit the columns of a worksheet).

13.6. Define your information settings

Information options define which information is shown.

Option	Description
Identifiers	When you check the validity of a EU VAT number in the Identifiers section of a company report, a call is made at the verification system of the EC.
	If you define your own VAT number, you receive a consultation number after the validation has been done. This way you can prove that you verified the existence of the company on a specific date.
Financial sections and worksheets	Some information providers do not provide exact numbers in financial sections and worksheets. Such information providers provide ranges. Bureau van Dijk also calculates estimates on values for financial items. You may choose to show the ranges provided by the information provider or the estimates calculated by Bureau van Dijk.
Ratings section	Select whether to display or hide specific information.
Directors/Managers/Contacts	Define if you want to use information only from formal sources or from formal and informal sources.
LexisNexis WorldCompliance categories	Select which categories in the WorldCompliance database you want to consider when flagging similar name in company records.
News	You may choose to define negative news by your own definition using keywords, and/or Bureau van Dijk's default sentiment analysis.
	When you use your own keywords, you can start from a default set of keywords proposed by Bureau van Dijk.
	You can also return to the default set at any time.

13.7. Define your export settings

Orbis allows you to define and customize the settings for your exports. To do so, from the Exports page, click ⚙, or go to **My Orbis** in the **Navigation panel** and click **Exports**.

There are a number of settings you can define:

Option	Description
Default layout settings	Your default settings when exporting to PDF or Excel.
List export settings	Specifically for your list of results you define: » What happens when an item is not available for a company » Whether you want emails to include a link to the exported document or a file attachment. Choose the maximum size of the attached file (which cannot exceed 10 MB).
Report export settings	Specify whether to include essential information only (not the source and validity dates), or all information for directors etc. You cannot override this when exporting.
Default export name	The export name is preformatted according to the specifications of your choices for different types of export. You can override this when exporting.

13.8. Define your alert settings

For your alerts you can:

» Place your alerts on hold, suspending them between the dates of your choice
» Manage your address book, which contains addresses of potential recipients of emails. Either type one or more addresses in the text box, separated by semi-colons, or else import your Outlook contacts (file in .pst format).

13.9. Research settings

Select the desired option:

Moody's research reports ^

◯ I am a Moody's CreditView subscriber and want to access this report on Moodys.com
◯ I am not a Moody's CreditView subscriber and would like to purchase this report via BvD credits
◉ Choice is proposed each time a report is opened

Cancel   **Save**

13.10. Learn more

» Watch a video
» Help me step by step

14.0. Use your data

Orbis allows you to add your own information to the data that is available in the database. The information you add, can be displayed in your list of results or in the company report.

You can import your own fields or create variables based on formulas.

Also, to further personalize Orbis to your needs, you may build your own chapters in which you can combine all the information that is available as well as your fields, variables or pictures.

This section provides information and instruction to do the following:

Create and manage variables

Migration tool

15.0. Create your own chapters

Another great way to customize Orbis is by creating your own chapters. You can use these chapters to create books that entirely fit your needs.

1. In the **My Orbis** menu, click **My custom chapters** to manage and create your own chapters.
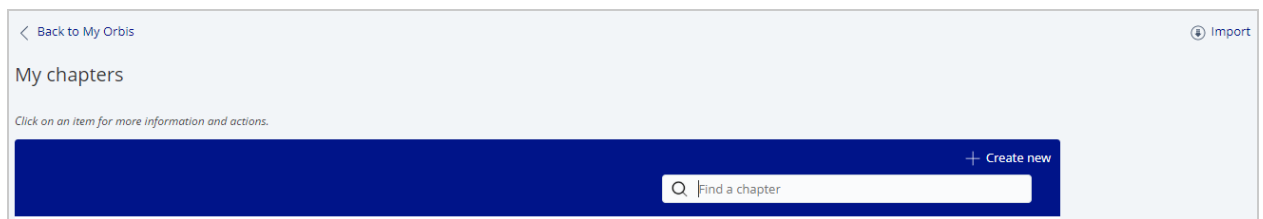
15.1. Create a new custom chapter

1. Click **Create new**, to create your own chapter.
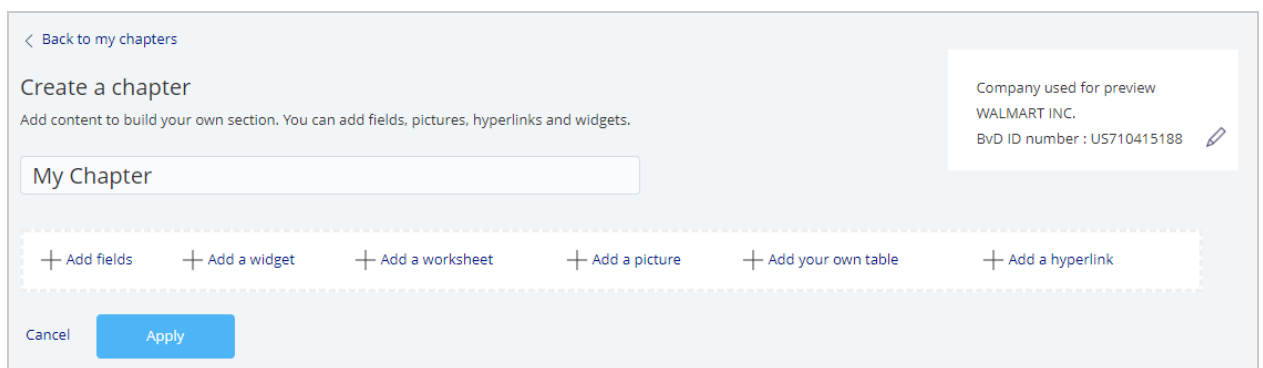
Give your chapter a title and add one of the following items:

Option	Description
Fields	You can select any of the fields from the Orbis database or select your own imported fields.

Option	Description
Widgets	Orbis has a number of widgets you can add to your chapter. A widget is a small unit of information.
Worksheets	Select the values you want to include in your worksheet. The available values are grouped per type of financial worksheet.
Pictures	You can upload a picture from your gallery by selecting it or upload a new picture by clicking Browse.
Tables	Select one of your own tables. You can add your table also as a line or a bar chart.
Hyperlinks	You can add just the hyperlink or you can add a frame that displays a preview of the website.

» Once you're finished, click **Apply** to save it.

> **Tip**:
>
> Don't forget to name your chapter in order to easily find it.

15.2. Manage your custom chapters

In the **My chapters** menu, you can also manage your custom chapters.

» Click ⌄ arrow, to **edit**, **export** or **delete** your custom chapter.

16.0. Add your own exchange rates

Orbis can search for and display data in any of the currencies recognised by the International Monetary Fund. Bureau van Dijk uses an electronic feed from the IMF, which contains weekly, monthly or quarterly exchange rates from each currency to the USD. The rate frequency depends on the currency, but the feed is received monthly.

When financial accounts are filed in one currency and displayed in another, Bureau van Dijk products use the exchange rate nearest to the accounts' year end date with USD as the cross-reference. Cross referencing enables any set of filed accounts to be displayed in any other available currency. The exchange rate used to perform the conversion is displayed on screen at the top of the accounts.

» In the **My exchange rates** page you can define your own rates to use with financial data, either fixed between different currencies, or for different time periods.

16.1. Set my exchange rate per date

1. Click **Add a rate** in the upper right of the page. The Add a rate dialog is displayed.

Add a rate

From: EUR ∨   To: USD ∨

Use:
○ always as a fixed rate
● for a specific date   23/08/2019 📅

My rate: [   ]

Cancel   **OK**
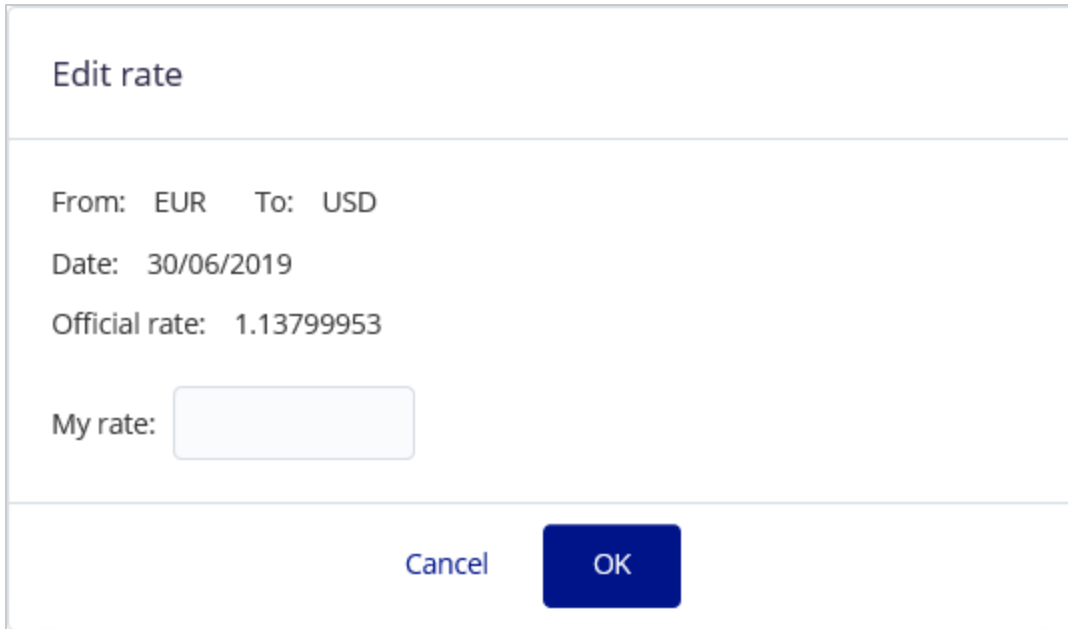
2. Select the "from" and "to" currencies from the drop-down menus.
3. Select the option button **for a specific date**, and select the required date.
4. Type your preferred rate into the text box.
5. Click **OK** to close the dialog. Your rate is added alongside the relevant row.
6. Repeat for as many date periods as you want.

   You'll be able to use your own rate instead of the official rate as explained below.

16.1.1. Set my exchange rate as an override

1. In the **Rates per date** tab, select the from and to currencies, and click the icon to set a rate for any date interval of your choice. The Edit rate dialog is displayed.

Edit rate

From: EUR   To: USD

Date: 30/06/2019

Official rate: 1.13799953

My rate:

Cancel   OK

2. Type your preferred rate into the text box.
3. Click **OK** to close the dialog. Your rate is added alongside the relevant row.
4. Repeat for other date periods as required.

16.2. Set my fixed exchange rate

1. Select the **Fixed rates** tab.
2. Click **Add a rate** in the upper right of the page. The Add a rate dialog is displayed.
3. Select the "from" and "to" currencies from the drop-down menus.
4. Select the option button **always as a fixed rate**.
5. Type your preferred rate into the text box.

6. Click **OK** to close the dialog. Your rate is displayed.

You'll be able to use your own rate instead of the official rate as explained below.

16.3. Exchange rate options

The **Actions** menu contains **Edit options**, which you can use to determine how the exchange rates are to be applied when there is no configured rate for a specific date:

» Closest official exchange rate.

» Closest exchange rate.

» Closest previous exchange rate.

» Closest next exchange rate.

16.4. Uploading exchange rates

If you have a lot of rates you'd like to work with, you might prefer to manage them as an external Excel worksheet and upload them via the **Actions** menu. The **Download a template** option produces a worksheet in a suitable format, which you can then populate and upload via **Upload a file**.

You can also arrange regular automatic uploads of a worksheet from a FTP location. Contact your Bureau van Dijk account manager if you need help setting one up.

Note:
You can also export the current table of rates to an Excel file.
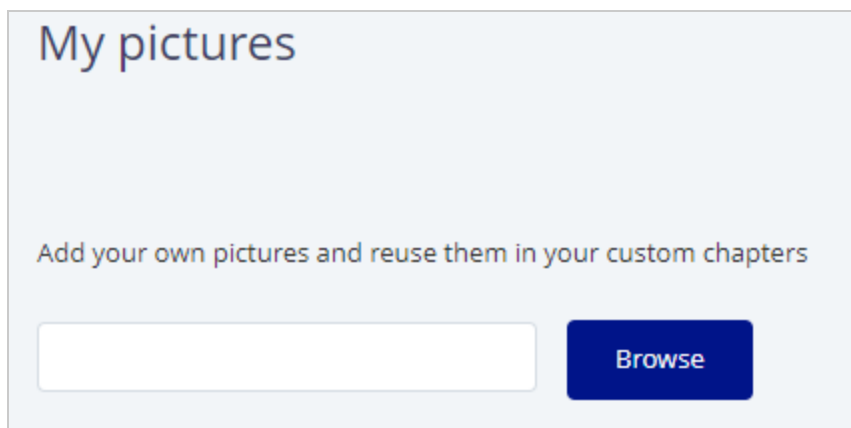
17.0. Add your own pictures

If you want to visually improve your reports, Orbis offers the feature of importing your own pictures. These pictures can be reused in your custom chapters.

For example; you can use these pictures to add logos to custom companies or update logos from existing companies in the Orbis database.

In the **My Orbis** menu, click **My pictures** to upload your own image files from your computer into Orbis.

1. Click **Browse** to select an image file on your computer and upload it to My pictures.

My pictures

Add your own pictures and reuse them in your custom chapters

[   ]   **Browse**

Tip:

You can upload any picture as long as it is an image file .

18.0. Import your fields

Importing your own fields means that you take values from a source other than the Orbis database to create new fields in the Orbis database.

Once you have imported the fields you can use them:

- » In searches.
- » As columns in the list of results.
- » In the report.
- » To build your own chapters.
- » To create your own variables, for example in formulas such as my sales / turnover.
- » In peer or pivot analyses, for example in a risk analysis of your clients' or suppliers' portfolio, based on a segmentation analysis (segment my clients or suppliers by score classes and use my sales or purchases as descriptive variable).
- » A map analysis to represent your sales or purchases on a map and compare the penetration indices.

This is what the Orbis database looks like:

	Field 1	...	Field k	...	Field K
Company 1	$Value_{11}$	...	$Value_{1k}$	...	$Value_{1K}$
...	...	...	...	...	...
Company i	$Value_{i1}$	...	$Value_{ik}$	...	$Value_{iK}$
...	...	...	...	...	...
Company N	$Value_{N1}$	...	$Value_{Nk}$	...	$Value_{NK}$

Representation of the unmodified database

Using the imported fields feature, you can add new fields to the database:

	Field 1	..-.	Field k	..-.	Field K	My Field K+-1	..-.	My Field K+-m	..-.	My Field K+-M
Company - 1	$Value_{11}$	..-.	$Value_{1k}$	..-.	$Value_{1K}$	$MyValue_{1(K+1)}$	..-.	$MyValue_{1(K+m)}$	..-.	$MyValue_{1(K+M)}$
...	...	..-.	...	..-.	...	...	..-.	...	..-.	...
Company i	$Value_{i1}$	..-.	$Value_{ik}$	..-.	$Value_{iK}$	$MyValue_{i(K+1)}$	..-.	$MyValue_{i(K+m)}$	..-.	$MyValue_{i(K+M)}$
...	...	..-.	...	..-.	...	...	..-.		..-.	...
Company - N	$Value_{N1}$	..-.	$Value_{Nk}$	..-.	$Value_{NK}$	$MyValue_{N(K+1)}$	..-.	$MyValue_{N(K+m)}$	..-.	$MyValue_{N(K+M)}$
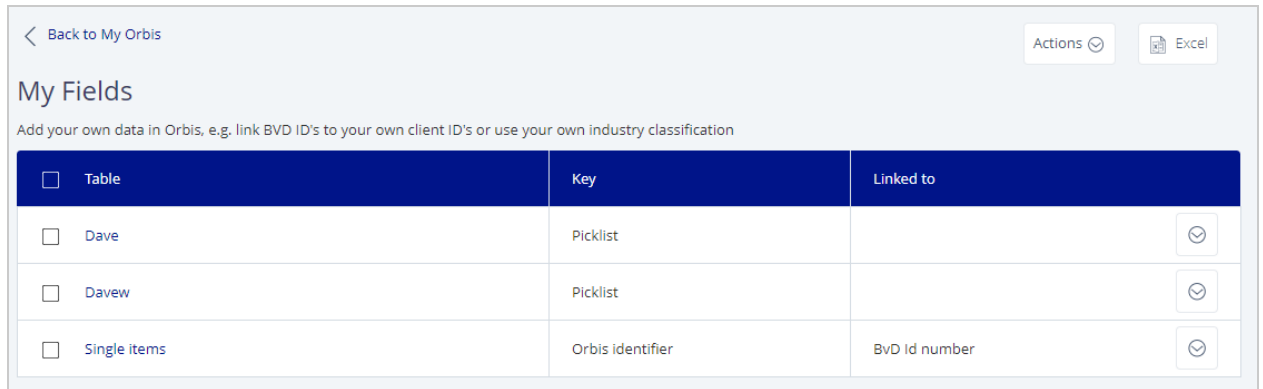
Representation of the database with imported fields

The fields you add, are stored in a table. This table can be linked to a main key in the database in order to connect your data to the data in the database. A table can contain one or more columns depending on the number of fields you want to add.

In some cases, it can also be useful to limit the number of possible values to a fixed list, such as a list of your own sectors or account managers. In that case, the table is not linked to a main key and you create a picklist that you can then link to your table.

19.0. Manage your fields

1. Go to **My Orbis** > **My fields** to you see an overview of all your tables and pick lists.

 » Click a table or pick list to upload a new import file.
 » Use the ⌄ menu to delete or edit the table or pick list .
 » You can also select one or more tables or pick lists and use the **Actions** menu to delete multiple tables or pick lists in one operation.
 » Use the export to **Excel** feature at the top of the screen to export the full list or a selection of them to a spreadsheet.

2. Click **Create new** to create a new table or pick list.

20.0. Create a mapping

When you upload your file, it needs to be mapped to the table. You can use the standard mapping or create your own mapping.

On the left you see the columns in your table, on the right you define the column in your file:

Other options are:

Option	Explanation
My data has headers	Check this option if the first row in your file is a header row
Use own exchange rate when available	Check this option if you want to use your own exchange rates instead of the official exchange rates
Save this mapping	Check this option and enter a name to save this mapping for future reuse. To manage your mappings you go to **My Orbis** > **My imported fields** > **Manage tables**.

1. Click **Apply** to see the result of the mapping is immediately visible in the table on the page. This way you can verify the result before uploading the complete file.
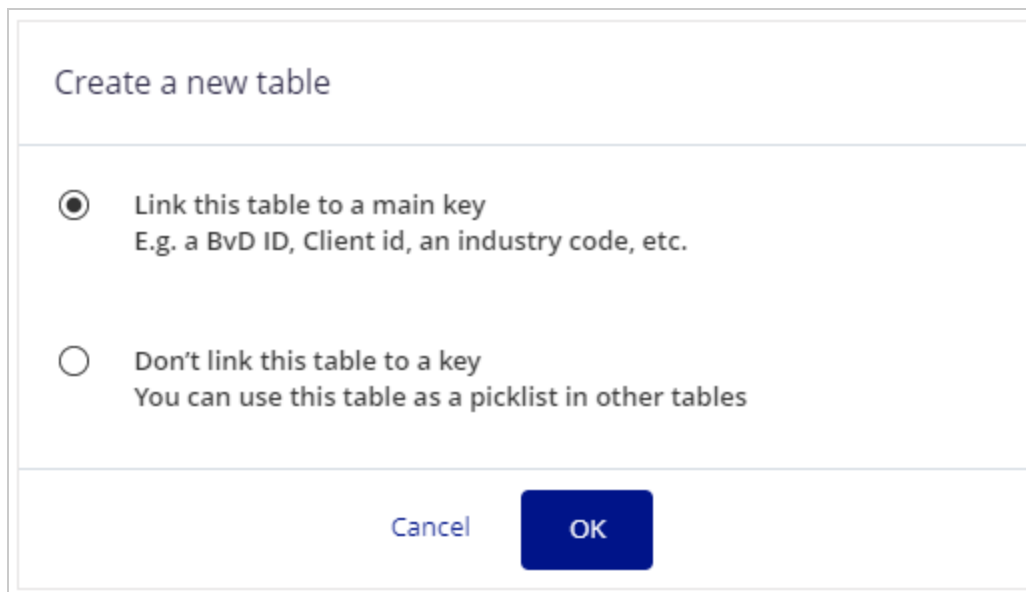
21.0. Table or pick list

If your own data is a limited set of values, you can create a picklist. You can then use this picklist in a table and link it to the Orbis database.

If you want to create a picklist, go to **My Orbis** > **My imported fields** and you click on **Create a new picklist** under **My picklists**.

1. To create a new table or pick list, you go to **My data** in **My Orbis** on the left and click **My fields**. There, you can click on **Create new**

» You have two options available as shown below:

Create a new table

⦿ Link this table to a main key
E.g. a BvD ID, Client id, an industry code, etc.

◯ Don't link this table to a key
You can use this table as a picklist in other tables

Cancel   OK

21.1. Create a table

1. At the top of the page, type in the name of your table.

Create a new picklist
Give a name to your picklist

Picklist name:

Test

☐ This table contains values and identifiers

Cancel   **Save**

21.1.1. Choose the primary key

A primary key must always be defined in any table you create in order to link it to a field available in the Orbis the database.

» A new table is by default linked to the BvD ID number, but you can change this by clicking on **Link this table to another key**.

Choose a key to use as a primary key for your table.

Orbis identifiers

Custom identifiers

Industry codes

Geographic

⊙ BvD ID number

Cancel   **Link**

Example:

You want to use your own sectors? Then you will use an industry clas-sification as key.

You want to use your own client ID's? Then you will link your table to an Orbis or custom identifier.

> You want to create your own geographic classification? Then you will link your table to an existing geographic classification.

21.1.2. Add columns and define the field type

For each field, you need to define a column by clicking **Add a field**.
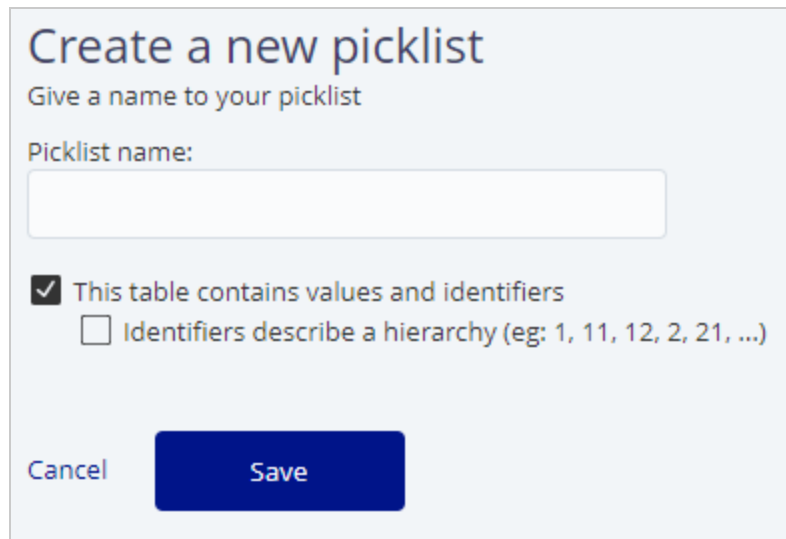
A field can be:

Field type	Description
Money value	Field that refers to a numerical value expressed in monetary terms such as sales figures, outstanding debt, etc. You may further define the number of decimals and currency.
Decimal	Field that refers to a numerical value with one more decimals. You may further define the number of decimals to consider.
Percent	Field that refers to numerical values expressed as a percentage (%) Example: Actual sales/projected sales, sales/cost of sales
Number	Field that refers to a numerical value with no particular units Example: Number of days since a client last renewed its contract, number of users licensed to use your product
Text	Free text field Example: name of account representative
Identifier	Field that refers to an alphanumerical value representing a company identification number that you use and that is not present in Orbis. Example: Internal ID used in your CRM.
Date	Field that refers to a year, a month or a day Example: Date at which a client needs to renew his contract
Pick list	Field that refers to a picklist you created
Permille	Field that refers to numerical values expressed as a per mille (‰)
Text (long)	Field that refers to a text field that contains lots of characters Example: trade description
Foreign key	Allows you to link the table to the primary key defined in another table you created

» Once you finished your table, click **Save**.

21.2. Create a pick list

When you create a pick list, first give it a name. Then you also indicate if your table contains values and identifiers and if the identifiers describe a hierarchy.

> **Note**:
>
> You can come back and change the name of your pick list but you cannot change any other setting once it is saved.

21.3. Prepare and upload the input file

Now you can download a template, fill it in and upload the file again as you would do when you create a table.

Actions ⌄   🗎 Excel

Test
Upload the content in a .txt, .xls or.xlsx file.

✕	ID	Label

⬆ Drag and drop your file here

Number of rows: 25   ▾

Your picklist is now ready to be used in a table.

22.0. Prepare and upload the input file

22.1. Download the template

» Once you have defined the table, you can enter values. For that, you can create your own Excel file but you can also download a template.
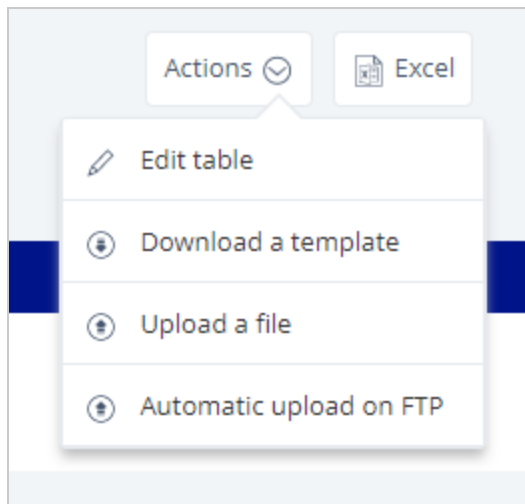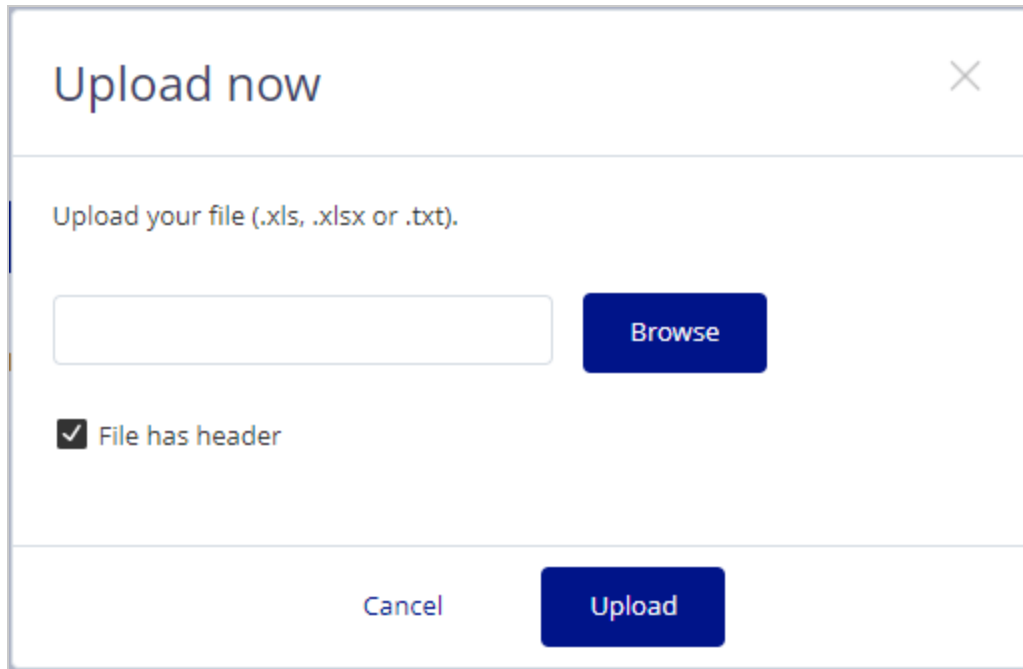
> **Tip**:
>
> You can choose if you want to pre-fill the template with the data a saved search or saved set of companies. If your primary key is for instance the BvD ID number, this column will be filled in.

22.2. Upload your file

» Once all the data is in your file, you upload it again and the table will be filled in. You can use a .xls, .xlsx or .txt file.

» If necessary, you create a mapping between the file and the table.

Upload now   ✕

Upload your file (.xls, .xlsx or .txt).

[   ]   **Browse**

☑ File has header

Cancel   **Upload**

Tip:

Via an FTP server your file can also be uploaded automatically at regular intervals (daily, weekly or monthly).

Your BvD account manager can set up the FTP connection for you.

23.0. Create and manage variables

A variable is the result of a calculation from other fields. For this calculation, you can use fields from Orbis but also your own fields or even variables.

Variables can be used in any of the ways that you can use your own fields. For instance, you can search on them, display them in the list of results or report or use them in analyses.

When you create a variable:

» Define the variables, functions and time periods.

» Define the formula options.

» Test your formula.

To create a new variable:

1. Go to **My Orbis.**
2. Scroll down to **My data** section and click on **My variables** tile.
3. From the following page, click on **Create new** to create a new variable:

> **Note**:
>
> If you have not previously created or saved a variable, the table is empty.

After creating your variables, from this window you may:

» Use ⌄ menu to edit, export (to a .udv file) or delete the associated variable
» Use the **Action** from the top right of the screen to:
   » Bulk export all selected variables to a .udv file.
   » Import a .udv or .custo file to create new variables.
   » Bulk delete all selected variable.

Please read below to learn how to build you new variable:

23.1. Build your formula

Before building your formula, it is a good idea to give your variable a **Name** and a **Code** other than the default one given by Orbis.

Use the **Formula** text box to build your custom variables by either:

» Typing in the formula directly in the text box with your keyboard.

» Use the options under **Build your formula** tab at the bottom of the page to add the various components to your formula.
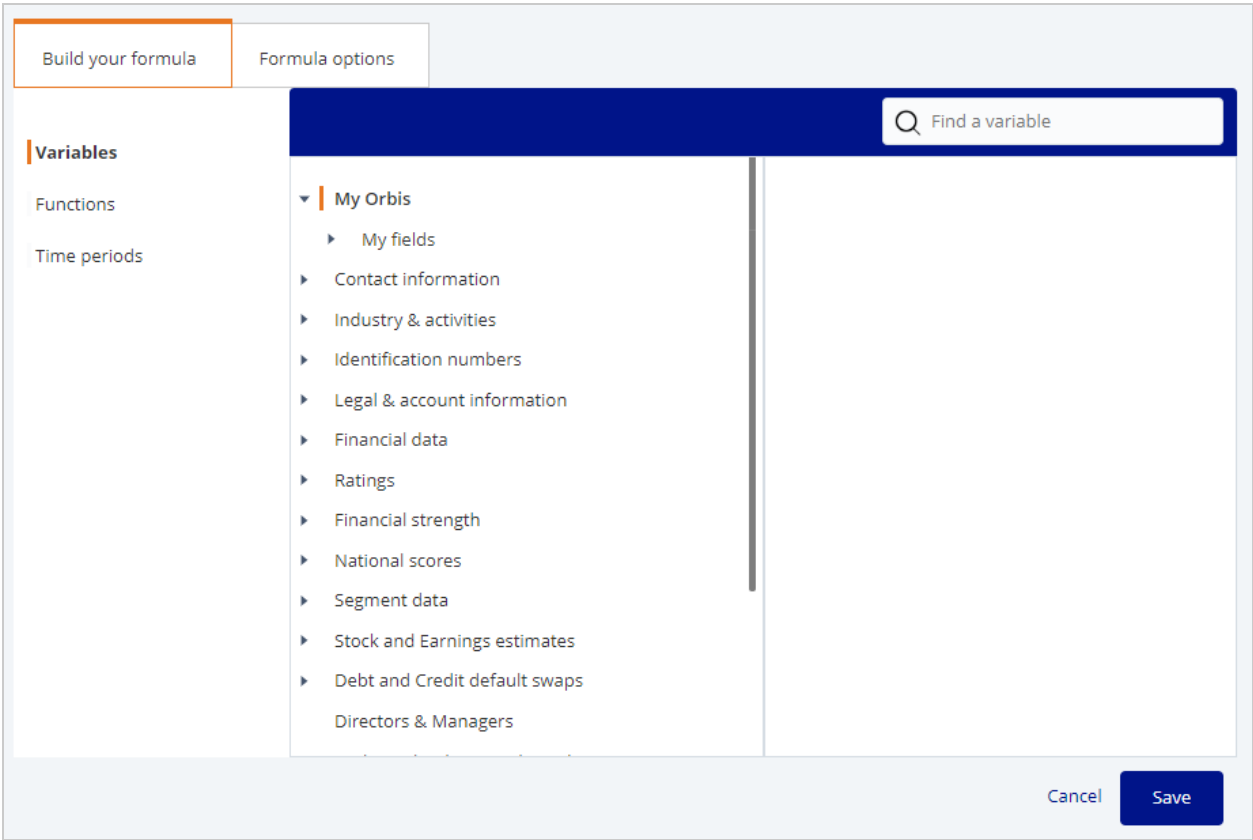
The sections are available for you to add.

Section	Description
Variables	A variable can be any field in Orbis or a field that you have added. The variable is represented in the formula by a code.
	Example: Operating revenue is displayed as 'OPRE'
Functions	A function is any mathematical operator that combines the variables together (example: add, divide, substract), transforms a variable (example: Log, Round, Absolute) or expresses logic between variables (If, Exist, Greater, And, OR, etc).

Section	Description
Time periods	To a financial variable you can add a time period. A time period can be:

» Relative years.
» Absolute years.
» Annualized years.
» Averages over x years.
» Variation over x years.

The time period is added to the variable between '[ ]'. For instance, [N-1] for the last available year -1.

If you don't define a time period, the last available year is used [N].

Tip:

For numeric constants, use #.

For money values, use $.

23.2. Create variables based on averages

You can create variables based on averages using the following syntax:

FieldCode(Mi)

Where:

» FieldCode: is the code of the field you want to retrieve the average.
» M: is the indicator you want to calculate the average.
» i: is the number of years (in relative terms to the last available year) for which you want to calculate the average.

Averages are only calculated using available data. In other words, if, for a specific year included in the average, a value is not available, it will be omitted from the calculation.

Example:

Value for LY = 100.

> Value for LY-1 = n.a.
>
> Value for LY-2 = 120.
>
> Value[M3] = (100 + 120) / 2 = 110.
>
> (i.e. the value for LY-1 is omitted from the calculation and we divide by 2, instead of 3.

23.3. Create conditional variables

You can create more complex formulas using the:

- » IF statement.
- » EXIST statement.
- » Comparison operator (<, >, <=, >=, <>, ==).
- » Boolean operators (AND, OR, NOT).

The **classic structure** of a conditional expression is:

IF(A, B, C), with:

- » A: condition.
- » B: value to display if the condition is true.
- » C: value to display if the condition is false.

> **Note**:
>
> B or C could themselves be nested conditional expressions (see example below). To assign the result 'n.a.' to a condition, you use the following syntax: #N/A.

You are not limited to using numeric values. You can build conditional variables using variables that take values of type string (such as industry codes, legal forms, status, dates, durations etc.) and assign a text value to the result of a condition.

In that case:

» All values of type string must be placed between double quotation marks.

» All results of a condition must be of the same type (i.e. you cannot have the result of a condition if it is true to be of type string and of type numeric if it is false).

For conditional variables **based on dates or durations** (see below), comparisons are only possible if you compare dates to dates and durations to durations.

23.4. Examples

In the following examples, text in orange refers to a field code. The field codes are generic and are used for example purposes only.

» IF(FieldCode1<>#N/A, FieldCode1, #0)
Interpretation: if a value for Field1 is available then the variable is assigned the value of field1 else display it is assigned the constant 0.

» IF((FieldCode2<#100000) OR (FieldCode3==#0), #N/A, FieldCode2/FieldCode3)
Interpretation: if Field2 is less than 100000 or Field3 is equal to the constant 0, then value of the variable is "n.a."; if Field2 is equal or superior to 100000 or Field3 is different to the constant 0, then the value of the variable is equal to the ratio of Field2 divided by Field3.

» IF((FieldCode4>=#50) AND (FieldCode5<>FieldCode6), #0, FieldCode4+#50)
Interpretation: if Field4 is superior or equal to 50 and Field5 is different than Field6, then value of the variable is equal to the constant 0; if Field4 is less than 50 and Field5 is equal to Field6, then value of the variable is equal to field4+50.

» IF(EXIST(FieldCode7), FieldCode7, #0)
Interpretation: if Field7 exists, then the value of the variable is the value the Fied7, else, the variable is equal to 0.

» IF(FieldCode8<#5000, #1, IF((FieldCode8<#10000), #2, #3))
Interpretation: if Field8 is less the 5000 then the value of the variable is 1; if Field8 is superior or equal to 5000 but less then 10000, then the value of the variable is equal to 2; if Field 8 is superior or equal to 10000 then the value of the variable is equal to 3.

» IF(FieldCode9/FieldCode10<#50000), "Small Company", IF
  (FieldCode9/FieldCode10<#500000, "Medium Company", "Large Company"))
  Interpretation: if the ratio Field9 divided by Field10 is less the 50000 then the vari-
  able is assigned the string "Small company"; if the ratio Field9 divided by Field10
  is superior or equal to 50000 but less then 500000, then the variable is assigned
  the string "Medium company"; if the ratio Field9 divided by Field10 is superior or
  equal to 500000 then the variable is assigned the string "Large company".

» IF(FieldCode11=="ABC", "My Market", "Not My Market")
  Interpretation: field11 is of type string; if the value of Field11 is 'ABC' then the vari-
  able will be assigned the string 'My Market'; if it is not, then it will be assigned the
  value 'Not My Market'.

23.5. Create time based variables

Some fields included on Orbis return a value of type date (e.g. date of incorporation,
account date, etc.). With items of this type, you can build variables that return a date or a
duration (by, for example, subtracting dates). Moreover, you can build conditional vari-
ables by comparing two dates or durations and returning a value of your choice (e.g. a
string).

For these types of variables, the following **constants** are supported:

Constant	Definition
#TODAY	Returns today's date
#xYxxMxxxD	Returns a duration of x years, xx months and xxx days Examples: » #1Y = 1 year. » #2M = 2 months. » #20D = 20 days. » #2M20D = 2 months, 20 days. » #1Y2M20D = 1 year, 2 months, 20 days.
#1000	Non-monetary constant, returns the value 1,000 regard-less of layout and currency

Constant	Definition
$1000	Monetary constant, returns the value 1,000 CUR or equivalent, where CUR is the currency in which the formula is expressed.
	The "$" symbol is used to express a monetary constant, but the chosen currency does not need to be USD. The relevant exchange rate used is taken at the closing date.

In addition to these constants, you can use the following functions within your formula:

Function	Definition
Date(#dd,#mm,#yyyy)	Returns a constant date.
	Example: Date(#31,#12,#2010) returns 31/12/2010.
Day(<date>)	Returns the day of the date.
	Examples: - Day(FieldCode1) returns the day associated to field1 - Day(#TODAY) returns 1 if we were the first of the month.
Month(<date>)	Returns the month of the date.
	Examples: - Month(FieldCode1) returns the month associated to field1 - Month(#TODAY) returns 1 if we were in January.
Year(<date>)	Returns the year of the date.
	Examples: - Year(FieldCode1) returns the Year associated to field1 - Year(#TODAY) returns 2011 if we were in 2011.

For time periods you can use the following :

Relative years	Explanation
FieldCode[N]	Displays the value of field in year N, where N is the selected year where it is being displayed (results, reports, etc).
	Example: OPRE[N] displays the operating revenue of year N.
FieldCode[N-1]	Displays the value of field in year N-1, where N is the selected year where it is being displayed (results, reports, etc). If the company has not filed accounts in year N-1 the value 0 is displayed.
	Example: OPRE[N-1] displays the operating revenue of year N-1.

Relative years	Explanation
FieldCode[0]	Displays the value of the selected field on the last available year of accounts. Example: OPRE[0] displays the last available known operating revenue value.
FieldCode[1]	Displays the value of the selected field on the before to last available year of accounts.. Example: OPRE[1] displays the before to last available known operating revenue value.

Absolute years	Explanation
FieldCode[2017]	Displays the value of the selected field in 2017. Example: OPRE[2017] displays the operating revenue of 2017.
FieldCode[2016]	Displays the value of the selected field in 2016. Example: OPRE[2016] displays the operating revenue of 2016.

Current years	Explanation
OPRE[Y]	Displays the operating revenue for the current calendar year. 0 is displayed if the current year is not available.
OPRE[Y-1]	Displays the operating revenue for the year before the current calendar year. 0 is displayed if the relevant year is not available.
OPRE[Y-2]	Displays the operating revenue for two years before the current calendar year (for 2015 if the current year is 2017). 0 is displayed if the relevant year is not available.

Age of company	Explanation
AGE_COMPANY	Returns a number of years, calculated from"the current year - the year of incorporation".

> **Example**:
>
> These examples use the item "dateinc" which refers to a company's date of incorporation.
>
> Year(dateinc)
> Interpretation: this variable will return the year when company was incorporated.

> if(Year(#TODAY)-Year(dateinc)>#10, "More than 10 years ago", "Less than 10 years ago")
> Interpretation: this variable will return the string "More than 10 years ago" if the company was incorporated more than 10 years or "Less than 10 years ago" if it was incorporated less than 10 years ago.

23.6. Create concatenating variables

You can concatenate variables using the following structure:

CONCATENATE(A,B,C)

Interpretation: Concatenates A, B and C

A, B and C can be Orbis items, variables or strings of free text placed between double quotation marks.

For example, you can create a single field that concatenates all address fields (addr," ",city," ",country) or (addr,"-",city,"-",country).

23.7. Define formula options

In the tab **Formula options**, you define how the value will be displayed:

Option	Description
Display the result as	Value, percentage or per mille, with 0, 1 or 2 decimals
Limits currency	Define the currency the variable should be limited to be expressed in
The result of the formula is limited to	You can set a minimum or maximum limit the value of the variable can take.
If the limit is reached	If a limit is reached, you can either show the limit value, "n.s." ("non-significant") or a value that you choose yourself.
Treat "n.s." as zero / Treat "n.a." as zero	If this option is not selected, any item in the calculation being "n.s." ("non-signifcant") or "n.a." ("not available") will lead to the whole variable being "n.s." or "n.a.".
	If selected, then the value "0" will be used for the calculation.

Formula options dialog

23.8. Test your formula

At any moment you can test your formula by clicking **Test formula**.

You will see the values that are used and the result of the calculation. If the formula is invalid, you will see an error message that indicates the source of the error.

Tip:

The value will be calculated based on the information that is available for the test company displayed at the top right of the page. Just click ✎ icon to select another test company.

Company used to test formula:

WAL-MART STORES, INC.

BvD ID number : US710415188   ✎

24.0. Tools

Orbis provides a set of tools to help you work more efficiently or to get even more insight from the data. Analysis tools help you get more insight into the companies you have selected. Productivity tools allow you to work with Orbis even more efficiently.

Click each tile below, to learn more about each tool.

Pivot analysis
Break down a group of companies by one or two variables, selected from industry, location, a financial variable etc.

Go to >
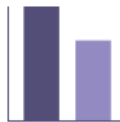
Peer analysis
Compare a group of companies against each other, or against summary statistics for the group.

Go to >

Compare groups
Do a statistical comparison of multiple groups of companies.

Go to >

Ownership explorer
Explore the corporate structure of a company.

Go to >

Office add-in
Include Bureau van Dijk's company data directly in your Office applications.

Go to >

Geographic heat map
Illustrate the geographic distribution of a group of companies according to a specific variable.

Go to >

Contact tool
Filter and analyse contact information

Go to >

Document ordering
Looking for a company that's not in Orbis? Get original documents via our partners.

Go to >

Batch search
Search for companies based on a batch of names and addresses.

Go to >

25.0. Pivot analysis

The pivot analysis is a tool you can use to break down the companies in your active search by one or two variables of your choice, viewing the results of the analysis in a table.

25.1. Build a pivot analysis

Example:

You may wish to analyse all active insurance companies with a known turnover; with your table displaying turnover per country. Each year of results can be analysed to let you see why some countries are doing better. If a big surge of turnover happened in a certain country, why could that be?

If you choose to display turnover per industry, you could analyse which industries are doing better than others, and consider why that might be. Then you could go back to a year before the financial crisis to see which industries suffered and which ones survived better.

Another analysis might compare date of incorporation with industry or country, to consider, for instance, why was there a surge in the creation of construction companies in 2011, and why especially in Norway?

25.1.1. Create your search

» Build a pivot analysis for your current search results by loading or creating a search for the companies you're interested in.

» You could run an analysis on the whole database, but the results might be slow to display.

25.1.2. Choose your pivot analysis

» Once you have created your search, go to **Tools > Pivot analysis**. Here you can choose one of the analyses that we have prepared or you can create one from scratch.

» When you choose a predefined analysis, you can still adapt it as you would a new analysis and then save it under a different name so you can reuse it later.

25.1.3. Edit selection of companies

» Optionally, before you display the results, you can click the **Edit** icon above the table to modify the current search.

25.1.4. Choose your variables

» When you click the appropriate Edit icon, you can select the variable you want to display in rows or columns of the table. By default, cells of the table display the number of companies, but you can choose another variable here too if you want.

25.1.5. Choose the layout of the table

» When you run a pivot analysis for a financial variable, the latest available year of data is selected as the basis of the table, but you can change that if you want.

25.1.6. Customize the chart

» Below the table is a chart you can customize by selecting your choice of primary variable from the menu, and switching between pie and bar charts by clicking the icons.
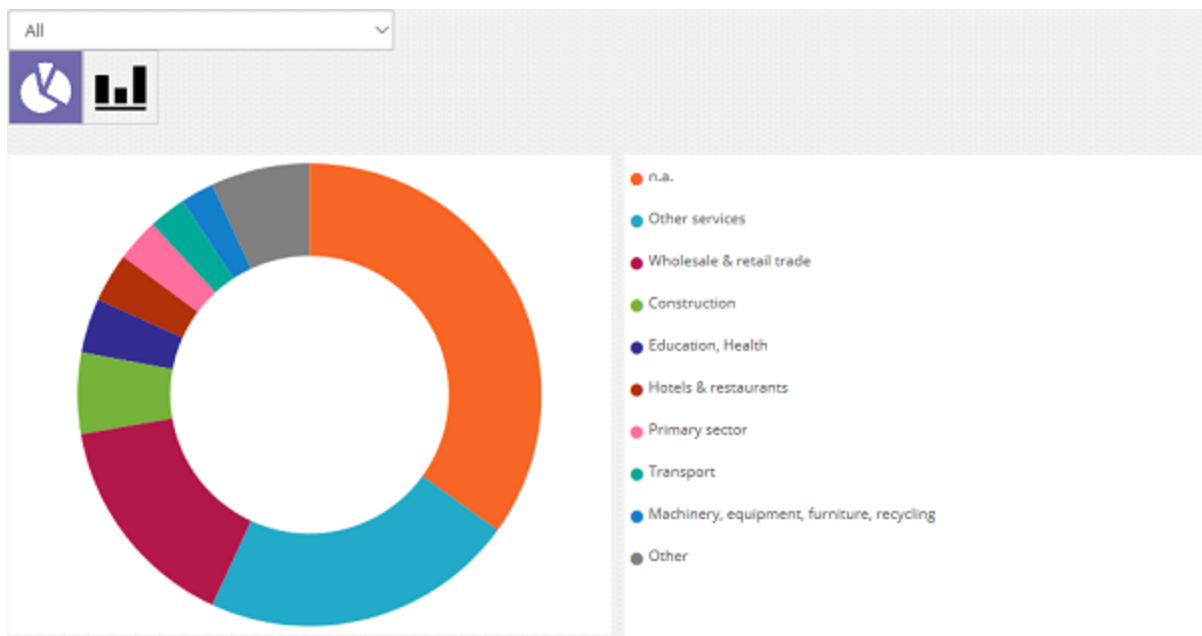
26.0. Peer analysis

The peer analysis is a benchmarking tool you can use to compare the companies in your active search against one another. The comparison can be based on any financial variable for any of the available years.

The companies can also be benchmarked against some summary statistics that are calculated on the entire group of companies in your search.

The results of the peer analysis can be viewed in a table and illustrated with a variety of graphs.

26.1. Build a peer analysis

Example:

You may with to analyse banks in emerging markets to see why some of them do better than others. You would create a search on those banks and then open the peer analysis. Once you have defined the key variables and ranked the results, you can analyse which bank is performing better than its peers. You can examine what makes it so special, and compare the results against previous years to see which companies performed better after the credit crisis.

26.1.1. Create your search

» Build a peer analysis for your current search results by loading or creating a search for the companies you're interested in.

» You can analyse between 2 and 2,500 companies.

26.1.2. Choose your peer analysis

» Once you have created your search, go to **Tools > Peer analysis**. Here you can choose one of the analyses that we have prepared, or you can create one from scratch.

» When you choose a predefined analysis, you can still adapt it as you would a new analysis and then save it under a different name so you can reuse it later.

26.1.3. Select the companies and statistics

» By default, when you launch a peer analysis, all the companies in your search are inserted as primary variables, one per row.

By clicking the edit icon, you can:

» Select or clear individual companies in your search.
» Define which summary statistics you want to add.

26.1.4. Choose your variables

» By default, the financial variables are displayed in the columns. When you click the edit icon, you can select the variables you want to use.

26.1.5. Add a rank, quartile or decile

» You can choose to add an extra column alongside each of the values to show the appropriate rank, quartile or decile.

26.1.6. Choose the layout of the table

» When launching a peer analysis, the latest available year of financial data is selected as the basis of the table, but you can also use the company or variables if you want.

27.0. Ownership explorer

Use the Ownership explorer tool to explore the corporate structure of a company in your current search results. It's especially useful for anti-money laundering purposes.

Initially, the corporate structure is displayed graphically in the form of interconnected nodes, and you can expand, highlight and drill down into the structure to reveal interesting information.

A key feature of the tool is that it can show you, at a glance, the integrated percentage ownership from one entity to another in the corporate structure, which is calculated as the sum of any direct ownership between them, plus any portions of ownership held indirectly, including circular ownership.

Example:

If you show the full ownership structure of a single company, consider whether what you see matches the information you received from the company itself.

When you drill down into reports on companies and individuals, you might see that some of them might be connected to other, more risky companies.

According to the fourth AML directive, if a company's ownership structure is overly complicated (more than expected for its size), that fact itself can indicate a risk.

You can also manage the appearance and content of the graphical results, filter the display in various ways, perhaps to remove hedge funds, venture capital firms etc., or by industry type, or by company size. You can make all the nodes for companies in Luxembourg be shown as squares, or all the companies in Switzerland green, or connections to companies in the Cayman Islands use dotted lines. You can also display the structure as a table.

Note:

This tool is only available for users whose subscription includes the ownership options: 'Access to Beneficial Owners' (which requires a subscription to the Compliance Catalyst) and 'Access to ownership explorer'. Full functionality also requires 'Access to T-Rank' and 'Access to integrated ownership percentage'.

At an extra cost you can use the tax explorer to show the tax rate for certain countries, and make filters based on these settings.

27.0.1. Create your search

» Perform an ownership analysis for your current search results. The first step is to load or create a search for the companies you're interested in.

» You could run an analysis on the whole database, but the results might be slow to display.

27.0.2. Choose your ownership explorer

» Once you have created your search, go to **Tools > Ownership explorer**. Here you can choose one of the analyses that we have prepared or you can create one from scratch.

» When you choose a predefined analysis, you can still adapt it as you would a new analysis and then save it under a different name so you can reuse it later.

> **Note**:
>
> If the corporate group is large, it may take a long time to render the results, so you have the option of cancelling the analysis by clicking the **Back to ownership explorer** breadcrumb. You could reduce the search results, or filter the items being considered to run a quicker analysis. Alternatively, it is quicker to show a table, since it would not need graphic rendering.

27.0.3. Display the analysis

» For an existing analysis, the results are displayed for the subject company (or first company if there are more than one) when you choose the analysis.

» For a new analysis, when the initial calculation of results is complete, a prediction of rendering time is made.

1. Click **Show graph** to display the results.
2. Click **Show table** if you want to display the results as a table.

27.1. Graph views

» Click the [N/≣] toggle button to display the results as a graph.

» The subject company is picked out by the dark colour of its node. Each ownership relationship is indicated by an arrow from the owner to the owned entity. Typically, two values show the direct and total ownership percentages. If you select the Integrated ownership percentage display option, that value is displayed alongside each company's name.

Examples

Without the integrated ownership percentage display option:
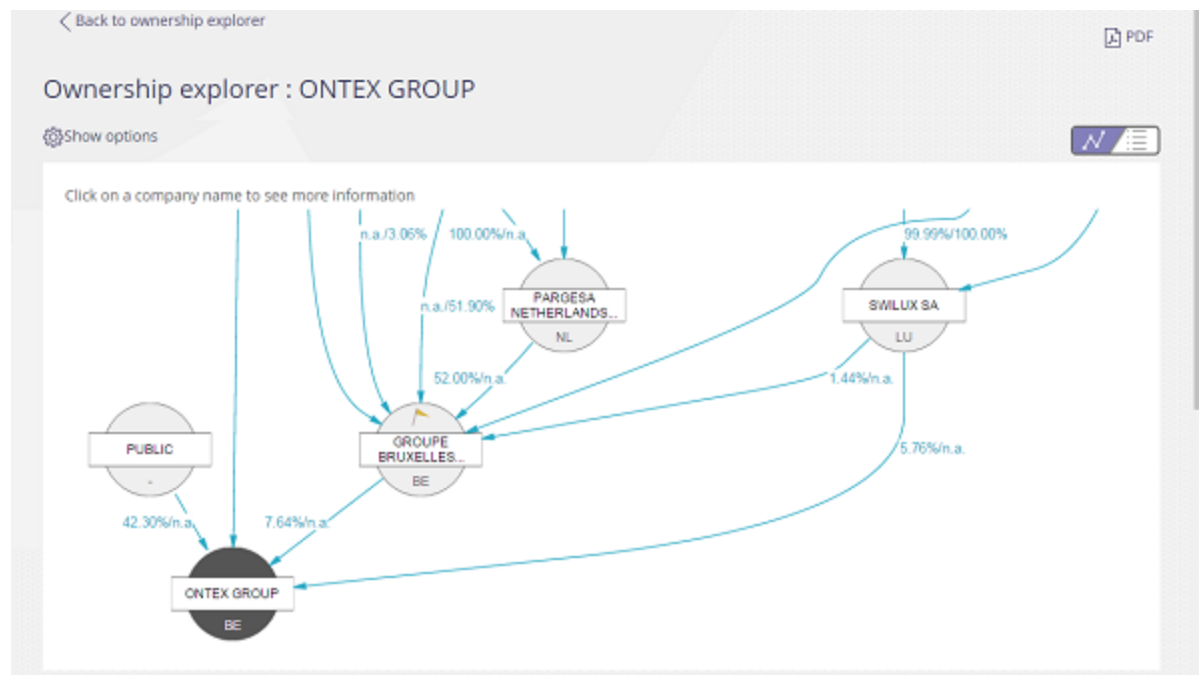
With the integrated ownership percentage display option:
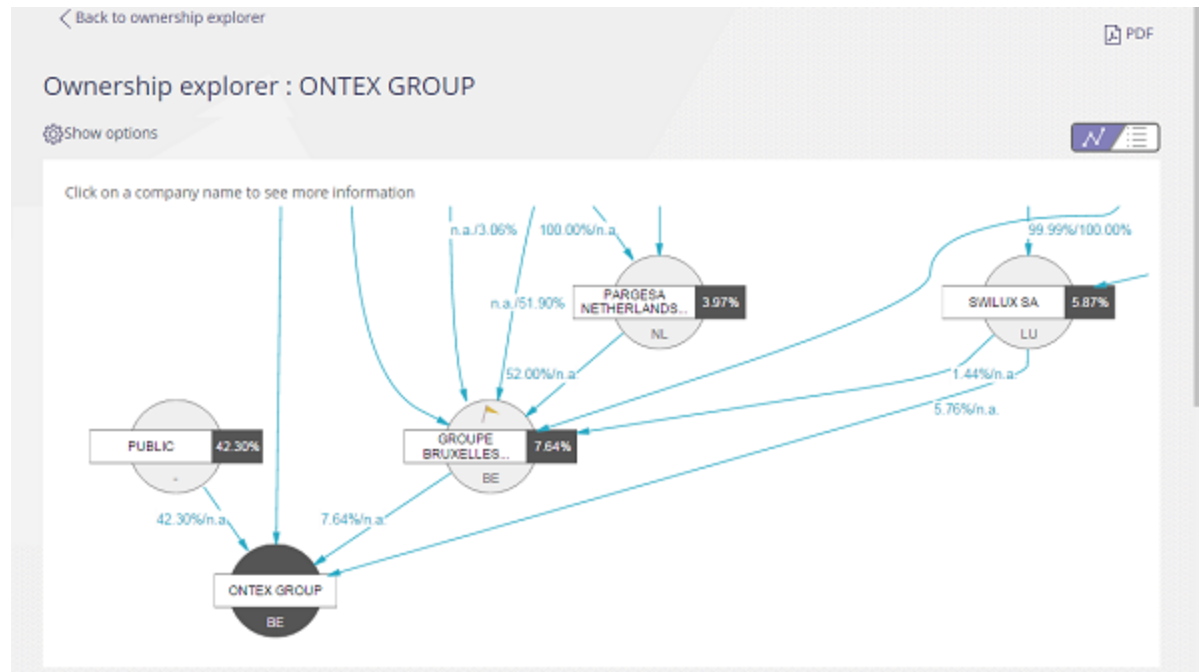
A legend below the graph explains the graphics and statistics included.

Example

Legend

↔	Controlling shareholder	A	Insurance company	x/x	Direct / Total ownership %	BR	Branch
👤	An individual	B	Bank	x%	Integrated percentage	COP	50% + 1 Share
👑	Beneficial Owner	C	Corporate			CTP	Calculated total percentage
👑	Global Ultimate Owner	D	Unnamed private shareholders, aggregated			FC	Foreign company
⚑	There are names that are the same, or similar to, a risk relevant name	E	Mutual & Pension Fund/Nominee/Trust/Trustee			GP	General partner
		F	Financial company			JO	Jointly owned, 50 %
		H	Self ownership			MO	Majority owned, > 50%
		I	One or more named individuals or families			n.a.	Not available
		J	Foundation/Research Institute			NG	Negligible, <−0.01%
		L	Other unnamed shareholders, aggregated			T	Sole trader, − 100 %
		M	Employees/Managers/Directors			VE	Vessel
		P	Private Equity firm			WO	Wholly owned, >= 98%
		Q	Branch				
		S	Public authority, State, Government				
		V	Venture capital				
		W	Marine Vessel				
		Y	Hedge fund				
		Z	Public (publicly listed companies)				

27.1.4. Edit filters

» If a new analysis is predicted to take too long to display, clicking the **Edit filters** link opens the Edit filter options page. Select each category of filter from the menu on the left and define which results you want to include by that category.

» You can display this page at any time by clicking the ⚙ Show options icon and selecting **Add filter** option.

27.1.5. Drill down through the ownership hierarchy

» Click a company's name in the node to display more information about it in a pop-up.

Example

RENAULT   ✕

92100 BOULOGNE-BILLANCOURT	Tunover:	50,314,250 th USD
France (FR)	Total assets:	98,641,630 th USD
	Employees:	120,136

FR441639465
Industrial company

2910 : Motor Vehicle Manufacturing

Go to report >   Show Ownership structure >

If the Integrated ownership percentage display option is selected, click a percentage box to display the calculation in a pop-up.

Example

SWILUX SA owns 5.87% of **ONTEX GROUP**   ✕

directly	5.76%
+ through *GROUPE BRUXELLES LAMBERT SA* :	1.44%*7.64% : 0.11% >
= Total	5.87%

In this example, this company owns 5.76% of the subject company directly. The selected company also owns 1.44% of an intermediary, which owns 7.64% of the subject, and this indirect ownership is calculated and added to the direct figure to give the total.

» Click the > icon in the calculation row in the pop-up to display details for an intermediary company, repeating this step until the subject company is reached. Click the < icon to step back through the hierarchy.

Show ownership structure for another company

» You can choose any node in the graph to become the subject company when its pop-up is displayed by clicking the **Show Ownership structure** link. The graph is redrawn with the selected company as the subject (node in dark colour).

Scroll/zoom the graph

» Use your mouse to "grab" the graph and drag it around the screen at any time, revealing more information around the edge. To zoom in, double-click anywhere, or use your mouse's scroll wheel to zoom in and out.

27.1.6. View company report

» When a pop-up window is displayed, click **Go to report** to open the company's report.

27.1.7. Display options

To customize the display of the graph, click the ⚙ Show options icon, and select the **Display options** link. You'll be able to select which entities to show, and assign the node colour, node shape and node stroke (style of outline) for entities defined by country, entity type, company set or industry type.

> **Note**:
>
> This is not just a cosmetic feature. For example, say the Orbis user is a legal counsel who is invited to offer professional services regarding a subject company. If a conspicuous colour is assigned to existing clients (saved as a company set) you can see where a conflict of interest would arise before you make a commitment. Alternatively, public interest entities (PIEs) can be highlighted so as to make sure you keep the right level of professional independence.

27.2. Table views

» Click the ⬚ toggle button to display the results as a table.

Example

» The column on the left includes icons displaying the entity's custom display options as well as the details clarified in the legend.

28.0. Office add-in

We have provided the office add-in to extend the capabilities of MS Excel and MS Power-Point so you can access data directly from the Bureau van Dijk servers and insert that data in your worksheets and presentations using our web services.

This section provides information and instruction to do the following:

"Download and install the add-in" below

"Excel add-in" on the next page

"Excel templates" on page 147

"PowerPoint add-in" on page 149

"Learn more" on page 150

28.1. Download and install the add-in

1. Go to **Tools > Office add-in** and click to download the version of the add-in that matches your version of MS Office. You'll be prompted to decide what to do with WebaddinNN.exe, and when that file is run the setup wizard starts.

   » In both applications, you'll be able to create template files. A template separates data from logic, so you can choose a subject company and apply the configuration of the template to that company's data.

   » We'll assume you know how to use the MS Office applications.

> **Note**:
>
> The Office add-in lets you import and convert any template that was created with previous versions of the add-in.

> **Important**:
>
> The macros included in the Office add-in do not have a digital certificate, so you won't be able to open it if your Office macro security is set to High or Very High.

Refer to the Excel or PowerPoint help to see how to choose an appropriate level of security.

Your network administrator may have enforced a security level to ensure you work with macros that are virus-free. Bureau van Dijk ensures that all macros contained in the add-in are virus-free and can be used safely.

If the connection to the web service fails, we suppose that you are using a proxy server to connect to the Internet. The add-in will automatically retrieve the default proxy parameters used by your browser and try to use them for the connection. In case of connection error, you may be prompted to specify the proxy settings.

28.2. Excel add-in

» Use this add-in to easily create worksheet templates (.xltm extension).

28.2.1. Launch the Excel add-in

» Click the desktop shortcut to launch Excel and accept macros if prompted to enable the add-in. An extra option is included in the toolbar:
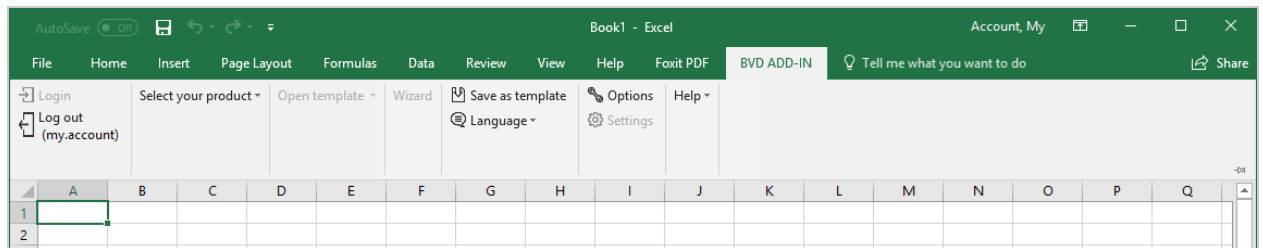
» The following options are available on the BVD ADD-IN tab:

Item/menu	Function
Login/Log out	You are prompted to log in the first time you launch Excel with the add-in. Use these options to change your user credentials if you want. Note: If you click Cancel at the prompt, some add-in functions will be activated, but you'll have to use the Login option here to get full access.
Select your product	See step 2 below.
Open template	Preconfigured templates, and any you have saved, are available from the menu. Only available once a product is selected.
Wizard	Only available once a product is selected. See step 4 below.
Save as template	Saves the logic of the current worksheet as a template you can reload.
Language	Changes the language for all input and display for the add-in only, not for the whole of the Excel interface.
Options	Opens a pop-up where you can select add-in options (see below).
Settings	Opens a version of the My Orbis settings page in a pop-up. Only available once a product is selected.
Help	Select from the menu of options to get help about the add-in.

28.2.2. Select the product

» Select Orbis (or another Bureau van Dijk product) from the menu. This is the source for data you'll work with.

28.2.3. Add-in options

Selecting Options from the toolbar opens a pop-up with these options:

» Data: Select automatic to recalculate values of all add-in functions each time the worksheet is opened, or when a function's argument has been modified. Select manual if you want to recalculate values manually.

» If your worksheet uses the array formula GetDataTable(), you can select the precision model you want. Universal is the faster option but does not retrieve the

deepest financials; **Most detailed model** is slower but uses the deepest level of data retrieval.

» **Formulas**: Select how you want to handle "n.a." values extracted from the database.

» **Access mode**: Click the **Connection** button to open a pop-up where you can configure how to access the source database.

» **Various**: Select the required options to enable automatic add-in version check and login storage.

» **Peergroup**: Select the options you want to define which companies are considered peers of the subject company.

28.2.4. Create a worksheet

Create a new worksheet by launching the three-step wizard from the toolbar, and continue like this:

1. **Wizard Step 1: Create your search**.

   a. This step offers a version of the Search page, which you can use to define the companies you're interested in by the usual search criteria.

   b. For example, searching by company name lists results for companies that include your keyword in their names, descriptions etc. You can repeat the step with multiple keywords if you want.
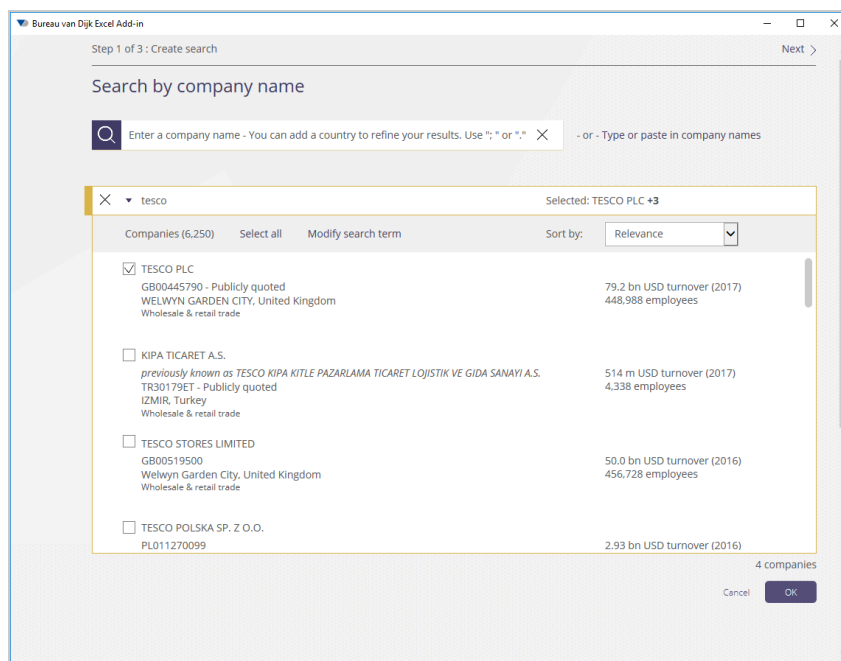
c. Click **OK** to complete the selection and to see your search strategy.
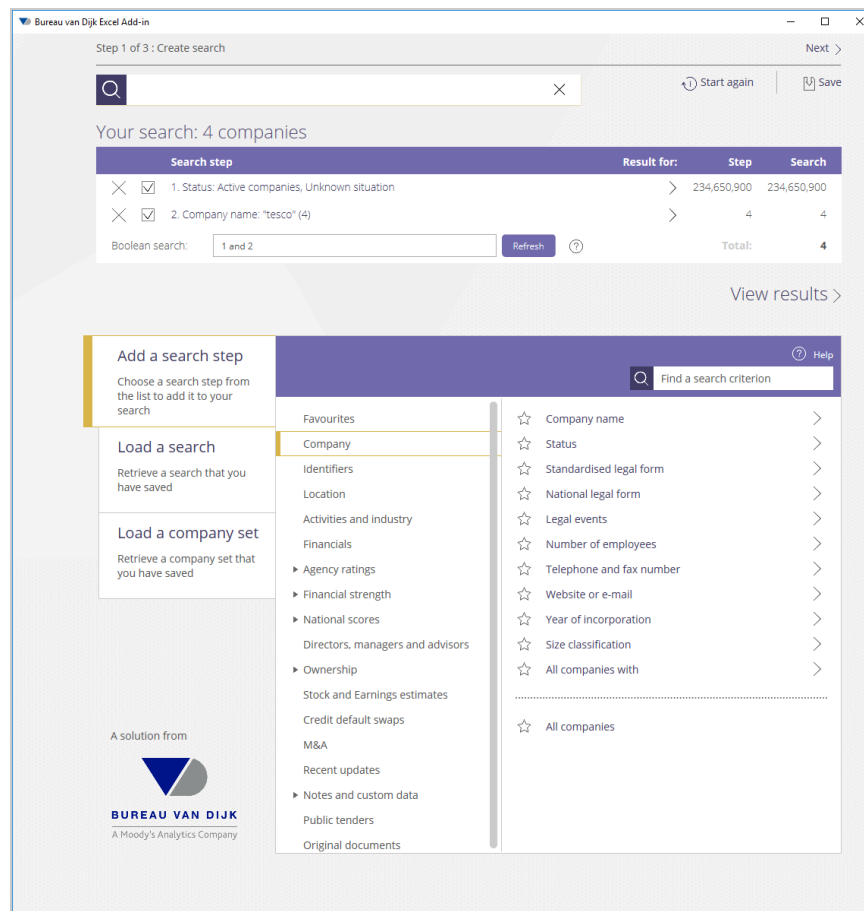
d. If you are happy with your search strategy, click **Next** in the top right of the page to continue.

2. **Wizard Step 2: Define the variables**. This step lets you choose which variables to include as columns in your list view.

a. Either select the columns you want from the pane on the left, or select an existing view from the drop-down menu.
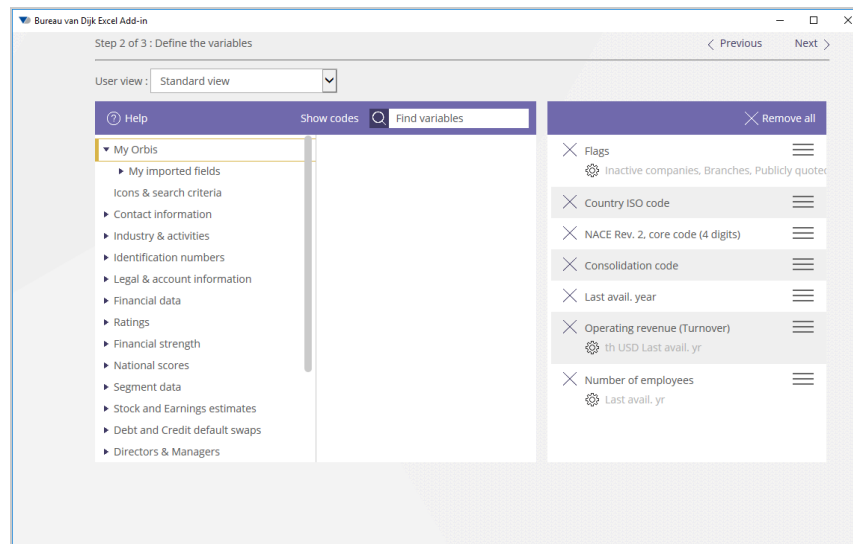
b. Reorder the columns or configure them in the usual way for a list view.

c. Happy with your list view? Then click **Next** in the top right of the page to continue.
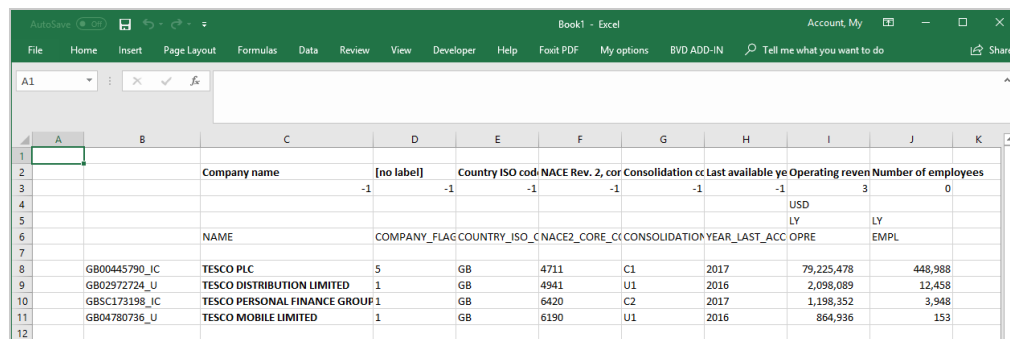
3. **Wizard Step 3: Define the layout**.

a. Click an option button to select the layout you want to use.
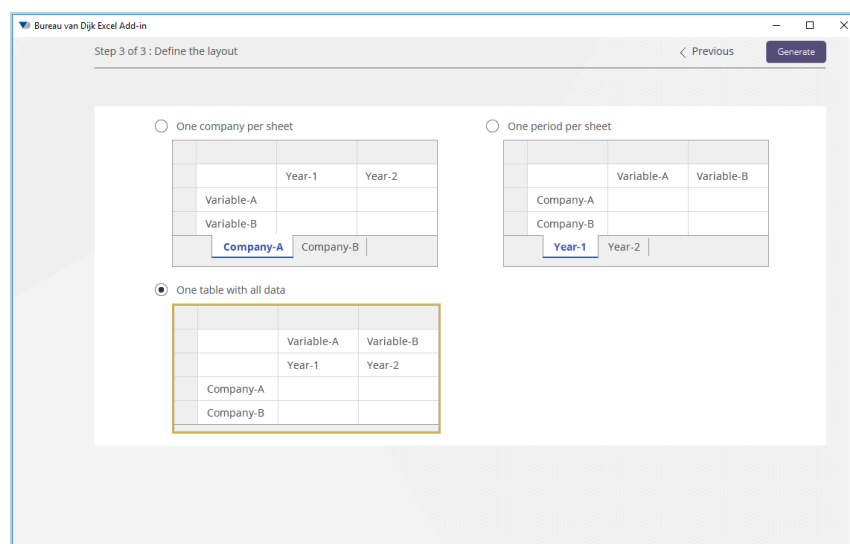
b. Click **Generate** in the top right of the page to continue.

» The results will be processed and when complete, will appear as a new worksheet.

28.3. Excel templates

We have also provided some Excel templates that you can launch from the Tools > Office add-in page.

Alternatively, when you export to Excel from a list, you have the option of creating a template. Depending on the output options you choose, you may find the following functions are available in the worksheet:

GetData()

We expect this add-in formula to be the most commonly used. You'll need to select a single cell in the worksheet, right-click and select **Insert BvD formula** from the pop-up menu, and then select values from the database to determine the cell's contents, using the following dialog:

Using the above example, the cell contents returned might look like this:

See also Step 3: Add-in options above for the data option for this formula.

GetDataTable()

This add-in formula relies on Excel's native array feature. You'll be expected to select a group of cells in the worksheet, right-click and select **Insert BvD formula** from the pop-up menu, and then enter a formula to determine the cells' contents. The following dialog is displayed:
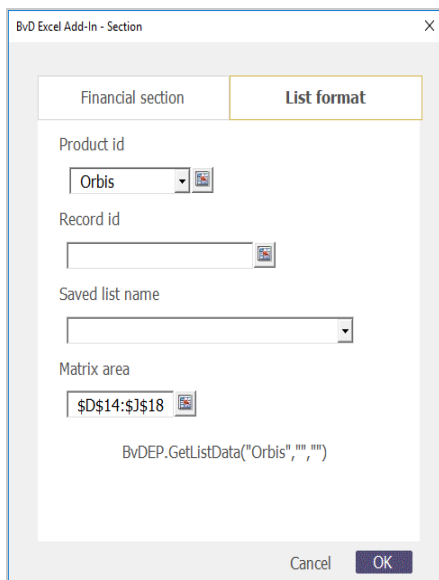

The returned layout will vary depending on whether you are displaying multiple data points for a single company over several years, or whether you are displaying data for

multiple companies. See also Step 3: Add-in options above for the data option for this formula.

Microsoft has provided a full explanation of how to use the native array formula, which can be found at https://support.office.com (search there for "Create an array formula").

GetListData()

This add-in formula relies on Excel's native array feature. You'll be expected to select a group of cells in the worksheet, right-click and select **Insert BvD section** from the pop-up menu, and then select a list view to retrieve information for multiple companies for that view, inserting these as the cells' contents. The following dialog is displayed:

> **Note**:
> If you create a new list view in Orbis, you'll need to connect to the add-in using the same user account to use that view here.

28.4. PowerPoint add-in

The PowerPoint add-in is under development.

28.5. Learn more

» Watch a video

» Help me step by step

29.0. Office add-in setup wizard

Having downloaded the plug-in file WebaddinNN.exe, running it uses a seven-step wizard that allows you to install the add-in.

29.1. Welcome

» Close all MS Office programs that may interfere with the installation, then click **Next** to continue.
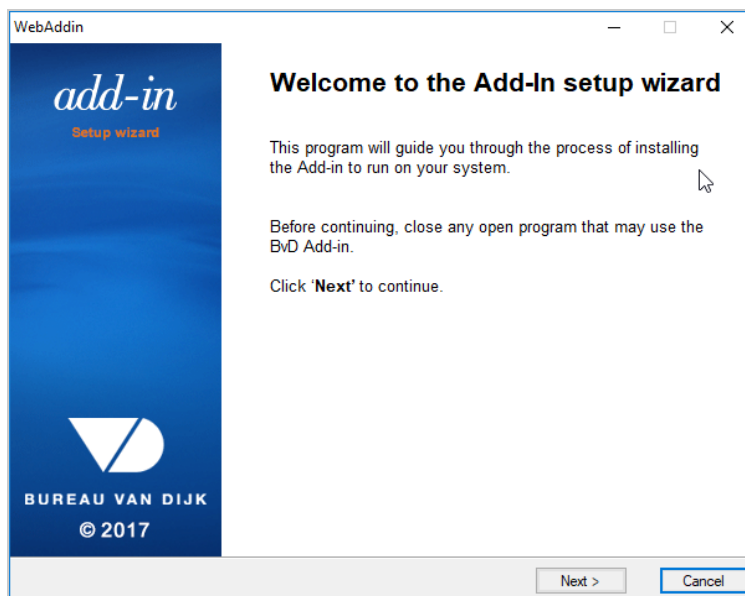
29.2. Terms and conditions

» Read through the terms and conditions and accept them before continuing with the installation.
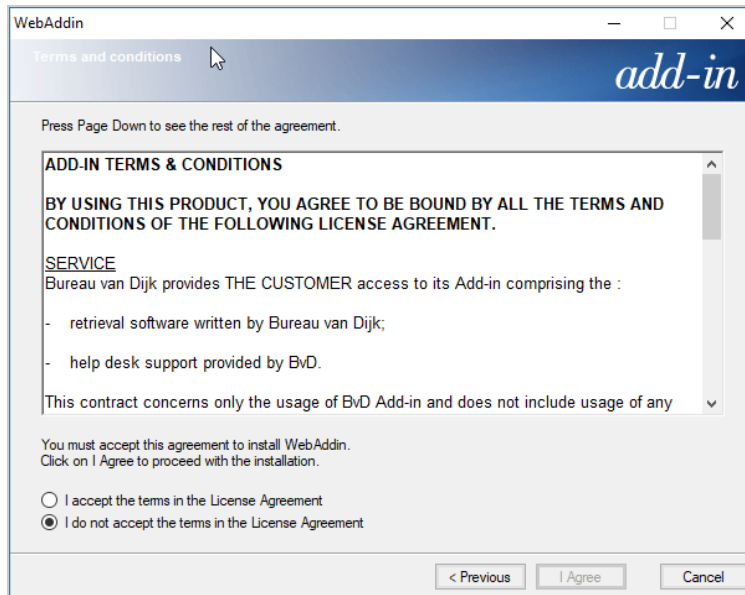
» Select the option **I accept the terms in the License Agreement**.

» Click **I Agree**.

29.3. Installation folder

» Choose the Start menu folder where the add-in shortcut will be copied, and to choose whether to place a shortcut on your desktop.
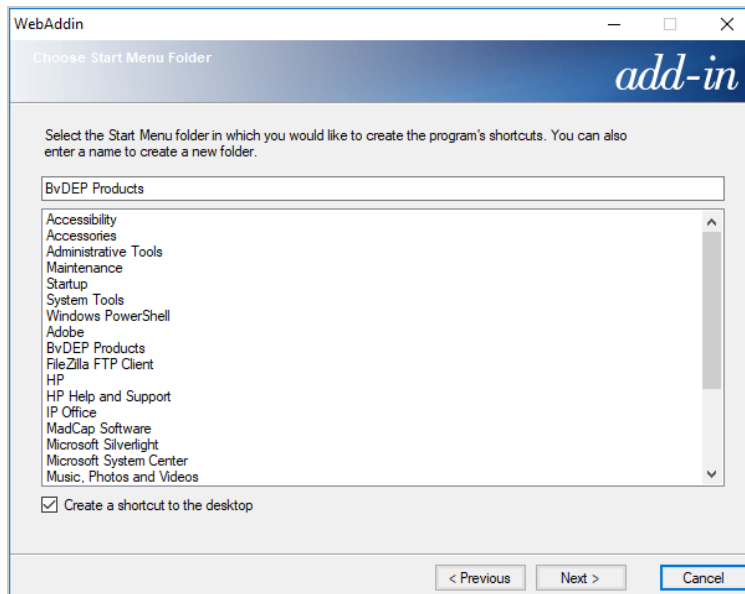
» Either keep the default folder, choose a pre-existing folder, or type a new folder name in the text box.

» By default, a shortcut to the add-in is created on your desktop, but you can clear the option if you don't want it. You'll have to launch the shortcut from the Start menu instead.

» Click the **Next** button to start the installation process.

29.4. Installation type

You are now offered two types of installation:

» **Private**
Installs the add-in in your User Profile. Select this option to limit access to the add-in to yourself and system administrators.
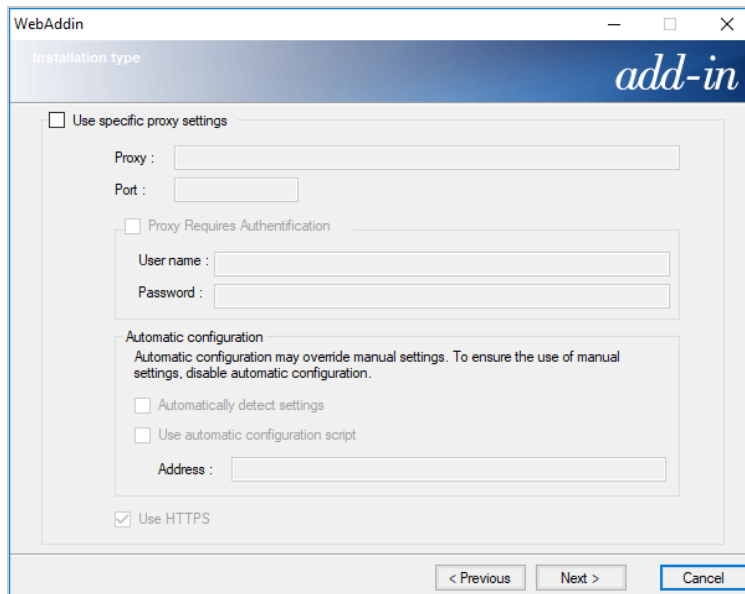
» **Shared**

Installs the add-in in the Program Files. Select this option to enable access to all users of the computer.
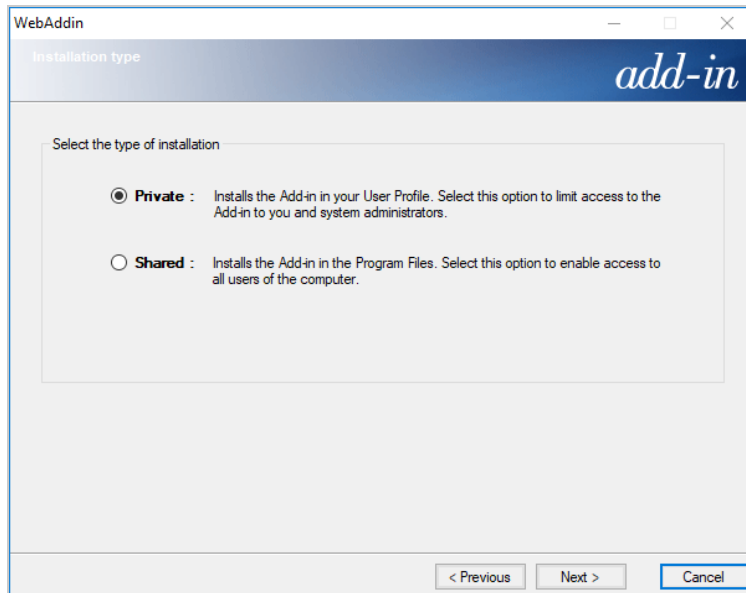
29.5. Proxy settings

» You can configure the proxy settings to enable connection to the Internet.

29.6. Choose components

» You can choose which components to install, and the destination folder where you want the files to be installed.
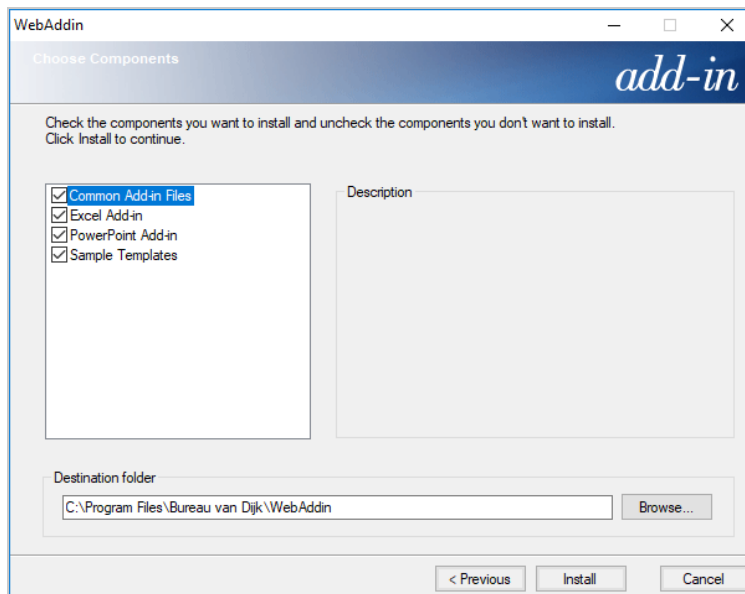
» Select/clear the components you want to install:

  » **Common Add-in files**: core files necessary for the add-in to function (this component cannot be disabled).

  » **Excel Add-in**: installs the add-in for MS Excel.

  » **PowerPoint Add-in**: installs the add-in for MS PowerPoint.

  » **Sample Templates**: installs some system-defined templates.

» Either keep the default destination folder, or choose a new one by clicking the **Browse** button.

» Click the **Install** button to start the installation process.
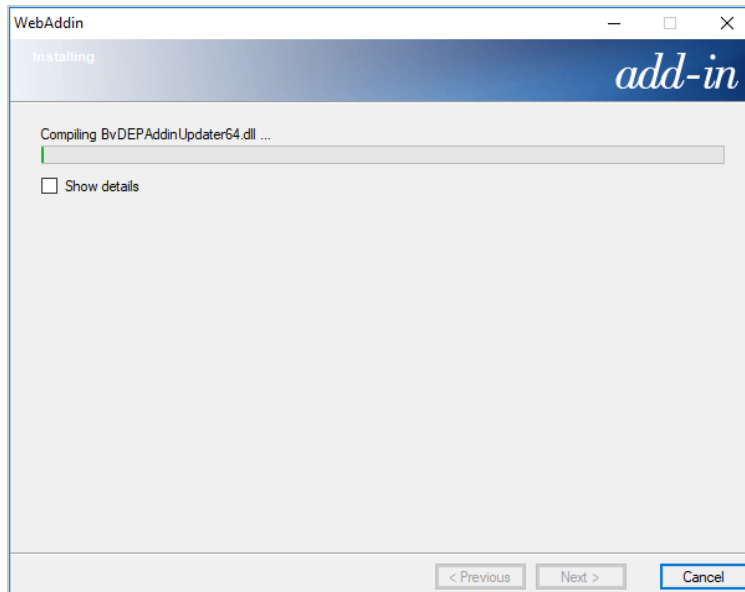
29.7. Complete

» After the files are successfully installed, the final step of the wizard is displayed.
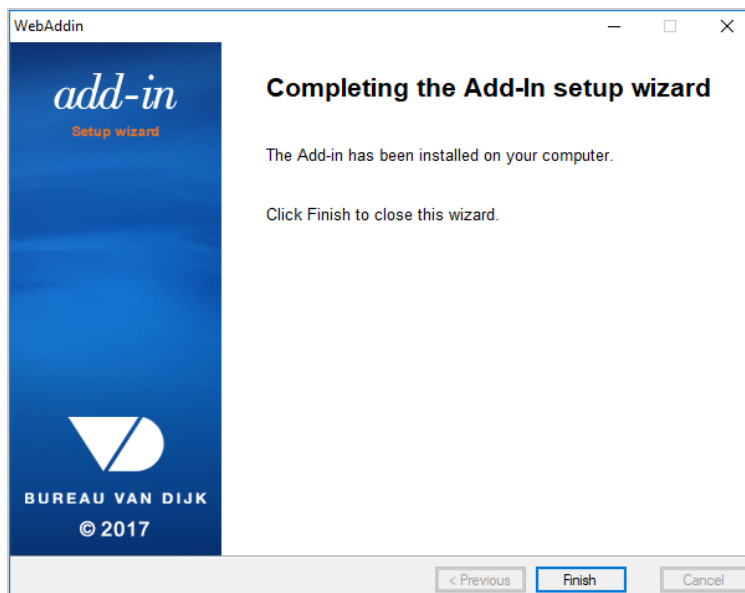
» Click **Finish** to quit the wizard.

» If you accepted the default option at step 3 (installation folder), you'll see links on your desktop to launch MS Excel and MS PowerPoint with the add-in BvDEPWebAddin.xla (or .ppa) enabled.

30.0. Geographic heat map

Use this tool to compare a group of companies according to a variable you are interested in. By default, the results are displayed as a coloured map of the world, which you can customize by changing the number of display segments. You can highlight the relevant values applicable to specific countries. You can also choose to display the results as a table.

If you don't want to review results for the whole database, you can begin by searching for companies of interest. You can also edit the companies included when the results are shown.

Example:

You might want to see where companies in a corporate group are located. Maybe there are five companies in Luxembourg but only one in North America - is there a risk factor involved?

You might want to see where employees are located. If a company's HQ is in Germany, but ten times more people work in Bangladesh - is there a risk factor involved?

You might want to search for a company and make a heat map showing the location of total assets within its corporate group. Maybe all assets are in Russia, why do think that is?

Note:

Different filing requirements in different countries might make this a hard analysis to use.

30.1. Build a geographic heat map

30.1.1. Create your search

» Build a geographic heat map for your current search results. The first step is to load or create a search for the companies you're interested in.

30.1.2. Choose your geographic heat map

» Once you have created your search, go to **Tools > Geographic heat map**. Here you can choose one of the maps that we have prepared, or you can create one from scratch.

» When choosing a predefined map, you can still adapt it as you would a new map and then save it under a different name so you can reuse it later.

30.1.3. Select the companies and display options

» By default, when you launch a geographic heat map, the results are displayed for all the companies in your search. The toggle button should be selected to display the results graphically.

By expanding the '**Your search**' panel, you can:

» Edit the companies in your selection.

By clicking the ⚙ Show options icon, you can:

» Define whether to display aggregated values or averages.
» Define whether to colour the map, and the number of classes (colours) to display, or else use differently-sized 'bubbles'.
» Choose which region to show at the centre of the map.

30.1.4. Choose your variable

» By default, the variable is number of companies per country. When you click the ⚙ Show options icon and select **More options**, you can select the variable you want to use. If you select a financial variable, you'll then be able to select the year from a menu above the map.
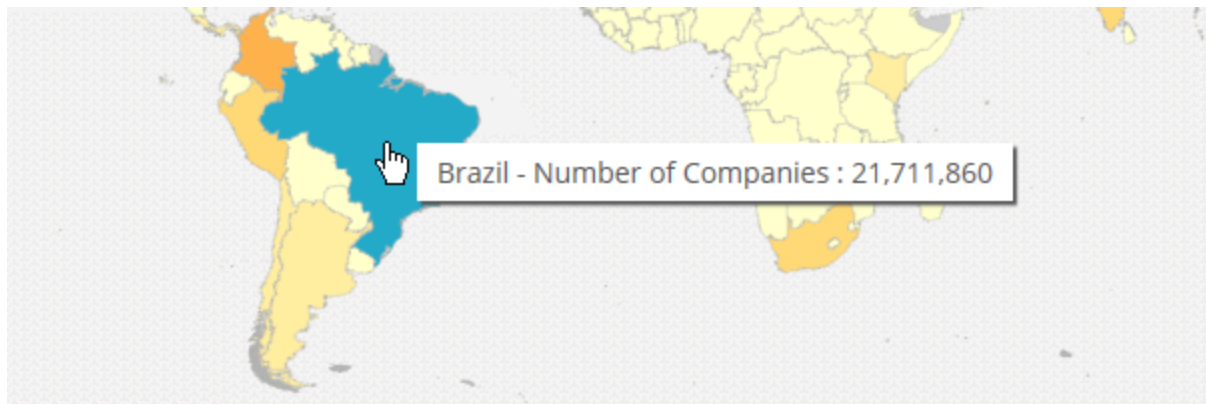
30.1.5. Show details for countries in the map

» Hover your mouse cursor over the map to highlight individual regions, and display the value in a tooltip.

» Click an individual region to display a pop-up, containing a link to display the companies in a results list.

Note:

You can zoom the map by clicking the icons on the right, or by using the scroll button of your mouse. Use your mouse to drag the map around the screen.

30.1.6. Display the results as a table

» Click the toggle button to display the results as a table:

Column	Description
Zone	The name of the country or other geographic entity being represented.
Number of companies	The number of companies associated with the display variable.
Quartile	The quartile of the whole set of companies.
Decile	The decile of the whole set of companies.

31.0. Contact tool

The Contact tool is effectively a mailing wizard for business development purposes. You can use it to filter the companies in the current search results according to job functions of the companies' executives and display the matching companies as a list.

31.0.1. Choose your contact selection

» Go to **Tools > Contact tool**. Here you can choose one of the selections that we have prepared, or you can create one from scratch.

» When you choose a predefined selection, you can still adapt it as you would a new one and then save it under a different name so you can reuse it later.

31.0.2. Select your contact options

» If you're working with an existing selection, click **Back to Contact** options first.

» Define the options by including at least one function, and an option to choose how many contacts you want per company.

31.0.3. View the results

» If you're working with an existing selection, the results are displayed, otherwise click **OK** in the Contact options page to display the results.

» A count of the companies with matches is listed and displayed graphically. A breakdown by function is tabulated.

31.0.4. Modify the companies and display the list

» Select an option to decide what you want to do with unmatched companies. Clicking **Finish** displays the list of results.

» The **Actions** menu above the list includes options for exporting the companies, saving them and a peer group, or downloading their BvD ID numbers.

32.0. Document ordering

If you are interested in information about a company you cannot find in the Orbis database, you can use the Document ordering tool to purchase an original document from our partners.

32.1. Launch the Document ordering tool

» Go to **Tools > Document ordering**. A three-step wizard opens.

32.1.1. Choose the subject company

Select as many of these details as you know, and then click **Next** to continue (required details are marked with a * are required and an error is reported if you omit them):

» **Company name**: type part of the required company's name in the text box.
» **Region or state**: optionally, type part of the company's location to assist in finding it.
» **Country**: select the company's country of registration from the drop-down menu.
» **Registration number**: optionally, type any registration number if you know it.
» **Company address**: optionally, type as much of the address as you know.

32.1.2. Step 2: Choose your documents

Select check boxes to choose which of the available documents you want to buy, and then click **Next** to continue. The available types may depend on the country you selected at step 1 and each category is shown with its list price alongside.

32.1.3. Step 3: Your contact details

These default from your user account in the **My Orbis** page, but you'll have to add some information to continue. Click the Edit icon to open **My contact** details pop-up.

A summary of your order is displayed below, and you must select the check box to accept the terms of use before clicking **Confirm** to complete the order.

33.0. Batch search

Use this tool to search for companies based on a batch of names and addresses, saved in a file on your computer. This is a great time saver for when you want to search for matches against many details together rather than repeat a search by company name.

This section provides information and instruction to do the following:

33.1. Create a source batch file

» Use any convenient application to create a list of up to 1,000 company names, and, optionally, the city, country and national ID associated with them. Suitable formats have the suffix .bvd, .csv, .xls, .xslx or .txt.

33.2. Upload the batch file

» Go to **Tools > Batch search** and either click the **Choose file** button and browse to the file you want to upload, or drag it from a file browser window onto the Orbis page.
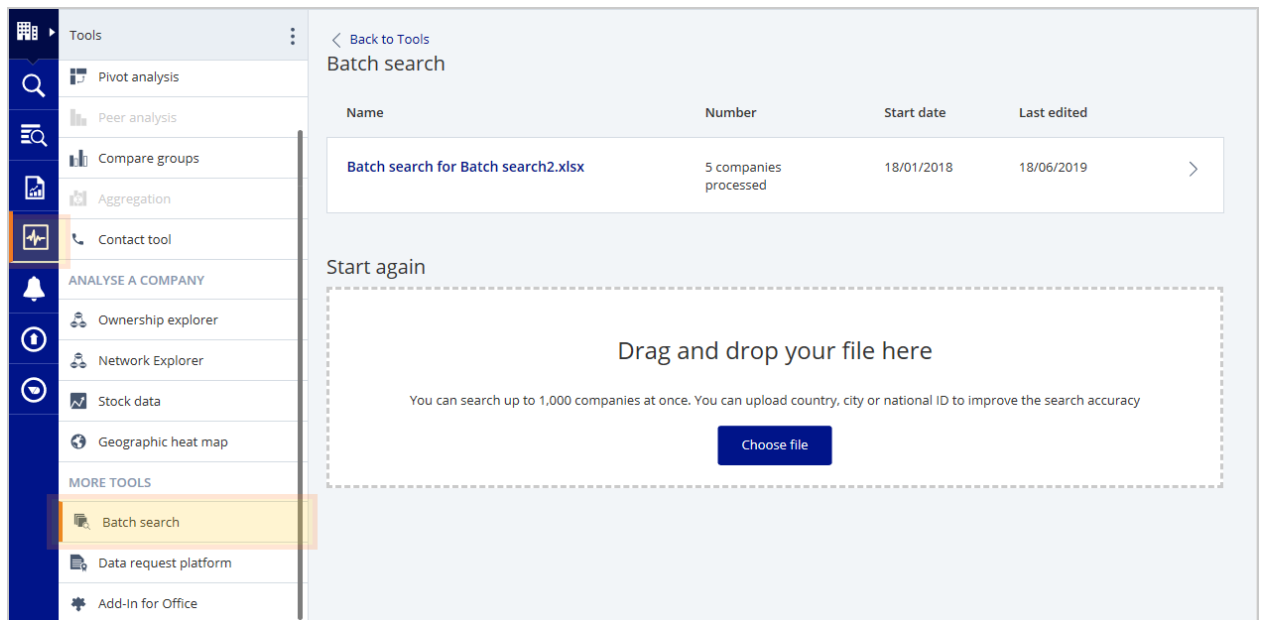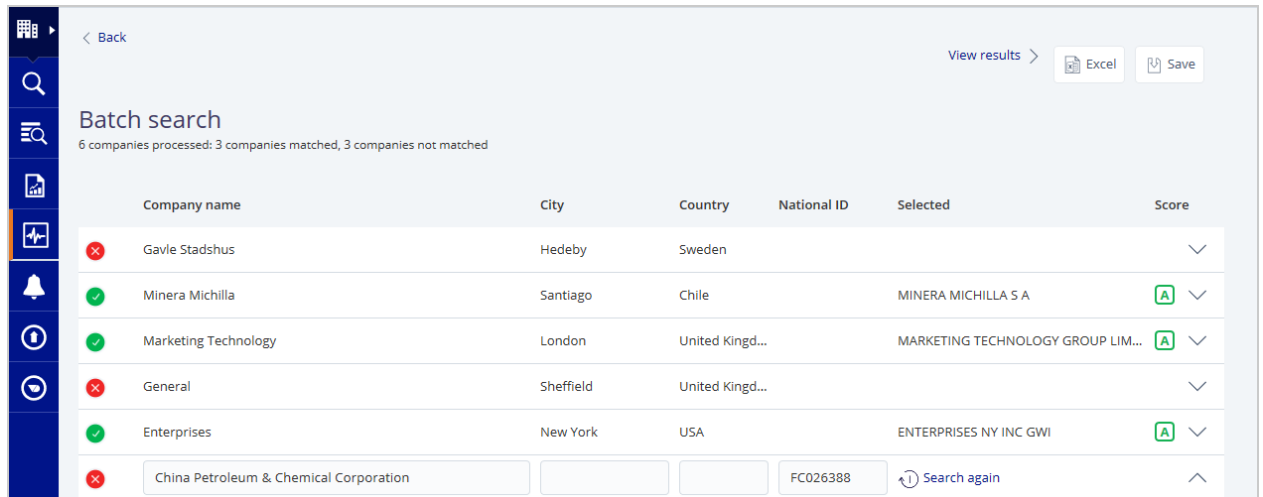
» You have the option to create a mapping between columns in the source file and the resulting list.

» The batch search is run and a list of potential matches between the source file and a record in the Orbis database is displayed. Each potential match is assigned a confidence score from A to E on the right, and if any matches can be made

automatically with a score of A, those matches will be selected by default (and marked ✅ on the left).

Note:

While the search is running, you have the option to interrupt it to continue later.

33.3. Change results

» Change an automatic match, or select a result if no automatic matches were made (marked ❌). Click to expand a row in the results and select your preferred match from the Orbis company records.

» When a row is expanded, edit any of the input details and click **Search again** to

see if your results are improved.

	Company name	City	Country	National ID	Selected	Score
⊗	Gavle Stadshus	Hedeby	Sweden		↻ Search again	⌃
○	GAVLE STADSHUS AKTIEBOLAG	GAVLE	SE	556507-1700		C
○	GAVLE VERKSTADSHUS AB	GAVLE	SE	556828-8103		D
○	GAVLE STADS TAXI AB	GAVLE	SE	559046-4797		D
○	GAVLE TRAD AKTIEBOLAG	FALUN	SE	556409-5866		E
○	GAVLE STADTEAM AB	HEDESUNDA	SE	559085-5283		E

33.4. View results list

» At any time, you can click **View results** in the upper right of the **Batch search** page to view the matched companies as a search results list.

33.5. Learn more

» Watch a video
» Help me step by step

34.0. Ratios

BvD Code	Ratios	Definition
	PROFITABILITY RATIOS	
RSHF	ROE using P/L before tax (%)	(Profit before tax / Shareholders funds) * 100
RCEM	ROCE using P/L before tax (%)	(Profit before tax + Interest paid) / (Shareholders funds + Non-current liabilities) * 100
RTAS	ROA using P/L before tax (%)	(Profit before tax / Total assets) * 100
ROE	ROE using Net income (%)	(Net income / Shareholder funds) * 100
ROCE	ROCE using Net income (%)	(Net income + Interest paid) / (Shareholder funds + Non-current liabilities) * 100
ROA	ROA using Net income (%)	(Net income / Total Assets) * 100
PRMA	A Profit margin (%)	(Profit before tax / Operating revenue) * 100
GRMA	Gross margin (%)	(Gross profit / Operating revenue) * 100
ETMA	EBITDA margin (%)	(EBITDA / Operating revenue) * 100
EBMA	EBIT margin (%)	(EBIT / Operating revenue) * 100
CFOP	Cash flow / Operating revenue (%)	(Cash flow / Operating revenue) * 100
EVET	Enterprise value / EBITDA (x)	Enterprise value / (Operating profit (loss) + Depreciation)
MKCF	Market cap / Cash flow from operations (x)	(x) Annual Market Cap / 315514 (non-US comps) or OTLO (US comps)
	OPERATIONAL RATIOS	
NAT	Net assets turnover (x)	Operating revenue / (Shareholders funds + Non current liabilities)
IC	Interest cover (x)	Operating profit / Interest paid
STOT	Stock turnover (x)	Operating revenue / Stocks
COLL	Collection period (days)	(Debtors / Operating revenue) * 360
CRPE	Credit period (days)	(Creditors / Operating revenue) * 360
EXOP	Export revenue / Operating revenue (%)	(Exports / Operating revenue) * 100
RDOP	R&D expenses / Operating revenue (%)	(Research & development / Operating revenue) * 100

BvD Code	Ratios	Definition
	STRUCTURE RATIOS	
CURR	Current ratio (x)	Current assets / Current liabilities
LIQR	Liquidity ratio (x)	(Current assets - Stocks) / Current liabilities
SHLQ	Shareholders liquidity ratio (x)	Shareholders funds / Non current liabilities
SOLR	Solvency ratio (Asset based) (%)	(Shareholders funds / Total assets) * 100
SOLL	Solvency ratio (Liability based) (%)	(Shareholders funds / (Non current liabilities + Current liabilities)) * 100
GEAR	Gearing (%)	((Non current liabilities + Loans) / Shareholders funds) * 100
	PER EMPLOYEE RATIOS	
PPE	Profit per employee (th)	Profit before tax / Employees
TPR	Operating revenue per Employee (th)	Operating revenue / Employees
SCT	Cost of employees/Operating revenue (%)	(Cost of employees / Operating revenue) * 100
ACE	Average cost of employee (th)	Cost of employees / Employees
SFPE	Shareholders funds per employee (th)	Shareholders funds / Employees
WCPE	Working capital per employee (th)	Working capital / Employees
TAPE	Total assets per employee (th)	Total assets / Employees

35.0. Global format

BvD Code	Label	Formula	Definition
	BALANCE SHEET		
FIAS	Fixed Assets	IFAS+TFAS+OFAS	Total amount (after depreciation) of non current assets (Intangible assets + Tangible assets + Other fixed assets)
IFAS	Intangible Fixed Assets		All intangible assets such as formation expenses, research expenses, goodwill, development expenses and all other expenses with a long term effect
TFAS	Tangible Fixed Assets		All tangible assets such as buildings, machinery, etc.
OFAS	Other Fixed Assets		All other fixed assets such as long term investments, shares and participations, pension funds etc.
CUAS	Current Assets	STOK+DEBT+OCAS	Total amount of current assets (Stocks + Debtors + Other current assets)
STOK	Stocks		Total inventories (raw materials + in progress + finished goods)
DEBT	Debtors		Trade receivables (from clients and customers only)
OCAS	Other Current Assets		All other current assets such as receivables from other sources (taxes, group Companies), short term investment of money and Cash at bank and in hand
CASH	Cash and Cash Equivalent		Detail of the Other current assets =Only the amount of cash at bank and in hand of the Company
TOAS	Total Assets	FIAS+CUAS	Total assets (Fixed assets + Current assets)
SHFD	Shareholders Funds	CAPI+OSFD	Total equity (Capital + Other shareholders funds)
CAPI	Capital		Issued Share capital (Authorized capital)
OSFD	Other Shareholders Funds		Is All Shareholders funds not linked with the Issued capital such as Reserve capital, Undistributed profit, include also Minority interests if any

BvD Code	Label	Formula	Definition
NCLI	Non-Current Liabilities	LTDB+ONCL	Long term liabilities of the company (Long term financial debts + other long term liabilities and provisions)
LTDB	Long Term Debt		Long term financial debts (e.g. to credit institutions (loans and credits), bonds)
ONCL	Other Non-Current Liabilities		Other long term liabilities (trade debts, group companies , pension loans, etc.) + provisions + deferred taxes
PROV	Provisions		Provisions (social security, taxes, etc.)
CULI	Current Liabilities	LOAN+CRED+OCLI	Current liabilities of the company (Loans + Creditors + Other current liabilities)
LOAN	Loans		Short term financial debts (e.g. to credit institutions + part of Long term financial debts payable within the year, bonds, etc.)
CRED	Creditors		Debts to suppliers and contractors (trade creditors)
OCLI	Other Current Liabilities		Other current liabilities such as pension, personnel costs, taxes, intragroup debts, accounts received in advance, etc.
TSHF	Total Shareholder Funds & Liabilities	SHFD+NCLI+CULI	Total Shareholders funds and liabilities (Shareholders funds + Non current liabilities + Current liabilities)
WKCA	Working Capital	STOK+DEBT-CRED	Indicates how much capital is used by day-to-day activities = Stocks + Debtors - Creditors
NCAS	Net Current Assets	CUAS-CULI	Similar to Working capital (allowing to indicate how much capital is used by day to day activities) but using a different formula: Current assets - Current liabilities
ENVA	Enterprise Value	Market Cap + LTDB + LOAN - CASH	For publicly listed Companies only. The enterprise value estimates the total value on the market of the Company operations by the sum of its Market capitalisation, the Long term debts and the Loans (to financial institutions) minus the Cash & cash equivalent
EMPL	Number of Employees		Total number of employees included in the company's payroll
	PROFIT AND LOSS ACCOUNT		

BvD Code	Label	Formula	Definition
OPRE	Operating Revenue (Turnover)		Total operating revenues (Net sales + Other operating revenues+ Stock variations). The figures do not include VAT. Local differences may occur regarding excises taxes and similar obligatory payments for specific market of tobacco and alcoholic beverage industries
TURN	Sales		Net sales
COST	Cost of Goods Sold		Cost of sold goods, production, services. Costs directly related to the production of the goods sold + depreciation of those costs
GROS	Gross Profit	OPRE - OST	Operating revenue - Cost of goods sold
OOPE	Other Operating Expenses		All costs not directly related to the production of goods sold such as commercial costs, administrative expenses, etc. + depreciation of those costs
OPPL	Operating P/L [=EBIT]	GROS - OOPE	EBIT. All operating revenues - all operating expenses (Gross profit-Other operating expenses)
FIRE	Financial Revenue		All financial revenues such as interest, incomes from shares, etc.
FIEX	Financial Expenses		All financial expenses such as interest charges, write-off financial assets
FIPL	Financial P/L	FIRE-FIEX	Result from financial activities of the Company (Financial revenue - Financial expenses)
PLBT	P/L before Tax	OPPL+FIPL	Operating profit + financial profit
TAXA	Taxation		All taxes related to the accounting period (paid, accrued or deferred)
PLAT	P/L after Tax	PLBT - TAXA	Profit before taxation - Taxation
EXRE	Extraordinary and other Revenue		All extraordinary revenues and other revenues not belonging to the 'ordinary' activities of the Company
EXEX	Extraordinary and other Expenses		All extraordinary expenses and other expenses not belonging to the 'ordinary' activities of the Company.
EXTR	Extraordinary and other P/L	EXRE - EXEX	All extraordinary and other result not belonging to the 'ordinary' activities of the Company
PL	P/L for Period [=Net income]	PLAT + EXTR	Net income for the Year. Before deduction of Minority interests if any (Profit after taxation + Extraordinary and other profit)

BvD Code	Label	Formula	Definition
EXPT	Export Revenue		Part of the turnover made abroad
MATE	Material Costs		Detail of the purchases of goods (raw materials + finished goods). No services
STAF	Cost of Employees		Detail of all the employees costs of the Company (including pension costs)
DEPR	Depreciation & Amortization		Total amount of depreciation and amortization of the assets
RD	Research & Development Expenses		Total amount of expenses on research and development activities
OOPI	Other Operating Items		Total amount of all other operating items not defined in the other memo lines (MATE, DEPR, STAF, RD). These are mainly operating expenses
INTE	Interest Paid		Total amount of interest charges paid for shares or loans
CF	Cash Flow	PL+DEPR	Profit for period + Depreciation
AV	Added Value	TAXA+PL+STAF+ DEPR+INTE	Profit for period + Depreciation + Taxation + Interests paid + Cost of employees
EBTA	EBITDA	EBIT+DEPR	Operating profit + Depreciation

1.0. Glossary

I

ISIN

The International Securities Identification Number (ISIN) is a unique international code which identifies a securities issue. The ISIN is a 12-character alpha-numerical code that does not contain information characterizing financial instruments but serves for uniform identification of a security at trading and settlement. ISINs consist of three parts: a two letter country code (ISO code), a nine character alpha-numeric national security identifier, and a single check digit. Each country has a national numbering agency which assigns ISIN numbers for securities in that country.

S

Search strategy

A search strategy is a series of search steps linked together with Boolean operators [AND, OR, AND NOT, FROM]. When saving a search strategy, the number of companies included in your results may vary through time as the database gets updated. On the other hand, when saving a company set, the number of companies remains constant through time.