WELCOME

» Welcome to ParsePort

First of all, we would like to welcome you as a customer here at ParsePort. We will do everything we can to make sure that your journey towards ESEF compliance is as smooth as possible, no matter whether you have chosen our Passenger, Co-Pilot or Pilot solution.

When you receive this document, you are well on your way to becoming ready for ESEF. The next step you need to take is to go through our implementation process.

To make this as easy as possible, we have compiled this short document, which details the implementation process as well as provides you with relevant contact information.

» Boarding the ESEF Plane

Before you can start converting your annual reports you need to go through the ParsePort implementation process.

If you ever find yourself asking "what's next?" or "when can I start converting" you can refer to the process description on the next page.

» Contacting the Crew

Several different ParsePort teams are involved in the implementation, and they all do their utmost to get you ready for ESEF.

To make contacting the different teams easier, we've centralized our communications. This means that if you want to get in touch with us during the implementation process please send an email to support@parseport.com, then we will make sure the relevant team gets back to you.

If you are responding to an inquiry from one of our employees, however, we ask that you reply directly to the email you received.

» Enjoy Your Flight

Because every listed company in Europe needs to prepare for ESEF, we are handling a lot of requests, so we hope you can arm yourself with patience. However, from this point on we will make sure that you become ready for ESEF.

Your Journey Towards ESEF Compliance

» Signing the Contract

The first step in the process to becoming ready for ESEF, is signing the contract. When you receive this welcome package, the contract has already been signed and the wheels have started turning to make sure that you will become ready for ESEF in time.

» Gathering Your Files

After signing the contract a member of our Customer Support Team will contact you to request access to your files. What they will request is a PDF of your most recent annual report.

» Preparing Your Files

When you have provided the requested files, they will be sent off to our XBRL Service Team, who will prepare your annual report for iXBRL conversion which includes creating a mapped Excel template for you to use during conversion.

» Implementation & Training

When the files have been prepared, a member of our Customer Support Team will be in touch to arrange an implementation meeting where you will go over the mappings and learn how to employ your chosen ParsePort products.

If you have chosen the ParsePort Passenger Solution, you can forgo this step as you will receive the mapped files without having to do anything yourself.

» Delivery

After the implementation meeting our XBRL Service Team will finalize the mappings based on your comments and requests. After this has been done, you will receive the files along with access to your chosen products.