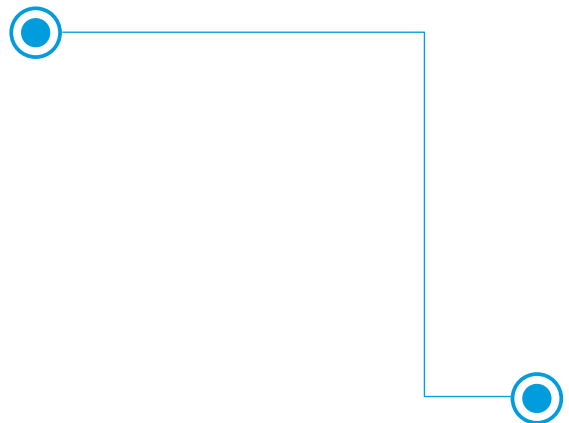


What does the validation process involve?

- Access to our website to log in and upload a spreadsheet containing the VAT numbers, name and address data to be validated.
- The system will check the VAT numbers against the HMRC and EU VIES databases.
- A VAT number validation report is issued in pdf format and sent via email, as well as the underlying data in Excel.
- The frequency is determined by the business and can be aligned to any risk assessment and the level of control required to manage this risk effectively.

What data will I need?

- Data must be loaded in an Excel format.
- VAT numbers must be in a single column, with a column header on row 1 and data on row 2 onwards.
- An example template is available if required.



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