Manual: reporting financial relationships

Step 0 – Check whether this manual applies to you

This manual is intended for companies that already have an activated account and access to the user portal.

Do you not yet have an activated account? In that case, you must first activate your account before you can submit reports. Please consult the manuals available on our website.

Step 1 – Log in to the user portal

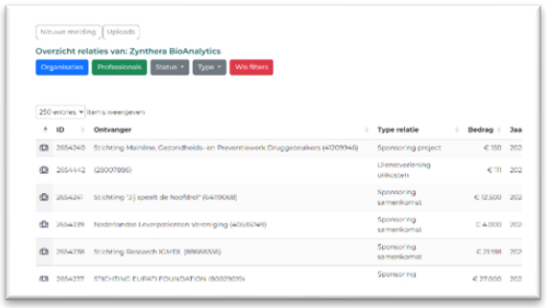
Financial relationships must be submitted before 1 June of the year following the year in which the relationship took place.

To start the reporting process, log in to the user portal via: portal.transparantieregister.nl/account/login/. Use your email address and the one-time code you receive.

Step 2 – Overview of financial relationships

After logging in, you will see an overview of previously submitted/published financial relationships

You can also access this screen via the menu under “Bedrijf” → “Meldingen”..



Submit new financial relationships

On this screen, you can submit new financial relationships in two ways:

- Manually enter a financial relationship (suitable if you want to submit one financial relationship at a time)

- Batch upload via a CSV file (suitable if you want to submit multiple financial relationships at once)

Would you like to submit financial relationships via a batch upload?
Then go to the section **“Reporting via batch upload (CSV file)”** in this manual.

Would you like to enter financial relationships manually?
Then go to the section **“Manual reporting”** in this manual.

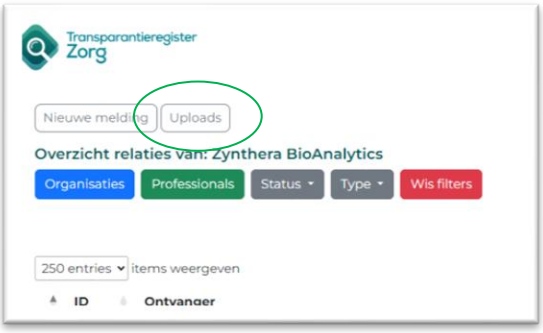
Reporting via batch upload (CSV file)

Step 1 – Overview of financial relationships

In the user portal, go to 'Bedrijf' and then 'Meldingen'.

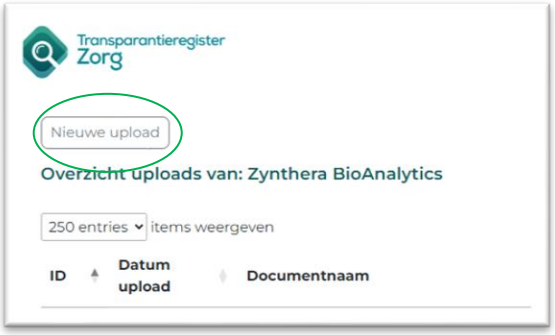
Step 2 – Start a new upload

Click on **“Uploads”** to start the process of submitting multiple financial relationships via a batch upload..



Step 3 – Upload overview page

You will now see an overview of your uploads. Click on 'Nieuwe upload' to upload a new CSV file.



Step 4 – Upload CSV file

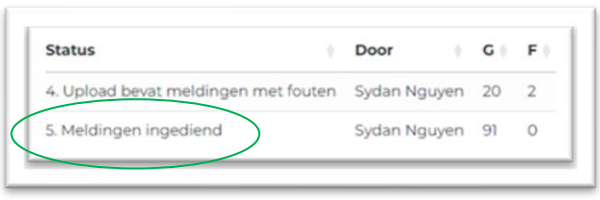
Complete the required fields and upload the CSV file. Use the template available on our website and do not modify its structure (do not remove columns, add columns, or change the order).

Also ensure that the file meets the following requirements:

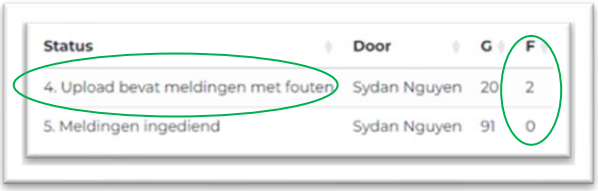
- The file name may only contain letters, numbers, and underscores (_). Allowed example: financial_relationships_2025.csv. Not allowed: financial-relationships-2025.csv or financial relationships 2025.csv
- The file must have the extension .csv
- The columns must be separated by a semicolon (;)

Step 5 – Check the status of the upload

To check the status of your upload, to go 'Bedrijf' and then 'Uploads'. If the upload contains no errors, the status (in column “Status”) will be status 5 ‘Meldingen ingediend’, and the financial relationships will then be visible in your overview. In this case, continue to Step 7.



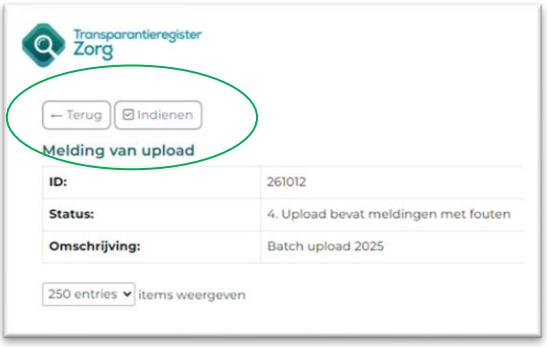
If the file contains errors, the status will be status 4 ‘Upload bevat meldingen met fouten’. Common errors are an amount with decimals, a missing email address of the recipient, or an invalid Chamber of Commerce (KvK) or BIG number. In the overview, you can also see how many financial relationships have been approved and how many financial relationships contain errors, under column “F”. If your upload contains financial relationships with errors, continue to Step 6.



Step 6 – Upload with errors

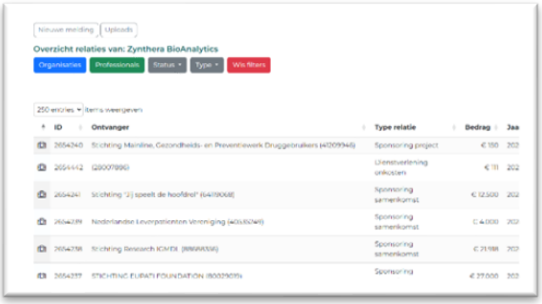
Click on the upload with errors to view the financial relationships. You will see all financial relationships from the upload here, including any error messages.

You can then choose to submit only the approved financial relationships by clicking on “Submit”. The financial relationships with errors can then be entered manually at a later stage. You can also choose not to submit the upload, adjust the CSV file, and upload it again. In that case, click on “Back” and start again from Step 1.



Step 7 – Review submitted financial relationships

Successfully submitted financial relationships are visible under'Bedrijf' → 'Meldingen'. Please note: this does not mean that the financial relationships are immediately made public. Until the end of June, healthcare professionals, healthcare institutions, and patient organisations can review the financial relationships and, if necessary, raise objections. The



financial relationships are subsequently published in the public search engine in mid-July.

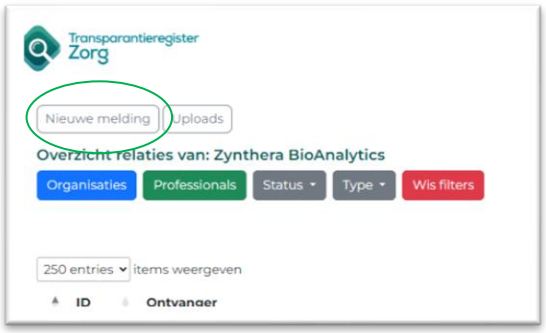
Manual reporting

Step 1 – Overview of financial relationships

In the user portal, go to 'Bedrijf' and then click on 'Meldingen'. Here you will see an overview of already submitted/published financial relationships.

Step 2 – Start a new financial relationship

Click on “Nieuwe melding” to start the process of manually submitting a new financial relationship..

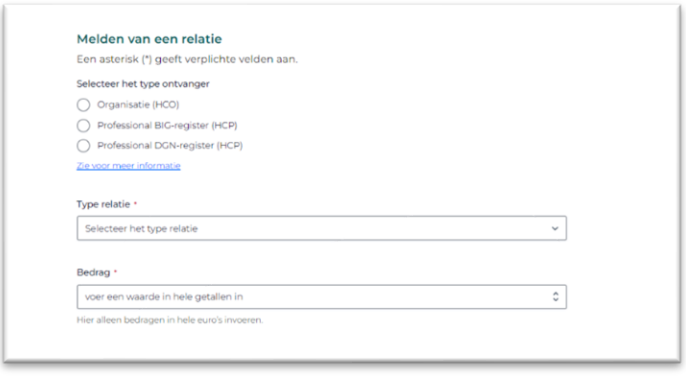


Step 3 – Enter details

You will now see the screen for manual reporting. First, select the type of recipient. You can choose from the following options:

- Organisatie (healthcare organisations/patient organisations)
- Professional BIG register (healthcare professionals with a BIG number)
- Professional DGN register (veterinarians)

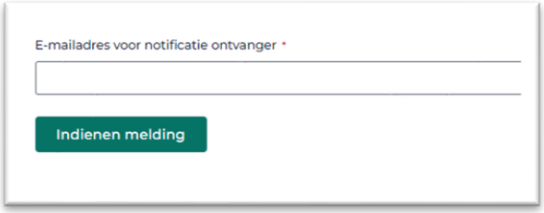
Then enter the Chamber of Commerce (KvK) number, BIG number, or veterinary registration number. After that, complete the remaining required fields.



Stap 4 – Controleren gegevens en melding indienen

Before submitting the financial relationship, check whether all entered details are correct. Also make sure to enter an active email address for the notification of the recipient. This is the email address to which the recipient (for example, a doctor, healthcare institution, or patient organisation) will receive a message that a financial relationship concerning them or the organisation has been submitted in the Healthcare Transparency Register. The recipient will receive this message in June and can review the financial relationship during that month.

When all details have been entered correctly, click on'Indienen melding'.



Step 5 – Completion

You have now successfully submitted a manual financial relationship. After submission, the financial relationship will appear at the top of the overview of financial relationships.