

## A.3 ADDRESS STRUCTURE ON REPORTS

Below are some examples of the structure of sender's and recipient's address within reports, which will be sent by post or fax. Because the address structure on reports also depends on the data on the home library and the partners, only correct data entries for the most commonly encountered examples are displayed.

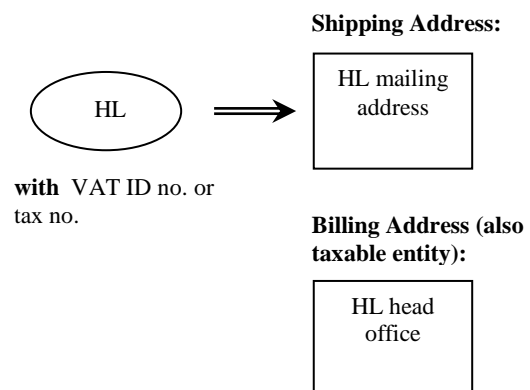
Legend:

- HL – home library
- P – partner
- SP1 – first superior partner (superior to the home library HL or the partner P)
- SP2 – second superior partner (superior to partner SP1)

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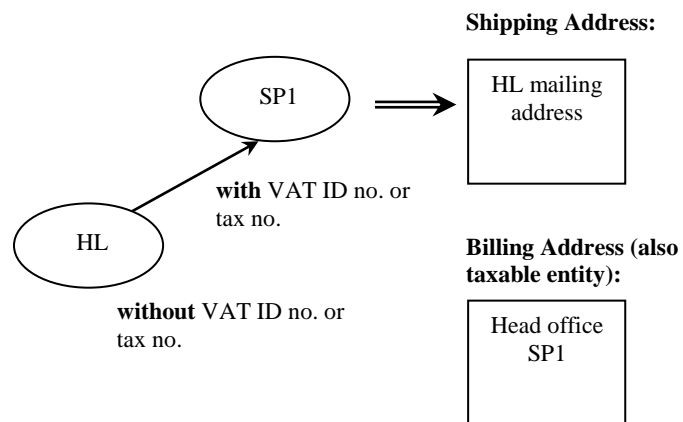
### A.3.1 Structure of sender's address

1. The home library has a VAT ID number or a tax number, but does not have a superior partner.



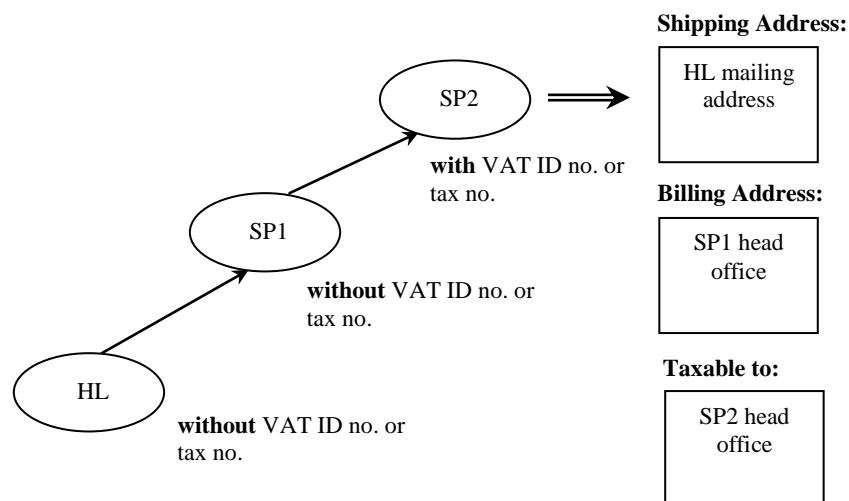
**Figure A.3-1: Structure of sender's address on the order – home library without superior partner**

- The home library is entered *without* a VAT ID number or a tax number, but does have a superior partner with a VAT ID number or a tax number.



**Figure A.3-2: Structure of sender's address on the order – home library with one superior partner**

- The home library is entered *without* a VAT ID number or a tax number. It has one superior partner that is also entered *without* a VAT ID or a tax number. That partner has a superior partner that does have an entered VAT ID number or tax number. Example: libraries of some faculties of the University of Maribor (e.g. Faculty of Economics and Business Library).



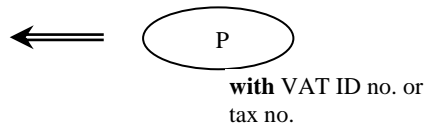
**Figure A.3-3: Structure of sender's address on the order – home library with two superior partners where the first superior partner does not have an entered VAT ID or tax number**

### A.3.2 Structure of recipient's address

1. The partner has a VAT ID number or a tax number and does not have a superior partner.

**Shipping Address:**

P official name +  
data on contact



**Billing Address (also  
taxable entity):**

P head office

**Figure A.3-4: Structure of recipient's address on the delivery note – partner with no superior partners**

2. The partner is entered without a VAT ID number or a tax number. The partner has a superior partner with a VAT ID number or a tax number.

**Shipping Address:**

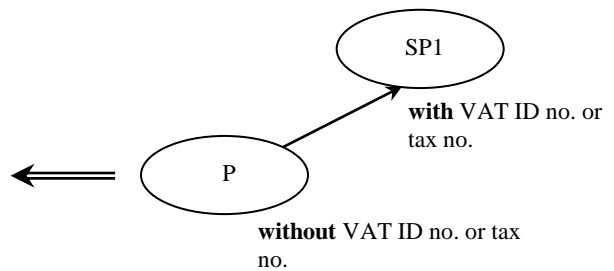
P official name +  
data on contact

**Billing Address:**

P head office

**Taxable to:**

SP1 head office



**Figure A.3-5: Structure of recipient's address as a part of the delivery note – partner with one superior partner**