ORF ENTERPRISE

INSTRUCTIONS NEW SPOT UPLOAD

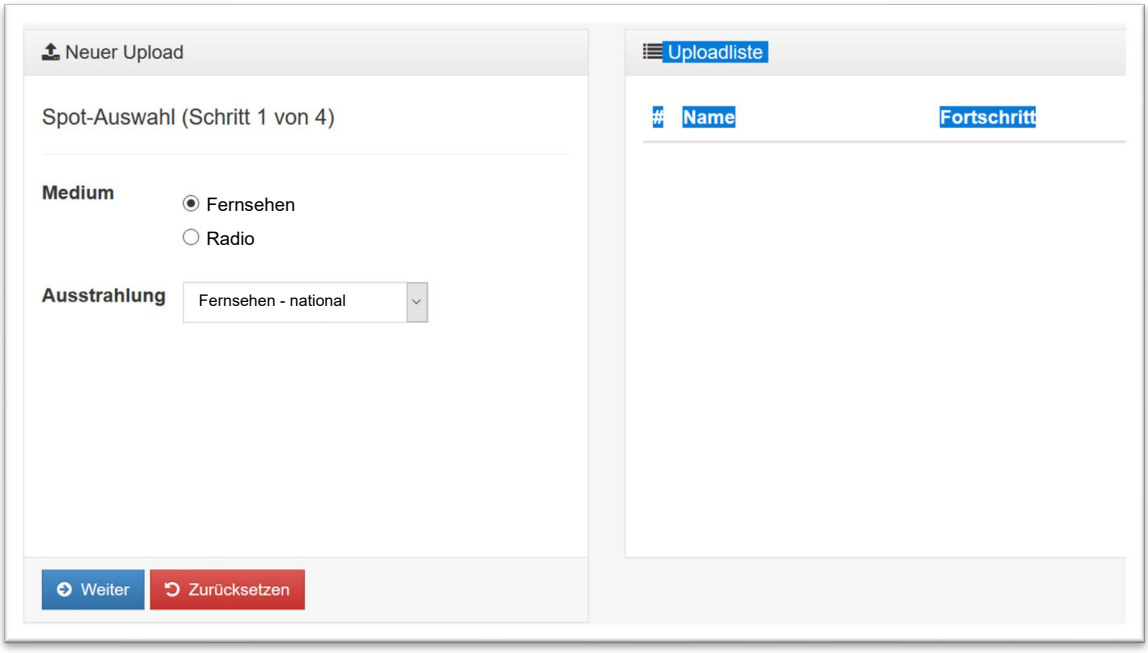
25/03/2021

NEW Spot Upload with Spot Sheet Feature

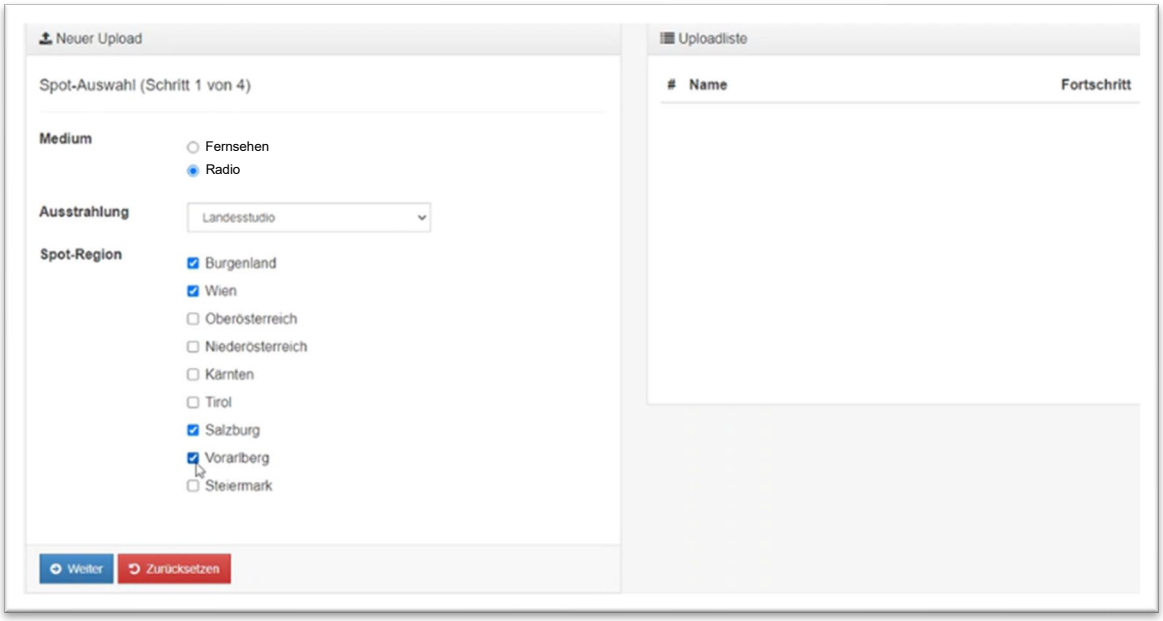
Our new “Spot Upload” tool will be available from 6th April 2021, which you can use to submit both TV and radio spots in future.

STEP 1: Select the medium

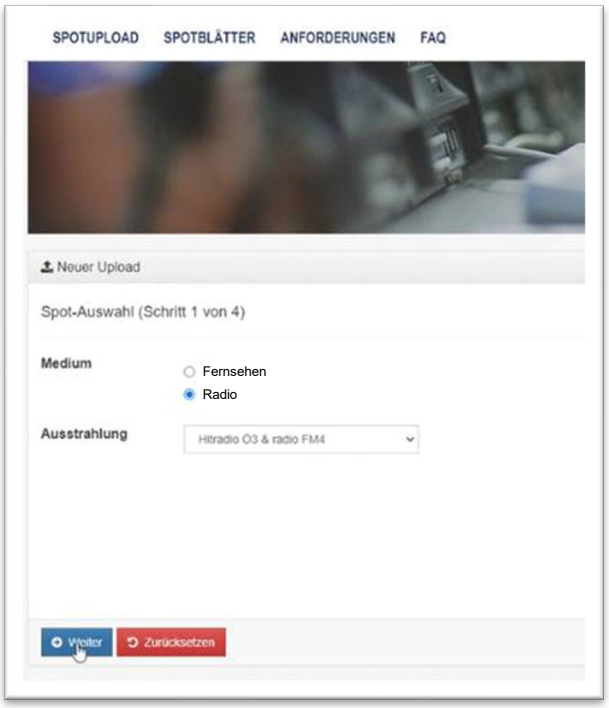
Please select the medium (TV [Fernsehen] or radio) and the broadcast type (national or regional studio) in the entry screen.



You can submit a radio spot for one or more regional studios directly in a single step by clicking on the desired regional studios.

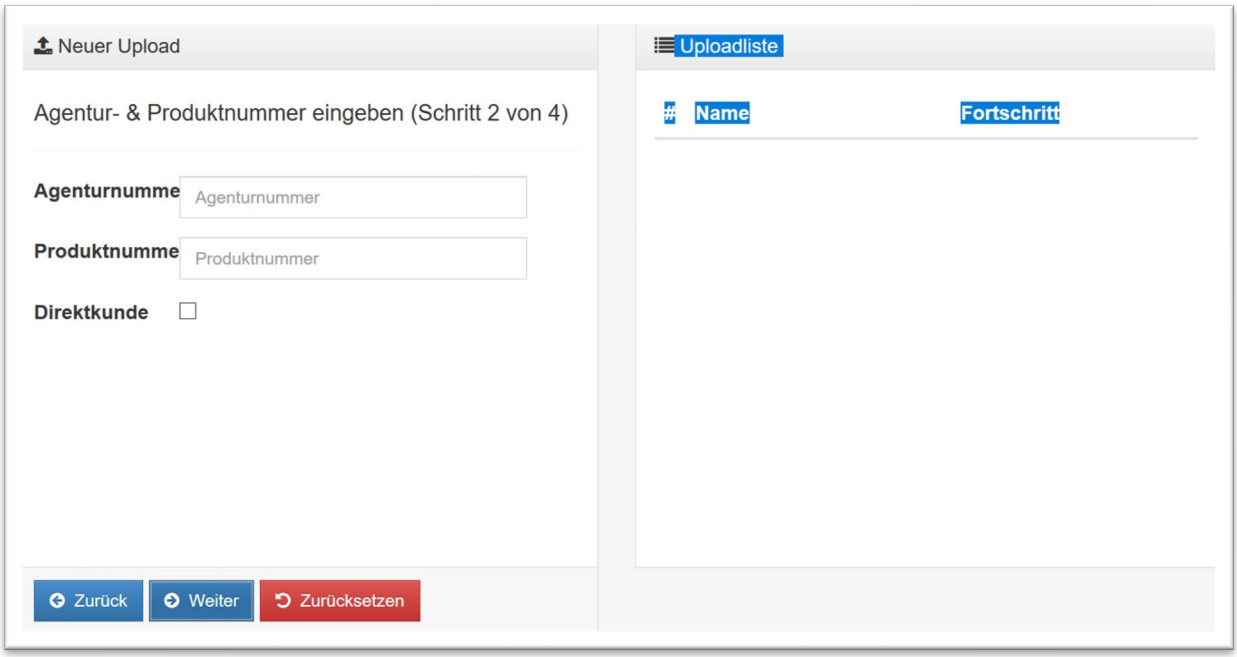


Please note that you cannot select or submit spots for Hitradio Ö3, radio FM4 and the regional studios simultaneously. In this case, please first select “Hitradio Ö3 & radio FM4” for the “Spot Upload”, and then select the respective regional studio(s) in a second upload.



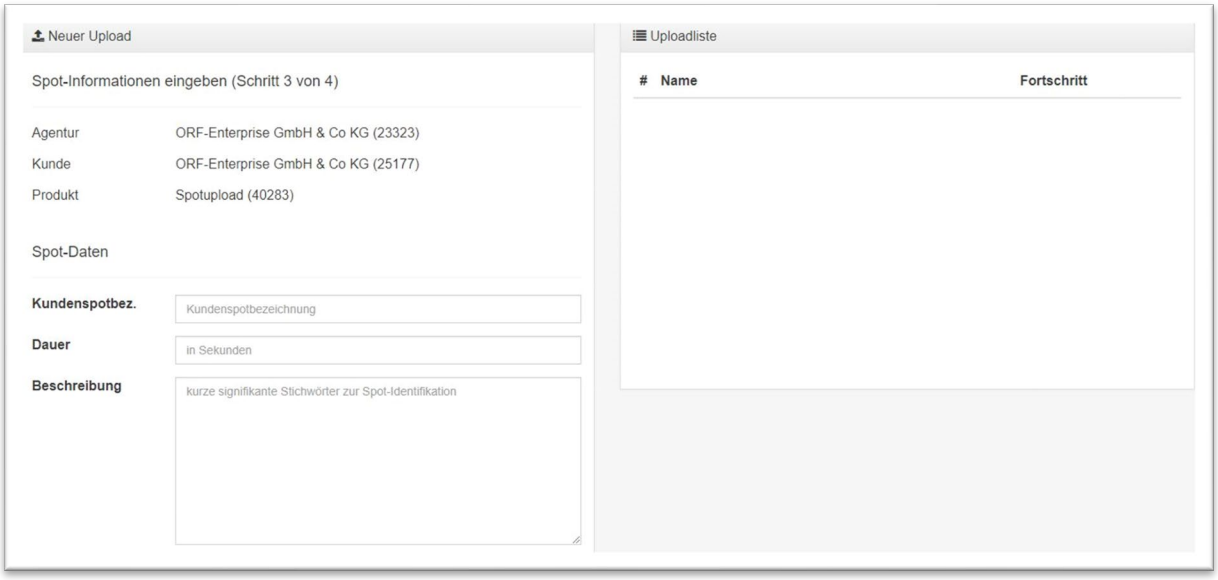
STEP 2: Enter agency & product number

The next step will take you back to the familiar workflow. Access the screen for entering the spot details by first entering the agency and product number or ticking the box next to “Direktkunde” [Direct customer].



STEP 3: Enter spot details

Customers can use a maximum of 20 characters for the spot title. Please enter the exact length of the spot under “Dauer” [Duration], and enter brief keywords in the “Beschreibung” [Description] field to clearly identify the spot.

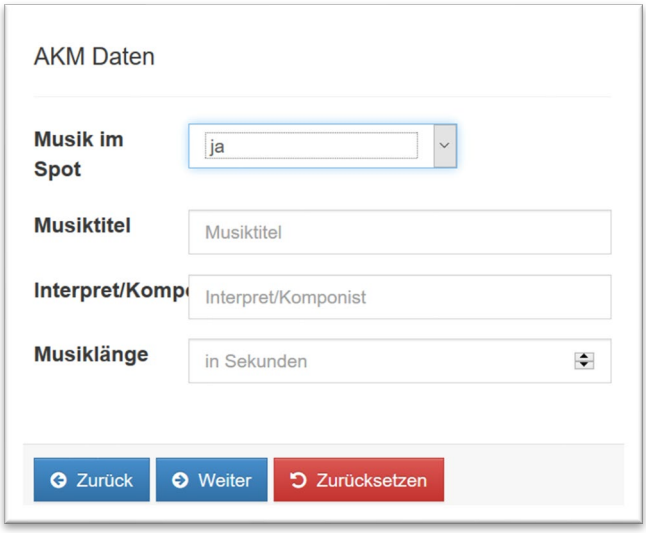


The next field, “AKM [Autoren, Komponisten und Musikverleger - Authors, Composers and Music Publishers] data”, is new and replaces the information from previous spot sheets. This information is mandatory.

Select the option “ja” [yes] in the “Musik im Spot” [Music in the spot] drop-down menu provided you can already enter the relevant data for “music title”, “artist/composer” and “music length” directly.

If you are performing the “Spot Upload” on behalf of a client or agency, the AKM data you have provided can only be changed by the client or the agency after the upload process has been completed.

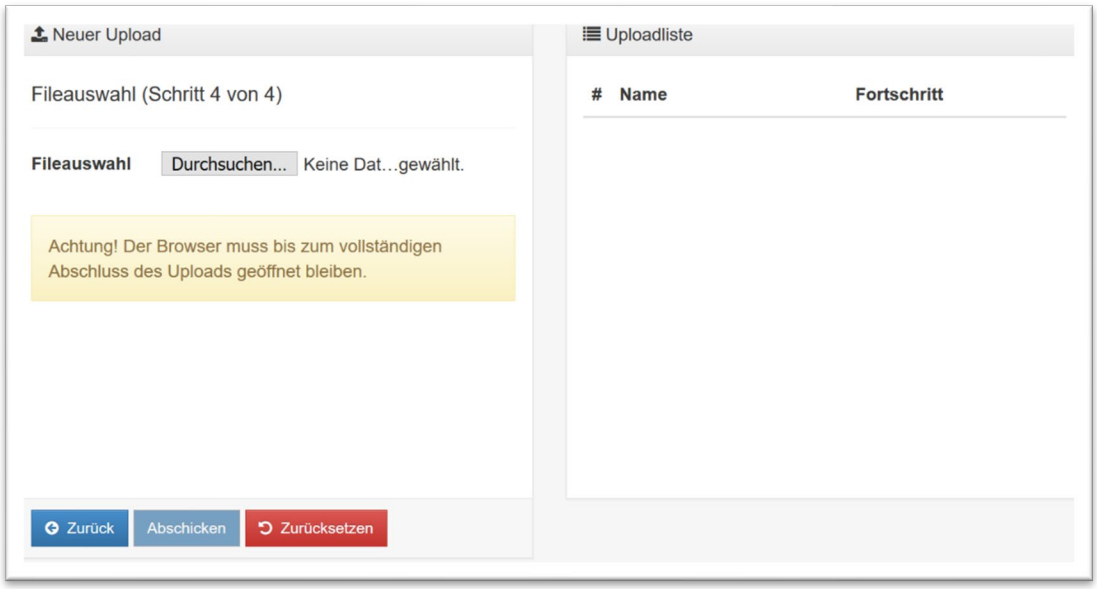
If the AKM data is not known at the time of the upload, please select the option “ja, wird nachgereicht” [yes, will be submitted later] in the “Musik im Spot” drop-down menu.



Should any corrections or additions be necessary, these mandatory fields will remain editable by the client/agency until 10th January of the following year, even after the upload has been processed by ORF-Enterprise. From the 11th January of the following year respectively, these fields are then locked and the entered data is transmitted to AKM/LSG [Wahrnehmung von Leistungsschutzrechten GmbH].

STEP 4: File selection and completing your Spot Upload

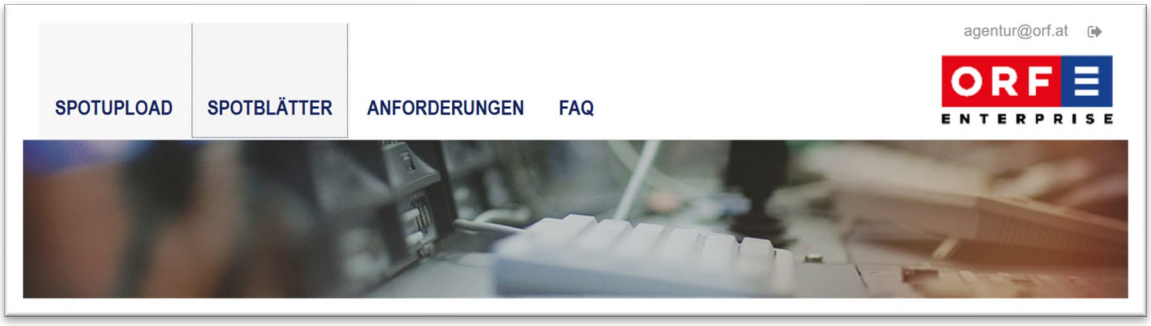
The link with the spot file and the final submission completes your Spot Upload. The corresponding spot sheet is automatically created immediately after Spot Upload has been completed. The uploader receives an automatically generated email confirming the upload. However, the file will only undergo technical checks when it is processed by ORF-Enterprise.

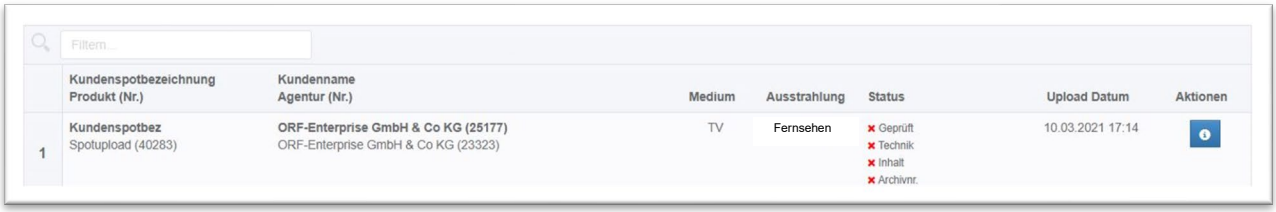


STEP 5: Checking by the client/agency

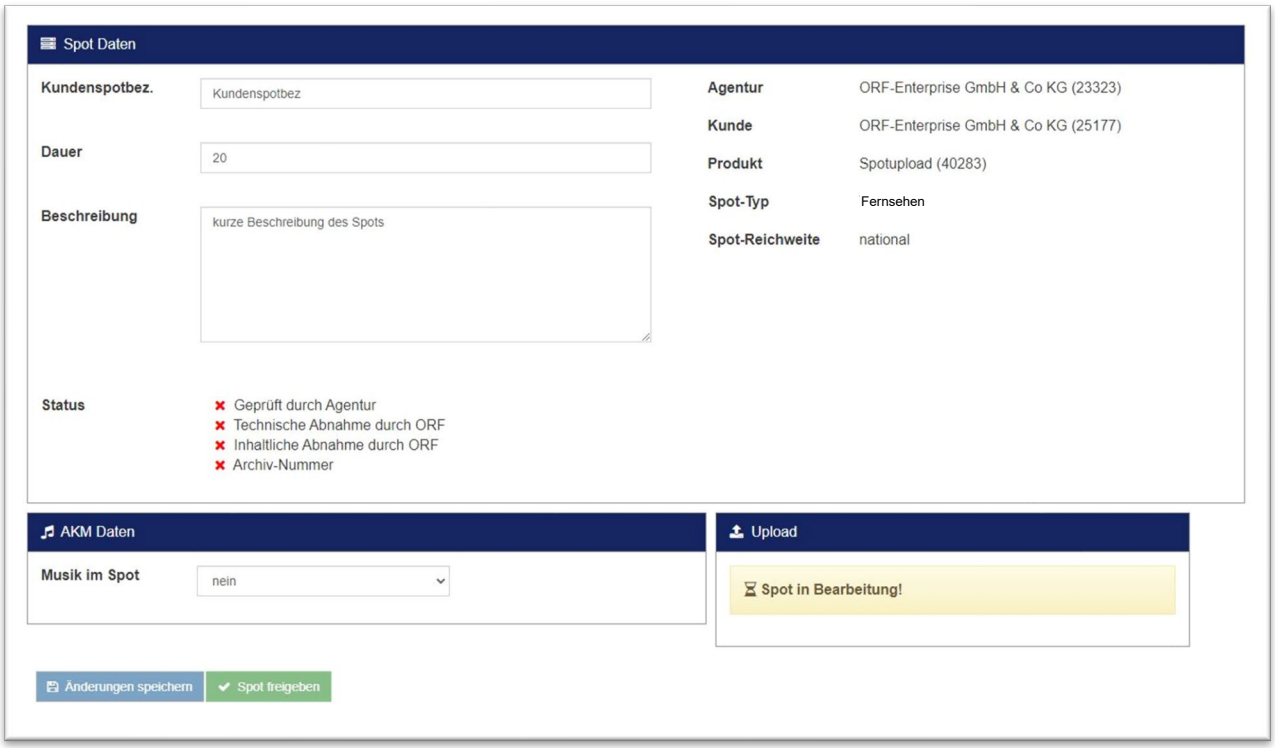
The client/agency will receive a second automatically generated email. This email confirms transfer of a spot to ORF-Enterprise.

The client/agency can now view the automatically created spot sheet (“Spotblätter” [Spot sheets] tab) in the upload tool, check it using the attached mp4 file and, if necessary, make additions, corrections or fill it in.

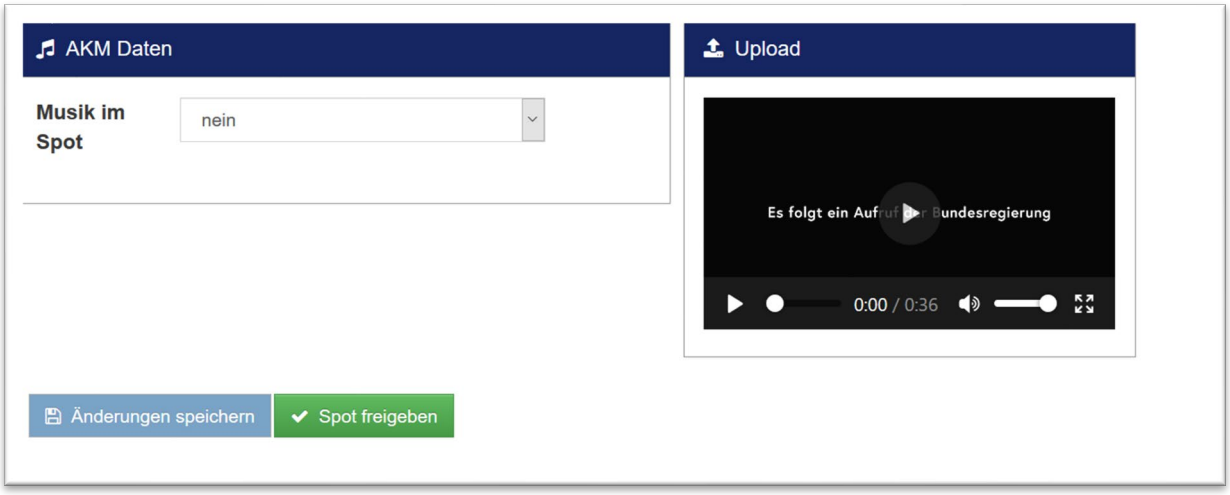




The automatically generated spot sheet opens under “Aktionen” [Actions].



Note: Depending on the size of the uploaded spot, it can take up to 5 minutes before the spot preview is available and can be started.



Please save any changes to the spot sheet and then confirm [Spot freigeben]. Only with this last step (confirmation that the spot and spot sheet match) is it possible for ORF-Enterprise to process the upload.

We are very happy to answer any further questions you may have about the new “Spot Upload”!