gvl

Gesellschaft zur
Verwertung von
Leistungsschutzrechten

Quick Start Guide

label.gvl

Submit Repertoire

Version as of October 18, 2024

1   Introduction

Since the German Law for Collecting Societies (Verwertungsgesellschaftengesetz) came into effect in 2016, GVL is required to remunerate producers of sound and audiovisual recordings on a track basis. This affects all distributions starting with usage year 2016 and requires producers to submit repertoire data per recording. This quick start guide describes how to submit your repertoire to GVL.

2   Prerequisite

In order to submit repertoire to GVL, access to our producer portal label.gvl required. You get access with concluding a representation agreement for producers of sound recordings with GVL. After logging in to label.gvl, please follow the below steps to submit repertoire.

3   Add recordings

Under the menu item "Add recordings" you will find four submenu items:

- Add audio recording
- Upload audio
- Upload video
- Upload history
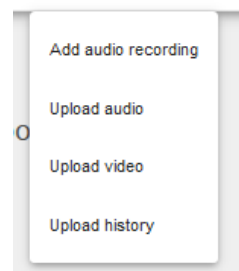
Click on one of the submenu items to submit new repertoire to the GVL. Submitted repertoire is displayed under the menu item "My repertoire" after processing by GVL's systems.

3.1   Add audio recording

You can add single recordings to your repertoire.

The submission is made via a dialogue covering four areas (**"artist and title", "work and album", "production", "contributors and rights holders"**). Please proceed as follows.

gvl

> **Important:** It is obligatory to enter the mandatory information. It is not possible to make a submission without the mandatory details.

Step 1　　In the menu "**Add repertoire**" select the submenu item "**Single record audio"**

Step 2　　In the **"Artist and title"** section, fill in all the information about the recording and its artist. The following fields are available for you:

- Artist information:
    - **Artist (mandatory field)**
    - Artist (alternative)
    - Language of artist name

- Recording information:
    - **Title (mandatory field)**
    - Title supplement
    - Title (alternative)
    - Title supplement (alternative)
    - Language of title
    - **Genre (mandatory field)**

In the field "**Genre**" you will find all genre codes of GVL in a drop-down menu. You can only select these designations. Please assign your recording to the genre that fits best.

Step 3　　In the "**Work and album"** section, fill in all the details that belong to, for example, a classical work and the album. The following fields are available for you:

- Work information:

  - **Composer (mandatory field if you have previously selected a classical music genre)**
  - Set
  - Key
  - Genre
  - Opus (number)
  - ISWC

- Album information:

  - Album Artist
  - Album Title
  - Language of album title
  - Album version / subtitle
  - Album Label
  - Labelcode
  - **Album release (mandatory field if you do not specify a Date of initial release)**
  - Catalogue number
  - EAN
  - Track number
  - Number of tracks
  - Disc number
  - Number of discs

Important: To proceed to the next step, the system prompts you to enter both the catalogue number and the EAN, if any other album information was entered.

Step 4: All production-relevant information is stored in the "**Production**" area. The following fields are available for you:

- Production information:
    - Recording ID (producer) (this refers to the internal number assigned by the producer to his recording)
    - Product ID (GVL) (this number is assigned automatically as soon as the recording has been processed by GVL)
    - **ISRC (Mandatory field)**
    - **Duration (Mandatory field)**
    - **Country of recording (Mandatory field)**
    - **Year of recording (Mandatory field)**
    - Country of initial release
    - **Date of initial release (mandatory field if you have not specified an Album release date)**
    - Original recording producer
    - Country of original recording producer
    - Label of initial release

Step 5:   In the "**Contributors and rights holders**" section, you will provide, among other things, information on your rights ownership of the recording. The following fields are available for you:

- Contributors:
    - Performing artists

- Ownership of rights:
    - Owner of rights (complete this field with the GVL ID or contract number of the rights holder who has instructed you to submit for him; if you are the rights holder of the recording to be submitted, you can leave this field blank)
    - Start of rights ownership (mandatory field)
    - End of rights ownership

> **Important:** If the end date of your rights ownership is open, leave the field blank.

Step 6: Now you only need to select the corresponding rights profile from the drop-down menu. You hereby declare in which countries you hold the rights for this recording.

Choose between the regions
- Worldwide
- Germany
- GSA

Under the sub-item "**includes the countries"** you can view the individual countries that the selected region includes.

Step 7: Now select "**Add recording**". You hereby confirm your rights ownership according to the rights profile.

Step 8: Your recording will now be processed by GVL's systems and added to your repertoire.

3.2 Upload audio

To add multiple recordings or a complete repertoire to your profile, please select the submenu item "**Upload** Audio". In this section we provide you with a template to report the recordings for which you hold rights ownership or for which you have been authorised to make submissions. You can download the template by clicking on the "Audio" button.
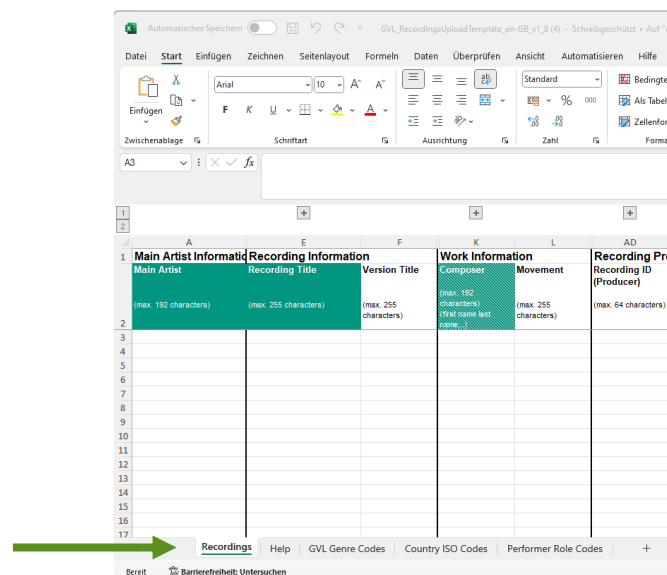
Important: The Excel template consists of several sheets, which you will find at the bottom of the template.

- **Recordings**
    - Please fill in all relevant information (metadata) concerning your recordings to be submitted here. The individual columns contain all the fields that you will also find in the "**Single audio recording**" section. Please note the mandatory data highlighted in grey in the table header.

> **Tip:** In the template you will find the column "Share" (column AT) in the area "Rights ownership". If you share the rights ownership of a recording with another producer of a sound recording, you can indicate your share here. If you leave the field blank, we assume a share of 100%.

- **Help**
  - This sheet explains step by step in detail how to fill in the individual columns of the template ("Recordings" sheet).

- **GVL Genre Codes**
  - The GVL Genre Codes are stored and explained here, with special emphasis on the genre codes relevant to the superordinate genre of classical music. It is required that you use one of the given GVL Genre Codes for each recording. Please assign your recording to the genre that fits best.

- **Country ISO Codes**
  - Country and language information must be given using the respective ISO codes. Here you will find all relevant country and language codes.

- **Performer Role Codes**
  - A performer role code is held for each artist contributing to the recording. Here you can see which codes GVL is using.

Complete the template accordingly, save it and select the appropriate rights profile and upload the template. If the new recordings have been processed by GVL, they will be added to your repertoire.

> **Important:** It is obligatory to submit the mandatory information. You can recognise these by the green highlighting in the column headings. It is not possible to make a submission without the mandatory details.

When opening the template in Microsoft Excel or Numbers for Mac, you will only see relevant columns in combination with all mandatory fields.
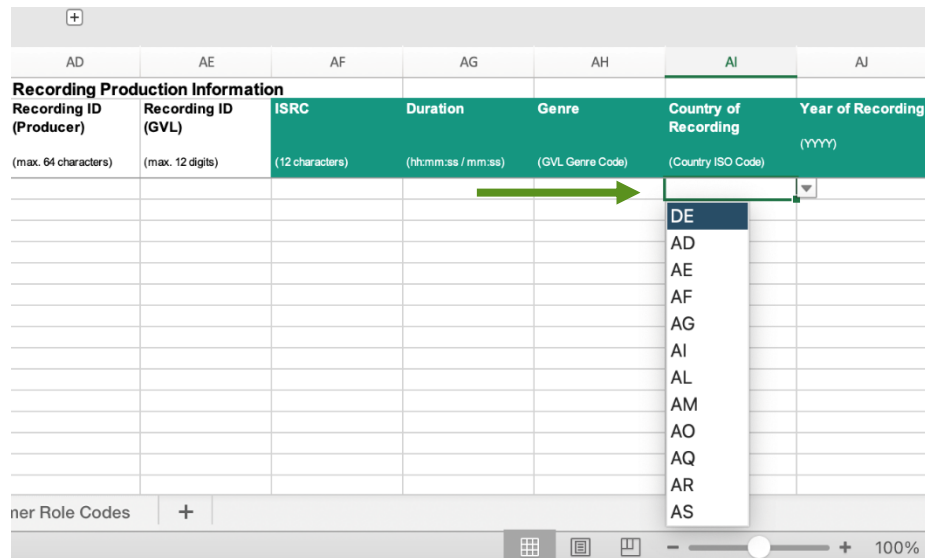
To see all data fields that can be completed, unhide the respective columns by clicking the "+" above the column headers.
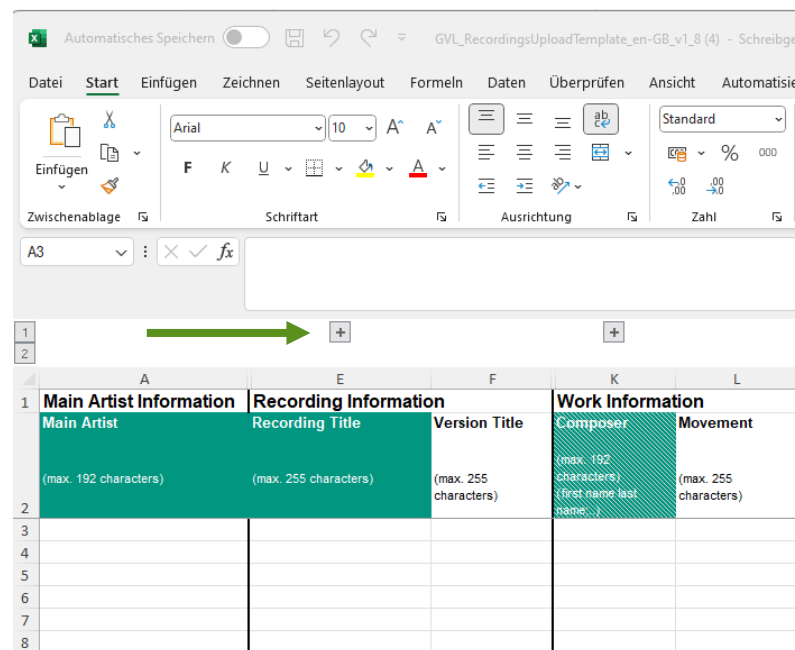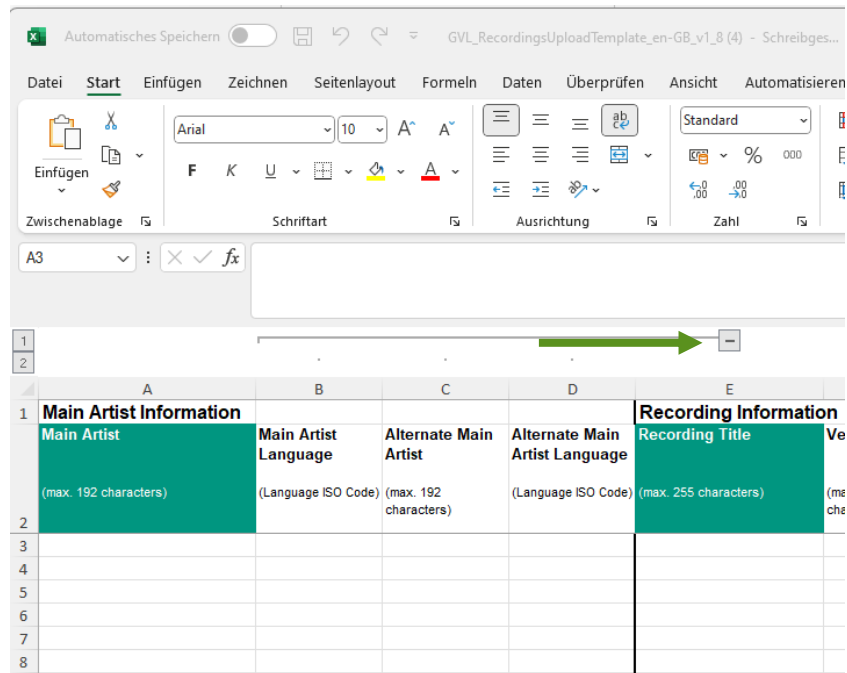
Tip: the fields in the columns requiring an ISO code (columns D, G, J, T, AI, AK, AN) as well as the column "Genre" (column AH), allow completion by selecting an entry from a dropdown menu. To open the dropdown menu, click into the respective cell and then the arrow to the right of the cell.
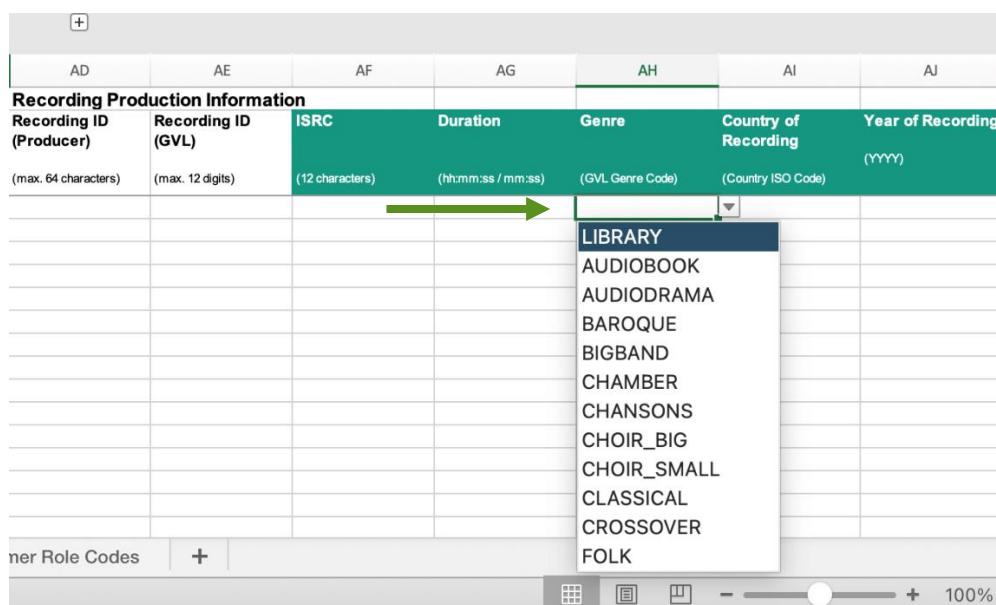
Important: We recommend using Microsoft Excel for Windows or Mac for completing the upload template. The support functionality described above (unhiding columns via "+", use of dropdown menus) is not fully available when using Open Office or Numbers for Mac.

Important: Retain the default formatting, which is also explained for each column in the Help for completing the template sheet. Please save the template in the specified file format **.xlsx** before uploading.

Important: The maximum size for the Excel upload is 10 MB per file. When creating your upload file, please ensure that you do not exceed this limit.

3.3   Upload video

You can submit video productions (audiovisual recordings) in the "**Upload Video**" section. To do this, select the submenu item "**Upload Video**".

This menu area looks similar to the menu item "**Upload Audio**". However, the rights profiles and the template differ here.

Download template

Use our Excel template for video repertoire.

Download template for: Video

Select rights profile

Please choose a rights profile.

Music video producers (with rights pursuant to § 94 IV UrhG) (GSA)

Music video producers (with rights pursuant to § 94 IV UrhG) (Germany)

Music video producers (without rights pursuant to § 94 IV UrhG) (GSA)

Music video producers (without rights pursuant to § 94 IV UrhG) (Germany)

Music video producers (with rights pursuant to § 94 IV UrhG) (worldwide)

Music video producers (without rights pursuant to § 94 IV UrhG) (worldwide)

Upload completed video Excel template

Select a rights profile before you upload a file.

The following rights profiles are available:

- Music video producers (with rights pursuant to § 94 IV UrhG) - for the regions "worldwide", "Germany", GSA
- Music video producers (without rights according to § 94 IV UrhG) - for the regions "worldwide", "Germany", GSA

The template contains the following columns in the "Production data" section, which differ from the template for the submission of sound recordings:

- Original producer of the audiovisual recording (column AM)
- Original producer of the audiovisual recording country (column AN)
- Original music video clip producer (column AO)
- Original music video clip producer country (AR column)

Important: It is obligatory to submit the mandatory information. You can recognise these by the green highlighting in the column headings. It is not possible to make a submission without the mandatory details.

Important: Retain the default formatting, which is also explained for each column in the Help for completing the template sheet. Please save the template in the specified file format **.xlsx** before uploading)

> **Important:** The maximum size for the Excel upload is 10 MB per file. When creating your upload file, please ensure that you do not exceed this limit.

Complete the template accordingly, select the appropriate rights profile and upload the template. If the new recordings have been processed by GVL's systems, they will be added to your repertoire.

> **Important:** You must have registered audiovisual repertoire (videoclips) to participate in our annual video clip distributions.

3.4   Editing GVL Upload Templates in Numbers for Mac

If you work with **Numbers for Mac** instead of Microsoft Excel, the following needs to be taken into consideration when completing and saving GVL upload templates.

3.4.1 Unhiding All Columns

The default view of our templates is reduced to the mandatory information required by hiding optional columns. To unhide these columns in Numbers for Mac, please click any column header and then move your mouse pointer to the circular icon on the top left. With a right mouse click, open the context menu and select "Unhide All Columns".
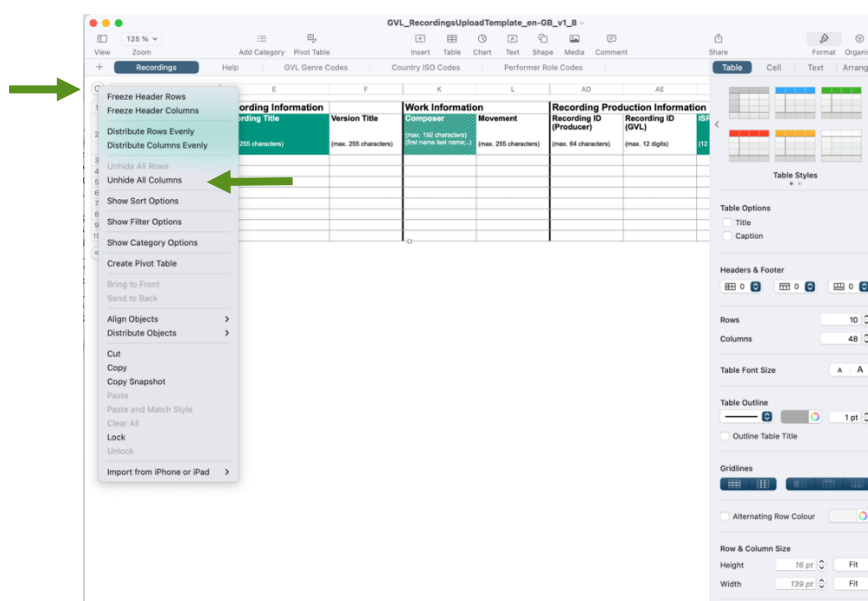
3.4.2 Exporting a Numbers File to Excel

GVL's systems support Microsoft Office standards and only accept upload templates in the format .xlsx.

To create a Microsoft Excl file, Numbers for Mac offers an "Export" option available from the "File" menu. Select "Export To" and then "Excel…".
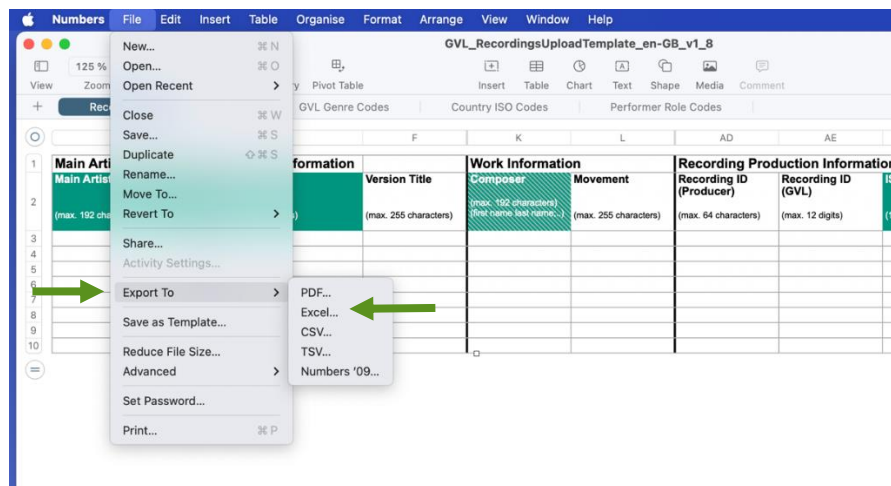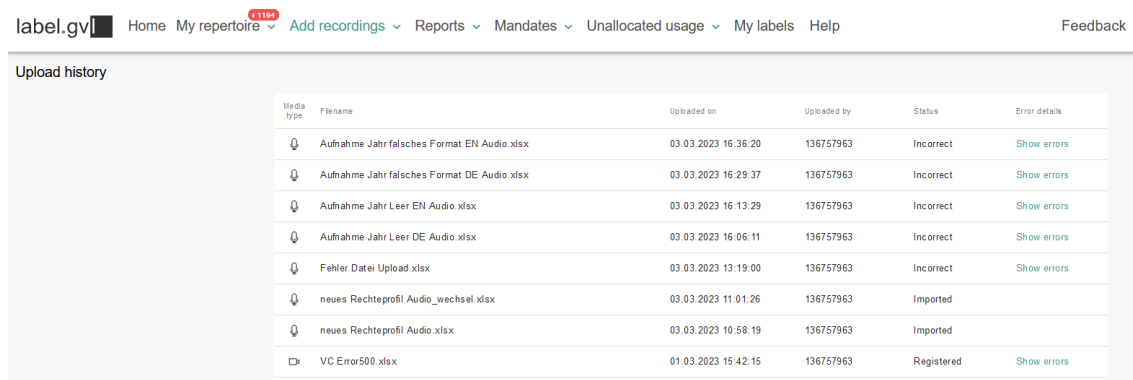

A dialogue opens where it is necessary to uncheck the default setting "Include a summary worksheet". If you create an Excel file including a summary worksheet, GVL's systems are unable to accept and process your upload.
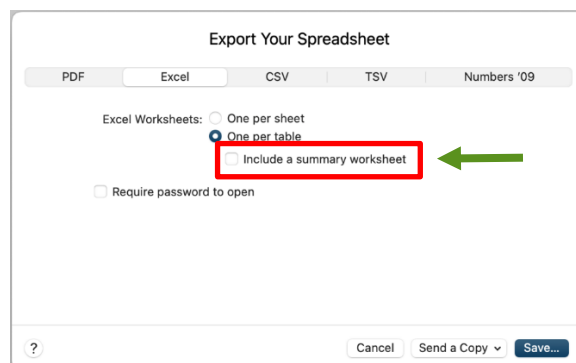
You can now click "Save…" to complete exporting your template. Upload your exported template in label.gvl under "Add recordings" > "Upload audio" or "Upload video".

3.5 Upload history

You can find an overview of your previous repertoire submissions in the submenu item "Upload History".

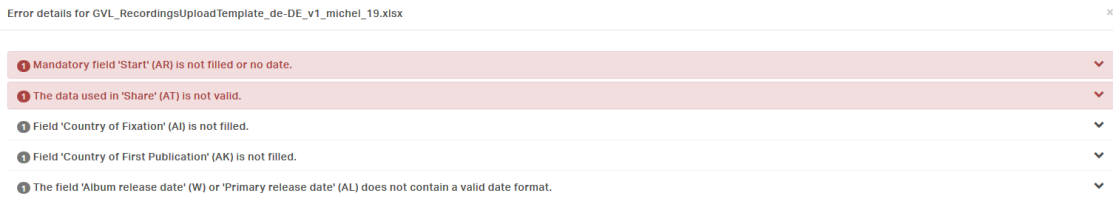Here you can find information about the status of your repertoire submission.

The following statuses are displayed:

- Imported - The file is uploaded and processed
- Failed - Upload failed
- Duplicate - You have accidentally uploaded a file twice. This file is not processed
- Incorrect - The file is faulty and has not been processed. Display the error messages.

3.5.1 Error messages

If your repertoire upload failed, you can see which errors the file had.

To do this, click on the message "Show errors" in the respective upload display. The errors are displayed in a pop-up window.

Error details for GVL_RecordingsUploadTemplate_de-DE_v1_michel_19.xlsx ✕

❶ Mandatory field 'Start' (AR) is not filled or no date.	⌄
❶ The data used in 'Share' (AT) is not valid.	⌄
❶ Field 'Country of Fixation' (AI) is not filled.	⌄
❶ Field 'Country of First Publication' (AK) is not filled.	⌄
❶ The field 'Album release date' (W) or 'Primary release date' (AL) does not contain a valid date format.	⌄

Unfold the error message to see which lines of your repertoire submission are affected.

Correct the fields and upload the file again.

After successful upload your repertoire submission can now be processed by GVL's systems.

3.6 Delivery via DDEX MLC 1.4

You can also submit repertoire using the XM interface DDEX MLC 1.4. Should you be interested in this way of repertoire delivery, please contact us at ddex@gvl.de.

3.7 Delivery via RDx

GVL is also connected to the international repertoire database RDx and can import repertoire from there. Additional information on RDx can be found at https://www.rdx-portal.org/. Please contact us at label@gvl.de should you deliver your repertoire to RDx and wish GVL to import your repertoire from there.
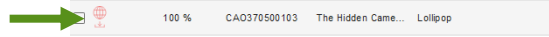
3.7.1 Display of RDx recordings in label.gvl

If your repertoire is being delivered via RDx, the respective recordings are marked in label.gvl. Using the filter "RDx", you can view all your RDx recordings.
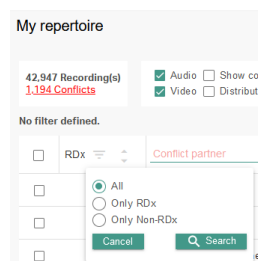
RDx recordings can be identified in your repertoire overview by the below icon.

Your repertoire at GVL can come from mixed sources, such as RDx and Excel uploads in label.gvl. Please note that RDx recordings can no longer be edited in label.gvl to for example resolve a conflict. All changes for these recordings must be carried out on RDx side. Any updates on RDx side will be automatically imported by GVL.

4 Contact

If you have any questions regarding our manufacturer portal label.gvl, our support team will be happy to assist you by e-mail at label@gvl.de or by phone at +49 (0)30 48483-650 Monday to Thursday from 9.00am to 5.00pm and Friday from 9.00am to 2.00pm.

Once you are logged in to label.gvl, you can also use our chat to ask questions directly. To do so, click the chat icon on the right-hand bottom of label.gvl.