Gesellschaft zur
Verwertung von
Leistungsschutzrechten

User manual

label.gvl

Version as of December 17, 2024

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1 Introduction

label.gvl is the web portal for producers of sound recordings and audiovisual recordings who are GVL rights holders. Via label.gvl, entitled producers can submit their repertoire track-based to participate in GVL distributions.

Furthermore, submitted and processed repertoire can be managed in label.gvl, rights ownership can be processed, and possible rights ownership conflicts can be resolved. In addition, GVL provides detailed reports, sender evaluations and payout notifications here after the distributions have been made.

Through label.gvl and in accordance with the provisions of the German Collecting Societies' Act (VGG), GVL continues to also publish open usages - i.e. unallocated broadcast reports which could not be allocated to any producer repertoire - to its entitled producers of sound recordings and audiovisual recordings and enables them to claim these usages.

2 Prerequisites

In order to use GVL's producer portal label.gvl, you must be a producer of sound recordings and audiovisual recordings and a GVL rights holder. For this purpose, it is necessary to conclude a representation agreement.

2.1 The representation agreement

The representation agreement governs the perception of neighbouring rights of a rights holder by GVL towards its users, the broadcasters.

2.2 Conclude a representation agreement

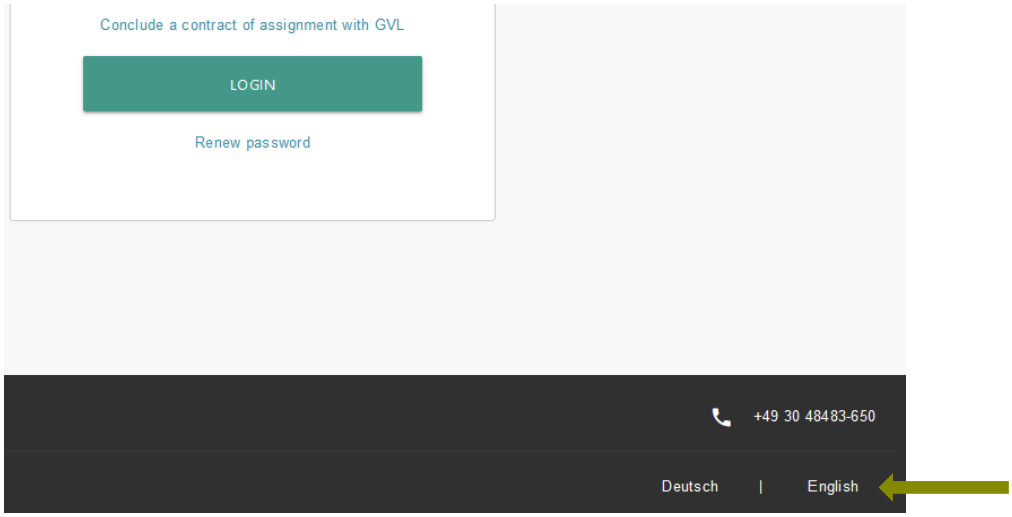
An application for a rights administration agreement with GVL can be submitted online via the link below:
https://www.gvl.de/en/rights-holders/producers-sound-recordings/contract-documents

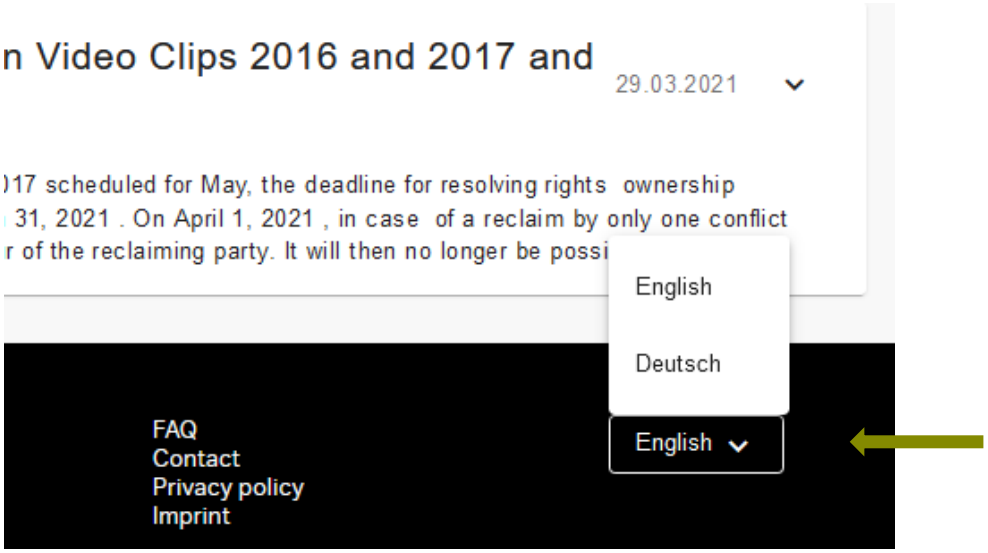
Upon conclusion of a representation agreement, access to the producer portal label.gvl is set up for one or more employees of a producers of sound recordings and audiovisual recordings.

3 Select language

Already on the login page, you can select between English and German and set the language label.gvl is displayed in. According to the language you have set, the language of detailed reports and station usage reports will change as well as some of the export files.

The language selection can be found at the bottom to the right of the login page and also after you logged in at the same location on every page:



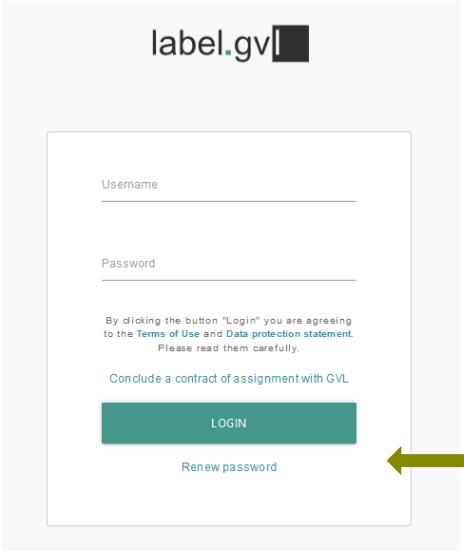


4 Registration

After GVL has set up your access to label.gvl, you will, as a first step, have to assign a password for your access.

To do this, proceed as follows:

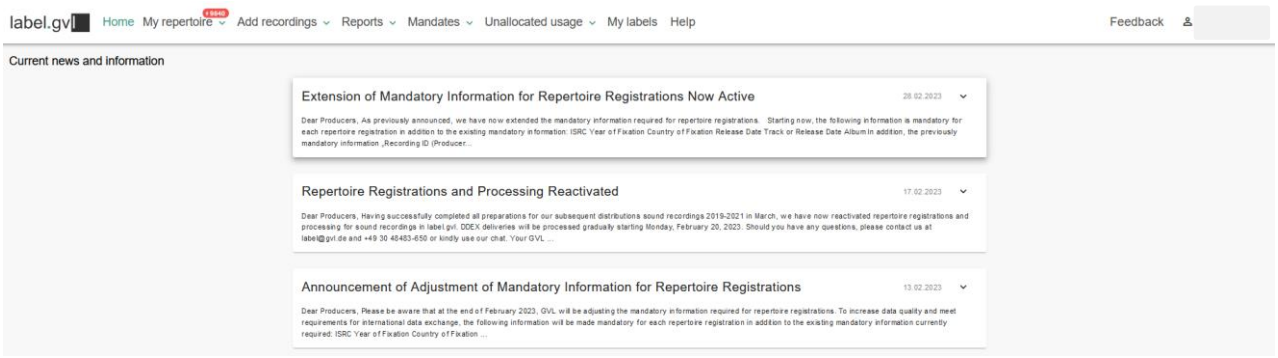
1. Open https://label.gvl.de
2. On the login page, go to the “Renew password” link.
3. On the page that opens, enter the username assigned to you by GVL and click on the button “Renew password”
4. An e-mail with a link to assign your password will now be sent to the e-mail address registered with GVL.
5. Use the link to open the page for assigning your password. After having assigned a password successfully, you can log in to the producer portal label.gvl with your username and password.



Should you ever forget your password, you can create a new one at any time in the same way.

5 The home page of label.gvl

After your successful login, you are directed to the start page of label.gvl by default. Here, you will find the latest news and important information from GVL for producers of sound recordings and audiovisual recordings.



By clicking on a news item, you can view the complete text of the news piece.

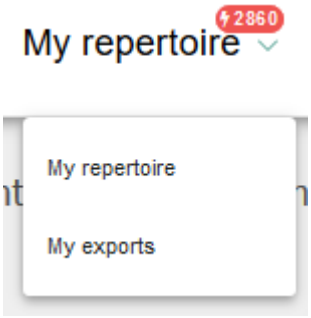
6 The main menu

The menu of label.gvl can be found at the top of the page. With this you can reach all menu items at any time. Some menu items have submenus that lead you directly to separate subpages.

7 My repertoire

Under the menu item “My repertoire” you will find two submenu items:

- My repertoire
- My exports



Click on the submenu item **“My repertoire”** to view the recordings you have submitted, and which have been **processed** by GVL.

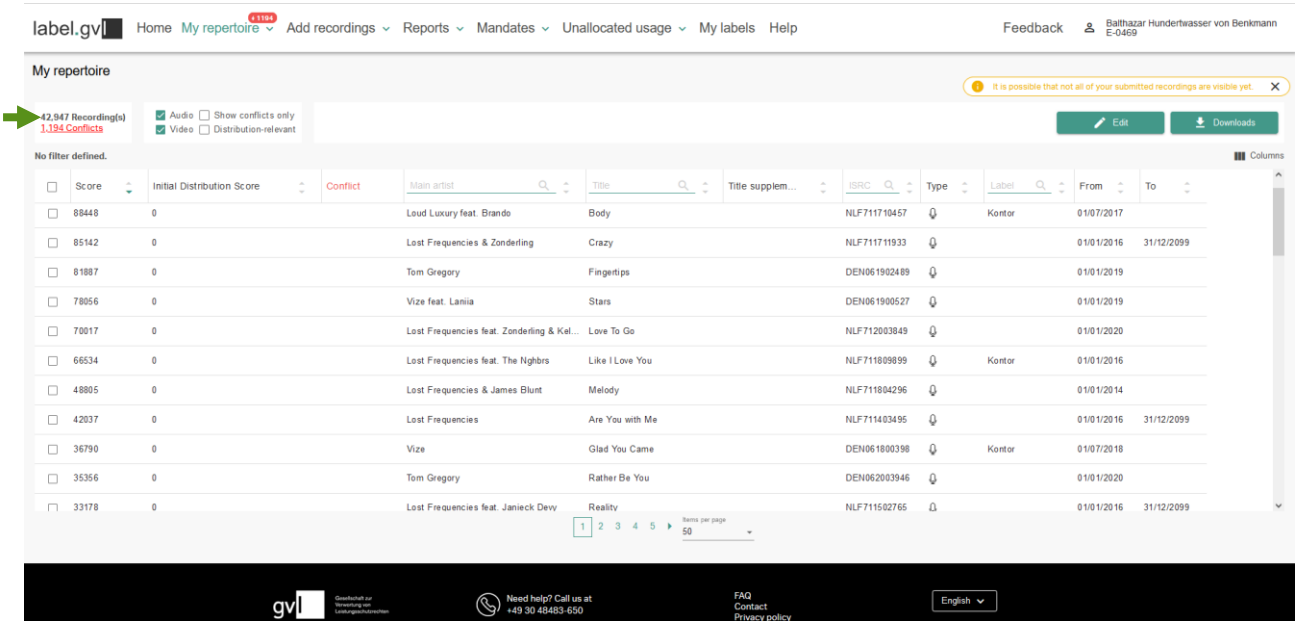
Important: Under “My repertoire”, you will find all recordings that you have submitted to GVL and that have been successfully processed by GVL’s systems. **Please note** that submitted recordings are usually processed once a day for all new reports. Submitted repertoire is therefore not visible immediately after being uploaded under “My repertoire”, but only after being processed by GVL’s systems and after the respective conflict check has been carried out during this step.

Under the submenu item **“My exports”** you have access to initiated and already created downloads such as repertoire, conflicts and change histories at any time.

Please note that, due to the amount of data, we allow a maximum of seven days for access to downloads that have been made, after which they will be deleted. It is therefore recommended that you save downloads locally on your computer after they have been made available.

7.1 Manage repertoire

If you have selected the submenu item “My repertoire”, you will be taken to your repertoire overview where you can view all the recordings you have submitted, and which have been processed by GVL's systems with the relevant data regarding the rights ownership you have registered.



In the upper left corner above the repertoire list, you can see at any time the total current amount of your recordings that have been submitted to GVL and processed, and below that the number of identified and not yet resolved rights ownership conflicts with other producers of sound recordings and audiovisual recordings at the time of retrieving this list.

The repertoire view offers different filter and search options, which you can use to search for individual or several recordings.

7.1.1 Filter

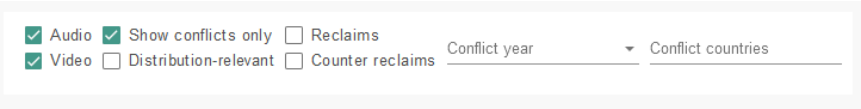
The following options are available to apply filters:

- **Audio:** displays only submitted sound recordings that are shown as processed
- **Video:** displays only submitted music video clips that are shown as processed

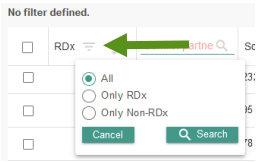
To view your entire repertoire across both media types, please activate both filters.

- **Show conflicts only:** selecting this checkbox filters your repertoire according to the filters set (audio, video or both) for identified rights ownership conflicts with other producers of sound recordings and audiovisual recordings.
- **Distribution-relevant:** activating this Checkbox will only show repertoire for which distribution-relevant airplay has been allocated.

When activated the filter “Show conflicts only”, additional filters relevant to conflicts will be available.



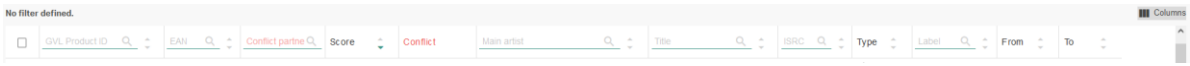
In addition, some column headers in the repertoire list offer filter functionality. These can be identified by a filter icon to the right of the column title.



Note: All filters and search options can be combined any which way.

7.1.2 Search options

To search across your repertoire, various search options are available. These are integrated into the column headers of the repertoire list, indicated by a magnifier icon.



The following options are available to run a search:

Recording:

- **Artist:** Artist of a recording
- **Title:** Title of a recording
- **ISRC:** ISRC of a recording
- **Recording ID (producer):** the unique ID of a recording you assigned to it when submitting your repertoire
- **GVL Product ID:** the unique ID assigned to any registered recording by GVL

Release

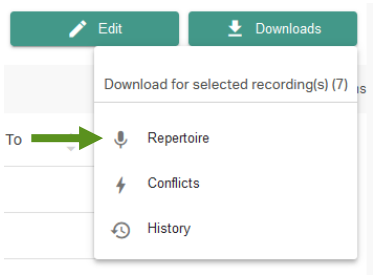
- **Album Label:** Name of the label of the release under which one or more recordings were published
- **LC:** Label Code of the release on which one or more recordings were published
- **EAN:** EAN of the release under which one or more recordings were published

Important: the search options can only provide a result if the respective information has been provided by you during your repertoire submission and is available in your processed repertoire.

Tip: If you wish to select different ISRCs from your repertoire, you can for instance copy any number of ISRCs from an Excel table. Just copy several ISRCs from an Excel table column and paste them into the column header “ISRC” of the repertoire list in label.gvl. The paste option will automatically insert blanks between each ISRC. This can be very helpful when selecting recordings to edit your rights ownership to resolve conflicts.

You can combine different search keywords in different columns. All your search criteria will be shown on the top left under “Filter”, where you can also deselect single search keywords.

All filter and search options can be combined any which way. You can export your search and filter results at any time by clicking on the button “Download” > “Repertoire” in the upper right corner above the list header.

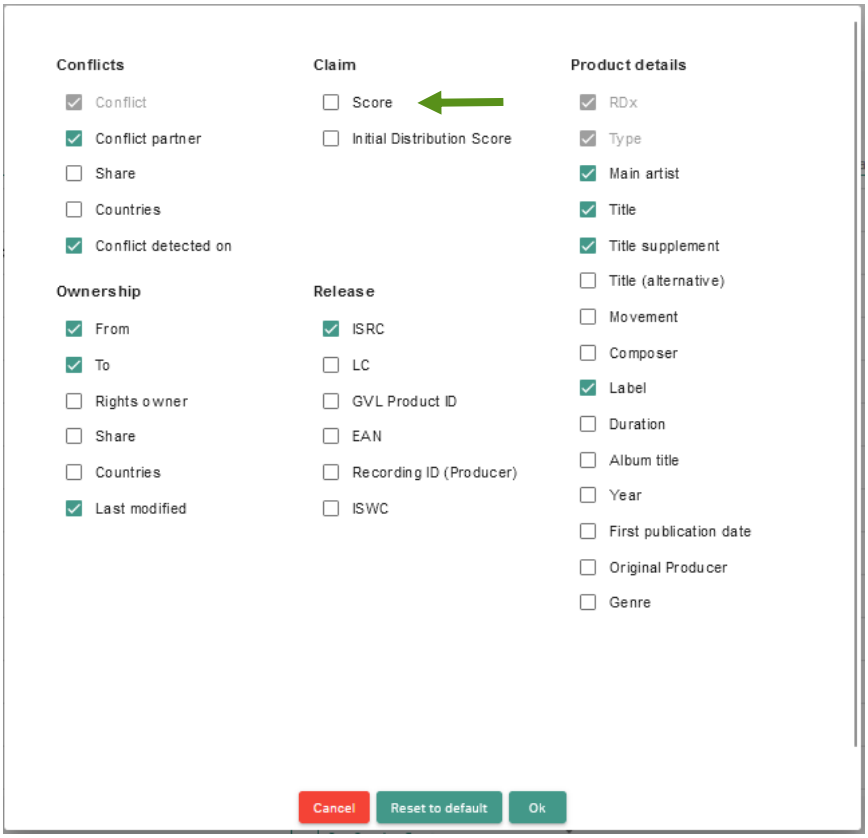


7.1.3 Display information in the list view

You can change the displayed information (columns) in the list view “My repertoire” at any time. The change to your view will be saved and will remain even after you log out or change to another menu item.

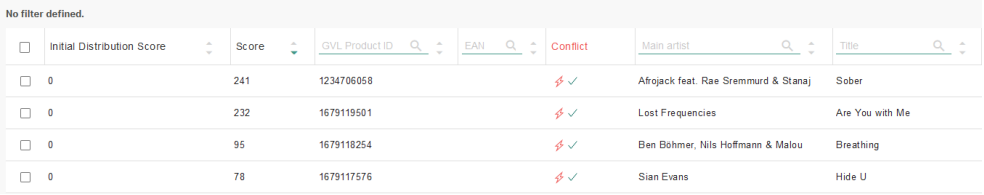
To show or hide columns, please click on the “Columns” icon on the right side above the repertoire view.

A detailed list of all displayable information (columns) opens. Columns displayed by default (greyed out), cannot be selected or deselected.



Tip: By activating the checkbox “Score”, a column will be shown displaying the sum of all relevant broadcast minutes currently allocated to a sound recording over all usage years in distribution (incl. the year that will be initially distributed in the present year). You can additionally select the “Initial Distribution Score (SR)” to separately see the minutes per sound recording before an initial distribution that have been already allocated. At present, you would see in this column the allocated minutes relevant to the initial distribution 2021 scheduled for September 2022.

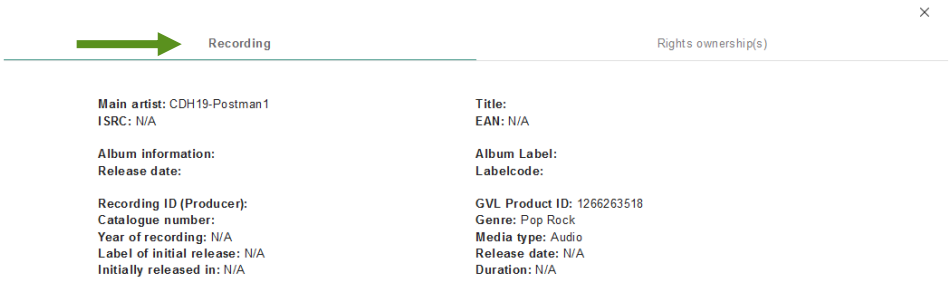
All minutes shown in the “Score” columns are unweighted broadcast minutes that can differ from the weighted and remunerated minutes in our actual distributions.



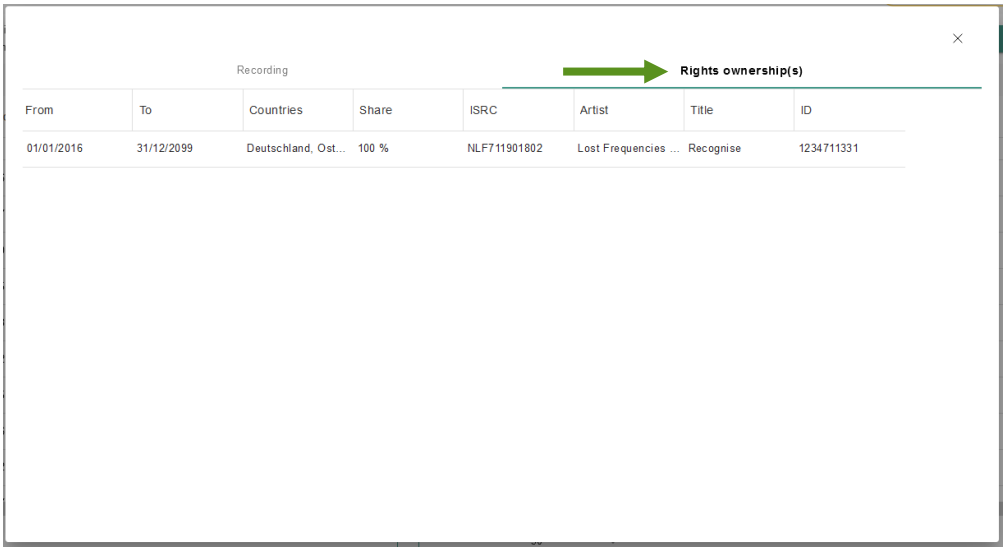
Additional columns will be displayed on the left of the list. You can use drag&drop to change the arrangement of the columns as required. You can also individually adjust the width of each column. All changes to your view will be saved after you log out or go to another menu page.

7.1.4 Detailed view of a recording

With one click on a recording, all relevant information on the recording as well as information on the submitted rights ownership can be viewed via a pop-up window.



In addition to detailed information on the recording, you will also have an overview of when your rights ownership began and until when it might run (if you have specified an end date). You can also see here for which regions you have applied for rights ownership and whether your rights ownership is only for a share or for 100%.

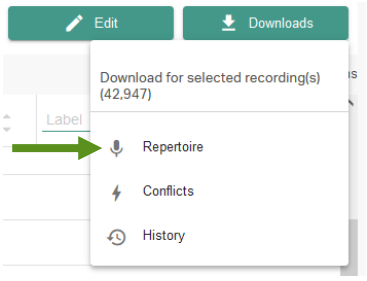


As in the repertoire list, you can arrange the order and width of the columns with the rights ownership information any way you like.

If there is a rights ownership conflict for a selected recording, you will find information on the conflict and the conflict partner under two further tabs.

7.1.5 Download repertoire data

Via the button “Download” on the top right above the list view “My repertoire”, you can download your complete repertoire that you submitted to GVL and that is shown as processed in the form of an Excel file.



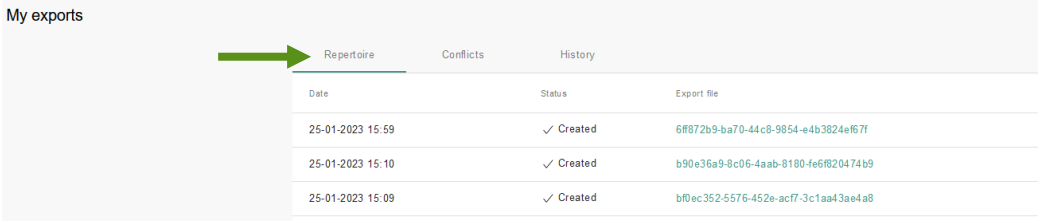
Tip: To download your entire repertoire, please remove all filters and search terms and do not select a recording.

Important: Depending on the size of your repertoire, the download may take a couple of hours.

Before downloading, select either individual recordings or, by clicking on the empty checkbox in the bar of the column headers, all recordings displayed on the current page.

Without selecting individual recordings, you can also export entire filter and search results after performing a search or having set a filter.

You can find your repertoire downloads under **“My repertoire” > “My exports”** in the **“Repertoire”** tab.



7.1.6 Edit rights ownership

label.gvl offers you the opportunity to change submitted rights ownerships at any time - regardless of whether a recording is involved in a rights ownership conflict or not.

In most cases, rights ownership conflicts arise due to incorrect start and end dates of a rights ownership, a not yet filed or incorrectly submitted share of a rights ownership below 100% or an out-of-date or incorrect region for which a rights ownership has been submitted.

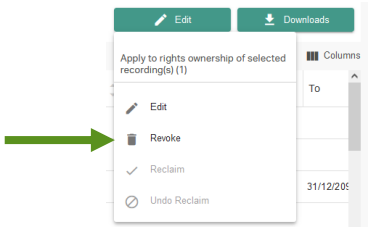
Furthermore, recordings that have been submitted incorrectly can, of course, also lead to conflicts with other producers of sound or audiovisual recordings who have submitted identical repertoire.

7.1.7 Revoke rights ownership

To completely revoke the ownership of a submitted recording and thus remove the recording from your repertoire, please proceed as follows. It is irrelevant in this case whether a recording is in conflict or not.

Step 1 Select the recording or several recordings for which you want to revoke the rights ownership using the checkbox at the beginning of the row. If you would like to revoke all rights ownerships that you have determined via a filter or search options, no additional selection via the checkboxes on the recordings is necessary.

Step 2 Click the button “**Edit**” above the repertoire view and select “Revoke”.



Step 3 You will now be asked to confirm your action.

Step 4 Confirm your action to complete the revocation of a rights ownership and remove it from your repertoire submitted to GVL.

Please note that a larger number of edited rights ownerships may not always result in an immediately updated view under “My repertoire”, or in a conflict resolution. If necessary, you can accelerate the update of the displayed information by using the refresh button of your browser.

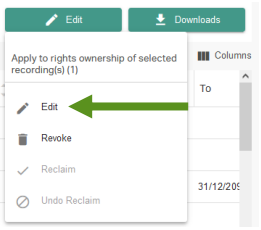
7.1.8 Edit rights ownership

You can also edit your rights ownerships you submitted to GVL with regards to all relevant properties.

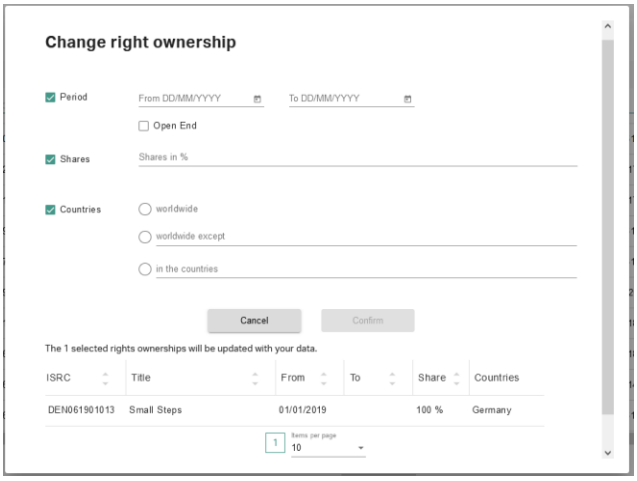
These comprise the areas “**period**”, “**share**” and “**countries**” **(region)**. Please proceed as follows:

Step 1 Select the recording or several recordings for which you want to change the rights ownership using the checkbox at the beginning of the row. If you would like to change all rights ownerships that you have determined via a filter or search options, no additional selection via the checkboxes on the recordings is necessary.

Step 2 Click the “**Edit**” button above the repertoire view and select “Edit”.



Step 3 Make the desired change. You can either change just one aspect of your rights ownership, or two or all three aspects in one step.



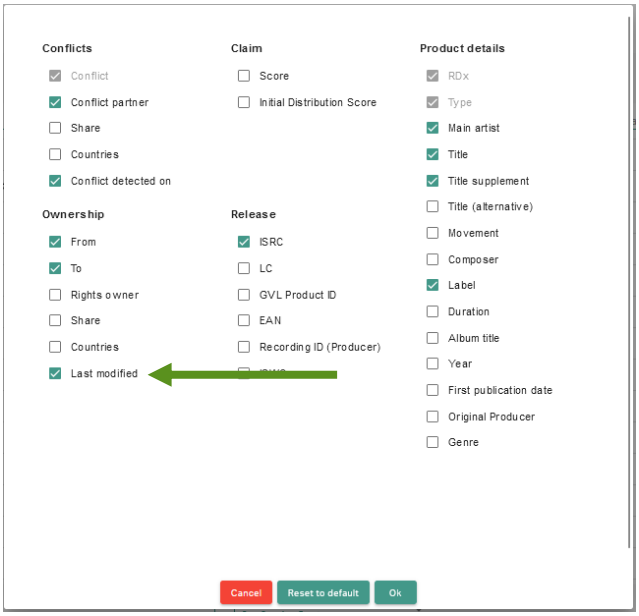
Step 4 You will now be asked to confirm your change

Step 5 Confirm your action to complete the change of one or more rights ownerships.

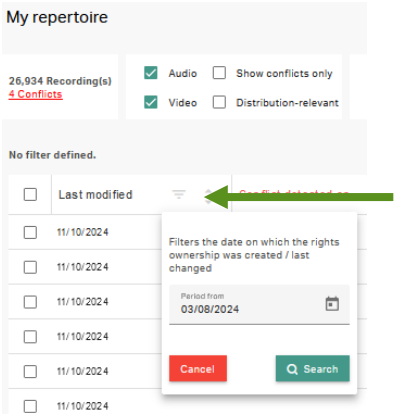
Please note that a larger number of edited rights ownerships may not result in an immediately updated view under “My repertoire”, or in a conflict resolution. If necessary, you can accelerate the update of the displayed information by using the refresh button of your browser.

The repertoire list in label.gvl will also show you the date of submission or last modification of a recording’s rights ownership.

To see the column “Last modified”, first select it under “Columns” in “My repertoire”:



In “My repertoire” you will now see the column “Last modified” with the date you registered this recording or last modified it. You can sort the column and your recordings by this date or use the filter to define the start date of a specific period in which registrations or modifications took place.



7.1.9 Update repertoire data

Apart from editing your rights ownership information, you can also update repertoire data (meta data) already processed by GVL. This requires an additional registration of the respective recording(s).

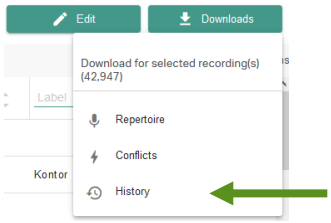
Important: updating already registered recordings is only possible if the initial registration included an ISRC per recording. When updating, the respective ISRC needs to be re-registered.

Please note that when updating or supplementing information, you need to register all existing meta data – even if there are no changes - again. label.gvl will always display the last registered data for a recording.

If you wish to supplement or correct an ISRC of a recording, please contact label@gvl.de.

7.1.10 Create and download change history

Using the button “Download” and selecting “History” on the right top side of the list view of “My repertoire”, you can generate a change history any time. The change history lists all modifications to rights ownerships you carried out.



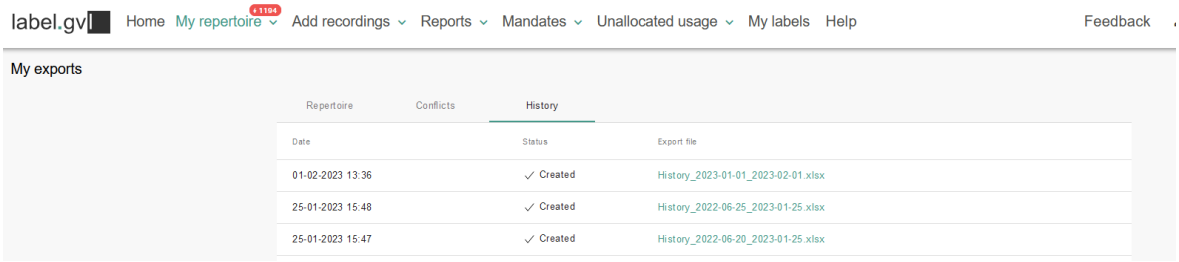
Before downloading, select either individual recordings or, by clicking on the empty checkbox in the bar of the column headers, all recordings displayed on the current page.

Without selecting individual recordings, you can also export entire filter and search results after performing a search or having set a filter.

Before generating a change history, you can limit the period the change history covers.

The default period is one month.

Under the menu item “My repertoire” > “My exports” you can find all your created downloads at any time. The page shows three tabs under which the generated history downloads are grouped.



On the tab “History” you will find the change histories you have downloaded. The change history provides detailed information on all rights ownership changes you have made.

Please note that, due to the amount of data, we only allow a limited time for access to downloads that have been made, which will be periodically deleted. It is therefore recommended that you save downloads locally on your computer after they have been made available.

7.2 Conflicts

Conflicts arise when two producers submit identical or similar rights ownerships for a recording and the two overlap. During conflict identification, recordings with either identical ISRC or with the same combination of artist, title, title addition and playing time are identified as conflicts.

Rights ownerships may overlap in terms of the following characteristics of rights ownership:

- **Period:** Overlapping start and/or end date of the rights ownership of a recording
- **Share:** the submitted shares in the rights ownership for a recording add up to more than 100% (e.g. 60% and 50% or twice 100%)
- **Region:** the submitted regions or countries of two rights ownerships of a recording overlap (e. g. Germany and GSA or worldwide)

These conflicts are identified by GVL's systems and, for resolution, are submitted to both or all parties involved in label.gvl and must be resolved between the producers who have reported these overlaps.

To ensure that no party is favoured until clarification, the product concerned is blocked for distribution from the time of the overlap until clarification.

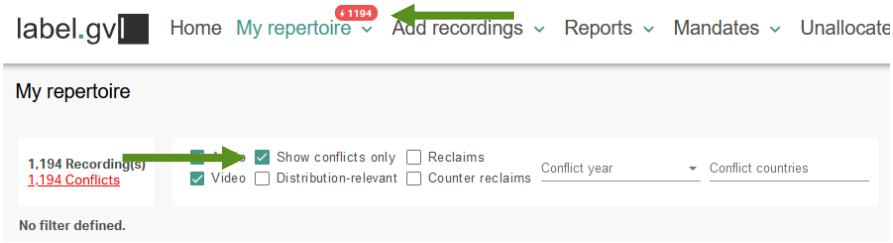
Important: The recording and rights ownership concerned shall be blocked for distribution only for the period in question. If there is a distribution-relevant period that lies before or after the conflict, it is not affected by a blockage.

Example: Where there is a temporal overlap between two or more rights ownerships from 2018 onwards, previous distribution years shall not be affected by that overlap but affected distribution years from the date to the end of the overlap shall be excluded from distribution until resolution.

If remuneration has already been paid for a rights ownership to a producer for a distribution year affected by a conflict and a conflict arises before a further subsequent distribution, the distribution revenue already allocated is subtracted again - but not reclaimed until the final distribution.

7.2.1 Show conflicts

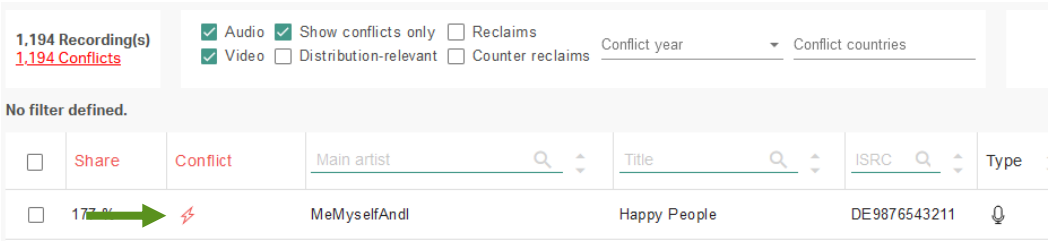
After logging into label.gvl you can immediately view all conflicts identified for your submitted repertoire with one click. In the main menu entry “My repertoire” the total amount of all conflicts determined for your reported repertoire is already displayed in a red label. With a click directly on this red label you will immediately land in the overview “My repertoire”, filtered by conflicts.



If you open your repertoire view via the submenu item “My repertoire”, you will see the number of currently identified and unresolved conflicts under the total number of your recordings submitted to GVL and shown as processed.

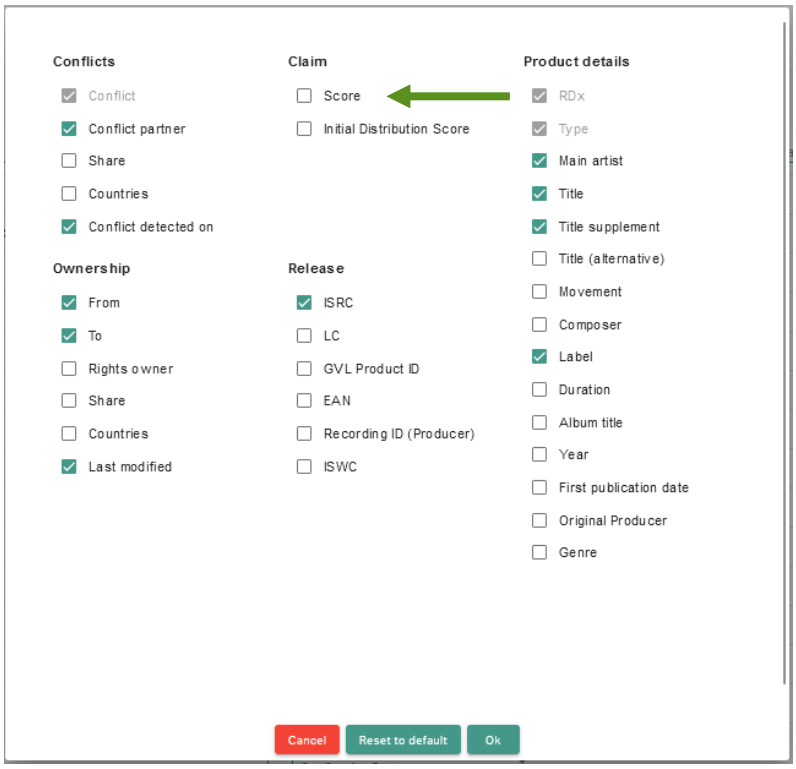
Important: Every restriction of the repertoire view by setting filters or performing searches will also change the number of conflicts displayed, as this always refers to the repertoire result displayed.

A flash icon indicates a conflicting image in the list of displayed images.

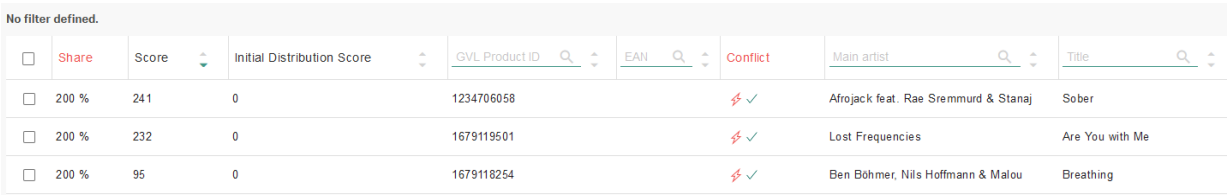


To show or hide columns, please click on the “Columns” icon on the right side above the repertoire view.

A detailed list of all displayable information (columns) opens. Columns displayed by default (greyed out), cannot be selected or deselected.



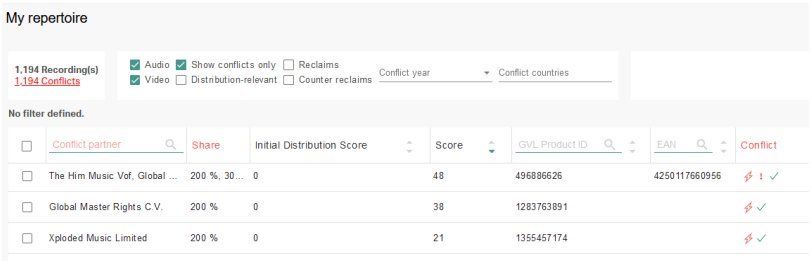
Tip: By activating the checkbox “Score”, a column will be shown displaying the sum of all relevant broadcast minutes currently allocated to a sound recording over all usage years in distribution. These minutes shown are unweighted broadcast minutes that can differ from the weighted and remunerated minutes in our actual distributions. The score gives you a good indication of the value of a recording in conflict and helps you prioritise your work on conflict resolution.



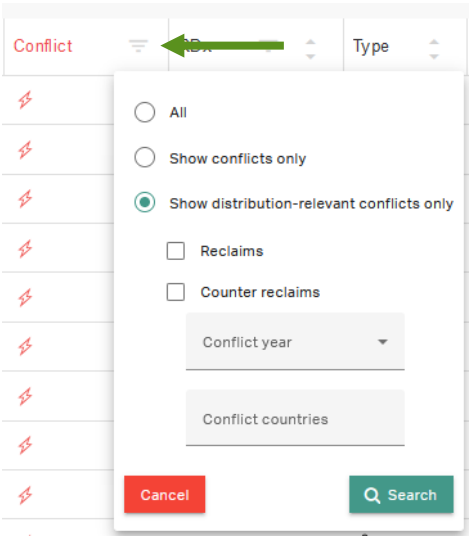
7.2.2 Filter conflicts

To get a better overview of the conflicts and to work specifically on a limited number of conflicts, you can filter your conflicts according to various properties. The following filter options are only shown in the conflict view in “My repertoire” which you can reach either by clicking on the red conflict label at the menu entry “My repertoire” or by setting the filter “Show conflicts only”:

- **Media type:** The “Audio” and “Video” filters directly below the filter icon allow you to narrow down the conflict display for each media type
- **Distribution-relevant:** Activating this checkbox ill only show conflicts for which airplay – i. e. usages – has been allocated. You can sort your conflicts by the allocated minutes shown in the columns “Score” and “Initial distributions core”.
- **Conflict year:** the selection of a year filters the identified conflicts according to their relevance for a GVL distribution year that affect these conflicts. The default setting is “all”.
- **Conflict countries:** The selection of a country enables conflicts to be filtered according to regional relevance; for GVL distributions this is always Germany
- **Conflict partner:** Using this search field, you can search for a specific conflict partner (other producer of sound recordings and audiovisual recordings) with whom conflicts have been identified.



The filters “Distribution-relevant (Show distribution-relevant conflicts only)”, “Conflict year” und “Conflict countries” can also be found using the filter in the column header “Conflict” in “My repertoire”:

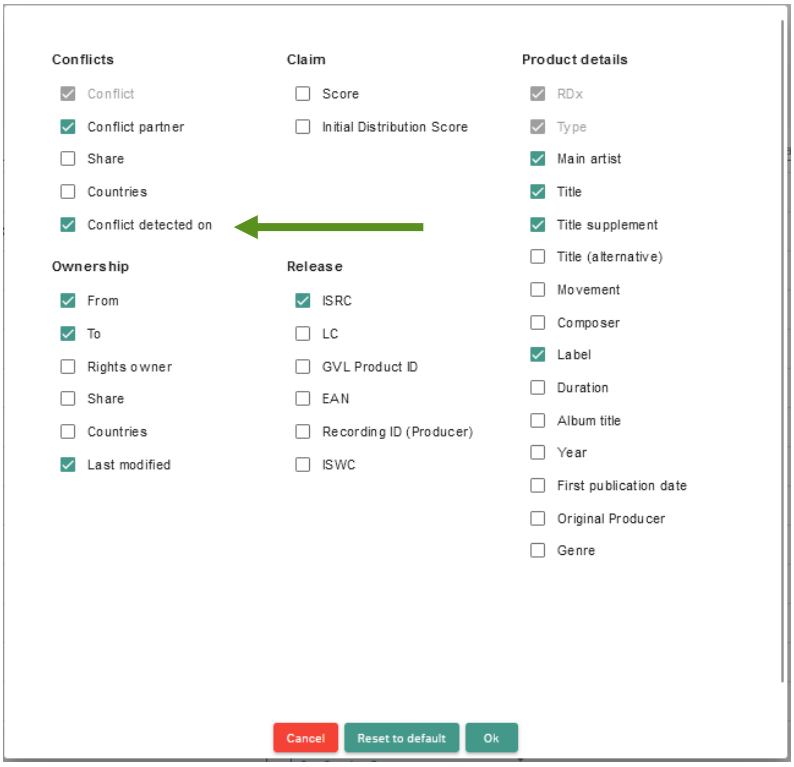


If you use the filter “Show distribution-relevant conflicts only” here, all conflicts only affecting already closed distribution years will be hidden as well. The “Conflict year” filter here is automatically updated by removing a closed distribution year at the beginning of the subsequent year (since it is no longer distribution-relevant) and adding the year that just started.

To further limit and assist in prioritizing your work on conflicts, label.gvl now offers the information and an individually configurable filter “Conflict detected on”.

To display the column with this additional information, please click on the icon “Columns” in the top right corner on “My repertoire” and select “Conflict detected on”.

A detailed list of all displayable information (columns) opens. Columns displayed by default (greyed out), cannot be selected or deselected.



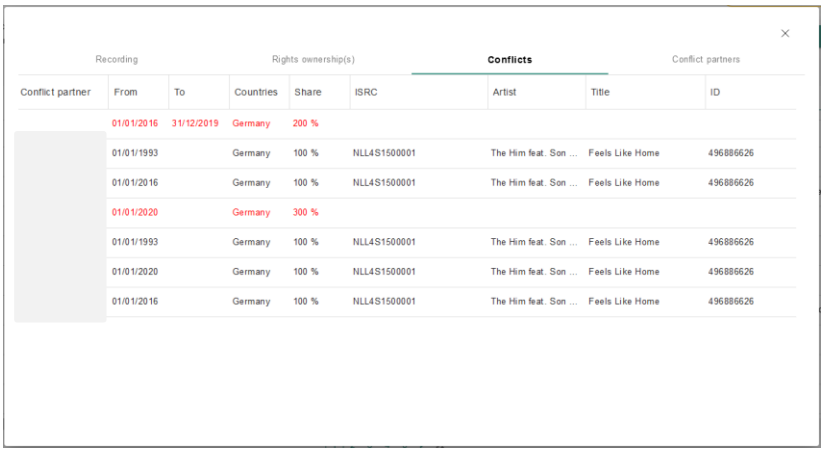
Under “Conflicts” (top left) you will find the option “Conflict detected on”. Select this option to add this column to the “My repertoire” list.

In this now visible column, you can now sort your conflicts by detection date or use the date picker available in the column header (the default date is today minus 90 days). If, for instance, you select August 1, 2024, you will only see conflicts detected on this or a later date. Please note that this filter looks at the submission date of a recording and/or the date of the last update to a recording.

You can use this information to e. g. only view conflicts that were detected after your last login to label.gvl or the last time you have been working on your conflicts.

7.2.3 Detailed conflict view

By clicking on a line in the conflict view, you will get all necessary information about the selected conflict in a detail window. In the event of a conflict, the recording details are expanded to include the registers “**Conflicts**” and “**Conflict partners**”. In the conflict partners section, you will also find the relevant contact information of the other party in dispute.



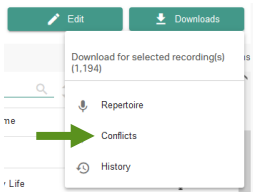
As in the repertoire list and the rights ownership detailed view, you can arrange the order and width of the columns with conflict information any way you like.

7.2.4 Download conflict details as .xlsx

To get an overview of all the details of the conflicts identified for you or of a set of them limited by filters and search options, you can create a conflict export.

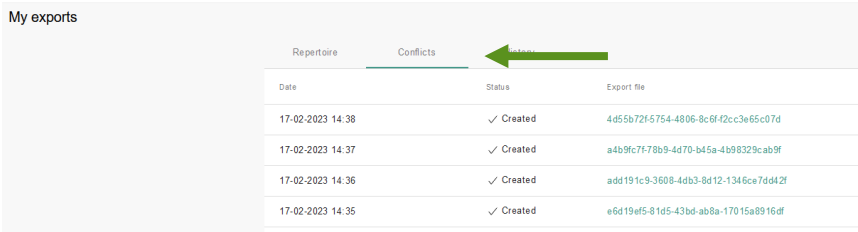
Step 1 Select the conflict or several conflicts for which you want to download detailed information using the checkbox at the beginning of the row. If you would like to download detailed information on all rights ownerships that you have determined via a filter or search options, no additional selection via the checkboxes is necessary for the recordings in conflict.

Step 2 Click the “**Download**” button at the top right of the repertoire list and select “Conflicts”.



Step 3 The conflict export is now created.

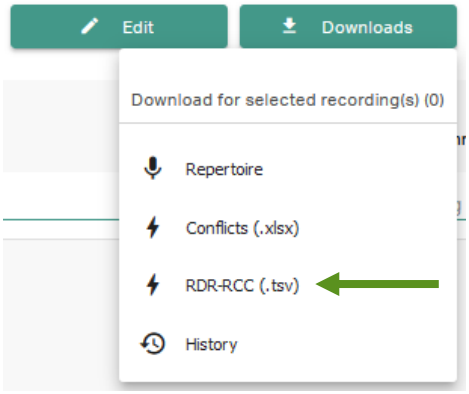
Generating this export may take some time depending on the volume. You can wait until the download is done automatically or (even after logging out and logging in again in label.gvl) download your download via **“My repertoire” > “My exports” > Conflicts** later.



7.2.5 Download conflict details as DDEX RDR-RCC

In addition to the conflict export in .xlsx, label.gvl offers an additional conflict export according to the DDEX Standard RDR-RCC.

You can access the DDEX RDR-RCC report in label.gvl via "Downloads" > "RDR-RCC (.tsv)" - for either all your onflicts or a previously made selection of conflicts.



This export folllows the RDR-RCC standard and is provided in the Excel format .tsv. Further Information on DDEX and DDRX RDR-RCC can be found at https://ddex.net/standards/recording-data-and-rights/.

This DDEX-standardised conflict export can be imported and processed centrally. Processing of a central response to the RDR-RCC export will be implemented in 2025.

7.2.6 Edit conflicts

To edit a conflict, please use the functions for editing rights ownerships that are available above the list view under “My repertoire” (see section “**Edit rights ownership**”).

First select the affected recording(s) from the conflict overview before you edit your submitted rights ownership. You have the option of resolving a conflict by revoking your rights ownership completely or editing it so that the overlap that led to the conflict is resolved.

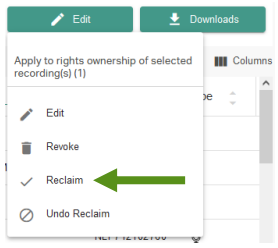
Once you have edited the conflict accordingly, the conflict is resolved and disappears from your list of conflicts.

Please note that a larger number of edited conflicts may not result in an immediately updated view under “My repertoire”, or in a conflict resolution. If necessary, you can accelerate the update of the displayed information by using the refresh button of your browser.

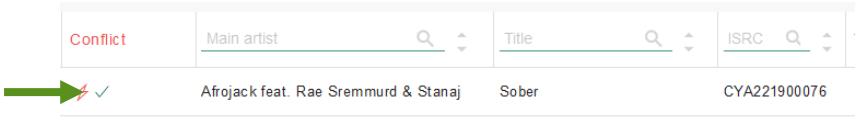
If your reported rights ownership is correct and the conflict has arisen due to the report of one or more conflicting parties, please contact the conflicting party and point out that the conflict has been resolved by them.

7.2.7 Set reclaims

To confirm your rights ownership in a recording in conflict, you can use the button “Edit” on the right top corner above the repertoire list and select “Reclaim”.

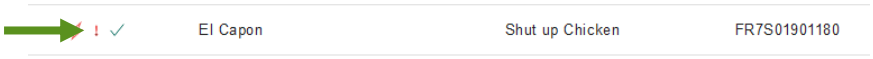


Selecting one or more conflicts and confirming your rights ownership via “Reclaim”, your reclaims will be shown in your repertoire overview like this:

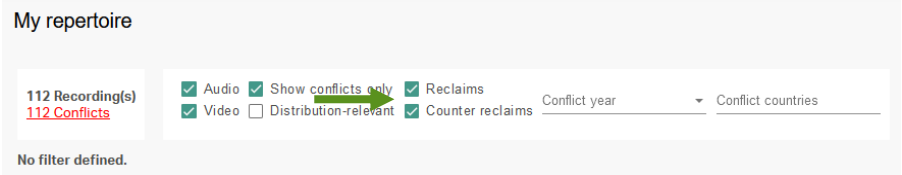


Tip: To confirm your rights ownerships for recordings in conflict, please only activate the filter “Show conflicts only”, do not select a recording and click the button “Reclaim”.

Should the counterparty set a reclaim as well, you will see the following additional Icon in the column “Conflict”.



You can filter your conflicts anytime by using the checkboxes “Reclaims” and “Counter reclaims” to view all reclaims set by both sides. In Addition, the information regarding your own reclaim and a possible reclaim of the counter side is also included in the conflict export.



Important: A rights ownership confirmed by a **reclaim** has only an effect shortly before a final distribution and always relates to exactly one usage year – the usage year for which a final distribution is coming up.

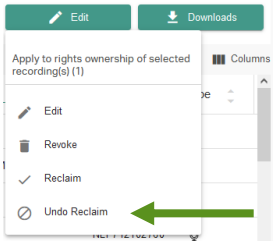
Preceding each final distribution and to resolve as many conflicts as possible, a deadline is set for resolving conflicts or confirming rights ownerships with regard to the final distribution of a distribution year.

After this deadline, conflicts in which only one side confirmed its rights ownership by a reclaim will be resolved by GVL in favour of the party that has set a reclaim.

In rights ownership conflicts where both parties have confirmed their rights ownership by this deadline, both sides will be asked to provide evidence to confirm their rights ownership to bring about a resolution to a conflict.

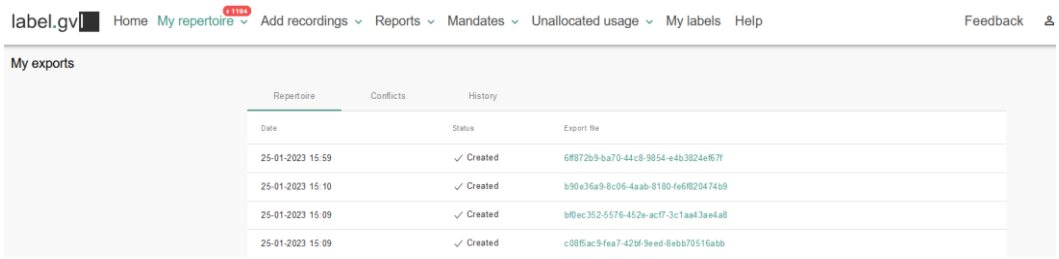
7.2.8 Undo reclaims

Should you wish to undo a set reclaim, please select the respective recording(s) in conflict and click the button “Undo reclaim”.



7.3 My exports

Under the menu item “My repertoire” > “My exports” you can find all your created downloads at any time. The page shows three tabs under which the generated downloads are grouped.



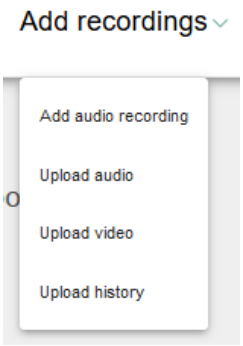
- **Repertoire:** lists all your repertoire downloads
- **Conflicts:** lists all your downloads of conflict details
- **History:** lists all your downloads of change histories

Please note that, due to the amount of data, we allow only a limited time for access to downloads that have been made, which will then be deleted periodically. It is therefore recommended that you save downloads locally on your computer after they have been made available.

8 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.

8.1 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.

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

Step 1 From the menu item “**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

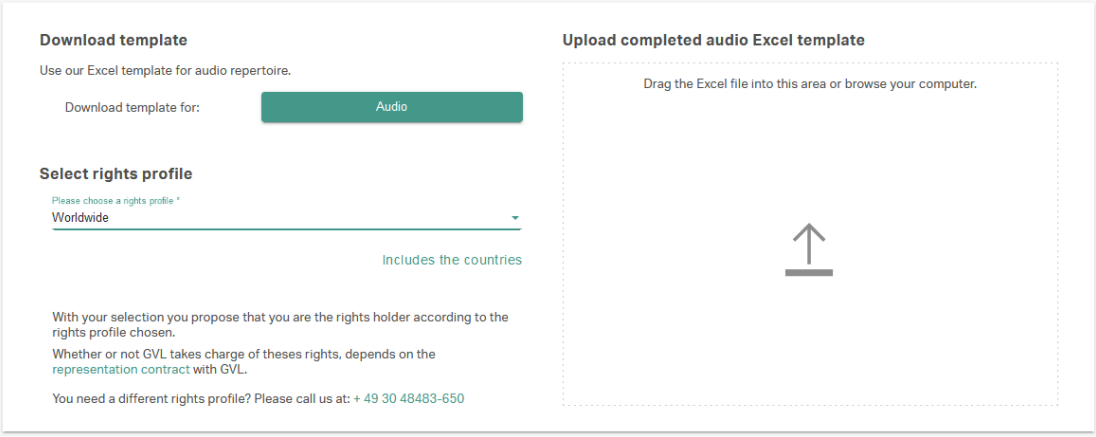
Under the sub-item "**includes the countries"** you can view the individual countries that the selected region includes.

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

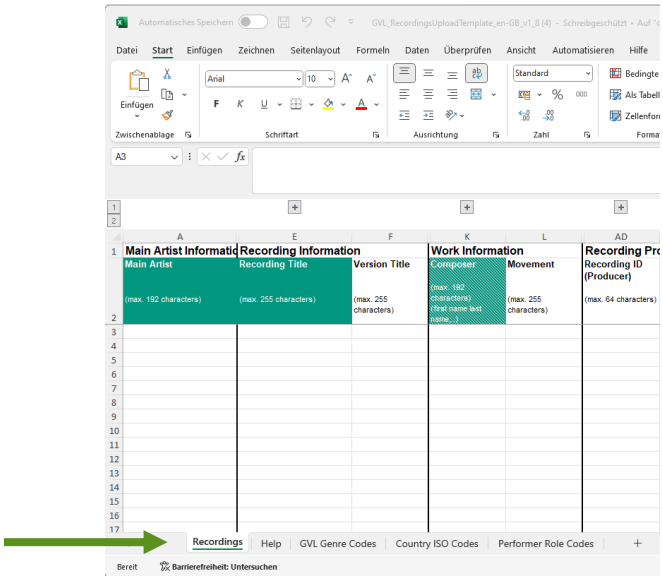
Step 8: Your recording will now be processed by GVL's systems and added to your repertoire.

8.2 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.

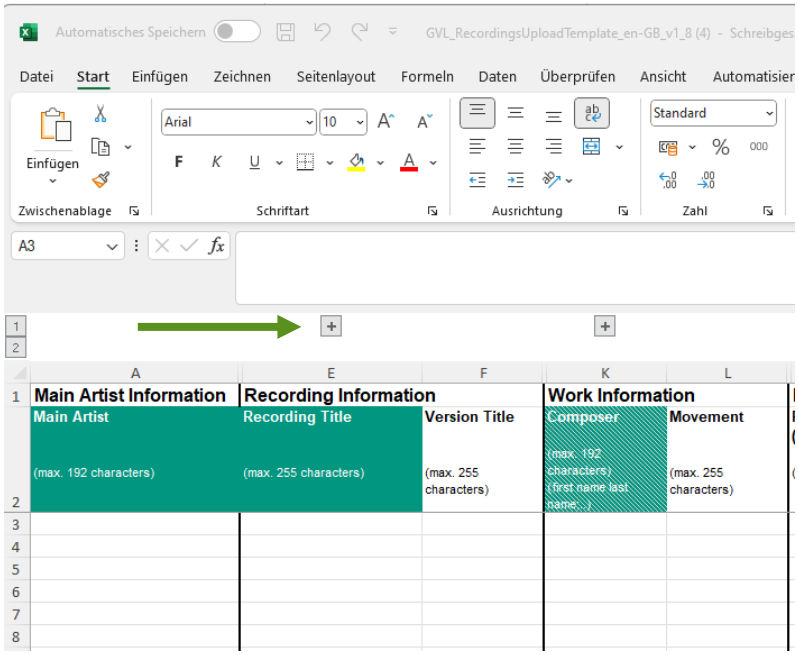
- **Performer Role Codes**
  - A performer role code is held for each artist contributing to the recording. Here you can see which codes GVL is using.

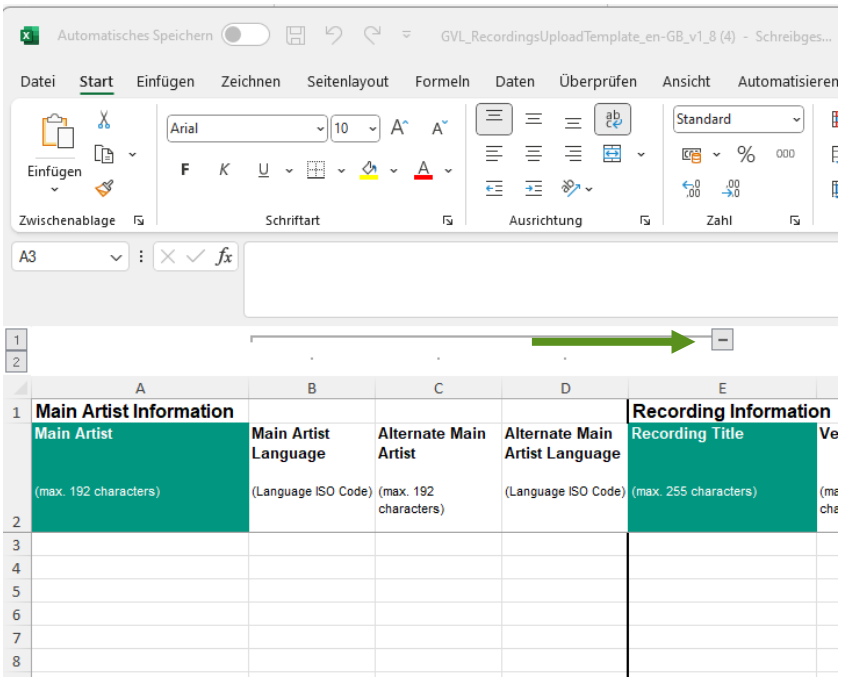
Complete the template accordingly, save it and select the appropriate rights profile and upload the template. If the new recordings have been processed by GVL, they will be added to your repertoire.

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.

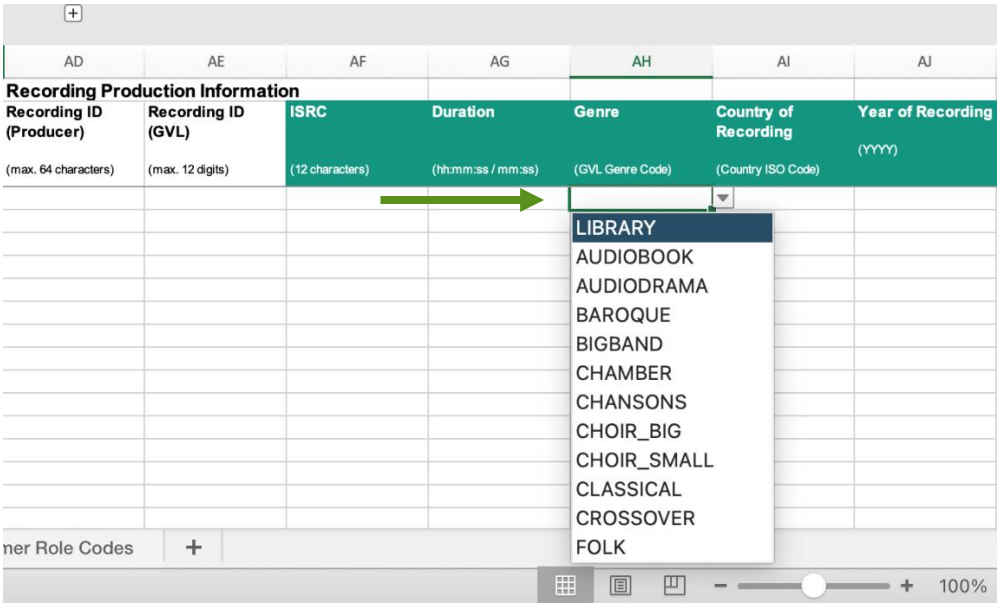
When opening the template in Microsoft Excel or Numbers for Mac, you will only see relevant columns in combination with all mandatory fields.

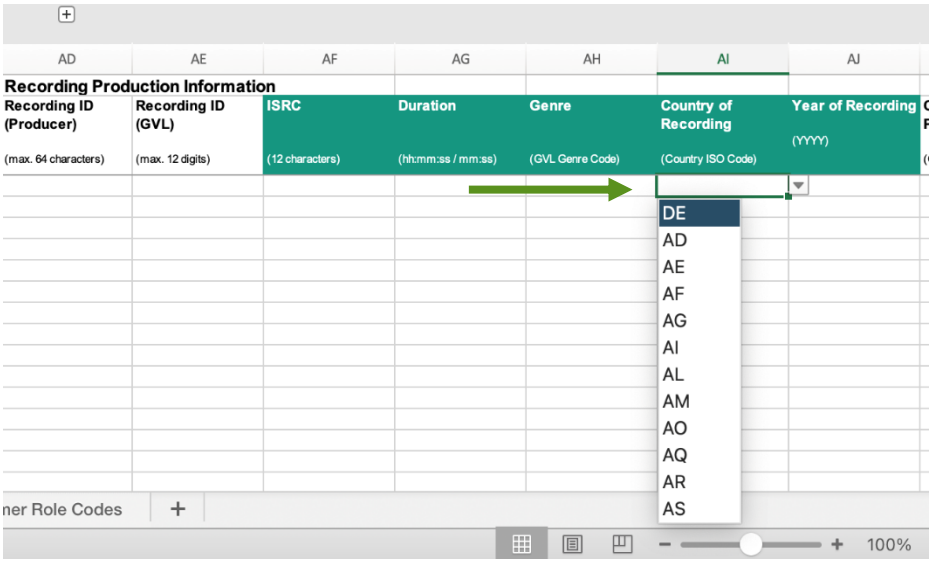
To see all data fields that can be completed, unhide the respective columns by clicking the "+" above the column headers.





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.

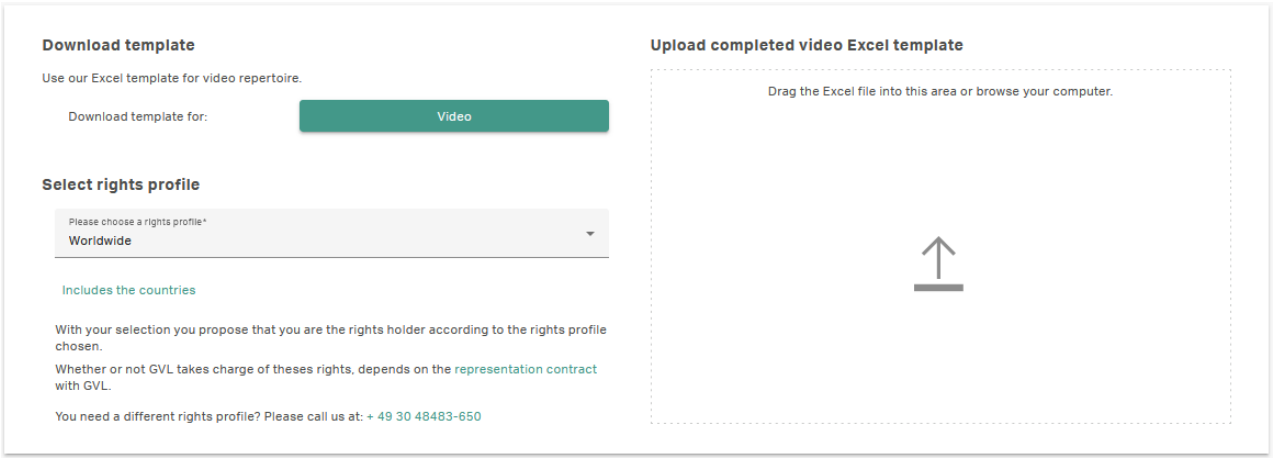
Important: Retain the default formatting, which is also explained for each column in the Help for completing the template sheet. Please save the template in the specified file format **.xlsx** before uploading.

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.

8.3 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 is identical to the menu item "**Upload Audio**".



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. 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.

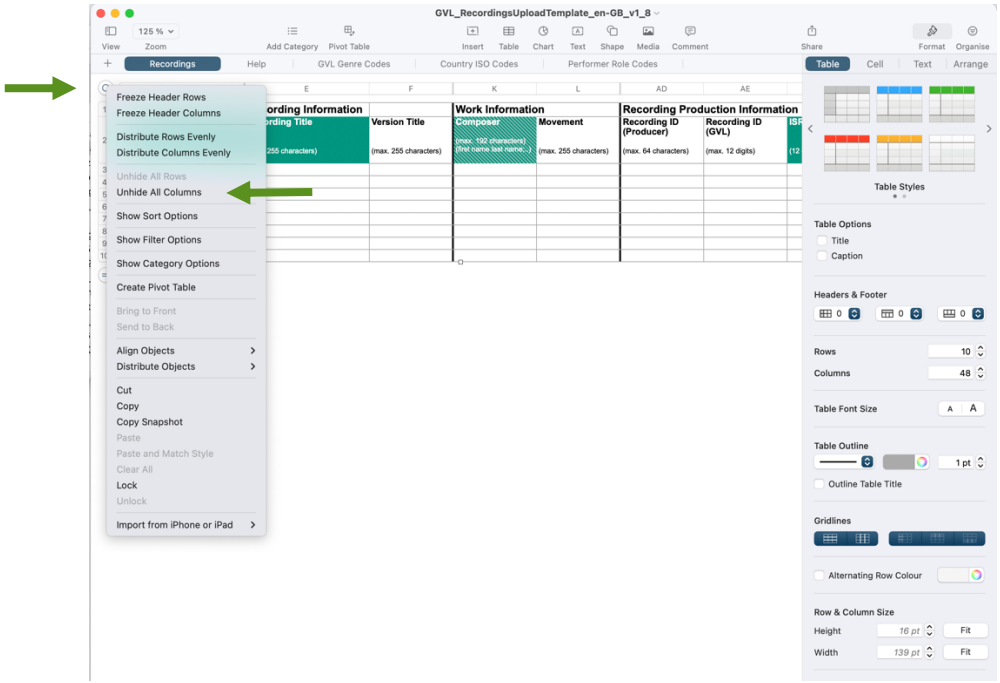
Important: You must have registered audiovisual repertoire (videoclips) to participate in our annual video clip distributions.

8.4 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.

8.4.1 Unhiding All Columns

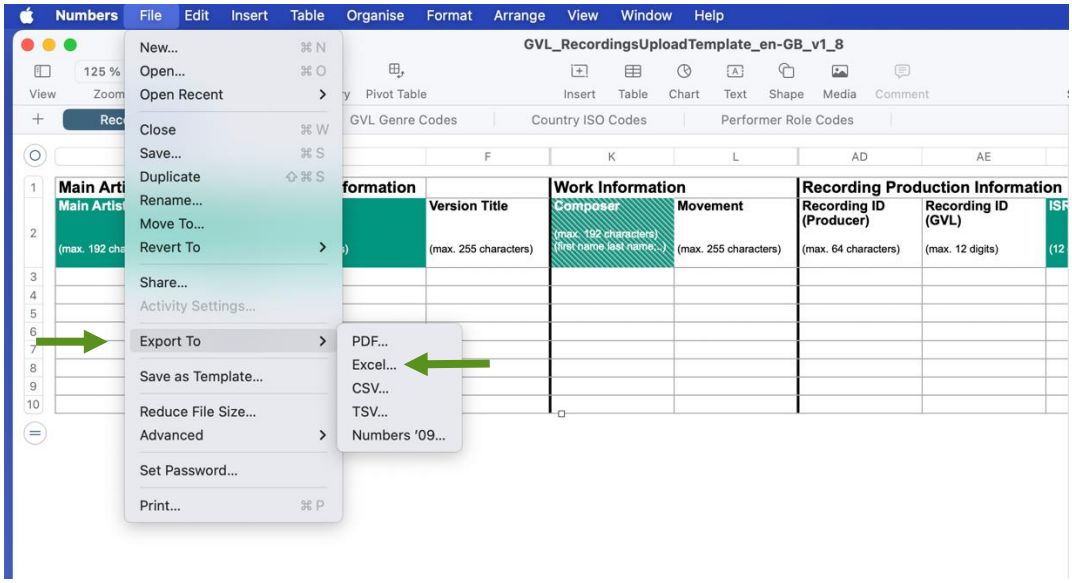
The default view of our templates is reduced to the mandatory information required by hiding optional columns. To unhide these columns in Numbers for Mac, please click any column header and then move your mouse pointer to the circular icon on the top left. With a right mouse click, open the context menu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



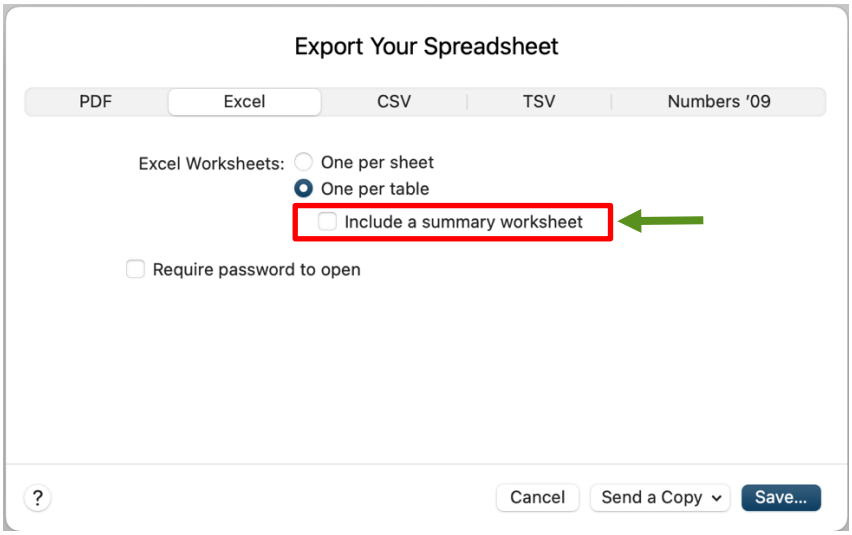
8.4.2 Exporting a Numbers File to Excel

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…".



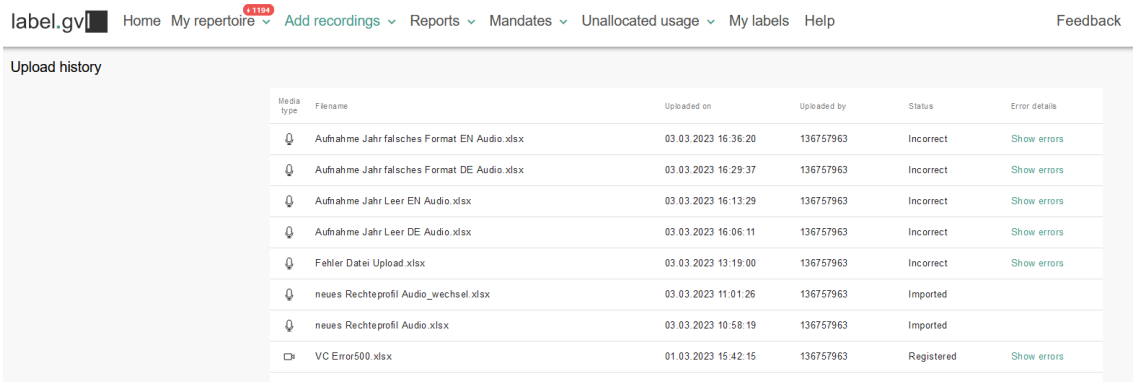
A dialogue opens where it is necessary to uncheck the default setting “Include a summary worksheet”. If you create an Excel file including a summary worksheet, GVL’s systems are unable to accept and process your upload.



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”.

8.5 Upload history

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



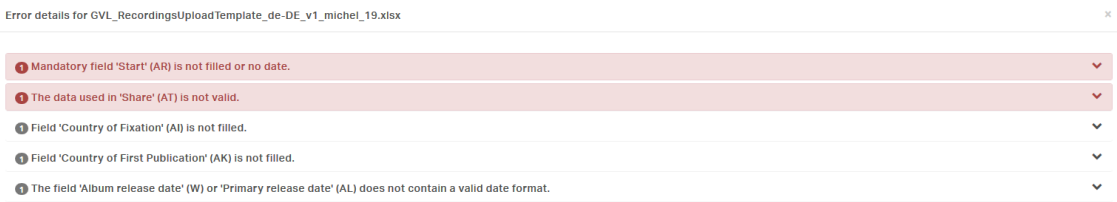
Here you can find information about the status of your repertoire submission.
The following statuses are displayed:

- 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.

8.5.1 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.



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.

8.6 Delivery via DDEX MLC 1.4

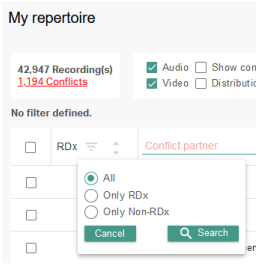
You can also submit repertoire using the XM interface DDEX MLC 1.4. Should you be interested in this way of repertoire delivery, please contact us at ddex@gvl.de.

8.7 Delivery via RDx

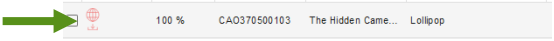
GVL is also connected to the international repertoire database RDx and can import repertoire from there. Additional information on RDx can be found at https://www.rdx-portal.org/. Please contact us at label@gvl.de should you deliver your repertoire to RDx and wish GVL to import your repertoire from there.

8.7.1 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.



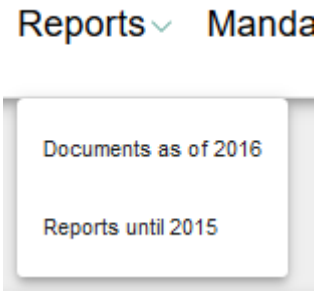
RDx recordings can be identified in your repertoire overview by the below icon.



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

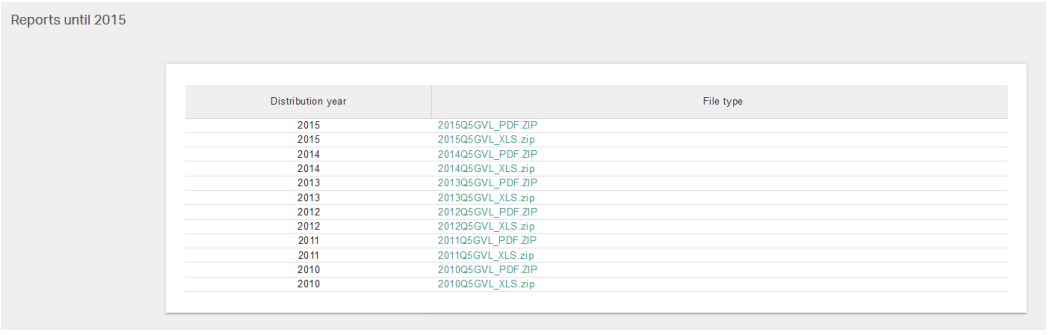
9 Reports

For each distribution, you receive both a detailed report and broadcaster reports - in both German and English. In the menu item “**Reports**” you can access these reports.



9.1 Reports until 2015

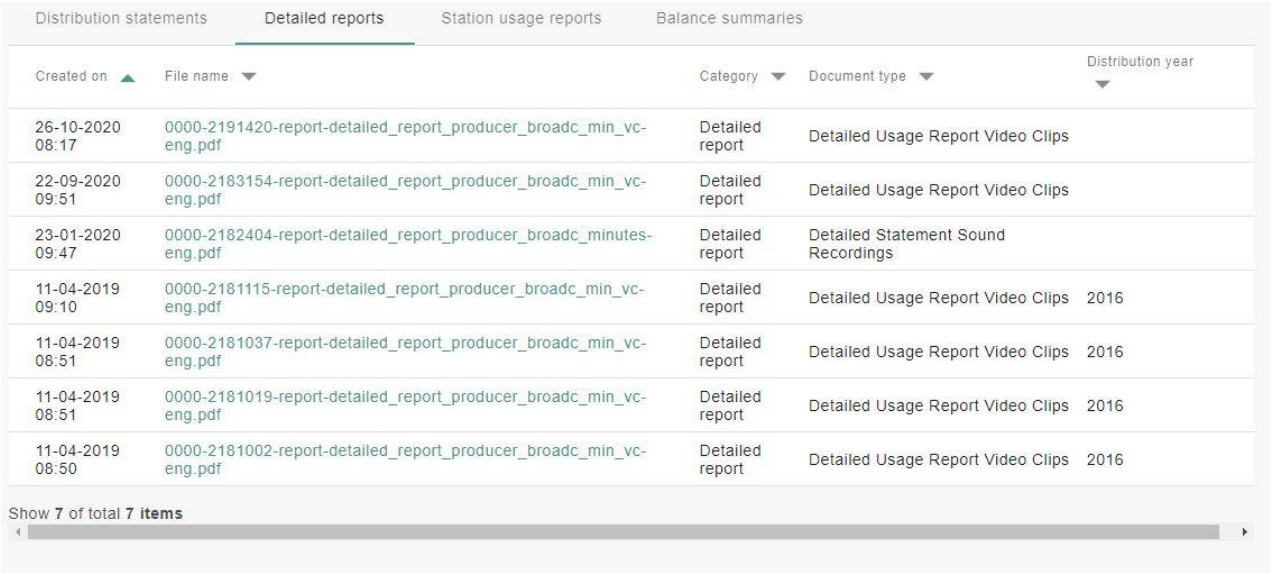
To access older detailed reports, open the following submenu item “Reports until 2015”



Here you have access to all archived reports up to the year 2015.

9.2 Documents as of 2016

The current detailed reports and station evaluations can be found in the submenu item “Documents as of 2016”.



Distribution statements | Detailed reports | Station usage reports | Balance summaries

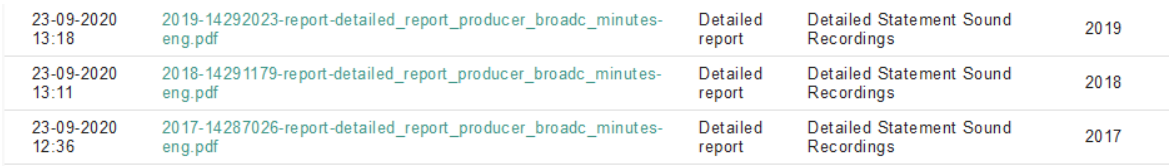
Created on	File name	Category	Document type	Distribution year
26-10-2020 08:17	0000-2191420-report-detailed_report_producer_broadc_min_vc-eng.pdf	Detailed report	Detailed Usage Report Video Clips	
22-09-2020 09:51	0000-2183154-report-detailed_report_producer_broadc_min_vc-eng.pdf	Detailed report	Detailed Usage Report Video Clips	
23-01-2020 09:47	0000-2182404-report-detailed_report_producer_broadc_minutes-eng.pdf	Detailed report	Detailed Statement Sound Recordings	
11-04-2019 09:10	0000-2181115-report-detailed_report_producer_broadc_min_vc-eng.pdf	Detailed report	Detailed Usage Report Video Clips	2016
11-04-2019 08:51	0000-2181037-report-detailed_report_producer_broadc_min_vc-eng.pdf	Detailed report	Detailed Usage Report Video Clips	2016
11-04-2019 08:51	0000-2181019-report-detailed_report_producer_broadc_min_vc-eng.pdf	Detailed report	Detailed Usage Report Video Clips	2016
11-04-2019 08:50	0000-2181002-report-detailed_report_producer_broadc_min_vc-eng.pdf	Detailed report	Detailed Usage Report Video Clips	2016

Show **7** of total **7** **items**

The documents are arranged across three registers to facilitate finding the right document provided by GVL:

- Distribution statements (payout information)
- Detailed reports
- Station usage reports
- Balance summaries

In the register “Balance summaries” you will find updated balance statements which will be provided following every distribution.



23-09-2020 13:18	2019-14292023-report-detailed_report_producer_broadc_minutes-eng.pdf	Detailed report	Detailed Statement Sound Recordings	2019
23-09-2020 13:11	2018-14291179-report-detailed_report_producer_broadc_minutes-eng.pdf	Detailed report	Detailed Statement Sound Recordings	2018
23-09-2020 12:36	2017-14287026-report-detailed_report_producer_broadc_minutes-eng.pdf	Detailed report	Detailed Statement Sound Recordings	2017

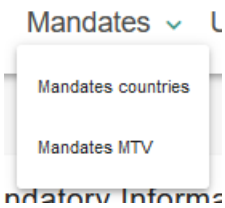
Click on the link provided and download the corresponding report.

10 Mandate

When concluding the rights administration agreement, you also inform us for which countries besides Germany you wish to mandate GVL to administer your neighbouring rights. The countries available for election are those with which GVL has concluded bilateral representation agreements. In these countries, GVL can exercise your neighbouring rights and claim remuneration for you when you use your repertoire in the respective country.

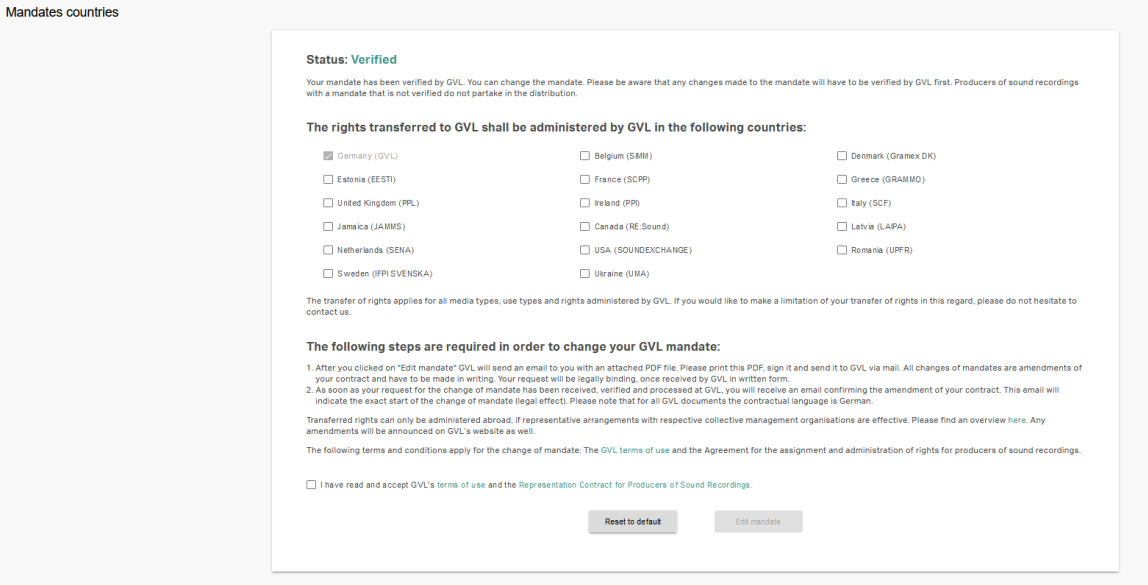
In addition, as a producer of audiovisual recordings, you can mandate us to exercise your neighbouring rights at the MTV broadcaster group (Great Britain).

In the menu item **“Mandate**” you can see two submenu items.



10.1 Mandates countries

Selecting the menu item “Mandates countries”, you can view the mandate currently exercised by GVL for you and change the countries where you want GVL to exercise your neighbouring rights.



10.1.1 Change mandate

You can change your mandate at any time by adding countries or removing countries - except for Germany. Please proceed as follows:

Step 1: Select the countries in which you wish to mandate GVL to exercise your rights in addition to Germany. Next to each country for which bilateral representation agreements exist, you will find in brackets the abbreviation of the respective collective management organisation in that country.

Step 2: By activating the checkbox, confirm your agreement to the terms of use of the portal and the terms of perception for producers of sound recordings.

Step 3: Now click on “Edit mandate”. You will shortly receive an e-mail from GVL to your registered e-mail address. Attached to that e-mail you will find a PDF file with your electronically generated application. Print out the application, sign it and return it to GVL.

The written form must be observed for any change of mandate. Any change of mandate is a change to the agreement.

Only after receipt of your written application and successful examination by the GVL is the application legally binding. Until your mandate change has been reviewed and verified, the status of your mandate will remain in "Reported / Received"

Step 4: After your request for a change of mandate has been received, checked and processed by GVL, you will receive an e-mail confirming your change of agreement. This will indicate the date from which the change of mandate becomes legally effective. The status of your mandate in label.gvl will automatically change to "Verified"

Important: Due to different international distribution cycles, effectiveness of your mandate changes is subject to certain deadlines.
When extending your mandate beyond Germany, the extension will be valid from **the 1st of the subsequent month**. Your repertoire will be valid for all open distribution years of the respective collecting society, provided your recordings have been used and your rights ownership covers previous years respectively.

Restricting your mandate until **September 30 of a year**, the restriction will become effective at **the beginning of the subsequent year**. Restrictions received starting **October 1** will become effective with beginning of the year following the subsequent year.

The deadline for granting us the MTV mandate is **May 31** of each year because MTV claiming only occurs once per year. The deadline for revoking a granted MTV mandate is **December 31 of each year.**

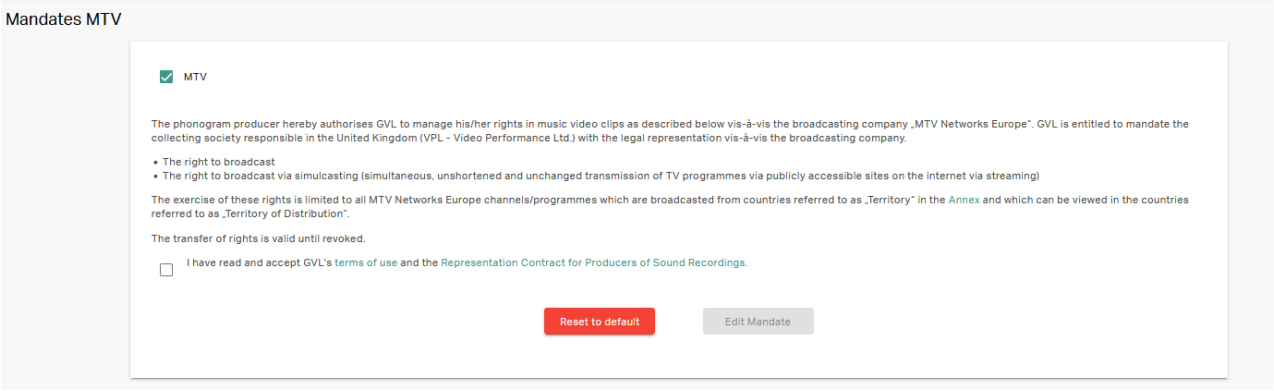
Please note that we can only verify your mandate changes after having received all necessary forms. This also affects the above outlined deadlines and applies especially to the date of receiving the signed form for mandate changes.

Important: Rights can only be managed abroad if the rights transferred are covered by reciprocal representation agreements with sister companies in the respective country. Additions will be announced on the GVL website.

Important: Mandates that have not been verified by GVL prevent a distribution fee calculation by GVL until verification. Please take this into account when making your change request in coordination with the distribution dates of GVL

10.2 Mandates MTV

Under the submenu item “Mandates MTV”, you can mandate us to exercise your rights towards the MTV broadcasting group (Great Britain).

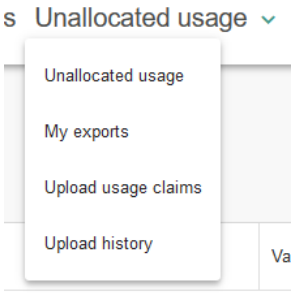


Important: To exercise your rights towards the MTV broadcasting group, you must have registered your respective audiovisual repertoire (videoclips) in label.gvl.

11 Unallocated usages

Under the menu item “Unallocated usage” you will find four submenu items:

- Unallocated usage
- My exports
- Upload usage claims
- Upload history



Click on the submenu item "Unallocated usage" to view the usages that cannot be assigned by the GVL and are therefore open usages.

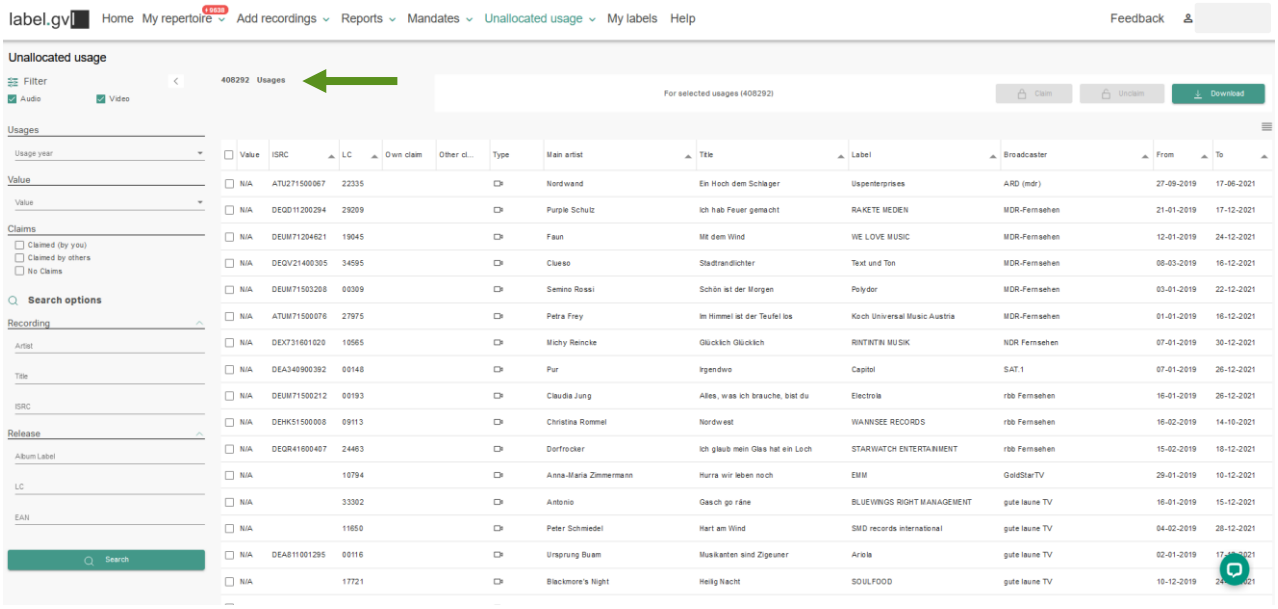
Important: It is possible that among the “unallocated usages” you will find recordings for which you hold a valid rights ownership, but which have not yet been reported and are not yet shown as processed. Please report the corresponding recordings so that the usage can be allocated via the GVL systems.

Under the submenu item “My exports” you have access to your downloads of unallocated usages at any time.

Important: Please note that, due to the amount of data, we only allow access to exports for a limited period, after which they will be deleted. It is therefore recommended that you save exports locally on your computer after they have been made available.

11.1 Search unallocated usages

If you have selected the submenu item “Unallocated usage”, you will be taken to the overview of all open usages to be published pursuant to the German Collecting Societies Act and can view all usages with the relevant data.

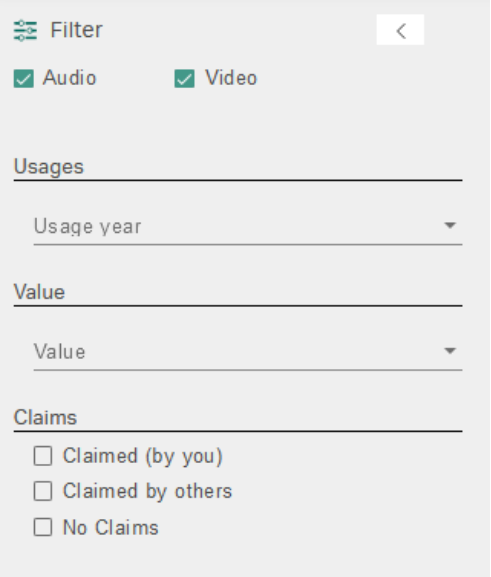


On the top left above the usage list, you can see at any time the current total amount of usages not yet allocated at the time of calling up this list.

The view offers different filter and search options on the left side, which you can use to search for individual or several usages.

11.2 Filter

The following options are available to you under “Usages” in order to apply filters:



- **Audio/Video:** filters all unallocated usages by media type
- **Usage year:** shows only the open usages for the selected usage year
- **Value:** shows the allocated sound recording usages (audio) for the selected category

Under "Claims" you will find the following filters:

- **Claimed (by you):** shows the usages you have already claimed
- **Claimed by others:** shows all usages that have already been claimed by other producers being rights holders
- **No Claims:** shows all uses that are still open and have not been claimed by any producer so far

The filters can be combined under any which way.

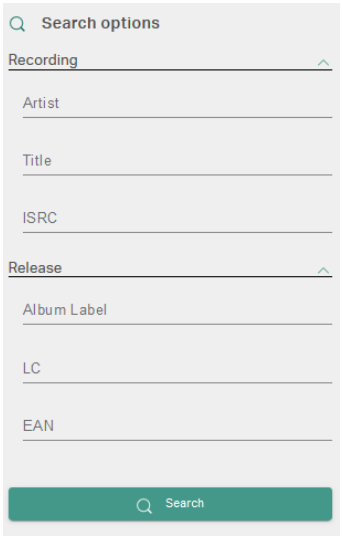
Important: the filter “value” covers the categories **S**mall, **M**edium, **L**arge. These are defined as follows:

- **Small:** less than 10 broadcast minutes (unweighted)
- **Medium:** 10 to 99 broadcast minutes (unweighted)
- **Large:** 100 and more broadcast minutes (unweighted)

Please note that the usages shown can summarize several usages and might thus represent a higher amount of broadcast minutes even for one single broadcast day.
Due to the channel-based remuneration, video clip usages do not show a category based on broadcast minutes. The value for video clip usages is thus N/A. Video clip usages on the channels “**gute laune TV**” and “**GoldStarTV**” have the lowest value.

11.3 Search options

The following options are available for a search of all published open usages:



Recording:

- **Artist:** Artist of the reported usage
- **Title:** Title of a reported usage
- **ISRC:** ISRC of a reported usage

Release

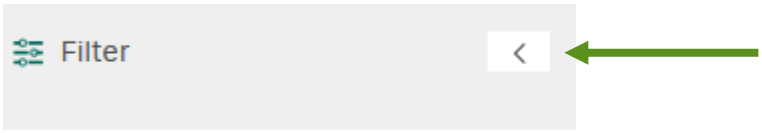
- **Album Label:** Name of the label of the release under which one or more recordings were published provided that they have been reported by the broadcaster
- **LC:** Label Code of the release on which one or more recordings were published provided that they have been reported by the broadcaster
- **EAN:** EAN of the release under which one or more recordings were published provided that the EAN has been reported by the broadcaster

Important: the search options can only provide a result if this information has been included in a broadcasters' report.

All filter and search options can be combined any which way. You can export your search and filter results at any time by clicking on the button "Download" in the upper right corner above the list header.

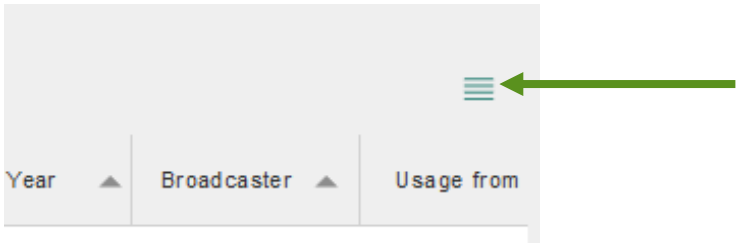
11.4 Show and hide filters and search options

Using the arrow next to the filter icon in the upper left corner you can hide and show filter and search options at any time. By showing and hiding the filter and search options you can expand the list view of the view.

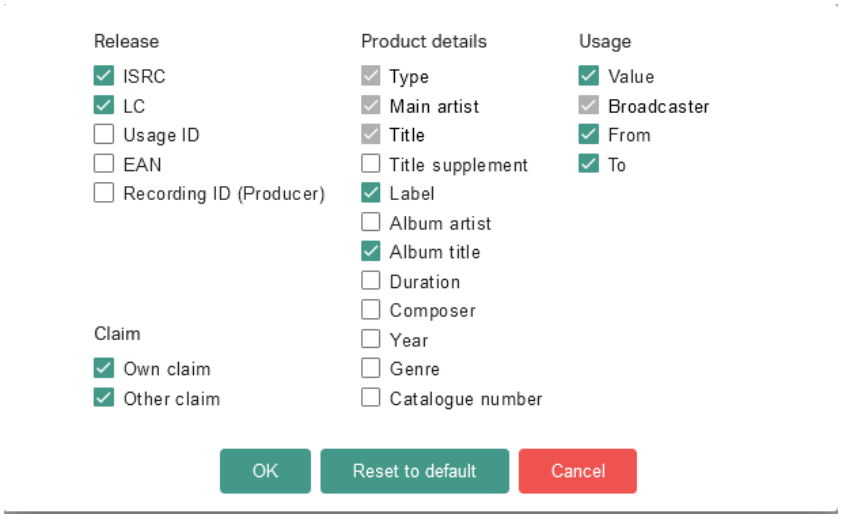


11.5 Display information in the list view

You can change the displayed information (columns) in the list view “Unallocated usages” at any time. If you change your view, it will be saved even after you log out or change to another menu. To do this, click on the list icon on the right above the usage view.



A detailed list of all displayable information (columns) will open. Default information (greyed out) cannot be selected or deselected.

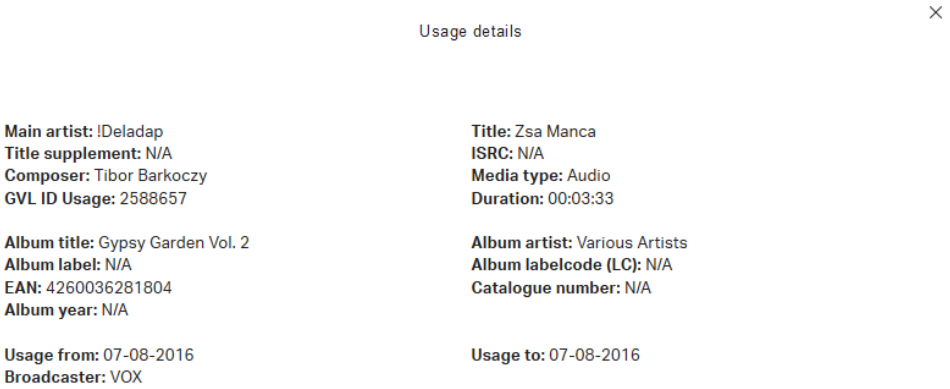


Important: A maximum of ten columns can be displayed.

You can also use drag and drop to change the arrangement of the columns as required. Even this change to your view will be saved after you log out or change to another menu.

11.6 Detailed usage view

With one click on a usage, all relevant information on the usage can be viewed via a pop-up window.

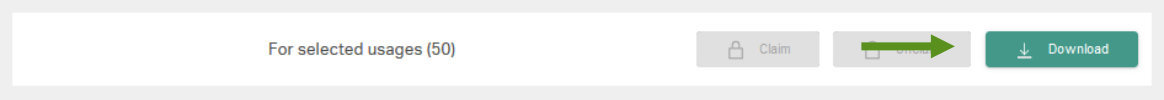


In addition to detailed information on the usage of the recording, you have an overview of when the recording was used on which channel, for example.

Important: The duration shown on the details of an unallocated usage does not equal the broadcast duration (airplay) of a track. The duration here means the length of a track if and as reported by a broadcast station. This can also result in a duration of 00:00:00 in case the information is missing in a broadcast report.
For a quantifiable insight into unallocated usages, please use the entry in the field “value” of an unallocated usage (see note “value”).

11.7 Download unallocated usages

By clicking on the “Download” button at the top right above the list view, you can download your filtered uses as an Excel export at any time.



Tip: To download all open usages, please remove all filters and search terms and do not select a usage.

Before downloading, select either individual usages or, by clicking on the empty checkbox in the bar of the column headers, all usages displayed on the current page.

Without selecting individual usages, you can also export entire filter and search results after performing a search or having set a filter.

You will find your downloads under **“Unallocated usages” > “My exports”.**

11.8 Claiming usages

To file a claim for a usage, you must claim that usage. Claiming means that you assign an open usage to a recording that you have already submitted and that has been processed by GVL’s systems. You can claim usages for missing repertoire by submitting the missing repertoire.

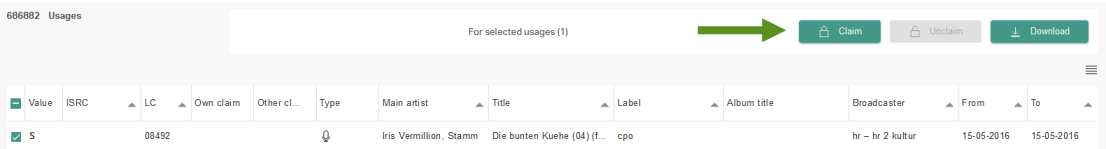
It is recommended to create a repertoire export in label.gvl before claiming. Thus, you can search for a corresponding recording for which you want to claim a usage without leaving the page.

To claim a use, please proceed as follows:

Step 1: Check the usage you want to claim.

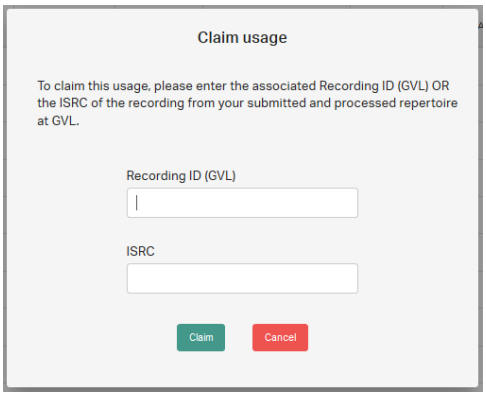
Step 2: Compare the usage with recordings from your repertoire.

Step 3: If there is a match, select the usage you want to claim using the checkbox at the beginning of the line and click the claim button in the upper right corner.



Step 4: You will now be prompted to enter either the Product ID (GVL) OR the corresponding ISRC of your recording.

Step 5: If the system finds the specified recording in your repertoire you will be asked to confirm the allocation of this recording.



Step 6: If you confirm the claim, the usage will be secured for you.

By selecting several unallocated usages via the respective checkboxes, you can also claim several similar usages for one of your recordings.

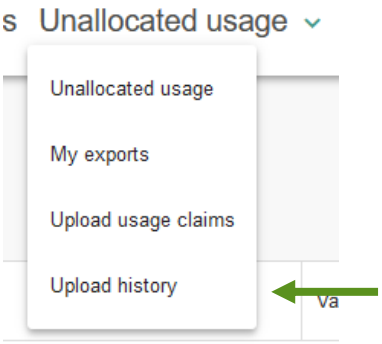
Important: Your claim will remain displayed until the claiming period expires. The claimed usage can still be claimed by other producers. Should another producer also claim the usage for itself, this will be indicated by a third-party claim and red claim icons.

The conflict resolution and final allocation of your claim will only take place after the communicated claim deadline has expired.

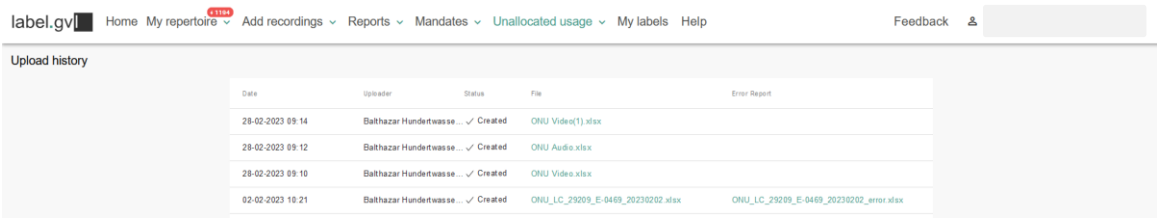
11.8.1 Claiming usages via Excel

You can also claim unallocated usages via Excel. To do so, download a selection of unallocated usages or all unallocated usages. The Excel download file contains an additional column “GVL Product ID” (column T). Enter the Recording ID (GVL) from your repertoire export of the recording, for which you wish to claim one or several unallocated usages.

You can upload your export list of unallocated usages including the respective Recording IDs (GVL) of your submitted recordings under the menu item “Unallocated usages > Upload usage claims”.



After successful upload of your usage claims and subsequent processing by our systems you can view all your uploads as well es respective processing results under “Unallocated usages > Upload history”.

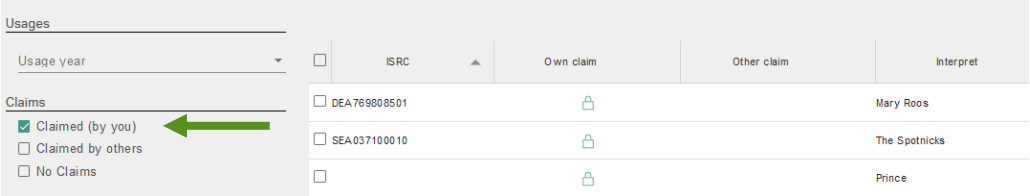


Important: Your submitted Excel uploads will in a first step be shown as “claimed by you” in the overview of unallocated usages in label.gvl. Depending on communicated deadlines, final processing of your claims will take place only in specifically aligned timeframes.

11.9 Unclaim usage

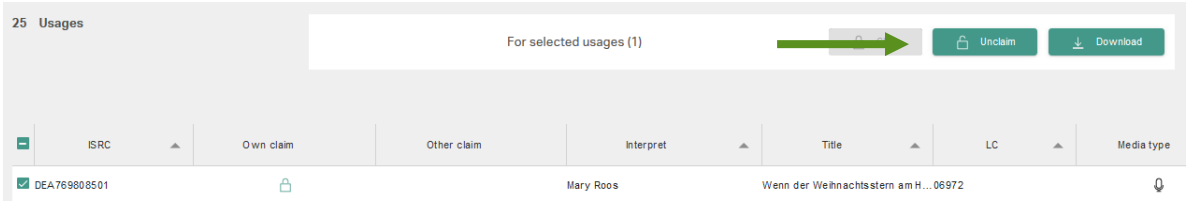
If you wish to rescind your usage claims, proceed as follows:

Step 1: Select the “Claimed (by you)” box in the filter. Now you will be shown all usages you have claimed so far.



Step 2: Search for the appropriate usage and mark it.

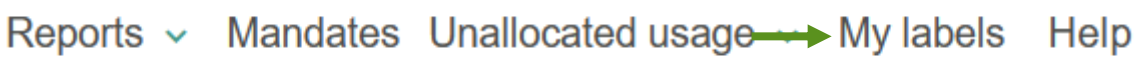
Step 3: Withdraw your claim by clicking on the “Unclaim” button and confirm this action.



Step 4: The claim for the selected usage has been removed.

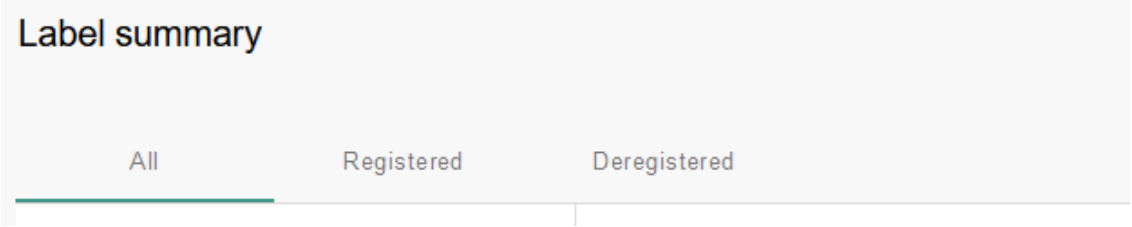
12 My labels

Under “My labels”, direct members (producers) will find a list of all their labels registered with GVL.



The label summary is divided into “All”, “Registered”, and “Deregistered”.

- **All:** lists all labels ever registered and deregistered with GVL
- **Registered:** only shows currently active labels registered with GVL (excluding deregistered labels)
- **Deregistered:** lists all deregistered labels

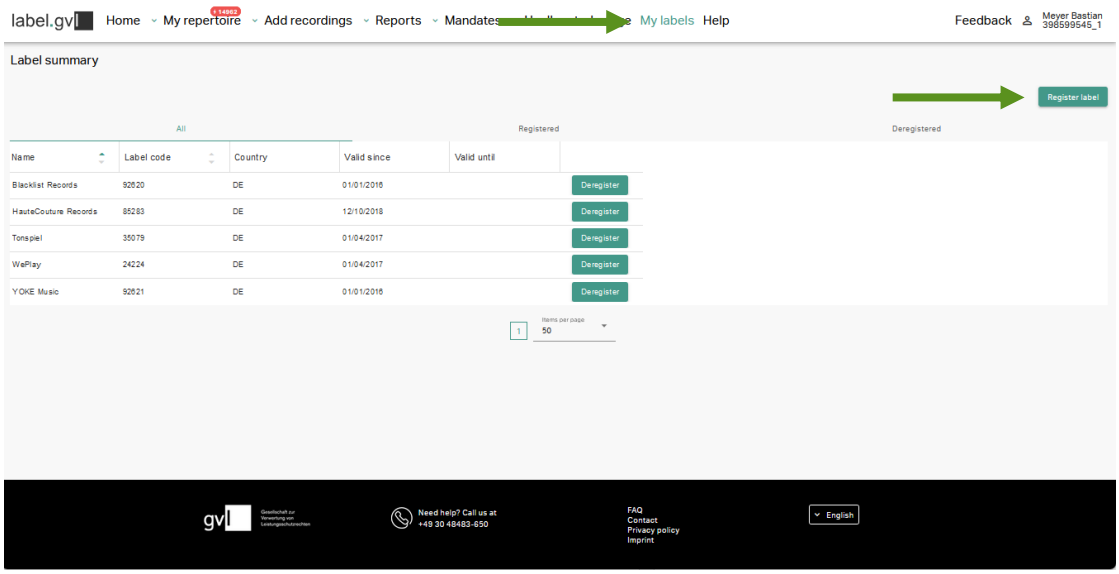


The following information is shown for each listed label:

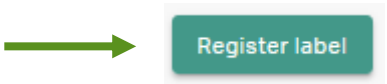
- Name
- Label code
- Country
- Valid since (date registration starts)
- Valid until (date deregistration starts)

12.1 Register a label

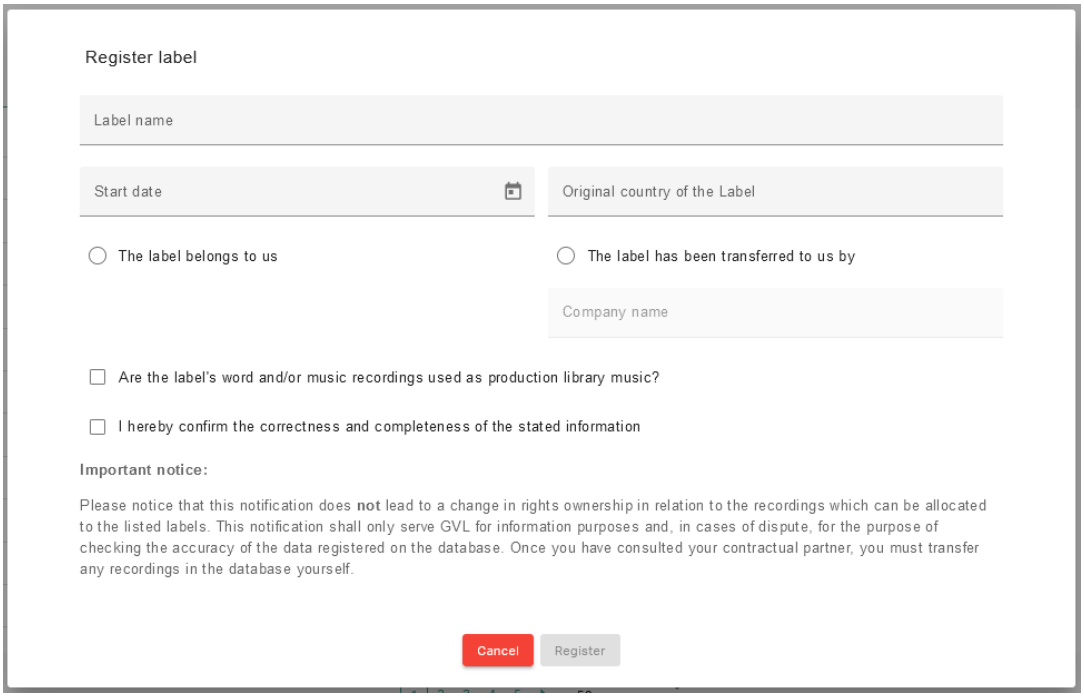
To register an additional label as a direct member, please use the label registration in label.gvl. This can be accessed by selecting the menu item “My labels” to open your label overview.



Now click the button “Register label” in the top right corner.



A form will open where you need to provide the requested information and select the respective options.



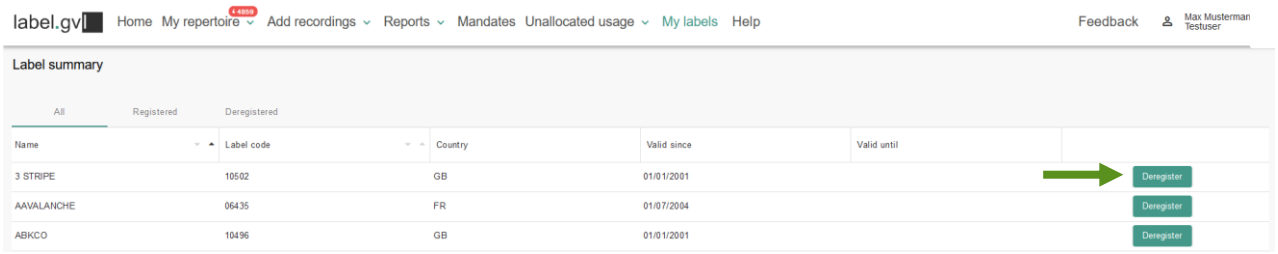
Once completed, you send the label registration to us by clicking the button “Register”. After sending your registration you will receive an e-mail with the information you have provided. At the same time, your registration is sent to GVL where we will verify and complete it.

Important: Your label registration is only completed once we have verified it and assigned a label code. After successful verification you will receive an e-mail with your label code and will then also see your new label under “My labels” in label.gvl.

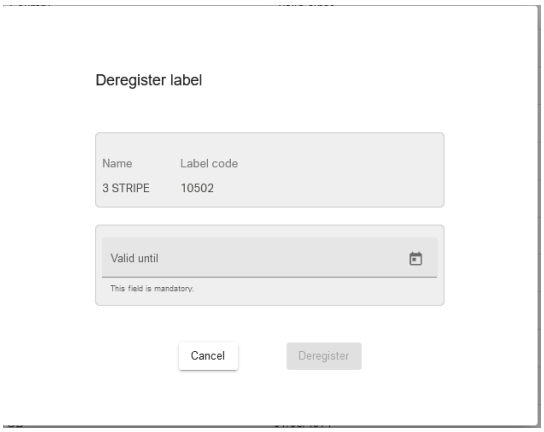
12.2 Deregister a label

In the label summary under “My labels”, direct members can deregister any previously registered label via our portal. Please proceed as follows:

Go to the label in the label summary in label.gvl and click the button “Deregister”.



In the dialogue box that opens, enter the date to which your deregistration should be effective and complete your deregistration.

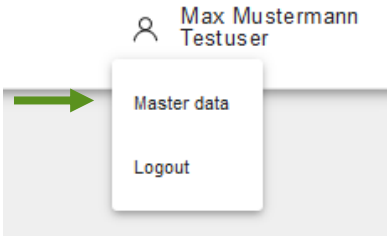


Important: Should your deregistration date of a label falls into a year for which distributions have already been taken place, you might need to modify the rights ownership end dates of the respective repertoire of this label.
It is not possible to set a deregistration date into a distribution year that has already been close, i. e. a final distribution has been carried out.

After successful deregistration of a label, you will receive a confirmation e-mail and the deregistration date is shown in the label summary under “Valid until”. In addition, all your deregistered labels are listed under the tab “Deregistered”.

13 Master data

The master data contains all the information that was sent to us via the label, as well as their contact person when the agreement was concluded or with the user registration. To get to the master data, click on the person symbol at the top right of the screen and select the “**Master data**” section.



13.1 Company information

When you open the master data, you first access your submitted company information.

You can edit the main contact details such as phone, e-mail, main address and deviating postal address of your company anytime yourself by overwriting the displayed information and saving your master data changes.

In case of a change of your company name or legal form, this cannot be changed online. Please use the form “Changes to your company data – producers of sound recordings” provided at https://gvl.de/en/gvl/about-gvl/documents-and-forms.

For tax related changes, please use the “Tax form producers of sound recordings” which you can find at the same location on our website.

13.2 Information about the user

For access to label.gvl, a contact person is usually registered as a user. As a logged-in user, you can change some of your master data, such as your e-mail address, in the second tab in addition to your company data.

14 Help

Via the menu item “Help” you can reach the help page of label.gvl. Apart from this user manual, we have provided Video Tutorials, Quick Start Guides and FAQs.

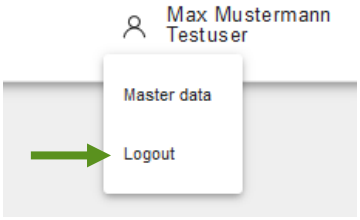
15 Feedback

The “Feedback” menu item allows you to submit your feedback on label.gvl to us. We will evaluate your improvement suggestions according to effort as well as feasibility and try to incorporate them into our further development.

16 Logout

Before closing your browser, you should always log out of label.gvl properly.
At the top right of the screen, you can see who is currently logged in.

Click on the “user” icon and select “Logout”. You are now logged off.



17 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 (all times CET).

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.