

# **Quick Start Guide**

## **label.gvl**

## **Submit Repertoire**

**Version as of January 15, 2026**

## 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

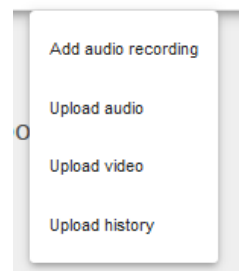
In order to submit repertoire to GVL, access to our producer portal label.gvl required. You get access with concluding a representation agreement for producers of sound recordings with GVL. After logging in to label.gvl, please follow the below steps to submit repertoire.

## 3 Add recordings

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

- Add audio recording
- Upload audio
- Upload video
- Upload history

Add recordings ✓



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.

**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.

### 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.

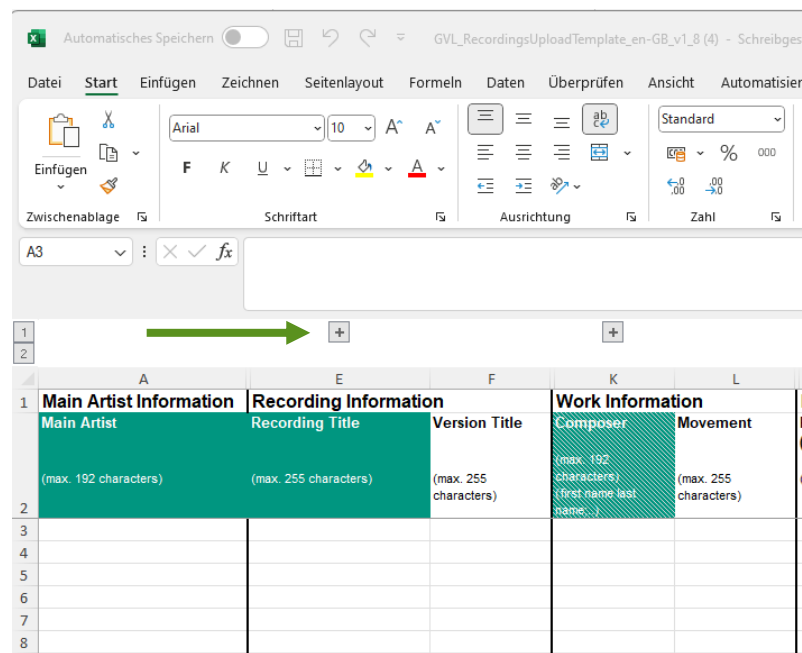
Complete the template accordingly, save it and select the appropriate rights profile and upload the template. If the new recordings have been processed by GVL, they will be added to your repertoire.

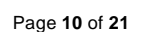
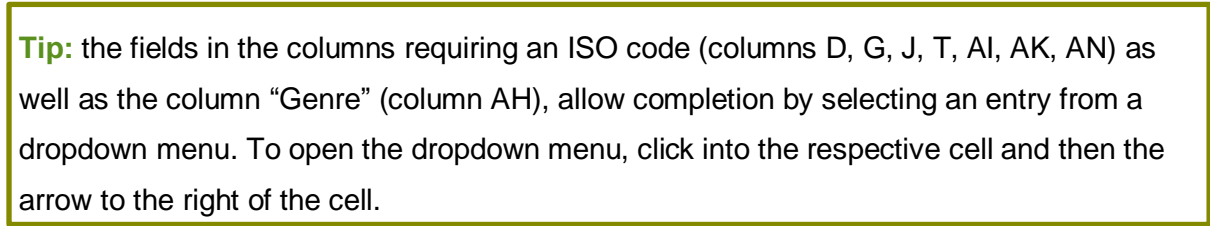
**Important:** It is obligatory to submit the mandatory information. You can recognise these by the green highlighting in the column headings. It is not possible to make a submission without the mandatory details.



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.





AD	AE	AF	AG	AH	AI	AJ
Recording Production Information						
Recording ID (Producer)	Recording ID (GVL)	ISRC	Duration	Genre	Country of Recording	Year of Recording
(max. 64 characters)	(max. 12 digits)	(12 characters)	(hh:mm:ss / mm:ss)	(GVL Genre Code)	(Country ISO Code)	(YYYY)
					DE	
					AD	
					AE	
					AF	
					AG	
					AI	
					AL	
					AM	
					AO	
					AQ	
					AR	
					AS	

**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.

### 3.2.1 Validation and Error File

When uploading the audio template, a real-time validation is initiated. Only recordings registered error-free will be imported for processing by GVL’s systems. Both the validation progress and result are displayed with each validation.

The upload history directly below the upload area will show you the detailed results of the validation and import.

### Download template


Use our Excel template for audio repertoire.

Download template for:

Audio

### Upload completed audio Excel template

Drag the Excel file into this area or browse your computer.



### Select rights profile

Please choose a rights profile\*

Worldwide

Includes the countries

With your selection you propose that you are the rights holder according to the rights profile chosen. Whether or not GVL takes charge of these rights, depends on the [representation contract](#) with GVL. Should you require a different set of territories for your rights profile, you can edit your rights ownerships after registration and processing under "Edit" in "My repertoire".

Media type	Filename	Uploaded on	Status	Error details	Processed	Contains errors	Error file	Uploaded by
🔊	GVL_Recording...	15/07/2025, 08:41:33	Imported		1	0		Janus Matthäus Caesarius Benk...
🔊	GVL_Recording...	15/07/2025, 08:40:36	Contains...	Error details	0	1	<a href="#">Download error file</a>	Janus Matthäus Caesarius Benk...

If your upload template does not contain any errors, the status “Imported” will be shown. The column “Processed” will give you the number of recordings from your upload template that have been imported. In case of errors, you will see the error details in the column of the same name as well as the number of recordings that contain errors – and that were thus not imported.

In addition, an error file is created that only contains the recordings with errors, highlighting the errors in Yellow and containing a description of the error.

Main Artist		Recording Information		Work Information		Recording Production Information		ISRC		Duration		Genre		Country of Recording		Year of Recording		Country of First Publication		First Publication Date	
(max. 192 characters)	(max. 255 characters)	(max. 255 characters)	(max. 192 characters) (first name last name...)	(max. 255 characters)	(max. 64 characters)	(max. 12 digits)	(12 characters)	(hh:mm:ss / mm:ss)	(GVL Genre Codes)	(Country ISO Codes)	(YYYY)	(Country ISO Codes)	(Country ISO Codes)	(YYYY)	(Country ISO Codes)	(Country ISO Codes)	(DD/MM/YYYY)	(mm/yyyy)			
TEST	Einfach ich	Live					DEC690900840	00:07:12	POPROCK	CH	2009	DE	2025	DE	2021	DE	09/10/2009				
TEST	Day 1						DEC69220136	00:02:56	POPROCK	DE							22/04/2025				
Test	Day X	Official Audio					DEQ32210008	00:02:57	POPROCK	DE							26/03/2021				

The structure and layout of the error file is identical to the upload template so that after correction of the detected errors you can simply save your corrections and upload the error file.

The error descriptions can be accessed by moving the mouse pointer over the Red triangle in the top right corner of the cell highlighted in Yellow.

AJ	AK	AL	AP	AR
Year of Recording (YYYY)	Country of First Publication (Country ISO Codes)	First Publication Date (DD/MM/YYYY)	Performers (max. 192 characters) (first name last name (role); ...)	Rights Ownership Start date of rights ownership (DD/MM/YYYY)
2009	DE	09/10/2009		09/10/2009
2025	DE	22/04/2023		
2021	DE	26/03/2021		

RMG-404

The 'First Publication Date' (AL) may not be before 'Year of Recording' (AJ).

### 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 is identical to the menu item “**Upload Audio**”.

Upload history

Single upload				Excel upload			RDs and DDEX upload	
Media type	Filename	Uploaded on	Status	Error details	Processed	Contains errors	Error file	Uploaded by
	GVL_Recording...	15/12/2025, 16:52:20	Imported		3	0		Abnehmer Advanced
	GVL_Videoslips...	15/12/2025, 16:38:02	Contains...	Error details	0	1	Download error file	Abnehmer Advanced

Download template

Use our Excel template for video repertoire.

Download template for:

Video

Select rights profile

Please choose a rights profile\*
Worldwide

Includes the countries

With your selection you propose that you are the rights holder according to the rights profile chosen.

Whether or not GVL takes charge of these rights, depends on the representation contract with GVL.

You need a different rights profile? Please call us at: +49 30 48483-650

Upload completed video Excel template

Drag the Excel file into this area or browse your computer.

Choose between the regions

- Worldwide
- Germany
- GSA

**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. Other formats (e. g. Numbers or older versions of Excel (.xls)) will be rejected.

**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.

**Important:** Please always download and complete the most recent upload template, before uploading your video clip data. Older templates might no longer be accepted.

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 (video clips) to participate in our annual video clip distributions and – in case you have granted us an MTV mandate – to allow us representing your rights across the MTV channel group.

### 3.3.1 Validation and Error File

When uploading the video template a real-time validation is initiated. Only recordings registered error-free will be imported for processing by the GVL systems. Both the validation progress and result are displayed with each validation.

The upload history directly below the upload area will show you the detailed results of the validation and import.

### Download template

Use our Excel template for video repertoire.

Download template for:

Video

### Select rights profile

Please choose a rights profile\*

Worldwide

Includes the countries

With your selection you propose that you are the rights holder according to the rights profile chosen.

Whether or not GVL takes charge of these rights, depends on the [representation contract](#) with GVL.

You need a different rights profile? Please call us at: + 49 30 48483-650

### Upload completed video Excel template

Drag the Excel file into this area or browse your computer.

Media type	Filename	Uploaded on	Status	Error details	Processed	Contains errors	Error file
	NEU_VideoclipsUpl...	28/01/2025, 11:48:52	Contains errors	<a href="#">Error details</a>	24	3	<a href="#">Download error ...</a>
	GVL_VideoclipsUpl...	28/01/2025, 10:48:38	Imported		27	0	

[Click here](#) for the complete upload history

If your upload template does not contain any errors, the status “Imported” will be shown.

The column “Processed” will give you the number of video clips from your upload template that have been imported. In case of errors, you will see the error details in the column of the same name as well as the number of video clips that contain errors – and that were thus not imported.

In addition, an error file is created that only contains the video clips with errors, highlighting the errors in Yellow and containing a description of the error.

	A	E	F	K	L	AD	AE	AF	AG	AH	AI	AJ	AK	AL	P
	Main Artist	Recording Title	Version Title	Composer	Movement	Recording ID (Producer)	Recording ID (GVL)	ISRC	Duration	Genre	Country of Recording	Year of Recording	Country of First Publication	First Publication Date	
	(max. 192 characters)	(max. 255 characters)	(max. 255 characters)	(max. 192 characters) (first name last name...)	(max. 255 characters)	(max. 64 characters)	(max. 12 digits)	(12 characters)	(hh:mm:ss / mm:ss)	(GVL Genre Codes)	(Country ISO Codes)	(YYYY)	(Country ISO Codes)	(DDMMYYYY)	
1		Einfach ich	Live					DEC690900840	00:07:12	POPROCK	CH	2009	DE	09/10/2009	
2		Day 1						DEC69220136	00:02:56	POPROCK	DE	2025	DE	22/04/2025	
3	TEST	Day X	Official Audio					DEQ32210008	00:02:57	POPROCK	DE	2021	DE	26/03/2021	

The structure and layout of the error file is identical to the upload template so that after correction of the detected errors you can simply save your corrections and upload the error file.

The error descriptions can be accessed by moving the mouse pointer over the Red triangle in the top right corner of the cell highlighted in Yellow.

AJ	AK	AL	AP	AR
Year of Recording (YYYY)	Country of First Publication (Country ISO Codes)	First Publication Date (DD/MM/YYYY)	Performers (max. 192 characters) (first name last name (role); ...)	Rights Ownership Start date of rights ownership (DD/MM/YYYY)
2009	DE	09/10/2009		09/10/2009
2025	DE	22/04/2023		
2021	DE	26/03/2021		

RMG-404  
The 'First Publication Date' (AL) may not be before 'Year of Recording' (AJ).

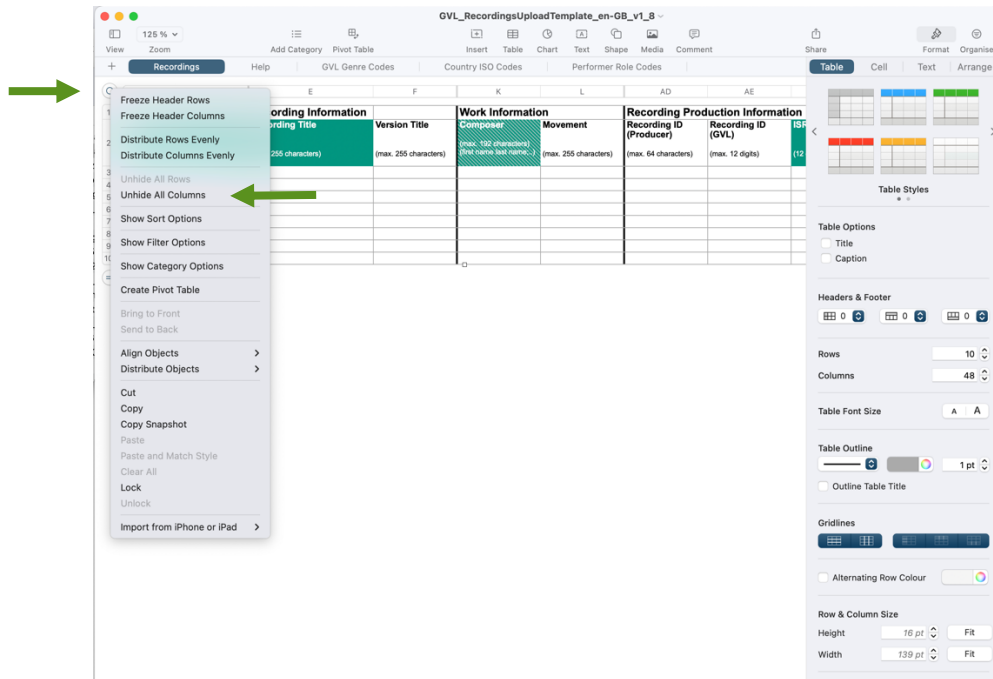
### 3.4 Editing GVL Upload Templates in Numbers for Mac

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".

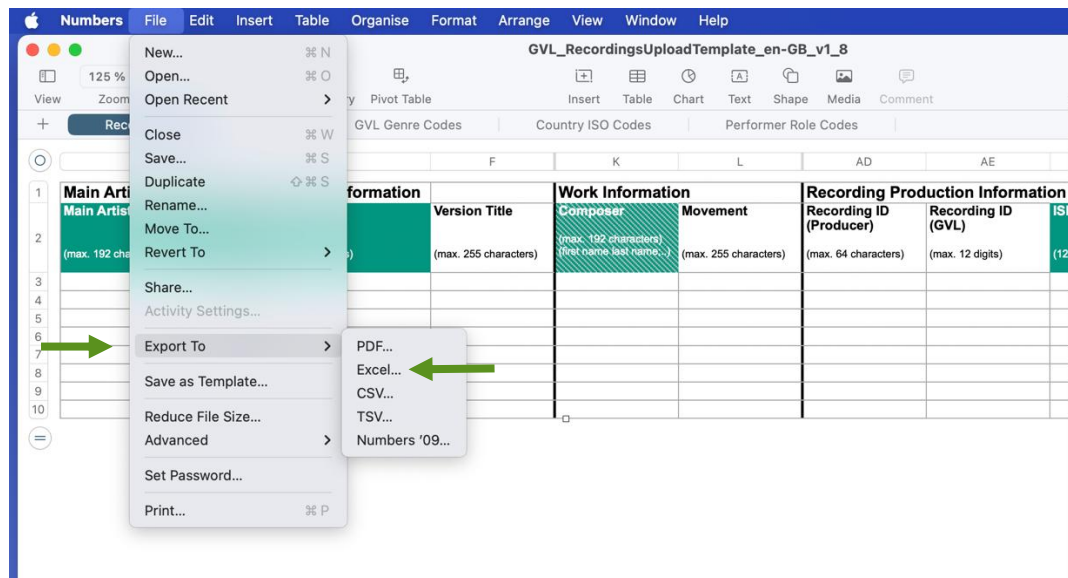




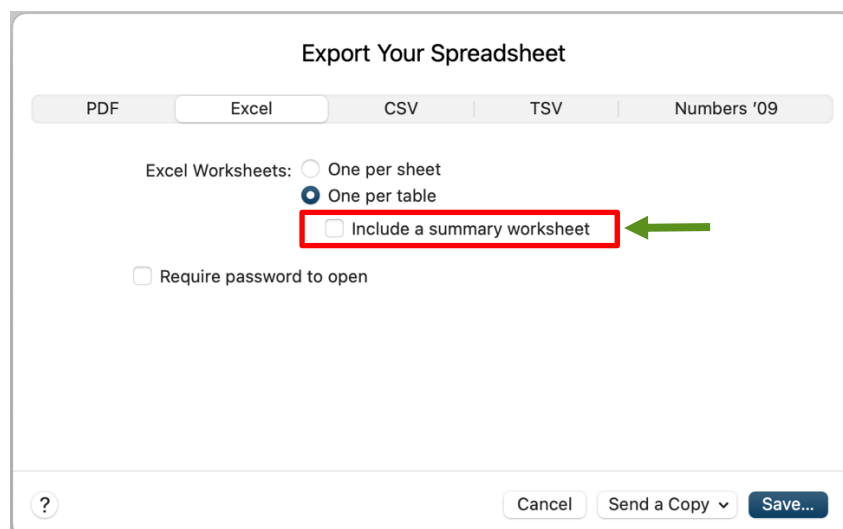
### 3.4.2 Exporting a Numbers File to Excel

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

To create a Microsoft Excel 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”.

label.gvl Home My repertoire <sup>1194</sup> Add recordings Reports Mandates Unallocated usage My labels Help Feedback

Upload history

Media type	Filename	Uploaded on	Uploaded by	Status	Error details
📁	Aufnahme Jahr falsches Format EN Audio.xlsx	03.03.2023 16:36:20	136757963	Incorrect	<a href="#">Show errors</a>
📁	Aufnahme Jahr falsches Format DE Audio.xlsx	03.03.2023 16:29:37	136757963	Incorrect	<a href="#">Show errors</a>
📁	Aufnahme Jahr Leer EN Audio.xlsx	03.03.2023 16:13:29	136757963	Incorrect	<a href="#">Show errors</a>
📁	Aufnahme Jahr Leer DE Audio.xlsx	03.03.2023 16:06:11	136757963	Incorrect	<a href="#">Show errors</a>
📁	Fehler Datei Upload.xlsx	03.03.2023 13:19:00	136757963	Incorrect	<a href="#">Show errors</a>
📁	neues Rechteprofil Audio_wechsel.xlsx	03.03.2023 11:01:26	136757963	Imported	
📁	neues Rechteprofil Audio.xlsx	03.03.2023 10:58:19	136757963	Imported	
📁	VC Error500.xlsx	01.03.2023 15:42:15	136757963	Registered	<a href="#">Show errors</a>

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

The history is divided into three tabs:

- **Single Upload**
- **Excel Upload**
- **RDx und DDEX Upload**
- 

Upload history

Single upload				Excel upload			RDx and DDEX upload	
Media type	Filename	Uploaded on	Status	Error details	Processed	Contains errors	Error file	Uploaded by
📁	GVL_Recording...	15/12/2025, 16:52:20	Imported		3	0		Abnehmer Advanced
📁	GVL_Videoclips...	15/12/2025, 16:38:02	Contains...	<a href="#">Error details</a>	0	1	<a href="#">Download error file</a>	Abnehmer Advanced

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	
❗ Mandatory field 'Start' (AR) is not filled or no date.	▼
❗ The data used in 'Share' (AT) is not valid.	▼
⚠ Field 'Country of Fixation' (AI) is not filled.	▼
⚠ Field 'Country of First Publication' (AK) is not filled.	▼
⚠ 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.

### Specifics for each upload type

- **Excel Upload:** Here you can also download an **error file**. In this file, the erroneous fields are highlighted in yellow. Previously imported data records are filtered out.
- **Procedure:** Correct the highlighted fields and upload the file again.
- **RDx / DDEX Upload:** Downloading an error file is not possible with these upload types. Please inform the data provider about the displayed errors so that the data can be delivered correctly again.

After successful upload your repertoire submission will 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](mailto: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](mailto:label@gvl.de) should you deliver your repertoire to RDx and wish GVL to import your repertoire from there.

## 4 Contact

If you have any questions regarding our manufacturer portal [label.gvl](https://label.gvl.de), our support team will be happy to assist you by e-mail at [label@gvl.de](mailto: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](https://label.gvl.de), 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](https://label.gvl.de).

