### TRANSFER TVN MEDIA

**UPLOAD VIDEO CONTENT TO YOUR ONLINE CAMPAIGN** 





#### aplikacja regulamin pomoc

#### TRANSFER TVN MEDIA

#### **AGENDA**



Presentation of the TRANSFER TVN MEDIA solution

Presentation of the user guide

**Technical Specifications** 

**Useful links and information** 



#### TRANSFER TVN MEDIA

A new process for uploading VIDEO advertising files for online campaigns

FROM NOVEMBER 2023, THE TRANSMISSION OF VIDEO MATERIALS FOR THE ONLINE CAMPAIGN WILL BE CARRIED OUT USING THE TRANSFER TVN APPLICATION: https://transfer.tvnmedia.pl - ANALOGOUS TO THE PROCESS OF SENDING SPOTS TO TV CAMPAIGNS

FROM FEBRUARY 12th, 2024 - ALL VIDEO MATERIALS FOR THE CAMPAIGN WILL BE ACCEPTED EXCLUSIVELY VIA THE TVN MEDIA TRANSFER PLATFORM

IN ORDER TO UPLOAD MATERIALS, IT IS NECESSARY TO OWN AN ACCOUNT OR USE THE SERVICES OF INTERMEDIARY COMPANIES THAT HAVE AN ACCOUNT. EXISTING TV CAMPAIGN ACCOUNTS ALSO WORK FOR DIGITAL CAMPAIGNS

#### THE PROCESS DOES NOT APPLY TO:

MATERIALS FOR DISPLAY, PROGRAMMATIC, YOUTUBE CAMPAIGNS, AS WELL AS EMISSION AND MEASUREMENT CODES – THE METHOD OF DELIVERY REMAINS UNCHANGED

#### Validation on the transfer side of TVN MEDIA

Only spots of equal length will be allowed to be broadcast.

Spots with uneven frame rates will be rejected by the system according to the specifications rules.

#### Free transfer

The transfer for spots marked as Internet is free of charge.





#### TRANSFER TVN MEDIA

IN ORDER TO USE THE TVN TRANSFER APPLICATION, IT IS REQUIRED TO HAVE AN ACCOUNT AT IVN TRANSFER APPLICATION.

Representatives of entities that have been using the application so far and have an account of their company:

It is possible to have and use only one account

Within the account, the owner can create sub-accounts for employees/teams on their own.

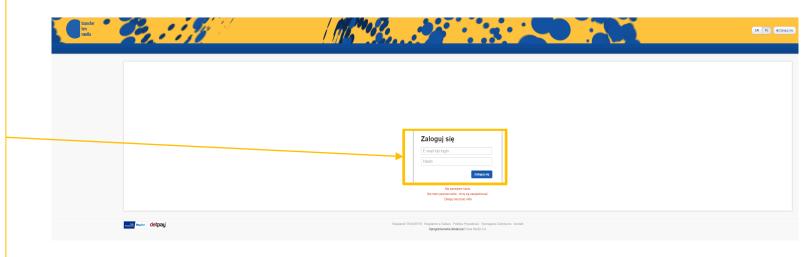
Interested parties should contact the account/company administrator in their organization for access.

## DOES YOUR ORGANIZATION ALREADY HAVE AN ACCOUNT IN THE TRANSFER TVN APP?

> get in touch with your admin

Are you having a hard time finding out the owner of your company's account?

> contact your account manager at TVN and they will provide you with the information you need



YOU CAN LOG IN ALREADY? >> Go to slide 9

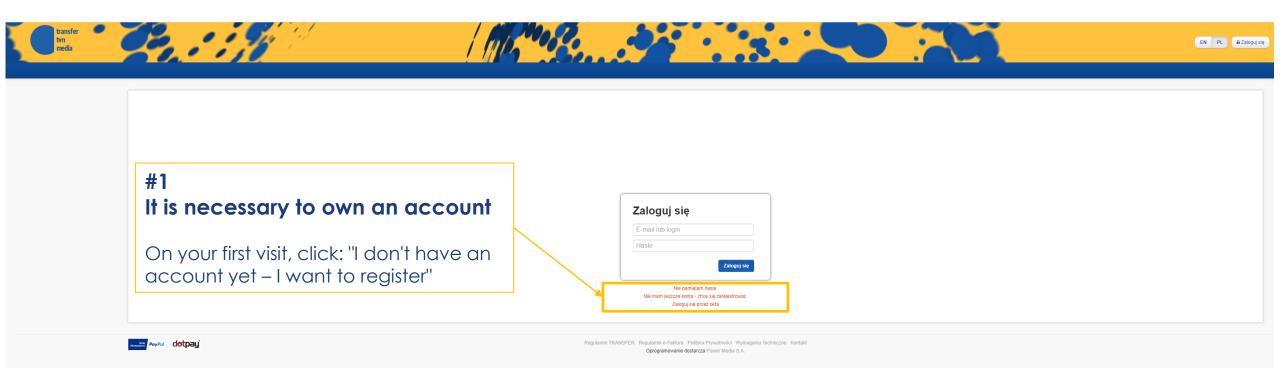






#### TRANSFER TVN MEDIA

IN ORDER TO USE THE TVN TRANSFER APPLICATION, REGISTRATION AND ACCOUNT CREATION ARE REQUIRED LINK TRANSFER TVN.









#### TRANSFER TVN MEDIA

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300			1 11 100 82		35			EN PL
Rejestracja firmy								
Dane firmy				Dane użytkowr	ika			
Nazwa firmy				* E-ma	/ login	9		
					* Imię			
Adres		<b>?</b>		* N	zwisko			
Kod pocztowy				* Telefon kon	aktowy		0	
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Miejscowość				* Powtó	z hasło		CREATE AN ACCOUNT	
Kraj	Polska 🗸	•		Dane osoby za	mującej się fakturami			
NIP					Takie same jak dane użytko	ownika.	O DO THIS, PROVIDE:	
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Numer KRS					E-mail		. COMPANY DETAILS	
				* Telefon kon	aktowy	2	. LOGIN INFORMATION	
				Dane osoby ko	ntaktowej	3	. USER DATA	
					✓ Takie same jak dane użytko			







#### TRANSFER TVN MEDIA

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Zgody			
(	Oświadczam, że dokładnie zapoznałem się z treścią niniejszego regulaminu, akceptuję go w całości i bez żadnych zastrzeżeń, i zobowiązuję się do jego przestrzegania.		
Į.	Oświadczam, że jestem płatnikiem VAT.		
	Wyrażam zgodę na udostępnianie faktur w formie elektronicznej tzw. "e-faktura" oraz akceptuję "Regulamin stosowania faktur elektronicznych dla usług związanych z serwisem TR	ANSFER TVN MEDIA" <b>⊘</b>	#3
(	Zgadzam się na korzystanie z usług świadczonych drogą elektroniczną.		GIVE THE NECESSARY CONSENTS
	Oświadczam, że podane w formularzu rejestracyjnym dane są prawdziwe.	/	
	Oświadczam, że jestem upoważniony do zaciągania zobowiązań w imieniu firmy.	/	REGISTER BY CLICKING ON THE BUTTON AT THE BOTTOM OF THE FORM
	Zard	ejestruj się	
Alexanders PayPal detpay	Regula		a Polityka Prywatności Wymagania Techniczne Kontakt





aplikacja regulamin pomoc

#### TRANSFER TVN MEDIA

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#### #4

Once the form has been filled out correctly, a confirmation screen is presented.

#### → Email verification.

After creating a company account, the system sends a message to the user's e-mail address with a request to confirm the registration by using the link provided.

After successful verification of the e-mail address, the user and company account is still inactive – it is waiting for approval by an employee on the part of the system operator. Until then, the user cannot log in to the system.

#### → Account Activation

From the moment the company data is checked, and the account is activated by the system operator, the customer can log in to the system username and password that he provided when creating the account.

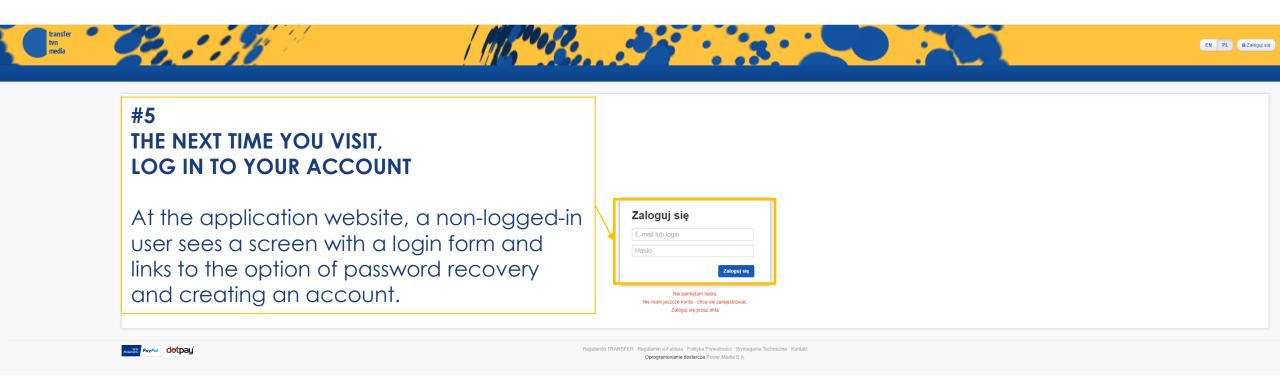






#### TRANSFER TVN MEDIA

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#### WHEN YOU LOG IN TO YOUR ACCOUNT





#### **ORDER CREATOR**

**HOME PAGE** 

**After logging in to the system**, The user is presented with the home page, which contains the application menu.



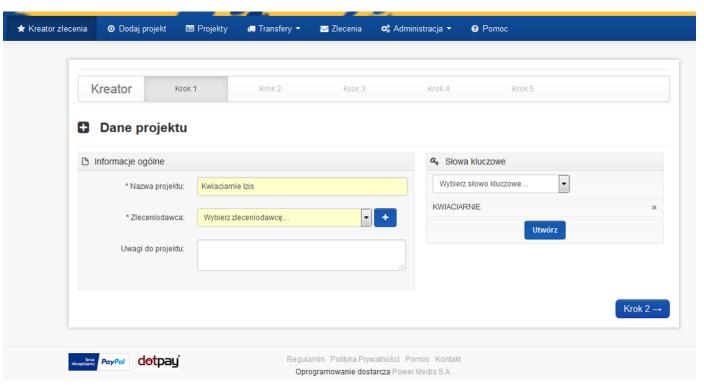


#### **STEPS**

The "Order Creator" helps you easily go through the process of uploading and ordering the delivery of advertising material. It guides the user through several steps in which it instructs them on the next steps to be performed.

#### Step 1 – Create a project

- a) In the first step of the wizard, a project is created.
- b) Provide the chosen name of the project, the name of the client, and optional notes and keywords.





#### **STEPS**

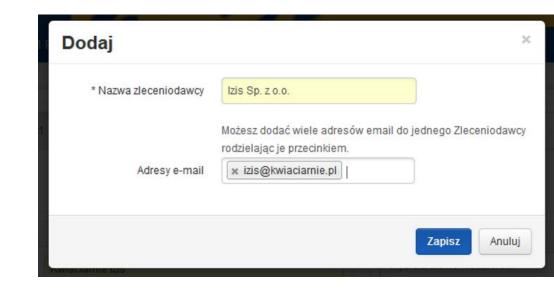
The "Order Creator" helps you easily go through the process of uploading and ordering the delivery of advertising material. It guides the user through several steps in which it instructs them on the next steps to be performed.

#### Step 1 – Create a project

- c) When adding a requester, there are two ways to do this:
- Add a new principal
- Select a client that exists in the "Dictionary of Principals"

#### Then a window will appear with fields for filling in the data $\rightarrow$

The E-mail addresses window allows you to enter an unlimited number of addresses for sending statuses with uploaded material





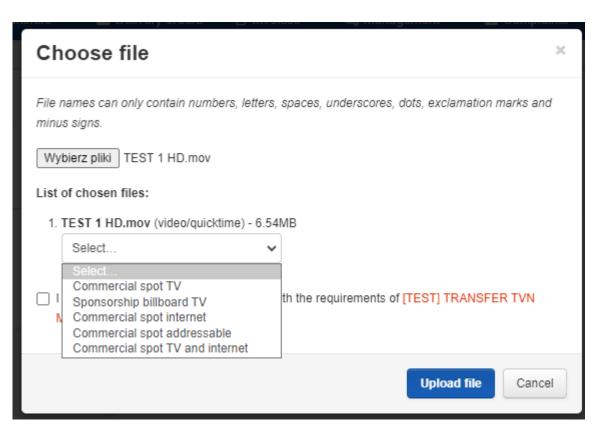
#### **STEPS**

#### Step 2 – Adding files and completing imprints

- a) In the second step of the wizard, the user uploads files to the project and fills in their imprints ->
- b) The file you upload should meet the technical requirements for each type of material <a href="https://transfer.tvnmedia.pl/pl/wymagania\_techniczne.pdf">https://transfer.tvnmedia.pl/pl/wymagania\_techniczne.pdf</a>.
- c) Files that do not meet the requirements are deleted from the system immediately after they are uploaded.

#### IMPORTANT!

THE "R" FILE TYPE CAN BE USED ON THE INTERNET FOR ONLINE CAMPAIGNS THERE IS NO NEED TO RE-UPLOAD THE MATERIAL AS AN INTERNET TYPE. Files with extra milliseconds will be discarded automatically







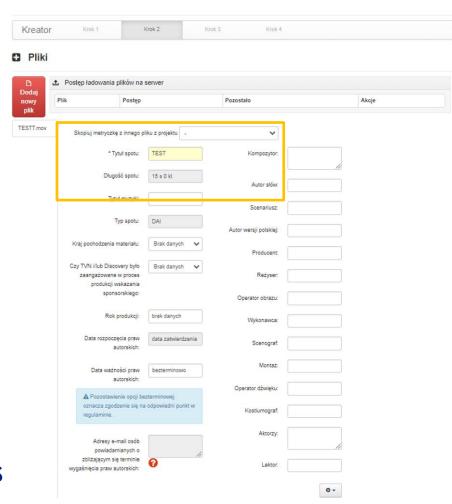
#### **STEPS**

#### Step 2 – Adding files and completing imprints

- d) When uploading a file, the user can track the progress of the process on an ongoing basis, while filling in the data of the metric.
- e) It is possible to add multiple materials in sequence.

#### **IMPORTANT!**

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#### **STEPS**

#### Step 2 – Adding files and completing imprints

For Internet files, a "ZAiKS" imprint is required

#### Required fields:

- fields of exploitation of TV/online and Poland/Abroad
- the title of the music
- year of production
- composer
- scenario
- author of the Polish version
- producer

IMPORTANT!
PREVIOUSLY FILLED IN IMPRINT FOR "R,, TYPE FILE,
REMAINS IN EFFECT FOR ONLINE EMISSION.

* Advertisement title:	* Field required.		* Composer/Lyricist:	
Duration:	10 s 0 fr		Copywriter:	
* Music title:			* Screenplay:	
Material type:	Internet		* Author of polish version:	
Material's country of origin:	No data	•	* Producer:	
Was TVN and/or Discovery involved in the process of	No data	•	Director:	
production:			Director of photography:	
* Production year:			Performer/s:	
Copyright start date:	date of acceptance		Scenographer:	
Copyright expiry date:	indefinitely		Film editor:	
	▲ Leaving the option signifies accepting the		Sound operator:	
	terms of service.		Costume designer:	
E-mail adresses of people to e notified about approaching		le	Cast:	
copyright expiry date:	0		Lector:	
Field of operation:		* Online Poland  * Online International		
Comments on the material (for operator):				



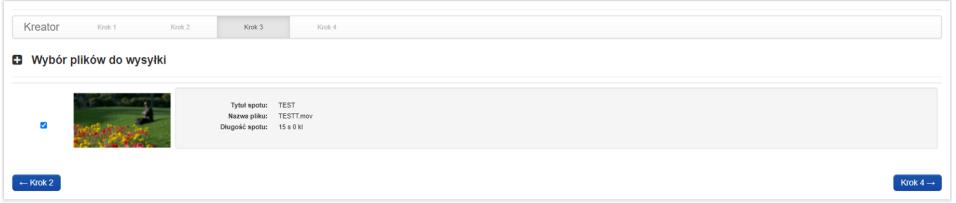
**STEPS** 

#### **IMPORTANT!**

Files with extra milliseconds will be discarded automatically

#### Step 3 – Selecting files to broadcast

In the third step, you need to select those from the uploaded materials that are intended for broadcasting.



Only materials that meet basic technical criteria are visible in the list and have the correct completion of the imprint.



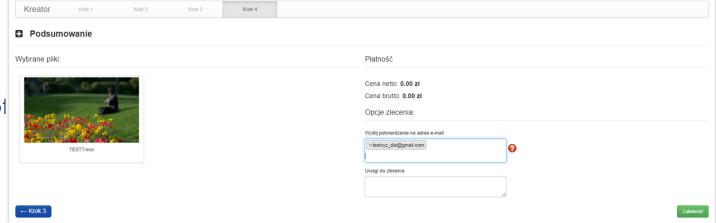
#### **STEPS**

On the summary screen, you should verify the choices you have made before. If necessary, you can go back to the earlier steps of the wizard.

#### Step 4 – Summary

On the summary screen, you should verify the choices you have made before. If necessary, you can go back to the earlier steps of the wizard.

The system allows you to provide additional e-mail addresses (e.g. of the end customer), to which notifications are then sent about the order being made and about future updates of its status - by default, this field is filled in with the e-mail address of the customer (if such an address was provided).







#### **STEPS**

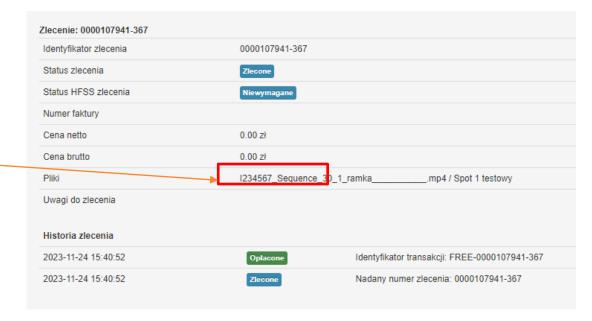
After clicking on the SUBMIT button, you will be presented with a page with the details of the order.

#### Step 5 – Order Summary

An e-mail is sent to the e-mail address provided during registration with a notification about the status of the order.

THE UNIQUE NAME OF THE FILE IS VISIBLE IN THE SYSTEM (order history) AND SENT TO THE E-MAIL.

YOU CAN NOW INFORM THE SALESPERSON AND THE TRAFFIC DEPARTMENT WHICH FILE IS PART OF A GIVEN CAMPAIGN



#### **REMARK**

UPLOADING A SPOT TO THE SYSTEM DOES NOT MEAN THAT THERE IS AN IMMEDIATE POSSIBILITY OF BROADCASTING.

SPOTS MUST BE SUBJECT TO SUBSTANTIVE PRE-APPROVAL THE SPOTS ARE POSSIBLE ON WORKING DAYS UNTIL 3:30 P.M.

AFTER BEING APPROVED BY TRAFFIC TV & TRAFFIC DIGITAL. THE FILE IS TRANSFERRED TO THE SYSTEM AND CAN BE USED



#### **Access to Your Materials**

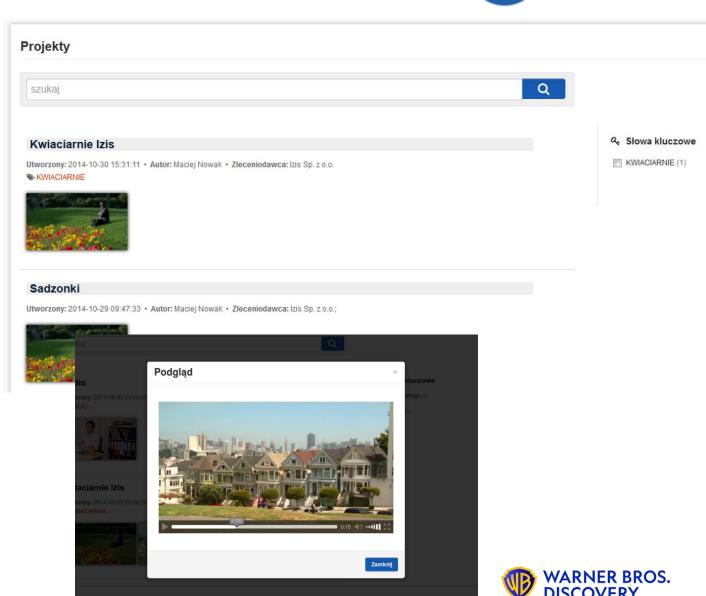
#### Step 6 – list of projects

a)

The system provides a list of all projects created by any user within the client's company.

On the list of projects, there is a search engine and the ability to filter by selected keywords.

Clicking on any of the clips starts playing the preview version.





#### **Access to Your Materials**

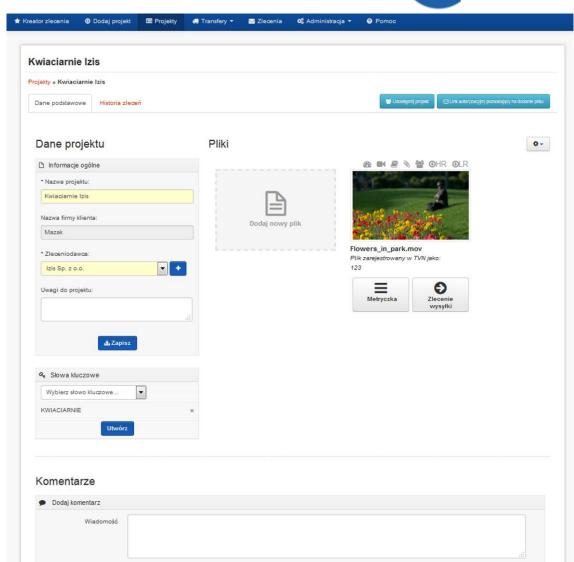
#### Step 6 – Design & Materials Details

b)

Clicking on the title of the project opens the page with its details.

It contains, among other things, general information about the project, a list of materials with the possibility of sending more, a history of comments and a history of orders.

From the level of the material view, there is access to a number of function buttons.





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#### **TECHNICAL FIX**

#### Step 7 – Making corrections

In the event that the material submitted by the customer does not meet the technical or substantive requirements necessary for broadcasting, the system operator may allow the uploading and re-ordering, at no additional charge, of a corrected version of the material prepared by the customer.

In this case, the customer is notified by e-mail, the material that needs to be corrected is clearly marked and described in the design view, and the customer has the option to send a new version of the file free of charge and send it back to the system operator for verification.



#### **TECHNICAL REQUIREMENTS NOT MET**

Technical errors in the files appear in the form of a red triangle "unmet expectations,"

When you click on it, you get a detailed description of the technical errors

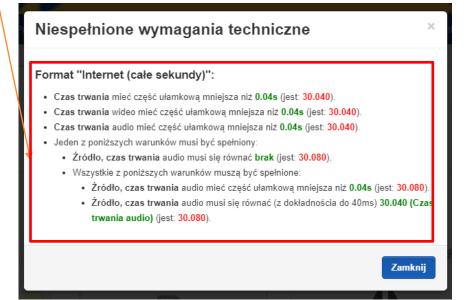
Remark! Error read for the Internet Format section (whole seconds)

#### **Important!**

Before uploading the material, you can read its technical parameters using the tool:
Media Info: <a href="https://mediaarea.net/en/MediaInfo">https://mediaarea.net/en/MediaInfo</a>
And compare them with TVN's technical specifications











# **PROJECTS**ORDER STATUS

If you have any problems with the service, please contact the Customer Service Office of TVN Media Sp. z o.o., open Mon.-Fri. 9:00 a.m. – 5:00 p.m., email: bok@transfer.tvnmedia.pl

#### Order statuses appearing at each stage:

Status zlecenia	Opis
Commissioned	Set after the assignment is created (in the last step of the wizard or on the project page).
under review	The order has been registered by TVN and is in the process of verification.
rejected by TVN	At least one of the files to which the order relates has been rejected by the TVN Media Advertising Office.
rejected by channel	One or more of the files in question has been rejected by one or more channels.
accepted by TVN	All files to which the order relates have been accepted by the TVN Media Advertising Office.

### Files that are the subject of a shipping order are processed independently - in the order details you can find information about the status of each of them:

File Status	Description
under review	The file has been accepted into the system, but still needs to be verified.
rejected by TVN	The file was rejected by the TVN Media Advertising Office.
rejected by channel	The file was rejected by one or more of the channels affected by the order.
Accepted	The file has been accepted by the TVN Media Advertising Office.







#### TECHNICAL SPECIFICATIONS OF ADVERTISING MATERIALS

Files are accepted only trough Transfer TVN Media https://transfer.tvnmedia.pl

### LINEAR TV Type A (Addressable TV/HBB TV)

### ONLINE Type I (Internet+DAI OTT)

video							
CONTAINER	MXF OP-1a or MOV (Quicktime)	MXF OP-1a lor MOV (Quicktime)	MP4				
CODEC	XDCAM HD422	XDCAM HD422	mp4, H.264 / AVC				
STREAM	50 Mb/s (CBR)	50 Mb/s (CBR)	=> 10 mbit/s				
DISPLAY SPEED	25 Frames/s (fps)	25 Frames/s (fps)	25 Frames/s (fps)				
COLOR SUBSAMPLING	4:2:2	4:2:2					
IMAGE RESOLUTION (PIXELS)	1920x1080	1920x1080	1920x1080				
ASPECT RATIO	16:9	16:9	16:9				
SCAN TYPE	interlaced	interlaced	progressive or interlaced/top pole first				
COLOR SPACE	EBU R103	EBU R103	EBU R103				
audio							
TRACK ARRANGEMENT	2 (stereo) EBU R48: 2a	2 (stereo) EBU R48: 2a	2 (stereo) EBU R48: 2a				
VOLUME	- 23LUFS (EBU R128 oraz ITU BS.1770-2)	- 23LUFS (EBU R128 oraz ITU BS.1770-2)	-23LUFS (EBU R128/ITU BS.1770-2)				
FORMAT	PCM	PCM	AAC				
SAMPLING RATE	48 kHz	48 kHz	48 kHz				
SAMPLING RESOLUTION	16 lub 24 bit	16 lub 24 bit					
BITRATE AUDIO			at least 160kbit/s				
Profile			High/Main				
5 SECOND INTERVALS REQUIRED	YES	NO NOTE - If the spot is not a multiple of 5 sec., it will not be able to be used in DAI OTT					
VIDEO AND AUDIO IN A SINGLE FILE	YES	YES	YES				
REQUIRED FULL-FRAME SPOTS	YES	YES	YES				

#### **SUMMARY**



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#### PLATFORM TRANSFER TVN MEDIA PLATFORM:

- 1. 24h/online availability
- **2. Streamline creative management** monitoring and reporting, copyright deadlines, archiving materials and orders.
- 3. Elimination of the risk of unauthorized use of the submitted materials.
- 4. Minimizing errors when commissioning materials for broadcasting

  Automatic registration with validation and assignment of an identification number will be tantamount to technical approval for broadcasting

#### IMPORTANT ORGANIZATIONAL INFORMATION:

Uploading a file to the app does not mean that the file can be immediately used to broadcast a campaign. The spot must undergo substantive pre-approval, which is possible on working days until 3:30 p.m.

After approval by traffic teams, it is possible to use the file in the campaign broadcast.

Before uploading the material, you can read its technical parameters using the tool:

Media Info: <a href="https://mediaarea.net/en/MediaInfo">https://mediaarea.net/en/MediaInfo</a> and compare them with TVN's technical specifications

#### **PLATFORM USER MANUAL**

Instructions on how to use the platform can be found <u>here</u> It is also available on the platform in the HELP tab

#### **CONTACT**

If you have any problems with the service, please contact the Customer Service Office of TVN Media Sp. z o.o., open Mon.-Fri. 9:00 a.m. – 5:00 p.m., email: bok@transfer.tvnmedia.pl or a account manager on the side of TVN Media.

# Thank you for your attention.

https://transfer.tvnmedia.pl

