

User Manual

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1. System assumptions – projects, materials, orders

[Transfer TVN Media](#) is used for sending advertising videos to [Biuro Reklamy TVN Media](#) and giving directions to provide the materials to relevant end users for the purpose of broadcasting.

The application user agrees to the provisions of the [Regulations](#) and the [Privacy Policy](#).

Transfer TVN Media stores clients' data grouped into projects. A project is a collection of materials (files) connected with one another as part of (for example) an advertising campaign of the selected client.

Each project is described with the use of the following data:

- project name,
- ordering party,
- key words,
- comments of system users,
- materials (files),
- history of orders regarding all materials within the project.

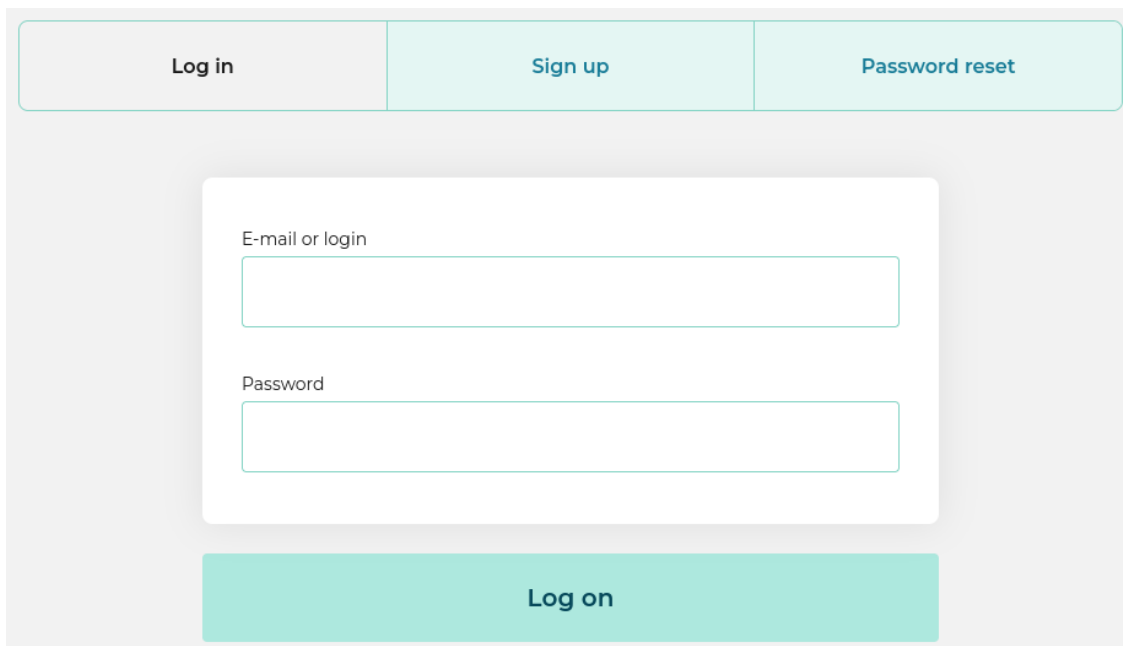
Materials are allocated (sent) to projects - advertising files of different types, such as commercials, sponsor references. Materials are characterised by the following data:

- certificates containing a wide range of data on the material,
- technical data,
- key frames,
- material order history.

Materials sent to the system may be the subject of an order regarding preparation for broadcasting.

2. Creating a user account

After entering the application page a non-logged user can see the screen with the login form and references to the options of password retrieval and account creation.

The image shows a login screen with a light gray background. At the top, there are three buttons: 'Log in' (light gray), 'Sign up' (teal), and 'Password reset' (teal). Below these is a white login form with two input fields: 'E-mail or login' and 'Password'. At the bottom of the form is a teal 'Log on' button.

Login screen

2.1. Registration form

To open an account it is necessary to complete the registration form, containing the following information:

- client's company data,
- user's data - accounts of the company owner,
- data of the contact persons dealing with invoices,
- data of the main contact person in the company,
- declarations necessary for using the system,
- optional agreement to receive invoices electronically,
- in a case when a company is registered in a country that is not a member of European Union and a "VAT Identification Number" field is not filled, it is necessary to mark the confirmatory checkbox that the client will use the service only for business purposes.

Company registration

[Log in](#)[Sign up](#)[Password reset](#)

COMPANY DETAILS

Company name *

i

Address *

VAT Identification Number *

ZIP/Postal Code *

REGON number

City/Town *

KRS number

Country *

Please select your country... ▾

USER DETAILS

i

E-mail / login*

First name*

Password*

Last name*

Repeat password*

Contact phone no*

INVOICE PROCESSING PERSON DETAILS

☐ Same as the main user details.

First name*

i

E-mail*

Last name*

Contact phone no*

CONTACT PERSON DETAILS

☒ Same as the main user details.

APPROVALS

☐ I confirm that I have carefully read, fully and unreservedly agree to and will comply with [the Regulations and Terms of Service](#).

☐ I confirm that I am a VAT payer.

☐ I agree to receive invoices electronically. I accept the ["Terms of using e-invoices"](#) for services related to TRANSFER TVN MEDIA"

i

☐ I agree to be provided electronic services.

☐ I confirm that the provided details are true and correct.

☐ I confirm that I am authorized to incur liabilities for the company.

Please register

Signup form

After the form has been properly completed, a screen with confirmation appears. The next step is the e-mail address verification.

2.2. E-mail address verification

After creating the company's account the system sends to the user's e-mail address a message with a request for confirmation of the registration by clicking the link.

After successful verification of the e-mail address the user and company account is still inactive, since it has to be approved by the system operator. Until the approval the user may not log on the system.

2.3. Account activation

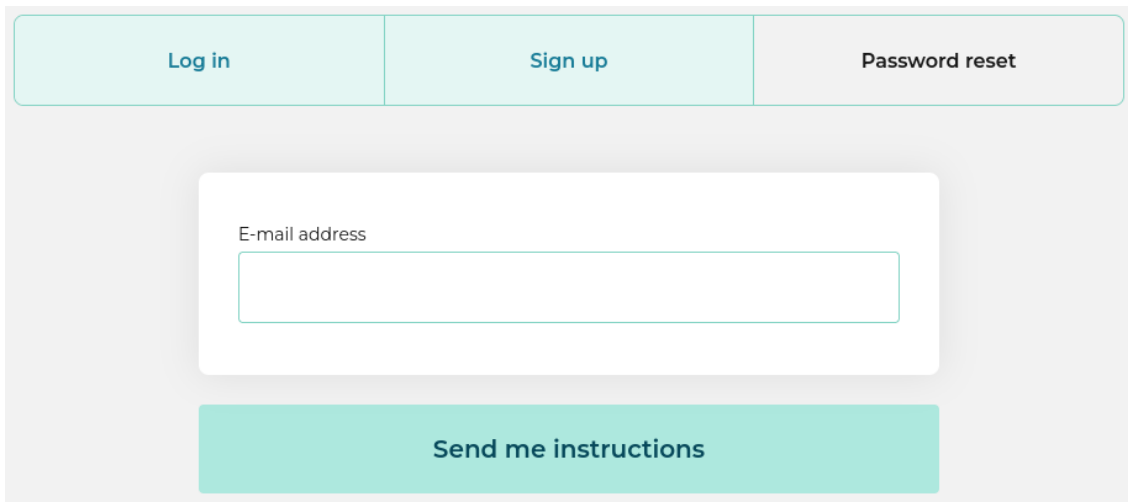
After the verification of the company data and account activation by the system operator the client may log on the system with the use of the login and password entered by the user at the stage of creating the account.

2.4. Logging on the system

Entering the correct combination of the user's login and password on the login page results in moving to the home page or any other page visited before, e.g. after refreshing the webpage on which the browser session expired.

2.5. Password reset

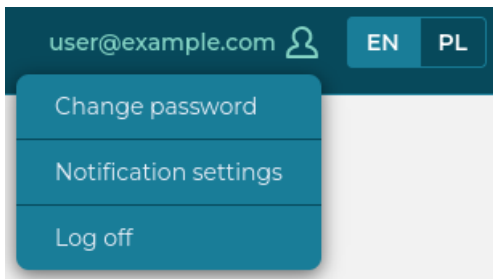
If the user does not know the password for his/her account, he/she may use the account retrieval option. Click the link above the login form to get to the webpage on which the user's name or e-mail address assigned to the account should be entered. A message with a link to the tool for resetting the password will be sent to this e-mail address.

The image shows a web interface for password reset. At the top, there are three buttons: 'Log in' (teal), 'Sign up' (teal), and 'Password reset' (grey). Below these, there is a white box containing an 'E-mail address' label and a text input field. Below the input field is a large teal button labeled 'Send me instructions'.

Password reset

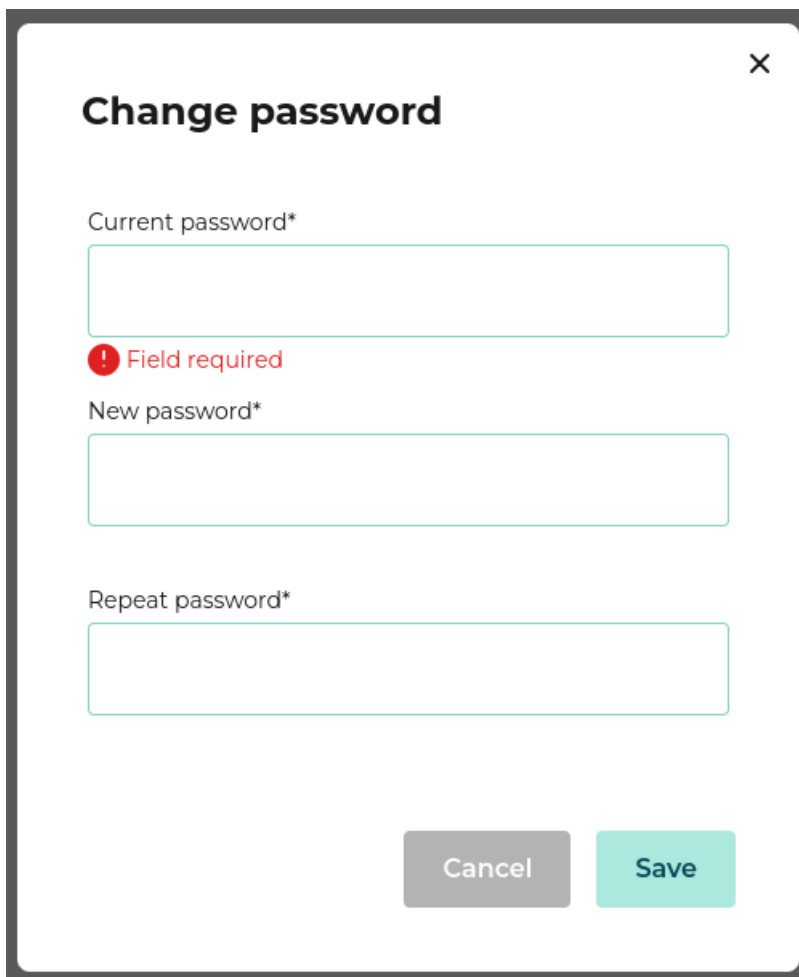
2.6. Password change

A logged user may change the password - the option is available in the menu with the user's name.

The image shows a user menu in a dark teal header. The header contains the text 'user@example.com' followed by a user icon, and two language buttons 'EN' and 'PL'. A dropdown menu is open, showing three options: 'Change password', 'Notification settings', and 'Log off'.

User menu

To set up a new password it is necessary to provide the old password.



A dialog box titled "Change password" with a close button (X) in the top right corner. It contains three input fields: "Current password*", "New password*", and "Repeat password*". Below the "Current password*" field, there is a red error message: "Field required". At the bottom, there are two buttons: "Cancel" (grey) and "Save" (teal).

Change password X

Current password*

Field required

New password*

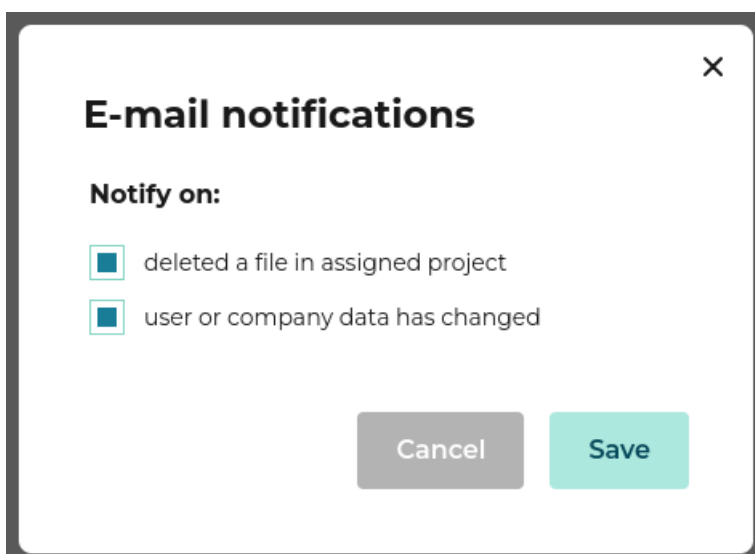
Repeat password*

Cancel Save

Password change

2.7. Notification set-up

In the same menu as the "password change" there is a link for setting up e-mail notifications. The option allows to activate or deactivate notifications of different events.



A dialog box titled "E-mail notifications" with a close button (X) in the top right corner. It contains a section "Notify on:" with two checkboxes. The first checkbox is checked and labeled "deleted a file in assigned project". The second checkbox is checked and labeled "user or company data has changed". At the bottom, there are two buttons: "Cancel" (grey) and "Save" (teal).

E-mail notifications X

Notify on:

☒ deleted a file in assigned project

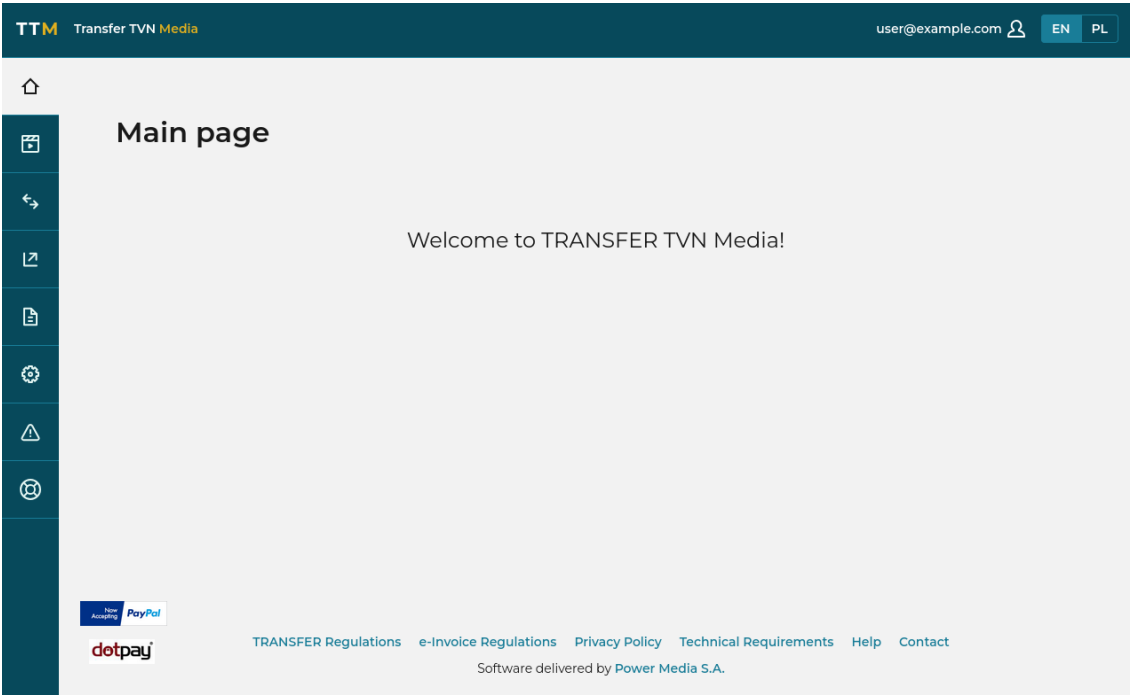
☒ user or company data has changed

Cancel Save

Notification settings

3. Home page

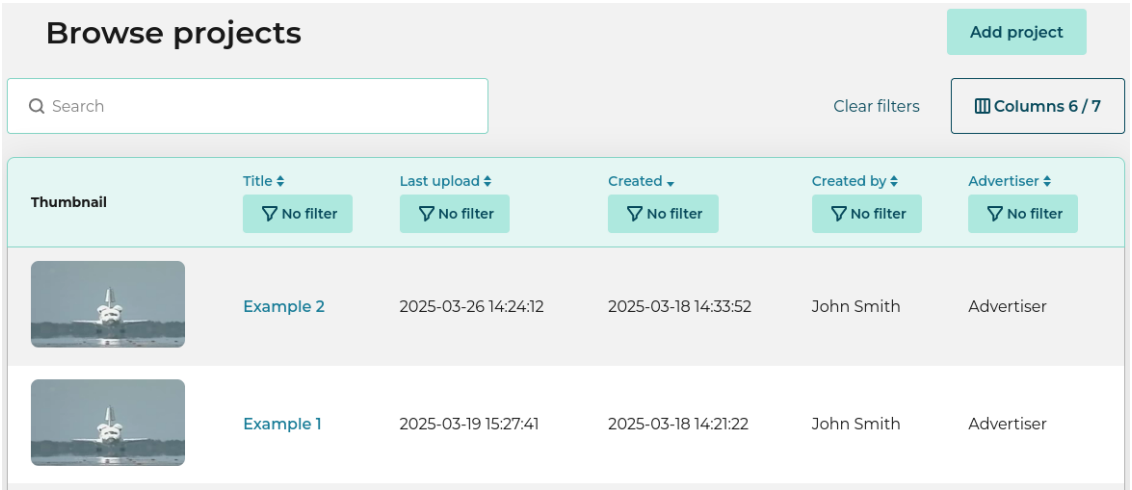
After logging on the system the home page with the application menu is presented.



Home page

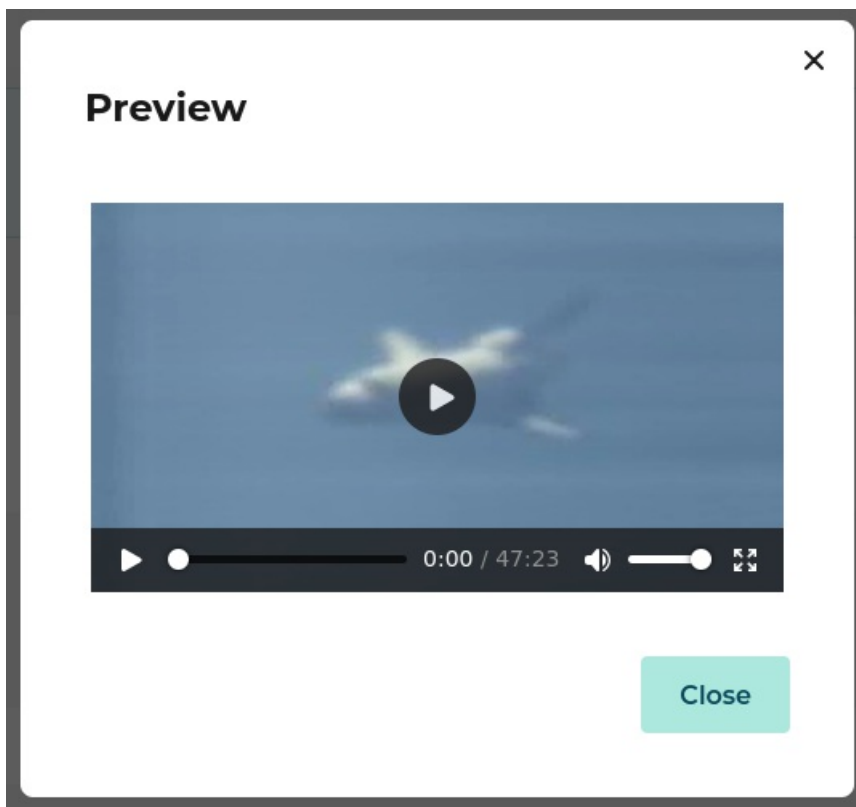
4. Project list

This page lists projects created by users of the client's company. It allows browsing and filtering by selected criteria.



Project list

Clicking a material thumbnail display a video preview of the material.



Video Preview

4.1. Creating project

To create a project select from the main menu the "Add project" option. To create a project it is enough to enter the project name. The other project data may be entered at the stage of sending files for the project.

A modal window titled "Add project" with a close button (X) in the top right corner. It contains a text input field for the project name and an "Add" button. The text input field is labeled "Project name:". The "Add" button is located at the bottom right of the modal.

Project creation

5. Project and material details

Clicking on the project title results in opening the page with project data, including general

information on the project, a list of materials with a possibility of adding extra materials, the history of comments and orders.

Example 2

< Back to list

Share project

General data

Files 0

Comments 0

Project name*

Example 2

Client company

Example company

Advertiser*

Advertiser

+

Comments on the project

Keywords

Choose keyword...

+

Save

Next

Project details

5.1. Adding an advertiser

There are two ways of adding an advertiser to a project:

- 1. First is to choose an existing one from 'Advertiser dictionary'
- 2. Add new advertiser by clicking the "plus" button next to the advertiser's input - this will display an additional window to fill in required information:

Add

Advertiser name*

Email addresses

+

Cancel

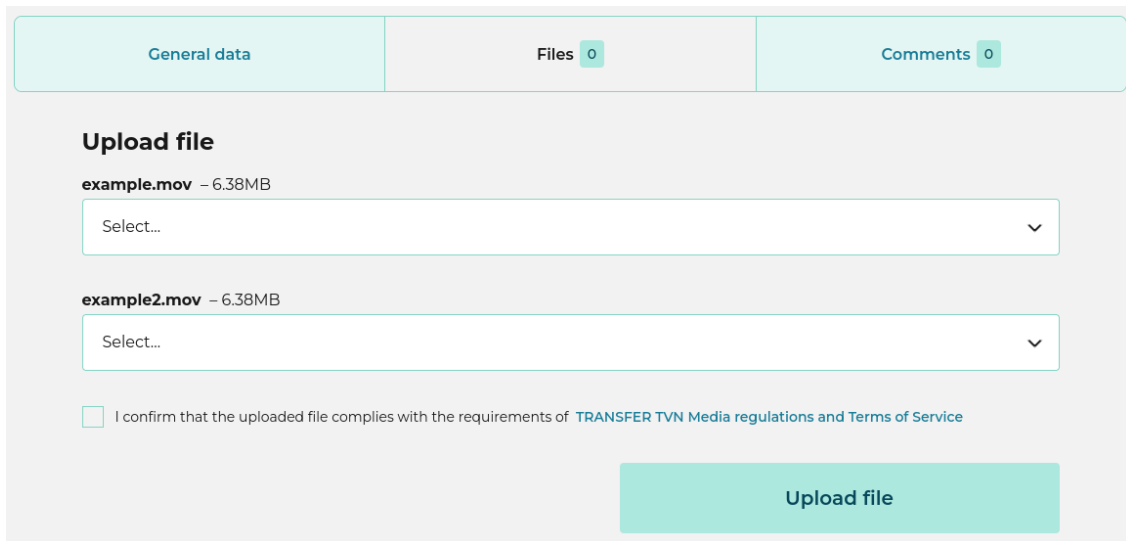
Add advertiser

Advertiser creation form

5.2. Adding materials

To add files to an empty project, the tile “Click or drop video files here to add them to the project.” visible on “Files” tab can be used. To add materials to a project already containing files, use the “Add new file” button, which is located below project file list.

After the selection of files to be placed enter the advert type, after this an icon with description of technical requirements will become visible. Tick to confirm that you accept the regulations.



The screenshot shows a web interface with three tabs: "General data", "Files 0", and "Comments 0". The "Files" tab is active. Below the tabs, the section is titled "Upload file". It contains two file upload entries. The first entry shows "example.mov - 6.38MB" and a "Select..." dropdown menu. The second entry shows "example2.mov - 6.38MB" and another "Select..." dropdown menu. Below these entries is a checkbox with the text "I confirm that the uploaded file complies with the requirements of [TRANSFER TVN Media regulations and Terms of Service](#)". At the bottom right of the form is a teal button labeled "Upload file".

Upload form

On the project page you can see a list of current file transfers. Each transfer may be suspended at any time, resumed if it has been suspended or cancelled.

A full list of transfers with the history is available on a separate subpage of the “Transfers” page.

5.3. Period of storing files in the system

Files which do not meet technical requirements of the given type of advert are deleted from the system immediately following the completion of sending the file and automatic technical verification.

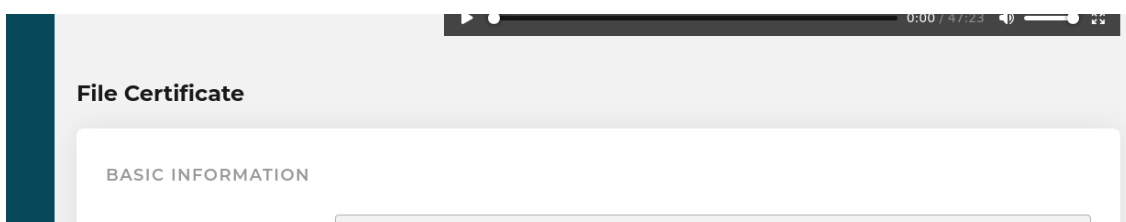
Files meeting the technical requirements for which no delivery orders have been paid are stored for 1 month, after which they are deleted. A week prior to the file deletion date the system notifies the company owner of file deletion.

Files for which a delivery order has been paid are stored for 12 months of the date of sending, after which they are deleted. A week prior to the file deletion date the system notifies the company owner of file deletion.

6. Delivery orders

6.1. New order

Files can be ordered for delivery after saving project's advertiser and completing their file certificates. File's certificate is displayed below video preview, after the file is selected from project's file list.



The screenshot shows a video player at the top with a progress bar at 0:00 / 47:23. Below the video player is a section titled "File Certificate". Under this title is a sub-section labeled "BASIC INFORMATION". The rest of the section is currently blank.

Material type	Advertisement
Advertisement title* (full brand/product name)	
Duration	
Music title*	
Material's country of origin	No data
Was WBD involved in the process of production?	No data
Production year*	
Comments on the material (for operator)	

COPYRIGHTS

Field of operation*

☐ TV Poland

☐ TV International

☐ Online Poland

☐ Online International

Copyright start date

date of acceptance

 Copyright expiry date

indefinitely

 People notified about copyright expiration

+

AUTHORS

Composer/Lyricist*

Copywriter

Screenplay*

Author of polish version*

Producer*

Director

Director of photography

Performer/s

Scenographer

Film editor

Sound operator

Costume designer

Cast

Lector

Save

[TRANSFER Regulations](#) [e-Invoice Regulations](#) [Privacy Policy](#) [Technical Requirements](#) [Help](#) [Contact](#)

Software delivered by **Power Media S.A.**

File certificate

File delivery order can be created using “Order” button under project files list after file certificate is saved.

On summary view the system allows adding additional e-mail addresses (e.g. end client’s e-mail address), to which notification of the order and future updates of order status will be sent - by default, this field is filled with e-mail address of the selected advertiser (if an e-mail was given).

Summary ×

Remarks on the order:

i Send delivery confirmation to:

+

advertiser@example.com ×

Summary:

Net price: **5.00 PLN**

Order **Cancel**

Summary

After the order is confirmed, pick a payment operator and after being redirected to chosen operator’s webpage complete the payment. Follow the guidelines presented on the website of the company serving the payment.

×

Pay

Amount: 5.00 PLN

Choose payment operator:





What is PayPal?

Continue

Cancel

Payment operators

After the payment has been successfully made, the client sees the page with details of the created order and an e-mail is sent with notification of the order status.

General data

Files 2

Delivery history 2

Comments 0

All files

☒ Show submission details

ORDER 12345-60

Submission identifier

12345-60

Submission status

Submitted

Order HFSS status

Not required

Invoice number

-

Net price

5.00 PLN

Payment status

Completed

2025-03-26 14:53:57 (TMOCK-GF2pI2Ijqa)

Remarks on the order

SUBMISSION FILES

TVN identifier

Filename

File status

-

przyklad.mov

-

SUBMISSION HISTORY 12345-60

2025-03-26 14:53:57

Transaction identifier: TMOCK-GF2pI2Ijqa

Paid

2025-03-26 14:52:42

Assigned submission number: 12345-60

Submitted

Submission

6.2. Using the PayPal Billing Agreement

In order to charge for the order, choose PayPal as a payment provider. In the case the company has

an active billing agreement with PayPal, payment will be made automatically with no need to log on a PayPal account. The billing agreement is available for all the users created as a part of a client's company.

6.3. Order history

If at least one material as part of the project has been ordered for sending, the project provides a function allowing to view orders, where details of all orders placed and the history of changes of order status are visible.

6.4. Invoices

When an invoice for a paid order is available, its number will appear in Transfer – this will be marked in order details and history.

If the client agreed to receive invoices electronically, then the invoice number will be a link to download the actual PDF document.

2025-03-19 15:53:16	E-invoice number 123456 file available for download.	E-invoice available
2025-03-19 15:52:40	Invoice number 123456 has been created.	Assigned invoice number

Invoice history

6.5. Technical correction

If the material sent by the client does not meet technical or substantive requirements necessary for broadcasting in selected channels, the system operator may allow the client to send and place an order for the corrected version of the material prepared by the client on the same set of packs and channels without additional charges. In such an event, the client is notified by e-mail, and in the project view the material requiring correction is clearly marked and described. The client may send the new file version free of charge and have it reverified by the system operator.

6.6. Order statuses

Order statuses at particular stages

Order status	Description
submitted	Status set after creating the order. Submission will be processed after payment.
verification pending	The order has been registered by TVN Media and awaits verification.
rejected by TVN	At least one of the files in the order has been rejected by the TVN Media Advertisement Office.
accepted by TVN	All files the order relates to have been accepted by the TVN Media Advertisement Office.

The files the sending order relates to are processed independently, the status of each file may be found in order details.

Order status	Description
verification pending	The file has been placed in the system but requires verification.
rejected by TVN	The file has been rejected by the Advertisement Office.

7. Invoices

7.1. Invoice list

All invoices issued for a client's orders are listed on a separate page: "Invoices" in the "Invoices" section, where one can download individual invoices. Multiple invoices can be downloaded as a .zip file using checkboxes and "Download selected invoices" button.

If the invoice document is available, the invoice number is a download link. Otherwise it is plain text.

Invoices	Invoice download history	E-invoice is accepted changes history
Download selected invoices		
Clear filters		
Columns 6 / 9		
Invoice number No filter Document type Share time No filter Order date 2016-03-01 – 2025-03-28 Submission id No filter Accept date		
☐ 000000005 invoice 2025-03-01 00:00:00 2025-03-19 15:38:55 12345-59 2025-03-21 16:32:05		
☐ 000000004 invoice 2022-12-19 15:34:20 2022-12-16 14:38:28 12345-38 2025-03-21 16:32:05		
☐ 000000003 invoice 2022-10-27 11:02:53 2022-10-17 17:37:07 12345-37 2025-03-21 16:32:05		

Invoice list

7.2. Invoice download history

The company owner can view the full invoice download history.

Invoices	Invoice download history	E-invoice is accepted changes history
Clear filters		
Columns 3 / 3		
Invoice number No filter User No filter Timestamp No filter		
000000001 John Smith 2022-10-21 15:00:05		
000000002 John Smith 2022-10-21 14:59:37		
000000003 John Smith 2022-10-21 14:58:03		

Invoice download history

7.3. Electronic invoice acceptance history

The company owner can view the full history of electronic invoice acceptance history.

Invoices	Invoice download history	E-invoice is accepted changes history
		Clear filters Columns 2 / 2
Einvoice is accepted		Timestamp
No filter		No filter
false		2025-03-21 16:32:44
true		2025-03-21 16:32:05
false		2025-03-21 16:31:59

E-invoice acceptance history

8. Transfers

8.1. Current transfers

Progress of sending files can be seen by the user in the “Current transfers” - in “Transfers” menu.

Current transfers			Transfers history
File	Project	User	Progress
example.mov	Example 1	t s	8.39/32.26MB

Current transfers

An orange bar informs about unfinished upload of a file or files and is seen on every page except the page with project's details. Its role is to pay attention of a client to interrupted transfer and will disappear as soon as the transfer is resumed or canceled.

You did not finish uploading file for project **Example 3**. If you interrupted the upload please **resume** or **cancel** the file transfer.

Transfer TVN Media user@example.com EN PL

Upload reminder

8.2. Transfer history

The system allows to view the history of file transfers performed by company employees. To view the history, select the “Transfers history” option from the main menu of “Transfers”.

Current transfers			Transfers history		
					Clear filters Columns 6 / 6
Filename	Project name	User	Start date	End date	Status
No filter	No filter	No filter	2025-03-21 – 2025-03-28	No filter	No filter
example2.mov	example 3	John Smith	2025-03-26 14:24:12	2025-03-26 14:24:24	uploaded
example.mov	example 3	John Smith	2025-03-26 14:24:12	2025-03-26 14:24:24	uploaded

Transfer history

9. Company data management

In the “Administration” menu the company owner has access to company data management.

9.1. Modifying company data

To change company data, contact the system operator.

It's possible to modify details of the 'Invoice processing person' as well as the details of the 'Contact person'. To do this choose the 'Company' option from the “Management” menu.

COMPANY DETAILS

To change company details please contact TRANSFER TVN Media customer service.

Company name

Example company

i Address

Lorem 12

Country

Italy

ZIP/Postal Code

55-555

REGON number

City/Town

Ipsum

KRS number

INVOICES AND PAYMENTS

☐ I agree to receive invoices electronically [Change](#)

Billing agreement (PayPal)

none [Create](#)

MAIN ACCOUNT DETAILS

i E-mail/login *

user@example.com

First name*

John

Last name*

Smith

Phone no*

0118 999 881 999 119 725 3

[Edit](#)

INVOICE PROCESSING PERSON DETAILS

INVOICE PROCESSING PERSON DETAILS

E-mail *
invoices@example.com

First name* Jane **Last name*** Doe

Phone no*
000 000 000

Edit

CONTACT PERSON DETAILS

Same as the company. **Add**

Company details

9.2. E-invoice acceptance

On the company data management page the owner can agree or resign to receive invoices electronically – using the “Change” button in “Invoices and payments” section.

Confirm ×

☐ I agree to receive invoices electronically. I accept the ["Terms of using e-invoices"](#) for services related to TRANSFER TVN MEDIA"

Accept **Cancel**

Accept e-invoices

Confirm ×

☐ I resign from receiving invoices in electronic form.

Accept **Cancel**

Reject e-invoices

9.3. PayPal One-click Payments

Transfer TVN Media enables to create a billing agreement between the user's account and his or her account in PayPal service. Creating this kind of agreement allows all the users added by the owner of the company account to create orders and account for them using one joint PayPal service account which can be connected with the company's credit card.

In order to authorize automatic payments via PayPal, follow these steps:

- While using main company's account press "Create" button placed on the "Company" management page.

Billing agreement (PayPal)

none	Create
------	--------

Billing agreement

- Log into existing PayPal account.
- If necessary, in accordance with the PayPal instructions add your credit or debit card information.
- Accept the terms and conditions.
- After being automatically redirected to the TVN Media Transfer website verify that the system shows the ID of the active agreement as well as a "Cancel" button.

Billing agreement (PayPal)

XXXXXXX	Cancel
---------	--------

Billing agreement

10. User account management

In the "Administration" menu the company owner has access to employee account management.

10.1. User account management

The company owner has full control over the accounts of all employees, except for the change of the passwords. The following options are available on the page with a list of users:

- modification of user's data,
- modification of e-mail notification set-up,
- blocking employee accounts.

Company		Users	HFSS Declarations		Advertisers
Clear filters Columns 6 / 6					
E-mail/login	Creation date	First name	Last name	Contact phone number	Actions
No filter	No filter	No filter	No filter		
employee1@example.com	2022-11-28 11:53:26	Alice	Anderson	000 000 000	
employee2@example.com	2022-10-04 14:09:16	Bob	Baker	000 000 000	
user@example.com	2019-12-02 16:11:52	John	Smith	000 000 000	

Company users

10.2. Employee account creation

The company owner may create accounts for employees, allowing them to serve the system on behalf of the company. The employee account offers the same possibilities as the company owner account, except for the administrative options, such as managing the company data and accounts of other employees.

After an account has been created, a message with data needed to log on the system is sent to the employee's e-mail address (which is at the same time the user's login). The employee account requires no activation, so the employee may log on immediately.

New user

X

i E-mail/login *

First name*

Last name*

Phone no*

Password*

Repeat password*

Save

Cancel

User creation form

11. Advertiser dictionary management

This page allows adding new advertisers which will be possible to assign to new projects. There is also

edition of data possible, such as name and e-mail addresses. The advertisers that are not connected with any project can be also deleted.

Company	Users	HFSS Declarations	Advertisers
			Clear filters Columns 3 / 3
Advertiser name ^	Emails ^	Actions	
No filter	No filter		
Advertiser 1	advertiser@example.com		
Advertiser 2	None		

Advertiser dictionary