

# REBEAT

## Music Enterprise Services



## Music Enterprise Software

### Manual

We update this manual regularly. This version was released on 2023-11-06.

## Welcome to Rebeat – Music Enterprise Service!

We are excited that you have chosen our Music Enterprise Software MES. Our software makes it easy for you to digitally distribute and promote your music. With MES you are able to:

- Create and centrally manage all metadata for the digital music distribution.
- Manage the supply chain for all distribution partners and stores.
- Promote your music on our platform "Artist Camp" and offer them to radio stations for airplay.
- Process your artist accounting using the latest distribution data.
- Analyze the performance of your artists and products.
- Monetize music on YouTube, Facebook, Instagram and TikTok

Furthermore, we offer additional modules, which help you configure your distribution flexibly, manage additional income sources, account earnings to third party labels and connect your own MySQL database.

**This manual** will help you maximize the benefit of MES. If you need personal support, contact our team via telephone or e-mail. We will get back to you as soon as possible, which is usually within a working day. If it takes a little longer, please bear with us.

It is important to us that copyrights and licensing rights are respected and preserved. Therefore, you find some information about this in the manual. We would like to point out that in case of infringement we reserve the right to ban the usage of MES.

1. Only upload songs via MES for which you have all necessary rights! Never upload music you do not have the rights for or where the rights were not transferred to you by the rights owner. Otherwise, you might face criminal charges. Using MES does not protect you in case of rights infringements.

2. Protect your MES account and your password! You will receive your personal login data after finishing registration. Please keep your login data strictly confident and forward it under no circumstances to third parties! You might enable illegal use of content, such as releasing songs without proper rights. You are liable for anything that is released through your MES account. Protecting the integrity of your account is in your own best interest.

3. MES was created by musicians for musicians. We treat others fair and with respect. Everyone should enjoy producing music. However, we will by no means tolerate or distribute any kind of music promoting racial or religious discrimination or other strongly offensive content.

If you have any questions or requests regarding this manual, please write us at [contact@rebeat.com](mailto:contact@rebeat.com). We wish you great success distributing your music with MES!

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## Index

1	General information about digital music distribution .....	5
1.1	Which songs am I allowed to upload according to copyright law? .....	5
1.2	Who pays mechanical royalties? .....	5
1.3	What are master rights? .....	5
1.4	Can I write new lyrics to an already existing song? .....	6
1.5	Can I use samples of existing recordings for my self-produced compositions? .....	6
1.6	Which rights do I transfer to Rebeat, which rights do buyers acquire? .....	6
1.7	What do I have to keep in mind when recording a cover version? .....	6
1.8	Do I need an EAN code (=bar code) for digital distribution? .....	7
1.9	What is the difference between EAN and ISRC code? .....	7
1.10	What about promotion? .....	7
2	First installation and start of your Music Enterprise Software MES .....	9
2.1	Installation .....	9
2.2	Start the Rebeat Music Enterprise Software .....	9
2.3	Set up the filestore .....	9
3	How to release music in stores? A step-by-step tutorial .....	11
3.1	MES start screen .....	11
3.2	Create a new product .....	11
3.3	Tab „Audio Import“ .....	12
3.4	Tab „Track data“ .....	13
3.5	Tab „Product data“ .....	21
3.6	Tab „Promotion“ .....	29
3.7	Upload .....	31
4	What's next, after uploading your product? .....	33
4.1	Product overview .....	33
4.2	Update data .....	33
4.3	Take Down .....	34
4.4	Duplicate product .....	34
4.5	Smartlink Management .....	34
5	Accounting / Statements .....	36
5.1	Where can I access information about my sales? .....	36
5.2	Analytics .....	36
5.3	When do I receive the statement? .....	37
5.4	When are the revenues paid? .....	38
5.5	Where do I see which songs have been sold? .....	38
5.6	What is the difference between „Preview“ and „Final accounting“? .....	38
5.7	When do I get the money for the sales shown in the preview? .....	38
5.8	Why does it take so long until sales are paid? .....	38
5.9	I have not received a statement so far .....	39
5.10	What is the difference between downloads and streams/subscriptions? .....	39
5.11	How to export my accounting details .....	40
5.12	Archive of statements and invoices .....	40
6	FAQs about the software .....	41
6.1	Can I store my Filestore in a cloud or on a webspace? .....	41
6.2	Can I set the selling price for my tracks? .....	41
6.3	Can I add a song to a product which has been already uploaded? .....	41
6.4	Can I change the order of the tracks of a product which has been already uploaded? .....	41
6.5	I would like to publish my product in every store at the same time .....	41
6.6	My release should be available as pre-order .....	41
6.7	How do I know where my song is already online? .....	41
6.8	I would like to use the same song on several products (e.g. compilations) .....	41
6.9	Why is my product missing in some (or all) stores? .....	42
6.10	I do not want to sell my product in some stores .....	42
6.11	Why does Beatport display „Rebeat“ instead of my label name? .....	42
6.12	Some of my products are no longer visible in MES .....	43

6.13	How to buy an EAN / ISRC without uploading a product? .....	43
6.14	How to save an EAN code as an image?.....	44
6.15	How to change my bank account data? .....	44
6.16	How to change the language of the software? .....	44
6.17	How to request login data for MES? .....	44
6.18	How to update MES?.....	45
6.19	How to install MES on another computer? .....	45
6.20	What to regard when distributing re-recordings? .....	45
6.21	Why does the import of audio files not work?.....	45
6.22	What does it mean that the mechanical royalties may be higher than the turnover?.....	46
7	Common input errors.....	47
7.1	Front Cover.....	47
7.2	Incorrect spelling.....	47
7.3	Abbreviations of first names .....	48
7.4	Product title and track title .....	48
7.5	Additional information.....	48
7.6	Using capital letters.....	48
7.7	Repeated Submissions .....	48

## 1 General information about digital music distribution

MES is a software that has been developed especially for our Music Enterprise Services. You can use it to manage metadata, select distribution settings, process your artist accounting and analyze performance data. It's our job to negotiate contracts with the different shops and release your products accordingly. We do not provide professional music marketing.

In order to make your release successful, it takes hard work, luck and professional promotion. We suggest building up relationships with journalists, bloggers and fans, being persistent and, above all, patient. Even though world success is rather the exception than the rule, you may still be able to reach an audience through the digital music platforms.

Most music is nowadays consumed via streaming; thus, it is important to pay special attention to the quality of your releases. Always doublecheck before uploading that your release meets the quality requirements of yourself and your potential listeners.

Keep your MES login data confidential and prevent third parties from using them. If you need to change your personal data or your bank details, please contact us as soon as possible.

### 1.1 Which songs am I allowed to upload according to copyright law?

You are allowed to upload all songs you have all necessary rights for or if the rightsowner assigned to you all relevant rights for digital distribution (best with a written contract).

In any case the upload is allowed if you have composed, written, recorded and produced everything on your own and did not use already existing, trademarked recordings from others.

#### Tip:

If you have composed or written songs in collaboration with other musicians or as a band, clarify copyrights before you upload the song. You avoid subsequent disputes and litigations.

When you upload third-party compositions and cover versions, the original authors, composers and publishers must be credited correctly in the metadata fields. The royalties are distributed by the national collecting society. Attention: Since a lot of cover versions are actually edited versions of the original, you absolutely need to get permission from the rightsholders first (e.g. lyricist, composer or publisher).

### 1.2 Who pays mechanical royalties?

The creators of a song - songwriters and composers - are entitled to receive royalties from digital reproductions. Stores pay royalties directly to a collecting society (e.g. AKM in Austria or GEMA in Germany). Those collectives pay the royalty share accordingly to all copyright holders.

#### Important:

In order to receive the mechanical royalties, you have to be a member of a collecting society. It does not necessarily have to be in the same country where you live in. You can choose from collecting societies worldwide: [https://en.wikipedia.org/wiki/Copyright\\_collective](https://en.wikipedia.org/wiki/Copyright_collective)

### 1.3 What are master rights?

The rights on audio recordings are called master rights. This stems from the term "master tape", which was originally the tape with the final "mastered" recording used for duplication. Please keep in mind that you are only allowed to upload songs with MES for which you hold the master rights.

You are the owner of the master rights, if you record a song in your own or an external studio and you act as the producer. When recording in an external studio and another person acts as the producer, you need written permission for usage. Thus, if you commission a producer with the recording, you should write down an agreement which gives you the master rights for digital

distribution. In most cases the producer receives a share of the sales through a “producer’s license”. The percentage is a matter of negotiation, in general no producer settles for less than 3%.

It is advisable to settle master rights upfront. Once the recording started or the master tape is finished, different points of view can quickly become a serious problem and escalate to a “deal breaker”.

#### **1.4 Can I write new lyrics to an already existing song?**

In this case you need the permission of the originator, who is in most cases represented by a publisher. The publisher will evaluate the new lyrics and give approval or not. This process can take time. As mentioned in chapter *1.1 - Which songs am I allowed to upload according to copyright law?*, the original authors need to be credited truthfully in the metadata.

Without permission of the publisher and therefore the original author, you are not allowed to upload a song with new lyrics. This is illegal and will most likely lead to a copyright lawsuit.

#### **1.5 Can I use samples of existing recordings for my self-produced compositions?**

If you want to use samples of third-party songs you do not have the master rights for, you need permission of the rights owner. This applies even to very short samples or variations. For samples that are several seconds long, you also need the permission of the originator. Please bear in mind that not every sampling library automatically provides the right to use the sample without permission of the originator.

If you transferred the master rights of your own songs to a third-party, you even need to get permission from the current rights holder to sample your own work.

We strongly advise you to refrain from using unsettled samples. There are companies who are specialized in detecting unsettled samples and who enforce claims of the originators.

#### **1.6 Which rights do I transfer to Rebeat, which rights do buyers acquire?**

If you choose Rebeat as your digital distributor and use our MES, you only transfer the digital distribution rights to us, nothing else. You can allot all rights concerning your authorship at own discretion (e.g. sync rights, publishing, physical reproduction etc.).

Digital sales via the internet (at e.g. iTunes, Amazon, etc.) entitle only to private usage. For example, companies are not allowed to download songs and use them for advertisement. They need specific rights for commercial use.

#### **1.7 What do I have to keep in mind when recording a cover version?**

Please note that the following information is not legally binding. If you want legally binding information, please consult a collecting society or a law firm specializing in music copyrights, such as the law firm “music & law” ([http://www.musicandlaw.com/home\\_eng.htm](http://www.musicandlaw.com/home_eng.htm))

##### **Cover vs. edited version**

The difference between a cover and an edited version is crucial for mechanical royalties and exploitation of rights. For a cover version, the composition and lyrics remain almost the same. It can qualify as an edit, if the song has been transposed to a different pitch, or if different instruments are being used.

As soon as more than a few notes are changed, e.g. if you add or change lyrics and/or melody, it definitely qualifies as an edit. If you are not sure if your song is a cover or an edited version, please contact your collecting society (GEMA, AKM, etc.)

### Do I need permission for a cover or an edited version?

For cover versions, please refer to [1.1 - Which songs am I allowed to upload according to copyright law?](#) If you want to publish a cover version of a song, whose originator died less than 70 years ago, you need permission of the collecting society (GEMA, AKM, ...). The collecting society forwards license fees to the current rightsholder. This does not apply to revenues (downloads and streams) in the US and Mexico. For these markets it is mandatory to inform the rightsholders of the original version (either composer, songwriter or publisher).

For an edited version you ALWAYS need the permission of the rightsholders (composer and songwriter or publisher). We strongly recommend that you get the permission of the rightsholders for both, cover and edited version, in order to avoid possible difficulties and lawsuits.

#### Example:

John records a cover of "We will rock you" from Queen on the piano. His friend Tommy sings. Melody and lyrics remain unchanged.

Original rights „We will rock you“	→	Rights for cover version
- Interpret: Queen	→	- Interpret: John feat. Tommy
- Author: Freddy Mercury	→	- Author: Freddy Mercury
- Composer: Freddy Mercury	→	- Composer: Freddy Mercury
- Label: EMI	→	- Label: John
- Publisher: EMI	→	- Publisher: EMI

### 1.8 Do I need an EAN code (=bar code) for digital distribution?

Digital products need EAN codes. It is used to identify the product and also serves as a kind of digital price tag. In digital music distribution we use the terms products and tracks instead of albums and songs.



If someone buys the whole product, revenues are cleared using the EAN code. A product can consist of a single track, or it could also be an EP or album with several tracks. Without code or with an incorrect code it is not possible to account revenues and the shops cannot sell the music.

If you do not have an EAN code, you can buy it directly in MES for a one-time fee of EUR 5.00. You can use the same EAN code for your physical product (CD), as long as it is exactly the same as the digital product. The code remains valid and, in your possession, even if you decide to terminate your contract with Rebeat Digital.

### 1.9 What is the difference between EAN and ISRC code?

Each digital product (=single, EP, album or audio book) needs an EAN code. In addition, each track on a product needs an ISRC (International Standard Recording Code) code as well.

Sales of a product are cleared via the EAN code whereas sales of a single track are cleared via the ISRC code.

If you don't have your own EAN and ISRC codes, you can buy them directly in MES.

### 1.10 What about promotion?

Rebeat Digital is a digital music distributor and offers related services. We make it easier for you to sell your music in online shops, to manage your supply chain and to handle your royalty accounting including mechanical royalties. Promotion is not included in our service portfolio. You can take care of promotion yourself or outsource it to your label or a professional promotion agency.

### Tips and tricks for your promotion

- Use our promotion platform “Artist Camp” (<http://www.artistcamp.com>). You can promote your releases, publish tour dates, upload pictures and flyers as well as offer a 30-second audio sample. We advise you to offer promotional texts in your local language as well as in English. Remember to post your website as well as links to your social media profiles. New releases are included in our weekly newsletter to labels, TV- and radio stations and fans.
- Invite important local TV- and radio stations to our Media Promotion Service. Stations can register for free here <http://www.artistcamp.com/Mps/RegisterMps/> and download your release for airplay.
- Present yourself to other media like magazines, radio and TV.
- Network on- and offline. Be present on social media, follow others, like and comment posts.
- Schedule a live tour. Live shows are still the best way to win fans.
- Distribute flyers, sell merchandise, conduct sweepstakes and invite people to a meet-and-greet.



## 2 First installation and start of your Music Enterprise Software MES

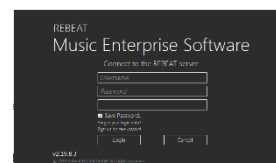
### 2.1 Installation

After purchasing our Music Enterprise Software MES online, you receive a download link and your login data. Open the installation file and follow the installation wizard.

Your MES automatically checks for updates with each start. Updates are installed automatically and free of charge.

### 2.2 Start the Rebeat Music Enterprise Software

Please make sure that you are connected to the internet. Start MES and enter your login data (user name, password, Rebeat-ID). Login data is sent via email, after we receive the signed contract from you. Click on the "Login" button.



#### Important:

Never pass on your login data to unauthorized third parties! With your login data one can access your revenue data, upload music in your name and change or even delete products from stores.

### 2.3 Set up the filestore

The "filestore" is the directory where all your encoded musical data (e.g. wav files, cover art, etc.) will be saved and stored.

You can set up the filestore on an external hard drive, if your local storage is not sufficient or if you would like to access the same filestore from several computers. See also [6.20 - How to install MES on another computer](#). If you set up the file store on an external hard drive, please make sure that the hard drive is connected before you start MES. Also, during working with MES the hard drive has to be connected, otherwise created or edited products are not recognized by the software.

#### **Change filestore location**

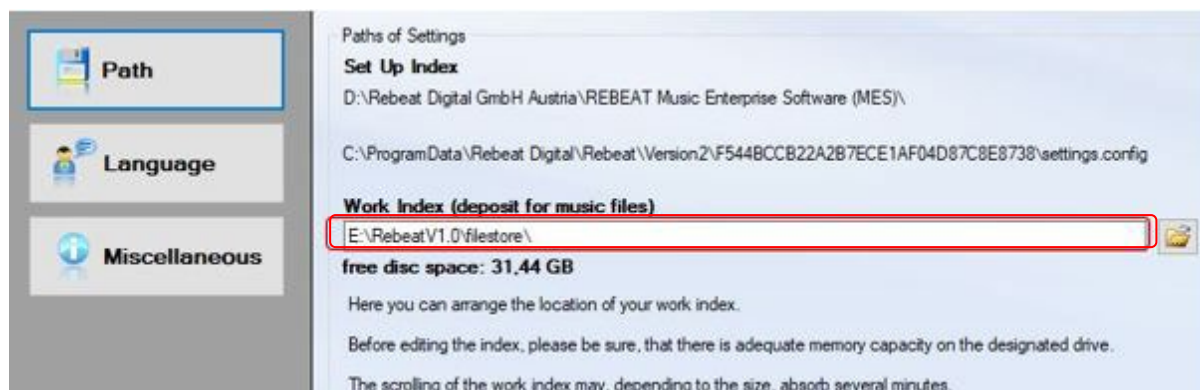
You can change the filestore location anytime in the menu by choosing "Extras" > "Settings".

#### Note:

We recommend to periodically create a backup of your filestore to an external hard drive or DVD. Even though you can import your products in the menu under "Data" > "Download from server", but this is only possible for already uploaded products. Products that were created but not uploaded to our server have to be created again in case the filestore is lost.

#### **Copy the filestore to another computer**

Standard path of the file store is C:\RebeatV1.0\filestore. Copy the folder "filestore" including all subfolders and data to another computer. If you chose another location, retrieve the path in the menu under "Extras" > "Settings" > "Paths". Do not forget to set the correct path on the new computer as well.



### 3 How to release music in stores? A step-by-step tutorial

On the following pages you learn how to release your music using MES. Additionally, you can access detailed explanations directly in MES when moving your mouse over the data field in question.

#### Quality management

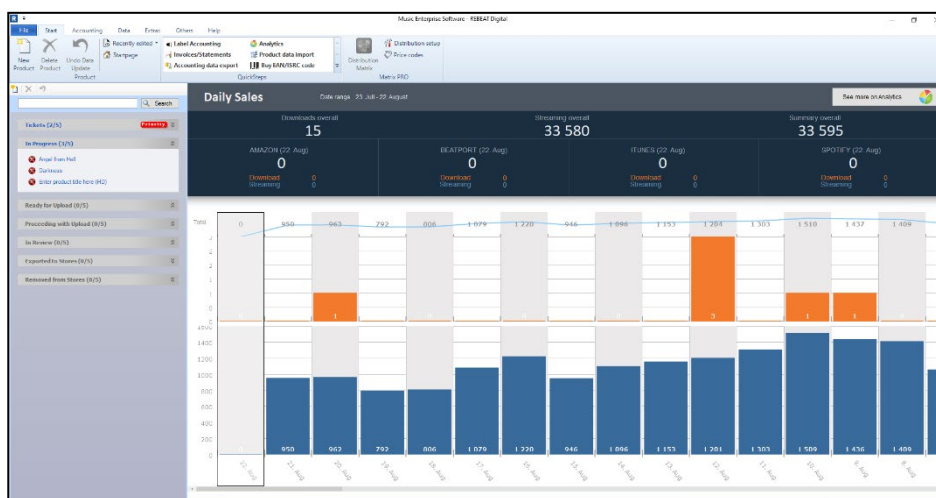
Please make sure that all metadata is correct and complete. The better the data quality, the faster and more reliable your releases are processed by the stores. We have established our own process to make quality management easier for you.

Wherever possible, MES checks your metadata as soon as you enter it, including release date, language of title, and content of cover artworks. As soon as the systems detects a problem, a pop-up-window alerts you and you can correct the data immediately. Additionally, our internal quality management team checks your metadata manually after upload. In case a correction is needed, you receive an e-mail with detailed information.

If you have any questions, please contact our support at [support@rebeat.com](mailto:support@rebeat.com). We are happy to assist you!

#### 3.1 MES start screen

Once you log into MES, the start screen opens. Here you find all menu items and important functions at a glance.



#### 3.2 Create a new product

To release music, you have to create a product first. A product can be a song, a full album, an EP or an audio book. Even if you only want to release a single song, you need to create a product.

To create a product, click on "New Product". Next you can define the number of discs and audio quality.



#### Important:

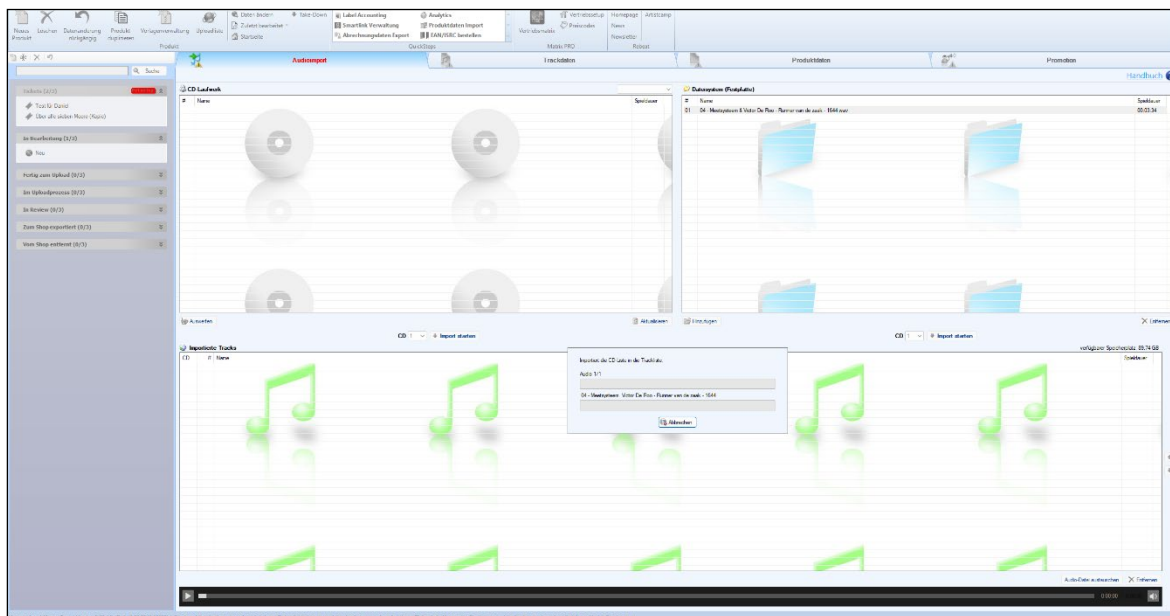
You can always interrupt creating new products and close MES. You do not need to click "Save" as the software automatically saves all entries.

### 3.3 Tab „Audio Import“

Upload your audio files in the tab “Audio Import”. Files have to fulfill the following requirements:

- Format: wav or aiff (AIFF-C standard)
- Normal (SD Audio): 44.1 kHz / Stereo / 16 Bit or
- High (HD Audio/Apple Digital Masters): 48 kHz / 88.2 kHz / 96 kHz / Stereo / 24 Bit

It is not possible to upload mp3 audio files since it is a lossy data compression format. Even if we transfer it into other formats such as flac, wma or acc, the quality is inferior.



You can either import your files from a CD or directly from your hard disc as a wav-/aiff-file. Generally, we recommend importing from your hard disc because ripping a CD may cause problems (e.g. noise).

#### Note:

Audio files do not need to include information about ISRC as this data won't be extracted by MES.

#### Import and sort data

	First select the audio files you want to import and then click on “Start Import”. Important: You can change the order of imported tracks afterwards. Always check the order by listening to the files again.
	Change track order with these two arrow buttons. Important: After uploading tracks to a store you cannot change the track order anymore.
	The integrated player allows you to listen to your tracks.

#### Automatic identification of track titles when ripping an audio CD

If the audio CD is listed in the database freeDB.org, MES attempts to retrieve the track info directly from the database. For further information see <http://www.freedb.org/>.

#### 3.3.1 Exchange audio file

If your product has not been uploaded yet, you have the option to exchange an audiofile without losing the data already entered in the “track data” tab. In order to do this, right-click on the file

from the audio importer, and choose “exchange audio file”. After you have selected the correct file for exchange, a pop-up window appears, asking if you would like to keep the entered metadata. By choosing “yes” the already entered data will remain.

**Important:** Once you have uploaded your product it is no longer possible for you to exchange the audiofiles.

### 3.4 Tab „Track data“

This is where you enter the metadata for each single track. Please check for misspells and typos. Even though our quality control checks your data, misspells are hard to recognize. Mandatory fields are marked with ✖. As soon as you enter data the symbol changes to ✔.



#### 3.4.1 Tab "Contributor Management"

In order to adapt to the ever-changing needs of artists, labels and stores, we as a distributor have developed the “Contributor Management”. In this tab, all contributors and their roles can be entered together for the respective recording.

Generally, each track must have at least one main artist, composer and songwriter. These three entries appear automatically for each track by default and need to be filled in. The horizontal list at the top shows all types of contributors that can be selected, e.g. artist, feat. artist, remixer, etc.



With a click you add the entry to your track and can enter the name afterwards. Additionally, you can link the contributors with already existing artist profiles on Spotify and Apple Music. If you already have a profile on both services, you can find your Artist ID by clicking on the search symbol of each store. In order to find your Artist ID on Apple Music, a new tab in your browser will open which will direct you to the Apple Music store. Here, you need to search for your profile and then copy the number that shows up at the end of the URL. Paste this number into the Artist ID field for iTunes/Apple Music and you're good to go. By clicking on the search for Spotify, a small window opens in which you can select your artist profile. Attention: The spelling of the linked



profiles must match the spelling in the entry field 100%. If your artist does not have an artist profile yet, simply select “new” and a new profil will be created.

If a track has more than one contributor of the same type (e.g. main artist, composer, etc.), please add the entries with a click on the respective button. In each field you can only enter the name of one contributor.

Please do not enter several names separated with a slash – that is no longer needed. If the artist is a compound artist (artists that only perform together, e.g. Katrina & the Waves), please add that name in one field.

If there are two separate artists, please add a separate entry for each of them.

#	Δ artist	artisttype
1	Max Mustermann	Primary Artist
	partner	partnerartistname
	partnerid	
	iTunes	NEW
	Spotify	NEW
2	Instrumental	Songwriter
3	Max Mustermann	Composer
	partner	partnerartistname
	partnerid	
	iTunes	NEW
	Spotify	NEW
4	John Doe	Primary Artist
	partner	partnerartistname
	partnerid	
	iTunes	NEW
	Spotify	NEW

#### Note:

Always name every artist on the track, “various artists” on track level is not sufficient and is not accepted by the stores. Do not add additional information like role, date, instrument, former band, etc.

The entries for composers, songwriters and arrangers must consist of the full first and last name. Abbreviations are not permitted here.

#### *Featuring Artist*

A featuring artist is an artist, who is active besides the main artist.

#### *Remix-Artist*

Enter the name of the artist who made a remix of the original version. A remix is a new interpretation of the song, which may have parts of the original, sometimes only the melody or theme remains. A remix differs considerably from a cover, which is almost identically to the original track.

#### *Songwriter/Lyricist*

The songwriter/lyricist is the writer of the lyrics. Please always enter the full first and last name of the songwriter(s)/lyricist(s). Abbreviations are not accepted.

#### *Composer*

The composer has created the music of the track. If your song does not have a noticeable melody or is mainly spoken words, enter “Spoken Word”. If the track is an old folk song with unknown composer, enter “Traditional”. Please always enter the full first and last name of the composer(s). Abbreviations are not accepted.

### *Arranger*

The arranger wraps the work into its particular “musical dress”. Most of the time the producer is also the arranger, but not always. Especially with classical music it is very important to list the arranger.

### *Producer*

Enter the name of the producer.

#### *3.4.2 Dolby Atmos*

If you selected to create a Dolby Atmos product, you will find two additional fields here:

##### **Dolby Atmos Audio:**

Here you can add the Dolby Atmos audiofile (.atmos-ending).

##### **Dolby Atmos ISRC:**

Dolby Atmos files need their own ISRC Code. If you don't have your own, you can buy one directly in the MES. See “[How to buy an EAN / ISRC without uploading a product](#)”

#### *3.4.3 Genre*

Choose the genre for your track from the list. The stores all have different genre categories; we use the categories from iTunes.

##### Note:

Stores sometimes change the genre on their own discretion without notification (e.g. iTunes and Beatport). Also, some stores are specialized on certain genres, e.g. Beatport only accepts electronic & dance tracks, from which only about 80% are released to keep a high-quality standard. Please make sure that ALL tracks of your product meet the genre requirements of the chosen shops. For example, Beatport does not accept your product if you have two dance tracks and two pop tracks on one product.

#### *3.4.4 Language of track title*

Enter the language of the actual title here, not the language of the song lyrics.

##### Examples:

- "O sole mio" --> Italian
- "Greatest Hits" --> English

#### *3.4.5 Track title*

Enter the title of the track. If your product consists only of one track, track title and product title must be exactly the same!

##### Note:

Make sure to change the placeholder “Track 01”, otherwise your track will be released as “Track 01” in shops.

##### **Same track titles**

If you use the same title for several tracks on one product, add a version in the version field. For example:

- Track title 1 is „Living in New Orleans“, version: „instrumental“
- Track title 2 is „Living in New Orleans “, version: „radio version“
- Track title 3 is „Living in New Orleans “, version: „party mix“

When editing a track, you see the name of the audio-file. Please make sure that you add the correct title before uploading.

### **Audiobooks**

Audiobooks should have the book's chapter titles as track titles. If the chapters do not have titles, the track titles should be formatted as Chapter 1, Chapter 2, etc.

### **Medleys**

For medleys name all track titles and separate them with a slash. For example:

- Correct: Mama Mia / Waterloo / Dancing Queen
- Incorrect: Abba Medley

### **Opera and Classical Music**

If your track belongs to the genre **opera** or **classical music**, please take a look at [3.5.27 - Classical music input fields](#) in this manual. The title field is deactivated, you can enter it using the additional classic input fields.

#### [3.4.6 Version](#)

Add a version for tracks with the same title (e.g. Radio Version, Dance-Mix, Live) **without brackets!** The same is necessary for Re-Recordings, see [6.21 - What to regard when distributing re-recordings](#). Otherwise leave the field empty. If you want to add a version as well as a re-recording, enter both in the field "Version" and separate with a slash.

#### Examples:

- Tracktitel: *Go West*  
Version: *Instrumental*
- Tracktitel: *See You Later Alligator*  
Version: *Re-Recorded*
- Tracktitel: *The Sound of Silence*  
Version: *Live / Re-Recorded*

**Attention:** Soundtracks and Musicals must include the main title in the version field, if the product contains tracks from different Soundtracks or Musicals!

#### Example:

- Tracktitel: *My Heart Will Go On*  
Version: *From "Titanic"*

Do NOT enter any of the following:

- Album version
- Original version
- Original-mix

#### [3.4.7 ISRC](#)

Each track needs an ISRC (International Standard Recording Code) for accounting and identification. Please enter the ISRC code without space or hyphen.

### **Buy ISRC**

You can buy an ISRC directly in MES for EUR 1.00 per track. You can use the code even after the agreement with Rebeat ends. Debit of your credit card occurs after upload.



To buy an ISRC click on the \$-button. After uploading the track with MES the ISRC is added automatically. It is visible only after export to the stores (status "Exported to Stores").



If you want to cancel the purchase, just click on the \$-button again.

Note:

ISRC codes bought in MES are serially numbered and provide no information on the registering date.

Important:

Each ISRC can be used only for one track and NOT for several tracks, even if it is the same song (e.g. for a sampler). Find out more in [6.8 - I would like to use the same song on several products \(e.g. compilations\)](#)

Never use a non-existent or copied ISRC code. This is illegal and can be prosecuted. ISRC and EAN are only valid if they were bought via IFPI or Rebeat.

**Buy ISRC before uploading**

If you need your ISRC beforehand (e.g. for a physical product) you can buy it in MES without uploading a product. The ISRC code is visible directly after purchase and will be sent to you via e-mail. You can use the ISRC later for your digital product as well, see [6.13 - How to buy an EAN / ISRC without uploading a product?](#)

### [3.4.8 Music type](#)

Please select here whether the song is an original recording, a cover version or a soundalike.

Original: an original recording of a song

Cover: a cover version of an already existing song

Soundalike: recordings which are arranged and produced on purpose so that they imitate an existing original recording as closely as possible. In this sense, soundalikes are cover versions, but without the intention of a new artistic interpretation of an original work.

Due to a potential confusion with the original work, iTunes and Spotify do not accept soundalikes. Therefore, if a song is marked as a soundalike in MES, it will not be exported to the iTunes Music Store or Spotify.

Important:

As soon as you have uploaded the track, the soundalike-setting cannot be undone. If your song is a soundalike and you don't identify it as such, this might lead to costs that can be forwarded to you.

### [3.4.9 Language of song lyrics](#)

Set the language of the song lyrics or choose Instrumental, if your song does not have any lyrics.

### [3.4.10 Price Tier](#)

You can influence the price level for each single track, but the actual price is defined by each store. The option "back" results in the lowest possible price, while "Front Plus" sets the highest possible sales price.

### 3.4.11 Duration

Is automatically determined during import of the audio file and shows the runtime of a track. You can't enter anything into this field.

### 3.4.12 Prelistening

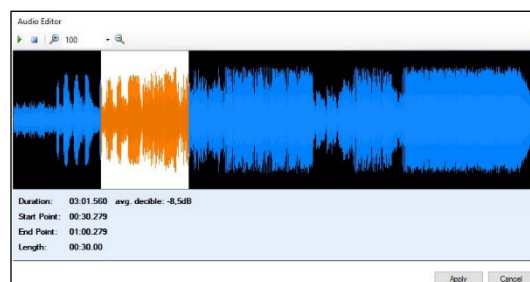
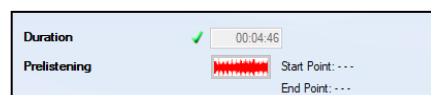
Select a 30-second audio sample for prelistening in stores.

To set start and end, simply click on the desired sequence.

Please bear in mind that Rebeat cannot influence stores to

accept the selected sequence. Some stores select the prelistening sequence themselves.

**Important:** The sequence you select here, will be the sequence that is available on TikTok



### 3.4.13 Link to your video clip

Link to your video (e.g. YouTube), please use only one link in this field.

### 3.4.14 Lyrics

Here you can add the lyrics to your song, which will then show up when your track is played on Apple Music. Apple Music has strict rules to follow when it comes to adding lyrics to your tracks. Please view the guidelines to make sure you are adding them correctly.

You can import a .html, or .txt file containing your lyrics, or simply type or copy them into the text field. In the next step you can add timeslots to your lyrics, so that they will play in real time with the song.

In order to do that, press "start markup" and press enter every time the line of your lyric starts and ends.

If you want to change a line, go back to its position, make your changes and click on "change".

Deleting a line can be done by clicking the "delete" button.

Once you're done transcribing, click next and "Done" to finish the process or first "save as" to save your .html file for future purposes.

### 3.4.15 Label name

Enter the owner of the master rights for the track. In general, this is your label, the artist or a person, who owns the exploitation rights.

### 3.4.16 Kind of recording

Select either studio or live recording.

### 3.4.17 Place of recording

If it is a live recording you can enter the location here.

### 3.4.18 Year of recording

Enter the year of the recording.

### *3.4.19 Country of recording*

Please select the country where this recording was made

### *3.4.20 Public domain recording*

Recordings are in public domain, when their copyright term has expired. In most European countries this term is 70 years after the first publication. In the US this is a lot more complicated due to a complexity of Federal and State Law, so there are hardly any sound recordings in public domain in the US. It's also important to know that if a work falls within the Public Domain, only that exact version is not protected under copyright law. Other people may have created arrangements of that work that ARE under copyright. Always do your research!

### *3.4.21 Publisher*

Please enter the publishing company who owns the publishing rights. If you are not signed to a publishing company, please enter "Manus" or "Manuskript" for self-published tracks.

### *3.4.22 Year*

Enter the year of registration of your work. To register a work, you have to be member of a collecting society. If you are not a member of a collecting society, please enter the recording year.

### *3.4.23 Type of composition*

- Original composition: You are the composer
- Third-Party composition: The track was composed by another person

### *3.4.24 Year of composition*

You can enter the exact year of composition or period of time here

### *3.4.25 Public domain composition*

A composition is in public domain when the copyright term has expired. In most European countries, this term is 70 years after the death of the last author. In the US, the term is 70 years from the death of the author for compositions published from 1978, or 95 years from the death of the author for compositions published before 1978.

### *3.4.26 ISWC*

The International Standard Musical Work Code (ISWC) is a unique identifier for musical works (compositions). ISWCs are administered by the national collecting societies.

### *3.4.27 Explicit lyrics*

Explicit lyrics refer to songs which use of profane language and are not suitable for children. If your song contains explicit lyrics, please choose "YES" from the drop-down menu.



### *3.4.28 Explicit edited*

If explicit lyrics have been edited, for example by putting a "beep" over explicit words, please select "YES". This is important as many radio channels, mostly in the US, do not air explicit versions.

### 3.4.29 Bundle only

Define if the track is available separately or as album-only (which means the customer can only buy the whole album but not separate tracks).

#### Important:

Bundled products will not be exported to iTunes, as iTunes rarely accepts bundles.

### 3.4.30 Non-exclusive samples

If the audio consists of content that is not exclusively yours to use, like royalty-free beats, stock sounds, samples, leased or purchased beats, content from public domain, etc. please select "yes" here.

### 3.4.31 Instant Gratification

Instant Gratification can only be activated in combination with preorder of the product. Instant Gratification means that a track can already be purchased before the release date. This function is currently only available for iTunes. Please note that only up to 50% of the tracks on a product can be selected as "Instant Gratification".

### 3.4.32 Copy track data

You can copy and paste the data of the current track (such as artist, songwriter, label name, etc.) to all other tracks on this product. Click on „Copy track data“.

A new window opens where you can choose which data you want to apply to other tracks. Confirm by clicking "Apply".

#### Note:

The data will be duplicated to ALL other tracks on this product.



### 3.4.33 Classical music input fields

Some stores require detailed information about tracks of the genre classical music and opera. Thus, you have additional input fields for these genres.

#### Note:

As soon as you select classical or opera as genre you **cannot** fill in the field **track title** manually. The track title will be created automatically based on your inputs in the fields. For example, if the complete title is "Symphony No. 5 in D minor, Op. 67: IV. Allegro", please enter the information in the fields accordingly:

- Name of work: Symphony No. 5
- Key: D minor
- Catalogue number: Op. 67
- Movement number: IV
- Movement title: Allegro

MES will then put the title together correctly. Never enter the whole title only in the field "name of work"!

Conductor	✓	<input type="text"/>
Name of work	✗	<input type="text"/>
Key	✓	<input type="text" value="---"/>
Catalogue number	✓	<input type="text"/>
Movement number	✓	<input type="text"/>
Movement title	✓	<input type="text"/>

### 3.5 Tab „Product data“

In the tab “Product data” you can enter all necessary metadata for the whole product (song, EP, album, audio book). Mandatory fields are marked with the symbol ✖. As soon as you start entering data and your input is validated the symbol will change to ✔. For every data field you can access detailed information and recommendations by hovering over the name.

#### 3.5.1 Tab “Contributor Management”

The contributor management tab in “product data” lets you select the artist(s) based on the entries you have added in the contributor management in “track data”. As it is absolutely vital that artists are consistent on product and track level, you cannot enter anything yourself here, but can only select from the drop-down list. This helps with consistency and reduces possible errors.

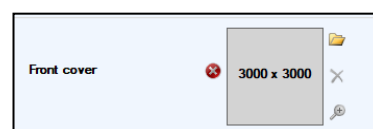
#### 3.5.2 Apple Digital Masters

If you upload HD Files you can tick the option „Apple Digital Masters” and insert the iTunes-certified Mastering Studio. In the Apple Music store your product is displayed as „Apple Digital Masters”.

#### 3.5.3 Front cover

Click in the square placeholder to import your cover art or create a cover art. If you want to import cover art, the file needs to have the following specifications:

- Minimum size: 3000 x 3000 pixel
- Supported file types: JPG, PNG, BMP, GIF, TIFF



If you click “create cover artwork”, you can search our database for a suitable picture. In order to do that, simply write a search term into the search bar. You can select a specific picture by clicking on it. Artist and title will be automatically added, based on the metadata you have entered. Then you have the option to edit the picture and font. Once you’re happy with the result, click “apply”.

#### Important:

Time and time again stores refuse the cover art and therefore the whole product due to the following reasons:

- Indications of the physical product (CD or DVD), that are not applicable to the digital product. For example, “Bonus CD included”, “Lyrics inside booklet”, “including sticker”, “Double CD” etc.
- The cover was scanned inside the casing
- URL visible
- Album title or artist name on the cover do not match title or name of the product data
- The cover art must not show any anti-semitic, discriminating or pornographic content
- Cover art must not be blurry, pixelated, mismatched, misaligned, rotated, incorrect, or have other quality issues.

#### Tip:

The cover can impact the purchase decision of the consumer. The cover gives your music a face, it should be intriguing and invite potential buyers to listen.

Please take a look at [7 - Common input errors](#) in this manual. You find more reasons why stores might refuse your music.

#### 3.5.3.1 Music Motion Artwork

For Apple Music there is the possibility to add Music Motion Artwork. Music Motion Artwork is a picture with moving elements, which will be displayed in the Apple Music store instead of the normal cover artwork. Further information and necessary specifications can be found in the wizard, by clicking "add Music Motion Artwork".

### *3.5.4 Booklet*

You can offer a booklet for iTunes. This function needs to be activated first and has a one-time fee of EUR 50.00. After activation you can upload the booklet via MES, so we can check it manually. After approval we will forward the product and booklet to iTunes.

Important:

iTunes only accept booklets for newly uploaded products. Therefore, please wait with uploading your product to the store until your booklet has been approved. After a product has been uploaded to iTunes, we cannot add the booklet anymore.

#### **Booklet requirements**

- Format: PDF (.pdf extension)
- Size: exactly 28 cm x 21 cm (11 in x 8.264 in)
- Minimum number of pages: 4
- Maximum file size: 10 MB
- Fonts: must be embedded
- Colors: RGB only
- Alignment: horizontal
- Images without border
- Important: booklets have to be designed for the iTunes Store format. It is not sufficient to add borders to existing CD covers or booklets in order to adapt the format.
- When saving as PDF, make sure the document opens full screen with no borders surrounding the document.
- Booklet with many pages: consider reducing the number of images or optimizing image sizes to lower the overall file size.
- Printer's marks are not allowed.
- Do not promote other products or services or advertise promotional websites
- Except for the artist and/or label websites no other URLs are allowed
- Do not include time-sensitive information such as tour dates

### *3.5.5 Language of product title*

This is the language of your actual product title, not of the song lyrics.

Example:

- "O sole mio" --> Italian
- Greatest Hits" --> English

### *3.5.6 Product title*

Enter a title for each product (= single, EP, album or audiobook) in this field.

Tip:

Use a title that can be identified in the chorus and can be easily found. A title such as "I love you" is similar to hundreds of other titles already available and will be hard to find in the stores.

Do not write the title of your product in capital letters (e.g. YESTERDAY), unless it is actually intended to be spelled that way. This goes for all data fields such as track title, artist name, etc.

Note:

Please check your entries for correctness and capitalization rules before uploading. The stores publish your releases with the data you provide. If your product contains **only one track** then product title and track title have to be exactly the same!

Please take a look at [7 - Common input errors](#) in this manual. You find more reasons why stores might refuse your music.

### 3.5.7 Genre

Clicking on this field opens a new window where you can select genre and sub-genre. Each store has their own categories, we use the categories from iTunes.

#### Note:

Some stores change the genre of a product at their own discretion and without notification (e.g. iTunes or Beatport). Other stores only distribute music of a specific genre. For example, Beatport only accepts "Electronic & Dance". Furthermore, Beatport only publishes 70 - 80% of all uploaded music in order to keep quality high.

### 3.5.8 Distribution Matrix

In general, MES distributes uploaded tracks to all stores worldwide we have contracts with. Using the distribution matrix, you can select for each country:

- Store your product gets delivered to
- If you want to offer the product for streaming and/or download
- Price level, not the actual price! The actual price is determined by the store
- Release date

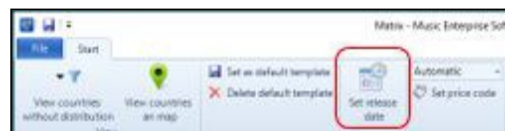
If you do not set anything in the distribution matrix, MES delivers your product worldwide to all stores we have a contract with.

To open the Distribution Matrix, click on the blue box next to "Distribution Matrix"



#### **Set release date**

The release date is the date from which on your product is available in stores. It makes sure that your product is available at the same time in all stores, which makes promotion much easier. If the product was already released digitally, the release date can also be in the past. To set the release date in the distribution matrix for each country and store click on "Set Release date".



#### Example:

You upload a Christmas song in August and set release date for 24<sup>th</sup> of December. The song will be available in stores on 24<sup>th</sup> of December.

#### Important:

Approval process varies for each store and can be complex and lengthy. Thus, the actual release can take between 7 to up to 14 days from the date of upload in MES. Please make sure that you upload your product in time and grant extra time (2 weeks before release date, around Christmas time even 6 - 8 weeks).

#### Note:

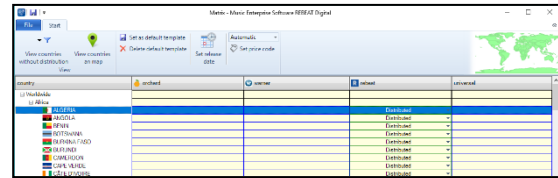
If the shop allows pre-listening and pre-order, the product might be visible before release date, however not in full length. Usually stores offer a 30 second audio sample. Find out more about pre-ordering at [6.6 - My release should be available as pre-order](#).

#### **Set distribution for each country**

Click on the blue box next to "Distribution Matrix" and a new window opens.



Select a country and click on the arrow to the right to open a list with all available stores for this country. You can choose if you want to offer download and/or streaming for each country separately. If a shop does not offer an option, it is grayed out.



For some shops it is not possible to separate streaming and download, activation and deactivation is automatically done for both. If you want to set streams and downloads for all shops within a country, click on the column title.

ALGERIA - REBEAT					
Shop	Streaming	Download	Pricecode	Release	
Akzoo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	23.02.2008	
Amazon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	23.02.2008	
Beatport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	23.02.2008	
Buecher / Exlibris /...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	23.02.2008	
Deezer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automatic	23.02.2008	

### Price Code

You can define a price level under "Price Code", but the actual price will be defined by each store. The law of unfair competition prevents us from influencing the price. You can choose from the following price levels:

- **Automatic = country specific price level;** usually between EUR 0.89 to EUR 1.19 per song. Experience shows that this price level is accepted best by consumers. If the price is higher, sales decrease, if the price is lower, they stagnate.
- **Budget = lowest price possible;** 50% of the common selling price set by each store
- **Back = 80% of the common selling price** set by each store
- **Normal = common selling price** set by each store
- **Front Plus = highest possible price;** 130% of the common selling price set by each store. Please consider that a higher price does not automatically mean higher income. Consumers might not buy, if the price is too high.

Depending on the market, price range can vary. For example, a song normally costs 29 Cent in China and India, higher prices are hardly accepted. We closely work together with local partners to determine the price range of a market.

	Product	Standard price
<b>Single</b>	Contains 1 to 3 tracks	0.99 – 2.00 EUR
<b>EP</b>	Contains 4 to 6 tracks	2.00 – 3.49 EUR
<b>Album</b>	More than 7 tracks	4.00 – 12.00 EUR

### Release date

You can set the release date for each country here. Important: Some stores only allow a worldwide release date and respectively a worldwide price level. MES shows you this information.

Beatport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	11.07.2018	
Buecher / Exlibris /...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	11.07.2018	
Deezer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	11.07.2018	
Facebook Audiolibr...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	11.07.2018	
Groove Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	11.07.2018	
iHeartRadio	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	11.07.2018	
iMinobile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	11.07.2018	
iMusica	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic	11.07.2018	

The shop "iDigital Media" accepts only one price code for all territories. The price code "Automatic" was applied for all territories.  
The shop "Supraphon" accepts only one release date for all territories. The date "11.07.2018 00:00:00" was applied for all territories.



## Copy-Paste settings

- From store to store in the same country: click on the "Copy" symbol on the right
- From country to country: Click on "Copy to all countries on the continent" below the table. The settings are used now for all countries on the continent. Click on "Copy to all countries in this column" and the settings are used for all countries worldwide.



### Important:

If you copy-paste settings after you've excluded a country or adjusted other settings, the previous settings will be overwritten. Thus, we advise you to check all settings at the end.

If you choose "No distribution in the selected country" your product is not released in this country.

## Save settings

After you've set up your distribution matrix, please click on the "Save" symbol top left.



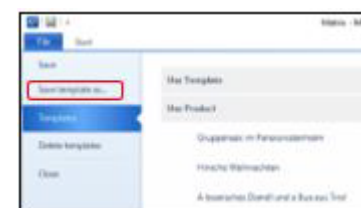
## Set as default for new products

You can save your settings as default for new products by clicking on "Save as default template".



## Create and use as template

Create a template in "File" > "Save template as" and use it for new products by clicking on "Templates" > "Use template".



### 3.5.9 Optional, additional module: Matrix Pro

Purchase the optional module Matrix Pro to gain a maximum of flexibility, to work with different distributors in each market and to distribute directly to stores with your own contracts. You need to enter your metadata just once to deliver them to all your distribution partners and stores.

There are two options:

- Store integration:** distribute directly to stores, based on direct agreements. The store pays royalties directly to your label.
- Distributor integration:** Work with local distribution partners. You can connect as many distributors as you want. The distributors pay royalties directly to your label.

Buy Matrix Pro in "Extras" > "Modules". The price includes one store or one distributor, find more details about pricing here: <https://mes.rebeat.com/en/add-ons/#matrix>



## Integrate a store

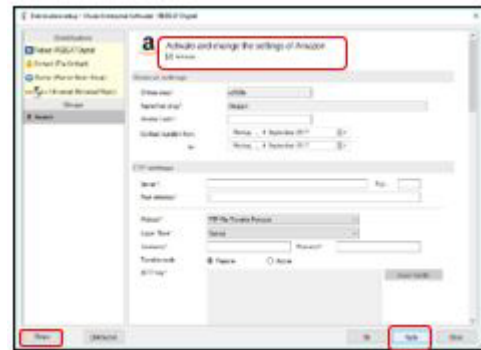
Distribute your music directly to stores you have a contract with. Rebeat acts only as a technical service provider, reports and statements are delivered by the store directly to you. To connect a store, go to the tab "Start" > "Distribution setup".



A new window opens. Click on “Shops” to select a store from the list. Close the window and the shop is displayed in the left column.

Now click on the store, activate it and insert your data. Mandatory fields are marked with an asterisk. Click on “Apply” to confirm.

You can always connect more stores by clicking on “Shops”.



When you open the distribution matrix, you find an additional column in the table named “direct contract”. Set up your distribution as described in [3.3.9 - Distribution Matrix](#).

### Integrate a distributor

You can deliver your data directly to digital music distributors you have a contract with. Rebeat acts only as a technical service provider, reports and statements are delivered directly by the distributor to your label. To connect a distributor, click on the tab “Start” > “Distribution setup”.

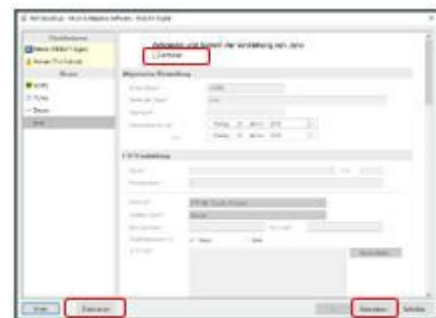


A new window opens. Click on “Distributors” and select a partner from the list. After closing the window, the distributor is displayed on the left side.

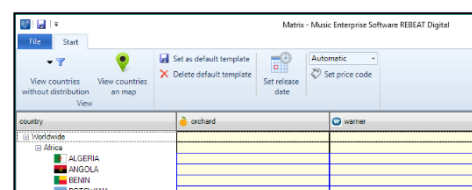
Click on the distributor, activate it and enter your data. Mandatory fields are marked with an asterisk.

**Important:** Define countries for your distributor here under “Choose countries” instead of in the distribution matrix. Click on “Apply” to confirm.

You can always connect more distributors by clicking on “Distributor”.



When you open the distribution matrix, you find an additional column in the table for each new distributor. Set your distribution settings as described in [3.3.9 - Distribution Matrix](#).



### 3.5.10 EAN code

For correct identification and clearance each product needs its own EAN code, no matter if it contains just one or several tracks. The code cannot be used several times. Without code you cannot upload your product to stores.

#### Purchase EAN Code

You can buy an EAN code directly in MES when creating a new product for EUR 5.00 per code. Just click the dollar (\$) button on the right.



The EAN code will only be visible after uploading your product. Only after that your credit card will be charged with the fee of EUR 5.00. Until that the message “EAN set automatically” is

displayed in the data field. As soon as you upload the product the actual EAN code is automatically displayed in MES.

The EAN code is yours and you can use it, even if you end your digital distribution contract with Rebeat.

### Cancel purchase

You can cancel the purchase of the EAN code as long as you have not uploaded the product. Just click on the button with the dollar symbol again.

### Important:

An EAN Code is a number enabling automatic identification of your product. Never create, invent or copy an existing number! This is illegal and can be prosecuted. Get your code either at your media production company, a legal distributor (e.g. for Germany it is [www.gs1.org](http://www.gs1.org)) or buy it directly in our MES. The same applies to the ISRC code, which you can either get from the IFPI or buy in MES, see [3.5.5 - ISRC](#).

### Purchase EAN Code before uploading

If you need the EAN code before product upload – e.g. for CD production – you can buy it directly in MES without a product upload. Click “Extras” > “Buy EAN/ISRC code” in the top menu.



A new window opens. Enter how many EAN/ISRC Codes you want to purchase and confirm by clicking on “Buy EAN now” or “Buy ISRC now”. After the purchase is confirmed, the codes are displayed in a window. Use the small buttons top left to download the codes as .jpg (picture) or .txt (numbers). Additionally, you receive the codes via e-mail. You can use these codes also for uploading the digital product.



### Generate EAN Code graphic

With the Barcode Creator you can generate a graphic of the numbers of the EAN Code, download and print it.

You find this tool right next to the Dollar symbol.



### Tip:

Save the EAN Code as .emf format in order to use it for the artwork of your physical CD. This is a so-called vector format and is preferred by graphic designers.

### 3.5.11 Abridged version (only applies for the genre “Audiobooks”)

**Unabridged audiobooks** are readings from the original and unchanged book text.

**Abridged audiobooks** are a compacted reading version of the book, which omits repetitions and passages that are not required for the actual plot.

### 3.5.12 Label name

Please enter the owner of the master rights here. It depends on the agreement who owns the rights: either the artist, the producer or the publisher. Most stores publish this name next to the

product (except Beatport, see [6.11 - Why does Beatport display "Rebeat" instead of my label name?](#)).

### 3.5.13 Publisher

Enter the publisher of your song in this field. If you do not have a publisher, please enter "Manus" or "Manuscript" which signifies "self-published".

### 3.5.14 Original release date

The original release date must be the earliest date that the original product was first released, regardless of the releasing label or format type (for example LP, CD, or digital release). External data sources can be scraped and used as reference, such as MusicBrainz, Wikipedia, Discogs, etc.

The same applies to audiobooks:

The original release date of audiobooks must be the date the book was first published, regardless of format (Book, eBook, Audiobook, etc.).

### 3.5.15 Preorder

Choose "Yes" to make this product available for preorder on iTunes. The release date has to be set at least two weeks in the future.

Preorder	✓	Yes	▼
Prelisting permitted	✓	No	▼
Effective Date	✓	at a specific date	▼

### 3.5.16 Prelisting permitted

If you allow preordering on iTunes for your product, then you can offer prelisting by choosing "Yes".

### 3.5.17 Date

To make preorders available on iTunes at the earliest date possible set "Earliest date possible". Select "at a specific date" to determine the date manually.

### 3.5.18 Explicit lyrics

Explicit lyrics use profane language, such as swear words and are not suitable for children. Songs with explicit lyrics are marked with a parental advisory sticker. If your product contains at least one song with explicit lyrics, select "YES" in the drop-down menu.



#### Note:

Some countries do not allow songs with explicit lyrics, this includes Belarus, Burkina Faso, India, Nepal and Uzbekistan. Music with such lyrics will not be released in these countries.

### 3.5.19 Product info

Enter information for promotional use, some shops display the info next to your product. Rebeat has no means to influence the visibility of product info in stores. In any case check for misspellings and typos.

**Special case - Audiobooks:** Audible requests a short text that summarizes the plot of the audiobook. If you're uploading an audiobook, please enter the descriptive text here.

### 3.6 Tab „Promotion“

Use our promotion tools free of charge for your marketing:

- Artist Camp: online platform to promote your releases to your fans, media and venues
- Media Promotion Service: Offer your tracks to Radio and TV channels for airplay
- Newsletter: Inform our subscribers (labels, Radio and TV channels, artists, ...) about your releases
- Smartlinks: Share a smartlink that contains the links to all relevant platforms where your product is available

## Promotion data fields



- **Headline:** Catchy headline for your product (mandatory)
- **Text:** Details and background information
- **Management/Booking:** contact data; to prevent spam, the e-mail address is not visible on Artist Camp. Instead, interested partners will have to fill out a form in order to contact you.
- **Promo plan:** concerts, album presentations, TV appearances, fan meetings, etc.
- **Flyer & promotion pictures:**
  - Flyer as PDF
  - Promotion images: size 200x200 px
  - Artist pictures: size 2400x2400 px

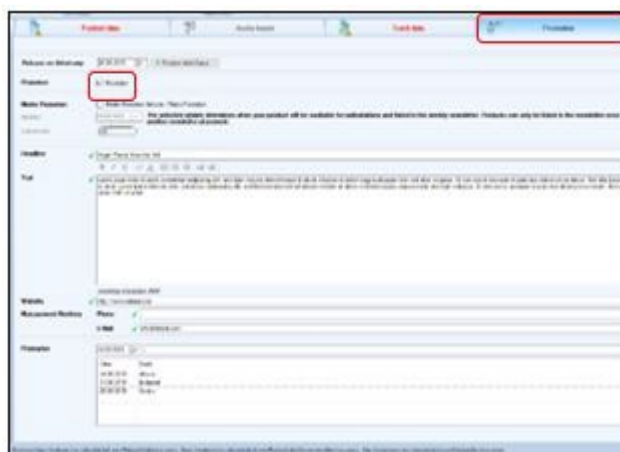
Your release is published in our weekly newsletter (headline, artist, product title and genre). A link leads directly to your entry on Artist Camp.

Using our promotion tools is free of charge for customers. You can change and add promotion data any time for an uploaded product, see [4.2 - Update data](#).

### 3.6.1 Artist Camp

We developed our Artist Camp (<http://artisticamp.com>) as a platform to support your promotion. Use this platform to:

- Inform fans, media and venues about your releases
- Offer an audio-sample of your tracks
- Publish tour data
- Link to your website, social media and videos



#### Activate Artist Camp

Open the tab "Promotion", check the field "Promotion" and insert your promotion data.

### 3.6.2 Media Promotion Service (MPS)

Our "Media Promotion Service" (= MPS) allows registered Radio and TV channels to download your music directly from our servers to use it for their airplay. You can invite local channels to this free media service and promote your tracks to a worldwide audience.

As soon as you have activated the Media Promotion Service and finished uploading your product, all our registered media partners have access to it. Whenever one of your tracks is being downloaded, we notify you about media, country, website, data and track via e-mail. Those e-mails are always sent out automatically on Friday. You also find this information in "Analytics" under the tab "Media Promotion".

Note: a download does not necessarily mean air play!

#### Activate Media Promotion Service

Go to the tab "Promotion" and check the field "Media Promotion Service" and provide the necessary data:



- **Airdate:** From this date on, media partners are allowed to download and play your music. Important: The Airdate also defines when your release is promoted in our weekly newsletter. The release date on the other hand, defines the date your tracks are available in shops. If you set the release date to 20 May and the Airdate to 1 June, your products will be available in shops from 20 May, but is only published in our newsletter on 1 June.
- **Labelcode** (LC-code): A four- or five-digit code for your label, assigned by the GVL ([www.gvl.de](http://www.gvl.de)) in Germany. The labelcode is used to legitimize your products and to account broadcasting royalties for airplay in Germany. For international airplay the ISRC is being used.

There are two possibilities in case you don't have your own labelcode:

- Leave the field blank: you will not receive any broadcasting royalties and your music might not be aired, as some channels only play music with labelcode.
- Use the labelcode of Rebeat Digital: in this case you transfer the GLV rights to Rebeat and will not receive broadcasting royalties for the producer/label. To request our labelcode please write to [contact@rebeat.com](mailto:contact@rebeat.com).

### Request your own labelcode

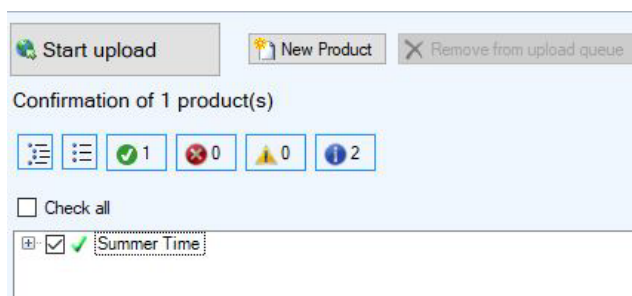
If you would like to apply for a labelcode for your label please contact the GVL ([www.gvl.de](http://www.gvl.de)). Note: The MES only accepts labelcodes from the GVL. Labelcodes of other performing rights societies such as the LSG in Austria are not accepted.

## 3.7 Upload

As soon as you have filled in all mandatory fields, you can upload your product(s) to the chosen stores. In order to start an upload, click on "upload list" in the status "ready for upload":

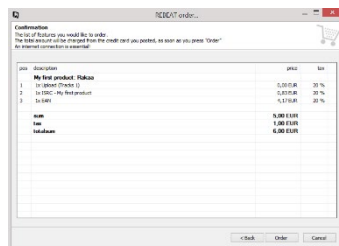


You will then see a list of all products that can be uploaded. Select all products you would like to upload by ticking the checkbox next to them. You can also upload all of them, by choosing "check all". Start the upload process by clicking "start upload", after you've made your selection.



Before the actual upload you'll see a summary of all fees that will be charged.





### Important:

Please make sure to check your entries for typos and correct spelling. Your data will be published exactly like you enter it. If you are not sure, move your mouse over the data field to display a detailed explanation of the requested data. MES automatically checks some fields such as release date, language of title, and so on. If the software detects any problems, a window with a hint opens.

We also check your releases manually. If corrections are necessary, you receive a ticket with detailed information about the problem and how to solve it step by step. All open tickets are also available in the "ticket" folder on the starting page of MES.

By clicking on "Start upload" and confirming our GTC, your products are first transferred to our servers. After a quality check, your products are exported to the defined stores.

### Note:

Uploading tracks can take several hours depending on the number of tracks and your internet speed. Mobile internet (HSDPA or UMTS) is not suitable for uploading big data volume.

### **List of all shops**

Find a list of all partner stores on our website at <https://mes.rebeat.com/en/digital-distribution/>

### **Time until your product is available in stores**

Depending on the store it can take between 7 and 14 days after uploading until your product is available online. Even though your products are transferred immediately after quality approval to all stores, we cannot influence the time until availability. Most stores publish tracks only after manually checking the release, for example, iTunes is known for a thorough quality check of all tracks. Especially around **Christmas season** it takes a lot longer until your tracks become available in stores.



## 4 What's next, after uploading your product?

We have our own team of specifically trained employees who check if all metadata has been entered correctly. In case they find any issues with your release, a ticket will be created and you receive an e-mail with all relevant information. During this time your product has the status "in review". When all data is entered correctly, your product will be released and transferred to all selected stores. Depending on the store it takes between 7 and 14 days until your product is checked and published online. We have no influence on the handling time of the stores.

### 4.1 Product overview

On the left side in MES you find the folder "Exported to stores", which shows an overview of all products that have been uploaded. Click on a product, if you want to see the data for this release.

Here you can save the EAN code as an image file (jpg or emf). Simply click on the displayed code image to open a new window with a "Save" icon.



### 4.2 Update data

You can change errors you detect after upload, except for EAN Code, ISRC and audio files. Data updates are only one your product has been exported successfully.

In the left menu bar click on "Exported to stores" and open the product. Click on the tab "Data update" and select to update either product or promotion data.

- **Change product data**

Changing product data costs EUR 5.00 per product. After our quality check, the changes are transferred to the stores.

To update product data (e.g. artist name, composer, publisher or cover) select the product in the left menu "Exported to stores", click "Data update" and choose "Metadata update". After changing the data, you need to upload your product again to our server. Click on the tab "Upload" and "Start upload".

Please note that it might take some time until the new data are displayed by the stores (similar to the first upload). Stores also check data updates and we have no influence on their handling time.

Note:

Unfortunately iTunes does not update all product data automatically, especially not the artist name. We can request a manual update from iTunes. Please inform us at [support@rebeat.com](mailto:support@rebeat.com) about the changes and your EAN code after you changed the data in MES.

- **Change promotion data**

You can change promotion data such as airdate, headline, pictures and so on without any costs.

Select the respective product in the left menu "Exported to stores", click "Data update" on the right side and choose "Promotiondata update". A new window opens where you can make your changes. The update is published soon after on Artist Camp and Media Promotion Service.

Note:

Products are promoted only once in our newsletter. If you change the airdate, your product will not be listed in the product newsletter again.

- **Change EAN/ISRC/Audio files**

If you have to change EAN/ISRC/Audio files or the order of your tracks, a Take-Down is necessary, see [4.3 - Take Down](#). A Take-Down removes the incorrect product from stores. Afterwards you have to create the products again in MES and upload it with the new EAN/ISRC/Audio files.

## 4.3 Take Down

Take-Down means the removal of a product from stores. A Take-Down is only possible for the whole product, not for single tracks and only 7 days after upload, or, while your product is "in review", in case the product should not be published at all. The fee for a Take-Down is EUR 10.00 per product.

Select the product in the left menu bar "Exported to stores" and click on the right tab "Take-Down".

Note:

Please bear in mind that a Take-Down takes between 7 to 14 days, similar to releasing a product. Products that were taken-down are listed in the left menu bar under "Removed from Stores".

Important:

A Take-Down can't be cancelled or undone! If you want to publish your product again, you have to create it again in MES and pay upload fees. The product also requires a new EAN and ISRC codes!

## 4.4 Duplicate product

If you want to upload an inactive or existing product in a new form and want to save time, you have the possibility to duplicate the product in question. This process copies all of the existing data of the product, except for the EAN and ISRC codes.

**Attention:**

It is not allowed to upload product duplicates (or products which contain the majority of tracks of the original product) to the stores, if the original is still online. Therefore, we recommend to only use this option for products which have been removed from the stores already.

## 4.5 Smartlink Management

In the smartlink management section you are able to find and administer the direct URLs for your product from the respective portals after publication of your product (and in some cases even during the pre-order phase). Furthermore, you'll find the respective smartlink landing page for all your releases, which collects and shows all automatically generated links on a single page.



In case you want to use your own URLs, or you want to exclude a portal from the list, you can edit or delete the URLs. You also have the possibility to change the order of the portals in the list, e.g. alphabetically.

The screenshot displays the REBEAT Music Enterprise Software interface. The main window shows a table of music releases with columns for EAN/UPC, Release, Product title, Artist, and Smartlink. A modal window titled 'Smartlink Management - Editor - Music Enterprise Software - REBEAT Digital' is open, allowing users to edit the Smartlink URLs for a specific release. The modal includes a 'Sequence' section with radio buttons for 'A-Z', '1-4', 'Most clicked', and 'User-defined'. It also features a 'Frame code' section with a text area for HTML code. The 'Smartlink' section shows a list of portals with their corresponding URLs, including Amazon, Spotify, Apple Music, YouTube Music, Napster, Beatport, SoundCloud, and iTunes. The 'Smartlink' column in the main table is highlighted, and the 'Smartlink' modal is open, showing the 'Smartlink' field with a red box around the URL 'https://open.spotify.com/album/6a5067280uJF48777'. The 'Smartlink' field is also highlighted in the main table.

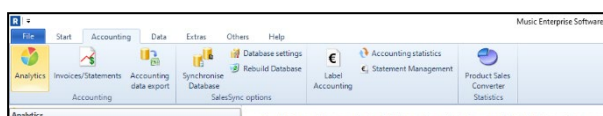
EAN/UPC	Release	Product title	Artist	Smartlink
9008798463251	08.11.2022	Falso Hope	Heap	<a href="https://www.artistscamp.com">https://www.artistscamp.com</a>
9008798463216	08.11.2021	Polygam	Polygam	<a href="https://www.artistscamp.com">https://www.artistscamp.com</a>
9008798463330	08.11.2021	Atacama	Burnswell	<a href="https://www.artistscamp.com">https://www.artistscamp.com</a>
9008798397587	14.03.2021	Moggerock	Soft Metal	<a href="https://www.artistscamp.com">https://www.artistscamp.com</a>

## 5 Accounting / Statements

Our Music Enterprise Software MES is not only your content management system for digital distribution but also your accounting system for royalties:

- Find detailed sales information in "Analytics"
- The sales data corresponds to the data we receive from the stores
- You receive revenues monthly as soon as your account balance exceeds EUR 50.00.
- Statements are sent at the end of every month, provided at least one sale transaction was registered within the accounting period and revenues have been transferred to us by the stores.

### 5.1 Where can I access information about my sales?



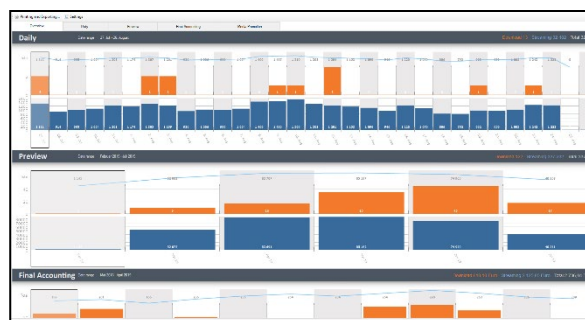
Go to "Accounting" and click on "Analytics". You find detailed information about sold products and tracks.

As the data is constantly updated, an internet

connection is required.

### 5.2 Analytics

Analytics offers you detailed information, statistics and charts of your sales. You can see revenues in different stages (final accounted, preview, daily) and filter them according to your needs. For a better overview, you will only see the stores listed, where at least one download or stream has happened.



#### 5.2.1 Daily Sales



Some stores, such as iTunes, Beatport and Spotify, provide daily sales data so that you don't have to wait for the preview data (see next chapter).

The daily sales show sales within the last 45 days, which means that newer data replaces older data. Older data is then included in the "Preview". If stores did not report any sales within the last 45 days the "Daily" section is empty.

#### Important:

The daily sales figures are imported directly and without check from the stores and displayed in "Analytics". Please view those numbers with reservation as it is possible that actual sales might be missing. Find reliable and verified sales data in the section "Final accounting", see

[5.2.3 - Final accounting](#).

### 5.2.2 Preview

Overview	Daily	Preview	Final Accounting
----------	-------	---------	------------------

"Preview" shows all sales reported by the stores, but which have not been paid yet and are older than 30 days. Most stores send those reports monthly (e.g. iTunes, Amazon), others quarterly (e.g. Beatport). As soon as those sales have been paid, they move from "Preview" to "Final Accounting".

"Preview" shows only the number of sales, not the amount/revenues. Revenue reports will be created as soon as we receive the settlement from the stores, see [5.6 - What is the difference between „Preview" and „Final accounting"?](#).

### 5.2.3 Final accounting

Overview	Daily	Preview	Final Accounting
----------	-------	---------	------------------

"Final accounting" shows all sales that have been settled with the stores and paid to us. These numbers are the same as the revenues in the statements you receive, see [5.3 - When do I receive the statement?](#).

Please keep in mind that it might take months for stores to payout sales. Learn more about why this time delay is occurring in [5.8 - Why does it take so long until sales are paid?](#).

Monthly sales are visible in "Preview" and "Daily", as long as the revenues have not been paid by the stores. To see in which month the sales in "Final Accounting" took place, please export the data to get details, see [5.11 - How to export my accounting details](#).

## 5.3 When do I receive the statement?

You receive monthly statements via e-mail providing you sales numbers for streams and downloads for the current accounting period. The statement includes only sales, which were paid to us by the stores in the respective month, see [5.2.3 - Final accounting](#). It might take months until the stores pay out sales, see [5.8 - Why does it take so long until sales are paid?](#).

The amount in the statement is paid automatically to your bank account as soon as your customer account shows a balance of EUR 50.00, see [5.4 - When are the revenues paid?](#).

To see details for the sales included in the statement, please open the tab "Accounting", click on "Analytics" and then on "Final Accounting". You see for example how many times a single track has been sold, see [5.2 - Analytics](#). Sales that have not been paid by the stores yet, are not listed in the statement but in "Accounting" > "Analytics" > "Preview".

If you do not receive a statement:

- Either your product was not sold in any store during that time period
- Or the stores did not pay any sales for your products during that time period

Statements are sent automatically; you do not need to send us an invoice. Also, payment will be executed automatically as soon as your customer account shows a balance of EUR 50.00.

#### 5.4 When are the revenues paid?

Usually, payment is made to your bank account within 3 days after you have received the statement, provided your customer account shows a balance of EUR 50.00. The balance is the sum of all statements that have not been paid yet.

Example:

Statement month	January	February	March	April	May
Statement amount	EUR 20	EUR 10	EUR 40	EUR 30	EUR 60
Balance*	EUR 20	EUR 30	EUR 70	EUR 30	EUR 90
Payment	-	-	<b>EUR 70</b>	-	<b>EUR 90</b>

\*Balance is the sum of all assets listed in statements that have not been paid to your account yet. It is included in every statement.

Payment is made automatically to your bank account as soon as your customer account shows a balance of EUR 50.00 . You don't need to send us an invoice.

#### 5.5 Where do I see which songs have been sold?

You find details of your sales in "Analytics" (e.g. downloads per track, which tracks were sold in which store, sales per country, etc.), see [5.2 - Analytics](#).

#### 5.6 What is the difference between „Preview“ and „Final accounting“?

"Preview" shows all sales, that have been reported by the stores, but have not been paid yet, see [5.2 - Analytics](#). "Final accounting" shows all sales that have been reported AND paid by the stores. Amounts in "Final Accounting" are the same as in the monthly statement.

#### 5.7 When do I get the money for the sales shown in the preview?

Sales can only be paid out to you, once they have been paid by the stores to us. Depending on the store this can take several weeks. Some stores settle sales only once per quarter or twice a year. Until sales are paid, they are listed in "Preview". As soon as they have been paid they are listed in "Final Accounting", see [5.2 - Analytics](#).

#### 5.8 Why does it take so long until sales are paid?

Sales can only be paid out to you, once they have been paid by the stores to us. Depending on the store this can take several weeks. Some stores settle sales only once per quarter or twice a year.

Example:

Your product is being sold in August. The store reports this sale in September. MES shows you the sale for August in "Analytics" > "Preview".

The stores pay us the sale in October and we pay it to you with the next monthly statement in December, as our accounting process is two months delayed. MES shows you the paid sale for October in "Analytics" > "Final Account". The sale is not listed in "Preview" anymore.

August		September		October		December	
Sale of product		Sale reported by store		Sale paid by store		Sale is paid to you	
MES		MES		MES		MES	
<u>Preview</u> 0	<u>Final acc.</u> 0	<u>Preview</u> 1 sale (August)	<u>Final acc.</u> 0	<u>Preview</u> 1 sale (August)	<u>Final acc.</u> 0	<u>Preview</u> 0	<u>Final acc.</u> 1 sale (October)

### 5.9 I have not received a statement so far

There are two possibilities, if you have not received a statement:

- No store reported any sales for your products for this time period
- No store paid any sales for your products for this time period

### 5.10 What is the difference between downloads and streams/subscriptions?

#### Download

If your album or track is bought as a download, the audio files are transferred to the buyer's device (e.g. mobile, tablet, computer). Songs can be consumed indefinitely. Artist and label receive a one-time payment for the download.

#### Streaming/Subscription

The consumer subscribes to a streaming platform (e.g. Spotify), pays a monthly fee and gains access to the music files on the platform. Artist and label receive a share of the platform's earnings for each stream. Free of charge streaming platforms are financed via advertising.

#### How is the share of streaming revenues calculated?

Calculation of the share for artist and label vary considerably and depend on the streaming platform as well as customer behavior.

#### Example A:

- The streaming platform receives a monthly revenue of EUR 5,000.00
- During this month a total of 100,000 tracks were streamed
- 10 % of those streams originated from Rebeat, i.e. 10,000 streamed tracks
- Rebeat receives therefore 10% of the total revenue, i.e. EUR 500.00  
This amount is distributed amongst 10,000 streamed tracks
- Artist/Label receives therefore EUR 0.05 per stream

#### Example B:

- The streaming platform receives a monthly revenue of EUR 5,000.00
- During this month a total of 120,000 tracks were streamed
- 3 % of those streams originated from Rebeat, i.e. 3,600 streamed tracks
- Rebeat receives therefore 3% of the total revenue, i.e. EUR 150.00  
This amount is distributed amongst 3,600 streamed tracks
- Artist/Label receives therefore EUR 0.041 per stream

#### Example C:

- The streaming platform receives a monthly revenue of EUR 7,000.00
- During this month a total of 300,000 tracks were streamed
- 1 % of those streams originated from Rebeat, i.e. 3,000 streamed tracks
- Rebeat receives therefore 1% of the total revenue, i.e. EUR 70.00  
This amount is distributed amongst 3,000 streamed tracks
- Artist/Label receives therefore EUR 0.023 per stream



## 5.11 How to export my accounting details

Go to "Accounting" and click "Accounting data export". A new window opens. Select the time frame, data and select the storage location for saving the csv/txt file. Enter a file name and click "Save".



You can import this csv/txt file to any spreadsheet software such as Excel.

### Terminology

- Turnover is the amount, we receive from stores
- Payment is the amount, we pay to you

### Example of payment calculation

Turnover  
 - Margin Rebeat Digital (15 %)  
 - Copyright fees  
 = Payment

## 5.12 Archive of statements and invoices

All invoices and statements are sent to you as a .pdf file via e-mail. You can also find them in the archive under "Accounting" > "Invoices/Statements".



Invoices			Statements		Payment Info	
	Name					Date
Invoice	2011-06-03_ar11-05746.pdf					03.06.2011
	2011-12-11_ar11-09071.pdf					11.12.2011
	2011-12-11_ar11-09072.pdf					11.12.2011
	2012-05-18_ar12-02294.pdf					18.05.2012
	2012-05-18_ar12-02295.pdf					18.05.2012
	2012-05-18_ar12-02296.pdf					18.05.2012
	2012-05-18_ar12-02297.pdf					18.05.2012
	2012-05-18_ar12-02298.pdf					18.05.2012
	2012-05-18_ar12-02299.pdf					18.05.2012
	2012-05-18_ar12-02303.pdf					18.05.2012
	2012-05-18_ar12-02404.pdf					18.05.2012
	2012-05-18_ar12-02405.pdf					18.05.2012
	2012-05-18_ar12-02406.pdf					18.05.2012
	2012-05-18_ar12-02407.pdf					18.05.2012
	2012-05-18_ar12-02408.pdf					18.05.2012
	2012-05-18_ar12-02409.pdf					18.05.2012
	2012-05-18_ar12-02410.pdf					18.05.2012
	2012-05-18_ar12-02411.pdf					18.05.2012
	2012-05-18_ar12-02412.pdf					18.05.2012
	2012-05-18_ar12-02413.pdf					18.05.2012
	2012-05-18_ar12-02414.pdf					18.05.2012
	2012-05-21_ar12-02464.pdf					21.05.2012
	2012-05-21_ar12-02465.pdf					21.05.2012
Statement	s1200806-01.pdf					Mai 2008
	s1200806-02.pdf					Jun 2008
	s1200808-03.pdf					Aug 2008



## 6 FAQs about the software

### 6.1 Can I store my Filestore in a cloud or on a webspace?

The Filestore needs to be stored either on your computer hard disc, external hard disc drive or network drive. Storing in a cloud or webspace is not possible at the moment.

### 6.2 Can I set the selling price for my tracks?

The selling price is set by the stores based on various criteria such as genre, country and so on. For example, a track usually sells for EUR 0.29 in China and India, in Austria for EUR 0.99. We have agreed with the stores that tracks will cost between EUR 0.89 and 1.19, this price range is well accepted by consumers. If the price is higher, sales decrease drastically. Also, lower prices do not stimulate sales.

Influencing the selling price is not allowed due to competition laws.

However, you do have the possibility to define a price tier (low, middle, high), see [Distribution Matrix](#)

### 6.3 Can I add a song to a product which has been already uploaded?

As soon as your product has been uploaded and exported to stores, nothing can be added or removed. You can only change some data, see item [4.2 - Update data](#).

### 6.4 Can I change the order of the tracks of a product which has been already uploaded?

As soon as a product has been uploaded and exported to stores the track order cannot be changed. You can only change some data, see [4.2 - Update data](#).

### 6.5 I would like to publish my product in every store at the same time

Depending on the store, the time between uploading and publishing can be between 7 to 14 days. Please make sure to consider this when uploading the data to MES and set the release date at least two weeks into the future. See also [6.6- My release should be available as pre-order](#).

### 6.6 My release should be available as pre-order

Some stores offer the possibility to pre-order products before their release (e.g. iTunes). In order to offer your product for pre-order, the product has to be uploaded at least two weeks before release.

If you offer an album for pre-order, single tracks cannot be bought during pre-order time. Only the complete album can be pre-ordered. Please note that the pre-order status can be removed if you change any data before the release date.

### 6.7 How do I know where my song is already online?

Please check the stores directly to see if your product is already online. In general, it takes a few weeks until your product is available everywhere.

### 6.8 I would like to use the same song on several products (e.g. compilations)

If you publish the same song on several products, make sure that the track has a unique ISRC for each product. This guarantees a correct accounting, because stores list only the ISRC for single track sales but not the EAN code of the product.

However, please note that the same songs cannot be used too many times on different products, as these are flagged as “repeated submissions” and won’t be accepted by the shops.

## 6.9 Why is my product missing in some (or all) stores?

Please check your product in the stores manually. If you cannot find your product it might be because one of the following reasons:

- **Handling time of stores**  
Some stores check the correctness of the data manually and this can take quite some time (e.g. iTunes). Generally, tracks are available online after 7 to 14 days after uploading to MES.
- **Specific genre focus of store**  
Some stores focus on a certain genre, for example, Beatport only accepts Electronic & Dance music. Please note that **all tracks of a product** have to be of the specific genre to be accepted by this store. For example, a product with two Dance tracks and two Pop tracks will not be accepted by Beatport.
- **Release date**  
If you set a release date in the future, your product will only be available from this date on. For example: You uploaded your product on January 20 and set the release date for February 20, your product will not be available in stores before February 20.
- **Missing or incorrect metadata**  
Stores have strict requirements regarding data quality. If these requirements are not met, they refuse to publish the product. To avoid this, we have established a series of quality controls:
  - Detailed information for each entry field in MES
  - Important data fields are automatically checked during entry
  - All releases are manually checked by our quality control
  - A ticket system informs you about necessary corrections
  - List of most common errors, see [7 - Common input errors](#)
- **Lack of demand**  
Some stores (e.g. Juno, Beatport) delete content from their system that has been online for some time (12 months) but has not generated any sales.
- **Explicit lyrics**  
Some countries prohibit the release of music with explicit lyrics, including Belarus, Burkina Faso, India, Nepal and Uzbekistan.

## 6.10 I do not want to sell my product in some stores.

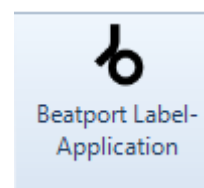
Deactivate stores in your distribution matrix, see [3.3.9 - Distribution Matrix](#).

## 6.11 Why does Beatport display “Rebeat” instead of my label name?

We deliver all products with the correct label name to Beatport, but due to technical reasons “Rebeat” is displayed instead of your label.

### Request label name change at Beatport

To request a change of the label name at Beatport, open MES and go to “Extras”. Click on “Beatport Label Application” and fill out the form. You need a .jpg of the label logo in the size of 500 x 500 pixel Furthermore, you’ll need to enter some label-specific information. Beatport decides if they accept the application.



Note:

Due to the abundance of requests, Beatport only accepts applications of labels releasing **at least one product** per month and a back catalogue of **ten releases** as a minimum (at least one product must have been released on Beatport already).

Beatport only accepts label names without umlaut and special characters.

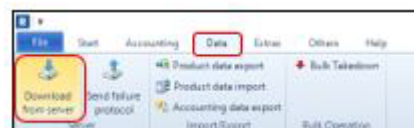
We cannot guarantee that Beatport will change the label name. According to our experience, Beatport turns down about 20 % of all applications. Should your first application be refused, you have the possibility to hand in a follow-up application approx. six months after the first one.

The follow-up application MUST NOT be issued via MES but via e-mail to [support@rebeat.com](mailto:support@rebeat.com). Ideally you use the copy of your first application and add current releases. If the application is identical to the first one, it will be denied by Beatport.

If your request is approved, it usually takes Beatport up to 4 weeks to change the label name.

## 6.12 Some of my products are no longer visible in MES

Only products that have been uploaded with the same computer to our server are visible in MES. Your data (audio files, cover art image, meta data) is stored locally in the directory of your computer assigned to your filestore, unless you have changed the settings.



To change the path to the filestore go to "Extras".

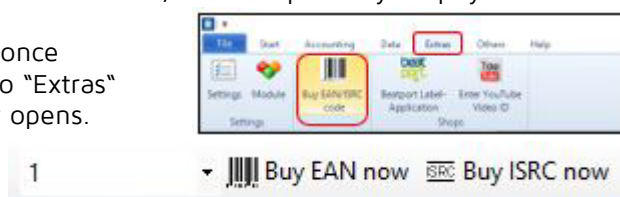
If you uploaded products with another computer or if you re-installed MES without backup, you can import products from our server into MES. However, this is only possible for products already uploaded to our server. To import products, go to "Data" and click "Download from Server".

All data except the audio files are imported from our server into your filestore. They are usually only needed if you want to change the prelistening, see [3.5.16 - Prelistening](#).

## 6.13 How to buy an EAN / ISRC without uploading a product?

When you create a product in MES and buy an EAN code for it, the EAN is visible only after the upload of the product. Sometimes you need the EAN before, for example for your physical CD.

You can purchase up to 25 EAN/ISRC codes at once beforehand and save them as image files. Go to "Extras" and click "Buy EAN/ISRC code". A new window opens. Choose the number of EANs/ISRCs you want to buy and confirm with "Buy EAN now" or "Buy ISRC now".



After the purchase has been completed, the EAN codes are displayed as bar codes. You can click each code, change the size and save it by clicking the "Save" icon either as a .txt-file (code displayed in numbers) or as an image (e.g. .jpg or .emf).

You can print the code, send it via e-mail or save it.

Tip:

If you would like to use the EAN for the artwork of your physical CD, save the barcode as .emf file. This vector format is preferred by graphic designers.

Important:

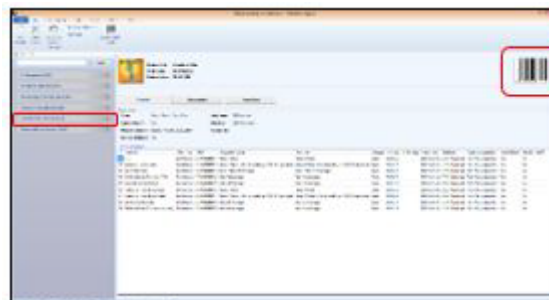
Save your EAN/ISRC codes as image and/or text file on your local computer. They are not archived in MES. As soon as you close the window, the EAN/ISRC codes **are not available anymore!**

The purchased codes are in your possession and will remain valid even after ending your contract with Rebeat.

#### 6.14 How to save an EAN code as an image?

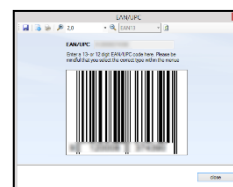
To save the EAN code as an image (e.g. as jpg), go to "Exported to Stores" on the left and click on the product. On the top right you see an image of the code. Click on the image and a new window opens.

You can print the code, change the size and save it as an image (e.g. .jpg, .emf).



Tip:

If you would like to use the EAN for the artwork of your physical CD, save the barcode as .emf file. This vector format is preferred by graphic designers.



#### 6.15 How to change my bank account data?

Due to security reasons, only our support can change your bank account data. Please inform us via e-mail at support@rebeat.com and we will make the changes for you.

#### 6.16 How to change the language of the software?

Find the language settings in "Extras" > "Settings". Click on "Language" and select your preference. Finish with "Install language package" and restart MES.



#### 6.17 How to request login data for MES?

On the login page of MES, click "Forgot your login data?" You will be forwarded to a web form. Please enter your first name, surname and e-mail address you used for registering. After clicking on "Submit" and you will get a link to your new login data via e-mail.



Important:

Never forward your login data to unauthorized third parties, see also [2.2 - Start the Rebeat Music Enterprise Software](#).

### 6.18 How to update MES?

With each software start, MES is automatically updated. You can also download the newest version at any time for free here:

<https://www.rebeatdigital.com/LoginData/Download/?language=en>

Note:

The download of MES is for already registered users only. You need to fill in the e-mail address used for the initial registration.

### 6.19 How to install MES on another computer?

You can install MES on another computer without buying another license. Download the software from our website, install it and login with your usual credentials, see [2.2 - Start the Rebeat Music Enterprise Software](#).

However, you will not see products that were uploaded to MES with your other computer, because all uploaded data is stored on your local computer drive, see [2.3 - Set up the filestore](#).

There are two possibilities to display already uploaded products on your new computer:

- Copy the filestore manually from the computer which was used to upload the products (e.g. via usb stick)
- Import the products in „Products“ > „Download from server“, see [6.12 - Some of my products are no longer visible in MES](#). All data except the audio files will be imported from our server into your local filestore.

### 6.20 What to regard when distributing re-recordings?

A re-recording is a new version or a new recording of an existing track by the original artist or by an artist, who was involved in the original production. Opposed to a cover version, a re-recording may lead to allegations of plagiarism, if the metadata is not correct, see [1.7 - What do I have to keep in mind when recording a cover version?](#).

As the metadata is inserted by the user and not by Rebeat, lawsuits will be addressed to the user. Please make sure that you enter the correct data in the field “Version”, see [3.5.4 - Version](#).

Example A:

- Track title: *The Sound of Silence*
- Version: *Radio Version / Re-Recorded*

Example B:

- Track title: *Under The Bridge*
- Version: *Re-Recorded*

### 6.21 Why does the import of audio files not work?

Several reasons may prevent you from importing audio files:

#### 6.21.1 Incorrect file specifications

- File format: WAV or AIFF
- Normal (SD Audio): 44.1 kHz / Stereo / 16Bit
- High (HD Audio/Apple Digital Masters): 48 kHz / 88.2 kHz / 96 kHz / Stereo / 24Bit

Please make sure that all tracks in your product have the same specifications. It is not possible to import an SD audio track on an HD product.

#### *6.21.2 AIF audio type instead of AIFF*

Only audio files in AIFF format are accepted, AIF will not be imported. AIF is an older standard, please check the file extension.

##### Note:

If the file extension is not visible in Windows Explorer, activate it in "View" and uncheck "Hide extensions for known file types".

#### *6.21.3 Are AIFF files conform with the AIFF-C specifications?*

Even AIFF audio files might be rejected, if they are not conforming to the AIFF-C specifications. Digital audio editor software generally creates AIFF files conforming to AIFF-C standard. But it is possible that some editors still use the old audio file format.

If your digital audio editor software doesn't offer the possibility to create audio files in the new AIFF file format, alternatively you can burn the audio files onto a CD and then rip the files before importing to MES.

### **6.22 What does it mean that the mechanical royalties may be higher than the turnover?**

It is possible that the statutory mechanical royalties might be higher than the expected turnover for the song. This can only happen for sales in the US or Mexico. If it is the case, MES will show you a warning before uploading the product. You can then decide whether you would like to deactivate delivery to the US and Mexico in the [distribution matrix](#).

#### *6.22.1 In which cases may the mechanical royalties be higher than the expected turnover for the song?*

The mechanical royalties depend on product and playing time. For a product with more than 20 minutes playing time, the mechanical royalties might be higher than the expected revenues. MES calculates the mechanical royalties for the US and Mexico per product and track and compares them to expected revenues. If the mechanical royalties may be higher than the expected revenues, MES shows a warning. If you want to avoid this, you will have to exclude the US and Mexico from distribution.

## 7 Common input errors

Each store has their own rules and regulations concerning the release of a product. If those regulations are not met, the stores do not accept nor sell the product. Especially iTunes requires strict compliance with their rules. Thus, our internal quality control checks every release and informs you about missing or incorrect data. The data will then have to be corrected by you.

In order to release your product as fast and as reliable as possible, please read the most common input errors.

### 7.1 Front Cover

The front cover may show the cover art, product title and name of the artist. No additional information or incorrect data should be on the cover. Please check that product title and artist name are exactly the same as in the metadata, see [3.3.2 - Front cover](#).

Some of the most important regulations for iTunes:

- Whenever possible use the original art work, not generic graphics. Do not use graphics that do not match the product.
- Make sure the cover is well focused and has a high resolution. It should not be distorted, twisted, blurry or incorrect.
- The cover must not include web addresses, logos or other references of iTunes competitors.
- The cover must not contain terms such as "iTunes" or "Apple Inc." or the Apple logo (or any other shop logos) or the term "exclusive".
- The cover must not contain references to a physical product, e.g. CD or to a physical shop
- The cover must not refer to the fact that this is a digital product
- The cover must not contain a reference to pricing, such as "reduced price", "discount", "available for EUR 9.99" or "for promotion"
- The cover must not contain pornography or a website, that contains pornography
- The cover must not promote upselling of other products
- The cover must not be misleading (e.g. by featuring an artist that is not involved in the product)
- The cover must not refer to any content, that is not included in the digital product (e.g. "with DVD" or "including lyrics").
- The artwork must be full sized (3000x3000 pixel). Don't add a frame around the picture to make it bigger.

The audio book store "Audible" also has tight restrictions concerning the front cover. The following must not be included on the cover:

- Number of CDs
- Length and format of the audio file
- Web address
- Colorful frame
- Pack shot of CD

### 7.2 Incorrect spelling

Please make sure that the spelling is correct. The title for product and track must not be in capitalized letters only.

**Title in English**

Rule		Example
Capitalize the first letter of each word	exceptions: a, an, and, for, from, of, or, the, to, in	Correct: "In the Still of the Night" Incorrect: "IN THE STILL OF THE NIGHT" Incorrect: "In the still of the night"
Capitalize first and the last word in the title		Correct: „The One and Only“ Incorrect: "THE ONE AND ONLY" Incorrect: "The one and only"
Capitalize words before or after certain symbols	Before or after: - / :	Correct: "Love: And a Million Other Things" Incorrect: "Love: and a Million Other Things" Incorrect: "Love: and a million other things"

**Title in German**

- Capitalize all nouns
- Compliant to the new German orthography

**7.3 Abbreviations of first names**

Do not use abbreviations of first and last names when crediting originators.

**7.4 Product title and track title**

- If your product includes only one track, the track title must be exactly the same as the product title.
- The product title must be exactly the same as on the front cover.
- If your product contains several tracks with the same title, they have to be distinguishable by version, see [3.5.4 - Version](#).

**7.5 Additional information**

Artist names must not include any additional information beyond the name, such as role, date, instrument, former band, etc. Furthermore, do not add any information to product and track titles, such as artist, translation, etc.

**7.6 Using capital letters**

Capitalizing product title, track title or artist is only allowed, if this is the correct writing.

**7.7 Repeated Submissions**

Please note that the stores do not accept repeated submissions of already delivered content. Therefore, do not upload duplicate versions of the same content (such as the same album with a rearranged track list, or near-identical greatest hits albums). Please also refrain from uploading more than 50% of the tracks of an already existing album as Singles or other separate products, as that will not be accepted either.