



**TOGETHER
LET'S
MAKE
MUSIC HAPPEN**

**Work-by-work help
(OPO) online**

INSTRUCTIONS FOR USE: before making any CD, vinyl disc etc. you must obtain authorisation from the songwriters, composers and music publishers. Authorisation is granted by the SDRM (Society for the Administration of Mechanical Reproduction Rights) who are responsible for processing requests and collecting the rights and fees relating to your request. Before you can request authorisation, you must register online; registration is free of charge.

sdrm

sacem

1. REGISTRATION

Go to online requests for authorisation at sacem.fr

- Click on the **'user clients'** tab, top right of the screen.
- A window will pop up, **'You want to produce'**. Click on **'a disc'**.
- Finally, in the **'Work-by-work authorisation'** section on the right, click on 'online request'

OR go straight to <http://opo.sacem.fr>

If you already have an account, enter your username and password and proceed directly to stage three.

If you've forgotten your password, click on **'I've forgotten my password'** on the <http://opo.sacem.fr> home page
If you've forgotten your username, call us on **+33 1 47 15 87 94**

If you don't yet have an SDRM account, click on 'Register'.

FOUR KEY POINTS:

1

DISC PRODUCER'S ID

- Select your legal status from one of the following three:
- A. You're representing a company
 - B. You're representing an association, organisation or local authority
 - C. You're an individual (fill in the information required)

2

CONTACT DETAILS

Fill in your address, telephone and email

3

USERNAME AND PASSWORD: choose a username and a password. These will give you secure access to your account so you can track your request for authorisation. To ensure your data is protected securely, we ask that you choose a strong password which is personal to you and safe, that is to say, hard for anyone to guess or detect through automated means

It must contain:

- a minimum of eight characters
- upper and lower case characters
- numbers
- one of these punctuation marks or special characters ! : # @ ? %

4

CONTACT PERSON: the information in this section is compulsory. Enter the name of the person responsible for handling the authorisation file.
Then click on **'Register your account'**.

You have now created your account; a message confirming the registration will be sent to your email address. You will then be directed to the page **'Track your authorisation requests'**.

You can access all your authorisation requests in future by entering your **username and password at <http://opo.sacem.fr>**

2. ENTER THE DETAILS

Click on 'Submit a request for authorisation' to enter your request.

1

INFORMATION ABOUT THE DISC

1. Name or title of the recording

2. Main artist(s)

3. Your **reference number** (create your own number, max. 12 characters numbers and/or letters). This should appear on your disc as well as

its cover; this will allow you to build up a history of the media you've produced.

4. Disc **no**: this is the number of recordings associated with the same reference number. If it's a box set, you should submit a separate request for each CD in the box (e.g. for a box containing two CDs you should submit two authorisation requests; request no 1 should relate to the first CD in the box, and request no 2 to the second CD, should be no 2)

5. **EAN13 barcode** (that is to say, the barcode for the disc, this information is optional)

6. **Type of media**: CD album, CD single, vinyl, etc.

2

INFORMATION ON QUANTITIES AND SALE PRICE

Enter the total quantity to be produced; include the number of discs for both sales and free distribution:

1. Quantity intended for sale

If you're selling the disc directly: enter the price for sales to the public, including tax. If you enter a price excluding tax, this should be the price at which your distributor will sell the disc to retailers, not the price at which you sell the disc to the distributor.

Your distributor's contact details must be entered in the space provided.

2. Quantity intended for free distribution

Indicate the purpose:

- **Promotion for the recording intended for sale**: some of the discs produced will be given away
- **Not for sale - sale prohibited**: all the discs are for distribution free of charge
- **Premium**: all the discs are to be given away free of charge to promote a product or service (ask for our general terms and conditions). A 'sale prohibited' notice must appear on the disc and on the cover

3. Information on the various contributors

- **Manufacturer**
- **Intermediary placing the order** (optional). This is an intermediary between the producer and the manufacturer.
- **Distributor** if you have one

4. Special circumstances

To be completed as appropriate: sole right-holder/self-production/ compilation / recording of preexisting recordings.

5. Information on works

- **Note** this information is entered in two stages; first select the type of work - song, instrumental, medley, spoken word, musical story, etc.
Then click on 'Add' to enter details about the work, that is to say, title, length of recording, names of writers, composers, etc.
- **Note** you must repeat this process for each work. Enter the name of the rights holder (songwriter and/or composer, publisher, etc.)

Submit your request for authorisation by clicking on '**Send authorisation request**'.
Read and Accept the terms of the agreement in order to register and confirm your request.

• Your authorisation request has been registered. **Remember to make a note of the request number or print the important details.**

3. TRACK YOUR REQUEST

Once you've submitted your request, you can check on its progress (status) at any time on the OPO website:

<http://opo.sacem.fr>

Stages in the authorisation request

- Status **'In progress': your request** is being evaluated by Sacem, who will acknowledge the works for which they hold authorisation and proceed to calculate the authors' rights you will be required to pay.
- Status **'To pay'**: authors' rights have been calculated and are displayed. You can now send payment (see below).
- Status **'Authorised'**: we have received your payment and you may now proceed to production.

NOTE

Your manufacturer and/or the intermediary placing the order can log in themselves to view your authorised requests online.

- Status **'Rejected'**: your request is invalid and cannot be processed. You can correct it using the 'correct and resend' button.

If we need more information from you, we will display a list of messages above your menu; click on each one to see the details.

Once your request is 'encrypted', you can send payment:

- **By credit card** online (request approved instantly)
- **By bank transfer** using the details emailed to you (insert your request number as the transfer reference)
- **By cheque** payable to SDRM. Write your request number(s) on the back and send it to: SDRM (OPO) - 225 avenue Charles-de-Gaulle - 92528 Neuilly-sur-Seine Cedex.

NOTE : If you pay by cheque, your request will only be processed three weeks after it has been paid in.

If you want to make any changes to your request or cancel it, you must email us at: phono.opo@sacem.fr. Remember to include your authorisation request reference number.