



POWERED BY 1WORLDSYNC

Manual OPV Order

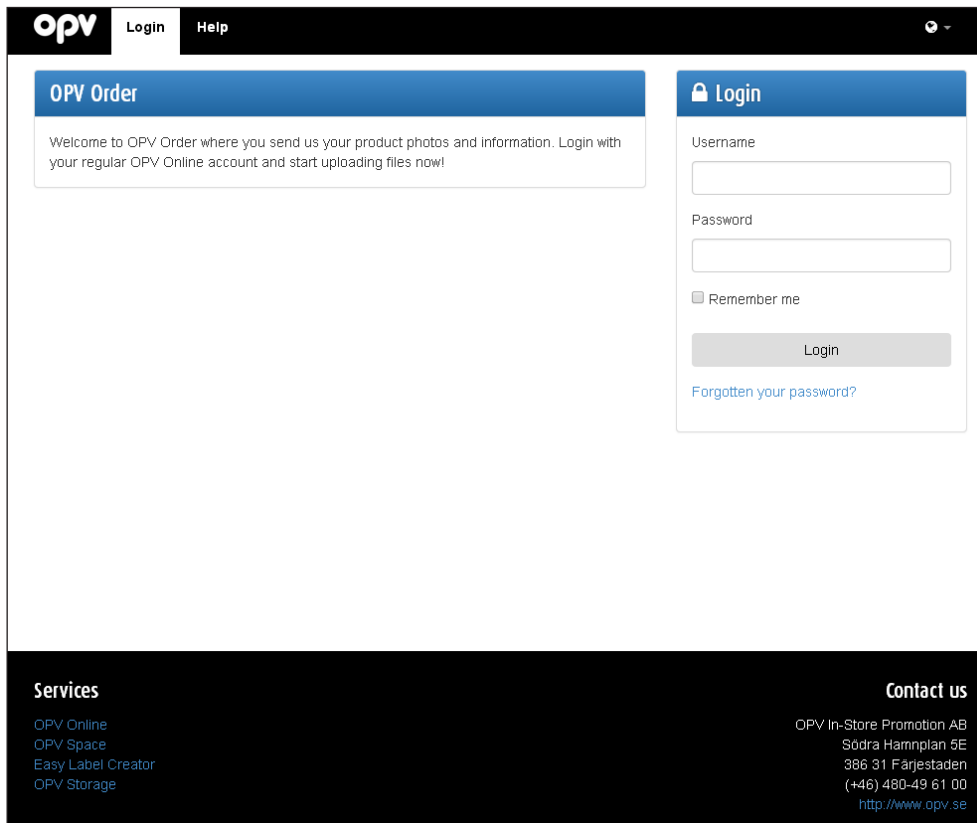
1. Access and Login

Log in to OPV Orders with shown below option.

- <http://order.opv.se>
- <http://www.opv.se/order>
- <http://www.mediabanken.se> (Via The upload tab when logged in)

All of these will send you on to <https://www.opv.se/order> where the ordering process can be initiated. All communication is done over a secure encrypted connection via https (SSL).

The login is done with the same username and password used with OPV Online or Space.



opv Login Help

OPV Order

Welcome to OPV Order where you send us your product photos and information. Login with your regular OPV Online account and start uploading files now!

Login

Username

Password

Remember me

Login

[Forgotten your password?](#)

Services
[OPV Online](#)
[OPV Space](#)
[Easy Label Creator](#)
[OPV Storage](#)

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Figure 1: The login page for OPV Order.

2. Ordering process

When you log in to OPV Orders you will see your drafts, that is, your placed orders that are not yet completed orders. You can choose to continue/complete any of your started orders or choose to create a new order.

[+ Create new order](#)

2.1 Order information

The first step of the ordering process is Order Information.

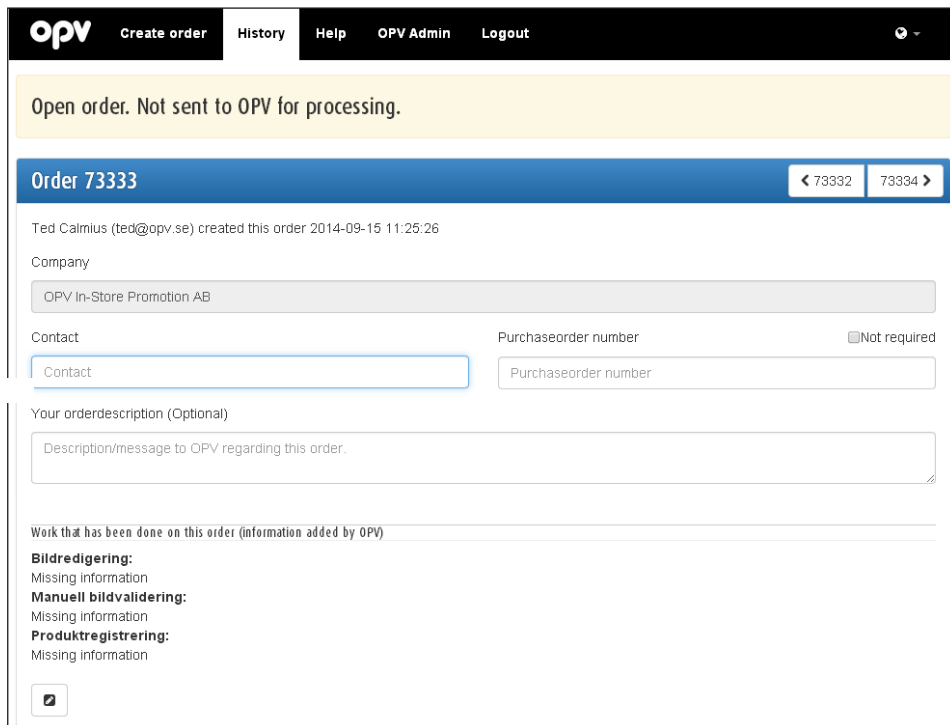
Details about your company and your name and email address are automatically based on Login.

Fields that are filled in during this step are:

- Your Contact person. If it's not you who is the contact person, enter actual contact person.

- Purchase order Number. This is your purchase number. Do you require one from your finance department, this must be completed before the order is completed. If you don't need purchase number, check the None required.

- Order description (optionally). Other information to the current order. Here, for example, write a comment "Images to update in Space" or "Pictures of new products for both Online & Space".



The screenshot shows the OPV web interface for creating an order. At the top, there is a navigation bar with the OPV logo and links for 'Create order', 'History', 'Help', 'OPV Admin', and 'Logout'. Below the navigation bar, a yellow banner displays the message 'Open order. Not sent to OPV for processing.' The main content area is titled 'Order 73333' and includes a navigation bar with arrows and the numbers '73332' and '73334'. The form contains the following fields and sections:

- Company:** A text input field containing 'OPV In-Store Promotion AB'.
- Contact:** A text input field containing 'Contact'.
- Purchaseorder number:** A text input field containing 'Purchaseorder number'. To its right is a checkbox labeled 'Not required'.
- Your orderdescription (Optional):** A large text area with the placeholder text 'Description/message to OPV regarding this order.'
- Work that has been done on this order (information added by OPV):** A section with three sub-items:
 - Bildredigering:** Missing information
 - Manuell bildvalidering:** Missing information
 - Produktregistrering:** Missing information
- Image icon:** A small square icon with a white circle and a black dot inside.

Figure 2.1. Order Information

2.2 Product information

Step 2 of the order process is called product information, which are comprised of two possible sub-step through clickable tabs. Only one out of these steps are required.

- Manual input. Manual entry of the brands and products related to your order. To enable manual entry, click "Add new product row."

Manual entry has the following fields:



- GTIN/EAN. The unique GTIN of the related product row. If order row refers to media/documents without a GTIN, write only "-----".

- Trademark. The brand that the product belongs to. If you begin to type in this box, your existing brands will be listed that match the text you started writing. If it is a new brand you choose, nothing in the list, but just type free text.

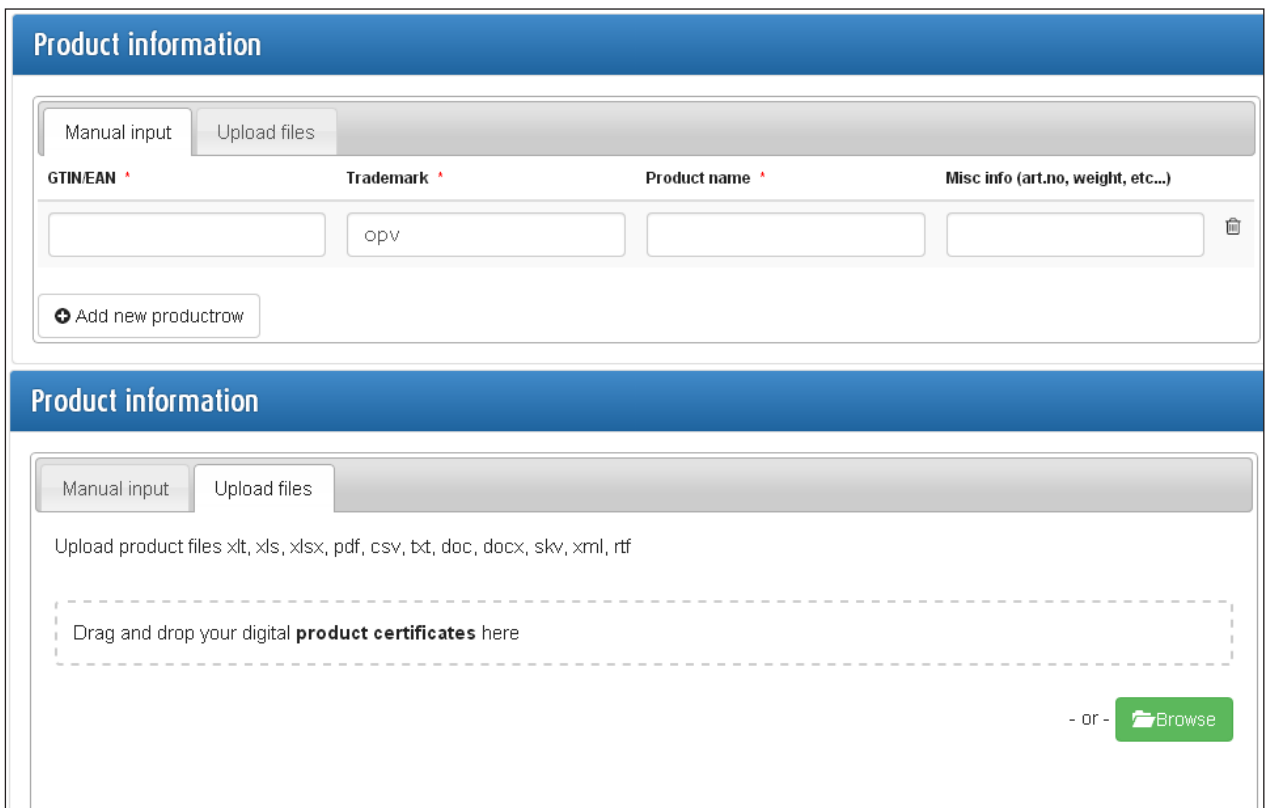
- Product name. The name of the product of the related product row.

- Misc. info (optionally). This field can be used for other information like: EAN, Article number, weight, dimensions, or for example comment if an uploaded image can be used for both Online and Space.

- Upload Files. Upload product data files such as VCD, Excel list, etc. for product registration.

Allowed file formats: xlt, xls, xlsx, pdf, csv, txt, doc, docx, CSV, xml, rtf. Product images are not loaded up in this step.

OPV will this autumn implement support to receive product data over the GDSN network. This will mean that we will receive all product data according to GS1 XML and then you will no longer need to supplement your pictures with product information according among others EU 1169/2011.



The screenshot shows two instances of the 'Product information' form. The top instance has the 'Manual input' tab selected, displaying four input fields: 'GTIN/EAN', 'Trademark' (containing 'opv'), 'Product name', and 'Misc info (art.no, weight, etc...)'. Below these fields is an 'Add new product row' button. The bottom instance has the 'Upload files' tab selected, showing a list of supported file formats (xlt, xls, xlsx, pdf, csv, txt, doc, docx, skv, xml, rtf) and a dashed box for dragging digital product certificates. A 'Browse' button is visible at the bottom right of the upload section.

Figure 2.2. Product information

2.3 Choice of delivery for images

Uploading media, logos, marketing materials, etc. is either via direct upload into OPV Order or that you are announcing that the product packaging is sent to OPV's studio for photography.

- Upload Files. When you are going to upload digital material to OPV, it's based on three options. Market images, planograms images and other images. Market images and planograms images will on upload automatically be validated / adjusted according to the GS1 Product Image Specification. You can either browse for material on own disk or "drag & drop".

Choice of delivery for images

How do you wish to send us your images?

Upload

Will send the products to OPV for photography

Market images | Planogram images | Misc images

Upload your high resolution market images below (OPV Online).
Allowed formats: **jpg, jpeg, tif, tiff, psd**

Drag and drop your images here

- OR -

Figure 2.3. Choice of delivery for images


- Market Images. Market Images intends high resolution images ($\geq 2400px$) which can be linked to an active GTIN. Allowed formats: jpg, jpeg, tif, tiff, psd. These formats are the only ones supported as they can handle clipping paths.

- Planogram/spacebilder. Planogram images relate to space images ($\geq 709px$) which can be linked to an active GTIN. Allowed formats: jpg, jpeg, tif, tiff, psd, png. These formats are the only ones supported as they can handle the clipping paths or a mask correct.

- Misc images. Upload all other media, video, logos, PDF, etc. that you do not want to link to a GTIN or not to be linked as a primary image with an active GTIN and then not mandatory to be validated according to the GS1 Product Image Specification. Secondary Images linked against a GTIN can include images with shadow or reflection.

If you can't upload images for the category Market image or Space image in above required file format, you can upload it through the Misc images. Please note that an automatic cost of production according to the, Finishing of product image, will be charged.

When media files are uploaded, they will automatically undergo a GS1 Validation / Adjustment. You can upload several images at the same time and all will be validated. When validation is complete, you will see a thumbnail image and a validation status for each media. Click on the thumbnail image or the status icons for detailed validation report.

Image	Filename	Status
	OPV Chips.tif	   


The status report is divided into three states:

- Approved.
- Warning. (Read the description at the specific rule for clarification.)
- Not approved. (If the uploaded image not meet the size requirement for Market image or Space image)




NOTE. Even if your image passes the automatic validation process, it needs to undergo a manual validation to ensure that the right product is in the image, the sharpness is good, no date markings etc. Therefore, the image can still be rejected after the manual review.

OPV Chips.tif

Image preview



Fileformat	
Fileformat	Tiff
Compression	LZW
Resolution	
Resolution (PPI)	300
Image dimension	
Image dimension	3010*4719
Cropped image dimension	Path 1 (3004*4712)
Colorspace	
Colorspace	Rgb
Clipping path	
Selected clipping path	Path 1
Flatness	1.0
Clipping paths	Path 1
Cropped size	
Your original image is not cropped but as long it contains a clipping path or workpath our system will adjust this for you automatically.	
Image dimension	3010*4719
Cropped size	3004*4712

 Approved
 Warning. Read the description at the specific rule for clarification.
 Not approved.

OBS: Even if your image pass the automatic validation it will be manually inspected too. This is to ensure that it is the correct product, the image is sharp e.t.c. The image can therefore still fail the validation later into the process.

Figure 2.3.1. Status report validation

There are only two validation rules that makes it impossible to upload images linked to an active GTIN and finalize your order:

- Accepted file formats are jpg, jpeg, tif, tiff, psd (file formats that supports clipping paths)
- One of the picture's sides must be at least 2400 pixels/709 pixels (after image has been cropped)

In the above case, you have to upload a new image or photograph again and upload, before you can complete the order.

In cases where the image lacks Clipping path, this can be adjusted by OPV's studio and regulated by the General term conditions. Read the Terms and conditions and OPV Image Specification for more information about validation rules and prices.

2.4 Error message when placing order

If the order is completed and you press "Finalize and Send Order", an error message may appear: "There are one or more errors in the form, please correct and try again". This means that mandatory data is missing or that the order can not be completed when the image is not approved in size.

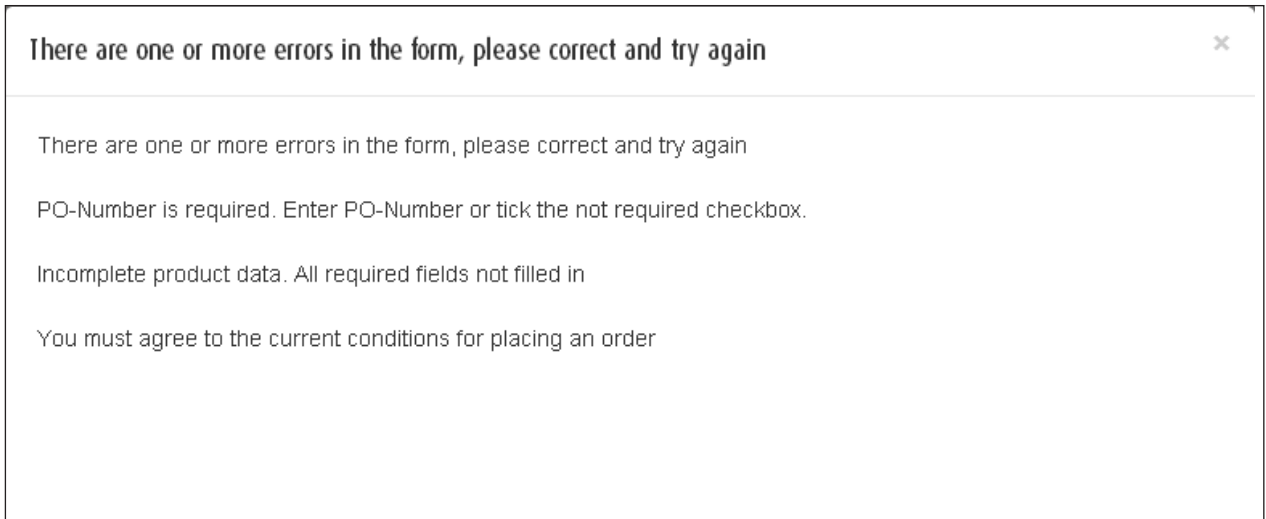


Figure 2.4. Error message

2.5 Review of placed order

When placed order passed without error, or that the machine validation adjusted errors, you get a confirmation that OPV will now examine the order and manually validate uploaded files.

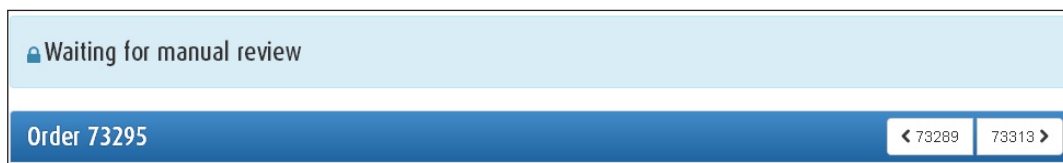


Figure 2.5. Awaiting manual review

2.5.1. Review of placed order

Once images have been reviewed by OPV's Photo Studio and they are not approved according the image specifications, the placed order will get the status: "Reviewed by OPV, problems found".

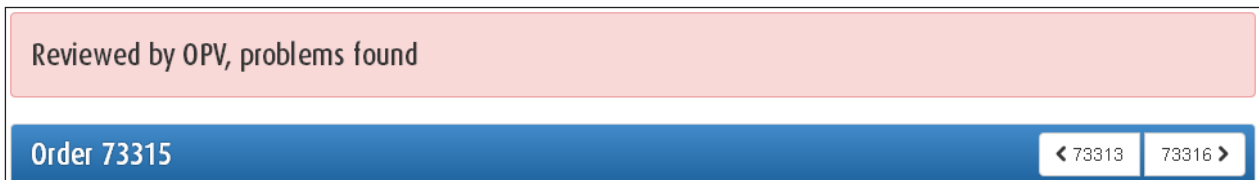


Figure 2.5.1 Reviewed by OPV, problems found.

For the order to be activated and published on the OPV systems, the images that are not approved need to be deleted from the order and new to be uploaded.

2.5.2. Review of placed order

Once images have been validated and approved by the OPV's Photo Studio may order status "Ready to be billed". Image/ Images will now be linked to active product data in OPV systems.

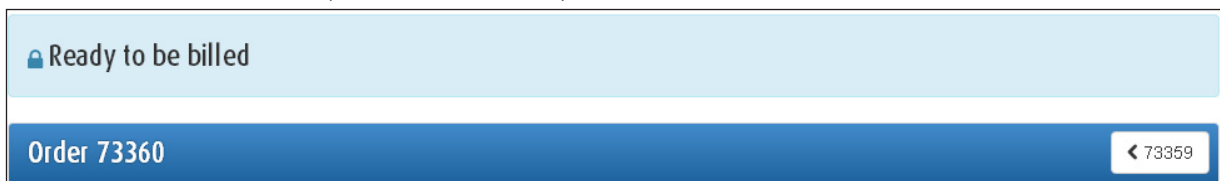


Figure 2.5.2 Ready to be billed

2.6. Order history

You may be anytime read or edit all your orders in the OPV Order. An open order, "Waiting for manual review", can be edited in order to possibly add new images or extend the order.

Search order						
Nr	Datum	Företag	Beställning lagd av	Kontaktperson	PO-nummer	Fakturastatus
73333	2014-09-15 11:25:26	OPV In-Store Promotion AB	Ted Calmius (ted@opv.se)	Ted Calmius		Open order. Not sent to OPV for processing.

Figure 2.6. Order history

QUESTIONS & ANSWERS

- "My company wants to use product images with mirror effects, where do I upload it and how are they validated?"

ANSWERS: Product images linked to an active GTIN and with different kinds of effects, such as mirroring, may only be published in OPV Online. As long as the product picture also has a work path or clipping path, OPV's machine validation will create a primary product image that's GS1 approved. The uploaded original image with mirror effect will be published as a secondary product image without clipping path.



- "My company has always market images and space images photographed as No-Plunge (straight ahead), must we upload up to two tabs, both for market images and space images?"

ANSWER: Uploading images that can serve as original image for both OPV Online and OPV Space may be uploaded to the Market Images tab. The image will be Machine validated and then manually validated to fit both systems. Please write in order description that uploaded image is for both systems.



- "The only high-resolution images my company has, is in the file format * eps. How do I upload these?"

ANSWER: OPV Order machine validation can not validate images in the file format * eps. These images must be saved into a file format which are supported by the OPV Order, alternatively uploaded to the tab "Misc images". Note that primary product images linked to an active GTIN and uploaded to the tab "Misc Images", will be charged according to production costs for post processing of product images.

- "I also want to link environmental images, assortment images and group shots to the product data for an active GTIN?"

ANSWER: As long as you always upload a product image that can be validated against the GS1 specifications, you can upload as many images of different varieties that you want. These images are uploaded to the tab "Misc Images" and they will not be validated according to the GS1 specifications. You will never be charged for the number of images you have in our system, but only for the number of data posts.

- "My company has a printing profile, Uncoated FOGRA29, of our high resolution images. How can we keep this profile when GS1 is requiring RGB?"

ANSWER: It is perfectly acceptable to both upload high-resolution CMYK images and to download pictures with CMYK profile from our systems. An uploaded image with CMYK profile will be stored as Original File in OPV Online. All other file formats and sizes will have RGB profile and JPG and TIFF in original size, will be according to the GS1 standard.

Ladda ner

Tagged Image File Format (TIF)
2,30 MB
719 x 2500 px

Originalfil

Konverterad / skalad bild

Png	Jpg	Tiff
100 px	100 px	100 px
200 px	200 px	200 px
300 px	300 px	300 px
500 px	500 px	500 px
1000 px	1000 px	1000 px
1500 px	1500 px	1500 px
2000 px	2000 px	2000 px
Ursprunglig storlek	Ursprunglig storlek GS1	Ursprunglig storlek GS1