# MANUAL

**OPV** Order

en

# 1. Log in



The address for sending pictures or other material to the OPV systems is: order.opv.se. All OPV systems have one and the same login account, so use the information you have been assigned. If you do not log in with the login details you received for OPV Online, this means that you are not activated for access to OPV Order. Contact OPV to obtain access.

# 2. Startpage



On the home page after logging in, you may find saved drafts, i.e. orders that you have not completed. Complete these orders or choose to create a new order via the "Create new order" button.

# 3.     Create an order

## Order 218920

**Beställare**

Ted Calmius

**Company**

OPV Media Systems AB

| **Contact** | **Purchaseorder number** | ☐ Not required |
|---|---|---|
| Ted Calmius | Purchaseorder number | |

**Your orderdescription (Optional)**

Description/message to OPV regarding this order.

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Work that has been done on this order (information added by OPV)

☑ Rörligt space

| | |
|---|---|
| **Bildredigering:** Missing information | 0 |
| **Manuell bildvalidering:** Missing information | 0 |
| **Produktregistrering:** Missing information | 0 |
| **Fotografering:** Missing information | 0 |
| **CGI:** Missing information | 0 |
| **Originalframställning:** Missing information | 0 |
| **Systemutveckling:** Missing information | 0 |
| **Webbdesign:** Missing information | 0 |

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## Messages (0)                                                              ›

## Product information

| **Manual input** 0 | **Upload files** |
|---|---|

➕ Add new productrow

## Choice of delivery for images

**How do you wish to send us your images?**

🔘 Upload
⚪ Will send the products to OPV for photography
⚪ Other

| **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 -   📁 Browse

☐ I hereby accept the current conditions for placing an order to OPV.

💾 Finalize and send order

# 3.1    Create an order

When you choose to create an order, you end up in your open order and have automatically been assigned an order number. There are different scenarios to deal with when uploading images/media that depend on whether the image is a design change, new product or whether VCD data will be sent via GDSN.

Open order. Not sent to OPV for processing.

| Order 218920 | ‹ 218919 |
|---|---|

**Beställare**

Ted Calmius

**Company**

OPV Media Systems AB ①

**Contact**

Ted Calmius ②

**Purchaseorder number**    ☐ Not required

③ Purchaseorder number

**Your orderdescription (Optional)**

Description/message to OPV regarding this order. ④

⑤

**Work that has been done on this order (information added by OPV)**

☑ **Rörligt space**

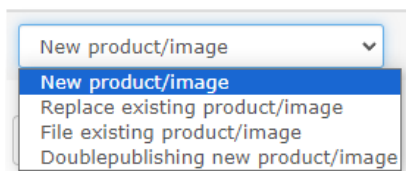| Bildredigering: Missing information | 0 |
|---|---|
| Manuell bildvalidering: Missing information | 0 |
| Produktregistrering: Missing information | 0 |
| Fotografering: Missing information | 0 |
| CGI: Missing information | 0 |
| Originalframställning: Missing information | 0 |
| Systemutveckling: Missing information | 0 |
| Webbdesign: Missing information | 0 |

**Meddelanden (0)**    ❯

① Here it will say the name of the supplier whose account you logged in with. Make sure you are logged in with the correct account for which the order relates.

② Here your username will be stated, usually your email address.

③ If you know that your order requires a Purchase Number, PO number, it must be entered here. If you want to know what your order will be charged in advance, you can write it in the Order description and we will get back to you with the price.

④ Order description is an important field for communicating with us at OPV what is meant by the order. All images that are uploaded to OPV Order and that are linked to an active GTIN, we will ensure against EU1169/2011. Therefore, it is very important to communicate whether the product is a novelty or whether it is a packaging design that is to be replaced with an existing product in OPV Online. It is also important when updating the packaging design to state what you wish to do with an already existing article in OPV Online, that is, should the image replace the existing article or should the existing image be archived.
Also notify us at OPV if orders and their uploaded images/article data are to be published in more target markets than Sweden.

⑤ The message tab is a tool that can be used so that the customer and OPV can have a dialogue about specific orders. All dialogues will be saved under Messages and also notified via email.

## 3.2　Create an order



| # | Publishing -status [Kopiera] | GTIN/EAN [Kopiera] | Trademark [Kopiera] | Product name [Kopiera] |
|---|---|---|---|---|
| 1 | New product/image | 7310500078403 | Lohikalapuikot MSC 250g, pakaste | Findus |
| 2 | New product/image | 7310500177892 | Filee kalapuikot MSC 450g, pakaste | Findus |
| 3 | New product/image | 7310500069067 | Seiti MSC 400g, pakaste | Findus |
| 4 | New product/image | 7310500186733 | Dagens Anguspihvi 380g, pakaste | Findus |

**6** For all images you upload to your order, must also be supplemented with certain mandatory item data such as: GTIN, Brand and Product Name. This is important as we want to ensure that we can link the GTIN to the GDSN and OPV Online. Should you upload images without a GTIN, you still have to enter data in these fields. Then just write, for example, XXX or similar.

It is very important that you choose the right version of Publication status.



**New product/image** = A brand new product with a GTIN never before used

**Replace existing product/image** = Replace the active images on OPV Online with those in the order

**File existing product/imag**e = Create a copy of the product in OPV Online, archive old ones products, send new pictures for proofreading

**Double publish new product/imag**e = Create a copy of the product in OPV online, before we import the VCD and attach images. This is used when a GTIN needs to have two versions active at the same time.

# 3.3     Create an order

**Choice of delivery for images**

How do you wish to send us your images?
- ● Upload
- ○ Will send the products to OPV for photography
- ○ Other

**⑦**

| Market images | Planogram images | Misc images |

**⑧**

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

Drag and drop your images here

- OR -   📁 Browse

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**⑦** Delivery of media can be delivered via various options.
**Upload:** Upload images to the respective tabs, i.e. High Resolution to Market Images, Planogram Images to Planogram/Space Images. These are automatically validated.
**Sending products by mail to OPV For Photography.**
**Other:** Images come to OPV via other channels, such as Artwork for CGI production via email or images are sent via Dropbox.

**⑧** For all media that is uploaded to the OPV Order, is made to the respective tab that the image refers to.
**Market images:** This refers to one or more high-resolution images that cannot fall below 2400 px. All images uploaded to this tab will automatically be quality assured and adjusted according to the Product Image Specification.
**Planogram images:** This refers to one or more planogram images that cannot be smaller than 709 px. All images uploaded to this tab will automatically be quality assured and adjusted according to the Product Image Specification.
**Other images:** Materials that do not have industry requirements or cannot be linked to a GTIN are uploaded to this tab, such as: Logos, environmental images, recipe images, etc.

When the order is complete and ready to be sent to us at OPV, click that you accept the current terms and conditions and then click the button **Finalize and send order.**

💾 Finalize and send order