

Upload web material

Since January 2010, Roularta Media Group has developed a web application which makes it possible to forward web material by way of an internet browser.

The web application works according to the AdTicket flow. This means that when an internet ad is forwarded to Roularta no accompanying fax is needed.

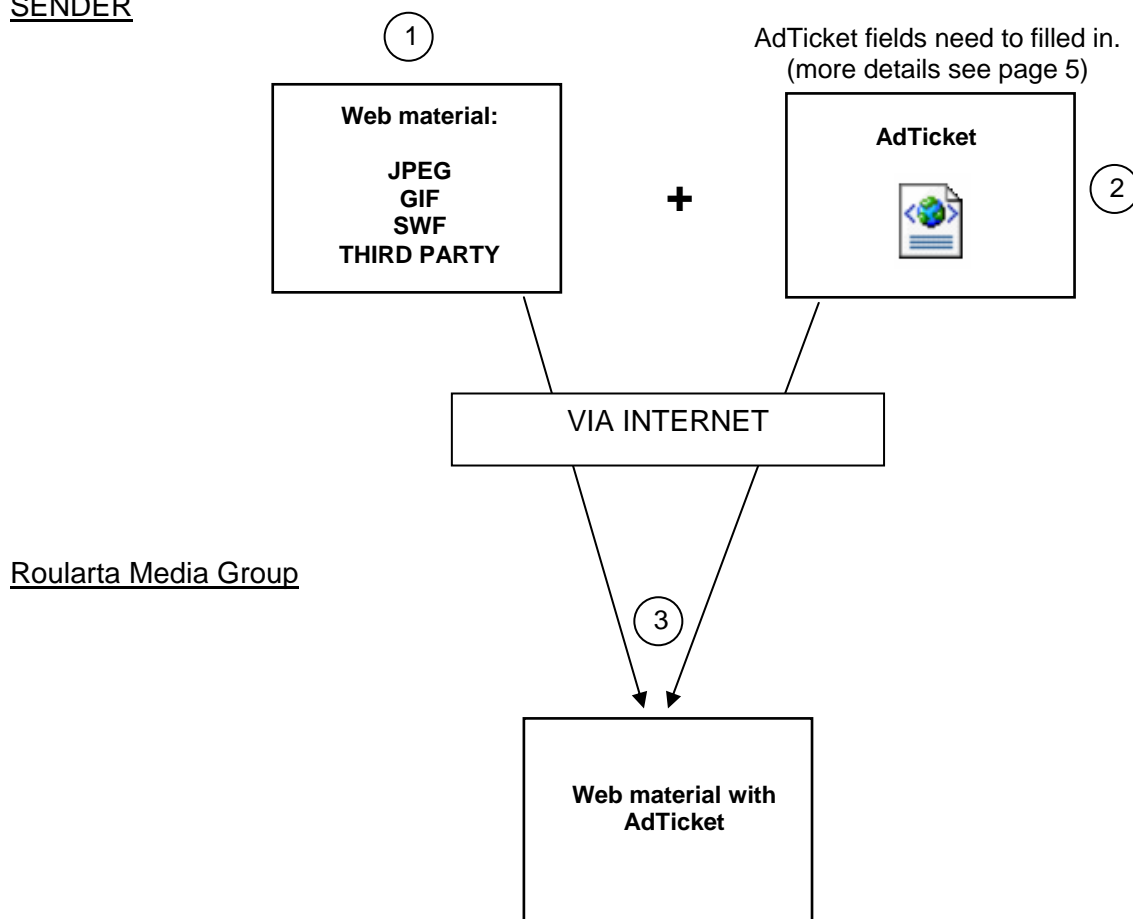
This application can be obtained via <http://upload.roularta.be>
As to MAC users Safari (from version 1.3) on MAC OSX is supported.

Advantages of the new AdTicket flow

- The information about the ad is forwarded together with the internet ad.
- The information about the ad is sent as an XML file

UPLOAD WEB MATERIAL – <http://upload.roularta.be>

SENDER



- **Registration:**

When you upload an internet ad for the first time, you will have to start by registering. Within the registration area you can select the proper user language (Dutch/French/English).

For immediate registration please contact us during office hours on the number: 051/266802

[Registration]

These are the final data we need to complete your registration.

Street:*

Number:*

Bus:

Country:*

Postal code:*

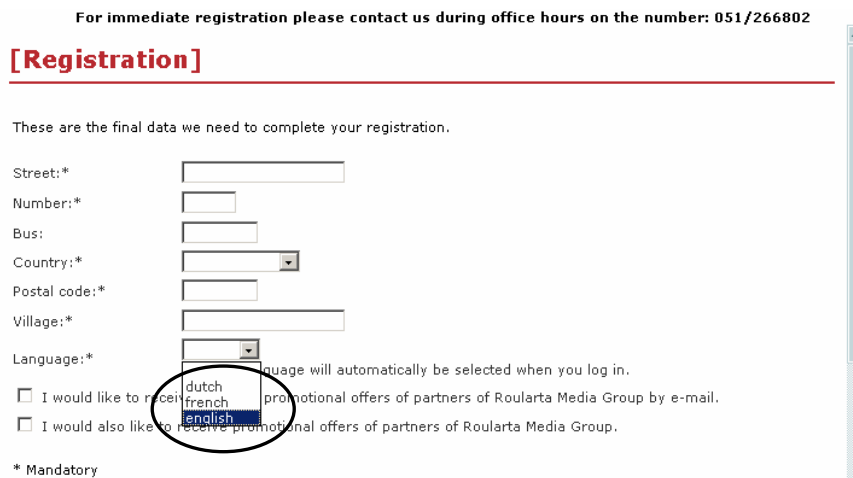
Village:*

Language:*

I would like to receive promotional offers of partners of Roularta Media Group by e-mail.

I would also like to receive promotional offers of partners of Roularta Media Group.

* Mandatory



After you have registered, we will check your application and proceed the activation. If the activation was successful, you will receive a confirmation by e-mail. When applied for during office hours the activation is without delay. When the application takes place after office hours, the activation is being taken care of the following day.

- **Upload web material:**

Log in

[Register now](#) | [Change password](#)

User Name:*

Password:* [Forgot your password?](#)

* Mandatory

Save password. (Not if other persons use your PC) (**)

(**) If you tick this box you stay logged in until you log out, even if you close your browser. Use this option with caution and do not use this option when you surf in a public place (eg. library).

[Leave Registration](#)

For more information about sending printed ads: [Click here](#)
For more information about sending webmaterial: [Click here](#)

If problems occur you can mail to:
prepress@roularta.be / 051-26.68.02

After logging in with the correct “user name” and “password”, you need to follow these steps for a successful upload of your material.

Step 1: Fill out Job Information (= information on the advertisement)

Step 2: Material upload (= transmit created advertisement)



Step 1:

- Select destination: "A Nous", "First Media", "Internet", "Kranten", "Magazines", "Steps", "Vlan"

DESTINATION

A Nous First Media Internet Magazines Newspaper Steps Vlan

After making the selection "Destination" all the AdTicket fields will be presented (mandatory and non mandatory fields).

Only the mandatory fields have to be filled in.

More info on page 5.

JOB INFORMATION (Mandatory Fields)

Order ID: *

Type of internet ad: *

Number of files: *

Choose type: * JPEG PNG GIF SWF THIRD PARTY

Media Agency: *

Creative Agency: *

Service Office: * Roularta Media Group

Advertiser: *

Live as from: *

To appear on the following websites: *

Campaign: *

Contact (name): * Nick Dutry
Telephone number: * 051 266126
E-mail address: * nick.dutry@roularta.be
* mandatory fields

EXTRA INFO (Non - Mandatory Fields)

Remarks:

Next »

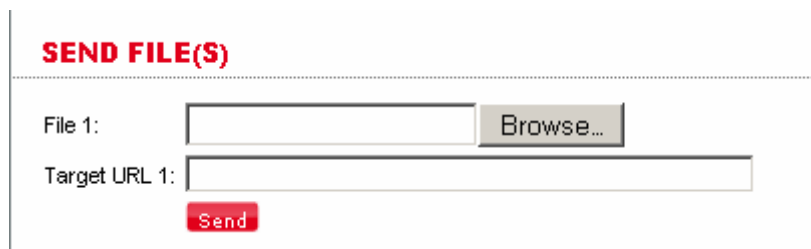
Default some data have already been filled out in the field, namely:

- Order ID: '000'
- Prepress agency*: 'name of the agency which delivers the PDF files'
- Contact (name):* 'name of the contact at the prepress agency'
- Phone number*: 'phone number of the contact at the prepress agency'
- Email address *: 'email of the contact at the prepress agency'

* Those fields are automatically filled out based on you login data.

The web application automatically verifies whether or not all the mandatory AdTicket fields have been filled in.

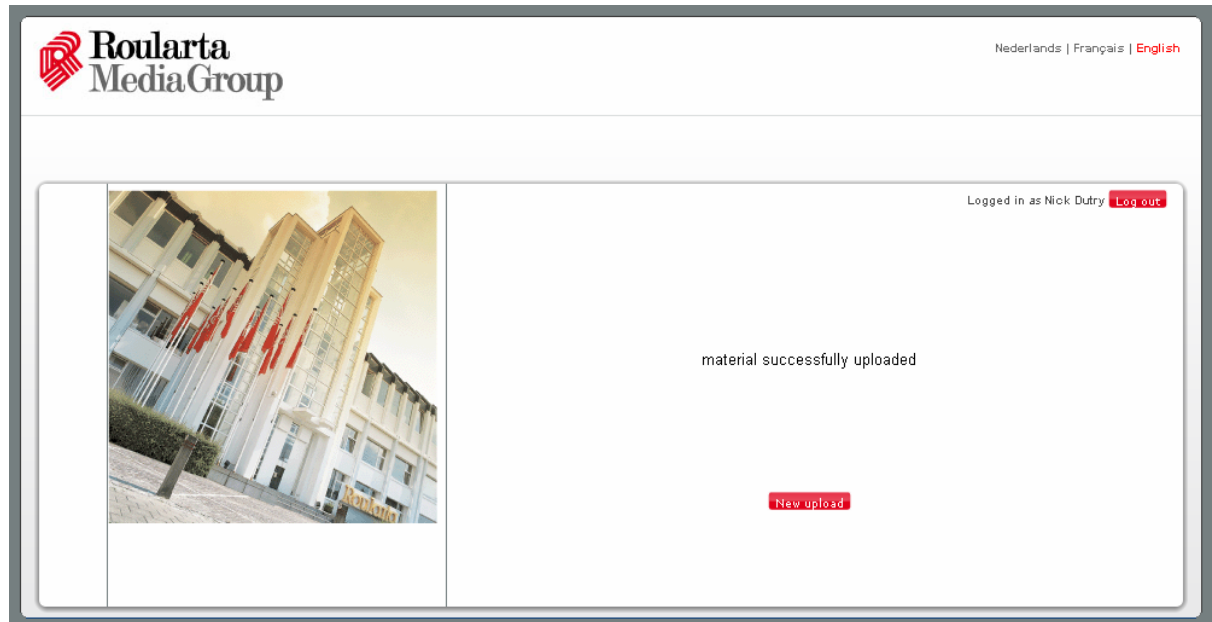
If all mandatory AdTicket fields are filled out, please click **Next »** to upload the PDF file. You are redirected to the following screen.



Step 2:

You can locate the PDF file by way of the **Browse...** button.

You will receive a confirmation 'material successfully uploaded' once you have transmitted the PDF with AdTicket to Roularta Media Group.



- For a new upload, please click "New upload" at the bottom of the page.
- By logging out, the user will be redirected to the homepage.

Extra AdTicket info

○ AdTicket fields:

There are two types of AdTicket fields “Job Info fields” and “Extra Info fields”.

• **Job Info:**

- These fields have to be filled in MANDATORY.
Medibel+ has defined these mandatory fields. They contain the minimum info (e.g. contact person, first publication date...)

• **Extra Info:**

- These fields contain Extra information and are NOT MANDATORY (e.g. remarks, format...)

○ AdTicket content:

• **Job Info – Mandatory fields**

- Order ID (= Reservation number if known. 000 if not known)
- Type of internet ad (Banner, Overlayer, Skyscraper)
- Number of files
- Choose type (JPEG, GIF, SWF, THIRD PARTY)
- Media Agency
- Creative Agency
- Service office (= Prepress office or office that sends the PDF files)
- Advertiser (= e.g. D'leteren)

- Live as from (=preferably DDMMYYYY)
- To appear on the following websites (= e.g. <http://www.knack.be>, <http://www.trends.be>)
- Campaign

- Contact (name)
- Telephone number
- E-mail address

• **Extra info – Non mandatory fields**

- Remarks