



INSTRUCTIONS FOR FILLING IN THE ELECTRONIC PHONOGRAM REPORT

1. General

New album

- can add different formats for the phonogram using the green plus sign (e.g. cd, cs).
- Fields marked with an asterisk are mandatory.
- Country = country of phonogram's recording.
- Only fill in the first part of the ISRC code without the hyphens, e.g. FIHEN19
- o Additional information: You can enter free text here. E.g. if a phonogram contains previously released tracks, their names and ISRC codes suffice.

List of Recordings:

- Subtitle: If a classical piece has a subtitle which also shows e.g. in the information on the cover page, this should be stated in the subtitle field.
- If the genre is classical (Classic), composer information is compulsory.
- ISRC code without the hyphens, e.g. FIHEN1900007. More information about the code (in Finnish) [ISRC – The Finnish National Group of IFPI Musiikkituottajat \(ifpi.fi\)](https://www.ifpi.fi/)
- Duration is entered in the format: 2:15.
- If a recording features both on a cd and on a single, click on the green plus to open a second format.

Entering performer lineup:

- Fill in the fields.
- Click on the green plus to add a new performer row.
- Click on the red recycle bin to remove a performer.
- The performer's Gramex number or date of birth is needed for identifying the client.
- S/M/C = the columns soloist/musician/conductor must indicate the number of shares that the person has in the relevant capacity (max 6 shares/person).
- See more detailed grounds for the division in [Gramex Distribution Rules - Gramex ry](#)
- The No. column is the number of artists conducted by the conductor (i.e. how many people the conductor has conducted on the track in question). NB: a conductor must conduct at least 4 people to be entitled to a conductor's share.
- For each new performer, you must have the name, date of birth and e-mail so that we can contact them about the client agreement.
- The performer lineup can also be copied from another track and then edited.
- Once the performer lineup is ready, click on the "Next recording" button to fill in a new recording.

Summary of the phonogram:

- Once the last recording has been entered, click: Summary of the Phonogram.

Appendices:

- NB! In case of **co-production**, the co-production agreement must be appended to the phonogram report. A co-production agreement template is available [here](#) and among the forms on our website.
- If the information on the cover page or the label copy are available, please append them hereto.

E-mail address:

- Enter the e-mail address in which you wish to receive the summary of the phonogram report. The address may be different from the producer's e-mail.

When finished, **save and send the phonogram data** or erase the information.

NB! It is not yet possible to save incomplete information.

You will receive a copy of the phonogram report you have sent in your e-mail. In the event of problems, here are our [contact details](#).