Quick Reference Guide Digital File Upload for the Australian Broadcasting Corporation

ABC

Introduction

This Quick Reference Guide outlines the process for a supplier to log in and upload a digital file to ABC.

Before you start

- Ensure that you have been issued with a username and password to log in.
- Please consult the contract to be aware of what file(s) are required for upload.

Log in

 Log in to the system by clicking the following link, enter your username and password, and press 'Login':

https://abcfiletransfer.abc.net.au

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$\leftarrow \Rightarrow C $ https://	/abcfiletransfer.abc.net.au/aspera/faspex/login/new
less aspera fa	spex server
Aspera	Faspex Login
Username	SupplierName
Password	•••••
	Forgot my password
	Login
	🖄 aspera



Upload file(s)

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← → C 🖀 https://a	bcfiletransfer.abc.net.au/asp	era/faspex/received				
🚱 aspera fas	pex server					Hi Supp
New Package 🔻	Received Sent	Workgroups				
Received Packa	ges <u>View Full History</u>					
Sender	Title			Date Sent	Size	Files
Archive All						

 Select the 'New Package' tab on the left hand side and click the Dropbox option from the dropdown menu. In this example, we are using 'Supplier Dropbox':

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New Package 😕	Received Sent	Workgroups							
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Supplier Dropbox	v Full History								
Sender	Title			Date Sent	Size	Files	Status		Action
Archive All									

4. The following screen will now appear:

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5. Type the program title in the Title field:

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Send to Dropbox: *Supplier Dropbox Hills Ca	
Send to Dropbox: *Supplier Dropbox Hele.cr	
1668.CC	
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Cc	
Upload: U SupplierName, +	
Download;II Suppliaritame, +	
Notifications are sent after first upload or download	
Title: Program Title Test File	
Note:	
optional	
Contents: Browse for files Brop Files and Folders Here	
Browse for folders.	
Send Package	

6. Click 'Browse for files'

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New Package 🗸	Received		Workgroups			
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			Send Package			

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- 7. Select the required file(s) from your computer.
- 8. When the files are selected, you will see the following screen. Click 'Allow'.



9. The file upload will now begin and the green progress bar will expand.



 As the upload nears completion, the green bar will pause as a virus scan is performed.
 Please be patient and do not cancel the upload.



11. When the upload is complete, the following screen will appear.*



12. The 'Sent' tab will appear, displaying the uploaded file transfer information. Click 'Sign out' to finish.

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New Package Rec	eived Sent Workgr	oups					
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*Supplier Dropbox	Program Title Test F	ile	4:10 PM	2.2 GB	1	Complete	Archive Delete
Archive Al	100000000000000000000000000000000000000	Ex.				complete	Harts a

Troubleshooting

* In the case of a failed virus scan, the following error message will be displayed at step 11. The ABC will also be notified. Please re-start the process and send a virus-free version of the file.



Tips & Tricks

Please, **do not send zipped files**. If a virus is detected in any of the files, the entire zip file is deleted and will need to be re-sent without the infected file.

Depending on your connection speed and number/size of files, the system may take several minutes to fully process your upload. Please be patient.

Help!

If you require assistance, please contact the ABC on: **+61 2 8333 1012** between 9am and 6pm Sydney, Australia time.