Quick Reference Guide
Digital File Upload for the
Australian Broadcasting Corporation

Introduction

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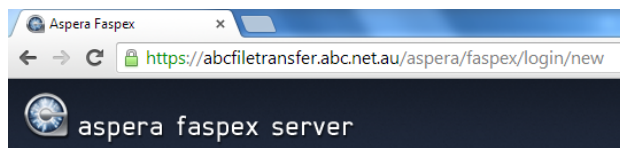
Before you start

- 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

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

   https://abcfiletransfer.abc.net.au
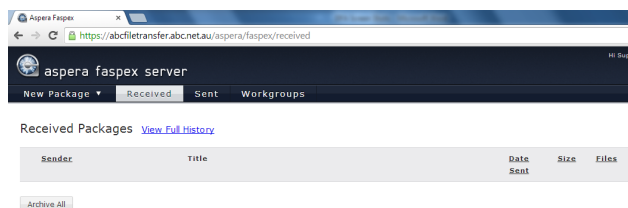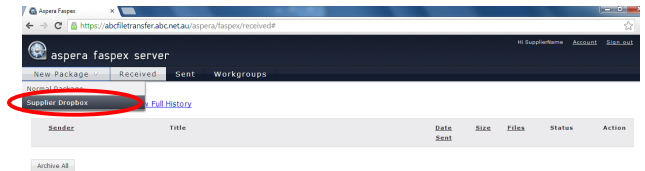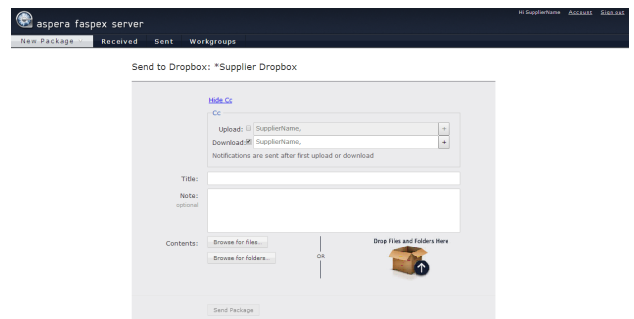

Upload file(s)

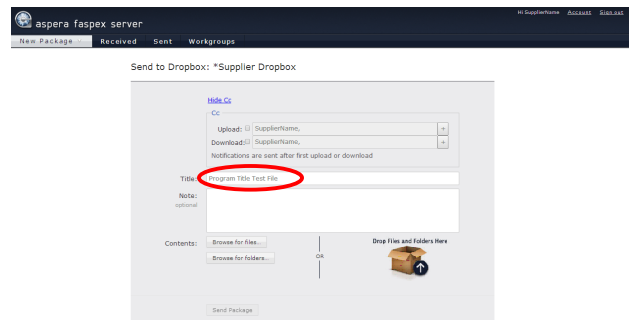2. Upon successful login, the following screen will be displayed:

3. 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':
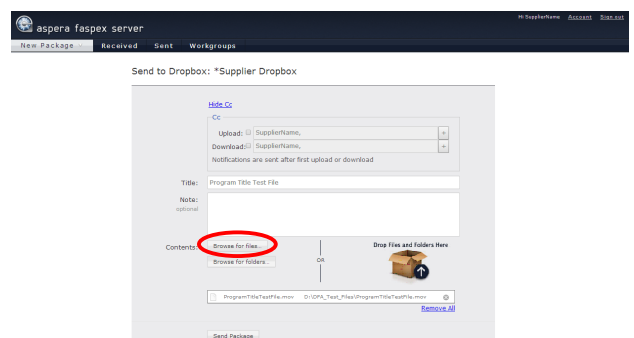

4. The following screen will now appear:

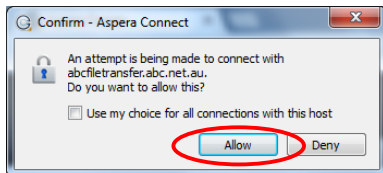5. Type the program title in the Title field:
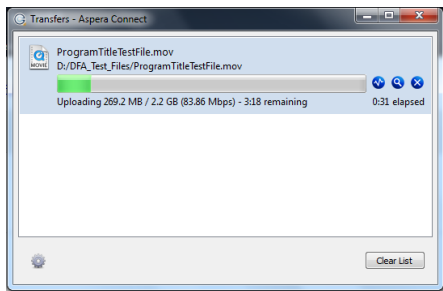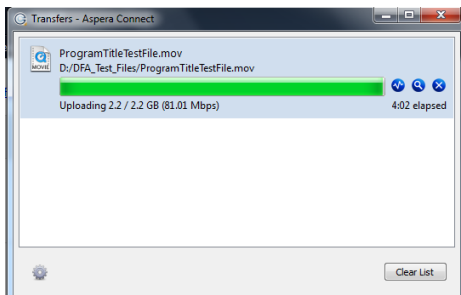

6. Click 'Browse for files'

7. Select the required file(s) from your computer.

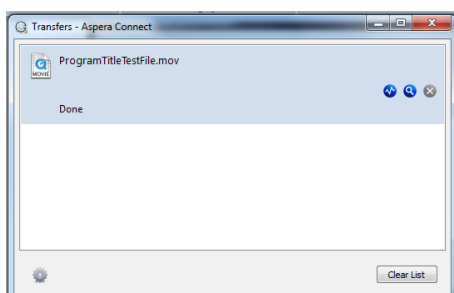8. When the files are selected, you will see the following screen. Click 'Allow'.

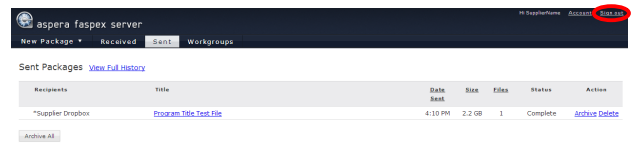9. The file upload will now begin and the green progress bar will expand.

10. 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.

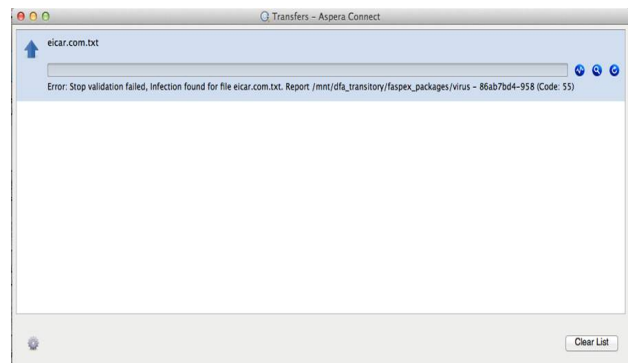11. When the upload is complete, the following screen will appear.*

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

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.