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**ISWC Allocation Service Quick Guide for Publishers (Template)**

# Introduction

The key purpose of the ISWC Allocation Service is to deliver a same/next day ISWC for new works once the mandatory data requirements are provided, via either JSON format or a Flat File format. Before accessing these services, Publishers will first undergo a test cycle to ensure the required specifications are being met.

This document will help guide Publishers through the initial test cycle for the ISWC Allocation Service before being onboarded to the live service after test files have been processed successfully.

This document can be either sent directly to Publishers or used as a template to allow for the inclusion of specific information or rebranding as required.

# Documentation and Sample Files

The below documents will be provided to all Publishers and are also available at https://cisaciswcuat.portal.azure-api.net/PublisherAllocation

* SPE\_20200120\_ISWC\_AllocationAndResolutionSolution Release Version
* Sample Submission and ACK Files for both JSON and Flat File formats
* ISWCIA20-0961\_ISWC\_Allocation\_Service\_Onboarding\_Publishers\_2020-09-11\_EN

# Pre-Conditions

The following pre-conditions must be met before a Publisher can use the ISWC Allocation Service:

1. Publisher has access to CIS-Net Rights Holders Access (RHA) Online IPI Look-up and MWI (*so they can source IPI numbers which are mandatory for all parties on a work in order to obtain ISWCs (even for non-controlled creators*)
2. Publisher has been onboarded to the ISWC Resolution Service, allowing them to complete UAT directly with CISAC while becoming familiar with the specified formats and retrieving existing ISWCs for their back catalogue. Contact pubnet@cisac.org to initiate onboarding.
3. Publisher has confirmed the CWR submitter code and IPI number which they will use for the service *(IPI number must be linked to the submitter code and associated with Society offering the service)*
4. Publisher has confirmed capability to produce file in specified format (JSON or Flat File).

# ISWC Resolution Service

***NOTE: ISWCs returned during the test cycle are not genuine ISWCs and should not be disseminated by the Society or Publisher.***

Prior to onboarding to the ISWC Allocation Service, Publishers must complete the UAT and onboarding process for the ISWC Resolution Service. This service allows Publishers to retrieve ISWCs for existing / back catalogue works. Unlike the ISWC Allocation Service, it will not generate ISWCs for works which do not have one. Completion of UAT and onboarding to this service allows users to confirm capability to produce files in the required formats (formats for both services being almost identical) and reduce the time it takes to undergo UAT for the IAS as a result. It also allows Publishers to retrieve ISWCs that may already exist before submitting them to the IAS.

Publishers retrieve existing ISWCs by submitting Title and all Creator data for a work. In April 2023, a new feature was deployed allowing Publishers an enhanced search option where not all creator data is known e.g. uncontrolled writers. Publishers may now also choose to include an agency work code in their submission data for the IRS. Where an agency work code is included, the IRS will search initially on Title (a minimum threshold of 90% similarity must be met for a match) + Agency Work Code. If a match is found, the ISWC will be returned along with (for JSON users) all Creator IPs regardless of the number of IPs submitted (though at least one will be mandatory as per spec). If no match is found based on Title + Agency Work Code, the system defaults back to the standard search using Title + Creators.

To commence UAT for the ISWC Resolution Service, Publishers must sign the required Terms and Conditions with CISAC by contacting pubnet@cisac.org

Once these are signed, Publishers will undergo the following steps:

1. Confirm the CWR submitter code and IPI number which they will use for the service *(IPI number must be linked to the submitter code and associated with Society offering the service)*
2. Confirm if they will be using a JSON of Flat File format
3. Generate a test File with a minimum of 10k works (if their repertoire can exceed this) and a maximum of 50k works in their chosen format complying to the specification and sample files.
4. Confirm with CISAC, their FTP folder location & credentials for uploading files & retrieving ACKs.​
5. Submit the test File to the ‘In’ folder of their FTP​
6. Successfully retrieve the ACK File once the service has processed the submission file.​
7. Verify Publisher software can ingest the ACK File and interpret error codes (examples below)

Following these steps, analysis will be done on the results by CISAC to determine no issues in the data. A recommendation is then made that the publisher is approved to the live environment, whereupon live FTP details will be issued for use.

# IAS Test File Submission

***NOTE: ISWCs returned during the test cycle are not genuine ISWCs and should not be disseminated by the Society or Publisher.***

Prior to onboarding to the live service, the Publisher **must submit a test file** to the test environment of the service via their Society, ensuring the below necessary steps are complete.

1. Ensure it can sign-on to CIS-Net RHA (access provided by your society)​
2. Seek access to the required test environment FTP folders (access provided by your society)​
3. Generate a test File with a maximum of 20 works – covering various test scenarios​\*
4. Double check formatting of file complies with the provided specification and sample files​
5. Confirm with society, their FTP folder location & credentials for uploading files & retrieving ACKs.​
6. Submit the test File to the ‘In’ folder of their FTP​
7. Successfully retrieve the ACK File once the service has processed the submission file.​
8. Verify your Publisher software can ingest the ACK File and interpret error codes (examples below)

\*For more details on the above, and for next steps regarding accessing the live version of the ISWC Allocation Service following the test cycle completion, please refer to section 4.1 of the document:

ISWCIA20-0961\_ISWC\_Allocation\_Service\_Onboarding\_Publishers\_2020-09-11\_EN

# Common Error Codes

This section lists the most common error codes generated by the ISWC Allocation service. A comprehensive list of all error codes can be found in section 7.1 of the document: *ISWCIA20-0961\_ISWC\_Allocation\_Service\_Onboarding\_Publishers\_2020-09-11\_EN*

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| --- | --- |
| **Error Code** | **Message** |
| 102 | I.P. Name Number is required |
| 106 | I.P. Role Code is required |
| 111 | At least one creator I.P. is required |
| 134 | I.P. Name Number is invalid, must be numeric |
| 137 | IP Name Number must be status 1 or 2 and exist in the IPI database |
| 138 | Source Society Database Code is invalid |
| 139 | I.P. Role Code is invalid |
| 148 | I.P. is not accepted |
| 163 | No matching Preferred ISWC has been found |
| 164 | Multiple matching ISWCs have been found |