

Debut - Invoicing and Payment Instructions

Debut is the online system that A+E Global Media uses for producers to deliver legal material such as the Rights Bible, insurance certificate, as well as the programming materials such as scripts, credits, lower thirds, etc.

Debut also provides the functionality for vendors to deliver financial documents and payment invoices as well as review royalty participation statements. Once uploaded, payment invoices can be routed to the correct parties, reviewed, approved, and then paid in a timely manner. This Payment & Invoicing part of Debut works in conjunction with the existing Legal section, e.g. if a given milestone payment is dependent on the Rights Bible delivery and its approval, the system will check the Rights Bible delivery status before allowing you to upload the invoice and will automatically allow you to do that right upon Rights Bible approval.

Below is a brief guide on how to set up an account and then how to use the Debut system to view payment milestones, upload financial documentation, invoices and see royalty participation statements. As always, your program coordinator here at A+E Global Media is your main point of contact should you have any issues.

Step 1: Setting up Your Account and Adding Users

Debut may be accessed at the following address:

<https://debut.aenetworks.com>

Before you can log in, you'll need to be set up with a username and password to access the payment & invoice part of Debut. Contact the program coordinator in charge of your project to help set this up as outlined below.

There are 2 types of users that will be at your company: a Vendor Administrator (i.e. a "Vendor Admin") and a regular "User". One person may play both roles, or you can have multiple people.

Every production company has one Vendor Admin who oversees setting up the regular User accounts at their company. Your program coordinator will set up the Vendor Admin account and notify you of the username & password. If you are the only person at your company using this part of debut, you would be the Vendor Admin and you would *not* need to set up a separate user account for yourself, as the Vendor Admin account has the complete access to this payment & invoice part of Debut.

The steps below will walk you through this process.

1. After navigating to the Debut system's main page, you will be presented with the following log in page. Please log in with the username & password provided to you.

A+E GLOBAL MEDIA. A TRADITION OF BEING ANYTHING BUT TRADITIONAL

Welcome to A+E Global Media Debut!

Debut is A+E Global Media proprietary website that enables our content suppliers to upload and submit...

- Legal and Programming Deliverables
- Rights Bibles
- Programming Invoices
- Audio and Video Assets

Debut streamlines A+E's review and approval of these deliverables, resulting in faster programming payments!

Please contact your team administrator for access to Debut.

Debut[™]

User ID:

Password:

[▶ Log In](#)

[Request New Account](#) [Forgot Your Password](#)
[Forgot Your User ID](#)

A&E **Lifetime** **HISTORY** **LMN** **fyi** **VICE TV** **CRIME+INVESTIGATION** **MILITARY HISTORY** **LRW** **HISTORY UK**

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2. You will be presented with the Terms of Use that you must agree to before you can continue.

Terms of Use ×

A+E TELEVISION NETWORKS, LLC

DEBUT USER AGREEMENT

This User Agreement (this "UA") sets forth the agreement between you on behalf of the producer (hereinafter "Producer" or "You") and A+E Television Networks, LLC and/or one of its subsidiaries or affiliated companies (collectively, "A+E" or "we" or "us") regarding Your use of the Debut producer portal and online network ("Debut"). You acknowledge and agree that You have read and understand this UA. By registering in Debut, You agree to be bound by the terms of this UA.

You shall use Debut for the purposes of submitting information to A+E. All right, title, ownership, and intellectual property rights in and to Debut are held on an exclusive basis by A+E. A+E provides Debut "as is" and does not represent or warrant that use of Debut will be uninterrupted or that the operation of Debut will be error-free.

You acknowledged that Your use of Debut is governed by the terms of other agreement(s) between A+E and You/Your employer (collectively, the "Other Agreement(s)"). Nothing in this UA relieves You or Your employer from any representations, warranties and other obligations, including without limitation any indemnity obligation, set forth in the Other Agreement(s). You further acknowledge that the submission of any contractually-required rights and clearances deliverables via Debut does not substitute for prudent record-keeping practices; You are expected to retain (and You hereby agree to retain) copies of all information submitted through Debut.

[OK](#) [Cancel](#)

- After agreeing to the Terms of Use, if there is someone other than you who will be uploading the invoices in your company, or viewing the Participation Statements, you should first set up the accounts for those users. Navigate to the Manage Users page by clicking onto the “Maintenance” | “Manage Users” menu option. Please do not share account information with others. All users should have their own accounts linked to the company provided email address.

- Click onto the “Add New User” button and fill in the user information. For User ID we recommend using a **FirstName.LastName** naming convention and using a strong password that is a combination of upper- and lower-case letters and numbers, that must be a minimum of 8 characters long. If the password does not meet the minimum-security requirements, you will be presented with a pop-up page describing those requirements. Please remember to make the User active by checking the “User is Active” field.

Data will be saved upon clicking onto the Save User Information button and the screen will refresh.

User's Name	ID	Phone	E-mail	Last Login	Last Pwd Change	Active
John Doe	John.Doe	212-555-1212	John.Doe@AmericanBroadcastingCompany.com		03/07/2025	✓

5. Once created, user accounts **cannot** be deleted. They can only be deactivated. Since the system displays financial information, this requirement is imposed by the auditing requirements and cannot be changed.
6. It is the Vendor Administrator's responsibility to deactivate user accounts for company personnel that leave the company, and periodically (once every 6 months) to confirm that all active users accounts are for currently employed personnel. This may be done by clicking on **"Confirm Current Users"** button on the Manage Users page shown above. Failure to do so will result in automatic deactivation of all user accounts preventing them from accessing the system. The Debut system will automatically send reminder emails 14 days, 7 days and 1 day prior to the accounts deactivation.
7. Each user, including the Vendor Administrator, is required to periodically **(every 90 days) change their account password**. Failure to do so will result in automatic account deactivation preventing affected users from accessing the system. The Debut system will automatically send reminder emails 14 days, 7 days and 1 day prior to the account deactivation.
8. **To reactivate accounts** that were automatically deactivated by the system for the failure to reset the password in time, **or to reset** the forgotten account **password**, please use **"Forgot Your Password"** link on the Login page and follow the instructions in the email sent to the account holder's email address registered in the system.
Accounts that were manually deactivated by the company's Vendor Administrator (due to the person leaving the company, or due to the changed responsibilities requiring access limitation) **cannot** be reactivated using this method, in that case only the company's Vendor Administrator can reactivate them.
9. If you forgot your User ID, please use **"Forgot Your User ID"** link on the Login page recover it. Enter your email address and you will receive an email with your User ID registered in the system. If you have multiple accounts linked to the same email address, you will get the entire list of all of them.

Step 2: Upload Production Company Financial Documents

All vendors in Debut must upload their corporate financial documents including an ACH (Automated Clearing House) form, and an IRS tax form (please note that certain scenarios may require additional documents to be submitted, so please be sure to read all instructions on the top of the Financial Documents page).

To upload your company Financial Documents please use Invoicing | Financial Documents menu option. The templates for all primary financial documents are available through the linked names of those document types in the instructions section on the top of the page (Vendor ACH Registration, W9, etc.).

When you are finished preparing your documents, please click into “Upload Document” button at the bottom of the page and follow the prompts to successfully upload your documents.

In certain cases, the Accounts Payable team may return a document to you if a change needs to be made. In those cases, you will be notified by email generated by the system that the document has been returned, along with the reason for the return. You will also see that document on the page marked as “Returned” along with reason for the return. All returned documents will need to be corrected and re-uploaded from the same page by clicking onto Replace Document button (🔄) available in the Action column:

A+E Debut™
Invoicing | Royalty | Maintenance | Help
Jane Smith ☰

Financial Documents for American Broadcasting Company

Please find links below for required documents. Please note for new vendors we will need a copy of an invoice before we create a new vendor:

- 1) **Vendor ACH Registration** – This form needs to be filled out for all bank accounts.
If the vendor is an existing vendor and they changed the bank account or providing us an additional bank account we would require the vendor to confirm this change and/or add additional banking by stating “this new account is a replacement of account# 123456”.
- 2) **W9** – This form is needed for the payee referenced on the invoice (for US vendors). If the funds will be sent to an agency then the FBO (for benefit of) can be referenced on the Vendor ACH Registration form.
- 3) **W8Ben** – This form is for a foreign individual person. When the payee is not a company and it is paid to an individual personal. (see below instructions)
- 4) **W8Ben-E** – This form is for foreign company. When the payee is a company. (see below instructions)

Please complete the IRS Form **W-8BEN** – This is for a foreign individual person when the payee is not a company.

- **Part I, Lines 1 – 8** – In particular, please ensure the full legal name is entered, country of citizenship, US or foreign tax identification number is in
 - Please include your full legal name in line 1 - Please include your full legal name (not initials).
 - Please include your country of citizenship in line 2
 - Please include your address in line 3 (or line 4) and we suggest adding the contract address in line 4 (or line 3)
 - Please include U.S. or foreign taxpayer identification number is inserted in Lines 5 – 6
 - Please include your date of birth on line 8.
- **Part II** - Please include your country of residency in line 9.
- **Part III** - Please sign, date, and print your legal name.

Please complete IRS Form **W-BEN-E** if the party receiving payment is a foreign company. Please review the form and associated instructions, which are available on the U.S. Internal Revenue Service’s website. Please note that the following sections must be completed:

- **Part I, Lines 1 – 9b** – In particular, please ensure that the company’s U.S. or foreign taxpayer identification number is inserted in Lines 8 – 9b.
- **The Corresponding Part associated with your answer to Line 5** – Please note that Parts IV – XXIX relate to the answer to Line 5. Please complete the Part that corresponds to the company’s answer on Part I, Line 5.
- **Part III** - Please ensure that Part III is completed (including 14b regarding the specific reason the company qualifies for treaty benefits if applicable).
- **Part XXX (Certification)** – Please ensure that the person signing the form for the company signs their name, prints their name, and dates the form.
Also, please remember to check the box underneath the signature certifying that the person signing the form has the capacity to do so on behalf of the company.

• **All 8 pages of this form are needed.**

+ Upload Document

Document Type	Document File Name	File	Status	Return Note	Uploaded	Uploaded By	Reviewed	Reviewed By	Action
ACH Form	Test.pdf		Returned	Missing Routing Number. Please update and resubmit.	03/07/2025	Smith, Jane	03/07/2025	Donskoy, Dmitriy	
Tax Form (W9/W8)	Test(-1).pdf		Approved		03/07/2025	Smith, Jane	03/07/2025	Donskoy, Dmitriy	

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****Please note that Approval of required financial documentation is required before the system will allow for the submission of an invoice. You will not be able to upload an invoice if you have not provided these financial documents. Additionally, even if you already uploaded these documents, but they have not yet been reviewed and approved by A+E personnel, you still will not be able to upload an invoice. Only after all uploaded documents and all other payment requirements (such as Executed Contract, for example) are approved, you will see the Upload Invoice button.**

Step 3: Using Debut to View Executed Contracts

All Vendors must sign legal contractual agreements with A+E Global Media via DocuSign. Once these legal agreements are executed in DocuSign by both parties they are automatically uploaded to Debut, and therefore might be accessed on the Invoicing | Executed Contracts page.

The same process is applicable and must be followed for all Contract Amendments (if any).

PAC ID	PAC Title	PAC Date	Network	Purchase Type	PAC Type	LF/SF	Document Type	File	Status	Uploaded	Uploaded By	Reviewed	Reviewed By
75615	American Godfathers: Empires of Crime - Development	10/11/2024	THC	Commission	Development	LF	Executed Contract		Approved	10/29/2024	DocuSign Integration	11/12/2024	DocuSign Integration
74913	History's Deadliest - Development	04/05/2024	THC	Commission	Development	LF	Executed Contract		Approved	07/11/2024	DocuSign Integration	07/11/2024	DocuSign Integration
74583	Lost History of the Bible - Development	01/16/2024	THC	Commission	Development	LF	Executed Contract		Approved	02/28/2024	DocuSign Integration	02/28/2024	DocuSign Integration
74212	Five Families - Archival Overage	10/25/2023	THC	Commission	Overage	LF	Contract Amendment		Approved	04/16/2024	DocuSign Integration	04/16/2024	DocuSign Integration
73412	Five Families - COVID Overage	12/13/2023	THC	Commission	Overage	LF	Contract Amendment		Approved	04/16/2024	DocuSign Integration	04/16/2024	DocuSign Integration

** Please note that uploading and **approval** of the signed Executed Contract **is required** before the system will allow for the submission of an invoice for the Execution type payment, as it is one of the Execution payment deliverable requirements.

Step 4: Using Debut to View Milestones & Upload Invoices

1. After initial vendor account set up, the account holder can log into Debut and view the milestones to upload invoices to. Payments are grouped by an A+E "PAC". A "PAC" is typically related to one contract and outlines the payment schedule. For ease of reference, the PAC ID is typically stated on the first page of the applicable agreement.

Network	PAC ID	PAC Title	Payment ID	Payment Type	Description	Amount	Invoice #	Uploaded Invoice	Comments	Reject Notes
AEN	70351	The Best Show Ever - COVID Costs	765432	Execution		\$200,000	INV-001234	INV-001234.pdf		Returned as invoice should be uploaded to Execution milestone # 730612 444,650 Covid

Network	PAC ID	PAC Title	# Open Payments	# Closed Payments
AEN	70351	The Best Show Ever - COVID Costs	1	1
AEN	70072	The Best Show Ever	1	12
AEN	66413	American Dream - Development (wt)	0	2
AEN	53648	Amazing Show	0	2
AEN	58839	Amazing Show (#8-17) - 10 x 60 - Overage	0	1

If you do not see a PAC for which you are trying to see the payment schedule in Debut, it means that A+E Program Accounting team has not yet setup the Payment Schedule for this PAC. Usually it takes **up to 15 business days** after receiving the signed agreement for Program Accounting team to set up the corresponding Payment Schedule. If you do not see your PAC after that period, please contact the program coordinator in charge of your project and Program Accounting team.

2. Clicking onto the PAC ID of PAC Title will direct you to a page where you can view the payment schedule for the selected PAC. If you do not see a certain Payment, please contact the program coordinator in charge of your project and Program Accounting team.

A+E Debut™		Invoicing	Royalty	Maintenance	Help	Jane Smith		
Payment Schedule for:								
PAC 75839 The Second Best Show Ever - Production								
Payment ID	Payment Type	Description	Amount	Estimated Invoice Date	Invoice #	File	Status	Action
752948	Execution		\$375,000	01/10/2025	INV-001234	 	In Process with Accounting	
752956	Start Principal Photography		\$450,000	03/10/2025	INV-002345	 	Submitted	
752957	Other		\$300,000	05/12/2025	INV-002468	 	Sent Back	 
752958	DTA - Program Only		\$187,500	07/14/2025			Open	
752959	DTA - Program Only		\$187,500	09/15/2025			Deliverables Still Required	
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3. The following are the different statuses a milestone payment may be in, and an explanation of what each means:
 - i. **Deliverables Still Required** – A+E is still waiting for a deliverable from you before you can invoice us. For example, if the payment is to be made after delivery and acceptance of the Rights Bibles for episodes 1, 2 and 3, and that has not occurred yet for all those episodes, then you will see this status value. All payment requirements must be satisfied, i.e. all required deliverables must be submitted **and approved** by A+E. If you submitted a deliverable that is required, please allow some time for A+E personnel to review and approve it. Submission is not enough; it must also be approved by A+E.
 - ii. **Open** – You can upload an invoice to A+E since the milestone requirements (if any) have been satisfied.
 - iii. **Submitted** – You have uploaded the invoice, and it has been directed to A+E for review and approval. Please wait for A+E personnel to review and approve it.
 - iv. **Sent Back** – There is an issue with the Invoice and A+E has sent it back to you. You must resubmit a corrected version at this point.
 - v. **In Process with Accounting** – Legal & Business Affairs or the Programming Department has approved the invoice, and it is now with Program Accounting for further processing.
 - vi. **In Process with AP** – Program Accounting has provided the final approval of the invoice and transferred it over to Accounts Payable (AP) for payment processing.
 - vii. **Paid by Check of Wire** – AP has sent out the payment either by a Paper Check via FedEx or by the Electronic Transfer.

- If a payment milestone is in an “Open” status, then you may upload an invoice using the “Upload Invoice” button that becomes available in the Action column:  . An uploaded invoice will be automatically directed to the appropriate A+E Global Media personnel for review and approval.

 Upload Invoice for Payment ID # 752958
✕

PAC ID 75839
DTA - Program Only

Before submitting your invoice for payment, please consider that additional documentation may be required for upload via the Financial Documents Page for the following scenarios:

- **If there is a Direction of Payment for this invoice**, please submit a signed Direction of Payment form.
- **If any banking information has changed**, please submit an updated Vendor ACH form with your new banking information.
- **If this payment is being issued to a 3rd Party Company or Person**, please submit an ACH form containing the 3rd party's banking information.

Invoice Number:

Allowed Extensions
pdf, doc, docx, xls,xlsx, txt, rtf

Upload File: Select

Comments:

 Upload

Note, if payment status is not set to “Open”, but rather displayed as “Deliverables Still Required”, you will not see the “Upload Invoice” button, and it means that this Payment has at least one Payment Requirement that has not yet been satisfied. You must upload all required deliverables and wait for A+E personnel to review and approve it. Only after all Payment Requirements are **approved**, the payment status will be set to “Open” allowing for the invoice upload. Clicking onto the “Status” column value will open a pop-up with further explanations (see further below).

- Clicking onto the “Status” column value on Payment Schedule page will open the pop-up page and provide additional information on the Payment Deliverables Status and its Requirements (if any):

 Payment ID # 142959
✕

Deliverables Status

Payment Status

Requirement	Status	Approved	Approved By		
Errors & Omissions	Approved	03/07/2025	Dmitriy Donskoy		
PAC ID	PAC Title	Status	Approved	Approved By	
75839	The Second Best Show Ever - Production	Approved	03/07/2025	Dmitriy Donskoy	
Program Delivery	Not Submitted				
PAC ID	Program ID	Program Name	Status	Approved	Approved By
75839	PROG310311	The Second Best Show Ever	Not Submitted		
Program Music Cue Sheet	Returned				
PAC ID	Program ID	Program Name	Status	Approved	Approved By
75839	PROG310311	The Second Best Show Ever	Returned		
Program Script	Not Submitted				
PAC ID	Program ID	Program Name	Status	Approved	Approved By
75839	PROG310311	The Second Best Show Ever	Not Submitted		

If Payment is linked to multiple PACs or Programs, then submissions must be done for every PAC and Program on the Payment. The overall payment and each requirement status is calculated based on the status of individual submission, i.e. if one submission is already Submitted or even Approved (as in the example above), but the other is Not Submitted yet, then the overall status will still be listed as Not Submitted, preventing you from uploading the invoice.

Payment ID # 141669					
Deliverables Status		Payment Status			
Requirement	Status	Approved	Approved By		
Errors & Omissions w/o Title	Not Submitted				
PAC ID	PAC Title	Status	Approved	Approved By	
44797	Dark Files with David Duchovny: Season 1	Approved	03/06/2025	Dmitriy Donskoy	
44983	Dark Files with David Duchovny: Season 1 - Add'l Episodes	Not Submitted			
Program Music Cue Sheet	Not Submitted				
PAC ID	Program ID	Program Name	Status	Approved	Approved By
44797	PROG302419	Dark Files with David Duchovny - 1	Not Submitted		
44797	PROG302420	Dark Files with David Duchovny - 2	Not Submitted		
44797	PROG302421	Dark Files with David Duchovny - 3	Not Submitted		
44797	PROG302422	Dark Files with David Duchovny - 4	Not Submitted		

6. Based on your contract, payments might have different types of the Deliverable Requirements that must be satisfied (**submitted and approved**) before you may upload your invoice. For example, payments with the payment type of Execution might have ACH Form, Executed Contract and Tax Form (W-9/W-8) requirements; payments with the payment type of Start Of Principal Photography might have Background Check, Errors & Omissions, Talent Agreement and Music Usage requirements, etc. All requirements for each payment are defined in the legal contract agreement and might be different based on the contract. The following are the different payment Deliverable Requirements and an explanation of what each means:
 - i. **Executed Contract** – executed legal agreement must be signed and uploaded to the system.
 - ii. **ACH Form** – completed ACH Form must be uploaded by you.
 - iii. **Tax Form (W-9/W-8)** – completed corresponding Tax Form must be uploaded by you.
 - iv. **Background Check** – confirmation that all required cast and crew background checks have been completed and must be submitted by your company on the *Legal side* of the system for *each PAC* related to the payment.
 - v. **Errors & Omissions** – liability insurance coverage certificate including the title clearance must be uploaded on the *Legal side* of the system for *each PAC* related to the payment.
 - vi. **Errors & Omissions w/o Title** – liability insurance coverage certificate w/o the title clearance must be uploaded on the *Legal side* of the system for *each PAC* related to the payment.
 - vii. **Music Usage** – a simple questionnaire identifying a composer and/or music libraries being used in the production must be submitted by your company on the *Legal side* of the system for *each PAC* related to the payment. Please note that this is different from the Music Cue Sheet requirement that is detailed log of all music used in each program.
 - viii. **Talent Agreement** – Talent Agreement documents (including the T-2 forms) for all Talent participants must be uploaded and submitted by your company on the *Legal side* of the system for *each PAC* related to the payment.

- ix. **Program Shot Sheet** – a complete log document with details about each shot (including description, image ID, time codes in and out) for *each program* linked to the payment must be uploaded by your company on the *Legal side* of the system.
- x. **Program Music Cue Sheet** – a complete log document with details about all music (including duration, ownership split, society registration) used in each program linked to the payment must be uploaded by your company on the *Legal side* of the system. Please note that this is different from the Music Usage requirement that is a simple questionnaire on composer and/or music libraries usage.
- xi. **Program Fine Cut Music EDL** – a detailed edit decision list (EDL) document generated by the video editing software for the delivery of the final cut of *each program* linked to the payment must be uploaded by your company on the *Legal side* of the system.
- xii. **Program Script** – a program script document for *each program* linked to the payment must be submitted by your company on the *Legal side* of the system.
- xiii. **Program Delivery** – an actual audio/video asset along with corresponding asset metadata form must be uploaded by your company or designated post-production facility on the *Legal side* of the system for *each program* linked to the payment.
- xiv. **Rights Bible Delivery** – a completed Rights Bible that includes all visual and music licenses, personal and location releases, programming, and legal documents must be submitted by your company on the *Legal side* of the system for *each program* linked to the payment.

7. If there is an issue with a submitted invoice, A+E may send it back to you and it must be corrected and replaced. In such cases, the main “My Invoices” page would have an additional “Returned Invoices” section on the top of the page indicating the reason for the return:

The screenshot shows the A+E Debut Invoicing system interface. At the top, there are navigation tabs for 'Invoicing', 'Royalty', 'Maintenance', and 'Help', along with a user profile for 'Jane Smith'. The main heading is 'My Invoices for American Broadcasting Company'. Below this, there are two sections: 'Returned Invoices' and 'All Invoices'.

Returned Invoices

Network	PAC ID	PAC Title	Payment ID	Payment Type	Description	Amount	Invoice #	Uploaded Invoice	Comments	Reject Notes
LFT	75839	The Second Best Show Ever - Production	752957	Other		\$300,000	INV-002468	Test-(1).pdf		Wrong amount is listed. Please correct and re-upload.

All Invoices

Network	PAC ID	PAC Title	# Open Payments	# Closed Payments
LFT	73272	The Second Best Show Ever - Development	0	2
LFT	74485	The Most Amazing Show - Production	0	6
LFT	75839	The Second Best Show Ever - Production	5	0

The Payment Status would change to “Sent Back” and details may be seen on the Payment Status pop-up page accessible from the Payment Schedule for the affected PAC:

The screenshot shows a pop-up window titled 'Payment ID # 752957'. It has two tabs: 'Deliverables Status' and 'Payment Status', with the latter being selected. Below the tabs is a table with two columns: 'Action Date' and 'Action'.

Action Date	Action
01/10/2025	Payment has been updated from accounting system. Invoice approval is required for the following network(s): LFT
03/07/2025	Errors & Omissions w/o Title payment requirement has been approved by user Dmitriy Donskoy
03/07/2025	A+E Networks has approved all outstanding Payment Requirements
03/07/2025	Jane Smith submitted a new invoice Invoice Number: INV-002468
03/07/2025	Dmitriy Donskoy Rejected submitted invoice. Reason: Wrong amount is listed. Please correct and re-upload.