

One Delivery – Ordering from Library

1.

Option 1: Send file to delivery from Library
Select file and then select the more icon (three dots) to "Send to ONE Delivery". You can do this from the library list view or within the file.

1.

Option 2: Retrieve Library file within order
Start new order in ONE Delivery. Select market "Australia and New Zealand". Tick "I'll be uploading the media" and "Continue".

2.

ONE Delivery ordering page
When you land in the ONE Delivery ordering page, select market "Australia and New Zealand". Tick "I'll be uploading the media" and then "Continue".

2.

Retrieve Media
Under "Attach media for delivery" select "Retrieve Media". Select required file from Library.

3.

Add details and finalise order
On the next page, your key number details for the file will populate from the previous order. Review and continue with order per normal.

3.

Add details and finalise order
Your key number details for the file will populate from the previous order. Review and continue with order per normal.