

One Delivery – Ordering from Library

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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.



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".

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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.

Select Market*				
Australia and New Zealand				
/ho is supplying the media? *				
 I'll be uploading the media You can either upload your media on the next s or after your order has been placed (upload instructions are emailed to you) 	tep			

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.	Add details for this key	
	Key Number*	Retrieve Media
	Key Number	Q Search media
	Attach media for delivery	Showing 20 of 1089 Media files
	Upload now Retrieve Media	Library Projects Media Manager
		HD TEST090711CC Continuous Add
		HD TEST090711RR All Regiona Add

Retrieve Media

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

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Attach media fo	r delivery
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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.

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