

One Delivery - Ordering

1.

On hold 5 Completed 355 Upload Files **New order**

Date - Most Recent First

Advertiser: adstream Product: brand

New order

To begin, click "New order" in the ONE Delivery module. Begin by selecting market.

2.

Tell us a bit about your order

Select Market*
Australia and New Zealand

Who is supplying the media?*

laurent@posty.com

I'll be uploading the media

i You can either upload your media on the next step or after your order has been placed (upload instructions are emailed to you)

Order on behalf of*
Adstream Australia & New Zealand

Who is supplying the media?

Enter email of TVC uploader, they will receive an email request. If you are selecting an existing key from library or uploading yourself, tick "I'll be uploading the media".

3.

Add details for this key

Key Number*
Key Number

Attach media for delivery

Upload now **Retrieve Media**

Destinations*

Select Destinations

Add destinations **Load lists** **Save list** **QC & Ingest Only**

Client*
Client

Key number details

Enter key number. Upload TVC now or search media from library if required. Add destinations and SLAs. Enter remaining mandatories and continue.

4.

Save as Draft **...**

✓ About this order

☰ Keys in this order 1

Untitled
Key no. -
Destina... 0

Add a key

Set email notifications

Duplicate key

Stage tracker

The left side of page will update as you move through order. Select more (...) to set extra email notifications or duplicate key.

5.

Confirm Your Delivery Options
Price shown do not include tax

Clock Number	Title	Duration
3213213211	Training test	30

Item	QTY	Item	Total
<input type="checkbox"/> Save media in Library			

Clock Total Price 0.00

Total to pay

Sub-total N/A
Tax N/A

Total: N/A

Continue

Payment details

Review order and continue. If invoice requires, enter PO and job numbers.

6.

In progress 133 Draft 11 On hold 6 Completed 267 **New order**

Search... Date - Most Recent First

Order no.	Market	Advertiser	Product
100191956	Australia and New Ze...	adstream,adstream,ad...	TEST BRAND,TEST BR...

Title & Clock Number	First Air Date	Status
BulkSDTest1 Title	2019/03/14	0/1 Delivered

Destinations

Regional Retagging **Order Placed** Received Media Passed QC Transferring At Destination

Track order

Once TVC has been uploaded, matches order and passes AutoQC in Media Manager, it will auto-submit (if setting selected) to Adstream and progress bar will show "received media". You will also receive email notifications.