AudioNET
We deliver

Dispatching Audio from an Agency Order

1. Once you've received approval for dispatch to the stations click the link on the e-mail from the Dispatch Order from the Creative Agency and login with your User Name and the Password.
    OR
    Log on to the AudioNET Website at **www.audionet.com.au** with the User Name and the Password. Click on the "Incomplete Orders" button in the centre of the page.

2. You'll see a list of Incomplete Orders. Click on the first "Action" button on the right hand side of the screen and select the "Fulfill Order" option

3. When the details of the order appear you can type in your purchase order no, or job no, if applicable. This is the billing reference that AudioNET will use for invoicing.

4. You can review the stations selected and also the "Key No. Details" and have the option to enter the title for each Key Number.

5. Click the Browse button to find the audio file on your computer and double click on the file or click and OK. **NB: AudioNET will give you a warning message if the file name doesn't match the Key Number (a dash "-" in the file name where a slash / appears in the Key Number is considered a match).**

6. Click the "Dispatch Delivery" button, on the bottom right hand corner of the screen. You will see a progress bar page pop up and receive a message on screen that the delivery has been successful.

    NB: You will receive an e-mail confirming that the delivery has been dispatched.

7. If you have more than 1 Order to complete, click on the "Unfulfilled Orders" button to fulfill another order and repeat steps 2 to 7.

8. To confirm the dispatch to the stations click the "Delivery Confirmations" link at the top of the page.

9. Log-out by clicking the link at the top right hand side of the AudioNET page.

AudioNET **Support Contacts**

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(NB: support available 24 hours)

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