



PUBLICIS GROUPE

Publicis Group: SpeedSEND – User Manual

NOTE: Please use **WINDOWS INTERNET EXPLORER** to access Speedsend. Google Chrome and Mozilla Firefox may not work properly with Speedsend.

The URL is

<https://www.publicisgroupespeedsend.com/PGMSpeedsend/Login.aspx?Enc=r16mz7OvDnKu4e8NHpqL7w==>

Login Details:

Username: **YOUR EMAIL ADDRESS**

Password:

(Please note that these fields are case sensitive)

If you have lost/forgotten your password you can go to the homepage and select "Forgot Password"

Instructions

Below is a simple step-by-step instructions for you to view your invoices and related documents on the SpeedSEND site.

As soon as you put the above URL into your web browser you will be directed to the screen as below:


PUBLICIS GROUPE

Welcome to Speedsend for PGM!

Login
Username:
Password:
 Keep me signed in
[Forgot Password](#)

powered by


Once you have logged in it will show you the **homepage** screen – this will provide you with contact details and system specifications:



PUBLICIS GROUPE

Document Library Admin

Welcome to Speedsend!

Following you will find information that enables you to access your documents successfully, plus contact details if you need to get in touch with us regarding any difficulties.

Should you require any of this information in the future, please navigate to the "Help" menu after you log in.

System Requirements

Internet Explorer 8.0 or above
Firefox version 3.5 or above
Safari version 4.0 or above
Adobe Reader version 7 or above (we recommend to use the latest version of acrobat reader)
Please disable your popup blocker on your browser

Terms and Conditions

Click [here](#) to view the Amnesia Razorfish Terms and Conditions

Speedsend Helpline
1300 625 811

Banking Details
Victoria Government
BSB: 244-000
Account Number: 107595007

ZenithOptimedia Australia
BSB: 244-000
Account Number: 107595007

To search for the documents related to you, please click on Document Library. This will then give you a range of search functionality as per below:



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Document Library Admin

All Billing Documents

Invoice No:	<input type="text"/>	Agency:	<input type="text"/>
Schedule No:	<input type="text"/>	Branch:	<input type="text"/>
Document Type:	<input type="text"/>	Master Client:	<input type="text"/>
Media Type:	<input type="text"/>	Client Code:	<input type="text"/>
Billing Date From:	<input type="text"/>	Product Code:	<input type="text"/>
Billing Date To:	<input type="text"/>		

When searching for the documents related to you, the key search fields are "Document Type" and "Client Code", as well as the relevant billing dates. Example shown below:

Document Library
Admin

All Billing Documents

Invoice No:

Schedule No:

Document Type:

Media Type:

Billing Date From:

Billing Date To:

Agency:

Branch:

Master Client:

Client Code:

Product Code:

Note: Click the 'plus' signs to expand documents

<input type="checkbox"/>	Agency	Branch	Master Client	Client Code	Prod Code	Billing Date	Invoice No	Media Type	Sched No
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	303647	Press	390815
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	302185	Press	390733
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	302184	Press	390750
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	302183	Press	390745
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	302182	Press	390730
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301422	Press	390695
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301421	Press	390640
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301420	Press	320276
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301419	Press	320275
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301418	Press	390693
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301417	Press	390664
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301416	Press	380201
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301415	Press	320406
+	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013			

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VIEWING:

To view the required document, please click on the box next to that file, and click **VIEW DOCUMENT**. You also have the functionality to **Add to a Folder**, and **Email the Document**.

Please Note: To view all documents related to that file/invoice (including tear sheets and statements), click the + icon to expand which will then show all documents. Click the box for all and then **VIEW ALL DOCUMENTS** as shown below.

All Billing Documents

Invoice No: Agency:
Schedule No: Branch:
Document Type: Master Client:
Media Type: Client Code:
Billing Date From: Product Code:
Billing Date To:

Note: Click the 'plus' signs to expand documents

Agency	Branch	Master Client	Client Code	Prod Code	Billing Date	Invoice No	Media Type	Sched No	
<input checked="" type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	303647	Press	390815
Document Type		Ref/Count							
<input checked="" type="checkbox"/>		Tearsheet		1					
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	302185	Press	390733
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	302184	Press	390750
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	302183	Press	390745
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	302182	Press	390730
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301422	Press	390695
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301421	Press	390640
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301420	Press	320276
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301419	Press	320275
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301418	Press	390693
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301417	Press	390664
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301416	Press	380201
<input type="checkbox"/>	VICGOV	VICGOV	VICGOV	TDVLIN	TDVLIN	31/07/2013	301415	Press	320406

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NOTE – If you need to go back to repository screen you must always choose the BACK button

When you go BACK on the top right hand corner of repository screen – you can **LOGOUT** – you must logout anytime that you are away for a period of 5 minutes or more or else it will automatically lock you out for security purposes this is on all our sites.

Contacts:

For account enquiries, please email financehelp@zenithoptimedia.com.au

If you are experiencing any system problems, please call our **Help Line on 02 8071 1145**